

# SOLANO COUNTY WATER AGENCY



## BOARD OF DIRECTORS:

### *Chair:*

*Mayor Harry Price*  
City of Fairfield

### *Vice Chair:*

*Director Dale Crossley*  
Reclamation District No. 2068

*Mayor Jack Batchelor*  
City of Dixon

*Mayor Osby Davis*  
City of Vallejo

*Supervisor Erin Hannigan*  
Solano County District 1

*Mayor Steve Hardy*  
City of Vacaville

*Director John D. Kluge*  
Solano Irrigation District

*Mayor Elizabeth Patterson*  
City of Benicia

*Mayor Norm Richardson*  
City of Rio Vista

*Director Gene Robben*  
Maine Prairie Water District

*Mayor Pete Sanchez*  
City of Suisun City

*Supervisor Linda Seifert*  
Solano County District 2

*Supervisor Jim Spering*  
Solano County District 3

*Supervisor Skip Thomson*  
Solano County District 5

*Supervisor John Vasquez*  
Solano County District 4

## GENERAL MANAGER:

*David Okita, PE*  
Solano County Water Agency

## BOARD OF DIRECTORS MEETING

**DATE:** Thursday, April 10, 2014

**TIME:** 6:30 p.m.

**PLACE:** Berryessa Room  
Solano County Water Agency Office  
810 Vaca Valley Parkway, Suite 203  
Vacaville

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

**4. PUBLIC COMMENT**

Limited to 5 minutes for any one item not scheduled on the Agenda.

**5. CONSENT ITEMS**

(A) Minutes: Approval of the Minutes of the Board of Directors meetings of March 13 and March 18, 2104 is recommended.

(B) Expenditure Approvals: Approval of the March checking account register is recommended.

(C) Safe Harbor Agreement for the Restoration and Management of Valley Elderberry Longhorn Beetle Habitat: Authorize General Manager to execute Agreement with U.S. Fish and Wildlife Service for Safe Harbor to allow planting of elderberry shrubs in Putah Creek to promote recovery of Valley Elderberry Longhorn Beetles, with assurances to landowners.

810 Vaca Valley Parkway, Suite 203  
Vacaville, California 95688  
Phone (707) 451-6090 • FAX (707) 451-6099  
www.scwa2.com



(D) San Francisco Bay Area Integrated Regional Water Management Plan: Adopt Resolution 2014-1 approving the updated San Francisco Bay Area Integrated Regional Water Management Plan.

**6. BOARD MEMBER REPORTS**

RECOMMENDATION: For information only.

**7. GENERAL MANAGER'S REPORT**

RECOMMENDATION: For information only.

**8. DROUGHT MEASURES**

RECOMMENDATIONS:

A. Adopt Resolution 2014-2: Resolution Regarding Water Supplies for Napa County Flood Control & Water Conservation District and Solano Cities.

B. Approve Contract Principles for agreement with Napa County Flood Control and Water Conservation District and authorize General Manager to negotiate and execute the agreement based on the Principles.

C. Authorize General Manager to execute all documents necessary to implement project including with the State Water Resources Control Board, United States Bureau of Reclamation, California Department of Water Resources and contractors.

D. Authorize General Manager to execute agreements with Solano Project participating Agencies to provide water supply for the project and possible use of the project.

E. Authorize General Manager to execute an agreement with the City of Benicia for purchase of Solano Project Water Supply.

**9. DELTA ISSUES**

RECOMMENDATIONS:

1. Hear Status Report from the Delta Water Coordination Working Group.

2. Hear report from Supervisor Thomson on activities of the Delta Counties Coalition and Delta Protection Commission.

3. Hear report on legislative Water Bond activity and provide direction as necessary

**10. APPOINTMENT OF BOARD COMMITTEE TO MEET WITH NAPA COUNTY**

RECOMMENDATION: Chair to appoint a Committee of the Board of Directors to meet with a Committee of the Napa County Flood Control and Water Conservation District to discuss common issues.

**11. WATER AGENCY STAFFING**

RECOMMENDATION: Approve a new Assistant Water Resources Engineer position.

**12. TIME AND PLACE OF NEXT MEETING**

Thursday, May 8, 2014 at 6:00 – 7:00 p.m. at the SCWA offices.

***The Full Board of Directors packet with background materials for each agenda item can be viewed on the Agency's website at [www.scwa2.com](http://www.scwa2.com).***

Any materials related to items on this agenda distributed to the Board of Directors of Solano County Water Agency less than 72 hours before the public meeting are available for public inspection at the Agency's offices located at the following address: 810 Vaca Valley Parkway, Suite 203, Vacaville, CA 95688. Upon request, these materials may be made available in an alternative format to persons with disabilities.

# CONSENT ITEMS

**SOLANO COUNTY WATER AGENCY**  
**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE: March 13, 2014**

The Solano County Water Agency Board of Directors met this evening at the Solano County Water Agency. Present were:

Mayor Jack Batchelor, City of Dixon  
Mayor Harry Price, City of Fairfield  
Mayor Steve Hardy, City of Vacaville  
Mayor Osby Davis, City of Vallejo  
Mayor Pete Sanchez, City of Suisun City  
Mayor Norm Richardson, City of Rio Vista  
Supervisor Erin Hannigan, Solano County District 1  
Supervisor Linda Seifert, Solano County District 2  
Supervisor John Vasquez, Solano County District 4  
Supervisor Skip Thomson, Solano County District 5  
Director J. D. Kluge, Solano Irrigation District  
Manager Don Holdener, Maine Prairie Water District  
Manager Mike Hardesty, Reclamation District 2068

**CALL TO ORDER**

The meeting was called to order at 6:30 P.M. by Chairman Price.

**APPROVAL OF AGENDA**

On a motion by Mayor Batchelor and a second by Supervisor Seifert the Board unanimously approved the agenda.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT ITEMS**

On a motion by Supervisor Vasquez and a second by Supervisor Thompson the Board unanimously approved the following Consent Items.

- (A) Minutes
- (B) Expenditure Approvals
- (C) Amendment to Agreement with Shandam Consulting, Inc.

**BOARD MEMBER REPORTS**

On a motion by Supervisor Thompson and a second by Mayor Batchelor the Board unanimously approved the appointment of Director Kluge to the Delta Water Coordination Working Group.

**GENERAL MANAGER'S REPORT**

There were no additions to the written report.

**SCWA AUDIT**

Katherine Phillips reported that the auditors gave an unqualified opinion on the financial statements meaning they are presented according to Government Standards and without material misstatements. On a motion from Mayor Batchelor and a second by Mayor

Hardy the Board unanimously accepted the SCWA audit and financial statements for FY 2012-2013.

**REPORT FROM LEGISLATIVE COMMITTEE**

Chairman Price reported the Legislative Committee has updated the 2013 Annual Report to the Legislature for 2014. The report will be distributed to the Board when complete.

The Legislative Committee reviewed a proposed amendment to SB 848 – Water Bond - by Yolo County. Manager Hardesty suggested an amendment to SB 848 that would be protective of the North Delta Water Agency. After discussion by the Board, on a motion by Supervisor Seifert and a second by Mayor Batchelor the Board unanimously provided direction to staff to support the Reclamation District 2068's amendment to SB 848 and to recommend that the multi benefit recycled water projects section for the Delta part of SB 848 be moved to another part of SB 848.

**DROUGHT UPDATE**

Manager Okita reported that drought conditions continue to be critical throughout the State. He mentioned the North Bay Aqueduct will likely either be shut down or greatly reduced during the summer months. Cities would shift all their water supply to Solano Project which maintains a 100% allocation. Without State Water Project water Vallejo will need to expand its pipeline to receive water from the Solano Project. Vallejo has funding approved for the expansion and it should be completed by June 1, 2014. Napa County is highly dependent on the State Water Project and it is anticipated Napa County will be requesting emergency water from the Solano Project in the near future. The Board gave direction to staff to assist Napa County if feasible. Manager Okita reported on the Delta barriers designed to prevent or delay salt water intrusion into the Delta and that SCWA and others are prepared to monitor the effects of the barriers for adverse impacts.

**TIME AND PLACE OF NEXT MEETING**

The next regularly scheduled meeting will be Thursday, April 10, 2014 at 6:30 P.M. at the Solano County Water Agency offices.

**ADJOURNMENT**

This meeting of the Solano County Water Agency Board of Directors was adjourned at 7.06 P.M.

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David B. Okita, General Manager  
and Secretary to the Board of Directors of the  
Solano County Water Agency

## **SOLANO COUNTY WATER AGENCY**

### **SPECIAL BOARD OF DIRECTORS MEETING with the Board of Directors of the Napa County Flood Control and Water Conservation District MINUTES**

**MEETING DATE: March 18, 2014**

The Solano County Water Agency Board of Directors met this afternoon at the Napa County Board of Supervisors Chambers. Present were:

Mayor Jack Batchelor, City of Dixon  
Mayor Steve Hardy, City of Vacaville  
Mayor Pete Sanchez, City of Suisun City  
Mayor Elizabeth Patterson, City of Benicia  
Supervisor Linda Seifert, Solano County District 2  
Supervisor John Vasquez, Solano County District 4  
Supervisor Skip Thomson, Solano County District 5  
Supervisor Jim Spering, Solano County District 3  
Director Jack D. Kluge, Solano Irrigation District  
Director Dale Crossley, Reclamation District 2068

The Solano County Water Agency meeting was called to order at 1:30 P.M. by Vice - Chairman Crossley in conjunction Napa County Flood Control and Water Conservation District's meeting.

The Solano County Water Agency Board of Directors, as part of a meeting of the Napa County Flood Control and Water Conservation District (Napa), participated in joint discussion of common issues and heard reports from staff, the California Department of Water Resources and the State Water Contractors. No action was taken by the SCWA at this meeting.

Phillip Miller, Manager of Napa, began the meeting with an introduction of David Okita, General Manager of SCWA. Manager Okita gave a brief recount of the history and background of coordination between SCWA and Napa.

Terry Erlewine, General Manager of the State Water Contractors gave an overview of the structure of his organization. Manager Erlewine briefly outlined the purpose of the State Water Project Contract extension negotiations currently under way. He also gave a brief update on discussions among State Water Contractors regarding Bay Delta Conservation Plan cost allocation. Laura King Moon, Chief Deputy Director with the Department of Water Resources, discussed statewide drought planning efforts and the Bay Delta Conservation Plan.

SCWA invited Napa to participate in regional discussions regarding common Delta planning and policy issues. Napa asked SCWA for consideration in providing drought assistance to Napa via an emergency water supply from the Solano Project. SCWA staff has been working with Napa staff on a proposed project and is starting the process to implement a project.

The meeting was adjourned at 2:30 PM.

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David B. Okita, General Manager  
and Secretary to the Board of Directors of the  
Solano County Water Agency

ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 10, 2014  
SUBJECT: Expenditures Approval

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RECOMMENDATION:

Approve expenditures from the Water Agency checking accounts for the month of March, 2014.

FINANCIAL IMPACT:

All expenditures are within previously approved budget amounts.

BACKGROUND:

The Water Agency auditor has recommended that the Board of Directors approve all expenditures (in arrears). Attached is a summary of expenditures from the Water Agency's checking accounts for the month of March, 2014. Additional backup information is available upon request.

