



FAIRFIELD-SUISUN SEWER DISTRICT

Board of Directors

Jenalee Dawson,
President
 Vacant,
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

Board of Directors Meeting Agenda

Monday, June 22, 2026 at 6:00 PM

Location: FSSD Board Room, 1010 Chadbourne Road, Fairfield, CA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Members of the public wishing to comment on any item not on the agenda, but within the Board’s jurisdiction, should notify the Board at this time. Those wishing to comment on any item on the agenda should do so at the time the item is considered. Comments may be limited to three (3) minutes, or at the discretion of the President.

5. DIRECTOR REPORTS

6. GENERAL MANAGER REPORT

7. PRESENTATIONS AND AWARDS - None

8. CONSENT CALENDAR

- 8.1 Adopt Resolution No. 2026-14 Revising Policy 4200 – Board Meetings and Brown Act Compliance.....2
- 8.2 Approve Board Meeting Minutes of May 18, 2026 10

9. NEW BUSINESS

- 9.1 Fill Vacant Vice President and Executive Committee Positions..... 13
- 9.2 Adopt Resolution No. 2026-16 Authorizing General Manager to Enter Into a Development Services Agreement with PW Fund B Development, LLC for Hale Ranch Business Park.....20
- 9.3 Adopt Resolution No. 2026-17 Delegating Authority to the General Manager to Enter into Development Services Agreements32
- 9.4 Adopt Resolution No. 2026-18 Approving Plans and Specifications Including Addenda, Approving Big Valley Electric’s Request for Relief from Its Bid and Approving Award of a Construction Contract with Auburn Constructors, LLC for the Electrical Replacement Phase 2 – Suisun Pump Station Project36

10. INFORMATIONAL ITEMS

- 10.1 Board Calendar.....41

11. ADJOURN

—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.



FAIRFIELD-SUISUN SEWER DISTRICT

June 22, 2026

AGENDA REPORT

TO: Board of Directors

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: Adopt Resolution No. 2026-14, Revising Policy 4200 – Board Meetings and Brown Act Compliance

Recommendation: Adopt Resolution No. 2026-14, Revising Policy 4200 – Board Meetings and Brown Act Compliance.

Background: On October 3, 2025, Governor Newsom signed into law SB 707 (Durazo), which made revisions to the Ralph M. Brown Act (the Brown Act). Many of the provisions established under SB 707 apply only to "eligible legislative bodies" as defined by the legislation. Based on the District's boundaries, employee count, and annual revenues, the District does not meet the criteria for an eligible legislative body.

Discussion: Although many of the provisions of SB 707 do not apply to the District, District staff worked with legal counsel to review and revise Policy 4200 – Board Meetings and Brown Act Compliance to incorporate general updates and improve clarity. A summary of significant changes related to SB 707 includes:

- Section 2.3 – Clarifies that all Board Directors must receive copies of the Brown Act. The District provided copies to all Board Directors in January 2026.
- Section 2.4 – Adds new Brown Act provisions related to social media use.

Additional revisions throughout the proposed policy are administrative in nature, intended to provide clarity and improve readability.

Fiscal Impact: There is no fiscal impact to adopt the revised policy.

Attachments: 1 – Resolution 2026-14, Adopted Revised Policy 4200 – Board Meetings and Brown Act Compliance
2 – Policy 4200 – Board Meetings and Brown Act Compliance (redline)

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2026-14

**A RESOLUTION REVISING POLICY 4200 – BOARD MEETINGS AND
BROWN ACT COMPLIANCE**

WHEREAS, the Fairfield-Suisun Sewer District is subject to the open and public hearing requirements of the Brown Act; and

WHEREAS, the Fairfield-Suisun Sewer District has previously adopted Policy 4200 – Board Meetings and Brown Act Compliance; and

WHEREAS, the Fairfield-Suisun Sewer District wishes to incorporate changes from Senate Bill 707 (the Brown Act Modernization Act) and make additional administrative edits.

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

1. The District hereby adopts revised Policy 4200 – Board Meetings and Brown Act Compliance.
2. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 22nd day of June 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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

POLICY		
Policy Number	4200	Adopted: March 27, 2023 <u>June 22, 2026</u> Res. No. 2023-06 <u>2026-14</u>
Type of Policy	4000 - Board	
Policy Title	Board Meetings and Brown Act Compliance	
Policy Description	Policy related to Brown Act requirements and Board Meeting types, agenda, conduct, and minutes	

1. Purpose

1.1 The purpose of this Policy (Policy) is to provide guidelines to the Board of Directors of the Fairfield-Suisun Sewer District (District) regarding policies related to Board of Directors meetings and Brown Act compliance.

2. Brown Act Compliance – Open Meeting Requirements

2.1 The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Laws” in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.

2.2 The Legislature may occasionally modify the Brown Act, either temporarily or permanently. The District will comply with minimum mandatory requirements for the Brown Act, and the General Manager and Executive Committee may determine the appropriate application of non-mandatory or temporary applications of the Brown Act to the District’s meetings.

2.2.3 All members will receive a copy of the Brown Act.

2.4 Board Directors shall not respond directly to any communication on an internet-based social media platform regarding matters within the subject matter jurisdiction of the District that is made, posted, or shared by another Board Director. For purposes of this policy, “discuss among themselves” includes any communication made, posted, or shared on social media between Board Directors, including comments, replies, or the use of digital reactions (e.g., “likes, emojis, or similar features) to content posted by another Board Director. These restrictions are intended to ensure compliance with the Brown Act and to prevent the use of social media as a means of conducting unauthorized meetings or deliberations.

2.3.2.5 All meetings of the Board of Directors shall comply with the Brown Act.

- Meetings occur whenever the majority of the Board of Directors meets to discuss, deliberate, or take action on District business.
- Members of the Board includes newly elected and appointed officials prior to assuming office.
- All Board meetings shall be open and freely accessible to the public, including those with disabilities.
- Meetings through the use of intermediaries, serial communications, or emails are prohibited.

2.42.6 The Brown Act permits the use of teleconferencing for the Board of Director's meetings. Notwithstanding other provisions or modifications to the law, if teleconferencing is used the District and Board of Directors shall:

- Identify each teleconference location on the face of the agenda.
- Post agendas at all teleconference locations and make the location accessible to the public.
- The public must be allowed to offer comments from each remote location and each remote location must be ADA compliant.
- During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the ~~local agency~~District exercises jurisdiction.
- All votes taken during a teleconferenced meeting shall be by roll call.

3. Types of Board Meetings

3.1 **Regular meetings.** Regular meetings of the Board of Directors shall be held on the Fourth Monday of each month at 6:00pm at 1010 Chadbourne Road, Fairfield, CA 94534. The Board does not typically hold meetings in August and December. The date, time and place of regular Board meetings may be reconsidered annually by the Board.

3.2 **Special meetings.** Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board by providing notice to each Board member and posting a notice on the District's website. The notice must be published at least 24 hours prior to the beginning of the meeting specified in the notice. The notice will specify the time and place of the special meeting as well as the business to be considered.

3.3 **Emergency Meetings.** Emergency meetings may be held in the event of an emergency situation involving matters requiring prompt action due to disruption or threatened disruption of public health and/or safety, as determined by a majority

of the members of the legislative body. The Board may hold an emergency special meeting without complying with the 24-hour notice requirement.

Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

- 3.4 **Adjourned Meetings.** Adjourned meetings occur when a majority vote of the quorum of the Board of Directors ~~adjourns-continues any~~ Board meeting at any ~~point place in- during~~ the agenda to a time and place specified in the order of adjournment. If the adjournment motion does not specify a time, the continued meeting shall reconvene at the regular meeting hour.

Notice of the adjourned meeting shall be posted on or near the door of the meeting location within 24 hours after ~~the~~ adjournment, ~~and t~~The adjourned meeting shall otherwise be noticed in the same manner as a special meeting. If the meeting is adjourned for less than five calendar days, a new agenda is not required, provided no new items of business are added to the agenda.

- 3.5 **Closed sessions.** ~~The Board may conduct C~~closed sessions ~~may be conducted~~ during a properly noticed meeting for ~~certain matters, authorized under the Brown Act and -as~~ identified on the agenda, ~~where it is necessary to conduct business in private. Typical reasons for p~~ permissible closed sessions ~~as authorized by the Brown Act may~~ include real property negotiation transactions, pending or anticipated litigation, personnel matters and other matters authorized by law. ~~General Manger review.~~ The Board shall allow public comment on any closed session item before going into closed session.

4. Board Meeting Agenda

- 4.1 The General Manager, or designee, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act.
- 4.2 All Board agendas shall include an brief unambiguous description of each item ~~on of business the agenda~~ to be transacted or discussed, including closed session items.
- 4.3 Agendas for regular meetings shall be posted 72 hours in advance of the meeting, and agendas for special meetings shall be posted at least 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website.
- 4.4 Agenda packets and materials distributed to members of the Board of Directors should be provided to all members at the same time. Agenda packets, except for closed session materials, ~~should~~ shall also be made available to the public once distributed to the Board.
- 4.5 Public Comment

- For regular meetings, the Board shall provide the public with an opportunity to address any items on the agenda as well as any item within the subject matter jurisdiction of the District.
- For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.
- The Board may not prohibit public criticism, but ~~shall control the~~ may maintain order and impose reasonable regulations ~~of on~~ the proceedings, including placing reasonable time limits ~~on public comment~~.
- The Board may not require members of the public to give names or sign a register as a condition of attendance or providing public comments ~~speaking~~.

4.6 ~~The Board Items not on the agenda~~ shall not ~~be discussed~~ or take action ~~acted on~~ items not on the agenda, by the Board, except as authorized by the Brown Act that the Board may act on items not on the agenda to address including emergency situations, requests to place a matter on a future agenda, subsequent need items, and hold-over or items from a continued previous meeting held within the prior five days. ~~The Board~~ members and staff may also briefly respond to public comments, ask clarifying questions, and make announcements.

5. Board Meeting Conduct

- 5.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District.
- 5.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by the same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.
- 5.3 The following concepts shall be applied to the conduct of Board meetings:
- ~~The m~~Meetings shall be conducted in an open and fair manner.
 - ~~The public shall be given ample opportunity to participate in the meetings.~~
 - Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
 - ~~The m~~Meetings shall be conducted ~~proceed~~ in a manner that promotes enables orderly discussion and efficient consideration of District business. the Board to consider problems to be solved and make wise decisions intended to solve the problems.
 - The Board may receive, consider, and take any needed action ~~with respect to reports of accomplishment of District operations.~~ for items on the agenda.
 - ~~Noticed public hearings shall be conducted in an orderly fashion, with the Board~~

President establishing the order of the proceedings.

- ~~The Board may weigh and determine the credibility of evidence and public comment.~~

5.4 Public comment on agenda items shall be as follows:

- Three minutes may be allotted to each speaker, unless the Board President notes a different time limit for an item.
- The Board president may allow additional time per speaker when necessary for a full and fair proceeding.
- ~~No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that persons' privilege of address.~~

5.5 No person shall engage in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of a Board meeting. Willful disruption of any meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, ~~he/she~~ they may do any of the following:

- Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
- If the behavior continues after notice, order the disrupting parties out of the room, and conduct the Board's business without them present.
- In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.
- Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

6. Minutes of Board Meetings

6.1 The General Manager may delegate the duty to keep minutes to a District employee.

- 6.1.1 Copies of the meeting minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications.
- 6.1.2 Motions, resolutions, or ordinances shall be recorded in the minutes as having passed or failed. The motion makers and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.
- 6.1.3 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.
- 6.1.4 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's

minutes:

- Date, place, and type of each meeting
- Directors present and absent by name
- Call to order
- Time of late arriving or early departing Directors
- Names of Directors absent during any agenda item upon which action was taken
- Approval of the minutes or modified minutes of preceding meetings
- Complete information as to each subject of the Board's deliberation
- Record of the vote of each Director on every action item for which the vote was not unanimous
- Time of meeting's adjournment



FAIRFIELD-SUISUN SEWER DISTRICT

Board of Directors Meeting Minutes

Date: Monday, May 18, 2026

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00pm

1. Call to order – The meeting was called to order at 6:00pm by President Jenalee Dawson, who presided over the meeting.
2. Roll Call – The following Board members were present: Directors Douglas Carr, Jenalee Dawson, Alma Hernandez, Amit Pal, Doriss Panduro, Parise Shepherd, Scott Tonnesen, and K. Patrice Williams. Directors Catherine Moy and Princess Washington were absent. No Board Alternates were present.
3. Pledge of Allegiance was led by Director Carr.
4. Public Comments: No comments.
5. Director Report: Director Panduro commented on the excellent job coordinating the 75th Anniversary Open House held on May 2nd. Director Hernandez reported on attending the Association of California Water Agency's conference, going over insightful water policies, PFAS, funding, and to monitor gubernatorial candidates position on water policies.
6. General Manager Report – General Manager Jordan Damerel reported the next Solano Bayshore Resiliency Project countywide online community meeting is scheduled for Wednesday, May 20th facilitated by Director of Environmental Services Meg Herston. Staff at Solano County are bringing a discussion item on the Woodcreek 60 Project and Suisun Valley sewer service back to the Board of Supervisors at the June 23, 2026 meeting. The 2026 CASA Annual Conference will be held in Napa from August 5-7. Meg Herston shared a video on the 75th Anniversary Open House and provided attendance totals of 151 guests, including 39 staff and board members and 6 community partner organizations.
7. Presentations and Awards:

Eric Cortes, from the office of Assemblymember Lori Wilson, on behalf of Assemblymember Wilson and Senator Christopher Cabaldon, presented the District a framed Resolution commending the District on its 75th Anniversary celebration and highlighting the role the District has played in protecting the local community and the Suisun Marsh and extended best wishes for continued success in the years to come.

8. Consent Calendar:

8.1 Approve Board Meeting Minutes of March 23, 2026

8.2 Adopt Resolution No. 2026-09 Adopting the Revised Investment Policy

8.3 Receive Report on Board Compensation for FY 2026-27

8.4 Adopt Resolution No. 2026-10 Authorizing the General Manager to Execute an Agreement for Professional Engineering Services for the Drainage Maintenance Master Plan

No comments.

Upon motion by Director Pal, seconded by Director Shepherd, Consent Calendar Items 8.1 to 8.4 were passed by the following vote:

AYES: Carr, Dawson, Hernandez, Pal, Panduro, Shepherd, Tonnesen, Williams

NOES: None

ABSTAIN: None

ABSENT: Moy, Washington

9. New Business:

9.1 Conduct a Public Hearing and Receive a Presentation on Workforce Vacancies and Recruitment and Retention Efforts in Compliance with Assembly Bill 2561 (Government Code § 3502.3)

In compliance with Government Code Section 3502.3, Human Resources Manager Kim Kraft presented on Workforce Vacancies and Recruitment and Retention Efforts discussing current vacancy levels, barriers to recruitment, average time to fill positions and efforts underway to improve employee retention.

