

SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
TECHNICAL ADVISORY COMMITTEE  
REGULAR MEETING OF

**March 17, 2010**

10:00 a.m.

Board Conference Room  
11301 E. Conejo Avenue, Kingsburg, California

A. ROLL CALL MEMBERS

Darren Hays, City of Kingsburg  
Arshavir "Archie" Moosakhanian, Selma  
Alan Weaver, (Chair) County of Fresno  
David Weisser (Vice-Chair) City of Fowler

STAFF and CONSULTANTS

Ben Muñoz, Jr., General Manager  
Michael Fong, Chief Accountant  
Veronica Cazares, Supervising Engineer  
Scott Aguiar, Plant Operations Supv.  
Jimmy Garcia, Maintenance Supv.

B. APPROVAL OF MINUTES

B-1  
*p.3*

**The Committee will consider approval of the minutes of the meeting of February 17, 2010. (Action, Motion)**

C. PUBLIC COMMENTS

C-1

**At this time, any member of the public may address the Committee regarding any item not on the agenda, over which the Committee has jurisdiction. No action or discussion will be undertaken on any item not on the agenda, except to briefly respond to statements or questions by the public.**

D. NEW BUSINESS

D-1  
*p.7*

**Capital Improvement Program – Second Presentation (Action, Motion)**

Summary: The Committee will review the revised Capital Improvement Program and will consider making a recommendation regarding transfers, funding and rates for refurbishment & replacement.

D. NEW BUSINESS (continued)

D-2  
*p.8*

**FY 2010-11 Draft Budget – First Presentation  
(Action, Motion)**

Summary: The Committee will review the FY 2010-11 draft budget version 3-11-10. Staff will answer questions. The Committee will consider recommending approval.

E. COMMUNICATIONS

E-1

**Communications  
(Informational)**

Summary: Committee members may suggest future agenda items or may give reports. Staff may suggest future agenda items or may present informational correspondence or verbal informational reports.

F. ADJOURNMENT

F-1

**(Action, Motion to Adjourn)**

The next meeting is scheduled for Wednesday, April 14, 2010 at 10:00 a.m.

**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
MINUTES OF THE MEETING OF THE  
TECHNICAL ADVISORY COMMITTEE**

**February 17, 2010**

The meeting of the Selma-Kingsburg-Fowler County Sanitation District Technical Advisory Committee was called to order at 10:06 a.m. by Chairman Alan Weaver.

**MEMBERS ROLL CALL**

Darren Hays, Kingsburg (absent)  
Alan Weaver, County of Fresno (present)  
Archie Moosakhanian, City of Selma (present)  
David Weisser, City of Fowler (present)

**STAFF AND CONSULTANTS PRESENT**

Ben Muñoz, Jr., General Manager  
Michael Fong, Chief Accountant  
Veronica Cazares, Supervising Engineer  
Gabriel Jimenez, Asst. Plant Ops. Supv.  
Jimmy Garcia, Maintenance Supv.

**APPROVAL OF MINUTES**

The minutes of the meetings of August 19, 2009 and November 18, 2009, were approved on a motion duly made, seconded and approved by unanimous vote of all members present.

**PUBLIC COMMENTS**

None.

**NEW BUSINESS**

**D -1 - Updated Capital Improvement Program**

General Manager Muñoz, presented the updated Capital Improvement Program (CIP) which keeps the Refurbishment & Replacement (R&R) funding steady with some increases, which will help put off borrowing for at least ten years.

Last year, DTAC reviewed a comprehensive R&R plan for District facilities and City-owned sewer systems. With the slowdown in growth, this updated CIP postpones some treatment plant projects. The Growth Projections were re-adjusted to more realistic projections. Note that the updated CIP calls for no borrowing, unlike the FY 2009/10 CIP called for borrowing \$4 million in FY 2011/12 and with more borrowing in the subsequent years. In the collection system, the identification and removal of

storm water in Selma has eliminated the necessity for major projects and borrowing. The attached updated CIP (version 2-8-10) incorporates the latest planning by staff.

General Manager Muñoz recommends that DTAC recommend the following to the Board:

1. Do not make the budgeted \$800,000 transfer from the O&M fund to the District R&R fund for FY 2009-10 as recommended last year. Use the money for plant repair & maintenance projects which will be expensed out of the O&M fund.
2. Make the budgeted \$900,000 transfer from the O&M fund to the District R&R fund for FY 2010-11.
3. The CIP recommends an increase to the District R&R user charges for FY 2010-11, from \$25 per ESFR to \$28 per ESFR.
4. For FY 2010-11 use \$22 per ESFR as the rate for Cities' Collection Systems R&R for each city (no increase).

General Manager Muñoz, presented the updated CIP to DTAC. All the Supervisors provided input on the projects and project scheduling. The CIP is a document that will be revisited annually by the District department heads and General Manager.

Alan Weaver suggested that instead of "Date Accepted By" on the cover sheet it should state "Date Recommended By". He also suggested that an acknowledgement should be made to the CIP Committee. The General Manager made note of the suggestions.

Other items that were explained in regards to the specific projects and other comments by DTAC are as follows:

- David Weisser asked if the White Tractor was going to be replaced. General Manager Muñoz said that it will stay in the fleet and be used exclusively for the biosolids drying process. The new 4x4 tractor would be used exclusively for maintaining District property.
- Alan Weaver suggested that a place holder for WWTP Expansion be added to the CIP in order to keep those resources available. It should include engineering and WWTP expansion cost. This way the Board is aware of the potential cost for the WWTP expansion that may be needed in the future. General Manager Muñoz, said we were going to add WWTP expansion to the CIP once we completed the WWTP Facilities Plan. Because we will have a better understanding of when and what will be needed for the WWTP expansion. However, I can do some research and put a WWTP expansion place holder for now and update it once more details are available. General Manager Muñoz agreed it was a good suggestion and would add it to the CIP.

