

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

REGULAR MEETING OF BOARD OF DIRECTORS

January 13, 2022

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

THE BOARD OF DIRECTORS HAS RESUMED MEETINGS IN PERSON. PER PROVISIONS OF EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S OFFICE, THE MEETING WILL ALSO BE AVAILABLE REMOTELY FOR DIRECTORS AND MEMBERS OF THE PUBLIC.

- Members of the public may participate in the meeting remotely by calling 1-805-250-9182 and entering Passcode 337 129 978# at the prompt. They may also attend in person. Comments may also be submitted by email prior to the meeting at 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.

This meeting is also being conducted by teleconference at the following location:
1948 High St.
Selma, CA 93662.

Director Sarah Guerra will participate via that teleconference location. The teleconference location is open to the public and any member of the public has an opportunity to address the Board from the teleconference location in the same manner as if that person attended the meeting at the District Office. The Board will control the conduct of the meeting and determine the appropriate order on public comments from the teleconference location. All votes during the teleconferenced meeting shall be by roll call.

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
Craig Perry, Plant Operations Supervisor
David Bacon, Information Systems Analyst

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2. BOARD REORGANIZATION

- A. Nominations and Election of Chairperson *(p.5)*
- B. Nominations and Election of Vice-Chairperson *(p.5)*

3. APPROVAL OF AGENDA

Additions, deletions, substitutions, and adoption of agenda

4. CEREMONIAL MATTERS

Welcome New Employee:

Craig Perry, Plant Operations Supervisors- Hired 1/4/2022

5. 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.

6. 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 9, 2021. *(p.6)*
- B. Warrant List Reports of December 8, 2020 and December 20, 2020. *(p.11)*
- C. Cash Activity Report of December 31, 2021. *(p.14)*
- D. Resolution No. 2022-01, a Resolution of Recognition and Commendation to Mark Gonzales, Sewer System Maintenance Tech I as 2021 Employee of the Year. *(p.15)*
- E. Resolution No. 2022-02, a Resolution of Recognition and Commendation to Ernesto Rodriguez, Sewer System Maintenance Tech II for Twenty Years of Dedicated Service. *(p.16)*
- F. Resolution No. 2022-03, a Resolution of Recognition and Commendation to Ricardo Isaguirre, Operator III for Twenty Years of Dedicated Service. *(p.17)*
- G. Resolution No. 2022-04, a Resolution of Recognition and Commendation to Gabino Ortiz, Maintenance Tech III for Forty Years of Dedicated Service. *(p.18)*
- H. FY 2022-23 Employee Recognition Program. *(p.19) Staff Report Prepared By: General Manager*

- I. The Board will consider adoption of Resolution No. 2022-05 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. *(p.21) Staff Report Prepared By: General Manager*

7. UNFINISHED BUSINESS

- A. None.

8. NEW BUSINESS

- A. The Board will receive the Fiscal Year 2020-21 Audit Report Presentation and will consider approving the independent auditor's report for fiscal year ending June 30, 2021. *(p.25) Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager.*
- B. The Board will receive a one-year update report on the Solar and the savings versus the original projected numbers from SKF Staff and ENGIE. *(p.26) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.*
- C. The Board will receive the Fiscal Year 2022-23 Budget Preparation Schedule and provide direction to staff. *(p.27) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.*
- D. The Board will consider adopting Resolution No. 2022-06, A Resolution Authorizing the Purchase of Duperon Washer Compactor Directly from the Manufacturer and Without Public Notice or Bid. *(p.33) Staff Report Prepared By: Veronica Cazares, District Engineer*

9. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

- A. Board members may suggest future agenda items or may give reports.

10. GENERAL MANAGER REPORTS

- A. Due to the recent COVID surge associated with the omicron variant, and out of an abundance of caution for the safety of our members and staff, CASA has decided to cancel its upcoming Winter Conference scheduled for January 19-21 in Palm Springs.
- B. In collaboration with Streamline, the new SKF Website is now live. It can be found here: <https://www.skfcsd.org/>

11. CLOSED SESSION

A. Public Employee Performance Evaluation pursuant to Government Code Section 54957
Title: General Manager

B. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Vice Chair Mendes and Director Cárdenas. The Board will consider re-assigning the agency designated representatives.

Unrepresented Employee: General Manager

12. RECONVENE OPEN SESSION

A. Provide Report from Closed Session if required.

B. Consider and Approve Salary and Benefits Adjustment for General Manager.

13. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, February 10, 2022 at 4:00 p.m.

Next Ordinance: 2022-01

Next Resolution: 2022-07

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.

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.

MEMORANDUM

(January 13, 2022)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: December 16, 2021
Staff Report Prepared By: Ben Muñoz, Jr., General Manager
Subject: Board Reorganization

Agenda Item: 2-A&B
Action: Motions

DIRECTORS' SUMMARY

Chairwoman Roman asked for Board reorganization to be placed on the January 13, 2022 agenda.

Based on the foregoing, the Board may call for:

(2-A) Nominations for Chairperson

(2-B) Nominations for Vice-Chairperson

BACKGROUND

Consistent with past practice, the Board Chairperson has requested that this month's agenda include the annual reorganization for selection of a Board Chairperson and Vice Chairperson.

ACTION

The Board may vote on nominees for Chairperson and for Vice-Chairperson.

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD
MEETING
DECEMBER 9, 2021**

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 Chairwoman Roman

DIRECTORS

Nathan Magsig (P)
Sarah Guerra (P)
David Cárdenas (P)@4:02pm
Buddy Mendes, Vice Chair (P)
Michelle Roman, Chairwoman (P)

STAFF and CONSULTANTS

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

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of December 9, 2021 was made by Director Mendes, and seconded by Director Magsig, and approved by the following roll call vote:

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

NO:

ABSENT: Director Cárdenas

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 November 11, 2021. *(p.4)*
- B. Warrant List Reports of November 10, 2021 and November 24, 2021. *(p.7)*
- C. Cash Activity Report of November 30, 2021. *(p.11)*
- D. The Board will consider adoption of Resolution No. 2021-11 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. *(p.12) Staff Report Prepared By: General Manager*

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

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

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Board will consider adopting Resolution No. 2021-10, A Resolution Adopting the Amended Section 125 Premium Only Plan for Calendar Year 2022. (p.16) Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager.

