

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

REGULAR MEETING OF BOARD OF DIRECTORS

SEPTEMBER 10, 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.
Vikkie Calderon, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Craig Perry, Chief Plant Operator
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 August 13, 2026, Board Meeting (p.1)
- B. Warrant List Reports of August 12, 2026, and August 26, 2026 (p.5)
- C. Cash Activity Report of August 31, 2026 (p.7)
- D. Subject: Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money. (p.9)

Recommendation: That the Board of Directors adopt Resolution No. 2026-23, 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.

5. NEW BUSINESS

- A. Subject: Consider adoption of Records Management Retention Policy Pursuant to the Government Code Sections 60200 and 60201 (*p.12*)

Recommendation: That the Board adopt Resolution No. 2026-24 establishing a Records Management and Retention Policy pursuant to the Government Code Sections 60200 and 60201 and Repealing Resolution No. 2015-17

- B. Subject: Consider Resolution No. 2026-25, A Resolution Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards Update. (*p. 35*)

Recommendation: That the Board adopt Resolution No. 2026-25, A Resolution Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards.

- C. Subject: Consideration of rescheduling the SKFCSD October 8, 2026 Board Meeting (*p. 37*)

Recommendation: Determine whether to reschedule the October 8, 2026 Regular Meeting to a mutually agreed upon date in October 2026.

6. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

7. GENERAL MANAGER REPORTS

- A. VROP Presentation at Selma Unified School District, September 15, 2026 at 5:30pm-Selma High School Dining Hall.
- B. Jr. Safety/Career Day at Ronald Reagan Elementary School, Kingsburg. Friday, October 2nd, 2026.
- C. Report on Cyber Attack and Power Outages at the District

8. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, October 8, 2026, at 4:00 p.m.

Next Ordinance: 2026-02

Next Resolution: 2026-26

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

MINUTES OF THE BOARD MEETING OF DIRECTORS

AUGUST 13, 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)

Vince Palomar (P)

Jim Avalos (P)

Amarjeet Gill, Vice Chairwoman (A)

Buddy Mendes, Chairman (P)

STAFF AND CONSULTANTS

Veronica Cazares, General Manager/Secretary

Alicia Kirk, Executive Assistant to the G.M.

Craig Perry, Chief Plant Operator

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 August 13, 2026, was made by Director Magsig and seconded by Director Avalos and approved by the following vote:

AYE: Directors Magsig, Palomar, Avalos, Chairman Mendes

NO:

ABSENT: Vice Chairwoman Gill

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 June 11, 2026 Board Meeting (p.1)
- B. Warrant List Reports of June 3, 2026, June 17, 2026, June 30, 2026 and July 2, 2026, July 15, 2026, and July 29, 2026. (p.6)
- C. Cash Activity Report of June 30, 2026 and July 31, 2026 (p.13)
- D. Subject: Agreement for Special Services between SKF and Liebert, Cassidy, Whitmore (p.17)

Recommendation: That the Board approve Amendment No. 3 to the Legal Services Agreement with Liebert Cassidy Whitmore to update fee schedule.

- E. Resolution No. 2026-21, A Resolution Honoring Tricia Miller, upon her retirement after 11 years of service to the Selma-Kingsburg-Fowler County Sanitation District. *(p.21)*

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

AYE: Directors Magsig, Palomar, Avalos, Chairman Mendes

NO:

ABSENT: Vice Chairwoman Gill

ABSTAIN:

PRESENTATIONS

- A. Subject: Valley Regional Occupational Program-District Job Shadowing Training Program. Abel Salazar-Alba, Daniel Rubio, Jeshua Segoviano, Juan Vasquez

The students gave the Board a power point presentation of their time spent here at the District. This is the 8th year the District has participated in the Valley ROP program with Selma High School.

NEW BUSINESS

- A. Subject: Consideration of Amendment No. 1 to Consulting Services Agreement with Precision Civil Engineering regarding Engineering and Supplemental Staff Services. *(p.22)*

Recommendation: That the Board approve Amendment No. 1 to Consulting Services Agreement with Precision Civil Engineering for Engineering Services in the amount of \$75,000 and authorize the General Manager to execute the agreement.

As of June 1, 2026, the District has hired a Supervising Engineer. The District would like to extend the agreement with Precision Civil Engineering to December 2026 to aid in the transition. Director Magsig stepped out due to the Levine Act as representatives from Precision Civil Engineering have contributed to his campaign.

There being no comment from the public, a motion to approve Amendment No. 1 to Consulting Services Agreement with Precision Civil Engineering for Engineering Services in the amount of \$75,000 and authorize the General Manager to execute the agreement, was made by Director Avalos, and seconded by Director Palomar and approved by the following vote:

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

- B. Subject: Consideration of Amendment No. 1 to Consulting Services Agreement with Herwit Engineers for the Effluent Disposal Line RR Project. *(p.25)*

Recommendation: That the Board approve Amendment No. 1 to Consulting Services Agreement with Herwit Engineers for Engineering Services to extend the term and approve additional costs in the amount of \$49,560 and authorize the General Manager to execute the agreement.

The agreement with Herwit Engineers expires on August 31, 2026. The District desires to extend the agreement to February 27, 2027, to provide services due to Contract Change Order No. 2, and process items as needed during construction, and closeout of the Project.

There being no comment from the public, a motion to approve the Amendment No. 1 to Consulting Services Agreement with Herwit Engineers for Engineering Services to extend the term and approve additional costs in the amount of \$49,560 and authorize the General Manager to execute the agreement was made by Director Avalos, and seconded by Director Palomar and approved by the following vote:

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

- C. Subject: Effluent Disposal Line RR Project *(p.28)*

Recommendation: That the Board approve Contract Change Order Nos. 1-2 to Panico Excavation, Inc. Public Works Contract.

A new section of damage to the Effluent line was discovered and additional CCTV is needed to assess and correct another 300 lineal feet.

There being no comment from the public, a motion to approve Contract Change Order Nos. 1-2 to Panico Excavation, Inc. Public Works Contract, was made by Director Avalos, seconded by Director Palomar and approved by the following vote:

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

D. Subject: Resolution No. 2026-22, A Resolution Authorizing the Purchase of Flygt Pumps Directly from the Manufacturer and Without Public Notice or Bid *(p.31)*

Recommendation: That the Board adopt Resolution No. 2026-22, A Resolution Authorizing the Purchase of Flygt Pumps Directly from the Manufacturer and Without Public Notice or Bid

Pumps need to be replaced at the Manning Avenue Lift Station. The amount is beyond the General Manager's authorization for a sole source equipment procurement. This is equivalent equipment replacement, and no structural improvements need to be made.

