

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS MEETING

BOARD OF DIRECTORS:

Chair:

Supervisor Jim Spering
Solano County District 3

Vice Chair:

Mayor Ron Rowlett
City of Vacaville

Mayor Steve Young
City of Benicia

Mayor Steve Bird
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 John Vasquez
Solano County District 4

Supervisor Mitch Mashburn
Solano County District 5

Director J.D. Kluge
Solano Irrigation District

Mayor Lori Wilson
City of Suisun City

Mayor Robert McConnell
City of Vallejo

GENERAL MANAGER:

Roland Sanford
Solano County Water Agency

DATE: Thursday, March 10, 2022

TIME: 6:30 P.M.

PLACE: Virtual Meeting – Zoom Meeting

Join Zoom Meeting:

<https://us02web.zoom.us/j/83191863504?pwd=UWhPZEVVbHU1bzRTWEliQkhFRGljQT09>

Meeting ID: 831 9186 3504/Passcode: 932913

One tap mobile: +16699009128,,83191863504#,,,,*932913#

Dial by your location: +1 669 900 9128 US

1. REMOTE MEETING

In Compliance with Government Code Section 54953(e) added by Assembly Bill 361, and consistent with the findings made by the Solano County Water Agency Board of Directors in accordance therewith, members of the Solano County Water Agency Board of Directors and members of the public will participate in this meeting by teleconference. Per AB 361, the Board is to reconsider the circumstances of the state of emergency and determine that: (i) the state of emergency continues to directly impact the ability of the members to meet safely in person; and/or (ii) State or local officials continue to impose or recommend measures to promote social distancing.

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. PUBLIC COMMENT

If you wish to make a Public Comment, please contact the Secretary at: cleee@scwa2.com to expedite the process, thank you. Public Comments may still be made during the virtual meeting without prior notice.



6. **CONSENT ITEMS** *(estimated time: 5 minutes)*

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting of February 10, 2022.
- (B) Expenditure Approvals: Approval of the February 2022 checking account register.
- (C) Bank of the West Cash Management Services: Adopt Resolution 2022-05 authorizing staff to engage Bank of the West for cash management services. Total estimated annual cost: \$240.
- (D) Jim DeRose Contract Amendment: Authorize General Manager to execute \$15,000 contract amendment with Jim DeRose for additional SCADA instrumentation and water flow measurements.
- (E) Terra Realty Advisors Amendment: Authorize General Manager to execute \$50,000 contract amendment with Terra Realty Advisors for general real estate support.

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

RECOMMENDATION: For information only.

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

RECOMMENDATION: For information only.

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

RECOMMENDATION: For information only.

10. **CREATION OF SENIOR ACCOUNTANT AND ADMINISTRATIVE ASSISTANT II POSITIONS** *(estimated time: 15 minutes)*

RECOMMENDATIONS:

- 1. Create Senior Accountant position and job description.
- 2. Create Administrative Assistant II position and job description.
- 3. Authorize General Manager to promote existing personnel into Senior Accountant or Administrative Assistant II positions, as deemed appropriate by General Manager.

11. **A2Z LANDSCAPING CONTRACT AMENDMENT** *(estimated time: 15 minutes)*

RECOMMENDATION:

Authorize General Manager to execute contract amendment with A2Z Landscaping for continuation and expansion of Water Conservation Landscape Assistance Program for remainder of FY 2021-2022.

12. **2022 LEGISLATIVE PLATFORM**

RECOMMENDATIONS:

1. Adopt text of 2022 Legislative Platform and authorize release of 2022 Legislative Platform following review and approval of final document photo/text format by Legislative Committee.
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 2022 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 2022 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.

13. **LEGISLATIVE UPDATES** *(estimated time: 10 minutes)*

RECOMMENDATIONS:

1. Hear report from Committee Chair on activities of the SCWA Legislative Committee.
2. Hear report from Bob Reeb of Reeb Government Relations, LLC.

14. **WATER POLICY UPDATES** *(estimated time: 10 minutes)*

RECOMMENDATIONS:

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

4. Hear report from Elizabeth Patterson on activities of the North Bay Watershed Association (see <https://www.nbwatershed.org> for additional information).

15. TIME AND PLACE OF NEXT MEETING

Thursday, April 14, 2022 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 <https://www.scwa2.com/governance/board-meetings-agendas-minutes/>

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: February 10, 2022**

The Solano County Water Agency Board of Directors met this evening via Zoom teleconferencing, in deference to the ongoing COVID-19 “shelter in place” directives. Present were:

Mayor Steve Young, City of Benicia
Mayor Steve Bird, City of Dixon
Mayor Harry Price, City of Fairfield
Mayor Ronald Kott, City of Rio Vista
Mayor Robert McConnell, City of Suisun
Mayor Lori Wilson, City of Suisun City
Supervisor Erin Hannigan, Solano County District 1
Supervisor Monica Brown, Solano County District 2
Supervisor Jim Spring, Solano County District 3
Supervisor John Vasquez, Solano County District 4
Supervisor Mitch Mashburn, Solano County District 5
Director Sean Favero, Main Prairie Water District
Director Dale Crossley, Reclamation District N. 2068
Director J.D. Kluge, Solano Irrigation District

CALL TO ORDER

The meeting was called to order by Chair Spring at 6:30 p.m.

REMOTE MEETING

In compliance with Government Code 54953(e) added by Assembly Bill 361, and consistent with the findings made by the Solano County Water Agency Board of Directors in accordance therewith, members of the Solano County Water Agency Board of Directors and members of the public will participate in this meeting by teleconference. Per AB 361, the Board is to reconsider the circumstances of the state of emergency and determine that: (i) the state of emergency continues to directly impact the ability of the members to meet safely in person; and (ii) State or local officials continue to impose or recommend measures to promote social distancing.

On a motion by Supervisor Vasquez and a second by Mayor Young the Board approved-by roll call vote-that both (i) and (ii) to be true and to continue meeting by teleconference. Director Favero voted no.

APPROVAL OF AGENDA

General Manager Roland Sanford requested that item 10, the SCWA Fiscal Year 2020-2021 Audit, be pulled from the agenda. Mr. Sanford explained that there is a minor error in the current version of the audit report that needs to be corrected.

On a motion by Supervisor Vasquez and a second by Mayor Bird, the Board unanimously approved-by roll call vote-the agenda, with the deletion of item 10.

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

On a motion by Mayor Kott and a second by Director Crossley, the Board unanimously approved-by roll call vote-the following consent items:

- (A) Minutes
- (B) Expenditure Approvals
- (C) State Water Project Municipal Water Quality Investigations Program
- (D) North Bay Aqueduct Alternate Intake Grant Application
- (E) Multi-Jurisdictional Hazard Mitigation Plan

BOARD MEMBER REPORTS

Supervisor Spring reported that he has completed the assignment of Board members to the various Board Committees. He noted that the Flood Committee will meet later this month and that the Lake Berryessa Committee members consist of Supervisor Mashburn, who will serve as committee chair, Supervisor Vasquez, Director Kluge, and himself (Supervisor Spring).

GENERAL MANAGERS REPORT

General Manager Sanford had nothing to add to the written report.

SOLANO WATER ADVISORY COMMISSION REPORT

In addition to the meeting notes in the Board agenda packet, Kyle Ochendusko, City of Benicia Public Works Director and chair of the Solano Water Advisory Commission (SWAC), reported that Michael Hether from the City of Fairfield will be the SWAC Legislative Committee representative and Beth Schoenberger from the City of Vallejo will be the SWAC Water Policy Committee representative. Mr. Ochendusko also reported that at the last SWAC meeting committee members discussed the promising start to the water year and the resulting increase in the 2022 State Water Project allocation, from essentially zero to 25% of the full Table A allocation. Mr. Ochendusko observed that Northern California has now received about the same amount of precipitation as had occurred in all of the last water year.

WATER CONSERVATION LANDSCAPE ASSISTANCE PROGRAM

General Manager Roland Sanford reported that just prior to this evening's Board meeting staff was informed by the landscaping contractor – A2Z Landscaping – that an employee of the firm was found to have falsified timesheets and in doing so embezzled approximately \$20,000. Mr. Sanford recommended the Board consider whether to increase funding of the water conservation landscaping program, but table consideration of the proposed contract amendment with A2Z Landscaping.

Staff reported that the Landscape Assistance Program, which serves disabled residents and low-income senior residents of Solano County, has proven to be one of the more popular water conservation programs offered by the Water Agency, and that program demand has been much higher than anticipated at the beginning of the current fiscal year, hence the request for an additional \$200,000 of program funding.

Directors Kluge and Favero expressed concerns regarding the cost of the program relative to the amount of water saved and questioned whether there were more cost-effective water conservation measures that could be implemented. Director Kluge recommended the landscaper services associated with the Water Conservation Landscape Assistance Program be put out to bid.

On a motion by Supervisor Vasquez and a second by Mayor Price, the Board approved-by roll call vote-the allocation of additional funding for the Water Conservation Landscape Assistance Program. Directors Kluge and Favero voted no. The Board directed staff to investigate whether to date any funds provided by the Water Agency to A2Z Landscaping have been misappropriated, and to request proposals from qualified contractors for program implementation next fiscal year.

ADDITION OF ASSISTANT/ASSOCIATE WATER RESOURCES SPECIALIST POSITION

General Manager Roland Sanford stated that staff is requesting authorization to hire a permanent, full time Water Resources Specialist to assist with implementation of the Lake Berryessa Invasive Mussel Infestation Prevention Program, with the specific goal of increasing the number and frequency of watercraft inspections, and to provide additional "wash-down" services for those watercrafts suspected of harboring invasive mussels. Mr. Sanford also noted that staff is seeking to bring certain mussel monitoring activities in-house, as opposed to continued reliance on contractor services – mussel monitoring activities that would be performed by the proposed Water Resources Specialist position.

On a motion by Mayor Wilson and a second by Supervisor Mashburn, the Board unanimously approved-by roll call vote-the addition of an Assistant or Associate Water Resources Specialist Position.

LEGISLATIVE UPDATES

Supervisor Vasquez stated that the Legislative Committee will be meeting later this month. Bob Reeb, the Agency’s Legislative Analyst, reported that the Governor has called for a special election to fill the currently vacant Assembly District 11 seat. He also noted that the deadline for introducing new legislation in the current legislative year is February 18. Mr. Reeb also briefly discussed the Governor’s proposed budget and noted that the proposed budget includes an additional \$750 million dollars for drought resiliency projects and programs.

WATER POLICY UPDATES

There were no updates from staff on current and emerging Delta and Water Policy issues. There were no updates from the Water Policy Committee Chair. There were no updates from either Supervisor Vasquez or Supervisor Mashburn on activities of the Delta Counties Coalition, the Delta Protection Commission, nor the Delta Conservancy.