The District has had a Section 125 Premium Only Plan since April 15, 2001. The POP was set up as an easy and cost-effective way to enhance employee benefits and decrease employer liability. It is written in the current MOU under Article XII. This is an annual housekeeping item.

There being no comment from the public, a motion to adopt Resolution 2021-10, A Resolution Adopting the Amended Section 125 Premium Only Plan for Calendar Year 2022 was made by Director Mendes, and seconded by Director Cárdenas 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 District's participation in the Kings Water Alliance Nitrate Control Program by approving the Management Zone Agreement; and authorize General Manager Muñoz to execute the Agreements. (p.19) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

SKF has opted to participate in Pathway B. This pathway will allow the District to work towards compliance over a long period while also working with other dischargers to provide safe clean drinking water to those impacted by high nitrates in their current drinking water. The Local Management Zone will be made up of multiple dischargers who will then share the costs associated with compliance to the Water Board's Salt and Nitrate Control Programs. The more

There being no comment from the public, a motion to approve the District's participation in the Kings Water Alliance Nitrate Control Program by approving the Management Zone Agreement; and authorize General Manager Muñoz to execute the Agreements was made by Director Mendes, and seconded by Director Magsig and approved by the following vote:

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

- C. The Board will consider accepting the proposal for the Groundwater Monitor Wells and minor work to an additional monitor well and consider awarding contract to Bradley & Sons, Inc. (p.37) Staff Report Prepared By: Veronica Cazares, District Engineer

District staff has extensive work experience with Bradley & Sons, Inc. Bradley & Sons, Inc. is also familiar with the installation of groundwater monitoring wells and has worked with Kenneth D. Schmidt and Associates (KDSA). As part of the groundwater monitoring well installation the contractor will coordinate the drilling schedule and observation with KDSA. The project is funded out of services and supplies in line-item repair and maintenance.

There being no comment from the public, a motion to accept the proposal for the Groundwater Monitor Wells and minor work to an additional monitor well and consider awarding contract to Bradley & Sons, Inc, 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

- D. The Board will consider approving contract Change Order No. 1 for an additive amount from Municipal Maintenance Equipment, Inc. in the amount of \$6,000 and authorize the General Manager to execute necessary agreements. The total contract amount including contract Change Order No. 1 is \$417,961.53. (p.40) Staff Report Prepared By: Veronica Cazares, District Engineer

On October 14, 2021, the Board approved the bid for the 2022 Kenworth T880 Combination Single Engine Jet/Vacuum Sewer Cleaner Vehicle from Municipal Maintenance Equipment, Inc. of Sacramento, CA for a total cost of \$411,961.53. This contract change order is for an Owner requested upgrade to the front hose reel of the 2022 Kenworth T880 Combination Single Engine Jet/Vacuum Sewer Cleaner Vehicle. The upgrade comprises of an articulating reel, which is necessary to maneuver equipment into tight spaces.

There being no comment from the public, a motion to approve contract Change Order No. 1 for an additive amount from Municipal Maintenance Equipment, Inc. in the amount of \$6,000 and authorize the General Manager to execute necessary agreements. The total contract amount including contract Change Order No. 1 was made by Director Mendes, and seconded by Director Magsig and approved by the following vote:

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

- E. The Board will consider adoption of Resolution No. 2021-12, A Resolution Honoring Scott Anthony Aguiar, Plant Operations Supervisor upon his retirement after thirteen years of service to the Selma-Kingsburg-Fowler County Sanitation District. (p.43) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

The Board of Directors hereby thanks and honors Scott Anthony Aguiar for thirteen years of excellent public service. He will retire on December 22, 2021. The District will hold a barbeque with Staff and Board Members as well as his family to recognize him.

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

The city of Fowler will hold their Grand Opening of the Fire Station on December 14th at 2:00 p.m.

T-Mobile is hiring in Kingsburg. The opening of the business will commence in April 2022.

GENERAL MANAGER REPORTS

The Annual CASA Winter Conference in Palm Springs was mentioned as a reminder for any Board Member that would like to attend. Chairwoman Roman and Director Cárdenas will be present.

Scott Aguiar's BBQ on December 22, 2021-Board is invited to attend

SKF is getting a website makeover with Streamline. It was said to be moving along and plans to go live in January 2022.

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 4:50 p.m.

Respectfully submitted,

Approved,

Ben Muñoz, Jr. General Manager/
Secretary of the Board

Michelle Roman
Chairwoman of the Board

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED DECEMBER 31, 2021

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	12/8/2021	\$	405,557.97
WARRANT LIST ENDING	12/20/2021	\$	227,435.32
			\$ 632,993.29

SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	12/5/2021	\$	70,491.00
TOTAL SALARIES ENDING	12/19/2021	\$	76,003.11
			\$ 146,494.11

TOTAL PERS (EMPLOYERS PORTION)	12/5/2021		9,290.94
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	12/5/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	12/5/2021		16,942.67
TOTAL PERS (EMPLOYERS PORTION)	12/19/2021		9,308.87
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	12/19/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	12/19/2021		16,942.67
			\$ 52,485.15

