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SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 1 (12-13)

SUBJECT: RESOLUTION OF APPRECIATION FOR DIRECTOR NELSON

WHEREAS, On May 15, 1997 Jim Nelson was appointed to the Waterman Gap Citizen Advisory Committees; and

WHEREAS, on May 7, 1998 The Waterman Gap Citizens Advisory Committee presented its recommendations to the Board of Directors; and

WHEREAS, on February 3, 2000 Jim Nelson was appointed to fill a vacancy in the elected office of Board of Directors San Lorenzo Valley Water District; and

WHEREAS, on November 7, 2000 Jim Nelson was elected to the office of the Board of Directors San Lorenzo Valley Water District, and faithfully served in said capacity for a period of twelve (12) years; and

WHEREAS, Director Nelson was truly 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 Nelson was deeply involved in District issues and projects including the sale of the District's Waterman Gap property to Sempervirens Fund; Molasky Creek Watershed acquisition; Felton Water System acquisition; Education Program; Watershed Management Plan; and, numerous other projects; and

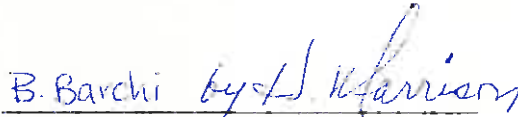
WHEREAS, Director Nelson is truly deserving of special honors and the highest commendations for service provided to the San Lorenzo Valley Water District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that Director Nelson be commended for twelve (12) years of devoted and dedicated service, that he has the deepest respect of all those who have been privileged to know and work with him, and that his outstanding effort 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 5th day of July, 2012, by the following vote of the members thereof:

AYES: Bruce, McPherson, Prather, Rapoza, Vierra
NOES:
ABSTAIN:
ABSENT:



B. Barchi, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 2 (12-13)

SUBJECT: **ADOPTION OF FISCAL YEAR BUDGET 2012-2013**

WHEREAS, a proposed Budget for Fiscal Year 2012-2013 has been prepared by Staff; and

WHEREAS, the Finance Committee considered and reviewed the proposed budget at their June 28, 2012 and July 19, 2012 committee meetings; and

WHEREAS, the Board of Directors considered and reviewed the proposed budget at their July 19, 2012 Board of Directors meeting; and

WHEREAS, the Board of Directors has approved the transfer of \$535,000 from the Capital Replacement/System Improvement Reserve Fund to cover a projected shortfall in the Water Fund of \$497,085; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Budget for Fiscal Year 2012-2013 is adopted, and the District Manager is hereby authorized and directed to implement said budget in the amount of \$6,418,495 in total expenditures.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 19th day of July, 2012, by the following vote of the members thereof:

AYES: Bruce, McPherson, Prather, Rapoza, Vierra
NOES:
ABSTAIN:
ABSENT:

B. Barchi *[Signature]*
B. Barchi, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 3 (12-13)

SUBJECT: AGREEMENT FOR INSTALLATION OF WATER DISTRIBUTION FACILITIES; APN 21-031-13

WHEREAS, on May 23, 1991 the Board of Directors of San Lorenzo Valley Water District approved Resolution No. 91 (90-91) regarding an Agreement for Installation of Water Distribution Facilities for the subject project; and

WHEREAS, the applicant did not move forward with installation of the distribution facilities and the facilities were never constructed; and

WHEREAS, on January 4, 2001 the Board of Directors of San Lorenzo Valley Water District approved Resolution No. 22 (00-01) which renewed the original agreement; and

WHEREAS, ownership of the proposed minor subdivision has been transferred to a new owner; Collado Homes, LLC;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Agreement for Installation of Water Distribution Facilities; APN 21-031-13 is hereby approved, and the District Manager is hereby authorized and directed to execute all documents necessary to carry out the Agreement and to record said Agreement on behalf of and for the benefit of the San Lorenzo Valley Water District.

