



**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
June 20, 2019**

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

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on Thursday, June 20, 2019 at 6:30 p.m., SLVWD, 13057 Highway 9, Boulder Creek, CA 95006 and teleconferencing from Vorsfelder Strase 9, 38471 Brechtorf, Germany.

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 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 not on the agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda.

Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, communication must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications.

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

4. Unfinished Business:

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

- a. PUBLIC MEMBER COMMITTEE APPOINTMENTS
Discuss and possible action by the Board regarding Public Member Committee Appointments.
- b. FISCAL YEAR 2019/20 BUDGET
Discussion and possible action by the Board regarding the FY 2019/20 Budget.

5. New Business:

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

- a. BOULDER CREEK BUSINESS ASSOCIATION REQUEST TO PLACE A BENCH ON DISTRICT PROPERTY
Discussion and possible action by the Board regarding a request from BCBA to place a public bench on District property.
- b. BEAR CREEK ESTATES WASTEWATER TREATMENT FACILITY ALTERNATIVES ANALYSIS - REQUEST FOR PROPOSALS
Discussion and possible action by the Board after consideration of a recommendation from the Engineering Committee.

6. 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 item on the consent agenda will be moved to the regular agenda upon request from individual Directors or a member of the public.

- a. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING
MAY 29, 2019
Consideration and possible action by the Board to approve minutes from the Special BoD meeting on May 29, 2019.

7. District Reports:

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

- DEPARTMENT STATUS REPORTS

Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.

- Engineering
- Environmental
- Finance & Business
- Legal
- Operations

- COMMITTEE REPORTS

- Future Committee Agenda Items
- Committee Meeting Notes/Minutes
 - LADOC Regular Quarterly Meeting - 5.28.19

8. Written Communication: None

9. Informational Material:

- SDRMA 2017-18 Annual Report

10. Adjournment

Certification of Posting

I hereby certify that on June 14, 2019 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California and Vorsfelder Strasse 9, 38471 Brechtorf, Germany, 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 June 14, 2019.

Holly B. Hossack
District Secretary

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT Public Member Committee Appointments
DATE June 20, 2019

Recommendation:

It is recommended that the Board of Directors review this memo and to move forward with committee appointments.

Background:

The San Lorenzo Valley Water District Board of Directors Policy Manual provides for five standing committees and Santa Margarita Groundwater Agency Directors as follows:

Current Committees

- Administrative - Fultz, Henry, Benkert, Bounds, White
- Budget & Finance - Fultz, Henry, Sanders, vacant
- Engineering - Farris, Swan, Busa, Farris, Smolley
- Environmental - Farris, Fultz, Fresco, O'Connor, Supp
- Lompico Oversight - LoBalbo, Loewen, Norton, 2 vacant
- Santa Margarita Groundwater Agency - Lois Henry, Steven Swan, Lew Farris Alternate Director

At the May 2, 2019 Board of Directors meeting the Board directed to staff to advertise for applicants to the Budget & Finance Committee and the Lompico Assessment District Oversight Committee (LADOC). The advertisement ran in the Press Banner on May 10, May 24 and June 7 at a cost of \$795.00. A sign was also posted at the entrance to Lompico soliciting LADOC applications. We received 1 application for the Budget & Finance Committee (attached).

It is recommended that the Board review the attached application and appoint Steve Architzel to the Budget & Finance Committee. Also, staff is planning to continue to leave the sign at the entrance to Lompico and leave the request for applications on the website soliciting applications to the LADOC until the positions are filled or changes are made to the Committee Charter.



Budget & Finance Committee Committee Application Form

Thank you for your interest in participating in a SLVWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hossack@slvwd.com by June 10th at 5:00 p.m.

Personal Details

Name: Steve Architzel Mr. ☒ Mrs. ☐ Miss ☐ Ms. ☐

Postal Address: 6425 Wright Street, Felton, CA 95018

Telephone: (Home) _____ Mobile Only _____ (Mobile) 301-793-1551

E-Mail: SteveArchie@Gmail.com

The Committee

This Committee shall be responsible for the review of District finances including: rates, fee, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

Why You Want to Participate

Please use the back of this form to add more information and/or attach a resume

I apply to this position as a public member of the Budget and Finance Committee with a great deal of excitement. I have recently moved to Felton and have been seeking ways to contribute to my local community. I believe this role would be a great match given my professional and personal background.

I am presently a Principal Auditor at UC Santa Cruz and I have a great deal of knowledge in budget and finance matters accumulated over my audit career. In addition to my professional experience, I have a Master's degree in Public Administration as well as a Master's degree in Business Administration. I am also a member of the American Society of Military Comptrollers.

Finally I believe this role is a great fit given my personal interests. I have long be interested in local governance going back to when I served as a senator on my university's student government finance committee. Furthermore, I am personally interested in water quality issues in large part due to my wife's role as an assistant professor of freshwater science at UC Santa Cruz.

Please see my attached resume for additional information on my professional background.

Steve Architzel

MBA, EMPA, CDFM

Education and Certifications

Masters of Business Administration (MBA)
Executive Masters of Public Administration (EMPA)
Via "Defense Comptrollership Program"
Syracuse University (05/23/2011 - 08-03-2012)
GPA: 3.88; Semester Hours completed: 60

Bachelor of Science
Majors (Double): Accounting & Economics
Minor: Business Administration
Frostburg State University (09/01/2003 - 05/26/2007)
GPA: 3.50; Semester Hours completed: 159
Honors Program Graduate; Member of Student Government's Senate Finance Committee

Certifications

Certified Defense Financial Manager (CDFM)
Member of American Society of Military Comptrollers

Employment

Principal Auditor, University of California, Santa Cruz

July 2017 – Present

Job Duties: Independently plan, execute, and report results of audits, advisory services, and investigations. Specifically:

- Planning involves:
 - Researching and interpreting regulations, laws, Standard Operating Procedures, and common practices pertaining to projects being developed.
 - Developing audit guides and methodology to complete complex audits in accordance with the Institute of Internal Auditors standards.
 - Interviewing key personnel to understand processes for the organization in question.
- Executing involves:
 - Collecting data based on planned methodology. Interviewing clients, pulling data from databases, and observing processes.
 - Comparing observed practices and documentation against common standards/criteria for compliance and accuracy.
 - Identifying and testing the effectiveness of key internal controls.
 - Developing findings and recommendations to correct internal control weaknesses or inefficiencies.
- Reporting involves:
 - Thoroughly documenting work such that others could recreate my analysis.
 - Clearly presenting findings of complex work in well-supported and easy to understand reports.

Audit Team Leader, Department of Defense, Office of Inspector General (DODIG)

June 2015 – August 2017

Job Duties: Provide leadership to a team of 2-4 auditors to plan, execute, and report results of audits. Planning, Executing, and Reporting processes mirror those of current UCSC Principal Auditor Position, but at team leader level.

- Leadership of 2-4 staff involved:
 - Assigning and reviewing work of staff based on work priorities and their capabilities.
 - Planning training/development needs for staff.
- Additional duties in this role included:

- Protection of highly sensitive government data
- Providing briefings of audit results to senior military officers and civilian executives
- Audit topics covered primarily related to the effectiveness of military training.

Auditor, U.S. Army Audit Agency (USAAA)

June 2010 – June 2015 (*Also May 2005 – June 2010 in lower grade positions*)

Job Duties: Independently plan, execute, and report results of audits (specific duties within these areas largely mirrored that of UCSC Principal Auditor). Audit topics coverage included: environmental compliance, force protection, supply, and logistics audits.

Prior to 2010 I also served in other U.S. Army Audit Agency positions:

- Staff Auditor (various grades), May 2007 – June 2010
- Student Intern, May 2005 – May 2007

Job Skills

Technical Skills Related to Audits, Advisory Work, and Investigations

Compliance and Organizational Improvement

As an internal performance auditor, I have over thirteen years of experience related to evaluating the organization's compliance with laws, regulations, and policies. Likewise I have experience recommending performance improvements to these projects, and working with senior leadership to evaluate implementation of these recommendations.

- During the Audit of Excalibur Accountability Gap, Iraq I evaluated individual unit's ammunition accountability processes in Iraq and the implementation of the Army's "Command Supply Discipline Program" within these units. I subsequently developed recommendations associated with redesigning ammunition accountability processes within Iraq. The implementation of this recommendation improved the controls to prevent the loss of ammunition accountability within Army units deployed within Iraq.
- During the Audit of Financial Liability Investigations of Property Loss (FLIPL) Processing I evaluated processes at a number of units within the Active Army, National Guard, and Reserve related to processing FLIPLs. I developed recommendations associated with improving the monitoring, reporting, and oversight of FLIPL processing.

I have been instrumental in developing process improvements that resulted in monetary benefits on a number of efforts and in each instance command concurred with recommendations and estimated Potential Monetary Benefits:

- \$11.2 million savings associated with reducing the premature disposal of batteries within the Army's Qualified Recycling Program.
- \$3.1 million savings associated with fuel delivery and contract issues in Iraq.
- \$120 million reduction in the Army's annual cost for maintenance and monitoring intrusion detection systems.
- \$10.6 million in implementing assessments within the Army's Energy Management Plans at four installations.

Planning for Audits, Advisory Services, and Investigations

As my current role as a UCSC Principal Auditor, as well as my prior role as a DODIG Team Leader, I have experience in performing risk assessments in order to develop effective audit programs. I ensure these guides cover high risk areas including those which are susceptible to fraud, waste, and abuse. I ensure audit programs are effective in covering all the areas necessary in order to identify and assess conditions, criteria, causes, and effects, related to potential internal control weaknesses. My years of experience as an internal auditor as well as my Master's degrees in Business Administration and Public Administration provide a great deal of knowledge in determining what areas within an organization are especially susceptible to risk and how to test these risk areas effectively.

Data Analysis and Execution

I have a great deal of experience in gathering and interpreting audit data through interviews, observations, email correspondence, and data analysis. I have thorough knowledge of auditing principles, theories, techniques, and standards including Generally Accepted Government Auditing Standards.

- I can ask relevant questions during interviews to clarify and complete the information needed. I led a large number of interviews during site visits, over the telephone and over email correspondence. Further I have experience running both very sensitive and very contentious interviews with individuals.
- I evaluate observed processes and compare observations against common standards/criteria for those processes.

- I analyzed data, authored procedures on data reliability, and worked with statisticians to develop sampling procedures.
- I am able to distinguish between fact and opinion, and I am able to come to reasonable and logical conclusions based on evidence gathered.

Analyzing and determining useful findings from complex data is perhaps one of my greatest strengths. I have proven to be extremely savvy at figuring out how to effectively use data in order to derive conclusions which are logical, easy to understand, and impactful. Nearly every project I have ever worked on involved a great deal of data analysis and therefore I have a great deal of experience in working with databases and using data analysis techniques such as querying, developing samples, and using advanced functionalities such as pivot tables, etc.

Written Communication and Products

I have experience independently developing audit and investigation products independently to include reports, briefing charts, and other correspondence. I demonstrate diligence in my work, completing tasks accurately, with minimal errors, and within required timeframes. Additionally, I am technically competent in supporting statements of fact within all products and have assisted team members in these documentation techniques.

I regularly prepare supporting documents according to generally accepted government auditing standards. I have experience:

- Drafting a relevant purpose and scope for audit work
- Researching and subsequently determining appropriate criteria to evaluate the chosen purpose (criteria can include laws, policies, regulations, internal controls, and Standard Operating Procedures).
- Assessing compliance and internal controls for the given criteria.
- Clearly organizing my results and conclusions in a way which is logical, concise, and supportable.

I have experience in writing clear, concise, and convincing audit and investigation reports. For example, I was the Team Leader in charge of developing the DODIG report "Army National Guard Companies Have Not Developed Effective Training Programs to Attain or Sustain Mission Essential Task Proficiency" which was extremely high profile and won the DODIG's "Performance Report of the year." That report was provided to, and responded by, the Secretary of the Army and copies were sent to the Secretary of Defense, and various members of the U.S. Senate.

Awards

USCS

- Earned a USCS "Star Award" in May 2018.

DODIG

- As Team leader, my report related to Brigade Combat Team training won the DODIG's 2017 "Performance Report of the year."
- Earned a Performance award in February 2016 and chosen as the Readiness and Cyber Operations Directorate's nominee for the "Senior Auditor of the 4th Quarter".

U.S. Army Audit Agency

- Earned a Performance award in May 2014 for my work on the Audit of Financial Liability Investigations of Property Loss (FLIPL) Processing.
- Graduated in top 20% of 2012 Defense Comptrollership Program class, earning membership into the Beta Gamma Sigma honor society
- Earned a Performance award in January 2011 for my downrange work in Iraq on the Audit of Bulk fuel and Excalibur Accountability.
- Earned an On-the-spot award in April 2011 for my work in re-posturing Army Audit Agency equipment out of Iraq and preparing standard operating procedures to be used in Iraq and served as a template for Afghanistan re-posturing.
- Earned On-the-spot award in March 2009 for writing up an article which would be read by newly hired Army Audit Agency employees.
- Earned a Special act award in 2008 for my work on the Audit of Intrusion Detection Systems.

References are available on request.

M E M O

TO: Board of Directors

FROM: District Manager

PREPARED BY: Director of Finance

SUBJECT: FY1920 Budget

DATE: June 20, 2019

RECOMMENDATION:

Approve Resolution No. 33 (18-19), adopting the Fiscal Year 2019-2020 Budget in its present form.

BACKGROUND:

BUDGET

The budget is a financial tool to help plan and guide the District's revenue and expenses. It is slightly different than the audited financials, mainly in that the budget looks more to cash expenses and excludes depreciation and other non-cash events. The budget has been reviewed multiple times at committee level and at Board meetings. From those discussions, the changes have been incorporated to this final draft budget.

OVERVIEW

The overall District budget request is \$19.8M. Highlights include \$8.8M in capital projects, which is a significant increase over prior years. Operating expenses remained relatively flat and operating revenues increased as expected with the rate increases.

The District plans to utilize near historic low interest rates for debt funding for more significant capital projects. This will allow the District to build back up cash reserves that could be utilized for other purposes, such as any unfunded liabilities. The estimated reserve funding is \$1.9M for the budget.

Operating expenses remained relatively flat to the prior year budget and slightly increased from prior year estimated actuals. Main reasons for the increases are factoring in a full year of a FY1819 new hire and a budgeted half year of a FY1920. The Board and the District tried exceptionally hard to keep operating expense increases to a minimum and made some budget cuts in certain areas.

Operating revenues are considered similar water usage in prior years and scheduled rate increases.

Below is a high level view of these categories. Please review the full budget document for more detail.

SOURCES & USES OF FUNDS

FY1920 Proposed

Sources of Funds		Budget
Operating Revenue	\$	10,831,450
Non-Operating Revenue		1,221,500
Funding from Assessment District		695,000
Funding from Debt Sources		7,037,895
	\$	19,785,845
Uses of Funds		
Operating Expenses	\$	7,817,156
Overhead Absorbtion		(175,000)
Interest Expense		449,210
Debt Payments		953,184
Capital Improvement Projects		8,805,895
Reserve Funding		1,935,400
	\$	19,785,845

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 33 (18-19)

SUBJECT: ADOPTION OF FISCAL YEAR BUDGET 2019-2020

WHEREAS, a proposed Budget for Fiscal Year 2019-2020 has been prepared by Staff; and

WHEREAS, the Finance Committee considered and reviewed the proposed budget at their April 9, May 7 and June 4, 2019 committee meetings; and

WHEREAS, the Board of Directors considered and reviewed the proposed budget at their May 29, 2019 special Board of Directors meeting; and

WHEREAS, the Board of Directors has reviewed and considered the status of all designated Reserve Funds,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Budget for Fiscal Year 2019-2020 is adopted, the District Manager is hereby authorized and directed to implement said budget in the amount of \$19.8 million dollars in total expenditures.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California on the 20th of June, 2019 by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

Dear Board of Directors,

I am pleased to present you with the recommended budget for Fiscal Year 2019-20. This budget totals \$19.8M and includes all expected operating, non-operating and capital costs for the next year.

The District's Operating expenses remained relatively flat at \$7.6M, net overhead absorption, and operating revenues increased as expected with the rate increases. Reserves are expected to increase by \$1.9M, which will help fund reserves and could be used to pay off other District liabilities. Overall, these are positive signals for the District. The District is expecting to add one positions that were previously identified in the staffing study; Associate Engineer.

The Operating Budget for FY1920 results in an Operating Income of \$3M. The surplus will go towards capital projects and gradually building back up reserves.

Operating revenues are budgeted to be \$10.8M, which factors in the scheduled rate increases and that water sales remain relatively flat at 494 Million Gallons for the year. Operating revenues make up the District's largest source of revenue, being 90% of overall revenue. Of the operating revenue, the water basic and water usage fees generate over 97% of the operating revenue.

District customers continue to demonstrate commitment to ongoing conservation efforts, maintaining at least a 15-20% reduction in yearly water usage from 2013 consumption levels. Water resources remain a major focus for the District as we continue developing a conjunctive use plan intended to strengthen the health of our watershed while simultaneously providing resiliency to our water supply.

The District's anticipated capital expenses total \$8.8M for replacement of pipes, pumps and tanks. This is an aggressive capital schedule that assumes many pieces fall into place, including the hiring of an Associate Engineer and successfully securing a roughly \$10-12M loan. Interest rates are at near historic low, making it more advantageous to borrow for these larger projects. The new lending options will replace the previous USDA loan plan. We are excited to complete some key capital projects that have been in progress; Probation Tank, Swim Tank, Pasatiempo Well 6. We are also excited to begin some key projects; capital development of a water system computer model, smaller but no-less-important capital projects and numerous winter-storm related capital projects and emergency projects. This budget provides increasing standby generators for facilities in response to Public Safety Power Shutoff's.

The rate increase schedule has been imperative to fund capital replacement and eventually building back up reserves. Last year's rate increase provides the District increased borrowing capacity by leveraging future revenue. Long-term borrowing helps keep rates lower while

providing the money necessary to replace infrastructure. These loans are intended to kick-start a much-needed capital replacement program.

The Fiscal Year 2019-20 budget anticipates increasing reserves by \$1.9M, to an estimated \$4.4M balance. About \$350k of those reserves are restricted for specific purposes, \$2.9M for Operating Reserves and the remaining \$1.2M for building Capital/Emergency Reserves. Our 2019-20 budget relies on the use of current revenues and new debt funding for infrastructure replacement. The District remains on track to ensure funds will be available to replace infrastructure while also maintaining healthy reserves for emergencies.

We live and work in one of the most beautiful places on the earth. Fiscal responsibility, environmental stewardship and a commitment to future generations will remain key driving forces as we move forward.

Sincerely,

Rick Rogers, District Manager

BUDGET

FY 2019/20

SAN LORENZO VALLEY WATER DISTRICT



BOULDER CREEK, CA



MISSION & CONTACT INFORMATION

OUR MISSION

Our mission is to provide our customers and all future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding customer service; 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.

BOARD OF DIRECTORS

Name	Title	Elected/Appointed	Term Expires
Lois Henry	President	Elected	December 2022
Bob Fultz	Director	Elected	December 2022
Steve Swan	Director	Elected	December 2022
Bill Smallman	Director	Elected	December 2020
Lew Farris	Director	Appointed	December 2020

DISTRICT CONTACT INFORMATION

District Manager : Rick Rogers

Address: 13060 Highway 9 Boulder Creek, California 95006

Phone: (831) 338-2153

Website: www.slvwd.com

Office Hours: 8AM – 5PM Monday – Friday, closed for lunch 12 - 1

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BUDGET OVERVIEW

TRANSMITTAL LETTER

PLACEHOLDER FOR THE DISTRICT MANAGERS TRANSMITTAL LETTER

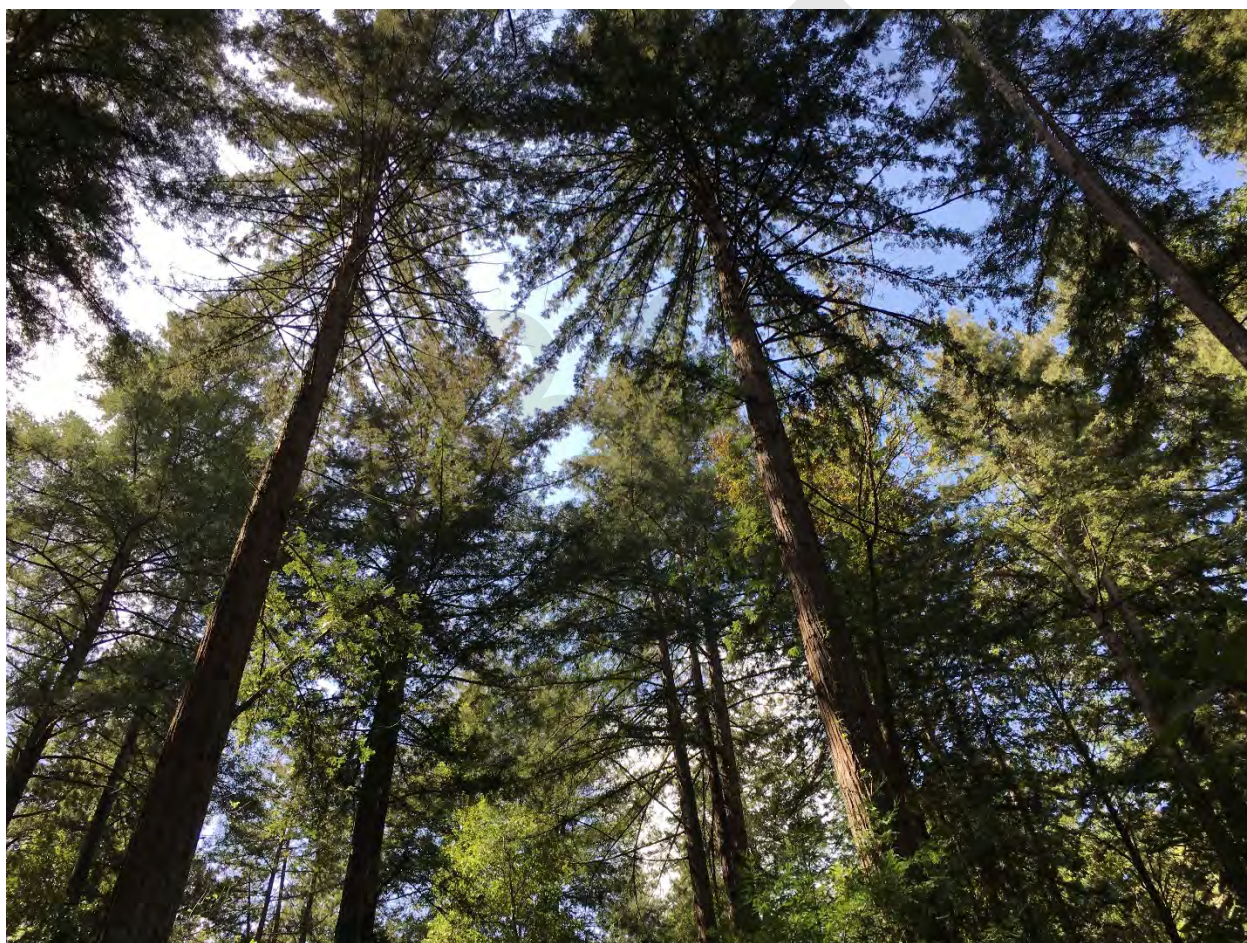
DRAFT

TRANSMITTAL LETTER

DRAFT

ABOUT THE COMMUNITY

The San Lorenzo Valley is located in the Santa Cruz mountains in Santa Cruz County, California. The area was once heavy in the logging industry, especially during the rebuilding of San Francisco after the 1906 earthquake. More recently, the growth in Silicon Valley has made the area more desirable and slightly more affordable than other areas of Silicon Valley. The San Lorenzo Valley contains multiple state parks, golf courses and an active railroad attraction. Over the years, the District's service area has changed from rural and vacation cabins to a more urbanized, year-round water-use area. It is home to over 35,000 people. The District's service area covers the towns of Ben Lomond, Felton, Brookdale, Boulder Creek and parts of the City of Scotts Valley.



ABOUT THE DISTRICT

The San Lorenzo Valley Water District was established in 1941 as an independent special district. The District is governed by a five-member Board of Directors, elected at-large from within the District's service area. The San Lorenzo Valley Water District currently employs a full-time staff of 34 employees, with the one new hire this year it will employ 35 employees.

The District's boundaries comprise approximately 60 square miles and 170 miles of pipeline. The District currently provides service to approximately 7,900 residential, commercial, and institutional connections. The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. The District owns, operates, and maintains four water systems from separate water sources. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The District owns, operates, and maintains a wastewater system in Boulder Creek's Bear Creek Estates, which serves approximately 56 homes.



ABOUT THE BUDGET PROCESS

Budgets are a fiscally responsible instrument for local government agencies, to help plan, prepare and forecast the financial and operational objectives of the District. The District operates as an enterprise fund with a fiscal year that begins July 1 and ends June 30. For financial reporting, the District follows Generally Accepted Accounting Principles (GAAP), of which we follow accrual based accounting, meaning revenues are recognized in the period in which they were earned and expenses when incurred. For the most part, the budget is prepared by the same accrual based method. Non-cash expense items such as depreciation expense for fixed assets and accrued compensated absences are excluded from the budget, however they are included later as additional information to help bridge a comparison to the audited financials.

The budget planning and preparation process is an important District activity and provides opportunity for the Board of Directors, management and staff to reassess goals and objectives for the upcoming and future years:

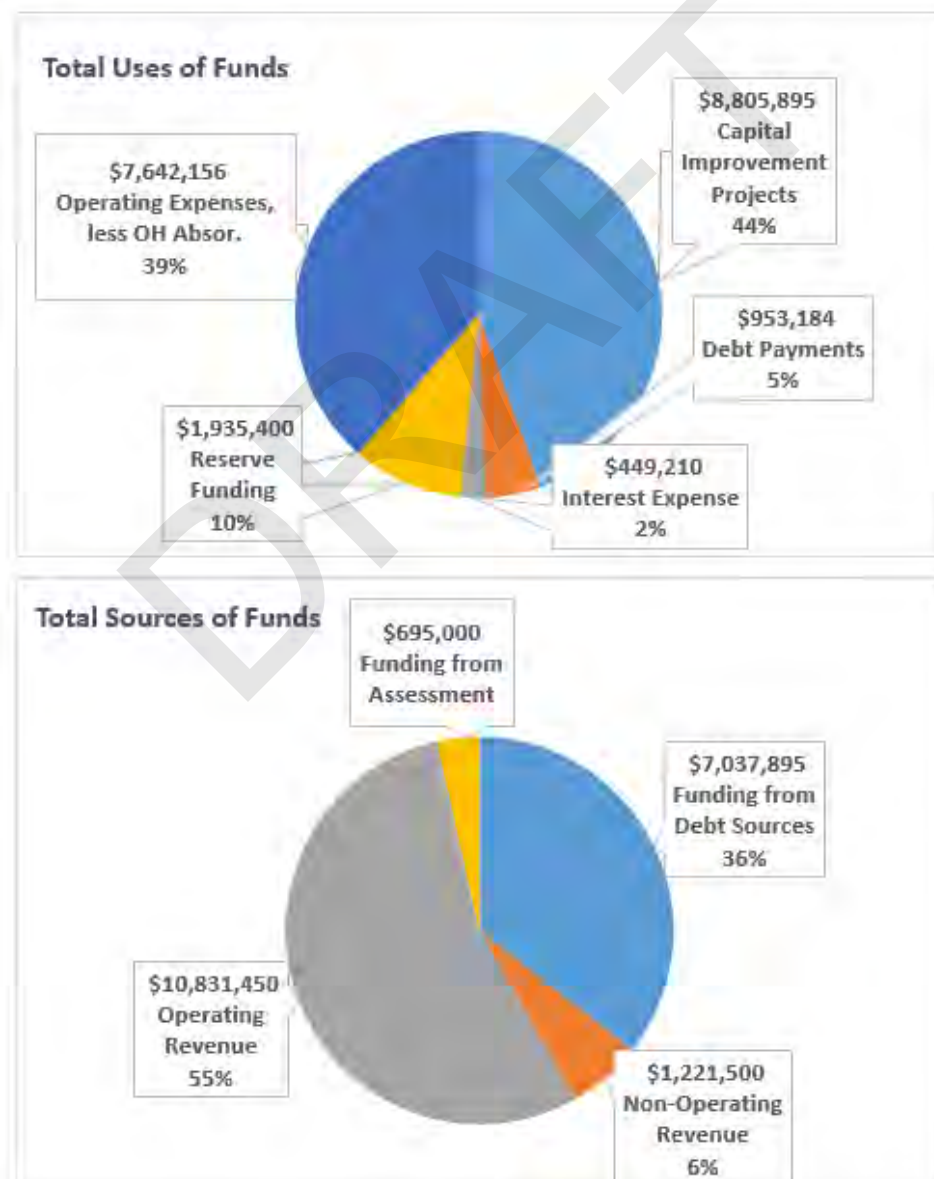
- This process typically begins internally in January, as templates and initial forecasts for the current year are prepared. Any budget assumptions, procedures and changes from the prior year's budget are discussed in a management kick-off meeting in February.
- Management begins to prepare departmental operating and capital expenditure forecasts. Finance compiles a consolidated budget package and begins comparative analysis to identify any anomalies or outliers that need further explanation.
- Finance will forecast revenue expectations based on active rate schedules in connection with historic and anticipated future consumption levels.
- Meetings typically begin with the Budget & Finance Committee during March, then escalate to the full Board of Directors. The budget continues to be a regular discussion as it is updated throughout the process.
- The budget will typically be reviewed by the Board of Directors two to three times throughout the process, allowing optimal discussion and public input. The budget is intended to be approved prior to the beginning of the new fiscal year.

A budget should be balanced with revenues equal to or greater than expenditures and the District may elect to utilize reserves to attain a balanced budget. In the event a budget is not balanced, an action plan should be put in place to explain the shortfall and how the District plans to find a resolution.

OVERALL BUDGET SUMMARY

OVERALL SUMMARY

The chart below illustrates the breakdown of recommended sources (revenue) and uses (expenditures) of funds for the Fiscal Year 2019-20 budget. The overall District budget request is \$19.8M. Highlights include \$8.8M in capital projects, which is a significant increase over prior years. Operating expenses remained relatively flat and operating revenues increased as expected with the rate increases. Reserves are expected to increase by \$1.9M, which will help fund reserves and could be used to pay off certain unfunded liabilities. Overall these are positive signals for the District.



REVENUE SUMMARY

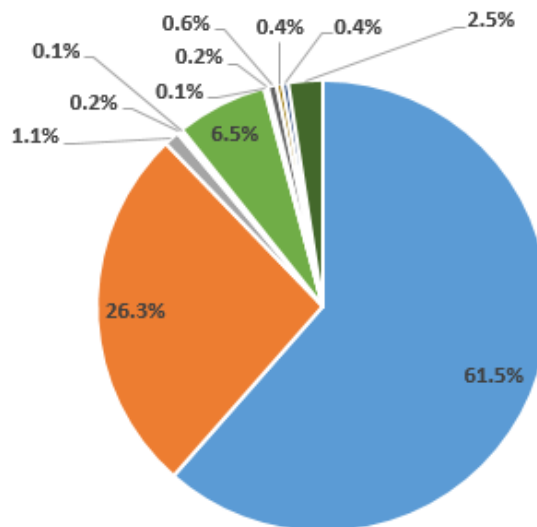
Overall District revenue is budgeted to be \$12.1M for FY1920. Revenues have increased \$884K or 8% compared to the prior year budget. Consumption is anticipated to remain relatively flat, at 660,00 units of water sold, and the scheduled rate increases factored in.

Revenue Budget

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to FY1819 Est. Actuals	
Operating Revenue							
Water Basic	\$ 3,163,000	\$ 2,986,000	\$ 2,984,000	\$ 177,000	6%	\$ 179,000	6%
Water Usage	7,395,500	6,846,000	7,024,000	549,500	8%	371,500	5%
Sewer Fund	132,170	100,000	110,140	32,170	32%	22,030	20%
Sale of Meters	55,000	30,000	30,000	25,000	83%	25,000	83%
Operating Grants	10,000	-	-	10,000	0%	10,000	0%
Miscellaneous Fees & Charges	75,780	60,000	78,000	15,780	26%	(2,220)	-3%
Total Operating Revenue	\$ 10,831,450	\$ 10,022,000	\$ 10,226,140	\$ 809,450	8%	\$ 605,310	6%
Non-operating Revenue							
Property Taxes	\$ 783,750	\$ 738,400	\$ 750,000	\$ 45,350	6%	\$ 33,750	5%
Assessment Rev. - Oly Mutual	51,000	51,000	51,000	-	0%	-	0%
Assessment Rev. - Lompico	295,000	295,000	300,000	-	0%	(5,000)	-2%
Mobile Services Lease Fees	23,750	20,000	23,750	3,750	19%	-	0%
Rental Income	18,000	32,600	19,300	(14,600)	-45%	(1,300)	-7%
Interest - Investments	50,000	10,000	69,000	40,000	400%	(19,000)	-28%
Total Non-Operating Revenue	\$ 1,221,500	\$ 1,147,000	\$ 1,213,050	\$ 74,500	6%	\$ 8,450	1%
Capital Contributions							
Capital Grants	\$ -	\$ -	\$ 33,000	\$ -	0%	\$ (33,000)	-100%
FEMA Reimbursements	-	-	-	-	0%	-	0%
Total Capital Contributions	\$ -	\$ -	\$ 33,000	\$ -	0%	\$ (33,000)	-100%
TOTAL REVENUE	\$ 12,052,950	\$ 11,169,000	\$ 11,472,190	\$ 883,950	8%	\$ 580,760	5%

Revenue as % of Budget

- Water Usage
- Water Basic
- Sewer Fund
- Sale of Meters
- Rental Income
- Property Taxes
- Operating Grants
- Mobile Services Lease Fees
- Miscellaneous Fees & Charges
- Interest - Investments
- Assessment Rev. - Oly Mutual
- Assessment Rev. - Lompico



EXPENSE SUMMARY

Expenses, excluding capital projects, are budgeted to be \$9.2M for FY1920. Expenses have decreased \$212K or 2% compared to the prior year budget. Expenses have increased \$441K or 5% compared to the prior year actuals. The main cause for the increase from prior year are increases to full year of new hires and anticipated new debt expense for capital projects.

Expense Budget

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to FY1819 Est. Actuals	
Operating Expenses							
Salaries & Benefits	\$ 5,164,975	\$ 5,048,246	\$ 4,830,428	\$ 116,729	2%	\$ 334,547	7%
Contract/Professional Services	1,070,711	1,316,360	1,332,227	(245,649)	-19%	(261,516)	-20%
Operating Expenses	435,250	420,500	415,826	14,750	4%	19,424	5%
Maintenance	218,850	184,350	175,878	34,500	19%	42,972	24%
Facilities	591,700	571,800	580,276	19,900	3%	11,424	2%
Gen. & Admin.	335,670	420,400	359,056	(84,730)	-20%	(23,386)	-7%
Total Operating Expenses	\$ 7,817,156	\$ 7,961,656	\$ 7,693,691	\$ (144,500)	-2%	\$ 123,465	2%
Interest Expense							
Refunding Bond	\$ 26,267	\$ 43,695	\$ 43,696	\$ (17,428)	-40%	\$ (17,429)	-40%
Felton Loan	33,582	37,220	37,220	(3,638)	-10%	(3,638)	-10%
Olympia SRF Loan	37,987	39,657	39,657	(1,670)	-4%	(1,670)	-4%
Probation Tank Loan	77,146	130,000	26,000	(52,854)	-41%	51,146	197%
\$10.5M Loan Est.	263,500	-	-	263,500	0%	263,500	0%
Solar Lease	8,775	9,869	9,862	(1,094)	-11%	(1,087)	-11%
Vehicle Lease	1,953	2,703	2,703	(750)	-28%	(750)	-28%
Total Interest Expense	\$ 449,210	\$ 263,144	\$ 159,138	\$ 186,066	71%	\$ 290,072	182%
Debt Principal Payments							
Refunding Bond	\$ 582,031	\$ 666,015	\$ 660,015	\$ (83,984)	-13%	\$ (77,984)	-12%
Felton Loan	153,215	149,577	149,577	3,638	2%	3,638	2%
Olympia SRF Loan	66,246	64,576	64,576	1,670	3%	1,670	3%
Probation Tank Loan	50,716	275,000	-	(224,284)	-82%	50,716	0%
\$10.5M Loan Est.	47,500	-	-	47,500	0%	47,500	0%
Solar Lease	30,220	29,130	29,132	1,090	4%	1,088	4%
Vehicle Lease	23,256	22,505	22,505	751	3%	751	3%
Total Debt Payments	\$ 953,184	\$ 1,206,803	\$ 925,805	\$ (253,619)	-21%	\$ 27,379	3%
Total Non-operating Expenses	\$ 1,402,394	\$ 1,469,947	\$ 1,084,943	\$ (67,553)	-5%	\$ 317,451	29%
TOTAL EXPENSES	\$ 9,219,550	\$ 9,431,603	\$ 8,778,634	\$ (212,053)	-2%	\$ 440,916	5%

Expenses as % of Budget



OPERATING BUDGET

SUMMARY

The recommended Operating Budget for FY1920 results in an Operating Income of \$3M. The surplus will go towards capital projects and gradually building back up reserves.

Operating revenues are budgeted to be \$10.8M, which factors in the scheduled rate increases. Operating revenues make up the District's largest source of revenue, being 90% of overall revenue. Of the operating revenue, the water basic and water usage fees generate over 97% of the operating revenue.

Operating expenses are budgeted to be \$7.8M. Expenses have decreased \$145K or 2% to the prior year budget and increased \$123K or 2% to the estimated prior year actuals.

VARIANCE TO PRIOR YEAR BUDGET:

- Increase in headcount related of \$130K. Full year of FY1819 hire and half a year of a FY1920 new hire.
- Decreases to expected legal bills of \$55K due to settlement in litigation from FY1819.
- Decreases in environmental for water conservation of \$150K. Decreased funding of the programs lead to not funding the Water Conservation Specialist position.
- Decrease in other administrative consulting work such as public outreach firm of \$60K.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

- Increase in new hire headcount of \$270K. Full year of two FY1819 hires and half a year of a FY1920 new hire.
- General annual increases related to employee salaries and benefits of ~\$125K.
- Decreases to expected legal bills of \$145K due to settlement in litigation from FY1819.
- Decreases in environmental for water conservation of \$150K. Decreased funding of the programs lead to not funding the Water Conservation Specialist position.
- Decrease in other administrative consulting work such as public outreach firm of \$60K.

OPERATING REVENUE SUMMARY

Operating revenue is expected to be \$10.8M. This is \$809K, or 8%, higher than the prior year budget and \$605K or 6% higher than the prior year estimated actuals. FY1920 consumption was based on 660,000 units of water sold, considering the average rainfall and prior years average consumption. For conversion purposes, 660,000 units equates to 493,680,000 gallons or 1,515 acre feet.

The District has active rate increase schedules for both the Water and Sewer funds. See rate schedule listed below:

Fixed Service Charge	FY1718	FY1819	FY1920	FY2021	FY2122
5/8"	\$ 28.27	\$ 30.24	\$ 32.06	\$ 33.66	\$ 35.34
3/4"	\$ 28.27	\$ 30.24	\$ 32.06	\$ 33.66	\$ 35.34
1"	\$ 42.36	\$ 45.33	\$ 48.05	\$ 50.45	\$ 52.97
1 1/2"	\$ 77.61	\$ 83.04	\$ 88.03	\$ 92.43	\$ 97.05
2"	\$ 119.91	\$ 128.30	\$ 136.00	\$ 142.80	\$ 149.94
3"	\$ 232.70	\$ 248.98	\$ 263.92	\$ 277.12	\$ 290.97
4"	\$ 359.58	\$ 384.75	\$ 407.84	\$ 428.23	\$ 449.64
Volumetric Charge	FY1718	FY1819	FY1920	FY2021	FY2122
Flat Rate	\$ 10.12	\$ 10.83	\$ 11.48	\$ 12.06	\$ 12.66
Sewer Service Charge	FY1819		FY1920	FY2021	
Sewer Rate	\$ 178.80		\$ 214.56	\$ 257.47	

Operating Revenue Budget

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to FY1819 Est.	
Operating Revenue							
Water Basic	\$ 3,163,000	\$ 2,986,000	\$ 2,984,000	\$ 177,000	6%	\$ 179,000	6%
Water Usage	7,395,500	6,846,000	7,024,000	549,500	8%	371,500	5%
Sewer Fund	132,170	100,000	110,140	32,170	32%	22,030	20%
Sale of Meters	55,000	30,000	30,000	25,000	83%	25,000	83%
Operating Grants	10,000	-	-	10,000	0%	10,000	0%
Miscellaneous Fees & Charges	75,780	60,000	78,000	15,780	26%	(2,220)	-3%
Total Operating Revenue	\$ 10,831,450	\$ 10,022,000	\$ 10,226,140	\$ 809,450	8%	\$ 605,310	6%

Operating Revenue as % of Budget

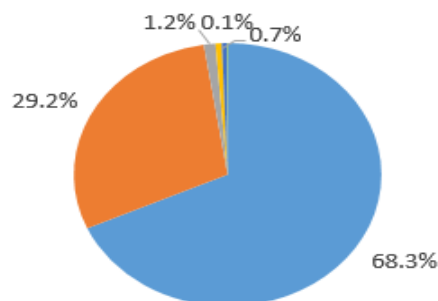
Water Usage

Water Basic

Sewer Fund

Miscellaneous Fees & Charges

Sale of Meters



OPERATING EXPENSE SUMMARY

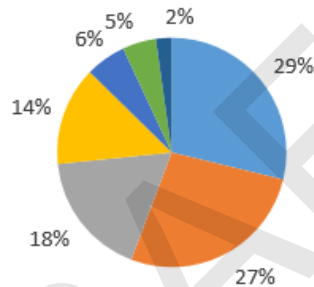
The below shows the operating expense summary by department and category. Individual departments are highlighted later in this document.

Operating Expense Budget by Department

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to Est. Actuals	
Administrative	\$ 1,089,851	\$ 1,196,980	\$ 1,232,983	\$ (107,129)	-9%	\$ (143,132)	-12%
Finance & Business Services	1,378,104	1,353,931	1,344,387	24,173	2%	33,717	3%
Engineering	446,117	268,865	150,818	177,252	66%	295,299	196%
Operations & Distribution	2,106,985	2,168,424	2,072,958	(61,439)	-3%	34,028	2%
Environmental	370,709	620,665	553,628	(249,956)	-40%	(182,919)	-33%
Supply & Treatment	2,251,657	2,206,874	2,212,456	44,783	2%	39,201	2%
Sewer Fund	173,733	145,917	126,461	27,816	19%	47,272	37%
Total Operating by Departments	\$ 7,817,156	\$ 7,961,656	\$ 7,693,691	\$ (144,500)	-2%	\$ 123,465	2%

Operating Expense Budget by Department as % of Budget

- Supply & Treatment
- Operations & Distribution
- Finance & Business Services
- Administrative
- Engineering
- Environmental
- Sewer Fund

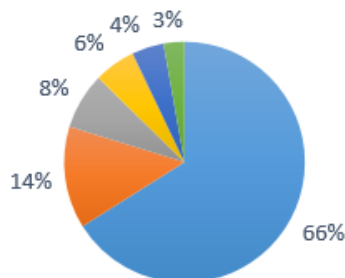


Operating Expense Budget by Expense Category

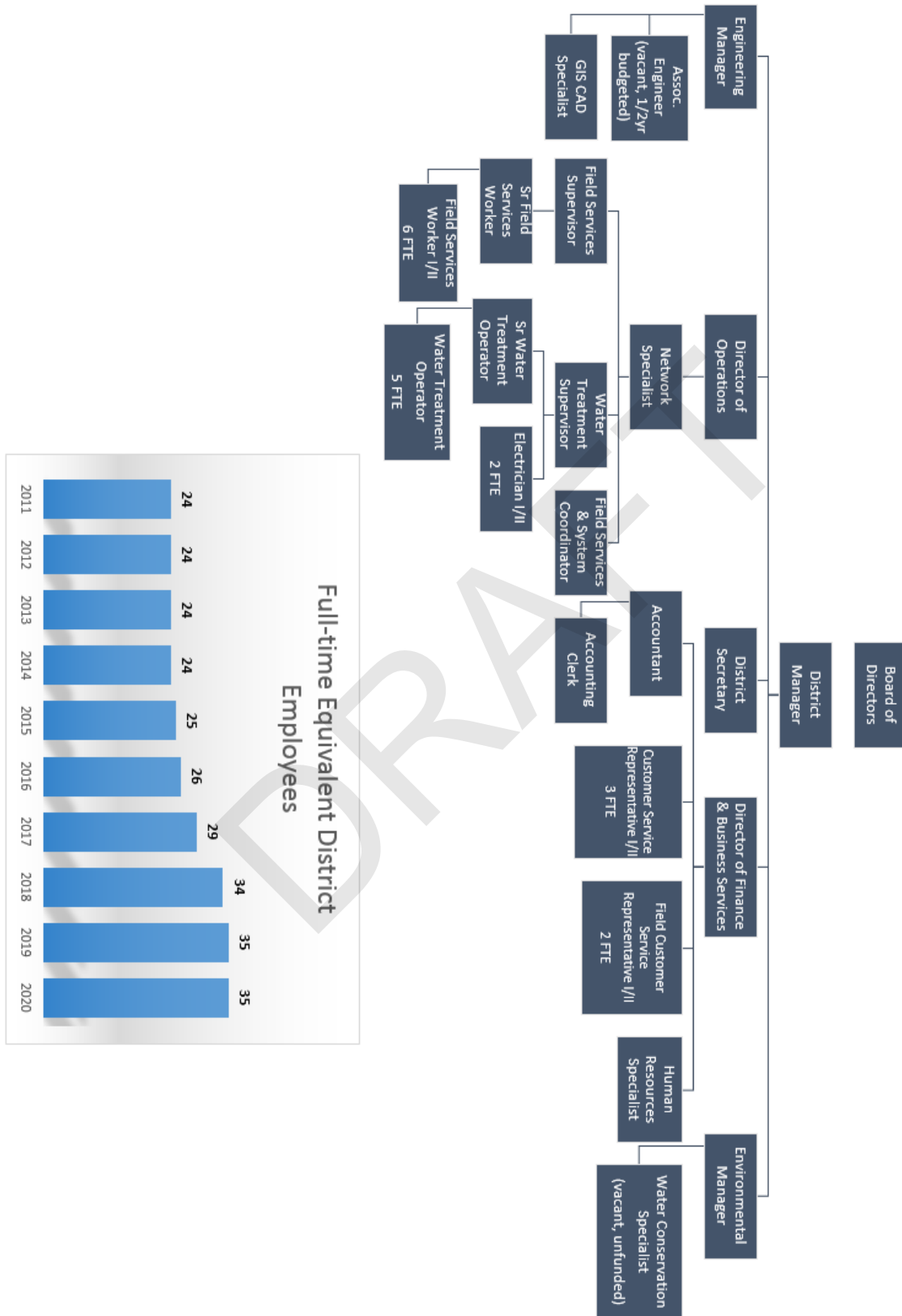
	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to Est. Actuals	
Salaries & Benefits	\$5,164,975	\$5,048,246	\$4,830,428	\$ 116,729	2%	\$ 334,547	7%
Contract/Professional Services	1,070,711	1,316,360	1,332,227	(245,649)	-19%	(261,516)	-20%
Operating Expenses	435,250	420,500	415,826	14,750	4%	19,424	5%
Maintenance	218,850	184,350	175,878	34,500	19%	42,972	24%
Facilities	591,700	571,800	580,276	19,900	3%	11,424	2%
Gen. & Admin.	335,670	420,400	359,056	(84,730)	-20%	(23,386)	-7%
Total Operating by Category	\$ 7,817,156	\$ 7,961,656	\$ 7,693,691	\$ (144,500)	-2%	\$ 123,465	2%

Operating Expense Budget by Category as % of Budget

- Salaries & Benefits
- Contract/Professional Services
- Facilities
- Operating Expenses
- Gen. & Admin.
- Maintenance



ORGANIZATIONAL CHART



PERSONNEL

Overall, the largest operating expense of the District is the salary & benefits portion, making up approximately 64% of the overall operating expense. The FY2019/20 budget consists of 34.5 full-time equivalent (FTE) employees, with over 65% of them typically being out in the field. District employees make our mission to provide our customers and all future generations with reliable, safe, and high quality water possible.

REQUESTED NEW HIRES:

There is one new hire position planned for this fiscal year budget:

- Associate Engineer, budgeted hire January 2020

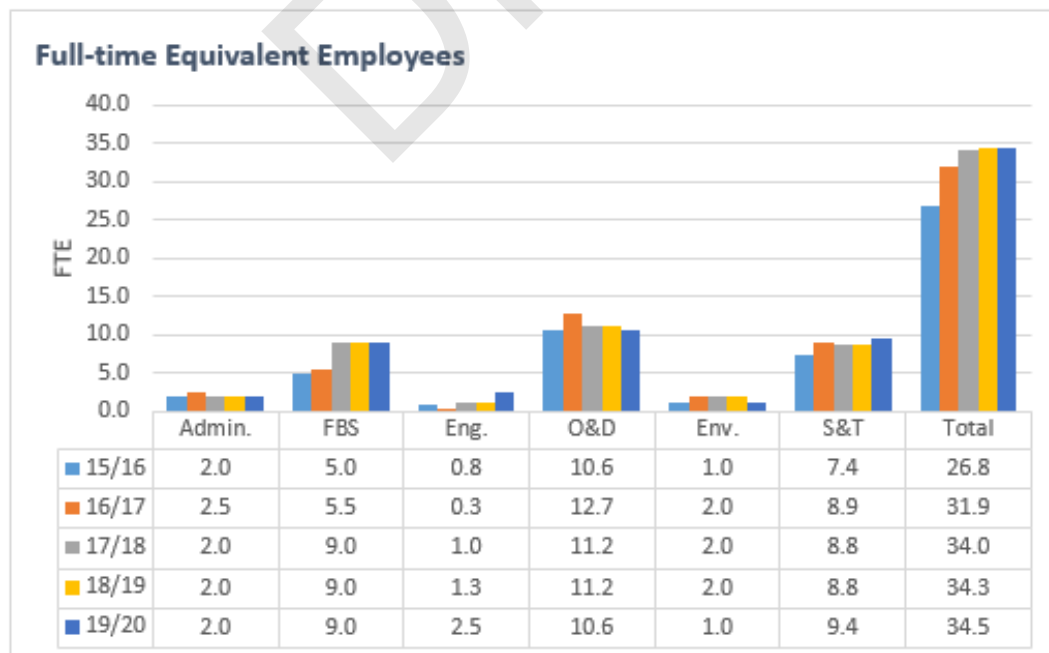
The chart below displays the FTE in FY1920 based on hire date, showing the year over year change versus the Org Chart where it displays them as of year-end being 35 FTE.

VARIANCE TO PRIOR YEAR BUDGET:

Salaries and benefits expenses have increased approximately \$117K or 2% compared to the prior year budget. This is due to the full year of prior year water treatment hire and the half year of budgeted new hire this year, mentioned above.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

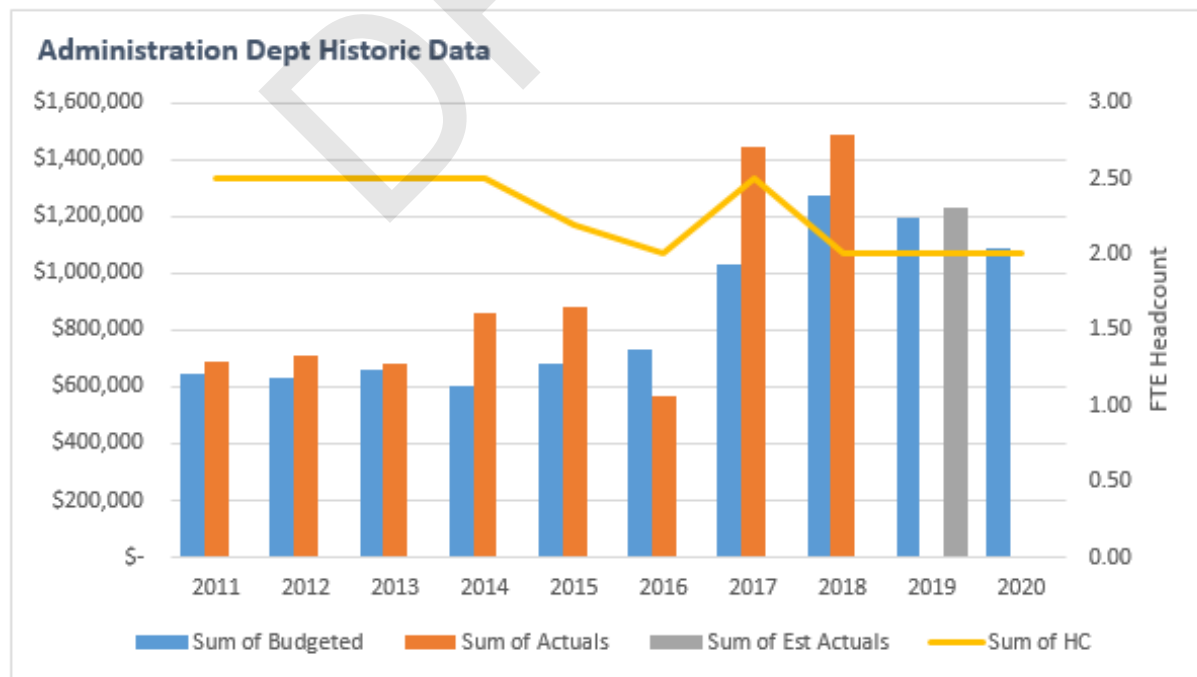
Salaries and benefits expenses have increased approximately \$335K or 7% compared to prior year estimated actuals. Approximately \$270K of this is related to new hires, \$60K related to pension payments and remainder regular employee increases. This was offset with savings from no longer funding the Water Conservation Specialist position.



ADMINISTRATION DEPARTMENT

The Administration Department is responsible for maintaining communications, coordinating meetings and providing requested support to the public and the Board of Directors. The department assists in developing policies and procedures, rules and regulations and the overall strategic plan of the District. There are 2 FTE employees.

- The District Manager is appointed by the Board of Directors and is responsible for exercising overall supervision of District staff. The District Manager is responsible for the execution of contracts and other documents on behalf of the District to the extent provided by the Board of Directors.
- The District Secretary prepares Board agenda packets for all Board meetings, documents the notes from the meetings, maintains insurance policies and claims, and coordinates public outreach communication with staff or third party consultants.
- This department also contains the direct expenses of the Board of Directors.