President Dawson opened the public hearing at 6:24 pm with no public comments.

President Dawson closed the public hearing at 6:24 pm. No action was taken and no vote was necessary.

9.2 Adopt Resolution No. 2026-11 Approving the FY 2026-27 Budget and Long-Term Financial Plan

Management Analyst Lindsay Sagastume and Director of Administrative Services James Russell-Field presented on the FY 2026-27 Budget, reviewing revenues and expenses, city partnerships, status of reserves, and significant planning efforts.

Upon motion by Director Hernandez, seconded by Director Shepherd, New Business Item 9.2 was passed by the following vote:

AYES: Carr, Dawson, Hernandez, Pal, Panduro, Shepherd, Tonnesen, Williams

NOES: None

ABSTAIN: None

ABSENT: Moy, Washington

9.3 Adopt Resolution No. 2026-12, Pay Rate Schedule

Director of Administrative Services James Russell-Field discussed the 3.25% cost-of-living increase based on Clerical Workers Consumer Price Index (CPI-W), which was presented as an Action Item in compliance with CalPERS regulations for transparency in public employee compensation.

Upon motion by Director Shepherd, seconded by Director Tonnesen, New Business Item 9.3 was passed by the following vote:

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

9.4 Reject All Bids Received and Rebid the Project and Authorize the General Manager to Award Construction and Engineering Services During Construction for Lopes Road Lift Station Improvements

Senior Engineer Kyle Broughton presented on the Lopes Road Lift Station Improvements, updating the Board of Directors on the project timelines, bid results and how all responsive bids named an emergency backup generator that does not meet FSSD performance specifications and the necessity to reject all bids and proceed with rebidding.

Upon motion by Director Panduro, seconded by Director Shepherd, New Business Item 9.4 was passed by the following vote:

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

10. Information Item:

10.1 Board Calendar

No comments.

11. Adjournment:

The meeting adjourned at 7:02pm.

Respectfully submitted,

President

ATTEST:

District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

June 22, 2026

AGENDA REPORT

TO: Board of Directors

FROM: Jordan Damerel, General Manager

SUBJECT: Filling Vacant Vice President and Executive Committee Positions

Recommendation: Fill vacant Vice President and Executive Committee positions. Elected members will serve until the next election (January 2027).

Background: On June 9, 2026, Mayor Catherine “Cat” Moy resigned as mayor of Fairfield, which also vacates her position on the District’s Board of Directors. Additionally, Moy served as the Vice President of the Board and as a member of the District’s Executive Committee. The Executive Committee now consists of:

- President: Jenalee Dawson (Suisun City)
- Vice President: *Vacant* (Fairfield)
- At-Large: Alma Hernandez (Suisun City)
- At-Large: Doriss Panduro (Fairfield)

Fairfield has two Alternate Directors (Pam Bertani and Manveer Sandhu) who can represent Fairfield on the full District Board when any of the five District Directors from Fairfield are absent, including while a Fairfield Director seat is vacant.

On June 16, 2026, the Fairfield City Council appointed Rick Vaccaro to serve as mayor for the remainder of the term. The Fairfield City Council may select Vaccaro, Bertani, or Sandhu to serve as a District Director. This designation is not made by the District’s Board.

Discussion: Per the District’s Board Policy No. 4001 (attached), Section 4001.4.7., “If an Executive Committee position is vacated, the Board President may appoint a member to fill the position until the next election.” President Jenalee Dawson, supported by the Executive Committee, requested this item be agendized for the full Board of Directors to discuss and vote. According to the Board Policy No. 4001, the Vice President role and the new Fairfield representative should be filled by Fairfield Directors.

On June 15, 2026, the Executive Committee discussed and offers the following recommendation to fill the vacant Executive Committee roles:

Filling Vacant Vice President and Executive Committee Positions

June 22, 2026

Page 2 of 2

- Vice President: Doriss Panduro (Fairfield)
- At-Large: Scott Tonnesen (Fairfield)

Per Board Policy No. 4001, Section 4001.4.2., Executive Committee members are elected by the Board at the January meeting in odd-numbered years. Beginning in January 2027, the Board President position will be filled by a Fairfield representative and the Vice President position will be filled by a Suisun City representative.

Fiscal Impact: None.

Attachments: 1 – Board Policy No. 4001 – Policy Guidelines for the Board of Directors
2 – Resolution 2026-15 Appointing Executive Committee Members



FAIRFIELD-SUISUN SEWER DISTRICT

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

Approval Date:	October 26, 2020	Last Review Date:	N/A
Approval Resolution No.:	2020-06	Next Review Date:	
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

Board of Directors

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

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

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

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

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

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

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

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

Executive Committee

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

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

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

Ad-hoc Committees

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

Compensation

- 4001.6.1 Section 30 (a and b) of the FSSD Act authorizes payment for each board member for each day of his or her actual attendance of the meetings of the board and of committees of the board, and for each day's service otherwise rendered as a board member by request of the board, not exceeding a total of six days in any calendar month.
- 4001.6.2 The Board adopted Ordinance 2016-02 stating "Unless the Board of Directors determines prior to July 1 of any year that such increase shall be deferred, the compensation for Board of Directors shall, as of the first day of the first pay period following July 1, 2016 and each July 1 thereafter, be increased a percentage equal to the percent increase in the Urban Wage Earners and Clerical Workers Consumer Price Index (CPI-W) for the San Francisco-Oakland Metropolitan Area for the twelve months ending April of each year, provided, however, that the percentage change in salary schedules shall not be less than 0% nor more than 5%."
- 4001.6.3 Sec. 31 of the FSSD Act authorizes reimbursement to each board member for actual expenses incurred in the conduct of district business.

Meetings:

- 4001.7.1 Historically, the Board has found the infrequency of procedural decisions does not justify the overhead of establishing a formal parliamentary procedure policy. Therefore, the Board has not formally adopted a manual of parliamentary procedure. When meeting circumstances call for a procedural decision, the Board generally follows the principals of Roberts Rules of Order. Decisions relating to meeting procedures reside with the presiding officer.
- 4001.7.2 The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Directors.
- 4001.7.3 If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2026-15

**A RESOLUTION FILLING VACANCIES ON THE EXECUTIVE COMMITTEE
FOR THE REMAINDER OF THE 2025-2026 TERM**

WHEREAS, Section 27 of the Fairfield-Suisun Sewer District Act of 1951 states that at the first meeting following the election of councilmen for the cities, the Board shall choose one of its members as President; and,

WHEREAS, Board Policy No. 4001, Members of the Board of Directors, establishes a standing Executive Committee whose responsibility is to examine, clarify, and/or modify technical and non-technical issues with staff before those issues are brought before the full Board; and,

WHEREAS, on January 27, 2025, the Board elected Director Jenalee Dawson as President, Director Catherine “Cat” Moy as Vice President, Director Alma Hernandez as Director-at-Large from Suisun City, and Director Doriss Panduro as Director-at Large from Fairfield; all serving two-year terms until January 2027; and,

WHEREAS, on June 9, 2026, Catherine “Cat” Moy resigned as mayor of Fairfield, creating a vacancy on the District Board, Executive Committee, and Vice President position; and,

WHEREAS, the Executive Committee recommended that the Board elect a Vice President and/or Director-at-Large, both from Fairfield, to complete the remainder of the 2025-2026 terms.

