

# SOLANO COUNTY WATER AGENCY



## BOARD OF DIRECTORS:

### **Chair:**

*Director Dale Crossley*  
Reclamation District No. 2068

### **Vice Chair:**

*Supervisor Erin Hannigan*  
Solano County District 1

*Mayor Len Augustine*  
City of Vacaville

*Mayor Jack Batchelor*  
City of Dixon

*Mayor Osby Davis*  
City of Vallejo

*Director John D. Kluge*  
Solano Irrigation District

*Mayor Elizabeth Patterson*  
City of Benicia

*Mayor Harry Price*  
City of Fairfield

*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 9, 2015

**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. 6:30-7:30 PM: CLOSED SESSION**

Section 54957(b) - Public Employee Appointment: General Manager

**5. PUBLIC COMMENT (Note: this item will start at the conclusion of the Closed Session, but not before 7:30 PM)**

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

**6. CONSENT ITEMS**

(A) Minutes: Approval of the Minutes of the Board of Directors meeting of March 12, 2015 is recommended.

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

(C) Putah South Canal Headworks Improvement Project:

1. Adopt plans and specifications for the PSC Headworks Improvement Project with an estimated cost of \$2,030,000.
2. Authorize staff to solicit construction bids for the PSC Headworks Improvement Project.

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



(D) CalPERS Pay Schedule: Approve pay schedule for SCWA employees to meet CalPERS statutory and regulatory requirements.

(E) Amendment No. 1 to Agreement with GHD Inc. for Grant Administration of the Proposition 84 Bay Area IRWMP Grant: Authorize General Manager to Execute Amendment No. 1 to the Agreement with GHD, Inc. for grant administration services for Round 1 and Round 2 of the Bay Area Proposition 84 IRWMP Grant. The contract amount will increase by \$60,000 which will be reimbursed by the IRWMP grant.

7. **BOARD MEMBER REPORTS**

RECOMMENDATION: For information only.

8. **GENERAL MANAGER'S REPORT**

RECOMMENDATION: For information only.

9. **GENERAL MANAGER CONTINUITY**

RECOMMENDATIONS:

1. Approve Resolution Number 2015-2 “Authorizing the Hiring of David Okita as a Retired Annuitant to Serve as General Manager”.
2. Approve the appointment of Thomas Pate, Principle Water Resources Engineer as Interim General Manager under the following conditions:
  - a. Interim General Manager status will be restricted to the time period (if any) when David Okita ceases to be General Manager and when a permanent General Manager commences employment.
  - b. During the time served as Interim General Manager, Thomas Pate’s salary shall be increased by 10 percent.

10. **SCWA AUDIT**

RECOMMENDATION: Accept fiscal year 2013-2014 audit.

11. **DELTA ISSUES**

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

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

Thursday, May 14, 2015 at 6:30 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.

Apr.2015.bod.agd

# CONSENT ITEMS

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

**MEETING DATE: March 12, 2015**

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

Mayor Harry Price, City of Fairfield  
Mayor Len Augustine, City of Vacaville  
Mayor Pete Sanchez, City of Suisun City  
Mayor Elizabeth Patterson, City of Benicia  
Mayor Osby Davis, City of Vallejo  
Councilmember Scott Pederson, City of Dixon  
Mayor Norm Richardson, City of Rio Vista  
Supervisor Erin Hannigan, Solano County District 1  
Supervisor Linda Seifert, Solano County District 2  
Supervisor Jim Spering, Solano County District 3  
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  
Director Dale Crossley, Reclamation District 2068

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

On a motion by Director Holdener and a second by Supervisor Spering the Board unanimously approved the agenda.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT ITEMS**

Staff gave the Board additional details regarding Item 5D. On a motion by Supervisor Spering and a second by Mayor Price the Board unanimously approved the Consent Items.

- (A) Minutes
- (B) Expenditure Approvals
- (C) Request to Maintain Funding for the Cooperative Endangered Species Conservation Fund
- (D) Amendment to the Agreement with Electric Gas and Industries Association (EGIA) for the Installation of High-Efficiency Toilets
- (E) Resolution for CalPERS Public Employee's Pension Reform Act of 2013 (PEPRA) to Tax Defer Member Paid Contributions

**BOARD MEMBER REPORTS**

Director Crossley announced the General Manager's Recruitment Committee has selected four candidates to interview for the General Manager position on March 26, 2015. After discussion, the Committee will be recommending two of the interviewed candidates the Board on April 9<sup>th</sup> to be discussed in a closed session.

### **GENERAL MANAGER’S REPORT**

There are no additions to the written report.

### **SCWA STRATEGIC PLANNING**

Chairman Crossley established a SCWA Strategic Planning Stakeholder Group consisting of six SCWA Board members, five SCWA Advisory Commission members to be appointed by the Commission, the Chair of the SCWA Flood Control Advisory Committee, and to invite a staff representation from Fairfield Suisun Sewer and Vallejo Sanitation and Flood Control Districts to participate in the development of the SCWA 2015 Strategic Plan. Supervisors Seifert and Vasquez; Mayors Batchelor, Patterson, and Price; and Director Kluge were appointed to the Group by the Chairman with Director Kluge as the chair of the Group.

On a motion by Mayor Patterson and a second by Mayor Richardson the Board unanimously authorized staff to proceed with solicitation of Requests for Qualifications and Proposals to hire a consultant to assist the Group in preparing the SCWA 2015 Strategic Plan.

### **DELTA ISSUES**

Supervisor Seifert reported there was a Water Policy Committee meeting on March 9, 2015 where there were informative presentations on groundwater. She reported the groundwater conditions in Yolo and Solano counties are sustainable and that both counties have groundwater monitoring programs. Both counties are organizing to develop groundwater sustainability plans and are forming groundwater sustainability agencies.

Supervisor Thomson reported that some members of Delta Counties Coalition travelled to Washington D.C. in March and met with representatives to discuss the Bay Delta Conservation Plan, water rights and storage, and invasive species.

Chairman Crossley reported that the Legislative Committee met with Assembly member Dodd and Senator Wolk and provided them with SCWA’s Annual Report to the California State Legislature.

### **WATER CONSERVATION LANDSCAPE REBATE PROGRAM**

On a motion by Mayor Patterson and a second by Mayor Sanchez the Board unanimously approved additional funding up to \$300,000 for water conservation landscape rebates.

### **TIME AND PLACE OF NEXT MEETING**

The next regularly scheduled meeting will be Thursday, April 9, 2015 at 6:30 p.m. in the Berryessa Room located at the Solano County Water Agency offices.

### **ADJOURNMENT**

This meeting of the Solano County Water Agency Board of Directors was adjourned at 7:07 p.m.

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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 9, 2015  
SUBJECT: Expenditures Approval

RECOMMENDATION:


Approve expenditures from the Water Agency checking accounts for the month of March, 2015.

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, 2015. Additional backup information is available upon request.

