



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
AGENDA  
February 16, 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 regular meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, February 16, 2017 at 5:00 p.m.**, at the Operations Building, 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 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:**

*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-EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Case Number CV180394-Bruce Holloway, Plaintiff, v. Terry Vierra; San Lorenzo Valley Water District; Showcase Realty Agents, Inc.; Gregory Dildine; Edwige Dildine; and Does 1 to 25, Defendants.

b. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of Case: Charlene DeBert v. SLVWD

c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957

Title: District Manager

5. Convene to Open Session at 6:30 p.m. (time certain)

6. Report of Actions Taken

7. Additions and Deletions to 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, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.*

9. Written Communications:

a. LETTER FROM L. HENRY - 1.29.17

b. LETTER FROM L. HENRY - 2.17.17

10. 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 OF THE BOARD OF DIRECTORS SPECIAL MEETING FROM JANUARY 17, 2017  
Consideration and possible action by the Board to approve minutes for the January 17, 2017 Special Board of Directors meeting.
- b. MINUTES OF THE BOARD OF DIRECTORS MEETING FROM JANUARY 19, 2017  
Consideration and possible action by the Board to approve minutes for the January 19, 2017 Board of Directors meeting.
- c. MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING FROM JANUARY 24, 2017  
Consideration and possible action by the Board to approve minutes for the January 24, 2017 Special Board of Directors meeting.
- d. MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING FROM JANUARY 26, 2017  
Consideration and possible action by the Board to approve minutes for the January 26, 2017 Special Board of Directors meeting.
- e. BILL LIST FOR PERIOD ENDNG FEBRUARY 16, 2017  
Consideration and possible action by the Board to approve the Bill List for the period ending February 16, 2017.
- f. FINANCIAL SUMMARY FOR PERIOD ENDING DECEMBER 31, 2016  
Consideration and possible action by the Board to approve the Financial Summary for period ending December 31, 2016.
- g. FINAL REPORT FOR CLASSIC ENVIRONMENTAL EDUCATION GRANT "WATERSHED NATURE WALKS"  
Consideration and possible action by the Board regarding the final report for Classic Environmental Grant "Watershed Nature Walks".

11. Unfinished Business:

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

- a. LOMPICO SURCHARGE  
Discussion and possible action by the Board regarding the Lompico Surcharge and Merger Revenue & Costs.

12. New Business:

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

- a. ENGINEERING COMMITTEE  
Discussion and possible action by the Board regarding Engineering Committee meeting time.
  - b. DISTRICT ENTERPRISE WIDE NEEDS ASSESSMENT AUTHORIZATION  
Discussion and possible action by the Board regarding authorization of the District Enterprise Wide Needs Assessment.
  - c. REQUEST FOR EXCEPTION TO LEAK ADJUSTMENT POLICY - JEWEL  
Discussion and possible action by the Board regarding an exception to the Leak Adjustment Policy for Jennifer Jewel.
  - d. JURASSIC PARLIAMENT PRESENTATION  
Discussion and possible action by the Board regarding the Jurassic Parliament presentation.
  - e. 2017 ELECTION NOMINATIONS FOR SPECIAL DISTRICTS RISK MANAGEMENT AUTHORITY  
Discussion and possible action by the Board regarding the 2017 Election Nominations for SDRMA.
  - f. DEPARTMENT REORGANIZATION  
Discussion and possible action by the Board regarding the Department Reorganization.
  - g. EDUCATION COMMISSION NOMINATIONS  
Discussion and possible action by the Board regarding the Education Commission Nominations.
  - h. UPDATE REVIEW OF MEMORANDUM OF AGREEMENT WITH THE CITY OF SANTA CRUZ, SAN LORENZO VALLEY WATER DISTRICT AND SCOTTS VALLEY WATER DISTRICT  
Discussion and possible action by the Board regarding the update review of the MOA with the City of Santa Cruz, SLVWD and SVWD.
13. District Manager Reports:  
*Information reports by the District Manager, Staff, Committee and Board of Directors.*
- a. MANAGER
    - (1) DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
      - (i) Q & A from prior Board Meetings
      - (ii) Administration
      - (iii) Finance
      - (iv) Environmental

(v) Operations

b. BOARD OF DIRECTORS MEETINGS:

- (1) Future Board of Director Meeting Agenda Items
  - (i) Scheduled for March 16, 2017
    - (a) Conflict of Interest Code
  - (ii) Scheduled for future meetings
    - (a) AB 1234-Ethics Education & Training (within 1 year of election and every other year after)
    - (b) Form 700-Statement of Economic Interests (annually by April 1)
    - (c) GSA JPA Adoption

c. COMMITTEE/DIRECTOR REPORTS:

- (1) Future Committee Meeting Agenda Items
  - (i) Admin
  - (ii) Budget & Finance
  - (iii) Engineering
  - (iv) Environmental
  - (v) LAOC
- (2) Committee Meeting Notes

14. Informational Material

- a. Water Districts Mostly Spared - Press Banner 1.13.17
- b. SLV Ratepayers to Pay - Press Banner 1.31.17
- c. OPINION - Press Banner 2.3.17

15. Adjournment

**Certification of Posting**

I hereby certify that on February 9, 2017 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 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 February 9, 2017

\_\_\_\_\_  
Holly B. Morrison, Dist. Secretary  
San Lorenzo Valley Water Dist.

## Holly Morrison

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**From:** Lois Henry <lesterhenry@comcast.net>  
**Sent:** Sunday, January 29, 2017 3:38 PM  
**To:** generatcliffe@gmail.com  
**Cc:** Board of Directors  
**Subject:** board not employees

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Board members are not employees even if paid like an employee. Can an employee fire the General Manager? No, so if you are employees then Jim Muller should file a complaint because the board can fire the general manager but if you are employees you can not. We in Lompico were paid the same way you are but we were smart enough to know we were elected officials not employees.

It seems you people just keep getting more bad press. Those of us from Lompico who attend board meetings are pretty unhappy with the SLV board but have kept it to ourselves. We keep waiting For you to do the right thing but we are getting weary of waiting. I heard Margaret Bruce say at the audit meeting that there was not enough information to decide on the surcharge maybe I heard wrong at least I hope so besides you wouldn't want me to be right when I've been saying for months that the audit wouldn't give you the information you need because it had nothing to do with the terms of the surcharge.

The surcharge was not meant to be a blank check.

Did board members really talk to Gene's neighbor about what went on in closed session? If so that is a big no, no. I think the whole board needs more training on the Brown Act.

Lois Henry

**From:** Brian Lee <[blee@slvwd.com](mailto:blee@slvwd.com)>  
**Date:** February 1, 2017 at 8:57:22 PM PST  
**To:** Lois Henry <[lannhenry@comcast.net](mailto:lannhenry@comcast.net)>  
**Subject:** Re: are elected officials employees?

Get what?

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Brian Lee  
San Lorenzo Valley Water District

On Feb 1, 2017, at 8:51 PM, Lois Henry <[lannhenry@comcast.net](mailto:lannhenry@comcast.net)> wrote:

You really don't get it do you?  
Lois

On Feb 1, 2017, at 8:50 PM, Brian Lee <[blee@slvwd.com](mailto:blee@slvwd.com)> wrote:

Ms. Henry,

Might I point you in the direction of the definition of 'employee' found in the Government Claim Act (Gov Code 810.2) and the definition of 'employee' in the Political Reform Act (Gov Code 82091)?

You might find those definitions are directly applicable to Gov Code 825 and 995.

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Brian C. Lee  
District Manager  
San Lorenzo Valley Water District

On Feb 1, 2017, at 8:27 PM, Lois Henry <[lannhenry@comcast.net](mailto:lannhenry@comcast.net)> wrote:

You might want to read this because you will see you are not employees.

Are elected officials employees?  
<http://www.mtsac.edu/president/board-reports/LCW%20Are%20Governing%20Board%20Members%20Employees.pdf>

3. Contexts Where Elected Officials are not Defined as Employees  
Notwithstanding the above statutes, elected officials are specifically excluded from the definition of employee in many instances. For example, the federal ADEA definition of "employee" specifically excludes elected officials. (29 USC § 630(f).)

Elected officials are also not considered employees under the Brown Act. Government Code section 54957 excludes elected officials from the definition of employee. Section 54957 grants an exception to the Brown Act's requirement of holding open sessions for personnel matters.

The public entity may discuss personnel matters involving employees in closed session unless the employee requests an open session. However, section 54957(b)(4) states that employee "shall not include any elected official." Thus, when public officials are involved, the agency must hold an open meeting.

From 1976 through 1993, the definition of employee only excluded "persons appointed to an office by the legislative body of a local agency," except for specified nonelective positions. The Attorney General found that despite this apparent different treatment of appointed and elected officials, the legislature meant to treat all officials as excluded from the definition of employee.

(59 Cal.Opp.Atty.Gen. 266.)

Notably, the California Constitution exempts board members from civil service. (Cal. Const., Art 7, § 4.) This means board members do not share the features that are the hallmarks of civil service; i.e. civil service examinations, permanent and probationary statuses, and periodic performance evaluations. The Government Code dealing with personnel in the State civil service defines "employee" as a person "legally holding a position in the State civil service." (Gov't. Code § 18526.) Section 18520 states that the definitions of that chapter govern, "[u]nless the context requires otherwise." Thus, for the purpose of the state's civil service, a person may be exempt from the civil service and not an employee, yet treated as an employee in certain contexts. (See *Slivkoff v. California State University and Colleges* (1977) 69 Cal.App.3d 394, 401-402.)

### C. Board Members are Not Employees

In significant ways that define an employment relationship with a public agency, the members of a district's governing board are not employees. They do not earn a salary or wage and typically hold full time employment separate from acting as board members. The members do not hold any tenured or permanent status and are not subject to the evaluation processes applicable to employees. They are elected officials and hold their position until another candidate takes their place. Further, the Government Code specifically states that board members are not employees. The members are further excepted from the definition of employee under the Brown Act.

Although the board members are treated as employees in certain contexts, this does not compel the conclusion that they are employees of a district. As Government Code section 18520 illustrates, the board members may not be employees, yet be treated as, or derive benefits of being an employee. Thus, while board members are employees for the purposes of withholding taxes and receiving workers' compensation benefits, they are not employees.

Board members are not employees of the district. There is no dispositive definition of "employee," but while board members may be treated like employees for some purposes,



they are specifically excluded from being employees in many relevant situations. If a district is concerned about granting board members health, insurance coverage, or a similar benefit, it should look to the language of the policy or plan. If there is no definition of "employee" in the insurance plan or policy, the question is more difficult to answer, but it is most likely that board members would not be employees for purposes of the plan. However, even though it is likely that board members would not be considered employees for this purpose, the board may elect to provide this benefit for its members.

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

January 17, 2017

3:00 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe convened the meeting at 3:00 p.m.

Dirs. Hammer, Bruce and Baughman were present. District Manager Lee, Legal Counsel Hynes, Financial Manager Hill and Environmental Programs Manager Michelsen were also present.

Dir. Bruce made a motion to excuse Dir. Smallman from the meeting.

**ROLL CALL:**

Ayes: Hammer, Baughman, Ratcliffe, Bruce

Noes:

Abstain:

Absent: Smallman

**NEW BUSINESS:**

**3a SAN LORENZO VALLEY WATER DISTRICT COMPREHENSIVE ANNUAL  
FINANCIAL REPORT, FISCAL YEARS JUNE 30, 2016 AND 2015**

Dir. Hammer made a Motion to approve Resolution No. 24 (16-17).

Ayes: Hammer, Ratcliffe, Bruce, Baughman

Noes:

Abstain:

Absent: Smallman

**3b LOMPICO COUNTY WATER DISTRICT ANNUAL FINANCIAL REPORT, FISCAL  
YEARS JUNE 1, 2016 AND JUNE 30, 2015.**

Dir. Bruce made a Motion to approve Resolution No. 25 (16-17).

**ROLL CALL:**

Ayes: Hammer, Baughman, Ratcliffe, Bruce

Noes:

Abstain:

Absent: Smallman

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 8:51 p.m. to Closed Session.

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

January 19, 2017

5:00 p.m.

**CONVENE MEETING/ROLL CALL:**

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

Drs. Hammer, Smallman, Bruce and Baughman were present. District Manager Lee and Legal Counsel Hynes were also present.

**ORAL COMMUNICATION:** None

**ADJOURNMENT TO CLOSED SESSION:**

President Ratcliffe adjourned to closed session at 5:02 p.m.

**RECONVENE TO OPEN SESSION:**

Pres. Ratcliffe reconvened the meeting to open session at 6:34 p.m.

**ROLL CALL:**

Ayes: Hammer, Smallman, Ratcliffe, Bruce, Baughman,  
Noes:  
Abstain:  
Absent:

**REPORT ACTIONS TAKEN IN CLOSED SESSION:**

Board approved Resolutions 20 & 21 (16-17) 4-0-1-0 with Director Smallman abstaining.

**ADDITIONS AND DELETIONS TO AGENDA:**

Dir. Baughman made a Motion that items 11c and 11d be deleted from the agenda.

**ROLL CALL:**

Ayes: Hammer, Smallman, Ratcliffe, Bruce, Baughman  
Noes:  
Abstain:  
Absent:

**ORAL COMMUNICATIONS:**

Debra Loewen, Lois Henry, and Jennifer Jewel, addressed the Board.

**WRITTEN COMMUNICATIONS:**

**CONSENT AGENDA:**

Item 10a and 10b were pulled from the Consent Agenda.

Dir. Baughman made a Motion to approve the Consent Agenda.

ROLL CALL:

Ayes: Hammer, Smallman, Ratcliffe, Bruce, Baughman

Noes:

Abstain:

Absent:

Dir. Bruce made a Motion to approve item 10a.

ROLL CALL:

Ayes: Smallman, Ratcliffe, Baughman, Hammer, Bruce

Noes:

Abstain:

Absent:

Dir. Smallman made a Motion to approve item 10b.

ROLL CALL:

Ayes: Hammer, Ratcliffe, Bruce, Baughman, Smallman

Noes:

Abstain:

Absent:

**UNFINISHED BUSINESS:**

11a 2015 URBAN WATER MANAGEMENT PLAN - PRESENTATION

11b FELTON LIBRARY EASEMENT AUTHORIZATION

Director Smallman made a Motion to authorize going forward with the easement for the Felton Library.

ROLL CALL:

Ayes: Hammer, Ratcliffe, Bruce, Baughman, Smallman

Noes:

Abstain:

Absent:

**NEW BUSINESS:**

12a LAFCo ALTERNATE NOMINATIONS

12b SUPPORT FOR REPAIR OF BEAR CREEK ROAD

Dir. Smallman made Motion to approve Resolution #22 (16-17).

ROLL CALL:

Ayes: Hammer, Ratcliffe, Bruce, Baughman, Smallman

Noes:

Abstain:

Absent:

12c COST OF SERVICE STUDY

Dir. Baughman made a Motion to accept the Cost of Service Study.

ROLL CALL:

Ayes: Hammer, Smallman, Ratcliffe, Bruce, Baughman

Noes:

Abstain:

Absent:

12d PROPOSED RATE STUDY

Dir. Bruce made a Motion to authorize staff to engage NBS to go forward with the Rate Study:

ROLL CALL:

Ayes: Hammer, Smallman, Ratcliffe, Baughman, Bruce

Noes:

Abstain:

Absent:

12e RESOLUTION OF APPRECIATION FOR RANDALL BROWN

Dir. Bruce made a Motion to approve Resolution No. 23 (16-17):

ROLL CALL:

Ayes: Hammer, Smallman, Ratcliffe, Baughman, Bruce

Noes:

Abstain:

Absent:

**DISTRICT MANAGER REPORTS:**

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 8:51 p.m. to Closed Session.

**RECONVENE TO OPEN SESSION:**

President Ratcliffe reconvened to Open Session at 9:18 p.m.

**REPORT ACTIONS TAKEN IN CLOSED SESSION:**

None

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 9:19 p.m.

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

January 24, 2017

6:00 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe convened the meeting at 6:00 p.m.

Dirs. Hammer, Smallman, Bruce and Baughman were present. District Manager Lee and Legal Counsel Hynes were also present.

**ORAL COMMUNICATION:**

**ADJOURNMENT TO CLOSED SESSION:**

President Ratcliffe adjourned to closed session at 6:02 p.m.

**RECONVENE TO OPEN SESSION:**

Pres. Ratcliffe reconvened the meeting to open session at 7:26 p.m.

**REPORT ACTIONS TAKEN IN CLOSED SESSION:**

President Ratcliffe reported that with a vote of 4 in favor and 1 against, the Board authorized a motion for a new trial in Case Number CV180394. Dir. Smallman opposed.

The Board also voted unanimously to appoint President Ratcliffe as the spokesperson for the District in regards to Case Number CV190394.

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 7:27 p.m.

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

January 26, 2017

8:30 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe, Directors Baughman, Bruce and Hammer and Dist. Manager Lee, Director of Operations Rogers, Finance Manager Hill, District Secretary Morrison and one member of the public attended the presentation/workshop Jurassic Parliament.

**ADJOURNMENT:**

The meeting was adjourned at 12:27 p.m.



# Accounts Payable

## Outstanding Invoices

User: KendraNegro  
 Printed: 2/8/2017 - 9:30 AM  
 Date Type: JE Date  
 Date Range: 01/11/2017 to 02/08/2017

## BILL LIST SUMMARY

Check Register Total : \$286,209.53  
 AP Outstanding Total: \$81,182.89  
 Payroll 01/18: \$101,668.41  
 Payroll 02/01: \$113,306.75  
 TOTAL FOR APPROVAL: \$582,367.58



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
00001 - ROYAL WHOLESALE ELECTRIC						
01-800-5300	2/3/2017	1/31/2017	612201	00041-08-2017	497.90	LYON TURBIDIMETER INSTALL
Total for Vendor 00001 - ROYAL WHOLESALE ELECTRIC:					497.90	
00037 - COUNTY OF SANTA CRUZ						
01-400-5300	1/24/2017	12/31/2016	30908	00176-07-2017	323.96	FACILITY CLEAN UP
Total for Vendor 00037 - COUNTY OF SANTA CRUZ:					323.96	
00046 - RED WING SHOE STORE						
01-400-5401	1/30/2017	1/23/2017	822	00215-07-2017	147.55	WORK BOOTS- 212
Task Label:		Type:		PO Number: 0000100812		
Total for Vendor 00046 - RED WING SHOE STORE:					147.55	
00047 - SOIL CONTROL LAB						
01-800-5202	1/19/2017	1/16/2017	7010327	00137-07-2017	145.00	WATER ANALYSIS_GENERAL PHYSICAL
Task Label:		Type:		PO Number: 0000100704		
01-800-5202	1/23/2017	1/20/2017	7010409	00148-07-2017	145.00	WATER ANALYSIS_GEN PHYSICAL
Task Label:		Type:		PO Number: 0000100704		
01-800-5202	1/23/2017	1/20/2017	7010411	00148-07-2017	29.00	WATER ANALYSIS_GEN PHYSICAL
Task Label:		Type:		PO Number: 0000100704		
01-800-5202	1/25/2017	1/24/2017	7010410	00178-07-2017	37.00	METALS DIGESTION, MANGANESE_MIRAFLORES
Task Label:		Type:		PO Number: 0000100704		
01-800-5202	1/25/2017	1/24/2017	7010412	00178-07-2017	306.00	ALKALINITY, METALS, PH,CALCIUM, COPPER, LEAD,PHOSPHATE_LOMPIC
Task Label:		Type:		PO Number: 0000100704		
01-800-5202	1/31/2017	1/30/2017	7010651	00214-07-2017	145.00	WATER ANALYSIS_GEN PHYSICAL
Task Label:		Type:		PO Number: 0000100704		
Total for Vendor 00047 - SOIL CONTROL LAB:					807.00	
00054 - PACIFIC GAS & ELECTRIC						

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00054 - PACIFIC GAS & ELECTRIC							
	01-100-5500	2/3/2017	1/26/2017	012617	00038-08-2017	689.52	GAS/ELECTRIC_ADMIN
	01-400-5500	2/3/2017	1/26/2017	012617	00038-08-2017	5,229.78	GAS/ELECTRIC_OPS
	02-600-5500	2/3/2017	1/26/2017	012617	00038-08-2017	220.72	GAS/ELECTRIC_BCEWW
	01-800-5500	2/3/2017	1/26/2017	012617	00038-08-2017	12,890.58	GAS/ELECTRIC_WTP
Total for Vendor 00054 - PACIFIC GAS & ELECTRIC:						19,030.60	
00058 - IHWY, INC.							
	01-100-5200	2/1/2017	2/1/2017	12206	00009-08-2017	25.00	BUSINESS HOSTING
	Task Label:		Type:	PO Number:	0000100733		
Total for Vendor 00058 - IHWY, INC.:						25.00	
00076 - ERNIE'S AUTO CENTER							
	01-400-5410	2/6/2017	2/1/2017	687714	00039-08-2017	169.19	BATTERY_V #480
Total for Vendor 00076 - ERNIE'S AUTO CENTER:						169.19	
00080 - GRANITE CONSTRUCTION CO							
	01-400-5300	1/24/2017	1/17/2017	1108858	00176-07-2017	251.99	BEAR CREEK SLIP-OUT_PAVING
	01-400-5300	1/24/2017	1/18/2017	1109029	00176-07-2017	245.07	QUAIL BINS
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:						497.06	
00082 - MID VALLEY SUPPLY							
	01-100-5420	1/19/2017	1/13/2017	207626	00137-07-2017	95.02	TRASH CAN LINERS
Total for Vendor 00082 - MID VALLEY SUPPLY:						95.02	
00093 - JOHN TREGEMBO							
	01-800-5171	2/3/2017	2/2/2017	020217	00038-08-2017	54.10	UNIFORM REIMBURSEMENT
Total for Vendor 00093 - JOHN TREGEMBO:						54.10	
00097 - JAMES MARK WALTERS							
	01-400-5300	1/30/2017	1/20/2017	5884	00215-07-2017	220.00	HAUL BASE ROCK_HWY 9 SLIP OUT
Total for Vendor 00097 - JAMES MARK WALTERS:						220.00	
00115 - ATKINSON-FARASYN							
	01-100-5210	1/19/2017	1/12/2017	011217B	00137-07-2017	14,476.42	LEGAL SERVICES 11/17/16 - 01/09/17
	01-100-5210	1/19/2017	1/12/2017	011227A	00137-07-2017	1,312.50	LEGAL SERVICES 11/17/16 - 01/05/17

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00115 - ATKINSON-FARASYN:						15,788.92	
00118 - FARMER BROTHERS COFFEE	01-400-5300	1/19/2017	1/11/2017	64977937	00137-07-2017	59.95	COFFEE & SUPPLIES
Total for Vendor 00118 - FARMER BROTHERS COFFEE:						59.95	
00125 - SCARBOROUGH LUMBER	01-800-5300	2/1/2017	1/26/2017	285041	00010-08-2017	31.16	KWTP PLUMBING
	01-400-5300	2/1/2017	1/27/2017	285105	00010-08-2017	51.67	VEHICLE SUPPLIES
	01-100-5420	2/1/2017	1/26/2017	554497	00010-08-2017	34.49	ADMIN OFFICE MOVE
	01-100-5420	2/1/2017	1/30/2017	554636	00010-08-2017	12.67	ADMIN OFFICE MOVE
	01-800-5300	2/3/2017	1/31/2017	285300	00041-08-2017	66.77	CL2 TUBING
	01-400-5300	2/3/2017	2/2/2017	554733	00041-08-2017	19.24	HOSE BIB LOCK_OPS
	01-400-5420	2/3/2017	2/2/2017	554741	00041-08-2017	126.20	BROOKDALE RADIO ROOM REPAIR
Total for Vendor 00125 - SCARBOROUGH LUMBER:						342.20	
00133 - DASSEL'S	02-600-5300	1/24/2017	1/12/2017	10304	00176-07-2017	809.07	
Total for Vendor 00133 - DASSEL'S:						809.07	
00137 - COLLEEN NEVINS	01-100-5600	2/6/2017	1/25/2017	81765	00039-08-2017	24.45	NAME PLATES
Total for Vendor 00137 - COLLEEN NEVINS:						24.45	
00142 - SAN LORENZO LUMBER	01-400-5300	2/3/2017	1/30/2017	85384	00041-08-2017	76.96	FLASHLIGHT, HEAD LAMPS
Total for Vendor 00142 - SAN LORENZO LUMBER:						76.96	
00145 - BATTERIES PLUS	01-400-5300	1/24/2017	1/6/2017	313311	00176-07-2017	103.06	BLUE RIDGE GENERATOR BATTERIES
	02-600-5300	1/24/2017	1/13/2017	313767	00176-07-2017	73.76	BCEWW BACK-UP BATTERIES
	01-400-5300	1/24/2017	1/17/2017	314030	00176-07-2017	23.86	CELL PHONE CHARGER
Total for Vendor 00145 - BATTERIES PLUS:						200.68	
00147 - EMERSON PROCESS MANAGEMENT							

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00147 - EMERSON PROCESS MANAGEMENT						
01-800-5300	1/24/2017	1/13/2017	9063539	00176-07-2017	4,634.06	PRESSURE TRANSMITTER X2
Task Label:		Type:	PO Number:	0000100798		
Total for Vendor 00147 - EMERSON PROCESS MANAGEMENT:					4,634.06	
00164 - FIRST ALARM						
01-800-5200	2/6/2017	12/13/2016	981118	00039-08-2017	95.00	LYON WTP_ ALARM SYSTEM
01-400-5200	2/6/2017	12/13/2016	981135	00039-08-2017	132.89	FELTON ACRES ALARM REPAIR
02-600-5200	2/6/2017	12/13/2016	981136	00039-08-2017	267.32	BCEWW SOLAR ALARM PANELS
Total for Vendor 00164 - FIRST ALARM:					495.21	
00210 - FISHER SCIENTIFIC						
01-800-5300	1/30/2017	1/11/2017	8313110	00215-07-2017	52.84	LAB SUPPLIES
Total for Vendor 00210 - FISHER SCIENTIFIC:					52.84	
00213 - CHESTNUT IDENTITY						
01-800-5171	2/6/2017	1/26/2017	106499	00039-08-2017	69.02	UNIFORMS_WTP
01-400-5171	2/6/2017	1/26/2017	106499	00039-08-2017	36.61	UNIFORMS_OPS
Total for Vendor 00213 - CHESTNUT IDENTITY:					105.63	
00220 - BAY BUILDING JANITORIAL,INC						
01-100-5420	1/19/2017	1/17/2017	29388	00137-07-2017	424.42	JANITORIAL SERVICES_JANUARY
Task Label:		Type:	PO Number:	0000100672		
Total for Vendor 00220 - BAY BUILDING JANITORIAL,INC:					424.42	
00234 - CITY OF SCOTTS VALLEY						
01-800-5300	1/27/2017	1/15/2017	011517	00191-07-2017	79.00	SEWER CHARGES_11/15/16 - 01/15/17
Total for Vendor 00234 - CITY OF SCOTTS VALLEY:					79.00	
00256 - JESSE GUIVER						
01-800-5171	2/3/2017	1/29/2017	012917	00038-08-2017	271.93	UNIFROM REIMBURSEMENT
Total for Vendor 00256 - JESSE GUIVER:					271.93	
00263 - RAYNE WATER CONDITIONING						
01-800-5200	1/30/2017	1/31/2017	013117	00215-07-2017	33.33	WATER CONDITIONER SVC
Task Label:		Type:	PO Number:	0000100703		

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00263 - RAYNE WATER CONDITIONING:					33.33	
00265 - COMMUNITY TELEVISION						
01-100-5200	1/24/2017	12/30/2016	2344	00176-07-2017	118.00	BOD MEETING_10/06/16
01-100-5200	1/24/2017	12/30/2016	2344	00176-07-2017	118.00	SPECIAL MEETING_10/13/16
01-100-5200	1/24/2017	12/30/2016	2344	00176-07-2017	265.50	BOD MEETING_10/13/16
01-100-5200	1/24/2017	12/30/2016	2353	00176-07-2017	206.50	BOD MEETING_11/17/16
01-100-5200	1/24/2017	12/30/2016	2353	00176-07-2017	177.00	BOD MEETING_11/3/16
01-100-5200	1/31/2017	1/17/2017	2359	00214-07-2017	206.50	MEETING COVERAGE_12/1/16
01-100-5200	1/31/2017	1/17/2017	2359	00214-07-2017	324.50	MEETING COVERAGE_12/15/16
Total for Vendor 00265 - COMMUNITY TELEVISION:					1,416.00	
00283 - CHRIS CURRIER						
01-400-5410	1/19/2017	1/9/2017	010917	00137-07-2017	395.65	SERVICE_V #340
Total for Vendor 00283 - CHRIS CURRIER:					395.65	
00336 - LAND TRUST OF SANTA CRUZ CNTY						
01-500-5200	1/31/2017	12/31/2016	2016-12	00214-07-2017	1,083.60	OLYMPIA PATROL SERVICE
Task Label:		Type:	PO Number: 0000100698			
Total for Vendor 00336 - LAND TRUST OF SANTA CRUZ CNTY:					1,083.60	
00342 - BRASS KEY LOCKSMITH						
01-100-5420	1/27/2017	1/18/2017	945952	00191-07-2017	175.22	JOHNSON BUILDING MAINTENANCE
01-800-5500	2/6/2017	1/31/2017	59775	00039-08-2017	28.19	FORKLIFT KEYS_KIRBY
Total for Vendor 00342 - BRASS KEY LOCKSMITH:					203.41	
00343 - ERNIE'S SERVICE CENTER						
01-400-5410	2/6/2017	1/31/2017	56827	00039-08-2017	456.98	TRANSMISSION WARRANTY
Total for Vendor 00343 - ERNIE'S SERVICE CENTER:					456.98	
00367 - INFOSEND, INC						
01-200-5200	2/6/2017	1/20/2017	116114	00039-08-2017	1,154.30	MAILING FEES
01-200-5650	2/6/2017	1/20/2017	116114	00039-08-2017	2,701.92	POSTAGE FEES
Total for Vendor 00367 - INFOSEND, INC:					3,856.22	
00444 - COSTCO-CAPITAL ONE COMMERCIAL						

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00444 - COSTCO-CAPITAL ONE COMMERCIAL						
01-400-5600	2/3/2017	1/26/2017	012617	00038-08-2017	78.49	OFFICE SUPPLIES_OPS
01-100-5600	2/3/2017	1/26/2017	012617	00038-08-2017	242.68	OFFICE SUPPLIES_ADMIN
Total for Vendor 00444 - COSTCO-CAPITAL ONE COMMERCIAL:					321.17	
00450 - EUROFINS EATON ANALYTICAL, INC						
01-800-5202	1/19/2017	1/17/2017	300555	00137-07-2017	60.00	WATER ANALYSIS_PASO 5, BOB'S LN
Task Label:		Type:	PO Number:	0000100701		
01-800-5202	2/6/2017	2/3/2017	303236	00039-08-2017	60.00	WATER ANALYSIS_PASO 5 , BOB'S LN
Task Label:		Type:	PO Number:	0000100701		
Total for Vendor 00450 - EUROFINS EATON ANALYTICAL, INC:					120.00	
00512 - RIVERSIDE LIGHTING						
01-800-5420	1/30/2017	1/24/2017	139218	00215-07-2017	64.94	LIGHT BULBS
Total for Vendor 00512 - RIVERSIDE LIGHTING:					64.94	
00522 - BOULDER CREEK BUSINESS						
01-100-5631	2/6/2017	2/1/2017	020117	00039-08-2017	45.00	MEMBERSHIP DUES
Total for Vendor 00522 - BOULDER CREEK BUSINESS:					45.00	
00566 - C S S C						
01-400-5510	2/1/2017	1/22/2017	17010	00009-08-2017	314.99	ANSWERING SERVICE
Task Label:		Type:	PO Number:	0000100705		
01-400-5510	2/1/2017	1/22/2017	17010	00009-08-2017	315.00	ANSWERING SERVICE
Task Label:		Type:	PO Number:	0000100705		
Total for Vendor 00566 - C S S C:					629.99	
00599 - WEX BANK						
01-800-5410	2/2/2017	1/31/2017	48513788	00025-08-2017	1,495.47	FUEL_WTP
01-400-5410	2/2/2017	1/31/2017	48513788	00025-08-2017	3,204.62	FUEL_OPS
Total for Vendor 00599 - WEX BANK:					4,700.09	
00608 - LLOYD'S TIRE SERVICE, INC						
01-400-5410	1/19/2017	1/13/2017	318161	00137-07-2017	1,430.48	TIRES_V# 485
01-400-5410	1/24/2017	1/19/2017	318490	00176-07-2017	398.52	V# 180 TIRES

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00608 - LLOYD'S TIRE SERVICE, INC:					1,829.00	
00703 - DATAFLOW BUSINESS SYSTEMS, INC						
01-200-5200	1/23/2017	1/17/2017	201756	00148-07-2017	225.94	CONTRACT SERVICES_7/1 - 9/30/16
01-200-5200	1/23/2017	1/12/2017	201757	00148-07-2017	85.56	CONTRACT SERVICES_7/1 - 9/30/16
01-200-5200	1/23/2017	1/17/2017	201982	00148-07-2017	175.32	CONTRACT SERVICES_7/1 - 9/30/16
01-800-5200	1/23/2017	1/17/2017	202139	00148-07-2017	40.45	CONTRACT SERVICES_10/1 - 12/31/16
01-400-5200	1/23/2017	1/17/2017	202140	00148-07-2017	57.04	CONTRACT SERVICES_07/01 - 09/30/16
01-200-5200	1/23/2017	1/17/2017	202141	00148-07-2017	225.94	CONTRACT SERVICES_10/1 - 12/31/16
01-200-5200	1/23/2017	1/17/2017	202142	00148-07-2017	85.56	CONTRACT SERVICES_10/1 - 12/31/16
01-200-5200	1/23/2017	1/17/2017	202143	00148-07-2017	175.32	CONTRACT SERVICES_10/1 - 12/31/16
01-800-5200	1/23/2017	1/17/2017	202144	00148-07-2017	202.29	CONTRACT SERVICES_7/1 - 9/30/16
01-400-5200	1/23/2017	1/17/2017	202145	00148-07-2017	61.19	CONTRACT SERVICES_10/1 - 12/31/16
01-100-5200	1/23/2017	1/17/2017	202146	00148-07-2017	509.83	CONTRACT SERVICES_7/1 - 9/30/16
01-800-5200	1/23/2017	1/17/2017	202147	00148-07-2017	213.88	CONTRACT SERVICES_10/1 - 12/31/16
01-100-5200	1/23/2017	1/17/2017	202161	00148-07-2017	534.00	CONTRACT SERVICES_10/1 - 12/31/16
01-200-5200	1/23/2017	1/17/2017	202252	00148-07-2017	225.75	CONTRACT SERVICES_1/1 - 3/31/17
Total for Vendor 00703 - DATAFLOW BUSINESS SYSTEMS, INC:					2,818.07	
00721 - UNITED SITE SVCS.,INC						
01-400-5200	1/24/2017	1/12/2017	4876873	00176-07-2017	165.21	PORTO-TOILET
Task Label:		Type:	PO Number:	0000100697		
Total for Vendor 00721 - UNITED SITE SVCS.,INC:					165.21	
00729 - ALPHA ANALYTICAL LABS						
02-600-5202	1/19/2017	1/19/2017	7012540	00137-07-2017	926.00	BCEWW MONITORING
Task Label:		Type:	PO Number:	0000100700		
Total for Vendor 00729 - ALPHA ANALYTICAL LABS:					926.00	
00768 - USA BLUEBOOK						
01-800-5300	1/24/2017	1/17/2017	156393	00176-07-2017	247.80	CHEM FEED PUMP PARTS
01-800-5300	1/30/2017	1/24/2017	162778	00215-07-2017	98.03	LAB SUPPLIES
Total for Vendor 00768 - USA BLUEBOOK:					345.83	
00785 - REGIONAL WATER MANAGEMENT						
01-100-5200	1/30/2017	1/23/2017	OLYMPIA-13	00215-07-2017	281.88	OLY CONSOLIDATION

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00785 - REGIONAL WATER MANAGEMENT:						281.88	
00788 - COMCAST							
	01-800-5510	2/2/2017	1/27/2017	012717	00025-08-2017	151.05	INTERNET_195 KIRBY ST
Total for Vendor 00788 - COMCAST:						151.05	
00943 - JEFF HILL & SONS							
	02-600-5200	2/6/2017	2/2/2017	17-1048	00039-08-2017	500.00	BCEWW HAUL AWAY
Total for Vendor 00943 - JEFF HILL & SONS:						500.00	
00944 - PHIL NEUMAN							
	01-100-5200	2/6/2017	1/31/2017	2206	00039-08-2017	415.00	MONTHLY BACKUP & ANTI-VIRUS
Total for Vendor 00944 - PHIL NEUMAN:						415.00	
00988 - PETE'S OUTFLOW TECHNICIANS							
	02-600-5200	2/6/2017	1/17/2017	11171	00039-08-2017	6,405.00	BCEWW_PUMP, HAUL AWAY
Total for Vendor 00988 - PETE'S OUTFLOW TECHNICIANS:						6,405.00	
01050 - COLONIAL LIFE							
	01-000-2206	2/3/2017	1/25/2017	104767	00038-08-2017	343.70	SUPPLEMENAL INSURANCE_1/4/17, 1/18/17
Total for Vendor 01050 - COLONIAL LIFE:						343.70	
10025 - BADGER METER, INC							
	01-400-5200	2/6/2017	1/27/2017	S1059927.002	00039-08-2017	4,050.01	BEACON ENGAGEMENT FEE
Total for Vendor 10025 - BADGER METER, INC:						4,050.01	
10072 - WATER SYSTEMS CONSULTING, INC							
	01-500-5200	1/31/2017	12/31/2016	2368	00214-07-2017	1,640.00	SERVICES RENDERED 12/1 - 12/31/16
Total for Vendor 10072 - WATER SYSTEMS CONSULTING, INC:						1,640.00	
10106 - CEL ANALYTICAL, INC							
	01-800-5202	2/6/2017	2/2/2017	5681	00039-08-2017	409.00	WATER ANALYSIS_FIELD SAMPLES
Total for Vendor 10106 - CEL ANALYTICAL, INC:						409.00	



Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
10124 - PEACHY-KLEEN CHEM-DRY	01-100-5420	1/31/2017	1/28/2017	9700	00214-07-2017	437.00	ADMIN CARPET
Total for Vendor 10124 - PEACHY-KLEEN CHEM-DRY:						437.00	
10125 - GERALD DAVIDSON	01-400-5630	2/3/2017	1/31/2017	013117	00038-08-2017	250.00	WATER DISTRIBUTION TREATMENT CLASS
Total for Vendor 10125 - GERALD DAVIDSON:						250.00	
10126 - AT &T	01-100-5200	2/3/2017	1/13/2017	SB982499	00038-08-2017	1,657.06	NEW PHONES
Total for Vendor 10126 - AT &T:						1,657.06	
Report Total:						81,182.89	

