

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

REGULAR MEETING OF BOARD OF DIRECTORS

MARCH 13, 2025

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig
Amarjeet Gill
Vince Palomar
Jim Avalos
Buddy Mendes, Chairman

STAFF and CONSULTANTS

Veronica Cazares, General Manager/ Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Craig Perry, Plant Operations Manager
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 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, February 19, 2025 *(p.1)*
- B. Draft Minutes of PAC Meeting, February 26, 2025 *(p.6)*
- C. Warrant List Reports of February 12, 2025 and February 26, 2025 *(p.10)*
- D. Cash Activity Report of February 28, 2025 *(p.11)*
- E. Information System Analyst David Bacon's out-of-state training request for Data Flow System HSS Custom Screen Building Training in Melbourne, FL. *(p.13)*
- F. Chief Plant Operator Craig Perry's out-of-State training request for the Tri-State Seminar in Las Vegas, NV. *(p.14)*

G. Resolution 2025-12, A Resolution honoring Juan Mejia for one year of service on the Board of Directors for Selma-Kingsburg-Fowler County Sanitation District. (p.15)

5. PUBLIC HEARINGS

A. Subject: Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts as Required by AB 2561 pursuant to Government Code Section 3502.3 (p.16)

Recommendation: Conduct Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts and Provide Direction to Staff.

6. NEW BUSINESS

A. None

7. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

8. GENERAL MANAGER REPORTS

A. PAC Meeting to discuss S-K-F FY 2025-26 CIP and FY 2025-26 Budget on March 19, 2025, at 2:00 pm.

B. S-K-F Joint Chamber Mixer on March 19, 2025, at 5:00 pm.

C. Chairman's Barbeque scheduled for April 16, 2025, at 11:00 am.

D. Form 700's due April 1, 2025

9. CLOSED SESSION

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

10. RECONVIENNE OPEN SESSION

Provide closed session report as needed.

11. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday April 10, 2025, at 4:00 p.m.

Next Ordinance: 2025-01

Next Resolution: 2025-13

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

MINUTES OF THE BOARD MEETING OF DIRECTORS

FEBRUARY 19, 2025

CALL TO ORDER AND ROLL CALL

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

DIRECTORS

Nathan Magsig (P)
Amarjeet Gill (P)
Vince Palomar (P)
Jim Avalos(P)
Buddy Mendes, Chairman (P)

STAFF AND CONSULTANTS

Veronica Cazares, General Manager/Secretary
Tricia Miller, Administrative Services/HR Manager
Craig Perry, Chief Plant Operator
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 Buddy Mendes as Chairman was made by Director Magsig seconded by Director Palomar, and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Avalos, Chairman Mendes

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 Jim Avalos as Vice-Chairman was made by Director Magsig, seconded by Director Palomar, and approved by a unanimous voice vote:

AYE: Directors Magsig, Gill, Palomar, Avalos, Chairman Mendes

NO:

ABSENT:

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Board meeting of February 19, 2025, was made by Director Magsig seconded by Director Avalos and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Vice Chair Avalos, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

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

- A. Minutes of Regular Board Meeting, January 9, 2025, Minutes of Policy Advisory Committee Meeting, July 3, 2024, Draft minutes of Policy Advisory Committee Meeting February 13, 2025. *(p.1)*
- B. Warrant List Reports of January 15, 2025, and January 29, 2025 *(p.9)*
- C. Cash Activity Report of January 31, 2025 *(p.11)*
- D. Resolution 2025-07, A Resolution honoring Scott Robertson for one year of service on the Board of Directors for Selma-Kingsburg-Fowler County Sanitation District. *(p.13)*
- E. Resolution 2025-08, A Resolution honoring Juan Mejia for one year of service on the Board of Directors for Selma-Kingsburg-Fowler County Sanitation District. *(p14)*
- F. Resolution No. 2025-09, A Resolution Terminating the Agreement with the California Public Employee’ Deferred Compensation Plan *(p.15)*

Item D was pulled- Selma Mayor Scott Robertson was honored for serving on the SKF Board of Directors from 2023-2024.

