

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

**MEETING OF THE POLICY ADVISORY COMMITTEE**

**March 23, 2022**

**2:30 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 Quan, 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. ORGANIZATION**

The Committee will nominate and elect members to serve as Chair and Vice-Chair and will consider appointing the Interim 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. Minutes of April 21, 2021, Policy Advisory Committee meeting. (p.3)

**6. UNFINISHED BUSINESS**

A. None.

**7. 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*

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*

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

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

**9. INTERIM GENERAL MANAGER REPORTS**

**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).

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**

**April 21, 2021  
1:30 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 1:32 p.m. by Chairman Alex Henderson via teleconference.

**MEMBERS**

Alex Henderson, Kingsburg City Manager (P)  
Wilma Quan, Fowler City Manager (P)  
Teresa Gallavan, Selma City Manager (P)  
Jean Rousseau, Fresno County Administrative Officer(A)  
Ben Muñoz, Jr. General Manager/Secretary(P)

**STAFF and CONSULTANTS**

Alicia Kirk, Executive Assistant to the G.M.  
Veronica Cazares, District Engineer  
Scott Aguiar, 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 Alex Henderson as Chairman was made by Member Muñoz, seconded by Member Gallavan, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

B. Nominations and Election of Vice Chairperson

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

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

**APPROVAL OF AGENDA**

There being no comments from the public, a motion to approve the agenda of the PAC meeting of April 21, 2021, was made by Member Muñoz, and seconded by Member Gallavan, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

**PUBLIC FORUM**

None

**CONSENT CALENDAR**

The Consent Calendar consisted of the of the minutes of the April 21, 2020, 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 Muñoz, and seconded by Member Henderson, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- A. The Committee will review the FY 2021-22 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2021-22 Capital Improvement Program. (p.9) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Capital Improvement Projects, a separate

meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

Coordination of projects between the cities' and SKF were touched on, as well as continuing to maintain communication between the city's and SKF. Point of contacts were given to the District Engineer for each city so that all are kept in the loop. It was said that we are in the third year of the five- year rate increase previously approved by the Board. The hope is to maintain sustainability so as not to incur another Prop 218. One minor change came from Selma's CIP, which was a placeholder in 2023, and moved to 2022. It was said the amount allocated would remain the same. Selma was appreciative of the changes made to accommodate them. PAC was appreciative of the time SKF has dedicated to their cities.

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

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

- B. The Committee will review the Cash Flow Analysis and will consider recommending to the S-K-F CSD Board of Directors acceptance of the Cash Flow Analysis. (p.10) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Cash Flow Analysis, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz let the PAC know that all three items on the Agenda are interrelated. Cash flow maintains the sustainability. It was said that the minor change from Selma mentioned in item A still puts SKF well within the target range in this analysis. There were no questions from the cities on this item.

There being no comment from the public, a motion to recommend acceptance of the Cash flow Analysis from the PAC to the Board was made by Member Muñoz, and seconded by Member Gallavan and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

- C. The Committee will review the draft FY 2021-22 Budget and consider recommending acceptance by the S-K-F CSD Board of Directors of the Fiscal Year 2021-22 Budget. (p.11) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Draft Budget, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz reviewed the Draft Budget with the PAC. Projects for the three city's and where funds would be allocated were discussed. It was said that all targets are being met and the District is well within the Reserves. Selma's Refurbishment and Replacement funding was referenced as they have a project that they would like moved to FY 2022, where previously it was scheduled for FY 2023. There were no further questions from the three cities.

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 Gallavan, and seconded by Director Henderson and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN

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

None

#### **GENERAL MANAGER REPORTS**

None

#### **ADJOURNMENT**

There being no further business to come before the Committee, Chairman Henderson declared the meeting adjourned at 1:52 p.m.

Respectfully submitted,

Approved,

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

\_\_\_\_\_  
Alex Henderson/Chairman of  
the Committee

## **MEMORANDUM**

(March 23, 2022)

To: S-K-F CSD Policy Advisory Committee  
From: Veronica Cazares, Interim General Manager  
Date Prepared: March 18, 2022  
Subject: FY 2022-23 Capital Improvement Program

Agenda Item: 7-A  
Action: Motion

### **EXECUTIVE SUMMARY**

Interim General Manager Cazares will present the draft FY 2022-23 Capital Improvement Program (CIP) to PAC.

The Fiscal Year 2022-23 CIP will be taken up at the April 14, 2022, regular Board meeting for further review, public comment, and adoption.

### **STAFF RECOMMENDATION**

Staff recommends that PAC endorse the acceptance of the FY 2022-23 Capital Improvement Program to S-K-F CSD Board of Directors.

### **ACTION**

Motion that PAC endorse the acceptance of the FY 2022-23 Capital Improvement Program to S-K-F CSD Board of Directors.

### **BACKGROUND**

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

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.

## MEMORANDUM

(March 23, 2022)

To: S-K-F CSD Policy Advisory Committee  
From: Veronica Cazares, Interim General Manager  
Staff Report Prepared By: Tricia Miller, Administrative Services/HR Manager  
Date Prepared: March 18, 2022  
Subject: Fiscal Year 2022-23 Budget

Agenda Item: 7-B  
Action: Motion

### EXECUTIVE SUMMARY

Interim General Manager Cazares and Administrative Services/HR Manager Miller will present the draft Fiscal Year 2022-23 Budget to PAC.

The Fiscal Year 2022-23 Budget will be taken up at the April 14, 2022, regular Board meeting for further review, public comment and adoption.

### STAFF RECOMMENDATION

Staff recommends that PAC endorse the acceptance of the Fiscal Year 2022-23 Budget to the S-K-F CSD Board of Directors

### ACTION

Motion that PAC recommends the acceptance of the Fiscal Year 2022-23 Budget by the S-K-F CSD Board of Directors

### BACKGROUND

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

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 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), 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.