



# 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:** June 21, 2021

**Meeting Place:** 1010 Chadbourne Road  
Fairfield, California  
(Board Meeting Room)

**Meeting Time:** 4:30 p.m.

**EXECUTIVE COMMITTEE**  
LORI WILSON, PRESIDENT  
CHUCK TIMM, VICE PRESIDENT  
HARRY PRICE  
WANDA WILLIAMS

1. Roll Call
2. Public Comments
3. General Manager Report

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4. <b>Discussion Items:</b>		
(a) Board Workshop		
5. <b>Action Items:</b>		
(a) Approve the June 28, 2021 Board Meeting Agenda .....		2
6. <b>Information Items:</b>		
(a) Monthly Operating Summary .....		3
(b) Connection Fee Chart .....		4
(c) Draft Board Minutes of May 24, 2021 .....		5
(d) Board Calendar .....		7

--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 will now be able to "step-up" to the virtual podium and speak during public comment. Join via Zoom, you will be asked to enter a name and an email address. We request that you identify yourself by name, as this will be visible online, and will be used to notify you that it is your time to speak. To provide a public comment, "raise hand" or press \*9. 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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## Board of Directors Meeting Agenda

**Meeting Date:** Monday, June 28, 2021

**Meeting Place:** 1010 Chadbourne Road  
Fairfield, California

**Meeting Time:** 6:00 p.m.

**Board of Directors**

- Lori Wilson, President
- Chuck Timm, Vice President
- Jane Day
- Alma Hernandez
- Mike Hudson
- Doriss Panduro
- Harry Price
- Scott Tonnesen
- Rick Vaccaro
- Wanda Williams
- Pam Bertani, First Alternate
- Catherine Moy, Second Alternate

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

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6. <b>Consent Calendar:</b>	
(a) Approve Board Minutes of May 24, 2021.....	#
7. <b>Discussion Items:</b>	
(a) Board Workshop.....	#
1. Topic 1: TBD i.e., Asset Management Study.....	#
2. Topic 2: TBD.....	#
3. Topic 3: TBD.....	#
8. <b>Action Items:</b>	
9. <b>Information Items:</b>	
(a) Board Calendar .....	#

-- 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 or by teleconference and the meeting may be accessible telephonically or otherwise electronically to members of the public.

**Zoom meeting** Join on your computer or mobile app [Click here to join the meeting](#)  
Or call in (audio only) **(833) 281-2315** United States (Toll-free) Phone Conference ID: 566 640 806#

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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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June 14, 2021