Recommended:   
David B. Okita, General Manager

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<input type="checkbox"/> Approved as recommended	<input type="checkbox"/> Other (see below)
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Modification to Recommendation and/or other actions:

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I, David B. Okita, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on April 10, 2014 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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David B. Okita  
General Manager & Secretary to the  
Solano County Water Agency



**SOLANO COUNTY WATER AGENCY**  
**Cash Disbursements Journal**  
For the Period From Mar 1, 2014 to Mar 31, 2014

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Date	Check #	Name	Accoun	Line Description	Debit Amo	Credit Am
3/3/14	100157	PATE, THOMAS	2023A 1020SC	FSA REMIBURSEMENT MAR 2014 PATE, THOMAS	100.00	100.00
3/27/14	10158	MBK ENGINEERS	2020SC 1020SC	Invoice: 14-03-3868 MBK ENGINEERS	1,915.00	1,915.00
3/4/14	23980	A & L WESTERN AGRICULTURAL	2020SC 1020SC	Invoice: 157715 A & L WESTERN AGRICULTURAL LABS	62.00	62.00
3/4/14	23981	ALAMEDA COUNTY WATER DIST	2020SC 1020SC	Invoice: 5835 ALAMEDA COUNTY WATER DISTRICT	9,761.96	9,761.96
3/4/14	23982	ARAMARK REFRESHMENT SERVI	2020SC 1020SC	Invoice: 1003379 ARAMARK REFRESHMENT SERVICES	30.78	30.78
3/4/14	23983	ARAMARK REFRESHMENT SERVI	2020SC 1020SC	Invoice: 1003379 ARAMARK REFRESHMENT SERVICES	30.78	30.78
3/4/14	23983V	ARAMARK REFRESHMENT SERVI	2020SC 1020SC	Invoice: 1003379 ARAMARK REFRESHMENT SERVICES	30.78	30.78
3/4/14	23984	BARTEL ASSOCIATES	2020SC 1020SC	Invoice: 14-148 BARTEL ASSOCIATES	6,000.00	6,000.00
3/4/14	23985	BSK ASSOCIATES	2020SC 1020SC	Invoice: 0068968 BSK ASSOCIATES	7,447.50	7,447.50
3/4/14	23986	DEPARTMENT OF WATER RESOU	2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 14-026-T MAR 2014 Invoice: 14-180-V JAN 2014 Invoice: 14-026-U MAR 2014 Invoice: 14-024-O MAR 2014 DEPARTMENT OF WATER RESOURCES	400,666.00 60,484.00 4,370.00 6,048.00	471,568.00
3/4/14	23987	FEDEX EXPRESS	2020SC 1020SC	Invoice: 2-566-94098 FEDEX EXPRESS	693.31	693.31
3/4/14	23988	M&M SANITARY LLC	2020SC 1020SC	Invoice: 454798 M&M SANITARY LLC	128.00	128.00
3/4/14	23989	MECOM EQUIPMENT, LLC	2020SC 1020SC	Invoice: C50396 MECOM EQUIPMENT, LLC	1,340.50	1,340.50
3/4/14	23990	REDI-GRO CORPORATION	2020SC 1020SC	Invoice: 5080672 REDI-GRO CORPORATION	189.06	189.06
3/4/14	23991	SBS LEASING A PROGRAM DE LA	2020SC 2020SC 1020SC	Invoice: 40407068 Invoice: 40409699 SBS LEASING A PROGRAM DE LAGE	980.93 77.67	1,058.60
3/4/14	23992	STANDARD INSURANCE COMPAN	2020SC 1020SC	Invoice: 006492990046Mar14 STANDARD INSURANCE COMPANY	640.60	640.60
3/4/14	23993	THE REGENTS OF THE UNIVERSIT	2020SC 1020SC	Invoice: 20919-31 THE REGENTS OF THE UNIVERSITY OF CA	9,469.81	9,469.81
3/4/14	23994	UNAVCO, INC.	2020SC 1020SC	Invoice: 001087 UNAVCO, INC.	21.79	21.79
3/4/14	23995	AMERICAN TOWER CORPORATIO	2020SC 1020SC	Invoice: 1651882 AMERICAN TOWER CORPORATION	494.30	494.30
3/4/14	23996	DEPARTMENT OF WATER RESOU	2020SC 1020SC	Invoice: 14-188-U MAR 2014 DEPARTMENT OF WATER RESOURCES	213,900.00	213,900.00
3/4/14	23997	LSA ASSOCIATES, INC.	2020SC 1020SC	Invoice: 127607 LSA ASSOCIATES, INC.	10,530.00	10,530.00
3/7/14	23998	ELECTRIC & GAS INDUSTRIES AS	2020N 2020N 1020SC	Invoice: 29222 Invoice: 29223 ELECTRIC & GAS INDUSTRIES ASSOC.	8,173.30 2,977.70	11,151.00
3/7/14	23999	VOID	1020SC	VOID		
3/7/14	24000	DENNIS GRUNSTAD	2020SC 2020SC 1020SC	Invoice: 1-(14) Invoice: 2-(14) DENNIS GRUNSTAD	700.00 700.00	1,400.00

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Date	Check #	Name	Account	Line Description	Debit Amo	Credit Am
3/7/14	24001	HOME DEPOT CREDIT SERVICE	2020SC	Invoice: 0012137	186.96	
			2020SC	Invoice: 5013213	189.78	
			2020SC	Invoice: 2213893	309.09	
			2020SC	Invoice: 3013558	81.91	
			2020SC	Invoice: 0016251	97.23	
			1020SC	HOME DEPOT CREDIT SERVICE		864.97
3/7/14	24002	GHD, INC.	2020SC	Invoice: 80872	11,410.95	
			1020SC	GHD, INC.		11,410.95
3/7/14	24003	ACWA-JPIA	2020SC	Invoice: 0270751	1,630.00	
			1020SC	ACWA-JPIA		1,630.00
3/7/14	24004	AT&T MOBILITY	2020SC	Invoice: 2/23/14 - 3/22/14	135.80	
			1020SC	AT&T MOBILITY		135.80
3/7/14	24005	SHANDAM CONSULTING	2020SC	Invoice: 0228140228	8,862.50	
			1020SC	SHANDAM CONSULTING		8,862.50
3/7/14	24006	SHELLWORTH CHEVROLET	2020SC	Invoice: 33645	582.07	
			1020SC	SHELLWORTH CHEVROLET		582.07
3/7/14	24007	THE REGENTS OF THE UNIVERSIT	2020SC	Invoice: 26207-4	5,930.29	
			1020SC	THE REGENTS OF THE UNIVERSITY OF CA		5,930.29
3/7/14	24008	TRACTOR SUPPLY CREDIT PLAN	2020SC	Invoice: 193240	44.04	
			1020SC	TRACTOR SUPPLY CREDIT PLAN		44.04
3/7/14	24009	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - GILLIL	850.00	
			1020SC	TURF REBATE PROGRAM		850.00
3/7/14	24010	ACWA-JPIA	2020SC	Invoice: Q3 2013 Correction	50.00	
			1020SC	ACWA-JPIA		50.00
3/10/14	24010V	ACWA-JPIA	2020SC	Invoice: Q3 2013 Correction		50.00
			1020SC	ACWA-JPIA	50.00	
3/7/14	24011	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - VICTER	1,000.00	
			1020SC	TURF REBATE PROGRAM		1,000.00
3/7/14	24011V	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - VICTER		1,000.00
			1020SC	TURF REBATE PROGRAM	1,000.00	
3/7/14	24012	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - VICTER	1,000.00	
			1020SC	TURF REBATE PROGRAM		1,000.00
3/7/14	24012V	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - VICTER		1,000.00
			1020SC	TURF REBATE PROGRAM	1,000.00	
3/7/14	24013	MBK ENGINEERS	2020SC	Invoice: 14-02-3868	2,490.25	
			1020SC	MBK ENGINEERS		2,490.25
3/7/14	24014	PISANIS AUTO PARTS	2020SC	Invoice: 621963	12.89	
			2020SC	Invoice: 621961	218.42	
			2020SC	Invoice: 621964	12.89	
			2020SC	Invoice: 621962		25.80
			2020SC	Invoice: 621965	67.17	
			2020SC	Invoice: 621976		5.70
			2020SC	Invoice: 622115	15.04	
			2020SC	Invoice: 622188	141.63	
			2020SC	Invoice: 622964	22.23	
			2020SC	Invoice: 622970	6.18	
			2020SC	Invoice: 622711	16.86	
			2020SC	Invoice: 622740	8.14	
			2020SC	Invoice: 623596	10.73	
			2020SC	Invoice: 624125	2.68	
			2020SC	Invoice: 625007	72.90	
			1020SC	PISANIS AUTO PARTS		576.26
3/7/14	24015	VOID	1020SC	VOID		
3/7/14	24016	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - THOMPS	280.00	
			1020SC	TURF REBATE PROGRAM		280.00
3/7/14	24017	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - VICTER	1,000.00	

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			1020SC	TURF REBATE PROGRAM		1,000.00
3/7/14	24018	CITY OF VACAVILLE	2020SC	Invoice: 13311	1,228.50	
			1020SC	CITY OF VACAVILLE		1,228.50
3/7/14	24019	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - JACKLE	340.00	
			1020SC	TURF REBATE PROGRAM		340.00
3/7/14	24020	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - YUNDIN	676.00	
			1020SC	TURF REBATE PROGRAM		676.00
3/13/14	24021	CALIFORNIA REGIONAL WATER	2020SC	Invoice: PERMIT FEES - PVR	1,201.00	
			1020SC	CALIFORNIA REGIONAL WATER		1,201.00
3/13/14	24022	IN COMMUNICATIONS	2020SC	Invoice: JAN - FEB 2014	3,592.50	
			1020SC	IN COMMUNICATIONS		3,592.50
3/13/14	24023	INTERSTATE OIL COMPANY	2020SC	Invoice: CL47201	488.46	
			1020SC	INTERSTATE OIL COMPANY		488.46
3/13/14	24024	LUHDORFF & SCALMANINI	2020SC	Invoice: 29516	471.20	
			1020SC	LUHDORFF & SCALMANINI		471.20
3/17/14	24024V	LUHDORFF & SCALMANINI	2020SC	Invoice: 29516		471.20
			1020SC	LUHDORFF & SCALMANINI	471.20	
3/13/14	24025	PACIFIC ACE HARDWARE	2020SC	Invoice: 799749	175.35	
			2020SC	Invoice: 156123		107.49
			2020SC	Invoice: 156117	5.98	
			2020SC	Invoice: 156124	4.92	
			2020SC	Invoice: 801186	8.80	
			2020SC	Invoice: 156588	1.21	
			2020SC	Invoice: 156261	4.90	
			2020SC	Invoice: 157098	73.01	
			2020SC	Invoice: 157316	28.77	
			1020SC	PACIFIC ACE HARDWARE		195.45
3/13/14	24025V	PACIFIC ACE HARDWARE	2020SC	Invoice: 799749		175.35
			2020SC	Invoice: 156123	107.49	
			2020SC	Invoice: 156117		5.98
			2020SC	Invoice: 156124		4.92
			2020SC	Invoice: 801186		8.80
			2020SC	Invoice: 156588		1.21
			2020SC	Invoice: 156261		4.90
			2020SC	Invoice: 157098		73.01
			2020SC	Invoice: 157316		28.77
			1020SC	PACIFIC ACE HARDWARE	195.45	
3/13/14	24026	KC ENGINEERING COMPANY	2020SC	Invoice: 11721	320.00	
			1020SC	KC ENGINEERING COMPANY		320.00
3/13/14	24027	PAR ENVIRONMENTAL SERVICES	2020SC	Invoice: 13-0017-01	1,437.46	
			1020SC	PAR ENVIRONMENTAL SERVICES, INC.		1,437.46
3/13/14	24028	PATE, THOMAS	2020SC	Invoice: JAN-FEB 2014	99.65	
			2020SC	Invoice: PW MGMT TRAINING	135.20	
			1020SC	PATE, THOMAS		234.85
3/13/14	24029	RECOLOGY VACAVILLE SOLANO	2020SC	Invoice: 35862770	125.38	
			1020SC	RECOLOGY VACAVILLE SOLANO		125.38
3/13/14	24030	SAN FRANCISCO PUBLIC UTILITI	2020SC	Invoice: PROP 84 INVOICE #3	102,499.54	
			1020SC	SAN FRANCISCO PUBLIC UTILITIES COMM.		102,499.54
3/13/14	24031	VISION INTERNET PROVIDERS, IN	2020SC	Invoice: 26753	4,449.00	
			1020SC	VISION INTERNET PROVIDERS, INC		4,449.00
3/13/14	24032	AYRES ASSOCIATES	2020SC	Invoice: 152791	6,119.53	
			1020SC	AYRES ASSOCIATES		6,119.53
3/13/14	24033	EYASCO, INC.	2020SC	Invoice: 3539	20,382.50	
			1020SC	EYASCO, INC.		20,382.50
3/13/14	24034	MATSOM & ISOM	2020SC	Invoice: 237138	1,000.00	
			1020SC	MATSOM & ISOM		1,000.00

