

# SOLANO COUNTY WATER AGENCY



## BOARD OF DIRECTORS:

### **Chair:**

*Supervisor Skip Thomson*  
Solano County District 5

### **Vice Chair:**

*Mayor Ron Kott*  
City of Rio Vista

*Mayor Elizabeth Patterson*  
City of Benicia

*Mayor Thom Bogue*  
City of Dixon

*Mayor Harry Price*  
City of Fairfield

*Director Ryan Mahoney*  
Maine Prairie Water  
District

*Director Dale Crossley*  
Reclamation District No.  
2068

*Mayor Ron Kott*  
City of Rio Vista

*Supervisor Erin Hannigan*  
Solano County District 1

*Supervisor Monica Brown*  
Solano County District 2

*Supervisor Jim Spering*  
Solano County District 3

*Supervisor John Vasquez*  
Solano County District 4

*Director John D. Kluge*  
Solano Irrigation District

*Mayor Lori Wilson*  
City of Suisun City

*Mayor Ron Rowlett*  
City of Vacaville

*Mayor Bob Sampayan*  
City of Vallejo

## GENERAL MANAGER:

*Roland Sanford*  
Solano County Water  
Agency

## BOARD OF DIRECTORS MEETING

**DATE:** Thursday, December 12, 2019

**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** (*estimated time: 5 minutes*)

(A) **Minutes:** Approval of the Minutes of the Board of Directors meeting of November 14, 2019.

(B) **Expenditure Approvals:** Approval of the November 2019 checking account register.



6. **BOARD MEMBER REPORTS** *(estimated time: 5 minutes)*

RECOMMENDATION: For information only.

7. **GENERAL MANAGER'S REPORT** *(estimated time: 5 minutes)*

RECOMMENDATION: For information only.

8. **SOLANO WATER ADVISORY COMMISSION REPORT** *(estimated time: 5 minutes)*

RECOMMENDATION: For information only.

9. **LAKE BERRYESSA MUSSEL INFESTATION PREVENTION PROGRAM PRESENTATION** *(estimated time: 20 minutes)*

RECOMMENDATION: For information only.

10. **2020 LEGISLATIVE PLATFORM** *(estimated time 15 minutes)*

RECOMMENDATION:

1. Adopt 2020 Legislative Platform.
2. Authorize Legislative Committee Chair to sign and submit letters of support or opposition to pending Federal, State and local legislation or proposed policy guidelines that pertain to the priority issues and policy positions identified in the 2020 Legislative Platform.
3. Authorize General Manager to sign and submit letters of support or opposition to pending Federal, State and local legislation or proposed policy guidelines that pertain to the priority issues and policy positions identified in the 2020 Legislative Platform, with the stipulation that the Legislative Committee Chair be given the opportunity to review all letters of support or opposition before release by the General Manager.
4. Direct General Manager to provide all Board members with copies of all letters of support or opposition within 24-hours of their submission/public release.

11. **RETENTION OF LEGISLATIVE ADVOCATE** *(estimated time: 15 minutes)*

RECOMMENDATION: Authorize General Manager to execute \$ 171,000 contract with Reeb Government Relations, LLC for legislative advocacy services through June 2021.

12. **CREATION OF ASSISTANT GENERAL MANAGER POSITION**

RECOMMENDATIONS:

1. Create Assistant General Manager position and Job Description
2. Authorize General Manager to hire Assistant General Manager

**13. LEGISLATIVE UPDATES** *(estimated time: 5 minutes)*

RECOMMENDATION:

1. Hear report from Committee Chair on activities of the SCWA Legislative Committee.

**14. WATER POLICY UPDATES** *(estimated time: 5 minutes)*

RECOMMENDATION:

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

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

Thursday, January 9, 2020 at 6:30 p.m. at the SCWA offices.

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

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

# CONSENT ITEMS

**SOLANO COUNTY WATER AGENCY  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: November 14, 2019**

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

Mayor Elizabeth Patterson, City of Benicia  
Vice-Mayor Scott Pederson, City of Dixon  
Mayor Harry Price, City of Fairfield  
Mayor Ronald Kott, City of Rio Vista  
Mayor Bob Sampayan, City of Vallejo  
Supervisor Erin Hannigan, Solano County District 1  
Supervisor Monica Brown, Solano County District 2  
Supervisor Jim Spering, Solano County District 3  
Supervisor John Vasquez, Solano County District 4  
Supervisor Skip Thomson, Solano County District 5  
Director Dale Crossley, Reclamation District No. 2068  
Director John Kluge, Solano Irrigation District

**CALL TO ORDER**

The meeting was called to order by Chair Thomson at 6:30 pm.

**APPROVAL OF AGENDA**

On a motion by Mayor Price and a second by Vice-Mayor Pederson the Board unanimously approved the agenda.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT ITEMS**

On a motion by Mayor Patterson and a second by Supervisor Brown the Board unanimously approved the following consent items:

- (A) Minutes
- (B) Expenditure Approvals
- (C) Quarterly Financial Reports
- (D) Contract Amendment with Richard Heath and Associates
- (E) Purchase of MRC Global gate actuators
- (F) Lake Berryessa Mussel Prevention Program Grant
- (G) State Water Project Tolling Agreement
- (H) Contract Amendment with AD Consultants

**BOARD MEMBER REPORTS**

There were no Board Member reports.

**GENERAL MANAGER'S REPORT**

In addition to the written report, General Manager Roland Sanford briefly discussed the status of the ongoing Dixon drainage study and at Mr. Sanford's request Rich Marovich, the Putah Creek Streamkeeper, briefed the Board on the status of the Winters Putah Creek Park project.

With regard to the Dixon drainage study, Mr. Sanford stated that two consultant proposals for the second phase of the study were received late last month and that it is staff's expectation that a consultant contract will be ready for Board consideration at either the December 2019 or January 2020 Board meeting. Mr. Sanford noted that any solution to Dixon's drainage issues could take the form of a multi-benefit project that not only addresses drainage, but also provides groundwater and/or downstream habitat enhancement benefits.

Vice-Mayor Pederson stated that the ongoing Dixon drainage study and the resolution of drainage issues is a top priority with significant economic development implications, not only for Dixon but for the County as a whole.

Supervisor Hannigan joined the meeting at this time.

General Manager Roland Sanford introduced Rich Marovich, the Putah Creek Streamkeeper, who referenced a series of large photos posted on the walls of the Board Room as part of his status update of the Winters Putah Creek Nature Park project.

Before Mr. Marovich began his presentation, Chair Thomson remarked that the presentation was timely given Mr. Marovich's pending retirement later this year, and thanked Mr. Marovich for his work and wished him well in retirement.

Mr. Marovich walked the Board through a series of "before" and "after" project construction photos and explained that while there have been a few "bumps in the road", overall the project has been highly successful, as evidenced by the large numbers of birds, fish and other animals now observed in the project area. He also noted that the project has become a huge community asset.

Following his presentation, Supervisor Vasquez remarked that what Mr. Marovich has accomplished vis-à-vis the Winters Putah Creek Nature Park Project is truly remarkable. Mayor Patterson echoed Supervisor Vasquez's comments, as did Mayor Price, who also stated that the Winters Putah Creek Nature Park Project provides a wonderful educational opportunity for students, and that the story – oral history - of the Park's development needs to be preserved.

### **SOLANO WATER ADVISORY COMMISSION**

There were no additions to the written notes included in the Board packet.

### **EMPLOYEE MEDICAL BENEFITS**

Chair Thomson began the discussion by stating that the Water Agency has struggled with the issue of employee medical benefits for many years, and that the staff recommendation is appropriate and a reasonable proposal. General Manager Roland Sanford observed that the Employee Medical Benefit the Water Agency provides each eligible employee - \$1,042 per month - has remained unchanged since 2008, while the cost of medical insurance has increased substantially since 2008.

Mr. Sanford expressed his appreciation for the advice the County's Human Resources Director, Marc Fox, provided and explained that staff is proposing two changes to the existing Employee Medical Benefit offering: 1) Set the 2020 Employee Medical benefit at \$1,598/month (80% of monthly Kaiser Permanente family health plan cost for 2020); and 2) In future years, set the Employee Medical Benefit to 80% of the prevailing monthly Kaiser Permanente family health plan cost. Mr. Sanford noted that the proposal to index the Employee Medical Benefit to the Kaiser Permanente family health plan was consistent with what many other organizations in the County have done, and that the proposed \$1,598/month employee medical benefit offering for 2020 represented the "mid-point" – about the average – of what the other Water Agency member organizations are providing their respective employees in 2020.

On a motion by Supervisor Hannigan and a second by Mayor Price the Board unanimously approved setting Employee Medical Benefit to \$1,598/month for 2020 and in future years, set the Employee Health Benefit to 80% of prevailing monthly Kaiser Permanente family health plan cost.

### **LEGISLATIVE UPDATES**

Mayor Kott reported that the Legislative Committee received seven or eight proposals for legislative advocacy services and that the Committee has selected three of the firms for subsequent interviews. Mr. Kott stated that the Committee anticipates selecting and recommending a preferred firm to the Board, at the December Board meeting.

Supervisor Spring requested that whoever the recommended legislative advocate is, they understand that it is the Water Agency's expectations that their scope of services will include at least one "legislative day" – an opportunity for Board members and staff to visit with State legislators – each year.

**WATER POLICY UPDATES**

1. Staff had nothing to report on emerging Delta and Water Policy issues.
2. The Water Policy Committee met last month and reviewed an initial draft water exchange policy.
3. Supervisor Thomson reported that the Delta Counties Coalition has had productive meetings with Secretary Crowfoot and that the Coalition's next meeting with Secretary Crowfoot will take place in December.
4. There was no report on the activities of the Delta Conservancy.

**TIME AND PLACE OF NEXT MEETING**

Thursday, December 12, 2019 at 6:30 p.m., at the SCWA offices in Vacaville.

**ADJOURNMENT**

This meeting of the Solano County Water Agency Board of Directors was adjourned at 7:10 p.m. in the memory of the victims of the Santa Clarita high school shooting,

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

**ACTION OF  
SOLANO COUNTY WATER AGENCY**

**DATE:** December 12, 2019  
**SUBJECT:** Expenditures Approval

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RECOMMENDATIONS:


Approve expenditures from the Water Agency checking accounts for November 2019.

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 November 2019. Additional backup information is available upon request.