There being no comment from the public, a motion to approve Resolution No. 2026-22, A Resolution Authorizing the Purchase of Flygt Pumps Directly from the Manufacturer and Without Public Notice or Bid, was made by Director Avalos seconded by Director Palomar and approved by the following vote:

AYE: Directors Magsig, Palomar, Avalos, Chairman Mendes

NO:

ABSENT: Vice Chairwoman Gill

ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

At the September 2026 Board meeting, Director Avalos would like an update on the S-K-F CSD Policy and Procedure for a Cyber Attack, Power Outages, and would like an update on the Clarkson Lift Station. Director Avalos inquired about updates on the sewer line under the Selma Railroad crossing. GM Cazares confirmed communication with the engineer but stated there is no new information.

GENERAL MANAGER REPORTS

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 Avalos at 4:23 p.m.

Respectfully submitted,

Approved,

Veronica Cazares, General Manager

Buddy Mendes, Chairman of
the Board

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

August 12, 2026

WARRANT LIST

ACCOUNTING SYSTEMS INC.	INFORMATION SYSTEMS	375.00
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, INFORMATION SYSTEMS	150.31
AMERICAN EXPRESS	TRAVEL & TRAINING, EMPLOYEE	5,746.14
	RECOGNITION PROGRAM, PRINTING AD,	
	MEMBERSHIPS, OUTREACH	
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	319.29
AT&T MOBILITY	COMMUNICATIONS	102.06
BOOT BARN HOLDINGS INC.	SAFETY SUPPLIES	278.18
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,656.98
CALPERS	RETIREMENT	62,415.50
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	282.20
CITY NATIONAL BANK	SOLAR LOAN INSTALLMENT PAYMENT	156,697.50
CWEA	MEMBERSHIPS	259.00
CWEA CSJ SECTION	TRAVEL & TRAINING	200.00
DATCO	PROF.SERVICES - MED & SAFETY	20.00
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	2,500.00
FORKLIFTS GROUP WEST INC.	EQUIPMENT REPAIRS & MAINTENANCE	1,210.02
FRESNO OXYGEN/BARNES WELDING	EQUIPMENT REPAIRS & MAINTENANCE	495.62
GARY HELM	RETIREE HEALTH REIMBURSEMENT	319.29
GISELA ROSALES	AUTO MAINTENANCE	1,110.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE	994.64
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
JT2 INC dba TODD COMPANIES	SELMA REHAB PROJECT ALLEYS	56,950.00
HERWIT ENGINEERING	EFFLUENT LINE R&R PROJECT	15,624.40
KINGS WATER ALLIANCE	PERMITS	36,596.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	319.29
MICHAEL COLEY	BUILDING & GROUNDS MAINTENANCE	800.00
MKN	LIFT STATION D3 NORTH STREET PROJECT	3,797.50
MORGAN BROTHERS INC	PEST CONTROL	125.00
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT REPAIRS & MAINTENANCE	680.86
NAPA AUTO PARTS	EQUIPMENT REPAIRS & MAINTENANCE	465.66
NELSON'S ACE HARDWARE	EQUIPMENT REPAIRS & MAINTENANCE	28.59
NEXTIVA INC.	COMMUNICATIONS	142.86
PANICO EXCAVATION INC.	EFFLUENT LINE R&R PROJECT	75,063.87
PAPE KENWORTH	EQUIPMENT REPAIRS & MAINTENANCE	590.39
PG&E	ELECTRIC UTILITIES	12,323.11
PRECISION CIVIL ENGINEERING INC.	PROF.SERVICES - ENGR & TECH	8,797.50
PROFESSIONAL PRINT & MAIL, INC	PRINTING -FORMS	1,248.12
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	319.29
ROBERT V JENSEN, INC.	LUBRICANTS	2,457.80
SAGE SOFTWARE INC	INFORMATION SYSTEMS	2,087.00
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	319.29
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	319.29
SHAR - CRAFT INC.	EQUIPMENT REPAIRS & MAINTENANCE	3,115.02
SILVAS OIL CO. INC.	FUEL	2,843.54
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	522.50
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	194.83
TELETRAC NAVMAN US LTD.	COMMUNICATIONS	3,431.99
T-MOBILE USA INC.	COMMUNICATIONS	2,050.63
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	851.23
UNDERGROUND SERVICE ALERT	MEMBERSHIPS	1,940.91
UNWIRED BROADBAND, INC.	COMMUNICATIONS	814.98
VESTIS	UNIFORMS, MATS, MOPS, TOWELS	1,214.42
WORKFORCE GO!	INFORMATION SYSTEMS	58.92

