

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS MEETING

BOARD OF DIRECTORS:

Chair:

Director J.D. Kluge
Solano Irrigation District

Vice Chair:

Supervisor John Vasquez
Solano County District 4

Mayor Steve Young
City of Benicia

Mayor Steve Bird
City of Dixon

Mayor Catherine Moy
City of Fairfield

Director Chris Holdener
Maine Prairie Water District

Director Gabe DeTar
Reclamation District No. 2068

Mayor Ronald Kott
City of Rio Vista

Supervisor Erin Hannigan
Solano County District 1

Supervisor Monica Brown
Solano County District 2

Supervisor Wanda Williams
Solano County District 3

Supervisor Mitch Mashburn
Solano County District 5

Mayor Alma Hernandez
City of Suisun City

Mayor John Carli
City of Vacaville

Mayor Robert McConnell
City of Vallejo

GENERAL MANAGER:

Chris Lee
Solano County Water Agency

DATE: Thursday, September 12, 2024

TIME: 6:30 pm

PLACE: Berryessa Room
Solano County Water Agency Office
810 Vaca Valley Parkway, Suite 202
Vacaville, CA 95688

Remote participation available under AB 2449:
Please review insert after agenda regarding AB 2449.

Zoom Information:

<https://us02web.zoom.us/j/83363088045?pwd=akxrSVU0OG1HaUh0NEVRNTFoMVNqUT09>

Meeting ID: 833 6308 8045 | Passcode: 810810

One tap mobile: +16699006833,,83363088045#,,,,*810810#

Phone Number: +1 669 900 6833

1. **CALL TO ORDER**

2. **ROLL CALL**

(A) Announcements Pursuant to AB 2449 (if any)

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **PUBLIC COMMENT**

The Public Comment section provides an opportunity to address the Board of Directors on items that are not listed on the agenda, or informational items pertinent to the agency's business. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the agency or are within the jurisdiction of the agency. The Board will not be able to act on matters brought to its attention under this item until a future board meeting.

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

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Vacaville, California 95688
Phone (707) 451-6090 • FAX (707) 451-6099
www.scwa2.com



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

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting of August 8, 2024.
- (B) Expenditure Approvals: Approval of the August 2024 checking account register.
- (C) Appropriations Limit for Fiscal Year 2024-2025: Approve Resolution Number 2024-05 of the Solano County Water Agency establishing the fiscal year 2024-2025 state appropriations limit of \$20,333,690.
- (D) Sale of Surplus Property: Approve Resolution 2024-06 authorizing sale of surplus equipment no longer needed or useful for ongoing and anticipated Agency restoration activities.
- (E) Lower Putah Creek Watershed Management Plan Update: Approve Resolution 2024-07 accepting grant funds if awarded from U.S. Bureau of Reclamation for WaterSmart Cooperative Watershed Management Program Phase 2 Funding opportunity (BOR-DO-21-F002).
- (F) Agreement with Harris and Associates for Environmental Permitting Assistance: Authorize General Manager to execute \$100,000 contract with Harris and Associates (Harris) for environmental permitting assistance in support of the Lower Putah Creek Chinook Salmon Spawning Habitat Project (Nishikawa Project).

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. **NORTH BAY WATERSHED ASSOCIATION REPORT** *(No report this month)*

RECOMMENDATION:

Receive report from Elizabeth Patterson on activities of the North Bay Watershed Association.

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

RECOMMENDATION: For information only.

The Solano Water Advisory Commission (SWAC) is comprised of senior management staff of each of the individual agencies that make up the Solano County Water Agency. The SWAC and Water Agency staff meet monthly and confer on water and related issues and make reports and recommendations to the Water Agency Board of Directors.

11. **EMPLOYEE HANDBOOK** *(estimated time: 15 minutes)*

RECOMMENDATIONS:

1. Receive presentation from staff.
2. Approve revisions to employee handbook.

12. **NEW CLASSIFICATION – SUPERVISOR OF ADMINISTRATIVE SERVICES**

(estimated time: 10 minutes)

RECOMMENDATION: Approval of new classification, Supervisor of Administrative Services.

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.

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

Thursday, October 10, 2024, 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/>

AB 2449 Provides Remote Options for Public Agencies

Despite the end of the COVID-19 pandemic, public agencies still have options available to them if they need to exercise remote participation for members of their legislative bodies. AB 2449 provides that if a quorum of the legislative body participates in person, a member of a legislative body may participate remotely so long as the member provides prompt notice and the need for remote participation falls under one of the statutorily defined exceptions. The member does not need to identify their location nor ensure it is accessible to the public.

Members of legislative bodies can use AB 2449 to participate remotely if there is “just cause” or if “emergency circumstances” exist. “Just cause” is defined as any of the following:

- Providing childcare or caregiving of a parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires the member to participate remotely.
- A contagious illness that prevents attendance in person.
- Tending to a need related to a physical or mental disability.
- Travelling for business of the legislative body or another state or local agency.

“Emergency circumstances” are defined as follows:

- A physical or family medical emergency that prevents a member of a legislative body from attending in person.

Notice Must be Provided to Utilize AB 2449’s Provisions

In order to utilize the provisions of AB 2449, members of a legislative body must inform their public agency at the earliest possible opportunity of their need to participate remotely, which can include before the start of the meeting. The member must also provide a general description of the circumstances that require remote participation. In the case of emergency circumstances, the member must actually request that the legislative body allow them to participate remotely and the legislative body has to take action on this request.

Any member participating remotely because of just cause or emergency circumstances must publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.

Members and Public Must have Option to Participate in Meetings both Audibly and Visually

When a member participates remotely, he/she must utilize both audio and visual capabilities to effectuate compliance with the statute. Therefore, members of public agencies cannot use a call in only option to attend meetings, they must be on camera. Additionally, the legislative body is responsible for ensuring that the public can also participate in meetings remotely. This includes providing a way for the public to remotely hear, visually observe, and remotely address the legislative body. Furthermore, members of the public can no longer be required to submit their comments prior to the meeting but instead must be allowed to give comments in real time.

CONSENT ITEMS

**SOLANO COUNTY WATER AGENCY
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: August 8, 2024**

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

Mayor Steve Young, City of Benicia
Mayor Steve Bird, City of Dixon
Mayor Catherine Moy, City of Fairfield (remote)
Mayor Ronald Kott, City of Rio Vista
Mayor Alma Hernandez, City of Suisun City
Mayor John Carli, City of Vacaville
Supervisor Erin Hannigan, Solano County District 1
Supervisor Monica Brown, Solano County District 2
Supervisor Wanda Williams, Solano County District 3
Supervisor John Vasquez, Solano County District 4
Supervisor Mitch Mashburn, Solano County District 5
Director Chris Holdener, Maine Prairie Water District
Director J.D. Kluge, Solano Irrigation District

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion by Supervisor Vasquez and a second by Supervisor Hannigan the Board unanimously approved by roll call vote the agenda.

PUBLIC COMMENT

There was public comment from Kurt Balasek, Board President of the Solano Resource Conservation District (RCD). Mr. Balasek shared with the Board that in a meeting between SCWA and Solano RCD staff, there will likely be a 75% reduction in the Solano RCD education programs next fiscal year. Mr. Balasek informed the Board that there has been a 16-year funding and educational partnership between the Solano RCD and SCWA. To date, the program has educated 260,000 students in Solano County. It is a terrific education program, and the Solano RCD is looking for other funding sources to continue the program.

Mayor Bird arrived at 6:32pm.

Mayor Hernandez arrived at 6:34pm.

CONSENT ITEMS

On a motion by Supervisor Vasquez and a second by Supervisor Mashburn the Board unanimously approved by roll call vote the following consent items:

- (A) Minutes
- (B) Expenditure Approvals
- (C) Contract Amendment with LSA Associates, Inc. for Solano Habitat Conservation Plan

BOARD MEMBER REPORTS

Supervisor Brown had the chance to attend the WET training program up at Lake Berryessa, which is an education program geared towards getting Solano teachers out into the environment to learn about local water and environmental issues.

GENERAL MANAGERS REPORT

General Manager Chris Lee had nothing to add. Supervisor Vasquez had a question about the Airport Land Use Commission (ALUC) and some recent changes to the plan, that would impact the Solano HCP. Mr. Lee shared with the Board that SCWA did have some concerns and provided a comment letter to the ALUC to highlight those concerns. Supervisor Vasquez was concerned that the process was rushed. Mayor Hernandez and several other Board members shared similar concerns, as this was an Action Item tonight before the ALUC.

NORTH BAY WATERSHED ASSOCIATION REPORT

Elizabeth Patterson introduced Jeremy Lowe, Senior Environmental Scientist with the San Francisco Estuary Institute (SFEI). Mr. Lowe presented an overview of the Baylands Resilience Framework, which is an attempt to look at the bay holistically. One such project is looking at the Hwy 37 corridor connecting Solano, Sonoma, and Marin Counties. Another project is in the Suisun Bay, working with the Fairfield Suisun Sewer District and providing resiliency for Suisun City. As part of the Baylands Resilience Framework is the recognition of Ecosystem Services, which is the value that the marshes, tidal mud flats, and wetlands provide. SFEI is looking at how we continue to maintain these Ecosystem Services coupled with resiliency infrastructure improvements. SFEI just finished a map of habitats across the entire San Francisco Bay including Suisun Marsh and trying to understand what is needed for these habitats to provide these Ecosystem Services. The team is also trying to provide a quantitative measure of the value of these wetlands. Applications include the use of dredging materials, Wetlands Regional Monitoring Program, San Francisco Bay Restoration Authority, and Regional Shoreline Adaptation Plans. Supervisor Williams shared some thoughts and observations about mud flats in Emeryville. Mayor Young shared concerns that the San Francisco Bay Conservation and Development Commission (BCDC) Adapting to Riding Tides, seems like an unfunded mandate. Mayor Hernandez shared similar concerns with SB 272, and cities having to provide adaptation plans for sea level rise. BCDC is hosting regional workshops to obtain local input from cities. There will be grant funding for planning, but there is currently no funding for construction. Mayor Hernandez also shared that the Solano cities are currently meeting at a staff level to discuss this issue as well.

SOLANO WATER ADVISORY COMMISSION REPORT

Danielle Bonham, Advisory Commission Chair, wanted to express support from the Commission for the SWP Article 56 ‘Carryover’ water transfer.

STATE WATER PROJECT ARTICLE 56 ‘CARRYOVER’ ONE-YEAR WATER TRANSFER

General Manager Chris Lee provided a brief overview of the State Water Project (SWP) Article 56 ‘Carryover’ one-year water transfer. The water transfer helps Solano North Bay Aqueduct (NBA) cities monetize surplus water, that otherwise would be lost. The Water Agency is simply a pass through for SWP water on behalf of the Solano NBA cities. Per the Board’s Water Transfer Policy, the surplus SWP was first offered locally at the market rate, and there was no interest within Solano County. Several out-of-county SWP agencies are interested in receiving surplus water. Letters of Understanding (LOUs) have already been drafted up for each of the Solano NBA cities. The second recommendation is to allow the General Manager to execute the final Agreement(s) between the Department of Water Resources (DWR), SCWA, and the participating State Water Contractor(s).

On a motion by Supervisor Vasquez and a second by Director Kluge, the Board unanimously approved by roll call vote the following:

1. Authorize General Manager to execute Agreement between Department of Water Resources, SCWA, and a State Water Contractor(s), for transfer of up to 5,000 acre-feet (or more if the market allows) of 2024 Article 56 “Carryover” water, on behalf of the Cities of Benicia, Vallejo, Vacaville, Fairfield, and Suisun City.
2. Authorize the General Manager to sign Letters of Understanding between SCWA and the Cities of Benicia, Vallejo, Vacaville, Fairfield, and Suisun City memorializing SCWA’s facilitation role in

transfer of “Carryover” water allocated to the Cities of Benicia, Vallejo, Vacaville, Fairfield, and Suisun City to a State Water Contractor(s).

PUTAH CREEK WATER MANAGEMENT PROJECT

Juliana Birkhoff with Ag Innovations gave an update on the Putah Creek Water Management (PCWM) project. Several years ago, the SCWA Board had concerns with how water was being managed along Lower Putah Creek. There were concerns with fair creek management, support for agriculture, maintaining environmental flows, and water regulation and compliance. Through the stakeholder process, Ag Innovations learned that there has been significant landowner turnover, the drought impacted groundwater and recharge into the creek, there was missing information on inflows and outflows, there have been changes in irrigation methods, Lower Putah Creek is complex, and there is a changing SCWA priority to focus efforts downstream on the lower end of the creek. The LPCCC planning subcommittee evaluated each strategy with regards to stakeholder acceptability, financial feasibility, legal and infrastructure feasibility, and timeliness. Strategies are being grouped into five categories including improved water measurements, upgrade of creek operations and infrastructure, enhancements for fish passage and wildlife habitat, increased communication and coordination with water users, and water supply and water storage options. Supervisor Vasquez asked what authority does SCWA have with regards to implementing these improvements? General Manager Chris Lee responded that we don't have the authority and are instead trying to be collaborative. Supervisor Vasquez also asked if there is still contention from the Putah Creek Accord? Ms. Birkhoff responded that most people really see the creek as a scarce resource, with everyone supportive of the goals of balancing both agriculture and environmental needs. Supervisor Mashburn recommended that in collecting the flow and pump data, that SCWA structure the landowner agreements to be respective of the private pump data. Furthermore, we may want to message that we are trying to help the agricultural folks collect flow data, to help them meet state reporting requirements. SCWA's legal counsel Austin Cho shared that for Public Records Act (PRA) requests, there are protections for personally identifiable data, such as specific diversion data. Supervisor Mashburn shared that the Ag Commission report is a good example, where data can be aggregated as a whole and shared, but not at an individual level. General Manager Chris Lee suggested having a workshop with the Board when the PCWM strategies are unveiled.

CONTRACT WITH UC DAVIS FOR CHINOOK SALMON MONITORING IN LOWER PUTAH CREEK

Assistant General Manager Alex Rabidoux provided some background on the University of California Indirect Cost (IDC) recovery rate and the reason for the resolution. The IDC is essentially an overhead rate that is applied to all University of California contracts. The current IDC rate is approximately 60% for SCWA, while state agencies have a lower rate at about 35%. The Board Resolution provides a formal mechanism that can help reduce the University of California IDC rate but is ultimately subject to approval by UC Davis. However, if approved by the University, it could save the Water Agency over \$200,000 over the term of the agreement, for the Cache Slough Fisheries and Water Quality study. Mr. Rabidoux then provided an overview and purpose of the 3-year UC Davis contract for Chinook Salmon monitoring in Lower Putah Creek. As part of the Healthy Rivers and Landscape (HRL) program, SCWA must develop and maintain baseline fisheries data for both adult and juvenile salmon entering and exiting the Lower Putah Creek system. That data will indicate the success of the HRL program for Putah Creek, which is directly related to Solano Project water rights. The 3-year UC Davis contract is comprised of key tasks for the purpose of monitoring baseline salmon populations in Lower Putah Creek. The Board suggested that SCWA may want to consider hiring staff to take over all or parts of the work being done by UC Davis. General Manager Chris Lee shared with the Board that this is something the Agency has been considering, but we may want to see how the HRL program evolves, before moving forward on this.

On a motion by Supervisor Mashburn and a second by Supervisor Vasquez, the Board unanimously approved by roll call vote the following:

1. Adopt Resolution 2024-04, approving University of California Indirect Cost (IDC) recovery rate with the Solano County Water Agency.

2. Authorize General Manager to sign a 3-year \$1,260,000 contract with UC Davis for adult and juvenile Chinook Salmon Monitoring in Lower Putah Creek. A portion of the work (\$91,972 per year) is a funding mandate from the Putah Creek Accord, for fisheries monitoring.

**STAFFING – ADDITION OF PERMANENT ASSISTANT/ASSOCIATE
WATER RESOURCES ENGINEER POSITION**

General Manager Chris Lee introduced Jay Cuetara, Supervising Water Resources Engineer, who oversees the Water Agency’s SCADA and Monitoring Network. Mr. Lee shared that SCWA’s network extends across 3 counties, Napa, Solano, and Yolo and the purpose of the agenda item is to (a) inform the Board of the importance of the SCADA and Monitoring Network and (b) based upon the current workload and need for succession planning, approve a new engineering position to support the SCADA and Monitoring network. Mr. Cuetara shared with the Board that he was brought on to the Agency in 2006, to develop the Agency’s monitoring network. The network consists of Solano Project Operations, Putah Creek, Groundwater, Flood Monitoring, Ulatis and Green Valley Flood Control Projects, and North Bay Aqueduct Operations. Mr. Cuetara then provided an overview of each component of the monitoring program. Solano Project operations is comprised of Lake Berryessa and Monticello Dam, the Interdam Reach, Putah Diversion Dam, and stations along the Putah South Canal. Stations include meteorological (MET) stations, flow stations, water quality stations, flood releases, canal stage and flows at each check, laterals from SID and the cities, as well as canal automation sites. Solano Project data is served on a real-time operations website to inform the Solano Project Dam and Canal Operators. On Putah Creek there are a total of 8 flow stations, which are part of the Putah Creek Accord. The Agency maintains a water temperature network, every 3-miles, along Lower Putah Creek. As part of the Putah Creek Water Management (PCWM) process, the Agency is in the process of working with landowners to install flow meters on pumps along the creek. The Water Agency also maintains a Groundwater Monitoring network, which includes 4 nested deep wells, extending almost 2,000-feet deep. The Water Agency also works with the City of Vacaville and Rural North Vacaville, as well as a series of SCWA/DWR wells along Putah Creek on groundwater reporting. For the Flood Monitoring Network, the Agency maintains a series of 16 creek locations and 8 rain gage locations, all telemetered in real-time. On the Ulatis and Green Valley Flood Control Projects, the Agency maintains 2 flow stations and 5 stage stations. For the NBA, the Agency maintains 2 tidal flow stations and 5 water quality stations. The two tidal flow stations are quite complex and utilize Acoustic Doppler Current Profilers (ADCPs) to measure bidirectional (tidal) flow. The tidal flow stations also have to be rated over an entire tidal cycle, to develop good flow ratings. Mr. Cuetara also shared with the Board some of the nuances in 2024, of the Lake Berryessa Morning Glory Spillway. In total, there are 72 telemetered stations and 37 self-contained special study sites. The Water Agency is continuing to expand the PSC automation, PCWM flow stations, and groundwater sites as part of SGMA. Based upon the current and future monitoring needs of the Water Agency, there is a significant need to hire additional staff to support the SCWA SCADA and Monitoring Network.

On a motion by Supervisor Vasquez and second by Supervisor Brown, the Board unanimously approved by roll call vote the addition of a permanent Assistant/Associate Water Resources Engineer.

LEGISLATIVE UPDATES

Bob Reeb, SCWA’s legislative advocate, provided a brief update to the Board. The legislature is in the last month of legislation, where many bills will be put into the suspense file, with some committee meetings taking place. The Governor and Legislative leaders are working on an electricity package, to make energy more affordable, bring renewable energy online faster, and supporting grid reliability projects. The legislature passed SB 867, which is the \$10-billion Climate Resiliency Bond and will be Proposition 4 on the ballot. Mr. Reeb will likely do a presentation at the September Board Meeting on the Climate Resiliency Bond and how it may benefit SCWA and its member agencies. As a follow up for Mayor Young, there is \$415 million in the bond that will be available through the Coastal Conservancy for sea level rise and other sea protection type projects. Two bills that are moving quickly through the legislature are AB 2257 (Wilson) and SB 1072 (Padilla) that focus on Proposition 218 and require a person or entity to exhaust their administrative options to bring up any fatal flaws and would not allow any further challenges to the Proposition 218 hearing. Furthermore, SB 1710 would provide a credit (not a rebate) as a remedy if the local agency made an error. Mr. Reeb is also working with Agency staff to set up meetings with DWR and DFW with respect to Putah Creek and fish passage issues on the Los Rios Check Dam. DWR has two new Deputy Directors, John Yarbrough for the State Water Project and James

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: September 12, 2024

SUBJECT: Expenditures Approval

RECOMMENDATIONS:

Approve expenditures from the Water Agency checking accounts for August 2024.

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 August 2024. Additional backup information is available upon request.

Recommended: _____
Chris Lee, General Manager

Approved as
Recommended

Other
(see below)

Continued on
next page

Modification to Recommendation and/or other actions:

I, Chris Lee, 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 September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
 For the Period From Aug 1, 2024 to Aug 31, 2024

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Name	Account	Line Description	Debit Amount	Credit Amou
8/1/24	EFT 08.0	CALPERS	2020SC 1020SC	Invoice: AUG 2024 HEALTH CALPERS	41,201.75	41,201.75
8/7/24	10226	MBK ENGINEERS	2020WC 2020WC 1010WC	Invoice: 14563 Invoice: 14820 MBK ENGINEERS	580.00 3,660.75	4,240.75
8/7/24	41787	A & L WESTERN AGRI	2020SC 1020SC	Invoice: AL80001 A & L WESTERN AGRICULTURAL LABS	48.00	48.00
8/7/24	41788	BELIA MARTINEZ	2020SC 1020SC	Invoice: 202408 BELIA MARTINEZ	740.00	740.00
8/7/24	41789	ACT ENVIRO/ADVANC	2020SC 1020SC	Invoice: 578925 ACT ENVIRO/ADVANCED CHEMICAL TRANSPORT	645.36	645.36
8/7/24	41790	ACWA JOINT POWERS	2020SC 1020SC	Invoice: 0703622 ACWA JOINT POWERS INSURANCE AUTHORITY	2,855.72	2,855.72
8/7/24	41791	ALPHA MEDIA LLC	2020SC 2020SC 2020SC 1020SC	Invoice: 757153-1 Invoice: 757155-1 Invoice: 753344-1 ALPHA MEDIA LLC	7,200.00 4,500.00 3,000.00	14,700.00
8/7/24	41792	AMERICAN TOWER CO	2020SC 1020SC	Invoice: 4653925 AMERICAN TOWER CORPORATION	802.44	802.44
8/7/24	41793	BLANKINSHIP & ASSO	2020SC 1020SC	Invoice: 441412 BLANKINSHIP & ASSOCIATES, INC.	4,826.40	4,826.40
8/7/24	41794	CALIFORNIA WATER E	2020SC 1020SC	Invoice: 207-3108A-2406 CALIFORNIA WATER EFFICIENCY PARTNERSHIP	10,000.00	10,000.00
8/7/24	41795	CDW LLC	2020U 1020SC	Invoice: SJ98226 CDW LLC	4,158.59	4,158.59
8/7/24	41796	CINTAS CORPORATIO	2020SC 1020SC	Invoice: 9282097405 CINTAS CORPORATION	144.61	144.61
8/7/24	41797	COUNTY OF YOLO	2020SC 2020SC 1020SC	Invoice: 2167697 Invoice: 2172069 COUNTY OF YOLO	31.08 25.36	56.44
8/7/24	41798	CP UNLIMITED	2020SC 1020SC	Invoice: 10448 CP UNLIMITED	1,326.63	1,326.63
8/7/24	41799	DEPT. OF INFORMATIO	2020SC 1020SC	Invoice: 25-3700154 DEPT. OF INFORMATION TECHNOLOGY	14,430.22	14,430.22
8/7/24	41800	DOWNEY BRAND	2020SC 2020SC 2020SC 1020SC	Invoice: 602887 Invoice: 602885 Invoice: 602886 DOWNEY BRAND	14,932.47 10,661.57 1,079.00	26,673.04
8/7/24	41801	EAGLE AERIAL SOLUT	2020SC 1020SC	Invoice: 20672 EAGLE AERIAL SOLUTIONS	76,560.00	76,560.00
8/7/24	41802	EAN SERVICES, LLC	2020SC 1020SC	Invoice: 36607774 EAN SERVICES, LLC	3,601.79	3,601.79
8/7/24	41803	EYASCO, INC.	2020SC 1020SC	Invoice: 5647 EYASCO, INC.	39,815.00	39,815.00
8/7/24	41804	HARVEST SANITATIO	2020SC 1020SC	Invoice: 32488 HARVEST SANITATION	813.70	813.70
8/7/24	41805	HERUM/ CRABTREE/ S	2020SC	Invoice: 112272	235.11	

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

For the Period From Aug 1, 2024 to Aug 31, 2024

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Name	Account	Line Description	Debit Amount	Credit Amou
			1020SC	HERUM/ CRABTREE/ SUNTAG		235.11
8/7/24	41806	KIM KULISH	2020SC	Invoice: KIM KULISH	100.00	
			1020SC	KIM KULISH		100.00
8/7/24	41807	RICHARD LOPEZ	2020SC	Invoice: RICHARD-LOPEZ	100.00	
			1020SC	RICHARD LOPEZ		100.00
8/7/24	41808	INTERSTATE OIL COM	2020SC	Invoice: CL00122	1,421.04	
			1020SC	INTERSTATE OIL COMPANY		1,421.04
8/7/24	41809	J.T. MARTIN	2020SC	Invoice: 8766	1,080.00	
			1020SC	J.T. MARTIN		1,080.00
8/7/24	41810	DARYL SISCO	2020SC	Invoice: 0124114	320.00	
			2020SC	Invoice: 0124113	80.00	
			2020SC	Invoice: 0124094	96.00	
			1020SC	DARYL SISCO		496.00
8/7/24	41811	LIFEGUARD FIRST AID	2020SC	Invoice: 12288	271.20	
			1020SC	LIFEGUARD FIRST AID & SAFETY LLC		271.20
8/7/24	41812	LINCOLN CONCEPTS	2020SC	Invoice: 72024	5,000.00	
			1020SC	LINCOLN CONCEPTS		5,000.00
8/7/24	41813	LSA ASSOCIATES, INC.	2020SC	Invoice: 194601	120.00	
			1020SC	LSA ASSOCIATES, INC.		120.00
8/7/24	41814	MCCAMPBELL ANALY	2020SC	Invoice: 2406753	255.00	
			2020SC	Invoice: 2407220 A	512.00	
			2020SC	Invoice: 2407832	255.00	
			2020SC	Invoice: 2407959	85.00	
			1020SC	MCCAMPBELL ANALYTICAL, INC.		1,107.00
8/7/24	41815	MERIDIAN UTILITY EQ	2020SC	Invoice: SAC-13512	8,875.25	
			1020SC	MERIDIAN UTILITY EQUIPMENT SALES		8,875.25
8/7/24	41816	M-FILES INC	2020SC	Invoice: 10/5/24 - 10/4/25	13,653.89	
			1020SC	M-FILES INC		13,653.89
8/7/24	41817	PACIFIC ACE HARDW	2020SC	Invoice: 221993	67.21	
			2020SC	Invoice: 374824	141.52	
			2020SC	Invoice: 374809	119.79	
			2020SC	Invoice: 222105	71.90	
			2020SC	Invoice: 375027	24.90	
			2020SC	Invoice: 375035	60.03	
			2020SC	Invoice: 375103	83.61	
			2020SC	Invoice: 375162	146.45	
			2020SC	Invoice: 222722	240.90	
			2020SC	Invoice: 375213	25.24	
			2020SC	Invoice: 375470	11.15	
			2020SC	Invoice: 375510	12.73	
			2020SC	Invoice: 375674	38.59	
			2020SC	Invoice: 375796	30.01	
			2020SC	Invoice: 224041	223.94	
			2020SC	Invoice: 375885	32.64	
			2020SC	Invoice: 375897	15.04	
			2020SC	Invoice: 375911	139.40	
			2020SC	Invoice: 376074	212.30	
			2020SC	Invoice: 376157	16.08	
			2020SC	Invoice: 376160	75.05	
			2020SC	Invoice: 311527	6.59	
			1020SC	PACIFIC ACE HARDWARE		1,795.07
8/7/24	41817a	VOID	1020SC	VOID		
8/7/24	41818	PACIFIC NEON COMPA	2020SC	Invoice: 240611-2	1,583.24	
			1020SC	PACIFIC NEON COMPANY		1,583.24
8/7/24	41819	LESLIE PALENCIA	2020SC	Invoice: 541	6,660.00	

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			1020SC	LESLIE PALENCIA		6,660.00
8/7/24	41820	PLAN IT SOFTWARE L	2020SC 1020SC	Invoice: 135 PLAN IT SOFTWARE LLC	5,300.00	5,300.00
8/7/24	41821	RECLAMATION DISTRI	2020SC 2020SC 1020SC	Invoice: PROPERTY TAX Invoice: PROPERTY TAX 2 RECLAMATION DISTRICT 536	4,305.22 4,305.21	8,610.43
8/7/24	41822	RON DUPRATT FORD	2020SC 1020SC	Invoice: 52990 RON DUPRATT FORD	24.95	24.95
8/7/24	41823	SHANDAM INC.	2020SC 1020SC	Invoice: 073124AGS18 SHANDAM INC.	3,547.50	3,547.50
8/7/24	41824	SHELDON	2020SC 1020SC	Invoice: 21830286 SHELDON	233.05	233.05
8/7/24	41825	SOLANO COUNTY PUB	2020U 1020SC	Invoice: 13353 Invoice: 13354 Invoice: 13346 Invoice: 13345 Invoice: 13348 Invoice: 13349 Invoice: 13350 Invoice: 13358 Invoice: 13359 Invoice: 13357 Invoice: 13361 Invoice: 13360 Invoice: 13356 Invoice: 13364 Invoice: 13366 Invoice: 13365 SOLANO COUNTY PUBLIC WORKS DIVISION	9,112.61 18,520.18 5,710.91 1,510.17 8,082.60 12,715.33 4,897.08 11,093.13 8,195.37 1,397.31 8,198.64 10,852.71 11,440.08 8,319.67 381.70 14,007.27	134,434.76
8/7/24	41825a	VOID	1020SC	VOID		
8/7/24	41825b	VOID	1020SC	VOID		
8/7/24	41826	STANDARD INSURAN	2020SC 1020SC	Invoice: 006492990046 AUG24 STANDARD INSURANCE COMPANY	2,888.98	2,888.98
8/7/24	41827	STAPLES	2020SC 2020SC 1020SC	Invoice: 6007788562 Invoice: 7001580339 STAPLES	70.00 210.76	280.76
8/7/24	41828	SUISUN VALLEY FRUI	2020SC 2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 84116 Invoice: 84117 Invoice: 84157 Invoice: 84211 Invoice: 84304 SUISUN VALLEY FRUIT GROWERS AS	174.82 37.92 95.80 180.72 61.56	550.82
8/7/24	41829	SUMMERS ENGINEERI	2020SC 1020SC	Invoice: 25623 SUMMERS ENGINEERING CO., INC.	201.00	201.00
8/7/24	41830	SUSTAINABLE SOLAN	2020SC 1020SC	Invoice: 2024-7-SCWA SUSTAINABLE SOLANO INC.	19,464.00	19,464.00
8/7/24	41831	THE REGENTS OF THE	2020SC 1020SC	Invoice: 30035313 THE REGENTS OF THE UNIVERSITY OF CA	1,702.50	1,702.50
8/7/24	41832	KATHLEEN A SALAMU	2020SC 2020SC 1020SC	Invoice: 465 Invoice: 466 KATHLEEN A SALAMUNOVICH	25.00 6,895.08	6,920.08
8/7/24	41833	JULIE ROSE	2020SC	Invoice: JULIE ROSE	976.50	

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8/9/24	EFT 08.0	CALPERS	2020SC 1020SC	Invoice: AFERR ADJ 08.03.2024 CALPERS	461.21	461.21
8/9/24	PPE 8.3.	ONEPOINT HUMAN CA	2020SC 1020SC	Invoice: 86367 ONEPOINT HUMAN CAPITAL MANAGEMENT LLC	658.00	658.00
8/9/24	PPE 8.3.	PAYROLL TAXES	2020SC 1020SC	Invoice: PPE 8/3/24 PAYROLL TAXES	36,358.17	36,358.17
8/13/24	41820V	PLAN IT SOFTWARE L	2020SC 1020SC	Invoice: 135 PLAN IT SOFTWARE LLC	5,300.00	5,300.00
8/13/24	41847	ANGELINA ESPINOZA	2020SC 1020SC	Invoice: LBO INCEN JULY 2024 ANGELINA ESPINOZA	60.00	60.00
8/13/24	41848	AIR SYSTEMS SERVIC	2020SC 1020SC	Invoice: 12489069 AIR SYSTEMS SERVICE & CONST.	2,235.00	2,235.00
8/13/24	41849	CINTAS CORPORATIO	2020SC 1020SC	Invoice: 9282349350 CINTAS CORPORATION	150.33	150.33
8/13/24	41850	COUNTY OF YOLO	2020SC 2020SC 1020SC	Invoice: 2166991 Invoice: 2168382 COUNTY OF YOLO	48.04 123.25	171.29
8/13/24	41851	FEDEX EXPRESS	2020SC 2020SC 1020SC	Invoice: 8-570-85289 Invoice: 8-577-93083 FEDEX EXPRESS	120.87 174.47	295.34
8/13/24	41852	MARK E. GRISMER PH	2020SC 1020SC	Invoice: JUN/JUL 2024 MARK E. GRISMER PHD PE	7,868.00	7,868.00
8/13/24	41853	HAUGHN & SON TIRE	2020SC 1020SC	Invoice: 10036B HAUGHN & SON TIRE SERVICE INC	1,408.76	1,408.76
8/13/24	41854	HOOD PROMOTIONS G	2020SC 1020SC	Invoice: 6516 HOOD PROMOTIONS GROUP, INC.	2,285.91	2,285.91
8/13/24	41855	INTERSTATE OIL COM	2020SC 1020SC	Invoice: CL01683 INTERSTATE OIL COMPANY	2,253.53	2,253.53
8/13/24	41856	KLEINFELDER	2020SC 1020SC	Invoice: 1491616 KLEINFELDER	3,219.50	3,219.50
8/13/24	41857	M&M SANITARY LLC	2020SC 1020SC	Invoice: 620053 M&M SANITARY LLC	180.00	180.00
8/13/24	41858	MARKLEY COVE RESO	2020SC 1020SC	Invoice: LBO INC JULY 2024 MARKLEY COVE RESORT	3,275.00	3,275.00
8/13/24	41859	PACIFIC ACE HARDW	2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 373397 Invoice: 373441 Invoice: 373440 Invoice: 219225 PACIFIC ACE HARDWARE	48.25 97.10 213.43 80.78	439.56
8/13/24	41860	ROLAND A. SANFORD	2020SC 1020SC	Invoice: 1-2024 ROLAND A. SANFORD	1,773.36	1,773.36
8/13/24	41861	SHANDAM INC.	2020SC 1020SC	Invoice: 073124AGS8 SHANDAM INC.	11,490.00	11,490.00
8/13/24	41862	SOLANO COUNTY FLE	2020U 1020SC	Invoice: JUL-2024 SOLANO COUNTY FLEET MANAGEMENT	339.27	339.27
8/13/24	41863	SOLANO RESOURCE C	2020SC 2020SC 2020SC 2020SC 2020SC	Invoice: 2195 Invoice: 2209 Invoice: 2206 Invoice: 2202 Invoice: 2166-D	5,967.18 14,746.48 2,367.77 18,894.23 25,488.47	

