



FAIRFIELD-SUISUN SEWER DISTRICT

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

Executive Committee Special Meeting Agenda

Meeting Date: June 19, 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) Award Professional Services Agreement for the Aeration Basin Improvements Preliminary Design 2
 - (b) Award Construction Contract for Digester #1 Structural Rehabilitation 4
 - (c) Update of Policy Guidelines for the Board of Directors..... 6
 - (d) Presentation on Collection System Rehabilitation & Replacement Planning
5. **Action Items:**
 - (a) Approve the June 26, 2023 Board of Directors Meeting Agenda..... 11
6. **Information Items:**
 - (a) Monthly Operating Summary 12
 - (b) Connection Fee Chart 13
 - (c) Draft Board Minutes of May 22, 2023 14
 - (d) Board Calendar 16
7. **Closed Session:**
 - (a) Gov. Code Section 54957: Public Employee Performance Evaluation – Title: General Manager

--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

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

June 14, 2023

MEMORANDUM

TO: Executive Committee

FROM: Kyle Broughton, Senior Engineer

SUBJECT: Award Professional Services Agreement for the Aeration Basin Improvements Preliminary Design

Recommendation: Authorize the Assistant General Manager/District Engineer to execute a Professional Services Agreement for Engineering Design Services for Aeration Basin Improvements Preliminary Design in an amount not-to-exceed \$250,000.

Background: The District, along with other San Francisco Bay municipal wastewater dischargers, is subject to waste discharge requirements for nutrients as determined by the San Francisco Bay Regional Water Quality Control Board (RWQCB). RWQCB has conveyed to all dischargers that overall nitrogen loading to San Francisco Bay shall be reduced. The District, in anticipation of lower nitrogen requirements, intends to move forward with treatment plant process modifications in its Aeration Basins to increase biological nitrogen removal in the short-term. The District is also pursuing other medium-term and long-term nitrogen reduction opportunities through nature based solutions, increasing recycled water distribution, and partnering in studies of the Suisun Marsh to determine impacts of nitrogen in its final effluent.

The proposed short-term improvements to the District's Aeration Basins are expected to reduce influent nitrogen by up to 50% and provide other operational benefits including process optimization and improved sludge settling. Future Aeration Basin improvements under consideration would further reduce nitrogen levels and provide other benefits including energy savings. A preliminary design effort is recommended to evaluate feasibility and determine the costs and phasing of Aeration Basin improvements so they may be included in the Capital Improvement Program and ensure the short-term and future improvements are coordinated appropriately.

Discussion: The District issued a competitive Request for Proposals for professional engineering services for Aeration Basin Improvements for Nitrogen Reduction in April 2023 with a goal to have improvements in place by October 2025. Work on the Aeration Basins is limited to dry season months. To meet the proposed completion schedule, the preliminary design should begin as soon as possible. Proposals have been received from (5) qualified firms and are currently under review, with selection interviews and final firm selection scheduled for late June 2023.

Fiscal Impact: The District budgeted \$100,000 in FY 2022/23, \$500,000 in FY 2023/24 and \$3,000,000 in FY 2024/25 for design and construction of the project. Adequate funds are available for the preliminary design in the approved budget.



FAIRFIELD-SUISUN SEWER DISTRICT

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

June 14, 2023

CM-9020.10

MEMORANDUM

TO: Executive Committee

FROM: Karl Ono, Senior Engineer

SUBJECT: Award Construction Contract for Digester #1 Structural Repair Project

Recommendation: (1) Adopt specifications for the Digester #1 Structural Repair Project, (2) Award a construction contract in an amount to be determined prior to the Board of Directors meeting on June 26, 2023, and (3) Authorize the Assistant General Manager/District Engineer to execute the construction contract.

Background: The Digester #1 Structural Repair Project will replace the existing prestressed concrete dome edge ring that supports the walls and concrete roof of Anerobic Digester #1. The repair is necessary in order to allow access to the area immediately adjacent to the digester and return the digester into service.

Anaerobic Digesters #1 and #2 were constructed in 1980. The digesters are critical components of the treatment plant's solids handling process, through which organic waste sludge is broken down into beneficially useful biogas, which is used for on-site power generation, and digestate, which is further processed into fertilizer in partnership with Lystek International. Each of the two digesters are sealed circular concrete structures, which are approximately 100-feet in diameter and have a volume of approximately 1.8 million gallons.

