



FAIRFIELD-SUISUN SEWER DISTRICT

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

Executive Committee Meeting Agenda

Meeting Date: April 17, 2023

Meeting Place: 1010 Chadbourne Road, Fairfield, CA

Meeting Time: 4:30 p.m.

EXECUTIVE COMMITTEE

RICK VACCARO, PRESIDENT

ALMA HERNANDEZ, VICE PRESIDENT

JENALEE DAWSON

CATHERINE MOY

1. Roll Call
2. Public Comments
3. General Manager Report
4. **Discussion Items:**
 - (a) Overview Presentation on Regulatory Requirements
 - (b) Auditing Services for the Fiscal Year Ending June 30, 2023 through 20252
5. **Action Items:**
 - (a) Approve the April 24, 2023 Board of Directors Meeting Agenda.....4
6. **Information Items:**
 - (a) Monthly Operating Summary5
 - (b) Connection Fee Chart6
 - (c) Quarterly Investment Report.....7
 - (d) Draft Board Minutes of March 27, 2023 9
 - (e) Board Calendar 11

--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 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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April 12, 2023

MEMORANDUM

TO: Executive Committee

FROM: Melanie Wildeman, Accountant

SUBJECT: Auditing Services for the Fiscal Year Ending June 30, 2023 through 2025

Recommendation: Staff recommends the Board authorize the General Manager to execute a professional services agreement for Auditing Services to Davis Farr Certified Public Accountants for the fiscal years ending June 30, 2023 through 2025 with the option to renew for two subsequent fiscal years.

Background: The District is required to issue various financial statements and reports. The external auditor plays a vital role for the District by performing an independent review and analysis of the District's financial functions and internal controls to confirm the statements are "free from material misstatement." Additionally, the independent auditor's report is a requirement of the Government Finance Officer Association's (GFOA) requirements for the certificate of Achievement for Excellence in Financial Reporting program, which the District has received for 24 years.

Cropper Accountancy Corporation has audited the District's financials since June 30, 2019. CA Government Code 12410.6 requires at least an audit partner rotation every five years if the audit firm does not change. The District has exceeded this requirement by competitively bidding and rotating audit firms at least every five years to keep a fresh perspective on the District's financial processes and reporting.

Discussion: The District issued a request for Professional Audit Service proposals on February 22, 2023, and received four proposals for Professional Audit Services. All proposals were carefully reviewed, and the District interviewed three of the four prospective audit firms. Staff found the proposal and presentation from Davis Farr to be the most responsive proposal for award.

GFOA's best practices recommend that governmental entities enter into multiyear agreements of at least five years in duration when obtaining the services of independent

auditors. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. The proposed agreement is a three-year agreement with options to extend for years four and five. The not to exceed cost is \$23,820 per year for each of the first three years, \$24,430 for year four, and \$25,058 for year five.



FAIRFIELD-SUISUN SEWER DISTRICT

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Board of Director Meeting Agenda

Meeting Date: Monday, April 24, 2023

Meeting Place: 1010 Chadbourne Road, Fairfield, CA

Meeting Time: 6:00 p.m.

Board of Directors

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

1. Roll Call
2. Pledge of Allegiance
3. Public Comments
4. Director Comments
5. General Manager Report
6. **Consent Calendar:** Page
 - (a) Approve Board Minutes of March 27, 2023#
7. **Discussion Items:** #
 - (a) Overview of Regulatory Requirements#
8. **Action Items:** #
 - (a) Authorize Auditing Services for the FY Ending June 30, 2023 through 2025#
9. **Information Items:** #
 - (a) Quarterly Investment Report.....#
 - (b) Board Calendar#

-- End of Agenda --

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**FAIRFIELD-SUISUN SEWER DISTRICT**

