

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

REGULAR MEETING OF BOARD OF DIRECTORS

JULY 13, 2023

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig
Juan Mejia
Vince Palomar
Scott Robertson, Vice Chair
Buddy Mendes, Chairman

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, 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. Subject: Minutes of June 8, 2023 Regular Board Meeting (*p.1*)

Recommendation: Board approve minutes as presented.

B. Subject: Approved Minutes of March 22, 2023 PAC Meeting (*p.5*)

Recommendation: For Informational purposes.

- C. Subject: Draft PAC Minutes of June 7, 2023 (*p. 9*)

Recommendation: For Informational purposes

- D. Subject: Warrant List Reports of June 7, 2023, June 21, 2023, June 29, 2023 (*p.12*)

Recommendation: Board approves warrants as presented.

- E. Subject: Cash Activity Report of, 2023 (*p. 15*)

Recommendation: Board approve cash activity as presented.

5. PRESENTATIONS

- A. Valley Regional Occupational Program-District Job Shadowing Training Program.
Anthony Serapio and David Garcia.

5. PUBLIC HEARINGS

- A. Subject: Public Hearing on Sewer Service Charges on the Tax Roll for Fiscal Year 2023-24
(*p. 17*)

Recommendation: That the Board conduct the public hearing, receive staff report and public comments, and consider adoption of Resolution 2023-12 which confirms sewer service charges and delinquent sewer charges for Fiscal Year 2023-24.

6. NEW BUSINESS

- A. Subject: Resolution No. 2023-13, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2023-24 (*p.21*)

Recommendation: That the Board adopt Resolution No. 2023-13, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2023-24

- B. Subject: Payment to City of Selma for Collection System R&R (Nebraska-Thompson-Knowles) for District's Share of the City of Selma Collection System R&R (Nebraska-Thompson-Knowles) Project. (p.24)

Recommendation: That the Board approve payment to the City of Selma in the amount of \$300,000 for the District's share of the Project subject to Selma's award of the Project to Floyd Johnston Construction, the lowest responsive and responsible bidder.

7. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

8. GENERAL MANAGER REPORTS

- A. Happy Day School Public Outreach Event, June 24, 2023

9. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, August 10, 2023, at 4:00 p.m.

Next Ordinance: 2023-01

Next Resolution: 2023-14

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

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 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

JUNE 8, 2023

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 3:00 p.m. by Chairman Mendes.

DIRECTORS

Nathan Magsig (P)
Juan Mejia (P)
Brandon Pursell (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.
Hilda Cantú Montoy, General Counsel
David Bacon, Information Systems Analyst
Craig Perry, Chief Plant Operator

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Board meeting of June 8, 2023, was made by Director Pursell and seconded by Director Robertson and approved by a unanimous voice vote:

AYE: Directors Mejia, Pursell, Vice Chair Robertson, Chairman Mendes

NO:

ABSENT: Directors Magsig

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.

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

AYE: Directors Mejia, Pursell, Vice Chair Robertson, Chairman Mendes

NO:

ABSENT: Director Magsig
ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Subject: Bid Results for FY 2021 Sewer Rehab Project and award of contract

The project is a multiple year project and design started in FY 21-22 and identified in the FY 22-23 budget. We note that in reviewing the bid proposals, it was found that the Dawson-Mauldin, LLC subtotals do not add up to the total base bid. In other words, the total reflected in words is \$1,250,725.68 which is less than the actual total of \$1,256,975.68 if added correctly. As the specifications Instruction to Bidders Section 00100, 1.04 Item A.2 states that the bid in words govern over the figures, the District is holding Dawson-Mauldin to the lesser amount reflected in the bid and Dawson-Mauldin agrees to that amount. It was asked for a timeline of the project, and it was answered that it is a 220-day project. It was asked why the bid alternate was not going to be included, and it was answered that the District awards on total base bids, and the alternate was too costly.

