FAIRFIELD-SUISUN SEWER DISTRICT

Board of Directors
Jenalee Dawson, *President*
Doris Panduro, *Vice President*
Doug Carr
Alma Hernandez
Amit Pal
Parise Shepherd
Scott Tonnesen
Rick Vaccaro
Princess Washington
K. Patrice Williams
Pam Bertani, *First Alternate*
Manveer Sandhu, *Second Alternate*

Board of Directors Meeting Agenda

Monday, November 23, 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**
   - 7.1 Awards for Budget, Annual Comprehensive Financial Report and Popular Annual Financial Report
8. **CONSENT CALENDAR**
   - 8.1 Approve Resolution No. 2026-26 – 2027 Board of Directors Meeting Schedule 2
   - 8.2 Approve Resolution No. 2026-27 Adopting the General Manager/ District Engineer Job Description 4
   - 8.3 Adopt Resolution No. 2026-28 Authorizing the General Manager to Enter into a Professional Services Agreement for Enterprise Information Management and Implementation Roadmap Project in an Amount Not-to-Exceed $300,000.....13
   - 8.4 Approve Board Meeting Minutes of October 26, 2026.....15
9. **NEW BUSINESS**
   - 9.1 Adopt Ordinance to Repeal Stormwater Discharge Ordinance No. 93-6..17
10. **INFORMATIONAL ITEMS**
    - 10.1 Quarterly Budget Report (July-September 2026) 19
    - 10.2 Board Calendar 25
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

November 23, 2026

AGENDA REPORT

TO: Board of Directors

FROM: James Russell-Field, Director of Administrative Services

SUBJECT: 2027 Board of Directors Meeting Schedule

Recommendation: Adopt Resolution No. 2026-26 establishing the 2027 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 February, August, or December.

To avoid a conflict with Martin Luther King Jr. Day, the proposed calendar reflects moving the January Executive Committee meeting to Monday, January 11, rather than the regularly scheduled third Monday.

The attached draft of Resolution No. 2026-26 shows a proposed schedule that minimizes potential conflicts.

Attachment: Res No. 2026-26, Establishing the Regular Meeting Schedule for 2027

FAIRFIELD-SUISUN SEWER DISTRICT

RESOLUTION NO. 2026-26

A RESOLUTION ESTABLISHING THE REGULAR MEETING SCHEDULE FOR 2027

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 2027.

Table 1

Month	Executive Committee	Board of Directors
January	4:00 pm, Monday, January 11, 2027	6:00 pm, Monday, January 25, 2027
February	**No Meeting**	**No Meeting**
March	4:00 pm, Monday, March 15, 2027	6:00 pm, Monday, March 22, 2027
April	4:00 pm, Monday, April 19, 2027	6:00 pm, Monday, April 26, 2027
May	4:00 pm, Monday, May 17, 2027	6:00 pm, Monday, May 24, 2027
June	4:00 pm, Monday, June 21, 2027	6:00 pm, Monday, June 28, 2027
July	4:00 pm, Monday, July 19, 2027	6:00 pm, Monday, July 26, 2027
August	**No Meeting**	**No Meeting**
September	4:00 pm, Monday, September 20, 2027	6:00 pm, Monday, September 27, 2027
October	4:00 pm, Monday, October 18, 2027	6:00 pm, Monday, October 25, 2027
November	4:00 pm, Monday, November 15, 2027	6:00 pm, Monday, November 22, 2027
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 23rd day of November 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSENT: Directors _____

_____

President

ATTEST: _____

District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT

November 23, 2026

AGENDA REPORT

TO: Board of Directors

FROM: Kimberly Kraft, Human Resources Manager

SUBJECT: Approval of the General Manager/District Engineer Job Description

Recommendation: Adopt a resolution formally adopting the General Manager/District Engineer job description.

Background: One of the Human Resources Manager's goals has been to ensure that every position at the District has a current and clearly defined job description. The District has accomplished that goal for its positions, with the General Manager/District Engineer job description remaining to be finalized.

The General Manager/District Engineer position is unique because it is directly hired by and has a direct relationship with the Board of Directors and has a broad impact across District operations. Because of this, the Board's input into the expectations, responsibilities, and qualifications reflected in the job description is requested.

The District does not typically bring job descriptions to the Board for approval as the management of staff has been delegated to the General Manager as chief executive officer of the District.

Discussion: The proposed job description provides a comprehensive description of the General Manager/District Engineer role, including the position's relationship to the Board of Directors, its District-wide leadership and oversight functions, and the executive, administrative, operational, regulatory, and, when designated, engineering functions assigned to the position.

Because the General Manager/District Engineer has a direct relationship with the Board and a significant impact across the organization, Board review provides an opportunity for the Board to ensure the job description appropriately reflects how it views the role and the breadth of leadership needed to serve the District. Having a written job description also supports the Board's goal of transparency as expressed in the District's Strategic Plan, allowing future Board Members, staff, and the public understand the role and its responsibilities.

