

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

MEETING OF THE POLICY ADVISORY COMMITTEE

July 26, 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. 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 June 7, 2023, Policy Advisory Committee meeting. *(p.1)*

Recommendation: PAC approve minutes as presented.

5. UNFINISHED BUSINESS

A. None

6. NEW BUSINESS

A. Subject: Review Grant Opportunities For Future Infrastructure (*p.4*)

Recommendation: Review, discuss, and provide input.

7. COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

8. GENERAL MANAGER REPORTS

A. Next PAC meeting will be held on September 13, 2023

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

**June 7, 2023
2:00 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 2:02 p.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
Frank Hernandez, Engineering Tech II
Randy Caballero, Engineering Tech II
Jon Wells, P.E., Dopudja & Wells
Soo Ho Park, City of Fowler Engineer
David Horn, City of Selma Engineer

APPROVAL OF AGENDA

There being no comment from the public a motion to approve the agenda of the PAC meeting of June 7, 2023, was made by Member Henderson, and seconded by Member Tucker, 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 March 22, 2023, Policy Advisory Committee meeting 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:

UNFINISHED BUSINESS

None

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

Jon Wells from Dopudja & Wells Consulting gave a power point presentation to the PAC and SKF Staff on the Collection System Master Plan (CSMP) with regards to development phasing and timelines for member cities as well as a preliminary flow monitoring summary. He discussed the project background, existing system characterization, preliminary flow monitoring data, development projections, and schedule.

A significant amount of effort went into the flow monitoring component of this update. Each member city spent a considerable amount of time in gathering and organizing development information.

Jon Wells discussed the flow monitoring program results. Much time was spent measuring existing flows because it helps better predict future flows. He also stated that it is important to collaborate with member cities with regard to future development. He reviewed each city's development map. The consensus was that comments on each city's development map should be submitted to Jon Wells by the end of June 2023. The development timelines were organized in a "tier" format similar to the general plan of City of Fowler.

It was asked if the SKF Board members had seen this data yet, and it was answered no, this is taken to PAC first, to the SKF Board, then to the member cities.

An electronic copy of Jon Wells' presentation and detailed maps will be provided to those in attendance today.

The Collection System Master Plan team will come back to meet with the PAC on September 13th, 2023. At that time, a discussion can be held on when SKF can go to member cities' Council meetings and give a presentation of the Collection System Master Plan Update.

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

None

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned on a motion made by Member Cazares, and seconded by Member Tucker and approved by a unanimous voice vote at 2:53 p.m.

Respectfully submitted,

Approved,

Veronica Cazares, General Manager/
Secretary of the Committee

Fernando Santillan/Chairman
of the Committee

MEMORANDUM
(July 26, 2023, PAC Meeting)

To: S-K-F CSD Policy Advisory Committee
From: Veronica Cazares, General Manager
Date Prepared: July 17, 2023

Agenda Item: 6-A
Action: None

SUBJECT: Review Grant Opportunities for Future Infrastructure

RECOMMENDATION

Review, discuss, and provide input.

EXECUTIVE SUMMARY

Based on a workshop given by the California Special District Association (CSDA) on Finding Funding: Grants, Financing, and Initiative Campaigns, and a virtual meeting with Townsend Public Affairs (TPA) the PAC is asked to discuss and provide input on the following proposed District actions:

- Apply for Clean Water State Revolving Fund Loans. The California Water Resources Control Board (CWSRF) staff reviews applications and determines program eligibility. This process requires at a minimum an engineering report and CEQA documents. There is a principal forgiveness (PF) component in the CWSRF draft intended use plan. The PF is worthy of further review.
- Water Infrastructure Finance and Innovation Act (WIFIA): The Water Infrastructure Finance and Innovation Act of 2014 (WIFIA) established the WIFIA program, a federal credit program administered by the EPA for eligible water and wastewater infrastructure projects. WIFIA is a low interest loan and may be combined with other funding sources such as grants, CWSRF, and revenue bonds.
- State and Federal Earmarks: Meet and get to know state and federal representatives and tell the District's story. Gather support from member cities, local agencies, community organizations. Develop projects that a representative will be supportive of and submit.
- Grant consultant services: Enter into an agreement with a consultant to apply for grants, keep the District apprised of grant opportunities and legislation that affects the District. The cost for a consulting firm is estimated to be from \$4,000 to \$15,000 depending on type of service. In the near term the District is not inclined to commit funds for this service. As the District moves forward in the process with the different funding programs, the need for a consultant will be reviewed. The District is a member of California Association of Sanitation Agencies (CASA). CASA provides legislative updates and lobbies the state legislative branch on behalf of its' member agencies.
- General Manager Cazares has subscribed to State and Federal "ListServes". Other resources are websites such as Grants.gov, California Grants Portal, SAM.gov, epa.gov.

The S-K-F County Sanitation District is a public agency formed in February 1971 by the Fresno County Board of Supervisors through authority granted in the County Sanitation Districts Act and the Health and Safety Code of the State of California. The purpose of this special district is to provide for the collection, treatment and disposal of wastewater emanating from the residential, commercial,

institutional, and industrial dischargers within the service area of the three cities of Selma, Kingsburg, and Fowler.

The District operates and maintains the local sewer collection system and provides for the refurbishment or replacement of the sewer collection system. The District operates, expands, refurbishes, or replaces District-owned facilities. The District has begun research into grant, loan, and other funding sources for future infrastructure projects. The 10-year Capital Improvement Plan is used to develop projects for funding submissions.