		\$	831,972.55
			831,972.55

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

December 08, 2021

WARRANT LIST

ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	108.30
AMERICAN EXPRESS	SAFETY AWARDS, TRAVEL & TRAINING, FORMS, JOB POSTING, EMPLOYEE RECOGNITION	4,281.56
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	1,654.01
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	168.56
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	168.56
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,033.50
CALIFORNIA WATER SERVICE	WATER UTILITIES	12.29
CALPERS	RETIREMENT	36,740.08
CASA	MEMBERSHIP	13,600.00
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	2,046.94
CWEA	MEMBERSHIP	192.00
DANIEL MURRIETA	EMPLOYEE RECOGNITION	1,499.08
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	168.56
DKF SOLUTIONS GROUP, LLC	PROFESSIONAL SERVICES: MED&SAFETY	350.00
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	181.48
FEDERAL EXPRESS	OVERNIGHT SHIPMENT	40.83
FRESNO COUNTY ASSESSOR	MAP COPIES	9.00
GARY HELM	RETIREE HEALTH REIMBURSEMENT	168.56
GOLDEN STATE MECHANICAL	EQUIPMENT MAINTENANCE	1,716.29
HERITAGE-CRYSTAL CLEAN INC.	EQUIPMENT MAINTENANCE	559.66
HOME DEPOT CREDIT SERVICES	SAFETY AWARDS, BUILDING & GROUND MAINTENANCE, EQUIPMENT MAINTENANCE	1,482.94
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	168.56
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	168.56
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	168.56
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	424.87
J'S COMMUNICATIONS, INC	COMMUNICATIONS	1,296.00
KINGSBURG, CITY OF	OUTREACH: PHARMA KIOSK	150.00
LIBERTY COMPOSTING, INC	TIPPING FEES BIOSOLIDS	26,846.12
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES: LEGAL	78.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	168.56
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	206.97
MKN	SEWER REHAB PROJECTS, LIFT STATION REFURBISHMENT	4,276.34
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES: LEGAL	1,363.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
MORGAN BROTHERS INC	PEST CONTROL	149.00
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT MAINTENANCE	719.56
NAPA AUTO PARTS	AUTO / EQUIPMENT MAINTENANCE	220.16
NELSON'S POWER CENTER	SMALL TOOLS	26.02
NELSON'S ACE HARDWARE	SMALL TOOLS, SAFETY SUPPLIES, EQUIP. MAINTENANCE	690.68
ORTIZ, GABBY	CERTIFICATION REIMBURSEMENT	145.00
PG&E	ELECTRIC UTILITIES	22,557.09
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	24.90
RAYMOND MIKE ALANIZ	MEMBERSHIP, CERT REIMBURSEMENT	288.00
RICHARD WESTERLING	SAFETY SUPPLIES REIMBURSEMENT	175.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	168.56
RODRIGUEZ, ERNESTO	CERTIFICATION REIMBURSEMENT	96.00
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	168.56
SANGER FENCE CO.	MAINTENANCE BUILDING & GROUNDS	4,000.00
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	168.56
SILVAS OIL CO. INC.	FUEL	5,041.99
STAPLES CREDIT PLAN	OFFICE SUPPLIES	329.09
STATE WATER RESOURCES CONTROL BOARD	SRF LOAN DEBT SERVICE	263,843.57
STEINHAUER, KAREN	CERTIFICATION REIMBURSEMENT	278.00
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	181.48
SUNBELT RENTALS	RENTAL EQUIPMENT	261.22
SYNCB/AMAZON	INFORMATION SYSTEMS, COMMUNICATIONS	46.82
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	547.72
TURNUPSEED ELECTRIC, INC.	EQUIPMENT MAINTENANCE	3,002.26
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99

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MAS 200 Total Checks

\$405,557.97

**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT
December 20, 2021
WARRANT LIST**

*CARDENAS, DAVID	DIRECTOR'S FEE	127.63
ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	2,238.37
ANDERSON & BALLOU INC.	EQUIPMENT MAINTENANCE	19,100.00
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	1,649.35
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	79.95
BSK ASSOCIATES	EXTERNAL LAB SERVICES	603.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	35.92
CALPERS HEALTH	HEALTH INSURANCE	41,541.14
CASA	TRAVEL & TRAININGS	1,190.00
CENTRAL VALLEY CULLIGAN, INC.	OFFICE SUPPLIES	168.80
COMCAST	COMMUNICATIONS	109.95
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	97.50
ERNEST C MENDES	DIRECTOR'S FEE	127.63
EVANTEC CORPORATION	LABORATORY SUPPLIES	490.39
FAMILY HEALTHCARE NETWORK	PROFESSIONAL SERVICES - MED & SAFETY	145.01
GISELA ROSALES	AUTO MAINTENANCE	410.00
GONZALES, RALPH	CERTIFICATION FEE REIMBURSEMENT	96.00
HD FACILITIES MAINTENANCE	EQUIPMENT MAINTENANCE	61.82
HERC RENTALS INC.	RENT & LEASE EQUIPMENT	5,762.90
HOME DEPOT CREDIT SERVICES	SAFETY AWARDS, BUILDING & GROUNDS MAINT.	484.98
J'S COMMUNICATIONS, INC	COMMUNICATIONS	314.21
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT MAINTENANCE	290.00
KINGSBURG, CITY OF	PHARMA KIOSK OUTREACH, WATER UTILITIES	514.50
LAURA VOSS	CERTIFICATION FEE REIMBURSEMENT	91.00
LIBERTY COMPOSTING, INC	BIOSOLIDS TIPPING FEES	32,134.46
LOPEZ, PAUL	SAFETY SHOES REIMBURSEMENT	175.00
METTLER-TOLEDO INC	LABORATORY SUPPLIES	644.65
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MID VALLEY DISPOSAL	WASTE UTILITIES	1,021.22
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT MAINTENANCE	1,235.64
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	637.28
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE	166.95
NICK'S CUSTOM GOLF CARS	EQUIPMENT MAINTENANCE	368.42
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	423.16
O'REILLY AUTO PARTS	EQUIPMENT MAINTENANCE	40.36
PG&E	ELECTRIC UTILITIES	5,980.92
PRE-EMPLOYMENT INVESTIGATIONS	PROFESSIONAL SERVICES - MGT & HUM REL.	122.00
QUADIANT LEASING USA, INC.	RENTAL & LEASING EQUIPMENT	717.42
SAMPSON SAMPSON & PARTNERS LLC	PROFESSIONAL SERVICES - ACCOUTNING	6,000.00
SARAH GUERRA	DIRECTOR'S FEE	127.63
SILVAS OIL CO. INC.	FUEL	1,543.29
SWRCB ACCOUNTING OFFICE	PERMTS	52,886.00
SYNCB/AMAZON	COMMUNICATIONS, INFORMATION SYSTEMS	134.75
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	42,124.97
THE COUNTY OF FRESNO	PROFESSIONAL SERVICES - ACCOUTNING	1,343.86
THE GAS CO	GAS UTILITIES	581.06
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	658.33
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	971.71
VERIZON WIRELESS	COMMUNICATIONS	1,078.93
WATER ENVIRONMENT FEDERATION	MEMBERSHIPS	332.00