Item E will be added to the March 13, 2025, Agenda

There being no comment from the public, a motion to approve Items A, B, C, and F were made by Director Avalos and seconded by Director Palomar and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Vice Chair Avalos, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

NEW BUSINESS

A. Subject: Resolution No. 2025-10, A Resolution Approving the 2024 Collection System Master Plan (p19)

Jon Wells of Dopudja and Wells gave a Power Point Presentation to the Board. The Policy Advisory Committee had met prior and gave their recommendation of approval to the Board. Public Comment was given by Selma City Engineer, David Horn. He thanked GM Cazares and her Staff for all the hard work put in and the individual meetings for participation and comments on the project.

There being no further comment from the public, a motion to approve Resolution No. 2025-10, a Resolution approving the 2024 Collection System Master Plan was made by Director Palomar and seconded by Director Gill and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Vice Chair Avalos, Chairman Mendes

NO:

ABSENT:

ABSTAIN:

B. Subject: Award of Contract for Sewer System Master Plan “On-Call” Engineering Services to Dopudja & Wells. (p.22)

Recommendation: That the Board consider approving a two-year contract with Dopudja & Wells for Sewer System Master Plan “On-Call” Engineering Services for a not to exceed amount of \$35,000 for FY 2024/25 and \$50,000 for 2025/26 and authorize the General Manager to execute the contract.

There being no comment from the public, a motion to award of Contract for Sewer System Master Plan “On-Call” Engineering Services to Dopudja & Wells was made by Director Magsig and seconded by Director Avalos and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Vice Chair Avalos, Chairman Mendes

NO:

ABSENT:

ABSTAIN:

C. Subject: Budget Amendment-North Street Panel Replacement Quotes for Installation (p.41)

Recommendation: That the Board consider and accept the budget amendment to account #8173-203-02 authorizing Electric Motor Shop to install the North Street Panel in the amount of \$109,152.18, with a contingency of \$20,000 for a total amount of \$129,152.18.

Corrected Account No. from #8173-202-02 to #8164-203-02. Bids were received from Electric Motor Shop and Aqua Sierra Controls. Electric Motor Shop was the lowest responsible bidder.

There being no comment from the public, a motion to approve the Budget Amendment-North Street Panel Replacement Quotes for Installation was made by Director Gill and seconded by Director Palomar and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Vice Chair Avalos, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

D. Subject: Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money (*p. 43*)

Recommendation: That the Board of Directors adopt Resolution No. 2025-11, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money and Directing Staff to Update All Necessary County and Westamerica Bank Documents.

This is a housekeeping item that is necessary when there is a change to the Board of Directors. There being no comment from the public, a motion to approve Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money was made by Director Magsig and seconded by Director Gill and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Vice Chair Avalos, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

Director Magsig would like to set a future time to discuss Energy and ideas to possibly off-set costs with GM Cazares.

GENERAL MANAGER REPORTS

Informational items were given to the Board

CLOSED SESSION

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

Closed Session began at 4:38 p.m. on a motion made by Director Avalos and seconded by Director Gill and approved by the following vote:

AYE: Directors Magsig, Gill, Palomar, Vice Chair Avalos, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

RECONVIENNE OPEN SESSION

Open session resumed at 4:42 p.m. General Counsel reported out that an Ad hoc sub-committee comprised of Chairman Mendes and Director Palomar will be formed and meet to consider the performance evaluation of General Manager Cazares. Recommendations will be brought back to a future board meeting.

ADJOURNMENT

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned on a motion made by Director Avalos and seconded by Director Gill at 4:44 p.m.

Respectfully submitted,

Approved,

Veronica Cazares, General Manager

Buddy Mendes, Chaiman of
the Board

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

**MINUTES OF THE SPECIAL MEETING OF
POLICY ADVISORY COMMITTEE**

February 26, 2025

2:00 p.m.

CALL TO ORDER AND ROLL CALL

The Policy Advisory Committee (PAC) meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 2:11 p.m. by Vice Chairman Gaffrey.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Thomas Gaffrey, Interim Fowler City Manager (P)
Fernando Santillan, Selma City Manager (A)
Paul Nerland, Fresno County AO (A)
Veronica Cazares, General Manager/Secretary (P)

STAFF AND CONSULTANTS

Alicia Kirk, Executive Assistant to the GM
Craig Perry, Chief Plant Operator
Tricia Miller, Admin Services/HR Manager

ORGANIZATION

- A. Committee to consider electing Veronica Cazares to continue serving as Secretary of the Policy Advisory Committee.