## MEMORANDUM

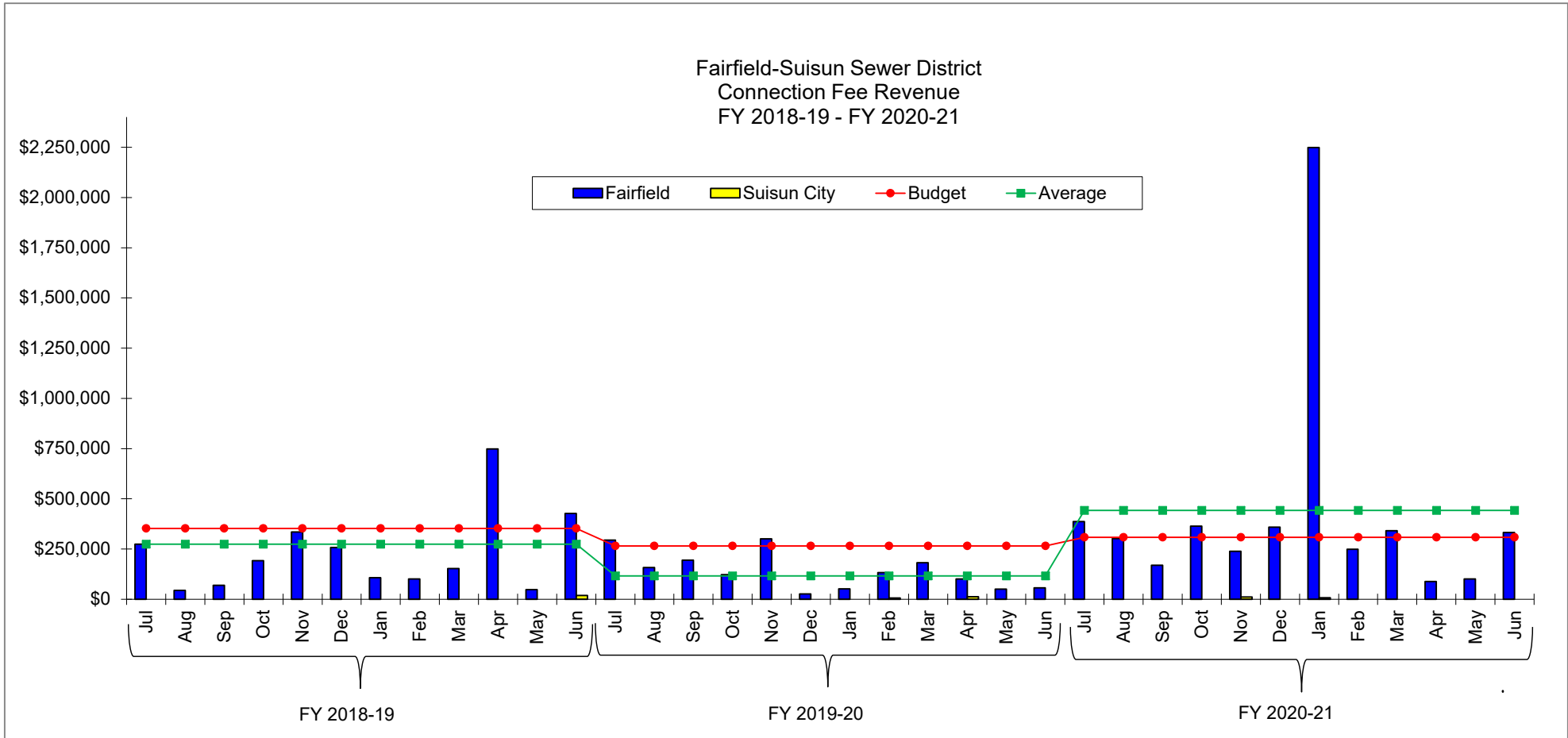
TO: Executive Committee

FROM: Brian Hawley, Regulatory Compliance Manager

SUBJECT: Operating Data Summary – Through May 2021

<b>Daily Numbers:</b>	<b>April</b>	<b>May</b>
Influent Flow Daily Average	12.20 MGD	11.61 MGD
Recycled Flow Daily Average	1.491 MGD	1.172 MGD
Permit Excursions	0	0
TSS Daily Average Influent	264 mg/L	259 mg/L
BOD Daily Average Influent	292 mg/L	293 mg/L
TSS Daily Average Effluent	< 0.6 mg/L	0.7 mg/L
BOD Daily Average Effluent	1.58 mg/L	1.80 mg/L

<b>Annual Numbers:</b>	<b>Jan-May</b>
Influent Flow Daily Average	12.55 MGD
Recycled Flow Daily Average	0.537 MGD
Permit Excursions	0



Note: January 2021 revenue from the City of Fairfield totaled \$2,247,480. This increase was primarily driven by multi-family connections at 4501 Business Center Drive and 2400 Village Square Blvd, as well as residential connections near the Vacaville Junction.

**FAIRFIELD-SUISUN SEWER DISTRICT**

MINUTES

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## Board of Directors Meeting Minutes

Date: Monday, May 24, 2021

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 Wilson. President Wilson presided over the meeting.

1. Roll Call – the following members present: Directors Hernandez (6:05 p.m.), Hudson, Panduro, Price, Timm, Tonnesen, Vaccaro, Wilson and by teleconference: Director Day. Director Williams was absent.
2. Pledge of Allegiance was led by Director Timm.
3. Public Comments – No public comment.
4. Director Comments – Director Vaccaro shared report from the CASA Scholarship Committee that there are 12-14 applicants for the scholarships distributed in August.
5. General Manager Report – General Manager Sortor confirmed that the 2021 CASA Annual Conference will be held as an in-person event on August 11-13 in San Diego. Senior Office Assistant Theresa Parmigiani will update the Board on registration and make reservations. The June Board Meeting is cleared to hold a Board Workshop. One main focus of discussion will be the Asset Management Study and bring everyone up to speed. Finally, in regard to the American Rescue Plan, the District does not get money at this time directly; the cities do, as well as the county and state. As members of the California Special Districts Association, they are advocating something for special districts. In the meantime, the District intends to send letters to both cities requesting allocating funds to cover uncollected delinquent sewer bills.
6. Consent Calendar
  - (a) Approve Minutes of Board of Directors Meeting April 26, 2021
  - (b) Approve Anheuser-Busch Agreement Extension
  - (c) Approve Resolution No. 2021-07 Adopt Investment Policy
  - (d) Approve District Counsel Contract
  - (e) Adopt Resolution No. 2021-10 Granting Discretionary Authority to Approve Plans and Specifications to the General Manager and the District Engineer

