



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

Meeting Date: March 16, 2020

Meeting Place: 1010 Chadbourne Road
Fairfield, California
(Executive Conference Room)

Meeting Time: 4:30 p.m.

EXECUTIVE COMMITTEE
RICK VACCARO, PRESIDENT
LORI WILSON, VICE PRESIDENT
CHUCK TIMM
MICHAEL SEGALA

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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.



FAIRFIELD-SUISUN SEWER DISTRICT

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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 2020

CM-1801.10

MEMORANDUM

TO: Executive Committee

FROM: Gregory G. Baatrup, General Manager

SUBJECT: General Manager's Report

Recommendation: Receive report.

Discussion:

1. COVID -19 – Staff has been tracking information from numerous sources including the Center for Disease Control, World Health Organization (WHO), Federal and State organizations and our trade associations. We have informed and updated staff through meetings, safety tailgates, and email communications on the appropriate precautions. In addition to communications, we have increased the number and location of disinfecting wipes and sanitizers for staff and visitor use.

The following is an excerpt from a March 3, 2020 WHO guidance document to water and sanitation practitioners:

This technical brief is written, in particular, for water and sanitation practitioners and providers. It is also for health care providers who want to know more about water, sanitation and hygiene (WASH) risks and practices. The provision of safe water, sanitation and hygienic conditions is essential to protecting human health during all infectious disease outbreaks, including the COVID-19 outbreak. Ensuring good and consistently applied WASH and waste management practices in communities, homes, schools, marketplaces and health care facilities will further help to prevent human-to-human transmission of the COVID-19 virus.

The most important information concerning WASH and the COVID-19 virus is summarized here.

- Frequent and proper hand hygiene is one of the most important measures that can be used to prevent infection with the COVID-19 virus. WASH practitioners should work to enable more frequent and regular hand hygiene by improving facilities and using proven behaviour change techniques.
- WHO guidance on the safe management of drinking-water and sanitation services applies to the COVID-19 outbreak. Extra measures are not needed. In particular, disinfection will facilitate more rapid die-off of the COVID-19 virus.
- Many co-benefits will be realized by safely managing water and sanitation services and applying good hygiene practices. Such efforts will prevent many other infectious diseases, which cause millions of deaths each year.

Currently, there is no evidence about the survival of the COVID-19 virus in drinking-water or sewage. The morphology and chemical structure of the COVID-19 virus are similar to those of other surrogate human coronaviruses for which there are data about both survival in the environment and effective inactivation measures. Thus, this brief draws upon the existing evidence base and, more generally, existing WHO guidance on how to protect against viruses in sewage and drinking-water.

While persistence in drinking-water is possible, there is no current evidence from surrogate human coronaviruses that they are present in surface or groundwater sources or transmitted through contaminated drinking-water. The COVID-19 virus is an enveloped virus, with a fragile outer membrane. Generally, enveloped viruses are less stable in the environment and are more susceptible to oxidants, such as chlorine. While there is no evidence to date about survival of the COVID-19 virus in water or sewage, the virus is likely to become inactivated significantly faster than non-enveloped human enteric viruses with known waterborne transmission (such as adenoviruses, norovirus, rotavirus and hepatitis A). For example, one study found that a surrogate human coronavirus survived only 2 days in dechlorinated tap water and in hospital wastewater at 20° C (8). Other studies concur, noting that the human coronaviruses transmissible gastroenteritis coronavirus and mouse hepatitis virus demonstrated a 99.9% die-off in from 2 days (9) at 23° C to 2 weeks (10) at 25° C. Heat, high or low pH, sunlight and common disinfectants (such as chlorine) all facilitate die-off.

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems likely to behave like other coronaviruses. A recent review of the survival of human coronaviruses on surfaces found large variability, ranging from 2 hours to 9 days (11). The survival time depends on a number of factors, including the type of surface, temperature, relative humidity and specific strain of the virus. The same review also found that effective inactivation could be achieved within 1 minute using common disinfectants, such as 70% ethanol or sodium hypochlorite (for details, see Section 2.5 Cleaning practices).

2. Deferral Agreement with MidPenn Housing and City of Fairfield for the Fair Havens Commons Project (Project) – The District has been requested to delay the payment of capacity charges for the Project to accommodate the Project construction schedule and Project financing. Although delayed from the normal payment which is at the issuance of a Building Permit, the Capacity Charges will be assessed in accordance with the District policies.

Staff finds the request consistent with the District's Affordable Housing Connection Charge Policy in Resolution 03-31 and intends to execute the deferral agreement. Resolution 03-31 allows the General Manager to enter into an agreement with the City and the owner/developer to defer capacity charges for up to 36 months or the issuance of the certificate of occupancy, whichever occurs first. Resolution 03-31 requires the General Manager to report these agreements to the Executive Committee of the Board.

3. Report from Social Security Administrator's Office on District payments to Social Security – The District recently received an inquiry from a State Social Security Administrator's Office (SSSAO) representative who reviews State Social Security compliance. The SSSAO rep has indicated there is no evidence that the District has the authority to exclude positions from

Social Security coverage and is indicating there may have to be remedies with unknown financial implications.

Relevant History

In digging through District records, the following is the relevant history that we can recreate:

- 1951, when the District was established, until 1958, there is no history on this issue.
- In 1958, the District executed an agreement wherein the District agrees to participate in Social Security and make contributions for District employees.
- 1958 to 1978 – there is reference to one or two District employees but no payroll records readily available. There is no record or indication of an action by the District that the District was excluded from contributing to Social Security.
- 1978 to 1994 – Under the 1978 Financial Services Agreement between the City of Fairfield and the District, employees who performed District work were City of Fairfield employees, not District employees; therefore, there was no District payroll and no necessary contributions to Social Security.
- 1994 to mid-1997 – Under the 1978 Financial Services Agreement, employees who performed District work were District employees. The City processed separate payroll for District employees on the District's behalf. It appears the City did not make Social Security contributions for District employees.
- 1997 to the present. The District assumed responsibility for payroll in July 1997 and continued to be excluded from Social Security coverage and contributions as implemented under City of Fairfield payroll processing.

Staff is working with the Auditor and providing all readily available documents to assist with the analysis and the forthcoming report.

4. NPDES Permit Adoption – After 6 months of preparation and permit drafting, on March 11, 2020, the Regional Water Quality Control Board heard and approved the renewal of the District's NPDES Permit.