* * * * *

PASSED AND ADOPTED by the Board of Directors of San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 2nd day of August, 2012 by the following vote of the members thereof:

AYES: Bruce, McPherson, Vierra

NOS:

ABSTAIN:

ABSENT: Prather, Rapoza

B. Barchi by H. Harrison

B. Barchi, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 4 (12-13)

SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE
FOR DAN FROEMING, APN 85-181-32, BOULDER CREEK

WHEREAS, Dan Froeming desires to receive service as a customer of the
District; and

WHEREAS, the Froeming property, APN 85-181-32, generally located on
Blue Ridge Dr, Boulder Creek California, is situated within the boundaries of the District; and

WHEREAS, the parcel is within the District's service area; and

WHEREAS, service will be by long service line from a water meter generally
located 75 ft. east of the parcel on Blue Ridge Dr; and

WHEREAS, the District and Dan Froeming are interested in providing service
to this parcel and this agreement provides the covenants necessary to resolve the current
situation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San
Lorenzo Valley Water District that the District Manager is authorized and directed to execute
the agreement regarding service to Dan Froeming, APN 85-131-32, on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo
Valley Water District, County of Santa Cruz, State of California, on the 2nd day of August,
2012, by the following vote of the members thereof:

AYES: Bruce, McPherson, Vierra

NOES:

ABSENT: Prather, Rapoza

ABSTAIN:

B. Barchi by L. Harrison
B. Barchi, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 5 (12-13)

SUBJECT: SEWER SYSTEM MANAGEMENT PLAN (SSMP)

WHEREAS, on May 2, 2006 the State Water Resources Control Board adopted Water Quality Order No. 2006-003; and

WHEREAS, Water Quality Order No. 2006-003 requires each public agency with a wastewater collection system greater than one mile in length to develop and implement a Sewer System Management Plan (SSMP); and

WHEREAS, the San Lorenzo Valley Water District has developed and prepared a SSMP for the Bear Creek Estates Wastewater Collection System;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Bear Creek Estates Sewer System Management Plan (SSMP) is hereby approved. The District Manager is hereby authorized and directed to implement the SSMP.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of September, 2012, by the following vote of the members thereof:

AYES: Bruce, McPherson, Rapoza, Vierra, Prather

NOES:

ABSENT:

ABSTAIN:

B. Barchi by H. McPherson
B. Barchi, District Secretary
San Lorenzo Valley Water District

RESOLUTION NO. 6 (12-13)

**SUBJECT: APPROVAL OF EDUCATION PROGRAM ADVISORY COMMISSION
FUNDING RECOMMENDATIONS FOR 2012 DATA
COLLECTION/RESTORATION GRANT PROPOSALS**

WHEREAS, the Education Program Advisory Commission (Commission) was established by the Board of Directors in 2003 to advise the Board regarding the selection and allocation of Education Program grants; and

WHEREAS, the Board of Directors re-established and expanded the Education Grant Program in May 2012 to include an additional round of funding for Data Collection/Restoration grants; and

WHEREAS, staff publicly noticed the 2012 Education Program Grant Notice of Availability for the 2012 Data Collection/Restoration grants 30 days prior to the July 27, 2012 application deadline; and

WHEREAS, staff received four (4) Data Collection/Restoration Education Program Grant proposals which met submission requirements; and

WHEREAS, the Commission evaluated all four (4) 2012 Data Collection/Restoration Education Program grant proposals according to established procedures; and

WHEREAS, the Commission found three (3) Data Collection/Restoration Education Program grant proposals to satisfy the mission of the Education Program and to be worthy of funding; and

WHEREAS, Exhibit A summarizes the 2012 Data Collection/Restoration Education Program Grant proposals and the Commission's recommended funding levels; and

WHEREAS, the Board of Directors has reviewed and considered said recommendation,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that: The San Lorenzo Valley Water District hereby awards grant funding for the 2012 Data Collection/Restoration grants, as recommended by the Education Advisory Commission in Exhibit A.

