

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

**MEETING OF THE POLICY ADVISORY COMMITTEE**

**March 22, 2023**

**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

**2. ORGANIZATION**

The Committee will nominate and elect members to serve as Chair and Vice-Chair and will consider appointing the General Manager as Secretary.

**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 July 21, 2022 Policy Advisory Committee meeting. *(p.1)*

Recommendation: PAC approve minutes as presented.

## **6. UNFINISHED BUSINESS**

A. None

## **7. 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.

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.

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

Recommendation: The Committee Will Consider Setting Future Dates for Quarterly Meetings.

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

## **9. GENERAL MANAGER REPORTS**

A. None.

## **10. 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).

**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](mailto: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**

**July 21, 2022  
10:30 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 10:33 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, Interim General Manager/  
Secretary (P)

**STAFF AND CONSULTANTS**

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

**APPROVAL OF AGENDA**

There being no comment from the public, a motion to approve the agenda of the PAC meeting of July 21, 2022, was made by Member Tucker, and seconded by Member Henderson, and approved by the following roll call vote:

AYE: Members Henderson, Tucker, Cazares, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

**PUBLIC FORUM**

None

**CONSENT CALENDAR**

The consent calendar consisted of the minutes of the March 23, 2022, Policy Advisory Committee meeting. These minutes were missing Member Tucker's (Formerly Quan) name from the "Member" section under Call to Order and Roll Call. Let the record show that she was present at the March 23, 2022, meeting.

There being no comment from the public a motion to approve the minutes with modification noted of Member Tucker's name under Call to Order and Roll Call, was made by Member Henderson, and seconded by Member Tucker and approved by the following roll call vote:

AYE: Members Henderson, Tucker, Cazares, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

Interim General Manager Cazares gave a verbal report to the PAC members regarding the Agreement of Costs of Sewer Improvements between SKF and the City of Fowler. Handouts consisting of: Settlement Agreement and Release, Agreement for Reimbursement of Costs of Sewer Improvements, and a spreadsheet with SKF Zone of Benefit Balance Tracking. It was reported the term of the agreement has expired, and at this time, this has become a Closed Session item on both SKF and Fowler Council agendas. General Counsel Montoy reported out of closed session that litigation would not be pursued. Interim GM Cazares gave Members Santillan and Henderson background information on this item. It was asked how SKF is planning to recoup the sixty thousand, and at this time it will be a matter for attorneys that represent SKF and the City of Fowler. Member Tucker read aloud the letter that the City of Fowler sent to SKF. At this time, Director Parra sits on the SKF Board as well as the Fowler City Council, and Mayor Pro-Tem Mark Rodriguez has filled in for Director Parra at a few SKF Board meetings. Director Parra recused himself from the July 8, 2022, Special SKF Board Meeting Closed Session as it pertained to this item, and he has a conflict of interest.

### **COMMITTEE MEMBER COMMUNICATIONS/AGENDA ITEMS**

None

### **INTERIM GENERAL MANAGER REPORTS**

Interim Cazares gave the PAC a report on the 2022 Valley ROP students that participated at SKF this year. The students came from Selma High school. This was the fourth year that the District and VROP have partnered. The students were able to be hands on and work in every department that the District has to offer. They gave the Board a Power Point presentation of their time here at the July 14, 2022, Board meeting.

On June 22, 2022, the District had a power outage due to heavy windstorms. District trees were blown over hit a transformer causing a fire and the outage. At this time, the District has filed a loss claim with the insurance company to alleviate the costs incurred during this event.

At this time SKF Ad Hoc Committee members Michelle Roman and Sarah Guerra are working with CPS Consulting on a brochure that will help seek qualified candidates to fill the position of General Manager.

At this time the Collection System Master Plan, Budget, CIP, and MOU have been approved.

**ADJOURNMENT**

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned at 10:57 a.m.

Respectfully submitted,

Approved,

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

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

## **MEMORANDUM**

(March 22, 2023)

To: S-K-F CSD Policy Advisory Committee  
From: Veronica Cazares, General Manager  
Date Prepared: March 14, 2023

Agenda Item: 7-A  
Action: Motion

**SUBJECT:** FY 2023-24 Capital Improvement Program

### **RECOMMENDATION**

Staff recommends that PAC 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.

### **EXECUTIVE SUMMARY**

General Manager Cazares will present the draft FY 2023-24 Capital Improvement Program (CIP) to PAC.

The Fiscal Year 2023-24 CIP will be taken up at the April 19, 2023, special Board meeting for further review, public comment, and adoption.

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.

**PAC members may refer to the digital copy sent separately from the agenda packet.**

## MEMORANDUM

(March 22, 2023)

To: S-K-F CSD Policy Advisory Committee  
From: Veronica Cazares, General Manager  
Staff Report Prepared By: Tricia Miller, Administrative Services/HR Manager  
Date Prepared: March 14, 2023

Agenda Item: 7-B  
Action: Motion

**SUBJECT:** Fiscal Year 2023-24 Budget

### RECOMMENDATION

Staff recommends that PAC 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.

### EXECUTIVE SUMMARY

General Manager Cazares and Administrative Services/HR Manager Miller will present 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. 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. In particular, the increases were determined to be required for:

1. 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; increased costs for electricity; and a reduction in usage of the plant by industrial dischargers.
2. The Cities' Collection Systems Capital Refurbishment & Replacement fund and General Operation & Maintenance funds is due to increased cost of repair, refurbishment and replacement of aging equipment and facilities in the collection system for the Cities' R&R funds as substantiated in the CIP Program; Sewer System Management Plan assessments and District's 2016 Collection System Master Plan update.

**PAC members may refer to the digital copy sent separately from the agenda packet.**