



FAIRFIELD-SUISUN SEWER DISTRICT

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

Board of Director Board of Director

Board of Directors

Rick Vaccaro, President

Lori Wilson, Vice President

Anthony Adams

Pam Bertani

Jane Day

Catherine Moy

Harry Price

Michael Segala

Chuck Timm

Wanda Williams

Meeting Date: Monday, September 28, 2020

Meeting Place: 1010 Chadbourne Road
Fairfield, California

Meeting Time: 6:00 p.m.

1. Call to Order/Roll Call
2. **Closed Session:** Public Employment, Employee Appointment or Evaluation
Pursuant to Government Code Section 54957(b)(1)
Position title: General Manager
3. Report of Action in Closed Session
4. Pledge of Allegiance
5. Public Comments
6. Director Comments/CASA Report
7. General Manager Comments
8. **Consent Calendar:**

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(a) Approve Board of Directors Meeting Minutes of July 27, 2020	2
(b) Approve Board of Directors Special Meeting Minutes of August 3, 2020	5
9. **Discussion Items:**
10. **Action Items:**

(a) Approve Resolution No. 2020-05 Appreciation to Greg Baatrup on his Retirement	6
(b) Approve Resolution No. 2020-06 Policy #4001 General Policy – Member of the Board of Directors	7
11. **Information Items:**

(a) Board Calendar	12
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-- End of Agenda --

Teleconference Notice:

Consistent with the Governor's Executive Order N29-20 regarding public meetings during the COVID-19 Emergency, Directors may attend the meeting telephonically.

[Join Microsoft Teams Meeting \(833\) 281-2315](#) United States (Toll-free) [+1 323-553-2644](#) United States, Los Angeles (Toll) Conference ID: 535 460 658#

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, available on the table adjacent to the entrance to the board meeting room, and submitting the card to the District Clerk. 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**MINUTES**1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com**Board of Directors Meeting Minutes**

Date: Monday, July 27, 2020

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00 p.m.

The meeting was called to order at 6:00 p.m. by President Vaccaro. President Vaccaro presided over the meeting.

1. Roll Call – the following members present: Directors Price, Timm, Vaccaro, Wilson and by teleconference: Directors Adams, Bertani (joined at 6:03 p.m.), Day, Moy, and Segala. Director Williams was absent.
2. Pledge of Allegiance was led by Director Wilson.
3. Public Comments – No comments.
4. Director Comments – President Vaccaro will attend the CASA Virtual Annual Conference in August and will have the honor to announce the award scholar winners. Vice President Wilson requested the conference call-in instructions be listed on the agenda page.
5. General Manager Report – General Manager Baatrup mentioned the agenda packet includes a staff report on Covid-19. He also announced his retirement. General Manager Baatrup will work until the end of August. The Board of Directors congratulated him on his well-deserved retirement to spend time with family after 13 years of service with the District; thanked him for his hard work and strive for excellence throughout the years; he will be missed.
6. Consent Calendar
 - (a) Authorize General Manager to Register the District's Vote for CASA Board of Directors and Vote on CASA Dues Resolution
 - (b) Approve Board Minutes of June 22, 2020
 - (c) Authorize General Manager to Execute Termination Agreement with Advanced Microgrid Solutions

Upon motion by Director Wilson, seconded by Director Timm, the Consent Calendar was approved by the following roll call vote:

AYES: Adams, Bertani, Day, Moy, Price, Segala, Timm, Wilson, Vaccaro
 NOES: None
 ABSENT: Williams
 ABSTAIN: None

7. Discussion Items

(a) Receive Report on Collection System and Plant Asset Management

General Manager Baatrup discussed the need to address the adequacy of Collection Systems Renew and Replacement (CSR&R) funding and to work with the staff from the City of Fairfield and City of Suisun City to scope out an Asset Management Plan. Director of Engineering, Jordan Damerel, presented and outlined the results of the initial needs assessments and present next steps. The Board of Directors expressed need for cooperation and continued conversation among the cities and the District.

District staff presented a proposed project schedule showing the next steps. Representatives from City of Fairfield reported they will need to report back on whether they intend to conduct their own Asset Management Study or be part of the study with the District and Suisun City.

