



FAIRFIELD-SUISUN SEWER DISTRICT

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

Executive Committee Meeting Agenda

Meeting Date: October 16, 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

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- 4. **Discussion Items:**
 - (a) Community Engagement Strategy Update2
- 5. **Action Items:**
 - (a) Approve the October 23, 2023 Board of Directors Meeting Agenda 4
- 6. **Information Items:**
 - (a) Monthly Operating Summary5
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 - (d) Draft Board Meeting Minutes of September 25, 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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October 11, 2023

MEMORANDUM

TO: Executive Committee

FROM: Emily Corwin, Senior Engineer

SUBJECT: Community Engagement Strategy Update

Recommendation: Receive update on the District's Engagement Strategy and provide feedback to staff.

Background: Essential to achieving the District's Mission, Vision, and Core Values is effectively engaging both District employees and the residents and businesses we serve to increase and promote understanding about the essential services we provide within the community. Over the last 3 months all District staff were given the chance to review the existing outreach program and propose potential new activities to include in the draft Engagement Strategy.

Discussion: The draft Engagement Strategy includes three goals to:

1. Advance the Wastewater & Stormwater Industry
2. Encourage Community Behavior to Align with FSSD Mission
3. Build Community Trust & Partnerships

The goals apply both internally, with our District Employee community, and externally, to the communities we serve in the Cities of Fairfield and Suisun City. Across all the goals and activities is an underlying commitment to equitable engagement and meeting permit compliance requirements.

This is a LIVING Strategy that the District will annually revisit to evaluate our progress towards achieving the goals and outcomes. The District will also share annual updates with our internal and external communities – including the Board, Employees, and Partners through an Annual Report.

Staff will present an overview of the District's draft Engagement Strategy at the Board of Directors meeting and seek Board input to identify high priority or no-go activities and to participate and share key messages with their networks.

Fiscal Impact: None at this time. Proposed new activities that may increase expenditures or commitment of staff resources will be brought to the Board for consideration through the budgeting process or as individual items, as appropriate.



FAIRFIELD-SUISUN SEWER DISTRICT

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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, October 23, 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:	<u>Page</u>
(a) Approve Board Meeting Minutes of September 25, 2023.....	#
7. Discussion Items:	
(a) Community Engagement Strategy Update	#
8. Information Items:	
(a) Quarterly Investment Report.....	#
(b) Board Calendar	#

-- End of Agenda --

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FAIRFIELD-SUISUN SEWER DISTRICT

