

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

**MEETING OF THE POLICY ADVISORY COMMITTEE**

**July 21, 2022**

**10:30 a.m.**

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

**1. CALL TO ORDER AND ROLL CALL**

MEMBERS

Alex Henderson, Kingsburg City Manager  
Wilma Tucker, Fowler City Manager  
Fernando Santillan, Selma City Manager  
Paul Nerland, Fresno County Administrative Officer  
Veronica Cazares, Interim General  
Manager/Secretary

STAFF and CONSULTANTS

Alicia Kirk, Executive Assistant to the G.M.  
Craig Perry, Operations Supervisor  
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. Minutes of March 23, 2022, Policy Advisory Committee meeting. (p.3)

**5. UNFINISHED BUSINESS**

A. None.

**6. NEW BUSINESS**

A. Verbal Report regarding Agreement For Reimbursement of Costs of Sewer Improvements Between SKF and City of Fowler.

**7. COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS**

A. Committee members may suggest future agenda items or may give reports.

**8. INTERIM GENERAL MANAGER REPORTS**

A. 2022 VROP- District’s Job Shadowing Training Program

B. The PAC will receive an update on District activities, CIP, Budget, and Board items.

**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](http://www.skfcsd.org).

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Alicia Kirk at (559) 897-6500 ext. 213. Notification of at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to the meeting.

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

**MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING**

**March 23, 2022  
2:30 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 2:38 p.m. by Chairman Alex Henderson.

**MEMBERS**

Alex Henderson, Kingsburg City Manager (P)  
Fernando Santillan, Selma City Manager (P)  
Paul Nerland, Fresno County Administrative  
Officer(A)  
Veronica Cazares, Interim General Manager/Secretary(P)

**STAFF and CONSULTANTS**

Alicia Kirk, Executive Assistant to the G.M.  
Craig Perry, 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 Fernando Santillan as Chairman was made by Member Quan, seconded by Member Henderson, and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan  
NO:  
ABSENT: Member Nerland  
ABSTAIN:

B. Nominations and Election of Vice Chairperson

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

AYE: Members Henderson, Cazares, Quan, Chairman Santillan  
NO:  
ABSENT: Member Nerland  
ABSTAIN:

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

AYE: Members Henderson, Cazares, Quan, Chairman Santillan  
NO:  
ABSENT: Member Nerland  
ABSTAIN:

### **APPROVAL OF AGENDA**

There being no comments from the public, a motion to approve the agenda of the PAC meeting of March 23, 2022, was made by Member Quan, and seconded by Member Santillan, and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan  
NO:  
ABSENT: Member Nerland  
ABSTAIN:

### **PUBLIC FORUM**

None

### **CONSENT CALENDAR**

The Consent Calendar consisted of the minutes of the April 21, 2021, 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 Cazares and seconded by Member Santillan, and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan  
NO:  
ABSENT: Member Nerland  
ABSTAIN:

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- A. The Committee will review the FY 2022-23 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2022-23

Capital Improvement Program. (p.7) Staff Report prepared by Veronica Cazares, Interim General Manager/Secretary

Interim General Manager Cazares presented the draft FY 2022-23 Capital Improvement Program (CIP) to PAC. Staff recommended that PAC endorse the acceptance of the FY 2022-23 Capital Improvement Program to S-K-F CSD Board of Directors. District Staff implemented the first comprehensive Capital Improvement Program (CIP) in 2010. 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 and inspection fees. These revenues are projected annually, taking into account current and potential development activity and rate adjustments.

Capital improvements are major construction projects requiring an expenditure of public funds over and above routine annual operating expenses. They are investments that will last into the future. Expenditures occur for the purchase, construction, or replacement of the District's infrastructure with a useful life of at least five years.

Kingsburg expressed that they would prefer communication meetings between SKF Engineering and Kingsburg Public Works, and Planning Department.

Selma expressed it is helpful to know capacity expansion in form B of the Capital Improvement Plan.

It was asked and answered that in approximately seven weeks parts will be arriving and work will continue on the 18<sup>th</sup> Avenue pump station in Kingsburg.

In regard to Selma, it was asked and answered that maintenance costs will come from the Operations and Maintenance fund. In regard to the force main for the Clarkson/McCall pump station, the upgrade funds will come from the Selma, as this is City owned facility.

In the interest of all three Cities, it was expressed that communication is the key.

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 Henderson, and seconded by Member Quan and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

- B. The Committee will review the draft FY 2022-23 Budget and consider recommending acceptance by the S-K-F CSD Board of Directors of the Fiscal Year 2022-23 Budget. (p.8) Staff Report prepared by Tricia Miller, Administrative Services/HR Manager

Interim General Manager Cazares and Administrative Services/HR Manager Miller presented the draft Fiscal Year 2022-23 Budget to PAC. Staff recommended that PAC endorse the acceptance of the Fiscal Year 2022-23 Budget to the S-K-F CSD Board of Directors. The budget includes the rate increases approved by the Board on July 11, 2019. For FY 2022-23, the rates will increase from \$498.93 to \$515.95 per year for Selma, from \$466.93 to \$481.95 per year for Kingsburg and from \$482.93 to \$497.95 per year for Fowler for each equivalent single- family residence (ESFR).

It was asked and answered that SKF's current MOU expires on June 30, 2022.

It was asked when the last Impact Fee study was done, and it was answered in 2008. It was said that these amounts should be both defensible and adequate.

It was asked if the SKF ponds could be connected with flood water, but the permit does not allow for discharge into ponds except for treated effluent from the wastewater treatment plant.

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 Henderson and seconded by Member Quan and approved by the following vote

AYE: Members Henderson, Cazares, Quan, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

- C. The Committee Will Consider Setting a Standing Date for Quarterly Meetings.

PAC Meetings were set for the Third Thursday of the quarter at 10:00 a.m. at the District.

#### **COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS**

None

#### **GENERAL MANAGER REPORTS**

None

**ADJOURNMENT**

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned at 3:21 p.m.

Respectfully submitted,

Approved,

\_\_\_\_\_  
Veronica Cazares Interim General Manager/  
Secretary of the Committee

\_\_\_\_\_  
Fernando Santillan/Chairman of  
the Committee