

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

**REGULAR MEETING OF BOARD OF DIRECTORS**

**FEBRUARY 9, 2023**

**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 MEMBERS OF THE PUBLIC.**

This meeting will be available for public viewing and participation through Zoom.

Weblink:

<https://us06web.zoom.us/j/83139041091?pwd=eWFaMDNzQi9Ba2dlb3hQb3VxdDFhQT09>

Telephone Number 1-669-900-6833

Meeting ID: 831 3904 1091

Passcode: 184115

Public comment will be accepted in person, via Zoom and by email at [akirk@skfcsd.org](mailto:akirk@skfcsd.org)

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

**DIRECTORS**

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

**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. BOARD REORGANIZATION**

- A. Nominations and Election of Chairperson
- B. Nominations and Election of Vice-Chairperson

**3. APPROVAL OF AGENDA**

Additions, deletions, substitutions, and adoption of agenda

#### **4. PUBLIC FORUM**

At this time, any member of the public may address the Board regarding any item not on the agenda, over which the Board has jurisdiction. No action or discussion will be taken on any item not on the agenda, except to briefly respond to statements or questions by the public. Members of the public shall limit their remarks to three minutes.

#### **5. CONSENT CALENDAR**

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

- A. Minutes of January 12, 2023 Regular Board Meeting (*p.1*)
- B. Warrant List Reports of January 5, 2023 and January 18, 2023 and January 27, 2023 (*p.7*)
- C. Cash Activity Report of January 31, 2023 (*p.10*)
- D. Adoption of Resolution No. 2023-06 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361 (*p.12*)

#### **6. NEW BUSINESS**

- A. SUBJECT:  
Request for Proposals- Wastewater Treatment Plant Operations SCADA Software Upgrade. *Staff Report Prepared by: Craig Perry, Operations Supervisor (p.16)*

##### RECOMMENDATION:

That the Board of Directors accept the proposal from Telstar Instruments Inc. in the not to exceed amount of \$139,135 and authorize the Interim General Manager to execute the necessary agreements.

- B. SUBJECT:  
Coordination of Design and Installation of New Barbara Pump Station Wetwell Access and Valve Vault Access Hatch with City of Selma Street Improvement Project and Inclusion of costs in FY 2022-23 Budget. *Staff Report Prepared by: Veronica Cazares, Interim General Manager (p.18)*

##### RECOMMENDATION:

That the Board of Directors (1) authorize staff to coordinate with the City of Selma's Competitive Bid Process for the Barbara Street Project to allow for the design and replacement of Barbara Pump Station Wetwell Access and Valve Vault Access Hatch; (2) authorize reimbursement to the City of Selma in the estimated amount of \$117,500 for

design and installation services; and (3) authorize including the costs of this project in the FY 2022-23 Budget.

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

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

**8. GENERAL MANAGER REPORTS**

A. All Form 700s filed with the Clerk to the Board's office need to be submitted using the eDisclosure system. Board members, Alternates, General Counsel, and designated employees must submit Annual Statement of Economic Interest for calendar year 2022 by Friday, April 3, 2023.

B. CWEA Annual Awards and Installation of Officers Banquet was held on Friday, February 3<sup>rd</sup>, 2023, at The Painted Table in Fresno. The District received the Plant of the Year and Public Outreach award.

C. Annual Chamber Mixer will be held on Wednesday, March 15, 2023, at 5:30 pm here in the District Board room.

D. Suggestion of scheduling Chairperson's Barbeque for 2023.

**9. CLOSED SESSION**

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

B. Conference with Labor Negotiators pursuant to Government Code Section 54957.6  
District Designated Representatives: Vice Chair Mendes and General Counsel Montoy  
Unrepresented Employees: General Manager Candidates

**10. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday, March 9, 2023, at 4:00 p.m.

Next Ordinance: 2023-01

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](http://www.skfcsd.org)

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

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD  
MEETING  
JANUARY 12, 2023**

**CALL TO ORDER AND ROLL CALL**

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

**DIRECTORS**

Nathan Magsig (P)  
Sarah Guerra (P)  
Juan Mejia (P)  
Brandon Pursell (P)  
Buddy Mendes, Vice Chair (P)

**STAFF and CONSULTANTS**

Veronica Cazares, Interim General Manager  
Alicia Kirk, Executive Assistant to the G.M.  
Hilda Cantú Montoy, General Counsel  
Craig Perry, Chief Plant Operator  
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 January 12, 2023, was made by Director Guerra and seconded by Director Magsig and approved by the following vote:

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

**PRESENTATIONS**

SKF and the Board of Directors honored Michelle Roman for her seven years of dedicated service to the District, not only as a Director, but also the Chairwoman.

