



FAIRFIELD-SUISUN SEWER DISTRICT

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

Executive Committee Meeting Agenda

Meeting Date: June 13, 2022

Meeting Place: 1010 Chadbourne Road, Fairfield, CA

Meeting Time: 4:30 p.m.

EXECUTIVE COMMITTEE

MIKE HUDSON, PRESIDENT

CHUCK TIMM, VICE PRESIDENT

HARRY PRICE

WANDA WILLIAMS

1. Roll Call
2. Public Comments
3. General Manager Report
4. **Discussion Items:**
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 - (b) Adopt Resolution No. 2022-XX, Rescinding the Previous Conflict of Interest Codes and Adopting a New Conflict of Interest Code 19
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7. **Closed Session:**
 - (a) Gov. Code Section 54957: Public Employee Performance Evaluation – 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 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 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

Item No. 4a

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

June 8, 2022

MEMORANDUM

TO: Executive Committee

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: Update to Sewer Capacity and Sewer Service Charge Ordinance

Recommendation: Adopt Ordinance 2022-XX, Application of Sewer Service and Capacity Charges to Fairfield-Suisun Sewer District Customers.

Background: Ordinance 05-01 defines how the District bills and calculates Sewer Capacity Charges as well as Sewer Service Charges. The Ordinance has remained unmodified since 2005. Due to challenges implementing the Ordinance for Sewer Capacity Charges and to make miscellaneous administrative updates, District staff proposed to supersede Ordinance 05-01 with a new Ordinance.

The primary objective of the update is to replace the methodology to calculate Sewer Capacity Charges, which is currently based on the acreage of the parcel. The acreage methodology does not have a clear nexus to the projected wastewater discharge of a customer and can be challenging to explain, calculate, and implement, especially in the case of a mixed-use development. Other objectives of the update include administrative clarifications and cleanup related to dates, definitions, and the presentation of information.

Discussion: An acre-based calculation is currently used to calculate Sewer Capacity Charges for Regular and High Strength commercial and industrial users. A survey of comparable agencies indicates that this methodology is unique to the District, and not common practice. To better align the anticipated wastewater discharge for Regular and High Strength commercial and industrial users with the impact to the wastewater system, staff recommends utilizing calculation based on the square footage of the building to calculate Sewer Capacity Charges. Basing the calculation off square footage will provide an easier calculation to explain to developers and be administratively easier to manage and cross-train District staff.

Recognizing that there are multiple commercial and industrial customer types, staff proposes an Equivalent Dwelling Unit (EDU) table that sets standard EDUs per 1,000 square feet of a building. EDUs were estimated based on a survey of various business in the District's service area and cross-referenced against comparable agencies for consistency. Applicants in non-residential classes may alternatively provide data on anticipated flow, Biochemical Oxygen Demand, and Total Suspended Solids to be utilized in an Engineering Calculation as opposed to the EDU table calculation.

Other administrative updates include:

- Addition of a definition and mechanism to address Accessory Dwelling Units (ADUs), which were not defined in Ordinance 05-01.
- An update to the definition of Multi-family dwelling to include any type of dwellings that would have multiple units on one parcel. Multiple-family was also broken up into two categories based on square footage of the dwelling with dwellings 1,200 square feet and larger being set to the equivalent a Single-family dwelling.
- Update charges for Rancho Solano, Lawler Ranch, and North Cordelia Sub-basin A developments to be effective July 1 based on the April to April Engineering News / Record Construction Cost Index (ENR-CCI) as opposed to March 1 based on the December to December ENR-CCI.

Fiscal Impact: Staff projects that total Sewer Capacity Charge revenue will remain the same with the change from an acre-based calculation to square footage.

Attachment: 1 – Ordinance 2022-XX Application of Sewer Service and Capacity Charges to Fairfield-Suisun Sewer District Customers

FAIRFIELD-SUISUN SEWER DISTRICT
ORDINANCE NO. 2022-XX

APPLICATION OF SEWER SERVICE AND CAPACITY CHARGES TO FAIRFIELD-SUISUN
SEWER DISTRICT CUSTOMERS

THE BOARD OF DIRECTORS OF THE FAIRFIELD-SUISUN SEWER DISTRICT
DOES ORDAIN AS FOLLOWS:

ARTICLE I. GENERAL PROVISIONS

1. Short Title. This Ordinance may be cited as the “Application of Sewer Service and Capacity Charges to Fairfield-Suisun Sewer District Customers Ordinance.”

1.1 Basis of Charges. The basis of the sewer service charges prescribed in this Ordinance is the establishment of a unit cost computed to represent the cost of the collection, treatment, and disposal of sewage from each customer class. Except for Residential and Case-by-Case customers, this unit shall be equal to 100 cubic feet of water use, as measured by water meter readings. In addition, a flat monthly Account Charge will be assessed to each account. Residential customers shall be billed on a flat monthly basis; Case-by-Case customers shall be billed on actual flows and loadings as well as the flat Account Charge.

The basis of Sewer Capacity Charges prescribed in this Ordinance is a unit of cost referred to as a “Equivalent Dwelling Unit” (EDU) computed to represent the cost of providing an incremental unit of capital capacity for treatment and disposal.

2. Definitions. Unless the context otherwise indicates, terms used herein have the following meanings:

- (a) "Accessory Dwelling Unit" or "ADU" shall have the same meaning provided in California Government Code section 65852.2, as it now reads or as amended, which currently reads as follows: an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated.
- (b) "Applicant" means any person, firm, corporation, association, governmental agency, or other entity that applies to the District for sewer connection.
- (c) "Board" means the Board of Directors of the Fairfield-Suisun Sewer District.
- (d) "BOD" means biochemical oxygen demand, which is a measure of the strength of sewage expressed in terms of the milligrams of oxygen required by microorganisms to render one liter of sewage inert.

