

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

REGULAR MEETING OF BOARD OF DIRECTORS

JANUARY 12, 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/81905890731?pwd=WFhZZCtwSStrQ0JuMmxUQ29HNGw4Zz09>

Telephone Number 1-669-900-6833

Meeting ID 819 0589 0731

Passcode 402313

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

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

Bill Patterson, CPA, Sampson, Sampson & Patterson, LLP

2. APPROVAL OF AGENDA

Additions, deletions, substitutions, and adoption of agenda

3. PRESENTATIONS

Adoption of Resolution No. 2023-04, a Resolution Honoring Michelle Roman for Seven Years of Service on the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District (*p.1*)

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 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*)

6. 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. *Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager.*

B. 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. *Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager*

C. SUBJECT:

Reassignment of Baseline Discharge Capacity Entitlement From Cacciatore Fine Wines & Oil to Dom and J Properties, LLC (APN028150020, 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)

D. SUBJECT:

Bid Results – Fleet Replacement Program -V05 Ford 450 (p.24)
Staff Report Prepared By: Veronica Cazares, Interim General Manager

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.

E. SUBJECT:

Request For Proposals - Collection System Camera (p.26)
Staff Report Prepared By: Veronica Cazares, Interim General Manager

RECOMMENDATION:

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

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

Staff Report prepared By: Veronica Cazares, Interim General Manager

7. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

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

8. GENERAL MANAGER REPORTS

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. RECONVENE OPEN SESSION

A. Provide Report from Closed Session if required.

11. ADJOURNMENT

Motion to Adjourn

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

Next Ordinance: 2023-01

Next Resolution: 2023-07

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

ADA COMPLIANCE AND REASONABLE ACCOMMODATIONS POLICY. The SKF Board will be considering adoption of a Reasonable Accommodations Policy at this January 12, 2023, meeting that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. In the meantime, if you need assistance in order to attend this Board meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, the District is happy to assist you. Please contact Alicia Kirk at (559) 897-6500 ext. 213 so such aids or services can be arranged. Requests may also be made by email to Ms. Kirk at akirk@skfcsd.org OR may be delivered to her at District Offices located at 11301 E Conejo Ave, Kingsburg, CA 93631 or mailed to her at 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 is suggested.

RESOLUTION NO. 2023-04

A RESOLUTION HONORING
MICHELLE ROMAN
FOR SEVEN YEARS OF SERVICE ON THE
BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY
SANITATION DISTRICT

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

WHEREAS, Michelle Roman has served as a member of the Selma-Kingsburg-Fowler County Sanitation District Board of Directors from January 8, 2015 through December 8, 2022; and

WHEREAS, she has given wise management guidance, and has shown long-range thinking and excellent leadership over the years.

NOW, THEREFORE, the Board of Directors hereby honors Michelle Roman for seven years of outstanding service.

The foregoing resolution was introduced and seconded simultaneously by all Directors and adopted by unanimous vote of those present on January 12, 2023.

DIRECTOR MAGSIG	_____
DIRECTOR GUERRA	_____
DIRECTOR MEJIA	_____
DIRECTOR PALOMAR	_____
VICE CHAIR MENDES	_____

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

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

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

MINUTES OF THE REGULAR BOARD MEETING OF DIRECTORS

DECEMBER 8, 2022

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:01 p.m. by Chairwoman Roman.

DIRECTORS

Nathan Magsig(P)
Sarah Guerra(P)
Daniel Parra(A)
Buddy Mendes, Vice Chair(P)
Michelle Roman, Chairwoman(P)

STAFF and CONSULTANTS

Veronica Cazares, Interim General Manager
Alicia Kirk, Executive Assistant to the G.M.
Hilda Cantú Montoy, General Counsel
Craig Perry, 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 8, 2022, was made by Director Guerra and seconded by Director Mendes and approved by the following vote:

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

NO:

ABSENT: Director Parra

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 October 13, 2022, Regular Board Meeting (p.1)
- B. Minutes of October 28, 2022, Special Board Meeting (p.4)

- C. Warrant List Reports of, October 12, 2022, October 26, 2022, November 9, 2022, November 11, 2022 (p. 6)
- D. Cash Activity Report of, October 31, 2022, November 30, 2022 (p.10)
- E. The Board will consider adoption of Resolution No. 2022-23 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. *(p.14)*
- F. The Board will consider adopting Resolution No. 2022-24, A Resolution Adopting the Amended Section 125 Premium Only Plan for Calendar Year 2023. *(p.18) Staff Report Prepared By: Tricia Miller, Administration Services/HR 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 vote:

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

NEW BUSINESS

- A. Subject: ENGIE Year Three Update Report on the Solar and the Project and Savings (p.21) Staff Report Prepared By: Veronica Cazares, Interim General Manager

Nichole Przybyla and Ashu Jain of Engie gave the three-year report on the District’s solar Project with a Power Point visual. It was asked and answered that the District’s contract includes a twenty-year operations and maintenance monitoring guarantee. It was said that for every shortfall, SKF does receive compensation. It was said that should the battery need to be replaced, that Engie does have a legal obligation to do so. It was asked and answered that if the original company that provided the inverter should no longer be in business at the time of replacement, that Engie would choose a comparable product. It was asked that if the battery needs to be swapped, would the inverter be changed out as well, and the answer was if the inverter shows signs of degradation, then yes it would be. It was suggested that General Counsel meet with Ashu over a Zoom conference how Engie determines their calculations. General Counsel let the board know that she is confident in the District’s contract with Engie. It was said that at this time the solar system has learned the District’s operations.

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

Chairwoman Michelle Roman said that currently there is no representative from the Central Valley for CASA and encouraged participation.

INTERIM GENERAL MANAGER REPORTS

- A. 2023 CASA Winter Conference - January 25-27 at Hilton Palm Springs. Directors must notify Alicia Kirk, Executive Assistant to the General Manager, by December 15, 2022, of their intention to attend so reservations can be made.

At this time, there will be no attendance at the conference.

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 Guerra and approved by a unanimous voice vote at 4:34 pm.

Respectfully submitted,

Approved,

Veronica Cazares Interim General Manager/
Secretary of the Board

Buddy Mendes
Vice-Chair of the Board

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

**MINUTES OF THE SPECIAL BOARD MEETING OF DIRECTORS
DECEMBER 20, 2022**

CALL TO ORDER AND ROLL CALL

The Special Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 8:37 a.m. by Chairwoman Roman.

DIRECTORS

Nathan Magsig(P)
Sarah Guerra(P)
Daniel Parra(A)
Buddy Mendes, Vice Chair(P)
Michelle Roman, Chairwoman(P)

STAFF and CONSULTANTS

Hilda Cantú Montoy, General Counsel
Alicia Kirk, Executive Assistant to the G.M.
David Bacon, Information Systems Analyst

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Special Board meeting of December 20, 2022, was made by Director Magsig and seconded by Director Mendes and approved by the following vote:

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

NO:

ABSENT: Director Parra

ABSTAIN:

CLOSED SESSION

A. Public Employee Appointment

Title: General Manager - Pursuant to Government Code Section 54957

Closed Session began at 8:38 am

RECONVENE OPEN SESSION

Open session began at 12:04 p.m.

General Counsel reported out that four Board members were present in Closed Session:

Chairwoman Roman, Vice Chairman Mendes, Director Guerra, and Director Magsig. Director Parra was absent. General Counsel said that there is no reportable action at this time.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Guerra and seconded by Director Mendes and approved by a unanimous voice vote at 12:05 pm.

Respectfully submitted,

Approved,

Alicia Kirk, Executive Assistant to
The General Manager

Buddy Mendes
Vice Chair of the Board

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

December 07, 2022

WARRANT LIST

ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	1,170.43
AMERICAN EXPRESS	SAFETY AWARDS, TRAVEL & TRAINING	1,407.45
AMPARAN FLOORING INC.	MAINTENANCE BUILDING & GROUNDS	1,760.00
ANDERSON & BALLOU INC.	EQUIPMENT MAINTENANCE	12,500.00
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,252.32
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	145.65
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	145.65
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	969.61
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,036.00
CALIFORNIA CAD SOLUTIONS INC	PROFESSIONAL SERVICES ENGR & TECH	8,775.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	15.80
CALPERS	RETIREMENT	42,057.33
CPS HR CONSULTING	PROFESSIONAL SERVICES MGT & HUM REL	10,000.00
CWEA	MEMBERSHIPS	404.00
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	145.65
DKF SOLUTIONS GROUP, LLC	PROFESSIONAL SERVICES MED & SAFETY	350.00
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	146.52
FISHER SCIENTIFIC	LABORATORY SUPPLIES	176.66
GAR BENNETT LLC	EQUIPMENT MAINTENANCE	99.08
GARY HELM	RETIREE HEALTH REIMBURSEMENT	145.65
HD FACILITIES MAINTENANCE	SAFETY SUPPLIES	150.77
HOME DEPOT CREDIT SERVICES	BLDG & GROUNDS, EQUIPMENT MAINTENANCE	798.31
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
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES MGT & HUM REL	555.50
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	145.65
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	232.94
MID VALLEY DISPOSAL	WASTE UTILITIES	892.47
MILTON S. FRANK CO. INC.	EQUIPMENT MAINTENANCE	1,788.43
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES LEGAL	2,819.50
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	183.00
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	AUTO & EQUIPMENT MAINTENANCE	815.76
NELSON'S ACE HARDWARE	BLDG & GROUNDS, EQUIPMENT MAINTENANCE	63.26
O'REILLY AUTO PARTS	BLDG & GROUNDS MAINTENANCE	76.66
PG&E	ELECTRIC UTILITIES	23,045.99
RGW EQUIPMENT SALES, LLC	EQUIPMENT MAINTENANCE	8,187.46
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	145.65
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	145.65
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	145.65
SCOUT SPECIALTIES INC.	EQUIPMENT MAINTENANCE	50.18
SILVAS OIL CO. INC.	FUEL	1,869.31
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	328.52
STATE WATER RESOURCES CONTROL BOARD	MCCALL PROJECT LOAN PAYMENT	263,843.57
STEINHAUER, KAREN	CERTIFICATION REIMBURSEMENT	290.00
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	153.53
STREAMLINE	INFO SYSTEMS EXPENSE	400.00
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	5,652.85
THE SENTINEL	PRINTING - ADVERTISING	130.56
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	249.40
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	922.88

MAS 200 Total Checks

\$399,843.06

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

December 21, 2022

WARRANT LIST

ALERT O LITE, INC.	EQUIPMENT MAINTENANCE	386.03
ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	1,192.12
AMAZON CAPITAL SERVICES	OFFICE SUPPLY	18.51
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,252.32
AT&T/CALNET 3	COMMUNICATIONS	205.72
BSK ASSOCIATES	EXTERNAL LAB SERVICES	249.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	39.47
CALPERS HEALTH	HEALTH INSURANCE	39,699.35
CASH	PETTY CASH REIMB. TRAVEL,SAFETY AWRDS, OFFICE SUPPLY,LAB SUPPLY,POSTAGE,	509.93
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS EXPENSE	5,760.57
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER, LAB SUPPLY	429.20
COMCAST	COMMUNICATIONS	109.95
DANIEL MURRIETA	SAFETY AWARDS	188.48
DOPUDJA & WELLS CONSULTING INC.	COLLECTION SYSTEM MASTER PLAN	25,696.74
ENSEMBLE SOLUTIONS GROUP	INFORMATION SYSTEMS EXPENSE	2,175.86
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FRESNO COUNTY ASSESSOR	BOOKS & PUBLICATIONS	24.00
GISELA ROSALES	AUTO MAINTENANCE	1,490.00
GONZALES, MARK	CERTIFICATION REIMBURSEMENT	95.00
GONZALES, RALPH	TRAVEL & TRAINING, CERT REIMB.	113.17
HOME DEPOT CREDIT SERVICES	SAFETY AWARDS	107.39
KINGS MEDICAL CENTER	PROF.SERVICES - MED. & SAFETY	95.00
LIEBERT CASSIDY WHITMORE	WEBINAR TRAINING	75.00
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MID VALLEY DISPOSAL	WASTE UTILITIES	347.54
MKN	DIST.LIFT STATION REFURB 18TH AVE	1,410.00
MUNICIPAL MAINT EQUIPMENT, INC	2022 VAC-CON, EQUIP.MAINTENANCE	418,500.02
NAPA AUTO PARTS	AUTO & EQUIPMENT MAINTENANCE	1,037.38
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE	231.71
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	423.16
PAPE KENWORTH	EQUIPMENT MAINTENANCE	714.61
PIONEER RESEARCH	CHEMICALS	6,227.17
RAYMOND MIKE ALANIZ	CERTIFICATION REIMBURSEMENT	100.00
SAMPSON SAMPSON & PARTNERS LLC	PROF.SERVICES - AUDIT	10,000.00
SARAH GUERRA	DIRECTOR'S FEE	127.63
SEEPEX INC.	EQUIPMENT MAINTENANCE	154.41
SILVAS OIL CO. INC.	FUEL	1,998.46
SKF - EAC	EMPLOYEE RECOGNITION PROG.	1,125.00
SMARTCOVER SYSTEMS	EQUIPMENT MAINTENANCE	6,448.00
SOTO, ROBBIE	TRAVEL EXPENSE REIMB.	14.09
STEAM CLEANERS, INC	EQUIPMENT MAINTENANCE	907.62
SWRCB ACCOUNTING OFFICE	PERMITS	54,516.00
SYNAGRO TECHNOLOGIES	HAULING OF BIOSOLIDS	49,418.56
SYNCB/AMAZON	OFFICE SUPPLY, INFO SYSTEM EXP.	227.35
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	2,692.00
THE GAS CO	GAS UTILITIES	808.93
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	676.56
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	413.68
VIDEO INSPECTION SPECIALISTS	EQUIPMENT MAINTENANCE	1,540.00
WILSON FIRE SPIRNKLER CO INC.	EQUIPMENT MAINTENANCE	2,260.00
ZERO NOX INC.	EQUIPMENT MAINTENANCE	10,786.70

MAS 200 Total Checks

\$653,402.28

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

Cash Account Description	End of Month Cash Balance as of June 30, 2022	End of Month Cash Balance 12/31/2022
Cash in Treasury: Operations & Maintenance	\$ 3,741,651.06	\$ 5,554,124.98
Cash in Bank: Operations & Maintenance	\$ 26,389.33	\$ 83,844.23
Cash in Bank: Payroll	\$ 203.30	\$ 203.40
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 3,768,943.69	\$ 5,638,872.61
Cash in County Treasury:Expansion	\$ 4,783,224.81	\$ 5,272,193.95
Cash in County Treasury: R&R	\$ 5,476,484.62	\$ 5,008,444.74
Cash in County Treasury:Selma	\$ 1,997,552.53	\$ 2,013,494.84
Cash in County Treasury: Selma SWRCB Reserve	\$ 263,843.57	\$ 264,881.07
Total Selma	\$ 2,261,396.10	\$ 2,278,375.91
Cash in County Treasury:Kingsburg	\$ 3,131,019.54	\$ 3,274,082.04
Cash in County Treasury:Fowler	\$ 1,670,783.38	\$ 1,808,614.04
Total Cash Balance	\$ 21,091,852.14	\$ 23,280,583.29

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED DECEMBER 31, 2022

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	12/7/2022	\$	399,843.06
WARRANT LIST ENDING	12/21/2022	\$	653,402.28
			1,053,245.34
TOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 1,053,245.34

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	12/4/2022	\$	95,148.96
EMPLOYER CONTRIBUTIONS (PERS)	12/4/2022	\$	8,762.28
EMPLOYER TAXES	12/4/2022	\$	1,255.08
HEALTH INSURANCE	12/4/2022	\$	14,445.40
			\$ 119,611.72

TOTAL SALARIES PERIOD ENDING:

SALARIES	12/18/2022	\$	95,533.91
EMPLOYER CONTRIBUTIONS (PERS)	12/18/2022	\$	8,884.10
EMPLOYER TAXES	12/18/2022	\$	1,258.67
HEALTH INSURANCE	12/18/2022	\$	14,445.40
			\$ 120,122.08

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES			\$ 239,733.80
--	--	--	---------------

		\$	1,292,979.14
			1,292,979.14

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2023-01**

A RESOLUTION OF RECOGNITION AND COMMENDATION TO

ALVARO VILLA

AS 2022 EMPLOYEE OF THE YEAR

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

WHEREAS, Alvaro Villa has been nominated by his Department Supervisor and has been selected by the Interim 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 2022 Employee of the Year.

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

The foregoing resolution was adopted on January 12, 2023 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR GUERRA

DIRECTOR PALOMAR

VICE CHAIR MENDES

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

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

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2023-02**

**A RESOLUTION OF RECOGNITION AND COMMENDATION TO
VERONICA CAZARES
FOR TWENTY YEARS OF DEDICATED SERVICE**

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

WHEREAS, Veronica Cazares has been employed by the Selma-Kingsburg-Fowler County Sanitation District since April 15, 2002; and

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

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

NOW, THEREFORE, the Board of Directors hereby honors Veronica Cazares for twenty years of dedicated service.

The foregoing resolution was adopted on January 12, 2023, on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR GUERRA

DIRECTOR PALOMAR

VICE CHAIR MENDES

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

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

RESOLUTION NO. 2023-03

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 8, 2022, the Board approved a Reauthorizing Resolution for an additional thirty days; and

WHEREAS, on January 3, 2022, 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 12th day of January 2023.

Vice Chairman
Buddy Mendes

ATTEST

Veronica Cazares Interim General Manager/ Secretary to Board

MEMORANDUM

(January 12, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, Interim General Manager
Date Memo Prepared: December 28, 2022
Staff Report prepared by Tricia Miller, Administration Services/HR Manager

Agenda Item: 6-A
Action: Motion

SUBJECT:

Fiscal Year 2021-22 Audit Report Presentation

RECOMMENDATION

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

EXECUTIVE SUMMARY

Bill Patterson, CPA, independent auditor from the firm Sampson, Sampson & Patterson, LLP, of Fresno, will present the Draft Fiscal Year 2021-22 Audit Report to the Board. Board acceptance is requested.

MEMORANDUM

(January 12, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, Interim General Manager
Date Memo Prepared: January 5, 2023
Staff Report Prepared By: Tricia Miller, HR./Administrative Services Manager

Agenda Item: 6-B
Action: Informational

SUBJECT:

Fiscal Year 2023-24 Budget Preparation Schedule

RECOMMENDATION

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

EXECUTIVE SUMMARY

Attached is the schedule that staff will be using to prepare the draft budget for Fiscal Year (FY) 2023-24. The fiscal year begins July 1, 2023. Informational only.

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 13, 2023.

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 11, 2023.

Attachment: Fiscal Year 2023-24 Budget Preparation Schedule Staff Memo dated 1-5-23.

MEMO

Date: Thursday, January 5, 2023

To: Staff

From: Tricia Miller

Subject: FY 2023-24 Budget Preparation Schedule

PARTICIPANTS: VC = Veronica Cazares, Interim 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
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 2022 thru January 2023
2)	Presentation of budget schedule.	VC to staff	1-9-23
3)	Submittal of draft of updates for CIP and RMP.	CP, AK, KS, TM to VC	July 2022 thru January 2023
4)	Administrative staff to enter current year approved budgeted amounts into SAGE.	TM and staff	1-3-23 through 1-20-23
5)	Dept. heads submit personnel request justifications for positions or changes in job description, reclassifications, salary ranges, or benefits.	CP, VC, RG, KS, TM	1-20-23

	The % for CalPERS pension, septic revenue, anticipated rent and ESFRs for misc. industries.	SC and LS to TM to VC	1-20-23
	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 VC	1-20-23 by noon
6)	Review draft of updates for CIP and RMP. Development of draft capital and RMP budgets.	CP, VC, RG, KS, TM	1-3-23 through 1-23-23
7)	Mailing of letter to industries requesting projected loadings.	KS to VC	1-27-23
8)	Presentation of electrical energy usage report (breakdown by flow, BOD and TSS).	CP to VC	1-30-23
9)	Presentation of 125 Plan Contributions Report - departments not necessary, just union, non-rep and total through 7 months.	SC to TM to VC	1-30-23
10)	Preparation of personnel services budget.	TM and VC	Week of 1-30-23
11)	Presentation of services and supplies draft seven-month budget vs. actual summary.	TM to staff and VC	Week of 1-30-23
12)	Review services and supplies draft seven-month budget vs. actual summary for coding of G/L account numbers.	TM and VC	Week of 1-30-23
13)	Preparation of departmental services and supplies budget requests including equipment purchases, especially if over \$8,000. KS give VC a list of industries which lab bills for fixed charge only.	VC, CP, RG, KS, TM	Prepare week of 1-30-23; Submit 2-7-23 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 VC	2-10-23 by noon
15)	Submission of report of ESFR distribution to residential & commercial.	SC and LS to TM to VC	2-3-23 by noon
16)	Submission of industrial loading projections.	KS to TM to VC	2-3-23 by noon
17)	Preparation of services and supplies budget.	TM and VC	Week of 2-6-23

18)	Development of revenue program/rate model and determination of recommendation for sewer service charge rates for industrial, residential, commercial, and institutional. Preparation of pretreatment program budget identification page.	TM, LS and VC	Week of 1-9-23
19)	Development of septic hauler rates.	TM and VC	Week of 1-9-23
20)	Preparation of fiscal plan summaries, cash flow projections, policy statements, charts of accounts descriptions, and budget message.	TM and VC	Week of 1-9-23
21)	Final management review, editing, copying and assembly of draft budget.	TM, VC, AK and staff	Week of 1-23-23
22)	Meet with PAC review draft CIP and Budget.	Board of Directors	3-13-23
23)	Delivery of revenue program to industrial dischargers.	TM and VC to industrial users	Week of 3-13-23
24)	Revise draft District fiscal plan as needed	TM and VC	Week of 3-13-23
25)	Budget workshop for Board, as needed.	Board and staff	Mid to late March
26)	Consideration of industrial dischargers diversion allowances.	Board of Directors necessary every 5 years)	Due to be renewed 6-30-2025
27)	The Board will Review the First Presentation of The Draft Capital Improvement Program and the Draft Budget for FY 2022-23 and Provide Direction to Staff.	Board of Directors	4-13-23
28)	Public hearings for Resolution No. 2023-??, A Resolution Approving and Adopting the Budget for the FY 2023-24. Public hearings for Resolution No. 2023-?? A Resolution Accepting the Capital Improvement Program for the FY 2023-24.	Board of Directors	5-11-23
29)	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 VC	Week of 5-15-23

- | | | | |
|-----|--|--------------------|-----------------|
| 30) | Filing of Budget with Fresno County auditor-controller and state agencies as necessary. | TM | Week of 5-15-23 |
| 31) | Updating of the Information Sheet. | VC to DB | Week of 5-15-23 |
| 32) | Resolution No.2023-?? A Resolution to Place Direct Charges on the Tulare County Tax Roll for FY 2023-24. | Board of Directors | 6-8-23 |
| 33) | Public hearings for Resolution No. 2023-??, 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 2023-24. | Board of Directors | 6-8-23 |
| 34) | 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 VC | 6-9-23 |

MEMORANDUM

(January 12, 2023, Board Meeting)

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

Agenda Item: 6-C

Action: Motion

SUBJECT:

Reassignment of Baseline Discharge Capacity Entitlement From Cacciatore Fine Wines & Olive Oil to Dom and J Properties, LLC (APN028150020, 39400 Clarkson Dr., Kingsburg)

RECOMMENDATION

That the Board of Directors approve 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.

EXECUTIVE SUMMARY

District Resolution No. 2008-08 provides Guidelines for Administrative Implementation of Ordinance No. 42. The resolution provides for Baseline Discharge by Major Industrial Users. The Guidelines prohibit the transfer of Baseline Discharge except to the District by Major Industrial Users. Section 7) states: "In the event that a Major Industrial User transfers title to real property which as an established Baseline Discharge, such Baseline Discharge shall be reassigned by the District to said real property." In this case, Major Industrial User, Cacciatore Fine Wines & Olive Oil, transferred its real property to Dom and J Properties LLC and requests that District transfer the capacity entitlement to the new owner.

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.

MEMORANDUM

(January 12, 2023, Board Meeting)

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

Agenda Item: 6-D
Action: Motion

SUBJECT: Bid Results – Fleet Replacement Program–V05 Ford 450

RECOMMENDATION

That the Board of Directors accept the bid from Groppetti Ford, Visalia in the amount of \$146,720.82 and authorize the Interim General Manager to execute the necessary agreements.

EXECUTIVE SUMMARY

Equipment and vehicles are replaced based on a 10-year or 100,000-mile schedule or when they are no longer feasible to repair. All equipment and vehicle replacement requests exceeding the spending limit authority of the General Manager are brought to the Board for approval. Consistent with District policy, technology upgrades are budgeted annually to continuously improve efficiency through the use of technology and business process refinement.

The District issued an invitation for bids to replace a 2003 Ford 450 service body truck. The District received bids for a 2023 White F-550 Regular Cab 4X2 Chassis with Auto crane body to be used as the District’s service truck. The bid results are as follows:

		<u>Delivery</u>
Groppetti Ford, Visalia CA	\$146,720.80	6 month
Fahrney Ford, Selma CA	\$150,230.00	8 month
Future Ford, Fresno CA	Non-responsive	


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.

The District has previously procured equipment from Groppetti Ford in the past and is satisfied with the service provided.

Attachment: CIP Form B.

FORM B

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT CAPITAL IMPROVEMENT PROJECT REQUEST

1. Project Title: Fleet Replacement Program-V05 Ford F450											
2. Project Cost: \$ 130,000											
3. Purpose of Project: <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input checked="" type="checkbox"/> Modify a project already in the adopted program											
4. Priority: 2											
5. Location: District Service Area											
6. Description: Fleet Replacement Program. Replace vehicles from fleet with an average life of 13 years. Replace vehicles from the fleet due to age, mileage, usage and maintenance records. The goal is to reduce fleet inventory, replace existing vehicles with smaller ones and improve efficiency.											
7. Justification & Useful Life: Equipment and vehicles are replaced based on a 10 year or 100,000 miles schedule and are no longer feasible to repair. Any equipment and vehicle replacement request exceeding the spending limit authority of the General Manager is brought to the Board for approval. Consistent with District policy, technology upgrades are budgeted annually to continuously improve efficiency through the use of technology and business process refinement. Useful Life: 10 years.											
8. Costs:	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	Total
Planning/Design	0	0	0	0	0	0	0	0	0	0	0
Land Acquisition	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Equipment	130,000	0	0	0	0	0	0	0	0	0	130,000
Total	130,000	0	0	0	0	0	0	0	0	0	\$ 130,000
9. Funding:	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	Total
O&M	0	0	0	0	0	0	0	0	0	0	0
R&R	130,000	0	0	0	0	0	0	0	0	0	130,000
Expansion	0	0	0	0	0	0	0	0	0	0	0
Selma R&R	0	0	0	0	0	0	0	0	0	0	0
Kingsburg R&R	0	0	0	0	0	0	0	0	0	0	0
Fowler R&R	0	0	0	0	0	0	0	0	0	0	0
Debt	0	0	0	0	0	0	0	0	0	0	0
Total	130,000	0	0	0	0	0	0	0	0	0	\$ 130,000
10. Comments:							Submitted By: CIP Committee				
							Signature: _____				
							Date: 3/9/16 rev 4/20/21				
							Approved By: _____				

MEMORANDUM

(January 12, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, Interim General Manager
Date Prepared: January 4, 2023

Agenda Item: 6-E
Action: Motion

SUBJECT: Request for Proposals – Collection System Camera

RECOMMENDATION

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

EXECUTIVE SUMMARY

The District rejected bids for the collection system camera at the April 14, 2022, Board meeting. Staff was authorized to initiate a new bid process with a clear description and criteria so that there is a level playing field for all bidders. The new RFP was issued on November 8, 2022, to three (3) potential proposers and posted to the builders 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.

Proposals were received on December 15, 2022, and reviewed by staff.

The proposal results are as follows:

		<u>Delivery</u>
Aries Industries, Inc., Fresno, CA	\$115,360.40	6-8 weeks
Haaker Equipment Company, Le Verne, CA	\$140,574.61	8 weeks


The collection system camera is to be used to televise sewer mains to diagnose problems in the collection system.

Attachment: CIP Form B.

FORM C

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT REPAIR AND MAINTENANCE PROJECT REQUEST

1. Project Title: Collection System Camara											
2. Project Cost: \$ 110,000											
3. Purpose of Project: <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input type="checkbox"/> Modify a project already in the adopted program											
4. Priority: 2											
5. Location: Collection System											
6. Description: Camera to CCTV sewer mains.											



7. Justification & Useful Life: The camera is to be used for emergencies. There is at least a 2-7 day lead time from local vendor(s). The District staff will be able to efficiently determine the problem and plan for correction within maintained sewer mains. Useful Life 8-10 years											
8. Costs:	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Total
Planning/Design	0	0	0	0	0	0	0	0	0	0	0
Land Acquisition	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Equipment	110,000	0	0	0	0	0	0	0	0	0	110,000
Total	110,000	0	0	0	0	0	0	0	0	0	110,000

9. Funding:	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Total
O&M	0	0	0	0	0	0	0	0	0	0	0
R&R	0	0	0	0	0	0	0	0	0	0	0
Expansion	110,000	0	0	0	0	0	0	0	0	0	110,000
Selma R&R	0	0	0	0	0	0	0	0	0	0	0
Kingsburg R&R	0	0	0	0	0	0	0	0	0	0	0
Fowler R&R	0	0	0	0	0	0	0	0	0	0	0
Debt	0	0	0	0	0	0	0	0	0	0	0
Total	110,000	0	0	0	0	0	0	0	0	0	\$ 110,000

10. Comments:	Submitted By: V.Cazares Signature: _____ Date: 02/20/20 Approved By: _____
----------------------	---

MEMORANDUM

(January 12, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, Interim General Manager
Date Prepared: January 4, 2023

Agenda Item: 6-F
Action: Motion

SUBJECT: Consideration of Reasonable Accommodations Policy for District meetings subject to the Brown Act to comply with Assembly Bill No. 2449

RECOMMENDATION

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

EXECUTIVE SUMMARY

On September 13, 2022, Assembly Bill No. 2449 was approved by Governor Newsom, amending, repealing, and adding sections 54953 and 54954.2 of the Government Code, relating to local government. 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, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, including members of the public, staff, and members of the legislative body.

Accommodations can be made for individuals with visual, audio or mobility impairments. The policy which will go into effect upon adoption, outlines available accommodations in addition to the process to follow to request special accommodations. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. Note that an accommodation will be considered to be unreasonable and will not be provided if it imposes undue financial or administrative burdens on the District or requires a fundamental alteration in the nature of a program. If a particular accommodation is unreasonable, the District will offer an alternative accommodation that is reasonable.

The Reasonable Accommodations Policy will be under further review to ensure the District includes as many feasible measures without posing a financial or administrative burden. If additional options including resources or equipment are identified this policy will be brought back to the Board for consideration.

Attachments: Resolution 2023-05, Reasonable Accommodations Policy

RESOLUTION 2023-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT ADOPTING A REASONABLE ACCOMMODATIONS POLICY FOR BOARD MEETINGS SUBJECT TO THE BROWN ACT

WHEREAS, 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, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, including members of the public, staff, and members of the legislative body.

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

1. The foregoing recital is true and correct and is incorporated by reference.
2. The Board hereby adopts the Reasonable Accommodations Policy for Board Meetings attached as Exhibit A.

CERTIFICATION

The foregoing Resolution No. 2023-05 was adopted on roll call on a regular meeting held on January 12, 2023, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

WHEREUPON, the Chairman declared the foregoing Resolution No. 2023-05 adopted.

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

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

**REASONABLE ACCOMMODATIONS POLICY
FOR BOARD 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, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, including members of the public, staff, and members of the legislative body.

Readily Available Accommodations

Any of the following accommodations can be provided for a publicly-noticed Board meeting or meetings open to the public:

- Agendas and staff reports: Upon request, any agendas or staff reports can be made available in appropriate alternative formats to persons with a disability, including hyperlinks where appropriate so that the user can access the linked information.
- For individuals with hearing loss: Upon request, accommodations can include the following:
 - Assistive listening devices;
 - Assistive listening systems;
 - Accessible electronic and information technology.
- For individuals with visual impairments: Upon request, accommodations can include the following:
 - Audio recordings;
 - Screen reader software;
 - Magnification software;
 - Large print materials; and
 - Accessible electronic and information technology.

Note that electronic agendas are available on the District’s website at www.skfcsd.org in pdf format, which should be compatible with the screen readers that are commonly used by those who are visually impaired.

- For individuals with mobility impairments: Upon request, accommodations can include the following:
 - ADA accessible facilities, including ramps and elevators (if needed), to access board room or other locations where public meetings are being held;
 - Closed circuit broadcast/Zoom/Teams/telephone access.

Process for Other Accommodations

Individuals who are deaf or hard of hearing, who are blind or have low vision, have mobility impairments, or have any other disability, may also request accommodations other than those readily available using the process outlined below. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. Note that an accommodation will be considered to be unreasonable and will not be provided if it imposes undue financial or administrative burdens on the District, or requires a fundamental alteration in the nature of a program. If a particular accommodation is unreasonable, the District will offer an alternative accommodation that is reasonable.

Process to request an additional accommodation: A request for an accommodation other than those listed above may be made as follows:

1. Make the request for the accommodation as soon as you can, preferably before the meeting you wish to attend, or at the meeting itself, if necessary. The sooner the request is made, the more likely it is that the District can provide the additional accommodation or an alternative. You can make this request yourself, or someone can make it on your behalf with your permission.
2. Make the request orally or in writing, and submit it to the City Clerk or to the City Manager so as to avoid delay in reviewing and processing the request. Requests can be made at either the following email address or mailing address:

Email Address: akirk@skfcsd.org

Mailing Address: PO Box 158, Kingsburg, CA 93631

3. The request for an accommodation must provide the following information:
 - (a) *Identify the proposed accommodation.* Tell us the type of accommodation you are seeking, and how the accommodation will allow you to access and participate in the meeting. The specific impairment does not need to be disclosed. Instead, a general statement of explanation of the type of need will suffice. A letter from a physician that the requested accommodation is required for you to access and participate in the meeting can also be submitted, but is not required.

(b) *Contact information.* Provide current contact information so we can respond in a timely manner. This can be a mailing address, an email address, or telephone number, for example. Note that if only a mailing address is provided, you need to make the request early enough that a mailed response can be timely provided.

(c) *Identify the meeting where the additional accommodation is requested.* Specify the specific meeting(s) where the accommodation is requested.

Procedures for District Staff: Once District staff have received a request for an additional accommodation, the following procedures will apply:

1. Any District staff member who receives, or believes they may have received, an accommodation request will promptly relay the request and the requestor's contact information to the Executive Assistant to the General Manager.
2. The District's General Counsel may be requested to assist in the review of requests, and assist staff in providing a response to the requestor as soon as practicable.
3. All responses to written reasonable requests for additional accommodation shall be provided in writing, if the request was made sufficiently in advance such that a written response can be transmitted in a timely manner prior to the start of the specific meeting. Otherwise, District staff will provide an oral response if the requestor has provided sufficient contact information. Responses will identify whether the accommodation is granted or granted in the alternative, and will provide any instructions necessary for the accommodation to be accessed. If an additional accommodation request is denied, the response will identify the grounds for denial. District staff will document requests and responses provided orally.
4. Any doubt regarding whether a request is reasonable and feasible should be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.