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Date	Check #	Name	Account	Line Description	Debit Amo	Credit Am
3/13/14	24035	MISSION LINEN SUPPLY	2020SC	Invoice: 480393261	95.50	
			2020SC	Invoice: 480392393	95.50	
			2020SC	Invoice: 480394110	95.50	
			2020SC	Invoice: 480394967	103.63	
			1020SC	MISSION LINEN SUPPLY		390.13
3/13/14	24036	WILBUR-ELLIS COMPANY	2020SC	Invoice: 7790376	3,582.12	
			1020SC	WILBUR-ELLIS COMPANY		3,582.12
3/13/14	24037	ACWA-JPIA	2020SC	Invoice: Q3 2013 Correction	50.00	
			1020SC	ACWA-JPIA		50.00
3/13/14	24038	ALL COVERED	2020SC	Invoice: 601011	54.00	
			1020SC	ALL COVERED		54.00
3/17/14	24038V	ALL COVERED	2020SC	Invoice: 601011		54.00
			1020SC	ALL COVERED	54.00	
3/13/14	24039	ACWA-JPIA	2020SC	Invoice: Q3 2013 Correction	50.00	
			1020SC	ACWA-JPIA		50.00
3/13/14	24039V	ACWA-JPIA	2020SC	Invoice: Q3 2013 Correction		50.00
			1020SC	ACWA-JPIA	50.00	
3/13/14	24040	PACIFIC ACE HARDWARE	2020SC	Invoice: 156123		107.49
			2020SC	Invoice: 156117	5.98	
			2020SC	Invoice: 799749	175.35	
			2020SC	Invoice: 156124	4.92	
			2020SC	Invoice: 156588	1.21	
			2020SC	Invoice: 801186	8.80	
			2020SC	Invoice: 156261	4.90	
			2020SC	Invoice: 157098	73.01	
			2020SC	Invoice: 157316	28.77	
			1020SC	PACIFIC ACE HARDWARE		195.45
3/18/14	24041	ARCADIS U.S., INC.	2020SC	Invoice: 0579290	2,754.09	
			1020SC	ARCADIS U.S., INC.		2,754.09
3/18/14	24042	MARCIE FEHRENKAMP	2020SC	Invoice: FEB - MAR 2014	85.18	
			1020SC	MARCIE FEHRENKAMP		85.18
3/18/14	24043	GREATLAND	2020SC	Invoice: 4455431 RI	343.39	
			1020SC	GREATLAND		343.39
3/18/14	24043V	GREATLAND	2020SC	Invoice: 4455431 RI		343.39
			1020SC	GREATLAND	343.39	
3/18/14	24044	HERUM CRABTREE	2020SC	Invoice: 72643	221.34	
			1020SC	HERUM CRABTREE		221.34
3/18/14	24045	LSA ASSOCIATES, INC.	2020SC	Invoice: 128073	18,768.42	
			1020SC	LSA ASSOCIATES, INC.		18,768.42
3/18/14	24046	LUHDORFF & SCALMANINI	2020SC	Invoice: 29516	471.20	
			1020SC	LUHDORFF & SCALMANINI		471.20
3/18/14	24047	NORMANDEAU ASSOCIATES, INC	2020SC	Invoice: 65155	3,705.00	
			2020SC	Invoice: 56153	22,617.38	
			1020SC	NORMANDEAU ASSOCIATES, INC.		26,322.38
3/18/14	24048	PITNEY BOWES	2020SC	Invoice: 2444786-MR14	435.89	
			1020SC	PITNEY BOWES		435.89
3/18/14	24049	QUILL CORPORATION	2020SC	Invoice: 1183636	108.94	
			1020SC	QUILL CORPORATION		108.94
3/18/14	24050	SOLANO IRRIGATION DISTRICT	2020SC	Invoice: 0001986	122,763.27	
			1020SC	SOLANO IRRIGATION DISTRICT		122,763.27
3/18/14	24051	VOID	1020SC	VOID		
3/18/14	24052	SUMMERS ENGINEERING, INC.	2020SC	Invoice: 13101	15,685.06	
			2020SC	Invoice: 13100	1,579.77	
			1020SC	SUMMERS ENGINEERING, INC.		17,264.83

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Date	Check #	Name	Accoun	Line Description	Debit Amo	Credit Am
3/18/14	24053	SUMMIT CRANE INC.	2020SC 1020SC	Invoice: 5221 SUMMIT CRANE INC.	1,908.00	1,908.00
3/18/14	24054	TURF REBATE PROGRAM	2020SC 1020SC	Invoice: TURF REBATE - BROWN TURF REBATE PROGRAM	581.00	581.00
3/18/14	24055	CLEAN LAKES, INC.	2020SC 1020SC	Invoice: 4490 CLEAN LAKES, INC.	780.00	780.00
3/18/14	24056	SOLANO IRRIGATION DISTRICT	2020SC 2020SC 1020SC	Invoice: 0001990 Invoice: 0001991 SOLANO IRRIGATION DISTRICT	6,547.85 126.27	6,674.12
3/18/14	24057	T.D.S FOODS	2020SC 1020SC	Invoice: 4228001584 T.D.S FOODS	189.97	189.97
3/18/14	24058	FAZZARI LANDSCAPE CONSTRUC	2020SC 1020SC	Invoice: 1811 FAZZARI LANDSCAPE CONSTRUCTION	2,975.00	2,975.00
3/18/14	24059	GREATLAND	2020SC 1020SC	Invoice: 4455431 RI GREATLAND	344.02	344.02
3/21/14	24060	BANK OF THE WEST CENTRAL A	2020SC 1020SC	Invoice: 02-14 002783 BANK OF THE WEST CENTRAL ACCOUNT ANALYS	244.26	244.26
3/21/14	24061	JACK BATCHELOR	2020SC 2020SC 2020SC 1020SC	Invoice: MAR 2014 PER DIEM Invoice: EXEC MEET MAR 2014 Invoice: MAR 2014 SPECIAL JACK BATCHELOR	113.56 100.00 45.20	258.76
3/21/14	24062	CREATIVEMARK DESIGN & PHOT	2020SC 1020SC	Invoice: 1503 CREATIVEMARK DESIGN & PHOTOGRAPHY	1,800.00	1,800.00
3/21/14	24063	DALE CROSSLEY	2020SC 1020SC	Invoice: MAR 2014 SPECIAL DALE CROSSLEY	129.95	129.95
3/21/14	24064	OSBY DAVIS	2020SC 1020SC	Invoice: MAR 2014 PER DIEM OSBY DAVIS	131.08	131.08
3/21/14	24065	MIKE HARDESTY	2020SC 1020SC	Invoice: MAR 2014 PER DIEM MIKE HARDESTY	100.00	100.00
3/21/14	24066	DON HOLDENER	2020SC 1020SC	Invoice: MAR 2014 PER DIEM DON HOLDENER	100.00	100.00
3/21/14	24067	JOHN D. KLUGE	2020SC 1020SC	Invoice: MAR 2014 PER DIEM JOHN D. KLUGE	100.00	100.00
3/21/14	24068	ELIZABETH PATTERSON	2020SC 1020SC	Invoice: MAR 2014 SPECIAL ELIZABETH PATTERSON	100.00	100.00
3/21/14	24069	LINDA SEIFERT	2020SC 1020SC	Invoice: MAR 2014 PER DIEM LINDA SEIFERT	100.00	100.00
3/21/14	24070	JAMES SPERING	2020SC 2020SC 1020SC	Invoice: EXEC MEET MAR 2014 Invoice: MAR 2014 SPECIAL JAMES SPERING	100.00 100.00	200.00
3/21/14	24071	JOHN VASQUEZ	2020SC 2020SC 1020SC	Invoice: MAR 2014 PER DIEM Invoice: MAR 2014 SPECIAL JOHN VASQUEZ	100.00 100.00	200.00
3/21/14	24072	ALL COVERED	2020SC 1020SC	Invoice: 601011 ALL COVERED	54.00	54.00
3/21/14	24073	BSK ASSOCIATES	2020SC 2020SC 1020SC	Invoice: 0069675 Invoice: 0069674 BSK ASSOCIATES	22,193.50 7,312.50	29,506.00
3/21/14	24074	SABRINA COLIAS	2020SC 1020SC	Invoice: MARCH 2014 SABRINA COLIAS	66.63	66.63
3/21/14	24075	SOLANO RESOURCE CONSERVAT	2020SC 2020SC	Invoice: 695 Invoice: 696	4,372.95 6,748.83	

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			2020SC	Invoice: 708	43,551.01	
			1020SC	SOLANO RESOURCE CONSERVATION DISTRICT		54,672.79
3/21/14	24076	THE REGENTS OF THE UNIVERSIT	2020SC	Invoice: 26207-5	6,050.61	
			1020SC	THE REGENTS OF THE UNIVERSITY OF CA		6,050.61
3/21/14	24077	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - MAY	719.00	
			1020SC	TURF REBATE PROGRAM		719.00
3/21/14	24078	TURF REBATE PROGRAM	2020SC	Invoice: TURF REBATE - SOANES	560.00	
			1020SC	TURF REBATE PROGRAM		560.00
3/25/14	24079	CALIFORNIA REGIONAL WATER	2020SC	Invoice: PERMIT FEES - WPCP	1,201.00	
			1020SC	CALIFORNIA REGIONAL WATER		1,201.00
3/27/14	24080	ARAMARK REFRESHMENT SERVI	2020SC	Invoice: 9960514	97.14	
			1020SC	ARAMARK REFRESHMENT SERVICES		97.14
3/27/14	24081	MBK ENGINEERS	2020SC	Invoice: 14-03-3868	1,915.00	
			1020SC	MBK ENGINEERS		1,915.00
3/27/14	24081V	MBK ENGINEERS	2020SC	Invoice: 14-03-3868		1,915.00
			1020SC	MBK ENGINEERS	1,915.00	
3/27/14	24082	SBS LEASING A PROGRAM DE LA	2020SC	Invoice: 40746962	980.93	
			2020SC	Invoice: 40749236	77.67	
			1020SC	SBS LEASING A PROGRAM DE LAGE		1,058.60
3/27/14	24083	T.D.S FOODS	2020SC	Invoice: 4228001586	1,668.83	
			1020SC	T.D.S FOODS		1,668.83
3/27/14	24084	WILBUR-ELLIS COMPANY	2020SC	Invoice: 7824465	775.37	
			1020SC	WILBUR-ELLIS COMPANY		775.37
3/27/14	24085	WILDLIFE SURVEY & PHOTO SER	2020SC	Invoice: SCWA-FY2013-14-7	10,643.40	
			2020SC	Invoice: SCWA-FY2013-14-8	8,963.57	
			2020SC	Invoice: LPCCC_FY2013-14-7	2,561.37	
			2020SC	Invoice: LPCCC_FY2013-14-8	2,319.38	
			1020SC	WILDLIFE SURVEY & PHOTO SERVICE		24,487.72
3/27/14	24086	AT&T	2020SC	Invoice: 5222411	178.46	
			2020SC	Invoice: 5222412	228.37	
			1020SC	AT&T		406.83
3/27/14	24087	INTERSTATE OIL COMPANY	2020SC	Invoice: CL48564	550.85	
			1020SC	INTERSTATE OIL COMPANY		550.85
3/27/14	24088	PERS PUBLIC AGENCY COALITIO	2020SC	Invoice: 5436	500.00	
			1020SC	PERS PUBLIC AGENCY COALITION		500.00
3/27/14	24089	STANDARD INSURANCE COMPAN	2020SC	Invoice: 006492990046April14	640.74	
			1020SC	STANDARD INSURANCE COMPANY		640.74
3/27/14	24090	STAPLES	2020SC	Invoice: 988977571	12.39	
			2020SC	Invoice: 1023515921	87.66	
			1020SC	STAPLES		100.05
3/27/14	24091	THE REGENTS OF THE UNIVERSIT	2020SC	Invoice: 20919-32	5,750.37	
			1020SC	THE REGENTS OF THE UNIVERSITY OF CA		5,750.37
3/27/14	24092	UNAVCO, INC.	2020SC	Invoice: 001102	46.75	
			1020SC	UNAVCO, INC.		46.75
3/27/14	24093	CALIFORNIA REGIONAL WATER	2020SC	Invoice: PERMIT FEES - MARTIN	1,201.00	
			1020SC	CALIFORNIA REGIONAL WATER		1,201.00
3/27/14	24094	SOLANO COUNTY	2020SC	Invoice: NOE - NBA PROJECT	50.00	
			1020SC	SOLANO COUNTY		50.00
3/25/14	CUETARA FEB 201	BANK OF THE WEST	6144A	RAINWRITER - WRITE IN RAIN SUPPLIES	113.46	
			6310A	CHEVRON - FUEL	99.11	
			6144SC	LOWES - SUPPLIES	211.18	
			6144SC	THE HOME DEPOT - SUPPLIES	76.49	
			1020SC	BANK OF THE WEST		500.24

