



# FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • [www.fssd.com](http://www.fssd.com)

## Executive Committee Meeting Agenda

**Meeting Date:** November 20, 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:

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- (c) Award Consulting Services Agreement for Community Treatment Wetland and Climate Resiliency Project Community Co-Design and Environmental Studies .....12
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--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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November 15, 2023

## AGENDA REPORT

TO: Executive Committee Meeting

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: 2024 Board of Directors Meeting Schedule

**Recommendation:** Adopt Resolution No. 2023-XX establishing the 2024 Board of Directors Meeting schedule.

**Background:** Each year, the Board adopts a schedule for the regular meetings of the Executive Committee and the Board. The Board can schedule Special Meetings between Regular Meetings to conduct District business, if necessary.

**Discussion:** Regular Executive Committee meetings are scheduled for the 3<sup>rd</sup> Monday of each month and regular Board of Directors meetings are scheduled for the 4<sup>th</sup> Monday of each month. Based on past experiences, the Board of Directors has realized establishing a quorum may be difficult in August (Summer vacations), and December (Christmas Holiday). The Board has therefore not scheduled regular Board Meetings in these months.

The following alternative dates to the normal 3<sup>rd</sup> and 4<sup>th</sup> Mondays are proposed to avoid potential conflicts. In January, move the Executive Committee meeting to January 22<sup>nd</sup> and the Board meeting to January 29<sup>th</sup> to avoid conflicting with Martin Luther King, Jr. Day. In February, move the Executive Committee to February 12<sup>th</sup> to avoid conflicting with Presidents Day. In May, move the Executive Committee meeting to May 13<sup>th</sup> and Board meeting to May 20<sup>th</sup> to avoid conflicting with Memorial Day.

The attached draft of Resolution No. 2023-XX shows a proposed schedule that minimizes potential conflicts.

Attachment: Resolution No. 2023-XX, Establishing the Regular Meeting Schedule for 2024

FAIRFIELD-SUISUN SEWER DISTRICT  
RESOLUTION NO. 2023-XX

**A RESOLUTION ESTABLISHING THE REGULAR MEETING SCHEDULE FOR 2024**

WHEREAS, the Fairfield-Suisun Sewer District Act establishes a Board of Directors and the Board of Directors established an Executive Committee of the Board; and,

WHEREAS, the California State Legislature passed the Ralph M. Brown Act in 1953 guaranteeing the public's right to attend and participate in meetings of local legislative bodies; and,

WHEREAS, Board of Directors desires to provide advanced notice to the public of its regular meetings;

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

- 1) Table 1 is the adopted schedule for regular meetings of the Board of Directors and the Executive Committee for 2024.

Table 1

Month	Executive Committee	Board of Directors
January	4:30 pm, Monday, January 22	6:00 pm, Monday, January 29
February	4:30 pm, Monday, February 12	6:00 pm, Monday, February 26
March	4:30 pm, Monday, March 18	6:00 pm, Monday, March 25
April	4:30 pm, Monday, April 15	6:00 pm, Monday, April 22
May	4:30 pm, Monday, May 13	6:00 pm, Monday, May 20
June	4:30 pm, Monday, June 17	6:00 pm, Monday, June 24
July	4:30 pm, Monday, July 15	6:00 pm, Monday, July 22
August	<b>No Meeting</b>	<b>No Meeting</b>
September	4:30 pm, Monday, September 16	6:00 pm, Monday, September 23
October	4:30 pm, Monday, October 21	6:00 pm, Monday, October 28
November	4:30 pm, Monday, November 18	6:00 pm, Monday, November 25
December	<b>No Meeting</b>	<b>No Meeting</b>

- 2) All the above meetings shall be held at the District Administrative offices at 1010 Chadbourne Road, Fairfield, California.
- 3) The General Manager is hereby authorized and directed to take all steps necessary and proper to implement this resolution in accordance with District policies and procedures.

PASSED AND ADOPTED this 27<sup>th</sup> day of November 2023, by the following vote:

AYES: Directors \_\_\_\_\_

NOES: Directors \_\_\_\_\_

ABSENT: Directors \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
District Clerk



# FAIRFIELD-SUISUN SEWER DISTRICT

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November 15, 2023

## AGENDA REPORT

TO: Executive Committee

FROM: Meg Herston, Director of Environmental Services

SUBJECT: 2023-2035 Household Hazardous Waste Collection Program  
Memorandum of Understanding (MOU)

**Recommendation:** Staff recommends approval of the 2023-2035 Household Hazardous Waste Collection Program MOU with the City of Fairfield.

**Background:** The District has partnered with Fairfield, Suisun City, and Solano County (Participating Agencies) for the collection and management of Household Hazardous Waste (HHW) in the local community since 1999. The local solid waste franchisee (Operator) manages the HHW collection facility, and Participating Agencies share the costs of the program. The Operator collects and properly disposes of a variety of wastes that might otherwise end up in the sanitary sewer, storm drain, or solid waste stream.

