

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

**REGULAR MEETING OF BOARD OF DIRECTORS**

**APRIL 4, 2024**

**3:30 P.M.**

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

**1. CALL TO ORDER AND ROLL CALL**

**DIRECTORS**

Nathan Magsig

Dan Parra

Vince Palomar

Scott Robertson, Vice Chair

Buddy Mendes, Chairman

**STAFF and CONSULTANTS**

Veronica Cazares, General Manager/ Secretary

Alicia Kirk, Executive Assistant to the G.M.

Tricia Miller, Administrative Services/HR Manager

Hilda Cantú Montoy, General Counsel

Craig Perry, 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 March 14, 2024, Regular Board Meeting (p.1)

B. Warrant List Reports of, March 4, 2024, March 13, 2024, March 27, 2024 (p.6)

C. Cash Activity Report of, March 31, 2024 (p.9)

- D. That the Board approve the filing of the Notice of Completion for the Administration Roof Rehabilitation Project in the amount of \$147,979 (p.11)

**5. NEW BUSINESS**

- A. Subject: First Presentation of The Draft Capital Improvement Program for FY 2024-25 (p.12)

Recommendation: That the Board will Review the First Presentation of The Draft Capital Improvement Program for FY 2024-25 and Provide Direction to Staff.

- B. Subject: First Presentation of the Draft FY 2024-25 Budget (p.13)

Recommendation: That the Board review the Draft Budget for FY 2024-25 and Provide Direction to Staff.

- C. Subject: FY 21 Sewer Rehabilitation Project (p.14)

Recommendation: That the Board approve Contract Change Order No.1 and Filing of the Notice of Completion.

**6. BOARD MEMBER COMMUNICATION/AGENDA ITEMS**

**7. GENERAL MANAGER REPORTS**

**8. CLOSED SESSION**

- A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6  
Agency Designated Representatives: General Manager, Human Resources/Administration Manager, Labor Relations Consultant and/or General Counsel

Employee Organization: The International Union of Operating Engineers Stationary Local 39

**9. RECONVENNE OPEN SESSSION**

- A. Provide Report from Closed Session if required.

**10. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday, May 9, 2024 at 4:00 p.m.  
Next Ordinance: 2024-01  
Next Resolution: 2024-07

**NOTICE OF AVAILABILITY OF AGENDA MATERIALS:** Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District Office located at 11301 E. Conejo Ave., Kingsburg, CA 93631 during normal business hours of 8:00 a.m.-4:30 p.m., Mondays through Fridays. Such writings or documents will also be made available on the District website at [www.skfcsd.org](http://www.skfcsd.org)

**ADA COMPLIANCE AND REASONABLE ACCOMMODATIONS POLICY.** The District has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. If you need assistance in order to attend the Board of Directors meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, the Board is happy to assist you. Please contact the District Office at (559)897-6500 Extension 213 so such aids or services can be arranged. Requests may also be made by email to the Executive Assistant to the General Manager at: [akirk@skfcsd.org](mailto:akirk@skfcsd.org) or can be sent by US Mail to: Alicia Kirk, PO BOX 158, Kingsburg, CA 93631. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

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

**MINUTES OF THE BOARD MEETING OF DIRECTORS**

**MARCH 14, 2024**

**CALL TO ORDER AND ROLL CALL**

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:02 p.m. by Chairman Mendes

**DIRECTORS**

Nathan Magsig (P)  
Dan Parra (A)  
Vince Palomar (P)  
Scott Robertson, Vice Chair (P)  
Buddy Mendes, Chairman (P)

**STAFF AND CONSULTANTS**

Veronica Cazares, General Manager/Secretary  
Alicia Kirk, Executive Assistant to the G.M.  
Tricia Miller, Administrative Services/HR Manager  
Hilda Cantú-Montoy, General Counsel  
David Bacon, Information Systems Analyst  
Theresa Jurotich, Raftelis Financial, Inc.