Ms. Elizabeth Patterson briefed the Board on recent activities of the North Bay Watershed Association. She reported that at the last North Bay Watershed Association meeting Ms. Jessica Davenport of the Coastal Conservancy gave a presentation on the highway 37 corridor and the need to protect the Sonoma Baylands, while at the same time addressing land subsidence, flooding, and traffic congestion on highway 37. Ms. Patterson noted that the North Bay Watershed Association will be holding a free virtual conference on April 8, 2022.

CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATIONS (Gov. Code §54956.8)
Property: 810 Vaca Valley Parkway, Suite 203, Vacaville, CA
Agency negotiator: Roland Sanford, Alex Rabidoux
Negotiating parties: Solano Irrigation District
Under negotiation: Price, terms of payment, details of purchase.
The Board entered Closed Session at 7:27 p.m. and returned to open session at 8:00 p.m. Supervisor Spering reported that no reportable actions were taken during Closed Session.

SCWA OFFICE EXPANSION

On a motion by Mayor Price and a second by Mayor Young, the Board unanimously approved-by roll call vote-approval of the First Amendment to the Purchase and Exchange Agreement with the Solano Irrigation District and subsequent documents that are required to implement the Purchase and Exchange Agreement. Following discussion, the Board took no action on the proposed General Contractor Pre-Construction Agreement. Similarly, the Board took no action on the proposed contract with Brereton Architects.

TIME AND PLACE OF NEXT MEETING

Thursday, March 10, 2022, at 6:30 p.m. at the SCWA offices.

ADJOURNMENT

The meeting of the Solano County Water Agency Board of Directors was adjourned at 8:07 p.m.

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

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: March 10, 2022

SUBJECT: Expenditures Approval

RECOMMENDATIONS:


Approve expenditures from the Water Agency checking accounts for February 2022.

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 February 2022. Additional backup information is available upon request.

Recommended: 
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as Recommended	<input type="checkbox"/>	Other (see below)	<input type="checkbox"/>	Continued on next page
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Modification to Recommendation and/or other actions:

I, Roland Sanford, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 10, 2022, 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 Feb 1, 2022 to Feb 28, 2022

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
2/22/22	10212	2020WC	Invoice: 21-11-3868	2,666.00	
		2020WC	Invoice: 21-12-3868	3,025.75	
		1020SC	MBK ENGINEERS		5,691.75
2/1/22	37052	2020SC	Invoice: 14055	630.00	
		1020SC	ZACHARIAH WILKERSON		630.00
2/1/22	37053	2020SC	Invoice: 597416-6	97.46	
		1020SC	AACTION RENTS		97.46
2/1/22	37054	2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	STEVEN BIRD		100.00
2/1/22	37055	2020SC	Invoice: SF00306	441.00	
		1020SC	BSK ASSOCIATES		441.00
2/1/22	37056	2020SC	Invoice: 27977064	1,000.08	
		1020SC	CANON FINANCIAL SERVICES, INC.		1,000.08
2/1/22	37057	2020SC	Invoice: JAN 2022 EXEC	100.00	
			MTG		
		2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	DALE CROSSLEY		200.00
2/1/22	37058	2020SC	Invoice: 101835	120.87	
		2020SC	Invoice: 101836	1,128.12	
		2020SC	Invoice: 101839	2,422.50	
		2020N	Invoice: 101838	6,035.50	
		1020SC	HERUM/ CRABTREE/ SUNTAG		9,706.99
2/1/22	37059	2020SC	Invoice: CL09280	420.45	
		1020SC	INTERSTATE OIL COMPANY		420.45
2/1/22	37060	2020SC	Invoice: 1054	2,052.00	
		1020SC	JERAH FRYE		2,052.00
2/1/22	37061	2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	JOHN D. KLUGE		100.00
2/1/22	37062	2020SC	Invoice: 37991	3,238.50	
		1020SC	LUHDORFF & SCALMANINI		3,238.50
2/1/22	37063	2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	RYAN MAHONEY		100.00
2/1/22	37064	2020SC	Invoice: JAN 2022 EXEC	100.00	
			MTG		
		2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	MITCH MASHBURN		200.00
2/1/22	37065	2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	ROBERT MCCONNELL		100.00
2/1/22	37066	2020SC	Invoice: 210977-1	746.06	
		1020SC	PACIFIC NEON COMPANY		746.06
2/1/22	37067	2020SC	Invoice: 48868939	106.60	
		1020SC	RECOLOGY VACAVILLE SOLANO		106.60
2/1/22	37068	2020SC	Invoice: 34-FEB-2022	9,500.00	
		1020SC	REEB GOVERNMENT RELATIONS, LLC		9,500.00
2/1/22	37069	2020SC	Invoice: 12979	46.86	
		1020SC	REGIONAL GOVERNMENT SERVICES AUTHORITY		46.86
2/1/22	37070	2020SC	Invoice: WCP-228	3,517.80	

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		1020SC	RICHARD HEATH & ASSOCIATES, INC.		3,517.80
2/1/22	37071	2020SC	Invoice: JAN 2022 EXEC MTG	100.00	
		1020SC	RON ROWLETT		100.00
2/1/22	37072	2020SC	Invoice: 1274	599.84	
		2020SC	Invoice: 1275	626.83	
		1020SC	RW EQUIPMENT REPAIR		1,226.67
2/1/22	37073	2020U	Invoice: 11006	3,319.06	
		1020SC	SOLANO COUNTY PUBLIC WORKS DIVISION		3,319.06
2/1/22	37074	2020SC	Invoice: 4436	1,512.00	
		1020SC	SOMACH, SIMMONS & DUNN		1,512.00
2/1/22	37075	2020SC	Invoice: JAN 2022 EXEC MTG	100.00	
		2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	JAMES SPERING		200.00
2/1/22	37076	2020SC	Invoice: 006492990046 FEB2022	2,242.25	
		1020SC	STANDARD INSURANCE COMPANY		2,242.25
2/1/22	37077	2020SC	Invoice: 2989624811	61.62	
		2020SC	Invoice: 2993977551	202.69	
		2020SC	Invoice: 2994293361	11.34	
		2020SC	Invoice: 2995569271	197.00	
		2020SC	Invoice: 2996916311	74.60	
		2020SC	Invoice: 81122	207.51	
		1020SC	STAPLES		754.76
2/1/22	37078	2020SC	Invoice: 2021-04	10,750.00	
		1020SC	MICHAEL A. MELANSON		10,750.00
2/1/22	37079	2020SC	Invoice: 2022-1-SCWA	8,566.24	
		1020SC	SUSTAINABLE SOLANO		8,566.24
2/1/22	37080	2020SC	Invoice: WD-0199513	254.00	
		2020SC	Invoice: WD-0195869	3,146.00	
		1020SC	STATE WATER RESOURCES CONTROL BOARD		3,400.00
2/1/22	37081	2020SC	Invoice: CHARISSE BOYKIN	1,000.00	
		1020SC	CHARISSE BOYKIN		1,000.00
2/1/22	37082	2020SC	Invoice: FLORDELIZA MALLARI	820.00	
		1020SC	FLORDELIZA MALLARI		820.00
2/1/22	37083	2020SC	Invoice: STEVEN MANION-DODGE	300.00	
		1020SC	STEVEN MANION-DODGE		300.00
2/1/22	37084	2020SC	Invoice: CHERYL MITCHELL	1,000.00	
		1020SC	CHERYL MITCHELL		1,000.00
2/1/22	37085	2020SC	Invoice: ROBERTA JOYCE ROBINS	948.00	
		1020SC	ROBERTA JOYCE ROBINSON		948.00
2/1/22	37086	2020SC	Invoice: JAN 2022 BOD MTG	100.00	
		1020SC	JOHN VASQUEZ		100.00
2/1/22	37087	2020SC	Invoice: 9896629792	993.30	

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		1020SC	VERIZON WIRELESS		993.30
2/1/22	37088	2020SC 1020SC	Invoice: 1498 WILSON PUBLIC AFFAIRS	3,500.00	3,500.00
2/1/22	37089	2020SC 2020SC 1020SC	Invoice: 9639 Invoice: 9638 WINTERS AGGREGATE, LLC	3,819.33 3,952.47	7,771.80
2/1/22	37090	2020SC 1020SC	Invoice: 37750 CALNET INC. (WAS WINTERS BROADBAND)	595.00	595.00
2/1/22	37091	2020SC 1020SC	Invoice: JAN 2022 BOD MTG STEVE YOUNG	100.00	100.00
2/8/22	37092	2020SC 2020SC 1020SC	Invoice: 14116 Invoice: 14115 ZACHARIAH WILKERSON	15,385.69 18,055.79	33,441.48
2/8/22	37093	2020SC 1020SC	Invoice: 595686-6 AACTION RENTS	1,503.27	1,503.27
2/8/22	37094	2020SC 1020SC	Invoice: 202201 BELIA MARTINEZ	800.00	800.00
2/8/22	37095	2020SC 1020SC	Invoice: 3118 AG INNOVATIONS	16,499.85	16,499.85
2/8/22	37096	2020SC 1020SC	Invoice: 551895-7 ALPHA MEDIA LLC	3,000.00	3,000.00
2/8/22	37097	2020SC 2020SC 1020SC	Invoice: IN0905429 Invoice: IN0907024 AM CONSERVATION GROUP, INC.	862.08 6,755.15	7,617.23
2/8/22	37098	2020SC 2020SC 1020SC	Invoice: 3692301 Invoice: 3822302 AMERICAN TOWER CORPORATION	682.95 682.95	1,365.90
2/8/22	37099	2020SC 2020SC 1020SC	Invoice: 0000055881 Invoice: 0000056061 BATTERY BILL	773.64 75.51	849.15
2/8/22	37100	2020SC 1020SC	Invoice: 809 BOUCHER LAW, PC	87.50	87.50
2/8/22	37101	2020SC 2020SC 2020SC 1020SC	Invoice: 000017623697 Invoice: 000017623652 Invoice: 000017625145 CALNET3	166.16 290.03 843.43	1,299.62
2/8/22	37102	2020SC 1020SC	Invoice: 5046234A DLT SOLUTIONS, LLC	2,840.10	2,840.10
2/8/22	37103	2020SC 1020SC	Invoice: 22645-18 THE FRESHWATER TRUST	3,567.25	3,567.25
2/8/22	37104	2020SC 1020SC	Invoice: 9175052282 W.W.GRAINER, INC.	562.74	562.74
2/8/22	37105	2020SC 1020SC	Invoice: CL10589 INTERSTATE OIL COMPANY	121.54	121.54
2/8/22	37106	2020SC 1020SC	Invoice: 0117918 DARYL SISCO	96.00	96.00
2/8/22	37107	2020SC	Invoice: 7984	4,551.00	

