

BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
AGENDA  
December 21, 2017

**MISSION STATEMENT:** Our Mission is to provide our customers and future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding service and community relations; to manage and protect the environmental health of the aquifers and watersheds; and to ensure the fiscal vitality of the San Lorenzo Valley Water District.

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, December 21, 2017 at 5:00 p.m.**, 13057 Highway 9, Boulder Creek, California.

*In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requests that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting.*

*Agenda documents, including materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents are also available on the District website at [www.slvwd.com](http://www.slvwd.com) subject to staff's ability to post the documents before the meeting.*

1. Convene Meeting/Roll Call

2. Additions and Deletions to Closed Session Agenda:

*Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).*

3. Oral Communications Regarding Items in Closed Session:

*This portion of the agenda is reserved for Oral Communications by the public for items which are on the Closed Session portion of the Agenda. Any person may address the Board of Directors at this time, on Closed Session items. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Board of Directors on any Oral Communications presented; however, the Board of Directors may request that the matter be placed on a future agenda. Please state your name and town/city of residence at the beginning of your statement for the record.*

4. Adjournment to Closed Session

*At any time during the regular session, the Board may adjourn to Closed Session in compliance with, and as authorized by, California Government Code Section 54956.9 and*

*Brown Act, Government Code Section 54950. Members of the public will be given the opportunity to address any scheduled item prior to adjourning to closed session.*

- a. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATION OF LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4)  
One case
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: District Manager

Closed Session Note:

**The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waive of the privilege.**

5. Convene to Open Session at 6:30 p.m.
6. Report of Actions Taken in Closed Session
7. Additions and Deletions to Open Session Agenda:  
*Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).*
8. Oral Communications:  
*This portion of the agenda is reserved for Oral Communications by the public for items which are not on the agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda.*

*Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, communication must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications.*

*If you wish to speak on a non-agendized item, please submit a 'speaker slip' to the District Secretary. It is not required, but individuals who have submitted a 'speaker slip' will be given priority. Time for Oral Communications at the start of the meeting will be limited to 15 minutes in total. If there are additional speakers, the Board will continue Oral Communications after the Consent Agenda.*

*Any Director may request that a matter raised during Oral Communication be placed on a future agenda.*

9. New Business:

*Members of the public will be given the opportunity to address each scheduled item prior to Board deliberations. The Chairperson of the Board may establish a time limit for members of the public to address the Board on agenda items.*

- a. SET BOARD MEETINGS FOR 2018  
Discussion and possible action by the Board regarding the setting the Board meetings for 2018.
- b. COMMITTEE APPOINTMENTS  
Discussion and possible action by the Board regarding committee appointments.

10. Unfinished Business: None

*Members of the public will be given the opportunity to address each scheduled item prior to Board deliberations. The Chairperson of the Board may establish a time limit for members of the public to address the Board on agenda items.*

11. Consent Agenda:

*The Consent Agenda contains items which are considered to be routine in nature and will be adopted by one (1) motion without discussion. Any Board member may request that an item be withdrawn from the Consent Agenda for separate discussion.*

- a. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING  
DECEMBER 7, 2017.  
Consideration and possible action by the Board to approve minutes from the December 7, 2017 Special BoD meeting.
- b. SEXUAL HARASSMENT POLICY 2018  
Consideration and possible action by the Board to approve the 2018 Sexual Harassment Policy.
- c. PERSONNEL SYSTEM RULES & REGULATIONS 2018  
Consideration and possible action by the Board to approve the 2018 Personnel System Rules and Regulations.
- d. RESPECTFUL WORKPLACE POLICY 2018  
Consideration and possible action by the Board to approve the 2018 Respectful Workplace Policy.

12. District Reports:

*No action will be taken and discussion may be limited at the Chairperson's discretion. The District encourages that questions be submitted in writing ([bod@slvwd.com](mailto:bod@slvwd.com)) on items listed in the District Reports. Questions submitted, if any, will be posted in the next available District Reports, along with a reply.*

- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Administration/Engineering
  - Finance
  - Environmental
  - Operations
  
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes
  
- DIRECTORS REPORTS
  - Director's Communication
  - Future Board of Directors Meeting Agenda Items

13. Written Communication: None

14. Informational Material: None

15. Adjournment

**Certification of Posting**

I hereby certify that on December 15, 2017 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California and at the Highlands Senior Center, 8500 Highway 9, Ben Lomond, California, said time being at least 24 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on December 15, 2017

\_\_\_\_\_  
Holly B. Morrison  
District Secretary

## MEMO

TO: BOARD OF DIRECTORS  
FROM: DISTRICT MANGER  
SUBJECT: BOARD OF DIRECTORS MEETING DATES AND LOCATIONS 2018  
DATE: December 21, 2017

### RECOMMENDATION

It is recommended that the Board of Directors discuss and adopt a meeting schedule for 2018. The recommendation of staff is to move the regularly scheduled Board of Directors meetings to various locations throughout the valley so that the meetings will be more accessible to customers. It is also recommended that the regularly scheduled meeting continue to be on the 3<sup>rd</sup> Thursday of every month.

### BACKGROUND

Since January 2017, the regular day for the Board of Directors' meetings has been the third Thursday of each month. Several meetings were held at larger locations to accommodate more participants. Holding meetings in Ben Lomond and Felton was very popular with customers that live in those areas. Staff is preparing to relocate from the current administration building, due to untenable conditions, so the current Boardroom will no longer be available. Staff believes that holding meetings on the same day but in different locations will allow the Board members to reach more customers. Please consider the attached schedule for meetings in other locations.

### STRATEGIC PLAN:

Element 9.0 - Administrative Management

### FISCAL IMPACT:

Unknown at this time

# 2018

## SAN LORENZO VALLEY WATER DISTRICT

### Schedule of Board Meetings

<p><b>January 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>February 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				<p><b>March 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
	1	2	3	4	5	6																																																																																																																																	
7	8	9	10	11	12	13																																																																																																																																	
14	15	16	17	18	19	20																																																																																																																																	
21	22	23	24	25	26	27																																																																																																																																	
28	29	30	31																																																																																																																																				
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
				1	2	3																																																																																																																																	
4	5	6	7	8	9	10																																																																																																																																	
11	12	13	14	15	16	17																																																																																																																																	
18	19	20	21	22	23	24																																																																																																																																	
25	26	27	28																																																																																																																																				
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
				1	2	3																																																																																																																																	
4	5	6	7	8	9	10																																																																																																																																	
11	12	13	14	15	16	17																																																																																																																																	
18	19	20	21	22	23	24																																																																																																																																	
25	26	27	28	29	30	31																																																																																																																																	
<p><b>April 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p><b>May 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p><b>June 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
1	2	3	4	5	6	7																																																																																																																																	
8	9	10	11	12	13	14																																																																																																																																	
15	16	17	18	19	20	21																																																																																																																																	
22	23	24	25	26	27	28																																																																																																																																	
29	30																																																																																																																																						
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
		1	2	3	4	5																																																																																																																																	
6	7	8	9	10	11	12																																																																																																																																	
13	14	15	16	17	18	19																																																																																																																																	
20	21	22	23	24	25	26																																																																																																																																	
27	28	29	30	31																																																																																																																																			
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
					1	2																																																																																																																																	
3	4	5	6	7	8	9																																																																																																																																	
10	11	12	13	14	15	16																																																																																																																																	
17	18	19	20	21	22	23																																																																																																																																	
24	25	26	27	28	29	30																																																																																																																																	
<p><b>July 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>August 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>September 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
1	2	3	4	5	6	7																																																																																																																																	
8	9	10	11	12	13	14																																																																																																																																	
15	16	17	18	19	20	21																																																																																																																																	
22	23	24	25	26	27	28																																																																																																																																	
29	30	31																																																																																																																																					
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
			1	2	3	4																																																																																																																																	
5	6	7	8	9	10	11																																																																																																																																	
12	13	14	15	16	17	18																																																																																																																																	
19	20	21	22	23	24	25																																																																																																																																	
26	27	28	29	30	31																																																																																																																																		
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
						1																																																																																																																																	
2	3	4	5	6	7	8																																																																																																																																	
9	10	11	12	13	14	15																																																																																																																																	
16	17	18	19	20	21	22																																																																																																																																	
23	24	25	26	27	28	29																																																																																																																																	
30																																																																																																																																							
<p><b>October 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>November 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p><b>December 2018</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
	1	2	3	4	5	6																																																																																																																																	
7	8	9	10	11	12	13																																																																																																																																	
14	15	16	17	18	19	20																																																																																																																																	
21	22	23	24	25	26	27																																																																																																																																	
28	29	30	31																																																																																																																																				
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
				1	2	3																																																																																																																																	
4	5	6	7	8	9	10																																																																																																																																	
11	12	13	14	15	16	17																																																																																																																																	
18	19	20	21	22	23	24																																																																																																																																	
25	26	27	28	29	30																																																																																																																																		
S	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
						1																																																																																																																																	
2	3	4	5	6	7	8																																																																																																																																	
9	10	11	12	13	14	15																																																																																																																																	
16	17	18	19	20	21	22																																																																																																																																	
23	24	25	26	27	28	29																																																																																																																																	
30	31																																																																																																																																						

**HOLIDAYS**

Bear Creek Estates Country Club, 15685 Forest Hill Dr, Boulder Creek, CA 95006

Boulder Creek Fire Department, 13230 CA-9, Boulder Creek, CA 95006

Highlands Park Senior Center, 8500 CA-9, Ben Lomond, CA 95005

Location to be Determined

## SAN LORENZO VALLEY WATER DISTRICT

### RESOLUTION NO. 13 (17-18)

SUBJECT: SETTING REGULAR BOARD OF DIRECTORS MEETING DAYS FOR 2018 AS THE THIRD THURSDAY OF EVERY MONTH AT VARIOUS LOCATIONS THROUGHOUT THE VALLEY

WHEREAS, California Government Code, Section 54954, establishes that the Board of Directors shall provide the time and place for holding regular meetings; and

WHEREAS, in the past the Board of Directors has determined regular meeting days based upon the availability of Board members; and

WHEREAS, the Board desires to continue the regular meeting day as the third Thursday of each month;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that effective January 1, 2018 the time and place for regular Board of Directors meeting is set for 5:00 p.m. on the third Thursday of every month at various facilities within the District boundaries as the Board may decide upon.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of, California, on the 21st day of December, 2017, by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Holly B. Morrison, District Secretary  
San Lorenzo Valley Water District

## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Committee Appointments  
DATE: December 21, 2017

### RECOMMENDATION:

Staff recommends that the Board of Directors review membership assignments of all existing committees and by motion of the board, approve committee assignments for 2018.

### BACKGROUND:

Resolution No. 19 (16-17) adopted by the Board of Directors on December 15, 2016 establishes policies relative to committee procedures.

The Board established 5 standing committees by resolution. Additionally, 1 multi-agency body exists. By policy two Directors and one public member may serve on each standing committee.

#### Standing Committees

Administrative Committee  
Budget and Finance Committee  
Engineering/Planning Committee  
Environmental Committee  
Lompico Assessment Oversight Committee

#### Multi-Agency Body

Santa Margarita Groundwater Agency

Section 1.14 of the Policies and Procedures Manual establishes that review of committee assignments will occur during the December meeting of each year, or as soon thereafter as practical. The Board may choose to defer selection of Committee Assignments to the following meeting.

Staff's experience with Board Committee Assignments is that a newly (re)elected Board President would present their suggestion for full Board deliberation. At that time, the full Board would discuss and vote on committee assignments for the next year.

Each of the five standing committees has one member of the public as a member with the exception of the Lompico Assessment Oversight Committee which consists of five public members of the Lompico area of SLVWD. Staff has posted on the District's website a downloadable form for interested public members to complete and return to the District. Staff's intent is to present all submitted forms to the Board at the meeting in January. At that time, it is anticipated that the full Board will deliberate and select one public member to serve on each committee.

STRATEGIC PLAN:

Element 9.0 – Administrative Management

FISCAL IMPACT:

None

**SAN LORENZO VALLEY WATER DISTRICT  
SPECIAL BOARD MEETING MINUTES**

December 7, 2017

5:15 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe convened the meeting at 5:00 p.m.

Dir. Hammer, Ratcliffe and Baughman were present. District Manager Lee and Legal Counsel Nicholls were also present. Dir. Bruce had previously stated that she was not going to be able to attend the meeting. Dir. Smallman emailed that he would miss the Closed Session.

**ORAL COMMUNICATIONS:**

B. Holloway, Boulder Creek addressed the Board.

**ADJOURNMENT TO CLOSED SESSION:**

Pres. Ratcliffe adjourned the meeting to Closed Session at 5:20 p.m.

**CONVENE TO OPEN SESSION:**

Pres. Ratcliffe reconvened the meeting to Open Session at 6:33 and reported out that there were no reportable actions taken in Closed Session.

**ADDITIONS AND DELETIONS TO OPEN SESSION AGENDA: None**

6:35 p.m. Dir. Smallman arrived.

**ORAL COMMUNICATIONS:**

L. Henry, Lompico addressed the Board.

**NEW BUSINESS:**

**9a SELECTION OF OFFICERS**

Pres. Ratcliffe introduced this item.

No comment was made by the public.

A motion was made and seconded to nominate Chuck Baughman for president. Dir. Baughman accepted the nomination.

All present voted in favor of the motion. Dir. Ratcliffe handed the gavel to President Baughman.

L. Henry addressed the Board.

A motion was made to nominate Eric Hammer for Vice President. Dir. Hammer accepted the nomination.

3 voted in favor of the nomination, 1 abstained (Hammer).

9b BOARD POLICY MANUAL-WORKSHOP WITH BRENT IVES

DM Lee introduced this item and Brent Ives. Mr. Ives started the discussion. Discussion by the Board followed.

B. Fultz (x2), Boulder Creek, L. Henry, B. Holloway, M. Lee, Ben Lomond, J. Hayes, Felton and K. Hill addressed the Board.

The Board continued the discussion.

8:00 p.m. Pres. Baughman called a recess.

8:03 p.m. Pres. Baughman reconvened the meeting.

B. Fultz, L. Farris, L. Henry, B. Holloway, M. Lee and L. Hammack, Lompico addressed the Board.

Board discussion followed.

B. Fultz, M. Lee and B. Holloway addressed the Board.

Board discussion followed. It was decided that this item should go back to committee.

Pres. Baughman called a 10 minute recess at 8:40 p.m.

Pres. Baughman reconvened the meeting at 8:50 p.m. Dir Hammer told Pres. Baughman that he would return soon.

A motion was made to excuse the absence of Dir. Bruce. A quorum of 3 was present. All present voted in favor of the motion.

A motion was made to excuse Dir. Smallman from closed session. All present voted in favor of the motion.

9c FISCAL YEAR 16/17 AUDIT

Director of Finance and Business Services, S. Hill introduced this item starting with Jonathan Abadesco, auditor with Fedak & Brown.

Mr. Abadesco gave a PowerPoint presentation on the audit (attached).

The Board discussed the information presented.

B. Holloway, L. Henry and M. Lee addressed the Board.

Discussion by Board and staff.

9d USDA LOAN, ENGINEERING CONTRACT AWARD TO WSC.

Dist. Mgr. Lee introduced this item.

Kirsten Plonka with WSC presented the USDA funding requirements and how WSC can and should head up the process.

The Board discussed the project.

R. Shaw, B. Fultz (x2), L. Hammack, L. Henry, M. Lee, J. Hayes, L. Farris and B. Holloway addressed the Board.

DM Lee answered questions from public. Followed by Board discussion.

A motion was made to authorize the District Manager to sign an engineering time and material contract with WSC not to exceed \$275,000. Additionally, any change orders must be reviewed by the Engineering Committee before Board approval.

The Board continued discussion.

All present voted in favor of the motion.

9e DRAFT OF THE SMGB JPA BYLAWS

Pres. Baughman introduced this item.

Discussion by the Board. No public comment.  
No action necessary.

9f CONTRACT WITH EXPONENT

DM Lee introduced this item.

B. Holloway addressed the Board.

Board discussion followed.

A motion was made for the District Manager to sign a contract with Exponent.  
All present voted in favor of the motion.

**UNFINISHED BUSINESS:** None

**CONSENT AGENDA:**

11a MINUTES FROM BOARD OF DIRECTORS MEETING November 16, 2017

A motion was made and seconded to approve the minutes from the November 16, 2017 BoD meeting.

All present voted in favor of the motion.

**ADJOURNMENT:**

President Baughman adjourned the meeting at 11:57 p.m.

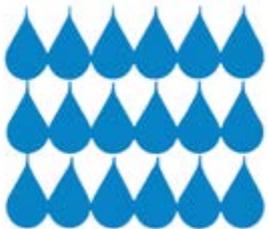
DRAFT

# **San Lorenzo Valley Water District**

**Board of Directors**

**Presentation of 2017 Audit Results**

**Fedak & Brown LLP**



# **Introduction & Background**

- **Your Audit Team:**
  - **Christopher Brown – Engagement Partner**
  - **Charles Fedak – Technical Review Partner**
  - **Jonathan Abadesco – Manager**
  - **Andy Beck – Manager**
  - **Alec German – Audit Staff**

# Audit Requirements

- **State Law Requires the District to Have an Audit Performed Each Year by a Qualified CPA.**
- **A Copy of the Audit Report and the Results of That Years Operations Must be Submitted to the State Auditor Controller**

# Report Distribution

- **In Addition to the State Agencies:**
  - **County of Santa Cruz**
  - **LAFCO**
  - **Banks / Lenders**
  - **Bond Rating Agencies (Dun & Bradstreet)**
  - **Nossaman, LLP (Attorney)**
  - **The General Public**

# **The Financial Statement Audit**

- **The Annual Audit of the District's Financial Statements is to Determine Whether the Financial Statements are Free of Material Misstatements and Prepared in Accordance with Generally Accepted Accounting Principles (GAAP)**

# **The Financial Statement Audit**

## **- Other Audits -**

- **The Audit is Not Designed to Detect Fraud. However, The Auditor Does Consider the Risk of Fraud When Planning and Conducting the Audit**
- **Other Types of Audits include:**
  - **Audits of Internal Controls**
  - **Forensic Audits**
  - **Specific Transactions, etc .....**

# Professional Guidance

- **The Audit Process is Governed by:**
  - **The AICPA's Statements of Auditing Standards**
  - **Federal and State Requirements**
- **GAAP is Established By The Governmental Accounting Standards Board (GASB)**

# The Audit

- **Interim Fieldwork – Assess the District’s Internal Controls and Effectiveness**
  - **Gain and Understanding of the District’s Control Framework**
  - **Test of Controls Testing – Accounting Cycles**
- **Final Fieldwork**
  - **Agree Balance to Supporting Documentation**
  - **Perform Analysis of Key Relationships**

# The Reports

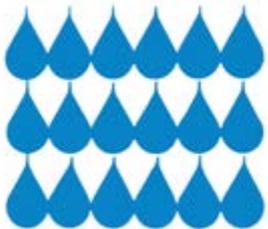
- **The District's Annual Financial Report - The Auditor's Opinion**
- **The Management Report**
  - **Communication with Those Charged with Governance**

# Management Report

- **We did not Identify Material Weakness Within the District's Internal Control Structure**

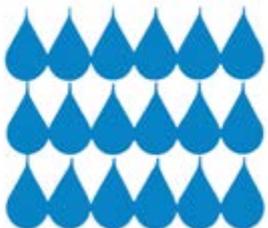
# Communication to Governing Board

- **Auditor's Responsibility Under U.S. GAAS**
- **Planned Scope of Audit – Audit Engagement Letter**
- **Qualitative Aspects of Accounting Practices**
- **Management's Judgments & Accounting Estimates**



# Communication to Governing Board

- **Corrected and/or Uncorrected Misstatements**
- **Management's Consultation with Other Accountants**
- **Difficulties Encountered in Performing the Audit**
- **Disagreements with Management**



# The Auditor's Opinion

## Unmodified “CLEAN” Opinion

- In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the **San Lorenzo Valley Water District** as of June 30, 2017....

# Financial Highlights

## Condensed Statements of Net Position

	<u>2017</u>	<u>2016</u>	<u>Change</u>	<u>As Restated 2015</u>	<u>Change</u>
<b>Assets:</b>					
Current assets	\$ 3,928,212	4,371,123	(442,911)	7,308,477	(2,937,354)
Non-current assets	-	-	-	102,252	(102,252)
Capital assets	<u>34,773,096</u>	<u>35,206,226</u>	<u>(433,130)</u>	<u>30,525,596</u>	<u>4,680,630</u>
<b>Total assets</b>	<u>38,701,308</u>	<u>39,577,349</u>	<u>(876,041)</u>	<u>37,936,325</u>	<u>1,641,024</u>
<b>Deferred outflows of resources</b>	<u>1,007,189</u>	<u>378,695</u>	<u>628,494</u>	<u>238,829</u>	<u>139,866</u>
<b>Liabilities:</b>					
Current liabilities	1,860,333	2,388,761	(528,428)	2,454,228	(65,467)
Non-current liabilities	<u>9,327,625</u>	<u>8,851,089</u>	<u>476,536</u>	<u>9,367,423</u>	<u>(516,334)</u>
<b>Total liabilities</b>	<u>11,187,958</u>	<u>11,239,850</u>	<u>(51,892)</u>	<u>11,821,651</u>	<u>(581,801)</u>
<b>Deferred inflows of resources</b>	<u>265,104</u>	<u>501,677</u>	<u>(236,573)</u>	<u>775,337</u>	<u>(273,660)</u>
<b>Net position:</b>					
Net investment in capital assets	28,551,697	28,535,901	15,796	23,227,784	5,308,117
Restricted	322,728	403,624	(80,896)	229,790	173,834
Unrestricted (deficit)	<u>(618,990)</u>	<u>(725,008)</u>	<u>106,018</u>	<u>2,120,592</u>	<u>(2,845,600)</u>
<b>Total net position</b>	<u>\$ 28,255,435</u>	<u>28,214,517</u>	<u>40,918</u>	<u>25,578,166</u>	<u>2,636,351</u>

# Financial Highlights

## Condensed Statements of Revenues, Expenses and Changes in Net Position

	<u>2017</u>	<u>2016</u>	<u>Change</u>	<u>As Restated 2015</u>	<u>Change</u>
<b>Revenues:</b>					
Operating revenues	\$ 7,446,130	6,456,181	989,949	5,643,471	812,710
Non-operating revenues	1,213,244	666,058	547,186	970,312	(304,254)
Total revenues	<u>8,659,374</u>	<u>7,122,239</u>	<u>1,537,135</u>	<u>6,613,783</u>	<u>508,456</u>
<b>Expenses:</b>					
Operating expenses	7,109,458	5,560,839	1,548,619	5,552,334	8,505
Non-operating expenses	166,204	185,411	(19,207)	127,850	57,561
Overhead absorption	(74,683)	(19,637)	(94,320)	(24,644)	5,007
Depreciation	1,417,477	1,326,056	91,421	1,139,110	186,946
Total expenses	<u>8,618,456</u>	<u>7,052,669</u>	<u>1,565,787</u>	<u>6,794,650</u>	<u>258,019</u>
Net income (loss) before capital contributions	<u>40,918</u>	<u>69,570</u>	<u>(28,652)</u>	<u>(180,867)</u>	<u>250,437</u>
Capital contributions	<u>-</u>	<u>1,557,589</u>	<u>(1,557,589)</u>	<u>2,287,233</u>	<u>(729,644)</u>
Change in net position	<u>40,918</u>	<u>1,627,159</u>	<u>(1,586,241)</u>	<u>2,106,366</u>	<u>(479,207)</u>
Transfer in from merger	-	1,009,192	(1,009,192)	-	1,009,192
Net position, beginning of period, as restated	28,214,517	25,578,166	2,636,351	26,319,071	(740,905)
Prior period adjustment (note 8)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,847,271)</u>	<u>2,847,271</u>
Net position, beginning of period, as restated	<u>28,214,517</u>	<u>26,587,358</u>	<u>1,627,159</u>	<u>23,471,800</u>	<u>3,115,558</u>
Net position – end of period	<u>\$ 28,255,435</u>	<u>28,214,517</u>	<u>40,918</u>	<u>25,578,166</u>	<u>2,636,351</u>

# Financial Highlights

## **In 2017:**

**Net Position** – Increased \$40,918 to \$28,255,435, as a result of ongoing operations.

**Total Revenues** – Decreased \$20,454 to \$8,659,374.

- ❑ **Operating Revenues** – Increased by \$989,949, largely due to the increase in water consumption sales of \$1,012,574 (full year rate increase effective 1/1/16).
- ❑ **Non-Operating Revenues** – Increased by \$547,186 due to increase in property tax/assessment revenues.
- ❑ **Capital contributions** – Prop 50 projects were spent and completed in FY1516 amounting to \$1.5M. Thus no more funds needs to be recognized in FY1617, which offset the increase in operating and non-operating revenues.

**Total Expenses (excluding depreciation expense)** – Increased by \$1,529,412.

- ❑ **Operating Expenses** – Increased by \$1,548,619, primarily due to an increase in salaries and benefits of \$1,194,055 and an increase in professional services of \$333,786.
- ❑ **Non-Operating Expenses** – Decreased by \$19,207 as a result of a decrease in interest expense.

## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Sexual Harassment Policy 2018  
DATE: December 21, 2017

### **RECOMMENDATION:**

It is recommended that the Board of Directors review this memo, the District's Sexual Harassment Policy, and approve the attached resolution which establishes the San Lorenzo Valley Water District Sexual Harassment Policy for 2018.

### **BACKGROUND:**

Both state and federal laws prohibit sexual harassment. On December 15, 2016 the Board adopted Resolution No. 16 (16-17) which established the San Lorenzo Valley Water District Sexual Harassment Policy for 2017. District Legal Counsel has reviewed the District's Sexual Harassment Policy. There are no recommended revisions to the existing San Lorenzo Valley Water District Sexual Harassment Policy for 2018.

The District is a member agency of the special District Risk Management Authority (SDRMA). SDRMA is a Joint Powers Agency consisting of over 660 member agencies throughout California formed to provide risk management services and insurance coverage. SDRMA has an Incentive Credit Program which provides incentive credits to reduce an agency's general, auto liability and worker's compensation premium contributions. The Incentive Credit Program provides credits for development and adoption of written policy and procedure manual relative to sexual harassment. Credit is provided upon initial adoption of the District's Sexual Harassment Policy and thereafter credits are maintained upon annual review.

### STRATEGIC PLAN:

Element 9.0 - Administrative Management

### FISCAL IMPACT:

None

SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. 14 (17-18)

SUBJECT: SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT  
POLICY 2018

WHEREAS, state and federal laws prohibit sexual harassment; and

WHEREAS, San Lorenzo Valley Water District is committed to ensuring and providing a work place free of sexual harassment; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District have reviewed the San Lorenzo Valley Water District Sexual Harassment Policy for 2018; and

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Sexual Harassment Policy for 2018:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District Sexual Harassment Policy for 2018 is hereby adopted.

FURTHER BE IT RESOLVED that the San Lorenzo Valley Water District Sexual Harassment Policy shall be submitted annually to the District Counsel for review and to the Board of Directors for review and adoption in December for subsequent years.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of December 2017, by the following vote of the members thereof:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Holly B. Morrison  
District Secretary

## SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT POLICY 2018

Adopted: December 21, 2017

### **Resolution No. 14 (17-18)**

**PURPOSE.** It is legally mandated by state and federal laws that all employees have a right to work in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and California Government Code Section 12940 et. seq. Sexual harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It is the policy of the San Lorenzo Valley Water District that sexual harassment is unacceptable and will not be condoned or tolerated. San Lorenzo Valley Water District is committed to a workplace free of unlawful discrimination and harassment.

**DEFINITION.** Sexual harassment is generally defined as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. Sexual harassment may be written, verbal, physical and/or visual.

**EXAMPLES.** Sexual harassment manifests itself in many forms. The following provides a partial list of offensive conduct which would constitute sexual harassment:

- Written communications of a sexual nature, obscene letters, notes and/or invitations (this includes electronic formats).
- Verbal conduct such as making or using derogatory comments, slurs, jokes or epithets.
- Visual conduct such as leering, making sexual gestures, and/or displaying sexually suggestive objects, pictures, cartoons, calendars or posters.
- Physical conduct such as touching, assaulting, impeding and/or blocking movements.
- Sexual comments including graphic, verbal and/or visual commentary about an individual's body.
- Sexually degrading words used to describe an individual.
- Offering employment benefits in exchange for sexual favors (this may include situations where an individual is treated less favorably because others have acquiesced to sexual advances).
- Unwanted sexual advances or propositions (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- Implied, actual and/or threatened retaliation after negative response(s) to sexual advances.
- Implied, actual and/or threatened offering and/or withholding employment benefits in exchange for sexual favors, or if requests for sexual favors are not met.

**POLICY PUBLICIZING.** All District officers and employees shall be informed of the District's Sexual Harassment Policy and reporting process prior to their need to know. Also, said policy and reporting process shall be readily available to all officers, employees and

members of the general public utilizing the District's facilities and services.

All new District officers and employees shall be given a copy of this Sexual Harassment Policy at the time of appointment or hiring. The contents of this policy shall be discussed with said officers and employees at said times by the responsible managing employee. All employees, at the time of hire, shall be required to sign an acknowledgment of this Sexual Harassment Policy stating that he or she has read the policy and knows its contents, including reporting procedures.

Whenever the Board of Directors adopts revisions to this Sexual Harassment Policy, the District Manager shall promptly distribute a copy of the revised policy to all officers and employees of the District.

At least annually, on or about June 15th of each calendar year, the District Manager shall distribute a copy of this Sexual Harassment Policy to all officers and employees of the District.

**SUPERVISORY EMPLOYEE EDUCATION AND TRAINING.** In accordance with California Government Code Section 12950.1, all supervisory employees of the District, at a minimum shall be provided no less than two (2) hours of sexual harassment education and training at least once every two (2) years. Solely for the purpose of this policy, supervisory employees shall be defined as individuals having the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or effectively to recommend said actions. The District Manager shall designate supervisory employees for the purpose of this policy.

**REPORTING PROCEDURES.** Any officer or employee of the District or member of the public, who feels or believes that they have been or are being harassed by an officer or employee of the District is strongly encouraged to report such incident either verbally or in writing to the District Manager as promptly as feasible after the occurrence. Individuals who report an incident of alleged harassment can do so without fear of reprisal, regardless of the outcome of the report.

- a) Any supervisory employee who receives, witnesses or becomes aware of an incident of alleged harassment shall immediately report the matter to the District Manager.
- b) Upon receipt of a report of alleged harassment by an officer of the District, the District Manager shall assign the investigation of the alleged misconduct to an outside party.
- c) Upon receipt of a report of alleged harassment by an employee of the District, the District Manager shall promptly conduct a thorough and impartial investigation of the incident. All reports shall be kept confidential to the extent possible. Witnesses to sexual harassment and victims of sexual harassment shall not be retaliated against in any way for making a report or cooperating in an investigation. Any incident of implied, actual and/or threatened retaliation should be reported as set out in this policy. The District Manager may assign the investigation of a report of alleged harassment to an outside party.
- d) In the event the report of alleged harassment involves the District Manager, the incident shall be reported to the President of the Board of Directors. Thereafter, the President of the Board of Directors shall be responsible for processing the investigation and appropriate necessary actions.
- e) Any person who initiates a report of an alleged incident of harassment shall have the right to be accompanied by advocates(s) when discussing the incident. Said person shall be advised of this right prior to the commencement of discussions.
- f) A written record of any investigation of an alleged incident of harassment shall be maintained.