MAS 200 Total Checks

\$473,379.55

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

**August 26, 2026
WARRANT LIST**

AMAZON CAPITAL SERVICES	SAFETY SUPPLY, OFFICE SUPPLIES,	101.27
	OFFICE EQUIPMENT	
BSK ASSOCIATES	EXTERNAL LAB SERVICES	3,959.16
CALIFORNIA WATER SERVICE	WATER UTILITIES	58.09
CALPERS HEALTH	HEALTH INSURANCE	50,348.46
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	25.00
CINTAS CORPORATION NO.2	SAFETY SUPPLIES, RENT & LEASE	328.87
	EQUIPMENT	
CWEA	MEMBERSHIPS	259.00
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	148.53
DRAPER SMITH INSURANCE GROUP	HONESTY BOND	194.00
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FISHER SCIENTIFIC	LAB SUPPLIES	985.59
FOWLER ACE HARDWARE	EQUIPMENT MAINTENANCE	46.59
FOWLER MOTHERS CLUB	OUTREACH	500.00
GISELA ROSALES	AUTO MAINTENANCE	1,200.00
GOLDEN STATE MECHANICAL	EQUIPMENT MAINTENANCE	902.06
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE	1,058.49
INTER. UNION OF OPER. ENG. #39	UNION DUES	606.91
JEFFREY GLENN RANSOM	TRAVEL & TRAINING REIMB.	195.80
JIMMIE AVALOS	DIRECTOR'S FEE	127.63
KINGS INDUSTRIAL OCC. MED. CTR, INC.	PROF.SERVICES - MED & SAFETY	220.00
KINGSBURG, CITY OF	OUTREACH PHARMA KIOSK, WATER	557.37
	UTILITIES	
LIEBERT CASSIDY WHITMORE	PROF.SERVICES - MGMNT & HUM	546.00
	RELATIONS	
MID VALLEY DISPOSAL	WASTE UTILITIES	150.00
MOMAR INC.	CHEMICALS	499.37
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE, SMALL TOOLS	1,786.71
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NEIGHBORLY INTEGRATED SOLUTIONS	SPECIAL SERVICES - AERIAL & GROUND	55,000.00
NELSON'S ACE HARDWARE	BLDG & GROUNDS MAINTENANCE,	203.36
	EQUIPMENT MAINTENANCE	
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	397.62
OPTERRA ENERGY SERVICES	SOLAR MAINTENANCE	59,975.48
O'REILLY AUTO PARTS	AUTO MAINTENANCE	67.47
PG&E	ELECTRIC UTILITIES	33,576.74
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	135.00
QUADIENT FINANCE USA, INC.	POSTAGE	500.00
REXEL USA INC.	EQUIPMENT MAINTENANCE	800.14
RICHARD WESTERLING	TRAVEL & TRAINING REIMB.	230.30
RODRIGUEZ, ERNESTO	WELLNESS PROG. REIMB.	40.00
SC INDUSTRIES	SAFETY SUPPLIES	5,015.26
SCOUT SPECIALTIES INC.	EQUIPMENT MAINTENANCE	682.98
SERENA COATES	TRAVEL & TRAINING REIMB.	4,030.00
SHAPE INC	EQUIPMENT MAINTENANCE	20,839.29
SILVAS OIL CO. INC.	FUEL	3,142.06
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	786.00
THE GAS CO	GAS UTILITIES	69.01
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	801.16
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	33.00
VALLEY IRON INC	EQUIPMENT MAINTENANCE	107.89
VERONICA CAZARES	LICENSE REIMBURSEMENT	250.00
VESTIS	UNIFORMS, MATS, MOPS, TOWELS	1,265.44
VINCE PALOMAR	DIRECTOR'S FEE	127.63
WORKFORCE GO!	INFORMATION SYSTEMS	2,760.90

MAS 200 Total Checks

\$256,051.89

SKF COUNTY SANITATION DISTRICT
CASH ACTIVITY REPORT
Month: AUGUST
Fiscal Year: 2026-27

Cash Account Description	End of Month Cash Balance June 30, 2026	End of Month Cash Balance August 31, 2026
*** Cash in Treasury: Operations & Maintenance	\$ 5,779,434.59	\$ 4,948,569.41
Cash in Bank: Operations & Maintenance	\$ 170,759.07	\$ 777,964.23
Cash in Bank: Payroll	\$ 133,409.82	\$ 130,956.90
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 6,084,303.48	\$ 5,858,190.54
*** Cash in County Treasury:Expansion	\$ 8,292,966.48	\$ 8,718,171.59
*** Cash in County Treasury: R&R	\$ 13,894,648.29	\$ 13,796,118.50
*** Cash in County Treasury:Selma	\$ 1,591,525.19	\$ 1,505,945.82
*** Cash in County Treasury: Selma SWRCB Reserve	\$ 287,803.18	\$ 287,863.02
Total Selma	\$ 1,879,328.37	\$ 1,793,808.84
*** Cash in County Treasury:Kingsburg	\$ 3,328,501.31	\$ 3,299,767.27
*** Cash in County Treasury:Fowler	\$ 1,838,019.30	\$ 1,858,348.64
Total Cash Balance	\$ 35,317,767.23	\$ 35,324,405.38

*** PENDING COUNTY REPORTS @ 8/31/2026

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

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	8/12/2026	\$	473,379.55
WARRANT LIST ENDING	8/26/2026	\$	256,051.89
TOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	<u>729,431.44</u>

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	8/9/2026	\$	111,433.50
EMPLOYER CONTRIBUTIONS (PERS)	8/9/2026	\$	10,740.20
EMPLOYER TAXES	8/9/2026	\$	1,456.77
HEALTH INSURANCE	8/9/2026	\$	<u>17,814.72</u>
		\$	141,445.19

TOTAL SALARIES PERIOD ENDING:

SALARIES	8/23/2026	\$	115,788.50
EMPLOYER CONTRIBUTIONS (PERS)	8/23/2026	\$	10,741.00
EMPLOYER TAXES	8/23/2026	\$	1,519.17
HEALTH INSURANCE	8/23/2026	\$	<u>17,814.72</u>
		\$	145,863.39

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES		\$	<u>287,308.59</u>
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GRAND TOTAL		\$	<u><u>1,016,740.03</u></u>
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MEMORANDUM

(September 10, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Prepared: August 27, 2026

Agenda Item: 4-D
Action: Resolution No. 2026-23

SUBJECT: Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2026-23, 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.

EXECUTIVE SUMMARY

Special Districts that have their Funds on deposit with County of Fresno are required to update the County of Fresno Auditor-Controller/Treasurer-Tax Collector Special District/Organization Data Sheet for check signatures and release authorization.

Westamerica Bank requires checking account holders to have on their file an updated Personal Information Sheet for check signatures and release authorization. The completed forms must be submitted to County of Fresno Auditor-Controller/Treasurer-Tax Collector office and Westamerica Bank.

Due to the recent hiring of a new Administrative Services/Human Resources Manager, the District needs to update the attached County of Fresno Auditor-Controller/Treasurer-Tax Collector Special District/Organization Data Sheet and Westamerica Bank Personal Information Sheet for check signatures and release authorization. The Board also needs to update the previously approved Resolution No. 2026-11 regarding authorized signatories for checks, warrants, and other orders.

Attachments: (1) Resolution No. 2026-23

RESOLUTION NO. 2026-23

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.

WHEREAS, the County Auditor-Controller/Treasure-Tax Collector and Westamerica Bank require documentation of authorized signatories and signatures; and

WHEREAS, Resolution No. 2025-11 Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money includes the name of the former Administrative Services/Human Resources Manager as a signatory; and

WHEREAS, the District determines that it is necessary for the efficient administration of the fiscal affairs of the District that this resolution be passed and adopted.

