



FAIRFIELD-SUISUN SEWER DISTRICT

1010 CHADBOURNE ROAD • FAIRFIELD, CALIFORNIA 94534 • (707) 429-8930 • WWW.FSSD.COM
GREGORY G. BAATRUP, GENERAL MANAGER

Executive Committee Meeting Agenda

EXECUTIVE COMMITTEE

RICK VACCARO, PRESIDENT

LORI WILSON, VICE PRESIDENT

CHUCK TIMM

MICHAEL SEGALA

Meeting Date: Monday, January 13, 2020
Meeting Place: 1010 Chadbourne Road
Fairfield, California
(Executive Conference Room)
Meeting Time: 4:30 p.m.

1. Roll Call	
2. Public Comments	
3. General Manager Report	
4. <u>Discussion Items</u>	<u>Page</u>
(a) Report on Wastewater Collection System Master Plan	2
(b) Award Construction Services and Design Services During Construction Agreements – Electrical Reliability Project, Ph 1	3
(c) Award Consulting Services Agreement for the Design of HVAC Rehabilitation Project	5
(d) Authorize General Manager to execute a Memorandum of Understanding with the California Conservation Corps to use designated property	6
(e) Resolution no. 2020-01 Designation District Counsel	9
5. <u>Action Items</u>	
(a) Approve the January 27, 2020 Board of Directors Agenda.....	11
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(a) Monthly Operating Summary	12
(b) Connection Fee Chart	13
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7. <u>Closed Session</u>	
(a) Gov. Code Section 54957: Public Employee Performance Evaluation - Title: General Manager	19

--End of Agenda--

The Fairfield-Suisun Sewer District will provide reasonable disability-related modification or accommodation to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Directors. Please contact the District at (707) 429-8930 at least 48 hours before the meeting if you require such modification or accommodation.

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative offices located at the above address.

Members of the public may speak on any matter within the jurisdiction of the Fairfield-Suisun Sewer District by filling out a speaker's request card, and submitting the card to the Board Secretary. Comments not listed on the agenda will be taken under Public Comments. Comments on matters appearing on the agenda will be taken during consideration of the item.



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GREGORY G. BAATRUP, GENERAL MANAGER

January 9, 2020

RW-100.10.10/19

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Meg Herston, Environmental Compliance Engineer

SUBJECT: Wastewater Collection System Master Plan Update

Recommendation: Receive report and file.

Background: In January 2018, the Board approved a consulting services agreement with Woodard and Curran (W&C) for comprehensive updates to the District's Collection System Master Plan. The work entailed development of a new, up-to-date, and fully dynamic hydraulic model, identification of sewer capacity deficiencies, and prioritization of capital improvements.

Discussion: The District's Collection System Master Plan is being updated to ensure that adequate and timely sewer system capacity is provided to serve the Cities of Fairfield and Suisun City. The work completed thus far includes flow monitoring during the winter of 2018/19, building a computerized representation of the sewer system created to model various sewer flow scenarios, developing flow scenarios, and running the flow scenarios through the computer model.

Sewage flow (for existing and planned development) plus storm flow (developed from flow monitoring during rain events) from different storm scenarios were projected and input into the sewer model. The model output projects flow in each pipe and compares flow to pipe capacity, identifying pipe segments where capacity improvements may be needed.

The report, currently being drafted, will present sewer improvement projects to address these capacity deficiencies and some additional follow-up work to improve the quality of the baseline data used in the model

A brief report on the project and outcome will be presented at the January 27, 2020 Board of Directors meeting.



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GREGORY G. BAATRUP, GENERAL MANAGER

January 9, 2020

CM-1801.10

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Jordan Damerel, Director of Engineering

SUBJECT: 2019 Electrical Replacement Project – Award of Contracts

Recommendation: Receive report. Recommendations for both the construction contract and engineering services contract during construction will be brought before the Board of Directors on January 27, 2020.

Background: The District's collection system and treatment plant rely on a complex network of electrical power distribution gear to provide utility and standby electrical power to essential conveyance and treatment equipment. Much of this electrical gear is original, installed during the 1970s and 1980s. Through routine inspection and maintenance activities, District staff identified several Motor Control Centers (MCCs) and associated electrical components at District facilities that showed signs of physical damage (corrosion, heat damage, spliced cables, etc.) or for which spare parts are no longer commercially available.