Fairfield and Suisun City manage HHW through separate franchise agreements with a local Operator and MOUs with the District. In addition to effectively managing HHW, this program helps to fulfill pollution minimization requirements of the District's wastewater discharge permit.

**Discussion:** The City of Fairfield recently completed the negotiation of its solid waste franchise agreement which includes modified HHW provisions. Consequently, staff is recommending replacing the current MOU with the new MOU to coincide with the new franchise agreement.

The District's share is 50% of the program cost, up to an initial maximum amount of \$60,000. A 4.5% annual inflator has been incorporated into the MOU to accommodate projected increases in participation and program costs throughout the agreement term.

**Fiscal Impact:** The District's contribution to this program will not exceed \$60,000 for the first year, and the District's maximum contribution will escalate at a rate of 4.5%

2023-2035 Household Hazardous Waste Collection Program MOU

November 15, 2023

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annually. The District estimated a contribution of \$52,500 in the FY 2023-24 budget, and is requesting a budget increase of \$7,500 to match the MOU total for FY 2023-24.

Attachment: MOU with the City of Fairfield for the 2023-2035 Household Hazardous Waste Collection Program

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF FAIRFIELD AND THE FAIRFIELD-SUISUN SEWER DISTRICT  
FOR THE 2023-2035 HOUSEHOLD HAZARDOUS WASTE  
COLLECTION PROGRAM FOR CITY OF FAIRFIELD**

This Memorandum of Understanding is made and entered into \_\_\_\_\_, 2023, by and between the City of Fairfield (City), and the Fairfield-Suisun Sewer District (District), by and through their duly authorized representatives ("MOU").

- WHEREAS,** Public Resources Code Section 41500 mandates that each city and county adopt as part of its County Integrated Waste Management Plan, a Household Hazardous Waste Element (HHWE) that identifies a program for the safe collection, recycling, treatment, and disposal of household hazardous waste (HHW), as defined in Section 25117 of the Health and Safety Code, that includes, in addition to the HHW collection program, collection of batteries, used oil, latex paint, and antifreeze (BOPA) and curbside used oil that is generated by households in the jurisdiction and should be separated from the solid waste stream; and
- WHEREAS,** the City adopted an HHWE in February 1992 that outlines a HHW collection plan for the safe disposal of HHW that includes: 1) a HHW permanent facility collection program, 2) a BOPA permanent facility collection of batteries, used oil, latex paint, and antifreeze, and 3) a curbside used oil collection program; and
- WHEREAS,** the District receives benefits from waste minimization activities such as HHW collection programs; and
- WHEREAS,** the City and the District agree that it is mutually beneficial and cost-effective to cooperate in sponsoring an HHW collection program to meet their respective obligations; and
- WHEREAS,** the HHW collection program shall consist of HHW collection on a regularly scheduled basis; and,
- WHEREAS,** the City and District previously entered into a prior Memorandum of Understanding for the 2012-2022 HHW Collection Program with the passing of Fairfield City Council Resolution 2011-196 ("2011 MOU"); and,
- WHEREAS,** the City has entered into a solid waste collection agreement with Republic Services through their local subsidiary, Solano Garbage Company dated March 15, 2023, that, among other things, provides for the collection, packaging, transport, recycling and/or disposal of HHW.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE CITY OF FAIRFIELD AND THE FAIRFIELD-SUISUN SEWER DISTRICT HEREBY AGREE AS FOLLOWS:**

- Section 1. The City shall sponsor an HHW collection program consisting of the following:
- a. HHW collection will be held at Republic Services' permanent HHW/BOPA and Curbside Used Oil Recycling facility located at 2901 Industrial Court in Fairfield, California wherein HHW which complies with the rules set forth in **Exhibit A** hereto, will be accepted from any resident of Fairfield. The City and Republic Services agree not to accept waste from persons residing outside of the City of Fairfield unless on the day of the event the contractor is engaged, pursuant to paragraph 2, advises that it is necessary to accept the waste for safety reasons.
  - b. In addition, Fairfield and Republic Services agree to coordinate advertising of HHW events through a variety of public outreach efforts, including, but not limited to the production of brochures, utility bill inserts, school educational programs, multi-media advertising, radio, television, and informational booths at special events.
- Section 2. For the purpose of the HHW collections, the City and Republic Services shall:
- a. Acquire any necessary permits, manifest documentation, or regulatory agency approvals, and;
  - b. Republic Services shall enter into an agreement with a contractor to provide related professional services, including registration, collection, bulking, transportation, disposal, and reporting services.
- Section 3. Subject to the allocation of funding contained in the District's annual budget, the District shall contribute funding towards program costs not to exceed fifty percent (50%) of program costs as defined in **Exhibit B**. The maximum annual contribution is not to exceed \$60,000 (2023) with an annual 4.5% inflator for inflation, as set forth in **Exhibit C**. The District shall reimburse Fairfield within thirty (30) days of receipt of an accounting that includes itemized program costs, an itemized breakdown of materials collected, the number of participants, and an invoice.
- Section 4. The District shall have no responsibility for conducting the collection programs set forth in Section 1. or for any costs incurred therefore in excess of the contributions the District shall provide pursuant to Section 3.
- Section 5. The District may also choose to participate and contribute additional funding towards programs that support the District's efforts to educate and increase awareness of resource conservation. The District may collaborate with the City to present projects such as, but not limited to, pharmaceutical, e-waste, or other take-back events, increasing food and green waste composting, increasing collection sites

for batteries and Compact Fluorescent Lights (CFL) and other outreach programs to help reduce pollution and enhance the water quality.