The minimum qualifications have also been intentionally structured to recognize that there may be multiple professional pathways that prepare an individual to serve as General Manager. Rather than unnecessarily limiting the position to one professional discipline or career path, the proposed qualifications are intended to support the District's succession-planning efforts and provide meaningful growth opportunities for Director-level leaders and other qualified employees who may aspire to the General Manager role.

Board approval will establish a clear framework for the position while supporting future recruitment, succession planning, and evaluation.

Fiscal Impact: There is no direct fiscal impact associated with approval of the job description.

Attachment: 1 – Resolution No. 2026-27
2 – General Manager/District Engineer Job Description

FAIRFIELD-SUISUN SEWER DISTRICT

RESOLUTION NO. 2026-27

A RESOLUTION ADOPTING THE GENERAL MANAGER/DISTRICT ENGINEER JOB DESCRIPTION

WHEREAS, the Fairfield-Suisun Sewer District maintains job descriptions that define the duties, responsibilities, qualifications, and working conditions of District positions; and,

WHEREAS, the Fairfield-Suisun Sewer District has developed a job description for the General Manager/District Engineer position; and

WHEREAS, the Board of Directors has authority over the hiring and evaluation of the General Manager/District Engineer, warranting Board approval of the job description for this position.

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

1. The District hereby adopts the General Manager/District Engineer job description.
2. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 23rd day of November 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

_____
President

ATTEST:

_____
District Clerk

Attachment 1 – General Manager/District Engineer Job Description

FAIRFIELD-SUISUN SEWER DISTRICT

Job Description

GENERAL MANAGER/DISTRICT ENGINEER

Approved via Resolution: _____ Date: 11/23/2026

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The General Manager is the chief executive officer of the District and has full responsibility for the administration, oversight, and effectiveness of all District operations, programs, and services. This executive-level position provides organizational leadership and strategic direction to all departments and classifications, including executive management staff; advises the Board of Directors and implements its policies; establishes and implements policies and long-range objectives; and ensures regulatory compliance, fiscal stewardship, and efficient service delivery to the community, in alignment with goals set by the Board of Directors and with the District's Strategic Planning goals.

When designated to also serve as District Engineer, the General Manager directs and oversees the planning, design, engineering, construction, operation, and maintenance of the District's wastewater facilities and infrastructure and performs the District Engineer responsibilities identified in this job description.

This is a stand-alone position that is appointed by the Board of Directors.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from:

- The Director classes which oversee their respective departments and serve under the General Manager as part of the management team.
- The Engineering Manager class which manages the engineering department and provides direct supervision to engineers and technical staff.

SUPERVISION GIVEN/RECEIVED:

The General Manager works under the policy direction of the Board of Directors. This position provides direct supervision to department directors and/or managers. This position may also provide direct or indirect supervision to other departmental staff, including professional, technical, and clerical employees, interns, and contracted consultants or service providers.

When designated to also serve as District Engineer, the General Manager additionally exercises the authority and responsibilities assigned to the District Engineer.

ESSENTIAL FUNCTIONS including but are not limited to the following:

- Serves as the District's chief executive officer and leads the District's Executive Management Team, with responsibility over the full scope of District operations, finances, staffing/organization, strategic planning, and policy development.
- Provides timely and accurate communication to the District's Board of Directors, recommends the agenda for Executive Committee and Board of Directors meetings and coordinates staff responsibilities, responds to questions and provides requested information, recommends policies and strategic initiatives,

implements decisions made by the Board of Directors, and ensure all applicable federal, state, and local laws and regulations are met.

- Exercises management authority for the District and performs managerial responsibilities such as:
  - directing the development and implementation of the capital improvement program, major maintenance program, and associated departmental budgets;
  - monitoring purchases and expenditures;
  - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
  - monitoring goals and objectives of the department and taking corrective actions as appropriate;
  - recommending and implementing new policies and procedures to improve operational efficiency, effectiveness, and service delivery;
  - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
  - establishing standards for acceptable work products and evaluating performance;
  - interviewing applicants and making selections;
  - reviewing, approving, and implementing disciplinary actions and terminations;
  - providing career development mentoring;
  - assigning work and planning and scheduling staff's work activities and deadlines;
  - reviewing work and recognizing employees' work efforts and accomplishments;
  - providing career development mentoring and recommending training and career development opportunities;
  - ensuring that employees are properly trained;
  - ensuring District safety practices are implemented throughout the departments to ensure a safe and healthy work environment;
  - reviewing and approving timesheets and requests for leave; and
  - supporting and ensuring compliance with District policies and procedures including those related to equal opportunity and to safety.
- Directs the preparation of technical and administrative reports, studies, and written communications.
- Negotiates and executes agreements with developers, property owners, and public agencies; oversees acquisition of property and rights-of-way; and manages technical and professional service agreements.
- Provides clear oversight of purchasing and procurement practices that implement the Board of Directors' policies and delegations of authority and ensures consistency across the District.
- Provides dispute resolution when issues are escalated from construction projects, within District departments, or between staff.
- Establishes and maintains a productive working relationship with other local government agencies, including the Cities of Fairfield and Suisun City, Solano County, Solano Local Agency Formation Commission, Travis Air Force Base, and others. Coordinates and works with cities and local jurisdictions to ensure projects are implemented in an efficient, effective, and equitable way for the community.
- Monitors the implementation of the capital improvement program and associated budgets and reports to and advises the Board of Directors on status, risks, and funding strategies.
- Oversees integration of the District's asset management program, master plans, and rate and fee studies with the capital improvement program.
- Manages District's response to emergencies including severe wet weather events, sanitary sewer overflows, treatment system failure, or other emergencies.
- Provides final review and makes executive decisions on employee relations matters escalated from departmental or management levels.