In December 2017, the District retained the services of Beecher Engineering, Inc. (BEI) to perform a pre-design study in which the electrical gear was inspected and evaluated by BEI, including prioritization for replacement. In June 2018, the District retained BEI to design the first phase of replacements. The project scope includes replacement of motor control centers, automatic transfer switches, variable frequency drives, and/or programmable logic controllers at the District's treatment plant (digester area, tertiary filters area, operations building), pump stations (Cordelia Pump Station, Suisun Pump Station, Lawler Ranch No. 2 Lift Station), and the City of Fairfield's stormwater pump station (Air Base Parkway Flood Station).

Discussion: BEI prepared a formal set of plans and specifications for the project, which were advertised for public bid on December 16, 2019. A non-mandatory pre-bid conference and site walk was held on December 30, 2019, which was attended by nine prospective construction contractors. Two additional prospective contractors have reached out to District staff following the pre-bid conference. The bid opening is currently scheduled for 2:00pm on Wednesday, January 22, 2020. District staff will review bids and bring a recommendation before the Board of Directors at the regularly scheduled meeting on January 27, 2020.

2019 Electrical Replacement Project—AWARD OF CONTRACT

January 07, 2020

Page 2 of 2

In addition to the construction contract, District staff are also finalizing a scope of work with BEI to provide engineering services during construction. This contract will also be brought before the Board of Directors on January 27, 2020.

District staff also anticipates retaining a control systems programming firm to assist with the integration of the new project components into the District's existing control network. This scope will be combined with other work and will be brought before the Board of Directors at a future meeting.

Fiscal Impact: The approved District budget allocated \$4,070,000 for the Electrical Replacement Project (\$2,470,000 in FY 2019-2020 and \$1,600,000 in FY 2020-2021) in the Sewer Service Charge Funded Capital Improvement Program. The budget also allocated \$200,000 for the replacement of the motor control center at Air Base Parkway Flood Station (\$100,000 in FY 2019-2020 and \$100,000 in FY 2020-2021) in the Drainage Maintenance Fund, for a total project budget of \$4,270,000. The engineer's estimate for construction is \$4,700,000, which includes an estimate for contingencies. Additionally, the estimated cost of engineering services during construction from BEI is \$240,000. District staff will review the bids that are received and will make a recommendation to the Board of Directors regarding funding for this project. Additional funding is available in the District's Major Maintenance and Replacement Reserve Fund, which is intended to buffer against unanticipated maintenance costs.



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GREGORY G. BAATRUP, GENERAL MANAGER

January 9, 2020

PE-2001.10

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Ron Hipkiss, Senior Engineer

SUBJECT: Design Services for HVAC Upgrades Project – Award of Contract

Recommendation: Receive report. Recommendations for a design services contract will be brought before the Board of Directors on January 27, 2020.

Background: The District treatment plant includes three normally occupied buildings of various ages with outdated and inefficient heating, ventilating and air conditioning (HVAC) systems. These buildings have experienced multiple instances of indoor air temperatures outside of normal comfort ranges caused by equipment failures and control issues. Each building utilizes fans and pumps that run at constant speed instead of ramping up and down to meet demand, consuming more energy than needed. The current systems lack modern instrumentation and computer control and problems with the systems may not be noticed until after the occupied spaces become very uncomfortable. The three systems have components that have reached their useful lives, with some components failing and replacement parts becoming increasingly hard to source.

In Fall 2018, the District hired kW Engineering to complete an assessment of the building HVAC systems and to make recommendations to increase energy efficiency and reliability. This assessment determined that in addition to improving operations of the aging system by upgrading with modern efficient controls and equipment, there would also be energy savings of approximately \$60,000 per year.

Discussion: District staff prepared a Request for Proposals for a consultant to develop detailed design documents that would implement the recommendations of the assessment report. Three proposals were received by the deadline of January 7, 2020. Staff is currently reviewing proposals and will bring a recommendation to the Board of Directors on January 27, 2020.