There being no comment from the public, a motion to adopt Resolution 2023-04, Honoring Michelle Roman for Seven Years of Service on the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District was made by Director Pursell and seconded by Director Magsig and approved by the following vote:

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

## **PUBLIC FORUM**

None

## **CONSENT CALENDAR**

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

- A. Minutes of December 8, 2022, Regular Board Meeting *(p.2)*
- B. Minutes of December 20, 2022, Special Board Meeting *(p.5)*
- C. Warrant List Reports of December 7, 2023, and December 21, 2023 *(p.7)*
- D. Cash Activity Report of December 31, 2023 *(p.9)*
- E. Resolution No. 2023-01, a Resolution of Recognition and Commendation to Alvaro Villa, Operator III as 2022 Employee of the Year. *(p.11)*
- F. Resolution No. 2023-02, a Resolution of Recognition and Commendation to Veronica Cazares, Interim General Manager for Twenty Years of Dedicated Service. *(p.12)*
- G. Adoption of Resolution No. 2023-03 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361 *(p.13)*

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 vote:

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

## **NEW BUSINESS**

A. Subject: The Board will receive the Fiscal Year 2021-22 Audit Report Presentation (p.17)

Recommendation:

That the Board of Directors accept the independent auditor's report for fiscal year ending June 30, 2022.

Bill Patterson, CPA, independent auditor from the firm Sampson, Sampson & Patterson, LLP, of Fresno, presented the Draft Fiscal Year 2021-2022 Audit Report to the Board. It was said that the District has a significant increase in connection fees due to new housing developments. It was said that the Solar Project bond would be paid off in twenty years, but the District will have an additional five years of performance guarantee beyond that. It was asked if the performance guarantee of the Solar was in the draft audit and it was answered yes, it is in the Long-term Debt schedule. The District started off the fiscal year with an outstanding liability amount of 5.9 million and ended with 5.8 million. It was said that as long as CalPERS continues their discounted rate, the more the Districts' unfunded liability grows. The draft audit can currently be viewed on the District's website.

There being no comment from the public, a motion to accept the independent auditor's report for fiscal year ending June 30, 2022, was made by Director Magsig, and seconded by Director Guerra and approved by the following vote:

AYE: Directors Magsig, Guerra, Mejia, Pursell, Vice Chair Mendes

NO:

ABSENT:

ABSTAIN:

A. Subject: The Board will receive the Fiscal Year 2023-24 Budget Preparation Schedule (p.18)

Recommendation:

Informational to the Board of Directors and provide direction, if any, to staff.

This item is informational only at this time

C. Subject: Reassignment of Baseline Discharge Capacity Entitlement from Cacciatore Fine Wines & Olive Oil to Dom and J Properties, LLC (APN 028150020, 39400 Clarkson Dr., Kingsburg).

Recommendation:

That the Board of Directors consider the reassignment of Baseline Discharge (capacity entitlement) granted to Cacciatore Fine Wines & Olive Oil (APN 028150020, 39400 Clarkson Dr., Kingsburg) to new owner Dom and J Properties, LLC, subject to compliance with the SKF CSD Sewer Use Ordinance and subject to the District accounts receivable being current. that the

capacity entitlement granted to (APN 028150020, 39400 Clarkson Dr., Kingsburg) remain with the property for the new owner Dom and J Properties, LLC. (p.23)

District Resolution No. 2008-08 provides Guidelines for Administrative Implementation of Ordinance No. 42. The same resolution also states that capacity entitlement shall not be lost so long as the industry pays its Annual Fixed Charge. The industry is current on account.

There being no comment from the public, a motion to approve the reassignment of Baseline Discharge from Cacciatore Fine Wines and Olive Oil to Dom and J Properties, LLC was made by Director Magsig, and seconded by Director Guerra and approved by the following vote:

AYE: Directors Magsig, Guerra, Mejia, Pursell, Vice Chair Mendes

NO:

ABSENT:

ABSTAIN:

D. Subject: Bid Results – Fleet Replacement Program -V05 Ford 450 (p.24)

Recommendation:

That the Board of Directors accept the bid from Groppetti Ford, Visalia CA in the amount of \$146,720.80 and authorize the Interim General Manager to execute the necessary agreements.