# Accounts Payable

## Checks by Date - Detail by Check Number

User: KendraNegro  
Printed: 2/8/2017 9:30 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
12280	00055 121916	AT&T TELEPHONE SERVICE_LOMPICO	01/12/2017		238.66
Total for Check Number 12280:				0.00	238.66
12281	00096 7001251834	AWWA ANNUAL MEMBERSHIP RENEWAL	01/12/2017		2,118.00
Total for Check Number 12281:				0.00	2,118.00
12282	00378	BANK OF THE WEST	01/12/2017		
	122816	SMALL TOOLS_OPS			754.44
	122816	STAINLESS STEEL LOCKING CAP_SURPLU			-141.00
	122816	CELLULAR SOLUTIONS			462.29
	122816	DEVICE SERVER, PLUG, MOUNTING RAIL			1,807.54
	122816	CAL SPECIAL DIST RENEWAL FEE			6,485.00
	122816	WATER QUALITY GUIDE, WTP OPERATOR			126.50
	122816	CLOUD SERVICES			153.45
	122816	MAIL CHIMP SERVICES			50.00
	122816	LUNCHEON MEETING			16.51
	122816	WEB NETWORK SOLUTIONS			25.94
	122816	LUNCHEON MEETING			11.88
	122816	CIVIL ENG CERTIFICATION RENEWAL			116.00
	122816	STAINLESS STEEL LOCKING CAP_SURPLU			304.18
	122816	WATER DISTRIBUTION TRAINING HANDB			75.50
	122816	WEB NETWORK SOLUTIONS			25.94
Total for Check Number 12282:				0.00	10,274.17
12283	01050 4377735-1207140	COLONIAL LIFE SUPPLEMENTAL INS_12/7, 12/21/16	01/12/2017		343.70
Total for Check Number 12283:				0.00	343.70
12284	00788 010417	COMCAST INTERNET SERVICE_11255 LOMPICO RD	01/12/2017		86.10
Total for Check Number 12284:				0.00	86.10
12285	00505 10134163682 10134163682	DELL MARKETING LP COMPUTER FOR 215 COMPUTER FOR S. HILL	01/12/2017		702.78 702.77
Total for Check Number 12285:				0.00	1,405.55
12286	00054	PACIFIC GAS & ELECTRIC	01/12/2017		
	122316	ELECTRIC CHARGES_COMMUNITY WELL			111.33
	122316	ELECTRIC CHARGES_11255 LOMPICO RD			203.46
	122316	ELECTRIC CHARGES_PUMP_WELL #6			22.03
	122316	ELECTRIC CHARGES_11590 LAKESHORE			405.30
	122316	ELECTRIC CHARGES_PUMPING STATION			216.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 12286:	0.00	958.58
12287	00711	ROBERTS & BRUNE CO.	01/12/2017		
	S1613688.001	REPAIR CLAMP 1" X 3"			168.71
	S1613688.001	REPAIR CLAMP 3/4" X 3"			118.77
			Total for Check Number 12287:	0.00	287.48
12288	00044	STAPLES CREDIT PLAN	01/12/2017		
	123016	FINANCE CHG			2.00
	1725494131	OFFICE SUPPLIES_OPS			112.53
	1725494461	OFFICE SUPPLIES_OPS			476.90
	58465	OFFICE SUPPLIES_WT			75.76
			Total for Check Number 12288:	0.00	667.19
12289	00399	VISION SERVICE PLAN	01/12/2017		
	JAN 2017	VISION INSURANCE_FINANCE			169.40
	JAN 2017	VISION INSURANCE_WT			121.53
	JAN 2017	VISION INSURANCE_ADMIN			43.86
	JAN 2017	VISION INSURANCE_OPS			302.85
	JAN 2017	VISION INSURANCE_ENV			16.96
			Total for Check Number 12289:	0.00	654.60
12290	10004	PETTY CASH - CHELSEA SLADWICK	01/12/2017		
	011117	PETTY CASH			74.61
			Total for Check Number 12290:	0.00	74.61
12291	00102	ANDY ROBUSTELLI	01/13/2017		
	011217	MEAL REIMBURSEMENT			13.38
			Total for Check Number 12291:	0.00	13.38
12292	00172	JOSEPH F. CONE	01/13/2017	VOID	
	011317	MEAL REIMBURSEMENT_MAIN REPAIR		15.00	
			Total for Check Number 12292:	15.00	0.00
12293	01056	BEAU SIFTON	01/13/2017		
	011317	MEAL REIMBURSEMENT_MAIN REPAIR			15.00
			Total for Check Number 12293:	0.00	15.00
12294	10119	TAYLOR TOCCALINO	01/13/2017		
	011217	MEAL REIMBURSEMENT			15.12
	011217	MEAL REIMBURSEMENT			14.78
			Total for Check Number 12294:	0.00	29.90
12295	00109	BENJAMIN VIRAMONTES	01/13/2017		
	011317	MEAL REIMBURSEMENT_MAIN REPAIR			15.00
			Total for Check Number 12295:	0.00	15.00
12296	00567	BOB PILGREEN	01/13/2017		
	011217A	TREE REMOVAL_WATERSHED			3,000.00
	011217B	TREE REMOVAL			2,100.00
			Total for Check Number 12296:	0.00	5,100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
12297	UB*00223	Kris & Desiree Abernethy	01/18/2017		
		Refund Check			15.02
		Refund Check			51.97
		Refund Check			3.94
Total for Check Number 12297:					70.93
12298	00589 7271	ALLARD'S SEPTIC HOLDING TANK/HAUL AWAY_BCEWW	01/18/2017		600.00
Total for Check Number 12298:					600.00
12299	00141 362678	B & B SMALL ENGINE INSTALLATION FEE	01/18/2017		75.00
Total for Check Number 12299:					75.00
12300	UB*00218	ANDREA BOTTINI	01/18/2017		
		Refund Check			15.89
		Refund Check			4.17
		Refund Check			8.03
Total for Check Number 12300:					28.09
12301	00788 010317 120316	COMCAST INTERNET_545 FALL CREEK_JANUARY INTERNET_545 FALL CREEK	01/18/2017		167.93 162.12
Total for Check Number 12301:					330.05
12302	00273 81764464 81764464	CORELOGIC, INC. REALQUEST REALQUEST	01/18/2017		93.75 93.75
Total for Check Number 12302:					187.50
12303	00418 127822	DATCO SERVICES CORP JAN - MAR 2017 QUARTERLY FEE	01/18/2017		25.50
Total for Check Number 12303:					25.50
12304	UB*00219	CONNIE DE NAULT	01/18/2017		
		Refund Check			0.68
		Refund Check			0.18
Total for Check Number 12304:					0.86
12305	00343 56131 56136 56172 56180 56257 56275	ERNIE'S SERVICE CENTER SMOG SMOG SMOG SMOG SMOG SMOG, OIL, FLUID	01/18/2017		44.77 44.77 49.75 44.77 44.80 117.74
Total for Check Number 12305:					346.60
12306	UB*00214	Kim Espinoza	01/18/2017		
		Refund Check			12.09
Total for Check Number 12306:					12.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
12307	UB*00213	WILLIAM FAWCETT Refund Check Refund Check	01/18/2017		68.00 47.00
Total for Check Number 12307:				0.00	115.00
12308	UB*00216	KATY GILLINGHAM Refund Check Refund Check	01/18/2017		20.00 20.00
Total for Check Number 12308:				0.00	40.00
12309	UB*00220	JASON HENSLEY Refund Check Refund Check Refund Check	01/18/2017		0.22 0.11 0.52
Total for Check Number 12309:				0.00	0.85
12310	UB*00217	MICHAEL HERSTINE Refund Check Refund Check Refund Check	01/18/2017		2.44 41.50 9.30
Total for Check Number 12310:				0.00	53.24
12311	UB*00158	SHANE HOLMES Refund Check	01/18/2017		43.62
Total for Check Number 12311:				0.00	43.62
12312	01077 010217	JOSEPH B BEASLEY UNIFORM REIMBURSEMENT	01/18/2017		104.04
Total for Check Number 12312:				0.00	104.04
12313	00245 011317	DONALD F. LONG, JR MEAL REIMBURSEMENT_MAIN REPAIR	01/18/2017		14.19
Total for Check Number 12313:				0.00	14.19
12314	00231 010317	JODI McGRAW, Ph.D INTERTIE 3/4 PUMP STATION	01/18/2017		4,157.57
Total for Check Number 12314:				0.00	4,157.57
12315	00944 2177	PHIL NEUMAN	01/18/2017		415.00
Total for Check Number 12315:				0.00	415.00
12316	00054 010417 122916 122916 122916 122916	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_140 ELENA ELECTRIC CHARGES_WT ELECTRIC CHARGES_OPS ELECTRIC CHARGES_BCEWW ELECTRIC CHARGES_ADMIN	01/18/2017		10.52 21,273.01 5,075.94 162.77 676.99
Total for Check Number 12316:				0.00	27,199.23
12317	UB*00221	ANDREW THOMAS Refund Check	01/18/2017		34.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		Refund Check			9.07
			Total for Check Number 12317:	0.00	43.62
12318	UB*00215	TERRI THOMAS	01/18/2017		
		Refund Check			22.67
			Total for Check Number 12318:	0.00	22.67
12319	00129	UNITED RENTALS NORTHWEST INC	01/18/2017		
	142639606-001	SIBLEY SERVICE/HWY 9			1,456.78
	142639637-001	SIBLEY SERVICE/HWY 9			1,542.88
			Total for Check Number 12319:	0.00	2,999.66
12320	00599	WEX BANK	01/18/2017		
	48152831	FUEL_OPS			2,647.63
	48152831	FUEL_WT			1,448.57
			Total for Check Number 12320:	0.00	4,096.20
12321	UB*00222	LORI WOOD	01/18/2017		
		Refund Check			55.10
			Total for Check Number 12321:	0.00	55.10
12322	00162	ANTHEM BLUE CROSS	01/19/2017		
	21308559	RETIRED EMPLOYEE MEDICAL_2/1 - 2/28/1			315.07
			Total for Check Number 12322:	0.00	315.07
12323	00767	ANTHEM BLUE CROSS	01/19/2017		
	936622921	MEDICARERX_2/1/17 - 3/1/17			159.80
			Total for Check Number 12323:	0.00	159.80
12324	00055	AT&T	01/19/2017		
	010117	TELEPHONE CHARGES_WTP			1,637.14
	010117	TELEPHONE CHARGES_ADMIN			147.83
	010117	TELEPHONE CHARGES_BCEWW			327.19
	010117	TELEPHONE CHARGES_OPS			3,201.84
			Total for Check Number 12324:	0.00	5,314.00
12325	00687	AT&T U-VERSE	01/19/2017		
	010517	INTERNET_13057 HWY 9			70.00
	010617	INTERNET_MANANA WOODS			80.00
	010717	INTERNET_345 QUAIL TERRACE			70.00
			Total for Check Number 12325:	0.00	220.00
12326	01077	JOSEPH B BEASLEY	01/19/2017		
	011817	MEAL REIMBURSEMENT			15.00
			Total for Check Number 12326:	0.00	15.00
12327	UB*00225	MRS P CAMPBELL	01/19/2017		
		Refund Check			1.13
			Total for Check Number 12327:	0.00	1.13
12328	10122	DENNIS ELVEY	01/19/2017	VOID	
	011817	DEPOSIT REFUND			2,985.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 12328:	2,985.00	0.00
12329	UB*00224	JASON GARNER Refund Check	01/19/2017 VOID	1.88	
			Total for Check Number 12329:	1.88	0.00
12330	10005 102296489	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING	01/19/2017		1,785.00
			Total for Check Number 12330:	0.00	1,785.00
12331	00350 011817	HOWARD OLIPHANT MEAL REIMBURSEMENT	01/19/2017		14.65
			Total for Check Number 12331:	0.00	14.65
12332	00183 55835	SDRMA PREMIUM CHARGES	01/19/2017		50.00
			Total for Check Number 12332:	0.00	50.00
12333	00109 011617	BENJAMIN VIRAMONTES UNIFORM REIMBURSEMENT	01/19/2017		282.06
			Total for Check Number 12333:	0.00	282.06
12334	00729 6122263	ALPHA ANALYTICAL LABS BCEWW MONITORING	01/20/2017		926.00
			Total for Check Number 12334:	0.00	926.00
12335	00609 216018-1116	BALANCE HYDROLOGICS, INC STREAM GAGING	01/20/2017		13,115.10
			Total for Check Number 12335:	0.00	13,115.10
12336	00145 314-312168	BATTERIES PLUS RALSTON TANK SCADA BATTERIES	01/20/2017		351.24
			Total for Check Number 12336:	0.00	351.24
12337	00423 0342510	BAY AREA BARRICADE REFLECTIVE SIGNS	01/20/2017		83.87
			Total for Check Number 12337:	0.00	83.87
12338	00220 29242	BAY BUILDING JANITORIAL, INC JANITORIAL SERVICES	01/20/2017		424.42
			Total for Check Number 12338:	0.00	424.42
12339	10115 161221	BOULDER CREEK HEATING & AIR CO JOHNSON BDLG_HEATER REPAIR	01/20/2017		229.82
			Total for Check Number 12339:	0.00	229.82
12340	00566 16120	C S S C ANSWERING SERVICE	01/20/2017		254.70
			Total for Check Number 12340:	0.00	254.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
12341	10106 5626	CEL ANALYTICAL, INC LT2 MONITORING, CRYPTOSPORIDIUM &	01/20/2017		409.00
		Total for Check Number 12341:		0.00	409.00
12342	10002 5268307	CONNEY SAFETY PRODUCTS SAFETY VESTS	01/20/2017		229.59
		Total for Check Number 12342:		0.00	229.59
12343	00505 10136642585 10136642585	DELL MARKETING LP ROUTERS TO REPLACE TELCO BRIDGE ROUTERS TO REPLACE TELCO BRIDGE	01/20/2017		3,164.54 3,164.54
		Total for Check Number 12343:		0.00	6,329.08
12344	00147 9062924	EMERSON PROCESS MANAGEMENT PROGRAMMING/TECH. ASSISTANCE	01/20/2017		5,575.50
		Total for Check Number 12344:		0.00	5,575.50
12345	00076 683048	ERNIE'S AUTO CENTER 400 WATT INVERTER	01/20/2017		37.88
		Total for Check Number 12345:		0.00	37.88
12346	00343 56258 56411	ERNIE'S SERVICE CENTER HEADLIGHT REPAIR BATTERY_V#325	01/20/2017		342.57 124.07
		Total for Check Number 12346:		0.00	466.64
12347	00450 297280 298006	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS_PASO WATER ANALYSIS_PASO, BOB'S LN	01/20/2017		60.00 60.00
		Total for Check Number 12347:		0.00	120.00
12348	00204 5-653-80041	FEDERAL EXPRESS CORP SHIPPING FEES	01/20/2017		21.19
		Total for Check Number 12348:		0.00	21.19
12349	00080 1098437 1098820	GRANITE CONSTRUCTION CO NEW SERVICE_SIBLEY/REYNOLDS BACKFILL MATERIAL	01/20/2017		384.37 39.49
		Total for Check Number 12349:		0.00	423.86
12350	00120 5762 120116	GRANITEROCK VALVE BOX	01/20/2017		6,600.00
		Total for Check Number 12350:		0.00	6,600.00
12351	00550 10232985 10236777	HACH COMPANY TURBIDIMETERS_LYON WTP WTP SUPPLIES	01/20/2017		5,093.90 646.79
		Total for Check Number 12351:		0.00	5,740.69
12352	00058 12206	IHWY, INC. BUSINESS HOSTING	01/20/2017		25.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 12352:	0.00	25.00
12353	10081 9452	INFRASTRUCTURE ENGINEERING CO BCEWW IMPROVEMENTS	01/20/2017		6,269.50
			Total for Check Number 12353:	0.00	6,269.50
12354	00756 000 000 000	KENNEDY/JENKS CONSULTANTS INTERTIE #4 INTERTIE #3 INTERTIE #2	01/20/2017		2,434.01 4,147.50 2,307.49
			Total for Check Number 12354:	0.00	8,889.00
12355	00608 316501 316530 316931	LLOYD'S TIRE SERVICE, INC TIRES_V#249 TIRES_V#747 TIRES_V#338	01/20/2017		992.80 1,763.84 992.80
			Total for Check Number 12355:	0.00	3,749.44
12356	00019 10067	LOMBARDO DIAMOND CORE SAW CUT & CLEAN UP_SIBLEY	01/20/2017		603.00
			Total for Check Number 12356:	0.00	603.00
12357	10117 2040	MELISSA DESIGNS HOLIDAY WINDOW PAINTING	01/20/2017		120.00
			Total for Check Number 12357:	0.00	120.00
12358	00478 1734921	MWH AMERICAS SERVICES RENDERED 8/13 - 12/9/16	01/20/2017		1,390.00
			Total for Check Number 12358:	0.00	1,390.00
12359	00027 313659	NORTH BAY FORD RECALL/OIL CHANGE	01/20/2017		84.36
			Total for Check Number 12359:	0.00	84.36
12360	01004 010117	CHADWICK PRICE BACKFLOW TESTING_BCEWW	01/20/2017		192.25
			Total for Check Number 12360:	0.00	192.25
12361	00263 123116	RAYNE WATER CONDITIONING WATER CONDITIONER SVC	01/20/2017		37.67
			Total for Check Number 12361:	0.00	37.67
12362	10059 14036	SUZANNE SCHRAG FIREHOUSE BOOSTER REPAIR	01/20/2017		4,603.79
			Total for Check Number 12362:	0.00	4,603.79
12363	00624 150740	SECURITY SHORING & SIBLEY/REYNOLDS NEW SERVICE	01/20/2017		573.35
			Total for Check Number 12363:	0.00	573.35
12364	00047	SOIL CONTROL LAB	01/20/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	6120244	WATER ANALYSIS			510.00
	6120478	WATER ANALYSIS_GEN PHYSICAL			145.00
	6120699	WATER ANALYSIS_GENERAL PHYSICAL			145.00
	6120700	WATER ANALYSIS_METALS DIGESTION, M			37.00
	6120827	WATER ANALYSIS_GEN PHYSICAL			145.00
			Total for Check Number 12364:	0.00	982.00
12365	00555	STORDOK	01/20/2017		
	53537220	DOCUMENT SHREDDING			1,020.00
			Total for Check Number 12365:	0.00	1,020.00
12366	00266	TERMINIX	01/20/2017		
	360099191	PEST CONTROL			125.00
			Total for Check Number 12366:	0.00	125.00
12367	00480	MARY TOPLIFF	01/20/2017		
	121316	MOU EDITS/RESEARCH			930.00
			Total for Check Number 12367:	0.00	930.00
12368	00721	UNITED SITE SVCS.,INC	01/20/2017		
	4777254	PORTO-TOILET			157.18
			Total for Check Number 12368:	0.00	157.18
12369	00268	WATTS ON	01/20/2017		
	11910	PASO GENERATOR SERVICE			1,208.25
	11911	BCEWW GENERATOR SERVICE			590.09
	11913	REDWOOD PARK GENERATOR SERVICE			582.97
	11915	BCEWW GENERATOR SERVICE			646.69
	11921	NINA GENERATOR SERVICE			345.56
			Total for Check Number 12369:	0.00	3,373.56
12370	00545	AFLAC	01/26/2017		
	735451	SUPPLEMENTAL INSURANCE_JAN 2017			377.30
			Total for Check Number 12370:	0.00	377.30
12371	00729	ALPHA ANALYTICAL LABS	01/26/2017		
	7011193	BCEWW MONITORING			390.00
			Total for Check Number 12371:	0.00	390.00
12372	10023	AT & T CAPITAL SERVICES, INC	01/26/2017		
	3003593	TELEPHONE MAINTENANCE			396.07
			Total for Check Number 12372:	0.00	396.07
12373	00309	AT&T IP SERVICES	01/26/2017		
	011117	IP SERVICES_OPS			241.82
	011117	IP SERVICES_WT			241.83
	011117	IP SERVICES_ADMIN			241.82
			Total for Check Number 12373:	0.00	725.47
12374	00686	AT&T LONG DISTANCE	01/26/2017		
	011317	LONG DISTANCE_OPS			61.59
	011317	LONG DISTANCE_OPS			1.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	011317	LONG DISTANCE_ADMIN			5.22
			Total for Check Number 12374:	0.00	68.58
12375	00687	AT&T U-VERSE	01/26/2017		
	011517	INTERNET_365 MADRONE AVE			57.00
			Total for Check Number 12375:	0.00	57.00
12376	10025	BADGER METER, INC	01/26/2017		
	80009815	BEACON SERVICES			542.90
			Total for Check Number 12376:	0.00	542.90
12377	00178	CALPERS	01/26/2017		
	FEB 2017	MEDICAL INSURANCE_RETIRED EMPLOY			600.00
	FEB 2017	MEDICAL INSURANCE_OPS			19,526.99
	FEB 2017	MEDICAL INSURANCE_ADMIN FEE			144.87
	FEB 2017	MEDICAL INSURANCE_ENV			2,037.00
	FEB 2017	MEDICAL INSURANCE_DEPENDENT WITH			3,044.91
	FEB 2017	MEDICAL INSURANCE_WT			8,097.85
	FEB 2017	MEDICAL INSURANCE_FINANCE			8,053.98
	FEB 2017	MEDICAL INSURANCE_ADMIN			2,820.46
			Total for Check Number 12377:	0.00	44,326.06
12378	00788	COMCAST	01/26/2017		
	010517	INTERNET SERVICE_215 BLACKSTONE DR			197.09
	011017	INTERNET SERVICE_280 BLUE RIDGE DR			197.09
	011117	INTERNET_23 SUMMIT AVE			138.89
	011617	INTERNET_264 ORCHARD RD			136.05
			Total for Check Number 12378:	0.00	669.12
12379	00290	CONTRACTOR COMPLIANCE & MONI	01/26/2017		
	8039	LABOR COMPLIANCE SVC_INTERTIES 2,3,			110.00
			Total for Check Number 12379:	0.00	110.00
12380	10120	CREDIT BUREAU ASSOCIATES	01/26/2017		
	94	COLLECTION FEES			93.48
			Total for Check Number 12380:	0.00	93.48
12381	00016	GREENWASTE RECOVERY,INC	01/26/2017		
	2492867	TRASH/RECYCLE/YARDWASTE SERVICE			270.65
			Total for Check Number 12381:	0.00	270.65
12382	00550	HACH COMPANY	01/26/2017		
	10236777	OPERATING SUPPLIES			646.79
			Total for Check Number 12382:	0.00	646.79
12383	10081	INFRASTRUCTURE ENGINEERING CO	01/26/2017		
	9514	BCEWW IMPROVEMENTS_11/26 - 12/30/16			1,618.00
			Total for Check Number 12383:	0.00	1,618.00
12384	00231	JODI McGRAW, Ph.D	01/26/2017		
	010417	LEWIS TANK_HABITAT ASSESSMENT			601.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 12384:	0.00	601.65
12385	00313	MET LIFE	01/26/2017		
	FEB 2017	DISABILITY_ADMIN			84.83
	FEB 2017	DENTAL_WT			1,056.78
	FEB 2017	LIFE INSURANCE_WT			139.86
	FEB 2017	LIFE INSURANCE_FINANCE			99.90
	FEB 2017	LIFE INSURANCE_OPS			209.79
	FEB 2017	DENTAL_ADMIN			250.80
	FEB 2017	DISABILITY_OPS			394.73
	FEB 2017	DISABILITY_ENV			46.45
	FEB 2017	DENTAL_ENV			125.80
	FEB 2017	DISABILITY_FINANCE			189.11
	FEB 2017	DENTAL_OPS			2,009.83
	FEB 2017	LIFE INSURANCE_ENV			16.65
	FEB 2017	DISABILITY_WT			308.02
	FEB 2017	DENTAL_FINANCE			943.25
	FEB 2017	LIFE INSURANCE_ADMIN			33.30
			Total for Check Number 12385:	0.00	5,909.10
12386	00082	MID VALLEY SUPPLY	01/26/2017		
	207369	PAPER TOWELS			147.22
			Total for Check Number 12386:	0.00	147.22
12387	10067	NBS	01/26/2017		
	121600154	LOMPICO CONSULTING SERVICES			1,149.34
	121600154	OLY MUTUAL ASSESSMENT CONSULTING			774.34
			Total for Check Number 12387:	0.00	1,923.68
12388	10114	RICE LAKE WEIGHING SYSTEMS	01/26/2017		
	4367047	THERMOMETER			88.27
			Total for Check Number 12388:	0.00	88.27
12389	00574	VINCENT SEIFERT	01/26/2017		
	604063	JOHNSON PROPERTY MAINTENANCE			75.00
			Total for Check Number 12389:	0.00	75.00
12390	10105	SIERRA CHEMICAL CO.	01/26/2017		
	10042139	CL2 FOR KWTP			3,194.18
			Total for Check Number 12390:	0.00	3,194.18
12391	00047	SOIL CONTROL LAB	01/26/2017		
	701128	WATER ANALYSIS_GENERAL PHYSICAL			145.00
			Total for Check Number 12391:	0.00	145.00
12392	00480	MARY TOPLIFF	01/26/2017		
	4681	LEGAL SERVICES PE ENDIN 12/31/16			930.00
			Total for Check Number 12392:	0.00	930.00
12393	00011	VERIZON WIRELESS	01/26/2017		
	9778683575	CELL PHONE CHARGES_WT			355.01
	9778683575	CELL PHONE CHARGES_ENG			85.30
	9778683575	CELL PHONE CHARGES_OPS			1,121.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	9778683575	CELL PHONE CHARGES_ADMN			82.16
			Total for Check Number 12393:	0.00	1,644.42
12394	00399	VISION SERVICE PLAN	01/26/2017		
	FEB 2017	VISION INSURANCE_OPS			302.85
	FEB 2017	VISION INSURANCE_ADMIN			43.86
	FEB 2017	VISION INSURANCE_FINANCE			169.40
	FEB 2017	VISION INSURANCE_ENV			16.96
	FEB 2017	VISION INSURANCE_WT			121.53
			Total for Check Number 12394:	0.00	654.60
12395	10099	DAWN WASHBURN	01/26/2017		
	0000004	PROFESSIONAL SERVICES			1,985.50
			Total for Check Number 12395:	0.00	1,985.50
12396	00398	WATSONVILLE METAL CO.,INC	01/26/2017		
	842763	RECYCLE METAL			600.00
			Total for Check Number 12396:	0.00	600.00
12397	10123	GOVERNMENT FINANCE OFFICERS A	01/27/2017		
	012717	PROFESSIONAL SERVICES_FINANCE DEPT			580.00
			Total for Check Number 12397:	0.00	580.00
12398	00055	AT&T	01/30/2017		
	011917	TELEPHONE CHARGES_FELTON ACRES			84.94
	01192017	TELEPHONE CHARGES_LOMPICO			237.76
			Total for Check Number 12398:	0.00	322.70
12399	00687	AT&T U-VERSE	01/30/2017		
	011517	INTERNET SERVICE_GRAHAM HILL RD			70.00
			Total for Check Number 12399:	0.00	70.00
12400	00788	COMCAST	01/30/2017		
	011917	INTERETN_7400 HWY 9			141.05
	012017	INTERETN_200 ANNIE'S WAY			197.09
			Total for Check Number 12400:	0.00	338.14
12401	00054	PACIFIC GAS & ELECTRIC	01/30/2017		
	011917	ELECTRIC CHARGES_LAZYWOODS			54.69
			Total for Check Number 12401:	0.00	54.69
12402	10122	DENNIS ELVEY	02/01/2017		
	013117	DEPOSIT REFUND			2,985.00
			Total for Check Number 12402:	0.00	2,985.00
12403	00057	AFSCME COUNCIL 57	02/01/2017		
	FEB 2017	UNION DUES			940.72
			Total for Check Number 12403:	0.00	940.72
12404	00115	ATKINSON-FARASYN	02/01/2017		
	FEB 20017	LEGAL SERVICES_FEB 2017			3,500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 12404:	0.00	3,500.00
12405	10113	BANK OF THE MIDWEST	02/01/2017		
	FEB 2017	SOLAR LOAN_PRINCIPAL			2,266.09
	FEB 2017	SOLAR LOAN_INTEREST			983.81
			Total for Check Number 12405:	0.00	3,249.90
12406	00099	JOEL BUSA	02/01/2017		
	FEB 2017	CALPERS MEDICAL			125.00
			Total for Check Number 12406:	0.00	125.00
12407	00415	CA BANK & TRUST/GOV SVC DEPT	02/01/2017		
	JAN 2017	1976 SAFE WATER BOND			15,581.43
			Total for Check Number 12407:	0.00	15,581.43
12408	00662	JAMES A. MUELLER	02/01/2017		
	FEB 2017	CALPERS MEDICAL			50.00
			Total for Check Number 12408:	0.00	50.00
12409	UB*00228	KERRY BUFFENMYER	02/02/2017		
		Refund Check			20.34
		Refund Check			90.75
		Refund Check			5.34
			Total for Check Number 12409:	0.00	116.43
12410	UB*00227	POTU LLC	02/02/2017		
		Refund Check			2.27
			Total for Check Number 12410:	0.00	2.27
12411	UB*00226	Matthew York	02/02/2017		
		Refund Check			64.53
			Total for Check Number 12411:	0.00	64.53
12412	00309	AT&T IP SERVICES	02/02/2017		
	011917	IP SERVICE_OPS			380.84
	011917	IP SERVICE_WT			380.83
	011917	IP SERVICE_ADMIN			380.83
			Total for Check Number 12412:	0.00	1,142.50
12413	10121	COLANTUONO,HIGHSMITH & WHATL	02/02/2017		
	32194	LEGAL SERVICES THROUGH 12/31/16			6,873.00
			Total for Check Number 12413:	0.00	6,873.00
12414	00788	COMCAST	02/02/2017		
	012317	INTERNET_15819 FOREST HILL			200.30
	01232017	INTERNET_295 EAST RD			200.15
			Total for Check Number 12414:	0.00	400.45
12415	00703	DATAFLOW BUSINESS SYSTEMS, INC	02/02/2017		
	201416	MOVE ADMIN COPIER			125.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 12415:	0.00	125.00
12416	00076 684534	ERNIE'S AUTO CENTER V#264_WIPER BLADES, UMBRELLA	02/02/2017		43.12
			Total for Check Number 12416:	0.00	43.12
12417	00204 567315724	FEDERAL EXPRESS CORP LEGAL SERVICES_POSTAGE	02/02/2017		84.32
			Total for Check Number 12417:	0.00	84.32
12418	00080 1106850 1106872	GRANITE CONSTRUCTION CO BACKFILL_PARK & SCENIC WASHED SAND_BCFD SAND BAG STA.	02/02/2017		68.04 137.20
			Total for Check Number 12418:	0.00	205.24
12419	00550 10253347	HACH COMPANY REAGENT SET	02/02/2017		900.21
			Total for Check Number 12419:	0.00	900.21
12420	00367 115097 115097	INFOSEND, INC POSTAGE FEES MAILING FEES	02/02/2017		2,706.38 1,168.67
			Total for Check Number 12420:	0.00	3,875.05
12421	00539 1216SLV	MILLER MAXFIELD, INC PUBLIC OUTREACH SERVICES	02/02/2017		1,662.50
			Total for Check Number 12421:	0.00	1,662.50
12422	00054 012417 01252017 01252017 01252017 01252017 01252017 012717 01272017	PACIFIC GAS & ELECTRIC ELECTRIC_19 SUMMIT AVE ELECTRIC_MADRONE BOOSTER STATION ELECTRIC_COMMUNITY WELL ELECTRIC_11255 LOMPICO - PUMP ELECTRIC_PUMP WELL #6 ELECTRIC_PUMPING STATION ELETRIC CHARGES_19 SUMMIT AVE ELETRIC CHARGES_1150 REBECCA DR	02/02/2017		1,299.48 413.20 21.02 197.36 23.26 152.36 690.46 45.23
			Total for Check Number 12422:	0.00	2,842.37
12423	00555 53537286	STORDOK DOCUMENT SHREDDING	02/02/2017		45.00
			Total for Check Number 12423:	0.00	45.00
12424	00722 SW-0129726	SWRCB ANNUAL PERMIT FEE	02/02/2017		527.00
			Total for Check Number 12424:	0.00	527.00
12425	00011 9778683576	VERIZON WIRELESS TABLET CHARGES	02/02/2017		325.18
			Total for Check Number 12425:	0.00	325.18
12426	10005	ICMA RETIREMENT C/O M & T RETIRI	02/02/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	102305612	RETIREMENT WITHHOLDING_2/1/17			1,810.00
			Total for Check Number 12426:	0.00	1,810.00
12427	00216 88549	KATHLEEN GERRITY BCEWW GENERATOR BATTERY	02/02/2017		140.35
			Total for Check Number 12427:	0.00	140.35
12428	00784	HD SUPPLY WATERWORKS,LTD	02/02/2017		
	G578908	FLANGE RING GASKET 3" NO BLT			2.70
	G578908	4" NUT & BOLT SET PLATED 150#			47.63
	G578908	NIPPLE GALV 2" X 6"			23.28
	G578908	FLANGE RING GASKETS 6" NO BLT			19.49
	G578908	6" NUT & BOLT SET PLATED 150#			58.40
	G684539	MODEL 520R MXU-1 PORT			2,114.65
			Total for Check Number 12428:	0.00	2,266.15
12429	00181 123392	LAS ANIMAS CONCRETE BEAR CREEK MAIN RELOCATION	02/02/2017		1,904.00
			Total for Check Number 12429:	0.00	1,904.00
12430	00582 107197	OLIVE SPRINGS QUARRY QUAIL 5 BIN MATERIAL	02/02/2017		40.55
			Total for Check Number 12430:	0.00	40.55
12431	00711	ROBERTS & BRUNE CO.	02/02/2017		
	S1594289.005	FREIGHT CHARGES FOR RUSH ORDER			300.00
	S1594459.003	FULL CIRCLE 2.35-2.63 7.50"			96.02
	S1604398.006	REPAIR CLAMP 6OD" X 3"			41.44
	S1607927.001	CREDIT			-299.63
	S1620480.001	EMERGENCY REPAIRS			9,694.35
	S1620617.001	EMERGENCY REPAIRS			1,714.61
	S1620716.001	NIPPLE GALV 1/2" X 0"			3.38
	S1620716.001	CAP GALV 1/2"			2.30
	S1620716.001	4 HYMAX FLEX CPLG 4.25-5.63			310.60
	S1620716.001	CHECK VALVE METER SPUD 3/4"			1,400.11
	S1620716.002	FLEX COUPLING 1" X 5"			174.23
	S1620716.002	FULL CIRCLE 1-1/4-3 REDI-CL244			31.37
	S1620716.002	FULL CIRCLE 1"-3" REDI-CLP 244			29.71
	S1620716.002	FULL CIRCLE 3/4-3 REDI-CLP 244			28.11
	S1620716.002	FULL CIRCLE 7 X 7 1/2"			120.70
	S1620716.002	REPAIR CLAMP 6OD" X 3"			40.67
	S1620736.001	VALVE BOX G5 BOX			643.12
	S1620736.001	METER BOX B36			77.41
	S1620737.001	7 HYMAX FLEX CPLG 7.48-8.74			445.90
	S1620745.001	CREDIT			-153.18
	S1620999.001	ITEM #6004-055 FLEX CPLG 9.51-9.79			926.50
			Total for Check Number 12431:	0.00	15,627.72
12432	00001 611797 612092	ROYAL WHOLESALE ELECTRIC FIREHOUSE BOOSTER FIREHOUSE PARTS	02/02/2017		90.98 86.02
			Total for Check Number 12432:	0.00	177.00
12433	00142 85027	SAN LORENZO LUMBER KWTP PLUMBING	02/02/2017		25.26



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	85224	LEAK REPAIR			14.99
			Total for Check Number 12433:	0.00	40.25
12434	00125	SCARBOROUGH LUMBER	02/02/2017		
	283481	LYON PLANT PLUMBING PARTS			44.81
	283498	ADMIN BUILDING ELECTRICAL			27.04
	283559	JAB SAW, WIRE			19.05
	283844	TURBIDIMETER INSTALL			43.11
	283939	RAIN BOOTS			19.28
	283945	ADMIN SHELVING INSTALLATION			35.74
	283962	ELECTRICAL/SHELVING			32.20
	284234	BLUE SURGE PROTECTOR			21.21
	284280	FOREMAN INTAKE SCREEN REPAIR			12.84
	284342	MADRONE BOOSTER PUMP OUT			36.71
	284355	ADMIN COPIER RELOCATE			88.11
	284434	EARTHQUAKE RESTRAINTS			258.74
	284630	SERVICE LINE REPAIR			1.91
	284636	SERVICE LINE REPAIR MATERIALS			25.45
	284888	LYON WTP_HOUSE WATER			22.86
	284995	BLACKSTONE BOOSTER ELECTRICAL			11.14
	285001	LYON WTP_HOUSE WATER			24.42
	360985	EXT CORD,, CABLES			68.36
	361515	MADRONE BOOSTER PUMP OUT			182.36
	553672	FIREHOUSE BOOSTER REPAIR			9.43
	553751	BATTERIES			20.65
	554027	LYON PLANT MUD SLIDE REPAIRS			587.42
	554028	BEAR CREEK MAIN RELOCATION			438.68
	554058	MADRONE BOOSTER PUMP OUT			191.57
	554064	ADMIN ELECTRICAL			17.32
	554085	AUDIO CABLE			9.13
	554287	FIREHOUSE BOOSTER			6.04
	554290	FIREHOUSE BOOSTER			2.86
	554295	ADMIN OFFICE TELEPHONE			23.08
	554386	CHAIN SAW CHAIN			35.07
	554394	LYON WTP_HOUSE WATER			30.77
	554401	LYON PLANT_HOUSE WATER			12.48
	554408	CHAIN SAW SUPPLIES			38.47
	554410	LYON WTP_HOUSE WATER			6.31
	554426	OPS BLDG_ANT BAIT			32.67
	554489	LYON WTP_HOUSE WATER			12.48
	554490	FLASHLIGHT / BATTERIES			60.90
			Total for Check Number 12434:	0.00	2,510.67
12435	00168	SCOTTS VALLEY SPRINKLER	02/02/2017		
	146492	PARK DR MAIN REPAIR			120.27
	146683	MISC PLUMBING PARTS_LYON			111.86
			Total for Check Number 12435:	0.00	232.13
12436	10000	FRED MC PHERSON	02/07/2017		
	020317	FINAL 10% GRANT PYMT.			300.00
			Total for Check Number 12436:	0.00	300.00
			Report Total (157 checks):	3,001.88	286,209.53

0087 A87P-7177 San Lorenzo Valley Water District

**CASH REQUIREMENTS**

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 01/18/17. 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>
01/17/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	47,497.37	<b>47,497.37</b>
01/17/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,353.74	
				Medicare	1,485.94	
				Fed Income Tax	11,625.41	
				CA Income Tax	3,519.89	
				CA Disability	922.32	
				<b>Total Withholdings</b>	<b>23,907.30</b>	
				Employer Liabilities		
				Social Security	6,353.70	
				Medicare	1,485.93	
				<b>Total Liabilities</b>	<b>7,839.63</b>	<b>31,746.93</b>
01/17/17	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO	1,949.79	
				PX401 EECU		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 ERCUM		
				PX401 EEPRE	946.31	<b>2,896.10</b>
01/17/17	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXDCA EE PRE	384.62	
				PXUME EE PRE	334.66	<b>719.28</b>
<b>EFT FOR 01/17/17</b>						<b>82,859.68</b>
<b>TOTAL EFT (Does not reflect administrative charges)</b>						<b>82,859.68</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>
01/18/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	18,808.73	
<b>TOTAL NEGOTIABLE CHECKS</b>						<b>18,808.73</b>

0087 A87P-7177 San Lorenzo Valley Water District

**CASH REQUIREMENTS**

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 01/18/17. 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** - 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>
01/18/17	Refer to your records for account	Information	Payroll	Employer Liabilities	
				Fed Unemploy	511.74
				<b>Total Liabilities</b>	<b>511.74</b>
				Employee Deductions	
				Aflc/Col Post	77.96
				Aflc/Col Pre	454.37
				Calper 457	525.00
				DPer	6,458.48
				Health	3,288.59
				ICMA	1,785.00
				Life Ins	14.00
				Union dues	470.36
				<b>Total Deductions</b>	<b>13,073.76</b>

**TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)** **13,585.50**

**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>	
01/25/17	Taxpay®	FED IT PMT Group	27,304.72
01/25/17	Taxpay®	CA IT PMT Group	4,442.21

0087 A87P-7177 San Lorenzo Valley Water District

**CASH REQUIREMENTS**

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 02/01/17. 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>
01/31/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	51,293.06	51,293.06
01/31/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	7,045.22	
				Medicare	1,647.66	
				Fed Income Tax	14,388.04	
				CA Income Tax	4,595.02	
				CA Disability	1,022.70	
				<b>Total Withholdings</b>	<b>28,698.64</b>	
				Employer Liabilities		
				Social Security	7,045.27	
				Medicare	1,647.69	
				<b>Total Liabilities</b>	<b>8,692.96</b>	<b>37,391.60</b>
01/31/17	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO	2,044.73	
				PX401 EECU		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 ERCUM		
				PX401 EEPRE	1,048.11	<b>3,092.84</b>
01/31/17	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXDCA EE PRE	384.62	
				PXUME EE PRE	265.45	<b>650.07</b>
<b>EFT FOR 01/31/17</b>						<b>92,427.57</b>
<b>TOTAL EFT (Does not reflect administrative charges)</b>						<b>92,427.57</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>
02/01/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	20,879.18	
<b>TOTAL NEGOTIABLE CHECKS</b>						<b>20,879.18</b>

0087 A87P-7177 San Lorenzo Valley Water District

**CASH REQUIREMENTS**

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 02/01/17. 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** - 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>
02/01/17	Refer to your records for account	Information	Payroll	Employee Deductions	
				Advance	10.13
				Aflc/Col Post	66.65
				Aflc/Col Pre	293.85
				Calper 457	525.00
				DPer	6,708.29
				Health	-335.81
				ICMA	1,810.00
				Life Ins	14.00
				Union dues	470.36
				<b>Total Deductions</b>	<b>9,562.47</b>

**TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)** **9,562.47**

**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>	
02/08/17	Taxpay®	FED IT PMT Group	31,773.88
02/08/17	Taxpay®	CA IT PMT Group	5,617.72

M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: FINANCIAL SUMMARY  
DATE: February 8, 2017

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Financial Summary Report.

BACKGROUND:

The District reports basic financial information on a monthly basis. The District has a more informative quarterly financial reports at the end of each quarter. Please see supporting documents for further explanations.

STRATEGIC PLAN: 5.1 Fiscal Plan for support of Strategy

FISCAL IMPACT: none

# Fiscal Year 2016/2017

## Second Quarter Financial Summary

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### Management's Discussion and Analysis (MDA)

#### Overview

This section presents management's analysis of the San Lorenzo Valley Water District's (the District) financial condition and activities as of the above mentioned period. This information should be read in conjunction with the unaudited financial information that follows. For a complete review of a fiscal year, it is best to come back and look at the audited Annual Financial Report.

The District does a hard year end close, through that process there are yearend expenses that are booked at yearend and not represented in the monthly expenses. There may also be annual expenses paid upfront that could cause individual months to appear skewed. Data is continuously being reviewed, so it is not un-common for a prior month balance to change slightly throughout the year as accounts are reconciled. It is important to understand this in connection with the numbers that follow.

#### Operations Net Results

For the three months ended December 31, 2016, the District had an operating loss of \$271K. Quarterly operating revenue was \$1.7M with operating expenses of \$2M. Included in the operating expenses are an estimated depreciation expense of \$389K. The annual budgeted operating net position is expected to be a loss of \$1.3M. At this point there are no recommendations to adjust the FY2016/2017 budget.

#### Operating Revenue

Quarterly operating revenue of \$1.7M is in line with expectations, as this is typically when consumption begins to go down. October, November and December had usage of 59.5K, 41.8K and 45.7K units of water billed, respectively.

#### Operating Expenses

Quarterly operating expenses were \$2M, or 33% of the annual budget.

- Salaries & Benefits category was at 48% of the annual budget. This was due to the payment of the Lompico CalPERS UAL for \$123,467.

Q2 CY compared to Q2 PY had an increase of \$644K, or 49%. This was due to a quarterly estimated depreciation entry of \$389K in the current quarter, of which it was not booked quarterly in the prior year. Excluding depreciation, salaries & benefits had an increase of \$211K, or 29%

- The increase is due to the UAL payment mentioned above of approximately \$123K. Remainder of the difference was related to recognizing full year of new hire expenses.

#### Non-Operating Revenue & Expenses

Work in progress. Expected for Q3 report.

### Debt Obligations

Work in progress. Expected for Q3 report.

### Liquidity

Work in progress. Expected for Q3 report.

### Capital Projects & Expenditures

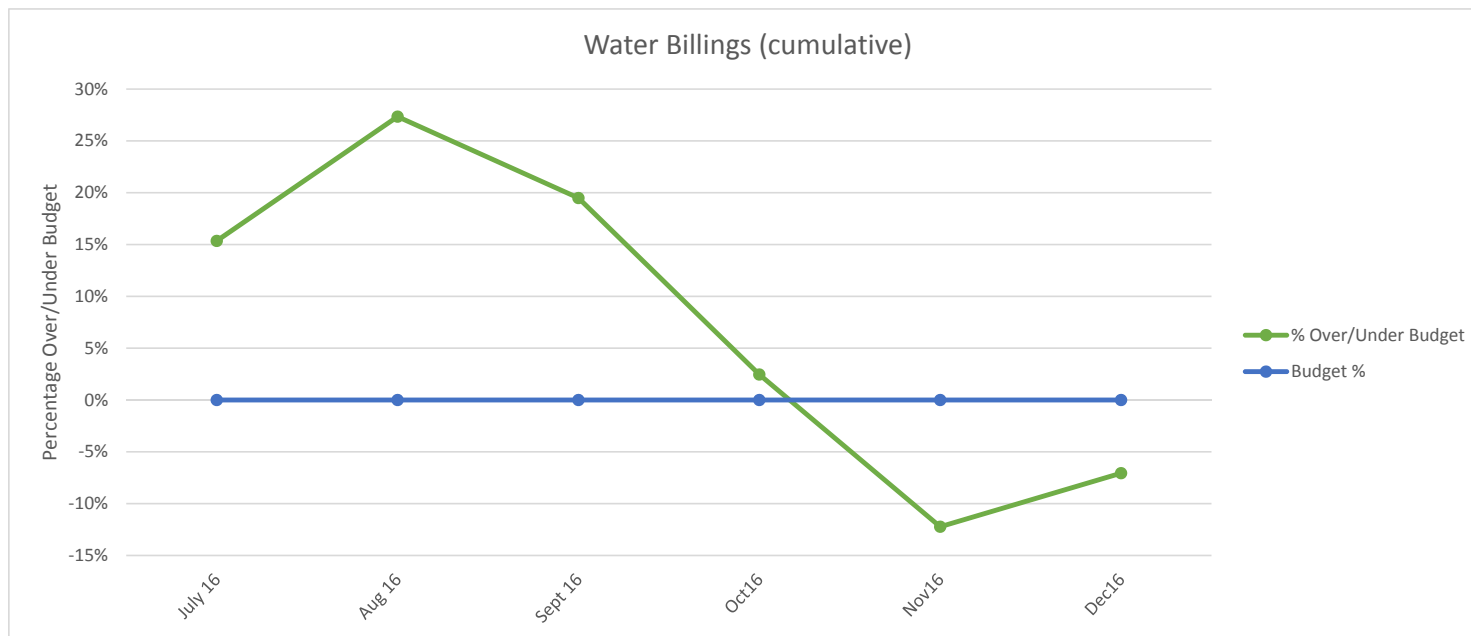
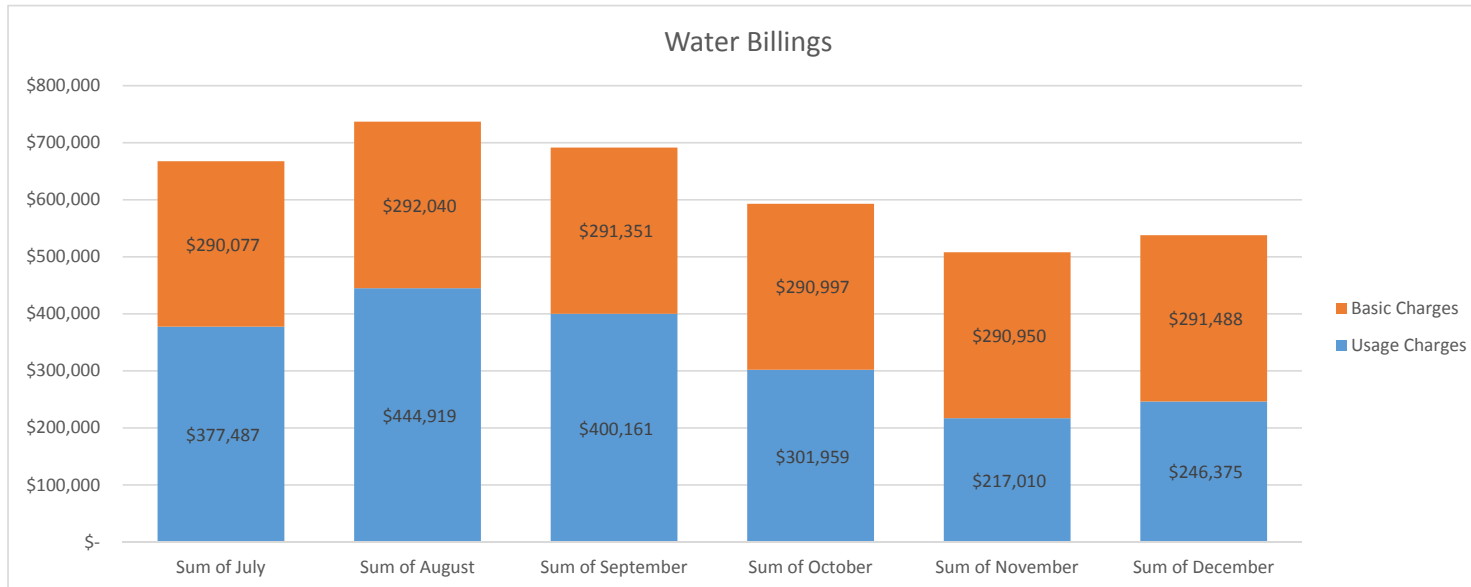
Work in progress. Expected for Q3 report.

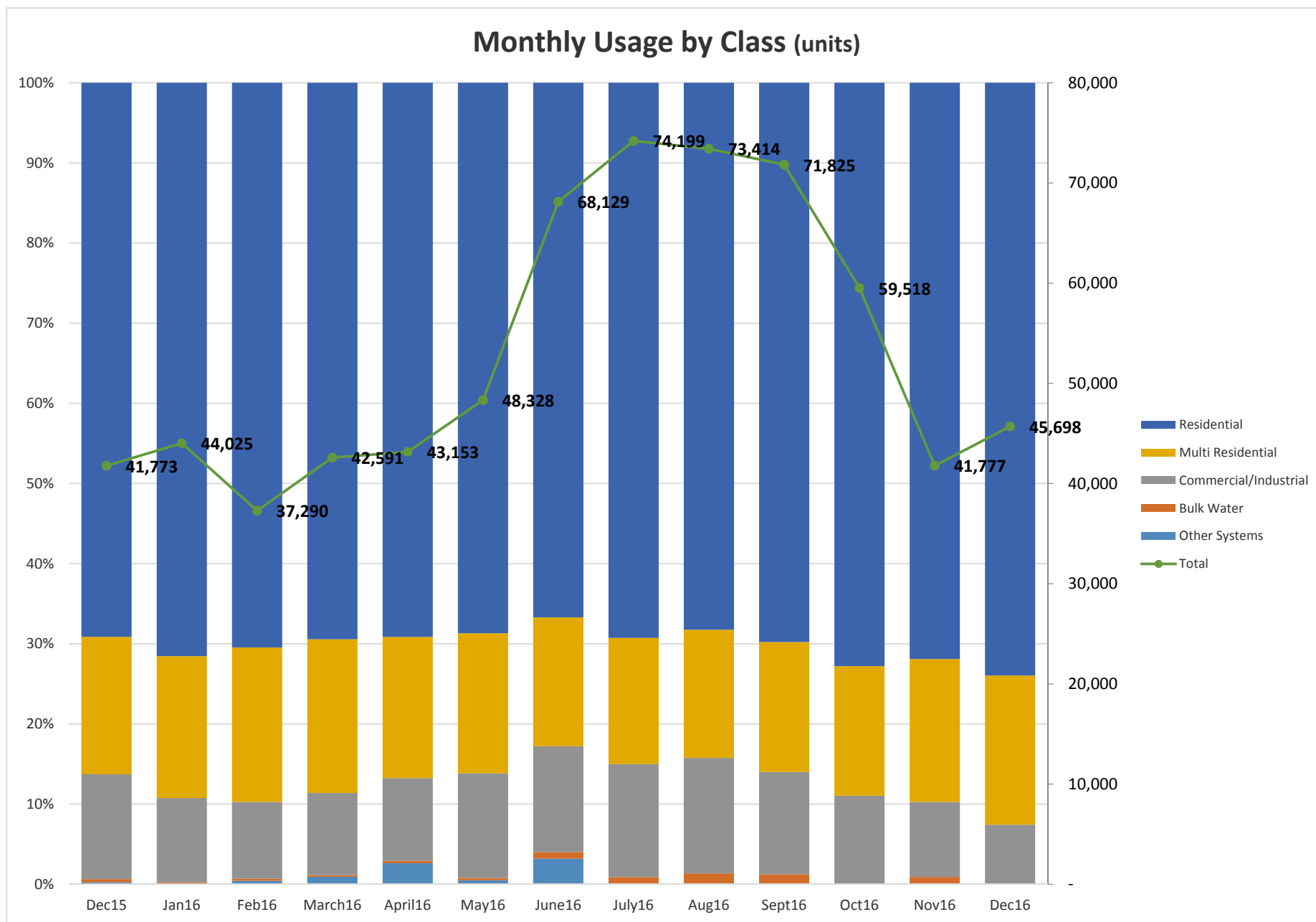


## OPERATING ANALYSIS [A]

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD	ANNUAL BUDGET	% of Budget
<b>OPERATING REVENUE</b>									
Water Basic	290,077	292,040	291,351	290,997	290,950	291,488	1,746,904		
Water Usage	377,487	444,919	400,161	301,959	217,010	246,375	1,987,911		
Water Fees	7,100	6,325	6,660	2,435	4,600	4,680	31,800		
Water Misc	6,452	8,697	13,185	1,397	2,949	3,302	35,981		
Sewer	8,046	8,046	8,046	7,897	8,026	11,975	52,036		
Sewer Misc	-	-	-	-	-	-	-		
<b>TOTAL OPERATING REVENUE</b>	<b>689,162</b>	<b>760,027</b>	<b>719,403</b>	<b>604,684</b>	<b>523,535</b>	<b>557,820</b>	<b>3,854,632</b>	<b>6,944,640</b>	<b>55.5%</b>
<b>OPERATING EXPENSES:</b>									
Salaries & Benefits	577,959	375,342	284,121	396,642	276,479	276,380	2,186,923		
Materials & Services	13,725	280,631	657,675	198,655	229,919	578,756	1,959,359		
<b>TOTAL OPERATING EXPENSES</b>	<b>591,683</b>	<b>655,973</b>	<b>941,796</b>	<b>595,297</b>	<b>506,398</b>	<b>855,135</b>	<b>4,146,282</b>	<b>8,365,760</b>	<b>49.6%</b>
<b>TOTAL OPERATING INCOME (LOSS)</b>	<b>97,479</b>	<b>104,054</b>	<b>(222,393)</b>	<b>9,388</b>	<b>17,137</b>	<b>(297,315)</b>	<b>(291,650)</b>	<b>(1,321,151)</b>	<b>22.1%</b>

[A] As mentioned previously, monthly data can appear skewed due to the nature of entries. For example, estimated depreciation is booked quarterly on the last day of the quarter. Fiscal year end accruals and reversals are performed at once and may not coincide with the month the expense came in.