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3/4/14	EFT	CALPERS	2020SC 1020SC	Invoice: MAR HEALTH 2014 CALPERS	14,383.52	14,383.52
3/7/14	EFT	PAYCHEX, INC.	2020SC 1020SC	Invoice: 2014030501 PAYCHEX, INC.	130.50	130.50
3/7/14	EFT	PAYROLL TAXES	2024A 6012A 1020SC	EMPLOYEE LIABILITES- PPE 03.01.14 EMPLOYER LIABILITES - PPE 03.01.14 PAYROLL TAXES	8,172.50 1,063.63	9,236.13
3/7/14	EFT	CALPERS	2020SC 1020SC	Invoice: SIP PPE 03.01.14 CALPERS	2,905.62	2,905.62
3/7/14	EFT	CALPERS	2020SC 1020SC	Invoice: PPE 03.01.14 CALPERS	9,341.42	9,341.42
3/14/14	EFT	PAYCHEX, INC.	6111A 1020SC	FSA ADMIN FEES - MAR 2014 PAYCHEX, INC.	109.00	109.00
3/17/14	EFT	VERIZON WIRELESS	2020SC 1020SC	Invoice: 9720844334 VERIZON WIRELESS	2,030.89	2,030.89
3/20/14	EFT	PACIFIC GAS & ELECTRIC CO,	2020SC 1020SC	Invoice: 2/11/14 - 3/12/14 PACIFIC GAS & ELECTRIC CO,	737.54	737.54
3/21/14	EFT	PAYROLL TAXES	2024A 6012A 1020SC	EMPLOYEE LIABILITIES - PPE 03.15.14 EMPLOYER LIABILITIES - PPE 03.15.14 PAYROLL TAXES	8,275.04 1,128.73	9,403.77
3/21/14	EFT	PAYCHEX, INC.	2020SC 1020SC	Invoice: 2014031801 PAYCHEX, INC.	144.00	144.00
3/22/14	EFT	CALPERS	2020SC 1020SC	Invoice: SIP PPE 03.15.14 CALPERS	2,905.62	2,905.62
3/22/14	EFT	CALPERS	2020SC 1020SC	Invoice: PPE 03.15.14 CALPERS	9,341.43	9,341.43
3/31/14	EFT	CALPERS	2020SC 1020SC	Invoice: SIP PPE 03.29.14 CALPERS	2,405.62	2,405.62
3/31/14	EFT	CALPERS	2020SC 1020SC	Invoice: PPE 03.29.14 CALPERS	9,341.43	9,341.43
3/31/14	EFT	PAYROLL TAXES	2024A 6012A 1020SC	EMPLOYEE LIABILITIES - PPE 03.29.14 EMPLOYER LIABILITIES - PPE 03.29.14 PAYROLL TAXES	8,446.42 1,117.94	9,564.36
3/20/14	FLORENDO FEB 20	BANK OF THE WEST	6551A 6551A 6551A 6310A 1020SC	SHUTTERSTOCK.COM - POSTERS PARKING CONCEPTS BART - WALNUT CREEK CHEVRON - FUEL (ANDY REIMBURSED SCWA) BANK OF THE WEST	49.00 10.00 20.00 25.00	104.00
3/25/14	FOWLER FEB 2014	BANK OF THE WEST	6230SC 6230SC 6230SC 6230SC 6230SC 6199SC 2025SC 2025SC 1020SC	LOWES - SUPPLIES WALMART - EXTENSION CORD MILE-X EQUIPMENT - BENCH LIGHTING SPECIALTIES - LOWES - SUPPLIES LOWES - SUPPLIES ACCRUED SALES TAX - MILE-X EQUIPMENT ACCRUED SALES TAX - LIGHTING SPECIALTIES BANK OF THE WEST	35.49 26.34 128.37 145.63 420.55 48.52	9.37 8.93 786.60
3/12/14	JONES FE 2014	BANK OF THE WEST	6181SC 6181SC 6230SC 1020SC	CANEVARI BROS LLC - SUPPLIES PACIFIC AUTO SALVAGE - PARTS SOLANO AMERICAN FUEL - FUEL BANK OF THE WEST	146.14 64.80 47.85	258.79
3/25/14	MAROVICH FEB 2	BANK OF THE WEST	6199SC 6199SC 6183SC	LOWES - TOOLS CHEVRON - FUEL AMAZON MKTPLACE PMTS - A.M. LEONARD - SOIL	17.17 71.20 281.97	

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			6183SC	AMAZON MKTPLACE PMTS -	30.83	
				DATAPRODUCTS - TONER		
			6199SC	NUGGET MARKET - RIPARIAN WATER	8.27	
				MEETING		
			6199SC	TMS PINK DOZEN - RIPARIAN WATER	21.45	
				MEETING		
			6199SC	PEETS - RIPARIAN WATER MEETING	17.00	
			6183SC	LOWES - TOOLS FOR NURSERY PLANTING	19.39	
				EVENT		
			6199SC	CHEVRON - FUEL	6.79	
			6199SC	CHEVRON - FUEL	36.26	
			6199SC	PUTAH CREEK CAFE - MEETING	41.81	
			6183SC	LOWES - SUPPLIES	53.89	
			2025SC	ACCRUED TAX - AMAZON MKTPLACE		19.49
				A.M. LEONARD		
			2025SC	ACCRUED TAX - AMAZON MKTPLACE		2.25
				DATAPRODUCTS		
			1020SC	BANK OF THE WEST		584.29
3/25/14	MCLEAN FEB 2014	BANK OF THE WEST	6040A	SHACHIHATA - XSTAMPER - BOD	16.76	
				NAMEPLATES		
			6040A	NAPOLI PIZZERIA - ADVISORY COMM	55.11	
				PIZZA		
			6040A	REMOTELINK INC - WESTSIDE CALL	16.94	
			6040A	SHACHIHATA - XSTAMPER - BOD	16.76	
				NAMEPLATES		
			6040A	TARGET - SUPPLIES	28.67	
			6360A	SHERWOOD TEST PREP - GMAT PREP	529.00	
			6040A	REMOTELINK INC - HCP CALL	16.97	
			6040A	REMOTELINK INC - EXECUTIVE CALL	6.69	
			6040A	NAPOLI PIZZERIA - HCP MEETING	54.27	
			6040A	XSTAMPERONLINE.COM - BOD	14.24	
				NAMEPLATE		
			6040A	REMOTELINK INC - WATER	312.00	
				CONSERVATION CALL		
			6040A	TARGET - DRINKS	55.93	
			6040A	NAPOLI PIZZERIA - ADVISORY COMM	55.11	
			1020SC	BANK OF THE WEST		1,178.45
3/25/14	OKITA FEB 2014	BANK OF THE WEST	6330A	CITYOFSAC PARKING	9.00	
			6330A	CITYOFSAC PARKING	18.00	
			1020SC	BANK OF THE WEST		27.00
3/25/14	PATE FEB 2014	BANK OF THE WEST	6330A	SOUTHWEST - MEETING	462.00	
			6330A	ENTERPRISE RENT-A-CAR - MEETING	220.27	
			6330A	EXXONMOBIL - MEETING	13.27	
			6330A	SAC OF AIRPORT PARKING - MEETING	40.00	
			6330A	COURTYARD BY MARRIOTT - MEETING	460.73	
			6310A	CHEVRON - FUEL	26.77	
			1020SC	BANK OF THE WEST		1,223.04
3/25/14	PHILLIPS FEB 2014	BANK OF THE WEST	6040A	NAPOLI PIZZERIA - BOD MEETING	31.05	
			1020SC	BANK OF THE WEST		31.05
3/25/14	RABIDOUX FEB 21	BANK OF THE WEST	6144N	PACIFIC ACE HARDWARE - PIPE FITTINGS	13.92	
			6330A	ENTERPRISE RENT-A-CAR - RENTAL CAR	263.65	
			6330A	SAC CO AIRPORT PARKING - PARKING	50.00	
			6330A	UNITED - DENVER CONFERENCE	25.00	
				BAGGAGE FEE		
			6330A	7-ELEVEN - FUEL FOR RENTAL CAR	26.32	
			1020SC	BANK OF THE WEST		378.89
3/25/14	SNYDER FEB 2014	BANK OF THE WEST	6042A	WLAMART - SUPPLIES	23.60	
			6310A	CHEVRON - FUEL	33.03	
			6300A	NAPA STORE - SUPPLIES	84.30	
			6310A	CHEVRON - FUEL	59.55	
			6310A	CHEVRON - FUEL	10.74	
			6199SC	SAFeway - COOKIES	5.98	
			1020SC	BANK OF THE WEST		217.20
Total					1,365,031.7	1,365,031.7



ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 10, 2014

SUBJECT: Safe Harbor Agreement for the Restoration and Management of Valley Elderberry  
Longhorn Beetle Habitat

RECOMMENDATION:

Authorize General Manager to execute Agreement with U.S. Fish and Wildlife Service for Safe Harbor to allow planting of elderberry shrubs to promote recovery of Valley Elderberry Longhorn Beetle (beetle), a federally listed species, with assurances to landowners allowing future removal of shrubs above baseline levels without penalty, and flexibility to manage existing shrubs on Putah Creek and its tributaries.

FINANCIAL IMPACT:

No direct costs. Requires annual report for any sites enrolled for duration of agreement or until beetle is delisted, whichever comes first. Eliminates liability for “incidental take” and resolves conservation requirements that would otherwise apply when federal funds are used or federal permits (e.g. 401, 404) are required for sites containing elderberries.

BACKGROUND:

Elderberry shrubs within the range of the beetle (Central California) are generally presumed to be protected habitat. Under the subject Agreement and with willing landowners (Participants), Solano County Water Agency may plant additional elderberry shrubs without incurring additional regulatory burdens for Agency or Participant for “incidental take” if the additional shrubs are removed at a future date. The Agreement streamlines federal permitting and resolves beetle conservation requirements that would otherwise require a biological assessment and mitigation plan and fees up to \$6,000 per shrub. The Agreement ends in the event the beetle is delisted.

Recommended: DN Ok  
David B. Okita, General Manager

☐ Approved as recommended      ☐ Other (see below)

Modification to Recommendation and/or other actions:

I, David B. Okita, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on April 10, 2014 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

David B. Okita  
General Manager & Secretary to the  
Solano County Water Agency

**SAFE HARBOR AGREEMENT FOR THE RESTORATION AND MANAGEMENT OF  
VALLEY ELDERBERRY LONGHORN BEETLE HABITAT CONDUCTED BY  
SOLANO COUNTY WATER AGENCY IN SOLANO AND YOLO COUNTIES, CALIFORNIA**

**1. Introduction**

This Template Safe Harbor Agreement (Agreement) is entered into between Solano County Water Agency and the U.S. Fish and Wildlife Service (Service) (hereinafter collectively called the “Parties.”). While not signatory to this Agreement, non-Federal land owners and managers who elect to enroll their property under the Agreement (Participants) will develop individual Site Plans and be issued individual 10(a)(1)(A) enhancement of survival permits. This Agreement follows the Service’s Safe Harbor Agreement policy (FR 64:32717) and regulations (FR 64:32706), both of which implement section 10(a)(1)(A) of the Endangered Species Act (Act). The main purpose of this Agreement is to provide a net conservation benefit for the federally-threatened valley elderberry longhorn beetle (*Desmocerus californicus dimorphus*) (beetle) through voluntary ecosystem restoration, enhancement and management of native riparian habitats on non-federal lands in Solano and Yolo counties (enrolled properties), while giving assurances to the landowners that no additional future regulatory restrictions will be imposed as a result of their conservation actions.

This Agreement provides a process for Participants to voluntarily contribute to recovery efforts for the beetle without incurring additional regulatory burdens for "incidental take". In exchange for implementing conservation measures that would be expected to benefit the beetle, Participants will be provided with assurances that they will not be subject to future land-use restrictions or additional management requirements if they voluntarily allow activities to benefit the beetle on their enrolled property. It is anticipated that the Solano County Water Agency will implement riparian restoration and management activities that will benefit the beetle on Participant’s lands. Participants may also work with other agencies or entities to implement beneficial actions for the beetle on their lands and they will also be eligible to enroll under this Agreement. In these situations, Solano County Water Agency would have the same responsibilities for enrolled properties, regardless of who funds or conducts the conservation actions. .

This Agreement is a template in that it establishes general guidelines and identifies minimum management responsibilities for non-Federal land owners and managers to participate in the Agreement. In addition, this Agreement documents background biological information on the beetle, net conservation benefits expected from implementation of the Agreement, and the types of land use activities and eligible properties covered by the Agreement. Once this Agreement is signed, the documentation needs and approval process to enroll Participants will be significantly streamlined as they will be able to reference the information and complete the administrative measures encompassed by this Agreement.

This Agreement clarifies management responsibilities and expectations of the Service, the Solano County Water Agency, and prospective Participants and will serve as the basis

for the Service to issue Federal enhancement of survival permits (permits) to Participants pursuant to section 10(a)1(A) of the Act. To receive a permit, each prospective Participant will need to complete and submit to the Service a Federal Fish and Wildlife Permit Application Form (available from the Service upon request). Once issued, permits will authorize incidental take of the beetle that are above the baseline conditions of their enrolled property. In addition to submitting a permit application, each prospective Participant to this Agreement will also need to develop a Site Plan that identifies the specific property to be enrolled and documents the baseline conditions, existing and, as available, proposed future land-use activities, and agreed-upon conservation measures that would be expected to benefit the beetle on the enrolled property. An example Site Plan is provided as Attachment 1. Each prospective Participant and the Service will need to agree upon and sign a completed Site Plan, which will become a legally binding document at the time of permit issuance to the Participant. Each Site Plan will remain within the scope of, and tier to, this Agreement.