- (e) "City" refers to either the City of Fairfield or the City of Suisun City, whichever has jurisdiction.
- (f) "Clerk" means the Clerk of the Fairfield-Suisun Sewer District.
- (g) "Customer" means any person, firm, corporation, association, governmental agency or other entity to which the services or facilities of the District are furnished.
- (h) "District" means the Fairfield-Suisun Sewer District.
- (i) "Equivalent Dwelling Unit" or "EDU" means the measure of the relative impact of a customer's discharge on the services or facilities furnished by the District, compared to a single-family residential unit. One EDU is defined as a discharge of 178 gallons per day, with a BOD concentration of 306 milligrams per liter and a TSS concentration of 216 milligrams per liter.
- (j) "General Manager" means the General Manager of the Fairfield-Suisun Sewer District.
- (k) "Maximum Month" means the impact of a customer's maximum daily average loading (flow, BOD, TSS) measured over thirty consecutive days within a twelve-month period.
- (l) "Multiple-family dwelling" means multiple dwelling units per parcel individually designed to provide complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. Multiple-family dwellings include a Single-family dwelling with an Accessory Dwelling Unit.
- (m) "Sewer Capacity Charge" means a charge for new development which reflects the potential demand each new service connection could place on the wastewater system.
- (n) "Sewer connection" means the connection of a structure or project to a City or District sewer system.
- (o) "Sewer Service Charges" means fees, tolls, rates, rentals, or other charges for services and facilities furnished by District in connection with its wastewater system.
- (p) "Single-family dwelling" means one dwelling unit per parcel designed, improved, or used as a residential dwelling with one complete independent living facility, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

- (q) "TSS" means total suspended solids, a measure of strength of sewage expressed in terms of the quantity of solid material measured in milligrams within a liter of sewage.
 - (r) "Wastewater Discharge Permit" means a control mechanism issued to any customer discharging to the sewer system that the District determines needs a permit to regulate the discharge of toxic, organic, or hydraulic loading to the District's sewer system and treatment plant.
3. Severability. The Board hereby declares that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid by court order, the remainder of this Ordinance, or the application of any provision held invalid to other persons or circumstances shall not be affected.
 4. Authority. The Board finds that the imposition of fees and charges that have been adopted pursuant to Ordinance No. 2022-XX as amended have been authorized by the Fairfield-Suisun Sewer District Act, as amended.
 5. Intent. 05-01, as amended, is repealed and replaced in its entirety with this Ordinance 2022-XX.

ARTICLE II. SEWER SERVICE CHARGES

6. Sewer Service Charges.

6.1. Customer Classes. Customer classes for Sewer Service Charges are defined as follows

Residential	Single-family dwellings and Multiple-family dwellings.
Regular Strength	Offices, retail stores, hotels, motels, schools, churches, hospitals, nursing homes, laundromats, dry cleaning, establishments, bars without food service, car washes, other commercial or industrial customers not treated as High Strength or as Case-by-Case.
High Strength	Commercial laundries, restaurants, service stations with holding tank dumping facilities, bakeries and food processing facilities, other commercial or industrial customers with concentrations greater than 306 milligrams per liter BOD or 216 milligrams TSS, but less than the concentrations specified for Case-by-Case.
Case-by-Case	All commercial or industrial customers other than those specified as Regular Strength or High Strength with flows greater than 0.010 million gallons per day (MGD), or with concentrations greater than 650 mg/l BOD or

	1,000 mg/l TSS; all intermittent customers; and any commercial or industrial customer requesting and paying the full cost of metering and testing.
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6.2. Sewer Service Charge Adjustment. The Board may adjust sewer service charges at any time by projecting expenditures for District operation and maintenance, capital projects, adequate funding of reserves, and maintaining the legally-required debt service coverage ratio, and setting charges to generate sufficient revenue. All notification requirements of State law will be followed.

6.3. Regulatory Compliance Fee. A fee is hereby established for those customers holding a District Wastewater Discharge Permit. This fee shall increase 4% annually on July 1.

6.4. Short-Term Discharge Fees. These fees shall apply to direct temporary discharges from a point of discharge for which a District Sewer Capacity Charge is inapplicable or for which Sewer Capacity Charges sufficient to address the temporary discharge have not been paid, including, but not limited to, temporary discharges of groundwater. Discharge may not occur without a permit and may not continue for more than one year from the effective date of permit absent approval by the General Manager or their designee. If the discharge period does continue beyond one year, discharger will be assessed applicable and then-current Sewer Service Charges and Capacity Charges. The decision to accept any such temporary discharge and any and all requirements pertaining to the acceptance of such temporary discharge, Sewer Service Charges, and Capacity Charges shall be based on an evaluation of the effect on capacity, compliance with regulations, and any other factors that could affect the overall operations of the District. Such discharges shall fully comply with all federal, state and local laws, regulations and orders, including but not limited to the District's Wastewater Discharge Ordinance in effect at the time of such discharge. This fee shall increase 4% annually on July 1.

ARTICLE III. BILLING AND COLLECTING

7. Billing. The regular billing period will be that period which coincides with the customer's water billing period. Special billing periods may be established administratively as required for special circumstances.
8. Opening and Closing Bills. Service for a period of less than the regular billing period shall be billed on the basis of actual number of days of service.
9. Billing Time. Bills for sewer service shall be rendered at the end of each billing period and are payable upon presentation, except as otherwise provided.
10. Penalties and Interest. All bills, other than those to be collected on the tax rolls on which general District taxes are collected, that are not paid on or before 30 days from the billing date indicated on the bill shall be delinquent. A basic penalty of ten percent (10%) of the bill or amount due plus an additional penalty of not exceeding one and one-half percent (1½%) per month shall accrue for the period of delinquency and be collected as a part of the principal thereof. Bills to be collected on the tax rolls that are not paid shall be

delinquent and shall be subject to penalties as provided by state law.

