



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

Executive Committee Meeting Agenda

Meeting Date: November 17, 2025
Meeting Place: 1010 Chadbourne Rd, Fairfield, CA
Meeting Time: 4:00 p.m.

EXECUTIVE COMMITTEE

JENALEE DAWSON, PRESIDENT

CATHERINE MOY, VICE PRESIDENT

ALMA HERNANDEZ

DORISS PANDURO

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

4. Discussion Items:	Page
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(b) Adopt Resolution No. 2025-XX, Adopting the 2026-2028 Strategic Plan	15
(c) Adopt Resolution No. 2025-XX, Establishing the 2026 Board of Directors Meeting Schedule	30
5. Action Items:	
(a) Approve November 24, 2025 Board of Directors Meeting Agenda.....	32
6. Information Items:	
(a) Monthly Operating Data Summary	33
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(c) Draft Board Meeting Minutes of October 27, 2025	35
(d) Board Calendar	39

--End of Agenda--

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

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

Members of the public may speak on any matter within the jurisdiction of the Fairfield-Suisun Sewer District by filling out a speaker's request card and submitting the card to the Board Secretary. Comments on matters not listed on the agenda will be taken under Public Comments. Comments on matters appearing on the agenda will be taken during consideration of the item.



FAIRFIELD-SUISUN SEWER DISTRICT

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November 12, 2025

AGENDA REPORT

TO: Executive Committee

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: 2025 Cost of Service and Rate Study Results and Notice to Proceed with Preparation and Mailing of a Proposition 218 Notice

Recommendation: Discuss and receive results of the 2025 Cost of Service and Rate Study, adopt Resolution 2025-XX Approving and Authorizing Mailing of Proposition 218 Notice, and adopt Resolution 2025-XX Adopting Procedures to Implement Government Code Sections 53759.1 and 53759.2 (AB 2257) for Property-Related Sewer Fees and Charges.

Background: The Board of Directors authorized the District to execute an agreement with Hildebrand Consulting, LLC (Hildebrand) to perform a Cost of Service and Rate Study (Rate Study) at the June 23, 2025 Board Meeting. One of the primary drivers for the Rate Study was to support potential external funding options for the \$53.5 million Suisun Force Main Rehabilitation Project that may require a credit rating. Securing an updated five-year rate schedule could strengthen the District's credit profile and reduce borrowing costs for rate payers.

District staff worked with Hildebrand to review and analyze the District's historical and budgeted operating costs, multi-year capital improvement program, outstanding and potential debt service obligations, financial plans and policies, and operating and capital reserve targets.

Discussion: The primary scope of the Rate Study was to evaluate the District's Sewer Service Charges and Capacity Charges. A brief analysis is provided below, with additional details found in the Report.

Sewer Service Charges

Sewer Service Charges are recurring charges for the use of the District sewage system and are designed to help recover the costs of operating and maintaining the sewer system infrastructure. The District sets the Sewer Service Charge for the entire service area. From

the Sewer Service Charge revenue, the District manages approximately 86 miles of sewer pipes 12 inches diameter and greater, 14 pump stations, and a treatment plant permitted for 23.7 million gallons per day in order to provide 24/7, 365 critical services to a service area of approximately 150,000 residents and businesses. Revenue is provided per agreement to the cities of Fairfield and Suisun City for expenses related to the operation and maintenance of sewer pipes 10 inches diameter and less.

The first step in the rate setting process is determining the District's revenue requirements based on a detailed cost-of-service analysis. The Cost of Service and Rate Study presents a detailed cash flow model developed from the District's FY 2025-26 Budget and Long-Term Financial Plan. The schedules are designed to present ten years of revenue requirements based on reserve targets and categorized expenses including salaries and benefits, administration, services, electricity, chemicals, operations, fuel and supplies, and capital spending. Percentage assumptions are applied to categorized operating expenses for future years and future capital expense assumptions are based on District staff estimates.

Once the revenue requirements are determined, they are equitably allocated between the District's customer classes. The Sewer Service Charges are designed to recover costs from each customer class and customer in proportion with service demands based on customer account and wastewater production data.

The study recommends sewer rate revenue increase as shown in Table 1.

Table 1: Proposed Five Year Rate Increase Schedule

Rate Adjustment Date	Rate Revenue Increase
July 1, 2026	10.0%
July 1, 2027	10.0%
July 1, 2028	10.0%
July 1, 2029	7.0%
July 1, 2030	5.0%

The District's current Sewer Service Charge structure is consistent with established and common practices. The results of the 2025 Cost of Service and Rate Study support the rate structure and design used in previous years.

2025 Cost of Service and Rate Study Results and Notice to Proceed with Preparation and Mailing of a Proposition 218 Notice
November 12, 2025
Page 3 of 4

Proposed Sewer Service Charges through FY 2030-31 compared to the current rates are presented in Table 2.

Table 2: Existing and Proposed Sewer Rates by Customer Category

Effective Date:	Current Rates	Proposed Rates					
		July 1, 2026	July 1, 2027	July 1, 2028	July 1, 2029	July 1, 2030	July 1, 2031
Residential (monthly) ¹	\$51.62	\$54.84	\$60.32	\$66.35	\$72.99	\$78.10	\$82.01 per dwelling unit
Commercial							
Monthly Account Charge and Regular Strength Volumetric ²	\$13.73	\$17.13	\$18.84	\$20.72	\$22.79	\$24.39	\$25.61 per account per mo.
or High Strength Volumetric ³	\$4.13	\$4.57	\$5.03	\$5.53	\$6.08	\$6.51	\$6.84 per HCF
	\$7.14	\$7.89	\$8.68	\$9.55	\$10.51	\$11.25	\$11.81 per HCF
Case-by-Case ⁴							
Monthly Account Charge and Volumetric (direct connect) ⁵	\$13.73	\$17.13	\$18.84	\$20.72	\$22.79	\$24.39	\$25.61 per account per mo.
or Volumetric (through local collection) and BOD (by weight) and TSS (by weight)	\$3,433.67	\$3,823.53	\$4,205.88	\$4,626.47	\$5,089.12	\$5,445.36	\$5,717.63 per MG
	\$5,043.21	\$5,601.60	\$6,161.76	\$6,777.94	\$7,455.73	\$7,977.63	\$8,376.51 per MG
	\$577.37	\$604.88	\$665.37	\$731.91	\$805.10	\$861.46	\$904.53 per 1000 lbs
	\$293.02	\$340.38	\$374.42	\$411.86	\$453.05	\$484.76	\$509.00 per 1000 lbs
Travis Air Force Base (volumetric)	\$3.33	\$3.68	\$4.05	\$4.46	\$4.91	\$5.25	\$5.51 per HCF

Capacity Charges

Capacity Charges are one-time fees charged to new or expanded connections to the District's sewer system designed to help recover the costs of infrastructure and assets benefiting from new development. The District's current Capacity Charge is assessed by calculating the estimated "equivalent dwelling units" (EDU) of new development. The current Capacity Charge per EDU is \$7,056.

The Rate Study recommends the Buy-In methodology to calculate District Capacity Charges. The Buy-In method is based on the average investment in capital facilities by current customers. Conceptually, existing system users have financed the District's existing public facilities through service charges and fees. The charge resulting from the Buy-In method is designed to recognize the previous investments into the capacity and condition of the system, and equitably charge developers for "joining" the existing system. The study recommends a Capacity Charge of \$8,030 per EDU, adjusted annually for the effects of inflation using the Engineering News Record's Construction Cost Index (CCI) for the San Francisco area.