## **2. Biology and Current Status of the Valley Elderberry Longhorn Beetle**

The beetle was listed as a threatened species in 1980 (Service 1980). The valley elderberry longhorn beetle is a medium sized (0.8 inch long) beetle that is endemic to the Central Valley of California. The beetle is found only in association with its host plant, elderberry shrubs (*Sambucus* sp.). Adult valley elderberry longhorn beetles are sexually dimorphic with females having dark metallic green to black wing covers with a bright red border and males having predominantly red wing covers with four dark spots. Adults feed on the foliage and perhaps flowers of elderberry and are present from March through early June. During this period the beetles mate, and females lay eggs on living elderberry plants. The larvae bore to the center of elderberry stems where they develop for one to two years feeding on the inside of the stem. After one to two years the larvae metamorphose into pupae and then into adults when they emerge between mid-March and June (Barr 1991).

At the time of its listing in 1980, the beetle was known from less than 10 locations on the American River, Putah Creek and the Merced River in the Central Valley of California (Service 1980). The beetle is now known to occur in the Central Valley from southern Shasta County south to Fresno County in the San Joaquin Valley (Barr 1991).

At the time of listing, habitat destruction was identified as one of the most significant threats to the beetle based on the 90 percent loss of riparian habitat in the Central Valley (Barr 1991). Riparian habitat loss has resulted in fragmented and isolated remnants of valley elderberry beetle habitat. Sub-populations of the animal confined to small habitat areas are likely vulnerable to extirpation from random, unpredictable environmental, genetic, and demographic events (Schonewald-Cox *et al.* 1983). The distances between subpopulations and the beetles' limited dispersal ability may make recolonization difficult if local extirpation occurs (Collinge *et al* 2001; Talley 2005; Service 2006).

## **3. Description of Enrolled Lands**

Properties eligible to enroll under this Agreement include all properties that are adjacent

to Putah Creek and tributaries consisting of Thompson Canyon, Cold Creek, Apricot Draw, Dry (Enos) Creek, Pleasants Creek, Pleasant (McEwen) Creek and additional unnamed tributaries and the main channel of Putah Creek from Monticello Dam to the Yolo Bypass in Solano and Yolo counties. The total riparian area eligible under this Agreement is approximately 2,000 acres (figure 1).

#### **4. Baseline**

The Service and each prospective Participant must concur with the baseline determination for the property being considered for enrollment prior to its inclusion under this Agreement. Upon request, the Service and/or the Solano County Water Agency will provide technical assistance to prospective Participants to help determine their baseline conditions. The baseline survey for the beetle will document the following:

1. The number of elderberry shrubs having one or more stems that are 1-inch or greater in diameter at the base on the enrolled property at the time the Agreement is signed;
2. A map of all elderberry shrub locations on the enrolled property;
3. Observations of any beetle emergence holes in elderberry stems; and
4. A description of existing riparian habitat and other associated waterways.

Participants may withdraw from the Agreement and leave the habitat enhancement intact, or return their properties to baseline conditions. Participants must give the Service prior notice of at least 30 days to provide an opportunity to relocate, if appropriate, any affected elderberry shrubs. Withdrawal from the program will extinguish the Take authority and assurances provided to the Participant.

#### **5. Habitat Management Activities**

Habitat loss and fragmentation is the primary threat to this species. Beneficial activities, such as those described below, will result in the establishment of habitat for the valley elderberry longhorn beetle. These beneficial activities support recovery objectives specified in the *Recovery Plan for the Valley Elderberry Longhorn Beetle* by restoring and managing habitat sites within the presumed historical range of the species. Specific activities will include:

1. Planting elderberry shrubs as part of riparian restoration efforts on enrolled properties. These restoration efforts will provide new habitat for the beetle as well as connect remnant patches of riparian habitat and increase landscape connectivity for valley elderberry longhorn beetles.
2. Allowing for the passive establishment of elderberry shrubs within newly created and remnant riparian corridors.

3. Removing non-native, invasive plant species such as Himalayan blackberry (*Rubus armeniacus*), tree of heaven (*Ailanthus altissima*), and arundo (*Arundo donax*). These plant species may out-compete elderberry shrubs.
4. Implementing avoidance and minimization measures to reduce likelihood that valley elderberry longhorn beetles will be incidentally harmed, harassed, or killed during riparian restoration activities. Avoidance and minimization measures will generally include the following, but will be tailored specifically for each Site Plan:
  1. Any elderberry shrubs beyond existing baseline that need to be removed for maintenance or land management purposes will be transplanted to another biologically appropriate area on the property. Shrubs should be transplanted when they are dormant (approximately November through February). This measure may be waived by the Service if transplanting an elderberry shrub is deemed infeasible.
  2. *Herbicide use conditions*
    - A. Herbicide applications within 20 feet of elderberry shrub driplines will be limited to glyphosate applied by hand-held equipment in the dormant season only; or cut stump/frill treatments with triclopyr when ambient temperatures are below 90 degrees; or stem injection treatments of imazapyr in any season.
    - B. Except as noted in condition 1, elderberry shrubs within 100 feet of herbicide applications will be flagged prior to application.
    - C. No herbicide applications will be made within 100 feet of elderberry shrub driplines when winds exceed 5 mph in the direction of shrubs.
  3. Elderberry shrubs within 20 feet of sites to be mowed will be clearly marked with flagging tape prior to mowing. Mowing within 5 feet of driplines will be performed with hand held equipment only.
  4. Elderberry shrubs within 10 feet (dripline) of access trails will be fenced along the ramp/trail to deter mechanical injury.

## **6. Routine and Ongoing Activities on the Property**

This section outlines the anticipated activities that the prospective Participants are expected to conduct on the enrolled properties that would be covered under 10(a)(1)(A) permits associated with this Agreement. Routine and ongoing activities are expected to include existing agriculture production, ranching, recreation (hunting, fishing, etc.), property upkeep, landscaping, and removal of trash, deadfall weed residues, and storm debris. Other activities not listed here, but similar in nature, would also be covered if

deemed appropriate by the Service. If herbicides or insecticides are utilized for agriculture production or other activities on lands adjacent to proposed beetle habitat restoration sites, it may be determined by the Service that a net conservation benefit for the beetle may not be achieved unless avoidance measures are implemented that will reduce these threats to a level that results in a net conservation benefit.

## **7. Site Plans**

Participants will work with the Solano County Water Agency and the Service to develop a Site Plan. A template Site Plan is included in Attachment 1. Site Plans will be signed by the Participant and the Service. Upon finalization of the Site Plan, the Service will issue a 10(a)(1)(A) permit to the Participant and provide a copy of the final Site Plan to the Solano County Water Agency. Each Participant will be responsible for implementing the conservation measures that have been agreed to in their Site Plan as well as complying with all other requirements identified in this Agreement. At a minimum, each Site Plan will provide the following information:

- a. Accurately identify the property to be enrolled under this Agreement by providing a legal description and map of property boundaries, listing total acreage, delineating existing habitat conditions, and documenting ownership, management and lease authorities, as applicable.
- b. Document the baseline conditions for the covered species on the enrolled property (see section 4 of this Agreement).
- c. Describe the conservation measures that will be undertaken on the enrolled property to achieve the expected net conservation benefit(s) for the covered species (see section 5 of this Agreement).
- d. Identify the existing land-use activities that could result in incidental take of the beetle on the enrolled property (see section 6 of this Agreement).
- e. Identify the term of the Site Plan and requested permit (up to 20 years, but no longer than the duration of this Agreement).

Participants may elect to renew Site Plans prior to expiration. The Service will re-evaluate a Site Plan upon a Participant's notice of intent to renew to determine whether the Site Plan will continue to provide a net conservation benefit for the beetle. If so, and with written concurrence of the Participant, the Service will renew their Site Plan, with or without modifications appropriate, and amend their associated Permit, provided that the duration of any permit amendment will not exceed the duration of this Agreement.

The Service and Participant may agree to modify the conservation measures set forth in the Participant's Site Plan if the Service determines that such modifications do not change the Service's prior determination that the measures are reasonably expected to provide a net conservation benefit to the beetle. Additional or different conservation measures to be undertaken by a Participant will not be added without the Participant's

consent.

## **8. Other Responsibilities of the Parties**

### The Solano County Water Agency will:

1. Ensure that annual monitoring is conducted by a qualified person, as agreed upon by the Service and Solano County Water Agency. Annual reports will be provided to the Service by December 31<sup>st</sup> of each year that 10(a)(1)(A) permits and this Agreement are in effect. The annual monitoring report will provide the following information:
  - a. A description of the condition of the habitat being managed on each enrolled property and determine if conservation activities could be modified to improve success.
  - b. The number of Participants and total acres of property enrolled under this Agreement.
  - c. A summary of overall baseline conditions and an estimate of all authorized incidental take that occurred on enrolled properties (including any that resulted from Participant's return to baseline conditions).
  - d. Notification to the Service of exit holes and any living individuals or dead specimens of valley elderberry longhorn beetles observed during monitoring activities on the enrolled properties.
  - e. Notification to the Service if Participants are not in compliance with this Agreement or their associated Site Plans or permits, and identified measures to bring any such Participants back into compliance.
  - f. Any other additional information that may be required or appropriate for monitoring of this Agreement and the associated Site Plans and permits.
2. Provide technical assistance to prospective Participants to help establish their baseline conditions and to identify appropriate conservation measures for their properties being considered for enrollment. The Solano County Water Agency will recommend adaptive management measures to Participants, as applicable to avoid or minimize future above-baseline incidental take.

### The Service will:

1. Upon execution of the Agreement, issue to Participants a permit in accordance with Section 10(a)(1)(A) of the Act.
2. Provide technical assistance to Participants in the development of Site Plans, when requested.
3. Ensure adequate monitoring through review of the annual report prepared by the Solano County Water Agency.

4. Provide Solano County Water Agency with copies of all final Site Plans upon their execution.

Participants will:

1. Follow the measures described in this Agreement and their individual Site Plan and permit.
2. Notify the Service and Solano County Water Agency 30 days prior to any planned activity that they reasonably anticipate will result in destruction of an elderberry shrub on the enrolled property, and provide the Service or other mutually agreed-upon entity access and opportunity to relocate any affected elderberry shrubs if feasible to do so.

## **9. Net Conservation Benefits to Species**

This Agreement supports recovery objective number 5 listed in the Recovery Plan for the Valley Elderberry Longhorn Beetle (Service 1984) by restoring and maintaining habitat, managing habitat conditions by removing exotic species, and temporarily protecting habitat restoration sites. It is anticipated that the Participants will allow the Solano County Water Agency to restore native plant species, including elderberry shrubs, which will encourage colonization of the valley elderberry longhorn beetle, as well as provide habitat for other species. Additionally, monitoring activities will support more extensive documentation of extant populations.

The Service has determined that the conservation measures, as described in this Agreement, will be reasonably expected to provide a net conservation benefit to the valley elderberry longhorn beetle. The Service has also determined that the duration of the Agreement and associated 10(a)(1)(A) permit will be reasonably expected to be sufficient to achieve these net conservation benefits.

## **10. Neighboring Landowner Agreements**

The purpose of this section is to enable neighboring landowners to receive certain regulatory assurances if lands adjacent to theirs are enrolled and attract listed species that may disperse onto their property. Landowners who own land that abuts and is immediately adjacent to an Enrolled Property may, without committing to undertake any management activities described in Section 5 on such adjoining land, secure the incidental take authority conferred by the Permit issued by the Service to the landowner, provided: (1) the adjoining landowner enters into a written agreement with the Service; (2) the written agreement specifies the Baseline Conditions (determined by a Qualified Person) on the adjoining property; and, (3) activities resulting in incidental take on the adjoining property are consistent with maintaining the Baseline Conditions on the original Enrolled Property and do not negate the net conservation benefit of the original Agreement.



## **11. Agreement and Take Authorization Duration**

The Agreement becomes effective upon signing by the Service and Solano County Water Agency, and will be in effect for 20 years. This Agreement may be extended by mutual consent of the Service and the Solano County Water Agency. The Service will issue the 10(a)(1)(A) Enhancement of Survival Permit to Participants. The duration of individual permits will be long enough to result in a net conservation benefit to the beetle and will not be longer than the duration of this Agreement. Authorization of take of the beetle begins upon initiation of conservation measures on the enrolled properties. Participants may opt out of this Agreement at any time without penalty.

