

**SOLANO COUNTY WATER AGENCY**  
**AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES**

AMENDMENT NUMBER: 3

CONTRACTOR: Sustainable Solano

EFFECTIVE DATE: July 1, 2020

PROJECT: Solano Sustainable Initiative

DESCRIPTION OF AMENDMENT:

1. Increase total contract amount by \$150,000, from \$300,000 to \$450,000.
2. Add scope of work presented in Exhibit A (attached).
3. Extend contract period to 6/30/2021.

SIGNATURES:

Solano County Water Agency,  
A Public Agency

Sustainable Solano

By: \_\_\_\_\_  
Roland Sanford, General Manager  
Solano County Water Agency

By: \_\_\_\_\_  
Elena Karoulina, Executive Director  
Sustainable Solano  
P.O. Box 1215  
Benicia, CA 94510

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**FOR SCWA USE ONLY**

Contract Period: 7/1/2019 to 6/30/2021  
File Number: AG-S-27  
Account Manager: RS  
G/L Account #: 6140AC  
Job Cost #: 2508  
Contract Type: Professional Services

**Sustainable Solano  
2020-2021 Sustainable Landscaping Educational Program (SCWA)  
Scope of Activities**

**Task 1. Further Development of the Program**

**Subtask 1.1 Follow sustainable landscaping industry development**

Continue to follow sustainable landscaping programs implemented by other agencies and nonprofits in California and other developments in the industry to identify successful approaches, best practices and techniques that can be incorporated into and further improve the program. Team members will attend relevant professional development and networking events.

**Subtask 1.2 Safeguard and expand the use of sustainable landscaping principles developed in this program in the county**

Incorporate the principals of sustainable landscaping based on secondary water to every green infrastructure program implemented by Sustainable Solano and its partners. Educate other partner organizations in the county about the principles of sustainable landscaping based on secondary water. Leverage SCWA funding to increase the reach and scope of the program.

**Task 2. Professional Landscapers Outreach and Education**

**Subtask 2.1 Ongoing efforts to involve local landscaping professionals into the sustainability movement**

Continue networking with local professionals. Promote sustainable landscaping businesses through Sustainable Solano website and social media. Involve local professionals in educating general public on the principles of sustainable landscaping.

**Task 3. General Public Outreach and Education**

**Subtask 3.1 Public educational events (speakers, workshops and demo garden tours)**

Host public talks on permaculture, sustainability, secondary water (rainwater and laundry-to-landscape greywater), and the relationships between our everyday choices and a larger picture of world's sustainability. Educate, demonstrate and promote sustainable water management and sustainable gardens maintenance techniques in public education events. Host annual demonstration garden tours of previous projects open to the public.

**Subtask 3.2 Demonstration Gardens**

Host workshops to install demonstration gardens based on the principles of permaculture and secondary water (rainwater and laundry to landscape greywater), free and open to the public. Each demonstration garden will be based on a model "Seed Plot" adopted for the particular climate of the municipality. Each workshop will consist of the following primary principles:

- Wise Water and Landscaping: Class on the principles of sustainable landscape based on available secondary water; calculation of water budget; introduction of the principles of "slow it, spread it, sink it"; roof-water harvesting; and sheet mulching instead of removing to build soil, followed by a hands-on guided workshop outside.
- Laundry-to-Landscape greywater (when feasible): Participants will learn about the history of greywater use and current legislation; the safety principles and the California plumbing code

related to greywater; the water requirements for the existing landscape of the workshop house and the capacity of the L2L system; and the key aspects of a simple, gravity-fed L2L system installation that does not require a permit in California. The outdoor portion of the workshop will include hands-on work in the existing landscape to prepare it for greywater (small trenches, mulch basins and pipe layout) and the indoor part of installing a three-way valve in the laundry room and preparing the house wall for a pipe. The system will be tested at the end of the workshop followed by a Q&A session.

- Rainwater Barrels (when feasible): The indoor part of the workshop will cover rainwater collection systems design, various forms and sizes of the barrels and sourcing the barrels in local markets; during the outdoor part of the workshop, the participants will have hands-on experience of installing at least one rain barrel.
- Plant Choices: Host a detailed discussion about the choice of plants for this demonstration garden (Mediterranean and native plants; fruit trees; ground cover's role and functions). The hands-on part of the workshop will include planting, mulching, installing a drip irrigation system and testing of all water sources: roof-water, L2L, rain barrels and drip irrigation systems. The participants will take home a handout describing the work done, the water budget calculations and local resources for education and landscaping.
- If feasible develop site into Resilient Neighborhood to demonstrate shared sustainability water solutions.

#### Subtask 3.3 Continue promotion of L2L greywater

Continue to promote laundry to landscape principles and host workshops performed by independent contractors to promote greywater concept.

#### Subtask 3.4 Building public awareness

Continue use of educational and promotional materials and media messaging (website, social and traditional media) to promote the program. Expand video library with tools and techniques for sustainable landscaping. Begin offering sustainable landscape education in Spanish. Regularly update the sustainable landscaping page at [www.SustainableSolano.org](http://www.SustainableSolano.org) with program's achievements and events. Sustainable Solano will participate in various public events and festivals throughout the county to increase awareness and visibility of the program. All promotional materials and publications must indicate SCWA as a funder.

