

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS MEETING

BOARD OF DIRECTORS:

Chair:

Supervisor Erin Hannigan
Solano County District 1

Vice Chair:

Mayor Pete Sanchez
City of Suisun City

Mayor Len Augustine
City of Vacaville

Mayor Jack Batchelor
City of Dixon

Director Dale Crossley
Reclamation District No. 2068

Mayor Osby Davis
City of Vallejo

Director John D. Kluge
Solano Irrigation District

Director Ryan Mahoney
Maine Prairie Water District

Mayor Elizabeth Patterson
City of Benicia

Mayor Harry Price
City of Fairfield

Mayor Norm Richardson
City of Rio Vista

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:

Roland Sanford
Solano County Water Agency

DATE: Thursday, April 14, 2016

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 meeting of March 10, 2016 is recommended.

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

(C) Quarterly Financial Reports: Approve the Income Statement and the Balance Sheet at March 31, 2016.

(D) SCWA Credit Card Policy: Authorize the SCWA Credit Card Policy that outlines usage requirements to help ensure purchasing cards are used appropriately.

(E) Ulati Project Easement Variance: Pipeline Agreement Termination: Authorize General Manager to terminate an agreement with Thiara Brothers, LLC, that allowed for a water pipeline crossing within an Agency easement along the Ulati Flood Control Project.

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



(F) Purchase Orders for Putah Diversion Office aggregate base: Authorize General Manager to approve the following Purchase Orders for the Putah Diversion Office facility:

1. Purchase Order of \$31,500 for aggregate base from Syar Industry.
2. Purchase Order of \$18,000 for transport of aggregate base by J.T. Martin Trucking.

(G) Contract Amendment for Monitoring System Support Services: Authorize General Manager to execute Amendment No. 1 with Eyasco, Inc., for additional monitoring system support services, increasing total contract amount by \$35,000.

(H) Wood Grindings Purchase Order for the LPCCC River Parkway Project: Authorize General Manager to purchase wood grindings for the LPCCC River Parkway Project in the amount of \$25,253.54.

(I) Repair Purchase Order for the LPCCC Tub Grinder: Authorize General Manager to purchase replacement parts for the LPCCC tub grinder at a cost of \$15,325.50.

6. BOARD MEMBER REPORTS

RECOMMENDATION: For information only.

7. GENERAL MANAGER'S REPORT

RECOMMENDATION: For information only.

8. PRESENTATION BY EKI – RESULTS OF SCWA SINGLE FAMILY RESIDENTIAL WATER USE AND CONSERVATION POTENTIAL PILOT STUDY

RECOMMENDATION: Hear presentation by EKI and provide direction to staff

9. DISCUSSION AND POSSIBLE ACTION: WATER POLICY COMMITTEE RECOMMENDATIONS REGARDING FORMATION OF GROUNDWATER SUSTAINABILITY AGENCY (GSA) FOR SOLANO SUBBASIN

RECOMMENDATION: Hear recommendations by Water Policy Committee and General Manager regarding GSA formation for the Solano Subbasin and provide direction to staff.

10. ADOPTION OF YOLO BYPASS AND CACHE SLOUGH PARTNERSHIP MEMORANDUM OF UNDERSTANDING

RECOMMENDATIONS:

1. Authorize Chair to execute Memorandum of Understanding for participation in Yolo Bypass and Cache Slough Partnership.
2. Select one or more Board members to participate in upcoming Memorandum of Understanding signing ceremony.

11. WATER AGENCY STAFFING

RECOMMENDATIONS:

1. Approve a new Assistant Water Resources Specialist position.
2. Approve a new Accountant I position.
3. Authorize immediate advertisement and recruitment for these new positions.

12. WATER POLICY UPDATES

RECOMMENDATIONS:

1. Hear report from staff on current and emerging Delta and Water Policy issues and provide direction.
2. Hear status report from Committee Chair Supervisor Seifert on activities of the SCWA Water Policy Committee.
3. Hear report from Supervisor Thomson on activities of the Delta Counties Coalition and Delta Protection Commission.
4. Hear report from Legislative Committee.

13. TIME AND PLACE OF NEXT MEETING

Thursday, May 12, 2016 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.

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 10, 2016

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

Supervisor John Vasquez, Solano County District 4
Supervisor Skip Thomson, Solano County District 5
Mayor Len Augustine, City of Vacaville
Mayor Pete Sanchez, City of Suisun City
Councilmember Scott Pederson, City of Dixon
Mayor Harry Price, City of Fairfield
Mayor Norm Richardson, City of Rio Vista
Director J. D. Kluge, Solano Irrigation District
Director Dale Crossley, Reclamation District 2068
Director Ryan Mahoney, Maine Prairie Water District

CALL TO ORDER

The meeting was called to order at 6:30 P.M. by Vice Chair Sanchez.

APPROVAL OF AGENDA

On a motion by Supervisor Vasquez and a second by Mayor Augustine the Board unanimously approved the agenda.

PUBLIC COMMENT

There were no comments.

CONSENT ITEMS

On a motion by Supervisor Vasquez and a second by Mayor Richardson the Board unanimously approved the following Consent Items:

- (A) Minutes
- (B) Expenditure Approvals
- (C) Ulati Project Easement Quitclaim
- (D) Purchase Order for Solano Project Water Quality Equipment
- (E) Lower Putah Creek Coordinating Committee Watershed Restoration Planning Grant
- (F) Agreement with Normandeau Associates, Inc. for Lower Putah Creek Juvenile Chinook Snorkel Surveys – Phase II

BOARD MEMBER REPORTS

Mayor Price reported that he, Director Crossley and General Manager Roland Sanford attended the ACWA Legislative Symposium in Sacramento on March 9, 2016.

GENERAL MANAGER'S REPORT

There were no additions to the General Managers written report.

**APPOINTMENT OF SCWA REPRESENTATIVE AND ALTERNATE TO
SACRAMENTO RIVER FLOOD CONTROL PROJECT GENERAL REEVALUATION
REPORT LOCAL AGENCY EXECUTIVE COMMITTEE**

Director Crossley motioned and Mayor Price seconded the nomination of Director Mahoney to serve as the SCWA Representative on the Sacramento River Flood Control Project General

Reevaluation Report Local Agency Executive Committee. The Board voted unanimously to appoint Director Mahoney to serve as the SCWA Representative on the Sacramento River Flood Control Project Reevaluation Report Local Agency Executive Committee.

Supervisor Thomson motioned and Mayor Price seconded the nomination of Mayor Richardson to serve as the SCWA Alternate Representative on the Sacramento River Flood Control Project General Reevaluation Report Local Agency Executive Committee. The Board voted unanimously to appoint Mayor Richardson to serve as the SCWA Alternate Representative on the Sacramento River Flood Control Project General Reevaluation Report Local Agency Executive Committee.

SCWA FISCAL YEAR 2014-2015 AUDIT

Administrative Services Manager Katherine Phillips summarized the results of the SCWA Fiscal Year 2014-2015 Audit and reported that the auditors rendered an “unqualified opinion” of the financial statements - meaning in the auditors’ opinion, the SCWA fiscal year financial statements are presented fairly. Ms. Phillips noted that the auditors had also identified a short list of control deficiencies and associated recommended corrective actions for staff to implement. On a motion by Director Kluge and second by Mayor Sanchez the Board unanimously accepted the SCWA \Fiscal Year 2014-2015 Audit.

WATER POLICY UPDATES

1. There was no report from staff on current and emerging Delta and Water Policy issues.
2. There was no report on activities of the SCWA Water Policy Committee.
3. Supervisor Thomson reported that members of the Delta Counties Coalition will be going to Washington D.C. in March.
4. Director Crossley reported the SCWA Legislative Committee met with Assemblyman Bill Dodd on March 9, 2016 and discussed the NBA Alternate Intake Project and other issues occurring in the Yolo Bypass.

TIME AND PLACE OF NEXT MEETING

The next regularly scheduled meeting will be Thursday, April 14, 2016 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 7:44 p.m.

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 14, 2016

SUBJECT: Expenditures Approval

RECOMMENDATION:

Approve expenditures from the Water Agency checking accounts for the month of March, 2016.

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, 2016. Additional backup information is available upon request.