Next Steps: Staff recommends receiving the results of the Cost of Service and Rate Study, and approving the following next steps to implement the proposed rates:

Proposition 218 Protest Procedures

Article XIII D, Section 6 of the California Constitution requires the Board of Directors to consider written protests to proposed increases in the District's Sewer Service Charges. However, the Constitution does not specify who may submit protests, how they are to be submitted, or how the Board is to tabulate them. In 2022, the Board of Directors adopted Resolution 2022-02 to adopt guidelines for the submission and tabulation of protests in conformance with Proposition 218. A new Assembly Bill 2257 (AB 2257), passed in 2024, authorizes local agencies to adopt formal administrative objection processes, in addition to the Proposition 218 protest procedures. The attached Resolution 2025-XX establishes a procedure for the AB 2257 provisions, including clear requirements for notice, submission, tabulation, and consideration of protests to ensure consistency with State law and improved transparency in the protest process. The Proposition 218 protest procedure and the AB 2257 objection procedure would run in parallel once rate notices are mailed to all customers.

Proposition 218 Notice

The 5-year proposed Sewer Service Charges need to be adopted in accordance with Proposition 218, which requires a detailed notice describing the proposed rates to be mailed to each affected property owner or customer at least 45 days prior to conducting a public hearing to adopt the rates. Staff recommends setting the public hearing at the April 27, 2026 Board of Directors meeting. The District plans on mailing the notices more than minimum 45 days before the public hearing date, in order to provide additional time for outreach and respond to any legal objections under AB 2257. A proposed Proposition 218 Notice will be presented at the Board of Directors Meeting.

Fiscal Impact: Budget for the Rate Study was included in the FY 2025-26 Budget. Staff recommend a budget adjustment of \$30,000 for printing and direct mail of the 8.5 x 14 trifold brochure, which will provide parcel owners with important information regarding the change in Sewer Service Charges.

Attachments: 1 – Resolution 2025-XX, A Resolution Approving and Authorizing Mailing of Proposition 218 Notices
2 – Resolution 2025-XX, Adopting Procedures to Implement AB 2257
3 – Resolution 2022-02, Adopting Guidelines for the Submission and Tabulation of Protests in Connection with Rate Hearings Conducted Pursuant to Article XIII D, Section 6 of the California Constitution (for reference)

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2025-XX

**A RESOLUTION APPROVING AND AUTHORIZING MAILING OF
PROPOSTION 218 NOTICES**

WHEREAS, Article XIII D of the California Constitution (Proposition 218) requires local agencies to provide written notice to property owners, hold a public hearing, and consider protests prior to levying or increasing property-related fees and charges;

WHEREAS, the Proposition 218 Omnibus Implementation Act (Gov. Code § 53750 et seq.) establishes detailed procedures to ensure compliance with those constitutional requirements, including the content, timing, and method of mailing the required notices;

WHEREAS, the Board of Directors of the Fairfield-Suisun Sewer District has reviewed the proposed Proposition 218 notice and finds it consistent with applicable legal requirements.

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

1. The Board hereby approves the form and content of the Proposition 218 Notice and authorizes staff to proceed with the preparation, printing, and mailing of the notices in accordance with applicable law.
2. The Board authorizes the General Manager to make minor, non-substantive changes to the notice prior to mailing based on review from legal counsel or to improve clarity.
3. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 24th day of November 2025, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2025-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
FAIRFIELD-SUISUN SEWER DISTRICT ADOPTING PROCEDURES TO
IMPLEMENT GOVERNMENT CODE SECTIONS 53759.1 AND 53759.2 (AB 2257)
FOR PROPERTY-RELATED SEWER FEES AND CHARGES**

WHEREAS, the California Constitution, Article XIII D, requires local agencies to provide notice, hold hearings, and consider protests when levying or increasing property-related fees and charges;

WHEREAS, the Proposition 218 Omnibus Implementation Act (Gov. Code § 53750 et seq.) prescribes procedures to ensure compliance with those constitutional requirements;

WHEREAS, the Board of Directors of the Fairfield-Suisun Sewer District ("District") previously adopted Resolution No. 2022-02, establishing guidelines for the submission and tabulation of protests under Proposition 218 ("Protest Guidelines");

WHEREAS, on September 25, 2024, Governor Newsom signed into law Assembly Bill 2257, codified at Government Code §§ 53759.1 and 53759.2, authorizing local agencies to adopt optional written-objection and administrative-record procedures;

WHEREAS, AB 2257 provides that, when a local agency complies with those procedures, a person may not bring a judicial action challenging a new, increased, or extended property-related fee or assessment without first submitting a timely written objection specifying the grounds for alleged noncompliance;

WHEREAS, AB 2257 further limits judicial review to the administrative record and prohibits independent lawsuits regarding the adequacy of the agency's responses to objections;

WHEREAS, these procedures do not preclude actions alleging a failure to implement a fee or charge as adopted;

WHEREAS, the Board finds adoption of these procedures will improve transparency, facilitate meaningful public participation, and reduce unnecessary litigation.

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

Section 1. Scope and Purpose.

These procedures, adopted pursuant to Government Code sections 53759.1 and 53759.2, apply to any new, increased, or extended property-related sewer fee or charge and to the methodology used to develop such fees or charges. This Resolution supplements, and shall be read in harmony with, Resolution No. 2022-02.

Section 2. Availability of Proposed Fee and Written Basis.

At least 45 days before the deadline for submitting written objections established in Section 3, the District shall:

- a. Post on its official website the proposed fee or charge and a written basis (e.g., engineer's report or cost-of-service analysis);
- b. Include in the mailed notice a hyperlink or reference to that posting; and
- c. Provide the written basis to any interested person upon request.

Section 3. Notice Statement

Each Proposition 218 notice shall include, in bold-faced type of at least 12-point font, the following warning:

"To preserve your right to challenge the proposed sewer fee or charge in court, you must submit a timely written objection to the District no later than 5:00 p.m. on the business day before the public hearing. Written objections must state the specific grounds for alleging that the proposed fee or charge does not comply with the California Constitution or applicable law. Failure to do so will bar any later judicial action. Any such action will be limited to issues raised in timely written objections."

Section 4. Written Objections.

Any property owner or ratepayer subject to the proposed sewer fee or charge may submit a written objection so that it is received by the District no later than 5:00 p.m. on the business day immediately preceding the public hearing described in the Proposition 218 notice. Objections received after that deadline shall not be considered timely under these procedures.

Objections may be delivered by mail, hand delivery, or email as stated in the notice.

Section 5. District Response and Consideration.

The District will consider and respond in writing, including the grounds for which a challenge is not resulting in amendments to the proposed fee or assessment, to all timely submitted objections. Written responses shall be prepared and made available to the Board and the public before or at the commencement of the Proposition 218 hearing, and in all cases prior to its close. Responses shall explain the substantive basis for retaining or altering the proposed fee or assessment in response to the written objection.

The Board shall consider all timely written objections received and the District's response, and shall determine whether:

- a. The written objections and the District's response warrant clarifications to the proposed fee, charge, or assessment.
- b. To reduce the proposed fee, charge or assessment.
- c. To further review the proposed fee, charge, or assessment before determining whether clarification or reduction is needed.
- d. To proceed with the Hearing, to continue it, or to abandon the proposal.

Section 6. Administrative Record.