11. Timely Data Provision. Case-by-Case Commercial/Industrial customers will be required to provide discharge data to the District in a timely fashion. By the 15th of each calendar month, Commercial/Industrial customers designated as Case-by-Case must provide discharge flow, BOD, and TSS data, as required, to the District for the prior calendar month. This data will be used for billing purposes. If the data is not provided as required, an estimated bill will be calculated by adding 15% to the highest bill in the past twelve calendar months. Once the required data is provided to the District, the account balance can be trued up, minus an administrative fee of 10% of the corrected bill amount.
12. Collection by Suit. As an alternative to any of the other procedures herein provided, the District may collect unpaid charges by suit, in which event it shall have judgement for the cost of suit and reasonable attorney's fees.

ARTICLE IV. COLLECTION WITH OTHER UTILITY CHARGES

13. Other Utility Charges. The Board of the District may provide by contract for the collection of its Sewer Service Charges with the rates for the services, facilities, and water of the water system or other utility service furnished by the City of Fairfield and/or the City of Suisun City. The Sewer Service Charges shall be itemized, billed upon the same bill, and collected as one item, together with and not separately from such utility service charge.
14. Discontinuing Service. If all or any part of the bill on which any Sewer Service Charge is collected is not paid, the District or either of the cities may discontinue its utility service until such bill is paid.
15. Compensation. The contract shall provide for the payment of a reasonable collection charge to the city involved in the collection of Sewer Service Charges.
16. Billing and Collecting Delinquencies on Tax Roll. In the absence of any agreement with the cities to collect such charges, and as an alternative procedure thereto, the District may provide for the collection of all charges that have not been paid at the time for fixing its tax rate upon the tax roll on which District taxes may be collected and in the same manner provided by law therefor.
17. Other Remedies. The District may provide otherwise for the collection of charges. All remedies herein provided for their enforcement and collection are cumulative and may be pursued alternatively or collectively as the District determines.

ARTICLE V. USE OF TAX ROLL

18. Procedure. When the District elects to use the tax roll on which general District taxes are collected for the collection of current or delinquent charges, collection shall be made in the manner as now or hereafter provided in Article 4, Chapter 6, Part 3, Division 5 of the Health and Safety Code, or in Section 63 of the Fairfield-Suisun Sewer District Act.
19. Alternative. The powers authorized by this article shall be alternative to all other powers

of the District and alternative to procedures adopted by the Board thereof for the collection of such charges.

20. Report. If the District elects to collect all or some of the charges on the tax roll using the procedure set forth in the Health and Safety Code, a written report shall be prepared and filed with the Clerk which shall contain a description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel, computed in conformity with the charges prescribed by this Ordinance.
21. Notice. The Clerk shall cause notice of the filing of the report and of the time and place of hearing thereon to be published once a week for two successive weeks prior to the date set for hearing in The Daily Republic, a newspaper of general circulation, printed and published within the District's boundaries. Prior to such election for the first time, the Clerk shall mail a notice in writing of the filing of said first report proposing to have such charges collected on the tax roll and of the time and place of hearing thereon, to be mailed to each person to whom any parcel of real property described in the report is assessed in the last equalized assessment roll on which general District taxes may be collected available on the date the report is prepared, at the address shown on said roll or as known to the Clerk.
22. Hearing. At the time of hearing, the Board shall hear and consider all objections or protests, if any, to said report referred to in said notice and may continue the hearing from time to time.
23. Final Determination of Charges. Upon the conclusion of the hearing on the report, the Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each charge as described in said report, which determination shall be final.
24. Filing of Report with County Auditor. On or before the 10th day of August in each year following the final determination of the Board, the Clerk shall file with the Auditor a copy of said report with a statement endorsed thereon over their signature that it has been finally adopted the Board of the District, and the Auditor shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll.
25. Parcels Outside the District. Where any such parcels are outside the boundaries of the District, they shall be added to the assessment roll of the District for the purpose of collecting such charges.
26. Parcels Not on Roll. If the property is not described on the roll, the Auditor shall enter the description thereon together with the amounts of the charges as shown on the report.
27. Lien. The amount of charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as provided by state law. The Tax Collector shall include the amount of the charges on bills for taxes levied against the respective lots and parcels of land.
28. Tax Bill. Thereafter, the amount of the charges shall be collected at the same time and in

the same manner and by the same persons as, together with and not separately from, the general taxes for the District, if any, and shall be delinquent at the same time and thereafter be subject to the same penalties for delinquency.

29. Collection. All laws applicable to the levy, collection and enforcement of general taxes of the District, including, but not limited to, those pertaining to the matters of delinquency, correction, cancellation, refund and redemption, are applicable to such charges.
30. Compensation of County. The Tax Collector may, in his discretion, issue separate bills for such charges and separate receipts for collection on account of such charges. The County shall be compensated for services rendered in connection with the levy, collection and enforcement of such charges for the District in an amount to be fixed by agreement between the Board of Supervisors and the Board of the District. The compensation shall not exceed one percent (1%) of all money collected.

ARTICLE VI. DISCONNECTION

31. Connections Mandatory. All buildings within the District inhabited or used by human beings which are not more than 200 feet from the sewer system of the District, including those facilities owned and operated by the City of Fairfield and/or the City of Suisun City, or any extension hereafter made thereto, and in which any sewage is produced, shall be connected to the sewer system of the District not less than thirty (30) days from the time when such connection can be made.
32. Disconnection. As an alternative method of collecting District charges, the District after notice and hearing may cause disconnection of any premises from the sewer system if the customer fails to pay any charges for his/her premises after they shall have become delinquent. The District shall estimate the cost of disconnection of such premises from the enterprise and the cost of reconnecting it thereto, and such customer shall deposit the cost as estimated of disconnection and reconnection before such premises are reconnected to the sewer system. In the event such arrearages are paid and premises are reconnected to the sewer system, the District shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