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		1020SC	KC ENGINEERING COMPANY		4,551.00
2/8/22	37108	2020SC 1020SC	Invoice: JAN 2022 MILLENNIUM TERMITE & PEST	51.00	51.00
2/8/22	37109	2020SC	Invoice: CM 119017		28.09
		2020SC	Invoice: 331509	93.25	
		2020SC	Invoice: 138572	116.71	
		2020SC	Invoice: 139263	222.98	
		2020SC	Invoice: 331857	80.43	
		2020SC	Invoice: 139978	37.83	
		2020SC	Invoice: 332337	42.89	
		2020SC	Invoice: 332330	52.42	
		2020SC	Invoice: 332359	3.20	
		2020SC	Invoice: 332316	43.95	
		2020SC	Invoice: 140594	93.73	
		2020SC	Invoice: 571056	3.38	
		2020SC	Invoice: 332586	16.58	
		1020SC	PACIFIC ACE HARDWARE		779.26
2/8/22	37110	2020SC 1020SC	Invoice: 12/21/21-1/19/22 PACIFIC GAS & ELECTRIC CO,	29.21	29.21
2/8/22	37111	2020SC 1020SC	Invoice: 1519 DOUG NOLAN	2,250.00	2,250.00
2/8/22	37112	2020SC 1020SC	Invoice: 1293 RW EQUIPMENT REPAIR	330.00	330.00
2/8/22	37113	2020SC 1020SC	Invoice: 0131222111 SHANDAM INC.	3,570.00	3,570.00
2/8/22	37114	2020SC	Invoice: 4324826	8.59	
		2020SC	Invoice: 4321741	974.70	
		2020SC	Invoice: 4745204	17.18	
		2020SC	Invoice: 4594220	439.80	
		1020SC	SHELDON(Energy Services)		1,440.27
2/8/22	37115	2020SC	Invoice: 0029948	191.77	
		2020SC	Invoice: 0029947	12,231.26	
		1020SC	SOLANO IRRIGATION DISTRICT		12,423.03
2/8/22	37116	2020SC 1020SC	Invoice: 1745 SOLANO RESOURCE CONSERVATION DISTRICT	6,703.97	6,703.97
2/8/22	37117	2020SC 1020SC	Invoice: CALL#156 CHARLES LOMELI, TAX COLLECTOR	648.00	648.00
2/8/22	37118	2020SC	Invoice: 73721	9.93	
		2020SC	Invoice: 73720	45.65	
		2020SC	Invoice: 73898	21.47	
		1020SC	SUISUN VALLEY FRUIT GROWERS AS		77.05
2/8/22	37119	2020SC 1020SC	Invoice: 15268 TERRAPHASE ENGINEERING	26,276.01	26,276.01
2/8/22	37120	2020SC 1020SC	Invoice: 2022-01188 TERRA REALTY ADVISORS, INC.	8,700.83	8,700.83
2/8/22	37121	2020SC 1020SC	Invoice: 20902-64R THE REGENTS OF THE UNIVERSITY OF CA	55,070.34	55,070.34

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/8/22	37122	2020SC 1020SC	Invoice: BAWMRP#45 THINKING GREEN CONSULTANTS	1,625.00	1,625.00
2/8/22	37123	2020SC 2020SC 1020SC	Invoice: 300506767 Invoice: 300507994 TRACTOR SUPPLY CREDIT PLAN	166.07 92.14	258.21
2/8/22	37124	2020SC 1020SC	Invoice: JEANNI BREEN JEANNI BREEN	368.00	368.00
2/8/22	37125	2020SC 1020SC	Invoice: ROBERT DOTSON ROBERT DOTSON	1,000.00	1,000.00
2/8/22	37126	2020SC 1020SC	Invoice: DIANA PETERSEN DIANA PETERSEN	672.00	672.00
2/8/22	37127	2020SC 1020SC	Invoice: ADELINE SULLIVAN ADELINE SULLIVAN	367.00	367.00
2/8/22	37128	2020SC 1020SC	Invoice: OSV000002653512 VERIZON CONNECT	285.00	285.00
2/8/22	37129	2020SC 1020SC	Invoice: 9898248134 VERIZON WIRELESS	2,193.79	2,193.79
2/8/22	37130	2020SC 1020SC	Invoice: 422 JOHN B WHITCOMB	4,332.00	4,332.00
2/8/22	37131	2020SC 1020SC	Invoice: 33 YOLO COUNTY RCD	24,064.75	24,064.75
2/8/22	37132	2020SC 1020SC	Invoice: 10260 YOLO-SOLANO AQMD	352.00	352.00
2/15/22	37134	2020SC 1020SC	Invoice: 0681592 ACWA JOINT POWERS INSURANCE AUTHORITY	1,414.95	1,414.95
2/15/22	37135	2020SC 1020SC	Invoice: 123 AVRY DOTAN	7,920.00	7,920.00
2/15/22	37136	2020SC 1020SC	Invoice: 3072A AG INNOVATIONS	1,752.00	1,752.00
2/15/22	37137	2020SC 1020SC	Invoice: EXP REIMB DEC-JAN ' KATHERINE ASHLEY	150.00	150.00
2/15/22	37138	2020SC 1020SC	Invoice: 1184 BADAWI & ASSOCIATES	2,334.50	2,334.50
2/15/22	37139	2020SC 2020SC 1020SC	Invoice: EXP REIM DEC 2021 Invoice: EXP REIM JAN 2022 JEFF BARICH	25.00 25.00	50.00
2/15/22	37140	2020SC 1020SC	Invoice: 28117537 CANON FINANCIAL SERVICES, INC.	992.46	992.46
2/15/22	37141	2020SC 1020SC	Invoice: JAN 2022 JAMES B. DEROSE	2,587.35	2,587.35
2/15/22	37142	2020SC 1020SC	Invoice: 5331 EYASCO, INC.	34,704.51	34,704.51
2/15/22	37143	2020SC 1020SC	Invoice: CF23610 GARTON TRACTOR, INC.	133.81	133.81
2/15/22	37144	2020SC	Invoice: 380-0008060 14	4,660.65	

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1020SC	GHD, INC.		4,660.65
2/15/22	37145	2020SC	Invoice: 102083	510.00	
		2020SC	Invoice: 102082	204.00	
		2020SC	Invoice: 102087	4,472.70	
		2020N	Invoice: 102086	4,119.30	
		2020SC	Invoice: 102085	326.40	
		1020SC	HERUM/ CRABTREE/ SUNTAG		9,632.40
2/15/22	37146	2020SC	Invoice: 0022431	613.70	
		2020SC	Invoice: 5014116	334.74	
		2020SC	Invoice: 7015131	61.98	
		2020SC	Invoice: 7015132	115.32	
		2020SC	Invoice: WP24994041	91.88	
		2020SC	Invoice: 6015203	160.47	
		2020SC	Invoice: 6242628	90.74	
		1020SC	HOME DEPOT CREDIT SERVICE		1,468.83
2/15/22	37147	2020SC	Invoice: 2021-72	3,173.71	
		1020SC	IN COMMUNICATIONS		3,173.71
2/15/22	37148	2020SC	Invoice: DEC '21 COVID	75.00	
		2020SC	Invoice: JAN 2022 COVID	75.00	
		1020SC	LEE, CHRISTOPHER R.		150.00
2/15/22	37149	2020SC	Invoice: 181206	54,342.50	
		1020SC	LSA ASSOCIATES, INC.		54,342.50
2/15/22	37150	2020SC	Invoice: 24.05-1	975.00	
		1020SC	MCCORD ENVIRONMENTAL, INC.		975.00
2/15/22	37151	2020SC	Invoice: 927241	20.36	
		2020SC	Invoice: 931510		52.82
		2020SC	Invoice: 931488	6.53	
		2020SC	Invoice: 931490	70.67	
		2020SC	Invoice: 931888	40.21	
		2020SC	Invoice: 932705	6.96	
		2020SC	Invoice: 933096	38.66	
		2020SC	Invoice: 933179	10.49	
		2020SC	Invoice: 933178	68.09	
		2020SC	Invoice: 933251	54.15	
		2020SC	Invoice: 933365	394.54	
		2020SC	Invoice: 933368	12.21	
		2020SC	Invoice: 933706	71.59	
		2020SC	Invoice: 933869	161.11	
		2020SC	Invoice: 933929	76.28	
		1020SC	BOB PISANI & SON		979.03
2/16/22	37151V	2020SC	Invoice: 927241		20.36
		2020SC	Invoice: 931510	52.82	
		2020SC	Invoice: 931488		6.53
		2020SC	Invoice: 931490		70.67
		2020SC	Invoice: 931888		40.21
		2020SC	Invoice: 932705		6.96
		2020SC	Invoice: 933096		38.66
		2020SC	Invoice: 933179		10.49
		2020SC	Invoice: 933178		68.09
		2020SC	Invoice: 933251		54.15
		2020SC	Invoice: 933365		394.54
		2020SC	Invoice: 933368		12.21
		2020SC	Invoice: 933706		71.59
		2020SC	Invoice: 933869		161.11
		2020SC	Invoice: 933929		76.28
		1020SC	BOB PISANI & SON	979.03	
2/15/22	37152	2020SC	Invoice: 48935738	106.67	
		2020SC	Invoice: 48934608	277.28	
		1020SC	RECOLOGY VACAVILLE SOLANO		383.95

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

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2/15/22	37153	2020SC 1020SC	Invoice: 01177187 RECOLOGY HAY ROAD	285.60	285.60
2/15/22	37154	2020SC 1020SC	Invoice: EXP REIMB JAN 2022 SNYDER, MARK	66.69	66.69
2/15/22	37155	2020U 1020SC	Invoice: JAN 2022 SOLANO COUNTY FLEET MANAGEMENT	524.50	524.50
2/15/22	37156	2020SC 2020SC 1020SC	Invoice: 0030026 Invoice: 0030025 SOLANO IRRIGATION DISTRICT	206.64 8,220.57	8,427.21
2/15/22	37157	2020SC 1020SC	Invoice: 1754 SOLANO RESOURCE CONSERVATION DISTRICT	7,669.86	7,669.86
2/15/22	37158	2020SC 2020SC 1020SC	Invoice: 3012517 Invoice: 3012702 SOMACH, SIMMONS & DUNN	2,240.80 3,439.20	5,680.00
2/15/22	37159	2020SC 1020SC	Invoice: 2022-01198 TERRA REALTY ADVISORS, INC.	12,778.00	12,778.00
2/15/22	37160	2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 254 Invoice: 255 Invoice: 256 Invoice: 257 Invoice: 258 Invoice: 259 Invoice: 260 KATHLEEN A SALMUNOVICH	6,196.16 6,175.64 175.00 2,175.00 1,475.00 525.00 800.00	17,521.80
2/15/22	37161	2020SC 1020SC	Invoice: DEBRA GARREN DEBRA GARREN	50.00	50.00
2/15/22	37162	2020SC 1020SC	Invoice: ELSA MESA ELSA MESA	50.00	50.00
2/15/22	37163	2020SC 1020SC	Invoice: SARA WRIGHT SARA WRIGHT	422.00	422.00
2/15/22	37164	2020SC 1020SC	Invoice: 9898873156 VERIZON WIRELESS	993.30	993.30
2/15/22	37165	2020SC 2020SC 1020SC	Invoice: 7-B Invoice: 6-B VICTOR PAUL CLAASSEN	17,966.53 5,710.96	23,677.49
2/15/22	37166	2020SC 1020SC	Invoice: 153496 WOOD RODGERS, INC.	20,691.67	20,691.67
2/16/22	37167	2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC	Invoice: 927241 Invoice: 931488 Invoice: 931510 Invoice: 931490 Invoice: 931887 Invoice: 931888 Invoice: 932705 Invoice: 933179 Invoice: 933096 Invoice: 933178 Invoice: 933251 Invoice: 933365 Invoice: 933368	20.36 6.53 70.67 422.97 40.21 6.96 10.49 38.66 68.09 54.15 394.54 12.21	52.82