**BOARD REORGANIZATION**

A. Nominations and Election of Chairperson

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

AYE: Directors Magsig, Palomar, Vice Chair Robertson, Chairman Mendes  
NO:  
ABSENT: Director Parra  
ABSTAIN:

B. Nominations and Election of Vice-Chairperson

There being no comments from the public or further nominations for vice-chair, a motion to appoint Scott Robertson as Vice-Chairman was made by Director Mendes, seconded by Director Paloma, and approved by a unanimous voice vote:

AYE: Directors Magsig, Palomar, Vice Chair Robertson, Chairman Mendes  
NO:  
ABSENT: Director Parra  
ABSTAIN:

## **APPROVAL OF AGENDA**

There being no comment from the public, a motion to approve the agenda of the Board meeting of March 14, 2024, was made by Director Palomar and seconded by Director Magsig and approved by a unanimous voice vote:

AYE: Director Magsig, Palomar, Vice Chair Robertson, Chairman Mendes  
NO:  
ABSENT: Director Parra  
ABSTAIN:

## **PUBLIC FORUM**

Mason Parkinson, a resident of Kingsburg recently purchased a property at 11479 E Stroud Avenue, Kingsburg. He inquired about building a fence and needed to know if it is his or the District's. He gave his name and number to Alicia Kirk, and General Manager Cazares will reach out to him.

## **CONSENT CALENDAR**

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

- A. Minutes of January 11, 2024, Regular Board Meeting *(p.1)*
- B. Warrant List Reports of January 3, 2024, January 17, 2024, January 19, 2024, and January 31, 2024, February 14, 2024, February 28, 2024 *(p.6)*
- C. Cash Activity January 31, 2024, February 29, 2024 *(p.12.)*

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

AYE: Director Magsig, Palomar, Vice Chair Roberston, Chairman Mendes  
NO:  
ABSENT: Director Parra  
ABSTAIN:

## **NEW BUSINESS**

- A. Subject: Sewer Rate Study. The Board will consider the Sewer Rate Study prepared by Raftelis Financial Inc. and initiation of the Proposition 218 Process. *(p.16)*

Recommendation: That the Board adopt Resolution 2024-06 Authorizing The Commencement of the Proposition 218 Process for Sewer Service Charges for Fiscal Years

2024-2025 Through 2029-2030 and Setting the Time and Place for a Public Hearing on the Proposed Increase of Sewer Service Charges.

The Board considered an increase in its rates for sewage service per year per equivalent single-family residence (ESFR) for the next five fiscal years. The proposed rate increases were calculated by the District in order to evenly spread applicable costs amongst sewer users according to the cost of providing service to the users.

There being no comment from the public, a motion to adopt Resolution 2024-06 Setting the Time and Place for a Public Hearing on the Proposed Increase of Sewer Service Charges was made by Director Magsig and seconded by Director Robertson and approved by a unanimous voice vote:

AYE: Director Magsig, Palomar, Vice Chair Robertson, Chairman Mendes  
NO:  
ABSENT: Director Parra  
ABSTAIN:

B. Subject: Request for Proposal: Engineering Design Services For Fiscal Year 2024 Sewer Improvements in Kingsburg and Fowler (p.20)

Recommendation: That the Board approve an agreement with MKN and Associates for design services in the amount of \$144,338, approve a contingency in the amount of \$20,000, and authorize the General Manager to execute the agreement.

A request for proposals was sent out for sewer improvements in the member cities of Kingsburg and Fowler. The RFP's were advertised on 1/15/2024 and 1/17/2024. Two responses were received. Staff recommends accepting the scope of services from MKN. These projects are Alley Sewer Improvements and satisfy the District's agreement with member cities to operate and maintain the existing collection system.

