



SOLANO COUNTY BOARD OF SUPERVISORS  
ADVISORY BOARD/COMMISSION REVIEW SHEET

Date: 11/6/14

Name of Advisory Board: Agricultural Advisory Committee

Name of person completing review sheet: Jim Allan

Name and Department of County Contact/Staff assigned to Board: \_\_\_\_\_

Jim Allan, Agricultural Commissioner/Sealer of Weights and Measures

**PURPOSE**

1. What is the purpose of the advisory board?
  - a. SCAAC is an advisory body and is charged to appraise and/or advise and provide probable solutions to the Board of Supervisors on matters pertaining to agriculture. The primary focus of the committee will be the sustainability and economic prosperity of agricultural production in Solano County.
  - b. The County Board of Supervisors has charged these representatives of the Solano County's diverse agriculture industry to study problems of general or specific interest to the Board and make reports and recommendations to the Board that will promote agriculture prosperity and sustainability within the County.
2. Does the board/commission have a mission statement? If so, please provide.

They use the Purpose statements above to guide their mission. These statements are also in the purpose preamble of the by-laws.
3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors. -Attached
4. Please reference how, why and when the board/commission was created. Established by resolution of the Solano County Board of Supervisors, on September 26, 2000. Acts in an advisory capacity to the Board of Supervisors, providing agricultural expertise on issues related to maintenance of continued agricultural viability within the County.

**MEETING SCHEDULE**

5. How often does the advisory board meet? Monthly, except July and September
6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one? The Board develops a list of goals and issues of concern at the January and February

sessions. These items remain on the agenda as continuing business until they are dealt with or resolved.

7. Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period. (Refer to sample attendance record)

### **BROWN ACT REQUIREMENTS**

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:
  - A. Was a quorum present at each meeting? No
  - B. Did each new member receive training and written guidelines on the Brown Act?  
Yes
  - C. Did existing members receive a review of the Brown Act? Yes
  - D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies? Yes

### **OBJECTIVES AND ACCOMPLISHMENTS**

9. List primary goals and objectives from the last reporting period and note if they were met.

**Delta-**Continue to bring attention to delta issues as it effects local agricultural-Ongoing

**Drought-**Understand the county water delivery infrastructure to make recommendations as appropriate for agricultural sustainability.

**Food Awareness-**Promote education about food and promote locally produced food

**Renewable Energy-**Extensively studied utility scale and distributed solar energy systems. Working with county staff, Farm Bureau and planning Commission, the AAC is engaged in a continuing dialog to develop rules for solar installations in Solano County. The AAC

**Ag Zoning and Planning-**Dixon Ridge-Ongoing

**Ag Ombudsman-**Met regularly with the Farmbudsman and provided support and guidance.

**Williamson Act-** Supported continuing county subventions and reinstatement of state program through Department of Conservation.

**Bicycles in Rural Areas-** Continued dialog with the County transportation bicycle sub-committee regarding permitting, signage and events.

**Land Evaluation and Site Appraisal (LESA)-** Working with NRCS, Land Trust and Farm Bureau, studied this concept for Solano County and are in process of making a BOS recommendation.

10. List primary goals and objectives for the current reporting period.

See above as noted goals remain until completed

11. Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies.

Studied Solano County surface water and ground water resources to monitor effects of drought on local agriculture.

Improving safety on rural roads, due to increased shared use by bicyclists- AAC has been meeting with the Solano Transportation Authority (STA) Bicycle Committee Members, Resource Management and Bicycle Club representatives. This process is ongoing with suggests to improve the situation though enforcement, signage, permitting and education. Some progress has been made with signage on Putah Creek and Pleasant's Valley roads

Dixon Ridge Area planning- Ongoing participation in plan development through a dialog with parties involved.

Delta- Support the County's positions on the Delta as they pertain to Agricultural use and mitigate the effect on agriculture of proposed changes.

Renewable Energy Working Group- Wind and Solar Installations on farm land  
The goal is to allow appropriate use of renewable energy while protecting prime farm land. A working group was formed and has met with Resource Management staff to discuss this issue. Additionally, the plenary body has received presentations from project proponents as well as staff.