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

1. The District hereby elects _____ (Fairfield) to serve as the Vice President of the Board and Executive Committee member, until the next scheduled election in January 2027.
2. The District hereby elects _____ (Fairfield) to serve as the Director-at-Large from Fairfield on the Executive Committee member, until the next scheduled election in January 2027.
3. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 22nd day of June 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

June 22, 2026

AGENDA REPORT

TO: Executive Committee

FROM: Karl Ono, Senior Engineer

SUBJECT: Approve Development Services Agreement for Hale Ranch Business Park

Recommendations: Adopt Resolution 2026-16 Authorizing General Manager to Enter Into a Development Services Agreement with PW Fund B Development, LLC for evaluating the feasibility of providing sewer service to the Hale Ranch Business Park potential annexation area.

Background: On April 6, 2026, District staff received a request from the City of Fairfield (City) to evaluate the feasibility of extending sewer service to the proposed Hale Ranch Business Park potential annexation area. The current proposal, by PW Fund B Development, LLC (Applicant) is for a 48.4 acre portion of a larger 140.6 acre Hale Ranch Study Area potential annexation area by the City.

The Hale Ranch Study Area is currently outside of the District's service area boundary, and has not been included in previous capacity or master planning studies. Under the District's Enabling Act, annexation into the City of Fairfield would result in annexation into the District. It is currently unknown whether the District's existing sewer facilities have capacity to accommodate the additional flow and loading from the proposed land uses within these areas. To support the City's and Applicant's preparation of environmental review and annexation proposal documents, any anticipated impacts associated with the annexation proposal(s) will be identified.

Discussion: The District will contract with Woodard & Curran (Consultant) to evaluate the capacity of existing facilities and required extensions to provide sewer service to the proposed Hale Ranch Business Park and the broader Hale Ranch Study Area. If improvements are identified as necessary to serve either area, descriptions of the required improvements and preliminary cost estimates will be provided to the City and Applicant for use in their environmental review and planning processes, and results will be used by District staff to inform future reviews of annexation and planning applications.

Fiscal Impact: Under the Development Services Agreement, all costs associated with capacity evaluation, review, approval, and coordination will be the responsibility of the Applicant. Staff has obtained a proposal from Consultant to perform hydraulic modeling services for this request at an estimated fee of \$39,080. The Development Services Agreement requires the Applicant to deposit \$45,000 with the District, to cover Consultant fees and District staff time to complete the requested services.

Attachments: 1 – Resolution 2026-16 – Authorizing the General Manager to Enter Into Development Services Agreement with PW Fund B Development, LLC
2 – Letter from City of Fairfield Requesting Initiation of Sewer Service Review
3 – Development Services Agreement – Hale Ranch Business Park

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2026-16

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER
INTO DEVELOPMENT SERVICES AGREEMENT WITH
PW FUND B DEVELOPMENT, LLC**

WHEREAS, on April 6, 2026 the City of Fairfield requested the District to evaluate the feasibility of extending sewer service to the proposed Hale Ranch Business Park (Project) proposed by PW Fund B Development, LLC (Applicant); and

WHEREAS, the Hale Ranch Business Park is part of the broader Hale Ranch Study Area, which is currently being evaluated by City of Fairfield as a potential annexation area; and

WHEREAS, the Fairfield-Suisun Sewer District Act of 1951, the District’s enabling legislation, stipulates that “Any territory hereafter annexed to either (Fairfield or Suisun) city shall be a part of the district upon annexation”; and

WHEREAS, A hydraulic modeling study is necessary to evaluate the District’s capacity to support extension of services to the potential annexation area; and

WHEREAS, all District costs applicable to the proposed project, including costs for considering the extension of services to areas outside the District shall be borne by the Developer of the Project, not current District customers.

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

1. The General Manager is authorized and directed to execute the Development Services Agreement with PW Fund B Development, LLC to provide for reimbursement of District costs for capacity evaluation, review, and coordination services, and to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 22nd day of June 2026, by the following vote:

AYES: Directors _____

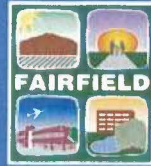
NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk



CITY OF FAIRFIELD

Founded 1856 - Incorporated December 12, 1903

PUBLIC WORKS DEPARTMENT Engineering Division

April 1, 2026

Kyle Broughton
Fairfield Suisun Sewer District
1010 Chadbourne Road
Fairfield, CA 94534

Subject: Request for Initiation of Sewer Service Review - Hale Ranch Industrial Business Park Annexation Area

Dear Mr. Broughton,

The City of Fairfield has received a development application requesting analysis of the Hale Ranch Study Area, including parcels located at the northwest corner of Cordelia Road and Hale Ranch Road (including but not limited to APN: 0044250220, 0044250170, 0044250160). As part of this initial review, the City is requesting that the Fairfield-Suisun Sewer District (District) initiate coordination regarding wastewater service feasibility for the subject area.

This request is intended to support early evaluation of sanitary sewer service considerations associated with a potential future annexation to the City of Fairfield.

The following information is provided to support initiation of the District's review.

1. City Municipal Service Review

The City is currently undertaking a Municipal Service Review (MSR) that includes evaluation of areas within the Hale Ranch Study Area for potential future annexation. The subject parcels are located within this study area and may be considered for annexation consistent with the City's General Plan and long-term economic development objectives for the South Fairfield Industrial Area.

Any future consideration of annexation will be subject to completion of the MSR process, environmental review, infrastructure capacity analysis, and all applicable approvals by the City and relevant agencies.

2. Map and Parcel Identification

The proposed annexation area is located at the northwest corner of Cordelia Road and Hale Ranch Road in unincorporated Solano County, immediately adjacent to the Fairfield city limits. A vicinity map identifying the project area and conceptual sewer connection location is attached.

3. Proposed Land Uses and Relationship to the Hale Ranch Study Area

The project site is located within the Hale Ranch Study Area identified in the Fairfield General Plan as a future employment and industrial growth area. The study area encompasses approximately 140.6 acres planned for industrial business park development.

The current annexation request applies to the Hale Ranch Industrial Business Park project area, which consists of approximately 48.4 acres within the larger study area. At buildout, the project site is anticipated to accommodate up to approximately 949,000 square feet of industrial business park uses, including manufacturing, food production, research and development, and related employment generating activities compatible with surrounding industrial and agricultural uses.

Development of the 48.4-acre project site represents an initial phase of employment development within the broader 140.6-acre Hale Ranch Study Area.

4. LAFCO Compliance

The proposed annexation will comply with all applicable requirements of the Solano Local Agency Formation Commission. The annexation application will include the necessary environmental documentation, service plans, and supporting materials required by LAFCO for review and approval.

5. Sewer Service Feasibility

Based on preliminary discussions with the developer's design consultant, there are currently no known public sanitary sewer facilities along the project frontage on either Hale Ranch Road or Cordelia Road. The nearest existing public sewer facility is understood to be located within

Letter to Fairfield Suisun Sewer District

Re: Request for Initiation of Sewer Service Review Hale Ranch Industrial Business Park Annexation Area

April 1, 2026

Page 3

Cordelia Road, approximately 1,800 feet east of the intersection with Hale Ranch Road and may represent a potential point of connection to the City's sewer system.

