



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com

Board of Director Meeting Agenda

Board of Directors

Rick Vaccaro, President
Alma Hernandez, Vice President
Doug Carr
Jenalee Dawson
Catherine Moy
Amit Pal
Doriss Panduro
Scott Tonnesen
Princess Washington
Pam Bertani, First Alternate
K. Patrice Williams, Second Alternate

Meeting Date: Monday, March 27, 2023

Meeting Place: 1010 Chadbourne Road, Fairfield, CA

Meeting Time: 6:00 p.m.

1. Roll Call
2. Pledge of Allegiance
3. Public Comments
4. Director Comments/CASA Reports
5. General Manager Report

6. **Consent Calendar:**

Page

- (a) Adopt Resolution No. 2023-04 Authorizing Acceptance of State Funds from Assembly Bill 178 for Kellogg Resiliency Project.....2
- (b) Adopt Resolution No. 2023-05 Policy 2425 California Public Records Act Request Response and Resolution No. 2023-06 Policy 4200 Board Meetings and Brown Act Compliance4
- (c) Authorize Purchase of Prefabricated Electrical Equipment Building and Appurtenances for Electrical Replacement Phase 2..... 14
- (d) Approve Board Minutes of January 30, 2023 16

7. **Discussion Items:**

- (a) Nature-Based Solutions Initiatives/Kellogg Resiliency Project

8. **Action Items:**

- (a) Adopt Resolution No. 2023-07 Appreciation to Michael Hudson 19

9. **Information Items:**

- (a) Board Calendar20

-- 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 identifying themselves at the beginning of the meeting. 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

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com

March 22, 2023

MEMORANDUM

TO: Board of Directors

FROM: Emily Corwin, Senior Environmental Engineer

SUBJECT: State Budget Funding for Kellogg Resiliency Project

Recommendation: Adopt Resolution 2023-04 authorizing the General Manager to file an application with the State Water Resources Control Board (SWRCB) for funding in the amount of \$8.6 Million for planning, design, and construction of the Kellogg Resiliency Project, in accordance with SWRCB requirements.

Background: The District received an appropriation of \$8.6M from the State of California through Assembly Bill 178 - Budget Act of 2022 for the Kellogg Resiliency Project. Funds were approved at State Assemblymember Lori Wilson's request, and the District is working with the SWRCB to accept the budgeted funds.

Discussion: The District must enter a funding agreement with the SWRCB before fund disbursement. The attached resolution must be adopted by the District governing board when accepting funding from the SWRCB.

Fiscal Impact: When the application for the State of California funding is accepted by SWRCB the Drainage Maintenance expenditure budget will be increased by \$8.6 million, offset by an increase in revenue of \$8.6 million.

Attachment: Resolution No. 2023-04

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2023-04

**A RESOLUTION AUTHORIZING ACCEPTANCE OF STATE FUNDS FROM
ASSEMBLY BILL 178, BUDGET ACT OF 2022 THROUGH
THE STATE WATER RESOURCES CONTROL BOARD**

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

1. The General Manager is hereby authorized and directed to sign and file, for and on behalf of the Fairfield-Suisun Sewer District, an application for funding through the State Water Resources Control Board, for the planning, design and construction of the Kellogg Resiliency Project.
2. The Fairfield-Suisun Sewer District hereby agrees and further does authorize the aforementioned representative or their designee to certify that the District has and will comply with all applicable state statutory and regulatory requirements related to any state funding received.
3. The General Manager, or their designee, of the Fairfield-Suisun Sewer District is designated to provide the assurances, certifications, and commitments required for the funding application, including negotiating and executing a funding agreement and any amendments or change orders thereto.
4. The General Manager, or their designee, is designated to represent the Fairfield-Suisun Sewer District in carrying out the District's responsibilities under the funding agreement, including certifying disbursement requests on behalf of the District.
5. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 27th day of March 2023, by the following vote:

AYES:	Directors	
NOES:	Directors	
ABSTAIN:	Directors	
ABSENT:	Directors	
	President	

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com

March 22, 2023

MEMORANDUM

TO: Board of Directors

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: Adopt Policies Regarding Board Meetings, Brown Act Compliance, and Public Records Act Responses.