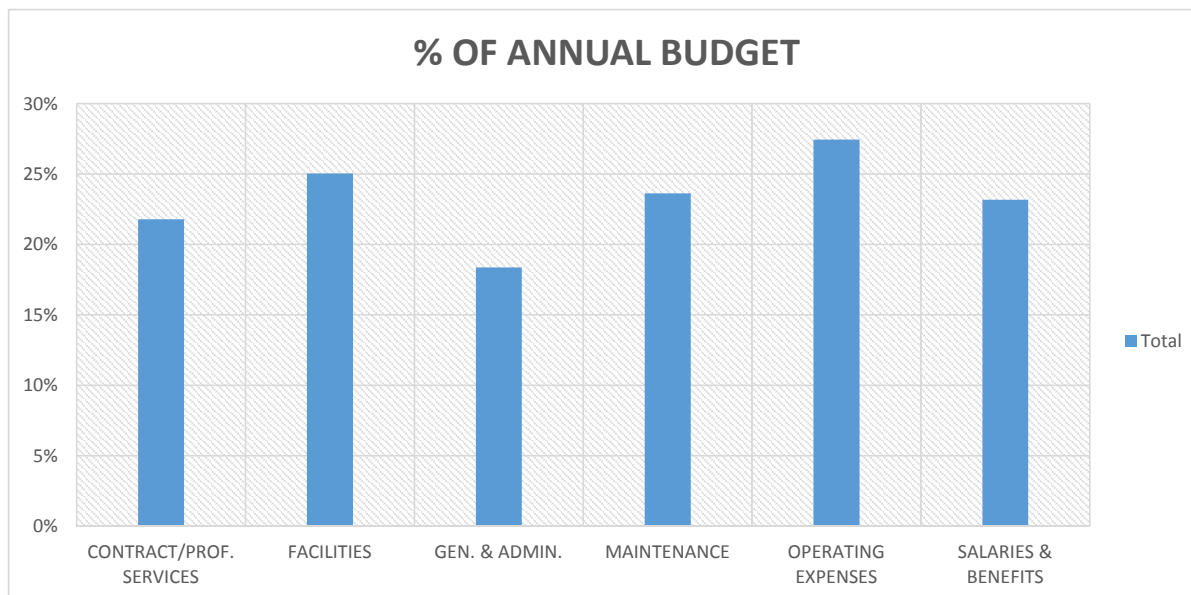
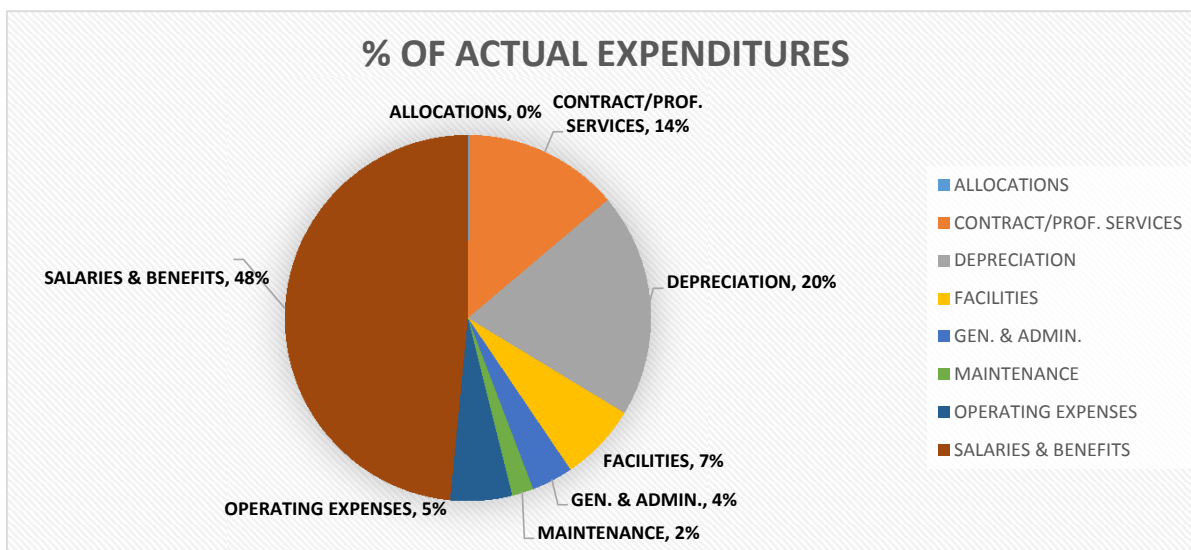




## OPERATING EXPENSE ANALYSIS - Q2

### EXPENSES BY CATEGORY

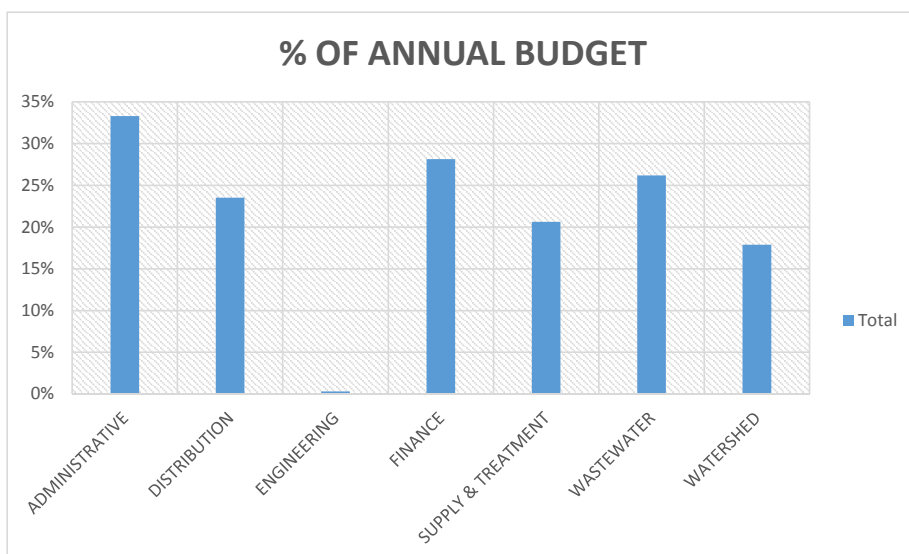
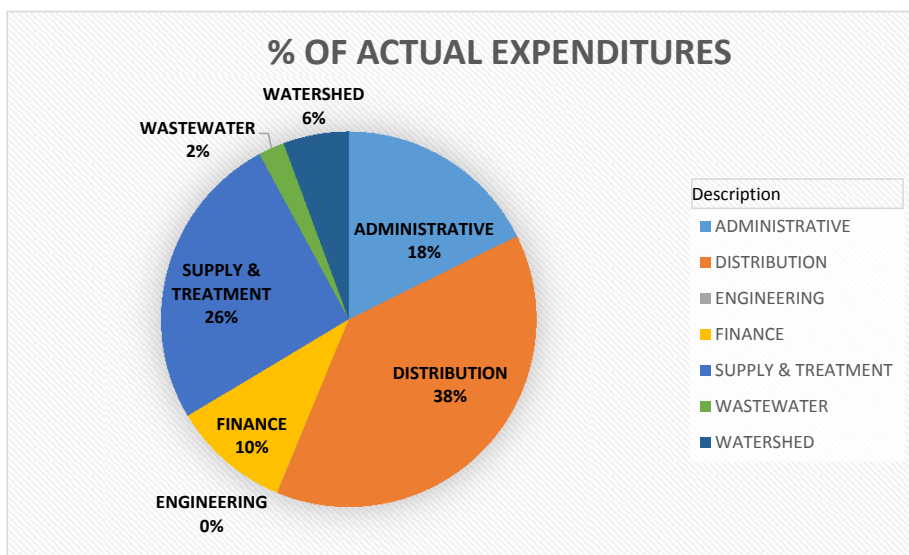
Description	COMPARING AGAINST PRIOR YEAR				COMPARING AGAINST BUDGET		
	Q2 CY ACTUALS	Q2 PY ACTUALS	\$ Diff.	% Diff.	% of Budget	25% of Budget	ANNUAL BUDGET
SALARIES & BENEFITS	\$ 949,501	\$ 738,907	\$ 210,594	29%	23%	\$ 1,024,482	\$ 4,097,927
CONTRACT/PROF. SERVICES	\$ 269,310	\$ 199,937	\$ 69,373	35%	22%	\$ 309,121	\$ 1,236,483
OPERATING EXPENSES	\$ 107,040	\$ 86,068	\$ 20,973	24%	27%	\$ 97,500	\$ 390,000
MAINTENANCE	\$ 37,210	\$ 53,931	\$ (16,721)	-31%	24%	\$ 39,375	\$ 157,500
FACILITIES	\$ 134,179	\$ 139,419	\$ (5,241)	-4%	25%	\$ 134,025	\$ 536,100
GEN. & ADMIN.	\$ 71,940	\$ 97,614	\$ (25,674)	-26%	18%	\$ 97,938	\$ 391,750
DEPRECIATION	\$ 389,000	\$ -	\$ 389,000	0%	25%	\$ 389,000	\$ 1,556,000
ALLOCATIONS	\$ 1,826	\$ -	\$ 1,826	0%	0%	\$ -	\$ -
	\$ 1,960,006	\$ 1,315,876	\$ 644,130	49%	23%	\$ 2,091,440	\$ 8,365,760



## OPERATING EXPENSE ANALYSIS - Q2

### EXPENSES BY DEPARTMENT

Dept.	Description	COMPARING AGAINST PRIOR YEAR				COMPARING AGAINST BUDGET		
		Q2 CY ACTUALS	Q2 PY ACTUALS	\$ Diff.	% Diff.	% of Budget	25% of Budget	ANNUAL BUDGET
100	ADMINISTRATIVE	\$ 346,892	\$ 187,760	\$ 159,132	85%	33%	\$ 260,460	\$ 1,041,838
200	FINANCE	\$ 198,855	\$ 220,341	\$ (21,486)	-10%	28%	\$ 176,762	\$ 707,048
300	ENGINEERING	\$ 537	\$ 35,705	\$ (35,168)	-98%	0%	\$ 44,883	\$ 179,531
400	DISTRIBUTION	\$ 755,141	\$ 432,876	\$ 322,265	74%	24%	\$ 802,375	\$ 3,209,498
500	WATERSHED	\$ 110,838	\$ 83,122	\$ 27,717	33%	18%	\$ 154,855	\$ 619,421
600	WASTEWATER	\$ 43,902	\$ 18,852	\$ 25,049	133%	26%	\$ 41,929	\$ 167,718
800	SUPPLY & TREATMENT	\$ 503,840	\$ 337,220	\$ 166,620	49%	21%	\$ 610,176	\$ 2,440,706
		\$ 1,960,006	\$ 1,315,876	\$ 644,130	49%	23%	\$ 2,091,440	\$ 8,365,760



## OPERATING EXPENSE ANALYSIS - Q2

### DETAILED EXPENSES BY DEPARTMENT

ADMINISTRATIVE	Q2 CY ACTUALS	Q2 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET
SALARIES & BENEFITS	\$ 203,943	48%	\$ 332,720	79%	\$ 422,938
CONTRACT/PROFESSIONAL SERVICES	\$ 102,016	28%	\$ 224,913	62%	\$ 365,200
OPERATING EXPENSES	\$ 726	73%	\$ 726	73%	\$ 1,000
MAINTENANCE	\$ 3,666	24%	\$ 5,907	39%	\$ 15,000
FACILITIES	\$ 6,299	21%	\$ 12,196	41%	\$ 30,000
GEN. & ADMIN.	\$ 27,742	14%	\$ 94,124	48%	\$ 197,700
DEPRECIATION	\$ 2,500	25%	\$ 5,000	50%	\$ 10,000
ALLOCATIONS	\$ -	0%	\$ -	0%	\$ -
CLEARING	\$ -	0%	\$ -	0%	\$ -
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 346,892</b>	<b>33%</b>	<b>\$ 675,586</b>	<b>65%</b>	<b>\$ 1,041,838</b>

FINANCE	Q2 CY ACTUALS	Q2 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET
SALARIES & BENEFITS	\$ 128,545	26%	\$ 278,793	56%	\$ 494,748
CONTRACT/PROFESSIONAL SERVICES	\$ 28,722	27%	\$ 73,806	70%	\$ 106,000
OPERATING EXPENSES	\$ -	0%	\$ -	0%	\$ -
GEN. & ADMIN.	\$ 41,588	39%	\$ 73,071	69%	\$ 106,300
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -
ALLOCATIONS	\$ -	0%	\$ -	0%	\$ -
<b>TOTAL FINANCE</b>	<b>\$ 198,855</b>	<b>28%</b>	<b>\$ 425,670</b>	<b>60%</b>	<b>\$ 707,048</b>

ENGINEERING	Q2 CY ACTUALS	Q2 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET
SALARIES & BENEFITS	\$ -	0%	\$ 9,620	6%	\$ 154,831
CONTRACT/PROFESSIONAL SERVICES	\$ 281	3%	\$ 2,978	30%	\$ 10,000
OPERATING EXPENSES	\$ -	0%	\$ -	0%	\$ 6,000
MAINTENANCE	\$ -	0%	\$ -	0%	\$ 2,000
FACILITIES	\$ 256	9%	\$ 512	17%	\$ 3,000
GEN. & ADMIN.	\$ -	0%	\$ 646	17%	\$ 3,700
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -
<b>TOTAL ENGINEERING</b>	<b>\$ 537</b>	<b>0%</b>	<b>\$ 13,757</b>	<b>8%</b>	<b>\$ 179,531</b>

DISTRIBUTION	Q2 CY ACTUALS	Q2 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET
SALARIES & BENEFITS	\$ 345,259	22%	\$ 868,641	55%	\$ 1,585,498
CONTRACT/PROFESSIONAL SERVICES	\$ 24,441	20%	\$ 41,747	35%	\$ 120,000
OPERATING EXPENSES	\$ 40,564	36%	\$ 74,295	66%	\$ 112,500
MAINTENANCE	\$ 21,783	23%	\$ 41,246	43%	\$ 96,000
FACILITIES	\$ 43,309	24%	\$ 80,725	46%	\$ 177,000
GEN. & ADMIN.	\$ 1,709	13%	\$ 2,279	17%	\$ 13,500
DEPRECIATION	\$ 276,250	25%	\$ 552,500	50%	\$ 1,105,000
ALLOCATIONS	\$ 1,826	0%	\$ (439)	0%	\$ -
CLEARING	\$ -	0%	\$ -	0%	\$ -
<b>TOTAL DISTRIBUTION</b>	<b>\$ 755,141</b>	<b>24%</b>	<b>\$ 1,660,994</b>	<b>52%</b>	<b>\$ 3,209,498</b>

**DETAILED EXPENSES BY DEPARTMENT (continued)**

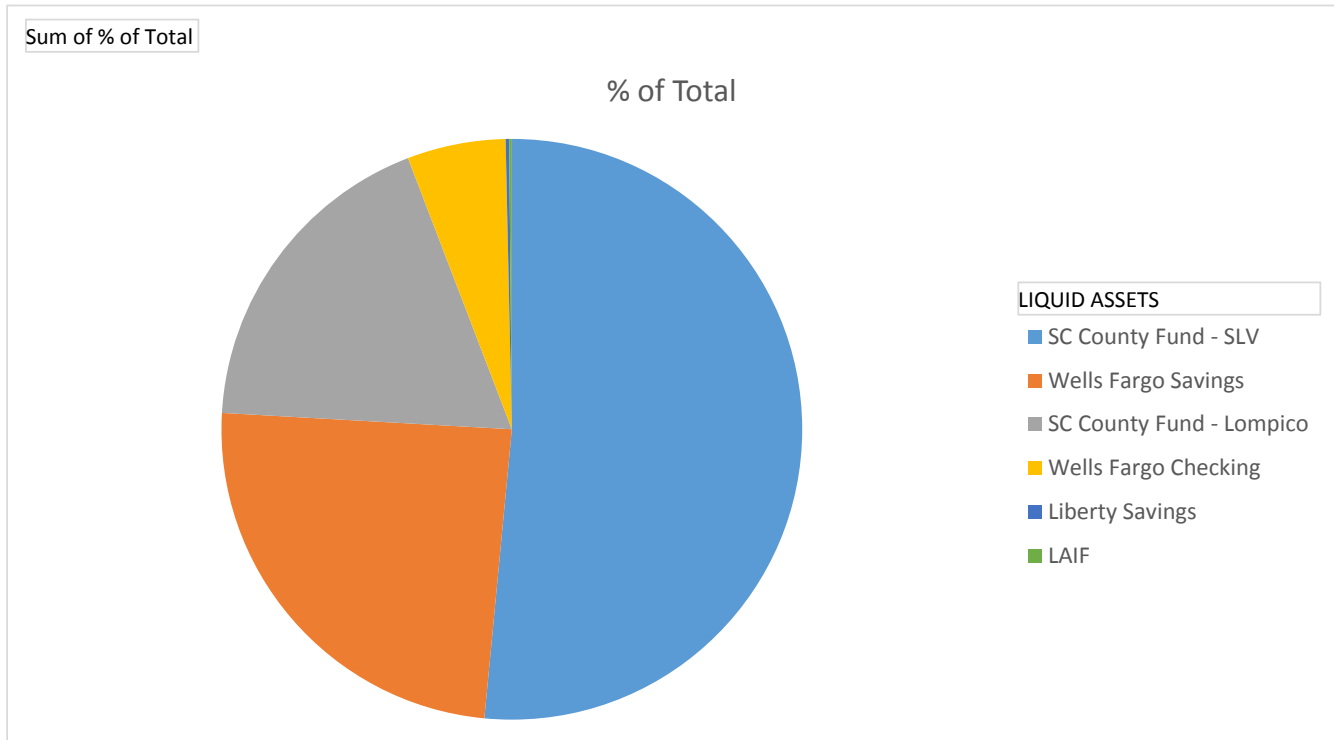
<b>WATERSHED</b>	<b>Q2 CY ACTUALS</b>	<b>Q2 % of Budget</b>	<b>YTD ACTUALS</b>	<b>YTD % of Budget</b>	<b>ANNUAL BUDGET</b>
SALARIES & BENEFITS	\$ 31,001	16%	\$ 71,253	37%	\$ 192,288
CONTRACT/PROFESSIONAL SERVICES	\$ 79,177	23%	\$ 106,097	31%	\$ 347,283
OPERATING EXPENSES	\$ 33	2%	\$ 33	2%	\$ 1,500
MAINTENANCE	\$ -	0%	\$ -	0%	\$ 15,000
FACILITIES	\$ -	0%	\$ -	0%	\$ 300
GEN. & ADMIN.	\$ 628	1%	\$ 5,533	9%	\$ 63,050
<b>TOTAL WATERSHED</b>	<b>\$ 110,838</b>	<b>18%</b>	<b>\$ 182,916</b>	<b>30%</b>	<b>\$ 619,421</b>

<b>SUPPLY &amp; TREATMENT</b>	<b>Q2 CY ACTUALS</b>	<b>Q2 % of Budget</b>	<b>YTD ACTUALS</b>	<b>YTD % of Budget</b>	<b>ANNUAL BUDGET</b>
SALARIES & BENEFITS	\$ 240,753	20%	\$ 625,895	51%	\$ 1,228,206
CONTRACT/PROFESSIONAL SERVICES	\$ 15,304	7%	\$ 35,273	16%	\$ 225,000
OPERATING EXPENSES	\$ 55,615	22%	\$ 96,541	39%	\$ 247,500
MAINTENANCE	\$ 11,760	41%	\$ 14,267	50%	\$ 28,500
FACILITIES	\$ 82,884	26%	\$ 156,995	50%	\$ 315,000
GEN. & ADMIN.	\$ 273	4%	\$ 465	6%	\$ 7,500
DEPRECIATION	\$ 97,250	25%	\$ 194,500	50%	\$ 389,000
ALLOCATIONS	\$ -	0%	\$ -	0%	\$ -
<b>TOTAL SUPPLY &amp; TREATMENT</b>	<b>\$ 503,840</b>	<b>21%</b>	<b>\$ 1,123,936</b>	<b>46%</b>	<b>\$ 2,440,706</b>

<b>WASTEWATER</b>	<b>Q2 CY ACTUALS</b>	<b>Q2 % of Budget</b>	<b>YTD ACTUALS</b>	<b>YTD % of Budget</b>	<b>ANNUAL BUDGET</b>
SALARIES & BENEFITS	\$ -	0%	\$ -	0%	\$ 19,418
CONTRACT/PROFESSIONAL SERVICES	\$ 19,369	31%	\$ 26,079	41%	\$ 63,000
OPERATING EXPENSES	\$ 10,102	47%	\$ 11,578	54%	\$ 21,500
MAINTENANCE	\$ -	0%	\$ -	0%	\$ 1,000
FACILITIES	\$ 1,430	13%	\$ 2,942	27%	\$ 10,800
GEN. & ADMIN.	\$ -	0%	\$ -	0%	\$ -
DEPRECIATION	\$ 13,000	25%	\$ 26,000	50%	\$ 52,000
ALLOCATIONS	\$ -	0%	\$ -	0%	\$ -
CLEARING	\$ -	0%	\$ -	0%	\$ -
<b>TOTAL WASTEWATER</b>	<b>\$ 43,902</b>	<b>26%</b>	<b>\$ 66,599</b>	<b>40%</b>	<b>\$ 167,718</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,960,006</b>	<b>23%</b>	<b>\$ 4,149,457</b>	<b>50%</b>	<b>\$ 8,365,760</b>

AS OF 12/31/16

<b>LIQUID ASSETS</b>	<b>\$ Amount</b>	<b>% of Total</b>	<b>Ave Interest Rate</b>
Wells Fargo Checking	124,646	5.5%	0.100%
Wells Fargo Savings	554,594	24.4%	0.150%
Liberty Savings	4,350	0.2%	0.150%
SC County Fund - SLV	1,171,183	51.5%	0.824%
SC County Fund - Lompico	415,639	18.3%	0.824%
LAIF	3,372	0.1%	0.654%
	<u>\$ 2,273,785</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)  
February 08,  
2017

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER  
13060 HIGHWAY 9  
BOULDER CREEK, CA 95006

[PMIA Average Monthly Yields](#)

[Tran Type Definitions](#)

December 2016 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	3,372.38
Total Withdrawal:	0.00	Ending Balance:	3,372.38

**G/L Balances**

Criteria: As Of = 12/31/2016; Fund = 76530, 76531, 35115

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	217,734.66	185,599.51	0.00	403,334.17
102	IMPREST CASH	250.00	0.00	0.00	250.00
124	INVENTORIES	17,497.00	0.00	0.00	17,497.00
150	BOND ISSUANCE COST	2,125.00	0.00	0.00	2,125.00
161	LAND	34,820.00	0.00	0.00	34,820.00
162	STRUCTURES AND IMPROVEMENTS	3,658,470.00	0.00	0.00	3,658,470.00
163	ACCUM. DEPR - STRUCT & IMP	(2,579,523.00)	0.00	0.00	(2,579,523.00)
164	EQUIPMENT	75,283.00	0.00	0.00	75,283.00
201	VOUCHERS PAYABLE (VENDOR)	0.00	26.70	(26.70)	0.00
208	COMPENSATED ABSENCES	(7,232.05)	0.00	0.00	(7,232.05)
232	BONDS OUTSTANDING	(361,000.00)	0.00	0.00	(361,000.00)
234	OTHER LONG-TERM LIABILITIES	(110,789.96)	0.00	0.00	(110,789.96)
240	STALE DATED WARRANTS LIABILITY	(1,337.20)	0.00	(26.70)	(1,363.90)
302	FUND BAL-NONSPENDABLE INVENTOR	(17,497.00)	0.00	0.00	(17,497.00)
341	FUND BAL-NONSPENDABLE	(250.00)	0.00	0.00	(250.00)
343	FUND BAL-ASSIGNED	(2,191.57)	0.00	0.00	(2,191.57)
344	FUND BALANCE	(139,298.88)	0.03	(185,572.84)	(324,871.69)
349	INVESTMENT IN PROPRIETARY FIXE	(787,060.00)	0.00	0.00	(787,060.00)
Total Fund 76530		0.00	185,626.24	(185,626.24)	0.00
Fund 76531 -- SLV-LOMPICO WATER-DWR RES					
101	EQUITY IN POOLED CASH	12,305.00	0.00	0.00	12,305.00
344	FUND BALANCE	(12,305.00)	0.00	0.00	(12,305.00)
Total Fund 76531		0.00	0.00	0.00	0.00

## G/L Balances

Criteria: As Of = 12/31/2016; Fund = 76644

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
101	EQUITY IN POOLED CASH	828,328.63	342,854.18	0.00	1,171,182.81
220	DEFERRED CREDITS	(500,000.00)	0.00	0.00	(500,000.00)
344	FUND BALANCE	(328,328.63)	0.26	(342,854.44)	(671,182.81)
Total Fund 76644		0.00	342,854.44	(342,854.44)	0.00

## MEMO

To: Board of Directors

From: District Manager

Prepared by: Environmental Manager

SUBJECT: FINAL REPORT FOR ENVIRONMENTAL EDUCATION GRANT  
"WATERSHED NATURE WALKS"

DATE: February 16, 2017

### **RECOMMENDATION**

It is recommended that the Board of Directors review this memo and accept the 2015/16 Final Report for Carol Carson's "Watershed Nature Walks".

### **BACKGROUND**

June 2015 your Board awarded a Classic Watershed Education Grant in the amount of \$2,900 to Carol Carson for the "Watershed Nature Walks". In June, 2015 your Board awarded a Classic Watershed Education Grant in the amount of \$3,000 to Carol Carson, for "Watershed Nature Walks." In Fall 2016, Ms. Carson notified District Staff that due to health issues, the contract would be delayed.

In January 2017, the San Lorenzo Valley Water District received the final report (attached). It is recommended that your Board receive and accept the 2015 Final Report for the Watershed Nature Walks.

**FISCAL IMPACT:**  
\$3,000

**STRATEGIC PLAN:**  
Strategic Element 2.4 Watershed Stewardship - Environmental Education Program

## Carol Carson Environmental Education Grant 2015-16 Final Report

### “Watershed Nature Walks”

As the Program Director, I want to thank the SLVWD Board of Directors and the Education Committee for the opportunity to share the natural secrets of our incredible watershed with learners of all ages. My goal for the last eight years of our Environmental Education grants has been my belief that:

*"In the end, we will conserve only what we love;*

*We will love only what we understand:*

*And, we will understand only what we are taught."*

Baba Dioum, Senegalese ecologist

Some feedback from our citizen scientists:

“Oh Carol, you can hear my tears coming all the way from Colorado, where we are this week. Your work and walks are our treasure, a bag of jewels we carry with us. Bless you, friend! John (and Susan)”

“We are not familiar with Bonny Doon much, so we enjoyed going there to check out an unusual ecosystem (we live in Boulder Creek). The guide was very knowledgeable and identified many plants for us. Many of the plants were blooming and it was gorgeous. She also led us into the forest, where she identified a rare oak. The occasional light sprinkle topped off the walk.

The walk along Fall Creek was different in so many ways. First of all, we are quite familiar with the park and go there often. But we had never gone down the trail that Bryan took us on, and we had never gone down to the creek and seen fish. Bryan was very knowledgeable and friendly. We also enjoyed his taking us to see the dam at the end of Cooper, and listening to some history of the area.”

“I so appreciated the Watershed Walks that Carol Carson organized. She always had incredible presenters that knew so much about our community and enjoyed sharing their knowledge. It was a perfect way to learn, very hands-on and in our beautiful environment. I'm sorry the walks are over because I know I still have so much to learn.”

“My husband and I very much enjoyed the walk in which we participated and would love to have been able to participate in more of the walks. We are hopeful that our schedules will allow us to enjoy future walks.”

“I think I attended 3 hikes this year. They were all wonderful. You manage to get people who really know their stuff and can make a walk very interesting and educational. Again, I'm so sorry you aren't going to continue. Your walks will be missed by many. Alexis”

“I was only able to attend one Watershed Walk, at Henry Cowell Redwoods State Park on Saturday of Memorial Day weekend 2016. Fred McPherson was featured. He is so knowledgeable, it is always great to be able to ask him questions and have the use of his depth of knowledge.”

“I really think it's important to keep these walks going to inform the public. I would like to see a lot more walks for the public in nature. When you take people out in nature and teach them they appreciate nature and are more willing to take care of it. Thank u for gathering and getting people out into nature. I look forward to more nature walks. Candice”

“FRANK PERRY Walk--San Lorenzo River on Saturday, Sept 2015:

This was a nice walk and we along the San Lorenzo River, but with a different focus. We learned about the different types of rock that we encountered along the walk. Frank Perry was very knowledgeable. There was an after-walk done by those that wanted to walk further.

The ELFIN FOREST WALK with TIM HYLAND on Saturday, April 9, 2016:

As I wrote to a friend: I think the walk at Henry Cowell Park had a little elevation with it---it's just that you hardly noticed it. I would like to see a map of trails to see how much we walked. This time around, Tim Hyland who works as a Ranger (there?) mixed a lot of talking (educational) with a lot of walking...I'd say that it was half-talk and the other half was definitely walking...(for long stretches)...if you look at a map---the Observation Deck is in the middle of nowhere. I think we saw a lot of different types of vegetation (I can't remember the names, but there was a lot of pointing and describing the different types of vegetation.) I think we ran into about 7 or 8 types of ferns alone; not to mention the different types of Oak trees, Fir trees and the Ponderosa Pine with its distinctive bark was very interesting!

The HENRY COWELL WALK with Fred McPherson on Saturday, May 28, 2016, and his film...“The Natural Wonders of Henry Cowell State Park” in the Nature Center.:

Very good walk through the Riparian Forest with Fred McPherson who is also very knowledgeable. The film was also great to see.

The last walk with Bryan on Sat. June 11, 2016 at Fall Creek with Bryan Largay:

This was a great walk! Bryan was very informative as he explained a ton of interesting things which kept the group captivated. We walked all the way down a trail and took ganders at the Bennett Creek looking for Steel Heads and Salamanders.

One of the nicest things which happens on every walk is you get to meet such nice people on these walks. Benito”

“Annie Sprinkle and I took two walks with you. One in the Pogonip and one at Henry Cowell State Park. They were both fantastic walks. We enjoyed them immensely and learned a lot. We are also very sorry that these are no longer going to be offered. We're wishing you all the best and let us know if you need anything else. Cheers, Beth”

“Steve and I were only able to attend the Barry Burt session this season, but found it very informative and inspiring. We learned so much about salmon, its criticality in the watershed, the history and biology of the species walking along the river with Barry, in a brief but information-rich period of time. We will never look at the watershed and its convergence with the ocean in the same way again. Mary”

“Our first walk with the watershed walkers was at the elfin forest with Tim Hyland. We were enthralled by the changing landscape from wetter fern forests to redwood groves to sandhills and motivated by the Tim's enthusiasm in explaining the Latin and Greek of plants. The second walk in the burnt area and moon rocks intrigued us more on how nature rebounds back from a shock as bad as Martin-fire ... Certainly the walks have slowed me down to look around for nature's variety of creation while hiking and explore the region around where we live ! regards. CK”

“I attended the May 28 event with Fred McPherson, which included viewing the video "The Natural Wonders of Henry Cowell State Park" followed by a guided walk through several locations in Henry Cowell. It was well-planned, well-timed, and very informative. Not only did I learn a lot, I had FUN! Thanks to Carol Carson and the SLV Water District for this wonderful program. Susan Ford”

“Thanks for arranging these wonderful walks, Carol. The last one in Henry Cowell with Tim Hyland was very informative - Tim is a wealth of knowledge! ~ John Lee”

“I wish I could continue to support all your great work for our area. It seems like money priorities can get in the way of a lot of great people like you. I hope that there will be other areas for you to focus your energy and your enthusiasm. Please keep me on your email list. Thank you, Nicole”

“This is indeed a service that you have been doing, and our focused understanding of the ecosystems we live in really helps us be wise advocates. Maureen”

The Six Nature Walks included:

- ✓ **Fred Perry- Riparian Fossil Walk- 41 attendees**
- ✓ **Barry Burt- Salmon history and biology on SLR- 32 attendees**
- ✓ **Valerie Haily- Bonny Doon Ecological Reserve Walk- 32 attendees**
- ✓ **Tim Hyland- Elphin Forest Walk at Cowell Sandhills- 28**
- ✓ **Fred McPherson- Cowell Video and Walk- 33**
- ✓ **Bryan Largay- Fall Creek Biology Walk- 40**

#### **Summary for “Watershed Nature Walks”**

Stipend for six expert guides for six walks @ \$100 each	\$600
Grant Director’s work/duties (Outlined in Question 11) for six walks	\$1900
Public Outreach Component	\$500
Total	\$3,000

## MEMO

To: Board of Directors  
From: District Manager  
Subject: LOMPICO SURCHARGE  
Date: February 16, 2017

### **RECOMMENDATION:**

It is recommended that the Board of Directors affirm and ratify the Lompico Surcharge.

### **BACKGROUND:**

On June 1<sup>st</sup>, 2016, the District merged with Lompico County Water District (LCWD) through a Local Agency Formation Commission process. The merger was predicated on an agreement signed by both Districts (attached as LAFCO Resolution 953-A). A condition of that agreement was a Lompico Surcharge, "... in order to cover the difference between SLVWD's estimated revenues collected in Lompico and SLVWD's estimated operating costs in Lompico...".

In October 2016, to ensure fairness and equity to all 8,000 District customers, including the 500 Lompico Service Area customers, the Board committed to review the Lompico Surcharge after the final LCWD Audit (partial 15/16) was completed.

Staff has attached its analysis of revenue and costs for the Lompico Service Area.

### **STRATEGIC PLAN:**

Element 5.0 - Fiscal Planning

### **FISCAL IMPACT:**

None



LOCAL AGENCY FORMATION COMMISSION  
RESOLUTION NO. 953-A

On the motion of Commissioner Coonerty  
Duly seconded by Commissioner Dodge  
The following resolution is adopted:

MAKING DETERMINATIONS AND ORDERING PROTEST PROCEEDINGS  
OF TERRITORY DESIGNATED AS THE LOMPICO REORGANIZATION  
LAFCO NO. 953-A

\*\*\*\*\*

The Santa Cruz Local Agency Formation Commission does hereby RESOLVE,  
DETERMINE, AND ORDER as follows:

1. A resolution for the proposed annexation of certain territory was filed by Resolution No. 128-2013 of the Lompico County Water District and Resolution No. 31 (13-14) of the San Lorenzo Valley Water District, pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.); and the territory is assigned the short term designation of the "Lompico Reorganization, LAFCO No. 953-A".
2. The reorganization consists of the following changes of organization:
  - Dissolution of the Lompico County Water District,
  - Annexation of territory to the San Lorenzo Valley Water District.
3. The Executive Officer of the Commission has reviewed the resolutions; has prepared a report, including his recommendations thereon; and has presented the same before this Commission for consideration.
4. Public hearing by the Commission was held on August 6, 2014; and at the hearing the Commission heard and received all oral and written protests, objections, and evidence that were presented.
5. Said territory includes approximately 757 acres and is found to be inhabited for purposes of reorganization law.
6. The boundaries of the area of the proposed reorganization are approved as revised to include the annexation of parcels on Zayante Drive and as shown on Exhibit A.
7. The approval of this reorganization is conditioned upon the following terms and conditions:
  - A) INFRASTRUCTURE BOND  
Prior to the filing of the Certificate of Completion, a Community Facilities District bond or similar revenue instrument shall be passed by the voters

and/or property owners of the Lompico service area so that proceeds not greater than \$2.75 million will go to the San Lorenzo Valley Water District (SLVWD) for the purposes of infrastructure improvements solely for the benefit of the Lompico service area. If a grant or other source of funds can be secured to make infrastructure improvements that are programmed to be included in the not-to-exceed \$2.75 million of bond proceeds, or if the costs of the programmed improvements are lower, the amount of the bond proceeds can be a lesser amount if authorized in writing by the San Lorenzo Valley Water District Board following consideration of the reduction at a public meeting of that board.

**B) BOND OVERSIGHT COMMITTEE**

Upon distribution of the bond proceeds, SLVWD shall establish a citizens' bond oversight committee consisting of five Lompico water customers to review expenditure of the bond proceeds on projects that directly benefit Lompico.

**C) LOAN PAYBACK**

Prior to the filing of the Certificate of Completion, Lompico County Water District shall pay the entire amount due on the PERS Side Fund Loan Agreement that was executed on July 30, 2013 by and between Lompico County Water District and San Lorenzo Valley Water District.

**D) LOMPICO WATER RATES AND CHARGES**

SLVWD shall bill the Lompico customers of SLVWD the same rates as the other customers within SLVWD. However, prior to filing of the Certificate of Completion, in order to cover the difference between SLVWD's estimated revenues collected in Lompico and SLVWD's estimated operating costs in Lompico, Lompico County Water District shall enact a reduction in their water rates, effective only upon the reorganization, so that \$140,000 in excess of the amount generated by SLVWD rates would be collected in the first year following the effective date of the reorganization. LAFCO shall authorize SLVWD to continue to collect these Lompico charges after the reorganization. Prior to the Certificate of Completion being filed, SLVWD will deliver a letter to the LAFCO Executive Officer indicating that the charges adopted by the Lompico County Water District are structured in a manner that SLVWD is willing to implement. The Lompico charges shall not exceed the following amounts:

<u>Year</u>	<u>Beginning</u>	<u>Per Month</u> <u>Per Connection</u>
1	Upon the effective date of the reorganization	\$23.50
2	One year after effective date of the reorganization	\$19.50
3	Two years after effective date of the reorganization	\$8.50
4	Three years after effective date of the reorganization	\$5.50
5	Four years after effective date of the reorganization	\$5.50

The Lompico charges shall be phased out no later than five years after the effective date of the reorganization.

- E) The proponent districts shall provide a legal map, description, and fees to meet State Board of Equalization requirements.
  - F) The proponent districts shall be responsible to pay any fees required to comply with Fish and Game Code Section 711.4 (Fish and Game Fees required when notices of environmental decisions are filed).
  - G) The proponent districts shall pay any remaining processing fees as set in this Commission's Schedule of Fees and Deposits.
  - H) Prior to issuance of a Certificate of Completion for this reorganization, the proponent districts shall deliver an executed indemnification agreement that is in a form that is acceptable to this Commission and suitable for recordation.
8. This project qualifies for a Class 19 Categorical Exemption (annexation of existing facilities) and a Class 20 Categorical Exemption (consolidation or two or more districts having identical powers) from further analysis under the California Environmental Quality Act.
  9. Upon completion of this reorganization, the property tax revenues will be transferred in accordance with the Board of Supervisors tax exchange resolution (No. 158-2014) adopted for the Lompico Reorganization.
  10. Upon completion of this reorganization, all assets and liabilities of Lompico County Water District shall transfer to the San Lorenzo Valley Water District.
  11. The reorganization, as approved, is consistent with the Spheres of Influence of the Lompico County Water District and the San Lorenzo Valley Water District as amended by LAFCO Resolution No. 953 on August 6, 2014.
  12. This Commission hereby approves this reorganization, as conditioned, and directs the Executive Officer to conduct protest proceedings in accordance with State law.

PASSED AND ADOPTED by the Local Agency Formation Commission in the County of Santa Cruz this sixth day of August 2014.

AYES: R. Anderson, Bottorff, Coonerty, Dodge, Friend, Rapoza, Chairperson J. Anderson

NOES: None

ABSENT: None

*/original signed/*

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JAMES W. ANDERSON, CHAIRPERSON  
Santa Cruz Local Agency Formation Commission

Attest:

*/original signed/*

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Patrick M. McCormick, Executive Officer

Approved as to form:

*/original signed/*

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LAFCO Counsel

01-Jun-16	Starting Balance	\$	245,268
	Lompico Revenue	\$	182,130
	Lompico Surcharge	\$	80,873
	Lompico Field Labor	\$	(144,709)
	Lompico share of Support Cost	\$	(167,692)
	Lompico One Time Expenses	\$	(140,904)
	Lompico Capital Exp Excl. AD	\$	(77,672)
	Lompico Field Expenses	\$	(53,809)
31-Dec-16	Sum to Date	\$	(76,516)
	Lompico Depreciation	\$	(51,397)
	Sum w/ Dep.	\$	(127,913)

Lompico County Water District Final Audit, Page 26	
Cash & Cash Equivalents	\$ 284,207
Accounts Receivable	\$ 39,436
Accounts Payable and accrued expenses	\$ (60,125)
Unearned revenues - customer deposits	\$ (18,250)
Starting Balance	\$ 245,268

SLVWD Final Budget 16/17	
Admin Department	\$ 1,041,838
Finance Department	\$ 707,048
Engineering Department	\$ 179,531
Watershed Department	\$ 619,421
Supply and Treatment	\$ 2,051,706
Support Total, Yearly	\$ 4,599,544
Support Total, Monthly	\$ 383,295.33
Lompico Service Area, Monthly	\$ 23,955.96

	Customers
SLVWD Total	8000
Lompico Service Area	500
Ratio	6.25%

**EXPENSE DETAIL****CAPITAL PROJECTS**

FISCAL PERIOD	FISCAL YEAR	AMOUNT	DESCRIPTION	TASK CODE	PROJECT
12	2016	\$ 8,109.22	BOOSTER PUMP	CAP-1516009A	Lompico Booster Pump
12	2016	\$ 882.00	LOMPICO ENCROACHMENT PERMIT	CAP-1516009A	Main Replacement
2	2017	\$ 5,085.30	LOMPICO ROAD WATER MAIN REPLACEMENT	CAP-1516009A	Main Replacement
3	2017	\$ 3,622.02	LOMPICO RD MAIN REPLACEMENT_8/1 - 8/31/16	CAP-1516009A	Main Replacement
5	2017	\$ 2,284.20	LOMPICO RD WATER MAIN REPLACEMENT	CAP-1516009A	Main Replacement
4	2017	\$ 2,684.52	LOMPICO/CREEKWOOD MAIN REPLACEMENT	CAP-1516009A	Main Replacement
4	2017	\$ 55,005.00	LOMPICO / CREEKWOOD PIPELINE RELOCATION	CAP-1516009A	Main Replacement
		\$ 77,672.26			

**LOMPICO EXPENSES****One Time Expenses**

FISCAL PERIOD	FISCAL YEAR	AMOUNT	DESCRIPTION	TASK CODE
4	2017	\$ 123,467.00	LOMPICO CALPERS UAL PAYMENT	EXP-1516004A
4	2017	\$ 202.50	ACCOUNTING SERVICES_LOMPICO	EXP-1516004A
5	2017	\$ 434.30	SERVICE RENDERED FOR LWD	EXP-1516004A
6	2017	\$ 1,500.00	AUDIT SERVICES_LOMPICO	EXP-1516004A
4	2017	\$ 8,000.00	AUDIT SERVICES_SEPT 2016_LOMPICO	EXP-1516004A
5	2017	\$ 2,000.00	SERVICES RENDERED _OCT 2016	EXP-1516004A
5	2017	\$ 5,000.00	LOMPICO_PROPERTY DEDUCTABLE	EXP-1516004A
4	2017	\$ 300.00	LOMPICO MERGER REIMBURSEMENT	EXP-1516004A
		\$ 140,903.80		

**Expenses**

FISCAL PERIOD	FISCAL YEAR	AMOUNT	DESCRIPTION	TASK CODE
1	2017	\$ 254.59	CONDUIT MISC WIRING FITTINGS	EXP-1516004A
3	2017	\$ 20.00	BUILDING MAINTENANCE_LOMPICO	EXP-1516004A

12	2016	\$	49.18	PM/WO Dist Batch - IC1 - 00003.06.2016	EXP-1516004A
12	2016	\$	36.85	PM/WO Dist Batch - IC1 - 00005.06.2016	EXP-1516004A
12	2016	\$	5.99	PM/WO Dist Batch - IC1 - 00006.06.2016	EXP-1516004A
3	2017	\$	196.00	WATER ANALYSIS_LEWIS WELL	EXP-1516004A
3	2017	\$	116.00	WATER ANALYSIS_LOMPICO GEN PHYSICAL	EXP-1516004A
5	2017	\$	1,331.72	ELECTRIC CHARGES_LOMPICO PUMP STATION	EXP-1516004A
2	2017	\$	141.93	ELECTRIC CHARGES_11590 LAKESHORE DR	EXP-1516004A
2	2017	\$	17.91	ELECTRIC CHARGES_CARROL & LOMPICO	EXP-1516004A
6	2017	\$	19.06	ELECTRIC CHARGES_COMMUNTIY WELL	EXP-1516004A
2	2017	\$	112.68	ELECTRIC CHARGES_LOMPICO RD	EXP-1516004A
2	2017	\$	198.57	ELECTRIC CHARGES_LOMPICO RD	EXP-1516004A
6	2017	\$	391.99	ELECTRIC CHARGES_MADRONE BOOSTER	EXP-1516004A
6	2017	\$	171.81	ELECTRIC CHARGES_PUMP	EXP-1516004A
6	2017	\$	138.55	ELECTRIC CHARGES_PUMPING STATION	EXP-1516004A
6	2017	\$	21.43	ELECTRIC CHARGES_PUMP-WELL #6	EXP-1516004A
2	2017	\$	15.77	ELECTRIC CHARGES_WEST DR	EXP-1516004A
6	2017	\$	1,096.85	ELECTRIC CHARGES_ZAYANTE/ROSEBLOOM	EXP-1516004A
5	2017	\$	182.47	GAS/ELECTRIC CHARGES_11255 LOMPICO RD	EXP-1516004A
5	2017	\$	324.67	GAS/ELECTRIC CHARGES_11590 LAKESHORE DR	EXP-1516004A
5	2017	\$	19.06	GAS/ELECTRIC CHARGES_COMMUNITY WELL	EXP-1516004A
5	2017	\$	21.63	GAS/ELECTRIC CHARGES_PUMP WELL #6	EXP-1516004A
5	2017	\$	144.51	GAS/ELECTRIC CHARGES_PUMPING STATION	EXP-1516004A
2	2017	\$	248.83	TELEPHONE CHARGES_LOMPICO	EXP-1516004A
5	2017	\$	234.34	TELEPHONE SERVICE_LOMPICO	EXP-1516004A
12	2016	\$	1,002.68	FACILITY SIGNS	EXP-1516004A
4	2017	\$	44.95	3/4" AGG BASE_LEWIS TANK_LOMPICO	EXP-1516004A
4	2017	\$	47.41	BASE ROCK_LEWIS TANK	EXP-1516004A
1	2017	\$	314.60	LOMPICO BOOSTER PUMP SEAL KIT	EXP-1516004A
12	2016	\$	59.97	FLUSHING SIGNS	EXP-1516004A
2	2017	\$	14.09	HOSE BIB TAPE	EXP-1516004A
5	2017	\$	17.35	HOSE BIB FITTING_LOMPICO	EXP-1516004A
12	2016	\$	58.31	LEWIS TANK	EXP-1516004A
6	2017	\$	43.10	LOMPICO BOOSTER REPAIRS	EXP-1516004A
6	2017	\$	53.57	LOMPICO HEATER OIL	EXP-1516004A

3	2017	\$	54.12	LOMPICO METER CHANGE_SHOVEL PRUNERS	EXP-1516004A
2	2017	\$	81.08	LOMPICO METER C-O-P	EXP-1516004A
12	2016	\$	21.78	LOMPICO SIGN MATERIALS	EXP-1516004A
12	2016	\$	43.49	METAL FILE	EXP-1516004A
6	2017	\$	17.11	MISC SCREWS_LOMPICO BOOSTER	EXP-1516004A
3	2017	\$	19.19	MISC SUPPLIES_LOMPICO	EXP-1516004A
2	2017	\$	82.54	PVC FOR TANK LEVELS	EXP-1516004A
6	2017	\$	(52.46)	RETURN CREDIT_FROM 553002	EXP-1516004A
2	2017	\$	26.02	SAMPLE FAUCETS	EXP-1516004A
6	2017	\$	72.84	SAWZALL BLADES	EXP-1516004A
12	2016	\$	59.97	SIGN SPRAY	EXP-1516004A
3	2017	\$	64.37	DESK PLATE HOLDERS_LOMPICO OVERSIGHT COMMITTEE	EXP-1516004A
3	2017	\$	78.84	NAME PLATES_LOMPICO OVERSIGHT COMMITTEE	EXP-1516004A
12	2016	\$	31.92	LOMPICO PARTS	EXP-1516004A
12	2016	\$	12.89	LOMPICO SIGN PARTS	EXP-1516004A
12	2016	\$	(143.12)	LOMPICO SIGN PARTS - RETURN CREDIT	EXP-1516004A
12	2016	\$	182.63	MISC PARTS FOR LEWIS TANK	EXP-1516004A
12	2016	\$	4,217.10	PRESSURE TRANSMITTERS	EXP-1516004A
12	2016	\$	476.58	LOMPICO INTERTIE	EXP-1516004A
5	2017	\$	97.68	LOMPICO EXPENSE PM/WO Dist Batch - AP - 00007.11.2016	EXP-1516004A
5	2017	\$	2,149.99	LOMPICO EXPENSE PM/WO Dist Batch - AP - 00010.10.2016	EXP-1516004A
5	2017	\$	171.04	LOMPICO EXPENSE PM/WO Dist Batch - AP - 00021.10.2016	EXP-1516004A
5	2017	\$	978.37	LOMPICO EXPENSE PM/WO Dist Batch - IC1 - 00001.11.2016	EXP-1516004A
5	2017	\$	328.14	LOMPICO EXPENSE PM/WO Dist Batch - IC1 - 00003.11.2016	EXP-1516004A
4	2017	\$	15.79	LOMPICO EXPENSE PM/WO Dist Batch - IC1 - 00004.10.2016	EXP-1516004A
3	2017	\$	568.00	HAZMAT FEES_LOMPICO	EXP-1516004A
2	2017	\$	916.52	MADRONE BOOSTER	EXP-1516004A
3	2017	\$	2,904.71	PUMP CONTROL_LOMPICO	EXP-1516004A
2	2017	\$	3,482.05	SOFT STARTER REPLACEMENT	EXP-1516004A
3	2017	\$	577.34	TRANSIENT PROTECTOR_LOMPICO	EXP-1516004A
12	2016	\$	493.43	DCHLOR TABS	EXP-1516004A
4	2017	\$	470.00	6" HOT TAP_LOMPICO	EXP-1516004A
1	2017	\$	77.80	TRIPOD FOR SOLAR MAST	EXP-1516004A
1	2017	\$	21.14	DUPLICATE KEYS-TRK 226 LOMPICO	EXP-1516004A



12	2016	\$	953.33	LOMPICO REPLACEMENT LOCKS	EXP-1516004A
12	2016	\$	272.00	RE-KEY DIST. LOCKS/ FAC2	EXP-1516004A
2	2017	\$	240.50	REKEY LOMPICO	EXP-1516004A
2	2017	\$	597.45	RE-KEY LOMPICO LOCKS	EXP-1516004A
2	2017	\$	3,044.82	LOMPICO-TRUCK MAJOR SERVICE/TIRES	EXP-1516004A
1	2017	\$	7,615.15	LOMPICO MAIN REPLACEMENT_6/1 - 6/31/16	EXP-1516004A
1	2017	\$	183.28	LOMPICO CELL PHONE	EXP-1516004A
1	2017	\$	216.88	LOMPICO LEWIS TANK FLOAT	EXP-1516004A
5	2017	\$	10.00	LEAD _11214 OCEANVIEW	EXP-1516004A
3	2017	\$	80.00	LEAD TOTAL ICAP/MS_LOMPICO	EXP-1516004A
3	2017	\$	100.00	LEAD TOTALS @ HYDRANTS_LOMPICO	EXP-1516004A
3	2017	\$	50.00	LEAD TOTALS_LOMPICO	EXP-1516004A
5	2017	\$	80.00	LEAD TOTALS_LOMPICO	EXP-1516004A
4	2017	\$	605.00	LOMPICO CREEK WATER ANALYSIS	EXP-1516004A
3	2017	\$	40.00	SAMPLES_LAKE BLVD	EXP-1516004A
3	2017	\$	150.00	WATER ANALYSIS_11333 OCEANVIEW	EXP-1516004A
5	2017	\$	400.00	WATER ANALYSIS_CREEKWOOD LAKE BLVD	EXP-1516004A
3	2017	\$	400.00	WATER ANALYSIS_LAKE BLVD CREEKWOOD DR	EXP-1516004A
5	2017	\$	750.00	WATER ANALYSIS_LEWIS WELL	EXP-1516004A
5	2017	\$	440.00	WATER ANALYSIS_LOMPICO	EXP-1516004A
5	2017	\$	120.00	WATER ANALYSIS_LOMPICO	EXP-1516004A
5	2017	\$	40.00	WATER ANALYSIS_OCEANVIEW	EXP-1516004A
6	2017	\$	35.00	WATER ANALYSIS_OCEANVIEW_LOMPICO	EXP-1516004A
3	2017	\$	227.21	COAX CABLE	EXP-1516004A
12	2016	\$	1,142.19	14" TIGER TOOTH DIAMOND SAW BLADES	EXP-1516004A
4	2017	\$	3,420.58	HYDRANT REPLACEMENT_11140 LOMPICO RD	EXP-1516004A
12	2016	\$	1,820.00	PLUMBING	EXP-1516004A
4	2017	\$	86.13	INTERNET SERVICE_11225 LOMPICO RD	EXP-1516004A
2	2017	\$	81.38	INTERNET SERVICE_11255 LOMPICO RD	EXP-1516004A
4	2017	\$	162.12	INTERNET SERVICE_545 FALL CREEK DR	EXP-1516004A
6	2017	\$	86.13	INTERNET_11255 LOMPICO RD	EXP-1516004A
6	2017	\$	86.13	INTERNET_11255 LOMPICO RD	EXP-1516004A
12	2016	\$	231.87	LOMPICO TRK. RADIO	EXP-1516004A
4	2017	\$	1,156.42	QUARTERLY ADMIN FEES 10/1-12/31/16	EXP-1516004A

12	2016	\$	1,016.00	PARTS FOR LOMPICO WTP	EXP-1516004A
5	2017	\$	2.81	NIPPLE GALV 2" X 0"	EXP-1516004A
5	2017	\$	3.26	NIPPLE GALV 2" X 2-1/2"	EXP-1516004A
5	2017	\$	81.30	CORP PIPE-COPPER IP 1"	EXP-1516004A
5	2017	\$	116.53	VALVE BOX G5 BOX	EXP-1516004A
5	2017	\$	42.50	PIPE POLY 200 PSI CTS 1" SDR9	EXP-1516004A
5	2017	\$	3.19	PLUG GALV 2"	EXP-1516004A
5	2017	\$	100.56	VALVE BOX LID G5 CAST IRON	EXP-1516004A
5	2017	\$	5.59	NIPPLE GALV 2" X 5-1/2"	EXP-1516004A
5	2017	\$	1.65	ELL 90 GALV 1"	EXP-1516004A
5	2017	\$	7.57	TEE GALV 2"	EXP-1516004A
1	2017	\$	0.69	NIPPLE GALV 3/4" X 0"	EXP-1516004A
5	2017	\$	38.78	METER BOX B36	EXP-1516004A
5	2017	\$	312.74	GATE VALVE 2" SQ NUT/250 PSI	EXP-1516004A
5	2017	\$	40.51	MTR BOX LID B36 W/CON READ LID	EXP-1516004A
5	2017	\$	312.74	GATE VALVE 2" SQ NUT/250 PSI	EXP-1516004A
5	2017	\$	2.39	NIPPLE GALV 1" X 6"	EXP-1516004A
5	2017	\$	5.99	PIPE GALV SCHED 40 2" (21')	EXP-1516004A
5	2017	\$	1.93	COUPLING GALV 1"	EXP-1516004A
5	2017	\$	33.10	SADDLE DS 4.25 - 4.50 X 1"	EXP-1516004A
5	2017	\$	3.27	NIPPLE GALV 2" X 6"	EXP-1516004A
5	2017	\$	1.57	NIPPLE GALV 1" X 4"	EXP-1516004A
5	2017	\$	3.27	NIPPLE GALV 2" X 6"	EXP-1516004A
5	2017	\$	48.76	MTR BOX LID B36 W/CASTIRN READ	EXP-1516004A
5	2017	\$	2.63	NIPPLE GALV 2" X 3"	EXP-1516004A
5	2017	\$	13.92	ELL 90 STREET GALV 2"	EXP-1516004A
5	2017	\$	21.25	PIPE POLY 200 PSI CTS 1" SDR9	EXP-1516004A
5	2017	\$	69.47	GATE VALVE 2"	EXP-1516004A
5	2017	\$	2.67	CAP GALV 2"	EXP-1516004A
5	2017	\$	16.75	COPR-PIPE MALE 1"	EXP-1516004A
1	2017	\$	1.41	TEE GALV 3/4"	EXP-1516004A
5	2017	\$	9.81	NIPPLE GALV 2" X 6"	EXP-1516004A
4	2017	\$	(20.00)	Void 00037	EXP-1516004A
		\$	52,995.49		

**LOMPICO GENERAL**

<b>FISCAL PERIOD</b>	<b>FISCAL YEAR</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>TASK CODE</b>
4	2017	\$ 299.78	LOMPICO GENERAL PM/WO Dist Batch - AP - 00013.09.2016	EXP-1617001A
4	2017	\$ 75.77	LOMPICO GENERAL PM/WO Dist Batch - IC1 - 00003.10.2016	EXP-1617001A
5	2017	\$ 219.20	LOMPICO GENERAL PM/WO Dist Batch - IC1 - 00003.11.2016	EXP-1617001A
5	2017	\$ 7.65	4" NUT & BOLT SET PLATED 150#	EXP-1617001A
5	2017	\$ 207.72	14" Tigertooth supergrit diamond blade	EXP-1617001A
5	2017	\$ 3.83	FLANGE RING GASKETS 4" NO BLT	EXP-1617001A
		<u>\$ 813.95</u>		

**EXPENSES, labor only**

Check Date	Lompico Expense	Lompico General	sum
6/8/16 \$	5,385.89 \$	- \$	5,385.89
6/22/16 \$	13,727.63 \$	- \$	13,727.63
7/6/16 \$	11,066.51 \$	- \$	11,066.51
7/20/16 \$	7,659.43 \$	- \$	7,659.43
8/3/16 \$	9,329.36 \$	188.20 \$	9,517.56
8/17/16 \$	3,806.45 \$	- \$	3,806.45
8/31/16 \$	5,409.77 \$	- \$	5,409.77
9/14/16 \$	5,553.97 \$	- \$	5,553.97
9/28/16 \$	5,227.61 \$	- \$	5,227.61
10/12/16 \$	2,729.38 \$	3,123.83 \$	5,853.21
10/26/16 \$	7,315.24 \$	1,745.34 \$	9,060.58
11/9/16 \$	8,655.97 \$	1,183.82 \$	9,839.79
11/23/16 \$	2,671.89 \$	2,562.81 \$	5,234.70
12/7/16 \$	2,535.69 \$	2,134.53 \$	4,670.22
12/21/16 \$	669.36 \$	681.03 \$	1,350.39
		Subtotal	\$ 103,363.71

## MEMO

To: Board of Directors  
From: District Manager  
Subject: ENGINEERING COMMITTEE MEETING TIME  
Date: February 16, 2017

### **RECOMMENDATION:**

It is recommended that the Board of Directors set the Engineering Committee Meeting time to occur between 9am and 12pm.