Fiscal Impact: The design services are estimated to cost approximately \$160,000. The approved District budget allocated \$800,000 in the Sewer Service Charge Funded Capital Improvement Program (\$100,000 in FY 2019-2020 and \$700,000 in FY 2020-2021) for rehabilitation of the HVAC systems.



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January 9, 2020

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Talyon Sortor, Assistant General Manager

SUBJECT: California Conservation Corps Memorandum of Understanding

Recommendation: Staff recommends the Board of Directors authorize General Manager to execute a Memorandum of Understanding (MOU) with the California Conservation Corps (CCC) to provide space on the treatment plant property for its local office.

Background: The California Conservation Corps is a department within the California Natural Resources Agency and is the oldest and largest conservation corps in the nation. They provide young men and women eighteen to twenty-five years old a year of paid service to the State of California. During their year of service, corps members work on environmental projects and respond to natural and man-made disasters. Through this work, they gain skills and experience that lead to meaningful careers. Their motto is 'Hard work, low pay, miserable conditions and more!'. They are dedicated to developing their corps members into citizens with character, credentials, and commitment.

The local CCC office is currently located in Napa on the grounds of the state hospital but they intend to relocate to Solano County to be in a better geographic location for their members. They primarily need a location to store equipment, do training, and for the corps members to gather each morning before they go out to work sites around the area.

In 2018, the District and CCC began discussions on using some of the District's underutilized property for their office. Staff has met with several representatives from the CCC and they believe the space we have available would work for their office. Exhibit A to this memo shows the location of the proposed office location and where a corps member parking area may be located.

Discussion: Due to CCC rules and regulations, they prefer to have the terms and conditions of the property use documented in an MOU rather than a lease or license agreement. The terms and conditions of the MOU will be very similar to a lease agreement and will provide the essential requirements. Staff has been working with District Counsel on the terms and conditions and recommends the General Manager be authorized to execute the MOU once the language has been worked out by both parties.

The District's treatment plant sits on over 150 acres and includes hundreds of trees and extensive landscaping. We also maintain many sites around both cities that have pump stations and other District facilities on them. Keeping up with landscape maintenance is very time consuming and takes staff away from other plant maintenance. The District would benefit directly by having CCC crews take on some of that burden. They are trained and have the equipment to deal with trees, brush, and other landscape maintenance. Their payment for property use would be in the form of labor as directed by the District, as they do at their current location.

Staff believes there would be several other benefits to having the CCC office located at the treatment plant. The local youth would benefit from having another job training opportunity within the community, as well as having the corps members be positive role models within the community. The move would relocate six full-time staff jobs from Napa to Fairfield, as well as the twenty to thirty corps members. The CCC is also very interested in partnering with the District to educate corps members about careers in the water/wastewater industry. Giving hard working youth exposure to our industry would not only give them opportunities but also help fill the shortage of people in the industry. We are also discussing the potential for internships and partnering at public events like open houses, earth day booths, and creek cleanups.

Staff believes that this would be a win-win for the District, the CCC, and the community. It would be an innovative way to make use of an existing underutilized District facility in exchange for labor to help maintain and improve the Districts grounds. The partnership would also likely create other opportunities for the District and the community in the future.

Attachment: Exhibit A – Proposed office location



OFFICE
AREA

PARKING
AREA



FAIRFIELD-SUISUN SEWER DISTRICT

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GREGORY G. BAATRUP, GENERAL MANAGER

January 9, 2020

LE-130/2019
LE-190.20

MEMORANDUM

TO: Executive Committee
FROM: Gregory G. Baatrup
SUBJECT: District General Counsel

Recommendation: Adopt Resolution No. 2020-01, designating Solano County Office of County Counsel as District Counsel.

Background: Following an open process to replace the retiring of District Counsel in 2013, the Board of Directors approved a contract with Solano County Office of County Counsel to provide legal services for the District. Bernadette Curry, Deputy County Counsel, was the designated attorney representing Office of County Counsel to be District Counsel. In June 2016, the contract was renewed through June 30, 2021.

In June 2019, Ms. Curry was promoted to County Counsel and with the added roles and responsibilities of that position she recommends the duties of District Counsel be assigned to Ms. Carrie Scarlata, Assistant County Counsel. Staff met with Ms. Scarlata and supports Ms. Curry's recommendation.

