

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS MEETING

BOARD OF DIRECTORS:

Chair:

Director John D. Kluge
Solano Irrigation District

Vice Chair:

Supervisor Skip Thomson
Solano County District 5

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

Mayor Pete Sanchez
City of Suisun City

Mayor Len Augustine
City of Vacaville

Mayor Bob Sampayan
City of Vallejo

GENERAL MANAGER:

Roland Sanford
Solano County Water
Agency

DATE: Thursday, November 8, 2018

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 October 11, 2018.

(B) **Expenditure Approvals:** Approval of the October 2018 checking account register.

(C) **Agreement with Pat Davis Design Group:** Authorize General Manager to execute 3-year contract – total cost not to exceed \$82,100 – with Pat Davis Design Group for design of one new and redesign of three existing Water Agency maintained websites.



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. **2019 LEGISLATIVE PLATFORM**

RECOMMENDATIONS:

- 1) Adopt 2019 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 2019 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 2019 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.

10. **DIXON WATERSHED MANAGEMENT PLAN UPDATE**

RECOMMENDATION: Authorize General Manager to execute \$ 61,900 contract with West Yost Associates for Phase I (Tremont 3 subwatershed) hydrologic update of the Dixon Watershed Management Plan.

11. EMPLOYEE HEALTH BENEFIT CAFETERIA PLAN ALLOWANCE – REDISTRIBUTION OF 2019 BUDGETED FUNDS

RECOMMENDATION: For the 2019 calendar year, redistribute unused health insurance funds to participants in the “Employee + 1” and “Employee + Family” health insurance categories:

- | | | |
|----|--------------------|-----------------------|
| a) | Employee + 1: | \$ 351/month increase |
| b) | Employee + Family: | \$ 766/month increase |

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

RECOMMENDATION:

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

13. WATER POLICY UPDATES *(estimated time: 10 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, and Delta Stewardship Council.
4. Hear report from Supervisor Vasquez on activities of the Delta Conservancy.

14. TIME AND PLACE OF NEXT MEETING

Thursday, December 13, 2018 at 6:30 p.m. at the SCWA offices.

The Full Board of Directors packet with background materials for each agenda item can be viewed on the Agency’s website at www.scwa2.com.

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

CONSENT ITEMS

**SOLANO COUNTY WATER AGENCY
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: October 11, 2018**

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
Mayor Thom Bogue, City of Dixon
Mayor Harry Price, City of Fairfield
Mayor Ronald Kott, City of Rio Vista
Mayor Pete Sanchez, City of Suisun
Mayor Len Augustine, City of Vacaville
Mayor Bob Sampayan, City of Vallejo
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 2068
Director John Kluge, Solano Irrigation District

CALL TO ORDER

The meeting was called to order at 6:39 p.m. by Chair Kluge.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

Supervisor Brown requested that item 5D (Approve Revisions to Water Agency Procurement Policy) be pulled for further discussion.

On a motion by Mayor Sanchez and second by Mayor Price the Board unanimously approved the following consent items:

- (5A) Minutes
- (5B) Expenditure Approvals
- (5C) Quarterly Financial Reports
- (5E) Adopt Water Agency Grant Application and Administration Policy & Procedures

Supervisor Brown recommended that all vender quotes for materials, supplies and/or equipment be made and submitted to the Water Agency in writing, as opposed to the option of accepting oral in lieu of written quotes, as was originally proposed by staff.

On a motion by Mayor Patterson and a second by Supervisor Brown the Board unanimously approved consent item 5D (Approve Revisions to Water Agency Procurement Policy) with the caveat that vender quotes, whenever required, be made and submitted to the Water Agency in writing.

BOARD MEMBER REPORTS

There were no Board Member reports.

GENERAL MANAGER'S REPORT

There were no additions to the General Manager's written report provided in the meeting agenda packet. Mayor Bogue requested a status report on the Dixon Watershed Management Plan Update scope of work that Solano County, City of Dixon, Dixon Resource Conservation District, and Solano County Water Agency staff has been working on. General Manager Roland Sanford noted that progress has been slow and that the group anticipates finalizing the scope of work in November.

SOLANO WATER ADVISORY COMMISSION

There was no report from the Solano Water Advisory Commission.

WATER EFFICIENT LANDSCAPE REBATE PILOT PROGRAM PRESENTATION

Associate Water Resources Specialist Sabrina Colias gave a presentation on the Water Agency's Water Efficient Landscape Rebate Pilot Program for seniors and low income households – a new element of the Water Agency's long standing Residential Water Efficient Landscape Rebate Program. She explained that the Residential Water Efficient Landscape Rebate Program is one of the most popular water conservation programs offered by the Water Agency. However, because there are "upfront" costs to program participants (program participants pay for plants and other supplies, and following completion of the lawn conversion, receive a rebate to offset their upfront expenditures) and not all participants have the time or ability to "self-convert" their lawn into a sustainable low water use landscape, the program has typically been underutilized by low income households and individuals with disabilities.

Ms. Colias described the pilot program and discussed lessons learned – what aspects of the pilot program worked well, what did not. Several Board members expressed strong support for continuing and expanding the pilot program. Supervisor Brown recommended staff contact the Senior Coalition to help promote the pilot program. Similarly, Mayor Patterson recommended staff contact the Carquinez Village group in Benicia, as well as Rebuilding Together to promote the pilot program. Mayor Patterson also noted that local landscape architects may be willing to donate their time and expertise to assist program participants with the planning and design of water efficient landscapes.

LEGISLATIVE UPDATES

General Manager Roland Sanford reported that the SCWA Legislative Committee is preparing a draft 2019 SCWA Legislative Platform that will be available for Board consideration and possible adoption at the November 2018 Board meeting.

WATER POLICY UPDATES

1. There was no report from staff on emerging Delta and Water Policy issues.
2. General Manager Roland Sanford noted that the deadline for Board members and/or their supporting staff to submit comments on the draft Flood Management Policy recommended by the Water Policy Committee is November 9, 2018.
3. Supervisor Thomson stated that on October 24, 2018 the Delta Stewardship Council will begin hearings on the Conveyance, Storage, and Operation amendments to the Delta Plan.
4. There was no report on the activities of the Delta Conservancy.

TIME AND PLACE OF NEXT MEETING

Thursday, November 8, 2018 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 7:04 p.m.

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

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: November 8, 2018
SUBJECT: Expenditures Approval

RECOMMENDATIONS:

Approve expenditures from the Water Agency checking accounts for October, 2018.

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 October, 2018. Additional backup information is available upon request.

Recommended: _____

Roland Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

☐

Continued on
next page

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 November 8, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Oct 1, 2018 to Oct 31, 2018

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
10/1/18	32223V	2020N 1020SC	Invoice: SEP 2018 CLEAN TECH ADVOCATES	8,600.00	8,600.00
10/2/18	32334	2020SC 1020SC	Invoice: POLICY YR 2018-2019 ACWA JOINT POWERS INSURANCE AUTHORIT	59,019.03	59,019.03
10/2/18	32335	2020N 2020N 1020SC	Invoice: SEP 2018 Invoice: OCT 2018 CLEAN TECH ADVOCATES	8,600.00 8,600.00	17,200.00
10/2/18	32336	2020SC 1020SC	Invoice: 4804 CREATIVE MEDIA SOLUTIONS, INC.	1,271.96	1,271.96
10/2/18	32337	2020N 1020SC	Invoice: 6-314-82910 FEDEX EXPRESS	511.23	511.23
10/2/18	32338	2020SC 1020SC	Invoice: PC01 FOUR 'M' CONTRACTING	200,418.00	200,418.00
10/2/18	32339	2020SC 1020SC	Invoice: 106238 GHD, INC.	302.00	302.00
10/2/18	32340	2020SC 1020SC	Invoice: 2018-01 HIUGA DIVING CO.	4,200.00	4,200.00
10/2/18	32341	2020SC 2020SC 1020SC	Invoice: PS010867339 Invoice: PS010867692 HOLT OF CALIFORNIA	252.25 52.62	304.87
10/2/18	32342	2020SC 1020SC	Invoice: CL02217 INTERSTATE OIL COMPANY	1,002.94	1,002.94
10/2/18	32343	2020SC 1020SC	Invoice: 201007 MARTIN'S METAL FABRICATION &	125.43	125.43
10/2/18	32344	2020SC 1020SC	Invoice: C57725 MECOM EQUIPMENT, LLC	151.45	151.45
10/2/18	32345	2020SC 1020SC	Invoice: 3102460967 PITNEY BOWES	535.00	535.00
10/2/18	32346	2020SC 1020SC	Invoice: 01039791 RECOLOGY HAY ROAD	30.00	30.00
10/2/18	32347	2020SC 1020SC	Invoice: 1317 ROCK STEADY JUGGLING	1,000.00	1,000.00
10/2/18	32348	2020SC 1020SC	Invoice: 35017 SOUTHWEST ENVIRONMENTAL	76,208.50	76,208.50
10/2/18	32349	2020SC 2020SC 1020SC	Invoice: 113325 Invoice: 113324 STERLING MAY CO.	107.44 90.77	198.21
10/2/18	32350	2020SC 1020SC	Invoice: SCWA-WPCP-2018-01 STREAMWISE	25,515.25	25,515.25
10/2/18	32351	2020SC 1020SC	Invoice: BAWMRP #19 THINKING GREEN CONSULTANTS	6,552.00	6,552.00
10/2/18	32352	2020SC 1020SC	Invoice: FARZIN TABAN FARZIN TABAN	1,000.00	1,000.00
10/10/18	32352V	2020SC 1020SC	Invoice: FARZIN TABAN FARZIN TABAN	1,000.00	1,000.00
10/2/18	32353	2020SC 1020SC	Invoice: 120802 WOOD RODGERS, INC.	6,548.40	6,548.40
10/2/18	32354	2020SC 1020SC	Invoice: 752902 YELLOW SPRINGS INSTRUMENT CO.	1,834.32	1,834.32
10/9/18	32355	2020SC 1020SC	Invoice: 212507 A & L WESTERN AGRICULTURAL LABS	144.00	144.00

