

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS' MEETING

BOARD OF DIRECTORS:

Chair:
Mayor Alma Hernandez
City of Suisun City

Vice Chair:
Director J.D. Kluge
Solano Irrigation District

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 Edwin Okamura
City of Rio Vista

Supervisor Cassandra James
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

Mayor John Carli
City of Vacaville

Mayor Andrea Sorce
City of Vallejo

GENERAL MANAGER:
Chris Lee
Solano County Water Agency

DATE: Thursday, February 12, 2026

TIME: 6:30 pm

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

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

Zoom Information:

<https://us02web.zoom.us/j/86847349477?pwd=7VzR4b15cpyDflUb2YH40CrV6YFwlB.1>

Meeting ID: 868 4734 9477 | 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.

6. CONSENT ITEMS (estimated time: 5 minutes)

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting of January 12, 2026.
- (B) Expenditure Approvals: Approve expenditures from the Water Agency checking account for January 2026.
- (C) Financial Report Approval: Approve the quarterly Income Statement and Balance Sheet for the period ending December 2025.
- (D) Contract amendment for engineering support to complete hydrologic and hydraulic evaluation on two additional overchutes of the Putah South Canal: Authorize General Manager to execute Amendment No. 1 with West Yost Associates for \$65,800.
- (E) Employee Handbook: Review and approve the proposed red-line changes to the Solano County Water Agency Employee Handbook.

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 (estimated time: 5 minutes)

RECOMMENDATION: For information only.

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

The Solano County Water Agency is a member of the North Bay Watershed Association, which is a group of diverse regional and local public agencies throughout the North Bay region working to craft regional approaches to managing our common watershed. Association members work cooperatively on water resources issues and go beyond traditional boundaries to promote good stewardship of the North Bay watersheds. For more information: <https://www.nbwatershed.org> .

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. BAY DELTA WATER QUALITY CONTROL PLAN UPDATE (estimated time: 15 minutes)

RECOMMENDATION: For information only.

Staff will provide an update on the Bay Delta Water Quality Control Plan.

In December of 2025, the State Water Board released a revised draft to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta (Plan). The changes are focused on portions of the Plan relevant to the Sacramento River watershed Delta eastside tributaries and the Delta for the reasonable protection of fish and wildlife beneficial uses.

Public Hearings were held in Sacramento on February 28-30, to receive written and oral comments. Written comments were due on February 2.

12. 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.

The Solano County Water Agency is committed to providing cities and farms with reliable access to water, flood risk reduction, and habitat conservation services. Federal and State financial and technical resources and legislative support are needed to fulfill our commitment to Solano County residents, businesses, and agricultural water users. The Solano County Water Agency is represented by Reeb Government Relations for state matters and Lincoln Concepts for federal matters.

13. 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.

The Delta Counties Coalition, a consortium of five Delta Counties, including Contra Costa, Sacramento, San Joaquin, Solano, and Yolo, is working to give one voice to the Delta, advocating on behalf of local government and the four million people throughout the Delta region. Learn more at: <https://savethedelta.saccounty.gov>.

The Delta Protection Commission's primary authority is over land use in the Delta's unincorporated areas. The Commission coordinates the Sacramento-San Joaquin Delta National

Heritage Area and leads the development of the Great California Delta Trail System. Learn more at: <https://delta.ca.gov> .

The Delta Conservancy leads efforts to preserve, protect, and restore the natural resources, economy, and agriculture of the Delta and Suisun Marsh through both internal programs and grant-funded projects. It collaborates with local communities, interested groups, science experts, Tribes, and state and federal agencies to accomplish this goal. Learn more at: <https://deltaconservancy/ca/gov> .

14. CLOSED SESSION (estimated time: 15 minutes)

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to paragraph (2)(d) of §54956.9: 1 Case

15. TIME AND PLACE OF NEXT MEETING

Thursday, March 12, 2026, at 6:30 p.m. at the SCWA offices.

The Full Board of Directors packet with background materials for each agenda item can be viewed on the Agency's website at <https://www.scwa2.com/governance/board-meetings-agendas-minutes/>

Any materials related to items on this agenda distributed to the Board of Directors of Solano County Water Agency less than 72 hours before the public meeting are available for public inspection at the Agency's offices located at the following address: 810 Vaca Valley Parkway, Suite 202, Vacaville, CA 95688. Upon request, these materials may be made available in an alternative format to persons with disabilities.

FEB.2026.BOD.Agenda

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: January 8, 2026

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 Bird, City of Dixon
Mayor Catherine Moy, City of Fairfield
Mayor Edwin Okamura, City of Rio Vista
Mayor Alma Hernandez, City of Suisun City (remote)
Mayor Andrea Sorce, City of Vallejo
Mayor John Carli, City of Vacaville
Supervisor Cassandra James, 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 J.D. Kluge, Solano Irrigation District
Director Chris Holdener, Maine Prairie Water District

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion by Director Kluge and a second by Mayor Sorce the Board unanimously approved by roll call vote the agenda.

PUBLIC COMMENT

Marianne Butler from the Solano Resource Conservation District (SRCD) provided public comment and an update on the water education program. Ms. Butler shared a handout and testimonials regarding education and restoration efforts occurring in the Delta, Vallejo, Vacaville, and Lake Solano. She invited Board members to participate in upcoming activities.

ELECTION OF OFFICERS AND APPOINTMENTS OF COMMITTEES FOR 2026

General Manager Chris Lee shared that the typical rotation of officers has been that the Vice Chair becomes Chair, and a new Vice Chair is selected by the Board, such that each of the three types of Board Members (County, City, Irrigation/Reclamation Districts) are in rotation. Director Kluge nominated and made the motion for Mayor Hernandez to become the new Chair, with a second by Mayor Sorce. The Board unanimously approved by roll call vote the selection of Mayor Hernandez to become the Board Chair. Mayor Sorce nominated and made the motion for Director Kluge to become the Vice Chair. The Board unanimously approved by roll call the vote the selection of Director Kluge to become the new Vice Chair.

CONSENT ITEMS

On a motion by Mayor Bird and a second by Supervisor James the Board unanimously approved by roll call vote the following consent items:

- (A) Minutes
- (B) Expenditure Approvals
- (C) Financial Report Approval

BOARD MEMBER REPORTS

For Board Member reports, Supervisor Mashburn shared that for the new Truck Scales, there appears to be a leak and upswelling of chlorinated water that is impacting the project. Supervisor Mashburn asked

for each of the agencies that have water supplies in the region, to evaluate and make sure it is not their facility.

GENERAL MANAGERS REPORT

There were no updates from the written report.

NORTH BAY WATERSHED ASSOCIATION REPORT

Ms. Elizabeth Patterson shared that the annual conference of the North Bay Watershed Association is coming up and would highly encourage any interested Board members to attend.

SOLANO WATER ADVISORY COMMISSION REPORT

There were no updates from the Solano Water Advisory Commission.

2016-2025 STRATEGIC PLAN UPDATE

Assistant General Manager Alex Rabidoux presented an overview of the Agency's 2016–2025 Strategic Plan, including the mission, vision, and strategic goals that continue to guide Agency priorities and work programs. Mr. Rabidoux summarized several key accomplishments achieved under the plan, including Urban Water Management Plan updates, completion of the Solano Project 25-year relicensing, protection of the Agency's Area of Origin water, Groundwater Sustainability Plan, Bay-Delta Plan coordination efforts, and the Agency's response to emerging issues such as the Golden Mussel program. Staff noted that these efforts reflect coordinated work by Agency staff, member agencies, and the Board over the past decade.

The presentation also identified initiatives that remain ongoing or present continuing challenges, including long-range infrastructure and planning efforts, regulatory and habitat coordination, and maintaining education and outreach programs. Staff explained that while conditions and priorities have evolved, the overall framework of the Strategic Plan remains relevant and continues to support Agency decision-making.

Staff recommended preparing redline revisions to update the existing plan to reflect accomplishments, current conditions, and emerging priorities, and to extend the plan as a five-year update. On a motion by Director Kluge and a second by Mayor Sorce, the Board unanimously approved by roll call vote directing staff to return with proposed redline updates for future Board consideration.

LAKE BERRYESSA MUSSEL EDUCATION AND PREVENTION PROGRAM

Drew Gantner, Manager of Water Resources, introduced staff and presented an overview of the Lake Berryessa Golden Mussel Education and Prevention Program. Mr. Gantner explained that the confirmation of Golden Mussels in the Delta in October 2024 created an immediate risk to Lake Berryessa due to the volume of regional boating activity and proximity to the Delta. Staff provided background on mussel biology, including rapid reproduction and dispersal mechanisms, and described the significant operational, environmental, and recreational impacts that an infestation could pose to the Solano Project and surrounding water infrastructure.

Staff outlined the transition from the prior seasonal inspection model to a comprehensive, year-round prevention framework. The updated program includes a mandatory 30-day quarantine period for departing watercraft or certified hot water decontamination, supported by a vessel seal tracking system to help ensure compliance. Presenters described coordination with concessionaires and federal partners, fabrication of in-house mobile decontamination units to accelerate program startup, implementation of automated scheduling tools to manage high public demand, and certification and training of Agency staff and partners to perform inspections and decontaminations. Outreach efforts include public education, stakeholder engagement, and communication campaigns aimed at promoting awareness and voluntary compliance.

Staff also described early detection and monitoring activities, including plankton tows, environmental DNA sampling, colonization devices, and routine visual inspections designed to identify potential introductions as early as possible. Program metrics and operational experience to date were summarized, emphasizing the scale of inspections and decontamination efforts required to protect the lake while maintaining recreational access. Board members asked clarifying questions regarding decontamination

effectiveness, seal compliance, and opportunities to support the program. Staff emphasized the importance of continued partnership with all the entities at Lake Berryessa, and particularly the concessionaries.

SOLANO COUNTY WATER AGENCY FISCAL YEAR 2024-2025 AUDIT

General Manager Chris Lee introduced the Fiscal Year 2024–2025 independent audit and noted that the Agency is working with a new auditing firm this year. Mr. Lee explained that the audit reviewed the Agency's financial statements, internal controls, and compliance procedures, and was conducted in accordance with applicable governmental accounting standards. Staff reported that the audit process included coordination with Agency personnel to verify financial records and operational practices.

Mr. Lee summarized the auditor's findings, noting that the audit concluded the Agency's financial statements fairly present the Agency's financial position and that no material weaknesses or significant compliance issues were identified. Staff emphasized that the results reflect continued sound financial management and adherence to established accounting and reporting practices.

On a motion by Supervisor Vasquez and a second by Mayor Moy, the Board unanimously approved by roll call to accept the Fiscal Year 2024-2025 audit report.

LEGISLATIVE UPDATES

Staff provided a brief legislative update regarding ongoing state-level policy and funding matters relevant to the Agency. General Manager Chris Lee reported that staff and the Agency's legislative advocates continue to monitor legislation affecting water resources, infrastructure funding, and invasive species management, including ongoing work related to AB 497. Staff noted that legislative activity remains dynamic, with continued engagement focused on protecting Agency interests and supporting regional water management priorities.

Staff explained that current advocacy efforts include coordination with partner agencies and statewide organizations to track funding opportunities, regulatory developments, and proposals that may affect water supply reliability, environmental compliance, and operational responsibilities. Emphasis was placed on maintaining communication with legislative offices and stakeholders to ensure the Agency's perspective is represented in policy discussions.

Board members discussed the importance of continued legislative engagement and staying informed on emerging proposals that could impact Agency programs.

WATER POLICY UPDATES

There were no staff updates. Supervisor Mashburn reported that the Delta Counties Coalition successfully prevented issuance of bonds related to the Delta Conveyance Project.

The Board entered closed session at 7:20 pm. The Board came back into open session at 7:52 pm with nothing to report.

TIME AND PLACE OF NEXT MEETING

Thursday, February 12, 2026, at 6:30 pm at the SCWA offices.

ADJOURNMENT

The meeting of the Solano County Water Agency Board of Directors was adjourned at 7:52 pm.

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

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: February 12, 2026

SUBJECT: Expenditures Approval

RECOMMENDATIONS:

Approve expenditures from the Water Agency checking accounts for January 2026.

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 January 2026. 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 February 12, 2026, 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 Jan 1, 2026 to Jan 28, 2026

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/1/26	EFT 01.01.2025	2020SC 1015SC	Invoice: JAN 2026 HEALTH CALPERS	49,192.48	49,192.48
1/3/26	PPE 1.3.2026	2020SC 1015SC	Invoice: PPE 1.3.2026 PAYROLL TAXES	39,293.04	39,293.04
1/3/26	PPE 1.3.2026	2020SC 1015SC	Invoice: SIP PPE 1.3.2026 CALPERS	7,749.64	7,749.64
1/3/26	PPE 1.3.2026	2020SC 1015SC	Invoice: PEPRA PPE 1.3.2026 CALPERS	13,270.44	13,270.44
1/3/26	PPE 1.3.2026	2020SC 1015SC	Invoice: PPE 1.3.2026 CALPERS	9,726.93	9,726.93
1/3/26	PPE 1.3.2026	2020SC 1015SC	Invoice: 98778 ONEPOINT HUMAN CAPITAL MANAGEMENT LLC	1,440.25	1,440.25
1/3/26	PPE 1/3/2026	2020SC 1015SC	Invoice: GARNISH PPE 1/3/26 CALIFORNIA STATE DISBURSEMENT UNIT	153.23	153.23
1/5/26	EFT 1/5/2026	2020SC 1015SC	Invoice: 11/1025-12/10/25 PACIFIC GAS & ELECTRIC CO,	3,337.69	3,337.69
1/5/26	EFT 1/5/2026	2020SC 1015SC	Invoice: 11/7/25-12/9/25 PACIFIC GAS & ELECTRIC CO,	3,839.04	3,839.04
1/6/26	44420	2020SC 1015SC	Invoice: 3929 AG INNOVATIONS NETWORK	6,223.20	6,223.20
1/6/26	44421	2020SC 2020SC 2020SC 2020SC 1015SC	Invoice: APXQ32705-CREDIT Invoice: 1366256 Invoice: 1366264 Invoice: TS1366316 APEX TECHNOLOGY MANAGEMENT LLC	8,926.00 990.00 10,870.00	304.45 20,481.55
1/6/26	44422	2020SC 1015SC	Invoice: EMP REIM DEC 2025 DEBORAH BARR	494.82	494.82
1/6/26	44423	2020SC 1015SC	Invoice: 00842 BIOTACTIC INCORPORATED	3,777.77	3,777.77
1/6/26	44424	2020SC 2020SC 2020SC 1015SC	Invoice: 526796 Invoice: 526794 Invoice: 526795 BLANKINSHIP & ASSOCIATES, INC.	588.75 380.00 2,454.00	3,422.75
1/6/26	44425	2020SC 1015SC	Invoice: DEC 2025 BUZZ OATES MANAGEMENT SER	7,108.00	7,108.00
1/6/26	44426	2020N 1015SC	Invoice: 69399 CBEC, INC.	7,869.50	7,869.50
1/6/26	44427	2020SC 2020SC 1015SC	Invoice: 9348845815 Invoice: 9348786251 CINTAS CORPORATION	159.99 144.61	304.60
1/6/26	44428	2020N 1015SC	Invoice: 63455 COASTLAND CIVIL ENGINEERING LLP	6,462.74	6,462.74
1/6/26	44429	2020SC 2020SC 1015SC	Invoice: 1677162 Invoice: 1680631 DEPT OF FORESTRY & FIRE PROTECTION	882.34 1,764.68	2,647.02
1/6/26	44430	2020SC	Invoice: W0315408	11	2,907.20

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1015SC	GARTON TRACTOR, INC.		2,907.20
1/6/26	44431	2020SC	Invoice: 9745849217	119.32	
		1015SC	W.W.GRAINGER, INC. DEPT 807573308		119.32
1/6/26	44432	2020SC	Invoice: 5804A	521.70	
		1015SC	HAUGHN & SON TIRE SERVICE INC		521.70
1/6/26	44433	2020SC	Invoice: CL50009	1,156.90	
		1015SC	INTERSTATE OIL COMPANY		1,156.90
1/6/26	44434	2020SC	Invoice: 10653	4,920.00	
		2020SC	Invoice: 10612	3,800.00	
		2020SC	Invoice: 10677	1,640.00	
		1015SC	J.T. MARTIN		10,360.00
1/6/26	44435	2020SC	Invoice: 0127746	75.00	
		2020SC	Invoice: 0127750	75.00	
		2020SC	Invoice: 0127752	390.00	
		1015SC	JUST THE FINEST		540.00
1/6/26	44436	2020SC	Invoice: 202024	35,706.36	
		2020SC	Invoice: 202419	18,294.25	
		1015SC	LSA ASSOCIATES, INC.		54,000.61
1/6/26	44437	2020SC	Invoice: 2511C27	87.00	
		2020SC	Invoice: 2511H77	261.00	
		2020SC	Invoice: 2512505	435.00	
		1015SC	MCCAMPBELL ANALYTICAL, INC.		783.00
1/6/26	44438	2020SC	Invoice: 14087	3,998.92	
		1015SC	NORDIC INDUSTRIES, INC.		3,998.92
1/6/26	44439	2020SC	Invoice: 2997718	72.00	
		2020SC	Invoice: 2997619	99.00	
		2020SC	Invoice: 2997888	114.30	
		2020SC	Invoice: 2998069	40.20	
		2020SC	Invoice: 2999041	45.00	
		2020SC	Invoice: 3000929	42.60	
		2020SC	Invoice: 3001151	125.10	
		1015SC	RECOLOGY HAY ROAD		538.20
1/6/26	44440	2020SC	Invoice: 034-JAN-26	10,000.00	
		1015SC	REEB GOVERNMENT RELATIONS, LLC		10,000.00
1/6/26	44441	2020SC	Invoice: 32546030	17.18	
		2020SC	Invoice: 32687485	8.59	
		1015SC	SUPERIOR PLUS PROPANE		25.77
1/6/26	44442	2020U	Invoice: OCT - 2025	990.97	
		1015SC	SOLANO COUNTY FLEET MANAGEMENT		990.97
1/6/26	44443	2020U	Invoice: 15001	9,742.40	
		2020U	Invoice: 15006	22,195.52	
		2020U	Invoice: 15002	122,916.36	
		2020U	Invoice: 15003	18,786.31	
		2020U	Invoice: 15004	16,939.34	
		2020U	Invoice: 15005	1,275.23	
		2020U	Invoice: 15017	41,908.75	
		2020U	Invoice: 15019	3,006.71	
		2020U	Invoice: 15020	5,283.21	
		2020U	Invoice: 15018	45,302.31	
		2020U	Invoice: 15016	17,750.71	
		2020U	Invoice: 15021	679.13	
		2020U	Invoice: 15007	15,775.35	
		2020U	Invoice: 15008	39,772.94	
		2020U	Invoice: 15009	43,723.54	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		2020U	Invoice: 15010	724.60	
		2020U	Invoice: 15011	7,419.64	
		2020U	Invoice: 15012	12,059.32	
		2020U	Invoice: 15013	1,417.60	
		1015SC	SOLANO COUNTY PUBLIC WORKS DIVISION		426,678.97
1/6/26	44444	2020SC	Invoice: JUN-SEPT 2025	12,142.36	
		1015SC	SOLANO RESOURCE CONSERVATION DISTRICT		12,142.36
1/6/26	44445	2020SC	Invoice: 25-424	1,000.00	
		1015SC	SOUSA LAND SURVEYS		1,000.00
1/6/26	44446	2020SC	Invoice: 691736	1,771.07	
		1015SC	SPENCER BUILDING MAINTENANCE		1,771.07
1/6/26	44447	2020SC	Invoice: 310371	195.64	
		2020SC	Invoice: 310370	167.00	
		2020SC	Invoice: 310369	158.36	
		2020SC	Invoice: 310368	157.13	
		2020SC	Invoice: 310367	144.34	
		2020SC	Invoice: 310366	129.04	
		2020SC	Invoice: 310365	125.13	
		1015SC	STERLING MAY EQUIPMENT CO.		1,076.64
1/6/26	44448	2020SC	Invoice: WD-0306640	3,630.00	
		1015SC	STATE WATER RESOURCES CONTROL BOARD		3,630.00
1/6/26	44449	2020SC	Invoice: 2025-02199	720.00	
		1015SC	TERRA REALTY ADVISORS, INC.		720.00
1/6/26	44450	2020SC	Invoice: 569	2,500.00	
		2020SC	Invoice: 571	10,763.70	
		1015SC	TRPA FISH BIOLOGISTS		13,263.70
1/6/26	44451	2020SC	Invoice: 50650	578.46	
		1015SC	VACAVILLE TRAILER SALES		578.46
1/6/26	44452	2020SC	Invoice: INV 5 & 6	8,198.00	
		2020SC	Invoice: INV 7 & 8	4,359.00	
		1015SC	VICTOR PAUL CLAASSEN		12,557.00
1/6/26	44453	2020SC	Invoice: 2065247	769.75	
		1015SC	WEST YOST & ASSOCIATES, INC.		769.75
1/12/26	44354V	2020SC	Invoice: EXP REIM NOV 2025		774.76
		1015SC	LEE, CHRISTOPHER R.	774.76	
1/15/26	44454	2020SC	Invoice: 0708205	2,874.84	
		1015SC	ACWA JOINT POWERS INSURANCE AUTHORITY		2,874.84
1/15/26	44455	2020SC	Invoice: 12504441	2,235.00	
		1015SC	AIR SYSTEMS SERVICE & CONST.		2,235.00
1/15/26	44456	2020SC	Invoice: 22675673	375.00	
		2020SC	Invoice: 22675404	375.00	
		2020SC	Invoice: 22675720	250.00	
		1015SC	BAY ALARM		1,000.00
1/15/26	44457	2020SC	Invoice: JAN 2026	7,108.00	
		1015SC	BUZZ OATES MANAGEMENT SER		7,108.00
1/15/26	44458	2020SC	Invoice: 24524414	847.98	
		1015SC	CALNET3 AT&T		847.98
1/15/26	44459	2020SC	Invoice: LBO INC DEC 2025	140.00	

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Jan 1, 2026 to Jan 28, 2026

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1015SC	CHRISTOPHER MICHAEL BERG		140.00
1/15/26	44460	2020SC	Invoice: 000475	464.00	
		2020SC	Invoice: 000584	1,002.00	
		2020SC	Invoice: 000588	1,908.00	
		2020SC	Invoice: 000586	442.00	
		1015SC	CRAMER FISH SCIENCES		3,816.00
1/15/26	44461	2020N	Invoice: 25-258-V NOV 2025	103,456.00	
		1015SC	DEPARTMENT OF WATER RESOURCES		103,456.00
1/15/26	44462	2020N	Invoice: US01U001987883	3,764.00	
		2020N	Invoice: US01U002017770	1,882.00	
		1015SC	ERNST & YOUNG U.S. LLP		5,646.00
1/15/26	44463	2020SC	Invoice: LBO INC DEC 2025	45.00	
		1015SC	JULIE FEATHERSTON		45.00
1/15/26	44464	2020SC	Invoice: LBO INC DEC 2025	370.00	
		1015SC	TRACY FEATHERSTON		370.00
1/15/26	44465	2020SC	Invoice: 9-109-65720	184.43	
		1015SC	FEDEX EXPRESS		184.43
1/15/26	44466	2020SC	Invoice: LBO INC DEC 2025	5.00	
		1015SC	ALANAH GIBB		5.00
1/15/26	44467	2020N	Invoice: 3074210	6,703.34	
		1015SC	GRANITE CONSTRUCTION COMPANY		6,703.34
1/15/26	44468	2020SC	Invoice: LBO INC DEC 2025	35.00	
		1015SC	DANIELA GUTIERREZ		35.00
1/15/26	44469	2020SC	Invoice: 70529	8,567.50	
		1015SC	HARRIS & ASSOCIATES, INC		8,567.50
1/15/26	44470	2020SC	Invoice: LBO INC DEC 2025	100.00	
		1015SC	MARK HAVEN		100.00
1/15/26	44471	2020SC	Invoice: LBO INC DEC 2025	70.00	
		1015SC	JOSEPH COSTANZO		70.00
1/15/26	44472	2020SC	Invoice: 0127745	140.00	
		2020SC	Invoice: 0127747	75.00	
		2020SC	Invoice: 0127728	175.00	
		1015SC	JUST THE FINEST		390.00
1/15/26	44473	2020SC	Invoice: LBO STAFF DEC 2025	4,665.00	
		1015SC	MARKLEY COVE RESORT		4,665.00
1/15/26	44474	2020SC	Invoice: 2512978	87.00	
		1015SC	MCCAMPBELL ANALYTICAL, INC.		87.00
1/15/26	44475	2020SC	Invoice: 34181	1,720.00	
		1015SC	NORTHWEST HYDRAULIC CONSULTANT		1,720.00
1/15/26	44476	2020SC	Invoice: LBO INC DEC 2025	465.00	
		1015SC	ALANNAH LEANNE ORR		465.00
1/15/26	44477	2020SC	Invoice: 397553	140.70	
		2020SC	Invoice: 397719	77.91	
		2020SC	Invoice: 397854	19.47	
		2020SC	Invoice: 397858	10.38	
		2020SC	Invoice: 398043	30.30	
		2020SC	Invoice: 398291		12.97
		2020SC	Invoice: 398292		15.78
		2020SC	Invoice: 398438		34.63
		2020SC	Invoice: 398582		70.34

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Jan 1, 2026 to Jan 28, 2026

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1015SC	PACIFIC ACE HARDWARE		386.54
1/15/26	44478	2020SC	Invoice: LBO INC DEC 2025	20.00	
		1015SC	PAMALA DAVIS		20.00
1/15/26	44479	2020SC	Invoice: 064345	172.05	
		2020SC	Invoice: 064346	40.03	
		2020SC	Invoice: 064456	32.41	
		2020SC	Invoice: 064632	64.16	
		2020SC	Invoice: 064633	0.53	
		2020SC	Invoice: 064634	86.98	
		2020SC	Invoice: 064950	240.15	
		2020SC	Invoice: 065094	28.13	
		2020SC	Invoice: 065285	47.40	
		2020SC	Invoice: 065577	137.68	
		2020SC	Invoice: 065583	8.21	
		2020SC	Invoice: 066353	150.47	
		1015SC	PISANI'S AUTO PARTS		1,008.20
1/15/26	44480	2020SC	Invoice: 6R89927	789.79	
		1015SC	PLATT		789.79
1/15/26	44481	2020SC	Invoice: LBO BUS DEC 2025	255.00	
		1015SC	BERRYESSA SMI OPCO L		255.00
1/15/26	44482	2020SC	Invoice: LBO BUS DEC 2025	945.00	
		1015SC	ROYAL ELK PARK MANAGAMENT, INC		945.00
1/15/26	44483	2020SC	Invoice: LBO INC DEC 2025	90.00	
		1015SC	JERAMIE RIVERA		90.00
1/15/26	44484	2020SC	Invoice: 3038	247.50	
		1015SC	RW EQUIPMENT REPAIR		247.50
1/15/26	44485	2020SC	Invoice: 0047642	1,656.20	
		1015SC	SOLANO IRRIGATION DISTRICT		1,656.20
1/15/26	44486	2020N	Invoice: 3025972	92.00	
		2020N	Invoice: 3026141	364.00	
		1015SC	SOMACH, SIMMONS & DUNN		456.00
1/15/26	44487	2020SC	Invoice: 006492990046 JAN 26	2,462.10	
		1015SC	STANDARD INSURANCE COMPANY		2,462.10
1/15/26	44488	2020SC	Invoice: LBO BUS DEC 2025	1,195.00	
		1015SC	STEELE CANYON CAMPGROUND		1,195.00
1/15/26	44489	2020SC	Invoice: 65793	27.38	
		1015SC	SUISUN VALLEY FRUIT GROWERS AS		27.38
1/15/26	44490	2020SC	Invoice: LBO INC DEC 2025	515.00	
		1015SC	ANTHONY MASSIE		515.00
1/15/26	44491	2020SC	Invoice: 200832696	65.01	
		1015SC	TRACTOR SUPPLY CREDIT PLAN		65.01
1/15/26	44492	2020SC	Invoice: LBO INC DEC 2025	20.00	
		1015SC	CRYSTAL VANWART		20.00
1/15/26	44493	2020SC	Invoice: 6130269557	1,646.06	
		2020SC	Invoice: 6132051356	1,470.02	
		2020SC	Invoice: 6132786025	1,644.76	
		1015SC	VERIZON WIRELESS		4,760.84
1/15/26	44494	2020SC	Invoice: LBO INC DEC 2025	45.00	
		1015SC	MATTHEW WEINSTEIN		45.00