There being no comments from the public, or further nominations for Secretary, a motion to appoint Veronica Cazares as Secretary was made by Member Gaffrey, seconded by Member Henderson and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey

NO:

ABSENT:

ABSTAIN: Member Nerland, Chairman Santillan

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of February 26,2025 was made by Member Henderson, and seconded by Member Cazares, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey

NO:

ABSENT:

ABSTAIN: Member Nerland, Chairman Santillan

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 PAC member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Subject: Minutes of February 13, 2025, Policy Advisory Committee Meeting (*p.1*)

Recommendation: PAC approve minutes as presented

There being no comment from the public, a motion to approve the PAC minutes of February 13, 2024, was made by Member Henderson and seconded by Member Cazares and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey

NO:

ABSENT:

ABSTAIN: Member Nerland, Chairman Santillan

NEW BUSINESS

- A. Subject: The Committee will receive the FY 2025-26 Capital Improvement Program (CIP) (*p.4*)

Recommendation: Informational and for recommendations.

This item is informational for the three cities. A second PAC meeting is scheduled for March 19, 2025, at 2:00pm at the District.

- B. Subject: The Committee will receive the FY 2025-26 Draft Budget (*p.5*)

Recommendation: Informational and for recommendations.

This item is informational for the three cities. A second meeting is scheduled for March 19, 2025, at the District.

COMMITTEE MEMBER COMMUNICATION ITEMS

Vice Chairman Gaffrey announced the March 21, 2025, will be his last day as Interim City Manager of Fowler.

City of Kingsburg and City of Selma requested individual meetings on the CIP and Budget with SKF Staff with regard to their cities prior to the next PAC Meeting on March 19, 2025.

GENERAL MANAGER REPORTS

ADJOURNMENT

There being no further business to come before the Committee, Vice Chairman Gaffrey declared the meeting adjourned on a motion made by Member Henderson at 2:51 p.m.

