

**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT
MINUTES OF THE BOARD MEETING**

February 8, 2007

The regular Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:00 p.m. by the Chairwoman, Judith Case.

DIRECTORS' ROLL CALL

Leland Bergstrom (present)
David Cardenas (present)
Don Tow (present)
Bob Waterston (absent)
Judith Case, Chairwoman (present)

STAFF AND CONSULTANTS PRESENT

David Michel, General Manager/ Board Sec.
Ben Muñoz, Assistant Manager
Richard Hargrove, General Counsel
Robert Whitley, District Engineer
Veronica Cazares, Supervising Engineer
Walter Schmidt, Plant Operations Supervisor
Gary Helm, Maintenance Supervisor
David Bacon, Information Systems Analyst

OTHERS PRESENT

Dennis Lujan, Selma Mayor Pro-Tem
Ken Crabtree
Randy Deaver, City of Fowler
David Weisser, City of Fowler
Ed Blanton, Kingsburg Resident
Norman Krebbs, Kingsburg Resident
Randy Hill
Carl Morgan

CONSIDERATION OF MINUTES

There being no comments from the public, a motion to approve the minutes of the Board Meeting of January 11, 2007, was made by Director Bergstrom, seconded by Director Tow, and approved by the following vote:

AYE:	Directors Bergstrom, Tow, Cardenas and Case
NO:	None
ABSENT:	Director Waterston
ABSTAIN:	None

CONSENT CALENDAR

Annual Statements of Economic Interest

In a written memo, General Manager Michel reported that designated officials must file Form 700 with the SKF Manager by April 2, 2007. The forms for filing the annual Statement of Economic Interest are attached. Form 700 can be printed from the website www.fppc.ca.gov. Go to “forms” and “Form 700: Statement of Economic Interest.” If a Board Member would like for the District to mail a complete set of pages, please notify the General Manager and they will be mailed. Designated officials who must file the attached Form 700 with the SKF Manager by April 2, 2007 are as follows: Board Members; Assistant Manager; General Counsel; District Engineer and Supervising Engineer.

Six Month Summary Financial Report

In a revised written memo, General Manager Michel and Assistant Manager Muñoz reported that interest earnings are favorable. Electrical energy costs appear that they will exceed the budgeted amount and will require some expenditure from contingency due to increased usage of effluent and transfer pumps, increased usage of digester blowers during 100^o+ days and use of a less efficient aeration basin during planned repairs to the fine bubble diffusion system piping. The increased costs may be balanced by increased industrial revenue. Legal services will exceed the budgeted amount and will require some expenditure from contingency due to extra work regarding labor relations, personnel matters, growth & capacity issues, property management & lease renewals, potential litigation, risk management meetings, and larger agendas to review. The following is the summary financial report for the O&M fund for the period July 1, 2006 through December 31, 2006. It is not a full accrual audited financial statement and therefore does not contain fiscal year-end audit adjustments. Its preparation is consistent with the six-month summary financial reports from prior years. A revision to a prior version (memo 2007-018) was necessary because there were some expenditures for goods received and services rendered in December which were not included in the general ledger ending 12-31-06. In this revision, \$206,309 has been added to expenditures for Services and Supplies and \$868 to Salaries & Benefits.

REVENUE (O&M)	<u>Actual FYTD</u>	<u>Budget for FY</u>	<u>% Received</u>
Residential-Commercial	1,691,657	3,409,940	49.6%
Industrial	1,317,846	2,021,942	65.2%
Interest	83,397	85,700	97.3%
Staff Capital Projects Salary Transfer	----- 0	<u>86,000</u>	<u>0.0%</u>
TOTAL REVENUE	3,092,900	5,603,582	55.2%
EXPENDITURES (O&M)	<u>Actual FYTD</u>	<u>Budget for FY</u>	<u>% Expended</u>
Salary & Benefits	1,253,672	2,727,241	46.0%
Services, Supplies & Franchise Fees	1,474,561	2,326,951	63.4%
Contingency	0	200,000	0.0%
Refurbishment & Replacement Transfer	----- 0	<u>611,090</u>	<u>0.0%</u>
TOTAL EXPENDITURES	2,728,223	5,865,282	46.5%
CASH BALANCES (adjusted accrual to cash)	<u>7-1-06</u>	<u>12-31-06</u>	