There being no comment from the public, a motion to accept the Bid Results for FY 2021 Sewer Rehab Project and award of contract to Dawson Mauldin was made by Director Robertson and seconded by Director Mejia, and approved by a unanimous voice vote:

AYE: Directors Mejia, Pursell, Vice Chair Robertson, Chairman Mendes
NO:
ABSENT: Directors Magsig
ABSTAIN:

**Director Magsig arrived at 3:07 p.m.*

B. Subject: Pre-Purchase Equipment for North Street Panel Replacement

General Manager Cazares let the Board know that request for quotes was sent directly to vendors for the procurement of the electrical control panel equipment for the North Street Pump Station. Quotes were due to the District office on May 22, 2023. Aqua Sierra was the only quote received. Installation of the electrical control panel will occur after the panel is delivered to the District.

There being no comment from the public, a motion to approve the issuance of a purchase order by the General Manager to Aqua Sierra Controls, Inc. in the amount of \$116,680.17 for procurement of electrical control panel equipment for the North Street Pump Station was made by Director Robertson, and seconded by Director Pursell, and approved by the following voice vote:

AYE: Directors Magsig, Mejia, Pursell, Vice Chair Robertson, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

General Manager Cazares reminded the Board of the upcoming CASA Conference.

The District held a luncheon for all three cities (Selma-Kingsburg-Fowler) in honor of National Public Works Week on Wednesday May 24.

SKF had a Collection System Master Plan meeting with PAC on June 8, 2023.

Valley Regional Occupational Program will begin on June 12, 2023

GENERAL COUNSEL REPORT

General Counsel Montoy gave report on a Closed Session item from the May 11, 2023, Board Meeting concerning the outstanding debt owed from National Raisin. The Board provided direction to General Counsel Montoy and General Manager Cazares and within five days a written agreement from National Raisin to the District was achieved. The agreement that was reached was all in accordance with Board authorization as well as the background of the debt that was owed to the District from National Raisin. The settlement amount that National Raisin will pay the District is \$379,052.23 which was the amount that National Raisin was in arrears. The agreement includes a specific payment schedule in which National Raisin will pay a sum of \$25,000 twice a month beginning with the first payment on July 7, 2023. There is specific language in the agreement that says the account must remain current at all times. There is specific language in the agreement that the District can take any action against National Raisin to enforce the agreement. This agreement can be terminated at any time by the District for any breach made by National Raisin. This means the District can automatically file a lien against National Raisin without starting any process over.

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 Pursell, and approved by a unanimous voice vote at 3:15 p.m.

Respectfully submitted,

Veronica Cazares, General Manager

Approved,

Buddy Mendes, Chairman of
the Board

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

MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING

**March 22, 2023
10:00 a.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 10:02 a.m. by Chairman Fernando Santillan.

MEMBERS

Fernando Santillan, Selma City Manager (P)
Alex Henderson, Kingsburg City Manager (P)
Wilma Tucker, Fowler City Manager (P)
Paul Nerland, Fresno County Administrative
Officer (A)
Veronica Cazares, General Manager/
Secretary (P)

STAFF AND CONSULTANTS

Alicia Kirk, Executive Assistant to the GM
Craig Perry, Operations Supervisor
Tricia Miller, Admin Services/HR Manager

ORGANIZATION

A. Nominations and Election of Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Fernando Santillan as Chairman was made by Member Tucker, seconded by Member Cazares, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan
NO:
ABSENT: Member Nerland
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 Wilma Tucker as Vice Chairperson was made by Member Henderson, seconded by Member Santillan, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

There being no comment from the public or further nominations a motion to appoint Veronica Cazares as Secretary was made by Member Santillan, and seconded by Member Henderson and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of March 22, 2023, was made by Member Tucker, and seconded by Member Henderson, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan

NO:

ABSENT: Member Nerland

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 PAC member or member of the public may request removal of any item from the consent calendar for independent consideration.

There being no comment from the public a motion to approve the minutes of the July 21, 2022, Policy Advisory Committee meeting was made by Member Henderson, and seconded by Member and approved by a unanimous vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Subject: FY 2023-24 Draft Capital Improvement Program (p.4)

Recommendation: The Committee will review the FY 2023-24 Draft Capital Improvement Program and consider recommending acceptance to the S-K-F CSD Board of Directors as presented or with amendments.

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. It was suggested to put prospective Equivalent Single-Family Residence (ESFR's) in the Projected Cash Analysis.

