

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

MINUTES OF THE BOARD MEETING OF DIRECTORS

OCTOBER 12, 2023

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:00 p.m. by Chairman Mendes

DIRECTORS

Nathan Magsig (A)
Juan Mejia (P)
Vince Palomar (P)
Scott Robertson, Vice Chair (A)
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
Craig Perry, Chief Plant Operator
Hilda Cantu Montoy, General Counsel

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Board meeting of October 12, 2023, was made by Director Palomar and seconded by Director Mejia and approved by a unanimous voice vote:

AYE: Director, Palomar, Mejia, Chairman Mendes,

NO:

ABSENT: Director Magsig, Vice Chair Robertson

ABSTAIN:

PUBLIC FORUM

None

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 September 14, 2023, Board Meeting (p.1)
- B. Warrant List Reports of September 13, 2023, and September 27, 2023 (p.5)
- C. Cash Activity Report of September 30, 2023 (p.7)

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

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

CEREMONIAL MATTERS

- A. The Board will consider adopting Resolution No. 2023-14, A Resolution Honoring Gabriel Jimenez, Plant Operations Assistant Supervisor upon his retirement after twenty years of service to the Selma-Kingsburg-Fowler County Sanitation District

Gabriel Jimenez has served as Plant Operations Assistant Supervisor for the Selma-Kingsburg-Fowler County Sanitation District since February 2, 2003, and will be retiring on October 27, 2023. The Board thanked him for his many years of service and dedication to the District and the Public.

There being no comment from the public, a motion to approve Resolution 2023-14, a Resolution Honoring Gabriel Jimenez, Plant Operations Assistant Supervisor upon his retirement after twenty years of service to the Selma-Kingsburg-Fowler County Sanitation District was made by Director Palomar and seconded by Director Mejia and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

NEW BUSINESS

- A. Subject: Consideration and Direction on Proposed Reorganization and Job Description for District Engineer (*p.10*)

Recommendation: That the Board of Directors receive and consider report on Proposed Reorganization, give direction on the Reorganization, and authorize staff to immediately recruit for the District Engineer position with the revised job description.

The last reorganization was completed in 2014. At present recruiting is challenging as with the current organizational chart, the District Engineer oversees the Maintenance, Collections, and Laboratory departments. With this new organizational chart, Maintenance and Laboratory would be under the supervision of the Chief Plant Operator and Collections would be under the supervision of the General Manager. This recommended chart will allow for more successful

recruiting, align related functions within plant maintenance and plant operations, and provide greater plant maintenance efficiency by simplifying workflow and operational flexibility. At the present, Engineers are in high demand in the Valley. This item will be brought back to the Board for consideration of adoption at the November 9, 2023, meeting.

A motion to accept the draft proposed organizational chart, and bring forth a final organizational chart to the November 9, 2023, Board meeting was made by Director Palomar and seconded by Director Mejia, and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

B. Subject: Award of Contract on Request for Proposals: District Lift Station R/R North Street *(p.17)*

Recommendation: That the Board approve an agreement with MKN and Associates in the amount of \$243,490 and authorize the General Manager to execute the agreement.

This project is a priority of the Board of Directors. This pump station was last refurbished more than 10 years ago. The District will be providing the day-to-day inspection and will procure a vendor for special inspections during construction period. The project will expand the capacity of this site. The scope includes a technical memorandum to outline the features such as, layout, equipment, force main, and design criteria for North PS-D3, Manning PS-D2, and Merced PS-D1. The original amount decreased as SKF will be doing the construction inspection.

There being no comment from the public, a motion to approve Award of Contract on Request for Proposals was made by Director Mejia, and seconded by Director Palomar, and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

C. Subject: CCTV Inspection and Review For Fiscal Year 23-24 *(p.43)*

Recommendation: That the Board approve agreement with MKN and Associates in the not to exceed amount of \$165,000 and authorize the General Manager to execute the agreement.