Section 6. The City Fairfield expressly agrees to indemnify, defend and hold harmless the District, its officers, directors, employees, and agents from and against any and all loss, liability, expense, claim, cost, suit, and damage, including reasonable attorneys' fees and contractor's costs, arising out of, or related to the conducting of the collection programs set forth in Section 1. and/or the storage, transportation and/or disposal of any hazardous or toxic waste or substances related thereto except for matters that arise from the sole negligence or willful misconduct of District.

Section 7. Upon execution of this MOU, the prior 2011 MOU between the City of Fairfield and the Fairfield-Suisun Sewer District for the 2012-2022 City of Fairfield Household Hazardous Waste Collection Program is hereby terminated and superseded by this MOU.

Section 8. Unless earlier terminated or extended by mutual agreement of all parties in writing, the term of this MOU shall coincide with the term of the City's Solid Waste Collection Agreement with Republic Services dated March 15, 2022, and shall expire on November 30, 2035.

IN WITNESS WHEREOF, the duly authorized representatives of The City of Fairfield and the Fairfield-Suisun Sewer District hereby sign as of the date first set forth above.

\_\_\_\_\_  
David Gassaway  
City Manager  
City of Fairfield

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Vaccaro  
Board President  
Fairfield-Suisun Sewer District

\_\_\_\_\_  
Date



## EXHIBIT A

### THE CITY OF FAIRFIELD HOUSEHOLD HAZARDOUS WASTE COLLECTION 2023-2035 SCHEDULE AND GUIDELINES FOR PARTICIPATION

1. The site of each HHW and BOPA collection will be held at the property of Republic Services' facility at 2901 Industrial Court, Fairfield, California. The Curbside Oil Collection materials will also be processed at that address.
2. The HHW facility will be open to the public from 9:00 AM to 12:00 PM the second and fourth Saturday of each month from January to October and the first and third Saturday in November and December. The BOPA facility will be open to the public Monday through Friday, 9:00 AM to 4:00 PM. The Curbside Used Oil program will operate Monday through Friday, in conjunction with the residential solid waste curbside collection program. Facility hours of operation may be changed by the City of Fairfield with written notification to the District. Changes shall not reduce the total number of hours per week.
3. Existing law prohibits transporting HHW in excess of 5 gallons or 50 pounds or BOPA in excess of 10 gallons or 100 pounds, 2 spent acid batteries, and 20 gallons of motor oil without a waste hauler's permit. For each HHW or BOPA event, residents are limited to those quantities listed above per drop-off. However, residents may make multiple drop-offs.
4. This program is intended to serve Fairfield residents only.
5. At the HHW collection facility, participants must show proof of residency by means of a driver's license, business permit, utility bill, or some other acceptable form of identification. Participants may also be required to complete a survey.
6. A list of the typical waste materials accepted during each HHW collection event includes, but is not limited to:

Waste oil	Household poisons	Pesticides
Herbicides	Old medicines	Batteries
Cleaners	Motor oil filters	Solvents
Adhesives	Acids	Paints
CFL light bulbs	Pool chemicals	Mercury thermometers
Fluorescent light bulbs		Mercury switches

7. A list of **non-acceptable waste** for all collection events includes, but is not limited to:

Compressed gas cylinders	Asbestos	Radioactive materials
PCBs	Explosives	Pyrophorics
Industrial wastes	Organic peroxides	Biological wastes

8. It is intended that residents shall transport waste for drop-off by vehicle, and shall remain in or near the vehicle during the actual collection.

**EXHIBIT B**  
**THE CITY OF FAIRFIELD HOUSEHOLD HAZARDOUS WASTE COLLECTION**  
**PROGRAM COSTS**

Program Costs shall be identified as follows:

1. HHW Permanent Facility Collection including:
  - Subcontractor Cost
  - Labor
  - Equipment and Supplies
  - Overhead
2. BOPA Permanent Facility Collection including:
  - Processing and Recycling
  - Labor
  - Equipment and Supplies
  - Overhead
3. Curbside Used Oil Collection including:
  - Labor
  - Equipment and Supplies

## EXHIBIT C

### THE CITY OF FAIRFIELD HOUSEHOLD HAZARDOUS WASTE COLLECTION DISTRICTS ALLOCATION OF FUNDING 4.5% ANNUAL INFLATOR

The District shall contribute the following cost allocation per year. Funds shall not exceed:

Year	Cost Allocation
2023	\$ 60,000
2024	\$ 62,700
2025	\$ 65,522
2026	\$ 68,470
2027	\$ 71,551
2028	\$ 74,771
2029	\$ 78,136
2030	\$ 81,652
2031	\$ 85,326
2032	\$ 89,166
2033	\$ 93,178
2034	\$ 97,371
2035	\$ 101,753



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November 15, 2023

## AGENDA REPORT

TO: Executive Committee

FROM: Emily Corwin, Senior Environmental Engineer

SUBJECT: Award Consulting Services Agreement for Community Treatment Wetland and Climate Resiliency Project Community Co-Design & Environmental Studies

**Recommendation:** Authorize the Assistant General Manager/District Engineer to award and execute a Consulting Services Agreement in an amount up to \$300,000 for Community Treatment Wetland and Climate Resiliency Project Community Co-Design & Environmental Studies.

**Background:** In September 2023 the District Board of Directors approved a 'Funding Agreement for a Community Treatment Wetland and Climate Resiliency Project under EPA Grant #98T55001' with the Association of Bay Area Governments (ABAG) in the amount of \$300,000. The District successfully partnered with the San Francisco Estuary Partnership, an ABAG entity, on a 2022 EPA Water Quality Improvement Fund (WQIF) grant application titled "Breaking Ground: Implementing Nature-based Solutions, Engaging Communities, and Advancing Innovative Projects'. The grant is funding the planning (first phase) of the 'Community Treatment Wetland and Climate Resiliency' project identified in the District's Resilient and Green Master Plan.

**Discussion:** The project goals are to collaborate with adjacent landowners and stakeholders to develop a nature-based solution to reduce nitrogen discharge from wastewater flows; enhance natural habitat quality; reduce future flooding threats adjacent to the wastewater treatment plant; and incorporate public access for recreation and educational opportunities. The scope of this first phase includes community engagement to develop concept designs; planning work through initial 30% engineering design; and preparatory work to support project permitting. A separate future Request for Proposals (RFP) will cover final design, final permitting, and environmental documentation.

On October 16, 2023, staff issued a competitive RFP for the first phase of the Project, with a proposal submittal deadline of 2:00pm on December 4, 2023. All proposals received will be reviewed and evaluated for responsiveness to the RFP documents, qualifications, and cost.

Staff requests that the Board of Directors authorize the Assistant General Manager/District Engineer to enter into a Consultant Services Agreement in the amount up to \$300,000 with the best qualified, responsive proposing consultant team based on technical approach, team expertise and experience, and cost. Since the District does not typically hold a Board of Directors meeting in December, staff requests this Agreement authorization in advance of receiving and reviewing proposals to ensure that the project can advance at the earliest possible opportunity.

**Fiscal Impact:** The not-to-exceed Agreement cost is \$300,000. This planning phase of the Community Treatment Wetland project is fully funded by the ABAG grant agreement. Additional grant funding opportunities are being explored for future phases of the project including final design, CEQA, and construction.



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November 15, 2023

## AGENDA REPORT

TO: Executive Committee

FROM: Kyle Broughton, Senior Engineer

SUBJECT: Award Change Order for the Bioenergy Generation Project (No. 2005)

**Recommendation:** Award a Change Order for the Bioenergy Generation Project (No. 2005) in the amount of \$1,116,483, for a total awarded amount of \$10,254,483.

**Background:** In May 2022, the Board of Directors authorized the award and execution of a construction contract in the amount of \$9,138,000 with Overaa Construction for the Bioenergy Generation Project. The project includes installation of a 1,200 kW cogeneration engine and associated systems, auxiliary heat recovery and wasting equipment, biogas conditioning systems to protect the engine and meet air quality requirements, and related work including the demolition of existing equipment. The new cogeneration engine will be capable of producing up to 65% of the wastewater treatment plant's electrical power, offsetting electrical power otherwise purchased from PG&E. The project also establishes an interconnection with PG&E that allows the District to export excess power to the grid to offset electricity purchases at other times.

Over the course of construction, while working to establish the revised electrical service agreement with PG&E for the new cogeneration equipment and export of excess power to the grid, PG&E required additional electrical improvements (protective devices not required for the existing cogeneration engines the District has operated in the past). These new requirements are not included within the scope of the awarded construction project, and procurement of the new PG&E required electrical equipment is anticipated to take approximately one year due to supply chain issues.

**Discussion:** At the District's request, Overaa Construction prepared a Change Order Request to add the additional PG&E-required electrical improvements to the project. The total cost of the Change Order Request is \$1,116,483 dollars, which exceeds staff's total change order authority granted under Resolution 84-8 (10% of the amount of the

bid award). Therefore, staff is recommending that the Board authorize an amendment to Overaa Construction's total approved contract value to \$10,254,483; and preserve staff's authority to implement changes up to 10% of the revised contract amount (\$1,025,448). To date, staff have approved 0.6% change orders under existing authority.