Conceptually, and subject to further study and verification, the project may require construction of new public sewer infrastructure along the Hale Ranch Road and Cordelia Road frontages, with a potential extension east within the Cordelia Road corridor to connect to the existing system. Based on available information, and pending detailed engineering analysis, a sewer extension within this corridor may require a trenchless crossing beneath the existing railroad tracks located south of Cordelia Road. Such a crossing, if determined necessary, would likely be constructed using a bored or jack-and-bore casing installation to avoid disturbance to rail operations; however, the specific method would be subject to coordination with the applicable rail authority and regulatory agencies.

Additionally, depending on final design elevations, site layout, and the feasibility of gravity service, a private sewer lift station may be required to serve portions of the site.

All sewer infrastructure improvements, including alignment, connection points, gravity feasibility, lift station requirements, and system capacity, are conceptual in nature and will be subject to detailed engineering analysis, environmental review, and review and approval by the City of Fairfield and the Fairfield-Suisun Sewer District.

Sincerely,



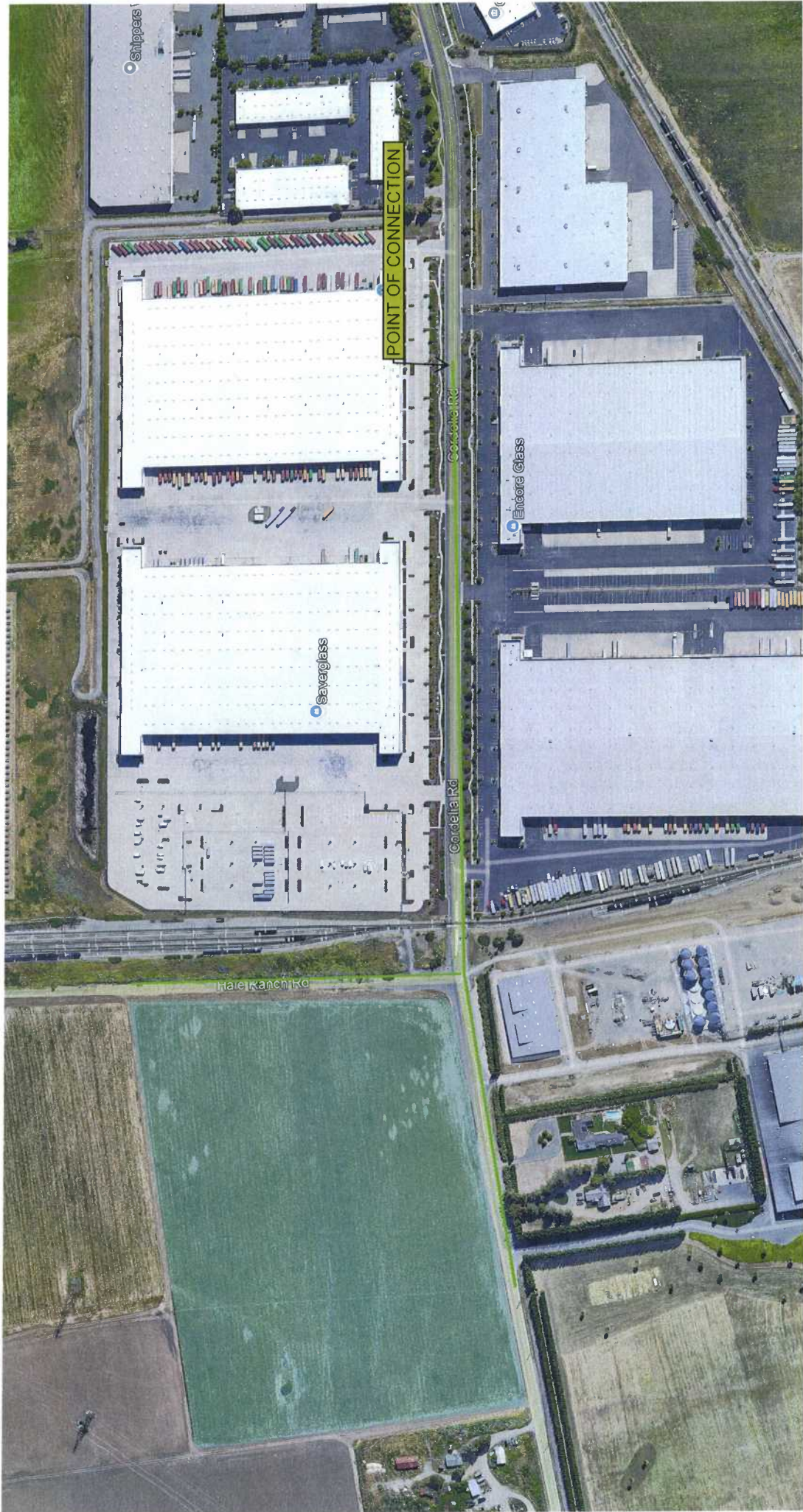
RYAN PANGANIBAN

City Engineer/Assistant Public Works Director

Attachments:

- Aerial Utility Map Sewer
- Hale Ranch Land Use Map with Study Area

cc: Sanjay Mishra, Director of Public Works
Michael J. Hether, Assistant Director of Public Works/ Utilities
Kayla Gacosta, Assistant Engineer
Anna Guiles, Deputy Director
Yee-Lynn Wong, Associate Planner
Tony Perfetto, Consultant