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
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1/15/26	44495	2020SC 1015SC	Invoice: LBO INC DEC 2025 WESTLEY MILLER	475.00	475.00
1/15/26	44496	2020SC 1015SC	Invoice: 198935 WOOD RODGERS, INC.	7,538.75	7,538.75
1/15/26	44497	2020N 1015SC	Invoice: 1225-2 JEFFREY J JANIK	500.00	500.00
1/15/26	44498	2020SC 1015SC	Invoice: LBO BUS DEC 2025 MARKLEY COVE RESORT	4,665.00	4,665.00
1/15/26	EFT 1/15/2026	2020SC 2020SC 1015SC	Invoice: 3523998 Invoice: 1625434 HOME DEPOT CREDIT SERVICE	17.16 151.26	168.42
1/15/26	EFT 1/15/2026	2020SC 1015SC	Invoice: 11/9/25 - 12/18/25 PACIFIC GAS & ELECTRIC CO,	52.34	52.34
1/15/26	EFT 1/15/2026	2020SC 1015SC	Invoice: 33356382 SUPERIOR PLUS PROPANE	17.18	17.18
1/17/26	PPE 1/17/2026	2020SC 1015SC	Invoice: PPE 1.17.2026 PAYROLL TAXES	38,033.31	38,033.31
1/17/26	PPE 1/17/2026	2020SC 1015SC	Invoice: SIP PPE 1.17.2026 CALPERS	7,749.59	7,749.59
1/17/26	PPE 1/17/2026	2020SC 1015SC	Invoice: PPE 1.17.2026 CALPERS	9,726.93	9,726.93
1/17/26	PPE 1/17/2026	2020SC 1015SC	Invoice: PEPRA PPE 1.17.2026 CALPERS	13,272.38	13,272.38
1/17/26	PPE 1/17/2026	2020SC 1015SC	Invoice: GARNISH PPE 1/17/26 CALIFORNIA STATE DISBURSEMENT UNIT	153.23	153.23
1/17/26	PPE 1/17/2026	2020SC 1015SC	Invoice: 99067 ONEPOINT HUMAN CAPITAL MANAGEMENT LLC	138.00	138.00
1/20/26	10248	2020WC 1015WC	Invoice: 18937 MBK ENGINEERS	127.50	127.50
1/20/26	44499	2020SC 1015SC	Invoice: 66102 ABEL CHEVROLET CO., INC.	833.08	833.08
1/20/26	44500	2020SC 1015SC	Invoice: 202512 BELIA MARTINEZ	740.00	740.00
1/20/26	44501	2020SC 1015SC	Invoice: WC 10/1/25-12/31/25 ACWA JOINT POWERS INSURANCE AUTHORITY	15,495.47	15,495.47
1/20/26	44502	2020SC 1015SC	Invoice: 03-02407115 COUNTY OF YOLO	64.90	64.90
1/20/26	44503	2020SC 1015SC	Invoice: 2711 FLUME INC	302.75	302.75
1/20/26	44504	2020SC 1015SC	Invoice: EXP REIM NOV 2025 LEE, CHRISTOPHER R.	597.08	597.08
1/20/26	44505	2020SC 1015SC	Invoice: 0209164-IN PREFERRED ALLIANCE, INC	808.32	808.32
1/20/26	44506	2020SC 1015SC	Invoice: LISA GEISLER LISA GEISLER	970.20	970.20
1/20/26	44507	2020SC 1015SC	Invoice: EMP REIM JULY 18 DEC 25 SANDRA WILLINGMYRE	123.48	123.48

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/20/26	44508	2020SC 1015SC	Invoice: JAN 2026 BOD MTG STEVEN BIRD	167.28	167.28
1/20/26	44509	2020SC 2020SC 1015SC	Invoice: JAN 2026 EXEC MTG Invoice: JAN 2026 BOD MTG JOHN D. KLUGE	150.00 150.00	300.00
1/20/26	44510	2020SC 1015SC	Invoice: JAN 2026 BOD MTG MITCH MASHBURN	150.00	150.00
1/20/26	44511	2020SC 1015SC	Invoice: JAN 2026 BOD MTG JOHN VASQUEZ	150.00	150.00
1/25/26	CAMADDO DEC	2020SC 1015SC	Invoice: CAMADDO DEC 2025 UMPQUA BANK	1,086.80	1,086.80
1/25/26	CUETARA DEC	2020SC 1015SC	Invoice: CUETARA DEC 2025 UMPQUA BANK	2,507.83	2,507.83
1/25/26	EVANS DEC 202	2020SC 1015SC	Invoice: EVANS DEC 2025 UMPQUA BANK	776.79	776.79
1/25/26	FEHRENKAMP	2020SC 1015SC	Invoice: FEHRENKAMP DEC 2025 UMPQUA BANK	1,025.00	1,025.00
1/25/26	FOX DEC 2025	2020SC 1015SC	Invoice: FOX DEC 2025 UMPQUA BANK	209.31	209.31
1/25/26	RABIDOUX DEC	2020SC 1015SC	Invoice: RABIDOUX DEC 2025 UMPQUA BANK	2,224.52	2,224.52
1/25/26	STEVENSON DE	2020SC 1015SC	Invoice: STEVENSON DEC 2025 UMPQUA BANK	48.22	48.22
1/26/26	ACH 01.26.26	2020SC 1015SC	Invoice: SALES TAX 2025 BOARD OF EQUALIZATION	3,955.00	3,955.00
1/27/26	44383V	2020SC 1015SC	Invoice: 202511 BELIA MARTINEZ	925.00	925.00
1/27/26	44512	2020SC 2020SC 1015SC	Invoice: 202511 Invoice: 2026SAC BELIA MARTINEZ	925.00 540.00	1,465.00
1/27/26	44513	2020SC 2020SC 1015SC	Invoice: 1677783-6 Invoice: 1677737-6 CONNOISSEUR MEDIA HOLDCO, INC	3,000.00 1,500.00	4,500.00
1/27/26	44514	2020SC 1015SC	Invoice: 5142769 AMERICAN TOWER CORPORATION	834.54	834.54
1/27/26	44515	2020SC 2020SC 1015SC	Invoice: 532361 Invoice: 532339 BLANKINSHIP & ASSOCIATES, INC.	3,335.00 1,378.75	4,713.75
1/27/26	44516	2020SC 1015SC	Invoice: MD-2026-207 CALIFORNIA WATER EFFICIENCY PARTNERSHIP	12,830.00	12,830.00
1/27/26	44517	2020SC 1015SC	Invoice: 42514237 CANON FINANCIAL SERVICES, INC.	919.01	919.01
1/27/26	44518	2020SC 2020SC 1015SC	Invoice: 9353394819 Invoice: 9353453914 CINTAS CORPORATION	144.61 159.99	304.60
1/27/26	44519	2020SC	Invoice: 03-02412523	17	22.00

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
For the Period From Jan 1, 2026 to Jan 28, 2026

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		2020SC 1015SC	Invoice: 03-02413364 COUNTY OF YOLO	43.20	65.20
1/27/26	44520	2020SC 1015SC	Invoice: DEC 2025 JAMES B. DEROSE	6,053.43	6,053.43
1/27/26	44521	2020SC 1015SC	Invoice: 9753443333 W.W.GRAINGER, INC. DEPT 807573308	7.26	7.26
1/27/26	44522	2020SC 1015SC	Invoice: CL51353 INTERSTATE OIL COMPANY	1,130.18	1,130.18
1/27/26	44523	2020SC 1015SC	Invoice: 75474 J & J TRUCK REPAIR	625.00	625.00
1/27/26	44524	2020SC 1015SC	Invoice: 10771 J.T. MARTIN	2,898.00	2,898.00
1/27/26	44525	2020SC 2020SC 1015SC	Invoice: 13325 Invoice: 13449 KC ENGINEERING COMPANY	420.00 654.00	1,074.00
1/27/26	44526	2020SC 1015SC	Invoice: 637933 M&M SANITARY LLC	150.00	150.00
1/27/26	44527	2020SC 1015SC	Invoice: 2512D30 MCCAMPBELL ANALYTICAL, INC.	236.40	236.40
1/27/26	44528	2020SC 1015SC	Invoice: NAPA WHOLE 2025/2026 COUNTY OF NAPA	312,000.00	312,000.00
1/27/26	44529	2020SC 2020SC 1015SC	Invoice: 34321 Invoice: 34346 NORTHWEST HYDRAULIC CONSULTANT	696.25 13,760.00	14,456.25
1/27/26	44530	2020SC 2020SC 1015SC	Invoice: 8551003886940 Invoice: 8551003886872 RECOLOGY VACAVILLE SOLANO	50.06 294.17	344.23
1/27/26	44531	2020SC 1015SC	Invoice: 20555 REGIONAL GOVERNMENT SERVICES AUTHORITY	2,955.00	2,955.00
1/27/26	44532	2020SC 2020SC 2020SC 1015SC	Invoice: 33351366 Invoice: 32260821 Invoice: 33538467 SUPERIOR PLUS PROPANE	82.68 973.14 8.59	1,064.41
1/27/26	44533	2020U 1015SC	Invoice: NOV - 2025 SOLANO COUNTY FLEET MANAGEMENT	205.79	205.79
1/27/26	44534	2020SC 2020SC 2020SC 1015SC	Invoice: 0047273 Invoice: 0047536 Invoice: 0047537 SOLANO IRRIGATION DISTRICT	0.20 82,149.65 150,067.47	232,217.32
1/27/26	44535	2020N 2020N 1015SC	Invoice: 3026300 Invoice: 3026299 SOMACH, SIMMONS & DUNN	946.00 2,293.30	3,239.30
1/27/26	44536	2020SC 1015SC	Invoice: 30651 TERRAPHASE ENGINEERING	1,160.17	1,160.17
1/27/26	44537	2020SC 2020SC 1015SC	Invoice: INV 9 & 10 Invoice: INV 10 & 11 VICTOR PAUL CLAASSEN	2,705.20 3,804.00	6,509.20

SOLANO COUNTY WATER AGENCY
Cash Disbursements Journal
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1/27/26	44538	2020SC 1015SC	Invoice: 6008 WILLIAM SLIGHTAM	5,561.00	5,561.00
1/27/26	44539	2020SC 1015SC	Invoice: 199869 WOOD RODGERS, INC.	1,125.00	1,125.00
1/27/26	44540	2020SC 1015SC	Invoice: DS13-05 YOLO COUNTY RCD	3,525.00	3,525.00
1/27/26	44541	2020SC 1015SC	Invoice: SWA00017268 HOLT OF CALIFORNIA	5,184.32	5,184.32
1/27/26	EFT 1/27/2026	2020SC 1015SC	Invoice: 12/11/25 - 1/11/26 PACIFIC GAS & ELECTRIC CO,	3,260.68	3,260.68
Total				1,660,185.76	1,660,185.76

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: February 12, 2026

SUBJECT: Financial Report Approval

RECOMMENDATIONS:

Approve the quarterly Income Statement and Balance Sheet for the period ending December 2025.

FINANCIAL IMPACT:

All revenues and expenditures are reported within previously approved budget amounts.

BACKGROUND:

The Water Agency auditor has recommended that the Board of Directors receive quarterly financial reports. Attached are the Income Statement and the Balance Sheet of the Water Agency for the period ending December 2025. 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 February 12, 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

SOLANO COUNTY WATER AGENCY
Year to Date Income Statement
Compared with Budget and Last Year
For the Six Months Ending December 31, 2025

		Current Year Actual	Current Year Budget	Variance Amount	Variance Percent	Last Year Actual	Change from Last Year	Percent Change
Revenues								
4001G	SECURED	\$ 63,990.08	\$ 131,200.00	(67,209.92)	(51.23)	\$ 61,489.03	2,501.05	4.07
4001N	SECURED	9,939,859.91	17,913,500.00	(7,973,640.09)	(44.51)	8,567,096.50	1,372,763.41	16.02
4001SC	SECURED	5,523,562.23	10,891,700.00	(5,368,137.77)	(49.29)	5,182,461.17	341,101.06	6.58
4001U	SECURED	755,273.11	1,474,200.00	(718,926.89)	(48.77)	701,094.81	54,178.30	7.73
4002G	UNSECURED	6,218.66	7,100.00	(881.34)	(12.41)	6,626.31	(407.65)	(6.15)
4002N	UNSECURED	419,132.24	480,200.00	(61,067.76)	(12.72)	438,788.79	(19,656.55)	(4.48)
4002SC	UNSECURED	329,707.97	351,200.00	(21,492.03)	(6.12)	345,932.19	(16,224.22)	(4.69)
4002U	UNSECURED	142.13	52,000.00	(51,857.87)	(99.73)	51,053.71	(50,911.58)	(99.72)
4004G	CURRENT SUPPLEMENTAL	2,337.39	4,400.00	(2,062.61)	(46.88)	4,119.57	(1,782.18)	(43.26)
4004N	CURRENT SUPPLEMENTAL	159,429.94	352,100.00	(192,670.06)	(54.72)	310,963.41	(151,533.47)	(48.73)
4004SC	CURRENT SUPPLEMENTAL	124,574.06	290,700.00	(166,125.94)	(57.15)	251,844.39	(127,270.33)	(50.54)
4004U	CURRENT SUPPLEMENTAL	67,323.56	44,800.00	22,523.56	50.28	37,247.29	30,076.27	80.75
4100N	WATER SALES	430,330.00	1,843,000.00	(1,412,670.00)	(76.65)	430,500.00	(170.00)	(0.04)
4100SC	WATER SALES	0.00	98,000.00	(98,000.00)	(100.00)	20,960.00	(20,960.00)	(100.00)
4102N	COST OF POWER TO PUMP NBA	0.00	40,000.00	(40,000.00)	(100.00)	0.00	0.00	0.00
4103N	CONVEYANCE SETTLEMENT	0.00	400,000.00	(400,000.00)	(100.00)	0.00	0.00	0.00
4110N	NAPA MAKE WHOLE	312,000.00	312,000.00	0.00	0.00	312,000.00	0.00	0.00
4120N	SWP ADJUSTMENTS	444,653.00	900,000.00	(455,347.00)	(50.59)	423,816.00	20,837.00	4.92
4402WC	INTEREST - MONEY MGMT	139.96	70.00	69.96	99.94	37.59	102.37	272.33
4403SC	INTEREST - CHECKING	1,046.73	500.00	546.73	109.35	399.94	646.79	161.72
4404G	INTEREST - LAIF - GREEN VALLEY	1,376.82	5,000.00	(3,623.18)	(72.46)	1,605.70	(228.88)	(14.25)
4404N	INTEREST - LAIF - SWP	91,808.82	320,000.00	(228,191.18)	(71.31)	116,332.83	(24,524.01)	(21.08)
4404SC	INTEREST - LAIF - SP	28,919.11	150,000.00	(121,080.89)	(80.72)	46,046.39	(17,127.28)	(37.20)
4404U	INTEREST - LAIF - ULATIS	25,097.27	95,000.00	(69,902.73)	(73.58)	35,673.38	(10,576.11)	(29.65)
4405G	INTEREST - CAMP - GREEN VALLE	6,467.89	9,000.00	(2,532.11)	(28.13)	5,312.20	1,155.69	21.76
4405N	INTEREST - CAMP - SWP	431,292.04	700,000.00	(268,707.96)	(38.39)	384,622.09	46,669.95	12.13
4405SC	INTEREST - CAMP - SP	135,853.88	260,000.00	(124,146.12)	(47.75)	141,608.66	(5,754.78)	(4.06)
4405U	INTEREST - CAMP - ULATIS	117,899.91	210,000.00	(92,100.09)	(43.86)	117,685.43	214.48	0.18
4407G	INTEREST- INVESTMENT	1,502.93	2,000.00	(497.07)	(24.85)	1,442.33	60.60	4.20
4407N	INTEREST - INVESTMENTS	100,218.09	160,000.00	(59,781.91)	(37.36)	104,320.22	(4,102.13)	(3.93)
4407SC	INTEREST - INVESTMENTS	31,567.96	65,000.00	(33,432.04)	(51.43)	38,544.61	(6,976.65)	(18.10)
4407U	INTEREST - INVESTMENTS	27,396.07	50,000.00	(22,603.93)	(45.21)	31,956.71	(4,560.64)	(14.27)
4409G	LAIF FAIR MARKET VALUE	(130.76)	0.00	(130.76)	0.00	0.00	(130.76)	0.00
4409N	LAIF FAIR MARKET VALUE	(9,395.47)	0.00	(9,395.47)	0.00	0.00	(9,395.47)	0.00
4409SC	LAIF FAIR MARKET VALUE	(3,547.54)	0.00	(3,547.54)	0.00	0.00	(3,547.54)	0.00
4409U	LAIF FAIR MARKET VALUE	(2,898.85)	0.00	(2,898.85)	0.00	0.00	(2,898.85)	0.00

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		Current Year	Current Year	Variance	Variance	Last Year	Change from	Percent
		Actual	Budget	Amount	Percent	Actual	Last Year	Change
4507G	HOMEOWNER RELIEF	200.91	1,300.00	(1,099.09)	(84.55)	195.85	5.06	2.58
4507N	HOMEOWNER RELIEF	11,681.45	83,900.00	(72,218.55)	(86.08)	11,247.77	433.68	3.86
4507SC	HOMEOWNER RELIEF	10,627.04	72,700.00	(62,072.96)	(85.38)	10,194.22	432.82	4.25
4507U	HOMEOWNER RELIEF	1,577.29	10,000.00	(8,422.71)	(84.23)	1,502.30	74.99	4.99
4600SC	REDEVELOP - DIX/RV	26,463.01	49,600.00	(23,136.99)	(46.65)	0.00	26,463.01	0.00
4601SC	REDEVELOP - VACAVILLE	264,065.92	798,000.00	(533,934.08)	(66.91)	0.00	264,065.92	0.00
4601U	REDEVELOP - VACAVILLE	558,923.04	750,000.00	(191,076.96)	(25.48)	0.00	558,923.04	0.00
4602G	REDEVELOP - FAIRFIELD	30,345.69	40,000.00	(9,654.31)	(24.14)	0.00	30,345.69	0.00
4602SC	REDEVELOP - FAIRFIELD	667,288.02	1,726,700.00	(1,059,411.98)	(61.35)	0.00	667,288.02	0.00
4603SC	REDEVELOP - SUISUN CITY	326,750.61	725,200.00	(398,449.39)	(54.94)	0.00	326,750.61	0.00
4605SC	REDEVELOP - N. TEXAS	32,483.72	58,900.00	(26,416.28)	(44.85)	0.00	32,483.72	0.00
4702SC	BOATING AND WATERWAYS	0.00	0.00	0.00	0.00	144,594.63	(144,594.63)	(100.00)
4705SC	USBR Grant	0.00	99,000.00	(99,000.00)	(100.00)	0.00	0.00	0.00
4706SC	NISHIKAWA GRANT	0.00	150,000.00	(150,000.00)	(100.00)	0.00	0.00	0.00
4707SC	LRCD FISH PASSAGE	0.00	129,840.00	(129,840.00)	(100.00)	0.00	0.00	0.00
4900AC	MISCELLANEOUS INCOME	100.00	0.00	100.00	0.00	17.70	82.30	464.97
4900N	MISC INCOME	19,996.40	19,996.39	0.01	0.00	20,424.68	(428.28)	(2.10)
4900SC	MISCELLANEOUS INCOME	19,996.40	19,996.40	0.00	0.00	30,536.11	(10,539.71)	(34.52)
4904SC	MUSSEL DECONTAMINATIONS	31,576.00	100,000.00	(68,424.00)	(68.42)	0.00	31,576.00	0.00
4906SC	SACKETT RANCH LEASE REVENU	9,000.00	18,000.00	(9,000.00)	(50.00)	28,962.52	(19,962.52)	(68.93)
4916AC	SGSA REIMBURSEMENT	0.00	120,080.88	(120,080.88)	(100.00)	0.00	0.00	0.00
4916SC	SGSA REIMBURSEMENT	0.00	140,000.00	(140,000.00)	(100.00)	0.00	0.00	0.00
4930U	O&M - OTHER AGENCIES	0.00	10,000.00	(10,000.00)	(100.00)	0.00	0.00	0.00
4940AC	OVERHEAD DISTRIBUTION REIME	2,214,156.23	8,409,028.24	(6,194,872.01)	(73.67)	3,850,750.27	(1,636,594.04)	(42.50)
4960WC	WATERMASTER INCOME	313.13	4,400.00	(4,086.87)	(92.88)	69.34	243.79	351.59
4970AC	WATER CONSERVATION REIMBUI	0.00	225,000.00	(225,000.00)	(100.00)	0.00	0.00	0.00
	Total Revenues	23,788,694.00	51,374,311.91	(27,585,617.91)	(53.70)	22,270,076.64	1,518,617.36	6.82
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Cost of Sales								
	Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Gross Profit	23,788,694.00	51,374,311.91	(27,585,617.91)	(53.70)	22,270,076.64	1,518,617.36	6.82
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Expenses								

SOLANO COUNTY WATER AGENCY
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		Current Year	Current Year	Variance	Variance	Last Year	Change from	Percent
		Actual	Budget	Amount	Percent	Actual	Last Year	Change
5500AC	CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	69,109.96	(69,109.96)	(100.00)
5500N	CAPITAL EXPENDITURES	0.00	30,000.00	(30,000.00)	(100.00)	0.00	0.00	0.00
5500SC	CAPITAL EXPENDITURES	197,755.99	391,000.00	(193,244.01)	(49.42)	224,351.22	(26,595.23)	(11.85)
5500U	CAPITAL EXPENDITURES	137,193.72	299,000.00	(161,806.28)	(54.12)	0.00	137,193.72	0.00
5551SC	DEBT SERVICE-PRINCIPAL	0.00	0.00	0.00	0.00	6,083.84	(6,083.84)	(100.00)
5556SC	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	559.36	(559.36)	(100.00)
6010AC	GROSS SALARIES	1,931,836.78	4,664,880.00	(2,733,043.22)	(58.59)	1,971,751.82	(39,915.04)	(2.02)
6011AC	PERS RETIREMENT	197,643.40	489,980.00	(292,336.60)	(59.66)	205,613.45	(7,970.05)	(3.88)
6012AC	PAYROLL TAXES	68,552.01	184,990.00	(116,437.99)	(62.94)	76,655.30	(8,103.29)	(10.57)
6013AC	EMPLOYEE BENEFITS	306,664.42	692,487.60	(385,823.18)	(55.72)	276,814.77	29,849.65	10.78
6016AC	OPEB/PENSION UNFUNDED EXPEN	0.00	355,740.00	(355,740.00)	(100.00)	0.00	0.00	0.00
6030AC	TELEPHONE	15,162.61	48,000.00	(32,837.39)	(68.41)	18,852.20	(3,689.59)	(19.57)
6040AC	OFFICE EXPENSE	100,207.64	197,500.00	(97,292.36)	(49.26)	81,887.39	18,320.25	22.37
6041AC	OFFICE EQUIPMENT	11,993.92	23,500.00	(11,506.08)	(48.96)	7,372.46	4,621.46	62.69
6042AC	SAFETY TRAINING & EQUIPMENT	8,681.01	35,000.00	(26,318.99)	(75.20)	18,352.69	(9,671.68)	(52.70)
6044AC	HR -EMPLOYEE SUPPORT	38,131.37	128,000.00	(89,868.63)	(70.21)	36,881.93	1,249.44	3.39
6045AC	LAUNDRY	5,646.27	0.00	5,646.27	0.00	0.00	5,646.27	0.00
6050AC	POSTAGE	1,357.58	4,500.00	(3,142.42)	(69.83)	1,134.23	223.35	19.69
6060AC	SID OFFICE EXPENSE	7,695.79	24,900.00	(17,204.21)	(69.09)	46,933.14	(39,237.35)	(83.60)
6090AC	MEMBERSHIPS	7,632.83	6,525.00	1,107.83	16.98	75,921.12	(68,288.29)	(89.95)
6090N	SWC DUES & MEMBERSHIPS	139,629.45	219,485.00	(79,855.55)	(36.38)	89,911.00	49,718.45	55.30
6090SC	MEMBERSHIPS	33,852.43	102,985.00	(69,132.57)	(67.13)	0.00	33,852.43	0.00
6100G	PPTY TAX ADMIN FEE	0.00	1,325.00	(1,325.00)	(100.00)	0.00	0.00	0.00
6100SC	PPTY TAX ADMIN FEE	0.00	125,000.00	(125,000.00)	(100.00)	0.00	0.00	0.00
6100U	PPTY TAX ADMIN FEE	0.00	17,000.00	(17,000.00)	(100.00)	0.00	0.00	0.00
6105N	PETERSEN RANCH EXPENSES	0.00	50,000.00	(50,000.00)	(100.00)	4,986.09	(4,986.09)	(100.00)
6105SC	PETERSEN RANCH EXPENSES	42,711.04	50,000.00	(7,288.96)	(14.58)	56,646.73	(13,935.69)	(24.60)
6106N	SWP- Sackett Ranch	0.00	56,804.84	(56,804.84)	(100.00)	0.00	0.00	0.00
6106SC	SACKETT RANCH EXPENSES	113,944.46	170,414.51	(56,470.05)	(33.14)	103,305.78	10,638.68	10.30
6107N	LANG-TULE MAINTENANCE	2,555.36	25,000.00	(22,444.64)	(89.78)	5,646.32	(3,090.96)	(54.74)
6111AC	PS - PAYROLL SERVICES	4,775.50	13,700.00	(8,924.50)	(65.14)	5,861.00	(1,085.50)	(18.52)
6112AC	PS - COMPUTER SERVICES	116,176.22	302,500.00	(186,323.78)	(61.59)	348,640.30	(232,464.08)	(66.68)
6115AC	TALENT DECISION MONITORING	25,046.00	24,200.00	846.00	3.50	14,453.10	10,592.90	73.29
6128AC	GOVERNMENTAL ADVOCACY	50,750.00	90,000.00	(39,250.00)	(43.61)	50,000.00	750.00	1.50
6128N	GOVERNMENTAL ADVOCACY	50,750.00	100,000.00	(49,250.00)	(49.25)	50,000.00	750.00	1.50
6130SC	LPCCC - VEGETATION	642.47	17,054.15	(16,411.68)	(96.23)	3,857.48	(3,215.01)	(83.34)
6140AC	CONSULTANTS	71,391.90	302,000.00	(230,608.10)	(76.36)	196,228.41	(124,836.51)	(63.62)