General Operations & Maintenance (O&M)	4,198,734	4,719,084
District Expansion (DE)	3,213,631	3,485,730
District Refurbishment & Replacement (DRR)	3,539,474	3,061,338
Selma Collection System R&R (SRR)	1,426,148	1,504,080
Kingsburg Collection System R&R (KRR)	1,490,607	1,561,994
Fowler Collection System R&R (FRR)	666,509	707,643

FY 2007-08 Budget Preparation Schedule

General Manager Michel distributed the 56-step schedule for developing the FY 2007-08 budget.

Amend FY 2006-07 Budget to Add Missing Page 31

In a written memo and in verbal comments, General Manager Michel reported that page 31 of the current year budget was included in the first draft but was inadvertently left out of the approved version. Page 31 is identified in the table of contents of the approved version. It has been included in previous years' budgets. The change in this year's page 31 is that the definition of fixed assets is at \$8,000 instead of \$5,000 and the R&R replacement policy added the words "and may be more or less than the amount budgeted, depending on the R&R needs and funds available." Staff requested that the Board amend the budget to include page 31.

Capacity Policy Review

In a written memo, General Manager Michel reported that the Board had requested a review of the capacity policy which allows Board discretion for waiving connection fees for eligible industries and which identifies capacity distribution among industries and also between industries and residential/commercial users.

District Ordinance No. 42, adopted in 1986, established a surcharge for excessive discharges by users. It authorized the development of guidelines for implementing the Ordinance. The guidelines were set by a resolution and identified capacity for industry as a whole and identified capacities among industries. The resolution has been revised almost annually to reflect various changes in industrial users and their discharges. The resolution also identified limited circumstances in which the Board had discretion to waive connection fees (capacity charges).

The current Resolution No. 2006-05 is being reviewed by District Engineer Robert Whitley, General Counsel Richard Hargrove and General Manager Michel as stated in the attached letter dated January 22, 2007. A preliminary target for a report is for the March Board meeting. The costs of this special review will be billed to the District as general consulting services.

Consent Calendar Approval

Chairwoman Case asked that item C-6, Plant Bottlenecks Progress Report be considered separately.

There being no comments from the public, a motion to approve the five consent calendar items stated above, was made by Director Tow, seconded by Director Bergstrom, and approved by the following vote:

AYE: Directors Tow, Bergstrom, Cardenas and Case
NO: None
ABSENT: Director Waterston
ABSTAIN: None

Plant Bottlenecks Progress Report

In a written memo, General Manager Michel reported that there are seven restrictions (bottlenecks) in the plant identified by District Engineer Robert Whitley. Four of them occur at annual average flow rates less than 6.0 million gallons per day (mgd). As directed by the Board, staff and District Engineer are focusing their efforts on correcting the first four bottlenecks so that the plant can handle 6.0 mgd on an annual average basis. The middle column of the following table is based on engineering assessments of the plant under the conditions at the time of the studies in 2005-06.