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		2020SC	Invoice: 933706	71.59	
		2020SC	Invoice: 933869	161.11	
		2020SC	Invoice: 933929	76.28	
		1020SC	BOB PISANI & SON		1,402.00
2/22/22	37168	2020SC	Invoice: 5094775345	123.45	
		1020SC	CINTAS CORPORATION		123.45
2/22/22	37169	2020SC	Invoice: 002019582	743.80	
		1020SC	MT. DIABLO RESOURCE RECOVERY		743.80
2/22/22	37170	2020SC	Invoice: 934243	24.10	
		2020SC	Invoice: 934225	127.03	
		2020SC	Invoice: 934859	67.59	
		2020SC	Invoice: 935375	486.92	
		2020SC	Invoice: 935448	15.22	
		2020SC	Invoice: 935707	29.32	
		2020SC	Invoice: 936153	70.10	
		2020SC	Invoice: 936717	2.67	
		2020SC	Invoice: 934228		88.55
		1020SC	BOB PISANI & SON		734.40
2/22/22	37171	2020SC	Invoice: 034-MAR-22022	9,500.00	
		1020SC	REEB GOVERNMENT RELATIONS, LLC		9,500.00
2/22/22	37172	2020SC	Invoice: WCP-230	2,741.20	
		1020SC	RICHARD HEATH & ASSOCIATES, INC.		2,741.20
2/22/22	37173	2020SC	Invoice: 00143	288.00	
		1020SC	SOLANO COUNTY ASSESSOR/RECORDER		288.00
2/22/22	37174	2020SC	Invoice: 641	110.00	
		1020SC	SOLANO COUNTY HUMAN RESOURCES		110.00
2/22/22	37175	2020SC	Invoice: 2022-2-SCWA	11,100.88	
		1020SC	SUSTAINABLE SOLANO		11,100.88
2/22/22	37176	2020SC	Invoice: 41	753.64	
		1020SC	THINKING GREEN CONSULTANTS		753.64
2/22/22	37177	2020SC	Invoice: CHARLOTTE GILBERT	1,000.00	
		1020SC	CHARLOTTE GILBERT		1,000.00
2/22/22	37178	2020SC	Invoice: JOHN GUERRANT	902.00	
		1020SC	JOHN GUERRANT		902.00
2/22/22	37179	2020SC	Invoice: RAMIL QUINTERO	574.00	
		1020SC	RAMIL QUINTERO		574.00
2/22/22	37180	2020SC	Invoice: SANDRA ROELL	1,000.00	
		1020SC	SANDRA ROELL		1,000.00
2/22/22	37181	2020SC	Invoice: STEVE VILLATA	1,000.00	
		1020SC	STEVE VILLATA		1,000.00
2/22/22	37182	2020SC	Invoice: OSV000002680254	285.00	
		1020SC	VERIZON CONNECT		285.00
2/22/22	37183	2020SC	Invoice: 38530	595.00	
		1020SC	CALNET INC. (WAS WINTERS BROADBAND)		595.00
2/25/22	ASHLEY JAN 2022	2020SC	Invoice: ASHLEY JAN 2022	291.17	
		1020SC	UMPQUA BANK		291.17

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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2/25/22	COLIAS JAN 2022	2020SC 1020SC	Invoice: COLIAS JAN 2022 UMPQUA BANK	85.98	85.98
2/25/22	CUETARA JAN 2022	2020SC 1020SC	Invoice: CUETARA JAN 2022 UMPQUA BANK	471.25	471.25
2/2/22	EFT	2020SC 1020SC	Invoice: FEB 2022 HEALTH CALPERS	25,898.28	25,898.28
2/11/22	EFT	2020SC 1020SC	Invoice: 63724 ONEPOINT HUMAN CAPITAL MANAGEMENT LLC	479.40	479.40
2/5/22	EFT	2020SC 2020SC 2020SC 1020SC	Invoice: PEPRA PPE 2.5.2022 Invoice: PPE 2.5.2022 Invoice: SIP PPE 2.5.2022 CALPERS	5,690.67 10,368.34 8,606.18	24,665.19
2/11/22	EFT	2020SC 1020SC	Invoice: 24696646 PAYCHEX	130.00	130.00
2/15/22	EFT	2020SC 1020SC	Invoice: 78368436 WEX BANK	1,559.25	1,559.25
2/23/22	EFT	2020SC 2020SC 2020SC 1020SC	Invoice: PPE 02.19.2022 Invoice: SIP PPE 02.19.2022 Invoice: PEPRA PPE 02.19.2022 CALPERS	10,485.54 8,337.98 5,943.70	24,767.22
2/25/22	EFT	2020SC 1020SC	Invoice: 63999 ONEPOINT HUMAN CAPITAL MANAGEMENT LLC	96.90	96.90
2/19/22	EFT 2.19.2022	6012AC 2024AC 1020SC	EMPLOYER LIABILITIES PPE 2.19.2022 EMPLOYEE LIABILITIES PPE 2.19.2022 PAYROLL TAXES	1,624.21 20,224.81	21,849.02
2/5/22	EFT 2.5.2022	6012AC 2024AC 1020SC	EMPLOYER LIABILITIES PPE 2.5.2022 EMPLOYEE LIABILITIES PPE 2.5.2022 PAYROLL TAXES	1,678.42 17,868.46	19,546.88
2/25/22	FEHRENKAMP JAN 2022	2020SC 1020SC	Invoice: FEHRENKAMP JAN 2022 UMPQUA BANK	480.00	480.00
2/25/22	FOWLER JAN 2022	2020SC 1020SC	Invoice: FOWLER JAN 2022 UMPQUA BANK	415.36	415.36
2/25/22	HYER JAN 2022	2020SC 1020SC	Invoice: HYER JAN 2022 UMPQUA BANK	1,087.70	1,087.70
2/25/22	LEE JAN 2022	2020SC 1020SC	Invoice: LEE JAN 2022 UMPQUA BANK	909.51	909.51
2/25/22	PASCUAL JAN 2022	2020SC 1020SC	Invoice: PASCUAL JAN 2022 UMPQUA BANK	1,025.22	1,025.22
2/25/22	RABIDOUX JAN 2022	2020SC 1020SC	Invoice: RABIDOUX JAN 2022 UMPQUA BANK	90.00	90.00
2/25/22	SHTAYYEH JAN 2022	2020SC 1020SC	Invoice: SHTAYYEH JAN 2022 UMPQUA BANK	302.04	302.04

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

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2/25/22	SNYDER JAN 2022	2020SC	Invoice: SNYDER NOV 2021		1,259.71
		2020SC	Invoice: SNYDER DEC 2021	1,240.64	
		2020SC	Invoice: SNYDER JAN 2022	1,199.27	
		1020SC	UMPQUA BANK		1,180.20
2/25/22	STEVENSON JAN 2022	2020SC	Invoice: STEVENSON JAN 2022	157.47	
		1020SC	UMPQUA BANK		157.47
2/25/22	WILLINGMYRE JAN 2022	2020SC	Invoice: WILLINGMYRE JAN 2022	1,053.14	
		1020SC	UMPQUA BANK		1,053.14
	Total			707,816.14	707,816.14

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: March 10, 2022

SUBJECT: Bank of the West Cash Management Services

RECOMMENDATIONS:

Adopt Resolution 2022-05 authorizing staff to engage Bank of the West for cash management services.

FINANCIAL IMPACT:

Monthly bank fee of \$20/month. Sufficient funding is included in the Water Agency’s FY 2021-2022 administration budget.

BACKGROUND:

The Water Agency currently holds accounts with Bank of the West. Recently, Bank of the West updated their banking platform. Unfortunately, the ability to process ACH payments and Wire transfers did not carry over to the new banking platform and now cost an additional \$20/month. A resolution (Water Agency Resolution 2022-05) by the Board authorizing staff to engage Bank of the West for the aforementioned ACH payments and Wire transfer services is required by Bank of the West.

Recommended: 
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as Recommended	<input type="checkbox"/>	Other (see below)	<input type="checkbox"/>	Continued on next page
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Modification to Recommendation and/or other actions:

I, Roland Sanford, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 10, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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



AUTHORIZATION AND AGREEMENT FOR CASH MANAGEMENT SERVICES

This Authorization and Agreement for Cash Management Services (this "**Agreement**") applies to Cash Management Services (collectively, the "**Services**") provided by Bank of the West ("**Bank**"). This Agreement may be agreed to by one or more business organizations from time to time and references herein to "**you**" and "**your**" refer to the undersigned entity and any and all other business organizations added to this Agreement, now or in the future, with the approval of the Bank and the undersigned (each a "**Related Entity**"). You agree to this Agreement by signing it or an Addendum hereto either in writing or, by prior agreement with Bank, electronically. You may also agree to this Agreement by requesting, accepting or using any of the Services.

By agreeing to this Agreement, each of you agrees that all Services are subject to this Agreement and Bank's Cash Management Terms and Conditions, including any separate disclosures, schedules and other documents and materials referenced therein or provided to you in connection with the Services (collectively, "**Terms and Conditions**"). References to this Agreement and the Terms and Conditions include all additions, deletions and other amendments ("**Amendments**") thereto from time to time. Amendments may be made as set forth in the Terms and Conditions. You acknowledge receipt of the Terms and Conditions.

Bank will maintain records of the Services you have requested either orally or in writing from time to time. Bank's records shall be final and conclusive as to the Services that you have requested and the Bank has agreed to provide to you. Bank's obligation to provide any Service is subject to: (1) Bank's receipt of any required information and documentation from you; (2) Bank's approval of your request for the Service; and (3) completion of any testing or training requirements established by Bank.