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

Section 1. Each bank doing business with the District is hereby authorized to honor checks, warrants, or other orders for the payment of money drawn in the name of the District on all its accounts when bearing at least two of the following signatures:

- (a) Board Chairman,
- (b) Board Vice-Chairman,
- (c) Administrative Services/Human Resources Manager, Vikkie Calderon
- (d) General Manager, Veronica Cazares

Section 2. Directs staff to cause the completion and submission of necessary documents regarding Section 1 as required by the County Auditor Controller/Treasurer-Tax Collector and Westamerica Bank.

Section 3. Resolution No. 2026-11 is rescinded and superseded by this Resolution.

Section 4. This resolution shall become effective immediately upon its passage and adoption.

CERTIFICATION

The foregoing resolution was adopted on September 10, 2026, on a motion duly made, seconded, and approved by unanimous voice vote:

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

MEMORANDUM
(September 10, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares General Manager
Date Prepared: August 27, 2026

Agenda Item: 5-A
Action: Resolution No. 2026-24

SUBJECT: Consider adoption of Records Management Retention Policy Pursuant to the Government Code Sections 60200 and 60201

RECOMMENDATION

That the Board adopt Resolution No. 2026-24 establishing a Records Management and Retention Policy pursuant to the Government Code Sections 60200 and 60201 and Repealing Resolution No. 2015-17.

EXECUTIVE SUMMARY

The Board adopted a records retention policy published by the California Secretary of State in February 2015. The current policy is out of date and is not tailored to the specific needs of the District. The District has developed a Records Management and Retention Policy for consideration by the Board of Directors. The document contains guidelines, procedures and a retention schedule to retain and store District records in an orderly manner and to dispose of records no longer needed for administrative, fiscal, historic or legal purposes in compliance with Government Code Sections 60200 and 60201 and other provisions of law.

Attachments: (1) Resolution No. 2026-24
(2) Records Management and Retention Policy

RESOLUTION NO. 2026-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT ADOPTING A RECORDS MANAGEMENT AND RETENTION POLICY AS AUTHORIZED BY THE GOVERNMENT CODE AND REPEALING RESOLUTION NO. 2015-17 IN ITS ENTIRETY

WHEREAS, California Government Code Section 60201 sets forth legal requirements whereby certain public records which served their purpose and are no longer required may be destroyed, and the destruction of said records will not interfere with the services and functions of Selma-Kingsburg-Fowler County Sanitation District (District); and

WHEREAS, the keeping of certain records is not necessary nor legally required after the passage of certain periods of time for the effective and efficient operation of the District; and

WHEREAS, a physical inventory of District records will be conducted, and District records will continuously be inventoried and reviewed; and

WHEREAS, the "Selma-Kingsburg-Fowler County Sanitation District Records Management and Retention Policy" is attached to this Resolution and provides the District with guidelines, procedures and a retention schedule to retain and store District records in an orderly manner and to dispose of records no longer needed for administrative, fiscal, historic or legal purposes in compliance with Government Code Sections 60201 and other provisions of law; and

WHEREAS, the adoption of the Records Management and Retention Policy will facilitate the orderly and efficient transfer, retention, and destruction of District records ; and

WHEREAS, Records Management and Retention Policy lists records by type and their respective retention periods; and

WHEREAS, the Records Management and Retention Policy has been reviewed by General Counsel; and

WHEREAS, the Board of Directors may authorize the destruction/disposition of categories of records if it does the following: (i) adopts a resolution finding that the destruction/disposition of records will not adversely affect any interest of the District or the public; and (ii) maintains a list by category of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District as follows:

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

SECTION 2. The Board hereby adopts the Selma-Kingsburg-Fowler County Sanitation Records Management and Retention Policy ("District Records Management and Retention Policy") which is attached hereto and incorporated by reference.

SECTION 3. The Board finds that adoption of the Policy will not adversely affect any interest of the District or the public and that this Policy requires the maintenance of a list by category of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

SECTION 4. As required by Government Code 60201, the District Records Management and Retention Policy includes a list of records that are not authorized for destruction.

SECTION 5. The Administrative Services/Human Resources Manager is authorized and directed to continue the physical inventory and analysis process for District records and periodically present any revisions or retention schedule modifications from time to time as may be necessary to keep the District's records management guidelines, policies and retention schedule current, timely and in compliance with state law.

SECTION 6. The Administrative Services/Human Resources Manager is authorized and directed to do all things necessary to implement and comply with the District's Records Management and Retention Policy adopted by this Resolution.

SECTION 7. This Resolution repeals and supersedes Resolution No. 2015-17.

SECTION 5. Effective Date. The resolution shall become effective upon its adoption.

(Certification on following page)

CERTIFICATION

The foregoing Resolution No. 2026-24 was adopted on September 10, 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
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT



SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

RECORDS MANAGEMENT AND RETENTION POLICY

Board Resolution No. _____

DATE: _____

1. PURPOSE POLICY STATEMENT

The purpose of this Records Management and Retention Policy (“Policy”) is to establish a comprehensive and uniform policy for the cost effective and efficient management of the District’s records. This includes the creation use, maintenance, security, retention, storage, preservation, and destruction in accordance with Government Code Sections 60200 and 60201. Proper management of District records ensures prompt and accurate retrieval of records and compliance with legal requirements as well as minimizing the use of District resources for storage of records that are no longer necessary.

2. GENERAL

A. Authority. The General Manager is authorized to interpret and implement this policy. The Administrative Services/Human Resources Manager is designated as the Records Manager who shall be responsible for:

- The administration of this policy;
- Monitoring compliance with District policies and procedures for records management;
- Conducting an annual review of the records database to determine which records are eligible for destruction;
- Preparing a list of administrative, executive and/or operational records eligible for destruction;
- Ensuring appropriate signatures are received prior to records destruction; and
- Ensuring that obsolete records are destroyed in a timely manner and obtaining the necessary forms certifying that the records have been destroyed.

The General Manager and Administrative Services/Human Resources Manager are authorized to do everything necessary to comply with the terms and intent of this Policy.

B. Public Records: Include any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by the District regardless of physical form or characteristics.

C. Writing: Means any handwriting, typewriting, printing, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner which the record has been stored.

3. GOALS OF RECORDS RETENTION SCHEDULE

Pursuant to Government Code section 60201, subdivision (b)(2), the goals of the District in creating this Policy are to:

- Optimize records volume
- Improve storage and retrieval systems
- Improve employee productivity
- Identify and protect vital records
- Continue to meet legal requirements
- Protect the organization, personnel, and the public

4. RETENTION AND DESTRUCTION OF DOCUMENTS

All records identified in the Records Retention Schedule shall be retained in original or scanned form in the District offices for the number of years indicated in the column designated "Retention Period (Years)."