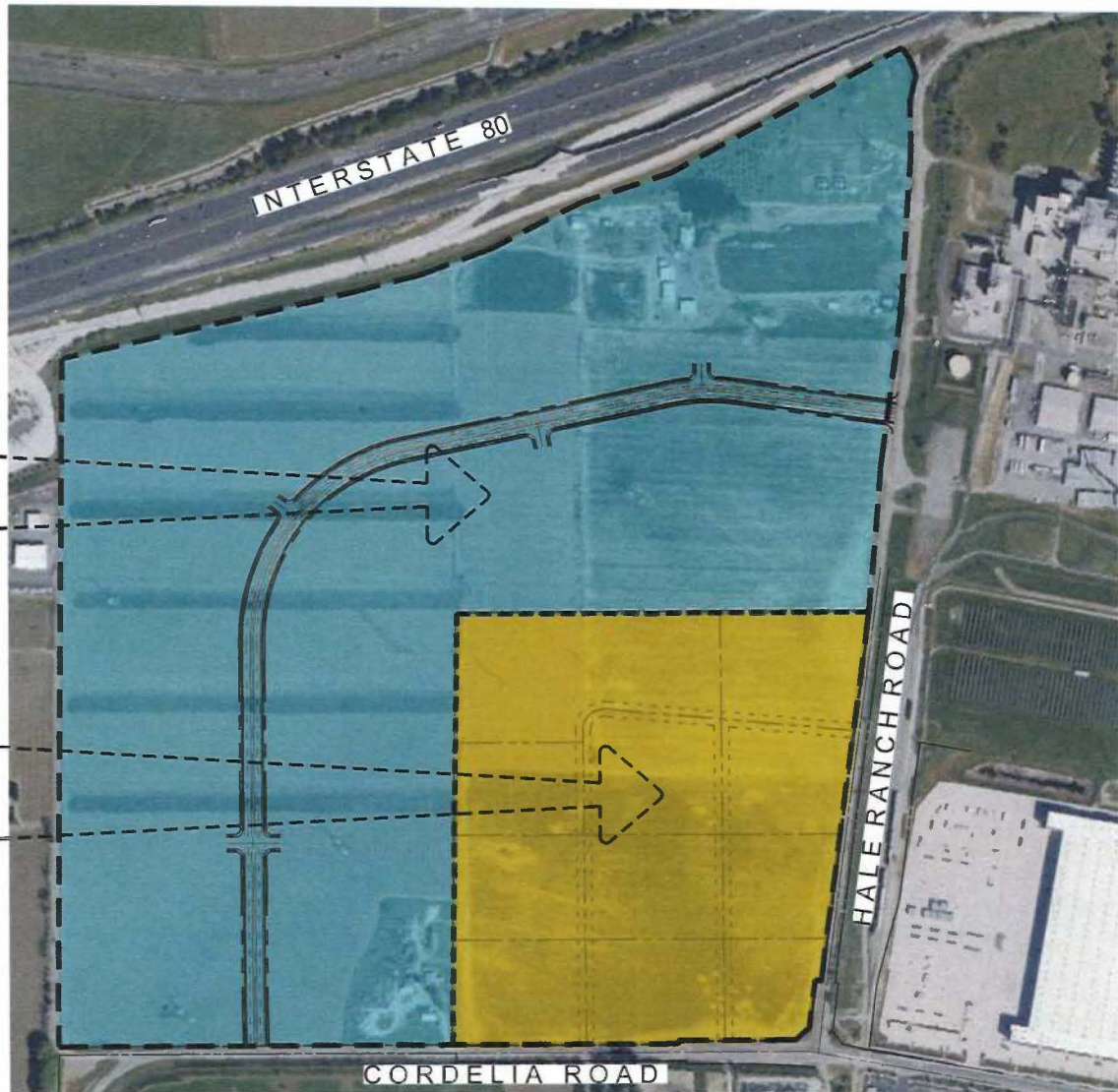
VICINITY MAP
NO SCALE

Projected Land Use Summary - Hale Ranch Study Area

Gross Acres & Net Acres				
Use	Gross/Net Acreage	Allowed FAR	Maximum Sq Ft	Use Breakdown Sq Ft
Planned Unit Development Industrial Business Park (PUD-IBP)	140.6	0.45	2,756,041	Industrial Business Park - 2,756,041
Total	140.6		2,756,041	2,756,041

Projected Land Use Summary - Hale Ranch Industrial Business Park

Gross Acres & Net Acres				
Use	Gross/Net Acreage	Allowed FAR	Maximum Sq Ft	Use Breakdown Sq Ft
Planned Unit Development Industrial Business Park (PUD-IBP)	88.4	0.45	949,000	Industrial Business Park - 924,000 Wine Production - 25,000
Total	88.4		949,000	949,000



HALE RANCH INDUSTRIAL BUSINESS PARK

Solano County, California

LAND USE SUMMARY PLAN

C&P
LAND PLANNING
A DIVISION OF CANTILL BURNETT INC
175 BELMONT WAY, SUITE A
PUNICUE, CA 94504
PH: (916) 310-2400
WWW.CANTILLBURNETT.COM

BY: TWP
SCALE: 1"=200'
DATE: 1-12-2026

DEVELOPMENT SERVICES AGREEMENT

THIS DEVELOPMENT SERVICES AGREEMENT (“Agreement”) is entered into as of _____, (“Effective Date”) between the FAIRFIELD-SUISUN SEWER DISTRICT (“District”) and PW FUND B DEVELOPMENT, LLC, (“DEVELOPER”).

W I T N E S S E T H:

WHEREAS, Developer is proposing the following project(s):

Hale Ranch Business Park (portion of “Hale Ranch Study Area”) Annexation Proposal (“Project”)

WHEREAS, The Project requires capacity evaluation, review, approval, coordination, and inspection by the District related to sanitary sewer and/or stormwater facilities, and

WHEREAS, this Agreement establishes how the Developer will reimburse the District for all staff, consultant, and legal services provided in support of the Project (“Development Services”).

NOW, THEREFORE, District and Developer agree as follows:

I. Development Services

The District may provide Development Services including, but not limited to:

- Review of plans, maps, studies, easements, and agreements
- Preparation and issuance of comment letters with minimum compliance requirements for the Project
- Calculation and issuance of estimated connection (capacity charges) and sewer service fees due to the District
- Hydraulic modeling to identify sewer capacity for the Project and determine impacts to the District
- Permit review and assistance, inspections, meetings, and coordination
- Construction inspection and response to project-related inquiries
- Environmental and pretreatment review, as applicable
- Legal review related to Project documents

Additionally, the Development Services include a hydraulic modeling study, a description of which is attached to and incorporated into this Agreement as Exhibit “A”.

From time to time, the parties may agree to services in addition to those described above as Development Services, which shall be authorized in writing prior to the District commencing such services.

Services may be provided by District staff or outside consultants. The District shall be the sole judge of as to the satisfactory performance of work performed in support of Development Services.

The Developer acknowledges that the all documents and findings relating to the Development Services are public documents and that all information submitted in the course of their preparation may become a part of a District public record and may be accessible by the public upon request in accordance with the California Public Records Act, and that the Developer will not have any private rights of ownership in the documents.

II. Cost Reimbursement & Deposits

Developer agrees to reimburse the District for actual costs incurred to provide Development Services, based on the District's adopted hourly rates plus overhead and actual outside consultant fees.

Developer shall reimburse the District via Deposit

Deposit:

Developer shall deposit **\$45,000 ("Initial Deposit")** within 14 business days of signing this Agreement. Deposits will be used solely to reimburse Development Services costs.

The Deposit will be held in a non-interest-bearing account to be used solely and exclusively for reimbursement of District costs incurred to provide Development Services. The District will provide quarterly statements showing charges and remaining balances.

If the deposit balance falls below **\$5,000**, or if subsequent scopes of services are initiated, Developer shall replenish the account within 15 business days of notice. The District may suspend work if funds are not replenished. Developer may, upon reasonable notice to the District, review and audit the books and records associated with their deposit.

III. No Guarantee of Approval

This Agreement does not guarantee project approval, permit issuance, or acceptance of improvements. Development Services costs are separate from and in addition to any other applicable fees or charges.

IV. Term & Termination

This Agreement remains in effect until all Project-related services are complete or until terminated by either party with 10 days' written notice.

Upon termination, Developer remains responsible for all costs incurred prior to termination. Any unused deposit balance will be refunded within 45 days.

To the extent the Developer fails to perform its obligations under this Agreement, including but not limited to making and/ or maintaining deposit funds with the District and/or participation as needed in the Development Services, the District will provide written notice to the Developer of a potential default under this Agreement. Failure to resolve any potential default within 14 calendar days after the District's written notice will be good cause for the District's termination of this Agreement.

V. Indemnification

Developer agrees to indemnify, defend, and hold harmless the District, its officers, employees, agents, and elective and appointive boards from any and all claims, losses, damages, costs and expenses, including attorney's fees arising out of the District's performance of services under this Agreement or Developer's activities, unless such claims, losses, damages are due to the District's gross negligence or willful misconduct.

VI. Notices

Notices shall be sent to:

District:
Fairfield-Suisun Sewer District
1010 Chadbourne Rd
Fairfield, CA 94534

Developer:
PW Fund B Development, LLC
555 Capitol Mall, Suite 900
Sacramento, CA 95814

VII. General

This Agreement is governed by California law. Any dispute shall be resolved in Solano County. This document represents the entire agreement regarding Development Services and may be amended only in writing signed by both parties.

The Developer shall not be entitled to assign all or any portion of its rights or obligations as specified in the Agreement without obtaining the prior written consent of the District. Any purported assignment without the District's prior written consent shall be void.