Attachment: Resolution No. 2020-01

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2020-01

A RESOLUTION DESIGNATING DISTRICT COUNSEL

WHEREAS, as prescribed in the June 27, 2016 agreement between the Fairfield-Suisun Sewer District (District) and Solano County Office of County Counsel (SCOCC), the District has contracted with SCOCC to provide routine general legal services to the District in any and all matters, including but not limited to the following:

- (1) Legal advice and representation in all civil matters as requested; and,
- (2) Legal research, preparation for and attendance at meetings, and review of documents and other materials as requested; and,
- (3) Secretarial and necessary clerical support.

WHEREAS, the District Resolution 2016-10 approved the agreement between the District and SCOCC; and,

WHEREAS, the District Resolution 2016-10 also named Bernadette Curry, then Deputy County Counsel as District Counsel; and,

WHEREAS, in June 2019 Ms. Curry was promoted to position of County Counsel and the roles and responsibilities of that position prevent her from continuing as District Counsel; and,

WHEREAS, the District and County Counsel desire to clarify that District Counsel may be County Counsel’s designee.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FAIRFIELD-SUISUN SEWER DISTRICT THAT:

- 1. County Counsel of the Solano County Office of County Counsel is designated as the District Counsel; and,
- 2. With the consent of the District General Manager, County Counsel may designate an attorney from the Office of County Counsel to serve as the District Counsel.

PASSED AND ADOPTED this 27th day of January 2020, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk



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GREGORY G. BAATRUP, GENERAL MANAGER

BOARD OF DIRECTORS

MICHAEL SEGALA, PRESIDENT

HARRY PRICE, VICE PRESIDENT

PAM BERTANI

JANE DAY

CATHERINE MOY

CHUCK TIMM

RICK VACCARO

WANDA WILLIAMS

LORI WILSON

Board of Directors Meeting Agenda

Meeting Date: Monday, January 27, 2020

Meeting Place: 1010 Chadbourne Road
Fairfield, California

Meeting Time: 6:00 p.m.

Teleconference Notice:

Director Jane Day will be participating from a teleconference location at 301 Morgan Street, Suisun City, CA 94585.

1. Roll Call
2. Pledge of Allegiance
3. Public Comments
4. Director Comments / Report on CASA Winter Meeting
5. General Manager Report
6. Consent Calendar Page
 - (a) Approve Minutes of Meeting of November 25, 2019 2
 - (b) Approve Resolution no. 2020-01 Designating District Counsel
7. Discussion Items
 - (a) Receive Report on Wastewater Collection System Master Plan #
8. Action Items
 - (a) Award Consulting Services Agreement for the Design of HVAC Rehabilitation Project . ##
 - (b) Award Construction Services Agreement – Electrical Reliability Project, Ph 1 ##
 - (c) Authorize General Manager to execute Memorandum of Understanding with the California Conservation Corps ##
9. Information Items
 - (a) Board Calendar ##
 - (b) Quarterly Investment Report ##

-- End of Agenda --

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GREGORY G. BAATRUP, GENERAL MANAGER