Recommended:   
David B. Okita, General Manager

<input type="checkbox"/> Approved as recommended	<input type="checkbox"/> 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 9, 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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, 2015 to Mar 31, 2015

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/25/15		2020SC	Invoice: NZ83192	2,984.77	
		2020SC	Invoice: PT41598		2,984.77
		1020SC	CDW GOVERNMENT, INC.		
3/3/15	100175	2023AC	FSA REMBURSEMENT FEBRUARY 2015	245.00	
		1020SC	PATE, THOMAS		245.00
3/27/15	25687V	2020SC	Invoice: 27137		2,731.00
		1020SC	GROUP MOBILE	2,731.00	
3/6/15	25770	2020SC	Invoice: 4/15 - 4/16 PROPERTY	5,735.00	
		1020SC	CB&T/ACWA-JPIA		5,735.00
3/6/15	25770V	2020SC	Invoice: 4/15 - 4/16 PROPERTY		5,735.00
		1020SC	CB&T/ACWA-JPIA	5,735.00	
3/6/15	25771	2020SC	Invoice: 4010431	23,565.00	
		1020SC	CH2M HILL		23,565.00
3/6/15	25772	2020SC	Invoice: 14013	1,262.25	
		1020SC	CITY OF VACAVILLE		1,262.25
3/6/15	25773	2020SC	Invoice: FEBRUARY 2015	5,400.00	
		1020SC	CLEAN TECH ADVOCATES		5,400.00
3/6/15	25774	2020SC	Invoice: 15-024-O MAR 2015	3,115.00	
		2020SC	Invoice: 15-026-T MAR 2015	407,504.00	
		2020SC	Invoice: 15-180-V JAN 2015		73,684.00
		1020SC	DEPARTMENT OF WATER RESOURCES		336,935.00
3/6/15	25775	2020SC	Invoice: 39452	400.00	
		1020SC	DEPT OF FISH & WILDLIFE		400.00
3/6/15	25776	2020SC	Invoice: FEBRUARY 2015	156.98	
		1020SC	FLORENDO, ANDREW		156.98
3/6/15	25777	2020SC	Invoice: 4603	3,000.00	
		1020SC	GARDENSOFT		3,000.00
3/6/15	25778	2020SC	Invoice: WF00065	2,836.69	
		1020SC	GARTON TRACTOR, INC.		2,836.69
3/6/15	25778V	2020SC	Invoice: WF00065		2,836.69
		1020SC	GARTON TRACTOR, INC.	2,836.69	
3/6/15	25779	2020SC	Invoice: 2-(15)	880.00	
		1020SC	DENNIS GRUNSTAD		880.00
3/6/15	25780	2020SC	Invoice: V32475012	119.33	
		2020SC	Invoice: V3329101	11,186.26	
		1020SC	HOLT OF CALIFORNIA		11,305.59
3/6/15	25781	2020SC	Invoice: 468821	176.00	
		1020SC	M&M SANITARY LLC		176.00
3/6/15	25782	2020SC	Invoice: 0007418769-1	11,125.00	
		1020SC	PACIFIC GAS & ELECTRIC CO,		11,125.00
3/6/15	25783	2020SC	Invoice: 661624	64.62	
		2020SC	Invoice: 662826	81.66	
		2020SC	Invoice: 662907	10.94	
		2020SC	Invoice: 662886	35.65	
		1020SC	PISANIS AUTO PARTS		192.87
3/6/15	25784	2020SC	Invoice: 44669848	980.93	
		2020SC	Invoice: 593683	77.67	
		1020SC	SBS LEASING A PROGRAM DE LAGE		1,058.60
3/6/15	25785	2020SC	Invoice: 0228150228	2,227.50	
		1020SC	SHANDAM CONSULTING		2,227.50
3/6/15	25786	2020SC	Invoice: 34021	137.96	
		2020SC	Invoice: 34022	137.96	
		2020SC	Invoice: 34020	137.96	
		2020SC	Invoice: 34019	137.96	
		2020SC	Invoice: 34013	202.96	



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		2020SC	Invoice: 34015	137.96	
		2020SC	Invoice: 34017	137.96	
		2020SC	Invoice: 34016	137.96	
		2020SC	Invoice: 34018	137.96	
		1020SC	SOLANO SIGNS		1,306.64
3/6/15	25787	2020SC	Invoice: 232	190.00	
		1020SC	WINTERS TOW SERVICE		190.00
3/6/15	25788	2020SC	Invoice: 89762	7,296.07	
		2020SC	Invoice: 89774	360.25	
		1020SC	GHD, INC.		7,656.32
3/6/15	25789	2020SC	Invoice: 177136	12.89	
		2020SC	Invoice: 177327	83.76	
		2020SC	Invoice: 177958	30.38	
		2020SC	Invoice: 178441	87.24	
		2020SC	Invoice: 178500	47.29	
		2020SC	Invoice: 178780	14.48	
		2020SC	Invoice: 178685	13.03	
		1020SC	PACIFIC ACE HARDWARE		289.07
3/6/15	25790	2020SC	Invoice: 166	240.00	
		1020SC	GATES CONSULTING SERVICES		240.00
3/6/15	25791	2020SC	Invoice: TURF REBATE - WEISS	2,000.00	
		1020SC	TURF REBATE PROGRAM		2,000.00
3/6/15	25792	2020SC	Invoice: TURF REBATE - RRUBER	2,000.00	
		1020SC	TURF REBATE PROGRAM		2,000.00
3/6/15	25793	2020SC	Invoice: TURF REBATE - VOSS	1,698.00	
		1020SC	TURF REBATE PROGRAM		1,698.00
3/6/15	25794	2020SC	Invoice: TURF REBATE - LUCAS	2,000.00	
		1020SC	TURF REBATE PROGRAM		2,000.00
3/6/15	25795	2020SC	Invoice: TURF REBATE - HARKIN	1,086.00	
		1020SC	TURF REBATE PROGRAM		1,086.00
3/6/15	25796	2020SC	Invoice: TURF REBATE - GOLFUS	2,000.00	
		1020SC	TURF REBATE PROGRAM		2,000.00
3/6/15	25797	2020SC	Invoice: TURF REBATE - SOKOLO	2,000.00	
		1020SC	TURF REBATE PROGRAM		2,000.00
3/6/15	25798	2020SC	Invoice: TURF REBATE - ELIAS	1,712.00	
		1020SC	TURF REBATE PROGRAM		1,712.00
3/6/15	25799	2020SC	Invoice: TURF REBATE - DEGAUG	1,000.00	
		1020SC	TURF REBATE PROGRAM		1,000.00
3/6/15	25800	2020SC	Invoice: TURF REBATE -THRASH	926.00	
		1020SC	TURF REBATE PROGRAM		926.00
3/6/15	25801	2020SC	Invoice: TURF REBATE - FLEMIN	1,638.00	
		1020SC	TURF REBATE PROGRAM		1,638.00
3/6/15	25802	2020SC	Invoice: TURF REBATE - REID	432.00	
		1020SC	TURF REBATE PROGRAM		432.00
3/11/15	25803	2020SC	Invoice: 0340285	1,461.11	
		1020SC	CB&T/ACWA-JPIA		1,461.11
3/11/15	25804	2020SC	Invoice: 4/15 - 4/16 PROPERTY	5,735.00	
		1020SC	ACWA/JPIA POWER INSURANCE AUTHORITY		5,735.00
3/11/15	25805	2020SC	Invoice: 104	7,200.00	
		1020SC	AD CONSULTANTS		7,200.00
3/11/15	25806	2020SC	Invoice: 1874837	514.07	
		1020SC	AMERICAN TOWER CORPORATION		514.07
3/11/15	25807	2020SC	Invoice: 1840	640.00	
		1020SC	BRYCE CONSULTING, INC.		640.00

