

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

MEETING OF THE POLICY ADVISORY COMMITTEE

July 3, 2024

10:00 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 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
Jon Wells, 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 October 11, 2023, Policy Advisory Committee meeting, Minutes of March 27, 2024, Policy Advisory Committee meeting. *(p.1)*

Recommendation: PAC approve minutes as presented.

5. UNFINISHED BUSINESS

- A. Subject: Consider Draft of 2024 Collection System Master Plan - Receive presentation and 2024 Collection System Master Plan document. *(p.8)*

Recommendation: That the Committee receive the presentation by SKF staff and Jon Wells, Dopudja & Wells (D&W) and discuss, provide input, and set a future meeting date for consideration of recommending adoption by the S-K-F CSD Board of Directors.

6. NEW BUSINESS

- A. None

7. COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

8. GENERAL MANAGER REPORTS

- A. The District and VROP completed the 6th year of the program.

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

**October 11, 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 10:05 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 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 and Wells Engineering
Consultant

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of October 11, 2023, was made by Member Henderson, and seconded by Member Santillan, and approved by the following vote:

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

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 26, 2023, Policy Advisory Committee meeting was made by Member Cazares, and seconded by Member Cazares and approved by a unanimous vote:

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

ABSTAIN:

Member Tucker arrived at 10:13 a.m.

UNFINISHED BUSINESS

- A. Subject: Collection System Master Plan Update Status Report - Receive presentation from Jon Wells, Dopudja & Wells

Jon Wells, Dopudja & Wells, gave a power point presentation on items to be identified in the Collection System Mater Plan for the three cities SKF serves. It showed that calibrated flows have decreased in the years since the last Plan was created. It was asked what current MGD's the plant is currently at, and it was answered 4.15 MGD's.

There are four tiers associated with projected development in the three cities (Selma, Kingsburg, Fowler): Primary, Tier 1, 2, and 3. For Primary and Tier 1, future projects regarding infrastructure planned to affect gravity mains are key, otherwise Lift Stations may need to be added.

Kingsburg City Engineer Dave Peters expressed the need to upsize the sewer starting at Stroud Avenue and continuing north, as they have exhausted most of their sewer capacity there. In the past it was discussed run parallel 10 inch, however the area now is completely impacted. General Manager Cazares also mentioned it's approximately 40 acres remaining to which Engineer Peters replied that it would eliminate putting anymore there. An important area for Kingsburg with regards to the CSMP. Engineer Peters asked if there are or will be any improvements in Selma that would rely on Kingsburg. It was answered by Jon Wells that they are completely separate.

Fowler will require new lines in the following areas: Jefferson, Adams, South and Parlier Avenues. Fowler City Engineer, Soo Ho Park mentioned that a housing tract by K Hovnanian development has been constructed, and they have constructed a lift station to accommodate it. He also mentioned there will be more development to the south of this housing construction, which of course more flow will be expected. For Fowler, their Tier 2 is already locked in, and they will potentially have one commercial development in the near future.

Selma City Manager Santillan asked for the presentation and data on flows and tiers from Jon Wells.

Kingsburg City Engineer Dave Peters asked if improvements are funded by impact fees, and if SKF would be doing an impact fee study. General Manager Cazares said that each city is responsible for setting their own rates, as well as all capacity fee development. It was asked if SKF is responsible for Lift Stations in the three cities and it was answered there are four District owned lift stations that are SKF's responsibility. All other lift stations are city owned and maintained by SKF.

Kingsburg City Engineer Dave Peters asked if there will be any new Lift Stations SKF will be responsible for and General Manager Cazares answered no, based on the map in today's meeting.

Kingsburg City Manager Alex Henderson if dollar amounts could be identified on the improvements, and Jon Wells said that cost will be assigned to development tiers. It is important that the three cities' infrastructure is clearly defined. It is the goal for Dopudja and Wells in collaboration with SKF to make the CIP defensible and transparent.

Individual meetings for the three cities will be setup in the next few weeks to bring back comments.

It was asked by Public Works Director Eric Rocha if SKF can support future solids, and SKF Chief Plant Operator Craig Perry said that currently SKF is at 40-50 percent BOD, and Mr. Rocha asked if that was per city and General Manager Cazares answered that the plant doesn't break down solids by individual city.

NEW BUSINESS

None

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

A. Grant Opportunities for Future Infrastructure

City Manager Santillan asked General Manager Cazares about using Lobbyists and SKF will not be using funds for that type of service. He also asked about Grant Writers, and at this time that is not a feasible route. Administrative Services/Human Resources Manager Miller did say that depending on which projects are eligible, we (SKF) may at some point use a grant writing service. Potential grant applications will be presented to the SKF Board for approval as needed.

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned on a motion made by Member Henderson and seconded by Member Cazares and approved by a unanimous voice vote at 10:55 a.m.

Veronica Cazares, General Manager/
Secretary

Fernando Santillan/Chairman
of the Committee

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

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

March 27, 2024

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 10:01 a.m. by Chairman Fernando Santillan.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Wilma Tucker, 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

CITY OF SELMA STAFF

Jerome Keene, Deputy City Manager
David Horn, City Engineer
Michael Honn, Public Works Director

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of March 27, 2024, was made by Member Henderson, and seconded by Member Tucker, and approved by the following vote:

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

NO:

ABSENT: Member Nerland

ABSTAIN:

PUBLIC FORUM

None

A. Subject: The Committee will review the S-K-F FY2024-25 Draft Budget. *(p.1)*

Recommendation: That the Committee accept the S-K-F FY2024-25 Draft Budget and consider recommending its approval by the S-K-F CSD Board of Directors

City Engineer Horn asked about coordination of City and District Projects. Projects should be coordinated. Selma requested that the proposed amount of \$65,000 currently budgeted for the CCTV be guaranteed. District staff could not guarantee expenditures.