Recommended:   
Roland Sanford, General Manager

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☐

Approved as  
recommended

☐

Other  
(see below)

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next page

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Modification to Recommendation and/or other actions:

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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 December 12, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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



## SOLANO COUNTY WATER AGENCY

## Cash Disbursements Journal

For the Period From Nov 1, 2019 to Nov 30, 2019

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
11/7/19	34030	2020U 1020SC	Invoice: 1803705 ACCO ENGINEERED SYSTEMS	1,189.69	1,189.69
11/7/19	34031	2020SC 1020SC	Invoice: 3160172 AMERICAN TOWER CORPORATION	625.45	625.45
11/7/19	34032	2020SC 1020SC	Invoice: 13114315 COLIAS CALPERS LONG-TERM CARE PROGRAM	782.91	782.91
11/7/19	34033	2020SC 1020SC	Invoice: 93725772 ENVIRONMENTAL SYSTEMS RESEARCH INSTITUT	2,700.00	2,700.00
11/7/19	34034	2020SC 1020SC	Invoice: 6658407 TIAA BANK	1,205.53	1,205.53
11/7/19	34035	2020SC 1020SC	Invoice: 4867 EYASCO, INC.	31,299.00	31,299.00
11/7/19	34036	2020SC 1020SC	Invoice: 4228003691 GUCKENHEIMER HOLDINGS, LLC	3,531.80	3,531.80
11/7/19	34037	2020N 2020N 2020N 2020N 2020N 1020SC	Invoice: 9011911 Invoice: 7020556 Invoice: 4520384 Invoice: 4520383 Invoice: 3014269 HOME DEPOT CREDIT SERVICE	365.90 401.27 72.08 278.96 346.76	1,464.97
11/7/19	34038	2020N 2020N 1020SC	Invoice: 1019-01 Invoice: 1019-4 JEFFREY J JANIK	960.00 640.00	1,600.00
11/7/19	34039	2020SC 1020SC	Invoice: 35380 LUHDORFF & SCALMANINI	26,924.00	26,924.00
11/7/19	34040	2020SC 1020SC	Invoice: 543591 M&M SANITARY LLC	157.50	157.50
11/7/19	34041	2020SC 1020SC	Invoice: 22034 MANN, URRUTIA, NELSON, CPAS	11,500.00	11,500.00
11/7/19	34042	2020SC 1020SC	Invoice: EXP REIMB OCT 2019 SANDRA WILLINGMYRE	468.09	468.09
11/7/19	34043	2020SC 1020SC	Invoice: 19/20 MEMBERSHIP NORTH BAY WATERSHED ASSOCIATION	15,000.00	15,000.00
11/7/19	34044	2020SC 1020SC	Invoice: RM226581S PAPE MACHINERY	21,718.13	21,718.13
11/7/19	34045	2020SC 1020SC	Invoice: EXP REIMB OCT 2019 JUSTIN PASCUAL	221.22	221.22
11/7/19	34046	2020SC	Invoice: EXP REIMB 10.19.19	165.39	

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		2020SC	Invoice: EXP REIMB 10.20-11.0	174.00	
		1020SC	PATE, THOMAS		339.39
11/7/19	34047	2020SC	Invoice: EXP REIMB CALMS CON	453.03	
		1020SC	RABIDOUX, ALEXANDER		453.03
11/7/19	34048	2020SC	Invoice: 01086727	87.20	
		1020SC	RECOLOGY HAY ROAD		87.20
11/7/19	34049	2020SC	Invoice: WCP-98	3,286.80	
		1020SC	RICHARD HEATH & ASSOCIATES, INC.		3,286.80
11/7/19	34050	2020U	Invoice: 6441	8,173.50	
		1020SC	RESOURCE MANAGEMENT ASSOCIATES		8,173.50
11/7/19	34051	2020SC	Invoice: 1390	2,250.00	
		1020SC	ROCK STEADY JUGGLING		2,250.00
11/7/19	34052	2020SC	Invoice: EXP REIM AUG/SEPT	83.52	
		2020SC	Invoice: EXP REIM OCT 2019	20.88	
		1020SC	SHERRY GAMBOA		104.40
11/7/19	34053	2020U	Invoice: OCT 2019	1,025.24	
		1020SC	SOLANO COUNTY FLEET MANAGEMENT		1,025.24
11/7/19	34054	2020SC	Invoice: 0009563	196,107.22	
		2020SC	Invoice: 0009562	69,979.01	
		1020SC	SOLANO IRRIGATION DISTRICT		266,086.23
11/7/19	34055	2020SC	Invoice: 1422	12,153.71	
		2020SC	Invoice: 1421	6,297.00	
		2020SC	Invoice: 1432	5,160.58	
		1020SC	SOLANO RESOURCE CONSERVATION DISTRICT		23,611.29
11/7/19	34056	2020SC	Invoice: 4	10,250.00	
		1020SC	MICHAEL MELANSON		10,250.00
11/7/19	34057	2020SC	Invoice: 201911-13638	1,717.58	
		1020SC	TERRA REALTY ADVISORS, INC.		1,717.58
11/7/19	34058	2020SC	Invoice: 130188	2,717.45	
		1020SC	WOOD RODGERS, INC.		2,717.45
11/7/19	34059	2020SC	Invoice: 24	13,425.41	
		1020SC	YOLO COUNTY RCD		13,425.41
11/7/19	34060	2020SC	Invoice: 0636237	1,764.66	
		1020SC	ACWA JOINT POWERS INSURANCE AUTHORITY		1,764.66
11/7/19	34061	2020SC	Invoice: 001639	385.16	
		2020SC	Invoice: LATE FEE INT 2019	52.53	
		1020SC	SAM'S CLUB		437.69

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11/7/19	34062	2020SC	Invoice: BAWMRP #29	1,500.00	
		2020SC	Invoice: 23	630.54	
		1020SC	THINKING GREEN CONSULTANTS		2,130.54
11/13/19	34063	2020SC	Invoice: 332566CH007	17,270.94	
		1020SC	CH2M HILL(JACOBS ENGINEERING)		17,270.94
11/13/19	34064	2020SC	Invoice: 4823570-0012	7,047.71	
		1020SC	CRESO EQUIPMENT RENTAL		7,047.71
11/13/19	34065	2020SC	Invoice: 183653	2,904.60	
		1020SC	FRONTIER ENERGY		2,904.60
11/13/19	34066	2020SC	Invoice: 119430	200.00	
		1020SC	GRANICUS		200.00
11/13/19	34067	2020SC	Invoice: P HOLCOMB	23.25	
		1020SC	PATRICIA M. HOLCOMB		23.25
11/13/19	34068	2020SC	Invoice: ER7755786010	7,170.20	
		1020SC	HOLT OF CALIFORNIA		7,170.20
11/13/19	34069	2020SC	Invoice: 2019	1,000.00	
		1020SC	MEMBERSHIP DUES INSTITUTE OF ECOLOGICAL HEALTH		1,000.00
11/13/19	34070	2020SC	Invoice: CL38450	1,135.10	
		1020SC	INTERSTATE OIL COMPANY		1,135.10
11/13/19	34071	2020SC	Invoice: 3531	200.00	
		1020SC	J.T. MARTIN		200.00
11/13/19	34072	2020SC	Invoice: 204432	35.23	
		1020SC	MARTIN'S METAL FABRICATION &		35.23
11/13/19	34073	2020SC	Invoice: 286013	67.03	
		2020SC	Invoice: 286093	58.74	
		2020SC	Invoice: 286312	213.37	
		2020SC	Invoice: 286444	75.06	
		2020SC	Invoice: 287080	4.95	
		2020SC	Invoice: 287362	64.31	
		2020SC	Invoice: 287403	186.57	
		2020SC	Invoice: 287460	69.70	
		2020SC	Invoice: 287479	73.28	
		2020SC	Invoice: 055745	34.35	
		1020SC	PACIFIC ACE HARDWARE		847.36
11/13/19	34074	2020SC	Invoice: 45153145	253.75	
		1020SC	RECOLOGY VACAVILLE SOLANO		253.75
11/13/19	34075	2020SC	Invoice: WCP-103	543.40	
		1020SC	RICHARD HEATH & ASSOCIATES, INC.		543.40
11/13/19	34076	2020SC	Invoice: 401198	1,433.00	
		1020SC	RICKLY HYDROLOGICAL CO., INC.		1,433.00
11/13/19	34077	2020SC	Invoice: 10311943	4,230.00	
		1020SC	SHANDAM CONSULTING		4,230.00

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11/13/19	34078	2020SC	Invoice: 0009575	204.35	
		2020SC	Invoice: 0009574	14,112.37	
		1020SC	SOLANO IRRIGATION DISTRICT		14,316.72
11/13/19	34079	2020SC	Invoice: 000 28426 377	2,527.74	
		2020SC	Invoice: 0002 8701 057	392.22	
		2020SC	Invoice: 0002 8486 482	80,907.80	
		2020SC	Invoice: 0002 8465 087	5,305.57	
		1020SC	CA DEPT. OF TAX AND FEE ADMIN		89,133.33
11/13/19	34080	2020N	Invoice: 62419	8.64	
		2020N	Invoice: 62586	325.22	
		2020N	Invoice: 62667	117.49	
		2020N	Invoice: 62600	31.61	
		1020SC	SUISUN VALLEY FRUIT GROWERS AS		482.96
11/13/19	34081	2020SC	Invoice: 2019-11-SCWA	15,650.98	
		1020SC	SUSTAINABLE SOLANO		15,650.98
11/13/19	34082	2020SC	Invoice: 70B70-07	219,986.34	
		1020SC	THE REGENTS OF THE UNIVERSITY OF CA		219,986.34
11/13/19	34083	2020SC	Invoice: JANET WYLIE	50.00	
		1020SC	JANET WYLIE		50.00
11/13/19	34084	2020SC	Invoice: 98934	2,068.23	
		1020SC	VALLEY HYDRAULICS		2,068.23
11/13/19	34085	2020SC	Invoice: 9840981641	2,302.22	
		1020SC	VERIZON WIRELESS		2,302.22
11/13/19	34086	2020SC	Invoice: 1015	100.00	
		1020SC	WINTERS TOW SERVICE		100.00
11/14/19	34087	2020SC	Invoice: 407220-4	3,000.00	
		1020SC	ALPHA MEDIA FAR EAST BAY		3,000.00
11/14/19	34088	2020SC	Invoice: SALMON LUNCH	160.00	
		1020SC	BUCKHORN TRUCK MOBILE		160.00
11/14/19	34089	2020SC	Invoice: 62296703	1,753.47	
		1020SC	WEX BANK		1,753.47
11/14/19	34090	2020N	Invoice: US01U000248225	3,021.00	
		1020SC	ERNST & YOUNG U.S. LLP		3,021.00
11/14/19	34091	2020SC	Invoice: 94421	178.50	
		2020SC	Invoice: 94422	262.06	
		2020SC	Invoice: 94420	1,406.58	
		1020SC	HERUM \ CRABTREE \ SUNTAG		1,847.14
11/14/19	34092	2020SC	Invoice: 1668370	435.31	
		2020SC	Invoice: 1668369	2,102.48	
		1020SC	MT. DIABLO RESOURCE RECOVERY		2,537.79
11/15/19	34092V	2020SC	Invoice: 1668370		435.31