The District shall compile an administrative record meeting the requirements of Government Code § 53759.2(b), including all notices, written bases, objections, responses, staff reports, meeting minutes, and final determinations. Judicial review shall be limited to that record except as otherwise provided by law.

Section 7. Exhaustion of Administrative Remedies.

Any person who fails to submit a timely written objection under these procedures shall be barred from judicially challenging the validity of the related sewer fee or charge.

Section 8. No Independent Cause of Action.

The adequacy of the District's written responses shall not constitute a separate cause of action; such responses form part of the administrative record for any subsequent judicial review.

Section 8. Severability.

If any portion of this Resolution is held invalid, the remainder shall remain in full force and effect.

PASSED AND ADOPTED this 24th day of November 2025, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2022-02

**A RESOLUTION ADOPTING GUIDELINES FOR THE SUBMISSION AND TABULATION OF
PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO
ARTICLE XIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION**

WHEREAS, the Fairfield-Suisun Sewer District Board of Directors (Board) is authorized by the Fairfield-Suisun Sewer District Act to provide wastewater services to the Cities of Fairfield and Suisun City, as well as buildings outside of the district as determined by a contract with the County of Solano; and,

WHEREAS; Article XIID, Section 6 of the California Constitution requires the Board of Directors to consider written protests to certain proposed increases to utility charges, including water and sewer charges; and,

WHEREAS; this constitutional provision does not offer specific guidance as to who may submit protests, how written protests are to be submitted, or how the Board is to tabulate protests; and,

WHEREAS; upon adoption of this resolution, any and all resolutions, or rules or regulations of this Board in conflict with it, shall be repealed and shall have no further force or effect. This resolution supersedes all prior resolutions of the Board to the extent that such resolutions established guidelines for the submission and tabulation of protests in connection with rate hearings conducted by the Board pursuant to Article XIID, Section 6 of the California Constitution.

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

1. When notice of a public hearing with respect to the adoption or increase sewer service charges has been given by the District pursuant to Article XIID, Section 6(a) of the California Constitution, the following shall apply:

SECTION 1: Definitions.

Unless the context plainly indicates another meaning was intended, the following definitions shall apply in construction of these guidelines.

A. "Parcel" means a County Assessor's parcel the owner or occupant of which is subject to the proposed charge that is the subject of the hearing.

B. "Record customer" and "customer of record" mean the person or persons whose name or names appear on the Solano County records as the person who has contracted for, or is obligated to pay for, utility services to a particular utility account.

C. "Record owner" or "parcel owner" means the person or persons whose name or names appear on the County Assessor's latest equalized assessment roll as the owner of a parcel.

D. A "fee protest proceeding" is not an election, but the Director of Administrative Services will maintain the confidentiality of protests as provided below and will maintain the security and integrity of protests at all times.

SECTION 2: Notice Delivery

Notice of proposed rates and public hearing shall be as follows:

A. The District shall give notice of proposed charges via U.S. mail to all record owners and customers of record served by the District.

B. The District will post the notice of proposed charges and public hearing at its official posting sites.

SECTION 3: Protest Submittal

A. Any record owner or customer of record who is subject to the proposed sewer service charge that is the subject of the hearing may submit a written protest to the Director of Administrative Services by mail to the District's Office at 1010 Chadbourne Road, Fairfield, CA 94534

B. Protests must be received by the end of the public hearing, including those mailed to the District. No postmarks will be accepted; therefore, any protest not physically received by the close of the hearing, whether or not mailed prior to the hearing shall not be counted.

C. Because an original signature is required, emailed, faxed, and photocopied protests shall not be counted.

D. Although oral comments at the public hearing will not qualify as a formal protest, unless accompanied by a written protest, the Board welcomes input from the community during the public hearing on the proposed changes.

Section 4: Protest Requirements.

A. A written protest must include:

- (i) A statement that it is a protest against the proposed charge that is the subject of the hearing.
- (ii) Name of the record owner or customer of record who is submitting the protest;

- (iii) Identification of assessor's parcel number or street address of the parcel with respect to which the protest is made; and
- (iv) Original signature and legibly printed name of the record owner or customer of record who is submitting the protest.

B. Protests shall not be counted if any of the required elements (i through iv) outlined in the preceding subsection "A." are omitted.

SECTION 5: Protest Withdrawal.

Any person who submits a protest may withdraw it by submitting to the Director of Administrative Services a written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or customer of record who submitted both the protest and the request that it be withdrawn.

SECTION 6: Multiple Record Owners or Customers of Record.

A. Each record owner or customer of record of a parcel served by the District Service Area may submit a protest. This includes instances where:

- (i) A parcel is owned by more than one record owner or more than one name appears on the County's records as the customer of record for a parcel, or
- (ii) A customer of record is not the record owner, or
- (iii) A parcel includes more than one record customer, or
- (iv) Multiple parcels are served via a single utility account, as master-metered, multiple family residential units.

B. Only one protest will be counted per parcel as provided by Government Code Section 53755(b).

SECTION 7: Transparency, Confidentiality, and Disclosure.

A. To ensure transparency and accountability in the fee protest tabulation while protecting the privacy rights of record owners and customers of record, protests will be maintained in confidence until tabulation begins following the public hearing.

B. Once a protest is opened during the tabulation, it becomes a disclosable public record, as required by State law and will be maintained in District files for two years.

Section 8: Director of Administrative Services

The Director of Administrative Services shall not accept as valid any protest if he or she determines that any of the following is true:

- A. The protest does not state its opposition to the proposed charges.
- B. The protest does not name the record owner or record customer of the parcel identified in the protest as of the date of the public hearing.
- C. The protest does not identify a parcel served by the District that is subject to the proposed charge.
- D. The protest does not bear an original signature of the named record owner of, or record customer with respect to, the parcel identified on the protest. Whether a signature is valid shall be entrusted to the reasonable judgment of the Director of Administrative Services, who may consult signatures on file with the County Elections Official.
- E. The protest was altered in a way that raises a fair question as to whether the protest actually expresses the intent of a record owner or a customer of record to protest the charges.
- F. The protest was not received by the Director of Administrative Services before the close of the public hearing on the proposed charges.
- G. A request to withdraw the protest was received prior to the close of the public hearing on the proposed charges.

Section 9: Director of Administrative Services' Decision is Final.

The Director of Administrative Services' decision that a protest is not valid shall constitute a final action of the District and shall not be subject to any internal appeal.

Section 10: Majority Protest.

- A. A majority protest exists if written protests are timely submitted and not withdrawn by the record owners of, or customers of record with respect to, a majority (50% plus one) of the parcels subject to the proposed charge.
- B. While the District may inform the public of the number of parcels served by the District Service Area when a notice of proposed rates is mailed, the number of parcels with active customer accounts served by the District on the date of the hearing shall control in determining whether a majority protest exists.

Section 11: Tabulation of Protests.

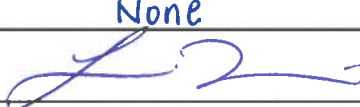
At the conclusion of the public hearing, the Director of Administrative Services shall tabulate all protests received, including those received during the public hearing, and shall report the result to the Board of Directors. If the number of protests received is insufficient to constitute a majority protest, the Director of Administrative Services may determine the absence of a majority protest without validating the protests received, but may instead deem them all valid without further examination. Further, if the number of protests received is obviously substantially fewer than the number required to constitute a majority protest, the Director of Administrative Services may determine the absence of a majority protest without opening the envelopes in which protests are returned.