Recommendation: Adopt Resolution No. 2023-05, Policy 2425 California Public Records Act Response and Resolution No. 2023-06, Policy 4200 Board Meetings and Brown Act Compliance.

Background: District staff are in the process of reviewing and updating District policies. Policies help ensure that necessary District guidelines, processes, and procedures are documented and consistent with public management best practices.

Discussion: District staff have developed the policies below, which are modeled off the best practice and policy templates provided by the California Special Districts Association (CSDA). The CSDA templates have been modified to fit existing District operating practices.

- Policy 2425 – California Public Records Act Response Policy
- Policy 4200 – Board Meetings and Brown Act Compliance

Fiscal Impact: None

Attachment: 1 – Resolution No. 2023-05, Policy 2425 California Public Records Act Response
2 – Resolution No. 2023-06, Policy 4200 Board Meetings and Brown Act Compliance

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2023-05

**A RESOLUTION ADOPTING POLICY 2425, CALIFORNIA PUBLIC RECORDS ACT
REQUEST RESPONSE**

WHEREAS, the Fairfield-Suisun Sewer District receives requests for information under the California Public Records Act Request; and,

WHEREAS, the District has established guidelines and procedures for responding to California Public Records Act Requests and,

WHEREAS, the District wishes to capture these guidelines and procedures in a policy and,

WHEREAS, the District proposed the attached Policy regarding responses to California Public Records Act Requests.

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

1. The District hereby adopts Policy 2425, California Public Records Act Request Response.
2. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 27th day of March 2023, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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POLICY		
Policy Number	2425	Adopted: March 27, 2023 Res. No. 2023-05
Type of Policy	2000 - Finance and Administration	
Policy Title	California Public Records Act Response	
Policy Description	Responding to requests related to the California Public Records Act	

1. Purpose

- 1.1 The purpose of this Policy (Policy) is to provide guidelines to the staff of the Fairfield-Suisun Sewer District (District) regarding procedures to respond to California Public Records Act requests.

2. General Policy

- 2.1 The California Public Records Act (Government Code, section 7920.000 et seq.) grants all persons important rights to obtain access to public records held by state and local agencies. The Fairfield-Suisun Sewer District adopts this Policy to clarify how it will respond to requests for records under the Public Records Act.
- 2.2 For complex records requests, the District may request, but not require, the requestor to fill out a records request form to supply additional detail and clarify the request. Agendas, agenda reports, minutes of the Board, and ordinances or resolutions of the Board or any of its committees, are available electronically on demand.
- 2.3 Upon receipt of a request, staff shall take the following steps:
 - 2.3.1 Within ten (10) days from the receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District.
 - 2.3.1.1 In unusual circumstances, as defined in GC 7922.535(c), the 10-day period may be extended by written notice on District letterhead signed by the General Manager, or their designee. The notice shall be sent back to the requestor listing the reason(s) for the extension and the date on which a determination of disclosable public records is expected to be dispatched. No notice shall specify a date that would result in an extension of more than 14 days.

- 2.3.2 Staff shall request all Directors who may have their records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- 2.3.3 Upon approval from the General Manager and/or legal counsel, staff shall respond to the requestor within ten days as follows:
 - 2.3.3.1 If the request seeks disclosable public records, staff will respond to the requestor stating that records will be produced.
 - 2.3.3.2 If a request is determined not to seek disclosable public records, in whole or in part, staff will respond to the requestor in writing stating the reason(s) why the records are exempt from disclosure under the Public Records Act and identify the names and titles or positions of each person responsible for the denial as required by 7922.540.
 - 2.3.3.3 To the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records or information sought.
- 2.3.4 Staff shall advise the requestor of any estimated cost for producing the record(s). Requested record copies will not be released until the actual production cost is paid in full.
 - 2.3.4.1 If printed copies of records are requested the charge is \$0.10 per page.
 - 2.3.4.2 The cost of duplication of an electronic record shall be limited to the direct cost of producing a copy of the records in an electronic format.