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		2020SC	Invoice: 1668369		2,102.48
		1020SC	MT. DIABLO RESOURCE RECOVERY	2,537.79	
11/14/19	34093	2020SC	Invoice: P CANYON	23.00	
		1020SC	PUTAH CANYON CAMPGROUND		23.00
11/14/19	34094	2020N	Invoice: 140725	53.95	
		2020N	Invoice: 140726	57.82	
		1020SC	STERLING MAY EQUIPMENT CO.		111.77
11/14/19	34095	2020SC	Invoice: JOSE CRUZ	1,000.00	
		1020SC	JOSE F. CRUZ		1,000.00
11/14/19	34096	2020SC	Invoice: CHRIS ESPARZA	460.00	
		1020SC	CHRIS ESPARZA		460.00
11/14/19	34097	2020SC	Invoice: SUSAN FLYNN	1,000.00	
		1020SC	SUSAN FLYNN		1,000.00
11/14/19	34098	2020SC	Invoice: STEPHANIE FURLAN	1,000.00	
		1020SC	STEPHANIE FURLAN		1,000.00
11/14/19	34099	2020SC	Invoice: KIMBERLY KLEIN	1,000.00	
		1020SC	KIMBERLY KLEIN		1,000.00
11/14/19	34100	2020SC	Invoice: MICHAEL KURTZMAN	554.00	
		2020SC	Invoice: MICHAEL KURTZMAN 1	441.00	
		1020SC	MICHAEL KURTZMAN		995.00
11/14/19	34101	2020SC	Invoice: SUSAN RENO	1,000.00	
		1020SC	SUSAN RENO		1,000.00
11/14/19	34102	2020SC	Invoice: CYNTHIA SIMPSON	726.00	
		1020SC	CYNTHIA SIMPSON		726.00
11/14/19	34103	2020SC	Invoice: JAN STANLEY	818.00	
		1020SC	JAN STANLEY		818.00
11/14/19	34104	2020SC	Invoice: OSV000001942125	270.29	
		1020SC	VERIZON CONNECT		270.29
11/14/19	34105	2020SC	Invoice: 1216	7,500.00	
		1020SC	WILSON PUBLIC AFFAIRS		7,500.00
11/14/19	34106	2020SC	Invoice: 17410	595.00	
		1020SC	WINTERS BROADBAND		595.00
11/26/19	34107	2020SC	Invoice: 2787	6,243.75	
		1020SC	AG INNOVATIONS		6,243.75
11/26/19	34108	2020SC	Invoice: 1993551	69.88	
		1020SC	THE REINALT-THOMAS CORP		69.88
11/26/19	34109	2020SC	Invoice: EXP REIM SEPT	80.04	
		2020SC	Invoice: EXP REIMB NOV 2019	80.04	

## SOLANO COUNTY WATER AGENCY

## Cash Disbursements Journal

For the Period From Nov 1, 2019 to Nov 30, 2019

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	NOV 2019 JEFF BARICH		160.08
11/26/19	34110	2020SC	Invoice: BA6574	2,220.21	
		2020SC	Invoice: BA6575	506.25	
		2020SC	Invoice: BA6576	331.25	
		1020SC	BLANKINSHIP & ASSOCIATES, INC.		3,057.71
11/26/19	34111	2020SC	Invoice: S903213	2,703.00	
		1020SC	BSK ASSOCIATES		2,703.00
11/26/19	34112	2020SC	Invoice: 000013906541	337.89	
		2020SC	Invoice: 000013908034	1,536.87	
		2020SC	Invoice: 000013906586	164.69	
		1020SC	CALNET3		2,039.45
11/26/19	34113	2020SC	Invoice: NOV 2019 BOD MTG	100.00	
		1020SC	DALE CROSSLEY		100.00
11/26/19	34114	2020SC	Invoice: SEPT EXP REIMB	38.86	
		1020SC	GUSTAVO CRUZ		38.86
11/26/19	34115	2020SC	Invoice: 20-102-V OCT 2019	65,883.00	
		2020SC	Invoice: 19-026-T DEC 2019	574,598.00	
		2020SC	Invoice: 19-024-O DEC 2019	66.00	
		1020SC	DEPARTMENT OF WATER RESOURCES		640,547.00
11/26/19	34116	2020N	Invoice: 6-839-74035	123.16	
		1020SC	FEDEX EXPRESS		123.16
11/26/19	34117	2020SC	Invoice: EXP REIMB AUG-NOV 20	169.17	
		1020SC	MARCIE FEHRENKAMP		169.17
11/26/19	34118	2020SC	Invoice: 27022	1,698.34	
		1020SC	GARCIA AND ASSOCIATES		1,698.34
11/26/19	34119	2020SC	Invoice: 131456	5,647.00	
		2020SC	Invoice: 131457	430.75	
		1020SC	GHD, INC.		6,077.75
11/26/19	34120	2020SC	Invoice: 119933	210.00	
		1020SC	GRANICUS		210.00
11/26/19	34121	2020SC	Invoice: OCT REIMBURSABLES	662.06	
		1020SC	THOMAS MICHAEL HARDESTY		662.06
11/26/19	34122	2020SC	Invoice: PSA00002738	174.97	
		2020SC	Invoice: PSA00002823	14.87	
		1020SC	HOLT AG SOLUTIONS		189.84
11/26/19	34123	2020SC	Invoice: CL39763	1,031.10	
		1020SC	INTERSTATE OIL COMPANY		1,031.10
11/26/19	34124	2020SC	Invoice: 4897	379.50	
		1020SC	KC ENGINEERING COMPANY		379.50
11/26/19	34125	2020SC	Invoice: NOV 2019 BOD MTG	100.00	

## SOLANO COUNTY WATER AGENCY

## Cash Disbursements Journal

For the Period From Nov 1, 2019 to Nov 30, 2019

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1020SC	MTG JOHN D. KLUGE		100.00
11/26/19	34126	2020SC	Invoice: 1668370	435.31	
		2020SC	Invoice: 1668369	1,667.17	
		1020SC	MT. DIABLO RESOURCE RECOVERY		2,102.48
11/26/19	34127	2020SC	Invoice: 10/11/19-11/11/19	1,156.15	
		1020SC	PACIFIC GAS & ELECTRIC CO,		1,156.15
11/26/19	34128	2020SC	Invoice: 6093	6,935.00	
		1020SC	PAT DAVIS DESIGN GROUP, INC		6,935.00
11/26/19	34129	2020SC	Invoice: EXP REIMB 11.3-11.16	139.20	
		1020SC	PATE, THOMAS		139.20
11/26/19	34130	2020SC	Invoice: 850267	38.15	
		2020SC	Invoice: 850893	73.66	
		2020SC	Invoice: 850951	37.19	
		2020SC	Invoice: 851139	71.30	
		2020SC	Invoice: 851874	64.77	
		2020SC	Invoice: 852125	12.11	
		2020SC	Invoice: 852121	23.57	
		2020SC	Invoice: 852212	5.01	
		2020SC	Invoice: 852615	111.84	
		2020SC	Invoice: 852636	13.40	
		1020SC	PISANIS AUTO PARTS		451.00
11/26/19	34131	2020SC	Invoice: NOV 2019 BOD MTG	129.00	
		1020SC	BOB SAMPAYAN		129.00
11/26/19	34132	2020SC	Invoice: 111219	17,999.02	
		1020SC	SOLANO RESOURCE CONSERVATION DISTRICT		17,999.02
11/26/19	34133	2020SC	Invoice: 35445	694.00	
		2020SC	Invoice: 35441	347.00	
		2020SC	Invoice: 35440	357.00	
		2020SC	Invoice: 35446	347.00	
		2020SC	Invoice: 35448	1,071.00	
		2020SC	Invoice: 35447	357.00	
		2020SC	Invoice: 35444	694.00	
		2020SC	Invoice: 35443	704.00	
		2020SC	Invoice: 35442	357.00	
		2020SC	Invoice: 35453	1,071.00	
		2020SC	Invoice: 35451	704.00	
		2020SC	Invoice: 35450	704.00	
		2020SC	Invoice: 35449	357.00	
		2020SC	Invoice: 35455	694.00	
		2020SC	Invoice: 35454	347.00	
		2020SC	Invoice: 35452	347.00	
		2020SC	Invoice: 35456	357.00	
		2020SC	Invoice: 35457	714.00	
		1020SC	SOUTHWEST ENVIRONMENTAL		10,223.00
11/26/19	34134	2020SC	Invoice: NOV 2019 BOD MTG	100.00	
		1020SC	JAMES SPERING		100.00
11/26/19	34135	2020SC	Invoice: 006492990046 DEC2019	1,934.54	
		1020SC	STANDARD INSURANCE		1,934.54

## SOLANO COUNTY WATER AGENCY

## Cash Disbursements Journal

For the Period From Nov 1, 2019 to Nov 30, 2019

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			INSURANCE COMPANY		
11/26/19	34136	2020SC	Invoice: 2380159251	150.14	
		2020SC	Invoice: 2380885461	125.91	
		2020SC	Invoice: 2383845171	108.72	
		2020SC	Invoice: 2384178721	49.29	
		2020SC	Invoice: 25018	146.49	
		1020SC	STAPLES		580.55
11/26/19	34137	2020SC	Invoice: WD-0166414	2,572.00	
		1020SC	STATE WATER RESOURCES CONTROL BOARD		2,572.00
11/26/19	34138	2020SC	Invoice: PI1043318	9,797.75	
		1020SC	TARGET SPECIALTY PRODUCTS		9,797.75
11/26/19	34139	2020SC	Invoice: 35	9,875.41	
		2020SC	Invoice: 37	18,272.82	
		2020SC	Invoice: 36	5,479.91	
		2020SC	Invoice: 39	5,184.96	
		1020SC	TRPA FISH BIOLOGISTS		38,813.10
11/26/19	34140	2020SC	Invoice: CONNIE ANDERSON	578.00	
		1020SC	CONNIE ANDERSON		578.00
11/26/19	34141	2020SC	Invoice: RYAN FLANAGAN	1,000.00	
		1020SC	RYAN BURTON FLANAGAN		1,000.00
11/26/19	34142	2020SC	Invoice: MARY GIBSON	1,000.00	
		1020SC	MARY LACEY GIBSON		1,000.00
11/26/19	34143	2020SC	Invoice: STEPHEN HAHN-SMITH	1,000.00	
		1020SC	STEPHEN HAHN-SMITH		1,000.00
11/26/19	34144	2020SC	Invoice: DAVID MARTINEZ	1,000.00	
		1020SC	DAVID MARTINEZ		1,000.00
11/26/19	34145	2020SC	Invoice: CHERYL NELSON	684.00	
		1020SC	CHERYL NELSON		684.00
11/26/19	34146	2020SC	Invoice: SANTIAGO SERRATO	442.00	
		1020SC	SANTIAGO SERRATO		442.00
11/26/19	34147	2020SC	Invoice: NOV 2019 BOD MTG	100.00	
		1020SC	JOHN VASQUEZ		100.00
11/26/19	34148	2020SC	Invoice: 9841532969	701.15	
		1020SC	VERIZON WIRELESS		701.15
11/26/19	34149	2020SC	Invoice: EXP REIM 10.28-11.12	81.98	
		1020SC	CASEY WALKER		81.98
11/26/19	34150	2020SC	Invoice: 131046	15,890.25	
		1020SC	WOOD RODGERS, INC.		15,890.25
11/26/19	34151	2020SC	Invoice: 3490	324.00	
		2020SC	Invoice: 3534	592.00	



