



FAIRFIELD-SUISUN SEWER DISTRICT

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

Board of Directors 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, March 25, 2024
Meeting Place: 1010 Chadbourne Road, Fairfield, CA
Meeting Time: 6:00 p.m.

- 1. Roll Call
- 2. Pledge of Allegiance
- 3. Public Comments
- 4. CASA/Director Comments
- 5. General Manager Report

6. Consent Calendar:	<u>Page</u>
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(b) Approve Board Meeting Minutes of January 29, 2024.....	4
7. Action Items:	
(a) Adopt Resolution No. 2024-03, Pay Rate Schedule	6
(b) Adopt Resolution No. 2024-04, Approving the Updated Conflict of Interest Code....	11
8. Information Items:	
(a) Board Calendar	16
9. Closed Session:	
(a) Public Employee Appointment Pursuant to Government Code Section 54957 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 on matters 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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March 20, 2024

AGENDA REPORT

TO: Board of Directors

FROM: Kimberly Young, Human Resources Manager

SUBJECT: Workers' Compensation Coverage for District Volunteers

Recommendation: Adopt resolution 2024-02, Workers' Compensation Coverage for District Volunteers.

Background: The District adopted Resolution No. 02-29 on July 22, 2002, providing Workers' Compensation coverage for District Volunteers. This resolution needs to be updated to distinguish between District Volunteers and Community Service Activity Volunteers.

Discussion: The District is updating the Resolution to distinguish between two different types of volunteers and clarify whether the District's Workers' Compensation insurance covers them. The District wants to continue providing Workers' Compensation insurance to registered District Volunteers with the District, who are volunteers that regularly perform hours of services for the District without promise, expectation, or receipt of compensation for services rendered. The District also hosts community service events with volunteers from the community (Community Service Activity Volunteers) who sign a general release of liability waiver in lieu of being covered under the District's Workers Compensation insurance. This clarification will allow the District to host more events in addition to Coastal Cleanup events including community planting days.

Fiscal Impact: There is no fiscal impact as the District does not currently have any registered District Volunteers.

Attachment: Resolution No. 2024-02

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2024-02

**A RESOLUTION AUTHORIZING WORKERS' COMPENSATION COVERAGE FOR
DISTRICT VOLUNTEERS**

WHEREAS, the Fairfield-Suisun Sewer District (District) utilizes the services of District Volunteers and Community Service Activity Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the District, shall, upon adoption of a resolution by the Board of Directors so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such; and

WHEREAS, the District wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All persons who regularly perform hours of services for the District without promise, expectation, or receipt of compensation for services rendered other than meals, transportation, lodging or reimbursement for incidental expenses who are designated as registered District Volunteers as defined in the District Handbook.
- All persons who participate in community service activities without promise, expectation, or receipt of compensation for services rendered who are designated as Community Service Activity Volunteers.
- Other: _____

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE FAIRFIELD-SUISUN SEWER DISTRICT THAT such persons coming within the categories specified above, as indicated by a checkmark, are deemed to be employees of the Fairfield-Suisun Sewer District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said persons will not be considered an employee of the Fairfield-Suisun Sewer District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such persons, nor allow such persons to claim any other benefits or rights given to paid employees of the Fairfield-Suisun Sewer District.

This Resolution supersedes and replaces previous resolutions related to workers' compensation coverage for volunteers, specifically Resolution No. 02-29.

PASSED AND ADOPTED this 25th day of March 2024, by the following vote:

AYES: Directors _____
 NOES: Directors _____
 ABSTAIN: Directors _____
 ABSENT: Directors _____

President

ATTEST: _____
District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

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

Board of Directors Meeting Minutes

Date: Monday, January 29, 2024
Meeting Place: 1010 Chadbourne Road, Fairfield, California
Meeting Time: 6:00 pm

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, Osum, Pal, Tonnesen, Vaccaro, and Washington. Directors Hernandez, Moy and Panduro were absent. Board Alternate K. Patrice Williams was present and voted.