In 2002, the dome edge ring of Digester #2 was replaced due to corrosion of the prestressing wire strands, which support the digester's concrete dome roof and weight of the digester's contents when the digester is full. The prestressing wire strands of Digester #1 were inspected as part of the design of the 2002 Digester #2 repair project, and were found to be in sound condition. Protective features were included in the 2002 project to prevent future corrosion of the prestressing wires for Digester #1.

In September 2022, Digester #1 had been in continuous service for approximately 10 years, and Digester #2 had recently been brought into service after completion of the

Digester Reliability Improvements Project. On September 15, 2022, at least five of the 28 prestressing strands in the dome edge ring of Digester #1 failed suddenly. FSSD Operations subsequently expedited the draining of Digester #1, which relieved stress on the walls and failed dome edge ring. The interior of Digester #1 has since been cleaned in preparation for the structural repairs to take place.

Discussion: District staff, with technical guidance from Stantec Consulting Services, Inc., prepared a formal set of specifications to structurally rehabilitate the dome edge ring of Digester #1. District staff publicly advertised the project and bids are due on June 15, 2023. It is anticipated that the lowest responsive and responsible bidder and contract amount will be known prior to the Board of Directors meeting on June 26, 2023.

If awarded, Notice to Proceed will be issued in July 2023. The Contractor will have 120 calendar days to substantially complete the project from Notice to Proceed.

Construction is expected to be completed in November 2023. District staff will perform construction management and inspection services for this project. Stantec will provide engineering services during construction.

With respect to the California Environmental Quality Act (CEQA), the project was determined to be Categorically Exempt by the General Manager on May 22, 2023. A Notice of Exemption was filed with the Solano County Recorder on May 23, 2023.

Fiscal Impact: Funds for this project are included in the 2023/24 budget. The District budgeted \$1,200,000 in FY 2023/24 for design and construction of the project. The Engineer's Estimate is \$750,000. Adequate funds are expected to be available for construction in the approved budget.



FAIRFIELD-SUISUN SEWER DISTRICT

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

June 14, 2023

MEMORANDUM

TO: Executive Committee

FROM: Talyon Sortor, General Manager

SUBJECT: Update of Policy Guidelines for the Board of Directors

Recommendation: Executive Committee to discuss updating the Policy Guidelines for the Board of Directors.

Background and Discussion: In November of 2020, the City of Fairfield went to district-based elections resulting in the total number of members going from five to seven. It was decided at that time to have Fairfield appoint five members to be the regular board members and two be alternates. We now have over two years of experience with having alternates and several issues have arisen that would make updating the board policy beneficial.

There have been occasions where a regular Fairfield member is late or needs to leave the meeting for some reason. The policy is updated to reflect that the alternate may vote while the regular member is absent. When the regular member is present, they will vote and the alternate will not. Because the alternate members may be asked to step in at any time it would be beneficial to have them attend meetings regularly and clarify that they are paid for all meetings they attend, whether they are asked to vote or not. This is also the practice at the Solano LAFCO which has alternates, alternates are paid for all meetings attended.

It was also discussed to allow alternates to attend CASA meetings as long as the total number of directors attending was limited to ten.

A redline of the proposed changes are attached.

Fiscal Impact: Based on the number of meeting days per year, paying the alternates for meeting attendance would have less than \$3,500 per year impact.

Attachment – Policy 4001: Members of the Board of Directors



FAIRFIELD-SUISUN SEWER DISTRICT

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

POLICY		
Policy Number	4001	Adopted: October-June 26, 2023 0 Res No. 2023 0 -XX 06
Type of Policy	4000 - Board	
Policy Title	Members of the Board of Directors	
Policy Description	Policy Guidelines for the Board of Directors	

1. Board of Directors

1.1 As established in Section 25 of the Fairfield-Suisun Sewer District Act (hereinafter the "Enabling Act"), the District shall be governed by a Board of Directors of ten members who shall be ex officio, all Councilmembers from the City of Suisun City and City of Fairfield.

1.2 Five members of the Suisun City Council serve as District Directors.

1.3 Five members of the Fairfield City Council serve as District Directors. In November 2020, the City of Fairfield moved from at-large Council elections to district-based elections. The result was moving from five Councilmembers to six and an at-large Mayor, for a total of seven. To comply with the Enabling Act, the City of Fairfield will designate and appoint five of the seven Councilmembers to serve as District Directors.

The City of Fairfield may utilize alternates (Alternate Director) from among the two remaining Councilmembers to represent the City of Fairfield on the District Board when a Fairfield Director is absent.

1.4 An Alternate Director may vote at meetings of the Board of Directors, ~~Executive Committee, or Ad Hoc committees~~ when filling in for an absent Fairfield Director.