Upon motion by Director Price, seconded by Director Vaccaro, the Consent Calendar was approved/adopted by the following roll call vote:

AYES: Day, Hernandez, Hudson, Panduro, Price, Timm, Tonnesen, Vaccaro,  
Wilson

NOES: None

ABSENT: Williams

ABSTAIN: None

7. Discussion Items

- (a) Board Compensation Review: No questions or comments from Agenda packet information.

8. Action Items

- (a) Adopt Resolution 2021-08 Approving FY 2021/22 Budget

Director of Administrative Services James Russell-Field presented a PowerPoint on the FY 2021/22 Budget and Long-Term Financial Plan, changing from a two-year budget to a one-year budget and the FY 2021/22 budget will serve as a baseline for upcoming cost of service and rate study. After a question regarding major maintenance from the Board, upon motion by Director Vaccaro and seconded by Director Hernandez, Action Item 8a was adopted by the following roll call vote:

AYES: Day, Hernandez, Hudson, Panduro, Price, Timm, Tonnesen, Vaccaro, Wilson

NOES: None

ABSENT: Williams

- (b) Adopt Resolution 2021-09 Approving Employee Salary Schedule

Board members had no questions from the information provided on the agenda packet. Upon motion by Director Timm, seconded by Director Tonnesen, Item 8b was adopted by the following roll call vote:

AYES: Day, Hernandez, Hudson, Panduro, Price, Timm, Tonnesen, Vaccaro, Wilson

NOES: None

ABSENT: Williams

9. Information Items

- (a) Board Calendar – No comments.

10. Closed Session

The Board of Directors recessed to Closed Session at 6:30 p.m. to discuss the following matter:

- (a) Gov. Code Section 54957: Public Employee Performance Evaluation - Title: General Manager

No post Closed Session comments to report.

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

June 28, 2021

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
July 2021	1. Quarterly General Manager Performance Review (Exec Comm) 2. Quarterly Investment Report	7/19/2021	7/26/2021
August 2021		Not Scheduled	Not Scheduled
September 2021	1. Directors Report on CASA Annual Meeting 2. Award Design Contract for Electrical Replacment Project Phase 2	9/20/2021	9/27/2021
October 2021	1. Quarterly Investment Report 2. Receive Report on OMRC 5th Operational Year 3. Award Construction Contract for 2022 Major Maintenance Project 4. Receive Report on Fairfield-Suisun Collection System Asset Mgmt Plan	10/18/2021	10/25/2021
November 2021	1. Board of Directors 2022 Meeting Schedule 2. Report on Financial Audit for FY 2020/2021 3. Receive Final Annual Financial Report for FY 2020/2021 4. Award Construction Contract for Primary Clarifier Nos. 2 and 4 Rehabilitation	11/15/2021	11/22/2021
December 2021		Not Scheduled	Not Scheduled
January 2022	1. Quarterly General Manager Performance Review (Exec Comm) 2. Quarterly Investment Report 3. Award Construction Contract for Peabody/Walters Relief Sewer Phase 1B	1/17/2022	1/24/2022
February 2022		Not Scheduled	Not Scheduled
March 2022	1. Award Construction Contract for Electrical Replacement Project Phase 2 2. Award Construction Contract for 2022 Building Roofing Rehab Project 3. Award Construction Contract for Bioenergy Generation Project	3/21/2022	3/28/2022
April 2022	1. Quarterly General Manager Performance Review (Exec Comm) 2. Quarterly Investment Report	4/18/2022	4/25/2022
May 2022	1. Adopt Resolution approving budget	5/16/2022	5/23/2022
June 2022	1. Board Workshop	6/20/2022	6/27/2022