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October 11, 2023







Agenda Report

TO: Executive Committee

FROM: Ben Carver, Operations Manager

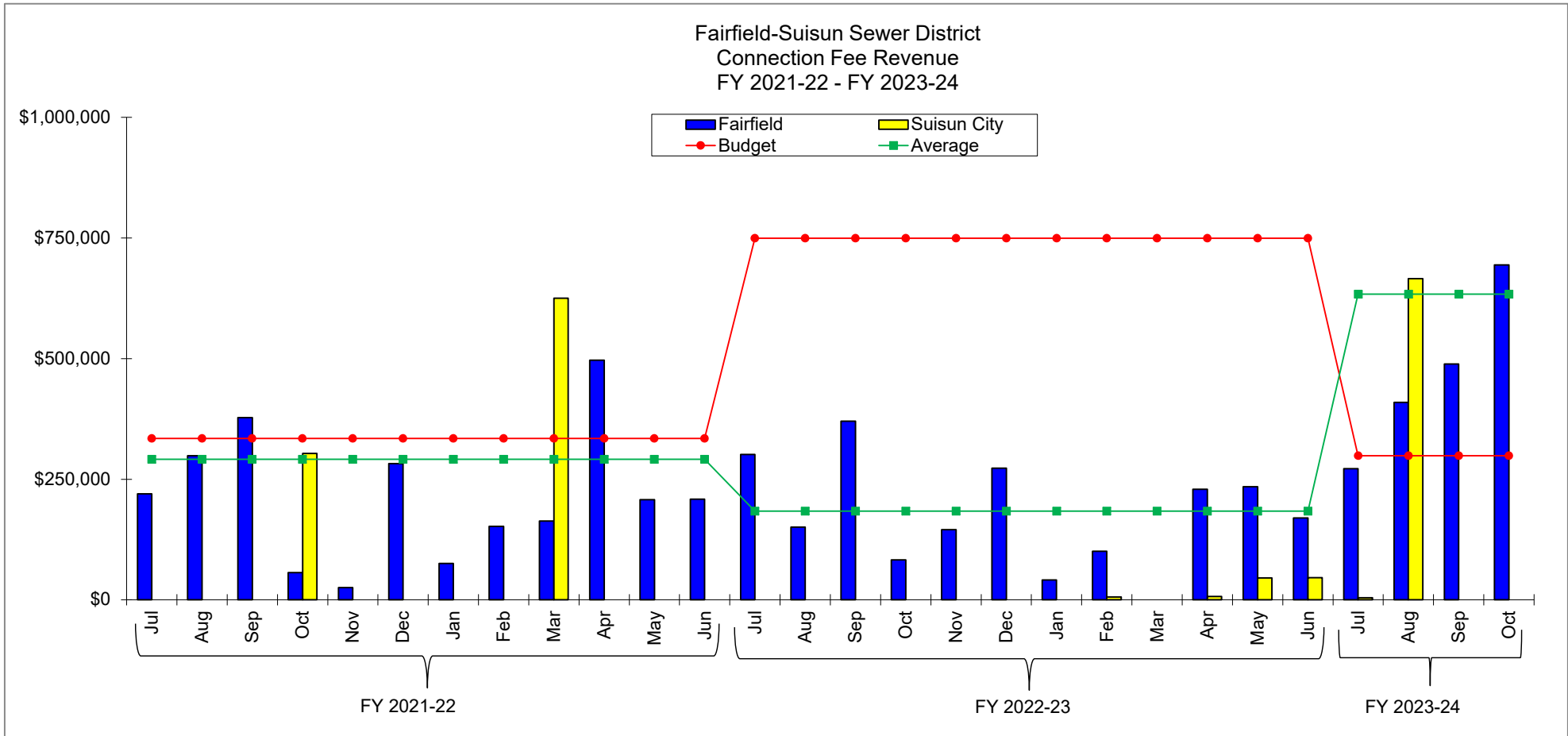
SUBJECT: Operating Data Summary –September 2023

September 2023 Data

Average plant flow	12.5 million gallons per day	Equivalent to 19 Olympic sized pools! 
Solids removed from the water	341 dry tons	39% turned into biogas. 61% turned into Lystek fertilizer 
Completed Work Orders	1,091 completed work orders this month	 92%  Preventative  Corrective
Renewable energy produced	110,021 kilowatt-hours	Renewable energy provided 13% of the plant's power needs. This is equivalent to 155 single-family homes! 
Sewer lines inspected by CCTV	11,606 feet	FSSD and City of Suisun City lines
Permit excursions & Sewer System Overflows (Cat 1-3)	0	

Year to Date 2023

Influent Flow Average 17.8 MGD	Permit Excursions 0
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October 11, 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 September 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.

Attachment: Quarterly Investment Report

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

Asset Detail						
Instrument	Date of Maturity		Par Value	Market Value	Market Yield	Estimated Annual Income
California Asset Mgt Program (CAMP)	Various		\$ 30,666,131	\$ 29,019,914	5.110%	\$ 1,567,039
California Asset Mgt Program TERM	Various		10,000,000	10,000,000	4.785%	106,045
State Local Agency Investment Fund	N/A		20,365,235	20,056,264	3.424%	697,374
Totals			\$ 61,031,366	\$ 59,076,178		\$ 2,370,458