(b) Receive Report and Provide Guidance on the Policy Listing and Draft Priorities;
Discuss Draft Policy #4001 General Policy – Member of the Board of Directors.

General Manager Baatrup discussed the listing of suggested policies and proposed policy priorities that would lead to a future District policy book. He reported the list and priorities were reviewed and approved by the Executive Committee and were being presented for Board of Directors' review and comment. There were no comments on the list and priorities.

A draft policy #4001 serves as a starting point for discussions on the how the District should consider the two additional Councilmembers in the City of Fairfield that will be elected in November. The Board of Directors discussed the suggested policy and the importance of Directors have industry knowledge that is available from CASA. The Board discussed provisions for Alternates to attend the CASA conferences. Staff will provide additional research on limitations for Alternates to participate in CASA Conferences or other training and bring back a revised policy for consideration in September.

8. Action Items – None.

9. Information Items

(a) Board Calendar – Due to General Manager Baatrup retirement announcement, President Vaccaro called for a Special Meeting with the Executive Committee on Monday, August 3, 2020 at 5:00 p.m. and a Special Meeting with the Board of Directors at 6:00 p.m. in close session to address transition of Public Employment, Employee Appointment or Evaluation pursuant to Government Code Section 54957(b)(1) for the position title: General Manager.

(b) Quarterly Investment Report – No comments.

The meeting adjourned at 6:59 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

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

Board of Directors Special Meeting Minutes

Date: Monday, August 3, 2020

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00 p.m.

The meeting was called to order at 6:02 p.m. by President Vaccaro.

1. Roll Call – The following members present: Directors Price, Timm, Wilson, Vaccaro and by teleconference: Directors Moy, Segala, and Williams. Directors Adams, Bertani and Day were absent.
2. Public Comments – None

President Vaccaro adjourned to a closed session at 6:05 p.m. for Agenda Item 3.

3. Closed Session: Public Employment, Employee Appointment or Evaluation Pursuant to Government Code Section 54957(b)(1) Position title: General Manager

President Vaccaro reconvened to open session at 6:15 p.m. and announced the Board decided by the following roll call vote:

- 1) The Board would not conduct an external recruitment to fill the vacancy resulting from General Manager Baatrup’s retirement on August 27, 2020. Instead the Board prefers to fill the General Manager position from internal candidates.
- 2) Approved appointing Assistant General Manager Talyon Sortor as Interim General Manager effective August 27 at 5:01 p.m.
- 3) The Board approved a pay increase of five percent to Talyon Sortor’s compensation while serving as the Interim General Manager.

AYES: Moy, Price, Segala, Timm, Williams, Wilson, Vaccaro

NOES: None

ABSENT: Adams, Bertani, Day

ABSTAIN: None

The meeting adjourned at 6:16 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2020-05

**A RESOLUTION OF APPRECIATION TO GREG BAATRUP
ON THE OCCASION OF HIS RETIREMENT**

WHEREAS, Greg Baatrup has worked for the Fairfield-Suisun Sewer District for 13 years; and,

WHEREAS, he has served with excellence and dedication to duty, and has demonstrated a commitment to public service; and,

WHEREAS, he has retired from the position of General Manager.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Fairfield-Suisun Sewer District hereby expresses its sincere appreciation for Greg Baatrup's years of service and its best wishes for continuing success in all his future endeavors.

UNANIMOUSLY PASSED AND ADOPTED this 28th day of September 2020.

President

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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September 23, 2020

MEMORANDUM

TO: Board of Directors

FROM: Talyon Sortor, Interim General Manager

SUBJECT: Policy #4001 General Policy – Members of the Board of Directors

Recommendation: Approve Resolution No. 2020-06 and Adopt Policy #4001

Background: With the November 2020 elections, the City of Fairfield will add two new members to the City Council for a total of six Councilmembers plus a Mayor. The City of Suisun City will maintain four Councilmembers plus a Mayor. As established under the Fairfield-Suisun Sewer District Act, the Sewer District Board consists of 10 Directors, all members of the City Council of the cities.

