



FAIRFIELD-SUISUN SEWER DISTRICT

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

Executive Committee Meeting Agenda

Meeting Date: July 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

Page

4. **Discussion Items:**

- (a) Amend Pay Rate Schedule2
- (b) Overview of Lystek Public-Private Partnership

5. **Action Items:**

- (a) Approve the July 24, 2023 Special Meeting Agenda5
- (b) Approve the July 24, 2023 Board of Directors Meeting Agenda 6

6. **Information Items:**

- (a) Monthly Operating Summary7
- (b) Connection Fee Chart8
- (c) Quarterly Investment Report.....9
- (d) Draft Board Minutes of June 26, 2023 11
- (e) Board Calendar 14

--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

July 12, 2023

MEMORANDUM

TO: Executive Committee

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: Amend Pay Rate Schedule

Recommendation: Adopt Resolution 2023-XX, Pay Rate Schedule.

Background: The California Public Employers' Retirement System adopted California Code Regulations (CCR) 570.5 to enhance disclosure and transparency of public employee compensation, in response to the past pay and benefit abuses of some government agencies. CCR 570.5 specifies that the Pay Rate Schedule be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws.

The Board adopted Resolution 2023-11, Pay Rate Schedule, at the May 22, 2023 Board Meeting which set the Pay Rate Schedule for FY 2023-24. At the June 26, 2023 Board Meeting, the Board adopted Resolution 2023-13, Amendment 1 to Employment Agreement with General Manager, which included a merit adjustment.

Discussion: In accordance with CCR 570.5, the District needs to re-adopt the Pay Rate Schedule to revise the General Manager rate and reflect the merit adjustment. There are no other changes to the Pay Rate Schedule.

Fiscal Impact: The changes to the Pay Rate Schedule are included in the adopted FY 2023-24 Budget.

Attachment 1: Resolution No. 2023-XX

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2023-XX

A RESOLUTION ADOPTING A PAY RATE SCHEDULE

WHEREAS, this Resolution is necessary to comply with the requirements added under California Code of Regulations, (CCR) Title 2, Section 570.5 relating to adopting and posting requirements of publicly available pay schedules; and,

WHEREAS, the Fairfield-Suisun Sewer District (District) supports open and transparent reporting of employee compensation; and,

WHEREAS, the District adopted Resolution 2023-11, Pay Rate Schedule, on May 22, 2023 setting the Pay Rate Schedule for FY 2023-24; and

WHEREAS, the District adopted Resolution 2023-13, Amendment 1 to Employment Agreement with General Manager, on June 26, 2023 which included a merit increase; and

WHEREAS, to comply with CCR 570.5 the Board of Directors needs to adopt a Pay Rate Schedule reflecting the impact of Resolution 2013-13; and

WHEREAS, the District has a standard practice to publish the current pay schedule on the District website and has maintained the Pay Rate Schedule on the website.

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

1. The District hereby adopts the attached Pay Rate Schedule. This schedule includes the position title for every employee position, the pay rate for each position, and the time base for each pay rate.
2. This District complies with the requirements of CCR Title 2, Section 570.5 relating to adopting and posting requirements of publicly available pay schedules.
3. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 24th day of July 2023, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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