## **12. Assurances Regarding Take**

Provided that Take is consistent with maintaining the Baseline conditions identified for the enrolled property, Participants and Solano County Water Agency are authorized to take the valley elderberry longhorn beetle incidental to otherwise lawful activities in the following circumstances:

1. Implementing the beneficial activities (identified in Section 5 of this Agreement) on the enrolled properties.
2. Conducting ongoing activities on the enrolled property (identified in section 6 of this Agreement).
3. Returning the Enrolled Property to Baseline conditions.

As used herein, “incidental” Take refers to the unintentional or unavoidable killing or injuring of the valley elderberry longhorn beetle in the course of carrying out routine and ongoing activities. Nothing herein authorizes Participants to capture, collect, or deliberately kill or injure the valley elderberry longhorn beetle.

## **13. Modifications**

A. Modification of the Agreement. Either the Service or the Solano County Water Agency may propose amendments to this Agreement by providing written notice to, and obtaining the written concurrence of, the other Party. Such notice shall include a statement of the proposed modification, the reason for it, and its expected results. The Parties will respond to proposed modifications within 60 days of receipt of such notice. Proposed modifications will become effective upon the other Parties’ written concurrence.

### **B. Termination of the Agreement or permits**

Termination of the Agreement by the Solano County Water Agency: The Solano County Water Agency may terminate this Agreement for any circumstances by giving written

notice not less than 90 days in advance to the Service. In such circumstances, the Service will work with the individual Participants to identify mutually agreed-upon entities that can conduct monitoring activities or perform other responsibilities described in this Agreement.

Termination of 10(a)(1)(A) permits and Site Plans by the Participant: Participants may terminate the permit and site plan for any circumstances by giving written notice not less than 30 days in advance to the Service. If the Participant plans to return the enrolled property to baseline conditions, the Participant will give the Service or Solano County Water Agency the opportunity to transplant elderberry shrubs to another site over the 30-day period. Withdrawal from the program will extinguish the Take authority and assurances provided to the Participant.

Take Authorization Suspension or Revocation by the Service: The Service may suspend or revoke the Take authorization for cause in accordance with the laws and regulations in force at the time of such suspension or revocation. The Service will give at least 90 days advance notice of the suspension or revocation, and give Participants an opportunity to cure any defaults.

C. Baseline Adjustment. The Baseline conditions for the enrolled properties may, by mutual agreement of the Parties and the Participant, be adjusted if, during the term of the Agreement and for reasons beyond the control of the Participant (e.g., floods, fires, or acts of vandalism) or as an unintended result of properly-implemented management activities, the Baseline conditions are reduced from what they were at the time the Agreement was negotiated. Such a modification shall follow the procedures described in Section 13.A above.

D. New Listings of Species. In the event that a species not authorized for Take in association with this Agreement is subsequently listed as candidate or threatened or endangered under the Act, the Parties may consider amending the Agreement to add the newly-listed species as a Covered Species. The amendment of the Agreement shall determine the method to determine baseline conditions for the subsequently listed species in a manner agreed upon by the Service and the Solano County Water Agency. Once the Agreement is amended to add the new covered species, Participants may request that their Site Plan be updated to reflect the added covered species, baseline amount, any additional conservation measures, etc.

## **14. Other Measures**

A. Remedies. No party shall be liable in monetary damages for any breach of this Agreement, any performance or failure to perform an obligation under this Agreement or any other cause of action arising from this Agreement.

B. Dispute Resolution. The Parties agree to work together in good faith to resolve any disputes. Modification to the Agreements shall follow the procedures detailed in Section 10.A above. For disputes other than modifications, the Parties agree to meet and confer

within 30 days of a request by any Party. If necessary, the Parties agree that a mutually agreed upon arbitrator may be used to solve the dispute.

C. Succession and Transfer. If Participants transfer their interest in the enrolled property to another non-Federal entity, the Service will regard the new owner or manager as having the same rights and responsibilities with respect to the enrolled property as the Participant, if the new owner or manager wishes to enter into a new safe harbor agreement with the Service.

D. Availability of Funds. Implementation of this Agreement is subject to the requirements of the Anti-Deficiency Act and the availability of appropriated funds. Nothing in this Agreement will be construed by the Parties to require the obligation, appropriation, or expenditure of any funds from the U.S. Treasury. The Parties acknowledge that the Service will not be required under this Agreement to expend any Federal appropriated funds unless and until an authorized official of that agency affirmatively acts to commit to such expenditures as evidenced in writing.

E. No Third-Party Beneficiaries. This Agreement does not create any new right or interest in any member of the public as a third-party beneficiary, nor shall it authorize anyone not a party to this Agreement to maintain a suit for personal injuries or damages pursuant to the provisions of this Agreement. The duties, obligations, and responsibilities of the Parties to this Agreement with respect to third parties shall remain as imposed under existing law.

F. Other Laws. This Agreement and activities conducted under it are subject to all applicable Federal, State, and local laws and regulations.

G. Notices and Reports. Any notices and reports, including monitoring and annual reports will be delivered to:

Sacramento Fish and Wildlife Office  
Safe Harbor Agreement Coordinator  
2800 Cottage Way, Room W-2605  
Sacramento, California, 95825

IN WITNESS WHEREOF, THE PARTIES HERETO have executed this Safe Harbor Agreement to be in effect as of the date that the Service issues the Enhancement of Survival permit.

\_\_\_\_\_  
David Okita, General Manager  
Solano County Water Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Supervisor, Sacramento Field Office  
U.S. Fish and Wildlife Service

\_\_\_\_\_  
Date

## Literature Cited

- Barr, C.B. 1991. The distribution, habitat, and status of the valley elderberry longhorn beetle *Desmocerus californicus dimorphus* Fisher (Insecta: Coleoptera: Cerambycidae). U.S. Fish and Wildlife Service, Sacramento, California. 134 pp.
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- Halstead, J. A., and J. A. Oldham. 1990. Revision of the nearctic *Desmocerus* Audinet-Serville with emphasis on the federally threatened valley elderberry longhorn beetle (Coleoptera: Cerambycidae). Environmental Section Staff Report, Kings River Conservation District, Fresno, California.
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- Talley, T.S. 2005. Spatial ecology and conservation of the Valley elderberry longhorn beetle. Ph.D. dissertation. University of California, Davis, California.
- Talley, T. S., D. A. Piechnik, and M. Holyoak. 2006. The effects of dust on the federally threatened Valley elderberry longhorn beetle. *Environmental Management* 37:647-658.
- U.S. Fish and Wildlife Service (Service). 1980. Listing the valley elderberry longhorn beetle as a threatened species with critical habitat. **Federal Register** 45:52803-52807.
- \_\_\_\_\_. 1984. Valley elderberry longhorn beetle recovery plan. Portland, Oregon. 62 pp.
- \_\_\_\_\_. 2006. Valley elderberry longhorn beetle (*Desmocerus californicus dimorphus*) 5-year review: summary and evaluation. Sacramento Fish and Wildlife Office.

## ATTACHMENT 1

### EXAMPLE

#### SITE PLAN

For The Template Safe Harbor Agreement for the Valley Elderberry Longhorn Beetle  
(*Desmocerus californicus dimorphus*)

### 1. Introduction

This Site Plan for the Template Safe Harbor Agreement (Agreement) for the valley elderberry longhorn beetle (beetle) is between {insert name} (Participant) and the U.S. Fish and Wildlife Service (Service). This Site Plan, combined with the measures prescribed by the Agreement, may serve as the basis for the Service to issue a Federal enhancement of survival permit (Permit) to the above named Participant pursuant to section 10(a)(1)(A) of the Endangered Species Act of 1973, as amended (ESA). The Agreement is between the Service, the Solano County Water Agency, and, through their respective Site Plans, Participants. The joint and respective responsibilities of the Service and the Solano County Water Agency are detailed in the Agreement. The terms of the Agreement are hereby incorporated by reference.

This Site Plan documents site-specific information detailing the Participant's enrolled property, including the location and management authority of the property, its baseline conditions, existing and, as available, proposed future land-use activities, and the duration of this Site Plan and requested permit. This Site Plan also documents the agreed-upon conservation measures to be undertaken by the Participant on the enrolled property that are expected to benefit the beetle. Additional responsibilities of the Participant that address future, routine management of this Site Plan and the associated permit (e.g., modification, renewal, transfer, and termination) may be found in the Agreement and Permit. These additional responsibilities apply to all Participants enrolled under the Agreement, and are hereby incorporated by reference.

### 2. Enrolled Property

Identify the property to be enrolled under the Agreement by providing a legal description and map of property boundaries, listing total acreage, and documenting ownership, management and lease authorities.

### 3. Description of Baseline Conditions

Describe the baseline conditions of the property to be enrolled {as identified in section 4 of the Agreement). As applicable, include a map showing the locations of various habitat types, areas occupied by the beetle, and/or other pertinent information (such as roadways, agricultural lands, structures, etc.).

### 4. Conservation Measures and Responsibilities of the Participant

Identify the site-specific conservation measures that will be implemented on the enrolled property and document any associated responsibilities of the Participant.

## **5. Site Plan Duration**

Identify the term of this Site Plan and requested Permit). The term cannot exceed the 20-year duration of the Agreement (i.e., 2033).

## **6. Management Activities**

List and describe the Participant's ongoing and, as available, planned future management activities (such as those associated with ranching, farming, recreation, residential upkeep, conservation programs for the beetle or other species, to be covered by this Site Plan and the associated permit).

## **7. Reporting and Notification**

Identify the obligations of the Participant with respect to reporting and notification requirements associated with this Site Plan. Minimal reporting and notification obligations are expected of Participants to the Agreement. However, Participants are required to allow the Solano County Water Agency, or other agreed upon entity, access to conduct monitoring as required by the Agreement, and Participants understand that the Solano County Water Agency is responsible for implementing the notification requirements described in the Agreement.

Reports and notifications required by this Site Plan shall be delivered to the appropriate party, as follows:

Insert Participant's address, phone number, and/or other contact information.

Sacramento Fish and Wildlife Office  
Safe Harbor Agreement Coordinator  
2800 Cottage Way, Room W-2605  
Sacramento, California, 95825

## **8. Regulatory Assurances**

Upon signing this Site Plan and issuance of the associated permit, the Service provides the Participant with the following regulatory assurances:

The Service and Participant may agree to modify the conservation measures set forth in this Site Plan if the Service determines that such modifications do not change the Service's prior determination that the measures are reasonably expected to provide a net conservation benefit to the beetle. However, the Service may not require additional or different conservation measures to be undertaken by the Participant without their consent.

Provided that Take is consistent with maintaining the Baseline conditions identified for the enrolled property, Participants and Solano County Water Agency are authorized to take the valley elderberry longhorn beetle incidental to otherwise lawful activities in the following circumstances:

1. Implementing the beneficial activities (identified in Section 5) on the enrolled properties.

2. Conducting riparian restoration management activities on the enrolled property.
3. Conducting ongoing activities on the enrolled property (as described in section 6 of the Agreement).
4. Returning the Enrolled Property to Baseline conditions.

As used herein, “incidental” Take refers to the unintentional or unavoidable killing or injuring of the valley elderberry longhorn beetle in the course of carrying out routine and ongoing activities. Nothing herein authorizes Participants to capture, collect, or deliberately kill or injure the valley elderberry longhorn beetle.

## **9. Authorizing Signatures**

IN WITNESS WHEREOF, the Participant and Service have caused this Site Plan to be executed on the day and year set forth following their signatures. This Site Plan will be effective and binding on the date of Permit issuance.

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Participant

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Date

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Field Supervisor, Sacramento Field Office  
U.S. Fish and Wildlife Service

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Date

ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 10, 2014

SUBJECT: San Francisco Bay Area Integrated Regional Water Management Plan (IRWMP)

RECOMMENDATIONS:

Adopt Resolution 2014-1 approving the updated San Francisco Bay Area Integrated Regional Water Management Plan.

FINANCIAL IMPACT:

No financial impact from adopting the updated Plan. The Water Agency is participating in both Round 1 and Round 2 of the IRWMP grant. Adoption of the Plan is required to receive IRWMP implementation grant funds. SCWA is a recipient of grants funds.


BACKGROUND:

The original Bay Area IRWMP was adopted by SCWA in December 2006.

In 2011, the Bay Area IRWMP began undergoing updates to meet the Department of Water Resources guidelines under Proposition 84. The Bay Area IRWMP was successful in obtaining a Proposition 84 Planning Grant to help fund the update. The updated Bay Area IRWMP was completed in September of 2013 and is currently being reviewed by the Department of Water Resources for compliance with the 2012 Integrated Regional Water Management guidelines for Proposition 84 and 1E.