**Fiscal Impact:** Although the change order will be executed in FY 23/24, the funds are not anticipated to be spent until FY 24/25. Staff will reflect the actual anticipated expenditure in the annual budget for FY 24/25 that will be brought to the Board of Directors for adoption. Adequate funds are available in the District's Major Maintenance Reserve to fund this Change Order.



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November 15, 2023

## AGENDA REPORT

TO: Executive Committee

FROM: Meg Herston, Director of Environmental Services

SUBJECT: Wastewater NPDES Permit Renewal Technical Assistance Contract

**Recommendation:** Staff recommends award of contract to Larry Walker Associates in an amount not-to-exceed \$107,000.

**Background:** On April 30, 2025, the District's current wastewater NPDES permit will expire. This discharge permit for the treatment plant is the most critical permit held by the District. The permit translates the requirements of the Clean Water Act into specific provisions tailored to the District. The District's NPDES permit governs the allowable pollutant levels in water discharged from the plant and specifies design and operational parameters for District facilities. Since this permit is so important, it is in the District's best interest to retain specialized technical assistance in preparing the permit application and negotiating the terms of the permit.

**Discussion:** Because this type of consulting assistance is highly specialized, only a limited number of local qualified firms exist. The District received proposals from two highly experienced firms and an interview process was conducted with panel members from O&M, Engineering, and Environmental Services. Following the interview, the District selected Larry Walker Associates (LWA). LWA is a women-owned business enterprise headquartered in Davis with a notable presence in the Bay Area Clean Water Agencies (BACWA), an outstanding rapport with the Water Board, and over 30 years of experience assisting wastewater clients in the San Francisco Bay region.

The proposed scope of work with LWA is attached. The contract is a "time and materials" contract with a not-to-exceed limit of \$107,000. This estimate is less than the 2020, 2015, and 2008 Permit Assistance contracts of \$119,782, \$159,050, and \$208,225, respectively. The lower cost can be attributed to consultant experience with local regulatory issues and the District's outstanding compliance history.

**Fiscal Impact:** Adequate funds for the NPDES permit renewal contract were included in the FY 2023-24 Budget and Long-Term Financial Plan.

Attachment: Larry Walker Associates Scope of Work



## DRAFT SCOPE OF WORK

LWA will conduct the work outlined in the Request for Proposal (Assistance with 2024-25 NPDES Permit Renewal) utilizing the approach for each task described below. LWA will provide monthly progress reports during the NPDES permit renewal process.

### TASK 1. DEVELOP PERMIT STRATEGY

LWA will prepare an agenda, meet in-person with District staff, and lead a discussion of the approach to preparing the ROWD. The discussion will take into account information expected to be in the “NPDES permit reissuance letter” from the Regional Water Board, the current regulatory, compliance considerations (including known compliance issues and potential compliance issues), a review of the District’s specific requests for permit revisions, and strategies for addressing compliance issues and other regulatory concerns.

LWA will prepare a data and information request, which will include a request for information about the District’s key proposed projects. LWA will review the key proposed projects, including any potential Nature-based solutions (NbS) as treatment processes, and discuss their impact on the strategy and approach taken during the permit renewal process. LWA will provide the District with notes and action items from the discussion.

### TASK 2. REPORT OF WASTE DISCHARGE

LWA will prepare the NPDES permit application package (Report of Waste Discharge, ROWD) to meet requirements specified in the current NPDES permit (Order No. R2-2020-0012). The ROWD package will include a cover letter, California Form 200, EPA Form 2A (including data summary tables), EPA Form 2S, effluent and receiving water characterization reports, chronic toxicity test results (based on the Test of Significant Toxicity (TST)), the most recent chronic toxicity sensitive species screening study, and annual average selenium loading. LWA will compile available data, assemble, review, and edit available materials, complete the required forms, and prepare supporting documentation as needed.

As part of the ROWD process, LWA will conduct a preliminary Reasonable Potential Analysis (RPA) and calculate effluent limitations before the permit application is submitted to identify and address potential compliance problems. The results will also be used to check the Regional Water Board’s calculations during permit reissuance. LWA will assess effluent and receiving water quality data collected since May 1, 2020 and perform the RPA for each regulated constituent. An outlier identification will be performed to determine if it is appropriate for the District to request removal of any datapoints from the dataset. The results of the preliminary RPA and effluent limit compliance evaluation will be discussed with District staff and (if needed) summarized in the permit application cover letter.