Although scheduled under the Regional Water Quality Control Board's Uncontested Calendar (the Uncontested Calendar is similar to our Consent Calendar), prior to the vote Chairperson Jim McGrath commented about the District's performance saying the District performance is a model in so many ways. He said it was so good he had to talk about it. Chair McGrath noted statistics from the Fact Sheet of the Permit which reports data like the District's effluent BOD limit is 10 mg/L but the District long-term average is 2.1 mg/L and the highest daily is 7 mg/L; he commented that he couldn't recall ever seeing this before. He also noted the District report has had no sanitary sewer overflows. He expressed his appreciation with a thank you to the District.



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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 2020

CM-1901.10

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Jordan Damerel, Director of Engineering
Ryan Yamamoto, Junior Engineer

SUBJECT: Digester Reliability Improvement Project—Award of Contract

Recommendation: Receive report. Award recommendations for both the construction contract and engineering services during construction contract will be brought before the Board of Directors on March 23, 2020.

Background: The District's wastewater treatment plant relies on an anaerobic digestion facility consisting of two concrete anaerobic digester structures, two sludge holding tanks, a digester control building, a ferrous chloride facility and various pumps, pipes and controls. The anaerobic digestion facility provides solids treatment for the District's wastewater treatment plant, but also provides plant energy recovery and heating through digester gas collection and cogeneration engines. The facility was originally constructed in 1981. In 2009, a new pump mixing system was installed on Digester No. 1 to replace the gas mixing system. Digester No. 1 has satisfied the plant's digestion needs for the last ten years, it is time to shut it down to conduct the industry standard cleaning and maintenance. Digester No. 2, which has been out of service since around 2011, has a 39-year-old gas mixing system that is in poor condition and inefficient. The mixing system needs to be upgraded so Digester No. 2 can be put in service and Digester No. 1 taken down for cleaning and maintenance.

In November 2018, the Board of Directors authorized a Professional Services Agreement with Stantec Consulting Services, Inc. (Stantec) to design the Digester Reliability Improvement Project. The project scope includes the demolition of piping, valves, pumps and one engine-generator, the replacement of emergency heating boilers, ferrous chloride piping and sludge feed piping, and the installation of new pumps, flow meters and motorized valves in the digester facility, including a new pump mixing system for Digester No. 2.

Discussion: Stantec prepared a formal set of plans and specifications for the project, which were advertised for public bid on February 10, 2020. A pre-bid conference and site walk was held on February 19, 2020, which was attended by seven prospective construction contractors.

Digester Reliability Improvement Project—Award of Contract

March 12, 2020

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The bid opening is scheduled for 2:00 pm on Monday, March 16, 2020. District staff will review bids and bring a recommendation before the Board of Directors at the regularly scheduled meeting on March 23, 2020.

In addition to the construction contract, District staff is finalizing a scope of work with Stantec to provide engineering services during construction. This contract will also be brought before the Board of Directors on March 23, 2020.

Fiscal Impact: The approved District budget allocated \$3,639,000 for the Digester Reliability Improvement Project in the Sewer Service Charge Funded Capital Improvement Program and \$1,214,000 in the Capacity Fee Funded Capital Improvement Program, for a total project budget of \$4,853,000. The engineer's estimate for construction is \$3,536,000, which includes an estimate for contingencies. Additionally, the estimated cost for engineering services during construction from Stantec is \$194,000. District staff will review the bids that are received and will make a recommendation to the Board of Directors regarding funding for this project.



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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 2020

CM-1901.10

MEMORANDUM

TO: Executive Committee

FROM: Gregory Baatrup, General Manager

SUBJECT: District Policy Development

Recommendation:

- 1) Receive report and provide guidance on the Policy Listing and draft priorities
- 2) Board of Directors to adopt a resolution approving the Communicable & Infectious Disease Policy

Discussion:

Policy Listing and Draft Priorities

The General Manager's goals for 2020 include developing District policies where needed and incorporating existing policies into a single Policy Manual. The District has several formal policies in various places and in various forms (Employee Manual, Resolutions, Stand Alone Policies) which will be reviewed, updated, and migrated to a standard format. New policies will be generated where policies are needed but not developed.

As a starting point, a listing of suggested policies was obtained from the California Special District's Association. The list has been reviewed and prioritized and is attached for the Executive Committees review.

Communicable & Infectious Disease Policy

In light of the current concern over the Corona/COVID-19 virus, staff is recommending solidifying the District intentions to inform all individuals of the risk of exposure to communicable diseases/illnesses and sets forth the principles the District will follow to protect employees and reduce the risk of spreading communicable diseases/illnesses in the workplace. The statements in the proposed Policy have been implemented in various forms such as the Employee Manual and established past practices.

Attachment 1: Draft Policy Listing

Attachment 2: Draft Communicable & Disease Policy

Draft Policy Listing

POLICY # (Suggested)	POLICY CONTENT	Board (0 = no written policy to 5 = complete)	Administrative (0 = no known policy to 5 = complete)	Priority (h = high, m = medium, l = low)	Adopted / Updated	Reference
SECTION 1000	GENERAL					
Policy 1000	Adoption/Amendment of Policy			h		
Policy 1005	Association Memberships			l		
Policy 1010	Basis of Authority	3		m	7/10/2019	FSSD Act
Policy 1015	Board Secretary			l		
Policy 1020	Board/Staff Communication			m		
Policy 1025	Claims Against the District			m		
Policy 1030	Code of Ethics	5		l	3/28/2016	Resolution 2016-03
Policy 1035	Conflict of Interest	4	-	l		Political Reform Act
Policy 1040	Correspondence to the Board			m		
Policy 1045	Legal Counsel and Auditor			m		
Policy 1050	Overview of the General Manager's Role			m		
Policy 1055	Legislative Advocacy			m		
Policy 1060	Digital Signature			l		
SECTION 2000	ADMINISTRATION					
Section 2100	Financial Management					
Policy 2100	Accounts Receivable Policy			m		
Policy 2105	Asset Protection and Fraud in the Workplace			h		
Policy 2110	Budget Preparation	0		m		
Policy 2115	Credit Card Use			h		
Policy 2120	Employment of Outside Contractors and Consultants			m		
Policy 2125	Expense Authorization			m		
Policy 2130	Investment of District Funds	5		l	6/25/2019	Resolution 2019-09