January 9, 2020

MEMORANDUM

TO: Gregory Baatrup, General Manager

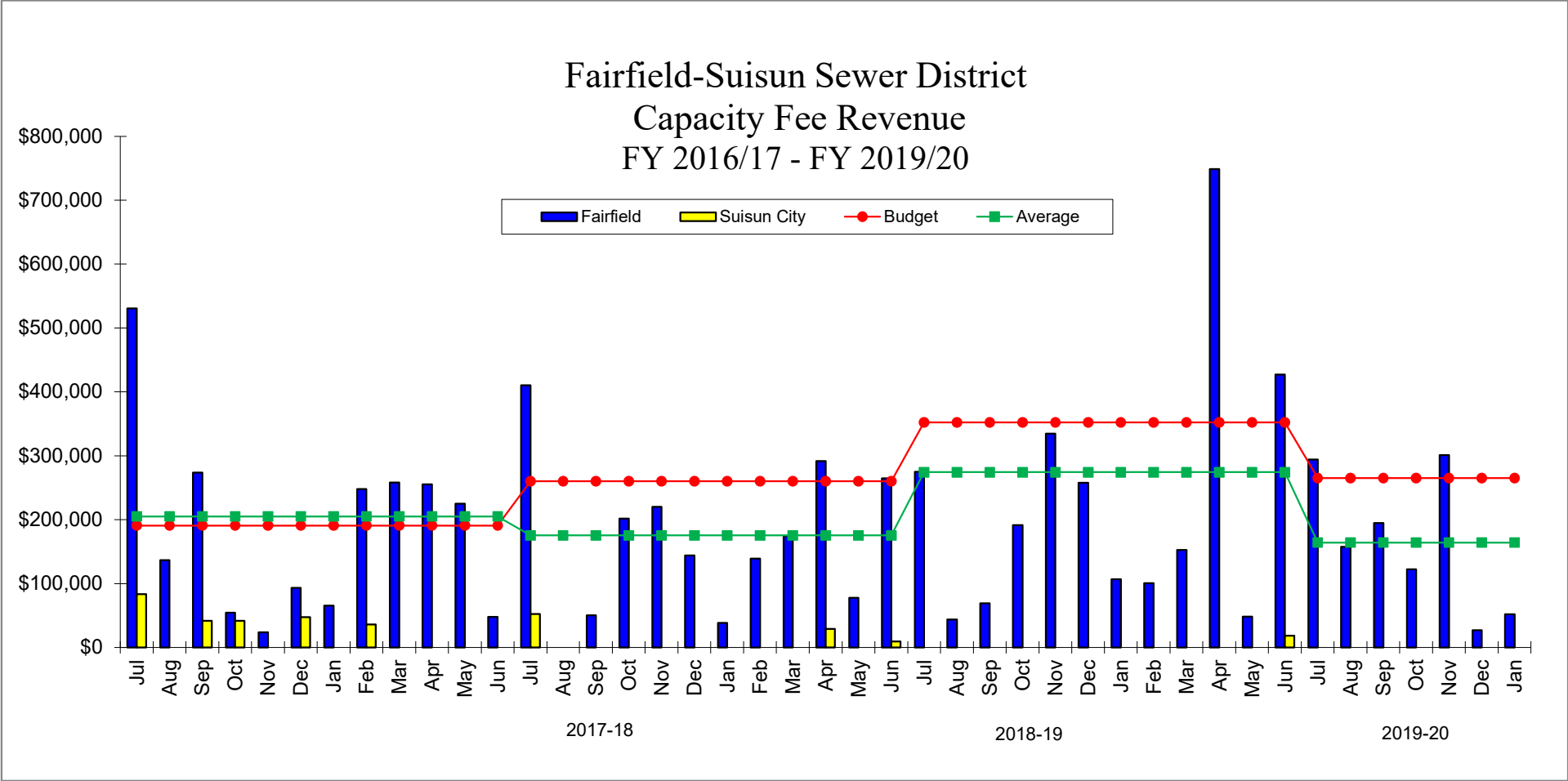
THROUGH: Talyon Sortor, Assistant General Manager

FROM: Brian Hawley, Operations Manager

SUBJECT: Operating Data Summary –2019

Daily Numbers:	November	December
Influent Flow Daily Average	11.03 MGD	15.17 MGD
Recycled Flow Daily Average	0.136 MGD	0.000 MGD
Permit Excursions	0	0
TSS Daily Average Influent	255 mg/L	199 mg/L
BOD Daily Average Influent	291 mg/L	236 mg/L
TSS Daily Average Effluent	< 2.0 mg/L	< 2.0 mg/L
BOD Daily Average Effluent	< 2.0 mg/L	< 1.0 mg/L

Annual Numbers:	January – December
Influent Flow Daily Average	14.61 MGD
Recycled Flow Daily Average	0.371 MGD
Permit Excursions	0





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January 9, 2020

MEMORANDUM

TO: Executive Committee

FROM: Gregory G. Baatrup, General Manager

SUBJECT: Potential Presentations for Board of Directors Meetings

Recommendation:

Receive report and file.

Discussion:

Historically, staff has provided presentations associated with action items for projects or other issues that might impact District operations. The Executive Committee asked that a list of potential presentation topics be created and maintained.

This list is not intended to capture presentations that are already included in the Board calendar. A review and update of the list will be included in the monthly Executive Committee agenda.