* * * * *

PASSED AND ADOPTED by the Board of Directors of San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of September, 2012 by the following vote of the members thereof:

AYES: Bruce, McPherson, Rapoza

NOS:

ABSTAIN:

ABSENT: Prather, Vierra

B. Barchi by Sally McPherson

B. Barchi, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 7 (12-13)

SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE
FOR GUY MORELLI; APN 89-431-30

WHEREAS, Guy Morelli desires to receive service as a customer of the
District; and

WHEREAS, the Morelli property, APN 89-431-30, generally located along
Timberwood Road, Boulder Creek California, is situated within the boundaries of the District;
and

WHEREAS, the parcel is within the District's service area; and

WHEREAS, service will be by long service line from a water meter generally
located on Timberwood Road; and

WHEREAS, the District and Guy Morelli are interested in providing service to
this parcel and this agreement provides the covenants necessary to resolve the current
situation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San
Lorenzo Valley Water District that the District Manager is authorized and directed to execute
the agreement regarding service to Guy Morelli, APN 89-431-30, on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo
Valley Water District, County of Santa Cruz, State of California, on the 15th day of
November, 2012, by the following vote of the members thereof:

AYES: Vierra, McPherson, Prather, Rapoza

NOES:

ABSENT:

ABSTAIN: Bruce

B. Barchi by H. Harrison
B. Barchi, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 8 (12-13)

**SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR THE
SAN LORENZO VALLEY WATER DISTRICT CLASSIFIED
EMPLOYEES UNIT; 2012-2014**

WHEREAS, the District Manager, as the duly designated Employee Relations Officer of the San Lorenzo Valley Water District, met and conferred in good faith with representatives of the Recognized Employee Organization regarding matters within the scope of bargaining; and

WHEREAS, in accordance with provisions of the Government Code of the State of California (Section 3500 et seq.) both parties have jointly prepared a written Memorandum of Understanding related to employment conditions, including, but not limited to, wages, hours and other terms and conditions of employment; and

WHEREAS, employees within the classifications of positions represented by San Lorenzo Valley Water Classified Employees Unit have reviewed and approved said aforementioned Memorandum of Understanding; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered said Memorandum of Understanding;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Memorandum of Understanding for the San Lorenzo Valley Water District Classified Employees Unit; 2012-2014 is hereby approved and the President of the Board and District Manager are hereby authorized and directed to execute said Memorandum of Understanding on behalf of the District.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 17th day of November 2011, by the following vote of the members thereof:

AYES: McPherson, Prather, Rapoza, Vierra

NOES:

ABSTAIN:

ABSENT: Bruce


L. Barker, Acting District Secretary

ATTACHMENT 1

EXECUTIVE SUMMARY MEMORANDUM OF UNDERSTANDING FOR THE CLASSIFIED EMPLOYEES UNIT 2012-2014

The following provides an executive summary of revisions, amendments and modifications pursuant to the Memorandum of Understanding for the Classified Employees Unit; 2012-2014:

Section 1.2 Term of Agreement

Amendment of existing contract language to provide for a two (2) year term from the date of Board approval through October 31, 2014.

Section 4.6 Salary Schedule Adjustment

Amendment of existing language to provide for a three (3%) percent increase in Salary Schedule effective January 1, 2013; and a three (3%) percent increase in Salary Schedule effective January 1, 2014.

Section 7.2 Group Medical Insurance

Amendment of existing contract language to add the following District Cafeteria Plan contributions:

- 1) Effective January 1, 2013
 - a. Employee only: \$480.00/month
 - b. Employee and 1 dependant: \$990.00/month
 - c. Employee and 2+ dependents: \$1,295.00/month
- 2) Effective January 1, 2014
 - a. Employee only: \$515.00/month
 - b. Employee and 1 dependant: \$1,075.00/month
 - c. Employee and 2+ dependants: \$1,390.00/month

Deletion of stale contract language referencing CalPERS Choice Plan least expensive PPO available in Santa Cruz County and other language.

Section 8.2 PERS Retirement Contribution

Amendment of existing language to provide for provision of AB 340 relative pension reform.

Section 14.1 Deadline for Request

Deletion of this section in its entirety.

Section 14.2 Submission to Board

Deletion of this section in its entirety.