Policy 2135	Purchasing		2	h		Finance Dept Procedures
Policy 2140	Receiving/Depositing Remittances			m		
Policy 2145	Records Retention	4		l		Resolution 2011-03
Policy 2150	Reserve Policy			h		
Policy 2155	Debt Management			m		
Policy 2160	Internal Controls			m		
Section 2200	Inventory & Property Management					
Policy 2200	Disposal Surplus Property or Equipment			m		
Policy 2205	District Electronic Resources Policy and Procedures			m		
Policy 2210	Use/rental of District Facility			m		
Policy 2215	Naming of District Parks and Facilities					
Policy 2220	Flag Display					
Section 2300	Risk Management					
Policy 2300	Emergency Preparedness			h		
Policy 2305	Emergency Response Guideline for Hostile or Violent Incidents					
Policy 2310	Workers' Compensation			l		Workers Comp Insurance Policy in place
Section 2400	Communications & Technology					
Policy 2400	Customer Relations			l		
Policy 2405	Press Relations			l		
Policy 2410	Public Complaints	0	-	l		
Policy 2415	Social Media Use			m		
Policy 2420	Web Page			m		
Policy 2425	California Public Records Act Response Procedures			m		
Policy 2430	Electronic Document Retention			m		
SECTION 3000 PERSONNEL						
Section 3100	Employment Practices					
Policy 3100	Accommodations for Disability			l		Employee Manual
Policy 3102	Demotion – Nondisciplinary			l		
Policy 3104	Disciplinary Action			l		Employee Manual
Policy 3106	Driver Training and Record Review			l		Employee Manual
Policy 3108	Drug and Alcohol Testing			l		Employee Manual
Policy 3110	Employee Information/Emergency Data			l		Employee Manual
Policy 3112	Employee Promotion			l		
Policy 3114	Employee Records			l		Employee Manual
Policy 3116	Employee Status	-	4	l		Employee Manual

Policy 3118	Equal Opportunity	-	4	l		Employee Manual
Policy 3120	Grievance Procedure	-		l		
Policy 3122	Hours of Work and Overtime	-	4	l		Employee Manual
Policy 3124	Letters of Recommendation	-	3	l		Employee Manual
Policy 3126	Nepotism	-	0	l		Employee Manual
Policy 3128	Payroll Deductions for Salaried Employees			l		
Policy 3130	Performance Evaluation	-	0	m		
Policy 3134	Recruitment and Hiring			m		
Policy 3136	Separation from District Employment		0	l		Employee Manual
Policy 3138	Temporary Reclassifications			l		
Policy 3140	Unlawful Harassment			l		Employee Manual
Policy 3141	Inclusive Workplace			l		
Policy 3142	Whistleblowing			l		
Policy 3144	Telecommuting (exempt employee)			m		
Section 3200	Standards of Conduct					
Policy 3200	Dress Code and Personal Standards			l		Employee Manual
Policy 3205	Housekeeping					
Policy 3210	Outside Employment		0	l		Employee Manual
Policy 3215	Receipt of Gifts					Employee Manual
Policy 3220	Uniforms and Protective Clothing	-	4	m		Benefit Statement
Section 3300	Communications					
Policy 3300	Internet, E-Mail and Electronic Communications	-	4	m		Employee Manual
Section 3400	Compensation & Benefits					
Policy 3400	Authorized Leave		4	m		Employee Manual
Policy 3405	Bereavement Leave	-	4	m		Employee Manual
Policy 3410	Catastrophic Time Bank					
Policy 3415	Compensation	-	4	m		Employee Manual
Policy 3420	Educational Assistance		4	m		Employee Manual
Policy 3425	Family and Medical Leave	-	4	m		Employee Manual
Policy 3430	Holidays	-	4	m		Employee Manual
Policy 3435	Jury Duty	-	4	m		Employee Manual
Policy 3440	Leave for Crime Victims and Family Members	-	4	m		Employee Manual
Policy 3445	Military Leave	-	4	m		Employee Manual
Policy 3450	Pregnancy Disability Leave	-	4	m		Employee Manual
Policy 3455	Rest & Meal Periods					
Policy 3460	Sick Leave	-	4	m		Employee Manual

Policy 3465	Time Keeping/Time Records					
Policy 3470	Time off for Children – School Activities					
Policy 3475	Time off to Vote	-	4	m		Employee Manual
Policy 3480	Unauthorized Voluntary Absence					
Policy 3485	Use of Make up Time					
Policy 3490	Vacations	-	4	m		Employee Manual
Policy 3495	Workers’ Compensation Leave	-	4	m		Employee Manual
Section 3500	Health, Safety & Security					
Policy 3500	Employee Assistance During Response to Emergency Situations					
Policy 3505	Health and Welfare Benefits	-	4	m		Employee Manual
Policy 3510	Illness and Injury Prevention Program	-	4	l	5/22/2018	IIP Plan Document
Policy 3515	Smoke-free Workplace					
Policy 3520	Substance Abuse	-	4	m		Employee Manual
Policy 3525	Workplace Violence Prevention					Employee Manual
Policy 3530	Communicable & Infectious Disease Policy			h		
Section 4000	BOARD					
Section 4100	Board of Directors					
Policy 4100	Attendance at Meetings			l		
Policy 4105	Committees of the Board of Directors	4		l	8/27/2012	Resolution 2012-13
Policy 4110	Duties of Board President			m		
Policy 4115	Ethics Training			m		AB 1234
Policy 4120	Members of the Board of Directors	3		l	7/10/2019	FSSD Act
Policy 4125	Training, Education and Conferences	5		l	4/23/2018	Resolution 2016-04
Section 4200	Board Meetings					
Policy 4200	Board Actions and Decisions			m		
Policy 4205	Board Meeting Agenda	2		m		Brown Act
Policy 4210	Board Meeting Conduct			l		
Policy 4215	Brown Act Compliance – Open Meeting Requirements			l		
Policy 4220	Minutes of Board Meetings			m		Brown Act
Policy 4225	Review of Administrative Decisions			m		
Policy 4230	Rules of Order for Conduct of Board and Committee Meetings			m		
Policy 4235	Types of Board Meetings			l		Brown Act

FAIRFIELD-SUISUN SEWER DISTRICT

1010 CHADBOURNE ROAD FAIRFIELD, CA

TELEPHONE (707) 429-8930

WWW.FSSD.COM

POLICY	
Policy Number	Attest:
Type of Policy	
Policy Title	Communicable & Infectious Disease Policy
Policy Description	

Approval Date:		Last Review Date:	
Approval Resolution No.:		Next Review Date:	
Rescinded Resolution No.:		Rescinded Resolution Date:	

1. Overview

It is the goal of Fairfield-Suisun Sewer District (the “District”) to take steps to reduce the spread of communicable diseases/illness in the workplace and protect the wellness of our employees. The District is also committed to treating all employees, applicants, contractors, visitors, and other third parties openly and honestly. This policy represents the District’s intention to inform all individuals of the risk of exposure to communicable diseases/illnesses and sets forth the principles the District will follow to protect employees and reduce the risk of spreading communicable diseases/illnesses in the workplace.