Pay Rate Schedule

Effective July 14, 2023 in accordance with Resolution No. 2023-XX

Class Code	Class Title	FLSA	Bottom Hourly Salary	Top Hourly Salary
43300	Accountant	X	\$53.29	\$66.62
53400	Administrative Specialist	N	\$39.90	\$49.86
17701	Assistant General Manager/District Engineer	X	\$115.37	\$128.18
45200	Assistant Engineer	N	\$57.94	\$72.43
45300	Associate Engineer	X	\$68.37	\$85.34
13700	Director of Administrative Services	X	\$93.70	\$116.53
14700	Director of Environmental Services	X	\$93.70	\$116.53
42200	Electrical & Instrumentation Technician I	N	\$42.26	\$52.83
42300	Electrical & Instrumentation Technician II	N	\$55.76	\$69.69
42400	Electrical & Instrumentation Technician Senior	N	\$62.73	\$78.40
25600	Engineering Manager	X	\$88.21	\$110.26
45301	Engineering Technician/Inspector	N	\$45.69	\$63.87
53300	Finance Technician	N	\$47.38	\$59.22
17700	General Manager/CEO*	X		\$173.31
35301	GIS Coordinator	X	\$59.24	\$74.06
23600	Human Resources Manager	X	\$84.14	\$93.49
53301	Human Resources Technician	N	\$47.38	\$59.22
23601	Information Technology Manager	X	\$84.14	\$93.49
45100	Junior Engineer	N	\$47.36	\$59.18
46300	Laboratory Analyst	N	\$54.45	\$68.06
46400	Laboratory Analyst Senior	N	\$59.51	\$74.40
26600	Laboratory Manager	X	\$84.14	\$93.49
46200	Laboratory Technician	N	\$41.27	\$51.59
22600	Maintenance Manager	X	\$84.14	\$93.49
42201	Maintenance Mechanic I	N	\$41.27	\$51.59
42301	Maintenance Mechanic II	N	\$54.45	\$68.06
42401	Maintenance Mechanic Senior	N	\$59.51	\$74.40
32500	Maintenance Supervisor	X	\$75.07	\$83.41
21600	Operation Manager	X	\$84.14	\$93.49
31500	Operations Supervisor	X	\$75.07	\$83.41
43301	Procurement Specialist	N	\$54.45	\$68.06
24600	Regulatory Compliance Manager	X	\$84.14	\$93.49
33400	Senior Accountant	X	\$59.95	\$74.94
35400	Senior Engineer	X	\$80.67	\$100.23
45400	Senior Engineering Technician/Inspector	N	\$58.76	\$73.44
42302	Utility Worker	N	\$20.25	\$25.33
41200	Wastewater Plant Operator I	N	\$41.27	\$51.59
41300	Wastewater Plant Operator II	N	\$54.45	\$68.06
41400	Wastewater Plant Operator Senior	N	\$59.51	\$74.40

*Per Contract



FAIRFIELD-SUISUN SEWER DISTRICT

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

Board of Director Special 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, July 24, 2023

Meeting Place: 1010 Chadbourne Road, Fairfield, CA

Meeting Time: 5:00 p.m.

The Fairfield-Suisun Sewer District is holding a Special Meeting on Monday, July 24, 2023 at 5:00 p.m.

1. Roll Call
2. **Discussion Item:**
 - (a) Tour of Lystek Fairfield Organic Material Recovery Center

-- 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

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, July 24, 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:**

(a) Approve Board Minutes of June 26, 2023..... #

7. **Discussion Items:**

(a) Overview of Lystek Public-Private Partnership

8. **Action Items:**

(a) Adopt Resolution 2023-XX, Pay Rate Schedule #

9. **Information Items:**

(a) Quarterly Investment Report..... #

(b) 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 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