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			2020SC	Invoice: 2201	38,983.57	
			2020SC	Invoice: 2169	38,610.14	
			2020SC	Invoice: 2208	23,747.87	
			1020SC	SOLANO RESOURCE CONSERVATION DISTRICT		168,805.71
8/13/24	41864	SOMACH, SIMMONS &	2020N	Invoice: 1145395	2,141.00	
			1020SC	SOMACH, SIMMONS & DUNN		2,141.00
8/13/24	41865	SOUNDWATER TECHN	2020SC	Invoice: 10635	27,123.13	
			1020SC	SOUNDWATER TECHNOLOGIES LLC		27,123.13
8/13/24	41866	STAPLES	2020SC	Invoice: 6008774852	66.44	
			2020SC	Invoice: 6008828143	9.29	
			2020SC	Invoice: 6008956602	192.29	
			1020SC	STAPLES		268.02
8/13/24	41867	TONY MASSIE	2020SC	Invoice: LBO INCENTIVE JULY	95.00	
			1020SC	TONY MASSIE		95.00
8/13/24	41868	MARK DOUGHERTY	2020SC	Invoice: MARK DOUGHERTY	1,500.00	
			1020SC	MARK DOUGHERTY		1,500.00
8/13/24	41869	ZACHARY TURLEY	2020SC	Invoice: EMP REIM JULY 2024	99.16	
			1020SC	ZACHARY TURLEY		99.16
8/13/24	41870	WATER EDUCATION F	2020SC	Invoice: EWS2401ML	1,185.00	
			1020SC	WATER EDUCATION FOUNDATION		1,185.00
8/13/24	41871	SERENA CERNIGLIA	2020SC	Invoice: SERENA CERNIGLIA	49.99	
			1020SC	SERENA CERNIGLIA		49.99
8/13/24	41872	RONDA MATHIS	2020SC	Invoice: RONDA MATHIS	99.50	
			1020SC	RONDA MATHIS		99.50
8/13/24	41873	YELLOW SPRINGS INS	2020SC	Invoice: 1092152	1,569.96	
			1020SC	YELLOW SPRINGS INSTRUMENT CO.		1,569.96
8/13/24	41874	GWYNNE CROPSEY	2020SC	Invoice: 15001	15,000.00	
			1020SC	GWYNNE CROPSEY		15,000.00
8/13/24	41875	CDW LLC	2020SC	Invoice: SL86009	5,070.73	
			1020SC	CDW LLC		5,070.73
8/13/24	41876	MARKLEY COVE RESO	2020SC	Invoice: LBO INC BUS JUL 2024	3,275.00	
			1020SC	MARKLEY COVE RESORT		3,275.00
8/13/24	41877	PACIFIC GAS & ELECT	2020SC	Invoice: 6/10/24 - 7/10/24	6,231.96	
			2020SC	Invoice: 6/20/24 - 7/18/2024	109.44	
			1020SC	PACIFIC GAS & ELECTRIC CO,		6,341.40
8/13/24	41878	BOB PISANI & SON	2020SC	Invoice: 017735	61.09	
			2020SC	Invoice: 017726	1,494.83	
			2020SC	Invoice: 017727	1,035.68	
			2020SC	Invoice: 017832	84.32	
			2020SC	Invoice: 017831	109.38	
			2020SC	Invoice: 017830	93.21	
			2020SC	Invoice: 017822	316.29	
			2020SC	Invoice: 018199	170.48	
			2020SC	Invoice: 018516	23.83	
			2020SC	Invoice: 018490	25.73	
			2020SC	Invoice: 018487	656.04	
			2020SC	Invoice: 018751	150.04	
			2020SC	Invoice: 019041	144.43	
			2020SC	Invoice: 019166	32.13	
			2020SC	Invoice: 019597	92.87	
			2020SC	Invoice: 019721	89.54	
			2020SC	Invoice: 019719	15.83	
			2020SC	Invoice: 019715	140.02	
			2020SC	Invoice: 019717	41.63	

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			2020SC	Invoice: 019745	95.97	
			2020SC	Invoice: 019914	208.87	
			2020SC	Invoice: 020030	26.80	
			2020SC	Invoice: 020038	19.07	
			2020SC	Invoice: 020245	182.66	
			2020SC	Invoice: 02547	19.28	
			1020SC	BOB PISANI & SON		5,330.02
8/13/24	41878a	VOID	1020SC	VOID		
8/13/24	41879	SOLINST CANADA LTD	2020SC	Invoice: 12858520	15,273.36	
			1020SC	SOLINST CANADA LTD.		15,273.36
8/16/24	EFT 8.16	PAYCHEX	2020SC	Invoice: 29334537	125.00	
			1020SC	PAYCHEX		125.00
8/17/24	EFT 8.17	SAGE SOFTWARE, INC.	2020SC	Invoice: 1008317581	3,339.00	
			1020SC	SAGE SOFTWARE, INC.		3,339.00
8/20/24	41880	ACWA JOINT POWERS	2020SC	Invoice: 227	30,970.14	
			1020SC	ACWA JOINT POWERS INSURANCE AUTHORITY		30,970.14
8/20/24	41881	AG INNOVATIONS	2020SC	Invoice: 3592	4,984.00	
			2020SC	Invoice: 3629	6,546.50	
			2020SC	Invoice: 3626	11,198.54	
			1020SC	AG INNOVATIONS		22,729.04
8/20/24	41882	BUZZ OATES MANAGE	2020SC	Invoice: JUN - AUG 2024	31,468.14	
			1020SC	BUZZ OATES MANAGEMENT SERVICES		31,468.14
8/20/24	41883	CANON FINANCIAL SE	2020SC	Invoice: 34456714	884.69	
			1020SC	CANON FINANCIAL SERVICES, INC.		884.69
8/20/24	41884	CBEC, INC.	2020N	Invoice: 22-1007-27	8,290.50	
			1020SC	CBEC, INC.		8,290.50
8/20/24	41885	CINTAS CORPORATIO	2020SC	Invoice: 5225048891	7.68	
			1020SC	CINTAS CORPORATION		7.68
8/20/24	41886	COUNTY OF YOLO	2020SC	Invoice: 2175354	32.08	
			2020SC	Invoice: 2177671	26.20	
			1020SC	COUNTY OF YOLO		58.28
8/20/24	41887	ERNST & YOUNG U.S.	2020N	Invoice: US01I001608581	5,378.00	
			1020SC	ERNST & YOUNG U.S. LLP		5,378.00
8/20/24	41888	HOLT OF CALIFORNIA	2020SC	Invoice: V7774801	6,023.03	
			1020SC	HOLT OF CALIFORNIA		6,023.03
8/20/24	41889	J.T. MARTIN	2020SC	Invoice: 8845	850.00	
			1020SC	J.T. MARTIN		850.00
8/20/24	41890	STEPHEN KARR	2020SC	Invoice: EMP REIM JULY	525.28	
			1020SC	STEPHEN KARR		525.28
8/20/24	41891	KIMZEY WELDING WO	2020SC	Invoice: K27699	3,055.49	
			1020SC	KIMZEY WELDING WORKS		3,055.49
8/20/24	41892	LANDMARK CONSTRU	2020SC	Invoice: 12	90,164.50	
			2020SC	Invoice: 13	296,896.11	
			1020SC	LANDMARK CONSTRUCTION		387,060.61
8/20/24	41893	LSA ASSOCIATES, INC.	2020SC	Invoice: 191867	40,681.25	
			1020SC	LSA ASSOCIATES, INC.		40,681.25
8/20/24	41894	NORTHBAY HEALTHC	2020SC	Invoice: OH123990	120.00	
			1020SC	NORTHBAY HEALTHCARE GROUP OCC HEALTH DE		120.00
8/20/24	41895	PLAN IT SOFTWARE L	2020SC	Invoice: 135	6,300.00	
			1020SC	PLAN IT SOFTWARE LLC		6,300.00

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8/20/24	41896	RECOLOGY VACAVILL	2020SC 2020SC 1020SC	Invoice: 53253092 Invoice: 53252003 RECOLOGY VACAVILLE SOLANO	111.46 294.17	405.63
8/20/24	41897	REEB GOVERNMENT R	2020SC 1020SC	Invoice: 034-SEPT-2024 REEB GOVERNMENT RELATIONS, LLC	10,000.00	10,000.00
8/20/24	41898	WAYNE HUTCHINSON	2020SC 1020SC	Invoice: 2520 WAYNE HUTCHINSON	347.50	347.50
8/20/24	41899	SHELDON	2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 21730431 Invoice: 22058839 Invoice: 22059050 Invoice: 22211728 SHELDON	8.59 17.18 106.18 8.59	140.54
8/20/24	41900	SOLANO IRRIGATION	2020SC 2020SC 2020SC 1020SC	Invoice: 0043685 Invoice: 0043686 Invoice: 0043687 SOLANO IRRIGATION DISTRICT	482.68 101,637.56 201,898.63	304,018.87
8/20/24	41900a	VOID	1020SC	VOID		
8/20/24	41901	STAPLES	2020SC 1020SC	Invoice: 6009240910 STAPLES	94.87	94.87
8/20/24	41902	VELOCITY EHS	2020SC 1020SC	Invoice: 309954 VELOCITY EHS	566.65	566.65
8/20/24	41903	VERIZON WIRELESS	2020SC 1020SC	Invoice: 9970759460 VERIZON WIRELESS	1,345.64	1,345.64
8/20/24	41904	CAL.NET INC. - WINTE	2020SC 1020SC	Invoice: 3540904 CAL.NET INC. - WINTERS	595.00	595.00
8/23/24	EFT 08.2	CALPERS	2020SC 2020SC 2020SC 1020SC	Invoice: PEPRA PPE 08.17.2024 Invoice: PPE 08.17.24 Invoice: SIP PPE 08.17.24 CALPERS	12,004.19 10,174.39 7,438.89	29,617.47
8/23/24	EFT 08.2	CALPERS	2020SC 1020SC	Invoice: 100000017644547 CALPERS	700.00	700.00
8/23/24	EFT 8.17	PAYROLL TAXES	2020SC 1020SC	Invoice: PPE 8/17/24 PAYROLL TAXES	36,448.89	36,448.89
8/23/24	EFT 8.17	ONEPOINT HUMAN CA	2020SC 1020SC	Invoice: 86712 ONEPOINT HUMAN CAPITAL MANAGEMENT LLC	162.00	162.00
8/25/24	ASHLE	UMPQUA BANK	2020SC 1020SC	Invoice: ASHLEY JUL 2024 UMPQUA BANK	2,181.21	2,181.21
8/25/24	BARR J	UMPQUA BANK	2020SC 1020SC	Invoice: BARR JUL 2024 UMPQUA BANK	3,737.21	3,737.21
8/25/24	CRUZ J	UMPQUA BANK	2020SC 1020SC	Invoice: CRUZ JUL 2024 UMPQUA BANK	122.41	122.41
8/25/24	CUETA	UMPQUA BANK	2020SC 1020SC	Invoice: CUETARA JUL 2024 UMPQUA BANK	1,179.96	1,179.96
8/25/24	EVANS	UMPQUA BANK	2020SC 1020SC	Invoice: EVANS JUL 2024 UMPQUA BANK	395.42	395.42
8/25/24	FEHRE	UMPQUA BANK	2020SC 1020SC	Invoice: FEHRENKAMP JUL 2024 UMPQUA BANK	520.03	520.03
8/25/24	FOWLE	UMPQUA BANK	2020SC 1020SC	Invoice: FOWLER JUL 2024 UMPQUA BANK	1,300.98	1,300.98

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8/25/24	FOX JU	UMPQUA BANK	2020SC 1020SC	Invoice: FOX JUL 2024 UMPQUA BANK	1,437.12	1,437.12
8/25/24	GANTN	UMPQUA BANK	2020SC 1020SC	Invoice: GANTNER JUL 2024 UMPQUA BANK	2,836.57	2,836.57
8/25/24	GOODI	UMPQUA BANK	2020SC 1020SC	Invoice: GOODING JUL 2024 UMPQUA BANK	1,009.20	1,009.20
8/25/24	HART J	UMPQUA BANK	2020SC 1020SC	Invoice: HART JUL 2024 UMPQUA BANK	24.89	24.89
8/25/24	HYER J	UMPQUA BANK	2020SC 1020SC	Invoice: HYER JUL 2024 UMPQUA BANK	492.39	492.39
8/25/24	JONES J	UMPQUA BANK	2020SC 1020SC	Invoice: JONES JUL 2024 UMPQUA BANK	1,187.84	1,187.84
8/25/24	LEE JUL	UMPQUA BANK	2020SC 1020SC	Invoice: LEE JUL 2024 UMPQUA BANK	4,327.60	4,327.60
8/25/24	MARQU	UMPQUA BANK	2020SC 1020SC	Invoice: MARQUEZ JUL 2024 UMPQUA BANK	1,037.14	1,037.14
8/25/24	MOORE	UMPQUA BANK	2020SC 1020SC	Invoice: MOORE JUL 2024 UMPQUA BANK	647.32	647.32
8/25/24	POORE	UMPQUA BANK	2020SC 1020SC	Invoice: POORE JUL 2024 UMPQUA BANK	25.91	25.91
8/25/24	RABID	UMPQUA BANK	2020SC 1020SC	Invoice: RABIDOUX JUL 2024 UMPQUA BANK	1,549.39	1,549.39
8/25/24	SHTAY	UMPQUA BANK	2020SC 1020SC	Invoice: SHTAYYEH JUL 2024 UMPQUA BANK	661.90	661.90
8/25/24	STEVE	UMPQUA BANK	2020SC 1020SC	Invoice: STEVENSON JUL 2024 UMPQUA BANK	348.92	348.92
8/25/24	WILLIN	UMPQUA BANK	2020SC 1020SC	Invoice: WILLINGMYRE JUL 2024 UMPQUA BANK	1,033.12	1,033.12
8/27/24	41905	STEVEN BIRD	2020SC 1020SC	Invoice: AUG 2024 BOD MTG STEVEN BIRD	166.08	166.08
8/27/24	41906	CHRIS HOLDENER	2020SC 1020SC	Invoice: AUG 2024 BOD MTG CHRIS HOLDENER	163.40	163.40
8/27/24	41907	JOHN D. KLUGE	2020SC 2020SC 1020SC	Invoice: JULY 2024 EXEC MTG Invoice: AUG 2024 LEG MTG JOHN D. KLUGE	150.00 150.00	300.00
8/27/24	41908	MITCH MASHBURN	2020SC 1020SC	Invoice: AUG 2024 BOD MTG MITCH MASHBURN	150.00	150.00
8/27/24	41909	JOHN VASQUEZ	2020SC 2020SC 1020SC	Invoice: AUG 2024 BOD MTG Invoice: AUG 2024 LEG MTG JOHN VASQUEZ	150.00 150.00	300.00
8/27/24	41910	STEVE YOUNG	2020SC 1020SC	Invoice: AUG 2024 BOD MTG STEVE YOUNG	192.88	192.88
8/27/24	41911	AM CONSERVATION G	2020SC 1020SC	Invoice: IN1636933 AM CONSERVATION GROUP, INC.	3,281.55	3,281.55
8/27/24	41912	CALNET3	2020SC 2020SC 2020SC 1020SC	Invoice: 22151356 Invoice: 22152803 Invoice: 22151311 CALNET3	155.55 838.74 31.68	1,025.97
8/27/24	41913	DEPARTMENT OF WAT	2020SC	Invoice: 24-024-O SEPT 2024		141.00

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			2020N	Invoice: 24-180-V SEPT 2024	26,782.00	
			2020SC	Invoice: 24-026-T SEPT 2024	696,770.00	
			1020SC	DEPARTMENT OF WATER RESOURCES		723,411.00
8/27/24	41914	DOWNEY BRAND	2020SC	Invoice: 604074	14,000.54	
			2020SC	Invoice: 604076	11,682.22	
			2020SC	Invoice: 604078	2,046.00	
			2020SC	Invoice: 604080	2,112.00	
			1020SC	DOWNEY BRAND		29,840.76
8/27/24	41915	FEDEX EXPRESS	2020SC	Invoice: 8-584-69628	120.10	
			1020SC	FEDEX EXPRESS		120.10
8/27/24	41916	DONNA BEAN	2020SC	Invoice: DONNA BEAN	100.00	
			1020SC	DONNA BEAN		100.00
8/27/24	41917	DAVID MCDOWELL	2020SC	Invoice: DAVID MCDOWELL	100.00	
			1020SC	DAVID MCDOWELL		100.00
8/27/24	41918	HORIZON DISTRIBUTO	2020SC	Invoice: 1X310355	157.24	
			2020SC	Invoice: 1X310478	201.46	
			1020SC	HORIZON DISTRIBUTORS, INC.		358.70
8/27/24	41919	INTERSTATE OIL COM	2020SC	Invoice: CL03327	739.32	
			1020SC	INTERSTATE OIL COMPANY		739.32
8/27/24	41920	KIMZEY WELDING WO	2020SC	Invoice: 58528	1,162.62	
			1020SC	KIMZEY WELDING WORKS		1,162.62
8/27/24	41921	LSA ASSOCIATES, INC.	2020SC	Invoice: 195136	24,630.37	
			1020SC	LSA ASSOCIATES, INC.		24,630.37
8/27/24	41922	MCCAMPBELL ANALY	2020SC	Invoice: 2407E38	85.00	
			2020SC	Invoice: 2408561	425.00	
			1020SC	MCCAMPBELL ANALYTICAL, INC.		510.00
8/27/24	41923	NORTHERN CA WATE	2020SC	Invoice: 10733	35,000.00	
			1020SC	NORTHERN CA WATER ASSOCIATION		35,000.00
8/27/24	41924	R&S ERECTION OF VA	2020SC	Invoice: 89543GI	1,933.00	
			2020SC	Invoice: 89586GR	525.00	
			1020SC	R&S ERECTION OF VALLEJO, INC.		2,458.00
8/27/24	41925	REGIONAL GOVERNMENT	2020SC	Invoice: 17275	933.46	
			1020SC	REGIONAL GOVERNMENT SERVICES AUTHORITY		933.46
8/27/24	41926	RICHARD HEATH & AS	2020SC	Invoice: WCP-346	7,555.15	
			1020SC	RICHARD HEATH & ASSOCIATES, INC.		7,555.15
8/27/24	41927	SEATS AND STATIONS	2020SC	Invoice: SAS240958A	5,176.07	
			1020SC	SEATS AND STATIONS		5,176.07
8/27/24	41928	SOLANO IRRIGATION	2020SC	Invoice: 0043684	29,013.25	
			1020SC	SOLANO IRRIGATION DISTRICT		29,013.25
8/27/24	41929	SOMACH, SIMMONS &	2020N	Invoice: 3021609	31,430.87	
			2020N	Invoice: 3021610	29,837.95	
			1020SC	SOMACH, SIMMONS & DUNN		61,268.82
8/27/24	41930	STANDARD INSURAN	2020SC	Invoice: 006492990046 SEPT 1	2,167.53	
			1020SC	STANDARD INSURANCE COMPANY		2,167.53
8/27/24	41931	STAPLES	2020SC	Invoice: 6009240909	37.29	
			1020SC	STAPLES		37.29
8/27/24	41932	THE REGENTS OF THE	2020SC	Invoice: K382S53-01	146,850.19	
			1020SC	THE REGENTS OF THE UNIVERSITY		146,850.19

SOLANO COUNTY WATER AGENCY

Cash Disbursements Journal

For the Period From Aug 1, 2024 to Aug 31, 2024

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Name	Account	Line Description	Debit Amount	Credit Amou
				OF CA		
8/27/24	41933	MARK CONLEY-BUCH	2020SC 1020SC	Invoice: MARK CONLEY-BUCHSIEB MARK CONLEY-BUCHSIEB	100.00	100.00
8/27/24	41934	LINDA BATISTE-JONES	2020SC 1020SC	Invoice: LINDA BATISTE-JONES LINDA BATISTE-JONES	1,500.00	1,500.00
8/27/24	41935	TERRI BOYLES	2020SC 1020SC	Invoice: TERRI BOYLES TERRI BOYLES	1,500.00	1,500.00
8/27/24	41936	JANET JACOBSON	2020SC 1020SC	Invoice: JANET JACOBSON JANET JACOBSON	1,500.00	1,500.00
8/27/24	41937	VICTOR MATA	2020SC 1020SC	Invoice: VICTOR MATA VICTOR MATA	1,158.60	1,158.60
8/27/24	41938	TAREK SALMA	2020SC 1020SC	Invoice: TAREK SALMA TAREK SALMA	1,500.00	1,500.00
8/27/24	41939	GARY SCHWARTZ	2020SC 1020SC	Invoice: GARY SCHWARTZ GARY SCHWARTZ	1,238.25	1,238.25
8/27/24	41940	CHRISTINA CORNELIU	2020SC 1020SC	Invoice: CHRISTINA CORNELIUS CHRISTINA CORNELIUS	34.98	34.98
8/27/24	41941	SHANNON HURLBURT	2020SC 1020SC	Invoice: SHANNON HURLBURT SHANNON HURLBURT	13.49	13.49
8/27/24	41942	CYNTHIA LUA	2020SC 1020SC	Invoice: CYNTHIA LUA CYNTHIA LUA	59.00	59.00
8/27/24	41943	JOHN SARACENO	2020SC 1020SC	Invoice: JOHN SARACENO JOHN SARACENO	29.20	29.20
8/27/24	41944	TERRY TOOMER	2020SC 1020SC	Invoice: TERRY TOOMER TERRY TOOMER	49.34	49.34
8/27/24	41945	YOLO COUNTY RCD	2020SC 1020SC	Invoice: DS11-01 YOLO COUNTY RCD	5,294.91	5,294.91
8/27/24	41946	YELLOW SPRINGS INS	2020SC 1020SC	Invoice: 1096041 YELLOW SPRINGS INSTRUMENT CO.	2,230.24	2,230.24
8/27/24	41947	PACIFIC GAS & ELECT	2020SC 1020SC	Invoice: 7/11/24 - 8/8/24 PACIFIC GAS & ELECTRIC CO,	6,053.05	6,053.05
8/27/24	41948	PACIFIC ACE HARDW	2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 2020SC 1020SC	Invoice: 376349 Invoice: 376426 Invoice: 376447 Invoice: 376567 Invoice: 376666 Invoice: 225771 Invoice: 225891 Invoice: 377048 Invoice: 377085 Invoice: 377123 Invoice: 377140 Invoice: 377274 PACIFIC ACE HARDWARE	46.20 723.78 133.97 3.43 45.01 51.86 14.05 95.75 42.88 53.59 161.89 14.56	1,386.97
8/27/24	41949	VICTOR PAUL CLAAS	2020SC 2020SC 1020SC	Invoice: PSC/U 21 Invoice: PSC/U 23 VICTOR PAUL CLAASSEN	7,792.50 8,525.00	16,317.50
8/28/24	EFT 8.28	JAMES B. DEROSE	2020SC 2020SC 1020SC	Invoice: 2023 CORRECTED Invoice: JULY 2024 JAMES B. DEROSE	3,387.41 9,507.69	12,895.10
	Total				<u>2,959,585.23</u>	<u>2,959,585.23</u>

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: September 12, 2024

SUBJECT: Appropriations Limit for Fiscal Year 2024-2025

RECOMMENDATIONS:

Approve Resolution Number 2024-05 of the Solano County Water Agency establishing the fiscal year 2024-2025 state appropriations limit of \$20,333,690.

FINANCIAL IMPACT:

None.

BACKGROUND:

California's state appropriation limit, established by Proposition 4 in 1979, places an "upper bound" each year on the amount of monies that can be spent from state tax proceeds. Proposition 4 is intended to limit the growth of government spending and applies to all local governments including special districts. The state appropriation limit is based on actual appropriations during the base year (1986-87) and increases each year using specified growth factors and calculations provided annually by the California Department of Finance (DOF). Certain revenues and expenses – such as water purchases and sales - are exempt and outside of the annual Appropriations Limit. Accordingly, only a portion of the Water Agency's budget is subject to the annual Appropriations Limit.

The Water Agency's adopted FY 2024-2025 budget is in compliance with the FY 2024-2025 appropriation limit.

Recommended: _____
Chris Lee, General Manager

Approved as
Recommended

Other
(see below)

Continued on
next page

Modification to Recommendation and/or other actions:

I, Chris Lee, 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 September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency

RESOLUTION NUMBER 2024-05

**A RESOLUTION OF THE SOLANO COUNTY WATER AGENCY ADOPTING THE FISCAL YEAR
2024-25 APPROPRIATIONS LIMIT**

WHEREAS, on November 6, 1979 the people of California added Article XIII-B to the State Constitution, placing various limitations on State and local government appropriations, i.e. an Appropriations Limit; and

WHEREAS, on June 5, 1990 the people of California amended Article XIII-B of the State Constitution and California Government Code sections 7900 *et seq.* to include additional guidance regarding the calculation of Appropriations Limits, and to require local governments to adopt a resolution setting their respective annual Appropriations Limit; and

WHEREAS, the Appropriations Limit is required to be established each fiscal year and may be amended in subsequent years to make corrections; and

WHEREAS, the Agency has complied with the provisions of Article XIII-B of the State Constitution and California Government Code sections 7900 *et seq.* in determining the Appropriations Limit for Fiscal Year 2024-25.

NOW, THEREFORE, the Board of the Solano County Water Agency does hereby resolve as follows:

In accordance with Article XIII-B of the California Constitution and Government Code sections 7900 *et seq.*, the annual adjustment growth factors to calculate the Fiscal Year 2024-25 Appropriations Limit of \$20,333,690 shall be the change in the statewide per capita personal income percentage and State Department of Finance estimated change in County population as shown in Exhibit A and attached hereto.

I, CHRIS LEE, General Manager and Secretary to the Board of Directors of the Solano County Water Agency, do hereby certify that the foregoing resolution was regularly introduced, passed and adopted by said Board of Directors, at a regular meeting thereof held on the 12th day of September 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

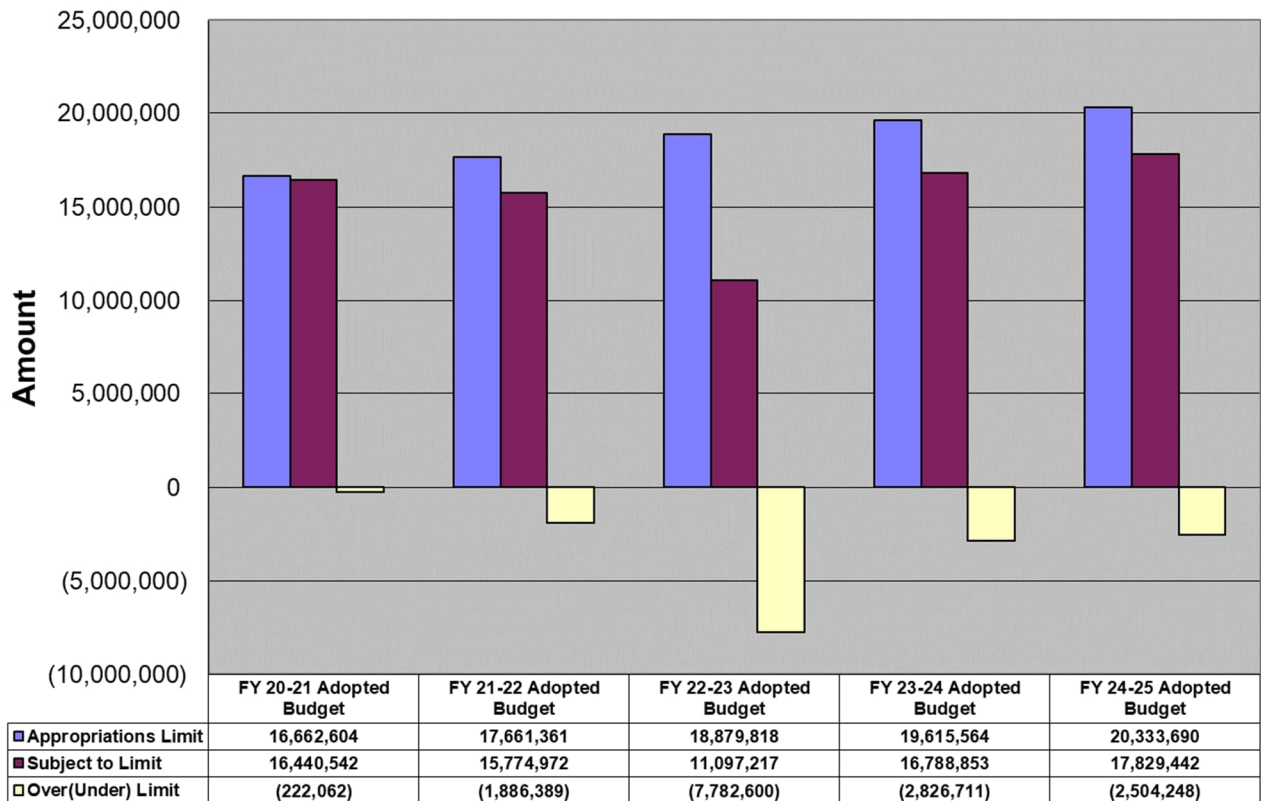
Chris Lee
General Manager & Secretary to the
Solano County Water Agency

Attachment: **Exhibit A** – Appropriations Limit Calculation Summary for FY 2024-25

Exhibit A
Solano County Water Agency
Appropriations Limit Calculation Summary
Fiscal Year 2024-25 Adopted Budget

Prior Year Appropriations Limit	\$ 19,615,564
Allowed Compounded Percentage Increase from Prior Year ^[1]	
Statewide Per Capita Personal Income	3.620%
County Population Growth From State Dept of Finance	0.040%
Compounded Percentage as an Adjustment Factor	3.661%
Growth Factor Adjustment Amount to Appropriations Limit	\$ 718,126
Current Year Appropriations Limit From Growth Factors	\$ 20,333,690
Annual Other Adjustments to Limit ^[1]	-
Current Year Appropriations Limit	\$ 20,333,690
Current Year Adopted Budget Appropriations From Proceeds of Taxes ^[2]	
Proceeds of Taxes From Adopted Budget ^[3]	34,263,421
Less Allowable Exclusion of Certain Appropriations ^[3]	(16,433,979)
Current Year Appropriations Subject to the Appropriations Limit	\$ 17,829,442
Current Year Appropriations Over or (Under) the Appropriations Limit	\$ (2,504,248)
Percentage Over or (Under) the Limit	-12%

Solano County Water Agency
Appropriations Limit Summary



(1) Article XIII B allows annual adjustments to the Appropriations Limit after calculation of annual growth factors.

(2) Proceeds of Taxes are certain revenues as defined by State Law and by the League of California Cities Article XIII B Appropriations Limit Uniform Guidelines.

(3) Summary of worksheets for above calculations of Appropriations Limit and Appropriations Subject to Limit.

Summary of Appropriations From Proceeds of Taxes		From Non Proceeds of Taxes	From Proceeds of Taxes	Total Appropriations
Total Proceeds and Non Proceeds of Taxes		14,909,135	34,263,421	49,172,556
Summary of Exclusions		From Proceeds of Taxes		
Court Order Costs		482,965	Putah Creek and Lake Berryessa	
Federal Mandates		289,942	FICA/Medicare/Unemployment	
Qualified Capital Outlay Over \$100,000 and 10+ year life		40,000	Capital Improvements	
Qualified Debt Service for Capital Improvements		15,621,072	State Water Project	
Total Exclusions to Appropriations Subject to Limit		16,433,979		

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: September 12, 2024

SUBJECT: Sale of Surplus Property

RECOMMENDATIONS:

Approve Resolution 2024-06 authorizing sale of surplus equipment no longer needed or useful for ongoing and anticipated Agency restoration activities.