There being no comment from the public, a motion to approve an agreement with MKN and associates for design services in the amount of \$144,338, approve a contingency in the amount of \$20,000, and authorize the General Manager to execute the agreement with Staff recommendation and public comment was made by Director Magsig, and seconded by Director Palomar and approved by a unanimous voice vote:

AYE: Director Magsig, Palomar, Vice Chair Robertson, Chairman Mendes  
NO:  
ABSENT: Director Parra  
ABSTAIN:

C. Subject: Consider Re-scheduling Regular Meeting of April 11, 2024. (p.43)

Recommendation: That the Board re-schedule the regular meeting of April 11, 2024, to April 4, 2024 at 3:30 PM or provide other dates so that the General Manager may attend the awards ceremony honoring the District for the CWEA Collection System of the year.

General Manager Cazares and Staff from Collections and Maintenance would like to attend the award luncheon in Sacramento to be held on April 11<sup>th</sup> which is the same day of the April SKF Board of Directors regular meeting. At this time April 4<sup>th</sup> at 4:00 p.m. is the tentative date for the Board Meeting. It was noted that the Budget and CIP will need to be addressed at the next PAC meeting which will be scheduled as soon as possible.

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

Vice Chairman Robertson inquired about the Joint meeting with Selma City Council and the SKF Board Members. It will be on March 26, 2024, at 9:00am in Selma Council Chambers. SKF staff and the Selma City Manager's office will work jointly on the Agenda.

### **GENERAL MANAGER REPORTS**

- A. All Form 700s filed with the Clerk to the Board's office need to be submitted using the eDisclosure system. Board members, Alternates, General Counsel, and designated employees must submit Annual Statement of Economic Interest for calendar year 2023 by Monday, April 1, 2024.
- B. CWEA Annual Awards and Installation of Officers Banquet was held on Friday, January 26, 2024, at Pardini's in Fresno. The District received the Collection System of the Year, Laboratory Person of the Year, Collection Systems Person of the Year.
- C. Annual Chamber Mixer will be held on Wednesday, March 20, 2024, at 5:00 pm here in the District Board room.
- D. Suggestion of scheduling Chairperson's Barbeque for 2024.

These items are informational.

### **CLOSED SESSION**

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

Closed Session began at 4:17 p.m.

**RECONVENNE OPEN SESSION**

Open Session began at 4:55 p.m. There was no reportable action.

**ADJOURNMENT**

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned on a motion made by Director Robertson, and seconded by Director Palomar, and approved by a unanimous voice vote at 4:55 p.m.