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3/11/15	25808	2020SC 1020SC	Invoice: 2/23/15 - 3/22/15 AT&T MOBILITY	141.69	141.69
3/11/15	25809	2020SC 1020SC	Invoice: 3718 EYASCO, INC.	22,050.00	22,050.00
3/11/15	25810	2020SC 1020SC	Invoice: WF00065 GARTON TRACTOR, INC.	2,836.69	2,836.69
3/11/15	25811	2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC	Invoice: 6024920 Invoice: 5015251 Invoice: 3021843 Invoice: 3021844 Invoice: 2010981 Invoice: 2010982 Invoice: 1021034 Invoice: 0012477 Invoice: 0012478 Invoice: 8671363 HOME DEPOT CREDIT SERVICE	106.80 170.14 294.99 248.00 167.22 30.14 43.57 124.17 65.66 2,385.95	3,636.64
3/11/15	25812	1020SC	VOID		
3/11/15	25813	2020SC 1020SC	Invoice: CL80539 INTERSTATE OIL COMPANY	455.25	455.25
3/11/15	25814	2020SC 1020SC	Invoice: 3004725 KCOE ISOM, LLP	700.00	700.00
3/11/15	25815	2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 480337501 Invoice: 480338408 Invoice: 480339348 Invoice: 480340266 MISSION LINEN SUPPLY	108.86 84.87 100.88 96.86	391.47
3/11/15	25816	2020SC 1020SC	Invoice: 5961 PERS PUBLIC AGENCY COALITION	250.00	250.00
3/11/15	25817	2020SC 1020SC	Invoice: 0003165 SOLANO IRRIGATION DISTRICT	108,447.57	108,447.57
3/11/15	25818	2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 2002243207 Invoice: 200243292 Invoice: 200243509 Invoice: 200243510 TRACTOR SUPPLY CREDIT PLAN	116.21 214.87 41.70 25.79	398.57
3/11/15	25819	2020SC 1020SC	Invoice: 7107 VACAVILLE TRAILER SALES	78.88	78.88
3/11/15	25820	2020SC 1020SC	Invoice: 29756 VISION TECHNOLOGY SOLUTIONS, LLC DBC	200.00	200.00
3/11/15	25821	2020SC 2020SC 1020SC	Invoice: SCWA-FY2015-15_6 Invoice: LPCCC-FY2015-15_6 WILDLIFE SURVEY	11,445.86 3,961.42	15,407.28
3/11/15	25822	2020SC 2020SC 1020SC	Invoice: 0003160 Invoice: 0003159 SOLANO IRRIGATION DISTRICT	142.21 5,550.01	5,692.22
3/11/15	25823	2020SC 1020SC	Invoice: TURF REBATE - CARVIN TURF REBATE PROGRAM	840.00	840.00
3/11/15	25824	2020SC 1020SC	Invoice: TURF REBATE - JLOWE TURF REBATE PROGRAM	915.00	915.00
3/11/15	25824V	2020SC 1020SC	Invoice: TURF REBATE - JLOWE TURF REBATE PROGRAM	915.00	915.00
3/11/15	25825	2020SC 1020SC	Invoice: TURF REBATE - MACABE TURF REBATE PROGRAM	1,000.00	1,000.00
3/11/15	25825V	2020SC	Invoice: TURF REBATE - MACABE		1,000.00

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		1020SC	TURF REBATE PROGRAM	1,000.00	
3/11/15	25826	2020SC 1020SC	Invoice: TURF REBATE - JLOWE TURF REBATE PROGRAM	915.00	915.00
3/11/15	25827	2020SC 1020SC	Invoice: TURF REBATE - MACABE TURF REBATE PROGRAM	1,000.00	1,000.00
3/11/15	25828	2020SC 1020SC	Invoice: TURF REBATE - MUSTO TURF REBATE PROGRAM	1,230.00	1,230.00
3/11/15	25829	2020SC 1020SC	Invoice: TURF REBATE - ROUNDS TURF REBATE PROGRAM	1,000.00	1,000.00
3/11/15	25830	2020SC 1020SC	Invoice: TURF REBATE - MELONE TURF REBATE PROGRAM	994.00	994.00
3/11/15	25831	2020SC 1020SC	Invoice: TURF REBATE - TRINGA TURF REBATE PROGRAM	2,000.00	2,000.00
3/11/15	25832	2020SC 1020SC	Invoice: TURF REBATE - GALVAN TURF REBATE PROGRAM	2,000.00	2,000.00
3/11/15	25833	2020SC 1020SC	Invoice: TURF REBATE - JPerez TURF REBATE PROGRAM	2,000.00	2,000.00
3/11/15	25834	2020SC 1020SC	Invoice: TURF REBATE - TERREL TURF REBATE PROGRAM	2,000.00	2,000.00
3/11/15	25835	2020SC 1020SC	Invoice: TURF REBATE - KUCSER TURF REBATE PROGRAM	944.00	944.00
3/11/15	25836	2020SC 1020SC	Invoice: TURF REBATE - MIMART TURF REBATE PROGRAM	1,000.00	1,000.00
3/11/15	25837	2020SC 1020SC	Invoice: TURF REBATE - CALTON TURF REBATE PROGRAM	1,000.00	1,000.00
3/11/15	25838	2020SC 1020SC	Invoice: TURF REBATE - RADFOR TURF REBATE PROGRAM	392.00	392.00
3/11/15	25839	2020SC 1020SC	Invoice: TURF REBATE - WORSDA TURF REBATE PROGRAM	1,288.00	1,288.00
3/11/15	25840	2020SC 1020SC	Invoice: TURF REBATE - SYLVES TURF REBATE PROGRAM	1,000.00	1,000.00
3/11/15	25841	2020SC 1020SC	Invoice: TURF REBATE - JPETER TURF REBATE PROGRAM	2,000.00	2,000.00
3/11/15	25842	2020SC 1020SC	Invoice: TURF REBATE - COLLIS TURF REBATE PROGRAM	1,200.00	1,200.00
3/25/15	25843	2020SC 1020SC	Invoice: 9580727 ARAMARK REFRESHMENT SERVICES	217.74	217.74
3/25/15	25844	2020SC 1020SC	Invoice: 0705501 ARCADIS U.S., INC.	6,357.01	6,357.01
3/25/15	25845	2020SC 2020SC 1020SC	Invoice: 6369542 Invoice: 6369543 AT&T	182.47 233.81	416.28
3/25/15	25846	2020SC 2020SC 1020SC	Invoice: MAR 2015 WATERPOLICY Invoice: EXEC MEET MAR 2015 JACK BATCHELOR	127.60 127.60	255.20
3/25/15	25847	2020SC 1020SC	Invoice: BA3846 BLANKINSHIP & ASSOCIATES, INC.	861.25	861.25
3/25/15	25848	2020SC 1020SC	Invoice: INV348271 CPS HR CONSULTING	5,070.57	5,070.57
3/25/15	25849	2020SC 2020SC 2020SC	Invoice: MAR 2015 PER DIEM Invoice: MAR 2015 WATERPOLICY Invoice: EXEC MEET MAR 2015	34.50 137.38 134.50	