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		Actual	Budget	Amount	Percent	Actual	Last Year	Change
6140N	CONSULTANTS	93,315.77	465,000.00	(371,684.23)	(79.93)	143,892.74	(50,576.97)	(35.15)
6140SC	CONSULTANTS	173,870.15	575,500.00	(401,629.85)	(69.79)	136,417.49	37,452.66	27.45
6140U	CONSULTANTS	81,762.57	177,500.00	(95,737.43)	(53.94)	42,367.87	39,394.70	92.98
6144AC	HYDROLOGY STATIONS	7,699.30	22,000.00	(14,300.70)	(65.00)	11,965.69	(4,266.39)	(35.66)
6144N	HYDROLOGY STATIONS	16,893.60	67,000.00	(50,106.40)	(74.79)	10,247.02	6,646.58	64.86
6144SC	HYDROLOGY STATIONS	46,904.78	120,000.00	(73,095.22)	(60.91)	32,270.60	14,634.18	45.35
6144U	HYDROLOGY STATIONS	3,974.93	40,000.00	(36,025.07)	(90.06)	16,631.45	(12,656.52)	(76.10)
6148SC	LPCCC - WILDLIFE	0.00	93,797.82	(93,797.82)	(100.00)	120.10	(120.10)	(100.00)
6149SC	LPCCC - FISHERIES	0.00	93,797.82	(93,797.82)	(100.00)	216,755.75	(216,755.75)	(100.00)
6161N	WATERSHED PROGRAM	23,243.05	124,160.00	(100,916.95)	(81.28)	14,159.54	9,083.51	64.15
6161SC	SOLANO PROJECT WQ MONITORI	0.00	15,000.00	(15,000.00)	(100.00)	4,454.90	(4,454.90)	(100.00)
6164N	Invasive Species	2,633.36	0.00	2,633.36	0.00	0.00	2,633.36	0.00
6164SC	SOLANO PROJECT INVASIVES	37,216.14	42,515.83	(5,299.69)	(12.47)	10,630.93	26,585.21	250.07
6165N	Yolo Bypass/Cache Slough Progr	116,013.22	685,000.00	(568,986.78)	(83.06)	1,923.50	114,089.72	5,931.36
6166SC	UPPER PUTAH CREEK MGMT	479,777.20	1,396,260.93	(916,483.73)	(65.64)	435,612.75	44,164.45	10.14
6170N	NBA RELIABILITY PROGRAM	0.00	150,000.00	(150,000.00)	(100.00)	0.00	0.00	0.00
6170SC	INTER-DAM REACH MANAGEMEN	37,511.83	60,000.00	(22,488.17)	(37.48)	121,253.59	(83,741.76)	(69.06)
6170WC	MBK	15,126.80	42,000.00	(26,873.20)	(63.98)	24,347.05	(9,220.25)	(37.87)
6181SC	LPCCC EQUIPMENT	10,597.39	55,000.00	(44,402.61)	(80.73)	34,705.84	(24,108.45)	(69.47)
6183SC	LPCCC NURSERY	49,743.21	224,601.16	(174,857.95)	(77.85)	98,672.79	(48,929.58)	(49.59)
6198SC	USBR WATERSHED MGT -IDR	0.00	99,000.00	(99,000.00)	(100.00)	0.00	0.00	0.00
6199SC	LPCCC MISC. SUPPLIES	2,670.38	10,000.00	(7,329.62)	(73.30)	4,105.97	(1,435.59)	(34.96)
6210AC	BOARD EXPENSES	7,799.47	30,000.00	(22,200.53)	(74.00)	11,814.82	(4,015.35)	(33.99)
6230SC	FIELD SUPPLIES	44,847.83	90,000.00	(45,152.17)	(50.17)	52,669.00	(7,821.17)	(14.85)
6230WC	MISC WATERMASTER EXP	0.00	270.00	(270.00)	(100.00)	134.31	(134.31)	(100.00)
6250SC	HCP PLANNING	179,305.72	526,000.00	(346,694.28)	(65.91)	280,570.17	(101,264.45)	(36.09)
6300AC	CAR MAINTENANCE	12,661.93	35,000.00	(22,338.07)	(63.82)	16,550.57	(3,888.64)	(23.50)
6310AC	FUEL	18,424.24	49,000.00	(30,575.76)	(62.40)	25,658.19	(7,233.95)	(28.19)
6320U	GARAGE SERVICES	6,077.98	20,000.00	(13,922.02)	(69.61)	4,335.70	1,742.28	40.18
6330AC	TRAVEL	4,810.76	10,000.00	(5,189.24)	(51.89)	3,968.74	842.02	21.22
6340AC	EMPLOYEE REIMBURSEMENTS	0.00	0.00	0.00	0.00	(1,027.50)	1,027.50	(100.00)
6350AC	INSURANCE	151,786.40	235,300.00	(83,513.60)	(35.49)	111,779.94	40,006.46	35.79
6360AC	EDUCATION & TRAINING	29,491.15	40,000.00	(10,508.85)	(26.27)	18,371.26	11,119.89	60.53
6410AC	COMP SOFTWARE/EQUIP	71,786.11	119,500.00	(47,713.89)	(39.93)	43,699.02	28,087.09	64.27
6551AC	WATER CONSERVATION	355,766.21	669,889.40	(314,123.19)	(46.89)	399,709.66	(43,943.45)	(10.99)
6551N	WATER CONSERVATION	0.00	453,889.40	(453,889.40)	(100.00)	0.00	0.00	0.00
6554AC	MISC. WATER CONSERVATION GR	27,870.22	0.00	27,870.22	0.00	74,438.99	(46,568.77)	(62.56)

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		Actual	Budget	Amount	Percent	Actual	Last Year	Change
6600AC	MELLON LEVEE	679.13	20,000.00	(19,320.87)	(96.60)	17,363.35	(16,684.22)	(96.09)
6600SC	PSC MAINTENANCE	283,978.08	866,500.00	(582,521.92)	(67.23)	331,833.36	(47,855.28)	(14.42)
6610AC	FLOOD CONTROL	26,116.63	87,500.00	(61,383.37)	(70.15)	42,331.89	(16,215.26)	(38.31)
6612AC	PUBLIC EDUCATION	0.00	250,000.00	(250,000.00)	(100.00)	128,991.00	(128,991.00)	(100.00)
6614AC	SOLANO SUB-BASIN GSA	10,208.69	35,000.00	(24,791.31)	(70.83)	8,305.37	1,903.32	22.92
6614SC	SGSA GROUND WATER	74,393.88	140,000.00	(65,606.12)	(46.86)	33,815.45	40,578.43	120.00
6618N	HEALTHY RIVERS & LANDSCAPES	0.00	384,449.47	(384,449.47)	(100.00)	0.00	0.00	0.00
6618SC	HEALTHY RIVERS & LANDSCAPES	466,635.92	1,153,348.40	(686,712.48)	(59.54)	189,358.01	277,277.91	146.43
6620G	LABOR	7,727.98	40,000.00	(32,272.02)	(80.68)	3,737.05	3,990.93	106.79
6620SC	LOWER PUTAH CREEK(NON-ACCC	39,450.57	122,000.00	(82,549.43)	(67.66)	101,156.10	(61,705.53)	(61.00)
6620U	LABOR	200,819.31	500,000.00	(299,180.69)	(59.84)	158,674.10	42,145.21	26.56
6622SC	NISHIKAWA PROJECT GRANT - SP	124,957.61	150,000.00	(25,042.39)	(16.69)	117,891.01	7,066.60	5.99
6624SC	LRCD FISH PASSAGE	0.00	129,840.00	(129,840.00)	(100.00)	0.00	0.00	0.00
6630SC	SP ADMINISTRATION	506,239.54	1,600,000.00	(1,093,760.46)	(68.36)	613,953.74	(107,714.20)	(17.54)
6640SC	PSC OPERATIONS	69,750.14	473,000.00	(403,249.86)	(85.25)	177,303.44	(107,553.30)	(60.66)
6645SC	DAM MAINTENANCE	31,794.06	8,500.00	23,294.06	274.05	10,963.66	20,830.40	189.99
6646SC	DAM OPERATIONS	150,629.17	395,500.00	(244,870.83)	(61.91)	159,512.51	(8,883.34)	(5.57)
6650G	WEED CONTROL	0.00	5,000.00	(5,000.00)	(100.00)	1,625.00	(1,625.00)	(100.00)
6650U	SP PEST MANAGEMENT	41,244.00	100,000.00	(58,756.00)	(58.76)	49,361.20	(8,117.20)	(16.44)
6660G	EQUIP - TRANS DEPT	4,094.51	15,000.00	(10,905.49)	(72.70)	807.68	3,286.83	406.95
6660U	EQUIP - TRANS DEPT	106,686.03	100,000.00	6,686.03	6.69	34,673.61	72,012.42	207.69
6670G	SUPPLIES	0.00	1,000.00	(1,000.00)	(100.00)	1,479.00	(1,479.00)	(100.00)
6670U	SUPPLIES	21,976.94	130,000.00	(108,023.06)	(83.09)	103,677.07	(81,700.13)	(78.80)
6675G	CONTRACT WORK	0.00	15,000.00	(15,000.00)	(100.00)	0.00	0.00	0.00
6675U	CONTRACT WORK	0.00	40,000.00	(40,000.00)	(100.00)	5,905.40	(5,905.40)	(100.00)
6680G	TRANS DEPT OVERHEAD	3,952.86	15,000.00	(11,047.14)	(73.65)	1,625.24	2,327.62	143.22
6680U	TRANS DEPT OVERHEAD	102,719.15	220,000.00	(117,280.85)	(53.31)	69,007.24	33,711.91	48.85
6690N	NBA REHAB & BETTERMENT	23,127.05	300,000.00	(276,872.95)	(92.29)	0.00	23,127.05	0.00
6690SC	REHAB & BETTERMENT	145,184.34	1,200,000.00	(1,054,815.66)	(87.90)	7,666.51	137,517.83	1,793.75
6690U	REHAB & BETTERMENT	563.00	220,000.00	(219,437.00)	(99.74)	585,805.86	(585,242.86)	(99.90)
6700N	WATER PURCHASES	11,009,055.00	15,963,725.00	(4,954,670.00)	(31.04)	10,899,497.00	109,558.00	1.01
6700SC	USBR ADMINISTRATION	0.00	65,000.00	(65,000.00)	(100.00)	0.00	0.00	0.00
6701SC	WATER RIGHTS FEE	124,998.91	130,000.00	(5,001.09)	(3.85)	124,998.91	0.00	0.00
6710N	NAPA MAKE WHOLE	0.00	312,000.00	(312,000.00)	(100.00)	0.00	0.00	0.00
6950AC	LABOR COSTS	130,006.35	232,376.13	(102,369.78)	(44.05)	132,018.84	(2,012.49)	(1.52)
6950G	LABOR COSTS	299.24	12,884.92	(12,585.68)	(97.68)	209.04	90.20	43.15
6950N	LABOR COSTS	138,888.34	609,384.60	(470,496.26)	(77.21)	116,625.33	22,263.01	19.09

SOLANO COUNTY WATER AGENCY
 Year to Date Income Statement
 Compared with Budget and Last Year
 For the Six Months Ending December 31, 2025

		Current Year	Current Year	Variance	Variance	Last Year	Change from	Percent
		Actual	Budget	Amount	Percent	Actual	Last Year	Change
6950SC	LABOR COSTS	641,928.23	1,538,266.48	(896,338.25)	(58.27)	590,827.53	51,100.70	8.65
6950U	LABOR COSTS	49,692.62	169,029.88	(119,337.26)	(70.60)	96,039.55	(46,346.93)	(48.26)
6951AC	INTRA-FUND TRANSFER	(225,610.59)	(546,083.90)	320,473.31	(58.69)	(337,810.97)	112,200.38	(33.21)
6952AC	OVERHEAD EXPENSES	95,604.24	313,707.77	(218,103.53)	(69.52)	205,792.13	(110,187.89)	(53.54)
6952G	OVERHEAD EXPENSES	433.77	17,394.64	(16,960.87)	(97.51)	400.98	32.79	8.18
6952N	OVERHEAD EXPENSES	102,350.07	1,078,635.65	(976,285.58)	(90.51)	195,383.24	(93,033.17)	(47.62)
6952SC	OVERHEAD EXPENSES	777,139.15	3,659,114.00	(2,881,974.85)	(78.76)	2,018,499.77	(1,241,360.62)	(61.50)
6952U	OVERHEAD EXPENSES	42,516.55	228,190.34	(185,673.79)	(81.37)	169,981.07	(127,464.52)	(74.99)
6990AC	CONTINGENCY	0.00	30,000.00	(30,000.00)	(100.00)	0.00	0.00	0.00
6990G	CONTINGENCY	0.00	5,000.00	(5,000.00)	(100.00)	0.00	0.00	0.00
6990N	CONTINGENCY	0.00	50,000.00	(50,000.00)	(100.00)	0.00	0.00	0.00
6990SC	CONTINGENCY	0.00	50,000.00	(50,000.00)	(100.00)	0.00	0.00	0.00
6990U	CONTINGENCY	0.00	50,000.00	(50,000.00)	(100.00)	0.00	0.00	0.00
Total Expenses		21,128,192.34	48,765,716.84	(27,637,524.50)	(56.67)	23,620,305.80	(2,492,113.46)	(10.55)
Net Income		\$ 2,660,501.66	\$ 2,608,595.07	51,906.59	1.99	(\$ 1,350,229.16)	4,010,730.82	(297.04)

SOLANO COUNTY WATER AGENCY
Balance Sheet
December 31, 2025

ASSETS

			ADMIN/SP/WC	SWP(N)	U	GV
Current Assets						
1000SC	PERSHING	\$ 456,308.16	456,308.16			
1010WC	MONEY MGMT - WATERMASTER	\$ 10,197.27	10,197.27			
1015G	CHECKING -FIRST NORTHERN	\$ 18,602,333.62	11,136,117.26	5,718,568.74	1,657,116.88	90,530.74
1030G	LAIF -	\$ 13,622,524.86	3,223,041.49	8,016,625.06	2,250,514.16	132,344.15
1040G	CAMP -	\$ 31,499,813.40	172,782.28	24,210,555.91	6,721,225.57	395,249.64
1050G	CERTIFICATES OF DEPOSIT - GV	\$ 9,909,046.84	2,104,854.31	6,031,335.65	1,674,392.26	98,464.62
1060SC	PETTY CASH	\$ 529.61	529.61			
1210SC	ACCOUNTS RECEIVABLE - SP/ADMIN	\$ 1,100,156.66	370,981.66	729,175.00		
1225AC	RETENTION RECEIVABLE	\$ 16,460.55	16,460.55			
1400AC	PREPAID	\$ 278,285.76	278,285.76			
1415AC	INVENTORY-WATER CONSERVATION S	\$ 34,674.55	34,674.55			
Total Current Assets		<u>75,530,331.28</u>		17,804,232.90	44,706,260.36	12,303,248.87
Total Assets		<u>75,530,331.28</u>		<u>\$ 17,804,232.90</u>	<u>\$ 44,706,260.36</u>	<u>\$ 12,303,248.87</u>
						<u>\$ 716,589.15</u>

LIABILITIES AND CAPITAL

Current Liabilities						
2010N	UNEARNED INCOME-SWP	\$ 451,860.00	21,360.00	430,500.00		
2020N	ACCOUNTS PAYABLE-SWP	\$ 1,113,588.80	456,129.63	205,297.00	0.00	452,162.17
2023AC	EMPLOYEE BENEFITS PAYABLE	11,468.88	11,468.88			
2024AC	PAYROLL TAXES PAYABLE	250.00	250.00			
2025SC	SALES TAX PAYABLE	3,954.10	3,954.10			
2106SC	SECURITY DEPOSIT - SACKETT RAN	500.00	500.00			
2110SC	WESTSIDE IRWMP PREFUNDED ADMIN	<u>226,608.06</u>	226,608.06			
Total Current Liabilities		1,808,229.84	720,270.67	635,797.00	0.00	452,162.17
Long-Term Liabilities						
Total Long-Term Liabilities		<u>\$ -</u>				
Total Liabilities		<u>\$ 1,808,229.84</u>	<u>\$ 720,270.67</u>	<u>\$ 635,797.00</u>	<u>\$ 0.00</u>	<u>\$ 452,162.17</u>
Capital						
3150SC	OTHER FLD CTRL CAPITAL PROJ.	(5,036,554.63)	(5,036,554.63)			
3155SC	OTHER CAPITAL PROJ/EMERG RESER	2,000,000.00	2,000,000.00			
3200G	GREEN VALLEY OPERTING RESERVE	61,302.00				61,302.00
3200N	SWP OPERATING RESERVE	10,372,267.00		10,372,267.00		
3200SC	DESIGNATED REHAB & BETTERMENT	2,000,000.00	2,000,000.00			
3200U	ULATIS OPERATING RESERVE	870,860.00			870,860.00	
3250G	GV CAPITAL RESERVE	457,753.66				457,753.66
3250N	DESIGNATED SWP FACILITIES RESE	26,923,096.03		26,923,096.03		
3250SC	SP FUTURE REPLACEMENT CAPITAL	3,719,887.31	3,719,887.31			
3250U	ULATIS FCP CAPITAL RESERVE	10,636,142.79			10,636,142.79	
3350SC	DESIGNATED OPERATING RESERVES	11,398,639.00	11,398,639.00			
	Retained Earnings 2024/25	7,658,012.17	822,852.07	6,085,163	557,061	192,937
	Net Income-Current Year	<u>2,660,696.11</u>	<u>1,174,202.62</u>	<u>635,185.51</u>	<u>755,506.73</u>	<u>95,801.25</u>
Total Capital		<u>73,722,101.44</u>		16,079,026.37	44,015,711.06	12,819,570.09
Total Liabilities & Capital		<u>\$ 75,530,331.28</u>		<u>\$ 16,799,297.04</u>	<u>\$ 44,651,508.06</u>	<u>\$ 12,819,570.09</u>
						<u>\$ 1,259,956.09</u>

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: February 12, 2026

SUBJECT: Contract amendment with West Yost Associates for engineering support on Putah South Canal

RECOMMENDATIONS:

Authorize General Manager to execute Amendment 1 for \$65,800 with West Yost Associates for engineering support to complete hydrologic and hydraulic evaluation on two additional overchutes (Stations 900+25 and 917+60) crossing the Putah South Canal (PSC). Location of these overshoots are east of Peabody Road and north of the North Bay Regional (NBR) Turnout.

FINANCIAL IMPACT:

Amendment 1 will increase the contract amount by \$65,800, from \$78,000 to \$143,800. Funding is programmed and available in the FY 2025-2026 Solano Project budget for this expense.

BACKGROUND:

The Water Agency is responsible for operation and maintenance for the federally owned Solano Project. With the observation of canal panel failure and drainage impacts in the general area of the existing overchutes (north of NBR turnout), additional hydraulic analysis and modeling of the watershed is needed to better understand the potential cause of canal liner failure. Staff recommend completing this additional study to determine if infrastructure modifications can be made to reduce impact and/or failure to the canal in the future.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Completing a hydraulic analysis to better manage the existing infrastructure is consistent with Goal #2- (Water Management Infrastructure: Optimize the use of Water Agency managed infrastructure).

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 February 12, 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

SOLANO COUNTY WATER AGENCY

AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

AMENDMENT NUMBER: 1

CONTRACTOR: West Yost Associates

EFFECTIVE DATE: February 12, 2026

PROJECT: PSC Overchutes H&H Evaluation

DESCRIPTION OF AMENDMENT:

1. Increase contract amount from \$78,000 to \$143,000, an increase in \$65,800.
2. The Agency requires services for engineering support including hydrologic and hydraulic evaluation regarding two additional overchutes of the Putah South Canal (PSC). The overchutes are located at PSC Stations 900+25, and 917+60. These overchutes are both located east of Peabody Road near One Lake Development in City of Fairfield; and the Contractor is willing to perform these services pursuant to the terms and conditions set out in the attached Proposal dated December 30, 2026. The scope of work includes preparation of a Tech Memo not to exceed \$65,800 based on provided 2026 Bill Rate Schedule and 20% contingency. The proposed schedule is to complete work in approximately 18 weeks assuming SCWA staff provide comments with a 2-week review period. Therefore, amendment shall include additional project funding for a revised project total of \$143,800 (Original project cost \$78,000).

SIGNATURES:

Solano County Water Agency,
A Public Agency

By: _____
Chris Lee, General Manager
General Manager
Solano County Water Agency

By: _____
Elizabeth T. Drayer,
Vice President
West Yost Associates

FOR SCWA USE ONLY

Contract Period: Sept 4, 2025, to June 30, 2026
File Number: AG-W-7
Account Manager: D. Barr
G/L Account #: 6140SC
Job Cost #: _____
Contract Type: PSA-Amendment

EXHIBIT A
SCOPE OF SERVICES

Amendment 1:

Task 1.01: Review Background Documents - \$1,575

Including comment letter on drainage report for One Lake Development.

Task 1.02: H&H Map - \$1,575

Preparation of map including tributary watershed, drainage infrastructure and known elevations.

Task 1.03: Survey - \$3,731

Field survey including invert elevations of existing culverts/pipes.

Task 1.04: Site Visit - \$4,104

On-stie field visit verifying information.

Task 1.05: Base Condition Model - \$12,254

Preparation of model for pre-development conditions.

Task 1.06: Climate Change Impact Assessment - \$6,358

Preparation of model post development conditions.

Task 1.07: Full Built Out Condition Model- \$5,302

Including coordination with SCWA staff in preparation of meeting with City of Fairfield.

Task 1.08: Ultimate Condition Model with CC impacts - \$5,302

Based on outcome of proposed condition model; drainage impact to PSC.

Task 1.09: Final Draft and Final TM - \$9,160

Final summary of assessment addressing any questions and comments.

Task 2.01: Project Management - \$5,472

Project management, meetings, and administrative tasks (invoicing, etc.).

Contingency Fund (20%) - \$10,967

Contingency fund to cover additional unforeseen costs that may arise.

Amendment 1 Subtotal: \$65,800

Original Contract: \$78,000

Revised Contract Total: \$143,800

December 30, 2025

SENT VIA: EMAIL

Deborah Barr
Manager of Engineering
Solano County Water Agency
810 Vaca Valley Parkway, Suite 202
Vacaville, CA 95688

SUBJECT: Proposal for Two Putah South Canal (St 900+25, and St 9170+ 70) Overchute Hydrologic and Hydraulic Evaluations

Dear Deborah:

The purpose of this letter proposal is to provide Solano County Water Agency (SCWA) with a proposed scope of services, budget, and schedule for preparing Hydrologic and Hydraulic (H&H) evaluations for two overchutes of the Putah South Canal (PSC). The overchutes are located at PSC Stations 900+25, and 917+60. These overchutes are both located just east of Peabody Road.

SCOPE OF SERVICES

Our proposed scope of services is provided below by task.

The two overchute watersheds will be modeled as separate watersheds, but within one XPSWMM model file, so that if there are overflows from one watershed to another watershed, the overflows can be documented in the model results.

SCWA has observed PSC panel failures at several locations. This evaluation will assess the H&H impacts on the panels and recommend potential mitigation measures to prevent future failures. Climate change is a critical driver in the region; therefore, the study will also incorporate a climate change factor to account for potential future climate effects. To evaluate the overchute capacity under ultimate conditions, land use will be updated to reflect ultimate hydrologic conditions, and climate change effects will also be considered in the modeling.

Task 1. TM for H&H Evaluation of Overchutes 900+25 and 917+70

Task 1 includes the following work:

- **Review Background Documents.** This review includes development plans that could affect the flow reaching these PSC overchutes. SCWA us to obtain the plans from the City of Fairfield and provide them to West Yost. SCWA will also provide information on any planned developments within the watershed in the near future.

- **Prepare an H&H Evaluation Map.** The H&H Evaluation map will show the tributary watershed, the related drainage infrastructure, and known elevations of the infrastructure, and development in the watershed that contributes flow to the overchutes.
- **Identify and Conduct Required Survey** (up to 1 day). This effort collects the overchute information, including length, diameter, invert elevations, and other relevant details.
- **Conduct a Site Visit.** The site visit will verify the information on the H&H evaluation map.
- **Prepare a Base Conditions XPSWMM H&H Model of the Overchute Watersheds.** This model will include the tributary watershed, the surface storage upstream of the PSC, the overchute pipes, overland flows into the PSC (if it occurs), the overchute outlets, and the downstream drainage systems. The modeled downstream system will be long enough to ensure that the WSEs at the outlets of the overchutes are not affected by the assumed downstream boundary condition WSE. The Base Condition will represent the existing climate and land use conditions. The model will include up to 25 nodes. We will run the model with the 15-year and 100-year design storms and summarize the model results. The results will include a floodplain map, hydrographs of the flow through the overchutes, flow into the PSC (if it occurs), and stagegraphs at the upstream and downstream ends of the overchutes.
- **Prepare Climate Change Model.** A literature review will be conducted to identify the effects of climate change on rainfall and to determine the latest appropriate adjustment factor for the County rainfall data. This adjusted rainfall data will then be used in the XPSWMM model to analyze the potential impacts of climate change on the PSC overchutes and panels.
- **Prepare Buildout Land Use Model.** The Base Case model will be revised to include future possible developments within the watersheds, probably at full buildout of the watersheds.
- **Prepare Ultimate Conditions Model.** The ultimate conditions model evaluates the PSC under fully developed watershed conditions, including the impacts of climate change. The study will evaluate the capacity of the existing overchutes to convey ultimate condition flows and will provide recommendations if increased capacity is needed to protect the PSC from bank spilling.

We will prepare Draft and Final TMs. The work above will be presented in a concise Draft TM. We will attend one Teams meeting with SCWA staff to discuss the Draft TM. SCWA is to share the Draft TM with others as needed and collect comments and questions on the Draft TM. West Yost will prepare a Final, stamped and signed TM addressing the questions and comments. If additional work beyond the tasks described above is needed to address the comments and questions, we will request a contract amendment to cover that work.

Task 1 Deliverables

- Draft and Final TMs.
- Model files.

Task 2 Project Management

We will be provided project management to ensure the task remains on-budget and on-schedule. We will attend up to two Teams meetings with SCWA staff, provide internal management of staff, prepare task invoices, and conduct West Yost standard project management activities.

At completion of this task, it is likely that additional evaluations may be needed, such as evaluating drainage improvements to mitigate impacts (if there are any), geotechnical and structural evaluations of how to protect the PSC, etc. We will work closely with SCWA staff to identify the needed evaluations. However, the future evaluations are not included in this proposal.

Task 2 Deliverables

- Meeting agendas and summaries.

PROJECT BUDGET

Our proposed budget is summarized in Attachment A. Attachment B provides West Yost's 2026 Billing Rate Schedule.

SCHEDULE

Our proposed schedule is summarized below::

- Initial Draft TM: 12 weeks after receiving the executed contract, notice to proceed, and any required data.
- Final TM: 4 weeks after receiving comments on the draft version of the TM.

Thank you for providing West Yost the opportunity to be of continued service to Solano County Water Agency. We look forward to collaborating with you on this important project. Please call me at 530-574-3905 if you have any questions or require additional information. We are happy to refine this proposal to better meet your needs if that would be helpful.