Veronica Cazares, General Manager/
Secretary

Thomas Gaffrey/Vice-
Chairman of the Committee

DRAFT

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

February 12, 2025

WARRANT LIST

ACCOUNTING SYSTEMS INC	INFORMATION SYSTEMS	375.00
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	650.22
AMERICAN EXPRESS	TRAVEL & TRAINING, PROF.SERVICES	1,105.00
	ACCOUNTING, MAINTENANCE EQUIPMENT	
ANDERSON & BALLOU INC.	COLLECTIONS REPAIRS & MAINTENANCE	8,500.00
ARNOLD, STEPHEN	RETIREEE HEALTH REIMBURSEMENT	284.25
ARTHUR T. POPEJOY	EQUIPMENT MAINTENANCE	365.00
BSK ASSOCIATES	EXTERNAL LAB SERVICES	652.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	19.99
CALPERS	RETIREMENT	48,339.83
CARROT-TOP INDUSTRIES INC.	BUILDING & GROUNDS MAINTENANCE	1,090.33
PETTY CASH REIMBURSEMENTS	TRAVEL & TRAINING, EMPLOYEE	530.30
	RECOGNITIONS, SAFETY AWARDS,	
	EQUIPMENT REPAIR REIMBURSEMENTS	
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	10,991.05
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	249.50
CINTAS CORPORATION NO.2	AED RENTALS	284.42
COMCAST	COMMUNICATIONS	203.53
CWEA CSJ SECTION	TRAVEL & TRAINING	880.00
DATA FLOW SYSTEMS INC.	EQUIPMENT MAINTENANCE	877.00
DAVID MICHEL	RETIREEE HEALTH REIMBURSEMENT	284.25
DKF SOLUTIONS GROUP, LLC	PROF.SERVICES - MEDICAL & SAFETY	470.00
DOPUDJA & WELLS CONSULTING INC.	COLLECTION SYSTEM MASTER PLAN UPDATE	4,065.00
ELECTRIC MOTOR SHOP, INC.	EQUIPMENT MAINTENANCE	2,204.31
GARY HELM	RETIREEE HEALTH REIMBURSEMENT	284.25
HERNANDEZ, FRANK	WELLNESS	40.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE,	294.23
	EQUIPMENT MAINTENANCE	
	RETIREEE HEALTH REIMBURSEMENT	284.25
JAIME RUIZ	RETIREEE HEALTH REIMBURSEMENT	284.25
JAMES HORNE	RETIREEE HEALTH REIMBURSEMENT	284.25
JIM OLINGER	RETIREEE HEALTH REIMBURSEMENT	284.25
JIMMY GARCIA	RETIREEE HEALTH REIMBURSEMENT	409.87
KINGSBURG CHAMBER OF COMMERCE	OUTREACH	225.00
KINGSBURG, CITY OF	WATER UTILITIES, PHARMA KIOSK OUTREACH	238.25
LUCERO, JULIAN	RETIREEE HEALTH REIMBURSEMENT	284.25
MID VALLEY DISPOSAL	WASTE UTILITIES	950.51
NAPA AUTO PARTS	AUTO / EQUIPMENT MAINTENANCE	64.22
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE	202.94
PG&E	ELECTRIC UTILITIES	8,096.47
POLYDYNE, INC	CHEMICALS	19,021.05
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	67.60
QUADIENT FINANCE USA, INC.	POSTAGE	465.38
ROBERT CURRIE	RETIREEE HEALTH REIMBURSEMENT	284.25
ROCKWELL SOLUTIONS INC.	EQUIPMENT MAINTENANCE	9,827.36
SALLY RODRIGUEZ	RETIREEE HEALTH REIMBURSEMENT	284.25
SARA J. STAUNTON	RETIREEE HEALTH REIMBURSEMENT	284.25
SEFAC USA INC.	EQUIPMENT MAINTENANCE	993.01
SELMA, CITY OF	PHARMA KIOSK OUTREACH	347.50
SERENA COATES	TRAVEL & TRAINING REIMBURSEMENT	228.09
SILVAS OIL CO. INC.	FUEL	2,096.21
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	156.88
STEINHAUER, KAREN	CERTIFICATION FEE REIMBURSEMENT	323.00
STEVE JENSEN	RETIREEE HEALTH REIMBURSEMENT	185.08
T-MOBILE USA INC.	COMMUNICATIONS	1,135.45
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	758.46
TOTAL COMPENSATION SYSTEMS	PROFESSIONAL SERVICES - ACCOUNTING	990.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	369.34
TRICIA D. MILLER	TRAVEL & TRAINING REIMBURSEMENT	272.19
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERONICA CAZARES	TRAVEL & TRAINING REIMBURSEMENT	534.67
VESTIS	UNIFORMS,MATS,MOPS,TOWELS	828.18
VIDEO INSPECTION SPECIALISTS	CCTV EQUIPMENT MAINTENANCE	1,545.00
WORKFORCE GO!	INFORMATION SYSTEMS	10.32

MAS 200 Total Checks

\$136,121.23

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

February 26, 2025

WARRANT LIST

AMARJEET GILL	DIRECTOR'S FEE	127.63
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS, EQUIPMENT R&M	730.26
AT&T MOBILITY	COMMUNICATIONS	151.86
AT&T/CALNET 3	COMMUNICATIONS	154.50
BSK ASSOCIATES	EXTERNAL LAB SERVICES	5,466.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	51.48
CALPERS HEALTH	HEALTH INSURANCE	38,100.78
CITY NATIONAL BANK	SOLAR LOAN PAYMENT	661,432.50
CWEA	MEMBERSHIPS	478.00
DANIEL MURRIETA	BOARD MEMBER PLAQUES	215.67
DATA FLOW SYSTEMS INC.	INFORMATION SYSTEMS	3,403.95
ELECTRIC MOTOR SHOP, INC.	EQUIPMENT REPAIRS & MAINT.	610.87
ENVIRONMENTAL RESOURCE ASSOC.	LABORATORY SUPPLIES	938.29
ERNEST C MENDES	DIRECTOR'S FEE	127.63
GRAINGER	EQUIPMENT REPAIRS & MAINT.	281.38
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINT.	410.43
JIMMIE AVALOS	DIRECTOR'S FEE	127.63
LIBERTY PROCESS EQUIPMENT INC.	EQUIPMENT REPAIRS & MAINT.	4,745.18
LIEBERT CASSIDY WHITMORE	PROF.SERVICES - MGT & HUM REL	180.00
M.P. ELECTRONICS	EQUIPMENT REPAIRS & MAINT.	370.49
MARTIN ALEXANDER DIAZ	TRAVEL & TRAINING EXP. REIMB.	99.59
MID VALLEY DISPOSAL	WASTE UTILITIES	329.83
MONTOY LAW CORPORATION	PROF.SERVICES - LEGAL	711.00
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	EQUIPMENT REPAIRS & MAINT.	630.88
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	370.02
O'REILLY AUTO PARTS	EQUIPMENT REPAIRS & MAINT.	853.93
PG&E	ELECTRIC UTILITIES	36,306.78
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
RAYMOND MIKE ALANIZ	CERT FEE & TRAVEL & TRAINING REIMBURSEMENT	305.73
SAMPSON SAMPSON & PARTNERS LLC	PROF.SERVICES - ACCTG & FIN	9,525.00
SILVAS OIL CO. INC.	FUEL	2,376.51
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIRS & MAINT.	4,664.00
THE COUNTY OF FRESNO	PROF.SERVICES - ACCTG & FIN	1,419.58
THE GAS CO	GAS UTILITIES	847.43
VESTIS	UNIFORMS, MATS, MOPS, TOWELS	1,042.06
VINCE PALOMAR	DIRECTOR'S FEE	127.63
WORKFORCE GO!	INFORMATION SYSTEMS	193.95