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MAS 200 Total Checks

\$227,435.32

SKF COUNTY SANITATION DISTRICT
 CASH ACTIVITY REPORT
 Month: DECEMBER
 Fiscal Year: 2021-22

Cash Account Description	End of Month Cash Balance as of June 30, 2021	End of Month Cash Balance 12/31/2021
Cash in Treasury: Operations & Maintenance	\$ 4,849,753.43	\$ 6,547,220.96
Cash in Bank: Operations & Maintenance	\$ 29,164.97	\$ 28,012.27
Cash in Bank: Payroll	\$ 202.85	\$ 203.09
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,879,821.25	\$ 6,576,136.32
Cash in County Treasury:Expansion	\$ 3,355,773.82	\$ 4,026,143.33
Cash in County Treasury: R&R	\$ 2,916,929.82	\$ 2,466,919.87
Cash in County Treasury:Selma	\$ 2,086,379.20	\$ 2,024,326.90
Cash in County Treasury:Kingsburg	\$ 2,948,693.41	\$ 3,011,122.16
Cash in County Treasury:Fowler	\$ 1,614,363.12	\$ 1,616,075.48
Total Cash Balance	\$ 17,801,960.62	\$ 19,720,724.06

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2022-01

A RESOLUTION OF RECOGNITION AND COMMENDATION TO

MARK GONZALES

AS 2021 EMPLOYEE OF THE YEAR

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District that:

WHEREAS, Mark Gonzales has been nominated by his Department Supervisor and has been selected by the General Manager as a most outstanding example of employee dedication, cooperation, innovation, honesty, and productivity; and

WHEREAS, he has been named as the Selma-Kingsburg-Fowler County Sanitation District 2021 Employee of the Year.

NOW, THEREFORE, the Board of Directors hereby honors Mark Gonzales for his exceptional service to the residents of the south Fresno County communities.

The foregoing resolution was adopted on January 13, 2022 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR CÁRDENAS

DIRECTOR GUERRA

VICE CHAIRMAN MENDES

CHAIRWOMAN ROMAN

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

Ben Muñoz, Jr., General Manager
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2022-02**

**A RESOLUTION OF RECOGNITION AND COMMENDATION TO
ERNESTO RODRIGUEZ
FOR TWENTY YEARS OF DEDICATED SERVICE**

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District that:

WHEREAS, Ernesto Rodriguez has been employed by the Selma-Kingsburg-Fowler County Sanitation District since October 1, 2001; and

WHEREAS, he has been a conscientious and dedicated public employee over the years; and

WHEREAS, he has diligently performed his duties in the quality control of the public works facilities with which he has been entrusted.

NOW, THEREFORE, the Board of Directors hereby honors Ernesto Rodriguez for twenty years of dedicated service.

The foregoing resolution was adopted on January 13, 2022 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG _____

DIRECTOR CÁRDENAS _____

DIRECTOR GUERRA _____

VICE CHAIRMAN MENDES _____

CHAIRWOMAN ROMAN _____

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

Ben Muñoz, Jr., General Manager
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2022-03**

**A RESOLUTION OF RECOGNITION AND COMMENDATION TO
RICARDO ISAGUIRRE
FOR TWENTY YEARS OF DEDICATED SERVICE**

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District that:

WHEREAS, Ricardo Isaguirre has been employed by the Selma-Kingsburg-Fowler County Sanitation District since August 31, 2001; and

WHEREAS, he has been a conscientious and dedicated public employee over the years; and

WHEREAS, he has diligently performed his duties in the quality control of the public works facilities with which he has been entrusted.

NOW, THEREFORE, the Board of Directors hereby honors Ricardo Isaguirre for twenty years of dedicated service.

The foregoing resolution was adopted on January 13, 2022 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG _____

DIRECTOR CÁRDENAS _____

DIRECTOR GUERRA _____

VICE CHAIRMAN MENDES _____

CHAIRWOMAN ROMAN _____

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

Ben Muñoz, Jr., General Manager
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2022-04**

**A RESOLUTION OF RECOGNITION AND COMMENDATION TO
GABINO ORTIZ
FOR FORTY YEARS OF DEDICATED SERVICE**

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District that:

WHEREAS, Gabino Ortiz has been employed by the Selma-Kingsburg-Fowler County Sanitation District since July 13, 1981; and

WHEREAS, he has been a conscientious and dedicated public employee over the years; and

WHEREAS, he has diligently performed his duties in the quality control of the public works facilities with which he has been entrusted.

NOW, THEREFORE, the Board of Directors hereby honors Gabino Ortiz for forty years of dedicated service.

The foregoing resolution was adopted on January 13, 2022 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG _____

DIRECTOR CÁRDENAS _____

DIRECTOR GUERRA _____

VICE CHAIRMAN MENDES _____

CHAIRWOMAN ROMAN _____

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

Ben Muñoz, Jr., General Manager
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

MEMORANDUM

(January 13, 2022)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: December 16, 2021
Staff Report Prepared By: Ben Muñoz, Jr., General Manager
Subject: Employee Recognition Program

Agenda Item: 6-H
Action: Motion

DIRECTORS' SUMMARY

Over the years, management has established an Employee Recognition Program that promotes harmonious and productive working relationships among employees as well as between Board Members and Employees. This program is at the discretion of management, under general authorization of the budget. The projected FY 2022-23 annual costs, which is approximately \$12,400 out-of-pocket plus approximately \$8,900 in time off with pay.

ACTION

Motion.

BACKGROUND

Service Awards - Lapel pins and jackets are given for every 5 years of service. A lapel pin, jacket, plaque, a day off with pay, \$150 after taxes and a resolution from the Board are presented at 20 years of service, and every five years thereafter. Board member recognition may include jackets, pins, plaques and refreshments. The cost, including time off, is approximately \$1,000 per year.

