

**REVISED
SPECIAL BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
December 13, 2018**

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 special meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, December 13, 2018 at 5:00 p.m.**, Highlands Park Senior Center, 8500 CA-9, Ben Lomond, CA.

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. Special Order of the Day

a. OATH OF OFFICE

Administration of Oath of Office for the New Board Members by the District Secretary.

b. ELECTION OF OFFICERS

2. Convene Meeting/Roll Call

3. Additions and Deletions to Open Session Agenda:

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

4. Oral Communications:

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the agenda. Please understand that California law (The Brown Act) limits

what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda.

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

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

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

5. Unfinished Business: None

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

6. 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. RESOLUTION OF APPRECIATION FOR C. BAUGHMAN
Discussion and possible action by the Board regarding the Resolution of Appreciation for Chuck Baughman.
- b. RESOLUTION OF APPRECIATION FOR G. RATCLIFFE
Discussion and possible action by the Board regarding the Resolution of Appreciation for G. Ratcliffe.
- c. RESOLUTION OF APPRECIATION FOR J. HAYES
Discussion and possible action by the Board regarding the Resolution of Appreciation for John Hayes.
- d. BOARD OF DIRECTORS' POLICY MANUAL
Discussion and possible action by the Board regarding the Board Policy Manual.
- e. BOARD OF DIRECTORS MEETING COSTS
Discussion and possible action by the Board regarding the costs of BoD meetings.
- f. BOARD OF DIRECTORS' MEETING DATES FOR 2019
Discussion and possible action by the Board regarding the dates and time for regularly scheduled BoD meetings.

- g. RESPECTFUL WORKPLACE POLICY FOR 2019
Discussion and possible action by the Board regarding Respectful Workplace Policy.
- h. PERSONNEL SYSTEM RULES & REGULATIONS FOR 2019
Discussion and possible action by the Board regarding Personnel System Rules & Regulations.
- i. SEXUAL HARASSMENT POLICY FOR 2019
Discussion and possible action by the Board regarding the Sexual Harassment Policy.
- j. BOARD OF DIRECTORS' DISTRICT EMAIL
Discussion and possible action by the Board regarding BoD District email.
- k. COMMITTEE APPOINTMENTS FOR 2019
Discussion and possible action by the Board regarding committee appointments.
- l. FIELD TRIPS FOR NEW AND EXISTING DIRECTORS ABOUT THE DISTRICT - DIRECTOR SMALLMAN
Discussion and possible action by the Board regarding Director field trips.
- m. BOARD MEMBERS, SENIOR STAFF MEMBERS AND PUBLIC COMMITTEE MEMBERS TRAINING - DIRECTOR SMALLMAN
Discussion and possible action by the Board regarding training.
- n. LEGAL PRESENTATION
Public presentation of the procedural history of the Holloway and Vierra lawsuits against the District. Responses to questions will be limited as needed to avoid disclosure of confidential and/or privileged information.

7. 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 Open Session Agenda upon request from individual Directors or a member of the public.

- a. MINUTES FROM BOARD OF DIRECTORS MEETING NOVEMBER 15, 2018
Consideration and possible action by the Board to approve minutes from the November 15, 2018 BoD meeting.

- b. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING
NOVEMBER 28, 2018
Consideration and possible action by the Board to approve minutes from the November 28, 2018 BoD meeting.
- c. REIMBURSEMENT TO B. SMALLMAN FOR CSDA CONFERENCE
EXPENDITURE
Consideration and possible action by the Board to approve reimbursement to B. Smallman for CSDA Conference expenditure.

8. District Reports:

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

- DEPARTMENT STATUS REPORTS
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
 - Administration/Engineering
 - Finance
 - Environmental
 - Operations
 - Legal
- COMMITTEE REPORTS
 - Future Committee Agenda Items
 - Committee Meeting Notes/Minutes
 1. Engineering Committee November 26, 2018
 2. LADOC November 27, 2018
- DIRECTORS REPORTS
 - Director's Communication
 - Future Board of Directors Meeting Agenda Items
 - Brown Act & Ethics Training
 - Budget & Finance Workshop
 - Education Commission Review
 - Review of Consultants
 - Environmental Projects Review
 - Administration & Operations Buildings Assessment

9. Written Communication:

- Fultz, Henry, Swan Elected to SLVWD BoD - Press Banner 11.30.18

10. Informational Material: None

11. Additions and Deletions to Closed Session Agenda:

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

12. Oral Communications Regarding Items in Closed Session:

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

13. Adjournment to Closed Session

At any time during the regular session, the Board may adjourn to Closed Session in compliance with, and as authorized by, California Government Code Section 54956.9 and Brown Act, Government Code Section 54950. Members of the public will be given the opportunity to address any scheduled item prior to adjourning to closed session.

- a. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Vierra v. San Lorenzo Valley Water District, et al.
(Santa Cruz Superior Court Case No. 18CV00890)
- b. 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. H043704, H043492).
- c. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
DeBert v. San Lorenzo Valley Water District et al. (Santa Cruz County Superior Court Case No. 17CV02729).

Closed Session Note:

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

entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waive of the privilege.

14. Reconvene and report actions taken in Closed Session.

15. Adjournment

Certification of Posting

I hereby certify that on December 7, 2018 I posted a copy of the foregoing special agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 24 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on December 7, 2018

Holly B. Hossack
District Secretary

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 16 (18-19)**

SUBJECT: RESOLUTION OF APPRECIATION FOR DIRECTOR BAUGHMAN

WHEREAS, on December 18, 2014 Charles Baughman was sworn in after being elected to the Board of Directors of the San Lorenzo Valley Water District; and

WHEREAS, Director Baughman faithfully and continuously served in his capacity as a Board of Director for a period of 4 years, in 2018 as the president of the Board; and

WHEREAS, Director Baughman began working with the District as chair of the Community Outreach Citizen's Advisory Committee where he was instrumental in the District earning a Transparency Certificate of Excellence and improving outreach to the public; and

WHEREAS, Director Baughman was instrumental in setting the District up for a financially viable future to fund capital improvements and build reserves; and

WHEREAS, Director Baughman was dedicated to the proper management and protection of the District's Watershed Property and the environmental health of the entire San Lorenzo River Watershed; and

WHEREAS, Director Baughman was deeply involved in the Santa Margarita Groundwater Management Agency and its formation, serving as one of the District's representative and Vice Chair;

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District that Charles Baughman be commended and thanked for his years of dedicated service, that he has the respect of all who have worked with him and that his efforts and dedication will be sorely missed.

**

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December, 2018 by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 17 (18-19)**

SUBJECT: RESOLUTION OF APPRECIATION FOR DIRECTOR RATCLIFFE

WHEREAS, on December 18, 2014 Gene Elizabeth Ratcliffe was sworn in after being elected to the Board of Directors of the San Lorenzo Valley Water District; and

WHEREAS, Director Ratcliffe faithfully and continuously served in her capacity as a Board of Director for a period of 4 years, in 2017 as the president of the Board; and

WHEREAS, Director Ratcliffe began working with the District as a member of the Community Outreach Citizen's Advisory Committee where she was instrumental in the District earning a Transparency Certificate of Excellence and improving outreach to the public; and

WHEREAS, Director Ratcliffe was instrumental in setting the District up for a financially viable future to fund capital improvements and build reserves; and

WHEREAS, Director Ratcliffe was dedicated to the proper management and protection of the District's Watershed Property and the environmental health of the entire San Lorenzo River Watershed; and

WHEREAS, Director Ratcliffe was deeply involved in the Santa Margarita Groundwater Agency and its formation, serving as one of the District's representative;

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District that Gene Elizabeth Ratcliffe be commended and thanked for her years of dedicated service, that she has the respect of all who have worked with her and that her efforts and dedication will be sorely missed.

**

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December, 2018 by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 18 (18-19)**

SUBJECT: RESOLUTION OF APPRECIATION FOR DIRECTOR HAYES

WHEREAS, on June 21, 2018 John Hayes was sworn in after being appointed to the Board of Directors of the San Lorenzo Valley Water District; and

WHEREAS, Director Hayes faithfully served in his capacity as a Board of Director for a period of 5 months; and

WHEREAS, Director Hayes began working with the District as the public member of the Budget and Finance Committee where he was instrumental in ending the Lompico Surcharge; and

WHEREAS, Director Hayes was involved in setting the District up for a financially viable future to fund capital improvements and build reserves; and

WHEREAS, Director Hayes was dedicated to the proper management and the fiscal viability of the District as well as the environmental health of the entire San Lorenzo River Watershed; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District that John Hayes be commended and thanked for his years of dedicated service, that he has the respect of all who have worked with him and that his efforts and dedication will be sorely missed.

**

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December, 2018 by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Board of Directors Policy Manual 2019
DATE: December 13, 2018

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached Board of Directors Policy Manual and approve the attached resolution which establishes the San Lorenzo Valley Water District Board of Directors Policy for 2019.

BACKGROUND:

The Board Policy Manual has not been reviewed by the Board since December 2015. It was revised in 2016 and 2017 but it was not taken to the Board and ratified by resolution. The current Board Policy Manual is attached for your review.

Director Fultz has reviewed the current policy manual and proposed several changes (see attached with resolution).

Rick Rogers
District Manager

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 22 (18-19)

SUBJECT: BOARD POLICY MANUAL 2019

WHEREAS, on December 9, 2015 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 26 (15-16) Board of Directors Policy Manual 2016; and

WHEREAS, Section 27 of said Policy Manual states the specific Board of Directors Policy Manual will be adopted by Resolution of the Board of Directors annually; and

WHEREAS, the proper functioning of the District Board and Board Meetings is critical to proper functioning of the District; and

WHEREAS, an adopted set of rules and procedures assist in the proper functioning of the Board; and

WHEREAS, each Board Member, individually, agrees with the Policy Manual as a whole and agrees to follow said Policy Manual;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board adopts and approves the 2019 San Lorenzo Valley Water District Board of Directors Policy Manual.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December 2018, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly B. Hossack
District Secretary

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 26 (15-16)

SUBJECT: BOARD POLICY MANUAL 2016

WHEREAS, on February 19, 2015 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 38 (14-15) Board of Directors Policy Manual 2015; and

WHEREAS, Section 27 of said Policy Manual states the specific Board of Directors Policy Manual will be adopted by Resolution of the Board of Directors annually; and

WHEREAS, the proper functioning of the District Board and Board Meetings is critical to proper functioning of the District; and

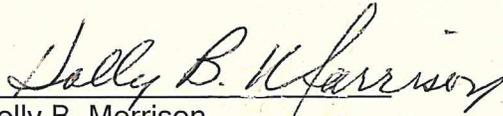
WHEREAS, an adopted set of rules and procedures assist in the proper functioning of the Board; and

WHEREAS, each Board Member, individually, agrees with the Policy Manual as a whole and agrees to follow said Policy Manual;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board adopts and approves the 2016 San Lorenzo Valley Water District Board of Directors Policy Manual.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 9th day of December 2015, by the following vote of the members thereof:

AYES: Hammer, Bruce Brown, Baughman, Ratcliffe
NOES:
ABSTAIN:
ABSENT:


Holly B. Morrison
District Secretary

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 2016

ADOPTED

December 9, 2015

RESOLUTION NO. 26 (15-16)

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

1. RESOLUTION NO. 26 (15-16) – 2016 Board Policy Manual, approved by the full (December 9, 2015)

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1. MISSION STATEMENT

“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”.

Adopted by the Board of Directors of the San Lorenzo Valley Water District on June 2, 2000.

The mission of the San Lorenzo Valley Water District will be accomplished through the implementation of the following objectives:

OBJECTIVE I; STAFFING

Provide an efficient and adequate staff of employees and consultants, dedicated to the District mission and responsive to the Board. Provide staff and consultants with proper resources.

OBJECTIVE II; COMMUNICATIONS

Establish and maintain an environment that encourages the open exchange of ideas and information between Board members, staff and the public that is positive, honest, concise, understandable, responsive and cost-efficient.

OBJECTIVE III; EDUCATION

Develop and maintain comprehension and competence regarding issues that come before the Board of Directors and Staff. Ensure the District's customers are informed regarding the benefits of safe operations, proper claims procedures, District operations and conservation.

2. AUTHORITY OF BOARD

- A) The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
- B) Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C) Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of three (3) Board members is required to constitute a quorum of the Board of Directors.

3. CODE OF ETHICS AND CONDUCT

The Board of Directors of the San Lorenzo Valley Water District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents. The Board of Directors is expected to maintain the highest ethical standards, to follow District policies and regulation, and to abide by all applicable local, state and federal laws. Board of Directors conduct should enhance the integrity and goals of the District. In order to assist in the governing of behavior between and among members of the Board of Directors, the following rules shall be observed:

- A) The dignity, style, values and opinions of each Director shall be respected.
- B) Responsiveness and attentive listening in communications is encouraged.
- C) The needs of the District's constituents shall be the priority of the Board of Directors.
- D) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff members of the District.
- E) Directors should commit themselves to emphasizing the positive.
- F) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
- G) Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to creating barriers to the implementation of said action.
- H) Directors should practice the following procedures:
 - 1. In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - 2. In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.
 - 3. In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - 4. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.
- I) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
- J) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- K) When responding to constituent requests and concerns at board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

- L) Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- M) Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
- (N) Members' interaction with public, press or other entities must recognize the limitation of any Board member to speak for the Board except to repeat explicitly stated Board decisions, while respecting the right of Board members to express individual opinions.
- O) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- P) The Board will further inform itself, individually and collectively, through ongoing outreach to determine community wishes and through continuing education on issues relevant to the District.
- Q) Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.

4. ETHICS TRAINING

Pursuant to California Government Code section 53234 et seq. or as amended, all Directors shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter. All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission. The District Manager and any other employee(s) of the District designated by the Board of Directors shall also receive the ethics training specified herein. The District shall maintain records indicating the name of the entity that provided the training and the dates ethics training was completed. Records shall be maintained for a period of at least five (5) years after the date on which the training was received. These records are public records subject to disclosure under the California Public Records Act.

5. GOVERNING LAWS

The Board of Directors shall comply with and shall be guided by applicable provisions of Federal laws; State laws, including the Water Code, Government Code, Section 1090 of the Government Code, Elections Code and Public Resources Code; this Policy Manual, and the rules and regulations of the District as established by the motions, resolutions and ordinances enacted by the Board of Directors. Motions, resolutions and ordinances may be enacted by the Board in accordance with Water Code section 30523 or as amended.

6. ELECTION OF OFFICERS

There shall be two (2) officers: a president and a vice president, who shall be members of the District Board of Directors. Election of officers shall be held at the second (2nd) Board of Directors meeting in December of each calendar year. Officers will serve for a one (1) year term. Elections will conform to the applicable provisions of this Policy Manual.

7. ROLE OF THE BOARD POWERS, DUTIES AND FUNCTIONS

A) POWERS

The Board of Directors is responsible for the establishment of policy and general control of the District. This broad authority shall be exercised in accordance with all applicable federal, state and local laws and regulations. The Board of Directors may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District.

The enabling codes established by the California State Legislature empowers the Board of Directors to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

B) DUTIES

The primary duties of the Board of Directors are as follows:

1. Take action at legal meetings.
2. Establish and periodically review written policies for District operation and administration.
3. Be responsible for all District finances.
 - a. Approve fiscal budget.
 - b. Monitor the budget spending.
4. Set rates, fees and charges for District services.
5. Personnel
 - a. Hire and discharge General Manager and Legal Counsel.
 - b. Annually evaluate the General Manager and Legal Counsel.
6. Establish written policy on how Board of Director's Meetings are conducted.
7. Review and revise the Master Plan for the District.
8. Ratify committee appointments made by the President.
9. Establish Director compensation limits.

C) FUNCTIONS

The powers and duties of the Board of Directors include governance, executive and quasi-judicial functions. These relate to the Board's own operations as a governing body and to all functions of the District.

1. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall

prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations. Item 3d

2. EXECUTIVE FUNCTIONS

The Board of Directors is authorized to delegate any of its powers and duties to an officer or employee of the District. The Board of Directors; however, retains ultimate responsibility over the performance of those powers or duties so delegated.

3. QUASI-JUDICIAL FUNCTIONS

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level. The method of resolving public complaints shall be as follows:

- a. The individual with a complaint shall first discuss the matter with the District Manager. If this individual registering the complaint is not satisfied with the disposition of the complaint by the District Manager, said complaint may be filed with the Board of Directors.
- b. The Board of Directors may consider the matter at a subsequent regular meeting or call a special meeting. The Board of Directors will expeditiously resolve the matter.
- c. This policy in no way prohibits or intends to deter a member of the public from appearing before the Board of Directors to present a verbal complaint or statement in regards to actions of the Board of Directors, District programs or services, or impending considerations of the Board of Directors.

8. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure unless duly authorized by the Board of Directors. Nor may an individual Director direct staff to perform specific duties unless duly authorized by the Board of Directors. Directors do not represent any factional segment of the constituency, but are, rather, a part of the body which represents and acts for the constituency as a whole.

- A) Each Director has the right to place an item on a subsequent Board of Directors Meeting. The deadline for submittal of an agenda item by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda.
- B) Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 1. To prepare adequately for each such meeting;
 2. To observe the rules of decorum as set forth herein; and
 3. Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.

- C) When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.
- D) Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.

9. BOARD OF DIRECTORS MEETINGS

A) REGULAR TIME AND PLACE OF MEETINGS

Regularly scheduled meetings of the Board of Directors shall be held, on the first (1st) and third (3rd) Thursday of each month at 6:00 pm; at the District Operations Building, 13057 Highway 9, Boulder Creek, CA., unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act, may be duly authorized and held as deemed necessary only by a majority of the Board of Directors. Notice and location of emergency meetings shall be as prescribed by law.

B) PUBLIC NATURE OF MEETINGS

All meetings of the Board of Directors shall be open to the public, except when the Board is convened in Closed Session as authorized under provisions of the Ralph M. Brown Act (California Government Code section 54950 et seq.).

C) QUORUM AND VOTING REQUIREMENTS

The presence of three (3) or more Directors shall constitute a quorum for the transaction of District business. No ordinance, resolution or motion shall be passed by the Board of Directors without a majority vote of the Board, unless otherwise required or prescribed by State law. (See for example, Government Code section 54954.2, Board Policy Manual subparagraph K, below.)

D) BOARD ACTION

The Board of Directors shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings unless otherwise prescribed by law. Unless otherwise provided by its own terms, all ordinances, resolutions and motions shall become effective upon adoption. Any member of the Board of Directors, including the President, can make a motion. Motions do not require seconds. The President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any and all members of the Board of Directors to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board of Directors at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board of Directors, the President shall restate

the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the maker may modify their motion or withdraw it completely. However, after the President has stated the question, the motion may be changed only by a motion to amend which is passed by a majority vote of the Board of Directors.

The President of the Board may at any time, during debate or otherwise, declare a recess. Declaration of a recess shall not be subject to any motions.

E) PARLIAMENTARY PROCEDURES

Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Sturgis Standard Code of Parliamentary Procedure. No action of the Board of Directors shall be deemed invalid for the reason that said action was not in conformance with Sturgis Standard Code of Parliamentary Procedure.

F) ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board of Directors and having the President state that without objection the matter will stand approved. Should any Director object to such unanimous consent, the President shall then call for a vote.

G) ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board of Directors, each Director shall be recognized by the chair before speaking. Notwithstanding any provision of this Policy, however, each Director shall have a right to be heard within reason on any issue before the Board of Directors. Each Director may seek information or comment by the staff on any question.

H) CLOSED SESSION

Except as provided by law, all proceedings in Closed Sessions shall remain confidential.

I) MEETING AGENDAS

The District Manager, in consultation with the Board President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of the Board of Directors as those terms or its successor terms are defined by the Ralph M. Brown Act (California Government Code section 54950 et seq.). The District Manager and the Board President shall meet, annually, in January of each calendar year to identify recurring items of business which should be placed on written agendas at appropriate times during the coming year. The District Manager, in consultation with the President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of "other legislative bodies," of the San Lorenzo Valley Water District, as those terms or its successor terms are defined by the Ralph M. Brown Act. Any Director may request that an item be placed on the agenda for a regular meeting of the Board of Directors. The District Secretary shall be responsible for the posting of the appropriate notice and agenda for all meetings of the Board of Directors and/or "other legislative bodies."

A copy of the agenda for each regular meeting of the Board of Directors shall be

forwarded to each Board member, at least three (3) days in advance of each regular meeting, together with copies of all applicable supporting documentation; minutes to be approved; staff report; and other available documents pertinent to the meeting. Directors shall review agenda materials before each meeting. Individual directors may confer directly with the District Manager to request additional information on the agenda items.

J) ORDER OF BUSINESS

1. Convene Meeting, Roll Call.
2. Additions and Deletions to Agenda.
3. Adjournment to Closed Session.
4. Reconvene to Open Session at 7:00 PM time-certain
5. Report Actions Taken in Closed Session.
6. Minutes.
7. Oral Communications.
8. Written Communications.
9. Consent Agenda.
10. Unfinished Business.
11. New Business.
12. General Manager Reports.
 - a. Manager Reports.
 - b. Committee/Director Reports.
13. Informational Material.
14. (If applicable) Adjournment to Closed Session.
15. (If applicable) Reconvene to Open Session to Report Actions Taken in Closed Session.
16. Adjournment

K) ADDITIONS AND DELETIONS TO AGENDA

Additions to the Agenda, if any, shall be made in accordance with California Government Code Section 54954.2 or as amended (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. If less than two-thirds of the members are present a unanimous vote of those members present is required.

L) ORAL COMMUNICATION

The Board of Directors encourages public participation. The Oral Communications portion of the agenda is reserved for citizen communication on matters not otherwise on the agenda. Any person may address the Board of Directors on any subject that lies within the jurisdiction of the District during this portion of the agenda. Unless otherwise altered by the President or presiding officer, individual citizen communication during the Oral Communication portion of the agenda shall not exceed three (3) minutes in length and individuals may only speak once. The Ralph M. Brown Act (Section 54954.3 or as amended) prohibits any action being taken by the Board of Directors on any Oral Communications presented; however, the Board of Directors may request that the matter be placed on a future agenda. Each person addressing the Board of Directors shall be requested to give his or her name and address for the record, and designate the subject matter. Citizens may also address the Board of Directors on specific agenda items, including those on the consent agenda, only after first obtaining recognition by the President or presiding officer. Participation by interested citizens on specific agenda items is subject to orderly procedure, including time limits and decorum established under the

authority of the President or presiding officer and applicable law.

All communications by interested citizens, whether during Oral Communications, or other items on the agenda, shall be addressed to the Board of Directors as a single body and not to individual Board members, staff or members of the audience. No person other than the Board of Directors and the person having the floor shall be permitted to enter into discussion, either directly or through a director, without the permission of the President or presiding officer. No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or presiding officer. Proper decorum must be observed by Directors, staff, speakers and the audience. The President or presiding officer shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President or presiding officer, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the president regarding a matter of order or procedure. The President shall rule out of order any irrelevant, repetitive or disruptive comments. No cell phone operation or audible pager use is allowed in the Board of Directors chambers.

M) CONSENT AGENDA

The purpose of a consent agenda is to minimize the time required for the handling of any non-controversial matters. Consent agenda items are considered to be routine and non-controversial, with documentation provided to the Board of Directors that is adequate and sufficient for approval without inquiry or 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. Unless moved to the regular agenda, the consent agenda shall be voted upon as one single item without discussion or debate.

N) STUDY SESSIONS

Study sessions or workshop meetings are for the purpose of discussing an item(s) that may come before the Board at a later time for official action, to facilitate planning, or discussion of special topics of interest. Study sessions provide a more informal forum for the Board of Directors, staff and the public to engage in open-ended discussion and share information on a particular subject(s). No formal action(s) can be taken at a study session; direction can be given to staff regarding preparation of an agenda item for discussion and possible action at a subsequent meeting. From time to time, study sessions may be duly authorized as deemed necessary by the President or a majority of the Board.

O) WRITTEN CORRESPONDENCE

The Written Correspondence portion of the agenda is established to act as a report of written materials received by the Board as a whole, but may also include items requested for inclusion by individual Directors or members of the public. Written Communications which require no official actions by the Board of Directors may be listed only by title and date received, and not presented in its entirety. Written Correspondence not presented in its entirety will be maintained by the District Secretary for a period of two (2) years.

10. TECHNOLOGICAL CONFERENCING

Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of any legislative body of the District. Teleconferencing is defined as a meeting of a legislative body of the District, the members of which are in different locations, connected by electronic means, through either audio or video, or both. If a legislative body of the District elects to use teleconferencing, it shall comply with all

11. PRESIDENT

A) DUTIES

The President shall sit as presiding officer and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe; including the following:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board of Directors in its proper order.
3. Enforce the Board of Directors policies and rules with respect to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member of the Board of Directors.
6. Restrict discussion to the question when a motion is before the Board of Directors.
7. Rule on parliamentary procedure.
8. Put motions to a vote, and state clearly the results of the vote.

B) RESPONSIBILITIES

The President shall have all the rights to discuss and vote on any issues before the Board of Directors. The President shall have the following responsibilities:

1. Sign all instruments, acts, and carry out stated requirements and the will of the Board of Directors.
2. Consult with the District Manager on the preparation of the Board of Directors agendas. In addition, any Director shall have the right to place any matter on the agenda for any meeting in accordance with the provisions of this policy.
3. Appoint and disband all committees, subject to Board of Directors approval.
4. Call such meetings of the Board of Directors as they may deem necessary, giving notice as prescribed by law.
5. Confer with the District Manager and/or District Counsel on matters which may occur between Board of Directors meetings.
6. Be responsible for the orderly conduct of all Board of Directors meetings.
7. Act as spokesperson for the Board of Directors.
8. Coordinate and prepare the Board of Directors annual evaluation of the General Manager and Legal Counsel.

9. Other duties as authorized by the Board of Directors.

12. VICE-PRESIDENT

When the President resigns or is absent or disabled, the Vice President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item, the Vice-President shall perform the duties of the presiding officer.

13. MINUTES

Minutes of all regularly scheduled Board of Directors meetings will be audio recorded. Said audio record shall be subject to inspection in accordance with State Laws, including the California Public Records Act.

14. COMMITTEES

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility. The three District standing committees are as follows: Administrative, Budget & Finance and Engineering/Operations/Environmental.

Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

Committee meetings shall be held in accordance with the provisions of the Ralph M. Brown Act. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, Directors that are not members of a committee may attend as observers, but shall not participate at the Committee's meeting.

Committee appointments will be reviewed by the full Board at the 2nd Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Each committee may have no more than two Board Members and no more than one Public Member. Each committee member shall be appointed by a simple majority vote of the Board. During the appointment discussion each Director may present a public member to serve on each standing committee. If more than one public member is presented to serve on an individual committee, the full Board shall vote to determine which public member shall be seated on that committee for the year.

Members of the committees serve at the pleasure of the Board. Each committee shall designate their own chairperson. The chairperson shall be a member of the Board. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

A majority of the members of each committee shall constitute a quorum for the transaction of business. Only members of the committee are entitled to make, second or vote on any motion or other action of the committee. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

During the first regular meeting after January 1st of each year, each Committee shall review the District's current Strategic Plan and identify Strategic Plan Elements pertaining to said Committee. The Committee's findings regarding such Strategic Plan review shall be reported back to the Board at the next available regular Board Meeting for discussion and to allow the Board to provide direction back to the committees regarding completion of identified Strategic Plan Elements.

During the first regular meeting after January 1st of each year, each Committee shall prepare a multi-month forward looking calendar of items to be discussed by said Committee. Said calendar shall be no less than a three month look-ahead. Each Committee chairperson shall maintain said look-ahead calendar and submit same to the Board on a monthly basis.

The committee Chairperson shall record summary minutes of each committee meeting. The minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

Vacancies shall be reported to the full Board as soon as practically possible. Vacancies shall be filled by simple majority vote of the Board.

Committee Members shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by San Lorenzo Valley Water District's local conflict of code shall apply to the members of the committee members.

All committee communications must go through the designated committee chairperson.

A committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board.

The Board may refer a recommendation back to any committee for reevaluation whenever the Board deems additional evaluation is required.

Each Standing Committee shall, as a minimum, be responsible for the following:

Administrative Committee

The Committee shall be responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies, pending State and Federal legislation; and other administrative programs.

Budget and Finance Committee

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

Environmental / Engineering / Planning Committee

The Committee shall be responsible to review matters of stewardship, design, construction, replacement, and repair of the District facilities and property, including: The Capital Improvement Program; Master Plans; Urban Water Management Plans; Water Conservation Programs; Classic Watershed Education Grants; Watershed Management; Resource Management; and other environmental / engineering / operational and planning related matters.

15. MEETING STIPENDS

Each Director may receive compensation as established by resolution of the Board of Directors. Pursuant to California Water Code section 30507, each Director may receive compensation in an amount not to exceed one hundred dollars (\$100.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Director by request or approval of the Board, not to exceed six hundred dollars (\$600.00) in any calendar month.

Consistent with California Water Code section 30507, by resolution of the Board of Directors, the District has established the following per day (daily meeting stipend) for each day's attendance at meetings, as defined herein. Such compensation is in addition to any approved reimbursement for meals, lodging, travel and other expenses consistent with the policies stated herein.

- a) To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 1. A meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code section 54952(a); or
 2. Any meeting attended or service provided on a given day at the formal request of the District Board of Directors, and for which the Board at a public meeting approved payment of a daily meeting stipend.
- b) To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must be a meeting of a designated District standing committee within the meaning of California Government Code section 54952(b). Only Directors appointed to the District standing committees shall be entitled to said daily meeting stipend.

16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCE AND MEETINGS

The Board of Directors has determined that the following provisions shall be applicable to Director training, educational programs, conferences and meetings:

- A) Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.
- B) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
- C) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
- D) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.

- E) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 2. Traveling together whenever feasible and economically beneficial.
 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- F) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- G) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.
- H) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.
- D) Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act when more than three (3) Directors attend the same event.

17. EXPENDITURE REIMBURSEMENT

The purpose of this policy is to prescribe the manner in which members of the San Lorenzo Valley Water District Board of Directors may be reimbursed for expenditures related to approved District business. The District shall adhere to California Government Code sections 53232 through 53232.4 or as amended when dealing with issues of expenditure reimbursements for Directors. This policy shall apply to all members of the Board of Directors, and is intended to result in no personal gain or loss to a Director.

Directors may be reimbursed for out-of-pocket expenditure(s) relative to reasonable and necessary costs associated with appropriate District business. The Board of Directors must provide approval for said District business at a public meeting prior

to incurring any authorized reimbursement costs.

Directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses associated with approved District business. Reimbursement rates shall coincide with guidelines established herein, or rates set by Internal Revenue Service Publication 1542 or its successor publication(s), whichever are greater.

If lodging is in connection with a prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

If travel is in connection with a prior approved event, the most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors shall use government or group rates offered by the event provider of transportation when available. If the group rate is unavailable, Directors shall be reimbursed for comparable travel at government or IRS rates.

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

State law provides criminal penalties for misuse of public resources, which includes falsification of expense reports. Penalties include fines, imprisonment, and restitution.

18. PERSONNEL POLICIES

A) PERSONNEL SYSTEM RULES AND REGULATIONS

San Lorenzo Valley Water District is committed to the provision of an orderly, equitable and uniform personnel system. The Board of Directors by resolution shall establish written rules and regulations for the administration of the personnel system. Personnel system rules and regulations shall be reviewed at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

B) SEXUAL HARASSMENT

The San Lorenzo Valley Water District is committed to creating and maintaining a work environment free of objectionable and disrespectful conduct and/or communication of a sexual nature and prohibits sexual harassment by all employees and the Board of Directors. The Board of Directors by resolution shall establish a written policy and procedure manual relative to sexual harassment. The District's sexual harassment policy shall be reviewed at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

Conduct which creates an intimidating, hostile or offensive work environment will not be tolerated. Verbal behavior, physical behavior, gestures and other non-verbal behavior which create said environment will not be tolerated. Any employee or member of the public who feel that they have been or are being harassed by a Director is strongly encouraged to immediately report such incident to the District Manager without fear of reprisal regardless of the outcome of the complaint. The District Manager shall assign the investigation of the alleged misconduct to an outside party such as an attorney or law firm experienced in such matters. The District Manager shall notify the President of the Board of Directors of said alleged misconduct. Thereafter, the President, at the next meeting of the Board of Directors, shall report the facts and nature of the allegations to the entire Board of Directors.

If the Director charged with sexual harassment is the President of the Board of Directors, the District Manager shall report the fact and nature of the allegation(s) to the entire Board of Directors at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board of Directors reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

C) NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of age, sex, race, color, creed, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, veteran status, or status with regard to public assistance. Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. All employees are expected to carry out the responsibilities in a manner that is free from discriminatory statements or conduct.