MAS 200 Total Checks

\$778,251.08

SKF COUNTY SANITATION DISTRICT
CASH ACTIVITY REPORT
Month: FEBRUARY
Fiscal Year: 2024-25

Cash Account Description	End of Month Cash Balance June 30, 2024	End of Month Cash Balance February 28, 2025
Cash in Treasury: Operations & Maintenance	\$ 5,721,311.82	\$ 5,513,820.98
Cash in Bank: Operations & Maintenance	\$ 28,404.88	\$ 116,845.50
Cash in Bank: Payroll	\$ 111,170.65	\$ 120,086.97
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 5,861,587.35	\$ 5,751,453.45
Cash in County Treasury:Expansion	\$ 5,601,597.99	\$ 6,681,493.92
Cash in County Treasury: R&R	\$ 7,533,302.44	\$ 7,550,917.78
Cash in County Treasury:Selma	\$ 1,814,835.10	\$ 1,840,160.54
Cash in County Treasury: Selma SWRCB Reserve	\$ 270,991.10	\$ 275,039.35
Total Selma	\$ 2,085,826.20	\$ 2,115,199.89
Cash in County Treasury:Kingsburg	\$ 3,335,437.54	\$ 3,399,496.65
Cash in County Treasury:Fowler	\$ 1,933,409.66	\$ 1,977,531.51
Total Cash Balance	\$ 26,351,161.18	\$ 27,476,093.20

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED FEBRUARY 28, 2025

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	2/12/2025	\$	136,121.23
WARRANT LIST ENDING	2/26/2025	\$	778,251.08
			914,372.31
TOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 914,372.31

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	2/9/2025	\$	100,929.98
EMPLOYER CONTRIBUTIONS (PERS)	2/9/2025	\$	10,051.91
EMPLOYER TAXES	2/9/2025	\$	1,310.21
HEALTH INSURANCE	2/9/2025	\$	15,400.06
			\$ 127,692.16

TOTAL SALARIES PERIOD ENDING:

SALARIES	2/23/2025	\$	97,986.35
EMPLOYER CONTRIBUTIONS (PERS)	2/23/2025	\$	9,878.47
EMPLOYER TAXES	2/23/2025	\$	1,268.08
HEALTH INSURANCE	2/23/2025	\$	15,400.06
			\$ 124,532.96

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES			\$ 252,225.12
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	GRAND TOTAL	\$	1,166,597.43
			1,166,597.43

MEMORANDUM

(March 13, 2025, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager
Date Prepared: February 26, 2025

Agenda Item: 4-E
Action: Motion

SUBJECT

Information System Analyst David Bacon's out-of-state training request for Data Flow System HSS Custom Screen Building Training in Melbourne, FL

RECOMMENDATION

That the Board of Directors approve David Bacon's out-of-state training request for the Data Flow System Inc. Training in Melbourne, FL.

EXECUTIVE SUMMARY

As per District's Personnel Rules and Regulations all training, and travel costs shall be approved by the General Manager, except out-of-state travel which must be approved by the Board of Directors.