There being no comment from the public a motion to accept recommending the FY 2023-24 Draft Capital Improvement Program to the S-K-F CSD Board of Directors pending comments was made by Member Tucker and seconded by Member Henderson and approved by a unanimous vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

B. Subject: FY 2023-24 Draft Budget. (p.5)

Recommendation: The Committee will review the draft FY 2023-24 Budget and consider recommending acceptance to the S-K-F CSD Board of Directors as presented or with amendments.

General Manager Cazares and Administrative Services/HR Manager Miller presented the draft Fiscal Year 2023-24 Budget to PAC. The Fiscal Year 2023-24 Budget will be taken up at the April 19, 2023, special Board meeting for further review, public comment, and adoption. 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 2023-24, the rates will increase from \$515.95 to \$533.50 per year for Selma, from \$481.95 to \$499.50 per year for Kingsburg and from \$497.95 to \$515.50 per year for Fowler for each equivalent single-family residence (ESFR), which was approved by the Board on July 11, 2019. This will be the 5th year and final rate increase under that study.

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. Industrial Projected Revenues are based on previous year sent, as well as the estimates from the Industries themselves. General Manager Cazares added that industrial revenues have been trending down.

There being no comment from the public a motion to recommend acceptance of the FY 2023-24 Draft Budget to the S-K-F CSD Board of Directors pending comments was made by Member Henderson and seconded by Member Tucker and approved by a unanimous vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

C. Subject: Future Policy Advisory Committee Meetings (PAC)

Recommendation:

The Committee Will Consider Setting Future Dates for Quarterly Meetings.

Future dates calendared for July 26, 2023, and October 25, 2023

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

It was suggested to explore grant possibilities for future Infrastructure.

GENERAL MANAGER REPORTS

There will be a request for a late-April 2023 Meeting with S-K-F and PAC for the Collection System Master Plan.


It was asked if the recruitment process had begun for the open position of District Engineer, and it was answered that Tricia will be putting that out at the end of the week and it will remain open for approximately three weeks.

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned at 10:38 a.m.

Respectfully submitted,

Approved,


Veronica Cazares, General Manager/
Secretary of the Committee


Fernando Santillan/Chairman
of the Committee

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

MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING

**June 7, 2023
2:00 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 2:02 p.m. by Chairman Fernando Santillan.

MEMBERS

Fernando Santillan, Selma City Manager (P)
Alex Henderson, Kingsburg City Manager (P)
Wilma Tucker, Fowler City Manager (P)
Paul Nerland, Fresno County Administrative
Officer (A)
Veronica Cazares, General Manager/
Secretary (P)

STAFF AND CONSULTANTS

Alicia Kirk, Executive Assistant to the GM
Frank Hernandez, Engineering Tech II
Randy Caballero, Engineering Tech II
Jon Wells, P.E., Dopudja & Wells
Soo Ho Park, City of Fowler Engineer
David Horn, City of Selma Engineer

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of June 7, 2023, was made by Member Henderson, and seconded by Member Tucker, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan
NO:
ABSENT: Member Nerland
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 PAC member or member of the public may request removal of any item from the consent calendar for independent consideration.

There being no comment from the public a motion to approve the minutes of the March 22, 2023, Policy Advisory Committee meeting was made by Member Tucker, and seconded by Member Henderson and approved by a unanimous vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Subject: Collection System Master Plan Update Status Report - Receive presentation from Jon Wells, Dopudja & Wells 1) Development Phasing and Timelines for Member Cities 2) Preliminary Flow Monitoring Summary

Jon Wells from Dopudja & Wells Consulting gave a power point presentation to the PAC and SKF Staff on the Collection System Master Plan (CSMP) with regards to development phasing and timelines for member cities as well as a preliminary flow monitoring summary. He discussed the project background, existing system characterization, preliminary flow monitoring data, development projections, and schedule.

A significant amount of effort went into the flow monitoring component of this update. Each member city spent a considerable amount of time in gathering and organizing development information.

Jon Wells discussed the flow monitoring program results. Much time was spent measuring existing flows because it helps better predict future flows. He also stated that it is important to collaborate with member cities with regard to future development. He reviewed each city's development map. The consensus was that comments on each city's development map should be submitted to Jon Wells by the end of June 2023. The development timelines were organized in a "tier" format similar to the general plan of City of Fowler.

It was asked if the SKF Board members had seen this data yet, and it was answered no, this is taken to PAC first, to the SKF Board, then to the member cities.