The requester shall bear the cost of producing a copy of the record when either of the following applies:

 - The District would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals.
 - The request would require data compilation, extraction, or programming to produce the records.
- 2.4 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2023-06

**A RESOLUTION ADOPTING POLICY 4200, BOARD MEETINGS AND BROWN ACT
MEETING COMPLIANCE**

WHEREAS, the Fairfield-Suisun Sewer District is subject to the open and public hearing requirements of the Brown Act; and,

WHEREAS, the District has established guidelines and procedures for Board Meetings and operating under the requirements of the Brown Act and,

WHEREAS, the District wishes to capture these guidelines and procedures in a policy and,

WHEREAS, The District proposed the attached Policy regarding Board Meetings and Brown Act compliance.

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

1. The District hereby adopts Policy 4200, Board Meetings and Brown Act Compliance.
2. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 27th day of March 2023, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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POLICY		
Policy Number	4200	Adopted: March 27, 2023 Res. No. 2023-06
Type of Policy	4000 - Board	
Policy Title	Board Meetings and Brown Act Compliance	
Policy Description	Policy related to Brown Act requirements and Board Meeting types, agenda, conduct, and minutes	

1. Purpose

- 1.1 The purpose of this Policy (Policy) is to provide guidelines to the Board of Directors of the Fairfield-Suisun Sewer District (District) regarding policies related to Board of Directors meetings and Brown Act compliance.

2. Brown Act Compliance – Open Meeting Requirements

- 2.1 The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.
- 2.2 The Legislature may occasionally modify the Brown Act, either temporarily or permanently. The District will comply with minimum mandatory requirements for the Brown Act, and the General Manager and Executive Committee may determine the appropriate application of non-mandatory or temporary applications of the Brown Act to the District's meetings.
- 2.3 All meetings of the Board of Directors shall comply with the Brown Act.
 - Meetings occur whenever the majority of the Board of Directors meets to discuss, deliberate, or take action on District business.
 - Members of the Board includes newly elected and appointed officials prior to assuming office.
 - All Board meetings shall be open and freely accessible to the public, including those with disabilities.
 - Meetings through the use of intermediaries, serial communications, or emails are prohibited.

2.4 The Brown Act permits the use of teleconferencing for the Board of Director's meetings. Notwithstanding other provisions or modifications to the law, if teleconferencing is used the District and Board of Directors shall:

- Identify each teleconference location on the face of the agenda.
- Post agendas at all teleconference locations and make the location accessible to the public.
- The public must be allowed to offer comments from each remote location and each remote location must be ADA compliant.
- During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.
- All votes taken during a teleconferenced meeting shall be by roll call.

3. Types of Board Meetings

3.1 **Regular meetings.** Regular meetings of the Board of Directors shall be held on the Fourth Monday of each month at 6:00pm at 1010 Chadbourne Road, Fairfield, CA 94534. The Board does not typically hold meetings in August and December. The date, time and place of regular Board meetings may be reconsidered annually by the Board.

3.2 **Special meetings.** Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board by providing notice to each Board member and posting a notice on the District's website. The notice must be published at least 24 hours prior to the beginning of the meeting specified in the notice. The notice will specify the time and place of the special meeting as well as the business to be considered.

3.3 **Emergency Meetings.** Emergency meetings may be held in the event of an emergency situation involving matters requiring prompt action due to disruption or threatened disruption of public health and/or safety, as determined by a majority of the members of the legislative body. The Board may hold an emergency special meeting without complying with the 24-hour notice requirement.

Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

3.4 **Adjourned Meetings.** Adjourned meetings occur when a majority vote of the quorum of the Board of Directors adjourns any Board meeting at any place in the agenda to a time and place specified in the order of adjournment. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24

hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

- 3.5 **Closed sessions.** Closed sessions may be conducted during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Typical reasons for permissible closed sessions as authorized by the Brown Act include real property transactions, pending or anticipated litigation, and General Manager review. The Board shall allow public comment on any closed session item before going into closed session.