ADMINISTRATION DEPARTMENT

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to FY1819 Est.	
Salaries & Benefits	\$ 491,956	\$ 450,812	\$ 440,028	\$ 41,144	9%	\$ 51,927	12%
Contract/Prof. Services	394,100	534,000	590,000	(139,900)	-26%	(195,900)	-33%
Operating Expenses	1,986	993	2,071	993	100%	(85)	-4%
Maintenance	15,887	15,887	15,887	-	0%	(0)	0%
Facilities	26,810	25,817	26,389	993	4%	421	2%
Gen. & Admin.	159,112	169,471	158,608	(10,359)	-6%	505	0%
Total Operating Expense	\$ 1,089,851	\$ 1,196,980	\$ 1,232,983	\$ (107,129)	-9%	\$ (143,132)	-12%

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have decreased \$107K or (9%) compared to the prior year budget. The decrease is due to less outside consultant and professional services expenditures, with the majority being legal and less outside public relation consultants.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have decreased \$143K or (12%) compared to the estimated prior year actuals. The decrease is related to decreased legal fees, with approximately \$100K being related to the legal settlement in FY1819 and not continuing with certain memberships such as ACWA.

BUDGET EXPENDITURES TO NOTE:

Contract/Professional Services:

- \$195K for legal services. FY1819 estimated actuals are \$340K.
 - There was a \$75K legal settlement, with estimated \$25K in additional legal fees in FY1819.
- \$140K for participation in the Santa Margarita Groundwater Agency.

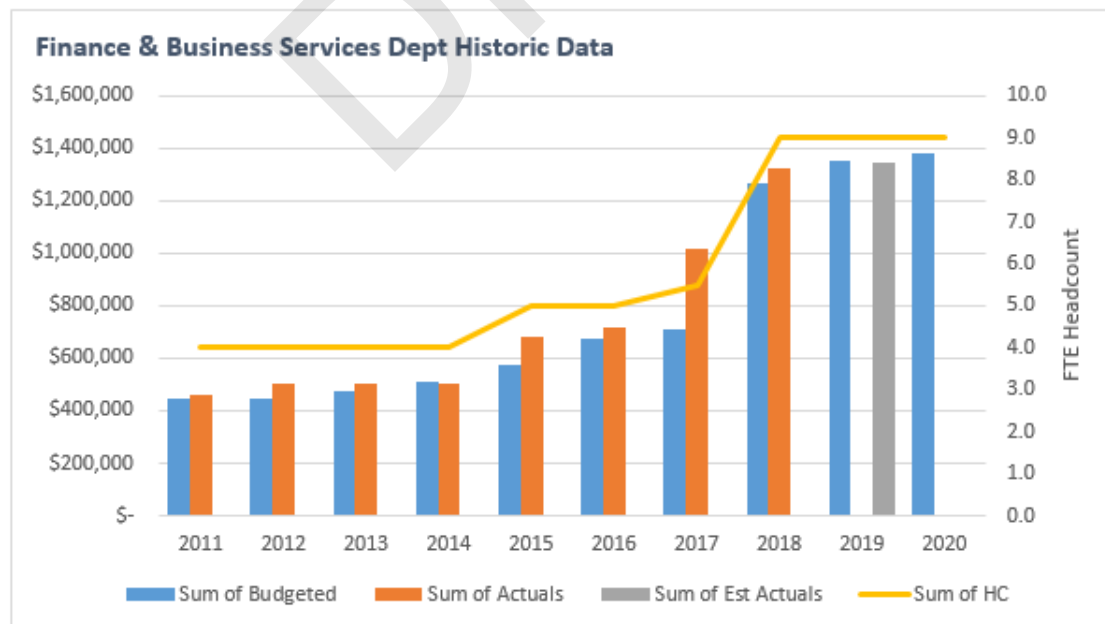
General & Administrative Services:

- \$105K for insurances, this includes the increase notice from the carrier.
- \$25K for different memberships such as LAFCO and CSDA.

FINANCE & BUSINESS SERVICES DEPARTMENT

The Finance & Business Services (FBS) Department is responsible for the District's accounting and financial duties, customer service, field customer service and human resources needs. The department has the responsibility to oversee the general day-to-day business of the District, meeting short and long term financial objectives, as well as ensuring all financial reporting requirements are being met. There are 9 FTE employees.

- The Customer Service Team is responsible for customer accounts, billing, processing payments, customer inquiries and assigning customer service orders.
- The Field Customer Service Team is responsible for reading and maintaining meters, investigating high and low usage, turning service on/off, customer rebate program field review and other service orders as assigned.
- Human Resources (HR) provides administrative and operational support to District employees and retirees on payroll, benefits administration (FSA, FMLA, COBRA etc.), CalPERS, recruitment, MOU negotiations, training and other essential HR functions.
- The Finance Team is responsible for finance and accounting duties that support all departments, ensuring adequate internal controls, and preparing and analyzing annual financial and budget reports of the District. This department also maintains the general ledger, accounts payable/receivable, capital project accounting, grant accounting, payroll, inventory management and purchasing.



FINANCE & BUSINESS SERVICES DEPARTMENT

Finance & Business Services by Expense Category

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to FY1819 Est.	
Salaries & Benefits	\$ 1,102,927	\$ 1,075,259	\$ 1,048,826	\$ 27,668	3%	\$ 54,101	5%
Contract/Prof. Services	108,728	105,253	111,436	3,475	3%	(2,708)	-2%
Operating Expenses	1,738	993	1,619	745	75%	119	7%
Maintenance	15,738	12,759	15,391	2,979	23%	348	2%
Facilities	1,500	-	-	1,500	0%	1,500	0%
Gen. & Admin.	147,473	159,667	167,116	(12,193)	-8%	(19,642)	-12%
Total Operating Expense	\$ 1,378,104	\$ 1,353,931	\$ 1,344,387	\$ 24,173	2%	\$ 33,717	3%

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have increased \$24K or 2% compared to the prior year budget. The increase is due to changes in employee benefits and regular increases in salaries and benefits. Other increases are due to Badger meter fees, and maintenance of vehicles. The District is currently looking for ways to decrease the banking fees associated with payment conveniences, such as fees associated with credit card payments.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have increased \$43K or 3% compared to the estimated prior year actuals. The increase is due to changes in employee benefits and regular increases in salaries and benefits.

BUDGET EXPENDITURES TO NOTE:

Contract/Professional Services:

- \$30K for software related
- \$35K billing related
- \$15K human resources related
- \$21K for audit services

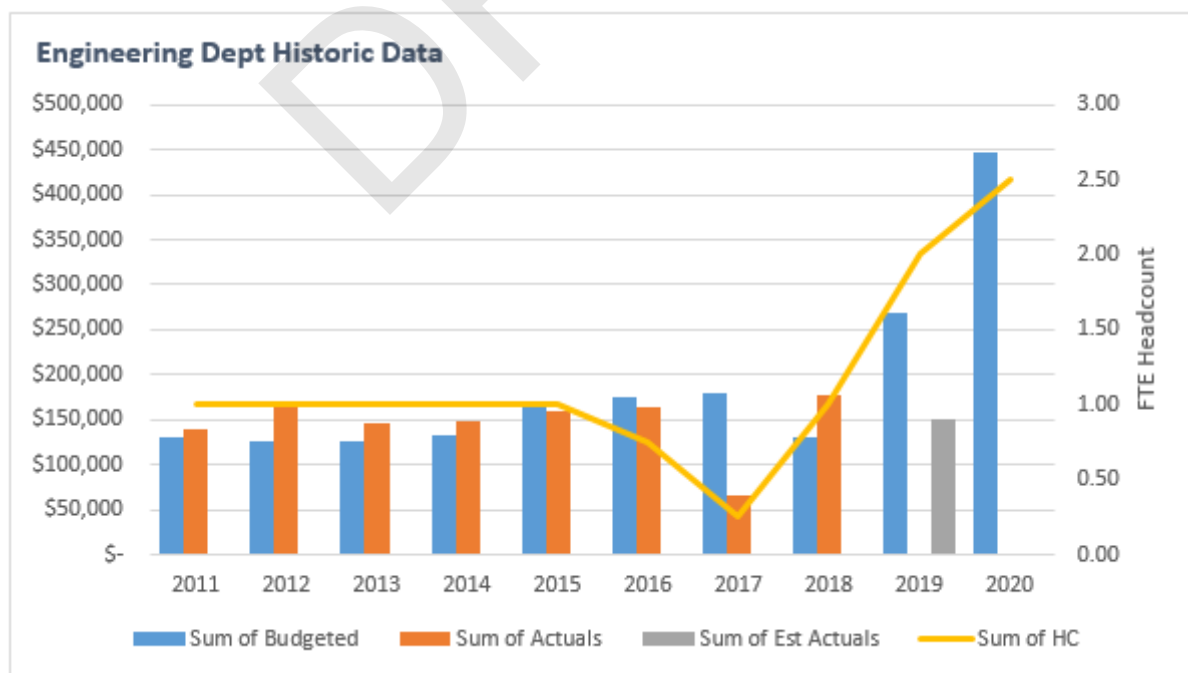
General & Administrative Services:

- \$100K for banking related, mainly due to online and credit card payments
- \$33K for postage

ENGINEERING DEPARTMENT

The Engineering Department designs, plans, coordinates and inspects the efforts of projects to expand the water system. Projects can include contracted out projects or internal meter reviews for individual parcels coming on to the water system. Engineering also maintains the District infrastructure drawings and maps. The Engineering Department is responsible for Geographic Information Systems (GIS) and the development of valuable tools for more efficient and effective access, linking, analysis, and maintenance of information for and about the District and its service connections. There are 2 FTE, with an Engineering Associate budgeted to start mid-year, for a total of 2.5 FTE for the budget, but 3 FTE ongoing.

The District recently hired an Engineering Manager, it is estimated 50% of the time will be capitalized to projects. This will show up as overhead absorption, crediting the operating expenses for the work capitalized. This remains as a budgeted operating expense as it is an ongoing expense of the District and can fluctuate for the basis of time worked on different tasks.



ENGINEERING DEPARTMENT

Engineering by Expense Category

	FY1920	FY1819	FY1819	FY1920 PROPOSED BUDGET			
	Proposed Budget	Adopted Budget	Estimated Actuals	Variance to FY1819 Budget		Variance to FY1819 Est. Actuals	
Salaries & Benefits	\$ 379,817	\$ 246,165	\$ 121,450	\$ 133,652	54%	\$ 258,367	213%
Contract/Prof. Services	32,000	15,000	25,000	17,000	113%	7,000	28%
Operating Expenses	23,000	-	-	23,000	0%	23,000	0%
Maintenance	1,000	-	-	1,000	0%	1,000	0%
Facilities	2,500	1,200	500	1,300	108%	2,000	400%
Gen. & Admin.	7,800	6,500	3,868	1,300	20%	3,932	102%
Total Operating Expense	\$ 446,117	\$ 268,865	\$ 150,818	\$ 177,252	66%	\$ 295,299	196%

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have increased \$177K or 66% compared to the prior year budget. The increase from the prior year budget is due to the change from a Project Coordinator to an Engineering Manager, along with the mid-year Associate Engineer new hire position. The other increases are related to equipment or software associated with the new hires.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have increased \$295K or 196% compared to the estimated prior year actuals. The increase from the prior year estimated actuals is due to the timing of hiring the Engineering Manager position. It was originally slated to be a full year, but was only about 2.5 months.

BUDGET EXPENDITURES TO NOTE:

Contract/Professional Services:

- \$15K other outside engineering work
- \$10K software maintenance
- \$7K scanning services

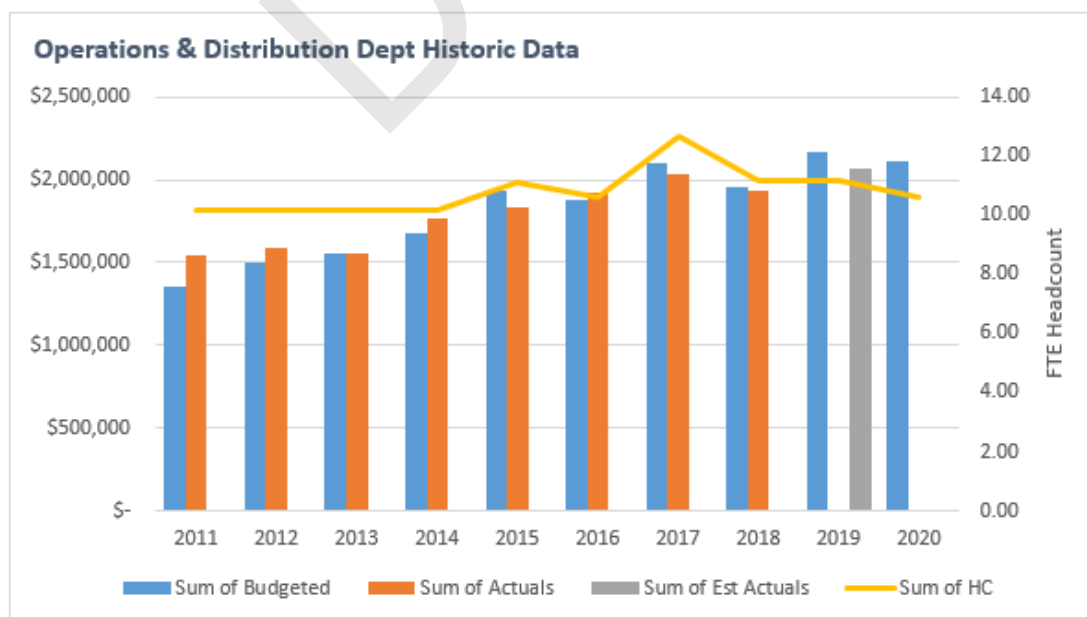
Operating Expenses:

- \$15K GPS location equipment
- \$8K equipping two new employees

OPERATIONS & DISTRIBUTION DEPARTMENT

The Operations & Distribution Department is responsible for the District's operations and maintenance of the water system infrastructure, wastewater system, facilities security and emergency preparedness programs. In addition to complying with all applicable environmental regulations, this department is responsible for: performing preventive and corrective fleet, facilities and right of way maintenance, managing computerized controls equipment and monitoring and maintaining infrastructure assets. The Operations Team operates the water system and facilities 24-hour a day, 7 days a week. There are 10.6 FTE employees.

- The Director of Operations oversees all staff within the Operations & Distribution and Supply & Treatment Departments.
- The Field Services Supervisor oversees the Field Service Worker staff, who are responsible for the daily operation and maintenance of the systems, repairing and replacing service lines, distribution mains and valves, annual flushing to maintain water quality and locating services from Dial 811.
- The Field Services & System Coordinator provides administrative support to the Director of Operations, and performs a variety of field work relative to the operations and maintenance of water and wastewater systems.
- The Network Specialist performs administrative and technical work maintaining servers, computers and peripherals; maintains and prepares records and reports; monitors SCADA systems to report alarms; develops and maintains the District website, email and security systems.



OPERATIONS & DISTRIBUTION DEPARTMENT

Operations & Distribution by Expense Category

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to FY1819 Est.	
Salaries & Benefits	\$ 1,482,930	\$ 1,529,876	\$ 1,477,259	\$ (46,946)	-3%	\$ 5,671	0%
Contract/Prof. Services	140,000	142,000	110,000	(2,000)	-1%	30,000	27%
Operating Expenses	172,000	187,000	186,171	(15,000)	-8%	(14,171)	-8%
Maintenance	105,749	108,728	98,302	(2,979)	-3%	7,447	8%
Facilities	197,866	191,387	194,991	6,479	3%	2,875	1%
Gen. & Admin.	8,440	9,433	6,235	(993)	-11%	2,205	35%
Total Operating Expense	\$ 2,106,985	\$ 2,168,424	\$ 2,072,958	\$ (61,439)	-3%	\$ 34,028	2%

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have decreased \$61K or 3% compared to the prior year budget. The Deputy Director of Operations position was created for retirement transition. This was fulfilled in FY1819 and the position is not being refilled. There was \$42K budgeted for leak detection work in the prior year, this does not occur every year.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have increased \$34K or 2% compared to the estimated prior year actuals. The increase is associated with \$40K prior stream flow gaging being expensed to the Environmental department, where the operation portion will now hit this department.

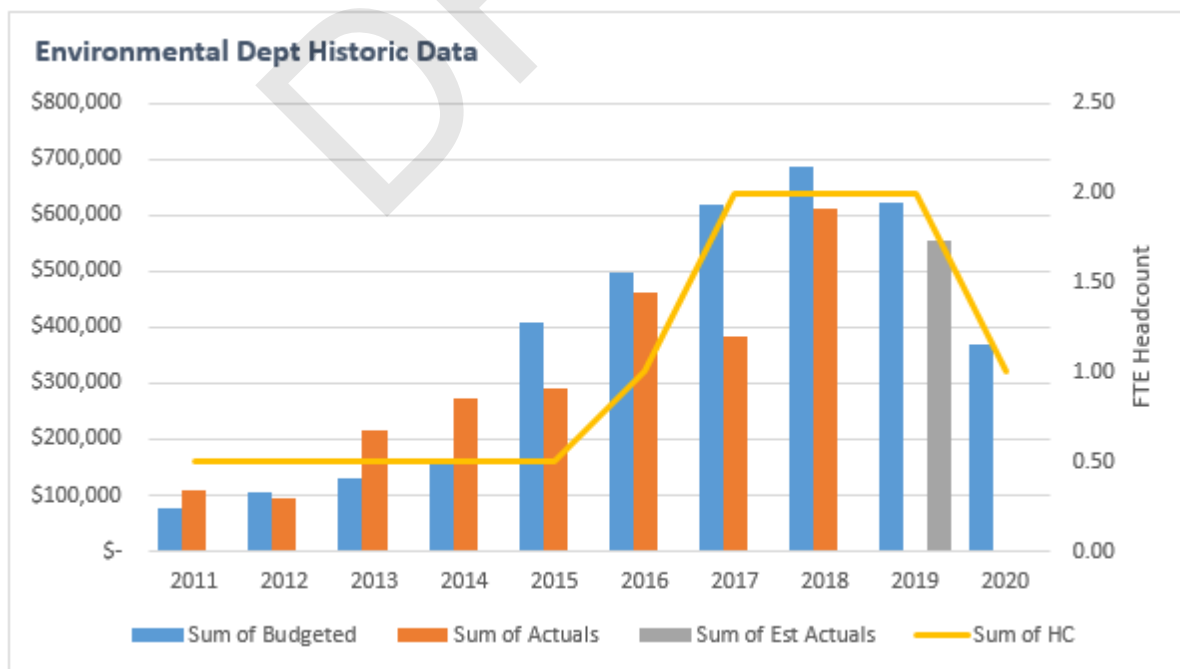
BUDGET EXPENDITURES TO NOTE:

The majority are routine, regularly occurring expenses such as utilities, vehicle maintenance, inventory parts, other regular maintenance and so forth.

ENVIRONMENTAL DEPARTMENT

The Environmental Department oversees an array of strategies and programs related to providing a safe, reliable and sustainable water supply. There is 1 FTE employees.

- Facilitates District's sustainable water supply planning.
- Conducts environmental permitting for capital improvement projects.
- Conducts legislative review and advocates to protect District resources.
- Facilitates public engagement and communication of District activities through an integrated multi-media approach.
- Helps identify current or potential drought conditions to help the District increase water conservation guidelines to meet demand and regulatory requirements.
- Identifies grant funding opportunities, prepares applications, coordinates with other agencies for collaborative grants and administers grants awarded.
- Manages District lands to protect water supply.



ENVIRONMENTAL DEPARTMENT

Environmental by Expense Category

	FY1920	FY1819	FY1819	FY1920 PROPOSED BUDGET			
	Proposed Budget	Adopted Budget	Estimated Actuals	Variance to FY1819 Budget		Variance to FY1819 Est. Actuals	
Salaries & Benefits	\$ 193,048	\$ 264,605	\$ 281,137	\$ (71,557)	-27%	\$ (88,089)	-31%
Contract/Prof. Services	160,111	275,360	246,000	(115,249)	-42%	(85,889)	-35%
Operating Expenses	4,500	4,500	2,441	-	0%	2,059	84%
Maintenance	8,000	10,000	5,000	(2,000)	-20%	3,000	60%
Facilities	1,200	600	2,224	600	100%	(1,024)	-46%
Gen. & Admin.	3,850	65,600	16,827	(61,750)	-94%	(12,977)	-77%
Total Operating Expense	\$370,709	\$620,665	\$553,628	\$(249,956)	-40%	\$(182,919)	-33%

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have decreased \$250K or (40%) compared to the prior year budget. There are major reductions in the water conservation program, along with no longer funding the Water Conservation Specialist position. Prior year had a temperature monitoring program that will not occur this year, and there was the change in coding of the \$40K stream gaging that is now in Operations department.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have decreased \$183K or 33% compared to the estimated prior year actuals. Similar to the above, and the offset by irregular occurring items such work for the 2020 Urban Water Management Plan (UWMP). Different programs or requirements vary by year in which they occur, which makes this department subject to varying costs year by year.

BUDGET EXPENDITURES TO NOTE:

Contract/Professional Services:

- \$55K Hydrogeologist Consulting Services
- \$55K Stream Flow Monitoring
- \$20K Water Shortage Contingency Plan/ Drought Risk Assessment – UWMP
- \$12K Fish & Habitat Monitoring

Please see the following page for further explanation of some of these projects.

ENVIRONMENTAL DEPARTMENT

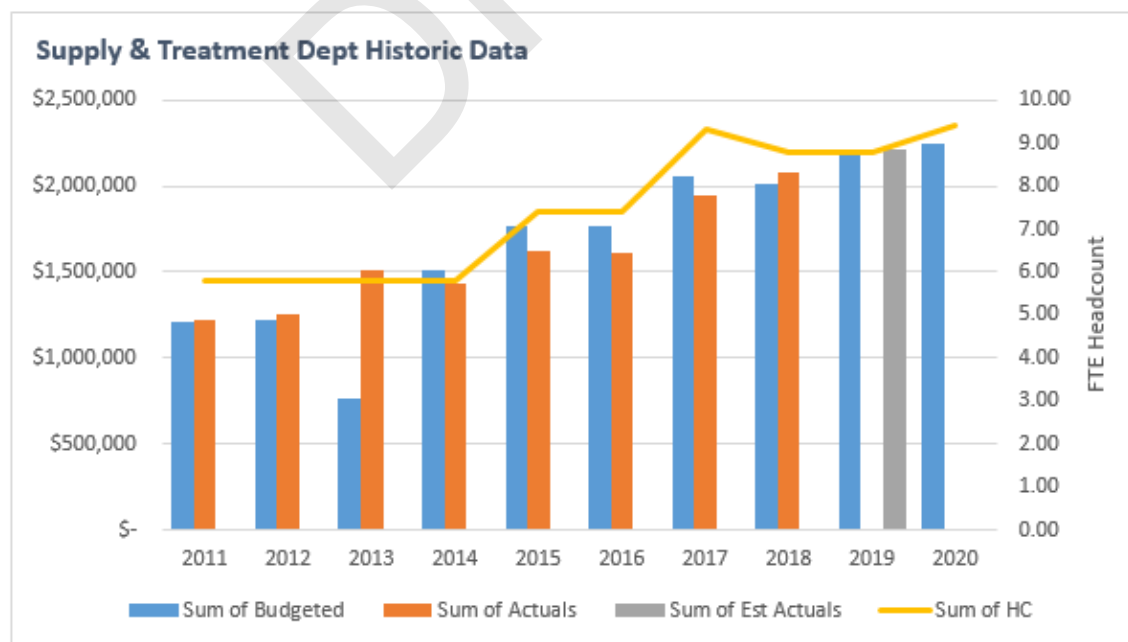
Below further explains some of the major projects within the department. Some professional services are more regularly recurring, others studies come up more irregularly or are one-time expenses.

- Hydrogeologist Consulting Services – An as needed contract to provide hydrogeologic expertise to the District in support of the District’s ongoing sustainable water supply planning efforts.
- Stream Flow Monitoring – The District has monitored stream flow in the San Lorenzo River and tributaries associated with District diversions for 4 years to quantify the impact on river habitat. The data is being used to improve District operations to ensure water supply reliability and improve fish habitat. Changes in district operations will likely require changes to water rights. Further monitoring will quantify habitat improvements, and will be used to negotiate forbearance agreements and bypass flow requirements.
- Water Shortage Contingency Plan/ Drought Risk Assessment –Drought Risk Assessment and other requirements will be components of the 2020 Urban Water Management Plan (UWMP) Update. Development of this document will begin spring 2020, and will be the 1st phase of the 2020 UWMP due July 2021. The full cost of the UWMP update will be approximately \$70K with the majority being expensed in FY2021. The UWMP is required for all water purveyors who serve over 3,000 connections and are required to be complete and in good standing in order to qualify for grants and loans.
- Fish & Habitat Monitoring – The District has been partnering with the Juvenile Salmonid and Steelhead Habit Monitoring Partner Group (JSSH) for 20 years to monitor fish populations and habitat quality throughout Santa Cruz County. JSSH is developing new tools to help make informed decisions about conservation and restoration and to improve science communication with regard to fish and habitat. Partners are providing staff for monitoring field work to lower costs.

SUPPLY & TREATMENT DEPARTMENT

The Supply & Treatment Department receives raw water from multiple surface and groundwater sources. The department treats the water utilizing full conventional treatment technologies to meet all state and federal potable water standards and performs all chemical and biologic analyses required by the California Department of Public Health and the U.S. Environmental Protection Agency. There are 9.4 FTE employees.

- The Water Treatment Supervisor plans, organizes, and participates in the operation, maintenance and repair of equipment used in the operation of the water and wastewater treatment systems, including wells, pumps, valves, reservoirs and treatment plants. This position also plans and implements a comprehensive water quality monitoring program.
- The Water Treatment Operator staff inspect stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission and treatment facilities. This team also collects water and wastewater samples at various locations, performs routine laboratory analysis and records and reports results.
- The Electrician Staff perform a variety of skilled work related to the installation, maintenance and repair of industrial high voltage electrical motors, motor controls and equipment used in water and wastewater facilities; and installs, maintains, calibrates, repairs and operates electrical, pneumatic and mechanical instrumentation, controls, and equipment associated with the Supervisor Control and Data Acquisition (SCADA) system.



SUPPLY & TREATMENT DEPARTMENT

Supply & Treatment by Expense Category

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1819 Budget		Variance to FY1819 Est.	
Salaries & Benefits	\$ 1,457,630	\$ 1,438,509	\$ 1,407,852	\$ 19,121	1%	\$ 49,777	4%
Contract/Prof. Services	160,000	180,000	210,000	(20,000)	-11%	(50,000)	-24%
Operating Expenses	207,000	204,000	204,498	3,000	1%	2,502	1%
Maintenance	70,003	34,753	40,094	35,250	101%	29,909	75%
Facilities	349,577	341,669	345,352	7,908	2%	4,225	1%
Gen. & Admin.	7,447	7,944	4,659	(496)	-6%	2,788	60%
Total Operating Expense	\$ 2,251,657	\$ 2,206,874	\$ 2,212,456	\$ 44,783	2%	\$ 39,201	2%

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have increased \$45K or 2% compared to the prior year budget. The increase is due to needed repairs to some vehicles and maintenance such as replacing treatment plant flooring. Offsetting each other is the portion of the Deputy Director of Operations position not being refilled and the full year of the Water Treatment Plant Operator new hire from the prior year.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have increased \$39K or 2% compared to the estimated prior year actuals. The increase is due to the full year of the prior year hire and increased maintenance. This is offset by high contract services for unexpected well rehab in the prior year.

BUDGET EXPENDITURES TO NOTE:

The majority are routine, regularly occurring expenses such as utilities, maintenance, alarm services, and so forth.

Contract/Professional Services:

- \$60K for water analysis, testing requirements will vary by year.

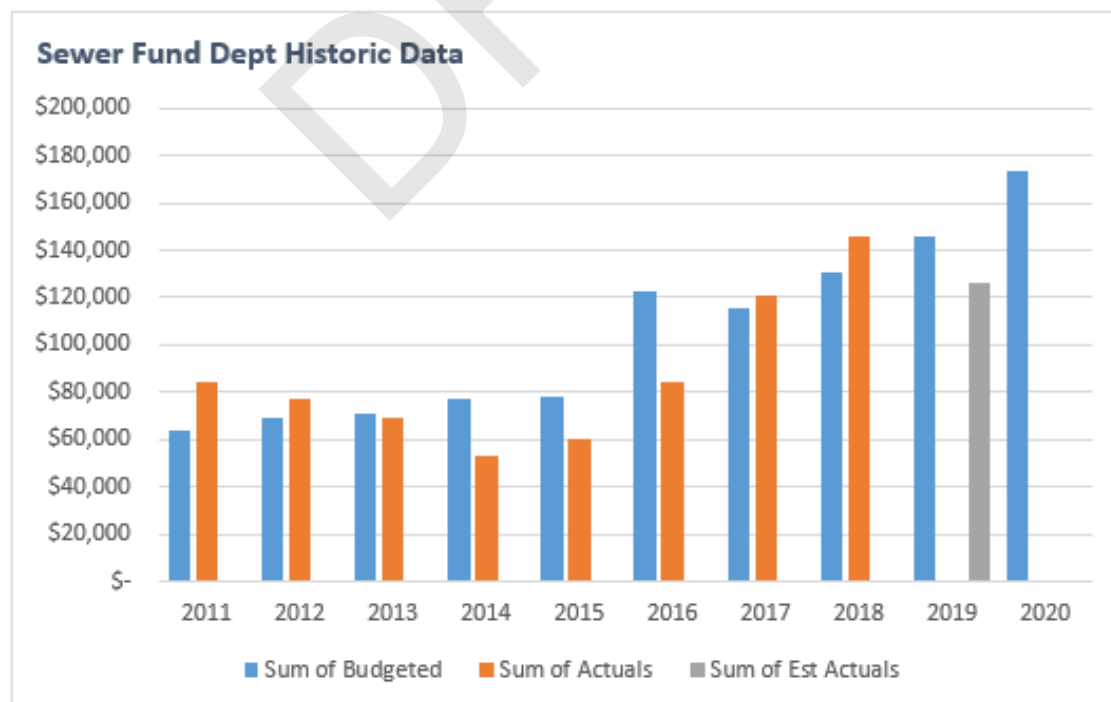
Operating Expenses:

- \$20K for new laboratory supplies needed for required state sampling.

SEWER FUND

The District owns, operates and maintains a wastewater system in Boulder Creek's Bear Creek Estates, which serves approximately 56 homes. The system is operating on a routine or as needed basis with direct staff being allocated from the Operations & Distribution or Supply & Treatment Departments. An indirect allocation process is used based on number of overall customers to allocate indirect costs identified as being a shared benefit to all customers.

- The system collects and treats domestic wastewater flow.
- The existing collection system consists of 19 manholes, 2 cleanouts, approximately 3,600 linear feet of gravity sewer, 2,600 linear feet of force mains, 2 sewer pump stations and 56 laterals.
- Initially constructed in 1985, it consisted of two (2) cast-in-place, underground concrete tanks, an influent pump station and an effluent pump station discharging treated effluent to a subsurface 2.3-acre leach field.
- From 2005 through 2013, the District completed several modifications aimed at achieving regulatory compliance and improved nitrogen removal efficiency. This resulted in the existing treatment septic system being modified to incorporate a 3-stage trickling filter system, new internal recirculation/splitter/ball valves, and new air blowers with high capacity disc diffusers in the clarifier tanks.
- Due to higher regulatory requirements, there is still significant improvements needed for the wastewater system.



SEWER FUND

Sewer Fund by Expense Category

	FY1920	FY1819	FY1819	FY1920 PROPOSED BUDGET			
	Proposed Budget	Adopted Budget	Estimated Actuals	Variance to FY1819 Budget		Variance to FY1819 Est. Actuals	
Salaries & Benefits	\$ 56,667	\$ 43,020	\$ 53,875	\$ 13,647	32%	\$ 2,792	5%
Contract/Prof. Services	75,772	64,747	39,791	11,025	17%	35,981	90%
Operating Expenses	25,026	23,014	19,026	2,012	9%	6,000	32%
Maintenance	2,472	2,222	1,204	250	11%	1,268	105%
Facilities	12,248	11,128	10,820	1,120	10%	1,428	13%
Gen. & Admin.	1,547	1,785	1,744	(238)	-13%	(197)	-11%
Total Operating Expense	\$ 173,733	\$ 145,917	\$ 126,461	\$ 27,816	19%	\$ 47,272	37%

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have increased \$28K or 19% compared to the prior year budget. The increase is due to allocations of direct and indirect staff time and expenses and increased consulting for the study on the system.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have increased \$47K or 37% compared to the estimated prior year actuals due to the upcoming study.

BUDGET EXPENDITURES TO NOTE:

Contract/Professional Services:

- \$30K for water analysis. Testing requirements will vary by year.
- \$45K for planned wastewater infrastructure study

NON-OPERATING REVENUE & EXPENSES

NON-OPERATING REVENUE

The District receives a large portion of non-operating revenue from the District's share of property taxes levied by the County on certain parcels within the District. Property tax revenue is typically designated to help pay any debt or fund reserves.

There is a portion of non-operating revenue received by two assessment districts, Olympia Mutual and Lompico. These are considered restricted funds, as they are specifically earmarked to repay debt from past projects or fund future projects.

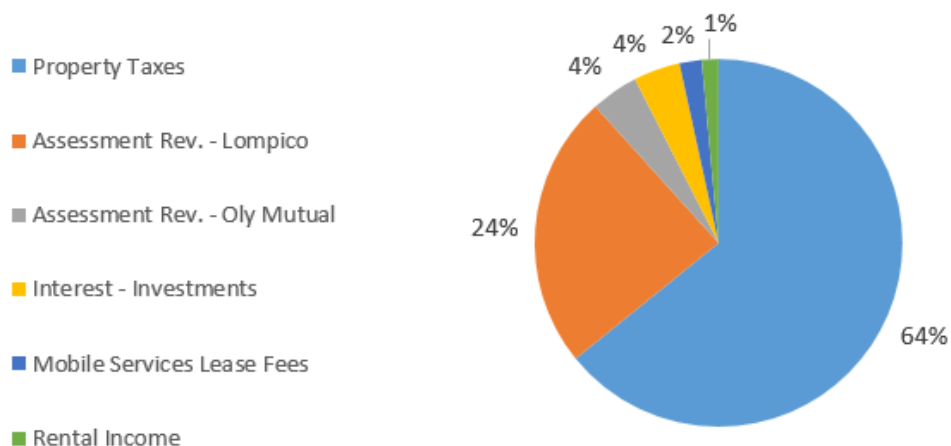
Non-Operating Revenue Budget

	FY1920 Proposed Budget	FY1819 Adopted Budget	FY1819 Estimated Actuals	FY1920 PROPOSED BUDGET			
Non-operating Revenue				Variance to FY1819 Budget		Variance to FY1819 Est. Actuals	
Property Taxes	\$ 783,750	\$ 738,400	\$ 750,000	\$ 45,350	6%	\$ 33,750	5%
Assessment Rev. - Oly Mutual	51,000	51,000	51,000	-	0%	-	0%
Assessment Rev. - Lompico	295,000	295,000	300,000	-	0%	(5,000)	-2%
Mobile Services Lease Fees	23,750	20,000	23,750	3,750	19%	-	0%
Rental Income	18,000	32,600	19,300	(14,600)	-45%	(1,300)	-7%
Interest - Investments	50,000	10,000	69,000	40,000	400%	(19,000)	-28%
Total Non-Operating Revenue	\$ 1,221,500	\$ 1,147,000	\$ 1,213,050	\$ 74,500	6%	\$ 8,450	1%

Capital Contributions

Grants	\$ -	\$ -	\$ 33,000	\$ -	0%	\$ (33,000)	-100%
FEMA Reimbursements	-	-	-	-	0%	-	0%
Total Capital Contributions	\$ -	\$ -	\$ 33,000	\$ -	0%	\$ (33,000)	-100%

Non-operating Revenue as % of Budget



NON-OPERATING EXPENSES

The main component of non-operating expenses are interest payments on debt owed.

For budgetary purposes, the District includes principal payments of debt as part of the non-operating expenses. Principal payments are a cash transaction, therefore deemed appropriate to be displayed in the budget as a non-operating expense. For regular financial purposes, principal debt payments would be shown as a cash payment and reduction on the balance sheet to reduce the debt liability.

The District is in the process of securing debt funding for capital projects. In the prior year, the District was utilizing the USDA program, more recently, favorable financing options have become available and the District is pursuing \$10-\$12M in financing expected to close late July 2019. A portion of the debt will go towards funding the Lompico Assessment District projects. The estimated structure will be 3-4% with a 30 year term. FY1920 will only see one of the semi-annual debt payments for the new financing.

Non-Operating Expenses

Interest Expense	FY1920
Refunding Bond	\$ 26,267
Felton Loan	33,582
Olympia SRF Loan	37,987
Probation Tank Loan	77,146
\$10.5M Loan Estimate	263,500
Solar Lease	8,775
Vehicle Lease	1,953
Total Interest Expense	\$ 449,210

		Additional Debt Information		
		FY1920	Interest	
Debt Principal Payments	FY1920	Balance	Term. Date	Rate
Refunding Bond	\$ 582,031	\$ 1,199,872	Ends 09/21	2.60%
Felton Loan	153,215	603,777	Ends 07/27	2.42%
Olympia SRF Loan	66,246	1,396,206	Ends 01/37	2.57%
Probation Tank Loan	50,716	1,949,284	Ends 09/38	3.88%
\$10.5M Loan Estimate	47,500	10,452,500	Ends XX/50	~3-4%
Solar Lease	30,220	222,591	Ends 11/26	3.67%
Vehicle Lease	23,256	46,763	Ends 05/22	3.29%
Total Debt Payments	\$ 953,184	\$ 15,870,993		

CAPITAL PROJECTS

SUMMARY

The Capital Improvement Projects (CIP) section is a component of the non-operating expense section of the budget. The CIP budget includes expenditures for fixed asset/equipment purchases as well as the accumulation of expenditures associated with construction projects undertaken by the District. Whenever a project is done in-house, the related labor costs will be capitalized to the project and off-set the operating expense.

The District funds capital projects by funding internally from cash reserves (pay-go), grants awarded, individual assessments or debt financing. In more recent years, the District has paid from cash reserves. For some of these upcoming projects, the District is attempting to leverage grant monies or debt financing. Interest rates are still near historic lows, financing by debt will allow the District to rebuild reserves at a more favorable interest rate.

The Capital Project Listing will list out project titles, anticipated funding, any monies spent in prior years, expected to be spent in the current budget year and any future spending. Each project will be described in further detail in the Capital Project Description sections.

FY1920 CAPITAL PROJECTS ADDITIONAL NOTES:

The District incurred storm damage from severe winter storms spanning December 2016-February 2017. The President of the United States has declared three major disasters making federal disaster aid available to 34 counties in the State of California, including Santa Cruz County. The District is currently working with FEMA on our qualified projects to receive an estimated 75% funding from FEMA. Some of these projects entail significant engineering and will continue to be worked on spanning into future fiscal years.

CAPITAL PROJECT LISTING

#	Project	Funding Type	FY1920 BUDGET REQUEST	Future FY Projection	Total Project Cost	Est. Completion Year
General Water System:						
1	Probation Tank	PRE FUNDED LOAN	1,670,770	-	2,250,000	FY1920
2	Felton Heights Tank and Booster	LOAN	300,000	-	300,000	FY1920
3	Meter Replacement	RESERVES	200,000	1,935,137	2,400,000	Ongoing
4	1 Field CS Vehicle	RESERVES	35,000	-	35,000	FY1920
5	2 Ops Vehicles	RESERVES	80,000	-	80,000	FY1920
6	1 Pooled Vehicle (Eng./Env.)	RESERVES	28,000	-	28,000	FY1920
7	Glen Arbor Bridge South	RESERVES	75,000	-	85,000	FY1920
8	System Wide Master Plan (2)	RESERVES/ \$70K GRANT	200,000	-	200,000	FY2021
9	Swim Tank	LOAN	2,000,000	-	2,086,440	FY1920
10	Lyon Zone Pipe	LOAN	1,950,000	1,450,000	3,400,000	FY2021
11	Fall Creek Fish Ladder	LOAN	40,000	530,000	1,000,000	FY2021
12	San Lorenzo Bridge Pipeline	RESERVES	15,000	235,000	250,000	FY2021
13	El Solyo Tank	LOAN	50,000	-	50,000	FY1920
14	Highland Tank	LOAN	25,000	275,000	300,000	FY2021
15	Brookdale Tank Coating	LOAN	250,000	-	250,000	FY1920
16	Blair Tank Coating	LOAN	225,000	-	225,000	FY1920
17	4 Mobile Generators	LOAN	320,000	-	320,000	FY1920
18	4 Fixed Generators	LOAN	100,000	-	100,000	FY1920
19	Vactor Truck	RESERVES	25,000	-	25,000	FY1920
20	HCP Report District Wide	RESERVES	130,000	-	130,000	FY1920
21	CEQA for Intertie (2)	100% GRANT	85,000	-	85,000	FY2021
Lompico Assessment District						
22	PRV's	LOMPICO AD	100,000	-	506,528	FY1920
23	Madrone Tank	LOMPICO AD	267,375	603,875	891,250	FY2021
24	Kaski Tank	LOMPICO AD	206,250	461,250	687,500	FY2021
25	Lewis Tank	LOMPICO AD	228,500	894,000	1,142,500	FY2122
Storm Damage 2017 FEMA						
26	Lyon Slide Repair	FEMA/RESERVES	200,000	1,632,618	2,000,000	FY2021
			8,805,895	8,016,880	18,827,218	

SUMMARY OF FUNDING SOURCES FOR CAPITAL PROJECTS:

DEBT FUNDED:

PRE-FUNDED (1,670,770)

LOAN (5,367,125)

TOTAL DEBT FUNDED (7,037,895) *Funded through water revenue based debt*

LOMPICO AD FUNDED (695,000) *Funded through AD revenues*

FUNDING FROM RESERVES 1,073,000 *Amount needed from reserves*

EXPECTED FUTURE YEAR GRANT REIMBURSEMENT 155,000 *Future grant funding estimated for FY2021.*

- (1) Partial customer reimbursement: \$30/month on 21 parcels, over 10 years, \$75,600 overall. (Shows as operating revenue)
(2) Future grant funding. Completion estimated for FY2021. Funds will be disbursed upon project completion.

CAPITAL PROJECT DESCRIPTION

PROBATION TANK REPLACEMENT

The probation water storage tank is a 100,000 gallon redwood tank located directly behind the Santa Cruz County Juvenile Probation Center off Graham Hill Road in Scotts Valley. This facility provides water service to approximately four-hundred sixty (460) connections in the area of Lockwood Lane and Whispering Pines Drive, in Scotts Valley. The Probation Tank is approximately 50 years old and has reached its life expectancy, requires ongoing leakage repair and is undersized. The surrounding area contains sensitive environmental habitat.

Project Description:

Construction of a new 500,000 gallon welded steel water storage tank in the Probation Zone. This project will replace the existing Redwood tank. The project includes but is not limited to, temporary water storage for customers, new water tank, SCADA control, fencing, and environmental permitting.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
1,980,000	1,670,770	0	2,250,000



CAPITAL PROJECT DESCRIPTION

FELTON HEIGHTS TANK AND BOOSTER

In 2013, the District took ownership of Felton Heights Mutual located in Felton. The 21 water connections were receiving water from the District through a single master water meter. As a requirement for the transfer of ownership is to replace existing undersized water storage tank with a 60,000 gallon water tank. The twenty-one homes are responsible for a portion of the project.

Project Description:

The project includes but is not limited to property acquisition by easement, engineering, and water tank construction.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	300,000	0	300,000



CAPITAL PROJECT DESCRIPTION

METER REPLACEMENTS

The District maintains a meter replacement program. Meters should be replaced every 10-15 years. Meters that are greater than 15 years old have a higher tendency to under-report water use or fail all together. Failing meters are identified in the meter reading process and replaced as needed. There should be approximately 500 meters replaced annually to maintain the meters.

Project Description:

Replace approximately 500 meters in the District.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
264,863	200,000	1,935,137	2,400,000

4 VEHICLES

To perform customer service, operations and maintenance, the District maintains a fleet of various types of vehicles. With the increase in staff and replacement of existing vehicles that have reached their life expectancy, additional vehicles are needed. The fleet is evaluated annually for replacement.

Project Description:

Three vehicles for replacement: one Field Customer Service similar to an F-150, two Distribution similar to an F-250. All three vehicles have approximately 150,000 miles.

One new shared vehicle: A pool vehicle for the engineering, environmental, and Network Specialist is needed for field and other location work by these departments/individuals. The pool vehicle used now is a carryover from Lompico that is a 2003 Ford F-250 4x4 with 162,000 miles. This will be a fuel efficient small SUV.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	143,000	0	143,000

CAPITAL PROJECT DESCRIPTION

GLEN ARBOR BRIDGE (SOUTH) WATER REPAIR/REPLACEMENT

The waterline crossing the Glen Arbor Bridge South is embedded in a concrete tube in the bridge, inaccessible for repairs. Constructed in 1968 the waterline has developed a small leak in the bridge structure.

Project Description:

Repair/Replacement of the waterline crossing the bridge

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
10,000	75,000	0	85,000

SYSTEM WIDE MASTER PLANS

Preparation and calibration of a computer simulation hydraulic model of the District's water system for analysis of fire flows, storage requirements and system efficiencies for the respective zones. Once the models have been calibrated, the District will use them to study what current pipe diameters/ pump stations/ storage tanks are deficient for fire flows and/or normal operation. Use of these models will help to prioritize capital Improvement projects.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	200,000	0	200,000

CAPITAL PROJECT DESCRIPTION

SWIM TANK REPLACEMENT

The Swim Water Storage tanks, located off Scenic Way in Ben Lomond, is part of the original water distribution system acquired by the District in 1965 from Citizens Utilities Company. This facility provides water service to approximately one hundred twenty five (125) connections. The existing redwood storage tank consists of two 20,000 gallon redwood storage tanks located off a steep embankment with no vehicular access. The existing redwood tanks require ongoing maintenance to control leakage. In 2015, the lower tank was lined to stop excessive leakage. The tanks are undersized for the service area.

Project Description:

Construction of a new 64,000 gallon bolted steel water tank. The project includes, but is not limited to construction of a new bolted steel water tank, SCADA control, fencing and retaining walls.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
86,440	2,000,000	0	2,086,440



CAPITAL PROJECT DESCRIPTION

LYON DISTRIBUTION ZONE PIPING REPLACEMENT

The Lyon Surface Water Treatment Plant supplies water to the North System through the Lyon Distribution Piping. The existing mainline is 6-inch and creates a restriction limiting the amount of water supply.

Project Description:

Construction of approximately 3,000 lineal feet of new 12-inch water main and appurtenances thereto. This project will replace the existing 6-inch water main along Highway 236 from Big Steel Water Storage Tank to Highway 9. The existing distribution system is outside the Highway 236 right-of-way and traverses under homes. Undersized water main is the source of flow capacity restriction between Big Steel, Brookdale and Reader Zones.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	1,950,000	1,450,000	3,400,000

FALL CREEK FISH LADDER

The Fall Creek Diversion Facility, located off Fall Creek Road in Felton, is part of the water system acquired by the District in 2007 from the California-American Water Company. This facility supplies raw water from Fall Creek to the Kirby Water Treatment Plant in Felton. The Diversion Facility includes a series of weirs, pools and jumps used by salmon for upstream and downstream travel. The facility has needed upgrading since before the District acquired it. Upgrades will include reducing the jump height between the pools for fish travel, as required by State and Federal regulations and improvements to the intakes.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
430,000	40,000	530,000	1,000,000

CAPITAL PROJECT DESCRIPTION

SAN LORENZO BRIDGE PIPELINE

The county is putting plans and specs together to replace this bridge. The district has a 2" and a 1.5" pipeline crossing this bridge now, which is insufficient. This is also an opportunity to tie in to the City of Santa Cruz's raw water line coming from Loch Lomond Reservoir in order to eventually be able to treat the Districts allotment of water from Loch Lomond.

Project Description:

To design and install with the county bridge replacement a larger potable water line, and to make a connection and bring a pipe across the bridge from City of Santa Cruz's raw water line coming from Loch Lomond Reservoir for future treatment by the District.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	15,000	235,000	250,000

EL SOLYO REDWOOD TANK REPLACEMENT

El Solyo Tank is located off of El Solyo Drive in Felton. This is a 20,000 gallon redwood tank that is leaking. The District has had diving contractors out to try and repair this tank multiple times with little to no effectiveness. The State Department of Water Resources has been instructing the District to replace all of its redwood tanks every year during annual inspections.

Project Description:

Replace the existing 20,000 gallon redwood tank with two 10,000 gallon poly tanks.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	50,000	0	50,000

CAPITAL PROJECT DESCRIPTION

HIGHLAND REDWOOD TANK REPLACEMENT

Highland Tank is located off of Highland Drive in Boulder Creek. This is a 64,000 gallon redwood tank that is leaking. The District has had diving contractors out to try and repair this tank multiple times, this worked for a short period of time then the leaks continue. The State Department of Water Resources has been instructing the District to replace all of its redwood tanks every year during annual inspections.

Project Description:

Replace the existing 64,000 gallon redwood tank. It is undetermined at this time what is going to be the best option as a replacement. This will all be determined in the design phase.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	25,000	275,000	300,000

BROOKDALE TANK PAINTING AND COATING

Brookdale Tank is located off of Annie's Way in Brookdale. This is a 73,000 gallon welded steel tank that is in need of painting and coating. The District has had contractors out to assess the tank, and has been determined it is past time to rehab this tank, before catastrophic failure. The State Department of Water Resources also has requested that the tank be rehabilitated.

Project Description:

Take Brookdale tank offline and have a painting and coating contractor rehab the existing tank.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	250,000	0	250,000

CAPITAL PROJECT DESCRIPTION

BLAIR TANK PAINTING AND COATING

Blair Tank is located off of Blair Street in Felton. This is a 26,000 gallon welded steel tank that is in need of painting and coating. The District has had contractors out to assess the tank, and has been determined it is past time to rehab this tank, before catastrophic failure. The State Department of Water Resources also has requested that the tank be rehabilitated.

Project Description:

Take Blair tank offline and have a painting and coating contractor rehab the existing tank.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	225,000	0	225,000



CAPITAL PROJECT DESCRIPTION

MOBILE GENERATORS

The District at this time has three mobile generators for 20+ sites that require generator power during power outages. With the new PG&E fire protection power outages and the man hours moving these generators from site to site during other power outages the District needs to move forward with procuring these mobile generators.

Project Description:

Purchase and procure 4 mobile generators for these sites with no standby power.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	320,000	0	320,000

FIXED IN PLACE GENERATORS

The District has eleven facilities with fixed in place standby generators. There are multiple facilities that are capable of housing these types of generators. This would help alleviate some of the moving of mobile generators in to small areas with tight roads and footprints to stage mobile generators. With the new PG&E fire protection power outages and the many of power outages this District experiences it is of best interest to make more of our sites stand alone.

Project Description:

Purchase, procure and install four fixed in place standby generators at four District sites.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	100,000	0	100,000

CAPITAL PROJECT DESCRIPTION

VECTOR TRUCK

The District has a vehicle capable of being converted to a vector truck. This will save the District money and time; spoil material, backfill material, asphalt, and man hours. A vector truck is capable of digging out leaks, meters, valves, and etc. with a lot less impact.

Project Description:

Purchase and procure a skid mounted vector, mount, and install on District truck #747 a Ford F-550.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	25,000	0	25,000

SANDHILLS HABITAT CONSERVATION PLAN (HCP)

A Habitat Conservation Plan is a permit which identifies compensation for the loss of habitat and impact on endangered species in sandhills habitat which result from the District's Capital Improvement Projects. The proposed length of term for the permit will be approximately 25 years and will cover multiple District projects.

Project Description:

An outside consultant will work with the District and Fish & Wildlife on an approved HCP.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	130,000	0	130,000

CEQA FOR INTERTIES

The Prop 50 Emergency Interties had additional permitting required to be able to fully utilize for conjunctive use. This will be 100% grant reimbursed, however, not expected to come in until FY2021.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
0	85,000	0	85,000

CAPITAL PROJECT DESCRIPTION

LOMPICO PRESSURE REGULATOR VALVES (PRV) REPLACEMENTS

As part of the consolidation of Lompico County Water into the District, it was identified to replace eight (8) mainline pressure regulator valves. The existing valves have reached their life expectancy and require replacement.

Project Description:

Engineering, design and replacement of eight (8) pressure regulator valves.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
406,528	100,000	0	506,528



CAPITAL PROJECT DESCRIPTION

MADRONE TANKS LOMPICO

Madrone tanks are two 60,000 gallon tanks in Lompico that are part of the Lompico assessment. These are redwood tanks that are in the assessment for replacement. These tanks have been in design in fiscal year 18/19. This budget item is to continue the design and then start construction of these tanks. The State Department of Water Resources has been instructing the District to replace all of its redwood tanks every year during annual inspections.

Project Description:

Continue to design and construct to replace these two redwood tanks.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
20,000	267,375	603,875	891,250



CAPITAL PROJECT DESCRIPTION

KASKI TANKS LOMPICO

Kaski tanks are two 60,000 gallon tanks in Lompico that are part of the Lompico assessment. These are redwood tanks that are in the assessment for replacement. These tanks have been in design in fiscal year 18/19. This budget item is to continue the design and then start construction of these tanks. The State Department of Water Resources has been instructing the District to replace all of its redwood tanks every year during annual inspections.

Project Description:

Continue to design and construct to replace these two redwood tanks.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
20,000	206,250	461,250	687,500

LOMPICO LEWIS WATER TANK REPLACEMENT

As part of the consolidation of Lompico County Water into the District, the residents of Lompico are required to replace the Lewis Water Tank. The 100,000 gallon tank supplies water service to approximately 240 service connections and has reached its life expectancy requiring replacement. The location of this tank is in sensitive habitat and will require permitting from Federal Fish & Wildlife which is expected to take 18 months to obtain.