FINANCIAL IMPACT:

None. Estimated revenue: unknown.

BACKGROUND:

Government Code Section 37350 authorizes local governments to dispose of real and personal property when it is in the common good. The law does not state how the disposal of surplus property is to take place, leaving it to the local jurisdiction to make that determination. Among the methods most commonly used by local governments in California include sales at auctions by public or sealed bids, conducted either by the local government or under contract with a private auction firm, trade-ins, or sale as scrap metal. Increasingly, the use of private on-line sale agencies or sales on eBay is becoming a common practice. The Water Agency does not have any specific policies regarding the sale or disposal of surplus equipment and therefore all such sales or disposal of surplus property are conducted in accordance with Government Code Section 3750.

The Water Agency owns a number of items that were purchased for various Agency projects. Staff has determined that the items listed in Exhibit 1 of the Resolution (see attached) are no longer needed or useful for ongoing and anticipated Lower Putah Creek restoration activities, or any other activities of the Water Agency, and is recommending they be sold or scraped, with the proceeds set aside for future equipment purchases. Pursuant to Government Code Section 37350, the Board must authorize the sale or disposal of surplus equipment by resolution.

Recommended: _____
Chris Lee, 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, Chris Lee, 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 September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency

RESOLUTION NUMBER 2024-06

**A RESOLUTION OF THE SOLANO COUNTY WATER AGENCY
AUTHORIZING THE SALE OF SURPLUS PROPERTY**

WHEREAS, State law, under Government Code Section 37350, authorizes local governments to dispose of real and personal property when it is in the common good, and

WHEREAS, The Water Agency owns certain obsolete equipment that was purchased for various stream restoration projects or included with property purchases made by the Agency, and

WHEREAS, The Water Agency has determined that the items listed in Exhibit 1, hereto attached, are no longer needed or useful for ongoing and anticipated Lower Putah Creek restoration activities, or any other activities of the Water Agency.

NOW, THEREFORE, the Board of the Solano County Water Agency does hereby resolve as follows: the General Manager is authorized to sell the items listed in Exhibit 1, attached hereto, in conformance with Government Code Section 37350 of State law.

I, CHRIS LEE, General Manager and Secretary to the Board of Directors of the Solano County Water Agency, do hereby certify that the foregoing resolution was regularly introduced, passed and adopted by said Board of Directors, at a regular meeting thereof held on the 12th day of September 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the Solano
County Water Agency

Items to be Sold

Auction List by Location

PDO List

Location: 4060 Canal Ln. Winters, CA

1. Fencing lot hog wire and barbed wire.
2. Three old heavy military tarps.
3. Bagged concrete builders lot.
4. Metal box and mounting pipes.
5. Pallet of Erosion control straw wattles.
6. Palletized carport cover.
7. Storage box lot.
8. Four large wooden containers of 3 inch lay flat hose. Irrigation lot.
9. Dutchman Tree Spade Model 18 S.N. Z14
10. American Corporation "Sheep's Foot" compacting attachment.
11. F 350 Work Truck VIN 1FDSX35R68EC76948 (non-op)
12. Single axel boat trailer.
13. Double axel boat trailer.
14. Diesel pump.
15. Pontoon boat.
16. Bulk lot of Niagara water conservation shower heads
17. Four water coolers
18. Three Blue storage chests.
19. Bulk water quality monitoring lot obsolete sensors and cables.
20. Bulk water quality monitoring lot obsolete boxes and sensors.
21. Bulk landscape anchoring pins.
22. Three electric pumps.
23. Bulk rope lot.
24. Two truck toolboxes.
25. Water conservation sink and hose attachment lot.
26. Smoker Removed from creek.
27. Bent excavator thumb.
28. Three spare tire lot.
29. Two pallets of hydro straw.
30. Electric fencing supplies with solar powered boxes.
31. Two battery chargers.
32. Non-op and obsolete chainsaw and weed eater bulk lot.
33. Four non-op Honda water pumps.
34. Twelve AT and Humvee tires.
35. Irrigation pipes with trailer.
36. Assorted metal valves.
37. Furniture and filing cabinets.
38. Old boat dock.
39. Forklift.
40. Small work light stand.
41. Four obsolete iPads.

Sackett List**Location 3373 Sackett Ln. Winters CA**

1. Polaris side by side UTV. (Non-Op)
2. Bulk PVC valve lot.
3. Bulk Scaffolding lot.
4. Three heaters.
5. Seven fan assemblies.
6. Bulk lot of white tote bags.
7. Shelving lot.
8. Brush hog mower one S.N. 11076.
9. Brush hog mower two S.N. 100091.
10. Small utility trailer.
11. Diesel and gasoline standing fuel tanks.
12. Farmall tractor with grader and sprayer.
13. Ford 4000 tractor.
14. Red Club Car golf cart.
15. White Club car golf cart. (Non-op)
16. Blue EZ-GO Golf Cart.
17. Terell mower.
18. CAT loader bucket.
19. Metal loading dock.
20. Bulk Irrigation pipe, valves, trailer.
21. Bulk corrugated roof materials.
22. Work bench with vise.
23. Two small tan tanks.
24. CAT forklift one.
25. CAT forklift two.

Petersen Ranch List**Location: 4130 Robinson Road, Rio Vista, CA**

1. Four Humvee and eleven trailer tires.
2. Thirteen fan assemblies.
3. Six rolls of rope.

ACTION OF
SOLANO COUNTY WATER AGENCY

DATE: September 12, 2024

SUBJECT: Lower Putah Creek Watershed Management Plan Update

RECOMMENDATIONS:

Approve Resolution 2024-07 of the Solano County Water Agency accepting grant funds if awarded from U.S. Bureau of Reclamation for WaterSMART Cooperative Watershed Management Program Phase 2 Funding opportunity (BOR-DO-21-F002).

FINANCIAL IMPACT:

None. If the grant is awarded, the Water Agency would receive \$274,482 from U.S. Bureau of Reclamation – no matching funds required.

BACKGROUND:

The Water Agency and the Lower Putah Creek Coordinating Committee (LPCCC) seek to update the Lower Putah Creek Watershed Management Action Plan by expanding the geographic scope to include the entire watershed, including the tributaries and Interdam Reach, by working with willing landowners and land managers to plan future bank stabilization projects and other habitat enhancement projects.

The planning project opens the door to Bureau of Reclamation funding for bank stabilization and habitat enhancement projects. Staff are applying for a grant with the U.S. Bureau of Reclamation for this project and the grant requires a Board resolution accepting the funds if awarded.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

This item is consistent with Goal #7 (*Natural Resources Stewardship: Develop comprehensive approaches to the stewardship of natural resources*), Objective B (*Support and promote Lower Putah Creek Coordinating Committee programs and projects*).

Recommended: _____
Chris Lee, 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, Chris Lee, 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 September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency

RESOLUTION NUMBER 2024-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOLANO COUNTY WATER AGENCY APPROVING THE APPLICATION FOR THE GRANT FUNDS TO THE BUREAU OF RECLAMATION FOR THE LOWER PUTAH CREEK WATERSHED PLAN UPDATE: INTERDAM REACH AND TRIBUTARIES

WHEREAS, the U.S. Department of Interior Bureau of Reclamation has created the WaterSMART Cooperative Watershed Management Program Phase 2 Funding Opportunity Announcement No. BOR-DO-21-F002; and

WHEREAS, the Bureau of Reclamation has been delegated the responsibility for the administration of this grant program and establishing necessary procedures; and

WHEREAS, said procedures established by the Bureau of Reclamation require a resolution certifying the approval of application(s) by the Applicant’s governing board before submission of said application(s) to the Bureau of Reclamation; and

WHEREAS, Solano County Water Agency is fiscal agent of the Lower Putah Creek Coordinating Committee, a qualifying local watershed group; and

WHEREAS, the Lower Putah Creek Coordinating Committee has approved the proposed project.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Solano County Water Agency

- 1. Approves the filing of an application on behalf of the Lower PutaH Creek Coordinating Committee for the LOWER PUTAH CREEK WATERSHED PLAN UPDATE: INTERDAM REACH AND TRIBUTARIES; and
- 2. Certifies that Applicant understands the assurances and certification in the application; and
- 3. Appoints the GENERAL MANAGER or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project.

Approved and adopted the 12th day of September 2024. I, the undersigned, hereby certify that the foregoing Resolution Number 2024-07 was duly adopted by the Solano County Water Agency Board of Directors by the following vote:

Ayes:

Noes:

Abstain :

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: September 12, 2024

SUBJECT: Contract with Harris and Associates for Environmental Permitting Assistance

RECOMMENDATIONS:

Authorize General Manager to execute \$100,000 contract with Harris and Associates (Harris) for environmental permitting assistance in support of the Lower Putah Creek Chinook Salmon Spawning Habitat Project (Nishikawa Project).

FINANCIAL IMPACT:

Procuring \$100,000 for the completion of all permitting required for the Nishikawa Project. Sufficient funding has been included in the Water Agency’s FY 2024-2025 Solano Project budget for these consulting services.

BACKGROUND:

In order to complete all environmental permits required for the Nishikawa salmon spawning and floodplain restoration project on Putah Creek, an Environmental Assessment (EA) is required by the US Army Corps of Engineers for their section 408 compliance permit. This permit provides approval to permanently alter a public works facility, or more specifically in Lower Putah Creek’s case, a flood conveyance channel. Harris will be tasked with completing the Environmental Assessment based on documentation gathered for the Environmental Impact Report completed last year for the California Environmental Quality Act (CEQA) process. They will also be tasked with overseeing the coordination between various permitting agencies to ensure other permits are additionally completed that are contingent on approval of the section 408 compliance. These efforts are part of the early implementation project for the Healthy Rivers Landscape Program.

Staff obtained multiple proposals for the said work. Harris’ proposal was approximately eighteen percent (18%) lower than other previously used consultants. Based on their availability to complete the said work in the project timeline further supports staff’s decision to proceed. Therefore, staff recommends proceeding to execute a contract with Harris to support the Nishikawa Project and the Healthy Rivers Landscape Program initiatives.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Approval of the proposed Harris and Associates contract is consistent with Goal #7 (Natural Resources Stewardship) of the SCWA 2016-2025 Strategic Plan.

Recommended: _____
Chris Lee, 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, Chris Lee, 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 September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency
SEP.2024.BOD.ITM.6F

File: AG-H-##

Name of Project: Nishikawa Restoration Project

SOLANO COUNTY WATER AGENCY

AGREEMENT FOR PROFESSIONAL SERVICES (*Professional Services/Architects/Engineers*)

THIS AGREEMENT, **effective September 12, 2024**, is between SOLANO COUNTY WATER AGENCY, a public agency existing under and by virtue of Chapter 573 of the 1989 statutes of the State of California, hereinafter referred to as "Agency," and Harris & Associates, Inc., hereinafter referred to as "Contractor."

The Agency requires services for the **Nishikawa Restoration Project**; and the Contractor is willing to perform these services pursuant to the terms and conditions set out in this Agreement.

IT IS MUTUALLY AGREED, as follows:

1. **SCOPE OF SERVICES**

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

2. **COMPENSATION**

Compensation for services shall be as follows: Hourly rate of personnel plus any allowed reimbursable expenses based on unit costs as indicated on any allowed reimbursable expense in Exhibit A **not to exceed \$100,000** for all work contemplated by this Agreement.

3. **METHOD OF PAYMENT**

Payment for services will be approved by the Agency's representative only if all contract requirements have been met.

Invoices must be submitted monthly, and upon approval of the Agency's representative, the Agency shall pay the Contractor monthly in arrears for fees and allowed expenses incurred the prior month. Invoices that are over 6 months old will not be approved or paid by the Agency. **In no event shall the cumulative total paid pursuant to this agreement exceed the maximum amount provided for in paragraph 2 of this Agreement.**

Every invoice shall specify hours worked for each task identified in Exhibit A undertaken. To be approved by payment, any allowed reimbursable expenses will need supporting written documentation such as receipts and mileage logs.

Each invoice shall be accompanied by a spreadsheet showing, by month, costs incurred to date for the project broken down by the Tasks identified in Exhibit A. The spreadsheet shall show, for each task, budget amounts, total expended and remaining amounts. The spreadsheet shall show a subtotal for each

fiscal year covered by the contract. Any amendments to the contract shall be listed and incorporated into spreadsheet. An example of a typical spreadsheet shall be provided by the Agency.

4. **TIME OF PERFORMANCE**

This Agreement shall become effective as of the date it is executed and said services will take place between this date and **June 30, 2026** as directed by the Agency.

5. **MODIFICATION AND TERMINATION**

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

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

This Agreement may be terminated by the Agency at any time, without cause, upon written notification to the Contractor. The Contractor may terminate this Agreement upon 30 days written notice to Agency. Following termination by the Agency or the Contractor, the Contractor shall be reimbursed for all expenditures made in good faith in accordance with the terms of this Agreement that are unpaid at the time of termination.

6. **PERMITS**

Permits required by governmental authorities will be obtained at the Contractor's expense, if included in the cost estimate proposal; and the Contractor will comply with applicable local, state and federal regulations and statutes including Cal/OSHA requirements.

7. **INDEMNIFY AND HOLD HARMLESS**

To the extent permitted by law, Contractor agrees to indemnify, including the cost to defend, Solano County Water Agency and its officers, officials, employees, and authorized volunteers from and against any and all claims, demands, costs, or liability to the extent they arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor and its employees or agents in the performance of services under this contract, but this indemnity does not apply to liability for damages arising from the sole negligence, active negligence, or willful acts of the Solano County Water Agency, its officers, officials, employees or authorized volunteers; and does not apply to any passive negligence of the Solano County Water Agency, its officers, officials, employees or authorized volunteers, unless caused at least in part by the Contractor.

8. INSURANCE

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

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

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to Solano County Water Agency) or the general aggregate limit shall be twice the required occurrence limit. An umbrella or excess policy may be used to comply with the required limits for General Liability.
2. **Automobile Liability** - (If necessary) Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto) or if Design Professional has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Solano County Water Agency, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Solano County Water Agency has received a waiver of subrogation from the insurer.
4. **Professional Liability** - (also known as Errors & Omission) Insurance appropriate to the Contractors profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If Claims Made Policies:

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

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

Other Required Provisions - The Commercial General Liability policy must contain, or be endorsed to contain, the following provisions:

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

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with 30-day written notice to the Solano County Water Agency.

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

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

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

Subcontractors: Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Solano County Water Agency is an additional insured on insurance required from subcontractors.

9. **COMPLIANCE WITH LAW**

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

10. **RECORD RETENTION**

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

11. **OWNERSHIP OF DOCUMENTS**

All materials and records of a finished nature, such as final plans, specifications, reports and maps, prepared or obtained in the performance of this Agreement, shall be delivered to and become the property of the Agency. All materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations and other data, prepared or obtained in the performance of this Agreement, shall be made available, upon request, to the Agency at no additional charge and without restriction or limitation on their use. Any modifications made by the Agency or any agents of the Agency to any materials or records provided under this Agreement without the express written consent of the Contractor will be at the Agency's sole risk and without liability to the Contractor.

12. **SUBCONTRACT AND ASSIGNMENT**

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

13. **NONRENEWAL**

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

14. **NOTICE**

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

AGENCY

Chris Lee, General Manager
Solano County Water Agency
810 Vaca Valley Parkway, Suite 202
Vacaville, CA 95688

CONTRACTOR

Kate Elliot, Director Environmental
Planning & Compliance
Harris & Associates, Inc.
1401 Willow Pass Road, Suite 500
Concord, CA 94520

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

Solano County Water Agency
a Public Agency

Harris & Associates, Inc.

By: _____
Chris Lee
General Manager

By: _____
Kate Elliot
Director

FOR SCWA USE ONLY

Contract Period: 9/12/2024 to 6/30/2026
File Number: AG-H-11
Account Manager: Deborah Barr
G/L Account #: 6622 SC
Job Cost #: Planning & Permitting
Contract Type: Professional Services

EXHIBIT A

SCOPE OF SERVICES

Task 1 – Background Research and Document Review **\$4,850**

Harris will review documentation relevant to the project including CEQA documentation, permit applications, and technical reports.

Task 2 – Resource Agency Permitting Support **\$8,180**

Harris will assist in coordination and permitting efforts for various resource agencies: USACE nationwide permit 27, RWQCB permit, CDFW lake and streambed alteration permit.

Task 3 – USACE Section 408 Permit **\$7,870**

Harris is tasked with preparing a section 408 permit application package. This is required for any projects altering federally funded flood control infrastructure.

Task 4 – NEPA Documentation **\$40,400**

Harris will prepare a draft environmental assessment in compliance with NEPA for the proposed project. This report is required by USACE for completion of the 408 permit.

Task 5 – Project Management and Administration **\$5,300**

Harris shall oversee quality control of products and performance on various tasks as well as ensure the work is in compliance with applicable laws and regulations.

Task 6 – Other Project Support **\$33,400**

This task serves as a contingency for any additional environmental permitting needs SCWA may have for this and other projects on Putah Creek.

DELIVERABLES

Table 1 – List of Project Deliverables

Type	Description
Report	Environmental Assessment (EA) – As part of the USACE permit requirements, Harris will put together an EA for federal NEPA compliance.
Permit	USACE Permit – Harris will put together a USACE Section 408 Permit Application Package.
Permit	CVRWQCB Permit – Harris will work with SCWA staff, to put together a Central Valley Regional Water Quality Control Board (CVRWQCB) Permit.
Permit	DFW Permit – Harris will work with SCWA staff, to put together a Department of Fish & Wildlife (DFW) Streambed Alternation Permit.
Comm.	Harris will assist in the coordination and communication needed to complete the state and federal permits for the Nishikawa Restoration Project.

EXHIBIT B
RATE OF COMPENSATION

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**STANDARD HOURLY BILLING RATES
FOR ENVIRONMENTAL + PLANNING CONSULTING STAFF**

Effective January 1 - December 31, 2024

ENVIRONMENTAL + CONSULTING SERVICES

HOURLY RATE

Vice Presidents, Senior Directors, Directors	\$220-350
Environmental Counsel	\$395
Project Managers	\$160-260
Project Analysts	\$95-195
Technical and Administrative Support	\$85-170

Notes:

Rates are subject to adjustment due to promotions during the effective period of this schedule. A new rate schedule will become effective January 1st of every year.

Unless otherwise indicated in the cost proposal or noted below, hourly rates include most direct costs such as travel, equipment, computers, communications, and reproduction (except reports and large quantities).

Annual rate escalation tied to the Consumer Price Index shall be included for multi-year contracts and projects.

When applicable, the following charges will be added to projects:

- Production
 - Black & white printing \$0.02/page (8.5x11) and \$0.03/page (11x17)
 - Color printing will be \$0.06/page (8.5x11) and \$0.08/page (11x17)
- Data-Gathering Tools
 - Harris Drone, GPS Unit, Noise Monitor – \$100/day or add \$10/hr to billing rate
- Vehicles and Mileage
 - Harris Vehicle – \$50/day
 - Mileage will be charged at the current IRS rate
- All subconsultant charges and other direct costs are subject to a 10% markup.

EXHIBIT C
CONTRACTOR PROPOSAL

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August 28, 2024

Gavin R. Poore, Assistant Water Resources Engineer
Solano County Water Agency
810 Vaca Valley Parkway, Suite 203
Vacaville, California 95688

PROPOSAL FOR NISHIKAWA RESTORATION PROJECT ENVIRONMENTAL DOCUMENTATION AND PERMITTING SUPPORT

Dear Mr. Poore:

Thank you for inviting Harris & Associates (Harris) to submit a proposal to assist the Solano County Water Agency (SCWA) with environmental documentation and permitting support for the Nishikawa Restoration Project (project). Harris will work as a team with SCWA to provide the required environmental support for the project.

PROJECT UNDERSTANDING

Harris will assist SCWA with environmental documentation in compliance with the National Environmental Policy Act (NEPA) for the Nishikawa Restoration Project. The project entails restoring a 0.5-mile stretch of Putah Creek including rerouting the channel and creating one acre of habitat spawning area. A Mitigated Negative Declaration (MND) in compliance with the California Environmental Quality Act (CEQA) has already been prepared and adopted by SCWA. Permit applications have been submitted to the US Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), and California Department of Fish and Wildlife (CDFW) for Section 404 and 401 of the Clean Water Act (CWA), and 1602 of the California Fish and Game Code (CFG), respectively. However, permits have not yet been received from these regulatory agencies.

A CWA Section 408 permit and associated NEPA documentation (determined to be an Environmental Assessment) is needed from the USACE to complete the environmental components of the project. Therefore, the requested scope of work includes preparing a Section 408 permit application package, preparing the NEPA Environmental Assessment (based on the approved CEQA IS/MND), and coordinating with the regulatory agencies to finalize the Section 404/401 and 408 permits.

SCOPE OF WORK

The tasks to obtain a Section 408 permit, finalize the Section 404/401 permits, and complete NEPA Environmental Assessment for the project are as follows.

TASK 1. BACKGROUND RESEARCH AND DOCUMENT REVIEW

Harris will review documentation relevant to the project. This shall include but not be limited to technical reports, CEQA documentation, and permit applications prepared for the project.

TASK 2. RESOURCE AGENCY PERMITTING SUPPORT

Harris will coordinate with the SCWA and the USACE, RWQCB, and CDFW (collectively referred to as “the agencies”) on the project to finalize and obtain the CWA Section 401 and 404, and CFGC Section 1602 permits. Permit applications have already been prepared and submitted. Harris will coordinate with the agencies to complete the permit process.

2.1. USACE Permit

The Harris team will assist with continued consultation with USACE for the Nationwide Permit (27) that is in progress. Harris will communicate and provide any required materials to USACE to ensure the Nationwide Permit can be finalized.

2.2. RWQCB Permit

The Harris team will assist with consultation and coordination with the RWQCB. Harris will draft a Notice of Intent and submit it to the RWQCB, along with any other documentation required to finalize the permit.

2.3. CDFW Permit

The Harris team will assist with consultation and coordination with the CDFW to finalize the Lake and Streambed Alteration Agreement. Harris will provide any documentation required by CDFW to finalize the permit.

2.4. Resource Agency Coordination

CWA Section 404, CWA Section 401, and CFGC Section 1602 Lake and Streambed Alteration Agreement permits will be finalized through coordination between Harris, SCWA, and the agencies and the proactive anticipation and resolution of challenges.

Harris has scoped two staff members for up to two 1-hour agency meetings, along with preparation time, and time for communication through email. Excessive coordination with the agencies (i.e., repeated requests for clarifications and information from the agencies) may require a cost amendment.

TASK 3. USACE SECTION 408 PERMIT

USACE requires Section 408 permitting for any project that would modify federally funded flood control infrastructure. The Harris team will prepare a Section 408 permit application package in compliance with Section 408 of the federal CWA. The Harris team will coordinate with the USACE to compile, submit, and finalize all application materials required for a 408 permit. Prior to submitting the applications to the USACE, Harris will request a pre-filing meeting with the USACE to coordinate submittal.

The Harris team will make one set of revisions to the permit application based on comments from the USACE. Additional revisions may require a cost amendment.

TASK 4. NEPA DOCUMENTATION

Harris will prepare a draft environmental assessment (EA) in compliance with NEPA for the proposed project. Because the project requires a Section 408 permit, a standalone EA must be prepared to obtain the 408 permit. We will use the EA template ("EA_TEMPLATE_3-13-23") provided by Central Valley Flood Protection Board (CVFPB).

A CEQA Initial Study/MND has already been completed and adopted by SCWA for the project. Harris will utilize analysis and technical information from the IS/MND, including existing technical reports referenced therein and to be provided by SCWA, to the extent practicable and appropriate for the NEPA EA. However, based on our preliminary review of the EA template, additional effort will be required to meet the format requirements and ensure federal requirements are addressed, particularly for air quality, biological resources, and cultural resources to ensure compliance with the federal Clean Air Act, Endangered Species Act, and National Historic Preservation Act.

Air Quality/GHG. The Yolo-Solano air basin is currently in federal non-attainment for ozone and fine particulate matter. As such, annual criteria pollutant emissions for construction reported in the previously prepared IS/MND will be compared to the federal de minimis emissions levels. Operational emissions will be addressed qualitatively based on the previous analysis in the IS/MND. The annual emissions reported in Table B: Project Construction Emissions in the IS/MND are below applicable de minimis thresholds; therefore, it is assumed that additional General Conformity analysis would not be required.

The greenhouse gas (GHG) emissions analysis will incorporate the modeling results and analysis of the IS/MND to address project GHG emissions per the Council on Environmental Quality's National Environmental Policy Act Guidance on Consideration of Greenhouse Gas Emissions and Climate Change published in 2023. The analysis will include GHG emissions quantified for project construction, and a discussion of how the project aligns with GHG-emissions reduction strategies related to habitat restoration.

Cultural Resources. The analysis will be based on information in the IS/MND as well as the LSA Cultural Report referenced in the IS/MND and the Section 106 consultation completed for the federal permit. However, we do not have a copy of the report to review and confirm the contents are adequate. This scope assumes the report will be provided, the contents are adequate, and Section 106 consultation has completed and documentation will be provided.

Harris will prepare a draft EA for SCWA review and revise the EA based on comments received from SCWA, as well as other reviewing agencies (e.g., USACE and CVFPV). This scope assumes the comments on the draft EA will be consolidated into one set of comments, any conflicting comments will be resolved, and revisions will be relatively minor (i.e., no additional analyses or substantial revisions or reformatting). The revised EA will be submitted to the USACE for public review.

This scope of work assumes the USACE will lead the public review effort, including posting, distribution, and finalizing the EA. Upon request and clear process guidance, Harris can amend the scope of work and budget to assist with this effort.

TASK 5. PROJECT MANAGEMENT AND ADMINISTRATION

Harris shall be responsible for the performance of task, and preparation of deliverables as specified in this scope of work, including monitoring, supervising, and reviewing all work performed. In addition, Harris shall coordinate budgeting and scheduling to ensure the scope of work is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations. The monthly invoices submitted to SCWA shall describe activities undertaken and budget status.

ASSUMPTIONS

- SCWA personnel will provide safe access to all areas of the project site.
- The project design and description that is covered by the CEQA IS/MND and current Section 404/401 permits is generally the same (with only minor details and updates provided to the resource agencies through the permitting process to date). Changes in design in the middle of permitting, or other delays will require cost augments for increased consultation and coordination costs with resource agencies.
- Regarding the EA:
 - Documentation prepared for the CEQA Initial Study/MND, including supporting technical reports, is accurate and generally sufficient to prepare the NEPA EA. This scope and cost include hours to comply with the EA template and address federal requirements as described above for federal cross-cutter topics. If additional technical reports/analyses are needed, a scope/cost augment will be needed.
 - SCWA will provide a copy of the technical reports referenced in the approved IS/MND, including the LSA Cultural Resources Report, the contents of which are assumed to be accurate and adequate.
 - Comments on the draft EA (if reviewed by multiple parties or agencies) will be consolidated into one set of comments, any conflicting comments will be resolved, and revisions will be relatively minor (i.e., no additional analyses or substantial revisions or reformatting).
 - The USACE will lead the public review effort, including posting and distribution, and finalize the EA. Upon request and clear guidance regarding the process, Harris can amend the scope of work and budget to assist with this effort.
 - Section 106 consultation has been completed and documentation will be provided for use in the EA.

- Regarding the Permitting:
 - SCWA will provide any available background reports, documentation, or correspondence to assist Harris for submittal of the Section 408 permit application and continued consultation for the 401, 404, and 1602 permits.
 - One round of revisions will be sufficient to finalize the Section 408 permit application based on comments from the USACE. Additional revisions may require a cost augment.
 - This project will be a standard permitting process and will not require excessive consultation and coordination with resource agencies, or excessive changes to permit applications and documents. The proposed cost is based on standard permitting and unforeseen repeated requests, coordination, or additions by permit agencies may require a cost augment.
- Any permit or filing fees have not been included and will be paid directly by SCWA.

COST

The total cost for Tasks 1-5 is \$66,900. A cost breakdown by major task is provided below.

Task	Budget
Task 1 – Background Research and Document Review	\$4,580
Task 2 – Resource Agency Permitting Support	
Task 2.1 – USACE Permit	\$2,045
Task 2.2 – RWQCB Permit	\$2,045
Task 2.3 – CDFW Permit	\$2,045
Task 2.4 – Resources Agency Coordination	\$2,045
Task 3 – USACE Section 408 Permit	\$7,870
Task 4 – NEPA Documentation	\$40,400
Task 5 – Project Management and Administration	\$5,870
Total Cost	\$66,900.00

Emily Mastrelli will be the project manager. Emily will be supported by Katie Deodat who will be leading the Section 408 permitting effort, Esther Daignault who will be leading the EA effort, and me as project director.

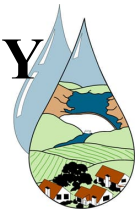
Please contact me (831.419.6800 or Kate.Elliott@WeAreHarris.com) or Emily (619.510.5372 or Emily.Mastrelli@WeAreHarris.com) with questions. We are excited to work with you on this important project.

Sincerely,
Harris & Associates, Inc.



Kate Elliott, Director, Environmental Planning + Compliance
(831) 419-6800 ■ Kate.Elliott@WeAreHarris.com

SOLANO COUNTY WATER AGENCY



MEMORANDUM

TO: Board of Directors
FROM: Chris Lee, General Manager
DATE: September 5, 2024
SUBJECT: September General Manager's Report

Water Supply Update

The State Water Project allocation remains at 65 percent of those of us north of the Delta. State Water Project contractors south of the Delta have a 40 percent allocation.

For the Solano Project, the water supply outlook remains unchanged with full allocations for the 2024 Water Year. As of September 5, Lake Berryessa held 1,390,267 acre-feet in storage (90% of full capacity), at elevation 431.25, 8.25 feet below the Glory Hole.

Bay Delta Plan¹ Update

On the Bay Delta Plan Update / Healthy Rivers and Landscapes (HRL) Program, the State Water Contractors (SWCs) and the Northern California Water Association (NCWA) took lead in putting together Common Responses on many of the questions presented by members of the public during the April 2024 State Water Board workshop. Water Agency staff had some concerns with the Putah Creek responses and have shared those with the SWCs and NCWA. Staff are continuing to work with the Yolo County Flood Control & Water Conservation District on the HRL program, providing strong synergy between Yolo and Solano Counties, in protecting both of our region's municipal and agricultural water supplies. The State Water Board is expected to make a decision on the Bay Delta Plan Update in early 2025, with additional workshops expected in fall 2024.

<https://resources.ca.gov/-/media/CNRA-Website/Files/Initiatives/Support-Healthy-Rivers-and-Landscape/HRL-Common-Responses.pdf>

¹ The Bay-Delta Water Quality Control Plan is a policy document adopted by the State Water Resources Control Board that establishes water quality control measures and flow requirements needed to provide reasonable protection of the beneficial uses in the San Francisco Bay/Sacramento-San Joaquin Delta estuary.

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



Northern California Water Association

The Water Agency is now a member of the Northern California Water Association (NCWA). NCWA is represented by water districts, water companies, small towns, rural communities and landowners that beneficially use both surface and groundwater resources in the Sacramento Valley.

NCWA is governed by a Board of Directors who are elected by the NCWA members every other year. The Board meets six times a year in different places throughout the Sacramento Valley. The Board sets the priorities for NCWA, oversees the organization and actively represents NCWA in various state and federal venues.

As a member, we would look for one of the Water Agency Board members to volunteer to represent us on the NCWA Board of Directors. The current list of NCWA Board members can be viewed at: [Board Members | Northern California Water Association \(norcalwater.org\)](http://norcalwater.org). The NCWA Board meets the first Wednesday of every other month at 12:00 at different locations around the Sacramento Valley. The next NCWA Board meeting will occur on November 6, location TBD.

Solano Irrigation District has also recently become a NCWA member.

For more information on NCWA: [Welcome to the Northern California Water Association \(norcalwater.org\)](http://norcalwater.org).

LPCCC Update

The Putah Creek Salmon Run starts in a few weeks! The salmon have already arrived off the California coast and typically swim up the Delta, toward Putah Creek, by the end of September. The Water Agency annually releases a fall ‘pulse flow’ to attract the salmon to the spawning grounds near Winters, CA.