ARTICLE VII. SEWER CAPACITY CHARGES

33. Sewer Capacity Charges. Sewer Capacity Charges are based on the number of EDUs calculated for each new connection to the District's sewer system. The assignment of EDUs will be calculated by the District to assess the relative impact of a new connection on the District's facilities. EDU calculations are shown in Exhibit "A". Sewer Capacity Charges shall increase annually on July 1 by no more than the Engineering News/Record Construction Cost Index for the San Francisco area based on the change from April for the second prior calendar year to April for the prior calendar year.
34. Time for Payment. Sewer Capacity Charges shall be due and payable at the time of issuance of a building permit by the City department having jurisdiction thereof. No connection shall be made to the District's facilities without the prior payment of the

applicable Sewer Capacity Charges unless the District allows another milestone in writing, but no later than the issuance of a Certificate of Occupancy; unless the District has approved a written agreement for the payment of Sewer Capacity Charges in installments over a period of time. The owner(s) of the parcel(s) on which premises which have been connected to the sewer system shall be responsible for the payment of a Sewer Capacity Charge which has not been paid when due as set forth in this Section or Section 38 or Section 40 hereof, or for which a payment has not been made pursuant to an agreement to pay Sewer Capacity Charges over time, whether or not such agreement was entered into pursuant to Section 39 or Section 39.2, or whether or not such an agreement is alleged or determined to be invalid, and shall be responsible for the payment of unpaid capacity surcharges imposed pursuant to Section 39.1.

In the event that the building for which a Sewer Capacity Charge has been paid is not under construction within 180 days of issuance of the building permit, or in the event construction stops for 180 days, the Sewer Capacity Charge paid shall lapse and the full amount of Sewer Capacity Charge in effect at the commencement or recommencement of construction shall be required. The District shall grant a credit on such Sewer Capacity Charge in the amount of the previously paid Sewer Capacity Charge.

35. To Whom Paid. Sewer Capacity Charges shall be paid to and collected by the Building Inspector of the City within which the premises are located, or by such other official as the city or District may designate.
36. Event of Nonpayment. If, for any reason, connection shall have been made in violation of Section 34 hereof, or if payment is not made, pursuant to the requirements of Section 38, Section 39.1 or Section 40 hereof, or if payment is not made pursuant to an agreement to pay Sewer Capacity Charges over time, whether or not such agreement was entered into pursuant to Section 39 or Section 39.2, or whether or not such an agreement is alleged or determined to be invalid, the District may employ any remedies available to it at law or in equity, including placing a lien against the parcel(s) of land to which the connection at issue was made. Additionally, after notice and hearing, the District may cause disconnection of premises for which a Sewer Capacity Charge or a payment on a Sewer Capacity Charge, as set forth above, has not been paid.

Before any reconnection is made, the customer or owner(s) of the premises or parcel(s) of which the premises are a part shall deposit with the District the cost, as estimated by the District, of disconnection and reconnection, along with the entire balance of any Sewer Capacity Charge due, along with any applicable interest which is due.

37. Verification of EDUs. The District reserves the right to audit a customer's water use and effluent quality or number of physical living units or tenant spaces for the purpose of verifying that customer's assigned EDUs. If the District finds that a customer is utilizing more EDUs than have been purchased for the premises, the District may charge the customer or parcel owner for the additional EDUs required to accommodate the actual usage. This additional Sewer Capacity Charge shall be calculated on the basis of the Sewer Capacity Charge in effect at the time of the verification times the increase in the number of EDUs.

38. Capacity Charge on Rebuilding, Remodeling, or Expansion of Existing Structures. In the event of any expansion, remodeling or rebuilding of any building, structure, or premises in a manner which increases the number of EDUs assigned to the customer under Section 33, an additional capacity charge shall be due at the time of issuance of the building permit. This additional capacity charge shall be calculated on the basis of the Sewer Capacity Charge in effect at the time of the building permit issuance times the increase in the number of EDUs.

39. Special Circumstances. When premises are connected to the District's sewer system and the charges established in this Article VII are not adequate or appropriate due to special circumstances, including unusual wastewater characteristics, the District may enter into an agreement with the owner(s) of such premises and/or the parcel(s) of which such premises are a part, establishing appropriate charges for such premises, which shall be in lieu of the charges prescribed and established by Section 33 of this Ordinance. The District or the General Manager may also enter into an agreement with the owner(s) of premises subject to a Sewer Capacity Charge and/or the parcel(s) of which such premises are a part, providing for payment of Sewer Capacity Charges at a time or times different than provided for in Section 34 of this Ordinance, with appropriate reporting back to the Executive Committee of the Board. Such an agreement may provide for payment of a Sewer Capacity Charge in installments over a period not to exceed that provided in California Health and Safety Code Section 5474 and as such Section may be amended or superseded, from the date of the agreement, and for payment of interest on the unpaid balance of the charge at a rate of interest of not more than that provided in California Health and Safety Code Section 5474 and as such Section may be amended or superseded. An agreement for payment of a Sewer Capacity Charge in installments may also provide for making the unpaid Sewer Capacity Charge installments and interest a lien against the parcel(s) of which the premises subject to the Sewer Capacity Charge are a part, following notice and hearing as provided by state law. Sections 35, 36, and 37 of this Ordinance shall be applicable to charges established by any such agreement.

39.1. Special Circumstances: Capacity Surcharges.

A. When premises are connected to the District's sewer system and the charges established in this Article VII have not been fully paid, the District may, at its discretion, enter into a capacity surcharge agreement with the owner of the premises and/or of the parcel(s) of which such premises are a part, requiring the customer to pay a capacity surcharge on unpaid or underpaid Sewer Capacity Charges during each billing period while the agreement is in effect. Such agreement shall provide for interest payment to the District on the unpaid or underpaid Sewer Capacity Charges, not to exceed the interest rate set forth in California Health & Safety Code Section 5474, and as such Section may be amended or superseded. The capacity surcharge agreement shall also provide a deadline for all unpaid or underpaid Sewer Capacity Charges to be paid in full.