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 9 (12-13)

**SUBJECT: SAN LORENZO VALLEY WATER DISTRICT SEXUAL
HARASSMENT POLICY, 2013**

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 Director's of the San Lorenzo Valley Water District have reviewed the San Lorenzo Valley Water District Sexual Harassment policy; and

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Sexual Harassment Policy;

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 is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of December, 2012, by the following vote of the members thereof:

AYES: Bruce, Vierra, McPherson, Prather, Rapoza
NOES: None
ABSTAIN: None
ABSENT: None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

SEXUAL HARASSMENT POLICY

Adopted: December 6, 2012
Resolution No. 9 (12-13)

1. **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.
2. **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.
3. **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.

4. **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.

5. **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.

6. **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.

7. **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—

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 10 (12-13)

SUBJECT: RESPECTFUL WORKPLACE POLICY 2013

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; and

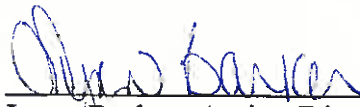
WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered the San Lorenzo Valley Water District Respectful workplace Policy;

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 2013 is hereby adopted.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of December 2012, by the following vote of the members thereof:

AYES: Bruce, Vierra, McPherson, Prather, Rapoza
NOES: None
ABSENT: None
ABSTAIN: None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESPECTFUL WORKPLACE POLICY 2013

**December 6, 2012
Resolution No. 10 (12-13)**

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–

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 11 (12-13)

SUBJECT: PERSONNEL SYSTEM RULES AND REGULATIONS 2013

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

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

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

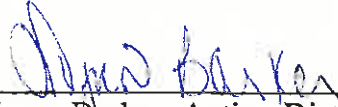
WHEREAS, the representatives of all employee organizations were consulted in good faith regarding the subject matter of the Personnel System Rules and Regulations;

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

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

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of December 2012, by the following vote of the members thereof:

AYES:	Bruce, Vierra, McPherson, Prather, Rapoza
NOES:	None
ABSENT:	None
ABSTAIN:	None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

PERSONNEL SYSTEM

RULES AND REGULATIONS 2013

ADOPTED
DECEMBER 6, 2012
RESOLUTION NO. 11 (12-13)

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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 supercedes 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.

l. 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, which ever 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 one (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 Manager may fill a vacancy in the competitive service by an open competitive examination instead of promotional examination, in which event the District Manager 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 Manager 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 judgement of the District layoffs and/or a reduction in employment is 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 -

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 12 (12-13)

SUBJECT: POLICY FOR COMMITTEE ASSIGNMENT PROCEDURES

WHEREAS, on March 4, 2004 the Board of Directors of the San Lorenzo Valley Water District adopted Resolutions No. 20 (03-04) entitled "Policy for Committee Assignment Procedures"; and

WHEREAS, the Board of Directors has determined a need to amend the established policies and procedures for committee assignments; and

WHEREAS, the Board of Directors has determined that the amended Policy for Committee Assignment Procedures shall supersede and cancel all prior policies;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that it is the policy of the Board, until such policy shall be amended or rescinded, as follows:

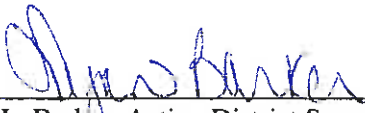
1. The purpose and intent of the committee structure is to provide for a more thorough and detailed discussion and study of prospective or current matters pertaining to the District and save time at regular Board of Directors meetings. The specialized skills and interests of individual Board members can be utilized to their fullest advantage.
2. Standing committees shall be defined as any committee which has continuing jurisdiction over a particular subject matter. Standing committees shall be created by resolution of the Board of Directors.
3. Ad hoc committees shall be defined as any committee which is charge with accomplishing a specific task within a limited time period. The President of the Board may establish ad hoc committees as necessary with concurrence of the Board of Directors. Ad hoc committees shall terminate upon completion of designated assignments.
4. A maximum of two (2) Board members may be appointed by the President of the Board, or Vice-President operating in the President's absence, to each standing and ad hoc committee, with concurrence of the Board of Directors. The President shall designate a Chairperson for each committee.