Section 12: Report of Tabulation.

If at the conclusion of the public hearing, if the Director of Administrative Services determines that he or she will require additional time to tabulate the protests, he or she shall so advise the Board of Directors, which may adjourn the meeting to allow the tabulation to be completed on another day or days. If so, the Board of Directors shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the Board of Directors shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report of the Director of Administrative Services.

2. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 31st day of January 2022, by the following vote:

		Day-Hernandez-Hudson-Panduro-Price
		Timm-Tonnesen-Vaccaro-Williams-Wilson
AYES:	Directors	_____
NOES:	Directors	_____ <u>None</u> _____
ABSTAIN:	Directors	_____ <u>None</u> _____
ABSENT:	Directors	_____ <u>None</u> _____
		
		_____ President

ATTEST: 
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

November 12, 2025

AGENDA REPORT

TO: Executive Committee

FROM: Kimberly Kraft, HR Manager

SUBJECT: Approval of the 2026-2028 Strategic Plan

Recommendation: Receive presentation, provide feedback, and approve the District's 2026-2028 Strategic Plan. Direct staff to initiate implementation of the strategic initiatives outlined in the plan.

Background: The District's Management Team recommends the adoption of a Strategic Plan to reinforce the District's mission and vision, clarify organizational values, align resources and priorities with long-term goals, and strengthen both internal alignment and communication with internal and external stakeholders. To this end, the Management Team has spent the last year surveying staff, analyzing results, meeting with staff, and coordinating department managers and supervisors in coordinated goal setting.

The Strategic Plan provides a framework to guide the District's efforts toward becoming a recognized leader in our industry and community. The 2026-2028 Strategic Plan was developed through a collaborative, staff-driven process and reflects the District's ongoing commitment to sustainable infrastructure, workforce development, fiscal stewardship, and community engagement.

Key components of the plan include updated mission and vision statements, refreshed core values, strategic goals across four focus areas, and measurable departmental objectives to monitor progress.

Discussion: The Strategic Plan presents a visionary outlook supported by long-term, mid-term, and short-term goals. The initial focus is on four mid-term strategic priorities:

1. Workflow Modernization
2. Community Engagement
3. Advance Technology
4. Workforce Training & Safety

These strategies are supported by department-specific objectives designed to be achieved by the end of 2028. Implementation will be phased over two years, with annual updates provided to the Board. The overarching strategies will guide District efforts over the next six years, with short-term departmental objectives refreshed every two years to ensure alignment and adaptability.

Fiscal Impact: There is no immediate fiscal impact associated with approving the Strategic Plan. However, implementation of strategic initiatives may require future budget allocations, which will be presented to the Board as part of the annual budget process.

Attachment: 1 – Resolution No. 2025-XX
2 – Strategic Plan Presentation

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2025-XX

A RESOLUTION ADOPTING THE 2026–2028 STRATEGIC PLAN

WHEREAS, the Fairfield-Suisun Sewer District recognizes the importance of long-term planning to guide operations, resource allocation, and community service; and

WHEREAS, the Fairfield-Suisun Sewer District has developed the 2026–2028 Strategic Plan;

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

1. The District hereby adopts the 2026–2028 Strategic Plan
2. The General Manager is authorized to modify the Strategic Plan as necessary to ensure alignment with District goals and successful implementation of strategic objectives.
3. The General Manager is authorized and directed to take all steps necessary and appropriate to implement this resolution.
4. The Board shall receive annual reporting on the status and progress of the Strategic Plan each January.

PASSED AND ADOPTED this 24th day of November 2025, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk



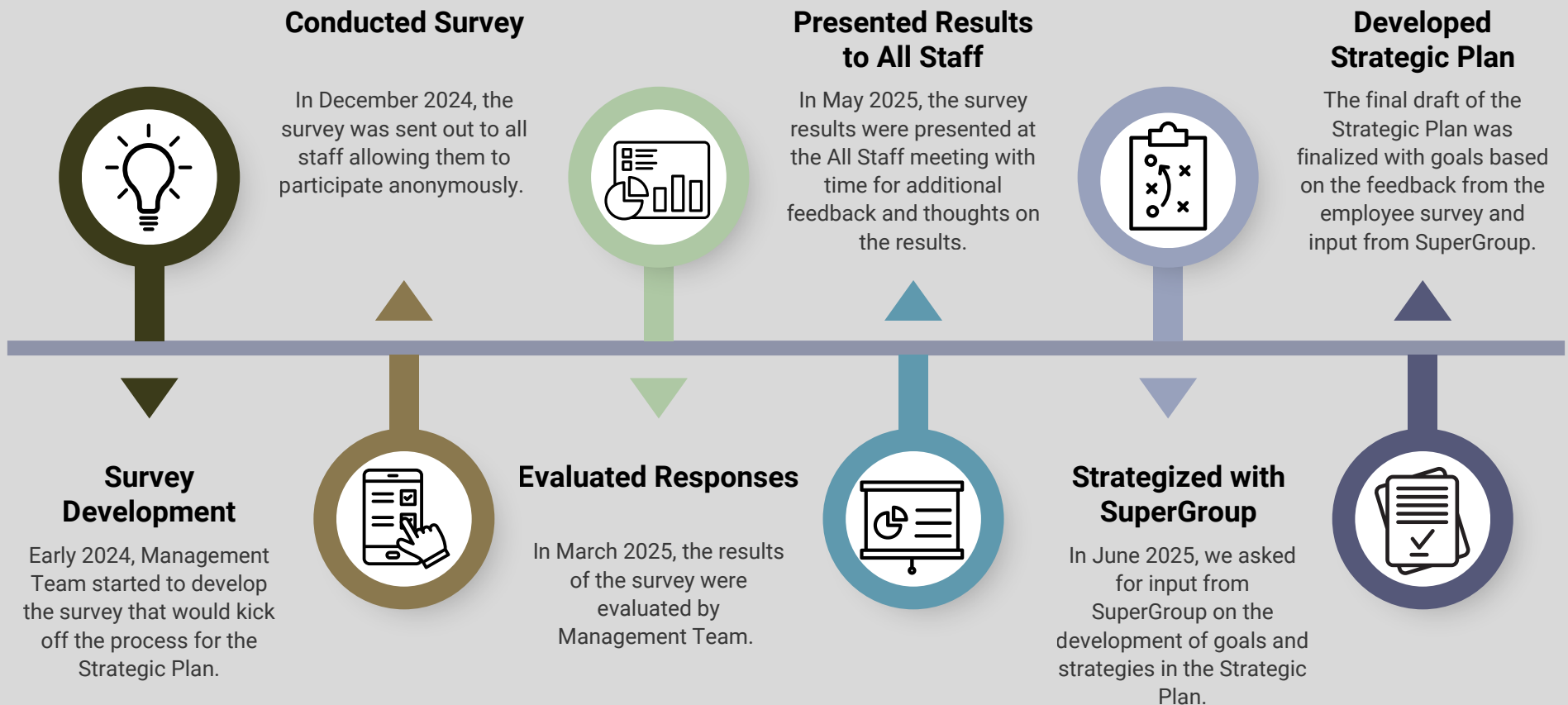
Planning WITH PURPOSE
FSSD'S STRATEGIC PLAN
BOARD PRESENTATION

November 24, 2025

Planning WITH PURPOSE

FSSD'S STRATEGIC PLAN

PREPARATION OF THE PLAN



GUIDING PRINCIPLES OF THE DISTRICT



MISSION

Fairfield-Suisun Sewer District protects public health and the environment for the communities we serve in an effective, responsible and sustainable manner.



