

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

REGULAR MEETING OF BOARD OF DIRECTORS

May 13, 2021

4:00 P.M.

THE REGULAR BOARD OF DIRECTORS MEETING OF MAY 13, 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 Passcode 925 938 144# at the prompt. Comments may also be submitted by email prior to the meeting at akirk@skfcsd.org
- Every effort will be made to read email comments into the record, but repetitive comments may not be read due to time constraints.

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

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

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

STAFF and CONSULTANTS

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

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 Special Joint Board and PAC Meeting April 8, 2021. (p.4)
- B. Minutes of Regular Board Meeting April 8, 2021. (p.8)
- C. Warrant List Reports of April 14, 2021 and April 28, 2021. (p.11)
- D. Cash Activity Report of April 30, 2021. (p.15)
- E. Approved Minutes of Special PAC Meeting April 21, 2020 (p.16)
- F. Draft Minutes of Special PAC Meeting April 21, 2021 (p.21)

5. PUBLIC HEARINGS

- A. Public Hearing on Capital Improvement Program: The Board will conduct the public hearing, receive staff report and public comments, and will consider adopting Resolution No. 2021-04 which accepts the Capital Improvement Program for fiscal year 2021-22. (p.26) *Staff Report prepared by Ben Muñoz, Jr., General Manager*
- B. Public Hearing on FY 2021-22 Budget: The Board will conduct the public hearing, receive staff report and public comments, and will consider adopting Resolution No. 2021-05 which establishes the budget for fiscal year 2021-22. (p.33) *Staff Report prepared by Ben Muñoz, Jr., General Manager*

6. UNFINISHED BUSINESS

- A. None

7. NEW BUSINESS

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

8. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

A. Board members may suggest future agenda items or may give reports.

9. GENERAL MANAGER REPORTS

A. SKF held a Retirement Barbeque for Jim Ramirez on May 12, 2021 at 11:30 a.m.

B. Would the Board of Directors like to return to in-person meetings beginning June or July 2021?

C. SKF participation in the Kingsburg Swedish Festival

10. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, June 10, 2020 at 4:00 p.m.

Next Ordinance: 2021-01

Next Resolution: 2021-06

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.

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 AND
SKF POLICY ADVISORY COMMITTEE**

MINUTES OF SPECIAL JOINT MEETING

April 8, 2021

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 2:09 p.m. by Chairwoman Roman via teleconference.

DIRECTORS

Nathan Magsig (P)
Sarah Guerra (P)
David Cárdenas (A)
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
Scott Aguiar, Operations Supervisor
David Bacon, Information Systems Analyst
Luis Salinas, Accountant

POLICY ADVISORY COMMITTEE (PAC)

Alex Henderson, Kingsburg City Manager (P)
Wilma Quan, Fowler City Manager (P)
Teresa Gallavan, Selma City Manager (P)
Jean Rousseau, Fresno Co. Administrative Officer (A)
Ben Muñoz, Jr., General Manager, Secretary (P)

NOTICE IS HEREBY GIVEN that the Board of Directors and the Policy Advisory Committee have called a Joint Special Meeting.

The sole business to be conducted is as follows:

- A. The Board and Committee will review the FY 2021-22 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2021-22 Capital Improvement Program. (p.3) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

District Staff implemented the first comprehensive Capital Improvement Program (CIP) in 2010. The Ten-Year CIP is a plan for capital expenditures over a ten-year period. The CIP identifies

capital improvement needs and allocates available dollars. CIP infrastructure includes such items as the collection system, wastewater treatment plant, disposal facilities and lift stations.

The District's funding sources include sewer service charges, capacity charges, and plan check and inspection fees. These revenues are projected annually, taking into account current and potential development activity and rate adjustments.

Capital improvements are major construction projects requiring an expenditure of public funds over and above routine annual operating expenses. They are investments that will last into the future. Expenditures occur for the purchase, construction, or replacement of the District's infrastructure with a useful life of at least five years.

It was asked from Kingsburg to have a sit-down meeting with SKF staff regarding 18th St and Stroud Ave., and Engineer Cazares said that would be no problem. It was asked if SKF had met with the 3 Cities prior to today's meeting and it was answered that Engineer Cazares sent out the Draft CIP Tables to each City Manager and City Engineer. It was also said that SKF Staff had met with each city in developing the Sewer System Master Plan. Also, due to individual City paving projects that come do come up, it is helpful for all parties to communicate. Selma did pose the question as to why the large dollar amount is allocated in their R&R table, and it was answered that it is a place holder should any emergencies arise that Selma would need SKF to fix, as well as any projects they [Selma] may need to move up in priority. It was asked by Selma if paving projects impact the CIP schedule and it was answered yes. It was asked if Selma could provide a timeline for their paving projects, and it was answered that yes, they would connect with Veronica. It was said that SKF would prioritize the projects of the individual cities as they need. As a reminder, SKF has a five- year rate increased that was approve by the Board, and we are currently in year three. Those funds need to be sustained to maintain the monetary capability of the three cities' current and future projects. It was also said that there is a timeline involved in this process, as the District needs Board approval of the CIP by June 2021 at the latest to put items on the tax roll.

At this time, PAC Members cannot endorse their recommendation for the acceptance to the Board of Directors for the Capital Improvement Program, until SKF has met individually with each city (Selma, Kingsburg, and Fowler) to discuss individual needs.

B. The Board and Committee will review the Cash Flow Analysis and will consider recommending to the S-K-F CSD Board of Directors acceptance of the Cash Flow Analysis. (p.4) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

The District's funding sources include sewer service charges, capacity charges, and plan check and inspection fees. The District Funds are Operation & Maintenance, District Expansion, District Refurbishment & Replacement (R&R) and the Cities R&R. The Cash Flow Analysis considers the Beginning Fund Balance, Revenues, Expenses, Ending Balance, and the Reserve Target. General Manager Muñoz reviewed the Cash Flow Analysis with the Board and the PAC. It was asked if there will be additional rate increases and the ending fund balances are

diminishing and it was answered, that the District is currently in year three of the five year rate increase and are looking forward into the future to determine whether there would need to be another rate increase. It was also said that if any of the three cities were wanting to go beyond the projects already in the CIP, then the District would need to begin the Prop 218 process.