July 12, 2023

MEMORANDUM

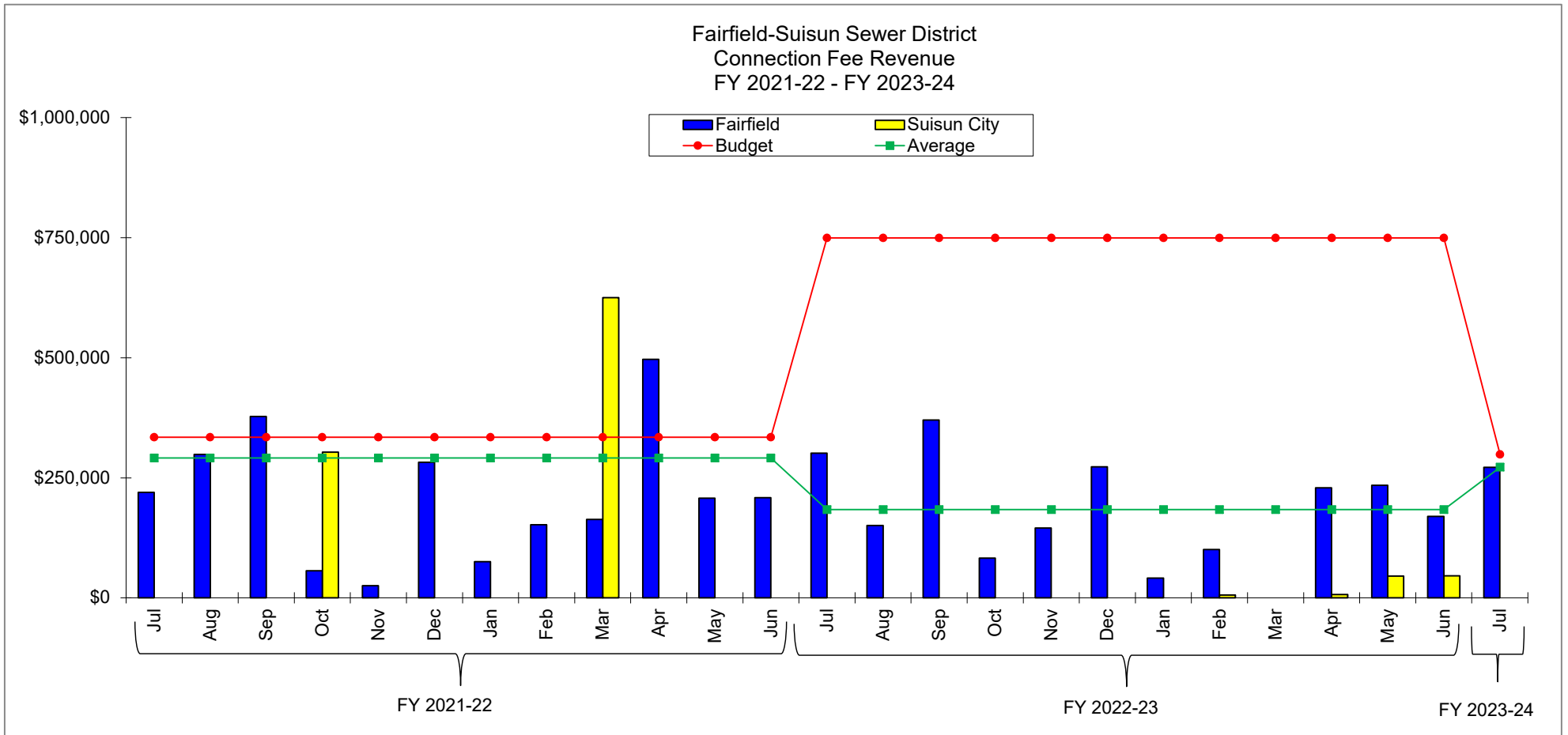
TO: Executive Committee

FROM: Brian Hawley, Regulatory Compliance Manager

SUBJECT: Operating Data Summary – Through June 2023

Daily Numbers:	May	June
Influent Flow Daily Average	14.56 MGD	13.56 MGD
Recycled Flow Daily Average	0.543 MGD	0.138 MGD
Permit Excursions	0	0
TSS Daily Average Influent	199 mg/L	207 mg/L
BOD Daily Average Influent	260 mg/L	350 mg/L
TSS Daily Average Effluent	<0.5 mg/L	<0.5 mg/L
BOD Daily Average Effluent	1.46 mg/L	2.16 mg/L

Annual Numbers:	Jan-June
Influent Flow Daily Average	20.25 MGD
Recycled Flow Daily Average	0.116 MGD
Permit Excursions	0





FAIRFIELD-SUISUN SEWER DISTRICT

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

July 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 June 30, 2023. The investment portfolio conforms to the District's Investment Policy as re-adopted by the Board of Directors at its meeting on May 22, 2023.

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.

Due to rising interest rates, the District re-balanced investment holdings in the previous quarter. Funds invested in LAIF are the most liquid but have a lower market yield. The District's cash flow analysis showed the District was holding approximately \$15 million in excess funds in LAIF. To take advantage of higher interest rates, the District transferred \$5 million to the California Asset Management Program (CAMP) managed account and transferred \$10 million into a new account within CAMP called "Term."

CAMP Term is similar to investing in Certificates of Deposit. The District selects a fixed-rate and fixed-term investment option paid out at maturity. The District invested \$5 million into a 365-day CAMP Term investment yielding 4.88 percent and \$5 million into a 270-day CAMP Term investment yielding 4.69 percent.

The utilization of CAMP Term will generate \$399,643 in investment income over the next year, while remaining committed to the District's priorities of safety, liquidity, and yield.