By agreeing to this Agreement, you represent that the individual who signs this Agreement or an Addendum hereto on your behalf (your "**Designee**") is an authorized signer on your behalf. You further agree that: (1) your Designee and the Designee of any Related Entity is authorized to access electronically any of your accounts or the accounts of any Related Entity; (2) each such Designee shall be entitled to access and control all such accounts singly without regard to any multiple signer designations or other requirements or restrictions that might otherwise be applicable to a specific account. Such access and control includes but is not limited to, the ability to: (1) control accounts electronically; (2) view or initiate transactions including, without limitation, withdrawals; (3) deposit and transfer money; (4) perform all types of electronic transactions to and from any such accounts; and (5) authorize other users to access such accounts to perform similar functions.

You authorize the linking of your accounts to the Services that are provided to any Related Entity. Bank may treat you and all Related Entities as one entity for purposes of the Services. This includes, but is not limited to, authority to link, without restriction, any or all of your deposit or other accounts with the accounts of a Related Entity for Account Analysis, Deposit Concentration, Zero Balance Accounting, and Online Banking Services (and regardless of whether provided by Bank or any of its affiliates). Linked accounts may include, but are not limited to, deposit accounts of any type, credit accounts of any type, investment and brokerage accounts of any type and any and all other accounts that Bank may now or in the future hold for you or on your behalf. Linking of your accounts could subject you to claims involving or arising out of the commingling of funds and you assume all such risks. You acknowledge and agree that, for purposes of Online Banking and other electronic access, the granting of access to accounts by way of a single identification number, log-on and/or password will be considered done at your request and for your convenience. You agree to indemnify, protect, hold harmless and defend Bank from and against any and all claims, demands, damages, expenses, liabilities or costs (including attorneys' fees, professional fees and court costs) of whatever kind or nature whatsoever, in connection with or arising from the linking of accounts contemplated hereby. Bank is not required to obtain consent from any Related Entity for actions



AUTHORIZATION AND AGREEMENT FOR CASH MANAGEMENT SERVICES

by you or for any linking of accounts. Bank is not required to give you notice of the acts or omissions of the others.

You and each Designee signing this Agreement on your behalf represent and warrant that: (1) your Designee is your officer, owner, or principal or is otherwise authorized to act on your behalf; and (2) you have taken all action required by your organizational or constituent documents to authorize the Designee to execute and deliver this Agreement and any other documents Bank may require with respect to a Service, to provide instructions to Bank, and to designate employees and agents to act in your name and on your behalf regarding the Services and any and all of your accounts.

Effective Date: 03/14/2022

AGREED:

Tax Identification Number 68-0197823	
Business Entity Name SOLANO COUNTY WATER AGENCY	Printed Signer's Name Roland Sanford
Authorized Signature	Title General Manager

For Bank Use Only

Bank of the West (Office/Unit)	Bank of the West (Cash Management Sales)
Name:	Name:
Title:	Title:
Office/Unit:	
Date:	Date:
Signature	Signature



CORPORATE/ASSOCIATION RESOLUTION

SOLANO COUNTY WATER AGENCY RESOLUTION 2022-05

RESOLVED: The officer(s) of SOLANO COUNTY WATER AGENCY listed below is/are authorized to enter into any cash management services agreements with Bank of the West, to designate from time to time persons, in such number as may be directed, to manage any cash management service and otherwise give instructions regarding this organization's cash management services(s).

Enter the name and title of each authorized person below:

Roland Sanford; General Manager
Marcie Fehrenkamp; Accountant II
Sandra Willingmyre; Accountant II
Chris Lee; Assistant General Manager

RESOLVED further that the authority conferred is in addition to any other authorizations in effect and shall remain in force until Bank receives written notice of its revocation at the office where the account is maintained or at such other location as Bank may direct.

CERTIFICATION

I certify that this resolution was adopted by the organization in accordance with law and its charter documents at a meeting duly held by this organization's governing body, and is now in effect. I further certify that I have full authority to execute this certification. Bank of the West is entitled to rely upon this certification until written notice of its revocation is delivered to Bank of the West.

DATED

SIGNATURE

PRINT NAME

For Bank Use Only

Received and Accepted by Bank of the West RM/SC

Name:
Title:
Effective Date: 03/14/2022
Signature

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: March 10, 2022

SUBJECT: Contract Amendment with Jim DeRose for Additional SCADA Instrumentation and Water Flow Measurement Services

RECOMMENDATIONS:

Authorize General Manager to execute \$15,000 contract amendment with Jim DeRose for additional SCADA instrumentation and water flow measurement services.

FINANCIAL IMPACT:

Increase contract amount by \$15,000, from \$40,000 to \$55,000. Sufficient funding is included in the Water Agency’s FY 2021-2022 Solano Project and Ulati Flood Control budgets for these consulting services.

BACKGROUND:

The Water Agency has retained Mr. Jim DeRose, a retired United States Geological Survey employee with years of SCADA experience, to assist staff with various SCADA instrumentation and water flow measurement services. Mr. DeRose’s services have proven to be extremely helpful – more so than initially anticipated. Staff is requesting authorization to supplement Mr. DeRose’s existing contract to allow for additional SCADA instrumentation and flow measurement work on various Solano Project facilities and Water Agency owned and operated streamflow gauges throughout the County.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Execution of the proposed Jim DeRose contract amendment is consistent with Goal #2 (*Water Management Infrastructure: Optimize the use of SCWA managed infrastructure*) of the SCWA 2016-2025 Strategic Plan.

Recommended: 
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as Recommended	<input type="checkbox"/>	Other (see below)	<input type="checkbox"/>	Continued on next page
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Modification to Recommendation and/or other actions:

I, Roland Sanford, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 10, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

SOLANO COUNTY WATER AGENCY
AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

AMENDMENT NUMBER: 1

CONTRACTOR: Jim DeRose

EFFECTIVE DATE: 4/1/2022

PROJECT: Ongoing Instrumentation and Flow Measurement Support

DESCRIPTION OF AMENDMENT:

1. Increase funds by \$15,000, from \$40,000 to \$55,000.

SIGNATURES:

Solano County Water Agency,
A Public Agency

Jim DeRose

By: _____
Roland Sanford, General Manager
Solano County Water Agency

By: _____
Jim DeRose
10020 Sierra Glen Way
Sacramento, CA 95827

FOR SCWA USE ONLY

Contract Period: _____ to _____

File Number: _____

Account Manager: _____

G/L Account #: _____

Job Cost #: _____

Contract Type: _____

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: March 10, 2022

SUBJECT: Contract Amendment with Terra Realty Advisors for General Real Estate Support

RECOMMENDATIONS:

Authorize General Manager to execute \$50,000 contract amendment with Terra Realty Advisors for general real estate support.

FINANCIAL IMPACT:


Increase contract amount by \$50,000 from \$100,000 to \$150,000. Sufficient funding is included in the Water Agency’s FY 2021-2022 Administrative and Solano Project budgets for these consulting services.

BACKGROUND:

Terra Realty Advisors provides real estate support primarily for public agencies. Terra Realty Advisors is currently assisting the Water Agency with the ongoing Water Agency office expansion and Lake Berryessa decontamination station siting projects. In addition to these ongoing projects, staff needs Terra Realty Advisor’s assistance with the resolution of various easement issues associated with Reservoir Lane, the primary access route to the Putah South Canal’s Terminal Reservoir. The proposed contract amendment augments funding for the ongoing office expansion and Lake Berryessa decontamination projects, and provides funds necessary for the aforementioned Reservoir Lane project.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

This item is consistent with Goal #10 – Funding and Staffing, and Objective C – Provide Necessary and sufficient staffing and resources to maintain Program Activities and to achieve the goals and objectives of Strategic Plan Priorities. The item also complements Goal #2 (*Water Management Infrastructure*) and Goal #4 (*Water Resources Resiliency*).

Recommended: 
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as Recommended	<input type="checkbox"/>	Other (see below)	<input type="checkbox"/>	Continued on next page
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Modification to Recommendation and/or other actions:

I, Roland Sanford, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 10, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

SOLANO COUNTY WATER AGENCY
AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

AMENDMENT NUMBER: 2

CONTRACTOR: TERRA Realty Advisors, Inc. (TRA)

EFFECTIVE DATE: March 10, 2022

PROJECT: Realty Services

DESCRIPTION OF AMENDMENT:

1. Increase contract amount by \$50,000 from \$100,000 to \$150,000.

SIGNATURES:

Solano County Water Agency,
A Public Agency

TERRA Realty Advisors, Inc.
a California Corporation

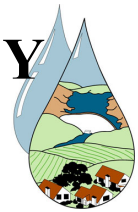
By: _____
Roland Sanford,
General Manager

By: _____
Scott Sheldon,
President

FOR SCWA USE ONLY

Contract Period: 6/10/2021 to 6/30/2022
File Number: AG-T-10
Account Manager: Alex Rabidoux
G/L Account #: 5500AC
Job Cost #: ----
Contract Type: Professional Services

SOLANO COUNTY WATER AGENCY



MEMORANDUM

TO: Board of Directors

FROM: Roland Sanford, General Manager

DATE: March 3, 2022

SUBJECT: March General Manager's Report

Water Supply Outlook

January and February, historically the “wettest” months of the year, were this time historically “dry”. The California Department of Water Resources reports that as of March 1 the Sierra snowpack is just 63 percent of average. A stunning turn of events and in sharp contrast to last December, when the snowpack was a robust 200 percent of average. Currently there is little or no prospect of a “miracle March” and while as Yogi Berra once said; “it ain’t over ‘till it’s over”, it ain’t looking good. Yogi Berra also once said “the future ain’t what it used to be”, though he probably wasn’t thinking in terms of climate change.

Fortunately, Lake Berryessa storage remains slightly above 1,000,000 acre-feet and will provide full contractual water supply allocations to the Solano Project participants in 2022. The situation with the State Water Project and the North Bay Aqueduct is somewhat murky. For now, Solano is on course to receive 25 percent of its full Table A allocation in 2022. However, in view of the exceptionally dry January and February, and depending how things unfold in March, there is a possibility that the 25 percent allocation could be reduced somewhat (see attached letter from California Department of Water Resources Director Karla Nemeth).

Overall and in spite of the limited North Bay Aqueduct allocation, Solano County is entering a third year of drought in comparatively good shape in contrast to most areas of the State, as evidenced by the zero Central Valley Project allocation the U.S. Bureau of Reclamation recently prescribed for many agricultural growers in the San Joaquin valley. Being a water supply anomaly, an oasis of sorts, is a double-edged sword. While it illustrates the value of the water supply investments Solano County has made over the years, it can also bring additional scrutiny with respect to how those water supplies are used. Now perhaps more than ever it is important that we demonstrate efficient water use practices.

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



National Groundwater Awareness Week

March 6 through March 12 is National Groundwater Awareness Week. Groundwater remains a significant source of agricultural and municipal water in Solano County – Vacaville, Dixon and Rio Vista being the primary municipal users. Overall, groundwater conditions in the County remain stable, albeit fluctuating over time in response to wet and dry years. However, the situation was much different decades ago, when serious groundwater overdraft occurred and was the impetus, in part, for construction of the Solano Project in the 1950's.