<u>Bottleneck Description</u>	<u>Annual Average Flow Rate Occurrence</u>	<u>Correction Status</u>
No. 1 – solids at secondary clarifiers	4.8 mgd	Staff has been conducting a pilot study to determine if operating techniques can be changed to get more solids settling capability from the clarifiers. A preliminary report will be ready for the March Board meeting. It may show that some capacity greater than 4.8 mgd can be obtained by operational techniques, but not up to the target 6.0 mgd. Structural modifications or an additional clarifier may be needed.
No. 2 – disposal ponds deepening	5.1 mgd	The solution to the need for additional disposal pond capacity depends to some degree on the solution to bottleneck #4, so staff is monitoring the District Engineer's progress with that preliminary design work. Staff will evaluate using reclaimed wastewater or extracted groundwater when preparing this recommendation.
No. 3 – dissolved air thickener	5.2 mgd	Awaiting installation of Centrifuge No. 2, which may affect the solution.
No. 4 – effluent outfall pipe	5.3 mgd	District Engineer and Project Engineer have met twice with 7-member staff committee. Ten alternatives have been narrowed to three, which are being evaluated by Project Engineer for cost vs. benefit.

Director Tow commented that the District needs to take care of the bottlenecks as soon as possible. Director Bergstrom agreed and added that that we need to know what to do before we do it. Director Cardenas said that he believes staff is making progress, should stay on course and should fix the bottlenecks as soon as possible.

Selma Mayor Pro-Tem Dennis Lujan said that he and Ken Crabtree had met with General Manager Michel and that the discussion was encouraging. He said that Mr. Michel has a plan by which conditional “will serve” letters could be issued in 3-4 months when the bottlenecks are fixed and that 3,000 – 5,000 units will be freed up.

General Manager Michel stated that what he had told Mr. Lujan and Mr. Crabtree was that it would be 3-4 months before the Board could make some crucial decisions that may allow staff to issue conditional permits. He said that he has always been consistent in telling everyone that correcting the bottlenecks will take about two years. He said that although staff does not have full authorization from the Board to correct the bottlenecks at this time, staff certainly has clear direction from the Board to proceed as quickly as possible.

Mr. Michel reminded the Board that staff has a plan to accommodate growth, but it requires three decisions by the Board. Firstly, the Board has to decide what they believe is the capacity of the treatment plant on an every day basis, an answer which the operational audit may provide. Secondly, the Board has to decide on a practical industrial reserve for planning purposes, which the District Engineer, General Counsel and General Manager are working on. Thirdly, the Board has to decide how to allocate the capacity over the years and between the three Cities. Then staff can issue conditional “will serve” letters that require that milestones must be met by specified dates, such as: tentative map approval; final map approval; annexation completion; plans approval; infrastructure completion; and a percentage of connection permits paid. If those milestone dates are not met, the project loses its commitment of treatment plant capacity and such capacity is conditionally granted to another project-in-waiting.

Ken Crabtree said that Mr. Michel was correct and that he had been consistent in what he has been saying regarding issuing “will serve” letters and accommodating growth. Kingsburg resident Ed Blanton commented that he checked with the regulators and they said that a centrifuge can be operated by a utility worker without a wastewater treatment plant operators license. Randy Hill from RJ Hill asked what would happen to projects like his that were issued “will serve” letters two or three years ago and have been proceeding. Director Tow explained that in the case of RJ Hill, the City of Selma has yet to finalize the specific plan and annexation cannot proceed until that occurs. General Manager Michel said that as part of the allocation of capacity over the years and between the three Cities, the Board will need to decide what priority to give to projects which have been issued “will serve” letters from the past.

This agenda item was informational and no action was required nor was any action taken.

PUBLIC COMMENTS

Kingsburg resident Norman Krebbs distributed a Summary of Net Assets/Balance Sheet and recommended that it be put into the annual audit report. He further recommended that his letter of January 10, 2007 and his review of the Refurbishment & Replacement fund be placed onto the March 8th agenda. Director Case said that because the Board is a policy Board, it would not be appropriate to put such items of individual correspondence on the agenda.

Carl Morgan, 11074 East Conejo Avenue, said that he owns the property on the northeast corner of Conejo and Del Rey Avenues. The District owns the property on the southeast corner and its lease expires today. Mr. Morgan said that he hopes the District intends to fence the property with six-foot high chain link fence when the resident moves off his mobile home. He said that before the current resident lived there, the property was a gathering place for late night parties and that he had found syringes on the property at that time. He said that SKF has always been a good neighbor and so has he, and he felt that a chain link fence like what the District has installed around other parts of its property would help with safety and security and would reduce liability for the District.