5. Committees so appointed shall include only Directors of the District.
6. The appointed Chairperson shall select such staff and consultants as is deemed necessary or appropriate to facilitate the committee's operation, subject to full Board ratification.
7. Committees shall meet as needed to facilitate the committee's operation. Committee meetings may be called by the committee Chairperson, or at the request of the District Manager, with regard to prospective or current issues pertaining to the committee's applicable subject matter.
8. Each standing committee member has the right to place an item on a subsequent committee meeting agenda by submitting a request to the designated Committee Chairperson or District Manager.
9. Committees of the Board of Directors may qualify as a "legislative body" 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.). All meetings of committees of the Board of Directors, which are defined as a "legislative body" as that term or its successor terms are defined in the Ralph M. Brown Act shall be open to the public, except when convened in Closed Session as authorized under provisions of the Ralph M. Brown Act.
10. The District Secretary shall be responsible for the posting of a written agenda for all meetings of a committee of the Board of Directors when said committee is defined as a "legislative body" 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.). The District Secretary shall satisfy the appropriate notice requirements in accordance with the applicable provisions of the Ralph M. Brown Act.
11. Unless authority to perform a duty is expressly delegated by the Board of Directors to a committee, each committee's sole function shall be to make recommendations to the Board for action or for establishment of policy, with regard to the specific issues the committee was formed to address.
12. Any committee may be dissolved by the President, subject to ratification by the Board of Directors.
13. Committee member appointments shall be reviewed at the first Board of Directors meeting in December of each calendar year.

14. Board member reimbursement for expenses incurred for committee work shall be through the submittal of the Expense reimbursement Claim, attached hereto, within 90 days of the committee meeting, subject to ratification by the Board through current bill payment procedures.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of December, 2012 by the following vote of the members thereof:

AYES:	Bruce, Rapoza, Vierra, McPherson, Prather
NOES:	None
ABSENT:	None
ABSTAIN:	None



L. Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER
DISTRICT RESOLUTION NO. 13 (12-13)

**SUBJECT: SAN LORENZO VALLEY WATER DISTRICT BOARD OF
 DIRECTORS STANDING COMMITTEES 2013**

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has adopted "Policy for Committee Assignment Procedures"; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has determined the need to establish six (6) standing committees: Environmental Committee, Facilities and Planning Committee, Finance Committee, Lompico Liaison Committee, Personal Committee, and Public Relations Committee; and

WHEREAS, the Board of Directors has determined that the powers and duties of each standing committee is to act in an advisory capacity and make recommendations to the Board for any action or the establishment of policy; and

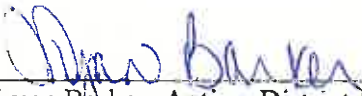
WHEREAS, the Board of Directors has determined that the purpose of said standing committees shall be in accordance with and based upon the Statement of Purpose and Function hereto attached as Exhibit A and incorporated herein by reference; and

WHEREAS, the Board of Directors has determined that said standing committees shall supersede and cancel all prior San Lorenzo Valley Water District Board of Directors standing committees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the following standing committees of the San Lorenzo Valley Water District Board of Directors are hereby established: Environmental Committee, Facilities and Planning Committee, Finance Committee, Lompico Liaison Committee, Personal Committee, and Public Relations Committee.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of January, 2012, by the following vote of the members thereof:

AYES:	Bruce, Rapoza, Vierra, McPherson, Prather
NOES:	None
ABSTAIN:	None
ABSENT:	None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

EXHIBIT A

RESOLUTION NO. 13 (12-13)

SAN LORENZO VALLEY WATER DISTRICT

STATEMENT OF PURPOSE AND FUNCTION STANDING COMMITTEES

I. STANDING COMMITTEES

There shall be established the following standing committees. Each standing committee shall have a specific statement of purpose and function, which shall be periodically re-examined by the Board of Directors. Standing Committees shall have no power or authority to commit the District or to take any hinging action on behalf of the Board of Directors. Each standing committee shall identify and develop a scope of work, within the jurisdiction and area of responsibility, as designated by the Board of Directors. Standing committees shall hold meetings at such times as deemed necessary by consensus of the committee members.