The two City of Fairfield Councilmembers not appointed to serve as District Directors may attend and participate in meetings of the Board of Directors, but may not vote if not attending as an Alternate filling in for an absent Fairfield Director. If an absent Fairfield Director arrives late or leaves for some reason during a meeting, an alternate may take their place and vote while the Fairfield Director is absent. Once the Fairfield Director is present at the meeting, the Fairfield Director will resume voting and the Alternate Director may not vote.

Voluntary attendance ~~when not serving as an of~~ Alternate Directors will not be counted as a day of service.

1.5 All Up to ten District Directors may attend CASA meetings. ~~For Each City of~~

~~Fairfield District Director that does not attend, the City of Fairfield may designate an alternate from among the two City of Fairfield Councilmembers not appointed to serve as District Directors. Alternate Directors may attend CASA meetings if less than ten District Directors are attending.~~

- 1.6 The Enabling Act requires a quorum of any six members of the Board. No action shall be taken without the affirmative vote of at least six members.
- 1.7 As the board shall choose one of its members as President and elect other officers in accordance with board policy, the President or the President's designee serves as the Presiding Officer at meetings.

2. Executive Committee

- 2.1 The Board of Directors has established one standing committee called the Executive Committee. The Executive Committee is composed of the President, Vice President and two Directors-at-Large.
- 2.2 Duties and Responsibilities: The Executive Committee examines and clarifies with staff technical issues and details before these issues are brought before the full Board. The Executive Committee does not take any action on its own except to approve the agenda for the Board of Directors meeting. The President of the Board, other member of the Executive Committee, or the General Manager report on substantive issues to the full Board at the regular Board meeting.

Due to the technical nature of the District's business, the Executive Committee review of details ensures that information and action items brought to the full Board have been thoroughly examined.

- 2.3 Executive Committee members are elected by the Board at the January meeting in odd-numbered years (e.g., 2019, 2021). The offices of President and Vice President alternate between Fairfield and Suisun City. The Board elects two Directors-at-Large, one from Fairfield and one from Suisun City to complete the Executive Committee.
- 2.4 At the pleasure of the Board, the Executive Committee can be voted on either as a slate or individually by position.
- 2.5 Executive Committee members serve a two-year term.
- 2.6 There is no intentional ascension of Executive Committee roles.
- 2.7 Except as prescribed in 2.3, a Director may be reelected to the Executive Committee.
- 2.8 If an Executive Committee position is vacated, the Board President may appoint a member to fill the position until the next election.
- 2.9 Communication: To ensure an orderly flow of information as well as being

convenient for most Executive Committee members, communication between Executive Committee members and staff is usually accomplished through the office of the General Manager.

3. Ad-hoc Committees

- 3.1 Ad-hoc Committees may be created as needed for specific short-term assignments and filled by Presidential appointment. They are generally comprised of 2 or 3 Board Members. Examples of past ad-hoc committees include Operations & Maintenance Contract Renewal, and Travis AFB Contract Negotiations, and conducting General Manager performance evaluations.

4. Compensation

- 4.1 Section 30 (a and b) of the FSSD Act authorizes payment for each board member for each day of his or her actual attendance of the meetings of the board and of committees of the board, and for each day's service otherwise rendered as a board member by request of the board, not exceeding a total of six days in any calendar month.
- 4.2 The Board adopted Ordinance 2016-02 stating "Unless the Board of Directors determines prior to July 1 of any year that such increase shall be deferred, the compensation for Board of Directors shall, as of the first day of the first pay period following July 1, 2016 and each July 1 thereafter, be increased a percentage equal to the percent increase in the Urban Wage Earners and Clerical Workers Consumer Price Index (CPI-W) for the San Francisco-Oakland Metropolitan Area for the twelve months ending April of each year, provided, however, that the percentage change in salary schedules shall not be less than 0% nor more than 5%."
- 4.3 Sec. 31 of the FSSD Act authorizes reimbursement to each board member for actual expenses incurred in the conduct of district business.

5. Meetings

- 5.1 Historically, the Board has found the infrequency of procedural decisions does not justify the overhead of establishing a formal parliamentary procedure policy. Therefore, the Board has not formally adopted a manual of parliamentary procedure. When meeting circumstances call for a procedural decision, the Board generally follows the principals of Roberts Rules of Order. Decisions relating to meeting procedures reside with the presiding officer.
- 5.2 The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Directors.
- 5.3 If writings are distributed to a majority of the Board in connection with an agenda

item, those writings shall be made available to the public in the manner required by law.