## SOLANO COUNTY WATER AGENCY

## Cash Disbursements Journal

For the Period From Nov 1, 2019 to Nov 30, 2019

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1020SC	YOLO-SOLANO AQMD		916.00
11/26/19	34152	2020SC	Invoice: 2019-75	2,147.51	
		1020SC	IN COMMUNICATIONS		2,147.51
11/26/19	34153	2020SC	Invoice: 22533	4,251.28	
		1020SC	SUMMERS ENGINEERING CO., INC.		4,251.28
11/5/19	5000023	2023AC	FSA REIMBURSEMENT 11.05.19	4,580.82	
		1020SC	RABIDOUX, ALEXANDER		4,580.82
11/6/19	5000024	2023AC	FSA REIMBURSEMENT 11.06.19	192.31	
		1020SC	RABIDOUX, ALEXANDER		192.31
11/21/19	5000025	2023AC	FSA REIMBURSEMENT 11.22.19	192.31	
		1020SC	RABIDOUX, ALEXANDER		192.31
11/25/19	ASHLEY OCT 2019	2020SC	Invoice: ASHLEY OCT 2019	989.58	
		1020SC	UMPQUA BANK		989.58
11/25/19	BARICH OCT 2019	2020SC	Invoice: BARICH OCT 2019	45.98	
		1020SC	UMPQUA BANK		45.98
11/25/19	COLIAS OCT 2019	2020SC	Invoice: COLIAS OCT 2019	137.05	
		1020SC	UMPQUA BANK		137.05
11/25/19	CRUZ OCT 2019	2020SC	Invoice: CRUZ OCT 2019	79.99	
		1020SC	UMPQUA BANK		79.99
11/25/19	CUETARA OCT 2019	2020SC	Invoice: CUETARA OCT 2019	519.90	
		1020SC	UMPQUA BANK		519.90
11/1/19	EFT	2020SC	Invoice: NOV 2019	23,455.08	
		1020SC	HEALTH CALPERS		23,455.08
11/5/19	EFT	2020SC	Invoice: PPE 11.02.19	9,823.82	
		1020SC	CALPERS		9,823.82
11/5/19	EFT	2020SC	Invoice: PEPRA PPE 11.02.19	3,176.59	
		1020SC	CALPERS		3,176.59
11/5/19	EFT	2020SC	Invoice: SIP PPE 11.02.19	5,166.87	
		1020SC	CALPERS		5,166.87
11/8/19	EFT	2020SC	Invoice: 2019110501	213.80	
		1020SC	PAYCHEX, INC.		213.80
11/15/19	EFT	2020SC	Invoice: 20716158	546.10	
		1020SC	PAYCHEX, INC.		546.10
11/20/19	EFT	2020SC	Invoice: PPE 11.16.19	9,823.72	
		1020SC	CALPERS		9,823.72
11/20/19	EFT	2020SC	Invoice: PEPRA PPE 11.16.19	3,199.71	
		1020SC	CALPERS		3,199.71

## SOLANO COUNTY WATER AGENCY

## Cash Disbursements Journal

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/20/19	EFT	2020SC 1020SC	Invoice: SIP PPE 11.16.19 CALPERS	5,161.35	5,161.35
11/22/19	EFT	2020SC 1020SC	Invoice: 2019112001 PAYCHEX, INC.	228.80	228.80
11/2/19	EFT 11.02.19	2024AC  6012AC  1020SC	EMPLOYER LIABILITIES PPE 11.02.19 EMPLOYEE LIABILITIES PPE 11.02.19 PAYROLL TAXES	16,893.10  1,842.30	   18,735.40
11/16/19	EFT 11.16.19	2024AC  6012AC  1020SC	EMPLOYER LIABILITIES PPE 11.16.19 EMPLOYEE LIABILITIES PPE 11.16.19 PAYROLL TAXES	18,329.98  1,902.74	   20,232.72
11/25/19	FEHRENKAMP OCT 2019	2020SC  1020SC	Invoice: FEHRENKAMP OCT 2019 UMPQUA BANK	218.44	218.44
11/25/19	FLORENDO OCT 2019	2020SC  1020SC	Invoice: FLORENDO OCT 2019 UMPQUA BANK	612.96	612.96
11/25/19	FOWLER OCT 2019	2020SC  1020SC	Invoice: FOWLER OCT 2019 UMPQUA BANK	324.36	324.36
11/25/19	HYER OCT 2019	2020SC  1020SC	Invoice: HYER OCT 2019 UMPQUA BANK	467.06	467.06
11/25/19	JONES OCT 2019	2020SC  1020SC	Invoice: JONES OCT 2019 UMPQUA BANK	187.43	187.43
11/25/19	LEE OCT 2019	2020SC 1020SC	Invoice: LEE OCT 2019 UMPQUA BANK	237.79	237.79
11/25/19	MAROVICH OCT 2019	2020SC  1020SC	Invoice: MAROVICH OCT 2019 UMPQUA BANK	676.53	676.53
11/25/19	NGUYEN OCT 2019	2020SC  1020SC	Invoice: NGUYEN OCT 2019 UMPQUA BANK	1,147.04	1,147.04
11/25/19	PASCUAL OCT 2019	2020N  1020SC	Invoice: PASCUAL OCT 2019 UMPQUA BANK	68.08	68.08
11/25/19	PATE OCT 2019	2020SC 1020SC	Invoice: PATE OCT 2019 UMPQUA BANK	1,981.90	1,981.90
11/25/19	RABIDOUX OCT 2019	2020SC  1020SC	Invoice: RABIDOUX OCT 2019 UMPQUA BANK	102.17	102.17
11/25/19	SANFORD OCT 2019	2020SC  1020SC	Invoice: SANFORD OCT 2019 UMPQUA BANK	18.00	18.00
11/25/19	SNYDER OCT 2019	2020SC  1020SC	Invoice: SNYDER OCT 2019 UMPQUA BANK	212.97	212.97

## SOLANO COUNTY WATER AGENCY

## Cash Disbursements Journal

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/25/19	WILLINGMYRE OCT 2019	2020SC	Invoice: WILLINGMYRE	360.43	
			OCT 2019		
		1020SC	UMPQUA BANK		360.43
	Total			1,779,432.94	1,779,432.94

# SOLANO COUNTY WATER AGENCY



## MEMORANDUM

**TO: Board of Directors**

**FROM: Roland Sanford, General Manager**

**DATE: December 6, 2019**

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

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### Water Supply Outlook for 2020

Significant rainfall has occurred over the last two weeks, bringing rainfall totals nearly in line with seasonal averages. To date there has been no significant runoff into Lake Berryessa (see attached charts) and it will likely take one or two more rainfall events before significant runoff begins to occur. As a general rule, significant runoff into Lake Berryessa typically does not occur until annual rainfall totals at and near Middletown, located near the headwaters of Putah Creek, approach 10 inches. As of this writing the Middletown area has received approximately 6 inches since October 1. As noted last month, Lake Berryessa remains nearly full and unless exceptionally dry conditions prevail, is likely to spill by late winter – full water deliveries are anticipated in 2020.

Earlier this month the Department of Water Resources announced their initial State Water Project delivery estimate for 2020 and as expected, the initial delivery estimate for the North Bay Aqueduct is low, just 20 percent of the full contractual amount. Initial delivery estimates are always conservatively low because they are made at the beginning of the wet weather season, when there is considerable uncertainty regarding the amount of precipitation, particularly precipitation as snow, the Sierra mountains will receive over the winter months.

### Chinook Salmon Spawning in Lower Putah Creek

Adult Chinook salmon (fall run) have arrived in Lower Putah Creek and begun spawning, although to date not in the numbers expected – as of this writing less than 50. For the most part, those that have arrived have been observed in areas of creek where the stream channel substrates have been mechanically loosened by SCWA staff. Most of the tributary streams in the Sacramento River drainage have reported relatively large numbers of Chinook salmon, which makes the relatively low numbers of Chinook salmon in Lower Putah Creek an anomaly. There is speculation that the comparatively low numbers of Chinook salmon observed to date in Lower Putah Creek is attributable to the delayed removal of the Dos Rios Dam near the confluence of Lower Putah Creek and the Toe Drain in the Yolo Bypass. The dam, which is installed during the irrigation season and used to irrigate adjacent farmlands and provide water for the California Department of Fish and

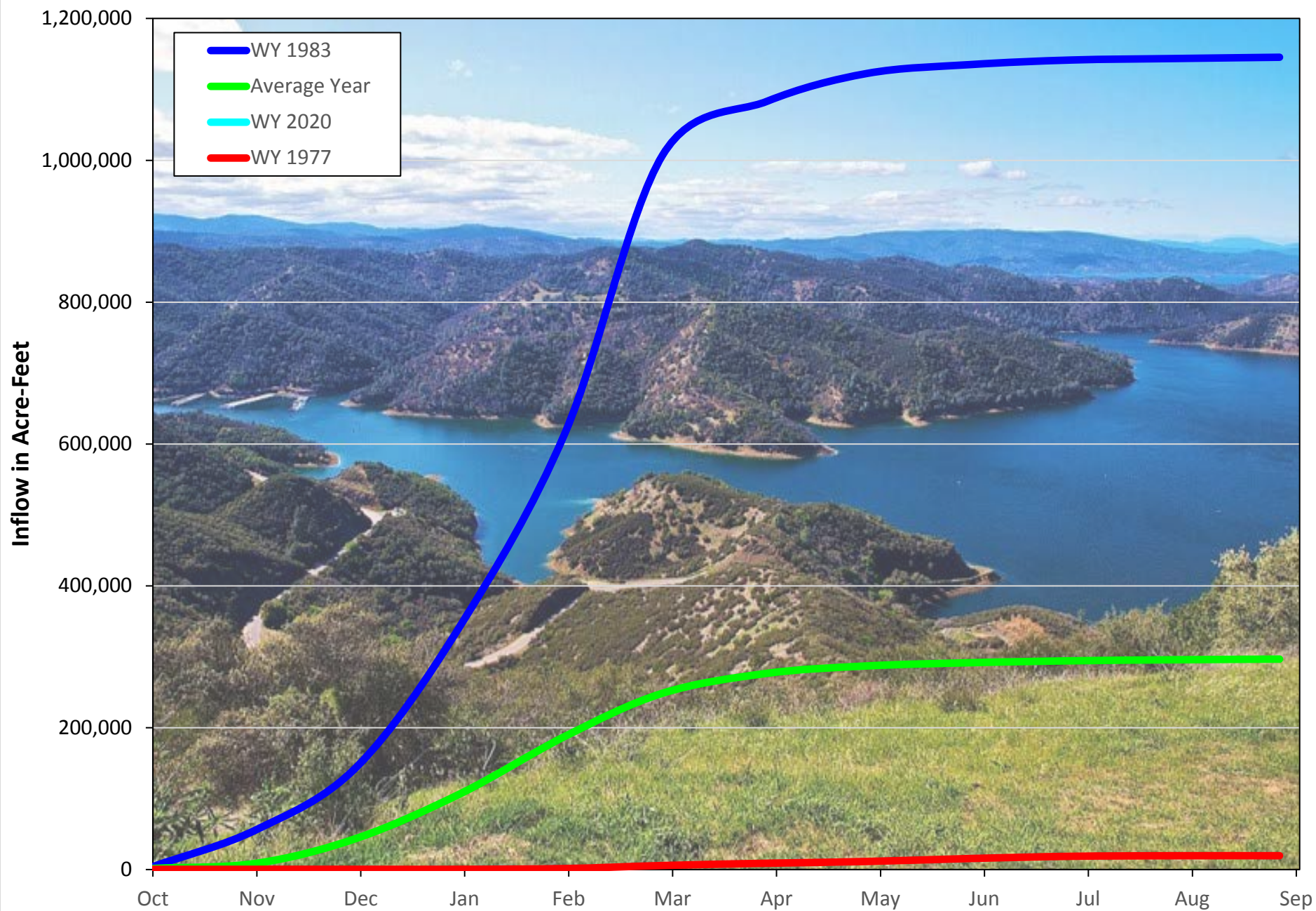


Wildlife's wetland preserve, is typically removed by the end of October or early November. This year the dam was not removed until November 19 and by that time large numbers of Chinook salmon had already been reported in the many of the tributaries of the Sacramento River drainage – timing is everything.