Each document scheduled for destruction shall, prior to destruction, be reviewed by the General Manager or Authorized Designee and shall be retained if either determines that the document has continuing value or use by reason of litigation, relationship to a continuing project, or any other valid reason.

Upon determination of records eligible for destruction, a Records Disposition Form shall be completed by office staff and approved by the General Manager. This approval shall occur BEFORE the records are destroyed. Once approved, the records shall be properly destroyed, signed off and the completed form shall be returned to the Authorized Designee for permanent retention.

The Schedule has guidelines for the appropriate retention of numerous types of records. If, after consulting this policy and the schedules attached, there exists a question regarding the proper disposition or retention of a particular document or series of documents, it shall be the responsibility of the General Manager or other employee in possession of the document, to work in conjunction with the Administrative Services/Human Resources Manager to determine the proper disposition of the item(s). Since this policy is designed to facilitate the routine, orderly and timely archiving or disposition of documents by District staff, if it becomes apparent that this policy fails to address certain classes of documents, this should be brought to the immediate attention of the General Manager for appropriate action and correction.

A. Other Terms

As used in this policy, the following terms are defined as follows:

Active Record: a record referred to in the general conduct of current District business and is retained by the District.

Citation: the legal basis for a retention period.

Duplicate Record: a record that is a copy of an original record.

Historical Record: a record that is valuable to future researchers in that it documents accomplishments, changes, and growth of the District.

Inactive/Archived Record: a record that is no longer referred to in the general conduct of current District business but is still accessible.

Legal Hold: A notice or memorandum instructing affected District personnel to suspend destruction of records, including e-mail communications related to anticipated litigation, audits, or investigations.

Non-record: any writing which is not within the definition of “Record” (Drafts, working copies, information produced by other agencies, etc.).

Permanent Record: A record considered to be so valuable or unique that it should be permanently preserved.

Retention Period: the length of time that a particular record series shall be retained by the District before it is destroyed in accordance with the Retention Schedule.

Retention Schedule: the schedule of record series which are prepared, owned, used, or retained by the District, and which identifies a minimum retention period for each category of record. The Retention Schedule is subject to the approval of the Board of Trustees and may be amended from time to time by resolution.

RFP: Request for Proposal.

Transitory Writing: any writings that are preliminary drafts, notes, interagency or intra-agency memoranda that are not retained in the ordinary course of business. Generally, information contained on a transitory record has transitory value as the information is only used for a short period of time, or as reference material.

Vital Record: a record that is needed to continue or resume basic District operations in the event of a disaster. For example, an NPDES Permit, Brown Act meeting minutes, or Board resolutions.

B. Retention Key

As used in this Policy, the following terms are defined as follows:

AC- Active	P- Permanent	L- Life
AU- Audit	T- Termination	S- Supersede (d)*
CU- Current Year	AD- Adoption	
E- Election	CL- Closed/Completion	

***Supersede(d)** refers to a formal designation that one record replaces or is the most current version of another record to ensure that only the latest or most relevant record is retained for a given period.

C. Citations Key

As used in this policy, the following terms are defined as follows:

B&P- Business and Professions

CAC- California Administrative Code

CARB- California Air Resources Board

CCP- Code of Civil Procedure

CCR- Code of California Regulations

CEQA- California Environmental Quality Act

CFR- Code of Federal Regulations

EC- Elections Code

EPA- Environmental Protection Agency

FMLA- Family Medical Leave Act

GC- Government Code

H&S- Health and Safety

LAFCO- Local Agency Formation Commission

OSHA- Occupational Health and Safety

SWRCB- State Water Resources Control Board

D. Employee Duties and Responsibilities

All District employees are responsible for:

- A. Keeping accurate and complete records of District business activities and complying with District policies and Procedures.
- B. Ensuring appropriate safeguarding of confidential, historical, and vital records.
- C. Ensuring economical and efficient maintenance of records.
- D. Routinely practicing effective controls over the creation, maintenance, and use of District records in all media formats.
- E. Segregating, transferring, or disposing of District records in accordance with policies and procedures and retention schedules.

The General Manager and Administrative Services/Human Resources Manager are responsible for:

- A. All records within their administrative and executive work.
- B. Maintaining an active program for the economical and efficient use of records.
- C. Ensuring subordinate employee compliance with this Policy.
- D. Reviewing annually and designating and approving destruction of District records that have reached the end of their retention period under their control per this Policy and retention schedules.

E. Records Retention General Guidelines

The following general provisions apply to all District records.

- 1. Pursuant to this Policy, except where a record is expressly required to be preserved according to state law, the District may destroy any original obsolete document without retaining a copy of the document if the retention and destruction of the document complies with the retention schedule as set forth in this Policy. (Government Code Section 60201).
- 2. Pursuant to this Policy, except where a record is expressly required to be preserved in its original format in accordance with state law, the District may retain electronic records without retaining the original hard copy document if the retention and destruction of the document complies with the retention schedule as set forth in this Policy.
- 3. In addition to retention periods required under this Policy, the District shall retain original administrative, legal, fiscal, and/or historical records with continued value (e.g., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired.

4. Records, including but not limited to organizational policies, legislative actions, programs, and plans, which are superseded following approval of new ones after revision, update, or replacement, should be marked SUPERSEDED and retained according to this Policy.
5. Pursuant to Government Code Section 60200 and by adoption of this Policy the Board of Directors has authorized the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the District.
6. Pursuant to Government Code Section 60201(d), the District shall not destroy any of the following records:
 1. Records relating to the formation, change of organization, or reorganization of the District.
 2. Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five (5) years
 3. Official Minutes of any meeting of the District.
 4. Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two (2) years.
 5. Records that are the subject of any pending request for records under the California Public Records Act, whether the record is exempt from disclosure, until the request has been granted or two (2) years after the request has been denied by the District.
 6. Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented.
 7. Records relating to any non-discharged debt of the District.
 8. Records relating to the title to real property in which the District has an interest.
 9. Records relating to any non-discharged contract to which the District is a party.
 10. Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received.
 11. Unaccepted bids or proposals, which are less than two (2) years old, for the construction or installation of any building, structure, or other public works.
 12. Records less than seven (7) years old, that specify the amount of compensation or expense reimbursement paid to District employees, officials, or independent contractors.