Project Description:

This project will replace the existing Redwood tank. The project includes but is not limited to, temporary water storage for customers, new water tank, SCADA control, fencing, and environmental permitting.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
20,000	228,500	894,000	1,142,500

CAPITAL PROJECT DESCRIPTION

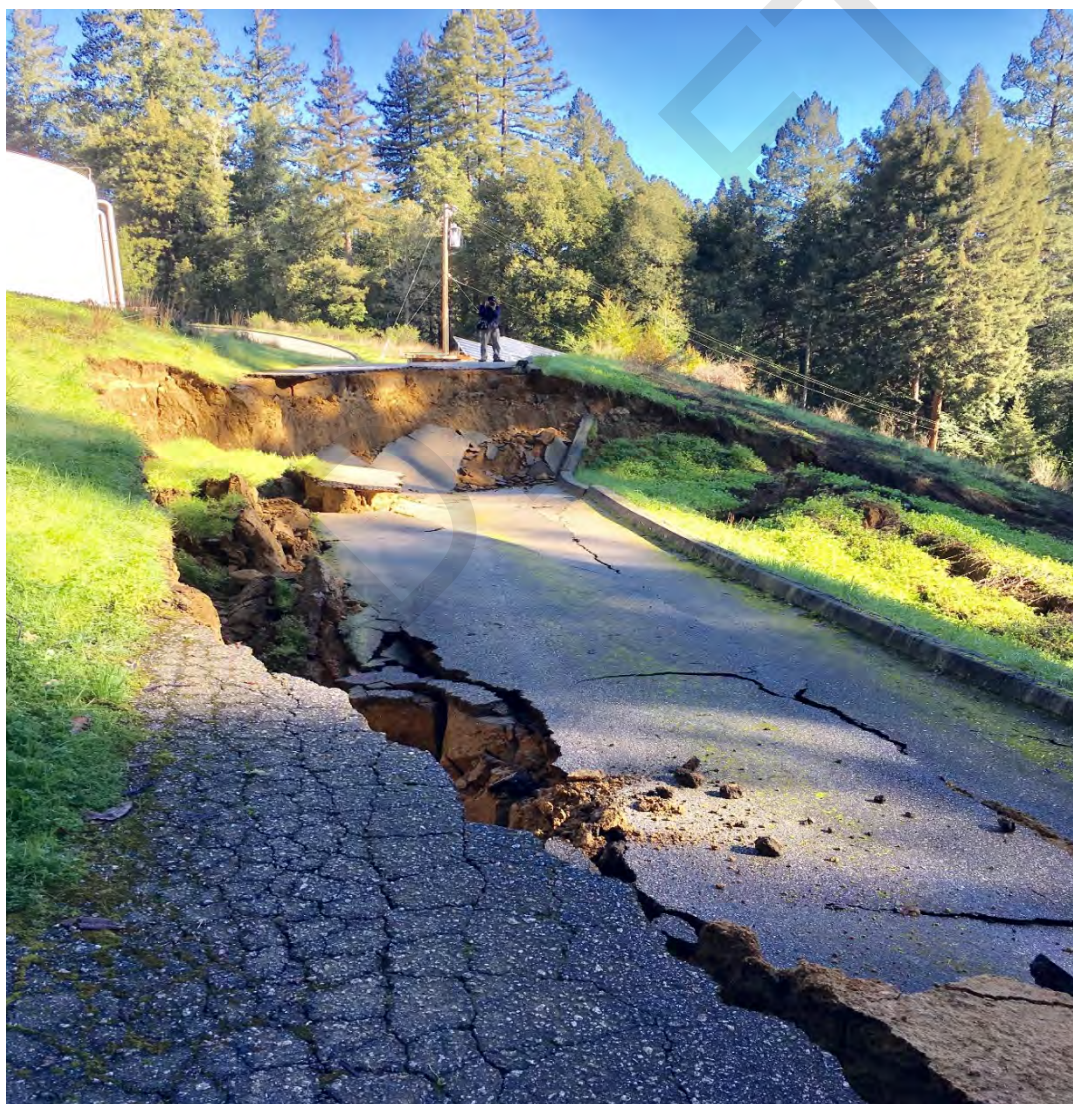
LYON WATER TREATMENT PLANT ACCESS ROAD REPAIRS (STORM DAMAGE)

The access road to the Lyon Water Treatment Facility was severely damaged in two locations during storm events.

Project Description:

Stabilize and repair access road in two locations. Replace asphalt paving.

Spent in Prior FY(s)	FY1920 Budget	Future FY Proj.	Total Project Cost
167,382	200,000	1,632,618	2,000,000



ADDITIONAL SUPPORT & INFORMATION

STATEMENT OF REVENUES, EXPENSES & CHANGES IN RESERVES

Est. Beginning Reserves	
Est. Beginning Cash Reserves	\$ 2,500,000
Operating Revenue	
Water Basic	\$ 3,163,000
Water Usage	7,395,500
Sewer Fund	132,170
Misc Other	140,780
Total Operating Revenue	\$ 10,831,450
Operating Expenses	
Salaries & Benefits	\$ 5,164,975
Contract/Professional Services	1,070,711
Operating Expenses	435,250
Maintenance	218,850
Facilities	591,700
Gen. & Admin.	335,670
Total Operating Expenses	\$ 7,817,156
Overhead Absorption (1)	\$ (175,000)
Non-operating Revenue	
Property Taxes	\$ 783,750
Misc Other	91,750
Assessment Revenue - Oly	51,000
Assessment Revenue - Lompico	295,000
Total Non-Operating Revenue	\$ 1,221,500
Interest Expense	\$ 449,210
Debt Principal Payments	\$ 953,184
Capital Improvement (Expenses) & Funding	
Capital Improvement Projects	\$ (8,805,895)
Funding from Debt Sources	7,037,895
Funding from Assessment District	695,000
Total Capital Funding Needed	\$ (1,073,000)
Increase (Decrease) in Reserves	\$ 1,935,400
Ending Reserves	\$ 4,435,400
Estimated Reserve Balances	
Operating Reserve	\$ 2,931,434
Capital Reserve	1,153,967
Restricted Reserve - Debt	291,000
Restricted Reserve - Oly AD	59,000
	\$ 4,435,400

(1) Overhead absorption is typically employee labor time that is capitalized for work performed on capital projects.

FUND SUMMARY

The below provides a summary of the changes by fund for the FY1920 budget.

The Water Fund has a budget surplus of \$2M, mainly due to the increased water revenue from the rate increases and financing upcoming capital projects. Any additional funds will be used to build back up the reserve fund balances.

The Sewer Fund has a budget shortfall of \$42K. The Sewer Fund passed a 3 year rate increase that should meet expenses by year 3. It was known that year 1 would have higher consulting expenses. It is important that the District continues to maintain and keep the sewer system functioning.

Summary of Revenue, Expenses & Changes in Reserves by Fund

	Water Fund	Sewer Fund	Total
Operating Revenue	\$ 10,699,280	\$ 132,170	\$10,831,450
Operating Expenses	7,468,423	173,733	7,642,156
Operating Income (Expense)	\$ 3,230,857	\$ (41,563)	\$ 3,189,294
Non-Operating Revenue	\$ 1,221,500	\$ -	\$ 1,221,500
Non-Operating Expense	1,402,394	-	1,402,394
Non-Operating Income (Expense)	\$ (180,894)	\$ -	\$ (180,894)
Capital Project Expenses	\$ 8,805,895	\$ -	\$ 8,805,895
Capital Project Funding	7,732,895	-	7,732,895
Capital Funding Needed	\$ (1,073,000)	\$ -	\$ (1,073,000)
Increase (Decrease) in Reserves	\$ 1,976,963	\$ (41,563)	\$ 1,935,400

RESERVE FUND SUMMARY

The District is currently in the process of establishing more defined reserve funds and target guidelines. Below are the main ones currently being utilized. This area will continue to develop as these are established and funded. The District's Reserve Policy is reviewed annually as part of the budget process.

The FY1920 budget is projected to have a beginning reserve balance of \$2.5M and ending reserves of \$4.4M. The increase in reserves is attributed to the rate increases and utilizing debt to fund capital projects.

Reserve Fund	Description	Type	Target Guidelines	Est. FY1920 Funding Level
Operating Reserves	To cover unexpected cash flow shortages, expense or losses. These might be caused by delayed payments, unexpected building repairs, or economic conditions.	Committed	4.5 months of the current years operating expense budget	\$ 2,931,434
Capital Project Reserves	To cover replacement of existing facilities and equipment. For new projects to upgrade the District's system. For emergency repairs due to natural disasters.	Committed	Currently set at \$2M, suggested to be 2.5% of full capital replacement estimated to be \$150M, which would be \$3.75M	\$ 1,153,967
Debt Reserve	Required to fund any current debt covenant requirements.	Restricted	Based on debt covenant	\$ 291,000
Assessment Districts	Assessment revenue obligated to be used for specific purposes.	Restricted	Based on assessment balances	\$ 59,000

PRO FORMA FINANCIALS WITH DEPRECIATION

The Pro Forma Statement of Revenues, Expenses and Changes in Net Position is intended to help bridge the difference from the budget to the audited financial statement.

- Non-cash expense items such as depreciation expense for fixed assets and accrued compensated absences are excluded from the budget.
 - Estimated depreciation has been included in the below as a separate line item, totaling \$1,642,350.
 - When an asset is capitalized, the depreciation expense is gradually recognized over the life of the asset. In the budget, we look at the current project expenses expected to use the funds.
 - Estimated accrued compensated absences has been included in the Operating Expense line, totaling \$130,000.
 - At year end, accrued compensated absences either increase or decrease based on time off taken versus accrued. As it is not a cash item, it is not included in the budget. It is important to note this is still a cash liability employees will eventually be paid out for.
 - GASB Pension & OPEB reporting requirements created deferred inflows and outflows which are not estimated in the budget process.
- Capitalized in-house labor and materials is expected to be approximately \$175K, mainly attributed to the engineering and operational staff time working on capital projects.
- Cash going out or in such as debt principal payments and funds received from debt are included in the budget.
 - Debt principal payments of \$1M are not included in the below.

Pro Forma Statement of Revenues, Expenses and Changes in Net Position

Revenues	Water Fund	Sewer Fund	Total
Operating Revenues	10,699,280	132,170	10,831,450
Non-Operating Revenues	1,221,500	-	1,221,500
Total Revenues	11,920,780	132,170	12,052,950
Expenses			
Operating Expenses	7,773,423	173,733	7,947,156
Non-Operating Expenses	449,210	-	449,210
Overhead Absorbtion	(175,000)	-	(175,000)
Depreciation	1,600,000	42,350	1,642,350
Total Expenses	9,647,633	216,083	9,863,716
Net Income (Loss)	2,273,147	(83,913)	2,189,234
Change in Net Position	2,273,147	(83,913)	2,189,234

APPENDIX

Includes a glossary of terms, acronyms, and an understanding of general ledger accounts.

ACRONYMS

ACWA – Association of California Water Agencies

CAFR – Comprehensive Annual Financial Report

CalPERS – California Public Employees Retirement System

CCF – Centum Cubic-Feet

CEQA – California Environmental Quality Act

CIP – Capital Improvement Project or Capital Improvement Program

CSDA – California Special Districts Association

FBS – Finance and Business Services

FMLA – Family Medical Leave Act

FSA – Flexible Spending Accounts

FTE – Full Time Equivalent

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

GIS – Geographic Information Systems

HCP - Habitat Conservation Plan

LAFCO – Local Agency Formation Commission

LAIF – Local Agency Investment Fund

MOU – Memorandum of Understanding

OPEB – Other Post-Employment Benefits

SCADA – Supervisory Control and Data Acquisition

USDA – United States Department of Agriculture

UWMP – Urban Water Management Plan

GLOSSARY OF TERMS

Accrual Basis of Accounting – Method of accounting that recognizes the financial effect of transactions, and activities when they occur, regardless of the timing of related cash flows. Revenues are recorded when earned and expenses are recognized when incurred.

Acre Foot – an acre foot is enough water to cover an acre of land, about the size of a football field, one foot deep. It is the equivalent of about 326,000 gallons.

Asset – Anything of value such as an area of land, or a building, or an item of plant or equipment or infrastructure that provides service potential or future economic benefits over a period greater than three years, and has a cost that is material (at least \$5,000).

Balanced Budget – The District's current operating expenses will be paid from current revenues and reserves carried forward from the prior year.

Board of Directors – The five public officials elected to represent the population within the District's service area. Also referred to as "the Board".

Budget – A financial plan showing authorized planned expenditures and their funding sources.

Budget Process – The schedule of key dates or milestones, which the District follows in the development, preparation, adoption, and administration of the budget.

California Environmental Quality Act (CEQA) – A California statute passed in 1970, shortly after the United States federal government passed the National Environmental Policy Act (NEPA), to institute a statewide policy of environmental protection. CEQA does not directly regulate land uses, but instead requires state and local agencies within California to follow a protocol of analysis and public disclosure of environmental impacts of proposed projects and adopt all feasible measures to mitigate those impacts.

Capital Improvement Program (CIP) – Authorized expenditures for tangible and long-term physical improvements or additions of a fixed or permanent nature.

Capital Project – Projects budgeted as capital projects fall within the definition of capital expenditures, which means (1) they create or extend the lives of assets, (2) their work products have a useful life of more than three years, and (3) they involve an expenditure of District resources equal to or greater than \$5,000.

Centum Cubic-Feet (CCF) – The standard rate of billing for water service. The District calculates one CCF as one unit of water. One CCF is equal to 100 cubic feet of water, which is 748 gallons.

Consolidated Omnibus Budget Reconciliation Act (COBRA) – COBRA gives employees the right to pay premiums and keep the group health insurance that they would otherwise lose after they quit their jobs, lose their jobs, or reduce their work hours. COBRA benefits are typically available for 18 months.

GLOSSARY OF TERMS

Debt Service – The current year portion of interest costs and current year principal payments incurred on long-term debt.

Department – A major organizational unit with overall managerial responsibility for functional programs of the District.

Depreciation – The reduction in value of a long lived asset from use or obsolescence. The decline in value is recognized by a periodic allocation of the original cost of the asset to current operations on an income statement.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through “user charges.”

Environment Impact Review (EIR) – Written record submitted to a deciding authority that identifies and examines the likely environmental effects of the continuing operations of an existing facility or those of a proposed project, and proposes measures to avoid, mitigate, or offset the identified effects.

Expense – A cost incurred in the operations of the District, most often settled with the payment of cash.

Fiscal Year (FY) – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. (SLVWD’s fiscal year is July 1 through June 30).

Flexible Spending Accounts (FSA) – A tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars.

Full-Time Equivalent (FTE) – A measure of labor requirement equal to the full time use of one worker (e.g., could be one person full time or two people half time).

Generally Accepted Accounting Principles (GAAP) – A collection of commonly-followed accounting rules and standards for financial reporting.

Geographical Information Systems (GIS) – An information system integrating maps with electronic data.

Governmental Accounting Standards Board (GASB) – A private, non-governmental organization that is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States.

Intertie – An interconnection permitting passage of water between two or more water utility systems.

GLOSSARY OF TERMS

Local Agency Formation Commission (LAFCO) – A public agency with county-wide jurisdiction that regulates, approves, or denies boundary changes proposed by other public agencies or individuals.

Memorandum of Understanding (MOU) – A formal agreement between two or more parties, such as between the District and its labor bargaining groups.

Meter – A device that measures and records the quantity of a substance, such as water or energy that has passed through it during a specified period.

Non-Operating Budget – Budgeted income and expenses derived from non-operating type categories, such as interest income and expenses, gain on the sale of assets, rents, and any other income/expenses not associated with the operations of a water system.

Operating Budget – The normal, ongoing operating costs incurred to operate the District, including wages, materials, utilities, professional and outside services, and the revenues generated through operations, such as water sales and service charges, and developer paid fees to connect to the water system.

Other Post-Employment Benefits (OPEB) – Benefits, other than pensions, that a state or local government employee receives as part of his or her package of retirement benefits. The District's OPEB is limited to retiree health benefits.

Pay-Go – A capital financing strategy to pay-as-you go by cash funding capital projects with current and accumulated revenues rather than borrowing funds that will be repaid with future revenues.

Pressure Reducing Valve (PRV) – A pressure reducing valve is a relief valve that automatically reduces high incoming water pressure to provide a lower, more functional pressure for residential water use.

Pump – A mechanical device for raising or lifting water, pushing it, and changing flow and pressure.

Pump Station – A structure containing pumps and appurtenant piping, valves, and other mechanical and electrical equipment for pumping raw water.

Regulatory – Something that is required due to a permit requirement, mandated regulation, or legislation.

Reliability – The probability that a system performs a specified function or mission under given conditions for a prescribed time.

Reserves – The portion of cash and investments that are held for a specific future use.

Revenue – Income the District receives from a variety of sources such as rates and charges, fees, and interest earnings.

GLOSSARY OF TERMS

Strategic Plan – The long-term goals, objectives, and performance measurement standards for the District.

Supervisory Control and Data Acquisition (SCADA) – A computer system that monitors and controls real time data from remote locations. The District uses a SCADA system to manage the tanks and pumps throughout the water distribution system.

Sustainability – The use of natural, community, fiscal, or utility resources in a manner that satisfies current needs without compromising future needs or options.

Tank – A vessel or container used to hold water or other liquid.

Transmission Main – A large water main that transports water from the main supply or source, to a distant area where the water is then further distributed. Finished water transmission mains usually have no or few connections.

Urban Water Management Plan (UWMP) – A plan prepared by California urban water suppliers to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. The UWMP must be prepared every 5 years. The District is currently starting its 2020 UWMP.

Valve – A device to regulate or isolate the flow of water.

Water Distribution System – A network of pipe, pumps, and storage facilities to transport potable water from the source/treatment facility to the consumer.

Water Quality – Various measures by which materials (contaminants) and appearance (aesthetics) are compared against what are considered appropriate levels for suitably potable water.

Water Quality Monitoring – Instrumentation and activities for measuring the quality of water.

Water Treatment – Any process that intentionally alters and improves the chemical, biological, or physical characteristics of water.

Water Treatment Plant – A facility where water treatment is performed to produce water for a specific end-use.

Well – (1) A subsurface source of water that is generally accessed through a drilled casing and pipe into the aquifer. (2) The entire system of the underground water source, pipe casing, pump, etc. Also called a borehole.

UNDERSTANDING OF GENERAL LEDGER ACCOUNTS

General Ledger – The main accounting record of a company or organization. Contains all the accounts for recording transactions relating to a company's assets, liabilities, equity, revenue, and expenses.

Account – A general ledger account is an account or record used to sort, store and summarize a company's transactions. The accounts are formatted as follows: XX-XXX-XXXX

XX = Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through "user charges." The District has two funds established:

Fund 01 = Water Fund

Fund 02 = Sewer Fund

XXX = Department – A major organizational unit with overall managerial responsibility for functional programs of the District. The District has seven departments:

100 = Administration

200 = Finance

300 = Engineering

400 = Operations & Distribution

500 = Environmental

600 = Sewer

800 = Water Supply & Treatment

XXXX = Category – Groups individual accounts into main expense categories. The District has six main categories:

Salaries & Benefits 51XX = This includes all of the employees regular salaries/wages, overtime wages, standby pay, health insurance, retirement benefits, etc.

Contract/Professional Services 52XX = This includes any services rendered by a third party that the District would not perform in house.

Operating Expenses 53XX = This includes all inventory, materials, small tools, rentals, etc.

Maintenance 54XX = This includes all safety equipment and vehicle & building maintenance.

Facilities 55XX = This includes all utilities; power, electric, phones, etc.

General & Administration 56XX = This includes any office supplies, banking fees, trainings, postage, and memberships.

MEMO

TO: BOARD OF DIRECTORS

FROM: DISTRICT MANAGER

SUBJECT: REQUEST FROM THE BOULDER CREEK BUSINESS ASSOCIATION
TO PLACE A BENCH ON DISTRICT PROPERTY

DATE: JUNE 20, 2019

RECOMMENDATION

It is recommended that the Board of Directors review the attached letter from Tamara O'Kelly with the Boulder Creek Business Association (BCBA) and consider approval to place a bench on District property.

BACKGROUND

On June 4, 2019 the District received a letter from Tamara O'Kelly with the BCBA requesting that they be allowed to place a bench on District property in front of the Operations Building at 13057 Highway 9, Boulder Creek, CA.

Staff was originally contacted a couple of months ago regarding the bench and because of problems associated with homeless individual's staff declined the placement of the bench. The BCBA letter hopes to revisit the request and request the Board's approval.

Currently we are having issues with homeless loitering in the area, using the porch area for a restroom, leaving garbage, and verbal issues with staff. The Operations Department staff have concerns as they have already been having issues with cleaning up after homeless. The sheriff has been called several times with one arrest last month. If the Board feels the need to work with the BCBA the District must be indemnified. Due to an increase in liability claims against the district, our risk management agency has increased our claim deductible to \$25,000 per occurrence. I request that the Board consider requiring the following at a minimum;

- Formal agreement between the BCBA and the District with provisions for immediate removal at the request of the District and indemnification further covering the District.
- Three-month pilot period with Board of Directors reevaluation

- BCBA pay for the installation of a CCTV camera added to the District's existing system dedicated at the bench area (estimate \$800).
- Liability insurance naming the district as additional insured (maintain ongoing).
- Return the garbage can in front of the Operations Building, providing weekly service (BCBA had one there for years and just recently removed it).
- Regular sidewalk sanitary cleanup (food spills, bi-annual steam cleaning).

It is very unfortunate that town benches have become real problems and cities are starting to remove benches because of transient problems (see attachment). The location for placing the bench is on District property and would require Board of Directors approval.



RECEIVED

JUN 04 2019

SAN LORENZO VALLEY
WATER DISTRICT

The Boulder Creek Business Association

Agenda: 6.20.19
President Justin Acton
Vice President Chris Currier
Secretary Janet Coit
Treasurer Karen Edwards
Doris Splettstoesser
Tamara O'Kelly
Nancy Currier
Jeff Angell
Kelly Pruden

BOULDER CREEK
Downtown

P.O. Box 611, Boulder Creek, CA 95006 - www.bcba.net -

May 29, 2019

Dear SLWD Board of Directors,

My name is Tamara and I am a board member on the BCBA. I wanted to introduce myself prior to the water district board meeting next week. Here is a little background on who I am and what I do: I used to be a partner in a landscape architecture firm, and my area of interest is historic preservation and "Main Street" programs for historic downtown and public spaces. I also own and operate the Historic Hartman House Inn a block away on Pine Street. I've been involved with the BCBA for more years than I can remember with the desire and intention of bringing and implementing a Main Street Program. If you are not familiar with the program, this is a short description:

"Developed by the National Trust for Historic Preservation more than 33 years ago and administered by the non-profit National Main Street Center of the National Trust for Historic Preservation, the Main Street Program has utilized a public-private partnership of private investment, local government support, and local non-profit assistance to revitalize historic commercial districts. The locally-driven, grass roots, self-help "Main Street Approach" focuses on four points: organization, promotion, design, and economic restructuring."

After a decade of hard work, we were recently given the honor of being the "Main Street Program" for the County of Santa Cruz.

Before I was even on the BCBA, I approached the previous board with the idea of reinstalling the "twinkle" lights up on the businesses. The next project was fighting for more historically appropriate street lights instead of allowing CalTrans to install freeway lights down our sidewalks. Thanks to a lot of support, fabulous leadership, and hard work by all members of the BCBA, these projects came to fruition. My next goal is to install benches and flower pots all over downtown to make it even more welcoming for our community to gather and spend more time, as well as make it more inviting for tourists.

I am aware of an article that came out in the Sentinel that created a lot of negative attention around street benches. But note that all of the benches the Metro removed were at bus stops in downtown Santa Cruz, close to the homeless shelter and needle exchange, and on PUBLIC property. The Metro is doing a temporary experiment. They are already getting pushback from the disabled and elderly who use the bus for primary transport and need a place to sit. In town planning, we call this method of removing benches in fear of homeless people sitting on them, "catering to the unemployed." That response to the problem takes away a place to sit for everyone, not just the alternate population.

We are not like downtown Santa Cruz, nor do we have the same issues that they do. Our homeless population is small, unlike the huge issue that Santa Cruz has. Some of our homeless, we know by name. Some of us may even know their stories. They are not strangers to us. Boulder Creek is a very different place than Santa Cruz. The placement of our bench, if it were to be placed in front of the SLVWD meeting hall, is on PRIVATE property. Since it is not a public space, the property owner has the ability to ask people to leave if necessary. Our bench is also a six foot bench with a center armrest that prevents anyone from laying down on it. We chose the SLVWD location because it is a neutral space. That way, businesses downtown won't feel that one business received favoritism over another.

When people come to town, they currently have two choices if they want to linger: stand or sit on a curb. Without benches for shoppers, families, the elderly, people with limited mobility to rest on, they don't linger...they shop and go home. When they go home, a tiny alternative population comes into view. Then when visitors are passing through, what may

come into view are the few homeless or unemployed folks that we have here. We need to drive more different types of people into our downtown in order to revive it and make it a more welcoming place for visitors. Adding benches will help do this.

In a perfect world, we would have the copious funds needed to install benches all over downtown. When you have many benches, it allows for many types of people to sit on them. Multiple benches "spread out the population" so there is a blend of people. But it is not a perfect world, and there is no way the BCBA can afford to buy all of the site furniture at once as we have to fund raise for every dollar. To offset that, we are implementing a program to allow people to adopt or sponsor a bench so we can reach our goal more quickly. Without having a demonstration set, it will be a much more difficult task. We need to have a real life example of our future site furniture to drive the campaign.

My desire for our community, is to have a more active downtown full of all types of people. In studies, it is proven that when you have "more eyes on the street" there is less crime. We need to make our environment inviting for ALL people. Yes, our bench MAY attract alternative types of people (homeless, unemployed, etc.). But, it will ALSO attract families, elderly, people with disabilities and tourists. So one can choose how to look at this first bench: positive or negative. I chose positive. Without a bench, we will STILL have "alternative folks" hanging out on the street. The bench will not change what we already have occurring. They will still be there. But it will give the opportunity for other people to linger as well, which is good for town. We have to start somewhere.

I feel, far more people will appreciate the SLVWD for taking the first step in providing a lovely place to sit and rest. The overall and long term benefits far outweigh the negative. It will also show how our organizations can work together to make town a more lovely place to be. We could even make it a wonderful "town beautification" press release with the SLVWD cutting the ribbon with us for the very first bench installation. Also remember that the SLVWD has complete authority over that bench. If there is ever an issue with alternative people causing trouble, all you have to do is call the Sheriff and he/she will kindly settle the problem and move them on. The bench is on private property, so this shouldn't be an issue. If for any reason the SLVWD doesn't want the bench any more, we will simply move it to another location. We are only asking for you to give it a chance, to take that first step in making town more welcoming and to assist us in making that process move along by having the first demonstration set.

I would like to ask that you add this to the June regular meeting as a discussion point. I hope that I have satisfied your concerns. If there are additional concerns or hesitations you have, please do not hesitate to contact me. Thank you so very much for your consideration of this very important first step towards our wonderful, historic "Main Street Program."

Respectfully yours,
Tamara O'Kelly

SANTA CRUZ METRO REMOVES BENCHES FROM SIX BUS STOPS

Transportation agency addresses issue of transients using bus stop benches, shelters

TRANSPORTATION

By Elaine Ingalls

eingalls@santacruzsentinel.com @sentinel_elaine on Twitter

SANTA CRUZ >> Santa Cruz METRO is conducting an experiment to address issues with transients at bus stops, according to Barrow Emerson, planning and development director.

Santa Cruz METRO has **removed** benches at six bus stops within the last year. Benches have been **removed** at the following locations in Santa Cruz and Felton: Front Street, Soquel Avenue, Water Street, Coral Street, Pacific Avenue and from the Felton Fair Shopping Center. There are no overhead coverings at the Soquel Avenue, Water Street and Coral Street bus stop locations.

“We have **removed** benches every once in a while as a response to dealing with transient problems,” Emerson said.

Emerson said it is also a response to complaints from METRO riders of people on the **bench** for an extended number of hours with their personal belongings and using seating and sometimes standing space.

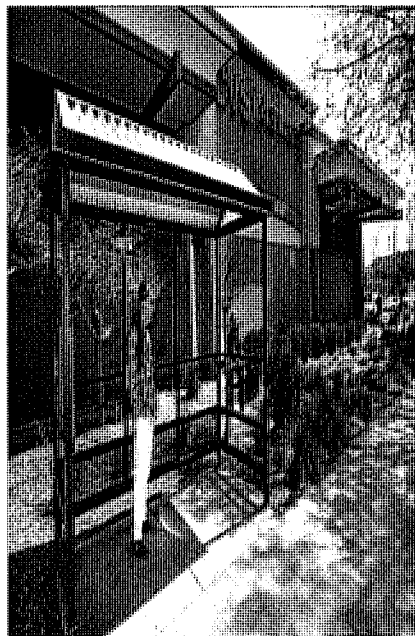
Fair Shopping Center bus stops for more than 10 years, and the METRO system in general for more than 13 years. Hiller is disabled.

Now that the benches are gone, Hiller is forced to stand until the bus comes, regardless of the pain it causes him, said Dagny Blaskovich, Community Connection program coordinator and Hiller’s friend and liaison.

Hiller still uses METRO buses because they are his main source of transportation, but it has become

A man waits for a bus on Front Street near Soquel Avenue where Santa Cruz METRO **removed** the **bench** to dissuade transients from staying there for an extended period of time. A bus stop **bench** in Felton and four other locations were **removed** for the same reason.

PHOTOS BY DAN COYRO — SANTA CRUZ SENTINEL



Shauhin Ghomizadeh and Collin Lane tend to some last-minute details before boarding the Highway 17Express to San Jose.

Transient issues have dissipated in these locations since the benches have been **removed**, according to Emerson.

There are 850 METRO bus stops, 420 stops with benches, and 182 sheltered stops. Each of the sheltered stops have benches, except for the two **removed** in Felton and Santa Cruz.

Santa Cruz resident Carl Hiller has been using the Front Street and Felton

increasingly difficult and sometimes he does have to rely on rides from other people in his life, according to Blaskovich.

Emerson said it has been confirmed with METRO's legal counsel that it is not an Americans with Disabilities Act requirement to have benches in place at the bus stops.

He said there is not an estimated time frame for replacing the benches, as METRO is considering multiple options to address transient use.

Emerson said METRO is addressing the transient

situation in a compassionate way and will continue to provide the sheltered stops to accommodate riders.

He said METRO has received some written complaints about the benches not being there and staff has responded and explained the experiment.

"This is what we're doing to solve a singular problem," he said.

MEMO

To: Board of Directors

From: District Manager

Prepared by: Engineering Manager

Subject: Discussion and possible action related to the Bear Creek Estates Wastewater Treatment Facility Alternatives Analysis RFP

Date: June 20, 2019

Recommendation:

It is recommended that the Board of Directors consider a recommendation from the Engineering Committee to reject the proposal received from IEC for the Bear Creek Estates Wastewater Treatment Facility Alternatives Analysis.

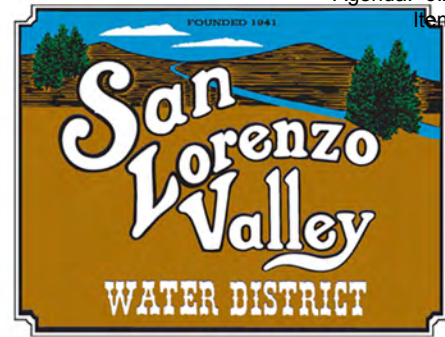
Background

The wastewater system for the Bear Creek Estates Subdivisions 3, 4 and 5 (System) is operated by the San Lorenzo Valley Water District (District). The System treats domestic wastewater from 56 residential units. The System is regulated by the California Central Coast Regional Water Quality Board (Regional Board) under Waste Discharge Order No. 00-43. The Regional Board sets Waste Discharge Requirements (WDR) for the System.

The treatment plant was originally constructed in 1985 as a septic tank treatment system. Modifications were made to the plant in 2009 and 2013 after the Regional Board amended the District's WDR to include a 50% reduction in nitrogen in the plant's effluent. The plant does not currently meet the 50% nitrogen reduction despite the addition of a third stage trickling filter. The consulting firm IEC prepared previous studies for the District and was involved in process modifications to assist the District in meeting nitrogen reduction.

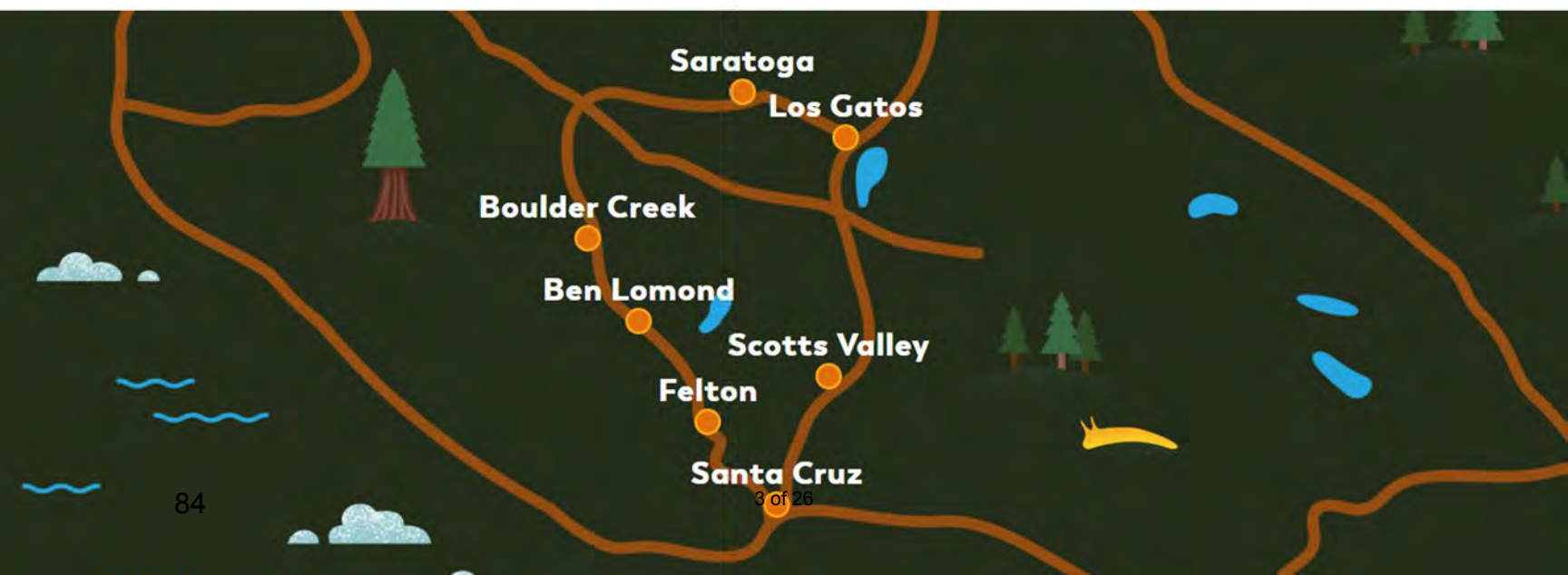
Earlier this year the District circulated a Request for Proposals (RFP) to 18 engineering firms seeking proposals for professional design services for a Bear Creek Estates Wastewater Treatment Facility Alternatives Analysis aimed primarily at achieving the required 50% reduction in nitrogen. On May 31st the District opened the one proposal received for this project. The proposal was from

IEC. The proposal was subsequently reviewed by the Engineering Committee on June 6th. After careful review of the proposal and a number of complicating issues that may be affecting the effectiveness of the treatment plant, the Engineering Committee recommended that the Board reject the proposal and that District staff solicit new proposals from qualified engineering firms.



PROPOSAL FOR
**BEAR CREEK ESTATES
WASTEWATER
TREATMENT FACILITY
ALTERNATIVES
ANALYSIS**

MAY 31, 2019



May 29, 2019

Mr. Darren Langfield
Engineering Manager
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

RE: Proposal for Professional Design Services for the Bear Creek Estate Wastewater Treatment Facility Alternatives Analysis

Dear Mr. Langfield:

Infrastructure Engineering Corporation (IEC) is pleased to provide the San Lorenzo Valley Water District (District) with this proposal for Engineering and Professional Engineering Services for the Bear Creek Estate Wastewater Treatment Facility Alternatives Analysis. This proposal is in response to the **District's recent Request for Proposal**.

The wastewater system for Bear Creek Estates Subdivisions 3, 4 and 5 is operated by the San Lorenzo Valley Water District. The system treats domestic wastewater flow from 56 residential units. The treatment plant was initially constructed in 1985 as a septic tank treatment system. The wastewater system is regulated by the California Central Coast Regional Water Quality Board (Regional Board) under Waste Discharge Order No. 00-43 (WDR).

Modifications to the treatment plant were made during the years 2009 through 2013 after the Regional Board **amended the District's WDR to include reduction of nitrogen in the plant effluent by 50%, however, the plant does not currently reduce nitrogen by 50% despite the additional of a third stage trickling filter.**

IEC has an excellent understanding of the issues of this project, having prepared previous studies for District. We have been involved in process modifications to assist District staff in meeting the nitrogen reduction requirement of their permit. We are prepared to continue troubleshooting plant operations with staff, if we are **selected for this work. We have also contacted several package treatment plant manufacturer's using design data, which we developed, for cost and footprint information.** We are ready to analyze whether a new treatment plant is the solution to the nitrogen reduction problem. We have also reviewed the Santa Cruz County regulations on permit requirements for private septic systems and are prepared to interact with stakeholders on this option for compliance with the permit.

We are confident that IEC, along with District staff, will select a preferred alternative that will have considered permit compliance, cost, impact on operations and maintenance, environmental issues and potential funding sources.

Mr. Darren Langfield
San Lorenzo Water District
May 29, 2019
Page 2 of 2

We will be ready on Day 1 for a kick-off meeting and workshop, with our ideas ready to go. We will work collaboratively with the District to make sure **the best alternative is selected to meet the District's permit**. IEC brings the experience and capability to do the work. We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 842-6978 should you have any questions or need further information.

Sincerely,



Robert S. Weber, PE
Principal
14271 Danielson Street
Poway, CA 92064
858-583-6193
rweber@iecorporation.com

PROJECT DESCRIPTION AND APPROACH

PROJECT UNDERSTANDING

The San Lorenzo Valley Water District (District) in Boulder Creek, California was established in 1941 to supply water to the communities of Boulder Creek, Brookdale, Ben Lomond, Lompico, Scotts Valley and Felton. The city of Boulder Creek is located in the Santa Cruz Mountains Region just below the peak of the Santa Cruz Mountains and is the gateway to Big Basin Redwoods State Park, California's oldest state park. The residents served by the San Lorenzo Valley Water District treasure the area for its redwood forests and turn-of-the century mountain town culture. Water supply, water quality as well as rehabilitation of aging infrastructure are key goals of the San Lorenzo Valley Water District to keep this unique area sustainable for the future.

Bear Creek Estates Subdivisions 3, 4 and 5 were developed in 1984. Some residences in the area date back to 1962. The wastewater system for Bear Creek Estates Subdivisions 3, 4 and 5 is operated by the San Lorenzo Valley Water District. The system treats **domestic wastewater flow from 56 residential units. The wastewater system includes a collection system, which consists of 19 manholes, approximately 3,600 linear feet of 6-inch ACP and PVC gravity sewer, 2,600 linear feet of force mains, 2 sewer pump stations and 56 laterals. The wastewater treatment plant is a septic tank-trickling filter treatment system discharging treated effluent to subsurface leach fields. The wastewater system is regulated by the California Central Coast Regional Water Quality Board (Regional Board) under Waste Discharge Order No. 00-43 (WDR).**

The Bear Creek Wastewater Treatment plant is located at 15900 Bear Creek Road, Boulder Creek, California. It was initially constructed in 1985 as a septic tank treatment system. It was designed to treat a design daily average flow of 12,000 gallons per day (gpd) and a peak wet weather flow of 32,500 gallons per day (gpd). In its original form, it consisted of two (2) cast-in-place, underground concrete tanks, an influent pump station, an effluent pump station, and a 2.3-acre leach field. Modification to the treatment plant were made during the years 2009 through 2013 after the Regional Board amended the District's WDR to include reduction of nitrogen in the plant effluent by 50%. A third stage trickling filter was added, piping modifications were made, and blowers added to Clarifier #1.

On April 1, 2016, the Regional Board issued a Notice of Violation (NOV) of Wastewater Discharge Permit to the District citing ongoing violations with insufficient total nitrogen reduction since 2007 as well as excess flow from inflow and infiltration (I & I) related violations. The District retained IEC in 2015 to develop recommendations to address the violations. IEC prepared three technical memoranda:

- Memorandum No. 1 – Engineering Controls to Reduce I & I during rain events
- Memorandum No. 2 – Wastewater Treatment Plant Modification to reduce total nitrogen by 50%
- Memorandum No. 3 – Emergency Spill Response Plan

PROJECT APPROACH

SUMMARY OF PAST WORK

An analysis of treatment plant effluent permit data demonstrates that the Bear Creek treatment plant removes 80% of both Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS). The District's WDR does not state an effluent limit or % removal requirement for these constituents, only that the wastewater system discharge shall not exceed Maximum Contaminant Level for chemical constituents in the Title 22. BOD and TSS are not listed as contaminants in this regulation. Removal of BOD and TSS in the 80% range is typical for activated sludge plants and suggests that the plant is treating the incoming wastewater effectively.

While it appears that the first stage of the tricking filter is removing BOD and TSS to less than 45 mg/L each, the first stage trickling filter does not appear to reduce total nitrogen. The wastewater treatment plant is not achieving the 50% reduction in total nitrogen in the influent, a limit required by the District's WDR, however. Current incoming average concentration of total nitrogen are 55 mg/L and outgoing effluent are 49 mg/L for an average removal of 20% over the years 2016-2018.

The removal of nitrogen requires a healthy population of nitrifying microorganisms. These aerobes require a longer time to grow (than carbonaceous "bugs") and require more oxygen. In 2017 the District installed blowers in Tank #3 (Clarifier #1) to increase the dissolved oxygen in the activated sludge leaving the first stage trickling filter (Trickling Filter #1). The addition of dissolved oxygen did not improve the reduction of Total Nitrogen by the wastewater system.

PROJECT DESCRIPTION & APPROACH

IEC will develop three alternatives to achieve compliance with the District's WDR requirement for nitrogen reduction. We will describe each alternative, develop costs and address associated regulatory issues, operations and maintenance needs and associated environmental permit requirements. An alternatives analysis will be performed and sent to the District for review. After District review, one alternative recommended. Implementation steps and a schedule will be included in the technical memorandum documenting the alternatives analysis.

Alternative 1: Rehabilitate the Existing Treatment Plant

IEC will define what measures need to be undertaken to rehabilitate the existing treatment plant to meet the nitrogen removal permit requirements. Some of these measures were discussed in Technical Memorandum No. 2 – Wastewater Treatment Plant Process Assessment dated July 29, 2017. The status and feasibility of implementing these measures will be further described in this alternative. The status and feasibility of the process modification recommended in the Engineering Update Report dated October 2018 will also be evaluated. These process modification recommendations are summarized in Table 1. A plant modification project to implement these process modifications will be identified, a layout prepared and a planning level cost opinion ($\pm 30\%$) prepared.

Table 1 – Process Modification Steps

Step 1	Obtain baseline influent wastewater characteristics at key locations
Step 2	Isolate and test performance of each trickling filter stage
Step 3	Improve process control, maintain DO level with new blowers
Step 4	Improve the microbiological population in the second stage trickling filter (Trickling Filter #3). Improve the mass of "food" or BOD in the second stage trickling filter (Trickling Filter #3). The District could bypass one of the first stage trickling filter tanks, which would allow a higher strength BOD wastewater stream to pass through the second stage trickling filter.

Alternative 2: Decentralized Treatment

The decentralization of treatment would entail the construction of a private septic tank system at each residence in the Bear Creek Estates Subdivision 3, 4 and 5. New private septic tank systems are required to be permitted by Santa Cruz County. The county code **Section 7.38 Sewage Disposal** outlines the requirements for private sewage systems. According to the code, because Bear Creek Estates is located in the San Lorenzo Water Supply Watershed, septic systems are only allowed on parcels of one (1) acre or more. IEC performed a cursory review of the 56 residential parcels in the Bear Creek Estates Subdivisions 3, 4 and 5. The bulk of the residential parcels are ½ acre or less. Another prohibition in the county code is the requirement that septic tanks systems are not allowed if there is an existing sewer within 200 feet for connection. While we find it unlikely that the District could return to individual septic systems, we will consider it as an alternative and speak to various agencies to determine ground truth on the issue.

Alternative 3: Replace Existing Treatment Plant with New Package Treatment System

IEC proposed a third alternative – replacement of the existing treatment plant with a new package treatment system. A conventional activated sludge system will readily remove BOD, TSS and reduce nitrogen to meet the District's permit. Such a system would need to be designed according to the design parameters in Table 2.

Table 2 – Treatment Plant Basis of Design

Parameters	Flow Rate (gpd)	Influent Concentration (mg/L)	Projected Effluent Concentration (mg/L)	% Removal
Average Daily Flow Rate	12,500			
Peak Daily Flow Rate	31,250			
BOD (mg/L)		250	≤ 5	98

PROJECT DESCRIPTION & APPROACH

Parameters	Flow Rate (gpd)	Influent Concentration (mg/L)	Projected Effluent Concentration (mg/L)	% Removal
TSS (mg/L)		250	≤ 5	98
Total Kjeldahl Nitrogen (TKN) (mg/L)		55	25	≥50
Ammonia (mg/L)		30	≤ 5	98
Phosphorus (mg/L)		8	NA	NA
pH		6.5 to 8.5		

The District would be best served by a modular conventional activated sludge plant with nitrogen removal capabilities. The plant would include flow equalization, aeration tank with air diffusers, digester tank with air diffusers, clarifier, blowers and required electrical and controls equipment. The footprint for such a plant is 15 feet by 35 feet and would fit on the existing plant site. The existing final effluent pumps would be replaced in kind or the existing pumps reused to pump the effluent from the package plant to the existing leach field. IEC would likely recommend that no modifications be made to the existing leach field. We would, however, recommend telemetry so the plant could be monitored by operators at a central location. Fiberglass enclosures may be needed to house blower to alleviate noise issues and odor control may also need to be added due to the proximity to residential neighbors. The manufacturer's estimated cost for the package plant itself, not including a concrete slab, installation – both mechanical and electrical, not including the final effluent pump station or telemetry is approximately \$300,000. IEC will contact these manufacturer's after Alternative 3 is fully developed for budgetary quotes. We will also develop a full Engineer's Opinion of Probable Cost for this alternative, which is likely to be in the range of \$750,000 to \$900,000.

When the alternative has been selected, steps for implementing the project will be established. One of those steps would be the procurement of grant funding through state or federal sources such as the USDA or Bureau of Reclamation. Grant programs require a specific engineering report and grant application, costs for which, will be developed. Whichever alternative is recommended it will meet the goal of permit compliance in keeping with the District's goal of protection of water quality in the San Lorenzo area.

As part of the alternatives analysis, the District has requested that costs for associated environmental issues be included in the overall project cost for each alternative. The environmental issues for the new plant alternative, for example, will not be do to an increase in plant capacity, but rather because the plant is located in the Timber Production Zone of Santa Cruz County. The County may require a public hearing for zoning approval of utilities. If so, the project will require a discretionary permit from the County Planning Department and is considered a Project under CEQA Statutes and Guidelines. Since the proposed plant is a small expansion of an existing treatment plant, the Project could qualify from one of the following CEQA Categorical Exemptions.

Class 1 Existing Facilities: consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination, or

Class 3 New Facilities or Conversion of Existing Facilities: consists of construction of small structures. (Guidelines §15303) (d) Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction. The applicability of a Class 3 Exemption is dependent on the location of the project in relation to sensitive resources.

In addition, the Project must comply with the Migratory Bird Treaty Act and Endangered Species Act based on potential to create elevated noise within proximity to migratory bird or endangered species which have been seen in the surrounding forest area. Likewise, the project will involve ground disturbance and must comply with the National Historic Preservation Act. The project is not located on federal land; however, if the project is funded by federal agency grant money, NEPA clearance will be required. Since the project involves a minor expansion of an existing utility, it is expected to qualify for a Categorical Exclusion under NEPA.

IDENTIFICATION OF PRIME CONSULTANT/SUBCONSULTANTS

PRIME CONSULTANT

INFRASTRUCTURE ENGINEERING CORPORATION

LEGAL NAME & ADDRESS OF THE COMPANY: Infrastructure Engineering Corporation
14271 Danielson Street, Poway, CA 92064

LEGAL FORM OF COMPANY: State of California – Subchapter C Corporation

PARENT COMPANY: N/A

CONTACT: Jane Costello, PE – *Project Manager*
14271 Danielson Street, Poway, CA 92064
858.842.4425 | jcostello@iecorporation.com

SIZE OF FIRM: 56

LOCATION OF OFFICES:

SAN FRANCISCO BAY AREA: 1735 North First Street, Suite 304, San Jose, CA 95110

RIVERSIDE COUNTY: 41593 Winchester Road, Suite 110, Temecula, CA 92590

SAN DIEGO: 14271 Danielson Street, Poway, CA 92064

OCEANSIDE: 301 Mission Avenue, Suite 202, Oceanside, CA 92054

ORANGE COUNTY: 300 Spectrum Center Drive, Suite 400, Irvine, CA 92618

CENTRAL VALLEY: 1401 Commercial Way, Suite 100, Bakersfield, CA 93309

YEARS IN BUSINESS: 17 years

BANKRUPTCY FILING, TERMINATED CONTRACTS None

DISCIPLINE/JOB TITLE See table below

SUBCONSULTANT INFORMATION IEC will self perform required work. No subconsultants will be utilized.

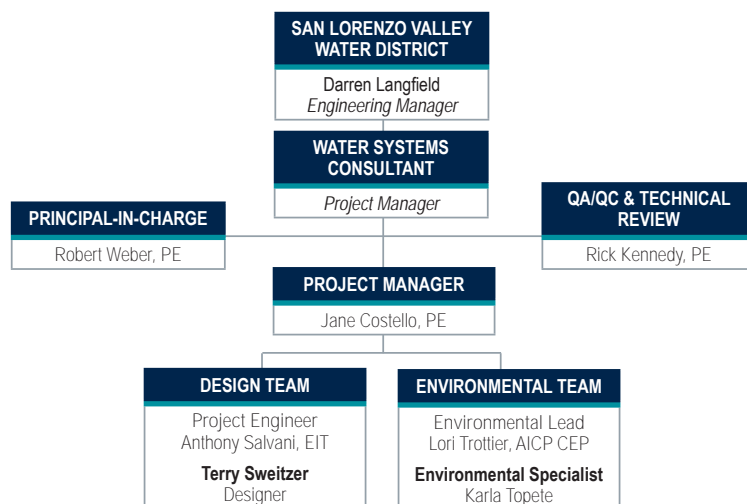
DISCIPLINE/JOB TITLE	NUMBER OF STAFF	DISCIPLINE/JOB TITLE	NUMBER OF STAFF
Principal	4	CADD Manager	1
Senior Project Manager	4	CADD Designer	2
Project Manager	7	Construction Manager	2
Senior Project Engineer	1	Assistant Construction Manager	1
Project Engineer	2	Senior Construction Inspector	9
Senior Designer	1	Environmental Specialist I	1
Engineer I	2	Environmental Sr. Technical Staff	1
Engineer II	3	Flow Monitoring Manager	1
Engineer III	1	Flow Monitoring Technician	1
Program Manager	1	Intern	1
Assistant Program Manager	1	Administrative	8
Project Surveyor	1		

PROJECT ORGANIZATION & EXPERIENCE

PROJECT ORGANIZATION & EXPERIENCE

TEAM ORGANIZATION

IEC's proposed team for San Lorenzo Valley Water District's (District) contract has the resources, capabilities, and commitment to deliver a successful project. The team, under the leadership of Jane Costello, PE as Project Manager is well prepared to deliver a project on-time and within budget. Supporting Costello are Rob Weber, PE and **Rick Kennedy, PE as Principal-in-Charge and QA/QC & Technical Review**, respectively. Mr. Weber and Mr. Kennedy will provide guidance, resources, and technical oversight to the team, and will ensure the District is delivered a successful project. The organization chart, to the right, depicts the roles and reporting structure for key staff available for the project.



Resumes have been provided in an Appendix.

KEY PERSONNEL

PROJECT MANGER – JANE COSTELLO, PE

Ms. Costello has over 28 years of experience in the water and wastewater field. Her experience includes project management and design of water and wastewater treatment plant improvements, office engineering services during construction and resident engineering. She frequently leads multi-disciplinary teams on her projects. Recent projects include: 1) Leucadia Wastewater District's Gafner Advanced Water Treatment Plant Improvements, 2) City of Oceanside San Luis Rey Wastewater Reclamation Plant Aeration Tank Improvements, 3) Clarifier and RAS/Scum Pumping Station, Ramona Municipal Water District. The projects include upgrades to treatment plant pumping, chemical mixing, aeration tank gate replacement including aeration tank partial bypass pumping while maintaining treatment requirements, and clarifier design, return activated sludge pump station retrofit and hydraulic improvements, respectively.

Ms. Costello served as resident engineer for two large water utility projects. The first project was at the St. Paul, MN McCarron's 35 MGD surface water treatment plant, which included building additions, mechanical piping, equipment installation and start-up for nine water treatment chemicals: chlorine gas, aqueous ammonia, Powder Activated Carbon (PAC), ferric chloride, alum, sodium hydroxide, fluoride, potassium permanganate and slaked lime. The second project included engineering services during construction for the ground-up construction of a 50 mgd water booster station including pump factory witness testing of one 20 mgd and one 30 mgd split case centrifugal pump for Water Booster Pump Station No. 9 for Minneapolis Water Works, MN. All systems in both projects have been operational for the past ten years.

PRINCIPAL-IN-CHARGE – ROBERT S. WEBER, PE

Mr. Weber, PE has over 28 years of civil engineering and project management experience and has worked in the wastewater/water/recycled water field for his entire career. Mr. Weber is a Principal and owner of IEC. He leads IEC's wastewater/water design practice and regularly serves as project manager and principal-in-charge on a variety of water infrastructure design projects. Mr. Weber brings to the team technical oversight and project management advice. He also brings to the District the firm's commitment of our staff and resources. Mr. Weber is known for his sincere commitment to provide responsive service, quality work products, and high client satisfaction.

QA/QC & TECHNICAL REVIEW – RICK KENNEDY, PE

In his 42 years of experience, Mr. Kennedy has managed the design of more than 12 new and retrofit pump station projects ranging in size from 400 gpm to over 400 mgd, with a variety of types of pumps and drive configurations. He has managed the design of new and retrofit treatment plant projects. He is a specialist in mechanical process equipment of all types, piping, and valves. He prides himself in

PROJECT ORGANIZATION & EXPERIENCE

working closely with his clients, and ensuring the design team understands the critical issues of the project. He is dedicated to delivering detailed and quality bid packages. He effectively manages project budgets, schedules and risks and continually finds ways to minimizing construction and operational costs.