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/9/18	32356	2020SC 1020SC	Invoice: 07.01.18 - 09.30.18 ACWA JOINT POWERS INSURANCE AUTHORIT	3,969.64	3,969.64
10/9/18	32357	2020SC 1020SC	Invoice: 58420476 ALTEC NUECO	37,500.00	37,500.00
10/9/18	32358	2020SC 1020SC	Invoice: 2807173 AMERICAN TOWER CORPORATION	601.39	601.39
10/9/18	32359	2020SC 1020SC	Invoice: MUSSEL INC I CAMILLE BEARD	34.75	34.75
10/9/18	32360	2020SC 1020SC	Invoice: 12524526 CALPERS LONG-TERM CARE PROGRAM	871.00	871.00
10/9/18	32361	2020SC 1020SC	Invoice: 17654 CENTRAL VALLEY EQUIPMENT REPAIR	880.11	880.11
10/9/18	32362	2020SC 1020SC	Invoice: 5011859376 CINTAS CORPORATION	99.49	99.49
10/9/18	32363	2020U 1020SC	Invoice: 17369035 CONTECH ENGINEERED SOLUTIONS LLC	3,214.37	3,214.37
10/9/18	32364	2020SC 1020SC	Invoice: 154689 DEPT OF FORESTRY & FIRE PROTECTION	228.40	228.40
10/9/18	32365	2020SC 1020SC	Invoice: 5614112 TIAA BANK	1,341.95	1,341.95
10/9/18	32366	2020SC 1020SC	Invoice: MUSSEL INC I AMBER GARCIA	14.25	14.25
10/9/18	32367	2020SC 2020SC 1020SC	Invoice: 106923 Invoice: 107347 GHD, INC.	3,716.25 4,295.25	8,011.50
10/9/18	32368	2020SC 1020SC	Invoice: 9/29/18 MARK E. GRISMER PHD PE	11,013.00	11,013.00
10/9/18	32369	2020SC 1020SC	Invoice: OP-59244-18 HEDGEROW FARMS, INC.	6,081.08	6,081.08
10/9/18	32370	2020N 1020SC	Invoice: 1018-2 JEFFREY J JANIK	1,500.00	1,500.00
10/9/18	32371	2020SC 1020SC	Invoice: 0109817 JUST THE FINEST PEST MNGT	60.00	60.00
10/9/18	32372	2020SC 1020SC	Invoice: OCT 2018 EXEC MTG JOHN D. KLUGE	100.00	100.00
10/9/18	32373	2020SC 1020SC	Invoice: 162119 LSA ASSOCIATES, INC.	27,090.34	27,090.34
10/9/18	32374	2020SC 1020SC	Invoice: 34247 LUHDORFF & SCALMANINI	3,500.25	3,500.25
10/9/18	32375	2020SC 1020SC	Invoice: 524807 M&M SANITARY LLC	157.50	157.50
10/9/18	32376	2020SC 1020SC	Invoice: 16400 MANN, URRUTIA, NELSON, CPAS	12,500.00	12,500.00
10/9/18	32377	2020SC 1020SC	Invoice: MUSSEL INC I NANETTE NELSON	15.75	15.75
10/9/18	32378	2020SC 1020SC	Invoice: 18-026 ORIT KALMAN	1,500.00	1,500.00
10/9/18	32379	2020SC 2020SC 2020SC 2020SC 2020SC	Invoice: 259615 Invoice: 259614 Invoice: 007729 Invoice: 259728 Invoice: 259729	52.17 18.28 14.05 157.45 60.59	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		2020SC	Invoice: 260066	111.52	
		2020SC	Invoice: 260007	10.71	
		2020SC	Invoice: 260000	10.71	
		2020SC	Invoice: 260065	115.74	
		2020SC	Invoice: 260052	155.97	
		2020SC	Invoice: 008447	14.05	
		2020SC	Invoice: 008446	14.05	
		2020SC	Invoice: 260138	13.17	
		2020SC	Invoice: 260297	14.94	
		2020SC	Invoice: 009041	84.87	
		2020SC	Invoice: 260530	34.29	
		2020SC	Invoice: 009880	97.22	
		2020SC	Invoice: 010145	72.95	
		2020SC	Invoice: 261354	7.06	
		2020SC	Invoice: 261358	123.65	
		2020SC	Invoice: 261441	33.37	
		2020SC	Invoice: 261442	16.08	
		1020SC	PACIFIC ACE HARDWARE		1,232.89
10/9/18	32379V	2020SC	Invoice: 259615		52.17
		2020SC	Invoice: 259614		18.28
		2020SC	Invoice: 007729		14.05
		2020SC	Invoice: 259728		157.45
		2020SC	Invoice: 259729		60.59
		2020SC	Invoice: 260066		111.52
		2020SC	Invoice: 260007		10.71
		2020SC	Invoice: 260000		10.71
		2020SC	Invoice: 260065		115.74
		2020SC	Invoice: 260052		155.97
		2020SC	Invoice: 008447		14.05
		2020SC	Invoice: 008446		14.05
		2020SC	Invoice: 260138		13.17
		2020SC	Invoice: 260297		14.94
		2020SC	Invoice: 009041		84.87
		2020SC	Invoice: 260530		34.29
		2020SC	Invoice: 009880		97.22
		2020SC	Invoice: 010145		72.95
		2020SC	Invoice: 261354		7.06
		2020SC	Invoice: 261358		123.65
		2020SC	Invoice: 261441		33.37
		2020SC	Invoice: 261442		16.08
		1020SC	PACIFIC ACE HARDWARE	1,232.89	
10/9/18	32380	2020SC	Invoice: PLEASURE COVE I	59.76	
		1020SC	PLEASURE COVE MARINA		59.76
10/9/18	32381	2020SC	Invoice: JUL-SEP 2018	68,588.37	
		1020SC	PUTAH CREEK COUNCIL		68,588.37
10/9/18	32382	2020SC	Invoice: MUSSEL INC I	9.00	
		1020SC	VANESSA RAMIREZ		9.00
10/9/18	32383	2020SC	Invoice: 0930180229	3,883.75	
		1020SC	SHANDAM CONSULTING		3,883.75
10/9/18	32384	2020U	Invoice: SEP 2018	550.23	
		1020SC	SOLANO COUNTY FLEET MANAGEMENT		550.23
10/9/18	32385	2020SC	Invoice: 0007057	184.85	
		2020SC	Invoice: 0007056	10,938.62	
		1020SC	SOLANO IRRIGATION DISTRICT		11,123.47
10/9/18	32386	2020SC	Invoice: OCT 2018 EXEC MTG	100.00	
		1020SC	JAMES SPERING		100.00
10/9/18	32387	2020SC	Invoice: 67141	306.26	
		2020SC	Invoice: 57145	36.85	
		2020SC	Invoice: 57144	5.18	
		2020SC	Invoice: 57154	248.23	
		2020SC	Invoice: 57221	392.54	
		2020SC	Invoice: 57217	11.80	
		2020SC	Invoice: 57297	29.94	
		2020SC	Invoice: 57423	9.65	
		2020SC	Invoice: 57432	99.31	
		1020SC	SUISUN VALLEY FRUIT GROWERS AS		1,139.76

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10/9/18	32388	2020SC 1020SC	Invoice: 2018-9-SCWA SUSTAINABLE SOLANO	10,054.38	10,054.38
10/9/18	32389	2020SC 1020SC	Invoice: JUL,AUG, SEP 2018 CRAIG D. THOMSEN	25,054.48	25,054.48
10/9/18	32390	2020SC 2020SC 1020SC	Invoice: 200426757 Invoice: 200428144 TRACTOR SUPPLY CREDIT PLAN	30.43 40.85	71.28
10/9/18	32391	2020SC 1020SC	Invoice: DOUGLAS LIVINGSTON-Q DOUGLAS LIVINGSTON-QUINN	951.00	951.00
10/9/18	32392	2020SC 2020SC 2020SC 1020SC	Invoice: 6653 Invoice: 6662 Invoice: 6680 WINTERS AGGREGATE, LLC	1,226.93 284.13 7,275.45	8,786.51
10/15/18	32393	2020SC 1020SC	Invoice: 0577965 ACWA JOINT POWERS INSURANCE AUTHORITY	1,663.50	1,663.50
10/15/18	32394	2020SC 1020SC	Invoice: 314098-3 ALPHA MEDIA II LLC	3,500.00	3,500.00
10/15/18	32395	2020SC 2020SC 2020SC 1020SC	Invoice: SNYDER SEP 2018 Invoice: LEE SEP 2018 Invoice: WILLINGMYRE SEP 2018 BANK OF THE WEST	69.75 792.95 9.53	872.23
10/17/18	32395V	2020SC 2020SC 2020SC 1020SC	Invoice: SNYDER SEP 2018 Invoice: LEE SEP 2018 Invoice: WILLINGMYRE SEP 2018 BANK OF THE WEST		69.75 792.95 9.53
10/15/18	32396	2020SC 1020SC	Invoice: 18-888 BARTEL ASSOCIATES	1,963.00	1,963.00
10/15/18	32397	2020SC 2020SC 2020SC 1020SC	Invoice: BA5878 Invoice: BA5877 Invoice: BA5876 BLANKINSHIP & ASSOCIATES, INC.	1,733.33 1,250.00 608.99	3,592.32
10/15/18	32398	2020SC 2020SC 1020SC	Invoice: 12517727 Invoice: 12524580 CALPERS LONG-TERM CARE PROGRAM	780.19 776.70	1,556.89
10/15/18	32399	2020SC 1020SC	Invoice: 54406281 CHEVRON AND TEXACO	710.16	710.16
10/15/18	32400	2020SC 1020SC	Invoice: OCT 2018 BOD MTG DALE CROSSLEY	100.00	100.00
10/15/18	32401	2020SC 1020SC	Invoice: 4681 EYASCO, INC.	28,510.00	28,510.00
10/15/18	32402	2020SC 1020SC	Invoice: 771797 GREENHOUSE MEGASTORE	595.65	595.65
10/15/18	32403	2020SC 2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 89988 Invoice: 89990 Invoice: 89991 Invoice: 89989 Invoice: 89992 HERUM \ CRABTREE \ SUNTAG	2,386.80 961.35 201.45 1,359.15 8,157.64	13,066.39
10/15/18	32404	2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC	Invoice: 8016777 Invoice: 756078 Invoice: 5017213 Invoice: 5017214 Invoice: 1017690 Invoice: 1017691 Invoice: 4581854 Invoice: 4581855 Invoice: 8026954 Invoice: 5562366	413.92 128.08 79.30 19.24 95.26 22.48 408.24 65.72 452.57 164.26	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		2020SC	Invoice: 1970327	321.60	
		2020SC	Invoice: 970365	435.74	
		2020SC	Invoice: 8016778	359.14	
		2020SC	Invoice: 8016779	39.88	
		2020SC	Invoice: 6024542	15.21	
		2020SC	Invoice: 6224457		107.18
		1020SC	HOME DEPOT CREDIT SERVICE		2,913.46
10/15/18	32405	2020SC	Invoice: OCT 2018 BOD MTG	100.00	
		1020SC	JOHN D. KLUGE		100.00
10/15/18	32407	2020SC	Invoice: 73069	2,950.00	
		1020SC	NORTHSTAR		2,950.00
10/15/18	32408	2020SC	Invoice: 259615	52.17	
		2020SC	Invoice: 259614	18.28	
		2020SC	Invoice: 007729	14.05	
		2020SC	Invoice: 259728	157.45	
		2020SC	Invoice: 259729	60.59	
		2020SC	Invoice: 260065	115.74	
		2020SC	Invoice: 260066	111.52	
		2020SC	Invoice: 260007	10.71	
		2020SC	Invoice: 260000	10.71	
		2020SC	Invoice: 260052	155.97	
		2020SC	Invoice: 008446	14.05	
		2020SC	Invoice: 008447	14.05	
		2020SC	Invoice: 260138	13.17	
		2020SC	Invoice: 260297	14.94	
		2020SC	Invoice: 009041	84.87	
		2020SC	Invoice: 260530	34.29	
		2020SC	Invoice: 009880	97.22	
		2020SC	Invoice: 010145	72.95	
		2020SC	Invoice: 261354	7.06	
		2020SC	Invoice: 261358	123.65	
		2020SC	Invoice: 261441	33.37	
		2020SC	Invoice: 261442	16.08	
		2020SC	Invoice: 010867	157.82	
		1020SC	PACIFIC ACE HARDWARE		1,390.71
10/15/18	32409	2020SC	Invoice: OCT 2018 BOD MTG	100.00	
		1020SC	ELIZABETH PATTERSON		100.00
10/15/18	32410	2020SC	Invoice: 8918	2,967.75	
		1020SC	REGIONAL GOVERNMENT SERVICES		2,967.75
10/15/18	32411	2020SC	Invoice: OCT 2018 BOD MTG	127.25	
		1020SC	BOB SAMPAYAN		127.25
10/15/18	32412	2020SC	Invoice: 02-FY19	5,000.00	
		1020SC	SANTA CLARA VALLEY HABITAT AGENCY		5,000.00
10/15/18	32413	2020SC	Invoice: 0007071	46,281.56	
		1020SC	SOLANO IRRIGATION DISTRICT		46,281.56
10/15/18	32414	2020SC	Invoice: OCT 2018 BOD MTG	100.00	
		1020SC	JAMES SPERING		100.00
10/15/18	32415	2020SC	Invoice: KATHLEEN STUTZ	5,800.00	
		1020SC	KATHLEEN STUTZ		5,800.00
10/15/18	32416	2020SC	Invoice: 20961-34	9,503.83	
		1020SC	THE REGENTS OF THE UNIVERSITY OF CA		9,503.83
10/15/18	32417	2020SC	Invoice: FARZIN TABAN	876.00	
		1020SC	FARZIN TABAN		876.00
10/15/18	32418	2020SC	Invoice: OCT 2018 BOD MTG	100.00	
		1020SC	JOHN VASQUEZ		100.00
10/15/18	32419	2020SC	Invoice: 9815434917	2,528.39	
		1020SC	VERIZON WIRELESS		2,528.39
10/15/18	32420	2020SC	Invoice: 37573	200.00	
		1020SC	VISION TECHNOLOGY (NOW GRANIC30)		200.00

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/15/18	32421	2020SC 1020SC	Invoice: 1045 WILSON PUBLIC AFFAIRS	3,550.00	3,550.00
10/18/18	32422	2020SC 2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: LEE SEP 2018 Invoice: SNYDER SEP 2018 Invoice: WILLINGMYRE SEP 2018 Invoice: COLIAS SEP 2018 Invoice: MAROVICH SEP 2018 BANK OF THE WEST	792.95 69.75 9.52 406.33 52.99	1,331.54
10/22/18	32423	2020SC 1020SC	Invoice: 2019 AGENCY DUES ACWA	22,560.00	22,560.00
10/22/18	32424	2020SC 1020SC	Invoice: 1810004 AD SPECIAL TS	70.80	70.80
10/22/18	32425	2020SC 2020SC 1020SC	Invoice: 20953 Invoice: 21011 BAMBOO DEPOT	255.98 447.97	703.95
10/22/18	32426	2020SC 1020SC	Invoice: 81292 BROADBENT	2,054.80	2,054.80
10/22/18	32427	2020SC 1020SC	Invoice: 0085880 BSK ASSOCIATES	124.00	124.00
10/22/18	32428	2020SC 2020SC 1020SC	Invoice: 000012040805 Invoice: 000012040850 CALNET3	256.32 164.68	421.00
10/22/18	32429	2020SC 1020SC	Invoice: 17669 CENTRAL VALLEY EQUIPMENT REPAIR	1,142.16	1,142.16
10/22/18	32430	2020SC 1020SC	Invoice: 10/16/18 CA HIGHWAY PATROL	10.00	10.00
10/22/18	32431	2020SC 1020SC	Invoice: 4733979-0001 CRESCO EQUIPMENT RENTAL	7,235.59	7,235.59
10/22/18	32432	2020SC 1020SC	Invoice: 2019 MEMBERSHIP CSDA MEMBER SERVICES	7,252.00	7,252.00
10/22/18	32433	2020N 1020SC	Invoice: US0132153329 ERNST & YOUNG U.S. LLP	2,934.00	2,934.00
10/22/18	32434	2020SC 1020SC	Invoice: 24772 GARCIA & ASSOCIATES	31,119.61	31,119.61
10/22/18	32435	2020SC 2020SC 1020SC	Invoice: 68073 Invoice: 68061 NORMANDEAU ASSOCIATES, INC.	2,208.00 472.50	2,680.50
10/22/18	32436	2020SC 1020SC	Invoice: 180927771 OH SHIRT YEAH	1,606.83	1,606.83
10/22/18	32437	2020SC 1020SC	Invoice: 098532 PMC ENGINEERING LLC	8,331.27	8,331.27
10/22/18	32438	2020SC 1020SC	Invoice: 43490705 RECOLOGY VACAVILLE SOLANO	246.36	246.36
10/22/18	32439	2020SC 1020SC	Invoice: 8956 REGIONAL GOVERNMENT SERVICES	124.26	124.26
10/22/18	32440	2020SC 1020SC	Invoice: SCWA1809 RICHARD HEATH & ASSOCIATES, INC.	1,397.00	1,397.00
10/22/18	32441	2020SC 2020SC 2020SC 1020SC	Invoice: 004510 Invoice: 003022 Invoice: SAMS CLUB I SAM'S CLUB	236.26 127.73 377.25	741.24
10/23/18	32441V	2020SC 2020SC 2020SC	Invoice: 004510 Invoice: 003022 Invoice: SAMS CLUB I		236.26 127.73 377.25