Discussion: The attached policy was discussed at the July 2020 Board Meeting. Minor clarifications were made to explain how alternate members from Fairfield may participate in meetings and attend CASA conferences.

Fiscal Impact: None

Attachment: Resolution No. 2020-06 Policy #4001

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2020-06

A RESOLUTION ADOPTING POLICY 4001 GENERAL POLICY – MEMBERS OF THE BOARD OF DIRECTORS

WHEREAS, the Fairfield-Suisun Sewer District has informal policies and practices to guide the District in conducting business; and,

WHEREAS, as established in Section 25 of the Fairfield-Suisun Sewer District Act (Enabling Act), the District shall be governed by a Board of Directors of ten members who shall be ex officio, all Councilmembers from the City of Suisun City and City of Fairfield; and,

WHEREAS, In November 2020, the City of Fairfield moved from at-large Council elections to district-based elections. The result was moving from five Councilmembers to six and an at-large Mayor, for a total of seven. To comply with the Enabling Act, the City of Fairfield will designate and appoint five of the seven Councilmembers to serve as District Directors.

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

- 1. The District hereby adopts the attached Policy 4001 General Policy – Members of the Board of Directors.
- 2. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 28th day of September 2020, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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POLICY		
Policy Number	4001	Attest: None
Type of Policy	Board Policy	
Policy Title	General Policy - Members of the Board of Directors	
Policy Description	Policy Guidelines for the Board of Directors	

Approval Date:	September 28, 2020	Last Review Date:	N/A
Approval Resolution No.:	2020-06	Next Review Date:	
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

Board of Directors

4001.1 As established in Section 25 of the Fairfield-Suisun Sewer District Act (hereinafter the "Enabling Act"), the District shall be governed by a Board of Directors of ten members who shall be ex officio, all Councilmembers from the City of Suisun City and City of Fairfield.

4001.1.1 Five members of the Suisun City Council serve as District Directors.

4001.1.2 Five members of the Fairfield City Council serve as District Directors. In November 2020, the City of Fairfield moved from at-large Council elections to district-based elections. The result was moving from five Councilmembers to six and an at-large Mayor, for a total of seven. To comply with the Enabling Act, the City of Fairfield will designate and appoint five of the seven Councilmembers to serve as District Directors.

The City of Fairfield may utilize alternates (Alternate Director) from among the two remaining Councilmembers to represent the City of Fairfield on the District Board.

4001.1.2.1 An Alternate Director may vote at meetings of the Board of Directors, Executive Committee, or Ad Hoc committees.

The two City of Fairfield Councilmembers not appointed to serve as District Directors may attend and participate in meetings of the Board of Directors, but may not vote if not attending as an Alternate.

Voluntary attendance when not serving as an Alternate Director will not be counted as a day of service.

- 4001.1.2.2 All ten District Directors may attend CASA meetings. For Each City of Fairfield District Director that does not attend, the City of Fairfield may designate an alternate from among the two City of Fairfield Councilmembers not appointed to serve as District Directors.
- 4001.2 The Enabling Act requires a quorum of any six members of the Board. No action shall be taken without the affirmative vote of at least six members.
- 4001.3 As the board shall choose one of its members as President and elect other officers in accordance with board policy, the President or the President's designee serves as the Presiding Officer at meetings.

Executive Committee

- 4001.4 The Board of Directors has established one standing committee called the Executive Committee. The Executive Committee is composed of the President, Vice President and two Directors-at-Large.
 - 4001.4.1 Duties and Responsibilities: The Executive Committee examines and clarifies with staff technical issues and details before these issues are brought before the full Board. The Executive Committee does not take any action on its own except to approve the agenda for the Board of Directors meeting. The President of the Board, other member of the Executive Committee, or the General Manager report on substantive issues to the full Board at the regular Board meeting.