2. Pledge of Allegiance was led by Director Williams.
3. Public Comments – None.
4. Director Comments – Directors Vaccaro and Williams provided summaries on their attendance at the CASA 2024 Winter Conference from January 24-26. Director Carr noted interest in the District working with the City on a property lease for a soccer complex on a District-owned parcel east of the treatment plant. Director Pal presented a question related to illegal discharges into the storm drain system.
5. General Manager Report –Assistant General Manager/District Engineer Jordan Damerel thanked those who attended the CASA 2024 Winter Conference and noted the CASA Washington DC Policy Forum would be held in February 2024.
6. Consent Calendar
 - (a) Adopt Resolution No. 2024-01 Authorizing Financial Support for Board Participation in WELL UnTapped Fellowship Program
 - (b) Award Professional Services Contract for Design of the Kellogg Resiliency Project
 - (c) Approve Board Meeting Minutes of November 27, 2023

No comments.

Upon motion by Director Tonnesen, seconded by Director Washington, Consent Calendar Item 6a-6c were passed by the following vote:

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

7. Discussion Item

(a) District Transparency Certificate of Excellence Award

Colleen Haley from the Special District Leadership Foundation presented the District with the District Transparency Certificate of Excellence, which recognized the District's completion of all program requirements and commitment to promote transparency in District operations and governance to the public and other stakeholders.

(b) Report on the Financial Audit for FY 2022-23

Jonathan Foster from Davis Farr, LLP presented the results of the audit report for fiscal year ended June 30, 2023. The District was issued the most favorable type of opinion which was an "unmodified opinion".

8. Action Item

(a) Adopt Revised Policy No. 4350 – Out-of-Agency Sewer Service Policy

Assistant General Manager/District Engineer Jordan Damerel presented the revised Policy No. 4350, Out-of-Agency Sewer Service Policy, to the Board. The revisions incorporated procedural details discussed at the September 2023 Board Meeting related to the District's approach on requests for sewer service for parcels that are outside the District's boundary.

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

AYES: Carr, Dawson, Osum, Pal, Tonnesen, Vaccaro, Washington, Williams

NOES: None

ABSTAIN: None

ABSENT: Hernandez, Moy, Panduro

9. Information Item

(a) Quarterly Investment Report

(b) Board Calendar

No comments.

The meeting adjourned at 6:42 pm.

Respectfully submitted,

President

ATTEST:

District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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March 20, 2024

AGENDA REPORT

TO: Board of Directors

FROM: Kimberly Young, Human Resources Manager

SUBJECT: Pay Rate Schedule

Recommendation: Adopt Resolution 2024-03, Pay Rate Schedule.

Background: The District is reviewing operational requirements and succession planning and is requesting alterations to the titles of two positions, adjustments to the salary of one existing position, and the inclusion of three new positions on the pay rate schedule.

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.

Discussion: The Operations Department made a request to make title changes to the Wastewater Operator positions to reduce confusion amongst staff, external agencies, and regulatory agencies. As a result, the District has retitled the Wastewater Plant Operator I to Wastewater Plant Operator and the Wastewater Plant Operator II to Wastewater Plant Operator Lead on the pay rate schedule.

Recently the District finalized the job description for the Utility Worker. Upon completion, the Maintenance Department made a request to evaluate the position's salary as this position was not included in the compensation study in 2022. The job descriptions and rates of Utility Workers were evaluated across our comparable agencies as well as the prevailing wage for similar positions in the area. It was determined that the Utility

Worker is below market so the District is requesting an increase in the rate by 25% which will result in a salary range of \$25.31 to \$31.66.

