

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

**MEETING OF THE POLICY ADVISORY COMMITTEE**

**February 13, 2025**

**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  
Thomas Gaffrey, Interim 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. PAC REORGANIZATION**

- A. Nominations and Election of Chairperson
- B. Nominations and Election of Vice-Chairperson

**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 3, 2024, Policy Advisory Committee meeting, (p.1)

Recommendation: PAC approve minutes as presented.

## **6. UNFINISHED BUSINESS**

A. Subject: Consider Final 2024 Collection System Master Plan (p.3)

Recommendation: That the Committee accept the 2024 Collection System Master Plan and consider recommending its adoption by the S-K-F CSD Board of Directors.

## **7. NEW BUSINESS**

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

## **9. GENERAL MANAGER REPORTS**

A. Set future meeting to review 2025-26 Budget and Capital Improvement Plan

## **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 SPECIAL MEETING OF  
POLICY ADVISORY COMMITTEE**

**July 3, 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 10:05 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  
Jon Wells, Dopudja & Wells

**APPROVAL OF AGENDA**

There being no comment from the public a motion to approve the agenda of the PAC meeting of July 3, 2024, 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:

**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.

- 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.

There being no comment from the public a motion to approve the Consent Calendar was made by Member Henderson, seconded by Member Santillan, and approved by the following vote:

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

**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.

Jon Wells from Dopudja & Wells Consulting gave the PAC the Collection System Master Plan presentation. Maps will be disbursed to the cities accordingly. The previous Master Plan included condition assessments, CCTV, and physical Lift Station Inspections, among other components necessary to complete the Document. Adjustments can be made if other data arises from the three cities.

**COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS**

Member Henderson would like to bring the topic of the ponds north of 201 and south of Kamm Avenue in Kingsburg as a possible recharge distribution area to a future PAC meeting.

**GENERAL MANAGER REPORTS**

General Manager Cazares mentioned that the Valley ROP Students from Selma Highschool completed the 6<sup>th</sup> year of the Program with the District on June 28, 2024, and will give a presentation to S-K-F Board Members at the July 11, 2024, Board of Directors meeting.

**ADJOURNMENT**

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned on a motion made by Member Henderson at 11:23 a.m.

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Veronica Cazares, General Manager/  
Secretary

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

## MEMORANDUM

(February 13, 2025, PAC Meeting)

To: Policy Advisory Committee  
From: Veronica Cazares, General Manager  
Date Memo Prepared: February 3, 2025

Agenda Item: 6-A  
Action: Motion

**SUBJECT:**

Consider Final 2024 Collection System Master Plan (CSMP)

**RECOMMENDATION:**

That the Committee accept the 2024 Collection System Master Plan and consider recommending its adoption by the S-K-F CSD Board of Directors.

**EXECUTIVE SUMMARY:**

The last (CSMP) was completed in 2016. The purpose of the (CSMP) 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 (CSMP).

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 staff 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.

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.

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 on 6/19/2024 to city staff.

The Draft CSMP was sent to the Cities in August 2024. The City of Selma sent the District a letter with comments on August 22, 2024, and October 1, 2024. The PAC meeting to recommend that

the Board of Directors adopt the (CSMP) was postponed so that the District could appropriately address the comments from the City of Selma.