Attachment: Quarterly Investment Report

**FAIRFIELD-SUISUN SEWER DISTRICT
INVESTMENT REPORT
FOR THE QUARTER ENDED JUNE 30, 2023**

Attachment 1

Asset Detail						
Instrument	Date of Maturity		Par Value	Market Value	Market Yield	Estimated Annual Income
California Asset Mgt Program (CAMP)	Various		\$ 30,628,096	\$ 28,950,420	4.750%	\$ 1,454,835
California Asset Mgt Program Term	Various		10,000,000	10,000,000	4.785%	106,045
State Local Agency Investment Fund	N/A		20,200,271	19,893,802	3.010%	608,028
Totals			\$ 60,828,366	\$ 58,844,222		\$ 2,168,908

Summary of Portfolio Securities	
	Market Value
California Asset Mgt Program (CAMP)	\$ 28,950,420
California Asset Mgt Program Term	10,000,000
State Local Agency Investment Fund	19,893,802
	\$ 58,844,222

Maturity Distribution	
	Market Value
0 - 12 months	\$ 30,542,292
1 - 2 years	7,784,768
2 - 3 years	7,535,794
3 - 4 years	7,101,538
4 - 5 years	5,879,830
	\$ 58,844,222

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

7/12/2023

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, June 26, 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 Dawson, Hernandez, Moy, Osum, Pal, Panduro, Tonnesen, Vaccaro and Washington. Director Carr was absent. First Board Alternate Pam Bertani was present and filled in for Director Carr. Board Alternate Director Williams was present (6:08 p.m.).

2. Pledge of Allegiance was led by Director Bertani.
3. Public Comments – None.
4. Director Comments – Director Moy announced the City of Fairfield upcoming visit of a delegation from Nirasaki, Japan as part of its longstanding Sister City program. The Board of Directors expressed interest in a plant tour.
5. General Manager Report – Former CWEA President Jeff Tucker presented the District with the 2022 California Plant of the Year Award. General Manager Sortor mentioned that for over nine consecutive years, the District was awarded National Association of Clean Water Agencies (NACWA) Platinum Peak Performance Award. He extended additional accolades to Outreach Intern Adrea Solis who was awarded both the CWEA Kirt Brooks Scholarship as well as the CASA Educational Foundation Scholarship. Senior Engineer Emily Corwin was recognized as a “Hidden Hero of the Greenbelt” by the Greenbelt Alliance.
6. Consent Calendar
 - (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

No comments.

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

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

7. Discussion Item

(a) Presentation on Collection System Rehabilitation & Replacement Planning

Senior Engineer, Karl Ono presented to the Board a background and update on the Fairfield-Suisun Sewer District Collection System, historical R&R approach and Collection System Asset Management Plan results and recommendation. After some good questions and discussion, a copy of the presentation was requested to be sent to the Board members.

8. Action Item

(a) Adopt Resolution No. 2023-12, Policy 4001 Members of the Board of Directors

General Manager Sortor explained after over two years of experience with having Board Alternates that several issues have arisen that would make updating the board Policy 4001 beneficial such as having the Board Alternates attend meetings regularly and be 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 and are paid for all meetings attended.

Upon motion by Director Washington, seconded by Director Moy, Action Item 8a was passed by the following vote:

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

The Board of Directors adjourned at 7:20 p.m. for the Closed Session. The Board of Directors reconvened at 7:48 p.m. to address Items 9 and 10.

9. Closed Session

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

(b) Conference with Labor Negotiators (Gov. Code Section 94957.6): Unrepresented
employee: General Manager

Nothing to report for Item Nos. 9a and 9b.

10. Action Item

(a) Adopt Resolution No. 2023-13, Amendment 1 to Employment Agreement with
General Manager

The Board of Directors recommended that the General Manager extend his term and receive a merit increase of 10% effective July 14, 2023.

Upon motion by Director Moy, seconded by Director Bertani, Action Item 10a was passed by the following vote:

AYES: Bertani, Dawson, Hernandez, Moy, Osum, Pal, Panduro, Tonnesen,
Vaccaro, Washington

NOES: None

ABSTAIN: None

ABSENT: Carr

11. Information Item

(a) Board Calendar – No comments.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

July 24, 2023

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
August 2023		Not Scheduled	Not Scheduled
September 2023	1. Directors Report on CASA Annual Meeting 2. Award Professional Services Contract for Suisun Force Main Reliability Project	9/18/2023	9/25/2023
October 2023	1. Quarterly Investment Report 2. General Manager Performance Meeting (Exec Comm) 3. Award Professional Services Contract for Treatment Plant Seismic Evaluation	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 2. Award Construction Contract for Roof Rehabilitation Project	3/18/2024	3/25/2024
April 2024	1. Quarterly Investment Report	4/15/2024	4/22/2023
May 2024	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
June 2024	1. General Manager Performance Review	6/17/2024	6/24/2024
July 2024	1. Quarterly Investment Report	7/15/2024	7/22/2024