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1020SC	SAM'S CLUB	741.24	
10/22/18	32442	2020SC	Invoice: TAX 110-01 FY18/19	323.64	
		2020SC	Invoice: TAX 210-01 FY18/19	1,190.40	
		2020SC	Invoice: TAX 220-01 FY18/19	2,964.10	
		2020SC	Invoice: TAX 190-01 FY18/19	2,223.06	
		2020SC	Invoice: TAX 200-01 FY18/19	722.42	
		2020SC	Invoice: TAX 230-01 FY18/19	737.08	
		1020SC	CHARLES LOMELI, TAX COLLECTOR		8,160.70
10/22/18	32442a	1020SC	VOID		
10/22/18	32443	2020SC	Invoice: 35021	98,241.00	
		1020SC	SOUTHWEST ENVIRONMENTAL		98,241.00
10/22/18	32444	2020SC	Invoice: 006492990046NOV 2018	1,845.73	
		1020SC	STANDARD INSURANCE COMPANY		1,845.73
10/22/18	32445	2020SC	Invoice: MARGARET CASSIDY	1,000.00	
		1020SC	MARGARET CASSIDY		1,000.00
10/22/18	32446	2020SC	Invoice: JASON JONES	1,000.00	
		1020SC	JASON JONES		1,000.00
10/22/18	32447	2020SC	Invoice: CYNTHIA OLIVER	300.00	
		1020SC	CYNTHIA OLIVER		300.00
10/22/18	32448	2020SC	Invoice: CHARLES WHITE	1,000.00	
		1020SC	CHARLES WHITE		1,000.00
10/22/18	32449	2020SC	Invoice: 00001832	60.00	
		1020SC	VILLAGE BACKFLOW PREVENTION SERVICE		60.00
10/22/18	32450	2020SC	Invoice: SEP 2018	1,425.00	
		1020SC	WATERFLUENCE		1,425.00
10/22/18	32451	2020SC	Invoice: 7850	595.00	
		1020SC	WINTERS BROADBAND		595.00
10/22/18	32452	2020SC	Invoice: DS01-3	12,848.75	
		1020SC	YOLO COUNTY RCD		12,848.75
10/25/18	32453	2020N	Invoice: 18-1010-5	8,250.00	
		1020SC	CBEC		8,250.00
10/25/18	32454	2020SC	Invoice: 4755277-0001	1,048.03	
		1020SC	CRESCO EQUIPMENT RENTAL		1,048.03
10/25/18	32455	2020SC	Invoice: 19-076-V SEP 2018		10,729.00
		2020SC	Invoice: 18-026-T NOV 2018	448,562.00	
		2020SC	Invoice: 18-024-O NOV 2018	566.00	
		1020SC	DEPARTMENT OF WATER RESOURCES		438,399.00
10/25/18	32456	2020SC	Invoice: PC02	53,436.00	
		1020SC	FOUR 'M' CONTRACTING		53,436.00
10/25/18	32457	2020SC	Invoice: 24.02-11	39,480.63	
		1020SC	MCCORD ENVIRONMENTAL, INC.		39,480.63
10/25/18	32458	2020SC	Invoice: 9/11/18-10/10/18	1,496.35	
		1020SC	PACIFIC GAS & ELECTRIC CO,		1,496.35
10/25/18	32459	2020SC	Invoice: 807514	72.63	
		2020SC	Invoice: 808289	261.79	
		2020SC	Invoice: 808401	22.50	
		2020SC	Invoice: 808406		52.96
		2020SC	Invoice: 809831	87.79	
		2020SC	Invoice: 809935		47.22
		1020SC	PISANIS AUTO PARTS		344.53
10/25/18	32460	2020SC	Invoice: 0007074	52,494.61	
		2020SC	Invoice: 0007075	118,476.72	
		1020SC	SOLANO IRRIGATION DISTRICT		170,971.33
10/25/18	32461	2020SC	Invoice: I - LBO	18,123.07	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1020SC	SOLANO RESOURCE CONSERVATION DISTRICT		18,123.07
10/25/18	32462	2020SC	Invoice: 2163702851	188.51	
		2020SC	Invoice: 2165243201	100.62	
		2020SC	Invoice: 2167821231	31.36	
		2020SC	Invoice: 2169110121	29.93	
		2020SC	Invoice: 2163702691	46.59	
		2020SC	Invoice: 2171463241	57.79	
		2020SC	Invoice: 2173014011	116.75	
		2020SC	Invoice: 2177129761	46.94	
		2020SC	Invoice: 2177517691	365.64	
		1020SC	STAPLES		984.13
10/25/18	32463	2020SC	Invoice: R.D. BRISEND	50.00	
		1020SC	R.D. BRISEND		50.00
10/25/18	32464	2020N	Invoice: KORY ROBINSON	50.00	
		1020SC	KORY ROBINSON		50.00
10/25/18	32465	2020N	Invoice: WALLY STEPHENS	50.00	
		1020SC	WALLY STEPHENS		50.00
10/25/18	32466	2020SC	Invoice: 121244	3,788.52	
		1020SC	WOOD RODGERS, INC.		3,788.52
10/31/18	32467	2020SC	Invoice: 1943013	251.00	
		1020SC	THE REINALT-THOMAS CORP		251.00
10/31/18	32468	2020SC	Invoice: INV52520	2,579.25	
		1020SC	AQUATIC INFORMATICS. INC		2,579.25
10/31/18	32469	2020SC	Invoice: 17674	447.82	
		2020SC	Invoice: 17689	1,682.63	
		1020SC	CENTRAL VALLEY EQUIPMENT REPAIR		2,130.45
10/31/18	32470	2020SC	Invoice: 9035869662	317.40	
		1020SC	CINTAS CORPORATION		317.40
10/31/18	32471	2020SC	Invoice: 4765353-0001	581.42	
		1020SC	CRESCO EQUIPMENT RENTAL		581.42
10/31/18	32472	2020SC	Invoice: 10613	1,425.00	
		1020SC	DIXON/SOLANO RCD WATER QUALITY COALITIO		1,425.00
10/31/18	32473	2020N	Invoice: 6-343-83388	342.58	
		1020SC	FEDEX EXPRESS		342.58
10/31/18	32474	2020SC	Invoice: 108094	1,208.00	
		2020SC	Invoice: 108043	3,282.75	
		1020SC	GHD, INC.		4,490.75
10/31/18	32475	2020SC	Invoice: 6130293 RI	460.62	
		1020SC	GREATLAND		460.62
10/31/18	32476	2020SC	Invoice: V5124102	4,441.03	
		1020SC	HOLT OF CALIFORNIA		4,441.03
10/31/18	32477	2020SC	Invoice: 0110021	360.00	
		1020SC	JUST THE FINEST PEST MNGT		360.00
10/31/18	32478	2020N	Invoice: 564261	46.69	
		1020SC	MEEKS		46.69
10/31/18	32479	2020SC	Invoice: 18-18550-BL	779.40	
		1020SC	PACIFIC COAST SEED, INC.		779.40
10/31/18	32480	2020SC	Invoice: 128461	51.30	
		2020SC	Invoice: 128457	442.00	
		1020SC	R&S OVERHEAD DOORS & GATES		493.30
10/31/18	32481	2020SC	Invoice: 01-50845196	8,745.00	
		1020SC	THE REGENTS OF THE UNIVERSITY OF CA		8,745.00

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10/31/18	32482	2020SC 1020SC	Invoice: SUSAN ALTON SUSAN ALTON	978.00	978.00
10/31/18	32483	2020SC 1020SC	Invoice: CATHY QAYED CATHY QAYED	1,000.00	1,000.00
10/25/18	ASHLEY SEP 2018	2020SC 1020SC	Invoice: ASHLEY SEP 2018 UMPQUA BANK	754.78	754.78
10/25/18	BARICH SEP 2018	2020SC 1020SC	Invoice: BARICH SEP 2018 UMPQUA BANK	34.59	34.59
10/25/18	COLIAS SEP 2018	2020SC 1020SC	Invoice: COLIAS SEP 2018 UMPQUA BANK	514.80	514.80
10/25/18	CRUZ SEP 2018	2020SC 1020SC	Invoice: CRUZ SEP 2018 UMPQUA BANK	52.85	52.85
10/25/18	CUETARA SEP 2018	2020SC 1020SC	Invoice: CUETARA SEP 2018 UMPQUA BANK	363.15	363.15
10/1/18	EFT	2020SC 1020SC	Invoice: HEALTH OCT 2018 CALPERS	19,409.52	19,409.52
10/12/18	EFT	6111AC 6111AC 1020SC	FSA PARTICIPANT FEE OCT 2018 TIME AND ATTENDANCE FEE SEPT 2018 PAYCHEX, INC.	115.75 292.00	407.75
10/6/18	EFT	2024AC 6012AC 1020SC	EMPLOYEE LIABILITIES PPE 10.06.18 EMPLOYER LIABILITIES PPE 10.06.18 PAYROLL TAXES	15,575.93 1,842.51	17,418.44
10/10/18	EFT	2020SC 1020SC	Invoice: SIP PPE 10.6.18 CALPERS	5,438.46	5,438.46
10/10/18	EFT	2020SC 1020SC	Invoice: PEPRA 10.6.18 CALPERS	2,816.73	2,816.73
10/10/18	EFT	2020SC 1020SC	Invoice: PPE 10.6.18 CALPERS	9,080.50	9,080.50
10/25/18	EFT	2020SC 1020SC	Invoice: PEPRA PPE 10.20.18 CALPERS	2,817.16	2,817.16
10/25/18	EFT	2020SC 1020SC	Invoice: PPE 10.20.18 CALPERS	9,080.50	9,080.50
10/25/18	EFT	2020SC 1020SC	Invoice: SIP PPE 10.20.18 CALPERS	5,438.46	5,438.46
10/20/18	EFT	2024AC 6012AC 1020SC	EMPLOYEE LIABILITIES PPE 10.20.18 EMPLOYER LIABILITIES PPE 10.20.18 PAYROLL TAXES	16,057.68 1,877.57	17,935.25
10/26/18	EFT	2020SC 1020SC	Invoice: 2018102401 PAYCHEX, INC.	229.30	229.30
10/25/18	FEHRENKAMP SEP 2018	2020SC 1020SC	Invoice: FEHRENKAMP SEP 2018 UMPQUA BANK	49.23	49.23
10/25/18	FLORENDO SEP 2018	2020SC 1020SC	Invoice: FLORENDO SEP 2018 UMPQUA BANK	1,194.47	1,194.47
10/25/18	HERR SEP 2018	2020SC 1020SC	Invoice: HERR SEP 2018 UMPQUA BANK	621.18	621.18
10/25/18	HYER SEP 2018	2020SC 1020SC	Invoice: HYER SEP 2018 UMPQUA BANK	390.53	390.53
10/25/18	LEE SEP 2018	2020SC 1020SC	Invoice: LEE SEP 2018 UMPQUA BANK	106.06	106.06
10/25/18	MAROVICH SEP 2018	2020SC 1020SC	Invoice: MAROVICH SEP 2018 UMPQUA BANK	188.26	188.26
10/25/18	NGUYEN SERP 2018	2020SC	Invoice: NGUYEN SEP 2018	66.97	

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		1020SC	UMPQUA BANK		66.97
10/25/18	PASCUAL SEP 2018	2020SC 1020SC	Invoice: PASCUAL SEP 2018 UMPQUA BANK	142.31	142.31
10/25/18	PATE SEP 2018	2020SC 1020SC	Invoice: PATE SEP 2018 UMPQUA BANK	791.56	791.56
10/25/18	RABIDOUX SEP 2018	2020SC 1020SC	Invoice: RABIDOUX SEP 2018 UMPQUA BANK	53.50	53.50
10/25/18	SANFORD SEP 2018	2020SC 1020SC	Invoice: SANFORD SEP 2018 UMPQUA BANK	990.28	990.28
10/25/18	SNYDER SEP 2018	2020SC 1020SC	Invoice: SNYDER SEP 2018 UMPQUA BANK	589.49	589.49
10/25/18	WILLINGMYRE SEP 201	2020SC 1020SC	Invoice: WILLINGMYRE SEP 2018 UMPQUA BANK	419.10	419.10
Total				<u>1,901,815.80</u>	<u>1,901,815.80</u>

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: November 8, 2018

SUBJECT: 3-Year service contract with Pat Davis Design Group, Inc. to include design of one new and redesign of three existing Water Agency maintained websites.