Recommended: 
Roland Sanford, General Manager

☐ Approved as
recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|---------|---------|----------------------------|--|------------------|------------------|
| 3/25/16 | 26578V | 2020SC 1020SC | Invoice: TURF REBATE - CORLE2 TURF REPLACEMENT REBATE | 294.00 | 294.00 |
| 3/25/16 | 26714V | 2020SC 2020SC 1020SC | Invoice: EXEC MEET AUG 2015 Invoice: WATER POLI AUG 2015 DALE CROSSLEY | 200.00 | 100.00 100.00 |
| 3/25/16 | 27279V | 2020SC 1020SC | Invoice: DENISE MORRIS TURF REPLACEMENT REBATE | 451.00 | 451.00 |
| 3/25/16 | 27506V | 2020SC 1020SC | Invoice: NOVEMBER 2015 CUETARA, JAY I | 100.00 | 100.00 |
| 3/25/16 | 27536V | 2020SC 1020SC | Invoice: NOV 2015 PER DIEM LINDA SEIFERT | 100.00 | 100.00 |
| 3/8/16 | 27843V | 2020SC 1020SC | Invoice: A601295 BSK ASSOCIATES | 1,700.00 | 1,700.00 |
| 3/1/16 | 27861V | 2020SC 1020SC | Invoice: 001710 YOLO COUNTY RCD | 1,385.00 | 1,385.00 |
| 3/2/16 | 27870 | 2020SC 1020SC | Invoice: 0021711 HOME DEPOT CREDIT SERVICE | 125.29 | 125.29 |
| 3/2/16 | 27870V | 2020SC 1020SC | Invoice: 0021711 HOME DEPOT CREDIT SERVICE | 125.29 | 125.29 |
| 3/2/16 | 27871 | 2020SC 1020SC | Invoice: 8011810 HOME DEPOT CREDIT SERVICE | 395.58 | 395.58 |
| 3/2/16 | 27871V | 2020SC 1020SC | Invoice: 8011810 HOME DEPOT CREDIT SERVICE | 395.58 | 395.58 |
| 3/2/16 | 27872 | 2020SC 1020SC | Invoice: 0020734 HOME DEPOT CREDIT SERVICE | 72.05 | 72.05 |
| 3/2/16 | 27872V | 2020SC 1020SC | Invoice: 0020734 HOME DEPOT CREDIT SERVICE | 72.05 | 72.05 |
| 3/2/16 | 27873 | 2020SC 1020SC | Invoice: 5020338 HOME DEPOT CREDIT SERVICE | 291.10 | 291.10 |
| 3/2/16 | 27873V | 2020SC 1020SC | Invoice: 5020338 HOME DEPOT CREDIT SERVICE | 291.10 | 291.10 |
| 3/2/16 | 27874 | 2020SC 1020SC | Invoice: 5020339 HOME DEPOT CREDIT SERVICE | 26.93 | 26.93 |
| 3/2/16 | 27874V | 2020SC 1020SC | Invoice: 5020339 HOME DEPOT CREDIT SERVICE | 26.93 | 26.93 |
| 3/2/16 | 27875 | 2020SC 1020SC | Invoice: 3020535 HOME DEPOT CREDIT SERVICE | 267.92 | 267.92 |
| 3/2/16 | 27875V | 2020SC 1020SC | Invoice: 3020535 HOME DEPOT CREDIT SERVICE | 267.92 | 267.92 |
| 3/2/16 | 27876 | 2020SC 1020SC | Invoice: 176679 A & L WESTERN AGRICULTURAL LABS | 34.00 | 34.00 |
| 3/2/16 | 27877 | 2020SC 1020SC | Invoice: SPRING 2016 CONF ASSACWA JOINT POWERS INSURANCE AUTHORIT | 1,390.00 | 1,390.00 |
| 3/2/16 | 27878 | 2020SC 1020SC | Invoice: 102383 ANALYTICAL SCIENCES | 1,968.00 | 1,968.00 |
| 3/2/16 | 27879 | 2020SC 2020SC 1020SC | Invoice: 7687530 Invoice: 7687529 AT&T | 243.87 188.07 | 431.94 |
| 3/2/16 | 27880 | 2020SC 1020SC | Invoice: STRATEGIC FEB 2016 JACK BATCHELOR | 25.92 | 25.92 |
| 3/2/16 | 27881 | 2020SC 1020SC | Invoice: SI02042376 BEN MEADOWS | 40.89 | 40.89 |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|--------|---------|--|---|--|------------------------|
| 3/2/16 | 27882 | 2020SC 1020SC | Invoice: MARCH 2016 CLEAN TECH ADVOCATES | 8,500.00 | 8,500.00 |
| 3/2/16 | 27883 | 2020SC 2020SC 2020SC 1020SC | Invoice: 16-026-T MAR 2016 Invoice: 16-180-V JAN 2016 Invoice: 16-024-O MAR 2016 DEPARTMENT OF WATER RESOURCES | 551,160.00 2,692.00 | 9,730.00 544,122.00 |
| 3/2/16 | 27884 | 2020SC 1020SC | Invoice: 5-325-90524 FEDEX EXPRESS | 492.00 | 492.00 |
| 3/2/16 | 27885 | 2020SC 1020SC | Invoice: 1101 FORTY-TWO PACIFIC, INC. | 1,100.00 | 1,100.00 |
| 3/2/16 | 27886 | 2020SC 2020SC 1020SC | Invoice: 59441 Invoice: 59440 GHD, INC. | 1,914.25 663.00 | 2,577.25 |
| 3/2/16 | 27887 | 2020SC 1020SC | Invoice: CL12212 INTERSTATE OIL COMPANY | 268.36 | 268.36 |
| 3/2/16 | 27888 | 2020SC 1020SC | Invoice: STRATEGIC FEB 2016 JOHN D. KLUGE | 16.20 | 16.20 |
| 3/2/16 | 27889 | 2020SC 1020SC | Invoice: STRATEGIC FEB 2016 ELIZABETH PATTERSON | 16.20 | 16.20 |
| 3/2/16 | 27890 | 2020SC 2020SC 1020SC | Invoice: 49094499 Invoice: 49092562 SBS LEASING A PROGRAM DE LAGE | 77.67 980.93 | 1,058.60 |
| 3/2/16 | 27891 | 2020SC 1020SC | Invoice: STRATEGIC FEB 2016 LINDA SEIFERT | 100.00 | 100.00 |
| 3/2/16 | 27892 | 2020U 1020SC | Invoice: FEBRUARY 2016 SOLANO COUNTY FLEET MANAGEMENT | 42.45 | 42.45 |
| 3/2/16 | 27893 | 2020SC 1020SC | Invoice: 5391 SOLANO GLASS COMPANY, INC. | 316.41 | 316.41 |
| 3/2/16 | 27894 | 2020SC 1020SC | Invoice: 006492990046MAR2016 STANDARD INSURANCE COMPANY | 1,250.45 | 1,250.45 |
| 3/2/16 | 27895 | 2020SC 1020SC | Invoice: 16724 SUMMERS ENGINEERING, INC. | 9,543.86 | 9,543.86 |
| 3/2/16 | 27896 | 2020SC 1020SC | Invoice: 4098 TERRAPHASE ENGINEERING | 24,561.27 | 24,561.27 |
| 3/2/16 | 27897 | 2020SC 1020SC | Invoice: STRATEGIC FEB 2016 JOHN VASQUEZ | 100.00 | 100.00 |
| 3/2/16 | 27898 | 2020SC 2020SC 2020SC 2020SC 1020SC | Invoice: SCWA-FY2015-16_6 Invoice: LPCCC-FY2015-16_7 Invoice: LPCCC-FY2015-16_6 Invoice: SCWA-FY2015-16_7 KEN W. DAVIS, DBA WILDLIFE SURVEY | 10,717.68 2,305.44 2,413.40 10,821.08 | 26,257.60 |
| 3/2/16 | 27899 | 2020SC 1020SC | Invoice: 001710 YOLO-SOLANO AQMD | 1,385.00 | 1,385.00 |
| 3/9/16 | 27900 | 2020SC 1020SC | Invoice: 0400009 CB&T/ACWA-JPIA | 1,735.83 | 1,735.83 |
| 3/9/16 | 27901 | 2020SC 1020SC | Invoice: 2180 AG INNOVATIONS | 17,802.97 | 17,802.97 |
| 3/9/16 | 27902 | 2020SC 1020SC | Invoice: 2134211 AMERICAN TOWER CORPORATION | 534.63 | 534.63 |
| 3/9/16 | 27903 | 2020SC 1020SC | Invoice: 925335 CENTRAL AUTO PARTS | 21.50 | 21.50 |
| 3/9/16 | 27904 | 2020SC 1020SC | Invoice: 2.23.16 - 3.22.16 AT&T MOBILITY | 142.75 | 142.75 |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|--------|---------|--|---|--|---------------------|
| 3/9/16 | 27905 | 2020SC 1020SC | Invoice: 5004474485 CINTAS CORPORATION | 165.52 | 165.52 |
| 3/9/16 | 27906 | 2020SC 1020SC | Invoice: TABLE A CREDIT CITY OF VACAVILLE | 1,506,748.00 | 1,506,748.00 |
| 3/9/16 | 27907 | 2020SC 2020SC 1020SC | Invoice: 16961955-8 Invoice: 16998025-7 EXPRESS EMPLOYEMENT PROFESSIONALS | 192.64 192.64 | 385.28 |
| 3/9/16 | 27908 | 2020SC 1020SC | Invoice: TABLE A CREDIT CITY OF FAIRFIELD | 1,506,748.00 | 1,506,748.00 |
| 3/9/16 | 27909 | 2020SC 1020SC | Invoice: 127200 FM GRAPHICS | 170.83 | 170.83 |
| 3/9/16 | 27910 | 2020SC 2020SC 1020SC | Invoice: 59610 Invoice: 59609 GHD, INC. | 731.25 468.00 | 1,199.25 |
| 3/9/16 | 27911 | 2020SC 1020SC | Invoice: 2-(16) DENNIS GRUNSTAD | 1,105.00 | 1,105.00 |
| 3/9/16 | 27912 | 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 1020SC | Invoice: 5020339 Invoice: 3020535 Invoice: 5020338 Invoice: 0020734 Invoice: 8011810 Invoice: 0021711 Invoice: 4013483 Invoice: 3013630 Invoice: 4013484 Invoice: 6013240 HOME DEPOT CREDIT SERVICE | 26.93 267.92 291.10 72.05 395.58 125.29 52.74 102.33 37.73 303.06 | 1,674.73 |
| 3/9/16 | 27913 | 2020SC 1020SC | Invoice: CL13514 INTERSTATE OIL COMPANY | 115.16 | 115.16 |
| 3/9/16 | 27914 | 2020SC 2020SC 2020SC 1020SC | Invoice: 72751 Invoice: 72756 Invoice: 72755 INTEGRATED ENVIRONMENTAL RESTORATION | 875.00 10,069.75 | 125.00 10,819.75 |
| 3/9/16 | 27915 | 2020N 1020SC | Invoice: 0316-1 JEFFREY J JANIK | 1,350.00 | 1,350.00 |
| 3/9/16 | 27916 | 2020SC 1020SC | Invoice: 483400 M&M SANITARY LLC | 144.00 | 144.00 |
| 3/9/16 | 27917 | 2020WC 1020SC | Invoice: 16-02-3868 MBK ENGINEERS | 2,262.00 | 2,262.00 |
| 3/9/16 | 27918 | 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 1020SC | Invoice: 199036 Invoice: 199208 Invoice: 199401 Invoice: 199342 Invoice: 199400 Invoice: 199343 Invoice: 199155 Invoice: 200076 Invoice: K95899 Invoice: 896755 Invoice: 200720 Invoice: 200507 Invoice: 200405 PACIFIC ACE HARDWARE | 7.10 130.91 37.60 51.00 62.33 36.54 50.47 33.66 36.09 159.33 95.84 21.25 40.25 | 762.37 |
| 3/9/16 | 27919 | 2020SC 2020SC 2020SC 2020SC 2020SC 1020SC | Invoice: 701847 Invoice: 701917 Invoice: 703049 Invoice: 702280 Invoice: 704076 PISANIS AUTO PARTS | 14.91 12.89 41.13 97.51 306.57 | 473.01 |
| 3/9/16 | 27920 | 2020SC | Invoice: 3517068 | 232.64 | |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|---------|---------|-------------------------------------|---|------------------------------|---------------|
| | | 1020SC | QUILL CORPORATION | | 232.64 |
| 3/9/16 | 27921 | 2020SC 1020SC | Invoice: 0229160228 SHANDAM CONSULTING | 1,072.50 | 1,072.50 |
| 3/9/16 | 27922 | 2020SC 1020SC | Invoice: FEBRUARY 2016 ROBERT SMITH | 14,320.00 | 14,320.00 |
| 3/9/16 | 27923 | 2020SC 1020SC | Invoice: 106537 TRACTOR SUPPLY CREDIT PLAN | 52.66 | 52.66 |
| 3/9/16 | 27924 | 2020SC 1020SC | Invoice: 51517 YELLOW SPRINGS INSTRUMENT CO. | 1,751.47 | 1,751.47 |
| 3/16/16 | 27925 | 2020SC 1020SC | Invoice: 9081937 ARAMARK REFRESHMENT SERVICES | 200.89 | 200.89 |
| 3/16/16 | 27926 | 2020SC 1020SC | Invoice: 16639 CENTRAL VALLEY EQUIPMENT REPAIR | 5,604.59 | 5,604.59 |
| 3/16/16 | 27927 | 2020SC 1020SC | Invoice: 5004645035 CINTAS CORPORATION | 127.82 | 127.82 |
| 3/16/16 | 27928 | 2020SC 1020SC | Invoice: 16-193-U DEPARTMENT OF WATER RESOURCES | 223,500.00 | 223,500.00 |
| 3/16/16 | 27929 | 2020SC 1020SC | Invoice: 17019848-5 EXPRESS EMPLOYEMENT PROFESSIONALS | 192.64 | 192.64 |
| 3/16/16 | 27930 | 2020SC 1020SC | Invoice: 3942 EYASCO, INC. | 20,177.50 | 20,177.50 |
| 3/16/16 | 27931 | 2020SC 2020U 2020SC 1020SC | Invoice: 80110 Invoice: 80111 Invoice: 80112 HERUM \ CRABTREE \ SUNTAG | 471.75 789.48 2,284.80 | 3,546.03 |
| 3/16/16 | 27932 | 2020SC 1020SC | Invoice: 2016-4 IN COMMUNICATIONS | 1,052.50 | 1,052.50 |
| 3/16/16 | 27933 | 2020SC 1020SC | Invoice: 0007519510-7 PACIFIC GAS & ELECTRIC CO, | 6,830.00 | 6,830.00 |
| 3/16/16 | 27934 | 2020SC 1020SC | Invoice: 008854 SAM'S CLUB | 102.22 | 102.22 |
| 3/16/16 | 27935 | 2020SC 2020SC 1020SC | Invoice: 0004278 Invoice: 0004277 SOLANO IRRIGATION DISTRICT | 143.54 16,140.80 | 16,284.34 |
| 3/16/16 | 27936 | 2020SC 1020SC | Invoice: 32253 VISION TECHNOLOGY SOLUTIONS, LLC DBC | 200.00 | 200.00 |
| 3/16/16 | 27937 | 2020SC 1020SC | Invoice: 1022 DROUGHTBUSTERS LLC | 8,600.00 | 8,600.00 |
| 3/16/16 | 27938 | 2020SC 1020SC | Invoice: WATER POLICY MAR2016 ELIZABETH PATTERSON | 132.94 | 132.94 |
| 3/16/16 | 27939 | 2020SC 2020SC 1020SC | Invoice: EXEC MEET MAR 2016 Invoice: WATER POLICY MAR2016 JACK BATCHELOR | 132.40 100.00 | 232.40 |
| 3/16/16 | 27940 | 2020SC 1020SC | Invoice: MAR 2016 BOARD MEET RYAN MAHONEY | 100.00 | 100.00 |
| 3/16/16 | 27941 | 2020SC 2020SC 1020SC | Invoice: WATER POLICY MAR2016 Invoice: MAR 2016 BOARD MEET DALE CROSSLEY | 100.00 100.00 | 200.00 |
| 3/16/16 | 27942 | 2020SC 1020SC | Invoice: WATER POLICY MAR2016 LINDA SEIFERT | 100.00 | 100.00 |
| 3/16/16 | 27943 | 2020SC 1020SC | Invoice: EXEC MEET MAR 2016 JAMES SPERING | 100.00 | 100.00 |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|---------|---------|----------------------------|---|----------------------|---------------|
| 3/16/16 | 27944 | 2020SC 1020SC | Invoice: MAR 2016 BOARD MEET JOHN VASQUEZ | 100.00 | 100.00 |
| 3/16/16 | 27945 | 2020SC 2020SC 1020SC | Invoice: EXEC MEET MAR 2016 Invoice: WATER POLICY MAR2016 JOHN D. KLUGE | 100.00 100.00 | 200.00 |
| 3/16/16 | 27946 | 2020SC 1020SC | Invoice: MAR 2016 BOARD MEET SCOTT PEDERSON | 114.04 | 114.04 |
| 3/24/16 | 27947 | 2020SC 1020SC | Invoice: PSC HEADWORKS NOC SOLANO COUNTY ASSESSOR/RECORDER | 7.00 | 7.00 |
| 3/23/16 | 27948 | 2020SC 1020SC | Invoice: 177336 A & L WESTERN AGRICULTURAL LABS | 34.00 | 34.00 |
| 3/23/16 | 27949 | 2020SC 2020SC 1020SC | Invoice: 7818724 Invoice: 7818723 AT&T | 243.27 188.07 | 431.34 |
| 3/23/16 | 27950 | 2020SC 1020SC | Invoice: 4995 CLEAN LAKES, INC. | 14,960.68 | 14,960.68 |
| 3/23/16 | 27951 | 2020SC 1020SC | Invoice: B50067.00-07 ERLER & KALINOWSKI | 8,193.56 | 8,193.56 |
| 3/23/16 | 27952 | 2020SC 1020SC | Invoice: 17052775-8 EXPRESS EMPLOYEMENT PROFESSIONALS | 192.64 | 192.64 |
| 3/23/16 | 27953 | 2020SC 2020SC 1020SC | Invoice: 60773 Invoice: 60774 GHD, INC. | 816.00 2,453.00 | 3,269.00 |
| 3/23/16 | 27954 | 2020SC 2020SC 1020SC | Invoice: V3787401 Invoice: V3787402 HOLT OF CALIFORNIA | 2,325.23 1,128.10 | 3,453.33 |
| 3/23/16 | 27955 | 2020SC 1020SC | Invoice: CL14814 INTERSTATE OIL COMPANY | 353.71 | 353.71 |
| 3/23/16 | 27956 | 2020SC 1020SC | Invoice: 1402 IRON SPRINGS CORPORATION | 4,817.00 | 4,817.00 |
| 3/23/16 | 27957 | 2020SC 1020SC | Invoice: 31553 LUHDORFF & SCALMANINI | 2,247.00 | 2,247.00 |
| 3/23/16 | 27958 | 2020SC 1020SC | Invoice: 1234434 NAPA VALLEY COLLEGE | 200.00 | 200.00 |
| 3/23/16 | 27959 | 2020SC 2020SC 1020SC | Invoice: 61427 Invoice: 61469 NORMANDEAU ASSOCIATES, INC. | 2,550.00 8,874.81 | 11,424.81 |
| 3/23/16 | 27960 | 2020SC 1020SC | Invoice: 6533 PERS PUBLIC AGENCY COALITION | 250.00 | 250.00 |
| 3/23/16 | 27961 | 2020SC 1020SC | Invoice: 2444786-MR16 PITNEY BOWES | 436.89 | 436.89 |
| 3/23/16 | 27962 | 2020SC 1020SC | Invoice: 39080759 RECOLOGY VACAVILLE SOLANO | 136.63 | 136.63 |
| 3/23/16 | 27963 | 2020SC 1020SC | Invoice: 0004275 SOLANO IRRIGATION DISTRICT | 133,332.98 | 133,332.98 |
| 3/23/16 | 27964 | 2020SC 1020SC | Invoice: 006492990046APR2016 STANDARD INSURANCE COMPANY | 1,250.45 | 1,250.45 |
| 3/24/16 | 27965 | 2020SC 1020SC | Invoice: 9022832 HOME DEPOT CREDIT SERVICE | 268.54 | 268.54 |
| 3/24/16 | 27965V | 2020SC 1020SC | Invoice: 9022832 HOME DEPOT CREDIT SERVICE | 268.54 | 268.54 |
| 3/24/16 | 27966 | 2020SC 1020SC | Invoice: 6014506 HOME DEPOT CREDIT SERVICE | 107.54 | 107.54 |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|---------|---------|--|---|--|------------------------|
| 3/24/16 | 27966V | 2020SC 1020SC | Invoice: 6014506 HOME DEPOT CREDIT SERVICE | 107.54 | 107.54 |
| 3/25/16 | 27968 | 2020SC 1020SC | Invoice: NOVEMBER 2015 CUETARA, JAY I | 100.00 | 100.00 |
| 3/25/16 | 27969 | 2020SC 1020SC | Invoice: NOV 2015 PER DIEM LINDA SEIFERT | 100.00 | 100.00 |
| 3/25/16 | 27970 | 2020SC 2020SC 1020SC | Invoice: EXEC MEET AUG 2015 Invoice: WATER POLI AUG 2015 DALE CROSSLEY | 100.00 100.00 | 200.00 |
| 3/25/16 | 27971 | 2020SC 1020SC | Invoice: DENISE MORRIS TURF REPLACEMENT REBATE | 451.00 | 451.00 |
| 3/25/16 | 27972 | 2020SC 1020SC | Invoice: TURF REBATE - CORLE2 TURF REPLACEMENT REBATE | 294.00 | 294.00 |
| 3/28/16 | 27973 | 2020SC 1020SC | Invoice: PROGRESS PAYMENT 8 ANDERSON PACIFIC ENGINEERING, CO. | 11,165.20 | 11,165.20 |
| 3/29/16 | 27974 | 2020SC 1020SC | Invoice: WOOD GRIND DELIVERY1 OLD DURHAM WOOD | 1,300.00 | 1,300.00 |
| 3/29/16 | 27975 | 2020SC 2020SC 2020SC 1020SC | Invoice: 16-206-V FEB 2016 Invoice: 16-026-T APR 2016 Invoice: 16-024-O APR 2016 DEPARTMENT OF WATER RESOURCES | 551,160.00 2,691.00 | 9,195.00 544,656.00 |
| 3/29/16 | 27976 | 2020SC 1020SC | Invoice: 5-355-76814 FEDEX EXPRESS | 897.01 | 897.01 |
| 3/29/16 | 27977 | 2020SC 1020SC | Invoice: 160406 INSTITUTE FOR ENVIRONMENTAL HEALTH, INC | 760.00 | 760.00 |
| 3/29/16 | 27978 | 2020SC 1020SC | Invoice: 1644 JM TECHNOLOGIES | 748.00 | 748.00 |
| 3/29/16 | 27979 | 2020SC 1020SC | Invoice: 100117 KENNEDY/JENKS CONSULTANTS | 6,588.75 | 6,588.75 |
| 3/29/16 | 27980 | 2020SC 1020SC | Invoice: 144150 LSA ASSOCIATES, INC. | 54,488.03 | 54,488.03 |
| 3/29/16 | 27981 | 2020SC 1020SC | Invoice: 00029197 P&R METALS | 47,372.50 | 47,372.50 |
| 3/29/16 | 27982 | 2020SC 1020SC | Invoice: 4215424 QUILL CORPORATION | 496.20 | 496.20 |
| 3/29/16 | 27983 | 2020SC 2020SC 1020SC | Invoice: 49543739 Invoice: 49544124 SBS LEASING A PROGRAM DE LAGE | 980.93 77.67 | 1,058.60 |
| 3/29/16 | 27984 | 2020SC 1020SC | Invoice: 164709 SHELDON | 302.02 | 302.02 |
| 3/29/16 | 27985 | 2020SC 2020G 2020SC 2020U 2020U 2020U 2020U 2020SC 2020G 2020U 2020U 2020SC 2020SC 1020SC | Invoice: 05021 Invoice: 05015 Invoice: 05016 Invoice: 05018 Invoice: 05020 Invoice: 05017 Invoice: 05019 Invoice: 05022 Invoice: 05024 Invoice: 05026 Invoice: 05027 Invoice: 05028 Invoice: 05025 SOLANO COUNTY PUBLIC WORKS DIVISION | 29,618.30 8,541.16 2,047.91 21,567.22 1,723.78 26,959.67 3,038.43 4,158.37 10,431.53 4,642.94 1,907.22 1,014.85 384.93 | 116,036.31 |
| 3/29/16 | 27986 | 2020SC 1020SC | Invoice: CEQA NOE FEE 3.28.16 SOLANO COUNTY CLERK OF THE BOARD | 50.00 | 50.00 |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|---------|------------------|--|---|--|--------------------------|
| 3/29/16 | 27987 | 2020SC 1020SC | Invoice: 16897 SUMMERS ENGINEERING, INC. | 9,161.70 | 9,161.70 |
| 3/29/16 | 27988 | 2020SC 1020SC | Invoice: 001455 UNAVCO, INC. | 102.42 | 102.42 |
| 3/29/16 | 27989 | 2020SC 1020SC | Invoice: 2417 WATCH TECHNOLOGIES | 13,369.12 | 13,369.12 |
| 3/29/16 | 27990 | 2020SC 2020SC 2020SC 2020SC 2020SC 1020SC | Invoice: 1524665791 Invoice: 1524706041 Invoice: 1524706471 Invoice: 1524746951 Invoice: FINANCECHARGE 3/2016 STAPLES | 35.58 29.65 243.99 23.71 3.31 | 336.24 |
| 3/29/16 | 27991 | 2020SC 1020SC | Invoice: 1X112054 HORIZON DISTRIBUTORS, INC. | 607.85 | 607.85 |
| 3/29/16 | 27992 | 2020SC 1020SC | Invoice: 9049634248 AIRGAS USA, LLC | 1,085.70 | 1,085.70 |
| 3/2/16 | 5000005 | 2023AC 1020SC | FSA REIMBURSEMENT MARCH 2016 PATE, THOMAS | 289.06 | 289.06 |
| 3/15/16 | 5000006 | 2023AC 1020SC | FSA REIMBURSEMENT MARCH 2016 PATE, THOMAS | 124.99 | 124.99 |
| 3/25/16 | BARICH FEB 2016 | 6310AC 1020SC | CHEVRON - FUEL BANK OF THE WEST | 48.71 | 48.71 |
| 3/25/16 | CUETARA FEB 2016 | 6144SC 6144AC 6310AC 6310AC 6144SC 2025SC 2025SC 1020SC | LABELCITY - SUPPLIES GO2MARINE - SUPPLIES CHEVRON - FUEL CHEVRON - FUEL PLATT ELECTRIC - SUPPLIES ACCRUED TAX - LABELCITY ACCRUED TAX - GO2MARINE BANK OF THE WEST | 255.49 150.89 77.43 58.75 429.26 | 18.29 11.02 942.51 |
| 3/2/16 | EFT | 2020SC 1020SC | Invoice: SIP PPE 2.27.16 CALPERS | 3,077.88 | 3,077.88 |
| 3/2/16 | EFT | 2020SC 1020SC | Invoice: PPE 2.27.16 CALPERS | 7,744.39 | 7,744.39 |
| 3/2/16 | EFT | 2020SC 1020SC | Invoice: PEPRA PPE 2.27.16 CALPERS | 343.01 | 343.01 |
| 3/7/16 | EFT | 2020SC 1020SC | Invoice: 46865109 CHEVRON AND TEXACO | 75.27 | 75.27 |
| 3/11/16 | EFT | 6111AC 6040AC 1020SC | FSA ADMIN FEES - MARCH EMPLOYEE HANDBOOK PAYCHEX, INC. | 70.12 106.75 | 176.87 |
| 3/10/16 | EFT | 2020SC 1020SC | Invoice: 9761200717 VERIZON WIRELESS | 2,538.32 | 2,538.32 |
| 3/18/16 | EFT | 2024AC 6012AC 1020SC | EMPLOYEE LIABILITIES - 3.12.16 EMPLOYER LIABILITIES - 3.12.16 PAYROLL TAXES | 10,336.02 1,601.48 | 11,937.50 |
| 3/16/16 | EFT | 2020SC 1020SC | Invoice: SIP PPE 3.12.16 CALPERS | 3,276.83 | 3,276.83 |
| 3/16/16 | EFT | 2020SC 1020SC | Invoice: PPE 3.12.16 CALPERS | 7,738.66 | 7,738.66 |
| 3/3/16 | EFT | 2020SC 1020SC | Invoice: 2016030201 PAYCHEX, INC. | 158.75 | 158.75 |
| 3/18/16 | EFT | 2020SC 1020SC | Invoice: 2016031601 PAYCHEX, INC. | 175.90 | 175.90 |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|---------|-------------------|--|--|--|---------------|
| 3/3/16 | EFT | 6040AC 1020SC | FRAUDULENT CHARGES TO BE REIMBURSED BANK OF THE WEST CENTRAL ACCOUNT ANALYS | 144.74 | 144.74 |
| 3/23/16 | EFT | 2020SC 1020SC | Invoice: 02/10/16-03/10/16 PACIFIC GAS & ELECTRIC CO, | 1,000.44 | 1,000.44 |
| 3/26/16 | EFT | 2024AC 6012AC 1020SC | EMPLOYEE LIABILITIES - 3.26.16 EMPLOYER LIABILITIES - 3.26.16 PAYROLL TAXES | 11,208.90 1,439.92 | 12,648.82 |
| 3/30/16 | EFT | 2020SC 1020SC | Invoice: PPE 3.26.16 CALPERS | 7,917.17 | 7,917.17 |
| 3/30/16 | EFT | 2020SC 1020SC | Invoice: PEPRA PPE 3.26.16 CALPERS | 377.22 | 377.22 |
| 3/30/16 | EFT | 2020SC 1020SC | Invoice: SIP PPE 3.26.16 CALPERS | 3,406.46 | 3,406.46 |
| 3/16/16 | EFT | 2020SC 1020SC | Invoice: PEPRA PPE 3.12.16 CALPERS | 343.01 | 343.01 |
| 3/2/16 | EFT | 2020SC 1020SC | Invoice: MAR HEALTH 2016 CALPERS | 14,297.15 | 14,297.15 |
| 3/25/16 | FLORENDO FEB 2016 | 6040AC 6551AC 6310AC 1020SC | NAPOLI PIZZERIA - MEETING AMAZON.COM - SUPPLIES CHEVRON - FUEL BANK OF THE WEST | 67.23 115.39 14.52 | 197.14 |
| 3/25/16 | FOWLER FEB 2016 | 6230SC 6230SC 6230SC 6230SC 6230SC 6230SC 2025SC 1020SC | SEARS ROEBUCK - SUPPLIES LOWES - SUPPLIES LOWES - SUPPLIES LOWES - SUPPLIES LABELCITY - SUPPLIES WM SUPERCENTER - SUPPLIES ACCRUED SALES TAX - LABELCITY BANK OF THE WEST | 234.95 116.31 91.82 11.95 245.66 26.94 | 710.06 |
| 3/25/16 | JONES FEB 2016 | 6199SC 6130SC 6199SC 6183SC 6300AC 6183SC 6183SC 6183SC 6183SC 6183SC 1020SC | BERRYESSA SPORTING GOODS - FUEL ZTERS INC - PORTABLE TOILETS APL ITUNES - ICLOUD U-HAUL OF VACAVILLE - SHELVING CERTIFIED TOWING - TOWING WORK TRUCK U-HAUL OF VACAVILLE - SHELVING U-HAUL OF VACAVILLE - SHELVING DAVIS ACE LUMBER & HARDWARE - SUPPLIES DAVIS ACE LUMBER & HARDWARE - SUPPLIES DAVIS ACE LUMBER & HARDWARE - SUPPLIES BANK OF THE WEST | 32.98 216.97 0.99 31.11 325.00 70.63 218.02 24.61 22.49 73.69 | 1,016.49 |
| 3/25/16 | LEE FEB 2016 | 6410AC 6360AC 6330AC 1020SC | AMAZON.VOM - SUPPLIES EB 41ST ANNUAL MEETING - AMERICAN FISHERIES ASSOCIATION GRAND SIERRA ADV DEP - HOTEL BANK OF THE WEST | 34.27 300.00 89.27 | 423.54 |
| 3/25/16 | PATE FEB 2016 | 6330AC 6330AC 6040AC 1020SC | CITY OF SAC PARKING CITY OF SAC PARKING FOX AND GOOSE PUBLIC SACRAMENTO BANK OF THE WEST | 20.00 9.00 15.58 | 44.58 |
| 3/25/16 | PHILLIPS FEB 2016 | 6040AC 1020SC | NAPOLI PIZZERIA - ADVISORY COMMISSION BANK OF THE WEST | 67.15 | 67.15 |
| 3/25/16 | RABIDOUX FEB 2016 | 6144N 6310AC 1020SC | TARGET - SUPPLIES CHEVRON - FUEL BANK OF THE WEST | 12.24 50.20 | 62.44 |
| 3/25/16 | SANFORD FEB 2016 | 6330AC 1020SC | CITYOFSAC PARKING BANK OF THE WEST | 20.00 | 20.00 |
| 3/25/16 | SNYDER FEB 2016 | 6300AC 6199SC 6300AC 6300AC | AUTOANYTHING - FLOOR COVERS FOR TAHOE AMAZON MKTPLACE - SUPPLIES AGILIS LINXUP MOTOSFTY - VEHICLE TRACKING LOWES - SUPPLIES | 237.22 81.77 91.96 5.47 | |

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Mar 1, 2016 to Mar 31, 2016

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 |
|---------|---------------------|------------|--|--------------|---------------|
| | | 6042AC | FIRE SUPPLY DEPOT - SUPPLIES | 83.39 | |
| | | 2025SC | ACCRUED TAX - FIRE SUPPLY DEPOT | | 6.09 |
| | | 2025SC | ACCRUED TAX - AMAZON MKTPLACE | | 5.97 |
| | | 1020SC | BANK OF THE WEST | | 487.75 |
| 3/25/16 | WILLINGMYRE FEB 201 | 6040AC | NAPOLI PIZZERIA - ADVISORY COMM | 66.15 | |
| | | 6040AC | NAPOLI PIZZERIA - FCAC | 65.42 | |
| | | 6040AC | NUGGET MARKET - FCAC | 12.98 | |
| | | 6040AC | REMOTELINK - WESTSIDE IRWM | 52.82 | |
| | | 6360AC | ASSOCIATION OF CALIFORNIA AGENCIES - LEGISLATIVE SYMPOSIUM - ROLAND SANFORD | 225.00 | |
| | | 6040AC | NAPOLI PIZZERIA - HCP MEETING | 102.88 | |
| | | 6040AC | JERSEY MIKES - CMF MEETING LUNCH | 78.93 | |
| | | 6040AC | JERSEY MIKES - CMF MEETING LUNCH | 64.95 | |
| | | 6040AC | REMOTELINK - WRA TECHNICAL MEETING | 20.58 | |
| | | 6040AC | REMOTELINK - EXEC MEETING | 12.64 | |
| | | 6040AC | REMOTELINK - UWCC MEETING | 15.47 | |
| | | 6040AC | JERSEY MIKES - CMF MEETING | 17.85 | |
| | | 6040AC | AMAZON MKTPLACE - SUPPLIES | 223.14 | |
| | | 6040AC | REMOTELINK - WATER POLICY | 55.01 | |
| | | 6040AC | STAMP X PRESS - STAMP | 22.49 | |
| | | 6360AC | MCGRAW-HILL - ETEXTBOOK | 99.15 | |
| | | 6040AC | JERSEY MIKES - LEGISLATIVE COMMITTEE | 74.47 | |
| | | 6040AC | SAFEWAY STORE - BOARD & LPCCC COOKIES | 18.99 | |
| | | 6040AC | PURE GRAIN BAKERY - BOARD SANDWICHES | 50.03 | |
| | | 6040AC | NAPOLI PIZZERIA - BOARD MEETING | 34.00 | |
| | | 6040AC | REMOTELINK - LEGISLATIVE COMMITTEE | 22.62 | |
| | | 6210AC | ASSOCIATION OF CALIFORNIA AGENCIES - LEGISLATIVE SYMPOSIUM - HARRY PRICE | 225.00 | |
| | | 1020SC | BANK OF THE WEST | | 1,560.57 |
| Total | | | | 5,091,626.05 | 5,091,626.05 |

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 13, 2016

SUBJECT: Financial Report Approval

RECOMMENDATION:

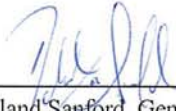
Approve the quarterly Income Statement and Balance Sheet for the period ending March 31, 2016.

FINANCIAL IMPACT:

All revenues and expenditures are reported within previously approved budget amounts.