VISION

Our vision is to be a recognized leader in our industry and community.



Solution Driven

We are driven by **innovation** and dedicated to solving problems, by finding and implementing effective solutions.



Positive Working Relationships

We foster strong, respectful relationships while emphasizing **responsibility**, **proactivity**, and **ownership** in our collaborations both within our team and with our external partners, promoting a cooperative and supportive work environment.



Excellence

We strive for the highest **quality** in our work, embracing **creativity** and **global thinking** to achieve outstanding results and set standards in our industry, while ensuring a **safe** workplace and infrastructure.



Transparency

We uphold the highest standards of **integrity** and ethical behavior in all our actions, fostering a culture of **honesty** and **trust** within our workplace and our community.



Sustainability

We commit to environmental, social, and **fiscal responsibility**, managing our resources with a focus on long-term sustainability and balancing costs with outcomes.



Planning WITH PURPOSE



FSSD'S STRATEGIC PLAN

ALIGNMENT WITH CORE RESPONSIBILITIES

VISIONARY OUTLOOK

STRATEGIC PLAN

DISTRICT CORE RESPONSIBILITIES

Regulatory Compliance

- Meet local, state, and federal laws
- Monitor and report effluent quality
- Prevent overflows and protect public health

Fiscal Responsibility

- Develop and manage budgets and rates
- Plan for long-term financial sustainability
- Ensure financial transparency and accountability

Wastewater Collection & Treatment

- Operate and maintain sewer and treatment systems
- Treat wastewater to required standards
- Manage biosolids and by-products responsibly

Safety & Workforce Development

- Ensure employee safety through training and compliance
- Support staff development and fair labor practices
- Maintain positive organizational culture

Infrastructure Maintenance & Capital Planning

- Proactively inspect and repair infrastructure
- Plan and execute capital improvement projects using informed data.
- Partner with cities to prioritize and execute service area plans

Planning WITH PURPOSE



FSSD'S STRATEGIC PLAN

MANAGEMENT TEAM COMMITMENT

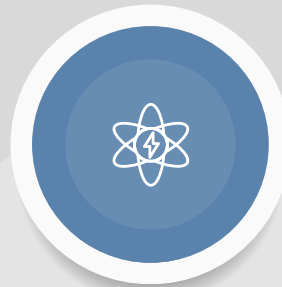
As the District's Management Team, we're committed to supporting the success of our strategic plan and the people who make it happen. This plan reflects where we're headed, and it's our responsibility to ensure every employee has what they need to move forward with confidence and clarity. We are committed to...



Promote a culture of ownership, accountability, and honesty, where employees are encouraged to take initiative, act with integrity, and support one another.



Support the implementation of tools, systems, and resources that support employee performance, access to data, and workflow efficiency so employees can meet their goals.



Continue to reinforce a strong safety culture that emphasizes continuous improvement, and seeks to correct root causes rather than assign blame.



Seek regular feedback from employees and the community about how we're doing.



Foster an environment where innovation is encouraged, and failure is acceptable - as long as there was a genuine, well-reasoned effort to succeed.

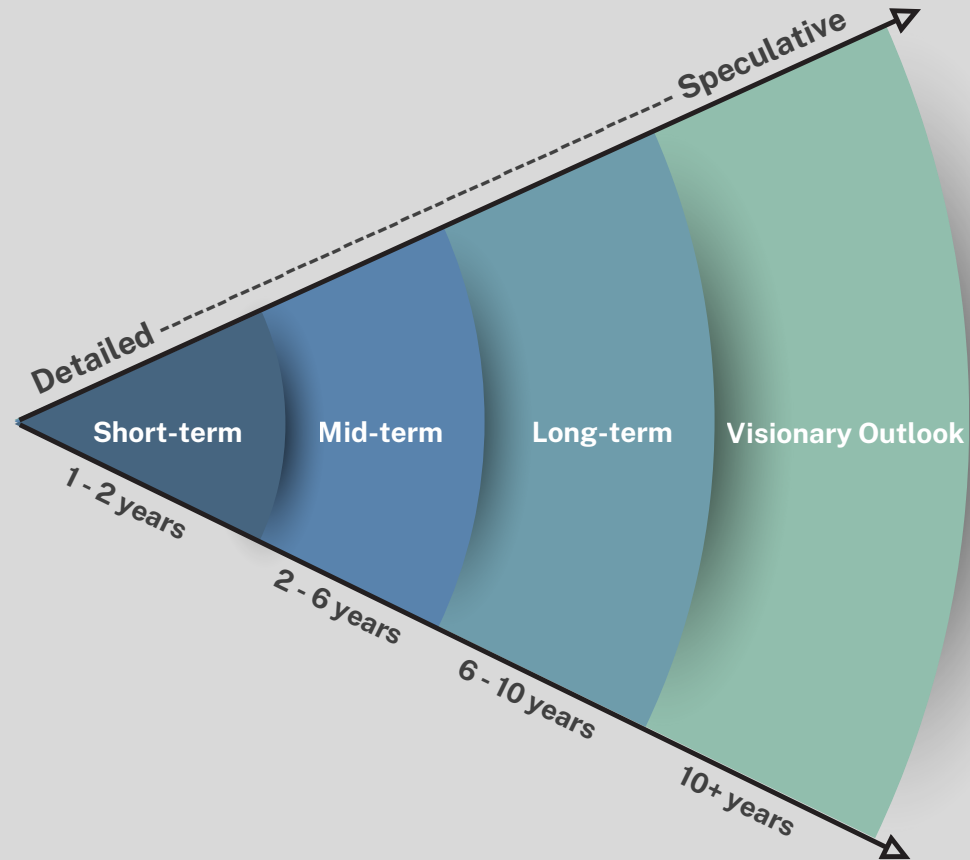
Planning WITH PURPOSE



FSSD'S STRATEGIC PLAN

STRATEGIC PLANNING HORIZON

The District's strategic plan is built around a clear, forward-focused framework called the "Strategic Planning Horizon", a dynamic model that captures the progression of goals from immediate actions to long-term aspirations. This cone-shaped approach symbolizes how focused, tactical efforts today create a broader, more impactful future for employees and the community.





FSSD'S STRATEGIC PLAN

OVERVIEW OF PLANNING HORIZON

Visionary Outlook

Be a recognized leader in wastewater management by setting standards for resource recovery, resilience, and service; fostering innovation; driving progress through advanced treatment technologies, a skilled and adaptable workforce, and strong community and environmental stewardship, while maintaining safe and effective service delivery.

Planning WITH PURPOSE

FSSD'S STRATEGIC PLAN

OVERVIEW OF PLANNING HORIZON



Visionary Outlook

Be a recognized leader in wastewater management by setting standards for resource recovery, resilience, and service; fostering innovation; driving progress through advanced treatment technologies, a skilled and adaptable workforce, and strong community and environmental stewardship, while maintaining safe and effective service delivery.

Long-term

- Investigate and pilot new technologies and new ways of managing data.
- Understand and manage climate change impacts on FSSD assets and regulatory compliance.
- Utilize community partnerships to enhance programs and outreach.
- Conduct proactive forward planning that is integrated with community needs.
- Develop flexible recruitment and retention strategies to adapt to changing needs.
- Foster a culture of recognition, team building, learning, and growth.
- Maintain transparent communication with employees and the community.
- Foster a safety program where safety practices continuously evolve through feedback and improvement.