RECOMMENDATION:

Authorize General Manager to execute 3-year service contract with Pat Davis Design Group, Inc. for the following four Water Agency maintained websites:

Solano County Water Agency: <http://www.scwa2.com/>

Westside Sac IRWMP: <http://www.westsideirwm.com/>

Northern California Conservation Planning Partners: <http://www.conservationplanning.info/>

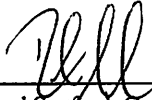
Solano GSA: (To be designed and published)

FINANCIAL IMPACT:

The contract will extend for a three year term with a total contract amount not to exceed \$82,100. Funding for the 2018-2019 fiscal year has been programed into the Water Agency's adopted budget.

BACKGROUND:

In 2008 Water Agency staff launched the SCWA2.com website. The website was subsequently redesigned by Vision Internet (now Granicus) in 2014. Since 2008 Water Agency staff has assumed responsibility for two additional websites; the Westside Sac IRWMP website, and the Northern California Conservation Planning Partners website. In 2019 the Water Agency will also be managing and maintaining a fourth website – the Solano Groundwater Sustainability Agency (Solano GSA) website.

Recommended: 
Roland Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

☒

Continued on
next page

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 November 8, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

The three existing websites maintained by the Water Agency need a “fresh coat of paint”, they are in some respects outdated. Furthermore, the three websites are currently hosted on different platforms, which creates operational and maintenance inefficiencies. As a part of the proposed 3 –year contract with the Pat Davis Design Group, the three existing and the forthcoming Solano GSA website will be co-located on one hosting platform.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Redesigning and Developing the Agency website and sub-sites is consistent with Goal 5 (*Education and Outreach*), Objective C (*Enhance SCWA website*), and Goal 2 (*Implement improvements and maintain website regularly with current up-to-date information*) of the 2016-2025 Strategic Plan.

Name of Project: **Website Management & Design**

SOLANO COUNTY WATER AGENCY

AGREEMENT FOR PROFESSIONAL SERVICES

(Professional Services/Professional Liability/General Liability & Auto/no Additional Insured)

THIS AGREEMENT, **effective November 8, 2018**, is between SOLANO COUNTY WATER AGENCY, a public agency existing under and by virtue of Chapter 573 of the 1989 statutes of the State of California, hereinafter referred to as "Agency," and PAT DAVIS DESIGN GROUP, INC., hereinafter referred to as "Contractor."

The Agency requires services for Website Management and Design; and the Contractor is willing to perform these services pursuant to the terms and conditions set out in this Agreement.

IT IS MUTUALLY AGREED, as follows:

1. **SCOPE OF SERVICES**

The Agency hereby engages the Contractor, and the Contractor agrees to perform the services for Website Management and Design, as described in Exhibit A, in accordance with the terms of this Agreement and any applicable laws, codes, ordinances, rules or regulations. In case of conflict between any part of this Agreement, this Agreement shall control over any Exhibit.

2. **COMPENSATION**

Compensation for services shall be as follows: Hourly rate of personnel plus any allowed reimbursable expenses based on unit costs as indicated on any allowed reimbursable expense in Exhibit B **not to exceed \$82,100** for all work contemplated by this Agreement.

3. **METHOD OF PAYMENT**

Upon submission of an invoice by the Contractor, and upon approval of the Agency's representative, the Agency shall pay the Contractor monthly in arrears for fees and allowed expenses incurred the prior month, however in no event shall the cumulative total paid pursuant to this agreement exceed the maximum amount provided for in paragraph 2 of this Agreement. Every invoice shall specify hours worked for each task identified in Exhibit A undertaken.

Each invoice shall be accompanied by a spreadsheet showing, by month, costs incurred to date for the project broken down by the Tasks identified in Exhibit A. The spreadsheet shall show, for each task, budget amounts, total expended and remaining amounts. The spreadsheet shall show a subtotal for each fiscal year covered by the contract. Any amendments to the contract shall be listed and incorporated into spreadsheet. An example of a typical spreadsheet shall be provided by the Agency.

4. TIME OF PERFORMANCE

This Agreement shall become effective as of the date it is executed and said services will take place between this date and **June 30, 2021** as directed by the Agency.

5. MODIFICATION AND TERMINATION

This Agreement may be modified or amended only by written instrument signed by the parties hereto, and the Contractor's compensation and time of performance of this Agreement shall be adjusted if they are materially affected by such modification or amendment.

Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion be approved in advance by the Project Manager

This Agreement may be terminated by the Agency at any time, without cause, upon written notification to the Contractor. The Contractor may terminate this Agreement upon 30 days written notice to Agency.

Following termination by the Agency or the Contractor, the Contractor shall be reimbursed for all expenditures made in good faith in accordance with the terms of this Agreement that are unpaid at the time of termination.

6. INDEMNIFY AND HOLD HARMLESS

To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify Agency, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from all acts or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from Agency's sole negligence or willful acts.

7. INSURANCE

Minimum Insurance Requirements: Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or sub-contractors.

Coverage - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per

occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to Agency) or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability** – (if necessary) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Agency, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Agency has received a waiver of subrogation from the insurer.
4. **Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions)**, with limits not less than \$2,000,000 per occurrence or claim, and \$2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Agency requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

Other Required Provisions - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** Agency, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the Agency, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the Agency its directors, officers, employees and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Agency.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Agency. The Agency may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Agency. .

Acceptability of Insurers - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by Agency.

Verification of Coverage – Consultant shall furnish the Agency with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Agency before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Agency reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

Sub-contractors - Consultant shall require and verify that all sub-contractor maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the Agency, its directors, officers, employees, and authorized volunteers are an additional insured are an additional insured on Commercial General Liability Coverage.

8. COMPLIANCE WITH LAW

The Contractor shall be subject to and comply with all federal, state and local laws and regulations applicable with respect to its performance under this Agreement, including but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment.

9. OWNERSHIP OF DOCUMENTS

All materials and records of a finished nature, such as final websites, specifications, reports and maps, prepared or obtained in the performance of this Agreement, shall be delivered to and become the property of the Agency. All materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations and other data, prepared or obtained in the performance of this Agreement, shall be made available, upon request, to the Agency at no additional charge and without restriction or limitation on their use.

10. SUBCONTRACT AND ASSIGNMENT

This Agreement binds the heirs, successors, assigns and representatives of the Contractor. The Contractor shall not enter into subcontracts for any work contemplated under this Agreement and shall not assign this Agreement or monies due or to become due, without the prior written consent of the General Manager of the Agency or his designee, subject to any required state or federal approval.

11. NONRENEWAL

The Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by the Contractor under this Agreement will be purchased by the Agency under a new agreement following expiration or termination of this Agreement, and waives all rights or claims to notice or hearing respecting any failure to continue purchase of all or any such services from the Contractor.

Continued on next page.

12. NOTICE

Any notice provided for herein are necessary to the performance of this Agreement and shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

AGENCY

Roland Sanford, General Manager
Solano County Water Agency
810 Vaca Valley Parkway, Suite 203
Vacaville, CA 95688

CONTRACTOR

George Dimotakis, President
Pat Davis Design Group, Inc.
333 University Avenue, Suite 200
Sacramento, CA 95825

The parties have executed this Agreement the day and year first above written. If the Contractor is a corporation, documentation must be provided that the person signing below for the Contractor has the authority to do so.

Solano County Water Agency
a Public Agency

Pat Davis Design Group, Inc.

By: _____
Roland Sanford, General Manager

By: _____
George Dimotakis, President

FOR SCWA USE ONLY

Contract Period: November 8, 2018 to June 30, 2021
File Number: AG-P-11
Account Manager: Chris Lee/Sandra Willingmyre
G/L Account #: SCWA2, Westside Sac, NCCPP: 6112AC-1412
Job Cost ~~Solano~~ GSA: 6614AC - 1719
Contract Type: Professional Services - Agreement 2

EXHIBIT A
SCOPE OF SERVICES

PROPOSED SCOPE OF WORK

Understanding of Scope of Work

Our team has carefully reviewed the RFP and we feel we have a clear understanding of the requested scope of work. SCWA is seeking the services of an experienced, responsive website design firm that can produce quality deliverables in support of a fresh, reimagined website for each of the three existing websites, along with creation of a brand new web presence for a fourth site. The needed creative partner must be able to complete a wide range of integrated website design and development tasks and excel in a fast-paced environment, while successfully managing multiple simultaneous assignments.

Client Satisfaction

Achieving client satisfaction while also exceeding expectations is a cornerstone of our agency's reputation. Every day of the week we are collaborating closely with clients in multiple time zones, 10+ different states, and with needs running the entire gamut of the marketing communications spectrum. We take great pride in our ability to provide exemplary customer service through consistent and reliable project management, regular progress reports, and prompt responses to client requests. We would endeavor to provide the same caliber of service for this assignment, just as we currently do for our other clients all across the country.

Project Oversight and Scheduling

We have a concise project management approach we apply to each project taken on by our team. In addition, we take great pride in our ability to seamlessly integrate with our client's team through regular and consistent project status reports, check-ins, and in-person/onsite meetings. For this engagement, it is our intent to assign a dedicated project manager, along with a backup manager for additional coverage. The two managers will co-lead the projects and ensure no lapse in timing occurs and that prompt submission of each deliverable is accurately aligned with each project phase. We have the capacity and breadth of staff to begin this assignment immediately after contract award.

Availability and Priority

With multiple creative and marketing team members (strategists, designers, writers, etc.) on staff and a robust account management team, our agency is ready and willing to respond quickly and effectively to any requests issued for this assignment. We feel confident we can efficiently manage any new requests alongside our existing client needs as we have multiple account managers and designers, and use a highly streamlined, cloud-based project management tool called Teamwork, which allows our entire team to be constantly informed of all client projects, priorities, milestones, and pending deadlines.

Work Quality and Cost Control

Our agency structure is set up in such a way as to be highly conducive to a collaborative work environment, allowing all members of our team to have familiarity and awareness of all agency projects. We also share much of the account management responsibilities amongst our internal team. This approach affords our team the benefit of having multiple sets of eyes on each and every deliverable, as well as encouraging multiple levels of internal review, proofing, and quality control. We also employ this collaborative approach to maintaining a high degree of cost-efficiency, as it enables us to reduce redundancy, internal churn, and wasted time with any one member of our team. Our web-based project management software, Teamwork, also provides for a high level of efficiency in terms of project assignment, scheduling, tracking, budgeting, and a clear delineation of roles and responsibilities.

PROPOSED SCOPE OF WORK

Strategic Approach

Please see below for a detailed overview of our proposed approach and methodology for website design and management. The parameters outlined below are merely guidelines and can easily be modified or scaled to best meet the needs of the project.

Development Platform

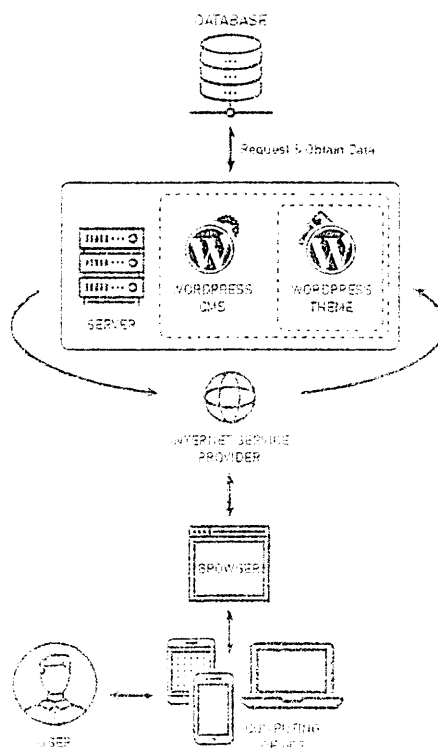
Our preference is to build each of the four websites using the WordPress development platform, which also serves as an easy-to-use Content Management System (CMS). We have built numerous websites using WordPress, and often find it to be the easiest and most versatile for clients that do not have a full in-house IT or web support team. This will enable client staff to maintain and update the website once the redesign is complete. NOTE: Each of the three existing websites will need to be redesigned within the WordPress platform, as will the new Solano GSA website.

Server Platform

We recommend a Linux server platform, which is standard protocol for about 90% of our client websites. That said, we can certainly design on a Windows development platform, if preferred. The Linux server platform will integrate seamlessly with the WordPress CMS. We also highly recommend the installation of a Secure Socket Layer (SSL) Certificate. With client approval, our web team can set up the server, hosting, domain registration, and SSL.

Diagram of Server and Software Infrastructure

The diagram below provides a general overview of how data migrates and interacts with various server and software elements throughout the website access and data transfer process.



October 1, 2018

PROPOSED SCOPE OF WORK

Strategic Approach (Cont.)

This section provides an in-depth overview of our proposed approach for each element of the scope of work we feel will best accomplish the website goals and objectives described in the RFP.

Task 1 – Discovery Phase

The Discovery Phase will begin with the initial in-person project kickoff meeting between our project leads and designated SCWA staff. The kickoff meeting will serve the vital purpose of more clearly defining the goals, objectives, and expectations of the website project as a whole, and more specifically, each of the four project websites. This information will directly inform how our team proposes the solutions we feel best meet the needs of the project.

Our role from the project management perspective will be to provide regular, timely communication between our project team and web developers, and representatives from the SCWA team. The Discovery Phase will conclude once we have refined the proposed project workplan and schedule based upon information collected during the initial consultation. Allowing for some flexibility and scalability is important, especially with a website project of this caliber, so we do recommend SCWA staff agree to some degree of openness to scope refinement as the project evolves.