PROJECT MANAGEMENT

A successful project must solve several technical challenges while meeting the District's goals. IEC's project management approach provides the well-structured procedures to plan, track, and execute the work while communicating effectively within the team, with the District and with the project stakeholders. The specific management steps our team leaders will take are described below.

IEC'S MANAGEMENT APPROACH MAKES IT EASY FOR THE DISTRICT TO MANAGE IEC	
PLAN	<ul style="list-style-type: none"> ✓ Develop detailed scope of services, fee and schedule that meets District expectations. ✓ Develop detailed schedule, and identify milestones, critical path tasks, and data collection tasks. ✓ Identify lines of communication and points of contact, and provide contact list to the team members and District. ✓ Establish clear assignments for each team member with appropriate schedule and level of effort.
EXECUTE	<ul style="list-style-type: none"> ✓ Start the project quickly with a well-organized kick-off meeting that outlines the project goals, clarifies any initial ambiguities, and assigns immediate responsibilities for IEC and the District. ✓ Identify and address project issues that are critical to schedule milestones and/or key design decisions. ✓ Establish and implement information management procedures - set up and maintain a ShareFile site for documents. ✓ Coordinate with IEC staff to provide a unified approach to the project. ✓ Define QA/QC roles for key staff and confirm requirements with team members.
TRACK	<ul style="list-style-type: none"> ✓ Check progress in terms of meeting project requirements and goals in accordance with scope of services and schedule, and adjust efforts to accommodate unforeseen changes that arise. ✓ Monitor project documentation and meeting minutes to confirm follow-through on action items and District comments. ✓ Regularly evaluate project progress in terms of production versus expenditures. Identify issues and adjust staff levels and activities accordingly.
COMMUNICATE	<ul style="list-style-type: none"> ✓ Implement routine communication to keep District Project Manager informed of project progress/status – weekly e-mail/verbal contacts, bi-weekly progress updates, and monthly progress reports by IEC Project Manager. ✓ Hold conference call or face-to-face meetings with selected District staff when needed for discussion of technical issues and information exchange. ✓ Hold workshop presentations with District-wide stakeholders for comprehensive project review, interdepartmental coordination, and information exchange. ✓ Hold regularly scheduled meetings internally with team to review project progress, schedule, and outstanding issues. ✓ Coordinate closely with District to achieve coherent project approach.

CAPACITY TO PERFORM THE WORK

IEC has the staff and resources immediately available to perform the work as described.

EXPERIENCE AND PAST PERFORMANCE

BEAR CREEK WASTEWATER TREATMENT PLANT

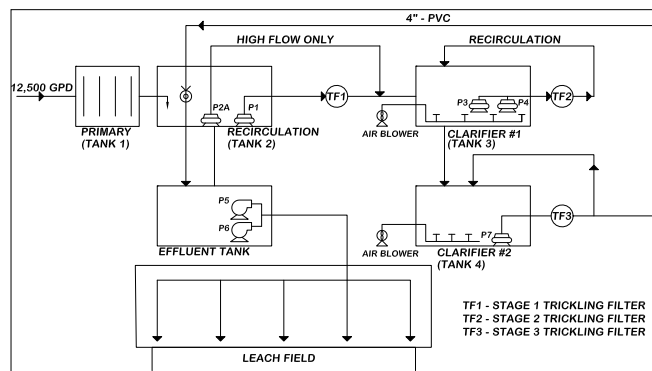
CLIENT/LOCATION: San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

CLIENT CONTACT: Rick Rogers
PHONE: 831.430.4625
E-MAIL: rrogers@slvwd.com

DATES OF ENGAGEMENT: May 2016 – Present

TOTAL PROJECT VALUE: \$40,000

IEC is providing process evaluation for a septic tank/biotrickling filter wastewater system for the San Lorenzo Valley Water District (District) intended to bring the District in compliance with the Central Coast Regional Water Resources Control Board's regulations for total nitrogen reduction and identify solutions to minimize inflow and infiltration during rainfall event. Through an exhaustive study involving sampling and testing, IEC recommended and implemented process and collection system improvements to bring the District in compliance with regulation.



IEC provided mechanical/process consultation to the District regarding process optimization at the plant

Key Project Components & Issues

- Ongoing Violations with insufficient Total Nitrogen (TN) percent reduction
- Excess flow violations from inflow and infiltration (I&I)
- Operator emergency response training for sewer/WWTP spills

SANTA MARGARITA CONJUNCTIVE USE PROJECT

CLIENT/LOCATION: Fallbrook Public Utility District
990 E Mission Road
PO Box 2290
Fallbrook, CA 92028

CLIENT CONTACT: Jack Bebee, PE
PHONE: 760.728.1125 x1105
E-MAIL: jackb@fpud.com

DATES OF ENGAGEMENT: November 2014 – December 2015

TOTAL PROJECT VALUE: \$43,000,000

The Santa Margarita Conjunctive Use Project (SMCUP) consists of the design of treatment facilities associated with an agreement between FPUD and the federal government that settled a century long dispute over water rights of the Santa Margarita River. The agreement included Camp Pendleton providing approximately 8 mgd of ground water to FPUD, actual flowrates being dependent on the month of the year and rainfall of the previous year, that was high in iron, manganese, and TDS. The treatment train included 8 mgd of iron and manganese removal utilizing greensand media within five 12' diameter and 30' long pressure vessels. A side stream, treated with RO membranes, was remixed to create a product water to match the water quality of FPUD's imported water. The product water was pumped directly into the distribution systems. Distribution system improvements included two miles of 24-inch CML&C steel pipe, a remote 8 mgd pump station and 4 MG steel water storage tank. Project services included: 1.) distribution system modeling, 2.) establishment of water quality goals, 3.) evaluation of potential process treatment trains and configurations, 4.) preliminary design, 5.) final design, 6.) design service during construction phases, 7.) public outreach, and 8.) permitting assistance.



IEC provided all the process mechanical design of 8 MGD treatment plant and product water pump station

EXPERIENCE AND PAST PERFORMANCE

SAN LUIS REY WATER RECLAMATION FACILITY MAJOR PLANT UPGRADES PHASE 1

CLIENT/LOCATION:	City of Oceanside 300 North Coast Hwy Oceanside, CA 92054	CLIENT CONTACT: PHONE:	Rudy Guzman* 858.668.4705 * now with City of Poway
DATES OF ENGAGEMENT:	2015	TOTAL PROJECT VALUE:	\$1.6M

Ms. Costello, while at another firm, provided plant upgrades to a 15 million gallons per day (mgd) conventional activated sludge plants. Project components included replacement of influent and effluent aeration tank gates, 30" steel clarifier transfer pipes and plant water supply piping. The project also included concrete rehabilitation of the aeration tank influent channel and demolition of miscellaneous piping and appurtenances in the plant galleries. Individual aeration basins were taken out of service to complete the work. A maintenance of plant operations (MOPO) plant was developed that involved bypass pumping primary effluent around the out-of-service basins.

LOCAL EXPERIENCE/EXCEPTIONS TO THIS RFP

LOCAL EXPERIENCE

BEAR CREEK WASTEWATER TREATMENT PLANT

CLIENT/LOCATION:	San Lorenzo Valley Water District 13060 Highway 9 Boulder Creek, CA 95006	CLIENT CONTACT:	Rick Rogers
		PHONE:	831.430.4625
		E-MAIL:	rrogers@slvwd.com
DATES OF ENGAGEMENT:	May 2016 – Present	TOTAL PROJECT VALUE:	\$40,000

IEC is providing process evaluation for a septic tank/biotrickling filter wastewater system for the San Lorenzo Valley Water District (District) intended to bring the District in compliance with the Central Coast Regional Water Resources Control Board's regulations for total nitrogen reduction and identify solutions to minimize inflow and infiltration during rainfall event. Through an exhaustive study involving sampling and testing, IEC recommended and implemented process and collection system improvements to bring the District in compliance with regulation.

Key Project Components & Issues

- Ongoing Violations with insufficient Total Nitrogen (TN) percent reduction
- Excess flow violations from inflow and infiltration (I&I)
- Operator emergency response training for sewer/WWTP spills

PROFESSIONAL SERVICES AGREEMENT

IEC does not take any exceptions to this RFP including, but not limited to, the Professional Services Agreement.

SCOPE OF SERVICES

SCOPE OF SERVICES

TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION

IEC will attend a project kick-off meeting with the District to confirm the direction of the project, discuss the communication protocol and the deliverables and schedule for the project. The kick-off meeting will include a site visit to the existing wastewater treatment plant. IEC will prepare an agenda and take and distribute meeting minutes. Additional communication will take by phone or email throughout the project. IEC will administer the project invoicing the District monthly. This task also includes time for an internal Quality Control/Quality Assurance (QA/QC) review of the technical memorandum.

Deliverable: Agenda and meeting minutes

TASK 2 – DATA COLLECTION AND REVIEW

IEC will review as built drawings, the District permit and regulatory correspondence, previous reports and treatment plant data.

TASK 3 - ALTERNATIVES ANALYSIS

IEC will document the existing conditions and future needs for wastewater treatment for the Bear Creek Estates. IEC will develop three alternatives to address compliance with the District's Waste Discharge Requirements (WDR), which require a 50% reduction in nitrogen. Each alternative will include a description, layout, a planning level cost opinion ($\pm 30\%$) and Operations and Maintenance requirements including staff time. We will review the need for telemetry for remote monitoring and consider electrical and structural components of the project for cost estimating purposes. We will use industry standard planning level cost estimates for electrical and controls costs. No structural or electrical subconsultants are included in this scope and fee. IEC will recommend an alternative and outline steps to implement the alternative. We will identify the anticipated environmental compliance and permitting path for the project.

TASK 4 - TECHNICAL MEMORANDUM DRAFT/FINAL

The technical memorandum will document existing conditions, future conditions and describe three alternatives to meet the requirements of the District's future needs. The technical memorandum will include layouts of each alternative, cost tables and describe permit and regulatory issues. A draft and final technical memorandum in Adobe PDF format will be provided to the District for review and comment. The time for District review as scheduled is one week. Following receipt of District comments, IEC will incorporate mutually agreed upon comments, finalize the report and submit a final version

Deliverable: A draft and final technical memorandum in Adobe PDF format.

OPTIONAL TASK

TASK 5 ENVIRONMENTAL PERMITS

Task 5.1 Kick-off Meeting, Site Visit, Research and Project Description

IEC will prepare a project description for clearance under CEQA and NEPA. IEC will conduct research of existing available agency data bases. The project description will be the basis for environmental analysis and will describe: Permits needed for project approval, and the scope of temporary construction activities, permanent changes occurring on the project site, and long-term project operations. A description of any federal grant funding sources will be provided. A comprehensive database review will be conducted to document existing baseline conditions and environmental commitments for the project as well as agency clearances and permits needed for project implementation. IEC will present our Draft Project Description and findings from background research to the District and will make our field and research notes available for District review upon request.

Task 5.2 Technical Studies

Technical Studies for Compliance with the Endangered Species Act, Migratory Bird Treaty Act and the National Historical Preservation Act (Section 106 Compliance)

Project implementation will require compliance with resource protection legislation, including but not limited to Endangered Species Act, Migratory Bird Treaty Act, and the National Historical Preservation Act. Therefore, IEC will prepare the following technical studies to support environmental findings of fact:

SCOPE OF SERVICES

NHPA Section 106 Compliance: IEC will prepare a Phase I Cultural Resources report for the project including a records search and literature review at Northwest Information Center (NWIC) of the California Historical Resources Information System, Sonoma State University, Rohnert Park, California, to document potential for impacts to Historic Properties or cultural resources. IEC will conduct a field visit and shovel assessment of the existing conditions of the site pertaining to cultural and historic resources. IEC will conduct a Tribal Consultation meeting the requirements of SB 18 and AB 56 and for compliance with Section 106 of the National Historic Preservation Act.

Biological Resource Assessment for Compliance with the ESA and MBTA: IEC will conduct a field survey and mapping within a 500-foot and 1,000-foot radius for historic roosts, raptor nests and evidence of endangered species which are known to occur within this region per the Natural Diversity Data Base published by the California Department of Fish and Wildlife. This work will include records search and literature review of existing available studies and a field visit and field map of existing resources within the area of potential impact for the project that could be affected by elevated noise during construction. Recommendations will be provided to avoiding any potential for impacts related to nesting birds and raptors or any terrestrial species found during the field visit.

Task 5.3 CEQA and NEPA Documents

NEPA Exclusion Checklist: IEC will draft a NEPA Checklist for Categorical Exclusion on the Project using the Department of Interior Fish and Wildlife Service Form 3-2185. The completed checklist will contain a concise and thorough final project description and findings of fact supporting the conclusion that the Project will have less than significant effects on the environment from during construction, operation and maintenance. Because the Project is a small expansion of an existing land use, it is not expected to have substantial effect on the quality of the environment. This document will be given to the District for one round of comments, then finalized. The Categorical Exclusion from NEPA will be completed and printed in a PDF format and delivered to the District, USDA and Bureau of Reclamation.

Deliverables: Draft and Final NEPA Documents

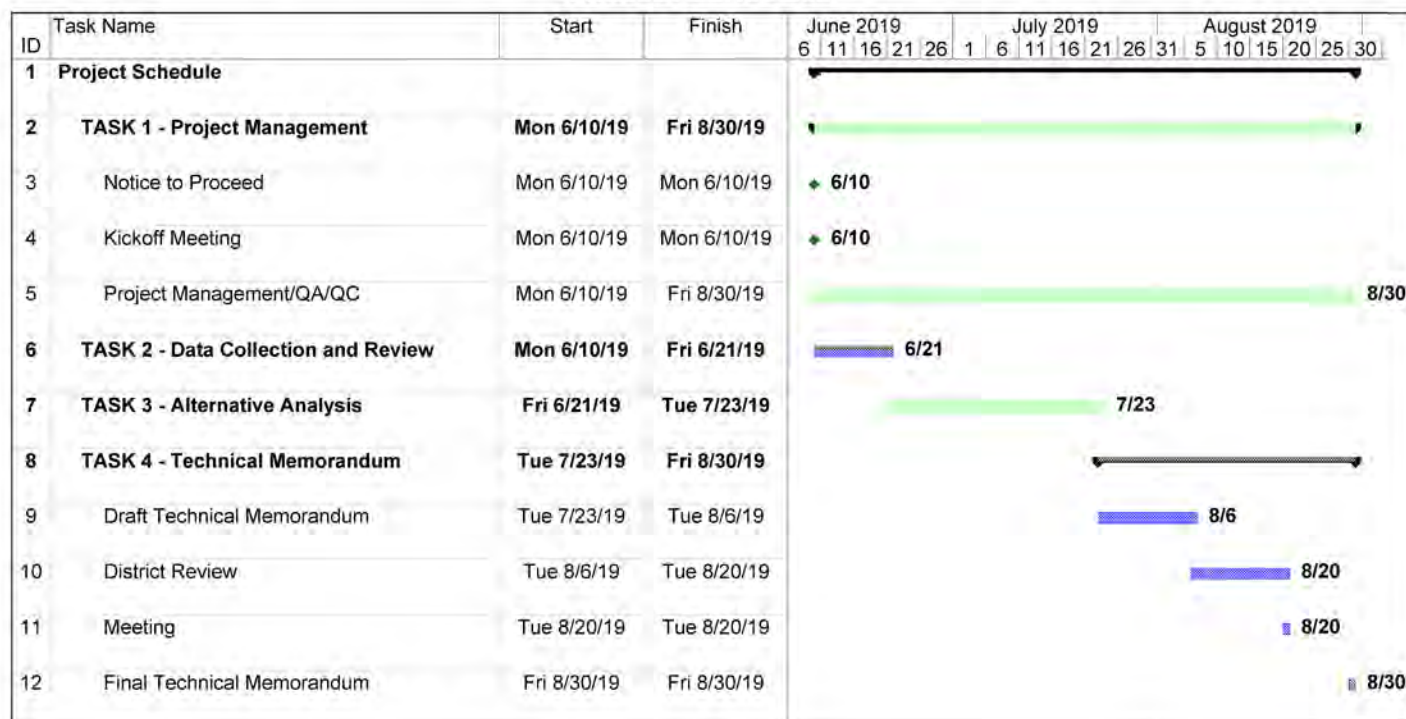
CEQA Notice of Exemption and Notice of Determination: IEC will complete a draft CEQA Notice of Exemption and Notice of Determination using the forms from the CEQA Guidelines, Title 14, California Code of Regulations. These documents will contain a concise and thorough final project description that has been approved by the District, the finding of exemption, along with the guideline citation of the exemption, and statements of reasoning to support the exemption. These documents will be given to the District for one round of comments, then finalized. The Notice of Exemption will be completed and printed in a PDF format and delivered to the District. Notice of Exemption and Notice of Determination Forms will then be filed at the County Clerk's Office by IEC staff.

Deliverables: Draft and Final CEQA Documents

SCOPE OF SERVICES

SCHEDULE

San Lorenzo Valley Water District Bear Creek Estates Wastewater Treatment Facility Alternatives Analysis PROJECT SCHEDULE



JANE COSTELLO, PE

PROJECT MANAGER

PROFESSIONAL REGISTRATION

Registered Professional Engineer
California No. 82185
Wisconsin No. 36427
Minnesota No. 45344
Arizona No. 48557

EDUCATION

University of Minnesota,
M.S. Civil Engineering, 1998

University of Wisconsin - Madison,
B.S. Chemistry, 1984

AFFILIATIONS

Water Environment Federation (WEF)

California Water Environment
Association (CWEA)

QUALIFICATIONS

Jane Costello has 33 years of experience in the water and wastewater field. Her experience includes project management and design of water and wastewater treatment plant improvements, office engineering services during construction and resident engineering. She frequently leads multi-disciplinary teams on her projects. Recent projects include: 1) Leucadia Wastewater District's Gafner Advanced Water Treatment Plant Improvements, 2) City of Oceanside San Luis Rey Wastewater Reclamation Plant Aeration Tank Improvements, 3) Clarifier and RAS/Scum Pumping Station, Ramona Municipal Water District. The projects include upgrades to treatment plant pumping, chemical mixing, aeration tank gate replacement including aeration tank partial bypass pumping while maintaining treatment requirements, and clarifier design, return activated sludge pump station retrofit and hydraulic improvements, respectively.

PROJECT EXPERIENCE

Bear Creek Wastewater Treatment Plant, *San Lorenzo Valley Water District* – The Bear Creek Wastewater Treatment Plant (WWTP) experiences difficulties in meeting the nitrogen reduction require by its Wastewater Discharge Permit. IEC developed technical memoranda, which documented the conditions of excess flow due to inflow and infiltration (I&) into the collection system and WWTP plant process operation efficacy. A protocol for process testing, oversight of process improvements and an emergency spill response plan were developed. Optimization of recent process improvements is ongoing.

Lester J. Berglund Water Treatment Plant, Chemical Building, and Tank Farm Upgrades, *City of Poway* – IEC prepared design documents, bid phase and construction support for a retrofit of the City of Poway Lester J. Berglund Water Treatment Plant (WTP). The WTP plant is a conventional rapid mix, coagulation, sedimentation and media filtration plants using chlorine and ammonia for disinfection. The retrofit and rehabilitation project involved key water treatment plant processes such as disinfection, coagulation, and filtration. Modifications to the gaseous chlorine system were designed as well as replacement of polymer, permanganate chemical storage and handling systems and filter valves and actuators. The project included a specific Maintenance of Plant Operations (MOPO) specification and close coordination with City staff.

Gafner Advanced Water Treatment Plant Improvements, *Leucadia Wastewater District* – Project Manager for condition assessment and design for the 1.0 MGD Gafner Advanced Water Treatment Plant (AWTP) treats secondary effluent from the Encina Wastewater Plant in Carlsbad, CA. The Gafner AWTP consists of pumping, rapid mix, coagulation and flocculation tanks as well as enhanced settling sedimentation tanks, continuously backwashing sand filters and chlorine contact tank, chemical systems and a reclaimed water pump station. The improvement project includes pump replacement, mixer replacements, design of a new filter to waste system for “off spec” water, structural and electrical improvements, new grating, safety railings and steel beam pump supports.

Santa Margarita Conjunctive Use Project Facilities, *Fallbrook Public Utility District* – Senior Project Engineer for technical specification development for chemical feed system, sludge pumps and other process mechanical equipment.

Fluoridation at Santa Teresa Water Treatment Plant, *Santa Clara Valley Water District* – Senior Project Engineer for routed chemical piping from new fluoride metering pipe area to injection point at East and West Filter Gallery locations. Routed double containment piping through congested pipe trench, across existing filters and along gallery wall to existing injection location. The design

JANE COSTELLO, PE

at the injection point included routing chemical piping in congested location which required leak detection sensor piping and new specification of a new Hastelloy injection quill. Additional services included design of an HVAC system for the fluoride metering pipe area.

San Luis Rey Water Reclamation Facility Major Plant Upgrades Phase 1, *City of Oceanside*

– Project Manager for design of a plant upgrade project involving replacement of influent and effluent aeration tank gates, 30" steel clarifier transfer pipes and plant water supply piping. The project also included concrete rehabilitation of the aeration tank influent channel and demolition of miscellaneous piping and appurtenances in the plant galleries. The design plans and specifications included construction sequencing and bypass pumping plans and a maintenance of plant operations specifications.

Odor Control Study, *City of Oceanside* – Project Manager for a collection system odor study and chemical usage report for the City. The City's wastewater disposal system consists of gravity sewers, force mains, 22 lift stations, two wastewater treatment plants and an ocean outfall. The study documented odor "hot spots" using pressure testing and hydrogen sulfide gas monitoring. Chemical usage in the collection system as well as at the plants was analyzed and quantified. Odor scrubber performance was also evaluated.

Santa Margarita Wastewater Treatment Plant Secondary Clarifier and Miscellaneous Improvements Project, *Ramona Municipal Water District* – Project Manager and lead design engineer for this project, which included addition of one new 90-foot clarifier, modifications to the activated sludge splitter box to the clarifiers, RAS pumps and piping.

Major Plant Rehab ORF Chemical Feed System, *Encina Wastewater Authority* – Project manager for the design of several chemical feed systems, hypochlorite and caustic solution, for odor scrubbers at the Encina plant. Produced plans and specifications detailing the replacement of pumps and accessories, chemical piping, a pipe trench and restoration of concrete in the containment area; project at 90% design phase.

Oceanside Boulevard Sewer Lift Station Relocation, *City of Oceanside* – Project Engineer for a 2,000 gpm replacement sewer lift station to pump from the tributary area surrounding Oceanside Boulevard to the La Salina Wastewater Treatment Plant. The existing lift station is more than 60 years old and is in poor condition; due to the critical nature of this pumping facility, this project is a significant milestone in the ongoing rehabilitation and maintenance of the City's sewer infrastructure. The new lift station will consist of a custom design wet pit/dry pit station that has four (4) dry-pit submersible pumps, control valves, flow meter, odor control system, biocide injection system, surge control system, standby power system, emergency storage, and site piping to connect to the existing sewer force main. The project also includes approximately 650 linear feet of gravity sewer main to convey flow from the existing lift station to the new lift station.

Village Park No. 5 Pump Station Replacement, *Leucadia Wastewater District* – Project Manager for pump station rehabilitation project consisting of a new submersible duplex station, valve vault, bypass connection, electrical upgrades, bypass pumping and sequence of construction specifications.

Saxony Pump Station Rehabilitation, *Leucadia Wastewater District* – Project Manager for pump station rehabilitation consisting of new pumps, valve, flow meter, wet well rehabilitation and bypass pumping.

Resume – Costello

JANE COSTELLO, PE

Storm Pump Station No. 1, City of Sunnyvale – Project Engineer. The facility consists of, among other things, an approximately 25'x25' concrete masonry unit structure with a trash screen, two large natural gas powered duty pumps, one small electric pump, SCADA components, and three discharge pipes. The Preliminary Design report included conducting a complete investigation and analysis of the existing pump station to establish a basis of design for a comprehensive rehabilitation and update of the pump station. This included generating a complete list of **deficiencies, and determining feasible options for rehabilitation and updating. The report presents** alternatives, and includes preliminary construction schedules and cost estimates. The report was used to determine the scope of work to be used as a basis of design for construction documents. The project is currently in the design phase.

MCES Empire/ Rosemount Interceptor Improvements Phase I and II – Managed a \$70 million large pipeline conveyance project. Took charge of the project at critical design juncture. Succeeded in meeting all client deliverables and internal budgets. Managed multi-disciplinary engineers. Provided engineering services during construction.

WWTF, Headworks/Hydraulic (H/H) Improvements, City of Moorhead (MN) – Prepared plans and specification for new hydraulic structures, an equalization basin and pump station and new grit pumping equipment.

WWTF, Moving Bed Biofilm Design and Construction, City of Moorhead (MN) – Designed the aeration system for a Moving Bed Biofilm Reactor (MBBR) basin for nutrient removal. Provided engineering services during construction.

Pecan Creek Water Reclamation Facility, City of Denton, TX – Lead design engineer for a 21 mgd raw wastewater influent pump station, three new 100-ft diameter clarifiers and rehabilitation of three other clarifiers. Clarifier rehabilitation included specifying clarifier mechanism, coating, inlet piping, scum beach, skimmer, sludge scraper and walkway.

Massard Wet Weather Improvements, City of Fort Smith, Arkansas – Lead design engineer for a 20 mgd raw water influent pump station, retrofit of a RAS pump station and new and rehabilitation of secondary and primary clarifiers.

P Street Wet Weather Improvements, City of Fort Smith, Arkansas – Lead design engineer for a 24 mgd secondary effluent vertical turbine pump station, primary and secondary clarifier upgrades, splitter box and hydraulic gate modifications. Prepared a full hydraulic model for the plant in excel using surveyed surface water elevations.

MCES Septage Management Study, St. Paul, MN – Managed a feasibility study of septage management practices for large metropolitan service area. Coordinated stakeholder meetings. Developed a prototype septage receiving facility.

Interceptor Master Plan, Metropolitan Council Environmental Services (MCES), St. Paul, MN – Developed alternatives for large wastewater interceptor and pumping station system for county-size area in metropolitan Minneapolis. Options included interceptor relief sewers, river crossing, in-line storage, lift stations and complex connections in an urban setting. Project costs estimated near \$100 million.

JANE COSTELLO, PE

MCES South St. Paul Forcemain Improvements, St. Paul, MN – Managed a \$500,000 facility planning effort for a four mile 48-inch forcemain replacement. Prepared facility plan compliant with State Revolving Fund criteria. Incorporated supporting environmental and archaeological work; assisted with public involvement efforts. Construction cost estimated at \$30 million.

Septage Receiving Station, Coachella Valley Water District – Project Manager for Construction Engineering Office Services for Septage Receiving Project at the Water Reclamation Plant 10 plant. Project elements include a building addition to house a grinder, bar screen, wash presses, grit classifiers and grit conveyors. Engineering services include submittal review, RFI response, and potential change order review, coordination with electrical and structural engineer for above services including structural inspection scheduling. Planned start-up of mechanical equipment and controls in May 2015.

Miscellaneous Plant Rehab Projects, Encina Wastewater Authority – Project Manager for fiscal year 2013 Major Plant Rehab Cooling Water Strainer, Filter Drain and Roof Safety Equipment (not Design Engineer). Project elements include installation of an automatic strainer on Encina 3WLC water line that sends cooling water to the cogeneration operation. Engineering services during construction include submittal review, RFI response, and potential change order review, coordination with Encina staff and electrical design engineer.

Lift Station No. 73, City of Phoenix, AZ – Managed the office and field construction services for this \$4 million lift station. Project was fast-track Construction Manager at Risk (CMAR) for spring-training baseball facility. Oversaw start-up of pumps, chemical scrubber and chemical feed system.

River Falls Water Reclamation Facility, River Falls, WI – Managed construction phase of \$3.1 million wastewater treatment retrofit of grit pumps, grit tanks, a secondary clarifier and RAS pumping.

MCES Colby Lake Tunnel and Lift Station Improvements, St. Paul, MN – Engineering services during construction included submittal review of submersible pumps, piping, valves; RFI responses, potential change order reviews and coordination with geotechnical engineering subconsultant.

Bulk Chlorine Chemical Handling Improvements, Dallas Water Utilities, TX – Construction office services for bulk chlorine retrofit at 200 mgd wastewater treatment plant.

Chemical Handling and Storage Improvements Project, MN Regional Water Services – Engineering services during construction including submittal reviews of mechanical equipment and coordination with other disciplines, responded to RFIs and reviewed potential change order. Also served as a full time resident engineer (RE) for two years for the construction of buildings, building additions, mechanical piping, equipment installation and instrumentation and controls for a 35 MGD surface water treatment plant; the RE role included the start-up of nine water treatment chemicals: chlorine gas, aqueous ammonia, Powder Activated Carbon (PAC), ferric chloride, alum, sodium hydroxide, fluoride, potassium permanganate and slaked lime.

Water Booster Pump Station No. 9, Minneapolis Water Works, MN – Provided engineering services during construction and served as a full time resident engineer for 18 months (concurrent

JANE COSTELLO, PE

with the St. Paul project above) for ground-up construction of a 50 mgd water booster station including pump factory witness testing of one 20 mgd and one 30 mgd split case centrifugal pump.

Flygt Pump Manufacturer's Application Engineer – Directed engineers on pump selection, project hydraulics and product data.

Wastewater Plant, City of Appleton, WI – Lab/Industrial Pretreatment Manager. Managed a municipal wastewater plant laboratory and pretreatment program for 16 mgd plant under construction. Industrial users (19) were permitted from paper to dairy.

Madison Metropolitan Wastewater Treatment Plant (WI) – *Lab Analyst*. Conducted laboratory analysis for typical wastewater treatment plant samples.

Pace Analytical Laboratory Services Inorganic Laboratory Manager, Minneapolis, MN
– Managed 12 chemists/technicians to produce laboratory results for multiple federal/state permitted programs.

ROBERT S. WEBER, PE

PRINCIPAL-IN-CHARGE

PROFESSIONAL REGISTRATION

Registered Professional Engineer
California No. C59312

EDUCATION

State University of New York at
Buffalo
B.S. Civil Engineering, 1990

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

American Water Works Association

American Consulting Engineers
Council – California (Water
Resources Committee)

AWARDS

San Elijo Hills Pump Station –
ACEC CA Engineering Excellence
Merit Award, 2015

Pala Mesa Tank –

ASCE San Diego Section: Award of
Merit, 2012
ASCE - Region 9: Outstanding Water
Project Award, 2013

Carmel Valley Recycled Water Pipeline –

APWA San Diego-Imperial Counties
Chapter: Project of the Year, 2013

Gano Reservoir and Unit X Pipelines –

ASCE San Diego Section: Award of
Merit, 2004
CELSOC (now ACEC CA)
Engineering Excellence Merit Award,
2006

4S Ranch Water Reclamation Facility, Plant 'A' and 'B' Modifications –

APWA San Diego-Imperial Counties
Chapter: Project of the Year, 2007

QUALIFICATIONS

Mr. Weber has 28 years of civil engineering and project management experience on a variety of municipal and public works water, wastewater, and recycled water projects. Specific project experience includes conveyance pipelines; reservoirs and tanks, water pump stations, and sewer lift stations. He has also successfully managed several as-needed services contracts for municipalities and water/wastewater utilities. Mr. Weber is thoroughly familiar with design standards, techniques and analytical methods, bid specifications, and cost estimating. His experience extends beyond civil engineering to include securing required project permits, fostering cooperative interagency approvals, and gaining community project acceptance.

Mr. Weber's project success based is on his ability to understand the client's needs and objectives and translate them into actions during execution of the project. He prides himself in involving the client in the project, and ensuring the technical staff understands the critical issues of the project. His engineering decisions and designs are based on careful considerations of project needs and specific site characteristics. His dedication to quality effectively manages project risks and controls construction and operational costs.

PROJECT EXPERIENCE

The following tables highlight the range of Mr. Weber's experience:

PIPELINES		
Olivenhain Trunk Sewer	2,800 lf 15-inch trunk sewer	City of Encinitas
South Oceanside Water & Sewer Main Replacement	7,400 lf 8-inch PVC water 2,771 lf 8-inch PVC sewer	City of Oceanside
Upas Street Pipeline	14,980 lf 8-inch - 12-inch PVC 8,160 lf 24-inch CML&C 1,640 lf 30-inch HDPE HDD	City of San Diego
Wolf Store Road 12-inch Inter-tie	5,000 lf 12-inch PVC	Rancho California Water District
West Feeder (ID-A) Pipeline Replacement	2,039 lf 12-inch DIP 269 12-inch fusible PVC 270 lf 16-inch fusible PVC	Rincon del Diablo Municipal Water District
B2/B3 Forcemain	2,600 lf 24-inch PVC 1,400 lf 14-inch PVC	Leucadia Wastewater District
District 1, 4, & 6 Water Main Replacements	11,130 lf 6-/16-/18-inch ductile iron	City of Pomona
Mission San Luis Rey Waterline	3,000 lf 10-inch PVC	City of Oceanside

PUMP STATIONS		
San Elijo Hills Pump Station	2,700 gpm	Vallecitos Water District
Tenaja Pump Station	6,300 gpm	Rancho California Water District
Batiquitos Pump Station Rehabilitation	40 MGD	Leucadia Wastewater District
North Bay Pump Station Project	3,500 gpm	Lake Arrowhead Community Services District

STORAGE		
Pala Mesa Tank	6.0 MG prestressed concrete	Rainbow Municipal Water District
Post Road Tank	3.5 MG steel	Eastern Municipal Water District
Salter Road Tank	1.0 MG steel	Eastern Municipal Water District
640 Reservoir	(2) 10 MG prestressed concrete	Otay Water District
North Twin Oaks Tank No. 2	3.5 MG steel	Vallecitos Water District

RICK KENNEDY, PE

QA/QC & TECHNICAL REVIEW

PROFESSIONAL REGISTRATION

Registered Professional Engineer
California No. M18710

Certified Construction Documents
Technologist (CDT)

EDUCATION

California Polytechnic State
University, San Luis Obispo
B.S. Mechanical Engineering, 1975

AFFILIATIONS

American Water Works Association

California Water Pollution Control
Association

Water Environment Federation

HEALTH & SAFETY TRAINING

Ergonomics

Health & Safety Training for Project
Management

PROJECT AWARDS

AWTP Ozone –
ASCE National 2013 Civil
Engineering Achievement Award

ACEC National 2011 Recognition
Award

ASCE California 2011 Outstanding
Water Treatment Project

ACEC California 2011 Engineering
Excellence Award

AWPA San Diego 2011 Project of the
Year Award Project

ASCE San Diego 2010 Project of the
Year Award Project

**AWTP Flocculation and
Sedimentation Basins –**
ASCE San Diego 2007 Award of
Excellence

QUALIFICATIONS

Much of Mr. Kennedy's 42 year career has been devoted to the management of the design of water treatment plant projects. Recent projects include the City of San Diego's Miramar Water Treatment Plant Clearwells Project (215 mgd- ongoing), KSD Joint Venture's (for Poseidon Water) Carlsbad Desalination DBO Project (50 mgd - in construction), the San Diego County Water Authority's DBO Twin Oaks Valley Water Treatment Plant (owner's agent for this 100 mgd plant), and the ASCE 2013 Outstanding Civil Engineering Award winner - City of San Diego's Alvarado Water Filtration Plant Project (200 mgd).

PROJECT EXPERIENCE

Cost Analysis of the La Salina Wastewater Treatment Plant Options, City of Oceanside – Project Manager for the effort to evaluate alternatives associated with the future of the City's the La Salina Wastewater Treatment Plant. Alternatives evaluated include: 1.) upgrading the plant, 2.) replacing the plant with a membrane bio-reactor (MBR), and 3.) replacing the plant with a pump station to move waste water to the City's San Luis Rey treatment facility where it could be treated to reclaimed water standards and distributed to costumers. Alternative 3 was the recommended.

Santa Margarita Conjunctive Use Project Facilities, Fallbrook Public Utilities District (FPUD) – Project Manager for the design of treatment facilities associated with an agreement between FPUD and the federal government that settled a century long dispute over water rights of the Santa Margarita River. The agreement included Camp Pendleton providing approximately 8 mgd of ground water to FPUD, actual flowrates being dependent on the month of the year and rainfall of the previous year, that was high in iron, manganese, and TDS. The treatment train included 8 mgd of iron and manganese utilizing greensand media within six 12' diameter and 30' long pressure vessels. A side stream treated with RO membranes was remixed to create a product water to match the water quality of FPUD's imported water. The product water was pumped directly in the distribution systems. Distribution system improvements included two miles of 24-inch CML&C steel pipe, a remote 8 mgd pump station and 6 MG steel water storage tank. Project services included: 1.) distribution system modeling, 2.) establishment of water quality goals, 3.) evaluation of potential process treatment trains and configurations, 4.) preliminary design, 5.) final design, 6.) design service during construction phases, 7.) public outreach, and 8.) permitting assistance.

Overland Trail Lift Station Rehabilitation, Fallbrook Public Utilities District – Project Manager for the rehabilitation of a high head (two pumps-in-series) wastewater lift station. The project includes a permanent diversion of the District's Anthony Corner's Lift Station flow to the Overland Trail Lift Station with a subsequent increase in pump capacity and overall footprint of the station. The electrical service will be increased due to larger pumps and the existing control building reconfigured for larger electrical gear. Other improvements include an increase in the size of the dry pit and a new cast-in-place top of the wet well. The flow from Anthony's Corner Lift Station will flow to an existing diversion box on Mission Road in Fallbrook. One 8-in sewer, the Mission Oaks sewer, will be relocated to connect with Mission Road trunk sewer and the lift station demolished.

Leucadia Pump Station, Leucadia Wastewater District – Project Manager for the condition assessment, preliminary and final design for a 4.0 MGD wastewater lift station for the Leucadia Wastewater District. The project will include the reuse of two relatively new 200 hp VFDs for two of the new 150 hp pumps, all new ductile iron piping, valve and appurtanences. The new pumps will be dry pit submersible type. The T-locked wet well will be repaired, and odor control equipment and other minor equipment replaced.

ANTHONY SALVANI, EIT

PROJECT ENGINEER

PROFESSIONAL REGISTRATION

Certified Engineer-in-Training
California No. 150915

EDUCATION

San Diego State University
B.S. Civil Engineering, 2014

AFFILIATIONS

American Society of Civil Engineers

Chi Epsilon - San Diego State
University Chapter Past President

Tau Beta Pi

QUALIFICATIONS

Mr. Salvani is an Engineer III with experience in design engineering and AutoCAD drafting on a wide variety of projects including water and recycled water pipelines, pump stations, sewer gravity mains, sewer force mains, groundwater wells, and water treatment plant upgrades. Anthony specializes in the development of details and pipeline plan and profile drawings using AutoCAD and Civil 3D, development of detailed cost estimates, and preparation of preliminary design reports.

PROJECT EXPERIENCE

Lester J. Berglund Water Treatment Plant, Chemical Building, and Tank Farm Upgrades, City of Poway – Design Engineer. IEC prepared design documents, bid phase and construction support for a retrofit of the City of Poway Lester J. Berglund Water Treatment Plant (WTP). The WTP plant is a conventional rapid mix, coagulation, sedimentation and media filtration plants using chlorine and ammonia for disinfection. The retrofit and rehabilitation project involved key water treatment plant processes such as disinfection, coagulation, and filtration. Modifications to the gaseous chlorine system were designed as well as replacement of polymer, permanganate chemical storage and handling systems and filter valves and actuators. The project included a specific Maintenance of Plant Operations (MOPO) specification and close coordination with City staff.

Miramar Water Treatment Plant Clearwell Improvements, City of San Diego – Design Engineer for a 215 mgd low lift pump station and chlorine contact chamber. The treatment plant had two issues in need of resolution. One, a recent upgrade to the plant included a new ozone system functioning as the primary disinfectant, but in order to allow the conventional downstream gravity filters to go biological to further reduce TOC in the treated water, the CDPH required that emergency chlorine disinfecting facilities be provided. Two, at high flows and high levels in the on-site clearwells the plant's 215 mgd design capacity could be limited to only 80 mgd even when peak distribution demands could reach 260 mgd.

FY 15 Gravity Sewer Repair Project, Leucadia Wastewater District – Design Engineer for the design of 2,829 linear feet of cured-in-place pipe lining, one manhole rehabilitation, replacement in place of 916 linear feet of 8" gravity sewer main, two excavated gravity sewer repairs.

Scott's Valley Sewer Rehabilitation, Leucadia Wastewater District – Design Engineer for the rehabilitation of three manholes via cured-in-place manhole lining, 678 linear feet of 15" cured in place pipe lining, sewer bypassing for cured-in-place pipe lining, six manholes rehabilitated via epoxy manhole lining.

Storm Pump Station No. 1, City of Sunnyvale – Design Engineer. The facility consists of, among other things, an approximately 25'x25' concrete masonry unit structure with a trash screen, two large natural gas powered duty pumps, one small electric pump, SCADA components, and three discharge pipes. The Preliminary Design report included conducting a complete investigation and analysis of the existing pump station to establish a basis of design for a comprehensive rehabilitation and update of the pump station. This included generating a complete list of deficiencies, and determining feasible options for rehabilitation and updating. The report presents alternatives, and includes preliminary construction schedules and cost estimates. The report was used to determine the scope of work to be used as a basis of design for construction documents. The project is currently in the design phase.

TERRY SWEITZER

CADD DESIGNER

EDUCATION

York College of Pennsylvania,
B.S. Marketing, 2012

Harrisburg Area Community College,
A.A. Civil Design and Technology,
2005

York Technical Institute
A.A. Computer Aided Drafting, 1998

AFFILIATIONS

AutoCAD

Microstation V8i

QUALIFICATIONS

Mr. Sweitzer has 19 years of experience in several areas of the civil engineering industry; ranging from civil design to marketing and business development.

PROJECT EXPERIENCE

Overland Trail Lift Station Rehabilitation, Fallbrook Public Utility District – Lead CADD Designer for the rehabilitation of a high head (two pumps-in-series) wastewater lift station. The project includes a permanent diversion of the District's Anthony Corner's Lift Station flow to the Overland Trail Lift Station with a subsequent increase in pump capacity and overall footprint of the station. The electrical service will be increased due to larger pumps and the existing control building reconfigured for larger electrical gear. Other improvements include an increase in the size of the dry pit and a new cast-in-place top of the wet well. The flow from Anthony's Corner Lift Station will flow to an existing diversion box on Mission Road in Fallbrook. One 8-in sewer, the Mission Oaks sewer, will be relocated to connect with Mission Road trunk sewer and the lift station demolished.

Lester J. Berglund Water Treatment Plant, Chemical Building, and Tank Farm Upgrades, City of Poway – Lead CADD Designer for design documents, bid phase and construction support for a retrofit of the City of Poway Lester J. Berglund Water Treatment Plant (WTP). The WTP plant is a conventional rapid mix, coagulation, sedimentation and media filtration plants using chlorine and ammonia for disinfection. The retrofit and rehabilitation project involved key water treatment plant processes such as disinfection, coagulation, and filtration. Modifications to the gaseous chlorine system were designed as well as replacement of polymer, permanganate chemical storage and handling systems and filter valves and actuators. The project included a specific Maintenance of Plant Operations (MOPO) specification and close coordination with City staff.

Santa Margarita Conjunctive Use Project, Fallbrook Public Utilities District – Design team member providing CAD support for an 8 MGD groundwater water treatment project that includes 11,300 ft of 24" welded steel pipe for product water delivery and a pump station. The pipeline follows public roadways, District easements, and includes several points of connection to the existing system.

South Oceanside Waterline Replacement & Sewer Upsizing, City of Oceanside – CADD Designer for approximately 7,400 lf of replacement water distribution mains and 2,771 lf of sewer upsizing to 8-inch, with 4 manhole rehabilitations and 8 manhole replacements, within residential areas of south Oceanside. The project encompassed evaluation of replace-in-place versus parallel alignments as well as re-routing of several existing water services in order to eliminate a problematic alley main.

MBC Cooling Water System Chiller Upgrade, City of San Diego – Lead CADD Designer for replacing and optimizing the existing Chilled Water System (CW System) at the City of San Diego's MBC facility. The project replaces two 370 ton chillers, that provide ambient environment cooling for multiple on-site buildings, with three 250 ton chillers and upgrades the CW System necessary due to operational and reliability issues, outmoded controls, and overall age of the equipment. Three primary pumps were replaced with new and the addition of a fourth. Two secondary pumps were replaced with the same capacity and with VFD's to control flow to the air handling units based on cooling demand. Ancillary equipment including air separator, expansion tank, chemical injection pot, and makeup water feed system were also replaced.



**SPECIAL
BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
MINUTES
May 29, 2019**

Wednesday, May 29, 2019 at 5:30 p.m., SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

1. Convene Meeting 5:30 p.m.
Roll Call: Smallman absent. Fultz, Henry, Farris & Swan present
Staff: R. Rogers-District Manager, H. Hossack-District Secretary
2. Additions and Deletions to Closed Session Agenda: None
3. Oral Communications Regarding Items in Closed Session: None
4. Adjournment to Closed Session 5:33 p.m.
 - a. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Holloway v. Showcase Realty Agents, Inc. et al.
(Santa Cruz Superior Court Case No. CV180394; 6th District Court of Appeal Case Nos. H044505, H044800).
 - b. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Vierra v. San Lorenzo Valley Water District, et al.
(Santa Cruz Superior Court Case No. 18CV00890)
5. Reconvene to Open Session at 6:30 p.m.
Roll Call: Smallman, Farris, Fultz, Henry & Swan
Staff: R. Rogers, H. Hossack, J. Michelsen-Environmental Programs Manager, S. Hill-Director of Finance and Business Services, J. Furtado-Director of Operations, D. Langfield-Engineering Manager
6. Report of Actions Taken in Closed Session
Pres. Henry reported that the Board is waiting for one signature and then the law suits will be done. All of the information will be released as soon as all signatures have been recorded. She then apologized, on behalf of the Board, that they canceled the May 16, 2019 Board meeting at the last minute. They had been in court all day finishing up the lawsuit.
7. Additions and Deletions to Agenda: None
8. Oral Communications:

J. Hendricks, Boulder Creek-read her letter regarding the Redwood Mountain Faire (the letter is in the agenda packet). She hoped that the District would reconsider sponsorship of the Faire.

L. Ford, Felton-concerned about fire protection and water service on District lands. Specifically worried about the upcoming fire season and how prepared the District is for a catastrophic event.

B. Hanson, Felton-said if the water conservation program is cut the planning for fire protection will be suspended indefinitely.

T. Nelson, Lompico - said that she is a fan of the Redwood Mountain Faire but the water district not a private corporation. The money they spend is rate payers' money.

A. Krostue-She said that it seems the Board is encouraging people to use more water and she is very much against that.

unidentified woman from Felton-She said that the water district is one of the two public entities in the area, she was part of a private corporation that had no concern for the community. Denying the Redwood Mtn. Faire is setting up the District as an entity outside of the community.

Pres. Henry responded that the Redwood Mtn. Faire would have only been \$2000 this year but what do you think \$2000 might buy for this District? It Could buy a fire hydrant and we can use a lot of fire hydrants. She doesn't know why people think we are telling them to use more water.

unidentified woman continued that all of the Environmental projects are less than 1% of the budget.

unidentified woman said that she also saw that the Board said use more water. Another woman agreed that she had seen it also.

9. Unfinished Business:

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

a. GRAND JURY

G. Nicholls introduced this item. She explained that the District received a follow up request from the Grand Jury in the month of April asking how the District is implanting the Grand Jury's recommendations. She has included a response in the agenda packet. The Grand Jury granted a request for an extension to respond until June 10th.

T. Norton, LADOC Chair-She said that there is a misunderstanding regarding items on response.

1. Change the response to say that the annual report will be completed by the end of the calendar year.

2. On Response 5 there was not a charter writing workshop, there was a workshop that allowed the public to engage in the process of what they would like to see in the charter. It was not training.

3. Confirms that the LADOC received Brown Act training but has not received assessment district training.

G. Nicholls responded that she will make the changes to the draft response.

R. Moran, Ben Lomond-asked for summary of training for Board, senior staff and committee members.

Pres. Henry said that they can all use training and have had Brown Act training but haven't had an opportunity to complete any other training at this time.

D. Loewen, Lompico-She reiterated that the LADOC, the Board and staff needs training on assessment district. LADOC should also have a greater presence on the website.

Pres. Henry said if anybody knows anyone that can give training on assessment districts, please contact the Board.

B. Fultz agreed with Pres. Henry. Noted that there has been significant progress made in working with the Lompico community.

b. SAN LORENZO VALLEY WATER DISTRICT CONFLICT OF INTEREST CODE UPDATE

G. Nicholls introduced this item. At the end of last year, the Board approved the Conflict of Interest Code but due to ongoing issues related to the COI Code the County decided to put its review on hold. Tonight you are seeing a revision of the COI. The only new change from the COI Code approved in 2018 is that we added an asterisks on Exhibit 1 to indicate that Board members and the District Manager are subject to 87200, reporting the nature of any conflict out to the public when they recuse themselves because of a conflict of interest.

B. Fultz for clarification questioned, if there was a conflict of interest it will not be sufficient to say there is a conflict of interest, the Board and District Manager have to say what the conflict of interest is.

G. Nicholls said that is correct. The disclosure would have to be verbal at a public meeting.

Pres. Henry questioned if this needs to be voted on.

B. Fultz questioned if we need to discuss if we vote on alternative one or two?

The Board and staff discussed the alternatives.

Dir. Smallman made a motion to adopt alternative one.

Pres. Henry seconded the motion.

Smallman, Farris, Fultz, Henry, Swan voted in favor of the motion. Motion passed.

c. BOARD COMMITTEE ASSIGNMENTS

Pres. Henry recommended L. Farris for Engineering and Environmental Committees, and alternate on the SMGWA Board.

L. Farris agreed to serve in all three positions

Pres. Henry said that is her recommendation.

B. Fultz made a motion that L. Farris be appointed to the Engineering and Environmental Committees and the alternate on the Santa Margarita Groundwater Agency.

B. Smallman seconded

All present voted in favor of the motion. Motion passed.

10. New Business:

a. RESOLUTION OF APPRECIATION FOR MARGARET BRUCE

Dist. Secretary read the Resolution of Appreciation.

B. Fultz made a motion to adopt Resolution No. 32 (18-19) Resolution of Appreciation for M. Bruce.

L. Farris seconded the motion.

All present voted in favor of the motion. Motion passed.

b. FISCAL YEAR 2019/20 BUDGET REVIEW

S. Hill introduced the budget. From the original pass there was approx. \$180,000 taken out of the budget. \$138,000 was taken out after the last Board meeting. An additional \$177,000 was removed from the budget. Staff identified other areas for cuts but felt it was a Board decision.

Board and staff discussed options for a flat budget.

S. Hill explained why staff wasn't able to put together a -5% budget. There are conflicts with the current Board and the Strategic Plan. Staff needs direction. Hiring of employees and funding of different things have been based on the District's Strategic Plan. Water Districts have a have a high level of fixed costs. Employees are the largest increase to the expenses.

Board and staff discussed the Strategic Plan component to budget. Staff feels that they cannot make any more cuts without cutting staff to reach -5% budget. Health and safety is an issue when staff cuts are made. One of the Board requested a listing of projects to be done with estimates of costs.

L. Farris asked are we talking about budget strategy in general or specific line items?

S. Hill explained the this is the FY2019-20 Budget. Some of what needs to be discussed is in the future, the Master Plan, the Strategic Plan, the CIP planning. Things that need to be integrated into next year's budget. We should start the discussion and then get some Board opinions.

L. Farris said he would like to start with a general discussion on budget. His opinion is that he would like to thank everyone for letters on budget reduction proposals, he is listening. When budgeting think about:

1. Infrastructure

2. Deferred maintenance

3. Skill sets for Dist. so we don't need outside consultants

He would like to address the noble causes from public and step back to see the bigger picture. Over the last 12 years the revenue has dramatically increased but so have expenses.

We can keep doing what we're doing. We can borrow money to complete the CIP. We can bring costs down.

L. Henry says we have to cut costs not staff.

B. Smallman said budget strategy for infrastructure. We need to spend smartly. Community and environmental cuts in the proposed budget. We can save money if we focus on infrastructure improvements.

S. Swan said that at the last Board meeting the Board specifically provided that guidance that staff show us a flat budget and show us a budget with - 5%. Whether it's realistic is not the question. Let the Board make the decision.

S. Hill moved on to the next section. She explained that we should have \$357,000 in reserves.

B. Fultz said, you are saying that we have about \$2.5 million for next year that we can allocate for something other than operating the system.

S. Hill corrected that we have \$2.5 million in the bank.

Discussion by Board and staff regarding reserves.

S. Hill continued with the budget.

Discussion by Board and staff regarding the sewer fund and operating revenue.

B. Smallman said it's important to note that just because funds are budgeted to a project doesn't mean they will be spent.

Discussion by the Board regarding budgeting and items perceived to be zeroed out of the budget.

S. Hill asked if the meeting can continue, we're going to get to everything if we just keep going. She continued with revenue review and expenses. She noted that last year's budget had only have a person in water treatment this year will show the whole year's salaries and benefits.

Pres. Henry noted that we have the same situation with the Engineering Manager.

Discussion by Board and staff regarding Operations budget.

S. Hill continued with the budget.

Discussion by Board and staff regarding SMGWA budget.

S. Hill continued with the budget.

Discussion by Board and staff regarding professional memberships.

S. Hill continued.

Discussion by Board and staff regarding CIP list in relation to Engineering Department and the inventory list of equipment.

S. Hill continued.

Board and staff discussion regarding Engineering equipment.

S. Hill continued.

Discussion by Board and staff regarding gasoline costs.

S. Hill continued with Environmental Dept.

Discussion by Board and staff regarding HCP and Urban Water Management plan.

S. Hill continued with Supply & Treatment and Sewer. Also, Labor detail.

Discussion by Board and staff regarding step increases, health insurance

S. Hill continued with summary of changes.

Discussion by Board and staff regarding cutting back on operating expenses.

S. Hill continued to summary of items to review. Starting with video recordings.

Discussion by Board and staff regarding video recordings and number of Board meetings.

V. Champlin, Brookdale-said that the Grand Jury report said that the big fall out with the 2017 Board was that they had special meetings without video recordings. The Grand Jury also criticized the Board for going from 2 meetings per month to 1 meeting per month.

Discussion by Board and public regarding meetings and video recordings.