In January the Solano Sub-basin Groundwater Sustainability Plan, State mandated pursuant to the Sustainable Groundwater Management Act of 2014, was submitted to the California Department of Water Resources for review and approval. Implementation of the plan is intended to prevent a return to groundwater overdraft conditions in the face of increasing water demands and climate change.

Return to “in-person” meetings

Assuming COVID conditions continue to improve it is anticipated that we will have our first in-person SCWA Board meeting in April, after two years of Zoom meetings. For now, it is anticipated that the April meeting will be a hybrid in-person/Zoom meeting.

March 2, 2022

TO: All State Water Project Contractors

After the driest January and February in more than 100 years, the Department of Water Resources (DWR) just conducted its third snow survey. Statewide snowpack that was at 154 percent of average on January 1 now has dwindled to just 63 percent of average. DWR is actively assessing current water supply conditions to determine whether to revise downward the current 15 percent water supply allocation, request modifications of Delta water quality and flow standards through a Temporary Urgency Change Petition to the State Water Resources Control Board as well as proceed with backfilling the notch in the West False River salinity barrier.

The extremely dry and historically warm temperatures experienced during Water Year 2021 challenged traditional water management methods. Water year 2022 started with historically low storage levels in key Northern California reservoirs, including Lake Oroville. To improve our forecast capabilities in the Feather River watershed as we look to the rest of the year, DWR recently completed its first ever Airborne Snow Observatory flights. The data from these flights reveal that the snowpack at the highest and most remote parts of the Feather River watershed is well below average. Low snowpack, challenging conditions in the Delta and, if conditions do not improve, a likely reduction to northern California water supply contracts may limit the water available for water transfers.

The time to ramp up water conservation is now. Proactive conservation measures are a prudent step for all of our agencies to prepare for the possibility of ongoing extreme dry conditions. Only through these coordinated and collective actions at the federal, State, and local level will we be able to successfully manage our water supply through 2022 and beyond. The challenges are substantial but I am confident that there is no group better able to rise to the occasion than this group of California water managers.

Sincerely,



Karla A. Nemeth
Director

**REPORT OF CONSTRUCTION CHANGE ORDERS AND
CONTRACTS APPROVED BY GENERAL MANAGER UNDER
DELEGATED AUTHORITY**

Construction Contract Change Orders (15% of original project costs or \$50,000, whichever is less) - None

Construction Contracts (\$45,000 and less) – None

Professional Service Agreements (\$45,000 and less) –

TRPA Fish Biologists – 2022 Petersen Ranch/Big Ditch Quarterly Fish Surveys = \$39,500

TRPA Fish Biologists – Winter/Fall 2022 Upper Barker Slough Fish Surveys = \$39,500

TRPA Fish Biologists – Juvenile Chinook and Nishikawa Mussel Surveys = \$39,913

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

Construction contracts resulting from informal bids authorized by SCWA Ordinance- None

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

NEWS ARTICLES

Outdoor science lessons underway for county's elementary students

Solano Resource Conservation District's Education Director Marianne Butler: There are still field trip slots open for other county third- and sixth-grade classes to participate in Watershed Explorers and the Suisun Marsh Program

By [THE REPORTER](#) |

PUBLISHED: February 18, 2022 at 6:39 p.m. | UPDATED: February 18, 2022 at 6:40 p.m.

A Vacaville educator said Solano Resource Conservation District's watershed education programs, held near Suisun marshlands and already underway this year, "provide our students with a powerful experience of our county's natural landscapes, and further described them "as an immersive, hands-on outdoor science and ecology lesson."

In a press release issued by the Dixon-based RCD, Ryan Gailes, Vacaville Unified's director of elementary education, added, "After two years of virtual learning, our students need this kind of experience, both for the education it provides, and for the time to be a child outdoors in such a special place."

Gailes is providing bus funding and helping district teachers schedule the live field trips, which facilitates the return to place-based learning in the Vacaville district and the county, Marianne Butler, the RCD's education director, noted in the prepared statement announcing the return of the free Watershed Explorers and the Suisun Marsh Program for hundreds of Solano students this late winter and early spring.

Butler the said the long-term partnership between the Solano County Water Agency and the RCD, supported by the county's cities and wastewater agencies, is ensuring this year that nearly three-quarters of the county's third- and sixth-graders will participate in virtual field trips to a local park, open space, or Rush Ranch Nature Center in the Suisun Marsh in the coming weeks and months.

More than half of VUSD's third- and sixth-grade students will attend live watershed education field trips, she added.

Third-graders will visit Lagoon Lake with the Watershed Explorers program, an introductory program that "covers basic ecology concepts and stewardship responsibilities as it helps students develop awareness of the natural world," said Butler.

Students learn about where their water comes from, how drought and storm water affect the watershed, and good stewardship and conservation practices for themselves and their families. Students also will collect phenology data, that is, information from the study of natural phenomena that recur periodically, "about the changes in plants and animals that can be

observed across seasons as part of a global, citizen science study of climate change,” she added in the release.

Sixth-graders will visit the Rush Ranch Nature Center, a Solano Land Trust property at Suisun Marsh, for an opportunity to experience the largest brackish tidal water marsh on the West Coast. There, students will learn about the effects “of storm water pollution on fragile landscapes, threats to myriad special species that live in the marsh, how drought affects the land, and how they and their families can protect the region’s watersheds with everyday stewardship and water conservation practices,” said Butler.

The field trips “increase science literacy, helping prepare students to live in a drought- and climate-challenged world, while introducing them to the amazing wild and open spaces that exist around the county,” she added.

This year, to maximize opportunities for students and teachers, the RCD is offering a variety of outdoor science field trip choices for teachers throughout the county, among them live, virtual water education lessons and field trips; in-person field trips to a local park; in-person, at-school field trips, guided by RCD educators, “which offers a custom field trip experience with hands-on science on or around the school property,” Butler noted.

Beginning with the 2022-2023 school year, Solano RCD and SCWA plan to enroll 100 percent of county third- and sixth-grade classes in these programs, “taking every Solano County student outside to learn about the place in which they live,” she said.

“This will meet a long-standing Solano RCD goal and will ensure a solid introduction to water science and ecology for future county leaders and decision-makers,” she wrote in the prepared statement.

The programs are paid for by Solano County Water Agency, Solano County Department of Resource Management, the cities of Vacaville, Dixon, Fairfield, Suisun, Benicia, Vallejo, and Rio Vista, VUSD, Vallejo Flood and Wastewater Agency, Fairfield-Suisun Sewer District, and Potrero Hills Landfill.

For more information, call Butler at 567-674-5611 or email her at marianne.butler@solanorcd.org, or visit solanorcd.org for videos and more information about the district’s watershed education programming.

WATER ADVISORY COMMISSION UPDATES

Solano Water Advisory Commission
Meeting Minutes
January 26, 2022

Present: Roland Sanford, Thomas Pate, Alex Rabidoux, and Jeff Barich, SCWA; Michael Hether, Fairfield; Curtis Paxton and Justen Cole, Vacaville; Beth Schoenberger and Melissa Cansdale, Vallejo; Kelly Huff, Dixon RCD; Kyle Ochendusko, Benicia; Talyon Sortor, FSSD; Misty Kaltreider, Solano County; Cary Keaten, SID; Bryan Busch, RD 2068.

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

1. Approval of Minutes

The minutes of the December 1, 2021 meeting were approved with a minor correction.

2. Emerging Issues

The Commission was reminded that they need to appoint members for the Water Agency's Legislative and Water Policy Committees. After some brief discussion Michael Hether was selected for the Legislative Committee and Beth Schoenberger was selected for the Water Policy Committee. On other emerging issues, there was some significant concern back in November from Napa County in regards to their water supply. After the subsequent December storms, the Water Agency has not had any further discussions with Napa County. Across the Commission, members felt that the Solano-Napa Intertie represents a major shift in policy thinking, and something that the Water Agency and Solano Project member agencies should proceed slowly and carefully on. None of the Commission members expressed a significant interest in transferring Solano Project water. On other emerging issues, the SWP water allocation was increased from 0 to 25 percent for the North of Delta SWCs.

3. SCWA General Manager's Report

On SCWA Board Items, the major issue will be the request for another staff member for the Lake Berryessa Outreach Program. For the Solano Project, Alex gave a brief update on the low Dissolved Oxygen (DO) issue in the Yolo Bypass Toe Drain and corresponding detrimental impact to the 2021 salmon run on Putah Creek. While water quality conditions significantly improved by mid-December, the salmon run had essentially ended due to one of the largest fish kills observed on Lower Putah Creek within the Yolo Bypass. Nevertheless, the Water Agency was able to work with an array of local and state agencies and will be better equipped should the low DO situation reoccur in 2022. There were no additional updates on NBA or Bay Delta issues. For Flood Control, Supervisor Spering is interested in forming a Flood Committee to look at flood management issues across Solano County.

4. Groundwater Planning

The various Solano Subbasin GSAs have submitted the final Groundwater Sustainability Plan (GSP) to DWR, which has been a huge effort and accomplishment for the region.

5. Solano County Report

Misty provided a brief update to the Commission. The County has received Covid relief funds and is looking at how that funding can and should be spent with regards to public health and economic recovery. The County is also looking closely at what the State is doing in regard to habitat restoration and potential impacts to airports especially Travis Air Force Base.

6. PSC/NBA Maintenance

None

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

None

8. New Business

Some interest by the City of Dixon to change the meeting date, as it conflicts with a reoccurring STA meeting. A doodle poll will be sent out to assess the Commission members.

9. Public Comments

None

The next meeting will be March 23, 2022 at 12:30 PM.

The meeting adjourned at 1:22 PM.

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: March 10, 2022
SUBJECT: Creation of Senior Accountant and Administrative Assistant II Positions

RECOMMENDATIONS:


- 1) Create Senior Accountant position and job description.
- 2) Create Administrative Assistant II position and job description.
- 3) Authorize General Manager to promote existing personnel into Senior Accountant or Administrative Assistant II positions, as deemed appropriate by General Manager.

FINANCIAL IMPACT:

Sufficient funding is available in the FY 2021-2022 salary and benefits budget to accommodate placement (i.e., promotion) of existing staff into either Senior Accountant or Administrative Assistant II positions.

BACKGROUND:

The Water Agency employs two accountants and one administrative assistant to support a total full-time staff of 22 individuals and as many as 15 seasonal interns at any given time. The administrative functions performed by the three individuals range from entry level to highly experienced. Typically, and as in the case of the Water Agency’s Engineering, Water Resources Specialist, and Water Resources Technician positions; a “job series” is created – e.g., Assistant Engineer, Associate Engineer, Senior Engineer, etc. – to reflect and fairly compensate skill levels, and to provide career pathways. The accountant job series currently consists of an Accountant I and Accountant II position. There currently is no job series for the administrative assistant – the only job classification at the Water Agency lacking a job series.