At this time, PAC Members cannot endorse their recommendation for the acceptance to the Board of Directors for the Cash Flow Analysis until SKF has met individually with each city (Selma, Kingsburg, and Fowler) to discuss individual needs.

- C. The Board and Committee will review the draft FY 2021-22 Budget and consider recommending approval by the S-K-F CSD Board of Directors of the Fiscal Year 2021-22 Budget with a rate increase. (p.5) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

The budget includes the rate increases approved by the Board on July 11, 2019, pursuant to the rate study conducted and the approved Proposition 218 process. For FY 2021-22, the rates will increase from \$482.42 to \$498.93 per year for Selma, from \$450.42 to \$466.93 per year for Kingsburg and from \$466.42 to \$482.93 per year for Fowler for each equivalent single family residence (ESFR), which was approved by the Board on July 11, 2019. The sewer rate increases are necessary due to increased costs of repair, refurbishment & replacement of facilities & equipment; services & supplies; salaries & benefits; labor costs; and a reduction in usage of the plant by industrial dischargers. The increases were determined to be required for the District's Capital Refurbishment & Replacement fund and General Operation & Maintenance, and the Cities' Collection Systems Capital Refurbishment & Replacement fund and General Operation & Maintenance fund. General Counsel did clarify that at this time the Board is not being asked for a rate increase but implementing the Prop 218 that was already approved. It was asked if the impact of COVID-19 had been factored in the annual Industrial Users and annual revenue needed and it was answered yes, as well as other factors: SKF monthly Lab assessment, billing quarterly, and surcharge fees.

At this time, PAC Members cannot endorse their recommendation for the acceptance to the Board of Directors for the draft FY 2021-22 budget until SKF has met individually with each city (Selma, Kingsburg, and Fowler) to discuss individual needs.

ADJOURNMENT

There being no further business to come before the Committee, Chairwoman Roman made a motion to adjourn at 3:20 p.m.

Respectfully submitted,

Approved,

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

Michelle Roman
Chairwoman of the Board

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD
MEETING
APRIL 8, 2021**

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:03 p.m. by Chairwoman Roman via teleconference.

DIRECTORS

Nathan Magsig (P)@ 4:15 pm.
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 April 8, 2021 was made by Director Mendes, and seconded by Director Cárdenas, and approved by the following vote:

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

PUBLIC FORUM

None

CONSENT CALENDAR

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

- A. Minutes of Regular Board Meeting March 11, 2021. (p.4)
- B. Warrant List Reports of March 12, 2021, March 17, 2021, and March 30, 2021. (p.9)
- C. Cash Activity Report of March 31, 2021. (p.14)

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

AYE: Directors Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman

NO:

ABSENT: Director Magsig

ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Board will consider authorize staff to obtain LAFCO's written approval to enter into an outside user agreement and authorize the General Manager to execute the necessary agreement. (p.15) Staff Report Prepared By: Veronica Cazares, District Engineer

The District has received an application for connection of a single-family residence located at 206 N. Armstrong (0.33 acres), in the City of Fowler. The septic tank is failing and is at the end of its useful life. The public sewer will be accessible to the parcel in the next few months. A sewer main extension will be placed in Armstrong as part of Tract 6188 (Marshall Estates). The parcel is located within the sphere of influence of both the City and District. The city is not requiring annexation currently. The District anticipates a future annexation of a parcel adjacent to APN 34022033 by the Fowler Unified School District. Director Guerra requested a copy of both the findings from LAFCO as well as the outside user agreement between SKF and LAFCO. District Engineer Cazares will send these items to her. General Counsel mentioned that there is a standard agreement the District uses. There is a Board approved Ordinance in place (2014-03) with the specific criteria. It was said that all homes near this location are currently tied into the sewer system.

There being no comment from the public, a motion to approve staff to obtain LAFCO's written approval to enter into an outside user agreement and authorize the General Manager to execute

the necessary agreement was made by Director Mendes, and seconded by Director Cárdenas and approved by the following vote:

AYE: Directors Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman

NO:

ABSENT: Director Magsig

ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

Director Cárdenas reported that in Fowler there is an alley behind the church near the pond of National Raisin. There is a 24"-30" inch pipe that looks possibly abandoned. It was asked if this pipe serving any purpose, as there is trash inside. Director Cárdenas will send Engineer Cazares some photos and in turn she will check in to this. It is possible this is an old irrigation line, as typically SKF components are sealed.

GENERAL MANAGER REPORTS

On Highland, PG&E subcontractor with the Underground Construction Unit hit a 12" sewer main in a 20 ft deep pipe, on March 23, 2021. The District needed to go in and bypass the main and replace the pipe. General Manager Munoz reviewed the costs with the Board. The District was able to get the work done in a quick manner with a lower cost than anticipated. The monies came from Selma's miscellaneous fund. This item is informational only.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Mendes, and seconded by Director Cárdenas, and approved by a unanimous voice vote at 4:15 p.m.

Respectfully submitted,

Approved,

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

Michelle Roman
Chairwoman of the Board

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED APRIL 30, 2021

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	4/14/2021	\$	547,006.69
WARRANT LIST ENDING	4/28/2021	\$	154,698.90
			701,705.59
SUBTOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 701,705.59

SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	3/28/2021	\$	61,392.54
TOTAL SALARIES ENDING	4/11/2021	\$	63,573.22
TOTAL SALARIES ENDING	4/25/2021	\$	65,068.00
			190,033.76
SUBTOTAL SALARIES			\$ 190,033.76

TOTAL PERS (EMPLOYERS PORTION)	3/28/2021		9,026.78
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	3/28/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	3/28/2021		10,408.70
TOTAL PERS (EMPLOYERS PORTION)	4/11/2021		9,136.63
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	4/11/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	4/11/2021		10,408.70
TOTAL PERS (EMPLOYERS PORTION)	4/25/2021		9,153.51
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	4/25/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	4/25/2021		10,408.70
SUBTOTAL PERS AND HEALTH INSURANCE EXPENDITURES			\$ 58,543.02