Sincerely,
WEST YOST



Douglas T. Moore, PE
Engineering Manager
RCE #58122

Attachments: Attachment A. Budget Spreadsheet
Attachment B. West Yost's 2026 Billing Rate Schedule

Attachment A

Budget Spreadsheet

West Yost Associates PROJECT: PSC Southern two Overchute Evaluation	EM/SM/GM II \$387 D Moore	SE/SS/SG I \$297 B Bhatta	ESG III \$231	TA II \$176	P \$392 M Duffy	Labor		SVR	Costs		
						Hours	Fee		Sub. w/ markup 10%	Other Direct	Total Costs

Task 1	Overchute 900+25, and 917+70 H&H Evaluation										
1.01 Review of Background Documents		1	4				5	\$ 1,575			\$ 1,575
1.02 H&H Map		1	4				5	\$ 1,575			\$ 1,575
1.03 Surveys		1	2				3	\$ 981	\$ 2,500	\$ 2,750	\$ 3,731
1.04 Site Visit		6	6				12	\$ 4,104			\$ 4,104
1.05 Base Condition Model		8	24	2		4	38	\$ 12,254			\$ 12,254
1.06 Climate Change Impact Assessment		4	12	2		2	20	\$ 6,358			\$ 6,358
1.07 Full Built Out Condition Model		4	10			2	16	\$ 5,302			\$ 5,302
1.08 Ultimate Condition Model with CC impacts		4	10			2	16	\$ 5,302			\$ 5,302
1.09 Draft and Final TMs		8	16		3	2	29	\$ 9,160			\$ 9,160
Subtotal, Task 1 (hours)		37	88	4	3	12	144				
Subtotal, Task 1 (\$)		\$ 14,319	\$ 26,136	\$ 924	\$ 528	\$ 4,704		\$ 46,611		\$ 2,750	\$ 49,361

Task 2	Project Manatgement										
2.01 Project Manatgement		8	8				16	\$ 5,472			\$ 5,472
Subtotal, Task 2 (hours)		8	8	0	0	0	16				
Subtotal, Task 2 (\$)		\$ 3,096	\$ 2,376					\$ 5,472			\$ 5,472

TOTAL (hours)	45	96	4	3	12	160					
TOTAL (\$)	\$ 17,415	\$ 28,512	\$ 924	\$ 528	\$ 4,704		\$ 52,083	\$ 2,500	\$ 2,750		\$ 54,833

Attachment B

West Yost's 2026 Billing Rate Schedule

2026 Billing Rate Schedule

(Effective January 1, 2026, through December 31, 2026)*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)		
ENGINEERING			
Principal/Vice President			\$392
Engineer/Scientist/Geologist Manager I / II		\$370	/ \$387
Principal Engineer/Scientist/Geologist I / II		\$333	/ \$355
Senior Engineer/Scientist/Geologist I / II		\$297	/ \$312
Associate Engineer/Scientist/Geologist I / II		\$246	/ \$265
Engineer/Scientist/Geologist I / II / III		\$191	/ \$221 / \$231
Engineering Aide			\$117
Field Monitoring Services			\$145
Administrative I / II / III / IV	\$107	/ \$133	/ \$160 / \$176
ENGINEERING TECHNOLOGY			
Engineering Tech Manager I / II			\$384 / \$387
Principal Tech Specialist I / II		\$353	/ \$365
Senior Tech Specialist I / II		\$320	/ \$334
Senior GIS Analyst			\$292
GIS Analyst			\$277
Technical Specialist I / II / III / IV	\$206	/ \$231	/ \$261 / \$291
Technical Analyst I / II			\$148 / \$176
Technical Analyst Intern			\$119
Cross-Connection Control Specialist I / II / III / IV	\$154	/ \$167	/ \$188 / \$208
CAD Manager			\$233
CAD Designer I / II			\$181 / \$204
CONSTRUCTION MANAGEMENT			
Senior Construction Manager			\$373
Construction Manager I / II / III / IV	\$222	/ \$237	/ \$251 / \$318
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$200	/ \$222	/ \$247 / \$256
Apprentice Inspector			\$181
CM Administrative I / II			\$96 / \$130
Field Services			\$256

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside services, such as vendor reproductions, prints, and shipping; major West Yost reproduction efforts; as well as engineering supplies, etc., will be billed at the actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness services, research, technical review, analysis, preparation, and meetings will be billed at 150% of standard hourly rates. Expert witness testimony and depositions will be billed at 200% of standard hourly rates.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

2026 Billing Rate Schedule

(Effective January 1, 2026, through December 31, 2026)*

Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$300 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Field Vehicles (Groundwater)	\$200 / day
Gas Detector	\$80 / day
Generator	\$60 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Back Pack	\$135 / day
Low Flow Pump Controller	\$200 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter 300ft	\$30 / day
Precision Water Level Meter 500ft	\$40 / day
Precision Water Level Meter 700ft	\$45 / day
QED Sample Pro Bladder Pump	\$65 / day
Skydio 2+ Drone (2 hour minimum)	\$100 / hour
Storage Tank	\$20 / day
Sump Pump	\$24 / day
Transducer Communications Cable	\$10 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$30 / day
Turbidity Meter (2100Q Portable)	\$35 / day
Vehicle (Construction Management)	\$18.75 / hour
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$50 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: February 12, 2026

SUBJECT: Employee Handbook

RECOMMENDATIONS:

Review and approve the proposed red-line changes to the Solano County Water Agency Employee Handbook.

FINANCIAL IMPACT:

None. Any changes with potential cost implications are already accounted for within the Agency's adopted budget.

BACKGROUND:

The Solano County Water Agency Employee Handbook has undergone a review to ensure consistency with current employment laws, operational practices, and Agency expectations. The proposed revisions are presented in red-line format to clearly identify changes from the prior handbook. This handbook covers all employment classifications; all employees at the Agency are at-will employees, there is no union representation. Upon Board approval, the updated Employee Handbook will supersede all prior versions.

Key substantive updates include the following areas:

Revised Holiday Time Off

The holiday section has been updated to clarify the Agency's recognized holidays, remove confusing and outdated language, and more clearly define the amount of holiday time granted based on hours worked. These changes are intended to improve consistency in administration, enhance employee understanding, and maintain compliance with applicable labor requirements



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 February 12, 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Updated Clothing Allowance

The updated clothing allowance adds the provision that the Agency's Assistant General Manager and General Manager can make changes to clothing and reimbursement amounts. The revisions are intended to ensure employees have appropriate attire for safety and job performance while providing clearer expectations and administrative consistency.

New Workplace Rights & Emergency Contact Section - Statutory

A new section addressing workplace rights and emergency contact information has been added to the handbook. This section consolidates employee rights related to workplace protections, reporting obligations, and access to assistance in emergency situations. It also emphasizes the importance of maintaining current emergency contact information and outlines employee and Agency responsibilities during workplace emergencies.

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).

Solano County Water Agency

Employee Handbook



Proposed: February 12, 2026

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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.

Nepotism and Personal Relationships Policy

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.

Background Checks for New Hires

The Agency conducts background checks on job applicants in accordance with the California Fair Chance Act (“CFCA”) and all other applicable laws and regulations. The Agency does not ask about criminal history information on its job applications or inquire about or consider an applicant's criminal history at any time before a conditional offer of employment is made. However, after a conditional offer of employment is made, the Agency will conduct background checks on candidates receiving conditional offers in accordance with the CFCA and all other applicable rules. To the extent that the Agency considers denying an applicant the job due solely or in part to the applicant's prior convictions, it will first conduct an individualized assessment to determine whether the conviction has a direct and adverse relationship with the specific job duties that justifies denying employment. As part of its individualized assessment, the Agency's considerations will include the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct and completion of the sentence, and the nature of the job held or sought. The Agency will comply with all applicable notice requirements under the CFCA and any other applicable laws when conducting a background check on an applicant. The Agency makes all hiring and promotion decisions in accordance with all federal, state, and local laws, including but not limited to the CFCA, the Fair Employment and Housing Act, and all applicable anti-discrimination, anti-retaliation, and anti-harassment laws.

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 365 days (12-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 PEPRA 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.anthemeap.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

Paid holidays are granted to regular full-time employees who are scheduled to work 40 hours per week. Permanent employees who are regularly scheduled to work less than 40 hours per week may receive pro-rated holiday hours based on their approved work schedule and weekly hours.

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 employee's 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 employee's 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.

Unpaid Time Off Policy

The Agency complies with all applicable leave laws and eligible employees also accrue paid vacation. Notwithstanding this, the Agency recognizes that there may be other extenuating circumstances when an employee seeks to take unpaid time off from work. Unpaid time off will only be granted under extenuating circumstances and is subject to the approval of the General Manager. Unpaid time off under this policy is not guaranteed and will be considered on a case-by-case basis, taking into account the reason for the request, the operational needs of the Agency, and the employee's performance and attendance history. Unpaid time off under this policy will only be considered if the employee does not have any accrued vacation available.

Employees are eligible to request unpaid time off only once per calendar year, and the maximum duration of such leave is two (2) weeks. To qualify, the employee must have received a rating of "Meeting Expectations" or higher on their most recent performance review. Employees currently on a Performance Improvement Plan (PIP) are not eligible for unpaid leave under any circumstances.

Requests for unpaid time off must be submitted in writing to the employee's immediate supervisor and will require final approval from the General Manager. The Agency reserves the right to request documentation supporting the extenuating circumstances described in the request. Approval is entirely discretionary, and does not establish a precedent for future requests.

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 of 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.

Workplace Rights & Emergency Contact (California)

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The Agency respects employees' workplace rights under California law. Employees have the right to work free from discrimination, harassment, and retaliation; to engage in protected concerted activity; and to report workplace concerns without fear of retaliation.

Employees are not required to speak with law enforcement or government agents at the workplace unless legally obligated to do so and may decline to answer questions when permitted by law.

Employees may designate an emergency contact to be notified if they are arrested or detained at the workplace. Emergency contact information will be kept confidential and used only as permitted by law. Employees may update this information at any time.

The Agency will comply with all legal requirements regarding law enforcement or government access to the workplace while respecting employee rights.

Questions about this policy may be directed to Human Resources.

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 REIMBUSEMENT 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 Allowance

The purpose of this policy is to ensure Agency employees are provided with appropriate clothing and personal protective equipment (PPE) necessary to safely perform their duties while maintaining cost control, consistency, and accountability.

Any clothing or PPE purchases exceeding the amounts listed below must be approved by the Assistant General Manager or General Manager.

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Clothing and allowance amounts may be modified by the Assistant General Manager and/or General Manager.

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:

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

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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 the Agency, meets the day-to-day needs of the work being done and is consistent with this Policy.

For employees working primarily in an office setting, appropriate attire is defined as business casual, which includes jeans. Office attire must be clean, in good condition, and appropriate for a professional work environment.

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:
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:
Complainant Signature: <u>Complainant:</u> 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 _____

SOLANO COUNTY WATER AGENCY



MEMORANDUM

TO: **Board of Directors**

FROM: **Chris Lee, General Manager**

DATE: **February 4, 2026**

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

Water Supply Update

On January 29, the Department of Water Resources (DWR) provided an update on the allocation for the State Water Project (SWP). The initial allocation of 10% was increased to 30%. For those of us north of the Delta, our allocation was increased from 20% to 40%.

A series of atmospheric rivers that arrived mid-December and continued through early January provided for above average precipitation and high runoff, contributing to storage increases in reservoirs. However, the storms were warm, snowpack accumulation has been below average and continuing warm and dry weather in January has resulted in snowpack loss.

On January 30, DWR conducted the second snow survey of the season at Phillips Station. The survey recorded 23 inches of snow depth and a snow water equivalent of 8 inches, which is 46% of average for this location. Statewide, the snowpack is 59% of average for this date.

On average, the Sierra snowpack supplies about 30% of California's water needs. DWR conducts four media-oriented surveys at Phillips Station each winter near the first of the month, January through April, and if necessary, May. The next survey is tentatively scheduled for March 2.

As of February 4, Lake Berryessa is 96% full, slightly above where the lake was this time last year. From a water supply perspective, we are looking to be in good shape for several years to come, with several more months remaining of the rainy season. Short-term and seasonal precipitation forecasts are shown in the figures below.

810 Vaca Valley Parkway, Suite 202
Vacaville, California 95688
Phone (707) 451-6090 • www.scwa2.com

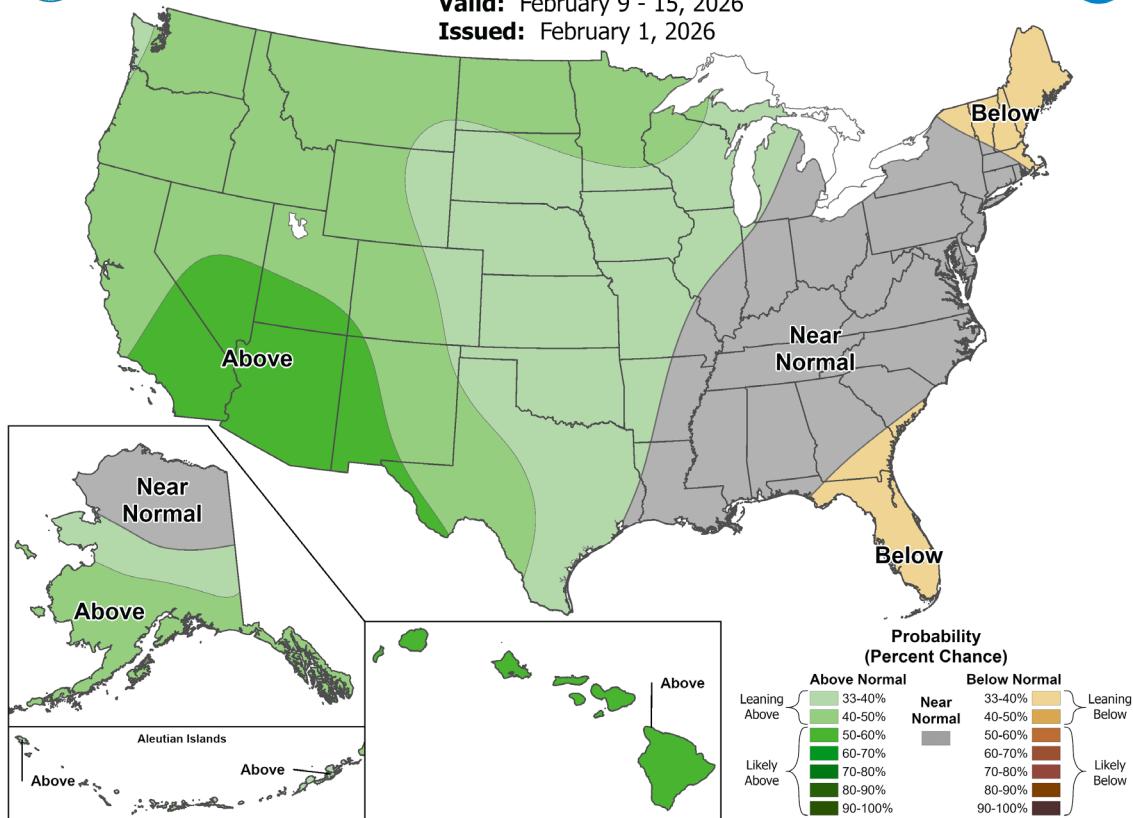


8-14 Day Precipitation Outlook



Valid: February 9 - 15, 2026

Issued: February 1, 2026

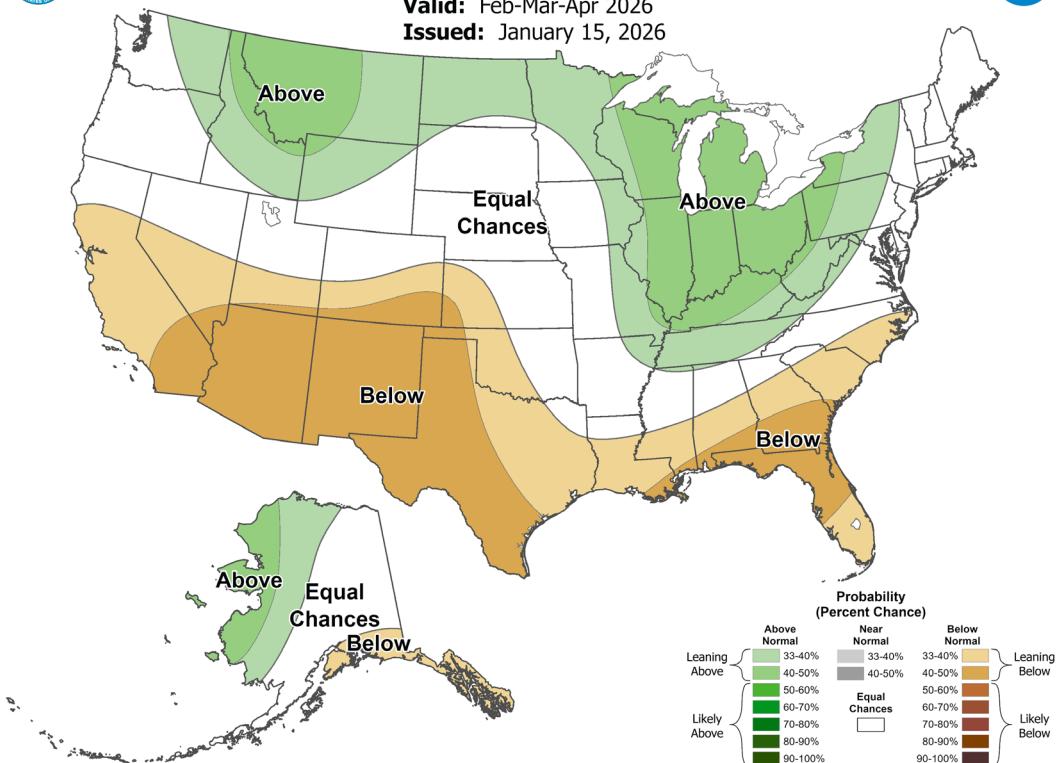


Seasonal Precipitation Outlook



Valid: Feb-Mar-Apr 2026

Issued: January 15, 2026



Bay Delta Plan¹ Update

For the month of January there was a lot of activity on the Bay-Delta Plan. Water Agency staff in addition to our member agencies reviewed over 3,500 pages of the Bay-Delta Plan, Appendices, and the Substitute Environmental Document. The State Water Board also held a 3-day public hearing comprised of public comments and panels from the State Resource Agencies, water supply agencies, NGOs, and tribal organizations. On the first day of the hearing, Putah Creek Streamkeeper Max Stevenson was part of a panel discussing early implementation of Healthy Rivers & Landscapes (HRL) projects and the success of the Putah Creek Accord and this year's record salmon run. On the second day, there was a regional panel of Board members from Yolo, Napa, and Solano County discussing the importance of the HRL program to each of our communities and the impacts that the regulatory pathway would have. For Solano County, Mayor Hernandez was the primary representative for the Solano County Water Agency, Suisun City, and the Suisun-Solano Water Authority. While the hearing was full of significant comments from NGOs and tribal organizations, there was a strong showing of support for the HRL program from the water community. As part of the public process, the Water Agency submitted a professional but detailed 25-page comment letter expressing our concerns on the regulatory pathway of the Bay-Delta Plan on behalf of all our Solano member agencies. A copy of the letter is included in the Board Packet.

Golden Mussel Update²

Update on activities associated with the Golden Mussels and the general Mussel Education and Outreach Program:

Statistics

- Since November 25, 2024:
 - >38,000 seals applied; >30,000 seals removed.
 - Approximately 6,000 decontaminations have been performed.

Monitoring

- Early detection continues to be conducted at Berryessa on a bi-weekly basis and SWP on a monthly basis.
 - Solano Project – 6 LB stations + Headworks and Terminal Reservoir
 - One weak eDNA hit Markley Cove in November.
 - Potential matrix interference or cross contamination.
 - Follow-up sampling is ongoing.
 - Results for all other visual, plankton and eDNA are all negative.
 - State Water Project: Barker sand Lindsay Sloughs.

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.

² In the fall of 2024, Golden Mussels were observed in the Sacramento-San Joaquin Delta. At Lake Berryessa, there are two options for launching: a 30-day quarantine after your boat is sealed with a red tag or going through the hot water decontamination process at Markley Cove or Steel Canyon Recreation Area. Lake Berryessa was the first reservoir to require decontamination of vessels coming from the Delta.

- Positive eDNA at both Barker and Lindsay Sloughs.

Decontaminations:

- Slowing down considerably, mostly the bass fishing crowd.
- Lake Solano Decon station has closed for the season.
 - Will re-open in March.
- Stations will still be located at Putah Canyon, Pleasure Cove, Markley Cove and Gone Fishin' Marine.

Outreach:

- Still producing a lot of social media posts and radio ads through Alpha Media.
 - 2.5 M Views, >1% CTR (0.3% is considered good).

Regional and Other Updates:

- Golden Mussel Response and Control Plan:
 - Bowman, RNT Consulting and Dudek is the consulting team.
 - Currently consulting for DWR, Valley Water, CCWD and others.
 - Vulnerability assessments Scheduled to be performed in February.
- Experiencing a relatively high number of tampered seals at Berryessa.
 - SCWA has had training with all of the concessionaires on what to look for.
- Currently weighing options for increasing the number of Berryessa decon facilities or developing reciprocity with other agencies (e.g., Folsom, New Melones, Oroville)

Statistics

- Since November 25, 2024:
 - >40,000 seals applied; >30,500 seals removed.
 - > 6,000 decontaminations have been performed.

Monitoring

- Golden Mussel response and control plan vulnerability assessment to take place 2/17-2/20
 - SCWA staff will work with consultant, DWR and SID staff to determine vulnerabilities in the NBA and Solano project
- Early detection continues to be conducted at Berryessa on a bi-weekly basis and SWP on a monthly basis.
 - Solano Project – 6 LB stations + Headworks and Terminal Reservoir
 - One weak eDNA hit @ Markley Cove in November.
 - One weak eDNA hit @ Pleasure Cove in December.
 - Working with CDFW regarding interpretation of these results as they are both very weak detections.
 - Potential matrix interference or cross contamination.
 - Results for all other visual, plankton and eDNA are all negative.
 - State Water Project: Barker sand Lindsay Sloughs.
 - Positive eDNA at both Barker and Lindsay Sloughs.

Decontaminations:

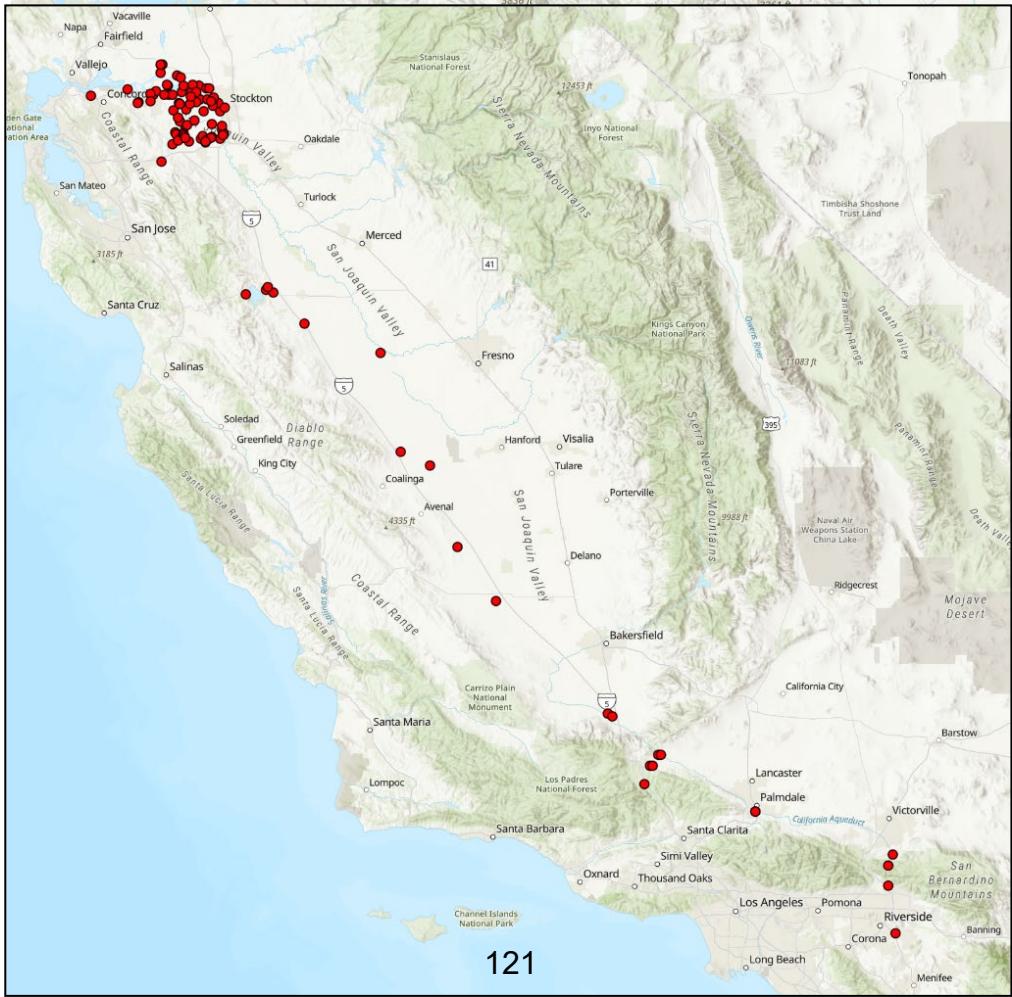
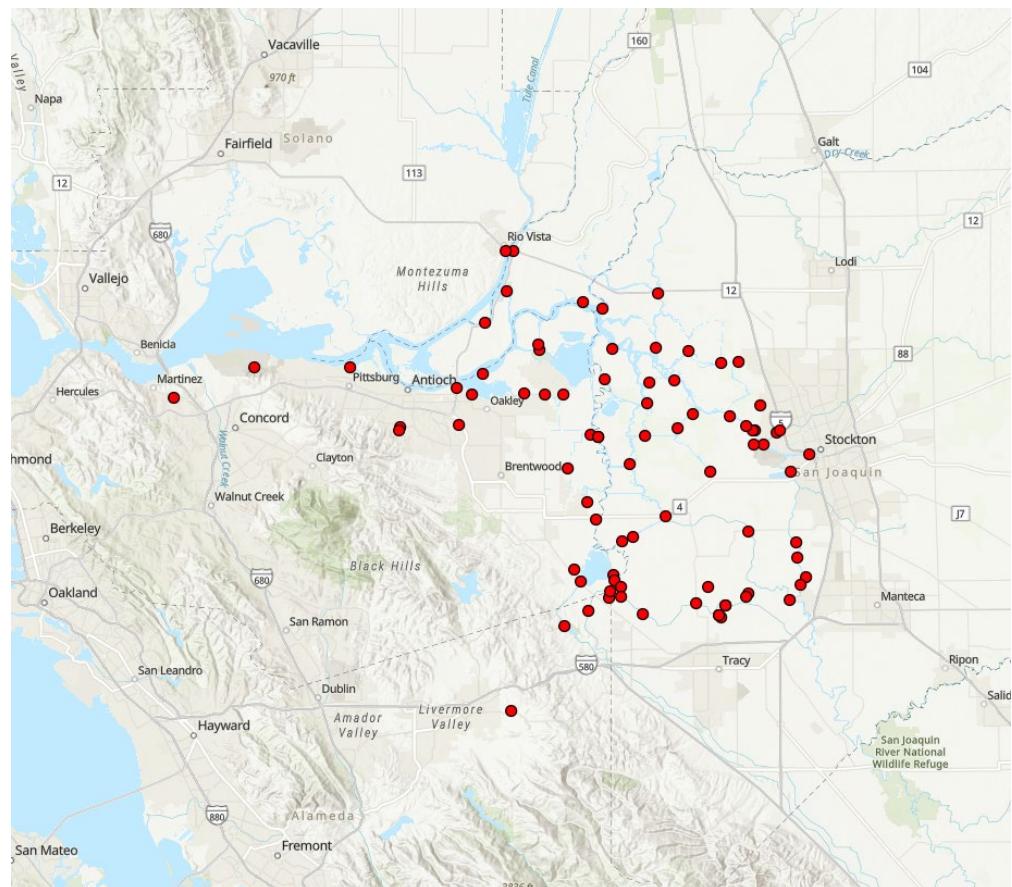
- Slowing down considerably, mostly the bass fishing crowd.
- Lake Solano Decon station has closed for the season.
 - Will likely re-open in late March.
- Stations will still be located at Putah Canyon, Pleasure Cove, Markley Cove and Gone Fishin' Marine.

Outreach:

- Still producing a lot of social media posts and radio ads through Alpha Media.
 - 2.5 M Views, >1% CTR (0.3% is considered good).
 - New radio ads have been recorded and are running

Regional and Other Updates:

- Still dealing with tampered seals at Berryessa.
 - SCWA has had training with all of the concessionaires on what to look for.
- SCWA staff have been invited to the AB-149 TAG to help guide state-wide mussel prevention programs.
- Working with CDFW do facilitate a regional decontamination certification seminar in March.
 - SCWA will provide training.
 - Several different types of boats
 - Looking to include foothill and Shasta area



LPCCC Update

Publicity for Putah Creek Salmon

The record salmon returns in 2025 (2,156 salmon) have generated a lot of interest! The Streamkeeper has been interviewed on local TV news and Capitol Public Radio. There have also been many newspaper and blog articles. The Water Agency has received **congratulations** from as away as France and Indonesia. Thanks to all the hard work from Water Agency staff, the LPCCC, cooperating agencies, landowners, and UCD scientists, too! Protecting salmon helps protect Solano Project water rights.