Respectfully submitted,

Approved,

\_\_\_\_\_  
Veronica Cazares, General Manager

\_\_\_\_\_  
Buddy Mendes, Chairman of  
the Board



**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
MARCH 04, 2024  
WARRANT LIST**

ALLIED WEED CONTROL	SPECIAL SERVICES - WEED SPRAYING	14,450.00
MAS 200 Total Checks		\$14,450.00

SELMA - KINGSBURG - FOWLER  
COUNTY SANITATION DISTRICT  
MARCH 13, 2024  
WARRANT LIST

AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	415.74
AMERICAN EXPRESS	TRAVEL & TRAINING, EMPLOYEE RECOGNITION, SHIPPING, FORM PRINTING	4,483.91
ANDERSON & BALLOU INC.	EQUIPMENT REPAIRS & MAINTENANCE	8,500.00
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT REPAIRS & MAINTENANCE	815.46
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	2,414.15
ASI	INFORMATION SYTEMS	375.00
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	184.72
ARTHUR T. POPEJOY	LABORATORY SUPPLIES	360.00
AT&T MOBILITY	COMMUNICATIONS	151.44
BSK ASSOCIATES	EXTERNAL LAB SERVICES	2,178.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	12.27
CALPERS	RETIREMENT	40,822.50
CDW GOVERNMENT, INC.	INFORMATION SYTEMS	21,037.64
CINTAS CORPORATION NO.2	SAFETY SUPPLIES, AED RENTALS	432.90
COMCAST	COMMUNICATIONS	180.91
DANIEL MURRIETA	EMPLOYEE RECOGNITION	49.59
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	184.72
DKF SOLUTIONS GROUP, LLC	PROF.SERVICES - MED & SAFETY	350.00
ECS HOUSE INDUSTRIES, INC.	EQUIPMENT REPAIRS & MAINTENANCE	8,905.75
ELECTRIC MOTOR SHOP, INC.	EQUIPMENT REPAIRS & MAINTENANCE	515.81
ENVIRONMENTAL LEVERAGE INC.	CHEMICALS	375.00
FISHER SCIENTIFIC	LABORATORY SUPPLIES	1,737.55
GARY HELM	RETIREE HEALTH REIMBURSEMENT	184.72
GONZALES, RALPH	TRAVEL & TRAINING REIMBURSEMENT	37.00
GRAINGER	EQUIPMENT REPAIRS & MAINTENANCE	236.11
HOME DEPOT CREDIT SERVICES	EQUIPMENT R&M, BLDG & GROUNDS, SMALL TOOLS, OFFICE SUPPLIES	747.80
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	184.72
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	184.72
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	184.72
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	410.87
KINGS WATER ALLIANCE	PERMITS	27,583.00
KINGSBURG, CITY OF	OUTREACH PHARM KIOSK	173.75
LINDER EQUIPMENT CO.	EQUIPMENT REPAIRS & MAINTENANCE	608.25
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	184.72
MID VALLEY DISPOSAL	WASTE UTILITIES	935.78
MKN	DISTR LIFT STATION D3 NORTH STREET	7,791.96
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	311.00
NAPA AUTO PARTS	AUTO MAINTENANCE	1,399.96
NELSON'S ACE HARDWARE	EQUIPMENT MAINENANCE,SMALL TOOLS, BLDG & GROUNDS.	201.66
PBM SUPPLY & MFG. INC	EQUIPMENT REPAIRS & MAINTENANCE	1,491.72
PG&E	ELECTRIC UTILITIES	1,443.30
QUINN RENTAL SERVICES	DUMP TRUCK RENTAL	5,613.35
RAYMOND MIKE ALANIZ	CERTIFICATION FEE REIMBURSEMENT	196.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	184.72
RS AMERICAS INC.	EQUIPMENT REPAIRS & MAINTENANCE	415.55
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	184.72
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	184.72
SEE'S CONSULTING & TESTING INC	TULARE ST. ALLEY IMPROVEMENTS	6,696.00
SILVAS OIL CO. INC.	FUEL	3,543.46
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	258.36
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	167.79
SUPERIOR POOL PRODUCTS, LLC	CHEMICALS	18,393.05
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIRS & MAINTENANCE	141,779.00
THE GAS CO	GAS UTILITIES	537.93
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	740.03
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	539.69
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
WATER ENVIRONMENT FEDERATION	MEMBERSHIPS	361.00
WILSON FIRE SPIRNKLER CO INC.	BUIDLING & GROUNDS MAINTENANCE	520.00
MAS 200 Total Checks		\$319,844.18

SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
MARCH 27, 2024  
WARRANT LIST