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
Marlon Osum
Amit Pal
Doriss Panduro
Scott Tonnesen
Princess Washington
Pam Bertani, First Alternate
K. Patrice Williams, Second Alternate

Meeting Date: Monday, June 26, 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
5. General Manager Report

6. **Consent Calendar:**

Page

- (a) Award Professional Services Agreement for the Aeration Basin Improvements Preliminary Design #
- (b) Award Construction Contract for Digester #1 Structural Rehabilitation #
- (c) Approve Board Minutes of May 22, 2023 #

7. **Discussion Items:**

- (a) Presentation on Collection System R&R Planning

8. **Action Items:**

- (a) Adopt Resolution 2023-XX, Policy 4001 Members of the Board of Directors #

9. **Information Items:**

- (a) Board Calendar #

10. **Action Items:**

- (a) Gov. Code Section 54957: Public Employee Performance Evaluation –
Title: General Manager

-- 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

June 14, 2023

MEMORANDUM

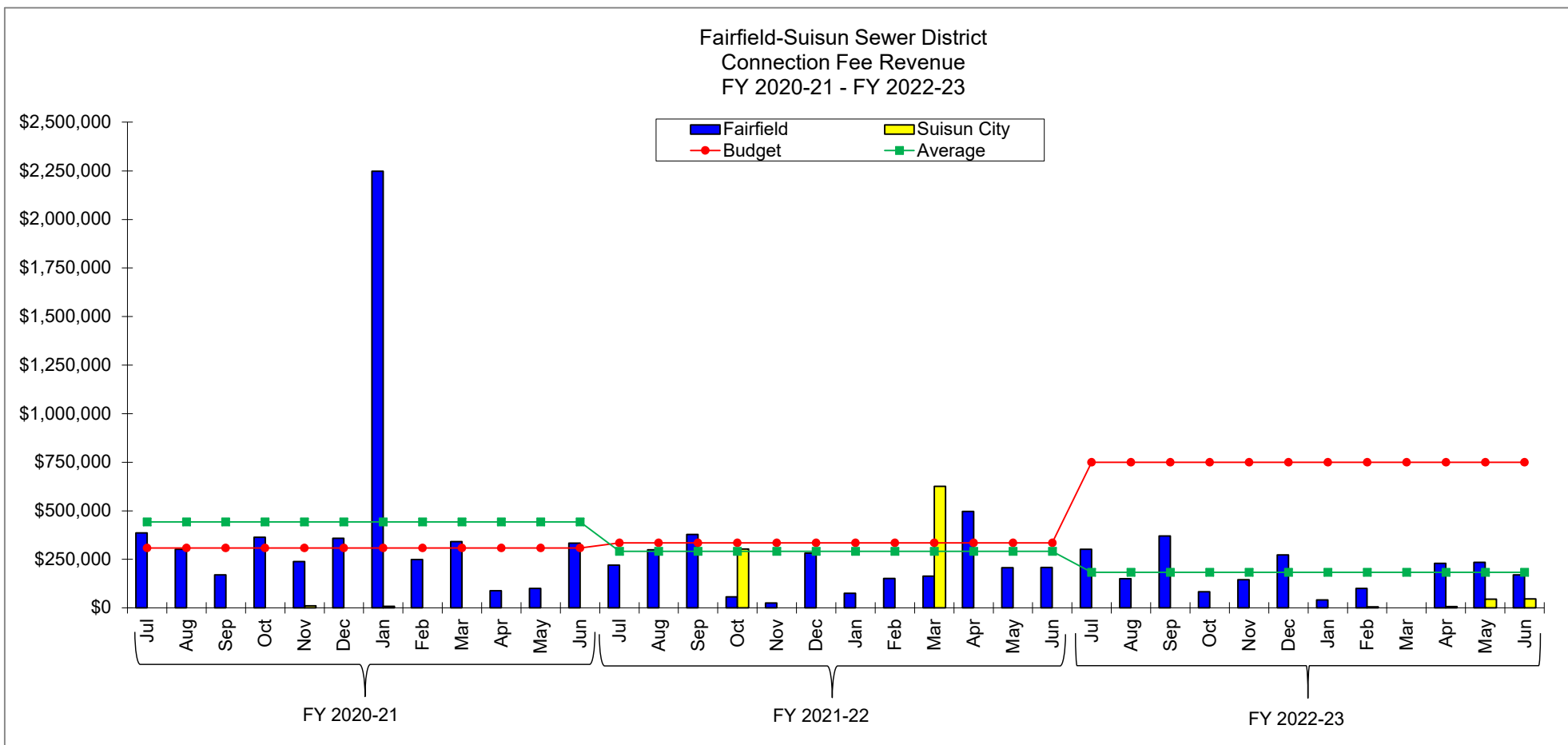
TO: Executive Committee

FROM: Brian Hawley, Regulatory Compliance Manager

SUBJECT: Operating Data Summary – Through May 2023

Daily Numbers:	Apr	May
Influent Flow Daily Average	17.98 MGD	14.55 MGD
Recycled Flow Daily Average	0.001 MGD	0.543 MGD
Permit Excursions	0	0
TSS Daily Average Influent	171 mg/L	199 mg/L
BOD Daily Average Influent	237 mg/L	260 mg/L
TSS Daily Average Effluent	<0.5 mg/L	<0.5 mg/L
BOD Daily Average Effluent	1.45 mg/L	1.46 mg/L

Annual Numbers:	Jan-May
Influent Flow Daily Average	21.58 MGD
Recycled Flow Daily Average	0.112 MGD
Permit Excursions	0



FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

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

Board of Directors Meeting Minutes

Date: Monday, May 22, 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 Hernandez. Vice President Hernandez presided over the meeting.

Roll Call – The following members were present: Directors Carr, Dawson, Hernandez, Moy, Osum, Pal, Panduro (6:08 p.m.), Tonnesen, and Washington. Director Vaccaro was absent. First Board Alternate Pam Bertani filled in for Director Vaccaro and Second Board Alternate K. Patrice Williams filled in for Director Panduro.

2. Pledge of Allegiance was led by Director Moy.
3. Public Comments – None.
4. Director Comments/CASA Reports – The Board of Directors acknowledged the District's anniversary date of May 5, 1951. Director Moy shared that the Veterans of Foreign Wars will be having a presentation for Memorial Day at the old county court steps in Fairfield. Thank you was extended to Senior Environmental Engineer Emily Corwin for Sierra Club endeavors, Administrative Specialist Theresa Paran for assistance with agenda distribution and schedule, and District Engineer Jordan Damerel for a recent plant tour.