<https://www.kcra.com/article/record-salmon-run-putah-creek-solano-county/69896346>

<https://www.cbsnews.com/sacramento/video/salmon-return-to-putah-creek-in-yolo-county-after-restoration-work/?intcid=CNM-00-10abd1h>

<https://www.capradio.org/news/insight/2026/01/13/iran-protests-ca-tourism-2025-recap-and-2026-outlook-putah-creek-salmon/>

Healthy Rivers and Landscapes Water Board Hearing

On January 28-30, 2026, Water Agency staff attended a State Water Resources Control Board hearing on Healthy Rivers and Landscapes. Putah Creek was featured in a panel on early implementation. The success of Putah Creek shows that although well-timed releases of water are needed by salmon, other parts of the salmon lifecycle also need to be addressed. Restored spawning habitat, rearing habitat, protection from predators, fish passage, and food production are all needed. These habitat goals can only be achieved by a group effort and supportive community engagement. The Water Agency's committed support to the Lower Putah Creek Coordinating Committee (LPCCC) and many activities on Putah Creek is paying big dividends.

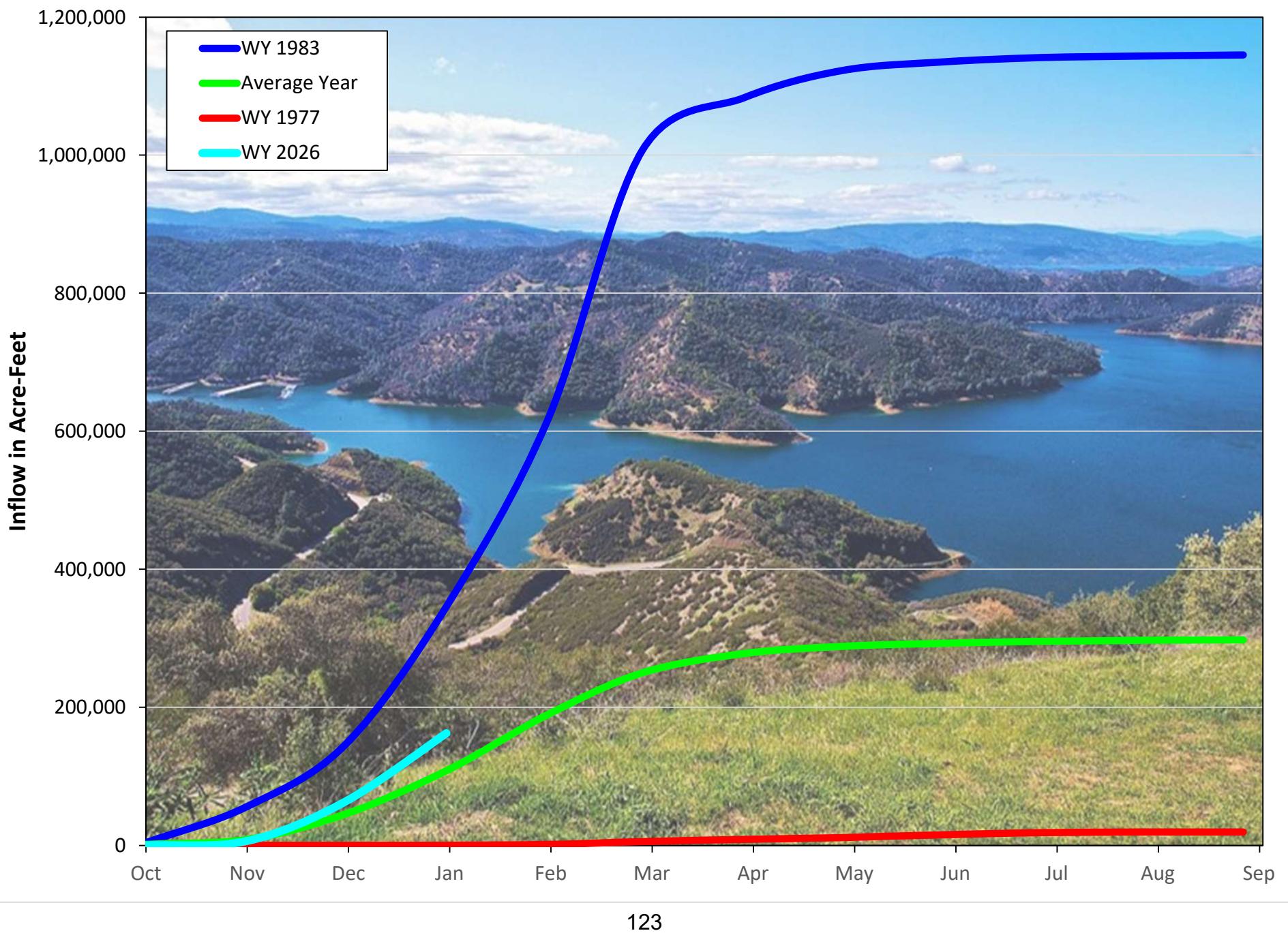
4th Annual Putah Creek Long-term Monitoring Data Summit scheduled for April 15, 2026

Jointly hosted by the Water Agency and UC Davis, the fourth annual Putah Creek Data Summit is scheduled for April 15, 2026 on the UC Davis Campus. Last year's meeting had 30 attendees representing Water Agency staff, consultants and contractors, scientist, students, landowners, and regulators. Main topics include measuring water, counting salmon, and how to manage data over many decades. If you are interested in participating, or attending the 2026 Data Summit, please contact Streamkeeper Max Stevenson at mstevenson@scwa2.com.

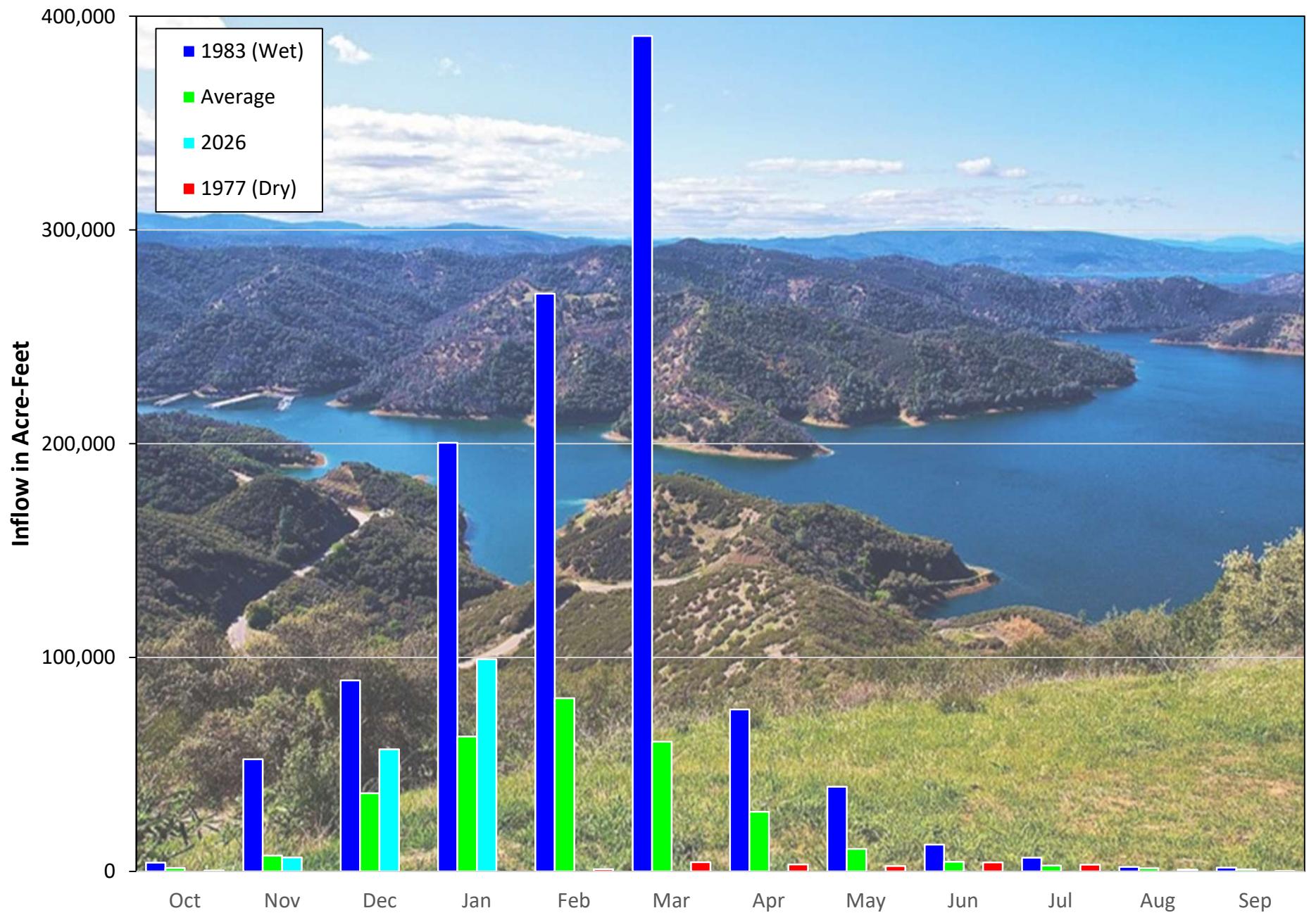
Lower Putah Creek Coordinating Committee (LPCCC) Monthly Meetings

The LPCCC meets publicly each month, a few hours before the regular Water Agency Board meetings. Agendas can be found on the Water Agency website <https://scwa2.com/lower-putah-creek-coordinating-committee/lpccc-agendas/> You can also ask the Streamkeeper to be put on the email list at mstevenson@scwa2.com. The LPCCC is a forum for all things Putah Creek.

Annual Lake Berryessa Inflow

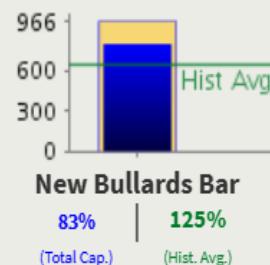
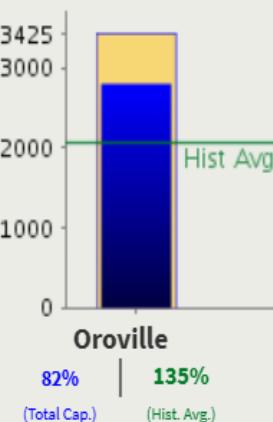
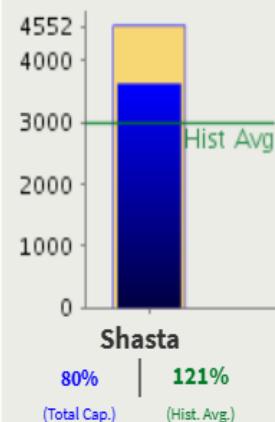


Annual Lake Berryessa Inflow

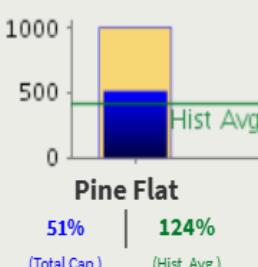
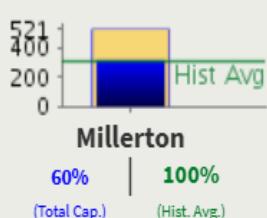
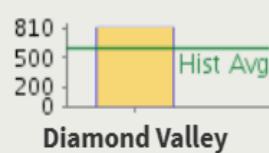
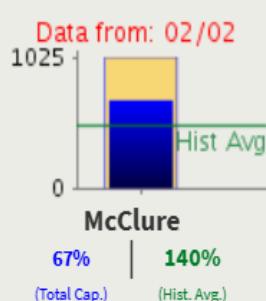
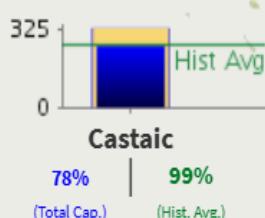
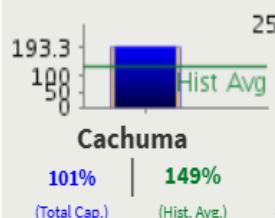
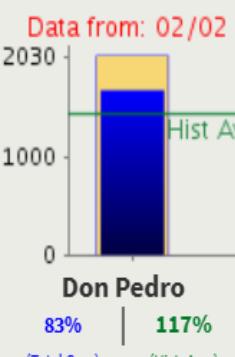
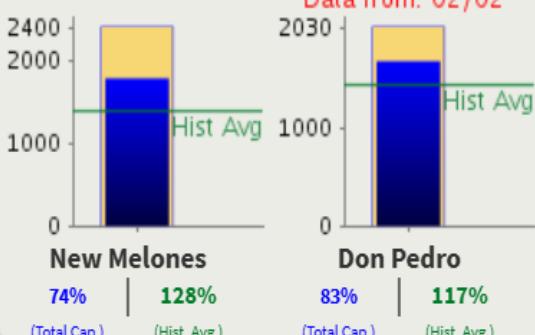
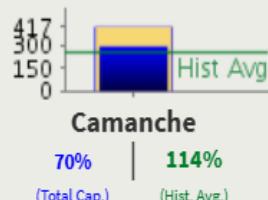
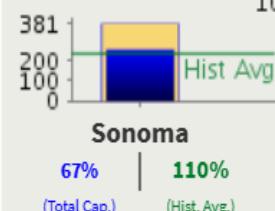
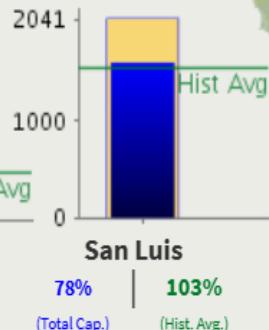
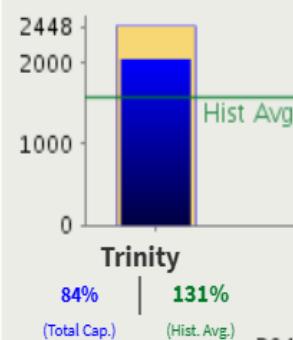


CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:03-FEB-2026

Data as of Midnight: 03-Feb-2026



Change Date: 03-Feb-2026

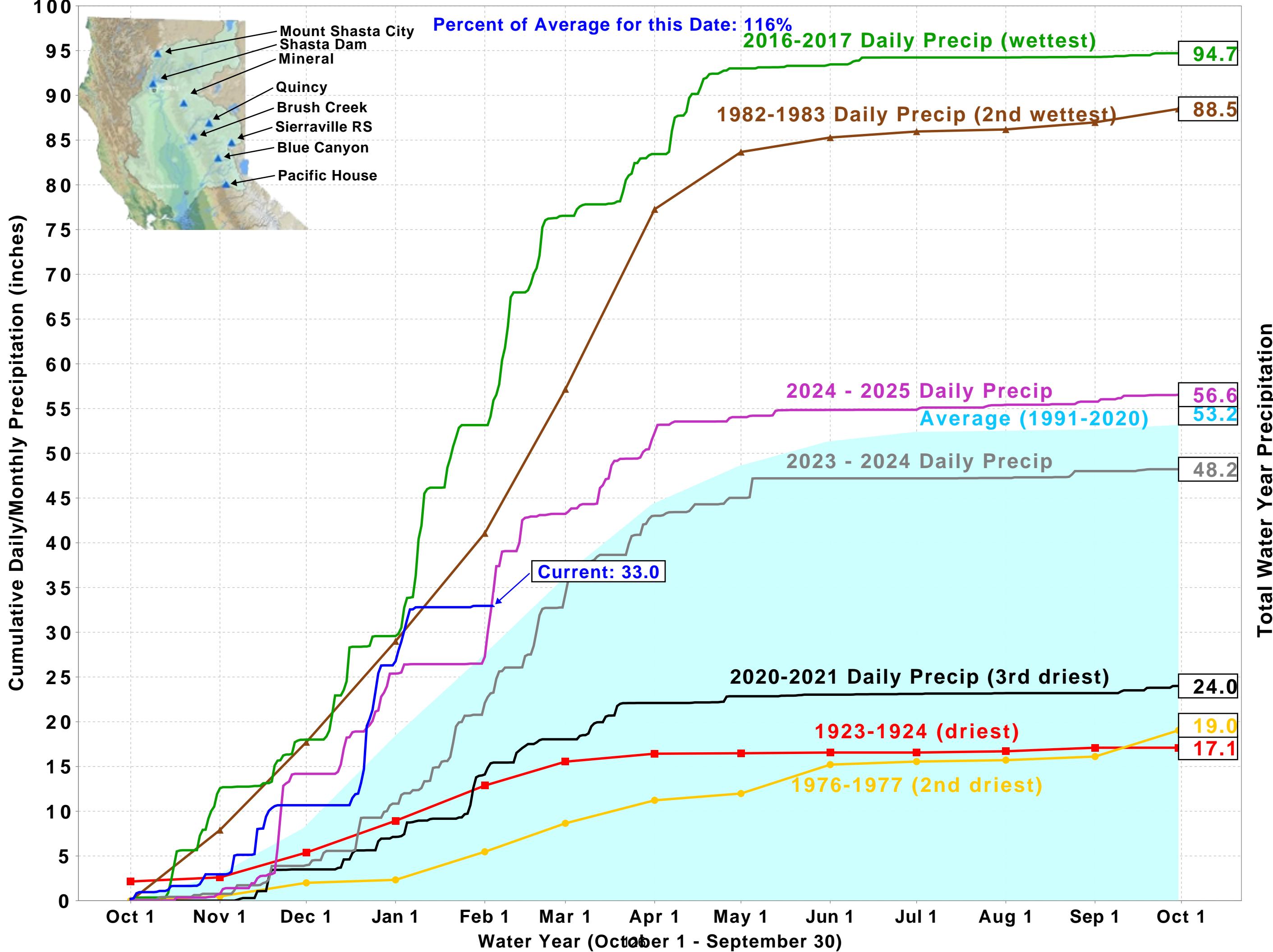


[Click to download printable version of current data.](#)

Report Generated: 04-Feb-2026 4:15 PM

The CSI link has been disabled to zoom in, for the lack of historical data.

Northern Sierra Precipitation: 8-Station Index, February 04, 2026





STATEWIDE SNOW WATER CONTENT

CURRENT REGIONAL SNOWPACK FROM AUTOMATED SNOW SENSORS

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of February 4, 2026	
Number of Stations Reporting	33
Average snow water equivalent (Inches)	7.1
Percent of April 1 Average (%)	26
Percent of normal for this date (%)	41

CENTRAL	
Data as of February 4, 2026	
Number of Stations Reporting	53
Average snow water equivalent (Inches)	10.3
Percent of April 1 Average (%)	37
Percent of normal for this date (%)	57

SOUTH	
Data as of February 4, 2026	
Number of Stations Reporting	25
Average snow water equivalent (Inches)	12.2
Percent of April 1 Average (%)	48
Percent of normal for this date (%)	75

STATE	
Data as of February 4, 2026	
Number of Stations Reporting	111
Average snow water equivalent (Inches)	9.8
Percent of April 1 Average (%)	36
Percent of normal for this date (%)	56

Statewide Average: 36% / 56%

Data as of February 4, 2026

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

Construction Contract Change Orders (15% of original project costs or \$220,000, whichever is less) – None

Construction Contracts (\$220,000 and less) – None

Professional Service Agreements (\$100,000 and less) –
Bowman Consulting Group Ltd – Golden Mussel Response and Control Plan - \$100,000

Non-Professional Service Agreements (\$100,000 and less) – None

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

NEWS ARTICLES

25 years of revitalization efforts, leads to a record-breaking salmon spawn in Putah Creek

• [Andrew Garcia](#) • [Vicki Gonzalez](#)

Thursday, January 29, 2026 | Sacramento, CA

[f](#) [t](#) [m](#) [g](#)



LISTEN



UC Davis undergraduates handle and process Chinook salmon in Putah Creek.

Courtesy of UC Davis

Putah Creek, the 85-mile long stream that forms the border between Solano and Yolo counties, just had a record breaking year for salmon.

2,100 Chinook returned to the waters of Putah Creek to spawn in 2025. A decade ago scientists estimated about 1,700 salmon returned to the stream.

That may sound like a modest increase but compared to three decades ago when salmon were extinct in the waterway, this represents a complete turnaround for the once struggling Putah Creek. The victim of droughts, dams and water policy that diverted flows away from the stream, it was all but dried up in the 1990s.

But thanks to a landmark accord in 2000, following a decade-long legal battle, Putah Creek has undergone a transformation that has brought back the water and much of the wildlife that was once lost.

Though this past year's record breaking salmon spawn is a major win, 25 years in the making, there is still work to be done in the continued revitalization of Putah Creek.

Robert Lusardi is a UC Davis assistant professor and Max Stevenson is the Putah Creek Streamkeeper. They both joined Vicki Gonzalez on *Insight* to talk about the creek and its record breaking salmon run.

This interview has been edited for length and clarity.

Interview highlights

What was the state of Putah Creek back in the 1990s? And how much of a game changer was this accord to address the situation?

They tried to buy water from the Solano County Water Agency to put it in the creek. But none of those solutions worked. So it went to the courts. It was about 10 years of lawsuits. And once the accord was settled, there was a sea change in the attitude and behavior of everyone involved. The water agency folks said okay, we're going to work on this creek together now. And the fighting stopped. It drifted away and everyone started banding together.

So, it's half from the Putah Creek Council side and Davis side and half from the Solano County side that uses the water in the creek. And all our decisions are unanimous. We meet on a monthly basis and it's a public forum for all things Putah Creek. Fast forward to today, there was that record breaking year in 2025, when it comes to salmon runs.

Everybody loves the salmon and we've got 150 land owners on Putah Creek. About

two-thirds of the creek is privately owned and about a third is in public ownership. And I just feel really lucky in my job. When you want to talk about how to move forward with improving salmon conditions, people agree and want to do it.

Putah Creek is situated between agricultural lands and a variety of major metro areas. And what you're talking about is collaboration among different lifestyles and different interests surrounding Putah Creek. How do you overcome the challenges of working together for a common goal?

It isn't just about flood control or water supply or groundwater recharge. We've got recreational uses, we've got environmental uses, we've got salmon uses. And take what happened with the Pacific Flyway and rice flood areas. We stopped burning them in the 1990s to get rid of rice stubble and instead flooded them up for rice decomposition. And that was a huge improvement for the Pacific Flyway with ducks and waterfowl habitat. We can do the same thing with salmon and Putah Creek is an example of managing to these different goals.

Putah Creek is 100% changed from its natural state. It's been mined for gravel by the university itself. There's been sewage treatment ponds placed in it. There's been wholesale removal of trees and vegetation for flood control. In fact, the lower third is an artificial channel dug in the late 1800s as a bypass to protect the city of Davis from flooding.

So, as humans, we have the ability to change the landscape and kind of do almost whatever we want. Well, let's add salmon to the list and we can have all the candy in the store. We can have flood control, water supply, habitat for ducks and birds, habitat for salmon. It's just about what we decide as a community together and working towards that and you know, as humans we can do it.

Is a record 2,100 Chinook just the tip of the iceberg?

I think about 5000 could spawn in Putah Creek with current gravel resources and it's going to help towards the recovery of salmon statewide.

You can listen to the full conversation, including remarks from UC Davis Professor

Robert Lusardi, [here](#).

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RELATED CONTENT



[Culture and abundance: How should California bring back its 'salmon society?'](#)

[Thursday, October 30, 2025](#)

[Salmon are an iconic species with deep cultural ties to tribes across California, but they have seen steep population decreases in recent decades. Now, some experts think it's time for the state to reintegrate salmon into the state's cultural fabric.](#)



https://www.dAILYREPUBLIC.COM/NEWS/SOLANO-AGENCIES-OTHERS-CONTINUE-PUSH-FOR-BALANCED-BAY-DELTA-PLAN-UPDATE/ARTICLE_9F12240F-6299-4F33-96F8-BD4945913DE6.HTML

FEATURED

Solano agencies, others continue push for balanced Bay-Delta plan update

Todd R. Hansen

Feb 3, 2026



A salmon swims in Putah Creek near Winters, Thursday, Dec. 22, 2022. (Daily Republic file)

An advertisement for American Express. At the top, there are seven black circular dots followed by a white space. Below this is a photograph of a person sitting on a wooden deck overlooking a scenic landscape. To the right of the photo is a silver American Express card with the name "C. F. FROST" on it. The text "WELCOME OFFER AS HIGH AS 175,000 POINTS" is prominently displayed in large, bold, capital letters. Below this, smaller text reads "Find out your offer, which could be as high as 175,000 Membership Rewards® points. Terms apply." A blue arrow points to the right in the bottom right corner.

recent California State Water Resources Control Board hearings.

The control board is updating the Bay-Delta Water Quality Control Plan, with Solano County agencies joining the State Water Contractors and a host of others in favoring the Healthy Rivers and Landscapes option.

“The Healthy Rivers and Landscapes program combines two priorities that Californians care deeply about: environmental health and a reliable, affordable water supply,” Jennifer Pierre, general manager of the State Water Contractors, said in a statement.

“HRL benefits are already being seen from 58 early implementation projects that have been completed along the American, Feather, Mokelumne, Sacramento and Yuba rivers. These projects prove that when water managers, state and federal agencies, and communities work together – collaboratively – the needs of fish and people can be effectively balanced. The State Water Contractors stand with the Newsom Administration and a broad coalition of leaders from across the state to urge the Water Board to move the HRL program forward,” Pierre added.

Solano County water agency officials view Healthy Rivers and Landscapes as the lesser of threats to Lake Berryessa water supplies, and in turn, water distribution from the Solano Project to agricultural, urban, commercial and industrial users in the county.

It is the favored choice from the Unimpaired Flows alternative first put out by the state. That option, Solano officials argue, will devastate agriculture and the local economy.

The Solano Water Project provides water to 400,000 people in Fairfield, Suisun City, Vacaville, Benicia and Vallejo. Only Dixon and Rio Vista do not receive project water. Additionally, Solano Irrigation District provides water to 55,000 acres of diverse, irrigated agricultural lands.

Literally, some officials warn, it will displace hundreds if not thousands of Solano residents.

The Healthy Rivers and Landscapes Program, advocates argue, presents a balanced approach to uses of water in the Bay-Delta watershed, including measurable progress toward the recovery of Chinook salmon and other native species.

"This statewide collaborative effort pairs strategically timed river flows with habitat restoration, supported by ongoing monitoring and science-based adaptive management. Together, these actions are advancing solutions that benefit ecosystems, local economies, and California's long-term water security," the Water Contractors statement said.

Among those who spoke in favor of Healthy Rivers and Landscapes on the first day of the hearings were representatives for the Lower Putah Creek Coordinating Committee, and the Solano County Water Agency.

The testimony included commentary on 35 early implementation projects that have been completed, seven in progress, and 16 ready to enter construction later this year.

Among those was the Putah Creek project, noting that more than 2,500 salmon this fall returned to the creek to spawn.

Part of the emphasis by the speakers was the collaboration among the water agencies, landowners, conservation groups and fishing interests.

A September letter from the Solano Irrigation District and Suisun City spelled out the importance of a plan that includes the Healthy Rivers and Landscapes alternative.

"We strongly support balancing California's rivers and natural systems for multiple beneficial uses. The HRL Program represents a collaborative, science-based, and

durable approach ... We also recognize that the 2025 Draft (Water Quality Control Plan) reflects improvements over prior versions. In particular, we appreciate the board's responsiveness to our earlier concerns regarding Lake Berryessa and the Putah Creek watershed," the letter states.

However, it noted there are still significant concerns:

- The 2024 Draft would have required 55% Unimpaired Flow plus a minimum carryover of up to 1.2 million acre-feet in Lake Berryessa. Modeling showed this would have resulted in zero allocations in 65% of years, devastating Solano County's families and \$438 million agricultural economy.
- The 2025 Draft reduces – but does not eliminate – these impacts.