### **BACKGROUND:**

At its first 2017 meeting on January 24<sup>th</sup> the Engineering Committee directors (Hammer and Smallman) were unable to commit to a regular time and day for future meetings. Work and social schedules of both directors did not match. Director Smallman is adamant that he is unavailable during normal work hours. The normal practice to hold committee meetings during mid to late morning has been developed over time for specific reasons. The committee directors agreed to bring this issue to the full Board for discussion.

A committee meeting start time of Monday at 5pm appear to be the 'best fit' for the committee. However, that is not a convenient time for staff. The primary consideration is that during afternoons the Operations Department utilizes the same room that public meetings are held in. Field personnel are returning between the hours of 3 and 5, utilizing the nearby locker room, bath room and also utilizing the meeting table for filling out timecards and reports. Holding a public meeting in the afternoon is problematic for that reasons. Field staff are required to adjust their schedule when afternoon meetings are held. This is one of the many reasons Board Meetings are held at night and standing committee meetings are held in mid to late morning.

Holding meetings after normal work hours would require staff to remain beyond a normal eight-hour work day. Senior staff are salaried and there is no additional cost to the District when they stay late. However, the Engineering Committee deals with issues that likely will require interaction with classified employees; field personnel, IT personnel, GIS Personnel and eventually the District's proposed Capital Project Manager. All of these staff will require overtime pay for Engineering Committee Meetings they attend.

It is understood that Board Meetings are for the benefit of the Board and staff attends those meetings for the benefit of the Board. It should be argued at least in part that committee meetings are for the benefit of the staff. Committee meetings represent opportunities for Directors to assist staff in guiding the operation of the District. Requesting staff to participate in committee meetings outside of normal work hours is burdensome for staff, reducing the committee meeting's benefits.

With both space and cost at a premium staff requests that committee meetings remain fixed between the hours of 9am and 12pm during normal work hours after field crews have been dispersed and while staff is on the clock.

STRATEGIC PLAN:

Element 9.0 - Administrative Management

FISCAL IMPACT:

Variable and unknown. Each hour of overtime would cost the District between \$45 to \$60.

## MEMO

To: Board of Directors  
From: District Manager  
Subject: DISTRICT ENTERPRISE WIDE NEEDS ASSESSMENT AUTHORIZATION  
Date: February 16, 2017

### **RECOMMENDATION:**

It is recommended that the Board of Directors authorize Chair Ratcliffe to execute a contract with William Fisher Architecture, Inc. for a not-to-exceed amount of \$17,700 to conduct an Enterprise Wide Needs Assessment.

### **BACKGROUND:**

Working with the Administration Committee, the District requested proposals from qualified firms to conduct an enterprise wide needs assessment. Proposals were due by January 13, 2017. Staff requests that Directors review the attached RFP.

The District received one proposal (attached); William Fisher Architecture, Inc.

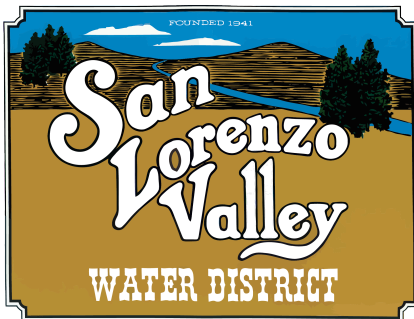
Staff has reviewed the proposal and finds the firm to be both qualified and responsive.

### **STRATEGIC PLAN:**

Element 3.0 - Capital Facilities

### **FISCAL IMPACT:**

01-100-5200: Administration Department, Contract/Professional Services  
16/17 Adopted - \$285,200  
Encumbered to date - \$152,175  
Current Request - \$17,700.  
Remaining - \$115,325



REQUEST FOR PROPOSALS

TO PROVIDE:

CONSULTING SERVICES TO THE  
SAN LORNZO VALLEY WATER DISTRICT

PROJECT TITLE:

ENTERPRISE WIDE NEEDS ASSESSMENT

RESPONSE DUE BEFORE 3:00 P.M.

ON

January 13, 2017

San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
(831) 430-4625



San Lorenzo Valley Water District  
Enterprise Wide Needs Assessment RFP

## I. INTRODUCTION

A water district needs appropriate facilities from which to provide service. The San Lorenzo Valley Water District is soliciting proposals from qualified firms to conduct an Administrative and Operational Facility Needs Assessment to assist in determining the spatial and infrastructure needs of running a functional district.

The goals of the Facility Needs Assessment include:

- Determining how much square footage of administration and operational space is needed,
- Determining if existing facilities meet the minimum square footage needs

The District anticipates submission of a final Facility Needs Assessment no later than April 20, 2017 and a Formal Board Presentation in May, 2017.

## II. GENERAL INFORMATION

### A. Water

San Lorenzo Valley Water District (SLVWD or District) is an urban water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District owns, operates, and maintains four water systems that supply separate service areas from separate water sources. The North Service Area includes the unincorporated communities of Boulder Creek, Brookdale, and Ben Lomond and Lompico (under separate water permit). The South Service Area encompasses portions of the City of Scotts Valley and adjacent unincorporated neighborhoods. The Mañana Woods subdivision became part of the South Service Area as a result of the District's annexation of the Mañana Woods Mutual Water Company in July 2006. The Felton Service Area was acquired by the District from California American Water in September 2008 and includes the town of Felton and adjacent unincorporated areas.

The District's legal boundaries encompass approximately 62 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. Within these boundaries, the District's four service areas have a combined area of approximately 26 square miles and individual areas as follows: North Service Area (20.9 square miles) and Lompico (2.5 square miles), South Service Area (0.8 square mile), and Felton Service Area (2.2 square miles). Their individual water supply systems are referred to as the North, South, and Felton Systems.

The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources. The District's three systems have limited above-ground storage capacity equal to a few days' average use, and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on relatively immediate water demand.

### B. Wastewater

The District's Bear Creek Estates Wastewater System operates in and around the neighborhoods along Deerwood Drive, Harmon Gulch and Timberwood Road. The Bear Creek Estates Sanitary System (BCESS) system serves approximately four dozen homes.

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C. District Operations

The District currently operates from four distinct facilities; Administration Building (Boulder Creek), Operations Building (Boulder Creek), Lyon Treatment Plant (Boulder Creek) and Kirby Treatment Plant (Felton). In addition, the District utilizes one document storage building (Zayante) and one meeting room (Lompico).

The Administration Building currently houses administration, customer service, accounting, environmental services, engineering services and small-part storage. Currently, there are 11 employees utilizing this building. The structure is 100+ years old and has been repeatedly adjusted to fit then-current needs. Current issues (not an all-inclusive list) include antiquated electrical, mechanical and plumbing issues, lack of seismic improvements, lack of ADA compliance, lack of developed meeting and office space, settled foundation corresponding to warp flooring, concerns regarding indoor air quality / mold. Last year the District installed a modern HVAC system with filtering and a positive-pressure system to restrain outside odors.

The Operations Building currently houses field services, SCADA control and a combined break room/ Board room/ meeting room. Currently, there are 22 employees utilizing this building, the majority of which arrive in the morning and evening and disperse to the field during the day. The structure is a 40-ish year old converted gas station. Parking for vehicles is limited and the District often resorts to storing operational vehicles at alternative locations.

The District relies on street parking (primarily in downtown Boulder Creek) for employee's personal vehicles during the day.

Lyon Treatment Plant houses District laboratory services and Lyon treatment staff. Kirby Treatment Plant houses Kirby treatment staff.

The District recently completed a staffing study to assist in determining what compliment of positions a water district of equivalent size and complexity would need to operate efficiently. The staffing study proposes that the District should consider expanding its workforce from the current 33 positions to a total of 39 positions. The proposed Organization Chart is provided for your reference.

In addition, the District is considering hiring a capital project construction crew of four to five individuals. The intent would be to capitalize the employee cost and dedicate this construction crew to pipeline installation.

The District desires to conduct a Facility Needs Assessment that determines the square footage necessary for efficient operation of the District. The Facility Needs Assessment shall include professional opinions regarding appropriate office, equipment yard, employee and District vehicle parking, material laydown, public meeting spaces (including restroom) and break room/s, staff meeting room/s, IT and communications/SCADA interconnections and housing, records retention and equipment storage needs. This is not an all-inclusive list and the Consultant shall provide their own expert opinion of appropriate space needs.

District anticipates a 2-month schedule for completion of this Needs Assessment. Estimated Board presentation is anticipated in May 2017.

**III. PROJECT SCOPE OF SERVICES**

The proposed scope of required services for this project includes:

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TASK 100 – PROJECT MANAGEMENT AND INFORMATION COLLECTION

Consultant shall provide overall project management including contract administration, budget and schedule tracking, kick-off and progress meetings and controls. Consultant shall assume two public meetings (Board and/or special meetings).

Consultant shall interview all Management and Supervisory positions and up to five classified employees (Consultant choice based on understanding of District) regarding individual department needs and overall needs of the District. Each interview should take no more than 30 minutes. All interviews will be scheduled over the course of one or two days for simplicity.

Consultant shall provide internal quality control and quality assurance procedures.

Consultant shall propose a project schedule that meets or exceeds the timeline provided in this Request for Proposals.

TASK 200 – NEEDS ASSESSMENT

The consultant shall perform an overall analysis of the function, classification and allocation of District Operations. The consultant shall make recommendations as appropriate for improvements consistent with industry standards, best practices, and State law. The consultant shall prepare a Needs Assessment that provides a clear, written analysis of the methodology used and the basis for allocating space to appropriate departments/personnel.

The analyses shall provide:

- A professional opinion of the total square footage of space the District needs, broken down by department and/or individual positions.
- A professional opinion regarding the adequacy of current district facilities to meet the needs of the District, based on the provided Organization Chart.
- A high-level budgeting Opinion of Probable Construction Cost to appropriately modify current facilities to meet the District's Needs (added offices, ADA compliance, structural, seismic, electrical, mechanical, plumbing, etc.).
- A discussion regarding the efficiencies and deficiencies associated with a consolidated Admin/Ops facility versus operating from multiple/split locations (e.g 1/2 admin/ops center in Felton and 1/2 admin/ops center in Boulder Creek).

Consultant shall study available documentation and conduct sufficient field investigation to establish appropriate knowledge of the age, condition and workings of the existing facilities to make appropriate assumptions.

TASK 300 – FINAL NEEDS ASSESSMENT REPORT

Consultant shall prepare a final report that provides a detailed analysis of work performed and assumptions made. The report shall provide a clear written analysis of the basis upon which needs were calculated.

Consultant shall provide seven (7) hard copies (one wet signature and six copies) and a digital pdf of the final report.

**IV. PROPOSAL REQUIREMENTS**

The proposal shall not exceed 13 pages excluding resumes, cover letter, dividers, front and back covers. Responses to this RFP shall be in the following order and shall include:

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1. Executive Summary / Project Description (3 pages maximum)

- Summarize the contents of your firm's proposal in a clear and concise manner.
- Explain the objective of the project and how you propose to accomplish the recognized goals.
- Describe the services and deliverables to be provided.
- Include a statement on what makes your firm uniquely qualified.

2. Project Organization and Experience of the Project Team (3 pages maximum, not including resumes)

- Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain design on schedule.
- Describe a proposed schedule showing all facets of work that will meet the District's objectives and goals in a timely manner.
- Describe the Firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force.

3. Identification of Prime and Sub Consultants, Experience and Past Performance, Including Cost and Schedule Control (5 pages max / 3 projects max)

- Legal name and address of the company.
- Legal form of company (partnership, corporation).
- If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- Legal name and address of the sub consultant.
- Name, title, address and telephone number of prime contact
- Number of staff and the discipline/job title of each
- Name, title, address and telephone number of person to contact concerning the Response Submittal.
- Number of staff and the discipline/job title of each.
- Include a summary of the past experience and performance of the Project Manager on similar projects. Include the following information:
  - i. Owner, contact name and phone number
  - ii. Project size and description
  - iii. Project budget and total dollar value of completed project
  - iv. Budgeted project schedule and total time to completion
  - v. Estimated construction costs and actual construction costs
- Describe the firm's past experience and performance on similar projects. Include the information listed above.

4. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover

- Proposed fee shall be organized with appropriate breakdown into subtasks.
- Proposed Fee Schedule shall include an estimated timeline (Gantt Chart Format) for completion of each task and subtask.
- Proposed fee shall not be the sole basis of award, but will be used to evaluate the Consultant's understanding of the Scope of Work.
- Include the hourly rates of all staff that will charge directly to the project.

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5. Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and takes no exceptions to this RFP including, but not limited, to the Consultant Services Agreement (attached). If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

**V. EVALUATION CRITERIA**

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

Executive Summary / Project Description .....	20%
Project Organization and Experience .....	20%
Identification of Consultant / Past Performance, Including Cost and Schedule Control .....	25%
Proposed Fee .....	35%

**VI. SELECTION PROCESS**

The District will enter into negotiations with the top ranked firm. At this time, the District contemplates the use of a Time and Material Not to Exceed contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present the contract to the District's Board for authorization to execute a contract with the most responsive firm.

**VII. SELECTION SCHEDULE**

The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

Proposal Due Date	January 13, 2017
Interview (TBD-If Necessary)	TBD
Board of Directors Approval	February 16, 2017
Final Selection and Notification	February 24, 2017

**VIII. SPECIAL CONDITIONS / ATTACHMENTS**

The following documents are included as an attachment to this RFP:

- 2016 Staffing Study
- Draft Professional Services Agreement

The following document is available upon request:

- Maps of District Service Area

**IX. SUBMITTAL REQUIREMENTS**

One (1) executed original marked "ORIGINAL" in red ink and three (3) copies of the Proposal shall be submitted. One single sealed Proposed Fee Estimate marked "FEE ESTIMATE" in red ink shall be submitted separate from the proposal. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format (eMail, CD, DVD or Thumb Drive). The Response shall be signed

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by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.

The Response Proposal must be received no later than **3:00 p.m.** local time, on or before **January 13, 2017** at the office of:

San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

Attn: District Secretary (Holly Morrison)

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to **[hmorrison@slvwd.com](mailto:hmorrison@slvwd.com)**.

**AGREEMENT FOR PROFESSIONAL SERVICES**  
by and between the  
**SAN LORENZO VALLEY WATER DISTRICT (District)**  
and  
**XXX (Consultant)**

**PREAMBLE**

This agreement for the performance of professional services ("Agreement") is made and entered into on this **X** day of **Y, 2017** ("Effective Date"), by and between **XXX**, with its principal place of business located at **XXX** ("Consultant") and the San Lorenzo Valley Water District, a California County Water District, with its principal place of business located at 13060 Highway 9, Boulder Creek, CA 95006 ("District"). District and Consultant may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

**RECITALS**

- A.** District desires to secure professional services as described in Exhibit A, entitled "Scope of Services"; for **Enterprise Wide Needs Assessment**
- B.** Consultant represents that it possesses the professional qualifications and expertise to provide such services and
- C.** The Parties have specified herein the terms and conditions under which such services will be provided and paid for.

The Parties agree as follows:

**AGREEMENT PROVISIONS**

**1. SCOPE OF SERVICES**

Except as specified in this Agreement, Consultant shall furnish all technical, legal and professional services, including labor, material, equipment, transportation, supervision and expertise (collectively referred to as "Services") to satisfactorily complete the work required by District at its own risk and expense. Services to be provided to District are more fully described in Exhibit A, entitled "Scope of Services." All of the exhibits referenced in this Agreement are attached and incorporated by this reference.

**2. TERM OF AGREEMENT**

Consultant shall provide the services under the requirements of this Agreement commencing upon the date of execution of this Agreement by the parties. Consultant shall complete services within the time limits set forth in Scope of Services or as mutually determined in writing by Parties.

**3. RESPONSIBILITY OF CONSULTANT**

Consultant shall be responsible for the quality, technical accuracy, and coordination of services furnished by it under this Agreement as outlined in Exhibit A. Consultant will endeavor to provide services in a manner consistent with the level of care and skill ordinarily exercised by other professionals providing the same service in the same locale. Consultant shall be solely responsible to District for the performance of

Consultant, and any of his or her employees, agents, subcontractors, or suppliers, under these Agreement Documents.

**4. RESPONSIBILITY OF DISTRICT**

- A.** District has established a budget for professional services including all costs as outlined in Exhibits A and B. The District Manager, or designee, shall be District's authorized representative and will ensure all required budget, purchase orders, service orders and any other internal documentation necessary to comply with the terms of this Agreement are properly and timely prepared in order to enable Consultant to commence and continue services according to terms of the Agreement.
- B.** On behalf of District, the District Manager, or designee, shall be District's authorized representative in the interpretation and enforcement of all work performed in connection with this Agreement. The District Manager, or designee, shall render decisions in a timely manner pertaining to documents submitted by Consultant in order to avoid unreasonable delay in the orderly and sequential progress of Consultant's services. Consultant shall promptly comply with instructions from District Manager or designee. The District Manager will ensure all required budget, purchase orders, service orders and any other internal documentation necessary to comply with the terms of this agreement are properly and timely prepared in order to enable Consultant to continue services according to the terms of this Agreement.

**5. PAYMENT OF COMPENSATION**

- A.** In consideration for Consultant's performance of services, District shall pay Consultant for all services rendered by Consultant pursuant to Consultant's Standard Rate Schedule, the current version of which is outlined in Exhibit B, "Services Fee Schedule." Payments made by District under this Agreement shall be the amounts charged for Services provided and billed by Consultant, subject to verification by District, pursuant to the standard rates set forth in the "Services Fee Schedule" attached as Exhibit B. Consultant may begin services prior to the effective date of this agreement at its own risk, with the understanding that, upon District approval, District may choose to compensate consultant for services performed prior to authorization by District's Board of Directors, with the limits of the District Manager's authority.
- B.** Consultant shall bill District on a monthly basis for services provided by Consultant during the preceding month, subject to verification by District. Payment to Consultant for services will be made within thirty (30) days of date of Consultant invoice.
- C.** Compensation for the services hereunder shall be on a time and material basis, with a total contract not-to-exceed limit of **\$X** unless changed in writing by District.

**6. RIGHT TO TERMINATION**

Both parties reserve the right to terminate this Agreement at any time, with or without cause, upon sixty (60) days written notice to the other party. As of the date of termination, Consultant shall immediately cease all services hereunder, except such as may be specifically approved by both Consultant and District's authorized



representative. Consultant shall be entitled to compensation for all services rendered prior to termination and for any services authorized by the authorized representative thereafter.

**7. NO ASSIGNMENT OF AGREEMENT/SUCCESSORS IN INTEREST**

This Agreement is a contract for professional services. District and Consultant bind themselves, their partners, successors, assigns, executors and administrators to all covenants of this Agreement. Except as otherwise set forth in this Agreement, no interest in this Agreement shall be assigned or transferred, either voluntarily or by operation of law, without the prior written approval of both parties.

**8. NO AGENCY**

Consultant shall not have authority, expressed or implied, to act on behalf of District as an agent, or to bind District to any obligations whatsoever, unless specifically authorized in writing by the District Manager or authorized representative.

**9. NO THIRD-PARTY BENEFICIARY**

This Agreement shall not be construed to be an Agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

**10. CONSULTANT IS AN INDEPENDENT CONSULTANT**

It is agreed that in performing the work required under this Agreement, Consultant and any person employed by or contracted with Consultant to furnish labor and/or materials under this Agreement is neither an agent nor employee of District. Consultant has full rights to manage its employees subject to the requirements of the law.

**11. CONFIDENTIALITY OF MATERIAL**

All memoranda, specifications, plans, data, drawings, descriptions, documents, discussions or other information received by or for Consultant and all other written information submitted to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant and shall not, without the prior written consent of District, be used for any purposes other than the performance of the services nor be disclosed to an entity not connected with performance of the services. Nothing furnished to Consultant, which is otherwise known to Consultant or becomes generally known to the public or is of public record, shall be deemed confidential.

**12. RIGHT OF DISTRICT TO INSPECT RECORDS OF CONSULTANT**

District, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for three (3) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Consultant for the purpose of verifying any and all charges made by Consultant in connection with Consultant's compensation under this Agreement, including termination of Consultant. Consultant agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to District. District shall disallow any expenses not so recorded.

Consultant shall submit to District any and all reports concerning its performance under this Agreement that may be requested by District in writing. Consultant agrees to assist District in meeting District's reporting requirements to the State and other agencies with respect to Consultant's services hereunder.

**13. CORRECTION OF SERVICES**

Consultant will be given the opportunity and agrees to correct any incomplete, inaccurate or defective services at no further cost to District, when such defects are due to the negligence, errors or omissions of Consultant.

**14. FORCE MAJEURE**

The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Consultant, including, but not restricted to, acts of God or of any public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes and unusually severe weather if Consultant shall, within ten (10) days of the commencement of such condition, notify the District Manager who shall thereupon ascertain the facts and extent of any necessary delay, and extend the time for performing services for period of enforced delay when and if the District Manager's determination shall be final and conclusive upon the parties to this Agreement.

**15. FAIR EMPLOYMENT**

Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, condition of physical handicap, religion, ethnic background, or marital status, in violation of state or federal law.

**16. HOLD HARMLESS/INDEMNIFICATION**

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold District, its Board members, officers, and employees, harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Consultant's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her sub-consultants or anyone for whom Consultant is legally liable.

Consultant is not obligated to indemnify District in any manner whatsoever for District's own negligence.

**17. INSURANCE REQUIREMENTS**

A. Without limiting Contractor's indemnification of District, and prior to commencing any Services required under this Agreement, Consultant shall purchase and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverages, provisions and endorsements:

1. Commercial General Liability Policy (bodily injury and property damage):  
Policy limits are subject to review, but shall in no event be less than, the following:

\$1,000,000 Each Occurrence

\$1,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal Injury

2. Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
3. Comprehensive Business Automobile Liability Insurance Policy with policy limits at minimum limit of not less than one million dollars (\$1,000,000) each accident using. Liability coverage shall apply to all owned, non-owned and hired autos.
4. Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of Consultant. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim/aggregate.

**B. EVIDENCE OF COVERAGE**

Prior to commencement of any services under this Agreement, Consultant, shall, at its sole cost and expense, purchase and maintain not less than the minimum insurance coverage with endorsements and deductibles indicated in this Agreement. Consultant shall file with District all certificates for required insurance policies for District's approval as to adequacy of insurance protection.

**18. AMENDMENTS**

It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties and incorporated into this Agreement. Such changes, which are mutually agreed upon by District and Consultant, shall be incorporated in amendments to this Agreement.

**19. WAIVER**

No term or provision hereof shall be deemed waived and no default or breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented to such breach. The consent by any party to, or waiver of, a breach or default by the other shall not constitute a consent to, waiver of, or excuse for, any other different or subsequent breach or default.

The failure of either party to insist upon or enforce strict conformance by the other party of any provision of this Agreement or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment of such party's right unless made in writing and shall not constitute any subsequent waiver or relinquishment.

**20. INTEGRATED DOCUMENT - TOTALITY OF AGREEMENT**

This Agreement embodies the Agreement between District and Consultant and its terms and conditions. No other understanding, agreements, conversations or otherwise, with any officer, agent or employee of District prior to execution of this Agreement shall affect

or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon District.

Agreement Documents comprise the entire Agreement between District and Consultant concerning the work to be performed for this project. Agreement Documents are complementary; what is called for in one of the Agreement Documents is binding as if called for by all of them.

**21. SEVERABILITY CLAUSE**

In the event any one or more of the provisions contained herein shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.

If any part of this agreement is for any reason held to be excessively broad as to time, duration, geographical scope, activity or subject, it will be construed, by limiting or reducing it, so as to be enforceable to the extent reasonably necessary for the protection of the parties.

**22. NOTICES**

All notices to the Parties shall, unless otherwise requested in writing, be sent to District addressed as follows:

Brian C. Lee  
District Manager  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

And to Consultant addressed as follows:

**XXX**

**23. STATUTES AND LAW GOVERNING AGREEMENT**

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California.

**24. WAIVER OF CONSEQUENTIAL DAMAGES**

District and Consultant mutually agree to waive all claims of consequential damages arising from disputes, claims, or other matters relating to this Agreement.

**25. DISPUTE RESOLUTION**

A. Unless otherwise mutually agreed to by the Parties, any controversies between Consultant and District regarding the construction or application of this Agreement, and claims arising out of this agreement or its breach, shall be submitted to mediation within thirty (30) days of the written request of one Party after the service of that request on the other Party.

- B.** The Parties may agree on one mediator. If they cannot agree on one mediator, the Party demanding mediation shall request that the Superior Court, State of California, County of Santa Cruz appoint a mediator. The mediation meeting shall not exceed one day or eight (8) hours. The Parties may agree to extend the time allowed for mediation under this Agreement.
- C.** The costs of mediation shall be borne by the Parties equally.
- D.** Mediation under this section is a condition precedent to filing an action in any court. In the event any legal action or proceeding is commenced to interpret or enforce the terms of, or obligations arising out of this Agreement, or to recover damages for the breach thereof, the Party prevailing in any such action or proceeding shall be entitled to recover from the non-prevailing Party all reasonable attorneys' fees, costs and expenses incurred by the prevailing Party.

**26. VENUE**

In the event that suit shall be brought by either Party, the Parties agree that the venue shall be exclusively vested in the state courts of the State of California, County of Santa Cruz, or where otherwise appropriate, exclusively in the United States District Court, Northern District of California, San Jose.

**27. SIGNATURES**

The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Consultant and District.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the Parties that this Agreement shall become operative on the Effective Date.

**SAN LORENZO VALLEY WATER DISTRICT,**

\_\_\_\_\_  
Brian C. Lee  
District Manager  
San Lorenzo Valley Water District

\_\_\_\_\_  
XXX

Approved as to form:

\_\_\_\_\_  
Marc G. Hynes,  
District Counsel



## BACKGROUND

This report represents the results and recommendations of the **Staffing Study** (Study) of the San Lorenzo Valley Water District (District). This report was done as a component of an Enterprise Wide Cost of Service Financial Study, which will serve as a basis for a multi-year rate study.

The District is an urban water supplier serving communities in the 136 square-mile San Lorenzo watershed located in Santa Cruz County. The District owns and operates three separate water systems in an area characterized by mountainous terrain, rural residential and low density urban residential and commercial activity. Although the District was established in 1941, the District has expanded its service area in recent years through the annexation of a mutual water company and acquisition of a separate system previously owned and operated by an investor-owned utility. The District also owns and operates a small wastewater collection and treatment system utilizing a bio-treatment process with a leach field for disposal. The bulk of the residential customers within the District's service area utilize individual septic sewer collection and disposal systems.

The District relies on a mix of both surface water and groundwater which includes nine active stream diversions, one groundwater spring and eight active groundwater wells. The topography of the San Lorenzo Valley require that the District operate their distribution system through a series of 33 hydraulic pressure zones with limited above-ground storage capacity. The District produces and treats water based on immediate water demand.

The District's current organizational structure is comprised of 26 employees within five departments: Administration, Operations, Environmental Programs, Engineering and Accounting/Customer Service. The General Manager reports to a five-member Board of Directors and directly supervises five departments or program managers, (See October 2015 San Lorenzo Valley Water District Current Organization Chart on page 4). The Staffing Study was commissioned to review and provide recommendations utilizing various industry standards regarding the appropriate size and scope of the organization including the labor force necessary to provide the required operations, maintenance and administration of the water and wastewater systems. Any cost impacts resulting from changes to the current organizational structure would be a factor in developing the cost of service study.

The staffing study includes the following tasks:

- Conduct project orientation meeting with the General Manager, Director of Operations, Finance Manager and Administrative Assistant/District Secretary.
- Review current organizational structure, reporting relationships, span of control and degree of cross-functionality.
- Review employee job descriptions and relationships between job classifications.
- Designated employees were provided Position Description Questionnaires (PDQ) to facilitate a job-match survey.

- Conduct interviews of designated employees and employee work units to include the General Manager, department managers, supervisors and operational personnel to assess individual skill and training levels.
- Conduct inventory and analysis of current allocation of labor and equipment by task and quantify existing maintenance and service levels across all operational functions.
- Conduct site inspection of key components of water and wastewater system to gain an understanding of the size, scope and complexity of each system.
- Conduct comparative evaluation and ‘benchmarking’ of existing programs and services to industry trends and best practices.
- Identify opportunities for increased efficiency and improved service levels through utilization of consultants or outside labor to augment existing operations.
- Develop recommendations for modifications to existing organization structure and augmentation of existing staff.
- Prepare Staffing Study Report to be included in final Enterprise Wide Cost of Service Financial Study.

## EXISTING ORGANIZATIONAL STRUCTURE

The current organizational structure of the District is consistent with operations of a small utility system. The administration function of the District consists of the Board of Directors, General Manager and Administrative Assistant. Human Resources and Personnel Management are also managed in this functional area. In addition to the administrative functions there are five primary ‘Departments’ consisting of Administration, Operations, Environmental Programs, Finance/Customer Service and Engineering. In total, there are 26 staff assigned to these functional areas. The general scope of responsibility for each functional area or department consists of the following:

### Administration

- General support for an elected Board of Directors, the General Manager’s office, preparation for and management of public meetings, committee and community meetings. Preparation of agendas, minutes, resolutions and ordinances relative to public policy promulgated by the Board of Directors or General Manager.
- Provide direct oversight, coordination and management of all District services and programs.
- Serve as liaison to various industry and regional organizations as well as local interest groups.
- Administration of the District’s strategic plan, mission and compliance with legal requirements.
- Preparation and adoption of long-range planning documents, budgets, establishment of policies and procedures including adoption of rules and regulations for operations of water and wastewater operations.
- Management of the Human Resource and Personnel Plan including employee compensation and benefit model.
- Administration and management of official records of the District.

### Operations and Maintenance

- Responsibility for treatment, production, and distribution of potable water for public health and safety needs within the Districts service area.
- Operate and maintain stream diversion facilities consistent with existing operating plans and regulatory compliance mandates.
- Responsible for maintenance of water quality systems and protocols in compliance with safe drinking water standards.

- Maintenance of potable and non-potable water systems including treatment and distribution systems, piping, production and storage facilities and equipment.
- Responsibility to collect water consumption data through water meters, manual and automated, and transmit individual customer data for preparation of customer bills.
- Responsible for coordination with Customer Service Department on individual customer issues, new meter installations and termination of service.
- Provide technical support for automated processes, telemetry and SCADA systems, and provide general computer support for all District functions.
- Provide for the operation and maintenance of District vehicles and equipment.
- Responsible for coordination of building maintenance functions either through in-house labor or by contract administration.

#### Environmental Programs

- Management of environmental programs, compliance monitoring, permits and mitigation measures required to operate a public water system within the San Lorenzo Watershed.
- Manage the District's Habitat Conservation Plan.
- Interface and coordinate activities with various state, federal and local jurisdictions on matters related to environmental health, wildlife and endangered species management.
- Represent the District on matters of public outreach and community relations.
- Conduct local water conservation programs, public education and assist with development of the District's Urban Water Management Plan.

#### Finance

- General financial management of the District including establishment of water and wastewater rates, fees and charges.
- Preparation and administration of District's Annual Budget and Expenditure Plan including the annual audit.
- Manage the District's fixed asset management system, depreciation schedules and purchasing procedures.
- Manage the banking operations and investments including accounts receivable and payable.
- Manage the District's employee payroll systems.
- Provide a 'full-service' customer service support function including public counter operations, telephonic customer support, payments, non-payments and coordination with the maintenance function for installation of new meters and termination of service and customer water consumption data.
- Management of the District's financial management software and support for operating departments.
- Development of financial reports and documents for the Board of Directors, General Manager, department managers, banking institutions and other outside parties as required.

#### Engineering

- Responsible for coordinating the technical and graphical engineering functions of the District including database management, standards and procedures of infrastructure design and construction.
- Provide technical support to the General Manager and departments related to technical documents.
- Coordination with outside engineering and professional firms in the preparation of design plans and specifications for development or modification of District facilities.
- Oversee the construction of all District facilities.
- Responsible for the maintenance of the District's Geographic Information Systems (GIS), construction standards, and historical documents.



## SLVWD CURRENT ORGANIZATIONAL CHART

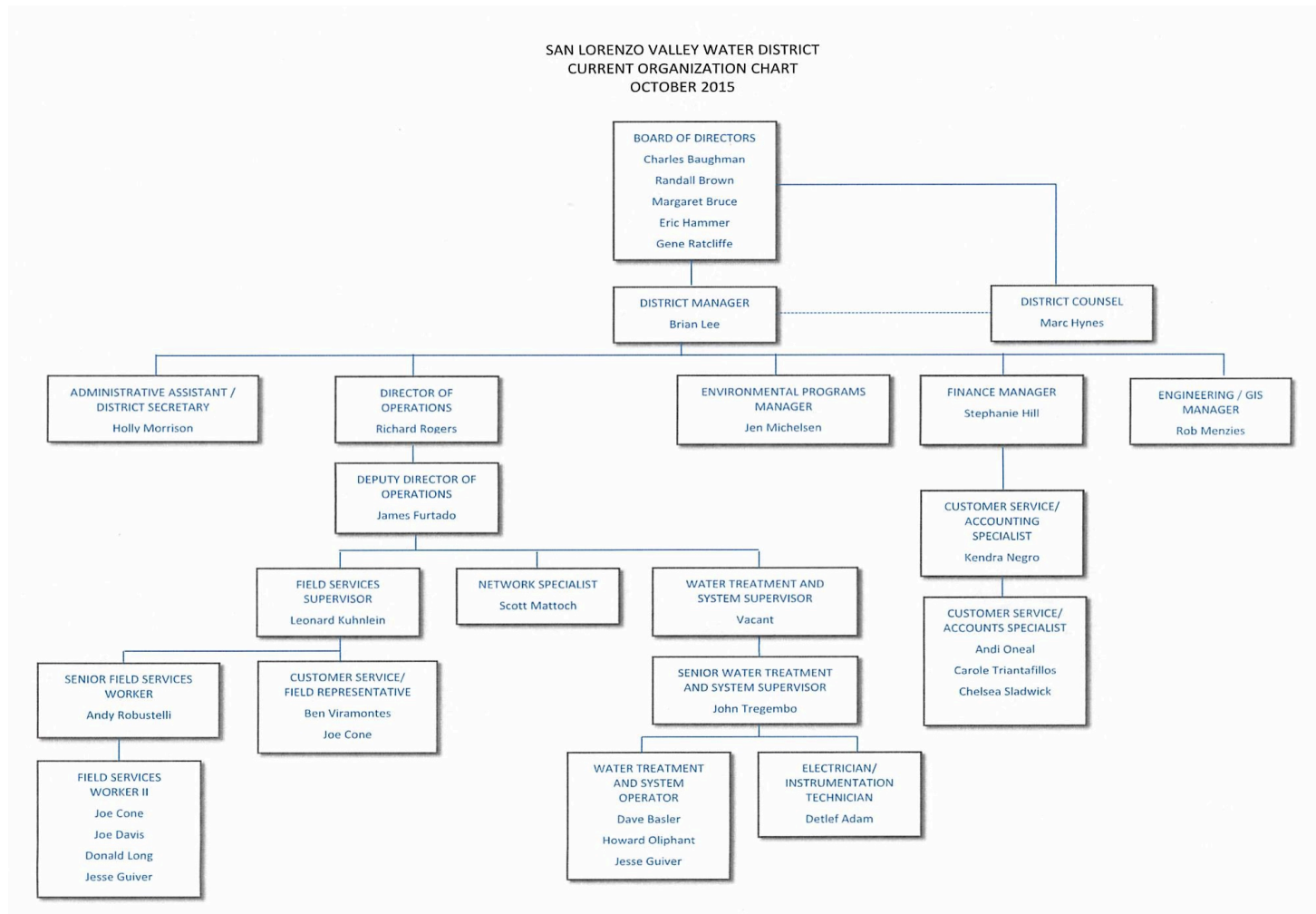


Table 'A' below depicts how existing labor is allocated to the five existing functional departments including the specific job titles associated with each department.

**Table A**

<b><u>Department</u></b>	<b><u>Position Title</u></b>	<b><u>No. of Positions</u></b>
Administration	General Manager	1
	Administrative Assistant/Board Secretary	1
Operations and Maintenance	Director of Operations	1
	Deputy Director of Operations	1
	Field Services Supervisor	1
	Senior Field Services Worker	1
	Field Services Worker II	4
	Customer Service/Field Representative	2
	Network Specialist	1
	Water Treatment and System Supervisor	1
	Senior Water Treatment and System Supervisor	1
	Water Treatment and System Operator	3
	Electrician/Instrumentation Technician	1
Environmental Programs	Environmental Programs Manager	1
Finance	Finance Manager	1
	Customer Service/Accounting Specialist	1
	Customer Service/Accounts Specialist	3
Engineering	Engineering/GIS Manager	1
<b>TOTAL STAFF</b>		<b>26</b>

## STAFFING STUDY ISSUES AND FINDINGS

Based on the current approved staffing plan reflected in Table A above, a departmental review including individual staff interviews and site visits was conducted to gain an understanding of how labor was allocated across all departments. A number of factors are currently impacting the District's ability to allocate labor effectively and provide administrative and operational service and support for a system the size and scope of the District. These include but are not limited to the following:

1. The District expanded its service area by annexing the Manana Woods development in 2006, which is physically located at the southernmost part of the District. One additional employee was included in the annexation, however, that employee has since retired and the position has not been authorized in subsequent budgets.
2. In 2008, the District expanded its service area by acquiring the Felton Service Area. The District absorbed the cost of maintenance and capital system improvements into its existing operations and capital budget without additional labor. The previous utility operator allocated five full-time staff to the Felton system.
3. Currently the District has approximately 7,500 metered water connections and 48 sewer connections. The ration of employees to each metered water connection is roughly 288:1.
4. There are no infrastructure plans or individual customer data for the gravity sewer system as well as no pro-active capital replacement program for the sewer system including the treatment plant.
5. The District is not in compliance with its waste discharge permit to operate the sanitary sewer system.
6. The current distribution system maintenance program is heavily involved in leak repairs due to the age, condition and location of existing infrastructure. It was observed that when more than one leak occurs at any one time requiring a crew to be dispatched that there are insufficient staffing and resources to facilitate repairs in a timely and efficient manner.
7. In addition to supporting the Board of Directors and General Manager, the Administrative Assistant/Board Secretary also serves as the Human Resources Coordinator for all personnel-related functions and is charged with maintaining official records of the District including recordation of official easement documents, ordinances, resolutions and related District policy documents. Approximately 75% of her time or 1,560 hours is used to support the Board of Directors, General Manager and office administration. This leaves a balance of approximately 520 hours for management of the human resource function, general administration and management of District records and official files.
8. Legal services are provided to the District by contract either through a retainer agreement as "General Counsel" to the District for routine matters or on an as-needed basis for specialized legal services such as labor and personnel, environmental and water rights law.
9. The District utilizes a monthly customer billing practice, which has increased the requirements for reading water meters, processing of customer bills and processing customer account payment records.

10. Two Customer Service Representatives/ Field Representatives (Field Service Rep.), read meters three days each week. One Field Service Rep. is assigned to customer service support functions, i.e., customer notifications, new meter installations, disconnection of service, high/low pressure concerns, taste and order concerns.
11. When the Field Service Reps. are not performing meter-related work or performing other customer service functions they are required to provide additional support to the Field Services group performing routine water/sewer system maintenance. Interviews with supervisory staff indicate that the frequency of this occurring is very low.
12. There are a number of functions that are not consistent with current job specifications but required as part of either system operations or administration and finance support.
13. Parts of the District's distribution system are reaching its useful life expectancy. The Operations and Maintenance Section replace approximately 2,500 lineal feet of system mainline annually. Some of this work is supplemented with outside pipeline contractors.
14. Due to the existing topography there is limited opportunity to expand the District's above ground storage capacity.
15. The District currently has a program to manually flush the distribution system annually.
16. The District is currently not able to maintain an active preventative or predictive maintenance program for most aspects of its physical infrastructure. Based on interviews with operations and maintenance staff, the majority of all work is reactionary. This practice is not sustainable and may ultimately lead to larger catastrophic failure of critical systems impacting public health and safety.
17. A number of routine and critical water system functions that should be included in a comprehensive preventative maintenance program include:
  - a. Inspection and cleaning of intake structures weekly
  - b. Weekly check of all chemical feed systems
  - c. Routine chlorine residuals and Bacteriological sampling weekly
  - d. Monthly Pump motor inspection and lubrication
  - e. Monthly recordation of electricity usage at all pumps
  - f. Daily treatment plant inspections
  - g. Weekly filter performance
  - h. Influent turbidity
  - i. Daily inspection of chemical feed pumps
  - j. Conduct daily site security checks
  - k. Check and record water levels in storage tanks daily
  - l. Quarterly tank inspections: leaks, ladders, roof access flow valves and chlorine residuals
  - m. Inspect wellheads weekly
  - n. Record pump runtimes and pump cycle starts daily
  - o. Weekly inspection of booster pump stations
  - p. Record pumping rates at each well or source weekly
  - q. Service air compressors monthly
18. The District has a certified laboratory for conducting basic water quality sampling. Currently the Treatment Operators collect water samples for testing. Based on interviews with Treatment Operations staff as much as 30% of one staff person's available time is allocated to this program (Approximately 690 hours/year)
19. The District currently operates a series of redwood tanks for water storage that result in significantly higher maintenance than conventional pre-stressed concrete or steel tanks.

20. The majority of all water meters in the District's system have been in place for over ten years. The last meter change-out program took approximately five years to complete.
21. In addition to maintenance and support of the water systems, the Operations and Maintenance Department is also responsible for routine building maintenance (excluding janitorial) of all District facilities, which also includes landscape maintenance. Between 40 and 60 hours of Operations and Maintenance staff time are required for maintenance of landscape areas on District property monthly.
22. There is no administrative support or simple clerical support for the Maintenance and Operations Department, which is physically located across the street from the District's administrative offices. Currently the various department supervisors and the Director of Operations handle this work. This is valuable time that could be used on maintenance functions.
23. Employee time off of work related to the use of employee earned vacation time, time off for required training and the use of sick leave is impacting overall productivity due to the size and limitation of existing staff.
24. There are no written standard operating procedures for most operating systems including operation of the treatment facilities and preventative maintenance functions.
25. The District's mapping system is converting to a Geographical database program. Field crews continue to utilize a 'hard-copy' paper mapping system to record changes or improvements. The Engineering Department is responsible for coordination of the data into an electronic format.
26. The District has no official safety coordinator. The Field Services Supervisor acts in this capacity on an as needed basis. The Finance, Customer Service, Engineering and Environmental Programs staff do not participate.
27. In some locations, water service is provided by above-ground piping. Due to cost and budget concerns, a program to relocate and bury the pipe has not been initiated.
28. Staff who supervise others and perform the annual performance evaluation for subordinate staff have not received formal training on conducting the evaluation. The Administrative Assistant/Board Secretary provides a paper evaluation form. Similarly, supervisor staff have not received comprehensive training on administration of the progressive discipline process. The industry practice is for staff assigned to the human resource function provide this training.
29. There is no comprehensive District-wide training program. The current practice is for the Director of Operations and Finance Manager to develop and provide training within their specific departments. The Engineering and Environmental Programs' departments were not included.
30. The Engineering function operates as an independent program managed by a single staff position. The range of services managed in this functional area reflect the typical municipal engineering utility operations including project management, infrastructure design coordination, GIS and mapping, and administration of capital projects. Infrastructure design and land survey work is outsourced to private engineering firms. The engineering function coordinates closely with the Operations and Maintenance Department. Routine engineering functions such as maintaining the Districts GIS system, preparation of "as-built" documentation of infrastructure modifications and capital project management was lacking in many areas. This position was vacant at the time this Staffing Study was conducted.