BACKGROUND:

The Water Agency auditor has recommended that the Board of Directors receive quarterly financial reports. Attached are the Income Statement and the Balance Sheet of the Water Agency for the period ending March 31, 2016. Additional backup information is available upon request.

Recommended: 
Roland Sanford, General Manager

☐ Approved as
recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 13, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY
Year to Date Income Statement
Compared with Budget and Last Year
For the Nine Months Ending March 31, 2016

| | Current Year Actual | Current Year Budget | Variance Amount | Variance Percent | Last Year Actual | Change from Last Year | Percent Change |
|--------------------------------|------------------------|------------------------|--------------------|---------------------|---------------------|--------------------------|-------------------|
| Revenues | | | | | | | |
| SECURED | \$ 32,958.06 | \$ 63,397.00 | (30,438.94) | (48.01) | 30,333.29 | 2,624.77 | 8.65 |
| SECURED | 5,331,759.20 | 9,664,633.00 | (4,332,873.80) | (44.83) | 4,900,753.35 | 431,005.85 | 8.79 |
| SECURED | 3,117,300.34 | 6,077,530.00 | (2,960,229.66) | (48.71) | 2,942,517.30 | 174,783.04 | 5.94 |
| SECURED | 401,961.58 | 773,501.00 | (371,539.42) | (48.03) | 374,632.05 | 27,329.53 | 7.30 |
| UNSECURED | 4,939.55 | 5,627.00 | (687.45) | (12.22) | 4,820.44 | 119.11 | 2.47 |
| UNSECURED | 315,518.76 | 341,277.00 | (25,758.24) | (7.55) | 300,131.90 | 15,386.86 | 5.13 |
| UNSECURED | 375,756.48 | 407,279.00 | (31,522.52) | (7.74) | 382,942.62 | (7,186.14) | (1.88) |
| UNSECURED | 51,817.63 | 57,545.00 | (5,727.37) | (9.95) | 53,756.55 | (1,938.92) | (3.61) |
| CURRENT SUPPLEMENTAL | (54.59) | 1,653.00 | (1,707.59) | (103.30) | 256.76 | (311.35) | (121.26) |
| CURRENT SUPPLEMENTAL | 85,555.97 | 85,606.00 | (50.03) | (0.06) | 74,158.64 | 11,397.33 | 15.37 |
| CURRENT SUPPLEMENTAL | 60,237.47 | 104,892.00 | (44,654.53) | (42.57) | 52,254.84 | 7,982.63 | 15.28 |
| CURRENT SUPPLEMENTAL | 8,276.21 | 11,140.00 | (2,863.79) | (25.71) | 6,602.95 | 1,673.26 | 25.34 |
| WATER SALES | 1,286,938.70 | 1,592,101.00 | (305,162.30) | (19.17) | 1,255,878.65 | 31,060.05 | 2.47 |
| WATER SALES | 34,110.00 | 65,000.00 | (30,890.00) | (47.52) | 31,808.00 | 2,302.00 | 7.24 |
| COST OF POWER TO PUMP NBA | 0.00 | 100,000.00 | (100,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| CONVEYANCE SETTLEMENT | 0.00 | 100,000.00 | (100,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| NAPA MAKE WHOLE | 156,000.00 | 312,000.00 | (156,000.00) | (50.00) | 156,000.00 | 0.00 | 0.00 |
| SWP ADJUSTMENTS | 182,858.00 | 400,000.00 | (217,142.00) | (54.29) | 180,349.00 | 2,509.00 | 1.39 |
| PROP 84 INTAKE GRANT | 0.00 | 304,554.00 | (304,554.00) | (100.00) | 467,042.00 | (467,042.00) | (100.00) |
| EQUIPMENT DISTRIBUTION REIMBUR | 33,684.00 | 100,000.00 | (66,316.00) | (66.32) | 34,632.00 | (948.00) | (2.74) |
| INTEREST - MONEY MGMT | 1.94 | 5.00 | (3.06) | (61.20) | 4.48 | (2.54) | (56.70) |
| INTEREST - CHECKING | 299.66 | 500.00 | (200.34) | (40.07) | 231.45 | 68.21 | 29.47 |
| INTEREST - LAIF - SWP | 3,668.97 | 5,500.00 | (1,831.03) | (33.29) | 2,642.86 | 1,026.11 | 38.83 |
| INTEREST - LAIF - SP | 7,600.00 | 11,000.00 | (3,400.00) | (30.91) | 5,663.28 | 1,936.72 | 34.20 |
| INTEREST - LAIF - ULATIS | 1,834.48 | 2,200.00 | (365.52) | (16.61) | 1,132.65 | 701.83 | 61.96 |
| INTEREST - CAMP - SWP | 8,712.58 | 3,700.00 | 5,012.58 | 135.48 | 2,465.69 | 6,246.89 | 253.35 |
| INTEREST - CAMP - SP | 18,047.50 | 7,000.00 | 11,047.50 | 157.82 | 5,283.64 | 12,763.86 | 241.57 |
| INTEREST - CAMP - ULATIS | 4,356.27 | 1,400.00 | 2,956.27 | 211.16 | 1,056.73 | 3,299.54 | 312.24 |
| INTEREST - OTHER | 0.00 | 18,305.00 | (18,305.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| HOMEOWNER RELIEF | 174.90 | 1,187.00 | (1,012.10) | (85.27) | 173.70 | 1.20 | 0.69 |
| HOMEOWNER RELIEF | 12,098.10 | 47,606.00 | (35,507.90) | (74.59) | 12,233.85 | (135.75) | (1.11) |
| HOMEOWNER RELIEF | 10,902.30 | 75,294.00 | (64,391.70) | (85.52) | 11,023.95 | (121.65) | (1.10) |
| HOMEOWNER RELIEF | 1,601.25 | 15,519.00 | (13,917.75) | (89.68) | 1,630.80 | (29.55) | (1.81) |
| REDEVELOPMENT - DIX/RV | 20,020.43 | 40,487.00 | (20,466.57) | (50.55) | 26,894.08 | (6,873.65) | (25.56) |
| REDEVELOP - VACAVILLE | 271,094.99 | 491,828.00 | (220,733.01) | (44.88) | 326,505.67 | (55,410.68) | (16.97) |
| REDEVELOP - VACAVILLE | 155,404.09 | 282,700.00 | (127,295.91) | (45.03) | 187,206.10 | (31,802.01) | (16.99) |
| REDEVELOP - FAIRFIELD | 32,035.19 | 34,915.00 | (2,879.81) | (8.25) | 20,987.83 | 11,047.36 | 52.64 |

SOLANO COUNTY WATER AGENCY
Year to Date Income Statement
Compared with Budget and Last Year
For the Nine Months Ending March 31, 2016

| | Current Year Actual | Current Year Budget | Variance Amount | Variance Percent | Last Year Actual | Change from Last Year | Percent Change |
|--------------------------------|------------------------|------------------------|--------------------|---------------------|---------------------|--------------------------|-------------------|
| REDEVELOP - FAIRFIELD | 383,590.11 | 522,704.00 | (139,113.89) | (26.61) | 352,793.89 | 30,796.22 | 8.73 |
| REDEVELOP - SUISUN CITY | 125,345.88 | 157,032.00 | (31,686.12) | (20.18) | 78,139.60 | 47,206.28 | 60.41 |
| REDEVELOP - N. TEXAS | 4,980.96 | 15,360.00 | (10,379.04) | (67.57) | 10,953.50 | (5,972.54) | (54.53) |
| BOATING AND WATERWAYS/CITIES O | 61,254.29 | 152,000.00 | (90,745.71) | (59.70) | 0.00 | 61,254.29 | 0.00 |
| GREENHOUSE REVENUES | 1,240.00 | 10,000.00 | (8,760.00) | (87.60) | 5,610.10 | (4,370.10) | (77.90) |
| O&M - OTHER AGENCIES | 1,583.46 | 4,500.00 | (2,916.54) | (64.81) | 7,579.49 | (5,996.03) | (79.11) |
| OVERHEAD DISTRIBUTION REIMB | 1,519,652.71 | 2,791,989.00 | (1,272,336.29) | (45.57) | 1,707,123.31 | (187,470.60) | (10.98) |
| WATERMASTER INCOME | 69.88 | 4,600.00 | (4,530.12) | (98.48) | 2,941.12 | (2,871.24) | (97.62) |
| WATER CONSERVATION REIMBURSE | 0.00 | 185,000.00 | (185,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| MISC. WATER CONSERVATION GRANT | 0.00 | 169,000.00 | (169,000.00) | (100.00) | (0.01) | 0.01 | (100.00) |
| LPCCC SERVICES | 0.00 | 95,000.00 | (95,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| LPCCC EQUIPMENT RENTAL FEE | 0.00 | 20,000.00 | (20,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| LPCCC - RIVER PARKWAY V | 0.00 | 850,000.00 | (850,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| LPCCC PLEASANTS CREEK | 0.00 | 40,000.00 | (40,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| LPCCC - PRIORITY PROJECTS | 31,055.79 | 50,000.00 | (18,944.21) | (37.89) | 0.00 | 31,055.79 | 0.00 |
| Total Revenues | 14,156,243.09 | 26,674,066.00 | (12,517,822.91) | (46.93) | 14,019,148.10 | 137,094.99 | 0.98 |
| Cost of Sales | | | | | | | |
| Total Cost of Sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Gross Profit | 14,156,243.09 | 26,674,066.00 | (12,517,822.91) | (46.93) | 14,019,148.10 | 137,094.99 | 0.98 |
| Expenses | | | | | | | |
| CAPITAL EXPENDITURES | 45,321.89 | 80,376.00 | (35,054.11) | (43.61) | 10,642.79 | 34,679.10 | 325.85 |
| CAPITAL EXPENDITURES | 12,128.96 | 17,000.00 | (4,871.04) | (28.65) | 0.00 | 12,128.96 | 0.00 |
| CAPITAL EXPENDITURES | 179,618.46 | 190,000.00 | (10,381.54) | (5.46) | 19,806.78 | 159,811.68 | 806.85 |
| CAPITAL EXPENDITURES | 180,445.83 | 186,000.00 | (5,554.17) | (2.99) | 35.17 | 180,410.66 | 512,967.47 |
| GROSS SALARIES | 1,208,469.44 | 1,812,000.00 | (603,530.56) | (33.31) | 1,135,853.58 | 72,615.86 | 6.39 |
| PERS RETIREMENT | 189,322.38 | 272,729.00 | (83,406.62) | (30.58) | 194,254.87 | (4,932.49) | (2.54) |
| PAYROLL TAXES | 66,299.29 | 91,464.00 | (25,164.71) | (27.51) | 55,264.64 | 11,034.65 | 19.97 |
| EMPLOYEE BENEFITS | 140,421.67 | 207,008.00 | (66,586.33) | (32.17) | 131,169.58 | 9,252.09 | 7.05 |
| TELEPHONE | 14,712.40 | 20,100.00 | (5,387.60) | (26.80) | 12,679.01 | 2,033.39 | 16.04 |
| OFFICE EXPENSE | 18,188.72 | 22,830.00 | (4,641.28) | (20.33) | 12,458.62 | 5,730.10 | 45.99 |
| OFFICE EQUIPMENT | 18,814.03 | 22,250.00 | (3,435.97) | (15.44) | 20,918.57 | (2,104.54) | (10.06) |

SOLANO COUNTY WATER AGENCY
Year to Date Income Statement
Compared with Budget and Last Year
For the Nine Months Ending March 31, 2016

| | Current Year Actual | Current Year Budget | Variance Amount | Variance Percent | Last Year Actual | Change from Last Year | Percent Change |
|-----------------------------|------------------------|------------------------|--------------------|---------------------|---------------------|--------------------------|-------------------|
| SAFETY TRAINING & EQUIPMENT | 2,782.11 | 6,500.00 | (3,717.89) | (57.20) | 3,440.79 | (658.68) | (19.14) |
| OFFICE HELP - TEMPORARY | 7,175.84 | 10,000.00 | (2,824.16) | (28.24) | 0.00 | 7,175.84 | 0.00 |
| POSTAGE | 4,840.02 | 5,800.00 | (959.98) | (16.55) | 3,748.82 | 1,091.20 | 29.11 |
| SID OFFICE EXPENSE | 29,809.80 | 42,500.00 | (12,690.20) | (29.86) | 25,566.86 | 4,242.94 | 16.60 |
| MEMBERSHIPS | 17,798.18 | 39,250.00 | (21,451.82) | (54.65) | 23,093.00 | (5,294.82) | (22.93) |
| SWC DUES | 16,200.00 | 121,594.00 | (105,394.00) | (86.68) | 113,302.00 | (97,102.00) | (85.70) |
| PPTY TAX ADMIN FEE | 0.00 | 1,000.00 | (1,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| PPTY TAX ADMIN FEE | 0.00 | 100,000.00 | (100,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| PPTY TAX ADMIN FEE | 0.00 | 15,000.00 | (15,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| PS - PAYROLL SERVICES | 5,352.50 | 6,000.00 | (647.50) | (10.79) | 4,745.81 | 606.69 | 12.78 |
| PS - COMPUTER SERVICES | 226,548.96 | 316,240.00 | (89,691.04) | (28.36) | 225,800.57 | 748.39 | 0.33 |
| TALENT DECISION MONITORING | 11,628.65 | 17,800.00 | (6,171.35) | (34.67) | 10,096.00 | 1,532.65 | 15.18 |
| GOVERNMENTAL ADVOCACY | 53,230.65 | 65,000.00 | (11,769.35) | (18.11) | 43,661.90 | 9,568.75 | 21.92 |
| LPCCC - VEGETATION | 5,109.70 | 13,693.00 | (8,583.30) | (62.68) | 7,365.85 | (2,256.15) | (30.63) |
| CONSULTANTS | 92,542.80 | 87,000.00 | 5,542.80 | 6.37 | 58,147.15 | 34,395.65 | 59.15 |
| CONSULTANTS | 0.00 | 2,000.00 | (2,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| CONSULTANTS | 440,034.44 | 1,249,500.00 | (809,465.56) | (64.78) | 884,029.47 | (443,995.03) | (50.22) |
| CONSULTANTS | 67,260.68 | 187,000.00 | (119,739.32) | (64.03) | 115,938.10 | (48,677.42) | (41.99) |
| CONSULTANTS | 1,657.50 | 10,000.00 | (8,342.50) | (83.43) | 474.30 | 1,183.20 | 249.46 |
| HYDROLOGY STATIONS | 20,554.12 | 28,500.00 | (7,945.88) | (27.88) | 6,887.79 | 13,666.33 | 198.41 |
| HYDROLOGY STATIONS | 7,432.35 | 18,500.00 | (11,067.65) | (59.83) | 8,133.44 | (701.09) | (8.62) |
| HYDROLOGY STATIONS | 18,421.67 | 78,500.00 | (60,078.33) | (76.53) | 12,080.47 | 6,341.20 | 52.49 |
| HYDROLOGY STATIONS | 0.00 | 1,000.00 | (1,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| LPCCC - WILDLIFE | 0.00 | 75,310.00 | (75,310.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| LPCCC - FISHERIES | 41,917.32 | 75,310.00 | (33,392.68) | (44.34) | 55,223.97 | (13,306.65) | (24.10) |
| WATERSHED PROGRAM | 138,772.97 | 192,220.00 | (53,447.03) | (27.81) | 75,886.12 | 62,886.85 | 82.87 |
| SOLANO PROJECT MONITORING | 14,502.24 | 10,000.00 | 4,502.24 | 45.02 | 0.00 | 14,502.24 | 0.00 |
| SOLANO PROJECT INVASIVES | 83,526.42 | 156,949.00 | (73,422.58) | (46.78) | 76,182.69 | 7,343.73 | 9.64 |
| UPPER PUTAH CREEK MGMT | 26,057.04 | 95,000.00 | (68,942.96) | (72.57) | 17,374.31 | 8,682.73 | 49.97 |
| MBK | 12,447.75 | 35,000.00 | (22,552.25) | (64.44) | 22,281.25 | (9,833.50) | (44.13) |
| LPCCC SERVICES | 39,605.88 | 50,000.00 | (10,394.12) | (20.79) | 37,342.58 | 2,263.30 | 6.06 |
| LPCCC EQUIPMENT | 27,322.30 | 20,000.00 | 7,322.30 | 36.61 | 26,803.77 | 518.53 | 1.93 |
| LPCCC NURSERY | 29,926.65 | 10,000.00 | 19,926.65 | 199.27 | 5,142.48 | 24,784.17 | 481.95 |
| LPCCC PLEASANTS CREEK | 9,814.04 | 40,000.00 | (30,185.96) | (75.46) | 564,971.51 | (555,157.47) | (98.26) |
| LPCCC PRIORITY PROJECTS | 31,803.79 | 50,000.00 | (18,196.21) | (36.39) | 230,679.41 | (198,875.62) | (86.21) |
| LPCCC-CA RIVER PRKWAY V | 126,606.91 | 850,000.00 | (723,393.09) | (85.11) | 127,113.91 | (507.00) | (0.40) |
| LPCCC MISC. SUPPLIES | 36,894.07 | 22,000.00 | 14,894.07 | 67.70 | 5,832.79 | 31,061.28 | 532.53 |
| BOARD EXPENSES | 23,149.08 | 26,000.00 | (2,850.92) | (10.97) | 18,503.66 | 4,645.42 | 25.11 |

SOLANO COUNTY WATER AGENCY
Year to Date Income Statement
Compared with Budget and Last Year
For the Nine Months Ending March 31, 2016

| | Current Year Actual | Current Year Budget | Variance Amount | Variance Percent | Last Year Actual | Change from Last Year | Percent Change |
|-------------------------|------------------------|------------------------|--------------------|---------------------|---------------------|--------------------------|-------------------|
| FIELD SUPPLIES | 7,167.31 | 30,000.00 | (22,832.69) | (76.11) | 18,925.08 | (11,757.77) | (62.13) |
| MISC WTRMASTER EXP | 60.00 | 0.00 | 60.00 | 0.00 | 20.00 | 40.00 | 200.00 |
| HCP PLANNING | 195,808.56 | 495,360.00 | (299,551.44) | (60.47) | 293,200.83 | (97,392.27) | (33.22) |
| CAR MAINTENANCE | 10,982.54 | 13,500.00 | (2,517.46) | (18.65) | 6,911.51 | 4,071.03 | 58.90 |
| FUEL | 10,313.25 | 22,000.00 | (11,686.75) | (53.12) | 13,505.19 | (3,191.94) | (23.63) |
| GARAGE SERVICES | 8,124.18 | 10,000.00 | (1,875.82) | (18.76) | 2,080.27 | 6,043.91 | 290.53 |
| TRAVEL | 2,757.70 | 7,000.00 | (4,242.30) | (60.60) | 3,567.86 | (810.16) | (22.71) |
| EMPLOYEE REIMBURSEMENTS | 11,397.03 | 10,000.00 | 1,397.03 | 13.97 | 6,637.47 | 4,759.56 | 71.71 |
| INSURANCE | 39,888.04 | 52,000.00 | (12,111.96) | (23.29) | 36,965.49 | 2,922.55 | 7.91 |
| EDUCATION & TRAINING | 11,620.24 | 20,000.00 | (8,379.76) | (41.90) | 10,293.14 | 1,327.10 | 12.89 |
| COMP SOFTWARE/EQUIP | 54,746.46 | 88,471.00 | (33,724.54) | (38.12) | 27,136.10 | 27,610.36 | 101.75 |
| WATER CONSERVATION | 1,054,998.92 | 937,750.00 | 117,248.92 | 12.50 | 998,729.27 | 56,269.65 | 5.63 |
| WATER CONSERVATION | 0.00 | 491,750.00 | (491,750.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| MELLON LEVEE | 4,158.37 | 10,000.00 | (5,841.63) | (58.42) | 4,413.25 | (254.88) | (5.78) |
| PSC MAINTENANCE | 486,969.85 | 819,550.00 | (332,580.15) | (40.58) | 279,728.91 | 207,240.94 | 74.09 |
| FLOOD CONTROL | 44,032.63 | 636,500.00 | (592,467.37) | (93.08) | 67,789.09 | (23,756.46) | (35.04) |
| GROUND WATER MONITORING | 8,614.89 | 27,806.00 | (19,191.11) | (69.02) | 4,567.89 | 4,047.00 | 88.60 |
| PUBLIC EDUCATION | 44,096.42 | 67,500.00 | (23,403.58) | (34.67) | 56,726.46 | (12,630.04) | (22.26) |
| LABOR | 13,048.42 | 32,800.00 | (19,751.58) | (60.22) | 21,593.08 | (8,544.66) | (39.57) |
| LABOR | 148,917.55 | 358,200.00 | (209,282.45) | (58.43) | 151,242.10 | (2,324.55) | (1.54) |
| SP ADMINISTRATION | 582,255.13 | 963,400.00 | (381,144.87) | (39.56) | 551,643.57 | 30,611.56 | 5.55 |
| PSC OPERATIONS | 155,820.19 | 252,000.00 | (96,179.81) | (38.17) | 161,814.98 | (5,994.79) | (3.70) |
| DAM MAINTENANCE | 6,799.46 | 58,500.00 | (51,700.54) | (88.38) | 15,135.25 | (8,335.79) | (55.08) |
| DAM OPERATIONS | 126,644.58 | 218,800.00 | (92,155.42) | (42.12) | 136,288.74 | (9,644.16) | (7.08) |
| WEED CONTROL | 3,264.00 | 10,000.00 | (6,736.00) | (67.36) | 5,016.00 | (1,752.00) | (34.93) |
| SP PEST MANAGEMENT | 57,641.06 | 80,000.00 | (22,358.94) | (27.95) | 12,408.00 | 45,233.06 | 364.55 |
| EQUIP - TRANS DEPT | 1,748.83 | 14,362.00 | (12,613.17) | (87.82) | 4,533.43 | (2,784.60) | (61.42) |
| EQUIP - TRANS DEPT | 36,426.00 | 94,768.00 | (58,342.00) | (61.56) | 38,902.18 | (2,476.18) | (6.37) |
| SUPPLIES | 64.71 | 1,500.00 | (1,435.29) | (95.69) | 1,808.65 | (1,743.94) | (96.42) |
| SUPPLIES | 10,152.08 | 23,000.00 | (12,847.92) | (55.86) | 5,742.50 | 4,409.58 | 76.79 |
| CONTRACT WORK | 0.00 | 5,000.00 | (5,000.00) | (100.00) | 2,316.00 | (2,316.00) | (100.00) |
| CONTRACT WORK | 0.00 | 15,000.00 | (15,000.00) | (100.00) | 996.84 | (996.84) | (100.00) |
| TRANS DEPT OVERHEAD | 4,175.44 | 8,200.00 | (4,024.56) | (49.08) | 6,909.81 | (2,734.37) | (39.57) |
| TRANS DEPT OVERHEAD | 47,653.59 | 89,550.00 | (41,896.41) | (46.79) | 48,397.78 | (744.19) | (1.54) |
| REHAB & BETTERMENT | 0.00 | 10,000.00 | (10,000.00) | (100.00) | 2,706.82 | (2,706.82) | (100.00) |
| REHAB & BETTERMENT | 2,473,894.46 | 2,955,000.00 | (481,105.54) | (16.28) | 172,653.18 | 2,301,241.28 | 1,332.87 |
| REHAB & BETTERMENT | 0.00 | 15,000.00 | (15,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| WATER PURCHASES | 8,597,463.00 | 9,922,678.00 | (1,325,215.00) | (13.36) | 8,075,381.42 | 522,081.58 | 6.47 |