B. When premises are connected to the District's sewer system and the charges established in this Article VII have not been fully paid, and in the absence of a capacity surcharge agreement as set forth in Subsection A, the District may, at its

discretion, bill the owner of the premises and/or of the parcel(s) of which such premises are a part for a capacity surcharge. This billing for capacity surcharge shall not in any manner affect the District's remedies for nonpayment set forth in Section 36, or otherwise available to the District at law or in equity. Before applying such a capacity surcharge, the District shall notify the owner of the premises, and of the parcel(s) of which such premises are a part, of the amount due the District for unpaid or underpaid Sewer Capacity Charges. The owner of the premises or parcel(s) may pay this amount in lieu of making capacity surcharge payments as long as payments for billed capacity surcharge are current. The amount of the capacity surcharge shall be an interest rate on the unpaid or underpaid Sewer Capacity Charges not to exceed that set forth in California Health & Safety Code Section 5474 and as such Section may be amended or superseded, based upon current Sewer Capacity Charge rates during the billing period(s) when such unpaid or underpaid Sewer Capacity Charges remain unpaid.

39.2. Special Circumstances: Occupied Residential Property.

- A. When an existing residential property, having been occupied for at least four years prior to the application for sewer capacity, is to pay Sewer Capacity Charges, the Board or the General Manager may allow the payment of Sewer Capacity Charges at a time other than that specified in Section 34. In such case, the District or the General Manager may enter into a written agreement with the owner(s) of the premises which are connected and/or the owner(s) of the parcel(s) of which such premises are a part to provide for payment of the Sewer Capacity Charges at the time or times provided in the agreement, provided that such time or times shall not exceed that allowed in California Health and Safety Code Section 5474 and as such Section may be amended or superseded, from the date of the agreement, and that the rate of interest on the unpaid balance shall not exceed that provided in California Health and Safety Code Section 5474 and as such Section may be amended or superseded, with appropriate reporting back to the Executive Committee of the Board.
- B. If, however, the District requires connection pursuant to Section 31 of this Ordinance, and premises to be connected were not previously required to connect because of an error of the District or its agents, the Sewer Capacity Charge shall be that which would have been charged when the connection should have been initially required. The time of payment shall be the time of connection, unless otherwise provided by agreement made pursuant to this Ordinance.

39.3. Special Circumstances: Appeal of Capacity Charges. The owner or occupants of any premises who, by reason of special circumstances, including unusual wastewater characteristics, finds that any other provision of Article VII is unjust, inequitable, or inappropriate as applied to the particular premises, may make a written application to the Board, stating the circumstances and requesting a different basis of charges for Sewer Capacity Charges to the premises or appropriate relief from the provision complained of. If such application be approved, the Board may by resolution fix and establish fair and equitable charges for such premises or grant such appropriate relief to be effective as of

the date of such application or as otherwise determined by the Board. The Board may, on its own motion, determine that by reason of special circumstances the foregoing Sewer Capacity Charge or any other provisions of Article VII are unjust, inequitable or inappropriate as applied to particular premises and may by resolution fix and establish fair and equitable charges for such premises or grant such relief as may be appropriate. Such relief may be granted administratively pursuant to standards and guidelines to be adopted by the Board by resolution.

40. Change of Use. Any change of use or operations, except as provided in Section 38, which for any reason increases the EDUs assigned to a customer as detailed in Section 33, shall result in an additional Sewer Capacity Charge becoming due and payable. The District will recalculate the number of EDUs used by the customer based on the change of use or operations.

This additional Sewer Capacity Charge shall be calculated on the basis of the Sewer Capacity Charge in effect at the time of the change of use or operations times the increase in the number of EDUs. The customer is responsible for paying the additional Sewer Capacity Charge resulting from change of use or operations, regardless of when such change of use or operations occurred.

41. Rancho Solano Development. Capacity Charges for the Rancho Solano development shall be as specified in Section 33 plus an additional development-specific capacity charge. Beginning March 1, 1987, the additional development-specific capacity charge is \$600 per EDU. This charge automatically increases or decreases on July 1 of each year by the Engineering News/Record Construction Cost Index for the San Francisco area based on the change from April for the second prior calendar year to April for the prior calendar year.

42. Lawler Ranch Development. Capacity Charges for the Lawler Ranch development shall be as specified in Section 33 plus an additional development-specific capacity charge. Beginning March 1, 1988, the additional development-specific capacity charge is \$100 per EDU. This charge automatically increases or decreases on July 1 of each year by the Engineering News/Record Construction Cost Index for the San Francisco area based on the change from April for the second prior calendar year to April for the prior calendar year.

43. North Cordelia Sub-basin A Development. Capacity Charges for development within specific parcels within the North Cordelia Sub-basin A development shall be as specified in Section 33 plus an additional development-specific capacity charge. Beginning March 1, 1992, the additional development-specific capacity charge is \$260 per EDU. This charge automatically increases or decreases on July 1 of each year (beginning March 1, 1996) by the Engineering News/Record Construction Cost Index for the San Francisco area based on the change from April for the second prior calendar year to April for the prior calendar year.

Only portions of parcels with Assessor Parcel Numbers 0027-370-07, 0027-370-12, 0027-090-23, and 0148-180-03 are tributary to Sub-basin A. At such time as final development

maps are available, evaluation shall be made by the General Manager to identify lot numbers or subdivisions tributary to the Sub-basin A trunk sewers. Those lot numbers and subdivisions determined as tributary to Sub-basin A shall be subject to the capacity charges defined in this Section.

44. Posting. This Ordinance shall be published one time pursuant to Section 6061 of the Government Code and shall take effect upon expiration of the week of such publication.

EXHIBIT A SEWER CAPACITY CHARGES

A.1. EDU Calculation Methods

The District will utilize one of the following two methods for determination of a customer's EDUs to be used in the calculation of a Sewer Capacity Charge:

1. Where applicable, the Customer Class Table (Table A1) may be used to determine the Equivalent Dwelling Unit (EDUs) used in the calculation of a Sewer Capacity Charge based on the Applicant's customer class. EDU calculation for parcels with mixed-use (more than one customer class) shall be the summation of the EDUs calculated for each customer class on that parcel.
2. Applicants in non-residential customer classes may provide data on their anticipated daily flow, BOD, and TSS (based on the Maximum Month in a year) to be utilized in the "Engineering Calculation" method detailed below. The assumptions made about Q_{daily} , BOD_{daily} , and TSS_{daily} (defined in Section A.4) shall be based on historical operational data at another location, a similar facility with a justifiably similar process, or calculations prepared in the design of the facility. All assumptions shall be agreed to by both the Applicant and the District. This method must be used for Applicants meeting the following conditions:
 - Applicants who will discharge flows greater than 0.01 MGD (10,000 gallons per day); and/or
 - Applicants who will discharge concentrations greater than 650 milligrams of BOD per liter of wastewater, or 1,000 milligrams of TSS per liter of wastewater.