VII. Signatures

IN WITNESS the parties have executed this Agreement on the day first above-written.

FAIRFIELD-SUISUN SEWER DISTRICT:

Jordan Damerel, General Manager

PW FUND B DEVELOPMENT, LLC:
a California limited liability company

By: PW Fund B, LP
a California limited partnership, Sole Member

By: PWIE GP, LLC,
a California limited liability company, General Partner

By: Pac West Equities, LP,
a Delaware limited partnership, Sole Member

By: PWI GP, LP,
a California limited partnership, General Partner

By: PWI Lead, LLC,
a California limited liability company, General Partner

By: 

A9CB4432905A4F3...
Kevin Ramos, Investment Committee Chair

By: 

10FD451929FA45B...
Larry Allbaugh, Investment Committee Member



FAIRFIELD-SUISUN SEWER DISTRICT

June 22, 2026

AGENDA REPORT

TO: Board of Directors

FROM: Karl Ono, Senior Engineer

SUBJECT: Delegate Authority to the General Manager to Enter into Development Services Agreements

Recommendation: Adopt Resolution 2026-17 Delegating Authority to the General Manager to Enter into Development Services Agreements.

Background: The District periodically enters into Development Services Agreements with private developers to review potential wastewater impacts of a proposed development on FSSD's collection system and wastewater treatment plant. This generally occurs when a proposed development could exceed the wastewater generation assumptions that were made by City and District staff during the most recently adopted Collection System Master Plan update. These agreements require the developer to provide detailed planning and/or design information to the District, to fund an update of the District's hydraulic model by the District's Master Plan consultant, and to indemnify the District against any claims, losses, or damages arising out of the work. Historically, staff have brought individual Development Services Agreements to the Board for approval on a project-by-project basis. However, based on recent planning activity and inquiries from developers, staff anticipate an increased volume of routine development services requests in the near future.

Discussion: Development projects are often on short timelines to determine if a project is technically and financially viable. To ensure that the District can provide the best customer service to Fairfield, Suisun City, and the development community, it needs to be responsive in assessing wastewater impacts on the District's sewer system. Given the frequency of regular District Board Meetings, a two-month delay could occur if the Board of Directors were to approve every Development Services Agreement.

Staff recommend that the Board of Directors delegate authority to the General Manager, or their designee, to enter into Development Services Agreements that meet the following conditions:

1. The proposed development is fully located within the District's boundary, and would be required to connect to the District's facilities if it is built;
2. District staff notify the planning department of the city in which the proposed development is located that it is entering a Development Services Agreement

with a developer for a proposed development, and endeavors to coordinate technical feedback to the developer with city staff;

3. The District's costs are fully recovered through the Development Services Agreement and there is no fiscal impact of conducting the planning study, and indemnity is provided to the District by the developer;
4. The terms of the Development Services Agreement are agreeable to the General Manager and District Counsel; and
5. All Development Services Agreements that are executed by the General Manager are reported to the Executive Committee at the next regularly scheduled Executive Committee meeting.

Delegating authority to the General Manager to enter into Development Services Agreements will:

- Support City staff coordination with developers by providing a clear mechanism for City planners and developers to engage directly with District staff for services.
- Allow District staff to initiate and complete capacity and impact studies independent of scheduled Board meetings, improving customer service and responsiveness.
- Enhance documentation and recordkeeping ensuring consistent terms, clear scopes of work, and clear cost recovery for each project.

Fiscal Impact: Development Services Agreements are structured as full cost-recovery agreements, funded exclusively by developer deposits and reimbursements. Adoption of the proposed resolutions are not expected to have a fiscal impact to the District.

Attachments: 1 – Resolution 2026-17 Delegating Authority to the General Manager to Enter into Development Services Agreements

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2026-17

**A RESOLUTION DELEGATING AUTHORITY TO THE GENERAL MANAGER TO
ENTER INTO DEVELOPMENT SERVICES AGREEMENTS**

WHEREAS, The Fairfield-Suisun Sewer District provides services to developers and customers for specialized services requiring staff time and consultant costs; and

WHEREAS, Under Resolution No. 2022-16, the District adopted a development fee structure, which includes a schedule of fees for routine services to ensure that expenses related to the cost of District staff providing development services is not borne by District ratepayers; and

WHEREAS, for certain development proposals, the District provides and/or contracts for services that are beyond the scope of the routine services included in the schedule of fees under Resolution No. 2022-16; and

WHEREAS, entering into Development Services Agreements regarding development projects for properties that fall completely within the District, in accordance with District policy, procedure, and practice, is considered routine and can be delegated to the General Manager or their designee.

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

1. The General Manager, or their designee, is hereby authorized to consent to, execute, and amend on behalf of the District, Development Services Agreements that meet the following conditions:
 - a. The proposed development is fully located within the District's boundary, and would be required to connect to the District's facilities if it is built;
 - b. District staff notify the planning department of the city in which the proposed development is located that it is entering a Development Services Agreement with the specific developer for the specific project, and endeavors to coordinate technical feedback to the developer with city staff;
 - c. The District's costs are fully recovered through the Development Services Agreement and there is no fiscal impact of conducting the planning study, and indemnity is provided to the District by the developer; and
 - d. The terms of the Development Services Agreement are agreeable to the General Manager and District Counsel.

- 2. All Development Services Agreements executed under the authority granted by this Resolution shall be reported to the Executive Committee of the Board of Directors at their next regularly scheduled meeting.
- 3. Development Services Agreements regarding projects that are situated partially or completely outside of the District at the time of execution, or do not otherwise meet the conditions of this Resolution, shall require Board approval prior to execution.
- 4. The General Manager is authorized to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 22nd day of June 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

June 22, 2026

AGENDA REPORT

TO: Board of Directors

FROM: Ian Bronswick, Associate Engineer

SUBJECT: Approval of Plans and Specifications for the Electrical Replacement Phase 2 – Suisun Pump Station Project (Project); Approval for Big Valley Electric's Request for Relief From Its Bid Due to Clerical Error in Accordance with Public Contract Code Section 5101 and Approval for the General Manager to Award and Enter Into a Construction Contract With Auburn Constructors, LLC for the Project

Recommendations:

1. Adopt plans and specifications for the Electrical Replacement Phase 2 – Suisun Pump Station Project; and
2. Approve the low bidder's (Big Valley Electric) request for relief from its bid due to clerical error in accordance with Public Contract Code Section 5101; and
3. Authorize the General Manager to award and execute a Construction Contract with the second lowest responsive, responsible bidder, Auburn Constructors, LLC, in the amount of \$2,335,300.

Background: The Electrical Replacement Phase 2 Project (ERP2) has been under design for several years. Due to significant multi-year lead times for major electrical equipment, the Board of Directors has approved several pre-procurement packages prior to construction contract award including a set of 12kV-480V transformers (authorized September 2022), prefabricated electrical equipment building for the Treatment Plant Oxidation Towers area (authorized October 2022), and a standby diesel engine-generator for the Suisun Pump Station (authorized in October 2022 and revised in March 2023). Following these procurements, design has continued on projects to install the pre-procured equipment. Due to the anticipated arrival of equipment and the type of work necessary for installation, the installation design has been split into two separate projects: ERP2-Suisun Pump Station Project (this action item), and the ERP2-Substation D Project (anticipated for Board consideration in July 2026).