SOLANO COUNTY WATER AGENCY
Year to Date Income Statement
Compared with Budget and Last Year
For the Nine Months Ending March 31, 2016

| | Current Year Actual | Current Year Budget | Variance Amount | Variance Percent | Last Year Actual | Change from Last Year | Percent Change |
|---------------------|------------------------|------------------------|--------------------|---------------------|---------------------|--------------------------|-------------------|
| USBR ADMINISTRATION | | | | | | | |
| WATER RIGHTS FEE | 65,494.70 | 75,000.00 | (75,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| NAPA MAKE WHOLE | 0.00 | 70,000.00 | (4,505.30) | (6.44) | 60,342.47 | 5,152.23 | 8.54 |
| LABOR COSTS | 218,498.27 | 312,000.00 | (312,000.00) | (100.00) | 156,000.00 | (156,000.00) | (100.00) |
| LABOR COSTS | 1,225.28 | 197,150.00 | 21,348.27 | 10.83 | 197,450.44 | 21,047.83 | 10.66 |
| LABOR COSTS | 64,636.14 | 7,475.00 | (6,249.72) | (83.61) | 4,823.62 | (3,598.34) | (74.60) |
| LABOR COSTS | 503,649.25 | 378,510.00 | (313,873.86) | (82.92) | 188,843.73 | (124,207.59) | (65.77) |
| LABOR COSTS | 10,492.87 | 809,984.00 | (306,334.75) | (37.82) | 407,711.12 | 95,938.13 | 23.53 |
| INTRA-FUND TRANSFER | (497,577.60) | 21,356.00 | (10,863.13) | (50.87) | 14,547.40 | (4,054.53) | (27.87) |
| OVERHEAD EXPENSES | 279,079.34 | (414,015.00) | (83,562.60) | 20.18 | (426,033.87) | (71,543.73) | 16.79 |
| OVERHEAD EXPENSES | 1,575.35 | 216,865.00 | 62,214.34 | 28.69 | 228,583.42 | 50,495.92 | 22.09 |
| OVERHEAD EXPENSES | 91,130.16 | 7,549.00 | (5,973.65) | (79.13) | 4,832.59 | (3,257.24) | (67.40) |
| OVERHEAD EXPENSES | 756,621.62 | 404,563.00 | (313,432.84) | (77.47) | 236,775.85 | (145,645.69) | (61.51) |
| OVERHEAD EXPENSES | 13,376.13 | 1,140,982.00 | (384,360.38) | (33.69) | 678,154.94 | 78,466.68 | 11.57 |
| CONTINGENCY | 0.00 | 21,570.00 | (8,193.87) | (37.99) | 18,883.13 | (5,507.00) | (29.16) |
| CONTINGENCY | 0.00 | 100,000.00 | (100,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| CONTINGENCY | 0.00 | 1,000.00 | (1,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| CONTINGENCY | 0.00 | 10,000.00 | (10,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| CONTINGENCY | 0.00 | 100,000.00 | (100,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| CONTINGENCY | 0.00 | 40,000.00 | (40,000.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| Total Expenses | 19,514,375.90 | 29,418,857.00 | (9,904,481.10) | (33.67) | 17,420,537.36 | 2,093,838.54 | 12.02 |
| Net Income | (\$ 5,358,132.81) | (\$ 2,744,791.00) | (2,613,341.81) | 95.21 | (\$ 3,401,389.26) | (1,956,743.55) | 57.53 |

Balance Sheet
March 31, 2016

ASSETS

| | | |
|--------------------------------|----|---------------------------|
| Current Assets | | |
| PERSHING | \$ | 8,000.00 |
| MONEY MGMT - WATERMASTER | | 9,531.26 |
| CHECKING - GREEN V | | 233,380.92 |
| CHECKING - SWP | | 777,409.41 |
| CHECKING - SP/ADMIN | | 3,038,683.47 |
| CHECKING - ULATIS | | 1,183,998.70 |
| LAIF - SWP | | 2,187,797.45 |
| LAIF - SP/ADMIN | | 4,487,430.89 |
| LAIF - ULATIS | | 905,793.86 |
| CAMP - SWP | | 6,700,923.00 |
| CAMP - SP/ADMIN | | 11,511,423.14 |
| CAMP - ULATIS | | 2,772,796.00 |
| CERTIFICATED OF DEPOSIT | | 992,000.00 |
| ACCOUNTS RECEIVABLE-SWP | | 276,388.20 |
| ACCOUNTS RECEIVABLE - SP/ADMIN | | 809,075.39 |
| INTEREST RECEIVABLE - SP | | 0.02 |
| RETENTION RECEIVABLE | | 57,507.55 |
| PREPAID | | 35,524.66 |
| PREPAID | | 103,486.00 |
| PREPAID - IRWMP EAST BAY | | (133,051.28) |
| INVENTORY-WATER CONSERVATION S | | 43,165.15 |
| | | <hr/> |
| Total Current Assets | | 36,001,263.79 |
| Property and Equipment | | <hr/> |
| Total Property and Equipment | | 0.00 |
| Other Assets | | |
| NOTE RECEIVABLE | | 457,629.18 |
| GREEN VALLEY LOAN | | 200,000.00 |
| | | <hr/> |
| Total Other Assets | | 657,629.18 |
| Total Assets | \$ | <hr/> <hr/> 36,658,892.97 |

LIABILITIES AND CAPITAL

| | | |
|--------------------------------|----|--------------|
| Current Liabilities | | |
| UNEARNED INCOME-SWP | \$ | 430,500.00 |
| UNEARNED INCOME-SP/ADMIN | | 68,910.86 |
| ACCOUNTS PAYABLE-SWP | | 30,561.55 |
| ACCOUNTS PAYABLE-SP/ADMIN | | 1,384,909.32 |
| ACCOUNTS PAYABLE-ULATIS | | 246.05 |
| EMPLOYEE BENEFITS PAYABLE | | 677.25 |
| PAYROLL TAXES PAYABLE | | (201.06) |
| SALES TAX PAYABLE | | 4,105.29 |
| RETENTION LIABILITY | | 67,517.75 |
| BENICIA PREFUNDED LAWN REBATES | | 114.00 |
| | | <hr/> |
| Total Current Liabilities | | 1,987,341.01 |
| Long-Term Liabilities | | |
| SOLANO PROJECT LOAN | | 200,000.00 |
| DEFERRED OUTFLOW OF CASH | | 457,629.00 |

Unaudited - For Management Purposes Only

SOLANO COUNTY WATER AGENCY

Balance Sheet
March 31, 2016

| | | |
|--------------------------------|----------------|---------------|
| Total Long-Term Liabilities | | 657,629.00 |
| Total Liabilities | | 2,644,970.01 |
| Capital | | |
| OTHER FLD CTRL CAPITAL PROJ. | 200,000.00 | |
| OTHER CAPITAL PROJ/EMERG RESER | 1,000,000.00 | |
| SWP OPERATING RESERVE | 5,473,000.00 | |
| DESIGNATED REHAB & BETTERMENT | 2,000,000.00 | |
| GV OPERATING RESERVE | (7,384.00) | |
| DESIGNATED SWP FACILITIES RESE | 4,845,697.00 | |
| SP FUTURE REPLACEMENT CAPITAL | 14,680,404.06 | |
| ULATIS OPERATING RESERVE | 235,000.00 | |
| ULATIS FCP CAPITAL RESERVE | 3,940,526.56 | |
| DESIGNATED OPERATING RESERVES | 2,334,130.00 | |
| Retained Earnings | 4,670,682.15 | |
| Net Income | (5,358,132.81) | |
| Total Capital | | 34,013,922.96 |
| Total Liabilities & Capital | \$ | 36,658,892.97 |

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 14, 2016

SUBJECT: SCWA Credit Card Policy

RECOMMENDATIONS:


Authorize the SCWA Credit Card Policy.

FINANCIAL IMPACT:

None.

BACKGROUND:

The auditors recommended the Agency develop a written credit card policy after a review of internal controls as part of the Fiscal Year 2014-2015 audit. The Policy outlines usage requirements to help ensure purchasing cards are used appropriately. Most of the full time employees of the Agency have credit cards which are used for purchasing supplies, registrations & memberships, overnight travel, etc. The credit card purchases are included in the monthly check register approved by the Board.

Recommended: 
Roland A. Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland A. Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland A. Sanford
General Manager & Secretary to the
Solano County Water Agency

Credit Card Policies and Procedures
Solano County Water Agency

Purpose

The purpose of this policy is to communicate eligibility, usage, and payments for Agency credit cards.

Policies

1. Solano County Water Agency (SCWA) will issue an Agency credit card to eligible employees for job-related expenses. Credit card limits are set at \$2,000 for Managers and Staff and \$5,000 for the General Manager.
2. Employees shall use their Agency credit cards to charge business-related expenses. Expenses must be for approved budget items only. Any items not budgeted must be authorized by the cardholders Manager.
3. Purchases over \$500 must be pre-approved with a purchase order signed by the General Manager. Purchases may not be split to get around this policy.
4. Employees may NOT take cash advances on credit cards.
5. The cardholder is responsible for all charges made to the card. The cardholder will be held liable for any unauthorized items appearing on the credit card statement unless the activity is fraudulent.
6. Personal purchases of any type are strictly prohibited. If the card is used for personal purchases or for purchases for any other entity, Solano County Water Agency will be entitled to a reimbursement by the cardholder for such purchases.
7. Per the IRS's Fringe Benefit Guide, meals provided to employees' for non-overnight travel are taxable wages. These charges are processed through payroll and should not be charged to Agency credit cards.
8. Overnight meals are nontaxable and can be charged to Agency credit cards.
9. The cardholder must notify the Administrative Assistant immediately in the event a card is lost or stolen. The cardholder will also have to notify the bank.
10. The Agency credit card is the property of SCWA. An employee leaving the employment of SCWA must surrender the credit card to the Administrative Assistant who will then notify the bank to cancel the employee's credit card.
11. Cardholders are required to sign this policy indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedure

1. Before any purchase is made, the cardholder should verify that the funds are available in the Agency budget to cover the expense.
2. The cardholder must obtain a receipt and any receiving documents for each purchase.
3. Any items that do not have a receipt will need a "Missing Receipt Form," which will be signed off on by the cardholder's Manager. This form can be found in *ADMIN DOCS\AD-4_FORMS*.
4. Upon receipt of the credit card statement, the cardholder will match the receipts to the individual items and assign the appropriate accounting and jobs codes. These codes need to be written on each receipt included in the statement. Receipts need to be taped to a piece of paper and the statement along with all the receipts will be submitted to the cardholder's Manager for approval.
5. After reviewing staffs credit card statements, the Manager will sign off and turn in all approved credit card statements to the Administrative Assistant.

As a holder of an Agency credit card, I agree to accept the responsibility and accountability for the protection and proper use of the Agency credit card. I accept and acknowledge the policies and procedures listed above.

Cardholder Signature _____ **Date** _____

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: April 14, 2016

SUBJECT: Ulatis Project Easement Variance: Pipeline Agreement Termination

RECOMMENDATION:

Authorize General Manager to terminate an agreement with Thiara Brothers, LLC, that allowed for a water pipeline crossing within an Agency easement along the Ulatis Flood Control Project.

FINANCIAL IMPACT:

None.

BACKGROUND:

The Ulatis Flood Control Project (UFCP) is a system of improved channels that convey drainage and irrigation water from Vacaville and rural parts of the north Solano County to Cache Slough. The Water Agency is responsible for operations and maintenance of the UFCP with a combination of easement and fee land rights over the project channels. SCWA holds an easement over Gibson Canyon Creek across the Assessor Parcel Numbers 141-010-002 and 141-010-003, currently owned Thiara Brothers, LLC. Our easement holdings provide that the underlying landowner may continue to use their land within the easement as long as their activities do not create a liability to Agency or interfere with the perform of our operation and maintenance duties.

☒ Continued on next page

Recommended: 
Roland Sanford, General Manager

☐ Approved as
recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

The landowner owns the property the both sides of the creek and had installed an above-ground water pipeline across the channel irrigation water across the creek. Suspended structures such as this can impede flood flows, catch debris, and cause bank failures during high flow conditions. Agency standard policy requires such crossing to be underground within the flood way to avoid these issues. The Agency requested the landowner to reinstall the water line underground across our easement in accordance with our standard policy. The landowner attempted to implement the request but ran into major difficulties due to the existence of another easement containing a major gas supply line at the same location and was not able to get permission to construct within the conflicting easement.

Upon further discussion between the landowner and Agency, an accord was reached to allow the encroachment provided that the installation is temporarily removed from the creek channel between November 1 and April 1 after each irrigation season. An agreement was developed through Agency legal counsel, approved by the Agency's Board of Directors (Action Item No. 2015-11), and recorded on April 20, 2015.

After the agreement was recorded, the landowner received permission from PG&E to relocate the pipeline underground and over an existing gas line, provided the portion of the installation trench closest to the gas line was dug by hand in the presence of a PG&E inspector. The water pipeline was relocated underground on November 17, 2015, and the agreement is no longer needed. Agency legal counsel has prepared a Termination of Pipeline Agreement.

RECORDING REQUESTED BY, AND
WHEN RECORDED MAIL TO:

SOLANO COUNTY WATER AGENCY
Attention: Thomas Pate
810 Vaca Valley Parkway, Ste 203
Vacaville, CA 95688

TERMINATION OF PIPELINE AGREEMENT

This TERMINATION OF PIPELINE AGREEMENT is by and among THIARA BROTHERS, LLC, a California limited liability company and HILBERS M&M, LP (collectively “**Thiara**”), and SOLANO COUNTY WATER AGENCY (“**Solano**”), a political subdivision of the State of California (collectively “**Parties**”).

1. Recitals.

a. Thiara and Solano are parties to that certain PIPELINE AGREEMENT entered into by the parties on December 12, 2014 and recorded on April 20, 2015 as Document Number 201500031789, of the Official Records of Solano County, California (“**Agreement**”).

b. Thiara owns certain real property in Solano County, California, more particularly identified as Solano County Assessor Parcel Numbers 141-010-002 and 141-010-003 (“**Property**”).

c. Solano holds an easement for the use, operation and maintenance of Gibson Creek for flood management purpose over the Property (“**Easement**”).

d. The parties previously entered into the Agreement to allow Thiara to install a pipeline over the Easement;

e. Thiara has since constructed a pipeline under the Creek, and has no need for the Agreement.

2. Termination. The parties hereby terminate the Agreement, and confirm that the Agreement is of no further effect. Each of the Parties hereby releases the others from any and all claims or liabilities under the Agreement, and acknowledges that all Parties shall continue to be entitled to their respective rights in the Property.

3. Binding Effect. The Parties understand and expressly agree that this termination shall bind and benefit their heirs, employees, subsidiaries, members, affiliates, agents, officers, managers, attorneys, representatives, predecessors, successors and assigns. The Parties further represent and warrant that they each have authority to enter into this termination and that all required action has been taken to enter into this termination.

4. Entire Agreement. The Parties each acknowledge that they have carefully read and understand the contents of this termination and that this termination constitutes the entire agreement and understanding of the Parties. The Parties further agree that the terms of this termination are contractual and that all Parties, their heirs, successors, and assigns are bound by it, and that any dispute as to its terms or its interpretations is governed by the laws of the State of California. Should any court of law find any term or clause invalid under the prevailing law, then that term or clause only shall be omitted from enforcement, all other terms and conditions remaining enforceable.

5. Counterparts. This document may be executed in counterparts, each of which shall be an original and all of which together shall constitute a single agreement.

SOLANO COUNTY WATER AGENCY

By: _____
Roland Sanford, General Manager

Dated: _____

THIARA BROTHERS, LLC

By _____
Member

Dated: _____

HILBERS M&M, LP

By _____
Member

Dated: _____

| |
|--|
| SOLANO COUNTY WATER AGENCY CERTIFICATE |
|--|

This is to certify that the above Termination of Pipeline Agreement by and among THIARA BROTHERS, LLC, HILBERS M&M, LP and SOLANO COUNTY WATER AGENCY is hereby approved by Action Item No. 2016-5E of the Board of Directors of Solano County Water Agency.

SOLANO COUNTY WATER AGENCY

By: _____
Roland Sanford, General Manager

Dated: _____

STATE OF CALIFORNIA)
)
COUNTY OF SOLANO)

Signature _____ (Seal)

STATE OF CALIFORNIA)
)
COUNTY OF SOLANO)

Signature _____ (Seal)

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 14, 2016

SUBJECT: Purchase Orders for Putah Diversion Office Aggregate Base

RECOMMENDATION:

Authorize General Manager to approve the following Purchase Orders for the Putah Diversion Office facility

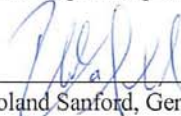
1. Purchase Order of \$31,500 for aggregate base from Syar Industry.
2. Purchase Order of \$18,000 for transport of aggregate base by J.T. Martin Trucking.

FINANCIAL IMPACT:

Funding is programmed and available in the FY 2015-2016 Solano Project Rehabilitation and Betterment Program budget for this expense.

BACKGROUND:

The Putah Diversion Office (PDO) is a shared facility supporting SCWA, LPCCC, and Solano Project operations. The facility is also a storage location for heavy equipment used by SCWA and LPCCC staff. Currently, all heavy equipment is stored in the rear/east facing parking lot of the PDO facility, but is inaccessible during the winter months because of a lack of an all-weather surface. The purpose of these Purchase Orders is to supply aggregate base material to the PDO facility, to provide an all-weather surface for year round access. The result will improve operations for SCWA, LPCCC, and Solano Project staff.

Recommended: 
Roland Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

ORDERED BY:

SOLANO COUNTY WATER AGENCY

810 VACA VALLEY PARKWAY

SUITE 203

VACAVILLE, CA 95688

U.S.A.

Voice: 707-451-6090

Fax: 707-451-6099

PURCHASE ORDER

Purchase Order No.: a2016-070

Date Issued: 4/14/16

To:

SYAR INDUSTRIES, INC

P.O. BOX 2540

NAPA, CA 94558-0524

Ship To:

SOLANO COUNTY WATER AGENCY

810 VACA VALLEY PARKWAY

SUITE 203

VACAVILLE, CA 95688

U.S.A.

Good Thru

5/14/16

Ship Via

Account No.

35683

Terms

Net 30 Days

Quantity

1.00

Item

Description

1-1/2" AND 3" DRAIN ROCK SYAR LAKE
HERMAN QUARRY

Unit Cost

31,032.00

Amount

31,032.00

TOTAL

\$31,032.00

Authorized Signature

ORDERED BY:

SOLANO COUNTY WATER AGENCY

810 VACA VALLEY PARKWAY
SUITE 203
VACAVILLE, CA 95688
U.S.A.

Voice: 707-451-6090

Fax: 707-451-6099

PURCHASE ORDER

Purchase Order No.: a2016-069

Date Issued: 4/14/16

To:

J.T. MARTIN
P.O. BOX 741
WINTERS, CA 95694

Ship To:

SOLANO COUNTY WATER AGENCY
810 VACA VALLEY PARKWAY
SUITE 203
VACAVILLE, CA 95688
U.S.A.

| Good Thru | Ship Via | Account No. | Terms |
|-----------|----------|-------------|-------------|
| 5/14/16 | | | Net 30 Days |

| Quantity | Item | Description | Unit Cost | Amount |
|----------|------|---|--------------|--------------------|
| 1.00 | | TRUCKING COSTS TO HAUL UP TO 1,600 TONS OF AGGREGATE BASE FROM LAKE HERMAN QUARRY, VALLEJO TO 4020 CANAL LANE, WINTERS. | 18,000.00 | 18,000.00 |
| | | | TOTAL | \$18,000.00 |

Authorized Signature _____

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: April 14, 2016

SUBJECT: Contract Amendment for Monitoring System Support Services

RECOMMENDATION:

Authorize General Manager to execute Amendment No. 1 with Eyasco, Inc., for additional monitoring system support services, increasing total contract amount by \$35,000, from \$214,660 to \$249,660.

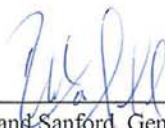
FINANCIAL IMPACT:

Funding is programmed and available in the FY 2015-2016 Administration budget for these expenses.

BACKGROUND:

The Water Agency has retained Eyasco, Inc., to provide management and maintenance of remote data sensors, monitoring systems, database management, data consolidation and document management, and general support for data collection. Due to unforeseen additional tasks, notably changes to the water accounting database, rating curve changes, and a new database to track residential turf surveys, Eyasco's services have been more heavily utilized than originally envisioned. A contract amendment is recommended to allow Eyasco, Inc. to complete the new and revised work tasks originally scheduled for completion in FY 2015-2016.

Recommended: _____


Roland Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY

AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

AMENDMENT NUMBER: 1

CONTRACTOR: Eyasco, Inc.

EFFECTIVE DATE: April 14, 2016

PROJECT: Data and Website Management

DESCRIPTION OF AMENDMENT:

1. Increase contract amount by \$35,000 from \$214,660 to \$249,660.

SIGNATURES:

Solano County Water Agency,
a Public Agency

Eyasco, Inc.

By: _____
Roland Sanford,
General Manager

By: _____
Jeff Schuyler,
President

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 14, 2016

SUBJECT: Wood Grindings Purchase Order for the LPCCC River Parkway Project

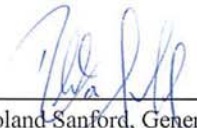
RECOMMENDATION:

Authorize General Manager to purchase wood grindings for the LPCCC River Parkway Project (Winters Putah Creek Park) in the amount of \$25,253.54.

FINANCIAL IMPACT:

This expense is fully reimbursable by the LPCCC River Parkway Grant.