D) REASONABLE ACCOMMODATION-AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make.

Requests for reasonable accommodation may first be considered informally by the

site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the General Manager. The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district. Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the agency. The burden of proving undue hardship rests with the agency, and what may be an undue hardship for one agency may not be an undue hardship for another, depending on factors such as cost and agency size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation.

19. CONFLICT OF INTEREST CODE

Pursuant to provision of California Government Code section 81,000 et seq., commonly known as the Political Reform Act, the District shall adopt and maintain a Conflict of Interest Code. The Conflict of Interest Code and, any amendments thereto shall be adopted by resolution of the Board of Directors. The Board of Directors shall review the adopted Conflict of Interest Code on a bi-annual basis. At a regularly scheduled Board of Directors meeting in September of each even-numbered year, the Board of Directors shall review its Conflict of Interest Code and, if amendments are needed, shall submit said amendments to the Santa Cruz County Board of Supervisors in accordance with applicable deadlines. If no amendments are needed, the Board of Directors shall submit a written statement saying that its Conflict of Interest Code is still accurate.

20. RESIGNATIONS

Resignations by Directors shall be in writing, state the effective date and be submitted to the President of the Board of Directors and District Secretary. In the event the President of the Board of Directors resigns, the resignation shall be submitted to the Vice-President of the Board of Directors and the District Secretary.

21. VACANCIES

Directors are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, Directors should be present for scheduled meeting or events whenever possible. In accordance with California Government Code section 1770 a Director position vacancy will occur whenever "he or she ceases to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness", or when absent from the Board of Directors without the permission of the majority of the Board of Directors.

If such vacancy occurs, the Board of Directors will take action in accordance with California Government Code section 1770.

In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the District Board of Directors, after discussion and consideration, shall when deemed appropriate, instruct staff to:

- A) Place a public notice advising that a vacancy has occurred in accordance with applicable provisions of law; and

- B) Said notice shall advise prospective candidates of the steps to take to apply for appointment; and
- C) The District's Board of Directors shall establish the closing date for the receipt of applications; and
- D) Applicants shall submit the following, by the date specified in the notice:
 - a) a letter of interest, and
 - b) a resume, with particular emphasis on the applicant's knowledge of special districts, and
- E) Applicant(s) shall be interviewed at the next regularly scheduled meeting of the District's Board of Directors following the date of closure for applications; and
- F) The District's Board of Directors shall make the appointment without undue delay, but need not act at the same meeting.

22. INCONSISTENT, INCOMPATIBLE AND CONFLICTING EMPLOYMENT OR ACTIVITIES

Pursuant to the provision of the California Government Code section 1126, the Board of Directors of the San Lorenzo Valley Water District has determined that it would be inconsistent and incompatible for a Board member to be a paid employee of the District. Therefore, based on this decision, a member of the Board of Directors shall not be a paid District employee.

23. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District.

24. INVESTMENT POLICY

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all state and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted by resolution of the Board of Directors. The Investment Policy shall be reviewed at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

25. ANNUAL DISCLOSURE OF REIMBURSEMENTS

The District shall annually disclose any reimbursements paid by the San Lorenzo Valley Water District of at least one hundred dollars (\$100.00) for each individual charge for services or products received. The Board of Directors shall review said reimbursement information for the preceding fiscal year (July 1 - June 30) at a regularly scheduled Board of Directors meeting in September of each calendar year.

26. GENERAL PROVISIONS

Any of the within policies not required by law may be altered, amended, or repealed by a majority of the Board at a duly authorized meeting.

27. ANNUAL REVIEW

This Board of Directors Policy Manual shall be reviewed annually by District Counsel and ratified by Resolution of the Board of Directors at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

END

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Section 1.01 Mission Statement

“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”.

Adopted by the Board of Directors of the San Lorenzo Valley Water District on June 2, 2000.

The mission of the San Lorenzo Valley Water District will be accomplished through the implementation of the following objectives:

1. STAFFING: Provide an efficient and adequate staff of employees and consultants, dedicated to the District mission and responsive to the Board. Provide staff and consultants with proper resources.
2. COMMUNICATIONS: Establish and maintain an environment that encourages the open exchange of ideas and information between Board members, staff and the public that is positive, honest, concise, understandable, responsive and cost-efficient.
3. EDUCATION: Develop and maintain comprehension and competence regarding issues that come before the Board of Directors and staff. Ensure the District's customers are informed regarding the benefits of safe operations, proper claims procedures, District operations and conservation.

Section 1.02 Authority of the Board

1. The Board of Directors shall act only at regular, regularly adjourned, or special meeting, as provided by State Law.
2. Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
3. Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of 3 Board members is required to constitute a quorum of the Board of Directors.

Section 1.03 Code of Ethics and Conduct

The Board of Directors of the San Lorenzo Valley Water District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents. The Board of Directors is expected to maintain the highest ethical standards, to follow District policies and regulations, and to

abide by all applicable local, state and federal laws. Board of Directors conduct should enhance the integrity and goals of the District. In order to assist in the governing of behavior between and among members of the Board of Directors, the following rules shall be observed:

1. The dignity, style, values and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communications is encouraged.
3. The needs of the District's constituents shall be the priority of the Board of Directors.
4. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff members of the District.
5. Directors should commit themselves to emphasizing the positive.
6. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of other should be encouraged.
7. Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to creating barriers to the implementation of said action.
8. Directors should practice the following procedures:
 - (a) In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - (b) In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.
 - (c) In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - (d) In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.

9. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
10. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
11. When responding to constituent requests and concerns at board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
12. Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
13. Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
14. Members' interaction with public, press or other entities must recognize the limitation of any Board member to speak for the Board except to repeat stated Board decisions, while respecting the right of Board members to express individual opinions.
15. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
16. The Board will further inform itself, individually and collectively, through ongoing outreach to determine community wishes and through continuing education on issues relevant to the District.
17. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.

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Section 1.04 Ethics Training

Pursuant to California Government Code section 53234 et seq. or as amended, all Directors shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter. All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

The District Manager and any other employee(s) of the District designated by the Board of Directors shall also receive the ethics training specified herein. The District shall maintain records indicating the name of the entity that provided the training and the dates ethics training was completed. Records shall be maintained for a period of at least five (5) years after the date on which the training was received. These records are public records subject to disclosure under the California Public Records Act.

Section 1.05 Governing Laws

The Board of Directors shall comply with and shall be guided by applicable provisions of Federal laws; State laws, including the Water Code, Government Code, Section 1090 of the Government Code, Elections Code and Public Resources Code; this Policy Manual, and the rules and regulations of the District as established by the motions, resolutions and ordinances enacted by the Board of Directors. Motions, resolutions and ordinances may be enacted by the Board in accordance with Water Code section 30523 or as amended.

Section 1.06 Election of Officers

There shall be two (2) officers: a president and a vice president, who shall be members of the District Board of Directors. Election of officers shall be held at the second (2nd) Board of Directors meeting in December of each calendar year. Officers will serve for a one (1) year term. Elections will conform to the applicable provisions of this Policy Manual.

Section 1.07 Role of the Board Members (Power, Purpose, Duties & Functions)

1. **POWERS:** The Board of Directors is responsible for the establishment of policy and general control of the District. This broad authority shall be exercised in accordance with all applicable federal, state and local laws and regulations. The Board of Directors may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District. The enabling codes established by the California State Legislature empowers the Board of Directors to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.
2. **DUTIES:** The primary duties of the Board of Directors are as follows:
 - (a) Take action at legal meeting.
 - (b) Establish and periodically review written policies for District operation and administration.
 - (c) Be responsible for all District finances.

- (1) Approve the fiscal budget.
 - (2) Monitor the budget spending.
 - (d) Set rates, fees and charges for District services.
 - (e) Personnel
 - (1) Hire and discharge the District Manager and Legal Counsel.
 - (2) Annually evaluate the District Manager and Legal Counsel.
 - (f) Establish written policy on how Board of Directors' Meetings are conducted.
 - (g) Review and revise the Master Plan for the District.
 - (h) Ratify committee appointments made by the President.
 - (i) Establish Director compensation limits.
3. FUNCTIONS: The powers and duties of the Board of Directors include governance, executive and quasi-judicial functions. These relate to the Board's own operations as a governing body and to all functions of the District.
- (a) Governance Functions: To fulfill its responsibility, the Board is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.
 - (b) Executive Functions: The Board of Directors is authorized to delegate any of its powers and duties to an officer or employee of the District. The Board of Directors; however, retains ultimate responsibility over the performance of those powers or duties so delegated.
 - (c) Quasi-Judicial Functions: The Board of Directors desires that public complaints be resolved at the lowest possible administrative level. The method of resolving public complaints shall be as follows:
 - (1) The individual with a complaint shall first discuss the matter with the District Manager. If this individual registering the complaint is not satisfied with the disposition of the complaint by the District Manager, said complaint may be filed with the Board of Directors.
 - (2) The Board of Directors shall consider the matter at a

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subsequent regular meeting or call a special meeting.
The Board of Directors will expeditiously resolve the matter.

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- (3) This policy in no way prohibits or intends to deter a member of the public from appearing before the Board of Directors to present a verbal complaint or statement in regard to actions of the Board of Directors, District programs or services, or impending considerations for the Board of Directors.

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Section 1.08 Role of Individual Directors

The Board of Directors is the unit of authority for the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure unless duly authorized by the Board of Directors. Nor may an individual Director direct staff to perform specific duties unless duly authorized by the Board of Directors. Directors do not represent any factional segment of the constituency, but are, rather, a part of the body which represents and acts for the constituency as a whole.

1. Each Director has the right to place an item on a subsequent Board of Directors Meeting. The deadline for submittal of an agenda item by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda.
2. Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 - (a) To prepare adequately for each such meeting;
 - (b) To observe the rules of decorum as set forth herein; and
 - (c) Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.
3. When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.
4. Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.

Section 1.09 Board of Directors Meetings

1. REGULAR TIME AND PLACE OF MEETINGS: Regularly scheduled meetings of the Board of Directors shall be held, on the first (1st) and third (3rd) Thursday of each month at 5:00 pm; at the District Operations Building, 13057 Highway 9, Boulder Creek, CA, unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act, may be duly authorized and held as deemed necessary only by a majority of the Board of Directors. Notice and location of emergency meetings shall be as prescribed by law.
2. PUBLIC NATURE OF MEETINGS: All meetings of the Board of Directors shall be open to the public, except when the Board is convened in Closed Session as authorized under provisions of the Ralph M. Brown Act (California Government Code section 54950 et seq.).
3. QUORUM AND VOTING REQUIREMENTS: The presence of three (3) or more Directors shall constitute a quorum for the transaction of District business. No ordinance, resolution or motion shall be passed by the Board of Directors without a majority vote of the Board, unless otherwise required or prescribed by State law. (See for example, Government Code section 54954.2, Board Policy Manual subparagraph K, below.)
4. BOARD ACTION: The Board of Directors shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings unless otherwise prescribed by law. Unless otherwise provided by its own terms, all ordinances, resolutions and motions shall become effective upon adoption. Any member of the Board of Directors, including the President, can make a motion. Motions require seconds. The President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any and all members of the Board of Directors to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board of Directors at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board of Directors, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the maker may modify their motion or withdraw it completely. However, after the President has stated the

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question, the motion may be changed only by a motion to amend which is passed by a majority vote of the Board of Directors.

The President of the Board may at any time, during debate or otherwise, declare a recess. Declaration of a recess shall not be subject to any motions.

5. PARLIAMENTARY PROCEDURES: Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Robert's Rules of Order Newly Revised. No action of the Board of Directors shall be deemed invalid for the reason that said action was not in conformance with Robert's Rules of Order Newly Revised.
6. ROUTINE BUSINESS: Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board of Directors and having the President state that without objection the matter will stand approved. Should any Director object to such unanimous consent, the President shall then call for a vote.
7. ORDERLY DISCUSSION: In order to promote discussion of the issues before the Board of Directors, each Director shall be recognized by the chair before speaking. Notwithstanding any provision of this Policy, however, each Director shall have a right to be heard within reason on any issue before the Board of Directors. Each Director may seek information or comment by the staff on any question.
8. CLOSED SESSION: Except as provided by law, all proceedings in Closed Sessions shall remain confidential.
9. MEETING AGENDAS: The District Manager, in consultation with the Board President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of the Board of Directors as those terms or its successor terms are defined by the Ralph M. Brown Act (California Government Code section 54950 et seq.). The District Manager and the Board President shall meet, annually, in January of each calendar year to identify recurring items of business which should be placed on written agendas at appropriate times during the coming year. The District Manager, in consultation with the President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of "other legislative bodies," of the San Lorenzo Valley Water District, as those terms or its successor terms are defined by the Ralph M. Brown Act. Any Director may request that an item be placed on the agenda for a regular meeting of the Board of Directors. The District Secretary shall be responsible for the posting of the appropriate notice and agenda for all meetings of the Board of Directors and/or "other legislative bodies."

A copy of the agenda for each regular meeting of the Board of Directors shall be forwarded to each Board member, at least three (3) days in advance of each regular meeting, together with copies of all applicable supporting documentation; minutes to be approved; staff report; and other available documents pertinent to the meeting.

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Directors shall review agenda materials before each meeting. Individual directors may confer directly with the District Manager to request additional information on the agenda items.

10. ORDER OF BUSINESS: As a practice of normal business the Board President may rearrange this order at any time. Introductory language for each agenda section may be modified by the Board of Directors from time to time.

(a) Convene Meeting/~~Roll Call~~

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(b) Additions and Deletions to Closed Session Agenda

(c) Public Comment Related to Items on the Closed Session Agenda

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(d) Adjournment to Closed Session

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(e) Reconvene to Open Session at 6:30 pm (time-certain)

(f) Closed Session Report

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(g) Additions and Deletions to Open Session Agenda

(h) Public Comment on any Topic Within the Jurisdiction of the District and Which is not on the Open Session Agenda

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(i) Unfinished Business

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(j) New Business

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(k) Consent Agenda

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(l) District Reports

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(1) District Manager Reports

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(2) Department Status Reports

(3) Committee Reports

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(4) Director's Reports

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(m) Written Communications

(n) Informational Material

(o) Adjournment to Closed Session (if applicable)

(p) Reconvene to Open Session to Report Actions Taken in Closed Session (if applicable)

(q) Public Comment (if applicable)

(r) Adjournment

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11. ADDITIONS AND DELETIONS TO AGENDA: Additions to the Agenda, if any, shall be made in accordance with California Government Code Section 54954.2 or as amended (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. If less than two-thirds of the members are present a unanimous vote of those members present is required.

12. PUBLIC COMMENT PERIOD:

The Board of Directors encourages public participation in the governance of the District through public comment periods. In order to speak, members of the public must first be recognized by the President.

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1. If the Board meeting has a Closed Session agenda, members of the public may comment on or ask questions about the items which are on the Closed Session portion of each agenda. Comments or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to five (5) minutes (unless time is shortened by the President in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time in order to allow for a wrap up of the presentation. Comments will be summarized and included in the minutes if the member of the public provides his or her name and town/city of residence at the beginning of their comment time.
2. Prior to the start of the Open Session agenda, members of the public may comment on or ask questions about topics which are within the jurisdiction of the District and which are not on the Open Session portion of the agenda. It is the objective of the Board to have as close to a normal conversation with members of the public as possible while still conforming to the requirements of the Brown Act. This means that the Board cannot take action or discuss a topic or question in depth during this meeting (Ralph M. Brown Act Section 54954.3 or as amended). However, the Board can ask clarifying questions in order to make sure that it understands questions or comments. The Board can discuss how to best handle questions or comments. All questions will be answered either in real-time (by the Board or Staff) or at a later time. If a question is answered in real-time, the Board President will ask if the question was answered and, if not, allow a short follow-up request for clarification. If a question cannot be answered in real-time, it will be answered and included in the minutes for that meeting which will be published at a later time. In addition, the Board may agendaize a public comment item for a future Board meeting if that seems appropriate or the Board may send the item to committee for follow-up and possible action. Comments and/or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to five

(5) minutes (unless time is shortened by the President in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time in order to allow for a wrap up of the presentation. Comments will be summarized and included in the minutes if the member of the public provides his or her name and town/city of residence at the beginning of their comment time. In the interests of respecting everyone's time, please avoid repeating someone else's point—just indicate agreement—and add new content. Please avoid repetition during the comment period.

In addition, members of the public may address each agenda item prior to Board disposition of that item, including items on the Consent Agenda. After presentation of the agenda item, the order of discussion will be: Board comment, public comment and then back to the Board for further deliberations. The Board President may establish a time limit for public comment on an agenda item and may also allow a second round of public comment. In order to speak, members of the public must first be recognized by the President.

No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or presiding officer. Proper decorum must be observed by Directors, staff, speakers and the audience at all times. The President or presiding officer shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President shall rule out of order any irrelevant, repetitive or disruptive comments. Please mute or turn off your electronic devices while the Board is in session.

It is the policy of the Board of Directors to invite all members of the public to participate in the governance of the District and to provide wide latitude for the free expression of all points of view. However, the President, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the president regarding a matter of order or procedure. In addition, as a last resort, per California Government code 54957.9: *In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Representatives of the press or other new media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.*

13. CONSENT AGENDA: The purpose of a consent agenda is to minimize the time required for the handling of any non-controversial matters. Consent agenda items are considered to be routine and non-controversial, with documentation provided

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Deleted: The Board of Directors encourages public participation. The Oral Communications portion of the agenda is reserved for citizen communication on matters not otherwise on the agenda. Any person may address the Board of Directors on any subject that lies within the jurisdiction of the District during this portion of the agenda. Unless otherwise altered by the President or presiding officer, individual citizen communication during the Oral Communication portion of the agenda shall not exceed three (3) minutes in length and individuals may only speak once. The Ralph M. Brown Act (Section 54954.3 or as amended) prohibits any action being taken by the Board of Directors on any Oral Communications presented; however, the Board of Directors may request that the matter be placed on a future agenda. Each person addressing the Board of Directors shall be requested to give his or her name and address for the record, and designate the subject matter. Citizens may also address the Board of Directors on specific agenda items, including those on the consent agenda, only after first obtaining recognition by the President or presiding officer. Participation by interested citizens on specific agenda items is subject to orderly procedure, including time limits and decorum established under the authority of the President or presiding officer and applicable law.¶

¶ All communications by interested citizens, whether during Oral Communications, or other items on the agenda, shall be addressed to the Board of Directors as a single body and not to individual Board members, staff or members of the audience. No person other than the Board of Directors and the person having the floor shall be permitted to enter into discussion, either directly or through a director, without the permission of the President or presiding officer. No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or presiding officer. Proper decorum must be observed by Directors, staff, speakers and the audience. The President or presiding officer shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President or presiding officer, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the president regarding a matter of order or procedure. The President shall rule out of order any irrelevant, repetitive or disruptive comments. No cell phone operation or audible pager use is allowed in the Board of Directors chambers.

- (d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
- (e) Explain what the effect of a motion would be if it is not clear to every member of the Board of Directors.
- (f) Restrict discussion to the question when a motion is before the Board of Directors.
- (g) Rule on parliamentary procedure.
- (h) Put motions to a vote, and state clearly the results of the vote.

2. RESPONSIBILITIES: The President shall have all the rights to discuss and vote on any issues before the Board of Directors. The President shall have the following responsibilities:

- (a) Sign all instruments, acts and carry out stated requirements and the will of the Board of Directors
- (b) Consult with the District Manager on the preparation of the Board of Directors agendas. In addition, any Director shall have the right to place any matter on the agenda for any meeting in accordance with the provisions of this policy.
- (c) Appoint and disband all committees, subject Board of Directors approval.
- (d) Call such meetings of the Board of Directors as they may deem necessary, giving notice as prescribed by law.
- (e) Confer with the District Manager and/or District Counsel on matters which may occur between Board of Directors meetings.
- (f) Be responsible for the orderly conduct of all Board of Directors meetings.
- (g) Act as spokesperson of the Board of Directors.
- (h) Coordinate and prepare the Board of Directors annual evaluation of the District Manager and Legal Counsel.
- (i) Other duties as authorized by the Board of Directors.

Section 1.12 Vice-President

When the President resigns or is absent or disabled, the Vice-President shall perform the President's duties. When the President disqualifies himself/herself

from participating in an agenda item, the Vice-President shall perform the duties of the presiding officer.

Section 1.13 Minutes

Minutes of all Board of Directors meetings and committee meetings will be audio recorded and posted on the District's website. Said audio record shall be subject to inspection in accordance with State Laws, including the California Public Records Act.

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In addition, the District Secretary shall record the minutes for Board of Directors meetings and committee meetings which shall also be posted on the District's website.

The minutes shall be of the form of summary minutes and will include the following information: the time the meeting was called to order, the names of the Directors (or, as appropriate, the committee members) attending the meeting, the vote (roll call or voice) on each matter considered at the meeting, the time the Board of Directors began and ended any closed session, the names of the Directors and the names, and titles where applicable, of any other persons attending any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, a brief summary of each Board member's and public members statement during the public comment period for each agenda item (if they identified themselves), and the time the meeting was adjourned. Any person speaking during a public comment period may supply written comments which shall be included in the minutes.

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The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting. The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted.

Section 1.14 Committees

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility.

The four District standing committees are as follows: Finance and Administration, Engineering, Environmental and Lompico Assessment District Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus or vote of the committee members. Committees must coordinate activities with District staff. All committees are encouraged to meet at least monthly.

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Committee meetings shall be held in accordance with the provisions of the Ralph M. Brown Act. Directors that are not members of a committee shall not attend committee meetings, even as observers, if such attendance means that a majority of Directors are present. ▾

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- Deleted: may attend as observers, but shall not participate at the Committee's meeting.

Committee appointments will be reviewed by the full Board at the Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Applications to serve as a Public Member will be available at the District's Office or on-line at the District's website (www.slvwd.com). Public Member Applications will be reviewed by the full Board. Each committee member shall be appointed by a simple majority vote of the Board.

Finance and Administration, Engineering, and Environmental Committees may have no more than two Board Members and at least one Public Member. The size of the Finance and Administration, Engineering and Environmental Committees shall be determined each time public member vacancies are filled. If more than one public member applies to serve on an individual committee, the full Board shall vote to determine which public member shall be seated on that committee for the year or appoint more than one public member by adjusting the size of the committee appropriately. ▾

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- Deleted: During the appointment discussion each Director may present a public member to serve on each committee; Administrative, Budget & Finance, Engineering, Environmental Committees.

The Lompico Assessment District Oversight Committee may have no more than five Public Members. Public members serving on the Lompico Assessment District Oversight Committee shall have a residential mailing address within Assessment District 2016-1.

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All Standing committees shall be formed with an odd number of members. Members of the committees serve at the pleasure of the Board. Each committee shall designate their own chairperson. For the Finance and Administration, Engineering and Environmental Committees the chairperson shall be a member of the Board. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

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A majority of the members of each committee shall constitute a quorum for the transaction of business. Only members of the committee are entitled to make, second or vote on any motion or other action of the committee. Each committee member shall be entitled to one vote on all matters considered by the committee.

A simple majority vote of the members of the Committee shall designate approval of a motion.

During the first regular meeting after January 1st of each year, each Committee shall review the District's current Strategic Plan and identify Strategic Plan Elements pertaining to said Committee. The Committee's findings regarding such Strategic Plan review shall be reported back to the Board at the next available regular Board Meeting for discussion and to allow the Board to provide direction back to the committees regarding completion of identified Strategic Plan Elements.

During the first regular meeting after January 1st of each year, each Committee shall prepare a multi-month forward looking calendar of items to be discussed by said Committee. Said calendar shall be no less than a three month look-ahead. Each Committee chairperson shall maintain said look-ahead calendar and submit same to the Board on a monthly basis.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

Deleted: The committee Chairperson shall record summary minutes of each committee meeting. The minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented. ¶

Vacancies shall be reported to the full Board as soon as practically possible. Vacancies shall be filled by simple majority vote of the Board.

Committee Members shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by San Lorenzo Valley Water District's local conflict of code shall apply to the members of the committee members.

A committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board.

Deleted: All committee communications must go through the designated committee chairperson. ¶

The Board may refer a recommendation back to any committee for reevaluation whenever the Board deems additional evaluation is required.

Each Standing Committee shall, as a minimum, be responsible for the following:

Finance and Administration Committee

The Committee shall be responsible for matters of:

(a) Internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies, pending State and Federal legislation; and other administrative programs.

(b) District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

Engineering Committee

The Committee shall be responsible for the review matters of design, construction, replace and repair of the District facilities and property including: The Capital Improvement Program; Master Plans and other engineering, operational and planning related matters.

Environmental Committee

The Committee shall be responsible for matters of stewardship of the District's property including: Urban Water Management Plans; Water Conservation Programs; Classis Watershed Education Grants; Watershed Management; Resource Management and other environmental related matter.

Lompico Assessment District Oversight Committee

The Committee shall be responsible to fulfill their charter as it relates to Assessment District 2016-1 projects.

Section 1.15 Meeting Stipends

Each Director may receive compensation as established by resolution of the Board of Directors. Pursuant to California Water Code section 30507, each Director may receive compensation in an amount not to exceed one hundred dollars (\$100.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Director by request or approval of the Board, not to exceed six hundred dollars (\$600.00) in any calendar month. Consistent with California Water Code section 30507, by resolution of the Board of Directors, the District has established the following per day (daily meeting stipend) for each day's attendance at meetings, as defined herein. Such compensation is in addition to any approved reimbursement for meals, lodging, travel and other expenses consistent with the policies stated herein.

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Deleted: review matters of revenue and expenses directly related

1. To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 - (a) A meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code section 54952(a); or
 - (b) Any meeting attended or service provided on a given day at the formal request of the District Board of Directors, and for which the Board at a public meeting approved payment of a daily meeting stipend.
2. To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must be a meeting of a designated District standing committee within the meaning of California Government Code section 54952(b). Only Directors appointed to the District standing committees shall be entitled to said daily meeting stipend.

Section 1.16 Training, Education Programs, Conferences and Meetings

The Board of Directors has determined that the following provisions shall be applicable to Director training, educational programs, conferences and meetings:

1. Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.
 - (a) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
 - (b) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
 - (c) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses

for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.

- (d) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
 - 1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 - 2. Traveling together whenever feasible and economically beneficial.
 - 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- (e) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- (f) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.
- (g) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.
- (h) Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act when more than three (3) Directors attend the same event.

Section 1.17 Expenditures

The purpose of this policy is to prescribe the manner in which members of the San Lorenzo Valley Water District Board of Directors may be reimbursed for expenditures related to approved District business. The District shall adhere to California Government Code sections 53232 through 53232.4 or as amended when dealing with issues of expenditure reimbursements for Directors. This

policy shall apply to all members of the Board of Directors, and is intended to result in no personal gain or loss to a Director.

Directors may be reimbursed for out-of-pocket expenditure(s) relative to reasonable and necessary costs associated with appropriate District business. The Board of Directors must provide approval for said District business at a public meeting prior to incurring any authorized reimbursement costs. Directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses associated with approved District business. Reimbursement rates shall coincide with guidelines established herein, or rates set by Internal Revenue Service Publication 1542 or its successor publication(s), whichever are greater.

If lodging is in connection with a prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

If travel is in connection with a prior approved event, the most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors shall use government or group rates offered by the event provider of transportation when available. If the group rate is unavailable, Directors shall be reimbursed for comparable travel at government or IRS rates.

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

State law provides criminal penalties for misuse of public resources, which includes falsification of expense reports. Penalties include fines, imprisonment, and restitution.

| Section 1.18 Personnel Polices

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1. PERSONNEL SYSTEM RULES AND REGULATIONS: San Lorenzo Valley Water District is committed to the provision of an orderly, equitable and uniform personnel system. The Board of Directors by resolution shall establish written rules and regulations for the administration of the personnel system. Personnel system rules and regulations shall be reviewed at the Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.
2. SEXUAL HARASSMENT: The San Lorenzo Valley Water District is committed to creating and maintaining a work environment free of objectionable and disrespectful conduct and/or communication of a sexual nature and prohibits sexual harassment by all employees and the Board of Directors. The Board of Directors by resolution shall establish a written policy and procedure manual relative to sexual harassment. The District's sexual harassment policy shall be reviewed at the Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

Conduct which creates an intimidating, hostile or offensive work environment will not be tolerated. Verbal behavior, physical behavior, gestures and other non-verbal behavior which create said environment will not be tolerated. Any employee or member of the public who feel that they have been or are being harassed by a Director is strongly encouraged to immediately report such incident to the District Manager without fear of reprisal regardless of the outcome of the complaint. The District Manager shall assign the investigation of the alleged misconduct to an outside party such as an attorney or law firm experienced in such matters. The District Manager shall notify the President of the Board of Directors of said alleged misconduct. Thereafter, the President, at the next meeting of the Board of Directors, shall report the facts and nature of the allegations to the entire Board of Directors.

If the Director charged with sexual harassment is the President of the Board of Directors, the District Manager shall report the fact and nature of the allegation(s) to the entire Board of Directors at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board of Directors reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

3. NONDISCRIMINATION: The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of age, sex, race, color, creed, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, veteran status, or status with regard to public assistance. Equal opportunity

shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice.

All employees are expected to carry out the responsibilities in a manner that is free from discriminatory statements or conduct.

4. REASONABLE ACCOMMODATION-AMERICANS WITH DISABILITIES ACT:

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make.

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Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the General Manager. The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district.

Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the agency. The burden of proving undue hardship rests with the agency, and what may be an undue hardship for one agency may not be an undue hardship for another, depending on factors such as cost and agency size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation.

Section 1.19 Conflict of Interest

Pursuant to provision of California Government Code section 81,000 et seq., commonly known as the Political Reform Act, the District shall adopt and maintain a Conflict of Interest Code. The Conflict of Interest Code and, any amendments thereto shall be adopted by resolution of the Board of Directors. The Board of Directors shall review the adopted Conflict of Interest Code on a bi-annual basis. At a regularly scheduled Board of Directors meeting in September of each even-numbered year, the Board of Directors shall review its Conflict of Interest Code and, if amendments are needed, shall submit said amendments to the Santa Cruz County Board of Supervisors in accordance with applicable deadlines. If no amendments are needed, the Board of Directors shall submit a written statement saying that its Conflict of Interest Code is still accurate.

Section 1.20 Resignations

Resignations by Directors shall be in writing, state the effective date and be submitted to the President of the Board of Directors and District Secretary. In the event the President of the Board of Directors resigns, the resignation shall be submitted to the Vice-President of the Board of Directors and the District Secretary.

Section 1.21 Vacancies

Directors are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, Directors should be present for scheduled meeting or events whenever possible. In accordance with California Government Code section 1770 a Director position vacancy will occur whenever "he or she ceases to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness", or when absent from the Board of Directors without the permission of the majority of the Board of Directors.

If such vacancy occurs, the Board of Directors will take action in accordance with California Government Code section 1770.

In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the District Board of Directors, after discussion and consideration, shall when deemed appropriate, instruct staff to:

1. Place a public notice advising that a vacancy has occurred in accordance with applicable provisions of law; and
2. Said notice shall advise prospective candidates of the steps to take to apply for appointment; and
3. The District's Board of Directors shall establish the closing date for the receipt of applications; and
4. Applicants shall submit the following, by the date specified in the notice:
 - a) a letter of interest, and
 - b) a resume, with particular emphasis on the applicant's knowledge of special districts, and
5. Applicant(s) shall be interviewed at the next regularly scheduled meeting of the District's Board of Directors following the date of closure for applications; and

6. The District's Board of Directors shall make the appointment without undue delay, but need not act at the same meeting.

Section 1.22 Inconsistent, Incompatible and Conflicting Employment or Activities

Pursuant to the provision of the California Government Code section 1126, the Board of Directors of the San Lorenzo Valley Water District has determined that it would be inconsistent and incompatible for a Board member to be a paid employee of the District. Therefore, based on this decision, a member of the Board of Directors shall not be a paid District employee.

Section 1.23 Directors' Legal Liabilities

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities within the scope of his or her employment as a Director of the District.

Deleted: or Officer

Section 1.24 Investment Policy

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all State and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted by resolution of the Board of Directors. The Investment Policy shall be reviewed at the Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

Section 1.25 Annual Disclosure of Reimbursements

The District shall annually disclose any reimbursements paid by the San Lorenzo Valley Water District of at least one hundred dollars (\$100.00) for each individual charge for services or products received. The Board of Directors shall review said reimbursement information for the preceding fiscal year (July 1 - June 30) at a regularly scheduled Board of Directors meeting in September of each calendar year.

Section 1.26 General Provisions

Any of the within policies not required by law may be altered, amended, or repealed by a majority of the Board at a duly authorized meeting.