As part of the RPA, LWA will compile the available chronic toxicity lab results and perform the TST) as described in the *State Policy for Water Quality Control: Toxicity Provisions* (adopted December 1, 2020, revised October 5, 2021). As the permitted discharge rate is greater than 5 MGD, the Regional Water Board will automatically find reasonable potential for chronic toxicity and issue effluent limits based on the TST evaluation process. LWA will use the TST results performed on existing data at the approved Instream Waste Concentration (25% effluent, based on cyanide dilution credit) to estimate compliance with the new effluent limits and predict the required monitoring frequency. When the chronic toxicity sensitive species screening study is finished, LWA will review the study results and determine if the findings and new identified species can be used to support monitoring requirements in the reissued NPDES permit.

The ROWD cover letter will include a summary of activities conducted or underway to improve wastewater treatment plant performance, a description of collection system improvement projects, a list of desired changes for the reissued permit (including monitoring reductions), justification for continued exception to Basin Plan Discharge Prohibitions, identification of invalid data, potential effluent compliance concerns, and proposed strategies to resolve compliance issues as needed.

LWA will prepare the permit application package in consultation with District staff and a draft will be provided for review and approval prior to submittal of the final ROWD to the Regional Water Board (submittal deadline is August 1, 2024).

### **TASK 3. PERMIT NEGOTIATION**

Regional Water Board staff typically provide an Administrative Draft version of the NPDES permit to the Permittee to verify language and identify operational considerations. Working with District staff, LWA will prepare written comments on the Administrative Draft permit using “Track Changes” to indicate proposed modifications and “inserted comments” to provide a rationale for the changes. The edited version of the Administrative Draft will be submitted to Regional Water Board staff for consideration.

After addressing the District’s comments on the Administrative Draft, the Regional Water Board will issue a Tentative Order permit for a public 30-day comment period. LWA will review the Tentative Order in consultation with District staff, identify necessary changes, and prepare written comments to explain and support revisions to address the District’s concerns. Comments on the Tentative Order are more detailed and comprehensive because the comments are submitted for the public record and can be used in an appeal or for other actions on the permit. The Tentative Order comments will address any revisions identified by the District and lay groundwork for an appeal if the requested revisions are not made by the Regional Water Board. LWA will prepare a draft comment letter for District staff review and approval prior to submittal to the Regional Water Board.

As needed, LWA will assist District staff with developing a presentation for the permit adoption hearing and attend the virtual hearing for technical support. The presentation is recommended to either (1) express support for the permit as-is and praise assistance from Regional Water Board staff; (2) express objection to specific and significant permit provisions (possibly reaching an agreement with Regional Water Board staff and Board members that was not possible without the pressure of a public forum); or (3) counter comments from other public entities that may be introduced during the public hearing.

It is advisable to proof the post-Regional Water Board Hearing version of the NPDES permit to ensure all agreed-upon changes were made. LWA will review the final adopted order for any mistakes that could render the content of a particular provision different than intended.

### **TASK 4. GENERAL TECHNICAL AND REGULATORY ASSISTANCE**

**Task 4a. Defined Activities.** The Regional Water Board routinely includes requirements for status reports and special studies in the NPDES permit and each of these tasks is assigned a compliance date. LWA will develop an overall schedule and plan for the District to track these activities and assist with compliance during the 5-year permit term. LWA will lead an in-person 2-hour workshop to inform District staff about the specific requirements of the new NPDES permit and discuss the District’s responsibilities and deadlines.

**Task 4b. Optional Activities.** Upon request, LWA will assist with questions and compliance issues that arise during and after permit renewal. These activities could include assistance with enforcement issues, monitoring or laboratory work, compliance with watershed-based permits (i.e., the San Francisco Bay Nutrient and Mercury/PCBs permits), the District’s pretreatment program, and/or emerging regulatory

concerns. A ballpark cost for these activities during the 5-year permit term is provided in the fee proposal. As projects are defined, a more detailed cost estimate will be developed for approval.

## PROJECT SCHEDULE

The permit renewal schedule is outlined below, based on permit adoption in April 2025. The final schedule for draft permit review and adoption will be determined by the Regional Water Board's 2025 calendar and their assigned date for the permit adoption hearing.

- Project Kickoff Meeting – January 2024 (estimate)
- ROWD Preparation – May to July, 2024 (3 months to prepare)
- ROWD Submittal – August 1, 2024 (regulatory deadline)
- Administrative Draft Permit Review and Comment – January, 2025 (typically 1-week turnaround)
- Tentative Order Review and Comment – February, 2025 (required 30-day comment period)
- Regional Water Board Adoption hearing – April, 2025 (second Wednesday of the month)
- Workshop on New NPDES Permit Requirements – May 2025 (estimate)
- New NPDES Permit Effective – June 1, 2025 (first day of the second calendar month after adoption)

## FEE PROPOSAL

The estimated cost for LWA assistance is itemized by task in the following table. The costs are based on the attached staff classification rates for LWA staff (July 1, 2023, to June 30, 2024) and estimated 3% annual increase each July 1.