Majority of board says to keep CTV

Discussion by Board and staff regarding the number of Board meetings.
S. Hill explained the Facilities Study.
Discussion by Board and staff regarding the Facilities Study. The Board cut the budget for this item.
S. Hill explained the Environmental Dept. budget cuts.
Discussion by Board and staff regarding water conservation cuts and adding back fish monitoring. Also, flat or -5% budget.
S. Hill summarized the discussion; the water conservation position will continue to be unfunded.
Discussion continued with Board and staff. The Board agreed to \$3000 budgeted for the water conservation/rebate program.
Unidentified woman questioned how the water conservation program will be managed without the Water Conservation position.
S. Hill explained that the customer service staff will work with the Environmental Manager to oversee the program.
Discussion continued between Board and staff regarding water conservation program.
D. Loewen asked if there are any state rebate programs.
J. Michelsen said they have been expensed out. We steer callers to rebates with the state when they are available.
Discussion by the Board, staff and public regarding rebate programs and conservation.
S. Hill attempted to summarize budget changes.
R. Rogers suggest that \$3000 could fund a small conservation program. A majority of the Board agreed.
Discussion continued with Board and staff regarding stream monitoring and watershed education grant. The majority of the Board agreed to add \$12,000 to the budget for stream/fish monitoring.
Unidentified woman asked for clarification on the invasive species removal in the Olympia Watershed.
Discussion by the Board and staff regarding the Olympia Watershed and invasive species, blue ribbon report.
S. Hill said next is the Communications Consultant.
Discussion by Board and staff regarding communications to public regarding push for changes to bill pay, new website, etc.
S. Hill moved on to Community Involvement. This includes River Cleanup and Farmers Market tabling.
Discussion by Board and staff regarding community involvement.
S. Hill introduced Smart Utility Billing campaign.
Discussion by Board and staff regarding Redwood Mountain Faire sponsorship for water.
Discussion by Board and staff returned to Smart Utility Billing and IVR Notification.
Pres. Henry turned the gavel over to V. P. Fultz, she isn't feeling well and left at 10:16 p.m.
S. Hill summarized the changes so far; \$8400 was added for 3 more Board meetings, fish monitoring was reduced to \$12,000, Outreach was reduced from \$10,000 to \$3,000.

Discussion continued with Board and staff regarding HCP, Urban Water Management Plan, CEQA reimbursable payment, fish monitoring, Lyon slide, tank replacements and PG&E outages.

B. Fultz questioned what would be involved to redo the Fall Creek water right?

J. Michelsen explained the process.

Discussion by the Board, staff and District Counsel regarding Fall Creek water right.

S. Hill continued with the budget; Other Possible Revenue Sources, Leak Adjustment Program

Discussion by Board and staff regarding Leak Adjustment program and meter review sizing for fire service, multiple variance program.

Discussion by Board and staff regarding salaries and benefits.

B. Hanson said rate payers understand that rates go up 5% or 3%.

Education regarding water conservation is essential.

B. Fultz responded.

11. Consent Agenda:

The Consent Agenda contains items which are considered to be routine in nature and will be adopted by one (1) motion without discussion. Any item on the consent agenda will be moved to the regular agenda upon request from individual Directors or a member of the public.

- a. MINUTES FROM BOARD OF DIRECTORS MEETING MAY 2, 2019
Consideration and possible action by the Board to approve minutes from the May 2, 2019 BoD meeting.
- b. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING MAY 15, 2019
Consideration and possible action by the Board to approve minutes from the May 15, 2019 Special BoD meeting.
- c. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING MAY 21, 2019
Consideration and possible action by the Board to approve minutes from the May 21, 2019 Special BoD meeting.

All present voted in favor of accepting the Consent Agenda (L. Henry was absent).

The District Reports will be brought forward to the June 6, 2019 Board of Directors agenda.

12. District Reports:

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

- DEPARTMENT STATUS REPORTS
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
 - Engineering
 - Environmental
 - Finance
 - Status Report
 - Quarterly Financial Report
 - Bill List
 - Legal
 - Operations
- COMMITTEE REPORTS
 - Future Committee Agenda Items
 - Committee Meeting Notes/Minutes
 - B & F Committee Minutes 4.9.19
 - Environmental Committee Minutes 4.11.19
 - LADOC Workshop 4.17.19
 - Admin Committee Minutes 5.1.19
 - B & F Committee Minutes 5.7.19

13. Written Communication:

- Letter to Board from Valley Women's Club-Environmental Committee
- Letter to Board 5.2.19 - Support of B. Hollenbeck
- Email from J. Graham 5.8.19 - Redwood Mountain Faire
- Email from E. Watson 5.8.19 - Redwood Mountain Faire
- Email from V. Wright 5.9.19 - Redwood Mountain Faire
- Email from J. Thayer 5.13.19 - Fish Monitoring
- Email from J. & L. Gomez 5.13.19 - Environmental Programs
- Email from A. Krostue 5.13.19 - Fish Monitoring
- Email from P. Gelblum 5.13.19 - Fish Monitoring
- Email from C. Dzendzel 5.14.19 - Budget Cuts
- Email from J. Parks 5.14.19 - Fish Monitoring
- Email from M. Lee 5.14.19 - Santa Cruz Water Rights
- Email from S. Sakasai 5.14.19 - Fish Monitoring
- Letter from J. Mio 5.14.19 - Fish Monitoring
- Letter from N. Moore 5.14.19 - Budget Cuts
- Email from B. Hanson 5.15.19 - Budget Cuts
- Email from K. Holl 5.15.19 - Fish Monitoring
- Email from L. Watson 5.15.19 - Budget Cuts
- Email from M. Goldberg 5.15.19 - Fish Monitoring
- Email from M. Marzell 5.15.19 - Fish Monitoring
- Email from M. Shargel 5.16.19 - Budget
- Email from R. Brune 5.16.19 - Fish Monitoring
- Email from J. Hendricks 5.16.19 - Redwood Mountain Faire
- Email from S. Ainsworth 5.17.19 - Fish Monitoring
- Email from B. Harris 5.21.19 - Fish Monitoring

14. Informational Material:

- Call for Nominations from LAFCO 4.24.19
- Water District Criticized - SC Sentinel 5.7.19

15. Adjournment 11:01 p.m.

MEMO

To: District Manager
From: Engineering Manager
Subject: June 2019 Engineering Department Monthly Report
Date (Date of Board Meeting)

Recommendation:

It is recommended that the Board of Directors review and file the Engineering Department Monthly Report for June 2019.

Projects in Construction:

Probation Tank Replacement: Work on the construction of the Probation Tank is continuing. During this reporting period the contractor is continuing work on the retaining walls and the tank foundation. Project completion is anticipated in October 2019.

Lompico PRV Replacement: Six PRV stations are being replaced in Lompico. The Contract has been signed and a Notice to Proceed letter has been sent to the Contractor. Material submittals for the project have been reviewed and materials have been ordered. The Contractor is currently working on a project schedule for the District.

Projects in Design:

Lompico Tanks Replacement: 60% plans have been submitted to the District for review. Staff comments are due back to the designer by June 21. The tentative completion date for the bid documents is September 2019 with bidding of the project slated for this Fall and construction starting Spring 2020 for the Kaski and Madrone Tanks. The construction of the Lewis Tank may be delayed due to a more complicated environmental review.

San Lorenzo Way Bridge: Santa Cruz Department of Public Works (DPW) is working on plans to replace the San Lorenzo Way Bridge. District staff are working in concert with Santa Cruz DPW staff to provide water details. This effort

will ensure that water facilities constructed with the bridge are built to District standards.

Swim Tank: District staff have obtained a right-of-entry from the property owner of the new Swim tank site. Survey work is underway to determine if the site is large enough to hold the proposed 100,000-gallon tank.

RFP/RFQ:

Bear Creek Wastewater Facilities: On May 31st at 3 pm, the District opened one proposal received for this project. The proposal was subsequently reviewed by the Engineering Committee on June 6th. The Engineering Committee recommended that the Board reject the proposal and that District staff solicit for new proposals from qualified engineering firms. Staff is waiting for Board approval before proceeding.

2019 Water Master Plan: On May 31st at 3 pm, the District opened two proposals received for this project. The proposals were from Akel Engineering and WSE. The proposals were subsequently reviewed by the Engineering Committee on June 6th. The proposals were ranked and WSE was found to have submitted the best proposal. The Engineering Committee asked staff to complete a thorough evaluation of the proposals and the consultants before forwarding the Engineering Committee recommendation to the Board. Interviews with the two consultants are scheduled for June 27th.

The 2019 Water Master Plan is intended to assist the District in system planning, identify hydraulic deficiencies, and guide the development of system improvement projects.

Other Projects:

Glen Arbor Bridge Water Main Leak: The water main inside the Glen Arbor Bridge over the San Lorenzo River has developed a leak. District staff are working with Santa Cruz DPW staff to obtain an encroachment permit to core the bridge deck and are researching camera equipment that can be inserted in the bridge to determine the cause of the leak. If the leak is repairable, staff will work to obtain approval to cut a manhole in the bridge deck to gain permanent access and repair the leak.

M E M O

TO: Board of Directors
FROM: District Manager
PREPARED BY: Environmental Programs Manager
SUBJECT: Environmental Department Status Report
DATE: June 20, 2019

RECOMMENDATION:

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

SUSTAINABLE WATER SUPPLY PLANNING

The District is working on a multi-tier effort to optimize operations, sustainably manage water supply and diversify the District's water supply portfolio to ensure a resilient water supply as we adapt to a changing climate through the following efforts:

- Water Conservation
- Improving System Efficiencies through Conjunctive Use (Using surface water when available to rest and recharge groundwater sources)
- Capital Improvement (increasing pipeline sizes, reducing leaks, and increasing storage tank capacities)
- Permit Intertie Pipelines to optimize operations and sustainably manage water supply.
- Sustainable Groundwater Management (SMGWA.ORG)
- Climate Adaptation and Mitigation (Climate Vulnerability Assessment)
- Exploring New Groundwater Supplies

CONJUNCTIVE USE GRANT

- Fish assessment underway.
- Public engagement Workshop to be announced following Fish Assessment Report Completion.

Detailed analysis shall be completed for the following scenarios:

- 1) During dry periods, reduce Felton diversions to comply with water rights by using existing interties to supply the Felton service area with (a) additional groundwater pumping from South system wells and (b) if necessary, excess diversions and/or groundwater pumping from the North system. During wet periods, (a) provide the South System service areas with excess diversions from the Felton system and (b) if possible also provide water to the North system to reduce groundwater pumping during dry periods.

- 2) Utilize the District's right to 313 AFY of Loch Lomond water, in the following priority of use: first to supply the Felton service area and reduce Fall Creek diversions to comply with water rights; second, to serve the South service area and reduce South system groundwater pumping (i.e., achieve in-lieu recharge); and lastly to supply the North service area in order to reduce diversions, achieve in-lieu recharge, and increase groundwater discharge to dry-period base flows.

Preliminary feasibility-level analysis shall be completed for the following scenarios:

- 3) Recharge the Olympia area aquifer by injecting excess wet period diversions from the North system, Felton system, and/or Loch Lomond. Increase dry-period Olympia groundwater pumping by a comparable amount to reduce North system diversions.
- 4) Supply the South system and Scotts Valley Water District with excess wet period diversions from the Felton system, North system, and/or Loch Lomond in order to achieve in-lieu recharge. Utilize increased groundwater storage to increase dry period groundwater use and reduce stream diversions in the Felton system and North system.

STREAMFLOW, TEMPERATURE AND RELATED OBSERVATIONS FOR THE SAN LORENZO VALLEY WATER DISTRICT'S SURFACE SOURCES OF COMMUNITY WATER SUPPLY *WATER YEAR 2014 TO 2017*

Planning for water year 2019:

The District has been conducting Stream gaging associated with the District's surface water diversions since WY 2014 to quantify how the District's water supply diversions impact habitat in the San Lorenzo River and associated tributaries. Staff recommends that the District continues to monitor stream flow in water supply streams that impact Boulder Creek and Lompico Creek until a forbearance agreement can be reached.

SANTA MARGARITA SUSTAINABLE GROUNDWATER MANAGEMENT AGENCY (SMGWA.ORG)

Montgomery and Associates has been selected to be the Technical Consultant. The roll of the Technical Consultant will be the following:

- Correct the deficiencies identified in the hydrologic model.
- Assist with the technical writing of the Sustainable Groundwater Management Plan.
- Explore the concept of Management Areas.
- Determine Sustainability Criteria.

The next SGMWA Meeting is scheduled for Thursday, June 27th at 7:00 PM at Scott's Valley Water District. For more information <http://smgwa.org/>

ENVIRONMENTAL COMPLIANCE - CAPITAL IMPROVEMENT PROGRAM

SANDHILLS HABITAT CONSERVATION PLAN FOR THE SAN LORENZO VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PLAN

District is preparing a Habitat Conservation Plan to mitigate the impacts to listed species in sandhills habitat which result from the District's Capital Improvement Projects. The HCP will cover the District's capital improvement projects, operations and maintenance activities, and watershed management actions, that impact species protected by the Endangered Species Act (ESA) and sensitive habitat of the Santa Cruz sandhills. The District Sandhills HCP (DSHCP) will provide the basis for the United States Fish and Wildlife Service (USFWS), which administers the ESA for terrestrial species, to issue the District an Incidental Take Permit (ITP) to cover all of the capital improvement projects, operations and maintenance activities, and watershed management actions that affect the covered species. This approach will greatly reduce the timeline and cost for project permitting compared to preparing individual HCPs for each project or site. Timeline to Submit HCP for agency review is December 2019. Cost for development of HCP: \$129,000

CIP PROJECT PERMITTING

Staff is working to secure permits for the following Projects:

Fall Creek Fish Ladder Project Cost: \$ 1,160,000

Lyon Treatment Plan Access Road Slide (FEMA funded)

Lompico Tank Replacement Program

Lewis Tank Replacement Project

WATERSHED MANAGEMENT/ STEWARDSHIP

ZAYANTE CREEK STREAM WOOD HABITAT ENHANCEMENT PROJECT

The San Lorenzo Valley Water District owns about 0.5 mile of Zayante Creek upstream of the Mountain Charlie Gulch confluence. This stream reach will serve as extremely valuable spawning and rearing habitat for both steelhead and Coho salmon. With the District's ownership, this reach is not impacted by residential development, which is prevalent in lower Zayante Creek, and is down stream of multiple obstructions that limit steelhead access into upper Zayante Creek.

The project focuses on habitat enhancement measures on publicly held properties, owned by the City and the SLVWD, with the objective of developing cost-effective restoration actions that attempt to restore historic functions that created and maintained the physical habitat necessary to support key life stages for these listed species. The design process to date has included technical review, site visits, and collaboration with the City, SLVWD, the City's consulting forester, County of Santa Cruz, Santa Cruz County Resource Conservation District, National Marine Fisheries Service, and California Department of Fish and Wildlife.

Timeline:

1. *June 2019: Acquire Permits from State and Federal agencies, under the direction of the RCD.*
2. *Summer 2019: Large wood installation construction.*

FIRE MANAGEMENT PLANNING ON DISTRICT WATERSHED LANDS

Staff is working to prepare a Fire Management Plan which will improve mapping, road access for fire personnel and improve communications with Fire Prevention Agencies. Staff is also working to create a post-fire plan to ensure the most efficient recovery of District's water resources following a fire event.

Staff is scheduled to meet with fire agencies in June to discuss plan and give tour of properties.

Staff is working with consultant to reduce fuel loads and to mark roads and gates.

WATER CONSERVATION

Water Conservation Rebate Quarterly Report (next report available end of quarter on June 18th)

FY 18/19 Q3 Ending March 31, 2019

Code	Type	Water Savings by type	# Rebates	Amount	Water Saved Gallons per year
RBDRIP sqft	Drip	4,500 gpy/ 500sf			0
RBHECW	Clothes Washers	5100GPY	2	\$200	10200
RBHWRS	Recirculation System	7800GPY	0		0
RBLAWN	Lawn	6 ft/sqft or 7.48*6=44.88 gpy/sqft	0		0
RBT1.6	Toilet 1.6	1280 gpy	0		
RBT3.5	Toilet 3.5	5000gpcy	1	\$200	20000
RBWBICSI	Irrigation Controler	1.7g/sqft/y	0		0
RBGWLL	Greywater Irrigation	14,565 gpy	0		0
			3	\$400.00	30200

Additional efforts to reduce water consumption system wide include:

Education:

- Staff is working with teachers throughout District to plan conservation workshops & in-class presentations for Fall 2019
- Teachers have access and have been supplied with water related workbooks to use in their curriculum

- Annual Water Conservation Video Contest has ended and winners have been selected. A student who lives within the SLVWD district won the grand prize. To view all of the videos visit:

<https://watersavingtips.org/resources/videocontest/inspiration/2019-winning-videos/>

- 2018 Education Grants **final reports** due beginning April 2019. As reports are received they will be brought to the board for approval. 2019 Education Grant Program has been suspended.

District Water Conservation Programs:

Water conservation programs have been suspended due to budget cuts.

PUBLIC OUTREACH

Public Outreach Programs will be reduced due to budget cuts. Specific reductions will be determined following adoption of FY 19/20 Budget.

- Staff has created a 2019 Communications Plan which was discussed with ENV Committee at the March meeting.
- The District Facebook page and website are updated regularly (5-7 times per week).
- Staff will begin preparing short summaries of Committee meetings to be posted on Facebook.
- Create content for public outreach such as videos, content for social media and district workshops. Working with various agencies to create content efficiently.
- Staff to attend Felton's farmer market once a month to answer questions, supply water conservation materials, and update customers on District news. Starting on May 28th
- Staff to attend outreach events throughout District to supply information, answer questions, and improve outreach.

UPCOMING EVENTS

None - Events will be limited due to staff reductions.

CLIMATE ADAPTATION

Climate Adaptation Planning has been suspended due to budget cuts.

NETWORKING & COLLABORATIONS

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

Under the Sustainable Groundwater Management Act of 2014, over-drafted groundwater basins need to be sustainably managed by a Groundwater Sustainability Agency (GSA)

through the development of a Groundwater Sustainability Plan (GSP). The GSP must be completed by 2022, and the basin must reach sustainability by 2040.

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

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

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

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

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

FIRE SAFE COUNCIL OF SANTA CRUZ COUNTY <https://www.firesafesantacruz.org/>
Staff represents SLVWD and sits on the Board of the Fire Safe Santa Cruz County FSSCC and participates as one of the Directors on the Community Outreach Committee.

The purpose of the Fire Safe Santa Cruz County (FSSCC) is to help residents and landowners prepare for and respond to the effects of wildfire in Santa Cruz County in an effort to maintain the quality of life, property and the environment. FSSCC will assist in coordinating the fire preparedness actions of local residents, landowners/managers, utilities, fire districts, CALFIRE and local fire safe councils. FSSCC will identify and seek funding for the highest fire safety priorities, coordinate work activities, assist neighborhoods in securing equipment and labor, and best position fire-safe entities working in the County for funding opportunities and applications.

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

FSSCC is currently seeking applications from community members in need of funding to reduce fire hazards in their neighborhoods. Contact Fire Safe SCC for applications.

COMPLETION REPORTS 2019

Public Engagement:

Completed the three-part Educational Series “Understanding Our Water” for Santa Margarita Groundwater Management Agency.

January 12: Land Use and Water: How much does growth matter?

February 9: Water Budgets: How do we balance all needs?

March 9: Managing Groundwater: How can we prepare for an uncertain future?

Environmental Permitting USDA Loan Projects:

Swim Tank \$ 678,000 Hihn Road Pipeline \$ 90,000 Lyon Pipeline \$ 450,000 Worth Lane Pipe \$ 120,000 Sequoia Road Pipe \$ 120,000 Bennett Booster \$ 390,000 Hillside Drive Pipe \$ 240,000 Riverview Drive Pipe \$ 240,000 Two Bar Road Pipe \$ 450,000 Orman Road Pipe \$ 300,000 California Drive Pipe \$ 240,000

California Environmental Quality Act Permitting: (CEQA)

Lyon Pipeline

Sequoia Pipeline

Blue Tank

California Drive Pipeline

Hillside Drive Pipeline

Climate Adaptation:

Climate Registry Green House Gas Inventory of 2017

M E M O

TO: Board of Directors

FROM: District Manager

PREPARED BY: Director of Finance & Business Services

SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT

DATE: June 20, 2019

RECOMMENDATION:

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

BACKGROUND:

BUDGET

The budget has continued to be the main focus of the department. The draft budget is in this agenda. For next year the District would like to have the Strategic Plan and CIP Plan in place so that we can create a more robust budget package and try for the GFOA budget presentation award.

AUDIT

The auditors were here the week of 6/10 for interim testing. It was a very smooth process and they will be back out in October for final fieldwork.

CUSTOMER SERVICE SUPPORT

- Customer Service stats and information
- Monthly Consumption by Customer Class
- Weekly Call Log

REVENUE STABILIZATION RATE ANALYSIS

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of April 2019 consumption, the cumulative consumption is 1% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

FINANCIAL SUMMARY

Please see the Monthly Financial report for further detail.

In summary, revenue is tracking to budget, May and June tend to have an uptick in consumption. Thus far customers have not made significant reductions in consumption with the shift of consumption charges.

Expenses are tracking better than budget. Approximately \$120K of this was due to timing of new hires and will be real savings for the year, but embedding going forward. Year end is in June, which tends to have higher expenses that come in.

	April		Full Year	
	Current Month	YTD	Budget	% of Budget
Operating Revenue	\$ 722,354	\$ 8,008,487	\$ 10,022,000	80%
Operating Expenses	\$ 616,733	\$ 5,905,535	\$ 7,961,656	74%
Operating Income	\$ 105,621	\$ 2,102,952	\$ 2,060,344	102%

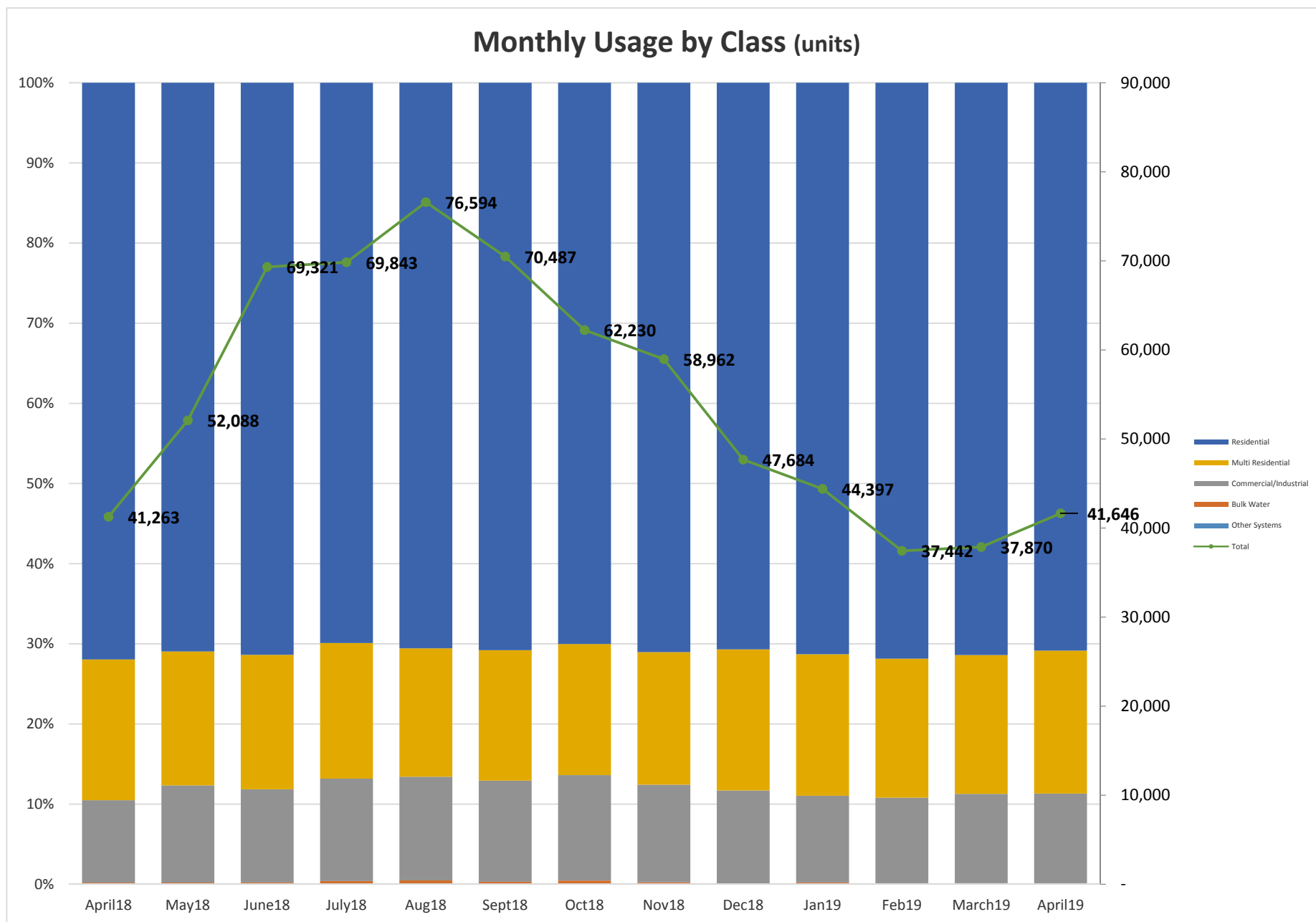
CUSTOMER SERVICE DEPT SUMMARY

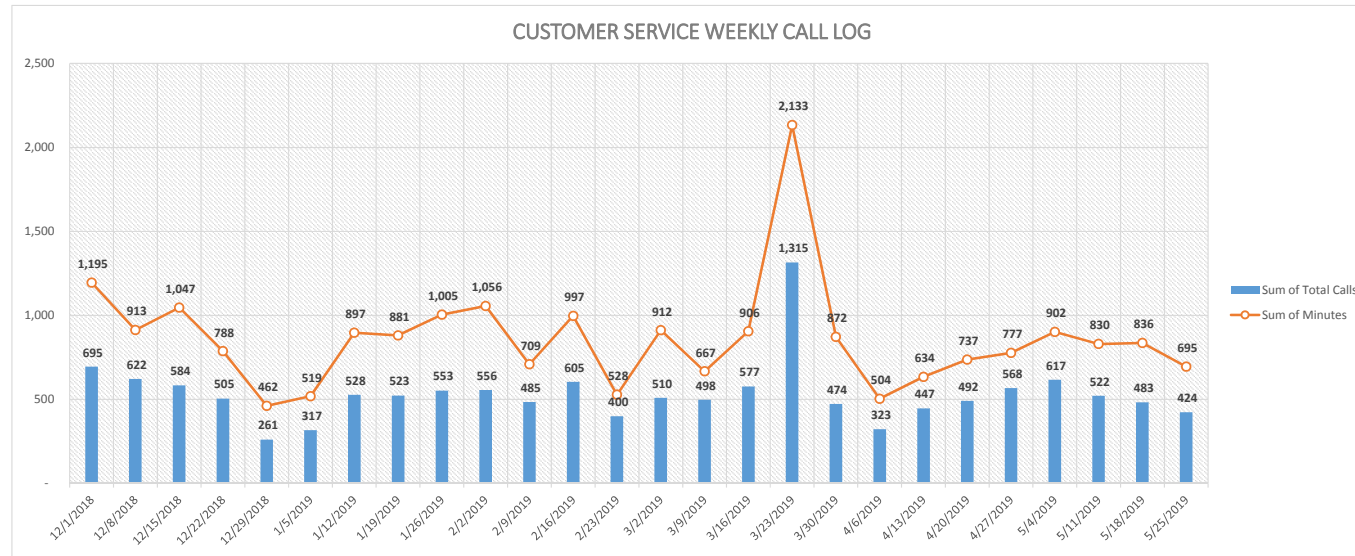
	*	*		*	*					*				*	*		
Monthly Stats:	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-18	Nov-18	Oct-18	Sep-18	Aug-18	Jul-18	Jun-18	May-18	Apr-18	Mar-18	Feb-18	Jan-18
Cut In/Outs	105	83	60	38	58	34	63	66	59	77	86	59	68	58	30	42	61
Final Bills	61	60	37	35	56	32	64	74	64	115	40	66	71	42	34	58	57
Tags	256	95	238	124	210	157	191	158	206	275	176	121	232	72	312	198	194
Turn-offs	30	35	19	34	38	25	26	42	32	36	22	23	25	29	24	32	26
Online / Going Green [1]																	
<i>As of 6/11/2019</i>																	
Online Sign-ups	4,293	4,240	4,184	4,120	4,078	4,033	3,980	3,938	3,883	3,839	3,779	3,726	3,680	3,636	3,599	3,543	3,499
E-Bills	1,590	1,522	1,413	1,378	1,356	1,326	1,302	1,284	1,260	1,238	1,210	1,193	1,174	1,157	1,145	1,120	1,092
Auto Pay**	2,551	2,725	2,706	2,659	2,716	2,673	2,638	2,603	2,553	2,509	2,492	2,463	2,445	2,427	2,386	2,350	2,316

* Due to timing, had abnormal tag periods

** Due to change in processor, customers have to re-enter their payment information, once they do that the number should go back to normal

[1] Please note these numbers are slightly higher than actuals being utilized. When a person closes their account, they typically leave their online account active for a while for their own personal records. We currently do not have an easy way to break down to only active customers.





Week Ending	Incoming Calls		Outgoing Calls		Total Calls	
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes
12/1/2018	401	889	294	306	695	1,195

Weekly Notes
Turn offs & Tags, Main Break: Blue Ridge Road, 335 Vista Terrace, 381 Middleton Dr, 1463 Two Bar #5, 9095 Glen Arbor Rd.

12/8/2018	330	618	292	295	622	913	Turn offs, Main Breaks: hwy 9 & Graham Hill Rd., 6630 Hwy 9, 6706 hwy 9, 11247 hwy 9, Lorenzo Ln & Hwy 9, 15610 Hwy 9, 10990 Riverside Rd., California Dr. East Creek Bridge, 261 Main St., 730 Sugar Pine Rd., Sunnyside & Main St., 10405 Lake Blvd.,
12/15/2018	350	757	234	289	584	1,047	Tags, Main Break: 6 Ridgewood Dr.
12/22/2018	288	580	217	208	505	788	Turn offs, Main Breaks: 9460 Sunnyside, 305 Reynolds Dr., Across the St. from 10825 Lake Blvd.
12/29/2018	202	411	59	51	261	462	15965 Kings Creek Rd., 200 Caledonium Ave., 11101 Sequoia Ave., 8937 Glen Arbor Rd. (closed 2 days)
1/5/2019	240	449	77	70	317	519	Tags, Main Breaks: 10926 Sequoia Ave. (closed 2 days)
1/12/2019	319	679	209	217	528	897	Turn offs, Main Breaks: Quail 4A Well, 8945 Redwood Dr., 8255 Oak Ave., 9695 Live Oak Ave., Road Work; 1090 Pine Drive
1/19/2019	317	704	206	176	523	881	Tags, Main Breaks; 1160 Lakeside Dr., Water Line Replacement.
1/26/2019	314	765	239	240	553	1,005	Turn offs, Main Breaks; 10641 Visitar St., 225 Band Rd.
2/2/2019	318	869	238	186	556	1,056	Tags, (closed 1 day), Main Breaks; 13515 West Park Ave., 334 More Dr., 5765 Hillside Dr., 11844 Sunset Ct., 9545 Central Ave.
2/9/2019	304	566	181	143	485	709	Turn off, Main Breaks: 167 Russell Ave., 1501 Caledonia Ave., Road Work: 10497-10495 Vera Ave.
2/16/2019	360	763	245	233	605	997	Tags, Main Breaks: 325 Capelli Dr., 1200 Dundee Ave., 8035 Fernwood, West of 949 Brookside Way, Country Club Dr. & Jackson Ave., 10405 Lake Blvd.
2/23/2019	224	414	176	114	400	528	Turn off, Main Breaks: 555 Cook Wy., 8297 Hermosa Ave., 11866 Van Allen Rd.
3/2/2019	323	737	187	176	510	912	Tags, Main Breaks: 581 La Cuesta Dr., 288 Douglas Ave., 135 Glen Lomond Ln., Drainage from storm.
3/9/2019	281	540	217	126	498	667	Turn off, Main Breaks: 221 Lake St.
3/16/2019	352	653	225	254	577	906	Tags, Main Breaks: 340 Manzanita Ave., 136 Daffodil Hill, 206 Crecent & River, 10707 West Dr., 111 Royal Oak Ct., 260 Scenic Way, 403 Meadow Dr., 396 Meadow Dr.
3/23/2019	836	1,644	479	489	1,315	2,133	Turn offs, Main Breaks: 15000 Two Bar Rd., 13800 Bear Creek Rd., 405 Hoot Owl Way, 575 Ralston Ridge, 630 Manzanita Ave., Pine St., 10982 Sequoia Ave.
3/30/2019	329	688	145	184	474	872	Tags, Main Breaks: 213 Spreading Oak Dr., 190 Mesa Dr., 635 Sunset Rd.,
4/6/2019	227	416	96	88	323	504	Turn off, Main Breaks: 10580 CA-9/Blake Hammond Manor
4/13/2019	262	483	185	151	447	634	Main Breaks: 822 River Dr., 981 Madrona Dr., 12120 Coleman Ave., 230 Apple Knoll, 10235 California Dr., 135 Madrone Way
4/20/2019	318	567	174	170	492	737	Tags, Main Breaks ; Riverside & Annies Wy., 10825 Lake Blvd., 635 Sunset Rd., 206 Madrona, 135 Madrona, Spreading Oak Dr., corner of Janita Rd. & Appleknoll., 135 Madrone Way, 635 Sunset Rd., Love Creek Rd., Sinic Way & Hillcrest.
4/27/2019	332	608	236	169	568	777	Turn off, Main Breaks: Mt Herman & Graham Hill, 170 Brier Dr. 225 Brier Dr., Shiloh Ct., Russle, 345 Woodland Dr.
5/4/2019	406	730	211	171	617	902	Tags, Main Breaks: 211 Camino Sinuoso, 135 Scenic Way.
5/11/2019	351	729	171	101	522	830	Turn off, Main Breaks: 12855 Iwrin Wy, 160 Shady Ln., 514 Primavera Rd., Hill Crest Dr., Lost Acres Dr.
5/18/2019	321	662	162	174	483	836	Tags, Main Breaks: Band Rd. 16 Haven Ln, 160 river st.,
5/25/2019	279	586	145	110	424	695	Turn off, Main Breaks: 185 Arden Ave., Lovecreek Rd & Sunnyside Ave. 1513 Jackson Ave.

REVENUE STABILIZATION RATE ANALYSIS FY1819

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

MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY1516	66,779	64,961	69,609	60,022	49,837	41,773	44,025	37,290	42,433	43,153	48,328	68,129	636,340
FY1617	74,199	73,414	71,825	59,518	41,777	45,698	45,401	37,667	41,173	42,898	52,932	68,388	654,889
FY1718	81,254	78,331	76,259	65,658	58,601	42,693	48,947	40,431	42,401	41,263	52,088	69,321	697,247
3 YR AVERAGE (BASELINE)	74,077	72,235	72,564	61,733	50,072	43,388	46,124	38,463	42,002	42,438	51,116	68,613	662,826

ACTUAL FY1819 CONSUMPTION

FY1819	69,843	76,594	70,487	62,230	58,962	47,684	44,397	37,442	37,870	41,646			547,155
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CUMULATIVE ANALYSIS

% Above or Below Average	-6%	6%	-3%	1%	18%	10%	-4%	-3%	-10%	-2%			
Cumulative %	-6%	0%	-1%	-1%	2%	3%	2%	2%	1%	1%			

NOTES:

Consumption is cumulatively slightly above the prior three year average baseline. As of April 2019 consumption, the cumulative consumption is 1% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

OPERATING ANALYSIS - APRIL 2019

REVENUE BY CATEGORY

DESCRIPTION

WATER USAGE
BASIC CHARGES
METERS, PENALTIES & OTHER
SEWER CHARGES
TOTAL OPERATING REVENUE

COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
\$ 455,118	63.0%	\$ 416,442	\$ 38,676	9%	7%	\$ 6,846,000	68%
253,744	35.1%	236,793	16,951	7%	8%	2,986,000	30%
3,480	0.5%	2,740	740	27%	4%	90,000	1%
10,013	1.4%	8,344	1,669	20%	10%	100,000	1%
\$ 722,354	100.0%	\$ 664,319	\$ 58,035	9%	7%	\$ 10,022,000	100%

REVENUE COMMENTS

Water Usage: April 19 had 1% higher consumption than the prior April
Sewer Charges: New rates went into effect Dec 18.

EXPENSES BY CATEGORY

DESCRIPTION

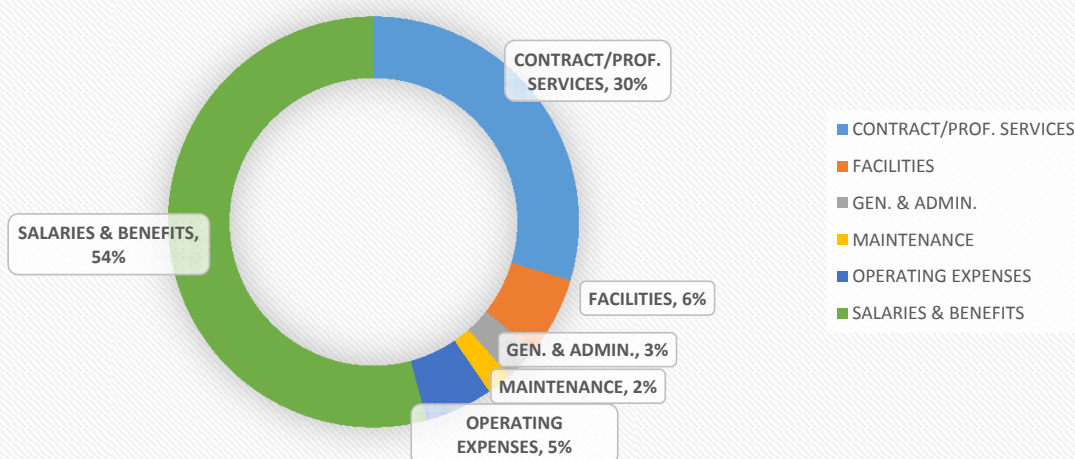
SALARIES & BENEFITS
CONTRACT/PROF. SERVICES
OPERATING EXPENSES
MAINTENANCE
FACILITIES
GEN. & ADMIN.
TOTAL OPERATING EXPENSES

COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
\$ 334,143	54.2%	\$ 283,540	\$ 50,603	18%	7%	\$ 5,048,246	63%
182,519	29.6%	148,900	33,618	23%	14%	1,316,360	17%
33,051	5.4%	29,978	3,074	10%	8%	420,500	5%
12,121	2.0%	12,131	(9)	0%	7%	184,350	2%
37,707	6.1%	37,588	119	0%	7%	571,800	7%
17,191	2.8%	20,324	(3,132)	-15%	4%	420,400	5%
\$ 616,733	100%	\$ 532,460	\$ 84,273	16%	8%	\$ 7,961,656	100%

EXPENSE COMMENTS

Legal Bills: A legal bill did not post in April due to timing of invoices, is was for \$17K, which will show up in the May report.
Prof. Serv: April 19 had a \$84K payment to SMGWA for our portion

% BREAKDOWN OF CATEGORY EXPENDITURES



OPERATING ANALYSIS - YTD FY1819 (JULY-APRIL)

REVENUE BY CATEGORY

DESCRIPTION

WATER USAGE
BASIC CHARGES
METERS, PENALTIES & OTHER
SEWER CHARGES
TOTAL OPERATING REVENUE

COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
\$ 5,373,581	67.1%	\$ 4,317,248	\$ 1,056,333	24%	78%	\$ 6,846,000	68%
2,478,286	30.9%	2,615,890	(137,604)	-5%	83%	2,986,000	30%
64,825	0.8%	74,840	(10,015)	-13%	72%	90,000	1%
91,795	1.1%	83,444	8,351	10%	92%	100,000	1%
\$ 8,008,487	100.0%	\$ 7,091,423	\$ 917,064	13%	80%	\$ 10,022,000	100%

REVENUE COMMENTS

YTD revenues are higher due to the rate increase that went into effect Nov 2018. The change in rate structure is still seen in the Basic Charge shift.

EXPENSES BY CATEGORY

DESCRIPTION

SALARIES & BENEFITS
CONTRACT/PROF. SERVICES
OPERATING EXPENSES
MAINTENANCE
FACILITIES
GEN. & ADMIN.
TOTAL OPERATING EXPENSES

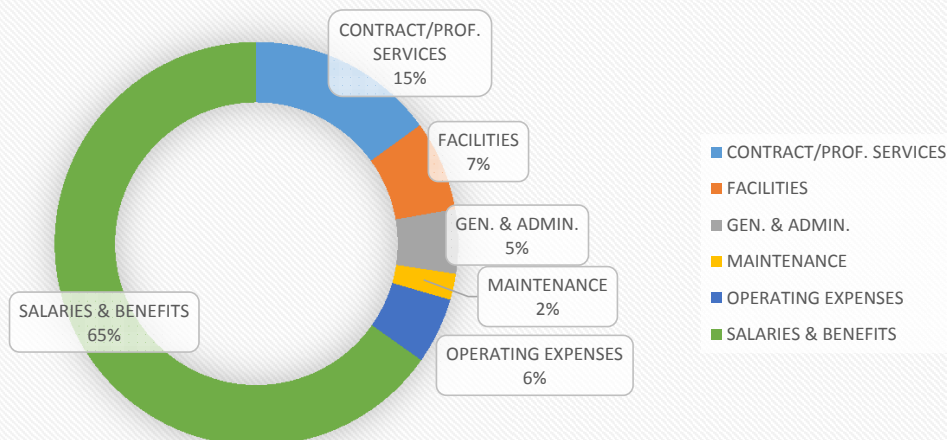
COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
\$ 3,851,275	65.2%	\$ 3,589,160	\$ 262,115	7%	76%	\$ 5,048,246	63%
886,850	15.0%	1,040,633	(153,783)	-15%	67%	1,316,360	17%
313,453	5.3%	272,190	41,263	15%	75%	420,500	5%
123,240	2.1%	123,498	(258)	0%	67%	184,350	2%
426,977	7.2%	428,376	(1,399)	0%	75%	571,800	7%
303,741	5.1%	310,132	(6,391)	-2%	72%	420,400	5%
\$ 5,905,535	100%	\$ 5,763,988	\$ 141,547	2%	74%	\$ 7,961,656	100%

EXPENSE COMMENTS

For the most part, expenses are tracking similar to the prior year, outside of budgeted increases. \$50K of payroll was related to employee final paychecks.

April 2019 did not have a legal bill posted due to timing, it was \$17K that will show in May. As of April YTD, legal is \$173K lower than prior year. Please note in June 2019 there was a litigation settlement, which will cause the current year to have a significant jump in June.

% BREAKDOWN OF CATEGORY EXPENDITURES



OPERATING ANALYSIS - YTD TREND FY1819

REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	YTD	BUDGET	% OF BUD.
WATER USAGE	359,119	777,219	706,435	645,508	636,311	515,103	474,097	400,867	403,805	455,118	5,373,581	6,846,000	78%
BASIC CHARGES	237,313	237,200	236,928	245,212	253,599	253,817	253,337	253,706	253,430	253,744	2,478,286	2,986,000	83%
METERS, PENALTIES & OTHER	5,250	9,855	6,665	6,135	7,570	2,970	9,315	6,810	6,775	3,480	64,825	90,000	72%
SEWER CHARGES	8,344	8,345	8,344	8,344	8,344	10,016	10,018	10,013	10,013	10,013	91,795	100,000	92%
TOTAL OPERATING REVENUE	610,027	1,032,619	958,372	905,199	905,824	781,906	746,768	671,396	674,023	722,354	8,008,487	10,022,000	80%

EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	514,027	510,140	321,543	327,440	334,286	335,127	486,163	341,758	346,647	334,143	3,851,275	5,048,246	76%
CONTRACT/PROF. SERVICES	5,572	48,144	81,763	220,894	70,907	85,897	53,160	52,406	85,588	182,519	886,850	1,316,360	67%
OPERATING EXPENSES	11,986	33,476	41,893	32,378	32,244	41,966	48,946	20,032	17,479	33,051	313,453	420,500	75%
MAINTENANCE	3,079	10,102	18,770	11,277	10,919	14,728	19,160	10,786	12,297	12,121	123,240	184,350	67%
FACILITIES	11,383	31,020	61,400	58,815	51,252	55,790	42,726	40,639	36,244	37,707	426,977	571,800	75%
GEN. & ADMIN.	101,568	16,460	31,246	25,456	21,413	21,938	18,171	29,839	20,460	17,191	303,741	420,400	72%
TOTAL OPERATING EXPENSES	647,615	649,343	556,615	676,260	521,021	555,446	668,327	495,460	518,714	616,733	5,905,535	7,961,656	74%
OPERATING INCOME (LOSS)	(37,589)	383,276	401,756	228,939	384,802	226,460	78,440	175,936	155,309	105,622	2,102,952	2,060,344	102%

COMMENTS

REVENUE/EXPENSES:

Current year to date revenue and expenses are tracking as expected overall. Please refer to the current month analysis for any further detail on revenue or expenses.

GENERAL/PROCESS:

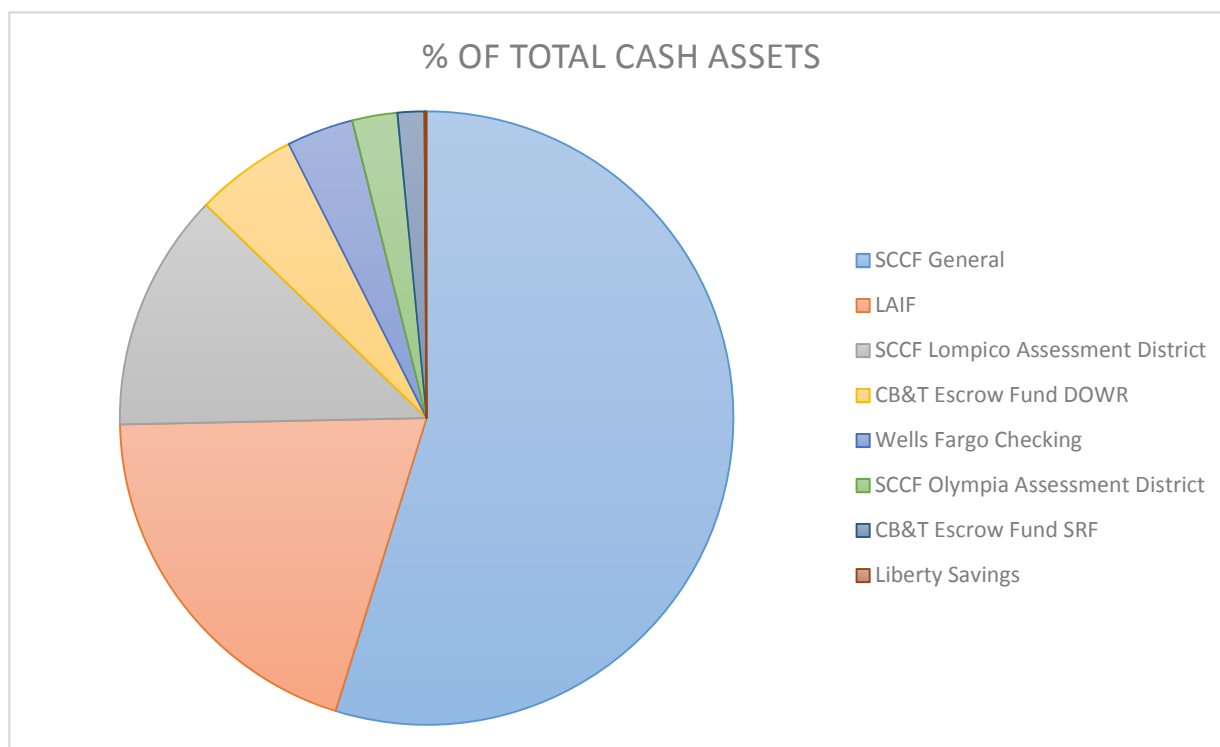
There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District operates on an annual budget and performs accrual based accounting procedures for a hard year end close, this is typical for governmental accounting.

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

CASH BALANCES AS OF

4/30/2019

		Ave Interest Rate
OPERATING ACCOUNTS		
Wells Fargo Checking	\$ 152,401	0.35%
Liberty Savings	\$ 4,515	0.15%
LAIF	\$ 858,538	2.45%
SCCF General	\$ 2,368,063	2.37%
OPERATING BALANCE	\$ 3,383,516	
RESTRICTED ACCOUNTS		
SCCF Lompico Assessment District	\$ 543,000	2.37% <i>For AD Projects</i>
SCCF Olympia Assessment District	\$ 102,778	2.37% <i>For Debt Repayment</i>
SCCF Probation Tank Loan Proceeds	\$ 1,832,141	2.37% <i>Loan Proceeds</i>
CB&T Escrow Fund SRF	\$ 61,001	0.09% <i>For Debt Repayment</i>
CB&T Escrow Fund DOWR	\$ 231,037	0.09% <i>For Debt Repayment</i>
RESTRICTED BALANCE	\$ 2,769,957	



Accounts Payable

Outstanding Invoices

User: KendraNegro
Printed: 6/11/2019 - 10:26 AM
Date Type: JE Date
Date Range: 05/09/2019 to 06/11/2019



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
00027 - NORTH BAY FORD						
01-000-1565	5/28/2019	5/24/2019	97346	00264-11-2019	46,000.00	WATER QUALITY TRUCK_VE-236
Task Label:		Type:	PO Number:	0000101174		
Total for Vendor 00027 - NORTH BAY FORD:					46,000.00	
00047 - SOIL CONTROL LAB						
01-800-5202	5/15/2019	5/13/2019	9050234	00151-11-2019	145.00	WATER ANALYSIS_5 LOCATIONS
Task Label:		Type:	PO Number:	0000101098		
01-800-5202	5/21/2019	5/16/2019	9050458	00211-11-2019	145.00	WATER ANALYSIS_5 LOCATIONS
Task Label:		Type:	PO Number:	0000101098		
01-800-5202	5/21/2019	5/16/2019	9050459	00211-11-2019	29.00	WATER ANALYSIS_OLY 2 WELL
Task Label:		Type:	PO Number:	0000101098		
01-800-5202	5/28/2019	5/24/2019	9050460	00257-11-2019	117.00	WATER ANALYSIS_3 LOCATIONS
Task Label:		Type:	PO Number:	0000101098		
01-800-5202	5/28/2019	5/24/2019	9050673	00257-11-2019	145.00	WATER ANALYSIS_5 LOCATIONS
Task Label:		Type:	PO Number:	0000101098		
01-800-5202	5/28/2019	5/23/2019	9050715	00257-11-2019	15.00	WATER ANALYSIS_BLUE TANK
Task Label:		Type:	PO Number:	0000101098		
01-800-5202	6/7/2019	5/31/2019	9050863	00046-12-2019	145.00	WATER ANALYSIS_WTP
Task Label:		Type:	PO Number:	0000101098		
Total for Vendor 00047 - SOIL CONTROL LAB:					741.00	
00058 - IHWW						
01-100-5200	6/7/2019	6/1/2019	05192	00046-12-2019	25.00	BUSINESS HOSTING_JUNE 2019
Task Label:		Type:	PO Number:	0000101125		
Total for Vendor 00058 - IHWW:					25.00	
00080 - GRANITE CONSTRUCTION CO						
01-400-5300	5/28/2019	5/17/2019	1584147	00257-11-2019	362.78	PAVING_OPS

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:					362.78	
00118 - FARMER BROTHERS COFFEE						
01-400-5600	5/31/2019	5/29/2019	69145811	00305-11-2019	151.27	COFFEE SUPPLIES_OPS
Total for Vendor 00118 - FARMER BROTHERS COFFEE:					151.27	
00125 - SCARBOROUGH LUMBER						
01-000-1565	6/7/2019	5/30/2019	334898	00048-12-2019	40.32	BLUE TANK PROJECTS_WO#521
01-800-5410	6/7/2019	5/30/2019	334915	00048-12-2019	12.59	VEHICLE CLEAN UP FOR SWAP_VE-280
01-800-5311	6/7/2019	5/30/2019	334923	00048-12-2019	6.79	TRIMMER STRING_WTP
01-400-5420	6/7/2019	5/31/2019	396497	00048-12-2019	65.31	CHARLIE BOOSTER
01-000-1565	6/7/2019	5/31/2019	396523	00048-12-2019	53.68	BLUE TANK PROJECTS_WO#521
01-400-5311	6/7/2019	5/29/2019	584276	00048-12-2019	5.39	STIHL CAP REPLACEMENT_OPS
01-400-5300	6/7/2019	5/29/2019	584301	00048-12-2019	2.90	CHAIR GLIDERS_OPS
Total for Vendor 00125 - SCARBOROUGH LUMBER:					186.98	
00183 - SDRMA						
01-100-5660	5/21/2019	5/16/2019	66660	00210-11-2019	110,755.92	PROPERTY/LIABILITY PACKAGE FY1920
01-100-5145	5/31/2019	5/14/2019	66213A	00318-11-2019	2,333.53	WORKERS COMP PROGRAM_ADMIN
01-200-5145	5/31/2019	5/14/2019	66213B	00318-11-2019	2,417.79	WORKERS COMP PROGRAM_FINANCE
01-300-5145	5/31/2019	5/14/2019	66213C	00318-11-2019	2,408.83	WORKERS COMP PROGRAM_ENG
01-400-5145	5/31/2019	5/14/2019	66213D	00318-11-2019	24,939.94	WORKERS COMP PROGRAM_OPS
01-500-5145	5/31/2019	5/14/2019	66213E	00318-11-2019	2,142.58	WORKERS COMP PROGRAM_ENVIRON
01-800-5145	5/31/2019	5/14/2019	66213F	00318-11-2019	27,220.57	WORKERS COMP PROGRAM_WTP
01-100-5660	5/31/2019	5/28/2019	PD1718007284	00305-11-2019	500.00	INSURANCE CLAIM_08/10/2017
Total for Vendor 00183 - SDRMA:					172,719.16	
00213 - CHESTNUT IDENTITY APPAREL, INC						
01-400-5171	5/31/2019	5/30/2019	114919	00305-11-2019	54.35	UNIFORMS FOR #223_OPS
Total for Vendor 00213 - CHESTNUT IDENTITY APPAREL, INC:					54.35	
00265 - COMMUNITY TELEVISION						
01-100-5200	5/28/2019	5/16/2019	2662	00257-11-2019	616.00	MEETING COVERAGE FOR 04/04 & 04/18
Total for Vendor 00265 - COMMUNITY TELEVISION:					616.00	
00273 - CORELOGIC, INC.						