The 2023 White F-550 Regular Cab 4X2 Chassis is funded out of the District refurbishment and replacement account (GL 8172-203-02) for fiscal year 2023 in the amount of \$130,000. The difference will be paid from the District refurbishment and replacement account. It was said that Swanson Fahrney in Selma was contacted also, but Groppetti offered a better price.

There being no comment from the public, a motion to accept the bid from Groppetti Ford in the amount of \$146,720.80 and authorize the Interim General Manager to execute the necessary agreements was made by Director Magsig, and seconded by Director Guerra and approved by the following vote:

AYE: Directors Magsig, Guerra, Mejia, Pursell, Vice Chair Mendes

NO:

ABSENT:

ABSTAIN:

E. Subject: Request for proposals -Collection System Camera (p.26)

Recommendation: That the Board of Directors accept the proposal from Aeries Industries Inc. Fresno CA, in the amount of \$115,360.40 and authorize the Interim General Manager to execute the necessary agreements.

The District rejected bids for the collection system camera at the April 14, 2022, Board meeting. The new RFP was issued on November 8, 2022, to three (3) potential proposers and posted to the



builder's exchange. The equipment is to be funded out of the District expansion fund (GL 8081-203-01) in the amount of \$110,000. The difference will be paid from the District expansion fund. The collection system camera is to be used to televise sewer mains to diagnose problems in the collection system. The Corporate office resides in Washington however, service for the cameras are located in Fresno.

There being no comment from the public, a motion to accept the proposal from Aeries Industries, Inc. Fresno, CA in the amount of \$115,360.40 and authorize the Interim General Manager to execute the necessary agreements was made by Director

F. Subject: Consideration of Reasonable Accommodations Policy for District Meetings subject to the Brown Act to comply with Assembly Bill No. 2449 (p.28)

Recommendation: Adopt Resolution No. 2023-05 approving a Reasonable Accommodations Policy for District meetings subject to the Brown Act.

Effective January 1, 2023, Government Code Section 54953(g) requires that all public agencies have and implement a procedure for receiving and swiftly resolving reasonable accommodation requests for individuals with disabilities.

There being no comment from the public, a motion to adopt Resolution No. 2023-05 approving a Reasonable Accommodations Policy for District meetings subject to the Brown Act was made by Director Pursell, and seconded by Director Guerra and approved by the following vote:

AYE: Directors Magsig, Guerra, Mejia, Pursell, Vice Chair Mendes

NO:

ABSENT:

ABSTAIN:

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

None

### **INTERIM GENERAL MANAGER REPORTS**

None

### **CLOSED SESSION**

A. Public Employee Appointment pursuant to Government Code Section 54957

Title: General Manager

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

District Designated Representatives: Vice Chair Mendes and General Counsel Montoy

Unrepresented Employees: General Manager Candidates

Closed Session began at 4:34 p.m.

**RECONVENE OPEN SESSION**

Open session began at 5:02 p.m. All five board members were present. There is nothing to report at this time.

**ADJOURNMENT**

There being no further business to come before the Board, Vice Chair Mendes declared the meeting adjourned on a motion made by Director Guerra, and seconded by Director Mejia, and approved by a unanimous voice vote at 5:03 p.m.

