

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

MEETING OF THE POLICY ADVISORY COMMITTEE

June 7, 2023

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
Wilma Tucker, 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
Frank Hernandez, Engineering Tech II
Randy Caballero, Engineering Tech II
Jon Wells, P.E., Dopudja & Wells
Pooja Lad, Dopudja & Wells

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 March 22, 2023 Policy Advisory Committee meeting. *(p.1)*

Recommendation: PAC approve minutes as presented.

5. UNFINISHED BUSINESS

A. None

6. NEW BUSINESS

A. Subject: Collection System Master Plan Update Status Report - Receive presentation from Jon Wells, Dopudja & Wells 1) Development Phasing and Timelines for Member Cities 2) Preliminary Flow Monitoring Summary

Recommendation: Review, discuss, and provide input.

7. COMMITTEE MEMBER COMMUNICATION/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 POLICY ADVISORY COMMITTEE MEETING

**March 22, 2023
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 10:02 a.m. by Chairman Fernando Santillan.

MEMBERS

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

STAFF AND CONSULTANTS

Alicia Kirk, Executive Assistant to the GM
Craig Perry, Operations Supervisor
Tricia Miller, Admin Services/HR Manager

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 Tucker, seconded by Member Cazares, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, 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 Tucker as Vice Chairperson was made by Member Henderson, seconded by Member Santillan, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, 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 Santillan, and seconded by Member Henderson and approved by the following vote:

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

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of March 22, 2023, was made by Member Tucker, and seconded by Member Henderson, and approved by the following vote:

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

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.

There being no comment from the public a motion to approve the minutes of the July 21, 2022, Policy Advisory Committee meeting was made by Member Henderson, and seconded by Member and approved by a unanimous vote:

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Subject: FY 2023-24 Draft Capital Improvement Program (p.4)

Recommendation: The Committee will review the FY 2023-24 Draft Capital Improvement Program and consider recommending acceptance to the S-K-F CSD Board of Directors as presented or with amendments.

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. It was suggested to put prospective Equivalent Single-Family Residence (ESFR's) in the Projected Cash Analysis.

There being no comment from the public a motion to accept recommending the FY 2023-24 Draft Capital Improvement Program to the S-K-F CSD Board of Directors pending comments was made by Member Tucker and seconded by Member Henderson and approved by a unanimous vote:

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

B. Subject: FY 2023-24 Draft Budget. (p.5)

Recommendation: The Committee will review the draft FY 2023-24 Budget and consider recommending acceptance to the S-K-F CSD Board of Directors as presented or with amendments.

General Manager Cazares and Administrative Services/HR Manager Miller presented the draft Fiscal Year 2023-24 Budget to PAC. The Fiscal Year 2023-24 Budget will be taken up at the April 19, 2023, special Board meeting for further review, public comment, and adoption. The budget includes the rate increases approved by the Board on July 11, 2019, pursuant to the rate study conducted and the approved Proposition 218 process. For FY 2023-24, the rates will increase from \$515.95 to \$533.50 per year for Selma, from \$481.95 to \$499.50 per year for Kingsburg and from \$497.95 to \$515.50 per year for Fowler for each equivalent single-family residence (ESFR), which was approved by the Board on July 11, 2019. This will be the 5th year and final rate increase under that study.

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. Industrial Projected Revenues are based on previous year sent, as well as the estimates from the Industries themselves. General Manager Cazares added that industrial revenues have been trending down.

There being no comment from the public a motion to recommend acceptance of the FY 2023-24 Draft Budget to the S-K-F CSD Board of Directors pending comments was made by Member Henderson and seconded by Member Tucker and approved by a unanimous vote:

AYE: Members Henderson, Cazares, Vice Chair Tucker, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

C. Subject: Future Policy Advisory Committee Meetings (PAC)

Recommendation:

The Committee Will Consider Setting Future Dates for Quarterly Meetings.

Future dates calendared for July 26, 2023, and October 25, 2023

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

It was suggested to explore grant possibilities for future Infrastructure.

GENERAL MANAGER REPORTS

There will be a request for a late-April 2023 Meeting with S-K-F and PAC for the Collection System Master Plan.

It was asked if the recruitment process had begun for the open position of District Engineer, and it was answered that Tricia will be putting that out at the end of the week and it will remain open for approximately three weeks.

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned at 10:38 a.m.

Respectfully submitted,

Approved,

Veronica Cazares, General Manager/
Secretary of the Committee

Fernando Santillan/Chairman
of the Committee