BACKGROUND The LPCCC hired a soil scientist, Michael Hogan of IERS to help us to obtain better performance of native plants on fill zones at Winters Putah Creek Park. The fill zones suffer from over-compaction as a consequence of the heavy machine traffic that is needed to place the fill. Mr. Hogan recommended spreading a 4" layer of wood grindings over the soil surface and digging them in with an excavator to loosen compacted soils, allowing better root penetration, improved water infiltration and aeration and to jump-start healthy soil microbial activity. In the future, the LPCCC will be able to generate wood grindings to meet a portion of our soil amendment needs, by processing waste vegetation from clearing and grubbing through our tub grinder, but it is likely that we will need to continue to purchase additional wood grindings for large scale projects like Winters Putah Creek Park. The issue is one of scale and timing. While we can turn our future vegetation waste into useable soil amendments with our tub grinder, we can't match the throughput efficiency of much larger tub grinders that are used for orchard removal, nor can we generate the volume of material needed for Winters Putah Creek Park in a timely fashion with our machine alone.

Recommended: 
Roland Sanford, General Manager

☐ Approved as
recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

ORDERED BY:

SOLANO COUNTY WATER AGENCY

810 VACA VALLEY PARKWAY
SUITE 203
VACAVILLE, CA 95688
U.S.A.

Voice: 707-451-6090

Fax: 707-451-6099

PURCHASE ORDER

Purchase Order No.: a2016-020

Date Issued: 4/14/16

To:

OLD DURHAM WOOD
8616 DURNEL DR.
DURHAM, CA 95938

Ship To:

S/W CORNER OF OLIVE SCHOOL
ROAD X PUTAH CREEK CANAL
(N OF PUTAH CREEK ROAD)
WINTERS, CA 95694
U.S.A.

| Good Thru | Ship Via | Account No. | Terms |
|-----------|----------|-------------|-------------|
| 5/14/16 | | | Net 30 Days |

| Quantity | Item | Description | Unit Cost | Amount |
|----------|------|-----------------------------|--------------|--------------------|
| 8.00 | | 8 LOADS OF WALNUT CHIPS | 600.00 | 4,800.00 |
| 24.00 | | 24 LOADS OF ALMOND CHIPS | 700.00 | 16,800.00 |
| 1.00 | | 20 YDS OF COMPOST DELIVERED | 640.00 | 640.00 |
| 1.00 | | 90 YDS OF CHIPS | 1,170.00 | 1,170.00 |
| 1.00 | | SALES TAX | 1,843.54 | 1,843.54 |
| | | | TOTAL | \$25,253.54 |

Authorized Signature _____

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 14, 2016

SUBJECT: Repair Purchase Order for the LPCCC Tub Grinder

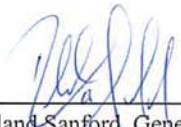
RECOMMENDATION:

Authorize General Manager to purchase replacement parts for the LPCCC tub grinder at a cost of \$15,325.50.

FINANCIAL IMPACT:

Sufficient funding is available in the LPCCC financial reserves.

BACKGROUND SCWA on behalf of the LPCCC obtained a used 1997 Duratech tub grinder from government surplus in 2010 to grind vegetative waste from tree removal projects and turn it into useable mulch. The machine had 255 hours when we acquired it. We installed a new clutch that burned out after a few uses (45 machine hours) due to a combination of overloading and dull hammers. We have since found additional uses for wood grindings for use in erosion control and soil improvement projects. With a fully repaired tub grinder we could generate our own wood grindings and dispose of vegetative waste from weed removal projects. The same machine is still sold today but with an upgraded clutch assembly. Meanwhile, the manufacturer created an optional "mill grate" assembly that mounts above the hammers that controls feed rate to prevent overloading the machine. The combination of mill grate and new hammers will make the machine fully operational and resilient to future clutch failures.

Recommended: 
Roland Sanford, General Manager

☐ Approved as
recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

ORDERED BY:

SOLANO COUNTY WATER AGENCY

810 VACA VALLEY PARKWAY

SUITE 203

VACAVILLE, CA 95688

U.S.A.

Voice: 707-451-6090

Fax: 707-451-6099

PURCHASE ORDER

Purchase Order No.: a2016-065

Date Issued: 4/14/16

To:

RED BARN EQUIPMENT SALES, INC.
P.O. BOX 969
SALIDA, CA 95361

Ship To:

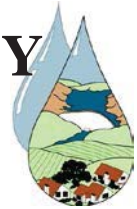
SOLANO COUNTY WATER AGENCY
810 VACA VALLEY PARKWAY
SUITE 203
VACAVILLE, CA 95688
U.S.A.

| Good Thru | Ship Via | Account No. | Terms |
|-----------|----------|-------------|-------------|
| 5/14/16 | | | Net 30 Days |

| Quantity | Item | Description | Unit Cost | Amount |
|----------|------|----------------------------------|--------------|--------------------|
| 1.00 | | HAMMERS AND SCREENS | 14,404.53 | 14,404.53 |
| 1.00 | | MILL GRATE AND AGITATOR ASSEMBLY | 920.97 | 920.97 |
| | | | TOTAL | \$15,325.50 |

Authorized Signature _____

SOLANO COUNTY WATER AGENCY



MEMORANDUM

Agenda Item No.7

TO: Board of Directors

FROM: Roland Sanford, General Manager

DATE: April 8, 2016

SUBJECT: April General Manager's Report

Mini Miracle March

March precipitation totals in Northern California were well above historic averages – a welcomed departure from the preceding and abnormally dry February (see attached charts). As of this writing Lake Berryessa storage is at 65 percent of capacity – 1,044,695 acre-feet - and almost identical to what was held in storage a year ago. Although not filled to capacity, even with continued drought, there is currently sufficient water in storage to meet full contractual delivers over the next several years. Similarly, due in large part to the wetter than anticipated March, the State has increased North Bay Aqueduct allocations by an additional 20 percent – from 40 percent to 60 percent of the full Table A amount – the largest annual allocation since 2012. Solano County's water supply picture is much brighter than for most other areas of the State, a reflection, at least in part, of the investments Solano has made over time.

State Emergency Water Conservation Mandate

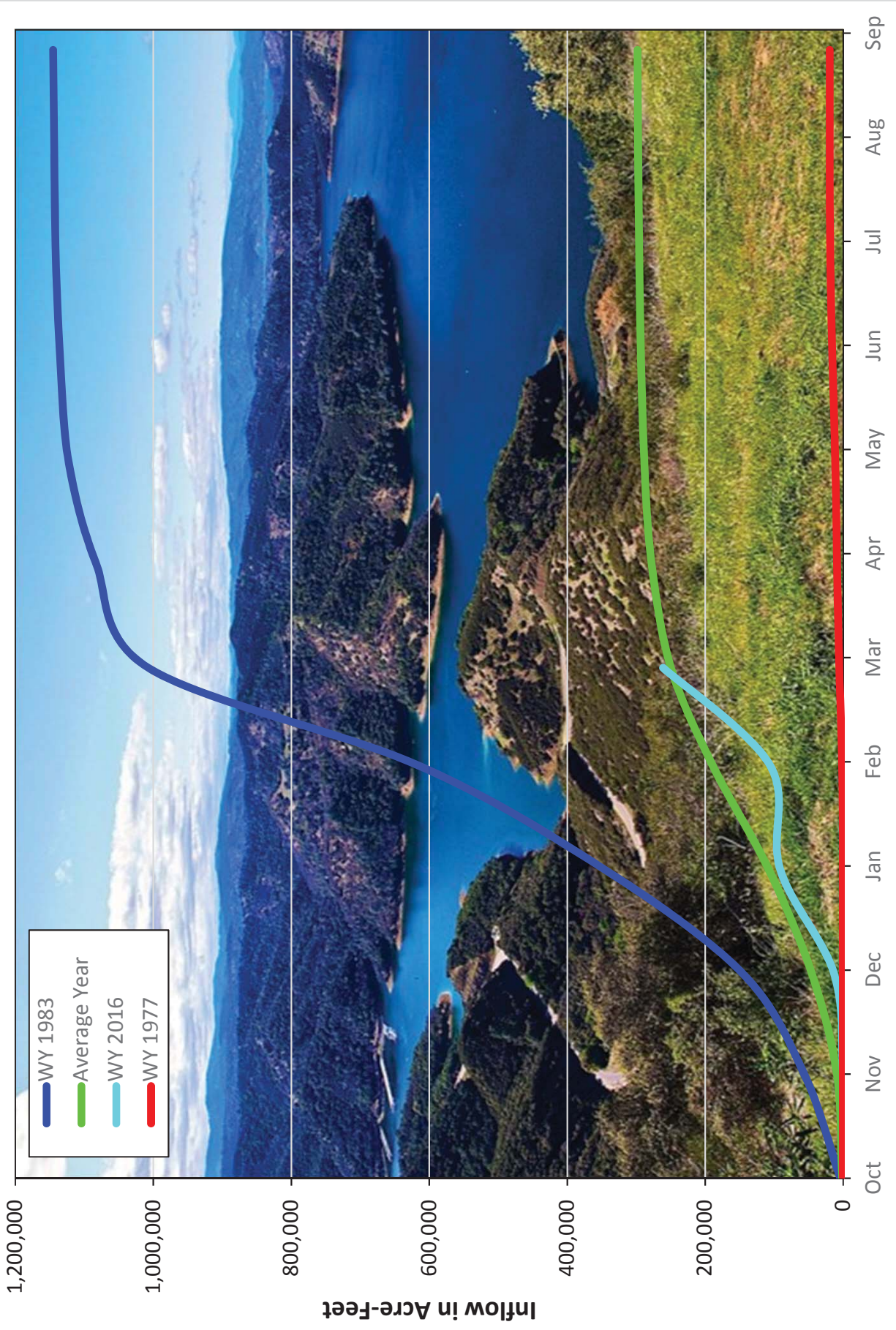
Despite the improved conditions in Northern California, the State imposed water conservation mandates that were first implemented on April 1, 2015 by Governor Brown remain in effect – a source of great consternation for water purveyors in Northern California, particularly those whose financial solvency is largely dependent on the quantity of water sold. Arguably, the economic model by which most water utilities operate – revenue heavily determined by quantity of water sold – needs to change. A change of course that is easy to chart on paper but difficult to execute in practice – at least for now. The State Water Resources Control Board will be holding a Urban Water Conservation Workshop on April 20, 2016 to solicit public input on the emergency water conservation mandate, and later this spring or early summer is expected to consider adopting the current emergency water conservation mandate or some variant of the current mandate as a permanent, statewide regulation.



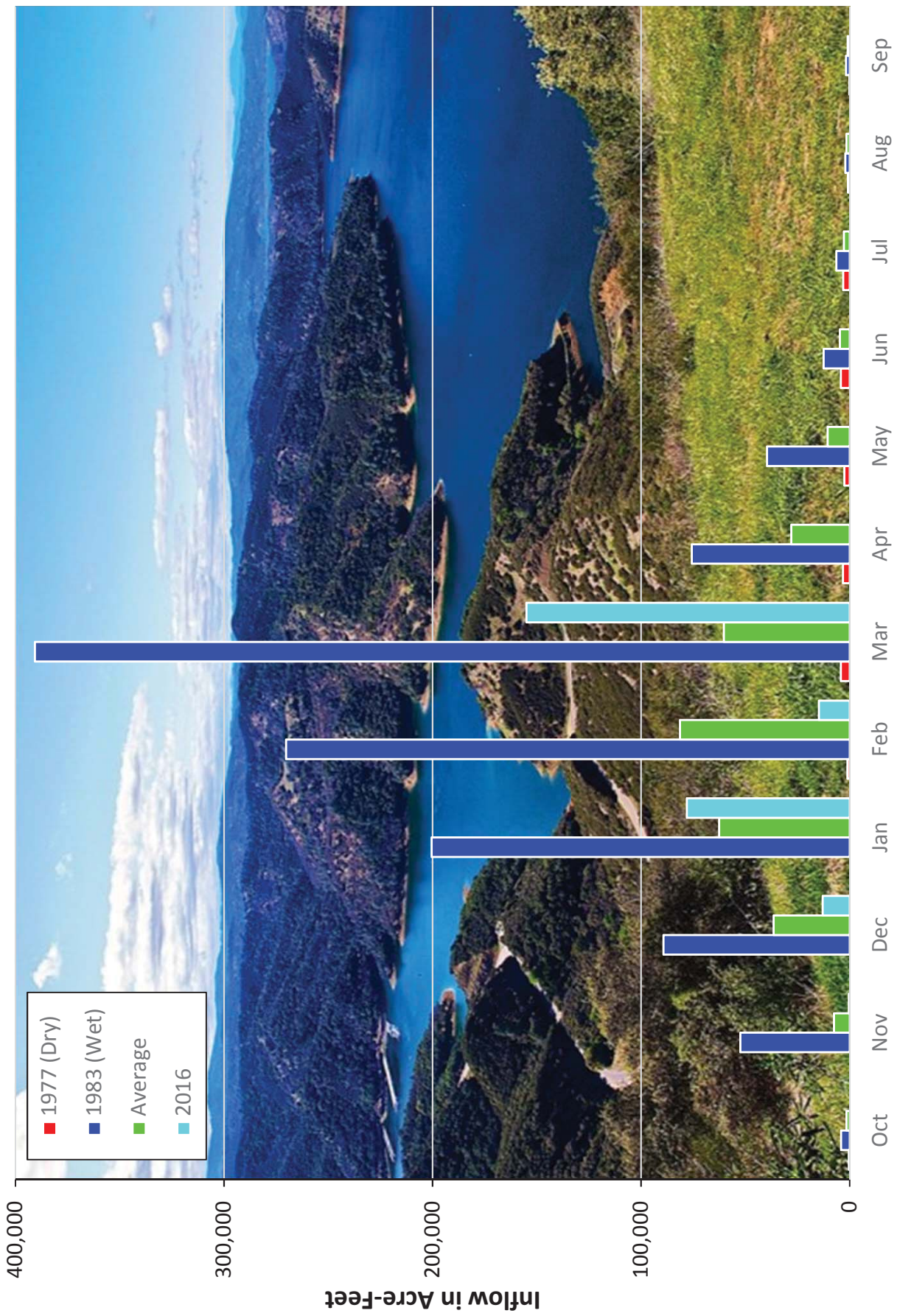
Strategic Planning Update

The SCWA Strategic Planning Stakeholder Group last met on March 21, 2016 and completed a first draft of Water Agency goals and objectives – the foundation of the strategic plan – and with the assistance of the Water Agency’s Advisory Commission, has begun to identify and refine the potential strategies that would need to be implemented in order to accomplish the stated goals and objectives. Staff anticipates that a draft strategic plan will be available for Board review and possible adoption in August or September of this year.

Annual Lake Berryessa Inflow



Annual Lake Berryessa Inflow



Time Period Covered: March 2016

**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)

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

Lake County Watershed Protection District: Quagga Mussel Boat Display - \$24,500

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**

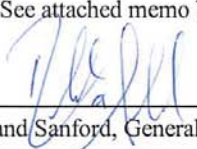
DATE: April 14, 2016

SUBJECT: Presentation by EKI – Results of SCWA Single Family Residential Water Use and Conservation Potential Pilot Study

RECOMMENDATION: Hear presentation by EKI and provide direction to staff.

FINANCIAL IMPACT: None at this time.

BACKGROUND: See attached memo by Andrew Florendo, SCWA Water Conservation Coordinator.

Recommended: 
Roland Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY



MEMORANDUM

TO: Board of Directors

FROM: Andrew Florendo, Water Conservation Coordinator

DATE: April 14, 2016

SUBJECT: Presentation on the Solano Single-Family Residential Water Use and Conservation Potential Pilot Study

Single-family residential (SFR) customers make up over half (i.e., approximately 57%) of urban water use within Solano County. The Water Agency administers County-wide water conservation programs to SFR and other customer sectors, including home water use surveys and rebates for high-efficiency toilets (HETs), high-efficiency washing machines (HEWs), weather-based irrigation controllers, and turf replacement. The member units, in turn, supplement SCWA's program with locally-administered water use efficiency programs.

Developing a greater understanding of key water-use and related information at County-wide and member-unit specific levels will provide the Water Agency and its member units with valuable information that will assist in: analyzing customer demographics and behavior; quantifying the benefits of the water conservation programs administered to date; developing better water demand forecasts; identifying opportunities for targeted outreach and more effective water conservation programs; and more directly evaluating the need for and support for, developing alternative supplies (e.g., recycled water).

The Water Agency selected Erler & Kalinowski, Inc. (EKI) to conduct a pilot study in order to help gain a greater understanding of 1) SFR water use within the County, 2) the effectiveness of our water conservation programs, and 3) the remaining water conservation potential in the SFR sector. This Pilot Study addresses key questions surrounding SFR water use and conservation savings based on water use data for the City of Vallejo. Specifically, the Pilot Study includes quantitative evaluation of the effectiveness of the Water Agency's four major conservation programs, 1) High-Efficiency toilet rebates, 2) High-Efficiency washer rebates, 3) turf replacement rebates, and 4) residential water use surveys.

EKI staff will present an overview of the results of the Pilot Study. The presentation will include a description of current programs and possible directions for the future. A copy of the Executive Summary from the report is attached. The complete report can be downloaded from the Water Agency website (www.scwa2.com).

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





**Erler &
Kalinowski,
Inc.**



Single-Family Residential Water Use and Conservation Potential Pilot Study

Solano County Water Agency

Prepared by:

Erler & Kalinowski, Inc.

1870 Ogden Drive
Burlingame, California 94010

www.ekiconsult.com

February 2016

EKI B50067.00

Consulting engineers and scientists



SINGLE-FAMILY RESIDENTIAL WATER USE AND CONSERVATION POTENTIAL PILOT STUDY

Solano County Water Agency

Prepared by:
Erler & Kalinowski, Inc.
1870 Ogden Drive
Burlingame, California 94010
(650) 292-9100

**February 2016
(EKI B50067.00)**

SINGLE-FAMILY RESIDENTIAL WATER USE AND CONSERVATION POTENTIAL PILOT STUDY

Solano County Water Agency

TABLE OF CONTENTS

| | |
|---|-----------|
| EXECUTIVE SUMMARY | iv |
| 1. INTRODUCTION | 1 |
| 1.1 BACKGROUND | 1 |
| 1.2 PILOT STUDY PURPOSE AND GOALS | 2 |
| 1.3 PILOT STUDY APPROACH | 2 |
| 2. SUMMARY OF SCWA’S SERVICE AREA AND CHARACTERISTICS | 4 |
| 2.1 WATER SUPPLIES | 4 |
| 2.2 SERVICE AREA | 4 |
| 2.3 WATER CONSERVATION PROGRAMS | 6 |
| 3. ANALYSIS OF SFR WATER USE WITHIN SOLANO COUNTY CITIES (GOAL 1)..... | 7 |
| 3.1 BENICIA..... | 8 |
| 3.2 DIXON | 8 |
| 3.3 FAIRFIELD | 9 |
| 3.4 RIO VISTA..... | 9 |
| 3.5 SUISUN CITY..... | 9 |
| 3.6 VACAVILLE | 10 |
| 3.7 VALLEJO | 11 |
| 4. SCWA WATER CONSERVATION PROGRAM SUMMARY | 13 |
| 4.1 HE TOILET REBATES..... | 13 |
| 4.2 HE WASHER REBATES..... | 14 |
| 4.3 TURF REPLACEMENT REBATES..... | 14 |
| 4.4 RESIDENTIAL WATER USE SURVEYS..... | 15 |
| 4.5 SMART IRRIGATION CONTROLLER REBATES..... | 16 |
| 5. PILOT STUDY ANALYSIS – CITY OF VALLEJO (GOALS 2 AND 3) | 17 |
| 5.1 CONSERVATION PROGRAM PARTICIPATION | 17 |
| 5.2 ESTIMATED WATER SAVINGS..... | 19 |
| 5.3 IDENTIFIED ADDITIONAL WATER CONSERVATION OPPORTUNITIES..... | 25 |
| 6. ASSESSMENT OF PASSIVE CONSERVATION AND DROUGHT EFFECTS (GOAL 4) | 29 |
| 6.1 PASSIVE WATER CONSERVATION | 29 |

| | |
|--|-----------|
| 6.2 POTENTIAL POST-DROUGHT REBOUND EFFECTS..... | 30 |
| 7. RECOMMENDATIONS AND POTENTIAL NEXT STEPS (GOAL 5)..... | 32 |
| 8. CONCLUSION..... | 35 |
| 9. REFERENCES..... | 36 |

TABLES

| | |
|-----------|---|
| Table 1. | Summary of Solano County SFR Housing Stock |
| Table 2. | Summary of SFR Parcel Characteristics |
| Table 3. | SFR HE Toilet Rebate Program Participation |
| Table 4. | SFR HE Washer Rebate Program Participation |
| Table 5. | SFR Turf Replacement Rebate Program Participation |
| Table 6. | SFR Residential Water Use Survey Program Participation |
| Table 7. | SFR Smart Irrigation Controller Rebate Program Participation |
| Table 8. | SFR HE Toilet Rebate Program Water Savings (2011) – City of Vallejo |
| Table 9. | SFR HE Toilet Rebate Program Water Savings (2013) – City of Vallejo |
| Table 10. | SFR HE Washer Rebate Program Water Savings (2011) – City of Vallejo |
| Table 11. | SFR HE Washer Rebate Program Water Savings (2013) – City of Vallejo |
| Table 12. | SFR Turf Replacement Program Water Savings (2013) – City of Vallejo |
| Table 13. | SFR Water Use Survey Program Water Savings (2011) – City of Vallejo |
| Table 14. | SFR Water Use Survey Program Water Savings (2013) – City of Vallejo |
| Table 15. | Summary of Estimated SFR Rebate Program Savings and Costs – City of Vallejo |

FIGURES

| | |
|-----------|--|
| Figure 1. | Solano County Water Agency (SCWA) Service Area |
| Figure 2. | SFR Parcels in Solano County |
| Figure 3. | Age of SFR Housing Stock – Solano County |
| Figure 4. | City of Benicia Water Use Profile |
| Figure 5. | City of Dixon and Rio Vista Water Use Profiles |
| Figure 6. | City of Fairfield Water Use Profile |
| Figure 7. | City of Suisun City Water Use Profile |

SINGLE-FAMILY RESIDENTIAL WATER USE AND CONSERVATION POTENTIAL PILOT STUDY

Solano County Water Agency

TABLE OF CONTENTS (Continued)

- Figure 8. City of Vacaville Water Use Profile
- Figure 9. City of Vallejo Water Use Profile
- Figure 10. Age of SFR Housing Stock – City of Vallejo
- Figure 11. Distribution of High Water Use SFR Accounts During Selected Years – City of Vallejo
- Figure 12. SFR HE Toilet Rebates Issued – Solano County
- Figure 13. SFR HE Washer Rebates Issued – Solano County
- Figure 14. SFR Turf Replacement Rebates Issued – Solano County
- Figure 15. SFR Residential Water Use Surveys Conducted – Solano County
- Figure 16. SFR HE Toilet Rebates Issued – City of Vallejo
- Figure 17. SFR HE Washer Rebates Issued – City of Vallejo
- Figure 18. SFR Turf Replacement Rebates Issued – City of Vallejo
- Figure 19. SFR Residential Water Use Surveys Conducted – City of Vallejo
- Figure 20. SFR HE Toilet Program Opportunities – City of Vallejo
- Figure 21. SFR HE Washer Rebate Program Opportunities – City of Vallejo
- Figure 22. SFR Turf Replacement Rebate Program Opportunities – City of Vallejo
- Figure 23. SFR Water Use Survey Program Opportunities – City of Vallejo

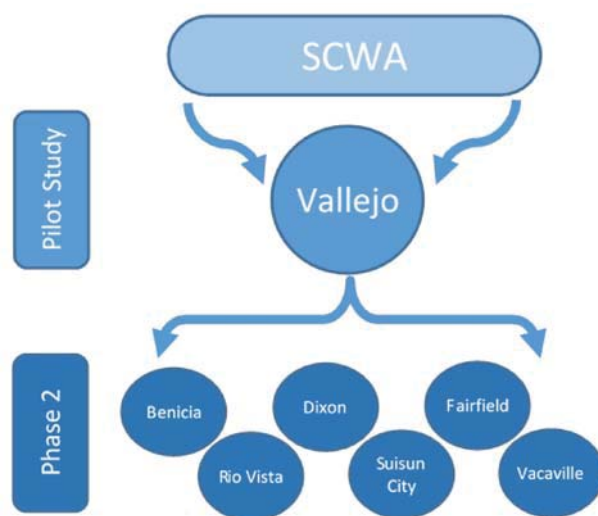
APPENDICES

- Appendix A: AWE Water Conservation Tracking Tool Documentation
- Appendix B: Draft Residential Water Use and Conservation Survey

EXECUTIVE SUMMARY

This report documents the results of the *Single-Family Residential Water Use and Conservation Potential Pilot Study* (“Pilot Study”) that was conducted on behalf of Solano County Water Agency (“SCWA”). The objective of this study was to assist SCWA in gaining a greater understanding of single-family residential (“SFR”) water use throughout the SCWA service area, evaluate the effectiveness of SCWA’s water conservation programs, and identify remaining water conservation potential in the SFR sector.