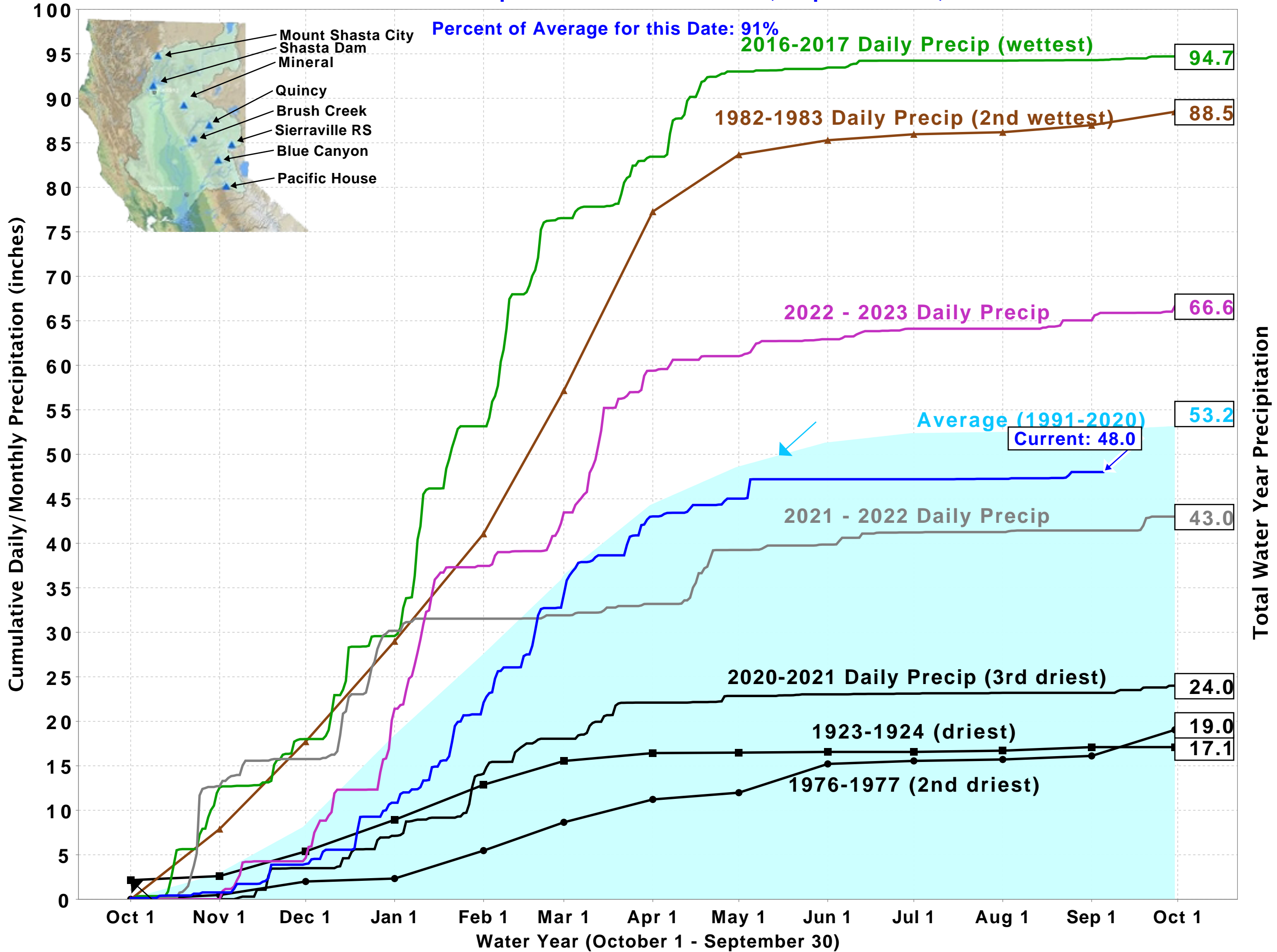
The Water Agency is in the process of coordinating with our partner agencies and landowners along Putah Creek to start the Fall Pulse Flows by the end of September or early October. This year, it may be possible to better time the pulse flows to coincide with the arrival of the salmon. Historically (since 2000) the pulse flows have sometimes been in December, which is generally too late for the salmon. Since 2014, the pulse flows have been earlier, in November, and the salmon run has become much more successful. This year, we are trying to coordinate the earliest pulse flows ever, in September or early October. This could increase the number of returning salmon, helping this declining species. These actions demonstrate the Water Agency’s dedication to the environment, which, in turn, helps protect our water rights.

The Los Rios Check Dam crosses Putah Creek and is essential for farming operations in the area. But the Check Dam also blocks salmon passage. The Dam is seasonally removed, often right after Thanksgiving, but that again is too late for most of the salmon. Water Agency staff are working on permitting and constructing a temporary wooden fish ladder, which would allow the Check Dam to stay in and still allow salmon to migrate upstream. This could be a win-win situation (if the salmon use it). The fish passage engineers at the California Department of Fish and Wildlife have advised us on the design. We are also working with the State on permits and

contingency plans. Everyone is rallying to get this temporary wooden fish ladder installed in time.

LPCCC continues working on the Putah Creek Water Management (PCWM) project. The Water Agency is responsible for providing flows for all the needs in the Creek; fish flows, water for irrigation, and water for groundwater recharge. Coordinating these flows and sharing the Creek is the goal of PCWM. <https://www.scwa2.com/pcwm/> The Water agency is working with farmers along the Creek to install flowmeters and improve fish passage conditions. The group of farmers, agency staff, landowners, and other Creek stakeholders has really developed into a community that is working together to share the water in Putah Creek.

Northern Sierra Precipitation: 8-Station Index, September 05, 2024



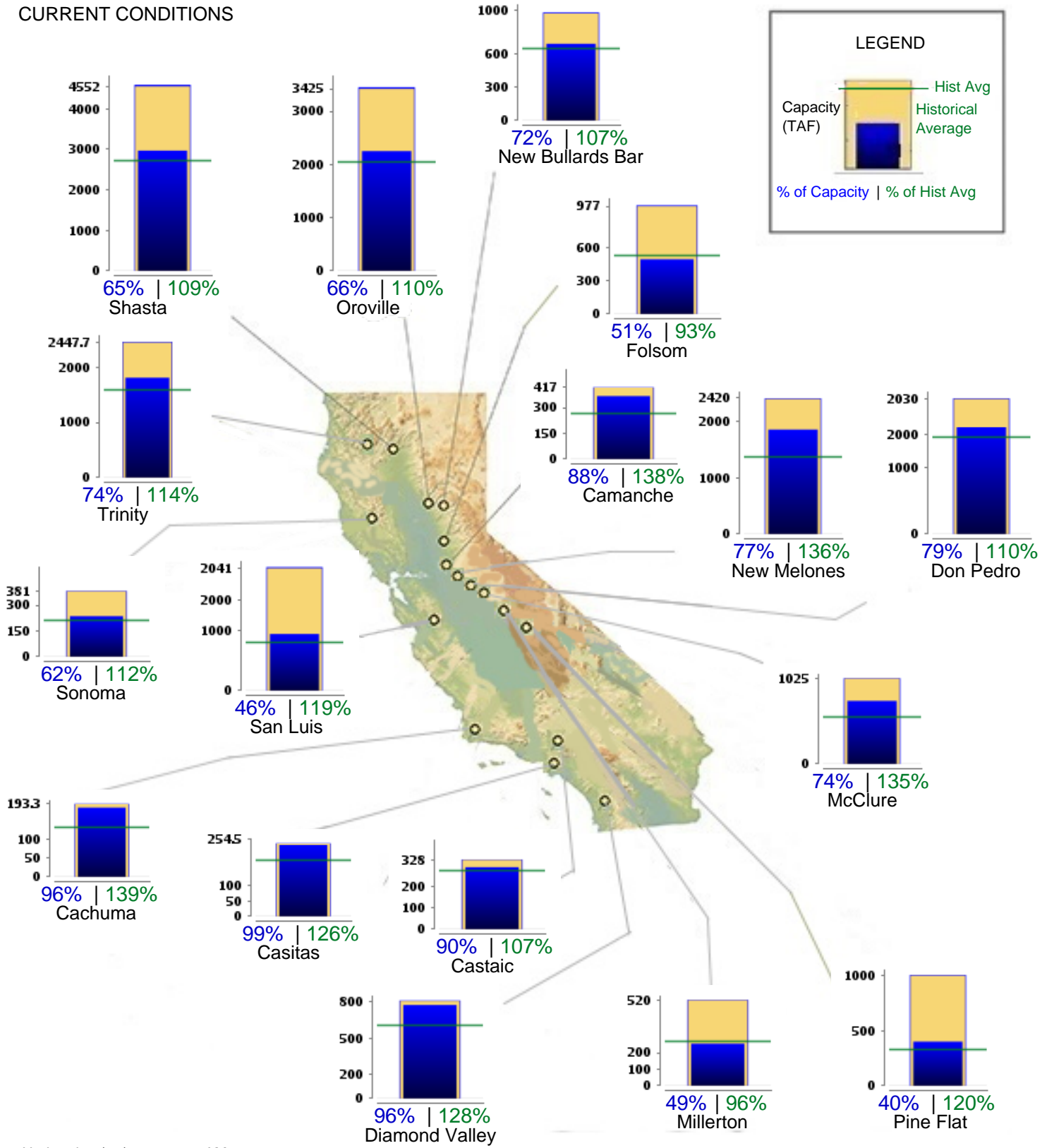


CURRENT RESERVOIR CONDITIONS

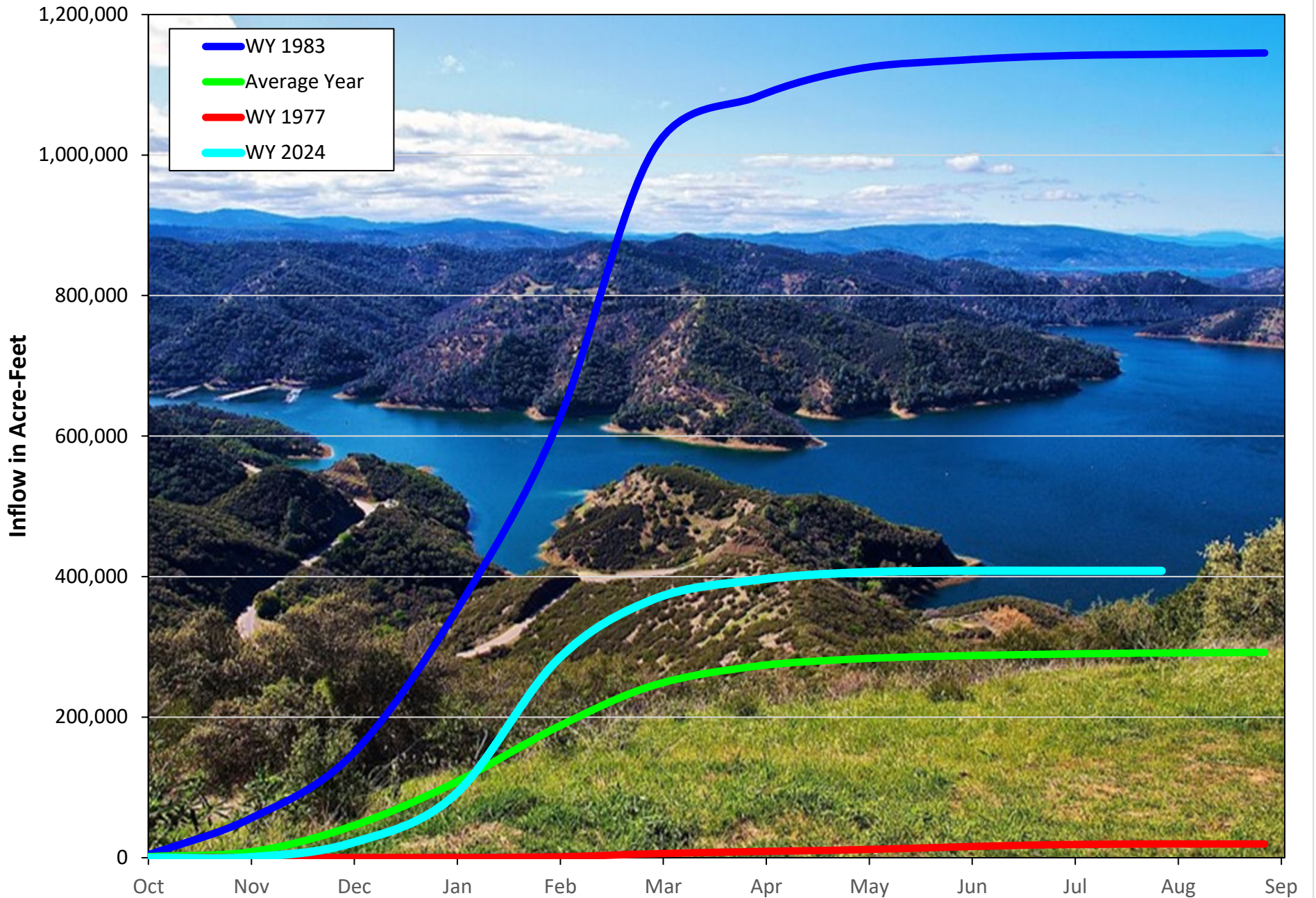
CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - September 4, 2024

CURRENT CONDITIONS



Annual Lake Berryessa Inflow



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

Construction Contract Change Orders (15% of original project costs or \$60,000, whichever is less) - None

Construction Contracts (\$60,000 and less) – None

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

KC Engineering, Cache Slough Culvert Replacement Geotechnical Explorations = \$17,818.00

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

California judge issues first-of-its-kind ruling to rein in groundwater pumping

By [Kurtis Alexander](#), Reporter Aug 23, 2024



Vineyards are seen next to the Russian River in Healdsburg in 2023. In the Russian River basin, agricultural wells sometimes pull water not just from the ground but ultimately from adjacent rivers and creeks, where water seeps into the soil.

Brontë Wittpenn/The Chronicle

As Californians pump [increasing amounts of water from the ground](#), sometimes siphoning flows from the rivers above and hurting fish, wildlife and other water users, an old state law is proving to be a new and successful means of reining in excessive pumping.

A Superior Court judge ruled this week that Sonoma County must do more to ensure responsible groundwater pumping under the state's Public Trust Doctrine. The historical doctrine holds that rivers, creeks and other waterways must be protected for the public.

Groundwater has only recently been considered part of the Public Trust Doctrine, as the hydrological connection between waterways and below-ground water supplies has become clear. The new court decision is likely the first to enforce this.

The ruling will not only require Sonoma County to revisit and perhaps rewrite its ordinance for permitting groundwater wells, but it could set the stage for other counties to similarly step up regulation for groundwater pumping. With aquifers being overdrawn across the state as above-ground supplies get squeezed, environmentalists are optimistic that this will be the case.

"This ruling is particularly welcome given steadily growing groundwater pumping, declining natural resources and a changing climate that is making droughts deeper and longer," said Barry Nelson, founder of the consulting company Western Water Strategies. "We hope this decision will be followed by counties statewide so that they start considering impacts on surface flows more seriously when permitting groundwater pumping."

The case was brought to Sonoma County Superior Court last year by the environmental groups California Coastkeeper Alliance and Russian Riverkeeper.

The organizations claimed that Sonoma County's well ordinance did not adequately consider the impacts of new wells on rivers and creeks, which were running low and threatening salmon and steelhead runs, according to the groups. Their lawsuit said the county had a public trust obligation to protect the waterways.

The challenge followed litigation two years earlier, which prompted the county to establish its well ordinance. The environmental groups, however, said the ordinance fell short.

The main concern has been the Russian River basin. Wells on vineyards that drive the county's booming wine industry pull water not just from the ground but sometimes from adjacent rivers and creeks, where water seeps into the soil.

"Pumpers could just pump as much as they wanted," said Sean Bothwell, executive director of California Coastkeeper Alliance. "There was nothing to make sure they were pumping sustainably. We felt like this (lawsuit) was a way to bring things into balance."

A statewide groundwater law, called the Sustainable Groundwater Management Act, was passed in 2014 to help shore up diminishing aquifers across California, but the law doesn't fully take effect until the early 2040s. Bothwell said this was too long to wait.

"We hope counties will heed this decision, and proactively do the right — and legally required — step of evaluating groundwater pumping to ensure pumpers are not taking excessive water to the detriment of our rivers and the aquatic life," he said.

While Sonoma County, and potentially other counties, will have to better evaluate and mitigate the impacts of new wells per the new ruling, the Public Trust Doctrine does not detail when a county must approve or deny a well proposal. This remains subject to local discretion.

The Sonoma County Administrator's Office said Friday it was still reviewing the court decision and wasn't prepared to comment.

But County Supervisor David Rabbitt, who was involved in the adoption of the well ordinance, criticized the ruling, saying the county's current rules were sufficient to protect waterways. Asking more of the county, he said, was burdensome and would likely prevent needed wells from being put in.

"Are we going to require conditional use permits and environmental impact reports for every well that is drilled?" he said.

The county is likely to put a moratorium on new wells until it addresses the ruling, Rabbitt said.

Reach Kurtis Alexander: kalexander@sfchronicle.com

NBWA UPDATES

**WATER
ADVISORY
COMMISSION
UPDATES**

**Solano Water Advisory Commission
Meeting Minutes
August 28, 2024**

Present:

Agency	Members
SCWA	Chris Lee, Alex Rabidoux, Deborah Barr, Maritza Flores Marquez
Benicia	
Dixon	Chris Fong, Jordan Santos
Fairfield	Michael Hether
Rio Vista	Jason Lira
Vacaville	Justen Cole
Vallejo	Beth Schoenberger
Solano County	Trey Strickland
RD 2068	Justin Noutary
SID	
Dixon RCD	Kelly Huff
FSSD	Jordan Damerel
MPWD	
Other	

The meeting was called to order at 12:30 PM.

1. Bay-Delta Voluntary Agreements, Update:

Alex Rabidoux (SCWA) shared with the Solano Water Advisory Commission (Commission) that the Solano County Water Agency (SCWA) and Yolo County Flood Control and Water Conservation District (YCFC&WCD) will partner together for Putah Creek.

The next Water Board workshop is likely to occur in late summer or fall. The Water Board will post meeting information 30 days before the meeting date. In the background SCWA with YCFC&WCD has started Tribal engagement. SCWA and SID will also be joining the Northern California Water Association.

Alex Rabidoux (SCWA) shared that the State has high-level models for the Delta that are used to operate the SWP and CVP systems. Putah Creek is essentially ignored in the modeling because of how small the system is and where it is located at the northern fringe of the Delta in the Yolo Bypass.

2. Water Accounting, Transfers, Exchanges:

Alex Rabidoux (SCWA) provided an update on water transfers, Chris Lee (SCWA) is working with member agencies to establish the water transfers from the North Bay Aqueduct (NBA). Alex Rabidoux (SCWA) also shared that carryover for water supplies from the NBA is determined from the South of Delta Allocation instead of the North of Delta Allocation. It was also shared that the State may change the approach on how they fill up San Luis Reservoir, the reservoir may start filling up earlier in the year.

Alex Rabidoux (SCWA) shared that if NBA water transfers are done within Solano County, the North of Delta Allocation would likely apply and likely would not need to loop in the State. He also shared that the City of Vallejo does not use Settlement water and that the City of Vallejo can use Article 21 water without it counting against its Table A water allocation.

Chris Lee (SCWA) shared that several State Water Contractors are interested in having long-term water transfers with the Agency. He suggested that we discuss potential transfers at the beginning of each calendar year.

Action Item: Update and share the latest NBA water accounting file with the updated carryover values.

3. SCWA General Manager's Report:

a. SCWA Board Items:

Chris Lee (SCWA) shared that he and Alex Rabidoux (SCWA) will have several meetings in Sacramento the week of September 4. Upper Management in the California Department of Water Resources (DWR) has had several shifts, so there is an opportunity to meet with the current staff and to talk about Solano County concerns and interests. A meeting is also planned with the California Department of Fish and Wildlife (DFW) to talk about Putah Creek concerns and interests.

Chris Lee (SCWA) shared that the State Water Contractors hired a federal lobbyist. We can work closely with the lobbyist to enhance advocacy efforts in DC. We can focus on getting funding for projects (e.g. Solano Project).

Deborah Barr (SCWA) shared that the Solano Project Rehabilitation and Betterment Plan will be brought forward in the next meeting. The plan is to share the Solano Project Rehabilitation and Betterment Plan with the Commission, request comments/feedback, revise, and then share with the SCWA Board in October.

Deborah Barr (SCWA) shared that there was a Lookout Slough Site Visit with DWR on August 22. The official ceremony will be held on September 18.

Action Item: Notify Deborah Barr (SCWA) if you plan on attending the September 18 Lookout Slough ceremony.

b. North Bay Aqueduct (NBA):

None.

c. Solano Project:

None.

d. Bay Delta Planning Issues:

None.

e. Flood Management Issues:

None.

- f. Other Regional and State Issues:
None.
- g. Other Issues:
None.
- 4. Groundwater Planning:
 - a. SGMA Update:
Chris Lee (SCWA) shared that a Superior Court judge in Sonoma County ruled that Sonoma County must do more to ensure responsible groundwater pumping under the state's Public Trust Doctrine. The Public Trust Doctrine holds that rivers, creeks and other waterways must be protected for the public. Chris Lee (SCWA) shared that it is interesting to see what is going on in other parts of California.
- 5. Solano County Report:
Trey Strickland (County) provided an update on the County Drought Resilience Planning effort resulting from Senate Bill 552 that requires all counties to improve drought and water shortage preparedness for state small water systems and domestic wells within a county's jurisdiction. The 1-year direct technical assistance contract with the State will be extended an additional 6 months. The drought and water shortage risk assessment is in progress and short-term response actions will be addressed next. The final County Drought Resilience Plan will be completed by the end of the year and will be presented to the Solano County Board of Supervisors. This effort could create a nexus where cities can potentially support and help fund projects identified.
- 6. Other Topics:
Deborah Barr (SCWA) shared that she will be sending a Doodle Poll out to schedule a meeting regarding the Solano County Water Intertie Project.
- 7. Public Comments:
None.

The next meeting will be Wednesday, September 25, 2024, at 12:30 PM.

The meeting was adjourned at 1:20 PM.

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: September 12, 2024

SUBJECT: Employee Handbook

RECOMMENDATIONS:

1. Receive presentation from Senior Management Analyst Sandra Willingmyre.
2. Approve revised Employee Handbook.

FINANCIAL IMPACT:

None.

BACKGROUND:

In 1998, the Board of Directors approved the Agency's first employee handbook, which was largely based on a template provided by ACWA JPIA, the Agency's insurance carrier. Since then, the handbook has been periodically updated and approved by the Board to reflect evolving practices and requirements. The last major update occurred in 2018. Regular updates to the employee handbook are essential to ensure it aligns with the latest organizational practices, legal requirements, and industry standards. As policies and regulations change, an outdated handbook can result in confusion, compliance issues, and potential legal risks. In this latest revision, staff have thoroughly reviewed and revised all policies to incorporate recent changes in benefits and labor laws, such as updated leave policies. Additionally, the handbook now includes a new section on diversity, equity, and inclusion and has expanded the sexual harassment prevention policy to promote a safer, more inclusive workplace. This handbook covers all employment classifications; all employees at the Agency are at-will employees, there is no union representation.

In addition to the policy amendments, staff are proposing revisions to the following sections of the 2018 Employee Handbook:

Recommended: _____
Chris Lee, 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, Chris Lee, 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 September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency

1) **Long-Term Care Insurance:**

Current Benefit: \$800 contribution towards the CalPERS Long-Term Care Program.

Proposed Benefit Options:

- **Option A:** Continue with the \$800 contribution towards a long-term care insurance policy with CalPERS (if available), or
- **Option B:** Apply the \$800 contribution towards life insurance coverage.

In 1996, the Agency included the CalPERS Long-Term Care Program in its cafeteria benefit plan, which allows employees to allocate a set amount of funds towards various benefits. Long-term care involves personal assistance needed over an extended period, typically not covered by standard health plans. The Agency has traditionally provided an \$800 contribution toward the CalPERS long-term care program for each employee. However, in 2020, CalPERS suspended open enrollment due to uncertainties in the long-term care market, and it no longer accepts new applications for coverage. To address this unavailable benefit, the Agency is proposing offering an alternative benefit. Staff recommend introducing a choice between long-term care insurance and life insurance, as the Agency currently does not offer life insurance benefits. This adjustment will offer employees valuable new options and reaffirm the Agency's commitment to addressing their needs despite changes in available programs.

Public agencies and local government entities often offer a variety of employee benefits, including life insurance, but specifics can vary between different agencies. Solano County pays one hundred percent of the life insurance premium on behalf of its employees and the employees' eligible dependents. This consists of basic life insurance coverage based on the employee's salary, with options to purchase additional coverage or add family members, depending on the specific benefits package. Cities within Solano County, such as Vallejo, Fairfield, and others, generally offer life insurance as part of their employee benefits packages. The specifics of the coverage can vary based on the city's policies and union agreements.

2) **Paid Leave**

Agency staff have created a comparison chart detailing the paid time off benefits offered by most of its member agencies. This chart was used to evaluate the Agency's current time off policies in relation to the Solano market. Since the Board approved the Agency's administrative procedures in 1989, time off allowances have remained unchanged. The purpose of updating the Water Agency's paid leave is to retain talent, improve employee wellbeing, increase productivity and job satisfactions (sufficient time off can lead to higher productivity), comply with industry standards, and improve recruitment efforts.

Vacation:

An analysis of vacation policies across different member agencies revealed that most offer multiple tiers of vacation accrual, ranging from three to six levels based on years of service. In response, staff are recommending the introduction of a third tier, which would grant employees 25 working days of vacation after ten years of service. The Agency's maximum accrual limit of 320 hours would remain unchanged.

- **Current policy:** Employees shall receive fifteen (15) working days or 120 hours of vacation leave annually with full pay for the first three years of service, and twenty (20) working days or 160 hours of vacation leave annually with full pay thereafter. Vacation leave shall be accrued biweekly. Unused vacation may not be accumulated in excess of forty (40) days or 320 hours.
- **Proposed policy:** Regular full-time employees working at least 30 hours per week shall receive fifteen (15) working days or 120 hours of vacation leave annually with full pay for the first three years of service, twenty (20) working days or 160 hours of vacation leave annually with full pay between years 3 and 10 years of service, and twenty-five (25) working days or 200 hours of vacation leave annually with full pay after 10 years of service. Vacation leave shall be accrued biweekly. Unused vacation may not be accrued in excess of forty (40) days or 320 hours.

Administrative Leave:

The Agency's current Administrative Leave policy provides Management and Supervisory employees with 48 hours of leave annually on a "use it or lose it" basis. Compared to other member agencies, this 48-hour allocation is relatively conservative, as most agencies extend this leave to all exempt employees rather than just management. Staff recommend maintaining the same 48-hour allocation but expanding the benefit to include all exempt employees.

- **Current policy:** On January 1 management and supervisory employees will accrue six (6) days or 48 hours of management leave. Management leave must be taken in the calendar year in which it is accrued, or it is lost.
- **Proposed policy:** On January 1 exempt employees will receive six (6) days or 48 hours of paid administrative leave. Administrative leave must be taken in the calendar year in which it is accrued, or it is lost.

Paid Sick Leave:

The Agency currently offers paid sick leave to regular full-time employees at the rate of one (1) day or 8 hours per calendar month, accrued biweekly. The Agency currently has no maximum accrual of sick leave and a cash payout of 50% of the unused sick time at retirement or death. Staff are recommending capping the sick leave pay out at 500 hours.

- **Current policy:** The Agency offers paid sick leave to regular full-time employees at the rate of one (1) day or 8 hours per calendar month, accrued biweekly. This time off can be carried over indefinitely. Accumulated sick leave shall be cancelled upon termination of service, provided, however, that upon retirement or death while employed, the employee or the employee's designated beneficiary will be paid for one half (1/2) accumulated sick leave. Additionally, CalPERS mandates that unused sick leave at retirement be converted to retirement service credit. No active employee sick leave cash out option is currently offered.
- **Proposed policy:** The Agency provides paid sick leave to regular full-time or regular part-time employees at the rate of one (1) day or 8 hours per calendar month, accrued biweekly. This time off accrual can be carried over indefinitely; however, only a maximum of 500 hours can be paid out upon retirement or death. Any sick leave not cashed out will be reported to CalPERS at the time of retirement and converted to additional service credit; this can be as little as 50% of the employees remaining leave if the cash out option is taken, and as high as 100% if no cash out option is taken. Active regular full-time or regular part-time employees have the option once per fiscal year (July - June) to cash out up to 80 hours of sick leave if their accrual balance will not fall below 200 hours. The 80 hours can be cashed out or contributed to the employees deferred compensation account if the employee's yearly contribution does not go over the yearly IRS contribution limits.

Rationale for paid leave changes: The intent of updating the Agency's paid time off policy is to align with industry standards. Maintaining consistency with these practices helps the Agency remain competitive and demonstrates a commitment to the well-being of its entire workforce. Offering good benefits in a small workforce setting, like the Water Agency, is a strategic approach to compensating for the lack of career growth opportunities that larger organizations might offer. The number one reason people leave a job is often cited as a lack of career growth or advancement opportunities. When employees feel there's no room for personal or professional development, they might seek opportunities elsewhere where they can progress and achieve their career goals. Other factors, such as inadequate compensation, poor management, and work-life imbalance, can also contribute, but the lack of growth potential is frequently a major driver. When employees are satisfied with their benefits, they are more likely to stay with the organization despite fewer opportunities for promotion.

3) Additional Changes

Agency staff and attorneys reviewed all sections of the employee handbook and recommended updating or implementing the following sections:

Section I – Employment: Diversity, Equity, and Inclusion; Employment of Relatives; New Employee Onboarding; Initial Appraisal Process; Employee Classifications; Promotions; Compensation; Post Offer Pre-Employment Medical Examinations for Field Staff.

Section III – Employee Benefits: Social Security; Education, Training, and Conferences; Paid Leave; Unpaid Leave.

Section IV – Employee Relations: Harassment, Discrimination and Retaliation Prevention Policy; Complaint Process; Workplace Violence; Reasonable Accommodation; California Public Records Act Request (CPRA).

Section VI – Employee Expense Reimbursement: Meals; Clothing.

Section VII – Around the Office and in the Field: No Expectation of Privacy; Electronic Communication Policy; Social Networking; Security.

Section VIII – Leaving the Agency: Cooperation with Investigations; Property Return Agreement.

Appendix: Solano County Water Agency Complaint Form (optional).

Acknowledgment of Receipt of Handbook and At-Will Employment.

See attached:

1. Proposed Employee Handbook
2. Table of Proposed Handbook Revisions
3. Table of Member Agencies Time Off Benefits

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Approving the Employee Handbook is consistent with Goal # 10 (Funding and Staffing), Objective C (Provide necessary and sufficient staffing and resources to maintain program activities and to achieve the goals and objectives of strategic plan priorities), Strategy 4 (Provided appropriate resources and incentives to staff to promote retention and longevity of SCWA investments in staff).

Proposed Handbook Revisions
September 2024

Handbook Section	Page Number	Proposed Changes
Diversity, Equity, and Inclusion	4-5	New section
Employment of Relatives	6	Additional language regarding maintaining clear boundaries, establishes limitations, relationship disclosure requirement. Revised policy covers both spouses and individuals that are romantically involved, but not married.
New Employee Onboarding	7	Lists that onboarding is the responsibility of the hiring supervisor or manager. References open door policy.
Initial Appraisal Process	7	Changes the probationary period from 90 days to 183 days (6-months) for both exempt and non-exempt employees.
Employee Classifications	7-9	Added language to the definitions of the various types of employee classifications at the Agency. Goes into more detail regarding the 1,000 hours limitation on some positions. Added a retired annuitant description.
Promotions	9	Added language regarding what qualifies as a temporary or interim upgraded position and the parameters around it.
Compensation	12-13	Added language regarding promotional increases and demotions. Added language for previously Board approved pay incentives. These include the pay differentials for Class A drivers licenses, pesticide applicator licenses, longevity, and temporary lead worker or temporary supervisor premium all approved by the Board in December 2022 and January 2023.
Post Offer Pre-Employment Medical Examinations for Field Staff	16	Changes post offer pre-employment medical examinations from covering all full-time positions to covering field and field-office hybrid positions only.
Long-Term Care Insurance or Life Insurance	23	Added provision of choosing between long-term care insurance or life insurance. The Agency offers each employees an \$800 contribution towards the CalPERS long-term care program, however CalPERS is no longer offering the long-term care program. The updated handbook alters this benefit to allow employees to be reimbursed up to \$800 for private life-insurance or long-term care insurance annually.
Social Security	28	Clarifies that part-time temporary employees contribute to social security. Employees enrolled in CalPERS do not contribute to social security.
Education, Training and Conferences	28	Additional language regarding limitations on training. Limits job related tuition reimbursement from an unidentified amount to \$3,000 per year.
Paid Leave: Vacation	29	Add an additional level of vacation leave of 200 hours after 10 years of service. Adds the option for the employee to cash out 80 hours once per fiscal year as long as their vacation balance does not fall below 200 hours.
Paid Leave: Administrative Leave	29	Changes Administrative Leave policy to include exempt employees, instead of just management employees.
Paid Leave: Holidays	29-30	Add Juneteenth to the holiday list.
Paid Leave: Paid Sick Leave	30-31	Changes unlimited sick leave pay out to a maximum of 500 hours at retirement or death. At retirement allows employees to contribute 100% of sick leave accrual towards CalPERS service credit instead of taking the 50% (max of 500 hours) cash out. Adds the option for the employee to cash out 80 hours once per fiscal year as long as their sick balance does not fall below 200 hours. Clarifies when sick leave can be used.
Paid Leave: Bereavement Leave	32	The Agency offers 5 days of bereavement leave to full-time staff members. California's bereavement leave law just recently changed. Now all employees must receive at least 5 days unpaid bereavement leave for each death of a family member. The policy was revised accordingly.
Unpaid Leave: Reproductive Loss Leave	39	New leave law that went into effect this year.
Unpaid Leave: Lactation	40-41	Updated language to coincide with the law.
Harassment, Discrimination, and Retaliation Prevention Policy	46-47	Attorneys reviewed and updated the language.
Complaint Process	49-50	Attorneys reviewed and updated the language.
Workplace Violence	50-51	Updated to mimic the language in the Agency's new Workplace Violence Policy.
Reasonable Accommodation	51-52	Attorneys reviewed and updated the language.
California Public Records Request	54	Implements procedures for public records requests.
Meals	58	Changes the allowance for travel meals from \$60 per day to \$125 per day for a full-days travel and \$75 for a half-days travel.
Clothing	58-59	Additional protective clothing needed for field staff, such as water shoes and sunglasses. Adds the employee category of hybrid field/office employees. Alters office employee clothing allowance from \$75 per year to \$100 per year.
No Expectation of Privacy	60-61	New section
Electronic Communication Policy	62	Adds general policy guidelines.
Social Networking	64	New section
Security	64	Added language for the security of the new office space.
Cooperation with Investigations	67-68	New section
Property Return Agreement	68	New section
APPENDIX: Solano County Water Agency Complaint Form (Optional)	69	New optional employee complaint form.
Acknowledgment of Receipt of Handbook and At-Will Employment	70	Attorneys reviewed and updated the language.