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		1020SC	DALE CROSSLEY		306.38
3/25/15	25850	2020SC 1020SC	Invoice: MAR 2015 PER DIEM OSBY DAVIS	129.90	129.90
3/25/15	25851	2020SC 1020SC	Invoice: MAR 2015 PER DIEM DON HOLDENER	108.05	108.05
3/25/15	25852	2020SC 1020SC	Invoice: MAR 2015 PER DIEM JOHN D. KLUGE	100.00	100.00
3/25/15	25853	2020SC 2020SC 2020SC 1020SC	Invoice: MAR 2015 PER DEM Invoice: REIMBURSEMENT 3.2.15 Invoice: MAR 2015 WATERPOLICY ELIZABETH PATTERSON	100.00 40.25 117.25	257.50
3/25/15	25854	2020SC 1020SC	Invoice: MAR 2015 PER DIEM SCOTT PEDERSON	111.50	111.50
3/25/15	25855	2020SC 2020SC 1020SC	Invoice: 747823 Invoice: 2444786-mr15 PITNEY BOWES	141.19 436.90	578.09
3/25/15	25856	2020SC 1020SC	Invoice: 2264596 QUILL CORPORATION	84.24	84.24
3/25/15	25857	2020SC 2020SC 1020SC	Invoice: MAR 2015 PER DIEM Invoice: MAR 2015 WATERPOLICY LINDA SEIFERT	100.00 100.00	200.00
3/25/15	25858	2020SC 1020SC	Invoice: 709 SOLANO RESOURCE CONSERVATION DISTRICT	44,006.41	44,006.41
3/25/15	25859	2020SC 2020SC 1020SC	Invoice: MAR 2015 PER DIEM Invoice: EXEC MEET MAR 2015 JAMES SPERING	100.00 100.00	200.00
3/25/15	25860	2020SC 2020SC 2020SC 1020SC	Invoice: 38153 Invoice: 38164 Invoice: FINANCE CHARGE 2015 SUISUN VALLEY FRUIT GROWERS AS	55.74 70.80 0.22	126.76
3/25/15	25861	2020SC 1020SC	Invoice: 15125 SUMMERS ENGINEERING, INC.	33,670.60	33,670.60
3/25/15	25862	2020SC 1020SC	Invoice: MAR 2015 PER DIEM JOHN VASQUEZ	100.00	100.00
3/25/15	25863	2020SC 1020SC	Invoice: 5004 ZUN ZUN	3,450.00	3,450.00
3/25/15	25864	2020SC 1020SC	Invoice: 157472 AYRES ASSOCIATES	4,636.30	4,636.30
3/25/15	25865	2020SC 1020SC	Invoice: 4011210 CH2M HILL	10,428.30	10,428.30
3/25/15	25866	2020SC 2020SC 1020SC	Invoice: 9006815783 Invoice: 5002678877 CINTAS CORPORATION	32.10 112.00	144.10
3/25/15	25867	2020SC 1020SC	Invoice: 01-015 CONSERVISION CONSULTING	4,371.60	4,371.60
3/25/15	25868	2020SC 2020SC 2020SC 1020SC	Invoice: 76663 Invoice: 76664 Invoice: 76662 HERUM \ CRABTREE \ SUNTAG	96.39 120.36 871.08	1,087.83
3/25/15	25869	2020SC 1020SC	Invoice: JAN - FEB 2015 IN COMMUNICATIONS	1,215.00	1,215.00
3/25/15	25870	2020SC 1020SC	Invoice: 131677 MARTIN'S METAL FABRICATION &	401.83	401.83

**SOLANO COUNTY WATER AGENCY**  
**Cash Disbursements Journal**  
For the Period From Mar 1, 2015 to Mar 31, 2015

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/25/15	25871	2020SC 1020SC	Invoice: 37473766 RECOLOGY VACAVILLE SOLANO	132.65	132.65
3/25/15	25872	2020SC 2020SC 1020SC	Invoice: 815 Invoice: 814 SOLANO RESOURCE CONSERVATION DISTRICT	25,695.82 14,370.32	40,066.14
3/25/15	25873	2020SC 1020SC	Invoice: 379134 STERLING MAY CO.	404.73	404.73
3/25/15	25874	2020SC 2020SC 2020SC 1020SC	Invoice: SCWA-KRUPA-2015-04 Invoice: SCWA-MARIANI-2015-01 Invoice: SCWA-HOSKINS-2015-01 STREAMWISE	2,660.74 2,298.55 3,304.05	8,263.34
3/25/15	25875	2020N 1020SC	Invoice: 538 STUMPY TRUCKING, INC.	150.00	150.00
3/25/15	25876	2020SC 2020SC 1020SC	Invoice: 12023812 Invoice: 12023811 THE TREMONT GROUP, INC.	170.63 57.27	227.90
3/25/15	25877	2020SC 1020SC	Invoice: 001312 UNAVCO, INC.	24.17	24.17
3/25/15	25878	2020SC 1020SC	Invoice: 114575 VALLEY HYDRAULICS & MACHINE, INC.	33.17	33.17
3/25/15	25879	2020SC 1020SC	Invoice: TURF REBATE - TRUMBU TURF REBATE PROGRAM	1,049.00	1,049.00
3/26/15	25879V	2020SC 1020SC	Invoice: TURF REBATE - TRUMBU TURF REBATE PROGRAM	1,049.00	1,049.00
3/25/15	25880	2020SC 1020SC	Invoice: TURF REBATE - ZALDIV TURF REBATE PROGRAM	540.00	540.00
3/25/15	25881	2020SC 2020SC 1020SC	Invoice: ND38870 Invoice: TB43998 CDW GOVERNMENT, INC.	377.09 479.02	377.09 101.93
3/30/15	25881V	2020SC 2020SC 1020SC	Invoice: ND38870 Invoice: TB43998 CDW GOVERNMENT, INC.	377.09 101.93	479.02
3/25/15	25882	2020SC 1020SC	Invoice: 15-3700154 DEPT. OF INFORMATION TECHNOLOGY	14,430.17	14,430.17
3/27/15	25883	2020SC 1020SC	Invoice: 27137 GROUP MOBILE	2,731.00	2,731.00
3/27/15	25884	2020N 2020N 2020N 1020SC	Invoice: 40220 Invoice: 40222 Invoice: 40366 ELECTRIC & GAS INDUSTRIES ASSOC.	18,934.73 1,067.62 824.00	20,826.35
3/25/15	CUETARA FEB 2015	6144AC 6144AC 6144AC 6310AC 1020SC	AMAZON MKTPLACE - CAMERA BATTERIES AMAZON.COM - CAMERA MEMORY CARD LOWES - SUPPLIES CHEVRON - FUEL BANK OF THE WEST	26.03 17.21 9.07 71.96	124.27
3/3/15	EFT	2020SC 1020SC	Invoice: MAR HEALTH 2015 CALPERS	14,872.80	14,872.80
3/6/15	EFT	2020SC 1020SC	Invoice: 2015030301 PAYCHEX, INC.	147.80	147.80
3/9/15	EFT	2020SC 2020SC 2020SC 1020SC	Invoice: 43516808 Invoice: CREDIT 1.6.15 Invoice: 43764256 CHEVRON AND TEXACO	60.82 113.42	77.01 97.23