**ENFORCEMENT PROCEDURES.** The District's Sexual Harassment Policy shall be enforced by the District Manager unless otherwise stated in this policy. Upon conclusion of the investigation of an alleged incident of harassment, if it has been determined that harassment has occurred in violation of this policy, the District may impose appropriate disciplinary action up to and including discharge.

- a) Officers and employees of the District who report harassment, and/or individuals cooperating in an investigation of a report of harassment shall be protected thereafter from any form of reprisal and/or retaliation regardless of the outcome of the report.
- b) Officers and employees of the District who knowingly make false reports will be subject to appropriate disciplinary actions.

-END OF POLICY-

## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Personnel Rules & Regulations 2018  
DATE: December 21, 1017

### RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached Personnel System Rules and Regulations and approve the attached resolution which establishes the San Lorenzo Valley Water District Personnel System Rules and Regulations for 2018.

### BACKGROUND:

On November 16, 2000 your Board adopted Ordinance No. 99 which established a personnel system for the District. Ordinance No. 99, Section 5 provides for the adoption and amendment of personnel rules and regulations by resolution of the Board of Directors. On December 15, 2016 your Board adopted Resolution No. 17 (16-17) which established Personnel System Rules and Regulations for 2017. District Legal Counsel has reviewed the San Lorenzo Valley Water District Personnel System Rules and Regulations. There are no recommended revisions to the existing Personnel System Rules and Regulations for 2018.

The District is a member agency of the special District Risk Management Authority (SDRMA). SDRMA is a Joint Powers Agency consisting of OVER 660 member agencies throughout California formed to provide risk management services and insurance coverage. SDRMA has an Incentive Credit Program which provides incentive credits to reduce an agency's general, auto liability and worker's compensation premium contributions. The Incentive Credit Program provides credits for development and adoption of the Personnel System Rules and Regulations. Credit is provided upon initial adoption of the Personnel System Rules and Regulations by the Board of Directors, and thereafter credits are maintained upon annual review.

It is recommended that the Board of Directors review this memo, attached Personnel System Rules and Regulations for 2018, and approve the attached resolution which establishes the San Lorenzo Valley Water District Personnel System Rules and Regulations for 2018.

### STRATEGIC PLAN:

Element 8.0 -Organizational Health/Personnel

### FISCAL IMPACT:

None

SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. 15 (17-18)

SUBJECT: PERSONNEL SYSTEM RULES AND REGULATIONS 2018

WHEREAS, on November 16, 2000 the Board of Directors of the San Lorenzo Valley Water District adopted Ordinance No. 99 entitled Establishment of Personnel System; and

WHEREAS, Section 5 of said Ordinance states the specific Personnel Rules and Regulations will be adopted by Resolution of the Board of Directors; and

WHEREAS, the Board of Directors determines it is in the public interest to establish and adopt Personnel System Rules and Regulations; and

WHEREAS, the representatives of all employee organizations were consulted in good faith regarding the subject matter of the Personnel System Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District that the Personnel System Rules and Regulations for the San Lorenzo Valley Water District is hereby approved, a copy of which is incorporated by reference herein and made a part of this Resolution.

FURTHER BE IT RESOLVED that the Personnel System Rules and Regulations shall be submitted annually to the District Counsel for review and to the Board of Director for review and adoption at the first meeting in December for subsequent years.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of December 2017, by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Holly B. Morrison District Secretary

SAN LORENZO VALLEY WATER DISTRICT  
PERSONNEL SYSTEM  
RULES AND REGULATIONS 2018

ADOPTED  
DECEMBER 21, 2017  
RESOLUTION NO. 15 (17-18)

# TABLE OF CONTENTS

## SECTION I- GENERAL PROVISIONS

1.1	General Provisions.....	1
1.2	Statement of Purpose.....	1
1.3	Effects of Policy on Past Actions and Obligations.....	1
1.4	Severability.....	1
1.5	Effects of Memorandum of Understanding .....	2
1.6	Fair Employment Practices .....	2
1.7	District Manager Authority .....	2
1.8	Definitions .....	2

## SECTION2-CLASSIFICATION

2.1	Preparation of Plan .....	6
2.2	Adoption, Amendment and Revision of Plan.....	6
2.3	Allocation of Positions.....	6
2.4	New Positions .....	6
2.5	Reclassification .....	6
2.6	Status of Reclassified Employees.....	7

## SECTION3-SELECTION

3.1	Announcement.....	7
3.2	Application Forms.....	7
3.3	Qualification of Applicants .....	8
3.4	Disqualification .....	8
3.5	Notice of Qualification.....	8

## SECTION4-EXAMINATIONS

4.1	Examination Process.....	9
4.2	Examination Administration.....	9

4.3	Promotional Examinations .....	9
4.4	Open Competitive Examination.....	10
4.5	Continuous Examinations .....	10
4.6	Contract for Examinations .....	10
4.7	Review of Examinations.....	10

#### SECTION 5 - ELIGIBLE LISTS

5.1	Eligible Lists .....	10
5.2	Duration of Lists .....	11
5.3	Removal of Names from Lists .....	11

#### SECTION 6 -FILLING OF VACANCIES

6.1	Types of Appointment.....	11
6.2	Competitive Service Vacancy.....	11
6.3	Certification of Eligibles.....	12
6.4	Appointment .....	12
6.5	Provisional Appointment.....	12
6.6	Temporary Appointment .....	12

#### SECTION 7-PROBATIONARY PERIOD

7.1	Probationary Period.....	13
7.2	Rejection Following Promotion .....	13

#### SECTION 8 - COMPENSATION

8.1	Preparation of Compensation Schedule .....	13
8.2	Adoption, Amendment and Revision of Compensation.....	14
8.3	Schedule of Salary Range .....	14

#### SECTION 9-TRANSFER, PROMOTION, DEMOTION, SUSPENSION AND REINSTATEMENT

9.1	Transfer.....	14
9.2	Promotion .....	14
9.3	Demotion .....	15
9.4	Suspension.....	15
9.5	Re-employment.....	15

## SECTION 10-DISCIPLINARY ACTION

10.1	Policy .....	15
10.2	Notification of Disciplinary Action .....	16
10.3	Employee Review .....	16
10.4	Relief of Duty.....	17

## SECTION 11 -LAYOFF POLICY AND PROCEDURE

11.1	Statement of Intent.....	17
11.2	Notification.....	17
11.3	Order of Separation .....	17
11.4	Demotion Procedures Due to Reduction in Force.....	18
11.5	Displacement Due to Reduction in Force.....	18
11.6	Displacement Procedures .....	18
11.7	Seniority for the Purpose of Reduction in Force .....	19
11.8	Reinstatement List .....	19
11.9	Duration of Reinstatement List .....	19

## SECTION 12-SEPARATION FROM THE SERVICE

12.1	Discharge .....	19
12.2	Resignation.....	19

## SECTION 13 -ADMINISTRATIVE LEAVES, REPORTS AND RECORDS

13.1	Attendance .....	20
13.2	Military Leave .....	20
13.3	Leave of Absence without Pay.....	20
13.4	Failure to Return .....	20
13.5	Jury Duty.....	20
13.6	Personnel Records .....	21
13.7	Change of Status Report .....	21

## SECTION 14- MISCELLANEOUS

14.1	Safety .....	21
14.2	Identification Cards, Badges, or Insignia.....	21

## SAN LORENZO VALLEY WATER DISTRICT PERSONNEL SYSTEM RULES AND REGULATIONS

### SECTION 1-GENERAL PROVISIONS

#### 1.1 General Provisions.

These Personnel System Rules and Regulations of the San Lorenzo Valley Water District are adopted pursuant to District Ordinance No. 99 dated November 16, 2000 and shall be known as the "Personnel System Policy" (hereinafter referred to as "Policy"), and may be cited and referred to herein as such.

#### 1.2 Statement of Purpose.

The purpose of this Policy is to provide orderly, equitable and uniform procedures for administration of the personnel system.

#### 1.3 Effect of Policy on Past Actions and Obligations.

This Policy which establishes rules and regulations for the administration of the personnel system completely supersedes and cancels all prior practices, policies and agreements whether written or oral, howsoever the same may be expressed, which are contrary to or in conflict with this Policy, including resolutions and ordinances of the Board of Directors, unless expressly stated to the contrary herein or expressly stated within a duly authorized and fully executed collective bargaining agreement by and between the District and a duly recognized employee organization prepared pursuant to the Government Code of the State of California (Section 3500 et. seq.). Notwithstanding the provisions of this Section, this Policy constitutes the complete and entire rules and regulations relative to this subject matter.

#### 1.4 Severability.

If any provision, sentence, clause or phrase of this policy or the application of said provision, sentence, clause or phrase to any person or circumstance is for any reason held to be invalid or not in accordance with applicable provisions of Federal, State or local laws or regulation, the remainder of this policy, or the application thereof to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

1.5 Effect of Memorandum of Understanding.

Whenever the provisions of this Policy conflict with the provision of a duly authorized and fully executed collective bargaining agreement by and between the District and a duly recognized employee organization pursuant to the Government Code of the State of California (Section 3500 et. seq.), the provisions of the agreement shall prevail.

1.6 Fair Employment Practices.

All techniques or procedures used in recruitment and selection of employees shall be designed to measure only the job-related qualifications of applicants. No recruitment or selection technique shall be used which is not justifiably linked to successful job performance. The District Manager shall have the sole authority to make the final determination regarding which recruitment and/or selection techniques will be utilized for any given position or class.

1.7 District Manager Authority.

The District Manager shall have the authority to administer this Policy and may delegate any or all of the authorized powers and duties to his/her duly authorized representative(s) or designee(s), or may recommend that such powers and duties be performed under contract. The authority to appoint all officers and employees except those specifically excluded by Ordinance, to remove same and have general control and supervision over same is vested in the District Manager.

1.8 Definitions.

As used in this Policy, the following terms shall have the meanings indicated:

- a. "Advancement, means a salary increase within the limits of a pay range established for a class.
- b. "Allocation" means the assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibilities exercised.
- c. "Class" means all positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application with equity of common standards of selection, transfer, demotion and salary.

- d. "Competitive Service" means all positions of employment in the service of the District except those excluded by the personnel system ordinance.
- e. "Continuous Service" means an employee's length of continuous regular full-time or regular part-time service since their last date of hire, less any adjustments due to lay off, approved leaves of absence without pay or other breaks in service
- f. "Days" means calendar days unless otherwise stated.
- g. "Demotion" means the movement of an employee from one class to another class having a lower maximum base rate of pay.
- h. "Disciplinary Action" means the demotion, discharge, reduction in pay and/or written suspension or reprimand of a regular employee for just cause(s).
- i. "District" means the San Lorenzo Valley Water District, and, where appropriate herein, refers to any duly authorized representative(s) as herein defined.
- j. "District Manager" means the District Manager or his/her duly authorized representative or agent.
- k. "Eligible" means a person whose name is on an employment list.
  - 1. Eligible List:
    - (1) "Open Eligible List" means a list of names of persons who have taken an open competitive examination for a class in the competitive service and have qualified.
    - (2) "Promotional Eligible List" means a list of names of persons who have taken a promotional examination for a class in the competitive service and have qualified.
- m. Examination:

- (1) "Open Competitive Examination" means an examination for a particular class which is open to all persons meeting the qualifications for the class.
  - (2) "Promotional Examination" means an examination for a particular class which is open only to employees of the District meeting the qualifications for the class.
  - (3) "Continuous Examination" means an open competitive examination which is administered periodically and as a result of which names of qualified candidates are placed on an employment list, in order of final scores, for a period of not more than one (1) calendar year.
- n. "Lay-Off" means the separation of employees from the active work force due to lack of work or funds, or to the abolition of positions by the Board of Directors for the above reasons or due to organization changes.
- o. "Personnel Ordinance" means District Ordinance No. 99 which created a personnel system for the District.
- p. "Position" means a group of duties and responsibilities in the competitive service requiring the full-time or part-time employment of one person.
- q. "Probationary Period" means a period to be considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position.
- r. "Promotion" means the movement of an employee from one class to another class having a higher maximum base rate of pay.
- s. "Provisional Appointment" means an appointment of a person who possesses the minimum qualifications established for a particular class and who has been appointed to a position in that class in the absence of available eligibles. In no instance shall a

provisional appointment exceed one (1) calendar year unless otherwise approved by the District Manager.

t. "Regular Employee" means an employee in the competitive service who has successfully completed the probationary period and has been retained as hereafter provided in these rules and regulations.

u. "Re-employment" means the restoration without examination of a former regular employee or probationary employee to a classification in which the employee formerly served and resigned with good standing.

v. "Reinstatement" means the restoration without examination of a former regular employee or probationary employee to a classification in which the employee formerly served and was laid off or demoted in accordance with the provisions of Section 11.

w. "Relief of Duty" means the temporary assignment of an employee to a status of leave with pay.

x. "Separation of Service" means the termination of employment by means of layoff, resignation or discharge.

y. "Suspension" means the temporary separation from service of an employee without pay for disciplinary purposes.

z. "Temporary Employee" means an employee who is appointed to a non-regular position for a limited period of time and/or fixed by the duration of a specific project or an employee appointed to fill a position in the competitive service for a limited period of duration not to exceed one (1) calendar year unless otherwise approved by the District Manager.

aa. "Transfer" means the reassignment of an employee from one position to another position in the same class or in a comparable class.

## **SECTION 2- CLASSIFICATION**

### 2.1 Preparation of Plan.

The District Manager or a person or agency employed for that purpose, shall ascertain and record the duties and responsibilities of all positions in the competitive service and shall recommend a classification plan for such positions. The classification plan shall consist of classes of positions in the competitive service defined by class specifications, including the title. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same class, and that the same schedules of compensation may be made to apply with equity under similar working conditions to all positions in the same class.

### 2.2 Adoption, Amendment and Revision of Plan.

The classification plan shall be adopted by the District Manager and may be amended from time to time. During the process of adoption and consideration of amendment and revision of the classification plan all recognized employee organizations affected shall be advised. Amendments and revisions of the plan may be suggested by any interested party, including any recognized employee organization, and shall be submitted in writing to the District Manager.

### 2.3 Allocation of Positions.

Following adoption of the classification plan and consultation with any recognized employee organization affected, the District Manager shall allocate every position in the competitive service to one of the classes established by the classification plan.

### 2.4 New Positions.

A new position in the competitive service shall not be created until the classification plan has been amended to provide therefore and shall not be filled until an appropriate employment list has been established for such position.

### 2.5 Reclassification.

The District Manager may make periodic studies of the classification plan and make any changes deemed desirable. When the assigned duties and responsibilities of a position have changed

significantly so as to necessitate reclassification, whether new or already created, the position may be reclassified by the District Manager to a more appropriate class. Reclassifications shall not be used for the purpose of avoiding restrictions concerning demotions and promotions, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities.

## 2.6 Status of Reclassified Employees.

When occupied position(s) are reclassified pursuant to this Section the incumbent(s) shall be affected as follows:

- a. When the incumbent's status is regular employee, the incumbent(s) shall assume regular employee status in the new classification on such effective date without qualifying tests or probationary period.
- b. When the incumbent's status is probationary employee, the incumbent(s) must successfully serve the remainder of the probationary period to attain regular employee status.

## SECTION3-APPLICATIONSANDAPPLICANTS

### 3.1 Announcement.

All examinations for classes in the competitive service shall be publicly advertised either by posting, by publication, or such other methods as the District Manager deems appropriate. Special recruiting shall be conducted, if necessary, to insure that all segments of the community are aware of the forthcoming examinations. The announcements shall specify the title and pay of the class for which the examination is announced; the nature of the work to be performed; preparation desirable for the performance of the work of the class; the manner of making application; and other pertinent information.

### 3.2 Application Forms.

Applications shall be made in the manner as prescribed on the examination announcements and on such application forms designated by the District. Application forms may require information covering education, training, experience, references and other pertinent information. All applications must be signed by the person applying.

3.3 Qualification of Applicants.

All applicants for examination must meet the qualification standards set forth in the announcement.

3.4 Disqualification.

The District Manager shall have the authority to disqualify applicants, candidates, or eligibles consistent with the provisions of these rules. The following shall constitute grounds for disqualification of an applicant, candidate or eligible:

- a. Failure to meet any of the requirements or qualifications, as published in the announcement
- b. Fraudulent conduct or false statements by an applicant, or by others with his/her concurrence, on any application or any selection procedure.
- c. Conviction (including pleas of guilty or nolo contendere) of a felony if the District Manager determines that the conviction has a rational relationship to the position for which applicant is made. In making the determination, the District Manager shall consider the duties and responsibilities of the position, the nature of the conviction, and the circumstances surrounding the crime, and the candidate's record since the conviction. Any applicant who is disqualified for employment under this subsection may appeal the determination of disqualification. Such appeal shall be in writing and filed with the District Manager within fourteen (14) calendar days of the date of the notice of disqualification. The District Manager shall hear and determine the appeal within thirty (30) calendar days after it is filed. The determination of the District Manager on the appeal is final.

3.5 Notice of Qualification.

All applicants and candidates shall be sent written notice of acceptance or rejection of their application and the results of their examination. Said notice shall be mailed to the address of record on the application filed for the examination.

## **SECTION 4- EXAMINATIONS**

### 4.1 Examination Process.

The selection techniques used in the examination process shall be impartial and related solely to those subjects which will test fairly the qualifications of candidates and fairly measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Examinations shall be designed to provide equal opportunity to all candidates by being based on an analysis of the essential job requirements of the class, covering only factors related to such job requirements. The District Manager shall have the sole authority to make the final determination regarding which test or combination of tests will be utilized in the examination process for any given position or class. Examinations shall consist of job related selection techniques such as, but not necessarily limited to, achievement tests, written tests, performance tests, oral tests, physical agility tests, evaluation of daily work performance, work samples, or any combination of these or other tests. The probationary period shall be considered as a portion of the examination process.

### 4.2 Examination Administration.

The District Manager shall be responsible for the administration and scoring of all selection examinations. The District Manager shall have the sole authority to set minimum qualifying scores for each phase of the selection examination process. Applicants or candidates failing to achieve the qualifying score in any phase of the examination process shall be disqualified from further participation in the examination process. The final score of a candidate shall be based upon the compilation of all examinations in the selection examination process. Two or more candidates with the same final score shall be given the same rank on the eligibility list. The rank following the tie shall be left vacant.

### 4.3 Promotional Examinations.

Promotional examinations may be conducted whenever the needs of the service require. Promotional examinations may include any of the selection techniques mentioned in Section 4.1 of this Policy or any combination thereof. Only regular, probationary, provisional or temporary employees of the District who meet the requirements set forth in the promotional examination announcements may compete in promotional examinations. The District Manager shall have the sole

authority to make the final determination when the services of a promotional examination will be utilized for any given position or class.

4.4 Open Competitive Examinations.

Open competitive examinations may be administered for a single position or class, as the needs of the service require. Names of qualified candidates may be placed on an eligible list, and shall remain on said list, as prescribed in Section 5 of this policy.

4.5 Continuous Examinations.

At the discretion of the District Manager open or promotional continuous examinations may be administered periodically, as the needs of the service require. Names of qualified candidates may be placed on an eligible list in the order of final scores and shall remain on said lists for a period of not more than one (1) year.

4.6 Contract For Examinations.

The District may contract with any competent public or private agency or qualified individual(s) for the preparing and/or administering of examinations. In the absence of such a contract, the District Manager shall see that such duties are performed. The District Manager shall arrange for the use of public buildings and equipment for the conduct of examinations.

4.7 Review of Examinations.

All candidates and eligibles shall have the right to inspect their own test answer sheet within seven (7) calendar days after the notifications of examination results. Any error in computation, if called to the attention of the District Manager within this period, shall be corrected. Such corrections shall not, however, require invalidation of appointments previously made.

## **SECTION 5-ELIGIBLE LISTS**

5.1 Eligible Lists.

As soon as possible after the completion of an examination, the District Manager shall prepare and maintain an eligible list consisting of the names of candidates who qualified in the examination.

5.2 Duration of Lists.

Eligible lists shall become effective on the date certified by the District Manager and shall remain in effect for a period of one (1) calendar year from said date unless exhausted or abolished by the District Manager, whichever occurs first. The District Manager may establish a new eligible list pursuant to the provision of Section 6.3 of this Policy.

5.3 Removal of Names from Lists.

The name of any person appearing on an eligible, re-employment or promotional list shall be removed by the District Manager if the eligible candidate requests in writing that the name be removed or if the eligible candidate fails to respond within seven (7) calendar days to a notice mailed to the last designated address. The person affected shall be notified of the removal of the name by a notice mailed to the last known address. The names of persons on promotional employment lists who resign from the service of the District shall automatically be dropped from such lists.

## **SECTION 6- FILLING OF VACANCIES**

6.1 Types of Appointment.

The District Manager may fill a vacancy in the competitive service by transfer, demotion, reinstatement, or re-employment, or from persons from an appropriate eligible list, if available. In the absence of persons eligible for appointment in these ways the District Manager may make a provisional appointment pursuant to Section 6.5 of this Policy. The District Manager may make a temporary appointment pursuant to Section 6.6 of this Policy. All vacancies shall be filled in accordance with the provisions of this Section.

6.2 Competitive Service Vacancy.

When a vacancy exists in the competitive service the District Manager shall fill the vacancy in the following order:

- 1) From eligibles on a reinstatement list, if available.
- 2) From eligibles on an existing promotional eligible list, if available.
- 3) From eligibles on an existing open employment list, if available.
- 4) Announcement and examination process.

6.3 Certification of Eligibles.

When a vacancy is to be filled by appointment from an open eligible list or from a promotional eligible list, the District Manager shall certify from the specified list the names of the three (3) most highly qualified candidates available for appointment. If there are fewer than three (3) names available for appointment the District Manager may make an appointment from among such certified eligibles or may establish a new list. When a new list is to be established the District Manager shall conduct a new announcement and examination process.

6.4 Appointment.

After interview and inquire, the District Manager shall make appointments from among those certified. The person accepting appointment shall report to the District Manager, or the District Manager's duly designated representative(s), for processing on or before the date of appointment. If the applicant accepts the appointment and reports for duty within the prescribed time the applicant shall be deemed to be appointed; otherwise, the applicant shall be deemed to have declined the appointment.

6.5 Provisional Appointment.

In the absence of there being names of individuals willing to accept appointment from appropriate eligible lists, the District Manager may make a provisional appointment of a person meeting the minimum training and experience qualifications for the position. Such an appointment may be made during the period of suspension of an employee or pending final action on proceedings to review suspension, demotion or discharge of an employee. A provisional employee may be removed at any time without cause and without the right of grievance, hearing, or appeal. No provisional appointment shall exceed a time period of one (1) calendar year, unless otherwise approved by the District Manager.

6.6 Temporary Appointment.

Temporary appointments may be made by the District Manager to fill a non-regular employment status position for a limited period of time and/or fixed by the duration of a specific project; or to fill a position in the competitive service for a limited period of duration not to exceed on (1) calendar year, unless otherwise approved by the District Manager.

## **SECTION 7- PROBATIONARY PERIOD**

### 7.1 Probationary Period.

All original and promotional appointments in the competitive service shall be tentative and subject to a probationary period of not less than six (6) calendar months of actual service. The probationary period shall be regarded as part of the examination process and shall be utilized for closely observing the employee's work, the employee's ability to work with other employees, and for securing the most effective adjustment of a new employee to their position. Time spent on leave without pay shall not count toward completion of the probationary period. The probationary period may be extended at the discretion of the District Manager. Extension of the probationary period shall be for appropriate circumstances and for a specific period of time up to and including six (6) months. No such extension shall exceed six (6) additional months, and no further extensions shall be granted. If the service of a probationary employee has been satisfactory said employee shall be certified in writing for regular employee status. Regular employee status shall begin with the day following the expiration date of the probationary period. During the probationary period an employee may be recommended for rejection at any time without cause and without right of grievance, hearing or appeal. The District Manager shall provide all probationary employees with written notification regarding the status of the probation period.

### 7.2 Rejection Following Promotion.

Any employee rejected during the probationary period following a promotional appointment shall be given the opportunity to be reinstated to a position in the class from which the employee was promoted. If there is no vacancy in such position, the employee may request to be placed on a reinstatement list. Such opportunity will not be given if the employee is discharged pursuant to disciplinary action under these rules and regulations.

## **SECTION 8- COMPENSATION**

### 8.1 Preparation of Compensation Schedule.

The District Manager, or a person or agency employed for that purpose, shall prepare a compensation schedule consisting of a schedule of salary ranges allocated to each class in the position classification plan.

The compensation schedule shall also include a schedule of hourly wage rates applicable to positions which are not in the competitive service.

8.2 Adoption, Amendment and Revision of Compensation Schedule.

The compensation schedule shall be adopted and may be amended or revised from time to time by resolution of the Board of Directors. Amendments or revisions to the compensation schedule may be suggested by any interested party and shall be submitted in writing to the District Manager.

8.3 Schedule of Salary Ranges.

The compensation schedule shall be an integrated schedule consisting of seven (7) step salary ranges with a five percent (5%) differential between steps in each range.

**SECTION 9- TRANSFER, PROMOTION, DEMOTION, SUSPENSION AND REINSTATEMENT**

9.1 Transfer.

Transfer is defined as the reassignment of an employee from one position to another position in the same or in a comparable class. The District Manager may transfer an employee from one position to another position in the same class or in a comparable class. For transfer purposes, a comparable class is one with the same maximum salary, involves the performance of similar duties, and requires substantially the same basic qualifications. Transfer shall not be used to effectuate a promotion, demotion, advancement, or reduction, each of which may be accomplished only as provided in the personnel ordinance or these rules and regulations. No person shall be transferred to a position for which that person does not possess the minimum qualifications.

9.2 Promotion.

Promotion is defined as the movement of an employee from one class to another class having a higher maximum base rate of pay. Insofar as consistent with the best interests of the District all vacancies in the competitive service may be filled by promotion from within the competitive service, after a promotional examination has been given and a promotional list established.

The District Manger may fill a vacancy in the competitive service by an open competitive examination instead of promotional examination, in which event the District Manger shall arrange for an open competitive examination and for the preparation and certification of an open competitive eligible list.

9.3 Demotion.

Demotion is defined as the movement of an employee from one class to another class having a lower maximum base rate of pay. The District Manager may demote an employee for disciplinary purposes in accordance with Section 10 of this Policy. In addition, upon written request of an employee, and with written approval of the District Manager a voluntary non-disciplinary demotion may be made to a vacant position. No employee shall be demoted to a position who does not possess the minimum qualifications.

9.4 Suspension.

The District Manager may suspend an employee from a position for a disciplinary purpose in accordance with Section 10 of this policy. Suspension without pay shall not exceed thirty (30) calendar days.

9.5 Re-employment.

With approval of the District Manager, a regular employee who has resigned with good standing may be re-employed within one (1) year of the effective date of resignation, to a vacant position in the same or comparable class. Upon re-employment, the employee may be subject to the probationary period prescribed for the class. No credit for former employment shall be granted in computing salary, annual leave, or other benefits except on the specific recommendation of the District Manager at time of re-employment.

## **SECTION 10- DISCIPLINARY ACTION**

10.1 Policy.

Prior to demotion, discharge, reduction in pay, reprimand or suspension of a regular employment status employee for disciplinary purposes, the District Manager shall comply with the procedures set forth in this Policy.

## 10.2 Notification of Disciplinary Action.

The District Manager may take disciplinary action for just cause against any employee who has completed their probationary period by notifying the employee of the action in writing. Employees who have not completed their probationary period pursuant to Section 7 of this Policy may be terminated at any time for any cause, without prior notice and without right of grievance, hearing or appeal. Notification of intended disciplinary action must be in writing and served on the employee in person or by registered mail at least seventy-two (72) hours prior to the effective date of the intended disciplinary action, except in an emergency situation. The notice must be included in the employee's personnel file, and shall include:

- a. Nature of Action. A statement of the nature of the disciplinary action. Disciplinary action is defined as demotion, discharge, reduction in pay, letters of reprimand and/or suspension.
- b. Effective Date. The effective date of action, which shall be at least seventy-two (72) hours after notice of intended discipline, is served on the employee, except in an emergency situation.
- c. Basis for Action. A statement in ordinary and concise language of the act or the omissions upon which the disciplinary action is based.
- d. Representation. A statement that any employee may be represented by any representative of the employee's choosing relative to disciplinary action. The employee shall provide written notice to the District Manager relative to designated representation.
- e. Entitlement to Meet with District Manager. A statement that the employee has the right to respond orally or in writing to the charges prior to said disciplinary action being taken. The employee shall advise the District Manager of the request for a meeting within seventy-two (72) hours after receiving the notice. If, at the employee's option, there is no meeting, the District Manager shall advise the employee in writing within five (5) calendar days after the seventy-two (72) hour period expires, of his/her decision regarding the intended disciplinary action.

## 10.3 Employee Review.

The employee shall be given an opportunity to review the documents or materials upon which the proposed disciplinary action is based, and, if practicable, the employee shall be supplied with a copy of the documents.

10.4 Relief of Duty.

Notwithstanding the provisions of this Section, the District Manager may approve the temporary assignment of an employee to a status of leave with pay pending conduct or completion of such investigations or opportunity to respond as may be required to determine if disciplinary action is to be taken.

**SECTION 11 -LAYOFF POLICY AND PROCEDURE**

11.1 Statement of Intent.

The District shall have the sole right and authority to determine when it is necessary to abolish any position(s) or employment in the interest of economy or efficiency, changes in duties or organization or any other reasons determined to be in the best interest of governmental operations. The Board of Directors may abolish any position(s) or employment for the purposes stated herein and the District Manger shall have the authority to layoff, demote or transfer the employee(s) holding such position(s) or employment pursuant to this Section without disciplinary action and without right of grievance, hearing or appeal.

11.2 Notification.

Employees to be laid off or displaced pursuant to this Section shall be given, whenever possible, at least thirty (30) calendar days prior written notice.

11.3 Order of Separation.

Layoffs and/or reductions in employment shall be made by classification. A classification is defined as a position or number of positions having the same title, job description and salary. Whenever in the judgment of the District layoffs and/or a reduction in employment are deemed necessary, the order of layoff within the affected layoff classification(s) shall be as follows:

- (a) Temporary employees;
- (b) Provisional employees;
- (c) Part time employees;
- (d) Probationary employees; and

- (e) In the event of further layoff(s) or reduction in employment, employees will be laid off from the affected classification(s) in accordance with seniority pursuant to this Section.

11.4 Demotion Procedures Due to Reduction in Force.

Except as otherwise provided pursuant to this Section, whenever there are layoffs or reductions in employment, the District Manager shall first demote to a vacancy if any, in the same or lower classification in the same class series which the employee(s) who are scheduled for layoff meet the minimum employment standards. Employees with the least seniority pursuant to Section 11.7 shall be demoted first. All employees demoted pursuant to this Section shall have their names placed on the classification reinstatement eligible list.