- Acts as the District Clerk of the District and is responsible for ensuring all duties of that office are fulfilled in accordance with applicable laws and District policies. The General Manager may delegate the performance of administrative and clerical functions of the District Clerk to designated staff, while retaining overall authority and accountability.
- Serves as the Legally Responsible Official for regulatory compliance matters. Responsible for the certification of District's regulatory reports for the Regional Water Quality Control Board, State Water Resources Control Board, Environmental Protection Agency, and other regulatory agencies.
- Acts as the District's Public Information Officer, serving as the official spokesperson; manages all communications with the public, media, and stakeholders; prepares and delivers information on District programs, projects, policies, and emergency events; and ensures messaging is accurate, timely, and aligned with District goals. May include written press releases, recorded interviews, and/or attendance at community meetings as required.
- Represents the District to outside groups and organizations; may act as District liaison on various inter-agency coordination projects; may lead a team of District staff engaged in discussions with representatives in other governmental entities; makes presentations to public groups regarding District activities and programs.
- Perform other related duties as may be assigned.

In addition to performing the full range of duties, when designated to serve as the District Engineer, the General Manager also:

- Reviews and establishes District engineering standards, reviews plans and specifications, and provides engineering oversight to the Engineering department and Capital Improvement Program.
- Provides executive-level technical oversight and quality-control review of engineering designs, plans, specifications, and reports;
- Provides executive oversight of complex professional engineering functions, including master planning, capital project design and delivery, review of plans, specifications, contract documents, cost estimates, and contract administration.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education:

Education, training, experience, and other qualifications as determined by the Board of Directors.

AND

Experience:

The type and amount of professional, executive, management, public administration, or other relevant experience shall be as determined by the Board of Directors.

OR

Any combination of education, training, and experience acceptable to and determined by the Board of Directors may qualify an individual for appointment.

License/Certificate:

- If designated to serve as District Engineer, possession and maintenance of registration as a Professional Engineer in the State of California is required.
- Possession of a valid California Class C driver's license and safe driving record.

Failure to possess and maintain the required license(s) and/or certificate(s) may be cause for discipline up to and including termination.

KNOWLEDGE/SKILLS/ABILITIES/ATTRIBUTES *(The following are a representative sample of the KSAA's necessary to perform essential duties of the position.)*

Knowledge of:

- Public agency administration, governance, and the role and responsibilities of an elected Board of Directors.
- Federal, state, and local laws, regulations, and reporting requirements governing wastewater utilities, environmental compliance, and public contracting.
- Strategic planning, organizational leadership, fiscal management, public sector budgeting, long-range financial planning, and rate-setting principles.
- Capital improvement programming, asset management, risk management, and emergency management practices.
- Principles of supervision, performance management, and organizational development.
- Methods and techniques for preparing and presenting complex technical, financial, and administrative reports.
- Proper English, spelling and grammar.
- Occupational hazards and standard safety practices.

Skill and/or Ability to:

- Provide executive leadership and strategic direction for all District operations, programs, services, and infrastructure.
- Oversee development and implementation of the capital improvement program, operating and capital budgets, and long-term financial strategies.
- Analyze multifaceted technical, financial, and organizational issues and exercise sound executive judgment.
- Lead, develop, and hold accountable senior management staff while fostering cross-departmental collaboration.
- Negotiate and administer contracts, agreements, and interagency partnerships.
- Represent the District effectively before regulatory agencies, public officials, community stakeholders, and the public.
- Communicate clearly and persuasively, both orally and in writing, on complex and sensitive matters.
- Provide decisive leadership during emergencies and high-impact situations.
- Establish and maintain effective working relationships and maintain confidentiality as required by law.
- Use modern office equipment to include computers and related software applications.
- Use an office computer and a variety of spreadsheets, word processing and software applications.

In addition to the above, when designated as the District Engineer, the General Manager must have the following knowledge of, skills and abilities:

- Advanced principles and practices of civil and environmental engineering as applied to wastewater systems, infrastructure planning, regulatory compliance, and capital project delivery.
- Advise and make recommendations to the Board of Directors on policy, regulatory, financial, and operational matters and on engineering matters.