Any questions regarding the information contained in this policy should be addressed with Human Resources.

2. Individuals covered by this policy

This policy applies to all employees, applicants, contractors, visitors, and other third parties in connection with the District’s workplace.

3. Definitions

A communicable disease/illness is a disease/illness that can be transmitted from one person to another. There are four main types of transmission including: 1) direct physical contact; 2) air (e.g. a cough, sneeze, or other particle inhaled); 3) a vehicle (ingested or injected); and 4) a vector (via animals or insects). With respect to this policy, communicable diseases/illnesses include, but are not limited to, diseases and illnesses deemed reportable by the Center for Disease Control (CDC) in conjunction with local health officials. Such communicable diseases/illnesses include:

- Hepatitis viruses
- Measles
- Varicella
- Diphtheria
- Meningococcal disease
- Pertussis
- Coronavirus (COVID-19)
- Mumps
- Rubella
- Tuberculosis
- Influenza
- Severe acute respiratory syndrome (SARS)

The District may choose to broaden this definition within its best interest and in accordance with information received from the CDC.

4. Employee Responsibilities

Each employee has a responsibility to prevent the spread of communicable diseases/illnesses when they are aware of or suspect that they are or could be asymptomatic of a communicable disease/illness. Employees are also required to notify the District in accordance with the notification section below. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or sanitizers.

Employees must also adhere to the recommendations issued by the CDC for specific illnesses and diseases. Additionally, this policy requires the following actions be taken to reduce the spread of communicable diseases/illnesses in the workplace:

- Employees should monitor their health to ensure they remain free of any communicable disease/illness.
- Individuals should stay home if they have or suspect they have a communicable disease/illness.
- A symptomatic employee sent home from work should contact a medical professional for further advice. The employee should engage in self-observation while away from work.
- If an individual becomes ill due to a communicable disease/illness, they should return to the workplace only after at least 24 hours of being symptom free (i.e. showing no signs of fever, coughing, shortness of breath) and/or after being released by a medical professional.
- The employer may require that the employee provide a note from the employee’s treating physician clearing the employee to return to work. The District may require that the employee undergo a medical examination at the employer’s expense for the purpose of determining the employee’s “fitness for duty” prior to their return to work.
- Individuals who are well but who have a close family member or friend who has a communicable disease/illness may be permitted to continue reporting to the workplace. However, the District may take action to limit the individual’s potential for spreading any communicable disease/illness depending on the relevant circumstances.
- Employees should practice proper hygiene in the workplace by covering their mouth and nose when coughing or sneezing, immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth.
- Employees should avoid close contact with sick people encountered in the workplace, when possible. If unavoidable due to job responsibilities, proper personal protective equipment should be worn, or other proactive actions should be taken as necessary.

- Employees who have responsibility for care of dependents and that dependent care is disrupted by issues associated with a communicable diseases/illness (i.e. school or day care closing), may not bring dependents into the workplace. Employees will need to make other care arrangements or take time off in accordance with the District’s leave policy.

5. Employee Notification and Documentation

If an employee has been exposed to someone with a known or suspected communicable disease/illness, suspects that they are or could be asymptomatic of a communicable disease/illness, is subject to mandatory or suggested quarantine, or receives a report of a communicable disease/illness from a health care provider, they are required to notify their supervisor and/or Human Resources immediately, or as soon as reasonably practicable.

Individuals may be required to obtain a medical certification providing that they no longer present a threat to other individuals in the workplace prior to being permitted to return to work.

6. Employer Response

Under the California Occupational Safety and Health Act (“Cal-OSHA”), employers are required to maintain safe and healthy working conditions for employees. Where there is a medical diagnosis of communicable disease/illness, the District must immediately send the employee home because communicable disease/illness constitutes a “serious health condition” and a risk to other employees. The failure of the District to act in order to prevent the transmission of a known case of communicable disease/illness to other employees and would likely constitute a violation of Cal-OSHA.

In the more likely scenario where there is no medical diagnosis of communicable disease/illness, the District is not required to send the employee home. Here, the failure to act would likely not violate Cal-OSHA because the employer does not know the seriousness of the health condition or its transmissibility. However, the employer must use reasonable care in order to provide for the safety of other employees and in furnishing a suitable and safe place of work. As discussed above, the employer may use its discretion in determining whether to send an employee home but should follow an objective standard in order to ensure it is not acting in an arbitrary or capricious manner.

After receiving relevant information, the District will take prompt and appropriate action(s) to reduce the spread of communicable diseases/illnesses in the workplace. The District reserves the right to exclude any person with a known or suspected communicable disease/illness if a determination is made that the restriction is in the best interests of the organization. The District also reserves the right to require employees to work from home depending on the circumstances.

The District’s decisions regarding excluding individuals who have a communicable disease/illness from the workplace will be based on current and well-informed judgments concerning the communicable disease/illness, the risks of transmitting the communicable disease/illness to others, the symptoms and special circumstances of each individual who has a communicable disease/illness, whether required by law to exclude individuals with the communicable disease/illness, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease/illness.

7. Compensation

An employee who has a communicable disease/illness may elect to utilize sick leave or paid time off in accordance with District policies. Additionally, an employee may be subject to the requirements of the

District's Family and Medical Leave Act policy. An employee who has a confirmed communicable disease/illness that poses a threat to other employees may be required to utilize sick leave, other forms of accrued leave (vacation, personal leave, floating holiday or comp time), and/or leave without pay and benefits until the threat is removed.

8. Group Health Insurance During Leave

If an employee participates in the District's group health plan, benefits may be maintained in accordance with any protections offered under the District's FMLA policy, equivalent state leave parallel policy, paid time off policy, and/or sick leave policy, if applicable.