Potential Presentations:

- Show and Tell of District-owned property
- Summary of District services provided to City of Fairfield and City of Suisun City
- Impacts of Sea level rise on District facilities
- Report on Bay Area efforts to address Contaminants of Emerging Concern, including PFAS, and efforts by wastewater agencies to address these pollutants in the wastewater
- Report on efforts to address labeling Flushable Wipes and outreach efforts to communicate that wipes should not be flushed down into the sewer



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January 9, 2020

MEMORANDUM

TO: Executive Committee

FROM: Gregory G. Baatrup, General Manager

SUBJECT: Board Calendar

Recommendation: Review and comment as necessary on the calendar items.

Background: Attached is a listing of the contemplated agenda items for the next 12 months and a recap of the non-routine agenda items. These are provided as a recap of action from the last 12 months and as a look ahead for the next 12 months. The contemplated agenda items may vary from the table as issues and priorities change overtime.

Attachment: #1 – Board Calendar

Fairfield-Suisun Sewer District

Attachment #1

Contemplated and Recent Board of Directors Agenda Items

January 9, 2020

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
January 2020	<ol style="list-style-type: none"> 1. Quarterly General Manager Report 2. Quarterly Investment Report 3. Report on Collection System Master Plan 4. Authorize GM to Execute an MOU with California Conservation Corps 5. Award Consulting Services Agreement for the Design of HVAC Rehabilitation 6. Award Construction Services Agreement - Electrical Reliability Project, Ph1 7. Designate Carrie Scarlata as District Counsel 8. Executive Committee Closed Session - Quarterly GM Performance Review 9. General Manager Compensation 	1/13/2020	1/27/2020
February 2020		Not Scheduled	Not Scheduled
March 2020	<ol style="list-style-type: none"> 1. Award Construction Services Agreement for the Digester Reliability Improvement Project 2. Receive Engineer's Report on Capacity Calculation Formulas for future Commercial and Industrial Customers 3. Award Construction Services Agreement - Pump Station Pavement Rehab 	3/16/2020	3/23/2020
April 2020	<ol style="list-style-type: none"> 1. Quarterly General Manager Report 2. Quarterly Investment Report 3. Report on Investment Options from District's Investment Advisor, pfm 4. Award Construction Services Agreement - HVAC Rehabilitation Project 5. Receive Report on District Assets 6. Award Consulting Services Agreement for Collection System and Treatment Plant Asset Management Project 7. Executive Committee Closed Session - Quarterly GM Performance Review 	4/20/2020	4/27/2020
May 2020		5/18/2019	Not Scheduled
June 2020	<ol style="list-style-type: none"> 1. Adopt Resolution approving District Salary Schedule 2. Investment Policy Update 3. Board Compensation 	6/15/2020	6/22/2020
July 2020	<ol style="list-style-type: none"> 1. Quarterly General Manager Report & Performance Review 2. Quarterly Investment Report 3. Vote on CASA Board and Dues 	7/20/2020	7/27/2020
August 2020		Not Scheduled	Not Scheduled
September 2020	<ol style="list-style-type: none"> 1. Directors Report on CASA Annual Meeting 	9/21/2020	9/28/2020
October 2020	<ol style="list-style-type: none"> 1. Quarterly General Manager Report & Performance Review 2. Quarterly Investment Report 3. Memo - CASA State Legislature Results 4. Conflict of Interest Policy 5. Receive Report on OMRC 4th Operational Year 	10/19/2020	10/26/2020
November 2020	<ol style="list-style-type: none"> 1. Board of Directors 2021 Meeting Schedule 3. Report from Cropper on Financial Audit for FY 2018/2019 4. Receive Final CAFR for FY 2018/2019 	11/18/2019	11/25/2019
December 2020		Not Scheduled	Not Scheduled