"Our analysis indicates that under the revised criteria:"

- Zero allocations would still occur in 20% of years.
- In 80% of the remaining years, allocations would range from only 0% to 40%.
- Importantly, the reservoir never fills again under these criteria.

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Healthy Rivers and Landscapes Representatives Brief State Board on Completed Projects and Early Successes

*By Josh Martinez, Max Stevenson, Michelle Workman and Todd
Manley*

Last week, we participated in a panel at the State Water Resources Control Board (State Board) hearing for the Delta Water Quality Control Plan Update to provide board members and staff with an update on the progress being made on Healthy Rivers and Landscapes “[Early Implementation](#)” habitat projects and positive fish returns resulting from this work.

The [Healthy Rivers and Landscapes \(HRL\)](#) proposal is being considered as a means of implementing the objectives contained in the Water Quality Control Plan for the Bay-Delta, which is in the process of being updated. We and the other HRL supporters are invested in the Healthy Rivers and Landscapes program because the latest science shows us that its combination of comprehensive and substantial habitat improvements with the management of targeted, functional flows is the way to make meaningful progress in Chinook salmon recovery.

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HEALTHY
RIVERS &
LANDSCAPES



During the presentation, we briefed the board on how projects that have been implemented are being monitored to determine if they are working as designed to provide salmon habitat, and how that information is being used to improve the design of future similar projects to maximize the habitat values they provide.

We also informed the board of the exciting news that since December 2018 we have 58 Early Implementation projects that have been completed, are underway or will be ready for construction by 2027. The HRL parties elected to pursue these Early Implementation projects as a good faith demonstration of their commitment to fulfilling the habitat restoration targets established in the 2022 Voluntary Agreements MOU and in the Draft Bay-Delta Plan. Science-based decision making is foundational to the HRL Program, and the lessons learned from these Early Implementation projects will allow us to more effectively engage in an adaptive management process.

Said another way, the lessons we learn from monitoring the performance of these Early Implementation projects will allow us to do more of what works and course correcting away from approaches that may fall short of HRL objectives.



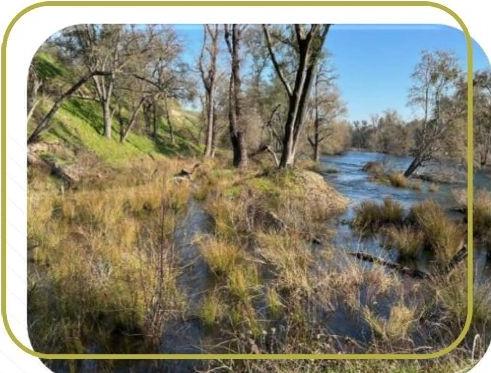
Our panel provided a unique perspective from other panels at the hearing as practitioners of Chinook salmon habitat. We were able to share two of our early success stories resulting from the habitat work on the Mokelumne River and Putah Creek.

On the Mokelumne River, we provided an example of maximizing habitat benefit through design, even on small parcels. Small, well designed, floodplains are providing nutrient dense habitat to provide food and cover for juvenile salmonids, and other native fishes. Effectiveness monitoring is helping us learn as we build and continue to design projects that produce measurable benefits. These projects are not a choice of habitat over flow, but rather a scientifically modeled approach to increase flow in a way that targets maximized habitat availability when juvenile fish need it most. Thus addressing the limiting factor for the Mokelumne River which is juvenile floodplain habitat.

Mokelumne River Habitat Restoration



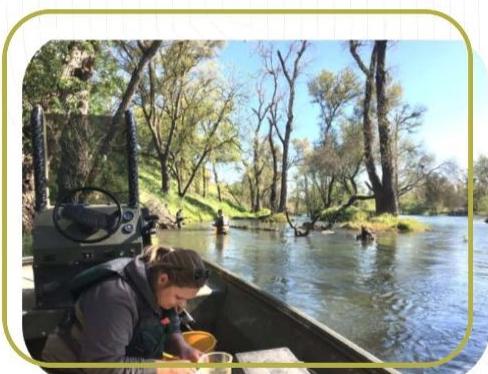
Before



After

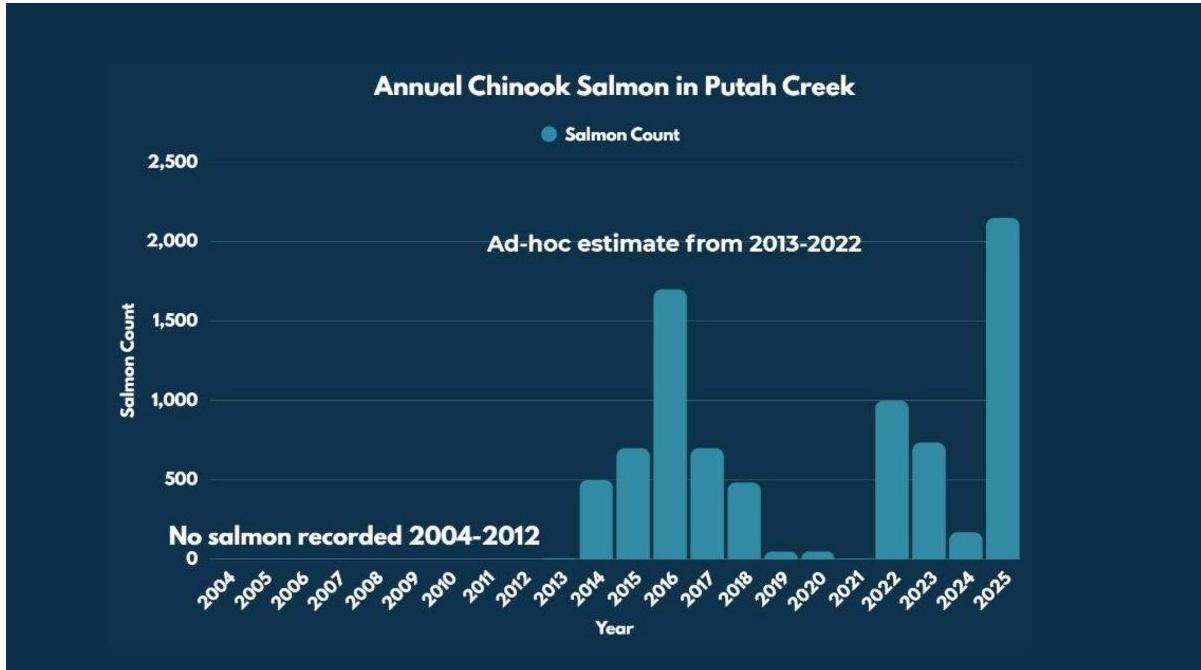
HEALTHY RIVERS & LANDSCAPES

Effectiveness Monitoring



HEALTHY RIVERS & LANDSCAPES

For Putah Creek, we shared how long-term investment in habitat restoration paired with adaptive water management is producing measurable results. More than 25 years of collaborative restoration, targeted habitat enhancements, and carefully timed functional flow releases have contributed to record salmon returns, including more than 2,150 adult Chinook salmon documented in 2025. Actions such as gravel augmentation to improve spawning habitat and flow pulses designed to mimic natural conditions are being monitored and refined over time, demonstrating how integrating habitat improvements with functional flows can support salmon recovery in a highly managed system. To learn more about this project, see [Building a Salmon Run in Putah Creek](#).



\$25-Million in Spawning Habitat Restoration



Adaptive Management



HEALTHY RIVERS & LANDSCAPES

You can view our panel presentation in its entirety [here](#).

Josh Martinez is the Environmental Program Manager with the Department of Water Resources, Todd Manley is the Director of Government Relations with the Northern California Water Association, Max Stevenson is Streamkeeper, Lower Putah Creek Coordinating Committee and Solano County Water Agency, and Michelle Workman

is the Manager Natural Resources Department with the East Bay Municipal Utilities District.



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NBWA UPDATES

**WATER
ADVISORY
COMMISSION
UPDATES**

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: February 12, 2026

SUBJECT: Bay Delta Water Quality Control Plan Update

RECOMMENDATIONS:

For information only.

FINANCIAL IMPACT:

None.

BACKGROUND:

In December of 2025, the State Water Board released a revised draft to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta (Plan). The changes are focused on portions of the Plan relevant to the Sacramento River watershed, Delta eastside tributaries and the Delta for the reasonable protection of fish and wildlife beneficial uses.

Public Hearings were held in Sacramento on January 28-30, to receive written and oral comments. Written comments were due on February 2.

The State Water Board's Plan has two alternatives. There is the Unimpaired Flows alternative, which would include each of the Sacramento River Watershed tributaries including Putah Creek. For Solano County, the staff report identified that the Unimpaired Flows also called the regulatory pathway would significantly reduce water supplies from the Solano Project, North Bay Aqueduct, Vallejo Permit Water, Reclamation District No. 2068, and North Delta Water Agency which would be detrimental to Solano County's urban, industrial, and agricultural community.

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 February 12, 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

The second alternative, supported by the Governor and the California Natural Resources Agency, is the Healthy Rivers and Landscape Program (i.e., Voluntary Agreements). Rather than just flow increases, the Healthy Rivers and Landscape Program proposes additional flows, restoration efforts, and scientific monitoring as a more holistic approach to help declining fish species in the Bay-Delta. Water Agency staff have been actively engaged with the Department of Water Resources (DWR), SWRCB, and local agencies across the Sacramento River watershed for several years now on moving the Healthy Rivers and Landscape Program forward, as a more reasonable and thoughtful approach to the Bay-Delta Plan update.

RELEVANCE TO 2016-2025 SCWA STRATEGIC PLAN:

Participation in the Healthy Rivers and Landscape Program is consistent with Goal #1 (Water Supply Management), Goal # 4 (Water Resource Resiliency), and Goal #7 (Natural Resources Stewardship) of the SCWA 2016-2025 Strategic Plan.



February 2, 2026

Via Email (SacDeltaComments@waterboards.ca.gov)

State Water Resources Control Board
Division of Water Rights | Attn: Bay-Delta & Hearings Branch
P.O. Box 100
Sacramento, CA 95812-2000

Solano Regional Comment Letter on Draft Bay-Delta Plan Updates

Dear Chair Esquivel and Members of the Board,

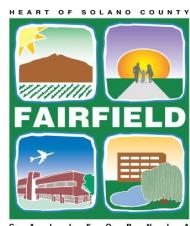
The Solano community respectfully submits these comments on the above referenced Water Quality Control Plan for the San Francisco Bay / Sacramento-San Joaquin Delta Watershed, December 2025 Draft (hereinafter “Draft Staff Report”).¹ The purpose of this letter is to provide the State Water Resources Control Board (SWRCB) comments on behalf of the municipal and agricultural communities in Solano County. As a Bay-Delta County, we understand and appreciate the SWRCB staff’s concerns for the continued viability of the state’s fisheries resources, and the urgency that has driven the Board’s action on the Water Quality Control Plan to date. Additionally, our Solano agencies appreciate the incorporation of the Healthy Rivers & Landscape (HRL) program into the Draft Staff Report, as a more comprehensive approach in restoring native fish populations, while balancing municipal and agricultural water supplies. The approach mirrors, on a larger scale, the success that has been observed on Putah Creek for the last 25 years with the recovery and increase in native fish species. The Solano agencies also appreciate the thoughtfulness by the State Water Board in creating the Water Supply Adjustments, as an additional mechanism to balance beneficial uses within the Bay-Delta watershed.

Nevertheless, the Solano region continues to have broad-level concerns on the regulatory pathway of the Draft Staff Report. The Solano County Water Agency (SCWA) on behalf of our member agencies has put together a detailed comment letter in response to the Draft Staff Report, Draft Substitute EIR, and supporting appendices. Where appropriate, SCWA has provided some additional recommendations and supporting technical information. Should you have any further questions, please let us know by e-mail ARabidoux@scwa2.com or by phone (707) 455-1106.

Sincerely,

Alexander A. Rabidoux, PE
Assistant General Manager

¹ SCWA and its member agencies join in and hereby incorporate by reference the separate written comments on the Draft Staff Report submitted to the State Water Board by the State Water Contractors, Sites Project Authority, Solano County, City of Vallejo, City of Fairfield, NCFC&WCD, ACWA, SID, NCWA, CCWD, EBMUD, Yuba County Water Agency and YCFC&WCD.



148



Maine Prairie
Water District
PO Box 73
Dixon, CA 95620

A.) Water Quality Control Plan for the San Francisco Bay / Sacramento-San Joaquin Delta Watershed (December 2025 Draft)

Consultation with State and Local Agencies (Water Code Section 13240) and Factors to be Considered (Water Code Section 13241)

As briefly discussed in Sections 1.1 – 1.3 and 3.1 the Draft Staff Report references Water Code Section 13240, 13241 and California Constitution, Article X, Section 2. Water Code Section 13240 states “During the process of formulating such plans the regional boards shall consult with and consider the recommendations of affected state and local agencies.” While the Yolo and Solano agencies have been proactive in trying to engage and submit comments to the State Water Board, there has been almost no direct consultation by the State Water Board to local agencies in Napa and Lake County with regards to impacts in the Putah Creek, Cache Creek, or Feather River Watershed (municipal water supply impacts to Lake & Napa Counties). Additionally, Water Code Section 13241 provides six factors to be considered by a regional board in establishing water quality objectives:

- (a) Past, present, and probable future beneficial uses of water.
- (b) Environmental characteristics of the hydrographic unit under consideration, including the quality of water available thereto.
- (c) Water quality conditions that could reasonably be achieved through the coordinated control of all factors which affect water quality in the area.
- (d) Economic considerations.
- (e) The need for developing housing within the region.
- (f) The need to develop and use recycled water.

For Solano County, our community exemplifies past, present, and probable future beneficial uses of water including our agricultural economy, affordable housing through expanded development, compliance with our Urban Water Management Plans, and specifically in providing safe, reliable, high-quality water to our residents, businesses, and industries. The Putah Creek Accord, which was a legal settlement in 2000 of public and NGO entities, is a great example of balancing the beneficial uses of water (environmental, agricultural, municipal, recreational) for Putah Creek. Solano County has also planned and sustained smart growth in our urban areas, while protecting agricultural and green space buffers. Of the 9 Bay Area County Region, Solano County continues to be the most affordable with regards to housing.

Unfortunately, the Draft Staff Report and corresponding Draft Substitute EIR, does not accurately address components (a), (d), (e), (f) above. In many cases, actual costs and water supply impacts are understated or not calculated, with a narrative of being too complex to determine. Examples include not fully quantifying municipal and agricultural water supply impacts within the Legal Delta, particularly of lands both above and below sea level. In Solano County, this would include portions of Rio Vista, the Yolo Bypass, Reclamation District 2068, Maine Prairie Water District, North Delta Water Agency and other Solano unincorporated regions that make up the Legal Delta.

Another example from the Draft Substitute EIR would be the analysis of water supply impacts, that disregards potential changes in groundwater. From Section 13.4.4.1 of the Draft Substitute EIR, “As

described in Section 6.2, *SacWAM Model Assumptions*, SacWAM simulations assumed no change in groundwater pumping for each of the scenarios. Therefore, the Sacramento/Delta supply results presented here include only surface water. Note that, in response to reductions in Sacramento/Delta supply, water users may seek to obtain more water from groundwater resources in areas where groundwater is available.” For Solano County, this is a very significant impact that is not estimated, as Solano County has two significant groundwater basins, the Solano Subbasin (Medium Priority basin) and Suisun Subbasin (Low Priority basin), in addition to smaller groundwater basins within the Suisun Valley, Green Valley, and Ulatis Alluvial Fan. Many of these basins are used for agricultural, municipal use, and small domestic wells in the unincorporated regions of Solano County.

Lastly, one of the other factors for evaluation is “the need for developing housing within the region.” However, neither the Draft Staff Report or the Draft Substitute EIR evaluates any of the General City or County Plans for the Bay-Delta Watershed including the Sacramento Valley, Legal Delta, Suisun Marsh, or San Joaquin Valley as well as other impacted regions such as the Bay Area, Central Coast, or Southern California. For Solano County, this would include the seven cities in Solano County: Dixon, Vacaville, Fairfield, Suisun City, Rio Vista, Vallejo, and Benicia as well as Solano County. Other Solano communities would include the Travis Air Force Base (served by Vallejo), California State Prison Solano, and the University of California, Davis which receives water from the Solano Project. Additionally, Section 13.6.2 (subsection 5) of the Draft Substitute EIR states the “project would not directly restrict development of housing.” The subsection further explains, “While the project would result in reductions to municipal water supply, which in turn could affect housing development, most municipalities have or are developing alternate water supplies, including replacement groundwater pumping, groundwater storage and recovery, water transfers, increased use of recycled water, and water conservation.” The Draft Substitute EIR identifies that the Bay-Delta Plan will impact municipalities but unduly places the burden on municipalities by stating they are already developing alternate water supplies. In Solano County, several of our member agencies do have a diverse water portfolio, all of which would be impacted by the regulatory pathway of the Draft Staff Report.

- ❖ Recommendation: *State Water Board staff should have direct and well-documented communication with all of the impacted local agencies in the Napa, Solano, Yolo, and Lake County region to better understand the impact on municipal, agricultural, and domestic water supplies, and ways to reasonably balance all of the beneficial uses of water.*
- ❖ Recommendation: *Reasonably expected changes in groundwater pumping should be accurately reflected in the Draft Substitute EIR. State Water Board staff should communicate with local agencies including Groundwater Sustainability Agencies (GSAs) as well as a review of Groundwater Management Plans (GMPs) within the Plan and Impacted Area for direction on potential changes in groundwater pumping associated with the Draft Staff Report.*
- ❖ Recommendation: *General Plans for Cities and Counties (and others where appropriate) are a critical part of how housing is developed within a region. The impact of the Draft Staff Report on these planning documents and ultimately on housing should be in the Draft Substitute EIR and reflecting the objectives of Water Code Section 13241.*

Narrative Inflow Objective for Sacramento/Delta Tributaries (Section 4.4.2.2)

Section 4.4.2.2 provides a narrative inflow objective for Sacramento/Delta Tributaries and states “The inflow objective applies throughout the Sacramento/Delta watershed, including on upstream tributaries, on the Sacramento/Delta tributaries that support or contribute to the protection of anadromous fish species...” and includes Putah and Cache Creek. However, Putah and Cache Creek are intermittent, low elevation, rainfall driven streams, that historically did not provide year-round cold-water habitat or support salmon except during wet years (Brown 2001). Furthermore, historically Putah and Cache Creek entered a sink, that was only connected to the Delta during large flood events. Even to date, neither Putah and Cache Creeks are directly connected to the Sacramento River or the Delta, and instead must pass through flood conveyance facilities and features such as the Cache Creek Settling Basin, the Yolo Bypass Toe Drain, the Los Rios Check Structure, and the Lisbon Weir (all state and federally owned and managed facilities) before reaching the unrestricted connectivity of the Delta. While both Yolo and Solano County are strongly supportive of restoration efforts and for Putah Creek to be a refugia for Chinook Salmon, the narrative inflow objective should not be applied to either watershed.

As part of the Narrative Inflow Objective, the Draft Staff Report indicates, “Implementation of the Sacramento/Delta inflow requirements discussed in this section will begin within two years of approval of the current plan amendments by OAL.” The Draft Substitute EIR in Section 13.3.5 (Implementation Methodology) further details, “To inform the above curtailments, the State Water Board would develop an implementation methodology to determine when water is not available at water right holders’ priorities of right. The methodology would be based on the Water Unavailability Methodology for the Delta Watershed, which was developed and used to implement emergency drought curtailment requirements in water years 2021-2023.” However, the Napa and Solano community experienced a significant impact from this untested approach in 2022, as described below.

During the Emergency Drought Curtailments in 2022, the Napa and Solano community experienced first-hand the impact of un-tested regulatory requirements by the State Water Board. On 3/28/2022 the Napa and Solano – North Bay Aqueduct (NBA) users were contacted by DWR (who had been notified by the State Water Board) to curtail NBA SWP usage within 24-hours. The Napa and Solano NBA users were extremely concerned, as rapid and unplanned changes in source water can cause major water quality changes, destabilize water treatment plant processes, and risk drinking water safety. In particular, the City of Napa was very concerned, as their distribution system was at risk of depressurization if the NBA supplies were turned off. Depressurization of a distribution system will result in a loss of water to households, risk of water contamination, lack of fireflow protection, and require boil water notices to all impacted customers. The Napa and Solano community pushed back on DWR and began to engage the Division of Drinking Water (a different arm of the State Water Board), to deal with this un-tested and unintended consequence, which was ultimately a regulatory oversight. Over the course of several weeks, DWR and the Napa-Solano NBA users worked closely to resolve the operational issues, and DWR and the State Water Board were able to work through clarifying language to prevent the regulatory conflict from occurring again. Letters documenting the event were provided to the SWRCB in the prior comment letter by SCWA. The event highlights the importance of testing new regulatory tools, before they are used as legal enforcements by the State Water Board.

- ❖ Recommendations: *Consider the removal of the Narrative Inflow Objective for (a) historically intermittent streams such as Putah and Cache Creeks that have not significantly contributed to*

anadromous fish species populations within the Bay-Delta and (b) for streams such as Putah and Cache Creek that historically and under existing conditions lack continuous direct connectivity to the Sacramento River or the Delta.

- ❖ Recommendations: *Consider adoption/incorporation of the Putah Creek adjudication (April 1990) and of the March 1995 Condition 12 Settlement Agreement for Putah Creek, based upon the scientifically observed recovery of native fish species in Putah Creek which meets the core objectives of a Water Quality Control Plan as listed in Section 1.2: “(1) beneficial uses to be protected, (2) water quality objectives for the reasonable protection of beneficial uses; and (3) a program of implementation for achieving the water quality objectives.”*
- ❖ Recommendations: *For any new or modified Curtailment Methodology that will be implemented, the State Water Board should plan to fully develop and test the methodology with state and local agencies over 1-2 years before it is implemented as a regulatory enforcement tool.*

Tributary-Specific Water Supply Adjustments (WSAs)

In Section 4.4.2.2 (Table 5) the Draft Staff Report proposes Tributary-Specific WSAs for specified rainfall dominated and municipal supply dominated tributaries based on local storage conditions. For Lake Berryessa, Unimpaired Flows are reduced to 35% when Lake Berryessa falls below 90% of capacity (1.4-MAF) and 0% Unimpaired Flows when Lake Berryessa falls below 57% of capacity (0.88-MAF). In reviewing the new WSAs, the Solano agencies appreciate the creativity and thoughtfulness that the SWRCB has given with this approach. However, one of the challenges the Solano agencies have encountered is in trying to clearly ascertain what the impacts are on Solano County in the Draft Staff Report, corresponding appendices, and Draft Substitute EIR. In reviewing Appendix H1a2 (Section H1a2.6 Water Supply), Solano County is divided into a Bay Area, Sacramento Valley, and Legal Delta portion and then aggregated with other agencies into several Water Budget Areas. For example, Figure H1a2.6.25 Water Budget Areas 20 and 25 (Agricultural) shows a significant annual delivery reduction ranging from 50-100 TAF associated with the 55 w/WSAs. However, this Water Budget Area includes Yolo County Flood Control & Water Conservation District, North Delta Water Agency, Solano Irrigation District, Maine Prairie Water District, and University of California, Davis, making it hard to assess the impact to Solano County, and to each of our regional water supply sources. Additionally, for areas of Solano County outside of the SacWAM Water Budget Area (aka western Solano County), they are lumped together with the San Francisco Bay Area and further divided into Figure H1a2.6.45 San Francisco Bay Area (Urban) and Figure H1a2.6.44 San Francisco Bay Area (Agriculture) making it extremely difficult to assess what the impact of the WSAs compared to Baseline Conditions would be on Solano County.

Nevertheless, the Solano agencies have developed spreadsheet models for Lake Berryessa using a monthly time step, Lake Berryessa inflows and outflows, evaporation estimates, Water Year Index, as well as Watershed and Tributary Specific WSAs for the period of October 2006 – September 2025. The analysis looked at baseline and the WSAs using a 45-TAF per month (750-cfs) outlet limit for Lake Berryessa, as shown in Figure 1. The results with the WSAs show an improvement, with fewer impacts to water supply. However, for the 2014-2017 and 2020-2022 drought periods, Lake Berryessa would drop to levels that would lead to significant water supply reductions and conflict with the Cold-Water Carryover Storage requirements. (As a note, this approach assumed that Lake Berryessa was limited to a max outlet release of 45-TAF per month with no carryover of prior unimpaired flows to the following

month. This approach also assumed that even when 0% unimpaired flows were allowed, Putah Creek Accord minimum flows would still be met.)

Modification to the Tributary-Specific Water Supply Adjustments

Another approach to consider for the Tributary-Specific Water Supply Adjustments would be to include an annual maximum limit (volume in AF) that reflects the optimal flow regime for spawning and rearing habitat over a fixed duration of 21 days, as recommended by the 2023 Draft Supplemental Science Report (Section 5.3.2). For Lower Putah Creek, a Hec-Ras model has been developed with the use of Green Lidar (for bathymetry) that was flown in early 2025. Figures 2-3 show plots of spawning and rearing habitat versus flow, using only velocity and depth criteria for simplicity. For Putah Creek, the figures show that a peak in spawning and rearing habitat is achieved at around 100-cfs which then begins to decrease and is not regained until flow exceeds 750-cfs. Based upon SCWA's familiarity with Putah Creek, we suspect that additional modeling runs may show that the optimal flow regime may be closer to 150-200 cfs.

Taking a closer look at one of SCWA's early implementation HRL projects, the Nishikawa Restoration Project, provides additional insight to this type of approach. The Nishikawa Project is located upstream of Pedrick Road near Dixon and is located within the UC Davis Riparian Corridor of Lower Putah Creek. The Nishikawa Restoration Project focuses on 0.5-miles of Putah Creek, narrowing and meandering the low-flow channel for improved habitat, while lowering the elevation of the floodplain to improve the amount and inundation frequency of floodplain and rearing habitat available to juvenile Chinook Salmon and other native fish species. Figure 4 below shows the combined Spawning and Rearing Habitat for existing and restored conditions for the Nishikawa Restoration Project. For existing conditions, the results mirror what is described above for the entire creek, with an initial peak habitat area at a flow of 100-cfs, decreasing with additional flows, and not regaining any additional habitat until flows exceed 750-cfs. For the restored conditions, habitat area doubles from 3 to 6 acres at around 200-cfs.

For the regulatory pathway, a minimum flow rate for Putah Creek could be set over a 21-day duration (to develop a dedicated volume of water), that prioritizes ecological benefit and function, while simultaneously balancing municipal and agricultural water supplies in the Putah Creek watershed. Outside of the 21-day duration, SCWA would recommend the Putah Creek Accord would be the baseline, due to the long-term success of the Accord and native fish species recovery in Putah Creek. Furthermore, the 21-day duration could be specified to occur sometime between the months of February – April (but as one event), to maximize benefits to native fish species, including out-migrating juvenile salmon. Figure 1 shows Lake Berryessa storage for baseline, WSAs, and a modified WSA (that uses a fixed minimum volume of environmental water). The modified WSA shows slightly lower storage levels than baseline, but with no impacts to water supply or risk to carryover targets, while simultaneously meeting quantifiable ecological targets as described in the 2023 Supplemental Science Report.

- ❖ Recommendation: *The State Water Board should consider the updated bathymetric conditions of Lower Putah Creek, the depth and velocity criteria for spawning and rearing habitat as contained in the Draft Staff Report, to develop a flow regime over 21-days that is consistent with the 2023*

Supplemental Science Report while also balancing the agricultural and municipal water supply needs of the Putah Creek watershed.