### **Solano Habitat Conservation Plan**

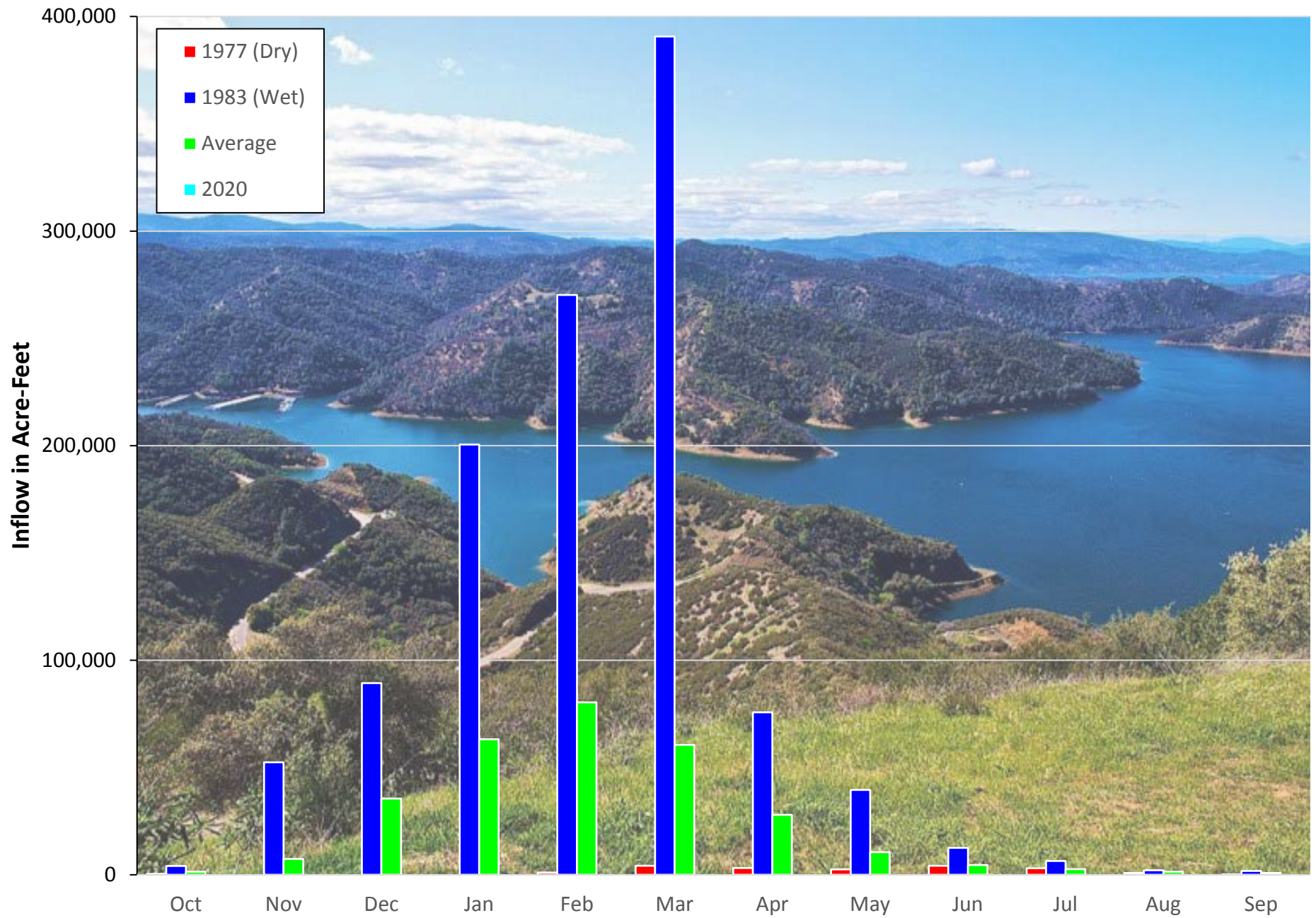
A Board workshop/extended staff presentation on the Solano Habitat Conservation Plan (HCP) is tentatively scheduled for either the hour before the January 9, 2020 Board meeting, or as a part of the Board meeting. In addition to updating and refamiliarizing the Board on the purpose and scope of the HCP, staff will be seeking Board feedback on the need for and scope of public outreach in advance of the HCP's release, and its subsequent implementation.

# Annual Lake Berryessa Inflow





# Annual Lake Berryessa Inflow



**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) - none**

**Construction Contracts (\$45,000 and less) - none**

**Professional Service Agreements (\$45,000 and less) – none**

**Non-Professional Service Agreements (\$45,000 and less) – none**

**Construction contracts resulting from informal bids authorized by SCWA Ordinance- none**

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



# ADVISORY COMMISSION UPDATES

**Solano Water Advisory Commission**  
**Meeting Minutes**  
**October 23, 2019**

Present: Roland Sanford, Chris Lee and Alex Rabidoux, SCWA; Curtis Paxton and Justen Cole, Vacaville; Kyle Ochenduszkowski and Leo Larkin, Benicia; Beth Schoenberger and Mark Quady, Vallejo; Cary Keaten and Paul Fuchslin, SID; Bryan Busch, RD 2068; Misty Kaltreider, Solano County; Mike Hardesty.

The meeting was called to order at 12:33 PM.

1. Approval of Minutes

The minutes of the September 25, 2019 meeting were approved.

2. Future Direction of SWAC

The Commission voted on the appointment of Kyle Ochenduszkowski, Deputy Public Works Director of Benicia as the new chair and Curtis Paxton, Director of Utilities for Vacaville as the vice chair of the Solano Water Advisory Commission. The Commission felt that while there are no immediate challenges facing the various agencies, there will be many long-term concerns that will need to be addressed. The new chairs will start in January 2020.

3. SCWA General Manager's Report

On SCWA Board items, there will likely be a presentation by the Lake Berryessa mussel interns. For NBA issues, Roland provided some information on the updated Biological Opinions, with Delta Smelt most relevant to the NBA. The outcome of the Biological Opinions are mixed, as NBA pumping will now only be limited to 30-TAF during 3-months in late winter / early spring but the NBA will need to mediate for Delta Smelt when they are present, which is unclear what that will entail. SCWA will likely need to become more deeply involved with these negotiations. The NMFS Biological Opinions will not impact the NBA directly, but may require money to minimize overall impacts of the SWP. In regards to Delta Conveyance, there is significant discussion amongst the SWCs on who is going to pay for this project. Non-Delta Conveyance SWCs including the Water Agency are concerned about potential impacts to SWP carryover, and other indirect impacts associated with the Delta Conveyance project.

For Water Exchanges, the Water Policy Committee met on October 21 and reviewed a rough draft on exchanges. The draft will come out next week, and will be sent out to the Commission. The Water Policy Committee will not meet again until the Commission has reviewed the draft policy. The main goal of the draft policy is to address out of County NBA exchanges. On Bay Delta Planning issues, the State is going to evaluate the current Voluntary Settlement Agreements to determine if they are good enough.

On other issues, the SWRCB is increasing the reporting requirements for water audits. The new requirements are still in process. It may be beneficial to have a certified water auditor in Solano County to provide assistance to all of the Solano cities.

4. Groundwater Planning

The Solano Subbasin GSA will be applying for Proposition 68 grant funds to support the entire Solano Subbasin GSP.

5. Solano County Report  
Flannery Associates is continuing to purchase additional land with total acreage up to 17,600-acres.
6. PSC/NBA Maintenance  
For the PSC, the annual canal cleanout will begin in November.
7. Solano Water Authority Report  
None
8. Water Conservation  
None
9. Legislative/Initiative/Court Decision Issues Not Discussed Above  
An RFQ has been sent out to select a new legislative consultant.
10. New Business  
None
11. Public Comments  
None

The next meeting will be December 10, 2019 at 12:30 PM.

The meeting adjourned at 2:09 PM.

ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: December 12, 2019

SUBJECT: Lake Berryessa Mussel Prevention Program

RECOMMENDATION: Hear presentation on 2019 Lake Berryessa Mussel Prevention Program.


FINANCIAL IMPACT: None:

BACKGROUND:

The primary goal of the Lake Berryessa Mussel Prevention Program is to prevent the introduction of quagga, zebra, and other invasive species into Lake Berryessa. Neither quagga nor zebra mussels are native to North America. Both mussels are extremely prolific and by sheer numbers, capable of severely fouling water conveyance facilities and causing significant ecological damage. If or when quagga and/or zebra mussel populations become established in Lake Berryessa, they are likely to spread to Lower Putah Creek, the Putah South Canal, and any water body that ultimately receives agricultural return flow water that originates from Lake Berryessa, including the Cache Slough Complex and Barker Slough (source water for North Bay Aqueduct).

The economic impacts of quagga and/or zebra mussel infestations are potentially significant, though difficult to quantify. Although it may be inevitable that Lake Berryessa becomes infected with quagga or zebra mussels, the potential water infrastructure operation and maintenance cost associated with mussel infestations is in itself sufficient justification for implementing programs that at the very least delay mussel infestations at Lake Berryessa.

In response to the increasing threat of zebra and quagga mussel infestations, the Lake Berryessa Mussel Prevention Program has expanded in several aspects over the past summer with 14 interns, new technology, and operation of a mobile boat wash station. The interns will present on a summary of the 2019 Lake Berryessa Mussel Prevention Program activities and accomplishments.

Recommended:   
Roland Sanford, General Manager

<input type="checkbox"/> Approved as Recommended	<input type="checkbox"/> Other (see below)	<input checked="" type="checkbox"/> Continued on Next Page
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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 December 12, 2019 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

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

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN

The continued growth of the Lake Berryessa Mussel Prevention Program is consistent with Goal #5 – (*Education and Outreach; Objective B-Evaluate, and where appropriate, coordinate public awareness of water-related programs throughout the County*).

ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: December 12, 2019

SUBJECT: 2020 Legislative Platform

RECOMMENDATION:


- 1. Adopt 2020 Legislative Platform.
- 2. Authorize Legislative Committee Chair to sign and submit letters of support or opposition to pending Federal, State and local legislation or proposed policy guidelines that pertain to the priority issues and policy positions identified in the 2020 Legislative Platform.
- 3. Authorize General Manager to sign and submit letters of support or opposition to pending Federal, State and local legislation or proposed policy guidelines that pertain to the priority issues and policy positions identified in the 2020 Legislative Platform, with the stipulation that the Legislative Committee Chair be given the opportunity to review all letters of support or opposition before release by the General Manager.
- 4. Direct General Manager to provide all Board members with copies of all letters of support or opposition within 24-hours of their submission/public release.

FINANCIAL IMPACT:

None.