Planning WITH PURPOSE

FSSD'S STRATEGIC PLAN OVERALL STRATEGIES



WORKFLOW MODERNIZATION

Enhance organizational efficiency, transparency, and collaboration by standardizing documentation, developing or improving workflows, and improving access to accurate information.



COMMUNITY ENGAGEMENT

Strengthen community awareness, environmental stewardship, and future workforce development through proactive public engagement, education campaigns, and strategic partnerships.



ADVANCE TECHNOLOGY

Invest in modern systems and shared digital tools to improve coordination, processes and efficiency, data access, and long-term compliance and infrastructure resilience.



WORKFORCE TRAINING & SAFETY






Foster a knowledgeable, safety-focused, and collaborative workforce by strengthening leadership skills, improving operational consistency, and promoting cross-departmental understanding.

Planning WITH PURPOSE



FSSD'S STRATEGIC PLAN

DEPARTMENT OBJECTIVES

		WORKFLOW MODERNIZATION	COMMUNITY ENGAGEMENT	ADVANCE TECHNOLOGY	WORKFORCE TRAINING & SAFETY
	OPERATIONS	Support efficient access to quality records and data.	Enhance and expand operations internship program to support development of licensed operators.	Partner with Maintenance and IT to enhance plant controls interface for operators and value of data.	Develop formal interdepartmental training program.
	MAINTENANCE	Support efficient access to quality records and data.	Develop internship programs and partnerships for career paths into WW maintenance.	Explore technologies for modernizing maintenance practices for equipment reliability.	Develop structured training program for career development.
	ENGINEERING	Support efficient access to quality records and data.	Increase public communication about capital projects that affect the community.	Upgrade GIS to latest standard and expand functionality across the District.	Organize lunch and learns for cross-department learning and staff alignment
	ENVIRONMENTAL SERVICES	Support efficient access to quality records and data.	Celebrate the District's 75th by honoring its legacy, showcasing its ongoing value, and focusing on partnerships with the greatest impact.	Implement EHS management tool for tracking and scheduling.	Enhance safety culture through communication, strategy, and planning.
	ADMIN SERVICES	Lead efficient access to quality records and data.	Create externship program for college and high school students.	Reduce Accounts Payable processing time that impacts multiple departments.	Develop a structured training program for leadership essentials.

Planning WITH PURPOSE



FSSD'S STRATEGIC PLAN

ADMINISTRATIVE SERVICES

	Q2 2026	Q4 2026	Q2 2027	Q4 2027
WORKFLOW MODERNIZATION Lead efficient access to quality records and data.	Identify coordinators for committee run by admin. Achieve 100% completion on Data Inventory worksheet.	Onboard all departments with data consultant and re-validate Data Inventory worksheet for changes.	Department Specific pending results of prior quarters.	Department Specific pending results of prior quarters.
COMMUNITY ENGAGEMENT Create externship program for college and high school students.	Conduct first externship program for college and high school students.	Survey participants to determine improvements. Finalize intern requests for 2027.	Post internships for 2027. Conduct second externship program with 25% increase participation.	Survey participants and interns. Finalize new process and engage 1-2 other agencies for 2028.
ADVANCE TECHNOLOGY Reduce Accounts Payable processing time that impacts multiple departments.	Search and evaluate three AP automation tools based on CSMFO/GFOA recommendations.	Define key metrics, demo, and implement tool with goal of reducing AP processing time by 25%	Reduce AP processing time by 25%, 50% total from initial analysis in Q4 2026.	Assess future improvements.
WORKFORCE TRAINING & SAFETY Develop a structured training program for leadership essentials.	Propose a timeline for leadership essentials program and gain approval from management team.	Create and conduct trainings per approved schedule and create process for evaluation/feedback.	Create and conduct trainings per approved schedule.	Draft a reference guide for new and existing supervisors.

Planning WITH PURPOSE

FSSD'S STRATEGIC PLAN

QUARTERLY CHECK-INS



On a form developed by the District, each Department will report out the following on the objectives outlined above. This will ensure that Management Team is aware of the status of these objectives, can evaluate if they still align with the overall strategic plan, and evaluate if additional resources need to be provided or decisions need to be pushed forward.



Form

Using a Microsoft form each Department will provide status updates on the current objectives.

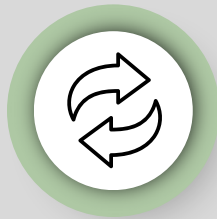
This form will include basic information for data collection but also specific feedback.



Current Actual

This is the measurement of the actual progress compared to the target. When coming up with this value Departments will need to consider:

- What key metrics did we have to meet the target?
- Were all key metrics met?
- If not, why and do we need to adjust the objective?



Self-Assessment

Additionally, each Department will provide a self-assessment rating for each objective:

- On Track
- Mostly On Track
- Needs Attention
- Off Track
- Not Started
- Cancelled



Status and Next Steps

- What is the focus for the next 3 months?
- What obstacles are we currently facing?
- Are there resource constraints (staffing, budget, tools)?
- Have any assumptions changed that affect progress?



Management Review

Management team will review the status updates from each Department to determine if support is needed to help progress the objectives of the Strategic Plan.



Board Update

Board updates will be provided each January on the status of the Objectives of the Strategic Plan.

Objectives for each Department will be updated every two years.



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

November 12, 2025

AGENDA REPORT

TO: Executive Committee

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: 2026 Board of Directors Meeting Schedule

Recommendation: Adopt Resolution No. 2025-XX establishing the 2026 Board of Directors Meeting schedule.

Background: Each year, the Board adopts a schedule for the regular meetings of the Executive Committee and the Board. The Board can schedule Special Meetings between Regular Meetings to conduct District business, if necessary.

Discussion: Regular Executive Committee meetings are scheduled for the 3rd Monday of each month and regular Board of Directors meetings are scheduled for the 4th Monday of each month. Historically, the Board has not scheduled regular Board Meetings in August or December. Although a February Board of Directors meeting has been scheduled for the past several years, it has been cancelled consistently due to Director and staff attendance at the CASA DC Policy Forum. Staff recommend no regular Board Meeting for February.

The following alternative dates to the normal 3rd and 4th Mondays are proposed to avoid potential conflicts. In January, move the Executive Committee meeting to January 12th to avoid conflicting with Martin Luther King Jr. Day. In May, move the Executive Committee meeting to May 11th and Board meeting to May 18th to avoid conflicting with Memorial Day.

The attached draft of Resolution No. 2025-XX shows a proposed schedule that minimizes potential conflicts.

Attachment: Res No. 2025-XX, Establishing the Regular Meeting Schedule for 2026

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2025-XX

A RESOLUTION ESTABLISHING THE REGULAR MEETING SCHEDULE FOR 2026

WHEREAS, the Fairfield-Suisun Sewer District Act establishes a Board of Directors and the Board of Directors established an Executive Committee of the Board; and,

WHEREAS, the California State Legislature passed the Ralph M. Brown Act in 1953 guaranteeing the public's right to attend and participate in meetings of local legislative bodies; and,

WHEREAS, Board of Directors desires to provide advanced notice to the public of its regular meetings;

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

- 1) Table 1 is the adopted schedule for regular meetings of the Board of Directors and the Executive Committee for 2026.