Respectfully submitted,

Approved,

---

Veronica Cazares, Interim  
General Manager

---

Buddy Mendes, Vice Chair of  
of the Board

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

**January 05, 2023**

**WARRANT LIST**

ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	101.08
AMERICAN EXPRESS	TRAVEL & TRAINING, SAFETY AWARDS, OFFICE SUPPLIES, MEMBERSHIPS, INFO SYSTEMS	3,294.47
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,250.32
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	148.68
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	148.68
BSK ASSOCIATES	EXTERNAL LAB SERVICES	239.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	15.80
CWEA	MEMBERSHIPS	202.00
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	90.40
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	148.68
ERNEST C MENDES	DIRECTOR'S FEE	127.63
GARY HELM	RETIREE HEALTH REIMBURSEMENT	148.68
HOME DEPOT CREDIT SERVICES	EQUIPMENT MAINTENANCE	7.46
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
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT MAINTENANCE	335.00
KINGS INDUSTRIAL OCC. MED. CTR, INC	PROFESSIONAL SERVICES - MEDICAL	95.00
KINGSBURG, CITY OF	OUTREACH PHARMA KIOSK	173.75
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES - MGT & HUM REL	57.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	148.68
MARTIN ALEXANDER DIAZ	CERTIFICATION REIMBURSEMENT	180.00
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	269.02
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES - LEGAL	513.50
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	424.12
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S POWER CENTER	EQUIPMENT MAINTENANCE	37.62
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE	354.93
PG&E	ELECTRIC UTILITIES	33,607.33
PROCLEAN SUPPLY	BUILDING & GROUNDS MAINTENANCE	75.42
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
QUADIENT LEASING USA, INC.	POSTAGE EQUIPMENT LEASING	717.42
RICHARD WESTERLING	SAFETY SHOES REIMBURSEMENT	225.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	148.68
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	148.68
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	148.68
SARAH GUERRA	DIRECTOR'S FEE	127.63
SILVAS OIL CO. INC.	FUEL	1,605.43
SOTO, ROBBIE	CERTIFICATION REIMBURSEMENT	95.00
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	132.25
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	2,168.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	945.56
VALLEY SECURITY ALARM	COMMUNICATIONS	711.00
ZERO NOX INC.	UTILITY VEHICLES	54,964.81

**MAS 200 Total Checks**

**\$105,665.56**

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

**January 18, 2023**

**WARRANT LIST**

ALERT O LITE, INC.	EQUIPMENT MAINTENANCE	511.01
AMAZON CAPITAL SERVICES	AUTO MAINT., INFORMATION SYSTEMS, SAFETY SUPPLIES	521.36
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	629.41
AT&T MOBILITY	COMMUNICATIONS	78.30
BOOT BARN HOLDINGS INC.	SAFETY SHOES	1,292.68
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,092.50
CALIFORNIA CAD SOLUTIONS INC	PROF.SERVICES-ENGR&TECH	1,350.00
CALIFORNIA DEPARTMENT OF TAX & FEE ADMIN	SALES USE TAX	3.00
CALPERS	RETIREMENT	42,057.33
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	1,317.82
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER, LAB SUPPLY	385.20
CINTAS CORPORATION NO.2	SAFETY SUPPLIES	389.95
COMCAST	COMMUNICATIONS	109.95
CSRMA	GENERAL INSURANCE	172,353.00
DKF SOLUTIONS GROUP, LLC	PROF.SERVICES-MED&SAFETY	350.00
DOLLAR FINANCIAL GROUP INC.	CUSTOMER REFUND	476.39
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	243.75
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FIRST IN SAFETY INC.	TRAVEL & TRAINING	4,520.00
FISHER SCIENTIFIC	LABORATORY SUPPLIES	750.65
FRESNO COUNTY ASSESSOR	BOOKS & PUBLICATIONS	21.00
FSI FABRICATION LLC	EQUIPMENT MAINTENANCE	3,136.51
GISELA ROSALES	AUTO MAINTENANCE	1,450.00
HOME DEPOT CREDIT SERVICES	SMALL TOOLS, BLDG & GROUNDS MAINT.	953.18
JIMENEZ, GABRIEL	CERTIFICATION REIMBURSEMENT	95.00
LOPEZ, PAUL	CERTIFICATION REIMBURSEMENT	95.00
MEDALLION SUPPLY INC.	EQUIPMENT MAINTENANCE	1,228.45
MID VALLEY DISPOSAL	WASTE UTILITIES	1,048.60
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	183.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE, AUTO MAINT.	342.61
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S ACE HARDWARE	SAFETY SUPPLIES, BLDG & GROUNDS MAINT.	140.29
NEW ENGLAND SHEET METAL & MECHANICAL CO.	EQUIPMENT MAINTENANCE	4,831.98
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	423.16
NORTH CENTRAL LABS, INC	LABORATORY SUPPLIES	188.41
O'REILLY AUTO PARTS	AUTO MAINTENANCE	94.78
PG&E	ELECTRIC UTILITIES	218.23
PROCLEAN SUPPLY	OFFICE SUPPLIES, BLDG & GROUNDS MAINT.	2,173.81
PROFESSIONAL PRINT & MAIL, INC	OFFICE SUPPLIES	391.44
QUADIENT FINANCE USA, INC.	POSTAGE	500.00
RANDY CABALLERO	CERTIFICATION REIMBURSEMENT	110.00
SAMPSON SAMPSON & PARTNERS LLC	PROF.SERVICES-ACCOUNTING	3,750.00
SARAH GUERRA	DIRECTOR'S FEE	127.63
SILVAS OIL CO. INC.	FUEL	3,048.55
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	553.49
STREAMLINE	INFORMATION SYSTEMS	400.00
T-MOBILE USA INC.	COMMUNICATIONS	222.10
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	676.56
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	469.90
W.M. LYLES CO.	BUILDING & GROUNDS MAINTENANCE	31,966.21