**SOLANO COUNTY WATER AGENCY**  
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/13/15	EFT	6111AC 1020SC	FSA ADMIN FEES - FEBRUARY 2015 PAYCHEX, INC.	106.75	106.75
3/12/15	EFT	2020SC 1020SC	Invoice: 9741318412 VERIZON WIRELESS	2,033.05	2,033.05
3/20/15	EFT	2020SC 1020SC	Invoice: 2015031701 PAYCHEX, INC.	161.90	161.90
3/14/15	EFT	2024AC 6012AC 1020SC	EMPLOYEE LIABILITIES - 3.14.15 EMPLOYER LIABILITIES - 3.14.15 PAYROLL TAXES	9,517.48 1,399.16	10,916.64
3/14/15	EFT	2024AC 6012AC 1020SC	EMPLOYEE LIABILITIES - 3.14.15 EMPLOYER LIABILITIES - 3.14.15 PAYROLL TAXES	1,580.53	1,472.43 108.10
3/14/15	EFT	2024AC 6012AC 1020SC	EMPLOYEE LIABILITIES - 3.14.15 EMPLOYER LIABILITIES - 3.14.15 PAYROLL TAXES	362.93 109.65	472.58
3/20/15	EFT	2020SC 1020SC	Invoice: SIP PPE 3.14.15 CALPERS	6,853.08	6,853.08
3/20/15	EFT	2020SC 1020SC	Invoice: PPE 3.14.15 CALPERS	10,200.08	10,200.08
3/20/15	EFT	2020SC 1020SC	Invoice: PEPRA PPE 3.14.15 CALPERS	336.65	336.65
3/18/15	FLORENDO FEB 2015	6551AC  6551AC 1020SC	PAYPAL - CA IRRIGATION INSTITUTE CONFERENCE 2015 STAPLES - SUPPLIES BANK OF THE WEST	200.00  30.21	230.21
3/25/15	JONES FEB 2015	6199SC 6199SC 6181SC 6199SC 6181SC 6199SC 6181SC 5500U 2025SC  2025SC  1020SC	BERRYESSA SPORTING GOOD - FUEL LOWES - TOOLS EASTERN SUR - SUPPLIES BEST BUY - TOOLS EASTERN SUR - SUPPLIES STAPLES - SUPPLIES CHEVRON - SUPPLIES VACAVILLE LOCK AND SEC - SERVICE ACCRUED TAX - EASTERN SUR - SUPPLIES ACCRUED TAX - EASTERN SUR - SUPPLIES BANK OF THE WEST	18.00 43.43 293.42 67.94 469.26 10.35 30.06 35.17	21.42 34.26 911.95
3/25/15	LEE FEB 2015	6360AC 6410AC 1020SC	GROUNDWATER WORKSHOP APPLIE ONLINE STORE - SUPPLIES BANK OF THE WEST	20.00 74.43	94.43
3/25/15	MAROVICH FEB 2015	6190SC 6199SC 6199SC 6199SC 6199SC 6199SC 1020SC	HOME DEPOT.COM - AUGER BIT BIG 5 SPORTING GOODS - SUPPLIES LOWES - SUPPLIES CHEVRON - MOTOR OIL CHEVRON - FUEL PAYPAL - SEED SPREADER BANK OF THE WEST	254.00 16.26 78.60 7.54 35.22 49.94	441.56
3/25/15	MCLEAN FEB 2015	6040AC 6040AC  6040AC 6040AC  6040AC 6040AC 6040AC 6040AC  6040AC 1020SC	THE HORNET BOOKSTORE - BOOK PANERA BREAD - WATER ACCOUNTING MEETING PEETS - WATER ACCOUNTING MEETING NAPOLI PIZZERIA - WATER ACCOUNTING MEETING REMOTELINK - CMF REVIEW REMOTELINK - EXEC COMM REMOTELINK - UWCC MEETING PURE GRAIN BAKERY - BOD SANDWICHES SAFEWAY - LPCCC & BOD COOKIES BANK OF THE WEST	230.42 22.19  21.00 87.88  13.82 4.68 44.84 41.70  10.00	476.53
3/25/15	OKITA FEB 2015	6330AC	CITY OF SAC PARKING	12.00	

**SOLANO COUNTY WATER AGENCY**  
**Cash Disbursements Journal**  
For the Period From Mar 1, 2015 to Mar 31, 2015

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		6330AC	CITY OF SAC PARKING	9.00	
		6330AC	CITY OF SAC PARKING	7.50	
		6330AC	HYATT REGENCY SACRAMENTO - PARKING	20.00	
		1020SC	BANK OF THE WEST		48.50
3/25/15	PATE FEB 2015	6090AC	AMER SOC CIVIL ENGINEER - MEMBERSHIP	265.00	
		6041AC	AMAZON MKTPLACE - PHONE HOLSTER	11.85	
		6041AC	AMAZON MKTPLACE - IPHONE PLUGS	16.17	
		6360AC	ABAG; ABAG - IEP WORKSHOP	130.00	
		6041AC	AMAZON.COM - PHONE CLIP RETURNED	28.55	
		6041AC	AMAZON.COM - PHONE CASE RETURNED	32.67	
		6041AC	AMAZON.COM - RETURNED PHONE CLIP		28.55
		6041AC	AMAZON MKTPLACE - PHONE CASE	56.17	
		6041AC	ACCRUED TAX - AMAZON MKTPLACE - IPHONE PLUGS		1.18
		1020SC	BANK OF THE WEST		510.68
3/25/15	PHILLIPS FEB 2015	6210AC	SHACHIHATA - BOARD NAME PLATE	16.76	
		6040AC	NAPOLI PIZZERIA - BOD	34.99	
		6040AC	ACCO BRANDS DIRECT - LOG	24.02	
		6042AC	STARBUCKS - SAFETY GIFTCARD	20.00	
		6042AC	PURE GRAIN BAKERY - SAFETY GIFTCARD	20.00	
		6042AC	CHIPOTLE - SAFETY GIFTCARD	20.00	
		6042AC	PEETS - SAFETY GIFTCARD	20.00	
		6210AC	SHACHIHATA - BOARD NAME PLATE	16.76	
		6040AC	MAPOLI PIZZERIA - ADVISORY COMM	61.45	
		1020SC	BANK OF THE WEST		233.98
3/25/15	RABIDOUX FEB 2015	6144N	LOWES - SUPPLIES	75.03	
		6310AC	CHEVRON - FUEL	57.08	
		1020SC	BANK OF THE WEST		132.11
3/25/15	SNYDER FEB 2015	6040AC	STAPLES DIRECT - SUPPLIES	25.86	
		6040AC	STAPLES DIRECT - SUPPLIES	29.65	
		6300AC	AGILIS LINXUP MOTOSFTY - TRACKING SERVICE	91.96	
		6230SC	LOWES - SUPPLIES	6.39	
		6230SC	SAFEWAY STORE - SUPPLIES	5.00	
		1020SC	BANK OF THE WEST		158.86
Total				986,599.10	986,599.10

ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 9, 2015

SUBJECT: Putah South Canal Headworks Improvement Project

RECOMMENDATIONS:

- 1. Adopt plans and specifications for the Putah South Canal Headworks Improvement Project.
- 2. Authorize staff to solicit construction bids for the PSC Headworks Improvement Project.