Task 2 – Design Phase

The Design Phase will visually set the tone for each of the new websites, and as such, it is critical that we get consensus on the proposed design solutions early on in the web development process. We will develop two initial look and feel concepts for the home page of each new website. We will collaborate with the client team to determine the most appropriate design direction, observing any existing branding, where relevant. Our team will provide concepts we feel best meet the needs of the project while also aligning visually with the needs of SCWA. The design concepts will offer potential main menu recommendations and overall site layout elements.

The Design Phase will include the presentation of the two initial look and feel concepts for each new website home page and two secondary/interior pages, which will then be followed by a period of up to two rounds of refinement based upon the concept chosen by the client team. The refinement period often includes modifications to the color palette, organization of content, revisions to the main menu and navigational elements, and general layout edits. Following the final approval of the chosen home page concept, we will then prepare design concepts for the various internal page templates. Generally, only one concept is provided for the interior pages as they are based upon the approved home page and do not deviate much from that design. At this stage, all concepts are presented and refined via PDF. During the concept design phase, and carrying into the refinements, we will provide information and direction as to the functional and technical components of each design, such as navigation, motion, user engagement, CTAs, etc.

Task 3 – Technical Development Phase

At this phase is when we will begin the physical buildout of the approved home page and interior page templates. As mentioned earlier in our proposal, we recommend the use of WordPress as the preferred content management system, and therefore we will build out the various pages for use within WordPress. Based on the approved menu and overall site navigation, we will build each page of the proposed site first as a template/shell to carefully account for all proposed web pages and to build, track, and quality check the flow of page-to-page navigation.

PROPOSED SCOPE OF WORK

Strategic Approach (Cont.)

Task 3 – Technical Development Phase (Cont.)

Once all of the web page shells are built out, we will then begin populating all client-provided content. This content will include all approved client-provided text, photos, graphics, charts/tables, icons, metadata, metatags, SEO keywords, and other elements to be populated into the site. The population of content will also include migrating content and documents from the existing website, as well as placement of newly created content. As needed, SCWA staff can provide edited content in lieu of our team migrating existing content.

Our typical buildout process includes up to three full rounds of client review and refinement. Each round will allow the client team the opportunity to browse each website in real time, test functionality and navigation/links, and further refine content and tools. It is during this phase the client team will also be reviewing any installed tools, plugins, add-ons, and widgets, as applicable. This phase will conclude with the approval by the client team for all website elements pre-launch.

It is also during the Technical Development Phase when any unique tools or features are incorporated into the website. For example, integration of a translation or search tool would occur here, as would e-newsletter signup, social media integration, embedded video, and other related features and functions. These items will be discussed and agreed upon during the Discovery Phase.

Task 4 – Testing Phase

The Testing Phase is a critical period in any website build. It is during this phase that we will test the security, hosting parameters, internal/external communications, and all user interface elements in the actual hosting environment to be used when each website is formally deployed. All of the testing will occur in a hidden directory within the proposed server for the final website launch. SCWA staff will have the opportunity to review the website in full and provide our team with any feedback and/or additional requests for final refinements.

This phase will be one additional opportunity for our team to also examine any installed plugins, add-ons, or widgets that have been integrated into the WordPress website. This phase will conclude once SCWA staff have signed off on each website with official approval to launch.

Task 5 – Training Phase

Once the final website approval has been received, we will then collaborate with the client team for the training on the WordPress content management system. We feel very confident that WordPress will be the best solution and the easiest to use and interact with regardless of skill level. There are many wonderful, existing tutorials and resources for WordPress trainings, which we will make available to all client staff. In addition, we will make our web team available for ongoing questions, clarification, and technical queries. The training will be conducted virtually, either via a web video training or comprehensive training manual. Our agency has an extensive, detailed WordPress training manual we will also provide to SCWA staff for easy reference.

October 1, 2018

PROPOSED SCOPE OF WORK

Strategic Approach (Cont.)

Task 6 – Final Deployment Phase

As part of our customary design process when we know a new hosting account will be established, as we believe to be the case with each of these four new websites, we will actually create a vanity URL that is hosted in the new, proposed hosting environment and will then build the new website in that environment so all host interactions are accurate and indicative of how the final website will behave once launched. Once everything is approved as final, we simply hide the vanity URL and redirect to the SCWA chosen URLs. This approach allows for little to no interference with any existing websites and simplifies the process of ensuring the behavior and functionality of each website in the exact same environment as it will live once launched. Once each website is officially ready to launch, we will install Google Analytics, and then publicly launch each site.

Task 7 – Ongoing Support and Maintenance

Following the successful launch of each new SCWA website, our team will provide ongoing support and maintenance for the full duration requested by the SCWA team. Additional support will be available indefinitely, and can be renewed annually. Standard support and maintenance includes such services as adding or deleting web pages, editing content, adding new features, monitoring web traffic, reviewing Google Analytics, providing user data to the client teams, and any other general project management and support services. We have provided an estimated number of hours of support from the period of website launch on an annual basis.

Ongoing support will also afford SCWA staff the opportunity for continuous website improvement. As members of the various stakeholder groups use and interact with the website, it will provide an opportunity to collect feedback which we can then use to guide potential enhancements and modifications to the website. Our goal is to ensure each website is performing optimally and is highly relevant and functional for end users at all times.

PROPOSED SCOPE OF WORK

Project Schedule

Please see below for the estimated timing for each task/phase of the website design and development project.

TASKS	2018		2019					
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Initial Consultation & Project Setup								
Phase 1 – Set up Domains/Hosting								
Phase 2 – Design & Launch Solano GSA Website (Tasks 1/2/3/4/6 – Beta Launch / Abbreviated Build)								
Phase 2 – Finalize Solano GSA Website (Tasks 3-6 – Complete Buildout to 100%)								
Phase 3 – Redesign & Launch Westside Sac IRWMP & NCCPP Websites (Tasks 1/2 – Discovery/Design)								
Phase 3 – Redesign & Launch Westside Sac IRWMP & NCCPP Websites (Task 3 – Technical Development)								
Phase 3 – Redesign & Launch Westside Sac IRWMP & NCCPP Websites (Tasks 4/5/6 – Testing/Training/Deployment)								
Phase 4 – Redesign & Launch SCWA Website (Tasks 1/2 – Discovery/Design)								
Phase 4 – Redesign & Launch SCWA Website (Task 3 – Technical Development)								
Phase 4 – Redesign & Launch SCWA Website (Tasks 4/5/6 – Testing/Training/Deployment)								
Phase 5 – Ongoing Support and Maintenance								

EXHIBIT B

RATE OF COMPENSATION



PAT DAVIS DESIGN GROUP, INC.

P 915.563.7148
F 866.367.7126

HO / WEST COAST OFFICE

333 University Avenue, Suite 200
Sacramento, CA 95825

Solano County Water Agency
Multiple Website Platform, Redesign, Development, Implementation, & Management for Agency Website & Sub-Sites
Proposed Project Budget (October 1, 2018)

TASKS				PROFESSIONAL FEES ALLOCATION PER WEBSITE			
SCWA	WSIRWMP	NCCPP	SGSA	PROFESSIONAL FEES			
				QTY	COST	QTY	COST
Initial Consultation / Project Kick-Off Meeting				2.00	\$ 190.00	2.00	\$ 190.00
Phase 1 – Set up Domains/Hosting				4.00	\$ 380.00	4.00	\$ 380.00
Phase 2 – Design & Launch Solano GSA Website							
Task 1 – Discovery				10.00	\$ 950.00		
Task 2 – Design				24.00	\$ 2,280.00		
Task 3 – Technical Development (up to 20 pages)				40.00	\$ 3,800.00		
Task 4 – Testing				12.00	\$ 1,140.00		
Task 5 – Training				6.00	\$ 570.00		
Task 6 – Final Deployment						10.00	\$ 950.00
Phase 3 – Redesign & Launch Westside Sac IRWMP & NCCPP Websites							
Task 1 – Discovery				10.00	\$ 950.00		
Task 2 – Design				24.00	\$ 2,280.00		
Task 3 – Technical Development (up to 20 pages per site)				40.00	\$ 3,800.00		
Task 4 – Testing				12.00	\$ 1,140.00		
Task 5 – Training				6.00	\$ 570.00		
Task 6 – Final Deployment				10.00	\$ 950.00		
Phase 4 – Redesign & Launch SCWA Website							
Task 1 – Discovery				22.00	\$ 2,090.00		
Task 2 – Design				44.00	\$ 4,180.00		
Task 3 – Technical Development (up to 60 pages)				100.00	\$ 9,500.00		
Task 4 – Testing				20.00	\$ 1,900.00		
Task 5 – Training				12.00	\$ 1,140.00		
Task 6 – Final Deployment				20.00	\$ 1,900.00		
Project Management				48.00	\$ 4,560.00	18.00	\$ 1,710.00
SUBTOTALS				272.00	\$25,840.00	126.00	\$11,970.00
Additional Costs: WordPress Plugins, Travel, Stock Photos, etc.					\$ 1,600.00		\$ 550.00
Optional: Ongoing Maintenance and Support (3 Years) (for all four sites)					\$17,100.00		
TOTAL PROPOSED PROJECT BUDGET							\$82,100.00

SOLANO COUNTY WATER AGENCY

MEMORANDUM



TO: Board of Directors

FROM: Roland Sanford, General Manager

DATE: November 2, 2018

SUBJECT: November 2018 General Manager's Report

Bay Delta Plan Update

On November 7 the State Water Resources Control Board (State Board) will be meeting to discuss, and is likely to adopt, amendments to the Bay-Delta Plan that would require substantially greater stream flows be maintained in the Stanislaus, Tuolumne and Merced rivers – tributaries to the San Joaquin river - for the protection of aquatic life, salmon in particular. The proposed amendments are controversial and have been the subject of considerable debate. The State Board staff is proposing that a substantial fraction of the historic stream flow (pre dams and water diversions) be reserved for the protection of aquatic life. Some parties argue that not enough of the historic stream flow is being reserved for “instream uses”, others argue just the opposite.

Because much of the San Joaquin and Sacramento River drainages have been extensively modified over time – dams, flood control channels, levees, etc. – there is a secondary debate as to whether the replication of historic stream flows, or some fraction thereof, is an effective approach for protecting salmon and other aquatic life. The alternative approach being so called “functional flows” – stream flows that do not necessarily mimic historic seasonal stream flow patterns, but address the stream flow requirements of various salmon life stages (adults versus juveniles, etc.) and other aquatic life, in the context of a highly altered environment.

Lower Putah Creek and the Putah Creek Accord is a perfect example of the functional flows concept in practice. Clearly, construction of the Solano Project irreversibly and substantially altered stream flows on Lower Putah Creek. Furthermore, roughly 40 percent of the 22 –mile stream segment between the Putah Diversion Dam and the Yolo Bypass – the entire South Fork of Putah Creek – is an artificial flood control channel that was constructed in the late 1800's to divert stream flows away from Davis and nearby farms. Despite these and other alterations to the physical environment, the stream flow releases mandated by the Putah Creek Accord, which are substantially less than historic conditions, coupled with physical habitat improvements, have had a

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profoundly positive impact on native fish populations and created an environment suitable for large numbers of spawning salmon.

Adoption of the proposed amendments on November 6, by the State Board, will provide a good indicator of what is likely to occur with respect to the Sacramento River tributaries, as the Bay-Delta Plan update moves forward. Staff will provide a update and summary of the State Board's actions taken on November 7, along with the potential ramifications to Solano, at the November 8 Water Agency Board meeting.

UCD Cache Slough Study

UC Davis researchers have completed the first year of the three-year Cache Slough Water Quality, Productivity and Fisheries Study funded by the Water Agency. The first year's annual report is due in February, 2019. To date, much of the effort has been focused on the refinement of hydrodynamic models and collection of baseline fish, invertebrate and water quality data. As previously discussed, it is anticipated that the information obtained from this study will among other things, help address the following questions:

- a) Could the North Bay Aqueduct Alternate Intake Project be reformulated to provide additional environmental benefits within the CSC, thereby possibly justifying State and Federal investments beyond traditional infrastructure funding sources?
- b) If pursuant to the ongoing Bay-Delta Plan update, the Solano Project is ultimately obligated to release additional water for the environmental purposes in the Yolo Bypass and CSC, what can be done to achieve those environmental benefits with maximum efficiency and effectiveness?
- c) How does current operation of the Ulatris Flood Control Project impact the physical and biological characteristics of the CSC and what can be done to preserve if not enhance current uses and at the same time amplify environmental benefits to the CSC?
- d) What actions can be taken at the Water Agency's Petersen Ranch to maximize habitat mitigation credits while preserving ongoing agricultural operations?

Comments on Draft Flood Management Policy

Board member/staff comments on the draft Flood Management Policy developed by the SCWA Water Policy Committee are due – please e-mail to me – by November 9, 2018. As of this writing I have not received any comments.

**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 (\$30,000 and less) - none

Professional Service Agreements (\$30,000 and less) - none

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

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.