The CCTV and Inspection Review is a compliment effort to the risk analysis conducted; and documented in the 2016 Sewer System Master Plan; and meets compliance efforts in the

Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. The previous agreement has expired and needs to be renewed. Chairman Mendes commented that this is one of the most important things that needs to get done. Chairman Mendes asked the Board if they had any further questions and they said no.

Jerome Keene, Deputy City Manager, representing the City of Selma came to the podium with comments from that city during the public comment period.

It was said that earlier in the year Selma participated in a meeting with SKF to discuss the Capital Improvement Project (CIP) list and provide their comments to the District. One of Selma's comments being that the CCTV budget allocated to Selma was considerably lower than Kingsburg and Fowler-despite having more lineal feet of sewer main and more customers within the District service area. Deputy City Manager Keene read the monetary amounts for each city in the CIP as well as Table ES-8 of allocation to the three cities and the percentages assigned to them. He feels that given these percentages, the CCTV costs should be distributed similarly and proportionally. Deputy City Manager Keene respectfully requested that the Board consider revisiting these budgeted amounts within the adopted CIP before award of the Contract with MKN. The City (Selma) also requests that the District consider a budgeting policy to review inflation as part of future year budgeting within the CIP to ensure that project costs are captured and adequately allocated. Deputy City Manager Keene thanked the Board for their consideration in this matter. His written commentary was distributed to Board and SKF Staff.

General Manager Veronica Cazares explained that the budget and 10-year CIP is reviewed on an annual basis by the Policy Advisory Committee (PAC), which contains the City Managers from all three cities SKF serves. Then taken to the Board for adoption.

The District is only able to spend what is available in those accounts based on the cash accrued from each city's Refurbishment and Replacement fund, which comes from the sewer rates each city pays.

There are more projects to complete in the city of Selma. As the Sewer Rate Study is in progress there will be an opportunity to review CIP.

General Manager Cazares did mention that she had been in contact with Mr. Keene prior to this meeting to address his concerns by telephone and she offered to meet and discuss this item.

SKF comes to the Board with the annual rates set by the cities for approval, and the Board has the final decision and may adjust, if they so desire. Currently, SKF is in the last year of a 5-year rate increase approved by the Board back in 2018, and with the money allocated to that, projects may need to be adjusted accordingly to stay within revenues or cash on hand.

Chairman Mendes clarified that this is the money available under the existing rates.

General Manager Cazares further explained that SKF maintains a reserve amount for each city. Items that can be reduced or increased would be miscellaneous repairs and CCTV so that we can stay within our reserves and allocated cash received from the rate payers.

Chairman Mendes commented that prioritized items are per year and can change annually per city based on need. It was asked if that is why the allocation varies and it was answered yes. The numbers won't match every year due to the fact that it's based on the level of necessity. Board Chairman Mendes further clarified that based on what was budgeted for and the rates paid per city, these are the amounts we have to work with. The monetary amounts may not be balanced to one city versus another as they may have had items that needed immediate attention over another.

There being no comment from the public, a motion to approve CCTV Inspection and Review For Fiscal Year 23-24 was made by Director Palomar and seconded by Director Mejia, and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

Director Mejia thanked SKF for participating in the Fowler Fall Festival Parade and our informational booth.

GENERAL MANAGER REPORTS

- A. 2024 Winter CASA Conference will be held on January 24-26, 2024, at Hilton Palm Springs Hotel. Directors must notify Alicia Kirk, Executive Assistant to the General Manager, by December 22, 2023, of their intention to attend so reservations can be made.

This is an informational item only.

- B. Gabriel's Retirement Barbeque will be held on October 27th at 11:30am.

The Board was invited to attend.

- C. Update: 18th Ave PS.

General Manager Cazares let the Board know that the project is complete and that she will be working with General Counsel Montoy on the final payments and being back for finalization at the November board meeting.

ADJOURNMENT

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned a by a unanimous voice vote at 4:26 p.m.

Respectfully submitted,

Handwritten signature of Veronica Cazares in blue ink, written over a horizontal line.

Veronica Cazares, General Manager

Approved,

Handwritten signature of Buddy Mendes in blue ink, written over a horizontal line.

Buddy Mendes, Chairman
of the Board