Picnic - The District contributes \$40 per employee attending the annual picnic. The cost is approximately \$600 per year.

Winter Dinner - The District contributes \$75 per employee attending the winter dinner. The cost is approximately \$1,500 per year.

Employee of the Year - In addition to a reserved parking space and a jacket, a day off with pay and \$150 after taxes is presented. His or her name and photo are placed on the rotating trophy plaque. The cost, including time off, is approximately \$350 per year.

Mr. (or Ms.) Steady Award - For employees who have no sick usage in excess of 8 hours for the year ending November 30th, a Mr. or Ms. Steady certificate and District jacket are presented. The cost is approximately \$300 per year.

Employees' Activities Committee (EAC) - District support of the EAC includes time on duty to meet, plan, prepare and clean up from activities such as Chili Cook-Off and potluck lunches. The vending equipment, which the EAC stocks and from which the EAC profits, is purchased and maintained at District expense. The cost is approximately \$400 per year.

Efficiency Suggestions - When an employee has a suggestion that saves time or money in their own department, the General Manager may grant them time off with pay from one hour to one day. The time-off cost is approximately \$200 per year.

Safety - Employees who have no lost time due to on-the-job accidents for the year ending November 30th receive a hardhat sticker and a gift with an average value of \$200 during an annual safety awards presentation breakfast. Also, at monthly safety training meetings, the District supplies donuts, or pastries. The cost is approximately \$7,100.

Pre-Holiday ½ Days Off – Depending on the workload, those who work on Christmas Eve and New Year's Eve are allowed to leave at noon with the rest of the day off with pay to avoid traffic and to be with their families to prepare for the holidays. Employees on sick leave, vacation leave or other leave are not credited with a ½ day; they must use 8 hours of accrued leave. The time-off cost is approximately \$7,200 per year.

Chairperson's BBQ – As the Chairperson of the Board may request, the District purchases hamburgers, buns, condiments and soda for occasional lunchtime barbecues hosted (cooked) by the Chairperson. All employees and Board members are invited. Attendees may bring a salad, dessert or side dish. The cost is approximately \$1,000 per year.

Condolence Flowers – For employees who are hospitalized unexpectedly and for the funeral of an employee's spouse, mother, father, son or daughter, the District contributes \$50 toward a general collection to send a card and appropriate flowers or floral arrangement. The cost is approximately \$400 per year.

Retirement Luncheons – For retiring employees who so desire, a luncheon is held in their honor and they are presented with a plaque memorializing their years of service. Individual employees may present personal gifts. The employee's family is invited to the luncheon along with Board members. The employee is given the remainder of the day off with pay. The cost is approximately \$600 per year.

Wellness Program – To promote employee health and reduce occupational injury, the District will reimburse employees for health and safety activities, equipment, and services. Employees can receive a yearly incentive for getting an annual physical, dental, and vision checkup by submitting a reimbursement form and proof of checkup. The reward will be for medical; or for dental; or gym membership, fitness equipment, and fitness-related event registration, i.e., walking, biking, and running events, to an amount not to exceed \$40.00 per employee per fiscal year. The program may be adjusted according to CSRMA rules. The cost, to be reimbursed by the District's insurer California Sanitation Risk Management Authority (CSRMA), is approximately \$1,200 per year.

RESOLUTION NO. 2022-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA KINGSBURG FOWLER COUNTY SANITATION DISTRICT REAUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE BOARD OF DIRECTORS AND STANDING COMMITTEES OF THE DISTRICT IN ACCORDANCE WITH ASSEMBLY BILL 361

WHEREAS, COVID-19 (also known as the “Coronavirus Disease”) is a respiratory disease which was first detected in China and has now spread across the globe, with multiple confirmed cases in California, including the Selma Kingsburg Fowler County Sanitation District; and

WHEREAS, on January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency based on the threat caused by COVID-19, and the President of the United States issued a Proclamation Declaring a National Emergency Concerning COVID-19 beginning March 1, 2020; and

WHEREAS, in response to COVID-19, the Governor of the State of California issued a Proclamation of a State of Emergency in response to COVID-19 on March 4, 2020; and

WHEREAS, the Cities of Selma, Kingsburg, and Fowler and the County of Fresno adopted a proclamation of a local emergency related to the COVID-19 virus; and

WHEREAS, the District is committed to preserving and fostering public access, transparency, observation, and participation in meetings of the Board of Directors and Standing Committees; and

WHEREAS, all meetings of the Board of Directors and standing committees are open and public as required by the Ralph M. Brown Act, Government Code sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

WHEREAS, Government Section 54953 (b) (3) of the Brown Act allows a local legislative body to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, as long as the following requirements are met:

1. Each teleconference location from which a member is participating is noticed on the agenda;
2. Each teleconference location is accessible to the public;
3. Members of the public must be able to address the body at each teleconference location;
4. At least one member of the legislative body must be physically present at the location specified in the meeting agenda; and
5. During teleconference meetings, at least a quorum of the members of the local body must participate from locations within the local body’s territorial jurisdiction; and

WHEREAS, the Brown Act, as amended by AB 361 (2021), at Government Code section 54953(e) *et seq.*, allows for remote observation and participation in meetings by members of a legislative body and members of the public without compliance with the requirements of Government Code section 54953(b)(3), subject to certain conditions; and

WHEREAS, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act at Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the District caused by conditions as described in Government Code section 8558; and

WHEREAS, the Governor's Proclamation of a State of Emergency includes area within the jurisdictional boundaries of the District; and

WHEREAS, Government Code Section 54953(e)(3)(A-B) added by AB 361 provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when Board of Directors has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist:

1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of Board of Directors and the members of the Standing Committees to meet safely in person; and
2. The State of California and the County of Fresno continue to recommend measures to promote social distancing.