BACKGROUND:

The Water Agency is frequently asked to respond on short notice to pending legislation or proposed policy guidelines. In many cases the proposed legislation or policy guideline is clearly beneficial or detrimental to the Water Agency’s operations and/or Board directives, and therefore, little or no Board discussion is necessary. Because the Board typically meets only monthly, there are many instances when staff is requested to submit a letter of support or opposition, but is unable to do so because the deadline to submit the letter is well before the next regularly scheduled Board meeting.

Recommended:   
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as recommended	<input type="checkbox"/>	Other (see below)	<input checked="" type="checkbox"/>	Continued on next page
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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 December 12, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

In addition to articulating the Water Agency's priority issues and policies to legislators and other interested parties, the proposed 2020 Legislative Platform provides a mechanism that allows for timely responses to requests for letters of support or opposition – as long as the issue at hand is addressed in the adopted 2020 Legislative Platform. Pending legislation or proposed policy guidelines that are not addressed by the 2020 Legislative Platform must be brought to the full Board for discussion (see attached memo by Herum\Crabtree\Suntag dated April 3, 2017).

The proposed 2020 Legislative Platform is based on the priorities outlined in the Water Agency's 2016-2025 Strategic Plan (<http://www.scwa2.com/resources-management/strategic-plan>) and to the degree possible also mirrors the recommendations and policy guidelines set forth in the California Water Plan Update 2018 (<https://water.ca.gov/Programs/California-Water-Plan/Update-2018>) prepared by the California Department of Water Resources.

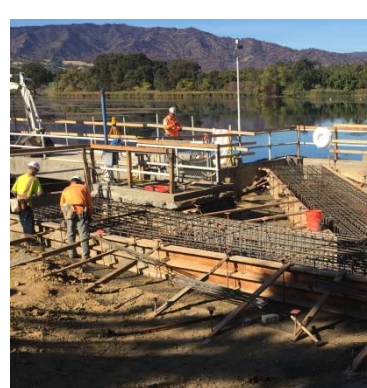
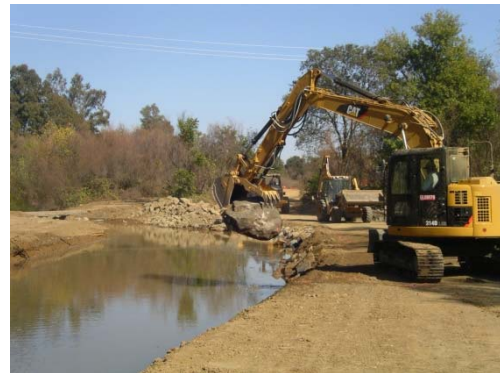
**RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:**

Adoption of the proposed 2020 Legislative Platform is consistent with Objective A (*Develop legislative/advocacy priorities*) of Goal #9 (*Expand proactive advocacy at regional, state and federal levels to achieve the objectives of SCWA*)





# Solano County Water Agency 2020 STATE LEGISLATURE Priority Issues and Policy Guidelines



Photos provided by Ken W. Davis and Agency Staff

As approved by the Solano County Water Agency Board of Directors on ~~November 8,~~



## Governing Board

Mayor Elizabeth Patterson ..... Benicia  
Vice Mayor Scott Pederson..... Dixon  
Mayor Harry Price ..... Fairfield  
Mayor Ron Kott ..... Rio Vista  
Mayor Lori Wilson ..... Suisun City  
Mayor Ron Rowlett ..... Vacaville  
Mayor Bob Sampayan ..... Vallejo  
Director Ryan Mahoney ..... Maine Prairie Water District  
Director Dale Crossley..... Reclamation District 2068  
Director John Kluge..... Solano Irrigation District  
Supervisor Erin Hannigan..... Solano County - District 1  
Supervisor Monica Brown..... Solano County - District 2  
Supervisor Jim Spering..... Solano County - District 3  
Supervisor John Vasquez ..... Solano County - District 4  
Supervisor Skip Thomson..... Solano County - District 5

### **General Manager:**

Roland Sanford  
810 Vaca Valley Parkway, Suite 203  
Vacaville, CA 95688  
(707) 451-6090 Phone  
(707) 451-6099 Fax  
[www.scwa2.com](http://www.scwa2.com)

### **State Legislative Advocate:**

(To be determined)

## SOLANO COUNTY WATER AGENCY PRIORITY ISSUES & POLICY POSITIONS

The Solano County Water Agency (SCWA) is dependent on the support of policymakers at all levels of government to provide Solano county cities and agriculture with reliable access to water, flood management, and habitat conservation services. State financial and technical resources, and legislative support for infrastructure, are needed to fulfill SCWA's commitment to the County's residents, businesses and agricultural users. Accordingly, SCWA supports the priority issues and policy positions as outlined below.

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### *Water Supply Reliability*

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**Summary:** Water is fundamental to our quality of life in Solano County. The resources of the Delta, food and fiber production, and the County's urban communities are all shaped in part by reliable water supplies. Today we collectively benefit from the foresight and fortitude of those who championed construction of the Solano Project, the North Bay Aqueduct, local water supply projects, and protected our water rights – projects that required substantial long-term planning and coordination.

- Support State and local legislative and regulatory actions that protect local water resources and allow local control of water management activities.
- Support legislation and policies that provide funding and technical assistance for development and implementation of Groundwater Sustainability Plans, pursuant to the Sustainable Groundwater Management Act (SGMA).
- Support conservation and water use efficiency solutions, and regulatory actions, that recognize local water supply conditions, preserve and protect existing water rights, and maintain local decision-making authority for water supply management.
- Support legislative actions that provide funding and non-regulatory incentives that enhance conservation efforts.

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### *Infrastructure*

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**Summary:** Solano County's water supply and flood management infrastructure is aging and in some cases not well suited to address today's water management challenges, particularly with respect to flood management. In addition to simply maintaining existing infrastructure there is a need to retrofit and construct new infrastructure.

- Support existing and new funding sources for construction and maintenance of green and structural water infrastructure.
- Support Federal, State and local efforts to address causes of sea level rise and to accomplish necessary infrastructure adaptations.

- Support legislation and initiatives that provide timely funding to complete the North Bay Aqueduct Alternate Intake Project and support regional water conveyance needs.
- Support legislation and initiatives that provide timely funding to construct the Rio Vista Flood Wall or alternative flood protection measures.

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### ***Flood Management***

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**Summary:** Flood management has evolved over time to encompass multiple objectives and disciplines. Over the years, Solano County’s flood management facilities have been increasingly used to capture and convey agricultural return flows, urban storm water runoff, and discharge tertiary treated wastewater. In the future these facilities will assume a role in groundwater recharge, habitat enhancement, and public recreation. These new roles, coupled with climate change and sea level rise, constitute new challenges and are likely to necessitate the retrofitting and/or repurposing of existing infrastructure, as well as the construction and integration of new infrastructure.

- Support policies that provide funding for the design, implementation, and maintenance of flood management systems and facilities - canals, levees, and green infrastructure for groundwater recharge and stormwater capture.
- Support legislation and policies that provide funding for flood protection and preparedness, and emergency systems and procedures.
- Support actions and activities that facilitate communication among local, state and federal flood management entities.

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### ***Habitat Conservation and Stewardship***

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**Summary:** The Solano County Water Agency is committed to policies and projects that protect the environment and preserve vital water supplies.

- Support legislation and policies that provide funding for implementation of the Solano Project Habitat Conservation Plan.
- Support legislation and policies that promote Lower Putah Creek Coordinating Committee (LPCCC) programs and projects.
- Support legislation and policies that protect the County’s waterways from invasive species such the Nutria Rat, Zebra and Quagga mussels.

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### ***Integrated Regional Water Management***

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**Summary:** The Solano County Water Agency embraces integrated water resources management and is party to both the Westside Sac Integrated Regional Water Management Plan and the Bay Area Integrated Regional Water Management Plan.

- Seek author to propose legislation and policies that provide consistent and reliable funding for integrated regional water management planning.
- Support legislation and policies that provide funding for implementation of integrated regional water management plans

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### ***Agricultural Sustainability***

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**Summary:** Agriculture is an essential component of Solano County's economy and culture. Over the last 30 years the County has experienced significant urbanization and an associated reallocation of agricultural water supplies for urban uses, as well as the reallocation of agricultural water supplies for environmental purposes. In Solano County, the diminishment of agricultural water supplies, coupled with the conversion of agricultural properties to urban and more recently, large scale habitat restoration projects, threatens the long-term viability of agriculture.

- Support legislation and policies that preserve reliable and affordable agricultural water supplies.
- Support legislation and policies that minimize the disruption of agricultural operations by habitat restoration projects.
- Support legislation and policies that facilitate the construction, maintenance and operation of agricultural drainage and water supply conveyance and storage infrastructure.

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### ***Yolo Bypass/Cache Slough Complex***

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**Summary:** The Cache Slough Complex (CSC), located at the downstream end of the Yolo Bypass, is widely perceived by State and Federal resource agencies as an ideal setting for large scale habitat conservation and restoration. These habitat conservation and restoration activities can at times conflict with the flood management, water supply and agricultural functions of the CSC.

- Support State and Federal funding for and implementation of the Corridor Management Framework – the locally preferred approach to achieving Federal, State and local policy objectives in the region.
- Oppose Federal and State efforts that restrict local control.
- Support legislation and initiatives that provide funding for development of a detailed Yolo Bypass/Cache Slough Complex Management Plan that includes implementation of flood protection improvements, preservation of agriculture, conservation of habitats and their functionality, and implementation of water supply and drainage improvements.

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### ***State Water Resources Control Board Bay-Delta Plan Update***

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**Summary:** The State Water Resources Control Board (SWRCB) is conducting a lengthy review and update of the 2006 Bay-Delta Plan to ensure that beneficial uses of water in the Bay-Delta watershed are reasonably protected. The outcome of this effort is likely to impact the Solano County Water Agency's operations and water supply portfolio.

- Support efforts to ensure the reasonable protection of all beneficial uses of water in a way that is consistent with the coequal goals of improving water supply reliability and protecting, restoring and enhancing the Bay-Delta ecosystem.
- Support policies that are consistent with the principles of collaboration, comprehensive solutions, science, functional flows, economic considerations, and consistency with State policy.

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### ***Summary of Specific Funding Needs***

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- Development and implementation of Groundwater Sustainability Plans
- North Bay Aqueduct Alternate Intake Project feasibility studies and preliminary design
- Construction of Rio Vista Flood Wall or alternative flood protection measures
- Implementation of Solano Project Habitat Conservation Plan
- Development of Yolo Bypass/Cache Slough Complex Management Plan
- Implementation of Dixon Regional Watershed Management Plan

**Date:** April 3, 2017  
**To:** JEANNE M. ZOLEZZI  
**From:** Janelle S.H. Krattiger  
**Subject:** Solano County Water Agency/General  
**File:** 1079-006

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**ISSUE:**

Whether the Board of Directors for the Solano County Water Agency (“SCWA”) should adopt a policy allowing the General Manager or the Chair of the SCWA Legislative Committee to send letters of support or opposition regarding pending legislation, especially in situations where a letter explaining the Board’s position is necessary, but there is insufficient time to include the matter on the agenda of a regular, noticed meeting of the Board.