Solano County Water Agency
Member Agencies Time Off Benefits

Member Agency	Holiday	Sick Leave	Vacation Leave	Administrative/Personal Leave	Parental Leave
SCWA Current Handbook At-will/Unrepresented	14 days	12 days No maximum accrual. 50% cash out at retirement or death	0-3 years 15 days 3+ years 20 days Max accrual 320 hours. Cash out 80 hours once per year.	<u>Management Employees:</u> 48 hours No cash value.	Two weeks paid leave to both Mother or Father. Short Term Disability for birthing Mothers only.
City of Vacaville VCEA - Vacaville City Employees Association AMG - Administrative Management Group (professionals) VMO - Vacaville Managers Organization (professionals)	15 days	12 days No maximum accrual. 25% cash out at retirement. 100% paid at employees death. If over 225 hours stored, employees can buy 50% of the year back.	0-5 Years 10 days 6-10 years 15 days 11 years 16 days 12 years 17 days 13 years 18 days 14 years 19 days 15 years 20 days Bonus vacation lump sum credit at 5 and 15 years of 40 hours. Maximum accrual 320 hours. Cash out 80 hours once per year.	<u>AMG:</u> 60 hours Additional 37.50 hours can be granted by dept head. Cash out option once per year. Maximum accrual of 100 hours. <u>VMO:</u> 64 hours Additional 16 hours can be granted by dept head. Cash out option once per year.	Does not participate in SDI. Offers voluntary Short term disability insurance paid by employee, 7 day waiting period, 60% of pay. City pays for Long term disability covers 60% of pay.
City of Fairfield FEA - Fairfield Employees Association FGMA - Fairfield General Management Association	14 days	12 days No maximum accrual Employees can cash out hours above 500 at 50% of the value; or 85% towards retiree health savings account or deferred comp account. At retirement 40% can be cashed out, 40% to CalPERS. Another option is 25% cash out and 75% CalPERS. Retires who have reached maximum service credit will be eligible to receive 75% cash out. At separation, for any reason, employee get 50% sick leave paid out. At death 50% cashed out to beneficiary Death while working results 100% cash out to beneficiary. <u>FGMA:</u> same as above except: 25% of unused can be paid out each year. Separating from Agency 25% paid out, amount goes up based on years of service up to max of 75%.	<u>FEA:</u> 0-3 years 10 days 4-10 years 15 days 11-15 years 21 days 16-20 years 22 days 21+ years 23 days Employees may cash out up to 32 hours of their vacation balance each calendar year, as long as balance does not fall below 80 hours. Vacation leave may be accrued to a maximum of two times the employee's current annual accrual rate. <u>FGMA:</u> 0-3 years 10 days 4-10 years 15 days 11-15 years 20 days 16+ years 25 days Can cash out up to 100 hours with 80 hour minimum balance.	<u>FEA:</u> 50 hours personal leave annually. Cash out up to 40 hours. Capped at 2 times the accrual. <u>FGMA:</u> 144.86 hours personal leave annually. 100% can be cashed out.	City Administered Short term disability: Employee pays \$6.00 per month. Matches SDI benefits. Long term disability: Employer paid 3rd party. Maximum benefit 60% of salary.
City of Dixon Dixon Public Employees Union DMSA - Dixon Mid Manager's and Supervisor's Association Summary Confidential Mid-Management and Professional Employees	14 days	12 days Retirement payout: 1-2 years 0% 3-5 years 20% 6-10 years 30% 11+ years 30% + 2% each year after to a max of 50%. Any portion not cashed out goes to CalPERS service credit.	0-5 years 12 days 6-10 years 15 days 11-15 years 20 days 16+ years 25 days Maximum two times annual accrual.	<u>DMSA:</u> 80 hours 50% cash out option. <u>Confidential:</u> 96 hours 50% cash out option.	City paid Long term disability. 2/3 pay after 60 days of injury or illness. Employee paid: AFLAC options, many options including short term disability.
City of Benicia BSPA: Benicia Supervisor and Professional Association BPSEA: Benicia Public Service Employees Association	15 days	12 days No maximum accrual. BSPA: unlimited accrual, 25% cash out of unused leave annually.	<u>BPSEA:</u> 1-3 years 10 days 4-9 years 15 days 10-19 years 20 days 20+ years 25 days 320 hours max accrual, mandatory cash out. Those with 260 hours+ can convert 40 vacation hours to sick leave once a year. Those with 200 hours of vacation can cash out 40 hours each December. <u>BSPA:</u> 0-2 years 10 days 3-6 years 15 days 7-14 years 20 days 15+ years 25 days	Less than 15 years of service receive 1 personal day. 15+ years of service or Manager receive 2 personal days. <u>BSPA/Exempt employees:</u> 9-10 days Admin leave. Can cash out up to 1/2 unused admin leave once per year. Performance Leave: 24 hours of leave per fiscal year. for exemplary performance.	None currently. City agrees to pay 0.5% total salary towards STD and LTD, or SDI once in place.
City of Vallejo CAMP: Confidential, Administrative, Managerial & Professional Association of Vallejo Unrepresented Employees	14 days	18 days (12 hours per month) Maximum accrual of 432 hours. Vallejo pays out 100% of sick leave upon separation or retirement or go towards CalPERS service credit. Employees can use remaining sick leave balance towards CalPERS in retirement. Employees who use 5 or less days per year can transfer 25% unused to regular leave.	<u>CAMP:</u> 0-4 years 10 days 4-10 years 15 days 10-20 years 20 days 20-26 years 24 days 26+ years 28 days 3 years max accumulation. <u>Unrepresented:</u> 0-3 years 10 days 3-9 years 15 days 9-15 years 20 days 15+ years 25 days	<u>Unrepresented employees:</u> 80 hours No cash value.	City paid long term disability. 60% monthly pay paid out. Employee paid short term disability. 60% monthly paid out.

Solano County Water Agency
Member Agencies Time Off Benefits

Member Agency	Holiday	Sick Leave	Vacation Leave	Administrative/Personal Leave	Parental Leave
City of Suisun City SCFA: Suisun City Employees' Association SCMPEA: Suisun City Management and Professional Employees' Association Unrepresented Employees and Executive Management	15 days	12 days 25% converted to CalPERS service.	4 years max accumulation. 0-5 years 10 days 5-10 years 15 days 10-15 years 20 days 15+ years 23 days 15 or fewer years of service max accrual 240. Over 15 years of service max accrual 320 hours. Under heavy workloads or staffing shortage city manager may authorize additional accumulation. 40-60 hour cash out option each year.	SCMPEA: 80 hours Additionally eligible employees will receive one hour of leave for each hour of work assigned and approved by Dept Head that is outside of the regular work day, not to exceed 40 additional hours. Cash out: 1-10 years: 40 hours, 10+ years: 50 hours in January. Unrepresented: 120 hours 160 maximum, no cash out.	City participates in SDI.
City of Rio Vista OPEIU: Office and Professional Employees International Union	16 days	12 days No maximum accrual. At retirement converts unused sick to health savings. After 3 years of service employee will be paid 50% at separation or retirement. Not to exceed 60 days (480 hours).	0-3 years 12 days 4+ years 15 days 8+ years 18 days 12+ years 20 days 16+ years 23 days 20+ years 25 days 2 years max accrual allowed. 50 hours cash out per year, maintain a minimum of 100 hours.	Management: 60 hours Professional: 160 hours compensatory time may be given in lieu of overtime. 160 maximum accrual.	None listed
Solano County AMMPS: Association of Mid-Management professionals Confidential Employees (Office staff)	15 days	12 days No maximum accrual. No payout at termination. At retirement converts unused to retirement health account.	0-3 years 10 days 3-10 years 15 days 10+ years 20 days Cash out 80 hours annually.	80 hours Unused leave can be cashed into health savings account.	Employees pay into SDI. Long term disability paid for by the county 66.67% of salary.
Solano Irrigation District Professional Unit	12 days	12 days 1040 maximum accrual. After 20 years of service 100% paid out in retirement or death, payout prorated as years of service decrease. Each December employee can buy-back 40 hours if they have over 240 stored.	1-6 years 10 days 7-15 years 15 days 16+ years 20 days 360 hours maximum accrual. Annually able to cash out 40 hours.	Exempt employees: 40 hours	Short term disability paid by the employee. Long term disability paid by district.

Solano County Water Agency Employee Handbook



DRAFT

Proposed: September 12, 2024

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Handbook Interpretation and Introduction

This Handbook is intended to provide you with a general understanding of the Solano County Water Agency's (Agency) human resource policies, benefits, and rules. It is intended to familiarize you with important information about the Agency as well as information regarding your own privileges and responsibilities. Although it is not an employment contract or legal document, it is important that all employees read, understand, and follow the provisions of the Handbook. It may be changed from time to time by the Agency. You will be notified in writing of any amendments and additions to these policies and procedures. Keep this Handbook, additions, and revisions on file for your reference. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

This Handbook, however, cannot anticipate every situation or answer every question about employment. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the Agency must reserve the right to modify, supplement, or rescind any provision of this Handbook from time to time, as it deems necessary. You will, of course, be advised of changes that occur. Any such changes must be in writing and must be signed by the General Manager or Assistant General Manager. No oral statements, course of conduct or representations can in any way change or alter the provisions of this Handbook.

OUR AGENCY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE AGENCY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE AGENCY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE GENERAL MANAGER OR CHAIRMAN OF THE BOARD OF DIRECTORS OF THE AGENCY.

The Agency is constantly striving to improve its operations, services, and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of your manager or the General Manager. Additionally, if you have any questions or seek clarification, you should see your manager or the Agency's human resources representative.

By working together, the Agency believes that it will share with its employees a sincere pride in the workplace and the services that they are here to provide.

SECTION I – EMPLOYMENT

Open Door Policy

The Agency promotes an atmosphere in which you can talk freely with management. You are encouraged to openly discuss with your supervisor or manager any problems so appropriate action may be taken. If they cannot be of assistance, the General Manager is available for consultation and guidance.

If an employee has concerns about work conditions or job responsibilities, or any other grievances or concerns, the employee is encouraged to voice these concerns openly and directly. If there is something about an employee's job that bothers him or her, or if an employee feels that he or she has not been fairly treated in accordance with the Agency's policies, the employee should report the problem first to his or her supervisor. In some cases, however, there may be reasons which make it difficult for an employee to discuss his or her concerns with a supervisor. In such cases, employees are encouraged to discuss these concerns with the next level of management or with the General Manager. Employees find that most difficulties can be resolved in a satisfactory manner by bringing them out in the open and discussing them frankly with the people who can resolve them. The Agency makes every effort to respond to employee concerns. Employees at all levels are encouraged to keep channels of communication open, respectful, and flexible so that it is easy to solve any difficulties that may arise.

Equal Employment Opportunity

It is the continuing policy of the Agency to provide equal employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance appraisal, promotion, training, termination, compensation, or other personnel-related activities regardless of the actual or perceived ancestry, race, color, religion, sex, gender, gender identification, gender expression, national origin, disability, medical condition, marital status, age, genetic information, sexual orientation preference, or veteran/military status. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity.

Every member of management is held responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.

Diversity, Equity, and Inclusion

The Agency is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion.

The Agency's human capital is the most valuable asset the Agency has. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that the Agency team members invest in their work

represents a significant part of not only Agency culture, but the Agency's reputation and achievement as well.

The Agency values and encourages team members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual identity, socio-economic status, veteran status, and other characteristics that make Agency team members unique.

The Agency's diversity initiatives are applicable to all aspects of employment and the ongoing goal of developing of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all team members.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate both the Agency and team members' needs.
- Employer and employee contributions to the communities the Agency serves to promote a greater understanding and respect for the diversity.

All Agency team members have a responsibility to treat others with dignity and respect at all times. All team members are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other agency-sponsored and participative events. All employees are encouraged to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to investigation which could lead to disciplinary action up to termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor, manager, or a human resources representative.

At-Will Employment

All employees are hired on an "at will" basis, unless you are employed under a written contract stating otherwise. This means that you may resign at any time and that the Agency may terminate you at any time, with or without cause, with or without reason, and with or without notice. At the end of this Handbook, you will find a copy of an "at will" employment confirmation. Please read this carefully, sign and return to Human Resources.

Employment of Relatives

The Agency's policy is to hire, promote, and transfer employees on the basis of individual merit and to avoid any hint of favoritism or discrimination in making such decisions. Even if favoritism or discrimination is not shown, the existence of the situation may precipitate questions difficult to answer or may cause some discomfort for the individuals involved.

The Agency may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale or if doing so could create potential or perceived conflicts of interest. The Agency defines "relatives" as spouses, partners, children, siblings, parents, in-laws, and step-relatives.

The employment of relatives or spouses is regarded as a potential violation of this policy and will be discouraged in general for regular employees. It will be considered for temporary, short-term positions.

This policy also applies to persons who are not legally married, but in the Agency's judgment may be unduly likely to improperly alter their organizational decisions in favor of their partner.

Marriage or Development of Involved Personal Relationships While Employed

The Agency strongly believes that a work environment where employees maintain clear boundaries between employee personal and agency interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish limitations. The provisions of this policy apply regardless of the sexual orientation of the parties involved.

All Agency employees must disclose the existence of a romantic relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or the General Manager. The Agency will review the circumstances to determine whether any actual or potential conflict of interest exists.

If two persons should marry or develop a romantic relationship while both are employed by the Agency, they may continue their employment in the same job provided that such employment does not adversely affect safety, morale, security, internal financial control, or supervision; and such spouses or relatives neither initiate nor participate in making institutional recommendations or decisions which would directly affect employment status of their relatives. Employees that are romantically involved cannot supervise one another.

The provisions of this paragraph also apply to employees who establish a personal relationship, which in the Agency's judgment, have become sufficiently involved to the point where it has become unduly likely that one or both partners will improperly make organizational decisions in favor of the other.

Exceptions

The General Manager may make an exception to this policy if it is found that:

- The position to be filled requires a person with specialized training and experience not generally available in the employment market;
- There is a vital agency need to fill the position;
- Substantial bona fide efforts have been made to locate and employ such a person who is not a relative of any employee; and
- The relationship between the relative and the applicant or employee is unlikely to materially affect his or her employment by the Agency.

New Employee Onboarding

As a new employee, you will be provided an orientation that will include: an initial meeting with your manager, a tour of the facility, office procedures, employee handbook, training as needed for your position, and a meeting with the Human Resources representative to review the benefits. It is the responsibility of the supervisor to make sure the new employee is provided all the information and training needed for a successful onboarding process. Employees are welcome to approach their supervisor at any time during their employment to ask for additional help and training.

Initial Appraisal Process

The probationary timelines are 183 days (6-months) for both non-exempt and exempt employees. Following the timeframe noted above, your manager has the option to then conduct a formal Performance Appraisal. This appraisal will provide expectations, goals, and objectives to be completed according to timelines set for a particular position. This appraisal process is considered part of the hiring process.

Rehired Employee: Employees who are rehired following a break in service in excess of one (1) year, other than an approved leave of absence, must serve another initial appraisal process, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits.

Employee Classifications

Exempt/Non-Exempt Employee

Employees whose jobs are governed by the FLSA are either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay; exempt employees are not. Most employees covered by the FLSA are non-exempt. Some jobs are classified as exempt by definition. Per the Department of Labor, exempt or non-exempt designation depends on (a) salary, (b) primary duties, and (c) discretion and independent judgment.

The requirements to determine this status are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). See Human Resources if you have questions.

The General Manager has the authority to reclassify employees job classification when they are regularly completing duties outside the scope of their current classifications.

Types of Employees

1. Full-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a definite work schedule of working more than 1500 hours per year, at a minimum of 30 hours per week year-round, and their employment is expected to continue for an indefinite period of time. Full-time regular employees are eligible for all employee benefits as described later in this Handbook. Full-time employees are at-will employees.

2. Part-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a work schedule of more than 1,000 hours per year, but less than 30 hours per week and is expected to continue for an indefinite period. Part-time regular employees may be eligible for vacation, sick leave, and holiday benefits as described later in this Handbook. An employee who works 1,000 hours or less per year is considered less than part-time and would fall into a category below. These employees are at-will employees.

3. Part-time Temporary Employee

Defined as employees who work 1,000 hours or less per year and are expected to continue for a temporary period of time. Part-time temporary employees cannot work more than 20 hours per week for more than 6 months. If they reach 6 months of working more than 20 hours per week their hours must be reduced to less than 20 per week. Part-time Temporary employees are not eligible for benefits; however, they are eligible for paid sick leave as required by law and as described later in this Handbook. Other than sick leave, no other paid time off is provided. These employees do not qualify for CalPERS pension but do contribute to Social Security. These employees are at-will employees.

4. Seasonal Employees

Defined as an employee who is hired to perform a specific task or to be employed for a temporary period of time. Regular temporary employees are limited to six months on the job for full time employment, or 1,000 hours, or 125 days in a fiscal year. Seasonal Employees cannot work 20 hours or more a week for more than 6 months. If they reach 6 months of working more than 20 hours a week then their hours must be reduced to less than 20 per week. Seasonal employees are not eligible for benefits; however, they are eligible for paid sick leave as required by law and as described later in this Handbook. Other than sick leave no other paid time off is provided. These employees do not qualify for CalPERS pension but do contribute to Social Security. These employees are at-will employees.

5. Retired Annuitants

A "retired annuitant" is a CalPERS retiree who, without applying for [Reinstatement From Retirement](#), returns to work with a CalPERS employer in a designated retired annuitant position. Retired Annuitants do not need CalPERS' approval to work as a retired annuitant, however, the individual and the employer have equal responsibility to ensure your potential employment is lawful by meeting all of the requirements outlined in CalPERS [Employment After Retirement Publication 33](#), available on the CalPERS website. Retired Annuitants are limited to working 960 hours per fiscal year. Retired Annuitants are not allowed to receive any paid benefits listed in this Agency handbook, other than the required California sick leave allotments. Any paid sick leave hours are deducted from the 960 hours granted. Retired Annuitants do not pay into Social Security, but they do pay into Medicare.

Internal Applications

The Agency encourages staff to identify professional development opportunities within the organization. One such way is to apply for internal openings and grow within the Agency. Any employee can apply for an internal opening. When an opening is posted, the employee must submit all the required documentation requested in the job post by the due date. Like external applicants, the internal candidate will be interviewed if they meet the qualifications of the job. An interview is not guaranteed.

Promotions

It is the Agency's intent to promote from within whenever possible. However, it is in the Agency's best interest to fill all positions with the best qualified individual. When opportunities occur within the organization, promotions and transfers will be based upon an employee's qualifications and performance.

Temporary/Interim Upgraded Position

Whenever temporary upgraded positions are available within the Agency it is the Agency's intent to give employees an opportunity to submit interest for such positions. If more than one qualified employee is interested, the Agency can request interviews with prospective employees. If management feels that none of the interested employees are fully qualified for the temporary position, he/she may recruit outside candidates with the qualifications necessary to fill the position.

When the temporary position ends, it is the Agency's intent to give the employees who were temporarily advanced an opportunity to return to their former positions.

The employee will receive the pay range of the upgraded position for the time they hold the position. The range step will be determined by the recruiting Manager or General Manager; typically step one (1) within the appropriate classification salary range

If you do not agree with the management's decision on who was selected for the temporary upgrade, you should discuss this with them directly. If a resolution is not reached, the manager should arrange for you discuss the matter with the General Manager.

Hours of Work

The standard work week begins at 12:01 a.m. Sunday and ends at 12 midnight the following Saturday. The normal work hours are Monday through Friday, between 7:30 a.m. to 5:00 p.m., depending upon operational requirements. Normal work hours may fluctuate depending on projects and stakeholder demand. Changes in hours of work are subject to management approval. You may be required to work overtime or hours other than those normally scheduled depending on Agency and department need. It is the Agency's intent to allow you maximum flexibility in scheduling your time while still meeting the needs of the Agency.

For all employees the minimum increment of leave is 15 minutes. On select occasions scheduled paid time off will be allowed to be made up (if less than one day) by working additional hours only during the workweek the time was taken, if deemed necessary due to work necessities, with the prior approval of your manager.

Non-exempt employees must record all time worked on your bi-weekly time sheet, including time worked over your normal schedule. Non-exempt employees cannot work any non-paid hours; meaning all hours must be reported to their timesheets even if the employee considers them voluntary. Off-the-clock work is not allowed; Non-exempt employees must accurately record all of the time that they work.

9/80 Alternative Work Schedule

For employees who are eligible for a 9/80 alternate work schedule, the 9/80 work schedule for full time (40 hours a week) employees consists of eight 9-hour days and one 8-hour day, with one day off every other week. A 9/80 alternate work schedule has a 30-minute or one-hour meal period. For all employees working a 9/80 schedule their workweek shall begin at 12:01 PM noon on the day of the week that constitutes their alternative regular day off (RDO).

A 9/80 work schedule is available to eligible full time employees that work 40 hours a week as long as the requested schedule supports the needs of the Agency, provides a high level of accessibility and service to the public, supports efficient and effective department operations, does not increase overtime or Agency costs, ensures adequate employee coverage, does not negatively impact services or reduce service to the public and creates a desirable work environment for employees.

The Regular Day Off (RDO) for a 9/80 work schedule shall be an 8-hour day and can be scheduled to occur on either Monday or Friday. The RDO must be the same day of the week as the employee's 8-hour work day that occurs in the preceding and subsequent work weeks (e.g. if the employee's RDO is each alternate Friday, then the employee shall be scheduled to work eight (8) hours the preceding and subsequent Friday).

An employee may request either a Monday or Friday as their RDO. Management will make the final decision on a RDO based on business necessity.

For more information, please see the Agency Workweek Schedule Policy and Procedure document. Prior Agency approval must be obtained, and a written Alternate Work Week Agreement must be signed by the employee and the General Manager before any employee starts working a 9/80 alternate work schedule.

Remote Work (Telecommuting)

The Agency does not require any employees to work remotely but recognizes certain employees may sometimes wish to do so. The Agency considers working from home to be a viable alternative work arrangement in cases where the individual, job, and manager characteristics are best suited to such an arrangement. Working remotely is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not an agency-wide benefit, and it in no way changes the terms and conditions of employment with the Agency. The success of the program will be evaluated based on productivity, seamlessness, and no negative impact on our collaborative culture.

For more information, please see the Agency's Telecommuting Policy.

Overtime

Non-exempt employees working beyond forty hours per work week shall be paid one and one-half times the regular hourly rate of pay for the overtime worked.

If the employee chooses, compensatory time-off may be given to non-exempt employees at a rate of one-and-one half (1 1/2) hours for each hour of comp time in lieu of payment. By law, you must request in writing your desire for compensatory time off in lieu of overtime monies. If you wish to take compensatory time, a written request for the time off must be submitted and approved by your manager in advance of the time requested. Compensatory time for non-exempt employees must be taken within ninety (90 days) following the date on which the overtime was worked. If the compensatory time is not taken within ninety days, overtime payment will be processed on the first available check. No compensation time will be carried between fiscal year; all time will be paid out as overtime before June 30th of each fiscal year.

Overtime must be approved in advance by a management employee. Non-approved overtime will be paid, but may subject the employee to disciplinary procedures.

You must record all time worked on your bi-weekly time sheet, including time worked over your normal schedule and any unapproved time.

Holidays Worked: Non-exempt employees who work on an Agency-recognized holiday shall be paid their straight-time rate of pay for hours worked on the holiday, unless otherwise required by law. Holidays should be used within the pay period that they occur. Any unused holiday time will be paid out or can be carried at straight time and should be used within 30 days.

Compensation

All permanent Agency employees, except the General Manager, are in job classifications with five step compensation increments. The steps are in increments of five percent. Written performance evaluations are done annually in February. Based on the results of the performance evaluation, employees are eligible for a discretionary pay adjustment. Adjustments are made in whole steps. Once an employee reaches the top step of a classification, the employee is not eligible for pay increases, but annual performance evaluations are still given and discretionary merit bonuses can be granted by the General Manager.

Pay increases for the Streamkeeper are decided by the Lower Putah Creek Coordinating Committee in conjunction with the General Manager. Pay increases for the General Manager are determined by the Board of Directors in conformance with the General Manager's employment contract.

At the discretion of the Board of Directors, the Board can grant cost of living adjustments to Agency employees. Cost of living adjustments are usually effective in July but are not guaranteed at any time.

For new hires, factors considered in establishing their pay are education, previous work experience, position, grade level and other relevant factors.

For existing employees, adjustments to your base rate of pay generally occur as a result of a performance appraisal, a promotion, or a significant increase or decrease in job responsibilities as well as the Agency's financial circumstances and other relevant factors (see Performance Review section).

Promotional Increase/Demotion:

A promotion occurs when you accept a position that is in a higher-level grade. A pay increase is generally given to recognize increased job responsibilities.

A demotion occurs when you accept a job at a lower level.

Pay Incentives:

- The Water Resources Technician classification salary range can be altered by 5% based on the following two incentives:
 1. Proof of Class A California Drivers Licenses. Class A drivers are regularly randomly drug tested. Additionally, newly hired Class A employees will be queried on the US Drug and Alcohol Clearinghouse website. After initial hire and/or Class A certification a query is conducted yearly. The Clearinghouse is a secure online database that gives employers, the FMCSA, State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations.

2. Proof of Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) with Right-of -way, Aquatic Weeds, or Landscape Maintenance from the California Department of Pesticide Regulation.

- Longevity: Effective January 22, 2023, full-time employees are eligible to receive an additional 2.5% in longevity pay, per level, after the completion of continuous service at 10, 15, 20, 25, 30 and 35 years. Years of service start to be counted once the employee is hired into a permanent position with the Agency. Upon becoming eligible for a longevity increase, any further discretionary pay increase shall be in the addition thereto, and not restricted or reduced by reason of the longevity increase. All permanent part-time positions would be entitled to longevity compensation in the same ratios as above applied to their regular salary or hourly wage after completing the hourly equivalent in years to full-time hours. Future longevity compensation will be applied to employees' pay starting the first full pay period after their anniversary date with the Agency. The employee is encouraged to remind payroll of the anniversary date at 10, 15, 20, 25 and 35 years. Eligibility for longevity pay does not alter the at-will status of employment.
- Temporary Lead Worker/Supervisor Premium: A temporary 5% pay increase can be granted by the General Manager to employees working temporarily to cover the duties of a vacant lead employee, supervisor, or manager position. Ideally this incentive should be limited to 6 months in duration.

Attendance

The Agency relies on you to routinely interact with other staff, agency affiliates, vendors, and the general public to effectively meet Agency objectives. Good attendance is essential to providing these objectives and is an indicator of effective employee performance. Employees are expected to timely arrive and work the entirety of their scheduled shifts, unless they have an excused absence consistent with the leave policies in this handbook and applicable law.

It is recognized that you will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow, and service and directly impacts the Agency's ability to meet its challenging goals.

The professionalism that you bring to your position and the Agency is valued and it is anticipated that you will manage your own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and managers.

The guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. Your manager will consider State and Federal laws, family and medical leave issues, the demands of different work units, the Agency's policy, your performance, your attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

The Agency intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with your

manager who can discuss the impact of your attendance on the Agency's goals and your individual performance.

If you fail to report to work for three consecutive workdays without notice or approval by your manager, the Agency may consider that you have abandoned your job and your employment may be terminated.

Job Abandonment

A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The Agency may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, two (2) phone calls in an attempt to speak with the employee will occur. A voice message may be left for the employee.

After being absent for three consecutive working days, a written notice will be sent via U.S.P.S. Priority Mail to the employee. If known, a notice may also be sent to the employee's personal e-mail address. The employee will be given written notice, at the employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee's unauthorized absence. The employee will be provided five (5) calendar days to respond, in writing, why employee's employment with the Agency should not be terminated due to job abandonment or can arrange for an appointment with the General Manager or designee before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final. These notice provisions do not in any way alter the at-will employment relationship between all employees and the Agency.

Rest and Break Time

Employees are encouraged to take a paid 15-minute break rest period for every four hours you work in order to "break" up the day. You are not required to stay at the worksite during your rest breaks.

Non-exempt employees working five (5) hours, or more are required to take an uncompensated meal period of not less than thirty (30) minutes, nor more than one (1) hour. An exception can be made if you are working less than six (6) hours in a day.

If you work over ten (10) hours in a day, you are entitled to a second meal period of at least 30 minutes that must start before the end of the tenth hour of your shift. You can agree with your manager to waive the second meal break if you do not work more than 12 hours, and you did not waive your first meal period. You are not required to stay at the worksite during any of your meal breaks.

If at any point you are unable to take a timely, complete, and uninterrupted meal or rest break, you should notify your manager immediately.

Performance Evaluations

The Agency maintains a policy of evaluating your job performance as a means of measuring the efficiency and effectiveness of operations and providing you with meaningful information about your work. Effective performance appraisals also aid in making personnel decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving you and your manager.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and also take into account conduct, demeanor, and record of attendance and tardiness. In addition, special written performance appraisals may be conducted by your manager at any time to advise you of the existence of performance or disciplinary problems. The use of such a system does not waive either the Agency's or your right to terminate employment at any time with or without cause.

Full-time and Part-time Regular Employees are typically evaluated annually by their manager in February. The manager's evaluations shall be in writing and be shared with the employee. Evaluations shall be kept in the employee's confidential employment file. Such evaluations shall be the basis for pay increases within the specified range for the employee's classification.

Minimum and maximum pay ranges have been established for each position. These ranges are reviewed and may be upgraded annually for inflation.

It is the Agency's objective to adjust pay so that it best represents performance level and responsibilities in accordance with the Agency's current financial circumstances. However, if the employee is already at the top step of the range, there may not be an opportunity for wages to increase any further regardless of performance review.

Note: Any employee on written warning may be ineligible for merit pay increases, discretionary incentive/bonus program, promotion, and flex time.

Temporary and Seasonal employees are evaluated by their managers at the completion of their assignments, or once a year if the temporary assignment is extended.

A performance appraisal will be used to inform you of your performance during a review period and set new goals for the coming year. It will also be used to determine the appropriateness of a pay adjustment within the established guidelines for the current pay level and job classification. The rating received, combined with current pay level, will determine a pay increase, if any.

Access to Personnel Records

Employee files are confidential and are to be treated as such. Employees may not access other employees' personnel records, except in limited circumstances. Access to employee files is limited to the following:

Persons Other Than the Employee

Other employees of the Agency may have access to personnel files only if they have a “need to know”. This means access is limited to:

- Administrative staff who require access to perform their job duties;
- Management conducting performance reviews or considering an employee for promotion or transfer; and
- Others only as specifically authorized by the General Manager.

Non-employees may not, except with specific authorization or unless required by law, have access to employee files.

The Employee

You may inspect your own personnel file in the presence of the General Manager or designee. You may designate a representative to inspect/receive a copy of your personnel file with a written and signed request form.

Post Offer Pre-Employment Medical Examinations for Field Staff

Post offer pre-employment medical examinations are job related and conducted on a position-by-position basis. Generally, pre-employment physicals will be required for all field and field-office hybrid positions. Job announcements shall state that such an examination is required for employment.

The Agency has contracted with North Bay Healthcare to perform our pre-employment medical examinations. Based on the job description and essential job functions of the position, a set of appropriate medical tests will be performed. The Agency only finds out from North Bay Healthcare whether the employee passed or failed; no additional medical information is provided to the Agency.

Employment shall be contingent upon final approval of the test results. The Agency will pay the cost of the pre-employment physical examination.

SECTION II – PAYROLL ADMINISTRATION

Payroll Records

The Agency will maintain payroll records as required by law, and by the Agency's document retention policy. Each employee is responsible for reviewing each payroll record for accuracy, and promptly notifying the Agency if they believe there are any errors.

Pay Day

You are paid every other Friday for the two weeks prior. All employees are required to receive paychecks electronically. Direct deposit funds will be available on that payday Friday. Under no circumstances may wages be paid in advance of earnings.

