



FAIRFIELD-SUISUN SEWER DISTRICT

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

Executive Committee Meeting Agenda

Meeting Date: April 15, 2024
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. **Action Items:**

(a) Approve the April 22, 2024 Board of Directors Meeting Agenda..... 2

5. **Information Items:**

(a) Monthly Operating Summary 3

(b) Connection Fee Chart 4

(c) Quarterly Investment Report..... 5

(d) Draft Board Meeting Minutes of March 25, 2024 7

(e) Board Calendar 10

6. **Closed Session:**

(a) Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6)
Agency designated representatives: Rick Vaccaro, Board President, and Alma Hernandez, Board Vice President; Unrepresented employee: General Manager

--End of Agenda--

The Fairfield-Suisun Sewer District will provide reasonable disability-related modification or accommodation to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Directors. Please contact us at (707) 429-8930 at least 48 hours before the meeting if you require such modification or accommodation.

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative offices located at the above address.

Members of the public may speak on any matter within the jurisdiction of the Fairfield-Suisun Sewer District by filling out a speaker's request card and submitting the card to the Board Secretary. Comments 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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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, April 22, 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. Director Comments
5. General Manager Report
6. **Consent Calendar:** Page
 - (a) Approve Board Meeting Minutes of March 25, 2024..... #
7. **Information Items:**
 - (a) Quarterly Investment Report.....#
 - (b) Board Calendar#
8. **Closed Session:**
 - (a) Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6)
Agency designated representatives: Rick Vaccaro, Board President, and Alma Hernandez, Board Vice President; Unrepresented employee: General Manager
9. **Action Item:**
 - (a) Approve General Manager Employment Contract..... #

--End of Agenda--

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FAIRFIELD-SUISUN SEWER DISTRICT

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April 10, 2024







AGENDA REPORT

TO: Executive Committee

FROM: Ben Carver, Operations Manager

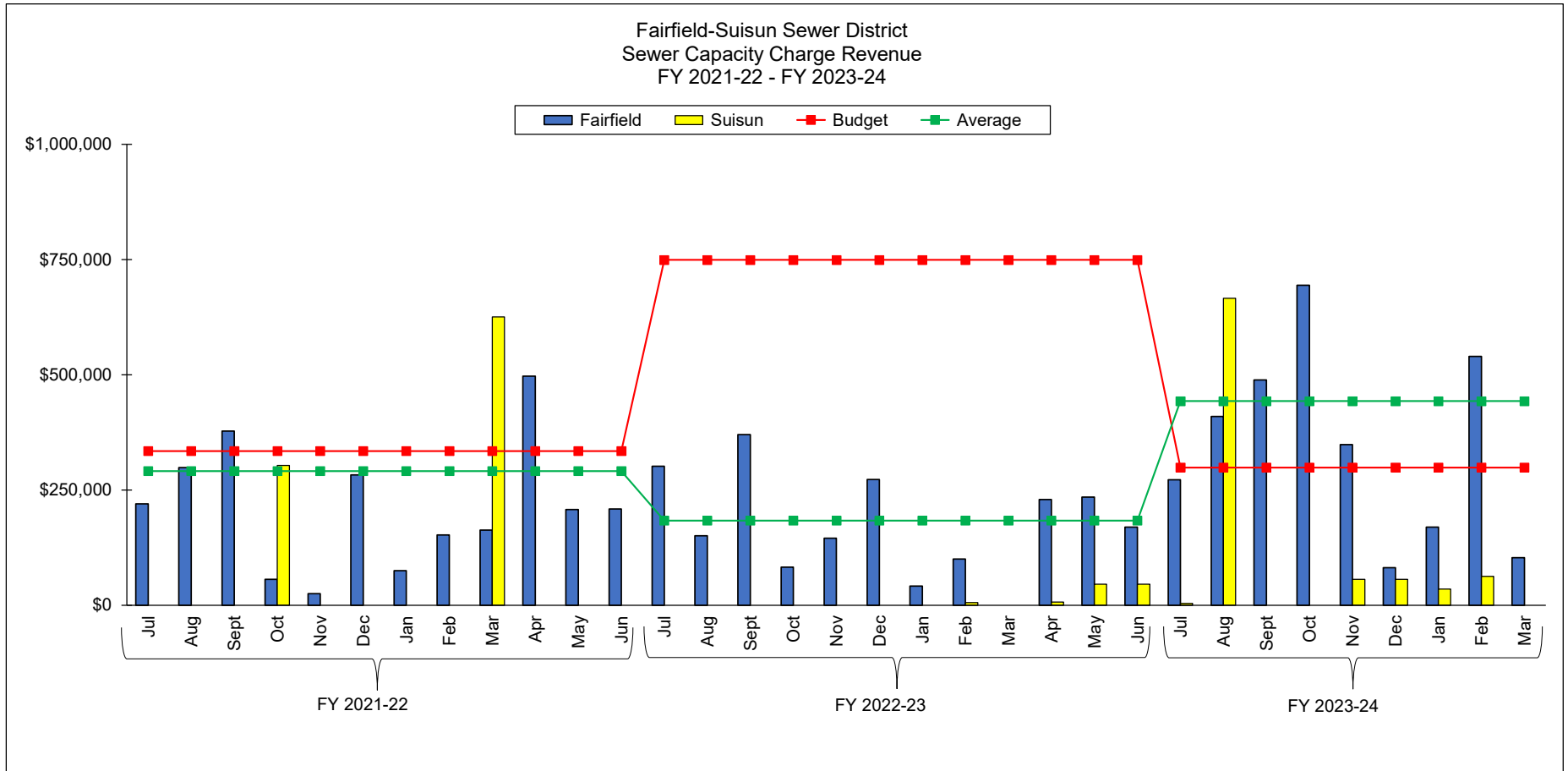
SUBJECT: Operating Data Summary – March 2024