**SHORT ANSWER:**

The legislative body of a local public agency is statutorily allowed to voice its position on legislative and administrative matters to the Legislature directly or through a representative. (Cal. Gov. Code § 50023). Thus, a policy allowing the General Manager to send letters of legislative support or opposition is permissible under the Brown Act. I would avoid a policy that direct the Chair of the SCWA Legislative Committee to send correspondence if the Chair is an elected official. Any adopted policy should specify that any communication regarding legislation sent to the Legislature from the General Manager must be pursuant to a specific Board policy or directive that was adopted at a public meeting of the Board of Directors.

**BACKGROUND:**

There is a case of interest involving the Los Angeles County Board of Supervisors; however, the case does not set precedent because a court ruling was never issued. The LACBS adopted a policy that allowed staff to oppose any bills that abridge or eliminate any of the Board of Supervisors’ powers and duties.

Assembly Bill 194 (Campos) (“AB 194”) was introduced to the Assembly in 2013. AB 194 sought to amend the Brown Act by clarifying certain public rights regarding public comment at meetings of legislative bodies of local agencies. On August 20, 2014, the LACBS sent a letter to the Legislature, signed by all five supervisors, opposing the bill. The bill passed both houses. Thereafter, the LACBS sent a second letter signed by the Board directly to the Governor, asking him to veto AB 194. Neither letter appeared on any LACBS Agenda.

After learning that the Board had taken a position on AB 194 outside of a noticed, public meeting, CalAware’s General Counsel asked the LACBS to cease and desist from that practice in the future.

County Counsel responded that the practice was not a Brown Act violation because the Board annually adopts a State Legislative Policy during a public meeting, and that the Board's approval of the legislative policies and procedures during its public meeting on December 3, 2013 was broad enough to authorize all actions taken to oppose AB 194. County Counsel relied on two of the LACBS's legislative policies to support the Board's opposition letters: General Policy 7, which allows the CEO and Sacramento advocates to oppose bills that abridge or eliminate the Board of Supervisors' powers and duties, unless the change promotes a higher priority of the Board; and Policy 3.14.1, which allows opposition to legislation that imposes unreasonable burdens or creates unfunded mandates to provide access to records and information managed and maintained by County agencies.

After the LACBS's failure to cease and desist, CalAware filed a Petition and Complaint against the County Board of Supervisors on May 7, 2015, alleging that the Legislative Policy could not support the Board's letters opposing AB 194, because the Policy did not specifically mention or apply to AB 194. CalAware's Petition relies partially on Government Code Section 54952(b)(1), which prohibits **serial meetings**:

**"A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate or take action on any item of business that is within the subject matter jurisdiction of the legislative body."**

Under Government Code Section 54952.6, "action taken" is defined as:

"a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance."

CalAware claimed that the LACBS violated the Brown Act by using a series of communications, either directly or through intermediaries, to discuss, deliberate, and take action on specific legislation, including AB 194, outside of a noticed public meeting. Just as before, the parties settled out of court. The settlement agreement requires the LACBS to update its Legislative Policy on sending letters, and to pay attorney's fees to CalAware.

On August 23, 2016, pursuant to the second settlement agreement with CalAware, The Board of Supervisors adopted a new policy requiring the Board's public vote before sending letters of support or opposition for legislation that would be signed by a majority of the Board.

#### **ANALYSIS:**

The action taken by the LACBS described above was a clear violation of the Brown Act because the letter was signed by the entire Board of Supervisors, and was not adopted at a noticed public meeting. In essence, the LACBS did not follow its own adopted policy, which allowed staff to send such letters.

The policy contemplated by SCWA here would allow the General Manager or the Chair of the Legislative Committee to send letters on behalf of SCWA regarding SCWA's position on specific legislation. This would allow the legislative staff to put SCWA on the record as opposing or supporting a piece of legislation, without any public action being taken by the Board. This policy is likely consistent with the Brown Act, which allows that:



“The legislative body of a local agency, directly, or *through a representative*, may attend the Legislature and Congress, and any committee thereof, and present information to aid the passage of legislation which the legislative body deems beneficial to the local agency or to prevent the passage of legislation that the legislative body deems detrimental to the local agency.”

(Cal. Gov. Code § 50023 [italics added].) Section 50023 allows SCWA, through the use of a representative (e.g., the General Manager or the Chair of the Legislative Committee) to communicate directly with the legislature regarding pending legislation. Thus the legislative policy SCWA is considering appears to be consistent with the Brown Act.

As an aside, the LACBS case discussed herein demonstrate that it is important that the SCWA Board of Directors do not sign any letters without first adopting them at a noticed public meeting. This is because the Brown Act requires that the public be included in the deliberative process or allowed to monitor the action taken for any legislation opposed or supported *directly by the Board*. Both the deliberation and the action taken must be held at a public meeting. However, this public meeting requirement does not apply to the policy contemplated by the SCWA Board here, because the General Manager would be acting pursuant to the SCWA Board’s directives, and the SCWA Board itself would not be taking any action. Thus, there is no need for a noticed, public meeting. If the Chair of the Legislative Committee is an elected public official, I would advise against having him or her sign such letters.

#### **CONCLUSION:**

It is understood that the intent behind the policy is to have flexibility to respond to legislation without waiting for a noticed, regular public meeting of the SCWA Board. The text of the Brown Act appears to allow this legislative policy. In sum, SCWA may adopt a policy allowing the General Manager to send letters regarding legislation on behalf of SCWA without first having the Board approve the letter at a regular, noticed public meeting of the Board of Directors. The caveat to this policy, as demonstrated by the LACBS case, is that no letter may be sent directly from the Board of Directors without prior adoption at a noticed meeting, and the General Manager should avoid communicating with the Board outside of noticed meetings regarding the comments or position of other Board members on the pending legislation or letters prepared to address pending legislation. In addition, the adopted policy should specify that the General Manager may only communicate with the Legislature regarding pending legislation pursuant to a specific policy or directive duly adopted by the Board of Directors at a noticed, public meeting of the Board.

**ACTION OF  
SOLANO COUNTY WATER AGENCY**

**DATE:** December 12, 2019

**SUBJECT:** Retention of Legislative Advocate

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RECOMMENDATIONS:

Authorize General Manager to execute \$ 171,000 contract with Reeb Government Relations, LLC for legislative advocacy services through June 2021.


FINANCIAL IMPACT:

Sufficient funding has been programed into the adopted FY 2019-2020 for the retention of a Legislative Advocate.

BACKGROUND:

Legislative advocacy is one of the high priority goals identified in the Water Agency's 2016-2025 strategic plan. Earlier this fall the Board's Legislative Committee issued a Request for Qualifications (RFQ) for legislative advocacy services. Seven firms responded to the RFQ, three of which were subsequently interviewed by the SCWA Legislative Committee on November 25, 2018. The SCWA Legislative Committee unanimously ranked Reeb Government Relations, LLC as the top firm and recommends the Board authorize the General Manager to execute an 18-month contract with Reeb Government Relations LCC for legislative advocacy services.

Pursuant to the proposed contract; Reeb Government Relations, LLC would be paid a fixed monthly fee of \$9,500 (\$ 171,000 over 18 months). An 18-month contract, with a 60-day notice of termination "out clause", is proposed in order to encompass the remainder of the current 2-year legislative cycle. The proposed contract and associated scope of services is attached.

Recommended:   
Roland Sanford, General Manager

☐

Approved as  
recommended

☐

Other  
(see below)

☒

Continued on  
next page

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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 December 12, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

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

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Retention of a Legislative Advocate is consistent with Goal # 9 (*Expand proactive advocacy at regional, state and federal levels to achieve the objectives of SCWA*) of the 2016-2025 SCWA Strategic Plan.

# **Reeb Government Relations, LLC**

1107 9<sup>th</sup> Street, Suite 620  
Sacramento CA 95814  
Phone: 916-558-1926  
Facsimile: 916-558-1932

## **LOBBYING FIRM RETENTION AGREEMENT**

The following constitutes a lobbying firm retention agreement between **REEB GOVERNMENT RELATIONS, LLC** (“RGR” hereinafter), or its legal successor in interest, and **SOLANO COUNTY WATER AGENCY** (“SCWA” hereinafter), or its legal successor in interest.

1. **SERVICES TO BE PERFORMED**—SCWA engages the services of RGR as an independent contractor with the responsibility for providing advice and representation on behalf of SCWA relating to California state government matters pertaining to SCWA’s legislative program. Such services shall include:

- A. Representation before the California Legislative and Executive branches of government in regard to SCWA’s legislative platform, including water supply and management, flood protection, habitat conservation, and related issues.
- B. Research and analysis of state laws, regulations and guidelines and related initiatives; drafting legislation and amendments thereto relating to such initiatives.
- C. Legislative reporting services as may be required by SCWA.
- D. Participation and attendance at SCWA meetings to discuss current events, tasks under the scope of work and other business related to the legislative program. Attendance and participation at other meetings, upon request by SCWA, including, but not limited to, meetings related to issues management and formation of lobbying coalitions.

and as articulated in “Attachment A”.

RGR will work under the direction of the SCWA General Manager and will coordinate services to be performed with same.

**Solano County Water Agency**  
**Lobbying Firm Retention Agreement**  
**Page 2 of 3**

2. TERMS OF PAYMENT—SCWA will pay RGR, according to terms and conditions set forth herein, a fee of ONE HUNDRED SEVENTY-ONE THOUSAND AND NO/100 DOLLARS (\$171,000.00) for the period of January 1, 2020 through June 30, 2021. This amount shall be paid in EIGHTEEN (18) equal installments of NINE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$9,500.00) due on the first (1<sup>st</sup>) of each month January 2020 through June 2021, inclusive. Payment shall cover all time expended by RGR personnel unless otherwise agreed to by RGR and SCWA.

- A. Invoices shall be submitted monthly by RGR for payment by SCWA. Payment is past due the next business day following the fifteenth of the month. If SCWA has any valid reason for disputing any portion of an invoice, SCWA will so notify RGR within seven (7) calendar days of receipt of invoice, and if no such notification is given, the invoice shall be deemed valid. The portion of RGR's invoice that is not in dispute shall be paid in accordance with the procedures set forth herein.
- B. SCWA shall reimburse RGR travel costs approved by the General Manager. Travel costs shall be based on actual cost and shall include mileage at the recognized Internal Revenue Service rate for business travel, air travel, lodging, meals and incidentals, and ground transportation. All travel expenses must receive SCWA's prior approval. RGR shall provide to SCWA documentation of reimbursable costs incurred. In no event shall the aggregate amount of reimbursable costs payable by SCWA during the term of the agreement exceed the amount of THREE THOUSAND AND NO/100 DOLLARS (\$3,000.00). Any expense incurred in excess of THREE THOUSAND AND NO/100 DOLLARS (\$3,000.00) shall be the legal responsibility of RGR.
- C. A finance charge of 1.5% per month on the unpaid amount of an invoice will be charged on past due accounts. Payments by SCWA will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorney fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by SCWA. If payment of invoices is not current, RGR may suspend

performing further work.