Sacramento/Delta Cold Water Habitat Objective (Section 4.4.2.3)

Section 4.4.2.3 stipulates, “The cold water habitat requirements in this section require management of cold-water storage and releases and/or alternative protection measures to ensure that fish below dams are kept in good condition consistent with Fish and Game Code 5937.” For Putah Creek, this was the primary focus of the 1990-2000 adjudication and development of the final settlement that resulted in the Putah Creek Accord. For the last 25 years (1990-2025), the Putah Creek Accord has implemented the flow regime developed by technical experts including Dr. Peter Moyle at the University of California, Davis and based upon Fish and Game Code 5937. SCWA is not aware of any post-Accord concerns or documentation from the California Department of Fish & Wildlife (DFW) that additional changes are needed to the Putah Creek Accord. There has been extensive long-term monitoring and scientific literature and reports that indicate long-term recovery and stability of native fish populations in Putah Creek (Jacinto 2023). Lastly, adding Putah Creek and Lake Berryessa to the list of Reservoirs and Water Right Holders Subject to Initial Cold-Water Habitat Implementation Actions on the Sacramento/Delta Tributaries (Table 7) as well as Carryover (End-of-September) Storage Target Ranges (Table 8) adds additional unnecessary and burdensome regulation, when there is no scientific evidence to support the regulatory action on Putah Creek.

In Appendix H1a1, Section H1a1.8 provides a more detailed analysis for Lake Berryessa, and notes “There are no temperature indicators for fish specific to Putah Creek. Therefore, the composite temperature indicators at the bottom of Table H1a1-3 were used to assess Lake Berryessa storage. As observed for other reservoirs, temperature indicators would be most difficult to obtain in October when water temperatures of 56°F or lower are needed to provide for Chinook salmon spawning and incubation (Figure H1a1-21). Because fall-run Chinook salmon could wait until water temperatures drop before spawning, meeting the resident rainbow trout rearing indicator of 65°F (same indicator as for steelhead) could be a more realistic and important outcome.” It is important to note that Table H1a1-3 is a composite table of temperature indicators of Northern Sierra Rivers (Feather, American, Yuba, Bear). The composite table does not accurately reflect low-elevation, interior coast-range watersheds such as the Putah and Cache Creek watersheds. Additionally, the spawning/rearing season for Rainbow Trout in the Putah Creek watershed is mid-November through early March, when water temperatures are consistently cold, well below 65°F. Lastly, recreating the chart as shown in Figure H1a1-20 using actual water temperature from the Putah Diversion Dam and monthly Lake Berryessa Storage from 2016-2025 (Figure 5 below) shows that temperatures never exceed 65°F even when Lake Berryessa Storage is below 800-TAF for any month of the year.

- ❖ Recommendation: *Consider the removal of the Cold-Water Habitat Objective for historically intermittent, low-elevation streams such as Putah and Cache Creeks that have not significantly contributed to anadromous fish species populations within the Bay-Delta.*
- ❖ Recommendation: *If the Cold-Water Habitat Objective is not removed, appropriate temperature standards should be used that reflect low-elevation, interior coastal watersheds, that lack marine-layer cooling, as both the Putah and Cache Creek watersheds are insulated from significant marine-layer cooling that occurs in other coastal watersheds.*

- ❖ Recommendation: *Based upon the review of additional data, specifically water temperature data for the Putah Diversion Dam from 2016-2025, the State Water Board should consider updating and/or revising Table 7 of the Draft Staff Report.*
- ❖ Recommendations: *As discussed above, the State Water Board should consider alternatives such as listing Putah Creek as De Minimis or other category of tributary, not a Cold-Water tributary, setting goals instead of regulatory mandates, and/or other approaches that are both comprehensive but also recognize the uniqueness of each tributary.*

Habitat Restoration and Other Ecosystem Projects (Section 4.4.10.7)

Section 4.4.10.7 provides a narrative list of, “numerous actions that state, federal, and local agencies and other entities should take to contribute towards achieving the overall goal of improving conditions for fish and wildlife in the Bay-Delta watershed. These complementary measures include actions to protect and restore habitat; reduce impacts from recreational, commercial, and illegal harvest; identify and reduce the negative impacts of introduced species on native species, including predation and competition; improve hatchery management; and address barriers to fish passage, among others.” In each of these actions many agencies including DFW, USFWS, NMFS, DWR, Reclamation, California Fish and Game Commission, the Pacific Fisheries Management Council, the California Coastal Commission, California State Parks Division of Boating and Waterways, and other appropriate agencies and entities are listed with a general statement that “the State Water Board will support” these efforts. While many of these actions make sense and are important for the recovery of fish and wildlife in the Bay-Delta watershed, the regulatory pathway of the Draft Staff Report continues to focus on a flow-only approach, even though the Report recognizes other actions are needed and necessary, as illustrated in this section.

- ❖ Recommendations: *Since the Draft Staff Report recognizes the importance of a comprehensive approach to fish and wildlife species recovery in the Bay-Delta Watershed, consider the Voluntary Agreement pathway the default for all parties within the Bay-Delta Watershed, with the Regulatory Pathway as a backstop for parties that fail to meet the green-yellow-red light criteria as outlined in the Draft Staff Report.*

Voluntary Agreements – Addition of New Parties

Section 4.4.1.9 indicates that the “State Water Board encourages parties to present any executed voluntary agreement to the State Water Board for its review as soon as feasible to improve conditions in the watershed.” However, the process for new parties to join the HRL program is unclear and not always equitable to smaller or less funded agencies and landowners within the watershed. In Solano County, public agencies such as Reclamation District No. 2068, Maine Prairie Water District, City of Vallejo, and others are not fully covered by HRL. As a regional water supply agency, SCWA and our member and partner agencies (and landowners) are highly interested and motivated in finding solutions and ensuring equity across Solano County.

- ❖ Recommendations: *If a Voluntary Agreement pathway for all parties is not adopted as the default pathway, provide a reasonable and transparent process for new parties to join the Voluntary*

Agreement pathway. The process should account for small and large diversions, riparian and appropriative diverters, and recognize that not all diverters have the technical knowledge, funding, or staffing resources as larger organizations.

Voluntary Agreements – Termination of the VA Pathway

Section 4.4.9.10 provides an entire section on Possible Modification or Termination of the VA Pathway as Part of the Annual and Periodic Review Processes. The section notes that while it is the State Water Board's intent to consider extension, modification, or termination of the VA pathway at year eight, the State Water Board has the right to terminate the VAs at any time. Furthermore, in the subsection on "Significant Evidence that Continuing Implementation of the VA Pathway Will Not Provide Reasonable Protection of Beneficial Uses or Will Jeopardize the Continued Survival of Native Fishes" the State Water Board reiterates that it has the right to modify or terminate the VA pathway at any time. While the Solano agencies understand the importance of the State Water Board being able to ensure the VAs are implemented, Solano as a Bay-Delta County also recognizes the complexity and challenge of trying to achieve large-scale improvements in the face of climate change, sea-level rise, reductions in species diversity, increases in non-native species populations, coupled with shrinking federal, state, and local budgets. In the Cache Slough Complex itself, UC Davis in their annual North Delta Arc Report (UC Davis 2025), continues to note the challenges of native fish species recovery, even in restored areas and during multiple high flow years.

❖ Recommendations: *The State Water Board should consider additional language that both protects their legal pathway but also allows VA parties more than a 45-day public review and comment period. One suggestion would be to follow the SGMA model, where DWR is a liaison between the State Water Board and local GSAs. For the Bay-Delta Plan, DWR would work with the tributary and Delta VA parties. If DWR is unable to work with the VA party to meet HRL commitments, the party would be moved to a public process with the State Water Board, just like with SGMA. SGMA compliance has proven to be very successful, with DWR as the lead technical state agency and liaison, and the State Water Board as the regulator and enforcement agency.*

B.) Appendix H1a1 – Assessment of Reservoir Storage on Reservoir Release Temperatures

Lake Berryessa – Data & Data Evaluation (Sections H1a1.8.3 – H1a1.8.4)

In addition to the data listed in the Draft Staff Report, Appendix H1a1 (Section H1a1.8.3), SCWA also collects 15-minute water temperature data at the Putah Diversion Dam (PDD). This data has been collected since March 1, 2016 to present, and represents periods of high and low Lake Berryessa Storage (790 – 1,630 TAF). In replicating Figure H1a1-20 with the new data set (Figure 5), average water temperatures are consistently below 65°F at the PDD for every month of the year. While seasonal warming was highest during the drought year of 2022, average water temperatures at the PDD were well within the thresholds of coastal rainbow trout.

Section H1a1.8.4 further contemplates the use of the composite temperature indicators at the bottom of Table H1a1-3 to assess Lake Berryessa storage. However, as noted above, this table is based upon

temperature indicators of four Northern Sierra Rivers (Feather, American, Yuba, and the Bear River). Using temperature indicators from four high-elevation, primarily snow dominated (mixed for the Bear River), Northern Sierra watersheds are not applicable to a low-elevation, interior coastal watershed such as Putah Creek.

- ❖ Recommendation: *The additional water temperature data set from the Putah Diversion Dam should be added to the data set, to reflect actual water temperature across the Interdam Reach.*
- ❖ Recommendation: *The temperature indicators should be updated for Putah Creek to reflect the actual watershed, a low-elevation, interior coastal watershed, that does not benefit from marine-level cooling as other coastal watersheds.*

Minor Corrections to Appendix H1a1

The total reservoir storage capacity of Lake Berryessa is 1,551 TAF but there are several locations throughout Appendix H1a1 that list the older capacity of 1,602 TAF.

On page H1a1-37 the last paragraph states “Solano Irrigation Dam” which should be the “Putah Diversion Dam.”

C.) Appendix H1a2 – Sacramento Water Allocation Model Results for Revised Proposed Plan Amendments

Limited Influence of Putah and Cache Creeks on the Yolo Bypass

In reviewing the Sacramento Water Allocation Model (SacWAM) model results for Putah Creek, Cache Creek, and the Yolo Bypass below Putah Creek in both Appendix H1a2 and H1a3, there appears to be little to no ecological benefit associated with the Unimpaired Flows compared to baseline conditions for Putah and Cache Creek. For the Yolo Bypass, flows at or above 6,000-cfs are considered necessary to achieve ecological benefit with inundation between 14-21 days (Delta Stewardship Council, 2026).

When flows from both Putah and Cache Creek are combined, they are considerably less than the 6,000-cfs target for the Yolo Bypass. Additionally, when looking at the SacWAM results for the Yolo Bypass, the monthly box plots show that the median flow never reaches 6,000-cfs for the months of December – March. Furthermore, even the 25-75% percentiles for the Yolo Bypass never exceed 6,000-cfs except for February, of which even the baseline condition exceeds the threshold without the need for Unimpaired Flow. The significantly higher February values are primarily driven by inputs from the Sutter Bypass, not from Putah or Cache Creeks.

Limited Influence of Putah Creek and the North Bay Aqueduct portion of the Feather/Sacramento River on the Bay-Delta Hydrodynamics

In addition to the SacWAM model results, SCWA worked with Resource Management Associates (RMA) to model the Unimpaired Flow (UIF) pathway for both Putah Creek and the North Bay Aqueduct (NBA) portion of the State Water Project. The coarse level analysis looked at 35% and 55%

UIF for Putah Creek as well as the NBA using a tracer analysis. The results modeled existing conditions but with UIF applied only to Putah Creek and the NBA, to show the maximum environmental benefit possible. The results, while coarse, showed less than a 2% tracer influence (1.5% Putah, 0.2% NBA) to the Bay-Delta under a very conservative, unrealistic scenario. If the results were extended to include UIF from all the other tributaries, the influence of both Putah and the NBA (on the Feather River) would be significantly reduced. The results show that neither Putah Creek or the NBA portion of the Feather River have little to no ecological benefit and hydrodynamic influence on the Bay-Delta.

Lake Berryessa – End of April and September Storage Impacts

For reservoir management, the SacWAM results show significant differences for Lake Berryessa Storage (Section H1a2.5.24) between the UIF (55% w/WSAs) versus the Baseline or VA conditions, that conflicts with the Cold Water Storage narrative of the Bay-Delta Plan. For example, Figure H1a2-108 shows for both April and September End of Month Conditions, the Baseline and VA conditions have consistently higher levels of storage in Lake Berryessa for 0 – 75% exceedance values. At only very low values of storage (< 600-TAF) does the UIF pathway show a potential storage benefit, of which Lake Berryessa has only reached three times in September (3/69 = 4%) and never for April in the 69-year history of the Solano Project. Furthermore, when looking at the 50% exceedance value for April the UIF scenario decreases storage to 1,150 vs 1,350-TAF and for September 950 vs 1,100-TAF. While the Draft Staff Report has an entire section dedicated to Carryover Storage requirements, implementation of the regulatory pathway leads to a decrease in Carryover Storage at Lake Berryessa, placing additional and unnecessary risk on Cold Water storage for Lake Berryessa, with little to no environmental benefit achieved from the regulatory pathway for Putah Creek.

Water Supply – Water Budget Areas

Section H1a2.6 (Water Supply) shows detailed results for Water Budget Areas as well as Annual Exceedance plots and tables, yet there is no map showing where these areas are located. In reviewing the Draft Staff Report there is also no reference to these Water Budget Areas. Since these Water Budget Area tables and figures make up a significant portion of the Water Supply Analysis, a map and/or location of where to find a map of these Water Budget Areas should be readily available.

Water Supply – Water Budget Areas 20 and 25 (Agricultural & Urban)

Sections H1a2.6.25 and H1a2.6.26 appear to show the Agricultural and Urban impacts associated with the VA and regulatory pathway for Solano County. However, all of Yolo and Solano volumes are grouped into one unit, including agricultural water supplies from Yolo County Flood Control & Water Conservation District, Non-District Supplies, North Delta Water Agency Non-District, UC Davis, Solano Irrigation District, and Maine Prairie Water District. For the urban component, all cities/communities within the Valley Floor of Yolo and Solano County are similarly grouped into one unit, making it difficult to ascertain what the impact would be on the Solano County Water Agency and each of our agricultural and urban member agencies.

Water Supply – Water Budget Area 50 (Agricultural)

Section H1a2.6.35 shows the Water Budget for Area 50, which is the Legal Delta. Figure H1a2-195 shows no change in the exceedance curve for the baseline, VA, and regulatory pathway. However, this result is inconsistent with the Draft Staff Report which indicates that the State Water Board is contemplating (but has not yet approved) exempting lands below sea level that are within the Legal Delta. However, there are significant areas within the Legal Delta that are above sea level, and would not fall under this exemption, that are not analyzed or included in the analysis as shown in Figure H1a2-195. The final impact as shown in Section H1a2.6.35 for the Legal Delta does not reflect the intent or narrative as described in the Draft Staff Report. Furthermore, for the five Delta Counties (Sacramento, Yolo, Solano, Contra Costa and San Joaquin) and numerous state agencies tasked with protecting the Delta, such as the Delta Protection Commission, Delta Stewardship Council, and Delta Conservancy, having accurate information and clearly quantifying the potential impacts (and benefits) is critical in making informed decisions.

Water Supply – Delta (Urban)

Section H1a2.6.36 shows the Water Budget for the Delta (Urban) but specific to the City of Antioch (demand site U_ANTOC_NU) and likely what appears to be only a portion of the City of Antioch. However, it is important to recognize that there are other urban areas within the Legal Delta that should be accounted for that include all or portions of Rio Vista, West Sacramento, Sacramento (Pocket-Freeport Region), Clarksburg, Walnut Grove, Isleton, Stockton, Lathrop, Manteca, Tracy, Mountain House, Byron, Brentwood, Oakley, Antioch, as well as Pittsburg. Being able to clearly and accurately show water supply impacts (both urban and agriculture) is an important part of balancing coequal goals for the Delta.

Water Supply – San Francisco Bay Area (Agricultural)

Section H1a2.6.44 shows the Agricultural Water Supply impacts for the entire San Francisco Bay Area. For western Solano County, this would include the Suisun Valley, Green Valley, and Cordelia regions which are aggregated into the entire 9-County Bay Area region, making it very difficult to determine the impacts to Solano County. Furthermore, in Solano County, both the Suisun and Green Valley regions are important American Viticulture Areas (AVA). The coarse level results make it incredibly difficult to ascertain what the agricultural water supply impacts would be to western Solano County, and particularly to this important AVA region of Solano County.

Water Supply – San Francisco Bay Area (Urban)

Section H1a2.6.45 shows the Urban Water Supply impacts for the entire San Francisco Bay Area. For western Solano County, this would include the Cities of Vallejo, Benicia, Fairfield, Suisun City, as well as Travis Air Force Base (served by Vallejo). However, this aggregation into the 9-County Bay Area region makes it very difficult to ascertain what the specific impact would be on Solano County's western cities which represents about 300,000 residents or 70% of the population in Solano County.

Water Supply – State Water Project

Appendix H1a2 provides overall water supply impacts to the State Water Project (SWP), of which Napa and Solano County comprise about 2% of the SWP. Unfortunately, for both Napa and Solano agencies it remains difficult to ascertain what the water supply impacts would be to each region as explained below. Section H1a2.6.60 shows the impact on SWP Table A North of Delta (NOD) diversions, which presumably includes Napa and Solano County, and may include Yuba City (the appendices are not clear). Section H1a2.6.66 shows the impact on SWP Article 21 but just for Napa County. The reason for this nuance is that the SacWAM results are based upon historical water use. Historically, Solano County has not heavily relied on SWP Article 21, but this is an important and vital part of Solano's SWP water portfolio, especially for the City of Vallejo as well as into the future for the Cities of Dixon, Rio Vista, and Suisun City should they choose to develop SWP surface water treatment for their communities. Section H1a2.6.68 shows the impact on SWP Settlement Water, which shows a small increase under the UIF scenarios. However, it is important to note that Settlement Water is limited to only the cities of Fairfield, Vacaville, and Benicia. For Delta water, the City of Vallejo cannot use Settlement Water and would need to rely on Table A and Article 21 water, in addition to Vallejo's Cache Slough Permit Water. Lastly, the City of Vallejo's Cache Slough Permit Water, which is independent of the SWP, but conveyed through SWP facilities, is an important and vital regional water supply to the City of Vallejo and Travis Air Force Base (which receives their water supplies from the City of Vallejo) as well as to the communities of American Canyon, Benicia, and Fairfield. The result is an unclear picture of what the actual SWP water supply impacts would be individually to Napa and Solano agencies. Additionally, for NOD SWP Contractors like Yuba City, it is unclear where their water supply impacts are being shown in Appendix H1a2.

Total Groundwater Pumping

In Section H1a2.7.1, Figure H1a2-229 shows the average annual groundwater pumping across all basins by Water Year Type (WYT) for the baseline, regulatory, and VA scenarios. However, the results show essentially no change in groundwater pumping between each scenario. The reason being, is the SacWAM model assumes there will be no change in groundwater pumping associated with any of the scenarios. This assumption is highly inaccurate, even as demonstrated in this figure between WYT. For example, in Critical WYs (when surface water is less available), overall groundwater pumping is ~4,900-TAF/yr for all scenarios. For Above Normal WYs (when surface water is more available), overall groundwater pumping is ~3,700-TAF/yr. This difference between WYT represents an increase in groundwater pumping of 1,200-TAF/yr and is a direct response by both urban and agricultural water users to reductions in surface water availability. The regulatory pathway of the Draft Staff Report would create a similar response by both urban and agricultural water users, to increase groundwater pumping as surface water supplies become curtailed or not available. To estimate groundwater pumping, the State Water Board could review the publicly available Groundwater Sustainability Plans (GSPs), annual GSP reports, and consult with each of the local Groundwater Sustainability Agencies (GSAs). For Solano County and the Solano Subbasin, the 2021 Groundwater Sustainability Plan for the Solano Subbasin would be helpful for the State Water Board to review and incorporate into the Draft Staff Report, appendices, and Draft Substitute EIR.

Groundwater Pumping by Basin

In Section H1a2.7.4, Figure H1a2-232 shows the annual average pumping by groundwater basin for each of the Staff Draft Report scenarios. As noted above, each of the groundwater basins including the Yolo-Solano Groundwater Basin, show no significant changes between each of the scenarios. For the Solano Subbasin, surface water supply reductions in the Solano Project and/or SWP, would lead to increased groundwater pumping by the City of Vacaville (urban), Solano Irrigation District (urban & agricultural), Maine Prairie Water District (agricultural), Reclamation District No. 2068 (agricultural), as well as by private landowners within the Solano Subbasin but outside of these local jurisdictions. Furthermore, reductions in surface water supplies would impact the future ability of Cities like Dixon and Rio Vista to develop and invest in surface water supplies that they have a right to access from SCWA, even though there are known groundwater water quality concerns such as Chromium-VI and Arsenic in their existing groundwater supplies.

Total Groundwater Recharge by Basin

In Section H1a2.7.8, Figure H1a2-236 shows annual average groundwater recharge by basin. Similar to the groundwater analyses above, there is little to no significant difference in recharge by groundwater basin. However, for the Solano Subbasin, Deep Percolation of Applied Water is an important component within the groundwater basin, representing 130-TAF per year (Solano Subbasin GSA, 2021). Since the regulatory pathway will require surface water reductions within the Solano Subbasin, it is expected and highly anticipated that there will be a reduction in the Deep Percolation of Applied Water and ultimately in groundwater recharge for the Solano Subbasin. The SacWAM results as shown in Figure H1a2-236 appear to be inconsistent with the Solano Subbasin GSP.

Groundwater Storage by Basin

Section H1a2.7.13 provides results showing the annual and long-term rate of change in groundwater storage by basin. Figure H1a2-246 shows the long-term rate of change in groundwater storage for the Suisun Groundwater Basin which is in western Solano County. The Suisun Basin is currently a Low Priority basin, as it is primarily only used for small domestic wells and is considered to be stable. Agriculture in this region is primarily served by Solano Project (Putah Creek) surface water. For the VA and BiOps Scenario, there is little to no change from baseline conditions. For the UIF scenario (55% w/WSAs) there is a continuous and steady decline in groundwater storage from the 1920s – 2020s at about -950 AF/yr.

Figure H1a2-250 shows the long-term rate of change in groundwater storage for the Yolo-Solano Groundwater Basin, of which the Solano Subbasin is in eastern Solano County. The Solano Subbasin is a Medium Priority Basin, and provides municipal water for 3 cities (Vacaville, Dixon, and Rio Vista), small domestic wells, and agricultural water in areas where surface water is not provided such as near Putah Creek, between Dixon and Davis, and other portions of eastern Solano County. The basin is considered to be stable with an average net positive influx of water. For the VA and 2008-2009 BiOps Scenario there is a slight increase in long-term groundwater storage for the period of 1920s – 2020s, which is reflective of baseline conditions. For the 2019 BiOps Scenario there is a small but steady

decline of about -750 AF/yr. For the UIF scenario, there is a very significant decline in storage of -1,050 TAF over this same time period, or about -10,500 AF/yr. The results show that the regulatory pathway will significantly impact groundwater for both Yolo and Solano County, including the Suisun Subbasin, Yolo Subbasin, and Solano Subbasin regions.

D.) Partially Recirculated Draft – Staff Report/Substitute Environmental Document in Support of Potential Upgrades to the Water Quality Control Plan for the San Francisco / Sacramento-San Joaquin Delta Estuary for the Sacramento River and its Tributaries, Delta Eastside Tributaries, and Delta

Prior Issues Discussed Above

Many of the issues discussed above are also located in Chapter 13 of the Substitute Environmental Document. To avoid redundancy, these issues are not flagged again, as they have already been discussed and referenced above.

Sacramento/Delta Supply to the Delta – Not Modeled

In Section 13.4.4.3, Subsection on Sacramento/Delta Supply to the Delta, Figures 13.4-69 and 13.4-70 show no difference in annual volume between baseline, UIF (55 w/WSAs), and the VA scenarios. The subsection further notes, “Significant reductions are not modeled explicitly in the SacWAM scenarios due to the uncertainty in observed Delta depletions and how depletions may change if diversions were curtailed. SacWAM results show that the availability of water for diversion is reduced throughout the watershed. Therefore, it is likely that the frequency of insufficient natural and abandoned flows to meet Delta and other riparian diversions would increase.” In simple terms, SacWAM is not modeling changes to Delta diversions, because it is complex. Furthermore, the report recognizes that there will likely be less water available to meet Delta and other riparian diversions. However, this result or impact is not quantified or shown in any way and instead Figures 13.4-69 and 13.4-70 incorrectly show there is no impact to the Delta region.

Impact and Mitigation Measures (Changes to Hydrology and Supply)

Agriculture and Forest Resources

- Impact AG-a: Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Important Farmland)...to nonagricultural use.
- MM-AG-a,e: Mitigate impacts related to the conversion of Prime and Unique Farmland of Statewide Importance (important farmland) to nonagricultural use.

In Solano County many of the proposed mitigation measures such as Diversify Water Portfolios, Increase Efficiency of Agricultural Water Use, Reduce Impacts on Groundwater, Oversight and Approval of Water Transfers are already being done. Other mitigation measures such as Impose Conditions on Land Use Changes do not address the fundamental fact that farmland may not have sufficient water supplies to continue farming if the Draft Staff Plan is implemented. Furthermore, the mitigation measures in MM-AG-a,e do not provide any funding or specific on the ground mitigation measures that could be implemented in Solano County.

Air Quality

- Impact AG-a: Conflict with or obstruct implementation of the applicable air quality plan.
- Impact AG-b: Violate any air quality standard or contribute substantially to an existing or projected air quality violation.
- Impact AG-c: Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard.
- MM-AQ-a-c: Mitigate impacts from criteria air pollutant emissions from groundwater pumping.

The proposed mitigation measure is vague and does not provide examples or funding for mitigating impacts from criteria air pollutant emissions from groundwater pumping. Additionally, the narrative suggests that most groundwater pumps would be powered by electric pumps, and the energy being provided is already permitted. However, the narrative fails to address that while this may already be permitted, it is still a significant increase in energy usage, and associated air quality pollution with the increase in energy usage. Furthermore, throughout the Sacramento Valley, Delta, and in Solano County, many of the areas that rely on water from the Sacramento River watershed or Delta, utilize gravity or low lift diversions requiring far less energy than groundwater pumping.

Biological Resources – Terrestrial

- Impact TER-a: Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service.
- Impact TER-f: Conflict with the provisions of an adopted habitat conservation plan, natural community conservation plan, or other approved local, regional, or state habitat conservation plan.
- MM-TER-a: Mitigate impacts on special-status species.

The proposed mitigation is vague and does not provide specific examples of mitigation or funding for mitigating impacts on special-status species. In Solano County, the Draft Staff Plan could significantly impact agriculture in eastern Solano County and the Cordelia area of western Solano County, which is primarily comprised of alfalfa, irrigated pasture, field-grass hay, corn, and grain crops that provide foraging habitat for Swainson Hawk, Greater Sandhill Crane, and Tricolored Blackbird. Additionally, the Draft Supplemental EIR does not address or recognize the Solano Habitat Conservation Plan, which SCWA has spent millions of dollars and over 20-years of dedicated staff time in developing.

Energy

- Impact EN-a: The effects of the project on energy resources.
- Impact EN-b: The effect of the project on peak and base period demands for electricity and other forms of energy.
- Impact EN-c: The effects of the project on local and regional energy supplies and requirements for additional capacity.
- MM-EN-a-e: Mitigate the project effects on energy resources.

The proposed mitigation is vague and does not provide specific examples of mitigation, including how reservoir management could change, how to diversify water portfolios (as the Draft Staff Report curtails the use of many water supplies), how to promote the use of renewal energy, and implement Greenhouse Gas Emissions Mitigation when the Draft Staff Report itself has a significant impact and will increase Greenhouse Gas Emissions. For Solano County, many of our surface water supply systems require little to no pump head (low elevation systems). Additional groundwater pumping to supplement surface water reductions will require large amounts of electricity (and some diesel pumping as well). Furthermore,

the regulatory pathway could impact small renewable hydroelectric powerplants like the Solano Irrigation District's Monticello Power Plant, which provides hydropower 11 months out of the year, typically December – September. The regulatory pathway could decrease hydropower production during multi-drought periods during the summer months, compared to the baseline or VA pathway. While the impact is small on a state-wide scale, it is locally important from both a power standpoint and revenue standpoint for the Solano Irrigation District, City of Vacaville, City of Fairfield, City of Vallejo, and Napa County Flood Control & Water Conservation District.