Timesheets

Employees are required to keep an accurate record of their time on the timesheet indicating hours worked by the project. The use of timesheets ensures proper cost accounting. You must accurately record the time you work every day and submit your time sheets on a bi-weekly basis. The timesheet must be turned in so that Managers and Supervisors can approve them by 12-noon on the Monday timesheets are due.

Vacation, sick, and holiday time must be entered on the time sheet. A running balance for leave status is calculated after payroll is processed. Balances can be reviewed by employees on the timesheet website.

Payroll Deductions

State and Federal laws require the Agency to make proper deductions on its employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed. Employees will complete tax forms upon hire and can resubmit new forms at any time.

Deductions include Federal Income Tax, FICA "Medicare Only" Contribution, State Income Tax, and CalPERS PEPPRA or Social Security along with any other deductions either required or permitted by law.

Deferred Compensation (457B)

To make changes to your deferred compensation 457B plan please make your request in writing or by email to the payroll staff.

Changing Your Employee Information

Your current address and phone number are essential for many purposes. These changes should be noted in writing or via email as soon as possible to admin staff. You are solely responsible to notify the admin staff of changes in your personal status including, but not limited to: name, address, telephone number, marital status, number of eligible family members for medical and dental (dependents under 26), tax payroll deductions, emergency contact information, and change to deferred compensation.

SECTION III – EMPLOYEE BENEFITS

Introduction

Our Agency has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the Agency. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The Agency reserves the right to modify and/or terminate its benefits at any time. Management will keep you informed of any changes.

Benefit Eligibility

The benefits listed below apply to all Full-time regular employees. Part-time regular employees may receive pro-rated amounts based on their hours worked. See the Employee Classifications section of this handbook for details. Temporary, Intern, or Seasonal employees only receive sick time benefits listed in the Paid Leave section below.

Eligible dependent is defined as the following:

- Spouse;
- Children to their 26th birthday including stepchildren and children placed in the home for adoption;
- Unmarried children who were enrolled before age 26 and are incapable of self-sustaining employment due to physical or mental condition. A physician must certify in writing within 60 days this condition and it is subject to carrier approval.
- Children eligible for coverage as a result of a valid qualified medical child support order.
- Grandchildren who meet the requirements listed on the Dependent Grandchild Affidavit. These include shared residence, parenting responsibilities, financial responsibility, and claiming the grandchild on taxes.
- Domestic partner as defined by the State of California for state registration requirements.
- Those designated according to the law.

For an eligible dependent to be eligible for coverages, a copy of a marriage certificate, State of California Declaration of Domestic Partnership form (NP/SF DP-1), birth certificate, or other identifying paperwork is required.

It is the employee's responsibility to notify the Agency in writing upon divorce, termination of domestic partnership, over-age dependent, or any event that changes the status of dependency.

Cafeteria Plan Medical Benefits

Persons Eligible: Regular full-time employees and their eligible dependents. Permanent part-time employees must work more than 1,000 hours within a fiscal year, or full-time for more than six (6) months to qualify. If an employee elects to waive medical plan coverage, the employee must submit proof of medical coverage elsewhere.

Provider: CalPERS.

Plan options: CalPERS offers several health maintenance organizations (HMOs) and Preferred Provider (PPOs) plans. Some plans may not provide service where the employee lives, making that plan unavailable to them. Employees should visit the CalPERS website to help choose the right plan.

Waiting Period: First month following hire with completed paperwork.

Open Enrollment: Employees may change their choice of health plans during the open enrollment period, typically from September to October of each year.

Employee contribution: Any amount above the employer contribution.

Employer contribution: 80% of the Kaiser family plan.

Unused medical funds: Twenty-five percent of any unused medical funds are paid out at the end of each calendar year to the employee. This payment is considered taxable income.

Enrollment details: It is the employee's responsibility to inform the Agency's human resources representative within 31 days of a qualifying event, such as marriage, birth, or adoption. Marriage and birth certificates are required to add dependents to the non-voluntary dental plan.

Retiree Medical:

The Agency offers medical insurance for retirees who have worked a minimum of 5 years at the Agency. The amount of retiree medical insurance cost the Agency covers is based upon when the employee was first hired at the Agency.

- Hired before March 1, 2023: Employees receive 80% of the Kaiser Family Plan towards retiree health into retirement.

- Hired on or after March 1, 2023: The Water Agency follows the State of California’s method in providing retiree health. There is a 20-year vesting schedule, where a minimum of 10 years CalPERS service credit (with at least 5 of those years at our agency) must be earned to receive 50% of the vesting contribution. An additional 5% is earned with each additional year of CalPERS service credit, with 20 years earning 100% of the vesting contribution. The vesting contribution for fully vested annuitants is equal to the 100/90 State Annuitant Contribution amounts. These amounts are determined yearly and can be found here: <https://www.calpers.ca.gov/page/retirees/health-and-medicare/retiree-plans-and-rates>.

For more information see that CalPERS Health Program Guide section on State Vesting Requirements.

Dental, Vision, and Employee Assistance Program

Persons Eligible: Regular full-time employees and their eligible dependents. Dental, Vision, and Employee Assistance Program (EAP) are non-voluntary; meaning new employees and their eligible dependents must be enrolled. Permanent part-time employees must work more than 1,000 hours within a fiscal year, or full-time for more than six (6) months to qualify.

Waiting period: First month following 60 days from hire.

Provider: Contract with Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) for:

- Delta Dental benefits: <https://www.deltadental.com/>
- VSP Vision: <https://www.vsp.com/>
- Anthem Employee Assistance Program (EAP): <https://www.anthemep.com>
(company name ACWA JPIA)

Employee Contribution: None.

Employer Contribution: Total cost for employee and eligible family members.

Enrollment details: It is the employee’s responsibility to inform the Agency’s human resources representative within 31 days of a qualifying event, such as marriage, birth, or adoption. Marriage and birth certificates are required to add dependents to the non-voluntary dental plan.

Benefits Provided:

- The dental program provides up to \$2,000 per year per eligible family member. See dental flyer for coverage details.

- VSP provides access to care from qualified eye doctors, offers quality eyewear, and affordability, usually at the lowest out-of-pocket costs to the employee. See the VSP Benefits Summary sheet for details.
- The Employee Assistance Program (EAP) provides confidential, professional assistance when personal problems affect an employee's life and work. The program provides information, consultation and counseling for employees and their family members, as well as offering training and consultation to management. The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety, and depression. The EAP also services more serious concerns such as alcohol, marijuana and drug problems, family violence, and threats of suicide. Numerous additional resources are available.

Retirement: Dental, vision, and EAP Insurance is NOT covered into retirement. However, COBRA continuation is available for retirees. See the section titled COBRA.

Short and Long-Term Disability Insurance

Persons Eligible: Regular full-time employees and their eligible dependents. Dental is non-voluntary benefit; meaning new employees and their eligible dependents must be enrolled. Permanent part-time employees must work more than 1,000 hours within a fiscal year, or full-time for more than six (6) months to qualify.

Waiting period: First day of the month following one month of continuous employment.

Employee contribution: None.

Employer contribution: Total cost for employee.

Provider: ACWA JPIA

Benefits Provided:

- Short term disability insurance provides employees with income protection if you become temporarily disabled from a covered sickness, accident, or pregnancy. The waiting period is a 14-days from disability (accumulated sick time may be used during this time). The maximum benefit period is 11 weeks. Check policy for detailed information. Note these benefits are taxable. Any overpayment of benefits will require reimbursement.
- Long term disability insurance provides employees with income protection after the short-term disability insurance ends and could continue beyond age 65 subject to an age reduction schedule. Check policy for detailed information. Note these benefits are taxable. Any overpayment of benefits will require reimbursement. Long term disability income is restricted to income from other sources.

Please refer to the Standard Insurance Company Group Short and Long-Term Disability Insurance Certificate for a detailed explanation of exclusions and limitations.

Note the Agency does not pay into State Disability Insurance (SDI).

Long-Term Care Insurance or Life Insurance

Person Eligible: Regular full-time employees and their eligible dependents. Dental is non-voluntary benefit; meaning new employees and their eligible dependents must be enrolled. Permanent part-time employees must work more than 1,000 hours within a fiscal year, or full-time for more than six (6) months to qualify.

Waiting period: First day of the month following probationary period.

Employee: Anything above the employer contribution.

Employer Contribution: \$800 per year per employee.

Provider: CalPERS.

Benefits Provided: Long-term care is different from the rest of your health care, and it is not covered under health care policies or Medicare. Traditional health insurance typically covers doctors' fees and services aimed at curing illness or improving health and include only very limited skilled nursing and home care. Long-term care coverage is designed to pay for non-medical services like home care or nursing home care, which promote wellbeing and one's ability to care for oneself.

*Note: as of November 2020, the CalPERS Long-term care Program is not taking new beneficiaries.

Due to the unavailability of CalPERS Long-term care insurance, the Agency will reimburse eligible employees up to \$800 per year for either life insurance or long-term care insurance that they acquire privately. Employees must provide proof of their policy and receipt to receive reimbursement. The Agency will not pay the insurance carrier directly. Reimbursement for life and long-term care insurance on dependents or spouses is not eligible; the policy must be in the employee's legal name and current address. If employment ends or is about to end the employee is solely responsible for the cost of any insurance in place.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify the Agency of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

Qualifications

Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.

Qualifying Event

Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee; employee's Medicare entitlement; divorce or legal separation; child ceasing to be eligible; bankruptcy of employer; and expiration of leave criteria. It is the employee's or eligible family member's responsibility to inform the HR representative within 60 days when a qualifying event takes place or your eligibility for COBRA may be jeopardized.

Cost

The employee/eligible family member must pay a full monthly premium for each coverage selected plus a 2% administrative charge.

Coverage Available

At the time of the qualifying event, whichever health, dental, vision, EAP insurance the employee/dependent is enrolled in will be considered the coverage available.

Open Enrollment

COBRA continuees have the same rights under the plan as active employees. This includes rights during open enrollment periods. When an open enrollment period occurs, COBRA continuees must be informed of their rights. It defines COBRA continuees as possible electees, electees and continuees. Possible electees are individuals in their 60-day election period; electees are individuals who have elected but have not yet paid; continuees are individuals who have elected and paid.

Special Note

There can be no interruption of coverage under COBRA.

Cal-COBRA

If the employee has exhausted their COBRA coverage and was entitled to less than 36 months of coverage, then the employee may choose additional continuation coverage under Cal-COBRA up to 18 months. The Agency will send notification to the COBRA enrollee upon COBRA expiration.

Workers Compensation

The Agency provides workers' compensation coverage to all its paid employees. This coverage protects you if you are injured or disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of your hospitalization or after the third day following the injury if you are not hospitalized.

The cost of this coverage is completely paid for by the Agency. Accumulated sick leave may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay, at the discretion of the General Manager.

If you are injured while working, you must immediately report such injuries to your manager, or another manager, regardless of how minor the injury might be. If you have any questions regarding this workers' compensation coverage, you should contact the Agency's HR representative. Workers' Compensation leave will run concurrently with other appropriate leaves such as the California Family Rights Act.

Recreational Activities and Programs

The Agency or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

California Public Employees Retirement System (CalPERS)

Rather than Social Security, the Agency offers a retirement plan under CalPERS. The Agency is a member of the California Public Employees' Retirement System (CalPERS). Rather than Social Security, the Agency offers to its eligible full-time employees a retirement plan under CalPERS. Due to changes in the law, effective January 1, 2013, (PEPRA), the Agency will have two tiers of employees: 1) Classic Member - those employed/hired before January 1, 2013 and 2) New Member - those employed/hired on January 1, 2013, and after.

Persons Eligible: Regular full-time employees, part-time employees reaching minimum hour requirement (20+ hours per week for more than 6 months), and employees that are already CalPERS member.

Waiting Period: Eligible from the first day of employment.

Employee Contribution:

Classic Members: The Agency pays the employee portion of pension.

New Members: The employee pays 50% of normal cost portion of pension as determined yearly by CalPERS.

Employer Contribution:

Classic Members: The Agency pays the employer a portion of pension.

New Members: The Agency pays the designated employer portion of pension as determined yearly by CalPERS.

Vesting Provisions: You become vested after completion of five (5) years of public service, be it with the Agency or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should you leave the Agency and wish to withdraw your employee contributions, you may request a refund from CalPERS.

Benefits Provided: The classic member retirement formula is 2% at age 55 using the final average monthly pay rate for the highest 12 consecutive months of work. The new member retirement formula is 2% at age 62 using the final average monthly pay rate for the highest 36 consecutive months.

There is no mandatory retirement age. Once eligible for retirement, your retirement date can be any date you choose; however, the amount of the monthly allowance can be affected. Your age determines your benefit factor used in the retirement formula. So, you may decide to retire on your birthday or at a completed quarter year of age to increase the benefit factor. CalPERS will calculate the retirement benefits based on three factors: (1) years of service, (2) a percentage factor determined by your age at retirement, and (3) the retirement formula average monthly pay rate factor.

Third Level of 1959 Survivor Benefits: This benefit provides a monthly allowance to survivors of a member who die prior to retirement. The benefit is paid in addition to the Basic Death Benefit but would be reduced by the amount of the Industrial Death Benefit, if payable.

Credit for Unused Sick leave

To the extent as allowed by CalPERS, any unused leave accumulated at the time of retirement will be converted to credited services. Eight hours of sick leave equals one day; it takes 250 sick days (2000 hours) to receive one year of service credit.

Planning: Employees nearing retirement are urged to avail themselves of the retirement pre-counseling, planning, and classes available to them by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement (as does Social Security for any previous services). However, the Agency strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

Salary Cap: CalPERS does have a salary cap on retiree benefits. You can find the current salary caps on the CalPERS website.

Please note that employees may be subject to the "Windfall Elimination" due to exemption from Social Security. Information on this can be found online.

Tax Deferred Compensation Program

The Agency provides the opportunity for all employees to enroll in a payroll tax deferral plan called, "Deferred Compensation 457". All contributions to this plan are made by the employee on a voluntary basis. The Agency does not have a matching contribution. Contributions are made by payroll deduction.

Regular 457B Option

Compensation deferred under the plan, together with all earnings (interest) on such contributions, are subject to Federal and State income taxes only in the year in which such amounts are paid or made available to you or your beneficiary.

Roth 457B Option

You can choose to contribute money from the after-tax portion of your salary. This helps you build a nest egg of tax-free income in retirement. Your qualified withdrawals of Roth contributions and any earnings come out tax-free, which means you could potentially end up with more in net distributions in retirement.

The Roth option doesn't change the total of what you can contribute to the CalPERS 457 Plan, but it does give you more control over when your contributions – and retirement income – will be subject to federal income tax.

Contribution Limits

You may contribute into the plan the maximum allowed by law. These amounts may be lower if you participate in more than one deferred compensation program (employees who do should consult their tax advisor). There is an "Age 50 Catch-up" contribution that allows participants who are age 50 or older at the end of the current tax year to contribute more. Additionally, during the last three years before you reach normal retirement age under the plan, you may be eligible to contribute more. If you think you may be eligible for this catch-up contribution provision, you should contact payroll.

Withdrawals

You may withdraw all or part of your contributions, together with the interest earned thereupon, subject to appropriate tax withholdings, upon the occurrence of one of the following: termination of employment on account of death, retirement or other cause; permanent disability; the attainment of age seventy and one-half; or the facing of an unforeseeable emergency. An unforeseeable emergency includes any severe financial hardship to the participant caused by sudden or unexpected illness or accident of the participant or his or her dependent, a casualty loss, or some other similar extraordinary circumstance caused by events beyond the participant's control. Home purchases and payments of college tuition do not qualify as unforeseeable emergencies under this definition. Eligible employees may withdraw all or part of their contributions plus earnings. Several withdrawal options are available.

Investment Options

You can choose from several different investment options, including high interest, money market, stock, bond, balanced, or a combination of these.

Note of Caution: The Agency is the administrator of this plan on behalf of the employee participants. No investment advice should be given to you by your manager or any other employee. Employees seeking investment or tax advice should consult with their independent investment and/or tax advisor.

Social Security

Part-time Temporary and Seasonal employees contributed to Social Security. Agency employees enrolled in CalPERS pension are not enrolled in Social Security. Social Security is designed to pay retired workers age 65 or older a continuing income after retirement. The Agency pays for the employers and employees share of the Medicare portion of Social Security.

Education, Training, and Conferences

Professional Courses and Specific Job-Related Courses

Professional and job-related course tuition, required text, and exam fee expenses will be pre-paid upon approval by the employee's supervisor and the General Manager.

- Employees are limited to one general training course per topic per year unless fulfilling a certification, licensing, or safety training requirement. Examples of topics include Management training, Business Writing, Emotional Intelligence, etc.
- Tuition reimbursement is designed to encourage employees to continue their self-development by enrolling in classroom courses, which will prepare them in new concepts and methods in their occupational fields and prepare them to meet the changing demands of the Agency. Pre-approved job related tuition reimbursement is limited to a maximum of \$3,000 per fiscal year per employee. To qualify for reimbursement the institution needs to be accredited. Training and education that is required or recommended by the Agency (for example, Watercraft Trainer Training for the Lake Berryessa Mussel Education and Prevention program) would be excluded from this limit. Professional staff needing to take courses to keep or obtain their licenses current would also be exempt from this limit. The Agency reimburses all employees for the reasonable expenditure necessary to perform their job duties. Employees must complete an education and training request form and purchase order prior to enrolling in the course.

Professional Seminars/Conferences Attended During Agency Time

Professional job-related seminar/conference fees, text, transportation, lodging and meals will be pre-paid by the Agency upon approval by the employees' manager. Employees must complete

an education and training request form, and/or purchase order, prior to registering for professional seminars or conferences.

Professional Memberships

Professional job-related memberships will be paid upon approval by the General Manager. A maximum of three professional memberships per employee per year unless memberships are a part of a certificate or licensing requirement to perform work for the Agency.

Paid Leave

Vacation

Eligibility: Full-time and permanent part-time employees earn vacation. Employees hired to work 1,000 hours or less per year do not earn vacation time. Regular full-time and part-time employees working less than 30 hours per week are pro-rated according to scheduled hours.

Accrual: Regular full-time employees working at least 30 hours per week shall receive fifteen (15) working days or 120 hours of vacation leave annually with full pay for the first three years of service, twenty (20) working days or 160 hours of vacation leave annually with full pay between years 3 and 10 years of service, and twenty-five (25) working days or 200 hours of vacation leave annually with full pay after 10 years of service. Vacation leave shall be accrued biweekly. Unused vacation may not be accrued in excess of forty (40) days or 320 hours. Any accrued vacation leave not used will be paid if employment is terminated. Use of vacation leave is subject to approval of the General Manager. If an employee works less than full time (less than 30 hours per week), accrual of vacation is reduced proportionately.

Vacation Leave Payout: Employees have the option once per fiscal year (July through June) to cash out up to 80 hours of vacation leave if their vacation accrual balance will not fall below 200 hours. The 80 hours can be cashed out or contributed to the employees deferred compensation account if the employee's yearly contribution does not go over the yearly IRS contribution limit.

If you have exhausted all paid time off credits and cannot report to work, you may be terminated at the discretion of the Agency and as otherwise permitted by law.

Administrative Leave

On January 1 exempt employees will receive six (6) days or 48 hours of paid administrative leave. Administrative leave must be taken in the calendar year in which it is accrued, or it is lost. Any unused administrative leave will be paid if employment is terminated. Administrative leave shall be pro-rated if an employee starts work on a date other than January 1 for the first year of employment. If an employee works less than full time (less than 30 hours per week), accrual of management leave is reduced proportionately.

Holidays

Employees shall have the following paid holidays at 8 hours per day:

- ✓ January 1st - New Year's Day
- ✓ 3rd Monday in January - Martin Luther King's Birthday
- ✓ February 12th - Lincoln's Birthday
- ✓ 3rd Monday in February - Washington's Birthday
- ✓ Last Monday in May - Memorial Day*
- ✓ June 19 – Juneteenth*
- ✓ July 4th - Independence Day
- ✓ First Monday in September - Labor Day*
- ✓ Second Monday in October - Columbus Day/Indigenous Peoples Day*
- ✓ November 11th - Veteran's Day*
- ✓ Thanksgiving Day and the Friday after Thanksgiving
- ✓ December 25th - Christmas Day
- ✓ Last working day before Christmas Day or the last working day before New Years Day
- ✓ All Federal Holidays created or appointed by the President and granted to federal employees.
- ✓ All special or limited Holidays created or appointed by the Governor.

*These holidays can be floated within the pay period they land.

For non-floating holiday days, when the paid holiday falls on a Saturday, the proceeding Friday is a paid holiday. When a paid holiday falls on a Sunday, the Monday following is a paid holiday. If your regular day off lands on the non-floating holiday day, the holiday hours can be moved within the pay period.

When computing overtime pay, you do not receive credit for hours worked on holidays that are not actually worked.

Employees on unpaid leave of absence for any reason at the time of the holiday observation will be ineligible for holiday pay, unless otherwise required by law.

For an Alternate Workweek 9/80 schedule, the 9th hour of the Holiday must be worked or listed as vacation time.

Paid Sick Leave

Paid sick leave is a form of leave that employees accrue in order to minimize the economic hardships that may result from out of the ordinary, unexpected, or emergency need to take time off, such as illness or injury to employees or their immediate family members. Sick leave is not intended to be used in lieu of vacation.

The Agency provides paid sick leave to regular full-time or regular part-time employees at the rate of one (1) day or 8 hours per calendar month, accrued biweekly. This time off accrual can be carried over indefinitely; however, only a maximum of 500 hours can be paid out upon retirement or death.

Sick Leave Payout: Accrued sick leave is not paid out at termination, provided, however, that upon retirement or death while employed, the employee or the employee's designated

beneficiary have the option to be paid up to one half (1/2) accrued sick leave, up to a maximum of 500 hours. Any sick leave not cashed out will be reported to CalPERS at the time of retirement and converted to additional service credit; this can be as little as 50% of the employees remaining leave if the cash out option is taken, and as high as 100% if no cash out option is taken. Eight hours of sick leave equals one day; it takes 250 sick days (2000 hours) to receive one year of service credit. Unused sick leave will not be paid if an employee is terminated or voluntarily resigns prior to retirement from the Agency. To have sick leave converted you must retire with CalPERS within 120 days of separation from the Agency. Active regular full-time or regular part-time employees have the option once per fiscal year (July - June) to cash out up to 80 hours of sick leave if their accrual balance will not fall below 200 hours. The 80 hours can be cashed out or contributed to the employees deferred compensation account if the employee's yearly contribution does not go over the yearly IRS contribution limits. No cash out option is offered at termination or separation, other than retirement or death.

Part-Time Temporary Employees, Seasonal Employees, and paid Interns will accrue sick leave at 1 hour for every 30 hours worked per California State law. These employees accrue a maximum of 40 hours or 5 days of paid sick leave per year. Employees who work longer than 1 year can continue to accrue time above 40 hours, but can only use 40 hours within any particular calendar year. Upon hire, there is a 90-day waiting period to use accrued sick leave. If employment changes to full-time status the employee may bring over any unused sick leave into their new accrual explained in the paragraph above. Accrued sick leave is not paid out at separation.

Guidelines for use:

- Sick leave shall be allowed and used solely for cases of actual person sickness or disability, medical or dental treatment, or as authorized for other necessary health reasons and may be used by the employee for attendance upon a member of his/her immediate family or household who is seriously ill and requires care and attention by the employee, or for medical/dental appointments.
- For purposes of this section immediate family is defined as mother, father, stepmother, stepfather, mother-in-law, father-in-law, spouse, domestic partner, significant other, son, daughter, brother, sister, foster parent, foster child, stepchild and child for whom the employee is the legal guardian, grandchild, grandparent, or grandparent-in-law, or any other person covered under California Paid Sick Leave Law.
- For all staff, it is expected that if the need for paid sick leave is foreseeable, an employee must provide reasonable advance notice of the leave. If not, the employee must provide notice as soon as practicable.
- If you are unable to report to work due to unscheduled paid time off, you must contact your supervisor as soon as possible but no later than two hours after your normal starting time. A phone call or email is acceptable providing you receive a response back from your manager acknowledging your absence. If you become sick during the day, you must notify your manager. If your manager is unavailable by phone, notify the coworkers you have plans with that day advising them you will not be available and email your manager.

- If the employee is rehired within one (1) year of separation, the sick leave accrued at time of separation will be reinstated.
- Paid sick leave counts against the 1,000 hours count.

If you have exhausted all paid time off credits and cannot report to work, you may be terminated at the discretion of the Agency and as otherwise permitted by law.

Bereavement Leave

Regular full-time Employees shall be entitled to 40 hours of bereavement leave with pay upon the death of a member of the employee's family.

Separate and apart from this entitlement, all employees may take up to five days of unpaid bereavement leave upon the death of a family member. For purposes of bereavement leave, a family member is defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent/grandparent-in-law. The days of bereavement leave need not be taken consecutively, but the leave must be completed within three months of the date of death of the family member. Additional unpaid time off in the form of a personal leave of absence may be granted for special circumstances with the General Manager's approval. Bereavement leave counts against the 1,000 hours count.

Jury and Witness Duty

Eligibility: Full-time or part-time permanent staff. Employees limited to 1,000 or less hours are not eligible for Jury and Witness Duty paid leave but are entitled to unpaid leave as required by law.

When called for jury duty, full-time or part time permanent employees will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. If the employee elects to be paid for time spent on jury duty, the employee shall waive any payment by the Court for serving as a juror except for any reimbursement for actual expenses such as mileage. At the beginning of your jury duty service you will be instructed to fill out a Government Waiver Form that will stop the jury payment. Once this form is filled out, you will return one slip to the jury staff and keep the pink carbon copy to turn into the Agency. If your service lasts more than two days a one-time Juror History Report must be provided to the Agency at the end of your service. The time spent on jury duty is not hours worked for purposes of calculating overtime compensation. Employees that serve on a jury during a scheduled day off shall not receive salary reimbursement. Employees working less than full-time will be paid only for their normal scheduled hours.

If required by law to appear in court as a witness, you may be given paid time off up to a maximum of three (3) days per year for such purpose, provided that you provide the Agency with reasonable advance notice and proof of such court order. Otherwise, unpaid leave to serve as a witness will be provided as required by law.

Make arrangements with your manager as soon as you receive your summons and put it on the Agency Outlook calendar.

Military Leave (Statutory)

A military leave, in accordance with Federal law, will be granted to those employees of a reserve component of the Armed Forces of the United States or National Guard.

If regular, full-time employees are called to active military duty training as members of the Armed Forces, Reserves, or National Guard, they will be assured full pay for military leaves for up to ten (10) working days per calendar year provided that they are regular, full-time employees; ordered for purposes of military training, encampment, naval cruises, special exercises or like activity; they shall be entitled to receive the difference between their regular rate of pay and the military rate of pay for the first 30 calendar days of any such absence.

If regular, full-time employees are called to active duty during national or state emergencies, as members of the Armed Forces, Reserves, or National Guards, they shall be entitled to receive the difference between their regular rate of pay and their military rate of pay for the duration of their active duty call.

Military orders should be presented to the General Manager and arrangements for leave made as early as possible before departure.

Should you either voluntarily or involuntarily leave your employment to serve in the Armed Forces, you shall be entitled to reinstatement according to State and Federal law in effect at the time of your release from active service. No one in this category should be denied re-employment without the Agency first consulting legal counsel.

Time Off To Vote (Statutory)

In accordance with state law, employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs.

Subject to the conditions above, an employee may take up to two (2) hours off of work to vote in a statewide election, without any loss of pay, if the employee is scheduled to work during voting hours (typically 7 am to 8 pm). In general, a "statewide election" is defined as one in which all voters in the state have an opportunity to vote on at least one common race or issue. An employee is entitled to take as much time as actually needed to vote, but only up to two (2) hours of that time will be paid.

Time off for voting may be taken only at the beginning or end of the employee's regular work shift, unless other arrangements are approved in advance by the General Manager. If the employee needs time off to vote, the employee must notify his/her Department Manager at least two working days prior to the election. The employee must note on the employee's time card the time approved for voting purposes.

Organ or Bone Marrow Leave (Statutory)

Employees may take up to 60 days (workdays) of leave in any one-year period for the purpose of donating an organ to another person. The Agency provides eligible full-time employees up to 30 days in a 12-month period of paid leave to donate an organ to another person, and up to five days in a 12-month period of paid leave to donate bone marrow to another person. An additional unpaid leave of up to 30 business days in a 12-month period may be granted to an employee donating an organ. The Agency will continue to provide and pay its portion for current group health plan benefits during this time. Employees will be expected to pay their normal healthcare premiums above the employer portion.

Employees are required to provide written official verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation.

Emergency Responder Leave (Statutory)

The Agency will provide up to fourteen (14) days of paid leave per calendar year to regular full-time employees who are volunteer firefighters, reserve peace officers or emergency rescue personnel so that such employees may respond to a call to emergency duty. If the employee is compensated as a volunteer they shall be entitled by the Agency to receive the difference between their regular rate of pay and their volunteer wages.

In order to qualify for paid leave under this policy, an employee volunteer member must be employed by the Agency for at least 90 days immediately preceding the commencement of leave. Employees should notify the Agency of their status as a volunteer firefighter, reserve peace officer or emergency rescue personnel. Additionally, employees should provide as much advanced notice as practicable of the need for leave under this policy when they are called to emergency service.

When returning from leave under this policy, the employee should provide his or her manager with appropriate written documentation confirming that during the leave the employee was actively engaged in responding to an emergency.

Parental Leave

Full-time regular employees shall be entitled to 80 hours of leave with pay upon the birth of the employee's child. Part-time regular employees will receive a prorated amount based off last quarter worked. This leave must be used within the child's first year of life. This paid leave runs concurrently with FMLA and CFRA.

Sick leave or other accrued leave, if any, may be used as extended parental leave.

The Agency provides certain employees with up to 12 weeks of unpaid, job-protected leave per year (See FMLA and CFRA under unpaid leave).

Employees limited to 1,000 or less hours are not eligible for Agency paid Parental Leave. See Pregnancy Disability Leave section under unpaid leave.

Unpaid Time Off

Time off without pay shall be granted subject to approval of the General Manager.

Several types of unpaid leaves of absence are available to eligible employees under the Agency's policies. The types of leaves that are available include family (includes medical), and military.

Summary of Rules

A summary of the rules and restrictions applicable to leaves of absence is provided below:

- a. Unpaid status: Unless otherwise specified, all leaves of absence are provided on an unpaid basis.
- b. Returning from Leave of Absence: When you are placed on medical, disability, family or military leaves of absence, the Agency guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless reinstatement would impose an undue hardship on the Agency, which depending on the circumstances, may include the position has been laid off, eliminated from the Agency's classification system, or it would substantially undermine the Agency's authority to operate the business safely and efficiently.
- c. When you are placed on a personal leave of absence, an effort will be made to hold your position open for the period of the approved leave. However, the Agency will not guarantee reinstatement after a personal leave of absence.
- d. The Agency will act in good faith in an effort to reasonably accommodate employees who are released for partial or modified duty by their treating physician and will engage in an interactive process with the employee to determine any reasonable accommodations that would not impose an undue hardship on the Agency.
- e. Vacation and Sick Leave Benefits: Vacation and Sick Leave do not accrue when on unpaid leave unless otherwise required by law.
- f. Holiday Benefits: If a paid holiday falls during the period you are on unpaid leave of absence, you will not be eligible for the holiday pay, unless otherwise required by law.
- g. Health Insurance: Your health insurance shall be maintained in accordance with all applicable laws during any leave of absence and in accordance with the Agency's benefit plans.
- h. Misrepresentations: Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination. Notwithstanding the foregoing, the Agency will not retaliate in any way against any employee who seeks information regarding any potential eligibility for a

leave of absence. The Agency complies with all applicable leave laws. If you have any questions regarding any type of leave of absence, contact the General Manager.

Federal Family Medical Leave Act (FMLA)

At this time the Agency will provide all its employees benefits under the federal Family Medical Leave Act (FMLA), even when the Agency has fewer than 50 employees, as long as the employee is otherwise eligible and qualified to receive leave under the FMLA.

California Family Rights Act (CFRA) (Statutory)

The Agency will grant employees, with at least one year of continuous service or a minimum of 1250 continuous hours, up to 12 weeks/60 days/480 hours of unpaid leave in a 12-month period for family care responsibilities and for the employee's own serious medical condition. The purpose of the CFRA is to provide you with the right to take time off from work to bond with a child, to care for a family member or to recover from a serious illness without jeopardizing your job.

Requested leaves must be submitted before the leave begins if feasible. See the Human Resources representative for appropriate forms and specific information. When leaves are foreseeable, the employee should provide at least 30 days advance notice. If the leave is not foreseeable; the employee must provide notice as soon as practicable. The employee should consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operation of the Agency if feasible. Any such scheduling is subject to the approval of the health care provider.

Leave may be taken for any reason provided by the CFRA, including but not limited to one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, child (no age limit), parent, grandparent, grandchild, sibling, parent-in-law, domestic partner, or designated person (defined as any individual related by blood or who's association is equivalent of a family relationship, limited to one per 12-month period) who has a serious health condition.
- For a serious health condition that makes the employee unable to perform his or her job, except for leave taken on account of pregnancy, childbirth, or related medical condition.
- For any "qualifying exigency" (defined by Section 3302.2 of the Unemployment Insurance Code) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces of the United States.