WHEREAS, Government Code Section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing or the legislative body finds that meeting in person would present an imminent risk to the health or safety of attendees; and

WHEREAS, such conditions now exist in the District in that (i) State and Local officials recommend social distancing measures and (ii) emergency conditions evidenced by COVID-19 and its variants create ongoing COVID-19 cases, hospitalizations, and deaths and meeting in person would present imminent risk to health or safety of attendees; and

WHEREAS, the Board of Directors affirms that it will allow for observation and participation by Directors as well as Standing Committee Members and the public via teleconferencing as authorized under AB 361 in an effort to protect the constitutional and statutory rights of all attendees; and

WHEREAS, on October 14, 2021, the Board adopted Resolution No. 2021-08 Authorizing Remote Teleconference Meetings by the Board of Directors and all Boards, Commissions, and Standing Committees of the City in Accordance With Assembly Bill 361; and

WHEREAS, Government Code Section 54953(e)(3) requires that the Board review the

need and make findings for continuing the teleconferencing as authorized by AB 361 at least once every thirty days until the Governor terminates the state of emergency; and

WHEREAS, on December 9, 2021, the Board approved a Reauthorizing Resolution for an additional thirty days; and

WHEREAS, the Board wishes to reaffirm the need and findings necessary for continuing the teleconferencing as authorized by AB 361.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SELMA KINGSBURG FOWLER COUNTY SANITATION DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Board of Directors finds that the state of emergency conditions related to COVID-19 as set forth of Proclamations of Emergency by the Governor, County of Fresno, and Cities of Selma, Kingsburg, and Fowler are on-going.

Section 3. The Board of Directors further finds that state and county official recommend social distancing conditions causing imminent risk to attendees as described above exist.

Section 4. The Board of Directors hereby recognize and affirm that the Cities of Selma, Kingsburg, and Fowler and the County of Fresno have adopted a proclamation of a local emergency related to the COVID-19 virus regarding the existence and conditions of a state of emergency as proclaimed by the Governor.

Section 5. The Board of Directors finds that the state of emergency as a result of COVID-19 continues to directly impact the ability of members of the Board of Directors and the members of standing committees to meet safely in person and such fact creates an imminent health risk to such members.

Section 6. The Board of Directors and Standing Committees of District are authorized to conduct their meetings without compliance with Government Code section 54953(b)(3), and to instead comply with the remote meeting requirements as authorized by Government Code section 54953(e) *et seq.*

Section 7. The General Manager is authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including, conducting open and public meetings remotely in accordance with Government Code section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all Board of Directors meetings, and all Boards, Commissions, and standing committee meetings of the City.

Section 8. This Resolution shall take effect immediately upon its adoption and shall be effective for thirty days.

* * * * *

Approved and adopted this 13th day of January 2022.

Chairwoman
Michelle Roman

ATTEST

Ben Muñoz, Jr., Secretary to Board

MEMORANDUM

(January 13, 2022)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: December 17, 2021
Staff Report prepared by Tricia Miller, Administration Services/HR Manager

Agenda Item: 8-A
Action: Motion

SUBJECT: Fiscal Year 2020-21 Audit Report Presentation

DIRECTORS' SUMMARY

Bill Patterson, CPA, independent auditor from the firm Sampson, Sampson & Patterson, LLP, of Fresno, will present the Draft Fiscal Year 2020-21 Audit Report to the Board. Board approval is requested.

STAFF RECOMMENDATION

Staff recommends that the Board approve the independent auditor's report for fiscal year ending June 30, 2021.

ACTION

Motion to approve the independent auditor's report for fiscal year ending June 30, 2021.

BACKGROUND

The Board members may refer to the digital version sent separately with the agenda packet.

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MEMORANDUM

(January 13, 2022)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Staff Report Prepared By: Ben Muñoz, Jr., General Manager
Date Memo Prepared: December 16, 2021

Agenda Item: 8-B
Action: Informational and for Direction

SUBJECT: Two-Year Update Report on the Solar and the Savings versus the Original Projected Numbers

DIRECTORS' SUMMARY

Nichole Przybyla, Energy Analyst, ENGIE will give a Two-Year Update Report on the Solar and the Savings versus the Original Projected Numbers to the Board of Directors via teleconference.

ACTION

Informational and for Direction

BACKGROUND

Board members may refer to the digital copy sent separately from the agenda packet.

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MEMORANDUM

(January 12, 2022)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: December 16, 2021
Staff Report Prepared By: Ben Muñoz, Jr., General Manager
SUBJECT: Fiscal Year 2022-23 Budget Preparation Schedule

Agenda Item: 8-C
Action: Informational

DIRECTORS' SUMMARY

Attached is the schedule that staff will be using to prepare the draft budget for Fiscal Year (FY) 2022-23. The fiscal year begins July 1, 2022. Informational only.

ACTION

None.

BACKGROUND

There are many people, reports, calculations, notices, reviews, and approvals necessary to prepare the annual budget. They are itemized in the attached schedule.

Presentation of the draft budget to the Board is scheduled for April 14, 2022.

Special budget workshops may need to be held in March and April in order to approve the budget and related resolutions and ordinances by May 12, 2022.

Attachment: Fiscal Year 2022-23 Budget Preparation Schedule Staff Memo dated 12-16-21.

MEMO

Date: Friday, December 16, 2021
To: Staff
From: Ben Muñoz, Jr.
Subject: FY 2022-23 Budget Preparation Schedule

PARTICIPANTS: BMJr = Ben Muñoz, Jr., General Manager
AK = Alicia Kirk, Executive Assistant to the General Manager
LRC = Labor Relations Consultant
DB = David Bacon, Information Systems Analyst
RG = Rafael Gonzales, Maintenance Supervisor
KS = Karen Steinhauer, Laboratory Supervisor
TM = Tricia Miller, Administrative Services/Human Resources Manager
CP = Craig Perry, Plant Operations Supervisor
SC = Serena Coates, Administrative Technician II
VC = Veronica Cazares, District Engineer
LS = Luis Salinas, Accountant
BOARD = Board of Directors
PAC = Policy Advisory Committee