		\$	950,282.37
GRAND TOTAL			\$ 950,282.37

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

April 14, 2021

WARRANT LIST

*CARDENAS, DAVID	DIRECTOR'S FEE	127.63
ALERT O LITE, INC.	EQUIPMENT MAINTENANCE	245.54
ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	532.97
AMERICAN EXPRESS	TRAVEL & TRAINING, MAINTENANCE, OFFICE SUPPLIES	3,911.00
AMERIPRIDE	UNIFORMS, MATS, MOPS, TOWELS	1,060.16
ANDERSON & BALLOU INC.	MISCELLANEOUS REPAIRS - SELMA	8,500.00
AQUA SIERRA CONTROLS INC.	EQUIPMENT MAINTENANCE	31,206.13
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	168.56
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	168.56
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	61.70
BSK ASSOCIATES	EXTERNAL LAB SERVICES	919.00
CALIFORNIA DEPARTMENT OF TAX & FEE ADMIN	USE TAX	891.00
CALPERS	RETIREMENT	44,562.26
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	243.20
COMCAST	COMMUNICATIONS	109.95
CSRMA	INSURANCE, CLAIM DEDUCTIBLE	155,739.00
CWEA	MEMBERSHIPS	384.00
DATCO	PROFESSIONAL SERVICES - MEDICAL & SAFETY	234.00
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	168.56
DKF SOLUTIONS GROUP, LLC	PROFESSIONAL SERVICES - MEDICAL	350.00
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	181.48
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	195.00
E.G. BABCOCK COMPANY	EQUIPMENT MAINTENANCE	6,030.10
ERNEST C MENDES	DIRECTOR'S FEE	127.63
EVANTEC CORPORATION	LABORATORY SUPPLIES	54.87
FISHER SCIENTIFIC	LABORATORY SUPPLIES, SAFETY SUPPLIES	1,800.37
GAR BENNETT LLC	BUILDING & GROUNDS MAINTENANCE	8.75
GARY HELM	RETIREE HEALTH REIMBURSEMENT	168.56
GISELA ROSALES	AUTO MAINTENANCE	350.00
HD FACILITIES MAINTENANCE	BUILDING & GROUNDS MAINTENANCE	354.74
HERWT ENGINEERING	CLARIFIER, MLSS LINE REFURBISHMENT	26,475.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE, EQUIPMENT MAINTENANCE	513.62
JACK DOHENY COMPANIES INC.	LATERAL CAMERA	10,510.78
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	168.56
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	168.56
JDV PROCESS EQUIPMENT CORP.	EQUIPMENT MAINTENANCE	1,960.00
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	168.56
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	424.87
JOE SAUBERT INC.	EQUIPMENT MAINTENANCE	200.00
KENNETH D. SCHMIDT	PROFESSIONAL SERVICES - ENGINEERING	1,024.76
KINGSBURG, CITY OF	UTILITIES - WATER	64.50
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	168.56
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	206.97
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MID VALLEY DISPOSAL	UTILITIES - WASTE	1,480.56
MKN	CCTV INSPECTION, D-4 STATION IMPROVEMENTS, SEWER REHAB, NORTH P/S CONTROL PANEL, SEWER COLLECTION SYSTEM PROJECT	21,069.16
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	539.56
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE, BUILDING & GROUNDS MAINTENANCE	15.34
NORTH CENTRAL LABS, INC	LABORATORY SUPPLIES	288.49
PG&E	UTILITIES ELECTRICITY	740.42
POLYDYNE, INC	CHEMICALS	19,123.37
PRE-EMPLOYMENT INVESTIGATIONS	PROFESSIONAL SERVICES - MGMNT & HUMAN RELATIONS	142.00
RANDY CABALLERO	SAFETY SUPPLIES REIMBURSEMENT	175.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	168.56
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	168.56
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	168.56
SARAH GUERRA	DIRECTOR'S FEE	127.63
SILVAS OIL CO. INC.	FUEL	1,742.51
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	181.48

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SW CONSTRUCTION INC.	D4 LIFT STATION IMPROVEMENT PROJECT	122,993.46
SYNCB/AMAZON	INFORMATION SYSTEMS, OFFICE SUPPLIES	206.37
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENEANCE	12,082.75
TOTAL FILTRATION SERVICES, INC	EQUIPMENT MAINTONEANCE	260.44
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	194.99
UNWIRED BROADBAND, INC.	COMMUNICATIONS	2,430.63
VERIZON WIRELESS	COMMUNICATIONS	970.53
W.M. LYLES CO.	CLARIFIER, MLSS LINE REFURBISHMENT	59,223.01
WEST YOST ASSOCIATES	MASTER PLAN UPDATE	1,167.59
MAS 200 Total Checks		\$547,006.69