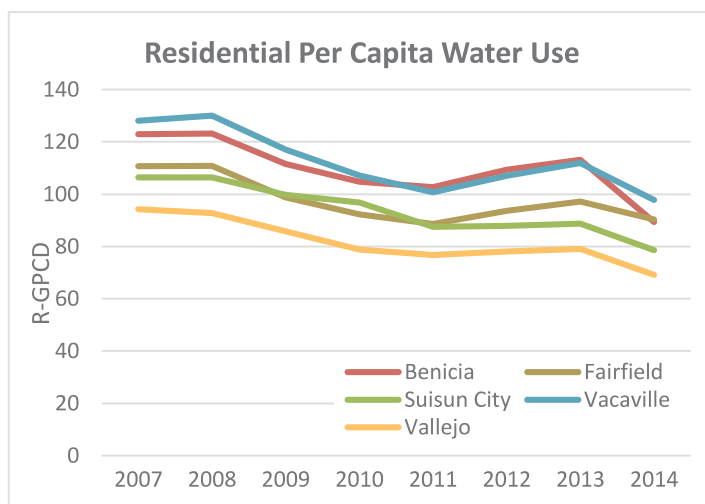
This Pilot Study first presents a high-level overview of SCWA’s water conservation programs – High-efficiency (“HE”) Toilet Rebates, HE Washer Rebates, Turf Replacement Rebates, Residential Water Use Surveys, and Smart Irrigation Controller Rebates – and their implementation across the seven cities (or “member units”) served by SCWA: Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo. The study then focuses on an analysis of individual water conservation program impacts, benefits, and opportunities within the City of Vallejo, which was selected as the subject of this Pilot Study. As illustrated by the graphic to the right, it is anticipated that, based upon the results of this Pilot Study, a similar focused analysis will be conducted in the future for additional member units, and potentially across other water use sectors, within the SCWA service area.



An introduction to the Pilot Study, including the study’s goals and objectives, is provided in Section 1 of this report. The SCWA service area and characteristics are described in Section 2. The findings of the Pilot Study are addressed in Sections 3 through 7, and summarized below.

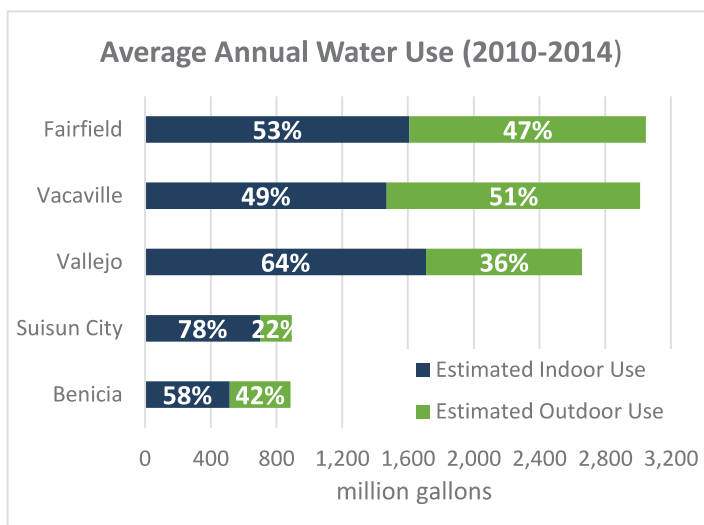
Member Unit Water Use Profiles

The demographics and water use profiles of the seven SCWA member units were evaluated, and to the extent that data were available, water use was summarized in terms of water use by sector, SFR monthly indoor and outdoor consumption, and annual total and per capita consumption for residential accounts.



Key findings based on these water use profiles include:

- Although water demand by SFR customers has generally declined over the last ten to fifteen years, the SFR sector uses the most water within each member unit, ranging from approximately 49% in Fairfield to 82% in Dixon.
- Monthly SFR consumption was highest in the summer and fall. The Cities of Benicia, Fairfield, and Vacaville tend to experience the greatest seasonal variability in SFR water use, likely linked to landscape irrigation.
- Residential per capita water use in 2014 ranged from approximately 69 gallons per capita per day (“R-GPCD”) for Vallejo to 98 R-GPCD for Vacaville.
- In response to the historic drought of 2012-2015, each member unit has reduced its R-GPCD significantly relative to use in 2013. These reductions range from 36% in Benicia to 22% in Vallejo. As of June 2015, six member units have achieved greater savings than the target conservation goals set by the State Water Resources Control Board (“SWRCB”) in accordance with Executive Order B-29-15; Rio Vista’s service area fell short of its 36% conservation standard by 4.3% (SWRCB, 2016).



Water Conservation Program Participation by SFR Accounts

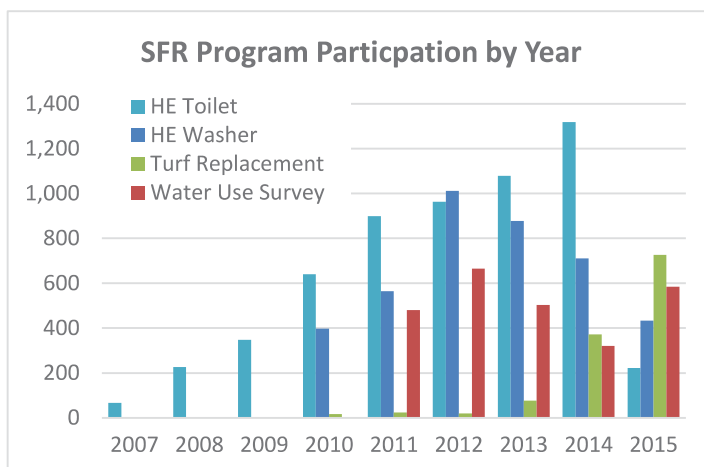
This Pilot Study evaluated participation by SFR accounts in the water conservation programs administered by SCWA on a County-wide basis and at more detailed level in the City of Vallejo, as the focus of the Pilot Study. Across the SCWA service area, more HE toilet rebates have been issued to SFR accounts than any of the other SCWA rebate programs. The Turf Replacement Rebate Program has seen increasing participation since 2013, while participation in the HE Washer Rebate Program has been declining since 2012. Participation in the HE in the Residential Water Survey Program has shown some decline from 2012 through 2014, with an increase in participation in 2015; it should be noted that the highest

| SFR Conservation Program | Program Implemented | Total Number of Interventions | Estimated Annual Water Savings |
|-------------------------------------|---------------------|-------------------------------|--------------------------------|
| HE Toilet Rebates | 2007 – Jan. 2015 | 5,764 | 52.5 million gal. |
| HE Washer Rebates | 2007 – present | 3,997 | 34.5 million gal. |
| Turf Replacement Rebates | 2013 – present | 1,235 | 23 million gal. |
| Residential Water Use Surveys | 2011 – present | 2,554 | 67 million gal. |
| Smart Irrigation Controller Rebates | 2011 – present | 15 | n/a |

residential water users in the County are specifically targeted for participation in this program.

Review of the program participation in the City of Vallejo revealed several trends, including lower-than-expected participation in HE Toilet and HE Washer Rebate Programs in some of the older areas of the city, which are more likely to have older, less efficient fixtures and therefore be prime candidates

to participate in these programs. This analysis also identified distinct clusters of participation in the Turf Replacement Rebate Program, which may indicate evidence of the public outreach and educational aspects of the turf replacement programs (i.e., the “neighbors seeing neighbors” effect).



Water Conservation Program Effectiveness and Opportunities – City of Vallejo

The amount of water savings resulting from participation in each of the SCWA’s major water conservation programs was estimated by comparing water use by conservation program participants in Vallejo to that of representative cohorts for periods before and after participation in a given program. Based on the results of this analysis, participation in water conservation programs by Vallejo SFR water customers resulted in significant and measurable water savings, as shown in the table below.

The analysis of the remaining water conservation potential within Vallejo’s SFR sector suggests that the markets for the SCWA conservation programs within Vallejo are not yet saturated and that there are significant opportunities to continue and expand water conservation programs within the city. Specifically, as shown in the above table, based on the current information regarding program participation, housing age, and historical water use, it is estimated that up to an additional 37 million gallons per year could be saved through toilet change-outs and up to 69 million gallons per year could be saved by increasing

| SFR Conservation Program | Estimated Annual Water Savings Per Account | Rebate Cost per 100 Gallons of Water Saved | Remaining Conservation Potential |
|-------------------------------|--|--|----------------------------------|
| HE Toilet Rebates | 10,000 - 19,000 gal. | \$0.06 - \$0.10/100 gal. | 37 million gal./year |
| HE Washer Rebates | 7,500 - 9,800 gal. | \$0.10 - \$0.11/100 gal. | 40 million gal./year |
| Turf Replacement Rebates | 18,700 gal. | \$0.40/100 gal. | 69 million gal./year |
| Residential Water Use Surveys | 20,900 - 31,500 gal. | n/a | 60 million gal./year |

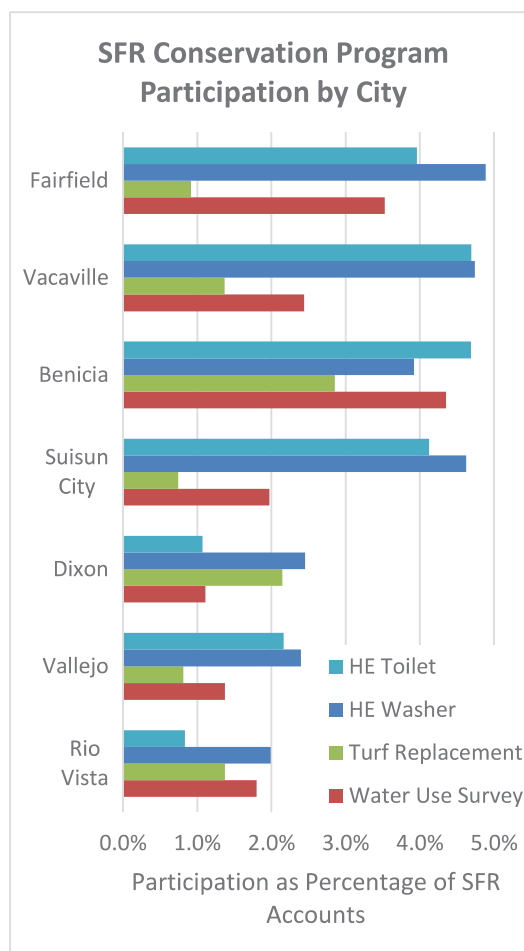
participation in the Turf Replacement Rebate Program. Based on current levels of program participation across the SCWA service area (i.e., typically less than 5% of SFR accounts, as shown in the chart to the right), similar results are expected across the other member unit cities.

Based on rebate costs and measured water savings, the HE Toilet and HE Washer Rebate Programs have been the most cost effective of the water conservation programs implemented to date by SCWA. However, when considering which programs to support on a going-forward basis, there are additional factors to consider regarding overall program cost-effectiveness and success, including changes to plumbing code that diminish the impact of fixture rebate programs and the public education and outreach benefits associated with a highly visible program such as turf replacement.

Recommendations and Next Steps

The findings of the Pilot Study indicate that the SFR water conservation programs that SCWA has implemented in Vallejo have resulted in a significant and measurable amount of water savings and that additional water conservation potential remains. Given the results of this analysis, potential programs and actions that SCWA may consider are summarized below.

- Expand this study to include additional member unit cities, potentially including a refined cost-benefit analysis and evaluation of other water use sectors.
- Refine the structure and implementation of the fixture rebate programs to target specific accounts, to limit the effects of free-ridership, and to push the market toward even more efficient fixtures (e.g., 0.8 gallons per flush toilets).
- Expand and promote outdoor water use conservation programs (e.g., the Turf Replacement Rebate and Smart Irrigation Controller Rebate Programs) and consider implementing additional or alternative programs designed to target outdoor water use or to influence behavioral changes with respect to water use.
- Implement a Customer Survey to gain a greater understanding of how member unit customers use water and think about water conservation and alternative water sources (e.g., recycled water).



**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: April 14, 2016

SUBJECT: Discussion and Possible Action: Water Policy Committee Recommendations Regarding Formation of Groundwater Sustainability Agency (GSA) for Solano Subbasin


RECOMMENDATION:

Hear recommendations by Water Policy Committee and General Manager regarding GSA formation for the Solano Subbasin and provide direction to staff.

FINANCIAL IMPACT: None at this time.

BACKGROUND:

The Solano Groundwater Subbasin, as defined in Department of Water Resources (DWR) Bulletin 118, encompasses 664 square miles, most of which is located in northern Solano County, with lesser portions extending into Sacramento and Yolo counties. Pursuant to the recently enacted Sustainable Groundwater Management Act (SGMA), a Groundwater Sustainability Agency (GSA) must be established by June 30, 2017 and a Groundwater Sustainability Plan (GSP) adopted for the Solano Subbasin by January 31, 2022.

Recommended: 
Roland Sanford, General Manager

☒ Continued on next page

☐ Approved as
recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

Water Policy Committee Recommendations

The Water Policy Committee has been discussing SGMA (Sustainable Groundwater Management Act) compliance and GSA formation for nearly one year, and most recently met on March 2, 2016, where after extensive discussion, formulated the following recommendations for SCWA Board consideration:

- 1) A GSA “Working Group” be formed, independent of the SCWA Water Policy Committee, consisting of one member from each GSA eligible entity in the Solano Subbasin and one member of the Dixon Resource Conservation District, a member of the Solano County Agricultural Advisory Committee, and a member of the Solano County Farm Bureau, to develop one or more GSA governance structures for the Solano Subbasin, and to bring forward recommendations for approval to the SCWA Board
- 2) The SCWA Board authorize staff to provide administrative support for the GSA “Working Group”

The Water Policy Committee, based on the information available as of March 2, 2016, anticipated that the aforementioned GSA Working Group would consist of the following members:

| | | |
|--|---|---|
| <i>Sacramento County</i> | <i>City of Dixon</i> | <i>California Water Service</i> |
| <i>Solano County</i> | <i>City of Fairfield</i> | <i>Maine Prairie Water District</i> |
| <i>Yolo County</i> | <i>City of Rio Vista</i> | <i>North Delta Water Agency</i> |
| | <i>City of Vacaville</i> | <i>Rural North Vacaville Water District</i> |
| | | <i>Solano Irrigation District</i> |
| | | |
| <i>Sacramento County Water Agency</i> | | |
| <i>Solano County Water Agency</i> | | |
| <i>Yolo County Flood Control and Water Conservation District</i> | | |
| <i>Local Agencies of the North Delta (LAND) coalition (Reclamation Districts 3,150,307, 349, 501, 554, 556 9999, 2104, 2011)</i> | | |
| | | |
| <i>Reclamation District 341 (Sherman Island)</i> | <i>Dixon Resource Conservation District</i> | |
| <i>Reclamation Districts 536 & 2085 (Egbert Tract)</i> | <i>Solano County Farm Bureau</i> | |
| <i>Reclamation District 765 (Glide District)</i> | <i>Solano County Agricultural Advisory</i> | |
| <i>Reclamation District 900 (West Sacramento)</i> | <i>Committee</i> | |
| <i>Reclamation District 1601 (Twitchell Island)</i> | | |
| <i>Reclamation District 1667 (Prospect Island)</i> | | |
| <i>Reclamation District 2060 (Hastings Tract)</i> | | |
| <i>Reclamation District 2068 (Yolano)</i> | | |
| <i>Reclamation District 2093 (Liberty Island)</i> | | |
| <i>Reclamation District 2098 (Cache Hass Area)</i> | | |
| <i>Reclamation District 2105 (Peters Pocket)</i> | | |

Since March 2, 2016 some of the aforementioned entities have indicated they will monitor progress but will not be participating as an active member of the GSA Working Group.

Next steps toward GSA formation

Pursuant to the Water Policy Committee’s recommendations, on March 29, 2016 an initial staff level GSA Working Group meeting was held at the Dixon Senior Center in Dixon. Water Agency staff participated and the meeting was facilitated by Ag Innovations. At the meeting, the Working Group initiated a discussion of potential GSA governance structures for the Solano Subbasin, informally adopted a charter (attached) to guide group activities, and agreed that the Solano County Agricultural Advisory Committee and Solano County Farm Bureau would host an “Ag Summit” in mid-May to identify how best to represent agricultural interests in any proposed GSA governance structure. This meeting constituted an initial step on the following pathway toward GSA formation

- Step 1: Staff level representatives from GSA eligible entities and other interested stakeholders, most notably the agricultural community, develop one or more potential GSA governance structures for discussion and consideration by their respective governing boards
- Step 2: Respective governing boards discuss potential GSA governance structures – with the expectation that further refinement of the GSA governance structure proposal(s) will be necessary - and provide direction to their staffs/GSA working group representatives

Step 3 GSA Working Group representation is expanded to include policy maker representation from respective governing boards and the GSA governance structure proposal(s) are refined pursuant to direction obtained as a part of Step 2

Step 4 Final GSA governance structure proposal(s) are brought back to respective governing bodies for adoption

Subbasin boundary modification update

In late March the Yolo County Flood Control and Water Conservation District, on behalf of the Water Resources Association of Yolo County and the Yolo County Farm Bureau, submitted an initial basin boundary modification proposal to the California Department of Water Resources (see attached summary). In very general terms, Yolo is proposing to adjust the current Solano Subbasin boundaries to more closely align with the Solano/Yolo county boundaries. Based on a preliminary review, Water Agency staff believes the Yolo basin boundary modification, as currently articulated, is reasonable and with merit. However, additional information, particularly with respect to the level and nature of anticipated coordination between subbasins, is needed before any final staff recommendations or conclusions can be reached. Additional information about the proposed basin boundary modification can be found at www.yologroundwater.org.

CHARTER

for the Solano Subbasin GSA Formation Staff Advisory Group

Purpose and Goals

The purpose of the Solano Subbasin GSA Staff Advisory Group (GFSAG) is to develop recommendations for the governance structure for a Groundwater Sustainability Agency (GSA) or Agencies for the Solano Subbasin to fulfill the requirements of the Sustainable Groundwater Management Act. All recommendations will be reviewed and vetted between meetings by member organizations' boards and constituencies. ***The GFSAG is not the GSA for the Solano Subbasin.***

The GFSAG is a forum for GSA-eligible agencies of the Solano Subbasin to:

- Develop a common understanding of the authority and responsibility of GSA(s) in the Solano Subbasin.
- Share information, ideas, and concerns pertaining to the SGMA process in the Solano Subbasin.
- Solicit and respond to input from both agency boards and public stakeholder groups.
- Support the development of GSA governance recommendations that ensure fair representation of agency and stakeholder interests in service of the long-term sustainable protection of local groundwater resources.
- Negotiate in good faith to achieve consensus on the development of a governance structure for a GSA or GSAs for the Solano Subbasin that will guide the management of groundwater into the future.