- An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member.

CFRA Leave for Employee's Own Health Condition

If the leave is based on the planned medical treatment for a serious health condition, reasons for leave may involve the following:

- "Inpatient care" of at least one day
- Period of incapacity of more than three days, followed by treatment by a healthcare provider
- Treatment of chronic condition
- Treatment for substance abuse

If the CFRA request is made because of the employee's own serious health condition, the Agency may require, at its expense, a second opinion from a health care provider that the Agency chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Agency.

If the second opinion differs from the first opinion, the Agency may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Agency and the employee.

The Agency requires the employee to provide certification within 15 days of any request for CFRA leave, unless it is not practicable to do so. The Agency may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of CFRA, but following the two weeks needs intermittent leave, a new medical certification may be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for CFRA leave, the Agency may delay designation of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If an employee cites his/her own serious health condition as a reason for leave, the employee must submit a certification from the health care provider stating:

- Date of commencement of the serious health condition.
- Probable duration of the condition.
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The Agency will require an additional certification by the employee's health care provider that the employee is fit to return to his or her job. The physician must stipulate whether employee can perform essential functions with or without accommodation.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

CFRA Leave to Care for a Family Member or Designated Person

If the leave is needed to care for an eligible family member or designated person (defined as any individual related by blood or whose association is equivalent of a family relationship, limited to one per 12-month period), the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care; and
- Confirmation that the serious health condition warrants the participation of the employee.

CFRA Leave for Birth, Adoption, or Foster Care

A leave taken due to the birth of the employee's child, or placement of a child with the employee for adoption or foster care, may need to be supported by a certification, such as a birth certificate or adoption and foster care paperwork.

A female employee's request for leave for the birth of her child will begin once her pregnancy disability leave has ended.

CFRA Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service may need to be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's healthcare provider.

Reinstatement from CFRA leave

Upon return from CFRA leave, an employee will generally be reinstated to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement, unless otherwise required by law. In addition, an employee's use of

CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

For additional information about eligibility for CFRA leave, contact the Director of Human Resources and Administration.

Before an employee returns to work from CFRA leave for the employee's own serious health condition, the employee may be required to submit a fitness-for-duty certification from the health care provider stating the employee is able to resume work.

Military Spouse Leave (Statutory)

An employee who works an average of 20 or more hours per week whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves that have been deployed during a period of military conflict are eligible for up to ten (10) unpaid days off when their spouse is on leave from military deployment. Employees must request this leave in writing to the General Manager within two (2) business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Civil Air Patrol Leave (Statutory)

A regular full-time employee of the Agency who is a voluntary member of the California Wing of the Civil Air Patrol will be permitted up to ten (10) days of unpaid leave per calendar year in order to respond to an emergency operational mission as defined by state law. If the employee is compensated as a volunteer they shall be entitled by the Agency to receive the difference between their regular rate of pay and their volunteer wages.

In order to qualify for paid leave under this policy, an employee volunteer member must be employed by the Agency for at least 90 days immediately preceding the commencement of leave. The employee must give the Agency as much notice as is possible of the intended leave dates. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by the Agency.

The Agency may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility for leave. The agency reserves the right to deny the leave request if the employee fails to provide the required certification.

Upon expiration of the leave, the agency will restore the employee to his or her position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of leave under this policy.

Reproductive Loss Leave (Statutory)

Employees may take unpaid leave for up to five days when they suffer a reproductive loss event, which is defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or

unsuccessful assisted reproduction. This leave may be taken on nonconsecutive days. If an employee experiences more than one reproductive loss event within a 12-month period, an employee may take another five days of leave for the additional loss and a total of 20 days of reproductive leave loss in a 12-month period.

Pregnancy Disability Leave (PDL) (Statutory)

Any full or part-time employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request and approval, be granted PDL without pay not to exceed four months.

If you require PDL, you must notify your manager and the Director of Human Resources and Administration as soon as possible, at least 30 days in advance if foreseeable. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement. The Agency has ten calendar days to respond to the request. For employees on PDL, the Agency generally guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location.

Compensation During Leave

Pregnancy Disability Leave is without pay. However, the employee may use accrued paid leave or any other accrued paid time. Pregnancy Disability Leave will be treated as any other disability leave and may entitle the employee to short-term / long-term disability benefits or additional unpaid leave requested by the employee and granted by the General Manager.

Paid Leave does not accrue while an employee is on unpaid Pregnancy Disability Leave, unless otherwise required by law.

Lactation (Statutory)

The Agency will provide reasonable unpaid break time each day to allow nursing employees to express breast milk for their nursing child for up to three years following the birth of the child. The Agency shall make reasonable efforts to provide a private room, other than a restroom, in close proximity to the work area, where an employee can express breast milk. The private room shall be shielded in view and free from intrusion, as well as safe, clean, and free of hazardous materials. It shall also contain a surface to place a breast pump and personal items, as well as a place to sit. The private room shall have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump.

Additionally, the Agency will provide access to a sink with running water and a refrigerator suitable for storing milk (or another cooling device) in close proximity to the employee's workplace. If the Agency elects to use a multipurpose room for lactation, use of the room for lactation shall take precedence over other uses, but only for the time it is being used for lactation purposes.

Nursing employees have the right to request lactation accommodations to express breast milk for their nursing child. Requests should be submitted in writing to the General Manager. In the event that the Agency cannot provide break time for lactation or a compliant location for lactation, it shall provide a written response to the employee, notifying the employee of this fact.

There may be circumstances when the Agency is not obligated to provide a lactation accommodation meeting these requirements if it would impose an undue hardship by causing the Agency significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the Agency's business. Additionally, if the use of a room or other location, other than a restroom, would impose an undue hardship, the Agency may make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express breast milk in private.

The Agency will not tolerate discrimination or harassment against nursing employees electing to take break time to express breast milk in the workplace. If an employee believes any part of this policy has been violated, she should notify a supervisor or the General Manager so the Agency can address any concerns promptly. An employee also may submit a complaint to the California Labor Commissioner.

School Activity Leave (Statutory)

Any employee who is the parent or guardian of a child through grade 12 may take up to 40 hours off per school year for the purpose of participating in school or daycare activities. This time will be unpaid unless you choose to use vacation or compensatory time off for this purpose. You will be limited to no more than eight hours off for this purpose in any one calendar month. Upon request, the Agency reserves the right to require documentation from the school as proof that you participated in the school activity. This request must be made in writing with as much advance notice as possible.

"Parents" are specifically defined to include parents, guardians, grandparents, stepparents, foster parents, and persons standing in loco parentis to a child

School Appearance Leave (Statutory)

Any employee who is the parent or guardian of a child through grade 12 may request leave to appear at his/her child's school in connection with disciplinary action by the school. The Education Code allows school districts to adopt policies requiring that parents or guardians attend class with their student after the student returns school from a suspension. The time will be unpaid unless you choose to use wage replacement through accrued sick or vacation time or compensatory time off for this purpose. Upon request, the Agency reserves the right to require documentation for this leave.

Volunteer Civil Service Training Leave (Statutory)

As a volunteer firefighter, reserve police officer, or emergency rescue person, any employee has the right to take an unpaid leave of absence up to 14 days per year for responding to an emergency or related training.

Crime or Abuse Victims' Leave (Statutory)

Any employee who is the victim of crime or abuse, including domestic violence, sexual assault, stalking, or a crime that caused physical injury or, in certain cases, mental injury, or that resulted in the death of an immediate family member has a right to reasonable accommodation and unpaid leave to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order or for medical treatment, to ensure the employee's own health or welfare, or that of the employee's child or children.

Crime Victim Leave (Statutory)

Any employee who is the victim of certain, specified felony crimes, or who is an immediate family member of a victim, a registered domestic partner of a victim of certain, specified felony crimes, has a right to unpaid leave to attend and participate in judicial proceedings related to the crime.

Wage Replacement During Leave

If the employee is receiving benefits from a paid disability plan such as Worker's Compensation or provided supplemental disability insurance, the employee may use sick pay to supplement partial wage replacement benefits as long as the employee does not receive more than he/she would normally earn at work. If sick pay has been exhausted the employee may use vacation pay to supplement partial wage replacement benefits as long as the employee does not receive more than he/she would normally earn at work.

- If the employee is on PDL leave, the employee can use sick leave. If sick leave has been exhausted, the employee can request use of vacation pay.
- If the employee is on leave for baby bonding by mother after delivery, employee can use sick leave and then vacation leave if the employee is not receiving any paid leave. If the employee is receiving paid leave, the employee can use sick leave and then vacation leave to supplement paid leave.
- If the employee is on leave for baby bonding by father of child, the employee can use sick leave. If sick leave has been exhausted, the employee can request use of vacation pay.
- If the employee is on leave for an employee's own illness or injury and not receiving payments from a paid disability plan, the employee can use sick leave. If sick leave is exhausted, the employee can use vacation leave.
- If the employee is on leave to care of a family member, the employee can use sick leave. If sick leave is exhausted, the employee can use vacation leave.
- All requests for wage replacement must be made in writing (email is acceptable) to the Administration before the close of the relevant pay period(s). The Agency will allow employees to obtain wage replacement during leaves of absence to the extent permitted and required by law.

SECTION IV – EMPLOYEE RELATIONS

Standards of Conduct

The following examples are given in order to provide you some guidance concerning unacceptable behavior at the Agency. However, none of this guidance in any way alters your at-will employment with the Agency, which may be terminated at any time with or without cause or reason. If the Agency chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- ✓ Poor performance.
- ✓ Using abusive or vulgar language or causing disruption to the workplace or to fellow employees or visitors.
- ✓ Unavailability for work, i.e., absenteeism or tardiness.
- ✓ Misuse of the Agency's monies.
- ✓ Conduct non-business activities during working hours.
- ✓ Any action indicating a disrespect or disregard for the Agency, its vendors, suppliers or clients.
- ✓ Release of confidential information about the Agency or its member units.
- ✓ Falsification of forms, records, or reports including, but not limited to, timesheets, employment applications, and member records.
- ✓ Possessing or bringing firearms, weapons, open containers of alcohol, illegal drugs or chemicals on or to the Agency's property.
- ✓ Insubordination, refusing to follow a supervisor's directions, or other disrespectful conduct toward a supervisor.
- ✓ Unauthorized possession or removal of property, records, or other materials that do not belong to you.
- ✓ Smoking in restricted areas.
- ✓ Destroying or willfully damaging the Agency's or another employee's property, records, or other materials.
- ✓ Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard.

- ✓ Leaving the Agency's property without approval prior to the end of a scheduled work day.
- ✓ Sexual harassment or other unlawful harassment of another employee.
- ✓ Giving false or misleading information during the application and/or selection process.
- ✓ Failure to report involvement in an accident occurring on the Agency's premises, or involving the Agency's equipment, or giving false information in accident or insurance reports.
- ✓ Willful failure to report to your supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignments, property or equipment.
- ✓ Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.
- ✓ Reporting to work under the influence of drugs and/or alcohol.
- ✓ Threatening or intimidating other employees or supervisors.
- ✓ Behavior unbecoming of an Agency employee; that behavior or action which would adversely prejudice public opinion of the Agency.
- ✓ Failure to immediately report the loss of a California's driver's license due to suspension, withdrawal, forfeiture or confiscation by a court of law or by the California Division of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
- ✓ Installing unauthorized software on the Agency's computer system.
- ✓ Misuse of electronic systems (email, internet, fax) per policy.
- ✓ Inability to get along with co-workers, vendors, and/or Board Members.

As detailed above, since all employees are "at will" employees, the employment relationship may be terminated at any time by either the Agency or the employee with or without cause.

Attendance Policy

Attendance and punctuality that is observant of scheduled hours on a regular basis is an essential function of all classifications. The Agency may utilize a system of corrective action, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the Agency's or your right to terminate employment at any time with or without cause. If the number of absences is excessive, you may be subject to corrective action, at the discretion of the Agency, to make you aware of problems and to create an action plan to resolve issues. The attendance policy of the Agency will be followed only to the extent allowed by law and is not meant to circumvent or abrogate any existing provisions of the FEHA, ADA, ADEA, or other state or federal law and/or regulation.

The Corrective Process

All Agency employees are at-will and may be released from employment at any time for any reason. However, the Agency may choose to engage in a corrective process to address an employee's performance and it may take the form of an informal discussion. If the performance issue continues, a written corrective action may then be issued confirming you have been made aware of any problem, that a discussion has taken place and that you understand what must take place for satisfactory resolution. At any time, the Agency may make the decision to terminate employment.

Certain instances of gross misconduct could lead to immediate termination.

Alcohol-Drug Free Workplace/Drug and Alcohol Program

The Agency recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members.

In recognition of the Agency's responsibility to maintain a safe work environment and your responsibility to perform safely, the Agency will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the use or possession of illegal drugs, alcohol or, abuse of prescription drugs, which could impair your work performance and/or ability to perform your job safely. It is expected that:

- You shall not be at work, on Agency property, drive a vehicle on Agency business, or operate the Agency's equipment with any amount of alcohol or illegal drugs in your system which would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty.
- If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your manager prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.

Reasonable Suspicion Testing

As permitted by law, employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to Agency employment as permitted by law.

Please refer to the Agency's Drug and Alcohol Policy for further information.

Fitness-For-Duty and Return-To-Work Evaluations

The purpose of this policy is to determine an employee's ability to safely perform the essential job tasks of his/her job with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any state or federal law or regulation and will be utilized in accordance with the law.

General guidelines:

- Each employee is responsible for maintaining his/her health in such a way that the employee can perform the essential functions of his/her job with or without reasonable accommodations. If a manager has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty or Return-to-Work Evaluation may be requested as permitted by law.
- To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, management must consult and receive approval from the General Manager.
- Time required by the employee to complete the Fitness-for-Duty / Return-to-Work Evaluation is considered work time. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued sick leave and/or vacation time as permitted by law and as requested by the employee.
- Results of the evaluation will be maintained confidentially to the extent possible and separate from the employee's personnel record.
- If a Fitness-for-Duty / Return-to-Work evaluation is necessary, the employee will be required to be examined by the employee's medical provider or specialist selected by the Agency.

Harassment, Discrimination and Retaliation Prevention Policy

The Agency is committed to providing a work environment that is free of unlawful harassment, discrimination, and retaliation. In keeping with the commitment, the Agency strictly prohibits unlawful discrimination and harassment on the basis of race, color, religion, creed, sex, gender, pregnancy, childbirth or related medical condition, ancestry, citizenship, national origin, age, marital status, gender identity, gender expression, sexual orientation, physical or mental disability, medical condition, genetic characteristics, veteran or military status, prior cannabis use, or any other class protected by state, federal, local or other applicable law. Discrimination and harassment are strictly prohibited by the Agency.

This policy prohibits discrimination and harassment in any form, including but not limited to:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;

- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons, or drawings based on one of the categories above. Also included are emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

If you believe you have been or are being subjected to this kind of discrimination or harassment and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your manager, any other manager, or the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the Agency may seek to resolve the matter informally. Any employee found to have discriminated against or harassed anyone in or from the Agency's work environment, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

If you have any questions about this policy, or want more information about it, please contact the Human Resources representative or the General Manager.

Sexual Harassment

The Agency values each employee and expects all staff to behave in a respectful manner at all times. When harassment occurs, the entire organization suffers and our mission to serve the public becomes at risk.

Sexual harassment of the Agency's employees, by any person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment; and the display in the work environment

of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. Sexual harassment conduct need not be motivated by sexual desire.

Guidelines for the Employee

All employees of the Agency have a right to work in an environment free of harassment of any kind. The Agency prides itself on a culture of respect and, to that end, expects every employee, vendor or visitor to behave to the highest of standards.

If you think you have been subjected to inappropriate or disrespectful behavior or seen a co-worker subjected to such behavior:

- Say NO! Make it clear to the offender that the behavior is unacceptable to you. The harasser may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Don't let confusion and self-doubt stop you from speaking out.
- The Agency wants to know about any disrespectful activity so that it can be addressed appropriately.
- Keep a record of dates, times, places, witnesses and nature of harassment. Such records will be very helpful if you find it necessary to pursue a formal grievance.
- If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or you desire counseling on coping with sexual harassment, you should immediately contact your manager, any other manager, or the General Manager.
- All complaints will be treated with confidentiality to the extent possible. The complaint will be responded to in a timely fashion; investigated promptly and thoroughly by impartial and competent personnel; documented and tracked to ensure reasonable progress; met with appropriate remedial action when misconduct is found; and afforded a timely closure. Be advised that making a complaint will not result in any retaliation against the complainant or any participant in the investigation.
- In addition to notifying the Agency about any discrimination, harassment, or retaliation complaints, affected employees may also direct their complaints to the California Civil Rights Department ("CRD"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the CRD is three years from the date of the alleged unlawful conduct. If the CRD believes that a complaint is valid and attempts to resolve the dispute fail, the CRD may seek an administrative hearing before the California Civil Rights Department Commission ("CRDC") or file a lawsuit in court. Both the CRDC and the courts have the authority to award monetary and nonmonetary relief in meritorious cases. Employees can contact the nearest CRD office or the CRDC at the locations listed in the Agency's CRD poster or by checking the State Government listings in the local telephone directory.

- Maintain strict confidentiality ensuring the privacy of all parties concerned to the extent possible.

Training

California law requires that all employers of 5 or more employees provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees, and 2 hours of sexual harassment and abusive conduct prevention training to supervisory employees, every two years. The Agency complies with this requirement for all employees.

Disciplinary and/or Corrective Action

Any employee found to have sexually harassed anyone in or from the Agency's work environment will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to any of these individuals:

- The General Manager
- Any manager or supervisor
- Any Agency Board Member with whom you feel comfortable

If you need assistance with your complaint, or if you prefer to make a complaint in person, contact your supervisor or the General Manager. You can find an optional complaint form template at the end of this handbook in the appendix. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. All employees must report any incidents immediately so that complaints can be quickly and fairly resolved.

Managers and Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the General Manager so the Agency can try to resolve the complaint.

When the Agency receives allegations of misconduct, it will promptly undertake a fair, timely, thorough and objective investigation of the allegations that provides all party's appropriate due process. The Agency will reach reasonable conclusions based on the evidence collected. The Agency will maintain confidentiality to the extent possible. However, it cannot promise complete confidentiality.

As detailed above, complaints will be:

- Responded to in a timely manner

- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Agency determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate corrective and remedial action will be taken in accordance with the circumstances involved. The Agency also will take appropriate action to deter future misconduct.

Any employee determined by the Agency to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

See APPENDIX for optional Complaint form

Retaliation

Unlawful and impermissible conduct at the Agency also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment or other complaint. Retaliation is a serious matter. Any employee found to have retaliated against someone for filing a complaint or being involved in an investigation will be disciplined up to and including termination. Retaliation can be very subtle – from simply ignoring someone to spreading malicious rumors to making disrespectful comments – but nonetheless, is prohibited. Retaliatory actions put a damper on encouraging all staff to speak up when harassed or disrespected. Even if a complaint seems to lack legal merit, it is not permissible to engage in retaliation in any form.

The Agency will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and the Agency will not tolerate or permit retaliation by management, employees or co-workers.

Workplace Violence

The Solano County Water Agency maintains a zero-tolerance standard of violence in the workplace.

Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at the Agency, in agency facilities, on agency jobsites, and at agency sponsored events. Such conduct by an Agency employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including

termination. Violent threats or actions by a non-employee may result in criminal prosecution. The Agency will investigate all complaints filed and will also investigate any possible violation of this the agency workplace violence policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior, or threats of violence made to him/her is also prohibited. It is the responsibility of all employees to report threats of violence or acts of violence involving Agency employees.

Prohibited violent behaviors may include but are not limited to:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence; including “veiled threats”.
3. Stalking.
4. Possession of weapons of any kind on Agency property, including temporary jobsites, other exterior premises, while on-the-clock for the Agency in other locations, or at Agency sponsored events.
5. Assault of any form.
6. Physical restraint, confinement.
7. Dangerous or threatening horseplay.
8. Loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment.
9. Blatant or intentional disregard for the safety or well-being of others.
10. Commission of a violent felony or misdemeanor on Agency property.
11. Any other act that a reasonable person would perceive as constituting a threat of violence.

For more information, please see the Agency’s Workplace Violence Policy document.

Reasonable Accommodation

The Agency will provide reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. If you are unable to perform the essential functions of your job because of a disability, notify the General Manager, preferably in writing. You may be required to provide medical certification regarding your disability and need for accommodation. All medical information is kept in a confidential medical information file and shared only on a need-to-know basis. While the Agency welcomes your suggestions for accommodation to enable you to perform the essential functions of your job, the Agency will make the final decision regarding whether a reasonable accommodation is available and, to what extent. The Agency will also reasonably accommodate religious practices where the accommodation does not pose an undue hardship.

Any job applicant or employee who requires accommodation in order to perform the essential functions of the job should contact the General Manager and discuss the need for an accommodation. The Agency will engage in an interactive process with the employee to identify possible accommodation, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or

hairstyles) should also contact the General Manager and discuss the need for an accommodation. If the accommodation is reasonable and will not impose undue hardship, the Agency will make the accommodation.

The Agency will not retaliate against any employee for requesting reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Request for Reasonable Accommodation

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Agency will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires accommodation in order to perform the essential functions of the job should contact the General Manager and your manager to discuss the need for an accommodation. The Agency will engage in an interactive process with the employee to identify possible accommodation, if any that will help the applicant or employee perform the job.

Interactive Process

An interactive good faith communication process between the Agency and an employee with a disability is required in selecting appropriate reasonable accommodation, if one exists. This is a timely individual process where management and the individual discuss the request and effective reasonable accommodation(s). In general, the Agency will initiate an interactive process when: (1) an applicant or employee with a known disability requests a reasonable accommodation, (2) the Agency otherwise becomes aware of the need for an accommodation through a third party or by observation, or (3) the Agency becomes aware of the possible need for an accommodation because the employee has a disability and has exhausted other available leaves of absence under federal, state or employer leave provisions, if applicable.

The following is a non-exclusive list of the considerations when reviewing a request for accommodation:

- The essential functions of the job.
- Conduct and independent assessment.
- How disability limits performance of the essential functions.
- Identify accommodation options that overcome limitations and determine the reasonableness of the proposed accommodations.
- Select the most appropriate reasonable accommodation if one exists.

If an accommodation request is made, the Agency will initiate the interactive process and confer with the individual applicant or employee, as necessary, until the interactive process is complete and/or reasonable accommodation, if any, is determined.

Employment Duration

The relationship between you and the Agency is at will and based on the mutual consent of both parties. Accordingly, either you or the Agency can terminate the employment relationship at any time for any or no reason, unless an individual employment contract containing terms to the contrary exists.

Employment Reference Checks

In response to an outside request for information regarding a current or former Agency employees, the Manager, or designated staff member will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former Agency employee will be released unless the employee authorizes the Agency to release such information in writing or the Agency is required by law to furnish any information.

If, however, you are contacted to give a personal reference regarding a current or former Agency employee, you are permitted to do so if you were a coworker of the employee and not their manager. You must emphasize to the inquirer that the reference is personal only and not on behalf of the Agency.

Failure to follow these directions may be the cause for corrective action up to and including termination.

Off-Duty Conduct/Conflict of Interest

While the Agency does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Agency's legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the Agency's or their own integrity, reputation or credibility. Conduct on the part of an employee that adversely affects the Agency's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the Agency, employees are expected to devote their energies to their jobs with the Agency. The following types of outside employment are strictly prohibited:

- Employment that conflicts with an employee's work schedule, duties and responsibilities.
- Employment that creates a conflict of interest or is incompatible with the employee's employment with the Agency.

- Employment that impairs or has a detrimental effect on the employee's work performance with the Agency.
- Employment that requires the employee to conduct work or related activities on the Agency's property during the Agency's working hours or using the Agency's facilities and/or equipment.
- Employment that directly or indirectly competes with the business or the interests of the Agency.

Employees who wish to engage in outside employment that may create a conflict of interest must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, the Agency assumes no responsibility for the outside employment. The Agency shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time in accordance with any applicable laws. If an employee has any doubts, it is recommended that a written request be submitted to ensure there are no future problems.

Anti-Fraud Policy

The Agency is a public agency entrusted with public funds. The Agency and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their manager.

The Agency expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with Agency suppliers or contractual contacts and members. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud, and/or dishonesty, they should immediately communicate all facts to their manager or the General Manager.

California Public Records Act Request (CPRA)

The Agency strives to comply with all applicable laws and provide the public with information as requested. Therefore, our goal is to respond promptly to any Public Records Request. Any employee receiving a request from the public for documents is to forward that request to their Manager or the General Manager immediately. Employees are NOT to respond to CPRA requests independently.

SECTION V – SAFETY

Injury and Illness Prevention Program

The California Labor Code, Chapter 1369, Section 6401.7 and the California Code of Regulations, Title 8, Sections 1509 and 3203 require the Agency to develop and implement an employee Illness and Injury Prevention Program (IIPP). This policy establishes that program which applies to all Agency employees and volunteers.

Please refer to the Agency's Injury and Illness Prevention Program for further information.

Ergonomics

The Agency encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. It is our intention to reduce exposure to ergonomic hazards through modifications to equipment and process and employee training. Any necessary, reasonable adjustments to minimize workplace repetitive motion injuries will be considered and made. If you require any adjustments or have any concerns or questions about ergonomics, be sure to discuss the matter with your supervisor or the General Manager. Employees are encouraged to complete the General Office and/or Commercial Ergonomics ACWA JPIA class for information on preventing injuries.

Bomb Threats and/or Threatening Calls

Should you receive a threatening phone call, remain calm and try to write down the exact wording of the emergency/threat. Be sure to notify the General Manager and Assistant General Manager immediately, and if appropriate, phone 9-1-1.

Driving on the Job

The Agency has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. This is a free service for public agencies that provides driver record reports on employees. Employees include temporary, seasonal, and part-time employees and volunteers.

For more information, please review the Agency's Vehicle Policy. All employees will sign and agree to the Agency's Vehicle Policy before driving any Agency vehicles.

Cellular Phone Safety

The use of cellular phones while driving on Agency business and/or time is considered a dangerous distraction and is prohibited. Calls may be answered by passengers; and if a discussion is necessitated between the driver and caller, the driver must pull over to a safe area

off the road to take part in the discussion. If driving alone, the driver may pull over to a safe area off the road to respond to the call or message. Under no circumstances may a driver initiate a cellular phone call while driving a vehicle during the course of business or on company time. Hands free headsets may be used if already in place and no set up is required while driving.

SECTION VI - EMPLOYEE EXPENSE REIMBURSEMENT GUIDELINES

The Agency will fully compensate employees for all reasonable and necessary expenses incurred in the course of business as described below:

Credit Card Use

Credit cards will be issued to specific employees who either travel on a regular basis on Agency business or have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate, approved business of the Agency, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- ✓ No personal items may be charged on the business credit card.
- ✓ All charges must be in line with travel guidelines or as approved by management.
- ✓ Receipts must be submitted with an employee reimbursement form. Receipts must identify what the expenditure was for and the project the expenditure should be charged to, if applicable.

Please review the Agency's Credit Card Policy for more information.

Mileage

Employees shall be paid mileage for using personal vehicles on Agency business. The reimbursement rate is the same rate allowed by the Internal Revenue Service for mileage reimbursement for business expenses. Any employee using personal vehicles on Agency business are required to provide the Agency with proof of insurance for your personal vehicle. You are expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

Employees receiving a car allowance are not eligible for reimbursement except for travel to counties other than: Solano, Yolo, Sacramento, Napa, Contra Costa, San Joaquin, San Francisco, and Alameda. Travel to counties outside of the aforementioned counties shall be deemed extraordinary travel subject to reimbursement at the standard Agency mileage reimbursement rate.

Employees provided a vehicle by the Agency shall not receive a car allowance.

Mileage reimbursement shall be claimed on the Employee Reimbursement Form.

Meals

The Agency will provide up to \$125 per day for full-day travel expenses and up to \$75 per day for half-day travel expenses. Special circumstances will be required to justify reimbursement for amounts above these limits. Gratuities should be in keeping with the accepted standard of 15% to 20%. Claims for meal reimbursement shall be accompanied by a receipt. Special circumstances will be required to justify reimbursement of amounts above these limits. If not for an overnight stay, meals are taxable income, and the reimbursement amount will be included in your paycheck.

Management employees, subject to prior approval of the General Manager, may pay for meals of guests provided guests are Agency board members, employees or elected officials of local, State, Regional or Federal bodies provided the meal is taken as part of a meeting or activity regarding Agency matters.

Internal employee lunches should only be provided for all-day training events, or if a meeting time can only be held during a meal period based on Agency staffing needs.

Clothing

Full-time Field and Engineering Employees shall receive up to two-hundred dollars (\$200) for clothing and hats within a 12-month period, and up to two-hundred dollars (\$200) for field boots* within a 12-month period. In addition, for field and engineering employees the Agency agrees to provide one light and one heavy weight hi-visibility jacket, and one pair of waders. The color and quality of the jackets will be selected by management following consultation with the employees. The jackets will be replaced on a case-by-case, as needed basis. It is expected that the employees will wear the safety jackets during periods of cool or inclement weather. Jackets should not be worn while off duty. Additionally, full-time field staff will be provided one of the following once every two years:

- Water shoes (enclosed foot), \$50 maximum
- Polarized sunglasses, \$60 maximum

Hybrid Field/Office Employees shall receive up to one hundred (\$100) for clothing and hats within a 12-month period, and up to two-hundred dollars (\$200) for field boots* within a 36-month period. In addition, for hybrid employees the Agency agrees to provide one light and one heavy weight hi-visibility jacket. The color and quality of the jackets will be selected by management following consultation with the employees. The jackets will be replaced on a case-by-case, as needed basis. It is expected that the employees will wear safety jackets during periods of cool or inclement weather. Jackets should not be worn while off duty.

All other full-time Agency employees will receive up to one hundred dollars (\$100) for logoed clothing within a 12-month period.

Part-time, temporary, and seasonal employees may receive logoed clothing on an as-needed basis as determined by their manager. No more than three (3) shirts and one (1) hat apiece within a 12-month period, and up to one-hundred dollars (\$100) for field boots* within a 12-

month period. Appropriate consideration on length of service should be made by managers when approving clothing for these types of employees. Clothing costs must be included in the approved budget. All other clothing or shoes needed will be provided by the supervisor and stored for later use by general staff as needed.

Intern employees shall receive logoed clothing on an as-needed basis as determined by their manager. No more than three (3) shirts and one (1) hat apiece within a 12-month period. Appropriate consideration on length of service should be made by managers when approving clothing for these types of employees. Clothing costs must be included in the approved budget.

*Field boots must have ankle support, appropriate tread, and leather covering the entire toe area. If these requirements are not met the Agency will not reimburse the employee or the employee will be required to be reimbursed by the Agency if purchased on Agency credit.

T-shirts, sweatshirts, and hats should have the Agency's logo fixed to the standard spot. Agency logoed clothing is limited to current employees of the Agency and should not be provided to non-employees, including volunteers. The logoed clothing can be a color and type of the employees' choice but is at the discretion of the General Manager. Colored clothing that promotes safety is preferred. Logoed clothing should not be worn outside of work when a conflict of interest may arise. All logoed clothing must be returned to the Agency after employment ends.

General-use safety clothing may be purchased by the safety coordinator if it is included in the Agency's approved budget or needed in an emergency situation.

Employees will be reimbursed after providing receipts for their purchases and completing an Employee Reimbursement form to be approved by their manager and submitted for payment as part of the normal accounts payable process. Large orders over \$1,000 may be purchased on account through the vendor when a Purchase Order is completed. Employees with credit cards may only purchase clothing on Agency cards if the amount is equal to or less than the approved limits.

Event t-shirts can be purchased and distributed for Agency sponsored events with appropriately budgeted projects and/or grant funds.

Other Reimbursement

Reimbursement shall be given for other costs directly related to Agency business such as: parking, tolls, publications, lodging, car rental, conference expenses and office supplies. Employees must clearly indicate the business purpose for the reimbursement.

Reimbursements shall be accompanied by a receipt. Reimbursements shall be claimed on the appropriate Reimbursement Form.

The General Manager shall give prior approval for all Agency paid education, training, memberships, professional licenses, or registration fees; determining reasonableness, whether it relates to the activities of the employee and the goals of the Agency.

SECTION VII - AROUND THE OFFICE AND IN THE FIELD

Dress Code

While the Agency has no formal dress code, it is expected that you will dress in an appropriate manner consistent with good business and field practices. Violations of proper field attire may result in written warnings and disciplinary action up to and including termination.

The term “appropriate attire” means attire that reflects positively on SCWA, meets the day-to-day needs of the work being done and is consistent with this Policy.

It is not appropriate to wear attire that is soiled, stained, worn-out, wrinkled, frayed, or is in any other state of poor repair. Nor is it appropriate to wear attire that is revealing or abbreviated, exposing areas such as, but not limited to, midriffs, bare shoulders or undergarments.

Examples of unacceptable attire include but are not limited to:

- Sweatpants
- Overly form-fitting clothing
- Insignia/written statements on clothing, accessories or hats that advertise products (i.e. tobacco, alcohol).