NEWS ARTICLES



DEPENDABLE
HEATING & AIR CONDITIONING

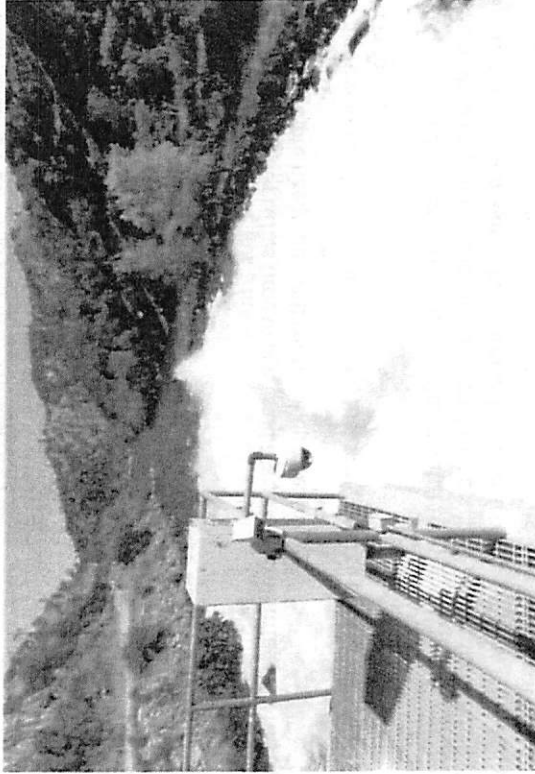
**No Gimmicks,
Just Solutions & Value!**
"We've Been Dependable for 50 Years"

R



Established 1943 2018

DAILY REPUBLIC
Solano County's News Source



Water is released into Putah Creek at the bottom of the Monticello Dam, in 2015. (Robinson Kuntz/Daily Republic file)

Salmon season 'opens' along Putah Creek – could be viewable Saturday

By **Todd R. Hansen**

WINTERS — A five-day increase of Putah Creek water flows to help attract salmon was scheduled to begin Wednesday or Thursday.

Salmon season 'opens' along Putah Creek – could be viewable Saturday

The Solano County Water Agency will release 80 cubic feet per second of water from the Putah Creek diversion dam to create a 50 cfs at the Los Rios check dam in the Yolo Bypass.

"We are trying to time flows with the removal of the last boards (at the check dam)," said Rich Marovich, streamkeeper for the Lower Putah Creek Coordinating Committee and the water agency.

The boards will start to be pulled Friday.

The diversion dam is located 4 miles west of Winters, at the headworks that creates Lake Solano, and it takes about 36 hours for the water to reach the check dam, Marovich said.

"In the past, the five days have been enough to attract salmon up the creek," Marovich said.

If the salmon are not seen, then workers go out looking for them to make sure they have not been blocked by obstructions such as beaver dams. If that happens, notches are made in those dams.

"Two years ago, the guy who was doing that, the salmon swam right between his legs," Marovich said.

"The idea is to give them about a week to get up into Winters," he said.

That would time out with the Salmon Festival that's scheduled Nov. 3.

"Last year they arrived just as the marching band was crossing the bridge at the end of the festival" Marovich said. "It was magical timing."

Marovich said the very recent cutting of a new channel at the old Winters sewers pond area will not affect the migration.

"We did create (10) riffles, but it takes riffles time to age," said Marovich, explaining that the salmon could use those areas for spawning, but it is more likely they will continue up stream.

Fish counts and scientific studies will continue this year, including tests to try to determine if the returning adults started their lives in Putah Creek.

Officials had hoped the first studies would have shown that Putah-to-Putah migration, but the results were limited and inconclusive at best, with only one of the 100 fish tested that could be determined to have been born in Putah or possibly the Feather River. The vast majority had started their lives from hatcheries and randomly chose Putah Creek.

The scientists use the fish otoliths – small inner ear bones next to the brain – to learn where those fish hatched.

Passive Integrated Transponders – or PIT tags – are also placed in the bellies of juvenile salmon trapped on Putah Creek. The program started in 2017, so it will be another two years before those fish return from the ocean to spawn. Antennae arrays located along the creek will capture information about returning fish.

More than 30,000 juveniles were trapped, measured, tagged and released this past spring.

Marovich notes that the population in Putah Creek had grown each year for several years – from 200 in 2014 to a peak of nearly 2,000 in 2016. It is possible that fish returning this fall could be from those spawns. There were only 700 salmon counted last year.

Typically, salmon spend three years in the ocean before returning to spawn, but males and some females are known to come back in two years. Marovich said ideally the fish would stay in the ocean a fourth or even fifth year and would return bigger and stronger.

"If people are interested in seeing salmon, they can start looking for them on Saturday," Marovich said. "But it is also good to remind people that it's illegal to fish for them in the tributaries."

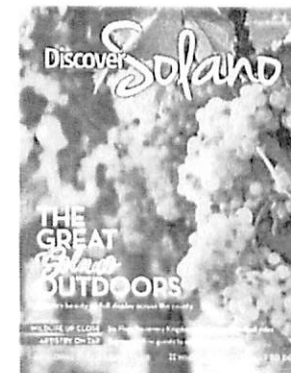
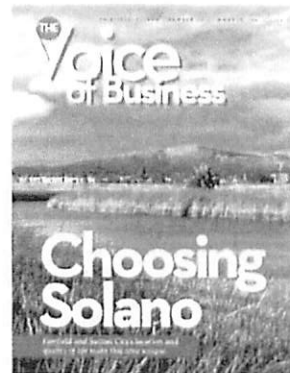
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Tags: [AI](#), [featured](#), [Printed](#)

Todd R. Hansen

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[Story Archive](#)



Solano County Water Agency extends funding for Chinook salmon study

By Roland Sanford
Solano County Water Agency

The Solano County Water Agency Board of Directors (SCWA) has approved a con-

tract with the University of California, Davis to continue study of Lower Putah Creek salmon populations for the next fiscal year. The

board's approval of these funds brings SCWA's total investment in salmon studies to nearly \$400,000. The primary purpose of this study is to de-

termine whether a self-sustaining Chinook salmon population is becoming established.

"Additional information on Putah

Creek Salmon will help determine the potential for Putah Creek to develop a fully self-sustaining

See STUDY, Page 5

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Local preschools host free presentation for parents and educators on Oct 18

Special to the Express

Parents, educators, day care staff and anyone in the community who works with children are welcome to attend a presentation from Rebecah Freeling, the educator and author of "Your Rules Are Dumb: How to Maintain Your Parental Authority While Creating a Partnership With Your Spirited Child," on Thursday, Oct. 18 from 6-8 p.m. at Pioneer Presbyterian Church.

Karen Benson-Neil, the Winters Parent Nursery School Director, said anyone who works with young children can benefit from this free session.

"Rebecah will share valuable information with them about how to give the children at their program the best advantage and opportunities," said Benson-Neil. "She will stretch out our brains. We all need to know how each child ticks. Not all kids fit a cookie cutter and should not be expected to follow and react the same way. We need to adapt our ways to help each child find success."

Session attendees will learn about the techniques and the "why" behind them from Freeling. She will go over how you can teach a child alternate, more pro-

ductive behaviors while genuinely appreciating how the challenging behaviors is also a strength. She will discuss how to understand the child's temperament, how to identify what it is the child is trying to achieve and seeing the strengths behind the child's challenging actions.

WPNS and Little Pioneers preschools are hosting the free, adults only event. Childcare will not be provided. Pioneer Presbyterian Church is located at 205 Russell Street in Winters. Questions can be emailed to littlepioneersdaycarecenter@aol.com.

STUDY

Continued from Page 4

run of Chinook Salmon," explains Peter Moyle, Distinguished Professor Emeritus in the Department of Wildlife, Fish and Conservation Biology and Associate Director of the Center for Watershed Sciences, UC Davis.

"By sampling adult salmon in Putah Creek, we will learn if the fish are strays from hatcheries each year or if some offspring spawned in Putah Creek are returning to Putah Creek as a natal stream."

Preliminary studies have indicat-

ed that the fall-run Chinook salmon are spawning successfully in the creek and that the juveniles migrating out to sea are healthy and robust. Further sampling and data analysis are needed to determine if these juveniles return to Putah Creek as adults.

Thanks to active management of Putah Creek, the past few years have seen steady salmon population growth. Salmon runs function as a pump, pushing vast amounts of nutrients into otherwise low-productivity areas. They enrich countless river ecosystems and provide

a food source for regional prey. Restoration efforts are directed at promoting salmon returns and spawning conditions, leading to improved habitat and increased salmon populations.

"The Solano County Water Agency is proud to fund this study because we know that this restorative work is truly important," said Roland Sanford, General Manager & Secretary to the Solano County Water Agency.

"The additional funding will allow us to continue this work and keep collecting information and data on the efficacy of our efforts."

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DAILY REPUBLIC
Solano County's News Source

Press Release: Vacaville Faith-Based Community Garden To Increase Food Security Through Sustainable Landscaping

By Sustainable Solano

Since the launch of its Sustainable Backyard program in 2014, Sustainable Solano has created 15 food-producing, self-sustaining demonstration "food forest" gardens across Solano County on both public and private land. These gardens are primarily irrigated by secondary water sources (diverted roofwater, laundry-to-landscape greywater systems). The food forests are designed based on a permaculture design system of food production that utilizes the wisdom inherent in natural woodlands and the understanding of beneficial relationships between plants to create and support landscapes that grow food for human use.

The program officially expanded to Vacaville in mid-August. Since the launch, sustainable landscape classes have been offered to Vacaville residents covering sustainable landscape design, wise-water practices and permaculture.

On Saturday, November 3rd, residents will have a hands-on opportunity to help create Vacaville's first public demonstration food forest garden at St. Paul's United Methodist Church. This faith-based organization aims to increase food security and build bridges with other community partners to educate about sustainable landscaping and wise-water practice. Pastor Sue King states, "Our residents need more healthy fresh foods. Children and adults need a welcoming safe place to fall in love with our planet earth." The garden will be called "Shalom Community Garden". "Shalom" translates as "peace", but means more than lack of conflict. Shalom is a restoration of wholeness, well-being and harmony.

All are invited to help transform this lawn into a thriving ecosystem fed by secondary water sources. The garden will take three full days to complete and each public installation workshop will be hands-on.

This first workshop will focus on digging swales, diverting roofwater, planting fruit trees and sheet mulching to increase water-holding capacity and improve soil health. On Saturday, November 10th, with the guidance of Greywater Action, attendees will learn about greywater use and how to install a laundry-to-landscape system that diverts water from your washing machine to your garden reducing the need for potable water irrigation. Day three, Saturday, November 17th we will wrap up the project with attendees planting a community of plants with multiple functions that support a healthy, diverse ecosystem, installation of water efficient in-line drip system.

The selection process for these sites are based on criteria such as yard access, greywater feasibility and sun orientation. Sites are assessed and selected by Sustainable Solano's Advisory Board made up of dedicated Solano County residents aiming to raise sustainability awareness in Solano County.

There will be yearly ongoing workshops and tours of these demonstration food forest gardens on private and public land in each city. This project is made possible by funding and support of the Solano County Water Agency.

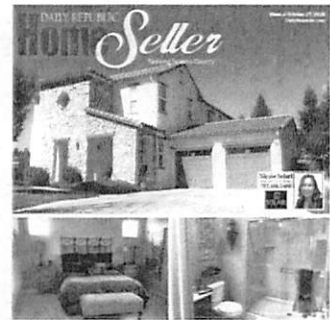
Registration is required for these FREE, hands-on public workshops. Visit www.sustainablesolano.org/events to register.

The Sustainable Backyard program will expand to Rio Vista in the spring of 2019. Visit www.sustainablesolano.org and www.facebook.com/sustainablesolano for updates and details about this expansion.

About Sustainable Solano

Sustainable Solano a non-profit organization is a non-profit organization dedicated to Nurturing Initiatives for the Good of the Whole. For more information, email info@sustainablesolano.org or visit www.sustainablesolano.org.

Published October 29, 2018 | Last Modified on October 29, 2018 at 12:14 pm



ADVISORY COMMISSION UPDATES

**Solano Water Advisory Commission
Meeting Minutes
September 26, 2018**

Present: Roland Sanford, Thomas Pate and Alex Rabidoux, SCWA; Justen Cole, Vacaville; Leo Larkin, Benicia; Richard Wilson and Melissa Cansdale, Vallejo; Kevin King, SID; Misty Kaltreider, Solano County; John Currey, Dixon RCD; Kevin Westad, Travis AFB; Taylon Sorter, FSSD; Mike Hardesty and Rick Wood.

The meeting was called to order at 12:32 PM.

1. Approval of Minutes

The minutes of the July 25, 2018 meeting were approved.

2. SCWA General Manager's Report

For the Water Supply-Demand Analysis Working Group, the next step is to develop a Request for Proposals (RFP). On the Ulatis Channels Working Group, Agency staff attended the Bay Delta Science Conference, where the importance of the Cache Slough Complex was a reoccurring theme. Drainage from eastern Solano County into the Complex including the Ulatis System is likely to be of greater importance in the future. On Board Items, no significant items are expected. There will be a presentation on water conservation at the October Board Meeting.

On NBA issues, Roland discussed the importance of Water Exchanges. For most of the NBA users, there is a large amount of carryover with a high probability of spill next year. The benefit of exchanges is to prevent the loss of carryover. At the September Board Meeting, Directors Skip Thomson and Ryan Mahoney voted against the exchanges. One of the concerns brought up by Director Mahoney is sending water out of the County which may help out of County agricultural districts. The Water Policy Committee will be working on guidelines for water exchanges. However, there is some concern in the length of time it will take to be completed by the Water Policy Committee. On other NBA issues, the Commission requested a summary memo of the 2009 MWH Water Treatment Study, to help guide future direction on the NBA Treatment Analysis.