- Direct and evaluate complex operational and administrative functions to ensure efficiency, regulatory compliance, and service reliability and direct and evaluate complex engineering functions.

Attributes:

- Analytical/Critical Thinking – Skillfully analyzes, assesses, and deconstructs information in a self-directed and self-disciplined manner, not automatically accepting the validity of information or assumptions.
- Priority Setting and Time Management – Spends time and prioritizes activities based on what is most important, factoring in corporate, departmental, and individual objectives.
- Communication Skills – Able to express themselves using clear, effective, and efficient language. Listens patiently and attentively. Adapts to the purpose of the communication with appropriate style, substance, detail, and confidence.
- Coaching, Mentoring, and Empowering – Provides developmental feedback and recommends developmental activities; assists employees in processing that feedback, and provides guidance related to maximizing career opportunities and realizing career goals. Acts as a resource to employees in achieving their goals.
- Strategic Thinking – Keeps the big and longer-range picture in mind when formulating plans, making decisions, taking actions, and/or directing the actions of others.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e., sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling: Employees in this class will be exerting up to 55 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.
- Working Conditions: While some work will be in an office setting, visits to outdoor worksites will require an employee in this class to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts. Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Work in a Wastewater Treatment Facility: Employees in this class will be working in a wastewater treatment facility and thus will be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and workspace that restricts movement. Employees in this class may be required to work in an industrial area and outdoors and thus will be subject to exposure to moving mechanical parts, electrical currents, fuel, oil, gases, smoke, fumes, odors, pollens, dust, vibrations, and intense noises as well as field conditions including rainy, windy, cold, or hot weather.
- Working at Heights: Employees in this class may be required to work at heights 15 feet and more above the ground on equipment and structures.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations, absent undue hardship.

OTHER REQUIREMENTS:

- Background Checks: The District may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other District employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

- Date Established: November 23, 2026
- FLSA Status: Exempt
- Class Code: 17701

FAIRFIELD-SUISUN SEWER DISTRICT

November 23, 2026

AGENDA REPORT

TO: Board of Directors

FROM: Lindsay Sagastume, Management Analyst

SUBJECT: Authorize the General Manager to Enter into a Professional Services Agreement for Data Management Project.

Recommendation: Adopt Resolution 2026-28 Authorizing the General Manager to Enter into a Professional Services Agreement for Enterprise Information Management and Implementation Roadmap Project in an amount not-to-exceed $300,000.

Background: As part of its Strategic Planning process, staff identified a goal to support efficient access to quality records and data for all departments. To address this strategic goal, a project was initiated that will evaluate all sources of records and data, examine business practices for storing and managing those records and data, establish data ownership and governance standards, and develop a roadmap for implementation of a District-wide Enterprise Information Management system. The roadmap will consider modern approaches to connecting data across data sources for better analysis and usability. The District issued a Request for Proposals (RFP) in September 2026 for an Enterprise Information Management and Implementation Roadmap. The District is currently completing the interview process and anticipates being ready to select a consultant and finalize contract negotiations in December.

Discussion: To maintain project momentum and avoid delays, staff is seeking authorization to enter into a contract in December, with the goal of beginning work in early January 2027. If contract authorization is deferred until the Board's late January meeting, the project start would likely be delayed until early February, resulting in an approximately one-month delay to the anticipated project schedule.

Fiscal Impact: The $300,000 will be funded out of the Capital Improvement Program, which has experienced sufficient budget savings to execute this phase of the project.

Attachment: Resolution 2026-28

FAIRFIELD-SUISUN SEWER DISTRICT

RESOLUTION NO. 2026-28

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT FOR ENTERPRISE INFORMATION MANAGEMENT AND IMPLEMENTATION ROADMAP PROJECT

WHEREAS, the Fairfield-Suisun Sewer District's Strategic Planning process identified the need to support efficient access to quality records and data across all District departments; and,

WHEREAS, the Fairfield-Suisun Sewer District issued a Request for Proposals in September 2026 for professional services to complete the Enterprise Information Management and Implementation Roadmap Project, and staff is completing the consultant selection; and,

WHEREAS, timely authorization of the Professional Services Agreement will allow the District to target a January 2027 project commencement, and savings within the Capital Improvement Program are available to fund the project in an amount not-to-exceed $300,000.

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

1. The General Manager is authorized to negotiate, finalize and execute a Professional Services Agreement with the selected consultant for the Enterprise Information Management and Implementation Roadmap Project in the amount not-to-exceed $300,000.

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

PASSED AND ADOPTED this 23rd day of November 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

_____
President

ATTEST:

_____
District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT

Board of Directors Meeting Minutes

Date: Monday, October 26, 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 Doug Carr, Jenalee Dawson, Alma Hernandez, Amit Pal, Doriss Panduro, Parise Shepherd, Scott Tonnesen, and Rick Vaccaro. Directors Princess Washington and K. Patrice Williams were absent. No Board Alternates were present.