March 2024 Data

Average plant flow	18 million gallons per day	Equivalent to 27 Olympic sized pools! 
Solids removed from the water	337 dry tons	27% turned into biogas 73% turned into Lystek fertilizer 
Completed Work Orders	1,098 completed work orders this month	 92%  Preventative  Corrective
Renewable energy produced	116,932 kilowatt-hours	Renewable energy provided 13% of the plant's power needs. This is equivalent to 164 single-family homes! 
Sewer lines inspected by CCTV	19,897 feet	City of Suisun City lines
Permit excursions & Sewer System Overflows (Cat 1-3)	0	

Year to Date 2024

Influent Flow Average 21 MGD	Permit Excursions 0
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FAIRFIELD-SUISUN SEWER DISTRICT

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April 10, 2024

AGENDA REPORT

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 March 31, 2024. 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 MARCH 31, 2024**

Asset Detail						
Instrument	Date of Maturity		Par Value	Market Value	Market Yield	Estimated Annual Income
California Asset Mgt Program (CAMP)	Various		\$ 38,662,068	\$ 37,238,336	4.670%	\$ 1,805,519
California Asset Mgt Program TERM	Various		5,000,000	5,000,000	4.690%	234,500
State Local Agency Investment Fund	N/A		20,455,310	20,323,233	4.122%	843,168
Totals			\$ 64,117,378	\$ 62,561,568		\$ 2,883,186

Summary of Portfolio Securities	
	Market Value
California Asset Mgt Program (CAMP)	\$ 37,238,336
California Asset Mgt Program TERM	5,000,000
State Local Agency Investment Fund	20,323,233
	\$ 62,561,568

Maturity Distribution	
	Market Value
0 - 12 months	\$ 26,775,528
1 - 2 years	8,814,314
2 - 3 years	9,845,816
3 - 4 years	7,149,760
4 - 5 years	9,976,150
	\$ 62,561,568

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
 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 Date 4/9/2024

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,

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

April 22, 2024

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
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. Award Consulting Services Contract for Aeration Basins Upgrades Project 6. Authorize Execution of Grant Agreement for Regional Resilience Grant Program 7. Authorize EPA WQIF Grant Agreement 	5/13/2024	5/20/2024
June 2024	<ol style="list-style-type: none"> 1. Award Constuction Contract for Collections System Rehab & Replacement 	6/17/2024	6/24/2024
July 2024	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Award Construction Contract for Pavement Rehabilitation Project 	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 3. Award Construction Contract for Kellogg Resiliency Project 4. Award Construction Contract for Electrical Replacement Project, Phase 2 	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. Directors Report on CASA Winter Conference 	2/10/2025	2/24/2025
March 2025	<ol style="list-style-type: none"> 1. Directors Report on CASA DC Policy Forum Meeting 	3/17/2025	3/24/2025
April 2025	<ol style="list-style-type: none"> 1. Quarterly Investment Report 	4/21/2024	4/28/2024