**MAS 200 Total Checks**

**\$288,277.44**

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

**January 27, 2023**

**WARRANT LIST**

SAN JOAQUIN VALLEY AIR PERMITS	961.00
<b>MAS 200 Total Checks</b>	<b>\$961.00</b>

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

Cash Account Description	End of Month Cash Balance as of June 30, 2022	End of Month Cash Balance 1/31/2023
Cash in Treasury: Operations & Maintenance	\$ 3,741,651.06	\$ 5,210,839.99
Cash in Bank: Operations & Maintenance	\$ 26,389.33	\$ 30,368.22
Cash in Bank: Payroll	\$ 203.30	\$ 203.41
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 3,768,943.69	\$ 5,242,111.62
Cash in County Treasury:Expansion	\$ 4,783,224.81	\$ 5,309,060.83
Cash in County Treasury: R&R	\$ 5,476,484.62	\$ 5,009,804.91
Cash in County Treasury:Selma	\$ 1,997,552.53	\$ 2,018,361.54
Cash in County Treasury: Selma SWRCB Reserve	\$ 263,843.57	\$ 264,947.56
Total Selma	\$ 2,261,396.10	\$ 2,283,309.10
Cash in County Treasury:Kingsburg	\$ 3,131,019.54	\$ 3,282,558.93
Cash in County Treasury:Fowler	\$ 1,670,783.38	\$ 1,814,868.86
Total Cash Balance	\$ 21,091,852.14	\$ 22,941,714.25

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT  
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY  
FOR THE MONTH ENDED JANUARY 31, 2023

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	1/5/2023	\$	105,665.56
WARRANT LIST ENDING	1/18/2023	\$	288,277.44
WARRANT LIST ENDING	1/27/2023	\$	961.00
			394,904.00
TOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 394,904.00

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	1/1/2023	\$	95,979.59
EMPLOYER CONTRIBUTIONS (PERS)	1/1/2023	\$	8,805.41
EMPLOYER TAXES	1/1/2023	\$	1,257.60
HEALTH INSURANCE	1/1/2023	\$	14,495.31
			\$ 120,537.91

TOTAL SALARIES PERIOD ENDING:

SALARIES	1/15/2023	\$	96,578.39
EMPLOYER CONTRIBUTIONS (PERS)	1/15/2023	\$	8,915.03
EMPLOYER TAXES	1/15/2023	\$	1,266.60
HEALTH INSURANCE	1/15/2023	\$	14,495.31
			\$ 121,255.33

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES			\$ 241,793.24
--	--	--	---------------

	GRAND TOTAL	\$	636,697.24
			636,697.24

**RESOLUTION NO. 2023-06**

**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 January 12, 2023 the Board approved a Reauthorizing Resolution for an additional thirty days; and

WHEREAS, on January 3, 2023, the Fresno County Board of Supervisors declared a state of emergency regarding the lack of beds at area hospitals; 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 Interim 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 9<sup>th</sup> day of February 2023.**

---

Vice Chairman  
Buddy Mendes

ATTEST

---

Veronica Cazares Interim General Manager/ Secretary to Board

**MEMORANDUM**

(February 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, Interim General Manager  
Date Memo Prepared: February 2, 2023  
Staff Report Prepared By: Craig Perry, Operations Supervisor

Agenda Item: 6-A  
Action: Motion

**SUBJECT:**

Request for Proposal – SKF Wastewater Treatment Plant SCADA Upgrade

**RECOMMENDATION**

That the Board of Directors accept the proposal from Telstar Instruments in the not to exceed amount of \$139,135.00 and authorize the Interim General Manager to execute the necessary agreements.

