

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

MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING

**April 21, 2021
1:30 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 1:32 p.m. by Chairman Alex Henderson via teleconference.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Wilma Quan, Fowler City Manager (P)
Teresa Gallavan, Selma City Manager (P)
Jean Rousseau, Fresno County Administrative Officer(A)
Ben Muñoz, Jr. General Manager/Secretary(P)

STAFF and CONSULTANTS

Alicia Kirk, Executive Assistant to the G.M.
Veronica Cazares, District Engineer
Scott Aguiar, Operations Supervisor
Tricia Miller, Admin. Services/HR Manager

RE-ORGANIZATION

A. Nominations and Election of Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Alex Henderson as Chairman was made by Member Muñoz, seconded by Member Gallavan, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

B. Nominations and Election of Vice Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Wilma Quan as Vice Chairperson was made by Member Gallavan, seconded by Member Muñoz, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

APPROVAL OF AGENDA

There being no comments from the public, a motion to approve the agenda of the PAC meeting of April 21, 2021, was made by Member Muñoz, and seconded by Member Gallavan, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

The Consent Calendar consisted of the of the minutes of the April 21, 2020, Policy Advisory Committee meeting.

There being no comments from the public, a motion to approve the Consent Calendar of the PAC meeting of April 21, 2021, was made by Member Muñoz, and seconded by Member Henderson, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Committee will review the FY 2021-22 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2021-22 Capital Improvement Program. (p.9) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Capital Improvement Projects, a separate

meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

Coordination of projects between the cities' and SKF were touched on, as well as continuing to maintain communication between the city's and SKF. Point of contacts were given to the District Engineer for each city so that all are kept in the loop. It was said that we are in the third year of the five- year rate increase previously approved by the Board. The hope is to maintain sustainability so as not to incur another Prop 218. One minor change came from Selma's CIP, which was a placeholder in 2023, and moved to 2022. It was said the amount allocated would remain the same. Selma was appreciative of the changes made to accommodate them. PAC was appreciative of the time SKF has dedicated to their cities.

There being no comment from the public, a motion to recommend acceptance of the CIP from the PAC to the Board was made by Member Gallavan, and seconded by Member Henderson and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

- B. The Committee will review the Cash Flow Analysis and will consider recommending to the S-K-F CSD Board of Directors acceptance of the Cash Flow Analysis. (p.10) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Cash Flow Analysis, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz let the PAC know that all three items on the Agenda are interrelated. Cash flow maintains the sustainability. It was said that the minor change from Selma mentioned in item A still puts SKF well within the target range in this analysis. There were no questions from the cities on this item.

There being no comment from the public, a motion to recommend acceptance of the Cash flow Analysis from the PAC to the Board was made by Member Muñoz, and seconded by Member Gallavan and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

- C. The Committee will review the draft FY 2021-22 Budget and consider recommending acceptance by the S-K-F CSD Board of Directors of the Fiscal Year 2021-22 Budget. (p.11) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Draft Budget, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz reviewed the Draft Budget with the PAC. Projects for the three city's and where funds would be allocated were discussed. It was said that all targets are being met and the District is well within the Reserves. Selma's Refurbishment and Replacement funding was referenced as they have a project that they would like moved to FY 2022, where previously it was scheduled for FY 2023. There were no further questions from the three cities.

There being no comment from the public, a motion to recommend acceptance of the Draft Budget from the PAC to the Board was made by Member Gallavan, and seconded by Director Henderson and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

None

ADJOURNMENT

There being no further business to come before the Committee, Chairman Henderson declared the meeting adjourned at 1:52 p.m.

Respectfully submitted,


Veronica Cazares Interim General Manager/
Secretary of the Committee

Approved.


Alex Henderson/Chairman of
the Committee