David Bacon has requested to attend a training course with Data Flow Systems, Inc. in Melbourne, FL. This training is Data Flow Systems HSS Custom Screen Building for creating collections systems Supervisory Control and Data Acquisition (SCADA) graphical screens and modifying existing screen structures in HT4. This training will allow David to be able to customize and build our own user interface screens for the collection system SCADA pump stations. The total estimated expenses are approximately \$700.

MEMORANDUM

(March 13, 2025 Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Memo Prepared: March 1, 2025

Agenda Item: 4-F
Action: Motion

SUBJECT

Chief Plant Operator Craig Perry's out-of-state training request for the Tri-State Seminar in Las Vegas, NV.

RECOMMENDATION

That the Board approve Craig Perry's out-of-State training request for the Tri-State Seminar in Las Vegas, NV.

EXECUTIVE SUMMARY

As per District's Personnel Rules and Regulations all training, and travel costs shall be approved by the General Manager, except out-of-state travel which must be approved by the Board of Directors.

Craig Perry has requested to attend the Annual Tri-State Seminar. The Seminar is sponsored by **AZ Water Association, California Water Environment Association, and the Nevada Water Environment Association**. The seminar will be held at South Point Hotel & Casino and the training dates are August 4-7, 2025. The total estimated expenses for registration, mileage, meals and accommodation are \$863.00.

Since 1985, Tri-State Seminar LLC (TSS) has been providing affordable, high-quality education to water and wastewater operators from the Western United States through this annual three day seminar designed to provide professional development, continuing education, and technology transfer to support the vision and missions of three partner organizations: AZ Water Association, California Water Environment Association, and Nevada Water Environment Association.

RESOLUTION NO. 2025-12

A RESOLUTION HONORING
JUAN MEJIA
FOR ONE YEAR 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, Juan Mejia has served as a member of the Selma-Kingsburg-Fowler County Sanitation District Board of Directors from December 19, 2023 through December 12, 2024; and

WHEREAS, he has given wise management guidance and has shown long-range thinking and excellent leadership.

NOW, THEREFORE, the Board of Directors hereby honors Juan Mejia for one year of outstanding service.

The foregoing resolution was introduced and seconded simultaneously by all Directors and adopted by unanimous vote of those present on March 13, 2025.

DIRECTOR MAGSIG	_____
DIRECTOR GILL	_____
DIRECTOR PALOMAR	_____
VICE CHAIR AVALOS	_____
CHAIRMAN MENDES	_____

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

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

MEMORANDUM

(March 13, 2025, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Prepared: March 6, 2025

Agenda Item: 5-A
Action: Motion

SUBJECT

Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts as Required by AB 2561 pursuant to Government Code Section 3502.3

RECOMMENDATION

Conduct Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts and Provide Direction to Staff.

EXECUTIVE SUMMARY

Staff will be presenting the status of Personnel Vacancies, Recruitment, and Retention Efforts as Required by AB 2561 pursuant to Government Code Section 3502.3. See attachment A attached hereto which summarizes the status for the period of January 2024 to December 2024.

BACKGROUND

AB 2561 requires public agencies, including the District, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the District's legal obligations under the new law, which takes effect January 1, 2025.

AB 2561 was adopted by the state legislature to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3. The new law became effective on January 1, 2025.

In compliance with the new legal obligations, the District is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the Board of Directors, the District shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the Board of Director's adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the Board of Director's adoption of the final budget for the District. (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the District to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There is one (1) bargaining unit at the District. (Gov. Code § 3502.3(b).)
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the District must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the Board of Directors as necessary.

Attachment A: 2024 Vacancy Summary Schedule

2024 Vacancy Information – General

Calendar Year 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Vacancies Created	0	0	0	0	0	0	0	0	0	0	0	2
# of Vacancies Filled	0	0	0	0	0	1	0	0	0	0	0	1
# of Remaining Vacancies	2	2	2	2	2	1	1	1	1	1	1	2
# of Budgeted FTEs	32	32	32	32	32	32	32	32	32	32	32	32
% of Vacancies	6.3%	6.3%	6.3%	6.3%	6.3%	3.1%	3.1%	3.1%	3.1%	3.1%	3.1%	6.3%

*

- Average % of Vacancies at the End of Each Month: 4.7%
- Highest % of Vacancies at the End of a Month: 6.3%
- Lowest % of Vacancies at the End of a Month: 3.1%

* Vacancies as of 12/31/24
 District Engineer
 Assistant Collections Supervisor