Membership

The GSA Formation Staff Advisory Group (GFSAG) is structured as an invitation-based, ad hoc Advisory Group of staff representatives from GSA-eligible agencies of the Solano Subbasin, as defined by state-administered maps, as well as representatives from a limited number of stakeholder groups. For size management, the GFSAG asks for only one representative staff member per GSA-eligible agency to actively participate in each meeting. The Staff Advisory Group will be most effective where the same participant attends all meetings, however, each agency can nominate an alternate to fill in as necessary. Alternates are expected to be fully briefed and able to represent the member during decision-making. Invited membership includes one representative from the following GSA-eligible agencies:

| MEMBERS | STAFF REPRESENTATIVE |
|--------------------------------------|--|
| Sacramento County | TBD |
| Solano County | TBD |
| Yolo County | Elisa Sabatini or Regina Espinosa (?) (confirming interest) |
| City of Dixon | Joe Leach |
| City of Fairfield | Felix Riesenber |
| City of Rio Vista | David Melilli, <i>alternate: Cecil Dillon</i> |
| City of Vacaville | Royce Cunningham |
| California Water Service | Jack Caldwell |
| Maine Prairie Water District | Don Holdner |
| Rural North Vacaville Water District | Gordon Stankowski |
| Sacramento County Water Agency | Darrell Eck |

| | |
|--|--------------------------------------|
| Solano County Water Agency | Chris Lee |
| Solano Irrigation District | Cary Keaten |
| Yolo County Flood Control And Water Conservation District | Tim O'Halloran (confirming interest) |
| Local Agencies of the North Delta (LAND) Coalition (RD 3, 150, 307, 349, 501, 554, 556, 999, 2104, 2011) | Erik Ringelberg |
| Solano County Farm Bureau | Derrick Lum |
| Solano County Agricultural Advisory Committee | TBD |
| Solano County Resource Conservation Districts | John Currey |
| Hastings Tract / Rd 2060 | Jack Kuechler (confirming interest) |
| Yolano / RD 2068 | Mike Hardesty |
| North Delta Water Agency | Melinda Terry |
| Travis Air Force Base / U.S. Air Force | Merlin Miller |
| Egbert Tract / RD 536 & RD 2085 | Will call to find out if interested. |
| Glide District / RD 765 | Will call to find out if interested. |
| West Sacramento / RD 900 | Will call to find out if interested. |
| Twitchell Island/ RD 1601 | Will call to find out if interested. |
| Prospect Island / RD 1667 | Will call to find out if interested. |
| Liberty Island / RD 2093 | Will call to find out if interested. |
| Cache Haas Area / RDO 2098 | Will call to find out if interested. |
| Peters Pocket / RD 2104 | Will call to find out if interested. |

Administration

To start, the Solano County Water Agency will provide administrative support to the GFSAG until and unless it chooses otherwise. SCWA's administrative role is to support the collaborative interagency GSA formation process and does not presume to have any governance authority over the GFSAG or within the GSA itself. SCWA, as a GFSAG member agency, will have one staff representative.

To start, the group will be facilitated by a neutral third party group, Ag Innovations, until and unless it chooses otherwise or current contract funding runs out. The GFSAG will discuss means to provide additional financing to support the facilitation efforts of Ag Innovations or a suitable equivalent as needed

Public Input: Member agencies commit to implementing a robust process to engage public input and will work with Ag Innovations to ensure fair representation of public and agricultural interests in the process.

Meeting Ground Rules

The Staff Advisory Group will use the following standing ground rules to establish a productive protocol for meetings and may modify them as appropriate.

- **Be Present:** Give each other the gift of our time (cell phones off).
- **Listen Openly:** Practice patience, attention, and respect for different views.
- **Speak Courteously:** Share your views candidly, define key terms, and share the floor generously.
- **Suspend Certainty:** Be curious about new information, approaches, and opinions.
- **Represent your Agency and/or Constituency Interests:** As representatives of a larger stakeholder group, members agree to consider these group interests over individual interests at all points in the deliberation process, and solicit input from these groups on deliberations and recommendations developed in the GFSAG meetings.

- **Report Back to Your Elected Bodies:** It is understood that it is each participant's responsibility to keep their Elected Body apprised as to the discussions, issues, and positions of the work of the Staff Advisory Group.

Decision Making

The GFSAG is a working group tasked to develop recommendations regarding the governance structure of the GSA agency or agencies for the Solano Subbasin, for approval by all member agency boards as well as vetting through a formal public input process led by Ag Innovations. In the development of the recommendations, the GFSAG will strive for consensus (agreement among all participants) in all of its decision-making. Working toward consensus is a fundamental principle.

Consensus means that all group members either fully support or can live with the decision or overall recommendations and believe that their agencies and organizations can as well. In reaching consensus, it is useful to refer to the Gradients of Agreement. This scale makes it easier for participants to be honest. Using it, members can register less-than-whole-hearted support without fearing that their statement will be interpreted as a veto.

| 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------------|---|---|--|--|---------------------------------------|
| Fully endorse! | Endorsement with minor issues | Conditional agreement | Stand Aside / Abstain / Neutral | Disagreement | Reject |
| I strongly support the proposal. | I generally like it. Proceed with my support. | I can support if some steps are taken now or in the future. | I neither support nor reject the proposal – Proceed. | I don't agree with the proposal in its current form but will not reject it outright. | I cannot support the proposal at all. |

When differences of opinion exist after extensive discussion, a straw poll will be taken using the Gradients of Agreement. Unless a member votes to reject (level 6), the proposal will move forward. In the event a member cannot support the proposal and votes to reject, members will decide on the appropriate next course of action together.

Member Agreements

The GFSAG represents a first step in an ongoing collaborative effort toward SGMA compliance within the Solano Subbasin. Staff participation in the GFSAG is part of a good faith commitment founded on the following core agreements:

1. **Collaboration:** The Members agree to work collaboratively towards SGMA compliance within the Solano Subbasin and to build upon existing frameworks, cooperation, and successful water management efforts in Solano County.
2. **Groundwater governance:** While it is unknown at this time what governance structure will take form for the Solano Sub-basin, the Members agree to work individually and collectively to seek formation of one or more GSAs to provide SGMA-compliant groundwater management governance within the Solano Sub-basin prior to June 30, 2017. The ultimate governance structure within the Solano Sub-basin is not the subject of this Charter. As such, this Charter does not form a GSA or multiple GSAs, but rather begins a consensus-seeking discussion process toward SGMA compliance.

3. **Coordination:** The SGMA requires that the entire Solano Sub-basin be covered by one or more GSP(s). If more than one GSP is established, SGMA further requires that a coordination agreement be in place and deemed adequate by DWR. To this end, the Members understand that coordination and collaboration on various levels, many of which may not be clear at this time, will be essential to complying with the SGMA requirements, regardless of which groundwater governance structure ultimately develops within the Solano Sub-basin.
4. **Advisory Input:** Staff representatives will provide key GFSAG recommendations to their respective boards for review and, where appropriate, approval.
5. **Stakeholder engagement:** The Members recognize that meaningful stakeholder engagement is essential to the GSA formation process. The Members commit to implementing a robust process to engage public input and will work with Ag Innovations to ensure fair representation of public and agricultural interests in the process. The Members will work collaboratively with community groups, individuals, and stakeholders to develop a proposed governance structure to manage groundwater in the subbasin and comply with SGMA. The Members will seek to institutionalize stakeholder engagement in the governance structure and will ensure regular, productive communication between the Members, stakeholders, and stakeholder representatives.
6. **Coordinated and collaborative data management:** The Members acknowledge that transparency and data sharing are fundamental components of effective resource management collaboration. The Members will identify opportunities to enhance data management and sharing across jurisdictional and organizational boundaries. With appropriate exceptions for confidential data, the Members will make data accessible and shareable in order to enhance collaboration among different organizations and stakeholders, increase the effectiveness of management decisions, and reduce disputes.
7. **No implied financial commitment:** This Charter does not evoke or imply any financial commitment of the Members beyond the commitment of staff time to attend and prepare for meetings. However, the Members acknowledge that during the tenure of this Staff Advisory Group situations may arise when it is collectively advantageous to secure vendor provided supplies or services that require cost sharing among the Members. Any such agreement to share costs shall be made using the decision making procedure identified above and shall be subject to appropriation of required funds by member agency boards.
8. **Term:** The Members have entered into this Charter voluntarily. This Charter may not be modified except by mutual consent of authorized officials from the Members, using the decision making procedure identified above. This Charter shall become effective upon signature by the authorized officials from the Members and will remain in effect until modified or terminated by mutual consent of the Members.
9. **Good faith efforts:** Each Member shall use its best efforts and work wholeheartedly and in good faith for the expeditious completion of the objectives of the GSA Formation Staff Advisory Group and the satisfactory performance of the terms and provisions contained herein.

Appendix A – Context for Implementation of the Sustainable Groundwater Management Act in the Solano Subbasin

In California, overlying landowners generally have the right to extract and use groundwater. Prior to the Sustainable Groundwater Management Act (SGMA), unless a basin was adjudicated by a Court or Settlement Agreement, a property owner's right to pump and extract groundwater was limited only by the availability of groundwater, the rights of the basin's other groundwater users, and the Constitutional requirement that requires all use of water be "reasonable and beneficial." In some California groundwater basins, unlimited pumping lead to over drafting and its associated negative impacts. In 2014, prolonged drought and heightened public awareness of groundwater over drafting created the conditions that lead to the passage of SGMA.

The Solano Groundwater Sub-basin (Solano Sub-basin), as defined by the Department of Water Resources' (DWR) Bulletin 118, 2003 Update, encompasses approximately 664 square miles and is largely located within Solano County. The Members share common groundwater resources within the Solano Sub-basin and have managed those resources in the best interests of their respective constituents in compliance with applicable state laws.

With its passage in the California Legislature and signing into law by Governor Brown, the Sustainable Groundwater Management Act of 2014 (SGMA) will change many conditions and requirements under which all groundwater resources are currently managed within the Solano Sub-basin. A foundational tenet of the SGMA is to maintain existing local control of groundwater management, provided groundwater is managed in a sustainable manner, as outlined in the SGMA (see Appendix B for SGMA Tenets).

The SGMA requires certain deadlines be met by local agencies within the Solano Sub-basin in order to avoid intervention of local groundwater management by the State Water Resources Control Board (State Water Board). Relevant to the Members, the first SGMA deadline for local agencies requires the formation of at least one Groundwater Sustainability Agency (GSA) by June 30, 2017 in order to avoid the Solano Sub-basin being placed on probationary status (California Water Code section 10735.2). DWR is to be informed of the formation of GSAs and to assess the adequacy of coordination agreements required by SGMA. Probationary status could lead to the State Water Board developing an enforceable interim plan to manage local groundwater resources.

The second deadline for local agencies requires a Groundwater Sustainability Plan (GSP) to be developed to achieve groundwater sustainability within the Solano Sub-basin and submitted to DWR by January 31, 2022. The entire Solano Sub-basin must be covered by at least one GSP. If more than one GSP is established, a coordination agreement must be in place to ensure the coordinated implementation of the GSPs for the Solano Sub-basin to achieve sustainability. In order to craft a GSP that meets the requirements of SGMA, a GSA or GSAs must essentially determine the allowable extraction from a basin such that the basin remains in a state of sustainability. Although SGMA does not change existing rights to use groundwater, it does provide authority to GSAs to limit extractions in order to achieve sustainability. The GSA or GSAs will ultimately determine whether any changes to current management practices in the Solano Subbasin are required.

Appendix B – SGMA Tenets

The Legislature finds and declares as follows:

- 1) The people of the state have a primary interest in the protection, management, and reasonable beneficial use of the water resources of the state, both surface and underground, and that the integrated management of the state's water resources is essential to meeting its water management goals.
- 2) Groundwater provides a significant portion of California's water supply. Groundwater accounts for more than one-third of the water used by Californians in an average year and more than one-half of the water used by Californians in a drought year when other sources are unavailable.
- 3) Excessive groundwater extraction can cause overdraft, failed wells, deteriorated water quality, environmental damage, and irreversible land subsidence that damages infrastructure and diminishes the capacity of aquifers to store water for the future.
- 4) When properly managed, groundwater resources will help protect communities, farms, and the environment against prolonged dry periods and climate change, preserving water supplies for existing and potential beneficial use.
- 5) Failure to manage groundwater to prevent long-term overdraft infringes on groundwater rights.
- 6) Groundwater resources are most effectively managed as the local or regional level.
- 7) Groundwater management will not be effective unless local actions to sustainably manage groundwater basins and subbasins are taken.

Local and regional agencies need to have the necessary support and authority to manage groundwater sustainably.

- 8) In those circumstances where a local groundwater management agency is not managing its groundwater sustainably, the state needs to protect the resources until it is determined that a local groundwater management agency can sustainably manage the groundwater basin or subbasin.
- 9) Information on the amount of groundwater extraction, natural and artificial recharge, and groundwater evaluations are critical for effective management of groundwater.
- 10) Sustainable groundwater management in California depends upon creating more opportunities for robust conjunctive management of surface water and groundwater resource. Climate change will intensify the need to recalibrate and reconcile surface water and groundwater management strategies.
- 11) Sustainability groundwater management is part of implementation of the California Water Action Plan.

It is, therefore, the intent of the Legislature to do all of the following:

To provide local and regional agencies the authority to sustainably manage groundwater.

- 1) To provide that if no local groundwater agency or agencies provide sustainable groundwater management for a groundwater basin or subbasin, the state had the authority to develop and implement an interim plan until the time the local groundwater sustainability agency or agencies can assume management of the basin or subbasin.
- 2) To require the development and reporting of those data necessary to support sustainable groundwater management, including those data that help describe the basin geology, the short- and long-term trends of the basin's water balance, and other measures of sustainability and those data necessary to resolve dispute regarding sustainable yield, beneficial uses, and water rights.
- 3) To respect overlying and other proprietary rights to groundwater, consistent with Section 1200 of the Water Code.
- 4) To recognize and preserve the authority of cities and counties to manage groundwater pursuant to their police powers.

YOLO BOUNDARY MODIFICATION UPDATE:

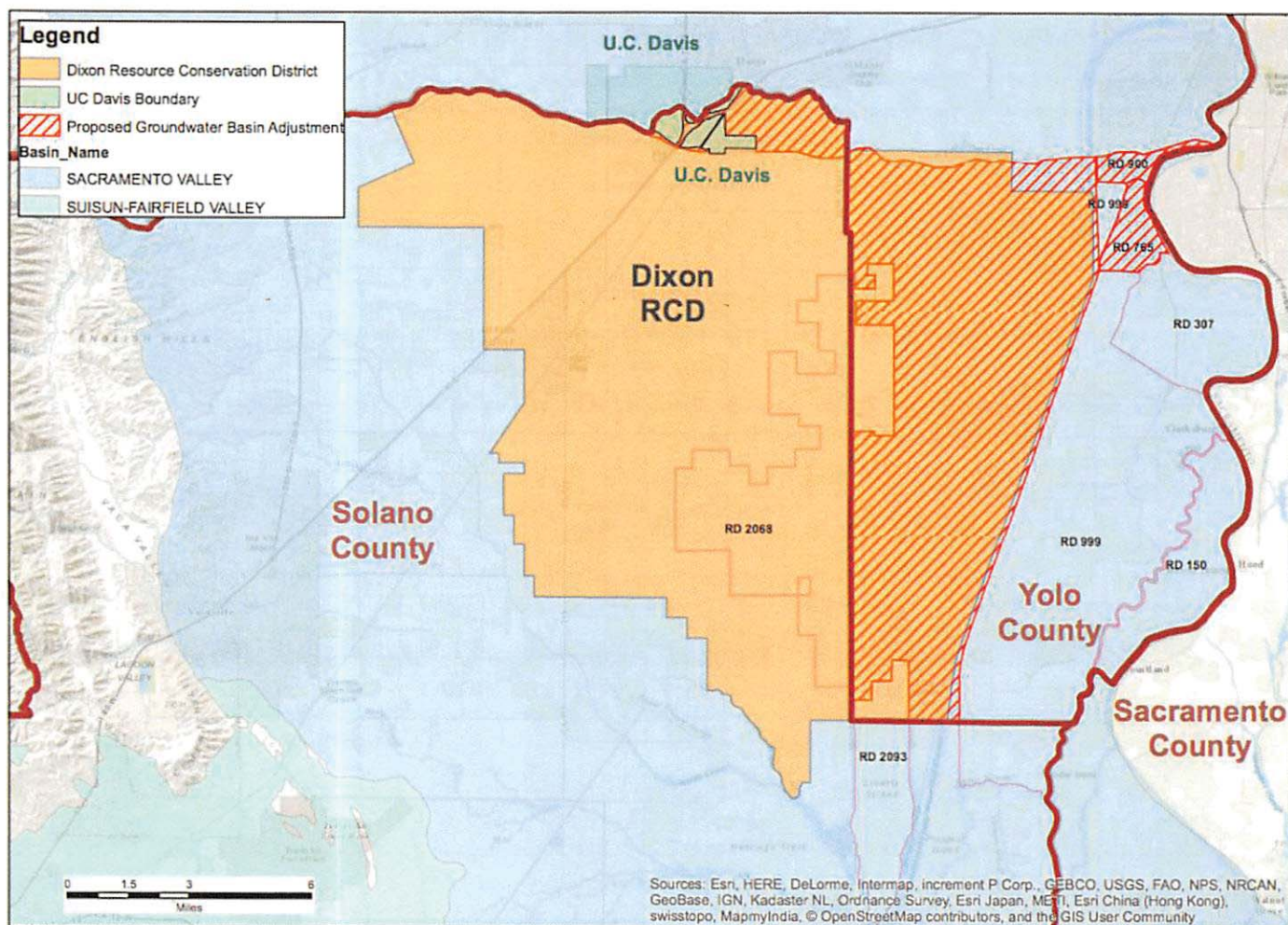
The Yolo County Flood Control and Water Conservation District (District), on behalf of the Water Resources Association of Yolo County (WRA) and the Yolo County Farm Bureau (Farm Bureau), has submitted an initial notification to the California Department of Water Resources (DWR) to explore a basin boundary modification; pursuant to Section 343.9 of [DWR's Groundwater Basin Boundary Regulations](#). The proposed basin boundary modification is a jurisdictional modification involving a consolidation of the Capay Valley (5-21.68) and portions of the Colusa (5-21.52), Yolo (5-21.67), and **Solano** (5-21.66) subbasins that lie within Yolo County and a boundary adjustment along the Yolo County line. The modification would create a new subbasin called the Yolo subbasin, or Yolo Basin. [You can see the details of this notification on Yolo's groundwater website.](#)

See the attached map for a visual presentation of the proposed changes impacting Solano County/Solano subbasin. Changes include:

- Modifying the Yolo subbasin near the UC Davis campus. The proposal includes keeping the Solano County portion of the UC Davis campus lands within the Yolo subbasin. Other land adjacent to the UC Davis Campus that is in Solano County but currently in the Yolo subbasin, will be integrated into the Solano subbasin.
- Keeping Reclamation Districts 2068 and 2093 wholly within the Solano Subbasin, and not splitting their service areas between two different basins.
- Expanding the Yolo subbasin into some areas currently identified in the Solano subbasin that are within Yolo County.

The District intends to submit a formal basin boundary modification request to DWR by March 31, 2016. Once the formal request is deemed complete by DWR, the public will be given a 30-day public comment period.

Please direct questions or comments regarding the preliminary proposed basin boundary modification to Kristin Sicke at ksicke@ycfcwcd.org



Yolo County Subbasin Modification

Solano County GIS Services
Department of Information Technology
475 Nevada Street, Suite 1100
Fairfield, CA 94533
Phone: 707-428-4000
Email: GIS@solanocounty.gov
Web: www.solanocounty.gov/GIS

Disclaimer:
This map was made using Esri's ArcGIS. It is not a warranty of accuracy, precision, completeness, and reliability of the data. The user assumes all responsibility for the use of the map. The user acknowledges that the map is for informational purposes only and should not be used for legal or financial decisions.



ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 14, 2016

SUBJECT: Yolo Bypass and Cache Slough Partnership Memorandum of Understanding

RECOMMENDATIONS:

1. Authorize Chair to execute Memorandum of Understanding for participation in Yolo Bypass and Cache Slough Partnership.
2. Select one or more Board members to participate in May 4, 2016 Memorandum of Understanding signing ceremony.

FINANCIAL IMPACT:

No cost to SCWA.

BACKGROUND:

Overview

The Yolo Bypass and Cache Slough Corridor (YBCS) encompass portions of eastern Yolo and Solano counties and is the focus of several interagency planning efforts by multiple federal, state, and local governmental agencies aimed at improving flood conveyance, fisheries and wildlife habitat, water supply and water quality, agricultural land preservation, economic development, and recreation. Historically, the YBCS's primary function was flood protection and agriculture. However, in more recent times the YBCS has also been identified as a prime location for large scale habitat restoration projects – restoration projects on behalf of local, State and Federal interests. . Arguably and at least to some degree, the interagency planning efforts that have occurred to date have been somewhat disjointed and/or lacked widespread local support.

☒ Continued on next page

Recommended: 
Roland Sanford, General Manager

☐ Approved as
recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland A. Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland A. Sanford
General Manager & Secretary to the
Solano County Water Agency

The Yolo Bypass and Cache Slough Partnership Memorandum of Understanding (MOU) is proposed as a vehicle to promote the discussion, prioritization and resolution of policy and other issues critical to the success of various planning efforts in the YBCS. The proposed parties to the MOU are as follows: United States Bureau of Reclamation, United States Fish and Wildlife Service, National Marine Fisheries Service, United States Army Corps of Engineers, California Natural Resources Agency, California Department of Water Resources, California Department of Fish and Wildlife, Central Valley Flood Protection Board, State Water Resources Control Board, Central Valley Regional Water Quality Control Board, County of Yolo, County of Solano, Sacramento Area Flood Control Agency, Solano County Water Agency, and Reclamation District No. 2068.

What are the Water Agency's interests in the YBCS?

The Water Agency's primary interests in the YBCS are not only flood related, but also with respect to habitat mitigation and more specifically, mitigation vis-à-vis the North Bay Aqueduct. Two of the Water Agency's member units; Rio Vista and Reclamation District 2068 are located adjacent to or within the YBCS and could be impacted by any physical or operational changes to the flood control component of the YBCS. Similarly, the Water Agency maintains the Mellin levee, which protects portions of Rio Vista from floodwaters directed through the YBCS.

The North Bay Aqueduct's intake is located in the Cache Slough Complex and is therefore vulnerable to impacts resulting from habitat projects located anywhere in the YBCS. Under existing conditions, the North Bay Aqueduct users are severely challenged by poor source water quality and water delivery constraints due to the presence of endangered species. Tidal wetland projects, such as those that may be proposed in the YBCS, typically increase bromide and organic levels in source waters, leading to public health concerns and increased water treatment costs. Similarly, habitat projects that increase or expand the geographic distribution of endangered species populations could further narrow the "operational window" in which the North Bay Aqueduct is currently allowed to operate.

Given the potential flood and water supply impacts that could result from one or more of the ongoing or future interagency planning efforts encompassing all or portions of the YBCS, staff believes Water Agency participation in the Yolo Bypass and Cache Slough Partnership is imperative. Recently, the Water Agency became a participant in the U.S. Army Corps of Engineers Sacramento River Flood Control Project Reevaluation Report process. Staff views the Yolo Bypass and Cache Slough Partnership as yet another forum in which to advocate for the Water Agency's interests.

Overview of MOA

The Yolo Bypass and Cache Slough Partnership Memorandum of Understanding (MOU) is proposed as a vehicle to promote the discussion, prioritization and resolution of policy and other issues critical to the success of various planning efforts in the YBCS. The MOU is legally nonbinding and does not authorize or require the obligation, appropriation, reprogramming, or expenditure of any funds by any party. A party may withdraw from the MOU at any time. The MOU is in essence, a pledge among the parties to work collaboratively. Despite its arguably limited scope, the proposed MOU and the Yolo Bypass Cache Slough Partnership it creates is a significant achievement in that it – the MOU – recognizes the importance and more specifically, the need for greater involvement by local interests, in the various State and Federal interagency planning efforts occurring in the YBCS.