Employees should contact Human Resources with any questions regarding continuing benefits during any leave.

9. Discrimination and retaliation prohibited

The District strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having a communicable disease/illness or reporting a communicable disease/illness. Additionally, individuals will not be denied access to the workplace solely based on the grounds that they have a communicable disease/illness. However, the District reserves the right to exclude a person with a communicable disease/illness from the workplace if the District finds that, based on relevant factors, such a restriction is necessary for the welfare of the individual with the communicable disease/illness and/or the welfare of others within the workplace.

Any individual who believes that he or she has been wrongfully retaliated against or discriminated against for having a communicable disease/illness, reporting a communicable disease/illness, exercising any rights under this policy, or for any other reason must immediately notify Human Resources.

10. Confidentiality

Communicable disease/illness-related diagnosis information reported to the District is treated as confidential information. The District is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have a communicable disease/illness. Every effort will be made to ensure safeguards are in place to maintain the privacy of individuals who have communicable diseases/illnesses.

11. Coordination of Leave

To the extent possible, leave taken under this policy will be coordinated with the District's FMLA, equivalent state leave parallel policy, paid time off policy, and/or sick leave policy. To the extent possible, where multiple policies apply the leave may run concurrently under some or all of the relevant policies.

12. Questions

Employees who have any questions or concerns, or who need additional information regarding this policy should contact Human Resources.



FAIRFIELD-SUISUN SEWER DISTRICT

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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 2020

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Jordan Damerel, Director of Engineering

SUBJECT: Report on Fairfield-Suisun Collection System Funding Analysis

Recommendation: Receive report and provide direction to staff.

Background: The District owns and operates approximately 70 miles of gravity sewers, all 12-inch diameter and larger, that convey wastewater from Fairfield, Suisun City, and portions of unincorporated Solano County to the District's wastewater treatment plant. The City of Fairfield owns and operates approximately 260 miles of gravity sewers, and the City of Suisun City owns and operates approximately 53 miles of gravity sewers. Both cities' sewers are all smaller than 12-inches in diameter. This arrangement was established in a 2004 amendment to the 1965 Agreement between the City of Fairfield, City of Suisun City, and Fairfield-Suisun Sewer District, establishing the delineation between "City Sewers" and "District Sewers," and agreeing that the District would pay to each city a set amount per mile of City Sewer per year to fund maintenance of City Sewers from Sewer Service Charges. As of July 1, 2019, this rate is \$7,418.81 per mile per year. In FY 2018-2019, the District spent \$3,059,000 on sewer line maintenance, including \$1,860,000 paid to the City of Fairfield and \$329,000 paid to the City of Suisun City for City Sewers, and \$870,000 spent on District Sewers (including routine cleaning, non-routine pipe and manhole rehabilitation, and the sewer inspection program).

The District also operates the closed-circuit television (CCTV) sewer inspection program for all City Sewers and District Sewers. The sewer inspection program provides updated sewer pipe condition data on every sewer in the collection system at least once every five years. The cities do not contribute towards funding of the sewer inspection program.

In April 2019, City of Fairfield staff presented to the District Board of Directors on a funding deficiency for the City's sewer replacement program. As a result of this discussion, the Board of Directors requested District staff to accelerate development of a collection system asset management study, and to include an analysis of both Fairfield and Suisun City's collection system assets in the analysis. This report presents preliminary findings from the Collection System Asset Management analysis of anticipated sewer replacement costs for the District, the City of Fairfield, and the City of Suisun City.

Discussion: Both the District and the cities maintain geodatabases of collection system assets in a geographic information system (GIS). District GIS was fully populated with data on each asset. City databases required additional investigation. Some information was readily available, such as an asset list, pipe diameters, and pipe lengths. However, much of the city data was not available in GIS—including pipe material and install year—which were essential to the District’s asset management analysis. District staff were provided development maps and drawings from city staff and were able to populate most of the missing data. Where data was not obvious, assumptions had to be made. It is recommended that staff from each city review and update their data.

A spreadsheet-based analysis tool was developed that combines GIS data with sewer inspection program data. This allows for comparison of the expected life of each asset (based on the pipe material) with the structural condition of the pipe (determined from CCTV inspection of the pipe) to determine an “adjusted” asset life based on how each individual asset is aging. This tool allows for modeling of various assumptions and alternatives.

District staff analyzed the total anticipated replacement cost over the next 100 years by agency, under the following four scenarios:

Scenario	Method for Calculating Pipe Life	Method for Calculating Replacement Cost
1	Install Year + Expected Life (based on pipe material)	Based on pipe size, length, manhole cost, and lower lateral cost
2	As in Scenario 1, but adjusted for pipe condition	As in Scenario 1
3	As in Scenario 1, but adjusted for pipe condition	As in Scenario 1, adjusted to remove lower lateral cost
4	As in Scenario 1, but adjusted for pipe condition	As in Scenario 1, assuming 25% of assets can be replaced using trenchless methods

These four representative scenarios are not exhaustive of all options. The results are also subject to change once the underlying data is further verified by each city.

Preliminary 100-year replacement costs for each scenario are shown below for each entity:

Scenario	Fairfield-Suisun Sewer District	City of Fairfield	City of Suisun City
1	\$191M	\$576M	\$129M
2	\$86M	\$220M	\$65M
3	N/A*	\$197M	\$58M
4	\$82M	\$193M	\$54M

*Note: District sewers have very few laterals and so Scenario 3 is not relevant.

Some additional considerations that need to be vetted are:

- Are City Sewers adequately funded for maintenance activity?
- In addition to the maintenance and collection system funding, what additional funding should be budgeted for:
 - Sewer inspection
 - Capacity assurance and master planning
 - Sewer System Management Plan audits and updates
 - Overflow management (cleanup, reporting, fines and penalties)
 - IT systems associated with managing sewer system data
- Does it make sense to operate as three separate collection system agencies?
- Should rates be managed by each agency, or by a single agency?

Board of Directors feedback will be incorporated into the analysis and staff will return to present alternatives for implementation of the maintenance and replacement program, including rate impacts, following data and assumption validation with each city.

District staff will present further details on the analysis process and the preliminary results at the Board of Directors meeting on March 23, 2020.



FAIRFIELD-SUISUN SEWER DISTRICT

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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 2020

CM-1801.10

MEMORANDUM

TO: Executive Committee

FROM: Gregory G. Baatrup, General Manager

SUBJECT: Loan of District Reserves

Recommendation: Receive report and provide guidance on the desired direction.