Recent Non-routine Agenda Items

January 28, 2019	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Quarterly General Manager Report 3. Resolution Congratulating retirees on the occasion of their retirement 4. Resolution of Support for legislative changes to the FSSD Act 5. Report on Master Plan Update Study
February 2019	Not Scheduled
March 25, 2019	<ol style="list-style-type: none"> 1. Approve Ad Hoc Community to evaluate options for conducting GM Performance 2. Receive report on AB 530 and adopt resolution naming the District as the bill sponsor 3. Receive report on legislation and approve oppose letters on SB 332 and support for US HR 1764 4. Adopt Resolution approving FY 2019/20 & FY 2020/21 budgets (Tabled to 4/22/2019)
April 22, 2019	<ol style="list-style-type: none"> 1. Quarterly General Manager Report 2. Quarterly Investment Report 3. Consider adding budget expense line item for City Sewer Replacement 4. Discuss Process for GM Evaluation 5. Authorize GM to execute a Professional Services Agreement for Auditing Services with Cropper Accounting
May 2019	Not Scheduled
June 3, 2019	<ol style="list-style-type: none"> 1. Authorize GM to execute a Professional Services Agreement with BHI for General Manager Performance 2. Budget Workshop 3. Execute Side Letter to GM Employment contract
June 24, 2019	<ol style="list-style-type: none"> 1. General Manager Performance Evaluation 2. Adopt Resolution approving District Salary Schedule 3. Investment Policy Update 4. Board Compensation 5. Authorize GM to execute a Professional Services Agreement with BHI Management Consulting to assist with GM Evaluation 6. Approve Budgets for FY 2019/20 and FY 2020/21
July 22, 2019	<ol style="list-style-type: none"> 1. Quarterly General Manager Report 2. Receive Quarterly Investment Report from pfm 3. Vote on CASA Board and Dues 4. Receive Report on completion of Nutrient Optimization and Upgrade Studies 5. Review Response to Solano County Grand Jury Report on Wastewater Treatment
August 2019	Not Scheduled
September 23, 2019	<ol style="list-style-type: none"> 1. Adopt Resolution No. 2019-13, Granting a Time Extension for the Completion of the Recycled Water Pipeline Construction in the 1974 Agreement 2. Receive report on the District's preparations for PG&E's Public Safety Power Shutoff Program 3. Authorize General Manager to execute Amendment Number 1 to the BHI Management Consultants Professional Services Agreement 4. Authorize General Manager to execute a Professional Services Agreement with Brown and Caldwell for the Digester Feedstock and Biogas Master Plan
October 28, 2019	<ol style="list-style-type: none"> 1. Adopt Resolution No. 2019-14, Rescinding Previous and Adopting new Conflict of Interest Codes 2. Receive report on the 3rd Year of Organic Material Recovery Center 3. Receive Report on State Legislation for the 2018/19 Legislation Session 4. General Manager Performance Evaluation



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GREGORY G. BAATRUP, GENERAL MANAGER

January 9, 2020

FI-210

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Helen Gaumann, Director of Administrative Services

SUBJECT: Quarterly Investment Report

Due to the revised schedule for the Executive Committee meeting in January 2020, the December 31, 2019 Quarterly Investment Report is not available for distribution to the Executive Committee.

The Quarterly Investment Report and Quarterly Investment Performance Report by PFM will be included in the Board meeting agenda for the January 27, 2020 Board of Directors meeting.



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January 9, 2020

MEMORANDUM

TO: Executive Committee

FROM: Gregory G. Baatrup, General Manager

SUBJECT: General Manager Compensation

Recommendation: Executive Committee to recommend compensation changes to the full Board as prescribed in the General Manager's contract.

Background: The contract between the Fairfield-Suisun Sewer District and the General Manager states the following:

“At its regularly scheduled meeting in July each year, Executive Committee shall bring a recommendation to the full Board on GM compensation based on the GM's performance. Changes to compensation shall become effective the last pay period in July.”

The Board of Directors completed the General Manager performance evaluation process on October 28, 2019 but has not brought a compensation recommendation to the Board of Directors.

The contract provides for and the General Manager has received a Cost-of-Living Adjustment that is consistent with the adjustment for all District employees. The following are the recent actions taken on General Manager compensation.

Action for July 2018

The Board of Directors took no action to alter the General Manager's compensation and deemed performance evaluation complete.

Action for July 2017

The Executive Committee recommended no change in compensation. The Board of Directors accepted the compensation recommendation but approved a one-time award of 24 hours of additional vacation to the General Manager.

Action for July 2016

As part of the salary survey report and compensation consideration for all District employees, the Board of Directors increased the hourly rate by 3.5% in accordance with the intention to have market competitive pay for District employees.