Services		Total
<b>Task 1</b>	Develop Permit Strategy	\$8,800
<b>Task 2</b>	Report of Waste Discharge	\$27,000
<b>Task 3</b>	Permit Negotiation	\$21,200
<b>Task 4a</b>	General Technical and Regulatory Assistance – Defined Activities	\$15,000
<b>Task 4b</b>	General Technical and Regulatory Assistance – Optional Activities	\$35,000
<b>Total</b>		<b>\$107,000</b>



# 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, November 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
5. General Manager Report

6. **Consent Calendar:**

Page

- (a) Approve Resolution No. 2023-XX Board of Directors 2024 Meeting Schedule .....#
- (b) Approve Resolution No. 2023-XX Memorandum of Understanding for the 2023-2035 Household Hazardous Waste Collection Program for the City of Fairfield.....#
- (c) Award Consulting Services Agreement for Community Treatment Wetland and Climate Resiliency Project Community Co-Design and Environmental Studies .....#
- (d) Award Change Order for the Bioenergy Generation Project.....#
- (e) Approve Board Meeting Minutes of October 23, 2023.....#

7. **Discussion Items:**

- (a) Presentation on Suisun Force Main Reliability Project .....#

8. **Action Items:**

- (a) Award Consulting Services Agreement for NPDES Renewal Technical Assistance ..#

9. **Information Items:**

- (a) 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

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November 15, 2023



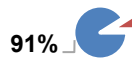



## AGENDA REPORT

TO: Executive Committee

FROM: Ben Carver, Operations Manager

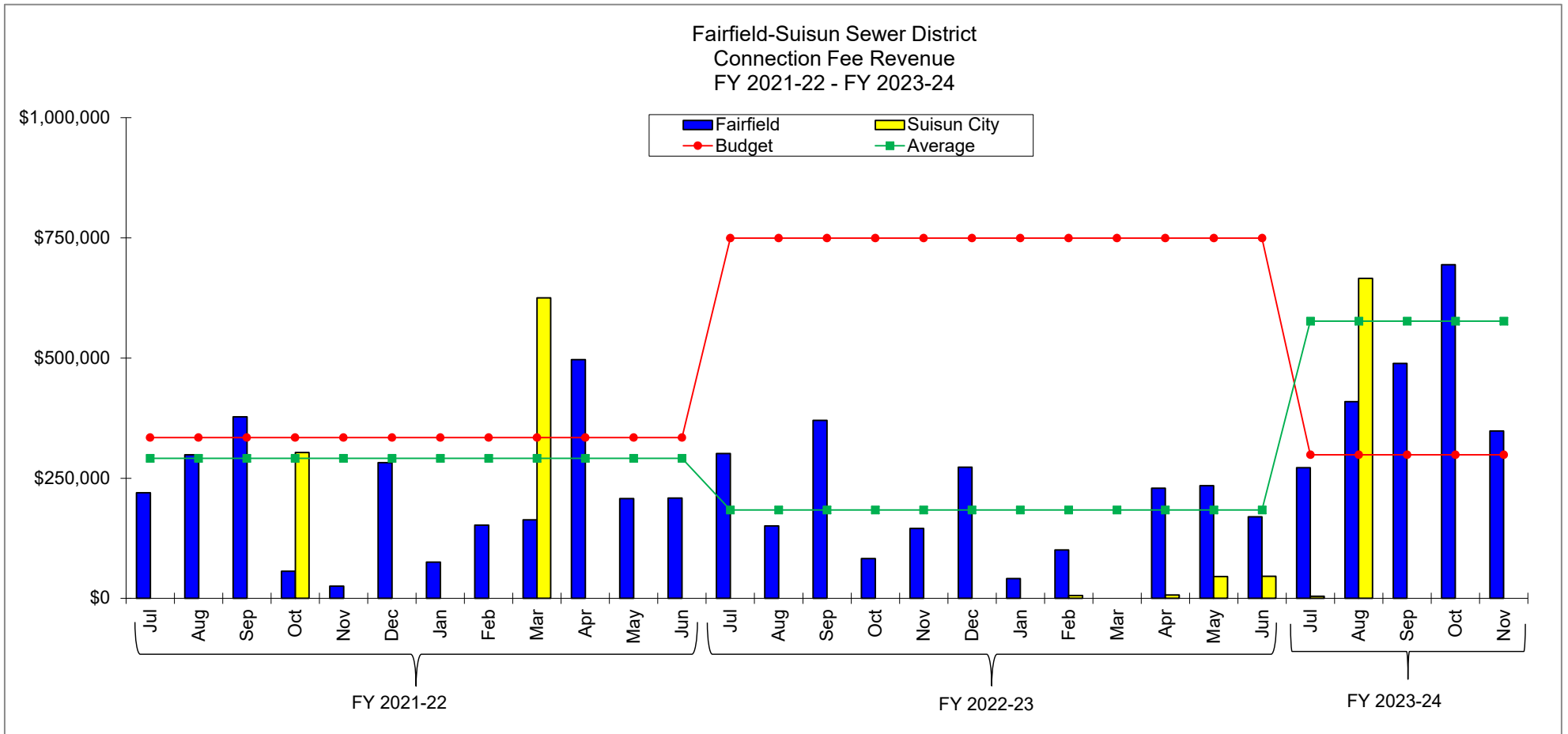
SUBJECT: Operating Data Summary – October 2023