11.5 Displacement Due to Reduction in Force.

Displacement is defined as the movement in layoff(s) or reduction(s) in employment of an employee to an equal or lower classification (as determined by maximum base rate of pay) on the basis of seniority. An employee cannot displace to a higher classification. Any employee in the competitive service affected by layoff(s) or reduction(s) in employment shall have the right to displace an employee who has less seniority in the same classification or in a lower classification in the same class series. Any employee displaced pursuant to the Section if applicable may in the same manner displace another employee within the same classification or in a lower classification in the same class series.

11.6 Displacement Procedures.

In order to exercise displacement rights, an employee must have more seniority than at least one of the incumbent employees in the retreat classification(s) and request displacement action in writing to the District Manager within seven (7) calendar days of receipt of notice of layoff or reduction of employment. Employees who exercise displacement rights and retreat to an equal or lower classification shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the classification from which the employee was laid off. Employees who retreat to a lower classification in the same class series shall serve a probationary period pursuant to Section 7.1 of this Policy unless they have previously successfully completed a probationary period for said classification.

11.7 Seniority for Purpose of Reduction in Force.

For the purpose of this Section seniority shall be defined as an employee's length of continuous regular full time service and/or part time service (pro-rated) at or above the classification level where layoff is to occur. If the above factor is equal, the date regular employment status with the District is achieved shall be determinative. If the foregoing factor is equal, the employee's position on the eligible list shall be determinative.

11.8 Reinstatement List.

The names of persons laid off or demoted in accordance with provisions of this Section shall be entered upon a reinstatement list. Lists from different departments or at different times for the same class of position shall be combined into a single list. The District Manager shall use such list when a vacancy arises in the same or lower classification in the same series before certification is made from an eligible list. Names shall be placed on reinstatement lists in order of their seniority in the classification with the highest seniority in the class being at the top of the reinstatement list.

11.9 Duration of Reinstatement List.

Names of persons laid off or demoted shall be carried on a reinstatement list for a period of one (1) calendar year, except that persons appointed to permanent positions of the same level as that which laid off, shall, upon such appointment, be dropped from the list. Persons who refuse reinstatement shall be dropped from the list. Persons reinstated in a lower class, or on a temporary basis, shall be continued on the reinstatement list for the higher position for the one (1) year period.

## **SECTION 12-SEPARATION FROM SERVICE**

12.1 Discharge.

An employee in the competitive service may be discharged at any time by the District Manager. Disciplinary discharge action shall be in accordance with Section 10 of this policy.

12.2 Resignation.

An employee wishing to leave the competitive service in good standing shall file with the District Manager a written resignation stating the effective date and reasons for leaving at least fourteen (14) calendar

days before leaving the service, unless such time limit is waived by the District Manager.

## **SECTION 13-ADMINISTRATIVE LEAVES, REPORTS AND RECORDS**

### 13.1 Attendance.

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees which shall be reported to the District Manager in the form and on the dates so specified.

### 13.2 Military Leave.

Military leave and regulations for payment pertaining thereto shall be in accordance with the provisions of the Military and Veterans Code of the State of California.

### 13.3 Leave of Absence Without Pay.

The District Manager, at his/her sole discretion, may grant a regular or probationary employee a leave of absence without pay for a period of time not to exceed six (6) months. No such leave of absence without pay shall be granted except upon written request of the employee setting forth the reason for the request, and the written approval of the District Manager. Upon expiration of an approved leave of absence without pay, the employee shall be reinstated in the position held at the time leave was granted.

### 13.4 Failure to Return.

Any employee who fails to return to duty at the time specified on application of authorized annual, sick, maternity, or other leaves of absence shall be considered to have resigned from service with the District in the absence of evidence of extenuating circumstances.

### 13.5 Jury Duty.

Every employee in the competitive service of the District who is called or required to serve as a trial juror, upon notification and appropriate verification submitted to his/her supervisor, shall be entitled to be absent from his/her duties with the District during the period of such service or while necessarily being present in court as a result of such call.

The employee's normal pay shall be lowered by the amount of pay received for jury duty.

13.6 Personnel Records.

The District Manager shall maintain a service or personnel record for each employee in the service of the District showing the name, title of position held, the department to which assigned, salary, changes in employment status and such other information as maybe considered pertinent by the District Manager.

13.7 Change of Status Report.

Every appointment, transfer, promotion, demotion, change of salary rate, or any other temporary or permanent change in status of an employee shall be reported in writing to the employee by the District Manager in such manner as he/she may prescribe.

## **SECTION 14-MISCELLANEOUS**

14.1 Safety.

All employees of the District shall be responsible for following the general safety guidelines of the District, as well as any additional safety regulations which are defined by the employees' work area or position. Any variance or refusal to comply with these guidelines shall result in disciplinary action up to, and including, discharge, in accordance with these rules and regulations.

14.2 Identification Cards, Badges, or Insignia.

No employee in the service of the District who uses an identification card, badge, or insignia as either evidence of the employee's position or authority shall allow it to be used by any other individual nor shall the employee use it in any way to advance a private interest. All identification cards, badges, or insignia issued by the District shall be turned in to the District Manger upon change of status within the competitive service or termination of employment.

- END-

## MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Respectful Workplace Policy 2018

DATE: December 21, 2017

### RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached proposed Respectful Workplace Policy, and approve the attached resolution which establishes the San Lorenzo Valley Water District Respectful Workplace Policy for 2018.

### BACKGROUND:

On December 15, 2016 the Board adopted Resolution No. 18 (16-17) which established the San Lorenzo Valley Water District Respectful Workplace Policy for 2017. There are no recommended revisions to the existing San Lorenzo Valley Water District Respectful Workplace Policy for 2018.

It is recommended that the Board of Directors review this memo, review the attached proposed Respectful Workplace Policy and approve the attached resolution which establishes the San Lorenzo Valley Water District Respectful Workplace Policy for 2018.

### STRATEGIC PLAN:

Element 9.0 - Administrative Management

### FISCAL IMPACT:

None

**SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. 16 (17-18)**

SUBJECT: RESPECTFUL WORKPLACE POLICY 2018

WHEREAS, San Lorenzo Valley Water District is committed to creating and sustaining a professional and respectful work and public service environment free from violence, discrimination, and other offensive or degrading conduct; and

WHEREAS, San Lorenzo Valley Water District desires a workplace which promotes and maintains an environment in which all members of the Board of Directors, employees and the public are treated with respect and dignity; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District is charged with the responsibility of establishing policies to guide the District; and

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Respectful Workplace Policy for 2018; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered the San Lorenzo Valley Water District Respectful Workplace Policy for 2018;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District Respectful Workplace Policy for 2018 is hereby adopted.

FURTHER BE IT RESOLVED that the San Lorenzo Valley Water District Respectful Workplace Policy shall be submitted annually to the District Counsel for review and to the Board of Directors for review and adoption in December for subsequent years.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of December 2017, by the following vote of the members thereof:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Holly B. Morrison  
District Secretary  
San Lorenzo Valley Water District

## SAN LORENZO VALLEY WATER DISTRICT RESPECTFUL WORKPLACE POLICY 2018

Adopted: December 21, 2017  
Resolution No. 16 (17-18)

### Purpose

The intent of this policy is to provide and establish general guidelines about conduct that is, and is not appropriate in the workplace. San Lorenzo Valley Water District is committed to creating and sustaining a professional and respectful work and public service environment free from violence, discrimination, and other offensive or degrading remarks or conduct. A workplace which promotes and maintains an environment in which all members of the Board of Directors, employees, and the public are treated with respect and dignity. The District acknowledges that this policy cannot possibly predict all situations that might arise. The District also recognizes that conflicts or disagreements may occur. The District expects these issues to be resolved in a manner that contributes to a healthy and productive workplace.

### Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to District personnel including regular and temporary employees, volunteers, and Board of Directors.

### Abusive Customer Behavior

While the District has a strong commitment to customer service, the District does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including if necessary, ending the contact. If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

### Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful.

#### *Violent Behavior:*

Violent behavior includes the use of physical force, harassment, or intimidation.

#### *Discriminatory Behavior:*

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

*Disruptive and Disrespectful Behavior:*

Disruptive and disrespectful behavior is any conduct or behavior that disrupts civility and co-operation in the workplace and interferes with efficient and effective work flow. Disruptive behavior is any behavior in the form of hostile or unwanted conduct, verbal comments, actions or gestures that affect an employee's dignity and psychological or physical integrity. A single serious incident of such behavior that has a lasting harmful effect on an employee may also constitute disruptive and disrespectful behavior. Such behavior may include but is not limited to the following:

- Rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person.
- Abuse of authority where an employee uses authority unreasonably to interfere with another's performance.
- Non-constructive criticism addressed in such a way as to intimidate or undermine confidence.

Disruptive and disrespectful behavior is a serious offense, however it must be distinguished from an employee's legitimate right to:

- Express opinions freely and to support positions whether or not they are in agreement with those of other employees.
- Engage in honest differences of opinion with respect to work related issues that are discussed in appropriate forums.
- Engage in good faith constructive criticism of others.
- Comply with supervisory responsibilities to address concerns regarding the performance or competence of employees.

It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the District, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the District Manager.

*Sexual Harassment:*

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually

directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. The District encourages the prompt identification and resolution of alleged disrespectful workplace behavior by all involved and affected persons through collaborative efforts, but recognizes that such resolution may be impractical. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee shall immediately contact their supervisor or the District Manager.

Resolution Procedures

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how

you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or District Manager. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten (10) business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, District Manager or Santa Cruz County Sheriff's Department.

#### Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two (2) business days to the District Manager, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview.

The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the District Manager about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

### **Special Reporting Requirements**

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made directly to the District Manager who will assume the responsibility for investigation and discipline.

If the District Manager is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made directly to the District Counsel who will confer with the Board of Directors regarding appropriate investigation and action.

If a Board Member is perceived to be the cause of a disrespectful workplace behavior incident involving District personnel, the report will be made directly to the District Manager and referred to the District Counsel who will undertake the necessary investigation. The District Counsel will report his/her findings to the Board of Directors, which will take the action it deems appropriate.

Pending completion of the investigation, the District Manager may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

### **Confidentiality**

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

### **Retaliation**

Consistent with the terms of applicable statutes and District personnel policies the District may discipline any individual who retaliates against any person who reports alleged violations of this policy. The District may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

*- END OF POLICY -*

## M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Director of Finance & Business Services  
SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT  
DATE: December 21, 2017

### RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance & Business Services Department Status Report.

### BACKGROUND:

#### **AUDIT**

We have completed the audit, which was presented to the Board on 11/16/2017. We are getting the final report and preparing to send to the required entities and to the GFOA.

#### **NEW RATES**

All customers have received bill(s) with the new rates. The front office has been busy answering any questions people have on the new rates. So far it has not been very disruptive.

#### **STORM DAMAGE / FEMA**

We are working on another round of FEMA submittals. There are a handful of projects that have completed recently before the rainy season. We have received no news on our first submittal, other than it was received and is in process.

#### **COMPENSATION STUDY**

The District is beginning an internal review of all job classification/descriptions. This will be a collaborative effort between all staff and managers etc. We hope to have any changes completed by Spring of 2018. Early in 2018 we will begin further review of the RFP for the overall compensation study. We hope to have the entire project completed by end of 2018.

#### **CUSTOMER SERVICE SUPPORT**

Customer Service stats and information is included in this status report for review.

### **BILL LIST**

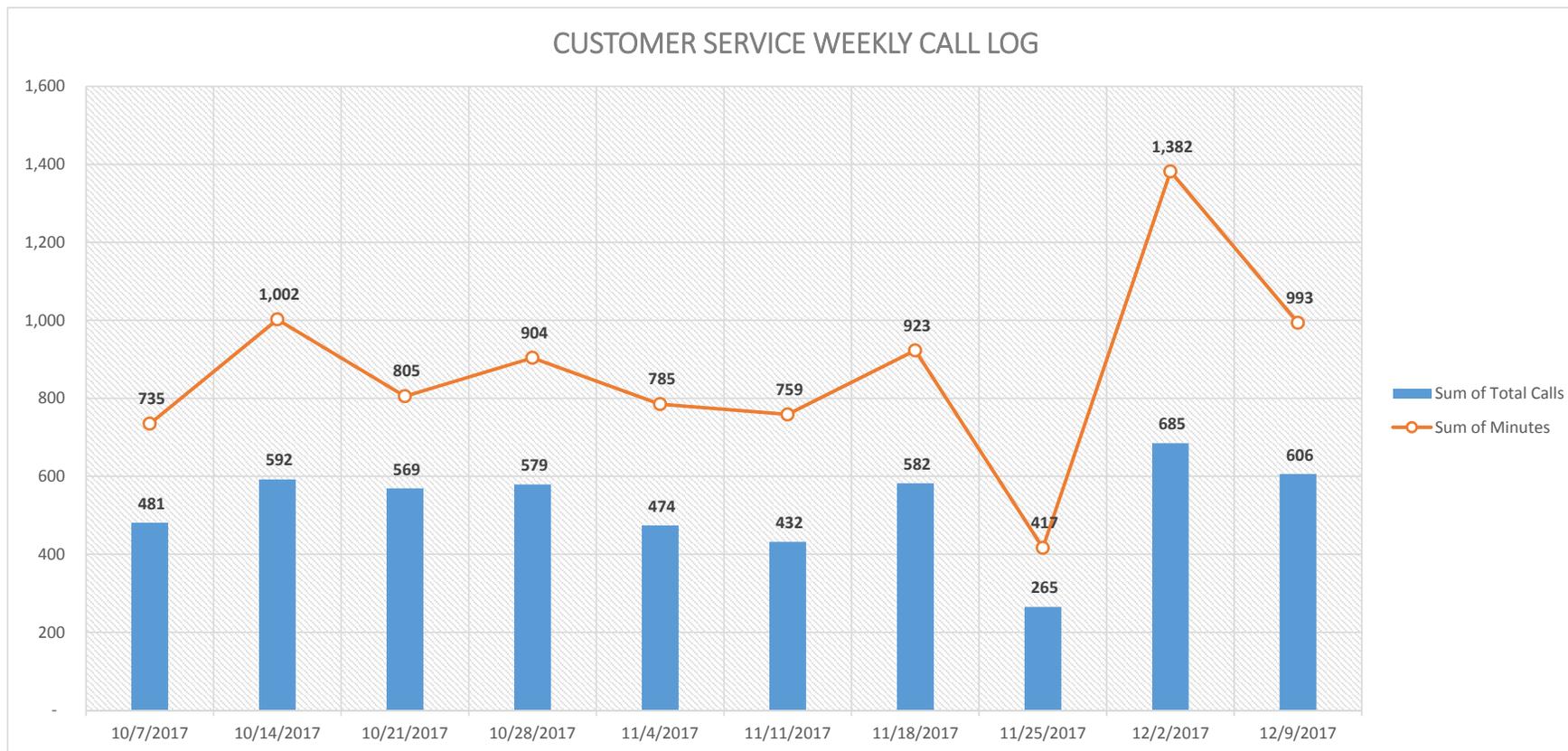
The Bill List is included in this status report for review.

### **FINANCIAL SUMMARY**

This packet contains the October 2017 summary.

### **REVENUE STABILIZATION RATE ANALYSIS**

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of October, 2017 consumption, the cumulative consumption is 11% above the baseline. There are no triggers identified per the revenue stabilization rate policy.



Week Ending	Incoming Calls		Outgoing Calls		Total Calls	
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes
10/7/2017	302	584	179	150	481	735
10/14/2017	353	796	239	206	592	1,002
10/21/2017	295	643	274	163	569	805
10/28/2017	314	644	265	260	579	904
11/4/2017	278	626	196	159	474	785
11/11/2017	266	533	166	226	432	759
11/18/2017	369	742	582	923	582	923
11/25/2017	189	374	76	43	265	417
12/2/2017	428	1,184	257	198	685	1,382
12/9/2017	327	691	279	302	606	993

Weekly Notes
Turn offs, Main Break: Overlook, Vista Terrace, Oak Ave
Tags, Main Break: Dundee, Vista Terrace, Bean, Fernwood
Turn off, Main Break: Creek Road, Starview
Main Break: Fiddlesticks, Two Bar, 11237 HWY 9, Lakeshore, Brackney, Bear Creek, Zayante Drive, River Drive
Tags, Main Break: Oso Viejo, Zayante Drive
Turn offs, Main Break: Paone Street, Creek Drive, Condor
Main Break: Plateau Drive, Lake Shore, Buena Vista Avenue
Main Break: Vera Avenue, Country Club Drive, Hermosa (Holiday week)
Turn offs & Tags, Main Break: Oak & Fernwood, Brookside Avenue, Visitar,
Turn offs, Main Break: 14580 HWY 9

**CUSTOMER SERVICE DEPT SUMMARY**

		***						**	**					*			
<b>Monthly Stats:</b>	<b>Nov-17</b>	<b>Oct-17</b>	<b>Sep-17</b>	<b>Aug-17</b>	<b>Jul-17</b>	<b>Jun-17</b>	<b>May-17</b>	<b>Apr-17</b>	<b>Mar-17</b>	<b>Feb-17</b>	<b>Jan-17</b>	<b>Dec-16</b>	<b>Nov-16</b>	<b>Oct-16</b>	<b>Sep-16</b>	<b>Aug-16</b>	<b>Jul-16</b>
Cut In/Outs	55	81	59	114	52	74	48	49	86	68	71	76	87	102	87	125	116
Final Bills	50	79	79	58	49	62	44	47	62	36	28	36	59	44	54	70	62
Tags	240	128	260	264	163	199	167	100	291	226	209	193	205	111	306	362	245
Turn-offs	24	26	25	29	24	23	20	36	33	12	34	38	40	23	47	74	46

**Online / Going Green**

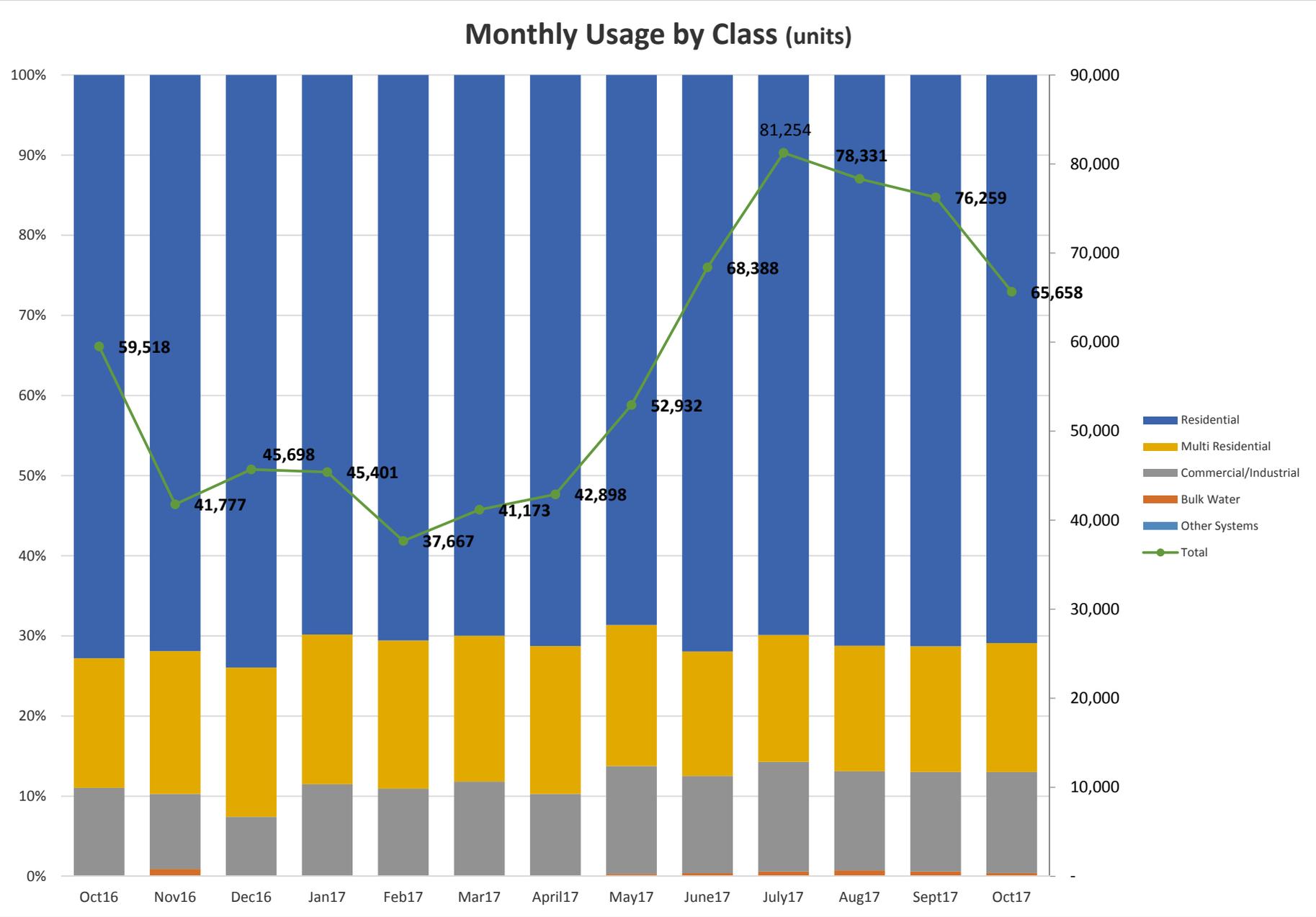
*As of 12/12/2017*

Online Sign-ups	3,398	3,331	3,283	3,244	3,201	3,164	3,141	3,115	3,038	2,985	2,929	2,880	2,826	2,772	2,712	2,640	2,585
E-Bills	1,043	1,018	998	979	957	949	931	920	879	858	843	826	808	783	762	740	721
Auto Pay	2,257	2,202	2,184	2,144	2,134	2,105	2,095	2,086	2,035	2,004	1,976	1,940	1,924	1,900	1,852	1,786	1,755

\*Only one billing cycle was tagged/turned off this month due to timing issues

\*\* Due to timing of tags, March had 3 tag cycles, while April only had one

\*\*\* Due to timing of tags, October only had 1 tag cycles.



# Accounts Payable

## Outstanding Invoices

User: KendraNegro  
 Printed: 12/12/2017 - 8:37 AM  
 Date Type: JE Date  
 Date Range: 11/08/2017 to 12/12/2017



13060 Highway 9  
 Boulder Creek, CA 95006-9119  
 (831) 338-2153 phone  
 (831) 338-7986 fax

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
<b>00001 - ROYAL WHOLESALE ELECTRIC</b>						
01-800-5300	12/11/2017	12/8/2017	623526	00073-06-2018	356.56	MISC SUPPLIES_WTP
02-600-5300	12/11/2017	12/8/2017	623526	00073-06-2018	387.33	STARTER_BCEWW
01-800-5311	12/11/2017	12/8/2017	623565	00073-06-2018	110.18	MISC SMALL TOOLS
Total for Vendor 00001 - ROYAL WHOLESALE ELECTRIC:					854.07	
<b>00020 - HARO, KASUNICH &amp; ASSOCIATES</b>						
01-000-1565	12/6/2017	12/5/2017	04090-17120	00059-06-2018	6,056.40	LWTP ACCESS RD SLIDE
Total for Vendor 00020 - HARO, KASUNICH & ASSOCIATES:					6,056.40	
<b>00047 - SOIL CONTROL LAB</b>						
01-800-5202	12/1/2017	11/29/2017	7110623	00012-06-2018	145.00	WATER ANALYSIS_235 MIRAFLORES_GEN PHYS
Task Label:		Type:	PO Number:	0000100983		
01-800-5202	12/1/2017	11/29/2017	7110624	00012-06-2018	37.00	WATER ANALYSIS_235 MIRAFLORES_METALS
Task Label:		Type:	PO Number:	0000100983		
01-800-5202	12/1/2017	12/1/2017	7110839	00012-06-2018	145.00	WATER ANALYSIS_CANEPA/ELENA
Task Label:		Type:	PO Number:	0000100983		
01-800-5202	12/6/2017	12/4/2017	7110490	00059-06-2018	39.00	WATER ANALYSIS_OLY 2_PHOSPHATE 11/15
Task Label:		Type:	PO Number:	0000100983		
01-800-5202	12/6/2017	12/4/2017	7110840	00059-06-2018	39.00	WATER ANALYSIS_OLY 2_PHOSPHATE_11/29
Task Label:		Type:	PO Number:	0000100983		
Total for Vendor 00047 - SOIL CONTROL LAB:					405.00	
<b>00058 - IHWY, INC.</b>						
01-100-5200	12/1/2017	12/1/2017	12206	00012-06-2018	25.00	BUSINESS HOSTING_slvwd.com
Total for Vendor 00058 - IHWY, INC.:					25.00	
<b>00076 - ERNIE'S AUTO CENTER</b>						
01-400-5300	12/1/2017	11/17/2017	720464	00011-06-2018	52.20	CELL PHONE MOUNT

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00076 - ERNIE'S AUTO CENTER:						52.20	
00080 - GRANITE CONSTRUCTION CO							
	01-800-5300	11/29/2017	11/15/2017	1285394	00199-05-2018	54.59	LWTP SLIDE_SAND BAGS
	01-400-5300	11/29/2017	11/16/2017	1285430	00199-05-2018	465.96	QUAIL 5 BIN STOCK
	01-400-5300	12/1/2017	11/20/2017	1288207	00011-06-2018	494.76	HOT MIX
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:						1,015.31	
00124 - BRUCE BARTON PUMP							
	01-400-5200	12/7/2017	11/30/2017	94702	00061-06-2018	753.91	PUMP REPAIR
Total for Vendor 00124 - BRUCE BARTON PUMP:						753.91	
00125 - SCARBOROUGH LUMBER							
	02-600-5300	12/11/2017	11/27/2017	303691	00073-06-2018	-177.18	BCEWW CREDIT RETURN
	01-400-5311	12/11/2017	11/27/2017	303735	00073-06-2018	28.11	MISC TOOLS, CLEANING SUPPLIES
	01-400-5300	12/11/2017	11/29/2017	303827	00073-06-2018	53.69	HEATER_FIREHOUSE BOOSTER
	01-400-5300	12/11/2017	11/30/2017	303916	00073-06-2018	17.46	MISC PARTS_BLAIR TANK
	01-400-5300	12/11/2017	12/1/2017	303953	00073-06-2018	18.43	LIGHT BULBS_FIREHOUSE BOOSTER
	01-800-5420	12/11/2017	12/4/2017	304129	00073-06-2018	38.18	CLEANING SUPPLIES_WTP
	01-400-5300	12/11/2017	12/5/2017	304239	00073-06-2018	57.99	INVERTER FOR B/U BATTERIES
	01-800-5300	12/11/2017	12/5/2017	375385	00073-06-2018	36.46	WT SAMPLING SUPPLIES
	01-100-5420	12/11/2017	11/28/2017	565975	00073-06-2018	44.78	ADMIN DROP BOX REPAIR
	01-100-5420	12/11/2017	11/28/2017	565980	00073-06-2018	4.82	ADMIN DROP BOX REPAIRS
	02-600-5300	12/11/2017	11/29/2017	566023	00073-06-2018	60.54	PARTS FOR BCEWW BLOWER BLDG
	01-100-5420	12/11/2017	11/30/2017	566045	00073-06-2018	25.74	ADMIN BLDG LIGHT REPAIR
	01-100-5420	12/11/2017	11/20/2017	566046	00073-06-2018	-1.29	ADMIN LIGHTS_CREDIT RETURN
	01-100-5420	12/11/2017	11/30/2017	566048	00073-06-2018	23.62	ADMIN BLDG LIGHT REPAIR
	01-200-5600	12/11/2017	12/5/2017	566204	00073-06-2018	28.99	POWER STRIP
	01-400-5300	12/11/2017	12/5/2017	566227	00073-06-2018	57.84	TARPS_QUAIL BINS
	01-400-5300	12/11/2017	12/6/2017	566255	00073-06-2018	31.85	SUPPLIES FOR SIGNS
	01-400-5311	12/11/2017	12/11/2017	566371	00073-06-2018	109.93	V#380 MAINTENANCE
Total for Vendor 00125 - SCARBOROUGH LUMBER:						459.96	
00137 - BRINK'S AWARDS _ COLLEEN NEVINS							
	01-100-5600	12/1/2017	11/29/2017	79471	00012-06-2018	31.61	NAME PLATES
Total for Vendor 00137 - BRINK'S AWARDS _ COLLEEN NEVINS:						31.61	

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00141 - B & B SMALL ENGINE						
01-400-5311	11/29/2017	11/22/2017	386676	00199-05-2018	546.46	HAND HELD GAS BLOWER
Total for Vendor 00141 - B & B SMALL ENGINE:					546.46	
00145 - BATTERIES PLUS						
01-800-5311	12/7/2017	12/4/2017	330836	00061-06-2018	35.96	FLASHLIGHT
Total for Vendor 00145 - BATTERIES PLUS:					35.96	
00146 - BLUEPRINT EXPRESS						
01-400-5200	12/1/2017	11/28/2017	229396	00012-06-2018	16.35	TROUT FARM PLANS_SCAN/EMAIL
Total for Vendor 00146 - BLUEPRINT EXPRESS:					16.35	
00148 - SOQUEL CREEK WATER DIST						
01-500-5620	12/5/2017	11/16/2017	1496237	00043-06-2018	70.94	SHARED POSTER CONTEST EXPENSE
Total for Vendor 00148 - SOQUEL CREEK WATER DIST:					70.94	
00168 - SCOTTS VALLEY SPRINKLER						
01-800-5300	12/11/2017	12/4/2017	149557	00073-06-2018	244.58	KWTP PLUMBING MATERIAL
Total for Vendor 00168 - SCOTTS VALLEY SPRINKLER:					244.58	
00210 - FISHER SCIENTIFIC						
01-800-5302	12/7/2017	11/22/2017	1978955	00061-06-2018	99.79	BUFFER
Total for Vendor 00210 - FISHER SCIENTIFIC:					99.79	
00233 - JACK LADD						
01-800-5410	11/29/2017	11/13/2017	72918	00199-05-2018	190.00	TOW_V#211
Total for Vendor 00233 - JACK LADD:					190.00	
00234 - CITY OF SCOTTS VALLEY						
01-800-5300	11/29/2017	11/15/2017	111517	00199-05-2018	79.00	SEWER CHARGES_9/21 - 11/15/17
Total for Vendor 00234 - CITY OF SCOTTS VALLEY:					79.00	
00236 - IDEXX DISTRIBUTION CORP						
01-800-5300	12/6/2017	11/29/2017	3024270346	00059-06-2018	717.43	Bacteriological sample bottles and media
Task Label:		Type:	PO Number:	0000100699		