Recently, the Board was briefed on the District's Engagement Strategy. After thorough evaluation of the current workload of District staff, the desire to broaden the District's outreach efforts, and the increasing safety responsibilities of the Regulatory and Compliance Manager role, it became evident that a new position is necessary. This role would entail a balanced focus, allocating 50% of its duties to outreach and engagement, and 50% to regulatory responsibilities. Upon assessing the requisites and responsibilities outlined in the position description questionnaire, it was determined that the District should re-establish the Environmental Specialist position which was eliminated in 2011. To ensure competitive compensation, the District conducted a comprehensive compensation study comparing rates across comparable agencies and similar organizations within the region. In light of these considerations and the unique allocation of duties of the position, the District proposes the addition of the Environmental Specialist class title to the pay rate schedule with a salary range between \$45.69 and \$63.87.

The Administrative Services department has recently undertaken several projects, including electronic records management, contracts management, and other significant initiatives. There are multiple objectives within the department that could be better achieved with the introduction of a role offering higher-level oversight and project management over these initiatives. This proposed position would encompass responsibilities spanning budget management, contracts oversight, records administration, legislative analysis, and District-wide project management. Considering these findings and organizational need, the District proposes the creation of a Management Analyst position. This position is intended to encompass certain responsibilities similar to those previously held by the Director of Business Affairs position that was terminated in 2011. In alignment with the District's commitment to offer competitive compensation, the District conducted a thorough compensation study across comparable agencies. The results were then analyzed against our existing pay rate structure, resulting in the establishment of a salary range between \$59.95 and \$74.94, which is a salary level commensurate with prevailing market standards.

As part of succession planning and reviewing the best way to align District functions, the District foresees the necessity to reinstate a Director of Operations and Maintenance position to foster effective communication and collaboration between Operations and Maintenance departments. Therefore, the District suggests re-establishing the Director of Operations & Maintenance into the pay rate schedule, which was eliminated in 2022,

with a salary range set between \$93.70 and \$116.53. This salary range is equivalent to the salary range of the other Directors in the District.

Fiscal Impact: Effective April 5, 2024, which is the first full pay period paid after approval, the salaries for staff in classifications that have a proposed rate change will be adjusted based on the percentage their current salary is within the current range of their current classification. The percentage will then be applied to the new range of the classification and their salary will be adjusted.

Salaries for the additional positions, which are not yet filled, will be included in the 2024-25 budget.

Attachment: Resolution No. 2024-03, Pay Rate Schedule

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2024-03

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 changed positions titles and salaries as a result of District reorganization; 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 25th day of March 2024, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk

Attachment: Pay Rate Schedule



FAIRFIELD-SUISUN SEWER DISTRICT

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Pay Rate Schedule

Effective April 5, 2024 in accordance with Resolution No. 2024-03

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
11700	Director of Operations & Maintenance	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
44300	Environmental Specialist	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
33500	Management Analyst	X	\$59.95	\$74.94
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	\$25.31	\$31.66
41200	Wastewater Plant Operator	N	\$41.27	\$51.59
41300	Wastewater Plant Operator Lead	N	\$54.45	\$68.06
41400	Wastewater Plant Operator Senior	N	\$59.51	\$74.40

*Per Contract



FAIRFIELD-SUISUN SEWER DISTRICT

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March 20, 2024

AGENDA REPORT

TO: Board of Directors

FROM: Kimberly Young, Human Resources Manager

SUBJECT: Update to Conflict of Interest Code

Recommendation: Adopt Resolution No. 2024-04, approving the updated Conflict of Interest Code.

Discussion: The District's Conflict of Interest Code needs to be updated to reflect District position titles that were changed as a result of District reorganization. No other changes are recommended to the Code.

Attachments: 1 – Resolution No. 2024-04, Updated Conflict of Interest Code

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2024-03

**A RESOLUTION RESCINDING PREVIOUS CONFLICT OF INTEREST CODES AND
ADOPTING A NEW CONFLICT OF INTEREST CODE**

WHEREAS, the California Political Reform Act (“Act”), located at Government Code section 81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, Fairfield-Suisun Sewer District (“District”) most recently amended its Conflict of Interest on October 24, 2022; and

WHEREAS, the District changed positions titles and salaries as a result of District reorganization which requires an amendment to the Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED that the attached Conflict of Interest Code along with the Designated Positions and Disclosure Categories set forth in Exhibit A for the District is adopted and supersedes all previous versions.