ANDERSON & BALLOU INC.	EQUIPMENT REPAIRS & MAINTENANCE	42,000.00
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	1,629.97
AT&T/CALNET 3	COMMUNICATIONS	155.74
BSK ASSOCIATES	EXTERNAL LAB SERVICES	791.00
CALIFORNIA CAD SOLUTIONS INC	GIS SERVICES	4,050.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	36.34
CALPERS HEALTH	HEALTH INSURANCE	38,912.47
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	273.85
CSRMA	GENERAL INSURANCE	181,542.00
DANCO TRAILERS INC.	EQUIPMENT REPAIRS & MAINTENANCE	1,371.72
ENGIE SERVICES U.S. INC.	SOLAR EQUIPMENT MAINTENANCE	78,347.75
ERNEST C MENDES	DIRECTOR'S FEE	127.63
GONZALES, MARK	TRAVEL & TRAINING EXPENSE REIMBURSEMENT	31.69
KINGSBURG CHAMBER OF COMMERCE	OUTREACH	125.00
METTLER-TOLEDO INC	LABORATORY SUPPLIES	748.98
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	EQUIPMENT REPAIRS & MAINTENANCE	524.18
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S ACE HARDWARE	EQUIPMENT REPAIRS & MAINTENANCE	194.31
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	409.36
PG&E	ELECTRIC UTILITIES	44,151.59
POCKETSTOP LLC	INFORMATION SYSTEMS EXPENSE	3,200.00
POLYDYNE, INC	CHEMICALS	28,531.57
PROCLEAN SUPPLY	BUILDING & GROUNDS MAINTENANCE, OFFICE SUPPLIES, SAFETY SUPPLIES	1,166.49
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
QUADIENT LEASING USA, INC.	EQUIPMENT LEASING	717.42
RAFTELIS FINANCIAL CONSULTANTS	SEWER RATE STUDY	12,802.50
RICHARD WESTERLING	CERTIFICATION FEE REIMBURSEMENT	201.00
RODRIGUEZ, ERNESTO	TRAVEL & TRAINING EXPENSE REIMBURSEMENT	51.63
SCOTT ROBERTSON	DIRECTOR'S FEE	127.63
SHIELDS, HARPER & CO.	EQUIPMENT REPAIRS & MAINTENANCE	58.74
STEAM CLEANERS, INC	EQUIPMENT REPAIRS & MAINTENANCE	144.60
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIRS & MAINTENANCE	3,633.50
TINT MASTER KINGSBURG	AUTO REPAIRS	400.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	389.96
VALLEY SECURITY ALARM	ALARM SERVICE	750.00
VINCE PALOMAR	DIRECTOR'S FEE	127.63
MAS 200 Total Checks		\$448,068.88

SKF COUNTY SANITATION DISTRICT  
 CASH ACTIVITY REPORT  
 Month: MARCH  
 Fiscal Year: 2023-24

Cash Account Description	End of Month Cash Balance as of June 30, 2023	End of Month Cash Balance March 31, 2024
*** Cash in Treasury: Operations & Maintenance	\$ 5,043,024.93	\$ 4,284,259.40
Cash in Bank: Operations & Maintenance	\$ 28,912.44	\$ 27,012.80
Cash in Bank: Payroll	\$ 203.46	\$ 111,162.98
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 5,072,840.83	\$ 4,423,135.18
*** Cash in County Treasury:Expansion	\$ 5,393,049.36	\$ 5,489,704.34
*** Cash in County Treasury: R&R	\$ 6,245,192.21	\$ 5,800,036.41
*** Cash in County Treasury:Selma	\$ 2,319,258.37	\$ 1,557,373.62
*** Cash in County Treasury: Selma SWRCB Reserve	\$ 267,803.77	\$ 267,420.31
Total Selma	\$ 2,587,062.14	\$ 1,824,793.93
*** Cash in County Treasury:Kingsburg	\$ 3,426,769.60	\$ 3,558,892.83
*** Cash in County Treasury:Fowler	\$ 1,932,604.12	\$ 1,805,814.59
<b>Total Cash Balance</b>	<b>\$ 24,657,518.26</b>	<b>\$ 22,902,377.28</b>

\*\*\* PENDING COUNTY REPORTS @ 3/28/2024

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT  
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY  
FOR THE MONTH ENDED MARCH 31, 2024

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	3/4/2024	\$	14,450.00
WARRANT LIST ENDING	3/13/2024	\$	319,844.18
WARRANT LIST ENDING	3/27/2024	\$	448,068.88
			782,363.06
TOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 782,363.06

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	3/10/2024	\$	97,160.69
EMPLOYER CONTRIBUTIONS (PERS)	3/10/2024	\$	9,717.93
EMPLOYER TAXES	3/10/2024	\$	1,263.75
HEALTH INSURANCE	3/10/2024	\$	14,001.01
			\$ 122,143.38

TOTAL SALARIES PERIOD ENDING:

SALARIES	3/24/2024	\$	97,371.45
EMPLOYER CONTRIBUTIONS (PERS)	3/24/2024	\$	9,717.93
EMPLOYER TAXES	3/24/2024	\$	1,264.15
HEALTH INSURANCE	3/24/2024	\$	14,001.01
			\$ 122,354.54

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES			\$ 244,497.92
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	GRAND TOTAL	\$	1,026,860.98
			1,026,860.98

**MEMORANDUM**  
(April 4, 2024, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: March 25, 2024

Agenda Item: 4-D  
Action: Motion

**SUBJECT:**

Administration Roof Rehabilitation-Notice of Completion

**RECOMMENDATION:**

That the Board approve the filing of the Notice of Completion for the Administration Roof Rehabilitation Project.

**EXECUTIVE SUMMARY:**

Quotes were received for the Administration Building Roof Rehabilitation project on December 1, 2023. The Board approved the project in the amount of \$147,939 at the January 11, 2024 Board meeting. There were no change orders on this project.

The project is complete and in accordance with specifications.

**MEMORANDUM**  
(April 4, 2024, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: March 25,2024

Agenda Item: 5-A  
Action: Informational

**SUBJECT:**

First Presentation of The Draft Capital Improvement Program for FY 2024-25

**RECOMMENDATION:**

That the Board will Review the First Presentation of The Draft Capital Improvement Program for FY 2024-25 and Provide Direction to Staff.

**EXECUTIVE SUMMARY:**

The Capital Improvement Program has been posted to the District’s website as of March 11, 2024.

General Manager Cazares will present the draft Capital Improvement Program (CIP).

Board members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the Board Meeting.**

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.

We note the proposed CIP has been built based on projections which include the proposed Proposition 218 sewer service rate increases. In the event the proposed increases are not adopted, the CIP will need to be amended.

**MEMORANDUM**  
(April 4, 2024, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: March 25, 2024

Agenda Item: 5-B  
Action: Informational

**SUBJECT:**

First Presentation of the Draft FY 2024-25 Budget

**RECOMMENDATION:**

That the Board review the Draft Budget for FY 2024-25 and Provide Direction to Staff.

**EXECUTIVE SUMMARY:**

The FY 2024-25 Draft Budget has been posted to the District's website as of March 11, 2024.

Board members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the Board Meeting.**

The Proposed Budget includes the following:

1. The increase in sewer rates is for 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; and a reduction in usage of the plant by industrial dischargers, which results in revenue decreases.
2. The proposed rates aligns and confirms the cost of service with the different customer classes of residential, commercial, and industrial.

We note the proposed budget has been built based on projections which include the proposed Proposition 218 sewer service rate increases. In the event the proposed increases are not adopted, the budget will need to be amended.



**MEMORANDUM**  
(April 4, 2024, Board Meeting)

To: S-K-F CSD Board of Directors  
 From: Veronica Cazares, General Manager  
 Date Memo Prepared: March 25, 2024

Agenda Item: 5-C  
 Action: Motion

**SUBJECT:**  
 FY21 Sewer Rehabilitation Project

**RECOMMENDATION:**  
 That the Board approve Contract Change Order No.1 and Filing of the Notice of Completion

**EXECUTIVE SUMMARY:**  
 The Board of Directors approved the contract with Dawson-Mauldin at the June 8, 2023, Board meeting in the amount of \$1,250,725.68. The original contract amount for Selma, Kingsburg, Fowler, respectively were: \$596,105.68, \$375,200.00, and \$285,670.00. The change order number 1 is a deduct of \$37,268.66 for a total revised contract amount of \$1,213,457.02.

The project is complete on time and conforms to approved drawings and specifications. The change order for Selma and Fowler were in deductive amounts of (\$46,180) and (\$12,000). The Kingsburg change order is an additive amount of \$20,911.34. The additive amount was due to unforeseen utility conflicts with natural gas, water main, two electrical conduits, and standby time for representative from Southern Cal Gas.

Below is a summary of the balancing change order for quantities and additional work.