31. Staff in the Finance/Customer Service Department are required to be cross-trained on the various departmental functions to accommodate for absence related to vacations, training and sick leave.
32. The Finance/Customer Service Department will assume program management for the District's cross-connection program including testing verification, certification and records management.
33. The Customer Service and Field Service functions operate in separate departments but are required to closely coordinate activities. The Customer Service function relies on field maintenance staff to perform various meter and customer-related functions but do not direct their activities or manage their work schedule.
34. The Network Specialist also provides support to other departments including set-up of the boardroom for public meetings, prepare specifications for vehicle and equipment purchases, coordination of vehicle maintenance program, web site maintenance and preparation of various reports.
35. The Environmental Programs Manager is the sole staff position responsible for a variety of environmental programs including environmental compliance and monitoring, the District's conservation and public education programs and grant administration. This position reports directly to the General Manager. The scope of responsibility within this functional area has grown considerably corresponding to mandated program management responsibilities as well as implementation of best management practices for a water/wastewater utility operating in the San Lorenzo Valley watershed. The range of responsibilities in this functional area is greater than a single staff person can effectively manage. A number of efforts such as developing and administering a comprehensive conservation and public outreach program, conducting water audits and identifying and securing grant funding are not being performed or performed at less than optimal standards.

### **SUMMARY OF RECOMMENDATIONS**

A number of potential changes or modifications to the current organizational structure are recommended to achieve the study objective of identifying the optimal staffing plan for a water and wastewater utility the size and scope as the District. In considering these recommendations, various industry standards were applied including the American Water Works Association, American Public Works Association, the California Society of Municipal Finance Officers, industry best practices and previous consultant engagements of similar size and scope. The following represents a summary of the recommendations contained in this study:

- It is recommended that the Human Resource function be reassigned to the Finance Department and create a new Finance and Administration Department. Key aspects of the Human Resource function are closely tied to the financial operations of the District. These include payroll and benefit administration, health care administration, employee pension management, agency wide self-insurance programs and new employee orientation. Moving the Human Resource function to this new department will allow the Administrative Assistant/District Secretary to focus on additional administrative support functions for the Board and General Manager as well as general administration. (See Staffing Study Issues and Findings, No. 7).

- Re-structure the current Finance Manager's job description to include responsibility for oversight and management of the human resource function. The position should be re-titled to Director of Finance and Customer Service and will report to the General Manager.
  - Create a new Human Resources and Safety Coordinator position responsible for all management and coordination of human resource and safety program administration.
- It is recommended that the Environmental Programs function be reorganized to reflect the expanded scope of responsibility and requirements of this functional area. (See Staffing Study Issues and Findings No.34).
  - Reclassify the Environmental Programs Manager to Director of Environmental Programs reporting to the General Manager.
  - Create a new Conservation Coordinator position responsible for all demand management programs and coordination of customer outreach and public relations efforts.
  - Create a new Environmental Planner/Grant Coordinator position responsible for coordinating permit compliance, (CEQA, NEPA and Federal and State regulations), watershed and habitat management programs and management of existing water resources. Position will also provide management support for identifying grant opportunities, preparing grant applications and administering grant funded programs.
- It is recommended that the engineering function be reorganized to reflect the functional demands of the District with a new Engineering and Operations Department.
  - Reclassify the Director of Operations position classification to Director of Engineering and Operations with program administration and coordination of both the Operations and Engineering functions.
  - Reclassify the Engineering/GIS Manager position classification to Project Manager with management responsibility for capital projects, watershed improvement projects, coordination of environmental restoration projects, infrastructure and operations support and oversight of the Districts GIS and mapping programs.
  - Create a new GIS/CAD Coordinator position responsible for management of the District GIS and mapping, coordination of capital project design, updating the Districts 'as-built' drawings, maintenance of standardized plans, conversion and development of the Districts mapping to a digital data base platform and integration of the GIS with the customer service database.
  - Reclassify the reporting relationship of the Network Specialist to indicate direct supervision provided by the Project Manager.
- It is recommended that the labor associated with the meter reading and field customer service functions be reallocated to the proposed Finance and Administration

Department. The Customer Service and Field Services staffs routinely manage all customer and internal generated service orders. New meter installation, conversion of meters to automated reading and “tagging” or “lock-off” of meters for non-payment are interrelated to the Customer Service and Finance functions. The labor impacts associated with conversion to monthly meter reading has reduced the available labor that was originally assigned to the maintenance functions by approximately 1,200 hours annually. The reallocation of labor to this area will allow the District to accelerate its meter replacement program in line with industry standard’s 10-year replacement schedule. (See Staffing Study Issues and Findings, No. 19).

- Create a new Lead Field Service Representative (Lead FSR) position reporting to the Director of Finance and Administration responsible for all meter services and field services program management. This position may be filled through an internal recruitment.
  - Create a new Lead Customer Service Representative (Lead CSR) position reporting to the Director of Finance and Administration. The Lead CSR will relieve the Director of Finance and Administration of routine customer support functions allowing her to focus on more complicated financial and strategic issues in support of the Board of Directors and General Manager.
  - Retitle the two existing Customer Service/ Field Representatives to Field Service Representatives. Consideration should be given to creating a job series for this classification (FSR I, FSR II and Lead FSR).
  - Retitle the existing Customer Service/Accounts Specialist to Customer Service Representatives (CSR). Consideration should be given to creating a job series for this classification (CSR I and CSR II and Lead CSR).
- It is recommended that a new Accountant position be created in the Finance and Administration Department reporting to the Director of Finance and Administration. In the current organizational structure the Finance Manager is supported largely by a Customer Service/Accounting Specialist with limited support from a Customer Service/Accounts Specialist and is responsible for all finance, accounting, FSLA compliance and budget functions. This also includes purchasing, banking, inventory and fixed asset management and payroll administration. Due to the limited staff hours available, a number of accounting and financial management functions are deferred or not undertaken which include water rate and revenue forecasting, cost accounting and customer account management. A review of how the Finance Manager’s time is allocated indicates that roughly 20% or 400 hours of time is spent on essential financial management functions. This represents a potential deficit of 10-15% of time needed to adequately support this function. Additionally, approximately 20% of the Finance Manager’s time is currently allocated to meeting attendance and meeting preparation. Based on the current Board and Committee meeting structure as well as internal department manager meetings, the time allocated to meeting preparation and attendance is consistent with the demands of the position. Creating the Accountant position will allow the Director of Finance and Administration to focus on higher-level finance and personnel administrative functions. The Finance Manager position is considered an ‘executive management position’ providing strategic leadership support to the Board and General Manager.
  - Create a new Accountant position and job series



- Retitle the Customer Service/Accounting Specialist position to Accounting Technician
- It is recommended that additional maintenance staff be added to the Field Services Section increasing the total staff allocation plan from five to eight full-time positions as follows:
  - Create a second Senior Field Service Worker position reporting to the Distribution Supervisor
  - Create two additional Field Service Worker positions (Reflective of addition of Lompico service area).

The existing and projected maintenance demands of the District's water and wastewater system require a labor commitment sufficient to develop a preventative maintenance program that includes construction related activities such as leak repairs, hydrant repairs, service lateral replacement and simple mainline repair and/or replacement and trench repair. This additional labor requirement correlates to between 6,000 to 7,000 staff hours on an annual basis or slightly more than three full-time positions. (The recommendation provides for an allowance for vacation, sick leave and training). The addition of a second senior level position will also provide additional supervision coverage in the field or in the absence of the Supervisor.

The balance of the maintenance staff should be allocated to system-wide preventative maintenance functions including developing a valve-exercising program, storage reservoir maintenance including float valves, emergency line flushing pump site inspection and facility maintenance.

- It is recommended that a new Field Services Coordinator position be created within the Maintenance and Operations Department. This position would be responsible for such tasks as coordinating initiation and closure of work orders, time keeping for payroll, administrative support for the Director of Operations and department supervisors, coordination of material receiving and payment of invoices with the Finance Department, record keeping, and related administrative activities.
- It is recommended that additional staff be added to the Water Treatment and Systems Section increasing the total staff allocation from six to nine full-time positions as follows:
  - Create two additional Water Treatment and System Operators (One position reflecting addition of Lompico service area).
  - Create a new Electrician position reporting to the Electrician/Instrumentation Technician

The existing and projected maintenance demands of the District's water treatment and production facilities require a labor commitment sufficient to develop a preventative maintenance program that includes the functions identified in the Staffing Study Issues and Findings Section, No. 16. The additional labor requirement correlates to between 6,000 and 7,000 staff hours on an annual basis. (The recommendation provides for an allowance for vacation, sick leave and training).

- It is recommended that the labor and equipment associated with removal of treatment plant sludge by-products be reallocated to outside contractors. Based on interviews with Maintenance and Treatment staff, this will create an opportunity to relocate between 40-60 hours annually to more critical system maintenance functions including preventive and predictive maintenance requirements.
- It is recommended that the labor and equipment associated with maintenance of landscaped areas in or adjacent to District facilities be reallocated to outside contractors. Based on interviews with Maintenance and Treatment staff, this will create an opportunity to reallocate between 70-90 hours annually to more critical system maintenance functions including preventative and predictive maintenance tasks.

Table 'B' on the following page depicts how existing and proposed labor will be allocated across the organizational structure including job titles associated with each function based on the recommendations in this Study. (Development of specific job titles was not part of the scope of the Staffing Study and serve only to represent a "placeholder" for a proposed position.) Table 'C' on the following page depicts the change in staff allocation by department.

**Table B**

<b>Department</b>	<b>Position Title</b>	<b>No. of Positions</b>
Administration	General Manager	1
	Administrative Assistant/Board Secretary	1
Operations and Maintenance	Director of Operations	1
	Deputy Director of Operations	1
	Field Services Supervisor	1
	Senior Field Services Worker	2
	<b>Field Services Worker I/II</b>	<b>6</b>
	Network Specialist	1
	Water Treatment and Systems Supervisor	1
	Senior Water Treatment and System Operator	2
	Water Treatment and System Operator	4
	Electrician/Instrumentation Technician	1
	<b>Electrician</b>	<b>1</b>
Engineering and Environmental Programs	<b>Director of Engineering and Environmental Programs</b>	<b>1</b>
	<b>Engineering Technician</b>	<b>1</b>
	<b>Environmental Programs Technician/Planner</b>	<b>1</b>
Finance and Administration	<b>Director of Finance and Administration</b>	<b>1</b>
	<b>Human Resources and Safety Coordinator</b>	<b>1</b>
	<b>Lead Field Service Representative</b>	<b>1</b>
	<b>Field Service Representative I/II</b>	<b>2</b>
	<b>Lead Customer Service Representative</b>	<b>1</b>
	<b>Customer Service Representative</b>	<b>2</b>
	<b>Accountant</b>	<b>1</b>
	<b>Accountant Technician</b>	<b>1</b>
<b>TOTAL STAFF</b>		<b>36</b>

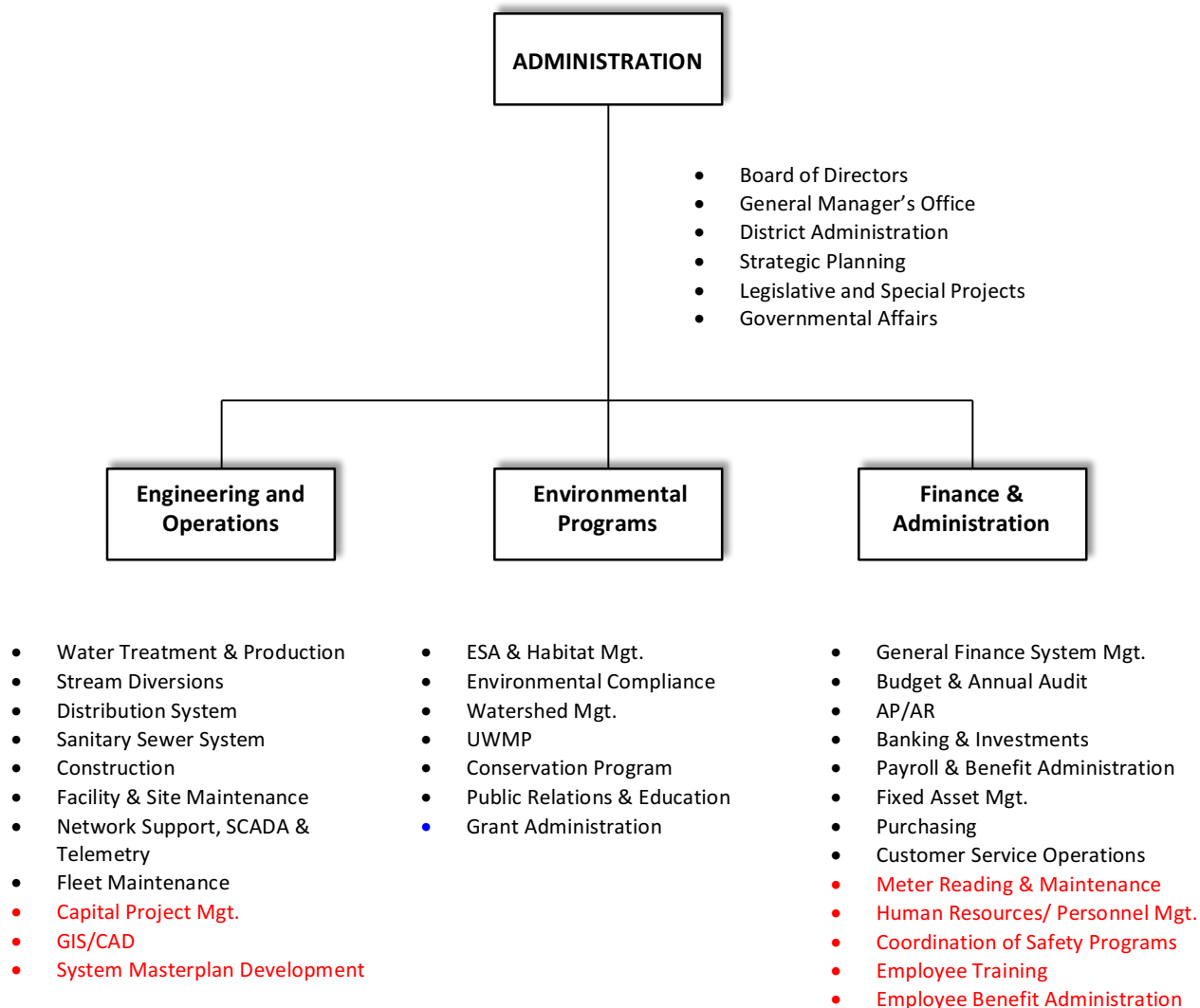
**Note To Table B:** Positions shown in **BOLD** print represent new positions or retitled positions. The number of positions shown in **BOLD** print reflects a change from the current staffing allocation plan.

**Table C**

<b>Department</b>	<b>Existing Staff Allocation</b>		<b>Proposed Allocation</b>	
Administration		2	2	2
Operations and Maintenance	17		21	
Engineering and Environmental Programs		2		3
Finance and Administration	5		10	
<b>TOTALS</b>		<b>26</b>		<b>36</b>

## EXHIBITS TO THE STAFFING STUDY

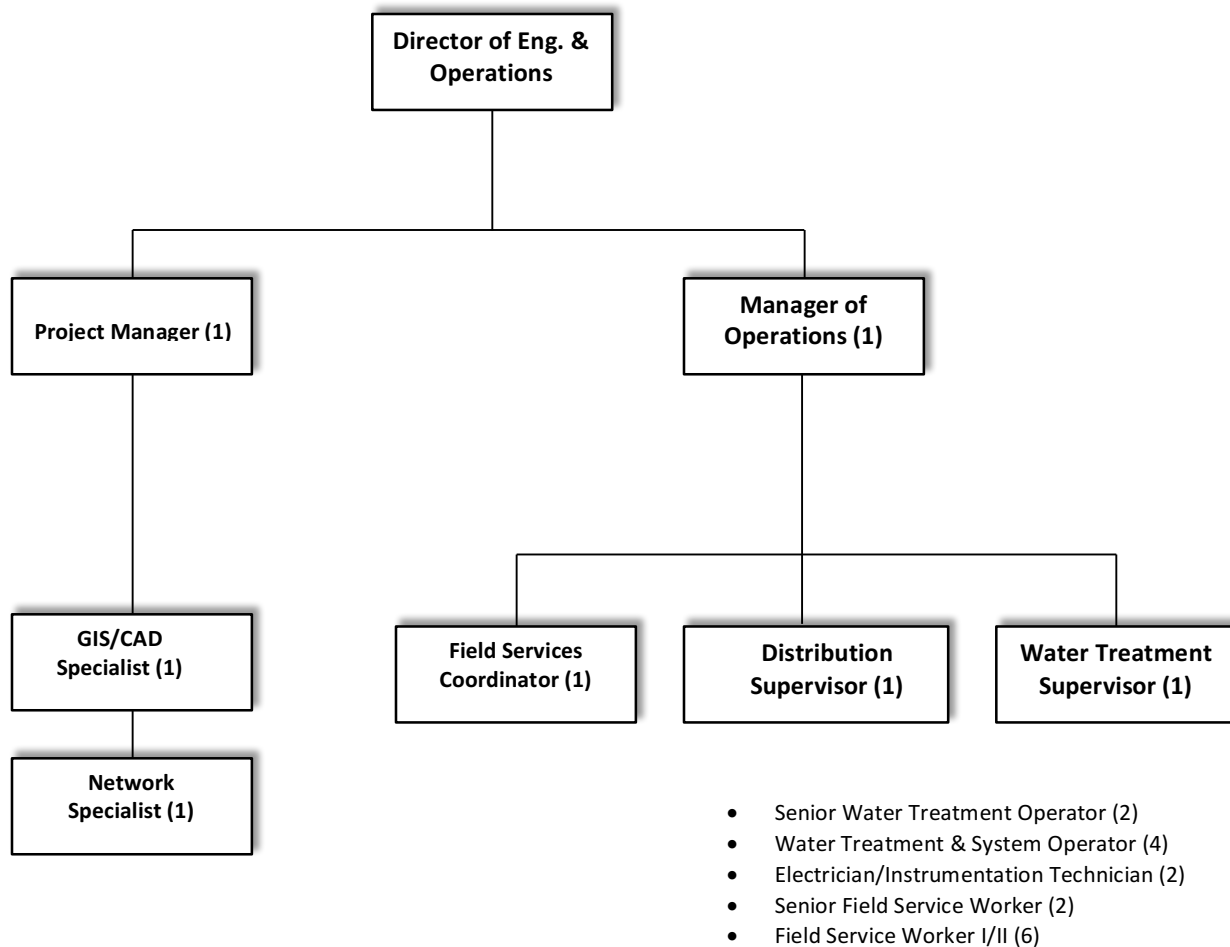
### Exhibit 1 – Functional Organization Chart



**Notes to Exhibit 1:** (1) The Functional Organization Chart is the proposed reorganization of responsibilities by department and function as proposed in the Staffing study.  
(3) Individual functions shown in **RED** under the proposed Engineering and Operations and Finance and Administration Departments reflect functions and programmatic responsibilities previously managed in the Operations or Engineering Departments in the current organizational structure.

## EXHIBITS TO THE STAFFING STUDY

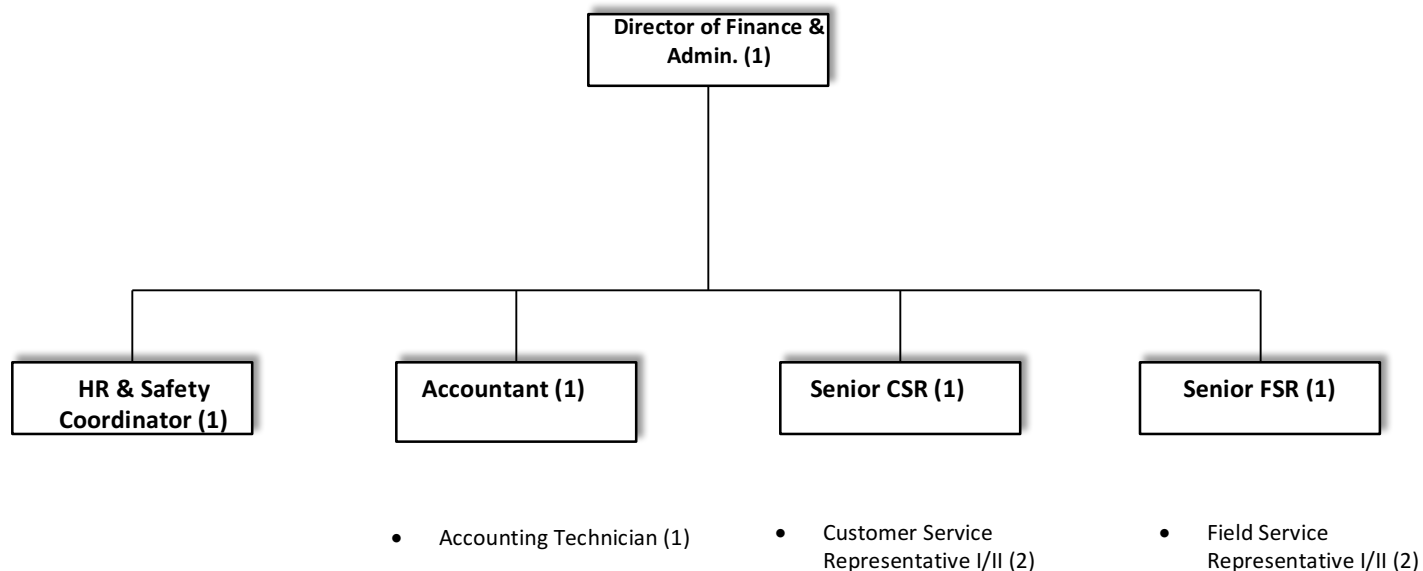
**Exhibit 2 – Engineering & Operations Functional Organization Chart  
And Proposed Staffing Allocation Plan**



**Notes to Exhibit 2:** Current approved staffing allocation plan – 17  
Proposed staffing allocation plan - 24

## EXHIBITS TO THE STAFFING STUDY

### **Exhibit 3 – Finance and Administration Functional Organization Chart And Staffing Allocation Plan**



**Notes to Exhibit 3:** FSR – Abbreviation for Field Service Representative  
CSR – Abbreviation for Customer Service Representative

Current approved staffing allocation plan – 5  
Proposed staffing allocation plan – 10

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graph TD
    DM[District Manager] --- AASB[Admin Assistant/ Board Secretary]
    DM --- GC[General Counsel]
    DM --- DEP[Director of Environmental Programs]
    DM --- DFC[Director of Finance and Customer Service]
    DM --- DEO[Director of Engineering and Operations]

    DEP --- CC[Conservation Coordinator]
    DEP --- GRC[Grant Coordinator]
    DEP --- EP[Env. Planner]

    DFC --- HSC[Human Resources/ Safety Coordinator]
    DFC --- ACC[Accountant]
    DFC --- SC[Senior Customer Service Representative]
    DFC --- SFSR[Senior Field Services Representative]

    ACC --- AT[Accountant Technician]
    SC --- CSR[Customer Service Representative]
    CSR --- CSR[Customer Service Representative]
    SFSR --- FSR[Field Service Representative]
    FSR --- FSR2[Field Service Representative]

    DEO --- PM[Project Manager]
    DEO --- OM[Operations Manager]

    PM --- GIS[GIS / CAD Specialist]
    PM --- NS[Network Specialist]

    OM --- DS[Distribution Supervisor]
    OM --- FSC[Field Systems Coordinator]
    OM --- TS[Treatment Supervisor]

    DS --- SFSW1[Senior Field Service Worker]
    SFSW1 --- FSW1_1[Field Services Worker I/II]
    SFSW1 --- FSW1_2[Field Services Worker I/II]
    SFSW1 --- FSW1_3[Field Services Worker I/II]

    DS --- SFSW2[Senior Field Service Worker]
    SFSW2 --- FSW2_1[Field Services Worker I/II]
    SFSW2 --- FSW2_2[Field Services Worker I/II]
    SFSW2 --- FSW2_3[Field Services Worker I/II]

    TS --- ET[Electrician/ Instrumentation Tech]
    ET --- SWO1[Senior Water Treatment Operator]
    SWO1 --- WTO1_1[Water Treatment Operator]
    SWO1 --- WTO1_2[Water Treatment Operator]