**EXECUTIVE SUMMARY**

District staff solicited Request for Proposals (RFP) for WWTP SCADA Upgrade programming services. The RFP was posted to the District website, builders exchanges, and the Selma/Hanford Sentinel newspaper on October 18, 2022. Submittals were accepted until December 20, 2022. The project is to be funded from fiscal year 2023 Operation and Maintenance GL 7720-103-00 in the amount of \$90,000. The balance of the project funding will be achieved by postponing the SMART Covers (\$25,000) and Seepex pump refurbishment (\$45,000). The cost proposals received were as follows:

Telstar Instruments (Hanford, CA)	\$139,145.00
Aspect Engineering (Bakersfield, CA)	\$140,804.00
ICAD (Fresno, CA)	Non-Responsive

District staff has contacted the Visalia Wastewater Treatment Plant and Kingsburg references for Telstar Instruments. The response was positive.

The District has worked with Telstar Instruments in the past. Work conducted by Telstar Instruments is satisfactory. Telstar Instruments is dependable in responding to emergency conditions at the WWTP.

Due to the criticality in upgrading WWTP control software, the RFP required 24/7 emergency services for a 90-day period after integration. The 24/7 emergency services are a high priority item due to the potential of violations or sanitary sewer overflow events in the collection system if a software failure occurs during off-hours. Telstar Instruments will physically respond to emergency conditions during integration. Telstar Instruments response time will be 45 minutes which is equivalent to the District standby guidelines.

The use of SCADA programs is a vital component to maintain our good standing with SKFCSD General Waste Discharge Order (WDR) for State Water Resources Control Board (SWRCB). The common term SCADA refers to three separate programs that control, compile and alert operations staff. The existing SKFCSD WWTP SCADA system is outdated and getting expensive to maintain

while not having the reliability of a more current system. WWTP SCADA is currently being ran on temporary hardware due to hardware failures and outdated support from SCADA software. This upgrade will include the ability to control the plant remotely while maintaining District network security. Remote access to plant conditions will significantly reduce the risk of future sanitary sewer overflow events and the risks involved with operations staff physically responding to the WWTP during off hours.

**MEMORANDUM**

(February 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, Interim General Manager  
Date Memo Prepared: February 2, 2023

Agenda Item: 6-B  
Action: Motion

**SUBJECT:**

Coordination of Design and Installation of New Barbara Pump Station Wetwell Access and Valve Vault Access Hatch with City of Selma Street Improvement Project and Inclusion of costs in FY 2022-23 Budget

**RECOMMENDATION**

That the Board of Directors (1) authorize staff to coordinate with the City of Selma’s Competitive Bid Process for the Barbara Street Project to allow for the design and replacement of Barbara Pump Station Wetwell Access and Valve Vault Access Hatch; (2) authorize reimbursement to the City of Selma in the estimated amount of \$117,500 for design and installation services; and (3) “authorize including the costs of this project in the FY 2022-23 Budget.

**EXECUTIVE SUMMARY**

The City of Selma will be reconstructing Barbara Street from Wright Street to McCall Avenue and from McCall Avenue to Mulberry Street. The City of Selma will engage in a competitive bid process for the Barbara Street Project which will commence in the next few weeks.

The District’s Barbara Street Pump Station is in the middle of Barbara Street between McCall Avenue and Mulberry Street. The access hatch for both the Wetwell and Valve Vault needs replacement. The existing access hatches are approximately 10 years old, are difficult to open, have broken surface concrete, and have required repairs over the years.

Staff recommends that the access hatches be replaced and made part of the scope of work for the reconstruction of Barbara Street and reimburse the City of Selma for design services (only for costs related to the pump station) and installation of the access hatches. The estimate for replacement and design services for this work is \$117,500. This will affect only the Selma Collection Systems Capital R&R fund by the cost of the project. Staff will bring back to the Board for approval the final cost of the work if the estimate is exceeded. Under this recommendation, the District would be utilizing a purchasing practice commonly referred to as “piggyback” purchasing. So long as the City engages in a competitive bid process, it is permissible for the District to coordinate with the City of Selma to get the work done.

Approval of this recommendation will satisfy the District’s agreement with the City of Selma to operate and maintain their collection system. This project will also satisfy the waste discharge requirements for the collection system.