The goal of the ERP2-Suisun Pump Station Project is to ensure operating capability of the Suisun Pump Station during a loss of primary utility power. This involves key electrical infrastructure replacements to the Station's standby power system and related electrical

Approval of Plans and Specifications Including Addenda for the Electrical Replacement Phase 2 – Suisun Pump Station Project (Project); Approval for Big Valley Electric's Request for Relief From Its Bid Due to Clerical Error in Accordance with Public Contract Code Section 5101 and Approval for the General Manager to Award and Enter Into a Construction Contract With Auburn Constructors, LLC for the Project
June 22, 2026
Page 2 of 3

and controls system – which are original to the 1970s construction of the facilities and have reached the end of their useful service lives. The replacement work includes demolition and decommissioning of the existing standby power systems and installation of a new diesel-powered standby generator, triple switch, Automatic Transfer Switch (ATS), mechanical and electrical improvements, pavement rehabilitation, and programming modifications.

On April 15, 2026, the District initiated a public bid period for the Project. On May 21, 2026, the District received and publicly opened five (5) bids for the Electrical Replacement Phase 2 – Suisun Pump Station Project. The Engineer's estimate for the work is \$1,700,000. The apparent low bid of \$1,580,000 was submitted by Big Valley Electric (BVE). The second lowest bid in the amount of \$2,335,300, was submitted by Auburn Constructors, LLC (Auburn). A summary of all bids received is provided as Attachment A.

Discussion:

On May 27, 2026, BVE provided written notice to the District requesting to be relieved of its bid pursuant to Public Contract Code (PCC) 5103. The written notice was provided within five working days of bid opening (timely notice) and stated that a clerical error was made on its bid forms which materially affected its bid. District staff reviewed the notice and determined that it complies with the requirements of the Public Contract Code -- the mistake was material, relief is in the best interests of the District, and staff prepared a written response.

Staff recommends that the Board approve BVE's request for relief from its bid due to clerical error in accordance with PCC 5103; authorize staff to release the bid security to BVE; adopt these findings supporting relief; and proceed with award to the next lowest responsive and responsible bidder pursuant to PCC 5106.

The second lowest bidder – Auburn Constructors, LLC, submitted a responsive and responsible bid of \$2,335,300. Staff reviewed the remaining bids and found that the next three lowest bidders' prices varied by only \$79,700, with an average total bid price of \$2,379,288.

Staff recommends that the Board award the contract for the Electrical Replacement Phase 2 – Suisun Pump Station Project to the next lowest responsive and responsible bidder, Auburn Constructors, LLC, in the amount of \$2,335,300.

Approval of Plans and Specifications Including Addenda for the Electrical Replacement Phase 2 – Suisun Pump Station Project (Project); Approval for Big Valley Electric's Request for Relief From Its Bid Due to Clerical Error in Accordance with Public Contract Code Section 5101 and Approval for the General Manager to Award and Enter Into a Construction Contract With Auburn Constructors, LLC for the Project

June 22, 2026

Page 3 of 3

Fiscal Impact: Additional budget is not requested to carry out this Project. The Board recently adopted the FY 2026-2027 Budget and Long-Term Financial Plan including the Capital Improvement Program which includes \$4,811,000 for construction in fiscal year 2026-2027 with an additional \$1,530,000 in fiscal year 2027-2028 for completion of the improvements. The total budget of \$6,341,000 is estimated to be sufficient for completion of both ERP2-Suisun Pump Station Project (this action item), and the ERP2-Substation D Project (future Board action).

Attachment: Resolution No. 2026-18

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2026-18

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS INCLUDING
ADDENDA FOR THE ELECTRICAL REPLACEMENT PHASE 2 – SUISUN PUMP
STATION PROJECT (PROJECT); APPROVING BIG VALLEY ELECTRIC’S
REQUEST FOR RELIEF FROM ITS BID DUE TO CLERICAL ERROR IN
ACCORDANCE WITH PUBLIC CONTRACT CODE SECTION 5101; AND
APPROVING AWARD OF A CONSTRUCTION CONTRACT WITH AUBURN
CONSTRUCTORS, LLC FOR THE PROJECT**

WHEREAS, the Fairfield-Suisun Sewer District (District) publicly opened bids for the construction of the Electrical Replacement Phase 2 – Suisun Pump Station Project (Project); and,

WHEREAS, the low bidder Big Valley Electric (BVE) submitted a written notice within five working days of bid opening (timely notice) and stated that a clerical error was made (a mistake occurred) which materially affected its bid in accordance with Public Contract Code (PCC) Section 5101; and,

WHEREAS, District staff reviewed BVE’s notice and determined that it complies with the requirements of the Public Contract Code – the mistake was material, relief is in the best interests of the District, and staff prepared a written response; and,

WHEREAS, staff recommends that the Board approve BVE’s request for relief from its bid due to clerical error in accordance with PCC 5103; authorize staff to release the bid security to BVE; adopt these findings supporting relief; and proceed with award to the next lowest responsive and responsible bidder pursuant to PCC 5106; and,

WHEREAS, the second lowest bidder – Auburn Constructors, LLC submitted a responsive and responsible bid of \$2,335,300.

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

1. The District hereby relieves Big Valley Electric of its bid, releases its bid security, and adopts these findings.
2. The District finds the second lowest bidder – Auburn Constructors, LLC responsive and responsible and awards the Project contract to them in the amount of \$2,335,300 in accordance with PCC 5106.
3. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 22nd day of June 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

June 22, 2026

CONTEMPLATED BOARD OF DIRECTORS AGENDA ITEMS

Month	Item	Executive Committee	Board of Directors
July 2026	<ol style="list-style-type: none"> 1. Award Professional Services Contract for Constructability Review for the Suisun Force Main Reliability Project 2. Award Professional Services Contract for the Suisun Plant Pipeline Decommission 3. Award Construction Services Contract for the Electrical Replacement Project Phase 2—Treatment Plant Substation D 4. Quarterly Investment Report 	07/17/2026	07/24/2026
August 2026		Not scheduled	Not scheduled
September 2026	<ol style="list-style-type: none"> 1. Director Reports on CASA Annual Conference 2. Award Professional Services Contract for the Travis/Pennsylvania Sewer Replacement 3. Award Construction Contract for the Suisun Force Main Reliability Project 4. General Manager Performance Check-In (Executive Committee) 	09/21/2026	09/28/2026
October 2026	<ol style="list-style-type: none"> 1. Award Professional Services Contract for the Trunk Main CIPP Rehabilitation Project 2. Quarterly Investment Report 	10/19/2026	10/26/2026
November 2026	<ol style="list-style-type: none"> 1. Board Calendar for 2027 	11/16/2026	11/23/2026
December 2026		Not scheduled	Not scheduled
January 2027	<ol style="list-style-type: none"> 1. Report on Financial Audit for FY 2026-2027 2. Quarterly Investment Report 	01/11/2027	01/25/2027
February 2027		Not scheduled	Not scheduled
March 2027	<ol style="list-style-type: none"> 1. Director Reports on CASA Winter Conference and DC Policy Forum 	03/15/2027	03/22/2027
April 2027	<ol style="list-style-type: none"> 1. Quarterly Investment Report 2. General Manager Annual Performance Evaluation 	04/19/2027	04/26/2027
May 2027	<ol style="list-style-type: none"> 1. Approve Budget 2. Approve Employee Salary Schedule 3. Review Board Compensation 4. Review Updates and Approve Investment Policy 	05/17/2027	05/24/2027
June 2027	<ol style="list-style-type: none"> 1. 	06/21/2027	06/28/2027