A.2. General Provisions

Minimum EDUs. Any parcel (existing or created) that is connected to the District's sewer system shall own a minimum of one EDU.

EDU Definition. As specified in Section 2, Paragraph (i) of this Ordinance, one EDU shall be defined as:

- $Q_{\text{edu}} = 178$ gallons/day
- $BOD_{\text{edu}} = 306$ milligrams/liter
- $TSS_{\text{edu}} = 216$ milligrams/liter

EDU Verification. The District reserves the right to verify the flow and load discharged by the applicant at any time, and to adjust the Sewer Capacity Charge accordingly, as detailed in Section 37 of this Ordinance.

A.3. EDU Calculation Method 1—Customer Class Table

The District has evaluated the average EDU density for various common customer classes within the District's service area. EDU estimates are based on number of dwellings, number of living units, gross square feet, fixtures, attendance, etc., as shown in Table A1. EDU calculation for parcels with mixed-use (more than one customer class), shall be the summation of the EDUs calculated for each customer class on that parcel.

The total Sewer Capacity Charge shall be the total number of EDUs calculated based on the Customer Class Table multiplied by the current Sewer Capacity Charge per EDU.

A.4. EDU Calculation Method 2—Engineering Calculation

The following formula shall be used to calculate the EDUs that shall be purchased for a parcel:

$$EDU = \left(\frac{Q_{daily}}{Q_{edu}} \right) \times \left[0.76 + 0.19 \times \left(\frac{BOD_{daily}}{BOD_{edu}} \right) + 0.05 \times \left(\frac{TSS_{daily}}{TSS_{edu}} \right) \right]$$

Where:

- Q_{daily} = average daily sewer flow in the maximum discharge month, measured in gallons per day;
- BOD_{daily} = average daily BOD concentration discharged (based on the highest single month of discharge in a year) to the District's sewers, measured in milligrams BOD per liter of wastewater;
- TSS_{daily} = average daily TSS concentration discharged (based on the highest single month of discharge in a year) to the District's sewers, measured in milligrams TSS per liter of wastewater; and
- Q_{edu} , BOD_{edu} , and TSS_{edu} from the EDU definition, above.

The total Sewer Capacity Charge shall be the number of EDUs calculated by the Engineering Calculation multiplied by the current Sewer Capacity Charge per EDU, as defined in Section A.1 of this Exhibit.

Table A1: EDUs by Customer Class

Customer Class	Assigned Equivalent Dwelling Units (EDUs)
Residential	
Single-Family Dwelling	1.00 EDU per dwelling
Multiple-Family with units > or = 1,200 sq. ft.	1.00 EDU per unit
Multiple-Family with units <1,200 sq. ft.	0.60 EDU per unit
Accessory Dwelling Unit (within an existing single-family dwelling or existing accessory structure)	None
Accessory Dwelling Unit (new detached ADU up to 1,200 sq. ft.; new attached ADU sized 500-1,200 sq. ft. with new single-family dwelling)	0.60 EDU per unit
Commercial	
Auto Body / Painting, Dealerships, Repair, Service Stations	0.50 EDU / 1,000 sq. ft. of gross floor area
Bakeries	1.50 EDU / 1,000 sq. ft. of gross floor area
Barbers, Beauty Shops, Hair Salons	0.40 EDU / 1,000 sq. ft. of gross floor area
Bars, Wine Tasting, Beer Tasting (no food service)	1.00 EDU / 1,000 sq. ft. of gross floor area
Car Wash	3.00 EDU / 1,000 sq. ft. of gross floor area
Churches	0.30 EDU / 1,000 sq. ft. of gross floor area
Dry Cleaners	0.25 EDU / 1,000 sq. ft. of gross floor area
Grocery (no bakery, deli, or food prepared on-site)	0.60 EDU / 1,000 sq. ft. of gross floor area
Grocery (with bakery, deli, or food prepared on-site)	0.90 EDU / 1,000 sq. ft. of gross floor area
Laundry – Self Service	0.50 EDU / washing machine
Laundry – Commercial	4.00 EDU / 1,000 sq. ft. of gross floor area
Gym, Health Clubs, Tanning Salons	1.20 EDU / 1,000 sq. ft. of gross floor area
Hotel / Motel	0.50 EDU / sleeping room or unit
Hospital	1.00 EDU / bed
Medical, Dental, and Massage Therapy Office	0.60 EDU / 1,000 sq. ft. of gross floor area
Office Buildings	0.30 EDU / 1,000 sq. ft. of gross floor area
Parks – Public, Private, and Community	1.00 EDU / restroom building
Restaurants	3.00 EDU / 1,000 sq. ft. of gross floor area
Retail	0.30 EDU / 1,000 sq. ft. of gross floor area
Schools	0.50 EDU / 1,000 sq. ft. of gross floor area
Theaters, Halls, Lodges, Auditoriums	0.30 EDU / 1,000 sq. ft. of gross floor area
Warehouses	0.05 EDU / 1,000 sq. ft. of gross floor area

Sewer Capacity Charge = Rate for Single Family Dwelling EDU x square feet ÷ 1,000 x Assigned EDUs
OR

Sewer Capacity Charge = Rate for Single Family Dwelling EDU x Assigned EDUs per unit

For Other Commercial Units with uses that are not included in the above table, the General Manager shall assign an EDU factor per 1,000 SF based on their best professional judgement, an estimate of loading from the facility, the characteristics of the intended use and/or a comparison of similar types of use.