Public Works Director Honn said that Selma should have more say and direction as to what areas they want to have videoed. City Manager Santillan said that they need that data, however City Manager Henderson noted that it wasn't necessary as SKF is responsible for maintaining the cities' sewer systems. It was said that if cities are looking to maintain their sewer on top of SKF already doing this, it would be a duplication of services and therefore cost the rate payers more.

As the Fiscal Year 24-25 budget must still go to the Board at the April 4, 2024, meeting as a first presentation, City Manager Tucker said that she would agree to recommend the Draft Budget to the SKF Board of Directors if the Budget would represent two columns. The first being the existing revenue, and the second being the new revenue should the Proposition 218 pass. City Manager Henderson agreed that he couldn't recommend as the Prop 218 hasn't been passed yet. It was asked if SKF General Counsel Montoy was aware of the current Draft Budget and it was answered yes. City Managers Tucker and Henderson support the Board having the first presentation as long as it's clear and transparent.

There being no comment from the public, a motion to approve consideration of the S-K-F FY2024-25 Draft Budget approval to the Board of Directors, if inclusion of the two columns is added or notation regarding it is based on Prop 218 passing, was made by Member Tucker and seconded by Member Henderson and approved by the following vote:

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

Motion passed on a 3-1 vote.

B. Subject: The Committee will review the FY2024-25 Capital Improvement Program. *(p.2)*

Recommendation: That the Committee accept the FY2024-25 Capital Improvement Program and consider recommending its approval by the S-K-F CSD Board of Directors.

Discussion regarding the CIP included upcoming and future projects for both the Plant and the three cities. It was asked about the Barabara Pump Station being moved to a later date and if inflation was factored in, and it was answered it would be the same cost currently shown in the CIP. The CIP is in current dollars and the sewer rate study accounted for a 3% escalator. Future CIP's will be updated with the 3% escalator as they are reviewed on annual basis.

Selma City Engineer Horn asked if the District anticipates a final report on the Master Plan including expansion pieces and it was answered yes. No details on estimates at this time. The Master Plan document is currently being worked on. City Manager Tucker said that she would agree to recommend the Draft CIP to the SKF Board of Directors if it would represent two columns or notation regarding it is based on Prop 218 passing. The first being the existing revenue, and the second being the new revenue should the Proposition 218 pass.

There being no comment from the public a motion to approve consideration of the S-K-F FY 2024-25 Draft Capital Improvement Plan approval to the Board of Directors, if inclusion of the two columns is added or notation, was made by Member Tucker and seconded by Member Henderson and approved by the following vote:

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

NO:

ABSENT: Member Nerland

ABSTAIN:

Motion passed on a 4-0 vote.

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned at 10:56 a.m.

Veronica Cazares, General Manager/
Secretary

Fernando Santillan/Chairman
of the Committee

MEMORANDUM
(July 3, 2024, PAC Meeting)

To: Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Memo Prepared: June 26, 2024

Agenda Item: 5-A
Action: Motion

SUBJECT:

Consider Draft of 2024 Collection System Master Plan - Receive presentation and 2024 Collection System Master Plan document.

RECOMMENDATION:

That the Committee receive the presentation by SKF staff and Jon Wells, Dopudja & Wells (D&W) and discuss, provide input, and set a future meeting date for consideration of recommending adoption by the S-K-F CSD Board of Directors.

EXECUTIVE SUMMARY:

The last Collection System Master Plan was completed in 2016. The purpose of the Collection System Master Plan Update is to update the existing hydraulic model based on flow monitoring, areas of growth based on input from the member cities, evaluates wastewater flows and inflow/infiltration, identify capacity constraints, sewer rehabilitation, new sewer infrastructure, and comply with regulatory requirements. The scope of the project includes meetings with the member cities, District staff, PAC, and Board of Directors.

PAC meetings were held June 7, 2023, and October 11, 2023, for the Collection System Master Plan.

At the June 7, 2023, meeting discussion was regarding the flow monitoring results. Numerous precipitation events from 12/5/2022 to 1/17/2023 were captured from the 15 flow monitoring locations. Characterization of the flow conditions of the system assists in the development of the infrastructure needs to serve development. The member city staffs spent considerable time gathering and organizing development information for this effort.

At the October 11, 2023, meeting D&W presented the unit flows, tier development and proposed sewer infrastructure.

D&W prepared shapefiles and flow data tables as per the public records request from City Manager Santillan. The information was sent via email on 12/15/2023 to City Manager Santillan and again on 6/19/2024 to city staff.

The member cities were presented with preliminary capital improvement plan maps at the October 11, 2023, PAC meeting. As requested, the maps were supplemented with additional data as requested by Selma, were prepared and sent individually to each city. The data requested were projected equivalent single-family residences, development by land use (acres), projected flow by land use (gallons per day). A subsequent meeting was held. As part of the collaborative process in

addition to the PAC meetings the District and D&W held individual meetings with each city. The meetings were held in-person or virtually. Below are the meeting dates for each city that occurred in addition to the PAC meetings.

Selma, 2/8/2023, 3/7/2023, 11/29/2023

Kingsburg, 2/8/2023, 3/7/2023, 12/20/23

Fowler, 3/7/2023, 12/19/2023

The final step in the process for the PAC is to consider recommending the Collection System Master Plan Update for adoption by the S-K-F CSD Board of Directors at a future PAC meeting.