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

April 28, 2021
WARRANT LIST

ALERT O LITE, INC.	EQUIPMENT MAINTENANCE	82.05
ALVARO VILLA	TRAVEL & TRAINING	163.53
AMERIPRIDE	UNIFORMS,MATS,MOPS,TOWELS	1,068.46
ASSOCIATED COMPRESSOR EQUIP LLC	EQUIPMENT MAINTENANCE	775.12
AT&T/CALNET 3	COMMUNICATIONS	203.62
BANKS & CO.	EQUIPMENT MAINTENANCE	450.00
BOOTH MACHINERY LLC	EQUIPMENT MAINTENANCE	1,437.18
BSK ASSOCIATES	EXTERNAL LAB SERVICES	737.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	55.13
CALPERS	RETIREMENT	65.16
CALPERS HEALTH	HEALTH INSURANCE	37,482.30
CARROT-TOP INDUSTRIES INC.	BUILDING/GROUNDS REPAIRS & MAINTENANCE	473.38
COMMERICAL RADIATOR WORKS INC	EQUIPMENT MAINTENANCE	460.00
CWEA	PRINTING - ADVERTISING	290.00
DAVID D. SUMAYA	BUILDING/GROUNDS REPAIRS & MAINTENANCE	1,997.76
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	487.50
EPIC INTERNATIONAL, INC.	EQUIPMENT MAINTENANCE	8,922.00
FAMILY HEALTHCARE NETWORK	PROFESSIONAL MEDICAL SERVICES	262.02
GISELA ROSALES	VEHICLE REPAIR & MAINTENANCE	330.00
HOME DEPOT CREDIT SERVICES	BUILDING/GROUNDS REPAIRS & MAINTENANCE	197.23
KINGSBURG, CITY OF	OUTREACH: PHARMA KIOSK	300.00
LAURA VOSS	MEMBERSHIP RENEWAL REIMBURSEMENT	91.00
MONTOY LAW CORPORATION	PROFESSIONAL LEGAL SERVICES	660.00
MORGAN BROTHERS INC	PEST CONTROL	149.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	1,583.97
NELSON'S ACE HARDWARE	BUILDING/GROUNDS REPAIRS & MAINTENANCE	78.89
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	404.54
PG&E	ELECTRIC UTILITIES	36,439.25
RAIN FOR RENT/WESTSIDE PUMP	EMERGENCY BYPASS: SELMA	49,190.22
RENT-A-TOILET	RENT & LEASE EQUIPMENT	200.00
ROBERT V JENSEN, INC.	LUBRICANTS	843.28
SAFETY NETWORK INC	EMERGENCY EQUIPMENT RENTAL: SELMA	1,126.25
SC INDUSTRIES	EQUIPMENT MAINTENANCE	75.49
SELMA DIST.CHAMBER OF COMMERCE	MEMBERSHIPS	350.00
SILVAS OIL CO. INC.	FUEL	2,175.17
STAPLES CREDIT PLAN	OFFICE SUPPLIES, OFFICE EQUIPMENT	287.67
SUNSET COMMUNICATIONS	COMMUNICATIONS	60.00
SUNSHINE FILTERS OF PINELLAS INC.	EQUIPMENT MAINTENANCE	864.82
SWANSON-FAHRNEY FORD SALES	AUTO MAINTENANCE	175.00
SYNCB/AMAZON	INFORMATION SYSTEMS	76.27
THE GAS CO	GAS UTILITIES	409.05
TOSHIBA FINANCIAL SERVICES	COPER LEASES	642.44
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	2,577.15

MAS 200 Total Checks

\$154,698.90

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

Cash Account Description	End of Month Cash Balance as of June 30, 2020	End of Month Cash Balance 4/30/2021
Cash in Treasury: Operations & Maintenance	\$ 4,048,898.43	\$ 5,658,861.57
Cash in Bank: Operations & Maintenance	\$ 31,680.36	\$ 124,816.88
Cash in Bank: Payroll	\$ 202.55	\$ 202.82
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,081,481.34	\$ 5,784,581.27
Cash in County Treasury:Expansion	\$ 3,712,400.22	\$ 3,516,673.28
Cash in County Treasury: R&R	\$ 4,369,877.16	\$ 2,167,818.88
Cash in County Treasury:Selma	\$ 2,303,566.35	\$ 2,414,886.20
Cash in County Treasury:Kingsburg	\$ 2,833,908.08	\$ 2,960,069.74
Cash in County Treasury:Fowler	\$ 1,827,390.75	\$ 1,970,266.05
Total Cash Balance	\$ 19,128,623.90	\$ 18,814,295.42

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

MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING

April 21, 2020

10:30 a.m.

**Rm. 105, Board Conference Room
11301 E. Conejo Avenue, Kingsburg, California**

CALL TO ORDER AND ROLL CALL

The Policy Advisory Committee (PAC) meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 10:33 a.m. by Chairman Alex Henderson via teleconference.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Jeannie Davis, Fowler City Manager/City Clerk (A)
Teresa Gallavan, Selma City Manager (P)
Jean Rousseau, Fresno County Administrative
Officer(A)
Ben Muñoz, Jr. General Manager/Secretary(P)

STAFF and CONSULTANTS

Alicia Kirk, Executive Assistant to the G.M.
Veronica Cazares, District Engineer
Scott Aguiar, Operations Supervisor
Tricia Miller, Admin. Services/HR Manager

APPROVAL OF AGENDA

There being no comments from the public, a motion to approve the agenda of the PAC meeting of April 21, 2020 was made by Member Gallavan, and seconded by Member Muñoz, and approved by the following vote:

AYE: Members Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Members Davis, Rousseau

ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

The Consent Calendar consisted of the of the minutes of July 23, 2019 Policy Advisory Committee (P.3)

There being no comments from the public, a motion to approve the Consent Calendar of the PAC meeting of April 21, 2020 was made by Member Muñoz, and seconded by Member Gallavan, and approved by the following vote:

AYE: Members Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Members Davis, Rousseau

ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Committee will review the FY 2020-21 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2020-21 Capital Improvement Program. *(p.6) Staff Report prepared by Ben Muñoz, Jr., General Manager*

General Manager Muñoz informed the PAC that the Capital Improvement Program (CIP) had been brought to the Board at the April 9, 2020 meeting. The purpose of this item is to have the PAC review the Draft CIP and consider recommending approval to the Board.

District Engineer Cazares gave a project status report. The District is postponing the 18th Street Lift Station in Kingsburg due to the COVID-19 Pandemic. This project is scheduled for an August 2020 award.

Also due to the economic impacts of the pandemic, the District is reviewing and updating the revenue stream.

Veronica mentioned that it is important for the cities get their project list to SKF early on, with November being the ideal month. It was asked by Selma if their projects were due to the calls of service and it was answered yes. It was asked about who pays for sewer main upgrades. It was answered that any upsizing would come at the cost of the city or the developer, as SKF is responsible for the existing pipe only.

It was mentioned that the District is still waiting on the numbers from the County of what was collected in revenue. At this time no projects have been removed from the CIP, as it was drafted prior to the pandemic we are now facing. However, any projects that are non-emergency will be ceased until the District is equipped.

Chairman Henderson recommended that the Board consider approving the Fiscal Year 2020-21 CIP on a motion made by Member Gallavan and seconded by Member Muñoz, and approved by the following vote:

AYE: Members Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Members Davis, Rousseau

ABSTAIN:

- B. The Committee will review the draft FY 2020-21 Budget and consider recommending approval by the S-K-F CSD Board of Directors of the Fiscal Year 2020-21 Budget. (p.7)
Staff Report prepared by Ben Muñoz, Jr., General Manager

General Manager Muñoz informed the PAC that the Budget had been brought to the Board at the April 9, 2020 meeting. The purpose of this item is to have the PAC review the FY 2020-21 Draft Budget and consider recommending approval to the Board. This item will also go back to the May Board meeting for final approval.

