



FAIRFIELD-SUISUN SEWER DISTRICT

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

Executive Committee Meeting Agenda

Meeting Date: February 14, 2022
Meeting Place: Via Teleconference
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
4. **Consent Items:**
5. **Discussion Items:**

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6. **Action Items:**
 - (a) Approve the February 21, 2022 Board of Directors Agenda2
7. **Information Items:**
 - (a) Monthly Operating Summary3
 - (b) Connection Fee Chart4
 - (c) Draft Board Minutes of January 31, 20225
 - (d) Board Calendar7
8. **Closed Session:**
 - (a) Gov. Code Section 54957: Public Employee Performance Evaluation –
Title: General Manager

--End of Agenda--

Teleconference Notice: Consistent with AB 361 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](#)

Webinar ID: 851 5586 4721 Passcode: 955413 Or call in (audio only) 1-720-707-2699 or 1-253-215-8782

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 Director Meeting Agenda

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

Meeting Date: Monday, February 21, 2022

Meeting Place: Via Teleconference

Meeting Time: 6:00 p.m.

The Fairfield-Suisun Sewer District Board of Directors Meeting scheduled for Monday, February 21, 2022 at 6:00 p.m. is cancelled.

The next meeting of the Board of Directors is scheduled to be held on March 28, 2022 at 6:00 p.m.



FAIRFIELD-SUISUN SEWER DISTRICT

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February 9, 2022

MEMORANDUM

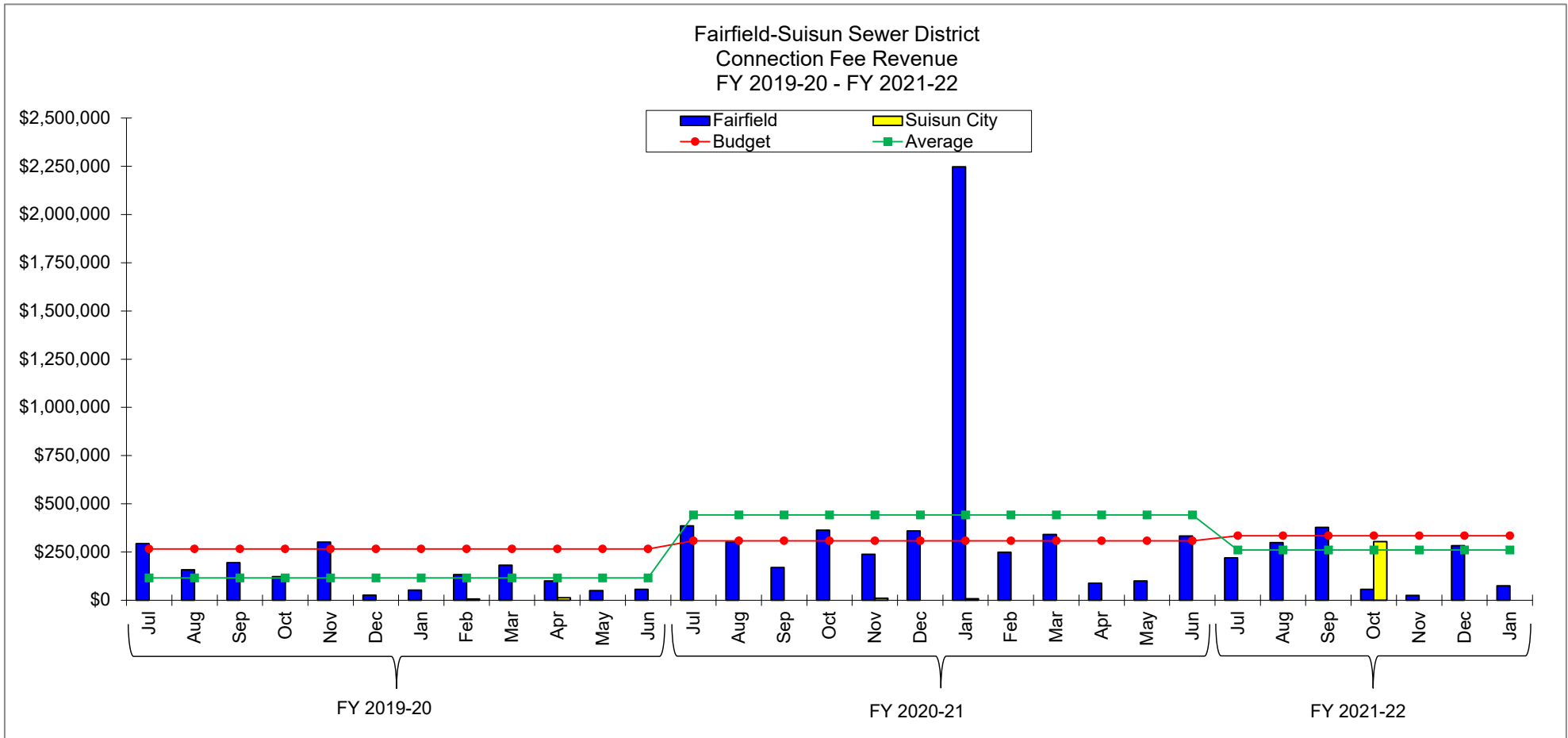
TO: Executive Committee

FROM: Brian Hawley, Regulatory Compliance Manager

SUBJECT: Operating Data Summary – Through January 2022

Daily Numbers:	December	January
Influent Flow Daily Average	22.53 MGD	16.95 MGD
Recycled Flow Daily Average	0.000 MGD	0.000 MGD
Permit Excursions	0	0
TSS Daily Average Influent	165 mg/L	197mg/L
BOD Daily Average Influent	195 mg/L	227 mg/L
TSS Daily Average Effluent	< 0.5 mg/L	< 0.6 mg/L
BOD Daily Average Effluent	1.33 mg/L	1.45 mg/L

