



SOLANO COUNTY BOARD OF SUPERVISORS ADVISORY BOARD/COMMISSION REVIEW SHEET

Date: 10/31/2018

Name of Advisory Board: Solano County Agricultural Advisory Committee (SCAAC)

Name of person completing review sheet: Simone Hardy

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

Simone Hardy, 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.

The SCAAC uses 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 committee has an annual goal setting workshop and then prioritizes those goals. See Objectives and Accomplishments below.

7. Please attach membership list and attendance records for October 2017 through September 2018 or since the last reporting period. Attached.

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? The board had one meeting in which a quorum was not reached.
- 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? Members have been advised and anticipated to completing requirement in early 2019.
- 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.

SGMA / GSA- Track progress on formation of Groundwater Sustainability Agency (GSA) mandated by the Sustainable Groundwater Management Act (SGMA).

- AAC participated in the formation of the GSA and is listed as a participating member.

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

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

Healthy Soils- The California Department of Food and Agriculture Healthy Soils initiative is being tracked closely by AAC.

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.

Labor/Immigration Issues-Availability of agricultural labor.

Cannabis as related to Agricultural Impacts –Production impacts to conventional farming, opportunities under licensing.

Farm Tour-Planning is currently in progress for April 2019 tour.

Land Evaluation and Site Assessment (LESA) as part of the General Plan-Ongoing

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 2017 – September 2018), and how those accomplishments were shared with other agencies.

The AAC is in the process of finalizing the planning for the 2019 Agricultural Tour of Solano County.

AAC members are active on the GSA with Russ Lester as the acting member and Al Medvitz as Alternate and Lisa Howard as the acting member and Bruce Brazelton as the alternate on the Technical Advisory Committee.

The Board provided comments supporting the continuation of the current ground water basin designations.

Board members also participate in Farm Bureau, the Solano Land Trust and serve on other boards that deal directly with their representative farming or ranching activities such as: Wool Growers and Cattlemans.

ADDITIONAL INFORMATION

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

Solano County Agricultural Advisory Committee
Attendance Record
October 2017 through September 2018

	Member	Term of Office (Per bylaws, appointments shall remain until successor appointed)	10/11/2017	11/15/2017	12/13/2017	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	NO MEETING IN JULY	8/8/2018	NO MEETING IN SEPT
District 1 Representative	Seeger, Mary Helen	12/10/13* - 1/1/17	C	A	X	X	X	X	X	X	A		X	
District 2 Representative	King, Jennifer	3/7/17* - 1/1/21	A	A	X	X	A	X	X	A	X		X	
District 3 Representative	Howard, Lisa	7/25/17 - 1/1/19	N	A	X	X	X	A	X	A	X		X	
District 4 Representative (& Fruit/Nut)	Brazelton, Bruce	12/2/14* - 1/1/19	C	A	X	X	A	X	X	X	X		X	
District 5 Representative (& Processing)	Leathers, Craig	12/13/16* - 1/1/21	E	A	X	X	X	X	X	A	X		A	
Commodity (Small Farms & Processing)	Hawkins, Sarah **	6/11/13 - 9/26/15	L	X	X									
Commodity (Fruit/Nut)	Lester, Russ	10/28/14* - 9/26/17	L	X	X	A	X	X	X	X	A		A	
Commodity (Livestock)	Ditmer, Jeff	6/11/13* - 9/26/15	E	X	X	X	X	X	X	X	X		A	
Commodity (Small Farms)	Vacant		D	V	V	V	V	V	V	V	V		V	
Commodity (Vegetable Crops)	Burke, Moira	6/11/13* - 9/26/15		X	A	X	X	X	X	X	X		X	
At Large	Comfort, Barbara	10/28/14* - 9/26/17	F	X	A	X	A	X	X	A	A		A	
At Large	Medvitz, Al	6/11/13* - 9/26/15	I	A	A	X	A	X	A	A	X		X	
Commodity (Livestock/Field Crops)	Anderson, Ian	11/1/14* - 9/26/17	R	A	X	A	X	X	X	X	A		X	
Commodity (Grapes)	Vacant		E	V	V	V	V	V	V	V	V		V	

Date of Last Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies
1/24/18	1/24/18	Yes
12/3/15	12/3/15	Yes
	11/7/18	Yes
3/8/17	3/8/17	Yes
3/8/17	3/8/17	Yes
10/27/15	10/27/15	Yes
3/11/15	3/11/15	Yes
2/10/16	2/10/16	Yes
8/23/17	8/23/17	Yes
11/9/16	11/9/16	Yes
2/10/16	2/10/16	Yes
2/9/16	2/9/16	Yes

Minutes sent to BOS				Y	Y	Y	Y	Y	Y	Y	Y		Y	
Minutes sent to CAO				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	

X = PRESENT
A = ABSENT
Y = YES
N = NO
V = VACANT
* = Reappointment

Agenda Posting Locations:	501 Texas Foyer Window 675 Texas Atrium Window
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**Effective January 9, 2018 Sarah Hawkins resigned as a Board Member.

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

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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.
- 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.

Adopted: September 26, 2000

Amended: December 4, 2012