

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

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

MARCH 19, 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. APPROVAL OF AGENDA

Additions, Deletions, Substitutions, and Adoption of Agenda

3. 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.

4. 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 26, 2025, Policy Advisory Committee Meeting (*p.1*)
Recommendation: PAC approve minutes as presented.

5. UNFINISHED BUSINESS

- A. Subject: The Committee will review the FY 2025-26 Draft Capital Improvement Program (p.4)

Recommendation: That the Committee accept the FY 2025-26 Draft Capital Improvement Program and consider recommending its approval by the S-K-F CSD Board of Directors

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

Recommendation: That the Committee accept the FY 2025-26 Draft Budget and consider recommending its approval to the S-K-F CSD Board of Directors.

6. NEW BUSINESS

7. 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 26, 2025

2:00 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 2:11 p.m. by Vice Chairman Gaffrey.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Thomas Gaffrey, Interim Fowler City Manager (P)
Fernando Santillan, Selma City Manager (A)
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

ORGANIZATION

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

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

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey

NO:

ABSENT:

ABSTAIN: Member Nerland, Chairman Santillan

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of February 26,2025 was made by Member Henderson, and seconded by Member Cazares, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey

NO:

ABSENT:

ABSTAIN: Member Nerland, Chairman Santillan

PUBLIC FORUM

None

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

There being no comment from the public, a motion to approve the PAC minutes of February 13, 2024, was made by Member Henderson and seconded by Member Cazares and approved by the following vote:

AYE: Members Henderson, Cazares, Vice-Chair Gaffrey

NO:

ABSENT:

ABSTAIN: Member Nerland, Chairman Santillan

NEW BUSINESS

- A. Subject: The Committee will receive the FY 2025-26 Capital Improvement Program (CIP) *(p.4)*

Recommendation: Informational and for recommendations.

This item is informational for the three cities. A second PAC meeting is scheduled for March 19, 2025, at 2:00pm at the District.

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

Recommendation: Informational and for recommendations.

This item is informational for the three cities. A second meeting is scheduled for March 19, 2025, at the District.

COMMITTEE MEMBER COMMUNICATION ITEMS

Vice Chairman Gaffrey announced that March 21, 2025, will be his last day as Interim City Manager of Fowler.

City of Kingsburg and City of Selma requested individual meetings on the CIP and Budget with SKF Staff with regard to their cities prior to the next PAC Meeting on March 19, 2025.

GENERAL MANAGER REPORTS

ADJOURNMENT

There being no further business to come before the Committee, Vice Chairman Gaffrey declared the meeting adjourned on a motion made by Member Henderson at 2:51 p.m.

Veronica Cazares, General Manager/
Secretary

Thomas Gaffrey/Vice-
Chairman of the Committee

MEMORANDUM

(March 19, 2025 PAC Meeting)

To: Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Memo Prepared: March 12, 2025

Agenda Item: 5-A
Action: Motion

SUBJECT: The Committee will review the FY 2025-26 Draft Capital Improvement Program

RECOMMENDATION:

That the Committee accept the FY 2025-26 Draft Capital Improvement Program and consider recommending its approval by the S-K-F CSD Board of Directors

EXECUTIVE SUMMARY:

The Draft Capital Improvement Program has been posted to the District’s website as of March 17, 2025. The District met with each of the member cities individually prior to this meeting.

General Manager Cazares will present the Draft Capital Improvement Program (CIP).

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 Board 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
(March 19, 2025 PAC Meeting)

To: Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Memo Prepared: March 12, 2025

Agenda Item: 5-B
Action: Motion

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

RECOMMENDATION:

That the Committee accept the FY 2025-26 Draft Budget and consider recommending its approval to the S-K-F CSD Board of Directors.

EXECUTIVE SUMMARY:

The FY 2025-26 Draft Budget has been posted to the District's website as of March 17, 2025. The District met with the member cities individually prior to this meeting.

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 Board Meeting.**

The Proposed Budget includes the following:

1. The increase in sewer rates is for the District's Capital Refurbishment & Replacement fund and General Operation & Maintenance fund and are necessary due to increased costs of repair; refurbishment and replacement of aging equipment and facilities; services and supplies; salaries and benefits; labor costs; and a reduction in usage of the plant by industrial dischargers, which results in revenue decreases.
2. The proposed rates aligns and confirms the cost of service with the different customer classes of residential, commercial, and industrial.