Field Work Attire

Employees that work in the field must wear jeans or work pants with t-shirts or long-sleeved shirts to protect from the sun and vegetation. During warmer weather, shorts are permitted, however, shorts must be mid-thigh length or longer. Tank tops, sleeveless shirts, or shirts that expose the midriff are not permitted at any time.

Protective footwear must be worn when performing field work. Sandals, flip-flops, or open-toed shoes are not permitted at any time.

Personal Telephone Calls

The Agency understands that you may need to speak with your family or tend to non-business activities at times, but requests cooperation in keeping personal calls to reasonable levels. No long-distance calls are to be made using Agency equipment. Please note, all phone calls using Agency equipment should be considered public information and subject to surveillance. All communication using Agency equipment can be disclosed to law enforcement or other third parties without prior consent of the sender and/or receiver.

No Expectation of Privacy

The Agency’s information systems and technology resources, including all computer, data and telecommunications hardware and software (referred to collectively as the “Systems”), are critical to its business and success. The Systems are owned by the Agency. All messages and

other information communicated through the Systems are also the property of the Agency. These Systems are to be used only to further the business purposes of the Agency and should never be used in violation of any applicable laws. The Agency has the right to terminate any employee's access to and use of any of the Systems at any time with or without cause and with or without notice. The Agency may also take disciplinary action in its sole discretion, including termination for any use of the Systems that is not in accord with this policy or any other policies of the Agency. Confidential or proprietary information of the Agency should not be sent externally through e-mail or other systems, except when necessary and only with the approval of the General Manager of the District.

The Systems may never be used in any manner or method that is illegal, disruptive or offensive to others. The Systems are governed by the Agency's unlawful harassment policies. The Systems may never be used for any activity that is a violation of any applicable law or for viewing, transmission, downloading, reproduction or copying of any pornographic, obscene, discriminatory or otherwise illegal matter. The Systems may not be used in violation of any applicable copyright, trademark or trade secret laws. Unless there is a legitimate reason to do so and the Agency has approved the participation, the Systems may not be used to participate in chat lines, bulletin boards, Internet mailing lists or Usenet newsgroups. Only software legally licensed to the Agency or an employee may be installed and configured on individual computer systems. Installation of software may only be performed by authorized employees of the Agency.

Employees should understand that they have NO EXPECTATION OF PRIVACY in connection with use of the Systems, including stored e-mail and voice mail messages. All messages created, sent, received or stored in these Systems are and remain the property of the Agency. The Agency reserves the right to retrieve and review any message composed, sent or received via the Systems.

When using Agency property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. An employee must notify a supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting helps prevent possible injury to employees or others and deterioration of equipment. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles may result in disciplinary action, up to and including termination.

In addition, all desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, Agency vehicles and other areas or items belonging to the Agency are open to the Agency and its employees. **EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS.** Personal items and messages or information that an employee considers private should not be placed or kept in desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, Agency vehicles and other areas or items belonging to the Agency.

Electronic Communication Policy

The Agency uses various forms of electronic communications including, but not limited to, communications via computers, email, telephones, mobile phones, smart phones, text messaging, internet, etc. All electronic communications using Agency equipment are official Agency records and are property of the Agency. The Agency reserves the right to access and disclose all messages sent over its e-mail/fax system for any purpose.

Messages transmitted over the electronic communications system should be limited to Agency business activities, for the accomplishment of business-related tasks, or communications directly related to Agency business, administration, or practices. Incidental and occasional personal use of the e-mail system is permitted, but such messages are subject to the access and disclosure statement set forth in the policy above. As such, it is recommended that any personal communication be limited to "light personal" communication, if any.

E-mail is an important method of distributing information to employees and it is your responsibility to check it frequently and read its contents.

The Agency reserves the right to revoke this privilege. The Agency employees do not have a right, nor should they have an expectation, of privacy while using Agency provided devices at any time, including accessing the Internet and using e-mail and voice communications. To the extent that employees wish that their private activities remain private, they should avoid using the Agency provided device for limited personal use. By acceptance of the Agency provided device, employees imply their consent to disclosing and/or monitoring of device usage, including the contents of any files or information maintained or passed-through that device.

The following general policies apply:

- Computers and all data transmitted through Agency servers are Agency property owned by the Agency for the purpose of conducting Agency business. These items must be maintained according to Agency rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage.
- All electronic communications also remain the sole property of the Agency and are to be used for Agency business. For example, email messages are considered Agency records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of the Agency and remains the property of the Agency.
- Information stored in Agency computers and file servers is the property of the Agency.
- Violation of any of the provisions of this policy, whether intentional or not, will subject employees to disciplinary action up to, and including, termination.

Internet

Access to the Internet has been provided to staff members for the benefit of the Agency. It allows employees to connect to information resources around the world. Every staff member has the responsibility to maintain and enhance the organizations' public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the Agency. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the company's public image, the following guidelines have been established.

1. Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Agency business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet for personal purposes must not disrupt the operation of the Agency network or the networks of other users. It must not interfere with your productivity. Personal usage of the Internet should be kept to a minimum. Any unlawful or inappropriate use of the Internet is strictly prohibited. While it is not possible to provide an exhaustive list of every type of appropriate or inappropriate use of the Internet, the following examples should offer employees some guidance regarding use of the internet that is prohibited:

- ✓ Harassment and discrimination
- ✓ Offensive and defamatory conduct
- ✓ Sexually suggestive material
- ✓ Gambling
- ✓ Trademark, copyrights and licensing stipulations
- ✓ Proprietary and confidential information
- ✓ No personal sites

2. Communications

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated over the Internet should have your name attached. No messages should be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the system.

All messages created, sent or retrieved over the Internet using Agency equipment are the property of the Agency and should be considered public information. Any confidential information should be conducted from home. The Agency intends to access and monitor all messages and files on the Agency's computer systems, including e-mail originating outside of the Agency, as deemed necessary and appropriate. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

3. Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software.

4. Violations

Violations of any guidelines listed above may result in disciplinary action up to and including terminations. If necessary, the Agency will advise appropriate legal officials of any illegal violations.

Social Networking

The Agency views social networks such as web-based discussion or conversation pages and other forms of social networking such as Facebook, Twitter, You Tube, etc., as significant new forms of public communication. As such, we hold all of our employees who engage in social networking to the same standards we hold for any public communications. Therefore, all employees have an obligation to the Agency to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of the Agency or bring disrepute in any way to the Agency, its partners, customers, suppliers, etc. Further, only employees authorized by the General Manager have permission to publicly post on behalf of the Agency. Violations of this policy will result in discipline, which may include termination, depending on the severity of the situation and its impact on the Agency.

Additionally, engaging in social networking during your workday can negatively impact your productivity and work performance. Therefore, it is your responsibility to regulate your social networking so that it does not impact your productivity or cause performance issues.

Security

Security is important to everyone. You are asked not to discuss the security of the Agency premises or services with any individual not employed by the Agency. Additionally, neither the Agency nor its insurance carriers take any liability for your personal belongings. You are encouraged to secure personal belongings to the best of your ability.

The office is secured with an electronic badge system and video cameras. You will be given a confidential keycard/badge, not to be shared with anyone.

Since the Agency retains the right to search its property or facilities at any time (including employee-assigned desks, files and computer systems), if you have anything of a private nature that you wish not to be subjected to discovery during such searches, these items should be kept in your briefcase, purse or lunch bag.

Break Room

Agency employees can use the supplies that are kept in the kitchen next to the Board room. It is important that you clean up after yourself. Do not leave any dirty dishes, wipe off the counters, and clean the inside of the microwave if there is any splattering of food during cooking.

- Coffee/Tea/Plates/Utensils/Cups: These items are available for your use in the Kitchen at your convenience, so help yourself.
- Bottled Water: Bottled water may be taken by staff when working out in the field. Office workers are encouraged to use water out of the refrigerator spout.
- Soda: Soda is strictly for meeting and event use.
- Refrigerators: The refrigerators are available for your convenience. Please limit the number of items you put in them. Please throw away any old items and take home any dishes, containers, etc. on a weekly basis. Anything rotting in the refrigerator will be thrown out in original container/packaging without notice.
- If you have items that you want to keep, please put your name on them.

Agency Equipment, Supplies, and Facilities

The Agency wants to ensure that all employees have the necessary equipment, supplies, and facilities they need to complete their assigned tasks. However, Agency property is for official business use and is not available for personal use unless prior approval is given by the employee's manager. This includes:

- Agency equipment, such as electronics, trailers, vehicles, vehicle lifts, canoes, tractors, power tools, hand tools, etc.
- Agency supplies and materials, such as office supplies, construction supplies, fuel, chemicals, etc.
- All Agency property that is in the process of being disposed of cannot be taken for personal use.

Personal property is not to be stored on Agency property or in Agency facilities for longer than a 24 hour period, unless prior permission is given by the employee's manager.

Violations of any guidelines listed above may result in disciplinary action up to and including terminations.

Tobacco-Free Workplace

The Agency's Tobacco-Free Workplace policy is intended to eliminate exposure to second-hand smoke, provide an environment supportive to tobacco-free lifestyles, eliminate the risk of accidental fire, eliminate the health risks associated from smokeless tobacco, and eliminate environmental impact of cigarette litters. The Agency recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of Solano County Water Agency, to provide a tobacco-free environment for all employees and visitors.

Definition

Tobacco Products: To include the personal use of any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products, and any other smoking product. Additionally, all spit or spitless tobaccos, dissolvable tobacco, dip, chew, snuff or snus, in any form is also considered a tobacco product for the purpose of this policy.

Use: includes, but is not limited to, smoking, chewing or ingesting tobacco products. Use is also defined as possession of any lit tobacco product. Use does not preclude simple possession of unlit tobacco products.

Policy

- No use of tobacco products will be allowed within the buildings, facilities, and vehicles of the Agency at any time. Employees that wish to use tobacco products during breaks, must do so in acceptable areas, such as outdoors away from entrances, windows, covered parking areas. Extra care should be taken when working around combustible materials, or out in the field near equipment or supplies.
- There will be no tobacco product use in personal vehicles when transporting people on Agency authorized business.
- Employees who use tobacco products on their breaks should use extreme caution and dispose of tobacco products in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc.
- Supervisors will discuss the issue of taking breaks with their staff, both tobacco-users and nonusers. If an employee is working in the field, a safe tobacco product area and disposal site will be determined for break time.

Any violations of this policy will be handled through the standard disciplinary procedure.

SECTION VIII – LEAVING THE AGENCY

Resignation

When you decide to leave for any reason, your manager and/or the General Manager would like an opportunity to discuss the resignation with you before final action is taken. It is requested that you provide the Agency with a written two-week advance notice.

Termination

As an Agency employee, you have the status of “employee-at-will”, meaning that you have no contractual right, expressed or implied, to remain in the Agency’s employ. The Agency may terminate your employment, or you may terminate your employment, with or without cause, and with or without notice, at any time. No manager or other representative of the Agency has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, with the exception of the General Manager.

If you fail to report to work for three consecutive workdays without notice or approval by your manager, the Agency may consider that you have abandoned your job and your employment may be terminated.

Employee Exit

Employee agrees that during the time between notification of separation and last day of employment, they will cooperate fully with the Agency in all matters relating to the completion of any pending work and the orderly transfer to other Agency employees of the accounts for which he has been most recently responsible. Employee further agrees that prior to the expiration of the “Notice Period,” they will return to the Agency all originals and hard copies of literature, correspondence, memoranda, reports, summaries, manuals, proposals, contracts and other documents of any kind which relate in any way to the business of the Agency including specifically all materials which comprise or refer to the Agency’s Confidential Information. Additionally, the employee will return any Agency property including, but not limited to, laptops, cell phones, PDAs, equipment, keys, reports, proprietary information, and any other job-related materials. All Agency property must be returned prior to departure.

Cooperation with Investigations

During employment and after the termination, the employee agrees to remain available to the Agency and its legal counsel, voluntarily upon the Agency’s request and without the necessity of a subpoena or court order, in connection with the Agency’s investigation, preparation, prosecution and/or defense of any actual or potential legal proceeding, regulatory action or internal matter. The employee agrees to cooperate with the Agency to provide any information reasonably within their recollection and to provide truthful testimony as required. If employee is called upon to provide cooperation after employment has been terminated, the Agency will

reimburse employee for reasonable out of pocket expenses actually incurred under this section or at the Agency's option will advance employee's reasonable expenses or incur them directly.

Property Return Agreement

Upon employment with the Agency, each employee must return all Agency property. Property includes, but is not limited to, laptops, cell phones, PDAs, equipment, keys, reports, proprietary information, and any other job-related materials. All Agency property must be returned prior to departure. The exiting employee and direct Supervisor are responsible for ensuring the return of the Agency's property.

Exit Interview

The employee's Manager is responsible for scheduling an exit interview with you on your last date.

Benefits after Exit

Medical, Dental, Vision and EAP benefits end on the last day of the month of your employment. Disability coverage requires "active" employment; therefore, coverage for this ends on your last day worked, unless otherwise required by law. Check with your provider for options at termination of employment.

COBRA notification will be sent directly to you by email. If you prefer an alternate form of notification, please inform the human resources representative.

If you are enrolled in the CalPERS deferred compensation program, complete the forms and follow the instructions. You should contact CalPERS to ensure you completely understand your options.

You will be notified directly by CalPERS regarding your pension options.

Final Paycheck

You will receive your final paycheck on the next regularly scheduled payday, or earlier if it is required by law. Unused paid time-off will be paid and calculated in accordance with the Agency's policies detailed above and as otherwise required by law.

APPENDIX: Solano County Water Agency Complaint Form

This complaint form is optional. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact your supervisor or the General Manager.

Complainant Name: Job Title: Today's Date: Nature of Complaint:
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Date, time, and place of event leading to complaint: Date you became aware of the event, <i>(if different)</i> :

Detailed description of complaint including names of other persons involved or witnesses, if any:

Proposed solution to complaint:

<u>Complainant Signature:</u>

Complainant: File a copy of this form with your direct Manager or Supervisor and retain a copy for your records. You can also file this form with the General Manager, Assistant General Manager, or the Human Resources Representative. If you do not receive a response or disagree with the action taken, you may file a copy of the complaint with the Board of Directors.

Date Received by Supervisor/Manager: _____

Supervisor/Manager Signature: _____

Complaint resolution:

**Acknowledgment of Receipt of Handbook and At-Will
Employment**

After you have read this Handbook and have clarified any issues with your manager, please complete and sign the following statement.

I have received my copy of the Agency’s employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the Handbook.

I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the Agency. I understand and agree that, other than the General Manager of the Agency, no manager, supervisor or representative of the Agency has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that my employment with the Agency is at will and that either the Agency or I may terminate my employment at any time with or without cause.

I acknowledge this form will be placed in my personnel file.

Employee’s Signature: _____ Date: _____

Employee Name (printed): _____

**CONFIRMATION OF HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION
POLICY**

I have received my copy of the Agency’s Harassment, Discrimination and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Agency is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Signature _____ Date _____

Print Name _____

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: September 12, 2024

SUBJECT: New Classification – Supervisor of Administrative Services

RECOMMENDATIONS:

Approval of new classification, Supervisor of Administrative Services.

FINANCIAL IMPACT:

None to potential annual savings (salary) of up to \$27,000.

BACKGROUND:

The Water Agency’s Administration Department encompasses administration, finance, human resources, safety, and information technology. The department consists of two accountants (assistant and senior level), one management analyst, and one administrative assistant to support a total full-time staff of 23 individuals and as many as 24 seasonal employees at any given time. Historically, the department was managed by the Administrative Service Manager. However, the position was vacated in July 2016 and subsequently never backfilled. The department is currently managed by the General Manager and the Assistant General Manager.

In reviewing the Water Agency’s other classification series (Water Resources Specialist and Water Resources Engineer), there are two management steps, comprised of (i) supervisor level and (ii) manager level. The difference in levels is based upon experience, level of oversight, and program complexity. The two-step approach allows for professional growth of existing staff, consistency between each series, and allows the Agency more flexibility in overseeing the Administration Department.

The staff recommendation is for the creation of a new classification, Supervisor of Administrative Services. The action item does not create a new position at the Water Agency, only a new step/classification within the Administration Series. The new classification provides consistency across departments, allows for professional growth of existing staff, and more flexibility in oversight of the Administration Department.

Recommended: _____
Chris Lee, 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, Chris Lee, 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 September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Chris Lee
General Manager & Secretary to the
Solano County Water Agency

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Administration Series:

(New classification in bold)

Administrative Assistant I
Administrative Assistant II
Senior Administrative Assistant

Assistant Accountant
Associate Accountant
Senior Accountant

Assistant Management Analyst
Associate Management Analyst
Senior Management Analyst

Assistant Information Technology Specialist
Associate Information Technology Specialist
Senior Information Technology Specialist

Supervisor of Administrative Services

Manager of Administrative Services

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN

Approval of the new classification is consistent with Goal 10 (*Funding and Staff*) Objective C (*Provide necessary and sufficient staffing and resources*) of the 2016-2025 SCWA Strategic Plan.

MONTHLY SALARY RANGE #47

DEFINITION

Under general direction, plans, organizes, directs, and coordinates the work of a team of professional, technical, and clerical staff related to accounting, finance, human resources, risk management, information technology, and general administration; provides complex, responsible, and confidential support to the General Manager and Assistant General Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager and Assistant General Manager. Exercises direct supervision over assigned professional, technical, and clerical staff.

DISTINGUISHING CHARACTERISTICS

This is a working first-line supervisory class in the Administration series. Individuals in this class will oversee, direct, and participate in all activities related to accounting and finance, human resources, grant administration, budget development and maintenance, risk management, information technology, and general administration. This class is distinguished from the Senior Accountant and Senior Management Analyst in that the Supervisor of Administrative Services class includes full supervisory responsibilities. This class is distinguished from the Manager of Administrative Services in that the latter has overall responsibility for management of the Administration Division, including budget and strategic planning for the Agency.

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.

- Supervises, plans, organizes, assigns and reviews work of lower-level professional technical, and clerical staff.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to develop skills and correct deficiencies; evaluates employee performance; implements discipline procedures.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services.
- Oversees adopted administrative services strategic plans, policies, and standards.
- Oversees and participates in human resources programs and activities, including recruitment and selection, employee relations, compensation and benefits strategy development and administration, employee performance evaluation and recognition, worker's compensation, risk management, and payroll and benefits administration.
- Oversees and assists with the development and administration of the Agency's annual budget; directs the forecast of additional funds for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as appropriate.

- Provides responsible administrative support to senior management; oversees a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies or procedures as appropriate.
- Provides information and assistance to the public; acts in liaison activities with other agencies and the general public.
- As assigned, serves as Plan Administrator to the Retirement and OPEB plans and trusts; may review and recommend changes including investment policy changes. Manages the investment of Agency reserve funds.
- Performs accounting, human resources, risk management, and other administrative functions as a back-up or in addition to administrative staff.
- May attend and participate in professional group meetings and serve on committees; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to Agency needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and recommends corrective action.
- Monitors changes in laws, regulations, and technology that may affect Agency or divisional operations; implements policy and procedural changes as directed.
- Informs the General Manager and Assistant General regarding complex and changing federal and state laws and regulations affecting areas of assignment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- General principles, practices, and techniques of administrative services as they relate to the Agency, including general administration, human resources, risk management, information technology, and accounting functions.
- Governmental accounting principles and standards and financial analysis; internal controls and audit procedures; governmental purchasing procedures; budget development and management; claims and risk management; and information technology management.
- Principles and practices of employee supervision including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Local, State, and Federal government structure and officials.
- Principles and practices of public agency contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned divisions.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- 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 division operations, programs, and activities.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor a variety of programs, on-time, and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of assigned staff.
- Effectively select, train, supervise, motivate, develop and evaluate assigned staff.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Exercise initiative and sound judgment in resolving difficult and sensitive issues, including investigating, interviewing, negotiating, and providing alternative resolutions; maintain the confidentiality of sensitive information encountered during the course of work
- Interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Communicate effectively, tactfully, and persuasively, both orally and in writing, with Agency personnel, external agencies, consultants, contractors, and the public.
- Prepare and maintain detailed and accurate records, reports, and written correspondence; maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, 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 graduation from an accredited four-year college or university with major coursework in management, accounting, business or public administration, or a related field and six (6) years of increasingly responsible administrative and financial experience including one (1) year of experience leading and directing the work of others. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

License and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification 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:

LEGISLATIVE UPDATES

**Solano County Water Agency
2023 - 2024 Regular Session, Second Year**

[AB 460](#) ([Bauer-Kahan D](#)) **State Water Resources Control Board: water rights and usage: civil penalties.**
Current Text: Enrolled: 9/4/2024 [html](#) [pdf](#)
Introduced: 2/6/2023
Last Amend: 8/15/2024
Status: 8/30/2024-In Assembly. Concurrence in Senate amendments pending. Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 65. Noes 5.).
Is Urgency: N
Is Fiscal: Y
Location: 8/30/2024-A. ENROLLMENT
Summary: Under current law, the diversion or use of water other than as authorized by specified provisions of law is a trespass, subject to specified civil liability. This bill would require the State Water Resources Control Board to adjust for inflation, by January 1 of each year, beginning in 2026, the amounts of civil and administrative liabilities or penalties imposed by the board or in water right actions brought at the request of the board, as specified.

Position
Watch

[AB 1567](#) ([Garcia D](#)) **Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, Clean Energy, and Workforce Development Bond Act of 2024.**
Current Text: Amended: 5/26/2023 [html](#) [pdf](#)
Introduced: 2/17/2023
Last Amend: 5/26/2023
Status: 5/22/2024-Re-referred to Com. on N.R. & W.
Is Urgency: N
Is Fiscal: Y
Location: 5/22/2024-S. N.R. & W.
Summary: Would enact the Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, Clean Energy, and Workforce Development Bond Act of 2024, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$15,995,000,000 pursuant to the State General Obligation Bond Law to finance projects for safe drinking water, wildfire prevention, drought preparation, flood protection, extreme heat mitigation, clean energy, and workforce development programs.

Position
Support/Amend

[AB 1834](#) ([Garcia D](#)) **Resource adequacy: Electricity Supply Strategic Reliability Reserve Program.**
Current Text: Enrolled: 8/31/2024 [html](#) [pdf](#)
Introduced: 1/16/2024
Last Amend: 4/15/2024
Status: 8/28/2024-In Assembly. Ordered to Engrossing and Enrolling.
Is Urgency: N
Is Fiscal: Y
Location: 8/28/2024-A. ENROLLMENT
Summary: Current law requires the Public Utilities Commission (PUC) or the State Energy Resources Conservation and Development Commission to determine a capacity payment unit cost in kilowatt per month for load-serving entities or local publicly owned electric utilities, respectively, that is based on the monthly cost of the resources procured using the moneys from the Electricity Supply Strategic Reliability Reserve Program, as provided. This bill would require the PUC and the Energy Commission, in determining the capacity payment unit cost, to consider mitigating factors.

Position
Watch

[AB 2196](#) ([Connolly D](#)) **Beaver restoration.**
Current Text: Enrolled: 9/5/2024 [html](#) [pdf](#)
Introduced: 2/7/2024
Last Amend: 8/15/2024
Status: 8/31/2024-Senate amendments concurred in. To Engrossing and Enrolling.
Is Urgency: N
Is Fiscal: Y
Location: 8/31/2024-A. ENROLLMENT

Summary: Current law, except as provided, authorizes any owner or tenant of land or property that is being damaged or destroyed or is in danger of being damaged or destroyed by certain animals, including, among others, the beaver, to apply to the Department of Fish and Wildlife for a permit to kill the animals. Under current law, it is unlawful for any person to trap any fur-bearing mammal for purposes of recreation or commerce in fur. Under current law, a violation of the Fish and Game Code, or of any rule, regulation, or order made or adopted under that code, is a crime. This bill would, subject to an appropriation by the Legislature for these purposes, statutorily establish in the department a program to promote beaver restoration across California, as provided.

Position

Favor

[AB 2257](#) (Wilson D) Local government: property-related water and sewer fees and assessments: remedies.

Current Text: Enrollment: 9/5/2024 [html](#) [pdf](#)

Introduced: 2/8/2024

Last Amend: 8/5/2024

Status: 9/5/2024-Enrolled and presented to the Governor at 4 p.m.

Is Urgency: N

Is Fiscal: N

Location: 9/5/2024-A. ENROLLED

Summary: The California Constitution specifies various requirements with respect to the levying of assessments and property-related fees and charges by a local agency, including notice, hearing, and protest procedures, depending on the character of the assessment, fee, or charge. Current law, known as the Proposition 218 Omnibus Implementation Act, prescribes specific procedures and parameters for local jurisdictions to comply with these requirements. This bill would prohibit, if a local agency complies with specified procedures, a person or entity from bringing a judicial action or proceeding alleging noncompliance with the constitutional provisions for any new, increased, or extended fee or assessment, as defined, unless that person or entity has timely submitted to the local agency a written objection to that fee or assessment that specifies the grounds for alleging noncompliance, as specified. This bill would provide that local agency responses to the timely submitted written objections shall go to the weight of the evidence supporting the agency's compliance with the substantive limitations on fees and assessments imposed by the constitutional provisions. The bill would also prohibit an independent cause of action as to the adequacy of the local agency's responses.

Position

[AB 2875](#) (Friedman D) Wetlands: state policy.

Current Text: Enrollment: 9/5/2024 [html](#) [pdf](#)

Introduced: 2/15/2024

Last Amend: 8/21/2024

Status: 9/5/2024-Enrolled and presented to the Governor at 4 p.m.

Is Urgency: N

Is Fiscal: N

Location: 9/5/2024-A. ENROLLED

Summary: The Keene-Nejedly California Wetlands Preservation Act requires the Natural Resources Agency to prepare a plan for the acquisition, protection, preservation, restoration, and enhancement of wetlands, including funding requirements and the priority status of specific proposed wetlands projects. By Executive Order No. W-59-93, former Governor Pete Wilson declared it to be the policy of the state that its Comprehensive Wetlands Policy rests on three primary objectives, including the objective of ensuring no overall net loss and long-term net gain in the quantity, quality, and permanence of wetlands acreage and values, as provided. This bill would declare that it is the policy of the state to ensure no net loss and long-term gain in the quantity, quality, and permanence of wetlands acreage and values in California.

Position

Favor if Amended

[ACA 2](#) (Alanis R) Water Resiliency Act of 2024.

Current Text: Amended: 3/6/2024 [html](#) [pdf](#)

Introduced: 12/5/2022

Last Amend: 3/6/2024

Status: 3/19/2024-In committee: Set, first hearing. Hearing canceled at the request of author.

Is Urgency:

Is Fiscal: Y

Location: 4/20/2023-A. W.,P. & W.

Summary: The California Constitution declares that the general welfare requires that the water resources of the state be put to beneficial use to the fullest extent of which they are capable, and that the right to the use of water does not extend to the waste or unreasonable use, method of use, or method of diversion of water. This measure would require the Treasurer to annually transfer an amount equal to 1.5% of all state revenues from the General Fund to the California Water Resiliency Trust Fund, which the measure would create. The measure would continuously appropriate moneys in the fund to the California Water Commission for its actual costs of implementing these provisions and for specified water infrastructure projects.

Position

Favor

SB 366 (Caballero D) The California Water Plan: long-term supply targets.

Current Text: Enrolled: 9/3/2024 [html](#) [pdf](#)

Introduced: 2/8/2023

Last Amend: 8/22/2024

Status: 8/29/2024-Assembly amendments concurred in. (Ayes 38. Noes 0.) Ordered to engrossing and enrolling.

Is Urgency: N

Is Fiscal: Y

Location: 8/29/2024-S. ENROLLMENT

Summary: Current law requires the Department of Water Resources to update every 5 years the plan for the orderly and coordinated control, protection, conservation, development, and use of the water resources of the state, which is known as "The California Water Plan." Current law requires the department to include a discussion of various strategies in the plan update, including, but not limited to, strategies relating to the development of new water storage facilities, water conservation, water recycling, desalination, conjunctive use, water transfers, and alternative pricing policies that may be pursued in order to meet the future needs of the state. Current law requires the department to establish an advisory committee to assist the department in updating the plan. This bill would revise and recast certain provisions regarding The California Water Plan to, among other things, require the department to expand the membership of the advisory committee to include tribes, labor, and environmental justice interests. The bill would require the department, as part of the 2033 update to the plan, to update the interim planning target for 2050, as provided. The bill would require the target to consider the identified and future water needs for all beneficial uses and ensure safe drinking water for all Californians, among other things.

Position

Support

SB 638 (Eggman D) Climate Resiliency and Flood Protection Bond Act of 2024.

Current Text: Amended: 6/28/2023 [html](#) [pdf](#)

Introduced: 2/16/2023

Last Amend: 6/28/2023

Status: 7/6/2023-July 11 hearing postponed by committee.

Is Urgency: N

Is Fiscal: Y

Location: 6/15/2023-A. W.,P. & W.

Summary: Would enact the Climate Resiliency and Flood Protection Bond Act of 2024 which, if approved by the voters, would authorize the issuance of bonds in the amount of \$6,000,000,000 pursuant to the State General Obligation Bond Law, for flood protection and climate resiliency projects.

Position

Support

SB 867 (Allen D) Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024.

Current Text: Chaptered: 7/3/2024 [html](#) [pdf](#)

Introduced: 2/17/2023

Last Amend: 6/29/2024

Status: 7/3/2024-Chaptered by Secretary of State - Chapter 83, Statutes of 2024

Is Urgency: Y

Is Fiscal: Y

Location: 7/3/2024-S. CHAPTERED

Summary: Would enact the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$10,000,000,000 pursuant to the State General Obligation Bond Law to finance projects for safe drinking water, drought, flood, and water resilience, wildfire and forest resilience, coastal resilience, extreme heat mitigation, biodiversity and nature-based climate solutions, climate-smart,

sustainable, and resilient farms, ranches, and working lands, park creation and outdoor access, and clean air programs.

Position

Support/Amend

SB 1034 (Seyarto R) California Public Records Act: state of emergency.

Current Text: Chaptered: 7/18/2024 [html](#) [pdf](#)

Introduced: 2/6/2024

Last Amend: 6/5/2024

Status: 7/18/2024-Chaptered by Secretary of State - Chapter 161, Statutes of 2024

Is Urgency: N

Is Fiscal: Y

Location: 7/18/2024-S. CHAPTERED

Summary: The California Public Records Act requires state and local agencies to make their records available for public inspection, except as specified. Existing law requires each agency, within 10 days of a request for a copy of records, to determine whether the request seeks copies of disclosable public records in possession of the agency and to promptly notify the person of the determination and the reasons therefor. Existing law authorizes that time limit to be extended by no more than 14 days under unusual circumstances, and defines "unusual circumstances" to include certain circumstances. This bill would revise the unusual circumstances under which the time limit may be extended to include the need to search for, collect, and appropriately examine records during a state of emergency, as defined, proclaimed by the Governor in the jurisdiction where the agency is located when the state of emergency currently affects, due to the state of emergency, the agency's ability to timely respond to requests due to staffing shortages or closure of facilities where the requested records are located, except as specified.

Position

Favor

SB 1390 (Caballero D) Groundwater recharge: floodflows: diversion.

Current Text: Amended: 8/22/2024 [html](#) [pdf](#)

Introduced: 2/16/2024

Last Amend: 8/22/2024

Status: 9/1/2024-VOTE: SB 1390 Caballero Senate Third Reading By Aguiar-Curry (FAIL)

Is Urgency: N

Is Fiscal: Y

Location: 8/20/2024-A. THIRD READING

Summary: Current law declares that all water within the state is the property of the people of the state, but the right to the use of the water may be acquired by appropriation in the manner provided by law. Current law requires the appropriation to be for some useful or beneficial purpose. Current law provides, however, that the diversion of floodflows for groundwater recharge does not require an appropriative water right if certain conditions are met, including that a local or regional agency that has adopted a local plan of flood control or has considered flood risks as part of its most recently adopted general plan has given notice, as provided, of imminent risk of flooding and inundation of lands, roads, or structures. Current law defines "floodflow" for these purposes, to include circumstances in which flows would inundate ordinarily dry areas in the bed of a terminal lake to a depth that floods dairies and other ongoing agricultural activities, or areas with substantial residential, commercial, or industrial development. Current law defines "imminent" for these purposes to mean a high degree of confidence that a condition will begin in the immediate future. Current law also requires the person or entity making the diversion for groundwater recharge purposes to file with the State Water Resources Control Board and any applicable groundwater sustainability agency for the basin, a notice containing specified information no later than 48 hours after initially commencing diversion of floodflows for groundwater recharge, a preliminary report no later than 14 days after initially commencing that diversion, and a final report no later than 15 days after the diversions cease. These requirements apply to diversions commenced before January 1, 2029. This bill would, among other things, expand the conditions that are required to be met for the diversion of floodwaters for groundwater recharge that do not require an appropriative water right. The bill would expand the definition of "floodflow" to include flows that are projected by the local or regional agency to inundate ordinarily dry areas in the bed of a terminal lake, as described above. The bill would revise the definition of "imminent" to mean a high degree of confidence that a condition will begin or is projected to begin within the next 72 hours.

Position

Support

Total Measures: 12

Total Tracking Forms: 12

WATER POLICY UPDATES