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00273 - CORELOGIC, INC.						
01-200-5200	6/7/2019	5/31/2019	30424756	00046-12-2019	206.00	REALQUEST SERVICES_05/01/19-05/31/19
Task Label:		Type:	PO Number:	0000101090		
Total for Vendor 00273 - CORELOGIC, INC.:					206.00	
00290 - CONTRACTOR COMPLIANCE & MONIT						
01-000-1565	6/7/2019	5/24/2019	11417	00046-12-2019	708.35	LABOR COMPLIANCE MONITORING_WO#814
Total for Vendor 00290 - CONTRACTOR COMPLIANCE & MONIT:					708.35	
00343 - ERNIE'S SERVICE CENTER						
01-800-5410	6/7/2019	5/30/2019	77234	00046-12-2019	824.86	TRUCK SERVICE_VE-280
Total for Vendor 00343 - ERNIE'S SERVICE CENTER:					824.86	
00362 - ACCELA, INC #774375						
01-200-5610	6/7/2019	5/31/2019	ACC46250A	00046-12-2019	1,454.50	TRANSACTION FEES_MAY 2019
01-200-5200	6/7/2019	5/31/2019	ACC46250B	00046-12-2019	185.00	ONLINE BILL FEES_MAY 2019
Total for Vendor 00362 - ACCELA, INC #774375:					1,639.50	
00398 - WATSONVILLE METAL CO.,INC						
01-400-5300	6/7/2019	6/4/2019	8425421	00046-12-2019	600.00	DUMPSTER SERVICE_06/04/2019
Total for Vendor 00398 - WATSONVILLE METAL CO.,INC:					600.00	
00450 - EUROFINS						
01-800-5202	5/23/2019	5/23/2019	L0453255	00239-11-2019	40.00	WATER ANALYSIS_OLY WELL 2&3
Task Label:		Type:	PO Number:	0000101092		
Total for Vendor 00450 - EUROFINS:					40.00	
00550 - HACH COMPANY						
01-800-5300	6/7/2019	5/31/2019	11489951	00046-12-2019	2,451.23	WTP SUPPLIES
Task Label:		Type:	PO Number:	0000101095		
Total for Vendor 00550 - HACH COMPANY:					2,451.23	
00569 - PITNEY BOWES GLOBAL FIN.LLC						
01-100-5200	5/31/2019	5/30/2019	3103163107	00305-11-2019	461.01	MAIL MACHINE LEASE_03/30/19-06/29/19
Task Label:		Type:	PO Number:	0000101097		

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00569 - PITNEY BOWES GLOBAL FIN.LLC:					461.01	
00609 - BALANCE HYDROLOGICS, INC						
01-500-5200	6/7/2019	6/5/2019	218018-0519	00046-12-2019	2,276.77	STREAM MONITORING PROGRAM_YEAR 5 GAGING
Task Label: EXP-1516001A		Type: E	PO Number:			
Total for Vendor 00609 - BALANCE HYDROLOGICS, INC:					2,276.77	
00615 - HOME DEPOT CREDIT SERVICES						
01-400-5311	6/7/2019	5/7/2019	6823014	00046-12-2019	390.22	REPLACEMENT SAWSALL_WO#92
Total for Vendor 00615 - HOME DEPOT CREDIT SERVICES:					390.22	
00719 - POWERPLAN						
01-400-5410	5/28/2019	5/20/2019	1833010	00257-11-2019	2,767.90	DRIVE REPAIR_VE-320
Total for Vendor 00719 - POWERPLAN:					2,767.90	
00721 - UNITED SITE SVCS.,INC						
01-000-1565	6/7/2019	5/23/2019	114-8531170	00046-12-2019	196.70	PROBATION TANK_WO#823
Total for Vendor 00721 - UNITED SITE SVCS.,INC:					196.70	
00727 - ULINE SHIPPING SUPPLIES						
01-400-5401	6/7/2019	5/20/2019	108798690	00046-12-2019	100.72	GLOVES_OPS
Total for Vendor 00727 - ULINE SHIPPING SUPPLIES:					100.72	
00729 - ALPHA ANALYTICAL LABS						
02-600-5202	6/7/2019	5/31/2019	9054204	00046-12-2019	430.00	LAB FEES-ANALYTICAL SERVICES
Task Label:		Type:	PO Number: 0000101087			
Total for Vendor 00729 - ALPHA ANALYTICAL LABS:					430.00	
00746 - SCOTTS VALLEY BANNER						
01-100-5640	6/7/2019	5/24/2019	62044	00046-12-2019	260.00	HIRING NOTICE_RUN DATE 05/24/19
Total for Vendor 00746 - SCOTTS VALLEY BANNER:					260.00	
00750 - FEDAK & BROWN, LLP						
01-200-5201	6/7/2019	5/31/2019	053119_750	00046-12-2019	475.00	PROFESSIONAL SERVICES_MAY 2019

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00750 - FEDAK & BROWN, LLP:					475.00	
00944 - PDNC, INC.						
01-100-5200	6/7/2019	6/3/2019	3607	00046-12-2019	562.68	MONTHLY SERVER SUPPORT_JUNE2019
Task Label:		Type:	PO Number:	0000101112		
Total for Vendor 00944 - PDNC, INC.:					562.68	
01039 - ERA - A WATERS COMPANY						
01-800-5172	6/7/2019	6/3/2019	904302	00046-12-2019	479.95	ANNUAL PERFORMANCE TESTING
Task Label:		Type:	PO Number:	0000101240		
Total for Vendor 01039 - ERA - A WATERS COMPANY:					479.95	
10139 - NATIONAL METER & AUTOMATION						
01-100-5300	5/28/2019	5/23/2019	S1115289.001	00257-11-2019	69.39	BADGER METER_ACTIVATION BRACKETS
01-000-1310	5/31/2019	5/23/2019	S1115287.001A	00307-11-2019	7,292.10	METER 5/8" X 3/4" BADGER MODEL 25 COMPLETE
Task Label:		Type:	PO Number:	0000101237		
01-000-1310	5/31/2019	5/23/2019	S1115287.001B	00307-11-2019	728.67	METER 1" BADGER MODEL 55 COMPLETE
Task Label:		Type:	PO Number:	0000101237		
01-000-1565	5/31/2019	5/24/2019	S1115331.001	00307-11-2019	-757.34	CREDIT FOR RETURN OF 4" BRONZE PLATE STRAINER_WO#411
Total for Vendor 10139 - NATIONAL METER & AUTOMATION:					7,332.82	
10158 - NOSSAMAN, LLP						
01-100-5210	5/28/2019	5/20/2019	496013A	00257-11-2019	18,315.00	FEES FOR PROFESSIONAL SERVICES_04/30/19
01-100-5210	5/28/2019	5/20/2019	496013B	00257-11-2019	1,261.36	FEES FOR PROFESSIONAL SERVICES_04/30/19
Total for Vendor 10158 - NOSSAMAN, LLP:					19,576.36	
10180 - STEVEN BECK						
01-000-1565	5/31/2019	5/26/2019	990369	00305-11-2019	912.00	SAFETY LIGHTS_VE-236
Total for Vendor 10180 - STEVEN BECK:					912.00	
10193 - EXTENSIS						
01-800-5200	5/28/2019	5/21/2019	1511386A	00264-11-2019	676.25	SOFTWARE SUPPORT/ANNUAL MAINTENANCE_02/19-06/19
Task Label:		Type:	PO Number:	0000101230		
01-800-5200	5/28/2019	5/21/2019	1511386B	00263-11-2019	946.75	SOFTWARE SUPPORT/ANNUAL MAINTENANCE_FY1920
Task Label:		Type:	PO Number:	0000101230		
Total for Vendor 10193 - EXTENSIS:					1,623.00	

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
10218 - SYSTEMS INTEGRATED						
01-000-1565	5/28/2019	5/23/2019	16909	00264-11-2019	18,924.00	SYSTEM WIDE SCADA UPGRADE_COMPLETION
Task Label:		Type:	PO Number:	0000101109		
Total for Vendor 10218 - SYSTEMS INTEGRATED:					18,924.00	
10245 - LOGMEIN USA, INC,						
01-100-5630	5/31/2019	5/31/2019	1207600479	00305-11-2019	53.46	AUDIO SERVICE_04/30/19-05/30/19
Task Label:		Type:	PO Number:	0000101201		
Total for Vendor 10245 - LOGMEIN USA, INC,:					53.46	
Report Total:					284,149.07	

Accounts Payable

Checks by Date - Detail by Check Number

User: KendraNegro
Printed: 6/11/2019 10:27 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
ACH	00178	CALPERS	06/01/2019		
	JUNE 2019.1	HEALTH INSURANCE_ADMIN			2,367.94
	JUNE 2019.2	HEALTH INSURANCE_FINANCE			12,988.26
	JUNE 2019.3	HEALTH INSURANCE_ENG			768.25
	JUNE 2019.4	HEALTH INSURANCE_OPS			17,450.26
	JUNE 2019.5	HEALTH INSURANCE_ENVIRON			2,765.70
	JUNE 2019.6	HEALTH INSURANCE_RETIRED EMPLOYE			900.00
	JUNE 2019.7	HEALTH INSURANCE_WTP			10,107.82
	JUNE 2019.8	HEALTH INSURANCE_ADMIN FEE			122.70
	JUNE 2019.9	HEALTH INSURANCE			1,856.53
Total for this ACH Check for Vendor 00178:				0.00	49,327.46
ACH	00054	PACIFIC GAS AND ELECTRIC	05/20/2019		
	519_3658024062A	UTILITIES_ADMIN			675.39
	519_3658024062B	UTILITIES_OPS			7,962.03
	519_3658024062C	UTILITIES_WTP			14,658.65
	519_3658024062D	UTILITIES_BCE WASTEWATER			249.36
Total for this ACH Check for Vendor 00054:				0.00	23,545.43
17227	00589 7732	ALLARD'S SEPTIC SERVICE SEPTIC SERVICES_APRIL	05/09/2019		
Total for Check Number 17227:				0.00	300.00
17228	00729 9043584	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES	05/09/2019		
Total for Check Number 17228:				0.00	1,032.00
17229	00788 42619_0987198	COMCAST INTERNET_195 KIRBY STREET	05/09/2019		
Total for Check Number 17229:				0.00	153.29
17230	00788 5119_1236033	COMCAST INTERNET_215 BLACKSTONE DRIVE	05/09/2019		
Total for Check Number 17230:				0.00	174.81
17231	00788 5119_1368455	COMCAST INTERNET_345 QUAIL TERRACE	05/09/2019		
Total for Check Number 17231:				0.00	113.38
17232	00265 2650_265	COMMUNITY TELEVISION MEETING COVERAGE FOR 03/07 & 03/21	05/09/2019		
Total for Check Number 17232:				0.00	770.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17233	00505 10310431749	DELL MARKETING LP DISTRICT ENGINEER COMPUTER	05/09/2019		1,725.47
		Total for Check Number 17233:		0.00	1,725.47
17234	00343 76370 76519	ERNIE'S SERVICE CENTER SERVICE FOR VE-228_WO#693 BATTERY_VE-230_WO#694	05/09/2019		74.99 164.91
		Total for Check Number 17234:		0.00	239.90
17235	10069 042619_10069	NATE GILLESPIE ICE FOR SAMPLES_WTP	05/09/2019		5.77
		Total for Check Number 17235:		0.00	5.77
17236	00329 9154092945	GRAINGER LAB APRONS_WTP	05/09/2019		60.06
		Total for Check Number 17236:		0.00	60.06
17237	10005 129027	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	05/09/2019		3,357.20
		Total for Check Number 17237:		0.00	3,357.20
17238	UB*00626	CARRIE MAYBERRY Refund Check	05/09/2019		75.00
		Total for Check Number 17238:		0.00	75.00
17239	10214 2100	MIKE PODLECH CONJUNCTIVE USE_SERVICES THRU 04/01	05/09/2019		1,417.50
		Total for Check Number 17239:		0.00	1,417.50
17240	01004 041519_1004A 041519_1004B 041519_1004C	PRO FLOW PLUMBING BACKFLOW TESTING_KIRBY TREATMEN BACKFLOW TESTING_SURPLUS WATER A BACKFLOW TESTING_LEACHFIELD_INLE	05/09/2019		822.50 117.50 235.00
		Total for Check Number 17240:		0.00	1,175.00
17241	00102 050719_102	ANDY ROBUSTELLI REIMBURSEMENT_UNIFORM	05/09/2019		151.57
		Total for Check Number 17241:		0.00	151.57
17242	00001 7719-644147	ROYAL WHOLESALE ELECTRIC PASO 8 REWIRE_WO#814	05/09/2019		356.22
		Total for Check Number 17242:		0.00	356.22
17243	00142 61-0136629 61-0136892 61-0137422	SAN LORENZO LUMBER FELTON LIBRARY PROJECT_WO#1306 BOLTS_FELTON LIBRARY_WO#1306 PVC SAW_OPS	05/09/2019		8.09 16.89 4.87
		Total for Check Number 17243:		0.00	29.85
17244	00125 332921 333040	SCARBOROUGH LUMBER PRESSURE GAUGES_OPS KIRBY PLANT_SUPPLIES	05/09/2019		9.71 88.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	333146	FELTON LIBRARY_WO#1306			69.88
	333250	PIPE TEFLON TAPE_OPS			5.79
	333385	TRASH BAGS_CAN			41.83
	333393A	KIRBY PLANT_FACE SHIELD			17.47
	333393B	KIRBY PLANT_TOOLS			18.43
	333625	TEFLON TAPE THREAD SEAL			18.39
	333671A	WEED WHIP_GAS CAN_POLY CUT HEAD_V			356.07
	333671B	OIL MIX FOR WEED WHIP_WTP			46.58
	583063	RESPIRATORS_ABANDON BLDG DAMAGE			97.10
	583225	GARDEN HOSE_WO#521			21.93
	583237	LOCATOR BATTERIES_OPS			43.13
	583272	SAFETY CHAPS_HELMET			194.22
	583297	SMALL TOOLS_VE-#222			52.86
	583312	CHAIN SAW OIL_OPS			2.48
Total for Check Number 17244:				0.00	1,083.93
17245	00746	SCOTTS VALLEY BANNER	05/09/2019		
	60838	COMMUNITY CHATS_RUN DATE 04/12/19			265.00
	60839	FLUSHING NOTICE_RUN DATE 04/12/19			265.00
Total for Check Number 17245:				0.00	530.00
17246	00168	SCOTTS VALLEY SPRINKLER	05/09/2019		
	153326	2" CHECK VALVE_OPS			169.64
Total for Check Number 17246:				0.00	169.64
17247	00032	SENSUS USA, INC	05/09/2019		
	ZA19006189	EQUIP MAINTENANCE_07/01/2019-06/30/20			368.76
Total for Check Number 17247:				0.00	368.76
17248	00047	SOIL CONTROL LAB	05/09/2019		
	9030772	WATER ANALYSIS_5 LOCATIONS			145.00
	9040100	WATER ANALYSIS_5 LOCATIONS			145.00
	9040290	WATER ANALYSIS_5 LOCATIONS			145.00
	9040528	WATER ANALYSIS_5 LOCATIONS			145.00
Total for Check Number 17248:				0.00	580.00
17249	10217	UMPQUA BANK	05/09/2019		
	043019_7268A	INDEED_JOB POSTING FOR CSR			39.66
	043019_7268B	APPRIVER_TECH SUPPORT			168.30
	043019_7268C	STAPLES_OFFICE SUPPLIES			111.26
	043019_7268D	COSTCO_OFFICE SUPPLIES			32.25
	043019_7268E	COSTCO_OFFICE SUPPLIES			14.49
	043019_7268F	LINKEDIN_TRAINING			29.99
	043019_7268G	STAPLES_OFFICE SUPPLIES_WTP			296.53
	043019_7268H	STAPLES_OFFICE SUPPLIES_WTP			30.07
	043019_7268I	SANTA CRUZ PORT DISTRICT_PARKING			3.00
	043019_7268J	STAPLES_OFFICE SUPPLIES_ENG			27.05
	043019_7268K	MAIL CHIMP_ADVERTISING			50.00
	043019_7268L	TRACERELECT_NEW LOCATOR			1,489.33
	043019_7268M	GO DADDY_WEB SITE SECURITY CERTIFI			249.98
	043019_7268N	JOHNNIES MARKET_RUG DOCTOR RENTA			32.54
	043019_7268O	HARBOR FREIGHT_VE-228 BUMPER STEP			282.93
	043019_7268P	STAPLES_NETWORK SWITCH			81.74
Total for Check Number 17249:				0.00	2,939.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17250	00721 8401080	UNITED SITE SVCS.,INC QUAIL 5 TOILET SERVICE AND CLEANING	05/09/2019		204.35
		Total for Check Number 17250:		0.00	204.35
17251	00768 866906 868742 868915 870061 871647	USA BLUEBOOK DRAWDOWN TAPE/WATER FILTERS FTI TBP-40 DRUM PUMP TUBE 40' WTP PO#101186_CREDIT FOR RETURNED PROD AMIAD FILTER 1' MNPT_100 MICRON SCRI HYDRANT ADAPTER_WTP	05/09/2019		1,236.06 943.79 -1,236.06 175.33 96.37
		Total for Check Number 17251:		0.00	1,215.49
17252	00399 806740454A 806740454B 806740454C 806740454D 806740454E 806740454F	VISION SERVICE PLAN - (CA) VISION INSURANCE_ADMIN VISION INSURANCE_FINANCE VISION INSURANCE_ENG VISION INSURANCE_OPS VISION INSURANCE_ENVIRON VISION INSURANCE_WTP	05/09/2019		28.44 173.80 11.14 333.74 38.58 197.78
		Total for Check Number 17252:		0.00	783.48
17253	10072 3690	WATER SYSTEMS CONSULTING, INC USDA PHASE 1 FUNDING_WO#950	05/09/2019		12,126.69
		Total for Check Number 17253:		0.00	12,126.69
17254	00398 8425372	WATSONVILLE METAL CO.,INC DUMPSTER SERVICES_05/01/19	05/09/2019		600.00
		Total for Check Number 17254:		0.00	600.00
17255	00599 58965304A 58965304B 58965304C	WEX BANK GAS_FINANCE GAS_OPS GAS_WTP	05/09/2019		1,012.72 3,262.65 2,599.36
		Total for Check Number 17255:		0.00	6,874.73
17256	00488 77427A 77427B	ANTHEM BLUE CROSS EAP EAP ANNUAL PROGRAM_MAY & JUNE 201 EAP ANNUAL PROGRAM_JULY 2019 THRU	05/15/2019		30.10 150.50
		Total for Check Number 17256:		0.00	180.60
17257	10023 3071030	AT & T CAPITAL SERVICES, INC MONTHLY PHONE LEASE_AVAYA	05/15/2019		396.07
		Total for Check Number 17257:		0.00	396.07
17258	10025 80032221	BADGER METER, INC BEACON SERVICES_APRIL2019	05/15/2019		1,532.58
		Total for Check Number 17258:		0.00	1,532.58
17259	00139 33946	BAYSIDE OIL COMPRESSOR OIL_LYON PLANT	05/15/2019		87.53
		Total for Check Number 17259:		0.00	87.53

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17260	00342	BRASS KEY LOCKSMITH	05/15/2019		
	950842	DISTRICT LOCKS_OPS			190.00
	950852	LOCKS_OPS			59.66
	950853	LOCKS_OPS			16.00
Total for Check Number 17260:				0.00	265.66
17261	00137	BRINK'S AWARDS	05/15/2019		
	83968	NAME PLATES & HOLDERS			107.00
Total for Check Number 17261:				0.00	107.00
17262	10207	CITI CARDS_COSTCO	05/15/2019		
	050719_2535	HEADPHONES AND MOUSE_ADMIN			18.48
Total for Check Number 17262:				0.00	18.48
17263	00788	COMCAST	05/15/2019		
	5319_0956185	INTERNET_545 FALL CREEK DRIVE			173.46
Total for Check Number 17263:				0.00	173.46
17264	00788	COMCAST	05/15/2019		
	5419_0302438	INTERNET_1075 WHISPERING PINES DR			193.38
Total for Check Number 17264:				0.00	193.38
17265	00788	COMCAST	05/15/2019		
	5519_1236165	INTERNET_280 BLUE RIDGE DRIVE			174.81
Total for Check Number 17265:				0.00	174.81
17266	00788	COMCAST	05/15/2019		
	5619_1236017	INTERNET_295 EAST ROAD			174.81
Total for Check Number 17266:				0.00	174.81
17267	00788	COMCAST	05/15/2019		
	5619_1318955	INTERNET_1150 REBECCA DRIVE			143.38
Total for Check Number 17267:				0.00	143.38
17268	00788	COMCAST	05/15/2019		
	5719_1236124	INTERNET_15819 FOREST HILL DR			174.81
Total for Check Number 17268:				0.00	174.81
17269	00788	COMCAST	05/15/2019		
	5819_1236058	INTERNET_17277 HWY 9			174.81
Total for Check Number 17269:				0.00	174.81
17270	00788	COMCAST	05/15/2019		
	5819_1323583	INTERNET_365 MADRONE DR			264.01
Total for Check Number 17270:				0.00	264.01
17271	00788	COMCAST	05/15/2019		
	5819_1323641	INTERNET_365 MADRONE DR OFC			264.01
Total for Check Number 17271:				0.00	264.01
17272	00290	CONTRACTOR COMPLIANCE & MONI	05/15/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	11304	LABOR COMPLIANCE SERVICES_WO#814			708.33
			Total for Check Number 17272:	0.00	708.33
17273	00273 30421236	CORELOGIC, INC. REALQUEST SERVICES_04/01/19-04/30/19	05/15/2019		206.00
			Total for Check Number 17273:	0.00	206.00
17274	00703 263505	DATAFLOW BUSINESS SYSTEMS, INC ADMIN COPIER TONER	05/15/2019		7.50
			Total for Check Number 17274:	0.00	7.50
17275	00760 24085 24095	DYNAMIC PRESS BUSINESS CARDS FOR DARREN_ENG BUSINESS CARDS FOR DARREN_ENG	05/15/2019		81.17 68.82
			Total for Check Number 17275:	0.00	149.99
17276	00147 9076218	EMERSON PROCESS MANAGEMENT PROBATION TANK CONTROLS-SCADA 30%	05/15/2019		10,404.13
			Total for Check Number 17276:	0.00	10,404.13
17277	00080 1568370A 1568370B 1568698	GRANITE CONSTRUCTION CO SAND FOR FELTON LIBRARY_WO#1306 BASE ROCK FOR MAIN REPAIR SAND FOR FELTON LIBRARY_WO#1306	05/15/2019		253.29 17.17 83.67
			Total for Check Number 17277:	0.00	354.13
17278	00256 050219_256	JESSE GUIVER REIMBURSEMENT_CELL PHONE CHARGE	05/15/2019		21.79
			Total for Check Number 17278:	0.00	21.79
17279	00615 1035625 8361489A 8361489B	HOME DEPOT CREDIT SERVICES BUILDING SUPPLIES FOR ENG. OFFICE TRUCK TOOL STORAGE CHEST VE#260 IMPACT DRIVER AND SOCKETS FOR #227	05/15/2019		314.87 347.71 391.28
			Total for Check Number 17279:	0.00	1,053.86
17280	00058 05154	IHWY BUSINESS HOSTING_MAY	05/15/2019		25.00
			Total for Check Number 17280:	0.00	25.00
17281	10245 1207569303	LOGMEIN USA, INC, AUDIO SERVICE_03/31/19-04/29/19	05/15/2019		53.46
			Total for Check Number 17281:	0.00	53.46
17282	10251 2584	MORIARTY'S ROOFING, INC. FELTON ACRES ROOF_WO#1330 DEPOSIT	05/15/2019		1,000.00
			Total for Check Number 17282:	0.00	1,000.00
17283	00152 141914	NORTH GLASS WINDOW REPAIR_OPS BUILDING	05/15/2019		449.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17283:	0.00	449.48
17284	10158 494454A 494454B	NOSSAMAN, LLP FEES FOR PROFESSIONAL SERVICES THRU DISBURSEMENTS MADE TO YOUR ACCOU	05/15/2019		16,833.00 492.17
			Total for Check Number 17284:	0.00	17,325.17
17285	00944 3463	PDNC, INC. MONTHLY SERVER SUPPORT & ARCHIVE	05/15/2019		652.68
			Total for Check Number 17285:	0.00	652.68
17286	00512 A144497	RIVERSIDE LIGHTING EL SOLYO BOOSTER LIGHTING	05/15/2019		98.27
			Total for Check Number 17286:	0.00	98.27
17287	10151 556756	OSCAR RODAS MAINTENANCE_YARD WORK_APRIL 2019	05/15/2019		250.00
			Total for Check Number 17287:	0.00	250.00
17288	10190 1008_10190	SANTA MARGARITA GROUNDWATER SERVICES	05/15/2019		84,092.48
			Total for Check Number 17288:	0.00	84,092.48
17289	00125 333650 333694 333790 333869 583512	SCARBOROUGH LUMBER BLUE TANK REPLACEMENT INSTALL_WO MISC. ABRASIVE SUPPLIES_WTP TRI-FLOW FOR LOCKS_WTP PIPE WRENCH_KIRBY PLANT_WTP TRASH BAGS_OPS	05/15/2019		15.49 22.66 9.70 30.95 19.94
			Total for Check Number 17289:	0.00	98.74
17290	00168 153416	SCOTTS VALLEY SPRINKLER BLUE TANK PLUMBING_WO#521	05/15/2019		69.09
			Total for Check Number 17290:	0.00	69.09
17291	10184 263709	THATCHER COMPANY, INC CHLORINE_WTP	05/15/2019		3,648.17
			Total for Check Number 17291:	0.00	3,648.17
17292	00727 107972514	ULINE SHIPPING SUPPLIES GLOVES_WTP	05/15/2019		162.44
			Total for Check Number 17292:	0.00	162.44
17293	10072 3802A 3802B 3803	WATER SYSTEMS CONSULTING, INC ON CALL ENGINEERING BCE WTP PROGRAM MGMT_WO#842 USDA PHASE 1 FUNDING SUPPORT_WO#9:	05/15/2019		2,730.00 2,400.00 5,535.00
			Total for Check Number 17293:	0.00	10,665.00
17294	00383 1348464-5	A TOOL SHED AIR COMPRESSOR RENTAL_OPS	05/20/2019		144.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17294:	0.00	144.63
17295	00545 698091	AFLAC 2019 MONTHLY INS. PREMIUMS_MAY 2019	05/20/2019		221.77
			Total for Check Number 17295:	0.00	221.77
17296	00055 519_9607360489A 519_9607360489B 519_9607360489C 519_9607360489D	AT&T PHONE_ADMIN PHONE_OPS PHONE_WTP PHONE_BCE WASTEWATER	05/20/2019		232.83 4,028.27 1,860.28 408.94
			Total for Check Number 17296:	0.00	6,530.32
17297	00309 9849287407	AT&T IP SERVICES PHONE SYSTEM FOR KIRBY PLANT_MAY	05/20/2019		271.31
			Total for Check Number 17297:	0.00	271.31
17298	00687 5619_132166881	AT&T U-VERSE INTERNET_MANANA WOODS	05/20/2019		90.00
			Total for Check Number 17298:	0.00	90.00
17299	00687 5519_137458730	AT&T U-VERSE INTERNET_13057 HWY 9	05/20/2019		80.50
			Total for Check Number 17299:	0.00	80.50
17300	00687 5719_132182018	AT&T U-VERSE INTERNET_345 QUAIL TERRACE	05/20/2019		80.00
			Total for Check Number 17300:	0.00	80.00
17301	10223 #2_10223 #3_10223	BANNER BANK_ESCROW NO 1474 PROBATION TANK_INVOICE 1 & 2_WO#82: PROBATION TANK_INVOICE 3_WO#823	05/20/2019		563.00 7,949.35
			Total for Check Number 17301:	0.00	8,512.35
17302	00220 32342	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES_MAY 2019	05/20/2019		424.42
			Total for Check Number 17302:	0.00	424.42
17303	00703 262071	DATAFLOW BUSINESS SYSTEMS, INC CONTRACT SERVICES FOR PRINTERS/COF	05/20/2019		871.15
			Total for Check Number 17303:	0.00	871.15
17304	00204 654812496	FEDERAL EXPRESS CORP SHIPPING FROM RETURNED 4" STRAINER	05/20/2019		80.06
			Total for Check Number 17304:	0.00	80.06
17305	00397 6656060	FERGUSON ENTERPRISES, INC CHECK VALVES_FELTON HEIGHTS	05/20/2019		293.50
			Total for Check Number 17305:	0.00	293.50
17306	10227	RSH CONSTRUCTION SERVICES	05/20/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	#3_10227	PROBATION TANK_INVOICE #3_WO#823			151,037.60
			Total for Check Number 17306:	0.00	151,037.60
17307	00125	SCARBOROUGH LUMBER	05/20/2019		
	334031	MASONRY DRILL BIT & SCREWS_WTP			22.56
	334074	OP SUPPLIES_BLUE TANK PROJECT_WO#5			35.81
	583745	WEEDEATER HEAD REPLACEMENT_OPS			32.36
	K70972	BLUE TANK PROJECT_WO#521			23.28
			Total for Check Number 17307:	0.00	114.01
17308	00266	TERMINIX PROCESSING CENTER	05/20/2019		
	385653595	ANNUAL PEST CONTROL SERVICE			547.20
			Total for Check Number 17308:	0.00	547.20
17309	00109	BENJAMIN VIRAMONTES	05/20/2019		
	051619_109	EMPLOYEE REIMBURSEMENT_D1 & T1 RE			110.00
			Total for Check Number 17309:	0.00	110.00
17310	00436	SANTA CRUZ COUNTY CLERK	05/21/2019		
	064-371-04	COUNTY EXEMPTION FILING_WO#521			50.00
			Total for Check Number 17310:	0.00	50.00
17311	00309	AT&T IP SERVICES	05/23/2019		
	5906297404A	IP SERVICES_ADMIN			249.37
	5906297404B	IP SERVICES_OPS			249.37
	5906297404C	IP SERVICES_WTP			249.38
			Total for Check Number 17311:	0.00	748.12
17312	00141	B & B SMALL ENGINE	05/23/2019		
	416603	SAW SERVICE_OPS			21.30
			Total for Check Number 17312:	0.00	21.30
17313	00788	COMCAST	05/23/2019		
	50919_1318922	INTERNET_3652 GRAHAM HILL RD			143.38
			Total for Check Number 17313:	0.00	143.38
17314	00788	COMCAST	05/23/2019		
	51119_1171123	INTERNET_23 SUMMIT AVE			153.38
			Total for Check Number 17314:	0.00	153.38
17315	00577	GOLDEN STATE FLOW	05/23/2019		
	I-601288	PASO 8 FLOW METER_WO#814			2,816.12
			Total for Check Number 17315:	0.00	2,816.12
17316	00080	GRANITE CONSTRUCTION CO	05/23/2019		
	1571754	MAIN REPAIR_BACKFILL			72.43
	1572209	MAIN REPAIR_BACKFILL			351.36
			Total for Check Number 17316:	0.00	423.79
17317	00016	GREENWASTE RECOVERY,INC	05/23/2019		
	4084002	TRASH/RECYCLE/YARDWASTE SERVICES			413.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17317:	0.00	413.08
17318	00573 51719_573	STEPHANIE HILL REIMBURSEMENT_SAFETY SHOES	05/23/2019		150.00
			Total for Check Number 17318:	0.00	150.00
17319	10005 135643	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	05/23/2019		3,357.20
			Total for Check Number 17319:	0.00	3,357.20
17320	10139 S1114306.001	NATIONAL METER & AUTOMATION ME ENDPOINT DRIVE-BY_NICOR CONNEC	05/23/2019		1,446.02
			Total for Check Number 17320:	0.00	1,446.02
17321	10246 13885 13886	OVISS LABS INCORPORATED NEW VIDEO SECURITY SYSTEM (FALL CR NEW VIDEO SECURITY SYSTEM (KIRBY W	05/23/2019		681.10 1,438.86
			Total for Check Number 17321:	0.00	2,119.96
17322	10214 2093	MIKE PODLECH CONJUNCTIVE USE PLAN_WO#521	05/23/2019		2,295.00
			Total for Check Number 17322:	0.00	2,295.00
17323	00011 9830130092A 9830130092B 9830130092C 9830130092D 9830130092E	VERIZON WIRELESS CELL PHONE_ADMIN CELL PHONE_FINANCE CELL PHONE_ENGIN CELL PHONE_OPS CELL PHONE_WTP	05/23/2019		44.11 93.40 286.86 346.78 702.30
			Total for Check Number 17323:	0.00	1,473.45
17324	00011 9830130093A 9830130093B 9830130093C 9830130093D	VERIZON WIRELESS CELL PHONE_ADMIN CELL PHONE_OPS CELL PHONE_ENVIRON CELL PHONE_WTP	05/23/2019		24.64 308.78 51.26 102.51
			Total for Check Number 17324:	0.00	487.19
17325	00074 190285	A SIGN ASAP LADOC COMMITTEE_2'X3' PRINTED SINTA	05/29/2019		81.75
			Total for Check Number 17325:	0.00	81.75
17326	00362 ACC45543A ACC45543B	ACCELA, INC #774375 TRANSACTION FEES_APRIL 2019 ONLINE BILL FEES_APRIL 2019	05/29/2019		1,339.50 185.00
			Total for Check Number 17326:	0.00	1,524.50
17327	00057 MAY2019_57	AFSCME COUNCIL 57 UNION DUES_MAY2019	05/29/2019		998.66
			Total for Check Number 17327:	0.00	998.66
17328	00729	ALPHA ANALYTICAL LABS	05/29/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	9051240	LAB FEES-ANALYTICAL SERVICES			430.00
	9052467	LAB FEES-ANALYTICAL SERVICES			1,032.00
Total for Check Number 17328:				0.00	1,462.00
17329	00162	ANTHEM BLUE CROSS	05/29/2019		
	80024993	RETIRED EMPLOYEE MEDICAL_06/01/19-0			355.77
Total for Check Number 17329:				0.00	355.77
17330	00767	ANTHEM BLUE CROSS	05/29/2019		
	977647461	MEDICARE RX_06/01/19-07/01/19			116.90
Total for Check Number 17330:				0.00	116.90
17331	00055	AT&T	05/29/2019		
	519_8313355273	TELEPHONE_FELTON ACRES			164.76
Total for Check Number 17331:				0.00	164.76
17332	00309	AT&T IP SERVICES	05/29/2019		
	1523708402A	TELEPHONE_ADMIN			392.28
	1523708402B	TELEPHONE_OPS			392.28
	1523708402C	TELEPHONE_WTP			392.28
Total for Check Number 17332:				0.00	1,176.84
17333	00686	AT&T LONG DISTANCE	05/29/2019		
	519_834287386A	LONG DISTANCE_ADMIN			1.45
	519_834287386B	LONG DISTANCE_WTP			12.26
Total for Check Number 17333:				0.00	13.71
17334	00609	BALANCE HYDROLOGICS, INC	05/29/2019		
	218018-0419	STREAM MONITORING_YEAR 5 GAGING			6,221.77
Total for Check Number 17334:				0.00	6,221.77
17335	00034	DAVE BASLER	05/29/2019		
	JUNE2019_34	RETIREE MEDICAL_JUNE2019			75.00
Total for Check Number 17335:				0.00	75.00
17336	10173	CARLY BLANCHARD	05/29/2019		
	050819_10173	MILEAGE FOR MEETINGS & CONFERENCE			184.86
Total for Check Number 17336:				0.00	184.86
17337	00342	BRASS KEY LOCKSMITH	05/29/2019		
	950890	KIRBY PLANT FRONT DOOR_WTP			113.50
Total for Check Number 17337:				0.00	113.50
17338	00099	JOEL BUSA	05/29/2019		
	JUNE2019_99	RETIREE MEDICAL_JUNE 2019			125.00
Total for Check Number 17338:				0.00	125.00
17339	00363	CINCINNATI LIFE INSURANCE CO	05/29/2019		
	MAY19_363	201 LIFE INSURANCE_MAY 2019			28.00
Total for Check Number 17339:				0.00	28.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17340	00788 051519_1236074	COMCAST INTERNET_200 ANNIES WAY	05/29/2019		174.81
		Total for Check Number 17340:		0.00	174.81
17341	00788 51619_1018662	COMCAST INTERNET_264 ORCHARD ROAD	05/29/2019		148.38
		Total for Check Number 17341:		0.00	148.38
17342	00788 51919_1028380	COMCAST INTERNET_7400 HWY 9	05/29/2019		153.38
		Total for Check Number 17342:		0.00	153.38
17343	00036 551883	BBVA COMPASS BANK CORRPRO COM ANNUAL SERVICE_STEEL TANKS CATHOI	05/29/2019		5,610.00
		Total for Check Number 17343:		0.00	5,610.00
17344	00037 35746A 35746B	CO. OF SANTA CRUZ DEPT OF PUBLIC REBATE PROGRAM_TOILET DISPOSAL WOODWASTE DISPOSAL	05/29/2019		7.50 49.98
		Total for Check Number 17344:		0.00	57.48
17345	00343 76469 76744	ERNIE'S SERVICE CENTER VEHICLE SERVICE_VE-#325_WO#94 VEHICLE BATTERY_VE-380_WO#118	05/29/2019		568.67 153.64
		Total for Check Number 17345:		0.00	722.31
17346	00450 L0449728 L0450214 L0450846	EUROFINS WATER ANALYSIS_PASO 5A_PASO 7 WATER ANALYSIS_QUAIL HOLLOW WELL WATER ANALYSIS_PASO 5A_PASO 7	05/29/2019		60.00 1,000.00 70.00
		Total for Check Number 17346:		0.00	1,130.00
17347	00991 9937874A1	EWING IRRIGATION PRODUCTS DRAIN GRATE_BLUE TANK_WO#521	05/29/2019		157.81
		Total for Check Number 17347:		0.00	157.81
17348	00118 69071931	FARMER BROTHERS COFFEE COFFEE SUPPLIES_OPS	05/29/2019		227.00
		Total for Check Number 17348:		0.00	227.00
17349	00750 043019_750	FEDAK & BROWN, LLP PROFESSIONAL AUDIT SERVICES_APRIL 2	05/29/2019		850.00
		Total for Check Number 17349:		0.00	850.00
17350	00267 2019-011	MARTIN B FEENEY, PG, CHg QUIAL 5A & OLY 3 REHAB	05/29/2019		4,143.75
		Total for Check Number 17350:		0.00	4,143.75
17351	00329 9165262347 9167191585 9171940522	GRAINGER AUTO DRAIN VALVE_KIRBY PLANT SAFETY FLARES_OPS FILTER BALL VALVE_KIRBY PLANT	05/29/2019		138.40 222.74 39.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17351:	0.00	400.19
17352	00550	HACH COMPANY	05/29/2019		
	11455201	IRON/MANGANESE TEST KIT			283.77
	11457830	STABLCAL AMPULE KIT_LAB SUPPLIES			580.56
			Total for Check Number 17352:	0.00	864.33
17353	00367	INFOSEND, INC	05/29/2019		
	153139A	MAILING FEES_APRIL 2019			1,083.71
	153139B	POSTAGE FEES_APRIL 2019			2,617.18
			Total for Check Number 17353:	0.00	3,700.89
17354	00208	LEONARD KUHNLEIN	05/29/2019		
	JUNE2019_208	RETIREE MEDICAL_JUNE 2019			125.00
			Total for Check Number 17354:	0.00	125.00
17355	00181	LAS ANIMAS CONCRETE	05/29/2019		
	143339	SLURRY_NEW SERVICE_WO#1225			505.14
			Total for Check Number 17355:	0.00	505.14
17356	00608	LLOYD'S TIRE SERVICE, INC	05/29/2019		
	346986	TIRE REPAIR_VE-#122			29.50
	362867	FLAT REPAIR_VE-309			29.50
			Total for Check Number 17356:	0.00	59.00
17357	10136	DANIEL MACK	05/29/2019		
	52219_10136	MILEAGE REIMBURSEMENT_ENG			184.44
			Total for Check Number 17357:	0.00	184.44
17358	00296	MESITI-MILLER ENGINEERING,INC	05/29/2019		
	0419020	CONSTRUCTION ADMINISTRATION_WO#8			14,829.82
	0419021	ELECTRICAL ENGINEERING SERVICES_W			316.80
	0419022	GEOTECHNICAL ENGINEERING SERVICES			499.13
			Total for Check Number 17358:	0.00	15,645.75
17359	00313	MET LIFE	05/29/2019		
	051419_313A	DENTAL INS_ADMIN			192.14
	051419_313B	DISABILITY INS_ADMIN			84.83
	051419_313C	LIFE INS_ADMIN			33.30
	051419_313D	DENTAL INS_FINANCE			1,363.03
	051419_313E	DISABILITY INS_FINANCE			255.50
	051419_313F	LIFE INS_FINANCE			121.54
	051419_313G	DENTAL INS_ENG			454.07
	051419_313H	DISABILITY INS_ENG			151.03
	051419_313I	LIFE INS_ENG			49.95
	051419_313J	DENTAL INS_OPS			1,778.27
	051419_313K	DISABILITY INS_OPS			310.11
	051419_313L	LIFE INS_OPS			176.49
	051419_313M	DENTAL INS_ENVIR			258.32
	051419_313N	DISABILITY INS_ENVIR			78.38
	051419_313O	LIFE INS_ENVIR			33.30
	051419_313P	DENTAL_WTP			1,439.72
	051419_313Q	DISABILITY_WTP			348.49
	051419_313R	LIFE INS_WTP			156.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17359:	0.00	7,284.98
17360	00441	MISSION COMMUNICATIONS,LLC	05/29/2019		
	1029247A	SCADA SERVICE PACKAGE_LOMPICO			2,817.00
	1029247B	SCADA SERVICE PACKAGE_DISTRIBUTIOI			1,690.20
	1029247C	SCADA SERVICE PACKAGE_TREATMENT			1,126.80
			Total for Check Number 17360:	0.00	5,634.00
17361	00662	JAMES A. MUELLER	05/29/2019		
	JUNE2019_662	RETIREE MEDICAL_JUNE 2019			50.00
			Total for Check Number 17361:	0.00	50.00
17362	00944	PDNC, INC.	05/29/2019		
	3438	FIELD TECHNICIAN_SERVER RESET			64.07
			Total for Check Number 17362:	0.00	64.07
17363	10205	RED WING BUSINESS ADVANTAGE AC	05/29/2019		
	20190510033845	SAFETY EQUIPMENT_BOOTS FOR #223			134.65
			Total for Check Number 17363:	0.00	134.65
17364	10101	KENDRA REED	05/29/2019		
	051719_10101	UNIFORM REIMBURSEMENT			136.20
			Total for Check Number 17364:	0.00	136.20
17365	00711	ROBERTS & BRUNE CO.	05/29/2019		
	S1780809.009	NIPPLE BRASS 3/4" X 0"			17.23
	S1789501.007	REPAIR CLAMP 3/4" X 3"			7.94
	S1828979.003A	CORP PIPE-COPPER IP 1"			401.02
	S1828979.003B	FULL CIRCLE 1"X6" REDI-CLP			217.12
	S1828979.003C	FULL CIRCLE 5.95-6.35 12.50"			143.70
	S1828979.003D	FLEX COUPLING 2" X 5" OD 2.375			542.02
	S1837550.002A	NIPPLE GALV 2" X 0"			4.41
	S1837550.002B	FLANGE RING GASKETS 6" NO BLT			52.96
	S1837550.002C	GATE VALVE 1"			145.03
	S1837550.002D	GATE VALVE 2"			410.75
	S1837550.002E	GATE VALVE 2" SQ NUT/250 PSI			1,749.45
	S1837550.003A	CAP GALV 1/2"			3.63
	S1837550.003B	BUSHING GALV 1-1/4" X 1"			20.80
	S1837550.003C	UNION GALV 1"			31.16
	S1837550.003D	UNION GALV 2"			72.42
	S1837550.003E	COUPLING GALV 3/4"			13.17
	S1837550.003F	ELL 90 GALV 1/2"			8.09
	S1837550.003G	ELL 90 GALV 1"			15.60
	S1837550.003H	NIPPLE GALV 3/4" X 6"			11.30
	S1837550.003I	NIPPLE GALV 2" X 0"			17.63
	S1837550.003J	6" NUT & BOLT SET PLATED 150#			125.62
	S1837550.003K	BACKFLOW RED PRESS 1"			374.50
	S1837550.003L	TAPE CALPICO 2" (10MIL)			110.17
	S1837550.004A	BUSHING GALV 1-1/4" X 1"			3.47
	S1837550.004B	REPAIR CLAMP 1/2" X 3"			49.89
	S1837550.004C	REPAIR CLAMP 3/4" X 3"			79.92
	S1837550.004D	REPAIR CLAMP 2OD" X 3"			35.44
	S1837550.004E	REPAIR CLAMP 2" X 3"			67.03
	S1837550.004F	FLEX COUPLING 3/4" X 4.5"			461.38
	S1837550.004G	SADDLE DS 2.35-2.56 x 1"			136.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	S1837550.004H	SADDLE DS 5.94-6.70 X 1"			66.96
	S1837550.004I	SADDLE DS 6.84-7.60 X 1"			157.33
	S1839326.001A	GATE VALVE FLG X FLG 6" A2360-6			548.13
	S1839326.001B	PIPE GALV SCHED 40 1-1/2" (21')			151.00
Total for Check Number 17365:				0.00	6,252.76
17366	00125	SCARBOROUGH LUMBER	05/29/2019		
	334258	FALL CREEK CLA-VAL_AUTO DRAIN VALV			29.58
	334399	PLUMBING_FALL CREEK CLA-VAL			19.38
	334414	VALVE BOX REPAIR			16.94
	334442	FELTON ACRES DAY TANK INSTALL			46.75
	334472	GLOVES_WD-40_WTP			13.26
	334473	OLY CL2 MAINTENANCE			32.00
	582571	LIGHT BULBS_OPERATIONS			15.03
	583807	SAW BLADES_OPS			47.99
	583825	LINE SPOOL_WEED WACKER			21.57
Total for Check Number 17366:				0.00	242.50
17367	10233	SCHAAF & WHEELER, CONSULTING C	05/29/2019		
	31143	LOMPICO TANKS DESIGN_BILLING THRO			13,832.50
Total for Check Number 17367:				0.00	13,832.50
17368	00746	SCOTTS VALLEY BANNER	05/29/2019		
	61553	HIRING NOTICE_RUN DATE 05/10/19			235.25
Total for Check Number 17368:				0.00	235.25
17369	00171	SCOTTS VALLEY WATER DISTRICT	05/29/2019		
	639	WORKSHOP GROUP TO TEAM_MEAL COS			180.00
Total for Check Number 17369:				0.00	180.00
17370	00183	SDRMA	05/29/2019		
	PD1819007681-2	INSURANCE CLAIM_12/27/18			644.44
Total for Check Number 17370:				0.00	644.44
17371	00047	SOIL CONTROL LAB	05/29/2019		
	9040724	WATER ANALYSIS_5 LOCATIONS			145.00
	9040897	WATER ANALYSIS_5 LOCATIONS			145.00
Total for Check Number 17371:				0.00	290.00
17372	00642	STEVEN M.BUTLER,R.P.F.	05/29/2019		
	STMT II	WATERSHED MAINTENANCE_ENVIRON			2,045.93
Total for Check Number 17372:				0.00	2,045.93
17373	00227	SUPERIOR TANK COMPANY, INC	05/29/2019		
	27855C	BLUE TANK REPLACEMENT_WO#521			18,938.00
Total for Check Number 17373:				0.00	18,938.00
17374	00369	CAROLE TRIANTAFILLOS	05/29/2019		
	JUNE2019_369	RETIREE MEDICAL_JUNE 2019			125.00
Total for Check Number 17374:				0.00	125.00
17375	00768	USA BLUEBOOK	05/29/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	883198	PUMP PARTS/CHEMICAL FEED			1,761.67
			Total for Check Number 17375:	0.00	1,761.67
17376	10156 44-1347906	VORTEX INDUSTRIES, INC FELTON ACRES GATE REPAIR	05/29/2019		748.00
			Total for Check Number 17376:	0.00	748.00
17377	10152 052019_10152A 052019_10152B	WESTAMERICA BANK TRUCK LOAN_PRINCIPAL TRUCK LOAN_INTEREST	05/29/2019		1,898.83 201.85
			Total for Check Number 17377:	0.00	2,100.68
17378	10252 060319_10252	BRADLEY A. BENING, IN TRUST SETTLEMENT AGREEMENT	06/04/2019		75,000.00
			Total for Check Number 17378:	0.00	75,000.00
17379	00589 7748_051519	ALLARD'S SEPTIC SERVICE SEPTIC SERVICES_05/15/19	06/05/2019		300.00
			Total for Check Number 17379:	0.00	300.00
17380	10113 060119_10113A 060119_10113B	BANK MIDWEST SOLAR LOAN_INTEREST SOLAR LOAN_PRINCIPAL	06/05/2019		781.39 2,468.51
			Total for Check Number 17380:	0.00	3,249.90
17381	00145 P14567236 P14643712	BATTERIES PLUS RTU BATTERIES_OPS BATTERY BACKUP_HOLLY	06/05/2019		130.76 74.10
			Total for Check Number 17381:	0.00	204.86
17382	00342 950996	BRASS KEY LOCKSMITH RE-KEY_DISTRICT KEYS	06/05/2019		91.43
			Total for Check Number 17382:	0.00	91.43
17383	UB*00630	BRECKENRIDGE PROPERTY FUND Refund Check	06/05/2019		21.43
			Total for Check Number 17383:	0.00	21.43
17384	00566 190500059101	C S S C ANSWERING SERVICE_SERVICE PERIOD 0	06/05/2019		252.37
			Total for Check Number 17384:	0.00	252.37
17385	00415 060119_415	CA BANK & TRUST/GOV SVC DEPT_10 1976 SAFE DRINKING WATER BOND	06/05/2019		15,581.43
			Total for Check Number 17385:	0.00	15,581.43
17386	UB*00627	TRAVIS & CARTER GRANT CHAMPIO Refund Check Refund Check	06/05/2019		14.85 12.28
			Total for Check Number 17386:	0.00	27.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17387	UB*00628	CHARLES CINERT Refund Check	06/05/2019		4.03
			Total for Check Number 17387:	0.00	4.03
17388	01050 0513363	COLONIAL LIFE 2019 INSURANCE PREMIUMS_05/13/19 & 0:	06/05/2019		559.04
			Total for Check Number 17388:	0.00	559.04
17389	00788 52619_0987198	COMCAST INTERNET_195 KIRBY	06/05/2019		153.38
			Total for Check Number 17389:	0.00	153.38
17390	00703 265347	DATAFLOW BUSINESS SYSTEMS, INC CONTRACT SERVICES FOR PRINTERS/COF	06/05/2019		404.50
			Total for Check Number 17390:	0.00	404.50
17391	00343 76889	ERNIE'S SERVICE CENTER OIL CHANGE_BRAKE INSPECTION VE-181	06/05/2019		68.16
			Total for Check Number 17391:	0.00	68.16
17392	00397 6673995	FERGUSON ENTERPRISES, INC BLUE TANK PROJECT_WO#521	06/05/2019		44.96
			Total for Check Number 17392:	0.00	44.96
17393	UB*00629	JOANNE & ROGELIO GUZMAN Refund Check	06/05/2019		97.31
			Total for Check Number 17393:	0.00	97.31
17394	00336 4-2019	LAND TRUST OF SANTA CRUZ COUN OLYMPIA PATROL SERVICE_APRIL 2019	06/05/2019		309.80
			Total for Check Number 17394:	0.00	309.80
17395	00082 236931A 236931B 236931C	MID VALLEY SUPPLY PAPER TOWELS_ADMIN PAPER TOWELS_WTP PAPER TOWELS_OPS	06/05/2019		111.18 74.12 90.01
			Total for Check Number 17395:	0.00	275.31
17396	10251 2616	MORIARTY'S ROOFING, INC. FELTON ACRES ROOF_50% PAYMENT	06/05/2019		7,910.00
			Total for Check Number 17396:	0.00	7,910.00
17397	00001 7719-645788	ROYAL WHOLESALE ELECTRIC MISC BLUE RIDGE AND FELTON ACRES EI	06/05/2019		377.88
			Total for Check Number 17397:	0.00	377.88
17398	00125 334539 334817	SCARBOROUGH LUMBER TANK INSPECTIONS_OPS PASO 8 BUILDING_WO#814	06/05/2019		14.54 169.52
			Total for Check Number 17398:	0.00	184.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17399	UB*00631	ELIZABETH & STEVEN TANGUAY	06/05/2019		
		Refund Check			5.52
		Refund Check			5.74
Total for Check Number 17399:				0.00	11.26
17400	10231 6227720	TIAA COMMERCIAL FINANCE, INC. 5 YR LEASE NEW COPIER	06/05/2019		
Total for Check Number 17400:				0.00	253.45
17401	00399	VISION SERVICE PLAN - (CA)	06/05/2019		
	806904089A	VISION INSURANCE_ADMIN			28.44
	806904089B	VISION INSURANCE_FINANCE			121.90
	806904089C	VISION INSURANCE_ENG			66.02
	806904089D	VISION INSURANCE_OPS			333.74
	806904089E	VISION INSURANCE_ENVIR			38.58
	806904089F	VISION INSURANCE_WTP			197.78
Total for Check Number 17401:				0.00	786.46
17402	10005 143024	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	06/06/2019		
Total for Check Number 17402:				0.00	3,457.20
Report Total (178 checks):				0.00	650,642.68

EFT TRANSACTIONS

MAY 2019



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

Date	Check No	Vendor	Description	Amount
5/2/2019	EFT	BLUEFIN	BANK FEES	\$ 5,274.40
5/2/2019	EFT	MERCHANT TRANSACT	BANK FEES	\$ 706.09
5/13/2019	EFT	WELLS FARGO	BANK FEES	\$ 860.41
5/16/2019	EFT	CIVIC PAY	BANK FEES	\$ 5.23
5/8/2019	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 230.30
5/8/2019	EFT	PAYCHEX	PAYROLL	\$ 107,738.60
5/10/2019	EFT	PAYCHEX	PAYCHEX INVOICE	\$ 405.20
5/22/2019	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 242.30
5/21/2019	EFT	PAYCHEX	PAYROLL	\$ 109,187.50
5/24/2019	EFT	CALPERS	RETIREMENT BENEFITS	\$ 37,039.82
TOTAL EFT TRANSACTIONS				\$ 261,689.85

0084 A87P-7177 San Lorenzo Valley Water District

CASH REQUIREMENTS**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/08/19: \$117,980.86****TRANSACTION SUMMARY**

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	107,738.60
	TOTAL NEGOTIABLE CHECKS	10,242.26
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	117,980.86
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	15,005.16
	CASH REQUIRED FOR CHECK DATE 05/08/19	132,986.02

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>		BANK DRAFT AMOUNTS & OTHER TOTALS
05/07/19	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	70,876.55	70,876.55
05/07/19	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	7,541.58	
				Medicare	1,763.75	
				Fed Income Tax	12,220.98	
				CA Income Tax	4,814.02	
				CA Disability	1,216.38	
				Total Withholdings	27,556.71	
				Employer Liabilities		
				Social Security	7,541.56	
				Medicare	1,763.78	
				Total Liabilities	9,305.34	36,862.05
				EFT FOR 05/07/19		107,738.60
				TOTAL EFT		107,738.60

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>
05/08/19	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	10,242.26	
				TOTAL NEGOTIABLE CHECKS		10,242.26

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>
05/08/19	Refer to your records for account	Information	Payroll	Employee Deductions		
				Aflc/Col Post	55.34	
				Aflc/Col Pre	335.08	

0084 A87P-7177 San Lorenzo Valley Water District

CASH REQUIREMENTS**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/08/19: \$117,980.86****REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
05/08/19	Refer to your records for account Information		Payroll	Employee Deductions (cont.)	
				Calper 457	1,025.00
				DPer	7,859.45
				Health	928.22
				ICMA	3,357.20
				Life Ins	14.00
				PXDCA EE PRE	576.92
				PXUME EE PRE	354.62
				Union dues	499.33
				Total Deductions	15,005.16
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					15,005.16

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>	
05/15/19	Taxpay®	FED IT PMT Group	30,831.65
05/15/19	Taxpay®	CA IT PMT Group	6,030.40

0084 A87P-7177 San Lorenzo Valley Water District

CASH REQUIREMENTS**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/22/19: \$119,773.53****TRANSACTION SUMMARY**

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	109,187.50
	TOTAL NEGOTIABLE CHECKS	10,586.03
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	119,773.53
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	15,102.77
	CASH REQUIRED FOR CHECK DATE 05/22/19	134,876.30

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>		BANK DRAFT AMOUNTS & OTHER TOTALS
05/21/19	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	71,844.15	71,844.15
05/21/19	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	7,650.37	
				Medicare	1,789.21	
				Fed Income Tax	12,337.07	
				CA Income Tax	4,893.16	
				CA Disability	1,233.95	
				Total Withholdings	27,903.76	
				Employer Liabilities		
				Social Security	7,650.38	
				Medicare	1,789.21	
				Total Liabilities	9,439.59	37,343.35
				EFT FOR 05/21/19		109,187.50
				TOTAL EFT		109,187.50

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>
05/22/19	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	10,586.03	
				TOTAL NEGOTIABLE CHECKS		10,586.03

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>
05/22/19	Refer to your records for account	Information	Payroll	Employee Deductions		
				Aflc/Col Post	55.34	
				Aflc/Col Pre	335.08	

0084 A87P-7177 San Lorenzo Valley Water District

CASH REQUIREMENTS**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/22/19: \$119,773.53****REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
05/22/19	Refer to your records for account Information		Payroll	Employee Deductions (cont.)	
				Calper 457	1,025.00
				DPer	7,957.06
				Health	928.22
				ICMA	3,357.20
				Life Ins	14.00
				PXDCA EE PRE	576.92
				PXUME EE PRE	354.62
				Union dues	499.33
				Total Deductions	15,102.77
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					15,102.77

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>	
05/30/19	Taxpay®	FED IT PMT Group	31,216.24
05/30/19	Taxpay®	CA IT PMT Group	6,127.11



NOSSAMAN LLP

Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: June 14, 2019

RE: Legal Department Status Report
502665-0001

I have been asked by the San Lorenzo Valley Water District (“District”) to provide information about the District’s legal expenditures in a format that is suitable for public disclosure.¹ Since the last legal department status report dated May 10, 2019, the most significant broad categories of expenses arise from providing legal advice and support in the following areas, listed in descending order of their approximate significance in terms of cost to the District:²

- Pending and anticipated litigation; primarily mediation and settlement of the *Holloway & Vierra* cases
- Board meetings
- Grand Jury follow-up
- Contracts
- Other

During the past month, pending litigation (3 cases against the District) and one anticipated litigation matter have comprised the majority of the legal work performed on behalf of the District. (This calculation excludes work performed by counsel appointed and paid by the District’s insurance providers.)