The District is in year two of a five-year rate increase. General Manager Muñoz went over All Functions Activities which included: Beginning Cash Balances, Revenues, Expenditures and Ending Cash Balances for FY 2020-21. He also went over proposed Operations and Maintenance expenses, Capital Refurbishment and Replacement (R&R) and Expansion costs. It was asked if there was a way to incorporate a trend analysis, and it was answered it that used to be a component, however, the Board decided to simplify the budget process.

It was said any information Selma would like on the District financials and the District Budget process, could be provided to them. Selma also asked for the last 2-3 years analysis that was included in the Capital Improvement Program (CIP), and it was said that District Engineer Cazares has a sheet that shows amounts and status of Projects, and she can send that as well. The committee asked if COVID-19 was factored into the budget, and it was answered that the draft was prepared before the pandemic arose.

It was asked that if this pandemic continues, where would the District look to reduce in expenditures, The District gets a monthly report from the Accountant on expenditures. The Supervisors will meet and discuss what is essential and non-essential.

It was mentioned that the Districts' reserve has been reduced by the Board in the past few years, as PAC had recommended doing so. The revenue policy currently is half- year revenue for O&M, average of five-year CIP and \$250,000 for emergencies for R&R. It was said the 65%-69% of the Districts' revenue is collected through property tax.

The Sewer Rate Study shows a five- year forecast and is updated annually. Selma requested the Rate Study for 2019 and 2020.

Selma requested The District Technical Advisory Committee (DTAC) be brought back sometime in the future with the coordination of the Public Works and City Engineers of Selma,

Kingsburg and Fowler with the District. District Engineer Cazares said that she and her staff regularly communicate with city staff and engineers.

Chairman Henderson recommends that the Board consider approving the Fiscal Year 2020-21 Budget with the recommendation to identify items that can be reduced or deferred due to the COVID-19 pandemic on a motion made by himself, and seconded by Member Gallavan and approved by the following vote:

AYE: Members Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Members Davis, Rousseau

ABSTAIN:

- C. The PAC and SKF Staff will Discuss the Older alleyways in the three Cities that are being impacted by the garbage trucks driving through alleyways and provide recommendations. *(p.8) Staff Report prepared by Ben Muñoz, Jr., General Manager*

This was something that had been brought to the PAC previously. It was suggested that residents could possibly put their trash cans out front, to save the wear and tear on the alleys. Kingsburg is hesitant to agree to this and would like to know the affected sewer areas, and the magnitude of the issue. Dollar amounts were asked of and District Engineer Cazares said she could put that together for the cities. Selma is the most impacted, and Fowler is similar to Kingsburg.

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

Member Gallavan asked for staff to take to the Board at the next meeting, the possibility of bringing back the District Technical Advisory Committee (DTAC). Member Gallavan asked for a staff recommendation on how often to meet, as well as the description of the DTAC's role.

As PAC already approved the recommendation of the CIP and Budget to the Board, the discussion of bringing back DTAC will be brought to the Board in May and then discussed with PAC at the next quarterly meeting.

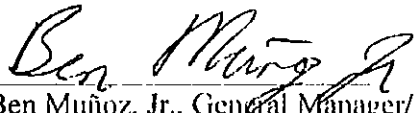
GENERAL MANAGER REPORTS

None

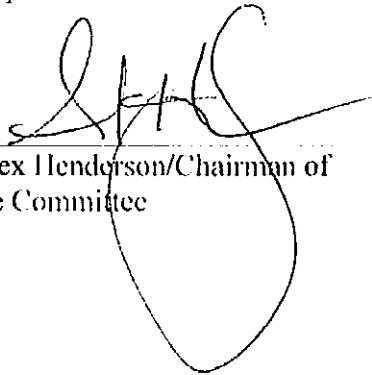
ADJOURNMENT

There being no further business to come before the Committee, Chairman Henderson declared the meeting adjourned at 11:51 am.

Respectfully submitted,


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

Approved


Alex Henderson/Chairman of
the Committee

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

MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING

**April 21, 2021
1:30 p.m.**

CALL TO ORDER AND ROLL CALL

The Policy Advisory Committee (PAC) meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 1:32 p.m. by Chairman Alex Henderson via teleconference.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Wilma Quan, Fowler City Manager (P)
Teresa Gallavan, Selma City Manager (P)
Jean Rousseau, Fresno County Administrative
Officer(A)
Ben Muñoz, Jr. General Manager/Secretary(P)

STAFF and CONSULTANTS

Alicia Kirk, Executive Assistant to the G.M.
Veronica Cazares, District Engineer
Scott Aguiar, Operations Supervisor
Tricia Miller, Admin. Services/HR Manager

RE-*ORGANIZATION

A. Nominations and Election of Chairperson

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

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

B. Nominations and Election of Vice Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Wilma Quan as Vice Chairperson was made by Member Gallavan, seconded by Member Muñoz, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson

NO:
ABSENT: Member Rousseau
ABSTAIN:

APPROVAL OF AGENDA

There being no comments from the public, a motion to approve the agenda of the PAC meeting of April 21, 2021 was made by Member Muñoz, and seconded by Member Gallavan, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson
NO:
ABSENT: Member Rousseau
ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

The Consent Calendar consisted of the of the minutes of the April 21, 2020 Policy Advisory Committee meeting.

There being no comments from the public, a motion to approve the Consent Calendar of the PAC meeting of April 21, 2021 was made by Member Muñoz, and seconded by Member Henderson, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson
NO:
ABSENT: Member Rousseau
ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Committee will review the FY 2021-22 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2021-22 Capital Improvement Program. (p.9) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Capital Improvement Projects, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

Coordination of projects between the cities' and SKF were touched on, as well as continuing to maintain communication between the city's and SKF. Point of contacts were given to the District Engineer for each city so that all are kept in the loop. It was said that we are in the third year of the five- year rate increase previously approved by the Board. The hope is to maintain sustainability so as not to incur another Prop 218. One minor change came from Selma's CIP, which was a placeholder in 2023, and moved to 2022. It was said the amount allocated would remain the same. Selma was appreciative of the changes made to accommodate them. PAC was appreciative of the time SKF has dedicated to their cities.