Selma Mayor Pro-Tem Dennis Lujan said that the Council of Governments had heard a presentation from a company that offered advanced wastewater treatment technology. He had told General Manager Michel about it and Mr. Michel was going to look into it and have the presentation made to the SKF Board.

UNFINISHED BUSINESS

Operational Audit – Review of Proposal

Chairwoman Case distributed a one-page document entitled “S-K-F County Sanitation District Technical Advisory Committee,” which is attached to these minutes. The document proposed to create a Technical Advisory Committee (TAC) to provide technical advice and support to the Board on matters within its jurisdiction. The document described the purpose, membership, activities, procedures and establishment of the committee.

In a written memo, General Manager Michel reported that, as directed by the Board, staff solicited proposals for an operational audit. He had distributed a copy of the Request for Proposal. There was only one response, that being from the Eisenhardt Group (EGI). He had distributed a copy of the proposal. Three of the former managers/engineers recommended by the California Association of Sanitation Districts are affiliates of EGI and would be on the project team along with the principal, Paul Eisenhardt. Their time estimate is to submit a report 9 weeks after the contract is signed. The cost estimate is \$24,875. Staff recommended that the Board provide direction to staff regarding a response to the proposal.

Director Cardenas said that he supported accepting the proposal. Director Tow said that some areas in the proposal could be more in depth and some areas less. He said the Board should talk with Mr. Eisenhardt before hiring him. Chairwoman Case said that proposal could expand more overall to

include the overall structure, management and how we spend resources. Director Bergstrom said that we should have workshops with department heads rather than bring in outside help. Director Case said that she needs to hear the broad experience of others. Director Cardenas said that he respects staff but he also believes in the technology and knowledge that consultants bring us. Consultants are tools to help us do our job. He supported the operational audit and the TAC. Chairwoman Case suggested that the approval be contingent on her first discussing the audit with the principal, Paul Eisenhardt and that it is understood that the TAC would be at no cost to the District.

Kingsburg resident Norman Krebbs stated that he was in favor of the audit but that he did not see where General Manager Michel had expanded the RFP to include any methods appropriate to arrive at an opinion. Mr. Michel identified the sections in the December 21, 2006 RFP where it stated "This opinion should be based on any methods appropriate, including but not limited to ..."

District Engineer Robert Whitley said that he knew all three former General Managers on the audit team and that they were highly respected, had high integrity and had a high level of technical expertise. Later in the meeting, under Communications, he stated, for the purpose of disclosure, that all three former General Managers were friends of his and that two of them were former clients. Chairwoman Case asked if Mr. Whitley had any financial connection to them at this time, to which Mr. Whitley replied that he did not.

General Manager Michel asked and Chairwoman Case clarified that since this audit was unbudgeted, it would be funded from contingency.

There being no further comments from the public, a motion to authorize the General Manager to execute documents for the Eisenhardt Group to provide an operational audit as proposed in an amount not to exceed \$24,875, contingent on a discussion with Chairwoman Case, to be funded from contingency, and for the General Manager to proceed with the establishment of a Technical Advisory Committee at no cost to the District as proposed in writing by Chairwoman Case, was made by Director Tow, seconded by Director Bergstrom, and approved by the following vote:

AYE:	Directors Tow, Bergstrom, Cardenas and Case
NO:	None
ABSENT:	Director Waterston
ABSTAIN:	None

Closeout of Grit Remediation Project

In a written memo, General Manager Michel reported that the soil left in the excavated area was tested and found to be acceptable so the site was backfilled and the project is complete. A balancing change order is needed for an overage on the excavated material. A budget adjustment is needed because costs exceeded the budgeted amount. The final construction contract cost is \$12,000 under the second lowest bid.