Section 1.27 Annual Review

This Board of Directors Policy Manual shall be reviewed at least annually and ratified by Resolution of the Board of Directors at the Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

Deleted: by District Counsel

Rick, I'm sure you and Gina will refine this but this is what I had in mind for the agenda item.

New Business

12. BOARD OF DIRECTORS POLICY MANUAL 2019

- **Type:** Discussion and possible action by the Board (submitted by Director Fultz)
- **Summary:** Must be adopted by Resolution. Amending the current Board of Directors Policy Manual 2017. Highlights of changes include: (a) moving to two meetings a month—1st and 3rd Thursdays; (b) adopt Robert's Rules of Order Newly Revised to replace current Sturgis; (c) clarify agenda order and modify agenda section introductory language; (d) modify policy for public comment at start of Closed and Open Sessions; (e) move to summary minutes to replace current action minutes; (f) reorganize the committees by combining Budget and Administration into a single committee; and (g) clarify conditions under which the District will defend and indemnify Directors.

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. _____ (18-19)

SUBJECT: BOARD POLICY MANUAL 2019

WHEREAS, on December 15, 2016 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 19 (16-17) Board of Directors Policy Manual 2017; and

WHEREAS, Section 27 of said Policy Manual states the specific Board of Directors Policy Manual will be adopted by Resolution of the Board of Directors annually; and

WHEREAS, the proper functioning of the District Board and Board Meetings is critical to proper functioning of the District; and

WHEREAS, an adopted set of rules and procedures assist in the proper functioning of the Board; and

WHEREAS, the Board wishes to establish new policies to encourage positive and more transparent interaction with the San Lorenzo Valley Water District community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board adopts and approves the San Lorenzo Valley Water District Board of Directors Policy Manual 2019.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December 2018, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly B. Hossack
District Secretary

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: BOARD OF DIRECTORS' MEETING COSTS
DATE: December 5, 2018

Recommendation:

It is recommended that the Board of Directors review this memo and attached spread sheet in regards to changing from one monthly Board of Directors meetings to bimonthly meetings.

Background

The Board of Directors currently meet once monthly on the third Thursday of the month at various locations throughout the Water District. Closed Session begins at 5:00 PM and Open Session begins at 6:30 PM.

At the December 15, 2016 meeting the Board of Directors voted to change meeting frequency from bimonthly, a practice going back to 1992, to a single monthly meeting. Staff believed that holding one meeting per month would allow Board members to plan for just one meeting making attendance more manageable, cut back on staff time and save time and money by consolidating a month of information into one meeting. Meetings begin at 5:00 PM with Closed Session at the front of the meeting. With one meeting a month agendas have become lengthy and meetings go late into the evening.

Lately at various board meetings members of the public have voiced concerns with meetings going late into the evening, and too much material to digest in a short amount of time. Going back to bimonthly meetings addresses that concern and will give the Board more time to govern the District.

Going back to bimonthly meetings has pros and cons;

PROS

Having two meetings monthly will give Board Members and public participants more time for review and discussion.

Two meetings monthly could end earlier having a cut off time of 9:00 PM

Two meetings monthly would allow for one of the meetings to take the form of a workshop.

CONS

Staff has voice concerns as Board of Directors meeting are not the only after hour meeting requiring staff attendance. The second meeting could be structured without the need for full staff.

Increasing the cost of meetings from approximately \$3,900 to \$7,800 monthly see attached.

There are ways to lower the cost of the second meeting. The second meeting would be more for board discussion and review. Legal Counsel attends by phone, all second meetings will be held at the Operations Building to lower facility costs. However there will still be additional costs.

Meeting Schedule for Other Agencies

Scotts Valley Water District
Monthly 2nd Thursday 7:00 PM

Soquel Creek Water District
Bimonthly First & Third Tuesday 6:00 PM

City of Santa Cruz Water
Water Commission Monthly First Monday 7:00 PM
City Council Bimonthly 2nd and 4th Tuesday Afternoon/evening session

BOD MEETING COSTS

DIRECT COSTS		
CCTV	\$ 77.00	per hour (+ 30 min. set up)
DISTRICT SECRETARY	\$ 60.26	per hour (OT wages + 7.65% taxes)
BOARD MEMBERS	\$ 100.00	per Director, per meeting
LEGAL - TRAVEL	\$ 400.00	per meeting
LEGAL - DOWN TIME	\$ 370.00	per hour, typically 4
LEGAL - MEETING	\$ 370.00	per hour

Hrs for CCTV & Staff

	3.5 Mtg 5-8	4.5 Mtg 5-9	5.5 Mtg 5-10
PER MEETING			
CCTV	\$ 270	\$ 347	\$ 424
DISTRICT SECRETARY	\$ 211	\$ 271	\$ 331
BOARD MEMBERS	\$ 500	\$ 500	\$ 500
LEGAL - PRESENT	\$ 2,990	\$ 3,545	\$ 3,730
LEGAL - TELECONFERENCE	\$ 1,110	\$ 1,480	\$ 1,850
TOTAL - LEGAL PRESENT	\$ 3,970	\$ 4,663	\$ 4,985
TOTAL - LEGAL BY PHONE	\$ 2,090	\$ 2,598	\$ 3,105

ANNUALIZED 1 MEETING PER MO. (LEGAL PRESENT)			
CCTV	\$ 3,234	\$ 4,158	\$ 5,082
DISTRICT SECRETARY	\$ 2,531	\$ 3,254	\$ 3,977
BOARD MEMBERS	\$ 6,000	\$ 6,000	\$ 6,000
LEGAL - PRESENT	\$ 35,880	\$ 42,540	\$ 44,760
LEGAL - TELECONFERENCE			
	\$ 47,645	\$ 55,952	\$ 59,819

ANNUALIZED 2 MEETING PER MO. (LEGAL 1 PRESENT, 1 BY PHONE)			
CCTV	\$ 6,468	\$ 8,316	\$ 10,164
DISTRICT SECRETARY	\$ 5,062	\$ 6,508	\$ 7,955
BOARD MEMBERS	\$ 12,000	\$ 12,000	\$ 12,000
LEGAL - PRESENT	\$ 35,880	\$ 42,540	\$ 44,760
LEGAL - TELECONFERENCE	\$ 13,320	\$ 17,760	\$ 22,200
	\$ 72,730	\$ 87,124	\$ 97,079

OPPORTUNITY COST - Additional costs incurred for staff needing to set-up other locations

2 EMPLOYEES \$ 131.60 4hrs (2 set-up, 2 breakdown)

PER MEETING	\$ 526	\$ 526	\$ 526
ANNUALIZED 1 MEETING PER MO.	\$ 6,317	\$ 6,317	\$ 6,317
ANNUALIZED 2 MEETING PER MO.	\$ 12,634	\$ 12,634	\$ 12,634

LOCATION RENTAL Varies

MEMO

TO: BOARD OF DIRECTORS
FROM: DISTRICT MANAGER
SUBJECT: BOARD OF DIRECTORS' MEETING DATES AND LOCATIONS 2019
DATE: December 13, 2018

RECOMMENDATION

It is recommended that the Board of Directors' discuss and adopt a meeting schedule for 2019. The recommendation of staff is to hold the regularly scheduled Board of Directors' meetings at the Operations Building unless there is a reason to believe that a larger space is required, then it will be held at the Highlands Park Senior Center. It is also recommended that the regularly scheduled meeting continue to be on the 3rd Thursday of every month.

BACKGROUND

Since January 2017, the regular day for the Board of Directors' meetings has been the third Thursday of each month. Several meetings were held at larger locations to accommodate more participants. Staff believes that holding meetings on the same day, time and place will support consistency. Please consider the attached schedule for meetings in 2019.

STRATEGIC PLAN:

Element 9.0 - Administrative Management

FISCAL IMPACT:

Unknown at this time

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 23 (18-19)

SUBJECT: SETTING REGULAR BOARD OF DIRECTORS MEETING DAYS
FOR 2019 AS THE THIRD THURSDAY OF EVERY MONTH

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that effective January 1, 2019 the time and place for regular Board of Directors meeting is set for 5:00 p.m. on the third Thursday of every month at the District Operations Building, 13057 Highway 9, Boulder Creek, CA.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of, California, on the 13th day of December, 2018, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

2019

SAN LORENZO VALLEY WATER DISTRICT

SCHEDULE OF BOD MEETINGS & HOLIDAYS

January 2019							February 2019							March 2019						
S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
																				31
April 2019							May 2019							June 2019						
S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July 2019							August 2019							September 2019						
S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October 2019							November 2019							December 2019						
S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa	S	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
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27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

BOARD OF DIRECTORS' MEETINGS

HOLIDAYS

- | | |
|-------------------------------|----------------------------------|
| Jan 1 New Year's Day | Nov 11 Veterans' Day |
| Jan 21 Martin Luther King Day | Nov 28 Thanksgiving |
| Feb 18 Presidents' Day | Nov 29 Friday after Thanksgiving |
| May 27 Memorial Day | Dec 24 Christmas Eve |
| July 4 Independence Day | Dec 25 Christmas |
| Sep 2 Labor Day | Dec 31 New Year's Eve |

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Respectful Workplace Policy 2019

DATE: December 13, 2018

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached proposed Respectful Workplace Policy, and approve the attached resolution which establishes the San Lorenzo Valley Water District Respectful Workplace Policy for 2019.

BACKGROUND:

On December 21, 2017 the Board adopted Resolution No. 16 (17-18) which established the San Lorenzo Valley Water District Respectful Workplace Policy for 2018. There are no recommended revisions to the existing San Lorenzo Valley Water District Respectful Workplace Policy for 2019.

It is recommended that the Board of Directors review this memo, review the attached proposed Respectful Workplace Policy and approve the attached resolution which establishes the San Lorenzo Valley Water District Respectful Workplace Policy for 2019.

STRATEGIC PLAN:

Element 9.0 - Administrative Management

FISCAL IMPACT:

None

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 20 (18-19)**

SUBJECT: RESPECTFUL WORKPLACE POLICY 2019

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

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

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

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Respectful Workplace Policy for 2019; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered the San Lorenzo Valley Water District Respectful Workplace Policy for 2019;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District Respectful Workplace Policy for 2019 is hereby adopted.

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

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December 2018, by the following vote of the members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

Holly B. Hossack
District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT RESPECTFUL WORKPLACE POLICY 2019

Adopted: December 13, 2018
Resolution No. 20 (18-19)

Purpose

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

Applicability

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

Abusive Customer Behavior

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

Types of Disrespectful Behavior

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

Violent Behavior:

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

Discriminatory Behavior:

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

Disruptive and Disrespectful Behavior:

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

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

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

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

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

Sexual Harassment:

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

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

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

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

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

Employee Response to Disrespectful Workplace Behavior

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

Resolution Procedures

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

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

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

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

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

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

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

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

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

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

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

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

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

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

Special Reporting Requirements

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

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

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

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

Confidentiality

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

Retaliation

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

- END OF POLICY -

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Personnel Rules & Regulations 2019
DATE: December 13, 2018

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached Personnel System Rules and Regulations and approve the attached resolution which establishes the San Lorenzo Valley Water District Personnel System Rules and Regulations for 2019.

BACKGROUND:

On December 21, 2017 the Board adopted by resolution of the Board of Directors Resolution No. 15 (17-18) which established Personnel System Rules and Regulations for 2018. District Legal Counsel has reviewed the San Lorenzo Valley Water District Personnel System Rules and Regulations. There are no recommended revisions to the existing Personnel System Rules and Regulations for 2019.

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

It is recommended that the Board of Directors review this memo, attached Personnel System Rules and Regulations for 2019, and approve the attached resolution which establishes the San Lorenzo Valley Water District Personnel System Rules and Regulations for 2019.

STRATEGIC PLAN:

Element 8.0 -Organizational Health/Personnel

FISCAL IMPACT:

None

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 21 (18-19)

SUBJECT: PERSONNEL SYSTEM RULES AND REGULATIONS 2019

WHEREAS, on December 21, 2017 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 15 (17-18); and

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

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

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

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

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December 2018, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly B. Hossack
District Secretary

SAN LORENZO VALLEY WATER DISTRICT
PERSONNEL SYSTEM
RULES AND REGULATIONS 2018

ADOPTED
DECEMBER 13, 2018
RESOLUTION NO. 21 (18-19)

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SAN LORENZO VALLEY WATER DISTRICT PERSONNEL SYSTEM RULES AND REGULATIONS

SECTION 1-GENERAL PROVISIONS

1.1 General Provisions.

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

1.2 Statement of Purpose.

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

1.3 Effect of Policy on Past Actions and Obligations.

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

1.4 Severability.

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

1.5 Effect of Memorandum of Understanding.

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

1.6 Fair Employment Practices.

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

1.7 District Manager Authority.

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

1.8 Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2- CLASSIFICATION

2.1 Preparation of Plan.

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

2.2 Adoption, Amendment and Revision of Plan.

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

2.3 Allocation of Positions.

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

2.4 New Positions.

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

2.5 Reclassification.

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

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

2.6 Status of Reclassified Employees.

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

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

SECTION 3-APPLICATIONS AND APPLICANTS

3.1 Announcement.

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

3.2 Application Forms.

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

3.3 Qualification of Applicants.

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

3.4 Disqualification.

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

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

3.5 Notice of Qualification.

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

SECTION 4- EXAMINATIONS

4.1 Examination Process.

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

4.2 Examination Administration.

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

4.3 Promotional Examinations.

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

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

4.4 Open Competitive Examinations.

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

4.5 Continuous Examinations.

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

4.6 Contract For Examinations.

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

4.7 Review of Examinations.

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

SECTION 5-ELIGIBLE LISTS

5.1 Eligible Lists.

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

5.2 Duration of Lists.

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

5.3 Removal of Names from Lists.

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

SECTION 6- FILLING OF VACANCIES

6.1 Types of Appointment.

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

6.2 Competitive Service Vacancy.

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

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

6.3 Certification of Eligibles.

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

6.4 Appointment.

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

6.5 Provisional Appointment.

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

6.6 Temporary Appointment.

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

SECTION 7- PROBATIONARY PERIOD

7.1 Probationary Period.

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

7.2 Rejection Following Promotion.

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

SECTION 8- COMPENSATION

8.1 Preparation of Compensation Schedule.

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

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

8.2 Adoption, Amendment and Revision of Compensation Schedule.

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

8.3 Schedule of Salary Ranges.

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

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

9.1 Transfer.

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

9.2 Promotion.

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

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

9.3 Demotion.

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

9.4 Suspension.

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

9.5 Re-employment.

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

SECTION 10- DISCIPLINARY ACTION

10.1 Policy.

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

10.2 Notification of Disciplinary Action.

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

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

10.3 Employee Review.

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

10.4 Relief of Duty.

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

SECTION 11 -LAYOFF POLICY AND PROCEDURE

11.1 Statement of Intent.

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

11.2 Notification.

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

11.3 Order of Separation.

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

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

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

11.4 Demotion Procedures Due to Reduction in Force.

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

11.5 Displacement Due to Reduction in Force.

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

11.6 Displacement Procedures.

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

11.7 Seniority for Purpose of Reduction in Force.

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

11.8 Reinstatement List.

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

11.9 Duration of Reinstatement List.

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

SECTION 12-SEPARATION FROM SERVICE

12.1 Discharge.

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

12.2 Resignation.

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

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

SECTION 13-ADMINISTRATIVE LEAVES, REPORTS AND RECORDS

13.1 Attendance.

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

13.2 Military Leave.

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

13.3 Leave of Absence Without Pay.

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

13.4 Failure to Return.

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

13.5 Jury Duty.

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

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

13.6 Personnel Records.

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

13.7 Change of Status Report.

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

SECTION 14-MISCELLANEOUS

14.1 Safety.

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

14.2 Identification Cards, Badges, or Insignia.

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

- END-

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Sexual Harassment Policy 2019
DATE: December 13, 2018

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, the District's Sexual Harassment Policy, and approve the attached resolution which establishes the San Lorenzo Valley Water District Sexual Harassment Policy for 2019.

BACKGROUND:

Both state and federal laws prohibit sexual harassment. On December 21, 2017 the Board adopted Resolution No. 14 (17-18) which established the San Lorenzo Valley Water District Sexual Harassment Policy for 2018. District Legal Counsel has reviewed the District's Sexual Harassment Policy. There are no recommended revisions to the existing San Lorenzo Valley Water District Sexual Harassment Policy for 2019.

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

STRATEGIC PLAN:

Element 9.0 - Administrative Management

FISCAL IMPACT:

None

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 19 (18-19)

SUBJECT: SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT
POLICY 2019

WHEREAS, state and federal laws prohibit sexual harassment; and

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

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District have reviewed the San Lorenzo Valley Water District Sexual Harassment Policy for 2019; and

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Sexual Harassment Policy for 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District Sexual Harassment Policy for 2019 is hereby adopted.

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

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 13th day of December 2018, by the following vote of the members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

Holly B. Hossack
District Secretary

SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT POLICY 2018

Adopted: December 13, 2018
Resolution No. 19 (18-19)

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

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

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

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

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

All new District officers and employees shall be given a copy of this Sexual Harassment

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

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

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

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

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

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

ENFORCEMENT PROCEDURES. The District's Sexual Harassment Policy shall be enforced by the District Manager unless otherwise stated in this policy. Upon conclusion of the investigation of an alleged incident of harassment, if it has been determined that

harassment has occurred in violation of this policy, the District may impose appropriate disciplinary action up to and including discharge.

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

-END OF POLICY-

MEMO

To: Board of Directors
From: District Manager
Subject: Board of Directors' District Email
Date: December 13, 2018

Recommendation

It is recommended that the Board of Directors review this memo and direct staff as to how members of the Board would prefer to be contacted by public email.

Background

There are several choices available to you as a Board Member.

Currently Board members have been receiving email through one common account. Even so they have a named email, for example jsmith@slvwd.com. All email is forwarded to the District Secretary then forwarded to your personal email. If you wish to reply you would have to do so from your personal email. We also use a second email address for Board contact bod@slvwd.com. This is a group distribution email address that goes to the District Secretary and then is forwarded to all directors as a blind copy. There is no censoring of emails except for obvious spam. When the District secretary reviews incoming email she may add information to the email if there is additional information available to help the Board Members better understand the subject matter. Also available, Board Members can use their own personal email address where the email goes straight to the Board Members and bypasses the District.

In response to a Board member's request to broaden email available for Board Members we have the following options:

Personal Email

You can use your personal email as the way you want members of the public to contact you. Your email address will be listed on the district website as how to contact you. There will be no forwarding or records on the district sever. You will communicate directly with the emailer.

District Domain Server

This is a new method of contacting the Board. You will have an email address the same as District Staff. There will be no forward/review by district staff. To retrieve these emails you will have to log onto the SLVWD server just like District staff. Any emails you send or reply to will come from the SLVWD server. A copy of the email will remain on the server and will be subject to records requests from the general public. (see *League of California Cities: California Public Records Act Pg. 12 Prepared, Owned, Used, or Retained or* <https://www.cacities.org/Resources/Open-Government/THE-PEOPLE%E2%80%99S-BUSINESS-A-Guide-to-the-California-Pu.aspx>). We can set up an automatic forward of these emails to a personal email address however any response will come from that address.

Bod@slvwd Option

The third option is the bod@slvwd email address. When using this address the email will be forwarded to all Board members by the District Secretary regardless of to whom the email is addressed. It is also possible to automatically forward the bod@slvwd email to personal email accounts, however if any board member responds to the email it will be from whatever server address the member is using.

No Email Contact

Board Members always have the option of no email contact. This option is not recommended for obvious reasons as Board Members are public servants and should provide some type of contact, with email being most preferred.

Records Retention Emails

Board Members must be aware that emails meet the definition of public records. “Documents that otherwise meet the definition of public records (including emails and text messages) are considered “retained” by the local agency even when they are actually “retained” on an employee or official’s personal device or account” (see attached *League of California Cities: California Public Records Act Pg. 12 Prepared, Owned, Used, or Retained or* <https://www.cacities.org/Resources/Open-Government/THE-PEOPLE%E2%80%99S-BUSINESS-A-Guide-to-the-California-Pu.aspx>).

Summary

With the new Board Members being seated, email contact for the general public is needed. Board members have several choices as to how they would like contact. Please review this memo and advise staff as to how you would like contact for the general public from the District website.

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Committee Appointments
DATE: December 13, 2018

RECOMMENDATION:

Staff recommends that the Board of Directors review membership assignments of all existing committees and by motion of the board, approve committee assignments for 2019.

BACKGROUND:

Current committees are as follows:

Standing Committees

Administrative Committee – 2 Board members, 1 public member
Budget and Finance Committee – 2 Board members, 1 public member
Engineering/Planning Committee - 2 Board members, 1 public member
Environmental Committee - 2 Board members, 1 public member
Lompico Assessment Oversight Committee – 5 members residing in Assessment Dist.
Education Grant Commission – 5 commissioners appointed by each of the Board members.

Multi-Agency Body

Santa Margarita Groundwater Agency – 3 Board members (2 voting, 1 alternate)

Ad Hoc Committee

2017-18 Grand Jury Ad Hoc Committee – 2 Board members

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

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

Staff has posted on the District's website a downloadable form for interested public

members to complete and return to the District. Staff's intent is to present all submitted forms to the Board at the meeting in January. At that time, it is anticipated that the full Board will deliberate and select one public member to serve on each committee.

STRATEGIC PLAN:

Element 9.0 – Administrative Management

FISCAL IMPACT:

None

MEMO

TO: Board of Directors

FROM: Director Bill Smallman

SUBJECT: Field Trips for New and Existing Directors about the District

BACKGROUND: Three new Directors will be sworn in on December 13th, 2018. I believe it will be very helpful that we organize field trips and/or special meetings to discuss and learn all of the inner workings of the District. This would also be helpful for existing Directors as well. Recently, I became interested in asset management software and discussed this at an Engineering Committee meeting, only to find out that this software was already being used by the District.

RECOMMENDATION: I recommend that a combination of a special meeting and field trips to be scheduled sometime in January 2019. A possible organization of this may be as follows:

1. A Special Meeting scheduled with several presentations provided. One, the District Manager would go over large map and describe all of the locations of all the basic facilities, i.e. distribution areas, tanks, treatment plants, pump stations etc.. And, second, the basics of computer software programs presented, like this asset management program I mentioned, and other programs used for bookkeeping, accounting, record keeping etc, presented and discussed.
2. Field Trip(s) with 2 or 1 Director(s) to tour the District, or all the Directors carpooling, possibly needing to rent a van, schedule 2nd Special Meeting etc.

MEMO

TO: Board of Directors

FROM: Director Bill Smallman

SUBJECT: Board Members, Senior Staff Members, and Public Committee Members Training.

BACKGROUND: The 2017-2018 Grand Jury Report on the District cited numerous issues on the relationship between Board Members, Senior Staff and the public, and made the following recommendation:

1. **R8.** The District should provide formal training to all Board and committee members and senior staff on how to communicate with the public on contentious issues. (F1, F3)

RECOMMENDATION: All Board Members, Senior Staff Members and members of the public who serve on committees take appropriate training to address this recommendation provided by the Grand Jury. The members of the public include all of the Lompico Assessment District Oversight Committee members, and each public member serving on all of the other committees.

Information on a possible consultant, Turner-Davis Coaching, is attached for your review.



Our Team



Jennifer Turner-Davis, MSc, PCC, OTR/L

Principal & Lead Coach

[see bio >>](#)

Our Clients Work In:

- Agriculture
- Creative Arts
- Education
- Healthcare
- High Tech
- Insurance
- Marketing
- Non-Profits
- Small Businesses
- Law Enforcement
- ... and many more.

Our Affiliations

- Professional Associations
- [Institute for Professional Excellence in Coaching](#)
 - [International Coach Federation](#)

- Affiliates
- [Brightlife](#)
 - [Cabrillo College Corporate Training](#)
 - [Lexicon Leadership Group](#)

- Where We Volunteer
- [Kidpower International](#)
 - [Red Cross](#)



Merilee Colle Ferdinand, PT, DPT, MAOM, PCC

Best Year Yet!® Coach & Team Program Leader

[see bio >>](#)

Debbie Melnikoff, MSCC, CCC

Certified Career Coach, MBTI® Certified Practitioner

[see bio >>](#)



Samad Aidane

Cross-cultural
Leadership Consultant
& Trainer

[see bio >>](#)



Diana Baysinger, LMFT

Best Year Yet!® Coach & Team Program Leader

[see bio >>](#)



Claire Laughlin, MA

Consultant & Trainer

[see bio >>](#)

About Us

Our 15+ years experience in professional coaching and training result in effective, customized support for your personal and professional growth. We work with independent clients, as well as individuals and groups within organizations. Our services are confidential, tailored to your needs, and derived from the latest research in neuroscience and professional development.

We work by phone/video with clients anywhere in the world, and in-person with clients in Central California.

Clients Include

Seagate Technology
Dignity Health / Dominican Hospital
State Farm Insurance
National Association of Insurance & Financial Advisors, Monterey Bay
University of California, Santa Cruz
Santa Cruz AIDS Project
The Yam & Bean Fine Food Events

Free Consultation

We offer a free, no-obligation initial consultation to determine if the skills and talents of our coaches and trainers are a match for your needs.

Contact us to learn more.



Our Approach

Core Beliefs

Whether we are working one-on-one with a client or leading a group training, our core beliefs shape how we approach our work.

Every little bit counts: People tend to want to wait for the perfect circumstances before making a significant change, especially given our busy lives. The truth is, small yet sustained progress best supports meaningful and lasting change. Small steps can lead to big results.

Ongoing learning & growth are essential: Rarely in life is there a single right approach, and being open to different ways of thinking keeps us agile and ensures that we continue growing. It's possible to confidently stand in our knowledge and experience while still being curious about new ideas.

Difficult challenges benefit from a light perspective: Overwhelm often leads to tunnel vision. The sooner we move toward expansive thinking, the sooner our challenges become manageable. Even when a subject is serious or feels heavy, we find that approaching it with an open mind illuminates options that we hadn't seen before.

Overall well-being is fueled by life balance: We feel best when our life has balance. What that balance, or rhythm, looks like is unique to each individual and shifts with life's changes. In order to achieve sustainable wellness, it is essential that we align with our own definition of life rhythm.

Acknowledging one another's dignity is the first step toward understanding each other: Every person has inherent value and dignity. When we approach each other from this perspective, it's easier to have empathy for one another and see that we share common goals even if we have differing views. We then get along better and work well together, making space for creativity and innovation.

Recognizing our similarities builds connection: Tapping into the similarities we share with another person strengthens our relationship with them. This type of interpersonal connection both supports our sense of well-being and helps us work better together.

You have what it takes: By seeking out coaching, you have already initiated a change. Taking this step says that you are ready to work toward your goals, and that you have what it takes to move into action.

Our Clients Work In:

Agriculture
 Creative Arts
 Education
 Healthcare
 High Tech
 Insurance
 Marketing
 Non-Profits
 Small Businesses
 Law Enforcement
 ... and many more.

About Us

Our 15+ years experience in professional coaching and training result in effective, customized support for your personal and professional growth. We work with independent clients, as well as individuals and groups within organizations. Our services are confidential, tailored to your needs, and derived from the latest research in neuroscience and

Clients Include

Seagate Technology
 Dignity Health / Dominican Hospital
 State Farm Insurance
 National Association of Insurance & Financial Advisors, Monterey Bay

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professional development.

We work by phone/video with clients anywhere in the world, and in-person with clients in Central California.

University of California, Santa Cruz
Santa Cruz AIDS Project
The Yam & Bean Fine Food Events

Contact us to learn more.



© 2014 Turner Davis Coaching



Individual Coaching

Is This For Me?

Many of our clients seek one-on-one coaching because they are looking to make a change in their lives and are dissatisfied with the progress they've made on their own. These changes often relate to:

- improving health & wellness
- increasing job or career satisfaction
- balancing family care-giving responsibilities
- completing a project or planning a big event
- advancing education or training

Many of our clients have achieved outward success and yet would still like to feel more fulfilled. Common reasons people seek coaching may include:

- balancing life roles & responsibilities
- reducing stress & overwhelm
- improving quality of life
- increasing creativity & self-expression
- organizing & prioritizing
- improving communication & leadership skills
- aligning actions with values

What You Can Expect

We are committed to drawing out the best in you. Through skilled listening, experienced inquiry, and a core belief that you are your best advisor, we partner with you to create a plan to help move you forward. Our complete focus is on maximizing your success.

Our work with you is personalized, confidential and impartial. Our sessions provide the opportunity for you to freely explore your ideas and beliefs. Unlike your friends and family, we offer an objective perspective and give you our undivided attention.

Individual coaching sessions can be freeform or incorporate the [Best Year Yet!®](#) program. We can help you decide what would be the best fit for you.

Chances Are, We've Heard it Before

We have worked with literally hundreds of people facing a wide variety of circumstances and challenges in their lives. People are often initially hesitant to share personal circumstances that are less than ideal. What we've seen is that we are all much more similar than we are different, and there is a lot of commonality in our experience. You're not alone, trust us.

Many clients wonder what is appropriate to discuss during a coaching session. We are open to discussing with you whatever is on your mind. It is up to you to decide what you are comfortable sharing and to what depth. There is a gray area between coaching and therapy and we are clear on what we are qualified to address. In other words, you don't need to figure out when something falls outside of our scope, we will respectfully let you know.

Clients Say...

"I finished each session feeling energized, affirmed, and inspired and best of all [Jennifer] helped me see how to create a financially viable life without giving up my dreams."

- C.R., Licensed Acupuncturist, California

- **Length:** 55 minutes
- **Frequency:** Clients generally meet with coach once or twice per month, in some cases weekly
- **Duration:** Some clients get what they need from just one session, others find it helpful to have on-going support for months to years.
- **Format:** In-person or via phone / video chat
- **Location:** Your workplace or the public meeting place of your choice

About Us

Our 15+ years experience in professional coaching and training result in effective, customized support for your personal and professional growth. We work with independent clients, as well as individuals and groups within organizations. Our services are confidential, tailored to your needs, and derived from the latest research in neuroscience and professional development.

We work by phone/video with clients anywhere in the world, and in-person with clients in Central California.

Clients Include

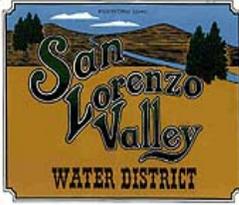
Seagate Technology
Dignity Health / Dominican Hospital
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National Association of Insurance & Financial Advisors, Monterey Bay
University of California, Santa Cruz
Santa Cruz AIDS Project
The Yam & Bean Fine Food Events

Free Consultation

We offer a free, no-obligation initial consultation to determine if the skills and talents of our coaches and trainers are a match for your needs.

Contact us to learn more.





**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
MINUTES
November 15, 2018**

Thursday, November 15, 2018 at 5:00 p.m., SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

1. Convene Meeting 5:07 pm
Roll Call: Dir. Hayes, Dir. Smallman, Dir. Ratcliffe, Pres. Baughman, Dir. Bruce
Staff: Dist. Mgr. R. Rogers, Dist. Sec. H. Hossack
2. Additions and Deletions to Closed Session Agenda: None
3. Oral Communications Regarding Items in Closed Session: None
4. Adjournment to Closed Session 5:08 pm
 - a. 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)
 - b. 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. H043704, H043492).
 - c. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
DeBert v. San Lorenzo Valley Water District et al. (Santa Cruz County Superior Court Case No. 17CV02729).
5. Convene to Open Session at 6:30 p.m.
6. Report of Actions Taken in Closed Session
No reportable action was taken during Closed Session
A moment of silence was taken in honor of former Director Fred McPherson to reflect on his passing.
7. Additions and Deletions to Open Session Agenda:
DM Rogers requested a change in the order of New Business, 10i and 10j will be moved to the first items to accommodate consultants that traveled here to help present these items.

8. Oral Communications:

T. Norton, L. Hammack, N. Macy-Boulder Creek, L. Henry addressed the Board.

9. Unfinished Business:

- a. PUBLIC HEARING-BEAR CREEK ESTATES WASTEWATER ENTERPRISE PROPOSITION 218
District Manager R. Rogers introduced this item.
Discussion by the Board and staff regarding the BCEWE Prop 218 Public Hearing.
Public Hearing opened. L. McKibbin addressed the Board. Public Hearing closed.
A motion was made and seconded to approve Resolution No. 12 (18-19) fixing wastewater rates and charges.
Discussion by the Board.
Roll call: all present voted in favor. Motion passed.