FINANCIAL IMPACT:

The Engineers Estimate for the Project is \$2,030,000. This project is budgeted for \$2.6 million (including the Raking Machine authorized previously) in the current year budget but construction will occur in Fiscal Year 2015-2016. Funding will be shifted from current year budget to Fiscal Year 2015-2016.

BACKGROUND:

The Putah Diversion Dam (PDD) and Lake Solano facility is located 7 miles downstream of Monticello Dam (Lake Berryessa). The main purpose of the PDD facility is to divert water into the Putah South Canal and control water releases into Lower Putah Creek. At the PDD facility, before water is diverted into the Putah South Canal, water must pass through a large bay of screens at the Headworks, which screen out adult fish, trash, and aquatic vegetation from Lake Solano. Currently, the majority of the screens are cleaned by a manually operated screen cleaner with a small section cleaned by an old and dilapidated automatic screen cleaner. The screen cleaner system is often overwhelmed during the late spring and summer months primarily due to large amounts of aquatic vegetation. Furthermore, Dam Operators will often be required to come out to the PDD in the middle of the night to clean screens and restore flow to the Putah South Canal. Additionally, the existing automatic screen cleaner has exceeded its useful life span, is prone to failure, and spare parts are no longer available.

Recommended:   
David B. Okita, General Manager

☒ Continued on next page

☐ 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 9, 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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



The Water Agency has determined from extensive studies, field tours, and a feasibility analysis that a Brackett<sup>®</sup> Bosker Raking Machine is the most effective automated screen cleaner for the PDD facility. The purchase of the Brackett<sup>®</sup> Bosker Raking Machine, at a cost of \$746,150, was approved by the Board at the January 8, 2015 Board Meeting. Besides the automatic screen cleaner, the PSC Headworks Improvement Project will consist of significant electrical and structural upgrades to the PDD facility. The purpose of these upgrades is to support the new automated screen cleaner, upgrade the existing 60-yr old electrical system, improve site access, and improve drainage and settlement issues along the Diversion Dam embankments. The new automated screen cleaner and upgrades to the PSC Headworks and PDD facility will significantly improve Solano Project operations.

Plans and specifications have been prepared for the construction of the PSC Headworks Improvement Project and are available upon request. The next step is to solicit bids for construction of the project. Staff will be making a recommendation at the June Board of Directors meeting for award of the bid.


ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 9, 2015  
SUBJECT: CalPERS Pay Schedule for SCWA employees

RECOMMENDATION:  
Approve Pay Schedule for SCWA employees to meet CalPERS statutory and regulatory requirements.

FINANCIAL IMPACT:  
There is no financial impact.

BACKGROUND:  
In 2011, CalPERS implemented regulations setting forth the requirements that a “pay schedule” must be met in order for a member’s pay rate to be credited by CalPERS. The pay rate shall be limited to the amounts listed on a pay schedule that meets all the requirements listed in CCR 570.5 (attached). Whenever an employer fails to meet the requirements for a “publicly available pay schedule” as set forth by CCR 570.5, CalPERS may, at its discretion, determine a member’s pay rate based on consideration of various types of other information. By approving this Pay Schedule the Agency will be in compliance with CalPERS Regulations.

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 9, 2015 by the following vote.

Ayes:  
Noes:  
Abstain:  
Absent:

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

**Circular Letter No. 200-056-11 Enclosure**

**PUBLICLY AVAILABLE PAY SCHEDULE AND WRITTEN LABOR POLICY OR  
AGREEMENT REGULATIONS**

California Code of Regulations, title 2, §§ 570.5 and 571

Title 2. Administration  
Division 1. Administrative Personnel  
Chapter 2. Board of Administration of Public Employees' Retirement System  
Subchapter 1. Employees' Retirement System Regulations  
Article 4. Contracts

**ADD 2 CCR § 570.5**

§ 570.5. Requirement for a Publicly Available Pay Schedule.

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

(b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:

- (1) Documents approved by the employer's governing body in accordance with requirements of public meetings laws and maintained by the employer;
- (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
- (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
- (4) Last payrate for the member in a position that was held by the member and that is listed on a pay schedule that conforms with the requirements of subdivision (a) of a former CalPERS employer.

NOTE: Authority cited: Sections 20120 and 20121, Government Code. Reference: Sections 20630, 20636 and 20636.1, Government Code.



## **AMEND §571(b)**

### **§ 571. Definition of Special Compensation.**

(a) – (No changes).

(b) The Board has determined that all items of special compensation listed in subsection (a) are:

(1) Contained in a written labor policy or agreement as defined at Government Code section 20049, provided that the document:

(A) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;

(B) Indicates the conditions for payment of the item of special compensation, including, but not limited to, eligibility for, and amount of, the special compensation;

(C) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;

(D) Indicates an effective date and date of any revisions;

(E) Is retained by the employer and available for public inspection for not less than five years; and

(F) Does not reference another document in lieu of disclosing the item of special compensation;

(2) Available to all members in the group or class;

(3) Part of normally required duties;

(4) Performed during normal hours of employment;

(5) Paid periodically as earned;

(6) Historically consistent with prior payments for the job classification;

(7) Not paid exclusively in the final compensation period;

(8) Not final settlement pay; and

(9) Not creating an unfunded liability over and above PERS' actuarial assumptions.

(c) – (No changes).

(d) – (No changes).

NOTE: Authority cited: Sections 20636(c)(6), 20636.1(c)(6), 20120 and 20121, Government Code; Calif. Const. Art. XVI, Section 17. Reference: Sections 20630, 20636, 20636.1 and 20691, Government Code.

Research Note: - (No changes).

SOLANO COUNTY WATER AGENCY  
SALARY SCHEDULE

Job Title	Monthly Salary			Annual Salary		
	BOTTOM TO TOP			BOTTOM TO TOP		
ASSISTANT WATER RESOURCES ENGINEER	5,542	-	6,736	66,504	-	80,837
SENIOR WATER RESOURCE ENGINEER	7,427	-	9,027	89,122	-	108,329
ACCOUNTANT II	5,542	-	6,736	66,504	-	80,837
WATER CONSERVATION COORDINATOR	6,905	-	8,393	82,858	-	100,714
WATER RESOURCES TECHNICIAN	4,037	-	4,907	48,445	-	58,885
PRINCIPAL WATER RESOURCE SPECIALIST	8,598	-	10,450	103,170	-	125,404
STREAMKEEPER <sup>1</sup>	9,834	-	9,834	118,003	-	118,003
ADMINISTRATIVE ASSISTANT	3,321	-	4,037	39,856	-	48,445
GENERAL MANAGER	16,472	-	16,472	197,670	-	197,670
PRINCIPAL WATER RESOURCES ENGINEER	9,479	-	11,522	113,745	-	138,258
ADMINISTRATIVE SERVICES MANAGER	6,905	-	8,393	82,858	-	100,714
SENIOR WATER RESOURCES SPECIALIST	5,819	-	7,073	69,830	-	84,878

1 - Streamkeeper is paid only 80% of the salary listed.

ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 9, 2015

SUBJECT: Amendment No. 1 to Agreement with GHD Inc. for Grant Administration of the Prop. 84 Bay Area IRWMP Grant

RECOMMENDATION:


Authorize General Manager to Execute Amendment No. 1 to the Agreement with GHD, Inc. for grant administration services for Round 1 and Round 2 of the Bay Area Prop. 84 IRWMP Grant.

FINANCIAL IMPACT:

Increase contract amount by \$60,000 from \$60,000 to \$120,000. Any costs for this amendment will be reimbursed by the grant.

BACKGROUND:

SCWA is currently receiving IRWMP grant funding under Round 1 and was awarded Round 2 grant funding on February 4, 2014. SCWA is the lead agency for both Round 1 and Round 2 of the IRWMP grant and as such will be responsible for administration of the grant. Round 1, which will end June 30, 2015, has allocated a total of \$301,000 to reimburse any participating agency for grant administration costs. There will be a total of \$150,000 for grant administration in Round 2.

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 9, 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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

**SOLANO COUNTY WATER AGENCY**

**AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES**

AMENDMENT NUMBER: 1

CONTRACTOR: GHD Inc.

EFFECTIVE DATE: April 9, 2015

PROJECT: IRWMP Conservation Grant Administration

**DESCRIPTION OF AMENDMENT:**

1. Increase contract amount by \$60,000 from \$60,000 to \$120,000.
2. Amend Exhibit A as attached.

**SIGNATURES:**

Solano County Water Agency,  
a Public Agency

GHD Inc.

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

By: \_\_\_\_\_  
Theodore B. Whiton, P.E.  
Managing Principal

## **EXHIBIT A**

### **SCOPE OF SERVICES**

- A. Prepare and submit quarterly Progress Reports during duration of the grant period for Round 1 and Round 2 of the Bay Area Prop. 84 IRWMP Grant. Assist in the preparation of the quarterly Round 2 invoices. This task includes coordinating with the client and participating agencies as required for task completion.
- B. At project completion, for both Round 1 and Round 2, prepare the Project Completion Report and Grant Completion Report and submit to the IRWMP Grant Administrator.
- C. Prepare and submit annual Project Performance Reports for the Round 1 and Round 2 Conservation Projects directly to DWR.
- D. Attend grant management meetings, upon request of the client, for both Round 1 and Round 2. These could include meetings with the Participating Agencies, with ABAG grant administrators, as requested by the client.



# SOLANO COUNTY WATER AGENCY



## MEMORANDUM

Agenda Item No. 8

**TO:** Board of Directors

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

**DATE:** April 9, 2015

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

A handwritten signature in blue ink, appearing to read 'D. Okita', is written over the 'FROM' line.

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Wet December, very dry January, average February, very dry March – not a good water supply pattern and all too familiar over the past 4 years. However, the infrastructure investments we have made over the years and agreements reached to augment our water supplies partially insulate us from drought effects. As we had last year, we have a 100% Solano Project supply and a shortage in our State Water Project supply.

For our Solano Project supply, Lake Berryessa is about 50,000 acre feet lower than the same time last year - at about 66% of capacity. Even so, it is likely that we will continue above 50% capacity in 2016 and still have 100% supply.

For the State Water Project, the situation is a little better than last year. We have a 25% allocation and are able to use other North Bay Aqueduct supplies to augment our allocation. Our cities will still need to be creative in mitigating this shortage in the SWP supply, but we expect that all cities will be able to manage through this year. A high level of water conservation is expected to continue.

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

Apr.2015.lt8.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 2015

**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)**

Fazzari Landscape – Discovery Kingdom Demonstration Garden

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

**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.

Z:\FORMS\Construction Change Orders.doc

# SOLANO COUNTY WATER AGENCY

## MEMORANDUM



**TO:** David Okita

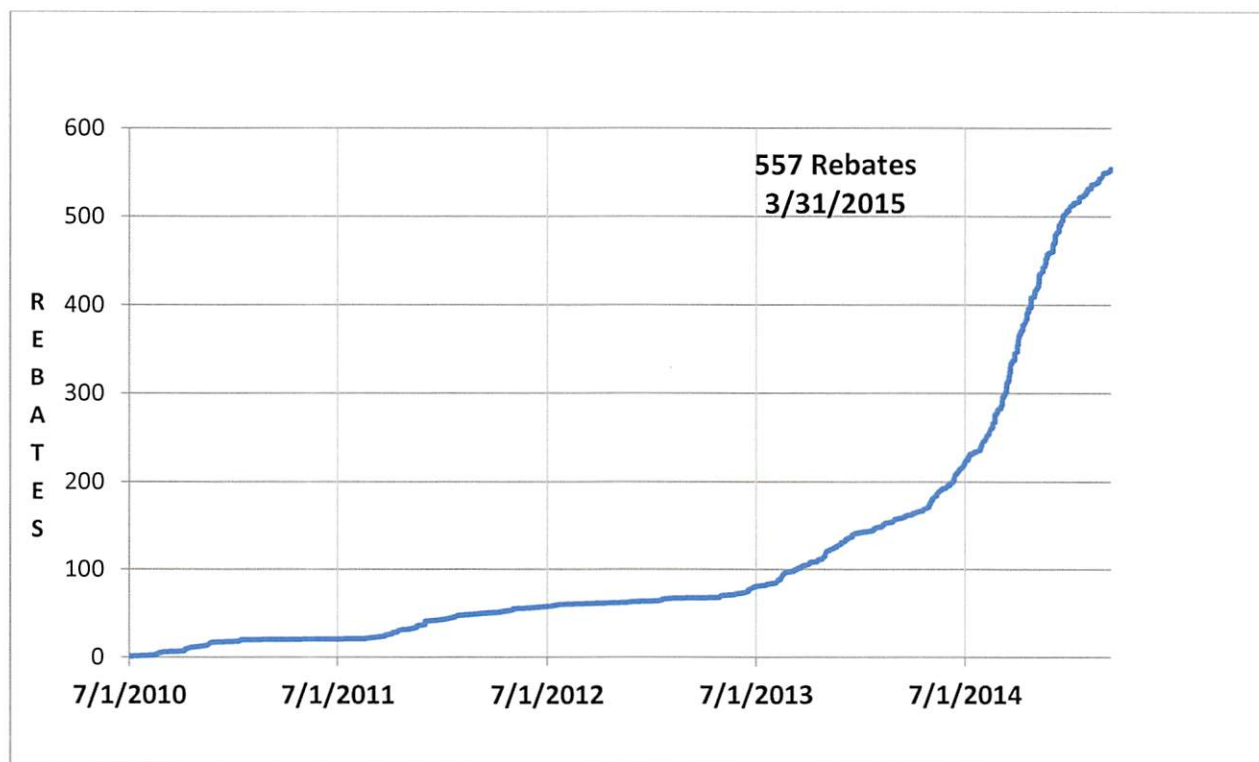
**FROM:** Andrew Florendo *af*

**DATE:** April 9, 2015

**SUBJECT:** Solano Water Efficient Landscape Rebate Program Update

The Solano County Water Efficient Landscape Rebate Program resumed on March 16 after the SCWA Board approved additional funding at the March Board meeting. As of 3/31 SCWA staff conducted 59 pre-inspections and 7 post-inspections. Since program inception, a total of 554 rebates have been issued, with the majority, 355, occurring since July 1, 2014.