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00236 - IDEXX DISTRIBUTION CORP:						717.43	
00273 - CORELOGIC, INC.	01-200-5200	12/6/2017	11/30/2017	30341528	00059-06-2018	200.00	REALQUEST SERVICE
Total for Vendor 00273 - CORELOGIC, INC.:						200.00	
00343 - ERNIE'S SERVICE CENTER							
	01-400-5410	12/5/2017	11/17/2017	64050	00043-06-2018	1,261.51	NEW TIRES/SERVICE V#309
	01-400-5410	12/5/2017	12/4/2017	64333	00043-06-2018	1,418.28	SERVICE V #480
Total for Vendor 00343 - ERNIE'S SERVICE CENTER:						2,679.79	
00362 - ACCELA, INC #774375							
	01-200-5610	12/6/2017	11/30/2017	36157	00059-06-2018	2,399.00	WEB PAYMENTS_TRANSACTION FEES
	01-200-5200	12/6/2017	11/30/2017	36157	00059-06-2018	185.00	WEB PAYMENTS_BANK FEES
Total for Vendor 00362 - ACCELA, INC #774375:						2,584.00	
00367 - INFOSEND, INC							
	01-200-5650	11/29/2017	10/31/2017	127801	00199-05-2018	2,652.83	POSTAGE FEES
	01-200-5200	11/29/2017	10/31/2017	127801	00199-05-2018	1,149.26	MAILING FEES
	01-200-5650	12/6/2017	11/30/2017	129191	00059-06-2018	2,651.49	POSTAGE FEES
	01-200-5200	12/6/2017	11/30/2017	129191	00059-06-2018	1,151.26	MAILING FEES
Total for Vendor 00367 - INFOSEND, INC:						7,604.84	
00450 - EUROFINS EATON ANALYTICAL, INC							
	01-800-5202	11/29/2017	11/28/2017	359092	00199-05-2018	800.00	WATER ANALYSIS_VARIOUS SITES
	Task Label:		Type:		PO Number: 0000100701		
	01-800-5202	11/29/2017	11/28/2017	359093	00199-05-2018	200.00	WATER ANALYSIS_235 MIRA FLORES
	Task Label:		Type:		PO Number: 0000100701		
	01-800-5202	11/29/2017	11/28/2017	359094	00199-05-2018	400.00	WATER ANALYSIS_7301 HWY 9, 150 VIEW CIRCLE
	Task Label:		Type:		PO Number: 0000100701		
	01-800-5202	11/29/2017	11/28/2017	359123	00199-05-2018	60.00	WATER ANALYSIS_PASO 5, BOB'S LN
	Task Label:		Type:		PO Number: 0000100701		
	01-800-5202	12/1/2017	11/30/2017	359756	00012-06-2018	400.00	WATER ANALYSIS_CREEKWOOD, LAKE BLVD
	Task Label: EXP-1617001A		Type: S		PO Number: 0000100701		
Total for Vendor 00450 - EUROFINS EATON ANALYTICAL, INC:						1,860.00	
00550 - HACH COMPANY							

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00550 - HACH COMPANY						
01-800-5300	12/1/2017	11/24/2017	10732690	00012-06-2018	152.33	WATER TREATMENT SUPPLIES
Task Label:		Type:	PO Number:	0000100921		
Total for Vendor 00550 - HACH COMPANY:					152.33	
00569 - PITNEY BOWES GLOBAL FIN.LLC						
01-100-5600	12/6/2017	11/30/2017	3101758507	00059-06-2018	459.29	MAIL MACHINE LEASE_09/30/17 - 12/29/17
Total for Vendor 00569 - PITNEY BOWES GLOBAL FIN.LLC:					459.29	
00640 - MONTEREY BAY AIR RESOURCES						
01-800-5320	12/1/2017	11/30/2017	936	00012-06-2018	2,788.00	GENERATOR PERMITS
Total for Vendor 00640 - MONTEREY BAY AIR RESOURCES:					2,788.00	
00711 - ROBERTS & BRUNE CO.						
01-000-1310	12/11/2017	12/6/2017	S1694169.001	00073-06-2018	421.08	FULL CIRCLE 12.62-13.02 12.50"
Task Label:		Type:	PO Number:	0000100981		
Total for Vendor 00711 - ROBERTS & BRUNE CO.:					421.08	
00768 - USA BLUEBOOK						
01-400-5401	12/1/2017	11/16/2017	421501	00011-06-2018	1,371.58	SAFETY GEAR_OPS
01-200-5401	12/1/2017	11/16/2017	421501	00011-06-2018	315.37	SAFETY GEAR_CS
01-800-5300	12/7/2017	11/30/2017	430890	00061-06-2018	347.49	TUBING KITS
Total for Vendor 00768 - USA BLUEBOOK:					2,034.44	
00944 - PHIL NEUMAN PDN CONSULTING						
01-100-5200	12/6/2017	11/30/2017	2523	00059-06-2018	505.00	MONTHLY SERVER BACKUP
Total for Vendor 00944 - PHIL NEUMAN PDN CONSULTING:					505.00	
10001 - RUTAN & TUCKER, LLP						
01-100-5210	11/29/2017	11/10/2017	792070	00199-05-2018	1,505.00	LEGAL SERVICES
Total for Vendor 10001 - RUTAN & TUCKER, LLP:					1,505.00	
10025 - BADGER METER, INC						
01-400-5200	12/7/2017	11/30/2017	80016005	00061-06-2018	608.76	BEACON SERVICES THROUGH NOV 2017

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 10025 - BADGER METER, INC:						608.76	
10151 - OSCAR RODAS							
	01-100-5420	12/6/2017	11/29/2017	613475	00059-06-2018	250.00	MAINTENANCE OCT 2017
	01-100-5420	12/6/2017	11/29/2017	613475	00059-06-2018	250.00	MAINTENANCE NOV 2017
Total for Vendor 10151 - OSCAR RODAS:						500.00	
Report Total:						35,556.50	

# Accounts Payable

## Checks by Date - Detail by Check Number

User: KendraNegro  
Printed: 12/12/2017 8:37 AM



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
13910	UB*00335	TERRY & DIANA ADAMS Refund Check Refund Check Refund Check	11/09/2017		37.75 2.22 8.46
				Total for Check Number 13910:	0.00 48.43
13911	00729 7102951	ALPHA ANALYTICAL LABS WASTWATER SAMPLING	11/09/2017		768.00
				Total for Check Number 13911:	0.00 768.00
13912	UB*00340	PABLO & DEVIN ARACENA Refund Check	11/09/2017		77.71
				Total for Check Number 13912:	0.00 77.71
13913	00096 700142588	AWWA MEMBERSHIP RENEWAL	11/09/2017		2,172.00
				Total for Check Number 13913:	0.00 2,172.00
13914	10149 102017	RANDALL BROWN HISTORICAL RESEARCH	11/09/2017		700.00
				Total for Check Number 13914:	0.00 700.00
13915	UB*00354	EDWARD BUSTAMANTEZ Refund Check Refund Check	11/09/2017		51.79 13.59
				Total for Check Number 13915:	0.00 65.38
13916	00566 17100	C S S C ANSWERING SERVICE	11/09/2017		279.87
				Total for Check Number 13916:	0.00 279.87
13917	00788 102617_0987198	COMCAST INTERNET_195 KIRBY ST	11/09/2017		151.12
				Total for Check Number 13917:	0.00 151.12
13918	00172 103117	JOSEPH F. CONE PROPANE	11/09/2017		25.55
				Total for Check Number 13918:	0.00 25.55
13919	00444 102617	COSTCO-CAPITAL ONE COMMERCIAL OFFICE SUPPLIES	11/09/2017		128.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13919:	0.00	128.70
13920	00037 32418 32418	COUNTY OF SANTA CRUZ FACILITY CLEAN UP TOILET RECYCLE	11/09/2017		24.00 7.00
			Total for Check Number 13920:	0.00	31.00
13921	00050 081-152-03	COUNTY OF SANTA CRUZ LIEN RELEASE FEE	11/09/2017		15.00
			Total for Check Number 13921:	0.00	15.00
13922	01086 208864	DIXON AND SON TIRE INC JOHN TIRE REPLACEMENT	11/09/2017		867.25
			Total for Check Number 13922:	0.00	867.25
13923	UB*00355	AMI EBRIGHT Refund Check	11/09/2017		89.97
			Total for Check Number 13923:	0.00	89.97
13924	UB*00023	ERA NETWORK ALLIANCE Refund Check	11/09/2017		18.13
			Total for Check Number 13924:	0.00	18.13
13925	00343 63254 63328 63332	ERNIE'S SERVICE CENTER V #338_SERVICE V#340_SHOCKS, BRAKES, TIRES, STEERING V #249_SERVICE	11/09/2017		693.75 2,631.71 107.57
			Total for Check Number 13925:	0.00	3,433.03
13926	00450 352072 352323 353032	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS_PASO 5, BOB'S LN WATER ANALYSIS_FALL CREEK WATER ANALYSIS_CLEAR CREEK, PEAVIN	11/09/2017		60.00 20.00 60.00
			Total for Check Number 13926:	0.00	140.00
13927	00991 4255775 6593611	EWING IRRIGATION PRODUCTS COMBINED SPRINGS RAW WATER LINE SILT FENCE STAKE RETURN	11/09/2017		1,524.07 -114.01
			Total for Check Number 13927:	0.00	1,410.06
13928	00118 66593866	FARMER BROTHERS COFFEE COFFEE SUPPLIES	11/09/2017		151.20
			Total for Check Number 13928:	0.00	151.20
13929	00080 1263181 1263229	GRANITE CONSTRUCTION CO BLAKE HAMMOND PAVING LYON PLANT BASIN GRAVEL	11/09/2017		82.46 84.11
			Total for Check Number 13929:	0.00	166.57
13930	00550 10677507 10679300	HACH COMPANY WATER TREATMENT SUPPLIES WATER TREATMENT SUPPLIES	11/09/2017		60.81 174.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13930:	0.00	235.61
13931	UB*00360	JAN LA FEVER Refund Check	11/09/2017		21.00
			Total for Check Number 13931:	0.00	21.00
13932	00233 72689	JACK LADD TOW V# 341	11/09/2017		150.00
			Total for Check Number 13932:	0.00	150.00
13933	10139 S1089737.001	NATIONAL METER AUTOMATION Meter Service Tools	11/09/2017		82.46
			Total for Check Number 13933:	0.00	82.46
13934	00054 102617	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_ZAYANTE/ROSEBLO	11/09/2017		1,601.90
			Total for Check Number 13934:	0.00	1,601.90
13935	00054 1027_2564996928	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_11550 REBECCA DR	11/09/2017		44.49
			Total for Check Number 13935:	0.00	44.49
13936	00054 1027_6279346884	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_19 SUMMIT AVE	11/09/2017		613.40
			Total for Check Number 13936:	0.00	613.40
13937	00054 1027_7179253583 1027_7179253583 1027_7179253583 1027_7179253583 1027_7179253583	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_CARROL AVE_WELL ELECTRIC CHARGES_11255 LOMPICO RD_ ELECTRIC CHARGES_11590 LAKESHORE I ELECTRIC CHARGES_END OF WEST DR_C ELECTRIC CHARGES_PUMPING STATION	11/09/2017		21.67 189.26 200.92 74.03 219.53
			Total for Check Number 13937:	0.00	705.41
13938	00719 1057233	POWERPLAN BACKHOE REPAIR & SERVICE	11/09/2017		2,087.99
			Total for Check Number 13938:	0.00	2,087.99
13939	01004 092917	CHADWICK PRICE BACKFLOW REPAIR	11/09/2017		107.80
			Total for Check Number 13939:	0.00	107.80
13940	00102 103117	ANDY ROBUSTELLI UNIFORM REIMBURSEMENT	11/09/2017		193.67
			Total for Check Number 13940:	0.00	193.67
13941	10166 74355991	SAFETY-KLEEN SYSTEMS, INC LWTP HAUL OUT	11/09/2017		525.00
			Total for Check Number 13941:	0.00	525.00
13942	UB*00356	ROBERT SIBLEY	11/09/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		Refund Check			53.24
			Total for Check Number 13942:	0.00	53.24
13943	UB*00359	KERRY SISSON	11/09/2017		
		Refund Check			2.73
		Refund Check			10.39
			Total for Check Number 13943:	0.00	13.12
13944	00047	SOIL CONTROL LAB	11/09/2017		
	7090789	WATER ANALYSIS_OLY 2			78.00
	7100129	WATER ANALYSIS_GENERAL PHYSICAL			145.00
	7100130	WATER ANALYSIS_TOTAL PHOSPHATE			39.00
	7100331	WATER ANALYSIS_243 EL SERENO			87.00
	7100332	WATER ANALYSIS_256 BLUE RIDGE			58.00
	7100334	WATER ANALYSIS_677 WEST DR			29.00
			Total for Check Number 13944:	0.00	436.00
13945	10163 1265958	STANTEC CONSULTING SERVICES CONSULTING SERVICES_08/12/17 THROUG	11/09/2017		1,926.00
			Total for Check Number 13945:	0.00	1,926.00
13946	00721 5926656	UNITED SITE SVCS.,INC QUAIL YARD TOILET_10/14/17 - 11/10/17	11/09/2017		165.21
			Total for Check Number 13946:	0.00	165.21
13947	UB*00357	STEVE VAN WICKLE Refund Check	11/09/2017		18.13
			Total for Check Number 13947:	0.00	18.13
13948	00268 12099	WATTS ON GENERATOR SERVICE & REPAIR	11/09/2017		767.04
			Total for Check Number 13948:	0.00	767.04
13949	UB*00358	DANIELLE YOUNG Refund Check	11/09/2017		12.47
			Total for Check Number 13949:	0.00	12.47
13950	00362 34920	ACCELA, INC #774375 ANNUAL MAINTENANCE_11/21/17 - 11/20/1	11/16/2017		22,424.86
			Total for Check Number 13950:	0.00	22,424.86
13951	00545 994371	AFLAC SUPPLEMENTAL INSURANCE_NOV 2017	11/16/2017		310.30
			Total for Check Number 13951:	0.00	310.30
13952	10023 110117	AT & T CAPITAL SERVICES, INC V2 SYSTEM MAINTENANCE	11/16/2017		396.07
			Total for Check Number 13952:	0.00	396.07
13953	00055 110117 110117	AT&T TELEPHONE SERVICE_ADMIN TELEPHONE SERVICE_WTP	11/16/2017		169.33 1,846.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	110117	TELEPHONE SERVICE_OPS			3,681.83
	110117	TELEPHONE SERVICE_BCEWW			345.68
					<hr/>
Total for Check Number 13953:				0.00	6,043.50
13954	00687	AT&T U-VERSE	11/16/2017		
	110517	INTERNET_13057 HWY 9			70.00
					<hr/>
Total for Check Number 13954:				0.00	70.00
13955	00141	B & B SMALL ENGINE	11/16/2017		
	385072	VALVE FOR CUT OFF SAW			20.57
					<hr/>
Total for Check Number 13955:				0.00	20.57
13956	00609	BALANCE HYDROLOGICS, INC	11/16/2017		
	217018-0717	STREAM MONTORING SERVICE THROUGH			10,663.82
	217018-0817	STREAM MONTORING SERVICE THROUGH			11,033.82
	217018-0917	STREAM MONTORING SERVICE THROUGH			7,846.02
					<hr/>
Total for Check Number 13956:				0.00	29,543.66
13957	00378	BANK OF THE WEST	11/16/2017		
	102817	BLAKE HAMMOND GATE REPAIR			423.14
	102817	TAX_CLARIFIER PUMP			158.81
	102817	LUNCHEON MEETING			14.58
	102817	K CONRAD INTERNET			4.00
	102817	AWWA SEMINAR_H OLIPHANT			50.00
	102817	TAX WITHHOLDING			-158.81
	102817	ADMIN DROP BOX			173.00
	102817	MAIL CHIMP SERVICES			50.00
	102817	ADMIN DROP BOX_TAX WITHHOLDING			-14.71
	102817	KUBOTA TRAILER HITCH			145.11
	102817	APP RIVER CLOUD SERVICES			158.40
	102817	SUPPLIES FOR ENV BOOTH			115.47
	102817	ADMIN DROP BOX_TAX			14.71
	102817	EMPLOYEE RECOGNITION LUNCHEON			249.97
	102817	ADVERTISING_SC MT BULLETIN			229.00
	102817	ADVERTISING			330.00
	102817	KWTP CLARIFIER REPLACEMENT PUMP			1,868.31
					<hr/>
Total for Check Number 13957:				0.00	3,810.98
13958	00145	BATTERIES PLUS	11/16/2017		
	328809	BATTERIES FOR PRESSURE RECORDER			29.40
					<hr/>
Total for Check Number 13958:				0.00	29.40
13959	10173	CARLY BLANCHARD	11/16/2017		
	110917	EMPLOYEE REIMBURSEMENT			81.70
					<hr/>
Total for Check Number 13959:				0.00	81.70
13960	00788	COMCAST	11/16/2017		
	110117_1236033	INTERNET_215 BLACKSTONE DR			172.46
					<hr/>
Total for Check Number 13960:				0.00	172.46
13961	00788	COMCAST	11/16/2017		
	110317	INTERNET-545 FALL CREEK			174.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13961:	0.00	174.50
13962	00788 110517	COMCAST INTERNET-280 BLUE RIDGE DR	11/16/2017		172.46
			Total for Check Number 13962:	0.00	172.46
13963	00788 110617	COMCAST INTERNET_295 EAST RD	11/16/2017		172.46
			Total for Check Number 13963:	0.00	172.46
13964	00788 110717	COMCAST INTERNET-5819 FOREST HILL DR	11/16/2017		172.46
			Total for Check Number 13964:	0.00	172.46
13965	00076 717625	ERNIE'S AUTO CENTER CELL PHONE HOLDER	11/16/2017		24.94
			Total for Check Number 13965:	0.00	24.94
13966	00343 62993 63449 63479	ERNIE'S SERVICE CENTER REPLACE PASSENGER SIDE MIRROR OIL, SMOG, FLUIDS OIL, SMOG, FLUIDS	11/16/2017		260.56 128.77 126.28
			Total for Check Number 13966:	0.00	515.61
13967	00080 1262360 1266473	GRANITE CONSTRUCTION CO HOT MIX HOT MIX	11/16/2017		178.94 172.29
			Total for Check Number 13967:	0.00	351.23
13968	00615 9112664	HOME DEPOT CREDIT SERVICES LIGHT_OPS	11/16/2017		59.65
			Total for Check Number 13968:	0.00	59.65
13969	10005 102474023	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING	11/16/2017		2,310.00
			Total for Check Number 13969:	0.00	2,310.00
13970	00367 126625 126625	INFOSEND, INC MAILING FEES POSTAGE	11/16/2017		1,141.12 2,656.70
			Total for Check Number 13970:	0.00	3,797.82
13971	00082 218224	MID VALLEY SUPPLY PAPER TOWELS_WTP	11/16/2017		73.44
			Total for Check Number 13971:	0.00	73.44
13972	00539 0917SLV	MILLER MAXFIELD, INC PUBLIC OUTREACH CONSULTING_SEPT 1'	11/16/2017		6,712.50
			Total for Check Number 13972:	0.00	6,712.50
13973	10158	NOSSAMAN, LLP	11/16/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	472542	GENERAL COUNSEL SERVICES THROUGH			54,313.50
			Total for Check Number 13973:	0.00	54,313.50
13974	00054 110217	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_140 ELENA DR	11/16/2017		9.74
			Total for Check Number 13974:	0.00	9.74
13975	10001 790360	RUTAN & TUCKER, LLP COUNSEL SERVICES	11/16/2017		1,155.00
			Total for Check Number 13975:	0.00	1,155.00
13976	10105 10053421	SIERRA CHEMICAL, INC CL2	11/16/2017		3,194.18
			Total for Check Number 13976:	0.00	3,194.18
13977	00047 7100542	SOIL CONTROL LAB WATER ANALYSIS_CANEPA/ELENA	11/16/2017		145.00
			Total for Check Number 13977:	0.00	145.00
13978	00044 103017	STAPLES CREDIT PLAN_6035 5178 622- LETTER OPENERS	11/16/2017		20.38
			Total for Check Number 13978:	0.00	20.38
13979	10138 102717	SWRCB - DWOCP CERTIFICATION RENEWAL	11/16/2017		60.00
			Total for Check Number 13979:	0.00	60.00
13980	00129 147168792-003 150700884-001	UNITED RENTALS NORTHWEST INC CREDIT_REDWOOD MT FAIR GENERATOF COMBINED SPRINGS	11/16/2017		-1,939.92 2,942.98
			Total for Check Number 13980:	0.00	1,003.06
13981	00768 388925	USA BLUEBOOK COUPLING ASSEMBLIES	11/16/2017		176.76
			Total for Check Number 13981:	0.00	176.76
13982	10072 2780	WATER SYSTEMS CONSULTING, INC ENGINEERING SERVICES 9/1/17 - 9/30/17	11/16/2017		3,350.63
			Total for Check Number 13982:	0.00	3,350.63
13983	00599 51829435 51829435 51829435	WEX BANK FUEL_WTP FUEL_OPS FUEL_CS	11/16/2017		1,566.29 2,695.51 584.26
			Total for Check Number 13983:	0.00	4,846.06
13984	00362 35066 35066	ACCELA, INC #774375 WEB PAYMENTS_BANK FEES WEB PAYMENTS_TRANSACTION FEES	11/22/2017		185.00 2,353.00
			Total for Check Number 13984:	0.00	2,538.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
13985	10175 134580	ACE PORTABLE SERVICES PORTABLE TOILET RENTAL	11/22/2017		160.85
			Total for Check Number 13985:	0.00	160.85
13986	00589 7413	ALLARD'S SEPTIC KWTP PUMP OUT	11/22/2017		300.00
			Total for Check Number 13986:	0.00	300.00
13987	00729 7111200	ALPHA ANALYTICAL LABS WASTWATER SAMPLING	11/22/2017		706.00
			Total for Check Number 13987:	0.00	706.00
13988	00309 779298308	AT&T IP SERVICES IP SERVICE_195 KIRBY	11/22/2017		267.45
			Total for Check Number 13988:	0.00	267.45
13989	00687 11617_132166881	AT&T U-VERSE INTERNET_MANANA WOODS	11/22/2017		85.00
			Total for Check Number 13989:	0.00	85.00
13990	00687 11717_132182018	AT&T U-VERSE INTERNET_345 QUAIL TERRACE	11/22/2017		75.00
			Total for Check Number 13990:	0.00	75.00
13991	00687 11817_250354021	AT&T U-VERSE INTERNET_365 MADRONE AVE	11/22/2017		75.00
			Total for Check Number 13991:	0.00	75.00
13992	10025 80015360	BADGER METER, INC BEACON SERVICES_OCT 2017	11/22/2017		591.85
			Total for Check Number 13992:	0.00	591.85
13993	10121 34062	COLANTUONO,HIGHSMITH & WHATL LEGAL SERVICES THROUGH 10/31/17	11/22/2017		385.00
			Total for Check Number 13993:	0.00	385.00
13994	00788 110817_1236058	COMCAST INTERNET_17277 HWY 9	11/22/2017		172.46
			Total for Check Number 13994:	0.00	172.46
13995	00265 2466	COMMUNITY TELEVISION MEETING COVERAGE_10/19/17	11/22/2017		476.00
			Total for Check Number 13995:	0.00	476.00
13996	00273 30338009	CORELOGIC, INC. REALQUEST SERVICES	11/22/2017		200.00
			Total for Check Number 13996:	0.00	200.00
13997	00050 021-291-19	COUNTY OF SANTA CRUZ LIEN RELEASE	11/22/2017		15.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13997:	0.00	15.00
13998	00050 064-293-04	COUNTY OF SANTA CRUZ LIEN RELEASE	11/22/2017		15.00
			Total for Check Number 13998:	0.00	15.00
13999	00050 085-051-31	COUNTY OF SANTA CRUZ LIEN RELEASE	11/22/2017		15.00
			Total for Check Number 13999:	0.00	15.00
14000	00050 087-182-17	COUNTY OF SANTA CRUZ LIEN RELEASE	11/22/2017		15.00
			Total for Check Number 14000:	0.00	15.00
14001	10120 119	CREDIT BUREAU ASSOCIATES COLLECTION FEES	11/22/2017		63.31
			Total for Check Number 14001:	0.00	63.31
14002	00703 223153 223154 223155 223156 223157 223158 223159	DATAFLOW BUSINESS SYSTEMS, INC MAINTENANCE_SAVIN 917SPF MAINTENANCE_OKIDATA/ES8473X MAINTENANCE_KYOCERA/FS-C626MFP MAINTENANCE_HP/HP 602DN MAINTENANCE_HP/HP 5200 MAINTENANCE_KONICA/BIZHUB C451 MAINTENANCE_CANON/2525	11/22/2017		81.47 145.98 233.15 237.25 90.05 720.98 184.12
			Total for Check Number 14002:	0.00	1,693.00
14003	00147 9067796	EMERSON PROCESS MANAGEMENT OPERATIONS SCADA RTU	11/22/2017		41,694.07
			Total for Check Number 14003:	0.00	41,694.07
14004	00076 718556 718782	ERNIE'S AUTO CENTER GRAB HANDLE GAS CAN	11/22/2017		123.67 31.63
			Total for Check Number 14004:	0.00	155.30
14005	00450 354339 354546	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS_LEWIS WELL 1, 5, 7A WATER ANALYSIS_PASO, BOB'S LANE	11/22/2017		600.00 60.00
			Total for Check Number 14005:	0.00	660.00
14006	00991 4305601	EWING IRRIGATION PRODUCTS COMBINED SPRINGS RAW WATER LINE	11/22/2017		289.51
			Total for Check Number 14006:	0.00	289.51
14007	00750 103117	FEDAK & BROWN, LLP SERVICES RENDERED TRHOUGH OCT 2017	11/22/2017		2,000.00
			Total for Check Number 14007:	0.00	2,000.00
14008	00329 9598912377	GRAINGER TRUCK TOOLS	11/22/2017		458.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14008:	0.00	458.30
14009	00080	GRANITE CONSTRUCTION CO	11/22/2017		
	1271160	PAVING REPAIRS			234.86
	1275133	BASE ROCK			37.54
	1276805	QUAIL 5 BINS			61.45
			Total for Check Number 14009:	0.00	333.85
14010	00020	HARO, KASUNICH & ASSOCIATES	11/22/2017		
	04090-17110	LWTP ACCESS RD			1,608.75
			Total for Check Number 14010:	0.00	1,608.75
14011	00058	IHWY, INC.	11/22/2017		
	12206	BUSINESS HOSTING_slvwd.com			25.00
			Total for Check Number 14011:	0.00	25.00
14012	00608	LLOYD'S TIRE SERVICE, INC	11/22/2017		
	334382	TIRES FOR V#260			1,203.87
			Total for Check Number 14012:	0.00	1,203.87
14013	01052	SCOTT MATTOCH	11/22/2017		
	111517	REIMBURSEMENT_OP SUPPLIES			212.46
			Total for Check Number 14013:	0.00	212.46
14014	UB*00361	M NUNES	11/22/2017		
		Refund Check			2.33
			Total for Check Number 14014:	0.00	2.33
14015	00944	PHIL NEUMAN PDN CONSULTING	11/22/2017		
	2478	MONTHLY SERVER BACKUP			505.00
	2496	SERVICES RENDERED_OCT 2017			250.00
			Total for Check Number 14015:	0.00	755.00
14016	10159	SLATE ROCK SAFETY	11/22/2017		
	17425	PPE FOR ELECTRICIANS (FR CLOTHING) F			280.47
	17425	TAX WITHHOLDING			-63.58
	17425	PPE FOR ELECTRICIANS (FR CLOTHING) F			467.50
	17425	TAX			63.58
			Total for Check Number 14016:	0.00	747.97
14017	00047	SOIL CONTROL LAB	11/22/2017		
	7100333	TOTAL PHOSPHATE_SAMPLING DATE 10/1			39.00
	7100543	TOTAL PHOSPHATE_SAMPLING DATE_10/1			39.00
	7100796	WATER ANALYSIS_GENERAL PHYSICAL			145.00
	7100797	TOTAL PHOSPHATE_SAMPLING DATE 10/2			39.00
	7100798	WATER ANALYSIS_MIRA FLORES			37.00
	7110065	WATER ANALYSIS_CANEPA/ELENA			145.00
	7110068	WATER ANALYSIS_OLY 2			98.00
			Total for Check Number 14017:	0.00	542.00
14018	UB*00341	Sterling Peak LLC	11/22/2017		
		Refund Check			1.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		Refund Check			5.89
		Refund Check			109.59
			Total for Check Number 14018:	0.00	117.03
14019	00768 407489	USA BLUEBOOK LAB SUPPLIES	11/22/2017		614.23
			Total for Check Number 14019:	0.00	614.23
14020	10080 111517	RICARDO VILLA SWRCB REIMBURSEMENT	11/22/2017		60.00
			Total for Check Number 14020:	0.00	60.00
14021	00268 12095	WATTS ON FELTON ACRES GENERATOR SERVICE	11/22/2017		635.09
			Total for Check Number 14021:	0.00	635.09
14022	UB*00362	MATTHEW ZIEGLER Refund Check Refund Check	11/22/2017		51.43 2.39
			Total for Check Number 14022:	0.00	53.82
14023	00359 9008554281	ALLIED ELECTRONICS OLY 2 PHASE MONITOR	11/30/2017		168.11
			Total for Check Number 14023:	0.00	168.11
14024	00729 7112219	ALPHA ANALYTICAL LABS WASTEWATER SAMPLING	11/30/2017		926.00
			Total for Check Number 14024:	0.00	926.00
14025	00162 38166286	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL	11/30/2017		316.02
			Total for Check Number 14025:	0.00	316.02
14026	00767 950546091	ANTHEM BLUE CROSS MEDICARERX_RETIRED EMPLOYEE	11/30/2017		159.80
			Total for Check Number 14026:	0.00	159.80
14027	00609 217018-1017	BALANCE HYDROLOGICS, INC STREAM GAGING FOR OCT 2017	11/30/2017		11,884.02
			Total for Check Number 14027:	0.00	11,884.02
14028	00220 30445	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES _NOVEMBER	11/30/2017		424.42
			Total for Check Number 14028:	0.00	424.42
14029	00178 DEC 2017 DEC 2017 DEC 2017 DEC 2017 DEC 2017 DEC 2017	CALPERS MEDICAL INSURANCE_FINANCE MEDICAL INSURANCE_ENV MEDICAL INSURANCE_RETIRED EMPLOY MEDICAL INSURANCE_ENG MEDICAL INSURANCE_ADMIN FEE MEDICAL INSURANCE_OPS	11/30/2017		15,648.95 2,770.39 750.00 733.39 171.70 13,306.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	DEC 2017	MEDICAL INSURANCE_DEPENDENT			3,419.99
	DEC 2017	MEDICAL INSURANCE_WTP			8,611.87
	DEC 2017	MEDICAL INSURANCE_ADMIN			2,820.46
			Total for Check Number 14029:	0.00	48,233.06
14030	10106 6321	CEL ANALYTICAL, INC LT2 MONITORING	11/30/2017		409.00
			Total for Check Number 14030:	0.00	409.00
14031	00788 111117_1171123	COMCAST INTERNET_23 SUMMIT AVE	11/30/2017		141.12
			Total for Check Number 14031:	0.00	141.12
14032	00788 111517	COMCAST INTERNET_200 ANNIE'S WAY	11/30/2017		172.46
			Total for Check Number 14032:	0.00	172.46
14033	10171 111417	CWEA SERVICES SEMINAR_N GILLESPIE	11/30/2017		70.00
			Total for Check Number 14033:	0.00	70.00
14034	00384 1117-04	D.W. ALLEY & ASSOCIATES SURFACE WATER MONITORING	11/30/2017		3,417.63
			Total for Check Number 14034:	0.00	3,417.63
14035	00343 63654	ERNIE'S SERVICE CENTER V #181 SERVICE	11/30/2017		314.25
			Total for Check Number 14035:	0.00	314.25
14036	00450 356515	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS_PASO 5, BOB'S LN	11/30/2017		60.00
			Total for Check Number 14036:	0.00	60.00
14037	00016 3073919	GREENWASTE RECOVERY,INC GARBAGE	11/30/2017		332.40
			Total for Check Number 14037:	0.00	332.40
14038	00526 3617301226	HOPKINS TECHNICAL PROD. Q5 CL2 ANALYZER PART	11/30/2017		364.12
			Total for Check Number 14038:	0.00	364.12
14039	00695 110917	PAUL JENSEN LWTP ACCESS RD REPAIR	11/30/2017		2,335.00
			Total for Check Number 14039:	0.00	2,335.00
14040	00216 102340	BOULDER CREEK AUTO PARTS KATH MOTOR OIL	11/30/2017		15.86
			Total for Check Number 14040:	0.00	15.86
14041	00336 SLVWD 10-17	LAND TRUST OF SANTA CRUZ CNTY OLYMPIA PATROL SERVICES_OCT 2017	11/30/2017		589.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14041:	0.00	589.05
14042	00313	MET LIFE	11/30/2017		
	DEC 2017	DENTAL INSURANCE_ENG			60.75
	DEC 2017	DENTAL INSURANCE_OPS			1,698.69
	DEC 2017	LIFE INSURANCE_ENV			33.30
	DEC 2017	DISABILITY INSURANCE_OPS			312.92
	DEC 2017	DENTAL INSURANCE_WTP			1,102.75
	DEC 2017	DISABILITY INSURANCE_WTP			320.28
	DEC 2017	LIFE INSURANCE_OPS			169.83
	DEC 2017	LIFE INSURANCE_FINANCE			144.02
	DEC 2017	DENTAL INSURANCE_ENV			186.55
	DEC 2017	DISABILITY INSURANCE_ENV			78.38
	DEC 2017	DENTAL INSURANCE_FINANCE			1,388.40
	DEC 2017	DISABILITY INSURANCE_ADMIN			84.83
	DEC 2017	DENTAL INSURANCE_ADMIN			250.80
	DEC 2017	DISABILITY INSURANCE_FINANCE			280.24
	DEC 2017	LIFE INSURANCE_ENG			16.65
	DEC 2017	DISABILITY INSURANCE_ENG			41.45
	DEC 2017	LIFE INSURANCE_WTP			146.52
	DEC 2017	LIFE INSURANCE_ADMIN			33.30
			Total for Check Number 14042:	0.00	6,349.66
14043	10158	NOSSAMAN, LLP	11/30/2017		
	472542A	COURTESY DISCOUNT FROM 10/18/17			-5,000.00
	473068	SERVICES RENDERED THROUGH 10/31/17			14,039.27
			Total for Check Number 14043:	0.00	9,039.27
14044	00396	SALMONID RESTORATION FED.	11/30/2017		
	3401	CONFERENCE			500.00
			Total for Check Number 14044:	0.00	500.00
14045	10159	SLATE ROCK SAFETY	11/30/2017		
	17886	PPE FOR ELECTRICIANS (FR CLOTHING) F			53.85
	17886	TAX WITHHOLDING			-4.58
	17886	TAX			4.58
			Total for Check Number 14045:	0.00	53.85
14046	00047	SOIL CONTROL LAB	11/30/2017		
	7110066	TOTAL PHOSPHATE			78.00
	7110067	12788 HWY 9_PHOSPHATE			117.00
	7110288	WATER ANALYSIS_243 EL SERENO			145.00
	7110289	WATER ANALYSIS_11769 EDGEWOOD			29.00
	7110290	OLY 2 WELL			39.00
			Total for Check Number 14046:	0.00	408.00
14047	10176	TRACER ELECTRONICS, LLC	11/30/2017		
	104900	LOCATOR REPAIR			325.97
			Total for Check Number 14047:	0.00	325.97
14048	00011	VERIZON WIRELESS	11/30/2017		
	9796283877	CELL PHONE CHARGES_ENV			95.20
	9796283877	CELL PHONE CHARGES_ENG			95.20
	9796283877	CELL PHONE CHARGES_OPS			223.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14048:	0.00	414.27
14049	10072 2792	WATER SYSTEMS CONSULTING, INC FALL CREEK FISH LADDER DEBRIS REMO	11/30/2017		1,437.53
			Total for Check Number 14049:	0.00	1,437.53
14050	00398 8424827	WATSONVILLE METAL CO.,INC RECYCLE METAL	11/30/2017		600.00
			Total for Check Number 14050:	0.00	600.00
14051	10177 1798-24	ANDERSON PACIFIC ENGINEERING SV MAIN REPAIR	11/30/2017		9,197.92
			Total for Check Number 14051:	0.00	9,197.92
14052	00309 111117 111117 111117	AT&T IP SERVICES IP SERVICE_ADMIN IP SERVICE_OPS IP SERVICE_WTP	11/30/2017		259.53 259.53 259.53
			Total for Check Number 14052:	0.00	778.59
14053	00686 111317 111317 111317	AT&T LONG DISTANCE LONG DISTANCE_WTP LONG DISTANCE_OPS LONG DISTANCE_ADMIN FAX	11/30/2017		5.74 35.41 217.24
			Total for Check Number 14053:	0.00	258.39
14054	00687 111517	AT&T U-VERSE INTERNET_365 MADRONE AVE	11/30/2017		67.00
			Total for Check Number 14054:	0.00	67.00
14055	00687 11152017	AT&T U-VERSE INTERNET_GRAHAM HILL RD	11/30/2017		75.00
			Total for Check Number 14055:	0.00	75.00
14056	00687 111917	AT&T U-VERSE INTERNET_365 MADRONE AVE	11/30/2017		55.00
			Total for Check Number 14056:	0.00	55.00
14057	00687 11192017	AT&T U-VERSE INTERNET_365 MADRONE	11/30/2017 VOID	55.00	
			Total for Check Number 14057:	55.00	0.00
14058	01077 112717	JOSEPH B BEASLEY MEAL REIMBURSEMENT	11/30/2017		8.65
			Total for Check Number 14058:	0.00	8.65
14059	00067 110617	CALIFORNIA SPECIAL DISTRICT MEMBERSHIP RENEWAL	11/30/2017		6,842.00
			Total for Check Number 14059:	0.00	6,842.00
14060	00788	COMCAST	11/30/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	111617	INTERNET_264 ORCHARD RD			136.12
			Total for Check Number 14060:	0.00	136.12
14061	00788 111917	COMCAST INTERNET_7400 HWY 9	11/30/2017		141.12
			Total for Check Number 14061:	0.00	141.12
14062	10168 111517	KENDRA CONRAD CALPERS WORKSHOPS, JOB FAIR	11/30/2017		72.04
			Total for Check Number 14062:	0.00	72.04
14063	00037 32553 32553 32553 32553 32553 32553 32553	COUNTY OF SANTA CRUZ RECYCLE TOILETS RECYCLE TOILET RECYCLE TOILET WOODWASTE_MIRA FLORES WOODWASTE_MIRA FLORES WOODWASTE_MIRA FLORES WOODWASTE_MIRA FLORES	11/30/2017		14.00 7.00 7.00 18.50 30.00 14.00 14.00
			Total for Check Number 14063:	0.00	104.50
14064	00343 62992 63836	ERNIE'S SERVICE CENTER SERVICE V#224	11/30/2017		730.98 98.42
			Total for Check Number 14064:	0.00	829.40
14065	10103 112017	OCTAVIO FERNANDEZ UNIFORM REIMBURSEMENT	11/30/2017		165.97
			Total for Check Number 14065:	0.00	165.97
14066	00080 1278881	GRANITE CONSTRUCTION CO LWTP ACCES RD_FILL DIRT	11/30/2017		21.70
			Total for Check Number 14066:	0.00	21.70
14067	00610 M17-115	MAGGIORA BROS DRILLING MANANA WOODS WELL#1	11/30/2017		20,934.75
			Total for Check Number 14067:	0.00	20,934.75
14068	00610 M17-116	MAGGIORA BROS DRILLING PASO 5A WELL	11/30/2017		83,325.00
			Total for Check Number 14068:	0.00	83,325.00
14069	00610 M17-118	MAGGIORA BROS DRILLING PASO 6 WELL	11/30/2017		32,563.75
			Total for Check Number 14069:	0.00	32,563.75
14070	00539 1017SLV	MILLER MAXFIELD, INC PUBLIC OUTREACH CONSULTING	11/30/2017		1,462.50
			Total for Check Number 14070:	0.00	1,462.50
14071	00054 112117	PACIFIC GAS & ELECTRIC ELECTRIC_365 MADRONE	11/30/2017		49.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14071:	0.00	49.81
14072	00054	PACIFIC GAS & ELECTRIC	11/30/2017		
	112217	ELECTRIC_WEST DR			18.40
	112217	ELECTRIC_CARROL AVE & LOMPICO RD			20.74
	112217	ELECTRIC_PUMP			172.75
	112217	ELECTRIC_PUMPING STATION			134.03
	112217	ELECTRIC_11590 LAKESHORE DR			211.35
			Total for Check Number 14072:	0.00	557.27
14073	00054	PACIFIC GAS & ELECTRIC	11/30/2017		
	11222017	ELECTRIC_ZAYANTE, ROSEBLOOM			1,161.41
			Total for Check Number 14073:	0.00	1,161.41
14074	00719	POWERPLAN	11/30/2017		
	1057234	KUBOTA REPAIR			2,174.12
			Total for Check Number 14074:	0.00	2,174.12
14075	10105	SIERRA CHEMICAL, INC	11/30/2017		
	10018373	CHLORINE DRUM CREDIT			-560.00
	10054003	CHLORINE			2,555.35
			Total for Check Number 14075:	0.00	1,995.35
14076	00555	STORDOK	11/30/2017		
	53539084	ON-SITE DOCUMENT SHREDDING			45.00
			Total for Check Number 14076:	0.00	45.00
14077	00129	UNITED RENTALS NORTHWEST INC	11/30/2017		
	150700884-002	COMBINED SPRINGS			362.70
			Total for Check Number 14077:	0.00	362.70
14078	00011	VERIZON WIRELESS	11/30/2017		
	9796283876	CELL PHONE CHARGES_ADMIN			100.12
	9796283876	CELL PHONE CHARGES_OPS			579.38
	9796283876	CELL PHONE CHARGES_WTP			370.58
			Total for Check Number 14078:	0.00	1,050.08
14079	00268	WATTS ON	11/30/2017		
	12107	GENERATOR SERVICE			594.43
	12108	GENERATOR SERVICE			511.85
	12109	GENERATOR SERVICE			380.81
			Total for Check Number 14079:	0.00	1,487.09
14080	00540	STATE BOARD OF EQUALIZATION	11/30/2017		
	0002 8261 523	PERMIT_07/01/17 - 06/30/18			221.72
	0002 8279 802	PERMIT_07/01/17 - 06/30/18			150.51
	0002 8287 719	PERMIT_07/01/17 - 06/30/18			169.63
	0002 8287 819	PERMIT_07/01/17 - 06/30/18			168.73
	0002 8289 106	PERMIT_07/01/17 - 06/30/18			156.38
	0002 8297 702	PERMIT_07/01/17 - 06/30/18			156.38
	0002 8341 222	PERMIT_07/01/17 - 06/30/18			1,000.00
	0002 8427 727	PERMIT_07/01/17 - 06/30/18			184.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14080:	0.00	2,207.47
14081	10139	NATIONAL METER AUTOMATION	12/01/2017		
	S1090944.002	8001-002 METER METER 1" BADGER MODI			328.32
	S1090944.002	8001-000 METERS5/8"x3/4" BADGER MODEL			2,188.80
	S1090944.002	8001-001 METER 3/4"X3/4" BADGER MODE			328.32
			Total for Check Number 14081:	0.00	2,845.44
14082	00711	ROBERTS & BRUNE CO.	12/01/2017		
	S1691781.001	REGULATOR 1" 25 AUB			381.04
	S1691781.001	PLUG GALV 1"			8.03
	S1691781.001	CAP GALV 3"			12.59
	S1691781.001	NIPPLE GALV 2" X 3"			17.07
	S1694164.001	HYDRANT BURY 6" X 24" W/ACC			428.13
	S1694164.001	GATE VALVE MJ X FLG 6"A2360-16			1,041.66
			Total for Check Number 14082:	0.00	1,888.52
14083	00142	SAN LORENZO LUMBER	12/01/2017		
	0105424	LOST ACRES BLDG_STAIN			44.84
	104040	FELTON ACRES LIGHTS			52.83
	104123	COMBINED SPRINGS_EROSION CONTROL			273.83
	104604	MISC PVC PARTS, GLUE			28.21
			Total for Check Number 14083:	0.00	399.71
14084	00125	SCARBOROUGH LUMBER	12/01/2017		
	301773	MISC TRUCK SUPPLES			49.75
	301796	COMBINED SPRINGS_TRACER WIRE			64.44
	301847	REPLACEMENT DIE TEETH			48.32
	302032	CHUCK KEY			4.34
	302037	ROPE FOR SAND BAGS @ LWTP SLIDE			432.86
	302168	TOOL BOX LINERS			54.07
	302233	TRACER WIRE			48.32
	302481	MISC ELECTRICAL_BOOSTER STA. LIGHT			86.52
	302540	BCEWW BLOWER BLDG			1,356.73
	302557	RIVER GROVE LIGHT REPAIR			13.52
	302565	OLY 2 SAMPLE STATION REPAIRS			18.99
	302938	MADRONE BOOSTER SUMP PUMP			168.61
	303059	BCEWW BLOWER BLDG			97.49
	303121	MISC HARDWARE			1.00
	303146	MISC HARDWARE			6.92
	303170	LOST ACRES BOOSTER STATION			38.63
	303181	HOLE SAW KIT			53.70
	303186	BCEWW BLOWER BLDG			327.90
	303370	SUMP PUMP			83.33
	303402	BENNETT CL2 SAMPLE TAP			33.92
	564919	5 GALLON BUCKET			4.82
	564922	ADMIN DOOR KNOB			21.47
	565108	LWTP ACCESS RD_JUTE NETTING SPIKES			81.31
	565141	SERVICE LINE REPAIR			32.19
	565170	MISC SMALL TOOLS			33.71
	565177	MISC SCREWS			6.29
	565182	LWTP ACCESS RD_JUTE NETTING RETURN			-73.18
	565196	LWTP ACCESS RD_SEALANT			55.82
	565269	LWTP LAB DOOR			67.67
	565314	OPS WATER HEATER REPAIR			209.62
	565318	RELIEF VALVE			0.97
	565322	OPS WATER HEATER			575.29