Recommended: 
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as Recommended	<input type="checkbox"/>	Other (see below)	<input type="checkbox"/>	Continued on next page
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Modification to Recommendation and/or other actions:

I, Roland Sanford, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 10, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Page 2

As the Water Agency has grown over the years the number and complexity of tasks assigned to the staff accountants and administrative assistant have increased significantly. In 1990, shortly after the creation of the Water Agency in its current form, the Water Agency consisted of three staff, one of which served as the administrative assistant and performed all accounting functions. Currently, the Water Agency has an operating budget of nearly 40 million dollars and is involved in several major programs that did not exist in 1990, including implementation of the Putah Creek Accord, the Solano Project Habitat Conservation Plan, and staffing of the Solano Sub-basin Groundwater Sustainability Agency.

Staff is proposing to expand the accountant job series to include a Senior Accountant position, and to create a limited administrative assistant job series consisting of Administrative Assistant I and Administrative Assistant II positions. The respective accounting and administrative assistant job series and their salary ranges are as follows:

Accountant I	Monthly Salary Range 25:	\$6,224 - \$7,565 (current salary range)
Accountant II	Monthly Salary Range 29:	\$6,862 - \$8,341 (current salary range)
Senior Accountant	Monthly Salary Range 35:	\$7,944 - \$9,656 (proposed salary range)
Administrative Assistant I	Monthly Salary Range 12:	\$4,534 - \$5,511 (current salary range)
Administrative Assistant II	Monthly Salary Range 18:	\$5,249 - \$6,380 (proposed salary range)

The duties and responsibilities of the proposed Senior Accountant and Administrative Assistant II positions are described in the attached Senior Accountant, Administrative Assistant I and Administrative Assistant II job descriptions.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

The proposed Senior Accountant and Administrative Assistant II job series is consistent with Objective C (*provide necessary and sufficient staffing and resources to maintain program activities and to achieve the goals and objectives 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*).

DEFINITION

Under direct supervision, performs a variety of administrative, secretarial, and office support duties; provides administrative support to management and other Agency staff; composes and prepares correspondence; performs skilled word processing, data entry, and typing; provides information to the public and staff; provides assistance for a wide variety of assignments related to administration of contracts, research projects, and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the General Manager and other management staff. Exercises no supervision of staff.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Administrative Assistant series. This class is distinguished from the Administrative Assistant II (journey-level) by the performance of less than the full range of duties while learning the job. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with Administrative Assistant II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide variety of routine administrative duties to support divisional or Agency operations, including filing, preparing records, reports, and agenda mail-outs, housekeeping, and ordering and maintaining office and related supplies.
- Screens calls, visitors, and incoming mail.
- Assists and directs public to appropriate locations and/or staff.
- Types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar.
- Enters data into and retrieves data from a variety of database systems, including accounting systems, checking for accuracy.

- Maintains calendars and makes travel and meeting arrangements; schedules meetings between Agency staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Creates, organizes and maintains various electronic and paper files; purges files as required.
- Assists with gathering, assembling, updating, and distributing a variety of Agency specific information, forms, records, and data as requested.
- Tracks inventory of office and kitchen supplies and purchases supplies as needed
- Learns to generate and post information to the Agency website
- Assists with Executive Committee and Board of Directors meeting packets, including the development, distribution, and posting of public notices and final action items.
- Reviews documents, forms, and invoices for completeness and routes for required signatures.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office administrative and clerical practices and procedures, including the use of standard office equipment.
- Basic business arithmetic.
- Business letter writing and the standard format for reports and correspondence.
- Computer equipment and relevant word processing methods, techniques, and programs, database and spreadsheet applications and programs.
- Basic principles of record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, and apply Agency practices, policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Perform a variety of clerical support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and two (2) years of administrative experience. Experience within a public agency is desired.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

WORKING CONDITIONS

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

Revised:



DEFINITION

Under general supervision, performs a variety of administrative, secretarial, and office support duties requiring thorough knowledge of the Agency, its procedures, and operational details; provides administrative support to management and other Agency staff; composes and prepares correspondence using considerable judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff; provides administrative assistance for a wide variety of assignments related to administration of contracts, research projects, Board of Directors meetings and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Manager, Administrative Services. Exercises no supervision of staff.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Administrative Assistant clerical series. Incumbents at this level are capable of performing complex administrative and office support duties, including taking and transcribing meeting minutes and assisting in department-related projects and programs. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide variety of routine administrative duties to support divisional or Agency operations, including filing, preparing records, reports, and agenda mail-outs, housekeeping, and ordering and maintaining office and related supplies.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, and informational packets; ensures proper filing of copies.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, and transcribing tape recordings.
- Assists the General Manager with administrative duties related to Board of Directors meetings; creates meeting minutes; distributes packets; creates public notice postings; prepares action items for certification.
- Maintains accurate and detailed records (e. g., current and expired grants) and electronic files, verifies accuracy of information, researches discrepancies, and records information.

- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies program policies and procedures in determining completeness of contracts, records, and files.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Screens calls, visitors, and incoming mail; assists and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Compiles information and data for administrative reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Maintains calendars and makes travel and meeting arrangements; schedules meetings between Agency staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Assists with maintenance of the Agency's website, performing updates to website content and posting necessary information as it relates to Board meetings.
- Organizes and maintains various administrative, reference, imaging, and follow-up files; purges files as required.
- Gathers, assembles, updates, and distributes a variety of Agency specific information, forms, records, and data as requested.
- Researches, compiles, and analyzes information; prepares specialized analytical reports relating to a core function of a departmental operation.
- Provides notary services for Agency agreements.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office management.
- Agency practices, procedures, and applicable policies.
- Principles and practices of data collection and report preparation.
- Methods of preparing and processing various records, forms and other documents.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment and computer equipment and applications related to responsibilities.
- Business letter writing and the standard format for reports and correspondence.
- Word processing methods, techniques, and programs; relevant database and spreadsheet applications and programs.
- Basic principles of record keeping, and filing systems and methods.
- Financial record-keeping and budget preparation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret and apply administrative policies and procedures.

- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Perform a variety of responsible clerical support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and relevant word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and two (2) years experience performing duties comparable to Administrative Assistant I at Solano County Water Agency.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

WORKING CONDITIONS

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

Revised:

DEFINITION

Under general direction, performs the most complex and advanced financial accounting and reporting functions of the Agency; monitors and develops accounting systems; identifies problems and takes corrective action; collects and analyzes financial information; plans and assigns the work of and serves in an advisory capacity to lower-level professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Manager. Provides lead direction to subordinate staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey/lead level classification in the professional Accountant series. Incumbents in this classification perform specialized and advanced functions in support of the accounting functions of the Agency. This class is distinguished from lower-level classes of Accountant I and Accountant II by the performance of the most complex and difficult accounting duties, and the provision of lead and advisory functions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Designs, analyzes, implements and maintains procedures and policies to regulate departmental accounting systems.
- Plans, prioritizes, assigns and reviews the work of other professional accounting staff.
- Provides direction, training and evaluation to clerical staff.
- Directs and prepares the Agency's annual budget.
- Recommends and assists in the implementation of goals and objectives; evaluates operations and activities of assigned responsibilities and recommends improvements.
- Directs the compilation of complex periodic financial statements, as well as expenditure, revenue and cost accounting reports for federal, state and other regulatory agencies.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of Agency.
- Reconciles and advises others on reconciling a variety of grants and budget documents for which fiscal reports must be prepared.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action.
- Directs annual audits by ensuring that all requested information is provided; reviews audited financial statements for accuracy.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

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

Ability to:

- Organize, implement and direct assigned accounting operations and activities.
- Understand, interpret and explain accounting principles and concepts.
- Recommend hiring of, assign and review work of, and train lower-level staff.
- Forecast revenues for the preparation of long and short-term financial plans and budget documents.
- Read, analyze, and interpret financial reports.
- Prepare clear and concise administrative and financial reports.
- Interpret computer-generated data and reports.
- Develop and monitor large and complex budgets.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations, and pertinent Agency policies and procedures.
- Develop and recommend policies and procedures related to assigned operations.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others.
- Prepare fiscal procedures.
- Research regulations, procedures and/or technical reference materials.
- Direct the establishment and maintenance of a variety of files and records.
- Operate modern office equipment, including computer equipment and relevant database, spreadsheet, and graphics software applications programs; train others in usage of same.
- Use English effectively to communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance, or public administration, and

Four (4) years of increasingly responsible experience in professional governmental accounting. Performing duties similar that of an Accountant II with the Solano County Water Agency. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

Established:

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: March 10, 2022

SUBJECT: Contract Amendment with A2Z Landscaping for Continuation and Expansion of Water Conservation Landscape Assistance Program

RECOMMENDATIONS:

Authorize General Manager to execute Amendment No. 1 with A2Z Landscaping for continuation and expansion of water conservation Landscape Assistance Program through June 20, 2022.


FINANCIAL IMPACT:

Increase contract amount by \$200,000; from \$200,000 to \$400,000. A portion of the program costs – 25 percent – is reimbursed by the participating Solano County cities. Sufficient funding is available within the FY 2021-2022 Water Agency budget for the balance of this expenditure.

BACKGROUND:

The Water Agency’s Water Conservation Landscape Assistance Program, which serves disabled residents and low-income senior residents of Solano County, has proven to be one of the more popular and successful water conservation programs offered by the Water Agency. In general, disabled and particularly low-income households tend to have older water fixtures and from a water use perspective, less efficient landscapes. Furthermore, as a demographic group they are typically less able to afford the upfront cost of installing water efficient landscapes and fixtures, and/or are physically unable to perform the desired water conservation upgrades themselves.

The Water Agency contracts with A2Z Landscaping, a veteran owned business based in Vacaville, to administer the Landscape Assistance Program. For a typical landscape installation, A2Z Landscaping personnel meet with the applicant/homeowner to develop a water efficient landscape tailored to the applicant/homeowner’s needs and desires, installs the water efficient landscape and associated irrigation system, trains the applicant/homeowner how to operate and maintain the irrigation system, and performs follow up visits for up to a year on an as needed basis.

Recommended: 
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as Recommended	<input type="checkbox"/>	Other (see below)	<input checked="" type="checkbox"/>	Continued on next page
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Modification to Recommendation and/or other actions:

I, Roland Sanford, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 10, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Page 2

Since inception of the Water Conservation Landscape Assistance Program in 2019, A2Z Landscaping has completed 32 residential landscape conversion projects, with 12 of the 32 landscape conversion projects occurring within the last six months. Currently, there are over 35 applicants on the waiting list. To date landscape conversion projects have been installed in Vacaville, Fairfield, Vallejo, Rio Vista, Dixon, and Suisun City. Annual water savings vary by project location and extent of irrigated landscape, but to date have averaged roughly 30,000 gallons per project per year.

