

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

REGULAR MEETING OF BOARD OF DIRECTORS

JULY 14, 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 MEMBERS OF THE PUBLIC.**

The meeting will be open to the public. The meeting will also be available for public viewing and participation through Zoom.

Weblink: <https://us06web.zoom.us/j/84731944679?pwd=S2prUk53eDRHWUI5SVdlbnhRTCs3dz09>

Telephone number: 1- 669 -900- 6833

Meeting ID: 847 3194 4679

Passcode: 645652

Public comment will be accepted in person, via Zoom and by email at akirk@skfcsd.org.

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig

Sarah Guerra

Daniel Parra

Buddy Mendes, Vice Chair

Michelle Roman, Chairman

STAFF and CONSULTANTS

Veronica Cazares, Interim General Manager/ Secretary

Alicia Kirk, Executive Assistant to the G.M.

Tricia Miller, Administrative Services/HR Manager

Hilda Cantú Montoy, General Counsel

Craig Perry, Operations Supervisor

David Bacon, Information Systems Analyst

2. APPROVAL OF AGENDA

Additions, deletions, substitutions, and adoption of agenda

3. PUBLIC FORUM

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

4. CONSENT CALENDAR

Items placed on the consent calendar are 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 June 9, 2022. *(p.5)*
- B. Warrant List Reports of June 8, 2022 , June 22, 2022, June 29, 2022 *(p. 11)*
- C. Cash Activity Report of June 30, 2022. *(p.13)*
- D. The Board will consider adoption of Resolution No. 2022-18 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. *(p. 14) Staff Report Prepared By: Interim General Manager, Veronica Cazares*

5. PRESENTATIONS

- A. Valley Regional Occupational Program-District Job Shadowing Training Program.
Eduardo Trujillo and Daniel Navarro

6. UNFINISHED BUSINESS

- A. None

7. NEW BUSINESS

- A. The Board will consider adopting Resolution No. 2022-19, A Resolution of the Board of Directors of Selma-Kingsburg-Fowler County Sanitation District Relating to Emergency Repairs and Response to Wastewater Treatment Plant Power Outage and Ratifying the Award of Emergency Contracts Without Competitive Bidding for the Emergency Repairs. *(p.18)*
- B. The Board will consider adopting Resolution No. 2022-20, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2022-23 *(p.21) Staff Report Prepared By: Administrative Services/HR Manager, Tricia Miller*

- C. The Board will consider the award of a contract for Collection System Master Plan Update and Flow analysis to Dopudja & Wells Consulting of Irvine CA for a not to exceed cost of \$383,875, a contingency in the amount of \$15,000 for a total cost of \$398,875 and authorize Interim General Manager Cazares to execute the necessary agreements. *(p.24) Staff Report Prepared By: Interim General Manager, Veronica Cazares*

8. CLOSED SESSION

- A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6 The Board will meet with Interim General Manager, Labor Relations Consultant and/or General Counsel regarding wages, hours, and working conditions of employees represented by the International Union of Operating Engineers Stationary Local 39 and non- represented employees.

9. RECONVENE OPEN SESSION

- A. Consideration and Approval of Memorandum of Understanding Between and for the Selma-Kingsburg-Fowler County Sanitation District and International Union of Operating Stationary Engineers Local #39.

10. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

11. GENERAL MANAGER REPORTS

- A. None

12. ADJOURNMENT

Motion to Adjourn

Next Special Meeting: Thursday, August 18, 2022, at 4:00 p.m.

Next Ordinance: 2022-01

Next Resolution: 2022-21

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.

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

MINUTES OF THE REGULAR BOARD MEETING OF DIRECTORS

JUNE 9, 2022

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:05 p.m. by Chairwoman Roman.

DIRECTORS

Nathan Magsig(P)
Sarah Guerra(P)
Mark Rodriquez(P) (remotely)
Buddy Mendes, Vice Chair(P)
Michelle Roman, Chairwoman(P)

STAFF and CONSULTANTS

Veronica Cazares, Interim General Manager/Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Craig Perry, Plant Operations Supervisor
David Bacon, Information Systems Analyst
Hilda Cantu-Montoy, General Counsel (remotely)
Shelline K. Bennett, Liebert, Cassidy, Whitmore

Prior to the approval of the agenda, Interim GM Veronica Cazares asked that Item 8, Closed Session be moved to right after Item 5, Public Hearings

As Director Rodriquez joined remotely, all votes must be done by a roll call

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of June 9, 2022, was made by Director Rodriquez and seconded by Director Mendes and approved by the following roll call vote:

AYE: Directors Rodriquez, Magsig, Vice Chair Mendes, Chairwoman Roman
NO:
ABSENT: Director Guerra
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 May 12, 2022. (p.5)
- B. Warrant List Reports of May 11, 2022, May 25, 2022 (p. 11)
- C. Cash Activity Report of May 31, 2022. (p.13)
- D. The Board will consider approving Craig Perry's out-of-state training request for the Tri State Seminar in Las Vegas, NV. (p.15)
- E. The Board will consider adoption of Resolution No. 2022-15 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. (p.16) *Staff Report Prepared By: Interim General Manager, Veronica Cazares*

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

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

PUBLIC HEARINGS

- A. The Board will conduct the public hearing, receive staff report and public comments, and will consider adopting Resolution No. 2022-16, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for Fiscal Year 2022-23. (p.?) Staff Report Prepared By: Interim General Manager, Veronica Cazares

This is annual item brought to the Board for approval as it needs to be adopted and filed with the County of Fresno in order to approve the list of parcels and the assessments to be collected on the tax roll.

There being no comment from the public, a motion to adopt Resolution 2022-16 A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for Fiscal Year 2022-23 was made by Director Magsig, seconded by Director Mendes and approved by the following roll call vote:

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

ABSTAIN:

CLOSED SESSION

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

The Board met with Interim General Manager, Labor Relations Consultant, and General Counsel regarding wages, hours and working conditions of employees represented by the International Union of Operating Engineers Stationary Local 39.

Closed Session began at 4:08 pm.

RECONVENE OPEN SESSION

Open Session began at 4:22 pm. There was no reportable action.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. The Board will consider authorizing an annual budget transfer of \$2,945,621.00 from the Operation & Maintenance account to the Refurbishment & Replacement account and transfer \$213,275.00 from the District Expansion account to the Refurbishment & Replacement account for Fiscal Year 2022-23. (p.?) Staff Report Prepared By: Interim General Manager, Veronica Cazares

Annually, the Board needs to take action to authorize the accounting transfer of money from the Operations & Maintenance (O&M) account to the Refurbishment & Replacement (R&R) account which was \$2,945,621.00; and the District Expansion account to the Refurbishment & Replacement (R&R) account which was \$213,275.00.

There being no comment from the public, a motion to approve the annual budget transfer from Operations and Maintenance to Refurbishment and Replacement account was made by Director Mendes and seconded by Director Rodriguez and approved by the following roll call vote:

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

NO:

ABSENT: Director Guerra

ABSTAIN:

B. The Board will consider adopting Resolution 2022-17, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Writing off Uncollectable Receivable Accounts. (p.?) Staff Report Prepared By: Tricia Miller, administrative Services/HR Manager

It was said that this pertains to Septic Haulers that come to the District to unload waste. Currently, SKF requires haulers to fill out an application, pay a fee, provide proof of insurance of liability naming SKF as the certificate holder and proof they have a health permit registered with the County. Director Magsig suggested that SKF take the company Blue Diamond, to collections and try to recover the money they owe the District. This company will also no longer be able to dump at SKF.

There being no comment from the public, a motion to adopt Resolution 2022-17, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Writing off Uncollectable Receivable Accounts was made by Director Magsig and seconded by Director Mendes and approved by the following roll call vote:

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

- C. The Board will consider and determine whether to approve a consulting services agreement with CPS HR Consulting in the amount of \$25,000 and authorize its execution by the Board Chairwoman. (p.?) Staff Report prepared by: General Counsel Hilda Cantu-Montoy.

Two fully responsive proposals were received. The Ad Hoc Committee reviewed the two proposals. Both firms that responded are fully capable of providing the requested scope of service. The Ad Hoc Committee independently reviewed the proposals. Both proposals were very similar in the time frame of four months for completion and in the details for performance as required by the RFP. Follow up from Bob Murray and Associates was not forthcoming and the Ad Hoc Committee determined to offer the contract to CPS HR Consulting.

There being no comment from the public, a motion to approve a consulting services agreement with CPS HR Consulting in the amount of \$25,000 and authorize its execution by the Board Chairwoman was made by Director Mendes and seconded by Director Magsig and approved by the following roll call vote:

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

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

As the upcoming regular August 2022 Board meeting is scheduled during the Annual CASA conference, it was asked to cancel the regular meeting on August 11, 2022 and schedule a special meeting in replacement. Alicia will reach out to Board members for calendar availability.

GENERAL MANAGER REPORTS

The Annual 2022 CASA Conference will be held at the Squaw Creek Resort from August 10-12, 2022. Board Chairwoman Roman will be in attendance.

Suggestions from other Board members were that Chairwoman Roman and Director Guerra could head up the Ad Hoc committee with SKF staff to discuss retention ideas.

The report on the agreement with Fowler for reimbursement was given by General Counsel Montoy. She is diligently working with District Staff to get more information to the Board on this item.

SKF participated in the annual 2022 Swedish Festival by having an informational booth for the community. Chairwoman Roman expressed her appreciation for SKF's involvement.

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 Magsig and approved by a unanimous voice vote at 4:45 pm.

Respectfully submitted,

Approved,

Veronica Cazares Interim General Manager/
Secretary of the Board

Michelle Roman
Chairwoman of the Board

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

**June 08, 2022
WARRANT LIST**

A&E INDUSTRIAL CLEANING EQUIP	EQUIPMENT REPAIRS & MAINTENANCE	1,496.84
AMERICAN EXPRESS	COMMUNICATIONS, MEMBERSHIP, PRINTING FORMS, OUTREACH, EMPLOYEE RECOGNITION	1,493.99
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,109.85
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	145.65
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	145.65
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	71.70
BSK ASSOCIATES	EXTERNAL LAB SERVICES	2,819.00
CALIFORNIA CAD SOLUTIONS INC	PROFESSIONAL SERVICES- ENGR & TECH	22,050.00
CALPERS	RETIREMENT	36,740.08
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	387.00
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	208.80
COMCAST	COMMUNICATIONS	109.95
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	145.65
DKF SOLUTIONS GROUP, LLC	PROFESSIONAL SERVICES- MED & SFTY	350.00
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	153.53
ECS HOUSE INDUSTRIES, INC.	EQUIPMENT REPAIRS & MAINTENANCE	11,099.26
ELECTRIC MOTOR SHOP, INC.	EQUIPMENT REPAIRS & MAINTENANCE	2,235.89
ELIDIO SILVA		129.36
EPIC INTERNATIONAL, INC.	EQUIPMENT REPAIRS & MAINTENANCE	2,341.15
EVANTEC CORPORATION	LABORATORY SUPPLIES	1,656.42
FERGUSON WATERWORKS	EQUIPMENT REPAIRS & MAINTENANCE	4,556.11
GARY HELM	RETIREE HEALTH REIMBURSEMENT	145.65
HERITAGE-CRYSTAL CLEAN INC.	LUBRICANT RECYCLING	35.00
HOME DEPOT CREDIT SERVICES	MAINTENANCE BUILDING & GROUNDS	100.96
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	145.65
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	145.65
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	145.65
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	418.87
J'S COMMUNICATIONS, INC	COMMUNICATIONS	1,296.00
KINGSBURG, CITY OF	WATER UTILITIES	64.50
KRAMER, MATTHEW	WELLNESS PROGRAM REIMBURSEMENT	40.00
LAURA VOSS	WELLNESS PROGRAM REIMBURSEMENT	40.00
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES- MGT & HUM RELATIONS	507.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	145.65
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	232.94
MID VALLEY DISPOSAL	WASTE UTILITIES	1,017.54
MKN	NORTH ST. P/S PANEL REPLACEMENT, DIST LIFT STATION D-4 REFURB, CCTV	8,640.68
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES- LEGAL	2,697.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
NAPA AUTO PARTS	EQUIPMENT REPAIRS & MAINTENANCE	2,168.59
NELSON'S ACE HARDWARE	EQUIPMENT REPAIRS & MAINTENANCE, BLDG & GROUNDS, SAFETY SUPPLIES	209.53
NORTH CENTRAL LABS, INC	LABORATORY SUPPLIES	103.12
PAPE KENWORTH	VAC CON EQUIPMENT MAINTENANCE	12,680.11
PG&E	ELECTRIC UTILITIES	32,655.56
POSTMASTER	POSTAGE BOX RENTAL	332.00
PROCLEAN SUPPLY	BUILDING & GROUNDS MAINT., OFFICE SUPPLY, SAFETY SUPPLIES	1,510.79
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	145.65
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	145.65
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	145.65
SILVAS OIL CO. INC.	FUEL	3,908.39
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	219.73
STAPLES CREDIT PLAN	OFFICE SUPPLIES	136.87
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	153.53
STREAMLINE	INFORMATION SYSTEMS	400.00
SW CONSTRUCTION INC.	DIST. LIFT STATION REFUB D-4	62,344.69
SYNCB/AMAZON	INFORMATION SYSTEMS	817.29
THE SENTINEL	LEGAL AD NOTICES	193.46
TRANSWESTERN INS ADMIN	DENTAL / LIFE INSURANCE	2,524.53
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	985.16
VISTA IT GROUP LLC	SCADA REPLACEMENT	38,215.90

MAS 200 Total Checks

\$266,191.81

**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT
June 22, 2022
WARRANT LIST**

ANDERSON & BALLOU INC.	EMERGENCY REPAIRS-FOWLER, LATER REPAIRS	47,500.00
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	1,230.24
AT&T/CALNET 3	COMMUNICATIONS	194.69
BACON, DAVID	WELLNESS PROGRAM REIMBURSEMENT	40.00
BRADLEY MEADOWS	PROFESSIONAL SERVICES: ENGR & TECH	600.00
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,199.50
CALIFORNIA WATER SERVICE	WATER UTILITIES	38.72
CASA	CASA CONFERENCE REGISTRATION	625.00
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	243.75
DUPERON CORP.	FLEX RAKE: WASH COMPACTOR	85,300.25
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FERGUSON WATERWORKS	EQUIPMENT REPAIRS AND MAINTENANCE	1,547.23
GAR BENNETT LLC	MAINTENANCE BUILDINGS & GROUNDS	432.70
GISELA ROSALES	EQUIPMENT REPAIRS AND MAINTENANCE	320.00
GONZALES, RALPH	CERTIFICATION REIMBURSEMENT	96.00
GRAINGER	MAINTENANCE - NUISANCE ABATEMENT	2,498.93
HERNANDEZ, FRANK	CERTIFICATION REIMBURSEMENT	182.00
HOME DEPOT CREDIT SERVICES	MAINTENANCE BUILDINGS & GROUNDS, OFFICE SUPPLIES, INFO SYSTEMS	638.30
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT REPAIRS AND MAINTENANCE	445.00
KINGSBURG, CITY OF	PHARMA KIOSK OUTREACH	173.75
LOPEZ, PAUL	CERTIFICATION REIMBURSEMENT	96.00
MARK RODRIQUEZ	DIRECTOR'S FEE	127.63
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
NAPA AUTO PARTS	EQUIPMENT REPAIRS AND MAINTENANCE	412.82
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S ACE HARDWARE	MAINTENANCE BUILDING & GROUNDS	262.56
PG&E	ELECTRIC UTILITIES	6,186.67
POLYDYNE, INC	CHEMICALS	26,217.52
PROFESSIONAL PRINT & MAIL, INC	FORMS	1,103.19
SHAPE INC	15HP PUMP	29,836.73
SILVAS OIL CO. INC.	FUEL, LUBRICANTS	7,619.22
TELETRAC NAVMAN US LTD.	GPS TRACKING	1,345.48
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIRS AND MAINTENANCE	12,757.73
THE GAS CO	GAS UTILITIES	105.22
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	658.33
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	94.01
TURNUPSEED ELECTRIC, INC.	EQUIPMENT REPAIRS AND MAINTENANCE	1,562.50
MAS 200 Total Checks		\$232,255.56

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

June 29, 2022

WARRANT LIST

ANDERSON & BALLOU INC.	EQUIPMENT MAIN REPAIR	12,000.00
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,233.74
BSK ASSOCIATES	EXTERNAL LAB SERVICES	528.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	15.05
CALPERS	RETIREMENT	1,781.30
PETTY CASH	EMPLOYEE RECOGNITION, SAFETY TRAINING, NOTARY, PARKING, OFFICE SUPPLY, AUTO MAINT.	340.81
CENTRAL VALLEY SALINITY COALITION INC.	PERMITS	4,740.00
FACT AUTOMATED ENTRANCES INC.	MAINTENANCE BUILDING & GROUNDS	227.90
FISHER SCIENTIFIC	LABORATORY SUPPLIES	813.95
FRANK A. OLSEN COMPANY	EQUIPMENT REPAIR & MAINTENANCE	2,893.38
G3 ENGINEERING	EQUIPMENT REPAIR & MAINTENANCE	41,454.66
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINT. OFFICE SUPPLIES	985.81
INDUSTRIAL ELECTRICAL CO	PLANT GENERATORY MAINTENANCE	12,824.85
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT REPAIR & MAINTENANCE	205.00
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES- MGMNT & HUM RELATIONS	5,343.00
MID VALLEY DISPOSAL	WASTE UTILITIES	311.12
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES- LEGAL	1,386.50
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	EQUIPMENT REPAIR & MAINTENANCE	1,443.49
NELSON'S ACE HARDWARE	EQUIPMENT R&M, PEST CONTROL, BLDG & GROUNDS	153.88
ORTIZ, GABINO	WELLNESS PROGRAM REIMB.	40.00
PG&E	ELECTRIC UTILITIES	554.21
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
SELMA, CITY OF	PHARMA KIOSK OUTREACH	2,197.50
SILVAS OIL CO. INC.	FUEL	4,121.75
STEINHAUER, KAREN	LAB SUPPLIES,CERTIFICATION, FUEL	139.19
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIR & MAINTENANCE	5,670.07
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	822.36
MAS 200 Total Checks		\$102,442.52

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

Cash Account Description	End of Month Cash Balance as of June 30, 2021	End of Month Cash Balance 6/30/2022
***Cash in Treasury: Operations & Maintenance	\$ 4,849,753.43	\$ 3,421,823.38
Cash in Bank: Operations & Maintenance	\$ 29,164.97	\$ 26,389.33
Cash in Bank: Payroll	\$ 202.85	\$ 203.30
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,879,821.25	\$ 3,449,116.01
***Cash in County Treasury:Expansion	\$ 3,355,773.82	\$ 4,770,294.96
***Cash in County Treasury: R&R	\$ 2,916,929.82	\$ 5,468,927.28
***Cash in County Treasury:Selma	\$ 2,086,379.20	\$ 1,965,375.77
***Cash in County Treasury: Selma SWRCB Reserve	\$ -	\$ 263,843.57
Total Selma	\$ 2,086,379.20	\$ 2,229,219.34
***Cash in County Treasury:Kingsburg	\$ 2,948,693.41	\$ 3,113,547.74
***Cash in County Treasury:Fowler	\$ 1,614,363.12	\$ 1,659,566.67
Total Cash Balance	\$ 17,801,960.62	\$ 20,690,672.00

*** PENDING COUNTY REPORTS @ 6/30/2022

RESOLUTION NO. 2022-18

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 June 9, 2022, 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 14th day of July 2022.

Chairwoman
Michelle Roman

ATTEST

Veronica Cazares Interim General Manager/ Secretary to Board

MEMORANDUM

(July 14, 2022)

To: S-K-F CSD Board of Directors
From: Veronica Cazares., Interim General Manager
Date Memo Prepared: June 29, 2022

Agenda Item: 7-A
Action: Motion

SUBJECT: Resolution No. 2022-19, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Relating to Emergency Repairs and Response To Wastewater Treatment Plant Power Outage and Ratifying the Award of Emergency Contracts Without Competitive Bidding For The Emergency Repairs

DIRECTOR'S SUMMARY

On June 22, 2022, high winds out of the south uprooted three trees at the wastewater treatment plant behind the Operation and Maintenance building. A canary island pine tree fell on the power lines on adjacent parcel (APN 39321103) and downed three power poles and lines causing the transformer to explode igniting brush. Emergency responders, PG&E were notified, and staff were directed to the Administration Building.

Craig Perry, Chief Plant Operator coordinated staff and a vendor to deliver generators to temporarily restore power to crucial processes within the wastewater treatment plant. The work began June 22, 2022. Utility power was restored June 23, 2022. The wastewater treatment plant cannot be offline for an extended period. The solar and battery system remains offline until the recloser is installed by PG&E. The lead time for the recloser is approximately two months. Staff is in active communication with PG&E.

The abrupt power shutdown and generator power has resulted in failure in electrical equipment around the facility. For example, PLC cards, HMI's, and at least one VFD have been damaged and require replacement. Craig Perry, Chief Plant Operator is compiling a list of replacement equipment and cost.

The estimated cost for the emergency generators and tree removal is \$90,000. Estimated costs associated with the emergency are replacement parts \$55,000 (as of 6/29/22), utility power increase will be an estimated \$75,000-\$100,000 per month while solar system is out of service. There may be equipment that is non-operational beyond what has already been identified. Operations staff is examining equipment and compiling a list of equipment requiring replacement.

Interim General Manager Cazares has submitted a claim to insurance carrier Mclarens for review and the District is compiling information and invoices for submission.

All discharge requirements and reporting were in compliance with the Districts general waste discharge order.

STAFF RECOMMENDATION

Interim General Manager Cazares recommends that the Board adopt Resolution No. 2022-19, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Relating to Emergency Repairs and Response To Wastewater Treatment Plant Power Outage and Ratifying the Award of Emergency Contracts Without Competitive Bidding for the Emergency Repairs

ACTION

Motion to adopt Resolution No. 2022-19, A Resolution Of The Board of Directors Of The Selma-Kingsburg-Fowler County Sanitation District Relating to Emergency Repairs and Response to Wastewater Treatment Plant Power Outage and Ratifying the Award of Emergency Contracts Without Competitive Bidding for the Emergency Repairs

Attachments: Resolution No. 2022-19

RESOLUTION NO. 2022-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT RELATING TO EMERGENCY REPAIRS AND RESPONSE TO WASTEWATER TREATMENT PLANT POWER OUTAGE AND RATIFYING THE AWARD OF EMERGENCY CONTRACTS WITHOUT COMPETITIVE BIDDING FOR THE EMERGENCY REPAIRS

WHEREAS, the Board of Directors has by Ordinance No. 2018-02 delegated its authority to the General Manager to order emergency work and proceed without plans, specifications or notice for bids to award contracts governing the purchase of supplies, equipment, and contractual services; and

WHEREAS, on June 22, 2022, high winds out of the southeast uprooted three trees at the wastewater treatment plant in the area of the Operation and Maintenance building; and

WHEREAS, A canary island cedar tree fell on the power lines on adjacent parcel (APN 39321103) and downed three power poles and lines causing the transformer to explode igniting brush; and

WHEREAS, emergency responders and PG&E were notified and staff were directed to the Administration Building; and

WHEREAS, Interim General Manager, Cazares has determined it was an emergency affecting the public health, safety and welfare and needed to procure generators, associated equipment, and electricians; and

WHEREAS, Craig Perry, Chief Plant Operator coordinated staff and Telstar, Inc to deliver generators to temporarily restore power to crucial processes within the wastewater treatment plant. The work began June 22, 2022; and

WHEREAS, the District contracted with Cardinal Tree Services to remove trees blocking access to power lines; and

WHEREAS, the estimated cost for the emergency generators and tree removal is \$90,000. Estimated costs associated with the emergency are replacement parts \$55,000 (as of 6/29/22), utility power increase will be an estimated \$75,000-\$100,000 per month while solar system is out of service; and

WHEREAS, There may be equipment that is non-operational beyond what has already been identified. Operations staff is examining equipment and compiling a list of equipment requiring replacement; and

WHEREAS, The Interim General Manager has submitted a claim to the District's insurance carrier, Mclarens, for review; and

WHEREAS, the District is compiling information and invoices in response to request from insurance carrier, Mclarens; and

WHEREAS, the emergency was over when utility power was restored at approximately 5:00PM on June 23, 2022; and

WHEREAS, per Ordinance No. 2017-01 the General Manager has provided a detailed staff report and verbal presentation justifying why the emergency did not permit a delay resulting from a competitive solicitation for bids and why his actions were necessary to respond to the emergency associated with the aforementioned response and repairs as well as on the costs associated with the repairs; and

WHEREAS, the Board of Directors has determined that the facts and circumstances are such that emergency response and repairs were needed.

NOW, THEREFORE the Board of Directors resolves as follows:

Section 1. The recitals herein are incorporated herein by reference.

Section 2. The Board ratifies the emergency action taken by the Interim General Manager including the award of the following emergency contracts without competitive bidding for the emergency repairs:

- Telstar Inc. for generators and electricians in the estimated amount of \$64,000.
- Cardinal Tree Service for tree removal in the estimated amount of \$26,000.

Section 3. Upon completion of the aforementioned work, any other work required on the Emergency Power shall be made through a competitive bid process as required by Ordinance No. 2017-01.

Section 4. This Resolution shall become effective upon adoption.

The foregoing Resolution No. 2022-19 was adopted on roll call on July 14, 2022 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

WHEREUPON, the Chairman declared the foregoing Resolution No. 2022-19 adopted and SO ORDERED.

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

MEMORANDUM

(July 14, 2022)

To: S-K-F CSD Board of Directors

Agenda Item: 7-B

From: Veronica Cazares, Interim General Manager

Action: Motion

Date Prepared: June 10, 2022

SUBJECT: Resolution No. 2022-20, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2022-23

DIRECTORS' SUMMARY

Resolution No. 2022-20 needs to be adopted in order to approve the list of parcels and the assessments to be collected on the County of Tulare tax roll. The Board approved the Agreement for Compensation to County of Tulare for Collection of Special Assessment at the March 10, 2022 Board meeting.

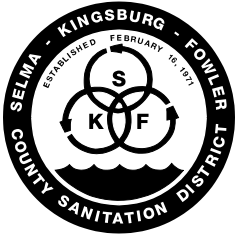
STAFF RECOMMENDATION

Interim General Manager Cazares recommends that the Board adopt Resolution No. 2022-20, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2022-23.

ACTION

Motion to adopt Resolution No. 2022-20, A Resolution of the Board of Directors of the Selma-Kingsburg Fowler County Sanitation District Certifying to the County of Tulare the Validity of the Legal Process Used to Place Direct Charges (Special Assessments) in the Secured Tax Roll for Fiscal Year 2022-23.

Attachment: Resolution No. 2022-19



SELMA - KINGSBURG - FOWLER
COUNTY SANITATION DISTRICT

DIRECTORS

Michelle Roman, Chairwoman
Buddy Mendes, Vice-Chairman
Nathan Magsig
Daniel Parra
Sarah Guerra

STAFF

Veronica Cazares, Interim General
Manager

RESOLUTION NO. 2022-20

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

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

WHEREAS, Ordinance No. 2019-02 also directed the preparation of filing of a Written Report containing a description of each parcel of real property receiving services and utilizing facilities from the District and containing the amount of service charge for each such parcel to be collected on the Tax Roll for Fiscal Year 2022-2023; and

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

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

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

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

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

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

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

The foregoing Resolution No. 2022-20 was introduced by Director ____, who moved its adoption, seconded by Director ____, and adopted on roll call on the 14th day of July, 2022 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

WHEREUPON, the Chairwoman declared the foregoing Resolution No. 2022-20 and SO ORDERED.

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

MEMORANDUM

(July 14, 2022)

To: S-K-F CSD Board of Directors

From: Veronica Cazares, Interim General Manager

Date Memo Prepared: July 1, 2022

SUBJECT: Request for Proposal- Sewer System Master Plan Update and Flow Analysis

Agenda Item: 7-C

Action: Motion

DIRECTORS' SUMMARY

District staff solicited a Request for Proposal for the Sewer System Master Plan Update and Flow Analysis. The submissions were due on June 22, 2022. One submission was received from Dopudja & Wells Consulting, Irvine CA. The District recommends entering into an agreement with Dopudja & Wells for a not to exceed cost of \$383,875 a contingency in the amount of \$15,000 for a total cost of \$398,875. Jon Wells, Project Manager, Dopudja & Wells has worked with the District for many years and is familiar with the District collections system and member cities. The project is in FY 22-23 budget, GL 8082-203-01 with a budget of \$390,000.

STAFF RECOMMENDATION

Interim General Manager Cazares recommends that the Board accept the proposal from Dopudja & Wells for a total not-to-exceed cost of \$383,875 a contingency in the amount of \$15,000 for a total cost of \$398,875 and authorize Interim General Manager Cazares to execute the necessary agreements.

ACTION

Motion to accept the proposal from Dopudja & Wells for a not to exceed cost of \$383,875, a contingency in the amount of \$15,000 for a total cost of \$398,875 and authorize Interim General Manager Cazares to execute the necessary agreements.

BACKGROUND

The Sewer System Master Plan was last updated in 2016 and needs to be updated to reflect cities' growth plans for development as well as to comply with the State Water Boards waste discharge for collection systems. The State Water Boards is scheduled to approve a new general waste discharge order at the end of 2022. The proposed project scope includes:

- Incorporate a few amendments into the update.
- Meet with member city planning departments, policy advisory committee, councils, to review general plans and development timeframes.
- A temporary flow monitoring program to calibrate model and determine flow factors for various land uses. The last flow monitoring activity occurred in 2006.
- Update hydraulic model and calibrate based on flow monitoring results, flow projections for future and existing. Update capital improvement program.
- Perform gap analysis and audit of the Sewer System Management Plan.
- Update rehabilitation/repair plans.
- Master planning tools.