	<u>ACTIVITY</u>	<u>PARTICIPANTS</u>	<u>DATE / TIME</u>
1)	Update of draft CIP and Repair & Maintenance Program (RMP).	Supervisors and staff	July 2021 thru January 2022
2)	Presentation of budget schedule.	BMJr to staff	1-7-22
3)	Submittal of draft of updates for CIP and RMP.	VC, CP, AK, KS, TM to BMJr	July 2021 thru January 2022
4)	Administrative staff to enter current year approved budgeted amounts into MAS 200.	TM and staff	1-3-22 through 1-21-22
5)	Dept. heads submit personnel request justifications for positions or changes in job description, reclassifications, salary ranges, or benefits.	CP, VC, RG, KS, TM	1-21-22

- | | | | |
|-----|---|--|---|
| | The % for CalPERS pension, septic revenue, anticipated rent and ESFRs for misc. industries. | SC and LS to TM to BMJr | 1-21-22 |
| | Individual non-represented employees (including dept. heads) may submit suggestions for changes in across-the-board salaries, benefits and personnel-related administrative policies and identify priority. | Individual non-represented employees to BMJr | 1-18-22 by noon |
| 6) | Review draft of updates for CIP and RMP. Development of draft capital and RMP budgets. | CP, VC, RG, KS, TM, BMJr | 1-3-22 through 1-24-22 |
| 7) | Mailing of letter to industries requesting projected loadings. | KS to BMJr | 1-28-22 |
| 8) | Presentation of electrical energy usage report (breakdown by flow, BOD and TSS). | CP to BMJr | 2-1-22 |
| 9) | Presentation of 125 Plan Contributions Report - departments not necessary, just union, non-rep and total through 7 months. | SC to TM to BMJr | 2-1-22 |
| 10) | Preparation of personnel services budget. | TM and BMJr | Week of 2-1-22 |
| 11) | Presentation of services and supplies draft seven-month budget vs. actual summary. | TM to staff and BMJr | Week of 2-1-22 |
| 12) | Review services and supplies draft seven-month budget vs. actual summary for coding of G/L account numbers. | TM and BMJr | Week of 2-1-22 |
| 13) | Preparation of departmental services and supplies budget requests including equipment purchases, especially if over \$8,000. KS give BMJr a list of industries which lab bills for fixed charge only. | VC, CP, RG, KS, TM and BMJr | Prepare week of 2-1-22; Submit 2-7-22 by noon |
| 14) | Submission of report comparing baseline discharges to actual loadings, with excesses highlighted (used for determination of peak loadings-capital charges). Also, calculation of total industrial flow for Excel spreadsheet called flow data – historical. | KS to TM and BMJr | 2-11-22 by noon |
| 15) | Submission of report of ESFR distribution to residential & commercial. | SC and LS to TM to BMJr | 2-1-22 by noon |
| 16) | Submission of industrial loading projections. | KS to TM to BMJr | 2-11-22 by noon |
| 17) | Preparation of services and supplies budget. | TM and BMJr | Week of 2-7-22 |

- | | | | |
|-----|---|--|-----------------------------|
| 18) | Development of revenue program and determination of recommendation for sewer service charge rates for industrial, residential, commercial, and institutional. Preparation of pretreatment program budget identification page. | TM and BMJr | Week of 1-10-22 |
| 19) | Development of septic hauler rates. | TM and BMJr | Week of 1-10-22 |
| 20) | Preparation of fiscal plan summaries, cash flow projections, policy statements, charts of accounts descriptions, and budget message. | TM and BMJr | Week of 1-10-22 |
| 21) | Preliminary preparations for Proposition 218 notices, if necessary . | TM and staff | Week of 1-24-22 |
| 22) | Final management review, editing, copying and assembly of draft budget. | TM, BMJr, AK and staff | Week of 1-24-22 |
| 23) | Meet with PAC review sewer service charge rates, draft CIP and Budget, if necessary . | BMJr and AK | Week of 1-24-22, and 2-7-22 |
| 24) | Ordering of the Proposition 218 notices to be mailed, if necessary (must have minimum of 45 days between mailing of notices and public hearing.) Proposition 218 notices must be <u>mailed</u> by March 14 th for a May 12 th public hearing. Any rate changes must be <u>adopted</u> by the end of May to be effective July 1 st . | Board of Directors | 3-10-22 |
| 25) | Setting of dates and times for three public hearings: ordinance establishing service charge rate; ordinance electing to collect service charges on the tax roll; and budget resolution. | Board of Directors | 3-10-22 |
| 26) | Delivery of revenue program to industrial dischargers. | TM and BMJr to industrial users | Week of 3-7-22 |
| 27) | Revise draft District fiscal plan as needed | TM and BMJr | Week of 3-14-22 |
| 28) | Budget workshop for Board, as needed. | Board and staff | Mid to late March |
| 29) | Mailing of Proposition 218 notices, if necessary . | TM and Staff | Before 3-21-22 |
| 30) | If necessary . Public hearings for Resolution No. 2022-??, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Ratifying the Proposition 218 Process Relating to Increased Sewer Service Charges and | Board of Directors
(<u>NEED FOUR AYE VOTES</u>) | 4-14-22 |

Authorizing the Adoption of an Ordinance
Imposing Increased Fees.

- | | | | |
|-----|--|--|-----------------------------|
| 31) | Public hearings for Consider First Reading of Ordinance No. 2022-??, An Ordinance Amending Ordinance No. 3, An Ordinance Providing for the Establishment of Sewer Service Charges for Services and Facilities Furnished by District's Sewage System, Collection Procedures, Penalties for Delinquency and Restriction on the Use of Funds Derived. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 4-14-22 |
| 32) | Public hearings for Consider First Reading of Ordinance No. 2022-??, An Ordinance Electing to Collect Sewer Service Charges for FY 2022-23 on the Fresno County Tax Roll. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 4-14-22 |
| 33) | Revise draft District fiscal plan as needed | TM and BMJr | Week of 4-11-22 |
| 34) | Budget workshop for Board, as needed. | Board and staff | Mid to late April |
| 35) | Posting and publication of notice of adoption (Ord. electing to collect). Posting and publication of notice of public hearings (service charge ordinance and resolution confirming election to collect). Law requires publication "once a week for two successive weeks, not more than 30 nor less than 10 days before the public hearing. | TM and BMJr | 4-13-22 |
| 36) | Consideration of industrial dischargers diversion allowances. | Board of Directors (as necessary every 5 years) | Due to be renewed 6-30-2025 |
| 37) | Public hearings for ordinance establishing service charge rate (2/3 VOTE); resolution confirming ordinance electing to collect service charges on the tax roll (2/3 VOTE); and budget resolution. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 5-12-22 |
| 38) | Public hearings for Consider Second Reading of Ordinance No. 2022-??, An Ordinance Amending Ordinance No. ____, An Ordinance Providing for the Establishment of Sewer Service Charges for Services and Facilities Furnished by District's Sewage System, Collection Procedures, Penalties for Delinquency and Restriction on the Use of Funds Derived. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 5-12-22 |
| 39) | Public hearings for Consider Second Reading of Ordinance No. 2022-??, An Ordinance Electing to | Board of Directors | 5-12-22 |