On the Water Exchanges, the Commission discussed the importance of putting together a White Paper. The paper will focus on NBA water only. The paper will provide important background on Vallejo Permit water and other NBA water types. The paper will need to focus on the main goals. Additionally, it would be helpful to identify the economic loss of San Luis spilling, on Solano County. Short-term benefits should be discussed, such as the financial benefit, and investment into each city's water infrastructure. Long-term benefits might include SGMA compliance and groundwater recharge. The Water Agency will work on some initial thoughts/guidelines.

For the Solano Project, there is a reasonable chance of Lake Berryessa spilling this winter. On Lower Putah Creek, the Agency is extending the UC Davis fisheries study one more year. There is also fisheries work being done in the Interdam Reach of Putah Creek, to identify the unique subset of fish/trout in this stretch of creek. The results of this study may guide future fisheries efforts on Putah Creek.

On Bay Delta Planning, the SWRCB will be approving major policy decisions on required inputs of the San Joaquin tributaries on November 7. To date, the voluntary settlement agreements have not been successful. The Water Agency will continue to closely track activities on the Bay Delta Plan. On flood issues, the Water Policy Committee is working on completing the draft Flood Policy. All comments on the draft policy are due by November 9. Roland requested that all comments on the draft Flood Policy be sent to him, to be included in the final policy.

3. Groundwater Planning

Misty updated the Commission on SGMA activities. The various agencies are currently working on updating the MOU between all of the GSAs. The consultants selected for the GSP, are working on putting together public workshops for next spring.

4. Solano County Report

None

5. PSC/NBA Maintenance

Alex updated the Commission on NBA curtailments for the Solano users on 10/9 for Smart Ball testing and an outage on 10/16. The purpose of the Smart Ball testing is to identify leaks along the 27-mile NBA pipeline.

6. Solano Water Authority Report

None

7. Water Conservation

None

8. Legislative/Initiative/Court Decision Issues Not Discussed Above

Roland provided a brief update to the Commission on legal actions taken by the Friends of Putah Creek in regards to the Winters Putah Creek Park Phase 3 project.

9. New Business

None

10. Public Comments

None

The next meeting will be October 24, 2018 at 12:30 PM.

The meeting adjourned at 1:51 PM.

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: November 8, 2018

SUBJECT: 2019 Legislative Platform

RECOMMENDATION:

1. Adopt 2019 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 2019 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 2019 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. Currently, the Board approves all letters of support or opposition. 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

☐

Approved as
recommended

☐

Other
(see below)

☒

Continued on
next page

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 November 8, 2018 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 2019 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 2019 Legislative Platform. Pending legislation or proposed policy guidelines that are not addressed by the 2019 Legislative Platform must be brought to the full Board for discussion (see attached memo by Herum\Crabtree\Suntag dated April 3, 2017).

The proposed 2019 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 Action Plan adopted by the Brown Administration (http://resources.ca.gov/california_water_action_plan/).

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Adoption of the proposed 2019 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*)

HERUM CRABTREE SUNTAG

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

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:

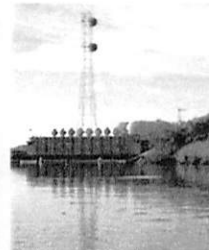
It is understood that the intent behind the policy is to have flexibility to respond to legislation without waiting for a noticed, regular public meeting of the SCWA Board. The text of the Brown Act appears to allow this legislative policy. In sum, SCWA may adopt a policy allowing the General Manager 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.

Solano County Water Agency



2019 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 _____

Solano County Water Agency
Governing Board

Mayor Elizabeth Patterson	Benicia
Mayor Thom Bogue	Dixon
Mayor Harry Price.....	Fairfield
Mayor Ron Kott.....	Rio Vista
Mayor Pete Sanchez	Suisun City
Mayor Len Augustine.....	Vacaville
Mayor Bob Sampayan.....	Vallejo
Director Ryan Mahoney.....	Maine Prairie Water District
Director Dale Crossley	Reclamation District 2068
Director John Kluge.....	Solano Irrigation District
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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

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State Legislative Advocate:
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Clean Tech Advocates
1215 K Street, 17th Floor
Sacramento, California 95814
(916) 503-1600 Phone
cleantechadvocates.com

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's cities and agricultural areas with reliable access to water and perform flood management and habitat conservation activities. State resources and legislative support for vital infrastructure needs and developments are paramount to SCWA's ability to fulfill this commitment to the County's residents, businesses and agricultural users. Accordingly, SCWA supports the priority issues and policy positions as outlined below.

Water Supply Reliability

Summary: Water is a fundamental ingredient and determinant of our quality of life in Solano County. The natural features of the Delta, agricultural production, and the County's urban communities are all shaped in part by the availability of water. 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 defended our water rights – projects that require 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 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.

Infrastructure

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 local water infrastructure construction and maintenance.
- 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.

Flood Management

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 and habitat enhancement. 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 of new infrastructure.

- Support policies that provide funding for the design, implementation, and maintenance of flood management systems and facilities - canals, levees, and soft infrastructure.
- 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.

Habitat Conservation and Stewardship

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.

Integrated Regional Water Management

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

Agricultural Sustainability

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.

Yolo Bypass/Cache Slough Complex

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.

State Water Resources Control Board Bay-Delta Plan Update

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.

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: November 8, 2018

SUBJECT: Dixon Watershed Management Plan Update

RECOMMENDATIONS:

Authorize General Manager to execute \$ 61,900 contract with West Yost Associates for Phase I (Tremont 3 subwatershed) hydrologic update of the Dixon Watershed Management Plan.


FINANCIAL IMPACT:

Funding for this project is included in the adopted FY 2018-2019 budget.

BACKGROUND:

The City of Dixon, Dixon Resource Conservation District, Reclamation District 2068 and Maine Prairie Water District have been working together since 2000 to address regional flood issues in eastern Solano County. In 2001 the group collectively produced the Dixon Watershed Management Plan, which identified three significant projects, two of which have been constructed. The third project, which would address flood management issues within the Tremont 3 subwatershed - a geographic area encompassing the City of Dixon's Northeast Quadrant and the unincorporated Agricultural Industrial Service Area - must be revised to address landowner opposition, environmental/habitat constraints, and future development concerns.

Recommended: _____


Roland Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

☒

Continued on
next page

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 November 8, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Initially, it was anticipated the Phase I hydrologic update of the Dixon Watershed Management Plan would be performed by West Yost Associates under contract to the City of Dixon and/or Dixon Resource Conservation District, with funding, in the form of a watershed grant, coming from the Water Agency. However, both the City of Dixon and the Dixon Resource Conservation District are now requesting the Water Agency serve in the dual role of funder and project manager.

The respective staffs of the Water Agency, Solano County, Reclamation District 2068, City of Dixon and the Dixon Resource Conservation District have met numerous times over the last 12 months. The end result of these meetings is the Phase I hydrologic update of the Dixon Watershed Management Plan scope of work and cost estimate compiled by West Yost Associates (copy attached).

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Funding of the Dixon Watershed Management Plan – Phase 1 Update is consistent with Goal #3 (*Flood Management*), Objective C (*Provide expertise and technical support to develop feasible, cost-effective flood management solutions*) of the 2016-2025 Strategic Plan.

Name of Project: **Dixon Watershed Management Plan – Phase 1 Update**

SOLANO COUNTY WATER AGENCY

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, **effective November 8, 2018**, is between SOLANO COUNTY WATER AGENCY, a public agency existing under and by virtue of Chapter 573 of the 1989 statutes of the State of California, hereinafter referred to as "Agency," and West Yost Associates, hereinafter referred to as "Contractor."

The Agency requires services for the **Dixon Watershed Management Plan – Phase 1 Update**; and the Contractor is willing to perform these services pursuant to the terms and conditions set out in this Agreement.

IT IS MUTUALLY AGREED, as follows:

1. SCOPE OF SERVICES

The Agency hereby engages the Contractor, and the Contractor agrees to perform the services for the **Dixon Watershed Management Plan – Phase 1 Update**, as described in Exhibit A, in accordance with the terms of this Agreement and any applicable laws, codes, ordinances, rules or regulations. In case of conflict between any part of this Agreement, this Agreement shall control over any Exhibit.

2. COMPENSATION

Compensation for services shall be as follows: Hourly rate of personnel plus any allowed reimbursable expenses based on unit costs as indicated on any allowed reimbursable expense in Exhibit B **not to exceed \$61,900** for all work contemplated by this Agreement.

3. METHOD OF PAYMENT

Upon submission of an invoice by the Contractor, and upon approval of the Agency's representative, the Agency shall pay the Contractor monthly in arrears for fees and allowed expenses incurred the prior month, however in no event shall the cumulative total paid pursuant to this agreement exceed the maximum amount provided for in paragraph 2 of this Agreement. Every invoice shall specify hours worked for each task identified in Exhibit A undertaken.

Each invoice shall be accompanied by a spreadsheet showing, by month, costs incurred to date for the project broken down by the Tasks identified in Exhibit A. The spreadsheet shall show, for each task, budget amounts, total expended and remaining amounts. The spreadsheet shall show a subtotal for each fiscal year covered by the contract. Any amendments to the contract shall be listed and incorporated into spreadsheet. An example of a typical spreadsheet shall be provided by the Agency.

4. TIME OF PERFORMANCE

This Agreement shall become effective as of the date it is executed and said services will take place between this date and **June 30, 2019** as directed by the Agency.

5. MODIFICATION AND TERMINATION

This Agreement may be modified or amended only by written instrument signed by the parties hereto, and the Contractor's compensation and time of performance of this Agreement shall be adjusted if they are materially affected by such modification or amendment.

Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion be approved in advance, in writing, by the Agency's General Manager.

This Agreement may be terminated by the Agency at any time, without cause, upon written notification to the Contractor. The Contractor may terminate this Agreement upon 30 days written notice to Agency.

Following termination by the Agency or the Contractor, the Contractor shall be reimbursed for all expenditures made in good faith in accordance with the terms of this Agreement that are unpaid at the time of termination.

6. INDEMNIFY AND HOLD HARMLESS

When the law establishes a professional standard of care for the Contractor's services, to the fullest extent permitted by law, Contractor will defend, indemnify and hold harmless the Agency, its directors, officers, employees, and authorized volunteers from all claims and demands of all persons that arise out of, pertain to, or relate to the Contractor's negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. The Contractor shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Contractor's performance or non-performance of the work hereunder, and shall not tender such claims to Agency nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

Other than in the performance of professional services, to the fullest extent permitted by law, Contractor will defend, indemnify and hold harmless the Agency, its directors, officers, employees and authorized volunteers from all claims and demands of all persons arising out of the performance of the work or furnishing of materials; including but not limited to, claims by the Contractor or Contractor's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of the Agency, its directors, officers, employees, or authorized volunteers.

7. INSURANCE

By his/her signature hereunder, Contractor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that Contractor will comply with such provisions before commencing the performance of the professional services under this agreement. Contractor and sub-contractors will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.

Contractor will file with the Agency, before beginning professional services, a certificate of insurance satisfactory to the Agency evidencing professional liability coverage of not less than \$1,000,000 per claim and annual aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to the Agency. Any insurance, self-insurance or other coverage maintained by the Agency, its directors, officers, employees, or authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the Agency. The retroactive date (if any) is to be no later than the effective date of this agreement. In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

Contractor will file with the Agency, before beginning professional services, certificates of insurance satisfactory to the Agency evidencing general liability coverage of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable); requiring 30 days (10 days for non-payment of premium) notice of cancellation to the Agency. Any insurance, self-insurance or other coverage maintained by the Agency, its directors, officers, employees, or authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the Agency. In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

If any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the Agency at least ten (10) days prior to the expiration date.

8. COMPLIANCE WITH LAW

The Contractor shall be subject to and comply with all federal, state and local laws and regulations applicable with respect to its performance under this Agreement, including but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment.

9. RECORD RETENTION

Except for materials and records, delivered to the Agency, the Contractor shall retain all materials and records prepared or obtained in the performance of this Agreement, including financial records, for a period of at least three years after the Contractor's receipt of the final payment under this Agreement. Upon request by the Agency, the Contractor shall make such materials and records available to the Agency at no additional charge and without restriction or limitation to State and federal governments at no additional charge.

10. OWNERSHIP OF DOCUMENTS

All materials and records of a finished nature, such as final plans, specifications, reports and maps, prepared or obtained in the performance of this Agreement, shall be delivered to and become the property of the Agency. All materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations and other data, prepared or obtained in the performance of this Agreement, shall be made available, upon request, to the Agency at no additional charge and without restriction or limitation on their use.

11. SUBCONTRACT AND ASSIGNMENT

This Agreement binds the heirs, successors, assigns and representatives of the Contractor. The Contractor shall not enter into subcontracts for any work contemplated under this Agreement and shall not assign this Agreement or monies due or to become due, without the prior written consent of the General Manager of the Agency or his designee, subject to any required state or federal approval. (*Note: list any subcontractors here*)

12. NONRENEWAL

The Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by the Contractor under this Agreement will be purchased by the Agency under a new agreement following expiration or termination of this Agreement, and waives all rights or claims to notice or hearing respecting any failure to continue purchase of all or any such services from the Contractor.