4. Board Meeting Agenda

- 4.1 The General Manager, or designee, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act.
- 4.2 All Board agendas shall include an unambiguous description of each item on the agenda to be transacted or discussed, including closed session items.
- 4.3 Agendas for regular meetings shall be posted 72 hours in advance of the meeting, and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website.
- 4.4 Agenda packets and materials distributed to members of the Board of Directors should be provided to all members at the same time. Agenda packets, except for closed session materials, should also be made available to the public once distributed to the Board.
- 4.5 Public Comment
- For regular meetings, the Board shall provide the public with an opportunity to address any items on the agenda as well as any item within the subject matter jurisdiction of the District.
 - For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.
 - The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.
 - The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.
- 4.6 Items not on the agenda shall not be discussed or acted on by the Board, except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

5. Board Meeting Conduct

- 5.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District.
- 5.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by the same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.
- 5.3 The following concepts shall be applied to the conduct of Board meetings:
- The meetings shall be conducted in an open and fair manner.
 - The public shall be given ample opportunity to participate in the meetings.
 - Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
 - The meeting shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.
 - The Board may receive, consider, and take any needed action with respect to reports of accomplishment of District operations.
 - Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.
 - The Board may weigh and determine the credibility of evidence and public comment.
- 5.4 Public comment on agenda items shall be as follows:
- Three minutes may be allotted to each speaker.
 - The Board president may allow additional time per speaker when necessary for a full and fair proceeding.
 - No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that persons' privilege of address.
- 5.5 Willful disruption of any meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:
- Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
 - If the behavior continues after notice, order the disrupting parties out of the room, and conduct the Board's business without them present.

- In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.
- Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

6. Minutes of Board Meetings

6.1 The General Manager may delegate the duty to keep minutes to a District employee.

- 6.1.1 Copies of the meeting minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications.
- 6.1.2 Motions, resolutions, or ordinances shall be recorded in the minutes as having passed or failed. The motion makers and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.
- 6.1.3 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.
- 6.1.4 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:
 - Date, place, and type of each meeting
 - Directors present and absent by name
 - Call to order
 - Time of late arriving or early departing Directors
 - Names of Directors absent during any agenda item upon which action was taken
 - Approval of the minutes or modified minutes of preceding meetings
 - Complete information as to each subject of the Board's deliberation
 - Record of the vote of each Director on every action item for which the vote was not unanimous
 - Time of meeting's adjournment



FAIRFIELD-SUISUN SEWER DISTRICT

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March 22, 2023

PE-9006

MEMORANDUM

TO: Board of Directors

FROM: Irene O'Sullivan, Engineering Manager

SUBJECT: Authorize AGM/ District Engineer to Award Procurement Contract Award for Equipment Pre-Purchase for Prefabricated Electrical Equipment Building and Appurtenances for Electrical Replacement Phase 2 Project

Recommendation: Authorize Assistant General Manager/ District Engineer to award and execute the Procurement Contract for pre-purchase of the new prefabricated electrical equipment building and appurtenances for the Treatment Plant Oxidation Towers area in an amount not to exceed \$4,604,061.

Background: The Electrical Replacement Phase 2 (ERP2) Project involves the replacement of critical 12kV-480V electrical distribution systems at the Treatment Plant impacting multiple process zones. These systems include 12kV-480V step-down voltage transformer, 480V electrical distribution gear, and 480V motor control centers. These systems are original to the 1970's construction of the facilities and have reached their useful lives. The project site work is currently under design by Beecher Engineering, Inc.

ERP2 is an important District Project; however, the major replacement equipment for these areas have fabrication and delivery lead times between 60 weeks – 2 years. Typically, one design package is prepared and issued for competitive bids and the lowest, responsive, responsible bidder is presented to the Board for Construction Contract Award.

Discussion: Due to the excessive equipment timelines, staff reconfigured the design effort into 1) separate competitive procurement documents for direct pre-purchase of key long-lead equipment; and 2) development of public works bid documents to be bid in 2023 for onsite preparation/construction work, equipment installation, and systems configuration work. This will avoid delays to the installation contractor and associated claims for extended overhead costs. In October 2022, the District's Board of Directors

authorized the Assistant General Manager/ District Engineer to award a Procurement Contract for the New Prefabricated Electrical Equipment Building and Appurtenances (for the Treatment Plant Oxidation Towers area), in an amount not to exceed \$3,540,000. Staff requested this authorization in advance of opening bids to allow equipment procurement at the earliest possible opportunity, reducing risks of delays and supply chain problems as the ERP2 construction begins in 2023.