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, 2/7/2025

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

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

Attachments: SKF\_2024 MP Comment Log

Collection System Master Plan Comment Log Sheet

Document	Document Page	Comment Source	Comment Description	Response
Master Plan Document	Multiple	City of Selma 22 August 2024 Letter	In the area west of Highway 99, the Selma/Fowler SOI appears to be incorrectly attributed, leading to incorrect infrastructure attribution.	The City was correct; the SOIs in this area had been incorrectly delineated during the evaluation of growth and development and never corrected. SOI delineation and infrastructure requirements and delineation were updated.
Master Plan Document/Master Plan Appendices	Multiple	City of Selma 22 August 2024 Letter	The City did not receive trunk main modeling data at the time of the letter to confirm deficiencies. City wished to know remaining capacity in all deficient gravity mains. Appendix E was missing some labels for CIP projects.	All modeling data was supplied to the City in table and GIS format. Remaining capacity data was calculated for each gravity main and pump station facility. Appendix E was corrected per the comment.
Master Plan Document	Multiple	City of Selma 22 August 2024 Letter	City requested further investigation and field checks on manholes in North Avenue and McCall Avenue.	District notes the comment. No response necessary in the Master Plan Document.
Master Plan Document	Multiple	City of Selma 22 August 2024 Letter	The City identified that trunk main sizes for Dinuba Avenue have changed from previous Master Plan Update. City is reviewing to understand construction impacts.	Changed diameters are results of updated models and flows. District invites City to submit updated plans where necessary.
Master Plan Document	Multiple	City of Selma 22 August 2024 Letter	The City asked that the Thompson Avenue trunk main north of Dinuba be re-routed.	District asked that a revised alignment be submitted.
Master Plan Document	Multiple	City of Selma 22 August 2024 Letter	The City asked that the Nebraska Avenue Sewer System Area be clarified.	The City was correct: a new lift station is required to serve this area and that lift station had been left out of the CIP projects. The lift station and associated infrastructure have been replaced in the CIP. The District clarified that it will allow easements where necessary to connect new developments in this area to new infrastructure.
Master Plan Document	Multiple	City of Selma 01 October 2024 Letter	The City asked that an alternate alignment be created west of Highway 99.	An alternate alignment was modeled and included in the Revised Draft of the 2024 MP Update.
Master Plan Document	Multiple	City of Selma 01 October 2024 Letter	The City asked that all modeling data be provided.	All data was provided to the City in table and GIS format.
Master Plan Document	Multiple	City of Selma 01 October 2024 Letter	City asked for a specific CIP project in North Avenue and McCall Avenue to remove potential Fowler flow from McCall Avenue.	District is considering options in this area.
Master Plan Document	Multiple	City of Selma 01 October 2024 Letter	City provided alternative alignment for Thompson Avenue.	Alternative alignment does not change the hydraulics substantially of the proposed infrastructure.
Master Plan Document	Multiple	City of Selma 01 October 2024 Letter	City asked for clarification on Nebraska/Highland Basin	Revised Draft Master Plan includes the lift station from the previous master plan update as indicated above.

Master Plan Document	ii	District pdf	Staff titles were wrong.	Corrected
Master Plan Document	Multiple	District pdf	Document figures did not render	Figures were sent separately and then corrected in all further documents.
Master Plan Document	2-2	District pdf	Planning horizon for document may be longer than stated.	Restated
Master Plan Document	2-8	District pdf	Incorrect highlight	Removed
Master Plan Document	2-8	District pdf	Missing LS capacity	Updated
Master Plan Document	2-9	District pdf	Missing comma	Added
Master Plan Document	4-18	District pdf	Clarify design storm timing	Re-written
Master Plan Document	4-21	District pdf	Add units to table 4-10 and all similar tables	Added
Master Plan Document	6-4	District pdf	ES figures need to be consistent with body figures	Reviewed and revised.
Master Plan Document	6-8	District pdf	Figure 6-2 not consistent with text descriptions	Figure was incorrect. Figure updated.
Master Plan Document	6-15	District pdf	Confirm that Peach LS has high RDII values.	Confirmed
Master Plan Document	6-15	District pdf	Confirm Dockery LS tributary area	Identified incorrect parcel assignment to Dockery LS. Corrected throughout.
Master Plan Document	8-10	District pdf	Clean the formatting of table.	Updated
Appendices	Appendix A	District pdf	Pages are out of order in pdf	V&A revised the pdf for inclusion as Appendix A.
Master Plan Document	Fig 8-1	Standalone pdf from District	Labels are incorrect	Labels updated
Master Plan Document	Fig 6-2	Standalone pdf from District	Southern Selma alignment was in Kamm previously.	Alignment moved to reflect the SOI updates.
Master Plan Document	Fig 8-1	Email from District	Show stub sizes north of Dinuba	Figure updated
Master Plan Document	Fig 8-2	Email from District	Show more detail on Academy Avenue north of Kamm in Kingsburg	Figure updated
No Document - General Planning	None	City of Selma 01 October 2024 Letter	Highland Avenue and Nebraska Avenue Sewer Service Area. Since minor collection infrastructure is not shown in the Master Plan, the City will allow for new development to utilize State Right of Way to connect to Master Planned facilities, consistent with Caltrans permitting processes.	Sewer infrastructure serving only one parcel that is proposed to be located in HWY 43 is a health and safety issue for the collection system staff. The District taking on the risk of injury to staff on a busy highway for one parcel is not acceptable. The minor sewer infrastructure proposed by the City serves one project and will not facilitate any growth west of HWY 43. The District submitted detailed conditions on this project as requested by the City and <u>does not</u> include sewer in HWY 43. No response necessary in Master Plan document.