## **ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less.

**Agricultural Advisory Board**  
**Attendance Record**  
**October 1, 2013 through September 30, 2014**

Committee Position (List all committee positions)	Member (List names or Vacant)	10/9/2013	11/13/2013	12/11/2013	1/8/2014	2/5/2014	3/12/2014	4/9/2014	5/14/2014	6/11/2014	7/9/2014	8/13/2014	9/16/2013	10/8/2014	10/29/2014	
District 1 Representative	Seeger, Mary Helen	X	X	X	X	X	A	X	A	X	X	A	NO MEETING	X	X	
District 2 Representative	Wallace, James	X	X	A	X	X	A	X	A	A	X	X		X	A	
District 3 Representative	Johnson, Don	X	X	A	X	A	X	A	A	A	A	A		A	A	
District 4 Representative	Brazelton, Bruce	A	X	A	X	X	A	A	X	A	A	X			X	X
District 5 Representative	Leathers, Craig	A	X	X	X	X	X	X	X	X	A	X			X	A
Commodity (Small Farmss)	Hawkins, Sarah	A	X	X	A	X	A	A	A	X	X	X			X	X
Commodity (Fruit and Nut)	Lester, Russ	A	X	X	X	X	A	X	X	X	X	X			A	X
Commodity (Livestock)	Ditmer, Jeff	A	X	X	X	X	X	X	X	X	X	X			A	A
Commodity (Small Farms)	Lippstreu, Sue	X	A	X	X	X	X	X	X	X	X	X			X	X
Commodity (Vegetable Crop)	Burke, Moira	X	X	X	X	X	X	X	X	X	X	X			X	A
At Large	Comfort, Barbara	X	X	X	X	A	X	X	X	X	X	X			X	A
At Large	Medvitz, Al	A	A	A	X	A	X	A	X	A	A	X			A	A
Commodity (Livestock)	Ian Anderson															X
	Vacant															

Date of Last Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies
1/9/13	1/9/13	Yes
5/8/14	5/8/14	Yes
1/9/13	1/9/13	Yes
1/9/13	1/9/13	Yes
1/9/13	1/9/13	Yes
1/19/13	1/19/13	Yes
1/9/13	1/9/13	Yes
4/13/14	4/13/14	Yes
4/13/14	4/13/14	Yes
9/8/14	9/8/14	Yes
1/9/13	1/9/13	Yes
1/9/13	1/9/13	Yes
		Yes

Minutes posted to Web		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y
Quorum Present *	* 51% of filled positions	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	N

X = PRESENT  
A = ABSENT  
Y = YES  
N = NO

<b>Agenda Posting Locations:</b> (State where agendas are posted)	<b>County Administration Center Bulletin Board</b> <b>Ag/UCCE (501 Texas Street) Foyer window</b>
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Brown Act Training is required within one year of appointment and reviewed every two years thereafter.

**Agricultural Advisory Board**  
**Attendance Record**  
**October 1, 2013 through September 30, 2014**

AB1234 is required within one year of appointment and renewed every two years thereafter. Renewal trainings satisfy the above Brown Act review requirements.

Quorum Present ( \* Define what a quorum is)

Example: 51% of filled positions, 5 members per bylaws, etc.

# BY-LAWS

## Solano County Agricultural Advisory Committee (SCAAC)

### 1. Authorization

1.1. The Solano County Agricultural Advisory Committee (SCAAC) was established by resolution No. 2000-217 of the Solano County Board of Supervisors dated September 26, 2000.

### 2. Purpose

2.1. SCAAC is an advisory body and is charged to appraise and/or advise and provide probable solutions to the Board of Supervisors on matters pertaining to agriculture. The primary focus of the committee will be the sustainability and economic prosperity of agricultural production in Solano County.

2.2. The County Board of Supervisors has charged these representatives of the Solano County's diverse agriculture industry to study problems of general or specific interest to the Board and make reports and recommendations to the Board that will promote agriculture prosperity and sustainability within the County.

### 3. Functions

3.1. The SCAAC acts in an advisory capacity to the Solano County Board of Supervisors in all matters related to agriculture in Solano County.

3.2. SCAAC shall advise the Board of Supervisors on procedures and techniques requiring legislative or policy actions that are conducive to the continued well being of agriculture production in the County.

3.3. SCAAC shall formulate and recommend general policies related to their purpose to the Board of Supervisors and adopt by-laws subject to the approval of the Board of Supervisors.

### 4. Composition

4.1. The Solano County Agriculture Advisory Committee will consist of 14 members representing the following categories:

Five	(5)	Members representing Supervisory Districts 1, 2, 3, 4 and 5
One	(1)	Members representing Small Farms
One	(1)	Members representing Fruit and Nut
One	(1)	Members representing Vegetable Crops
One	(1)	Members representing Livestock
One	(1)	Members representing Field Crops
One	(1)	Members representing Grapes
Three	(3)	Members representing Agricultural Processing Operations