10. New Business:

- i. DEBT MANAGEMENT POLICY
S. Hill introduced this item.
Discussion by the Board and staff regarding Debt Management Policy.
A motion was made and seconded to adopt Resolution No. 14 (18-19).
Roll Call: all present voted in favor. Motion passed.
- j. AUTHORIZATION FOR THE EXECUTION AND DELIVERY OF DOCUMENTS RELATING TO THE SALE OF CERTIFICATES OF PARTICIPATION
S. Hill introduced this item.
Discussion by the Board and staff regarding Resolution No. 15 (18-19) to permit the sale of the Certificates of Participation and certain actions in connection therewith, including appointment of special counsel.
R. Shaw, T. Norton-Felton addressed the Board.
Discussion by Board and staff.
- a. ENGINEERING DEPARTMENT REORGANIZATION
R. Rogers introduced this item.
Discussion by the Board and staff regarding the reorganization of the District Engineering Department.
L. Farris, N. Macy, T. Norton, L. Hammack, J. Gomez, R. Shaw, L. Henry, Virgil-Brookdale addressed the Board.
Discussion by the Board and staff.
A motion was made and seconded to reorganize the District's Engineering Department creating the position a new position Engineering Manager and directing staff to fill the position.
Roll Call: all present voted in favor. Motion passed.

- b. REVIEW OF ASSOCIATION OF CALIFORNIA WATER AGENCIES MEMBERSHIP
DM Rogers introduced this item.
Discussion by the Board and staff regarding the District's membership in ACWA.
R. Shaw addressed the Board.
Discussion by the Board.
- c. PROGRAMMATIC HABITAT CONSERVATION PLAN (HCP) CONTRACT WITH JODI MCGRAW
J. Michelsen introduced this item.
Discussion by the Board and staff regarding the Programmatic HCP for CIP Projects with impacts to Sandhills.
B. Fultz, T. Norton, R. Moran addressed the Board.
Discussion by the Board and staff.
A motion was made and seconded to direct the DM to enter into a contract with J. McGraw to prepare a HCP for the District's CIP.
Roll Call: 4 Directors voted in favor, Dir. Smallman voted no. Motion passed.
- d. PROBATION TANK HCP IMPLEMENTATION
J. Michelsen introduced this item.
Discussion by the Board and staff regarding the Probation Tank HCP.
A motion was made and seconded to direct the DM to enter into contract with J. McGraw for biological services for the Probation Tank.
Roll Call: all present voted in favor. Motion passed.
- e. RADIO SURVEY AND PATH STUDY AT SAN LORENZO VALLEY WATER DISTRICT-LOMPICO
DM Rogers introduced this item.
Discussion by the Board and staff regarding the radio survey in Lompico.
B. Fultz, L. Hammack, T. Norton, L. Hammack, L. Henry, Virgil addressed the Board.
A motion was made and seconded to adopt Resolution No. 10 (18-19) regarding SCADA Radio Survey in Lompico.
Roll Call: all present voted in favor. Motion passed.
- f. RATIFICATION OF JOINT POWERS AUTHORITY BETWEEN SAN LORENZO VALLEY WATER DISTRICT AND THE SANTA MARGARITA GROUNDWATER AGENCY
G. Nicholls-General Counsel introduced this item.
Discussion by the Board regarding the JPA ratification between SLVWD and SMGWA.
A motion was made and seconded to ratify the signature on the SMGA JPA.
Roll Call: all present voted in favor. Motion passed.

- g. PROBATION TANK SCADA SOLE SOURCE PROCUREMENT
DM Rogers introduced this item.
Discussion by the Board and staff regarding the sole source procurement for the Probation Tank SCADA system.
B. Fultz addressed the Board.
A motion was made and seconded to approve the Probation Tank SCADA system sole source procurement.
Roll Call: all present voted in favor. Motion passed.
- h. PROBATION TANK INSPECTION SERVICES CONTRACT AMENDMENT
DM Rogers introduced this item.
Discussion by the Board and staff regarding the Probation Tank inspection services contract amendment.
A motion was made and seconded to amend the Probation Tank contract.
Roll Call: all present voted in favor. Motion passed.
- k. QUAIL HOLLOW/OLYMPIA WELLS REHABILITATION EVALUATION
DM Rogers introduced this item.
Discussion by the Board and staff regarding Quail Hollow/Olympia Wells rehab evaluation sole source procurement.
L. Henry addressed the Board.
A motion was made and seconded to adopt Resolution No. 13 (18-19) for Hydrological Services sole source procurement.
Roll Call: all present voted in favor. Motion passed.

11. Consent Agenda:

- a. MINUTES FROM BOARD OF DIRECTORS MEETING OCTOBER 18, 2018
Consideration and possible action by the Board to approve minutes from the October 18, 2018 BoD meeting.
A motion made and seconded to accept the BoD 10.18.18 minutes.
Roll Call: all present voted in favor. Motion passed.

12. District Reports:

- DEPARTMENT STATUS REPORTS
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
 - Administration/Engineering
 - Finance
 - Environmental
 - Operations
 - LegalDM Rogers shared highlights from Admin status report.
J. Michelsen shared highlights from Enviro status report.
Discussion by the Board and staff.
DM Rogers said he would like to move the December 20th to December 13th.
Discussion by the Board and staff.

L. Henry addressed the Board.
Discussion by the Board and staff.
L. Farris addressed the Board.
Discussion by the Board and staff.

- COMMITTEE REPORTS

- Future Committee Agenda Items
- Committee Meeting Notes/Minutes
 1. Environmental Committee October 16, 2018
 2. Engineering Committee October 22, 2018
 3. Spec. Budget & Finance Committee November 7, 2018

- DIRECTORS REPORTS

- Director's Communication
 - Future Board of Directors Meeting Agenda Items
- Discussion by the Board.
N. Macy addressed the Board.
Discussion by the Board.
L. Farris addressed the Board.

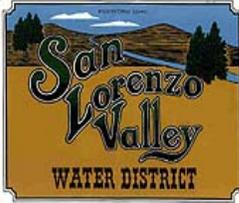
13. Written Communication:

- Email from D. Lynch-10.20.18
- Note from R. Pagett-11.5.18

14. Informational Material:

- A Familiar Face 10.26.18-Press Banner
- Impacts Water Projects 11.3.18-SC Sentinel

15. Adjournment 8:58 pm



**BOARD OF DIRECTORS SPECIAL
SAN LORENZO VALLEY WATER DISTRICT
MINUTES
November 28, 2018**

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.

Wednesday, November 28, 2018 at 6:00 p.m., 13057 Highway 9, Boulder Creek, California.

1. Convene Meeting 6:00

Roll Call: Dir. Smallman, Dir. Hayes, Pres. Baughman, Dir. Bruce
Staff: S. Hill-Director of Finance and Business Services, R. Rogers-District Manager, J. Furtado-Director of Operations, H. Hossack-District Secretary

2. Additions and Deletions: None

3. Oral Communications: None

4. New Business

a. FISCAL YEAR 2017/18 AUDIT

S. Hill introduced this item.

J. Abadescu from Fedak & Brown presented the audit.

Discussion by the Board and staff to adopt the FY 17/18 Audit.

B. Fultz addressed the Board.

Discussion by Board and staff.

L. Hammack addressed the Board.

Discussion by the Board and staff.

A motion was made and seconded to adopt the FY 17/18 audit as presented by Fedak & Brown.

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

b. CHANGE THE DATE OF THE DECEMBER 2018 REGULARLY SCHEDULED BOARD OF DIRECTORS MEETING

R. Rogers introduced this item.

Discussion by the Board and staff to change the date of the December 2018 BoD meeting from December 20 to December 13. Time and location will remain the same.

B. Fultz addressed the Board.

A motion was made and seconded to change the date of the December 2018 BoD meeting from the 20th to the 13th.

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

5. Unfinished Business:

- a. AUTHORIZATION FOR THE EXECUTION AND DELIVERY OF DOCUMENTS RELATING TO A CONVEYANCE AGREEMENT AND AN INSTALLMENT PURCHASE CONTRACT
S. Hill introduced this item.
Discussion by the Board and staff regarding Resolution No. 15 (18-19) approving the form of a Conveyance Agreement and Installment Purchase Agreement and certain actions in connection therewith to issue debt, including appointment of special counsel.
G. Nicholls added clarification.
A motion was made and seconded to adopt Resolution No. 15 (18-19).
All present voted in favor of the motion. Motion passed.

6. Adjournment 6:41 pm

MEMO

TO: District Manager Rick Rogers

FROM: Director Bill Smallman

SUBJECT: Reimbursement for 2018 CSDA Conference for Travel and Lodging expense.

Rick,

Attached is a receipt from Expedia for \$845.96 for both flight and lodging that I would like to request reimbursement.

Thank you,

Bill.

Palm Springs

Sep 23, 2018 - Sep 28, 2018  **Confirmed** Itinerary # 7379351760360

 **E-Ticket** *This page can be used as an E-Ticket.*

Itinerary # **7379351760360**

Before travelling, print a copy of your itinerary and take it with you!

Important Information

Remember to bring your itinerary and government-issued photo ID for airport check-in and security

Price Summary

 Roundtrip Flight	
 Hotel	
 Travel Protection - Package Protection Plan	
Total 	\$845.96
Subtotal	\$732.95
Taxes & Fees	\$113.01

San Francisco (SFO) → Palm Springs (PSP)

Sep 23, 2018 - Sep 28, 2018, 1 round trip ticket

COMPLETED

Alaska Airlines **IHGUIB**

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

Traveler Information

Bill Smallman E-Ticket # 0277180437373

Adult

† Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Departure Sep 23, 2018 Nonstop Total travel time: 1 h 30 m

Special Fare

 San Francisco SFO 8:55pm	→	Palm Springs PSP 10:25pm	1 h 30 m
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Alaska Airlines 1598
Economy / Coach (G)

Return Sep 28, 2018

Special Fare


 Palm Springs **PSP 6:00am** → San Francisco **SFO 7:29am** 1 h 29 m

Alaska Airlines 1591
Economy / Coach (T)

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are nonrefundable, nontransferable and name changes are not allowed.**
- View the complete terms and conditions in the [Description of Coverage](#) .
- Please read important information regarding [airline liability limitations](#) .

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
 - [Additional fees for your flight to Palm Springs](#) 
 - [Additional fees for your flight to San Francisco](#) 

[Give your feedback to help us make improvements](#)

Miramonte Indian Wells Resort & Spa, Curio Collection by Hilton

    Sep 23, 2018 - Sep 28, 2018 1 room | 5 nights

COMPLETED

Confirmation # 3486671820

This reservation is complete. We hope you had a great trip.



[View hotel details](#) ⓘ

45000 Indian Wells Lane, Indian Wells, CA, 92210 United States of America | [map & directions](#) ⓘ

[How will you get here?](#) ⓘ

[Need things to do?](#)

For questions about your reservation or payment details, please [contact Expedia](#). For special requests or questions about the property, please call the hotel directly at **Tel: 1 (760) 341-2200, Fax: 1 (760) 568-0541**

Check-in Information

- Check-in time starts at 4 PM
- Check-in time ends at midnight
- Your room/unit will be guaranteed for late arrival.

Important Hotel Information

This reservation is non-refundable and cannot be canceled or changed.

Room

Room, 1 King Bed, Non Smoking

Confirmation #

confirmation reference number:
3486671820

Reserved for

Bill Smallman
1 adult

Requests ⓘ 133

41 King Bed, non-smoking room

[Review Your Hotel](#)

Additional Hotel Services

These fees and deposits only apply if they are not included in your selected room rate.

You'll be asked to pay the following charges at the property:

- Resort fee: USD 35.00 per accommodation, per night

The resort fee includes:

- Pool access
- Spa access
- Health club access
- Fitness center access
- Fitness/yoga classes
- Business center/computer access
- Internet access
- Newspaper
- Phone calls
- Faxes
- In-room coffee
- Self parking
- Parking
- Housekeeping
- Additional inclusions

We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Expedia Package Protection Plan

Sep 23, 2018 - Sep 28, 2018

POLICY # 1207370210

You have purchased the [Package Protection Plan](#). Please refer to your itinerary number when calling to ask questions or [file a claim](#).

Need help with your reservation?

Visit our [Customer Support](#) page.



i Skip the line & go straight to your hotel

How are you getting to your **Indian Wells** hotel?
Choose from shuttles, sedans, town cars and more.

Get a Ride



Make it fun! Explore **things to do** in Indian Wells.

Get Activities

Complete Your Trip



Cars

Explore at your own pace.

Add a Car



**Get the
Expedia
App - text
yourself a
link**

Send

Or scan the QR code!



**Up to 30% hotel discounts
for app users**



**Paperless
itineraries**



**Helpful real-time
trip updates**

By providing your number, you agree to receive a one-time automated text message with a link to get the app. Our app offers promotions and booking services. No purchase necessary. Standard text message rates may apply.

MEMO

To: Board of Directors
From: District Manager
Subject: November 2018 Administration Department Monthly Report
Date December 5, 2018

Recommendation

It is recommended that the Board of Directors review and file the Administration Department Monthly Report for November 2018.

PASATIEMPO WELL 8 CONSTRUCTION

Pasatiempo Well 8 construction is going well but slowly. The well has been drilled and casing has been installed. The contractor is currently test pumping and developing the well. Well completion is scheduled for late March 2019.

PROBATION TANK REPLACEMENT

The Probation Tank Construction project is continuing. During the reporting period the contractor is still submitting material submittals and has moved equipment on site. Construction activities at the site are scheduled to start the week of December 10, 2018. Project completion date is September 27, 2019.

LOMPICO ASSESSMENT DISTRICT PROJECT

Staff has been working with engineering consultants on the design of the water storage tanks and PRV replacement projects. Six redwood tanks and six PRV's are being replaced as part of the consolidation assessment district. Water consumption data was submitted to the design engineers for pressure zone water storage analysis with the engineering report due the week before Christmas.

The replacement of the six PRV stations is out to bid with bid closing January 15, 2019.

BLUE TANK FOUNDATION UPGRADE

The Blue Tank Foundation upgrade is out to bid with bid closing December 11, 2018. During routine inspection it was discovered that the Districts Blue Tank in Manana Woods has experienced extensive corrosion to the upper ring of staves, roof and internal roof structure system. In addition to corrosion the tank experienced buckling damage from the 1989 Loma Prieta Earthquake. The combined condition of the corrosion and earthquake damage tank warrants immediate replacement. As part of the replacement the existing concrete foundation was evaluated to meet today's structural standards. The project consists of 8 new concrete piers to strengthen an existing concrete slab on grade water tank foundation. This includes excavation for new concrete piers, securing rebar dowels to existing slab on grade foundation with epoxy, installing pier reinforcement and pouring concrete.

BEAR CREEK WASTEWATER

Staff is working with the County of Santa Cruz with an application to the Regional Water Quality Board for a Technical Assistance Grant in the amount of \$900,000 dollars for design/construction regarding modifications to the Bear Creek Estates Wastewater Facility.

The District may be eligible for the small community wastewater program which is funded through Prop 1 and could also potentially help with implementation. We will need to do an income survey to get those funds, which would be less competitive. There is funding in Prop 1 that can pay for the income survey, as well as technical assistance of various types. The first step is to submit an application and it has just been submitted by the County.

M E M O

TO: Board of Directors
FROM: District Manager
PREPARED BY: Director of Finance & Business Services
SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT
DATE: December 13, 2018

RECOMMENDATION:

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

BACKGROUND:

AUDIT

The FY1718 Audit was accepted by the Board. We are now finalizing the document with the auditors and will have it posted to the website once we have a complete package. There are then still some State filings that we need to do.

SMGWA Audit will be presented at their next BOD meeting on 12/20/2018.

BEAR CREEK ESTATES

The new BCEWW rates will go into effect for the bills received in January. Aside from, that there has been some positive/interesting interactions with other agencies. The County is trying to attain some grant funding that they asked to include the BCEWW in and then LAFCO plans to look into some options for BCEWW as well.

LOANS – FEMA, USDA & OTHER LOANS

The USDA application is now in their FY1819, they have been working with us and their underwriters to hopefully have a final review soon..

We are finalizing the Probation Tank \$2M loan, funding should be occurring any day now.

BANK ACCOUNTS

The District will begin migrating some savings into LAIF since it has been performing better than the SCCF recently. In November, we deposited \$500K into LAIF to start taking advantage of their higher interest rates.

CUSTOMER SERVICE SUPPORT

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

BILL LIST

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

FINANCIAL SUMMARY

The October 2018 results are herein.

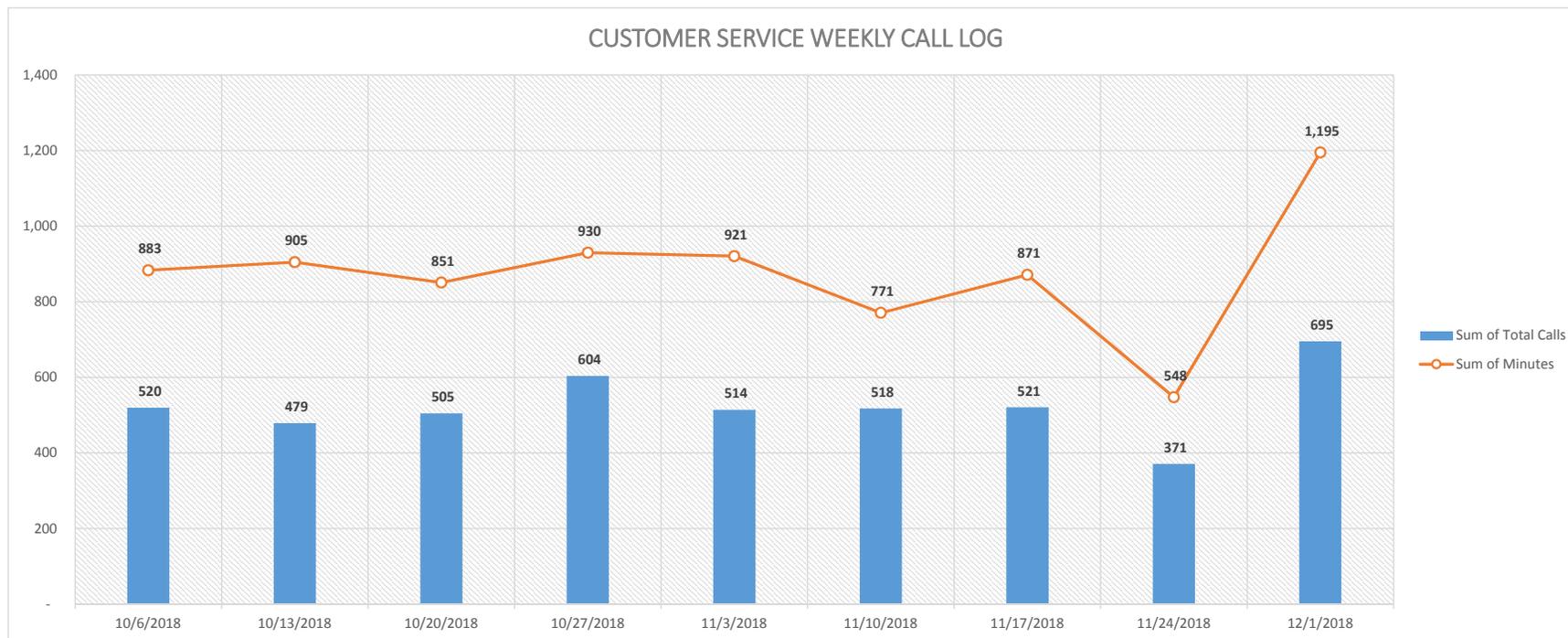
The next Budget & Finance Committee meeting will have a further review of the final FY1718 numbers as compared to budget. Assuming committees are assigned at the 12/13 meeting, we will have a B&F meeting in January to go over Budget vs. Actuals.

REVENUE STABILIZATION RATE ANALYSIS

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of October, 2018 consumption, the cumulative consumption is at the baseline. There are no triggers identified per the revenue stabilization rate policy.

BUDGET

We are beginning to prepare out budget templates. Our budget process will begin in January internally and progress will be shared with the committee and Board along the way.



Week Ending	Incoming Calls		Outgoing Calls		Total Calls	
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes
10/6/2018	309	711	211	172	520	883
10/13/2018	307	675	172	230	479	905
10/20/2018	303	675	202	176	505	851
10/27/2018	348	774	256	156	604	930
11/3/2018	329	731	185	190	514	921
11/10/2018	312	639	206	131	518	771
11/17/2018	305	654	216	217	521	871
11/24/2018	232	437	139	111	371	548
12/1/2018	401	889	294	306	695	1,195

Weekly Notes
Turn offs, Main Break: 18674 HWY 9 & Sylvan, Igo Way
Main Breaks: 10065 East Zayante Rd, 150 Pike dr, Lost Acre Dr,
Tags, Main Breaks: 10820 Westwood Rd, 14070 West Park Ave, 313 Madrone Ave, Whispering Pines, 10820 Westwood, 9795 Central Ave, 190 Willowbrook, Bar King Rd, Kings Creek Rd,
Turn Offs, Main Breaks: 260 Riverside Park Dr, 13515 West Park Ave, 560 River Dr, 15840 Kings Creek Rd, 615 Wente St, Love Creek and Sunnyside, End of Balch Wy, Old County Rd,
Tags, Main Breaks: 8050 Hermosa, 200 Buena Vista,
Turn offs, Main Breaks: 305 Mira Flores
Main Breaks: 300 Capelli Drive, 182 Russell St - CDF Station, Ridge Dr - twice
Tags, Main Breaks: 822 Applewood Dr, 409 Hillside, 610 Redwood Dr, 273 Ada Ave, 1463 Two Bar Rd, 184 Madrona Rd, Kessler Dr, 214 Circle Dr, 220 Estates Dr, 219 Bean Ave
Turn offs & Tags, Main Break: Blue Ridge Road, 335 Vista Terrace, 381 Middleton Dr, 1463 Two Bar #5, 9095 Glen Arbor Rd.

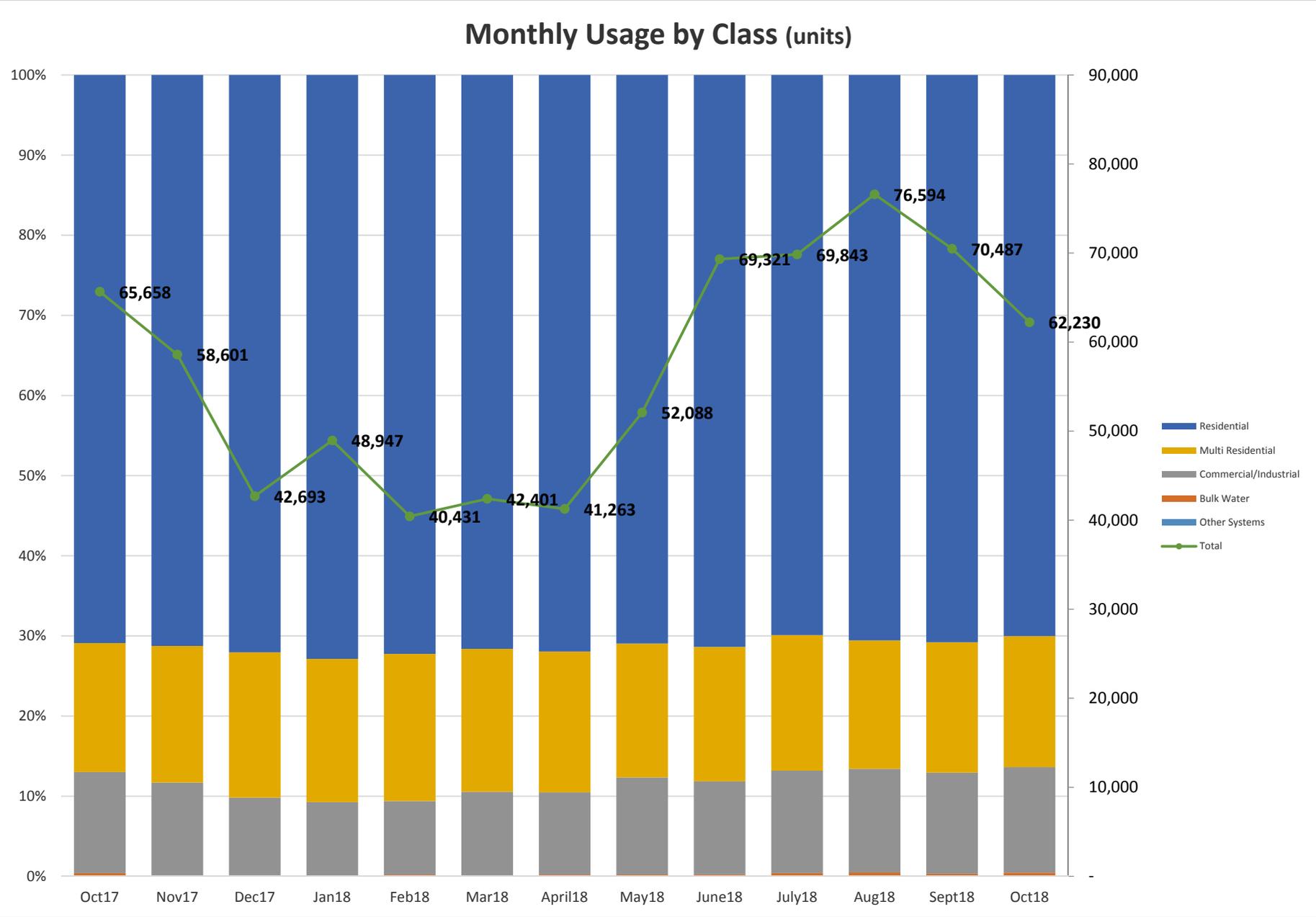
CUSTOMER SERVICE DEPT SUMMARY

	***			**					**			*		*			
Monthly Stats:	Nov-18	Oct-18	Sep-18	Aug-18	Jul-18	Jun-18	May-18	Apr-18	Mar-18	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17
Cut In/Outs	63	66	59	77	86	59	68	58	30	42	61	62	55	81	59	114	52
Final Bills	64	74	64	115	40	66	71	42	34	58	57	66	50	79	79	58	49
Tags	191	158	206	275	176	121	232	72	312	198	194	118	240	128	260	264	163
Turn-offs	26	42	32	36	22	23	25	29	24	32	26	42	24	26	25	29	24
Online / Going Green																	
<i>As of 12/03/2018</i>																	
Online Sign-ups	3,980	3,938	3,883	3,839	3,779	3,726	3,680	3,636	3,599	3,543	3,499	3,443	3,398	3,331	3,283	3,244	3,201
E-Bills	1,302	1,284	1,260	1,238	1,210	1,193	1,174	1,157	1,145	1,120	1,092	1,064	1,043	1,018	998	979	957
Auto Pay	2,638	2,603	2,553	2,509	2,492	2,463	2,445	2,427	2,386	2,350	2,316	2,283	2,257	2,202	2,184	2,144	2,134

* Due to timing, only had 1 tag/turn off cycle

** Due to timing, had 3 tag/turn off cycle

*** Due to timing, Cycle 2B had 2 tag cycles



Accounts Payable

Outstanding Invoices

User: KendraNegro
 Printed: 12/3/2018 - 1:53 PM
 Date Type: JE Date
 Date Range: 11/08/2018 to 12/03/2018



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
00020 - HARO, KASUNICH & ASSOCIATES						
01-000-1565	11/13/2018	11/5/2018	04090-18112	00100-05-2019	399.30	SERVICES THROUGH OCTOBER 31ST, 2018_WO#521
Task Label: CAP-1718001A		Type: S	PO Number:			
Total for Vendor 00020 - HARO, KASUNICH & ASSOCIATES:					399.30	
00058 - IHWY, INC.						
01-100-5200	11/13/2018	11/1/2018	NOV2018_12206	00100-05-2019	225.00	BUSINESS HOSTING_NOVEMBER
Task Label:		Type:	PO Number: 0000101125			
Total for Vendor 00058 - IHWY, INC.:					225.00	
00076 - ERNIE'S AUTO CENTER						
01-400-5410	11/29/2018	11/15/2018	760291	00220-05-2019	28.84	TAIL LIGHTS_OPS
Total for Vendor 00076 - ERNIE'S AUTO CENTER:					28.84	
00099 - JOEL BUSA						
01-100-5147	11/13/2018	11/13/2018	DEC2018_99	00100-05-2019	125.00	RETIRED EMPLOYEE MEDICAL_DEC 2018
Total for Vendor 00099 - JOEL BUSA:					125.00	
00208 - LEONARD KUHNLEIN						
01-100-5147	11/13/2018	11/13/2018	DEC2018_208	00100-05-2019	125.00	RETIRED EMPLOYEE MEDICAL_DEC 2018
Total for Vendor 00208 - LEONARD KUHNLEIN:					125.00	
00266 - TERMINIX PROCESSING CENTER						
01-100-5420	11/29/2018	11/12/2018	380823716	00220-05-2019	144.00	PEST CONTROL_13060 HWY 9 BC
Task Label:		Type:	PO Number: 0000101114			
Total for Vendor 00266 - TERMINIX PROCESSING CENTER:					144.00	

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00268 - WATTS ON							
	01-400-5200	11/29/2018	11/20/2018	12254	00220-05-2019	390.81	ANNUAL GENERATOR SERVICE_MITCHELL BOOSTER
	01-400-5200	11/29/2018	11/20/2018	12255	00220-05-2019	686.21	ANNUAL GENERATOR SERVICE_FELTON ACRES
	02-600-5200	11/29/2018	11/20/2018	12256	00220-05-2019	590.82	ANNUAL GENERATOR SERVICE_BCE WASTEWATER
Total for Vendor 00268 - WATTS ON:						1,667.84	
00313 - MET LIFE							
	01-100-5141	11/29/2018	11/14/2018	120118_313A	00220-05-2019	-3.61	DEC 2018_ADMIN DENTAL
	01-100-5144	11/29/2018	11/14/2018	120118_313B	00220-05-2019	30.04	DEC 2018_ADMIN DISABILITY
	01-100-5143	11/29/2018	11/14/2018	120118_313C	00220-05-2019	16.65	DEC 2018_ADMIN LIFE INSURANCE
	01-200-5141	11/29/2018	11/14/2018	120118_313D	00220-05-2019	1,425.60	DEC 2018_FINANCE DENTAL
	01-200-5144	11/29/2018	11/14/2018	120118_313E	00220-05-2019	284.18	DEC 2018_FINANCE DISABILITY
	01-200-5143	11/29/2018	11/14/2018	120118_313F	00220-05-2019	138.19	DEC 2018_FINANCE LIFE INSURANCE
	01-300-5141	11/29/2018	11/14/2018	120118_313G	00220-05-2019	62.57	DEC 2018_ENGINEERING DENTAL
	01-300-5144	11/29/2018	11/14/2018	120118_313H	00220-05-2019	41.45	DEC 2018_ENGINEERING DISABILITY
	01-300-5143	11/29/2018	11/14/2018	120118_313I	00220-05-2019	16.65	DEC 2018_ENGINEERING LIFE INSURANCE
	01-400-5141	11/29/2018	11/14/2018	120118_313J	00220-05-2019	1,778.27	DEC 2018_OPS DENTAL
	01-400-5144	11/29/2018	11/14/2018	120118_313K	00220-05-2019	310.11	DEC 2018_OPS DISABILITY
	01-400-5143	11/29/2018	11/14/2018	120118_313L	00220-05-2019	176.49	DEC 2018_OPS LIFE INSURANCE
	01-500-5141	11/29/2018	11/14/2018	120118_313M	00220-05-2019	984.37	DEC 2018_ENVIRONMENTAL DENTAL
	01-500-5144	11/29/2018	11/14/2018	120118_313N	00220-05-2019	78.38	DEC 2018_ENVIRONMENTAL DISABILITY
	01-500-5143	11/29/2018	11/14/2018	120118_313O	00220-05-2019	33.30	DEC 2018_ENVIRONMENTAL LIFE INSURANCE
	01-800-5141	11/29/2018	11/14/2018	120118_313P	00220-05-2019	1,176.97	DEC 2018_WTP DENTAL
	01-800-5144	11/29/2018	11/14/2018	120118_313Q	00220-05-2019	298.36	DEC 2018_WTP DISABILITY
	01-800-5143	11/29/2018	11/14/2018	120118_313R	00220-05-2019	139.86	DEC 2018_WTP LIFE INSURANCE
Total for Vendor 00313 - MET LIFE:						6,987.83	
00336 - LAND TRUST OF SANTA CRUZ COUNTY							
	01-500-5200	11/29/2018	10/31/2018	10-2018	00220-05-2019	650.40	OLYMPIA PATROL SERVICE
Total for Vendor 00336 - LAND TRUST OF SANTA CRUZ COUNTY:						650.40	
00342 - BRASS KEY LOCKSMITH							
	01-100-5420	11/29/2018	11/1/2018	949886	00220-05-2019	167.11	ADMIN BLDG_FRONT DOOR
Total for Vendor 00342 - BRASS KEY LOCKSMITH:						167.11	
00369 - CAROLE TRIANTAFILLOS							
	01-100-5147	11/13/2018	11/13/2018	DEC2018_369	00100-05-2019	125.00	RETIREE MEDICAL_DEC 2018