BE IT FURTHER RESOLVED that a copy of this Resolution and the Conflict of Interest Code shall be transmitted to the Solano County Board of Supervisors as the code reviewing body for the District.

PASSED AND ADOPTED this 25th day of March 2024, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk

CONFLICT OF INTEREST CODE
FOR THE
FAIRFIELD-SUISUN SEWER DISTRICT (“FSSD”)

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated by reference and, along with the attached Exhibit A in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the agency named above.

Designated employees, board members and officers shall file statements of economic interests with the Agency Clerk, the Agency’s filing officer, who will make the statements available for public inspection and reproduction (pursuant to Government Code section 81008). Upon receipt of the statements of those positions designated in Government Code section 87200, the Agency Clerk shall make and retain a copy and forward the original of these statements to the Solano County Elections Department, Attention: Statement of Economic Interests Filing Officer. Statements for all other designated employees will be retained by the agency.

Adopted: February 23, 1997
Amended: February 27, 2012
Amended: March 28, 2016
Amended: January 22, 2018
Amended: October 28, 2019
Amended: January 25, 2021
Amended: June 27, 2022
Amended: October 24, 2022
Amended: March 25, 2024

EXHIBIT "A"

DESIGNATED POSITIONS

<i>Position</i>	<i>Disclosure Category</i>
District Director	1 through 3
Alternate District Director	1 through 3
Accountant	1 through 3
Assistant General Manager/District Engineer	1 through 3
Assistant Engineer	1 through 3
Associate Engineer	1 through 3
Director of Administrative Services	1 through 3
Director of Environmental Services	1 through 3
Director of Operations & Maintenance	1 through 3
District Counsel	1 through 3
Engineering Manager	1 through 3
Engineering Technician/Inspector	1 through 3
Environmental Specialist	1 through 3
Finance Technician	1 through 3
General Manager/CEO	1 through 3
GIS Coordinator	1 through 3
HR Manager	1 through 3
IT Manager	1 through 3
Junior Engineer	1 through 3
Laboratory Manager	1 through 3
Maintenance Manager	1 through 3
Maintenance Supervisor	1 through 3
Management Analyst	1 through 3
Procurement Specialist	1 through 3
Operations Manager	1 through 3
Operations Supervisor	1 through 3
Regulatory Compliance Manager	1 through 3
Senior Accountant	1 through 3
Senior Engineer	1 through 3
Senior Engineering Inspector/Technician	1 through 3
Consultants**	1 through 3

**As defined by 2 CCR 18700 et seq., who would be required to file financial statements pursuant to Government Code § 87302.

DISCLOSURE CATEGORIES

- Category 1: Interests in real property located within the cities of Fairfield or Suisun City that would otherwise be required to be disclosed on the FPPC's Statement of Economic Interests, Form 700.
- Category 2: Income, including loans, gifts or investments, aggregating \$250 or more in value during the reporting period, received from any source that manufactures or sells services and/or supplies of the type annually purchased or utilized by District and of which the annual purchases by the District exceeds \$1,000 or if the business entity or source of income is in the construction or building industry within the cities of Fairfield or Suisun City, any of which would otherwise be required to be disclosed on the FPPC's Statement of Economic Interests, Form 700
- Category 3: Investments, income, interests, loans, business position and commissions from or in business entities or such other source, which entity or source is regulated by the District, directly or indirectly, through its various programs, including but not limited to, its industrial waste discharge program. This category is not intended to require disclosure of a business entity or other source which is regulated by the District solely by virtue of a discharge to the sewer system, when such provision of sewer services is on the same terms as all other persons or entities in the same category and the District's services are provided ministerially without the use of any substantial discretion by the District, its employees or officials concerning the same.