Greenhouse Gas Emissions

- Impact GHG-a: Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment.
- Impact GHG-b: Conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases.
- MM-GHG-a: Mitigate impacts from greenhouse gas emissions.
- MM-GHG-b: Comply with applicable greenhouse gas emission reduction plans, policies, or regulations.

The proposed mitigation on Greenhouse Gas Emissions, such as Water Use Efficiency, Water Conservation, Energy Efficiency, Irrigation Systems, is already being addressed with existing Urban and Agricultural Water Management Plans, as well as independent regulation by the State Water Board for Making Conservation a California Way of Life. Proposing these actions as mitigations to the Draft Staff Report is inaccurate, as they are already being done by separate legislation, independent and not related to the Draft Staff Report. Additionally, in Section 13.7.10 (Greenhouse Gas Emissions) the report references a threshold of 10,000 metric tons of CO₂, which is inconsistent with the Yolo-Solano Air Quality Management District (YSAQMD). For Solano County, the YSAQMD sets a threshold that a “major source” is defined as:

- 100 tons per year of any pollutant subject to regulation
- 25 tons per year of volatile organic compounds or nitrous oxides
- 10 tons per year of any single hazardous air pollutant
- 25 tons per year of all hazardous air pollutants

If the regulatory pathway of the Draft Staff Report were implemented, it would be defined as a “major source” in Solano County. The regulatory pathway would also be in direct conflict of the Sacramento Federal Non-attainment Area (SFNA) with regards to compliance for fine Particulates and Ozone. As cropland is taken out of production, dust from fallowed land would contribute to an increase in fine Particulates, which is already an issue in the San Joaquin Valley. Increased groundwater pumping would lead to increase NO_x and VOC emissions (either directly from diesel pumps, or increase energy demands and resulting power plant emissions, of which about 45% of California’s energy production comes from natural gas), that when combined with sunlight these compounds can increase ozone levels as well as fine Particulates which conflicts with the goals of the SFNA.

Hydrology & Water Quality – Groundwater

- Impact GW-b: Substantially deplete groundwater supplies or interfere substantially with groundwater recharge, such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level that would not support existing land uses or planned uses for which permits have been granted).
- Impact GW-a: Violate any water quality standards or waste discharge requirements.

- MM-GW-b: Mitigate the substantial depletion of groundwater supplies or the substantial interference with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level.
- MM-GW-a,f: Mitigate impacts to groundwater quality from depletion of groundwater supplies or the substantial interference with groundwater recharge.

Similar to the above statements, many of the proposed mitigation measures are already being implemented, separately and independently of the Draft Staff Report. Furthermore, the regulatory pathway of the Draft Staff Report would conflict with several of the proposed mitigation measures such as implementation of SGMA, SGMA Oversight, and Diversify Water Portfolios as the Draft Staff Report would limit the availability of surface water supplies and lead to increase groundwater pumping to supplement surface water curtailments. The mitigation would also conflict with regulatory water quality requirements on municipal water supplies. In Solano County, the City of Vacaville would have less available surface water, increasing reliance on groundwater, when there are already known Chromium VI water quality concerns. For the Cities of Dixon and Rio Vista that are currently solely groundwater dependent, the Draft Staff Report would reduce the ability of these cities to invest in surface water treatment, as surface water would be less available (State Water Project, Solano Project), while both of these cities have existing Chromium VI and/or Arsenic water quality concerns with groundwater. Lastly, it is important to recognize that the Draft Staff Report has also not fully contemplated changes in groundwater pumping that would likely occur, as discussed above.

Land Use and Planning

- Impact LU-b: Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect.
- Impact LU-c: Conflict with any applicable habitat conservation plan or natural community conservation plan.

The impact conclusions indicate either No Impact or Less than Significant. However, the Draft Substitute EIR does not appear to have reviewed any of the general City or County Plans for the Plan Area or impacted regions such as the San Francisco Bay Area, Central Coast, or Southern California. Furthermore, the Draft Substitute EIR does not appear to have reviewed any existing Habitat Conservation Plans within the Plan Area, including the Solano Habitat Conservation Plan. Additional analyses are needed before the actual impacts can be reasonably and accurately assessed.

Population and Housing

- Impact POP-a: Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure).
- Impact POP-b: Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere.
- Impact POP-c: Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere.

The impact conclusions for this section are No Impact. However, as discussed above, the Draft Substitute EIR does not provide any review of General City or County Plans within the Plan Area or impacted regions outside of the Plan Area. Furthermore, the Draft Substitute EIR does not contemplate housing affordability and potential impacts associated with the regulatory pathway of the Draft Staff

Report. A recent article by the Public Policy Institute of California (PPIC) indicates that housing costs continue to play an important role in population trends in California (PPIC 2026).

Utilities and Service Systems

- Impact UT-b: Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects.
- Impact UT-d: Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new expanded entitlements needed.
- MM-UT-b: Avoid or reduce impacts from the construction of new water or wastewater treatment facilities or expansion of existing facilities.
- MM-UT-d: Avoid or reduce impacts on municipal supplies.

The proposed mitigation measures are broad, vague, and conflict with the regulatory pathway of the Draft Staff Report. For example, many agencies in Solano County already have a diversified water portfolio. However, the regulatory pathway of the Draft Staff Report proposes or will contemplate in the future curtailment of almost every surface water available to Solano County agencies. Additional mitigation measures include Increase Water Use Efficiency, which as described above is already occurring under separate and unrelated legislation. Other mitigation measures include reducing impacts on groundwater, which directly conflicts with the Draft Staff Report, which will lead to increase groundwater pumping. Lastly, for Solano County, the cost of Water Recycling for the City of Fairfield is likely to exceed \$50-\$75 million. When coupled with other Solano Cities like Vacaville, Benicia, Dixon, and Rio Vista, the costs would exceed the starting range of cost estimates listed in Table 13.8-3 for just Solano County alone.

Agricultural Water Supply Economic Effects

In Section 13.8.2 the Draft Substitute EIR assesses the economic impact that could result in surface and groundwater supply reductions to agricultural users in the study area. The change from baseline conditions is summarized in Table 13.8-1. However, the results of this table seem to be inconsistent with the results observed in Appendix H1a2 and the resulting exceedance plots for each Water Budget Area. Additionally, the Draft Substitute EIR does not indicate on a local level (e.g. Solano County) what the specific impacts and what land would be expected to be removed from agricultural production. Lastly, for areas such as the Legal Delta the scenarios show no change in the water budget, though the narrative recognizes that there will most likely be water curtailments. A further refinement of this analysis would allow local agencies to more clearly understand what the local impacts would be to our community.

Municipal Water Supply Economic Effects

In Section 13.8.3 the Draft Substitute EIR assesses the economic impact that could result in municipal water supply reductions. As discussed above, the Draft Substitute EIR does not indicate on a local level (e.g. Solano County) what the specific impacts would be. Table 13.8-3 provides an Upper Bound Annual Average Supply Needs to Replace Reduction in Sacramento/Delta Supplies. For the Sacramento River watershed this is listed as \$3-\$4 million, San Joaquin Valley \$1.6-\$5 million, and the San

Francisco Bay Area, Central Coast, and Southern California at \$160-\$383 million. However, as discussed above, for the City of Fairfield, the cost of water recycling would be in the ballpark of \$50-\$75 million. When other Solano cities such as Vacaville, Dixon, Benicia, and Vallejo are added, this easily exceeds the starting range of costs as shown in Table 13.8-3 for the entire State by just Solano County. As another example, Table 13.8-6 provides a summary of costs associated with new and modified facilities. However, many of these costs do not reflect actual costs that would be incurred by local public agencies. The Draft Substitute EIR should review the cost of actual projects within the Plan or Impacted Area, to obtain more realistic values. Such examples could include municipal well development by cities in the Central Valley and Bay Area; Desalination Projects such as the City of Antioch, Carlsbad, or Santa Barbara Plants; increase reservoir storage such as with San Luis Reservoir, Sites Reservoir, or Los Vaqueros Reservoir; Drinking Water Treatment Plans (Central Valley, Bay Area, Southern California); Wastewater Treatment Plants and Water Recycling (Sac Regional Tertiary Plant Upgrades and Harvest Water, City of Vacaville, others in Central Valley, Bay Area, Southern California), new or modified Points of Diversion (North Bay Aqueduct Alternate Intake, Contra Costa Water District Intakes, City of Stockton, Freeport Intake, likely others as well).

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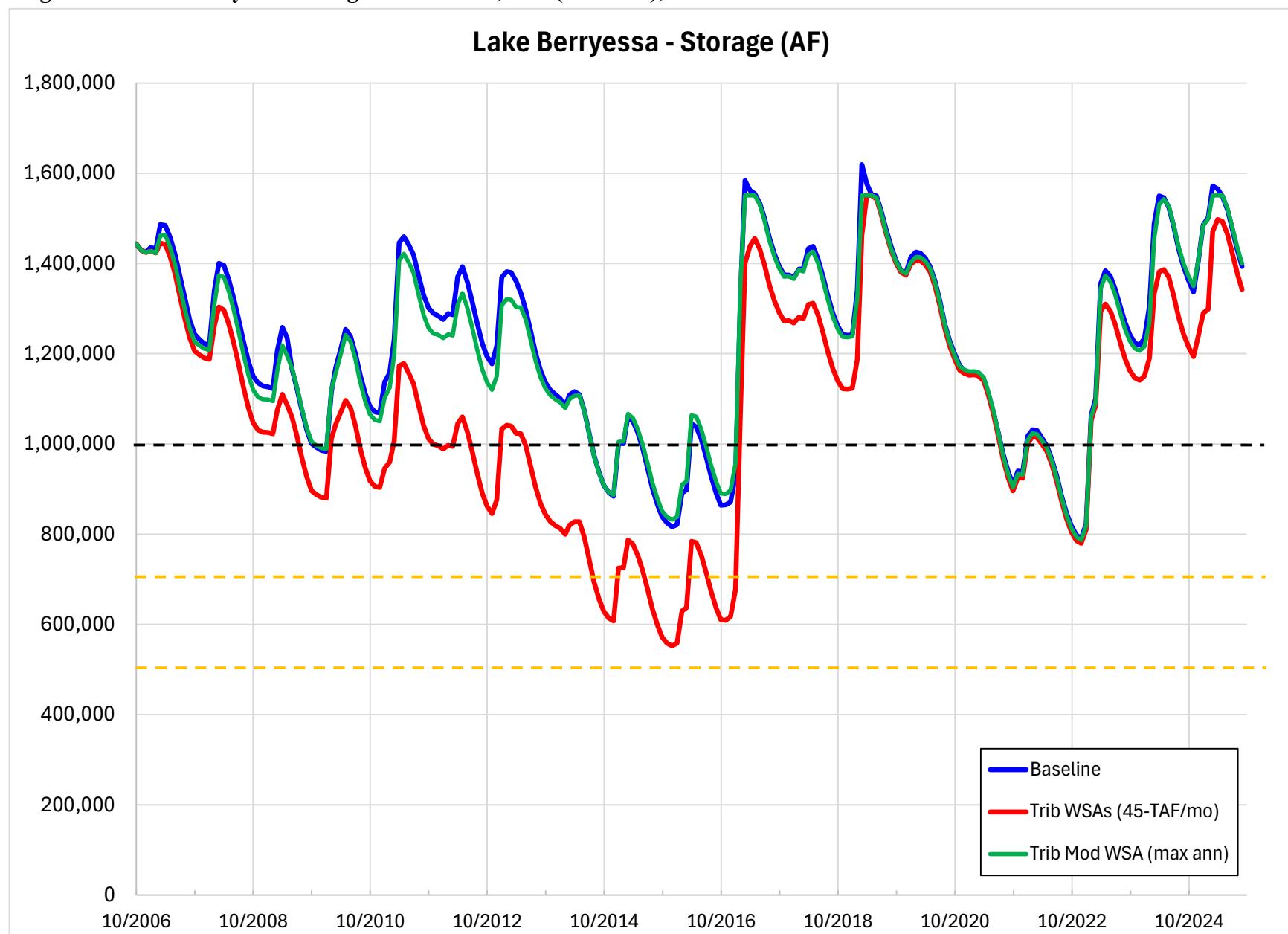
Figure 1 – Lake Berryessa Storage for Baseline, UIF (w/WSAs), Modified WSA

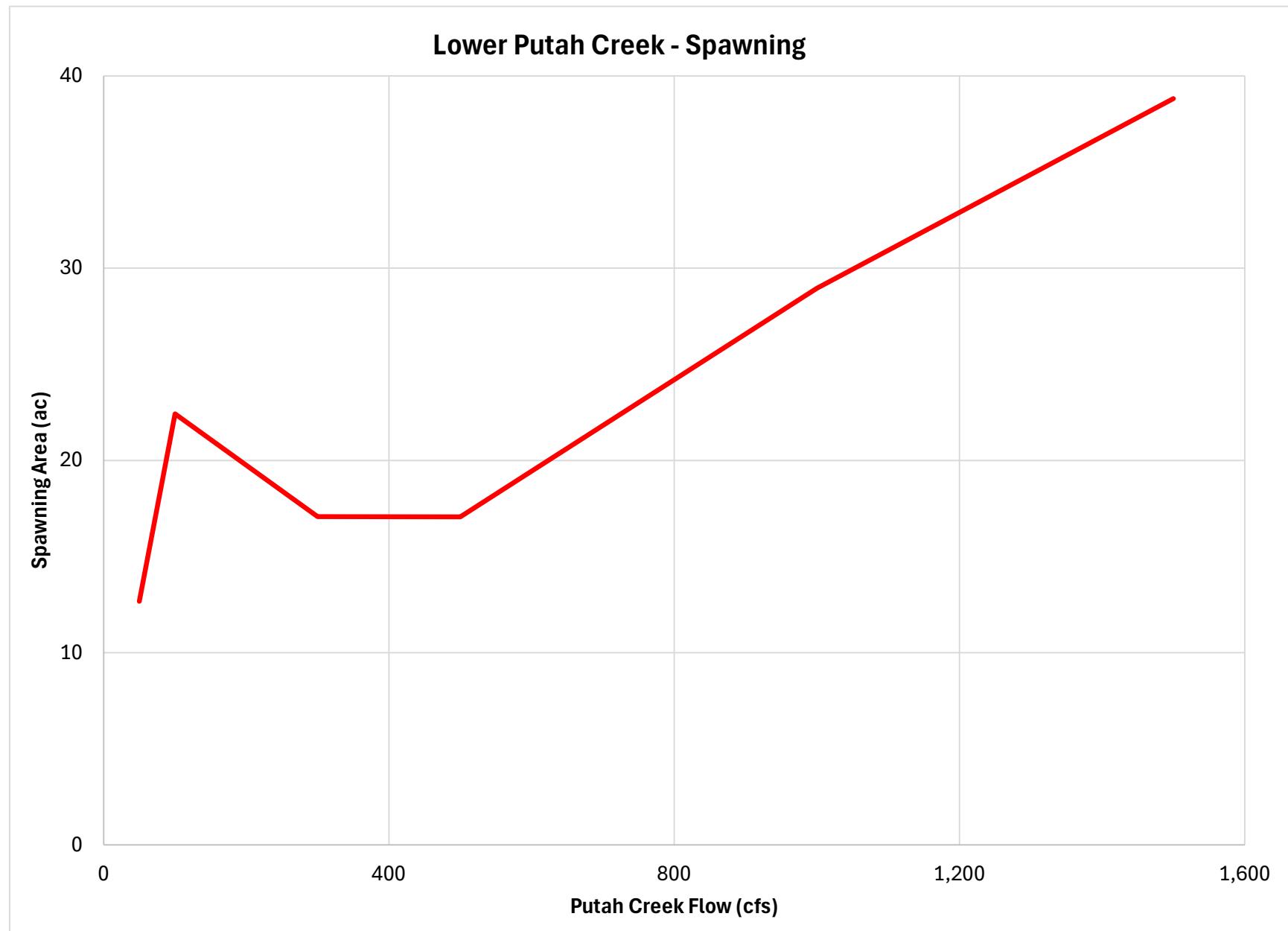
Figure 2 – Spawning Habitat at different Flow Rates (Based on Depth and Velocity)

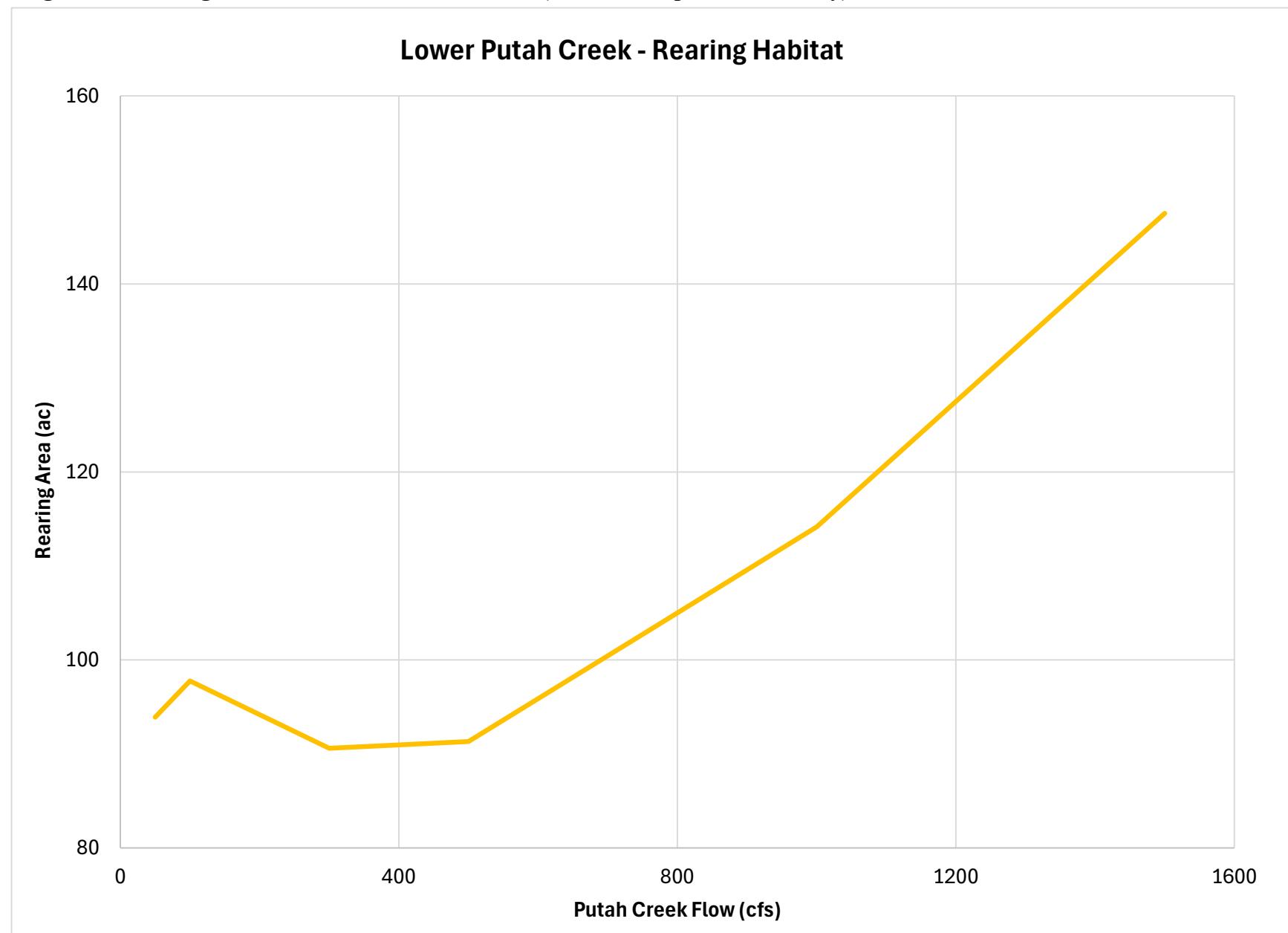
Figure 3 – Rearing Habitat at different Flow Rates (Based on Depth and Velocity)

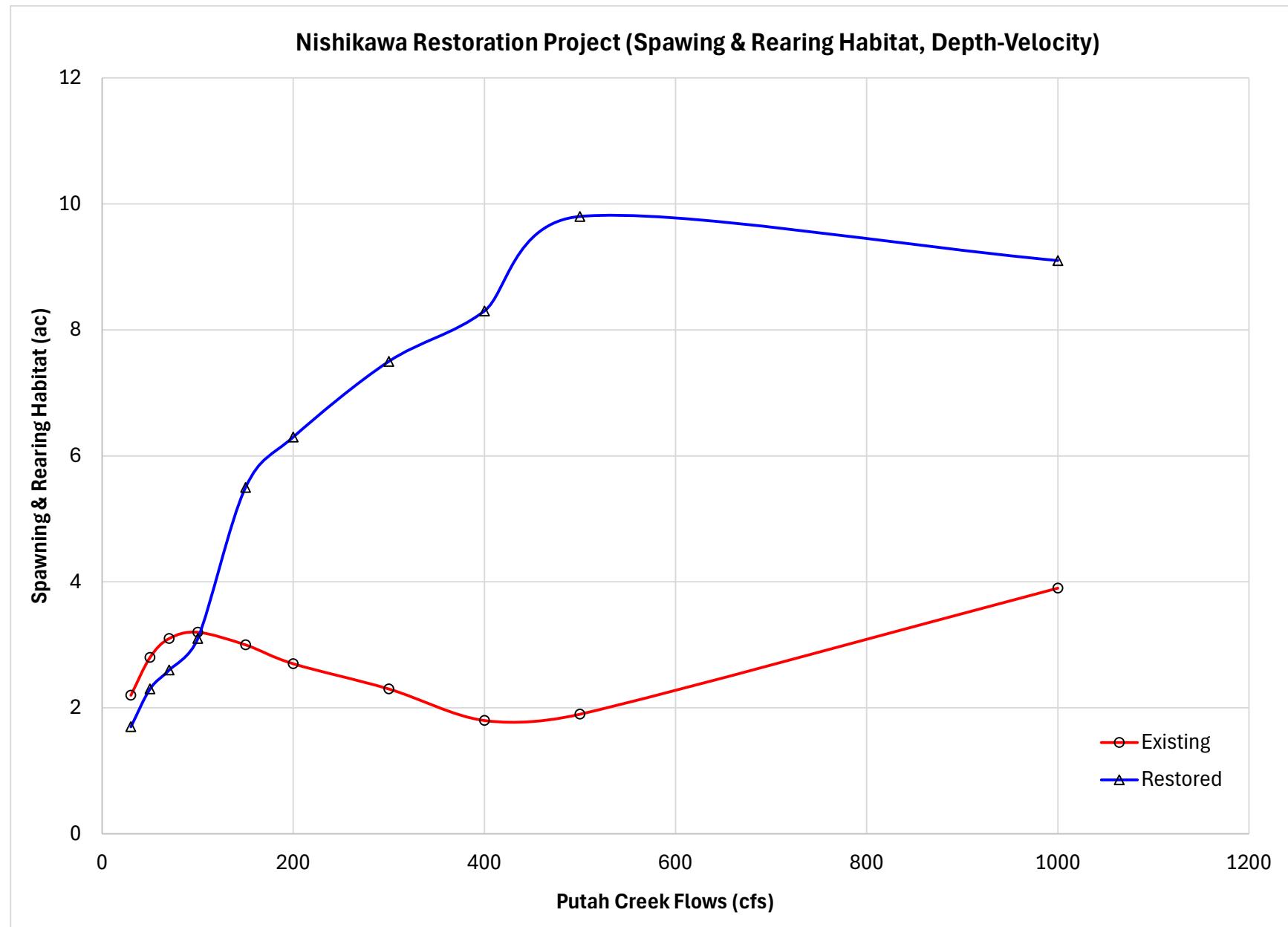
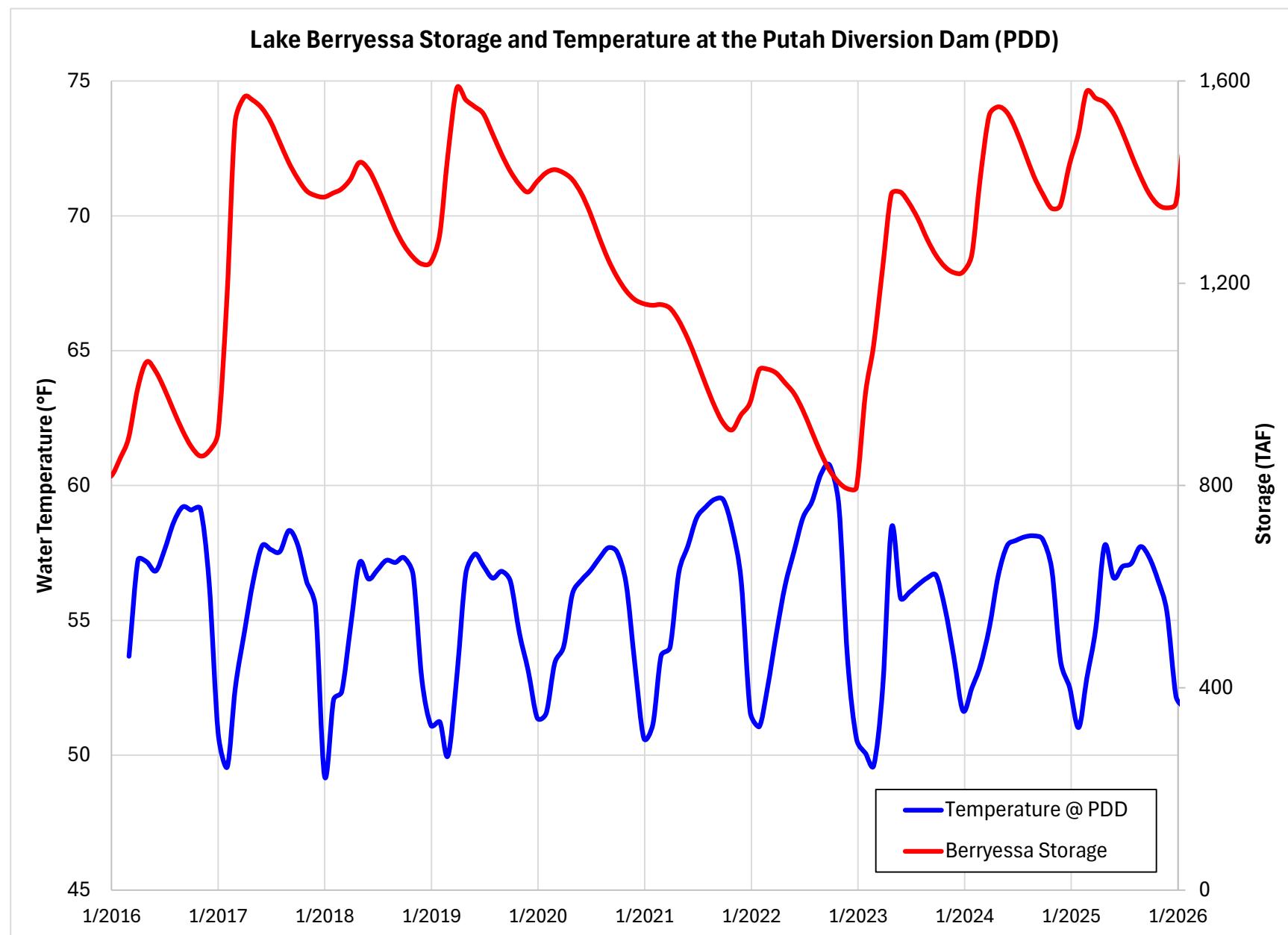
Figure 4 – Spawning & Rearing Habitat at the Nishikawa Restoration Project (Based on Depth and Velocity)

Figure 5 – Lake Berryessa Storage and Water Temperature Data at the Putah Diversion Dam

LEGISLATIVE UPDATES

WATER POLICY UPDATES