Plan adoption is required by all members of the Bay Area IRWMP and by all grant applicants to the state's IRWMP Program for current and future funding. SCWA is currently receiving IRWMP grant funding under Round 1 and was awarded Round 2 grant funding on February 4, 2014. SCWA will also submit a proposal for IRWMP Round 3 grant funding.

☒ Continued on Next Page

Recommended:   
David B. Okita, General Manager

☐ Approved as recommended

☐ Other (see below)

Modification to Recommendation and/or other actions:

I, David B. Okita, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on April 10, 2014 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

David B. Okita  
General Manager & Secretary to the  
Solano County Water Agency  
Apr.2014.It5D.doc



## **Agenda Item No. 5D**

The Bay Area IRWMP is not intended to duplicate existing and ongoing plans, but to better integrate these efforts, and utilize the results and findings of the existing plans to put forward the projects needed to address IRWMP goals and objectives. The IRWMP provides a framework to improve collective understanding and to take actions to collaboratively address the many major water-related challenges, needs and conflicts within the region through the 20-year planning horizon (2013-2033). The array of goals, objectives, selected resource management strategies, and prioritized projects of the IRWMP represent a collective view of how to improve integrated water resources management throughout the region. As regional goals, objectives, and priorities evolve over time, the IRWMP will be adapted to meet the changing needs of the region.

Additional information on the IRWMP can be found at: <http://bairwmp.org>

**RESOLUTION NUMBER 2014-1**

**RESOLUTION OF THE SOLANO COUNTY WATER AGENCY**

**RESOLUTION OF THE SOLANO COUNTY WATER AGENCY  
ADOPTING THE SAN FRANCISCO BAY AREA  
INTEGRATED REGIONAL WATER MANAGEMENT PLAN  
PURSUANT TO THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY,  
FLOOD CONTROL, RIVER AND COASTAL PROTECTION BOND ACT OF 2006  
(PROPOSITION 84)**

WHEREAS, the State electorate approved multiple statewide bond measures since 2000, including Propositions 50 and 84, to fund water and natural resource projects and programs, including Integrated Regional Water Management (IRWM); and

WHEREAS, the benefits of integrated planning for water resources management activities include increased efficiency or effectiveness, enhanced collaboration across agencies and stakeholders, and improved responsiveness to regional needs and priorities; and

WHEREAS, state statute and guidelines required that an IRWM Plan be adopted by the governing boards of participating agencies before IRWM grant funds would be provided for water resources management projects that are part of the IRWM Plan; and

WHEREAS, several of the participating agencies in the Bay Area jointly submitted an IRWM grant application for state consideration where a condition for funding required the Bay Area IRWM Plan to be adopted by January 1, 2007; and

WHEREAS, the Bay Area agencies that received funding in previous grant rounds did adopt the Bay Area IRWM Plan before such funds were received; and

WHEREAS, more recent state statutes and guidelines require that the Bay Area IRWM Plan be updated before agencies may receive future IRWM grant funding; and

WHEREAS, a grant was received to update the Bay Area IRWM Plan, that Plan having been completed in the fall of 2013 and approved by the Department of Water Resources in the Summer of 2014; and

WHEREAS, a series of workshops were held on the initial Bay Area IRWM Plan and recently the Plan Update to provide stakeholders, including Bay Area local governments, an opportunity to ask questions, provide comments and make recommendations; and

WHEREAS, the Draft Bay Area IRWM Plan Update was posted on the internet and made available for public comment; and

WHEREAS, the Bay Area IRWM Plan Update before the Board for consideration incorporates changes based on comments received during the public review period in the areas of environmental justice, technical project data, and other elements of the Plan; and periodically updating the Bay Area IRWM Plan as conditions warrant, providing funding and resources are available to carry out these activities; and

WHEREAS, adoption of the Bay Area IRWM Plan Update does not entail a direct commitment of resources and implementation of each project, as such will be the responsibility of the project proponent and any applicable project partners, and there is no joint commitment or responsibility by the Bay Area IRWM Plan Update participants to implement any or all of the projects; and

WHEREAS, the Bay Area IRWM Plan Update provides an implementation framework that calls for tracking accomplishments, developing lists of prioritized projects and

WHEREAS, the Board of Directors has reviewed the Bay Area IRWM Plan Update and determined that it is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines §15262 and §15306 because the IRWM Plan Update consists of basic data collection that would not result in the disturbance of any environmental resource and involves planning studies for possible actions that the participating agencies have not yet approved; and

WHEREAS, the IRWM Plan Update is meant to be complementary to participating agencies’ individual plans and programs and does not supersede such plans and programs, and adoption of the IRWM does not prohibit or effect in any way a participating agencies’ planning efforts separate from the IRWM Plan; and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors does hereby adopt the Bay Area IRWM Plan Update.

Approved and Adopted on the 10<sup>th</sup> day of April, 2014. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by SOLANO COUNTY WATER AGENCY following a roll call vote:

Ayes:

Noes:

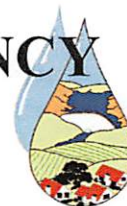
Abstain:

Absent:

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David B. Okita, Secretary to the  
Board of Directors of the  
Solano County Water Agency


# SOLANO COUNTY WATER AGENCY



## MEMORANDUM

Agenda Item No. 7

**TO:** Board of Directors

**FROM:** David B. Okita, General Manager 

**DATE:** April 10, 2014

**SUBJECT:** April General Manager's Report

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Top priority for SCWA staff has been to develop the project to connect the Putah South Canal to the North Bay Aqueduct to provide emergency water service to Napa County cities if the North Bay Aqueduct gets curtailed or shut down this summer. Vallejo and Benicia may also need to use the connection for high summer demand periods. The engineering of the connection is relatively simple. However, the agreements and permits necessary to implement the project are considerable. I am working on 13 such documents to implement the connection. This project has been very time consuming for SCWA staff.

Rainfall for February, March and April are near normal, so this has softened the impact of the drought. 2014 will no longer be the driest year on record. However, our State Water Project allocation of zero is unlikely to change, but it is now more likely that we can pump our prior year carryover at the North Bay Aqueduct for a longer period of time. Lake Berryessa storage has not increased much this year, but the rains are helpful to delay the decline in storage. Napa cities have confirmed that they still want SCWA to pursue the connection project as a contingency for a possible North Bay Aqueduct shutdown this summer.

No decision on Delta barriers has been made yet. Regardless of whether the barriers go in, we will be monitoring for any salt water intrusion this summer.

If you have any questions, please contact me at 455-1103 or [dokita@scwa2.com](mailto:dokita@scwa2.com).

Apr.2014.It7.mem.doc

P.O. Box 349 • 6040 Vaca Station Road, Building 84  
Elmira, California 95625-0349  
Phone (707) 451-6090 • FAX (707) 451-6099  
[www.scwa2.com](http://www.scwa2.com)



Time Period Covered: March 2014

**REPORT OF CONSTRUCTION CHANGE ORDERS  
AND CONTRACTS APPROVED BY GENERAL  
MANAGER UNDER DELEGATED AUTHORITY**

**Construction Contract Change Orders (15% of original project costs or \$50,000, whichever is less)**

**Construction Contracts (\$30,000 and less)**

Summit Crane Inc. – Putah South Canal Headworks Screens - \$10,000

**Professional Service Agreements (\$30,000 and less)**

Global Diving and Salvage – Putah South Canal Screens - \$8,000

**Non-Professional Service Agreements (\$30,000 and less)**

**Construction contracts resulting from informal bids authorized by SCWA Ordinance**

Note: Cumulative change orders or amendments resulting in exceeding the dollar limit need Board approval.

**ACTION OF  
SOLANO COUNTY WATER AGENCY**

**DATE:** April 10, 2014

**SUBJECT:** Drought Measures

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RECOMMENDATIONS:

- A. Adopt Resolution 2014-2: Resolution Regarding Water Supplies for Napa County Flood Control & Water Conservation District and Solano Cities.
- B. Approve Contract Principles for agreement with Napa County Flood Control and Water Conservation District and authorize General Manager to negotiate and execute the agreement based on the Principles.
- C. Authorize General Manager to execute all documents necessary to implement project including with the State Water Resources Control Board, United States Bureau of Reclamation, California Department of Water Resources and contractors.
- D. Authorize General Manager to execute agreements with Solano Project participating Agencies to provide water supply for the project and possible use of the project.
- E. Authorize General Manager to execute an agreement with the City of Benicia for purchase of Solano Project Water Supply.

FINANCIAL IMPACT:

All SCWA costs will be reimbursed by the users of the water supply and facilities.

☒ Continued on Next Page

Recommended: David B. Okita  
David B. Okita, General Manager

☐ Approved as  
recommended

☐ Other  
(see below)

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Modification to Recommendation and/or other actions:

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I, David B. Okita, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on April 10, 2014 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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David B. Okita  
General Manager & Secretary to the  
Solano County Water Agency

## Agenda Item No. 8

### BACKGROUND:

Due to drought conditions this year, a summer water supply from the North Bay Aqueduct (NBA) is uncertain. The State Water Project (SWP) 2014 allocation is zero, but cities have SWP carryover water from 2013 that could be used over the summer. Environmental and water quality constraints at the NBA result in a risk that the NBA could be shut down sometime in the summer. The four Solano cities (Benicia, Vallejo, Fairfield and Vacaville) have a 100% water supply from the Solano Project. Benicia needs to purchase additional Solano Project supply to make up for the SWP shortfall. Vallejo and Benicia have limits to how much Solano Project water they can transport to their treatment plants during high summer demand periods.

Cities in Napa County are particularly vulnerable to SWP shortages. Napa cities have requested assistance from SCWA to provide them with Solano Project water if the NBA is curtailed or shut off this summer. At the March Board meeting, the Board gave direction to staff to pursue what can be done to help Napa cities. At the joint meeting between Napa County Flood Control and Water Conservation and SCWA, that request was reiterated.

Staff has been working with the Napa cities, the SWP and the US Bureau of Reclamation to develop a temporary emergency connection between the Putah South Canal of the Solano Project and the NBA. The connection will principally be used by Napa agencies, but Benicia and Vallejo may need to use it during peak summer demand periods. We have identified a feasible project and are starting the permitting and approval process. A series of agreements are necessary to implement the project.

The timing of the need for the connection project is uncertain, but could be as soon as June 1. If this is the case we need to expedite the agreements to be able to contract with a vendor to install the connection to meet the deadline. Due to the urgent conditions, staff is asking the Board to authorize the General Manager to execute agreements with various parties based on Board approved principles. Since the agreements will require others to pay all costs associated with the project there is no financial liability to SCWA. The agreements will be drafted by our attorney, Jeanne Zolezzi, and will be reviewed and approved by the other parties. Attached is a listing of the agreements and the agreement principles associated with each agreement.



## DROUGHT PROJECT AGREEMENTS AND AGREEMENT PRINCIPLES

- 1. SCWA – USBR: Land Use Agreement, a standard USBR agreement for use of USBR Solano Project facilities.** This agreement will allow a pipeline to transport Solano Project water from the Putah South Canal to the NBA.
- 2. SCWA - USBR: Water Supply Contract amendment to allow a one year change in the contract “Place of Use” to allow Solano Project water to go to Napa.**
- 3. SCWA-DWR-Napa: Agreement from DWR to allow Solano Project water to be put into the North Bay Aqueduct, including modifications to the NBA to make the connection.**
- 4. State Water Resources Control Board Temporary Urgency Order: Temporary change is water rights place of use for Solano Project water to be used in Napa.**
- 5. SCWA- UC Davis, Solano Irrigation District and Vacaville: Agreement to provide water to Benicia and Napa.**

Principles:

- A. SCWA to pay \$600/AF for water going to Napa; \$200/AF for water going to Benicia
- B. Three sellers share equally in all water sold to Napa and Benicia

- 6. SCWA-Benicia: Agreement to sell Solano Project water to Benicia and use of connection project.**

Principles:

- A. Benicia buys Solano Project water from SCWA at \$200/AF
- B. Purchased water, if not used will be stored in Lake Berryessa under same terms as Solano Project carryover.
- C. Benicia pays a prorated share of connection project costs (same cost components as Napa) based on water volume transported by the connection if used.

- 7. SCWA – contractor: Agreement with a vendor to provide temporary connection project**

Principles:

- A. Standard SCWA construction contract
- B. Contractor furnishes, installs and removes connection project on a rental basis
- C. Contract termination 12/31/14 unless mutually agreed to extend

- 8. SCWA- Vallejo: Agreement for sale of Vallejo Permit Water to Napa and use of connection project**

Principles:

- A. Vallejo Permit Water (VPW) can only be sold to American Canyon for municipal use (water right limitation)
- B. VPW will be purchased by Napa at \$600/AF, if available to be pumped at the NBA and is of a treatable water quality, prior to any purchase of Solano Project water from SCWA.
- C. Vallejo pays a prorated share of connection project costs (same cost components as Napa) based on water volume transported by the connection if used.

