

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

**NOTICE AND CALL OF SPECIAL MEETING
POLICY ADVISORY COMMITTEE**

FEBRUARY 26, 2025

2:00 p.m.

**Rm. 103, Board Room
11301 E. Conejo Avenue, Kingsburg, California**

1. CALL TO ORDER AND ROLL CALL

MEMBERS

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

STAFF AND CONSULTANTS

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

2. ORGANIZATION

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

3. APPROVAL OF AGENDA

Additions, Deletions, Substitutions, and Adoption of Agenda

4. PUBLIC FORUM

At this time, any member of the public may address the PAC regarding any item not on the agenda, over which the PAC 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. Members of the public shall limit their remarks to three minutes.

5. 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.

6. NEW BUSINESS

A. Subject: The Committee will receive the FY 2024-25 Capital Improvement Program (CIP) (p.4)

Recommendation: Informational and for recommendations.

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

Recommendation: Informational and for recommendations.

7. COMMITTEE MEMBER COMMUNICATIONS/AGENDA ITEMS

8. GENERAL MANAGER REPORTS

9. ADJOURNMENT

Action, Motion to Adjourn

NOTICE OF AVAILABILITY OF AGENDA MATERIALS: Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District Office located at 11301 E. Conejo Ave., Kingsburg, CA 93631 during normal business hours of 8:00 a.m. – 4:30 p.m., Mondays through Fridays. Such writings or documents will also be made available on the District website at www.skfcsd.org.

ADA COMPLIANCE AND REASONABLE ACCOMMODATIONS POLICY. The District has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. If you need assistance in order to attend the Board of Directors meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, the Board is happy to assist you. Please contact the District Office at (559)897-6500 Extension 213 so such aids or services can be arranged. Requests may also be made by email to the Executive Assistant to the General Manager at: akirk@skfcsd.org or can be sent by US Mail to: Alicia Kirk, PO BOX 158, Kingsburg, CA 93631. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

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

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

February 13, 2025

10:00 a.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 10:06 a.m. by Chairman Santillan.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Thomas Gaffrey, Interim Fowler City Manager (P)
Fernando Santillan, Selma City Manager (P)
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
Jon Wells, Dopudja & Wells

PAC REORGANIZATION

A. Nominations and Election of Chairperson

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

AYE: Members Henderson, Gaffrey, Cazares, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

A. Nominations and Election of Vice-Chairperson

There being no comments from the public or further nominations for vice-chair, a motion to appoint Thomas Gaffrey as Vice-Chairman was made by Member Santillan, seconded by Member Cazares, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey, Chairman Santillan

NO:

ABSENT:

ABSTAIN: Member Nerland

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of February 13, 2025 was made by Member Henderson, and seconded by Member Gaffrey, and approved by the following vote:

AYE: Members Cazares, Henderson, Vice Chair Gaffrey, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

- A. Subject: Minutes of July 3, 2024, Policy Advisory Committee meeting, (p.3)

There being no comment from the public, a motion to approve the PAC minutes of July 3, 2024, was made by Member Gaffrey, and seconded by Member Henderson and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey, Chairman Santillan
NO:
ABSENT:
ABSTAIN: Member Nerland

UNFINISHED BUSINESS

- A. Subject: Consider Final 2024 Collection System Master Plan (p.5)

Recommendation: That the Committee accept the 2024 Collection System Master Plan and consider recommending its adoption by the S-K-F CSD Board of Directors.

Jon Wells, of Dopudja and Wells gave a power point of the Collection System Master Plan (CSMP) to the PAC. Two items were asked for: 1.) Add city column to identify location to Table 7-18, Lift Station recommendations and 2.) Add sewer tributary areas to all city maps. This map will be placed in the appendix.

There being no further comments, a motion to approve the Final 2024 Collection System Master Plan was made by Member Gaffrey, and seconded by Member Santillan and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey, Chairman Santillan

NO:

ABSENT:

ABSTAIN: Member Nerland

NEW BUSINESS

None

COMMITTEE MEMBER COMMUNICATION ITEMS

None

GENERAL MANAGER REPORTS

A. Set future meeting to review 2025-26 Budget and Capital Improvement Plan.
Two meetings were set to review these items for February 26, 2024, at 2:00 pm and March 19, 2025, at 2:00 pm.

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned on a motion made by Member Gaffrey at 10:47 am.