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	565329	ADMIN DROP BOX PARTS			9.64
	565339	CREDIT_WATER VALVE EXCHANGE			-7.73
	565340	SWIM TANK SCREENING			10.72
	565342	HEAT TRAP CREDIT RETURN			-13.52
	565367	BCEWW BLOWER BLDG			73.12
	565372	LWTP ACCESS RD_CRACK SEALER			30.05
	565390	ASHESIVE, CAULKING			14.29
	565397	SPRAYER			27.91
	565398	SPRAYER			27.91
	565416	BCEWW BLOWER BLDG			122.93
	565564	BCEWW BLOWER BLDG			4.82
	565577	BCEWW BLOWER BLDG			133.20
	565578	MISC SUPPLIES			52.14
	565581	BCEWW BLOWER BLDG			32.22
	565589	BCEWW BLOWER BLDG			51.77
	565591	BCEWW BLOWER BLDG _ CREDIT RETURN			-24.92
	565627	BCEWW BLOWER BLDG			203.43
	565639	BCEWW BLOWER BLDG			48.78
	565657	TARPS_OLY			226.73
			Total for Check Number 14084:	0.00	5,028.83
14085	00057 DEC 2017	AFSCME COUNCIL 57 UNIION DUES_DEC	12/01/2017		998.66
			Total for Check Number 14085:	0.00	998.66
14086	10113 DEC 2017 DEC 2017	BANK MIDWEST SOLAR LOAN_PRINCIPAL SOLAR LOAN_INTEREST	12/01/2017		2,336.40 913.50
			Total for Check Number 14086:	0.00	3,249.90
14087	00099 DEC 2017	JOEL BUSA RETIRED EMPLOYEE MEDICAL	12/01/2017		125.00
			Total for Check Number 14087:	0.00	125.00
14088	00415 DEC 2017 DEC 2017 DEC 2017	CA BANK & TRUST/GOV SVC DEPT_10 1976 CA SAFE DRINKING WATER BOND_PF 1976 CA SAFE DRINKING WATER BOND_B 1976 CA SAFE DRINKING WATER BOND_IN	12/01/2017		11,930.97 15.00 3,635.46
			Total for Check Number 14088:	0.00	15,581.43
14089	10005 102482299	ICMA RETIREMENT C/O M & T RETIRE RETIREMENT WITHHOLDING	12/01/2017		2,310.00
			Total for Check Number 14089:	0.00	2,310.00
14090	00208 DEC 2017	LEONARD KUHNLEIN RETIRED EMPLOYEE MEDICAL	12/01/2017		125.00
			Total for Check Number 14090:	0.00	125.00
14091	00662 DEC 2017	JAMES A. MUELLER RETIRED EMPLOYEE MEDICAL	12/01/2017		50.00
			Total for Check Number 14091:	0.00	50.00
14092	10152 111917	WESTAMERICA BANK TRUCK LOAN_PRINCIPAL	12/04/2017		1,807.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	111917	TRUCK LOAN_INTEREST			293.20
					<hr/>
Total for Check Number 14092:				0.00	2,100.68
14093	00711	ROBERTS & BRUNE CO.	12/05/2017		
	S1691781.003	HYDRANT WHARF 2" X 2-1/2" NUTS			929.26
	S1691781.003	VALVE BOX ALIGNER POSI-CAP			48.20
	S1691781.003	GATE VALVE 1"			130.13
	S1691781.003	FULL CIRCLE 6.84-7.24 12.50"			387.54
	S1691781.003	SADDLE DS 6.84-7.60 X 1"			143.91
	S1691781.003	REPAIR CLAMP 2" X 3"			52.55
	S1691781.003	FULL CIRCLE 3.96-4.25 12.50"			217.00
	S1691781.003	GATE VALVE 3/4"			109.11
	S1691781.003	16" TIGERTOOTH SUPERGRIT DIAMOND B			869.04
	S1691781.006	CHECK VALVE METER SPUD 1"			161.88
	S1691781.006	MTR CPLG PIPE-MTR 3/4 X 1.58			138.45
	S1691781.006	COMPRESSION COUPLING 3/4" G/T			250.49
	S1691781.006	CHECK VALVE METER SPUD 3/4"			415.35
	S1691781.006	MTR CPLG PIPE-MTR 1" X 2"			49.52
	S1691781.006	MTR VLV COPR-MTR STRT 1X1"			197.64
	S1699721.001	REPAIR CLAMP 2" X 3"			378.88
					<hr/>
Total for Check Number 14093:				0.00	4,478.95
14094	00599	WEX BANK	12/05/2017		
	52204554	FUEL_OPS			2,228.36
	52204554	FUEL_CS			713.83
	52204554	FUEL_WTP			1,726.19
					<hr/>
Total for Check Number 14094:				0.00	4,668.38
14095	00074	PAUL FUELING A SIGN ASAP	12/07/2017		
	170566	PUMP CONTROL SCHEMATICS_INTERTIE #			200.73
					<hr/>
Total for Check Number 14095:				0.00	200.73
14096	00359	ALLIED ELECTRONICS	12/07/2017		
	9008612483	TANK LEVEL CONTROLLER			979.62
					<hr/>
Total for Check Number 14096:				0.00	979.62
14097	00055	AT&T	12/07/2017		
	111917	TELEPHONE CHARGES_FELTON ACRES			109.96
					<hr/>
Total for Check Number 14097:				0.00	109.96
14098	00309	AT&T IP SERVICES	12/07/2017		
	1689898303	IP SERVICES_ADMIN			408.75
	1689898303	IP SERVICES_WTP			408.75
	1689898303	IP SERVICES_OPS			408.75
					<hr/>
Total for Check Number 14098:				0.00	1,226.25
14099	00115	ATKINSON-FARASYN	12/07/2017		
	110917	LEGAL SERVICES THROUGH 9/26/17			223.72
	11092017	LEGAL SERVICES THROUGH 10/10/17			256.58
					<hr/>
Total for Check Number 14099:				0.00	480.30
14100	10149	RANDALL BROWN	12/07/2017		
	113017	HISTORICAL RESEARCH PROJECT			420.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14100:	0.00	420.00
14101	00124 94599	BRUCE BARTON PUMP ECHO BOOSTER REPAIR	12/07/2017		3,729.44
			Total for Check Number 14101:	0.00	3,729.44
14102	00566 59101	C S S C ANSWERING SERVICE	12/07/2017		276.15
			Total for Check Number 14102:	0.00	276.15
14103	00363 DEC 2017	CINCINNATI LIFE INSURANCE CO LIFE INSURANCE	12/07/2017		28.00
			Total for Check Number 14103:	0.00	28.00
14104	00788 112617	COMCAST INTERNET_195 KIRBY	12/07/2017		151.12
			Total for Check Number 14104:	0.00	151.12
14105	00036 466984	BBVA COMPASS BANK CORRPRO COM LITTLE LYON TANK CATHODIC PRO.	12/07/2017		6,973.40
			Total for Check Number 14105:	0.00	6,973.40
14106	00444 112617	COSTCO-CAPITAL ONE COMMERCIAL COPY PAPER	12/07/2017		208.25
			Total for Check Number 14106:	0.00	208.25
14107	00212 IN0085263	COUNTY OF SANTA CRUZ HEALTH PERMIT_MANANA WOODS	12/07/2017		3,065.00
			Total for Check Number 14107:	0.00	3,065.00
14108	00757 120117	JOE DAVIS REIMBURSEMENT	12/07/2017		26.14
			Total for Check Number 14108:	0.00	26.14
14109	00409 111217	EASYPERMIT POSTAGE POSTAGE FOR MAIL MACHINE	12/07/2017		500.00
			Total for Check Number 14109:	0.00	500.00
14110	00076 720104 720106	ERNIE'S AUTO CENTER WIPER BLADES, PRESSURE GAUGE CELL PHONE MOUNT	12/07/2017		39.73 6.65
			Total for Check Number 14110:	0.00	46.38
14111	00343 63979 63983 63994 64015	ERNIE'S SERVICE CENTER SMOG SMOG SMOG SMOG	12/07/2017		44.78 44.78 44.78 44.78
			Total for Check Number 14111:	0.00	179.12
14112	00204	FEDERAL EXPRESS CORP	12/07/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	5-990-53631	SHIP FEE			40.37
	5-990-53631	SHIP FEE			60.39
Total for Check Number 14112:				0.00	100.76
14113	00204 6-004-90917	FEDERAL EXPRESS CORP POSTAGE FOR SUPPLIES	12/07/2017		29.65
Total for Check Number 14113:				0.00	29.65
14114	00329 9615504710	GRAINGER BATTERY CHARGER	12/07/2017		156.95
Total for Check Number 14114:				0.00	156.95
14115	00080 1281734	GRANITE CONSTRUCTION CO HOT MIX	12/07/2017		143.14
Total for Check Number 14115:				0.00	143.14
14116	00608 336078	LLOYD'S TIRE SERVICE, INC FLAT REPAIR	12/07/2017		35.00
Total for Check Number 14116:				0.00	35.00
14117	01052 113017	SCOTT MATTOCH REIMBURSEMENT_BELT CLIP	12/07/2017		19.98
Total for Check Number 14117:				0.00	19.98
14118	00027 32127	NORTH BAY FORD REPAIR V #181	12/07/2017		741.87
Total for Check Number 14118:				0.00	741.87
14119	00054 112717 112717 112717 112717	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_BCEWW ELECTRIC CHARGES_WTP ELECTRIC CHARGES_OPS ELECTRIC CHARGES_ADMIN	12/07/2017		448.44 38,434.40 12,256.38 1,226.59
Total for Check Number 14119:				0.00	52,365.81
14120	00054 112817	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_1150 REBECCA	12/07/2017		47.52
Total for Check Number 14120:				0.00	47.52
14121	00054 11282017	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_19 SUMMIT	12/07/2017		406.63
Total for Check Number 14121:				0.00	406.63
14122	UB*00363	SHELLEY POWERS Refund Check Refund Check Refund Check	12/07/2017		18.94 4.96 90.12
Total for Check Number 14122:				0.00	114.02
14123	UB*00365	DONNA RISPOLI Refund Check Refund Check	12/07/2017		43.61 40.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14123:	0.00	84.21
14124	00142 106059	SAN LORENZO LUMBER PARTS FOR KWTP LEAK	12/07/2017		70.81
			Total for Check Number 14124:	0.00	70.81
14125	10159 18029 18029 18029 18029 18029 18029 18057 18057 18057	SLATE ROCK SAFETY TAXTAX WITHHOLDING PPE FOR ELECTRICIANS (FR CLOTHING) F PPE FOR ELECTRICIANS (FR CLOTHING) F TAX(164) TAX WITHHOLDING TAX (FR CLOTHING) FOR 218 PPE FOR ELECTRICIANS (FR CLOTHING) F TAX (FR CLOTHING) FOR 164 TAX WITHHOLDING	12/07/2017		-12.81 127.03 158.17 10.16 -10.16 12.81 64.74 5.51 -5.51
			Total for Check Number 14125:	0.00	349.94
14126	00047 7110489	SOIL CONTROL LAB WATER ANALYSIS_CANEPA, ELENA	12/07/2017		145.00
			Total for Check Number 14126:	0.00	145.00
14127	UB*00364	GINA TREPAGNIER Refund Check	12/07/2017		13.10
			Total for Check Number 14127:	0.00	13.10
14128	00727 92345020	ULINE SHIPPING SUPPLIES EAR PLUGS	12/07/2017		105.22
			Total for Check Number 14128:	0.00	105.22
14129	00721 6036927	UNITED SITE SVCS.,INC QUAIL YARD TOILET	12/07/2017		165.21
			Total for Check Number 14129:	0.00	165.21
14130	00768 417636 420169	USA BLUEBOOK LEVEL TRANSMITTER BUFFER SOLUTION	12/07/2017		692.72 350.18
			Total for Check Number 14130:	0.00	1,042.90
14131	00399 DEC 2017 DEC 2017 DEC 2017 DEC 2017 DEC 2017 DEC 2017	VISION SERVICE PLAN - (CA) VISION INSURANCE_WTP VISION INSURANCE_FINANCE VISION INSURANCE_ENV VISION INSURANCE_ADMIN VISION INSURANCE_ENG VISION INSURANCE_OPS	12/07/2017		128.32 169.40 27.88 37.82 10.92 313.02
			Total for Check Number 14131:	0.00	687.36
14132	00097 6028	JAMES WALTERS LWTP SLIDE	12/07/2017		1,937.50
			Total for Check Number 14132:	0.00	1,937.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
14133	10183 120817	CLIENT TRUST ACCT OF THE LAW OF LEGAL SERVICES	12/08/2017		5,000.00
				Total for Check Number 14133:	0.00
14134	UB*00367	SARA KEENAN Refund Check Refund Check	12/08/2017		5.20 19.80
				Total for Check Number 14134:	0.00
14135	UB*00368	GEOFF KIRKPATRICK Refund Check Refund Check	12/08/2017		30.74 8.07
				Total for Check Number 14135:	0.00
14136	UB*00370	MARGARET MC COURT Refund Check Refund Check Refund Check	12/08/2017		0.35 25.00 0.58
				Total for Check Number 14136:	0.00
14137	UB*00366	LARRY NOON Refund Check	12/08/2017		13.60
				Total for Check Number 14137:	0.00
14138	UB*00369	JARED STOOPS Refund Check	12/08/2017		11.31
				Total for Check Number 14138:	0.00
14139	00788 120117	COMCAST INTERNET_215 BLACKSTONE DR	12/08/2017		172.46
				Total for Check Number 14139:	0.00
14140	00050 072-133-02 074-061-01 075-223-30	COUNTY OF SANTA CRUZ LIEN RELEASE FEE LIEN RELEASE FEE LIEN RELEASE FEE	12/08/2017		15.00 15.00 15.00
				Total for Check Number 14140:	0.00
14141	10005 102490251	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_12/06/17	12/08/2017		2,810.00
				Total for Check Number 14141:	0.00
14142	00216 81183	BOULDER CREEK AUTO PARTS KATH TRUCK BATTERY	12/08/2017		145.62
				Total for Check Number 14142:	0.00
14143	00054 112917 112917 112917 112917	PACIFIC GAS & ELECTRIC GAS/ELECTRIC_BCEWW GAS/ELECTRIC_ADMIN GAS/ELECTRIC_WTP GAS/ELECTRIC_OPS	12/08/2017		18.40 38.47 7,397.79 546.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 14143:	0.00	8,000.94
14144	00054 120417	PACIFIC GAS & ELECTRIC ELECTRIC_4140 ELENA CT	12/08/2017		10.85
			Total for Check Number 14144:	0.00	10.85
14145	00767 951911011	ANTHEM BLUE CROSS MEDICARERX_RETIRED EMPLOYEE	12/11/2017		169.80
			Total for Check Number 14145:	0.00	169.80
14146	00378 112817 112817 112817 112817 112817 112817 112817 112817 112817 112817 112817 112817 112817 112817	BANK OF THE WEST GREEN GLUE CASE LWTP SLIDE POLY SHEETS BCEWW SUPPLIES FELTON HEIGHTS BOOSTER STARTER MAIL CHIMP SERVICE K CONRAD'S INTERNET ADVERTISING FILED SVCS WORKER_JOB POSTING FILED SERVICES WORKER JOB POSTING FILED SERVICES WORKER JOB POSTING APP RIVER CLOUD SERVICES ADMIN SIGN MONITOR'S	12/11/2017		238.00 1,994.60 515.68 350.28 50.00 4.00 229.00 125.82 199.00 175.00 158.40 26.17 282.08
			Total for Check Number 14146:	0.00	4,348.03
14147	01050 1108654	COLONIAL LIFE - BCN E4377735 SUPPLEMENTAL INS_11/8/17, 11/22/17	12/11/2017		343.70
			Total for Check Number 14147:	0.00	343.70
14148	10117 2179	MELISSA JUNE ESTRADA HOLIDAY WINDOW PAINTING	12/11/2017		119.00
			Total for Check Number 14148:	0.00	119.00
14149	10119 120617	TAYLOR TOCCALINO UNIFORM REIMBURSEMENT	12/11/2017		20.69
			Total for Check Number 14149:	0.00	20.69
			Report Total (240 checks):	55.00	626,335.54