Because roughly half of a typical suburban home's water use is attributable to outdoor landscaping, water conservation programs directed toward landscape conversion tend to be among the most effective tools for permanently reducing per capita urban water use. In addition to the Water Conservation Landscape Assistance Program, the Water Agency offers a turf rebate program. The Water Conservation Landscape Assistance Program is similar to the Water Agency's turf rebate program, in that both result in a water efficient landscape for the participant. However, in the case of the turf rebate program, the Water Agency provides a one-dollar rebate for each square foot of turf replaced (maximum rebate of 1,000 dollars), and it is the participant's responsibility to remove the old landscaping and replace with qualified water efficient landscaping. Additional information on the Water Agency's turf rebate program and other water conservation programs offered by the Water Agency can be found at: www.scwa2.com (click on "water efficiency" in lower right hand corner of homepage).

SOLANO COUNTY WATER AGENCY
AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

AMENDMENT NUMBER: 1

CONTRACTOR: A2Z Landscaping Services

EFFECTIVE DATE: March 11, 2022

PROJECT: Landscape Assistance Program

DESCRIPTION OF AMENDMENT:

1. The Solano County Water Agency continues to implement the Landscape Assistance Program through the drought. With an increased popularity of interested applicants stacking up with a wait list of more than 35 Solano County residents, this Program has a need for additional funding to serve more individuals. A2Z Landscaping will continue to provide the services of working directly with disabled and low-income senior residents of Solano County to help them conserve water with their low water use landscape conversion project. This contract is for the one-on-one consultation, design, and direct installation of replacing sod with low water use landscaping for disabled residents and low-income senior residents.
2. Increase contract amount by \$200,000; from \$200,000 to \$400,000

SIGNATURES:

Solano County Water Agency,
A Public Agency

A2Z Landscaping

By: _____
Roland Sanford, General Manager
Solano County Water Agency

By: _____
A2Z Landscaping

FOR SCWA USE ONLY

Contract Period: 7/1/21 to 6/30/22
File Number: _____
Account Manager: Sabrina Colias
G/L Account #: 6551AC - 2008 and 6551AC-2003
Job Cost #: \$200,000
Contract Type: Professional Services

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: March 10, 2022
SUBJECT: 2022 Legislative Platform

RECOMMENDATIONS:

- 1. Adopt text of 2022 Legislative Platform and authorize release of 2022 Legislative Platform following review and approval of final document photo/text format by Legislative Committee.
- 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 2022 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 2022 Legislative Platform, with the stipulation that the Legislative Committee Chair be given the opportunity to review all letters of support or opposition before release by the General Manager.
- 4. Direct General Manager to provide all Board members with copies of all letters of support or opposition within 24-hours of their submission/public release.

FINANCIAL IMPACT:

None.

BACKGROUND:

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

Recommended: 
Roland Sanford, General Manager

<input type="checkbox"/>	Approved as Recommended	<input type="checkbox"/>	Other (see below)	<input checked="" type="checkbox"/>	Continued on next page
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Modification to Recommendation and/or other actions:

I, Roland Sanford, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 10, 2022 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

Page 2

In addition to articulating the Water Agency's priority issues and policies to legislators and other interested parties, the proposed 2022 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 2022 Legislative Platform. Pending legislation or proposed policy guidelines that are not addressed by the 2022 Legislative Platform must be brought to the full Board for discussion (see attached memo by Herum\Crabtree\Suntag dated April 3, 2017).

The proposed 2022 Legislative Platform is based on the priorities outlined in the Water Agency's 2016-2025 Strategic Plan (<http://www.scwa2.com/resources-management/strategic-plan>) and to the degree possible, also mirrors the recommendations and policy guidelines set forth in the California Water Plan Update 2018 (<https://water.ca.gov/Programs/California-Water-Plan/Update-2018>) prepared by the California Department of Water Resources, and Governor Newsom's 2020 Water Resilience Portfolio (<http://waterresilience.ca.gov>).

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Adoption of the proposed 2022 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*).

DRAFT

**Solano County Water Agency
2022 STATE LEGISLATURE**

Priority Issues and Policy Guidelines

Governing Board

Mayor Steve Young	Benicia
Mayor Steve Bird.....	Dixon
Mayor Harry Price	Fairfield
Mayor Ron Kott.....	Rio Vista
Mayor Lori Wilson	Suisun City
Mayor Ron Rowlett	Vacaville
Mayor Robert McConnell.....	Vallejo
Director Sean Favero.....	Maine Prairie Water District
Director Dale Crossley.....	Reclamation District 2068
Director John Kluge.....	Solano Irrigation District
Supervisor Erin Hannigan	Solano County - District 1
Supervisor Monica Brown	Solano County - District 2
Supervisor Jim Spering	Solano County - District 3
Supervisor John Vasquez.....	Solano County - District 4
Supervisor Mitch Mashburn.....	Solano County - District 5

General Manager:

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

State Legislative Advocate:

Robert Reeb
 Reeb Government Relations, LLC
 1107 9th Street, Suite 620
 Sacramento, CA 95814
 (916) 558-1926 Phone
 (916) 558-1932 Fax

SOLANO COUNTY WATER AGENCY PROPRITY ISSUES & POLICY POSITIONS

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

Water Supply Reliability

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



- Support State and local legislative and regulatory actions that protect local water resources and allow local control of water management activities.
- Support water use efficiency, legislation and policies that recognize local water supply conditions, preserve and protect existing water rights.
- Support legislation and policies that provide funding and technical assistance for development and implementation of Groundwater Sustainability Plans, pursuant to the Sustainable Groundwater Management Act (SGMA).
- Support legislation and policies that provide funding and technical assistance for recycled/reuse water projects.
- 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 State and Federal Legislation and initiatives that provide timely funding for repair/replacement of aging infrastructure.
- Support existing and new funding sources for construction and maintenance of green and structural water infrastructure.
- Support Federal, State and local efforts to address causes of sea level rise and to accomplish necessary infrastructure adaptations.
- Support legislation and initiatives that provide timely funding to complete the North Bay Aqueduct Alternate Intake Project and support regional water conveyance needs.
- Support legislation and initiatives that provide timely funding to construct the Rio Vista Flood Wall or alternative flood protection measures.



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, habitat enhancement, and public recreation. These new roles, coupled with climate change and sea level rise, constitute new challenges and are likely to necessitate the retrofitting and/or repurposing of existing infrastructure, as well as the construction and integration of new infrastructure.

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



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 provide funding for implementation of the Cache Slough 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.
- Support development and implementation of Voluntary Agreements as an integral component of the Bay-Delta Plan update

Post Wildland Fire Remediation

Summary: While the immediate impacts of wildland fires – destroyed structures and burnt vegetation – are readily observable and typically receive immediate attention, less obvious are the “secondary impacts” such as increased soil erosion, which may not fully manifest themselves for several years but have profound impacts on water quality and runoff volumes. These secondary impacts can result in significant long-term infrastructure, flood management, and water supply operation and maintenance costs, and degrade aquatic habitats. Within the last 10 years most of the Lake Berryessa watershed has experienced wildland fires that have collectively resulted in increased Solano Project water supply operational costs and adversely impacted habitat restoration investments in Lower Putah Creek.

- Support legislation and policies that provide funding and technical assistance for post fire watershed restoration and source water protection
- Support State and Federal funding for development and implementation of wildland fire management plans



Source: Anthony Dunn / Alamy Stock Photo

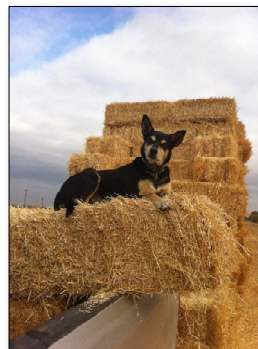
Climate Change and Sea Level Rise

Summary: Increasingly over time, Solano County and the surrounding region are projected to experience fewer but generally more intense rainfall events that will increase flooding potential throughout the County. Flooding potential, particularly in the low lying areas of Solano County, will be further exacerbated by sea level rise. In addition to increased flood potential, climate change and sea level rise pose significant threats to Solano County's water supply via more frequent and potentially longer lasting drought cycles, and saltwater intrusion into the lower Delta. The lower Delta is not only a significant source of the County's agricultural water supply, but also provides municipal drinking water – the State Water Project's North Bay Aqueduct - for over 500,000 residents in Solano and Napa counties,

- Support legislation and policies that provide funding and technical assistance for climate change and sea level rise mitigation

Summary of Specific Funding Needs

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



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.

WATER POLICY UPDATES

North Bay Watershed Association

Board Meeting - Agenda

March 4, 2022 | 9:30 – 11:30 a.m.

THIS MEETING WILL BE HELD VIRTUALLY VIA REMOTE CONFERENCING SERVICE—
NO PHYSICAL MEETING LOCATION

Zoom Webinar:

<https://us02web.zoom.us/j/81630673971?pwd=dm94TXJCRWMYWFBLc3U5V2pTSmNRZz09>

Webinar ID: 816 3067 3971 Password: 216460

Agenda and materials will be available the day of the meeting at:
www.nbwatershed.org

AGENDA

Time	Agenda Item	Proposed Action
9:30	Welcome and Call to Order – Roll Call and Introductions <i>Jack Gibson, Chair</i>	<i>N/A</i>
9:35	General Public Comments This time is reserved for the public to address the Committee about matters NOT on the agenda and within the jurisdiction of the Committee.	<i>N/A</i>
9:40	Agenda and Past Meeting Minutes Review <i>Jack Gibson, Chair</i>	<i>Approve</i>
9:45	Treasure's Report <i>Jack Gibson, Chair</i>	<i>Accept</i>
9:50	Guest Presentation— COVID-WEB: Monitoring Wastewater for SARS-CoV-2 in the Bay Area <i>Sasha Harris-Lovett, Ph.D., Berkeley Water Center, UC Berkeley</i> Sasha will provide an overview of a collaborative Bay Area wastewater monitoring program that analyzes concentrations of coronavirus RNA in order to inform local pandemic response efforts. She'll describe the ways in which wastewater can be a valuable resource for public health data and discuss the current state and future of the program. .	<i>Presentation</i>

10:55	Executive Director Report <i>Andy Rodgers, Executive Director</i> <p>Andy will provide an update on active projects, including the April 8 conference, recent meetings, communications, committees, activities, and developing initiatives since the February 4 Board meeting. Andy will outline ideas for next and future Board meeting topics and solicit feedback.</p>	<i>ED updates, Board questions, and input</i>
11:10	Board Information Exchange and Drought Updates <i>Members</i> <p>Members will highlight issues and share items of interest.</p>	N/A
11:30	Announcements/Adjourn Next Board Meeting: April 1, 2022	N/A