

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

March 16, 2011

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.
Gabriel Jimenez, Asst. Plant Ops. Supv.
Rafael Gonzales, Asst. Maintenance Supv.

B. APPROVAL OF MINUTES

B-1
p.3

The Committee will consider approval of the minutes of the meeting of February 24, 2011. (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. UNFINISHED BUSINESS

D-1
p.6

FY 2011-12 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.

E. NEW BUSINESS

E-1
p.7

**FY 2011-12 Draft Budget – First Presentation
(Action, Motion)**

Summary: The Committee will review the FY 2011-12 draft budget. Staff will answer questions. The Committee will consider recommending approval.

F. COMMUNICATIONS

F-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.

G. ADJOURNMENT

G-1

(Action, Motion to Adjourn)

The next meeting is scheduled for Wednesday, April 20, 2011 at 10:00 a.m.

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

February 24, 2011

The meeting of the Selma-Kingsburg-Fowler County Sanitation District Technical Advisory Committee was called to order at 10:00 a.m. by Vice-Chair David Weisser.

MEMBERS ROLL CALL

Darren Hays, Kingsburg (present)
Alan Weaver, County of Fresno (absent)
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
Scott Aguiar, Plant Operations Supv.
Jimmy Garcia, Maintenance Supv.
Gabriel Jimenez, Asst. Plant Ops. Supv.
Rafael Gonzales, Asst. Maintenance Supv.

APPROVAL OF MINUTES

The minutes of the meeting of March 17, 2010, were approved on a motion duly made, seconded and approved by unanimous vote of all members present.

PUBLIC COMMENTS

None.

NEW BUSINESS

D-1-FY 2011-12 Capital Improvement Program – First Presentation

General Manager Muñoz, presented the updated Capital Improvement Program (CIP) which keeps the Refurbishment & Replacement (R&R) funding steady with some increases.

The Ten Year CIP is a plan for capital expenditures over a ten-year period. The CIP identifies capital improvement needs and allocates available dollars. CIP infrastructure includes such items as the collection system, wastewater treatment plant, disposal facilities and lift stations.

The District's funding sources include sewer service charges, capacity charges, and plan check & inspection fees. These revenues are projected annually, taking into account current and potential development activity, and rate adjustments.

Each department submitted their requests which include a clear statement of the need and justification for the project, its costs, its net effect on the operating budget, and an implementation schedule. Staff and General Manager Muñoz evaluated each request by reviewing the project information provided on Forms B and C. Based on the project requests, General Manager Muñoz summarized the findings in the updated CIP.

General Manager Muñoz gave a brief summary on the status of the previously approved projects. He said that the Aeration System Improvements project was a great improvement to the Plant. We restored the efficient operation of aeration basins numbers 1 & 2 and replaced the blowers at aeration basin number 3 and aerobic digesters with high speed turbo blowers manufactured by APG-Neuros. We also replaced the fine bubble diffuser system with Sanitaire diffusers. We installed SCADA with a fiber optic back-bone and master control center in the Operations Building. The SCADA provides the District with dissolved oxygen (DO) control and monitoring to more efficiently operate aeration basin no. 3. The aerobic digester SCADA control also allows for DO control or air flow control.

We also received three awards from California Water Environment Association (CWEA) for Plant of the Year – Medium Size, Engineering Achievement for Aeration System Improvements Project and Veronica Cazares for Outstanding Young Professional. General Manager Muñoz received one award from PG&E for Leadership in Energy Efficiency and Participation in the 2010 Incentive Program.

General Manager Muñoz gave a brief summary on the CIP Cash Flow Analysis for District R&R, District Expansion, Selma R&R, Kingsburg R&R and Fowler R&R Funds. All funds seem to be funding steadily with some minor increases. However, it has been brought to General Manager Muñoz' attention that Selma R&R Fund has a major project that needs to be addressed, which is the McCall Avenue Sewer Improvements project. General Manager Muñoz said, "I have inherited this issue" because this project was indentified in 1991 by District Staff. In May 1994 a McCall Avenue Sewer Evaluation was conducted by Whitley, Burchett and Associates, Inc. (WBA). The report recommended some major repairs or replacement of four miles of an 18 inch and 24 inch sewer lines, but these recommendations were never addressed. General Manager Muñoz and Staff plan on addressing this issue by re-evaluating the condition of the sewer lines and will meet with the City of Selma to discuss the possible impact to the Selma R&R Fund. General Manager Muñoz said that the District will meet with the Cities once all updates are made. The District needs to know what street projects such as paving or reconstruction projects each City may be planning, so we can coordinate our projects with the Cities. The District does not want to be excavating streets that have just been paved or reconstructed.

There was a general discussion by DTAC members and staff on ways to repair the McCall Avenue Sewer lines. Archie Moosakhanian said he was concerned with the McCall Avenue Sewer Improvements project and asked to get more detail on the project. General Manager Muñoz replied, District Staff will collect more details on this project and will meet with City of Selma as it develops.

There being no further comments from the public, a motion to revise the FY 2011-12 CIP with the above suggestions and it be brought back to DTAC in March was made by David Weisser, seconded by Darren Hays and approved by the unanimous vote of all Committee Members present.

COMMUNICATIONS

General Manager Muñoz offered a tour of Plant to DTAC members so they can see the improvements and the SCADA system. David Weisser and District Staff took a tour of the Plant.

ADJOURNMENT

There being no further business to come before the Committee, Vice-Chair Weisser 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

David Weisser, Vice-Chair
SKF Technical Advisory Committee

MEMORANDUM

(March 16, 2011)

To: S-K-F CSD Technical Advisory Committee
From: Ben Muñoz, Jr., General Manager
Date Prepared: March 11, 2011
Subject: FY 2011-12 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 24, 2011 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 DTAC's recommendations made at the February 24, 2011 meeting. Staff also requested feedback from the member Cities regarding the growth projections and the Cities' collection system projects.

STAFF RECOMMENDATION

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

1. Make the budgeted \$815,000 transfer from the O&M fund to the District R&R fund for FY 2010-11.
2. Make the budgeted \$909,000 transfer from the O&M fund to the District R&R fund for FY 2011-12.
3. The CIP recommends an increase to the District R&R user charges FY 2010-11, \$25/ESFR to FY 2011-12, \$28/ESFR.
4. For FY 2011-12 use \$22/ESFR as the rate for Cities' Collection Systems R&R for each city (no increase).

ACTION

Motion to recommend Board accept the FY 2011-12 Capital Improvement Program as revised.

MEMORANDUM

(March 16, 2011)

To: S-K-F CSD Technical Advisory Committee
From: Ben Muñoz, Jr., General Manager
Date Prepared: March 11, 2011
Subject: FY 2011-12 Draft Budget – First Presentation

Agenda Item: E-1
Action: Motion

EXECUTIVE SUMMARY

The FY 2011-12 draft budget proposes keeping the Single Family Residence Annual rate the same as in FY 2010-11.

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. This budget decreased the O&M rates from FY 2010-11, \$232.68/ESFR to FY 2011-12, \$229.33/ESFR and it increased the District R&R rates FY 2010-11, \$24.63/ESFR to FY 2011-12, \$27.98/ESFR. However, 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 Annual Unit Cost Breakdown is as follows:

O&M \$229.33/ESFR + District R&R \$27.98/ESFR + Cities R&R \$22.00/ESFR = \$279.31/SFR

STAFF RECOMMENDATION

General Manager Muñoz recommends that DTAC recommend Board approval of the FY 2011-12 budget.

ACTION

Motion to recommend Board approval of the FY 2011-12 budget.