	Collect Sewer Service Charges for the FY 2022-23 on the Fresno County Tax Roll	<u>(NEED FOUR AYE VOTES)</u>	
40)	Public hearings for Resolution No. 2022-??, A Resolution Approving and Adopting the Budget for the FY 2022-23	Board of Directors	5-12-22
41)	Public hearings for Resolution No. 2022-??, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for the FY 2022-23.	Board of Directors	5-12-22
42)	Posting and publication of Notice of Adoption for the Service Charge Ordinance. Law requires that it be published once within 15 days of adoption.	TM and BMJr	5-13-22
43)	Completion of the columns "approved" with the proper authorized amount (for certain vehicles and capital items over specified amount, the "approved" amount is zero). Replacement of front cover on all copies of Draft Budget, showing the date adopted and the resolution number.	TM and BMJr	Week of 5-16-22
44)	Filing of Budget with Fresno County auditor-controller and state agencies as necessary.	TM	Week of 5-16-22
45)	Updating of the Information Sheet.	VC and BMJr to DB	Week of 5-16-22

MEMORANDUM

(January 13, 2022)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Staff Report Prepared By: Veronica Cazares, District Engineer
Date Memo Prepared: December 17, 2021

Agenda Item: 8-D
Action: Resolution No. 2022-06

Subject: Resolution No. 2022-06, A Resolution Authorizing the Purchase of Duperon Washer Compactor Directly from the Manufacturer and Without Public Notice or Bid

DIRECTORS' SUMMARY

The Board of Directors has by Resolution No. 2010-07, adopted policies, procedures and bidding regulations governing the purchase of supplies, equipment and contractual services. The Resolution provides that said policies, procedures and regulations may be modified.

General Manager Muñoz is requesting special authorization to waive the bidding regulations for the purchase of the Duperon Washer Compactor for the rag and debris removal system at the headworks, in the amount of \$84,901.50 (to be funded from FY 2021-2022, Maintenance Equipment 7620-104-00). This is an in-kind replacement of equipment that has reached the end of its useful life. The equipment was originally installed in 2012.

STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board adopt Resolution No. 2022-06, A Resolution Authorizing the Purchase of Duperon Washer Compactor Directly from the Manufacturer and Without Public Notice or Bid.

ACTION

Motion to adopt Resolution No. 2022-06, A Resolution Authorizing the Purchase of Duperon Washer Compactor Directly from the Manufacturer and Without Public Notice or Bid.

BACKGROUND

A quote was solicited from JBI Water and Wastewater Equipment, El Dorado Hills, CA for the procurement of a washer compactor. The washer-compactor is a part of the rag and debris removal system at the headworks. The purchase price is \$84,901.50 (includes sales tax, start-up, freight).

Staff recommends preparing a sole-source resolution and request the Board of Directors to authorize the expenditure for the equipment identified, herein.

This is a sole source purchase:

- The washer compactor replaces the existing equivalent equipment.
- The washer compactor conforms to the existing footprint of the existing system. Therefore, requiring no structural improvements to the headworks area.
- This is the only washer compactor that is compatible with the existing configuration of the flex rake, conveyor, piping, and available area.

Attachment: Resolution No. 2022-06

MEMO 2022-006

RESOLUTION NO. 2022-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT AUTHORIZING THE PURCHASE OF DUPERON WASHER COMPACTOR DIRECTLY FROM THE MANUFACTURER AND WITHOUT PUBLIC NOTICE OR BID

WHEREAS, the Board of Directors has, by Resolution No. 2010-07, adopted policies procedures and bidding regulations governing the purchase of supplies, equipment and contractual services; and

WHEREAS, said Resolution provides that said policies, procedures and regulations may be modified; and

WHEREAS, the General Manager has requested special authorization to waive the bidding regulations for the purchase of Duperon Washer Compactor; and

WHEREAS, the Board of Directors has determined that competitive bidding is not in the public interest; and

WHEREAS, the Duperon Washer Compactor equipment washes and compacts debris from the flex rake and is a standard piece of equipment for the wastewater treatment plant needs, simplifying operations and maintenance in regards to labor and spare parts; and

WHEREAS, the Duperon Washer Compactor replaces the existing equivalent equipment and;

WHEREAS, the Duperon Washer Compactor conforms to the existing footprint of the existing system, therefore requiring no structural improvements to the headworks area.; and

WHEREAS, after a due diligence review, staff confirms that the Duperon Washer Compactor replacement is the only Washer Compactor that is compatible with the existing configuration of the limited headworks area and fits up to the conveyor, flex rake, electrical equipment, and associated appurtenances; and

WHEREAS, the unique compatibility factors do not allow for reasonable alternatives.

NOW, THEREFORE the requirements for public notification and competitive bidding are hereby waived and the General Manager is hereby authorized to purchase Duperon Washer Compactor directly from the manufacturer, JBI Water and Wastewater of El Dorado Hills, CA, in the amount of \$84,901.50.

The foregoing resolution was introduced by _____, who moved its adoption, seconded by _____ and adopted on roll call on the 13th day of January, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

Ben Muñoz, Jr.,
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT