

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

REGULAR MEETING OF BOARD OF DIRECTORS

February 11, 2021

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

**THE REGULAR BOARD OF DIRECTORS MEETING OF FEBRUARY 11, 2021,
WILL BE CONDUCTED BY TELECONFERENCE PER PROVISIONS OF
EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S
OFFICE**

The teleconference meeting ensures that the District meets Executive Orders N-25-20 and N-29-20 and the Brown Act and minimizes the spread of the COVID-19 virus. Members of the Board of Directors and staff intend to participate in the meeting by telephone.

- Members of the public may participate in the meeting remotely by calling 1-805-250-9182 and entering Conference ID Number 637 015 476# at the prompt. Comments may also be submitted by email prior to the meeting at akirk@skfcsd.org
- Every effort will be made to read email comments into the record, but repetitive comments may not be read due to time constraints.

Thank you for taking all precautions to prevent the spreading of the COVID-19 virus.

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig
Sarah Guerra
David Cárdenas
Buddy Mendes, Vice Chair
Michelle Roman, Chairwoman

STAFF and CONSULTANTS

Ben Muñoz, Jr., General Manager/ Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Veronica Cazares, District Engineer
Scott Aguiar, 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 January 14, 2021. *(p.4)*
- B. Warrant List Reports of January 6, 2021, January 15, 2021, and January 29, 2021. *(p.9)*
- C. Cash Activity Report of January 31, 2020. *(p.15)*

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

- A. The Board will consider approving the Second Amendment to the Consulting Services Agreement with MKN and Associates; increasing the fee for Construction Management Services in the amount of \$20,337.22 for a total fee of \$96,042.22; and authorize the General Manager to execute the necessary agreements *(p.16) Staff Report Prepared by Veronica Cazares, District Engineer*
- B. The Board will receive a report from General Manager on the four Notice to Comply Orders received from Central Valley Regional Water Quality Control Board (CVRWQCB) and provide direction to staff. *(p.20) Staff Report Prepared by Ben Muñoz, Jr., General Manager/ Secretary.*

7. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

- A. Board members may suggest future agenda items or may give reports.
- B. District's website update request by Chairwoman Roman.

8. GENERAL MANAGER REPORTS

- A. As of January 2020, all Form 700s filed with the Clerk to the Board's office need to be submitted using the eDisclosure system. Board members, Alternates, General Counsel, and designated employees must submit Annual Statement of Economic Interest for calendar year 2020 by Tuesday, April 1, 2021.

- B. Hash Annexation-Fresno LAFCO meeting Wednesday, February 10, 2021. Potential development in Tulare County, Reed Project.
- C. Central San Joaquin California Water Environment Association: The following SKF staff were installed as the 2021 officers on January 22, 2021 via a zoom meeting; Veronica Cazares, President, Jimmy Floyd, Vice President and Mike Alaniz, 1st Year Director. General Manager Muñoz also gave a presentation Covid-19 Pandemic Emergency Planning.

9. CLOSED SESSION

- A. Public Employee Performance Evaluation pursuant to Government Code Section 54957
Title: General Manager
- B. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Chairwoman Roman and Director Cárdenas

Unrepresented Employee: General Manager

10. RECONVENE OPEN SESSION

- A. Provide Report from Closed Session if required.
- B. Consider and Approve Salary and Benefits Adjustment for General Manager.

11. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, March 11, 2021 at 4:00 p.m.

Next Ordinance: 2021-01

Next Resolution: 2021-04

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 BOARD
MEETING
JANUARY 14, 2021**

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 via teleconference.

DIRECTORS

Nathan Magsig (P)
Sarah Guerra (P)
David Cárdenas (P)
Buddy Mendes, Vice Chair (P)
Michelle Roman, Chairwoman (P)

STAFF and CONSULTANTS

Ben Muñoz, Jr., General Manager/Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Veronica Cazares, District Engineer
David Bacon, Information Systems Analyst

BOARD REORGANIZATION

A. Nominations and Election of Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Michelle Roman as Chairwoman was made by Vice-Chairman Mendes, seconded by Director Cárdenas, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice-Chairman Mendes, and Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

B. Nominations and Election of Vice-Chairperson

There being no comments from the public or further nominations for vice-chair, a motion to appoint Buddy Mendes as Vice-Chairman was made by Director Cárdenas, seconded by Director Magsig, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice-Chairman Mendes, and Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of January 14, 2021 was made by Director Magsig, and seconded by Director Guerra, and approved by the following vote:

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

NO:

ABSENT:

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 the Regular Board Meeting October 8, 2020 *(p.4)*
- B. Warrant List Reports of October 14, 2020 and October 28, 2020. *(p.8)*
- C. Cash Activity Report of October 31, 2020. *(p.12)*
- D. Warrant List Reports of November 10, 2020 and November 24, 2020. *(p.13)*
- E. Cash Activity Report of November 30, 2020. *(p.17)*

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

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

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Board will receive the Draft Fiscal Year 2019-20 Audit Report Presentation and will consider approving the independent auditor's report for fiscal year ending June 30, 2020. (p.20) Staff Report prepared by Tricia Miller, Administration Services/HR Manager.

Allison Gregg, CPA, independent auditor from the firm Sampson, Sampson & Patterson, LLP, of Fresno, presented the Draft Fiscal Year 2019-20 Audit Report to the Board. Staff recommends that the Board approve the independent auditor's report for fiscal year ending June 30, 2020. It was asked if any changes had been made subsequently to the stamped draft date of 12-8-2020, and it was answered that only a grammatical change had been made. It was asked and answered that on page 10, under Non-Operating Revenue Expenses is shown in the amount \$403,456.00 as the Interest Income.

There being no comment from the public, a motion to approve the Draft Fiscal Year 2019-20 Audit Report and consider approving the independent auditor's report for fiscal year ending June 30, 2020 was made by Director Cárdenas, seconded by Director Mendes, and approved by the following vote:

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

- B. The Board will receive the Fiscal Year 2020-21 Budget Preparation Schedule and provide direction to staff. (p.21) Staff Report prepared by Ben Muñoz, Jr., General Manager/ Secretary.

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 8, 2021. 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 13, 2021.

- C. The Board will consider accepting the proposal from Gateway Engineers of Clovis, CA for engineering, construction support and administration of the Sewer Improvement: Wright/McCall and Floral/Chestnut for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account # 8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements. (p.27) Staff Report prepared by Veronica Cazares, District Engineer

The Sewer Improvement: Logan/McCall and Floral/Chestnut will replace approximately 1,000 linear feet of deficient sewer main located in the alley between Logan/McCall and Floral/Chestnut. This is a joint City of Selma street improvement and SKF sewer project. The District is coordinating with the City of Selma to conduct the necessary bidding process and complete sewer improvements prior to the City's planned paving project. Scheduling for this project is crucial as the City of Selma has awarded the paving project to a contractor. The Sewer Improvement: Logan/McCall and Floral/Chestnut Project is not included in the current Capital Improvement Program (CIP) and the approved Budget. The project is in the 10-year CIP however, it is programmed in FY 21-22. This will affect only the Selma Collection Systems Capital R&R fund by the cost of the project.

There being no comment from the public, a motion to accept proposal from Gateway Engineers of Clovis, CA for engineering, construction support and administration of the Sewer Improvement: Logan/McCall and Floral/Chestnut for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account # 8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements was made by Director Magsig, and seconded by Director Guerra, and approved by the following vote:

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

BOARD MEMBER COMMUNICATIONS/AGENDA ITEMS

It was asked if there have been any battery issues with the solar, and it was answered that the system is operating well.

GENERAL MANAGER REPORTS

General Manager Muñoz reminded the Board that if they wish to attend the 2021 Virtual Winter CASA Conference to please let Alicia know by January 22, 2021.

A video conference will be scheduled for the General Manager’s evaluation with Chairwoman Roman and Director Cárdenas.

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 4:44 p.m.

Respectfully submitted,

Approved,

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

Michelle Roman
Chairwoman of the Board

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

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	1/6/2021	\$	228,679.95
WARRANT LIST ENDING	1/15/2021	\$	350,503.85
WARRANT LIST ENDING	1/29/2021	\$	652,239.17

SUBTOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	1,231,422.97
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SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	1/3/2021	\$	64,839.49
TOTAL SALARIES ENDING	1/17/2021	\$	65,761.35

SUBTOTAL SALARIES		\$	130,600.84
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TOTAL PERS (EMPLOYERS PORTION)	1/3/2021		9,044.18
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	1/3/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	1/3/2021		16,254.17
TOTAL PERS (EMPLOYERS PORTION)	1/17/2021		9,099.85
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	1/17/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	1/17/2021		16,254.17

SUBTOTAL PERS AND HEALTH INSURANCE EXPENDITURES		\$	50,652.37
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GRAND TOTAL		\$	1,412,676.18
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**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT**

**January 06, 2021
WARRANT LIST**

ALLIED ELECTRIC MOTOR INC.	MAINTENANCE EQUIPMENT	722.64
AMERICAN EXPRESS	SAFETY AWARDS, SAFETY SUPPLIES, TRAINING, INFORMATION SYSTEMS, OFFICE SUPPLIES	2,031.02
AMERIPRIDE	UNIFORMS, MATS, MOPS, TOWELS	962.58
ANDERSON & BALLOU INC.	SEWER LATER REPAIR	9,500.00
BSK ASSOCIATES	EXTERNAL LAB SERVICES	772.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	18.22
CALPERS	RETIREMENT	165.96
CALPERS HEALTH	HEALTH INSURANCE	36,724.84
CASA	TRAINING	165.00
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	4,474.32
CWEA	MEMBERSHIP	192.00
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	904.43
DKF SOLUTIONS GROUP, LLC	SAFETY OFFICER SUBSCRIPTION	350.00
EXPRESS SERVICES, INC.	EXTRA HELP	3,178.97
FISHER SCIENTIFIC	LABORATORY SUPPLIES	261.01
GRAINGER	EQUIPMENT MAINTENANCE	171.88
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE, OFFICE EQUIPMENT	332.58
J'S COMMUNICATIONS, INC	COMMUNICATIONS	2,772.80
KINGSBURG CHAMBER OF COMMERCE	MEMBERSHIP	350.00
KINGSBURG, CITY OF	OUTREACH - PHARMA KIOSK	350.00
METTLER-TOLEDO INC	LABORATORY SUPPLIES	610.40
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
MORGAN BROTHERS INC	PEST CONTROL	149.00
MUNICIPAL MAINT EQUIPMENT, INC	MAINTENANCE EQUIPMENT	543.54
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	686.13
NELSON'S POWER CENTER	SMALL TOOLS	21.68
NELSON'S ACE HARDWARE	SAFETY SUPPLIES, SMALL TOOLS, EQUIPMENT MAINTENANCE	137.70
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	404.54
OFFICE DEPOT INC.	OFFICE SUPPLIES	112.18
PG&E	ELECTRIC UTILITIES	22,538.96
PRE-EMPLOYMENT INVESTIGATIONS	PROFESSIONAL SERVICES: HUMAN RELATIONS	62.00
QUADIENT LEASING USA, INC.	OFFICE EQUIPMENT	717.42
RENT-A-TOILET	PORTA POTTY RENTAL	200.00
RODRIGUEZ, ERNESTO	CERTIFICATION REIMBURSEMENT	96.00
SARA GUERRA	DIRECTOR'S FEE	127.63
SELMA, CITY OF	OUTREACH - PHARMA KIOSK	150.00
SILVAS OIL CO. INC.	FUEL	1,665.93
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1,169.23
SW CONSTRUCTION INC.	LIFT STATION REFURBISHMENT	75,713.62
SYNCB/AMAZON	SAFETY SUPPLIES	89.32
SUNSET COMMUNICATIONS	COMMUNICATIONS	60.00
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	2,254.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	371.32
VALLEY IRON INC	EQUIPMENT MAINTENANCE	514.67
VALLEY SECURITY ALARM	COMMUNICATIONS	657.00
W.M. LYLES CO.	MLSS/CLARIFIER PROJECT	47,727.01
WEST YOST ASSOCIATES	PROFESSIONAL SERVICES: ENGINEERING	3,915.38
WESTERN STATES CONTROLS	EQUIPMENT MAINTENANCE	3,404.04

10

MAS 200 Total Checks

\$228,679.95

SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

January 15, 2021
WARRANT LIST

4 CREEKS INC.	18TH AVE LIFT STATION REFURBISHMENT	20,980.79
AMERIPRIDE	UNIFORMS,MATS,MOPS,TOWELS	987.05
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	168.56
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	168.56
ARTHUR T. POPEJOY	LABORATORY SUPPLIES	205.00
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	131.65
BSK ASSOCIATES	EXTERNAL LAB SERVICES	884.00
CALIFORNIA DEPARTMENT OF TAX & FEE ADMIN	USE TAX	383.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	31.30
CALPERS	RETIREMENT	44,562.26
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	127.76
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER, LAB SUPPLIES	389.40
COMCAST	COMMUNICATIONS	109.95
DATCO	PROFESSIONAL SERVICES - MEDICAL	234.00
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	168.56
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	181.48
DUPERON CORP.	EQUIPMENT MAINTENANCE	15,697.57
ELIDIO SILVA	FUEL	22.00
EXPRESS SERVICES, INC.	EXTRA HELP	831.88
FAMILY HEALTHCARE NETWORK	PROFESSIONAL SERVICES - MEDICAL	335.03
FRESNO COUNTY ASSESSOR	COUNTY MAP COPIES	12.00
GARY HELM	RETIREE HEALTH REIMBURSEMENT	168.56
GONZALES, MARK	CERTIFICATION REIMBURSEMENT	91.00
HD FACILITIES MAINTENANCE	LABORATORY SUPPLIES	262.38
HERWIT ENGINEERING	MLSS LINE REFURB,RAS, CLARIFIERS	20,115.00
HOME DEPOT CREDIT SERVICES	EQUIPMENT , BLDG & GROUNDS MAINTENANCE	132.24
ISAGUIRRE, RICARDO	CERTIFICATION REIMBURSEMENT	91.00
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	168.56
JAIRO POLANIA	RETIREE HEALTH REIMBURSEMENT	168.56
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	168.56
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	168.56
JIMENEZ, GABRIEL	CERTIFICATION REIMBURSEMENT	91.00
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	424.87
KENNETH D. SCHMIDT	PROFESSIONAL SERVICES - ENGINEERING	2,332.42
KINGSBURG, CITY OF	WATER UTILITIES	64.50
KRAMER, MATTHEW	OFFICE EQUIPMENT REIMBURSEMENT	53.15
LIBERTY COMPOSTING, INC	BIOSOLID TIPPING FEES	31,370.95
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES - HUMAN RELATIONS	72.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	168.56
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	206.97
MID VALLEY DISPOSAL	WASTE UTILITIES	1,018.92
MKN	SEWER REHAB PROJECTS	15,432.48
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT MAINTENANCE	1,101.90
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	17.87
NELSON'S ACE HARDWARE	BUILDING & GROUNDS MAINTENANCE	93.89
PARKSON CORPORATION	EQUIPMENT MAINTENANCE	18,326.20
PG&E	ELECTRIC UTILITIES	5,726.06
PROFESSIONAL PRINT & MAIL, INC	OFFICE SUPPLIES, FORMS	1,039.54
RAYMOND MIKE ALANIZ	CERTIFICATION REIMBURSEMENT	190.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	168.56
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	168.56
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	168.56
SILVAS OIL CO. INC.	FUEL	1,627.66

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STEVE JENSEN
TELSTAR INSTRUMENTS, INC.
THE GAS CO
TRANSWESTERN INS ADMIN
UNWIRED BROADBAND, INC.
VERIZON WIRELESS
W.M. LYLES CO.

RETIREE HEALTH REIMBURSEMENT	181.48
EQUIPMENT MAINTENANCE	3,727.32
GAS UTILITIES	530.49
DENTAL / VISION INSURANCE	279.81
COMMUNICATIONS	499.99
COMMUNICATIONS	977.92
MLSS LINE REFURB,RAS, CLARIFERS	156,296.00

MAS 200 Total Checks

\$350,503.85

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

January 29, 2021

WARRANT LIST

*CARDENAS, DAVID	DIRECTOR'S FEES	127.63
ALLIED ELECTRIC MOTOR INC.	EQUIPMENT REPAIR & MAINTENANCE	108.24
AMERIPRIDE	UNIFORMS,MATS,MOPS,TOWELS	1,050.16
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT REPAIR & MAINTENANCE	3,534.73
ARKADIN INC.	COMMUNICATIONS	27.49
ARMANDO BARAJAS	AUTO MAINTENANCE	78.25
AT&T/CALNET 3	COMMUNICATIONS	195.16
BSK ASSOCIATES	EXTERNAL LAB SERVICES	2,277.04
CALIFORNIA WATER SERVICE	WATER UTILITIES	18.22
CALPERS HEALTH	HEALTH INSURANCE	38,198.75
CASEY BROWN	SEWER SPILL REIMBURSEMENT	303.41
CWEA	MEMBERSHIPS	192.00
DANIEL MURRIETA	OUTREACH SUPPLIES	1,284.87
DSD BUSINESS SYSTEMS	SOFTWARE SUPPORT	48.75
ERNEST C MENDES	DIRECTOR'S FEES	127.63
EXPRESS SERVICES, INC.	EXTRA HELP	3,084.79
FERGUSON WATERWORKS	EQUIPMENT REPAIR & MAINTENANCE	3,069.42
FISHER SCIENTIFIC	LABORATORY SUPPLIES	164.52
FOWLER, CITY OF	FRANCHISE FEES	103,019.32
FRESNO OXYGEN/BARNES WELDING	EQUIPMENT REPAIR & MAINTENANCE	713.09
GISELA ROSALES	EQUIPMENT REPAIR & MAINTENANCE	540.00
GOLDEN STATE MECHANICAL	EQUIPMENT REPAIR & MAINTENANCE	6,884.71
GONZALES, RALPH	CERTIFICATION REIMBURSEMENT	96.00
GRAINGER	EQUIPMENT REPAIR & MAINTENANCE	218.55
HACH CO.	MAINTENANCE EQUIPMENT	21,408.68
HD FACILITIES MAINTENANCE	BUILDING & GROUNDS MAINTENANCE	642.64
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE, OFFICE EQUIPMENT	287.32
KINGSBURG, CITY OF	FRANCHISE FEES	179,774.79
LAURA VOSS	CERTIFICATION REIMBURSEMENT	101.00
LIEBERT CASSIDY WHITMORE	PROFESSIONAL LEGAL SERVICES	865.00
LOPEZ, PAUL	CERTIFICATION REIMBURSEMENT	91.00
MICHELLE ROMAN	DIRECTOR'S FEES	127.63
MORGAN BROTHERS INC	PEST CONTROL	149.00
NAPA AUTO PARTS	EQUIPMENT REPAIR & MAINTENANCE	365.38
NATHAN MAGSIG	DIRECTOR'S FEES	127.63
NELSON'S ACE HARDWARE	EQUIPMENT REPAIR & MAINTENANCE	368.14
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	404.54
PG&E	ELECTRIC UTILITIES	20,008.50
RENT-A-TOILET	RENT & LEASE EQUIPMENT	200.00
SAN JOAQUIN VALLEY AIR	PERMIT FEES	961.00
SARA GUERRA	DIRECTOR'S FEES	127.63
SELMA, CITY OF	OUTREACH, FRANCHISE FEES	165,894.59
SERENA COATES	INFO SYSTEMS REIMBURSEMENT	24.94
SMARTCOVER SYSTEMS	MAINTENANCE EQUIPMENT	25,003.27
STAPLES CREDIT PLAN	OFFICE SUPPLIES	169.35
SUNSET COMMUNICATIONS	COMMUNICATIONS	60.00

13

SW CONSTRUCTION INC.	DISTRICT LIFT STATION D4 PROJECT	64,877.69
SWANSON-FAHRNEY FORD SALES	EQUIPMENT REPAIR & MAINTENANCE	899.20
SYNCB/AMAZON	INFORMATION SYSTEMS	329.20
T&M HAZARDOUS WASTE MANAGEMENT	HAZARDOUS WASTE DISPOSAL	983.00
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,572.38
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	642.44
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	410.50

MAS 200 Total Checks **\$652,239.17**

SKF COUNTY SANITATION DISTRICT
 CASH ACTIVITY REPORT
 Month: JANUARY
 Fiscal Year: 2020-21

Cash Account Description	End of Month Cash Balance as of June 30, 2020	End of Month Cash Balance 1/31/2021
Cash in Treasury: Operations & Maintenance	\$ 4,048,898.43	\$ 3,939,926.05
Cash in Bank: Operations & Maintenance	\$ 31,680.36	\$ 30,242.00
Cash in Bank: Payroll	\$ 202.55	\$ 202.74
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,081,481.34	\$ 3,971,070.79
Cash in County Treasury:Expansion	\$ 3,712,400.22	\$ 3,551,088.31
Cash in County Treasury: R&R	\$ 4,369,877.16	\$ 2,855,057.11
Cash in County Treasury:Selma	\$ 2,303,566.35	\$ 2,258,100.80
Cash in County Treasury:Kingsburg	\$ 2,833,908.08	\$ 2,868,832.54
Cash in County Treasury:Fowler	\$ 1,827,390.75	\$ 1,915,277.26
Total Cash Balance	\$ 19,128,623.90	\$ 17,419,426.81

MEMORANDUM
(February 11, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: February 3, 2021
Staff Report Prepared by Veronica Cazares, District Engineer

Agenda Item: 6-A
Action: Motion

SUBJECT: Second Amendment to the Consulting Services Agreement with MKN and Associates Relating Construction Management and Inspection for District Lift Station Refurbishment D4

DIRECTORS' SUMMARY

On June 26, 2020 the District and MKN and Associates entered into a Consulting Services Agreement for on call consulting services. On August 13, 2020, the District and MKN and Associates entered into a First Amendment to the Consulting Services Agreement which include the following projects: (i) Construction Management and Inspection for District Lift Station Refurbishment D4; (ii) Sewer Improvement Willow/Thompson & Floral and Chandler, Tucker/E. Front & 2nd/Center in Selma, Tulare Street Alley in Kingsburg, East Fresno Street Alley (iii) North St. PS Panel Replacement;

The proposed Second Amendment to the current on-call consulting services agreement with MKN and Associates is related to a proposed increase in cost for construction management services specifically for construction management services for District Lift Station Refurbishment D4. Staff recommends a cost increase for construction management services for the District Lift Station Refurbishment D4 in the amount of \$20,337.22. The previously approved fee was \$75,705.00. The total for this project will be \$96,042.22. The cost increase is to be funded from District R&R, 8155-203-02, District Expansion 8071-203-01.

The cost increase is for increase observation of the contractor's construction is taking longer than anticipated. The increase in observation hours will be increased from 10 to 12 hours per week.

STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board approve the Second Amendment to the Consulting Services Agreement with MKN and Associates and accept the cost increase of \$20,337.22 for a total cost of \$96,042.22 and authorize the General Manager to execute the necessary agreements.

ACTION

Motion to approve the Second Amendment to the Consulting Services Agreement with MKN and Associates and accept the cost increase of \$20,337.22 for a total cost of \$96,042.22; and authorize the General Manger to execute.

BACKGROUND

The Board of Directors approved a consulting service agreement for on call engineering services with MKN and Associates in March 2020. Each on call request for engineering services will begin with a proposal that outlines the services to be provided and an hourly not to exceed cost. The complexity of each proposal will be tailored to match the services to be provided and brought before the Board of Directors for approval. On call services to include capital project engineering and construction management services for fiscal year 2020 and 2021.

The District has asked MKN and Associates to perform construction management services and field inspection for the following project: District Lift Station Refurbishment D4. The District typically performs the construction management and field inspection. The engineering department is anticipating four development projects requiring inspection and coordination within our member cities, continued day to day activities, inspection, and construction management of the Adams Avenue Sewer Project for the remainder of this year.

The sewer improvement projects Willow/Thompson & Floral and Chandler, Tucker/E. Front & 2nd/Center in Selma, Tulare Street Alley in Kingsburg, East Fresno Street Alley in Fowler are expected to be in construction at the beginning of 2021 and will be managed by District staff. It is anticipated that the subdivision sewer installations and Adams Avenue Sewer Project will be complete.

Previously approved projects and amounts:

	Design and Construction Support	Construction Management/Inspection	Fund
Construction Management and Inspection for District Lift Station Refurbishment D4		\$75,705	District R&R, 8155-203-02, District Expansion 8071-203-01
Sewer Improvement Willow/Thompson & Floral and Chandler, Tucker/E. Front & 2 nd /Center in Selma, Tulare Street Alley in Kingsburg, East Fresno Street Alley	\$126,982	\$30,513*	City of Selma R/R 8022-305-03 and 8023-305-03, City of Kingsburg R&R 8019-305-04, City of Fowler R&R 8012-305-05.
North St. PS Panel Replacement	\$14,405		District R&R 8164-203-02
Total not to exceed cost	\$217,092		

*This item was not approved by the Board; however, the cost of construction management and inspection is presented here as a planning tool in the event staff availability is impacted by COVID-19 during construction of the project.

Attachments:

Second Amendment to consulting services agreement between the SKFCSD and MKN and Associates

**SECOND AMENDMENT TO
CONSULTING SERVICES AGREEMENT BETWEEN
SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT AND
MKN and Associates**

This Second Amendment to Consulting Services Agreement Between Selma-Kingsburg-Fowler County Sanitation District (“First Amendment”) is effective as of _____ by and between Selma-Kingsburg-Fowler County Sanitation District, (hereinafter called “District”) and MKN and Associates (hereinafter called “Consulting Engineer”). District and Consulting Engineer are each a “Party” and collectively the “Parties.

Whereas, District and Consulting Engineer entered into a Consulting Services Agreement effective June 26, 2020 (the “Agreement”);

Whereas, the Scope of Services provides for on call general engineering services;

Whereas, the Parties have negotiated the price and details of the fiscal year 2020-2021 collection system project.

Whereas, on August 13, 2020, the District and Consulting Engineer entered into a First Amendment to the Consulting Services Agreement which include the following projects: (i) Construction Management and Inspection for District Lift Station Refurbishment D4; (ii) Sewer Improvement Willow/Thompson & Floral and Chandler, Tucker/E. Front & 2nd/Center in Selma, Tulare Street Alley in Kingsburg, East Fresno Street Alley (iii) North St. PS Panel Replacement;

Whereas, the Parties desire to further amend the Agreement to reflect a cost increase for the Construction Management and Inspection for District Lift Station Refurbishment D4;

Whereas, the cost increase is for additional hours of observation; and

Whereas, the cost increase is \$20,337.22 for a total cost of \$96,042.22.

Now, therefore, District and Consulting Engineer agree as follows.

1. Exhibit A of the Agreement is hereby amended to include scope of work, which is attached hereto and incorporated herein by reference.
2. Except as amended by this Second Amendment, the Agreement, as amended by First Amendment remains unchanged and in full force and effect.

IN WITNESS THEREOF, the Parties hereto amend the Agreement as follows:

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

MKN and Associates

By: _____
Ben Muñoz, Jr.

General Manager

Date: _____

By: _____

_____ Title

Date: _____

Any Applicable Professional License:

Number: _____

Name: _____

Date of Issue: _____

MEMORANDUM

(February 11, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 28, 2021
Staff Report Prepared by Ben Muñoz, Jr., General Manager

Agenda Item: 6-B
Action: Informational

SUBJECT: The Board will receive a report from General Manager on the four Notice to Comply Orders received from Central Valley Regional Water Quality Control Board (CVRWQCB) and provide direction to staff.

DIRECTORS' SUMMARY

General Manager Muñoz will present to the Board the Notice to Comply Orders received from the Central Valley Regional Water Quality Control Board (CVRWQCB).

Over the past 7 months the District has received four Notice to Comply Orders from the Central Valley Regional Water Quality Control Board (CVRWQCB). The four orders are 1) Nitrate Control Program, 2) Water Code Sections 13267 and 13383 Order WQ-2020-0015-DWQ for the Determination of the Presence of PER- and Polyfluoroalkyl (PFAS) Substances, 3) 5-01-255, Salt Control Program Notice to Comply (Permittees in Priority 1 Basins), 4) Groundwater Monitoring, Waste Discharge Requirements Order #5-01-255. All four orders have several time constraints and will impact the budget; however, order # 4 is the most critical one. This item is informational and for direction to staff.

ACTION

No specific action is requested. It is recommended the Board receive the report, discuss, and direct staff accordingly.

BACKGROUND

At the August 13, 2020 Board meeting, General Manager Muñoz reported to the Board that District had received Orders 1 and 2 below. District staff and Kenneth D. Schmidt & Associates are currently working on the orders.

1. On June 5, 2020, the District received Order #5-01-255, Nitrate Control Program Notice to Comply (Permittees in Priority 1 Basins) from Central Valley Regional Water Quality Control Board (CVRWQCB).
2. On July 20, 2020, the District received a Water Code Sections 13267 and 13383 Order WQ-2020-0015-DWQ for the Determination of the Presence of PER- and Polyfluoroalkyl (PFAS) Substances at Selma-Kingsburg-Fowler CSD WWTF, Fresno, WDR100035855 from CVRWQCB. On November 24, 2020 the District was granted an approval for 90-day extension for sampling and reporting of PFAS.

3. On January 7, 2021, the District received Order #5-01-255, Salt Control Program Notice to Comply (Permittees in Priority 1 Basins) from Central Valley Regional Water Quality Control Board (CVRWQCB).
4. On January 11, 2021, the District received Groundwater Monitoring, Waste Discharge Requirements Order #5-01-255, Selma-Kingsburg-Fowler County Sanitation District Wastewater Treatment Facility, Fresno County, CIWQS Place ID 273187.