3. Pledge of Allegiance was led by Director Hernandez.

4. Public Comments: None.

5. Director Reports: Vice President Dawson and Director Vaccaro congratulated Jim Dunbar and Lystek on their 10-year anniversary event celebrating 10 years of operations at the Lystek Fairfield Organic Materials Recovery Center at the District.

6. General Manager Report: General Manager Jordan Damerel reported the District signed a Development Services Agreement with EAH related to their affordable housing project at East Tabor Avenue. Damerel reminded the Board of Directors about email sent out regarding the Woodcreek 60 project update and anticipated next steps, and shared that County staff agreed on a consulting firm for a sewer study. The District started work on emergency vegetation removal at the Kellogg channel for the Kellogg Resiliency Project, preparing for wet weather season and anticipated El Nino conditions. For administrative record, Resolutions No. 2026-19 and 2026-20 adopted in the September Board meeting were misnumbered, creating duplicates. This has been corrected to 2026-24 (A Resolution Adopting Shift Differential) and 2026-25 (A Resolution Adopting General Manager Delegation of Authority Policy 1070). Damerel congratulated Lystek on a 10-year operation at the District facility and recognized the mutual benefit of a successful partnership.

7. Presentations and Awards: General Manager Jordan Damerel announced the Water Quality Improvement Award granted to Lystek International in partnership with Fairfield-Suisun Sewer District from the Water Environment Federation.

8. Consent Calendar:

   8.1 Approve Board Meeting Minutes of September 21, 2026

   No comments.

Upon motion by Director Vaccaro, seconded by Director Shepherd, Consent Calendar Item 8.1 was passed by the following vote:

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

9. New Business:

9.1 Overview of Air Quality Regulations Affecting District Operations

Senior Engineer Amanda Roa presented the Board with key air quality regulations that the District complies with and how recent regulatory changes may impact the District, highlighting air quality governance, primary emission sources for wastewater treatment plants, fleet and portable equipment and compliance impacts.

No vote required.

10. Information Items:
10.1 Development Services Agreement – Tabor Commons
10.2 Quarterly Investment Report
10.3 Board Calendar

No comments.

11. Adjournment:

The meeting adjourned at 6:29pm.

Respectfully submitted,

_____
President

ATTEST:

_____
District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT

November 23, 2026

AGENDA REPORT

TO: Board of Directors

FROM: Meg Herston, Environmental Services Director

SUBJECT: Repeal of Stormwater Ordinance No. 93-6

Recommendation: Repeal Ordinance No. 93-6, the District's Stormwater Discharge Ordinance, because its requirements are addressed by existing city codes and the Municipal Regional Stormwater NPDES Permit (MRP).

Background: The District Board adopted Ordinance No. 93-6 on November 22, 1993, to regulate discharges into the community stormwater drainage system and establish pollution prevention and enforcement requirements.

Discussion: These requirements are now addressed through Fairfield Municipal Code Chapter 22B, Suisun City Municipal Code Chapter 13.10, and the MRP. As MRP permittees, the cities maintain the local authority to prohibit illicit discharges, require stormwater controls, conduct inspections, and enforce compliance.

The District's separate ordinance is therefore redundant and potentially contradictory. Repeal would simplify the regulatory framework while retaining existing stormwater protections and the cities' enforcement authority. The District would continue its stormwater program management and technical support through the Solano Stormwater Alliance and applicable agreements.

The District is reviewing with legal counsel the appropriate method for repealing the ordinance, and will bring this to the full Board of Directors on November 23, 2026.

Fiscal Impact: None.

Attachment: Ordinance 2026-01

FAIRFIELD-SUISUN SEWER DISTRICT

ORDINANCE NO. 2026-01

ORDINANCE REPEALING ORDINANCE NO. 93-6,
THE STORM WATER DISCHARGE ORDINANCE

The Board of Directors of the Fairfield-Suisun Sewer District ordains as follows:

Section 1. Findings.

A. The Board of Directors of the Fairfield-Suisun Sewer District ("District") adopted Ordinance No. 93-6, the Storm Water Discharge Ordinance, on November 22, 1993, to regulate discharges into the community stormwater drainage system and establish pollution prevention and enforcement requirements.

B. The Cities of Fairfield and Suisun City are permittees under the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES) Permit, Permit No. CAS612008.

C. Fairfield Municipal Code Chapter 22B and Suisun City Municipal Code Chapter 13.10 establish stormwater management and discharge control requirements and authorize the respective cities to prohibit illicit discharges, require stormwater controls, conduct inspections, and enforce compliance.

D. The Board of Directors finds that the requirements of Ordinance No. 93-6 are now addressed through the cities' municipal codes and the applicable NPDES permit, rendering the District's separate ordinance redundant and potentially inconsistent with the existing regulatory framework.

Section 2. Repeal.