# EFT TRANSACTIONS

## NOVEMBER 2017



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

<b>Date</b>	<b>Check No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/8/2017	EFT	PAYCHEX	ADMIN & DELIVERY FEES 11/08/17	\$ 1,200.38
11/8/2017	EFT	PAYCHEX	PAYROLL 11/08/17	\$ 92,916.75
11/28/2017	EFT	CALPERS	RETIREMENT BENEFITS 11/08/17	\$ 15,614.32
11/22/2017	EFT	PAYCHEX	ADMIN & DELIVERY FEES 11/22/17	\$ 1,200.38
11/22/2017	EFT	PAYCHEX	PAYROLL 11/22/17	\$ 90,578.02
<b>TOTAL EFT TRANSACTIONS</b>				<b>\$ 201,509.85</b>

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 11/08/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
11/07/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	57,640.31	57,640.31
11/07/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,177.53	
				Medicare	1,608.87	
				Fed Income Tax	13,764.46	
				CA Income Tax	4,308.80	
				CA Disability	853.53	
				<b>Total Withholdings</b>	<b>26,713.19</b>	
				Employer Liabilities		
				Social Security	6,177.47	
				Medicare	1,608.90	
				<b>Total Liabilities</b>	<b>7,786.37</b>	<b>34,499.56</b>
11/07/17	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXUME EE PRE	392.26	
				PXDCA EE PRE	384.62	<b>776.88</b>
					<b>EFT FOR 11/07/17</b>	<b>92,916.75</b>
<b>TOTAL EFT (Does not reflect administrative charges)</b>						<b>92,916.75</b>

**NEGOTIABLE CHECKS** - *Check amounts will be debited when payees cash checks. Funds must be available on check date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/08/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	15,880.34	
					<b>TOTAL NEGOTIABLE CHECKS</b>	<b>15,880.34</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/08/17	Refer to your records for account	Information	Payroll	Employee Deductions		
				Aflc/Col Post	66.65	
				Aflc/Col Pre	260.35	
				Calper 457	525.00	
				DPer	7,028.57	
				Health	1,709.97	
				ICMA	2,310.00	

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 11/08/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/08/17	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Life Ins	14.00
				Union dues	499.33
				<b>Total Deductions</b>	<b>12,413.87</b>

----- **TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)** ----- **12,413.87** -----

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
11/15/17	Taxpay®	FED IT PMT Group	29,337.23
11/15/17	Taxpay®	CA IT PMT Group	5,162.33

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 11/22/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
11/21/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	56,928.17	56,928.17
11/21/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,026.96	
				Medicare	1,591.34	
				Fed Income Tax	12,873.41	
				CA Income Tax	3,974.02	
				CA Disability	789.02	
				<b>Total Withholdings</b>	<b>25,254.75</b>	
				Employer Liabilities		
				Social Security	6,026.93	
				Medicare	1,591.29	
				<b>Total Liabilities</b>	<b>7,618.22</b>	<b>32,872.97</b>
11/21/17	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXUME EE PRE	392.26	
				PXDCA EE PRE	384.62	<b>776.88</b>
					<b>EFT FOR 11/21/17</b>	<b>90,578.02</b>
<b>TOTAL EFT (Does not reflect administrative charges)</b>						<b>90,578.02</b>

**NEGOTIABLE CHECKS** - *Check amounts will be debited when payees cash checks. Funds must be available on check date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/22/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	15,164.39	
					<b>TOTAL NEGOTIABLE CHECKS</b>	<b>15,164.39</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/22/17	Refer to your records for account Information		Payroll	Employee Deductions		
				Aflc/Col Post	66.65	
				Aflc/Col Pre	260.35	
				Calper 457	2,525.00	
				DPer	6,981.77	
				Health	1,709.97	
				ICMA	2,310.00	

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 11/22/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/22/17	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Life Ins	14.00
				Union dues	499.33
				<b>Total Deductions</b>	<b>14,367.07</b>

**TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges) 14,367.07**

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
11/29/17	Taxpay®	FED IT PMT Group	28,109.93
11/29/17	Taxpay®	CA IT PMT Group	4,763.04

## OPERATING ANALYSIS - OCTOBER 2017

### REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 475,748	62.3%	\$ 302,623	\$ 173,125	57%	9%	\$ 5,390,000	62%
BASIC CHARGES	274,396	35.9%	302,665	(28,269)	-9%	9%	3,076,000	35%
METERS, PENALTIES & OTHER	4,797	0.6%	2,455	2,342	95%	4%	110,000	1%
SEWER CHARGES	8,344	1.1%	7,897	447	6%	8%	100,000	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 763,285</b>	<b>100.0%</b>	<b>\$ 615,640</b>	<b>\$ 147,645</b>	<b>24%</b>	<b>9%</b>	<b>\$ 8,676,000</b>	<b>100%</b>

### REVENUE COMMENTS

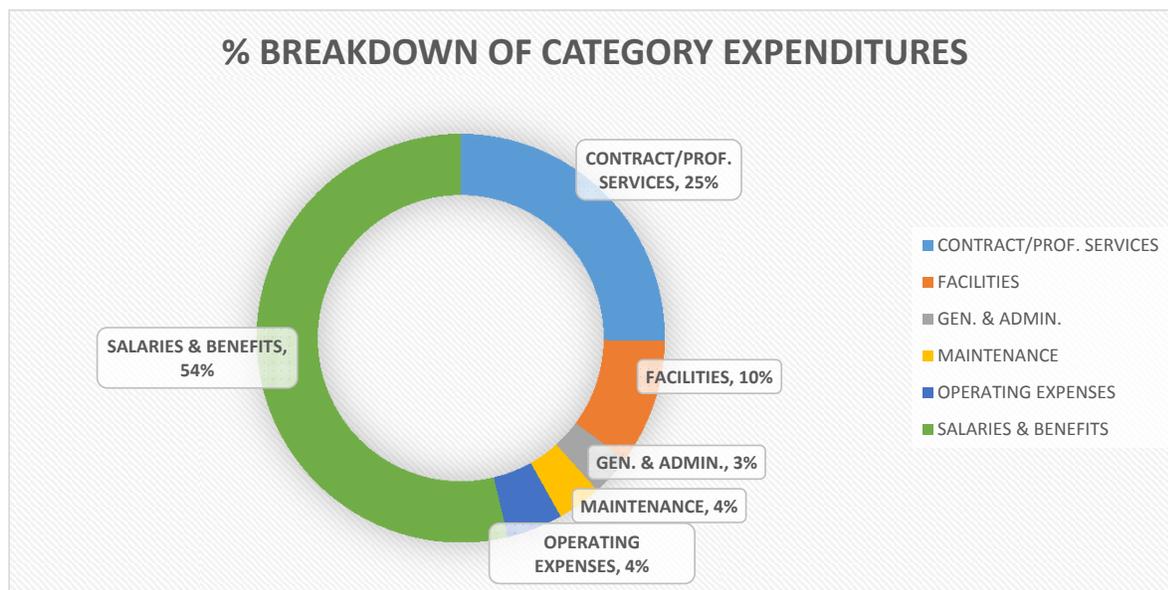
Oct 17 contains part of the new rates, which explains the decrease in the basic charge and part of the increase in usage. Oct 17 usage was 11% higher than Oct 16 usage, which is also a factor in the increased usage revenue.

### EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 309,876	53.7%	\$ 396,642	\$ (86,766)	-22%	7%	\$ 4,531,632	61%
CONTRACT/PROF. SERVICES	145,466	25.2%	90,436	55,031	61%	10%	1,520,561	20%
OPERATING EXPENSES	25,600	4.4%	27,748	(2,147)	-8%	7%	373,100	5%
MAINTENANCE	20,260	3.5%	9,940	10,320	104%	12%	174,000	2%
FACILITIES	57,133	9.9%	54,875	2,258	4%	11%	510,300	7%
GEN. & ADMIN.	18,622	3.2%	16,452	2,171	13%	5%	377,450	5%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 576,958</b>	<b>100%</b>	<b>\$ 596,092</b>	<b>\$ (19,135)</b>	<b>-3%</b>	<b>8%</b>	<b>\$ 7,487,043</b>	<b>100%</b>

### EXPENSE COMMENTS

Oct 16 had a \$125K CalPERS Unfunded Accrued Liability payment that was a one-time payment, which explains the decrease in salaries and benefits from the prior year. Oct 17 had approximately \$39K more legal expenditures compared to prior year in the contract/prof. services category.



## OPERATING ANALYSIS - YTD FY1718

### REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.
WATER USAGE	217,386	442,081	423,848	475,748	1,559,064	5,390,000	29%
BASIC CHARGES	299,905	300,306	299,969	274,396	1,174,576	3,076,000	38%
METERS, PENALTIES & OTHER	4,950	7,375	8,410	4,797	25,532	110,000	23%
SEWER CHARGES	8,344	8,229	8,463	8,344	33,380	100,000	33%
<b>TOTAL OPERATING REVENUE</b>	<b>530,586</b>	<b>757,991</b>	<b>740,691</b>	<b>763,285</b>	<b>2,792,552</b>	<b>8,676,000</b>	<b>32%</b>

### EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	563,268	422,914	265,336	309,876	1,561,394	4,531,632	34%
CONTRACT/PROF. SERVICES	30,644	86,967	130,591	145,466	393,668	1,520,561	26%
OPERATING EXPENSES	12,148	26,573	32,390	25,600	96,711	373,100	26%
MAINTENANCE	7,245	10,897	12,561	20,260	50,963	174,000	29%
FACILITIES	14,530	52,281	55,352	57,133	179,295	510,300	35%
GEN. & ADMIN.	94,278	19,232	25,442	18,622	157,573	377,450	42%
<b>TOTAL OPERATING EXPENSES</b>	<b>722,113</b>	<b>618,864</b>	<b>521,671</b>	<b>576,958</b>	<b>2,439,606</b>	<b>7,487,043</b>	<b>33%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(191,527)</b>	<b>139,127</b>	<b>219,019</b>	<b>186,327</b>	<b>352,946</b>	<b>1,188,957</b>	<b>30%</b>

### COMMENTS

Current year to date revenue and expenses are tracking as expected overall.

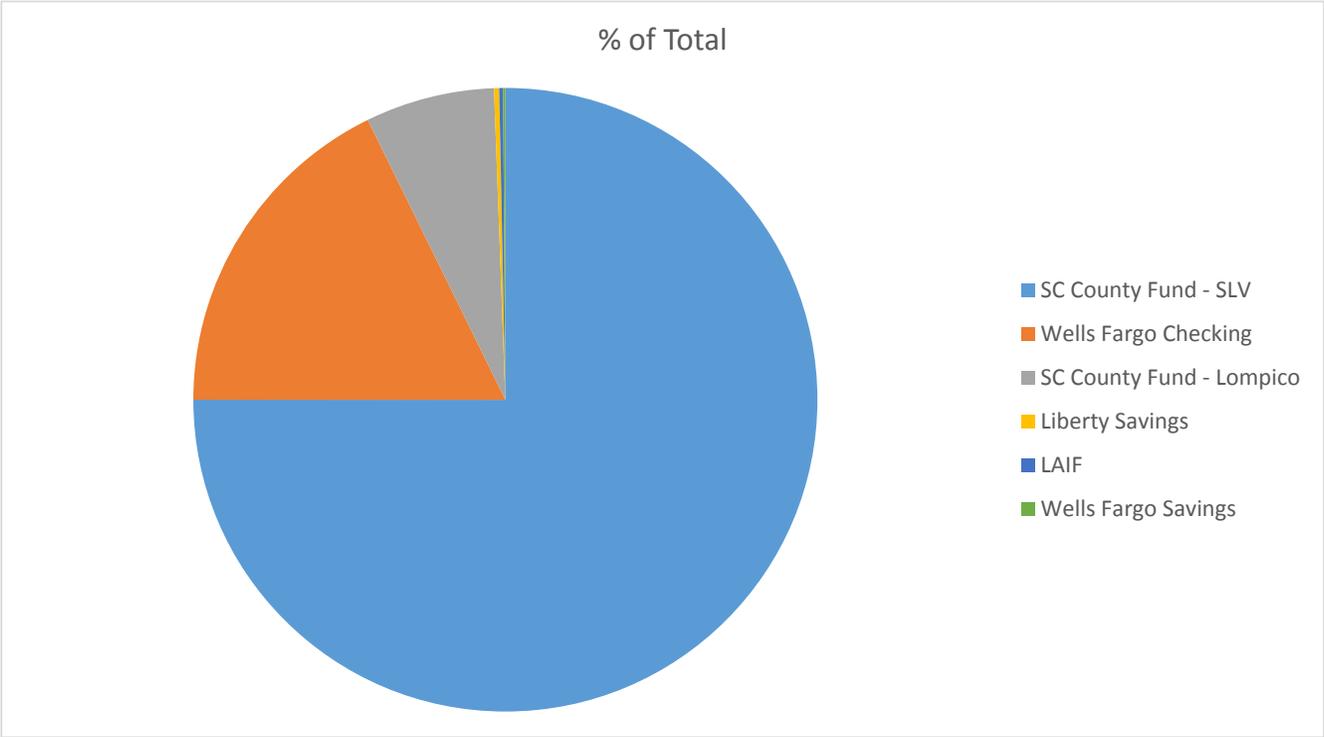
There are annual expenses paid upfront that could cause individual months to appear skewed. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months.

There are also differences between how numbers are budgeted and how they have to be booked for accrual based accounting for audit purposes. An example of this would be part of July usage revenue is booked back into June based on a prorated estimate of any read periods covering part of June.

Data is continuously being reviewed, so it is not un-common for a prior report balance to change slightly throughout the year as accounts are reconciled.

AS OF 10/31/2017

<b>LIQUID ASSETS</b>	<b>\$ Amount</b>	<b>% of Total</b>	<b>Ave Interest Rate</b>
Wells Fargo Checking	301,356	17.7%	0.35%
Wells Fargo Savings	1,981	0.1%	0.10%
Liberty Savings	4,505	0.3%	0.15%
SC County Fund - SLV	1,274,908	75.0%	0.99%
SC County Fund - Lompico	113,644	6.7%	0.99%
LAIF	3,402	0.2%	1.14%
	<u>\$ 1,699,796</u>	<u>100%</u>	



**Local Agency Investment Fund**  
**P.O. Box 942809**  
**Sacramento, CA 94209-0001**  
**(916) 653-3001**

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
December 04,  
2017

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER  
13060 HIGHWAY 9  
BOULDER CREEK, CA 95006

[PMIA Average Monthly Yields](#)

// [Tran Type Definitions](#)

October 2017 Statement

<b>Effective Date</b>	<b>Transaction Date</b>	<b>Tran Type</b>	<b>Confirm Number</b>	<b>Authorized Caller</b>	<b>Amount</b>
10/13/2017	10/12/2017	QRD	1550399	SYSTEM	9.18

**Account Summary**

Total Deposit:	9.18	Beginning Balance:	3,392.37
Total Withdrawal:	0.00	Ending Balance:	3,401.55

**G/L Balances**

Criteria: As Of = 10/31/2017; Fund = 76644, 76530

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 -- SLV-LOMPICO WTR, EFF 6/2/16					
101	EQUITY IN POOLED CASH	411,360.23	2,284.24	(300,000.00)	113,644.47
201	VOUCHERS PAYABLE (VENDOR)	0.00	300,000.00	(300,000.00)	0.00
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(409,996.33)	300,000.00	(2,284.24)	(112,280.57)
Total Fund 76530		0.00	602,284.24	(602,284.24)	0.00
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
101	EQUITY IN POOLED CASH	1,455,046.45	19,861.27	(200,000.00)	1,274,907.72
201	VOUCHERS PAYABLE (VENDOR)	0.00	200,000.00	(200,000.00)	0.00
220	DEFERRED CREDITS	(500,000.00)	500,000.00	0.00	0.00
344	FUND BALANCE	(955,046.45)	200,000.00	(519,861.27)	(1,274,907.72)
Total Fund 76644		0.00	919,861.27	(919,861.27)	0.00

## REVENUE STABILIZATION RATE ANALYSIS FY1718

*In accordance with the District's Revenue Stabilization Rates Policy & Procedures, the District Manager shall provide the Board of Directors with the average units of water sales (by month) for the rolling previous three years, which will serve as the baseline against which current annual sales to date will be compared. If the District Manager determines that budget-year water sales (in units) to date, and corresponding revenue, is more than 10% below expected year-to-date levels (based on monthly averages over the previous three years), the District Manager shall notify, at a public meeting, the Board of Directors of this determination at or before the next regularly scheduled Board meeting. For more information, please refer to the District's full Policy & Procedures.*

### MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY1415	72,137	70,653	69,617	60,931	52,275	40,785	49,486	40,781	41,301	53,193	50,988	51,218	<b>653,365</b>
FY1516	66,779	64,961	69,609	60,022	49,837	41,773	44,025	37,290	42,433	43,153	48,328	68,129	<b>636,340</b>
FY1617	74,199	73,414	71,825	59,518	41,777	45,698	45,401	37,667	41,173	42,898	52,932	68,388	<b>654,889</b>
<b>3 YR AVERAGE (BASELINE)</b>	<b>71,038</b>	<b>69,676</b>	<b>70,350</b>	<b>60,157</b>	<b>47,963</b>	<b>42,752</b>	<b>46,304</b>	<b>38,579</b>	<b>41,636</b>	<b>46,415</b>	<b>50,750</b>	<b>62,578</b>	<b>648,198</b>

### ACTUAL FY1718 CONSUMPTION

FY1718	81,254	78,331	76,259	65,658									<b>301,502</b>
--------	--------	--------	--------	--------	--	--	--	--	--	--	--	--	----------------

### CUMULATIVE ANALYSIS

% Above or Below Average	14%	12%	8%	9%									
<b>Cumulative %</b>	<b>14%</b>	<b>13%</b>	<b>12%</b>	<b>11%</b>									

### NOTES:

Consumption is cumulatively higher than the prior three year average baseline. As of October 2017 consumption, the cumulative consumption is 11% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

## M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Environmental Programs Manager  
SUBJECT: Environmental Status Report  
DATE: December 21, 2017

### RECOMMENDATION:

It is recommended that the Board of Directors review and file the Environmental Department status report.

## ENVIRONMENTAL COMPLIANCE

### OLYMPIA SAND PARKLAND MITIGATION BANK

The District serves water to customers who live within sandhills habitat, and has a considerable amount of infrastructure located within this sensitive habitat that will need ongoing maintenance and/or replacement. When the District conducts work within this habitat it is required to obtain a permit from the US Fish and Wildlife Service for the impacts to endangered species.

In an effort to streamline permitting for projects in sandhills habitat, the District has established a mitigation bank. A mitigation bank is a piece of land, (6.7 acres) owned by the District, which has extremely high quality habitat with all of the endangered species present. This piece of land has been set-aside to be permanently protected and managed. This protection of this land will be used to compensate for, expected adverse impacts to similar nearby sandhills habitat that result from District operations.

The 6.7 acre set-side, will be permanently protected by a conservation easement with the Land Trust of Santa Cruz County, which ensures the land will not ever be developed and will be managed and monitored in perpetuity.

Future projects which impact sandhills habitat require mitigation fees. These fees will now will go to a non-wasting endowment that will generate a permanent source of funds that the District will use to protect, manage and monitor endangered species and the habitat in the land set-aside.

Until the endowment is fully funded, the District will fund the annual management and monitoring from its annual operations budget.

This is a huge win for both the District and the rare and endangered species & habitat on District lands.

## SANITARY SURVEY

Staff has been working with the City of Santa Cruz Water Department on the Sanitary Survey update.

The Sanitary Survey Update is a high-level summary of the San Lorenzo River Watershed for the City of Santa Cruz Water Department (SCWD) and the San Lorenzo Valley Water District (SLVWD), which merged with the Lompico County Water District in 2016. The Watershed Sanitary Survey (WSS) includes detailed description of Watersheds & Water Supply Systems, Potential Contaminant Sources, Watershed Management Activities, Non-Drinking Water Regulatory Challenges, Water Quality Data Summary, and Conclusions & Recommendations.

## FALL CREEK FISH LADDER

Staff is coordinating with Resource Conservation District of Santa Cruz County to support the effort to acquire the 7 permits necessary to conduct construction on the Fall Creek Fish Ladder.

## PROBATION TANK

### STAFF RECEIVED THE PERMIT FROM USFWS!

Staff is working with the Land Trust of Santa Cruz County to establish a Conservation Easement at the Olympia Wellfield which will be used as a Mitigation Bank as described above.

CEQA has been completed.

## SWIM TANKS MITIGATED NEGATIVE DECLARATION

Environmental compliance (CEQA) requirements for the Swim Tank Replacement Project are complete. Bids for the contract came in too high, the project will be delayed until more bids can be acquired.

## WATERSHED MANAGEMENT

### BLUE RIBBON PANEL

Staff has confirmed 7 experts to participate in the “blue ribbon” panel to review the District’s approach to broom management. The Panel will meet approximately 6 times over and should complete the recommendations by March 2018.

### BROOM MANAGEMENT ON OLYMPIA WELLFIELD

Staff is working to map invasive broom on the Olympia, and is working to prioritize future broom eradication efforts.

### DATA COLLECTION/ RESTORATION GRANT PROGRAM

The District did not receive any applications for the Data Collection/Restoration Grant. The grant opportunity will be reviewed and opened again in the new year along with the Watershed Education Grants.

The District is now accepting applications for Data Collection/Restoration Grants for the following areas:

1. Development of comprehensive evaluation of potential energy generation opportunities on District lands and buildings (e.g. solar panels, wind turbines, micro hydro, etc.).
2. Development of a long-term monitoring program including baseline and protocols to evaluate invasive species eradication success and to determine long-term biodiversity trends on the District's Olympia Watershed Property.
3. Design and implementation of a soil sampling and monitoring effort to determine if invasive species management strategies impact soil quality.

Deadline to apply is November 15, 2017.

## **WATER CONSERVATION**

Stage 2 water restrictions are still in effect. The District continues to ask customers to conserve water as a way of life.

- Teacher conservation workshop & in-class presentation training has begun. Staff has attended in-class presentations in other districts and will be attending workshop trainings starting January 2018. Program should be completed and implemented in SLV schools by August 2018.
- At home water wise audit program in early stages of creation. Staff is currently working with other districts to develop the program. As the program becomes active collaboration with other businesses to maintain larger accounts (such as schools, parks, industrial) will need to be discussed. Many of Santa Cruz's utilizes use Waterfluence as their partner.
- Next Water Conservation Coalition of Santa Cruz meeting is in January. Will discuss rebate programs, upcoming workshops and water wise program. Other water conservation agenda items can be added until December 31<sup>st</sup>.

## **GREEN BUSINESS**

- The Green Business certification is at the end of its process. Only need to confirm purchase of recycled material printer paper, toilet paper, and tissues by receipt.

## **CLIMATE ADAPTATION**

Step 1: Commit to the elements of Paris Accord that are applicable to the Water District: Completed September 2017.

Step 2: Prepare a Climate Action Plan & District Energy/Climate Policy: In progress.

Step 3: Implementation:

- A. Inventory existing energy uses and Greenhouse Gas (GHG) emissions;
- B. Greenhouse Gas Reduction;
- C. Energy reliability/resiliency with regard to climate impacts.
- D. Communication Transparency & Education; *Affirming the importance of education, training, public awareness, public participation, public access to information and cooperation at all levels on the matters addressed in the Agreement.*
  - o The initial phase of completing the Climate Action Plan is to inventory
  - o Data entry has begun with the Climate Registry. Verification should take place for 2013-2017 in July 2018. Completed entry and reports should be available by December 2018.

## **COMMUNICATIONS**

*The District is running ads in the Mountain Bulletin monthly.*

### **PUBLIC OUTREACH**

- E Newsletters are sent out to over 3500 customer email addresses monthly.
- The District Facebook page and website are updated regularly (3-5 times per week).

The following Press Releases have been distributed and can be found on the website:

- SLV Water District Received Federal Permit to Replace Leaking Water Tank in a Huge Win for Both Capital Improvement & Environmental Conservation

### **FELTON LIBRARY OUTDOOR EDUCATION ZONE**

Staff continues to participate as part of the Felton Library Design Team. Community stakeholders meet monthly to discuss design, outreach & education opportunities for the Nature Discovery Park that will be associated with the new Felton Library.

A public meeting was held in Felton in the Community Center. Approximately 80 members of the public attended and excellent feedback on current indoor design plans was received.

## **NETWORKING/ COLLABORATIONS**

### **FIRE SAFE SANTA CRUZ COUNTY**

Staff serves as a board member representing SLVWD on the Fire Safe Santa Cruz County.

The purpose of the Fire Safe Santa Cruz County (FSSCC) is to help residents and landowners prepare for and respond to the effects of wildfire in Santa Cruz County in an

effort to maintain the quality of life, property and the environment. FSSCC will assist in coordinating the fire preparedness actions of local residents, landowners/managers, utilities, fire districts, CALFIRE and local fire safe councils. FSSCC will identify and seek funding for the highest fire safety priorities, coordinate work activities, assist neighborhoods in securing equipment and labor, and best position fire-safe entities working in the County for funding opportunities and applications.

FSSCC is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

### SAN LORENZO 2025

The San Lorenzo River Watershed is the main source of drinking water for multiple communities and tens of thousands of residents. This watershed is home to dozens of species of fish and wildlife, including both threatened and endangered species. It is the heart of our community and is at risk because the San Lorenzo River is under stress from the effects of drought, climate change, and habitat degradation. Acting now we can keep the San Lorenzo River watershed viable for our communities and our native fish and wildlife for generations to come.

San Lorenzo River 2025 is a collaborative effort focused on addressing the risks facing the San Lorenzo River over the next ten years. Through a partnership between local governments, water districts, the Resource Conservation District and local nonprofits, San Lorenzo River 2025 seeks to achieve **reliability** of water, **restoration** of watershed habitats, and a **resilient and safe** community resource. This effort will increase both the pace and the scale of investment into the San Lorenzo Watershed.

San Lorenzo River 2025 will:

- Implement a suite of habitat restoration and watershed protection activities to maintain and improve water supplies, water quality, and natural habitats for native fish and wildlife
- Provide wildfire planning and readiness to avoid catastrophic events in the watershed
- Improve ailing infrastructure for flood protection and projected sea level rise
- Maintain and improve public areas, trails, and places for the community to enjoy the river.

FELTON LIBRARY - <http://feltonlibraryfriends.org/>

Staff continues to participate with the Technical Advisory Committee including Friends of the Felton Library, the Valley Women's Club and County Planners and administrators to design and implement a new Library building located on Gushee Street in Felton as well as an outdoor education area adjacent to the location and the District's Kirby Treatment Plant. The New Library has been awarded 10 million dollars for construction of a new library. Meetings held several times a month.

SANTA CRUZ MOUNTAINS STEWARDSHIP NETWORK - <http://scmsn.net/>

The Santa Cruz Mountains Stewardship Network is a region-wide and cross-sector collaboration of independent individuals and organizations who are committed to working together to help cultivate a resilient, vibrant region where human and natural systems thrive for generations to come. Meeting was held March 9, 2017 all day.

SANTA CRUZ MOUNTAINS BIOREGIONAL COUNCIL - <http://www.scmabc.org/>  
Jen Michelsen was nominated to serve as president of the Santa Cruz Mountains Bioregional Council.

The Bioregional Council is dedicated to the preservation and enhancement of regional biodiversity over time through education, the dissemination of accurate scientific information and assistance in the planning, coordination and implementation of conservation efforts. Next meeting scheduled May 19<sup>th</sup>.

WATER CONSERVATION COALITION - <http://watersavingtips.org/>

The Water Conservation Coalition is a partnership between all the local Water Districts in Santa Cruz County as well as the County Water Resources Division, Ecology Action and other groups who share a passion for water conservation and public education. Our goal is to combine efforts and share resources to provide a common message about water conservation issues to residents throughout Santa Cruz County, which is a special place because ALL of our water supply comes from rain that falls within our County boundaries. Though each water district gets drinking water from different sources, we all share a common goal and work together to protect water resources in our aquifers and watersheds and continue to provide safe, high quality drinking water to all who live, work and play in Santa Cruz County. Meeting held quarterly or monthly depending on activity level.

SANTA MARGARITA GROUNDWATER AGENCY- <http://smgwa.org/>

Under the Sustainable Groundwater Management Act of 2014, overdrafted groundwater basins need to be sustainably managed by a Groundwater Sustainability Agency (GSA) through the development of a Groundwater Sustainability Plan (GSP). The GSP must be completed by 2022, and the basin must reach sustainability by 2040.

Under development is the Santa Margarita Groundwater Agency (SMGA), a three-member agency comprised of the Scotts Valley Water District, San Lorenzo Valley Water District and the County of Santa Cruz, which will oversee the groundwater management activities of the Santa Margarita Basin Area in Santa Cruz County, California. The Board of Directors of the SMGA includes two Board members from each of the water districts, one from the County, one from the City of Scotts Valley, one from the City of Santa Cruz, one from the Mount Hermon Association Community Water System and two private well owner representatives.

Once a Joint Powers Agreement (JPA) is completed in early 2017, the SMGA will apply to the state Department of Water Resources to become the GSA for the Basin.

SANTA CRUZ INTEGRATED GROUNDWATER MANAGEMENT -  
<http://www.santacruzirwmp.org/>

The Santa Cruz Integrated Regional Water Management (IRWM) program provides a framework for local stakeholders to manage this region's water and water-related resources. The Santa Cruz IRWM Plan was developed in response to California's IRWM planning initiative to promote an informed, locally-driven, and consensus-based approach to water resources management.

The IRWM Plan includes strategies for developing and implementing policies and projects to ensure sustainable water use, reliable water supply, better water quality, improved flood protection and stormwater management, and environmental stewardship. [Find out more.](#)

## MEMO

TO: District Manager  
FROM: Director of Operations  
SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT  
NOVEMBER 2017  
DATE: December 14, 2017

### RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of November 2017.

### BACKGROUND:

#### PASATIEMPO WELL 6 REPAIRS

The Districts Pasatiempo Well 6 recently has had a series of operational issues (casing damage) resulting in failed attempts to repair leaving the well inoperable. The well has reached the end of its service life and efforts to repair and maintain the well will likely not be effective or cost-efficient. The well is 27 years old which is close to the typical service life for a well-constructed of mild steel.

The District has received approval for the replacement location from the State Water Board and received a waiver to the new requirement for a 50 foot radius zone of control. The waiver will require a 400 lineal foot sanitary concrete seal.

The District Environmental Consultant has submitted an emergency request to US Fish and Wildlife Service to perform work in the Santa Cruz Sandhills by performing a suite of conservation measures to reduce and compensate for the impacts of the emergency work on endangered species. The District is anticipating approval in the next few weeks.

#### LYON TANK ACCESS ROAD

During the reporting period additional soils testing was performed along with access road surveying. The road is being prepared for the winter rains keeping surface water off the slide area.

## BLUE TANK REPLACEMENT

During the reporting period geotechnical review of soils started. Staff obtained proposals for ground penetrating radar inspection. The inspection can be performed on one side of the slab, which permits slab-on-grade scanning as follows;

- Locating reinforcing bars
- Locating post-tension cables
- Locating metallic and non-metallic conduits
- Detecting voids beneath slab-on-grade
- Slab thickness and cover depth to targets

During routine inspection it was discovered that the Districts Blue Tank in Manana Woods has experienced extensive corrosion to the upper ring of staves, roof and internal roof structure system. In addition to corrosion the tank experienced buckling damage from the 1989 Loma Prieta Earthquake.