Background: In April 2019, the Yuba Water Agency agreed to loan Yuba County some of its reserve funds for County road improvements (see Attachment 1 for April 30, 2019 Yuba Water Agency news release). The General Manager was asked to look into the potential for the District to lend some of its reserve funds to the local cities for their projects. Specifically, to consider loaning undesignated reserve funds for road improvements with a city's promise to reimburse the District from the SB-1 Gas Tax revenue that a city receives.

In the Yuba Water Agency/Yuba County deal, Yuba County received an influx of money from Yuba Water Agency to allow them to more quickly and efficiently implement road improvements. Yuba Water Agency gets a higher return on its funds than it would get through investments. A similar arrangement could be structured between the District and other entities such as the City of Suisun City and/or City of Fairfield.

As an example of the financials, if the City of Suisun City is receiving \$600,000 per year in SB-1 funds, a 3-year loan at 2.5 percent interest with a \$600,000 annual payment would provide approximately \$1.73M for road projects, a 5-year loan would provide \$2.79M. The total District value of loaning money to the city, using a 2 percent interest rate, for a 3-year loan would be \$13,600 and a 5-year loan would be \$37,100.

Discussion: Staff along with District Counsel has conducted a preliminary review of the concepts. Preliminary investigation of California Codes, the FSSD Act, the District's Investment Policy, and other rules and regulations did not reveal that such an action is authorized or forbidden, but there may be some risk.

Some questions and issues have been raised and input from the Board of Directors would be helpful:

Policy Questions:

- 1) Is this a business opportunity the Board would like staff to pursue?
- 2) Does this create a precedent where the District reserves are available for non-District funding opportunities?
- 3) Is it only funds for road improvements that could be repaid with SB-1 revenues that would be considered or should other financial mechanisms be considered?

Legal Issues:

- 1) How would a loan be secured? Would the District have lien on the roads until the debt is retired? Could there be other security mechanisms?
- 2) Can the District support and defend this new use of District revenue under the provisions of Proposition 218? Note, there was no Proposition 218 as the Yuba Water Agency is a water wholesaler and does not have the Proposition 218 rules as the District.

Financial issues:

- 1) Does the District have the requested amount of money to spare for the requested period of time?
- 2) A Reserve Policy should be developed that establishes appropriate reserve levels before loaning reserve funds to an outside agency.
- 3) Need to establish criteria (e.g. interest rate, loan term, which agencies would be eligible, loan security) for loaning funds.
- 4) Should the District establish a priority for using reserves to pay down its own debts before loaning reserve funds to another agency?
- 5) How certain are the SB-1 funds and can the loan/advance be adequately collateralized?

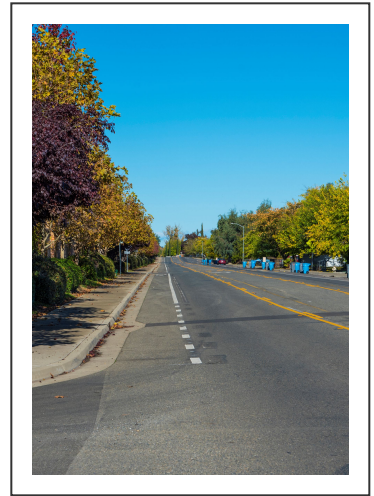
Attachment 1 – Yuba Water Agency March 2019 Press Release

Water Agency deal means 60-plus miles of Yuba County road repairs

The Yuba Water Agency gave a final nod Monday for a \$9 million loan to Yuba County that will allow what would have been multiple years' worth of road repairs to happen within the next few months. The arrangement actually makes it possible for the county to complete an additional \$4 million in road fixes.

Yuba County plans to use revenues from the road tax passed by state lawmakers in 2017 to pay off the loan over the next ten years or sooner.

"This is really a win-win-win for Yuba Water, the county and the taxpayers who will benefit from the extensive road repairs that will take place this summer," said Yuba Water Agency General Manager Curt Aikens. "The water agency will see a solid return on its investments, the county will be able to complete an incredible amount of road projects that is far greater than previously planned, and the taxpayers will enjoy vastly improved driving conditions throughout Yuba County."



Shortly after approval of the gas tax legislation, known as SB-1, Yuba County Administrator Robert Bendorf directed the Public Works team to determine whether there would be benefits to advance funding and completing several years' worth of road work in a single season. An analysis revealed that approximately \$4 million in cost savings would be achieved for several reasons, including: achieving discounts by doing one or two large contracts instead of multiple smaller contracts; avoiding impacts of inflation and escalating construction costs; and avoiding ongoing maintenance costs that would have otherwise been necessary on the improved roads over the coming years.

In effect, the Yuba Water Agency is advancing \$9 million to the county in order to obtain the discounts and realize the cost savings. In return, the Yuba Water Agency will receive a guaranteed return on the loan at a slightly higher rate than is expected from leaving its money in the county treasury.

"When all is said and done, the interest for the loan repayment over the next ten years will be about \$1.1 million, but we will see significant cost savings in the amount of \$4 million to invest back into our roads," Bendorf said. "In addition, the interest the county is paying on the loan stays local for future investment for the people of the county."

"To my knowledge, nowhere near this many miles of road repairs have ever been done in a single construction season in Yuba County," Bendorf said.

Yuba County had to overcome restrictions that existed in state regulations before an arrangement with the Yuba Water Agency could be reached. County officials worked through its contracted lobbyists and the California State Transportation Agency for more than a year to amend regulations in order to allow the advance of funds. The regulatory changes now make it possible for all California counties to leverage gas tax revenues.

For this year, Yuba County anticipates having about \$12 million available for road repairs. This includes the \$9 million in advanced funds from the Yuba Water Agency and another \$3 million from the Yuba County Public Works road fund.

"We are soon completing the bidding process for two massive contracts totaling \$12 million in road repairs this summer, with one contract focusing on the foothills and the other focusing on the valley floor," said Yuba County Public Works Director Mike Lee. "By the end of the summer our residents will see 60 miles of improved roadways; an unprecedented feat in Yuba County."



FAIRFIELD-SUISUN SEWER DISTRICT

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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 2020

MEMORANDUM

TO: Executive Committee

THROUGH: Gregory G. Baatrup, General Manager

FROM: Helen Gaumann, Director of Administrative Services

SUBJECT: Proposal to Add a New Retiree Health Benefit for Future Employees

Recommendation: The Board of Directors to hear a proposal to add a new retiree health benefit for employees hired after July 1, 2020.