## Solano County Agricultural Advisory Committee By-Laws

- 4.1.1. **Terms of Service** – Members of the Solano County Agricultural Advisory Committee shall serve a term of three (3) years and at the pleasure of the Solano County Board of Supervisors except for the five (5) District appointments. The term of each of the five (5) appointed District members shall coincide with the term of their appointing Board of Supervisor’s term of office. The remaining nine (9) member terms shall be split with five (5) serving a two year term from their initial appointment and four (4) serving a three (3) year term from their initial appointment to allow for staggered terms: the nine specific terms shall be drawn by lot at the first Committee meeting following the election of Committee officers in accordance with Section 4.1.2 of these by-laws. After the initial staggered terms, the term shall be three years for all non-District appointments. If a committee member’s term expires and the Board has not appointed a successor the member shall remain on the Committee until a successor is appointed. The Board of Supervisors will be requested to replace any member who is absent for more than three meetings in one calendar year. Replacement and newly appointed committee member terms will follow the cycle established by the term of their predecessor.
- 4.1.1.1. The Board of Supervisors shall fill vacancies as needed and may reappoint members of the committee at the conclusion of their terms.
- 4.1.1.2. Individuals requesting membership or reappointment must file an application with the Clerk of the Board for consideration.
- 4.1.1.3. It is recommended that members of the committee representing farm commodities and agricultural processing industries have a minimum of 50% of their income derived from the industry they are representing.
- 4.1.1.4. A member may resign by giving written notice of the Chairperson or Vice-Chairperson. The resignation shall be effective when notice is given unless it specifies a later time.
- 4.1.2. **Officers** – The offices of the SCAAC shall consist of a Chairperson, a Vice-Chairperson and a Recording Secretary elected for one-year terms by a majority of the committee.
- 4.1.2.1. Nomination and election of officers will be held the first meeting after January in each calendar year and may be held at other times as vacancies occur after giving members 14 days notice.
- 4.1.2.2. Officers will take office at the next regular meeting after their election.
- 4.1.2.3. The Chairperson shall act as the presiding officer at all meetings of the committee.
- 4.1.2.4. The Vice-Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence.
- 4.1.2.5. In the absence of the Chairperson and Vice-Chairperson, the membership may elect a temporary Chairperson to conduct regular business.
- 4.1.2.6. The Secretary shall keep good and sufficient records of the proceedings of the SCAAC.
- 4.1.3. **Ex-officio Members** – The Solano County Agricultural Commissioner, the Director of UC Cooperative Extension Department and the Director of the Solano County Environmental Management Department shall serve as ex-officio members and provide

## Solano County Agricultural Advisory Committee By-Laws

required administrative and technical support to the committee and may facilitate meetings of the full committee and/or sub-committees if requested to do so.

### **5. Meetings**

- 5.1. Regular meetings of the SCAAC will be held at a time and place designated by the Chairperson and will be subject to the provisions of the Brown Act related to the meeting of local agencies (Chapter 9, Section 54950, Part I, Division 2 of Title 5 of the Government Code). A quorum will consist of greater than 50% of the currently filled positions on the SCAAC and meetings will be conducted according to Roberts Rules of Order.
- 5.2. The full committee may appoint special ad hoc sub committees to research, study and make recommendations on special issues as determined by the full membership.
- 5.3. The Chairperson or Vice-Chairperson in the absence of the Chairperson, of the committee may call special issues of the full committee as circumstances arise.
- 5.4. With the concurrence of the Chairperson, the ex-officio members may suggest special meetings to address issues of importance as they arise.
- 5.5. To facilitate communication between the members of the SCAAC< members are encouraged to utilize electronic means of communication whenever feasible and permissible by law.

### **6. Procedures**

- a) Meetings shall be conducted in such a manner as the Chairperson directs, within the rules set forth in the by-laws and any regularly adopted agenda format.
- b) A quorum will consist greater than 50% of the currently filled positions on the AAC and is required for the transaction of business. The only action that can be taken at a meeting attended by less than a quorum is to adjourn the meeting to another time.
- c) To be passed, all motions and actions must receive the affirmation votes of no less than the majority of voting members present and constituting a quorum, unless otherwise required by law.
- d) All actions of the SCAAC shall be taken only upon a majority vote of all members of the committee.
- e) All votes upon any item being considered by the SCAAC shall be vocal and shall be confirmed by a roll call taken by the Secretary of the Committee.
- f) Any person who desires to appear before the SCAAC, except at public hearings, may have a matter placed on the SCAAC's agenda by making the request at least a week prior to the meeting to the Chairperson, who shall then set a time on the agenda, stating the name of the party and the purpose of the appearance.<sup>3</sup>
- g) Any question of procedure not governed by the rules herein set forth, shall be decided by the Chairman of the SCAAC.
- h) The SCAAC may repeal, amend, or add to these rules by resolution.