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00369 - CAROLE TRIANTAFILLOS:						125.00	
00398 - WATSONVILLE METAL CO.,INC	01-400-5300	11/29/2018	11/16/2018	8425163	00220-05-2019	600.00	OLY DUMPSTER HAUL-OUT
Total for Vendor 00398 - WATSONVILLE METAL CO.,INC:						600.00	
00415 - CA BANK & TRUST/GOV SVC DEPT_1030276759	01-000-1130	11/13/2018	12/1/2018	DEC2018_415	00100-05-2019	15,581.43	1976 SAFE DRINKING WATER BOND_DEC2018
Total for Vendor 00415 - CA BANK & TRUST/GOV SVC DEPT_1030276759:						15,581.43	
00428 - RCD OF SANTA CRUZ COUNTY	01-000-1565	11/29/2018	11/1/2018	18FLP04	00220-05-2019	5,843.87	FALL CREEK DEBRIS REMOVAL_WO#280
	Task Label: CAP-1516007A		Type: S	PO Number:			
Total for Vendor 00428 - RCD OF SANTA CRUZ COUNTY:						5,843.87	
00662 - JAMES A. MUELLER	01-100-5147	11/13/2018	11/13/2018	DEC 2018_662	00100-05-2019	50.00	RETIRED EMPLOYEE MEDICAL_DEC 2018
Total for Vendor 00662 - JAMES A. MUELLER:						50.00	
00687 - AT&T U-VERSE	01-800-5510	11/29/2018	11/6/2018	1118_132166881	00199-05-2019	75.00	U-VERSE_MANANA WOODS
	01-400-5510	11/29/2018	11/15/2018	1118_132338293	00220-05-2019	75.00	UVERSE_GRAHAM HILL
	01-100-5510	11/29/2018	11/11/2018	5233954404A	00220-05-2019	250.49	IP SERVICES_ADMIN
	01-400-5510	11/29/2018	11/11/2018	5233954404B	00220-05-2019	250.49	IP SERVICES_OPS
	01-800-5510	11/29/2018	11/11/2018	5233954404C	00220-05-2019	250.50	IP SERVICES_WTP
Total for Vendor 00687 - AT&T U-VERSE:						901.48	
00721 - UNITED SITE SVCS.,INC	01-000-1565	11/29/2018	11/9/2018	114-7613037	00220-05-2019	179.47	PORTABLE RESTROOM SERVICE_WO#814
	01-400-5200	11/29/2018	11/13/2018	114-7625713	00220-05-2019	187.12	QUAIL 5 TOILET SERVICE AND CLEANING
	Task Label:		Type:	PO Number: 0000101101			
Total for Vendor 00721 - UNITED SITE SVCS.,INC:						366.59	
00788 - COMCAST	01-400-5510	11/29/2018	11/15/2018	111518_1236074	00220-05-2019	174.82	INTERNET_200 ANNIES WAY
	01-400-5510	11/29/2018	11/16/2018	111618_1018662	00220-05-2019	148.29	INTERNET_264 ORCHARD ROAD

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00788 - COMCAST	01-800-5510	11/29/2018	11/19/2018	111918_1028380	00220-05-2019	153.29	INTERNET_7400 HIGHWAY 9
Total for Vendor 00788 - COMCAST:						476.40	
10017 - JEN MICHELSEN	01-500-5630	11/29/2018	11/17/2018	111718_10017	00220-05-2019	19.00	EMPLOYEE REIMBURSEMENT_MEETINGS
Total for Vendor 10017 - JEN MICHELSEN:						19.00	
10158 - NOSSAMAN, LLP	01-100-5210	11/29/2018	11/8/2018	488531	00220-05-2019	22,737.31	PROFESSIONAL SERVICES THROUGH 10/31/18
Total for Vendor 10158 - NOSSAMAN, LLP:						22,737.31	
UB*00513 - WARREN RUNNEALS	01-000-2100	11/30/2018	11/30/2018		00213-05-2019	20.74	Refund Check
	Task Label:		Type:	PO Number:			
Total for Vendor UB*00513 - WARREN RUNNEALS:						20.74	
UB*00514 - Kelsey & Jaremy Phillips	01-000-2100	12/3/2018	12/3/2018		00003-06-2019	30.24	Refund Check
	Task Label:		Type:	PO Number:			
	01-000-2100	12/3/2018	12/3/2018		00003-06-2019	77.57	Refund Check
	Task Label:		Type:	PO Number:			
Total for Vendor UB*00514 - Kelsey & Jaremy Phillips:						107.81	
UB*00515 - CAROL NYE-WILSON	01-000-2100	12/3/2018	12/3/2018		00003-06-2019	11.26	Refund Check
	Task Label:		Type:	PO Number:			
Total for Vendor UB*00515 - CAROL NYE-WILSON:						11.26	
UB*00516 - DBA FOCHA-SMART	01-000-2100	12/3/2018	12/3/2018		00003-06-2019	41.19	Refund Check
	Task Label:		Type:	PO Number:			
	01-000-2100	12/3/2018	12/3/2018		00003-06-2019	69.79	Refund Check
	Task Label:		Type:	PO Number:			
Total for Vendor UB*00516 - DBA FOCHA-SMART:						110.98	

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Report Total:						57,472.19	

Accounts Payable

Checks by Date - Detail by Check Number

User: KendraNegro
Printed: 12/3/2018 1:52 PM



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	12/01/2018		
	DEC 2018.1	HEALTH INSURANCE			598.83
	DEC 2018.2	HEALTH INSURANCE			14,634.17
	DEC 2018.3	HEALTH INSURANCE			779.86
	DEC 2018.4	HEALTH INSURANCE			18,039.43
	DEC 2018.5	HEALTH INSURANCE			3,006.53
	DEC 2018.6	HEALTH INSURANCE			1,050.00
	DEC 2018.7	HEALTH INSURANCE			11,053.36
	DEC 2018.8	HEALTH INSURANCE			127.02
	DEC 2018.9	HEALTH INSURANCE			1,618.42
		Total for this ACH Check for Vendor 00178:		0.00	50,907.62
16128	00055 1018_8313355273	AT&T PHONE_FELTON ACRES_WTP	11/08/2018		141.70
		Total for Check Number 16128:		0.00	141.70
16129	00609 218018-T10B	BALANCE HYDROLOGICS, INC FALL CREEK MONITORING STATION REH/	11/08/2018		9,656.25
		Total for Check Number 16129:		0.00	9,656.25
16130	10223 101918_1474	BANNER BANK_ESCROW NO 1474 PROBATION TANK_WO#823	11/08/2018		1,812.00
		Total for Check Number 16130:		0.00	1,812.00
16131	10227 101918_10227	CANYON SPRINGS ENTERPRISES PROBATION TANK_WO#823	11/08/2018		34,438.00
		Total for Check Number 16131:		0.00	34,438.00
16132	00363 110118_363	CINCINNATI LIFE INSURANCE CO 201 LIFE INSURANCE_NOV 2018	11/08/2018		28.00
		Total for Check Number 16132:		0.00	28.00
16133	10207 OCT2018_10207A OCT2018_10207B OCT2018_10207C OCT2018_10207D OCT2018_10207E	CITI CARDS_COSTCO SUPPLIES_ADMIN MAIL CHIMP_MARKETING SUPPLIES_WTP SUPPLIES_OPS ADVERTISING	11/08/2018		76.80 50.00 55.65 173.49 226.00
		Total for Check Number 16133:		0.00	581.94
16134	01050 4377735-1013603	COLONIAL LIFE SUPPLEMENTAL INS FOR PP 10/13/18 & 10/	11/08/2018		584.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16134:	0.00	584.72
16135	10171 110218_10171	CWEA SERVICES TNI TRAINING_SESSION 5_WTP	11/08/2018		70.00
			Total for Check Number 16135:	0.00	70.00
16136	00020 04090-18101	HARO, KASUNICH & ASSOCIATES LYON PLANT SLIDE	11/08/2018		4,828.61
			Total for Check Number 16136:	0.00	4,828.61
16137	00313	MET LIFE	11/08/2018		
	110118_313A	NOV 2018_ADMIN DENTAL			325.32
	110118_313B	NOV 2018_ADMIN DISABILITY			84.83
	110118_313C	NOV 2018_ADMIN LIFE INSURANCE			33.30
	110118_313D	NOV 2018_FINANCE DENTAL			1,425.60
	110118_313E	NOV 2018_FINANCE DISABILITY			195.98
	110118_313F	NOV 2018_FINANCE LIFE INSURANCE			138.19
	110118_313G	NOV 2018_ENG DENTAL			62.57
	110118_313H	NOV 2018_ENG DISABILITY			41.45
	110118_313I	NOV 2018_ENG LIFE INSURANCE			16.65
	110118_313J	NOV 2018_OPS DENTAL			1,945.38
	110118_313K	NOV 2018_OPS DISABILITY			342.98
	110118_313L	NOV 2018_OPS LIFE INSURANCE			186.48
	110118_313M	NOV 2018_ENVIRON DENTAL			192.14
	110118_313N	NOV 2018_ENVIRON DISABILITY			78.38
	110118_313O	NOV 2018_ENVIRON LIFE INSURANCE			33.30
	110118_313P	NOV 2018_WTP DENTAL			1,202.00
	110118_313Q	NOV 2018_WTP DISABILITY			320.28
	110118_313R	NOV 2018_WTP LIFE INSURANCE			146.52
			Total for Check Number 16137:	0.00	6,771.35
16138	00711	ROBERTS & BRUNE CO.	11/08/2018		
	S1780809.005A	GATE VALVE 1"			210.45
	S1780809.005B	BUSHING GALV 2" X 3/4"			5.29
	S1780809.005C	NIPPLE GALV 3/4" X 3"			3.16
	S1789501.001A	CAP GALV 1"			14.71
	S1789501.001B	NIPPLE GALV 2" X 6"			39.14
	S1789501.001C	GATE VALVE 2"			429.83
	S1789501.001D	CHECK VALVE 2"			217.86
	S1791105.001	METER BOX B16			710.78
			Total for Check Number 16138:	0.00	1,631.22
16139	00125	SCARBOROUGH LUMBER	11/08/2018		
	323118	KIRBY TOILET REPAIR_WTP			33.71
	323119	NUT DRIVER/METER KEY			35.75
	323149_CM	KIRBY TOILET REPAIR_RETURNED PARTS			-19.29
	323421	SUPPLIES FOR OLY 2 & 3_WTP			48.37
	323451	MISC SUPPLIES_OPS			27.94
	577453	WEST WINNER HYDRO_OPS			1,049.79
	577496	WEST WINNER HYDRO_OPS			102.12
	577497	WEST WINNER HYDRO_OPS			11.18
	577522	TANK HATCH WEATHER STRIPPING_OPS			38.63
	K57746	WEATHER STRIPPING_OPS			9.70
			Total for Check Number 16139:	0.00	1,337.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
16140	10231 5671267	TIAA COMMERCIAL FINANCE, INC. 5 YR LEASE NEW COPIER_NOV 2018	11/08/2018		252.28
			Total for Check Number 16140:	0.00	252.28
16141	00781 125868	UTILITY SERVICES ASSOCIATES SYSTEM WIDE LEAK DETECTION_WO#106	11/08/2018		12,653.00
			Total for Check Number 16141:	0.00	12,653.00
16142	00399 110118_399A 110118_399B 110118_399C 110118_399D 110118_399E 110118_399F	VISION SERVICE PLAN - (CA) VISION NOVEMBER_ADMIN VISION NOVEMBER_FINANCE VISION NOVEMBER_ENG VISION NOVEMBER_OPS VISION NOVEMBER_ENVIR VISION NOVEMBER_WTP	11/08/2018		17.30 156.50 11.14 357.72 38.58 157.50
			Total for Check Number 16142:	0.00	738.74
16143	00384 1018-01	DON ALLEY STREAM FLOW & WATER QUALITY MEAS	11/16/2018		1,578.36
			Total for Check Number 16143:	0.00	1,578.36
16144	00729 8102268-SLVWD 8103282	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES LAB FEES-ANALYTICAL SERVICES	11/16/2018		430.00 1,032.00
			Total for Check Number 16144:	0.00	1,462.00
16145	10023 3052595	AT & T CAPITAL SERVICES, INC V2 PHONE MAINTENANCE	11/16/2018		396.07
			Total for Check Number 16145:	0.00	396.07
16146	00055 NOV_9607360489A NOV_9607360489B NOV_9607360489C NOV_9607360489D	AT&T PHONE_ADMIN PHONE_OPS PHONE_WTP PHONE_BCE WASTEWATER	11/16/2018		207.29 3,946.38 2,196.54 385.12
			Total for Check Number 16146:	0.00	6,735.33
16147	00309 OCT_1717987456A OCT_1717987456B OCT_1717987456C	AT&T IP SERVICES TELEPHONE_ADMIN TELEPHONE_OPS TELEPHONE_WTP	11/16/2018		393.81 393.81 393.81
			Total for Check Number 16147:	0.00	1,181.43
16148	00609 217018-1018 218018-1018	BALANCE HYDROLOGICS, INC STREAM MONITORING PROGRAM STREAM MONITORING PROGRAM	11/16/2018		847.50 10,249.27
			Total for Check Number 16148:	0.00	11,096.77
16149	00145 314-P7316224	BATTERIES PLUS RTU BATTERY	11/16/2018		30.51
			Total for Check Number 16149:	0.00	30.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
16150	01077 102618_1077	JOSEPH B BEASLEY EMPLOYEE REIMBURSEMENT_UNIFORM	11/16/2018		71.62
			Total for Check Number 16150:	0.00	71.62
16151	10173 110718_10173	CARLY BLANCHARD EMPLOYEE REIMBURSEMENT_MEETINGS	11/16/2018		28.96
			Total for Check Number 16151:	0.00	28.96
16152	00342 949806	BRASS KEY LOCKSMITH KEYS_FORKLIFT	11/16/2018		13.06
			Total for Check Number 16152:	0.00	13.06
16153	00124 0098379-IN	BRUCE BARTON PUMP, INC LOST ACRES PUMP REPAIR	11/16/2018		350.40
			Total for Check Number 16153:	0.00	350.40
16154	10121 36142 36361	COLANTUONO,HIGHSMITH & WHATL SERVICES THROUGH 06/30/18 SERVICES THROUGH 07/31/18	11/16/2018		358.55 35.00
			Total for Check Number 16154:	0.00	393.55
16155	00788 110118_1236033	COMCAST INTERNET_215 BLACKSTONE DRIVE	11/16/2018		174.82
			Total for Check Number 16155:	0.00	174.82
16156	00788 102618_0987198	COMCAST INTERNET_195 KIRBY	11/16/2018		153.29
			Total for Check Number 16156:	0.00	153.29
16157	00788 110718_1236124	COMCAST INTERNET_15819 FOREST HILL DRIVE	11/16/2018		174.82
			Total for Check Number 16157:	0.00	174.82
16158	00788 110818_1236058	COMCAST INTERNET_17277 HIGHWAY 9	11/16/2018		174.82
			Total for Check Number 16158:	0.00	174.82
16159	00788 11818_1323641	COMCAST INTERNET_365 MADRONE DR OFC	11/16/2018		264.28
			Total for Check Number 16159:	0.00	264.28
16160	00788 11818_1323583	COMCAST INTERNET_365 MADRONE DR	11/16/2018		264.28
			Total for Check Number 16160:	0.00	264.28
16161	00788 11418_0302438	COMCAST INTERNET_1075 WHISPERING PINES DRIV	11/16/2018		193.38
			Total for Check Number 16161:	0.00	193.38
16162	00788 11518_1236165	COMCAST INTERNET_280 BLUE RIDGE DRIVE	11/16/2018		174.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16162:	0.00	174.82
16163	00788 11318_0956185	COMCAST INTERNET_545 FALL CREEK DRIVE	11/16/2018		173.50
			Total for Check Number 16163:	0.00	173.50
16164	00286 43394-F3N6B8	CSBA DISTRICT SERVICES SERVICES_GASB AMM REPORT	11/16/2018		1,875.00
			Total for Check Number 16164:	0.00	1,875.00
16165	00450 L0419217 L0419241 L0420563 L0422874	EUROFINS WATER ANALYSIS_LYONS WTP WATER ANALYSIS_OLY 2 WATER ANALYSIS_PEAVINE & FOREMAN WATER ANALYSIS_PASO 5A & PASO 7	11/16/2018		475.00 40.00 360.00 80.00
			Total for Check Number 16165:	0.00	955.00
16166	00991 6409005	EWING IRRIGATION PRODUCTS PVC CUTTERS_OPS	11/16/2018		130.32
			Total for Check Number 16166:	0.00	130.32
16167	10189 367601 371938 374116	EXPONENT, INC SERVICES_CONJUNCTIVE USE PLAN SERVICES_CONJUNCTIVE USE PLAN SERVICES_CONJUNCTIVE USE PLAN	11/16/2018		1,500.00 1,950.00 1,280.00
			Total for Check Number 16167:	0.00	4,730.00
16168	00118 68489328	FARMER BROTHERS COFFEE COFFEE SUPPLIES_OPS	11/16/2018		317.16
			Total for Check Number 16168:	0.00	317.16
16169	00750 103118_750	FEDAK & BROWN, LLP SERVICES RENDERED FOR OCTOBER	11/16/2018		4,800.00
			Total for Check Number 16169:	0.00	4,800.00
16170	00164 424496	FIRST ALARM SERVICE CALL_13057 HWY 9	11/16/2018		123.75
			Total for Check Number 16170:	0.00	123.75
16171	00329 9939133808 9939371267 9940612378 9941956840	GRAINGER MARKING FLAGS_OPS BLUE MARKING FLAGS_OPS BLUE MARKING FLAGS_OPS WHITE MARKING FLAGS_OPS	11/16/2018		14.58 29.13 219.90 109.96
			Total for Check Number 16171:	0.00	373.57
16172	00080 1482208 1482685 1486529 1490144 1491789	GRANITE CONSTRUCTION CO EAST ZAYANTE MAIN BREAK/REPAIR PAVING EAST ZAYANTE HOT MIX_MAIN REPAIR BASE ROCK HOT MIX/PAVING LEAK REPAIRS	11/16/2018		490.11 342.00 344.57 51.10 300.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1493345	BASE ROCK_OPS			47.20
	1495248	BASE ROCK_OPS			60.54
					<hr/>
Total for Check Number 16172:				0.00	1,636.38
16173	00550 11194574	HACH COMPANY CHLORINE ANALYZER	11/16/2018		3,829.21
					<hr/>
Total for Check Number 16173:				0.00	3,829.21
16174	00953 A211767	HOSE SHOP HYDRANT/HOSE ADAPTER	11/16/2018		72.66
					<hr/>
Total for Check Number 16174:				0.00	72.66
16175	10018 110518_10018	HOLLY HOSSACK EMPLOYEE REIMBURSEMENT_MEETINGS	11/16/2018		65.52
					<hr/>
Total for Check Number 16175:				0.00	65.52
16176	00181 139055 139162	LAS ANIMAS CONCRETE SLURRY_BACKFILL SLURRY/MAIN REPAIR	11/16/2018		813.67 502.47
					<hr/>
Total for Check Number 16176:				0.00	1,316.14
16177	10017 110718_10017	JEN MICHELSEN EMPLOYEE REIMBURSEMENT_MEETINGS	11/16/2018		88.50
					<hr/>
Total for Check Number 16177:				0.00	88.50
16178	00441 1024443	MISSION COMMUNICATIONS,LLC LEWIS TANK MISSION RTU REPAIR_OPS	11/16/2018		280.63
					<hr/>
Total for Check Number 16178:				0.00	280.63
16179	10139 S1106905.001	NATIONAL METER & AUTOMATION 8001-000 METER 5/8" X 3/4" BADGER MODI	11/16/2018		12,168.07
					<hr/>
Total for Check Number 16179:				0.00	12,168.07
16180	00027 329458	NORTH BAY FORD BROKEN PLUG_CONECTOR REPAIR_WO#1	11/16/2018		117.58
					<hr/>
Total for Check Number 16180:				0.00	117.58
16181	00350 110418_350	HOWARD OLIPHANT EMPLOYEE REIMBURSEMENT_MEALS	11/16/2018		15.00
					<hr/>
Total for Check Number 16181:				0.00	15.00
16182	00054 1118_9754419334	PACIFIC GAS AND ELECTRIC UTLITIES_LAZYWOODS	11/16/2018		59.98
					<hr/>
Total for Check Number 16182:				0.00	59.98
16183	00054 OCT_3658024062A OCT_3658024062B OCT_3658024062C OCT_3658024062D	PACIFIC GAS AND ELECTRIC UTLITIES_ADMIN UTLITIES_OPS UTLITIES_WTP UTLITIES_BCE WASTEWATER	11/16/2018		839.24 9,126.46 26,723.76 249.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16183:	0.00	36,939.43
16184	00054 1118_2836470071	PACIFIC GAS AND ELECTRIC UTILITIES_ZAYANTE DR & ROSEBLOOM	11/16/2018		2,051.59
			Total for Check Number 16184:	0.00	2,051.59
16185	00054 1118_2564996928	PACIFIC GAS AND ELECTRIC UTILITIES_1150 REBECCA DRIVE	11/16/2018		47.02
			Total for Check Number 16185:	0.00	47.02
16186	00054 1118_6279346884	PACIFIC GAS AND ELECTRIC UTILITIES_19 SUMMIT AVENUE	11/16/2018		414.39
			Total for Check Number 16186:	0.00	414.39
16187	00054 1118_7179253583	PACIFIC GAS AND ELECTRIC UTILITIES_LOMPICO AREA	11/16/2018		595.33
			Total for Check Number 16187:	0.00	595.33
16188	00054 1118_9655817646	PACIFIC GAS AND ELECTRIC UTILITIES_140 ELENA COURT	11/16/2018		9.96
			Total for Check Number 16188:	0.00	9.96
16189	00264 1269762	RAIN FOR RENT PASO WELL #8 DISCHARGE PIPING	11/16/2018		3,044.43
			Total for Check Number 16189:	0.00	3,044.43
16190	00125 323700 323868 324003 324039 324041 577609 577728 577849	SCARBOROUGH LUMBER BATTERIES FOR SOUNDER UNIVERSITY TANK_OPS MISC HEARING PROTECTION_DUST MASK CLEANING SUPPLIES WEATHER STRIPPING_HATCH SEAL LEAK REPAIR ASHALT CRACKSEAL_OPS RIVERSIDE GROVE TANK_OPS PHONE JACK_RADIO	11/16/2018		17.17 81.56 92.51 35.29 48.29 6.75 8.89 4.83
			Total for Check Number 16190:	0.00	295.29
16191	00746 56266 56697	SCOTTS VALLEY BANNER AD COMMUNITY CHATS NEWSPAPER AD_PUBLIC MEETINS	11/16/2018		220.00 260.00
			Total for Check Number 16191:	0.00	480.00
16192	00047 8100292 8100523 8100524 8100775	SOIL CONTROL LAB WATER ANALYSIS_OLY 2 & 3 WATER ANALYSIS_7 LOCATIONS WATER ANALYSIS_OLY 2&3 WATER ANALYSIS_5 LOCATIONS	11/16/2018		78.00 145.00 78.00 145.00
			Total for Check Number 16192:	0.00	446.00
16193	00044 103018_44	STAPLES CREDIT PLAN_6035 5178 622 SUPPLIES_ENG	11/16/2018		105.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16193:	0.00	105.96
16194	UB*00510	NATHAN SZOKE Refund Check	11/16/2018		1.41
			Total for Check Number 16194:	0.00	1.41
16195	00768 718695 718699 718798	USA BLUEBOOK_HD SUPPLY CHLORINE PUMP REPAIR PARTS FILTER SAMPLING TOOL CHLORINE PUMP REPAIR PARTS	11/16/2018		2,061.87 2,429.29 169.15
			Total for Check Number 16195:	0.00	4,660.31
16196	00268 12247 12248	WATTS ON LYON PLANT GENERATOR SERVICE REDWOOD PARK BOOSTER GENERATOR S	11/16/2018		981.03 2,490.23
			Total for Check Number 16196:	0.00	3,471.26
16197	00599 56441252A 56441252B 56441252C	WEX BANK FUEL_ADMIN FUEL_OPS FUEL_WTP	11/16/2018		870.51 3,870.94 1,922.78
			Total for Check Number 16197:	0.00	6,664.23
16198	10236 600496 600519	ZIP'S TRUCK EQUIPMENT, INC SWITCH FOR LIGHT BAR TRUCK LIGHT BAR	11/16/2018		28.37 799.66
			Total for Check Number 16198:	0.00	828.03
16199	00362 ACC42646A ACC42646B	ACCELA, INC #774375 WEB PAYMENTS_TRANSACTION FEE_10/0 WEB PAYMENTS_ONLINE BILLS_10/01/18 1	11/30/2018		2,662.00 185.00
			Total for Check Number 16199:	0.00	2,847.00
16200	00565 110518_565	DETLEF ADAM EMPLOYEE REIMBURSEMENT_UNIFORM	11/30/2018		336.96
			Total for Check Number 16200:	0.00	336.96
16201	00545 123459	AFLAC SUPPLEMENTAL INS_NOV 2018	11/30/2018		221.77
			Total for Check Number 16201:	0.00	221.77
16202	00057 NOV2018_57	AFSCME COUNCIL 57 UNION DUES_NOV 2018	11/30/2018		998.66
			Total for Check Number 16202:	0.00	998.66
16203	00729 8110989	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES_BCE W	11/30/2018		430.00
			Total for Check Number 16203:	0.00	430.00
16204	00760 23503 23556	ANGELO BARTOLOTTA BUSINESS CARDS BUSINESS CARDS	11/30/2018		80.80 190.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16204:	0.00	270.92
16205	00162 63282827	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL_12/01/18-1	11/30/2018		325.50
			Total for Check Number 16205:	0.00	325.50
16206	00767 968936351	ANTHEM BLUE CROSS MEDICARERX_12/01/18 - 01/01/19	11/30/2018		169.80
			Total for Check Number 16206:	0.00	169.80
16207	00687 1118_132182018	AT&T U-VERSE U-VERSE_345 QUAIL TERRACE	11/30/2018		75.00
			Total for Check Number 16207:	0.00	75.00
16208	00687 1118_137458730	AT&T U-VERSE INTERNET_13057 HWY 9	11/30/2018		75.00
			Total for Check Number 16208:	0.00	75.00
16209	00096 7001608102	AWWA MEMBERSHIP DUES_01/01/19_12/31/19	11/30/2018		2,237.00
			Total for Check Number 16209:	0.00	2,237.00
16210	00096 7001635844	AWWA SUBSCRIPTION RENEWAL	11/30/2018		790.00
			Total for Check Number 16210:	0.00	790.00
16211	10025 80025837	BADGER METER, INC BEACON SERVICES_OCTOBER 2018	11/30/2018		1,366.15
			Total for Check Number 16211:	0.00	1,366.15
16212	00609 217018-0918 218018-0918 218018-T10A	BALANCE HYDROLOGICS, INC STREAM MONITORING_4 YEAR GAGING STREAM MONITORING_5 YEAR GAGING FALL CREEK DEBRIS REMOVAL_WO#280	11/30/2018		5,237.50 5,528.02 7,237.96
			Total for Check Number 16212:	0.00	18,003.48
16213	10113 DEC2018_10113A DEC2018_10113B	BANK MIDWEST SOLAR LOAN_INTEREST SOLAR LOAN_PRINCIPAL	11/30/2018		826.23 2,423.67
			Total for Check Number 16213:	0.00	3,249.90
16214	00220 31783	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES_NOV 2018	11/30/2018		424.42
			Total for Check Number 16214:	0.00	424.42
16215	01077 111918_1077	JOSEPH B BEASLEY EMPLOYEE REIMBURSEMENT_D-2 CERTII	11/30/2018		60.00
			Total for Check Number 16215:	0.00	60.00
16216	10173 112118_10173A	CARLY BLANCHARD EMPLOYEE REIMBURSEMENT_MILEAGE :	11/30/2018		30.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	112118_10173B	EMPLOYEE REIMBURSEMENT_TRAVEL E			54.61
			Total for Check Number 16216:	0.00	84.85
16217	10207	CITI CARDS_COSTCO	11/30/2018		
	110718_10207A	OFFICE SUPPLIES			31.87
	110718_10207B	OFFICE SUPPLIES_WTP			199.99
	110718_10207C	BUILDING SUPPLIES_WTP			260.39
	110718_10207D	OFFICE SUPPLIES_ADMIN			47.52
	110718_10207E	EMPLOYEE RECOGNITION			115.68
	110718_10207F	EMPLOYEE RECOGNITION			25.33
	110718_10207G	EMPLOYEE RECOGNITION			9.75
	110718_10207H	EMPLOYEE RECOGNITION_LUNCH			700.00
	110718_10207I	TEMP & FLOW MEETING			244.05
	110718_10207J	TEMP & FLOW MEETING			15.62
			Total for Check Number 16217:	0.00	1,650.20
16218	01050	COLONIAL LIFE	11/30/2018		
	1113612	SUPPLEMENTAL INS_11/13/18, 11/28/18			584.72
			Total for Check Number 16218:	0.00	584.72
16219	00788	COMCAST	11/30/2018		
	110618_1236017	INTERNET_295 EAST ROAD			174.82
			Total for Check Number 16219:	0.00	174.82
16220	00788	COMCAST	11/30/2018		
	110618_1318955	INTERNET_1150 REBECCA DRIVE			143.29
			Total for Check Number 16220:	0.00	143.29
16221	00788	COMCAST	11/30/2018		
	111118_1171123	INTERNET_23 SUMMIT AVENUE			143.29
			Total for Check Number 16221:	0.00	143.29
16222	00788	COMCAST	11/30/2018		
	1118_1318922	INTERNET_3652 GRAHAM HILL ROAD			143.29
			Total for Check Number 16222:	0.00	143.29
16223	00273	CORELOGIC, INC.	11/30/2018		
	30393154	REALQUEST SERVICES_OCTOBER 1ST THI			206.00
			Total for Check Number 16223:	0.00	206.00
16224	00703	DATAFLOW BUSINESS SYSTEMS, INC	11/30/2018		
	248391	CONTRACT SERVICES FOR PRINTERS/COF			124.45
	248392	CONTRACT SERVICES FOR PRINTERS/COF			117.53
	248393	CONTRACT SERVICES FOR PRINTERS/COF			50.26
	249576	CONTRACT SERVICES FOR PRINTERS/COF			74.61
	249577	CONTRACT SERVICES FOR PRINTERS/COF			23.52
	249578	CONTRACT SERVICES FOR PRINTERS/COF			15.60
	251525	TONER FOR KIRBY PRINTER_WTP			7.50
			Total for Check Number 16224:	0.00	413.47
16225	UB*00512	Josh DeFosset	11/30/2018		
		Refund Check			22.93
		Refund Check			60.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16225:	0.00	83.38
16226	00037 34559A 34559B	CO. OF SANTA CRUZ DEPT OF PUBLIC CONCRETE & WOODWASTE ASHPALT & BRICK	11/30/2018		20.50 15.00
			Total for Check Number 16226:	0.00	35.50
16227	00343 72445 72547 72554 72559 72688	ERNIE'S SERVICE CENTER FLEET SMOG & SERVICE_VE-340 ANNUAL FLEET SMOG_VE-226 ANNUAL FLEET SMOG_VE-309 ANNUAL FLEET SMOG_VE-747 FLEET SMOG & SERVICE_VE-335	11/30/2018		685.69 44.77 44.77 44.77 96.84
			Total for Check Number 16227:	0.00	916.84
16228	00118 68574231	FARMER BROTHERS COFFEE COFFEE SUPPLIES_OPS	11/30/2018		85.20
			Total for Check Number 16228:	0.00	85.20
16229	00204 6364700145	FEDERAL EXPRESS CORP EMERGENCY PIPE LOCATOR_SHIPPING	11/30/2018		240.80
			Total for Check Number 16229:	0.00	240.80
16230	00267 2004-741	MARTIN B FEENEY, PG, CHg PASO WELL 8 PROJECT_WO#814	11/30/2018		49,716.46
			Total for Check Number 16230:	0.00	49,716.46
16231	10238 007095-000	BILL FITLER CUSTOMER DEPOSIT REFUND	11/30/2018		1,888.11
			Total for Check Number 16231:	0.00	1,888.11
16232	00016 3728923	GREENWASTE RECOVERY,INC TRASH/RECYCLE/YARDWASTE SERVICES_	11/30/2018		395.14
			Total for Check Number 16232:	0.00	395.14
16233	00256 112118_256	JESSE GUIVER EMPLOYEE REIMBURSEMENT_OT MEALS	11/30/2018		15.00
			Total for Check Number 16233:	0.00	15.00
16234	10005 59516 65245	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING RETIREMENT WITHHOLDING_PP ENDING	11/30/2018		3,859.52 3,859.52
			Total for Check Number 16234:	0.00	7,719.04
16235	00236 3038713115	IDEXX DISTRIBUTION CORP LAB SUPPLIES_WTP	11/30/2018		2,678.48
			Total for Check Number 16235:	0.00	2,678.48
16236	10081 11186	INFRASTRUCTURE ENGINEERING CO BEAR CREEK WASTEWATER_WO#842	11/30/2018		7,745.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16236:	0.00	7,745.00
16237	00233 74389	JACK LADD TOWING SERVICES_VE-485	11/30/2018		180.00
			Total for Check Number 16237:	0.00	180.00
16238	00231 102918_INTERTIE 102918_OLY 102918_PASO6 102918_PASO7 102918_PROB	JODI McGRAW, Ph.D CONSULTING SERVICES FROM JULY-SEPT CONSULTING SERVICES FROM JULY-SEPT CONSULTING SERVICES FROM JULY-SEPT CONSULTING SERVICES FROM JULY-SEPT CONSULTING SERVICES FROM JULY-SEPT	11/30/2018		825.78 4,597.92 2,915.02 2,915.03 9,292.38
			Total for Check Number 16238:	0.00	20,546.13
16239	10237 012582-000	DOROTHY LAIRD CUSTOMER REFUND	11/30/2018		200.45
			Total for Check Number 16239:	0.00	200.45
16240	00336 9-2018	LAND TRUST OF SANTA CRUZ COUN OLYMPIA PATROL SERVICE	11/30/2018		672.33
			Total for Check Number 16240:	0.00	672.33
16241	10136 112118_10136	DANIEL MACK EMPLOYEE REIMBURSEMENT_MILEAGE	11/30/2018		54.50
			Total for Check Number 16241:	0.00	54.50
16242	00296 1018029 1018038	MESITI-MILLER ENGINEERING,INC BLUE TANK FOUNDATION_WO#521 PROBATION TANK_WO#823	11/30/2018		3,396.00 8,803.40
			Total for Check Number 16242:	0.00	12,199.40
16243	00539 1018SLV	MILLER MAXFIELD, INC CONSULTING SERVICES_PUBLIC OUTREA	11/30/2018		1,462.50
			Total for Check Number 16243:	0.00	1,462.50
16244	UB*00511	JEAN-LOUIS NORGA SR Refund Check	11/30/2018		2.02
			Total for Check Number 16244:	0.00	2.02
16245	00944 2956 2984	PDNC, INC. MONTHLY SERVER SUPPORT SERVICE CALL_SERVER	11/30/2018		517.68 96.10
			Total for Check Number 16245:	0.00	613.78
16246	01004 1251 HIGHLAND	CHAD PRICE BACKFLOW TESTING_1251 HIGHLAND DR	11/30/2018		70.00
			Total for Check Number 16246:	0.00	70.00
16247	00264 1277885	RAIN FOR RENT PASO WELL 8_WO#814	11/30/2018		2,847.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 16247:	0.00	2,847.17
16248	00711	ROBERTS & BRUNE CO.	11/30/2018		
	S1780809.006A	CORP PIPE-PIPE IP 1"			131.11
	S1780809.006B	MTR VLV COPR-MTR STRT 1X1"			296.66
	S1780809.006C	COPR-PIPE FEM 1"			364.43
	S1780809.006D	MTR CPLG PIPE-MTR 3/4" X 2"			176.42
			Total for Check Number 16248:	0.00	968.62
16249	00102	ANDY ROBUSTELLI	11/30/2018		
	112118_102	EMPLOYEE REIMBURSEMENT_OT MEALS			15.00
			Total for Check Number 16249:	0.00	15.00
16250	10151	OSCAR RODAS	11/30/2018		
	227403	MAINTENANCE_OCTOBER			250.00
			Total for Check Number 16250:	0.00	250.00
16251	00001	ROYAL WHOLESALE ELECTRIC	11/30/2018		
	7719-636956	GENERATOR CORD & PLUGS_WTP			3,496.24
	7719-637040	3/4 90D S/SCR FLEX CONN_2G SS BLANK P			12.59
			Total for Check Number 16251:	0.00	3,508.83
16252	00142	SAN LORENZO LUMBER	11/30/2018		
	61-0127640	SAW BLADES_OPS			93.70
	61-0127753	PUSHBROOM_OPS			32.21
	61-0127767	QUAIL TANKS_WTP			16.75
			Total for Check Number 16252:	0.00	142.66
16253	00125	SCARBOROUGH LUMBER	11/30/2018		
	324358A	SAW SERVICE_WTP			46.97
	324358B	SAW SERVICE_OPS			70.45
	324510	CANVAS TARP_BROOM_OPS			22.42
	324628	CANVAS TARP_BROOM_OPS			166.47
	324730	MISC HARDWARE_WTP			7.07
	577665	PULL ROPE FOR SAW_OPS			6.82
	577926	BATTERIES 18V_OPS			322.23
	578079	LYON PLANT_WTP			11.65
	578101	LYON PLANT_WTP			6.78
	578110	HALLCREST BACKFLOW INSTALL_OPS			9.41
	578246	SHOVEL_OPS			10.73
	578305	LAB TESTING SUPPLIES_WTP			9.58
	K58655	LOWER PASO TANK			134.38
			Total for Check Number 16253:	0.00	824.96
16254	10233	SCHAAF & WHEELER, CONSULTING C	11/30/2018		
	30408	LOMPICO TANKS_LOMASM			10,722.38
			Total for Check Number 16254:	0.00	10,722.38
16255	00168	SCOTTS VALLEY SPRINKLER	11/30/2018		
	152397	PVC ELBOW_OPS			120.58
			Total for Check Number 16255:	0.00	120.58
16256	00047	SOIL CONTROL LAB	11/30/2018		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	8100776	WATER ANALYSIS_OLY 2			39.00
	8100903	WATER ANALYSIS_5 LOCATIONS			145.00
	8100904	WATER ANALYSIS_OLY 2			39.00
	8110173	WATER ANALYSIS_5 LOCATIONS			145.00
	8110174	WATER ANALYSIS_3 LOCATIONS			117.00
	8110175	WATER ANALYSIS_OLY 2 WELL			39.00
			Total for Check Number 16256:	0.00	524.00
16257	10119 112118_10119	TAYLOR TOCCALINO EMPLOYEE REIMBURSEMENT_OT MEALS	11/30/2018		13.90
			Total for Check Number 16257:	0.00	13.90
16258	00093 111718_93	JOHN TREGEMBO EMPLOYEE REIMBURSEMENT_UNIFORM	11/30/2018		219.84
			Total for Check Number 16258:	0.00	219.84
16259	10217 1118_10217A 1118_10217B 1118_10217C 1118_10217D 1118_10217E 1118_10217F 1118_10217G 1118_10217H 1118_10217I 1118_10217J 1118_10217K 1118_10217L 1118_10217M 1118_10217N 1118_10217O 1118_10217P 1118_10217Q 1118_10217R 1118_10217S 1118_10217T 1118_10217U 1118_10217V	UMPQUA BANK POSTAGE ANNUAL FEE FOR LOMPICO WEATHER ST PROJECT COORDINATOR ADVERTISING BUSINESS MEMBERSHIP BED LINER_NEW TRUCK OFFICE SUPPLIES EMAIL SECURITY OFFICE SUPPLIES_STAMP PAD TRAINING CLASS OFFICE DESK_OPS EMPLOYEE UNIFORM_ADMIN COMMUNITY CHAT ADVERTISING FAST TRAK OFFICE SUPPLIES_WTP OFFICE SUPPLIES_OPS OFFICE SUPPLIES_ADMIN OFFICE SUPPLIES_ADMIN OFFICE SUPPLIES_OPS OFFICE SUPPLIES_ENVIR OFFICE SUPPLIES_WTP FINANCE CHARGE	11/30/2018		1,898.69 180.00 67.55 60.00 831.50 688.05 163.35 23.49 55.00 271.24 325.48 34.13 50.00 30.00 363.31 244.85 433.98 463.22 234.90 23.49 23.49 35.72
			Total for Check Number 16259:	0.00	6,501.44
16260	00768 731485	USA BLUEBOOK_HD SUPPLY HIGH PSI CHLORINE PUMPS	11/30/2018		2,241.66
			Total for Check Number 16260:	0.00	2,241.66
16261	10072 3495	WATER SYSTEMS CONSULTING, INC USDA PHASE 1 FUNDING SUPPORT_10/01/1	11/30/2018		2,900.00
			Total for Check Number 16261:	0.00	2,900.00
16262	10152 111919_10152A 111919_10152B	WESTAMERICA BANK TRUCK LOAN_PRINCIPAL TRUCK LOAN_INTEREST	11/30/2018		1,867.92 232.76
			Total for Check Number 16262:	0.00	2,100.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
Report Total (136 checks):				0.00	421,375.78