Summary of Portfolio Securities	
	Market Value
California Asset Mgt Program (CAMP)	\$ 29,019,914
California Asset Mgt Program TERM	10,000,000
State Local Agency Investment Fund	20,056,264
	\$ 59,076,178

Maturity Distribution	
	Market Value
0 - 12 months	\$ 32,389,465
1 - 2 years	6,175,438
2 - 3 years	8,206,832
3 - 4 years	6,442,421
4 - 5 years	5,862,023
	\$ 59,076,178

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

10/11/2023

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, September 25, 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, Moy, Osum, Pal, Panduro, Tonnesen, Vaccaro and Washington. No Board Alternates were present.

2. Pledge of Allegiance was led by Vice President Hernandez.
3. Public Comments – None.
4. Director Comments/CASA Report – Directors Carr, Hernandez, Panduro, Vaccaro and Washington reported on their attendance of the CASA 2023 Annual Conference in San Diego, how they connected with colleagues, highlighting keynote speakers, learning about public policies, and the CASA Education Foundation Scholarship awarded to our Outreach Intern Andrea Solis.
5. General Manager Report – General Manager Sortor shared CASA Education Foundation Scholarship recipient Andrea Solis' scholarship video presentation. Director of Environmental Services Meg Herston reported on Coastal Cleanup numbers from the weekend event with 381 volunteers showing up to remove a record 13,390 pounds of trash from 17 sites throughout Fairfield and Suisun City.
6. Consent Calendar
 - (a) Subaward Agreement with the Association of Bay Area Governments to Conduct Community Treatment Wetland Co-Design Using Grant Money from EPA Water Quality Improvement Fund
 - (b) Award Professional Services Contract for Suisun Force Main Reliability Project
 - (c) Approve Board Special Meeting Minutes of July 24, 2023
 - (d) Approve Board Minutes of July 24, 2023

No comments.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

7. Discussion Item

(a) Solano County's Request to Provide Sewer Service to Woodcreek 60 Subdivision

General Manager Talyon Sortor presented history of Suisun Valley Municipal Sewer Service and shared a tentative map of the proposed Woodcreek 60 subdivision. Three members of the public, James Bezek from the County, developer Donald Hofer, and Amanda Monchamp, commented in favor for the study to provide sewer service to Woodcreek 60 Subdivision.

After questions and discussion from the Board, a vote was held to determine Board interest in providing sewer service to Woodcreek 60 and direct staff to accept Solano County's request to determine the feasibility, capacity and commitment of the District to provide sewer service. If so, District staff would negotiate an agreement with the County or developer to reimburse the District for the cost of considering the subdivision including all legal fees, staff time and consultants.

Upon motion by Director Tonnesen, seconded by Director Osum, staff was directed to study the feasibility of providing sewer service to Woodcreek 60 by the following vote:

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

8. Information Item

(a) Board Calendar

No comments.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

October 23, 2023

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
November 2023	<ol style="list-style-type: none"> 1. Adopt Board Calendar for 2024 2. Award Professional Services Contract for Preliminary Design of the Community Treatment Wetland 3. Award Professional Services Contract for Design of the Kellogg Resiliency Project 4. Presentation on Suisun Force Main Reliability Project 	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 3. Award Professional Services Contract for Treatment Plant Seismic Evaluation 	1/22/2024	1/29/2024
February 2024	<ol style="list-style-type: none"> 1. General Manager Performance Meeting (Exec Comm) 2. Award Construction Contract for Electrical Replacement Project, Phase 2 	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
June 2024	<ol style="list-style-type: none"> 1. General Manager Performance Review 	6/17/2024	6/24/2024
July 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 	7/15/2024	7/22/2024
August 2024		Not Scheduled	Not Scheduled
September 2024	<ol style="list-style-type: none"> 1. Directors Report on CASA Annual Meeting 	9/16/2024	9/23/2024
October 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 	10/21/2024	10/28/2024