There being no comment from the public, a motion to recommend acceptance of the CIP from the PAC to the Board was made by Member Gallavan, and seconded by Member Henderson and approved by the following vote:

- AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson
- NO:
- ABSENT: Member Rousseau
- ABSTAIN:

B. The Committee will review the Cash Flow Analysis and will consider recommending to the S-K-F CSD Board of Directors acceptance of the Cash Flow Analysis. (p.10) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Cash Flow Analysis, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz let the PAC know that all three items on the Agenda are interrelated. Cash flow maintains the sustainability. It was said that the minor change from Selma mentioned in item A still puts SKF well within the target range in this analysis. There were no questions from the cities on this item.

There being no comment from the public, a motion to recommend acceptance of the Cash flow Analysis from the PAC to the Board was made by Member Muñoz, and seconded by Member Gallavan and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson
NO:
ABSENT: Member Rousseau
ABSTAIN:

- C. The Committee will review the draft FY 2021-22 Budget and consider recommending acceptance by the S-K-F CSD Board of Directors of the Fiscal Year 2021-22 Budget. (p.11) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Draft Budget, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz reviewed the Draft Budget with the PAC. Projects for the three city's and where funds would be allocated were discussed. It was said that all targets are being met and the District is well within the Reserves. Selma's Refurbishment and Replacement funding was referenced as they have a project that they would like moved to FY 2022, where previously it was scheduled for FY 2023. There were no further questions from the three cities.

There being no comment from the public, a motion to recommend acceptance of the Draft Budget from the PAC to the Board was made by Member Gallavan, and seconded by Director Henderson and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson
NO:
ABSENT: Member Rousseau
ABSTAIN

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

None

ADJOURNMENT

There being no further business to come before the Committee, Chairman Henderson declared the meeting adjourned at 1:52 p.m.

Respectfully submitted,

Approved

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

Alex Henderson/Chairman of
the Committee

DRAFT

MEMORANDUM

(May 13, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Prepared: May 3, 2021
Staff Report prepared by Ben Muñoz, Jr., General Manager

Agenda Item: 5-A
Action: Resolution No. 2021-04

SUBJECT: Public Hearing on Fiscal Year 2021-22 Capital Improvement Program (CIP); Consider Adoption of Resolution No. 2021-04, A Resolution Accepting the CIP for Fiscal Year 2021-22

EXECUTIVE SUMMARY

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

During the Joint Board and PAC meeting held on April 8, 2021, it was asked for the three cities to meet individually with SKF to gain more insight on our CIP and Budget correlating to each city, before recommending acceptance from the PAC to Board.

On April 13, 2021, at 9:00 am the District staff met with Kingsburg to explain the CIP and Budget process and to get their individual needs (The meeting notes are attached).

On April 15, 2021, at 1:29 pm District staff met with Selma to explain the CIP and Budget process and to get their individual needs. On April 19, 2021, at 10:00 am the District had a second meeting with Selma to discuss their request on moving the Nebraska Ave project from FY 2022-23 to FY 2021-22 (The meeting notes are attached).

On April 19, 2021, at 1:00 pm (Rescheduled Meeting) the District staff met with Fowler to explain the CIP and Budget process and to get their individual needs.

On April 21, 2021 at 1:30 pm the PAC held a teleconference meeting, where Staff presented the Draft Fiscal Year 2021-22 Capital Improvement Program and Budget Cash Flow Analysis. The PAC Committee reviewed the CIP, Budget and Cash Flow Analysis and recommended that the Board accept the CIP at the May Board meeting.

STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board adopt Resolution No. 2021-04, A Resolution Accepting the Capital Improvement Program for Fiscal Year 2021-22.

ACTION

Motion to adopt Resolution No. 2021-04, A Resolution Accepting the Capital Improvement Program for Fiscal Year 2021-22.

BACKGROUND

Board members may refer to the digital copy sent separately from the agenda packet.

Capital improvements are major construction projects requiring an expenditure of public funds over and above routine annual operating expenses. Expenditures occur for the purchase, construction, or replacement of the District's infrastructure with a useful life of at least five years. CIP infrastructure includes such items as the collection system, wastewater treatment plant, disposal facilities and lift stations. The District's funding sources include sewer service charges, capacity charges, and plan check and inspection fees. These revenues are projected annually, taking into account current and potential development activity and rate adjustments.

The CIP is a plan that identifies capital improvement needs and allocates available dollars over a ten-year period. Development of the ten-year CIP includes opportunities for input from the CIP Committee, District department heads, cities, and the Board of Directors to help ensure that the projects meet the District's needs.

- Attachment: 1) Resolution No. 2021-04
2) Meeting Notes with City of Selma
3) Meeting Notes with City of Kingsburg
4) Meeting Notes with City of Fowler

RESOLUTION NO. 2021-04

A RESOLUTION ACCEPTING THE CAPITAL IMPROVEMENT PROGRAM
FOR THE FISCAL YEAR 2021-22

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District, Fresno County, California, that the Capital Improvement Program for the fiscal year 2021-22, as presented to said Board and filed in the office of the District Secretary, is hereby accepted.

The foregoing Resolution No. 2021-04 was introduced by Director _____, who moved its adoption, seconded by Director _____, and adopted on roll call on the 13th day of May 2021 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

WHEREUPON, the Chairwoman declared the foregoing Resolution No. 2021-04 adopted and SO ORDERED.

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

Minutes for Meeting with City of Selma 4-15-2021. This meeting was held via teleconference

During the Joint PAC and Board meeting held on 4-8-21, it was asked for the three cities to meet individually with SKF to gain more insight on our CIP and Budget correlating to each city, before recommending acceptance from the PAC to Board.