The California Regional Water Quality Control Board required that the District remove grit from a burial site at the treatment plant and dispose of it to a landfill. The remaining soil had to be tested for contaminants. The grit was removed and the remaining dirt was found to be acceptable so the area was backfilled. The Board authorized a time & material change order (CO No.1) for the screening out of asphalt and concrete. Approximately 275 cubic yards of material were screened out. Change Order No. 2 was needed to pay for extra material that was excavated due to the sloughing of the sides of the excavated area. The contract was on a unit cost basis (per cubic yard). Attached is the Supervising Engineer's report and the following is a breakdown of the project costs.

Original Contract Amount	\$97,420.00
CO No. 1 (time & materials to screen asphalt)	23,282.99
CO No.2 (overage of excavated material)	<u>9,322.50</u>
<u>CONTRACTOR SUB-TOTAL</u>	\$130,025.49
Soils Testing External Lab	<u>11,000.00</u>
<u>PROJECT BUDGET TOTAL</u>	\$141,025.49

Staff recommended that the Board amend the Grit Remediation Construction budget (item 8075-203-02) from \$125,090.00 to be \$141,025.49, accept the project as complete and order the filing of the Notice of Completion.

Chairwoman Case suggested that staff consider offering the screened-out asphalt and concrete to Consolidated Irrigation District for use on ditch banks. Kingsburg resident Norman Krebbs suggested that the material could be used as rip rap around the treatment plant.

There being no further comments from the public, a motion to amend the Grit Remediation Construction budget (item 8075-203-02) from \$125,090.00 to be \$141,025.49, accept the project as complete and order the filing of the Notice of Completion, was made by Director Tow, seconded by Director Bergstrom, and approved by the following vote:

AYE:	Directors Tow, Bergstrom, Cardenas and Case
NO:	None
ABSENT:	Director Waterston
ABSTAIN:	None

Staff Comments on Public Members' Letter

In a written memo, General Manager Michel reported that the Board asked staff to comment on a letter dated 12-12-06 from Norm Krebbs and Ed Blanton. The following staff comments refer to the numbers of the items in the letter.

1. Staff recommends that the preliminary design for the new effluent line proceed as directed by the Board. It is a necessary diagnosis to ensure the best decision (most bang for the buck).

2. Staff will obtain prior Board approval for any consulting projects as per the adopted budget.
3. In November and December 1999, Board members made various suggestions regarding setting Board meeting times earlier in the day. The meetings of November 1999, December 1999 and January 2000 were all special meetings held at 4:00 p.m. In February, 2000, the Board set the regular time at 4:00 p.m. The time is entirely at the discretion of the Board.
4. The growth for which the District is preparing is at the request of the Cities, as projected by the City Managers.
5. District-owned land is needed for expansion and an environmental buffer. More effort has been given to plant maintenance in the last 8 years because the plant reached the 25-35 year old status. Although the Board felt that an increase in refurbishment & replacement funding was not necessary last year, additional resources will be needed in the near future.
6. Staff will follow the directives that have been given by the Board with regard to property management.
7. The Board will address the waiving of connection fees after the resolution is reviewed by the District Engineer, General Counsel and staff.
8. The Board will address the allocation of plant capacity among categories of users after the resolution is reviewed by the District Engineer, General Counsel and staff.

Kingsburg resident Norman Krebbs asked that the Board consider changing the regular Board Meeting starting time to be 6:30 p.m. or 7:00 p.m. to provide an opportunity for attendance by people who work. Chairwoman Case said that she was on the Board when the change to 4:00 was made. She said that Board members changed it because there was virtually no attendance at 7:00 p.m. Directors Cardenas and Bergstrom commented that if there is an issue, people come no matter what the starting time. Chairwoman Case suggested that Public Comments could be placed near the end of the agenda so that interested members of the public would not have to be present at the start of the meetings. Director Tow said that perhaps there could be some special meetings held later in the evening to gauge the attendance. General Manager Michel said that he would place an Ordinance revision on the agenda for the next Board meeting to allow for Public Comments at both the beginning and end of the meetings, because some people want to speak early and then leave the meeting, and to move Allowance of Claims ahead of Closed Session.