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April 12, 2023

MEMORANDUM

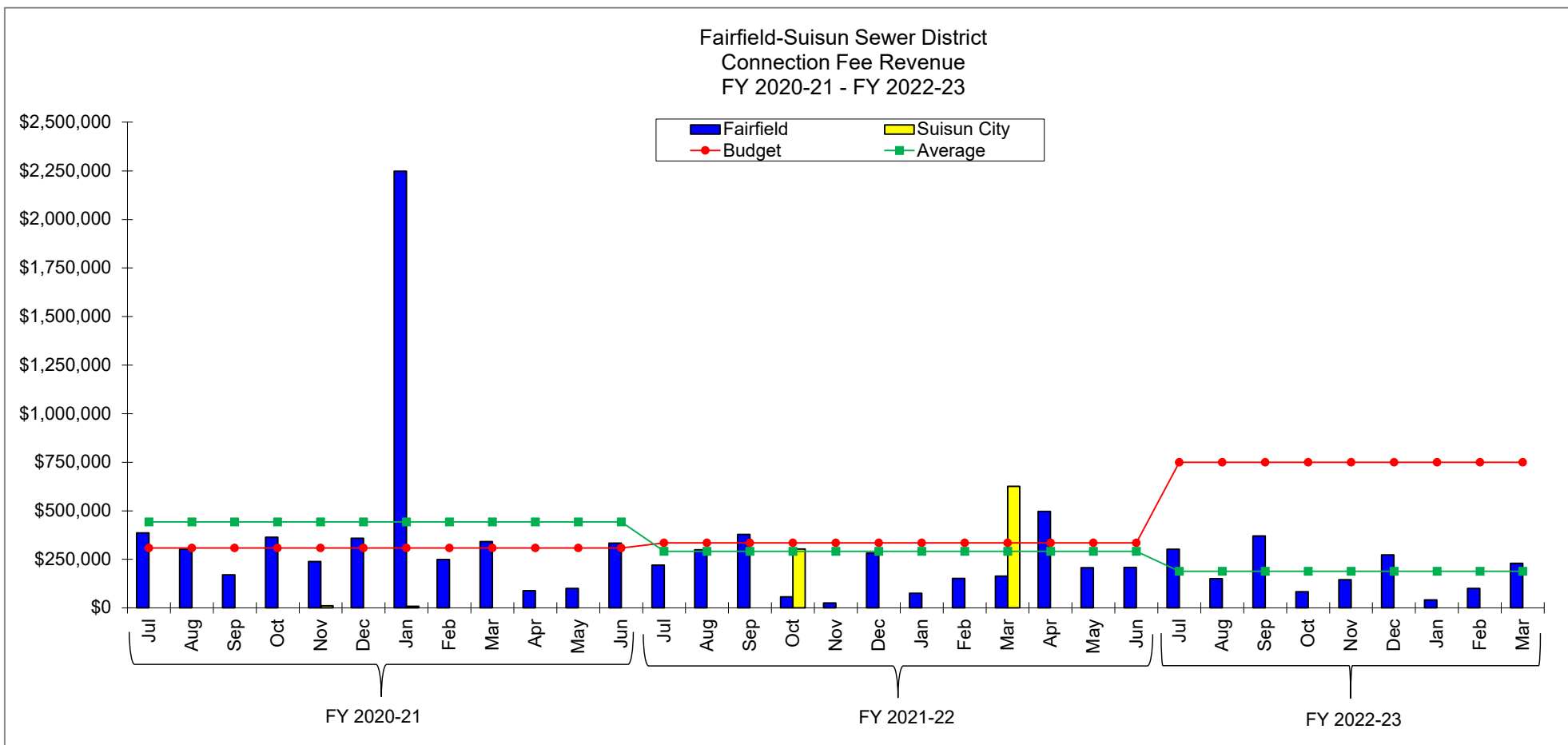
TO: Executive Committee

FROM: Brian Hawley, Regulatory Compliance Manager

SUBJECT: Operating Data Summary – Through March 2023

Daily Numbers:	Feb	Mar
Influent Flow Daily Average	17.04 MGD	27.98 MGD
Recycled Flow Daily Average	0.000 MGD	0.000 MGD
Permit Excursions	0	0
TSS Daily Average Influent	181 mg/L	136 mg/L
BOD Daily Average Influent	223 mg/L	144 mg/L
TSS Daily Average Effluent	<0.5 mg/L	<0.5 mg/L
BOD Daily Average Effluent	1.19 mg/L	1.33 mg/L

Annual Numbers:	Jan-Mar
Influent Flow Daily Average	25.20 MGD
Recycled Flow Daily Average	0.000 MGD
Permit Excursions	0





FAIRFIELD-SUISUN SEWER DISTRICT

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April 12, 2023

MEMORANDUM

TO: Executive Committee

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: Quarterly Investment Report

Attached is the District's Quarterly Investment Report (Attachment 1) for the quarter ended March 31, 2023. The investment portfolio conforms to the District's Investment Policy as re-adopted by the Board of Directors at its meeting on May 23, 2022.