Due to the technical nature of the District's business, the Executive Committee review of details ensures that information and action items brought to the full Board have been thoroughly examined.
 - 4001.4.2 Executive Committee members are elected by the Board at the January meeting in odd-numbered years (e.g. 2019,2021). The offices of President and Vice President alternate between Fairfield and Suisun City. The Board elects two Directors-at-Large, one from Fairfield and one from Suisun City to complete the Executive Committee.
 - 4001.4.3 At the pleasure of the Board, the Executive Committee can be voted on either as a slate or individually by position.
 - 4001.4.4 Executive Committee members serve a two-year term.
 - 4001.4.5 There is no intentional ascension of Executive Committee roles.
 - 4001.4.6 Except as prescribed in 4001.4.2, a Director may be reelected to the Executive Committee.
 - 4001.4.7 If an Executive Committee position is vacated, the Board President may appoint a member to fill the position until the next election.

4001.4.8 Communication. To ensure an orderly flow of information as well as being convenient for most Executive Committee members, communication between Executive Committee members and staff is usually accomplished through the office of the General Manager.

Ad-hoc Committees

4001.5 Ad-hoc Committees may be created as needed for specific short-term assignments and filled by Presidential appointment. They are generally comprised of 2 or 3 Board Members. Examples of past ad-hoc committees include Operations & Maintenance Contract Renewal, and Travis AFB Contract Negotiations, and conducting General Manager performance evaluations.

Compensation

4001.6.1 Section 30 (a and b) of the FSSD Act authorizes payment for each board member for each day of his or her actual attendance of the meetings of the board and of committees of the board, and for each day's service otherwise rendered as a board member by request of the board, not exceeding a total of six days in any calendar month.

4001.6.2 The Board adopted Ordinance 2016-02 stating "Unless the Board of Directors determines prior to July 1 of any year that such increase shall be deferred, the compensation for Board of Directors shall, as of the first day of the first pay period following July 1, 2016 and each July 1 thereafter, be increased a percentage equal to the percent increase in the Urban Wage Earners and Clerical Workers Consumer Price Index (CPI-W) for the San Francisco-Oakland Metropolitan Area for the twelve months ending April of each year, provided, however, that the percentage change in salary schedules shall not be less than 0% nor more than 5%."

4001.6.3 Sec. 31 of the FSSD Act authorizes reimbursement to each board member for actual expenses incurred in the conduct of district business.

Meetings:

4001.7.1 Historically, the Board has found the infrequency of procedural decisions does not justify the overhead of establishing a formal parliamentary procedure policy. Therefore, the Board has not formally adopted a manual of parliamentary procedure. When meeting circumstances call for a procedural decision, the Board generally follows the principals of Roberts Rules of Order. Decisions relating to meeting procedures reside with the presiding officer.

4001.7.2 The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Directors.

4001.7.3 If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

Fairfield-Suisun Sewer District

Item No 11a

Contemplated Board of Directors Agenda Items

September 28, 2020

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
October 2020	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Award Construction Services Agreement - Secondary Clarifier Rehabilitation 3. Amendment #2 to Villages Pump Station Agreement 4. Award Consultant Agreement - Collection System Asset Management Planning 5. Receive Report on OMRC 4th Operational Year 	10/19/2020	10/26/2020
November 2020	<ol style="list-style-type: none"> 1. Board of Directors 2021 Meeting Schedule 2. Award Construction Services Agreement - Primary #1 & #3 Rehabilitation Project 3. Report on Financial Audit for FY 2019/2020 4. Receive Final CAFR for FY 2019/2020 5. Consider dates for 2021 Board workshop 	11/16/2020	11/23/2020
December 2020		Not Scheduled	Not Scheduled
January 2021	<ol style="list-style-type: none"> 1. Quarterly General Manager Report & Performance Review (Exec Comm) 2. Quarterly Investment Report 3. Award Construction Services Agreement - HVAC Rehabilitation Project 4. Consider a Prop 218 Notice for FY 2022/23 Rates 5. Election of CY 2021 & CY 2022 Officers/Executive Committee 	1/18/2021	1/25/2021
February 2021		Not Scheduled	Not Scheduled
March 2021	<ol style="list-style-type: none"> 1. Award Construction Services Agreement - Pump Station Pavement Rehab 2. Adopt Resolution approving FY 2021/22 & FY 2022/23 budgets 3. Capacity Calculation Formulas for Commercial/Industrial Customers 4. Consider extension of contract with County Counsels Office for legal services 	3/15/2021	3/22/2021
April 2021	<ol style="list-style-type: none"> 1. Quarterly General Manager Report & Performance Review (Exec Comm) 2. Quarterly Investment Report 3. Approve Ad Hoc Community to conduct GM Performance Evaluation 	4/19/2021	4/26/2021
May 2021		5/17/2021	5/24/2021
June 2021	<ol style="list-style-type: none"> 1. Adopt Resolution approving Employee Salary Schedule 2. Consider deferring Board Compensation increase 3. Review updates and approve Investment Policy 	6/21/2020	6/28/2020
July 2021	<ol style="list-style-type: none"> 1. Quarterly General Manager Report & Performance Review (Exec Comm) 2. Quarterly Investment Report 	7/19/2021	7/26/2021
August 2021		Not Scheduled	Not Scheduled
September 2021	<ol style="list-style-type: none"> 1. Directors Report on CASA Annual Meeting 	9/20/2021	9/27/2021

FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

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Board of Directors Meeting Minutes

Date: Monday, September 28, 2020

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00 PM

The meeting was called to order at 6:05 PM by President Vaccaro. President Vaccaro presided over the meeting.

1. Roll Call – The following members present: Directors Adams, Price, Segala, Vaccaro, Wilson and by teleconference: Directors Day, Bertani, Moy, and Williams. Director Timm was absent.
2. Pledge of Allegiance was led by Director Segala. President Vaccaro adjourned with the Board of Directors to a closed session at 6:06 PM for Agenda Item 2.

Closed Session: Public Employment, Employee Appointment or Evaluation Pursuant to Government Code Section 54957(b)(1) Position title: General Manager

3. President Vaccaro reconvened with the Board of Directors for the open session of the meeting at 6:19 PM.

Roll call was taken for the public session. The following members present: Directors Adams, Price, Segala, Vaccaro, Wilson and by teleconference: Directors Day, Bertani, Moy, and Williams. Director Timm was absent.

President Vaccaro announced the Board unanimously voted to appoint Talyon Sortor as General Manger. In addition, the Board appointed a subcommittee comprised of Vice President Wilson and Director Timm to negotiate the General Manger Contract with Mr. Sortor and bring it to the October Board of Directors Meeting.

4. Public Comments – No comments.
5. Director Comments – The Board of Directors are excited to work with Mr. Sortor with his breath of experience and forward looking focus as we cultivate a culture of togetherness and leverage resources with every one of our employees for a pathway to success as a District.

General Manager Report – Thank you to the Executive Committee for time and effort with the interview process. An RFP is out for the Sewer System Asset Management Plan to hire a consultant to evaluate funding sewer replacement at both Cities and the District. The Middle Green Valley LAFCO application was submitted to LAFCO and will go through the public process for notification and will bring to the LAFCO meeting in December that will allow us to serve the homes eventually built in Middle Green Valley. We received the NACWA Peak Performance Award in recognition of six years of complete and consistent National Pollutant Discharge Elimination System permit compliance. Lastly, The District hired (4) new employees recently in the Operations (2) and Maintenance (2) department to fill some vacant positions.

6. Consent Calendar

- (a) Approve Board of Directors Meeting Minutes of July 27, 2020
- (b) Approve Board of Directors Special Meeting Minutes of August 3, 2020

Upon motion by Director Segala, seconded by Director Wilson, the Consent Calendar was approved by the following roll call vote:

AYES: Adams, Bertani, Day, Moy, Price, Segala, Williams, Wilson, Vaccaro
NOES: None
ABSENT: Timm
ABSTAIN: None

7. Discussion / Actions Items

President Vaccaro moved Action Items 10a and 10b to the next Board of Directors Meeting on October 26, 2020.

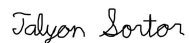
The meeting adjourned at 6:31 PM.

Respectfully submitted,


Rick Vaccaro (Nov 3, 2020 15:35 PST)

President

ATTEST:



District Clerk