NEW BUSINESS

Treatment Plant Intrusion Report

In a written memo, General Manager Michel reported that although some of the treatment plant property has been fenced with 6-foot cyclone fence, much of it remains fenced with three strand barbed wire or hog wire. No fence will keep out a determined intruder, but as the population and traffic increases around the plant, the wire fences may not send a sufficiently strong message to “Keep Out.”

The real liability is not in the loss of some scrap metal. The real liability is in the potential for an intruder salvaging equipment that is turned off but is needed for operating the plant, or in the injury to an intruder who finds the plant to be an attractive nuisance. General Manager Michel distributed a report from Maintenance Supervisor Helm regarding the intrusion incident. Unless the Board wishes to direct staff to place fencing as an item on the next agenda, staff may consider requesting funding for fencing in the upcoming budget.

Chairwoman Case suggested looking into a security service and removing items of interest to intruders from view or storing them in a secure cargo container. Director Cardenas said that he is willing to revisit fencing as a budget item. He said that security is always an expense but we must protect ourselves. Director Tow asked General Counsel Hargrove if the District is less liable with chain link fence as compared to barbed wire.

General Counsel Hargrove stated that the District is liable to a higher degree with barbed wire fence. Chain link fence is the most accepted means of securing a facility with minimal danger to the public. People can get hurt on barbed wire. He prefers that the District stay away from barbed wire fencing.

Kingsburg resident Norman Krebbs suggested that the District place a chain cable on Conejo Avenue and Nelson Avenue to restrict vehicle entrance along the fence lines.

Chairwoman Case asked that this item be brought back on a future agenda.

Annual Plant Operations Report

Plant Operations Supervisor Walter Schmidt, a 27-year District employee, presented the report which was enclosed separately in the agenda packet. He stated that, in calendar year 2006, the District met its discharge requirements 97.5% of the time. He reviewed the summary letter for the annual monitoring report which was submitted to the California Regional Water Quality Control Board.

Annual Engineering Department Report

Supervising Engineer Veronica Cazares PE, a 4-year District employee, presented a report on the activities of the engineering department for the calendar year 2006. She reported that the functions of the Engineering Department include the following: improvement drawing plan checks for subdivisions, commercial and retail developments; calculation of capacity charge fees; issuance of sewer connection permits; attendance at city planning meetings and project review committees; inspection of the construction of sewers for subdivision and commercial developments; coordination

with the contractor/developer and city; verification of conformance to District standards for air, mandrel; TV video inspection of sewer lines; customer service; respond to complaints; clarification of District construction standards; master plan documents; and general district policies; underground service alerts; responses to City site plan reviews, LAFCO, County; WWTP capital improvement projects; project management from design thru construction; perform inspection on the majority of projects; management of District residential/commercial project files, sewer atlas, record drawings, and TV video inspection reports.

Ongoing projects include: Centrifuge II – Installation; Plant Bottleneck #1-Solids At Clarifier; Plant Bottleneck #2-Additional Disposal Capacity; Plant Bottleneck #4-Effluent Transport Capacity; Percolation Pond 4 Modifications; and Statewide General Waste Discharge Requirements For Sanitary Sewer Systems. Projects completed in 2006 were: Grit Remediation; Sewer System Master Plan; Pump Station SCADA; Centrifuge II-Equipment Procurement; and Vac Con Dumpsite .

COMMUNICATIONS

Chairwoman Case said that the District should consider a dialogue with the City of Parlier and perhaps the community of Malaga regarding services availability.