Annual Numbers:	Jan
Influent Flow Daily Average	16.95 MGD
Recycled Flow Daily Average	0.000 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**1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.fssd.com**Board of Directors Meeting Minutes**

Date: Monday, January 31, 2022

Meeting Place: Via Teleconference

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 via teleconference: Directors Day, Hernandez, Hudson, Panduro, Price, Timm, Tonnesen, Vaccaro, Williams, Wilson.
2. Pledge of Allegiance was led by Vice President Timm.
3. Public Comments – No comments.
4. Director Comments – Happy New Year to everyone. Welcome back to our first meeting of the new year. CASA Winter Conference in late January being canceled was a good decision considering spread of omicron variant.
5. General Manager Report – Staff keep updating our plans with the continued Covid rule changes. Exposure plan is up to date with current requirements. We have had quite a few people out due to illness or exposure with no impact to operations. In regard to the CASA Conference, at this point they are still planning on holding the DC Forum at the end of February. The District made internal decision to not send any staff due to risk of exposure and limited agenda. Aires Project, a company that would process biosolids and woody waste to make energy on land leased from District, is working towards getting CEQA environmental document together and going out to public for comment this week. Aires Project update will come back to the board in March approving the environmental documents, as they attain permits and take steps to lease the property. Project is moving along; please reach out to the District Engineer for more information.
6. Consent Calendar
 - (a) Adopt Resolution No. 2022-01 Authorizing Public Meetings to be Held via Teleconference
 - (b) HVAC Upgrades Project – Award Construction Contract and Authorize Executing of Consulting Agreement for Engineering Services During Construction
 - (c) Receive Independent Auditor’s Report of the District’s Basic Financial Statements for Fiscal Year Ended June 30, 2021
 - (d) Approve Minutes of October 25, 2021

No Comments. Upon motion by Director Price, seconded by Director Vaccaro, the Consent Calendar Item No. 6a – 6d was approved/adopted by the following roll call vote:

AYES: Day, Hernandez, Hudson, Panduro, Price, Timm, Vaccaro, Williams, Wilson
 NOES: None
 ABSTAIN: Tonnesen
 ABSENT: None

7. Discussion Items: None.

8. Action Items:

- (a) Receive Results of Cost of Service and Rate Study; Approve Proposition 218 Notice and Adopt Resolution No. 2022-02 Approving Proposition 218 Protest Procedures

Director of Administrative Services James Russell-Field shared brief background on the Cost of Service and Rate Study. 2017 was the last study which helped set the rates through to the current fiscal year. In July 2021, approved by the Board, Hildebrand Consulting was hired to update cost of service and conduct a rate study such as budget and long-term financial plan. Mark Hildebrand of Hildebrand Consulting, along with James Russell-Field and Jordan Damerel, including General Manager input, presented to the Board and elaborated on the sewer rate study which included financial plan, cost of service/rate design, proposed rates, survey, capacity charges and project schedule.

After deep discussion to have prudent, practical, stable rates and help manage and take care of old sewer lines, and providing Prop 218 notice in different languages, upon motion by Director Timm, seconded by Director Williams, Item No. 8a was approved/adopted by the following roll call vote:

AYES: Day, Hernandez, Hudson, Panduro, Price, Timm, Tonnesen, Vaccaro, Williams, Wilson
NOES: None
ABSTAIN: None
ABSENT: None

9. Information Items: No comments.

- (a) Board Calendar
- (b) Quarterly Investment Report

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

February 21, 2022

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
March 2022	<ol style="list-style-type: none"> 1. Adopt Rates 2. Approve Solano Stormwater Alliance MOU 3. Adopt Mitigated Negative Declaration for Aries Gasification Facility 	3/21/2022	3/28/2022
April 2022	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. Award Construction Contract for Peabody/Walters Relief Sewer Phase 1B 	4/18/2022	4/25/2022
May 2022	<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 Construction Contract for 2022 Building Roofing Rehab Project 6. Award Construction Contract for 2022 Major Maintenance Project 7. Award Construction Contract for Bioenergy Generation Project 	5/16/2022	5/23/2022
June 2022	<ol style="list-style-type: none"> 1. Board Workshop 2. General Manager Performance Review 	6/20/2022	6/27/2022
July 2022	<ol style="list-style-type: none"> 1. Quarterly Investment Report 	7/18/2022	7/25/2022
August 2022		Not Scheduled	Not Scheduled
September 2022	<ol style="list-style-type: none"> 1. Directors Report on CASA Annual Meeting 2. Award Construction Contract for Electrical Replacement Project Phase 2 	9/19/2022	9/26/2022
October 2022	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. General Manager Performance Meeting (Exec Comm) 	10/17/2022	10/24/2022
November 2022	<ol style="list-style-type: none"> 1. Report on Financial Audit for FY 2021/2022 	11/14/2022	11/28/2022
December 2022		Not Scheduled	Not Scheduled
January 2023	<ol style="list-style-type: none"> 1. Quarterly Investment Report 	1/23/2023	1/30/2023
February 2023	<ol style="list-style-type: none"> 1. General Manager Performance Meeting (Exec Comm) 	2/13/2023	2/20/2023