In addition, the following records are required to be retained in their original hard copy format for at least two (2) years before imaging or scanning them into electronic format. The

electronic version becomes the “original,” pursuant to state law. (Government Code Sections 60203[b] and 81009):

1. Statements of Economic Interest for Elected Officials (copies of FPPC Form 700). Total retention is four (4) years.
2. Statements of Economic Interest for Non-Elected Officials (originals of FPPC Form 700. Total retention is seven (7) years.

F. Records Destruction

Destruction of District records and final disposition is performed by the Administrative Services/Human Resources Manager and must occur on a routine basis and in a systematic manner, in the normal course of business activity and in accordance with the Records Retention Schedule. Final disposition of records is performed after the identified record has met or exceeded its retention period no matter what media is used to store the record (paper, electronic).

Prior to destruction of District records, staff shall use the records destruction certificate attached to this Policy as **EXHIBIT B** to identify and list the records to be destroyed. Signature approvals are required by the Administrative Services Manager, the General Manager, and General Counsel. The Administrative Services/Human Resources Manager will certify destruction and will be the final signature required on the form. The General Manager should provide an annual summary report of destroyed obsolete records to the Board of Directors.

G. Lost or Accidentally Destroyed Records

Employees are required to promptly report to their supervisor if a record is lost or accidentally destroyed, and provide a written report, signed and dated to the General Manager or their designee, including the following information:

1. Identify the records affected and their condition.
2. Describe the circumstances surrounding the loss or inadvertent destruction of records and how it was identified.
3. Describe the actions taken to recover, reconstruct, or remediate the records (if applicable). Document further the prevention strategies or safeguards implemented to prevent future loss or inadvertent destruction of records.
4. Responsible Employee for the Records.

H. Electronic Records Management/Network Drives

1. Policies and procedures for paper records also apply to electronic records.

2. District staff are required to delete drafts, copies, notes, and memoranda not retained in the ordinary course of District business on a regular basis from all computer and electronic media.

3. District staff are required to store all files on OneDrive or network drives, which are backed up regularly and are accessible to other employees during absences from the work environment.

I. Management and Retention of Electronic Communications

Electronic communications generate correspondence and other documentation, which are public records that may be subject to disclosure under the California Public Records Act (Government Code Section 7920.000, et seq.) and such records require protection and retention in accordance with the law.

1. The Districts electronic communication systems, including electronic mail (e-mail) social media sites, and other communication tools, are intended as mediums of communications only and are not intended or designed for the long-term storage or maintenance of records.

2. E-mail is a business tool which will be used in accordance with generally accepted business practices and current law to provide an efficient and effective means of communication. Only District-based e-mail should be used for District business.

3. Users are solely responsible for the management of their electronic mailboxes. For the e-mail system to function as designed, employees must regularly delete electronic data (e-mails and attachments) from the e-mail system.

4. The following types of e-mail messages (sent and received) and attachments are generally not considered records and shall not be retained in the ordinary course of business:

- Routine messages comparable to telephone communications.
- Scheduling related messages.
- General information (e.g., announcements, solicitations, professional list serve messages).
- Informal communication among staff and/or consultants.
- Informal notes and personal messages.
- Personal messages that are not work- or agency-related.

5. Employees shall regularly monitor their individual e-mail files, including Inbox, Sent, Deleted, and Archived folders, and routinely delete from the e-mail system the hereinabove described e-mail messages.

6. E-mail messages (sent and received) and attachments that contain information relating to the conduct of the District's business and that are deemed to be a record shall be printed in hard copy and placed in the appropriate file or converted to the appropriate electronic format and properly retained in local file systems in accordance with this Policy and then deleted from the e-mail system.

7. The General Manager shall ensure that the Information Systems Analyst promptly eliminates access for employees that separate from the District so that they do not have access to District e-mail immediately following notification from the General Manager or their authorized designee. The separating employee's supervisor, or employee as designated by the General Manager, should have access to that e-mail account.

8. When an employee separates from the District, the records stored in the e-mail account of the employee shall be the responsibility of that employee's former supervisor. The supervisor shall review the e-mails of the former employee, ensure the content of their e-mail account are non-records and not retained in the ordinary course of business, and then authorize their deletion (after appropriate records are retained for their retention period, as appropriate).

J. Trustworthy Electronic Records/Document Imaging

A. Trustworthy Electronic Records are those electronic records that are intended to serve as the District's official records (rather than preliminary drafts or copies). For purposes of this Policy, "Official Record" is used interchangeably with "Trust-worthy Electronic Record." An electronically generated document (paper scanned to image file or electronic file), controlled by daily operational procedures, policies, and security, to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document. A "Trusted Copy" means a record which is a copy of an originally created record if the copy is created on a "trusted system" in accordance with the requirements of Government Code section 60203. Once a "Trusted Copy" is created, it may replace the originally created record, and the "Trusted Copy" will be retained in accordance with this program and the Record Retention Schedule. While "trusted copies" are not spelled out in specific retention categories in the Record Retention Schedule, they are inherent and an important component to the District's strategy to migrate paper documents to the electronic document management solution.

B. The District will be in full compliance with all applicable laws to ensure the integrity of its official records and trustworthy electronic records. All images and indexes shall be stored on unalterable media, which shall be stored in a safe and separate location.

C. Whether scanning is accomplished "in-house" (by District employees) or "outsourced" (external services), any new records series to be imaged or which is intended to serve as the District's official record must be approved by the General Manager prior to commencement.

K. Policy Review

This Policy should be reviewed at least once every four (4) years, except as otherwise noted within this Policy, or as necessary when there are new legal requirements.