¹ Legal work performed for the District is confidential and privileged. Accordingly, the information provided herein is written in broad and general terms to avoid waiver and any disclosures that might compromise the District’s interests in pending or future legal matters.

² List includes general and special counsel work by Nossaman and other law firms, if any, representing the District.

Memorandum
June 14, 2019
Page 2

The most significant areas of effort over the next month are likely to include the following:

- Financing (new debt issuance)
- Board meetings
- District policies & procedures
- Contracts

MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT
MAY 2019

DATE: JUNE 20, 2019

RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of May 2019.

BACKGROUND:

BLUE TANK REPLACEMENT

District Staff completed the plumping of the tank to the distribution system. After plumbing was completed the tank was disinfected and sampled to be put online. Approval was received from the State Water Resources Control Board and the tank is now back online and full fire flow has been restored in the Manana Woods area.

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

PROBATION TANK REPLACEMENT

The contractor is in full construction on the replacement of the Probation tank. The contractor completed grading and road repairs for access of heavy equipment to the tank site. Grading, digging and compacting of the tank site is in process. Construction is expected to continue until October 2019.

The Old 100,000 gallon redwood tank at the probation site was in very poor condition and was leaking towards the end of its life at an estimated 35-40 gallons per minute. Temporary poly tanks were installed by District staff in the summer of 2018. The system is running on minimal storage through construction. The residents of this area have been cautioned to conserve water during this time.

PASO WELL #8

The new Paso Well #8 construction continues. Well head design has been approved by the State Water Resources Control Board. The District has been working with the concrete contractor scheduling construction of the Well head pad and chlorination building along with the Well drilling contractor for welding of the Well flange.

Paso Well #8 is a replacement to Paso Well #6 that began splitting in its casing in 2015, which was allowing sand to overcome the pump and motor. Many attempts to fix and seal the casing on the Well were unsuccessful leading to full replacement of the Well.

SCADA (Supervisory control and data acquisition) UPGRADE

In May 2019 the new SCADA system is live and operating. The SCADA system will continue to be adjusted and tuned. With the new SCADA system up and operational District staff continues adjusting and making changes to the system through the new upgraded system.

The District is 100% done with conversion of the new SCADA and HMI system. Our equipment and software were out of date and had been crashing needing restarting and rebooting several times a month, leading to this upgrade. District staff has been working with an outside contractor that was contracted to do the upgrade and replacement.

FELTON WATER SYSTEM WATER METER REPLACEMENT

Domestic water meters are being replaced as existing meters have reached their life expectancy. Meters are being changed to the new Beacon "Eye on Water" system that will allow customers to monitor their water usage over the internet.

MAINTENANCE ISSUES

Main Line Repairs

- Replaced 30 feet of 4" deteriorated main line on Russell St. in Felton
- Repaired a 4" HDPE main line leaking 25 gpm off Jackson Ave. Ben Lomond
- 15+/- Mainline/Service Line Leaks Were Repaired

System Wide

- Replaced a broken valve box at Hwy 9 and Pacific Ave. Brookdale
- Plumbed in three meters with deteriorating service lines Ben Lomond
- Plumbing & installation of spring loaded check valves at Felton Heights
- Booster
- Install of a new service at 8131 East Zayante

Installation and disinfection of a 500 gallon wet well for pine booster
Removed all plumbing from Felton Acres redwood tank
Removed old deteriorated chlorination building at the Paso Well 8 site
Removal of District records, parts, & equipment from Quail Facility Building
Quarterly Tank Inspections system wide
Full main line replacements on Creek Dr. and Prima Vera Rd.

James Furtado

Director of Operations

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	May-19	April-19	May-13	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	20,706,672	34,389,391	21,521,000	
Peavine Creek + Hydro	5,037,060	0	4,149,000	
Clear Creek	6,141,161	541,565	0	
Sweetwater Creek	4,094,107	361,044	0	
Sub-Total (Streams)	35,979,000	35,292,000	25,670,000	40.16%
Wells (North)				
Olympia No. 2	-	-	4,254,000	
Olympia No. 3	-	-	8,646,000	
Quail Well No. 4-A	63,000	20,000	14,783,000	
Quail Well No. 5-A	5,700	21,300	1,985,200	
Sub Total North Wells	68,700	41,300	29,668,200	-99.77%
South System Wells				
Pasatiempo 5A	5,975,200	2,572,400	N/A	
Pasatiempo 6	-	-	9,548,000	
Pasatiempo 7	2,382,000	2,872,000	3,016,000	
Sub Total Pasatiempo Wells	8,357,200	5,444,400	12,564,000	-33.48%
North South All Sources Combined	44,404,900	40,777,700	67,902,200	-34.60%
Felton System - Surface Water				
Fall Creek	3,990,780	4,261,912	10,571,789	
Bennett Spring	3,494,656	2,635,952	0	
Bull 1 & 2	1,587,256	1,378,564	0	
Total Felton System Sources	9,072,692	8,276,428	10,571,789	-14.18%
Manana Woods System				
Well 1	-	-	0	
Total Manana Woods Sources	-	-	0	
Sub - Total Production				
North / Felton / Manana	53,477,592	49,054,128	78,473,989	-31.85%
Surface	45,051,692	43,568,428	36,241,789	24.31%
Wells	8,425,900	5,485,700	42,232,200	-80.05%
Total Surface Water Percentage	84.24	88.82	46.18	82.41%
Total Wells Percentage	15.76	11.18	53.82	-70.72%

**SAN LORENZO VALLEY WATER DISTRICT
PRODUCTION BY SYSTEM
+/- INTERTIES
May 2019**

North System All Sources	44,404,900
Interties IN +	263
Interties OUT -	2,665,961
TOTAL NORTH SYSTEM	41,739,202
Felton Water system All Sources	9,072,692
Interties IN +	0
Interties OUT -	0
TOTAL FELTON SYSTEM	9,072,692
Manana Woods System	
Manana Woods Well 1	0
Interties IN +	0
TOTAL MANANA WOODS	0

SAN LORENZO VALLEY WATER DISTRICT
INTERTIE USAGE
May 2019

INTERTIE 2

SLVWD to SVWD 0

SVWD to SLVWD 0

INTERTIE 3

SLV SOUTH to SLV NORTH 263

SLV NORTH to SLV SOUTH 291,241

INTERTIE 4

SLVWD to MHWD 0

MHWD to SLVWD 0

INTERTIE 6

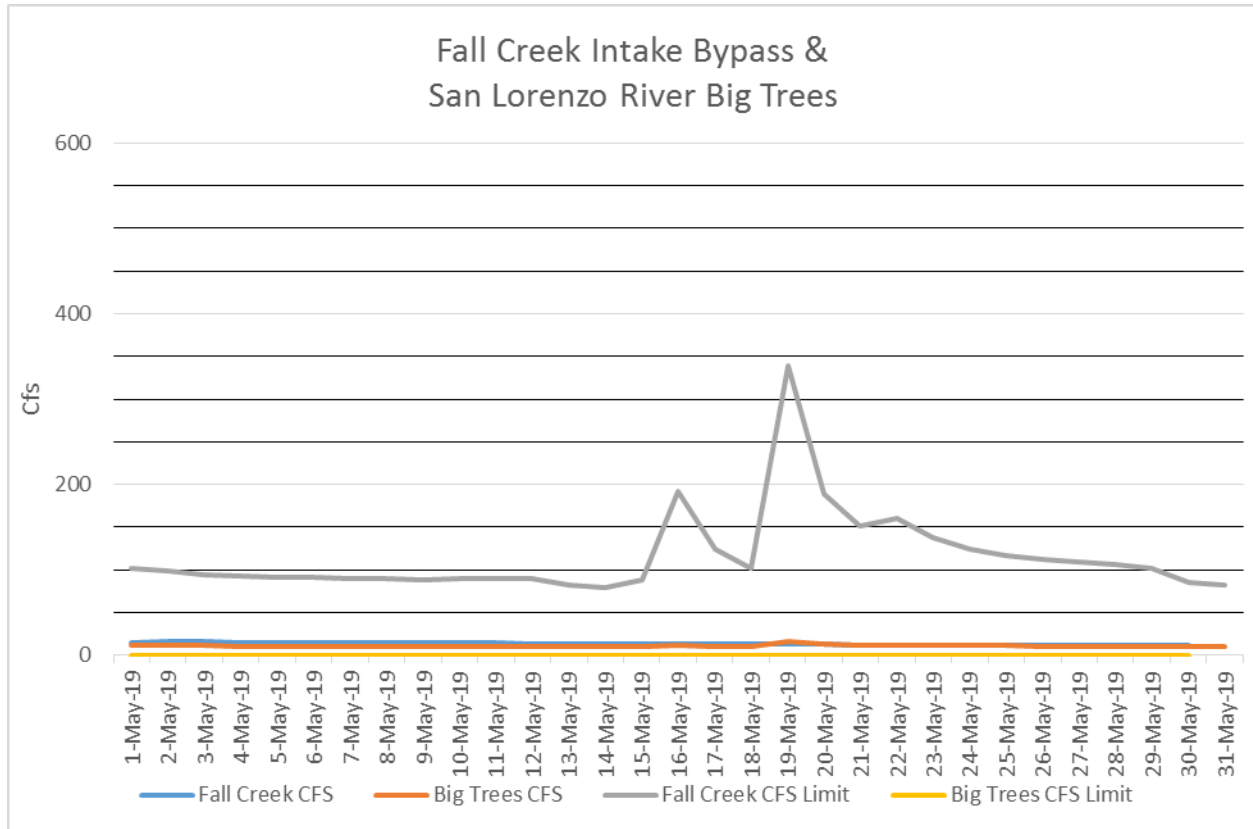
SLV NORTH to SLV FELTON -

SLV FELTON to SLV NORTH -

LOMPICO INTERTIE

SLV NORTH to LOMPICO 2,374,720

Fall Creek Intake May 2019



Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31 1.0 cubic feet per second

November 1 through March 31 1.5 cubic feet per second

Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31 0.5 cubic feet per second

November 1 through March 31 0.75 cubic feet per second

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

San Lorenzo River USGS Big Trees Flow Requirements

September 11 cubic feet per second

October 26 cubic feet per second

November 1 through May 31 21 cubic feet per second

June - August No Requirements

Fall Creek Intake May 2019

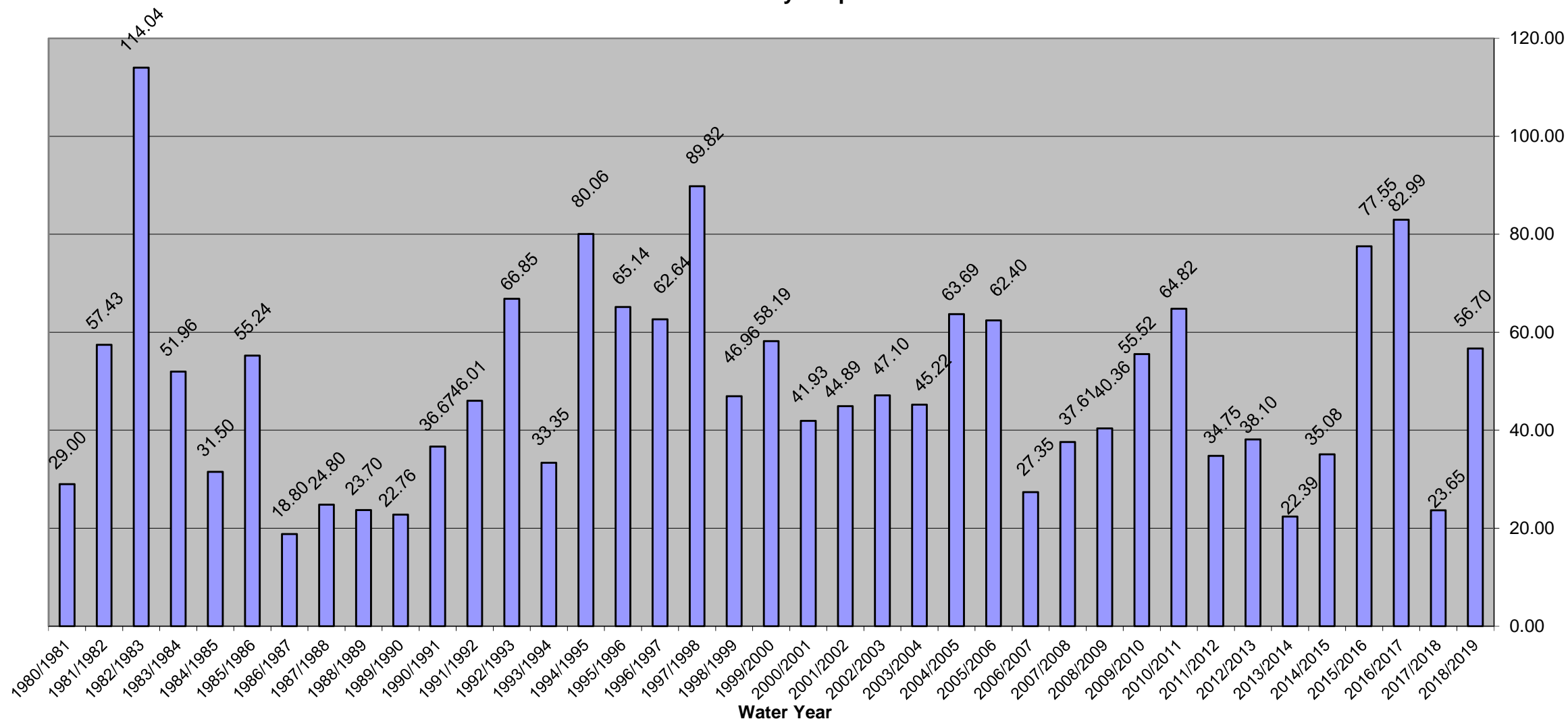
For the protection of fish and wildlife, during the period: (a) April 1 through October 31 bypass a minimum of 0.5 cfs; (b) November 1 through March 31 bypass a minimum of 1.5 cfs past the Fall Creek point of diversion. The natural streamflow shall be bypassed whenever it is less than 1.5 cfs; provided, 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: 6.20.19											
	Month:	May		Year:	2019	Big Trees > 26,500 Acre-ft Oct-Feb Normal Year			Big Trees <26,500 Acre-ft Oct-Feb Dry Year		
						X					
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height (inches)	Fall Creek Bypass (CFS)	Big Trees Bypass (CFS)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs; Nov 1 - March 31 1.5 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 20cfs Sept 10 cfs Oct 25 cfs (yes/no)	Notes
1	1010	SS	1	90	25	11.22	101	0	Yes	Yes	
2	0730	HO	1	94	25	11.03	98.3	0	Yes	Yes	Switched FC Pumps
3	0800	HO	2	86	25	10.90	94.8	0	Yes	Yes	
4	1030	JG	2	98	25	10.86	92.5	0	Yes	Yes	
5	1230	JG	2	158	25	10.64	91.3	0	Yes	Yes	
6	0815	SS	2	82	25	10.79	91.3	0	Yes	Yes	
7	0800	SS	2	84	25	10.69	90.2	0	Yes	Yes	
8	0745	SS	2	95	25	10.59	89.1	0	Yes	Yes	
9	0745	HO	2	96	25	10.52	88.0	0	Yes	Yes	
10	0745	SS	2	95	25	10.46	89.0	0	Yes	Yes	
11	0945	JT	2	91	25	10.33	89.1	0	Yes	Yes	
12	0715	JT	2	131	25	10.19	89.1	0	Yes	Yes	
13	0800	SS	2	105	25	10.36	81.5	0	Yes	Yes	
14	0745	SS	2	98	25	9.90	79.4	0	Yes	Yes	
15	0945	HO	2	87	25	9.94	88.0	0.43	Yes	Yes	
16	1115	SS	2	88	25	11.77	192	0.88	Yes	Yes	
17	0740	SS	2	86	25	10.6	124	0.16	Yes	Yes	
18	0740	KS	2	80	25	10.44	102	0	Yes	Yes	
19	0800	KS	2	58	25	15.46	339	2.20	Yes	Yes	
20	0845	HO	2	80	25	13.06	189	0.02	Yes	Yes	
21	0750	SS	2	67	25	12.14	152	0.16	Yes	Yes	
22	0930	HO	2	90	25	11.89	160	0.14	Yes	Yes	
23	0800	SS	2	64	25	11.3	138	0	Yes	Yes	
24	0930	HO	2	60	25	11.22	125	0.02	Yes	Yes	
25	0815	HO	2	52	25	11.05	117	0	Yes	Yes	
26	0830	HO	2	68	25	10.85	113	0.08	Yes	Yes	
27	0945	HO	2	67	25	10.68	109	0.01	Yes	Yes	
28	0945	175TH	2	75	25	10.48	106	0	Yes	Yes	

29	0940	SS	2	79	25	10.3	101	0	Yes	Yes	Agenda: 6.20.19 Item: 7.5
30	0730	SS	2	82	25	10.13	84.7	0	Yes	Yes	
31	0800	SS	2	72	25	10.04	81.5	0	Yes	Yes	

**San Lorenzo Valley Water District
Annual Rainfall History Graph**



**SAN LORENZO VALLEY WATER DISTRICT
MONTHLY RAINFALL DATA SUMMARY
DATA COLLECTED AT SLVWD OFFICE 13060 HIGHWAY 9, BOULDER CREEK**

WATER YEAR 2018/2019

<u>Date</u>	<u>Oct-18</u>	<u>Nov-18</u>	<u>Dec-18</u>	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>Total</u>
1	0.00	0.00	0.18	0.00	0.78	0.06	0.03	0.00	0.00	0.00	0.00	0.00	1.05
2	0.00	0.00	0.01	0.00	2.94	1.24	0.33	0.00	0.00	0.00	0.00	0.00	4.52
3	0.00	0.00	0.00	0.00	1.15	0.09	0.00	0.00	0.00	0.00	0.00	0.00	1.24
4	0.01	0.00	0.24	0.00	1.76	0.01	0.00	0.00	0.00	0.00	0.00	0.00	2.02
5	0.00	0.00	0.26	1.39	0.33	0.51	0.33	0.00	0.00	0.00	0.00	0.00	2.82
6	0.00	0.00	0.00	4.51	0.01	2.21	0.03	0.01	0.00	0.00	0.00	0.00	6.77
7	0.00	0.00	0.01	0.00	0.01	0.07	0.00	0.00	0.00	0.00	0.00	0.00	0.09
8	0.00	0.00	0.00	0.23	0.74	0.06	0.00	0.00	0.00	0.00	0.00	0.00	1.03
9	0.00	0.00	0.01	0.62	0.58	0.69	0.00	0.00	0.00	0.00	0.00	0.00	1.90
10	0.00	0.00	0.00	0.00	0.38	0.35	0.00	0.00	0.00	0.00	0.00	0.00	0.73
11	0.00	0.00	0.01	0.47	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
12	0.00	0.00	0.00	0.01	0.26	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.28
13	0.00	0.00	0.01	0.00	3.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.61
14	0.00	0.00	0.00	0.15	1.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.63
15	0.00	0.00	0.01	2.44	0.65	0.00	0.00	1.80	0.00	0.00	0.00	0.00	4.90
16	0.00	0.00	1.77	2.41	0.49	0.01	0.01	0.38	0.00	0.00	0.00	0.00	5.07
17	0.00	0.00	0.20	0.48	0.17	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.86
18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.03	0.00	0.00	0.00	0.00	1.03
19	0.00	0.00	0.00	0.00	0.01	0.02	0.00	0.59	0.00	0.00	0.00	0.00	0.62
20	0.00	0.00	0.00	0.47	0.01	0.96	0.00	0.00	0.00	0.00	0.00	0.00	1.44
21	0.00	1.72	0.01	0.02	0.00	0.01	0.00	0.29	0.00	0.00	0.00	0.00	2.05
22	0.00	0.99	0.01	0.01	0.00	0.09	0.00	0.06	0.00	0.00	0.00	0.00	1.16
23	0.00	0.82	0.00	0.00	0.00	0.34	0.00	0.00	0.00	0.00	0.00	0.00	1.16
24	0.00	0.04	0.55	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60
25	0.00	0.00	0.08	0.01	0.01	0.68	0.00	0.00	0.00	0.00	0.00	0.00	0.78
26	0.00	0.00	0.01	0.01	1.84	0.12	0.00	0.12	0.00	0.00	0.00	0.00	2.10
27	0.00	0.26	0.00	0.00	1.97	0.64	0.00	0.00	0.00	0.00	0.00	0.00	2.87
28	0.00	1.72	0.00	0.00	<u>0.02</u>	0.11	0.00	0.00	0.00	0.00	0.00	0.00	1.85
29	0.00	1.33	0.00	0.00		0.01	0.00	0.00	0.00	0.00	0.00	0.00	1.34
30	0.00	<u>0.00</u>	0.00	0.23		0.00	<u>0.00</u>	0.00	0.00	0.00	0.00	<u>0.00</u>	0.23
31	<u>0.00</u>		<u>0.00</u>	<u>0.45</u>		<u>0.00</u>		0.00		<u>0.00</u>	<u>0.00</u>		<u>0.45</u>
TOTAL	0.01	6.88	3.37	13.92	19.21	8.29	0.73	4.29	0.00	0.00	0.00	0.00	56.70

WATER YEAR 2017/2018

<u>Date</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>Jul-18</u>	<u>Aug-18</u>	<u>Sep-18</u>	<u>Total</u>
1	0.00	0.00	0.01	0.00	0.01	2.44	0.00	0.00	0.00	0.00	0.00	0.00	2.46
2	0.00	0.00	0.00	0.00	0.00	0.55	0.00	0.00	0.00	0.00	0.00	0.00	0.55
3	0.00	0.15	0.03	0.40	0.00	0.19	0.00	0.00	0.00	0.00	0.00	0.00	0.77
4	0.00	0.03	0.00	0.20	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.24
5	0.00	0.00	0.00	0.38	0.01	0.01	0.30	0.00	0.00	0.00	0.00	0.00	0.70
6	0.00	0.01	0.00	0.10	0.00	0.00	1.26	0.00	0.00	0.00	0.00	0.00	1.37
7	0.00	0.00	0.01	0.01	0.00	0.00	0.86	0.00	0.00	0.00	0.00	0.00	0.88
8	0.00	0.58	0.00	3.66	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00	4.28
9	0.00	0.79	0.01	0.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.41
10	0.00	0.06	0.01	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08
11	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.25
12	0.00	0.00	0.01	0.00	0.00	0.56	0.08	0.00	0.00	0.00	0.00	0.00	0.65
13	0.00	0.08	0.00	0.00	0.00	0.90	0.00	0.00	0.00	0.00	0.00	0.00	0.98
14	0.00	0.00	0.01	0.01	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.32
15	0.00	0.12	0.00	0.01	0.00	0.67	0.08	0.00	0.00	0.00	0.00	0.00	0.88
16	0.00	2.46	0.01	0.00	0.00	0.27	0.25	0.00	0.00	0.00	0.00	0.00	2.99
17	0.00	0.02	0.00	0.00	0.00	0.13	0.00	0.00	0.00	0.00	0.00	0.00	0.15
18	0.00	0.01	0.00	0.16	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.18
19	0.05	0.01	0.00	0.01	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08
20	0.16	0.00	0.14	0.01	0.00	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.64
21	0.00	0.00	0.01	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.04
22	0.00	0.01	0.01	0.57	0.06	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.98
23	0.00	0.00	0.00	0.00	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.04
24	0.00	0.00	0.00	0.59	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.60
25	0.00	0.01	0.00	0.06	0.00	0.00	0.00	0.04	0.00	0.00	0.00	0.00	0.11
26	0.00	0.76	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.06
27	0.00	0.45	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.46
28	0.00	0.01	0.00	0.01	<u>0.43</u>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.45
29	0.00	0.00	0.01	0.01		0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.03
30	0.00	<u>0.01</u>	0.01	0.00		0.00	<u>0.00</u>	0.00	0.00	0.00	0.00	<u>0.00</u>	0.02
31	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>		<u>0.00</u>		0.00		<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
TOTAL	0.21	5.57	0.29	6.81	0.86	6.78	3.09	0.04	0.00	0.00	0.00	0.00	23.65

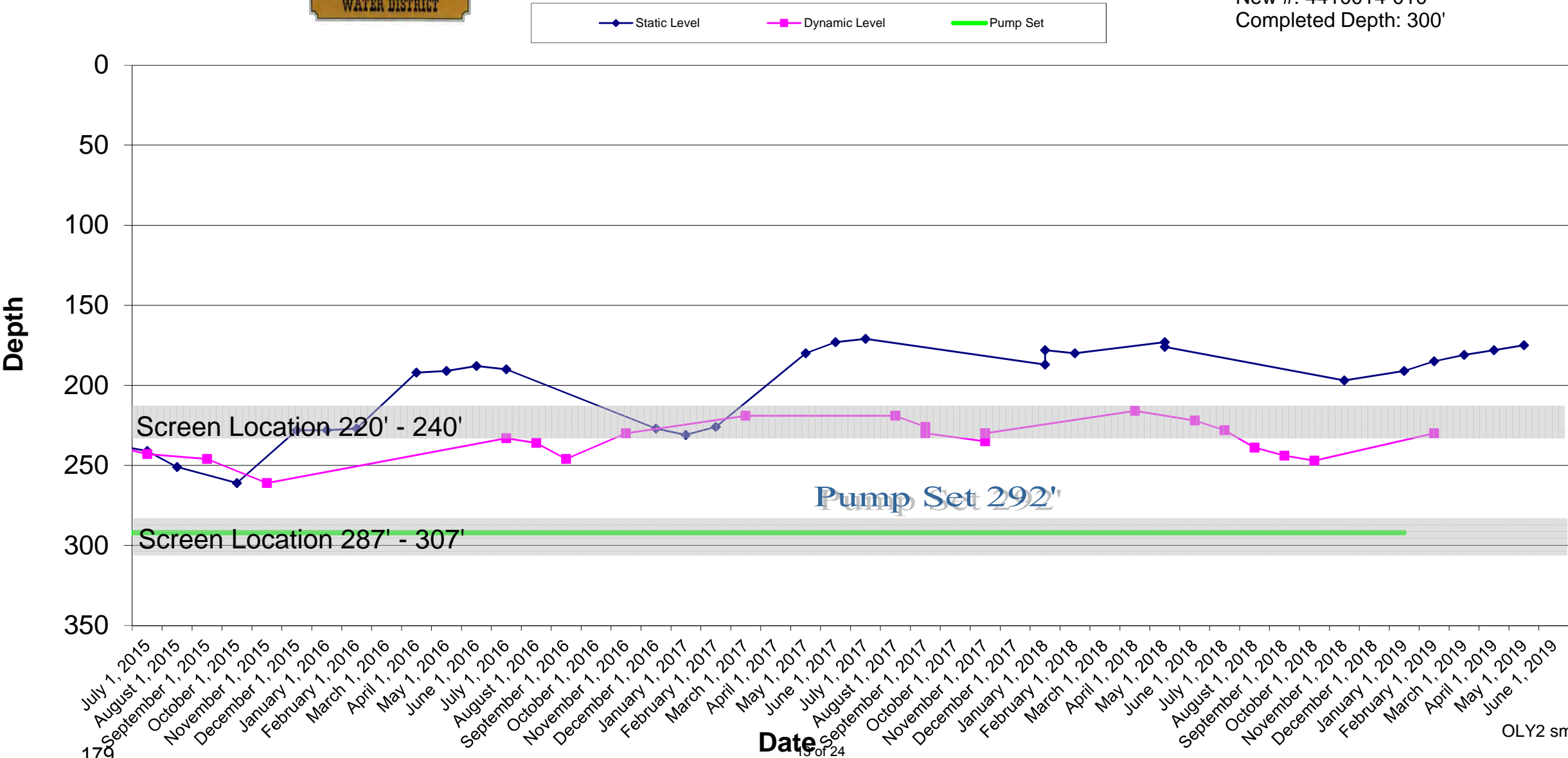


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 2

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



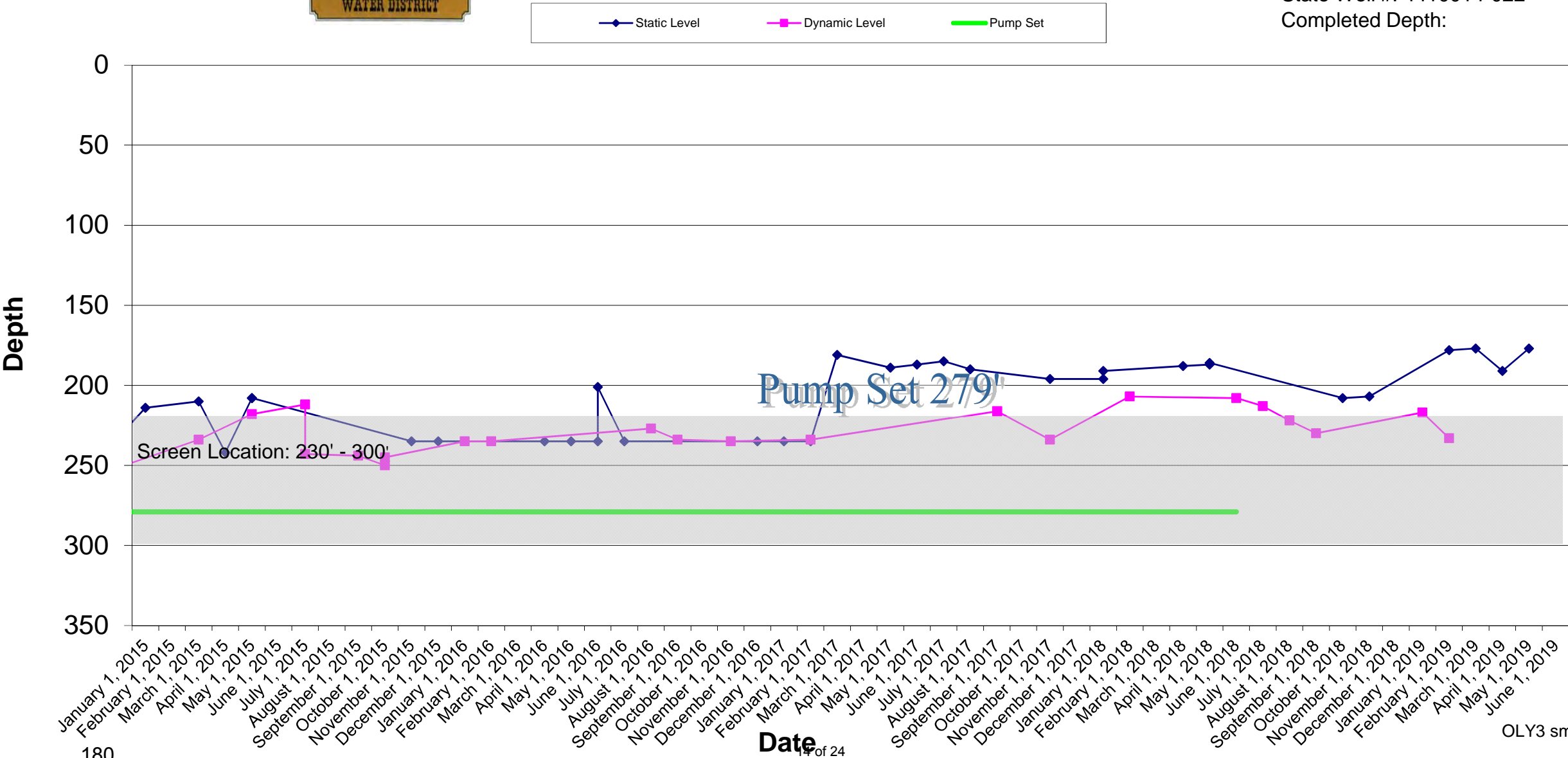


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 3

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



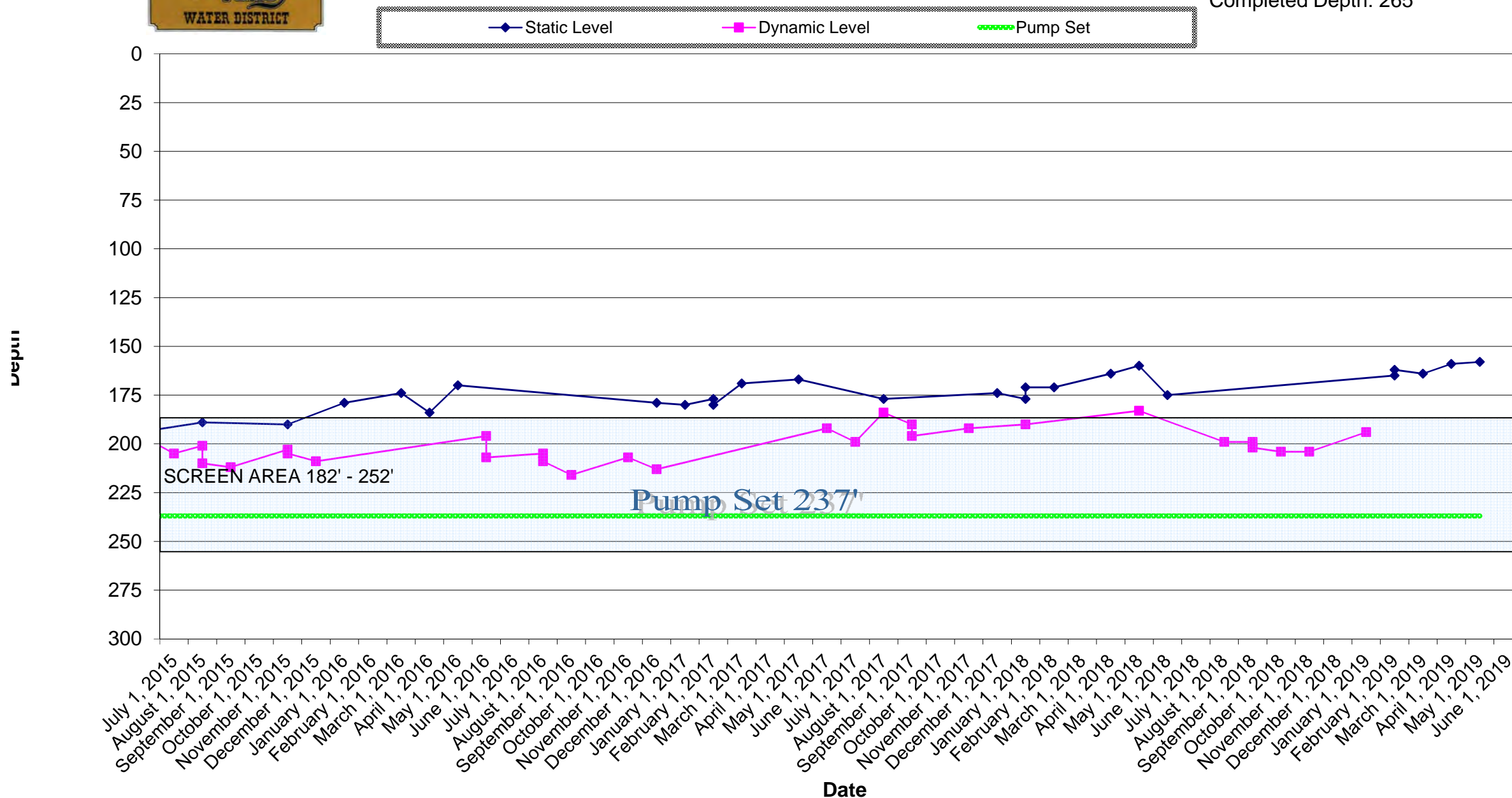


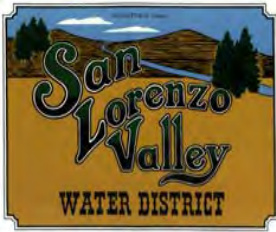
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 4-A

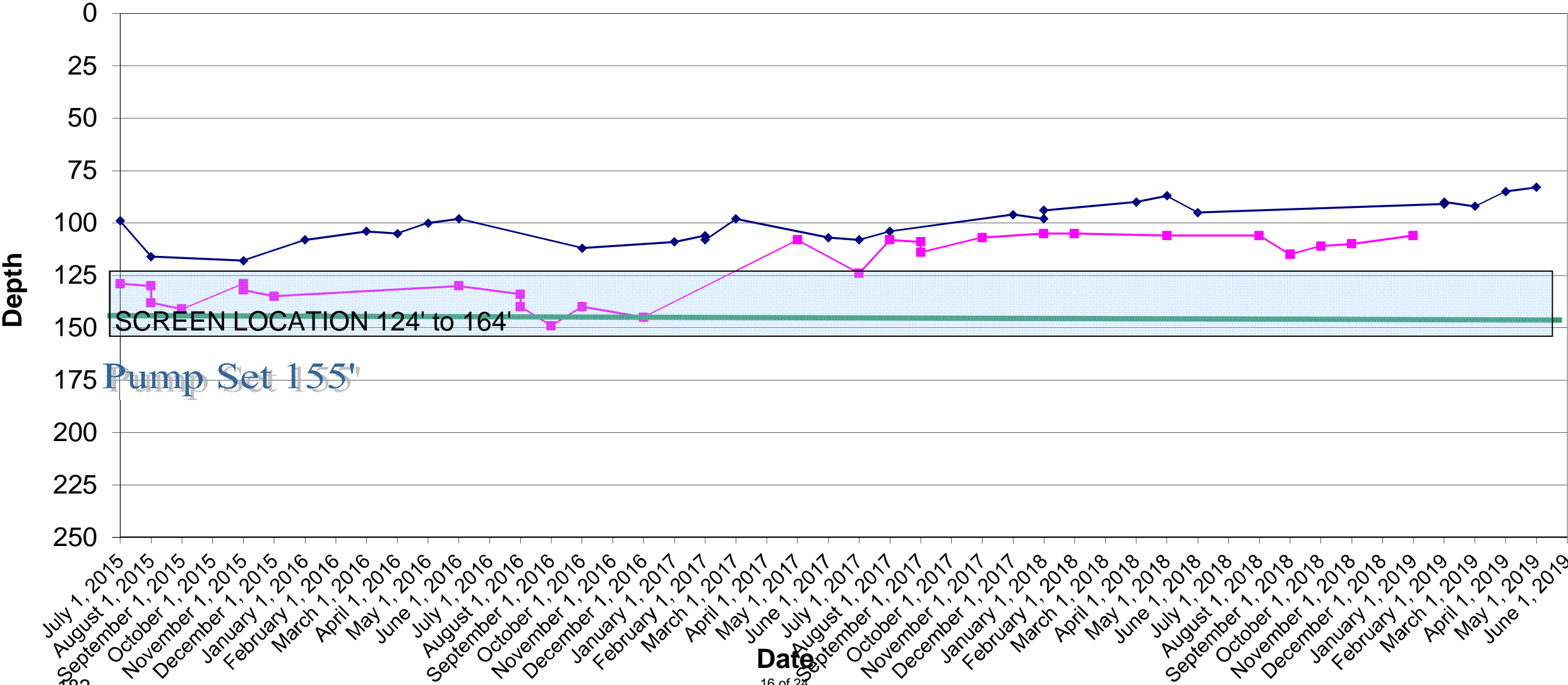
Location: Cumora Ln. Ben Lomond
Elevation: 596.54 ft @ Pad
Installed: 6-07-2001
State Well #: 4410014-026
Completed Depth: 265





SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Quail Well 5-A

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



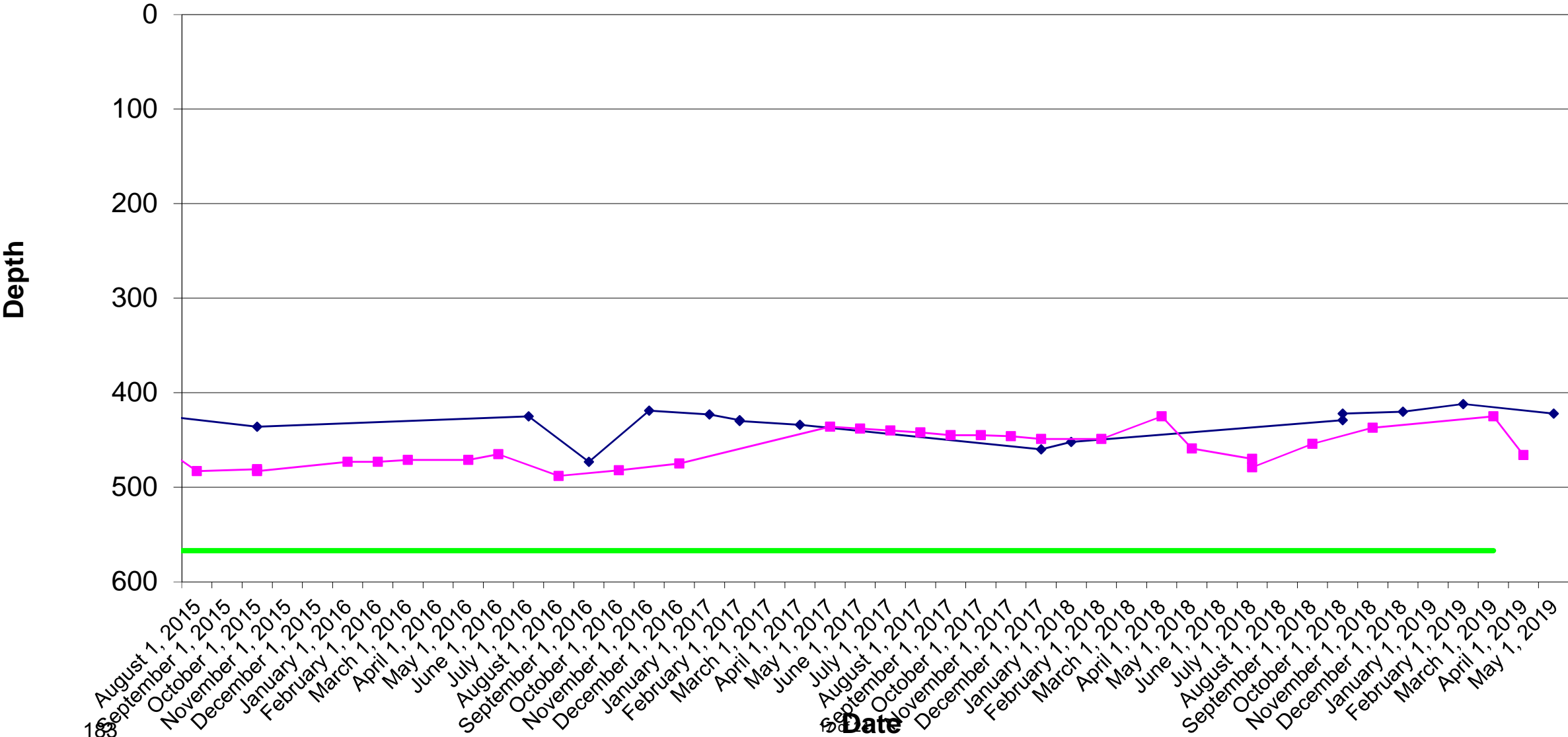


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Pasatiempo 5-A

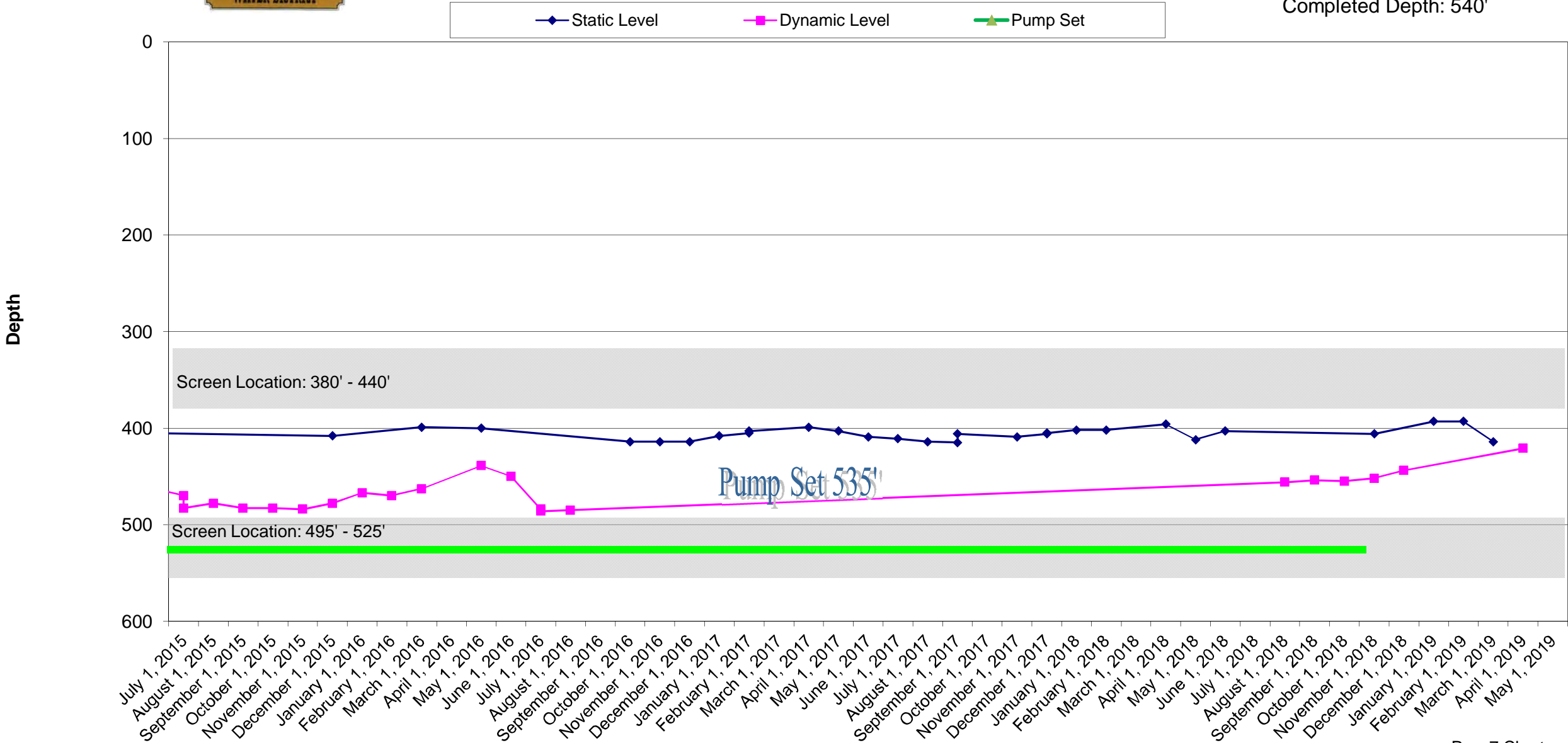
Location: So. Of 3650 Graham Hill Rd
Elevation: 752'
Installed 1-1-14
State Well #:4410014-014
Completed Depth: 710'





SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Pasatiempo 7

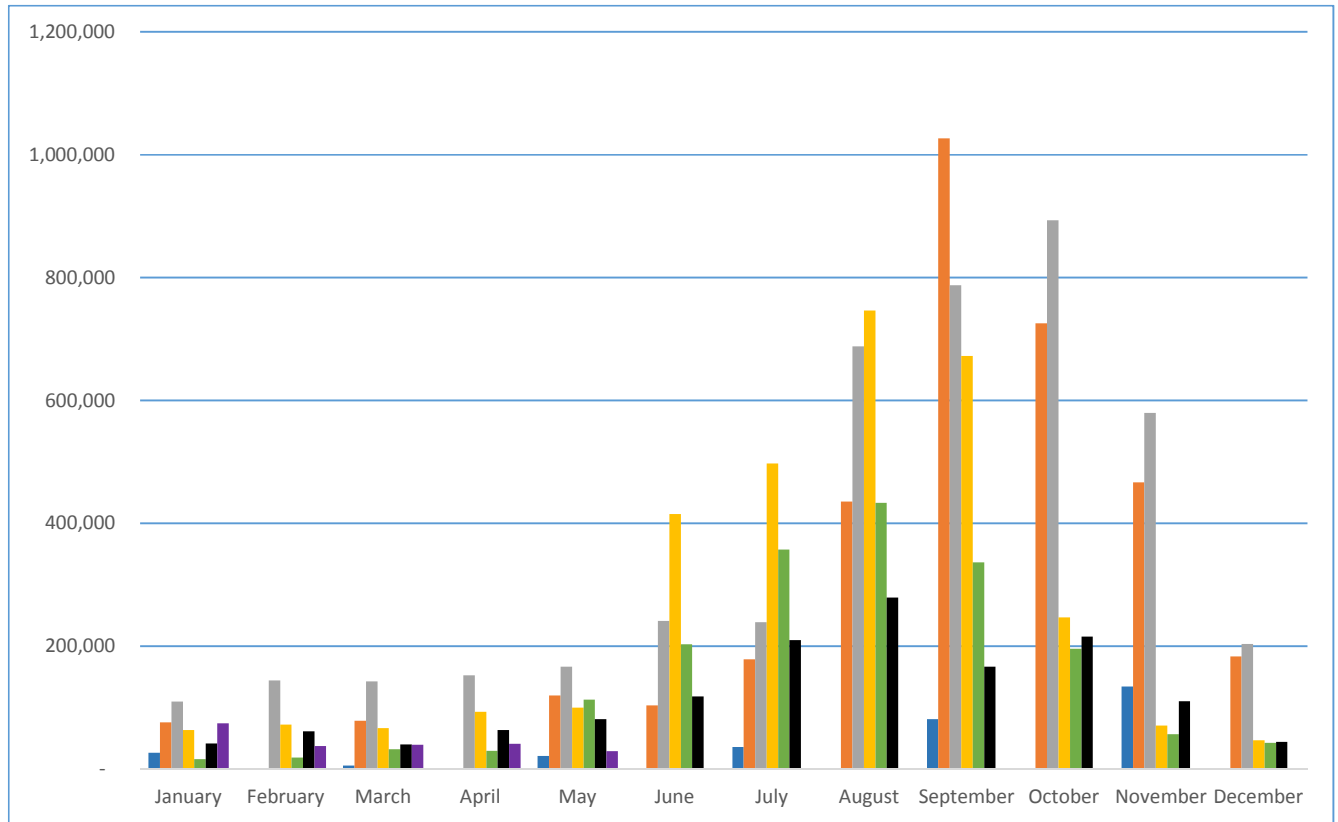
Location: South of Probation
Center
Elevation: 734' MSL
Installed: July 21, 1990
State Well #: 4410014-024
Completed Depth: 540'