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

March 25, 2024

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
April 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Authorize EPA WQIF Grant Agreement 3. Award Professional Services Contract for Aeration Basin Upgrades Project 	4/15/2024	4/22/2024
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. Authorize Execution of Grant Agreement for Regional Resilience Grant Program 	5/13/2024	5/20/2024
June 2024	<ol style="list-style-type: none"> 1. Award Constuction Contract for Collections System Rehab & Replacement 2. Award Construction Contract for Pavement Rehabilitation Project 	6/17/2024	6/24/2024
July 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Award Construction Contract for Electrical Replacement Project, Phase 2 	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 2. Authorize Submission of State Revolving Fund (SRF) Loan Applications 	9/16/2024	9/23/2024
October 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Adopt CEQA Determination for Kellogg Resiliency Project 	10/21/2024	10/28/2024
November 2024	<ol style="list-style-type: none"> 1. Adopt Board Calendar for 2025 2. Adopt CEQA Determination for Suisun Force Main Reliability Project 	11/18/2024	11/25/2024
December 2024		Not Scheduled	Not Scheduled
January 2025	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Report on Financial Audit for FY 2023-2024 	1/20/2025	1/27/2025
February 2025	<ol style="list-style-type: none"> 1. General Manager Performance Meeting (Exec Comm) 	2/10/2025	2/24/2025
March 2025	<ol style="list-style-type: none"> 1. Directors Report on CASA DC Meeting 	3/17/2025	3/24/2025

FAIRFIELD-SUISUN SEWER DISTRICT**MINUTES**1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com

Board of Directors Meeting Minutes

Date: Monday, March 25, 2024
 Meeting Place: 1010 Chadbourne Road, Fairfield, California
 Meeting Time: 6:00 pm

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. Board Alternate K. Patrice Williams was present.

2. Pledge of Allegiance was led by Director Moy.
3. Public Comments – None.
4. Director Comments – Vice President Hernandez reported on her attendance at the CASA Winter Conference in Palm Springs on January 24-26 and the CASA Washington DC Policy Forum held February 26-27. Director Washington provided a report on her attendance at the CASA Washington DC Policy Forum held February 26-27. Director Carr mentioned a study will be conducted on the potential property lease for a soccer complex on a District-owned parcel east of the treatment plant.
5. General Manager Report –General Manager Talyon Sortor mentioned the Kellogg Resiliency Project is being fast tracked to meet deadlines to utilize \$8.6 million grant. Assistant General Manager/District Engineer Jordan Damerel was selected to be on the California Sanitation Risk Management Authority (CSRMA) Pooled Liability committee which will provide insight and representation on risk management issues. There is a community workshop and tour of the treatment plant on Saturday, April 27, 2024 from 10am – 1pm for the Community Wetland Project.
6. Consent Calendar
 - (a) Adopt Resolution No. 2024-02 Workers' Compensation Coverage for District Volunteers
 - (b) Approve Board Meeting Minutes of January 29, 2023

No comments.

Upon motion by Director Washington, seconded by Director Hernandez, Consent Calendar Items 6a-6b were passed by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

7. Action Items

(a) Adopt Resolution No. 2024-03, Pay Rate Schedule

Human Resources Manager Kim Kraft went over operational requirements and succession planning to alter the titles of two positions in the operations department, adjusting the salary of one existing position and inclusion of three new positions on the pay rate schedule.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

(b) Adopt Resolution No. 2024-04, Approving the Updated Conflict of Interest Code

General Manager Sortor stated the Conflict of Interest Code needs to be updated to reflect the update from the Pay Rate Schedule.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

8. Information Item

(a) Board Calendar

No comments.

9. Closed Session

(a) Public Employee Appointment Pursuant to Government Code Section 54957
Title: General Manager

The closed session started 6:32 pm and the public meeting reconvened at 6:55pm. President Vaccaro announced the Board of Directors unanimously voted in favor of Jordan Damerel to be the next General Manager.


The meeting adjourned at 6:56 pm.

Respectfully submitted,

ATTEST:



District Clerk



President