The combined condition of the corrosion and earthquake damage to the tank warrants immediate replacement. During the reporting period contractor started dismantling the existing water tank. Once the tank is removed an engineering firm will x-ray and evaluate the existing foundation to ensure the structural integrity of the concrete foundation.

The new, bolted steel tank will hold 65,000 gallons of water. In response to input from the community, the tank will be light brown in color. The steps in the process to install the new tank include removal of the current tank for recycling, geotechnical and structural review of the site and installation of the new tank.



The project is estimated to cost approximately \$100,000 and will be funded through the District's general fund. Construction is estimated to be completed by the end of November 2017. The Blue Tank, named for its exterior color, was originally installed in the 1980s by the Mañana Woods Mutual Water Company, which was acquired by the San Lorenzo Valley Water district in 2005.

Dismantled Blue Tank

## SCADA COMMUNICATIONS

Communications issues are continuing to be experienced with the District's SCADA system, however have been greatly reduced. Loss of communications and intermittent alarms sometimes up to several hundred over a short period of time

was being experienced. AT&T SCADA Bridge has been upgraded to IP based communication as a possible solution. This work has been completed and alarm issues are still being experienced but greatly reduced. The data concentrator which collects and sorts data has been replaced and staff is monitoring overall performance.

## MAINTENANCE ISSUES

Operations Building - Water heater failure - Replaced Water Heater

Administration Building - New after-hours payment drop box installed

Main Repairs Paone Drive Boulder Creek

Lompico Full Service Line Replacement Vera Drive

Lompico Full Service Line Replacement Visatar Drive

Brookside Way - Replace 100 LF of service line for road repairs

Lompico Meter Change - Change out 10 fire flow meters to District standard meter

Bear Creek Wastewater - construction of building around new blowers to reduce neighborhood noise

Rick Rogers  
Director of Operations

## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	November-17	October-17	November-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	10,140,550	9,227,344	1,370,000	
Peavine Creek + Hydro	2,395,050	6,939,570	1,729,000	
Clear Creek	1,916,040	373,852	2,850,600	
Sweetwater Creek	1,277,360	249,234	1,900,400	
<b>Sub-Total (Streams)</b>	<b>15,729,000</b>	<b>16,790,000</b>	<b>7,850,000</b>	100.37%
<b>Wells (North)</b>				
Olympia No. 2	8,630,000	15,537,000	7,905,000	
Olympia No. 3	455,000	523,000	5,559,000	
Quail Well No. 4-A	6,237,000	6,808,000	9,156,000	
Quail Well No. 5-A	2,277,800	2,600,400	5,727,000	
<b>Sub Total North Wells</b>	<b>17,599,800</b>	<b>25,468,400</b>	<b>28,347,000</b>	-37.91%
<b>South System Wells</b>				
Pasatiempo 5A	8,138,000	11,001,200	N/A	
Pasatiempo 6	-	-	8,724,000	
Pasatiempo 7	-	-	2,344,000	
<b>Sub Total Pasatiempo Wells</b>	<b>8,138,000</b>	<b>11,001,200</b>	<b>11,068,000</b>	-26.47%
<b>North South All Sources Combined</b>	<b>41,466,800</b>	<b>53,259,600</b>	<b>47,265,000</b>	-12.27%
<b>Felton System - Surface Water</b>				
Fall Creek	5,800,697	8,522,669	7,636,860	
Bennett Spring	4,148,408	-	3,140,800	
Bull 1 & 2	1,947,792	-	0	
<b>Total Felton System Sources</b>	<b>11,896,897</b>	<b>8,522,669</b>	<b>10,777,660</b>	10.38%
<b>Manana Woods System</b>				
Well 1	-	-	684,534	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>684,534</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>53,363,697</b>	<b>61,782,269</b>	<b>58,727,194</b>	-9.13%
<b>Surface</b>	<b>27,625,897</b>	<b>25,312,669</b>	<b>18,627,660</b>	48.31%
<b>Wells</b>	<b>25,737,800</b>	<b>36,469,600</b>	<b>40,099,534</b>	-35.82%
<b>Total Surface Water Percentage</b>	<b>51.77</b>	<b>40.97</b>	<b>31.72</b>	63.21%
<b>Total Wells Percentage</b>	<b>48.23</b>	<b>59.03</b>	<b>68.28</b>	-29.36%

**SAN LORENZO VALLEY WATER DISTRICT  
 PRODUCTION BY SYSTEM  
 +/- INTERTIES  
 November 2017**

<b>North System All Sources</b>	<b>41,466,800</b>
<b>Interties IN +</b>	<b>296,712</b>
<b>Interties OUT -</b>	<b>1,000,027</b>
<b>TOTAL NORHT SYSTEM</b>	<b>40,763,485</b>
<b>Felton Water system All Sources</b>	<b>11,896,897</b>
<b>Interties IN +</b>	<b>0</b>
<b>Interties OUT -</b>	<b>0</b>
<b>TOTAL FELTON SYSTEM</b>	<b>11,896,897</b>
<b>Manana Woods System</b>	
<b>Manana Woods Well 1</b>	<b>0</b>
<b>Interties IN +</b>	<b>N/A</b>
<b>TOTAL MANANA WOODS</b>	<b>0</b>

## SAN LORENZO VALLEY WATER DISTRICT INTERTIE USAGE November 2017

**INTERTIE 2**

SLVWD to SVWD 873309

SVWD to SLVWD 0

**INTERTIE 3**

SLV SOUTH to SLV NORTH 296,712

SLV NORTH to SLV SOUTH 126,718

**INTERTIE 4**

SLVWD to MHWD 0

MHWD to SLVWD 0

**INTERTIE 6**

SLV NORTH to SLV FELTON -

SLV FELTON to SLV NORTH -

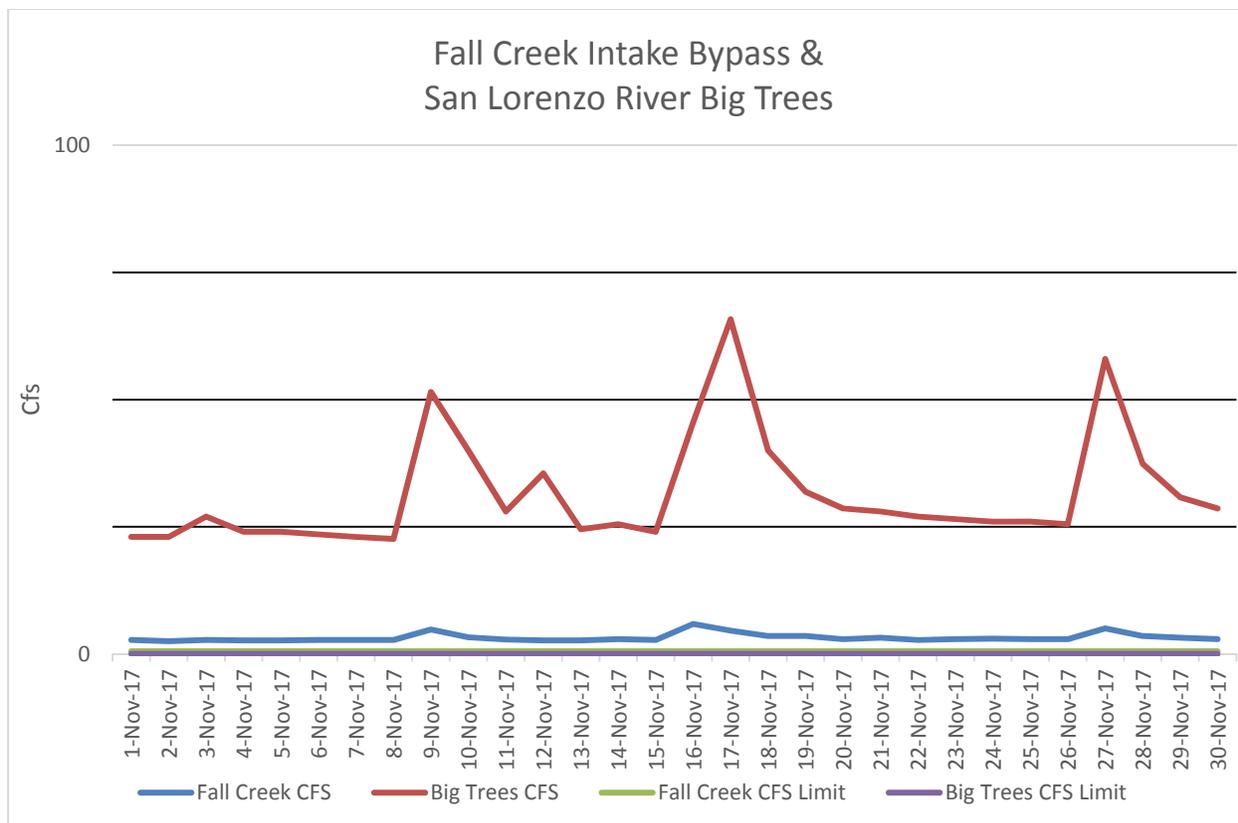
**LOMPICO INTERTIE**

SLV NORTH to LOMPICO N/A

**MANANA WOODS INTERTIE**

SLVWD to MANANA WOODS N/A

## Fall Creek Intake November 2017



### Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31                      1.0 cubic feet per second

November 1 through March 31                  1.5 cubic feet per second

### Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31                      0.5 cubic feet per second

November 1 through March 31                  0.75 cubic feet per second

Number of Days in month 0.5 cfs or below, ZERO days

### San Lorenzo River USGS Big Trees Flow Requirements

September    11 cubic feet per second

October    26 cubic feet per second

November 1 through May 31                      21 cubic feet per second

June - August    No Requirements

## Fall Creek Intake November 2017

For the protection of fish and wildlife, during the period: (a) April 1 through October 31 bypass a minimum of 0.5 cfs; (b) November 1 through March 31 bypass a minimum of 1.5 cfs past the Fall Creek point of diversion. The natural streamflow shall be bypassed whenever it is less than 1.5 cfs; provided, however, that during a dry year, the bypass requirement shall be reduced from 1.5 to 0.75 cfs. A dry year is defined on a monthly basis of cumulative runoff beginning October 1 of each season in the San Lorenzo River at the USGS gage at Big Trees. These runoff figures are based on approximately 50 percent of normal runoff as the dividing level between normal and dry year runoff and are as follows:

- November 1 for the month of October 500 af
- December 1 for October-November, inclusive 1,500 af
- January 1 for October-December, inclusive 5,000 af
- February 1 for October-January, inclusive 12,500 af
- March 1 for October-February, inclusive 26,500 af

# Fall Creek Weir Measurement

Agenda: 12.21.17

	Month:	November	Year:	2017	Big Trees > 26,500 Acre-ft Oct-Feb Normal Yr <input checked="" type="checkbox"/>					Big Trees <26,500 Acre-ft Oct-Feb Dry Yr <input type="checkbox"/>		
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height	Weir Height Measurement	Fall Creek (Cubic Feet per Second)	Big Trees (Cubic Feet per Second)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 21cfs Sept 11 cfs Oct 26 cfs (yes/no)	Notes
1	9:25	db	2	194	25.0	34.5	2.718	23.0	0	Yes	Yes	
2	7:50	ho	2	152	25.0	34.65	2.479	23.0	0.3	Yes	Yes	
3	8:35	db	1	182	25.0	35.0	2.718	27.0	0.09	Yes	Yes	
4	7:10	ho	1	157	25.0	34.84	2.636	24.0	0	Yes	Yes	
5	6:50	ho	1	140	25.0	34.84	2.636	24.0	0.05	Yes	Yes	
6	8:50	db	1	171	25.0	34.5	2.718	23.5	0	Yes	Yes	
7	7:50	db	1	147	25.0	34.5	2.718	23.0	0	Yes	Yes	
8	12:50	db	1	103	25.0	35.0	2.718	22.6	1.08	Yes	Yes	
9	8:35	db	1	102	25.0	37.5	4.776	51.5	0.20	Yes	Yes	
10	8:10	jt	1	130	25.0	35.62	3.236	40.0	0	Yes	Yes	
11	8:55	jt	1	131	25.0	35.04	2.800	28.0	0	Yes	Yes	
12	8:40	jt	1	135	25.0	34.84	2.636	35.5	0.05	Yes	Yes	
13	8:20	db	1	136	25.0	34.8	2.63	24.5	0.09	Yes	Yes	
14	8:05	ho	1	115	25.0	35.23	2.884	25.5	0	Yes	Yes	
15	11:20	db	1	119	25.0	35.0	2.718	24.0	0.75	Yes	Yes	
16	7:50	ho	1	124	25.0	38.51	5.877	45.5	1.70	Yes	Yes	
17	14:20	db	1	236	25.0	37.2	4.550	65.8	0	Yes	Yes	
18	8:00	ho	1	200	25.0	36.00	3.515	40.0	0	Yes	Yes	
19	8:05	ho	1	0	25.0	36.00	3.515	31.9	0	Yes	Yes	Plant off
20	9:55	ho	1	210	25.0	35.23	2.884	28.6	0	Yes	Yes	
21	8:20	db	1	70	25.0	35.6	3.146	28.0	0	Yes	Yes	
22	8:35	db	1	139	25.0	35.0	2.718	27.0	0	Yes	Yes	
23	10:15	jg	1	104	25.0	35.23	2.884	26.5	0	Yes	Yes	
24	11:45	jg	1	86	25.0	35.42	2.970	26.0	0	Yes	Yes	
25	13:20	jg	1	75	25.0	35.23	2.884	26.0	0	Yes	Yes	
26	9:25	jg	1	54	25.0	35.25	2.884	25.5	1.33	Yes	Yes	
27	9:00	ho	1	60	25.0	37.74	5.009	58.0	0	Yes	Yes	
28	8:00	ho	1	120	25.0	36.00	3.515	37.4	0	Yes	Yes	
29	9:50	db	1	83	25.0	35.6	3.146	30.8	0	Yes	Yes	
30	9:00	ho	1	96	25.0	35.23	2.884	28.6	0	Yes	Yes	
31	:	14						9				

San Lorenzo Valley Water District  
Loch Lomond Water Supply  
November 2017

Loch Lomond Water Level



**Week ending 12/06/2017**

(in feet above mean sea level; lake spills at 577.25 feet)

Currently:	573.30 ft
Percent of capacity:	91.7 %

In 1958 SLVWD sold 2,500 acres of property in the vicinity of the Newell Creek Watershed to the City of Santa Cruz, with the agreement that SLVWD would be entitled to purchase 12 ½ percent of the annual safe yield from a future Newell Creek reservoir, up to a maximum of 500 AF/yr. Based on the 1958 agreement, SLVWD began receiving delivers of Loch Lomond water from the City in 1963. In 1965 the District constructed the Glen Arbor Water treatment plant for treating Loch Lomond water. Toward the end of the 1976-77 drought, the City stipulated that the District was not entitled to an allocation of 500 AF/yr, merely 12.5% of the safe yield. This decision based on a reduction to the estimated annual safe yield from the Newell Creek Reservoir, reduced the Districts contractual allocation. On June 7, 1977, the District filed a Complaint for Declaratory Relief, which requested the court to make a judicial determination of the respective parties' duties and rights. In June 1980 a court order fixed the estimated safe yield from Newell Creek Reservoir at reduced quantity, which resulted in a reduction to the Districts contractual allocation to 313 AF/yr.

Production Loch Lomond to SLVWD

Date	Total Used	Total Available
1976 July to June 1977	353 AF	
1977 July to June 2015	0	313 AF
2015 July to 02/2016	0	313 AF
2/20/16 to Current	0	313 AF

Last time District used Loch Lomond water was June 1977

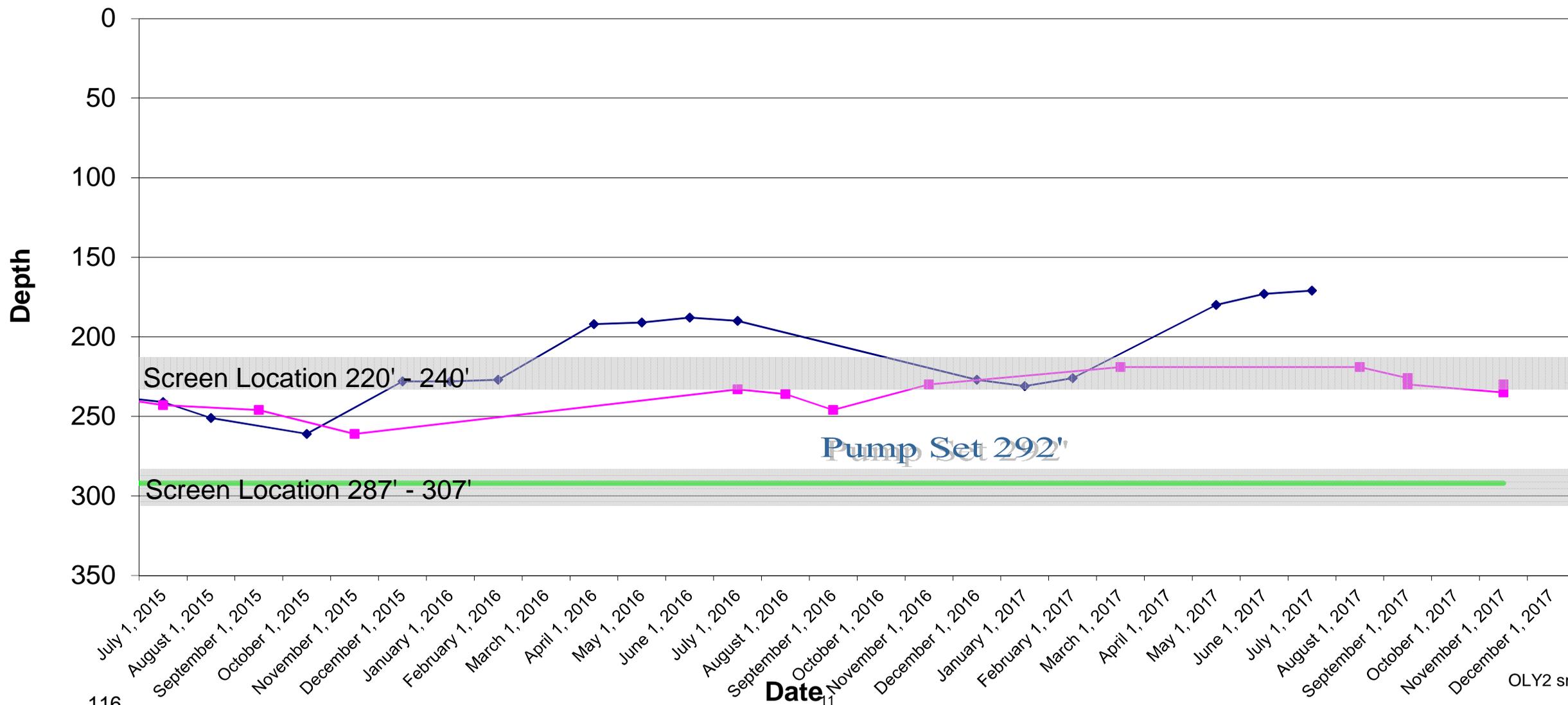


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 2

Location: 7701 E. Zayante Rd.  
Elevation: 525'  
Installed: April 28, 1980  
State Well #: 10S/O2W-11P01  
New #: 4410014-010  
Completed Depth: 300'



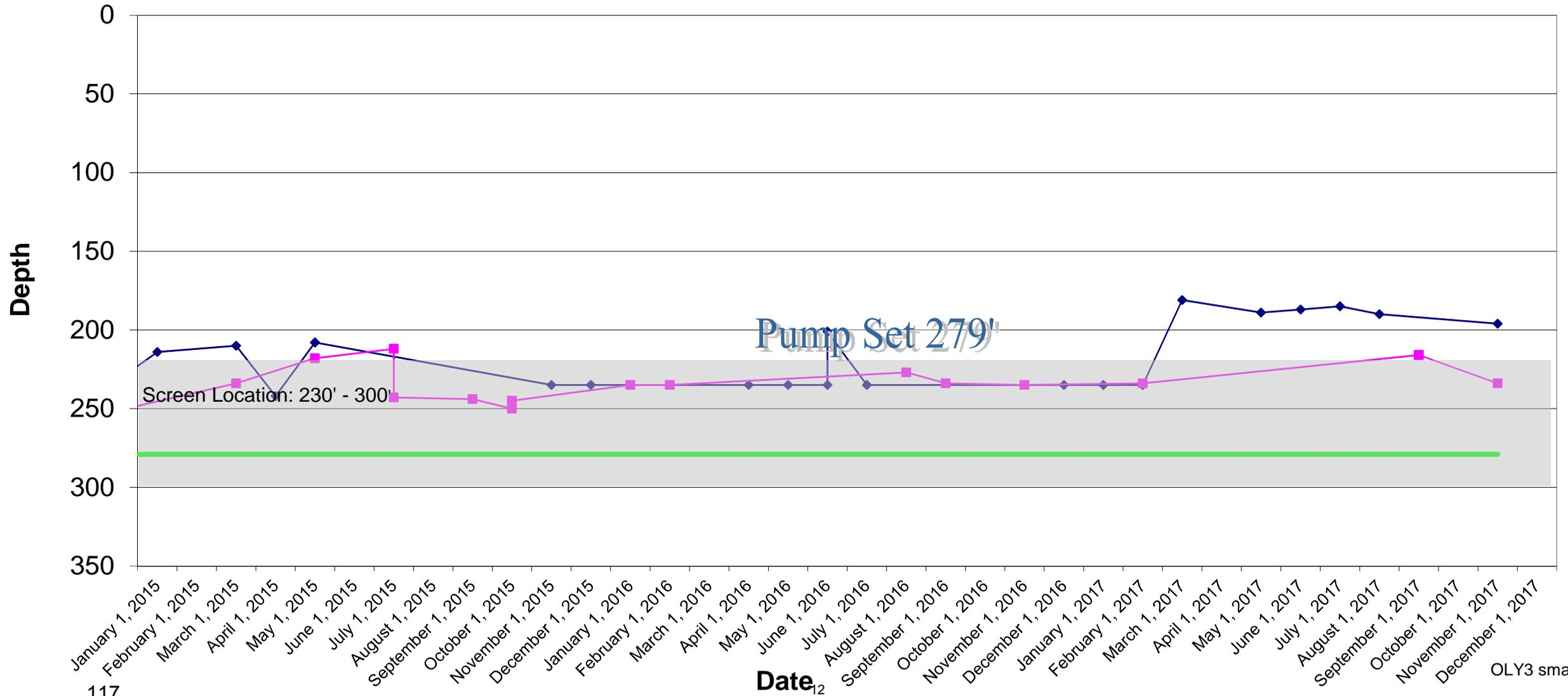


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 3

Location: 7701 E. Zayante Rd  
Elevation: 538' Mean Sea Level  
Installed: 8-15-90  
State Well #: 4410014-022  
Completed Depth:

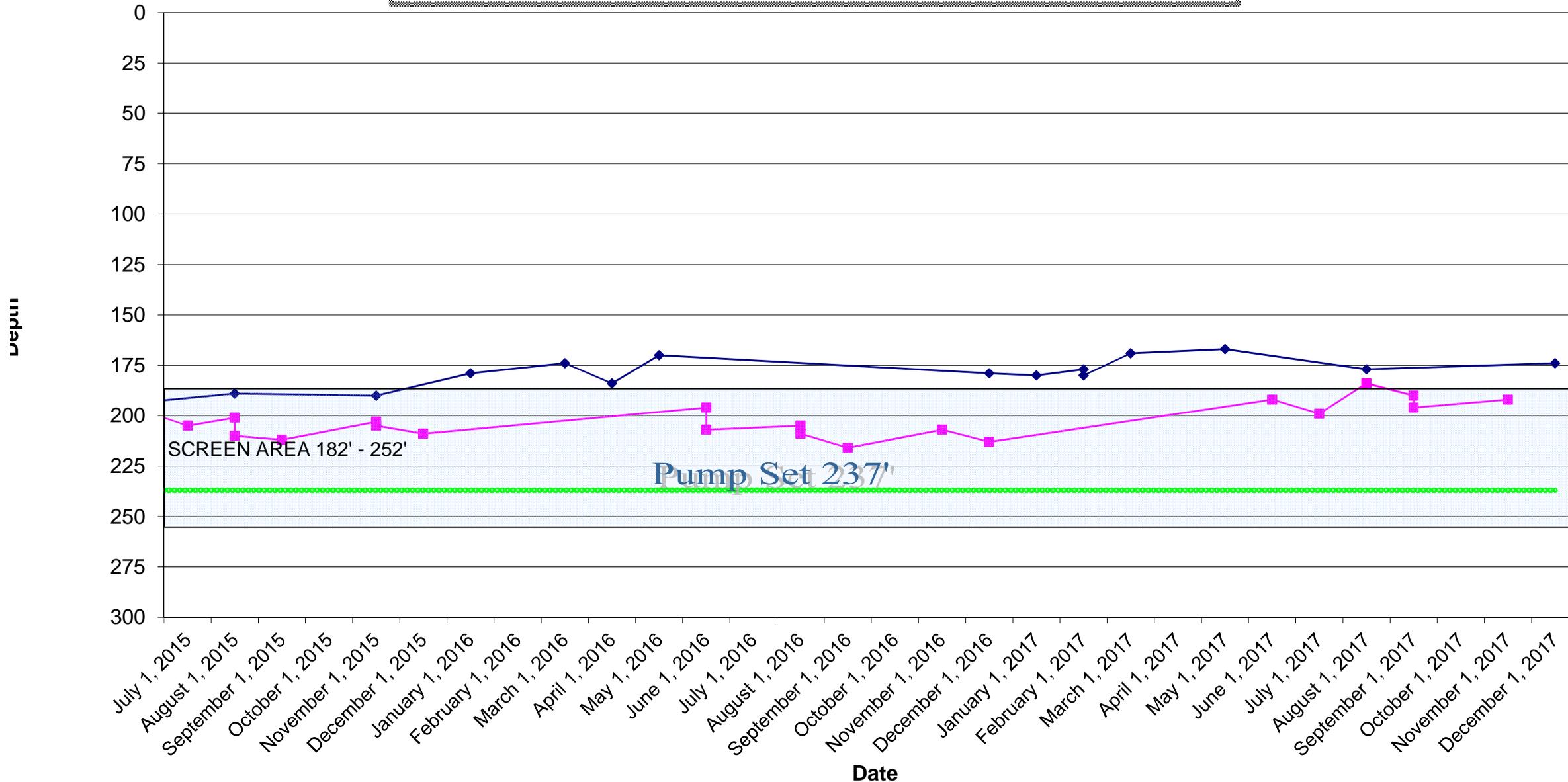


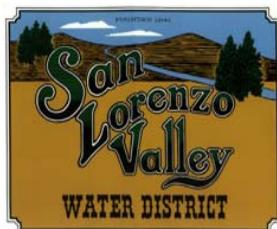
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 4-A

Location: Cumora Ln. Ben Lomond  
Elevation: 596.54 ft @ Pad  
Installed: 6-07-2001  
State Well #: 4410014-026  
Completed Depth: 265



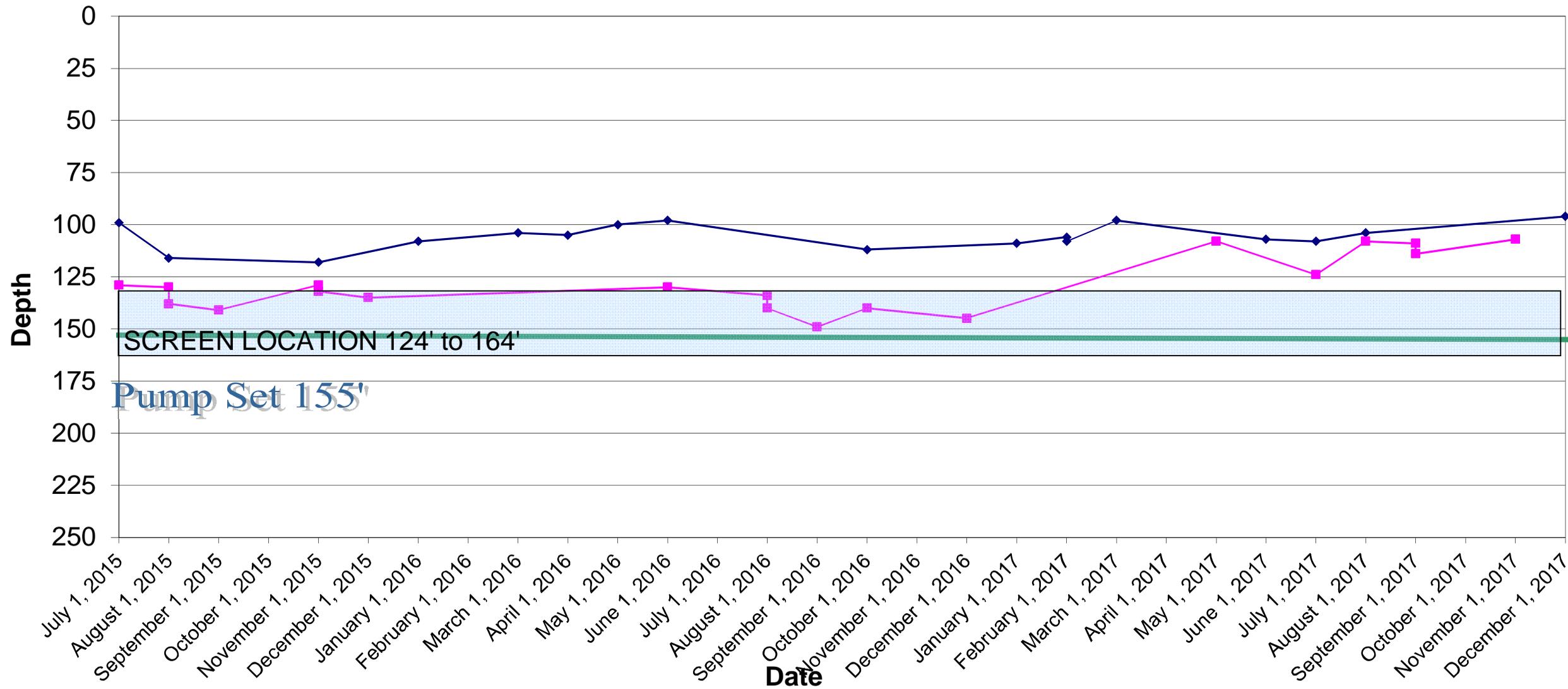


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 5-A

Location: 1161 Quail Hollow Rd.  
Ben Lomond  
Elevation: 517.65 ft. @ Pad  
Installed: March 2000  
State Well #: 4410014-025  
Completed Depth: 174'