EFT TRANSACTIONS
NOVEMBER 2018



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

Date	Check No	Vendor	Description	Amount
11/7/2018	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 216.65
11/7/2018	EFT	PAYCHEX	PAYROLL	\$ 95,594.84
11/24/2018	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 230.90
11/24/2018	EFT	PAYCHEX	PAYROLL	\$ 98,872.79
11/28/2018	EFT	CALPERS	RETIREMENT BENEFITS 11/07/18 & 11/24/18 PR	\$ 33,377.74
TOTAL EFT TRANSACTIONS				\$ 228,292.92

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/07/18: \$107,773.46

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	95,594.84
	TOTAL NEGOTIABLE CHECKS	12,178.62
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	107,773.46
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	14,527.24
	CASH REQUIRED FOR CHECK DATE 11/07/18	122,300.70

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
11/06/18	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	62,089.44	62,089.44
11/06/18	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,560.04	
				Medicare	1,633.07	
				Fed Income Tax	11,668.45	
				CA Income Tax	4,450.52	
				CA Disability	1,000.19	
				Total Withholdings	25,312.27	
				Employer Liabilities		
				Social Security	6,560.06	
				Medicare	1,633.07	
				Total Liabilities	8,193.13	33,505.40
				EFT FOR 11/06/18		95,594.84
				TOTAL EFT		95,594.84

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/07/18	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	12,178.62	
				TOTAL NEGOTIABLE CHECKS		12,178.62

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/07/18	Refer to your records for account	Information	Payroll	Employee Deductions		
				Aflc/Col Post	55.34	
				Aflc/Col Pre	347.92	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/07/18: \$107,773.46

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/07/18	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Calper 457	25.00
				Calpers 457 Catch Up	1,000.00
				DPer	7,218.92
				Health	809.14
				ICMA	2,859.52
				ICMA 457 Catch up	1,000.00
				Life Ins	14.00
				PXDCA EE PRE	192.30
				PXUME EE PRE	505.77
				Union dues	499.33
				Total Deductions	14,527.24

TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES 14,527.24

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
11/15/18	Taxpay®	FED IT PMT Group	28,054.69
11/15/18	Taxpay®	CA IT PMT Group	5,450.71

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/21/18: \$111,883.34

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	98,872.79
	TOTAL NEGOTIABLE CHECKS	13,010.55
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	111,883.34
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	14,274.78
	CASH REQUIRED FOR CHECK DATE 11/21/18	126,158.12

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
11/20/18	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	64,114.25	64,114.25
11/20/18	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,707.23	
				Medicare	1,686.67	
				Fed Income Tax	12,283.01	
				CA Income Tax	4,703.32	
				CA Disability	984.45	
				Total Withholdings	26,364.68	
				Employer Liabilities		
				Social Security	6,707.22	
				Medicare	1,686.64	
				Total Liabilities	8,393.86	34,758.54
				EFT FOR 11/20/18		98,872.79
				TOTAL EFT		98,872.79

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/21/18	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	13,010.55	
				TOTAL NEGOTIABLE CHECKS		13,010.55

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/21/18	Refer to your records for account	Information	Payroll	Employee Deductions		
				Aflc/Col Post	55.34	
				Aflc/Col Pre	347.92	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/21/18: \$111,883.34

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/21/18	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Calper 457	25.00
				Calpers 457 Catch Up	1,000.00
				DPer	6,966.46
				Health	809.14
				ICMA	2,859.52
				ICMA 457 Catch up	1,000.00
				Life Ins	14.00
				PXDCA EE PRE	192.30
				PXUME EE PRE	505.77
				Union dues	499.33
				Total Deductions	14,274.78

TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES 14,274.78

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
11/28/18	Taxpay®	FED IT PMT Group	29,070.77
11/28/18	Taxpay®	CA IT PMT Group	5,687.77

OPERATING ANALYSIS - OCTOBER 2018

REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 645,508	71.3%	\$ 475,748	\$ 169,760	36%	9%	\$ 6,846,000	68%
BASIC CHARGES	245,212	27.1%	274,396	(29,184)	-11%	8%	2,986,000	30%
METERS, PENALTIES & OTHER	6,135	0.7%	4,797	1,338	28%	7%	90,000	1%
SEWER CHARGES	8,344	0.9%	8,344	-	0%	8%	100,000	1%
TOTAL OPERATING REVENUE	\$ 905,199	100.0%	\$ 763,285	\$ 141,914	19%	9%	\$ 10,022,000	100%

REVENUE COMMENTS

Oct 18 contains the new rates, which explains the decrease in the basic charge and the increase in usage. Consumption for Oct 18 was 5% less than Oct 17.

EXPENSES BY CATEGORY

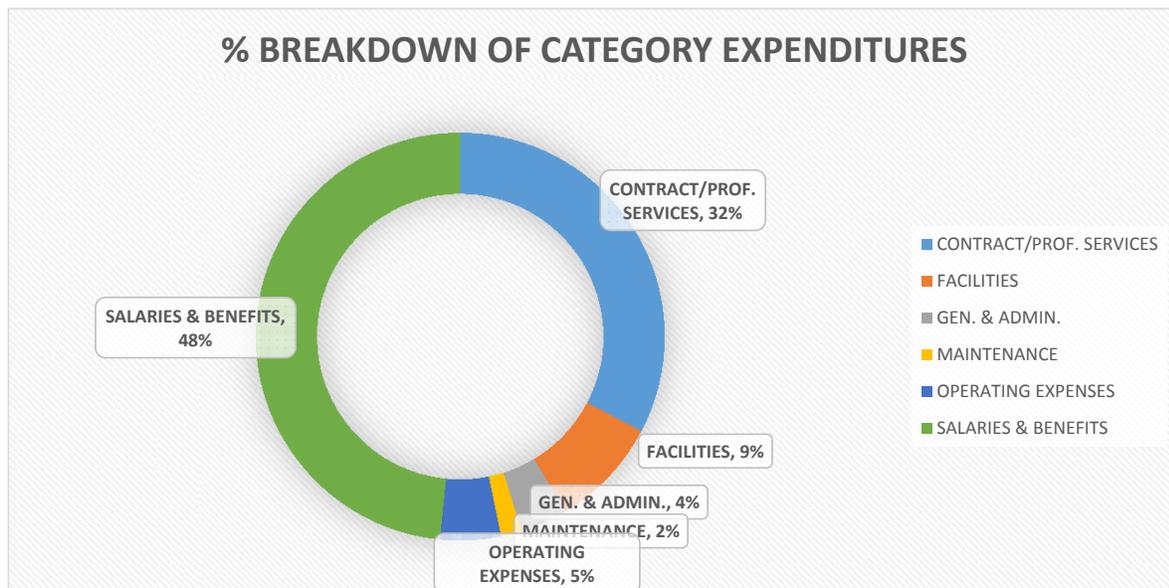
DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 327,440	48.4%	\$ 309,876	\$ 17,564	6%	6%	\$ 5,048,246	63%
CONTRACT/PROF. SERVICES	220,894	32.7%	145,466	75,428	52%	17%	1,316,360	17%
OPERATING EXPENSES	32,378	4.8%	25,600	6,778	26%	8%	420,500	5%
MAINTENANCE	11,277	1.7%	20,260	(8,983)	-44%	6%	184,350	2%
FACILITIES	58,815	8.7%	57,133	1,682	3%	10%	571,800	7%
GEN. & ADMIN.	25,456	3.8%	18,622	6,834	37%	6%	420,400	5%
TOTAL OPERATING EXPENSES	\$ 676,260	100%	\$ 576,958	\$ 99,302	17%	8%	\$ 7,961,656	100%

EXPENSE COMMENTS

Sal. & Ben.: Regular increases budgeted for

Prof. Serv: The legal bills mentioned in prior reports all came in for July-Sept in Oct for \$75K.

Gen. & Admin.: Increase due to timing of CSDA payment. Overall there should be budget savings since ACWA membership will not be renewed.



OPERATING ANALYSIS - YTD FY1819 (JULY-OCT)

REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 2,488,281	71.0%	\$ 1,559,064	\$ 929,217	60%	36%	\$ 6,846,000	68%
BASIC CHARGES	956,653	27.3%	1,174,576	(217,923)	-19%	32%	2,986,000	30%
METERS, PENALTIES & OTHER	27,905	0.8%	35,464	(7,559)	-21%	31%	90,000	1%
SEWER CHARGES	33,377	1.0%	33,380	(3)	0%	33%	100,000	1%
TOTAL OPERATING REVENUE	\$ 3,506,216	100.0%	\$ 2,802,484	\$ 703,732	25%	35%	\$ 10,022,000	100%

REVENUE COMMENTS

YTD revenues are higher/shifted, due to the new rates pushes higher revenue on the usage vs. basic.

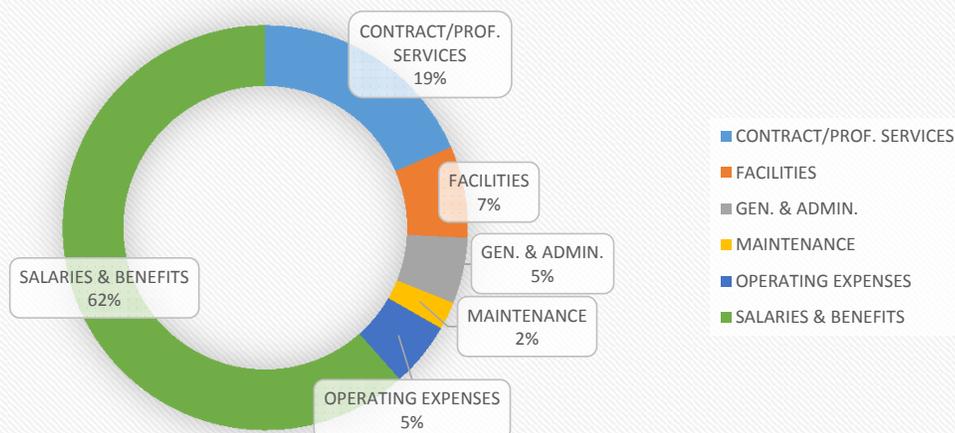
EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 1,673,518	66.0%	\$ 1,543,969	\$ 129,549	8%	33%	\$ 5,048,246	63%
CONTRACT/PROF. SERVICES	361,683	14.3%	372,974	(11,291)	-3%	27%	1,316,360	17%
OPERATING EXPENSES	119,734	4.7%	93,887	25,847	28%	28%	420,500	5%
MAINTENANCE	43,228	1.7%	50,963	(7,735)	-15%	23%	184,350	2%
FACILITIES	162,619	6.4%	179,295	(16,677)	-9%	28%	571,800	7%
GEN. & ADMIN.	174,730	6.9%	157,578	17,151	11%	42%	420,400	5%
TOTAL OPERATING EXPENSES	\$ 2,535,511	100%	\$ 2,398,667	\$ 136,844	6%	32%	\$ 7,961,656	100%

EXPENSE COMMENTS

For the most part, expenses were tracking similar to the prior year, outside of budgeted increases. Reasons for the swing in Salaries/Benefits are mainly being timing of expenses or budgeted increases known for this year, such as pension UAL payment.

% BREAKDOWN OF CATEGORY EXPENDITURES



OPERATING ANALYSIS - YTD TREND FY1819

REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.
WATER USAGE	359,119	777,219	706,435	645,508	2,488,281	6,846,000	36%
BASIC CHARGES	237,313	237,200	236,928	245,212	956,653	2,986,000	32%
METERS, PENALTIES & OTHER	5,250	9,855	6,665	6,135	27,905	90,000	31%
SEWER CHARGES	8,344	8,345	8,344	8,344	33,377	100,000	33%
TOTAL OPERATING REVENUE	610,027	1,032,619	958,372	905,199	3,506,216	10,022,000	35%

EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	514,027	510,140	321,910	327,440	1,673,518	5,048,246	33%
CONTRACT/PROF. SERVICES	5,572	48,144	87,073	220,894	361,683	1,316,360	27%
OPERATING EXPENSES	11,986	33,476	41,893	32,378	119,734	420,500	28%
MAINTENANCE	3,079	10,102	18,770	11,277	43,228	184,350	23%
FACILITIES	11,383	31,020	61,400	58,815	162,619	571,800	28%
GEN. & ADMIN.	101,568	16,460	31,246	25,456	174,730	420,400	42%
TOTAL OPERATING EXPENSES	647,615	649,343	562,292	676,260	2,535,511	7,961,656	32%
OPERATING INCOME (LOSS)	(37,589)	383,276	396,079	228,939	970,706	2,060,344	47%

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:

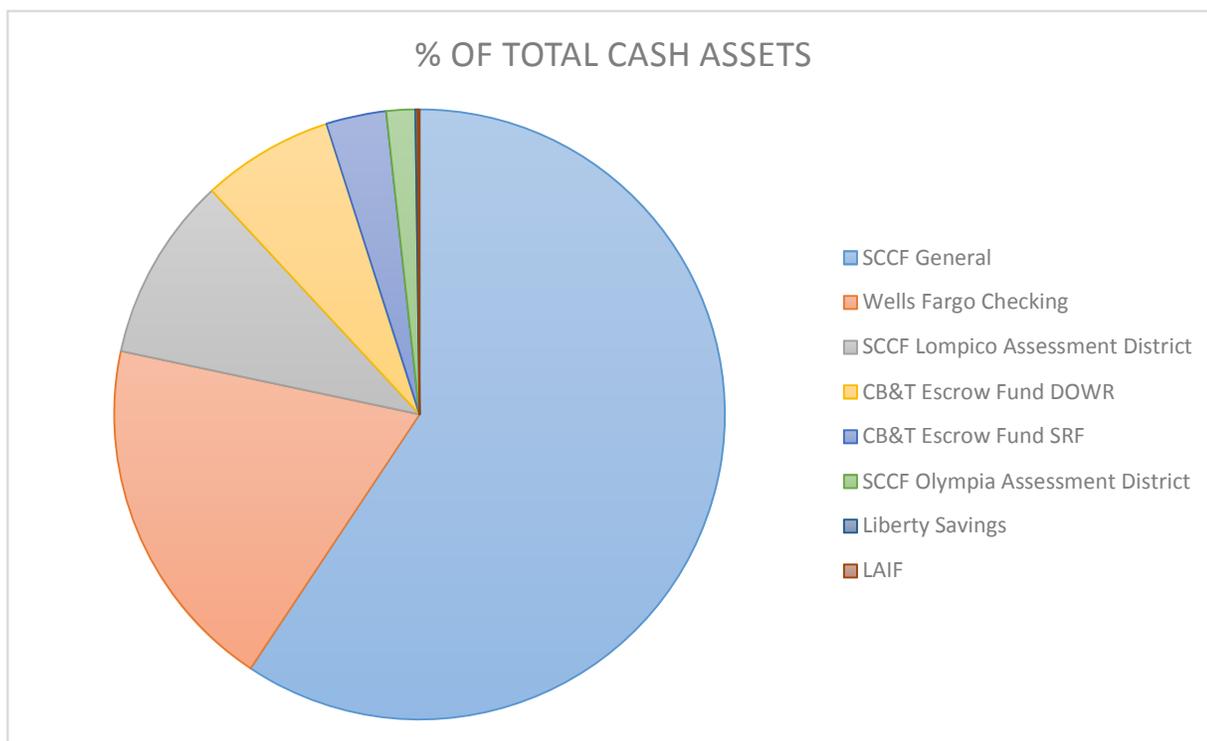
There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District 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

10/31/2018

	CASH BALANCE	Ave Interest Rate
OPERATING ACCOUNTS		
Wells Fargo Checking	\$ 672,635	0.35%
Liberty Savings	\$ 4,512	0.10%
LAIF	\$ 3,460	2.14%
SCCF General	\$ 2,101,338	1.73%
OPERATING BALANCE	\$ 2,781,945	
RESTRICTED ACCOUNTS		
SCCF Lompico Assessment District	\$ 346,155	1.73% <i>For AD Projects</i>
SCCF Olympia Assessment District	\$ 53,702	1.73% <i>For Debt Repayment</i>
CB&T Escrow Fund SRF	\$ 113,179	0.02% <i>For Debt Repayment</i>
CB&T Escrow Fund DOWR	\$ 246,535	0.02% <i>For Debt Repayment</i>
RESTRICTED BALANCE	\$ 759,570	



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

www.treasurer.ca.gov/pmia-laif/laif.asp
December 05,
2018

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER
13060 HIGHWAY 9
BOULDER CREEK, CA 95006

[PMIA Average Monthly Yields](#)

[Tran Type Definitions](#)

October 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/15/2018	10/12/2018	QRD	1586171	SYSTEM	18.70

Account Summary

Total Deposit:	18.70	Beginning Balance:	3,440.82
Total Withdrawal:	0.00	Ending Balance:	3,459.52

G/L Balances

Criteria: As Of = 10/31/2018; Fund = 76644, 76530

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance</u>	<u>Year-To-Date Debits</u>	<u>Year-To-Date Credits</u>	<u>End Balance</u>
Fund 76530 -- SLV- EFF 6/2/16					
101	EQUITY IN POOLED CASH	450,344.24	4,381.19	(24,337.59)	430,387.84
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(448,980.34)	24,337.59	(4,381.19)	(429,023.94)
Total Fund 76530		<u>0.00</u>	<u>28,718.78</u>	<u>(28,718.78)</u>	<u>0.00</u>
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
101	EQUITY IN POOLED CASH	2,019,013.79	76,664.50	(24,871.29)	2,070,807.00
344	FUND BALANCE	(2,019,013.79)	24,871.29	(76,664.50)	(2,070,807.00)
Total Fund 76644		<u>0.00</u>	<u>101,535.79</u>	<u>(101,535.79)</u>	<u>0.00</u>

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									279,154
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CUMULATIVE ANALYSIS

% Above or Below Average	-6%	6%	-3%	1%									
Cumulative %	-6%	0%	-1%	-1%									

NOTES:

Consumption is cumulatively slightly above the prior three year average baseline. As of October 2018 consumption, the cumulative consumption is 1% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

M E M O

TO: Board of Directors

FROM: District Manager
PREPARED BY: Environmental Programs Manager

SUBJECT: Environmental Department Status Report

DATE: December 13, 2018

RECOMMENDATION:

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

SUSTAINABLE WATER SUPPLY PLANNING

CITY OF SANTA CRUZ: WATER RIGHTS PROJECT, RIVER BANK INFILTRATION STUDY & INJECTION STUDY

Staff will be meeting with staff at the City of Santa Cruz to clarify and discuss the City's proposed water rights changes, River Bank Infiltration Study and the Injection Study.

CONJUNCTIVE USE GRANT

- Hydrological Assessment is complete. Final report pending.
- Fish Assessment strategy is clear and 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 and beyond:

The District has been conducting Stream gaging associated with the District's surface water diversions since WY 2014 to learn more about how the District's water supply production impacts habitat in the San Lorenzo River and associated tributaries. Staff facilitated a Regulatory Agency meeting to discuss the results of the study and to discuss the future of the program, in addition to the Conjunctive Use Planning Effort. Staff will be conducting a public, board workshop in the near future to bring the new board up to speed with the effort.

SANTA MARGARITA SUSTAINABLE GROUNDWATER MANAGEMENT AGENCY (SMGWA.ORG)

- Staff provides ongoing support and District representation at the SMGWA at staff level.
- An RFP for a Technical Consultant is underway which will correct the deficiencies identified in the hydrologic model, and assist with the technical writing of the Sustainable Groundwater Management Plan.
- Staff met with the Facilitation Committee in a publicly noticed meeting on November 14th, to plan a series of 3 Educational Workshops that will focus on Local Hydrology, Land Use & Water and Integrated Water Management & Surface Water Groundwater Interactions.
- Staff met with the Hydrologic Consultant, John Fio with Hydro Focus Inc. who recently changed to EKI Environment and Water. Water agency staff and consultant hydrologists for SLVWD, SVWD, and the City of Santa Cruz received a full report of the Hydrological Model Analysis which was presented September 12, 2018. The analysis evaluated the existing hydrologic model and made recommendations to improve the model in order to adequately serve the purpose of writing a sustainability plan and to insure the work will comply with the Sustainable Groundwater Management Act. Comments on the report were submitted and incorporated into the report which is available on the SMGWA website: <https://smgwa.org/wp-content/uploads/2018/10/Agenda-Packet-10-25-18.pdf>
- The next SGMWA Meeting will be held Thursday, November 29th 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 endangered species 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.

CIP PROJECT PERMITTING

Staff is working to secure permits for the following 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

Staff is working to secure permits for the following Projects:

Fall Creek Fish Ladder \$ 1,160,000
Lion Treatment Plan Access Road Slide (FEMA funded)

WATERSHED MANAGEMENT

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 has the potential to 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. October 2, 2014: The SLVWD Board granted permission for the project to take place on District property.
2. July 2018: Resource Conservation District received a grant from State Water Resources Control Board for the Upper Zayante Creek Stream Wood Enhancement Project, and are in the process of mobilizing to begin work.
3. 2019: District to enter into cooperative agreement associated with permitting and implementation of the project.
4. 2018-19: Acquire Permits from State and Federal agencies, under the direction of the RCD.
5. Summer 2019: Large wood to be installed.

FIRE MANAGEMENT PLANNING ON DISTRICT WATERSHED LANDS

Staff has initiated an effort to improve mapping, road access and communications with Fire Prevention Agencies, in order to improve access to District Lands in case of a wildfire.

WATER CONSERVATION

The District is working on a multi-tier effort to diversify water sources for each water system through the following efforts:

- Conjunctive Use
- Water Conservation
- Improving System Efficiencies
- Intertie Pipelines
- Sustainable Groundwater Management
- Climate Adaptation and Mitigation
- New Groundwater Supplies

Water Conservation Rebate Quarterly Report

19 Q1 Ending Sept. 30, 2018

Code	Type	Water Savings by type	# Rebates	Amount	Water SavedGallons per year
RBDRIPsqft	Drip	4,500 gpy/ 500sf	0	\$-	0
RBHECW	Clothes Washers	5100GPY	3	\$300.00	15300
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	2	\$150.00	2560
RBT3.5	Toilet 3.5	5000gpcy	3	\$568.00	60000
RBWBICSI	Irrigation Controller	1.7g/sqft/y	0	\$-	0
RBGWLL	Greywater Irrigation	14,565 gpy	0	\$-	0
			8	\$1,018.00	77860

Additional efforts to reduce water consumption system wide include:

- Staff is working with teachers throughout District to plan conservation workshops & in-class presentations for Spring 2019
- Staff has organized 2019 Invasive French Broom removal in redwood properties owned by the District.
- Staff will work with land management consultants to update maps of past and present French Broom removal efforts.
- Environmental staff monitoring invasive species on District properties.
- Water audit program formation is complete. Staff is currently working with commercial and high water users. Water-wise audits are being offered upon request to all customers. Staff will begin to advertise and add water audit information to the District website in early 2019. Staff is scheduled for first residential water audit in January 2019.
- Water Conservation staff is working with other agencies to gain expertise in water efficient landscaping and irrigation.
- Water Conservation Coalition of Santa Cruz meeting bi-monthly. Will discuss rebate programs, upcoming workshops, future events and water wise programing. Planning for 2019 water conservation video contest has begun.
- Water conservation staff to take over high usage and leak prevention tagging follow-ups.
- Conservation staff reordering conservation devices and outreach materials. Currently all water conservation devices in stock. Staff plans to reassess inventory in Spring of 2019.
- Staff working to update current rebate programs and add additional programs. New programs should be adopted in Spring 2019. Staff researching pros/cons of rain water harvesting.
- Staff is working with 2018 Education Grant recipients to help complete their education and data collection projects.
- 2019 Education and Data Collection grant schedule and planning initiated November 2018.
- Create content for public outreach such as videos, content for social media and district workshops. Working with various agencies to create content efficiently.
- Environmental staff prepping to create a schedule of District run community workshops events for 2019.

