

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

**REGULAR MEETING OF BOARD OF DIRECTORS**

**January 14, 2021**

**4:00 P.M.**

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

**THE REGULAR BOARD OF DIRECTORS MEETING OF JANUARY 14, 2021,  
WILL BE CONDUCTED BY TELECONFERENCE PER PROVISIONS OF  
EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S  
OFFICE**

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

- Members of the public may participate in the meeting remotely by calling 1-805-250-9182 and entering Conference ID Number 978 351 162# at the prompt. Comments may also be submitted by email prior to the meeting at [akirk@skfcsd.org](mailto:akirk@skfcsd.org)
- Every effort will be made to read email comments into the record, but repetitive comments may not be read due to time constraints.

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

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

**DIRECTORS**

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

**STAFF and CONSULTANTS**

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

**2. BOARD REORGANIZATION**

- A. Nominations and Election of Chairperson (p.4)
- B. Nominations and Election of Vice-Chairperson (p.4)

### **3. APPROVAL OF AGENDA**

Additions, deletions, substitutions, and adoption of agenda

### **4. 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.

### **5. 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 December 15, 2020. *(p.5)*
- B. Warrant List Reports of December 9, 2020 and December 23, 2020. *(p.9)*
- C. Cash Activity Report of December 31, 2020. *(p.14)*
- D. Resolution No. 2021-01, a Resolution of Recognition and Commendation to Mike Alaniz, Environmental Tech as 2020 Employee of the Year. *(p.15)*
- E. Resolution No. 2021-02, a Resolution of Recognition and Commendation to Karen Steinhauer, Laboratory Supervisor for Forty Years of Dedicated Service. *(p.16)*
- F. Resolution No. 2021-03, a Resolution of Recognition and Commendation to Paul Lopez, Operator III for Twenty-Five Years of Dedicated Service. *(p.17)*
- G. FY 2021-22 Employee Recognition Program. *(p.18)*

### **6. UNFINISHED BUSINESS**

None

### **7. NEW BUSINESS**

- A. The Board will receive the Draft Fiscal Year 2019-20 Audit Report Presentation and will consider approving the independent auditor's report for fiscal year ending June 30, 2020. *(p.20) Staff Report prepared by Tricia Miller, Administration Services/HR Manager.*
- B. The Board will receive the Fiscal Year 2020-21 Budget Preparation Schedule and provide direction to staff. *(p.21) Staff Report prepared by Ben Muñoz, Jr., General Manager/Secretary.*

- C. The Board will consider accepting the proposal from Gateway Engineers of Clovis, CA for engineering, construction support and administration of the Sewer Improvement: Wright/McCall and Floral/Chestnut for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account # 8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements. (p.27) *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. The 2021 CASA Winter Conference - January 27-28, 2021 will be a virtual event. Directors must notify Alicia Kirk, Executive Assistant to the General Manager of their intention to attend the virtual event.
- B. The Board will provide direction to schedule the General Manager's Performance Evaluation at next regular meeting of February 11, 2021 or at another date and time.

## **10. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday, February 11, 2021 at 4:00 p.m.

Next Ordinance: 2021-01

Next Resolution: 2021-04

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

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Alicia Kirk at (559) 897-6500 ext. 213. Notification of at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to the meeting.