FAIRFIELD-SUISUN SEWER DISTRICT

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

June 8, 2022

MEMORANDUM

TO: Executive Committee

FROM: Talyon Sortor, General Manager

SUBJECT: Update to Conflict of Interest Code

Recommendation: Adopt Resolution No. 2022-XX, 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 added or changed in 2022. This is a routine update to keep the District's "Designated Filers" portion of the Code current and accurate. No other changes are recommended to the Code.

Attachments: 1 – Resolution No. 2022-XX
2 – Updated Conflict of Interest Code

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2022-XX

**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 January 25, 2021; and

WHEREAS, the employee organizational structure has changed 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 27th day of June 2022, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk

Attachment 1 – Conflict of Interest Code

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

EXHIBIT "A"

DESIGNATED POSITIONS

<i>Position</i>	<i>Disclosure Category</i>
District Director	1 through 3
Alternate District Director	1 through 3
Accountant I	1 through 3
Accountant II	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
District Engineer	1 through 3
Engineering Manager	1 through 3
Engineering Technician/Inspector	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
O&M Coordinator	1 through 3
O&M Procurement Specialist	1 through 3
Operations Manager	1 through 3
Operations Shift Supervisor	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

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

Board of Director Meeting Agenda

Board of Directors

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

Meeting Date: Monday, June 27, 2022
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

Teleconference Notice:
 Director Jane Day will be participating via teleconference location at 301 Morgan Street, Suisun City, CA 94585

	<u>Page</u>
6. Consent Calendar:	
(a) Adopt Resolution No. 2022-XX, Rescinding the Previous Conflict of Interest Codes and Adopting a New Conflict of Interest Code	#
(b) Proof of Posting Ordinance No. 2022-01	#
(c) Approve Minutes of May 23, 2022	#
7. Discussion Items:	
8. Action Items:	
(a) Adopt Ordinance 2022-XX, Application of Sewer Service and Capacity Charges to Fairfield-Suisun Sewer District Customers	#
9. Information Items:	
(a) Board Calendar	#
10. Closed Session:	
(a) Gov. Code Section 54957: Public Employee Performance Evaluation – Title: General Manager	

-- End of Agenda --

Zoom meeting Join on your computer or mobile app [Click here to join the meeting](#) Or call in (audio only) 1-346-248-7799
 Webinar ID: 851 9551 0532 Passcode: 042158

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 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

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

June 8, 2022

MEMORANDUM

TO: Executive Committee

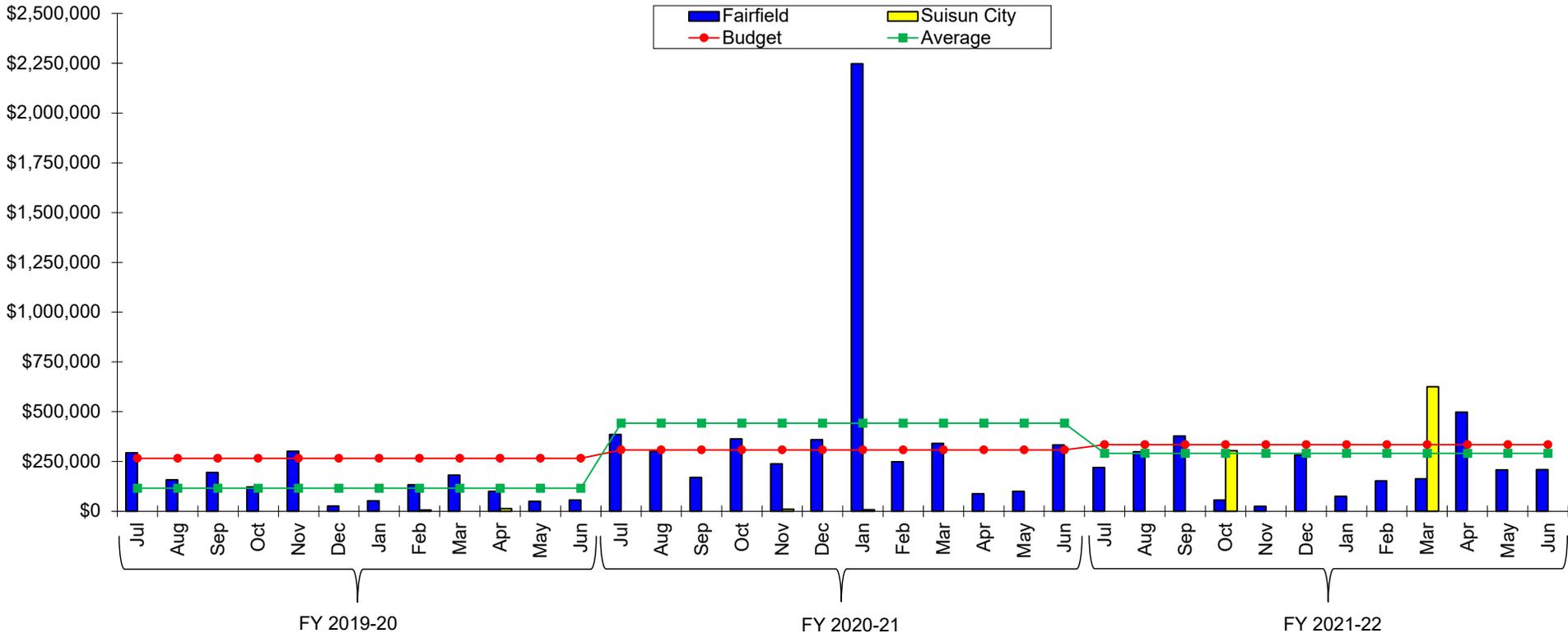
FROM: Brian Hawley, Regulatory Compliance Manager

SUBJECT: Operating Data Summary – Through May 2022

Daily Numbers:	April	May
Influent Flow Daily Average	13.00 MGD	13.25 MGD
Recycled Flow Daily Average	0.259 MGD	0.602 MGD
Permit Excursions	0	0
TSS Daily Average Influent	243 mg/L	237 mg/L
BOD Daily Average Influent	267 mg/L	284 mg/L
TSS Daily Average Effluent	0.6 mg/L	<0.5 mg/L
BOD Daily Average Effluent	2.01 mg/L	1.88 mg/L

Annual Numbers:	Jan-May
Influent Flow Daily Average	13.84 MGD
Recycled Flow Daily Average	0.346 MGD
Permit Excursions	0

Fairfield-Suisun Sewer District
 Connection Fee Revenue
 FY 2019-20 - FY 2021-22



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, May 23, 2022

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 Hudson. President Hudson presided over the meeting.