13. NOTICE

Any notice provided for herein are necessary to the performance of this Agreement and shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

AGENCY

Roland Sanford, General Manager
Solano County Water Agency
810 Vaca Valley Parkway, Suite 203
Vacaville, CA 95688

CONTRACTOR

Jeff Pelz, Vice President
West Yost Associates
2020 Research Park Drive, Suite 100
Davis, CA 95618

The parties have executed this Agreement the day and year first above written. If the Contractor is a corporation, documentation must be provided that the person signing below for the Contractor has the authority to do so.

Solano County Water Agency
a Public Agency

By: _____
Roland Sanford,
General Manager

By: _____
Jeff Pelz,
Vice President

FOR SCWA USE ONLY

Contract Period: _____ to _____
File Number: _____
Account Manager: _____
G/L Account #: _____
Job Cost #: _____
Contract Type: _____

EXHIBIT A

SCOPE OF SERVICES



October 29, 2018

SENT VIA: EMAIL

Mr. Alexander A. Rabidoux, PE
Supervising Water Resources Engineer
Solano County Water Agency
810 Vaca Valley Parkway #203
Vacaville, CA 95688

SUBJECT: Dixon Watershed Management Plan Update for the Tremont 3 Watershed

Dear Alex:

West Yost Associates (West Yost) is pleased to provide this proposal for the *Dixon Watershed Management Plan* (DWMP) update for the Tremont 3 Watershed. This proposal is based on the draft scope of work you provided by email on October 25, 2018.

The purpose of this study is to provide an update to a subsection (Chapter 6 – Model Results) of the DWMP focused on the Tremont 3 watershed. This proposal includes drainage modeling for existing and proposed land use conditions, and with the detention basins sized with the City of Dixon's and Solano County's standard detention basin design criteria. The main goal is to determine the cumulative impacts (if any) from future potential land use changes proposed within the Tremont 3 watershed. The work product will be a brief Technical Memorandum (TM) that will be prepared and updated to present the work from each task. The TM will focus on presenting model results.

SCOPE OF WORK

Our proposed Phase 1 scope of work is presented below by task.

Task 1 – Background

We will summarize the purpose of this study, as described above. West Yost will also briefly summarize past studies, models and meeting minutes. We will summarize key issues of importance to each relevant agency (Solano County, City of Dixon, Dixon RCD, RD 2068) based on your recent emails and meeting discussions. This information will be documented in the Background section of the TM.

Task 2 – Define Model Scenarios

We will define the model input data for four land use conditions (including both baseline conditions) and the design storms listed in Table 1.

Table 1. Land Use Conditions and Design Storms		
Land Use Condition	Development Level	Design Storms
Baseline	Conditions (1993)	10-yr (1-day) 10-yr (4-day) 100-yr (1-day) 100-yr (4-day)
	Conditions (2018)	
Partial Buildout	50% Northeast Quadrant (NEQ)	
	50% Agricultural Industrial Services Area (AISA)	
Full Buildout	100% NEQ	
	100% AISA	

We will define and show watershed boundaries, assumptions used for impervious/pervious coverage, and runoff coefficients, *etc.* Where applicable, the Solano County Water Agency (SCWA) Hydrology Manual standards will be utilized or will be supplemented with more up-to-date information, if known. The key updates or changes in model assumptions will be listed. We will summarize the information in the TM (along with the background summary from Task 1) and review as needed with SCWA.

We will summarize the design storm rainfall depths in a table for durations of five minutes to four days. We will show design storm hyetographs on a figure. The table and figure will be included in the various Draft TM versions.

The 1993 and 2018 baseline land use conditions can be used to define a sensitivity analysis (in Task 3). SCWA is to identify which year will be used as baseline conditions for use in the TM when updated for Task 3.

Task 3 – Partial Buildout and Full Buildout Land Use Model Runs

West Yost will revise the most current Dixon Regional Drainage Model to include the three land use conditions (one baseline condition, the partial buildout condition, and the full buildout conditions) and the four design storms shown in Table 1 (with no drainage mitigation). The model already includes routing of water from the upland watershed (North of I-80). We will perform a QA/QC review of the models, resolve any issues identified in the review and run the models again. For each design storm, we will prepare the following seven charts that compare the flow hydrographs for three land use conditions.

- Total flow crossing I-80 through several culverts
- Total flow crossing the railroad through several culverts (this chart will also show the City-DRCD-RD 2068 NEQ Discharge Agreement flow limit)
- Flow in Tremont 3 crossing Vaughn Road
- Flow just downstream of Hackman Road
- Flood flow on the field southeast of the intersection of Runge Road and Hackman Road
- Flow downstream of Sikes Road
- Flow from Tremont 3 to the RD 2068 Main Canal near Midway Road (this chart will also show the DRCD-RD 2068 Point A Discharge Agreement flow limit)

For each design storm, we will also prepare the following seven charts that compare water surface elevation stagegraphs for each land use condition. These charts will also show the ground elevation at which flooding occurs.

- At the upstream end of the southern railroad culverts
- At the upstream end of the existing 48-inch railroad culvert at the upstream end of Tremont 3 Drain
- At the downstream end of the existing 48-inch railroad culvert at the upstream end of Tremont 3 Drain
- At the upstream end of the Vaughn Road Culverts
- At the upstream end of the Hackman Road Culverts
- At the upstream end of the Sikes Road Culverts
- At the upstream end of the Midway Road Culverts

We will prepare a map showing the locations represented by the figures listed above. The map and the figures above will be included in the TM, with review and correspondence as needed from SCWA.

Task 4 – Drainage Improvements Model Runs

West Yost will revise the full buildout land use condition models to include each agency's standard drainage mitigation improvements. The County's standard drainage improvement is detention storage sized for the 100-year 24-hour design storm with the basin located on the developing parcel. The City's standard drainage improvement is detention storage sized for the 100-year 4-day design storm. However, the City's basin could be two or three regional basins that serve multiple parcels. West Yost will estimate and list several key assumptions and rules on the number, size, and location of detention basins for drainage mitigation. The assumptions will be strictly based on existing City and County drainage standards and where appropriate standard engineering judgement. We will perform a QA/QC review of the models, resolve any issues identified in the review and run the models again. For each design storm, we will add the mitigated drainage hydrographs and stagegraphs to the charts developed in Task 3.

The goals for the drainage mitigation storage are:

- For the agricultural areas with no development: no significant drainage impact from a 10-year or smaller storm event.
- For the developing areas: compliance with each agency's design standards.

The map and the figures above will be included in the TM, with review and correspondence as needed from SCWA. We will then prepare a complete Draft 1 of the TM and submit it to SCWA for review and comment. We will prepare Draft 2 of the TM by addressing SCWA's comments. SCWA is to distribute Draft 2 to others for review and comment. If needed, we will attend one meeting to receive and discuss the comments on Draft 2. We will prepare the Final TM by addressing a consolidated set of comments from SCWA.

Mr. Alexander A. Rabidoux, PE
October 29, 2018
Page 4

BUDGET AND SCHEDULE

The estimated budget and schedule for this work are shown in Table 2. The schedule is based on beginning work by November 15, 2018 and on receiving review comments on each draft of the TM within one week of submitting each draft TM. Our 2019 rate schedule is provided as Attachment A.

Table 2. Estimated Level of Effort and Budget and Schedule			
Task	Hours	Budget, dollars	Schedule
Task 1 – Background	21	4,800	12/21/2018
Task 2 – Define Model Scenarios	37	8,900	12/21/2018
Task 3 – Partial Buildout and Full Buildout Land Use Model Runs	121	28,900	2/14/2019
Task 4 – Drainage Improvements Model Runs	80	19,300	3/22/2019
Total	259	61,900	

Please call me if you have any questions or comments on this proposal.

Sincerely,

WEST YOST ASSOCIATES

Douglas T. Moore
Engineering Manager
RCE #58122

DTM:ja

Attachment Attachment A. Billing Rate Schedule

EXHIBIT B
RATE OF COMPENSATION



2018-2019 Billing Rate Schedule

(Effective November 1, 2018 through December 31, 2019) *

POSITIONS	LABOR CHARGES (DOLLARS PER HR)
ENGINEERING	
Principal/Vice President	\$280
Engineering/Scientist/Geologist Manager I / II	\$258 / \$269
Principal Engineer/Scientist/Geologist I / II	\$235 / \$249
Senior Engineer/Scientist/Geologist I / II	\$210 / \$221
Associate Engineer/Scientist/Geologist I / II	\$187 / \$200
Engineer/Scientist/Geologist I / II	\$151 / \$175
Engineering Aide	\$85
Administrative I / II / III / IV	\$77 / \$97 / \$117 / \$129
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	\$266 / \$276
Principal Tech Specialist I / II	\$245 / \$255
Senior Tech Specialist I / II	\$225 / \$235
Senior GIS Analyst	\$206
GIS Analyst	\$194
Technical Specialist I / II / III / IV	\$143 / \$163 / \$184 / \$204
CAD Manager	\$163
CAD Designer I / II	\$126 / \$142
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	\$268
Construction Manager I / II / III / IV	\$163 / \$175 / \$186 / \$233
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$141 / \$157 / \$175 / \$182
Apprentice Inspector	\$128
CM Administrative I / II	\$70 / \$93

- Technology and Communication charges including general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 6% of West Yost labor.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate and Travel will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2018-2019 Billing Rate Schedule (continued)

(Effective November 1, 2018 through December 31, 2019) *

Equipment Charges

EQUIPMENT	BILLING RATES
Gas Detector	\$80/day
Hydrant Pressure Gage	\$10/day
Hydrant Pressure Recorder, Standard	\$40/day
Hydrant Pressure Recorder, Impulse (Transient)	\$55/day
Trimble GPS – Geo 7x	\$220/day
Vehicle	\$10/hour
Water Flow Probe Meter	\$20/day
Water Quality Multimeter	\$185/day
Well Sounder	\$30/day

* This schedule is updated annually

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: November 8, 2018

SUBJECT: Employee health benefit cafeteria plan Allowance – redistribution of 2019 budgeted funds

RECOMMENDATION:

For the 2019 calendar year, redistribute unused health insurance funds to participants in the “Employee + 1” and “Employee + Family” health insurance categories as follows:

- a) Employee + 1: \$ 351/month increase
- b) Employee + Family: \$ 766/month increase

FINANCIAL IMPACT:

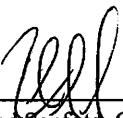
No increase in budgeted costs, proposal would redistribute unused budgeted funds.

BACKGROUND:

Overview

The Water Agency offers employees a health insurance cafeteria plan, whereby each employee is allocated \$12,500 /year to pay for health insurance obtained through CalPERS – The Water Agency, through CalPERS, offers a “menu” of health insurance plans for employees to select from. Employees who choose not to expend their entire \$12,500 annual allocation receive 25 percent of the unused allocation, the balance of the unused allocation remains with the Water Agency.

The current \$12,500/year, per employee, allocation has remained unchanged since 2008 and through 2010 roughly coincided with the average annual cost of health insurance for the “Employee + 1” category. Since 2010, health insurance costs have accelerated and now, for the “Employee + 1” and “Employee + Family” categories, are substantially greater than the \$12,500/year currently allocated to employees (see attached graph).

Recommended: 
Roland Sanford, General Manager

☐

Approved as
recommended

☐

Other
(see below)

☒

Continued on
next page

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 November 8, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Health Insurance in 2019

The health insurance annual “open enrollment” period for 2019 recently closed – 13 of the Water Agency’s 21 eligible employees have signed up for health insurance in the “Employee Only” category, 2 employees in the “Employee + 1” category, 4 employees in the “Employee + Family” category, and 2 employees have opted not to sign up for Water Agency provided health insurance. With the close of the open enrollment period we now have a more precise estimate of the total health insurance costs to the Water Agency in the 2019 calendar year. Because the majority of the employees have opted for the “Employee Only” category, and the average annual cost of health insurance for the “Employee Only” category remains below \$12,500, there will be \$45,000 saved from what was budgeted.

For 2019, staff is proposing to redistribute the \$45,000 savings among the “Employee + 1” and “Employee + Family” categories – allocate an additional \$4,210/year for each of the 2 employees who have opted for the “Employee + 1” category in 2019, and an additional \$9,190/year for each of the 4 employees who have opted for the “Employee + Family”. In both cases, the resulting total allocations - \$16,710/year for the “Employee + 1” category; \$21,690/year for the “Employee + Family” category – equates to approximately 80 percent of the average annual cost of insurance for the two respective insurance categories.

Health Insurance beyond 2019

As illustrated by the health insurance premium data presented in the attached graph, the cost of health insurance has risen steadily since 2010, while the Water Agency’s contribution has remained static at \$12,500 per employee, per year. According to now retired General Manager David Okita, between 2005 and 2010 it was the Water Agency’s intent to match the annual employee health insurance cafeteria plan allocation to the prevailing cost of health insurance for the “Employee + 1” category. That practice ended with the onset of the recent economic recession.

Staff, pursuant to the 2016-2025 SCWA Strategic Plan, has retained Regional Government Services (RGS) to conduct an employee job classification and total compensation study for the Water Agency, which among other things will evaluate how competitive the Water Agency’s current health benefit offering is in the context of the total compensation offered by the Water Agency, and in relation to competing employers. Once the study is completed, the Board will be in a better position to determine the appropriate funding level for the employee’s health insurance cafeteria plan, and how best to equitably distribute cafeteria plan dollars among the “Employee”, “Employee + 1” and “Employee + Family” insurance categories, in future years.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

The proposed redistribution of budgeted health insurance funds 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*).

Average Annual Premiums for CalPERS Health Benefit Plans