An electronic copy of Jon Wells' presentation and detailed maps will be provided to those in attendance today.

The Collection System Master Plan team will come back to meet with the PAC on September 13th, 2023. At that time, a discussion can be held on when SKF can go to member cities' Council meetings and give a presentation of the Collection System Master Plan Update.

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

None

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned on a motion made by Member Cazares, and seconded by Member Tucker and approved by a unanimous voice vote at 2:53 p.m.

Respectfully submitted,

Approved,

Veronica Cazares, General Manager/
Secretary of the Committee

Fernando Santillan/Chairman
of the Committee

DRAFT

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

**June 07, 2023
WARRANT LIST**

ALL STAR GLASS	VEHICLE REPAIRS & MAINTENANCE	415.80
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	421.31
AMERICAN EXPRESS	TRAVEL & TRAINING, OUTREACH, BUS.CARDS, MEMBERSHIP	1,893.99
ANDERSON & BALLOU INC.	EQUIPMENT MAINTENANCE	3,000.00
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,310.67
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	148.68
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	148.68
BSK ASSOCIATES	EXTERNAL LAB SERVICES	3,426.00
CALIFORNIA CAD SOLUTIONS INC	GIS SERVICES	4,125.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	17.82
CALPERS	RETIREMENT	42,057.33
CENTRAL VALLEY SALINITY COALITION INC.	PERMITS	5,203.05
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	148.68
DKF SOLUTIONS GROUP, LLC	PROF.SERVICES - MED & SAFETY	350.00
DOPUDJA & WELLS CONSULTING INC.	COLL.SYSTEM MASTER PLAN UPDATE	35,607.32
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	292.50
FOWLER ACE HARDWARE	EQUIPMENT MAINTENANCE	16.54
FRESNO COUNTY TREASURER	PERMITS	599.00
GARY HELM	RETIREE HEALTH REIMBURSEMENT	148.68
HOME DEPOT CREDIT SERVICES	PEST CONTROL, EQUIPMENT MAINT.	901.94
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	148.68
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	148.68
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	148.68
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	416.87
J'S COMMUNICATIONS, INC	COMMUNICATIONS	1,296.00
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT MAINTENANCE	510.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	148.68
MARTIN ALEXANDER DIAZ	CERTIFICATION FEE REIMBURSEMENT	95.00
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	269.02
MID VALLEY DISPOSAL	WASTE UTILITIES	912.25
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	311.00
MORGAN BROTHERS INC	PEST CONTROL	155.00
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT MAINTENANCE	172.81
NAPA AUTO PARTS	EQUIPMENT/AUTO MAINTENANCE	930.04
NELSON'S ACE HARDWARE	BLDG & GROUNDS, EQUIP. MAINTENANCE, SAFETY SUPPLIES	159.07
ORTIZ, GABINO	CERTIFICATION FEE REIMBURSEMENT	200.00
PG&E	ELECTRIC UTILITIES	35,652.16
POCKETSTOP LLC	INFORMATION SYSTEMS	3,450.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	148.68
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	148.68
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	148.68
SELMA, CITY OF	OUTREACH PHARMA KIOSK	173.75
SIGNMAX	EQUIPMENT MAINTENANCE	65.02
SILVAS OIL CO. INC.	FUEL	1,949.28
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES/EQUIPMENT	984.83
STEINHAUER, KAREN	CERTIFICATION FEE REIMBURSEMENT	95.00
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	132.25
STREAMLINE	INFORMATION SYSTEMS	400.00
THE SENTINEL	PRINTING - ADVERTISING	381.20
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	2,619.85
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	522.94