    TS --- ET2[Electrician/ Instrumentation Tech]
    ET2 --- SWO2[Senior Water Treatment Operator]
    SWO2 --- WTO2_1[Water Treatment Operator]
    SWO2 --- WTO2_2[Water Treatment Operator]
  
```

The organizational chart for the District of Columbia Department of the Environment and Planning is structured as follows:

- District Manager**
  - Admin Assistant/ Board Secretary
  - General Counsel
  - Director of Environmental Programs**
    - Conservation Coordinator
    - Grant Coordinator
    - Env. Planner
  - Director of Finance and Customer Service**
    - Human Resources/ Safety Coordinator
    - Accountant
      - Accountant Technician
    - Senior Customer Service Representative
      - Customer Service Representative
        - Customer Service Representative
    - Senior Field Services Representative
      - Field Service Representative
        - Field Service Representative
  - Director of Engineering and Operations**
    - Project Manager
      - GIS / CAD Specialist
      - Network Specialist
    - Operations Manager
      - Distribution Supervisor
        - Senior Field Service Worker
          - Field Services Worker I/II
          - Field Services Worker I/II
          - Field Services Worker I/II
        - Senior Field Service Worker
          - Field Services Worker I/II
          - Field Services Worker I/II
          - Field Services Worker I/II
      - Field Systems Coordinator
      - Treatment Supervisor
        - Electrician/ Instrumentation on Tech
          - Senior Water Treatment Operator
            - Water Treatment Operator
            - Water Treatment Operator
        - Electrician/ Instrumentation on Tech
          - Senior Water Treatment Operator
            - Water Treatment Operator
            - Water Treatment Operator

- 1) Solid color boxes represent existing positions.
- 2) Yellow boxes with red outline represent new positions resulting from Lompico merger.
- 3) Yellow boxes with red outline represent positions funded in the FY 2017 budget.
- 4) Grey boxes represent proposed new position in staffing study.



**WILLIAM FISHER ARCHITECTURE, INC.**  
**Architecture, Design/Build, Planning, Interiors**

January 8, 2017

Holly Morrison, District Secretary  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, California 95006

Subject: PROPOSAL to provide CONSULTING SERVICES to the District for an  
ENTERPRISE WIDE NEEDS ASSESSMENT

Dear Ms. Morrison:

This is our Proposal to provide consultant services to the District for the Needs Assessment. Our team consists of William Fisher Architecture, Inc., and List Engineering Co.

Our work will include (RFP #1):

*TASK 100: We propose to use the District's recent staffing study, inspect the District facilities, interview Managers, Supervisors, some classified employees, and conduct meetings with staff and the public in order to collect information we will need to write the Assessment. We anticipate that this first task will consume 20 business days, although this timing might change based on scheduling requirements for public meetings or other District timing requirements.*

*TASK 200: We will analyze District operations and write the Needs Assessment clarifying what type(s) of facilities the District will require, and comparing that with the existing facilities. Using the organization chart, and the results of our information collection (Task 100), we will break down the requirements in terms of square footage per worker or department, or with other appropriate methods as is necessary to make understandable what SLVWD will need and how it can accomplish its mission most effectively. Our Assessment will discuss the pros and cons of keeping some of the existing facilities, versus building new structures. The resultant facilities will of course need to fully comply with all appropriate codes including ADA, seismic, etc.*

*TASK 300: Our final report will present clear, concise conclusions of our work. We will provide 7 copies and a pdf per the requirement of the RFP.*

*Our firm is uniquely qualified to write this Needs Assessment because of our experience. We are also very motivated to work with SLVWD now and into the future. We are a Santa Cruz County based operation (since 1980), and are experienced working with government entities.*

*RFP #2: Our organization for this Project will consist of William Fisher, an architect with 50 years of experience on a wide variety of projects, who will serve as general Project Manager, and who*

[modern-architecture.com](http://modern-architecture.com) [bill@modern-architecture.com](mailto:bill@modern-architecture.com)  
603 Front Street, Santa Cruz, CA 95060 831-246-0117  
San Francisco, Los Angeles, Santa Cruz  
Architect C-11008, General Contractor 961435

will head up the architectural and human resources aspects of the Assessment, and Ron Blue, a Mechanical Engineer with 40 years experience on a wide variety of projects, who will head up the aspects of the Assessment having to do with the technical mission of the District. Fisher and Blue will be assisted by their employees in their Santa Cruz and Monterey offices.

List Engineering is a woman-owned organization of consulting engineers and designers located in Monterey and San Francisco, California. The firm provides a full range of mechanical engineering services to school districts, architects, plant engineers, contractors, municipalities, hospitals, government agencies and military operations throughout California. Founded in 1962, List Engineering Company has developed a broad base of experience while specializing in assessment/remodel/modernization/new construction projects. As mechanical engineers, special expertise is offered in the areas of heating, ventilating, air conditioning, plumbing, process piping, and fire protection. List Engineering Company has been working on municipal / civic / community projects in the Northern California area for 50+ years, having successfully completed dozens of assessment / renovation / modernization projects similar in scope to that outlined in the San Lorenzo Valley Water District Needs Assessment project RFP. List Engineering has a specific understanding of this type project. List Engineering Company is uniquely qualified to work on this project. They fully understand the needs of the project and the community associated with it.

RFP #2: The timing of the first month of work on the Assessment will be dependent on District employee and meeting scheduling; we will be collecting bits and pieces of information from people as opportunities to meet with them become available. Also during this time we will be analyzing the four existing facilities and examining the existing documentation provided by the District. Around the 20<sup>th</sup> day of the Project we will be able to consolidate much of the information and start writing a draft of the Assessment. By that time, we will no doubt have developed opinions about needs and current capabilities. The remainder of our work will be to fill in the blanks and complete the Assessment Report. Within the two months allotted schedule we will be able to deliver what the District expects. Our current workload is free enough to accomplish this with no problem.

RFP #3: Our legal name is William Fisher Architecture, Inc. Our address is 603 Front Street, Santa Cruz, CA 95060. We are a corporation. We have no parent company. Our sub-consultant is List Engineering Co. The prime contact will be William Fisher, Architect, 603 Front Street, Santa Cruz 95060, 831-246-0117, [bill@modern-architecture.com](mailto:bill@modern-architecture.com). WFA will use three staff members for this Project, William Fisher (President), Courtney Hughes (Designer), and Andrew Decker (Designer/Drafter).

#### List of Relevant Projects

- Santa Cruz Metro Transit District (Multiple location assessments - Loma Prieta Earthquake)
- Monterey Conference Center Needs Assessment, Monterey, CA
- Multiple Historic Location Assessments
- Multiple School District Assessments – Renovation, New Construction, etc.
- Sunset Center Renovation, Carmel-by-the-Sea, CA

[modern-architecture.com](http://modern-architecture.com) [bill@modern-architecture.com](mailto:bill@modern-architecture.com)  
603 Front Street, Santa Cruz, CA 95060 831-246-0117  
San Francisco, Los Angeles, Santa Cruz  
Architect C-11008, General Contractor 961435

- *Performing Arts Center and Student Union Center Expansion, CSU Northridge*
- *Performing Arts Center Renovation, CSU Monterey Bay*
- *Pebble Beach Community Services Center, Monterey, CA*
- *Ariel Theater, Salinas, CA*
- *Monterey Senior Center, Monterey, CA*
- *Natividad Medical Center, Bldg. 400 third floor, Salinas, CA*
- *Community Hospital of the Monterey Peninsula, Monterey, CA*

*RFP #4: Fee information is under separate cover.*

*RFP #5: We have read the RFP and take no exception to it, including the Consultant Agreement. WFA and List Engineering are both insured per the RFP with at least \$1,000,000 for professional liability.*

*Thank you for the opportunity to make this presentation, please contact us if you have any questions.*

*Sincerely,*

*William Fisher AIA NCARB  
President*

*WF:jdz*

[modern-architecture.com](http://modern-architecture.com) [bill@modern-architecture.com](mailto:bill@modern-architecture.com)  
603 Front Street, Santa Cruz, CA 95060 831-246-0117  
San Francisco, Los Angeles, Santa Cruz  
Architect C-11008, General Contractor 961435



**RON BLUE, PE LEED AP**  
**Principal**

Ron will be the Mechanical Engineer of Record for the San Lorenzo Valley Water District Needs Assessment project. Mr. Blue is a 'working' Principal, who will utilize his 36 + years of vast municipal/public design experience to support the project team. He has extensive knowledge of the mechanical, plumbing and fire protection systems that could be used in this type of project. Ron has specific and unique knowledge of projects of this nature, given List's project history, and his unique knowledge and understanding of this type project.

**EDUCATION:**

Mechanical Engineering  
BSE from General Motors  
Institute  
Flint, MI

Business  
MA from Central Michigan  
University  
Mount Pleasant, MI

**REGISTRATIONS:**

Registered Mechanical  
Engineer in:

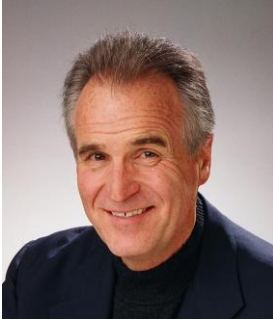
California: #M 23440  
Hawaii: #11724  
Michigan: #27117

LEED AP®

**Specific Project Experience:**

- Santa Cruz Metro Transit District
  - Multiple location assessments (Loma Prieta Earthquake)
- Monterey Conference Center Needs Assessment, Monterey, CA
- School District Facility Assessments
  - Carmel Unified School District
  - Pacific Grove Unified School District
  - Monterey Peninsula Unified School District
  - Palo Alto Unified School District
  - Fremont Unified School District
  - Cupertino Unified School District
  - Additional District Campuses
- Historic Facility Assessments
  - Boone Ranch, Danville, CA
  - Crissy Field Coast Guard Station, San Francisco, CA
  - Williams Ranch House
  - Stanford University Row Houses, Stanford, CA
  - Kingscote Garden, Stanford, CA
- Sunset Center Renovation, Initial Assessment, Carmel-by-the-Sea, CA
- Performing Arts Center and Student Union Center Expansion, Initial Assessment, CSU Northridge
- Performing Arts Center Renovation, Initial Assessment, CSU Monterey Bay
- Natividad Medical Center, Bldg. 400 third floor, Initial Assessment, Salinas, CA
- Community Hospital of the Monterey Peninsula, Initial Assessment, Monterey, CA

**WILLIAM FISHER ARCHITECTURE, INC.**  
**Architecture, Design/Build, Planning, Interiors**



*With 50 years of experience in environmentally sensitive (green) architecture, Bill Fisher has worked as a designer and architect on projects of various types and sizes throughout the western United States. Fisher holds a Master of Science in Architecture degree from the San Francisco Institute of Architecture and has been a Licensed Architect in California since 1980. He was awarded an NCARB Certificate in 1980, and has been a CSI Certified Construction Specifier since 1978.*

*Bill has a broad range experience on many projects, including government buildings of all types. Current WFA government clients include Santa Cruz County, UCSC, and Cabrillo College. The work of William Fisher Architecture, Inc. has included schools, industrial facilities, high-rise residential and commercial buildings, projects for high-tech industries; and laboratories. WFA has designed LEED facilities for the U. S. Government, and currently specializes in environmentally efficient green architecture.*

*Bill has taught the architecture classes at Cabrillo College for nearly 25 years, and has counted local architects, engineers, and government officials among his students.*

[modern-architecture.com](http://modern-architecture.com) [fisher@cruzio.com](mailto:fisher@cruzio.com) **831-246-0117**  
603 Front Street, Santa Cruz, CA 95060  
San Francisco, Los Angeles, Santa Cruz  
Architect C-11008, General Contractor 961435



## Representative Project Experience

### List Engineering Company – Assessment Project Description Examples

#### **Monterey Conference Center Needs Assessment, Monterey, CA**

LEC provided a review of the existing mechanical, plumbing and fire protection conditions at the Conference Center followed with input to the Architect's need assessment report. The assignment provides List Engineering with a good understanding of the current mechanical conditions, the constraints of the structure and the City's desires for the facility.

#### **Sunset Center Renovation, Carmel-by-the-Sea, CA**

LEC provided the initial assessment and completion of mechanical, plumbing and fire protection construction documents and then support for the complete renovation of the auditorium, assembly, offices, green rooms, practice rooms, stage and back of house spaces. Acoustics, comfort and flexibility were key elements.

#### **Performing Arts Center and Student Union Center Expansion, CSU Northridge**

LEC provided the initial assessment and completion of mechanical, plumbing and fire protection construction documents and support for a new, 500 seat performing arts center and the expansion of an (e) student union facility. Acoustics, comfort, flexibility and budget were key elements in the performing arts center. Significant food service and administration expansion were key elements in the student union facility.

#### **Performing Arts Center Renovation, CSU Monterey Bay**

LEC provided the assessment and completion of mechanical, plumbing and fire protection construction documents and support for renovating an old Army enlisted men's movie theater into a performing arts center. Acoustic considerations, comfort, and budget were key elements in the performing arts center.

#### **Natividad Medical Center, Bldg. 400 third floor, Salinas, CA**

This project renovated and expanded the available usable area into 23,000 FT of clinical exam space, including space for support staff. List Engineering's HVAC work included assessment, revision and expansion of an (e) variable air volume system and replacement of a 75 ton rooftop unit and boiler. Existing controls are a combination of DDC and pneumatic. Plumbing and fire protection were also part of the List Engineering scope and assessment on this project. The low bid was \$3.4M, below budget, and the low 4 bidders were less than 4% apart.

#### **Community Hospital of the Monterey Peninsula, Monterey, CA**

List Engineering Company assisted in the relocation process of the entire Diagnostic Center as part of the CHOMP Pavilions Project, completed in 2011. List Engineering's HVAC design / assessment process added two process chillers, a 24,000 CFM air house, six exhaust fans, and extended the campus DDC system. List Plumbing services included medical gases. The Diagnostic Center project was part of a much larger expansion / renovation project which List Engineering began in 2001 and completed 2011.

**WILLIAM FISHER ARCHITECTURE, INC.**  
**Architecture, Design/Build, Planning, Interiors**

January 9, 2017

Holly Morrison, District Secretary  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, California 95006

*Subject: Proposed fees for ENTERPRISE WIDE NEEDS ASSESSMENT*

*Dear Ms. Morrison:*

*This is our breakdown of proposed fees for this Assessment.*

*Task 100 (information collection): 28 hours, including 5 hours for preparation and hosting of kick-off meeting, 8 hours for preparation and hosting of two public meetings, 10 hours for progress meetings, and five hours for staff interviews.*

*Task 200 (assessment of needs): 61 hours, including 21 hours for specific District needs, 21 hours for analysis and assessment of existing facilities, 19 hours for analysis and assessment of costs for fix existing facilities versus consideration of possible new facilities.*

*Task 300 (final report): 29 hours for compilation of facts and critical analysis by our team of all conclusions.*

*Total of 118 hours billed at an average of \$150 per hour: a **guaranteed maximum** of **\$17,700.00.***

**NOTE:** As you can see, our proposed guaranteed maximum fee is based on extensive research and rigorous analysis. Should the District instruct us to provide the Assessment in less time at less fee, we can and will do that although the detail and accuracy will be less. It is possible that such a rigorous assessment may not be necessary.

Hourly rates of personnel:

William Fisher: \$150/hr

Ron Blue: \$175/hr

Courtney Hughes: \$100/hr

Andrew Decker: \$100/hr

[modern-architecture.com](http://modern-architecture.com) [bill@modern-architecture.com](mailto:bill@modern-architecture.com)  
603 Front Street, Santa Cruz, CA 95060 831-246-0117  
San Francisco, Los Angeles, Santa Cruz  
Architect C-11008, General Contractor 961435

M E M O

TO: Board of Directors

FROM: District Manager

PREPARED BY: Finance Manager

SUBJECT: REQUEST FROM JENNIFER JEWELL FOR WAIVER FROM  
SECTION 10.04 OF THE DISTRICT'S RULES AND  
REGULATIONS (WATER BILL ADJUSTMENTS)

DATE: February 16, 2017

RECOMMENDATION:

It is recommended that the Board of Directors reject the request for a waiver from Section 10.04 of the District's Rules and Regulations (Water Bill Adjustment).

BACKGROUND:

The District received the attached request for a waiver from the Section 10.04 of the District's Rules and Regulations (Water Bill Adjustment, attached)

Any adjustment beyond current rules and regulations could be considered a gift of public funds and would be unfair to all other customers that have experienced similar damage to private plumbing. Staff is extremely sympathetic to Ms. Jewell, but granting this request opens the District to unknown liability.

STRATEGIC PLAN: Element 6.0 - Public Affairs

FISCAL IMPACT: \$550



1/4/17

Dear President and Members of the \Board:

I have been a customer of SLV Water District since 1997 when I bought my home on El Solyo Heights Drive. My payments have always been on time and my typical water usage is minimal with my average monthly bill about \$40. I live alone since my children left in 2004 and I do everything I can to conserve water as shown by my water usage for many years.

During early November 2016 it was stormy and rained quite a bit. The roads and my property were both very wet. On Sunday, November 13<sup>th</sup> it has dried out some and my son in law noticed a stream of water coming from the hillside of my property onto the road. He immediately turned off the water main and I reported the break to the water department the next day.

I had no water for over 2 weeks during which time plumbers were hired to come out and find the leak (s) which were caused by the roots of a large oak tree encircling the pipe and breaking it. The repairs cost me \$875. I also plan on having the tree removed in the next few months which will cost another \$900. or more.

My water bill for this time period came in at around \$770. I called into the office and was told to submit a request for a one time leak adjustment which I did, and pay my customary amount of \$40.

I had hoped that this would take care of it and was shocked when I received my bill this month and saw an adjustment of only \$229. had been made, bringing my total to still over \$550. This is something I had absolutely NO control over and am doing everything I can to make sure that it wont happen again.

I am asking the board to forgive the additional \$550. from the water main break. It is a LOT of money for me and under the circumstances don't feel I should be held accountable for something that was absolutely NOT my fault. I was offered a payment plan by the office which was a nice gesture but not the point. The point is a water bill \$730. beyond my usual usage.

I will attend the next board meeting on January 19<sup>th</sup> to discuss this if you wish.

Thank you for your consideration,

Jennifer Jewell

El Solyo Heights Drive

Felton

## LEAK ADJUSTMENT CALCULATION

Per District Ordinance No. 102

Account Number:

006243-000

Prior Adj \$:

Name:

Jewell

<b>Average Usage:</b>	
# Units	28
# Billing Cycles	12
Ave. Units	2
# Billing Cycles for event	1
<b>Event Ave. Units</b>	<b>2</b>

<b>Average Bill:</b>	
Average units	2
<b>Unit Rates</b>	
0 - 4 @ \$3.81	2 \$ 7.62
5 - 15 @ \$4.97	\$ -
16 - 50 @ \$5.96	\$ -
Over 51 @ \$6.61	\$ -
Flat rate @ \$4.64	\$ -
	2 \$ 7.62
<b>Total Average Usage:</b>	<b>\$ 7.62</b>

<b>Bill Adjustment:</b>		<b>Amount</b>	<b>Units</b>
11/20/2016	\$	722.08	97.25
Total units		97.25	
(-) Ave. Units		-2	
Units Over Ave.		95.25	
(x) Highest Ave. Rate	\$	362.90	
(x) 50% Credit Adj.	\$	181.45	
(x) 50% Surcharge	\$	47.63	
Credit Adj.	\$	229.08	
(-) Prior Adj.	\$	-	
<b>TOTAL CREDIT</b>	<b>\$</b>	<b>229.08</b>	

RM  
12-14-16

Stephanie Hill, Finance Manager

Brian Lee, District Manager

12/13/16  
Date

12/14/16  
Date

## San Lorenzo Valley Water District

13060 Hwy 9, Boulder Creek, CA 95006  
Phone (831) 338-2153; Fax (831) 338-7986

District Ordinance No. 85 (adopted 10/10/91) and amended by Ordinance No. 87 (adopted 4/20/00) and amended by Ordinance No. 101 (adopted 01/06/05) and amended by Ordinance No. 102 (adopted 3/3/05)



Procedures for a one-time leak adjustment are as follows:

1. Customer must notify the District in writing that the bill for water service was excessive due to the loss of water beyond the meter outlet as the result of a faulty fixture, or broken or damaged pipes.
2. Customer must exercise timely and reasonable diligence in correcting the problem.
3. One-time leak adjustments are administered one (1) time per customer account and may only be applied to one (1) billing period.

To apply for a one-time leak adjustment, **please submit your written request specifying that you want a one time leak adjustment and proof of repairs** to our Customer Service Department. An adjustment can not be done until the leak has been completely repaired. Proof of repairs can consist of a repair bill, receipt for parts or a picture of the repairs. Upon determining that the leak has been repaired, your bill for the affected billing period may be adjusted by fifty percent (50%) of the usage in excess of your monthly average usage. For the purpose of calculating the actual bill due for said billing period, the consumptive tier charge applicable to the last unit of usage for the customer's monthly average usage shall be utilized and applied to all units of consumption in excess of the customer's monthly usage. Approved adjustments will be processed as credits against the water bill and customers will be notified in writing with a revised bill.

### ONE TIME LEAK ADJUSTMENT REQUEST

Account # 06243-000  
Name: Jennifer Jewell Telephone Number: 831-246-0248  
Service address: 3111 El Solto Heights Drive, Felton  
Apply to billing period ending: 11/10/16 Date leak was repaired: 11/22/16  
Signature Jennifer Jewell Date: 11/30/16 Mark Kinder

Please provide a brief explanation of events:

I was at the house (2nd residence) 11/6 or 11/13  
I noticed water coming from the hillside and  
going down the street. My son in law turned the main  
off immediately. This happened several years  
ago and was caused by oak tree roots encircling  
the pipe and snapping it; this is exactly

Continue on back if necessary



**SAN LORENZO VALLEY WATER DISTRICT**  
13060 HIGHWAY 9  
BOULDER CREEK CA 95006-9119  
PHONE: (831) 338-2153  
Office Hours: Monday - Friday 8:00 AM to 5:00 PM

### SPECIAL MESSAGE

Winter storms and cold temperatures can be hazardous. Stay safe and healthy by planning ahead. Prepare your home and cars. Prepare for power outages and outdoor activity. Visit [www.cdc.gov](http://www.cdc.gov) for more emergency preparedness tips.

### ACCOUNT INFORMATION

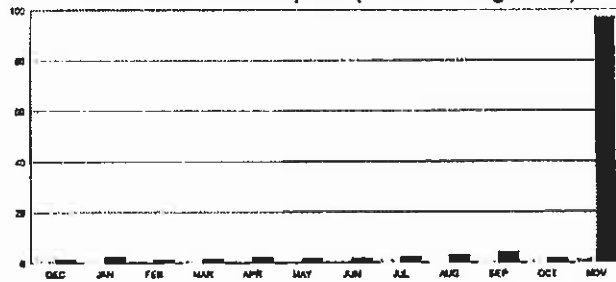
CUSTOMER: JENNIFER JEWELL  
ACCOUNT NUMBER: [REDACTED]  
METER NUMBER/SIZE: X079615817 (5/8")  
SERVICE ADDRESS: [REDACTED]  
ROUTE NUMBER: 23  
SERVICE TYPE: WATER  
BILLING PERIOD: 11/01/2016 to 11/30/2016  
BILL DATE: 11/20/2016  
DUE DATE: 12/11/2016

### METER INFORMATION

READ PERIOD	PRIOR READ	CURRENT READ	USAGE
10/11/2016 TO 11/10/2016	706.35	803.60	97.25

### USAGE INFORMATION

Your Water Consumption (1 Unit = 748 gallons)



Average Gallons Per Day: Current Year 2425, Previous Year 47  
Percentage Change: +5018%

### BILLING INFORMATION

Tier	Units	Unit Cost	Amount
1 Water	4.00	3.81	15.24
2 Water	11.00	4.97	54.67
3 Water	35.00	5.96	208.60
4 Water	47.25	6.61	312.32
Surcharge	97.25	1.00	97.25
Basic Charge			34.00
<b>Current Charges</b>			<b>722.08</b>
Previous Balance Due			43.62
Adjustments			0.00
PAST DUE Balance			43.62
<b>Total Amount Due</b>			<b>765.70</b>

### \*\*\* PREVIOUS BALANCE DUE \*\*\*

This account has a previous balance of \$43.62. The Due Date listed is for the CURRENT CHARGES ONLY and DOES NOT EXTEND the Due Date of this previous balance. Payment in full for the previous balance must be received by 5:00pm on 12/11/2016 to avoid additional charges and possible termination of service!

Please write your account number on your check, detach the payment stub and return with your payment.



**SAN LORENZO VALLEY WATER DISTRICT**  
13060 HIGHWAY 9  
BOULDER CREEK CA 95006-9119

ACCOUNT NUMBER: [REDACTED]  
SERVICE ADDRESS: [REDACTED]  
TOTAL AMOUNT DUE: 765.70

AMOUNT ENCLOSED:



LOR1118B AUTO SCH 5-DIGIT 95018  
7000001959 00.0006.0250 1930/1



JENNIFER JEWELL



FELTON CA 95018-9306

MAKE CHECKS PAYABLE TO:



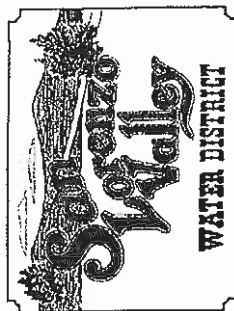
SAN LORENZO VALLEY WATER DISTRICT  
13060 HIGHWAY 9  
BOULDER CREEK CA 95006-9119

# Utility Billing JEWELL JENNIFER

125

User: racheltmumoz

Printed: 12/5/2016 9:55:10 AM



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

Account Number	Read Date	Reading	Consumption	Reading Period/Year	New	Billed	Estimated	Serial Number	Order	Description
006243-000	11/10/2016	803.6	97.25	11/2016	False	True	False	X079615817	0	
006243-000	10/11/2016	706.35	2	10/2016	False	True	False	X079615817	0	
006243-000	9/13/2016	704.35	4.35	09/2016	False	True	False	X079615817	0	
006243-000	8/10/2016	700	3.35	08/2016	False	True	False	X079615817	0	
006243-000	7/12/2016	696.65	2.55	07/2016	False	True	False	X079615817	0	
006243-000	6/10/2016	694.1	2.1	06/2016	False	True	False	X079615817	0	
006243-000	5/10/2016	692	1.8	05/2016	False	True	False	X079615817	0	
006243-000	4/11/2016	690.2	2.35	04/2016	False	True	False	X079615817	0	
006243-000	3/9/2016	687.85	1.7	03/2016	False	True	False	X079615817	0	
006243-000	2/8/2016	686.15	1.45	02/2016	False	True	False	X079615817	0	
006243-000	1/11/2016	684.7	2.55	01/2016	False	True	False	X079615817	0	
006243-000	12/8/2015	682.15	1.75	12/2015	False	True	False	X079615817	0	
006243-000	11/9/2015	680.4	1.9	11/2015	False	True	False	X079615817	0	
006243-000	10/12/2015	678.5	1	10/2015	False	True	False	X079615817	0	
006243-000	9/9/2015	677.5	0.85	09/2015	False	True	False	X079615817	0	
006243-000	8/10/2015	676.65	0.45	08/2015	False	True	False	X079615817	0	
006243-000	7/9/2015	676.2	1.2	07/2015	False	True	False	X079615817	0	
006243-000	6/8/2015	675	0	06/2015	False	True	False	X079615817	0	Conversion Read
006243-000	5/11/2015	675	0	05/2015	False	True	False	X079615817	0	Conversion Read
006243-000	4/8/2015	675	0	04/2015	False	True	False	X079615817	0	Conversion Read
006243-000	3/9/2015	675	1	03/2015	False	True	False	X079615817	0	Conversion Read
006243-000	2/9/2015	674	0	02/2015	False	True	False	X079615817	0	Conversion Read
006243-000	1/12/2015	674	1	01/2015	False	True	False	X079615817	0	Conversion Read
006243-000	12/9/2014	673	2	12/2014	False	True	False	X079615817	0	Conversion Read
006243-000	11/10/2014	671	1	11/2014	False	True	False	X079615817	0	Conversion Read
006243-000	10/8/2014	670	1	10/2014	False	True	False	X079615817	0	Conversion Read
006243-000	9/9/2014	669	1	09/2014	False	True	False	X079615817	0	Conversion Read
006243-000	8/11/2014	668	1	08/2014	False	True	False	X079615817	0	Conversion Read
006243-000	7/9/2014	667	0	07/2014	False	True	False	X079615817	0	Conversion Read
006243-000	6/11/2014	667	1	06/2014	False	True	False	X079615817	0	Conversion Read
006243-000	5/12/2014	666	1	05/2014	False	True	False	X079615817	0	Conversion Read
006243-000	3/19/2014	665	2	03/2014	False	True	False	X079615817	0	Conversion Read
006243-000	1/22/2014	663	1	01/2014	False	True	False	X079615817	0	Conversion Read

San Lorenzo Valley Water District  
rachelmunoz

Utility Billing  
Service Request Form

12/5/2016 - 9:56 AM

Request Number: 000026-12-2016  
Account Number: [REDACTED]

Last Updated By: rachelmunoz  
On: 12/5/2016

Account Status: Active

Name: JENNIFER JEWELL  
Billing Address: [REDACTED]  
FELTON, CA 950189306

Home Phone: [REDACTED]  
Business Phone: [REDACTED]  
Cell Phone: [REDACTED]

Service Address: [REDACTED]

Request Date: 12/5/2016  
Request Description: Leak Adjustment Request

Service Description: Assigned to 175 - Felton

Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	23-00745 11/10/2016	X079615817 97	[REDACTED] 6	1430172412	Neptune	.625-6-1-R	804 808

Location: 15' RIGHT OF DRIVE

Comments:

NO spin

RM

Follow up needed? yes no      Serviced By: 175      Date: 12-6-16      Time: [REDACTED]

## **Article X. COMPLAINTS AND DISPUTED BILLS**

### Section 10.01 Report and Adjustments.

Customer complaints regarding water service or disputes regarding the correctness of a bill for water service shall be directed to the District Manager for consideration and adjustment.

### Section 10.02 Complaints at Board Hearing.

If a customer is unable to resolve their complaints through discussion with the District Manager, the customer may either submit their complaint in writing with a full and detailed explanation to the Board, or the customer may appear in person before the Board at any regular meeting.

### Section 10.03 Disputed Bills.

If a resolution to a disputed bill cannot be reached between the customer and the Manager, the customer within twenty (20) days after the bill becomes due and payable may deposit with the District the amount of the disputed bill, together with a full explanation of the dispute. The remittance so deposited shall be made payable to the District, and the District shall be notified that the deposit is against a disputed bill. At its regular meeting following receipt of the deposit, the Board will hear the dispute and will render its decision thereon. The hearing for good cause may be continued to the next regular meeting of the Board. Service will not be discontinued pending the outcome of the hearing, provided that subsequent bills are paid or the amount thereof deposited unconditionally with the District.

### Section 10.04 Water Bill Adjustment

A customer may request in writing an adjustment on their water bill, stating that the bill for water service was excessive due to the loss of water beyond the meter outlet as a result of a faulty fixture or broken or damaged pipe. Upon making a finding and determination that the customer's bill for water service is excessively high, that the customer exercised timely and reasonable diligence in correcting the problem which resulted in excessive water consumption, and that the consumption could have reasonably gone unnoticed, the District Manager may authorize adjustment of the customer's bill.

Whenever the District approves a customer's request for adjustment due to loss of water beyond the meter, the consumptive tier charge applicable to the last unit of usage for the customer's annual average monthly usage shall be utilized and applied to all units of consumption in excess of the customer's monthly annual usage.

The customer's actual total water charges due the District for said period will be recalculated based upon the aforementioned procedure. The customer's bill shall be adjusted by 50% of the usage in excess of the customer's annual average

monthly usage. Excluded from the adjustment will be any and all amounts in excess of \$2,500.

Said adjustment may only be administered one time per customer account and may only be applied to one billing period. In addition, the District Manager may enter into an arrangement for repayment of such excessive bill, providing all unpaid charges are paid within 24 months. The customer shall pay the adjusted water bill.



## MEMO

To: Board of Directors

From: District Manager

Subject: BOARD INPUT REGARDING RECOMMENDATIONS FROM JURASSIC PARLIAMENT WORKSHOP

Date: February 16, 2017

### RECOMMENDATION:

It is recommended that the Board provide direction to staff regarding recommendations received and generated by attendance at the Jurassic Parliament Workshop on January 26, 2017.

### BACKGROUND:

On January 26, 2017 four Directors and senior staff attended the Jurassic Parliament workshop at Scotts Valley Water District. Staff is seeking input from the Board regarding any changes to current practice that the Board would like to see implemented. Some recommendations include:

- Adopting Robert's Rules of Order as the formal parliamentary procedures of the District.
- Adopt a more formal meeting process whereby all communication is directed toward the Chair:
  - Appoint a Sergeant-at-Arms
  - Prepare a "Disruption Plan"
  - Authorize staff to raise points-of-order and points-of-information
  - Adhere to time limits and talking-order protocol
- Move to action minutes, recording only motions voted upon by the Board.
- Formalize the motion process:
  - Provide 'motion-slips' to Directors, allowing Directors to write their motions down and read said motions into the record.
  - Chair repeat the motion verbatim immediately prior to a vote
- Requiring only Directors to remove items from consent calendar for discussion.
- Extending public communication options of each Director:
  - Provide each Director with a @slvwd.com email that would forward directly to a Director's private email.
- Purchase some toy dinosaurs for Motion reference during meetings.

### STRATEGIC PLAN:

Element 3.0 - Capital Facilities

### FISCAL IMPACT:

Unknown, likely minimal

## **M E M O**

To: Board of Directors

From: District Manager

Subject: NOTIFICATION OF NOMINATIONS - 2017 ELECTION  
SDRMA BOARD OF DIRECTORS

Date: February 16, 2017

### **RECOMMENDATION:**

It is recommended that the Board of Directors review this memo and attached information from Special Districts Risk Management Authority (SDRMA) for nominations to SDRMA Board of Directors.

### **BACKGROUND:**

SDRMA is soliciting nominations to fill 4 director seats on the SDRMA Board. Nomination documents, information and nominee qualifications are attached. Directors are elected to a 4 year term beginning January 1, 2018. Nomination documents must be received in SDRMA's office no later than 5:00 p.m. on Friday, May 5, 2017.

### **STRATEGIC PLAN:**

Element 7.0 - Strategic Partners

### **FISCAL IMPACT:**

None

**Notification of Nominations – 2017 Election  
SDRMA Board of Directors**

February 3, 2017

Mr. Randall Brown  
Board President  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, California 95006-9119

**RECEIVED**

**FEB 06 2017**

**SAN LORENZO VALLEY  
WATER DISTRICT**

Dear Mr. Brown:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2017 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-03, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

**General Election Information** - Four Director seats are up for election. The nomination filing deadline is Friday, May 5, 2017. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA Tuesday, August 29, 2017.

**Nominee Qualifications** - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-03, Section 4.1) and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidates Statement of Qualifications".

**Nomination Documents and Information** - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:




*From the SDRMA homepage, click on the "2017 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.*

**Term of Office** - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2018 and expire December 31, 2021.

**Nomination Filing Deadline** - Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 5, 2017.**

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2017 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority

  
Gregory S. Hall, ARM  
Chief Executive Officer



# 2017 Nomination Packet Checklist

## SDRMA BOARD OF DIRECTORS

### NOMINATION AND ELECTION GUIDELINES

January 5, 2017, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2017.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website [www.sdrma.org](http://www.sdrma.org) and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

\_\_\_\_ **Attachment One:**     **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

\_\_\_\_ **Attachment Two:**     **SDRMA Board of Directors 2017 Nomination/Election Schedule:** Please review this document for important deadlines.

\_\_\_\_ **Attachment Three:**     **SDRMA Election Policy No. 2017-03:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

\_\_\_\_ **Attachment Four:**     **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

\_\_\_\_ **Attachment Five:**     **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

**Please complete and return all required nomination and election documents to:**

SDRMA Election Committee  
C/O Paul Frydendal, COO  
Special District Risk Management Authority  
1112 "I" Street, Suite 300  
Sacramento, California 95814

## Attachment One

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# SDRMA BOARD OF DIRECTORS FACT SHEET



# Fact Sheet

## SDRMA BOARD OF DIRECTORS

### ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.
Four Seats For this Election	4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2018 and end on December 31, 2021.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	7-Board Meetings Annually: Generally not more than one meeting per month, with an average of seven board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	3:00 p.m. and 8:00 a.m.: Meetings are from 3:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to 10:00 a.m.
Meeting Length	4 - 6 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

*"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost efficient manner."*

Special District Risk Management Authority | A Property/Liability, Workers' Compensation and Health Benefits Program



## Attachment Two

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# SDRMA BOARD OF DIRECTORS 2017 NOMINATION/ELECTION SCHEDULE



# 2017 Nomination/Election Schedule

TASK TIMELINE	
1/5	Board approves Election Schedule
2/3	Mail Notification of Election and Nomination Procedure to Members in January 90 days prior to mailing Ballots (103 actual days)
5/5	Deadline to return Nominations
5/11	Tentative Election Comm. Reviews Nominations
5/17-18	Mail Ballots 60 days prior to ballot receipt deadline (103 actual days)
8/29	Deadline to Receive Ballots
8/30	Tentative Election Committee Counts Ballots
8/31	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/27	Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/1-2	Directors' Elect Invited to SDRMA Board Meeting
1/2018	Newly Elected Directors Seated and Election of Officers

JANUARY	FEBRUARY	MARCH
S M T W T F S 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 M T W T F S 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 M T W T F S 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
APRIL	MAY	JUNE
S M T W T F S 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	S M T W T F S 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 M T W T F S 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
JULY	AUGUST	SEPTEMBER
S M T W T F S 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	S M T W T F S 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 M T W T F S 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
OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 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 M T W T F S 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 M T W T F S 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



## Attachment Three

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### SDRMA BOARD OF DIRECTORS ELECTION POLICY NO. 2017-03

## Policy No. 2017-03

### A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

#### 1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

#### 2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

#### 3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

## Policy No. 2017-03

### 4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

### 5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

## Policy No. 2017-03

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

### 6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

### 7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

### 8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

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"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

### 9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

## Policy No. 2017-03

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

### 10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.  
  
PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

Policy No. 2017-03

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

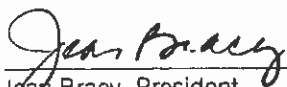
- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
  - i) a letter of interest; and
  - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
  - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).


Revised and adopted this 2<sup>nd</sup> day of February 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-03 supercedes Policy No. 2015-01 and all other policies inconsistent herewith.

APPROVED:

  
Jean Bracy, President  
Board of Directors

ATTEST:

  
Gregory S. Hall, ARM  
Chief Executive Officer

## Attachment Four

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### SAMPLE RESOLUTION FOR CANDIDATE NOMINATION

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)



**[AGENCY NAME]**  
**RESOLUTION NO.**

**A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING  
[CANDIDATE'S NAME] AS A  
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

**WHEREAS**, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

**WHEREAS**, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

**WHEREAS**, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-03, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 5 filing deadline in order for the candidate's name to be placed on the official ballot.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-03, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 5, 2017 filing deadline.

**ADOPTED** this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES:	[LIST NAMES of GOVERNING BOARD VOTES]
NAYES:	“
ABSTAIN:	“
ABSENT:	“

APPROVED

ATTEST

\_\_\_\_\_  
President – Governing Body

\_\_\_\_\_  
Secretary

## Attachment Five

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# CANDIDATE'S STATEMENT OF QUALIFICATIONS

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)

# Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate \_\_\_\_\_  
District/Agency \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

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**What is your overall vision for SDRMA? (Response Required)**

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**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

## M E M O

TO: Board of Directors

FROM: District Manager

Prepared by: Finance Manager

SUBJECT: PROPOSED CUSTOMER SERVICE AND FINANCE DEPARTMENT  
REORGANIZATION

DATE: February 16, 2017

### RECOMMENDATION:

It is recommended the Board review the job re-organization and new hire support and approve the actions of internal salary adjustments for the reorganized positions and the Human Resource Specialist new hire position.

### BACKGROUND:

Management and the Cost of Service Study consultant made several observations regarding the effectiveness of our current organizational structure. The current staffing structure has been in place for at least the past two decades. During this period of time the needs of our community have changed, requiring a higher standard of service and responsiveness. The District has acquired multiple new service areas during this time, such as Felton, Olympia Mutual and Lompico. Other changes such as monthly billing, system upgrades, grant project monitoring and increased reporting needs have all led to a strain on staff.

The Board has been responsive to some of the immediate needs observed, such as allowing adequate Customer Service staffing. Additional changes are being proposed in an effort to increase accountability, more evenly distribute workload and foster collaboration. The combination of these enhancements will provide improved service to our customers and internal procedures.

These reorganizational changes were recommended in the Cost of Service Study adopted by the Board. Some have a simple title change or department switch, others will have financial impact.

Field Customer Service positions have been moved from Operations to the Finance Department. There are currently two employees, with a third suggested in the Cost of Service Study. Staff proposes changing job title to be Field Customer Service Representative and creating a level I and II, with II's being the expected leads. For now, there is no plan to hire the third suggested employee.

Staff proposes creating separate customer service and accounting positions. The current job description for a Customer Service Accounts Specialist goes into very specific accounting and

payroll duties, as well as everything else one could imagine for an office employee. The expectations and workload are not commensurate with industry standards and has only worked given the exceptional employees with decades of experience we have enjoyed here. Separating out customer service and accounting duties will create greater efficiency and allow for higher reporting expectations.

Staff proposes new lead roles are created for Customer Service, Field Customer Service and Accounting. This will allow the Finance Manager to rely on lead roles for added responsibility and guidance to other staff. This should allow the Finance Manager to focus on special projects, higher level goals, objectives and needs of the District.

With ever changing Human Resource laws in the State of California there is a need to have a full time Human Resource Specialist. Currently, the District Secretary is in charge of HR, with the Finance Manager and a Customer Service staff assisting in certain areas. The District employees 30+ employees. Having an HR Specialist is crucial to a company of our size. An HR Specialist is imperative to meeting legal requirements, hiring employees, providing vital information and creating new efficiencies and expectations. We would like to move forward with the new hire process.

With all of these changes, future expectations and added responsibilities to the department, staff is proposing a new title for the Finance Manager and; Director of Finance & Business Services and the department to be similar. This covers the broad range of financial, customer service, purchasing, inventory and human resource functions that are and will be performed. With these changes, Staff proposes moving salary range to be same as the Director of Operations.

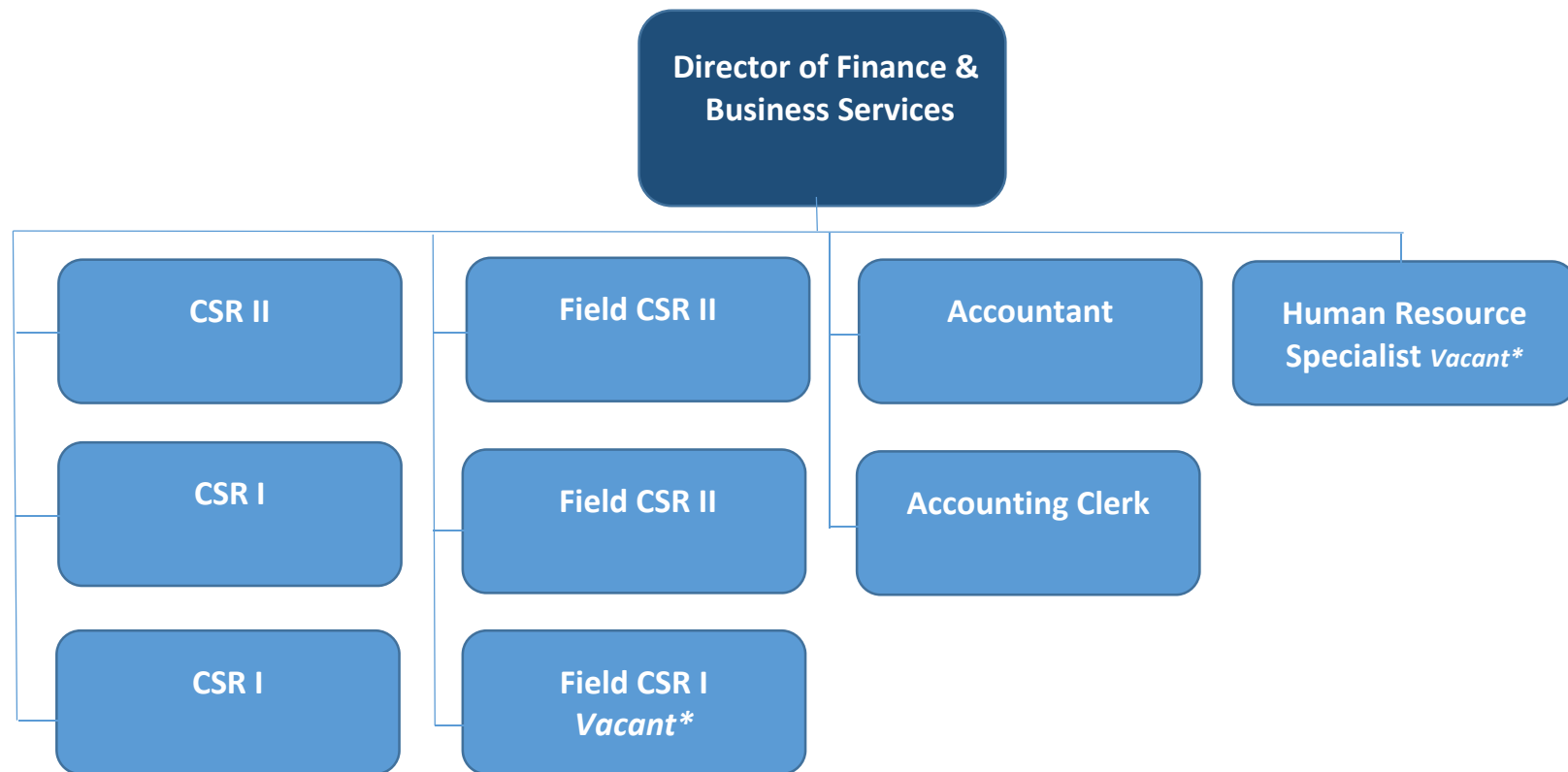
Our staff has done an amazing job changing and adapting to the ongoing changes as the District has grown. The recently approved Cost-of-service study highlighted weaknesses in our current organization chart. Staff requests the Board move to adopt these changes. Internal processes have already began to be reassigned and being able to officially make the transition will greatly benefit our customers and District day-to-day operations. Please find the job descriptions, fiscal impact and salary comparisons attached.

#### STRATEGIC PLAN:

Element 8.1 – Staffing Plan

#### FISCAL IMPACT:

\$106,602 for a full fiscal year, fully implemented, including a new HR Specialist.



*\* For a level of priority, the HR Specialist position is an immediate need. There currently are two Field CSR employees, with the Cost of Service Study showing a need for three.*

## ITEMIZED CHANGES AND FISCAL IMPACT

1. Change singular Customer Service/Account Specialist to be Customer Service Representative (CSR) I/II
  - a. One of the three current CSR's will be designated as the lead CSR II
  - b. CSR I will remain at the current pay range
  - c. The CSR II will be the lead, with a 5% pay premium above CSR I
    - i. Financial impact\*: \$2,815 increase per year in salary, total impact \$3,237
2. Change singular Customer Service Field Representative to Field Customer Service Representative (Field CSR) I/II