Table 1

Month	Executive Committee	Board of Directors
January	4:00 pm, Monday, January 12, 2026	6:00 pm, Monday, January 26, 2026
February	No Meeting	No Meeting
March	4:00 pm, Monday, March 16, 2026	6:00 pm, Monday, March 23, 2026
April	4:00 pm, Monday, April 20, 2026	6:00 pm, Monday, April 27, 2026
May	4:00 pm, Monday, May 11, 2026	6:00 pm, Monday, May 18, 2026
June	4:00 pm, Monday, June 15, 2026	6:00 pm, Monday, June 22, 2026
July	4:00 pm, Monday, July 20, 2026	6:00 pm, Monday, July 27, 2026
August	No Meeting	No Meeting
September	4:00 pm, Monday, September 21, 2026	6:00 pm, Monday, September 28, 2026
October	4:00 pm, Monday, October 19, 2026	6:00 pm, Monday, October 26, 2026
November	4:00 pm, Monday, November 16, 2026	6:00 pm, Monday, November 23, 2026
December	No Meeting	No Meeting

- 2) All the above meetings shall be held at the District Administrative offices at 1010 Chadbourne Road, Fairfield, California.
- 3) The General Manager is hereby authorized and directed to take all steps necessary and proper to implement this resolution in accordance with District policies and procedures.

PASSED AND ADOPTED this 24th day of November 2025, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

Board of Directors Meeting Agenda

Board of Directors

Jenalee Dawson, President
Catherine Moy, Vice President
Doug Carr
Alma Hernandez
Amit Pal
Doriss Panduro
Parise Shepherd
Scott Tonnesen
Princess Washington
K. Patrice Williams
Pam Bertani, First Alternate
Manveer Sandhu, Second Alternate

Meeting Date: Monday, November 24, 2025
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/CASA Report
5. General Manager Report

6. Consent Calendar:

Page

- (a) Adopt Resolution No. 2025-XX, Establishing the 2026 Board of Directors Meeting Schedule#
- (b) Approve Board Minutes of October 27, 2025#

7. Action Item:

- (a) Discuss and receive results of the 2025 Cost of Service and Rate Study, Adopt Resolution No. 2025-XX Approving and Authorizing Mailing of Proposition 218 Notices, and Adopt Resolution 2025-XX Adopting Procedures to Implement AB 2257#
- (b) Adopt Resolution No. 2025-XX, Adopting the 2026-2028 Strategic Plan#

8. Information Item:

- (a) Board Calendar#

--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 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 on matters not listed on the agenda will be taken under Public Comments. Comments on matters appearing on the agenda will be taken during consideration of the item.



FAIRFIELD-SUISUN SEWER DISTRICT







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November 12, 2025

AGENDA REPORT

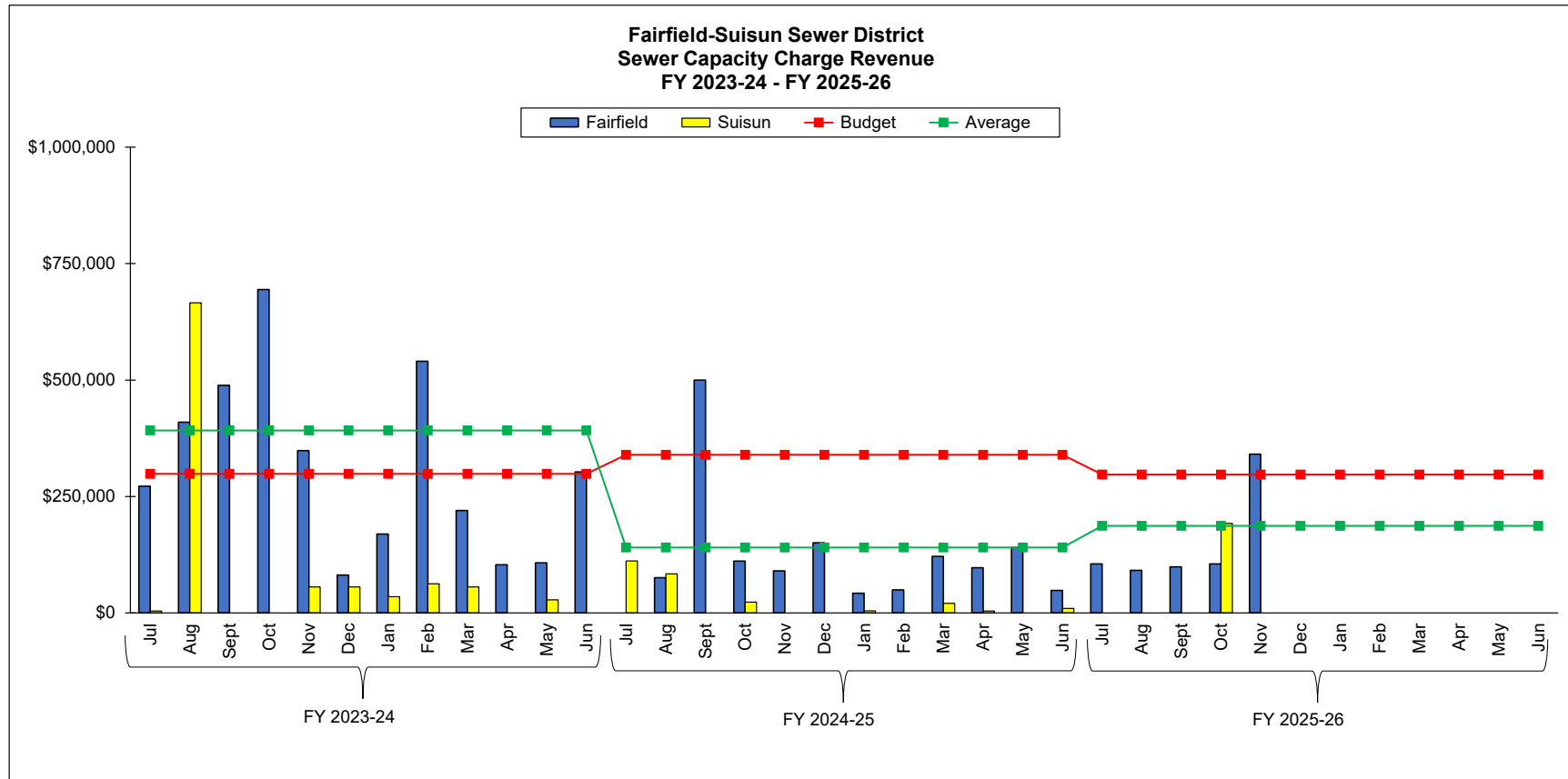
TO: Executive Committee
FROM: Ben Carver, Operations Manager
SUBJECT: Operating Data Summary – October 2025

October 2025 Data

Average plant flow	11 million gallons per day	Equivalent to 17 Olympic sized pools! 
Solids removed from the water	265 dry tons	14% turned into biogas 86% turned into Lystek fertilizer 
Completed Work Orders	1,080 completed work orders this month	 93%  Preventative  Corrective
Renewable energy produced	72,328 kilowatt-hours	Renewable energy provided 9% of the plant's power needs. This is equivalent to 102 single-family homes 
Sewer lines inspected by CCTV	640 feet 6,630 feet	City of Suisun City lines FSSD Lines
Permit excursions & Sewer System Overflows (Cat 1-3)	0	

Year to Date 2025

Influent Flow Average 15 MGD	Permit Excursions 0
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FAIRFIELD-SUISUN SEWER DISTRICT**MINUTES**

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

Board of Directors Meeting Minutes

Date: Monday, October 27, 2025

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00 pm

1. The meeting was called to order at 6:00 p.m. by President Jenalee Dawson, who presided over the meeting.

Roll Call – The following Board members were present: Directors Dawson, Hernandez, Moy, Panduro, Shepherd, Tonnesen, Washington (*departed at 7:48pm*) and Williams. Directors Carr and Pal were absent. No Board Alternates were present.