A. ENVIRONMENTAL COMMITTEE

The Environmental Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts environmental and natural resources.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding the development of policies, programs and activities which could have an impact on the environment.
3. Act in an advisory capacity and make recommendations to the Board of Directors In the development of watershed master plan.

B. FACILITIES AND PLANNING COMMITTEE

The Facilities and Planning Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts strategic master planning activities and capital improvements.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding the development of short and long range programs, activities and improvement projects.
3. Act in an advisory capacity and make recommendations to the Board of Directors regarding the District's Capital Improvement Program.

C. FINANCE COMMITTEE

The Finance Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts financial activities.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding annual audit.
3. Act in an advisory capacity and make recommendations to the Board of Directors regarding the setting of financial priorities and fiscal reserves.
4. Act in an advisory capacity and make recommendations to the Board of Directors regarding the annual budget.
5. Act in an advisory capacity and make recommendations to the Board of Directors regarding rates and fees.
6. Act in an advisory capacity and make recommendations to the Board of Directors regarding investment activities.

D. LOMPICO LIAISON COMMITTEE

The Lompico Liaison Committee shall have the following purposes and functions:

1. Act as representation of the Board of Directors during meetings with representatives of the Lompico County Water District relative to consideration of Lompico County Water District.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding a proposed consolidation of Lompico County Water District.

E. PERSONNEL COMMITTEE

The Lompico Personnel Committee shall have the following purposes and functions:

1. Act as an advisory capacity and make recommendations to the Board of Directors upon request on all matters pertaining to District staffing levels and succession planning.
2. Act in an advisory capacity and make recommendations to the Board of Directors In the development of policies, programs and activities which could have an impact on District staffing levels and succession planning.

F. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts public relations.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding the development of short and long range public relations goals.

3. Act in an advisory capacity and make recommendations to the Board of Directors regarding District communication programs and activities.

II. STAFF ASSIGNMENT COMMITTEES

The District Manager shall designate staff for each standing committee, who shall prepare the agenda, provide proper notice and provide administrative support to the committee.

—END—

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 14 (12-13)

**SUBJECT: ADOPTION OF SAN LORENZO VALLEY WATER DISTRICT
INVESTMENT POLICY 2013**

WHEREAS, on December 1, 2011 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No.20 (11-12) which established the Investment Policy of the San Lorenzo Valley Water District; and

WHEREAS, the Investment Policy states that the District's Investment Policy shall be reviewed and adopted annually by resolution of the Board of Directors at a public meeting; and


WHEREAS, the Board of Directors of the San Lorenzo Valley Water District have reviewed the District's Statement of Investment Policy; and

WHEREAS, the Statement of Investment Policy of the San Lorenzo Valley Water District states that is the intent of the District to move toward compliance with Government Code Section 53630 et seq. relative to certificates of deposit;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District's Statement of Investment Policy for 2013 attached hereto, and incorporated herein, is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of December 2012, by the following vote of the members thereof:

AYES: Bruce, Vierra, McPherson, Prather, Rapoza
NOES: None
ABSENT: None
ABSTAIN: None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 15 (12-13)

SUBJECT: SETTING REGULAR BOARD OF DIRECTORS MEETING DAYS FOR 2013 AS THE FIRST AND 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 has determined regular meetings days based upon the availability of Board members; and

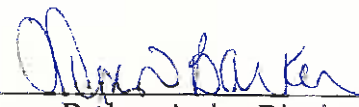
WHEREAS, the Board desires to continue the regular meeting days as the first and third Thursday of each month; and

WHEREAS, the first Thursday in July is a holiday Independence Day;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that effective January 1, 2013 the time and place for regular Board of Directors meetings is set for 7:30 p.m. on the first and third Thursday of every month with the exception of July 4, 2013 which is a holiday; at the District Operation Building, 13057 Highway 9, Boulder Creek, California, or at such other facilities within the District boundaries as may be determined by the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of December, 2012, by the following vote of the members thereof:

AYES: Bruce, Rapoza, Vierra, McPherson, Prather
NOES: None
ABSENT: None
ABSTAIN: None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 16 (12-13)