  - a. Current two employees will be designated as Field CSR II, staying at same pay range. Future employees would be expected to be hired in at Field CSR I.
  - b. Propose new Field CSR I position to be at 5% less than the current Field CSR II
  - c. Propose Field CSR I be based on 5% premium over CSR I. This will have a very slight financial impact on Fields CSR II, see below
    - i. Financial impact\*: Field CSR II, \$240 increase per year in salary, total impact \$300
    - ii. Financial impact\*: Fields CSR I, potential future savings of \$2,688 in salary for creating a more entry level per year, total impact savings \$3,360
3. Change one Customer Service/Account Specialist to Accounting Clerk – no fiscal impact
4. Change Senior Customer Service/Accounting Specialist to Accountant
  - a. This position will have limited supervision over certain tasks for CSR I/II, accounting clerk and HR Specialist
  - b. Propose moving employee to the Management, Supervisory & Confidential Unit
  - c. Propose a pay range increase of 10%
    - i. Financial Impact\*: \$5,916 increase per year in salary, total impact \$6,803
5. Hire an HR Specialist. Position is expected to be at a moderate level, not entry nor manager.
  - a. Propose first step in pay range to be \$4,700
    - i. Fiscal impact\*: \$56,400 increase per year in salary, total impact \$76,860
6. Change Finance Manager title to be Director of Finance & Business Services
  - a. Propose same pay range as the Director of Operations
    - i. Fiscal impact\*: \$16,872 increase per year in salary, total impact \$19,402

\* Annual fiscal impacts were calculated based on entry level, with 15% burden for office staff and 25% for field staff, and a fixed \$12,000 for new hire medical benefits.

Job Classification	Annual Impact		
	- Salary only	- Full Burden	Potential - Full Burden
1 CSR II	\$ 2,815	\$ 3,237	\$ 3,237
2 Field CSR I/II	\$ 240	\$ 300	\$ (3,210)
3 Accounting Clerk	\$ -	\$ -	\$ -
4 Accountant	\$ 5,916	\$ 6,803	\$ 6,803
5 HR Specialist	\$ 56,400	\$ 76,860	\$ 76,860
6 Director of Finance & Business Services	\$ 16,872	\$ 19,402	\$ 19,402
	\$ 82,243	\$ 106,602	\$ 103,092



## SALARY COMPARISONS

District	Finance Titles	Max. Monthly Salary
Coastside	Assistant General Manager - acts as financial officer	\$ 14,351
Rainbow	Finance Manager	\$ 13,663
El Dorado	Director of Finance	\$ 13,395
Yucaipa	Chief Financial Officer	\$ 12,255
Soquel Creek	Financial/Business Services Manager	\$ 11,766
Marina	Director of Admin/CFO	\$ 11,477
MPWMD	Admin Manager/CFO	\$ 11,353
SLVWD	Director of Finance & Business Services - Proposed	\$ 11,285
El Dorado	Accounting Manager	\$ 10,449
Soquel Creek	Supervising Accountant	\$ 9,445
SLVWD	Finance Manager - Current	\$ 9,401

*Comments: Current Finance Manager salary is less than the Supervising Accountant at Soquel Creek. The proposed increase is still low in comparison to other district's, especially when considering most other District's also have the additional HR Manager position.*

District	HR Titles	Max. Monthly Salary
Rainbow	HR Manager	\$ 13,663
Soquel Creek	HR Manager	\$ 11,766
Marina	HR Manager	\$ 11,197
El Dorado	HR Manager	\$ 11,090
Soquel Creek	HR Technician	\$ 6,675
El Dorado	HR Analysts I	\$ 6,670
MPWMD	HR Analysts	\$ 6,403
SLVWD	HR Specialist	\$ 6,298
El Dorado	HR Technician	\$ 5,578

*Comments: Many district's have multiple HR personnel. We are looking for someone with experience, but not a manager. This position will work closely with the Finance Manager and Accountant.*

District	Accounting Titles	Max. Monthly Salary
Soquel Creek	Supervising Accountant	\$ 9,445
SLVWD	Accountant	\$ 7,260
Marina	Accountant II	\$ 7,143
Rainbow	Accountant II	\$ 7,073
El Dorado	Accountant	\$ 6,805
Rainbow	Accountant I	\$ 6,408
MPWMD	Accountant	\$ 6,403
Soquel Creek	Accounting Specialist	\$ 6,186

*Comments: Many district's have multiple layers in accounting. This position is not officially a supervisor due to not enough employees being under the position, but the expectations fall between an accountant and accounting supervisor. This position is expected to be the acting supervisor during extended absences and to be well versed in HR policies.*

*Please note it is understood that if the District does an actual salary benchmarking study that these, or any other positions, may be affected.*

District	Managers on Same Level	# Employees	# Accounts
Coastside		20	unclear
Rainbow	X	51	7,800
El Dorado	X	216	40,000
Soquel Creek	X	46	14,000
Marina	Similar	39	unclear
MPWMD		27	unclear
SLVWD		30	8,000

## ***HUMAN RESOURCE SPECIALIST***

### **DEFINITION**

Under general supervision, performs a variety of complex technical, clerical and administrative activities in assigned areas, such as recruitment and selection, employee insurance and benefit programs, human resources information system functions, and employee relations; prepares, processes and maintains confidential employee records and data; ensures that the District is in compliance with current laws and regulations related to human resources, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a paraprofessional classification responsible for performing a full range of duties and responsibilities with minimal supervision and instruction and a high degree of confidentiality. As a “confidential employee”, this position would be in the Management, Supervisory and Confidential Employees Unit. Incumbents are required to attain knowledge of District policies and procedures, possess good problem solving and organizational skills and the ability to exercise sound judgment within established guidelines. Position acts as part of the safety unit and works with Operations safety unit personnel.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Finance & Business Services
Lead direction over:	None
MOU :	Management, Supervisory & Confidential; non-exempt

### **ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):**

Performs complex technical, clerical, and administrative duties in support of the District’s human resources program in areas such as recruitment and selection, employee insurance and benefits, workers’ compensation and safety, payroll and personnel action processing.

Maintains various record keeping systems and prepares technical reports; independently completes special projects and assignments of a technical nature.

Serves as a resource and provides information to the public, other agencies and District staff; interprets a variety of policies, rules and regulations.

Assists in researching and assembling information for classification and compensation studies; conducts and responds to salary and benefit surveys.

Performs a variety of general office support duties; composes, types and proofreads letters and other documents; maintains automated and manual files and records; answers telephone and in-person inquiries; prepares periodic and special reports; provides back-up Customer Service Representative and Accounting Clerk support as needed.

May assist in the planning and coordination of the District-wide employee training program.

Assists in the planning and coordination of the District's recruitment and selection processes; consults with department personnel to develop recruitment strategies and selection procedures for more routine recruitments; prepares job announcements and advertisements; coordinates testing processes.

Coordinates the dispersal of information to applicants regarding job openings, the application process, acts as primary administrator of the applicant tracking system.

Monitors advertising costs and other recruitment related expenses; establishes purchase orders as needed and submits invoices for payment.

Responds to unemployment claims in a timely and accurate manner; ensures that claims are processed for payment within deadlines.

Provides information on employee benefits to employees; initiates and distributes COBRA notices, maintains related documentation; updates and maintains confidential employee records and files.

Provides information on PERS retirement and health benefits to employees.

Consults with benefit plan administrators regarding program and on-going administration issues; audits, reconciles and approves invoices for payment; researches, analyzes and interprets payroll data regarding benefit enrollments.

Assists with administering workers' compensation plans; processes workers' compensation claims, verifies claim information with District staff, and files claims with the third-party administrator.

Verifies payroll action documents related to various employee status changes for accuracy and compliance with applicable policies and procedures and inputs data into the automated human resources system.

Coordinates new employee paperwork; processes and schedules new employee orientation and coordinates the assembly of orientation materials.

Provides other related duties as required.

## **QUALIFICATIONS**

### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Principles and practices of human resources administration, such as recruitment, workers' compensation, HRIS and insurance and benefit administration;
- Laws, rules and ordinances controlling District financial functions and operations; including some familiarity with Government Accounting Standards Board standards, practices and policies, rules and regulatory reporting requirements and some knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to public sector financial management.
- Use of Microsoft Office programs such as Word, and Excel, Outlook and data base software at an intermediate to advanced level;
- Principles and techniques of customer service, work coordination and training;
- Basic business principles and practices including planning, organizing, assigning and reviewing work and employee training;
- Principles and practices of written communication, English grammar, punctuation and writing.

### **ABILITY TO:**

- Assist , plan, coordinate and perform professional human resources work related to the maintenance and development of District procedures;
- Perform technical computations, review and analyze data in order to maintain accurate records;
- Read, interpret and apply policies and procedures;
- Ability to communicate effectively both orally and in writing;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary computer and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.
- Ability to drive or fly to attend job related training and seminars.

**PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

**TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Equivalent to graduation from high school.

**EXPERIENCE:**

Two or more years' of increasingly responsible human resources experience.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver's license must be maintained at all times.

## **ACCOUNTANT**

### **DEFINITION**

Under the general supervision of the Director of Finance & Business Services, performs specialized and complex technical, clerical and administrative activities in assigned areas, such as payroll, accounts receivable, accounts payable, bank account reconciliation, inventory, and purchasing; maintains a variety of financial accounting and statistical records; and, performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a professional classification responsible for a variety of technical and clerical accounting duties requiring knowledge of standard accounting principles and methods and the ability to interpret and apply a variety of District policies and procedures. The Accountant performs a full range of duties with minimal supervision and instruction and is expected to exercise sound judgment within established guidelines. Incumbent is expected to be well versed in all aspects of the District, especially for how they all integrate into the computerized system and may have financial impact. Incumbents may train other staff and may be cross-trained in several areas, including Human Resources, CSR II and Accounting Clerk duties. Incumbent may provide limited supervision over other staff on specific tasks or projects.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Finance & Business Services
Limited supervision over:	Accounting Clerk, CSR I/II, HR
MOU :	Management, Supervisory & Confidential; non-exempt

### **ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):**

Balances monthly statements from a variety of banking institutions; balances revenue and accounts receivable; researches discrepancies and makes necessary adjustments.

Prepares monthly general ledger reconciliations and generates closing journal entries

Posts receipts to the general ledger; balances to daily deposit sheets; prepares bank deposit.

Maintains and updates fixed asset records.

Oversees the computerized system; researches, evaluates and assists in implementing new technology; troubleshoots and researches anomalies; performs periodic checks to ensure that the system is functioning correctly.

Assists with preparing the annual budget and fiscal year-end audit.

Assists the Director of Finance & Business Services in investigating, studying, analyzing, and developing reports on District programs, services, operating procedures, and administrative issues.

Reviews and analyzes computerized inventory records; supervises year-end inventory count process.

Calculates and allocates employee payroll charges to work orders for job costing.

Assists in researching, developing and creating written processes and procedures.

Maintains new water service meter reviews, payments and deposit reconciliations.

Assists the Director of Finance & Business Services in the performance of periodic audits of internal accounting controls to ensure accurate financial records.

Assists with audits conducted by outside auditing agencies, reviews audit work to ensure the accuracy of the financial statement preparation, formulates recommendations, and prepares studies, analyses and reports as required.

Expected to be fully cross-trained in Human Resources to process payroll, hire or terminate employee procedures and manage or process any non-confidential employee activity. See Human Resource Specialist duties for a better idea of potential duties.

### **QUALIFICATIONS**

#### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Principles and practices of business, budgeting, accounting, auditing, finance, and the development and maintenance of fiscal controls;
- Laws, rules and ordinances controlling District financial functions and operations; including some familiarity with Government Accounting Standards Board standards, practices and policies, rules and regulatory reporting requirements and some knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to public sector financial management.
- Use of Microsoft Office programs such as Word, and Excel, Outlook and data base software at an intermediate to advanced level;
- Principles and techniques of customer service, work coordination and training;
- Basic business principles and practices including planning, organizing, assigning and reviewing work and employee training;
- Principles and practices of written communication, English grammar, punctuation and writing

**ABILITY TO:**

- Assist , plan, coordinate and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and management information systems;
- Perform technical computations, review and analyze data in order to maintain accounting records;
- Read, interpret and apply policies and procedures;
- Ability to communicate effectively both orally and in writing;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary accounting and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.

**PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

**TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Equivalent to a Bachelor's degree in accounting or related field. An Associate degree with 2+ years of related work experience.

**EXPERIENCE:**

Four (4) years of related experience in accounting with some supervisory experience. Preferred familiarity with governmental accounting. Experience performing accounting functions for a water district, utility agency, or other special district.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver's license must be maintained at all times.



## ***DIRECTOR OF FINANCE AND BUSINESS SERVICES***

### **DEFINITION**

Under administrative direction of the General Manager, the Director of Finance and Business Services performs difficult and complex professional accounting and administrative work in developing, implementing and directing the finance, accounting and business functions of the District, including budgets, audits, customer service, general ledger, accounts payable, payroll and reimbursement, financial analysis, financial reporting, purchasing, warehousing, and inventory control; and performs other related duties as required. Oversees and directs the work of assigned staff and consultants.

### **CLASS CHARACTERISTICS**

The Director of Finance and Business Services is an executive management classification responsible for complex functions related to the fiscal and business components of the District. The position will provide direction, hands-on management, and continual improvement of day-to-day and long-term financial operations and business systems. Work is performed with a very high degree of independence and judgment. The incumbent supervises subordinate staff in the finance and customer service area, as well as works closely with other management as assigned.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	General Manager
Exercises supervision over:	CSR I/II Field CSR I/II Accounting Clerk Accountant Human Resources Specialist

MOU : Management, Supervisory & Confidential, exempt

### **ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):**

Directs the District's financial and accounting processes including preparation and maintenance of the fiscal and accounting records, and preparation of accurate and timely financial reports; directs the development and implementation of new and/or modified general accounting and internal control systems and procedures; prepares month-end and year-end closing and oversees and coordinates annual audits.

Directs, supervises, assists and participates in all aspects of the District's annual budget development and monitoring; provides financial and statistical analysis and assistance to District departments, as well as the Board of Directors; determines fiscal impact of policies and Board's requests; provides financial information and analysis in support of all rates, fees and charges, both existing and proposed.

Guides the Human Resource Specialist to plan, organize and manage human resources activities, including benefits administration, employee relations, recruitment and selection, classification and compensation, workers compensation, employee development, and other related activities.

Manages the District's payroll function, including tax reporting; supervises staff responsible for processing payroll, ensures that payroll work meets standards of accuracy and established deadlines and includes the proper application of collective bargaining contract provisions and policies related to compensation, resolves and responds to more complex inquiries from employees, performs budgetary position control, and assists in the calculation of payroll projections.

Exercises supervision over staff mentioned above; interviews and recommends selection of candidates, establishes performance expectations, prepares and conducts employee evaluations, conducts informal counseling on work issues, prepares documentation and improvement plans to address work problems/deficiencies, and recommends and implements approved disciplinary actions.

Directs the integration of computer-based systems for accounting and business record-keeping including project management, work orders, inventory, purchasing and provides for training staff in their use.

Prepares prudent, reasonable annual accounting division budget and monitors same to ensure expenditures are within budget.

Coordinates all fiscal matters to assure compliance with State and Federal grant, loan, and bond guidelines and requirements.

Develops, prepares and recommends policy related to fiscal management, compliance and accountability.

Prepares and distributes timely and complete financial reports including State Controller's Report, Statements of Financial Position, Income Statements, Fund Balances, Cash Flow, investments and all supporting documentation.

May serve as General Manager in the absence of the GM as assigned.

Directs the activities of and provides technical assistance to CSR staff regarding, billing, collection and customer services activities;

Plans, organizes, assigns and supervises the work of the Field CSR I/II engaged in meter reading; maintenance, repair and replacement of meters, and the investigation of customer concerns related to water usage and service.

Responds to serious customer concerns and provides complaint resolution within District policy

## **QUALIFICATIONS**

### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Accounting theory, principles and practices and their application;
- Advanced accounting and financial reporting systems;
- Advanced principles and practices of budget preparation and administration;
- Principles and practices of effective management and supervision including planning, organizing, reviewing work and training and evaluating staff;
- Principles and practices of financial analysis;
- Computer applications related to accounting, budgeting and fiscal management;
- Principles, practices and trends of public and business administration;
- Applicable federal, state, and district laws rules and regulations.

### **ABILITY TO:**

- Use personal computer programs including MS Office applications;
- Utilize good judgment in setting priorities, evaluating and assigning personnel;
- Supervise, train and evaluate employees;
- Interpret and apply applicable laws, rules and regulations, and technical information;
- Develop sound budgets, fiscal policies and procedures and internal audit protocols;
- Principles and practices of customer service including collection of delinquent accounts;
- Perform complex accounting and financial analysis;
- Communicate effectively orally and in writing with staff and public;
- Establish and maintain effective relationships with others contacted in the course of work.

### **PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

### **TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Equivalent to a Bachelor's degree in accounting or related field.

**EXPERIENCE:** Five (5) years of progressively responsible experience in governmental/ municipal finance, accounting or auditing.

### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver's license must be maintained at all times.

## **ACCOUNTING CLERK**

### **DEFINITION**

Under the general supervision of the Director of Finance & Business Services, performs clerical and administrative accounting activities in assigned areas, such as accounts payable, inventory and purchasing; maintains a variety of financial accounting and statistical records; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a position responsible for a variety of clerical accounting duties requiring knowledge of standard accounting principles and methods and the ability to interpret and apply a variety of District policies and procedures. The Accounting Clerk performs a full range of duties and is expected to exercise sound judgment within established guidelines. Incumbents may train other staff and may be cross-trained in several areas, including CSR I. Incumbent may receive lead direction from the Accountant. Incumbent may be required to step into the CSR I position as needed.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Finance & Business Services
Lead direction over:	None
MOU :	Classified; non-exempt

### **ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):**

Processes vendor invoices for payment either by printing checks or through electronic payment; prepares monthly warrant list for Board of Directors.

Computes, verifies and reconciles invoice totals with packing lists; audits sales tax charges and routes appropriate documents to department managers for approval.

Allocates invoices to Projects or Work Orders; scans checks and supporting documents into electronic backup system and verifies that all information has scanned correctly.

Maintains retention worksheets for capital improvement projects.

Compiles documentation needed for grants or Certificates of Participation for reimbursement.

Reconciles purchase requisitions and purchase orders against inventory and accounts payable; maintains computerized inventory records.

Reconciles and processes 1099's; verifies W-9 information; creates annual compensation report of independent contractors with earnings in excess of a specified dollar amount.

Other miscellaneous accounting or clerical tasks as assigned.

## **QUALIFICATIONS**

### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Principles and practices of business and basic accounting;
- Use of computers and software in the development of accounting records and financial reports;
- Principles and techniques of customer service;
- General office procedures;
- Making accurate mathematical calculations and maintaining records and files;
- Principles and practices of written communication, English grammar, punctuation and writing.

### **ABILITY TO:**

- Communicate effectively, both orally and in writing with vendors or customers over the counter and on the phone, deal with hostile or upset people;
- Prepare accurate mathematical calculations, verify, compile and reconcile data;
- Process detailed paperwork in accordance with specific procedures and policies.
- Read, interpret and apply policies and procedures;
- Ability to write using standard business English;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary accounting and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.

### **PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

**TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Equivalent to graduation from high school.

**EXPERIENCE:** At least one year of clerical accounting experience, which includes some accounts payable responsibilities.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver's license must be maintained at all times.

## ***CUSTOMER SERVICE REPRESENTATIVE I/II***

### **DEFINITION**

Under the general supervision of the Director of Finance & Business Services, performs a wide variety of clerical and accounting tasks related to customer service and business needs; including establishing and closing accounts, processing billing, resolving customer inquiries and problems and other duties pertaining to the business.

### **CLASS CHARACTERISTICS**

Customer Service Representative (CSR) I/II are expected to set up accounts, issue bills, receive and process payments, handle customer inquiries and complaints, write service/work orders and perform basic clerical tasks in support of the customer service function. Incumbents may perform clerical accounting tasks such as cash reconciliations, inventory and purchase orders. Incumbents may train other staff and may be cross-trained in several areas, including accounting duties.

CSR II is distinguished as being fully competent in CSR I duties, including interpreting and explaining District Policies and Procedures, dealing with difficult customer inquiries and problems, and periodic accounting and reporting tasks. An incumbent at the CSR II level may also provide guidance and assistance to employees at the CSR I level, as needed. CSR II may act as supervisor in the Director of Finance & Business Services absence.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Finance & Business Services
Lead direction over:	CSR II may exercise lead direction to CSR I
MOU : Classified; non-exempt	Pay: CSR II has 5% pay differential

### **ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):**

Assists customers requesting to establish and/or terminate water service; accepts and receipts payments; makes arrangements for customer meters to be re-read and to check for leaks; modifies payment schedules upon request; follows up on customer complaints and notifies appropriate staff for assistance.

Answers phones and takes messages; responds to customer requests for information and forms; explains District policies and procedures; sorts and distributes incoming and outgoing mail; orders and maintains needed supplies.

Downloads meter usage data; generates and mails utility billing statements; issues late notices and disconnect notices; maintains records of customer accounts.

Performs complex reconciliations, including cash, utility and accounting reconciliations; prepares bank deposits; counts cash receipts and posts receipts. Place, receive and monitor inventory and purchase orders.

Types correspondence, memoranda, and warrant lists, and composes routine letters and correspondence; prepares and issues purchase orders for material, supplies, equipment and services.

Maintains customer accounts and related accounting documents; enters adjustments according to well established procedures and guidelines, prepares reports and locates discrepancies.

Uses two-way radio to communicate with field personnel concerning emergency water shut-offs; notifies appropriate outside agencies and customers of water shut-offs by phone or mail; prepares internal communications detailing events and routes to appropriate staff.

### **QUALIFICATIONS**

#### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Principles and practices of business and basic accounting;
- Use of computers and software in the development of accounting records and financial reports;
- Principles and techniques of customer service;
- General office procedures;
- Basic mathematics including addition, subtraction, multiplication and division;
- Principles and practices of written communication, English grammar, punctuation and writing.

#### **ABILITY TO:**

- Communicate effectively, both orally and in writing with customers over the counter and on the phone, deal with hostile or upset people;
- Perform basic mathematical computations, sufficient to calculate bills and maintain accounting records;
- Read, interpret and apply policies and procedures;
- Ability to write using standard business English;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary accounting and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.

#### **PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.



**TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Equivalent to graduation from high school.

**EXPERIENCE:**

CSR I - One year of clerical or accounting experience which has involved dealing directly with the public.

CSR II (in addition to the above) – Two to four years of customer service experience in a water agency, utility, or similar public service.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver's license must be maintained at all times.

## ***FIELD CUSTOMER SERVICE REPRESENTATIVE I/II***

### **DEFINITION**

Under general supervision, the Field Customer Service Representative (Field CSR) I/II performs responsible field and administrative work in reading and recording water meter usage, past due process, connecting and disconnecting service, inspecting, testing, repairing and replacing meters; investigates customer complaints, and performs field water rebate/conservation tasks; and performs other related duties as required.

### **CLASS CHARACTERISTICS**

The Field CSR I/II are responsible to coordinate accurate reading and recording of water meter usage, perform field service of past due and shut off notices in coordination with office CSR staff, identifies and resolves or reports usage problems and leaks, and resolves customer service issues. Incumbents also assists with the rebate and water conservation efforts. Work is performed independently and the incumbent exercises judgment within the scope of District policies and procedures to remedy issues in the field or to refer issues to the CSR II or other District staff for resolution.

The Field CSR II class is distinguished as being fully competent in Field CSR I duties, including interpreting and explaining District Policies and Procedures, dealing with difficult customer inquiries and problems, and periodic reporting tasks. An incumbent at the Field CSR II level may also provide guidance and assistance to employees at the Field CSR I level, as needed.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Finance & Business Services
Lead direction over:	Field CSR II may give lead direction to Field CSR I
MOU : Classified, non-exempt	Pay: Field CSR II has 5% pay differential

### **ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):**

Schedules routes and reads water meters; records data using automated systems; calculates water use, compares readings to determine unusually high or low readings and rechecks readings.

Checks for inoperative, defaced or bypassed meters; checks for leaks or other indicators of high usage; cleans meter boxes, flushes system, maintains access to meters; identifies secondary water sources and backflow devices.

Turns on and disconnects water service; serves notices of delinquency and turnoff.

Reviews and prioritizes service orders; schedules, investigates repairs and replaces faulty meters; schedules and completes preventative maintenance of meters; tests, adjusts, repairs and reconditions meters; installs new water meters and cross connection devices.

Receives, inspects and stores or returns parts and materials, inventories stores, assists with ordering parts and materials; maintains records; prepares reports.

Performs indoor residential water audits by conducting field inspections and tests, including those for leaky toilets and sinks; calculates flow rates of showers and faucets, and instructs customers on other ways to save water in the home.

Assists with the development and administration of water conservation rebate programs; assists with program outreach by distributing program materials; processes rebate applications; enters and tracks data on computer; performs pre and post inspections to verify installation.

### **QUALIFICATIONS**

#### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Purposes and safe use of various hand and power tools and equipment employed in basic repair and maintenance work;
- Principles, methods and tools employed in the repair and maintenance of water meters;
- Safe working practices necessary in working with hazardous materials and chemicals, trenches and enclosed areas;
- Principles and practices of water treatment and disinfection;
- Principles and applicable state requirements relative to water treatment plant operations and water distribution systems.

#### **ABILITY TO:**

- Plan and organize work;
- Read and record meter readings;
- Compute usage and recognize discrepancies;
- Use basic hand tools to perform minor repair tasks;
- Operate a variety of equipment;
- Apply appropriate safety precautions and procedures;
- Diagnose and repair water meters;
- Repair, install and maintain water meters, services and valves;
- Perform basic mathematical computations;
- Understand and carry out oral and written instructions;

- Establish and maintain cooperative working relationships with employees, supervisors, customers and the public;

#### **PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient strength to perform manual labor such as digging, shoveling, sweeping;
- Sufficient eyesight to read standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use hand and power tools;
- Ability to reach, bend stoop or crouch to perform work;
- Ability to lift and carry forty (40) pounds of equipment and/or materials on a regular basis, and one hundred (100) pounds on an occasional basis;
- Ability to operate mechanical equipment and trucks;
- Ability to travel to different sites and locations;
- Exposure to outdoors, including inclement weather and high noise levels;
- Ability to routinely walk and stand on uneven and slippery surfaces.

#### **TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school graduation or equivalent is desirable.

#### **EXPERIENCE:**

Field CSR I - One year experience as a Field Services Worker II or comparable experience in the installation, maintenance and repair of water meters and customer service contact with the public.

Field CSR II - Four years of experience as a Field CSR I or comparable experience in the installation, maintenance and repair of water meters and customer interaction.

#### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California Class C Driver's License must be maintained at all times.

Field CSR I - Must obtain a Water Treatment Certificate Grade T1 and Water Distribution System Certificate Grade D1 from the State of California Department of Health Services within twenty four (24) months of date of hire. Failure to obtain certification will be grounds for termination.

Field CSR II - Possession of and continued maintenance of a State of California, Department of Health Services Water Treatment Certificate Grade T1 and Water Distribution System Certificate Grade D1.

## MEMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Manager

SUBJECT: EDUCATION PROGRAM ADVISORY COMMISSION  
COMMISSIONER NOMINATIONS

DATE: February 16, 2017

### **RECOMMENDATION:**

It is recommended that your Board review this memo and confirm Donna Ziel and Alexis Krostue as Commissioners to continue to serve on the Education Program Advisory Commission until Director Bruce and Director Smallman's terms expire, December 2020.

### **BACKGROUND:**

On June 5, 2003 your Board approved District Ordinance No. 100, which established the San Lorenzo Valley Water District Education Program Advisory Commission. The purpose of the Commission is to advise the Board of Directors regarding the selection and allocation of Education Program grants.

The mission of the Education Program is to provide funding for the educational and other projects that enhance the understanding of the San Lorenzo River watershed or improve the watershed's environmental health.

The Education Program Advisory Commission consists of five (5) Board appointed members. Each member is a registered voter of the San Lorenzo Valley Water District and maintains residency within the geographic boundaries of the San Lorenzo Valley Water District.

In November 2016, voters elected Margaret Bruce to continue her position, and Bill Smallman as a new member of the Board of Directors. Commission. Director Bruce and Director Smallman have nominated Donna Ziel and Alexis Krostue to continue their positions on the Commission. Mrs. Ziel and Ms. Krostue have served the Commission very well since its inception. We are sincerely grateful for their service and appreciate their willingness to continue to serve the District in this effort.

It is recommended that the Full Board confirm the Commissioners to the Education Program Advisory Commission.

It is time for the 2017 round of Classic Watershed Education Grants to begin. The announcement of the grant opportunity was released on February 6, 2017. The Deadline to apply is March 6, 2017. In order to evaluate the grant proposals, the District needs a panel of five (5) Commissioners on the Education Program Advisory Commission. The Commissioners agree to evaluate two (2) rounds of grant applications, and meet at three (3) separate meetings, for the 2017 Grant Programs.

### **FISCAL IMPACT:**

FY 14-15 Budget - None

### **2015 STRATEGIC PLAN:**

Strategic Element 2.0 - Watershed Stewardship

## **M E M O**

To: Board of Directors

From: District Manager

Subject: BOARD INPUT REGARDING DISCUSSION DRAFT MEMORANDUM OF AGREEMENT BETWEEN THE DISTRICT, SCOTTS VALLEY WATER DISTRICT AND THE CITY OF SANTA CRUZ TO EXPLORE POTENTIAL CONJUNCTIVE USE PROJECT

Date: February 16, 2017

### **RECOMMENDATION:**

It is recommended that the Board review attached discussion draft memorandum of agreement (MOA) and provide feedback and direction to staff.

### **BACKGROUND:**

For the last year staff has been meeting and discussing ideas and options regarding long term supply projects with the heads of other local water agencies. Three of the agencies have expressed interest in conjunctive use projects within the Santa Margarita Groundwater Basin; the District, Scotts Valley Water District (SV) and the City of Santa Cruz (City).

With the consensus of staff and SV, the City has drafted the attached MOA to assist the three agencies in working together to explore Santa Margarita Groundwater Conjunctive Use project possibilities.

Staff presented the draft MOA at the Administrative Committee meeting on February 8. The Committee requested that the draft MOA be brought before the full Board for discussion.

### **STRATEGIC PLAN:**

Element 1.0 - Water Supply Management  
Element 2.0 - Watershed Stewardship  
Element 7.1 - Develop Strategic Partnerships with Other Agencies

### **FISCAL IMPACT:**

Unknown

**MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SANTA CRUZ, THE SAN LORENZO VALLEY  
WATER DISTRICT, AND THE SCOTTS VALLEY WATER DISTRICT ON EXPLORING A POTENTIAL PROJECT  
FOR THE CONJUNCTIVE USE OF SURFACE AND GROUNDWATER RESOURCES IN THE SANTA  
MARGARITA BASIN**

The parties to this AGREEMENT ("AGREEMENT") are the CITY OF SANTA CRUZ ("CITY"), the SAN LORENZO VALLEY WATER DISTRICT ("SAN LORENZO VALLEY"), and the SCOTTS VALLEY WATER DISTRICT ("SCOTTS VALLEY") or collectively, "PARTIES".

**RECITALS**

- A. CITY is a charter city which owns and operates a municipal water system in the City of Santa Cruz and in portions of County of Santa Cruz adjacent to SAN LORENZO VALLEY and SCOTTS VALLEY water systems.
- B. SAN LORENZO VALLEY and SCOTTS VALLEY are County water agencies that own and operate water systems providing water service to the City of Scotts Valley, San Lorenzo Valley and unincorporated areas of Santa Cruz County to the north of the CITY.
- C. CITY has significant water infrastructure in the mid and upper parts of San Lorenzo Valley, including the Newell Creek dam and Loch Lomond Reservoir, the Felton Diversion, and untreated water pipelines connecting Newell Creek dam, the Felton Diversion and the Graham Hill Water Treatment Plant.
- D. CITY has a long history utilizing the San Lorenzo River as a source of supply and is very invested in preserving and enhancing the river's natural resources and pursuing opportunities to use available wet season flows to improve the reliability of the CITY's water supply.
- E. SAN LORENZO VALLEY and SCOTTS VALLEY have worked together over the last few years to explore conjunctive use opportunities for existing surface and groundwater resources.
- F. SAN LORENZO VALLEY AND SCOTTS VALLEY have established an emergency intertie to improve supply reliability for their agencies during drought or other emergency conditions.
- G. SAN LORENZO VALLEY and SCOTTS VALLEY have collaborated for many years to manage the Santa Margarita Groundwater Basin, which is the sole source of supply for SCOTTS VALLEY and a major part of SAN LORENZO VALLEY's supply system.
- H. Mainly from over pumping in 1980's and 1990's the Santa Margarita Groundwater Basin is over-drafted. Recently, through the collaborative work of SAN LORENZO VALLEY and SCOTTS VALLEY groundwater levels have stabilized.
- I. SAN LORENZO VALLEY and SCOTTS VALLEY have a strong interest in and commitment to the restoration of the Santa Margarita Groundwater Basin. SCOTTS VALLEY has been exploring a variety of approaches using an excess of the tertiary treated wastewater available to them.
- J. CITY has been exploring passive and active recharge opportunities in the Santa Margarita Groundwater Basin, likely using some yet to be defined combination of in lieu recharge and aquifer storage and recovery to create additional storage for wet season water from CITY's San

Lorenzo River supply which, if successful, would substantially increase the reliability of CITY's supply and decrease its vulnerability to drought, including multi-year droughts.

- K. CITY is also exploring the opportunity to develop a source of advanced treated wastewater that may be determined to be a necessary part of a future water supply for the CITY.
- L. SAN LORENZO VALLEY has a contractual right to 313.4<sup>1</sup> acre feet of water per year (AFY) from the CITY's Loch Lomond Reservoir, which it has been unable to access due to the lack of inter-connections between CITY and SAN LORENZO VALLEY systems.
- M. SAN LORENZO VALLEY is interested in evaluating opportunities for creating a connection with the CITY's system to gain access to water from Loch Lomond Reservoir and improve the reliability of SAN LORENZO VALLEY supply.
- N. During 2016, CITY, SAN LORENZO VALLEY and SCOTTS VALLEY participated with other regional agencies in an effort to develop ideas about the potential for regional collaboration among water utilities. During this effort, CITY, SAN LORENZO VALLEY, and SCOTTS VALLEY recognized that the three parties had common interests that could be supported by a joint project or projects that have a potential to advance the conjunctive use of surface water and groundwater in the Santa Margarita Basin and the middle and upper San Lorenzo River watershed.
- O. CITY is also investigating opportunities to work with the Soquel Creek Water District in developing active and/or passive recharge in the jointly operated Santa Cruz Mid-County Groundwater Basin and is actively engaged with the Soquel Creek Water District, the Central Water District, the County of Santa Cruz, and private well owners in the Mid-County Groundwater Basin in working on implementing the Sustainable Groundwater Management Act.

**NOW, THEREFORE, IT IS HEREBY AGREED:**

**TO JOINTLY FUND AND COLLABORATIVELY IMPLEMENT A WORK PLAN TO EXPLORE OPPORTUNITIES FOR CONJUNCTIVE USE OF SURFACE AND GROUNDWATER AT THE SANTA MARGARITA GROUNDWATER BASIN AND VICINITY.**

PARTIES agree to jointly fund and collaboratively implement a work plan to explore opportunities to develop and implement one or more projects to improve the conjunctive use of surface and groundwater resources in the Santa Margarita Groundwater Basin while also improving the sustainability of groundwater resources and reliability and resiliency of the water supplies serving customers of the three water utilities.

The work plan to be implemented shall be substantially in the form of that appended to this AGREEMENT as Attachment A, with the provision that due to the exploratory nature of the work, the Director of CITY Water Department, and the District Manager of SAN LORENZO VALLEY and the General Manager of SCOTTS VALLEY may jointly agree to revise the work plan as needed to most effectively achieve the project goals identified in Section 1.

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<sup>1</sup> 313.4 acre feet per year was determined to be equivalent to 12.5% of the safe annual yield of the Newell Creek Reservoir as a result of a 1980 court case and subsequent yield analysis establishing the safe annual yield of the reservoir as communicated by the City to the San Lorenzo Valley Water District via a June 16, 1981 letter from City Attorney Rod Atchison to District Counsel C. Shelley Emerson.



PARTIES agree that funding for this work plan will be split among them as follows:

- a. CITY will cover 60% of the total cost;
- b. SAN LORENZO VALLEY will cover 20% of the total cost; and
- c. SCOTTS VALLEY will cover 20% of the total cost.

This AGREEMENT shall terminate at the completion of the work outlined in the Work Plan included as Attachment A, and as amended in accordance with the second paragraph of this section. Should PARTIES decide to pursue implementation of any project or program as a result of this effort, a separate agreement, including separate financial or cost sharing provisions would need to be developed and agreed to by PARTIES choosing to do so.

### **1. Key Questions to be Answered through the Implementation of the Work Plan**

The key questions to be answered through the implementation of the Work Plan are as follows:

- a. What are the opportunities for improving supply reliability and resiliency through the use of in lieu water transfers between water agencies?
- b. What are the opportunities to bank available wet season flows for long term (more than one year) storage in the Santa Margarita Groundwater Basin?
- c. What are the opportunities to share existing or new infrastructure and facilities for achieving increased reliability and resiliency?
- d. How could the development of an aquifer storage and recovery program in the Santa Margarita Groundwater Basin affect the health of the basin? How would this compare to the outcome produced by recharging the basin with advanced treated wastewater?
- e. What are the benefits to the base flow in local creeks and streams from the injection of treated drinking water or advanced treated wastewater into the basin? Can those benefits be quantified and how?
- f. What are the feasible alternatives for SAN LORENZO VALLEY to access its contractual right to the 313.4 AFY? Which of these options is most cost-effective and most readily implemented?
- g. What would be the elements of a proposed conjunctive use project in the basin, and how could the benefits be the most fairly distributed among PARTIES?
- h. What water right implications would have to be considered?
- i. How would the proposed conjunctive use project(s) support, complement or conflict with the plans of other agencies, including Soquel Creek Water District?

### **2. NOTIFICATIONS AND RECORD KEEPING**

For the purposes of this agreement, PARTIES shall abide by the record keeping and notification provisions in the Work Plan included as Attachment A to this AGREEMENT