Accounting and Finance / Customer Services / Risk Management

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
Accounting	Accounting Reports, Statements	Monthly budget status, revenue, expense, balance sheet, quarterly reports	AU +5
Accounting	Annual Financial Report	Annual Comprehensive Financial Report	Permanent
Accounting	Audit Reports	Financial services, internal and external reports, independent auditor analysis, Management letters	AU + 5
Accounting	Accounting Journals, Registers, Ledgers	Journals: General, payroll Registers: Cash receipts, cash disbursements, accounts receivable, accounts payable, checks Ledgers: General, payroll	AU + 5
Accounting	Checks	Checks issued by the District, including expense reimbursement to employees and Board members, payments to independent contractors; includes check copies, canceled and voided checks, electronic versions of checks	AU + 7
Accounting	Credit Cards, District-Issued	Credit card bills/statements, and other records related to use of District-issued credit cards	AU + 5
Accounting	Purchasing Vendor Information	Vendor information, I-9s	AU + 5
Accounting	Purchasing Bids, RFPs, RFQs	Bids, RFPs and RFQs not related to capital projects	AU + 5
Accounting	Accounting Internal Controls and Procedures	Rules and regulations regarding internal work practices	S + 2
Banking / Investments	Banking, Certificates of Deposit	Statements, reconciliations, transactions, earnings reports	AU + 5

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
Banking / Investments	Local Agency Investment Fund (LAIF), United States Treasuries, Other Investments	Statements, transactions, earnings reports	Permanent
Budget	Operating and Capital	Annual operating and capital budgets, and amendments	Permanent
Debt	Bonds, Certificates of Participation, Refunding, Loans – State, Federal, or Bank	Authorizations, public hearing records, prospectus, certificates, notices, transcripts, official statements	CL + 10
Fixed Assets	Inventory	Purchase date, costs, depreciation	AU + 5
Fixed Assets	Surplus Property	Auction, listing, sale, disposition of property	AU + 4
Fixed Assets	Vehicles and Equipment	Purchase documentation, DMV registration and title; Title transfers when vehicle sold	Until sold + 2
Payroll	CalPERS Employee Deduction Reports	Records of CalPERS deductions	Separation + 4
Payroll	Registers	Labor costs and employee programs	Permanent
Payroll	Reports District Level	W-2, Federal 941, CA DE6, CA DE7	AU + 5
Payroll	Reports Employee Level	Dates and hours worked, gross pay, net pay, and all related taxes, deductions, benefits, adjustments, etc.	AU + 5
Payroll	Salary Records	Deduction authorizations, paid time off, beneficiaries, garnishments, unemployment claims	Separated + 5
Payroll	Timecard Data, LOAs, PAFs	Record of employee attendance	AU + 5
Payroll	Payroll Internal Controls and Procedures	Rules and regulations regarding internal work practices	S + 2
Reporting	State Controller	Financial transaction report government compensation	Permanent

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
Reporting	State Water Resources Control Board	Water arrearage	AU + 5
Reporting	Employment Development Department	Unemployment, disability, independent contractor	CU + 4
Revenue	Water Consumption, Meter Charges	Water consumption, meter fees, late fees	AU+ 5
Revenue	New Connections	Meters, capacity, intent to serve, project review	AU + 5
Revenue	Other Revenue	Property taxes, interest	AU+ 5
Revenue	Receivables Payments / Cash Receipts / Deposit Receipt Forms	Proof of payment for fire flow tests, meter upgrades, new services, and landscape reviews	AU + 5
Revenue	Wastewater Rate Study	Rates and fees study, rate models	Permanent
Revenue	Wastewater Capacity Charges	Wastewater capacity charges, rate models	Permanent
Revenue	Miscellaneous Fees	Miscellaneous fees, cost of service	Permanent
Revenue	Proposition 218	Notices, protests and ballots	CL + 4
Revenue	Rate Implementation	Annual revenue review, SKFCSD pass-throughs, and rate increase	AU + 6
Risk Management	Insurance: Certificates of Commercial and Professional Liability	Consultants, contractors, vendors	CL + 5
Risk Management	Insurance Programs: Liability, Property, Workers' Compensation	Program documents, performance bonds, employee bonds, insurance certificates	CU + 5
Risk Management	Accident / Damage Reports	Reports and related records	CL + 5

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
Risk Management	Incident Reports	Theft, arson, vandalism, property damage, etc.	CU + 2
Risk Management	Claims	Claim forms, paid or denied, supporting documents, settlements	CL+ 5
Utility Billing	Receivables Payments / Cash Receipts	Payment records	CU + 5
Utility Billing	Reconciliations	Monthly/Quarterly billings and payment receipts	AU + 2
Utility Billing	Water Waste	Violation records, including administrative and public reports	CU + 5
Utility Billing	Utility Billing Internal Controls and Procedures	Rules and regulations regarding internal work practices	S + 2

Administration / Human Resources / Information Technology / Legal/ Public Relations and Outreach

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
Administration	Agreements – Contracts (Non-CIP)	Original agreements and back-up materials for non-CIP contracts and agreements, leases, licenses, reimbursements, maintenance, and professional services	CL+ 4
Administration	California Public Records Act	Requests, acknowledgments, responses	CU + 2
Administration	Agency Formation Records	Formation, incorporation, organizational, historical	Permanent
Administration	Policies and Programs	District policies and programs	S + 5
Administration	Records Destruction	Approved disposed records certificates	Permanent
Administration	Records Inventories and Indexes	Tracking logs, indexes of records	S + 5
Administration	Strategic Planning	Mission, values, vision, strategic plans	S + 5
Administration	Service, Sphere of Influence, Annexations	Reports, public notices, certifications	Permanent
Emergency Planning	Emergency Planning, Response, Recovery	Emergency preparedness, response, and disaster recovery, including evacuation plans, emergency response requirements	S + 10
Grants	Funded	Applications, reports, contracts, project files, statements	CL+ 5
Grants	Unfunded	Applications, proposals	CL+ 2
Human Resources	Labor Relations	SKFCSD bargaining unit, letter agreements, exempt employment agreements, personnel policies and procedures	S+ 7
Human Resources	Compensation and Benefits	CalPERS retirement plans, COBRA, compensation plans and studies, healthcare benefits, supplemental retirement plans, salary schedules, employee safety and wellness programs	S+ 7
Human	Employee Development	Performance evaluations, education, awards,	Separation + 7