### October 2023 Data

<b>Average plant flow</b>	<b>12.1</b> million gallons per day	Equivalent to <b>18</b> Olympic sized pools! 
<b>Solids removed from the water</b>	<b>335</b> dry tons	28% turned into biogas. 72% turned into Lystek fertilizer 
<b>Completed Work Orders</b>	<b>1,086</b> completed work orders this month	 91%  Preventative  Corrective
<b>Renewable energy produced</b>	<b>85,285</b> kilowatt-hours	Renewable energy provided <b>9.5%</b> of the plant's power needs. This is equivalent to 120 single-family homes! 
<b>Sewer lines inspected by CCTV</b>	<b>15,645</b> feet	FSSD and City of Suisun City lines
<b>Permit excursions &amp; Sewer System Overflows (Cat 1-3)</b>	<b>0</b>	

### Year to Date 2023

<b>Influent Flow Average</b> <b>17.2 MGD</b>	<b>Permit Excursions</b> <b>0</b>
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# FAIRFIELD-SUISUN SEWER DISTRICT

## MINUTES

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • [www.fssd.com](http://www.fssd.com)

### Board of Directors Meeting Minutes

Date: Monday, October 23, 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, Hernandez, Moy, Osum, Pal, Panduro, Tonnesen, Vaccaro, and via teleconference Director Washington. Director Dawson was absent. Board Alternate K. Patrice Williams was present (6:07 p.m.).

2. Pledge of Allegiance was led by Director Osum.
3. Public Comments – None.
4. Director Comments – President Vaccaro mentioned meeting with the CASA Education Committee where they discussed encouraging other Districts to contribute to scholarships at the January 2024 CASA conference. Director Washington wanted to draw attention to a recent proposal of potential oil drilling site within the Suisun marsh and potential threat of contamination to the area.
5. General Manager Report – General Manager Talyon Sortor was not in attendance due to a personal matter and sends his apologies. Assistant General Manager/District Engineer Jordan Damerel filled in and mentioned Director of Administrative Services James Russell-Field was nominated and approved by the California Society of Municipal Finance Officers to serve on a special policy committee to the State Controller's Office on Special Districts, representing the District at the state level. Laboratory Manager Nicole Van Aken was recognized by the California Water Environment Association as an emerging leader participating as a subject matter expert for the Laboratory Analyst Certification Program. Lastly, related to the September Board Meeting and the Woodcreek 60 Project where the Board gave direction to study sewer capacity for the project, Damerel shared the District is meeting with Solano County staff the week of October 30<sup>th</sup> and discussing how to approach the study including data requests from the City of Fairfield and process for updating their General Plan.
6. Consent Calendar
  - (a) Approve Board Minutes of September 25, 2023

No comments.

Upon motion by Vice President Hernandez, seconded by Director Washington, Consent Calendar Item 6a was passed by the following vote:

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

7. Discussion Item  
(a) Community Engagement Strategy Update

Director of Environmental Services Meg Herston spoke about recent outreach events including the Inspire Career Fair, 2023 Coastal Creek Cleanup, and a recent field trip by the Laurel Creek Elementary 5<sup>th</sup> graders who received a tour of District facilities. Herston also recognized the 400 volunteers at the 2023 Coastal Creek Cleanup, who picked up 13,000lbs of trash, before playing a slide show presentation showcasing the volunteers made by new Outreach Intern Krystle Catamura. Herston introduced former Outreach Intern Andrea Solis Olguin who presented her intern experience and expanding opportunities through internships. Senior Engineer Emily Corwin presented an update on Community Engagement Strategy goals, proposed activities and call to action.

8. Information Item  
(a) Board Calendar

No comments.

The meeting adjourned at 6:57 p.m.

Respectfully submitted,

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President

ATTEST:

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District Clerk



## Fairfield-Suisun Sewer District

### Contemplated Board of Directors Agenda Items

November 27, 2023

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
December 2023		Not Scheduled	Not Scheduled
January 2024	1. Quarterly Investment Report 2. Report on Financial Audit for FY 2022/2023 3. Award Professional Services Contract for Design of the Kellogg Resiliency Project 4. Award Professional Services Contract for Treatment Plant Seismic Evaluation 5. Authorize Submission of State Revolving Fund (SRF) Loan Applications	1/22/2024	1/29/2024
February 2024	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	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	5/13/2024	5/20/2024
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
August 2024		Not Scheduled	Not Scheduled
September 2024	1. Directors Report on CASA Annual Meeting	9/16/2024	9/23/2024
October 2024	1. Quarterly Investment Report	10/21/2024	10/28/2024
November 2024	1. Adopt Board Calendar for 2025	11/18/2024	11/25/2024