Ordinance No. 93-6, the Storm Water Discharge Ordinance, adopted by the Board on November 22, 1993 to regulate discharges into the community stormwater drainage system and establish pollution prevention and enforcement requirements is hereby repealed in its entirety.

Section 2. Effective Date.

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

PASSED AND ADOPTED by the Board of Directors of the Fairfield-Suisun Sewer District at its regular meeting on November 23, 2026, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSENT: Directors _____

_____
President

ATTEST: _____
District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT

November 23, 2026

AGENDA REPORT

TO: Board of Directors

FROM: James Russell-Field, Director of Administrative Services
Lindsay Sagastume, Management Analyst

SUBJECT: Receive the Quarterly Budget Report for the Quarter Ended September 30, 2026

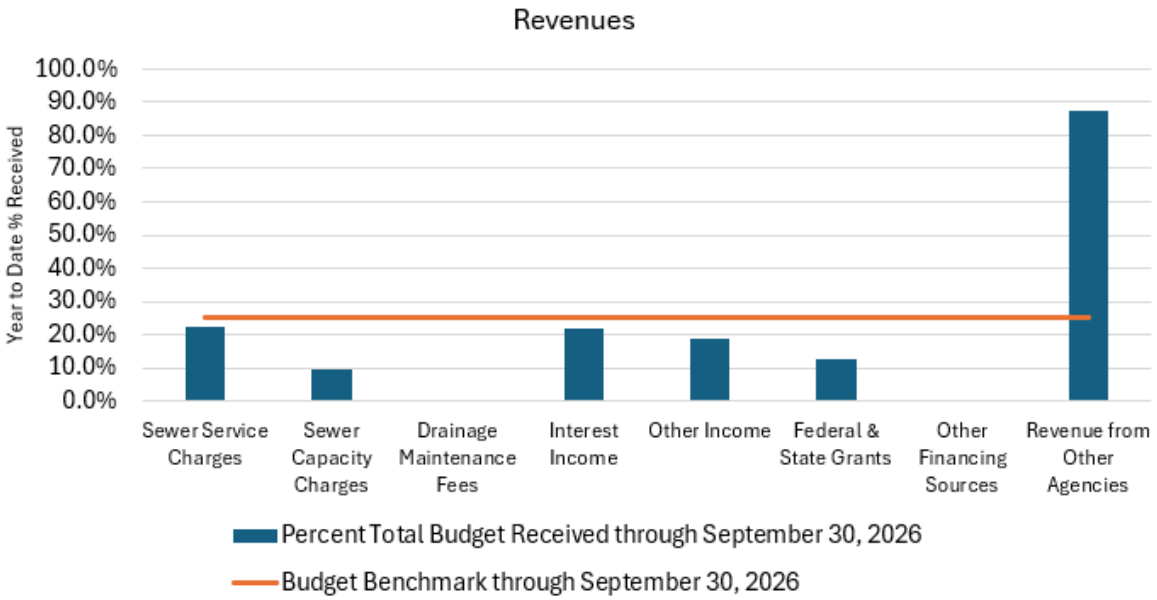
Recommendation: Receive the Quarterly Budget Report for the quarter ended September 30, 2026.

Background: The Quarterly Budget Report summarizes the District's financial activity through the first quarter of Fiscal Year (FY) 2026-27, ending September 30, 2026. The information in the report is provided in an "All Fund" presentation and provides a high level update on revenues and expenses.

The Board of Directors and the General Manager established these quarterly budget reports as a performance goal for the FY 2026-27 fiscal year in order to implement a best management practice at the District and to enhance transparency for the Board and the public. This report represents the first quarterly budget report presented to the Board, and a process has been established to present this information each quarter moving forward.

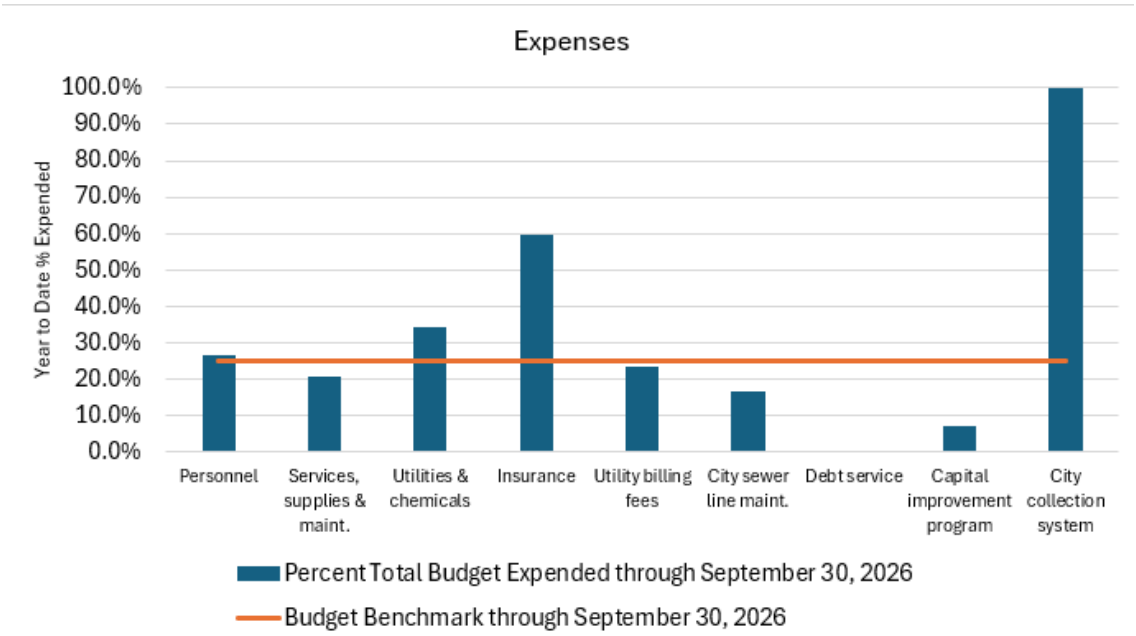
Discussion: Results for the quarter ended September 30, 2026 are included in Attachment 1.