Resources		discipline, promotion, training	
Human Resources	Labor Law and Legal Compliance	FSLA, NLRA, CFMLA, compliance, reporting, training	Separation + 7
Human Resources	Recruitment and Selection	Job descriptions/classifications, internship, community service, recruitment, selection, pre-employment information and reports, onboarding, orientation	CU + 5
Human Resources	Employment Applications	Unsolicited employment applications	CU + 2
Human Resources	Workplace Safety	Safety programs, Cal OSHA log of work-related injuries and illnesses, annual summary, and incident reports, DMV pull notices, security	CU + 5
Human Resources	Employee Personnel Files	All records, documents, and files related to employee's employment	Separation + 7
Information Technology	Hardware, Software, Telecommunications, Cybersecurity	Assessments, inventory, documentation, backups, logs, voicemail, operations manuals	CU + 2
Legal Services	Legal Opinions	Confidential attorney client privileged information / documents	CL + 5
Legal Services	Litigation / Mediation	Litigation and mediation or settlement files	CL + 7
Public Relations	PR, Community info/ Outreach historical	Records with historical value	Permanent
Public Relations	Public Relations and Community Information/ Outreach Historical	Advertising, bill inserts, brochures, correspondence, fact sheets, Q&As, newsletters, photos, press releases, social media, special events, videos	CU + 2
Public Relations	Correspondence	Letters, emails, texts, voicemails, Social media, invitations not related to another record series	CU + 2
Real Property	District Property	Title, grant deeds, easements, quit-claims	Permanent

BOARD OF DIRECTORS

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
Board Appointments	Certification Records	Administrative record of election from County Elections Office, Board member oaths of office	Separation + 10
Board Appointments	Other Agency Board / Committee	BAWSCA, ACWA Board and Committee, ACWA JPIA Board, Interagency	CU + 5
Board Meetings	Board Meetings, Regular and Special	Agendas, agenda packets, official minutes	Permanent
Board Committees	Board Committee Meetings	Agendas, meeting reports	CU + 3
Compensation	Board Compensation and Benefits	Compensation and benefits	CU + 5
Compliance	Mandatory Training	Certificates of Completion for Ethics and Harassment Prevention training	CU + 5
Compliance	FPPC Filings	Form 700, Statement of Economic Interest Elected and Public Officials (Section 6.1[F] of the Records Management Policy)	CU + 7
Elections	Initiatives and Measures, LAFCO, ACWA, ACWA JPIA	Administrative record of election conducted by County Elections Office, LAFCO Special District Representative, ACWA Region 5 Board, ACWA JPIA Executive Committee or Captive Water Insurance Fund	Permanent
Legislation	Resolutions / Ordinances	Legislative actions	Permanent
Recordings	Recordings of Public Meetings	Audio or video recordings in person or via virtual meetings of public meetings made by or at the direction of the Board	60 days

OPERATIONS

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
As-Built Drawings	As-Built System Plans and Drawings	As-built drawings of system improvements by contractors	Permanent
Construction Projects	Capital Improvements and Construction Projects	Planning, engineering design, construction records, including contracts and agreements and related materials, for District facilities, structures, and systems	Permanent
GIS Mapping	Maps, Geographic Information	System maps, distribution, sampling	S + 10
Meter Operations	Consumption Tracking	Meter readings, reconciled with SKFCSD billing system, water loss tracking, and historical water use data records	Permanent
Master Plan	Comprehensive System Analysis / Master Plan	Comprehensive planning for District Wastewater system improvements	S + 10
New Connections	Developer Project Files	Will serve letters, service applications, fire services, water supply agreements	CL + 10
Operations	Bacteriological Analysis, Chemical Analysis	Compliance records, including location, date, method used and results, analysis of bacterial and chemical content	CU + 12
Operations	Corrosion Control	Compliance records	CU + 12
Operations	Discharge Monitoring	Pollution discharges	CU + 5
Operations	Maintenance / Repair Records	Water system main line repairs and maintenance, including mainline valves, fire hydrants, water storage tanks, pumps, motors, generators	Permanent
Operations	Maintenance / Repair Records (Permits)	Vehicles and equipment, and generators; fuel station on-site, including regulatory inspections and reporting	CU + 5
Operations	WDR	Compliance with Clean Water Act regarding pollutants	Permanent

Operations	Sanitary Surveys	Statistics, reports, correspondence	CU + 10
Operations	SCADA	Supervisory Control and Data Acquisition system specifications and reports	CU + 5
Operations	State Certification	Compliance records	CU + 12
Operations	Lead and Copper Testing	Methodology, analysis, records, corrections	CU + 18
Operations	Water Outages and Customer Complaint Log	Leaks, pressure, color, taste, odor, turbidity, and other organisms	CU + 5
Operations	Water Quality	Compliance records, including sampling data, analysis, reports, surveys, records, evaluations, schedules, valves	CU + 12
Operations	Standard Operating Procedures	Rules and regulations regarding internal work practices	S + 2
Site Plan Reviews	Water System Standards and Specifications	Site plan reviews, inquiries, and Tennant improvements	Permanent

MEMORANDUM

(September 10, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares General Manager
Date Prepared: August 27, 2026

Agenda Item: 5-B
Action: Resolution No. 2026-25

SUBJECT: Consider Resolution No. 2026-25, A Resolution Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards Update

RECOMMENDATION

That the Board adopt Resolution No. 2026-25, A Resolution Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards.

EXECUTIVE SUMMARY

The Board adopted Resolution No. 2001-02 Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards on August 9, 2001. The Collection System Construction Standards is out of date and needed an update to technical specifications, standard drawings, and materials. The document will be sent as a separate file and hard copies will be available at the Board of Directors meeting.

RESOLUTION NO. 2026-25

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY
SANITATION APPROVING AND ADOPTING THE COLLECTION SYSTEM CONSTRUCTION
STANDARDS**

WHEREAS, the Board of Directors adopted Resolution No. 2001-09, Approving the Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards; and

WHEREAS, said Standards have been reviewed by District staff and Consulting firm Precision Civil Engineers and they have made recommendations for revisions, and

WHEREAS, said revisions are contained in the September 2026 Collection System Construction Standards attached hereto and incorporated by reference; and

WHEREAS, the objective of said Standards is to establish policies regulating the design, materials, plan preparation and construction of wastewater sewers and appurtenances within the District; and

WHEREAS, said policies are to be administered and interpreted by the General Manager/District Engineer as may be warranted.

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

CERTIFICATION

The foregoing resolution was adopted on September 10, 2026, on a motion duly made, seconded, and approved by unanimous voice vote:

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

MEMORANDUM

(September 10, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Memo Prepared: August 31, 2026

Agenda Item: 5-C
Action: Informational

SUBJECT: Consideration of rescheduling the SKFCSD October 8, 2026, Board Meeting.

RECOMMENDATION

Determine whether to reschedule the October 8, 2026 Regular Meeting to a mutually agreed upon date in October 2026.

EXECUTIVE SUMMARY

Chairman Mendes will be unavailable for the regularly scheduled Board meeting of October 8, 2026. He would like to discuss possible dates for the October Board meeting.