### **3. NATURE OF AGREEMENT**

It is understood and acknowledged by PARTIES that this AGREEMENT is only for the purpose specified herein, that no obligations are imposed on the parties beyond the completion of the Work Plan included as Attachment A.

#### **4. EFFECTIVE DATE:**

This AGREEMENT shall become effective only upon its approval by the governing bodies of each party hereto.

#### **5. TERMINATION ON THIRTY-DAY NOTICE**

This AGREEMENT may be terminated by any party hereto upon the furnishing to the other parties a thirty (30) day notice of intent to terminate or with an email notification that is acknowledged by the receiving party provided, however, that a terminating party shall be obligated to pay its pro-rata share of any costs incurred up to the date the termination.

#### **6. NOTIFICATIONS AND RECORD KEEPING**

For the purposes of this agreement, the parties shall abide by the record keeping and notification provisions in the Work Plan attached to this AGREEMENT.

#### **7. RELEASE AND INDEMNITY**

Each of PARTIES hereto agrees to indemnify, defend and hold harmless the other PARTIES, and any agency or instrumentality thereof, and their respective elected and appointed officials, officers, employees and agents from and against all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements arising out of any actions taken by it in the implementation of this agreement, or any environmental review conducted under the California Environmental Quality Act (CEQA) in connection with this agreement. In the event of concurrent negligence of the PARTIES, their respective officers and/or employees, then the liability for any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this AGREEMENT shall be apportioned according to the California theories of comparative negligence and/or equitable indemnity, as applicable.

#### **8. GOVERNING LAW**

This AGREEMENT is executed in the State of California and that the law of the State of California shall govern this agreement.

#### **9. SEVERABILITY**

Should any portion, term, condition, or provision of this AGREEMENT be decided by a court of competent jurisdiction to be illegal or in conflict with any law, or otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, or provisions shall not be affected thereby.

Dated: \_\_\_\_\_

CITY OF SANTA CRUZ

By: \_\_\_\_\_  
Mayor of City of Santa Cruz

Dated: \_\_\_\_\_

SAN LORENZO VALLEY WATER DISTRICT

By: \_\_\_\_\_  
President of the Board of Directors

Dated: \_\_\_\_\_

SCOTTS VALLEY WATER DISTRICT

By: \_\_\_\_\_  
President of the Board of Directors

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney, CITY of SANTA CRUZ

\_\_\_\_\_  
Legal Counsel, SAN LORENZO VALLEY WATER DISTRICT

\_\_\_\_\_  
Legal Counsel, SCOTTS VALLEY WATER DISTRICT

## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Administration/Engineering Departments Status Report  
DATE: ~~December 1<sup>st</sup>~~ February 16, 2017

### RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration/Engineering Departments status report.

### BACKGROUND:

#### MEETINGS OF NOTE

- ~~• November 3<sup>rd</sup> the DM participated in a teleconference regarding SGMA Implementation~~
- ~~• November 4<sup>th</sup> the DM participated in a teleconference regarding the Collaborative Water Resources Strategy Development Workgroup for local water districts.~~
- December 5 the DM attended the Groundwater Sustainability Agency Formation Workgroup meeting
- December 8 the DM attended the Lompico Assessment District Oversight Committee
- January 12 the DM attended the Lompico Assessment District Oversight Committee
- January 18 the DM attended the Groundwater Sustainability Agency Formation Workgroup meeting
- January 26 the DM attended Jurassic Parliament Workshop

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#### ENTERPRISE WIDE COST-OF-SERVICE STUDY

Board approved the Cost of Service Study at its Regular January 19 meeting.

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- ~~• Board Ready Cost of Service study was presented to the Budget and Finance Committee on November 22<sup>nd</sup>. Draft COS Study will be presented to the full Board at the January 19<sup>th</sup> Regular Meeting.~~

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~~The intent of this study is to determine what the true cost of providing water and sewer service includes; watershed protection, water rights management, infrastructure, staffing and administration. These issues will be studied both from a geographical and seasonal standpoint.~~

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#### RATE STUDY REQUEST FOR PROPOSALS (RFP)

At its regular January 19 meeting the Board approved NBS Consulting to conduct a Multi-Year Rate Study. Staff is currently working with consultant on gathering information and preparing a schedule.

~~Staff and Budget & Finance Committee have begun work on preparing the Rate Study RFP.~~

#### LEGAL SERVICES REQUEST FOR PROPOSALS (RFP)

The District received 10 proposals for legal services. The Administration Committee is currently reviewing and ranking. When they have completed their review the Administration Committee will forward three or four firms to the Board for further review.

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~~Staff has been working with the Administration Committee preparing an RFP for legal services. The Legal Services RFP was released in early November. Final Proposals are due to the District by December 15<sup>th</sup>, 2016. Interviews with the full Board are expected to occur in February 2017.~~

#### NEEDS ASSESSMENT REQUEST FOR PROPOSALS (RFP)

The District received one proposal, which is up for consideration at tonight's meeting.

~~Staff has been working with the Administration Committee preparing an RFP for conducting an operational needs assessment for the District. The intent of a needs assessment is to determine, using current industry standards, how much space the District and individual departments need for efficient operation. The needs assessment will help the District in determining what should be done with current buildings (if anything) versus other options (leasing property, utilizing other District-owned property, purchasing new property, etc.).~~

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~~The Administration Committee completed its review of the draft Needs Assessment RFP. Staff is completing the final RFP and will be releasing it in early December 2016.~~

#### PROBATION TANK REPLACEMENT PROJECT

The 100% Plan Review is currently in progress. The Project's Habitat Conservation Plan (HCP) was approved by the Board in late summer.

Staff and consultant continue to work on final HCP requirements. We are working to obtain a permit in Winter of 2016. Project is scheduled for bidding in early-2017 and construction is expected to be completed in early 2018. Construction is expected to take 12 months

SRF Application has been submitted to State in August. State has responded and staff is working to provide additional information.

#### SWIM TANKS REPLACEMENT PROJECT

Plans and Specifications are complete and a Mitigated Negative Declaration has been adopted by Board. Project has been deferred a minimum of six months while District applies for SRF funding.

SRF Application has been submitted to State in August. State has responded and staff is working to provide additional information.

#### FALL CREEK FISH LADDER

100% plans and specifications are under staff review.

Staff was informed in 2016 by Federal Fish and Wildlife (FFW) that the Fall Creek Diversion and Fish Ladder do not qualify for streamlined permitting. This is a change of direction from past conversations over the last three years. Individual consultation will be required and the District has submitted a request to the Army Corp of Civil Engineers. This new information will delay the project at least a year, if not longer.

#### INTERTIES 2, 3, 4

~~Primary project construction is finished. Testing is complete and the interties are fully functional and operational.~~

~~County has rejected select area of paving on Graham Hill Road. Paving has been completed. Notice of Completion is scheduled for review by the Board tonight, December 1<sup>st</sup>, 2016.~~

Project is complete.

#### FELTON HEIGHTS WATER STORAGE TANK

Staff is working to obtain necessary easements on neighboring property. Design is expected for winter of 2016 with construction occurring in Spring 2017. Project has been deferred while District applies for SRF funding.

## M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
DATE: February 8, 2017

### RECOMMENDATION:

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

### BACKGROUND:

#### **CAFR**

We submitted our CAFR award application with the GFOA end of January. I will update once I know more.

#### **CALENDAR YEAR END**

With the calendar year end we will have a lot processes going on for completing 1099 and W-2's. As well as any new year changes to employees payroll for MOU, health plan changes etc.

#### **BUDGET**

As the new year is coming up quickly, we are starting to prepare for the FY2017/18 budget. We continue to learn and develop the tools in Springbrook and hope to have a much more smooth budget this year, which will include additional support than in prior years.

#### **RATE STUDY**

I have made contact with the consultants and we are working on gathering any additional information they need to begin the rate study..

## CUSTOMER SERVICE DEPT SUMMARY

Monthly Stats:	Jan	Dec	Nov	Oct*	Sept	Aug	July
Cut In/Outs	71	76	87	102	87	125	116
Final Bills	28	36	59	44	54	70	62
Tags	209	193	205	111	306	362	245
Turn-offs	34	38	40	23	47	74	46

### Online / Going Green

*As of 02/06/17*

Online Sign-ups	2,929	2,880	2,826	2,772	2,712	2,640	2,585
E-Bills	843	826	808	783	762	740	721
Auto Pay	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



## M E M O

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Programs Manager

SUBJECT: Environmental Status Report

DATE: February 16, 2017

### RECOMMENDATION:

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

### CLASSIC WATERSHED EDUCATION GRANTS

The San Lorenzo Valley Water District is now inviting proposals for Classic Watershed Education Grants to be funded under its 2017 Education Grant Program. Applications for Classic Watershed Education Grants may be submitted to the District beginning, February 6, 2017 and must be received by the District by Monday, March 6, 2017 at 5 p.m.

### WATER RESOURCE STRATEGIC PLANNING

#### ENVIRONMENTAL DEPARTMENT ACTION PLAN

Staff is working on an Environmental Department Action Plan which forms the fiscal year work program and includes all of the projects and key initiatives prioritized according to the Watershed Management Plan's Part II: Goals, Objectives and Policies. The plan identifies areas which the Department will pursue and for which it will dedicate staff and financial resources. Significant staff resources have been focused on environmental compliance for Capital Improvement, Operations, and State mandated requirements. The Environmental Department Action Plan was introduced to the Environmental Committee in January, and will be discussed in further detail at upcoming Environmental Committee meetings.

#### CONJUNCTIVE USE PLANNING GRANT APPLICATION

In a collaborative effort with the County of Santa Cruz a Prop 1 Planning Grant application was submitted in late August 2016 to address the following items: 1. Operation of the interties for expanded conjunctive use, 2. Address inefficiencies in the Felton System. 3. Address the ongoing violation for bypass flows on Fall Creek 4. Provide a plan for sustainable groundwater management. 5. Improve stream flow and fish habitat in Fall Creek, Lompico Creek and the mainstem of the San Lorenzo River.

If awarded, grant funds will be utilized for the initial planning phase for conjunctive use projects which would likely include changing water rights, to balance District wide water needs to reduce overdraft on south system wells, while avoiding water right violations on Fall Creek, and enhancing stream flow and fish habitat on Fall Creek and the San Lorenzo River. The grant was submitted in August 2016, we have not yet been notified if we will be awarded the grant.

## **ENVIRONMENTAL COMPLIANCE**

### **PROBATION TANK**

Staff is working with USFWS and the Land trust of Santa Cruz County and Jodi McGraw to finalize the HCP and acquire the permit for construction of the Probation Tank Replacement Project. Currently Staff is working to finalize the language in the easement with the Land Trust. Additionally, the USFWS is still deciding the level of mitigation which should be required as this project impacts endangered species (band winged grasshopper) which have not been covered in earlier Habitat Conservation Plans.

### **FALL CREEK FISH LADDER- BIOLOGICAL ASSESSMENT**

Staff is preparing an Initial Study to be submitted to the Army Corps of Engineers. Once submitted it will begin the permit process to acquire a Biological Opinion and a permit to construct the Fall Creek Fish Ladder Improvement Project. We anticipate construction to begin construction in Summer 2018.

### **2015 URBAN WATER MANAGEMENT PLAN**

The final document has been submitted to Department of Water Resources. We have not yet received notice whether the document has been accepted.

### **SWIM TANKS MITIGATED NEGATIVE DECLARATION**

Staff has completed the environmental compliance (CEQA) requirements for the Swim Tank Replacement Project. The project is currently awaiting funding for construction.

## **WATERSHED MANAGEMENT**

### **KIRBY TREATMENT PLANT RIPARIAN RESTORATION / FELTON LIBRARY OUTDOOR EDUCATION ZONE**

The District is working with Linda Skeff who is coordinating CCC and Americorps crews to remove a hybrid blackberry from District property at the Kirby Treatment Plant. The weed removal is part of a joint effort with County Parks to improve riparian habitat along Bull Creek in preparation for an outdoor education site adjacent to the Kirby Treatment Plant Property in conjunction with the new Felton Library. Staff has reallocated the funds from the Data Collection/Restoration Grants to the restoration effort on Bull Creek at the Kirby Treatment Plant while the CCC is available. The Environmental Committee authorized the District Manager to reallocate the funds noting that it is within his spending authority.

Staff is coordinating logistics with County Park Officials to secure an easement with the SLV Water District for the land adjacent to the Library site for the Outdoor Education Site. More information is available in January 19, 2017 Board Agenda Memo.

#### Tentative Schedule:

August 2016 CCC crews stripped and prepared blackberry hybrid for root extraction.  
February 2017 AmeriCorps will conduct root extraction and heavily chip the area.  
Spring 2017 CCC crews to strip plants, extract roots, and chip the rest of the area.  
Spring 2017 District to move fence back to open riparian area to expand the outdoor education area.

### NETWORKING/ COLLABORATIONS

#### 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 we are 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 an outdoor education area adjacent to the location for the new Felton Library and adjacent to the Kirby Treatment Plant. The New Library has been awarded 10 million dollars for construction of a new library.

#### 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.

**SANTA CRUZ MOUNTAINS BIOREGIONAL COUNCIL** - <http://www.scmbc.org/>

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.

**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.

## **ENVIRONMENTAL REVIEW**

### **MT. HERMON ADVENTURE PARK**

Staff has been notified by the County Planning Department that the Environmental Impact Report for the Mount Hermon Adventure Bike Park will be available for public review in January 2017.

## **STREAM HABITAT ENHANCEMENT**

### **ZAYANTE LARGE WOOD PROJECT - UPDATE**

Staff continues to participate on the Technical Advisory Team for the Stream Enhancement Program on Zayante Creek. Though the project did not receive funding through the SLR 2025 Watershed Restoration Grant Suite to CDFW. A grant application is also being submitted to the Wildlife Conservation Board. Staff prepared a letter of support for the RCD to submit as part of the grant application, which is attached to the agenda in informational items.

The Large Wood Project, which will include habitat restoration on both SLVWD and City of Santa Cruz Water Department property in the upper Zayante Watershed. An Integrated Watershed Restoration Program Grant is funding the planning phase of the project in which is underway.

## **WATER CONSERVATION**

### **WATER CONSERVATION - UPDATE**

Staff is working with the Water Conservation Coalition and the County Green Business Program to promote a Water Conservation & Pollution Prevention Video Contest: This is a special opportunity for students to be recognized for their video talents. Winning videos will be shown on TV at a movie theater, online, on social media and get

City Council recognition! Top prizes win \$500 and \$350 for themes about water conservation, groundwater protection and water pollution prevention. Videos can be in English or Spanish. Contest open to Santa Cruz County high school and college students. The 2017 entry deadline is Monday, March 27, 2017 at midnight. Please consider assigning this locally relevant video project for your students in 2017. Local water agency reps are available to present the contest details, water conservation and pollution prevention lessons and support the students in learning more. Please return this email if interested and a water conservation specialist will contact you to schedule a presentation in your class. For contest details and to watch past winning videos, visit: <http://watersavingtips.org/resources/videocontest/>

Please Remember Stage 2 water restrictions are still in effect. Our monthly e-newsletters include information regarding District operations, general news and notifications and events. Staff produces multiple posts on Facebook every week focused on various district business.

Toilet Rebates are Back! - The State Toilet Rebate Program has been suspended, so in order to continue to meet our water conservation goals, staff revised the Water Conservation Rebate program to reinstate the District's Toilet Rebate Program. Other credits include water efficient clothes washers, greywater systems and irrigation controllers. We continue to direct our customers to the State's rebates for lawn removal <http://www.saveourwaterrebates.com/>.

## **COMMUNICATIONS**

### **STORMAGETTON COMMUNICATIONS - UPDATE**

During the sever storm in January, District staff published 2 press releases and one e newsletter and multiple Facebook posts to share up to date status on District activities with regard to the storm. Residents responded with a resounding THANK YOU to District Staff who worked night and day through the storm to keep the water flowing. Crews were able to overcome multiple power outages, flooding of facilities, down trees and SCATA problems, manually operating pumps which would normally function automatically, and ensuring safe water quality was delivered to customers throughout the storm.

### **PUBLIC OUTREACH/ DROUGHT OUTREACH - UPDATE**

- E Newsletters are sent out to over 3500 customer email addresses once or twice monthly.
- The District Facebook page and website are updated regularly (3-5 times per week).
- Media Alerts have been published in local papers regarding:
  1. Class Watershed Education Grants are OPEN.  
<http://slvwd.com/Edu/NOTICE%20OF%20GRANT%20FUNDING%20AVAILABILITY%202017.pdf>

## MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT PROJECT STATUS  
REPORT JANUARY 2017

DATE: February 10, 2017

### RECOMMENDATION:

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

### BACKGROUND:

#### ADJUSTMENTS TO THE WASTE WATER SYSTEM AND SAMPLING

The District continues to work with consultant Infrastructure Engineering Corporation (IEC) on the waste water system at Bear Creek Estates. Changes in sampling and operation of the system have been implemented and are being monitored and tested. The District will continue to make changes and sample the system with consulting from IEC.

#### SCADA COMMUNICATIONS

Communications issues are being experienced with the District's SCADA system. Loss of communications and intermittent alarms sometimes up to several hundred over a short period of time are being experienced. AT&T is trouble shooting the SCADA Bridge and Staff is investigation possible hardware and software issues. During the reporting period staff started changing communication over from 1200 baud to IP based communications the week of February 06, 2017.

#### Winter Storm

Winter Storm update will be given orally at the Board of Directors meeting.

Rick Rogers  
Director of Operations

## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	January-17	December-16	January-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	23,905,502	28,669,350	15,866,000	
Peavine Creek + Hydro	322,920	2,550,650	9,002,000	
Clear Creek	947		4,965,000	
Sweetwater Creek	631		3,310,000	
<b>Sub-Total (Streams)</b>	<b>24,230,000</b>	<b>31,220,000</b>	<b>33,143,000</b>	-26.89%
<b>Wells (North)</b>				
Olympia No. 2	1,000	-	0	
Olympia No. 3	-	-	0	
Quail Well No. 4-A	2,558,000	953,000	0	
Quail Well No. 5-A	1,563,700	630,400	3,800	
<b>Sub Total North Wells</b>	<b>4,122,700</b>	<b>1,583,400</b>	<b>3,800</b>	108392.11%
<b>South System Wells</b>				
Pasatiempo 5A	3,936,701	3,936,701	N/A	
Pasatiempo 6	-	-	4,357,000	
Pasatiempo 7	-	-	1,644,000	
<b>Sub Total Pasatiempo Wells</b>	<b>3,936,701</b>	<b>3,936,701</b>	<b>6,001,000</b>	-34.40%
<b>North South All Sources Combined</b>	<b>32,289,401</b>	<b>36,740,101</b>	<b>39,147,800</b>	-17.52%
<b>Felton System - Surface Water</b>				
Fall Creek	1,766,933	3,810,997	3,873,810	
Bennett Spring	7,267,333	2,063,427	3,651,200	
Bull 1 & 2	3,682,041	2,063,427	4,487,200	
<b>Total Felton System Sources</b>	<b>12,716,307</b>	<b>7,937,851</b>	<b>12,012,210</b>	5.86%
<b>Manana Woods System</b>				
Well 1	-	-	106,775	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>106,775</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>45,005,708</b>	<b>44,677,952</b>	<b>51,266,785</b>	-12.21%
<b>Surface</b>	<b>36,946,307</b>	<b>39,157,851</b>	<b>45,155,210</b>	-18.18%
<b>Wells</b>	<b>8,059,401</b>	<b>5,520,101</b>	<b>6,111,575</b>	31.87%
<b>Total Surface Water Percentage</b>	<b>82.09</b>	<b>87.64</b>	<b>88.08</b>	-6.80%
<b>Total Wells Percentage</b>	<b>17.91</b>	<b>12.36</b>	<b>11.92</b>	50.22%

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

<b>North System All Sources</b>	<b>32,289,401</b>
<b>Interties IN +</b>	<b>64</b>
<b>Interties OUT -</b>	<b>5,641,365</b>
<b>TOTAL NORHT SYSTEM</b>	<b>26,648,100</b>
<b>Felton Water system All Sources</b>	<b>12,716,307</b>
<b>Interties IN +</b>	<b>278,814</b>
<b>Interties OUT -</b>	<b>0</b>
<b>TOTAL FELTON SYSTEM</b>	<b>12,995,121</b>
<b>Manana Woods System</b>	
<b>Manana Woods Well 1</b>	<b>0</b>
<b>Interties IN +</b>	<b>402,816</b>
<b>TOTAL MANANA WOODS</b>	<b>402,816</b>



**SAN LORENZO VALLEY WATER DISTRICT**  
**INTERTIE USAGE**  
**January 2017**

**INTERTIE 2**

SLVWD to SVWD 0

SVWD to SLVWD 0

**INTERTIE 3**

SLV SOUTH to SLV NORTH 64

SLV NORTH to SLV SOUTH 3,276,647

**INTERTIE 4**

SLVWD to MHWD 0

MHWD to SLVWD 0

**INTERTIE 6**

SLV NORTH to SLV FELTON 278,814

SLV FELTON to SLV NORTH -

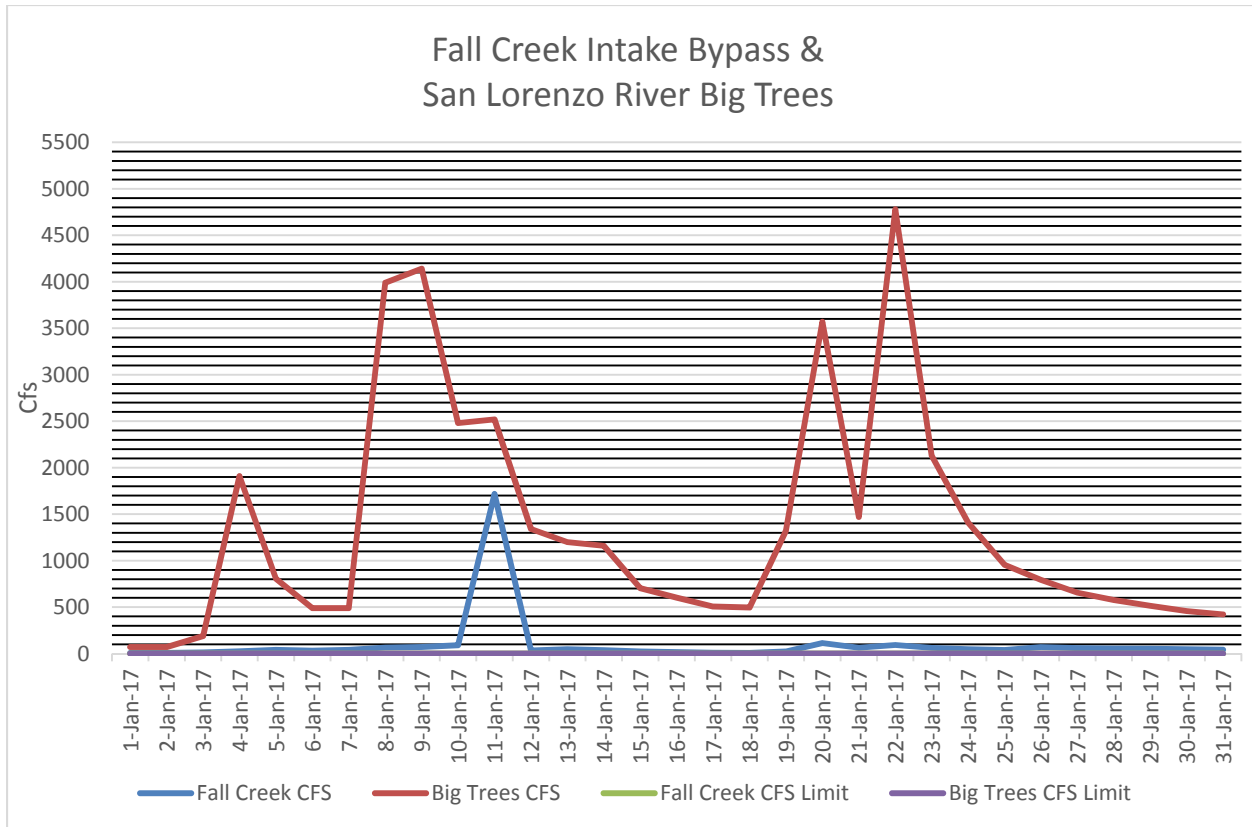
**LOMPICO INTERTIE**

SLV NORTH to LOMPICO 1,683,088

**MANANA WOODS INTERTIE**

SLVWD to MANANA WOODS 402,816

## Fall Creek Intake January 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 0.75 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 January 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: 2.16.17

	Month:	January	Year:	2017	Big Trees > 26,500 Acre-ft Oct-Feb Normal Yr					Big Trees <26,500 Acre-ft Oct-Feb Dry Yr		
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	10:30	ks	1	129	25.0	39.09	6.411	70	0	Yes	Yes	
2	12:00	ho	1	100	25.0	39.09	6.411	70	0.12	Yes	Yes	
3	13:30	ho	2	150	25.0	43.93	11.93	190	1.80	Yes	Yes	
4	15:15	db	2	0	25.0	48.70	23.89	1910	4.80	Yes	Yes	Fall Cr. Off
5	14:45	db	2	110	25.0	53.8	38.6	805	0	Yes	Yes	
6	13:45	ng	2	67	25.0	51.44	31.4	489	0	Yes	Yes	
7	8:20	db	2	133	25.0	53.8	38.6	489	1.12	Yes	Yes	
8	7:55	ho	2	0	25.0	60.52	65.52	3990	3.30	Yes	Yes	Fall Cr. Off
9	13:10	jg	2	0	25.0	61.48	69.8	4140	2.70	Yes	Yes	Fall Cr. Off
10	10:10	ho	2	0	25.0	65.22	89.1	2480	0.96	Yes	Yes	Fall Cr. Off
11	14:35	db	off	0	25.0	77.3	1717	2520	2.05	Yes	Yes	Fall Cr. Off
12	16:40	db	off	0	25.0	51.8	32.3	1340	0.58	Yes	Yes	Fall Cr. Off
13	16:10	db	1	50	25.0	56.1	46.8	1200	0	Yes	Yes	
14	10:30	ho	1	67	25.0	53.1	35.9	1160	0	Yes	Yes	
15	15:50	ho	1	88	25.0	48.16	22.4	703	0	Yes	Yes	
16	11:05	ho	1	70	25.0	45.10	15.61	603	0	Yes	Yes	
17	14:10	ho	1	74	25.0	41.21	9.169	505	0.06	Yes	Yes	
18	10:05	ho	1	80	25.0	39.28	6.69	495	2.38	Yes	Yes	
19	13:35	hdb	1	106	25.0	47.8	21.5	1320	3.38	Yes	Yes	
20	13:55	db	1	46	25.0	69.4	114.0	3570	0.33	Yes	Yes	
21	14:40	db	1	63	25.0	60.3	64.3	1470	2.85	Yes	Yes	
22	14:10	ho	1	34	25.0	65.92	92.98	4780	0.80	Yes	Yes	
23	10:45	ho	1	68	25.0	59.74	61.75	2130	0.13	Yes	Yes	
24	12:55	ho	1	71	25.0	55.88	45.99	1410	0	Yes	Yes	
25	13:20	db	1	0	25.0	53.5	37.3	955	0	Yes	Yes	Fall Cr. Off
26	13:55	db	1	60	25.0	61.7	70.8	794	0	Yes	Yes	
27	13:25	db	1	57	25.0	58.8	57.7	656	0	Yes	Yes	
28	10:35	db	1	60	25.0	57.8	53.5	577	0	Yes	Yes	
29	10:30	ho	1	60	25.0	57.24	51.2	515	0	Yes	Yes	
30	10:45	ho	1	55	25.0	55.88	45.99	457	0	Yes	Yes	
31	13:10	ho	1	78	25.0	54.53	41.14	421	0	Yes	Yes	

# San Lorenzo Valley Water District Loch Lomond Water Supply January 2017

## Loch Lomond Water Level



**Week ending 2/10/2017**

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

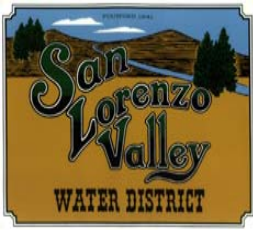
Currently:	578.40ft
Percent of capacity:	102.4%

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 deliveries 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

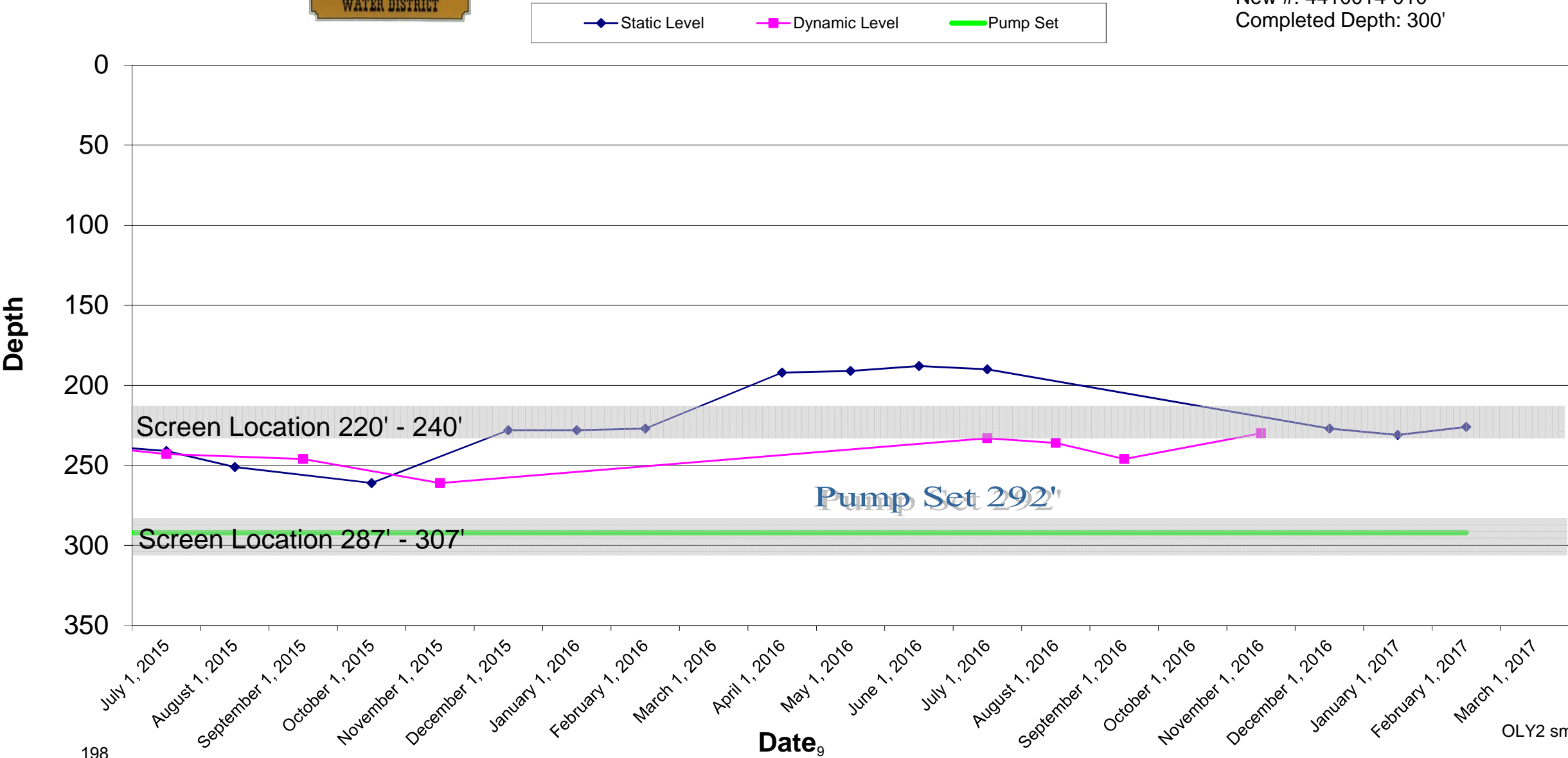


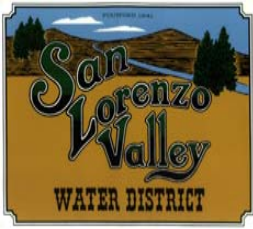
# SAN LORENZO VALLEY WATER DISTRICT

## 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'



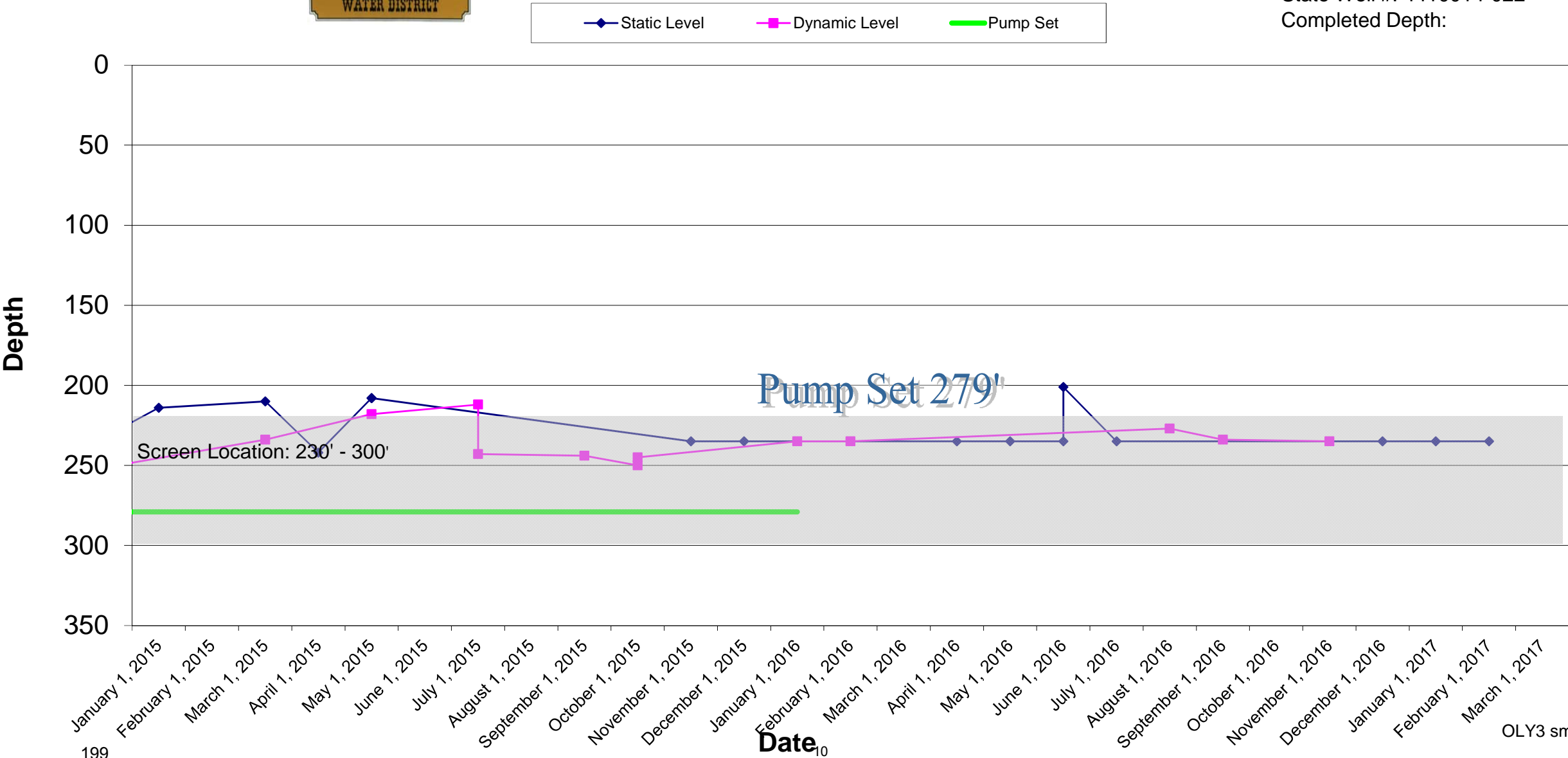


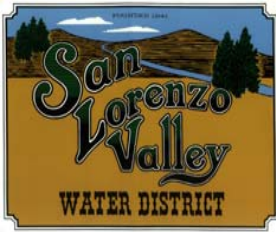
# SAN LORENZO VALLEY WATER DISTRICT

## 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:



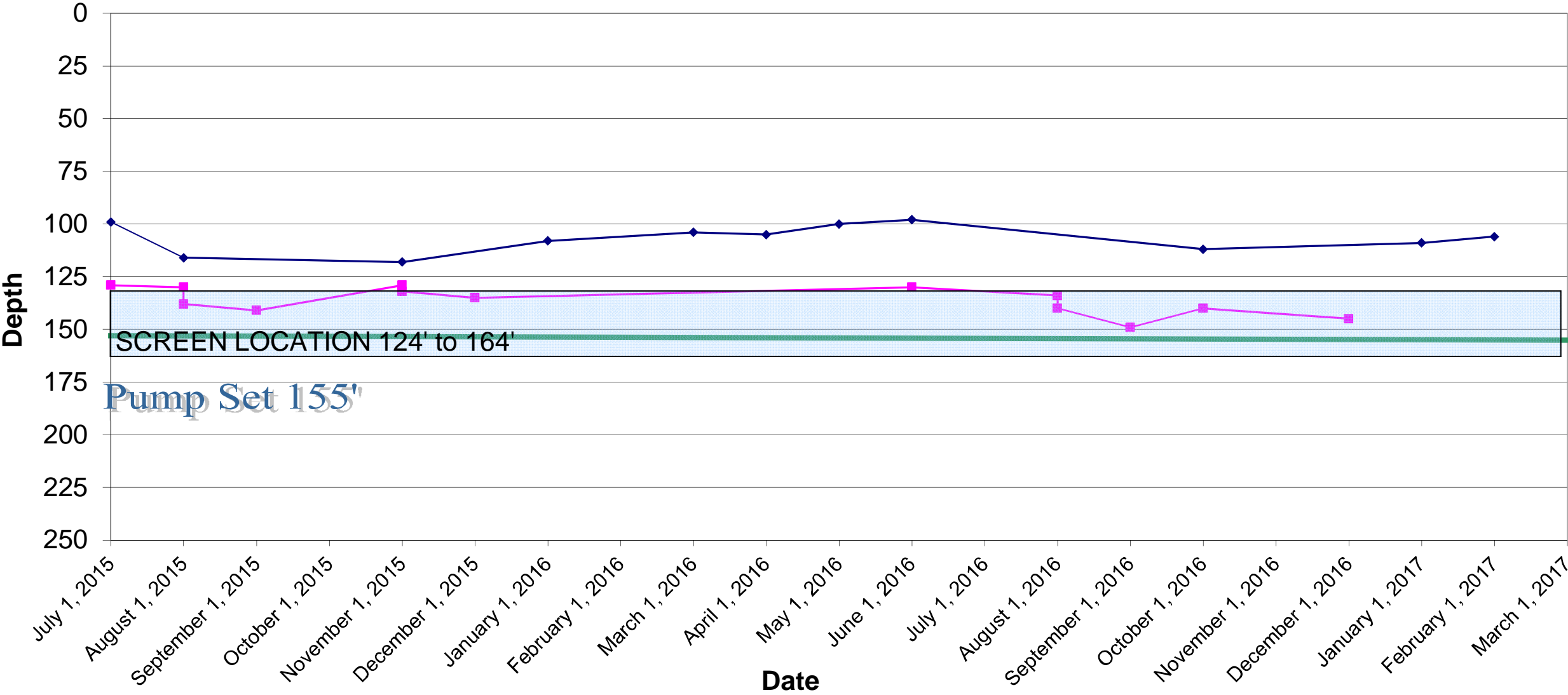


# **SAN LORENZO VALLEY WATER DISTRICT**

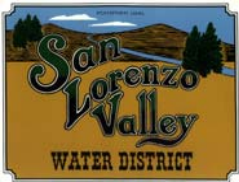
## **Well Drawdown Report**

### **Quail Well 5-A**

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

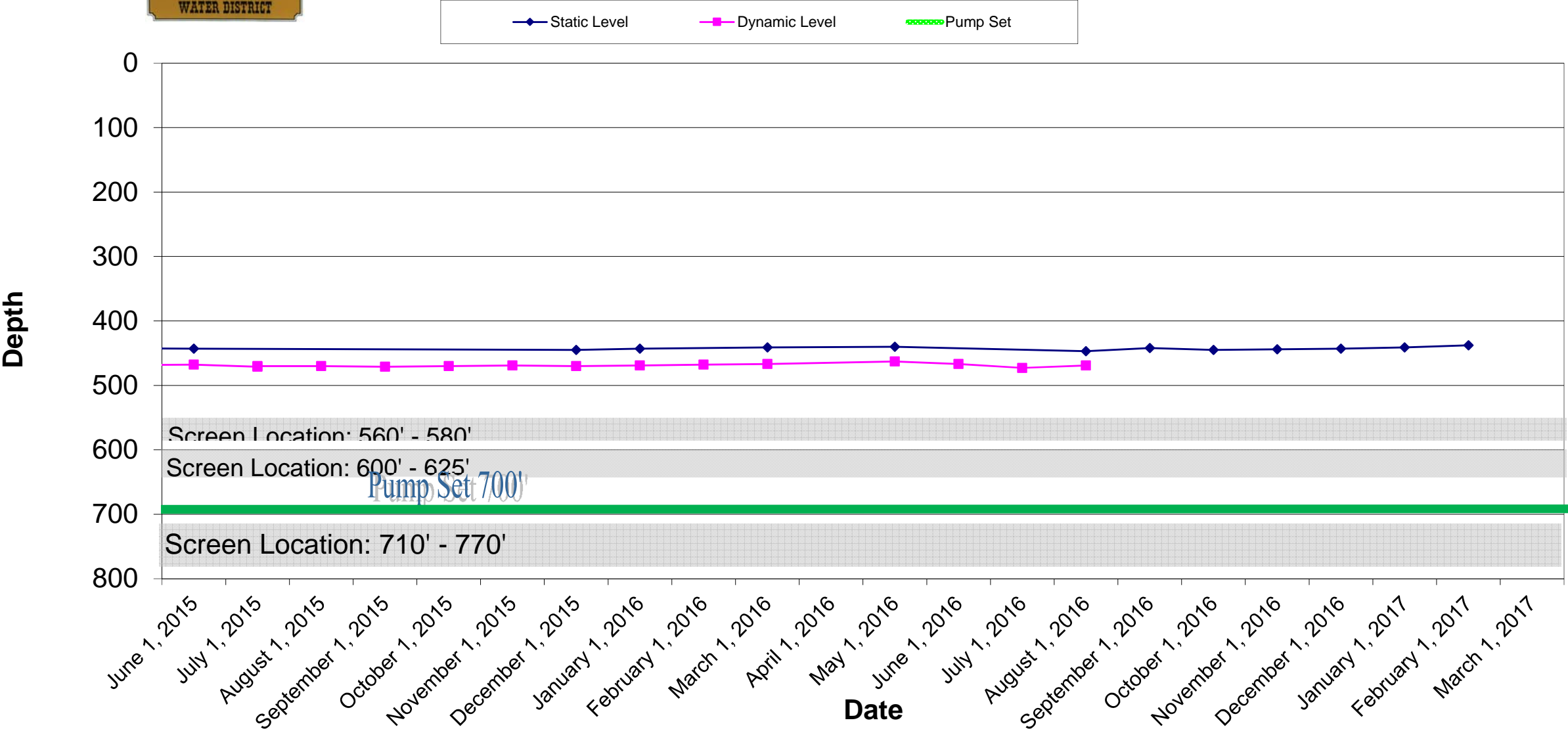






**SAN LORENZO VALLEY WATER DISTRICT**  
**Well Drawdown Report**  
**Pasatiempo 6**

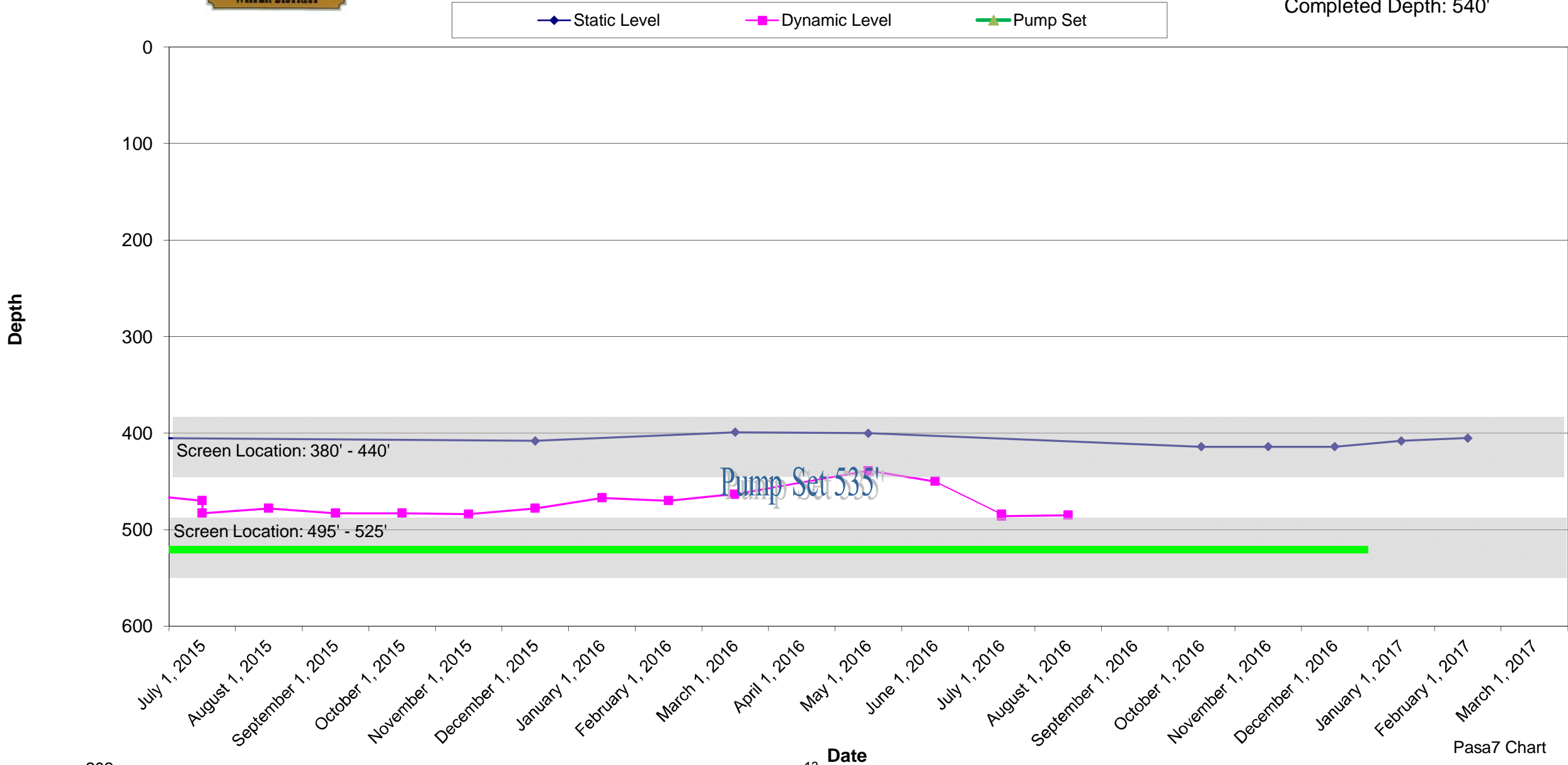
Location: Behind 3650 Graham Hill Rd.  
Elevation: 775'  
Installed: 5-30-91  
State Well #: 4410014-023





**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'

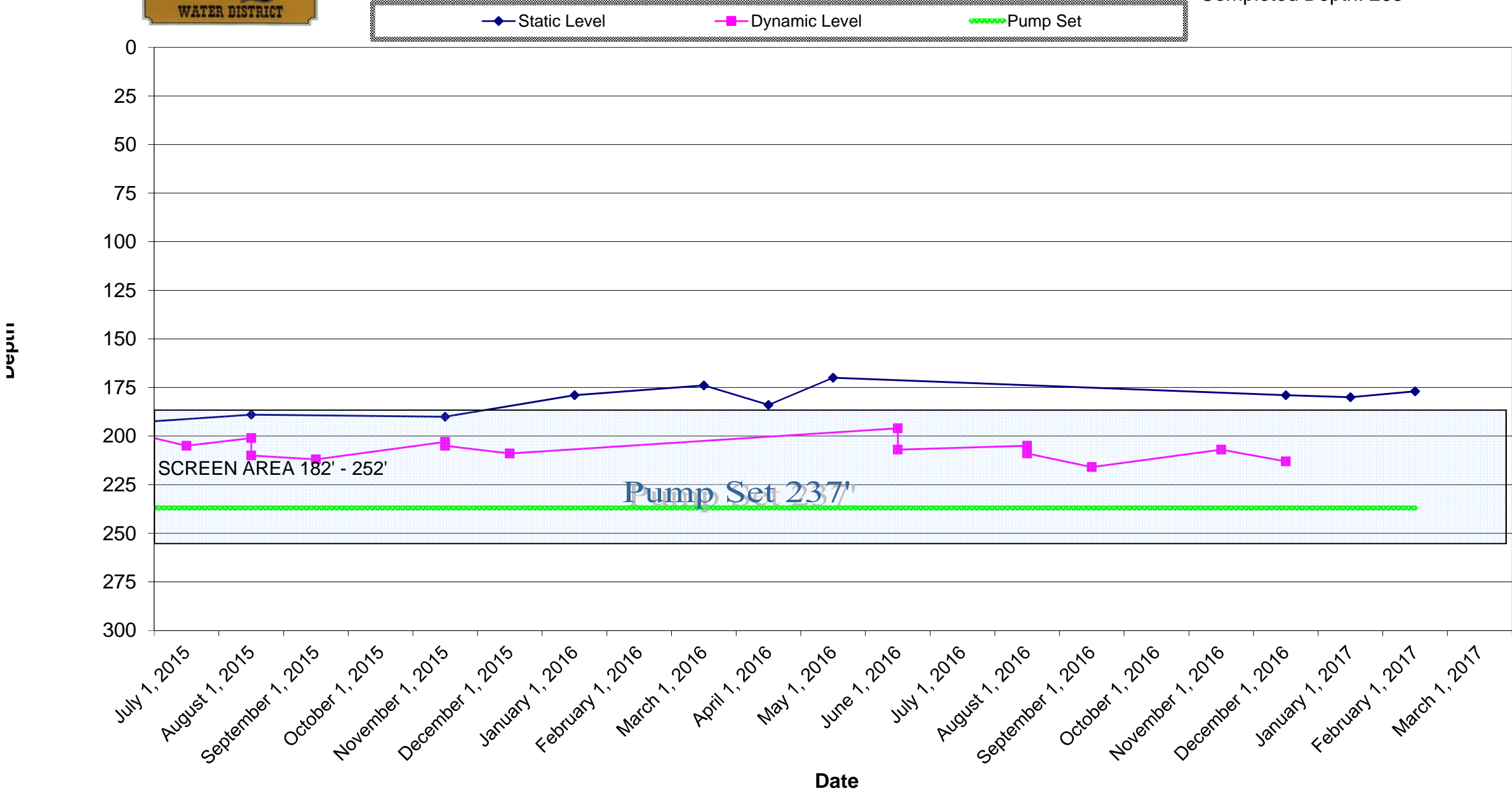


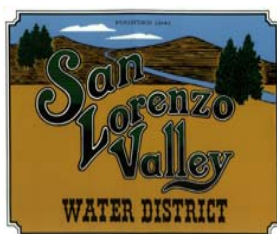


**SAN LORENZO VALLEY WATER DISTRICT**  
**Well Drawdown Report**  
**Quail Well 4-A**

Agenda: 2.16.17  
Item: 13a1v

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



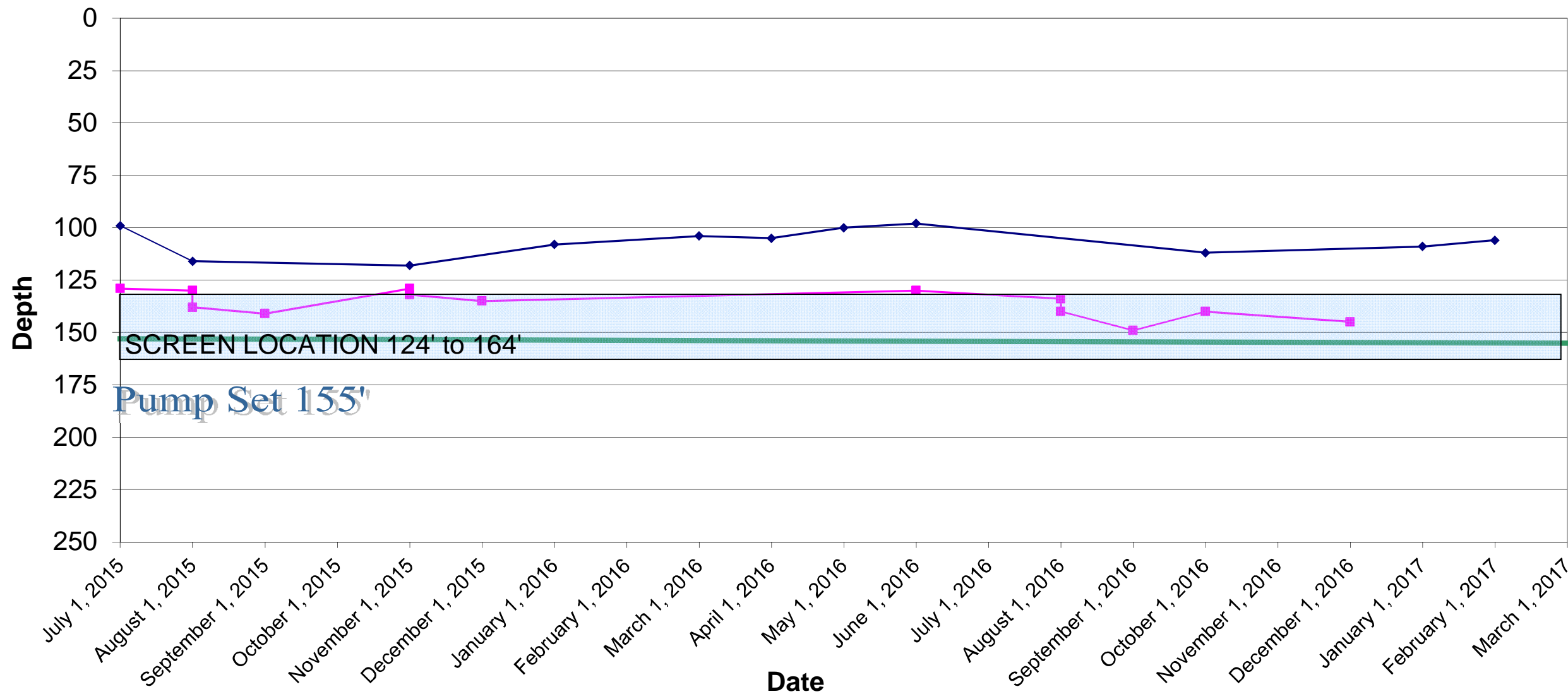


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

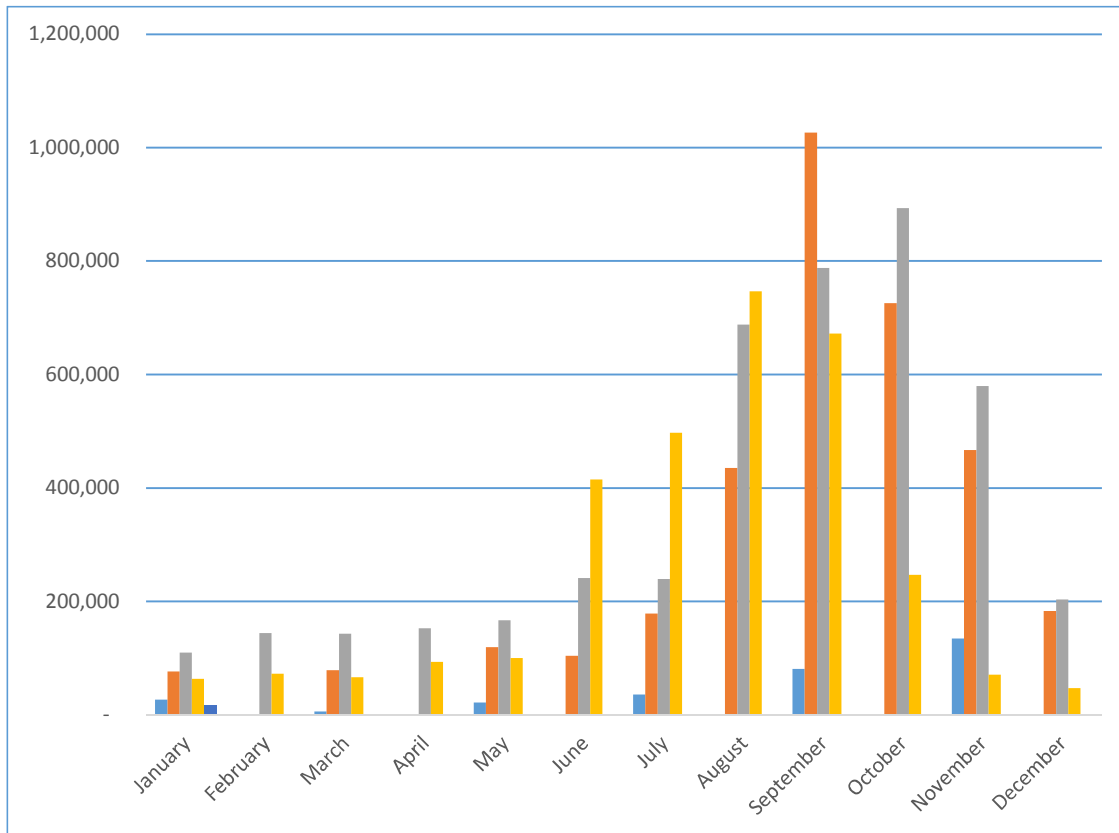
### Quail Well 5-A

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**  
**BULK WATER SALES**  
**GALLONS**  
**January 2017**

Agenda: 2.16.17  
Item: 13a1v



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

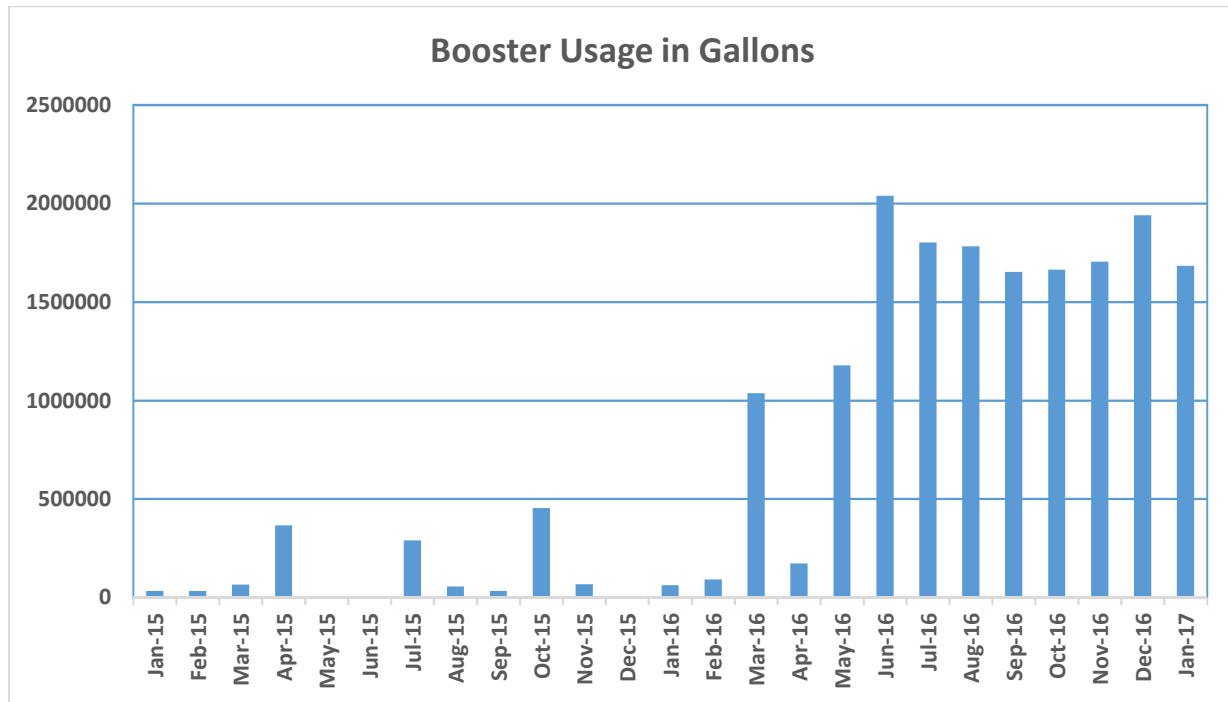
SAN LORENZO VALLEY WATER DISTRICT  
Authorized Unmetered Water Use (GALLONS)  
January 2017

Agenda: 2.16.17  
Item: 13a1v

<u>North System</u>		Monthly Total
Mainline Flushing		-
Tank Leakage		81,648
Probation	1.0 gpm	38,880
Upper Swim	0.3 gpm	11,664
Blue Ridge	0.4 gpm	15,552
Echo	0.1 gpm	3,888
Highland	0.3 gpm	11,664
Process Water		83,592
Lyon cL2 Analyzer	0.02 gpm	778
Quail 5 cL2 Analyzer	0.11 gpm	4,277
Olympia cL2 Analyzer	1.32 gpm	51,322
Paso cL2 Analyzer	0.7 gpm	27,216
Firefighting		0
Tank Overflow		0
Waste Water		0
<b>Sub Total North</b>		<b>165,240</b>
<u>Felton Water System</u>		
Mainline Flushing		
Tank Leakage		3,888
El Solyo	0.1 gpm	3,888
Process Water		
Kirby WTP cL2 Analyzers	0.8 gpm	31,104
Firefighting		0
Tank Overflow		0
Waste Water		0
<b>Sub Total Felton</b>		<b>34,992</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	3,888
Lewis Tank	0.3 gpm	11,664
<b>Sub Total Lompico</b>		<b>15,552</b>
<b>Total All Systems</b>		<b>215,784</b>

**SAN LORENZO VALLEY WATER DISTRICT**  
**LOMPICO INTERTIE**  
**January 2017**

Agenda: 2.16.17  
 Item: 13a1v



Month / Year	2015	2016	2017
January	32,164	62,641	1,683,088
February	32,912	91,503	
March	65,076	1,036,730	
April	365,540	172,572	
May	3,740	1,177,674	
June	3,740	2,039,326	
July	288,728	1,801,916	
August	55,934	1,782,037	
September	32,252	1,651,532	
October	454,036	1,662,843	
November	66,572	1,704,077	
December	0	1,940,529	
Totals	1,400,694	15,123,379	1,683,088

				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)			
1/4/2017	X							8360 Hihn Rd	Upon field investigation, water quality results were normal and within range. Free chlorine was 1.0 mg/L and no odor was detected. Customer will investigate premise plumbing.	SLV-North
1/23/2017		X						959 Hillcrest Dr	A main break had occurred in proximity to the customer on 1/22/17. Upon field investigation, the customer's service line appeared turbid and was flushed until the water ran clear and was free of color and turbidity. Free chlorine after flushing was 0.6 mg/L	Felton
1/30/2017	X							7404 Hacienda Wy	Upon field investigation, water quality results were normal and within range. Free chlorine was 1.1 mg/L. Customer will troubleshoot premise plumbing.	Felton

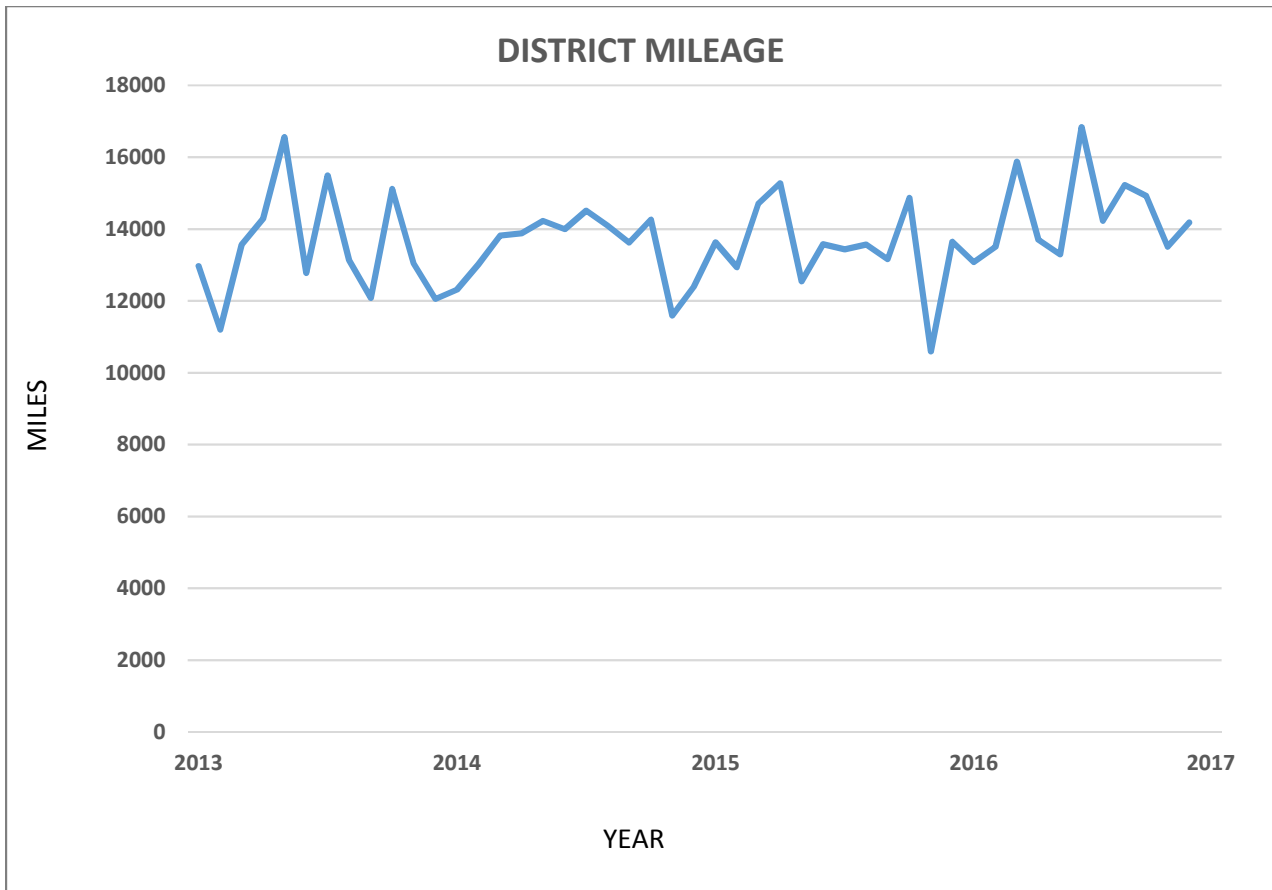


# SAN LORENZO VALLEY WATER DISTRICT

## VEHICLE MILEAGE

### January 2017

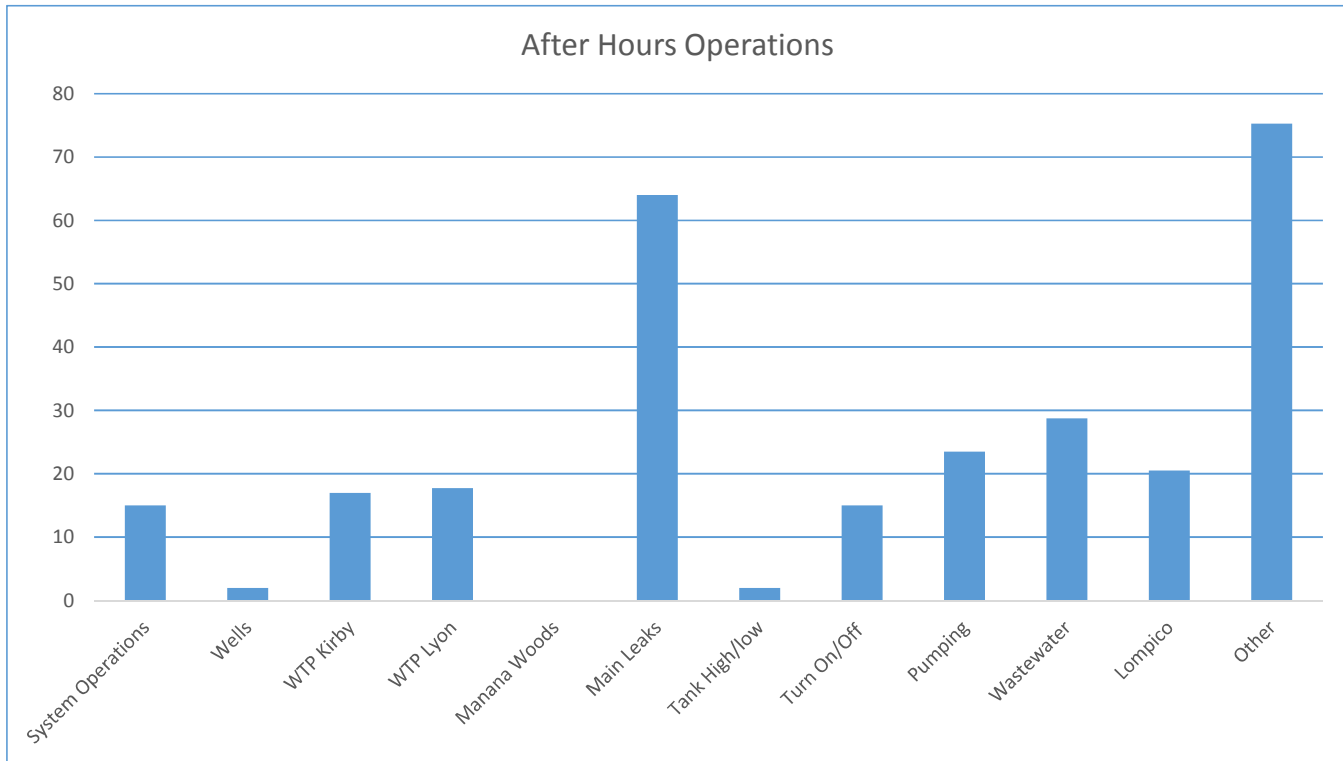
Agenda: 2.16.17  
Item: 13a1v



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	
March	13,558	13,817	14,714	15,882	
April	14,283	13,883	15,279	13,704	
May	16,560	14,228	12,550	13,290	
June	12,780	14,000	13,582	16,841	
July	15,497	14,519	13,441	14,228	
August	13,136	14,096	13,569	14,923	
September	12,087	13,622	13,137	15,229	
October	15,120	14,261	14,868	14,924	
November	13,046	11,594	10,591	13,510	
December	12,060	12,394	13,648	14,187	
Totals	162,304	161,746	161,946	173,305	16,286

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

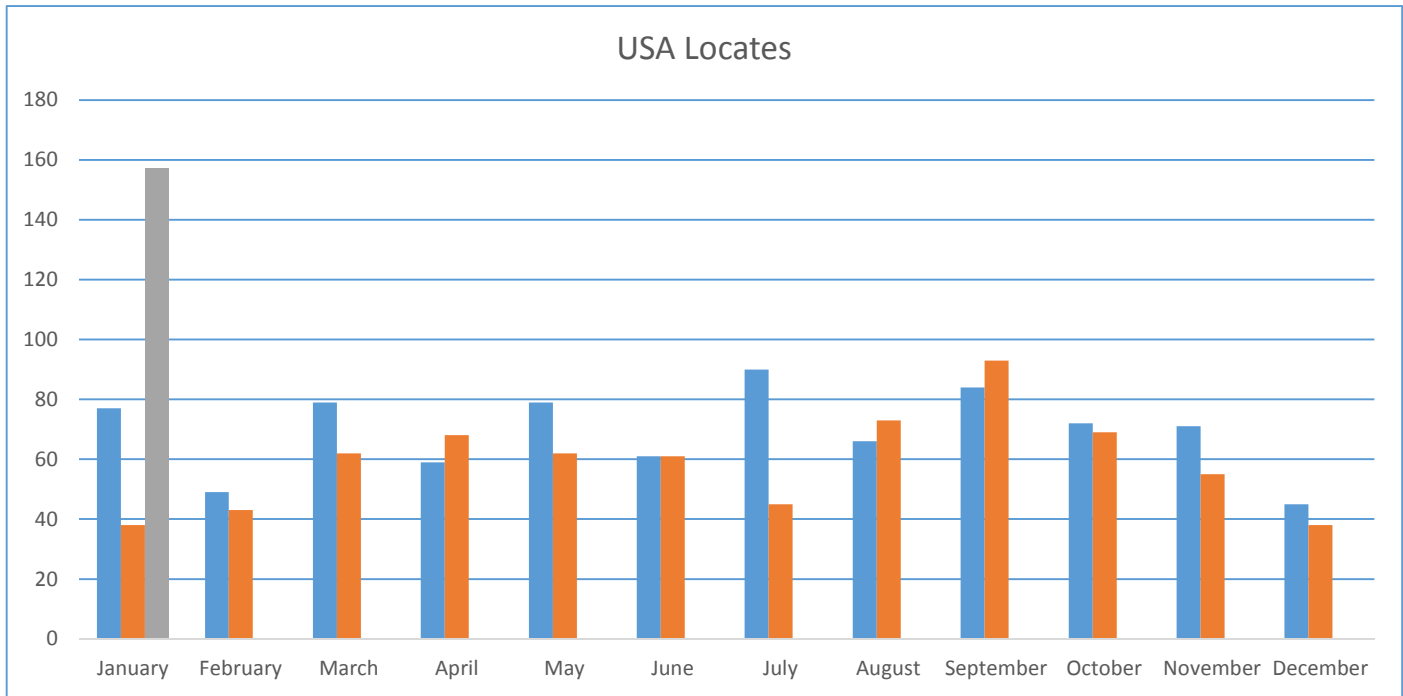
Agenda: 2.16.17  
 Item: 13a1v



<u>Description</u>	<u>Hours</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>
System Operations	15	January	N/A	145	280.75
Wells	2	February	N/A	86.5	
WTP Kirby	17	March	N/A	153.75	
WTP Lyon	17.75	April	82.50	72	
Manana Woods	0	May	104.75	49.25	
Main Leaks	64	June	172.50	83.25	
Tank High/low	2	July	124.25	80.25	
Turn On/Off	15	August	111.75	81.25	
Pumping	23.5	September	230.25	175	
Wastewater	28.75	October	128.25	78.5	
Lompico	20.5	November	114.25	96.25	
Other	75.25	December	186.25	130.75	
<b>Total</b>	<b>280.75</b>		<b>1254.75</b>	<b>1231.75</b>	<b>280.75</b>

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

Agenda: 2.16.17  
 Item: 13a1v



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



# Water districts mostly spared in storms

By Barry Holtzclaw | Posted: Friday, January 13, 2017 12:52 pm

The San Lorenzo Valley Water District has no current storm-related disruptions in water service, despite the heavy rains that have inundated the Santa Cruz Mountains since the weekend.

The most significant storm damage the District sustained since storms began pummeling the San Lorenzo Valley on Saturday was a rupture to a main pipeline running under Bear Creek Road. The pipe was damaged when a large section of the road was washed away Sunday night, Jan. 8.

Water district crews rerouted water service in the area through a bypass pipe that connects around the damaged area of the water line.

The crews also repaired a couple of leaks in Lompico on Tuesday morning and have been working hard to deliver generators to pumps in areas where the power is out. Crews also are navigating around downed trees, but no roads essential to providing water service have been closed.

The San Lorenzo River peaked at 20 feet overnight on Tuesday, 2 feet over flood stage.

Despite the storm, there are no water quality issues or special use restrictions affecting San Lorenzo Valley Water District customers.

Water service has not been disrupted, though surface water intakes were shut off earlier in the week due to turbidity (typical as a consequence of muddy creek water). The District is relying on well water to supply customers.

However, high groundwater levels inundated the collection system at the District's Bear Creek Estates wastewater facility from mid-day Monday to Wednesday morning, causing untreated water to flow into Bear Creek. District customers do not get water from this source and this did not impact drinking water.

Santa Cruz County and the Central Coast Regional Water Quality Control Board advise people to stay out of the water and not consume it until three days after the rain ends, the standard notice.

Also, San Lorenzo Valley water customers are not impacted by the City of Santa Cruz's call for additional conservation following a pipeline break in its system. Water quality is also not affected, district managers reported.

In Scotts Valley, the water district reported no problems in connection with the storms.

The Scotts Valley Water District did announce this week that it has installed a new weather station at the District's El Pueblo facility.



**Water line damaged at Bear Creek**

Crews work to repair water line broken by washout at Bear Creek in Boulder Creek.

The new weather station replaces an older-style rain gauge that had been in use for many years. The rain gauge only collected rainfall data and needed to be measured by hand. The new station automatically records and stores information about rainfall, humidity, barometric pressure and wind speed.

Tracking rainfall is important for district that relies on local groundwater as its sole potable water supply and rainfall is the best measure of the potential for recharge of the groundwater basin. Rainfall can also be used as an indicator of irrigation demand. The District has been accumulating daily rainfall data since 1981.

Because the station provides up-to-date information about local weather, the District wanted to make this resource available for the public. Current weather conditions can now be viewed from a link on the homepage of the district website, [www.svwd.org](http://www.svwd.org)

“This is a much-needed tool for district staff, and installing the new station provides a higher level of service to our customers,” District Manager Piret Harmon said. “We hope people will check out the weather data — it’s as local as it gets!”

# SLV water ratepayers to pay legal costs of appeals

By Barry Holtzclaw | Posted: Friday, January 27, 2017 10:52 am

The San Lorenzo Valley Water District Board of Directors this week directed its attorney to file a legal appeal of a Superior Court ruling that former director Terry Vierra violated California conflict-of-interest laws.

The decision means that district ratepayers will continue to pay Vierra's legal fees, now pushing \$70,000.

"It's against state law for a board member or his wife to pocket a percentage of a district contract," said Bruce Holloway, the retired engineer who filed the 2014 lawsuit that resulted in the court ruling against Vierra.

"The San Lorenzo Valley Water District board is wasting public funds defending the indefensible," he said Wednesday, in his first public comment since the decision.

The board's 4-1 vote came after several ratepayers – in letters to board, to the Press Banner and at last week's public meeting – objected to paying legal bills for the improper actions of the former director.

Twelve days before the vote, the board's lawyer, Marc Hynes – who also is acting as Vierra's lawyer – had already filed "association of attorney" paperwork with the court, identifying the well-known appellate law firm of Colantuono, Highsmith and Whatley of Grass Valley and Pasadena to assist in the case.

"Ratepayers, reach for your wallets," was the response of Gary Redenbacher, the Scotts Valley lawyer who is representing Holloway. "If you thought the trial was expensive, wait till you're done paying for the appeal."

In the decision at the Dec. 13 bench trial in Santa Cruz, Superior Court Judge John Gallagher ruled that Vierra and his wife, Mary Bischoff, received \$12,006 in real estate commissions from the sale of a house in Boulder Creek to the water district in 2010, and that Vierra knowingly participated in the purchase as an elected director. He did not seek re-election in 2012.

Gallagher ordered Vierra to pay half of the total of his \$9,004.50 commission and \$342.17 of his wife's decision to the state and half to Holloway.

The water district board action taken in closed session Tuesday evening, Jan. 24, directs Hynes to "request a motion for a new trial," board president Gene Ratcliffe announced in a two-minute public session that followed the 85-minute closed-door meeting.

Directors also voted unanimously Tuesday to make no comments in the case because it is "ongoing litigation."



Love Creek is one source of water for SLV district

Love Creek near flood stage Jan.24

The decision means that SLV ratepayers will continue to pay all of Vierra's legal bills in an appeal of the Superior Court ruling, carrying forward a decision made in 2015. The district also could choose to pay the award, and faces a bill for the plaintiff's legal bills, estimated at \$70,000.

Newly elected director Bill Smallman cast the lone negative vote in the 4-1 decision, according to Ratcliffe. But because of the board's self-imposed gag order, Smallman could not discuss his reasons for opposing the appeal on Tuesday.

Early this month, in response to an emailed set of questions sent to all board members, Smallman said, "I will not vote to appeal unless I am provided additional information that either Mr. Vierra is innocent, and/or the district (the ratepayers) would benefit from such an expense."

Ratcliffe offered no explanation for the decision to finance Vierra's continuing legal appeals.

Despite the unanimous decision to ban any comments by board members on the Vierra case – and the state's Brown Act that prohibits conversations among elected board majorities outside of advertised public meetings – Ratcliffe and directors Chuck Baughman and Margaret Bruce discussed the Vierra case after the Tuesday meeting with one of Ratcliffe's Felton neighbors, Cynthia Dzendzel, according to Dzendzel.

Ratcliffe and all other board members except Smallman in December and January had ignored requests to explain why they were paying to defend a former director's actions in a real estate deal that occurred two years before any of them had been elected to the board.

Ratcliffe's silence left unanswered whether the board believed, as attorney Hynes has said, that state conflict-of-interest laws don't always apply to real estate deals like the one that generated Vierra's commission. Hynes told an interviewer in 2015 that Vierra had acted on his advice.

Ratcliffe's silence also left unanswered whether she believed, as SLV Water District Manager has said, that Vierra's decision to participate in the decision that resulted in \$12,000 in real estate commissions was "a small mistake," which did not warrant the judge's ruling.

Directors Baughman, Bruce, and Eric Hammer joined Ratcliffe in the vote to direct its attorney to file an appeal on behalf of Vierra.

"We have an obligation under section 825 and 995 of the Government Code to defend directors as employees," said Ratcliffe, reading a brief statement in Tuesday's public session.

The state laws referenced by Ratcliffe make no reference to "directors as employees." The laws only refer to "employees."

Further, the state laws she mentioned make no reference to a requirement that boards finance the legal bills of costly appeals of decisions involving employees.

The state government codes cited by Ratcliffe require governments to pay legal fees of employees if their actions were "within the scope of employment" and do not involve "actual fraud, corruption, or actual malice."

Ratcliffe also declined comment on whether Vierra had requested that the board appeal Gallagher's ruling against the former water district director.

Vierra this week ignored offers to comment on the case or the board decision.

Ratcliffe's description of "directors as employees" apparently is based on the fact that water district directors receive a \$100 stipend for each board meeting. Whether or not elected officials are also employees is an unresolved legal question, lawyers say.

"Every board member who testified at trial admitted that they knew that Vierra had a conflict of interest, yet still voted to approve the contract that enriched Vierra, despite admissions from every board member that they regularly receive conflict-of-interest training," said Redenbacher.

"As the courts and legislature have repeatedly said, the law is meant to eliminate even the appearance of a conflict, much less an actual conflict as what occurred with Vierra."

Holloway's lawsuit was filed under the state's Political Reform Act, which prohibits public officials from "self-dealing, conflicts of interest or profiting from governmental decisions."



# OPINION

## PRESS BANNER

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## SLV Water District president "sets the record straight"

Last week's Press Banner featured a story about the ongoing lawsuit brought against the San Lorenzo Valley Water District and a former district director by Bruce Holloway, whose attorney also authors the Press Banner's ongoing column called "It's The Law."

The district would like to provide additional information and clarification for readers, some of which hasn't been reported to date or needs to be corrected from last week's story.

Judge Gallagher said in court that former District Director Terry Vierra acted "without malice" and "made a small mistake" that was "unintentional." The Press Banner attributed those quotes to the District's General Manager, when in fact they were spoken by the judge. These words that came from the judge provide vitally important perspective on the case.

The case centers around the district's decision to acquire a small property adjacent to the Nina Tanks project, which was an important project that expanded emergency preparedness and fire protection. The property acquisition was needed to meet the county's requirements. It also helped get equipment and materials to the project, which was in a location with limited access.

ed access.

Former director Vierra's wife was the listing agent and would therefore benefit from approximately \$9,300.00 in commission from the sale. Mr. Vierra disclosed this to the district and abstained from all votes related to the property, except one. The one he failed to abstain from was a routine vote to ratify a single list of payments to a variety of vendors related to the Nina Tanks project. The vote was to ratify a list of payments required for work completed by vendors whom the District was obligated to pay. It was this action by Mr. Vierra that was the subject of the above comments by the judge.

The Press Banner story challenged why the district would defend its former director per Government Code sections 825 and 895, which require the district to defend its employees when they are sued for actions taken within the scope of their duties at work. The Press Banner referenced unnamed lawyers to indicate some lawyers don't view directors as employees. We disagree.

The district's position on defending directors against lawsuits, as relayed recently by district General Manager Brian Lee to Press Banner Editor Barry Holtzclaw, is

"rooted in a commitment to encouraging all qualified community members to consider service as District Directors. Without this commitment we risk a situation in which only the wealthy could afford to serve as directors because only the wealthy would be able to pay attorneys' fees when faced with the threat of a lawsuit..."

The majority of the current directors was not on the board during the period covered in the lawsuit. The same is true for our general manager. Nonetheless, we are deeply committed to our duty to honorably and transparently steward the district. We remain focused on reliably delivering safe, high quality water to our customers. We strongly encourage public participation and attendance at our meetings. Please visit [www.slvwd.com](http://www.slvwd.com) for more information.

Gene Ratcliffe, Felton  
President, Board of Directors San  
Lorenzo Valley Water District

*[Editor's note: Gary Redenbacher, the attorney for Bruce Holloway, does not currently write a column for the Press Banner. The last column he wrote for the Press Banner was in August 2015.]*

## Conflicts of Interest -- Keeping it simple

**C**onflicts of interest. Transparency. Trust. Honesty. Accountability.

These are words that have been around for a long time, sometimes in the private sector, sometimes in the public sector, sometimes in our personal relationships.

Certainly they seem to be heard more often these days. And not just in Washington, or Sacramento, or in social media. But in our own backyards.

It's easy to get caught up in the intricacies of some of these arguments, to get lost in the weeds.

Just at the point where things seem to be getting more fractured, more complicated, where it seems as though Humpty Dumpty may not ever be able to be put back together again, I suggest we go back to basics.

Let's keep it simple. We might find even find some common ground in the process.

If something doesn't make sense, it probably is the wrong approach.

If something doesn't ring true, it probably isn't.

If something sounds fishy, it probably is.

If people in positions of responsibility don't want to talk about something and it

appears that they are hiding something, they probably are.

Take the San Lorenzo Valley Water District, for example. Or more specifically, the five part-time directors elected by the people who live in the mountain communities served by the district. The five people entrusted not just with keeping hundreds of miles of pipes and pumps in good working order,

but also with being good stewards of the millions of dollars paid by water consumers.

The directors hire a full-time professional manager, who hires and manages a staff of mostly full-time, highly trained employees to keep the system running smoothly.

The directors are the manager's boss. The voters - most of them ratepayers - are the directors' boss. The manager gets an annual performance review from the directors. He is expected to show up to work each day, and be on hand for emergencies.

The directors get one performance review every four years, at the ballot box. In those intervening years, no one really has the authority to tell them what to do.

If they make mistakes, they can be voted out of office,

recalled, get their hands slapped by a grand jury, arrested if they commit crimes - or sued by individual citizens under the State of California's Political Reform Act. This act allows individual citizens to go to court to prevent public officials from "self-dealing, conflicts of interest or profiting from governmental decisions."

Which is what happened in the case of real estate broker Terry Vierra, a longtime member of the SLV water board, and a well-known Boulder Creek realtor.

A judge ruled in December that Vierra participated in decisions that resulted in him and his wife getting a real estate commission in connection with the purchase of property by the water board. The very experienced judge ruled on the facts in the case, and he applied the law to those facts.

The water board decided it had an obligation to pay Vierra's legal fees because he was simply doing his job. No one told him to put himself in a position to profit from the water board's real estate deal, but when he did, the board leaped to his defense.

And then last week the board went one step further, and decided to finance Vierra's appeals of the December deci-

sion. The public doesn't really know why the water board directors - with the exception of new director Bill Smallman - continue to want to pay the board's own lawyer to defend Vierra for violation of state conflict of interest laws. They aren't talking. Vierra is not talking. The lawyer, Marc Hines, is not talking.

Water board president Gene Ratcliffe - after the board voted unanimously not to talk about the case - decided, on her own I presume, to talk about it nonetheless, in a letter to this newspaper, printed above. If her explanation - that the board is somehow required to pay the legal bills, and that it needs to appeal the decision ad infinitum to somehow discourage citizens from filing such suits in the future - sets well with you, well, then her unilateral violation of the board's own gag order on this case was time well-spent.

If, as it does with me, it just raises further questions, these are likely to go unanswered.

This board doesn't appear interested in explaining itself. It continues to pay thousands of dollars in legal fees every month with no explanation, or public discussion.

Keeping it simple: That just doesn't seem right, does it?