- General Manager Muñoz said that Harris Ranch Beef Co. has approached the District for possible connection. They would be a significant industry, with high flows, BOD's, and SS.
- Alan Weaver asked if there was a separate fund for the replacement of fleet vehicles. General Manager Muñoz said that there is not a separate fund for fleet replacement. Replacement vehicles are funded with District R&R.
- Alan Weaver suggested placing an expansion project sometime in the 10-year plan based on the growth projections. He also suggested sending the member Cities the growth projections to get their feedback along with the collection system projects. In regards to the collection system he also suggested placing R&R projects for all years in the 10-year plan due to the need for R&R. The District is in the process of assessing the collection system and expects R&R will be required in each of the member cities.
- Alan Weaver also suggested that the Cities sign-off on the collection system R&R projects.

There being no further comments from the public, a motion to revise the CIP with the above suggestions and it be brought back to DTAC in March was made by David Weisser, seconded by Alan Weaver and approved by the unanimous vote of all Committee Members present.

## COMMUNICATIONS

The equipment for the WWTP Aeration Improvement Project has been awarded and is scheduled to arrive on the specified dates. At the February Board meeting, the Board awarded the installation of the WWTP Aeration Improvement Project to TNT Industrial Contractors for \$2,055,632. TNT Industrial Contractors, Inc. installed the first and second centrifuges and performed other minor work for the District. The District had a good working relationship with the company and is satisfied with the quality of work.

The total project cost is \$4,100,000, which is over the engineers preliminary estimate, which are attributed to power generation due to the existing MCC's not being usable, a robust SCADA system, slide gates and valves, and the short time frame to complete the project.

Harris Ranch Beef Co. has approached the District for possible connection. They would be a significant industry, with high flows, BOD's, and SS. Pretreatment has been encouraged by General Manager Muñoz, and they are looking into it, as is National Raisin, another industry that is currently being served by the District.

**ADJOURNMENT**

There being no further business to come before the Committee, Chairman Weaver declared the meeting adjourned on a motion duly made, seconded and approved by unanimous voice vote at 11:35 a.m.

Respectfully submitted,

Approved,

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

Alan Weaver, Chairman  
SKF Technical Advisory Committee

## MEMORANDUM

(March 17, 2010)

To: S-K-F CSD Technical Advisory Committee  
From: Ben Muñoz, Jr., General Manager  
Date Prepared: March 11, 2010  
Subject: Capital Improvement Program – Second Presentation

Agenda Item: D-1  
Action: Motion

### EXECUTIVE SUMMARY

Staff has revised the Ten-Year Capital Improvement Program (CIP) as per DTAC recommendations made at the February 17, 2010 meeting.

### BACKGROUND

DTAC members may bring their copies with them or refer to the digital version sent separately with the agenda packet. **Copies will be available at the DTAC Meeting.**

The revised CIP includes an acknowledgement of key District staff members that participated in the development of the CIP. Staff also added the WWTP expansion program to the CIP and will update it once more details are available. The revised CIP also includes an expansion project for the possible connection of Harris Ranch Beef Company. As per DTAC recommendation Staff requested feedback from the member Cities regarding the growth projections and the Cities' collection system projects. City of Kingsburg and Fowler responded to the Districts' request.

### STAFF RECOMMENDATION

General Manager recommends that DTAC recommend the following to the Board:

1. Make the budgeted \$800,000 transfer from the O&M fund to the District R&R fund for FY 2009-10.
2. Make the budgeted \$815,000 transfer from the O&M fund to the District R&R fund for FY 2010-11.
3. For FY 2010-11 use \$25 per ESFR as the rate for District R&R (no increase).
4. For FY 2010-11 use \$22 per ESFR as the rate for Cities' Collection Systems R&R for each city (no increase).

### ACTION

Motion to accept the General Manager's recommendations.

## MEMORANDUM

(March 17, 2010)

To: S-K-F CSD Technical Advisory Committee  
From: Ben Muñoz, Jr., General Manager  
Date Prepared: March 11, 2010  
Subject: FY 2010-11 Draft Budget – First Presentation

Agenda Item: D-2  
Action: Motion

### EXECUTIVE SUMMARY

The FY 2010-11 draft budget proposes keeping the rates the same as in FY 2009-10. It has been distributed as a separate email.

### BACKGROUND

DTAC members may bring their copies with them or refer to the digital version sent separately with the agenda packet. **Copies will be available at the DTAC Meeting.**

The budget is balanced for operations & maintenance (O&M). Staff has met its stated intention to propose a budget that gets the job done without raising rates. The FY 2010-11 budget keeps rates exactly the same as in FY 2009-10. The rate for a single family residence remains at \$23.28 per month (\$279.31 per year), which is made up of seven component rates shown on page 21 of the budget.

Single Family Residence (SFR) Annual Unit Cost Breakdown is as follows:

O&M \$232.68/ESFR + District R&R \$24.63/ESFR + Cities R&R \$22.00/ESFR = \$279.31/SFR.

### STAFF RECOMMENDATION

General Manager Muñoz recommends that DTAC recommend Board approval of the FY 2010-11 budget.

### ACTION

Motion to recommend Board approval of the FY 2010-11 budget.