MAS 200 Total Checks

\$153,877.08

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

**June 21, 2023
WARRANT LIST**

ALERT O LITE, INC.	SAFETY SUPPLIES	112.25
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS, OFFICE SUPPLIES	598.13
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,473.61
AT&T MOBILITY	COMMUNICATIONS	100.70
AT&T/CALNET 3	COMMUNICATIONS	138.76
BRANDON ARDEN PURSELL JR.	DIRECTOR'S FEE	127.63
BSK ASSOCIATES	EXTERNAL LAB SERVICES	614.00
CALIFORNIA CAD SOLUTIONS INC	PROF.SERVICES - ENGR & TECH	6,300.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	37.94
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER, LAB SUPPLIES	390.60
COMCAST	COMMUNICATIONS	109.95
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FISHER SCIENTIFIC	LAB SUPPLIES	1,731.91
GONZALES, RALPH	CERTIFICATION FEE REIMBURSEMENT	100.00
HD SUPPLY INC	MAINTENANCE BLDG & GROUNDS	444.25
HOME DEPOT CREDIT SERVICES	SMALL TOOLS, EQUIPMENT MAINTENANCE	455.33
JIMENEZ, GABRIEL	CERTIFICATION FEE REIMBURSEMENT	95.00
JUAN MEJIA	DIRECTOR'S FEE	127.63
KINGSBURG, CITY OF	OUTREACH PHARMA KIOSK	347.50
MKN	DIST.LIFT STATION REFURBISHMENT D4 18TH AVE.	1,810.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	351.00
NAPA AUTO PARTS	AUTO/EQUIPMENT MAINTENANCE	508.70
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S POWER CENTER	MAINTENANCE BLDG & GROUNDS	292.88
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE, BLDG & GROUNDS MAINT.	168.88
ORTIZ, GABINO	WELLNESS REIMBURSEMENT	40.00
PG&E	ELECTRIC UTILITIES	13,758.45
POSTMASTER	POSTAGE BOX RENTAL	354.00
RAYMOND MIKE ALANIZ	WELLNESS REIMB, TRAINING REIMBURSEMENT	2,455.50
RODRIGUEZ, ERNESTO	TRAVEL & TRAINING AND CERTIFICATION REIMBURSEMENT	232.97
SCOTT ROBERTSON	DIRECTOR'S FEE	127.63
SOTO, ROBBIE	CERTIFICATION FEE REIMBURSEMENT	95.00
STREAMLINE	INFORMATION SYSTEMS	400.00
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	29,932.00
THE GAS CO	GAS UTILITIES	80.08
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	676.56
TOTAL COMPENSATION SYSTEMS	PROF.SERVICES - ACCOUNTING	1,980.00
TRANSWESTERN INS ADMIN	DENTAL & VISION INSURANCE	450.24
MAS 200 Total Checks		\$67,274.34

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

June 29, 2023

WARRANT LIST

ALERT O LITE, INC.	SAFETY SUPPLIES	28.07
ALICIA KIRK	WELLNESS PROGRAM REIMB.	40.00
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	297.43
ANDERSON & BALLOU INC.	EQUIPMENT REPAIRS & MAINTENANCE	3,500.00
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,494.96
BACON, DAVID	WELLNESS PROGRAM REIMB.	40.00
BOOT BARN HOLDINGS INC.	SAFETY SUPPLIES	497.33
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,152.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	14.34
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	780.00
FEDERAL EXPRESS	OVERNIGHT SHIPPING	47.40
FISHER SCIENTIFIC	LABORATORY SUPPLIES	341.40
FOWLER ACE HARDWARE	EQUIPMENT REPAIRS & MAINTENANCE	25.05
FRESNO COUNTY ASSESSOR	COUNTY MAPS	15.00
GONZALES, MARK	TRAVEL & TRAINING REIMBURSEMENT	34.76
GRAINGER	SAFETY SUPPLIES	162.38
HD SUPPLY INC	LABORATORY SUPPLIES	219.23
HERNANDEZ, FRANK	WELLNESS PROGRAM REIMB., CERTIFICATION REIMB.	230.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE	212.75
ISAGUIRRE, RICARDO	CERTIFICATION REIMBURSEMENT	95.00
JIMMY FLOYD	CERTIFICATION REIMBURSEMENT	200.00
JOSEPH BARELA	TRAVEL & TRAINING REIMBURSEMENT	39.71
KRAMER, MATTHEW	WELLNESS PROGRAM REIMB.	40.00
MID VALLEY DISPOSAL	WASTE UTILITIIES	366.41
MKN	DIST.LIFT STATION REFURBISH 18TH AVE	2,570.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	85.00
MORGAN BROTHERS INC	PEST CONTROL	155.00
NELSON'S POWER CENTER	BUILDING & GROUNDS MAINTENANCE	878.64
NELSON'S ACE HARDWARE	SMALL TOOLS, BLDG & GROUNDS MAINT.	109.28
PBM SUPPLY & MFG. INC	EQUIPMENT REPAIRS & MAINTENANCE	76.12
PG&E	ELECTRIC UTILITIES	27,420.49
POLYDYNE, INC	CHEMICALS	28,531.57
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
RANDY CABALLERO	WELLNESS PROGRAM REIMB.	40.00
SERENA COATES	WELLNESS PROGRAM REIMB.	40.00
SILVAS OIL CO. INC.	FUEL	3,712.04
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	371.31
STEINHAUER, KAREN	WELLNESS PROGRAM REIMB.	40.00
THE BUSINESS JOURNAL	LEGAL AD RFP D3 LIFT STATION	210.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	735.00
TRICIA D. MILLER	WELLNESS PROGRAM REIMB.	40.00
VASQUEZ, ARLENE	EMPLOYEE RECOGNITION LUNCHEON	599.00
WILSON FIRE SPIRNKLER CO INC.	EQUIPMENT REPAIRS & MAINTENANCE	4,450.00
MAS 200 Total Checks		\$79,996.67

SKF COUNTY SANITATION DISTRICT
 CASH ACTIVITY REPORT
 Month: JUNE
 Fiscal Year: 2022-23

Cash Account Description	End of Month Cash Balance as of June 30, 2022	End of Month Cash Balance June 30, 2023
***Cash in Treasury: Operations & Maintenance	\$ 3,741,651.06	\$ 4,673,739.31
Cash in Bank: Operations & Maintenance	\$ 26,389.33	\$ 28,912.44
Cash in Bank: Payroll	\$ 203.30	\$ 203.46
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 3,768,943.69	\$ 4,703,555.21
***Cash in County Treasury:Expansion	\$ 4,783,224.81	\$ 5,362,491.27
***Cash in County Treasury: R&R	\$ 5,476,484.62	\$ 6,216,592.61
***Cash in County Treasury:Selma	\$ 1,997,552.53	\$ 2,278,115.28
***Cash in County Treasury: Selma SWRCB Reserve	\$ 263,843.57	\$ 266,289.17
Total Selma	\$ 2,261,396.10	\$ 2,544,404.45
***Cash in County Treasury:Kingsburg	\$ 3,131,019.54	\$ 3,399,183.69
***Cash in County Treasury:Fowler	\$ 1,670,783.38	\$ 1,915,308.91
Total Cash Balance	\$ 21,091,852.14	\$ 24,141,536.14

*** PENDING COUNTY REPORTS @ 6/30/2023

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED JUNE 30, 2023

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	6/7/2023	\$	167,692.47
WARRANT LIST ENDING	6/21/2023	\$	67,274.34
WARRANT LIST ENDING	6/29/2023	\$	79,996.67
			314,963.48
TOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 314,963.48

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	6/4/2023	\$	94,745.26
EMPLOYER CONTRIBUTIONS (PERS)	6/4/2023	\$	8,818.30
EMPLOYER TAXES	6/4/2023	\$	1,240.30
HEALTH INSURANCE	6/4/2023	\$	14,170.22
			\$ 118,974.08

TOTAL SALARIES PERIOD ENDING:

SALARIES	6/18/2023	\$	96,692.87
EMPLOYER CONTRIBUTIONS (PERS)	6/18/2023	\$	8,818.32
EMPLOYER TAXES	6/18/2023	\$	1,268.54
HEALTH INSURANCE	6/18/2023	\$	14,170.22
			\$ 120,949.95

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES			\$ 239,924.03
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	GRAND TOTAL	\$	554,887.51
			554,887.51

MEMORANDUM
(July 13, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager
Date Prepared: May 16, 2023

Agenda Item: 5-A
Action: Motion

SUBJECT:

Public Hearing on Sewer Service Charges on the Tax Roll for Fiscal Year 2023-24.

RECOMMENDATION

That the Board conduct the public hearing, receive staff report and public comments, and consider adoption of Resolution 2023-12 which confirms sewer service charges and delinquent sewer charges for Fiscal Year 2023-24.

EXECUTIVE SUMMARY

Resolution No. 2023-12 needs to be adopted and filed with the County of Fresno in order to approve the list of parcels and the assessments to be collected on the tax roll for Fiscal Year 2023-24.

Attachment: Resolution No. 2023-12

Exempt from Recording Fees per Government Code sections 6103 and 27382

Recording requested by and when recorded mail to:

General Manager
Selma-Kingsburg-Fowler
County Sanitation District
P. O. Box 158
Kingsburg, CA 93631

Space above this line is for the Recorder's use.

RESOLUTION NO. 2023-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT OVERRULING PROTESTS AND CONFIRMING THE ANNUAL WRITTEN REPORT ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2023-2024

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District, Fresno County, California, as follows:

WHEREAS, since May 6, 1976, the Board of Directors has by ordinance elected to collect sewer charges on the tax roll pursuant to Health and Safety Code Sections 5473 and 5473.1; and

WHEREAS, on July 11, 2019, the Board of Directors adopted Ordinance No. 2019-02, An Ordinance of the Board of Directors of Selma-Kingsburg-Fowler County Sanitation District Electing to Collect Sewer Service Charges and Delinquencies on the Tax Roll; and

WHEREAS, Ordinance No. 2019-02 also directed the preparation and filing of Written Report containing a description of each parcel of real property receiving services and utilizing facilities from the District and containing the amount of service charge for each such parcel to be collected on the Tax Roll for each fiscal year; and

WHEREAS, said Written Report was prepared and filed with the Secretary of the District on July 13, 2023; and

WHEREAS, published notice was given of the date and time of the hearing in the manner as required by Health and Safety Code section 5473.1 as it appears by the affidavits of publication on file with the Secretary of said District; and

WHEREAS, said matter came on regularly for hearing on July 13, 2023, for the Board to receive the Written Report and consider any objections or protest to the Written Report; and

WHEREAS, all written protests and other written communications were publicly read at said meeting and all persons desiring to be heard were duly heard.

NOW, THEREFORE, the Board of Directors of Selma Kingsburg Fowler Sanitation District resolves as follows:

1. The foregoing recitals are true and correct and incorporated by reference.
2. The public hearing on the Written Report was duly noticed and held in accordance with law.
3. The objections to and protests against said report were not made by the owners of a majority of the separate parcels of property described in the Written Report against which charges for services and facilities provided by the District were specified.
4. All objections to and protests against said report have been heard by this Board and that said objections and protests by, and each of them is hereby, overruled.
5. The Written Report is hereby adopted in full without revision, change, reduction or modification of any charge specified therein, and that said charges shall be collected on the Tax Roll of the County of Fresno, in the manner provided by law.
6. The Secretary of this District is directed to file with the County Auditor of the County of Fresno, in a timely manner as set by the County of Fresno, a copy of said Report, upon which shall be endorsed over her signature a statement that the report has been finally adopted by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District.
7. The County Auditor of Fresno County shall, upon receipt of said report, enter the amounts of the charges against the respective lots of parcels as they appear on the assessment roll for the Fiscal Year 2023-2024.
8. This resolution is effective upon adoption.

CERTIFICATION

The foregoing resolution was adopted on July 13, 2023, on a motion duly made, seconded, and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR PALOMAR

VICE CHAIR ROBERTSON

CHAIRMAN MENDES

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

Veronica Cazares, General Manager/
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

MEMORANDUM
(July 13, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager
Date Prepared: May 24, 2023

Agenda Item: 6-A
Action: Motion

SUBJECT: Resolution No. 2023-13, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2023-24.

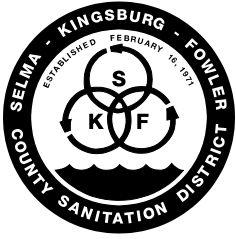
RECOMMENDATION

That the Board adopt Resolution No. 2023-13, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2023-24.

EXECUTIVE SUMMARY

Resolution No. 2023-13 needs to be adopted in order to approve the list of parcels and the assessments to be collected on the County of Tulare tax roll. The Board approved the Agreement for Compensation to County of Tulare for Collection of Special Assessment at the March 10, 2022, Board meeting.

Attachment: Resolution No. 2023-13



SELMA - KINGSBURG - FOWLER
COUNTY SANITATION DISTRICT

DIRECTORS

Buddy Mendes, Chairman
Scott Robertson, Vice-Chairman
Nathan Magsig
Juan Mejia
Vince Palomar

STAFF

Veronica Cazares, General Manager

RESOLUTION NO. 2023-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT CERTIFYING TO THE
COUNTY OF TULARE THE VALIDITY OF THE LEGAL PROCESS USED TO PLACE DIRECT
CHARGES (SPECIAL ASSESSMENTS) ON THE SECURED TAX ROLL.

WHEREAS, on July 11, 2019, the Board of Directors adopted Ordinance No. 2019-02, An Ordinance of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Electing to Collect Sewer Service Charges and Delinquencies on the Tax Roll; and

WHEREAS, Ordinance No. 2019-02 also directed the preparation of filing of a Written Report containing a description of each parcel of real property receiving services and utilizing facilities from the District and containing the amount of service charge for each such parcel to be collected on the Tax Roll for Fiscal Year 2023-2024; and

WHEREAS, the District is placing the special assessments on the Tulare County secured property tax roll for collection; and

WHEREAS, the District has complied with all laws pertaining to the levy of the special assessments to be collected; and

WHEREAS, the monies collected are not in any way to be based on the assessed valuation of the properties involved; and

WHEREAS, the District agrees that it shall be solely liable and responsible, and will defend and hold the County of Tulare harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the District by the County; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Selma-Kingsburg-Fowler County Sanitation District that the list submitted with parcel numbers and amount are certified as being correct, the Interim General Manager or Administrative Services/Human Resources Manager is hereby

authorized to sign any documents required and directed to give the list to the Tulare County Auditor on behalf of the District for placement on the secured tax roll for collection:

- 1. Parcel and Assessment listing
- 2. Direct Charge (Special Assessment) Control Sheet
- 3. Direct Charge (Special Assessment) Change Authorization Sheet
- 4. Compliance Certification and Hold Harmless Statement

CERTIFICATION

The foregoing resolution was adopted on July 13, 2023, on a motion duly made, seconded, and approved by unanimous voice vote:

DIRECTOR MAGSIG	_____
DIRECTOR MEJIA	_____
DIRECTOR PALOMAR	_____
VICE CHAIR ROBERTSON	_____
CHAIRMAN MENDES	_____

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

 Veronica Cazares, General Manager/
 Secretary of the Board of Directors
 SELMA-KINGSBURG-FOWLER
 COUNTY SANITATION DISTRICT

MEMORANDUM
(July 13, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Memo Prepared: July 3, 2023

Agenda Item: 6-B
Action: Motion

SUBJECT:

Payment to City of Selma for District's Share of the City of Selma Collection System R&R (Nebraska-Thompson-Knowles) Project.

RECOMMENDATION

That the Board approve payment to the City of Selma in the amount of \$300,000 for the District's share of the Project subject to Selma's award of the Project to Floyd Johnston Construction, the lowest responsive and responsible bidder.

EXECUTIVE SUMMARY

The District and City of Selma have partnered in an upgrade project called the City of Selma Collection System R&R (Nebraska-Thompson-Knowles Project). The basis for the collaboration is to create financial and staffing efficiencies for both the City and District. The District's portion of the Project has been described in the District's CIP as the City of Selma Collection System R&R Nebraska-Thompson-Knowles Project and is included in the District's FY 23-24 budget. The funding will be from the City of Selma RR account (GL8026-305-03).

As the lead agency, the City issued an Invitation for Bids. The parameters for reimbursement were addressed by the City and District staff and it was determined that District would pay 67% of the construction cost or not to exceed the District budget amount of \$300,000.

The Project consists of the upgrade of an existing 10-inch sewer main to a 15-inch sewer main. The scope of work is the installation of approximately 1,650 linear feet of sewer and associated appurtenances. The District is responsible for the replacement costs of a 10-inch sewer main. The City of Selma is responsible for the expanded portion to make it a 15-inch sewer main. The City of Selma completed the design and bid the project. The District will provide inspection services for the project and the City Engineer, Yamabe and Horn will coordinate the project. The City of Selma will consider awarding the project to Floyd Johnston Construction, Inc., the lowest responsive and responsible bidder, in the amount of \$649,440 at the July 17, 2023 Council meeting.