

**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT AND
SKF POLICY ADVISORY COMMITTEE**

**NOTICE OF SPECIAL JOINT MEETING OF BOARD OF DIRECTORS AND
POLICY ADVISORY COMMITTEE AND AGENDA**

March 14, 2024

3:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

CALL TO ORDER AND ROLL CALL

BOARD OF DIRECTORS

Nathan Magsig
Juan Mejia
Vince Palomar
Scott Robertson, Vice Chair
Buddy Mendes, Chairman

STAFF and CONSULTANTS

Veronica Cazares General Manager/ Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Craig Perry, Chief Plant Operator
David Bacon, Information Systems Analyst
Raftelis Financial Inc. Representative

POLICY ADVISORY COMMITTEE (PAC)

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

NOTICE IS HEREBY GIVEN that the Board of Directors and the Policy Advisory Committee have called a Joint Special Meeting.

The sole business to be conducted is as follows:

1. Subject: The Board and the Committee will review the Sewer Rate Study prepared by Raftelis Financial Inc. and the Proposition 218 Process. *(p.1)*

Recommendation: That the Committee accept the Sewer Rate Study and consider recommending its approval by the S-K-F CSD Board of Directors.

2. Subject: The Board and the Committee will review the FY 2024-25 Draft Budget. *(p.2)*

Recommendation: That the Committee accept the FY 2024-25 Draft Budget and consider recommending its approval by the S-K-F CSD Board of Directors, the FY 2024-25 Draft Budget.

3. Subject: The Board and the Committee will review the FY 2024-25 Capital Improvement Program. (p.3)

Recommendation: That the Committee accept the FY 2024-25 Capital Improvement Program and consider recommending its approval by the S-K-F CSD Board of Directors.

Members of the public shall have an opportunity to be heard on these matters.

This notice is given pursuant to CA Government Code Section 54956 and this notice shall also be posted at least 24 hours prior to the special meeting in a location at the District Office that is freely accessible to members of the public and on the District website at www.skfcsd.org.

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.

MEMORANDUM

(March 14, 2024, Joint Board & PAC Meeting)

To: S-K-F CSD Board of Directors and Policy Advisory Committee Agenda Item: 1
From: Veronica Cazares, General Manager Action: Motion
Date Memo Prepared: March 5, 2024

SUBJECT: The Board and the Committee will review the Sewer Rate Study prepared by Raftelis Financial Inc. and the Proposition 218 Process

RECOMMENDATION: That the Committee accept the Sewer Rate Study and consider recommending its approval to the S-K-F CSD Board of Directors.

EXECUTIVE SUMMARY:

Board and PAC members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the Board Meeting.**

Fiscal Year 2024-2025 proposed rate is for the District's Capital Refurbishment & Replacement fund, General Operation & Maintenance fund, and Cities' Collection Systems Capital Refurbishment & Replacement fund.

This sewer rate study and resulting proposed rates will provide the District with appropriate funding for the future and financial stability. The draft capital improvement plan, operating expenses, and reserve policy were used to determine rates.

The proposed sewer rates are necessary due to increased costs of repair; refurbishment and replacement of aging equipment and facilities; services and supplies; salaries and benefits; labor costs; and a reduction in usage of the plant by industrial dischargers.

1. A potential rate increase requires a 45-day Proposition 218 notification.
2. The first and second readings of the Ordinance to collect service charges on the tax roll and a Resolution confirming sewer charges are anticipated to be scheduled at a Special Board meeting of May 28-31, 2024 and Regular Board meeting of June 13, 2024.

MEMORANDUM

(March 14, 2024, Joint Board & PAC Meeting)

To: S-K-F CSD Board of Directors and Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Memo Prepared: March 5, 2024

Agenda Item: 2
Action: Motion

SUBJECT: The Board and the Committee will review the FY 2024-25 Draft Budget.

RECOMMENDATION:

That the Committee accept the FY 2024-25 Draft Budget and consider recommending its approval by the S-K-F CSD Board of Directors, the FY 2024-25 Draft Budget.

EXECUTIVE SUMMARY:

The FY 2024-25 Draft Budget will be posted to the website on March 11, 2024.

Board and PAC members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the Board Meeting.**

The second presentation of the Fiscal Year 2024-25 Budget will be made at the June 13, 2024, Regular or Special Meeting, for further review, public comment, and adoption.

The Proposed Budget includes the following:

1. The increase in sewer rates is for 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; and a reduction in usage of the plant by industrial dischargers, which results in revenue decreases.
2. The proposed rates aligns and confirms the cost of service with the different customer classes of residential, commercial, and industrial.

MEMORANDUM

(March 14, 2024, Joint Board & PAC Meeting)

To: S-K-F CSD Board of Directors and Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Memo Prepared: March 14, 2024

Agenda Item: 3
Action: Motion

SUBJECT: The Board and the Committee will review the FY 2024-25 Capital Improvement Program

RECOMMENDATION:

That the Committee accept the FY 2024-25 Capital Improvement Program and consider recommending its approval by the S-K-F CSD Board of Directors

EXECUTIVE SUMMARY:

General Manager Cazares will present the draft Capital Improvement Program (CIP).

The second presentation of the Fiscal Year 2024-25 CIP will be made at the June 13, 2024, regular Board meeting or special meeting for further review, public comment, and adoption.

Board members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the Board Meeting.**

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

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.