Background: The Fairfield-Suisun Sewer District (District) provides health coverage to its employees, both actives and retirees and their covered dependents. The California Public Employee Retirement System (CalPERS) administers this benefit through an agent multiple-employer, defined benefit plan. All District employees who attain age 50 for Miscellaneous Classic or age 52 for PEPRA members who retire directly from the District with at least 5 years of service are eligible to receive this benefit. This benefit is known as Other Post-Employment Benefit (OPEB). The District currently have two retiree health plans as follows:

Tier 1 AB 2544 - Unequal Contribution Method

The District's contribution for each retired employee plus dependent is equal to 100% of their selected plan premium, up to \$1,613 per month in 2019. The District contribution will continue to increase by the lesser of 5% or \$100 each year until it equals that of active employees' premium.

Eligibility for retirement benefit: Employees must retire directly (within 120 days of separation from service) from the District with a service or disability annuity and must have been eligible for health benefits immediately before retirement. Benefits are provided to surviving spouses only if the retiree elected a pension annuity with a survivor benefit. Eligible retirees who previously waived a CalPERS plan health benefits can elect coverage during any year's open enrollment period. Employee must have been employed with the District prior to March 1, 2013 and elected the Unequal Contribution Method; must be at least 50 years old and with 5 years of CalPERS service. This tier became unavailable to employees hired after March 1, 2013.

Tier 2 Section 22893 – State 100/90 Vesting

A second-tier retiree health benefit was established in November 2012, when District Board adopted Resolution No. 2012-19 electing to establish a health benefit vesting requirement for future employees pursuant to Government Code Section (GCS) 22893 of the Public Employees’ Medical and Hospital Care Act (PEMHCA). The effective date of this participation was March 1, 2013 and the vesting requirement will be applied to employees hired on or after this date (or employees hired before this date that elected to participate in the State 100/90 Vesting Plan).

Benefit under this plan in 2019 is as follows:

Category	Maximum Benefit
Employee Only	\$734
Employee + 1 dependent	\$1,398
Employee + Family	\$1,788

Eligibility for retirement benefit: To be eligible for the vesting health benefits, an employee must be at least 50 years old for Miscellaneous Classic or 52 for Miscellaneous PEPRAs; must complete a minimum of 5 years CalPERS-credited service or disability annuity with the District; must complete a total of 10 years CalPERS-credited service to be eligible for 50% benefits, increasing by 5% each year as follows:

Years of CalPERS Service	Percentage of Employee + Family Coverage
Less than 10	0%
11 – 20	55% - 100%
20 and greater or Disability Retirement	100%

Discussion: The cost of providing OPEB continues to increase and staff proposes to establish a new tier for future employees. The overall goal of implementing a new tier is to balance the District’s long-term fiscal health while remaining market-competitive to recruit and retain high performing employees. A proposed new Tier 3 is patterned after programs implemented at several nearby agencies and described below:

Tier 3 - Section 22892, Equal Contribution Method – Minimum Employer Contribution

This third tier is the “equal contribution” method and is implemented in two parts. The first part generally requires a PEMHCA employer to pay the same amount toward health insurance premiums for all retirees and all active employees in an amount that is not less than the “PEMHCA minimum,” known as the Minimum Employer Contribution (MEC). The PEMHCA minimum is adjusted annually by CalPERS to reflect inflation related to the medical care component of the Consumer Price Index. Once implemented, the MEC will be paid by the

District directly to CalPERS on behalf of each individual employee and retiree (both existing and future). The PEMHCA minimum for 2019 was \$136 per month.

To accomplish this part, CalPERS requires the District to adopt resolutions rescinding the existing retiree health benefits and simultaneously adopt the PEMHCA minimum plan. This change does not preclude employers from negotiating additional benefits directly with employees and leaves it up to the employer to administer those negotiated benefits (if beyond MEC) outside of CalPERS. Staff is proposing to maintain the established benefit level for existing employees and retirees and provide a modified benefit level for future employees.

The second part of the Tier 3 implementation applies to future employees through a defined contribution to a Retirement Savings Account (RHS), not a defined benefit. For employees hired on or after July 1, 2020 the proposed retiree health benefit will be a combination of MEC and a defined employer contribution towards an RHS on the employee's behalf. The District will make this contribution for each month that the employee is actively employed with the District. These funds will accumulate and can be used by the retiree to reimburse health care costs in retirement. It is proposed that the RHS contribution will be escalated annually based on CPI. Funds accumulated in the RHS plan may only be used towards medical expenses for retiree and eligible dependents. In the event of retiree's death, account balance will be transferred to surviving spouse or eligible dependents for reimbursement of their qualifying medical expenses.

Eligibility for this tier: 1) PEMHCA minimum - Eligible after 5 years of continuous District service. Employees must retire directly (within 120 days of separation from service) from the District with a service or disability annuity and must have been eligible for health benefits immediately before retirement. 2) FSSD Defined Contribution to RHS – District will contribute to RHS a set amount each month for as long as the employee works at the District. Amount contributed to the RHS is owned by the employee.

Overall, this new tier provides several improvements of the Tier 2 State Vesting plan, including:

- It shares risks for funding post-retirement medical benefits and gives employees decision on investing in their retirement medical funding
- It is proportional to an employee's service time
- It is consistent with several other neighboring agencies who have modified retiree medical benefits, keeping the District's pay and benefits market competitive
- It eliminates the District's exposure to medical premium increases, exposure changing assumptions for CalPERS rate of return and other actuarial assumptions used to determine the District funding obligation



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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, March 23, 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.	<u>Consent Calendar</u>	<u>Page</u>
	(a) Approve Minutes of Meeting of January 27, 2020.....	2
7.	<u>Discussion Items</u>	
	(a) Receive Report on Fairfield-Suisun Collection System Asset Management	#
	(b) Receive Report on Loaning District Reserves to Fund Road Improvement	#
	(c) Receive Report on Proposal to add a Tier 3 Retiree Medical Benefit.....	#
8.	<u>Action Items</u>	
	(a) Award Consulting Services Agreement for the Digester Reliability Improvement Project##	
	(b) Approve Resolution 2020-##, Establishing District Communicable & Infectious Disease Policy	##
9.	<u>Information Items</u>	
	(a) Board Calendar.....	##