Balancing Change Order-Selma							
Description	Unit	Estimated Qty	Actual QTY	Unit Bid Price	Total Bid Price	Actual Bid Price	Difference
Alley Surface Restoration	LF	938	0	\$ 110.00	\$ 103,180.00	\$ -	\$ (103,180.00)
Street Surface Restoration	LF	95	127	\$ 110.00	\$ 10,450.00	\$ 13,970.00	\$ 3,520.00
6" SDR-26 PVC Gravity Sewer	LF	1033	1039	\$ 110.00	\$ 113,630.00	\$ 114,290.00	\$ 660.00
Lateral Connection	EA	25	27	\$ 4,000.00	\$ 100,000.00	\$ 108,000.00	\$ 8,000.00
Trench Backfill (CLSM)	LF	1033	949	\$ 140.00	\$ 144,620.00	\$ 132,860.00	\$ (11,760.00)
Remove Sewer Manhole	EA	1	2	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00	\$ 1,800.00
						Deductive amount	\$ (100,960.00)
Change Order alley surface restoration	Unit	Actual QTY	Unit Bid Price				
Baserock Placement	LF	1481	\$ 30.00				\$ 44,430.00
Asphalt Grindings	LF	345	\$ 30.00				\$ 10,350.00
						Alley surface restoration additive amount	\$ 54,780.00
						Total Change Order-Selma	\$ (46,180.00)
						Original Contract Amount	\$ 596,105.68
						<b>Total Contract Amount-Selma</b>	<b>\$ 549,925.68</b>

<b>Balancing Change Order-Kingsburg</b>							
<b>Description</b>	<b>Unit</b>	<b>Estimated Qty</b>	<b>Actual QTY</b>	<b>Unit Bid Price</b>	<b>Total Bid Price</b>	<b>Actual Bid Price</b>	<b>Difference</b>
Alley Surface Restoration	LF	625	643	\$ 110.00	\$ 68,750.00	\$ 70,730.00	\$ 1,980.00
Pavement Surface Restoration	LF	55	43	\$ 110.00	\$ 6,050.00	\$ 4,730.00	\$ (1,320.00)
8" SDR-26 PVC Gravity Sewer	LF	680	686	\$ 110.00	\$ 74,800.00	\$ 75,460.00	\$ 660.00
Trench Backfill Native	LF	680	686	\$ 45.00	\$ 30,600.00	\$ 30,870.00	\$ 270.00
Lateral Connection	EA	23	17	\$ 4,000.00	\$ 92,000.00	\$ 68,000.00	\$ (24,000.00)
						Deductive Amount	\$ (22,410.00)
						Utility Conflicts Additive Amount	\$ 43,321.34
						Total Change Order-Kingsburg	\$ 20,911.34
						Original Contract Amount	\$ 375,200.00
						<b>Total Contract Amount-Kingsburg</b>	<b>\$ 396,111.34</b>

<b>Balancing Change Order-Fowler</b>							
<b>Description</b>	<b>Unit</b>	<b>Estimated Qty</b>	<b>Actual QTY</b>	<b>Unit Bid Price</b>	<b>Total Bid Price</b>	<b>Actual Bid Price</b>	<b>Difference</b>
Lateral Connection	EA	14	11	4,000	\$ 56,000.00	\$ 44,000.00	\$ (12,000.00)
						Deductive Amount	\$ (12,000.00)
						Total Change Order-Fowler	\$ (12,000.00)
						Original Contract Amount	\$ 285,670.00
						<b>Total Contract Amount-Fowler</b>	<b>\$ 273,670.00</b>

The project consisted of replacement of 1,033 linear feet of sewer in Selma (alley between Logan/Wright and Floral/Chestnut and alley between Chandler/Willow and Floral/Gaither), 680 linear feet of sewer in Kingsburg (alley between Sierra/Tulare and 12<sup>th</sup>/16<sup>th</sup> Avenue), 375 linear feet of sewer in Fowler (alley between Fresno/ S. 4<sup>th</sup> St).