2. Pledge of Allegiance was led by Director Alma Hernandez.
3. Public Comments: Public comment was provided by resident Jim DeKloe concerning the potential issues providing joint sewer service to Fairfield and Suisun residents due to the impact of a proposed development in a currently non-contiguous area near Suisun.
4. Director Comments: Director Alma Hernandez thanked General Manager Jordan Damerel for his attendance at a Town Hall with County Supervisor Wanda Williams where he addressed the District's intent in requesting sewer studies from Solano County regarding feasibility of future sewer service to Suisun Valley. Director Hernandez also thanked Director of Environmental Services Meg Herston and District staff for the Solano Bayshore Resiliency Community Meeting held at Suisun City Hall regarding sea level rise and climate adaptation efforts and noted that the CASA Education Foundation had \$37,000 available for scholarships.
5. General Manager Report – General Manager Jordan Damerel followed up on Director Pal's request from the September 22, 2025 Board Meeting for District and Suisun City staff to discuss Suisun City's upcoming solid waste agreement. Following the September Board meeting, General Manager Damerel reported that District and Suisun City staff met and Suisun City included a provision in the solid waste agreement to allow waste diversion to the District's digesters in the future should the need or an opportunity arise, although there is no specific plans at this time. General Manager Damerel also provided an update on challenges with the Kellogg Resiliency Project and shared that the District has been working with Assemblymember Lori Wilson's office to receive an extension from the California Department of Finance for the State funding allocation. The District anticipates receiving a two-year extension in early November.
6. Consent Calendar:
 - (a) Adopt Resolution No. 2025-30 Awarding a Contract for Services with IT Hub, LLC for Managed Information Technology Services and Approving a Budget Adjustment of \$50,000

- (b) Adopt Resolution No. 2025-31, Approving the California Office of Emergency Services Designations of Applicant's Agent Resolution for Non-State Agencies
- (c) Approve Board Minutes of September 22, 2025

No comments.

Upon motion by Director Moy, seconded by Director Shepherd, the Consent Calendar was passed by the following vote:

AYES: Dawson, Hernandez, Moy, Panduro, Shepherd, Tonnesen, Washington, Williams
NOES: None
ABSTAIN: None
ABSENT: Carr, Pal

7. Action Item:

- (a) Adopt Resolution No. 2025-32, Authorizing the General Manager to Award Professional Services Contracts to Support Review of the Suisun Expansion Plan Entitlement Applications

General Manager Damerel discussed the Item and the request to hire additional technical and legal support to assist with providing comments on the 300-page development application for the California Forever Suisun Expansion Plan received from Suisun City. The District intends to provide comments to ensure the development addresses questions on legality, capacity sizing, long-term infrastructure standards and future operations and maintenance. Board approval was sought because California Forever had not yet engaged the District on a reimbursement agreement, but the District still needs to provide technical comments on the entitlement application within thirty days.

Board Directors discussed the item at length, asking clarifying questions on engagement by California Forever and Suisun City, use of attorneys, potential ratepayer impacts, timing considerations, and a potential reimbursement agreement.

The following members of the public made public comments to the Board of Directors

- Duane Kromm discussed the original creation of the District in the 1970s and pro-rata cost-sharing with Anheuser Busch and Travis Air Force base for development at that time.
- Jim DeKloe requested the Board delay the vote due to unknown details surrounding California Forever and concerns about Suisun expansion impacts on Fairfield ratepayers.
- Steve Olry shared concerns that there were not enough details to make a decision and would prefer the LAFCO decision come first.

Director Tonnesen made a motion (Original Motion), seconded by Director Shepherd, to approve Resolution No. 2025-32, as presented.

Director Washington made a Substitute Motion to delay approval of Resolution No. 2025-32 until General Manager Damerel met with California Forever on a reimbursement agreement for all costs associated with the development application, and calling an Special Meeting to vote on Resolution No. 2025-32, pending the results of that meeting.

Vote on the Substitute Motion failed by the following vote:

AYES: Moy, Shepherd, Washington
NOES: Dawson, Hernandez, Panduro, Tonnesen, Williams
ABSTAIN: None
ABSENT: Carr, Pal

Vote on the Original Motion passed by the following vote:

AYES: Dawson, Hernandez, Panduro, Tonnesen, Williams
NOES: Moy, Shepherd, Washington
ABSTAIN: None
ABSENT: Carr, Pal

(b) Adopt Resolution No. 2025-33, The Board of Directors of the Fairfield-Suisun Sewer District Declaring Its Intent to Reimburse Certain Capital Expenditures from the Proceeds of Indebtedness for the Suisun Force Main Project

Director of Administrative Services James Russell-Field presented the item and noted that adoption of Resolution No. 2025-33 does not commit the District to debt but allows the District to reimburse current expenses for the Suisun Force Main Project from future debt proceeds.

No comments.

Upon motion by Director Tonnesen, seconded by Director Hernandez, Action Item No. 7b was passed by the following vote:

AYES: Dawson, Hernandez, Moy, Panduro, Shepherd, Tonnesen, Washington, Williams
NOES: None
ABSTAIN: None
ABSENT: Carr, Pal

8. Discussion Item:
(a) Stormwater Program Overview

General Manager Damerel, Director of Administrative Services Russell-Field, Engineering Manager Irene O'Sullivan, and Director of Environmental Services Herston presented an overview of the Stormwater Program.

Directors received the presentation, asked clarifying questions and made comments.

9. Information Item:
 (a) Quarterly Investment Report
 (b) Board Calendar

No comments.

The meeting adjourned at 7:59 pm.

Respectfully submitted,

President

ATTEST:

District Clerk

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

November 24, 2025

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
December 2025		Not Scheduled	Not Scheduled
January 2026	1. Quarterly Investment Report 2. Report on Financial Audit for FY 2024-2025 3. Award Construction Contract for Electrical Replacement Project, Phase 2	1/12/2026	1/26/2026
February 2026	1. Directors Report on CASA Winter Conference	2/9/2026	2/23/2026
March 2026	1. Directors Report on CASA DC Policy Forum Meeting 2. Award Professional Services Contract for the Storm Drain Master Plan	3/16/2026	3/23/2026
April 2026	1. Quarterly Investment Report 2. Report on Vacancies per AB 2561 3. General Manager Annual Performance Evaluation	4/20/2026	4/27/2026
May 2026	1. Adopt Resolution Approving Budget 2. Adopt Resolution Approving Employee Salary Schedule 3. Review Updates and Approve Investment Policy 4. Review Board Compensation	5/11/2025	5/18/2025
June 2026	1. 2.	6/15/2022	6/22/2026
July 2026	1. Quarterly Investment Report	7/17/2026	7/24/2026
August 2026		Not Scheduled	Not Scheduled
September 2026	1. General Manager Performance Check-In (Executive Committee) 2.	9/21/2026	9/28/206
October 2026	1. Quarterly Investment Report 2.	10/19/2026	10/26/2026
November 2025	1. Adopt Board Calendar for 2026 2.	11/16/2025	11/23/2025