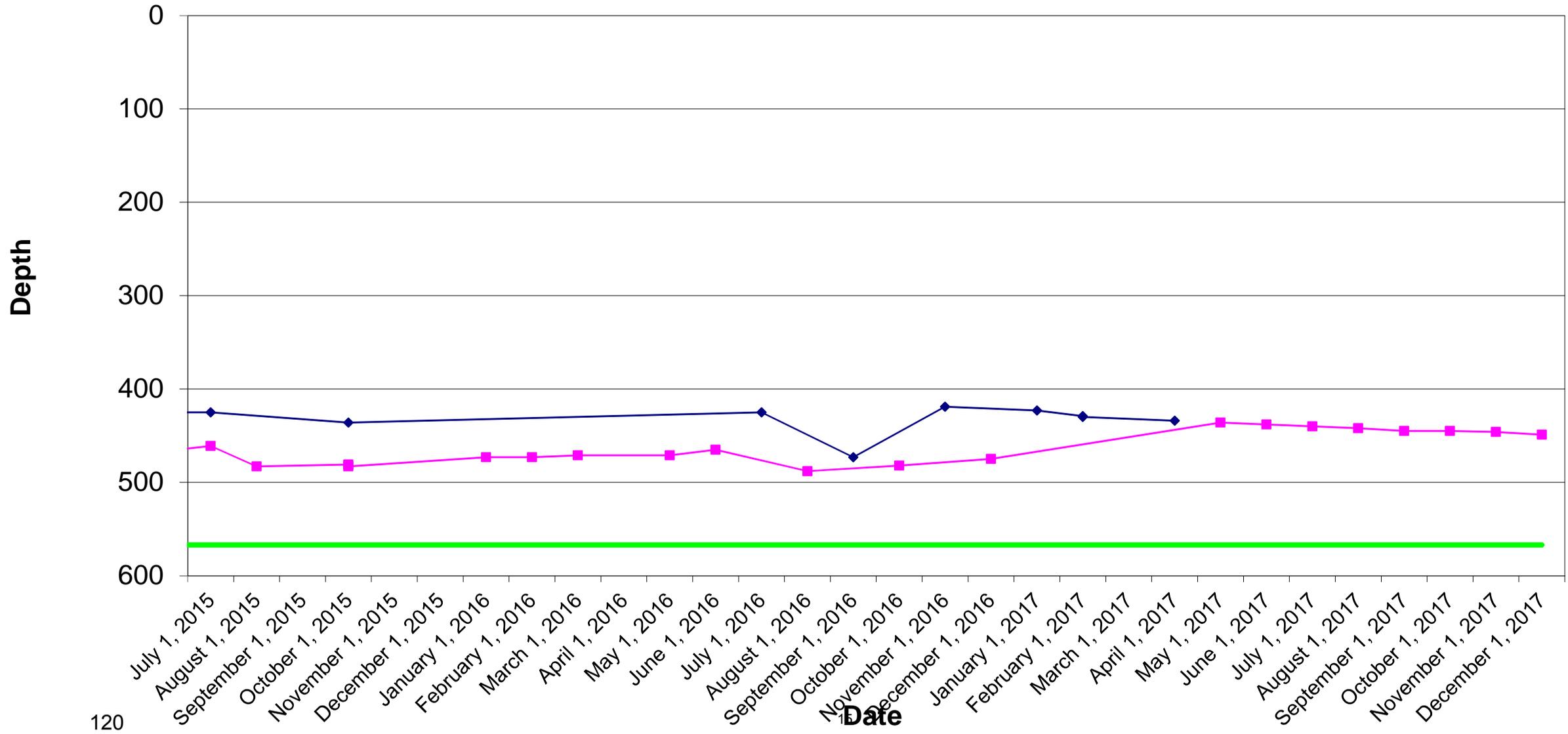


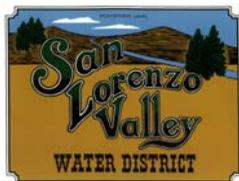
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 5-A

Location: So. Of 3650 Graham Hill Rd  
Elevation: 752'  
Installed 1-1-14  
State Well #:4410014-014  
Completed Depth: 710'



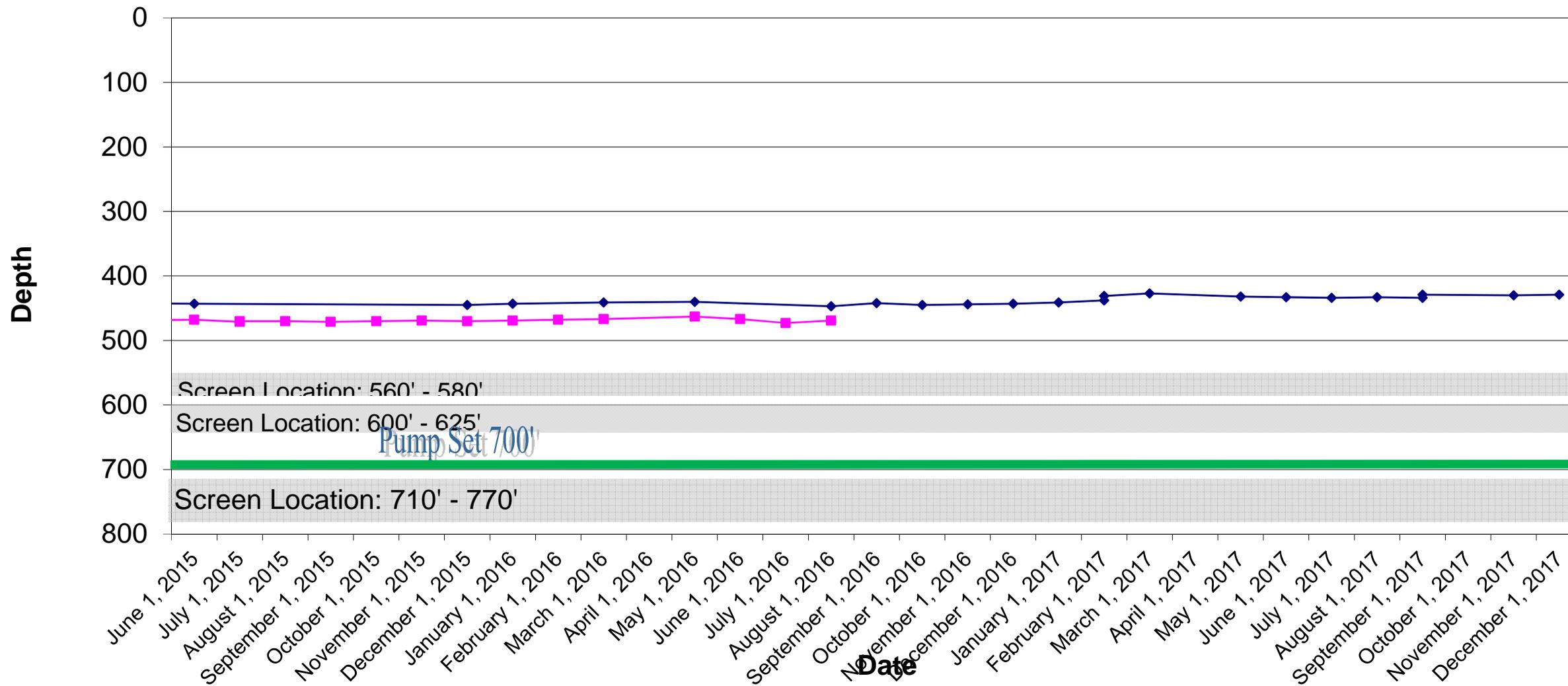


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 6

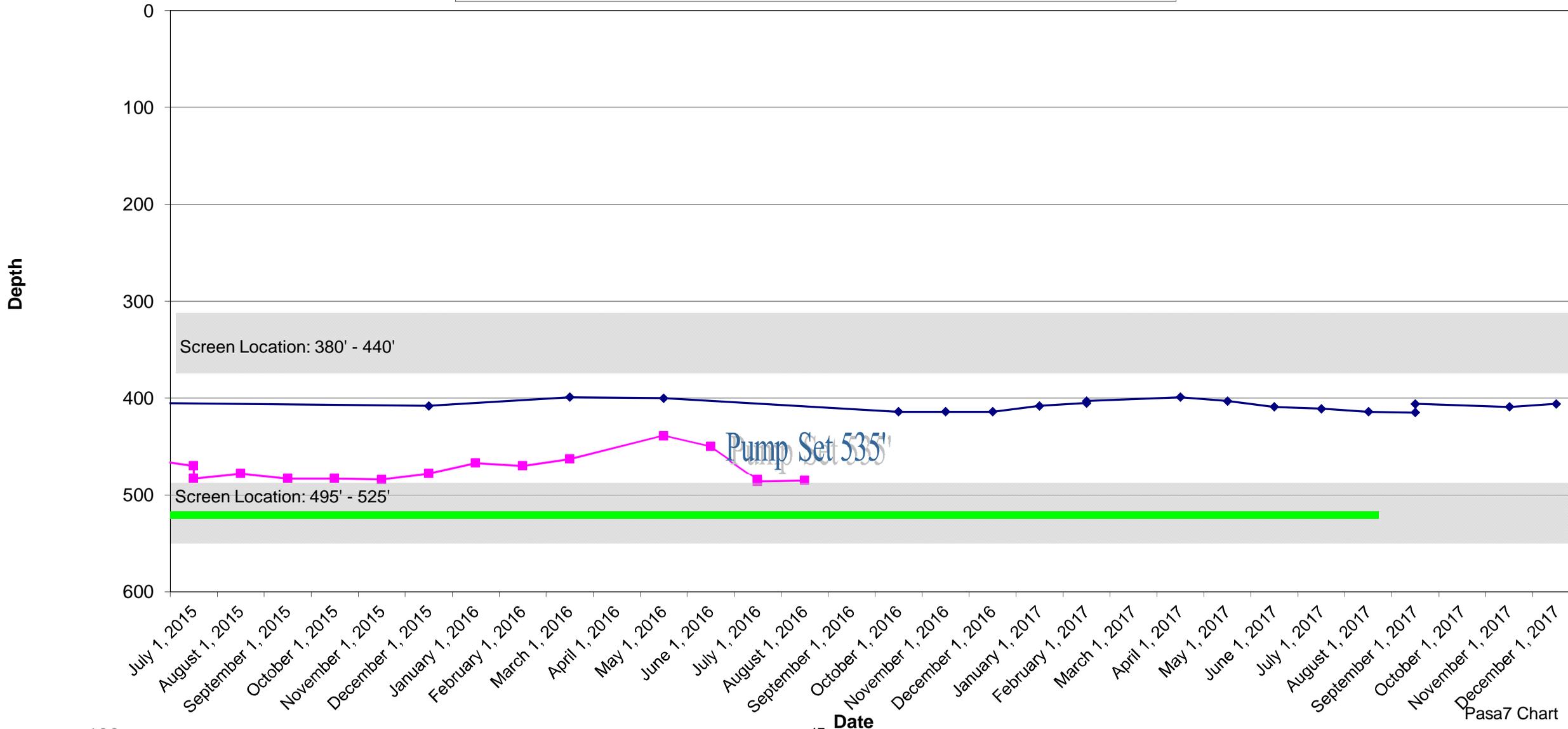
Location: Behind 3650 Graham Hill Rd.  
Elevation: 775'  
Installed: 5-30-91  
State Well #: 4410014-023





### SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

Location: South of Probation Center  
Elevation: 734' MSL  
Installed: July 21, 1990  
State Well #: 4410014-024  
Completed Depth: 540'



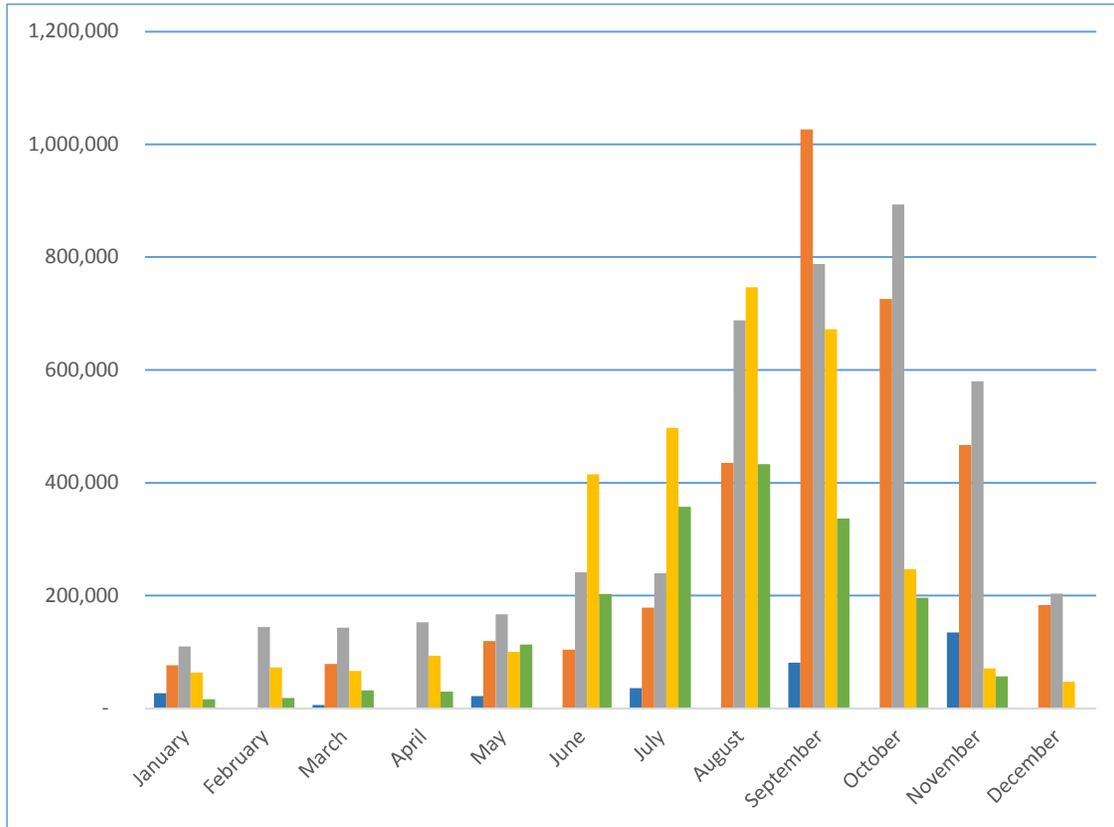
Agenda: 12.21.17  
Item: 12

# SAN LORENZO VALLEY WATER DISTRICT

## BULK WATER SALES

### GALLONS

### November 2017



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
January	26,928	76,296	109,965	63,850	16,456
February			144,364	72,556	18,700
March	5,984	78,540	142,868	66,572	32,164
April			152,592	93,500	29,920
May	21,692	119,680	166,804	100,232	112,948
June		103,972	240,983	415,140	203,179
July	35,904	178,772	239,360	497,420	357,544
August		435,336	688,160	746,504	433,092
September	81,352	1,026,256	787,644	672,183	336,570
October		725,560	893,112	246,840	195,976
November	134,640	466,752	579,700	71,060	56,848
December		183,260	203,456	47,124	
<b>Totals</b>	<b>306,500</b>	<b>3,394,424</b>	<b>4,349,008</b>	<b>3,092,981</b>	<b>1,793,397</b>

SAN LORENZO VALLEY WATER DISTRICT  
MONTHLY LEAK REPORT  
November 2017

Agenda: 12.21.17  
Item: 12

**NORTH SYSTEM**

Leak Type	Location	Town	Gallons Lost
GROUND WATER OR SEWER	1115 DUNDEE AVE.	BEN LOMOND	0
400 MAIN LEAKING	199 PAONE ST.	BOULDER CREEK	7200
400 MAIN LEAKING	COUNTRY CLUB DR.	BOULDER CREEK	8640
400 MAIN LEAKING	820 River Dr	BOULDER CREEK	150
400 MAIN LEAKING	955 CREEK DRIVE	BOULDER CREEK	1080
<b>Total North System</b>			<b>17,070</b>
<b>FELTON SYSTEM</b>			
400 MAIN LEAKING	820 Brookside	Felton	0
400 MAIN LEAKING	915 Madrona Dr	Felton	50400
<b>Total Felton System</b>			<b>50,400</b>
<b>MANANA WOODS</b>			
<b>Total Manana Woods</b>			<b>-</b>
<b>Total All Systems</b>			<b>67,470</b>

SAN LORENZO VALLEY WATER DISTRICT  
 Authorized Unmetered Water Use (GALLONS)  
 November 2017

<u>North System</u>		Monthly Total
Mainline Flushing		-
Tank Leakage		90,720
Probation	1.0 gpm	43,200
Upper Swim	0.3 gpm	12,960
Blue Ridge	0.4 gpm	17,280
Echo	0.1 gpm	4,320
Highland	0.3 gpm	12,960
Process Water		92,880
Lyon cL2 Analyzer	0.02 gpm	864
Quail 5 cL2 Analyzer	0.11 gpm	4,752
Olympia cL2 Analyzer	1.32 gpm	57,024
Paso cL2 Analyzer	0.7 gpm	30,240
Firefighting		
Tank Overflow		-
Waste Water		0
<b>Sub Total North</b>		<b>183,600</b>
<u>Felton Water System</u>		
Mainline Flushing		
Tank Leakage		4,320
El Solyo	0.1 gpm	4,320
Process Water		
Kirby WTP cL2 Analyzers	0.8 gpm	34,560
Firefighting		
Tank Overflow		0
Waste Water		0
<b>Sub Total Felton</b>		<b>38,880</b>
<u>Manana Woods Water System</u>		
Mainline Flushing		-
Tank Leakage		
Process Water		
Firefighting		
Tank Overflow		
Waste Water		
<b>Sub Total Manana Woods</b>		<b>0</b>
<u>Lompico Water System</u>		
Kaski Tank	0.1 gpm	4,320
Lewis Tank	0.3 gpm	12,960
<b>Sub Total Lompico</b>		<b>17,280</b>
<b>Total All Systems</b>		<b>239,760</b>

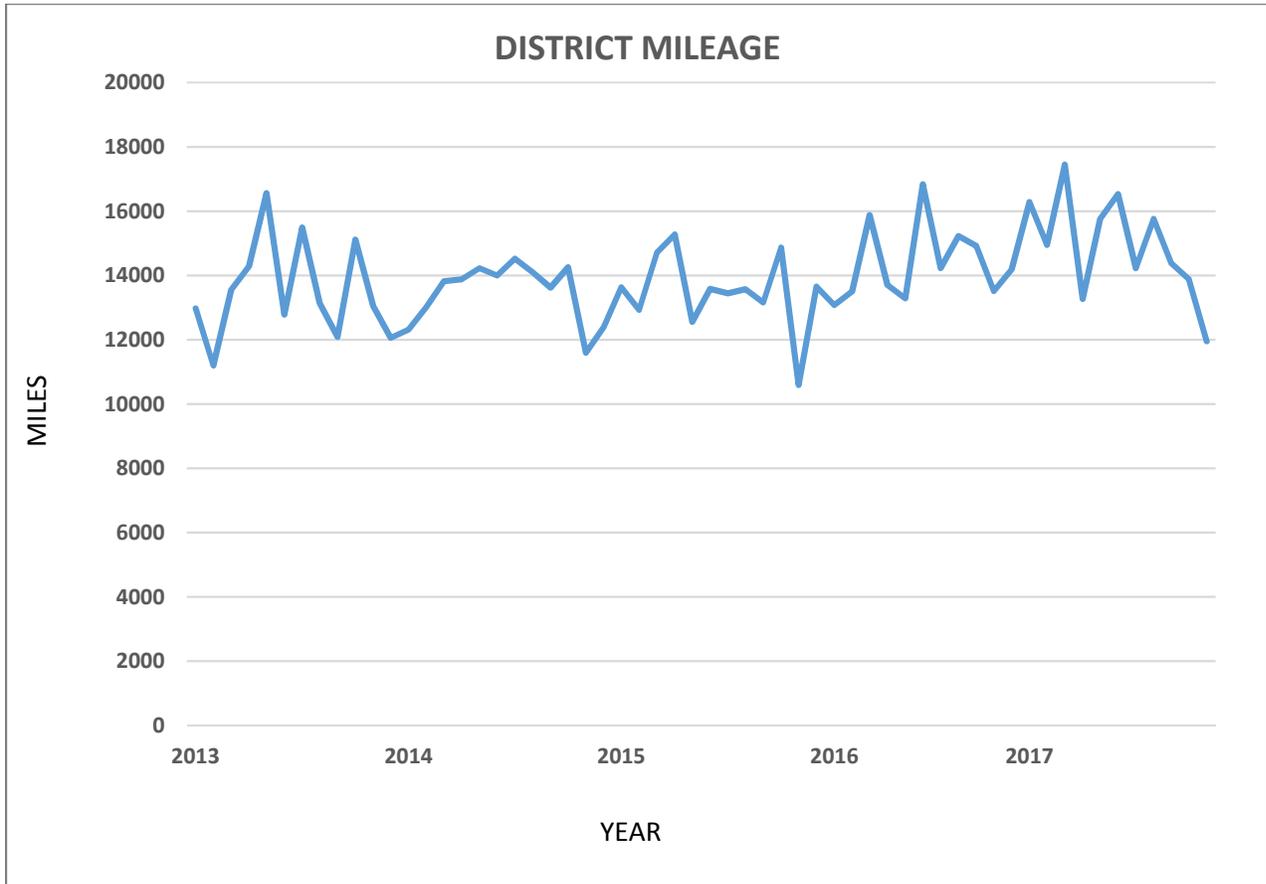
Water Quality Complaint List										
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
11/27/2017			X				Customer noticed small black particles appearing in kitchen and bathroom.	9451 Manzanita Ave	Upon field investigation by SLVWD staff, water quality results were normal and within range, free chlorine was 1.0 mg/L and field turbidity was 0.09 NTU. No particles were observed. Customer was notified of results and will call back if particles return.	SLVWD

Agenda: 12.21.17  
Item: 12

# SAN LORENZO VALLEY WATER DISTRICT

## VEHICLE MILEAGE

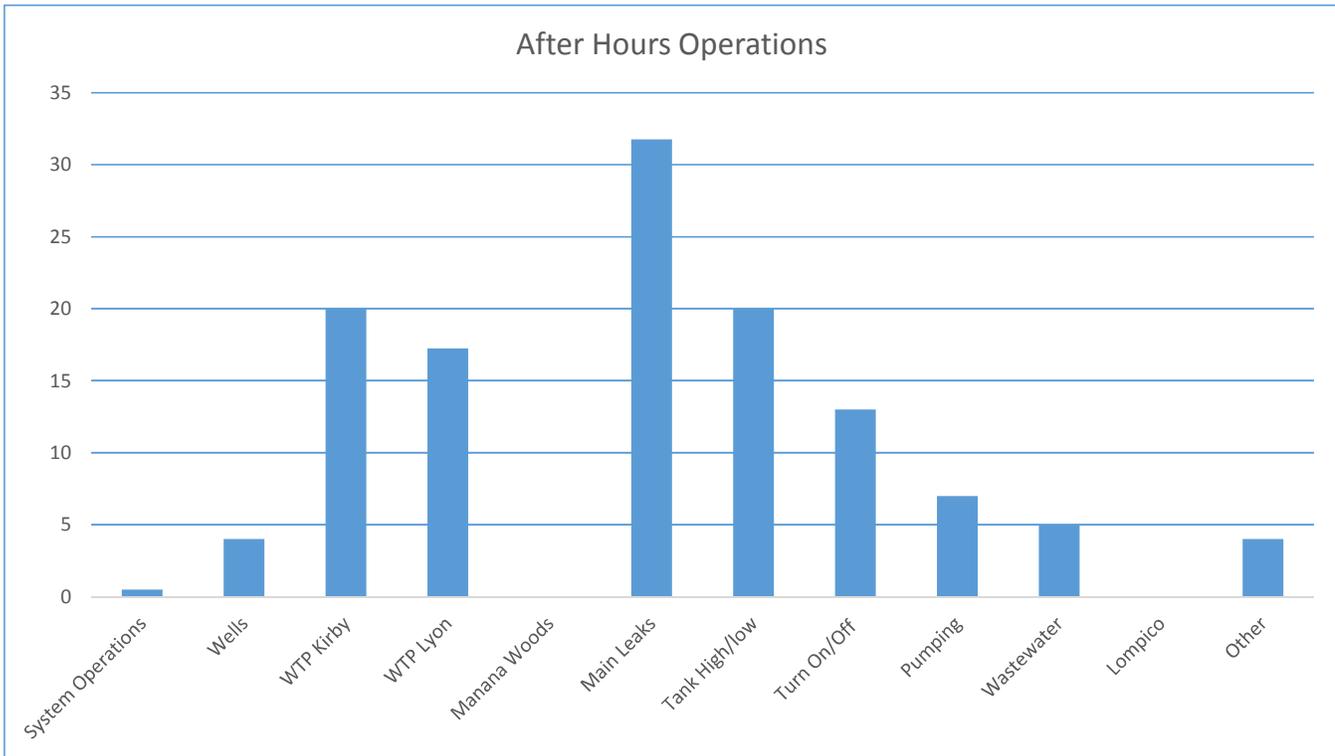
### november 2017



Month	2013	2014	2015	2016	2017
January	12,976	12,317	13,633	13,082	16,286
February	11,201	13,015	12,934	13,505	14,945
March	13,558	13,817	14,714	15,882	17,451
April	14,283	13,883	15,279	13,704	13,270
May	16,560	14,228	12,550	13,290	15,757
June	12,780	14,000	13,582	16,841	16,534
July	15,497	14,519	13,441	14,228	14,229
August	13,136	14,096	13,569	14,923	15,761
September	12,087	13,622	13,137	15,229	14,388
October	15,120	14,261	14,868	14,924	13,880
November	13,046	11,594	10,591	13,510	11,952
December	12,060	12,394	13,648	14,187	
<b>Totals</b>	<b>162,304</b>	<b>161,746</b>	<b>161,946</b>	<b>173,305</b>	<b>164,453</b>

**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
November 2017**

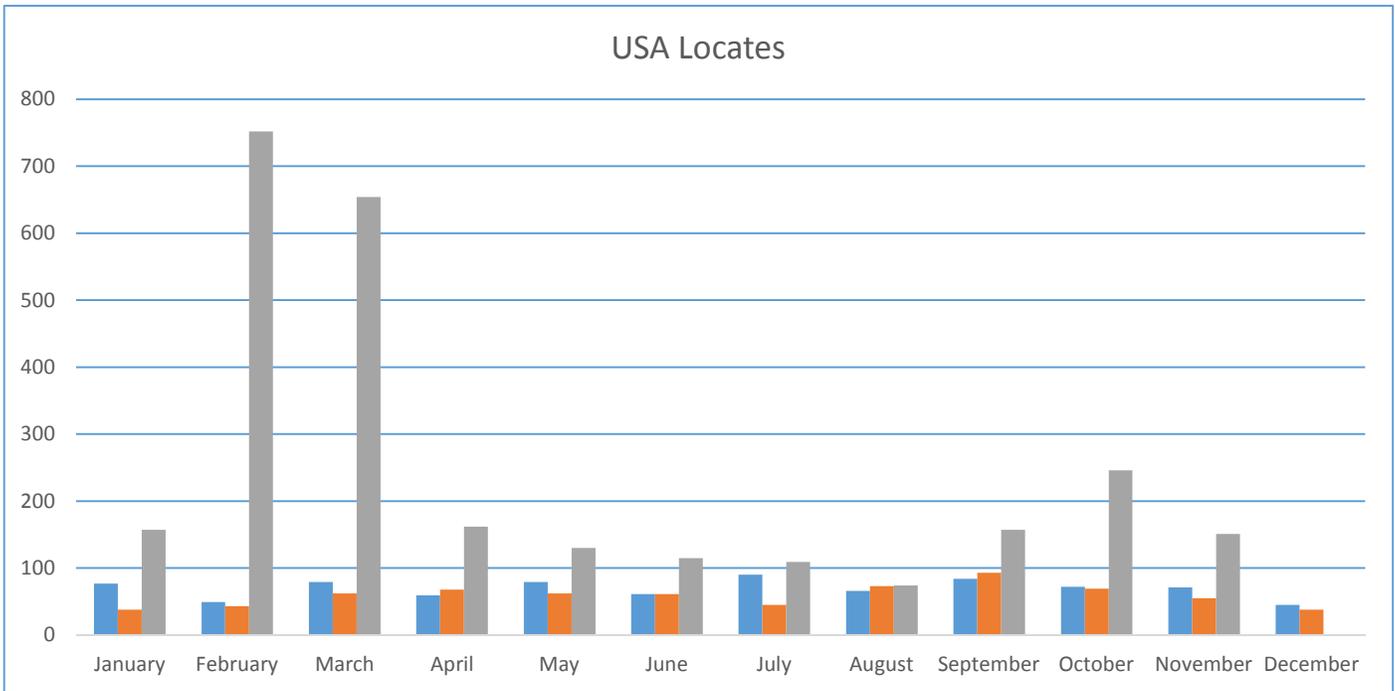
Agenda: 12.21.17  
Item: 12



<u>Description</u>	<u>Hours</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>
System Operations	0.5	January	N/A	145	280.75
Wells	4	February	N/A	86.5	192.25
WTP Kirby	20	March	N/A	153.75	105.75
WTP Lyon	17.25	April	82.50	72	128.75
Manana Woods	0	May	104.75	49.25	132.75
Main Leaks	31.75	June	172.50	83.25	112.75
Tank High/low	20	July	124.25	80.25	162.00
Turn On/Off	13	August	111.75	81.25	141.25
Pumping	7	September	230.25	175	201.25
Wastewater	5	October	128.25	78.5	104
Lompico	0	November	114.25	96.25	122.5
Other	4	December	186.25	130.75	
<b>Total</b>	<b>122.5</b>		<b>1254.75</b>	<b>1231.75</b>	<b>1684.00</b>

**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
November 2017**

Agenda: 12.21.17  
Item: 12



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
January	77	38	157
February	49	43	752
March	79	62	654
April	59	68	162
May	79	62	130
June	61	61	115
July	90	45	109
August	66	73	74
September	84	93	157
October	72	69	246
November	71	55	151
December	45	38	
<b>Total to Date</b>	<b>832</b>	<b>707</b>	<b>2,707</b>



**Know what's below.  
Call before you dig.**

**SAN LORENZO VALLEY WATER DISTRICT  
BUDGET & FINANCE COMMITTEE MEETING MINUTES  
December 5, 2017  
9:30 a.m.**

**CONVENE MEETING/ROLL CALL:**

Chair Baughman convened the meeting at 9:32 a.m.

Director Baughman and Director Ratcliffe were present as well as Director of Finance and Business Services Hill.

**ORAL COMMUNICATIONS:** None

**UNFINISHED BUSINESS:**

**3A REVIEW COMPENSATION STUDY**

S. Hill described this item followed by Committee & staff discussion.

P. Lang, Boulder Creek and R. Shaw, Lompico, addressed the Committee.

**3B REVIEW DRAFT CAFR**

S. Hill described this item.

B. Holloway, Boulder Creek, and R. Shaw addressed the Committee.

The committee addressed this item.

**NEW BUSINESS:**

**4A REVIEW THE FIRST QUARTER FISCAL YEAR 17/18 FINANCIAL SUMMARY**

S. Hill introduced this item followed by Committee & staff discussion.

B. Holloway and P. Lang addressed the Committee.

The Committee continued the discussion.

**NEXT COMMITTEE MEETING:**

Tentatively scheduled for 1/4/18/

**ADJOURNMENT:**

Chair Baughman adjourned the meeting at 10:14 a.m.