Selma Attendees:

Teresa Gallavan, Selma City Manager

Brandon Broussard, Selma City Engineer

Isaac Moreno, Selma Finance Director

SKF Attendees:

Ben Muñoz, Jr. General Manager

Veronica Cazares, District Engineer

Tricia Miller, Admin/HR

Alicia Kirk, Exec. Assist to GM

The meeting began at 1:29 pm with District Engineer Veronica giving an overview of the CIP and Budget for SKF. It was asked if SKF is coordinating any improvements with Golden State and it was answered we are staying current in roadways and lift stations are not being impacted. Isaac asked when Veronica reaches out to cities for their CIP needs, and it was answered that she starts in November asking for the most needed projects, as well as sending out paving project requests. Isaac asked to be included on future emails and Veronica said she would do that. General Manager Muñoz mentioned that the CIP is monitored on an on-going basis. The Sewer System Master Plan (SSMP) includes the rate increases for the cities' and the information from each city of what is a priority. Factors include risks, funding sources, staff availability, and emergencies from cities. It was mentioned that at times cities send paving projects in late and that changes project times. It was said that communication from the cities to SKF is key. Meeting more often between the cities and SKF is a desirable outcome for all. It was said that the station located on Dockery in Selma is a repeater station and is antiquated. It needs to be moved up on the priority list. SKF Supervisors regularly monitor the cities and let Veronica know what needs to be put on the CIP. It was asked about SKF's reserve policy and it was answered that this is for any unknowns that may arise in any of the three cities and needs attention immediately. A rate study was done, and each city would need to maintain the recommended reserves for their unknown emergencies. It was asked and the General Manager answered that SKF covers the cost of replacing existing lines, however if a Developer is interested in expansion, that funding would come from them or the City they are building in, as

this would be more costly to the District and severely impact that City. It was said that SKF Capacity fees must only be allocated for expansion of SKF owned facilities which include District pump stations, interceptor sewers and the wastewater treatment facility. or future projects. It was asked if SKF has a lift station in Selma that could be used if capacity in Selma increases, and it was answered that yes, Clarkson, on the McCall, the lines are sufficient, however the Pump station is limited. City Manager Gallavan asked about Nebraska between Mitchell and Thompson streets, and it was said that Veronica and Ben would meet with Selma separately on this. It was said that Tricia can look into Federal funding packages and see what categories SKF may fall into and what requirements are necessary. It was said that Veronica had previously been in touch with the former City Engineer for Selma and would meet with current Staff after this meeting to discuss strategies. It was said Selma's CIP would not be impacted by this. It was said by Selma that they would be in construction FY 2022, however the funding won't be allocated until the end of FY 2021.

Meeting adjourned at 2:20 pm.

Minutes for Meeting with City of Selma 4-19-2021. This meeting was held via teleconference

The meeting began at 10:00 am with the District and Selma to review their CDBG project on Nebraska/Mitchell. An upgrade was identified in the Sewer System Master plan. The City plans to upsize the sewer main to a 10-inch, however the District has been contacted by Developers interested in areas that may discharge into the Nebraska/Mitchell sewer main. The consensus was to partner with the City and provide funds for the replacement of the sewer main. However; further work is needed to determine additional development tributary to said main, which will likely increase proposed sewer size. The District is working with the City on this effort. The remainder cost is funded by the City. The placeholder funds that were identified in year 2 of the CIP (FY22-23) was moved to FY21-22. The District portion was \$237,100 out of the \$300,000. The remainder will be used for emergencies or miscellaneous items that need attention. Note that there are no projects planned for year 22-23, except for miscellaneous repairs.

Meeting adjourned at 10:40 am.

Minutes for Meeting with City of Kingsburg 4-13-2021. This meeting was held in person

During the Joint PAC and Board meeting held on 4-8-21, it was asked for the three cities to meet individually with SKF to gain more insight on our CIP and Budget correlating to each city, before recommending acceptance from the PAC to Board.

Kingsburg Attendees:

Alex Henderson, Kingsburg City Manager

Dave Peters, Kingsburg City Engineer

Daniel Galvez, Kingsburg Public Works Director

SKF Attendees:

Ben Muñoz, Jr., General Manager

Veronica Cazares, District Engineer

Tricia Miller, Admin/HR

Alicia Kirk, Exec. Assist to GM

The meeting began at 9 am, with Veronica giving an overview of the City of Kingsburg and the projects that are currently going on. She [Veronica] asked Kingsburg for their 5-10, and possibly 20-year development plans. The Kingsburg City Engineer is meeting with West Yost in about 6 weeks, and then Veronica would like to have a meeting with him after. It was asked that if Kingsburg needs something amended in the CIP, to please communicate with District Engineering. CCTV will be reviewed for Kingsburg and determine if there is more work needed. It was asked how locations are chosen for work, and it was answered that those are determined after the Board approves the SKF Budget for the year. Veronica asked Kingsburg for general ideas from them in the future, as it would greatly help with the budgeting for the CIP. City Manager Henderson doesn't want to hold up the Budget approval process, he would just like to make sure Kingsburg is getting the attention to projects they need done. City Engineer Dave Peters is to check on Storm Drain plans for the city and reach out to Veronica with the information.

Meeting adjourned at 9:46am

The meeting that was scheduled on April 15, 2021, at 10:00 am was cancelled by City of Fowler staff. SKF requested to set another meeting with Fowler staff, which was rescheduled on April 19, 2021.

Minutes for Meeting with City of Fowler 4-19-2021. This meeting was held via teleconference

During the Joint PAC and Board meeting held on 4-8-21, it was asked for the three cities to meet individually with SKF to gain more insight on our CIP and Budget correlating to each city, before recommending acceptance from the PAC to Board.

Fowler Attendees:

Wilma Quan, Fowler City Manager

Dave Peters, Fowler City Engineer

Dario Dominguez, Fowler Public Works Director

SKF Attendees:

Ben Muñoz, Jr., General Manager

Veronica Cazares, District Engineer

Tricia Miller, Admin/HR

The meeting began at 1:04 pm. General Manager Muñoz went over what the CIP entails as Wilma is new to SKF, having recently taken over as City Manager for Jeannie Davis. He also explained rate expansion, increases, and where those are allocated. What the City requests directly impacts their R&R monies. Ben broke down the six funding areas for Wilma and where they go. She had no questions on this. It was asked if there were any projects that are currently being worked on that are not in the CIP and it was said yes, Adams Avenue. Veronica said it was a quick process with a design and bid to get it up and running. City Manager Quan said that Fowler was expanding their Sphere of Influence (SOI) and would like to know if there are any projects that would support the growth? City Engineer for Fowler, Dave Peters stated that the CIP entails SKF projects and the Sewer System Master Plan (SSMP) has the City related projects that are in Fowler's budget, to clear up any confusion of where funds are allocated. It was asked that Fowler keep SKF in the loop on any future projects and be invited to any meeting with the City Engineer when such projects arise. West Yost working on scope of work and amendment for RJ Hill/KB home development projects in southwest Fowler (Veronica can you add to this? I don't have more info in notes). The SSMP will have some modifications and staff will keep Fowler updated.