1. Roll Call – the following members present: Directors Hernandez, Hudson, Panduro, Price, Timm, Tonnesen, Vaccaro and Williams and by teleconference: Director Day.
2. Pledge of Allegiance was led by Vice President Chuck Timm.
3. Public Comments – No comments.
4. Director Comments – The Board is looking forward to the CASA Annual Conference in August 2022 at Squaw Creek. The Scholarship Committee of the Education Foundation received 15 scholarship applications. The Board commends the staff at the District for their engagement and work as demonstrated during Special Districts Week.
5. General Manager Report – General Manager Sortor echoed the sentiment of the Board that this is one of best teams the District has had in all the years he has worked here. Staff work well together and enjoy working together. They collaborate on everything such as posting on social media recently during Special Districts Week updating the community to see what we do. Also, the District is currently working on the HVAC Project as approved by the Board a few months ago. You may notice some construction around the building. It is going fairly quickly and working around the Board schedule. Finally, we were awarded National Association of Clean Water Agency (NACWA) Peak Performance award for 8th year in a row.
6. Consent Calendar
 - (a) Award Construction Contract, Peabody-Walters Relief Sewer Phase 1B Project
 - (b) Award Construction Contract, Bioenergy Generation Project
 - (c) Adopt Resolution No. 2022-10, Electing to Participate in the California Employers' Pension Prefunding Trust Through CALPERS and Establishing a Pension Trust
 - (d) Adopt Resolution No. 2022-11, Re-Adopting Investment Policy
 - (e) Adopt Resolution No. 2022-12, Financial Reserve Policy
 - (f) Approve Minutes of April 25, 2022

With no comments and upon motion by Director Timm, seconded by Director Hernandez, the Consent Calendar was approved by the following roll call vote:

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

7. Discussion Items:

(a) Board Compensation Review

Per General Manager Sortor, we put this on the Board agenda every year and the Board policy automatically goes into effect and no action is needed or necessary. No Comments by the Board.

8. Action Items

(a) Adopt Resolution No. 2022-13 Approving the FY 2022-23 Budget and Long-Term Financial Plan and Ordinance No. 2022-01 Adopting the FY 2022-23 Storm Drain Maintenance Service Charges

Director of Administrative Services James Russell-Field presented and gave an overview on the FY 2022-23 Budget & Long-Term Financial Plan addressing the Collection System Funding, Cost of Services and Rate Study recommendations, increase in major maintenance and CIP expenses for the next 5 years and pension unfunded liability.

The Board asked about unfunded liability comparisons in surrounding agencies and commented how the budget shows progress we are making especially in major maintenance, reserves covered and unfunded liability going in right direction. Great job and presentation.

Upon motion by Director Vaccaro, seconded by Director Williams Action Item 8a was approved by the following roll call vote:

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

(b) Adopt Resolution No. 2022-14, Pay Rate Schedule

General Manager Sortor went over the proposed Pay Rate Schedule. The cost-of-living increase for FY 2022-23 is 6% based on CPI. This year the CPI came in at 6.5% where the percentage change in salary schedule is not to be less than 2% or more than 6% per Board policy. Annually we look at staffing and propose any changes needed. This year the title for District Engineer is changed to Assistant

General Manager/District Engineer to better describe the duties of the position. The District plans to add an Engineering Manager to work directly with Engineering staff as the Assistant General Manager/District Engineer collaborates with the three departments. A Human Resources Technician position is being added as we have a current employee performing those duties working with the Human Resources Manager. Operations Shift Supervisor and O&M Coordinator positions are being removed as they are no longer needed and have not been filled in many years. Per direction of the Board, the District is working on long-term succession planning for a strong cohesive management team.

Upon motion by Vice President Timm, seconded by Director Vaccaro Action Item 8b was passed and adopted by the following roll call vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

9. Information Items

(a) Quarterly Investment Report – No comments.

(b) Board Calendar – The Board encourages Directors to sign up for CASA Annual Conference in August 2022.

The meeting adjourned at 6:33 p.m.

Respectfully submitted,

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

June 27, 2022

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
July 2022	1. Quarterly Investment Report	7/18/2022	7/25/2022
August 2022		Not Scheduled	Not Scheduled
September 2022	1. Directors Report on CASA Annual Meeting 2. Award Construction Contract for Major Maintenance Project 3. Award Equipment Pre-Purchase for Electrical Replacement Project Phase 2	9/19/2022	9/26/2022
October 2022	1. Quarterly Investment Report 2. General Manager Performance Meeting (Exec Comm)	10/17/2022	10/24/2022
November 2022	1. Report on Financial Audit for FY 2021/2022 2. Adopt Board Calendar for 2023	11/14/2022	11/28/2022
December 2022		Not Scheduled	Not Scheduled
January 2023	1. Quarterly Investment Report	1/23/2023	1/30/2023
February 2023	1. General Manager Performance Meeting (Exec Comm)	2/13/2023	2/20/2023
March 2023	1. Award Construction Contract for Electrical Replacement Project Phase 2 2. Award Construction Contract for Roof Rehabilitation Project	3/20/2023	3/27/2023
April 2023	1. Quarterly Investment Report 2.	4/17/2023	4/24/2023
May 2023	1. Adopt Resolution approving budget 2. Adopt Resolution approving Employee Salary Schedule 3. Review updates and approve Investment Policy 4. Review Board Compensation	5/15/2023	5/22/2023
June 2023	1. General Manager Performance Review	6/19/2023	6/26/2023