Results of Revenues through September 30, 2026 are as follows, as compared to the Budget Benchmark through September 30, 2026.



- **Sewer Capacity Charge** revenue projections are based on each City's development forecast and are subject to the timing of actual permit issuance and payment of fees.
- **Drainage Maintenance Fees** are collected through property taxes and are distributed to the District in December and April each fiscal year.
- **Federal and State Grants** show the full amount of grants the District is entitled to receive in the Revised Budget, but actual reimbursement timing may vary.
- **Other Financing Sources** were budgeted for the anticipated debt financing proceeds for the Suisun Force Main Rehabilitation project. Although the District adopted a reimbursement resolution in October 2025 to authorize the reimbursement of eligible project expenses, project delays have affected the timing of anticipated financing. As a result, actual reimbursement proceeds are expected to be lower than originally budgeted for FY 2026-27.
- **Revenue from Other Agencies** is related to the District's role as the Fiscal Agent for the Solano Stormwater Alliance. Agency contributions for the Solano Stormwater Alliance are generally billed and payable at the beginning of the fiscal year, causing the year-to-date actual to exceed the benchmark.

Results of Operating Expenses through September 30, 2026 are as follows, as compared to the Budget Benchmark through September 30, 2026.



- **Utilities & chemicals** contains a prior year true up in the electricity expenses, due to timing on receiving the invoice.
- **Insurance** premiums for Property Tax and Pooled Liability insurance are paid in the first half of the fiscal year, resulting in a higher year-to-date percentage.
- **Debt service** payments are made in October, November and May each fiscal year.
- **Capital Improvement Program** (CIP) expenses are dependent on project timing, which are significant and multi-year in nature. The FY 2026-27 Budget amount represents the anticipated spend for FY 2026-27 but is subject to delays in project scheduling and invoice timing. The FY 2026-27 CIP expenses were budgeted at $58.2 million. Based on known conditions today, the largest anticipated changes compared to the FY 2026-27 Budget are:
    - Suisun Force Main Reliability Project schedule has been adjusted to accommodate permitting timelines, regulatory agency requirements, and easement acquisition activities, resulting in an anticipated shift of approximately one year. As the project represents approximately 50% of total budgeted CIP expenditures for FY 2026-27, the revised schedule is expected to contribute to lower overall CIP expenses in FY 2026-27. Staff are continuing to evaluate the financial forecast impacts, including the potential timing effects of a State Revolving Fund (SRF) loan that is currently under negotiation.

  - Electrical Replacement Project Phase II construction was originally anticipated to begin in Summer 2026 but now is expected to commence in November 2026. The revised schedule reflects additional time needed to complete final design, coordinate preconstruction activities, and accommodate weather-related constraints. As a result, approximately $1.0 million in expenses may shift from FY 2026-27 to FY 2027-28, but forecast impacts are still under review.
- **City Collection System** expenses are appropriations to each City from the District-held Collection System Repair and Rehabilitation Reserves. Requests are made by each City during budget development, and provided to the City by August of each fiscal year, causing the year-to-date to exceed the benchmark.

Fiscal Impact: There is no fiscal impact related to receiving the report. The next Quarterly Budget Report will be prepared for December 31, 2026.