The District's cash balances represent operating and reserve funds, held in short-term and medium-term instruments, and will enable the District to meet its anticipated cash flow requirements.

Attachments: Quarterly Investment Report

**FAIRFIELD-SUISUN SEWER DISTRICT
INVESTMENT REPORT
FOR THE QUARTER ENDED MARCH 31, 2023**

Asset Detail						
Instrument	Date of Maturity		Par Value	Market Value	Market Yield	Estimated Annual Income
California Asset Mgt Program (CAMP)	Various		\$ 25,489,117	\$ 24,131,839	4.160%	\$ 1,060,347
State Local Agency Investment Fund	N/A		34,964,618	34,492,957	2.627%	918,404
Totals			\$ 60,453,735	\$ 58,624,795		\$ 1,978,751

Summary of Portfolio Securities	
	Market Value
California Asset Mgt Program (CAMP)	\$ 24,131,839
State Local Agency Investment Fund	34,492,957
	\$ 58,624,795

Maturity Distribution	
	Market Value
0 - 12 months	\$ 36,380,066
1 - 2 years	7,181,635
2 - 3 years	5,642,024
3 - 4 years	5,506,886
4 - 5 years	3,914,184
	\$ 58,624,795

NOTES:

Par Value is the nominal or face value of a bond, or coupon as indicated on a bond certificate. It is a static value determined at the time of issuance.

Market Yield is an approximation of the gross income an asset is projected to earn annually, expressed as a percentage of the asset's market value.

Market Value an estimate of the value at which the principal would be sold from a willing seller to a willing buyer.

Market Values, Current Yields and Estimated Annual Income are from the following sources:

Local Agency Investment Fund monthly statement
Wells Fargo Bank monthly account statement
California Asset Management Program statement

All investments are in compliance with the District's current investment policy. The District has sufficient funds to meet its expense requirements for the next three months.

Prepared by

James Russell-Field

4/12/2023
Date

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

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

April 24, 2023

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
May 2023	<ol style="list-style-type: none"> 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 Construction Contract for Roof Rehabilitation Project 6. Award Construction Contract for 2023 Pavement Rehabilitation Project 	5/15/2023	5/22/2023
June 2023	<ol style="list-style-type: none"> 1. General Manager Performance Review 2. Award Construction Contract for 2023/24 Collection System R&R Project 3. Award Professional Services Contract for Treatment Plant Seismic Evaluation 4. Award Construction Contract for Digester #1 Structural Rehabilitation 	6/12/2023	6/26/2023
July 2023	<ol style="list-style-type: none"> 1. Quarterly Investment Report 	7/17/2023	7/24/2022
August 2023		Not Scheduled	Not Scheduled
September 2023	<ol style="list-style-type: none"> 1. Directors Report on CASA Annual Meeting 	9/18/2023	9/25/2023
October 2023	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. General Manager Performance Meeting (Exec Comm) 	10/16/2023	10/23/2023
November 2023	<ol style="list-style-type: none"> 1. Adopt Board Calendar for 2024 	11/20/2023	11/27/2023
December 2023		Not Scheduled	Not Scheduled
January 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Report on Financial Audit for FY 2022/2023 	1/22/2024	1/29/2024
February 2024	<ol style="list-style-type: none"> 1. General Manager Performance Meeting (Exec Comm) 	2/12/2024	2/26/2024
March 2024	<ol style="list-style-type: none"> 1. Directors Report on CASA DC Meeting 	3/18/2024	3/25/2024
April 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. 	4/15/2024	4/22/2023