In January 2023, staff issued a public, competitive Request for Bids (RFB) for the procurement, delivery, and onsite assembly of a prefabricated electrical equipment building and appurtenances package including: weatherproof prefabricated building, 480V medium voltage electrical distribution switchboard, two 480V motor control centers, and programmable logic controller (PLC) panel for the Treatment Plant Oxidation Towers area.

One bid in the amount of \$4,185,510, was received from Telstar Instruments and publicly opened, reviewed, and evaluated for responsiveness to the Request for Bid documents, qualifications, and cost. The Bid is responsive and responsible and exceeds the authorization amount requested in October 2022. The cost increases are due to: highly protective terms and conditions imposed by suppliers on contractors; aggressive supply and demand in the electrical market; market uncertainty and volatility for products with lead times beyond 1 year.

Staff requests that the Board of Directors authorize the Assistant General Manager/ District Engineer to award the Procurement Contract to Telstar Instruments for the New Prefabricated Electrical Equipment Building and Appurtenances (for the Treatment Plant Oxidation Towers area), in an amount not to exceed \$4,604,061. This amount is inclusive of a 10% change order contingency for unforeseen changes.

Fiscal Impact: The District budgeted \$3,740,000 for the Electrical Replacement Project Phase 2 in FY 22/23 and a total Project budget of \$8,465,000 over FY 22/23 – FY 24/25. The total award authority requested is \$4,604,061. Adequate funds are available for this request.

FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com

Board of Directors Meeting Minutes

Date: Monday, January 30, 2023
Meeting Place: 1010 Chadbourne Road, Fairfield, California
Meeting Time: 6:00 p.m.

1. The meeting was called to order at 6:00 p.m. by Vice President Vaccaro. Vice President Vaccaro presided over the meeting.

Roll Call – The following members were present: Directors Carr, Dawson, Hernandez, Moy, Pal, Panduro, Tonnesen, Vaccaro, and Washington. President Hudson was absent. Board Alternate K. Patrice Williams was in attendance.

2. Pledge of Allegiance was led by new Board members Doug Carr, Jenalee Dawson, Amit Pal and Princess Washington.
3. Public Comments – Jim Dunbar of Lystek International informed new Board Members about the land application programs for biosolids for beneficial use and in partnership with the District, Lystek issued a \$1,000 check as revenue sharing with the District.
4. Director/CASA Comments – Board of Directors welcomed new Board members and staff. Vice President Rick Vaccaro encouraged members to attend future CASA conferences after coming from the Winter conference, highlighting keynote speakers such as Erin Brokovich.
5. General Manager Report – General Manager Sortor welcomed new Board Members and introduced them to the District staff present. Irene O'Sullivan was promoted to Engineering Manager. Assistant General Manager Jordan Damerel shared staff success about the recent storms that the District had no spills and no violations.
6. Consent Calendar
 - (a) Approve Minutes of Board of Directors Meeting November 28, 2023.

No comments. Upon motion by Director Hernandez, seconded by Director Moy, the Consent Calendar was approved by the following vote:

AYES: Carr, Dawson, Hernandez, Moy, Pal, Panduro, Tonnesen, Vaccaro, Washington
NOES: None
ABSTAIN: None
ABSENT: Hudson

7. Discussion Items

(a) Receive FY 2021-22 Annual Financial Report

Director of Administrative Services James Russell-Field acknowledged staff and introduced John Cropper of Cropper Accountancy Corporation to review the FY 2021-22 Annual Financial Audit. Mr. Cropper stated their opinion as unmodified and that the District was in a very strong financial position.

8. Action Items

(a) Adopt Resolution No. 2022-20 Appreciation to Jane Day

Vice President Vaccaro read out loud Resolution No. 2023-01. Husband of former Director Day, Wayne Day accepted the Resolution on her behalf.

Upon motion by Vice President Vaccaro, seconded by Director Hernandez Action Item 8a was passed by the following vote:

AYES: Carr, Dawson, Hernandez, Moy, Pal, Panduro, Tonnesen, Vaccaro, Washington

NOES: None

ABSTAIN: None

ABSENT: Hudson

(b) Adopt Resolution No. 2022-21 Appreciation to Harry Price

Vice President Vaccaro read out loud Resolution No. 2023-02. Former Director Chuck Timm accepted the Resolution on behalf of the family.