CLIMATE ADAPTATION

- The initial phase of competing the Climate Action Plan is to inventory existing carbon outputs from District operations. District plans to use 2012 as the base year and update inventory from 2017 onward.
- Inventory of 2017 has been completed and is undergoing verification through Cameron-Cole, LLC. Report is provided in the informational items of the October 18th Board Agenda.

- Staff is working to summarize all 2017 and onward District GHG emissions data to update “Our Carbon Footprint” page on the District website.
- Environmental staff has initiated a Climate Action Plan. Staff will undergo training on climate change planning in preparation to write SLVWD’s Climate Action Plan (as required for the Watershed Management update).
- Environmental staff attending the Central Coast Regional Climate Symposium on December 10th. This workshop will highlight new findings on key climate risks impacting the Central Coast region with a special emphasis on oceans and coasts, energy systems, water, agriculture, and ecosystems. Participants will also learn about financing mechanisms, funding opportunities, key tools and resources while also engaging in interactive discussions to inform the update to the State’s Adaptation Planning Guide.

PUBLIC OUTREACH

- The District Facebook page and website are updated regularly (5-7 times per week).
- The District is running ads in the Mountain Bulletin bimonthly.
- Staff is conducting regular interviews on KBCZ regarding drought, infrastructure projects and other news from SLVWD. Rick Rogers interview is airing several time over 2 weeks in Mid October.
- Staff interviewed with the Press Banner on Fall Creek Fish Ladder & CIP Flyer for separate articles.

FELTON LIBRARY OUTDOOR EDUCATION PARK

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

UPCOMING EVENTS

Central Coast Regional Climate Symposium, December 10th 10:00 AM – 4:00 PM PST at UC Santa Cruz, Alumni Room (free event)

NETWORKING/ COLLABORATIONS

WEED MANAGEMENT AREA OF SANTA CRUZ (WMA)

The Weed Management Area of Santa Cruz (WMA) meets 4 times annually. The group is working on the Strategic Plan, and prioritizing efforts for Santa Cruz County, and working to acquire resources to achieve the goal of fighting invasive species that impact biodiversity. The WMA will continue its use of the Calfora Observer app to allow for real time mapping which will allow land managers to monitor invasive and non-invasive plant life. As the WMA develops it is shifting its goals to better support member’s needs; such as invasive removal, invasive plant prevention, engaging the community to be better stewards and collaborating to share information, and resources to protect biodiversity. On 7/10/18 the WMA held its summer quarter meeting. Networking, discussion of current invasive species and invasive removal practices were discussed. The next meeting will focus on French Broom removal and best practices.

FIRE SAFE SANTA CRUZ COUNTY <https://www.firesafesantacruz.org/>

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

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

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

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

SAN LORENZO 2025

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

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

San Lorenzo River 2025 will:

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

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

Staff continues to participate with the Technical Advisory Committee including Friends of the Felton Library, the Valley Women's Club and County Planners and administrators

to design and implement a new Library building located on Gushee Street in Felton as well as an outdoor education area adjacent to the location and the District's Kirby Treatment Plant. The New Library has been awarded 10 million dollars for construction of a new library. Meetings held several times a month.

SANTA CRUZ MOUNTAINS STEWARDSHIP NETWORK - <http://scmsn.net/>
The Santa Cruz Mountains Stewardship Network is a region-wide and cross-sector collaboration of independent individuals and organizations who are committed to working together to help cultivate a resilient, vibrant region where human and natural systems thrive for generations to come.

SANTA CRUZ MOUNTAINS BIOREGIONAL COUNCIL - <http://www.scmhc.org/>
Jen Michelsen was nominated to serve as president of the Santa Cruz Mountains Bioregional Council. The Bioregional Council is dedicated to the preservation and enhancement of regional biodiversity over time through education, the dissemination of accurate scientific information and assistance in the planning, coordination and implementation of conservation efforts. Next meeting scheduled May 19th.

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

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

Under the Sustainable Groundwater Management Act of 2014, 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.](#)

COMPLIANCE COMPLETION REPORTS 2018

FALL CREEK FISH LADDER DEBRIS REMOVAL PROJECT COMPLETED

Acquisition of permits from the following agencies:

- 1600 Maintenance Agreement from CDFW
- 401 Cert from RWQCB
- County Riparian Exception
- Letter of Concurrence from USFWS & NMFS
- NWP Army Corps
- FEMA Approval

BULL CREEK PIPE REMOVAL PROJECT

The old defunct pipeline in Bull Creek was removed in June 2018 under permit from the California Department of Fish and Wildlife.

SOUTH SYSTEM CAPITAL IMPROVEMENT

- Probation Tank Replacement - Permits acquired, project underway.
- Paso #6 Well Replacement - Permits acquired, project underway.
- Paso Well #5 Rehab: Permits acquired, minimization and mitigation satisfied. Project completed.

SAN LORENZO RIVER AND NORTH COAST SANITARY SURVEY UPDATE 2018

<http://slvwd.com/pdf/2018WatershedSanitarySurvey.pdf>

CDFW STREAMBED ALTERATION AGREEMENT PERMIT ACQUIRED

To conduct pipe removal project on Bull Creek Pipeline.

PASO WELL REPLACEMENT PROJECT

The District received the permit to replace the Paso Wells 6 with Paso 8, which is underway. Staff received the NOE for a Statutory Exemption, (California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19, Section 15269 (b)) for emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare.

REGIONAL INTERTIE HCP REPORT

Submitted as required as part of the intertie project mitigation

CONSERVATION/MITIGATION BANK

SLVWD now has its own conservation area which comprises of 6.7 acres of land at the Olympia Wellfield which will be used for mitigation to compensate for impacts to other Sandhills habitat which result from ongoing District Operations and Maintenance. As part of the Habitat Conservation Plan, the District has established a non wasting endowment to fund the management and monitoring of the 6.7 acres of habitat set aside.

GREEN BUSINESS CERTIFICATION

The District received notice from the California Green Business Network that the District has satisfied all requirements and is now a Certified Green Business. The District received the official letter in January 2018.

PROBATION TANK

USFWS Federal Endangered Species Act permit has been received. CEQA is complete. Construction has begun on the Probation Replacement Project.

SWIM TANKS MITIGATED NEGATIVE DECLARATION

Environmental compliance (CEQA) requirements for the Swim Tank Replacement Project are complete.

MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT
NOVEMBER 2018

DATE: DECEMBER 13, 2018

RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of November 2018.

BACKGROUND:

WATER SYSTEM FLUSHING 2019

District staff had our 2019 Flushing kick-off meeting. Dates have been set and flushing will begin on February 11, 2019 and run until April 9, 2019. The District will be flushing main lines through fire hydrants during this time to improve turbidities and water quality.

SCADA (Supervisory control and data acquisition) UPGRADE

The District is about 80% done with conversion of the new SCADA and HMI system. The conversion that is done is operational and live. Our equipment and software are out of date and have 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.

LYON TANK ACCESS ROAD SLIDE

The District put out an RFP for design on the Lyon Tank Access Road slide repair. The District has had many meetings and field meets at the site during this time period with consultants and contractors.

SYSTEM LEAK DETECTION

Two weeks of leak detection with an outside contractor was done during this period. The District is continuing its efforts of minimizing water loss and leaks in the system. Twenty three system leaks were found during these two weeks of leak detection, bringing the total amount of leaks to 35 through leak detections. The first week of leak detection this time around the District and the contractor worked the night shift. This was to minimize traffic noise on the main corridors. We were able to complete all of HWY 9, HWY 236,¹ and Bear Creek Road. This was very

helpful with the less noise and traffic.

We were able to complete 98% of the District with four weeks of leak detection. There is a small portion that was not complete in the north Boulder Creek area. It is recommended by the state to complete leak detection of a water system every three years. This is a substantial way of minimizing water loss in a distribution system.

BLUE TANK REPLACEMENT

The concrete slab enhancement plans and specifications are out to bid and are closing bids on December 11, 2018. Following the concrete slab enhancements the plans and specifications will be put out to bid for the construction of the new tank on the existing enhanced concrete slab.

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.

FELTON WATER SYSTEM WATER METER REPLACEMENT

Staff is continuing with the Felton Water System Meter Replacement Project. Domestic water meters are being replaced as existing metering has 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.

PASO WELL #8

The new Paso Well #8 construction continues. Test pumping and development is still in the process of being done. This will determine the size of the pump and the depth it is to be set at. With difficult and constraining site conditions it is taking longer than expected to perform the whole construction of this well.

District staff continues to work with the contractor, and maintain environmental protection fencing around the area.

Paso Well #8 is a replacement to Paso Well #6 that began splitting in it's 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.

MAINTENANCE ISSUES

Service Line Replacement Lompico
186 Service Line Replacement:

10414 Lake Blvd.
10550 Creekwood Rd.
10610 Visitar St.

Main Line Repairs

6 inch main line repairs 9095 Glenn Arbor Road. 800-1000 GPM

System Wide

19+ Mainline/Service Line Leaks Were Repaired
Installed a new 2" main line valve on Maple St Ben Lomond
Full service line replacement 10820 Westwood Road Felton
Meter relocate 700 Sugar Pine Dr. Scott's Valley
Meter relocate 13652 Big Basin Way Boulder Creek
8050 East Zayante Road replaced leaking fire hydrant
Removed Clarification basin return pump for repairs Kirby Treatment Plant
Worked on State Inspection Deficiency punch list system wide

Dead Meter Change Out

Boulder Creek
Ben Lomond
Scotts Valley

James Furtado

Acting Director of Operations

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	November-18	October-18	November-13	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	2,380,059	2,748,853	1,370,000	
Peavine Creek + Hydro	1,629,807	1,816,722	1,729,000	
Clear Creek	2,662,280	2,418,855	2,850,600	
Sweetwater Creek	1,774,854	1,612,570	1,900,400	
Sub-Total (Streams)	8,447,000	8,597,000	7,850,000	7.61%
Wells (North)				
Olympia No. 2	13,781,000	15,746,000	7,905,000	
Olympia No. 3	800,000	2,541,000	5,559,000	
Quail Well No. 4-A	8,137,000	8,816,000	9,156,000	
Quail Well No. 5-A	2,719,600	2,939,300	5,727,000	
Sub Total North Wells	25,437,600	30,042,300	28,347,000	-10.26%
South System Wells				
Pasatiempo 5A	6,171,200	7,870,400	N/A	
Pasatiempo 6	-	-	8,724,000	
Pasatiempo 7	1,710,000	2,192,000	2,344,000	
Sub Total Pasatiempo Wells	7,881,200	10,062,400	11,068,000	-28.79%
North South All Sources Combined	41,765,800	48,701,700	47,265,000	-11.63%
Felton System - Surface Water				
Fall Creek	5,391,992	7,635,430	7,636,860	
Bennett Spring	1,146,684	1,367,344	3,140,800	
Bull 1 & 2	1,710,676	1,603,712	0	
Total Felton System Sources	8,249,352	10,606,486	10,777,660	-23.46%
Manana Woods System				
Well 1	-	-	684,534	
Total Manana Woods Sources	-	-	684,534	
Sub - Total Production				
North / Felton / Manana	50,015,152	59,308,186	58,727,194	-14.83%
Surface	16,696,352	19,203,486	18,627,660	-10.37%
Wells	33,318,800	40,104,700	40,099,534	-16.91%
Total Surface Water Percentage	33.38	32.38	31.72	5.24%
Total Wells Percentage	66.62	67.62	68.28	-2.44%

**SAN LORENZO VALLEY WATER DISTRICT
 PRODUCTION BY SYSTEM
 +/- INTERTIES
 November 2018**

North System All Sources	41,765,800
Interties IN +	10
Interties OUT -	2,997,702
TOTAL NORHT SYSTEM	38,768,108
Felton Water system All Sources	8,249,352
Interties IN +	733,105
Interties OUT -	0
TOTAL FELTON SYSTEM	8,982,457
Manana Woods System	
Manana Woods Well 1	0
Interties IN +	N/A
TOTAL MANANA WOODS	0

SAN LORENZO VALLEY WATER DISTRICT INTERTIE USAGE November 2018

INTERTIE 2

SLVWD to SVWD 0

SVWD to SLVWD 0

INTERTIE 3

SLV SOUTH to SLV NORTH 10

SLV NORTH to SLV SOUTH 129,438

INTERTIE 4

SLVWD to MHWD 0

MHWD to SLVWD 0

INTERTIE 6

SLV NORTH to SLV FELTON 733,105

SLV FELTON to SLV NORTH -

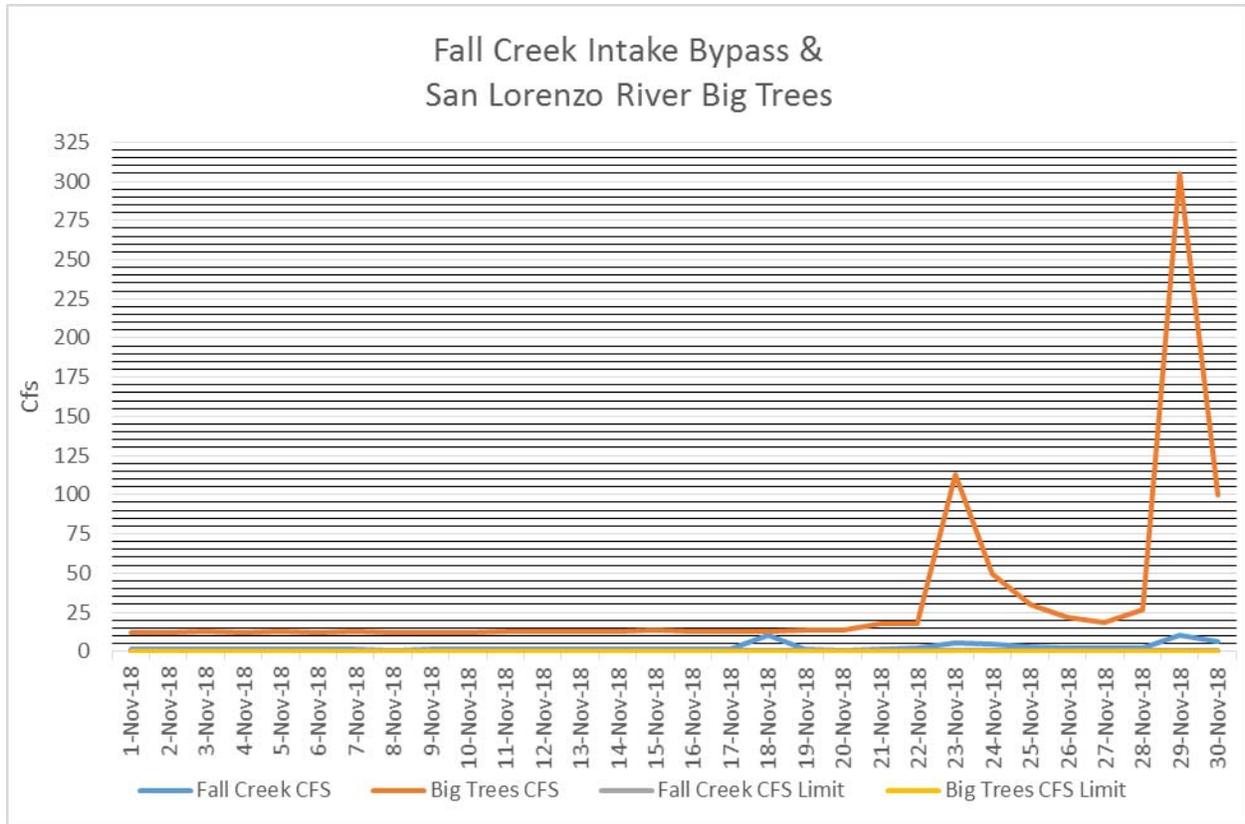
LOMPICO INTERTIE

SLV NORTH to LOMPICO 2,135,159

MANANA WOODS INTERTIE

SLVWD to MANANA WOODS N/A

Fall Creek Intake November 2018



Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31 1.0 cubic feet per second

November 1 through March 31 1.5 cubic feet per second

Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31 0.5 cubic feet per second

November 1 through March 31 0.75 cubic feet per second

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

San Lorenzo River USGS Big Trees Flow Requirements

September 11 cubic feet per second

October 26 cubic feet per second

November 1 through May 31 21 cubic feet per second

June - August No Requirements

Fall Creek Intake November 2018

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

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

Fall Creek Weir Measurement

Agenda: 12.13.18

Month:	November	Year:	2018	Big Trees > 26,500 Acre-ft Oct-Feb Normal Yr			Big Trees <26,500 Acre-ft Oct-Feb Dry Yr					
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height	Weir Height Measurement	Fall Creek (Cubic Feet per Second)	Big Trees (Cubic Feet per Second)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 21cfs Sept 11 cfs Oct 26 cfs (yes/no)	Notes
1	8:10	HO	2	146	25.0	n/a	1.17	12.2	0	Yes	No	
2	7:50	HO	1	151	25.0	n/a	1.12	12.2	0	Yes	No	
3	8:25	HO	1	163	25.0	n/a	1.09	12.6	0	Yes	No	
4	8:00	HO	1	147	25.0	n/a	1.07	12.2	0	Yes	No	
5	8:10	HO	1	156	25.0	n/a	1.06	12.6	0	Yes	No	
6	8:55	HO	1	165	25.0	n/a	1.08	12.2	0	Yes	No	
7	11:20	HO	1	159	25.0	n/a	1.06	12.9	0	Yes	No	
8	7:50	JG	1	194	25.0	n/a	0.96	11.9	0	Yes	No	
9	7:35	JG	1	153	25.0	n/a	1.03	12.2	0	Yes	No	
10	7:10	HO	1	163	25.0	n/a	1.02	11.9	0	Yes	No	
11	7:10	KS	1	162	25.0	n/a	1.02	12.6	0	Yes	No	
12	7:05	KS	1	166	25.0	n/a	1.02	12.6	0	Yes	No	
13	9:40	HO	1	167	25.0	n/a	1.01	12.6	0	Yes	No	
14	9:15	DB	1	122	25.0	n/a	1.11	12.9	0	Yes	No	
15	7:45	JG	1	126	25.0	n/a	1.10	13.3	0	Yes	No	
16	8:25	JG	1	154	25.0	n/a	1.04	12.9	0	Yes	No	
17	8:05	JG	1	162	25.0	n/a	1.01	12.9	0	Yes	No	
18	9:10	JG	1	152	25.0	n/a	10.2	12.9	0	Yes	No	
19	14:25	JG	1	187	25.0	n/a	1.06	13.3	0	Yes	No	
20	9:30	JG	1	174	25.0	n/a	0.99	13.3	0	Yes	No	
21	9:55	HO	1	130	25.0	n/a	1.65	17.8	1.75	Yes	No	
22	8:35	JG	off	0	25.0	n/a	2.19	17.8	1.98	Yes	No	Fall Creek off
23	9:25	HO	off	0	25.0	n/a	5.41	113	0.74	Yes	Yes	Fall Creek off
24	9:05	HO	off	0	25.0	n/a	4.65	49.2	0.74	Yes	Yes	Fall Creek off
25	8:45	HO	off	0	25.0	n/a	2.69	29.7	0	Yes	Yes	Fall Creek off
26	8:25	JG	off	0	25.0	n/a	2.29	21.7	0	Yes	Yes	Fall Creek off
27	8:40	HO	off	0	25.0	n/a	1.82	18.2	0.90	Yes	No	Fall Creek off
28	9:30	JG	1	176	25.0	n/a	2.63	27.0	2.40	Yes	Yes	
29	9:30	DB	1	89	25.0	n/a	9.99	305	0.80	Yes	Yes	
30	8:10	HO	1	136	25.0	n/a	5.89	100	0	Yes	Yes	
31	193							9				

San Lorenzo Valley Water District
Loch Lomond Water Supply
November 2018

Loch Lomond Water Level



Week ending 11 / 28 / 2018

(in feet above mean sea level; lake spills at 577.15 feet)

Currently:	569.70 ft
Percent of Capacity:	85.1 %

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

Production Loch Lomond to SLVWD

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

Last time District used Loch Lomond water was June 1977

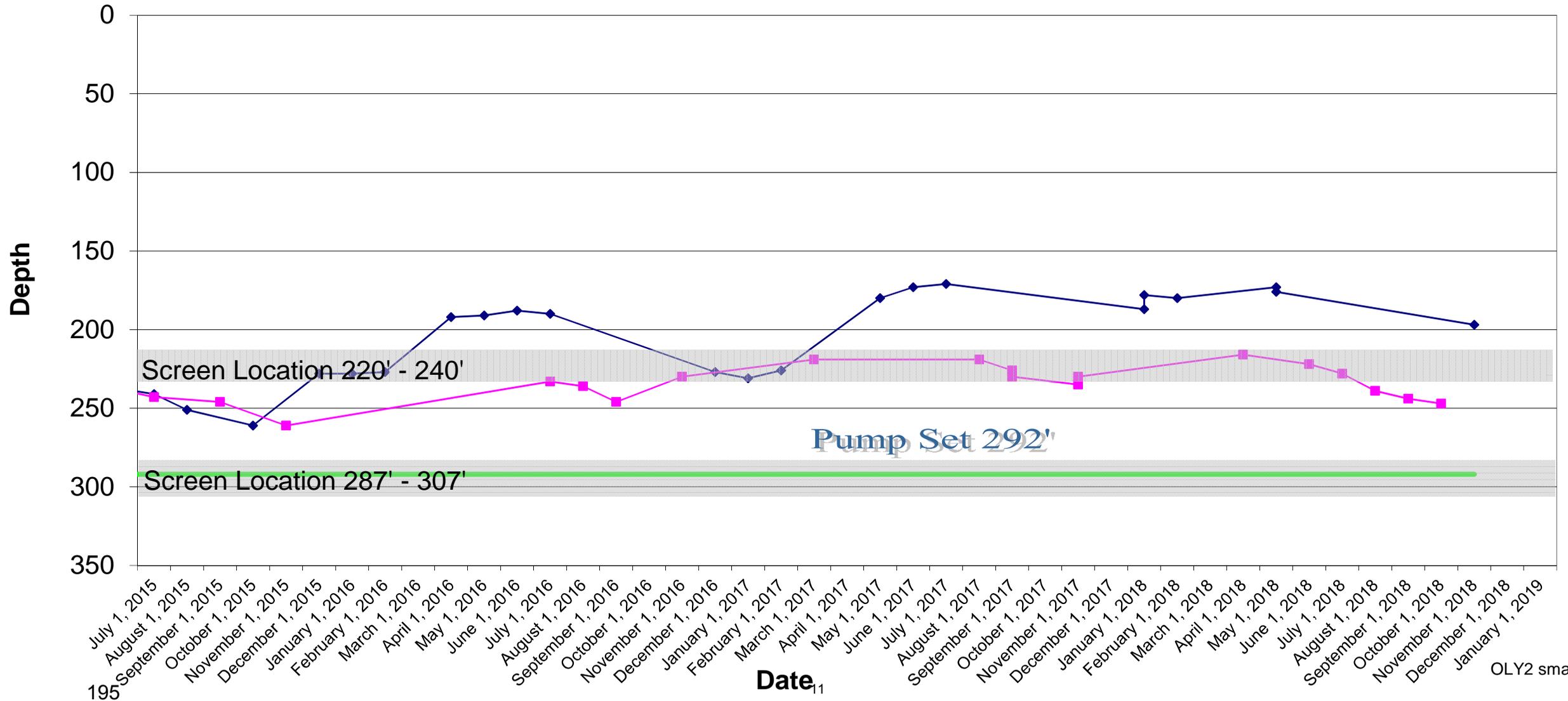


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 2

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



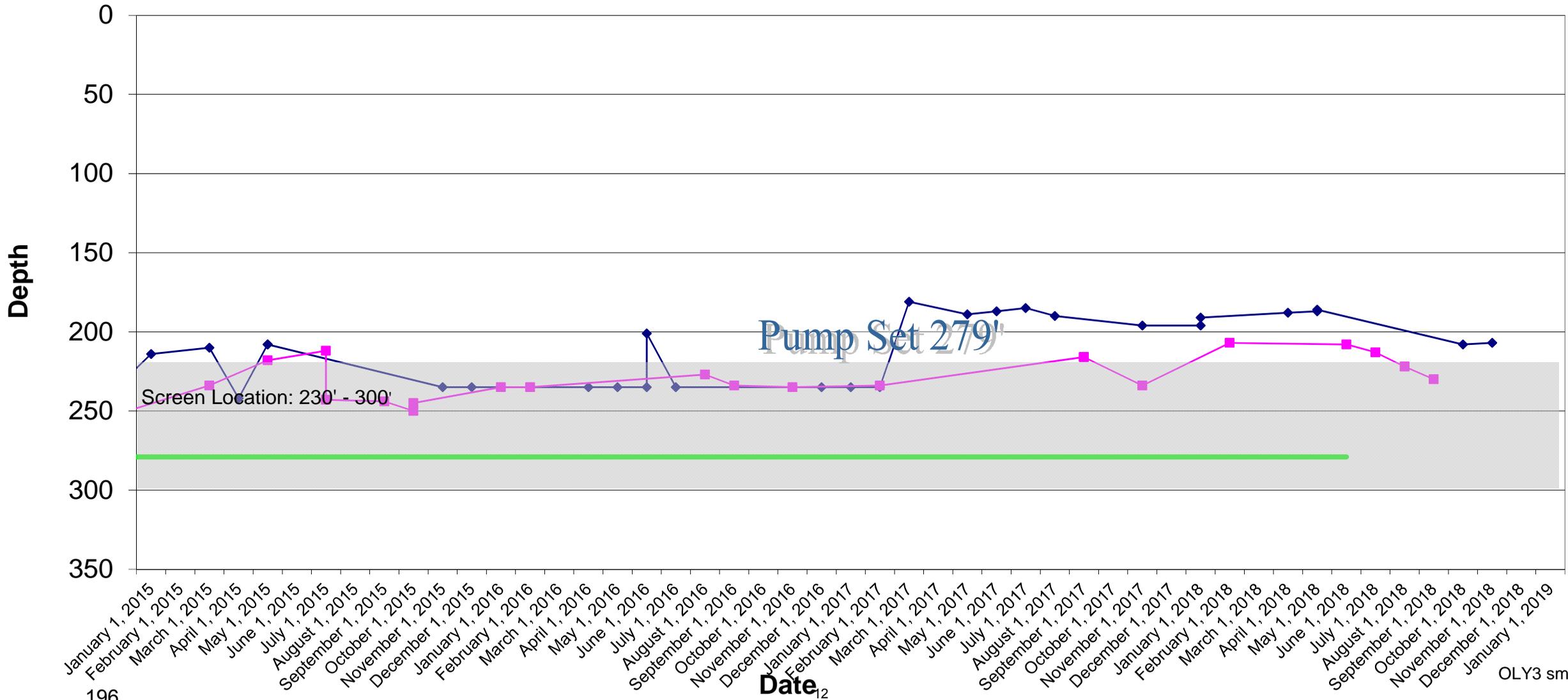


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 3

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

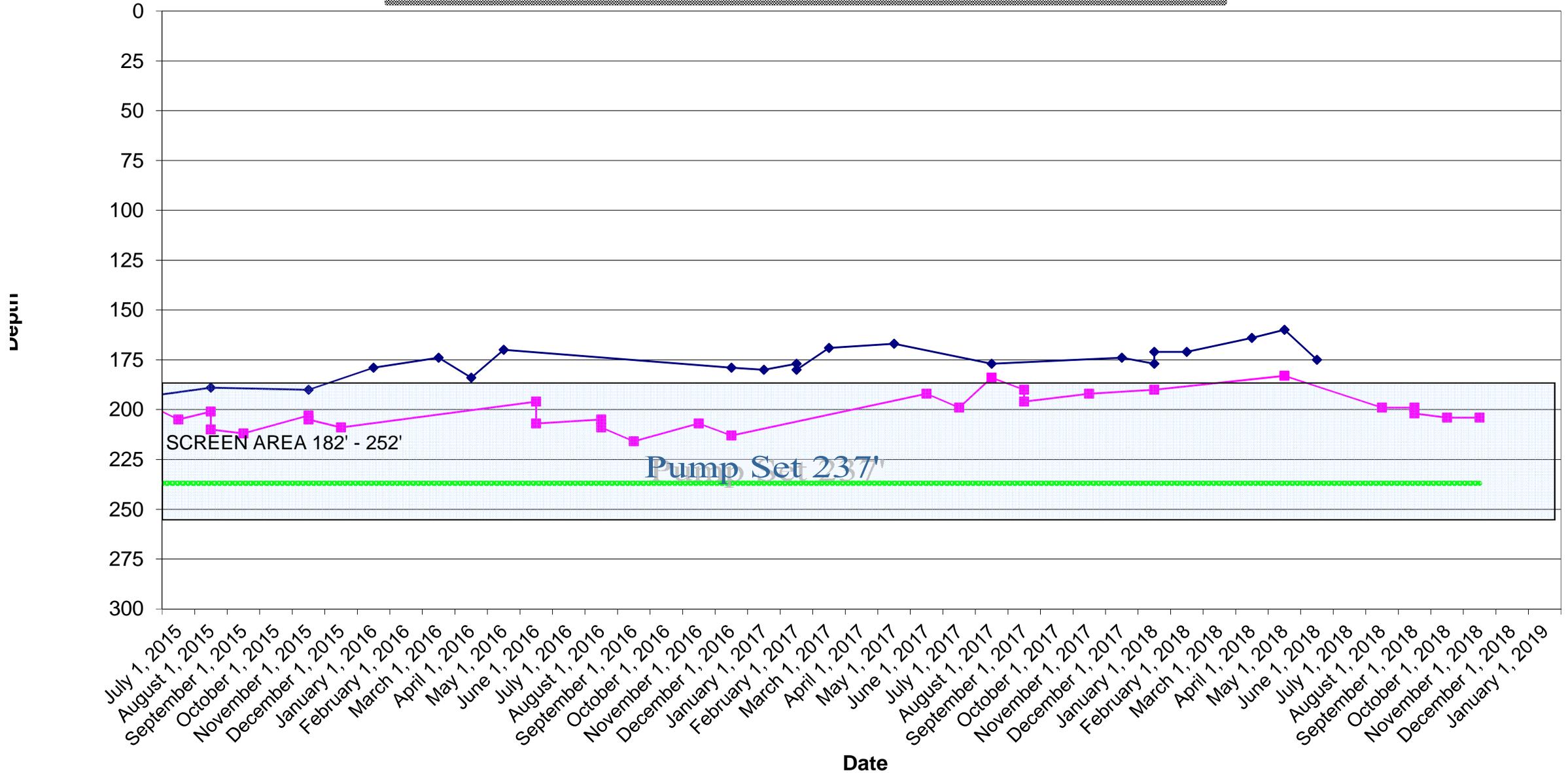


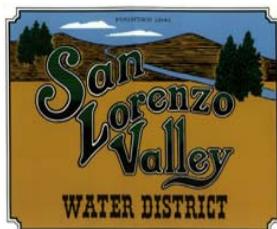
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 4-A