Next Steps – Signing Ceremony

A signing ceremony has been scheduled for May 4, 2016 to celebrate and publicize execution of the Yolo Bypass and Cache Slough Partnership Memorandum of Understanding. Staff recommends the Board select one or more Board members to participate in the signing ceremony.



Yolo Bypass & Cache Slough MOU

MEMORANDUM OF UNDERSTANDING

AMONG THE UNITED STATES DEPARTMENT OF INTERIOR BUREAU OF RECLAMATION, UNITED STATES FISH AND WILDLIFE SERVICE, UNITED STATES DEPARTMENT OF COMMERCE NATIONAL MARINE FISHERIES SERVICE, UNITED STATES ARMY CORPS OF ENGINEERS, THE CALIFORNIA NATURAL RESOURCES AGENCY, CALIFORNIA DEPARTMENT OF WATER RESOURCES, CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE, CENTRAL VALLEY FLOOD PROTECTION BOARD, STATE WATER RESOURCES CONTROL BOARD, CENTRAL VALLEY REGIONAL WATER QUALITY CONTROL BOARD, COUNTY OF YOLO, COUNTY OF SOLANO, SACRAMENTO AREA FLOOD CONTROL AGENCY, SOLANO COUNTY WATER AGENCY, AND RECLAMATION DISTRICT NO. 2068

REGARDING COLLABORATION AND COOPERATION IN THE YOLO BYPASS AND CACHE SLOUGH REGION

Introduction

The Yolo Bypass and Cache Slough Region (Region) is the focus of several interagency planning efforts by multiple federal, state, and local governmental agencies aimed at improving flood conveyance, fisheries and wildlife habitat, water supply and water quality, agricultural land preservation, economic development, and recreation. The numerous demands on and interests in the Region present an opportunity for governmental agencies at the local, state, and federal levels to collaborate to accommodate multiple objectives through the implementation of policies and projects that improve the variety of public values that the Region serves.

Purpose

This Memorandum of Understanding (MOU) serves as the vehicle to promote the discussion, prioritization, and resolution of policy and other issues critical to the success of the various planning efforts in the Region. The parties (Parties) to this MOU envision a Region that serves as a model for public agency cooperation and achievement. To this end, this MOU memorializes the understanding of the Parties, interested local, state, and federal agencies, to partner to improve collaboration, synchronize efforts, and enhance outcomes of planning efforts related to flood conveyance, fisheries and wildlife habitat, water supply and water quality, agricultural land preservation, economic development, and recreation.

Parties

This MOU is entered into by the United States Department of the Interior Bureau of Reclamation, the United States Fish and Wildlife Service, the United States Department of Commerce National Marine Fisheries Service, the United States Army Corps of Engineers, the California Natural Resources Agency, the California Department of Water Resources, the California Department of Fish and Wildlife, the Central Valley Flood Protection Board, the State Water Resources Control Board, the Central Valley Regional Water Quality Control Board, the County of Yolo, the County of Solano, Sacramento Area Flood Control Agency, Reclamation District No. 2068, and Solano County Water Agency (collectively referred to as “Parties” and individually as “Party”).

Principles

The Parties recognize the following principles, which will guide collaborative efforts under this MOU:

- A. Successful planning understands and addresses the specific concerns of each Party and those that they represent, such as concerns related to potential species, regional economy, and water supply conflicts, among others.
- B. Public benefit projects will protect or improve the flood system resiliency of the Yolo Bypass, which is an authorized State and Federal flood management facility.
- C. Public benefits are inherent in the integration of flood management, habitat restoration, and economic sustainability efforts, and these public benefits should be maximized wherever appropriate.
- D. Each Party is committed to understanding the opportunities and constraints of one another’s independent authorities and regulatory responsibilities, which will not be compromised through participation in the collaborative efforts described in this MOU.
- E. Local expertise and technical input is valuable and should be actively sought out through effective stakeholder outreach.

Term and Other Conditions

A. Non-binding Nature:

This MOU is legally nonbinding and in no way: (i) impairs any Party from continuing its own planning or project implementation; (ii) limits a Party from exercising its regulatory authority in any matter; (iii) infers that a Party’s governing body or management will act in any particular manner on a project; or (iv) gives any of the Parties any authority over matters within the jurisdiction of any other Party. Nothing in this MOU creates any legal rights, obligations, benefits, or trust responsibilities, substantive or procedural, enforceable at law or in equity, by a Party against any other Party, a Party’s officers, or any person.

B. Term:

This MOU will become effective upon signature of all Parties and shall remain in effect for ten years unless terminated by mutual agreement of the Parties. Upon the expiration of ten years, the MOU may be renewed or extended through written agreement of all Parties. A Party may withdraw from this MOU at any time by notifying all other Parties in writing.

C. Amendments:

Modifications or amendments to the terms of this MOU shall be in writing and executed by all Parties.

D. Relationship of Parties:

Execution of this MOU does not create a new legal entity with a separate existence from the individual Parties. This MOU does not create an “advisory committee” as that term is defined in the Federal Advisory Committee Act, as amended (Pub. L. 92-463). This MOU also does not result in the joint exercise of powers as set forth in California Government Code section 6500 et seq. This MOU neither expands nor is in derogation of those powers and authorities vested in the Parties, or any of them, by applicable laws, statutes, regulations, or Executive Orders, nor does it modify or supersede any other applicable interagency agreements existing as of the date of this MOU.

E. Funding and Availability of Funds:

Funding by any Party toward any interagency effort in the Region is subject to the requirements of any and all applicable laws, regulations, and procedures. Nothing in this MOU is intended or shall be construed to authorize or require the obligation, appropriation, reprogramming, or expenditure of any funds by any Party as permitted by applicable law. As required by the Anti-Deficiency Act, 31 U.S.C. 1341, 1342, and 1517, all commitments made by Federal signatories to this MOU are subject to the availability of appropriated funds and budget priorities. Any funding commitment or services, if pursued, will be handled in accordance with applicable laws, regulations, and procedures.

Signatures

United States Department of the Interior Bureau of Reclamation

By: _____

Date: _____

United States Department of Commerce National Marine Fisheries Service

By: _____

Date: _____

United States Army Corps of Engineers

By: _____

Date: _____

United States Fish and Wildlife Service

By: _____

Date: _____

The California Natural Resources Agency

By: _____

Date: _____

California Department of Water Resources

By: _____

Date: _____

California Department of Fish and Wildlife

By: _____

Date: _____

Central Valley Flood Protection Board

By: _____

Date: _____

State Water Resources Control Board

By: _____

Date: _____

Central Valley Regional Water Quality Control Board

By: _____

Date: _____

County of Yolo

By: _____

Date: _____

County of Solano

By: _____

Date: _____

Sacramento Area Flood Control Agency

By: _____

Date: _____

Solano County Water Agency

By: _____

Date: _____

Reclamation District No. 2068

By: _____

Date: _____

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: April 14, 2016

SUBJECT: Water Agency Staffing – Assistant Water Resources Specialist and Accountant I Positions

RECOMMENDATIONS:

1. Approve a new Assistant Water Resources Specialist position.
2. Approve a new Accountant I position.
3. Authorize immediate advertisement and recruitment for new positions.

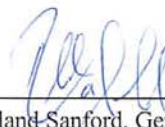
FINANCIAL IMPACT:

The annual cost for salaries and benefits for the Assistant Water Resources Specialist position is approximately \$88,000. The salary range is \$53,411 - \$64,921. This cost will be allocated to Water Conservation (Administration budget) and Solano Project budgets. The annual cost for salaries and benefits for the Accountant I position is approximately \$93,000. The salary range is \$55,860 - \$69,828. This cost will be allocated to the State Water Project and Administration budgets. There is adequate funding in the current FY15-16 budget to fund both new positions for the remainder of the fiscal year. Funding will be included in the proposed FY16-17 budget if these positions are approved.

BACKGROUND:

Assistant Water Resources Specialist

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 two senior level Water Resources Specialists, the Agency's capacity is lacking in cost efficient project development, particularly with the Water Conservation Program, but there is also a need for additional staff time with project management for Putah Creek

Recommended: 
Roland Sanford, General Manager

☒ Continued on Next Page

☐ Approved as
Recommended

☐ Other
(see below)

Modification to Recommendation and/or other actions:

I, Roland Sanford, 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 14, 2016 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

Projects and with assisting in implementing the Habitat Conservation Plan. While we typically hire consultants for some of our complex program 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 Board has shown great interest in the Water Conservation program. The Water Efficient Landscape Rebate Program (i.e. "Cash For Grass") is one of the most popular conservation programs. Currently it is administered by interns with supervision from the Water Conservation Coordinator. This program has relied heavily on interns to operate at its current level but is a complex program with a steep learning curve. These interns have demonstrated a high level of professionalism in administering the program and dealing with the public. However, the duties inherent to this position have become increasingly more difficult and have evolved to a level beyond what is typically expected of an "intern". Another issue constantly faced by the Water Agency, is that interns are limited in the amount of hours they can work per year. As a result agency staff is continually training new interns. The proposed Assistant Water Resources Specialist would provide continuity to this program, retaining the institutional knowledge and representing the Water Agency and able to train new interns as they come into the program.

The Water Agency also has a Water Savings Incentive Program (WSIP) aimed at commercial and business accounts. This program is currently administered by a consultant, at a cost of approximately \$75,000 a year to the Water Agency. The WSIP has grown over the last few years to the point where the Water Agency could manage it in-house at a substantial cost savings plus have more control with the new proposed staff position. There is also the potential to expand this program and the proposed staff person could assist with program development and marketing.

As these tasks would be absorbed by the Assistant Water Resources Specialist, it would free up time for the Water Conservation Coordinator to expand the Water Conservation Program. The Water Agency Board of Directors has asked for increased visibility at community events, such as the County Fair, Earth day, and other outreach events. Also, in the unfortunate event that drought conditions persist, the Cities will likely request additional aid in getting the conservation message out. All Cities are still under mandatory water conservation requirements from the State Water Resources Control Board.

The Putah Creek Streamkeeper has done an outstanding job securing grant funding for restoration projects on Putah Creek. With these grants come reporting, invoicing, monitoring, mapping and many more project management activities. The proposed Assistant Water Resources Specialist would assist the Putah Creek Streamkeeper with some of these activities at a substantial salary cost savings and allow the Streamkeeper to devote more time pursuing grant opportunities.

The Solano Habitat Conservation Plan (HCP) is expected to be approved in the next fiscal year. Once the HCP is completed, regulatory compliance will become easier and we will be ready to implement several pending projects. However, as the HCP comes online, there will be additional reporting and monitoring to the wildlife agencies on HCP compliance, and direct coordination with all 14 HCP Participating Agencies. Some of the basic work tasks would be accomplished by the Assistant Water Resources Specialist instead of the Principal Water Resources Specialist as a substantial salary cost savings and freeing up time for the Principal Water Resources Specialist for the more complex tasks.

Groundwater monitoring is very important to the Water Agency and to Solano County as a whole, especially in light of the recent Sustainable Groundwater Management Act (SGMA). Currently, the California Statewide Groundwater Elevation Monitoring (CASGEM) compliance is accomplished through a combination of interns and the Principal Water Resources Specialist. The proposed Assistant Water Resources Specialist would take over this task, thus allowing for continuity of this program and not handing off to new interns as they come into the program. There would also be substantial salary cost savings by freeing up time of the Principal Water Resources Specialist. In the near future, there may be additional tasks required under SGMA that the Principal Water Resources Specialist will need assistance on that this proposed position could fulfill in lieu of hiring consultants.

In summary, the proposed Assistant Water Resources Specialist position would have the following core duties: water conservation planning, general planning/permit support, grant management, and groundwater management. The Water Conservation and Groundwater Management Programs and the Solano Project could benefit from more focused attention by senior staff by alleviating their time on these tasks that would be accomplished by the new proposed position.

The proposed labor allocation of this position would be approximately:

70% Admin (Water Conservation/Groundwater)
30% Solano Project (Putah Creek/HCP)

The new position would allow for a realignment of existing staff responsibilities to make more efficient use of their skills and expertise and produce direct cost savings by eliminating some consulting activities. The timing to hire an

entry level position is critical. College students preparing to graduate this summer are currently looking for jobs. In order to maximize the chance of attracting the best candidates advertising now would seem prudent. If approved, the Assistant Water Resources Specialist would report directly to the Principal Water Resources Specialist.

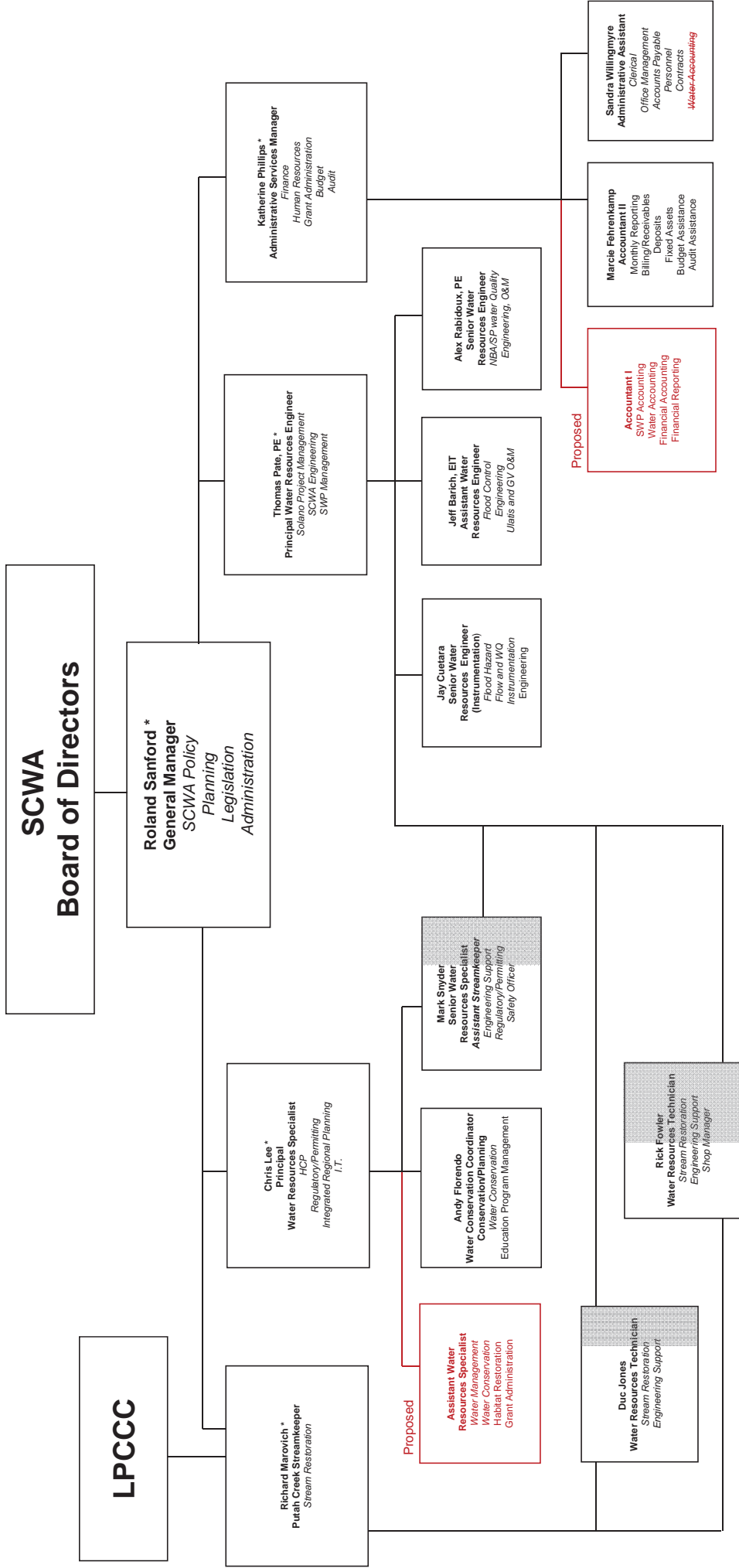
Accountant I

The Water Agency's State Water Project budget is the largest and historically the least predictable Water Agency budget with respect to expenses. The State Water Project and more specifically the North Bay Aqueduct (NBA) is owned and operated by the California Department of Water Resources (DWR). All costs – capital and operating – are passed on to NBA users, often with little or no supporting documentation or justification by DWR. The situation is not unique to the NBA, other entities relying at least in part on the State Water Project water supply have expressed similar concerns and have begun to further scrutinize DWR's charges and the justifications for those charges. Because the State Water Project is a complicated project, considerable effort is often required to truly understand the rationale, much less evaluate the reasonableness of charges. Accordingly, other entities have begun to direct additional staff time into understanding and scrutinizing how DWR operates their respective State Water Project facilities, and the reasonableness of the resulting charges – staff recommends the Water Agency do the same.

Within recent years the operating costs of the NBA have escalated, and while current revenues exceed expenses, the developing trends are troubling. staff believes further scrutiny of DWR charges would not only provide a higher level of accountability on the part of DWR, but would also provide Water Agency staff with additional insight as to how best to minimize expenses through improved NBA water delivery scheduling and other actions within the Water Agency's control.

Roughly half of the proposed Accountant I position staff time would be devoted to the State Water Project, the balance of time would be directed toward two tasks currently handled by the Administrative Assistant – accounts payable, and water use accounting (accounting for the types or categories of water delivered by NBA and Solano Project) – and junior level financial accounting and reporting. If approved, the Accountant I would report directly to the Administrative Services Manager.

Solano County Water Agency Organizational Chart



* Management Employees

Shading represents the approximate portion of time devoted to the Supervisor



MONTHLY SALARY RANGE #18 \$4,451-\$5,410

DEFINITION

Under direct or general supervision, performs water management, water conservation, grant administration, habitat restoration/management functions; 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 direct supervision from the Principal Water Resources Specialist. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the entry-level class in the Water Resources Specialist series. Incumbents perform the less difficult to complex tasks related to water resources planning, water conservation, grant administration, and habitat restoration/ management and special projects. 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 the Associate Water Resources Specialist 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.

- Assists water resources staff in development of projects and implementation of programs, including, but not limited to, water resources management, water conservation, grant administration, and habitat restoration/management.
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency.
- Assists in implementation of the Agency's Water Conservation Program.
- Performs staff functions for various Agency committees.
- Assists in project management of grant funded projects such as preparing contracts and scheduling invoices and task orders.
- Drafts maps, charts, diagrams, and tables using computer programs.
- Attends various types of meetings, records minutes, prepares oral presentations and written reports, and presents findings.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic practices, techniques, and tools used in water conservation, water resources management, grant preparation and habitat management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Effective communication techniques and public relations.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet 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:

- Develop and administer contracts for professional services in a public agency setting.
- Analyze water conservation and water resources problems and develop proposed solutions.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- 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:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water conservation, water resources, environmental sciences, landscape architecture, planning, engineering, agriculture, biological sciences, natural resources, public policy or administration, or a related field (no experience is necessary, however, experience in the above described job functions is desirable).

License and Certifications:

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

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, operate varied hand and power tools; 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 and to operate above-mentioned tools and equipment. 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 be required to work on evenings, weekends, and holidays.

MONTHLY SALARY RANGE #17
\$4,655 - \$5,849

DEFINITION

Under general supervision performs financial accounting and reporting functions of the Agency; monitoring and development of accounting system, identifies problems and takes corrective action in accounting system; collection and analysis of financial information.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager.

CLASS CHARACTERISTICS

This is a professional-level classification responsible for the accounting functions of the Agency. Incumbents maintain the Agency's financial records and statements, assists in preparation of the annual budget, assist with the annual audit, and maintain all necessary paperwork and systems as they relate to the accounting functions of the Agency. This class is distinguished from the class of Accountant II in that the Accountant II requires a further level of experience and less supervision.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Performs the Agency's accounting functions for revenues, expenditures, capital, and reserves. Maintains cash receipts, cash disbursements journal, and the general ledger. Tracks the Agency's checking account and investment account activities.
- Participates in operating and maintains a computerized financial information system; identifies, develops, and implements new automated applications to improve effectiveness and efficiency.
- Prepares accurate and timely billings to the Agency's wholesale customers in accordance with approved Agency Ordinances and contracts.
- Prepares and processes payments to Agency creditors in accordance with approved policies and procedures.
- Develops internal tracking and reporting systems to properly allocate labor and overhead costs.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of Agency; implements policy and procedural changes as required.
- Participates in the compilation and preparation of the annual budget for the Agency, including assisting other staff with budget preparation, providing personnel cost projections,

and estimated revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.

- Performs fixed asset inventory control; maintains fixed assets accounting software; prepares journal entries for depreciation and fixed asset acquisitions and disposals.
- Performs or oversees the Agency's payroll functions, including: a) reviewing time cards, b) verifying payroll, c) preparing payroll and benefit checks, and d) preparing payroll-related reports to PERS and state and federal taxing agencies.
- Monitors revenues and projection of grant monies, may prepare invoices for grant reimbursements.
- Assists auditors in completing annual audits by providing requested information and preparing working papers; reviews audited financial statements for accuracy.
- Provides general administrative support, including: a) researching, gathering, and organizing information from Agency records or other sources, b) preparing and composing Agency correspondence and routine reports, and c) performing routine analyses.
- Participates in the planning and implementation of a comprehensive electronic filing and record retrieval system for the Agency.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of public administration in a public agency setting.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to Agency operations.
- Principles and practices of budget preparation and administration.
- Basic principles, practices, and procedures of payroll administration.
- Cost accounting principles and systems.
- General principles and practices of data processing and its applicability to accounting and financial operations.
- Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- Principles and practices of computer software and its applicability to finance and accounting operations, including report development.
- Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Collect, analyze, evaluate, and interpret complex information and data, including complex financial and accounting data.
- Understand accounting principles and concepts.
- Forecast revenues for the preparation of long and short-term financial plans and budget documents.
- Read, analyze, and interpret financial reports.

- Prepare clear and concise administrative and financial reports.
- Interpret computer-generated data and reports.
- Prepare large and complex budgets.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Prepare fiscal procedures.
- Research regulations, procedures and/or technical reference materials.
- Establish and maintain a variety of files and records.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics 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, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree from an accredited college or university is required, preferably in accounting or business or public administration with upper division course work in accounting, finance or closely related field.

Experience: Some accounting experience is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.