- 9. SCWA –RD 2068: Agreement of purchase of exchange water for sale to Napa**

Principles:

- A. Basic agreement follows 2011 pilot exchange program
- B. Exchange water will be purchased by Napa through SCWA at \$600/AF, if available to be pumped at the NBA and is of a treatable water quality, prior to any purchase of Solano Project water from SCWA, but after any VPW purchases.



**10. SCWA – Napa County Flood Control and Water Conservation District: Agreement for sale of water and use of connection project**

Principles:

A. Napa pays a prorated share of connection project costs based on water volume transported by the connection.

B. SCWA will provide requested water supply to Napa at \$600/AF, up to 10,000 AF in 2014.

C. Napa pays a \$50,000 deposit for SCWA costs from 3/17/14 and any ongoing costs.

D. Napa concurrently executes an agreement for sharing capacity in the NBA on a 74% SCWA and 26% Napa basis (70% SCWA and 30% Napa until the 10<sup>th</sup> pump at the NBA is installed).

E. Napa will not request use of the 1,500 AF Solano Project contract supply for Lake Berryessa uses for this project.

RESOLUTION NO. 2014-2

THE SOLANO COUNTY WATER AGENCY

**RESOLUTION REGARDING WATER SUPPLIES FOR NAPA COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT AND SOLANO CITIES**

WHEREAS, calendar year 2013 was the driest year on record and 2014 is projected to be critically dry as well; and

WHEREAS, on January 17, 2014, Governor Brown proclaimed a Drought State of Emergency, calling on local urban water suppliers and municipalities to implement their local water shortage contingency plans immediately and calling on all Californians to reduce their water usage by 20 percent; and

WHEREAS, in 2014, State Water Project allocations have been reduced to zero percent of contract quantity; and

WHEREAS, Napa County Flood Control & Water Conservation District (“**District**”) manages Napa County’s unincorporated area water supplies and imported water supplies from the State Water Project. and

WHEREAS, through careful water management, Solano County Water Agency (“**Agency**”) has structured its water portfolio to withstand multiple dry years provided there is adequate storage in the Solano Project and

WHEREAS. The cities of Vallejo and Benicia may need extra water transportation capacity if the North Bay Aqueduct is curtailed in 2014; and

WHEREAS, the District has requested that the Agency provide it with up to 10,000 acre feet of water from the Solano Project and other sources on a temporary urgency basis in an attempt to address the water supply shortages the District anticipates as a result of the 2014 drought; and

WHEREAS, the city of Benicia may require an emergency supply of water from the Solano Project in 2014 due to drought conditions; and

WHEREAS, the timing of the need for the project is uncertain, however the project may be needed as soon as June 1, thus the need for an expedited approval process for agreements; and

WHEREAS, the Agency has determined that it is in the best interests of the greater Solano Napa County area to provide emergency drought assistance to its neighbors when possible.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Solano County Water Agency that:

1. The Agency shall provide up to 10,000 acre feet of water from the Solano Project or other sources to District on a temporary urgency basis to assistance the District with shortages resulting from the 2014 drought.
2. The Agency Board of Directors hereby finds and determines that it is in the best interests of the Agency and its landowners to provide emergency assistance to the District, provide Solano Project water to the City of Benicia, and provide extra water transportation capacity to the Cities of Vallejo and Benicia if the North Bay Aqueduct is curtailed in 2014 (“**Project**”).
3. The Agency Board of Directors hereby authorizes the General Manager to execute all agreements and pursue all permits and approvals necessary to implement the Project, said agreements shall be in conformance with Board approved principles for the content of the agreement and be approved by SCWA legal counsel..

4. Staff is hereby authorized to file a Notice of Exemption based upon the emergency nature of the Project.

PASSED AND ADOPTED by the Board of Directors of the Solano County Water Agency on the 10<sup>th</sup> day of April 2014 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

David B. Okita, Secretary to the  
Board of Directors of the  
Solano County Water Agency

# SOLANO COUNTY WATER AGENCY



## MEMORANDUM

Agenda Item No. 10

**TO:** Board of Directors

**FROM:** David B. Okita, General Manager 

**DATE:** April 10, 2014

**SUBJECT:** Committee to Meet with Napa County

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As an outgrowth of the joint meeting of SCWA and the Napa County Flood Control and Water Conservation District on March 18, the District has appointed the mayors of Napa, American Canyon and Calistoga and Napa County Supervisor Caldwell as a committee to meet with a committee of SCWA to discuss common issues.

The SCWA Chair needs to appoint a committee of the SCWA Board of Directors to meet with the Napa District committee. Since many of the issues discussed will involve the North Bay Aqueduct, staff recommends that the SCWA Committee include cities using North Bay Aqueduct water.

No meeting date for the two committees to meet has been established.

If you have any questions, please contact me at 455-1103 or [dokita@scwa2.com](mailto:dokita@scwa2.com).

Apr.2014.It10.mem.doc



**ACTION OF  
SOLANO COUNTY WATER AGENCY**

**DATE:** April 10, 2014

**SUBJECT:** Water Agency Staffing

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RECOMMENDATIONS:

1. Approve a new Assistant Water Resources Engineer position.
2. Authorize immediate advertisement and recruitment for the new position.

FINANCIAL IMPACT:

The annual cost for salaries and benefits for the Assistant Water Resources Engineer position is approximately \$100,000. The salary range is \$65,200 - \$79,251. This cost will be allocated to Ulati, Solano Project, Green Valley, and Flood Management budgets. There is adequate funding in the current FY13-14 budget to fund this position for the potential month or so if the position is filled this fiscal year. Funding will be included in the proposed FY14-15 budget if approved.

BACKGROUND:

Over the past 10 years the Agency's responsibilities have grown with new challenges and opportunities. The increased work load has been absorbed by the Agency's current staff. With 3 senior level engineers, the Agency's engineering capacity is lacking in cost efficient project development. While we typically hire consultants for most complex engineering needs, we have a backlog of projects that we are unable to develop due to limited staff time but are not cost effective to assign to consultants.

The Solano Habitat Conservation Plan (HCP) is expected to be approved in the next fiscal year. Once the HCP is completed, regulatory compliance becomes easier and we will be ready to implement several pending projects. The Ulati Flood Control Project has funding programmed for: channel scour monitoring and remediation, and flood conveyance monitoring and improvement projects. Increased grant funding for Putah Creek restoration projects has increased the demand for in-house development of engineering, survey, design, and construction management. We would also like to modernize operations and maintenance management for all our facilities (Ulati, Green Valley, Solano Project) by developing a systematic database and mapping tool to improve tracking

☒ Continued on Next Page

Recommended: David B. Okita  
David B. Okita, General Manager

☐ Approved as  
Recommended

☐ Other  
(see below)

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Modification to Recommendation and/or other actions:

---

I, David B. Okita, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on April 10, 2014 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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David B. Okita  
General Manager & Secretary to the  
Solano County Water Agency

Agenda Item No. 11

and scheduling of activities. This requires intensive effort of field data collection that is most beneficial to be collected by Agency staff to develop institutional memory in the process. An entry level engineer with computer-aided drafting (CAD) and geographic information system (GIS) skills would bridge this critical labor gap that we consistently encounter.

The new engineering position will have the following core duties: flood project operation and maintenance (Ulati and Green Valley Projects), general engineering support (surveying, GIS & CAD design), construction management, and flood and groundwater management. The Green Valley and Ulati Project’s could benefit from more focused attention on routine O&M activities. Some projects that would be beneficial to advance:

- Ulati Grade Control
- Green Valley and Ulati GIS mapping, maintenance and morphological monitoring
- Systematic hydraulic modeling
- Terminal Reservoir Road Rehab
- Solano Project System Model
- Putah South Canal GIS Mapping
- Mellin Levee Management
- Groundwater monitoring and reporting
- Develop Surveying, CAD, and Specification Standards

The proposed labor allocation of this position would be approximately:

- 10% Admin (Flood Mgmt /Mellin Levee/Groundwater)
- 10% Green Valley
- 50% Ulati
- 30% Solano Project (mostly grant funded restoration project development)

The new position would allow for a realignment of existing staff responsibilities to make more efficient use of their skills and expertise. The following chart shows some strategic changes to our organizational chart that will make with the addition of the new position:

Class	Core Duties	Addl. Duties	EOM	EPM	LPCCC
Senior Water Resources Engineer	Water Quality, Engineering	Flood Mgmt	90% 100%	0	10% 0
Senior Water Resources Specialist	Permitting, Accord Mgmt, HCP Mgmt	LPCCC Support, O&M Mgmt, Property Mgmt	50% 20%	40% 75%	10% 5%
Senior Water Resources Specialist	Water Conservation, Water Supply Accounting	Groundwater	15% 0	85% 100	0
Senior Water Resources Engineer	Instrumentation and Data Mgmt	Engineering Support	100%	0	0
Water Resources Technician	Field Support	Shop Manager	50%	0	50%
Water Resources Technician	LPCCC Field Support	Shop Support	10%	0	90%
Assistant Water Resources Engineer	O&M Mgmt, Flood and Groundwater Mgmt, Engineering and Construction Support.		75%		25%*

\*Varies dependent on grant funding.  
EOM= Engineering, Operation, Maintenance  
EPM= Environmental Planning and Management  
LPCCC= Lower Putah Creek Coordinating Committee

The timing to hire an entry level position is critical. College students preparing to graduate this spring are currently looking jobs. In order to maximize the chance of attracting the best candidates we must advertise now.

Note that staff will be recommending Class upgrades for two classifications: Water Conservation and Senior Water Resources Engineer. This will be requested as part of the FY 14-15 budget process.



**MONTHLY SALARY RANGE # 27: \$5,433 – 6,064**

**DEFINITION**

Under direct or general supervision, performs engineering, water management, flood management and water quality projects; assists in conducting field inspections and investigations of the Agency's systems and facilities; participates in scientific studies; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervising Water Resources Engineer, Principal Engineer, and/or the General Manager. No direct supervision of staff is exercised.

**CLASS CHARACTERISTICS**

This is the entry-level class in the Water Resources Engineer series. Incumbents perform the less difficult and complex tasks in the field of water resources engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. This class is alternately staffed with Associate Water Resources Engineer and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications and demonstrating the ability to perform the work of the higher-level class.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Under the supervision of licensed engineers, designs simple structures, water facilities and appurtenances.
- Under supervision of licensed engineers, performs construction management of Agency projects.
- Performs hydraulic calculations.
- Performs staff functions for various Agency committees.
- Assists in and performs a variety of skilled technical duties in the development, installation, modification, and maintenance of water quality and water measurement instrumentation.
- Analyzes data from measuring devices, including quality assurance and quality checking, validating, plotting, and filing.
- Collects and prepares water quality samples for laboratory analysis during the winter storm season, for special studies, and for occasional baseline conditions.
- Prepares manual and computerized written, oral, tabular, and graphic reports summarizing findings; presents findings orally.



- Working closely with contractors and vendors, participates in various engineering projects, including assisting in and conducting field inspections and investigations of the Agency's systems and facilities
- Prepares engineering drawings for Agency staff by utilizing surveying data collected in the field to generate topographic features, alignments, profiles, and cross-sections.
- Works with Agency staff on surveying projects; operates the Total Station or Prism equipment to ensure that standard surveying techniques are applied.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles, practices, procedures, and standards related to hydraulics and hydrology.
- Basic engineering design and layout of civil facilities, as well as construction practices and construction management.
- Practices, techniques, tools, and equipment used in the collection and preparation of water quality sampling.
- Effective communication techniques and public relations.
- Methods and techniques of effective technical report preparation and presentation.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, spreadsheet applications, CAD and/or GIS applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

### **Ability to:**

- Prepare, understand, and interpret basic to routine engineering construction plans, specifications, and other contract documents.
- Learn, interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency engineering policies and procedures.
- Analyze water and flood control problems and develop proposed solutions.
- Read and understand basic technical drawings and specifications.
- Perform basic design and planning using a variety of techniques.
- Perform mathematical and basic engineering computations with precision.
- Prepare and present clear, concise, and logical records, written and oral reports, correspondence, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.



**Education and Experience:** *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Assistant Water Resources Engineer: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field. (No experience necessary.)

**License and Certifications:**

Possession of an appropriate California driver's license and a satisfactory driving record.

License requirements may be waived at the discretion of the Agency.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May infrequently be required to work on evenings, weekends, and holidays.