Veronica Cazares, General Manager/
Secretary

Fernando Santillan/Chairman
of the Committee

MEMORANDUM

(February 26, 2025, PAC Meeting)

To: Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Memo Prepared: February 20, 2025

Agenda Item: 6-A
Action: Informational

SUBJECT: The Committee will receive the FY 2024-25 Capital Improvement Program (CIP)

RECOMMENDATION:
Informational and for recommendations

EXECUTIVE SUMMARY:
The Capital Improvement Program has been posted to the District’s website as of February 24, 2025.

The committee will receive the FY 2025-26 CIP as an informational item. A second PAC meeting is scheduled for March 19, 2025, for the purpose of the Committee’s acceptance of the S-K-F FY 2024-25 CIP and consider recommending its approval by the S-K-F CSD Board of Directors.

The PAC has requested more time to review the District budget. In order to accommodate the PAC, the District has scheduled two meetings for this purpose. The District is available to meet with member cities individually to discuss the budget prior to the PAC meeting of March 19, 2025. Meetings will be scheduled by the District and will need to occur prior to March 10, 2025. District staff will need time to update the budget, capital improvement plan, and prepare PAC agenda for the second PAC meeting.

Capital improvements are major construction projects requiring an expenditure of public funds over and above routine annual operating expenses. Expenditures occur for the purchase, construction, or replacement of the District’s infrastructure with a useful life of at least five years. 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 and inspection fees. These revenues are projected annually, taking into account current and potential development activity and rate adjustments.

The CIP is a plan that identifies capital improvement needs and allocates available dollars over a ten-year period. Development of the ten-year CIP includes opportunities for input from the CIP Committee, District department heads, cities, and the Board of Directors to help ensure that the projects meet the District’s needs.

MEMORANDUM

(February 26, 2025, PAC Meeting)

To: Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Memo Prepared: February 20, 2025

Agenda Item: 6-B
Action: Informational

SUBJECT: The Committee will receive the FY 2025-26 Draft Budget.

RECOMMENDATION:

Informational and for recommendations

EXECUTIVE SUMMARY:

The FY 2025-26 Draft Budget has been posted to the District's website as of February 24, 2025.

The committee will receive the FY 2025-26 Draft Budget as an informational item. A second PAC meeting is scheduled for March 19, 2025, for the purpose of the Committee's acceptance of the S-K-F FY 2024-25 Draft Budget and consider recommending its approval by the S-K-F CSD Board of Directors.

The PAC has requested more time to review the District budget. In order to accommodate the PAC, the District has scheduled two meetings for this purpose. The District is available to meet with member cities individually to discuss the budget prior to the PAC meeting of March 19, 2025. Meetings will be scheduled by the District and will need to occur prior to March 10, 2025. District staff will need time to update the budget, capital improvement plan, and prepare PAC agenda for the second PAC meeting.

The budget proposes to increase the rates consistent with the last rate study approved by the Board of Directors on May 29, 2024. This will be the 2nd year rate increase under that study.

The rates will be increased from \$583.14 to \$637.72 per year for Selma, from \$543.14 to \$595.72 per year for Kingsburg and from \$557.14 to \$608.72 per year for Fowler for each equivalent single-family residence (ESFR). The industrial rates will also increase for flow, BOD, SS parameters. The sewer rate increases are necessary due to increased costs of repair, refurbishment & replacement of facilities & equipment; services & supplies; salaries & benefits; labor costs; and a reduction in usage of the plant by industrial dischargers. The per year increases are shown below.

ESFR Annual Unit Cost Breakdown is as follows:

Operation and Maintenance Service Charge	\$433.13 per year
District Refurbishment and Replacement	<u>\$106.59 per year</u>
Sub-Total	\$539.72 per year
Selma Refurbishment and Replacement	\$98.00 per year

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Kingsburg Refurbishment and Replacement \$56.00 per year
Fowler Refurbishment and Replacement \$69.00 per year

Selma Total Annual Sewer Service Charge \$637.72 per year
Kingsburg Total Annual Sewer Service Charge \$595.72 per year
Fowler Total Annual Sewer Service Charge \$608.72 per year

In this budget the District is proposing to add a Sewer System Maintenance Technician I (SSMT) which will bring the staffing level to 33 employees. The SSMT's primary work duties are to operate and maintain the collection system, appurtenances, and respond to emergency calls.

PAC members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the PAC Meeting.**