Upon motion by Director Panduro and seconded by Director Moy, Action Item 8b was passed by the following vote:

AYES: Carr, Dawson, Hernandez, Moy, Pal, Panduro, Tonnesen, Vaccaro, Washington

NOES: None

ABSTAIN: None

ABSENT: Hudson

(c) Election of Officers and Executive Committee

General Manager Sortor explained Board Policy 4001. For the 2023/24 term the President will come from the City of Fairfield and the Vice President from Suisun City. The Executive Committee met on January 23, 2023 and proposed the following:

President: Rick Vaccaro; Vice President: Alma Hernandez; Fairfield Director-at-large: Catherine Moy; Suisun City Director-at-large: Jenalee Dawson

Upon motion by Director Tonnesen and seconded by Director Washington, Action Item 8c was passed by the following vote:

AYES: Carr, Dawson, Hernandez, Moy, Pal, Panduro, Tonnesen, Vaccaro, Washington
NOES: None
ABSTAIN: None
ABSENT: Hudson

(d) Adopt Resolution No. 2023-03 Board Health Reimbursement Plan Policy.

General Manager Sortor reviewed an amendment to the Board Health Reimbursement Plan and discussed allowing Alternate Board members to utilize the Plan.

After discussion, the Board agreed to extend health reimbursement eligibility to Alternate Board members under the condition they attend Board Meetings and not miss more than 3 meetings per year.

Upon motion by Director Vaccaro and seconded by Director Moy, Action Item 8d was passed by the following vote:

AYES: Carr, Dawson, Hernandez, Moy, Pal, Panduro, Tonnesen, Vaccaro, Washington
NOES: None
ABSTAIN: None
ABSENT: Hudson

9. Information Items

- (a) Quarterly Investment Report
- (b) Board Calendar

Director Dawson requested Admin staff to send out Board meeting reminders via Outlook.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2023-07

A RESOLUTION IN APPRECIATION OF MICHAEL HUDSON

WHEREAS, Director Michael Hudson served on the Board of Directors of the Fairfield-Suisun Sewer District from 2006 through 2018 and 2021 to 2023; and,

WHEREAS, Director Hudson has served as President of the Board of Directors from January 2013 through January 2014 and April 2022 through February 2023; and,

WHEREAS, Director Hudson was a steadfast supporter of the California Association of Sanitation Agencies (CASA) and a regular attendee of CASA meetings; and,

WHEREAS, Director Hudson exercised leadership in guiding the affairs of the District and has discharged the duties of office with integrity and dedication to the public good;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Fairfield-Suisun Sewer District hereby expresses its sincere appreciation for his years of service and its best wishes for continuing success in all his future endeavors.

UNANIMOUSLY PASSED AND ADOPTED this 27th day of March 2023.

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

March 27, 2023

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
April 2023	1. Quarterly Investment Report	4/17/2023	4/24/2023
May 2023	1. Adopt Resolution Approving Budget 2. Adopt Resolution Approving Employee Salary Schedule 3. Review Updates and Approve Investment Policy 4. Review Board Compensation 5. Award Professional Services Contract for Aeration Basin Upgrades Project	5/15/2023	5/22/2023
June 2023	1. General Manager Performance Review 2. Award Professional Services Contract for Treatment Plant Seismic Evaluation 3. Award Construction Contract for Digester No. 1 Rehabilitation 4. Award Construction Contract for 2023 Pavement Rehabilitation Project	6/12/2023	6/26/2023
July 2023	1. Quarterly Investment Report 2. Award Construction Contract for Roof Rehabilitation Project 3. Award Construction Contract for 2023/24 Collection System R&R Project 4. Award Design Contract for Suisun Force Main Reliability Project	7/17/2023	7/24/2022
August 2023		Not Scheduled	Not Scheduled
September 2023	1. Directors Report on CASA Annual Meeting	9/18/2023	9/25/2023
October 2023	1. Quarterly Investment Report 2. General Manager Performance Meeting (Exec Comm) 3. Award Construction Contract for Electrical Replacement Project, Phase 2	10/16/2023	10/23/2023
November 2023	1. Adopt Board Calendar for 2024	11/20/2023	11/27/2023
December 2023		Not Scheduled	Not Scheduled
January 2024	1. Quarterly Investment Report 2. Report on Financial Audit for FY 2022/2023	1/22/2024	1/29/2024
February 2024	1. General Manager Performance Meeting (Exec Comm)	2/12/2024	2/26/2024
March 2024	1. Directors Report on CASA DC Meeting	3/18/2024	3/25/2024

FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com

Board of Directors Meeting Minutes

Date: Monday, March 27, 2023

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00 p.m.