#### **Task. 4 Project Management**

Project management activities include bookkeeping and invoicing; hiring and supervision of staff, consultants, contractors and volunteers; managing the legal framework of the project; attendance at Solano County Water Agency Urban Water Conservation Committee meetings; and the preparation of monthly progress reports to the SCWA summarizing work status and budget and annual report summarizing key achievements and lessons learned from the project.

**Perform other mutually agreed upon tasks as directed by Solano County Water Agency.**

Approved Subcontractors:

David Avery, Videographer

Scott Dodson, Scotty's Organic Gardening / landscaping business

Lauren Bennett, Bay Wise Gardens

Brennan Bird, permaculture designer and educator

Shawn Carter, Resilient Solutionaries/landscaping business

Derek Downey, Whole Systems Design  
Ojan Mobedshahi, Happy Planet Landscaping  
David Mudge, David Mudge Gardens  
Greywater Action (fiscal sponsor – Ecology Center of Berkeley)  
Nam Nguyen, graphic design  
Jaxon Shain, graphic design  
Leila Rand, website design and ongoing updates  
Jill Jacobs, attorney  
Natalya Attestatova, CPA – annual fiscal review and year-end federal and state reporting

**Speakers:**

David Shaw, permaculture designer, director of Common Grounds ecology center at UCSC  
Lydia Neilson, permaculture designer  
John Valenzuela, permaculture designer  
Joshua Burman Thayer, landscaper  
Denise Rushing, author, permaculture designer, farmer  
Jessica Bates, permaculture designer  
Lori Caldwell, "compost gal"  
Kristina Fink, Lemuria Nursery (Dixon)

**NOTE:** Sustainable Solano will seek approval from SCWA before initiating any additional subcontracts for this Project (with exception of speakers).

**Deliverables to Solano County Water Agency**

**Annually**

- Copy of most recent Tax Form 990.
- Proof of Insurance
- Annual Report of Tasks complete. The final completion report will describe the work performed as a part of the pilot program, which elements of the pilot program were successful and why, any elements of the pilot program that were not successful, and recommendations for expanding the pilot program, if appropriate.

**Monthly**

Sustainable Solano will invoice Solano County Water Agency on a monthly basis. The invoice will include:

- Personnel hours (name and title) of staff member, and copies of timesheets for that period
- (upon requests)
- Copies of invoices for all charges reflected in the invoice.
- Copies of receipts for all materials charged.
- Summary of work performed towards Tasks and Subtasks completion for that period.

Sustainable Solano will attend the monthly Urban Water Conservation Committee Meetings and present a summary of work performed in the previous month and anticipated work coming up in the next month.

- The summary will include dates, locations, and times (if available) of all functions.
- The summary will include a list of key stakeholders who Sustainable Solano wishes to make contact with

All Sustainable Solano projects and demonstration gardens will need to comply with both QWEL principles and the current Solano County Water Agency Water Efficient Landscape Rebate Terms and Conditions.

**Sustainable Landscaping Educational Program 2020-2021 Budget**

<b>Task/Activity</b>	<b>Rate or Unit Cost</b>	<b>Hours or # of Units</b>	<b>Cost</b>
<b>TASK 1: Further Development of the Program</b>			
Sustainable Solano Personnel	<i>Hourly Rate</i>		
<i>Executive Director</i>	\$ 42.48	100	\$ 4,248.46
<i>Program Manager</i>	\$ 31.56	0	\$ -
<i>Public Outreach Manager</i>	\$ 29.38	0	\$ -
Other			
Professional development - personn	\$1,500	1	\$ 1,500.00
			<b>\$ 5,748.46</b>

<b>Task 2: Professional Landscapers Outreach and Education</b>			
Sustainable Solano Personnel	<i>Hourly Rate</i>		
<i>Executive Director</i>	\$ 42.48	0	\$ -
<i>Program Manager</i>	\$ 31.56	200	\$ 6,312
<i>Public Outreach Manager</i>	\$ 29.38	0	\$ -
			<b>\$ 6,312</b>

<b>Task 3: Education for general public</b>			
Sustainable Solano Personnel	<i>Hourly Rate</i>		
<i>Executive Director</i>	\$ 42.48	100	\$ 4,248
<i>Program Manager</i>	\$ 31.56	1770	\$ 55,862
<i>Public Outreach Manager</i>	\$ 29.38	520	\$ 15,280
<i>Spanish outreach coordinator</i>	\$ 25.20	100	\$ 2,520

**Contractor Services**

<i>Speakers</i>	\$300	4	\$	1,200
<i>Classes</i>	\$200	10	\$	2,000
<i>Instructors for 4 L2L full-day greywa</i>	\$1,300	3	\$	3,900
<i>Landscape designer/instructor for 4</i>	\$2,000	4	\$	8,000

**Other**

<i>Plants and Material for Demo Garde</i>	\$1,800	4	\$	7,200
<i>Promotional Expenses</i>	\$4,000	1	\$	4,000
<i>Transportation/milease to demo site</i>	\$0.575	800	\$	460
				<i>80 miles a week for 10 weeks (Rio Vista &amp; Dixon only)</i>
			\$	104,670

**Task 4: Project management**

Sustainable Solano Personnel	Hourly Rate		
Executive Director	\$ 42.48	300	\$ 12,745
Other			
Office Supplies	\$500	1	\$ 500
Telephone & Post Office Services	\$500	1	\$ 500
			\$ 13,745

**SUBTOTAL: \$ 130,476**  
**Overhead Charges (15%): \$ 19,571.39**  
**TOTAL: \$ 150,047**