-- 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 us 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, available on the table adjacent to the entrance to the board meeting room, and submitting the card to the District Clerk. 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

March 12, 2020

MEMORANDUM

TO: Gregory Baatrup, General Manager

THROUGH: Talyon Sortor, Assistant General Manager

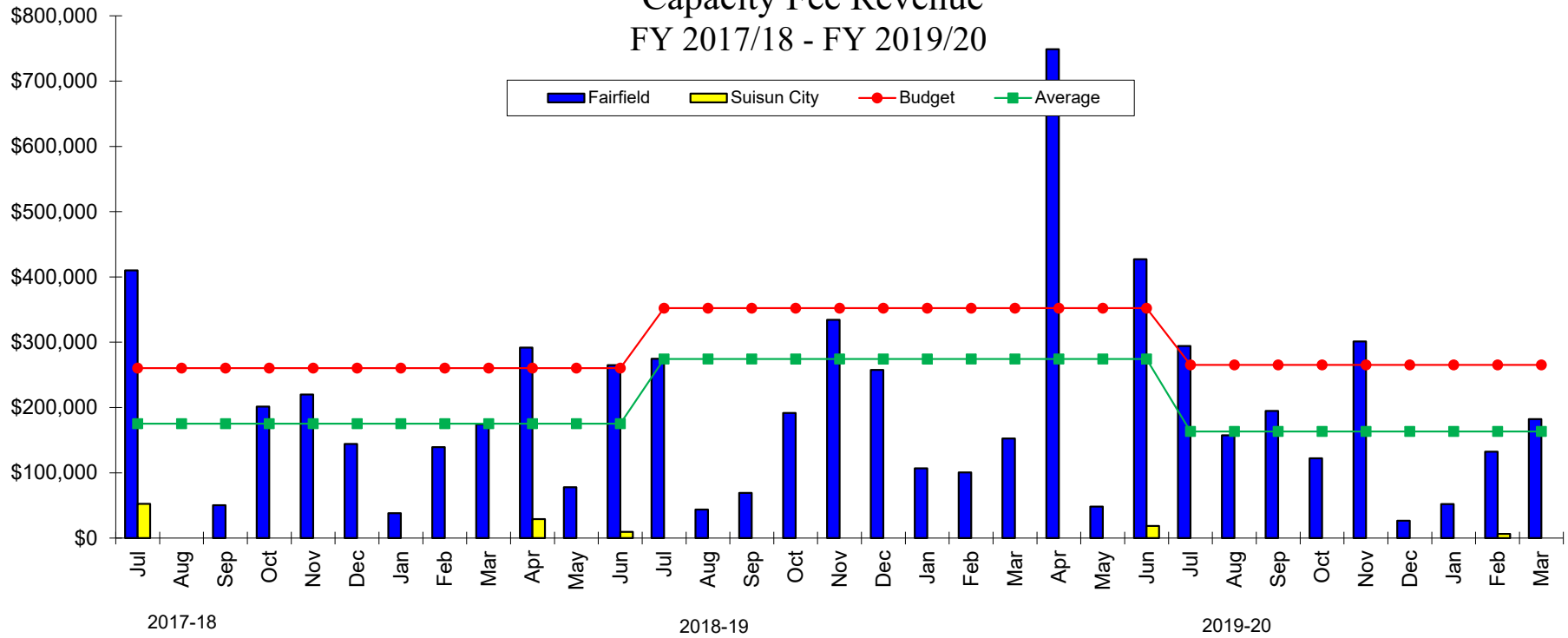
FROM: Brian Hawley, Operations Manager

SUBJECT: Operating Data Summary –2020

Daily Numbers:	January	February
Influent Flow Daily Average	13.75 MGD	12.04 MGD
Recycled Flow Daily Average	0.000 MGD	0.152 MGD
Permit Excursions	0	0
TSS Daily Average Influent	208 mg/L	234 mg/L
BOD Daily Average Influent	236 mg/L	265 mg/L
TSS Daily Average Effluent	< 1.9 mg/L	< 1.9 mg/L
BOD Daily Average Effluent	1.2 mg/L	1.8 mg/L

Annual Numbers:	January – February
Influent Flow Daily Average	12.92 MGD
Recycled Flow Daily Average	0.074 MGD
Permit Excursions	0

Fairfield-Suisun Sewer District Capacity Fee Revenue FY 2017/18 - FY 2019/20





FAIRFIELD-SUISUN SEWER DISTRICT

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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 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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GREGORY G. BAATRUP, GENERAL MANAGER

March 12, 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

Contemplated and Recent Board of Directors Agenda Items

March 11, 2020

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
March 2020	<ol style="list-style-type: none"> 1. Award Construction Services Agreement for the Digester Reliability Improvement Project 2. Resolution approving Communicable & Infectious Disease Policy 3. Receive Report on Collection System and Plant Asset Management 	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. Approve Resolutions adding a Tier 3 Retiree Medical 5. Award Consulting Services Agreement for Collection System and Treatment Plant Asset Management Project 6. Executive Committee Closed Session - Quarterly GM Performance Review 	4/20/2019	4/27/2019
May 2020	<ol style="list-style-type: none"> 1. Award Construction Services Agreement - Pump Station Pavement Rehab 2. Award Construction Services Agreement - HVAC Rehabilitation Project 3. Receive Engineer's Report on Capacity Calculation Formulas for future Commercial and Industrial Customers 4. Receive Report on District Assets 	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
January 2021	<ol style="list-style-type: none"> 1. Quarterly General Manager Report 2. Quarterly Investment Report 	1/18/2020	1/25/2020
February 2021		Not Scheduled	Not Scheduled

Recent Non-routine Agenda Items

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
November 25, 2019	<ol style="list-style-type: none"> 1. Board of Directors 2020 Meeting Schedule 2. Discuss Implications of City of Fairfield Council District to FSSD 3. Report from Cropper on Financial Audit for FY 2018/2019 4. Receive Final CAFR for FY 2018/2019
December 2019	Not Scheduled
January 27, 2020	<ol style="list-style-type: none"> 1. Approve Resolution designating District Counsel 2. Authorize GM to execute a MOU with California Conservation Corp for use of District property 3. Award Consulting Services Agreement HVAC Rehabilitation Project 4. Award Construction Services Agreement Electrical Reliability Project Phase 1
February 2020	Not Scheduled