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



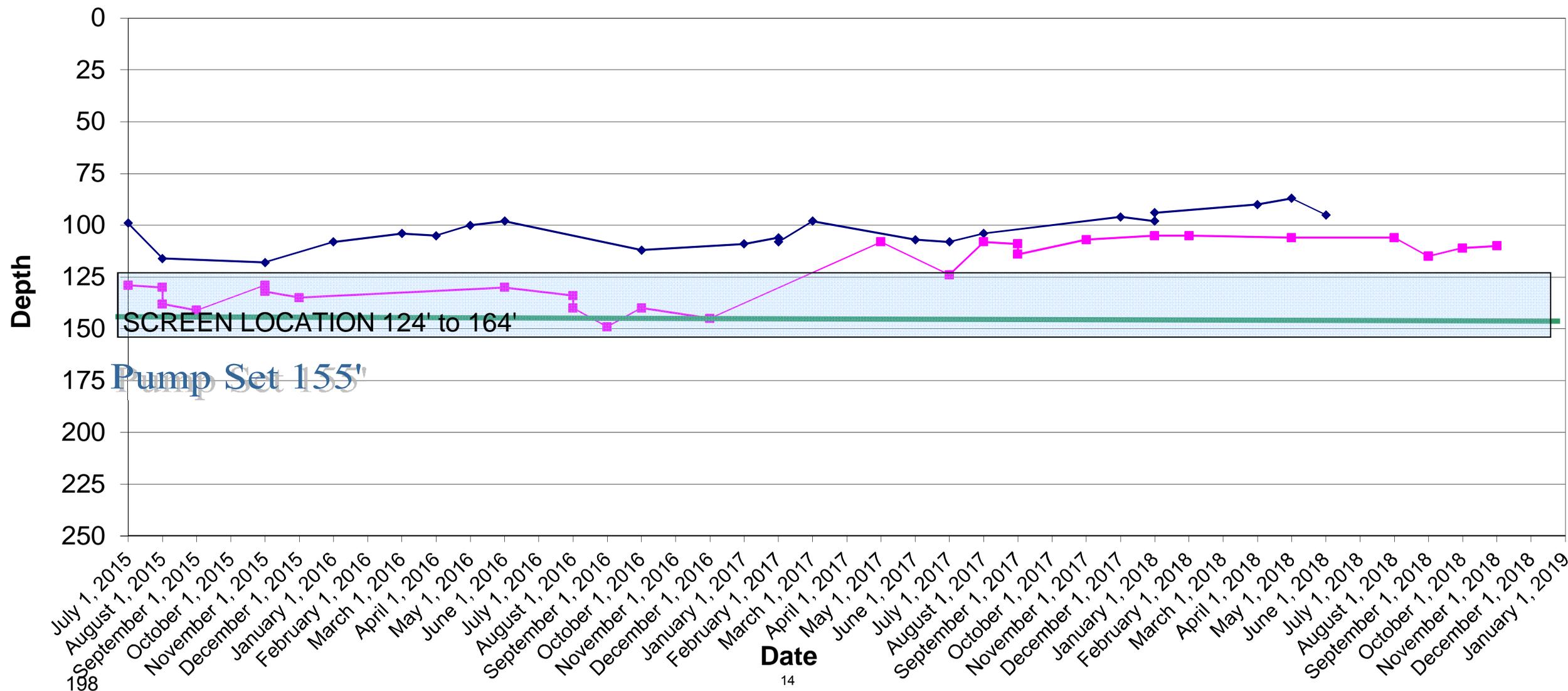


SAN LORENZO VALLEY WATER DISTRICT

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'



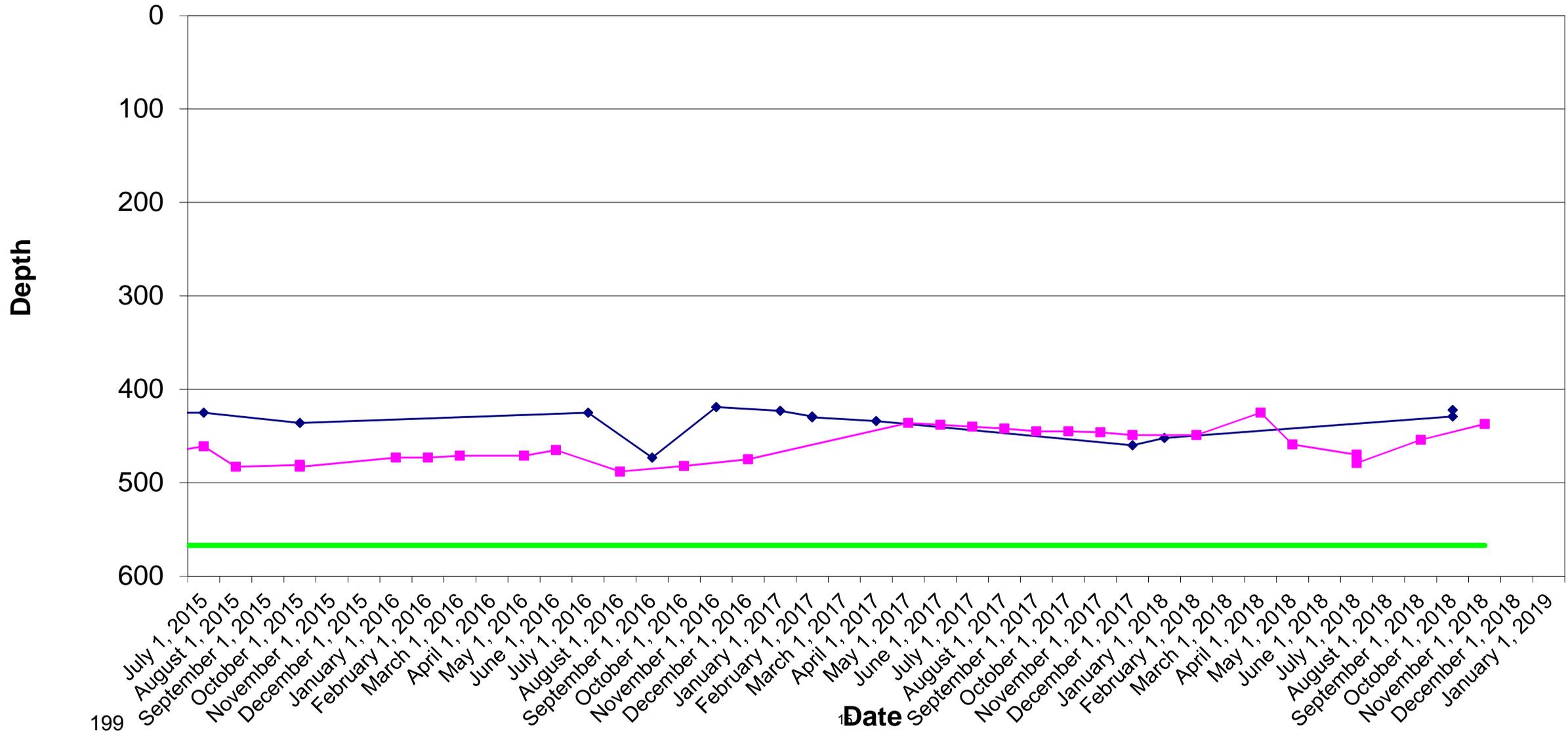


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Pasatiempo 5-A

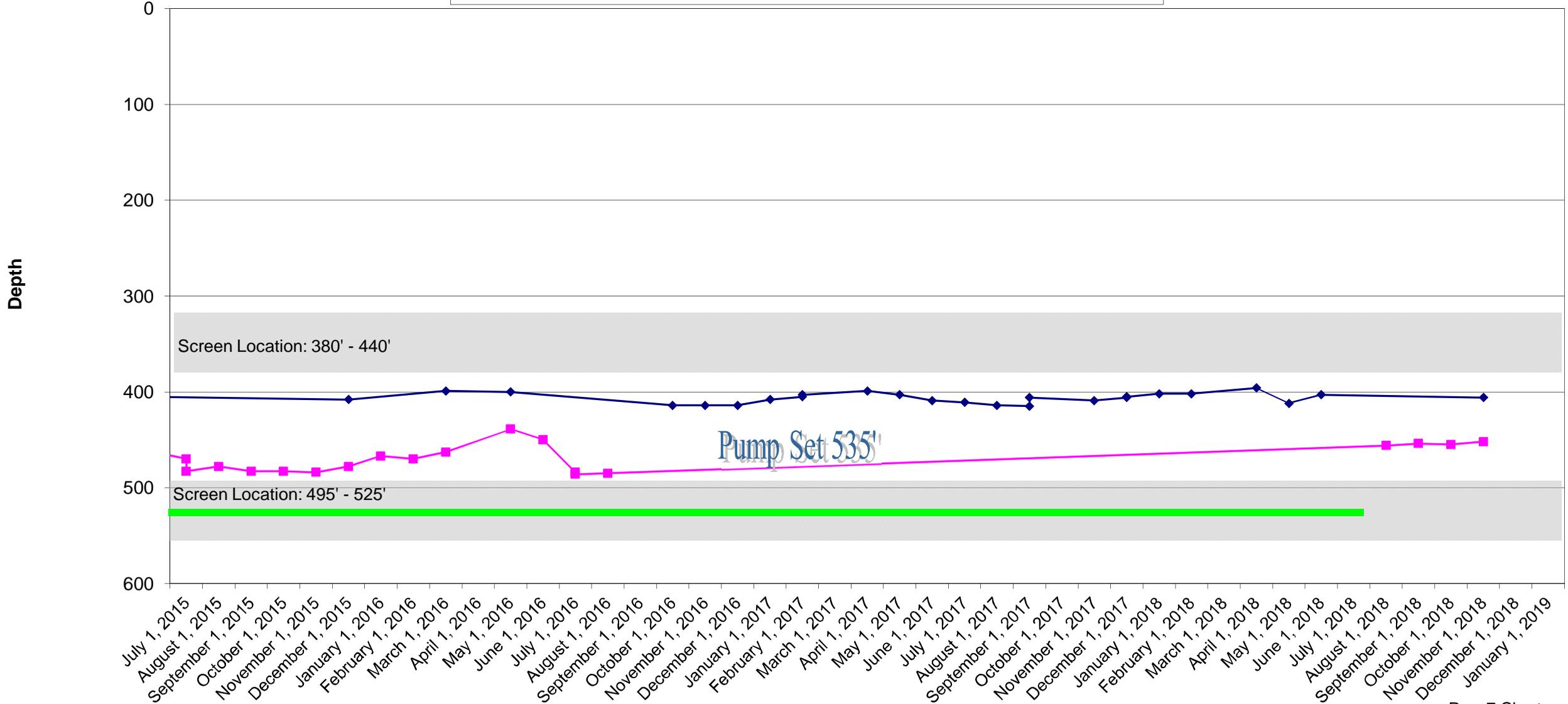
Location: So. Of 3650 Graham Hill Rd
Elevation: 752'
Installed 1-1-14
State Well #:4410014-014
Completed Depth: 710'





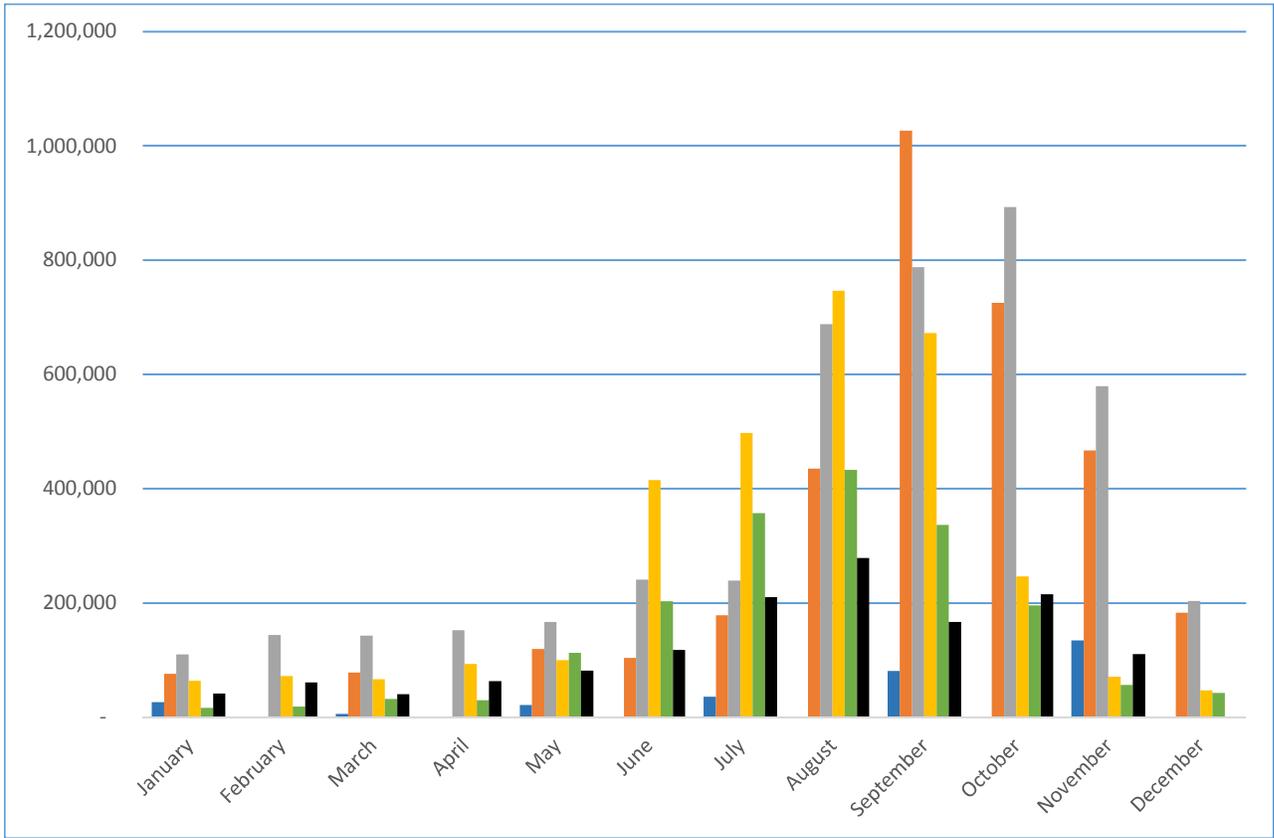
SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

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



Agenda: 12.13.18
Item: 8.4

SAN LORENZO VALLEY WATER DISTRICT BULK WATER SALES GALLONS November 2018



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
January	26,928	76,296	109,965	63,850	16,456	41,888
February			144,364	72,556	18,700	61,366
March	5,984	78,540	142,868	66,572	32,164	40,392
April			152,592	93,500	29,920	63,580
May	21,692	119,680	166,804	100,232	112,948	81,532
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	
Totals	306,500	3,394,424	4,349,008	3,092,981	1,836,033	1,389,066

SAN LORENZO VALLEY WATER DISTRICT
MONTHLY LEAK REPORT
November 2018

Agenda: 12.13.18
Item: 8.4

Leak Type	Location	Town	Gallons Lost
400 MAIN LEAKING	1435 COUNTRY CLUB & HARTMAN	BEN LOMOND	1,080.00
400 MAIN LEAKING	9095 GLEN ARBOR RD.	BEN LOMOND	60,000.00
400 MAIN LEAKING	KESSLER DR	BEN LOMOND	2,520.00
400 MAIN LEAKING	520 REDWOOD DR - 501 MAPLE DR	BENLOMOND	3,600.00
400 MAIN LEAKING	1463 TWO BAR #5	BOULDER CREEK	51,840.00
400 MAIN LEAKING	335 VISTA TERRACE	BOULDER CREEK	2,400.00
400 MAIN LEAKING	184 MADRONA RD.	BOULDER CREEK	10.00
400 MAIN LEAKING	200 BUENA VISTA DR	BOULDER CREEK	2,880.00
400 MAIN LEAKING	381 Middleton Dr.	BOULDER CREEK	100.00
400 MAIN LEAKING	610 Redwood Dr	BOULDER CREEK	2,520.00
400 MAIN LEAKING	1463 Two Bar Rd	BOULDER CREEK	51,840.00
400 MAIN LEAKING	822 APPLEWOOD DR	BOULDER CREEK	14,400.00
TOTAL			193,190
FELTON SYSTEM			
400 MAIN LEAKING	409 HILLSIDE DR	FELTON	4,320.00
400 MAIN LEAKING	214 CIRCLE DR	FELTON	10.00
Total Felton System			4,330
SCOTTS VALLEY			
400 MAIN LEAKING	305 MIRA FLORES	SCOTTS VALLEY	1,440.00
Total Scotts Valley			1,440
Total All Systems			198,960

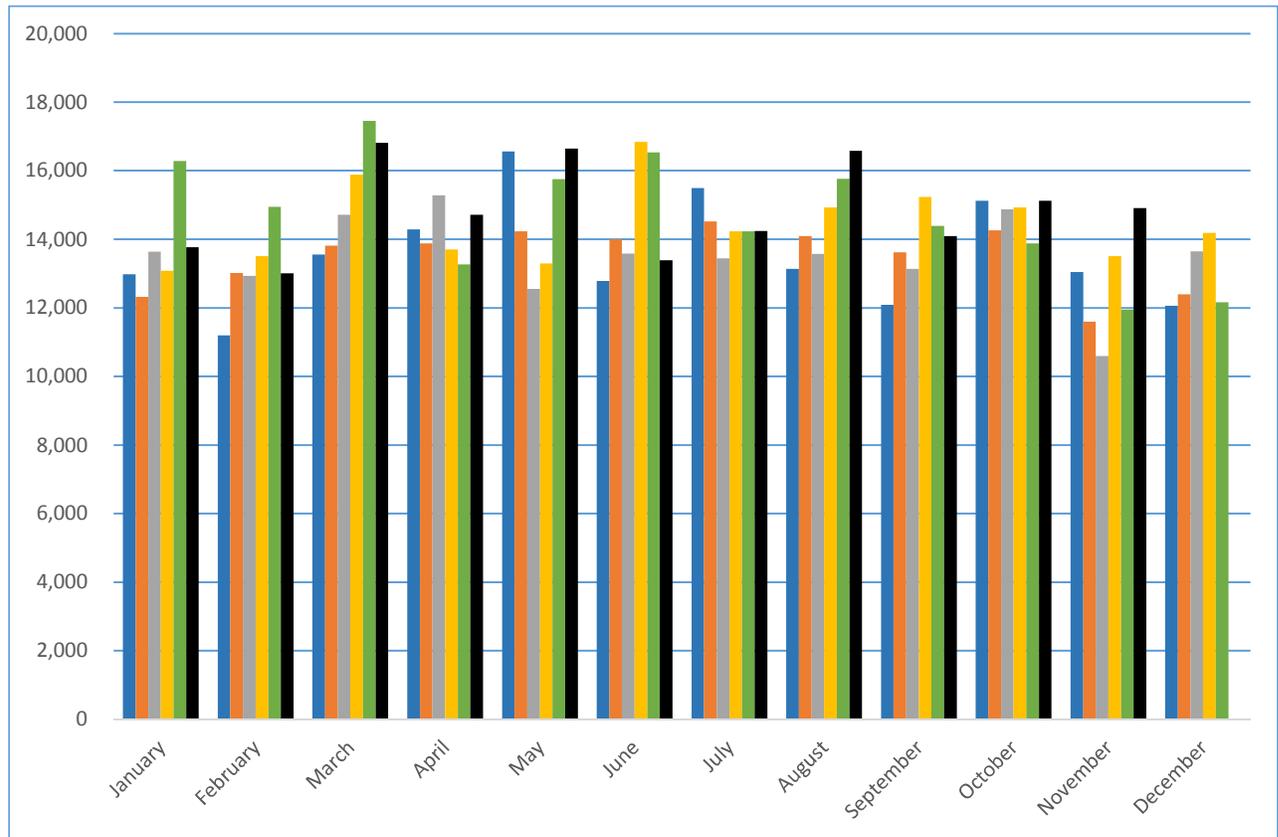
				Water Quality Complaint List						
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
11/2/2018	X						Customer reports that the water smells like chlorine.	295 Moon Meadow Ln	Upon field investigation by SLVWD staff, water quality results appeared to be normal and within range at customers front hose bib. Free chlorine was 1.0 mg/L. Customer was notified of results.	SLVWD-North
11/26/2018	X						Customer had concerns of various odors observed in water.	580 River Rd	Upon field investigation by SLVWD staff, water quality results appeared to be normal and within range at customers front hose bib. Free chlorine was 0.5 mg/L. No odor was detected in a field odor test. Customer was informed of the results and the various changes in water sources that the SLVWD goes through on a yearly basis.	SLVWD-North

Agenda: 12.13.18
Item: 8.4

SAN LORENZO VALLEY WATER DISTRICT

VEHICLE MILEAGE

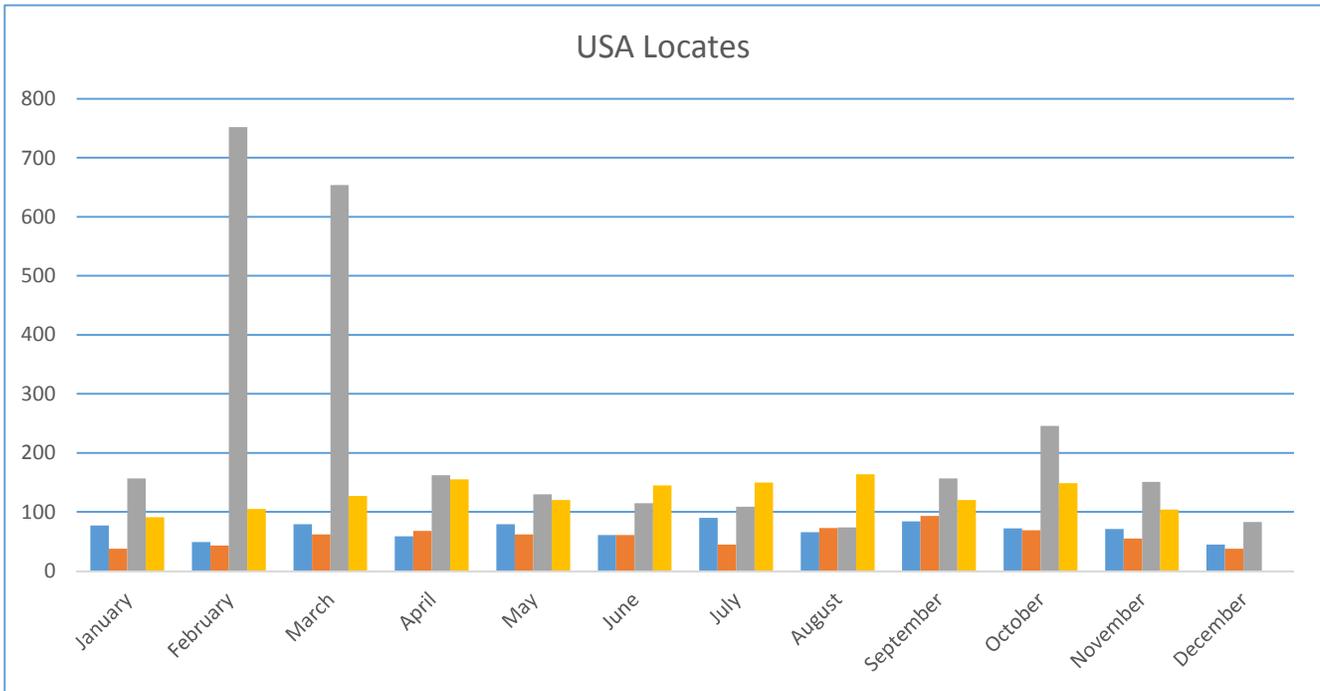
November 2018



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
January	12,976	12,317	13,633	13,082	16,286	13,763
February	11,201	13,015	12,934	13,505	14,945	13,003
March	13,558	13,817	14,714	15,882	17,451	16,809
April	14,283	13,883	15,279	13,704	13,270	14,711
May	16,560	14,228	12,550	13,290	15,757	16,646
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	
Totals	162,304	161,746	161,946	173,305	176,611	163,268

**SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
November 2018**

Agenda: 12.13.18
Item: 8.4



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
January	77	38	157	91
February	49	43	752	105
March	79	62	654	127
April	59	68	162	155
May	79	62	130	120
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	
Total to Date	832	707	2,790	1430





TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: December 6, 2018

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 November 9, 2018, 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

- Financing
- Board meetings
- Contracts and related issues
- Post-election & Board transition issues
- Employment
- District policies and procedures & Proposition 218
- Pending litigation
- Other

During the past month, pending litigation (3 cases against the District) has comprised very little of the legal work performed on behalf of the District. (Excluding work performed by counsel appointed and paid by the District’s insurance providers.)

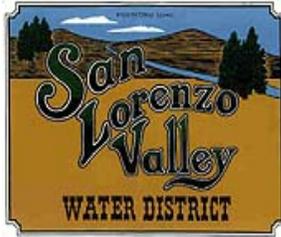
¹ Legal work performed for the District is confidential and privileged. Accordingly, the information provided herein is written in broad and general terms to avoid waiver and any disclosures that might compromise the District’s interests in pending or future legal matters.

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

Memorandum
December 6, 2018
Page 2

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

- Financing
- Board meetings
- District policies & procedures
- Pending litigation



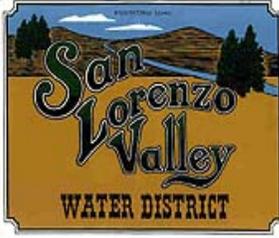
MINUTES OF ENGINEERING COMMITTEE MEETING

Covering Design, Construction, Capital Improvement,
Master Plan and other Engineering, Operational and
Planning Related Matters

Monday, November 26, 2018 at 9:00 am at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 9:00
Roll Call: Chair Baughman, Dir. Smallman
Staff: Dist. Mgr. R. Rogers, Dir. of Operations J. Furtado, Dist. Sec. H. Hossack
2. Oral Communications: None
3. New Business:
 - A. PRELIMINARY DISCUSSION ON COMPUTER MODELING PROGRAMS FOR WATER DISTRIBUTION SYSTEMS.
Dir. Smallman introduced this item and presented his version of computer modeling. Discussion by the Committee and staff regarding Computer Modeling Programs for Water Distribution Systems.
L. Hammack addressed the Committee.
4. Old Business:
 - A. UPDATE ON THE DISTRICT'S CAPITAL IMPROVEMENT PROJECTS
R. Rogers and K. Plonka with WSC introduced this item.
 - B. ENGINEERING STAFF
R. Rogers introduced this item.
Discussion by the Committee and staff regarding Engineering Staff.
 - C. LOMPICO ASSESSMENT DISTRICT PROJECTS UPDATE
R. Rogers introduced this item.
Discussion by the Committee and staff regarding LADOC projects update.
 - D. BEAR CREEK ESTATES WASTEWATER GRANT FUNDING-TECHNICAL ASSISTANCE
R. Rogers introduced this item.
Discussion by the Committee and staff regarding BCEW grant funding-technical assistance.
R. Shaw and B. Holloway addressed the Committee.
 - E. LYON WATER TREATMENT PLANT-STORM DAMAGE REPAIR
R. Rogers introduced this item.
Discussion by the Committee regarding Lyon Treatment Plant storm damage repair.
L. Hammack addressed the Committee.
5. Informational Material: None
6. Adjournment 9:22 am



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.

Tuesday, November 27, 2018 at 5:30 pm at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 5:31 pm
Roll Call: M. LoBalbo, J. Gomez, J. Wright, T. Norton
Staff: R. Rogers-Dist. Manager, S. Hill-Director of Finance and Business Services, H. Hossack-Dist. Secretary
2. Oral Communications
L. Henry addressed the Committee.
3. Welcome New Committee Members:
 - A. ELECTION OF OFFICERS
Election of officers, president and vice president.
A nomination was made and seconded for T. Norton to serve as president. All present voted in favor.
A nomination was made and seconded for M. LoBalbo to serve as vice president. All present voted in favor.
4. Old Business:
 - A. COMMITTEE OPENING/RECRUITMENT
Discussion by the Committee and staff.
5. New Business:

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

 - A. QUARTERLY FINANCIAL REPORTS
S. Hill introduced this item.
Discussion by the Committee and staff regarding the FY 17/18 4rd and FY 18/19 1st Quarterly Financial reports.
L. Hammack addressed the Committee.
Discussion by the Committee and staff.
L. Henry addressed the Committee.
 - B. LADOC COMMITTEE CHARTER DISCUSSION
R. Rogers introduced this item.
Discussion by the Committee and staff regarding the LADOC charter.
L. Henry, B. Fultz addressed the Committee.
Discussion by the Committee and staff.
B. Fultz, L. Henry, L. Hammack addressed the Committee.
Discussion by the Committee and staff.

L. Henry addressed the Committee.
Discussion by the Committee and staff.
L. Henry addressed the Committee.
Discussion by the Committee and staff.
B. Fultz addressed the Committee.
Discussion by the Committee and staff.
L. Henry addressed the Committee.
Discussion by the Committee and staff.
L. Henry addressed the Committee.
Discussion by the Committee and staff.
Monday, January 28th 5:30 will be a working meeting to go over the Charter.
Tuesday, Jan. 22 deadline for information to be included in the agenda.

C. ASSESSMENT DISTRICT PROJECTS UPDATE

R. Rogers introduced this item.
Discussion by the Committee and staff regarding an Assessment District projects update.
B. Fultz addressed the Committee.
Discussion by Committee and staff.
R. Shaw, L. Hammack addressed the Committee.
Discussion by the Committee and staff.

6. Informational Material:
Email from D. Lynch-10.20.18

7. Adjournment 6:38 pm

Fultz, Henry, Swan elected to SLVWD BoD

- By Libby Leyden 11.30.18

The San Lorenzo Valley Board of Directors will look completely different after the election. One of the more hotly contested races in the Valley ended with all three open seats for the SLVWD Board of Directors going to the non-incumbent challengers.

As of Nov. 26, Boulder Creek resident, Bob Fultz, led all candidates, earning the support of 19.83 percent of SLVWD residents who cast a ballot — 5,918 votes in all. Following Fultz, Lompico resident, Lois Henry earned 19.21 percent, 5,732 votes in all, and Ben Lomond resident, Steve Swan earned 18.79 percent, 5,607 votes in all. Election results are officially certified on Dec. 6, but as of Friday, 71.90 percent of the total votes for the county had been counted, according to Santa Cruz County Election Department. Fultz, Henry, and Swan, all the projected winners, will be sworn in as new board members at the Dec. 13 regular board of directors meeting. The three challengers upset the incumbent candidates, Gene Ratcliffe, Chuck Baughman, and John Hayes.

In their campaign as a slate of three, “Vote Three if you Agree” Fultz, Henry, Swan, made efforts to engage with the community on the issues they viewed as a top priority for the water district. Throughout the election cycle, Fultz, Henry, and Swan hosted community meet and greets, held up signs on the street, and continued to attend monthly board of directors meetings.

“We were trying to talk about facts, not personalities. The incumbents kept saying: ‘We want to stay the course,’ but they offered no vision on what they were going to do,” Fultz said. Fultz stated one key highlight for him during the campaign this year was standing by the highway holding up signs and waving to oncoming traffic.

“There is no polling here, but you get a sense of what people are thinking by engaging with them,” Fultz said. “I think there was this overwhelming sub-current of people wanting something different and this was an opportunity for people to get significant change.”

Swan added he was impressed at the organization of the campaign, using a variety of platforms including radio, print, and social media. “I found the campaign to be very interesting, exciting, and surprising,” Swan said. “We were early in our efforts.”

Fultz, who works as an independent consultant for high-tech companies and serves as chief financial officer and head of product development for a start-up company in Silicon Valley, previously ran for the SLVWD Board of Directors in 2014 but was unsuccessful. This time around, Fultz led all six candidates with the most amount of votes.

Fultz, Henry and Swan all agree one of the most pressing concerns is to address the district’s budget. “The first thing to do is look at the budget and see where we are and what money is being spent,” Henry said. “We have to look at the budget and see if we can make some cuts.”

Henry, long-time resident of Lompico, spent 30 years serving as chief executive officer of the Watsonville Federal Credit Union and served eight years on the board of directors of the Lompico Water District from 2008 to 2016 through the merger with SLVWD.

The trio throughout their campaign discussed the desire to reevaluate the district’s finances and encourage transparency with the ratepayers.

“We want to have information available to the ratepayers, not say look at all the stuff we are doing, but give the context behind what we are doing,” Fultz said.

Swan, a resident of Ben Lomond, also previously ran, but was unsuccessful, for the SLVWD Board in 2012. According to Swan, there needs to be change to address the concerns in the Grand Jury report and to improve service to the customers.

“I want to freeze any future rate increases and go through the budget and cut the wasteful expenses to hopefully be in a position to actually reduce future water rates,” Swan said. “Another priority we mentioned was reducing our legal expenses and settling legal liabilities, which have been totally out of proportion for a water district of our size. And finally, completing a detailed inventory of the existing infrastructure, so that comprehensive plans can be created and expenses and reserves calculated so that the district can return to better financial health.”

While the three challengers earned the most votes in the election, it is not lost on Fultz, Henry, or Swan the importance of listening to all of the ratepayers and try to bring civility and transparency. “We must treat them with respect and we must listen,” Henry said. “Previously that is not what was happening.”

Fultz stated the concept of the three challengers running together proved useful in the election.

“I think that was a significant factor,” Fultz said. “That has been the tradition in the San Lorenzo Valley Water District, to have the incumbents run as a slate. Typically, however, the challengers have not run as a three-person slate. So I think us running as a slate had a lot to do with it.”

After the election is certified and the three are sworn in as board members serving a four-year term, the work begins.

“Good intentions are great, but you get measured by what you do,” Fultz said. “So that is why we need to get all the plans lined up that have been neglected so we can tell people we are serious.”

The “challenging” slate’s campaign was managed by Barbara Nahrwold, who stated “There’s art and science to the role of a campaign manager...their expertise comes in knowing the right questions to ask the team in order to define, architect, and execute the best, most effective integrated marketing campaigns.”

For more information on Fultz, Henry, and Swan: <https://www.vote3ifyouagree.com/>.

For the most up to date election results: <http://sccounty01.co.santa-cruz.ca.us/ElectionSites/ElectionResults/Results?id>