Attachments: 1 – Financial software report
2 – CIP software report

Fairfield-Suisun Sewer District
Quarterly Budget Report (for Board)
From 7/1/2026 Through 9/30/2026
(In Whole Numbers)

	YTD Budget - Original	YTD Budget - Revised	Current Year Actual	Percent Total Budget Expended
Revenues				
Sewer Service Charges	39,194,980	39,194,980	8,841,454	22.55%
Sewer Capacity Charges	5,518,831	5,518,831	537,568	9.74%
Drainage Maintenance Fees	1,610,485	1,610,485	0	0.00%
Interest Income	1,744,551	1,744,551	379,468	21.75%
Other Income	852,780	852,780	162,030	19.00%
Federal & State Grants	8,282,352	8,282,352	1,058,116	12.77%
Other Financing Sources - Loans & Bonds	31,863,844	31,863,844	0	0.00%
Revenue from Other Agencies (Alliance)	254,714	254,714	222,159	87.21%
Total Revenues	89,322,537	89,322,537	11,200,795	12.54%
Operating Expenses				
Personnel	19,197,573	19,197,573	5,123,572	26.68%
Services, supplies & maintenance	9,901,379	9,902,658	2,053,856	20.74%
Utilities & chemicals	4,124,700	4,124,700	1,419,942	34.42%
Insurance	1,136,600	1,136,600	678,314	59.67%
Utility billing fees	836,772	836,772	196,029	23.42%
City sewer line maintenance	3,406,928	3,406,928	563,536	16.54%
Total Operating Expenses	38,603,952	38,605,231	10,035,248	25.99%
Operating Expenses	38,603,952	38,605,231	10,035,248	25.99%
Debt Service and Capital Requirements				
Debt service	1,070,059	1,070,059	0	0.00%
Capital improvement program	55,186,790	56,962,506	4,012,733	7.04%
City collection system reserve appropriations	3,560,000	3,560,000	3,560,000	100.00%
Total Debt Service and Capital Requirements	59,816,849	61,592,565	7,572,733	12.29%
Total Expenses	(98,420,801)	(100,197,796)	(17,607,981)	17.57%

Fairfield Suisun Sewer District

Capital Improvement Program

2028 through 2037

FUNDING BY YEAR

Funding Source	Prior	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35	FY 2035-36	FY 2036-37	Project Total
City of Fairfield R&R Reserve	$ 4,490,000	$3,560,000	$ 1,830,000	$ 1,830,000	$ 1,830,000	$ 1,830,000	$ 1,830,000	$ 1,830,000	$ 1,830,000	$ 1,830,000	$ 1,830,000	$ -	$ 16,470,000
City of Suisun City R&R Reserve	$ 1,270,000	$0	$ 1,270,000	$ 1,270,000	$ 1,270,000	$ 1,270,000	$ 1,270,000	$ 1,270,000	$ 1,270,000	$ 1,270,000	$ 1,270,000	$ -	$ 11,430,000
Debt	$ 884,539	$31,863,844	$ 23,000,000	$ 3,550,000	$ 11,225,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 37,775,000
Drainage Maintenance	$ -	$850,000	$ 1,530,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,530,000
Grants	$ 8,526,701	$8,282,352	$ 2,895,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,895,000
Sewer Capacity Charges	$ 855,001	$1,900,000	$ 2,595,000	$ 95,000	$ 1,107,000	$ 7,507,000	$ 10,135,000	$ 5,689,000	$ 919,000	$ 120,000	$ 2,120,000	$ -	$ 30,287,000
Sewer Service Charges	$ 11,563,126	$18,760,311	$ 18,645,902	$ 12,446,100	$ 6,587,800	$ 10,390,100	$ 7,407,900	$ 16,172,700	$ 12,530,000	$ 12,529,900	$ 15,421,301	$ -	$ 112,131,703
Total	**$ 27,589,367**	**$65,216,507**	**$ 51,765,902**	**$ 19,191,100**	**$ 22,019,800**	**$ 20,997,100**	**$ 20,642,900**	**$ 24,961,700**	**$ 16,549,000**	**$ 15,749,900**	**$ 20,641,301**	**$ -**	**$ 212,518,703**

FAIRFIELD-SUISUN SEWER DISTRICT

November 23, 2026

CONTEMPLATED BOARD OF DIRECTORS AGENDA ITEMS

Month	Item	Executive Committee	Board of Directors
December 2026		Not scheduled	Not scheduled
January 2027	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	1. Director Reports on CASA Winter Conference and DC Policy Forum 2. Quarterly Budget Report (Oct-Dec)	03/15/2027	03/22/2027
April 2027	1. Quarterly Investment Report 2. General Manager Annual Performance Evaluation	04/19/2027	04/26/2027
May 2027	1. Approve Budget 2. Approve Employee Salary Schedule 3. Review Board Compensation 4. Review Updates and Approve Investment Policy 5. Quarterly Budget Report (Jan-Mar)	05/17/2027	05/24/2027
June 2027	1.	06/21/2027	06/28/2027
July 2027	1. Quarterly Investment Report	07/19/2027	07/26/2027
August 2027		Not scheduled	Not scheduled
September 2027	1. Director Reports on CASA Annual Conference 2. General Manager Performance Check-In (Executive Committee) 3. Quarterly Budget Report (April-June)	09/20/2027	09/27/2027
October 2027	1. Quarterly Investment Report	10/18/2027	10/25/2027
November 2027	1. Board Calendar for 2028 2. Quarterly Budget Report (July-Sept)	11/15/2027	11/22/2027