The reports by Director Cardenas and General Counsel Hargrove regarding the recent work conference of the California Association of Sanitation Agencies, which they both attended, were tabled by Chairwoman Case because of the potential for losing a quorum if the meeting became too extended.

Prior to the meeting, General Manager Michel had distributed a letter dated January 18, 2007 from Kingsburg resident Ed Blanton to the State Water Resources Control Board.

In a written newsletter, General Manager Michel reported the following:

- SKF Supervising Engineer Veronica Cazares will team up with Jose Gutierrez of Carollo Engineers to present the recently-completed SKF Sewer System Master Plan at a dinner meeting of the California Water Environment Association. The meeting will be at Cattlemen's in Selma on Thursday, February 15th. Board Members are welcome.
- Soon, greenhouse gasses emanating from wastewater treatment plants will be regulated. Our biological treatment plant relies on the biochemical conversion of organic material to carbon dioxide, water and heat (known as the Krebs Cycle). Carbon dioxide is considered to be a greenhouse gas. See the attached article from Chuck Weir of Tri-TAC.
- SKF Information Systems Analyst David Bacon is taking on more responsibility for support of the in-house accounting system called MAS 200. By doing so, he hopes to be able to reduce the level the support service SKF needs when the current contract expires.

ALLOWANCE OF CLAIMS

There being no comments from the public, a motion to accept the warrant list report showing checks issued in the amount of \$594,634.56, was made by Director Cardenas, seconded by Director Tow, and approved by the following vote:

AYE: Directors Cardenas, Tow and Case
NO: None
ABSENT: Director Waterston and Bergstrom
ABSTAIN: None

CLOSED SESSION

Chairwoman Case called for a closed session at 6:31 p.m. to confer with legal counsel and staff regarding Fowler Tract 5212, DR Horton, to discuss the disability leave status of an employee and to receive a report regarding the settlement of a labor relations grievance. The Board returned to open session at 6:55 p.m. There was no report in open session.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Case declared the meeting adjourned on a motion duly made, seconded and approved by unanimous voice vote at 6:57 p.m..

Respectfully submitted,

Approved,

David Michel, General Manager/
Secretary of the Board

Judith G. Case
Chairwoman of the Board

S-K-F County Sanitation District Technical Advisory Committee

Proposal:

To create a standing Technical Advisory Committee to provide technical advice and support to SKF Board on matters within its jurisdiction.

Purpose:

To provide a resource of local technical expertise familiar with the service needs of the member agencies and to advise the Board in development of SKF programs and functions. A standing Technical Advisory Committee may serve to build greater confidence for the SKF Board and the public through a regularly-established procedure for broader technical review of proposals before the SKF Board. The Technical Advisory Committee would also serve to insure coordination in the infrastructure planning and development activities of the individual agencies and the SKF District.

Membership:

Each member agency (Selma, Kingsburg, Fowler, County) to have one member appointed by their City Council or Board from their agency staff or contract staff. Technical Committee members should have pertinent technical background (for example, from Public Works or Development Department, or a Building Official). Members to serve at no cost to the District.

SKF District represented by the SKF General Manager, with assistance of SKF Chief Operator.

Activities:

Consult on draft SKF Board agenda items and make recommendations to Board on actionable items.

Review and provide input to General Manager on development of technical programs and policies of SKF Board (for example, draft budgets, fee and rate proposals, District organizational structures, capital improvement programs, capacity allocations, master plans, requests for proposals, service area reviews, capacity enhancement programs, etc).

Procedures:

The SKF General Manager may set regular meetings for the Technical Advisory Committee prior to scheduled Board meetings to consult on agendas, and to review other or upcoming items.

The recommendations and comments of the Technical Advisory Committee may be regularly included in the Board agenda package.

Establishment:

SKF may seek advise of Counsel on best means to establish Standing Technical Committee, by amendment of authorizing or incorporating documents (bylaws, Joint Powers Agreement, administrative ordinance, etc.), or by ad-hoc direction of SKF Board.