Meeting adjourned at 1:26 pm.

MEMORANDUM

(May 13, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Prepared: May 3, 2021
Staff Report prepared by Ben Muñoz, Jr., General Manager

Agenda Item: 5-B
Action: Resolution No. 2021-05

SUBJECT: Public Hearing on Fiscal Year 2021-22 Budget; Consider Adoption of Resolution No. 2021-05, A Resolution Approving and Adopting the Budget for Fiscal Year 2021-22

DIRECTORS' SUMMARY

The Board will conduct the public hearing and will consider adopting Resolution No. 2021-05, which establishes the District budget for fiscal year 2021-22.

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

During the Joint Board and PAC meeting held on April 8, 2021, it was asked for the three cities to meet individually with SKF to gain more insight on our CIP and Budget correlating to each city, before recommending adoption from the PAC to the Board.

On April 21, 2021 at 1:30 pm the PAC held a teleconference meeting, where Staff presented the Draft Fiscal Year 2021-22 Budget. The PAC Committee reviewed the Budget and recommended that the Board adopt the Budget at the May Board meeting.

STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board adopt Resolution No. 2021-05, A Resolution Approving and Adopting the Budget for Fiscal Year 2021-22.

ACTION

Motion to adopt Resolution No. 2021-05, A Resolution Approving and Adopting the Budget for Fiscal Year 2021-22.

BACKGROUND

Board members may refer to the digital copy sent separately from the agenda packet.

The budget includes the rate increases approved by the Board on July 11, 2019, pursuant to the rate study conducted and the approved Proposition 218 process. For FY 2021-22, the rates will increase from \$482.42 to \$498.93 per year for Selma, from \$450.42 to \$466.93 per year for Kingsburg and from \$466.42 to \$482.93 per year for Fowler for each equivalent single family residence (ESFR), which was approved by the Board on July 11, 2019. The sewer rate increases are necessary due to increased costs of repair, refurbishment & replacement of facilities & equipment; services & supplies; salaries & benefits; labor costs; and a reduction in usage of the plant by industrial dischargers. In particular, the increases were determined to be required for:

1. The District's Capital Refurbishment & Replacement fund and General Operation & Maintenance fund and are necessary due to increased costs of repair; refurbishment and replacement of aging equipment and facilities; services and supplies; salaries and benefits; labor costs; increased costs for electricity; and a reduction in usage of the plant by industrial dischargers.
2. The Cities' Collection Systems Capital Refurbishment & Replacement fund and General Operation & Maintenance fund is due to increased cost of repair, refurbishment and replacement of aging equipment and facilities in the collection system for the Cities' R&R funds as substantiated in the CIP Program; Sewer System Management Plan assessments and District's 2016 Collection System Master Plan update.

Attachment: Resolution No. 2021-05

RESOLUTION NO. 2021-05

A RESOLUTION APPROVING AND ADOPTING THE BUDGET
FOR THE FISCAL YEAR 2021-22

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District, Fresno County, California, that the Budget for the fiscal year 2021-22, as presented to said Board and filed in the office of the District Secretary, is hereby approved and adopted.

The foregoing Resolution No. 2021-05 was introduced by Director _____, who moved its adoption, seconded by Director _____, and adopted on roll call on the 13th day of May 2021 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

WHEREUPON, the Chairman declared the foregoing Resolution No. 2021-05 adopted and SO ORDERED.

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

MEMORANDUM

(May 13, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Prepared: May 5, 2021
Staff Report Prepared By: Veronica Cazares, District Engineer

Agenda Item: 7-A
Action: Motion

SUBJECT: District Lift Station Refurbishment-D4 (18th Avenue) Improvements; Change Order No. 1

DIRECTORS' SUMMARY

On August 13, 2020, the Board awarded a contract to SW Construction for the construction of the District Lift Station Refurbishment-D4 (18th Avenue) Improvements for a total cost of \$1,893,397.00. The project is funded from FY 2018-19, 2019-20, 2020-21 District R&R Budget account #8155-203-02 and District Expansion Budget account #8071-203-01.

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

In summary, the contract change order is for Owner requested changes and unforeseen conditions, including:

Additional Potholing	\$5,348.88
Crosswalk Ahead Sign Relocation	\$3,260.83
New 1" Water Service	\$18,279.93
Repair Coupler for unidentified water main.	\$292.25
Force Main Connection: Tie-in configuration once area was exposed differed from plans. Design Engineer redesigned tie-in which required additional work and materials.	\$24,346.24
Valve Vault Drain Line	\$5,933.03
Total Change Order	\$57,461.16

Staff recommends approving contract change order no. 1 and approving an additional contingency request of \$50,000.

STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board approve SW Construction contract change order no. 1 for an additive amount of \$57,461.16 and approve additional contingency request of \$50,000. The total contract amount including contract change order no. 1 will be \$1,950,858.16.

ACTION

Motion to approve SW Construction contract change order no. 1 in the amount of \$57,461.16 and approve additional contingency request of \$50,000.

BACKGROUND

The 18th Avenue Lift Station D-4 is a District-owned lift station. It was built in the later 1940's. This lift station receives flow from most of the City of Kingsburg. The lift station pumps and piping, check valves, and motor control center was last refurbished about 20 years ago. The last refurbishment did not include any structural coating or building improvements.

This project consists of the installation of a replacement lift station including new power service, diversion manhole, wetwell, pumps, control building, odor control valve vault, metering vault and new force main. The existing building will be demolished, and a new concrete cover placed over the existing wetwell which will be used as emergency storage.