Pasa7 Chart

SAN LORENZO VALLEY WATER DISTRICT
BULK WATER SALES
GALLONS
May 2019

Agenda: 6.20.19
Item: 7.5



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	26,928	76,296	109,965	63,850	16,456	41,888	74,800
February			144,364	72,556	18,700	61,366	37,400
March	5,984	78,540	142,868	66,572	32,164	40,392	39,644
April			152,592	93,500	29,920	63,580	41,140
May	21,692	119,680	166,804	100,232	112,948	81,532	29,172
June		103,972	240,983	415,140	203,179	118,184	
July	35,904	178,772	239,360	497,420	357,544	210,188	
August		435,336	688,160	746,504	433,092	279,004	
September	81,352	1,026,256	787,644	672,183	336,570	166,804	
October		725,560	893,112	246,840	195,976	215,424	
November	134,640	466,752	579,700	71,060	56,848	110,704	
December		183,260	203,456	47,124	42,636	44,132	
Totals	306,500	3,394,424	4,349,008	3,092,981	1,836,033	1,433,198	222,156

SAN LORENZO VALLEY WATER DISTRICT
MONTHLY LEAK REPORT
MAY 2019

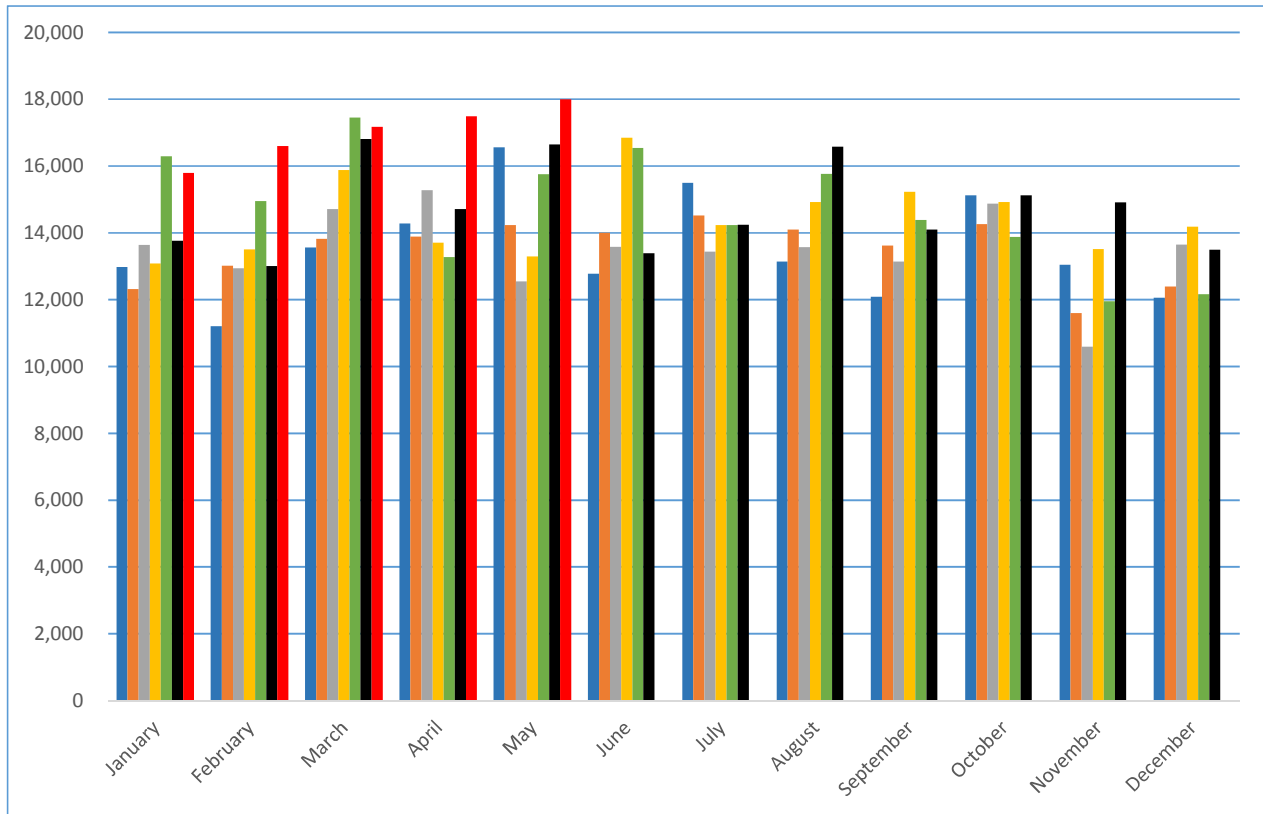
Agenda: 6.20.19
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Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	LOVECREEK RD. & SUNNYSIDE AVE.	BEN LOMOND	300
400 MAIN LEAKING	135 SCENIC WAY	BEN LOMOND	14,400
400 MAIN LEAKING	1513 JACKSON	BEN LOMOND	5,400,000
400 MAIN LEAKING	514 PRIMAVERA RD	BOULDER CREEK	500
400 MAIN LEAKING	13089 HWY 9	BOULDER CREEK	4,320
400 MAIN LEAKING	460 RIVERVIEW DR.	BOULDER CREEK	5,760
400 MAIN LEAKING	BAND RD	BOULDER CREEK	7,200
400 MAIN LEAKING	HWY 9 & WESTERN	BOULDER CREEK	8,640
400 MAIN LEAKING	230 APPLE KNOLL	BOULDER CREEK	50,400
400 MAIN LEAKING	13181 LAUREL ST	BOULDER CREEK	64,800
400 MAIN LEAKING	13330 IRWIN WAY	BOULDER CREEK	108,000
400 MAIN LEAKING	160 SHADY LANE	BOULDER CREEK	10,080
400 MAIN LEAKING	300 OLD RIVER LANE	BROOKDALE	604,800
Total North			6,279,200
FELTON SYSTEM			
400 MAIN LEAKING	MAIN LEAK ON RUSSLE	FELTON	17,280
Total Felton			17,280
LOMPICO			
Total Lompico			-
SCOTTS VALLEY			
Total Scotts Valley			-
Total All Systems			6,296,480

				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)			
5/16/2019		X					Customer complained of discolored water.	7515 E. Zayante Rd	Upon investigation by SLVWD staff water quality results appeared to be normal and within range after flushing customers service line. Free chlorine was 0.8 mg/L, the water was visually running clear and field turbidy was 2.6 NTU. In addition, a field iron sample was analyzed and the result was approximately 0.1 mg/L. Customer will call back if problem returns.	SLVWD-North
5/17/2019		X					Customer complained of discolored water.	295 Moon Meadow Ln	Upon investigation by SLVWD staff water quality results appeared to be normal and within range at customers front hose bib. Free chlorine was 0.9 mg/L, and the water was visually running clear . In addition, a field iron and manganese sample was analyzed and the results were approximately 0.3 mg/L for Iron and 'non detect for manganese. Customer will call back if problem persists.	SLVWD-North
5/22/2019			X				Customer reported black particles found in hot water on kitchen sink.	13185 Pine St	Upon investigation by SLVWD staff, water quality results appeared normal and within range at customers outside hose bib. No particles were observed, free chlorine was 0.9 mg/L and a bacteriological sample collected was absent of coliform bacteria. Customer had collected a sample of black particles found in hot water. Upon further investigation, black particles were determined to be a deteriorating rubber gasket. Customer was advised to replace gasket on kitchen sink and was satisfied with results.	SLVWD-North
5/24/2019		X					Customer reported discolored water in bathtub faucet.	501 Bahr Dr	Upon investigation by SLVWD staff, water quality results appeared normal and within range at customers outside hose bib: free chlorine was 1.1 mg/L, field turbidity was 1.0 NTU and the water ran visually clear. Attempted to contact customer with results of investigation mutiple times, but customer was unable to be reached.	SLVWD-North

SAN LORENZO VALLEY WATER DISTRICT
VEHICLE MILEAGE
May 2019

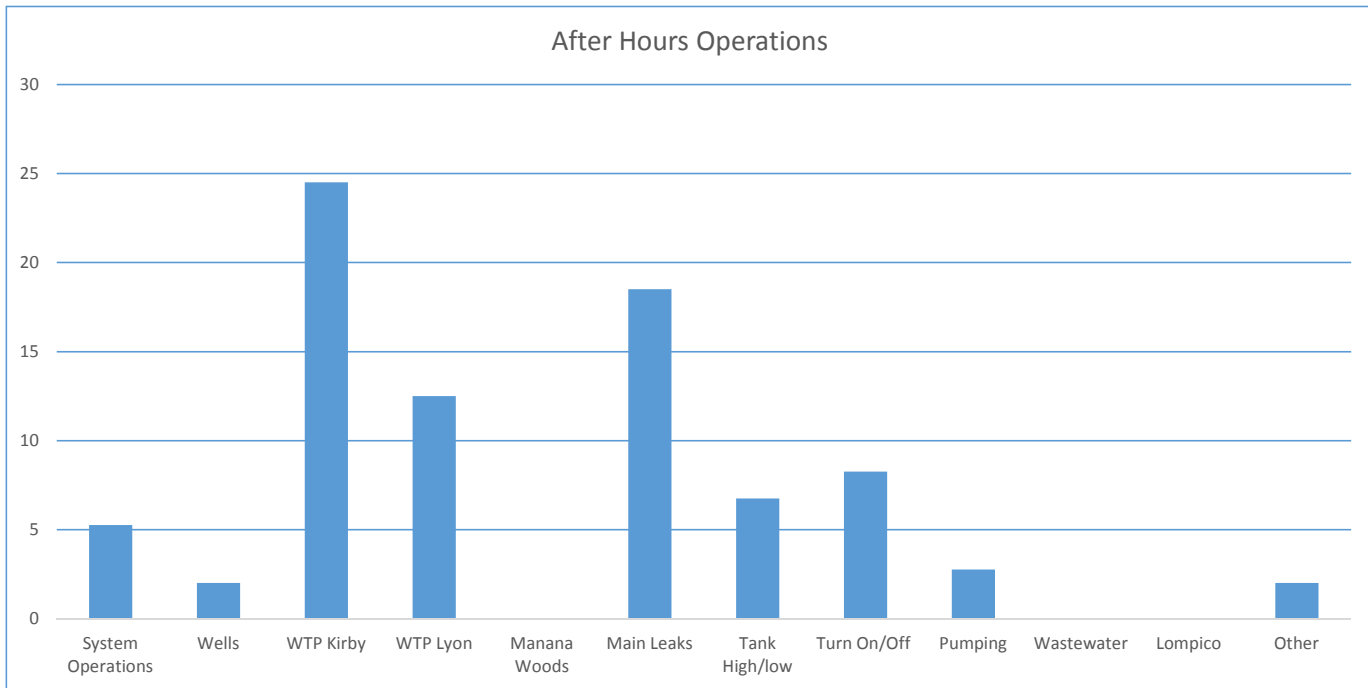
Agenda: 6.20.19
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Month	2013	2014	2015	2016	2017	2018	2019
January	12,976	12,317	13,633	13,082	16,286	13,763	15,790
February	11,201	13,015	12,934	13,505	14,945	13,003	16,599
March	13,558	13,817	14,714	15,882	17,451	16,809	17,167
April	14,283	13,883	15,279	13,704	13,270	14,711	17,488
May	16,560	14,228	12,550	13,290	15,757	16,646	17,998
June	12,780	14,000	13,582	16,841	16,534	13,390	
July	15,497	14,519	13,441	14,228	14,229	14,242	
August	13,136	14,096	13,569	14,923	15,761	16,576	
September	12,087	13,622	13,137	15,229	14,388	14,094	
October	15,120	14,261	14,868	14,924	13,880	15,126	
November	13,046	11,594	10,591	13,510	11,952	14,908	
December	12,060	12,394	13,648	14,187	12,158	13,492	
Totals	162,304	161,746	161,946	173,305	176,611	176,760	85,042

SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
 May 2019

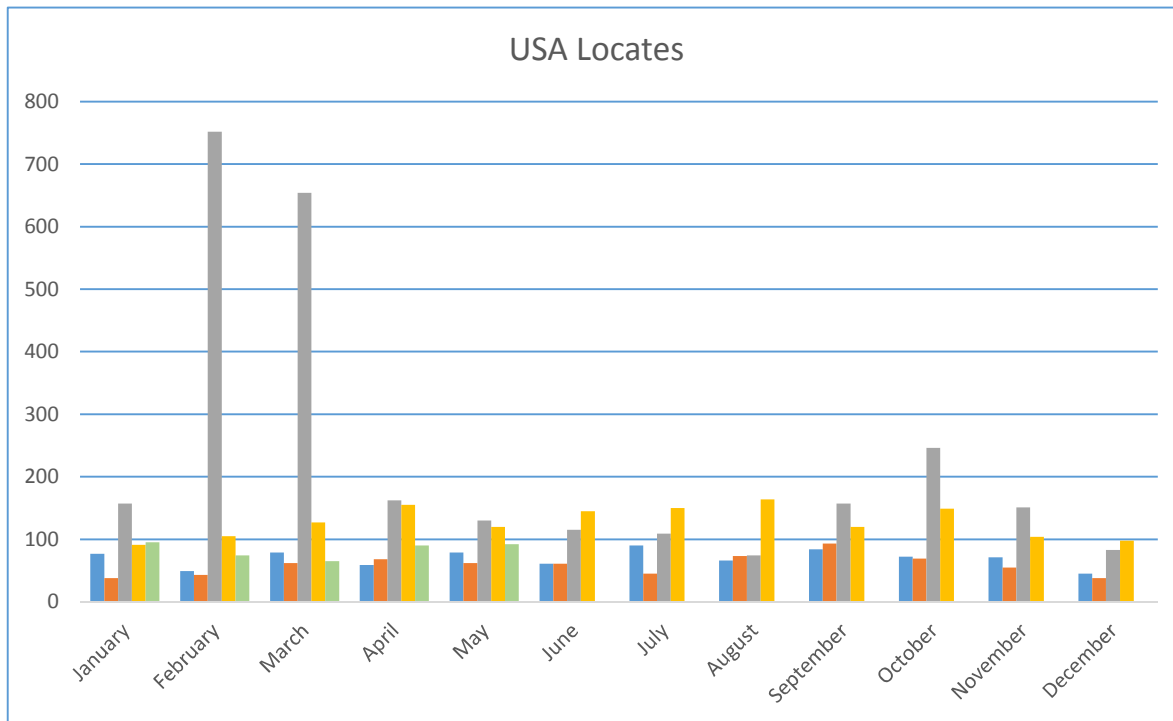
Agenda: 6.20.19
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Description	Hours		2015	2016	2017	2018	2019
System Operations	5.25	January	N/A	145.00	280.75	90.50	96.50
Wells	2	February	N/A	86.50	192.25	72.00	180.00
WTP Kirby	24.5	March	N/A	153.75	105.75	80.25	106.25
WTP Lyon	12.5	April	82.50	72.00	128.75	156.75	76.25
Manana Woods	0	May	104.75	49.25	132.75	105.5	82.5
Main Leaks	18.5	June	172.50	83.25	112.75	89.00	
Tank High/low	6.75	July	124.25	80.25	162.00	145.25	
Turn On/Off	8.25	August	111.75	81.25	141.25	134.5	
Pumping	2.75	September	230.25	175.00	201.25	155.25	
Wastewater	0	October	128.25	78.50	104.00	111.5	
Lompico	0	November	114.25	96.25	122.50	197.5	
Other	2	December	186.25	130.75	134.00	220.25	
Total	82.5		1254.75	1231.75	1818.00	1558.25	541.50

SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
May 2019

Agenda: 6.20.19
 Item: 7.5



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	77	38	157	91	95
February	49	43	752	105	74
March	79	62	654	127	65
April	59	68	162	155	90
May	79	62	130	120	92
June	61	61	115	145	
July	90	45	109	150	
August	66	73	74	164	
September	84	93	157	120	
October	72	69	246	149	
November	71	55	151	104	
December	45	38	83	98	
Total to Date	832	707	2,790	1528	416





MINUTES OF LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING

Responsible for review of matters of revenue and expenses directly related to Assessment District 2016-1 projects. To serve as liaison between the Lompico Assessment District Customers and the District.

May 28, 2019 at 5:30 pm at the Operations Building, 13057 Highway 9, Boulder Creek, California.

AGENDA

1. Convene Meeting 5:34 p.m.
Roll Call: Chair-T. Norton, M. LoBalbo, D. Loewen
Staff: R. Rogers-District Manager, S. Hill-Director of Finance, H. Hossack-Dist. Secretary
2. Oral Communications: None

Chair Norton requested that 3A be moved to after New Business. She thanked staff and Committee for efforts in preparing the agenda packet.

4. New Business:
 - A. QUARTERLY LADOC FINANCIAL REPORT
S. Hill introduced her report. She shared some highlights, including new service lines, PRVs update, tank design is underway, and SCADA survey.
D. Loewen thanked S. Hill for her efforts. Asked amount of PRV bid.
R. Rogers responded to questions.
T. Norton questioned if there are other charges in addition to what they are paying for the PRVs.
R. Rogers responded that the bid cost should be all there is. There will be some inspections but the District is planning to handle that.
T. Norton questioned if the bid was \$10,000 more than the engineer's estimate.
R. Rogers explained that there was an additional PRV in the estimate.
Discussion by Committee and staff regarding PRVs.
T. Norton questioned if Rick has information about the comparisons.
R. Rogers said he does not have that information but it will be in the report for the LADOC final annual report. The Madrone and Kaski tanks are at 60% design, Lewis has more environmental process because of its location.
Discussion by Committee and staff regarding the environmental and design process.
 - B. QUARTERLY LADOC PROJECT UPDATE
R. Rogers gave updates on LADOC projects with discussion by Committee and staff regarding tanks, Mill Creek, SCADA, Distribution system integration, financing, Badger meters,
 - C. GRAND JURY RESPONSE
T. Norton noted that the Grand Jury Report Response has been changed and they would like changes made to the response.
Discussion by committee and staff regarding the Grand Jury Response. District Counsel should not speak for the LADOC. Training for Assessment Districts. The Committee asked for help finding training for assessment districts. LADOC would like a quarterly report on the website.

3. Old Business:
 - A. DRAFT ANNUAL REPORT JUNE 1, 2016 - JUNE 30, 2019
Not going to discuss tonight.
5. Informational Material:
 - o LADOC 3rd Qtr. 2018-19 Financial Report
 - o G. Nicholls Recommended Grand Jury Response
 - o Minutes from 2,26,19 Quarterly LADOC Meeting
6. Adjournment 6:13 p.m.

June 4, 2019

Mr. Richard Rogers
District Manager
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, California 95006-9119

RECEIVED

JUN 07 2019

**SAN LORENZO VALLEY
WATER DISTRICT**

Dear Mr. Rogers,

SDRMA is pleased to provide a copy of the newly released 2017-18 Annual Report. The report highlights the strength of our programs, the diversity of our membership, and the financial security of our pool. It also includes other important information, including specific program highlights noted in the Board President's Message on page 2.

Our strategic partnerships with California Special Districts Association (CSDA), the CSDA Finance Corporation and the Special District Leadership Foundation (SDLF), along with TargetSolutions and Company Nurse (Workers' Compensation Program), provide our members with access to valuable services, resources and educational training opportunities.

In addition, SDRMA utilizes various funding mechanisms through our partnership with CSDA to provide our members with access to free or reduced pricing for webinars, training seminars, and workshops. Our goal is to provide members the best value through proactive loss prevention, effective claims cost containment and enhanced member services. SDRMA is also a proud sponsor of the following CSDA and SDLF conferences:

- CSDA Annual Conference
- CSDA Board Secretary/Clerk Conference
- CSDA General Manager Leadership Summit
- Special District Legislative Days
- Special District Leadership Academy Conference

New Mission and Vision Statements:

During the recent review and update of its Policy Manual, the SDRMA Board of Directors revised our Mission and Vision Statement to better describe our purpose and goals. Our refreshed statements are as follows:



SDRMA Mission Statement

To provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.

SDRMA Vision Statement

To be the exemplary public agency risk pool of choice for California special districts and other public agencies.

Important Reminders:

Loss Prevention Reimbursement: Members can submit a request for reimbursement to SDRMA for amounts spent on loss prevention efforts during the program year up to a maximum of \$1,000 per member per year. All requests must be accompanied by a copy of an invoice and proof of payment. Requests are processed on a first-come, first-serve basis until the Loss Prevention Allowance budget funds are depleted. Please send Loss Prevention Allowance questions and requests to accounting@sdrma.org.

Fall Education Day: We hope to see you at our Fall Education Day during the CSDA Annual Conference on **Friday, September 27, 2019** at the Anaheim Marriott. Visit www.csdanet.net for registration information.

Thank you for your participation and helping make SDRMA the premier risk management provider!

Sincerely,
Special District Risk Management Authority

Michael Scheafer
President, Board of Directors

Enclosure: SDRMA 2017-18 Annual Report



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2017-18 ANNUAL REPORT



Maximizing Protection. Minimizing Risk.

www.sdrma.org

Special District Risk Management Authority (SDRMA) remains committed to its founding values of quality service, fiscal integrity and stability, and member focused programs that maximize protection and minimize risk.

Our goal is to serve as an extension of your agency's staff and provide the best value through proactive loss prevention, effective claims cost containment and enhanced member services. Our partnerships with California Special Districts Association (CSDA), the CSDA Finance Corporation, and the Special District Leadership Foundation provide our members access to valuable services, resources, education and training opportunities.



"Our goal is to serve as an extension of your agency's staff and provide the best value through proactive loss prevention, effective claims cost containment and enhanced member services."

New Chief Executive Officer

During the CSDA Annual Conference held in September, the SDRMA Board of Directors introduced SDRMA Chief Executive Officer Laura Gill. Laura joined the SDRMA family on September 10, 2018 after serving SDRMA in an interim capacity for four months. Laura has an extensive background and knowledge of local government operations through her 31 years of service to local governments, 15 of which have been in chief executive positions in California.

Special Recognitions for Fiscal Year 2017-18

SDRMA presented two awards at the September CSDA conference:

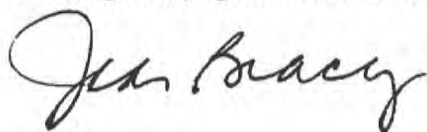
- ★ The Earl F. Sayre Excellence in Safety Award was presented to Property/Liability program members demonstrating a commitment to loss prevention and public safety, including their participation in SDRMA and CSDA safety and governance training sessions throughout the year. The large member category recipient was El Dorado Hills Community Services District, and the small member category recipient was Herlong Public Utility District.
- ★ The McMurchie Excellence in Safety Award was presented to the Workers' Compensation program members demonstrating a commitment to employee safety and training to reduce workplace injuries. The large member category recipient was South San Joaquin Irrigation District, and the small member category recipient was Solano County Mosquito Abatement District.

Significant Highlights for Fiscal Year 2017-18

- ★ Welcomed 33 new members
- ★ Retained 99% of existing members
- ★ Approved an 8% rate decrease for the Workers' Compensation Program
- ★ Received an unmodified opinion on our Annual Financial Audit Report which is the most favorable opinion you can get in an audit.
- ★ Approved Longevity Distribution credits of over \$593,175 for Workers' Compensation Program members
- ★ Approved a 6% increase for property, general & auto liability rates

It has been a privilege to serve SDRMA and its members as President of the SDRMA Board of Directors for the past two years. At its January Board meeting, the Board selected Michael Scheafer as the SDRMA Board President for Fiscal Year 2019-20. I am confident that, under Mike's leadership, SDRMA will continue to *guide the way* to a more secure future for our members.

On behalf of the Board of Directors, thank you for your support and continued participation in helping make SDRMA the premier risk management program in California for over 32 years!



Jean Bracy, SDA
2018 Board President

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ABOUT SDRMA

JOINT POWERS AUTHORITY

SDRMA is a public agency formed in 1986, under California Government Code Section 6500 et seq., and was established to provide property, liability, workers' compensation and health benefits coverage protection and risk management services statewide exclusively for California public agencies. SDRMA's primary objective is to serve as a single comprehensive resource providing quality coverage protection, risk management services, claims management, as well as a world-class safety and loss prevention program tailored to meet the complex needs of public agencies.



For over 32 years,
we've been protecting
the resources of
California's public agencies.

SDRMA MISSION

SDRMA's mission is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsible cost-efficient manner. SDRMA's professional expertise, technical knowledge, and understanding of public agency operations,

coupled with our commitment to responsive, in-house claims management, pro-active loss prevention and cost containment enables our members to allocate more of their vital resources to providing essential community programs and services to their constituents.

CAJPA ACCREDITATION WITH EXCELLENCE

In order to measure the effectiveness of its services and programs, SDRMA participates in the California Association of Joint Powers Authorities (CAJPA) Accreditation Program. Since 2005, SDRMA has been awarded their highest designation, "Accreditation with Excellence." The CAJPA Accreditation program has been operating since 1989 and reviews the organizational structure and activities of a joint powers authority (JPA), comparing the JPA with standards adopted by the Association believed to be advantageous to the preservation and performance of the individual JPA and JPAs in California as a whole.

Compliance with the standards results in a status of "Full Accreditation" or "Accreditation With Excellence" for a three-year period. The process includes a review by independent consultants applying a detailed set of standards that have been accepted by the industry as "best practices." The purpose of the program is to promote professional management and fiscally sound practices, provide industry standards, assure governing boards of management's compliance with accepted standards, and maintain a self-regulating process that is ultimately less expensive and more meaningful than State or Federal regulation.



The Accreditation Standards span 21 pages including ten broad categories of review including:

- ★ Governing Documents and Administrative Contracts
- ★ Government Rules
- ★ Insurance and Coverages
- ★ Accounting and Finance
- ★ Investment of Funds
- ★ Funding and Actuarial Standards
- ★ Risk Control
- ★ Claims Management
- ★ Operations and Administrative Management

JPAs such as SDRMA operate comprehensive risk management programs and provide important services for member entities including loss prevention services. CAJPA Accreditation is a measure of how well a pool is being managed and is evidence of the JPA Board's commitment to high standards.

ORGANIZATION OVERVIEW

SDRMA MEMBERS

Property/Liability Program (507)
Workers' Compensation Program (447)
Health Benefits Program (131)

SDRMA BOARD OF DIRECTORS

Fulfills the mission of the Authority by establishing policies for the benefit of the members. Responsible for establishing policy, direction and providing general oversight.

- Michael Scheafer, President, Costa Mesa Sanitary District
- Sandy Seifert-Raffelson, Vice President, Herlong Public Utility District
- Robert Swan, Secretary, Groveland Community Services District
- David Aranda, SDA, Director, Stallion Springs Community Services District
- Jean Bracy, SDA, Director, Mojave Desert Air Quality Management District
- Ed Gray, Director
- Tim Unruh, SDA, Director, Kern County Cemetery District No. 1



Michael Scheafer



Sandy Seifert-Raffelson



Robert Swan



David Aranda



Jean Bracy



Ed Gray



Timothy Unruh

CONSULTANTS

- Actuary
- Auditor
- Coverage Counsel
- Defense Counsel
- General Counsel
- Reinsurance Brokers
- Investment Managers
- Safety/Loss Prevention

CHIEF EXECUTIVE OFFICER

Develops programs for the benefits of the pool. Manages the Authority in accordance with Board policy and direction. Maintains administrative and operational responsibilities.

- Laura S. Gill, Chief Executive Officer
- Diane Daniels, Executive Assistant/Board Secretary

CLAIMS MANAGEMENT / LOSS PREVENTION

Manages claims process for members and the Authority. Coordinates communication between the third party claims administrator, general counsel and management. Assists members in reducing and controlling losses, provides proactive loss prevention and safety training, conducts member safety inspections and reviews loss trends for the members.

- Dennis Timoney, ARM, Chief Risk Officer
- Debbie Yokota, Claims Manager
- Danny Peña, Senior Claims Examiner
- Heidi Singer, Claims Examiner I

FINANCE

Manages the Authority's funds and financial activities. Ensures financial integrity and accountability and oversight. Monitors budgeted expenses with actual expenditures. Coordinates communication between Investment Advisors and management.

- Heather Thomson, CPA, Chief Financial Officer
- Jennifer Chilton, Senior Accountant
- Heidi Utman, Accountant

ADMINISTRATION

Manages the Authority's business operations and ensures continuity and efficiency in the Authority's programs and operations. Coordinates coverages with carriers. Manages the building for SDRMA and seven tenants.

- C. Paul Frydendal, CPA, Chief Operating Officer
- Alana Little, Health Benefits Manager
- Alexandra Santos, Health Benefits Specialist II

MEMBER SERVICES

Serves as the primary contact between the Authority and its members. Ensures effective communication and information for members. Provides administration and marketing for member growth and retention.

- Ellen Doughty, ARM, Chief Member Services Officer
- Wendy Tucker, Member Services Manager
- Phillip Bottoms, Member Services Specialist II
- Teresa Guillen, Member Services Specialist I

SDRMA is a Joint Powers Authority (JPA) with over 32 years of trusted experience. SDRMA has a proven reputation for stable, competitive rates, actuarial based fiscal management, and sound underwriting practices. Our goal is to establish a long-term partnership with our members to positively impact the overall cost of claims and risk management by providing member focused services and safety training. Members can annually reduce their future year contributions up to 15% for completion of SDRMA approved risk management and training programs.

A TRUSTED COMMITMENT TO OUR MEMBERS

- ★ Reflecting the Values of Our Members: SDRMA is committed to conducting business on behalf of our members by doing the right thing in the right way and at the right time based on the highest professional standards and integrity.




- ★ Maximizing Coverage and Minimizing Risk: Since formation, SDRMA has successfully met its stated mission by working with and on behalf of its members to develop programs and coverages that provide maximum protection and minimize losses.

- ★ Protecting Member's Assets: SDRMA protects its members by identifying their exposures, assessing their risks and recommending the optimal

deductible and coverage limits. We aggressively manage and defend claims for damages and maintain a zero tolerance for fraud.

- ★ Covering our Members: Coverage documents are broad form manuscript policies written on an "occurrence form" to ensure the highest level of coverage and maximum protection of assets for governmental entities providing municipal services.
- ★ Managing our Financial Responsibility: SDRMA's expenditures on operations, claims, excess coverages and other aspects of the financial strategy are continually monitored and evaluated to ensure a high ranking and ability to surpass industry benchmarks, which results in consistently lower rates for our members.
- ★ Maintaining a Fiscally Sound Pool: SDRMA's combined ratios are significantly below the industry average. This consistent performance allows SDRMA to maintain a fiscally sound pool, as well as competitive rates.
- ★ A seven-member Board of Directors govern SDRMA and possess a firsthand understanding of the complex issues of operating municipal services. Elected from within the SDRMA's program membership the Board establishes policy, direction and the vision of the organization. Board members are directors or managers of member agencies.

MEMBERPLUS SERVICES™



Members can annually reduce their future year contributions up to 15% for completion of SDRMA approved risk management and training programs.

In an effort to help our members prevent and reduce claims, SDRMA provides Complimentary MemberPlus Services.™ These are just a few of the types of MemberPlus Services™ provided to our members:

- * Personalized Online Member Resources – MemberPlus Online™ Portal
- * State-of-the-Art Online Safety/Compliance Training – TargetSolutions™
- * Employment Law Legal Hotline
- * Telephone Triage - Company Nurse (Workers' Compensation members only)
- * Discounts For CSDA Training Including Webinars
- * Training Workshops (Safety, Loss Prevention)
- * Safety, Claims Handling & Risk Reduction Training
- * On-site Loss Control Visits & Risk Analysis
- * Comprehensive Safety & Risk Management Multimedia Library
- * Contribution-Reduction Credit Incentive Program (CIP)
- * Occupational Safety & Health Program
- * Loss Prevention Allowance Fund
- * Hazard Identification Survey
- * Claims Policy/Procedure Manual
- * Monthly Review of Claims Loss Reports
- * Monthly Safety Management Meeting Materials
- * Ergonomic Evaluations of Work Areas
- * Contract Review & Transfer of Risk Analysis
- * Special Events Liability Assistance*

* Additional fees may apply

SDRMA members provide a wide variety of public services ranging from air quality management to wastewater collection and treatment, as well as municipal services. The diversity of services and risk exposure is beneficial for obtaining the lowest reinsurance cost and in providing stable rates.

Property/Liability Members	507
Workers' Compensation Members	447
Health Benefit Groups	131

2017-18 Members – By Type	PLP	WCP	HBP
Air Pollution Control / Air Quality Management	11	11	4
Airport	3	6	1
Ambulance / Emergency Services / Life Support	1	2	0
Animal Services	2	1	0
Cemetery	22	30	10
Children Services	1	2	2
Community Services	135	94	15
Economic Development Commission	1	1	1
Emergency / Safety Communications	5	3	1
Fire Protection	20	27	5
Flood Control / Levee / Reclamation / Drainage	19	9	1
Harbor / Port	3	7	1
Healthcare / Medical Services / In Home Support	9	6	6
Housing Authority	1	1	1
Irrigation	9	13	2
JPA	22	20	4
Library	10	10	3
Local Agency Formation Commission	22	12	5
Memorial	11	6	0
Municipal Improvement / Resort Improvement	5	5	1
Municipalities	2	6	20
Pest Control / Mosquito Abatement / Mosquito Vector Control / Eradication	21	12	9
Police Protection	1	0	0
Public Utility	15	19	5
Recreation and Park	19	13	2
Resource Conservation	51	45	9
Sanitary / Sewer / Wastewater	25	19	9
Solid Waste / Waste Management	9	6	2
Transit / Transportation	3	6	7
Water	49	55	5
Totals	507	447	131

NEW MEMBERS

33 NEW MEMBERS Membership in our programs continues to grow. We believe this is a reflection of our quality of service and programs, member confidence and competitive rates. We extend a warm welcome to the 33 new members that joined in 2017-18.



PROPERTY/LIABILITY PROGRAM

California Choice Energy Authority
Cortina Community Services District
Eastern Plumas Recreation District
Kern Health Systems
Local Agency Formation Commission for Los Angeles
Riverside County Citrus Pest Control District No. 3
Selma Health Care District
Surfside Colony Storm Water Protection District

WORKERS' COMPENSATION PROGRAM

Calaveras Council of Governments
Contra Costa County Employees' Retirement Association
Cuyama Valley Recreation District
Kirkwood Meadows Public Utility District
Lewiston Community Services District
Napa County Regional Park and Open Space District
Pinedale Public Utility District
Pioneer Community Energy
Reclamation District 799
Redwood Valley-Calpella Fire District
Scotia Community Services District

PROPERTY/LIABILITY AND WORKERS' COMPENSATION

Fall River Resource Conservation District
Firehouse Community Park Agency
Upper Ventura Groundwater Agency
Wrightwood Community Services District

HEALTH BENEFITS PROGRAM

Beaumont Library District
Carpinteria-Summerland Fire Protection District
Feather River Air Quality Management District
Hesperia Recreation and Park District
Housing Authority of the County of Monterey
Manila Community Services District
North Tahoe Public Utility District
Resource Conservation District of Monterey County
Santa Barbara County Air Pollution Control District
Superior Court of California, County of Sierra

SDRMA offers a straightforward uncomplicated program. Coverage documents are broad form manuscript policies written on an "occurrence form" to ensure the highest level of coverage and maximum protection of assets for governmental entities providing municipal services. Our programs have a proven reputation for stable, competitive rates, actuarially based fiscal management, and sound underwriting practices. Responsive, in-house claims management and cost containment, combined with a tailored safety and loss prevention, provides members an unequaled risk management program.

PROPERTY/LIABILITY PACKAGE PROGRAM COVERAGES:



SDRMA offers
a straightforward
uncomplicated program.

General Liability

Coverage for claims and losses arising from third-party personal injury, bodily injury and property damages. Coverage includes: subsidence (associated with main leaks and breaks), sudden & accidental release of chlorine, water & wastewater as a completed product (not pollution), failure to supply (except for administrative acts), sewer overflow/backups, hazardous material loading/unloading and volunteer/employees.

Auto Liability

Auto liability coverage protects members from lawsuits for bodily injury and property damage to the public arising out of ownership, maintenance or use of a covered vehicle. Coverage includes: owned vehicles, non-owned and hired vehicles and uninsured/underinsured motorists.

Auto Physical Damage

Auto physical damage (comprehensive and collision) provides protection for damage or loss to a member's owned vehicle. Comprehensive coverage includes: fire, theft, vandalism, windstorm, hail, flood, glass breakage, damage caused by riot or civil commotion and damage from hitting or being hit by birds and animals. Collision coverage provides coverage for repair or replacement for like kind, type and condition based on actual cash value.

Public Officials and Employees Errors and Omissions

Coverage for public officials and directors "wrongful acts", alleged or actual negligence, errors or omissions, breach of duty, misfeasance, malfeasance, nonfeasance and defamation.

Elected Officials Personal Liability

This highly specialized unique coverage protects elected and/or appointed officials from claims and settlements arising outside the course and scope of their duties. Coverage includes invasion of privacy, libel, slander, defamation of character, discrimination, false arrest and malicious protection.



Employment Practices Liability

Coverage for claims and losses arising from “wrongful” employment practices. Coverage includes wrongful termination, sexual harassment and discrimination.

Employment Benefits Liability

Coverage for claims and settlements resulting from the negligent administration of employee benefit plans.

Employee and Public Officials Dishonesty

Coverage protection for member losses resulting from fraudulent or dishonest acts committed by employees, volunteers or board members. Coverage includes: larceny, theft, embezzlement, forgery and wrongful misappropriation.

Property Coverage

Coverage provided for the replacement cost value of reported buildings and contents. Additional extensions provided for accounts receivable, builders’ risk, business interruption, commandeered property, cost of construction, debris removal, electronic data processing, extra expense, fine art (appraised value), flood coverage (annual aggregate), terrorism, pollution clean-up (related to property loss), personal property of others and valuable papers. Valuation: Replacement Cost (w/o depreciation).

Boiler and Machinery

Coverage for the “sudden and accidental” breakdown of mechanical and electrical machinery. Coverage includes expediting expenses, business income, extra expense, spoilage, water damage, ammonia contamination, hazardous substances, error in description and newly acquired property.

Cyber

Coverage includes information security & privacy liability, privacy notification costs, regulatory defense and penalties, website media content liability and system damage and restoration (business interruption from hacking or virus).

Ancillary Coverages

Ancillary coverages are offered on a member-by-member basis (such as earthquake).



Currently, our Liability Program reinsurance partner is; Munich Re (A.M. Best Rating A+ Superior).

An important safeguard and strength of our programs is the use of reinsurance to protect the membership from catastrophic losses. As a result of the financial strength and sound financial management of our programs, SDRMA has been able to obtain superior reinsurance coverage for our membership. Currently, our Liability Program reinsurance partner Munich Re is ranked one of the top reinsurers worldwide.

General Liability (1)	Public Officials E&O (2)	
Munich Re Reinsurance	Munich Re Reinsurance	\$ 10,000,000
Munich Re Reinsurance	Munich Re Reinsurance	\$ 5,000,000
Munich Re Reinsurance	Munich Re Reinsurance	\$ 2,500,000
SDRMA Self-Insured Retention		\$ 250,000
		\$ 100,000
\$ 0 Member Deductible		

(1) Specific per Occurrence per Member

(2) Includes: Employment Practices Liability, Employee Benefits

PROPERTY PROGRAM STRUCTURE



Currently, our Property Program reinsurance partner is Public Entity Property Insurance Program (PEPIP). Formed in 1993 to meet the unique property insurance needs faced by public entities, they are the largest single property placement in the world.

INSURED BY: LEXINGTON INSURANCE COMPANY* (A.M. BEST RATING A EXCELLENT)



NOTES: Property Coverage also includes Boiler & Machinery (which has a separate limit of \$100 million), and Contractors Equipment Schedule, Lease Purchase and Fire Vehicles Scheduled (which have separate sublimits under the property schedule)

* The Lexington Insurance Company is the primary carrier for SDRMA's coverage limits in the PEPIP program administered by Alliant Insurance Services, Incorporated

As California's trusted risk management advisor, SDRMA provides special districts, joint powers authorities, cities and other public agencies with comprehensive workers' compensation coverage. Our Workers' Compensation Program has a proven reputation for tremendous stability, competitive rates, actuarially based fiscal management, and sound underwriting practices. Moreover, our responsive claims management and cost containment, combined with tailored safety and loss prevention, provide Members an unrivaled full-service Workers' Compensation Program.



Our primary objective
is proactive prevention -
to control and prevent losses,
and to lower workers'
compensation contributions.

PROTECTING OUR MEMBERS

Our primary objective is proactive prevention - to control and prevent losses, and to lower workers' compensation contributions. Our commitment is to create a safe environment for your employees - which is why our programs are geared to prevent employee injuries, not just provide coverage after they occur. Monthly safety and prevention bulletins are sent directly to all Members and employees.

LOSS CONTROL

Our excellent loss ratio is the direct result of the efforts of our Members and a proactive loss prevention program. New Members receive a comprehensive on-site safety analysis by a certified safety officer and are provided a written safety report. We provide our Members with a claims procedure manual and training sessions to assist them with preliminary claims processing. In addition, if a Member's Experience Modification calculations are higher than average, SDRMA takes extra steps to help Members bring down their Experience Modification Factor (EMOD).

All Workers' Compensation Programs in California are required by law to provide the same coverage. The difference is, with an SDRMA Program, you receive superior claims management, loss prevention and safety training to help prevent and reduce losses and unequalled value-for-value services.

WORKERS' COMPENSATION PROGRAM STRUCTURE



Currently, our excess partners, Liberty Insurance Corporation, Ace American Insurance Company, Great American Insurance Company, Brit Global Specialty USA (Lloyd's) and California State Association of Counties (CSAC) Excess Insurance Authority provide insurance coverage for the various structured layers of the Workers' Compensation Program.



SDRMA recognizes that claims management is a critical component of a risk management program. SDRMA takes a proactive approach to claims management. Responsive claims management and cost containment, combined with tailored safety and loss prevention, provides our members unequaled full-service programs.



Our philosophy and established practice is to work with and on behalf of our members to satisfactorily resolve claims

POSITIVELY IMPACTING CLAIMS COST

We consider claims our product: Our primary program objective is to provide responsive claims management, cost containment, loss control and prevention services that positively impacts the overall cost of property/liability coverages.

- ✦ Claims Philosophy: Our philosophy and established practice is to work with and on behalf of our members to satisfactorily resolve claims, not only within the self-insured retention level, but also within the excess insurance layers.
- ✦ Claims Management: We aggressively manage and defend claims for damages. SDRMA maintains a zero tolerance for fraud.
- ✦ Claims Communication: All claims activity is closely communicated and discussed with our members.
- ✦ State-of-the-Art Claims Software: SDRMA uses state-of-the-art claims management software to provide accurate, up-to-date status of each claim, loss run reports and financial information.
- ✦ Claims Activity Evaluation: SDRMA member's loss activity is continually monitored and evaluated by our claims management professionals. In the event that a member's loss activity exceeds the pool average, our claims management team will develop an action plan to assist members in claims reduction.
- ✦ Claims Settlement Authority: SDRMA's Board of Directors and management team retain ultimate settlement authority and approval of claims within the self-insured retention. We defend claims aggressively and the Board of Directors has instructed staff to make every effort to resolve claims to the benefit of our members.
- ✦ Claims Education: SDRMA believes the key to a successful risk management program is quality and relevant education. Our members are provided with a variety of seminars, online and local regional training such as: confined spaces, employment practices and board member ethics and responsibilities.
- ✦ Claims Manual: Members are provided with a Claims procedure manual and the necessary forms.

CLAIMS ARE OUR PRODUCT

Our philosophy and established practice is to work with and on behalf of our members to satisfactorily resolve claims, not only within the self-insured retention level, but also within the excess insurance layers.

Industry Average Indemnity Cost Per Workers' Compensation Claim: \$64,291
SDRMA Average Indemnity Cost Per Workers' Compensation Claim: \$24,799

SDRMA Average Cost per Claim		
Program Year	Workers' Compensation (Indemnity only)	Property/Liability
2017-18	\$24,799	\$13,713
2016-17	\$16,908	\$19,851
2015-16	\$17,213	\$15,804
2014-15	\$19,457	\$19,500
2013-14	\$7,131	\$17,730

Property/Liability Claims Management Program: Property/Liability claims are processed, managed and adjusted "in-house." SDRMA utilizes state-of-the-art claims management software and members have online access to claims and loss history information.

Workers' Compensation Claims Management Program: Under the direct supervision of SDRMA's Chief Risk Officer, we utilize the third-party administrator expertise of York Risk Services Group, Inc. for our workers' compensation claims management. Members have online access to claims and loss history information.

SDRMA, in partnership with California State Association of Counties (CSAC-EIA), offers a small group Medical Benefits Program to public agencies with 200 employees or less. CSAC-EIA small and large group medical pool current participant count is over 30,000 lives. Network Providers are Blue Shield, Blue Cross and Kaiser, and there are multiple plan offerings: HMOs, PPOs, and High Deductible HSA Compatible Plans. Express Scripts, Blue Shield and Kaiser are the prescription providers.

SDRMA also offers a small group Ancillary coverages program in partnership with CSAC-EIA and it is available to public agencies with 50 employees or less. There are several available options for each coverage providing maximum flexibility and savings. The Ancillary coverages program includes the programs and employee counts in the table below:

	Small & Large Group Participant
Program	Count
Dental	80,000+
Vision	30,000+
Life and Long Term Disability	85,000+
Employee Assistance Program	45,000+

SDRMA functions as the administrator of the small group program by marketing the program, enrolling new groups, answering day to day questions, billing (using a third party TPA), collecting and remitting the monthly medical and ancillary premiums. Since SDRMA only serves as the administrator of the Health Benefits Programs, there is no liability risk to SDRMA members.

Groups must be public agencies and are not required to participate in other SDRMA programs.



SDRMA also offers a small group Ancillary coverages program in partnership with CSAC-EIA and it is available to public agencies with 50 employees or less.

CONFIDENCE LEVELS



PROVIDING CONFIDENCE IN OUR PROGRAMS

The confidence level is a measurement of the Authority's funding level and ability to pay losses. The higher the percentage, the greater the ability to pay losses (current and future claims). SDRMA's Board of Directors has an established policy of maintaining an actuarial confidence level on an undiscounted basis of 90% for both the Property/Liability and Workers' Compensation programs. Currently, both our Property/Liability and Workers' Compensation confidence levels exceed 95%. The actuarial industry average is 75% - 85%.

Our goal is to serve as an extension of your staff so our service is seamless to you and your agency.

STATEMENT OF NET POSITION – JUNE 30, 2018 AND 2017

ASSETS	2018	2017
CURRENT ASSETS		
Cash and cash equivalents	\$ 8,396,042	\$ 10,275,155
Current investments	4,726,258	6,811,923
Receivables	4,336,363	5,054,365
Prepaid expenses	2,924,170	2,659,479
Total Current Assets	20,382,833	24,800,922
NONCURRENT ASSETS		
Investments at market	85,442,608	81,609,725
Note receivable	–	20,917
Capital assets:		
Land	762,850	762,850
Other capital assets, net	5,413,409	4,657,641
Total Noncurrent Assets	91,618,867	87,051,133
Total Assets	112,001,700	111,852,055
Deferred Outflow On Pensions / OPEB	823,568	637,936
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	256,039	794,234
Accrued payroll	186,148	106,411
Member payable	593,175	696,038
Unearned contributions	8,894,864	8,680,692
Current portion of claim-related liabilities	17,000,000	17,000,000
Total Current Liabilities	26,930,226	27,277,375
NONCURRENT LIABILITIES		
Noncurrent portion of claim-related liabilities	30,153,134	34,384,909
Pension liability, net	598,834	414,814
OPEB liability, net	220,949	–
Total Noncurrent Liabilities	30,972,917	34,799,723
Total Liabilities	57,903,143	62,077,098
Deferred Inflow On Pensions / OPEB	337,392	171,678
NET POSITION		
Invested in capital assets, net of related debt	6,176,259	5,420,491
Unrestricted	48,408,474	44,820,724
Total Net Position	\$ 54,584,733	\$ 50,241,215

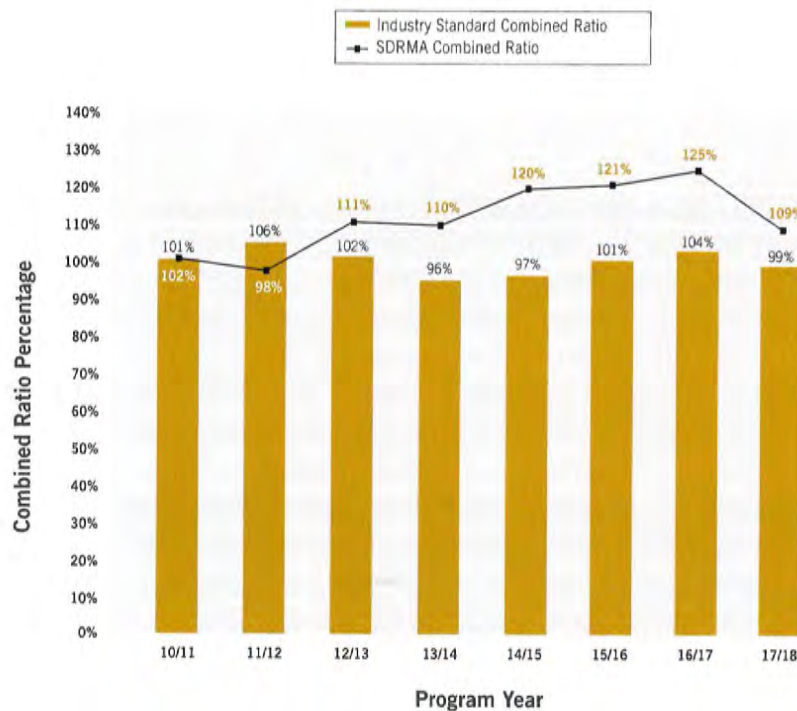
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
JUNE 30, 2018 AND 2017**

	2018	2017
OPERATING REVENUES		
Members' contributions	\$ 37,258,221	\$ 35,062,422
Health benefits premiums	31,678,641	30,251,174
Other income	291	528
Total Operating Revenues	68,937,153	65,314,124
OPERATING EXPENSES		
Claims expense	10,739,456	17,465,946
Insurance expense	14,918,720	13,566,816
Health insurance expense	31,066,519	29,662,532
Contract services and CSDA fees	2,484,340	2,443,458
Salaries and benefits	2,983,443	2,562,925
General and administrative	1,533,839	1,392,049
Depreciation expense	815,374	313,295
Total Operating Expenses	64,541,691	67,407,021
Operating Income (Loss)	4,395,462	(2,092,897)
NONOPERATING REVENUES AND EXPENSES		
Rental revenue	405,264	391,976
Rental expense	(307,518)	(302,890)
Net Rental Income (Loss)	97,746	89,086
Investment income	(785)	101,642
Gain (Loss) on sale of capital assets	-	-
Total Nonoperating Income	96,961	190,728
Change in Net Position	4,492,423	(1,902,169)
Beginning Net Position	50,241,215	52,143,384
Prior Period Adjustment	(148,905)	-
Ending Net Position	\$ 54,584,733	\$ 50,241,215



Combined ratios are a statistical measurement used to evaluate an organization's underwriting performance and takes into consideration annual operating costs, including claims and excess insurance expenditures compared to premiums collected.

PROPERTY/LIABILITY PROGRAM COMBINED RATIO TREND ANALYSIS



SDRMA's high ranking exceeds industry benchmarks resulting in lower rates for our members. This graphical illustration demonstrates that SDRMA's combined pool losses are typically below the combined ratio of the commercial insurance market. However, over the last couple of years, the SDRMA Board of Directors approved using Reserves instead of increasing rates for our members - those Reserves had previously been set aside for that purpose. This is reflected in the higher combined ratio number in the chart above.

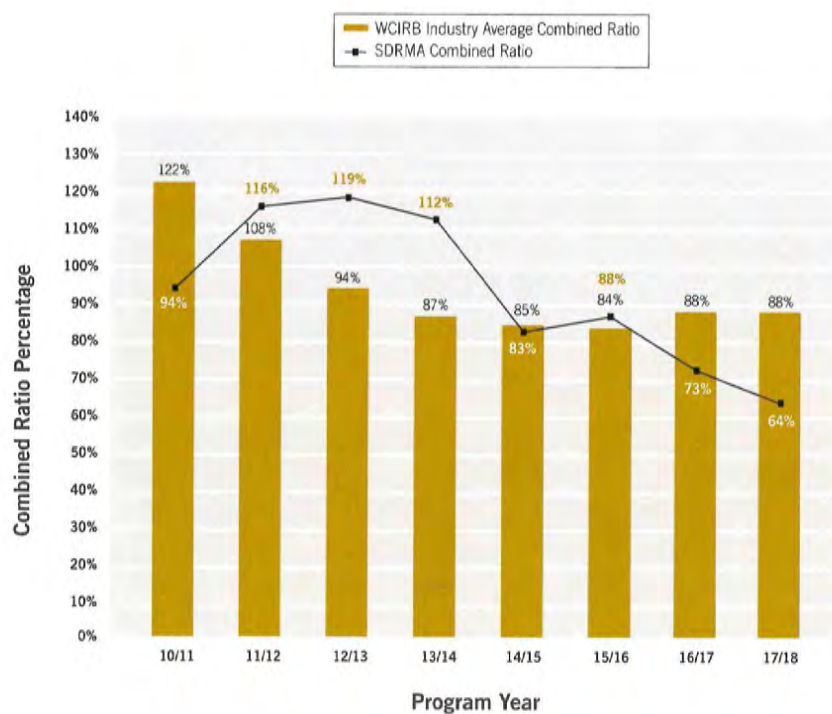
WORKERS' COMPENSATION COMBINED RATIOS

Agenda: 6.20.19
Item: 9.1



Combined ratios are an indicator of the organization's sound underwriting principles and skill at mitigating risk. Combined ratios provide a measurement of expenses to premiums collected - ratios greater than 100% indicate that more is paid out in claims and expenses than is collected in premiums. This graphical illustration demonstrates that SDRMA's combined pool losses are consistently below the combined ratio of the commercial market.

WORKERS' COMPENSATION PROGRAM COMBINED RATIO TREND ANALYSIS





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Maximizing Protection. Minimizing Risk.
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