**Solano County Water Agency  
Lobbying Firm Retention Agreement  
Page 3 of 3**

3. **INDEPENDENT CONTRACTOR**—It is understood that RGR will function as an independent contractor and will hold itself out as such and will be without authority to obligate SCWA for indebtedness, contracts, or other legal obligations.
4. **POLITICAL REFORM ACT**—RGR will be solely responsible for its filing and reporting obligations pursuant to the Political Reform Act of 1974, as it may be amended from time to time. SCWA will be solely responsible for its filing and reporting obligations pursuant to the Political Reform Act of 1974, as it may be amended from time to time.
5. **GOVERNING LAW** - This agreement shall be governed by and construed pursuant to the laws of the State of California.
6. **ENTIRE AGREEMENT** - This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect. This agreement may be supplemented, amended or revised only in writing by agreement of the parties.
7. **TERM OF AGREEMENT**—The engagement shall be subject to review at any mutually agreed upon time. Either party may terminate this engagement without cause by giving written notice at least sixty (60) days prior to the date of termination. SCWA's obligation to pay any further monthly installments shall cease upon the date of the termination and SCWA shall have no further monetary obligation to RGR as of that date of termination. This agreement becomes effective on January 1, 2020 and shall terminate on June 30, 2021.

**SOLANO COUNTY  
WATER AGENCY**  
810 Vaca Valley Parkway, Suite 203  
Vacaville CA 95688

**REEB GOVERNMENT  
RELATIONS, LLC**  
1107 9<sup>th</sup> Street, Suite 620  
Sacramento CA 95814

By: Roland Sanford  
General Manager  
Date:

By: Robert J. Reeb  
Managing Officer  
Date:

## Attachment A

Reeb Government Relations, LLC will provide the following services to SCWA:

- Represent the Agency in Sacramento in collaboration with the Board of Directors and General Manager.
- Conduct routine tracking of state legislation of interest, state budget actions, and provide monthly legislative status reports.
- Identify any water resources, water quality, sewer, recycled water, groundwater, environmental, special district or other related state legislation that would have a negative or positive impact on Agency operations and provide analysis as needed.
- Convey the Agency's position on state legislation and water issues to its legislative delegation and key water related staff, as well as to appropriate state agencies, departments, boards, and the Governor's Office.
- Advocate for state funding for the Agency's high priority projects, including the Agency's legislative delegation and key water staff, as well as the Legislature and appropriate state agencies, departments, boards, and the Governor's Office.
- Generate support for Agency projects and issues including negotiations with stakeholders; preparing and securing position letters for high priority projects and issues from interested parties; and preparing and giving testimony, as necessary.
- Maintain ongoing liaison with the Agency's state legislative delegation to keep legislators advised of the Agency's activities and priorities.
- Maintain ongoing working relationships and provide communication with key state legislative, policy committee and administration staff members.
- Coordinate with the General Manager on visits to Sacramento by members of the Agency's Board of Directors and staff as needed. The timing of all visits will depend on the state

legislative schedule and the priorities of the Agency.

- Prepare and present reports to the Agency's Board of Directors, including but not limited to: (1) a report summarizing relevant proposed state legislation and providing recommended positions for the Board's consideration; and (2) an annual state legislative report summarizing the results of the legislation tracked during the legislative session.
- Report on emerging and/or unanticipated state legislative and policy issues to the General Manager, as necessary or appropriate. Research and provide written and oral information to the Agency on matters which include but are not limited to: (a) Proposed State laws and regulations that may affect the Agency's interests; (b) Reports on and testimony from, legislative and administration hearings; (c) The development and progress of State issues potentially affecting Agency interests; (d) State agency and department regulations, guidelines, and other issuances of administrative policy; and (e) Technical reports and memoranda relevant to the Agency.
- Carry out other specific assignments as may be made by the Agency at the direction of the General Manager.



ACTION OF  
SOLANO COUNTY WATER AGENCY

DATE: December 12, 2019

SUBJECT: Creation of Assistant General Manager Position

RECOMMENDATIONS:


- 1. Create Assistant General Manager position and Job Description
- 2. Authorize General Manager to hire Assistant General Manager

FINANCIAL IMPACT:

Proposed monthly salary range 53; currently \$11,846 - \$14,399. Staff is proposing to promote existing Principal Water Resources Specialist (monthly salary range 49; currently \$10,745 - \$13,060) into proposed Assistant General Manager position and leave existing Principal Water Resources Specialist position vacant for next one to two years (see discussion below).

BACKGROUND:

The responsibilities of the Water Agency have grown significantly over the last 10 years, along with the staff. The Water Agency currently has 20 full-time employees and as many as 20 seasonal interns at any given time. Since 2015 the Water Agency has assumed SGMA (Sustainable Groundwater Management Act) administrative responsibilities, expanded flood management and Lake Berryessa invasive mussel infestation prevention program responsibilities, and will soon be implementing the Solano Habitat Conservation Plan program. These relatively new responsibilities, on top of the long standing water supply responsibilities associated with the North Bay Aqueduct and the Solano Project, are critically important and require continuous staff attention – which they are receiving, but at a cost. Out of necessity, Water Agency staff and the General Manager in particular are focused on the “here and now”, leaving insufficient time for long-range planning/strategic development, attention to legislative matters, and coalition building in general.

Recommended:   
Roland Sanford, General Manager

<input type="checkbox"/> Approved as recommended	<input type="checkbox"/> Other (see below)	<input checked="" type="checkbox"/> Continued on next page
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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 October 10, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Staff is proposing the creation of an Assistant General Manager position that would serve as the acting General Manager in the General Manager's absence (see attached job description). The duties and responsibilities of the Assistant General Manager would overlap in certain areas with those of the General Manager but be more focused on the day-to-day operations of the Water Agency. Creation of the Assistant General Manager position would allow the General Manager to focus less on the "here and now" and more on long-range planning/strategic development, legislative matters, and coalition building in general.

Larger water management organizations such as Sonoma Water and even some similar sized organizations such as Yolo County Flood Control and Water Conservation District often have multiple assistant general managers or deputy directors who oversee divisions – administration, operations, engineering, etc. – within the organization. Staff is proposing a similar organizational structure, whereby the Water Agency's engineering staff and the Putah Creek Streamkeeper would continue to report to the General Manager, while the administrative and water resources specialists would report to the Assistant General Manager, who would in turn report to the General Manager.

The proposed Assistant General Manager job description and associated monthly salary range (Salary Range 53: \$11,846 - \$14,399) were developed by the Water Agency's human resources consultants – Regional Government Services (RGS). If approved, the position could be filled by an external candidate. It is staff's recommendation the position be filled by an internal candidate – the current Principal Water Resources Specialist – and the existing Principal Water Resources Specialist position left vacant at least until the Solano Habitat Conservation Plan is adopted and implementation underway, approximately one to two years from now (upon implementation it is anticipated the Solano Habitat Conservation Plan will become one of the largest Water Agency programs and require the expertise of a Principal level professional whose time is fully dedicated to the Solano Habitat Conservation Plan).

Currently, the Principal Water Resources Specialist serves as the de facto Assistant General Manager in the General Manager's absence. Promoting the current Principal Water Resources Specialist to the Assistant General Manager position would create professional growth opportunities for existing staff within the Water Agency – an element of succession planning – without significant cost (incremental cost between current Principal Water Resources Specialist salary range and proposed Assistant General Manager salary range – a difference of 10 percent).

#### RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN

The proposed Assistant General Manager position is consistent with Objective C (*Provide necessary and sufficient staffing and resources to maintain program activities and to achieve the goals and objective of strategic plan priorities*) of Goal 10 (*Provide the necessary resources to continue to achieve SCWA's mission and values efficiently and effectively in a fiscally responsible manner*).

## **ASSISTANT GENERAL MANAGER**

FLSA: Exempt

Monthly Salary Range #53 (\$11,846 -\$14,399)

### **Definition**

Under general direction, assists the General Manager in managing and directing the daily activities of the Agency; directly oversees and manages the administration unit of the Agency including finance, human resources, information technology and general administration; executes actions needed to support the General Manager in the overall success of the Agency; provides highly complex assistance to the General Manager; participates in Board of Directors or related meetings in the absence of the General Manager; acts for the General Manager in the operation and conduct of Agency business; fosters cooperative working relationships with other governmental and regulatory agencies and various public and private groups; and performs related work as required.

### **Supervision Received and Exercised**

Receives general direction from the General Manager. Exercises direct and general supervision over assigned staff.

### **Class Characteristics**

This is a management-level class responsible for assisting and supporting the General Manager in the planning and execution of programs and projects for accomplishing the Agency's short- and long-term goals and objectives. Directly manages the Agency's programs and activities of the administration unit and groundwater management program. Within assigned areas of responsibility, the incumbent operates with substantial latitude and discretion. This class is distinguished from the General Manager in that the latter has overall administrative direction and oversight for all Agency functions and activities.

### **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.*

- Manages the programs and activities of the administration unit including finance, human resources, information technology, and general administration; oversee and directly perform duties related to other programs and/or agency functions as assigned.

- Manages the programs and activities of the groundwater management program.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned function; recommends, within Agency policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages the development and administration of the Agency's budgets, including materials and supplies, contract services, specified capital improvement projects, and vehicle and equipment expenses; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the General Manager.
- Oversees the development of requests for proposals for professional and/or construction services, and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Agency standards and specifications, and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the General Manager; directs the implementation of improvements.
- Represents the Agency at meetings with local, State, and Federal agencies.
- Analyzes the impact of other local, State, and Federal agencies' projects on the Agency and its purpose.
- Responds to complaints and inquiries regarding drainage and flooding from the general public and other agencies.
- Confers with and represents the Agency in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Monitors changes in laws, regulations, and technology that may affect Agency operations; and implements policy and procedural changes as required.

- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides technical advice to the Agency's General Manager and the Board of Directors in Agency day-to-day operational matters.
- Acts as General Manager in his/her absence.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

## **Qualifications**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and techniques of administrative services as they relate to the Agency, including finance, human resources, information technology, and general administration functions.
- Principles, practices, methods, and technical requirements of water systems and related facilities and appurtenances.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs;
- Principles and practices of municipal government administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of contract negotiations and management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, vendors, contractors, and various business, professional, educational, regulatory, and legislative organizations.
- Safety principles and practices.
- Record keeping principles and procedures.
- 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 providing a high level of customer service and effectively representing the Agency in contacts with vendors, contractors, governmental agencies, community groups, the public, Agency staff, and various business, professional, educational, regulatory, and legislative organizations, in person and over the telephone.

Ability to:

- Conduct groundwater supply surveys analyze data and make sound recommendations based on said data.
- Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.
- Read and interpret plans, specifications, and diagrams used in the design and construction of water delivery and flood management systems and facilities.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, and other written materials.
- Conduct effective negotiations and effectively represent the Agency in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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 public or business administration, public policy, finance, engineering, or a field related to the work and six (6) years of professional experience in a water related industry which

has included the planning, organizing and directing of operations and staff, with three (3) years of management experience in a municipal or other public agency setting. Experience in working with an elected Board of Directors or Board is highly desirable. Possession of a graduate degree and/or related certification(s) maybe counted toward the required experience.

### **License and Certifications**

Possession of and ability to maintain a valid appropriate California driver's license and a satisfactory driving record.

### **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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter 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 potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Working Conditions**

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

Established: March 2019