5. General Manager Report – None.
6. Consent Calendar
 - (a) Adopt Resolution No. 2023-08, Re-Adopting Investment Policy; and Delegate Investment Authority to the Director of Administrative Services
 - (b) Approve Board Minutes of April 24, 2023

No comments.

Upon motion by Director Moy, seconded by Director Dawson, Consent Calendar Items 6a and 6b were passed by the following vote:

AYES: Bertani, Carr, Dawson, Hernandez, Moy, Osum, Pal, Tonnesen, Washington, Williams

NOES: None

ABSTAIN: Panduro

ABSENT: Vaccaro

7. Action Items

- (a) Adopt Resolution No. 2023-10 Approving the FY 2023-24 Budget and Long-Term Financial Plan and Adopt Resolution No. 2023-09 Affirming Storm Drain Maintenance Services Charges Continue Unchanged

Director of Administrative Services James Russell-Field reviewed the District's key revenues, expenses, and reserves for the Fiscal Year 2023-24 Budget and Long-Term Financial Plan.

Upon motion by Director Tonnesen, seconded by Director Moy, Action Item 7a was passed by the following vote:

AYES: Bertani, Carr, Dawson, Hernandez, Moy, Osum, Pal, Tonnesen,
Washington, Williams

NOES: None

ABSTAIN: Panduro

ABSENT: Vaccaro

- (b) Adopt Resolution No. 2023-11 Approving Employee Salary Schedule

General Manager Talyon Sortor stated the CPI increase for employees is 3.6% and the impact is included in the FY 2023-24 Budget from Item 7a.

Upon motion by Director Osum, seconded by Director Washington, Action Item 7b was passed by the following vote:

AYES: Bertani, Carr, Dawson, Hernandez, Moy, Osum, Pal, Tonnesen,
Washington, Williams

NOES: None

ABSTAIN: Panduro

ABSENT: Vaccaro

8. Information Items

- (a) Board Calendar – No Comments.

The meeting adjourned at 6:42 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

June 26, 2023

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
July 2023	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Award Professional Services Contract for Suisun Force Main Reliability Project 3. Award Construction Contract for 2023 Pavement Rehabilitation Project 	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 2. Award Professional Services Contract for Treatment Plant Seismic Evaluation 	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 2. Award Construction Contract for Roof Rehabilitation Project 	3/18/2024	3/25/2024
April 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 	4/15/2024	4/22/2023
May 2024	<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 	5/20/2024	5/27/2024