1. The meeting was called to order at 6:00 p.m. by President Vaccaro. President Vaccaro presided over the meeting.

Roll Call – The following members were present: Directors Carr, Dawson, Hernandez, Pal, Panduro, Tonnesen, Vaccaro, and Washington. Director Moy was absent. Board Alternate K. Patrice Williams was in attendance and filled in for Director Moy and voted.

2. Pledge of Allegiance was led by Vice President Hernandez.
3. Public Comments – None.
4. Director Comments/CASA Reports – Board of Directors Dawson, Washington and Williams reported on the CASA DC Forum they attended at the end of February, meeting with District Congressman John Garamendi. Other Board Members look forward to attending the next CASA Conference. President Vaccaro encouraged anyone from Solano County who is a senior in high school or first year in college to apply for the CASA Wastewater Scholarship named after the late Mayor Harry Price. Vice President Hernandez extended a thank you to Senior Environmental Engineer Emily Corwin for the public workshop on the Kellogg Resiliency Project held in Suisun City.
5. General Manager Report – General Manager Sortor thanked the Board Members on the very complete CASA Reports. Human Resources Manager Kim Kraft announced the District was awarded 2022 Workers' Compensation Excellence Award from the California Sanitation Risk Management Authority. District Engineer Jordan Damerel gave an update on the Villages of Fairfield development which goes back to 2005 and requirement to build a new pump station that the District will own and operate, replacing the Cement Hill Lift Station. As of March 2023, the project reached substantial completion; they fully tested the station, generator and utility power. Happy to report that everything is working well. Great collaborative effort working with City of Fairfield staff and kudos to our engineering team.
6. Consent Calendar
 - (a) Adopt Resolution No. 2023-04 Authorizing Acceptance of State Funds from Assembly Bill 178 for Kellogg Resiliency Project
 - (b) Adopt Resolution No. 2023-05 Policy 2425 California Public Records Act Request Response and Resolution No. 2023-06 Policy 4200 Board Meetings and Brown Act Compliance
 - (c) Authorize Purchase of Prefabricated Electrical Equipment Building and Appurtenances for Electrical Replacement Phase 2
 - (d) Approve Board Minutes of January 30, 2023

Director Pal inquired for more information on Item No. 6c. After some discussion and clarification on the fiscal impact, motion was made by Director Hernandez, seconded by Director Dawson on the Consent Calendar. Item Nos. 6a to 6d was approved by the following vote:

AYES: Carr, Dawson, Hernandez, Pal, Panduro, Tonnesen, Vaccaro,
Washington, Williams

NOES: None

ABSTAIN: None

ABSENT: Moy

7. Discussion Items

(a) Nature-Based Solutions Initiatives/Kellogg Resiliency Project

Senior Environmental Engineer Emily Corwin presented on the District Nature-Based Solutions Initiative to be the "Greenest Plant" and lead by example to demonstrate sustainable infrastructure and build partnerships with other agencies in the community. Projects on our property, within our community, and collaboratively regionally aim to shift people's perception of the wastewater industry from dirty and dangerous to clean and safe.

8. Action Items

(a) Adopt Resolution No. 2023-07 Appreciation to Michael Hudson

Former Director Hudson was not present but General Manager Sortor informed him the Board was contemplating this Resolution.

Upon motion by Director Dawson, seconded by Director Tonnesen, Action Item 8a was unanimously passed by the following vote:

AYES: Carr, Dawson, Hernandez, Pal, Panduro, Tonnesen, Vaccaro,
Washington, Williams

NOES: None

ABSTAIN: None

ABSENT: Moy

9. Information Items

(a) Board Calendar – No comments.

The meeting adjourned at 6:52 p.m.

Respectfully submitted,



President

ATTEST:



District Clerk