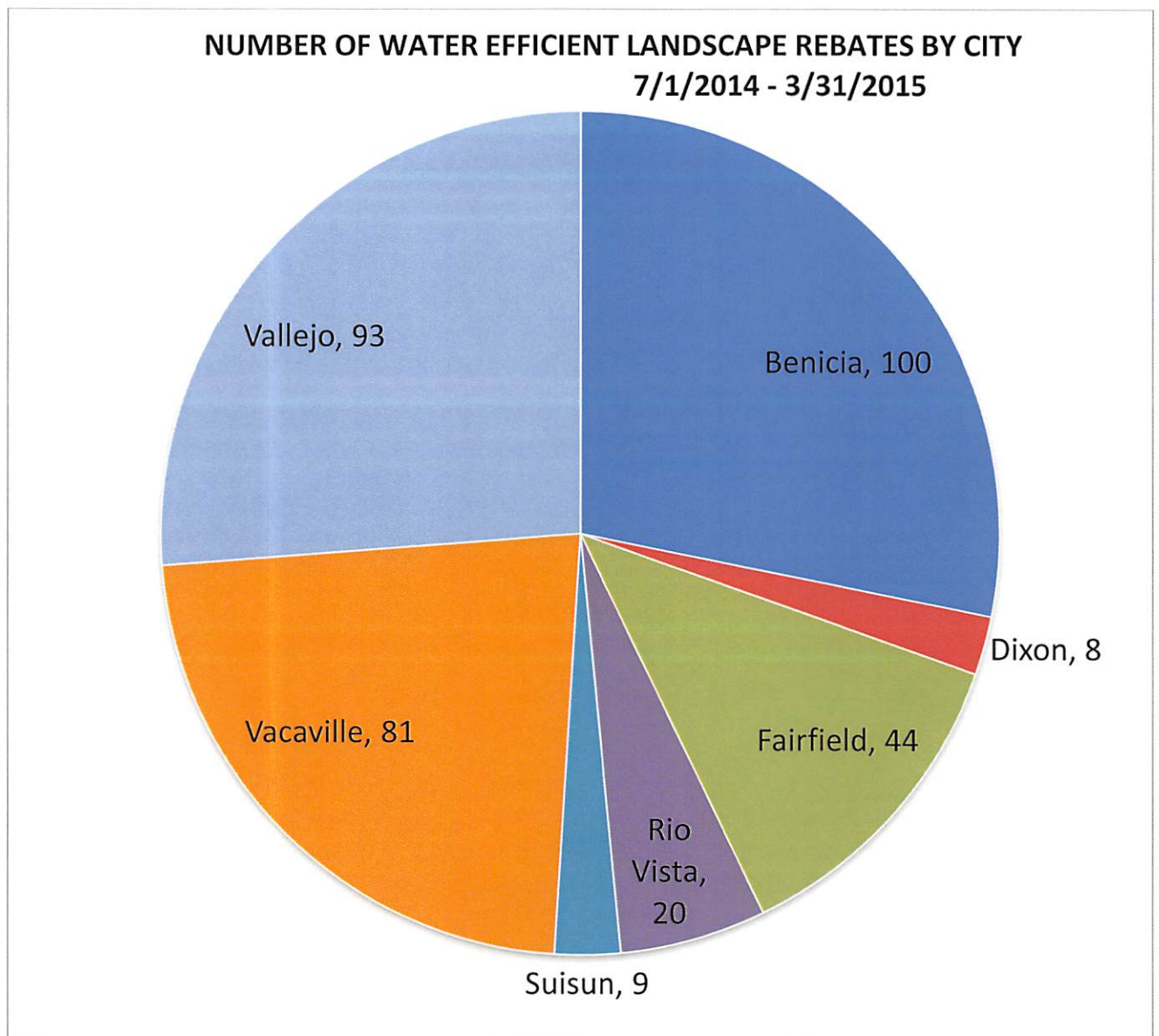
**Figure 1. Total Number of Water Efficient Landscape Rebates**



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



**Figure 2. Number of Water Efficient Landscape Rebates By City**





ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 9, 2015

SUBJECT: General Manager Continuity

RECOMMENDATIONS:

1. Approve Resolution Number 2015-2 “Authorizing the Hiring of David Okita as a Retired Annuitant to Serve as General Manager”.
2. Approve the appointment of Thomas Pate, Principle Water Resources Engineer as Interim General Manager under the following conditions:
  - a. Interim General Manager status will be restricted to the time period (if any) when David Okita ceases to be General Manager and when a permanent General Manager commences employment.
  - b. During the time served as Interim General Manager, Thomas Pate’s salary shall be increased by 10 percent.

FINANCIAL IMPACT:

For the time period where David Okita is hired as a retired annuitant, there will be a small savings of roughly \$2,000 per month due to non-payment of benefits and the likelihood that the General Manager will work less than full time. For the time period where Mr. Pate would be the Interim General Manager, there would be a savings of roughly \$15,000 per month since the General Manager position would be vacant.

BACKGROUND:

The General Manager’s retirement date is April 24, 2015. The Board is scheduled to make an appointment of a new General Manager on May 14, 2015. It is unknown when the new General Manager would commence work at SCWA. The General Manager position needs to be filled during the time period after retirement of the General Manager until the new General Manager commences work.

CalPERS has restrictions on retired employees coming back to work for CalPERS agencies. However it is possible for Mr. Okita to be appointed General Manager as a temporary retired annuitant with Board approval of Resolution Number 2015-2.

Recommended: Executive Committee

☒ Continued on next page

☐ 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 9, 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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

Should Mr. Okita decide to terminate the retired annuitant General Manager position, or the Board decides Mr. Okita's services are not needed, and the new General Manager has not yet commenced work, an interim General Manager is necessary. Under the aforementioned circumstance, the Board can appoint Thomas Pate, SCWA Principle Water Resources Engineer as the Interim General Manager.

The recommended action will ensure continuity of General Manager services until the new General Manager commences work.

ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: April 9, 2015

SUBJECT: SCWA Audit

RECOMMENDATION:

Accept Fiscal Year 2013/2014 audit.

FINANCIAL IMPACT:

Cost of audit is \$23,500.

BACKGROUND:

In accordance with the State law establishing the Solano County Water Agency, an annual audit is performed. The audit for the Fiscal Year 2013-2014 was performed by the firm Kcoe Isom. In July, 2014 the Agency entered into a one year agreement with Kcoe Isom. The audit was performed in accordance with auditing standards generally accepted in the Unites States.

Staff met with the auditors' assigned to the audit several times, responded fully to requests for information and documentation, and provided access to the Agency's budgetary and meeting information.

As a result of the review conducted over a period of several months the auditors' gave an unqualified opinion on the Independent Auditors' Report. This type of report is issued by an auditor when the financial statements presented are free from material misstatement and are represented fairly in accordance with Generally Accepted Accounting Principles (GAAP), which in other words means that the financial condition, position, and operations are fairly presented in the financial statements.

The Board of Directors needs to consider acceptance of the Audit Report for fiscal year 2013/14.

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 9, 2015 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

David B. Okita  
General Manager & Secretary to the  
Solano County Water Agency  
Apr.2015.It10