

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD  
MEETING  
MARCH 10, 2022**

**CALL TO ORDER AND ROLL CALL**

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:07 p.m. by Chairwoman Roman.

**DIRECTORS**

Nathan Magsig(P@4:09pm)Remotely  
Sarah Guerra(P)  
David Cárdenas(P)  
Buddy Mendes, Vice Chair(P)  
Michelle Roman, Chairwoman(P)

**STAFF and CONSULTANTS**

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

\*Prior to the approval of the Agenda, the Item 9 (Closed Session) was removed, as matters are being resolved.

**APPROVAL OF AGENDA**

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of March 10, 2022, was made by Director Guerra and seconded by Director Mendes and approved by the following roll call 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 February 10, 2022. (p.5)
- B. Minutes of the Special Board Meeting February 17, 2022 (p.8)
- C. Warrant List Reports of February 2, 2022, February 16, 2022, and February 23, 2022. (p.12)
- D. Cash Activity Report of February 28, 2022. (p.16)
- E. The Board will consider adoption of Resolution No. 2022-08 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. (p.17) *Staff Report Prepared By: Interim General Manager Cazares*

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

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

NO:

ABSENT: Director Magsig

ABSTAIN:

Director Magsig joined viz Zoom at 4:09 p.m. Roll call votes were asked for as Director Magsig was attending remotely.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- A. Resolution No. 2022-09, 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. (p.21) Staff Report by Tricia Miller, HR/Administrative Services

Due to the retirement of General Manager Ben Munoz, Jr., the District needed to update the 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 had approved Resolution No. 2019-07, 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 in March 2019. However, the District needs to update the names of the signatories for the Westamerica Bank Document.

There being no comment from the public, a motion to approve Resolution 2022-09, 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 was made by Director Cárdenas, and seconded by Director Guerra, and approved by the following vote:

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

B. The Board will consider approving the Agreement for Compensation to County of Tulare for Collection of Special Assessment; and authorize Interim General Manager Cazares to execute the Agreements. (p.24) Staff Report Prepared by Tricia Miller, HR/Administrative Services

An Agreement for Compensation to Tulare County for Collection of Special Assessments between the District and the Tulare County Board of Supervisors needed to be approved by the Board. This is the first step in allowing the District to add direct sewer service charges to the tax roll. A Resolution will need to be brought annually to the Board approving placement of the charges on the tax roll for collection.

There being no comment from the public, a motion to approve the Agreement for Compensation to County of Tulare for Collection of Special Assessment and authorize Interim General Manager Cazares to execute the agreements was made by:

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

C. The Board will consider the acceptance of the Groundwater Monitor Wells – 2022 Project Change Order No. 1, and filing of the Notice of Completion (p.32) Staff Report Prepared by Veronica Cazares, Interim General Manager

Contract Change Order Number 1 is in the amount of \$22,250.00 for the installation of the downgradient well. The downgradient well was not included in the original scope of work for this project. However, it was deemed necessary to include as part of this project because the

downgradient well was part of the approved workplan from the Central Valley Regional Water Quality Control Board.

There being no comment from the public, a motion to accept the Ground Monitor Wells 2022 Project Change Order 1, and Notice of Completion was made by Director Mendes, and seconded by Director Guerra, and approved by the following vote:

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

NO:

ABSENT:

ABSTAIN:

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

Director Cárdenas requested to take a tour of the District Plant, as many changes have come about in the recent years. It was suggested that a scheduling possibility could be prior to the 4:00 pm April 14, 2022, board meeting, as the board members will be here. Per the Brown Act, only two board members would be allowed to take the tour at one time.

### **GENERAL MANAGER REPORTS**

Form 700's filing deadline is April 1, 2022

SKF to hold Sixth Annual Chamber Mixer on March 16, 2022, at 5:00 p.m.

Chairwoman's Barbeque to be held at SKF on May 25, 2022, at 11:30a.m.

Veronica let the Board know that a PAC Meeting has been scheduled for March 23<sup>rd</sup> at 2:30 p.m.

### **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 5:30 pm.

Respectfully submitted,



Veronica Cazares Interim General Manager/  
Secretary of the Board

Approved,



Michelle Roman  
Chairwoman of the Board