SUBJECT: BOARD OF DIRECTOR'S POLICY MANUAL 2013

WHEREAS, on December 1, 2011 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 16 (11-12) Board of Director's Policy Manual, 2012; and

WHEREAS, the Board of Director's has reviewed the Policy Manual; and

WHEREAS, the District is a member agency of the Special District Risk Management Authority (SDRMA); and

WHEREAS, SDRMA has an Incentive Credit Program which provides credits for development and adoption of a Board of Director's Policy Manual;

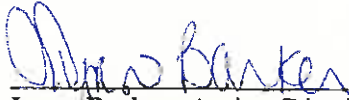
WHEREAS, District Legal Counsel has reviewed the Board of Director's Policy Manual; and

WHEREAS, there are no revisions to the Board of Director's Policy Manual for 2013;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District's Board of Director's Policy Manual for 2013 is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of December, 2012, by the following vote of the members thereof:

AYES:	Bruce, Rapoza, Vierra, McPherson, Vierra
NOES:	None
ABSENT:	None
ABSTAIN:	None


Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTOR'S POLICY MANUAL 2013

**ADOPTED
December 6, 2012
RESOLUTION NO. 16 (12-13)**

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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 and environmental vitality of the San Lorenzo Valley Water District.

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, that is provided with proper resources and compensation.

OBJECTIVE II; COMMUNICATIONS

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

OBJECTIVE III; EDUCATION

Develop and maintain a superior level of understanding and competence in the Board of Directors and Staff and assure the Districts' awareness of 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

The Board of Directors of the San Lorenzo Valley Water District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents. The Board of Directors are 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 government of the 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 should 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 from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the entire Board of Directors.
 - 3. In handling items related to safety, concerns for safety of 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 and 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, 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) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

4. ETHICS TRAINING

Pursuant to California Government Code section 53234 et seq. 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 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 California Water Code section 30523.

6. ELECTIONS OF OFFICERS

There shall be two (2) officers: a president and a vice-president, who shall be members of the District Board of Directors. Elections of officers shall be held at the first (1st) Board of Directors meeting in December of each calendar year. Officers will serve for a one (1) year term. Elections will conform with 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 written policies for District operation.
3. Be responsible for all District finances.
 - a. Approve fiscal budget.
 - b. Monitor the budget spending.
4. Set rates and use fees for District services.
5. Personnel
 - a. Hires and discharges 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. Develop a 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 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.

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. 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 agenda by submitting a request to the President of the Board or the District Manager. The deadline for submittal of an agenda item by a Director shall be the preceding Thursday 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; to prepare adequately for each such meeting; and, to observe the rules of decorum as set forth herein. Whenever an individual Director will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary 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

The Board of Directors shall provide for the time and place for holding regular Board of Directors meetings by resolution. The time and place for holding regular Board of Directors meetings shall be established at the first (1st) Board of Directors meeting in December of each calendar year.

Regularly scheduled meetings of the Board of Directors shall be held, on the first (1st) and third (3rd) Thursday of each month at 7:30 p.m.; 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.), maybe 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, maybe 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 quorum unless otherwise required or prescribed by state law.

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.

E) PARLIAMENTARY PROCEDURES AFFECTING MOTIONS

After a motion has been made, the following motions can be applied to it:

1. All motions can have the motion to withdraw applied to them.
2. All debatable motions can have the motions to close debate and to limit debate applied to them.
3. All motions that may be worded in more than one way, producing different results, can have the motion to amend applied to them.
4. The main motion can have all the subsidiary and specific main motions applied to it. Specific main motions can have no other motions applied to them, except that the motions to reconsider and to rescind may have the motions to close debate and to limit debate applied to them.
5. Privileged and incidental motions can have no other motion applied to them, except that the motion to recess may be amended, and an appeal may have the motion to close debate and the motion to limit debate applied to it.

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 required by law, all proceedings in Closed Sessions shall remain confidential.

I) PARLIAMENTARY PROCEDURE

Unless otherwise inconsistent with any provisions 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 in violation

for the reason that said action was not in conformance with Sturgis Standard Code of Parliamentary Procedure.

J) 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 within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.) The District Manager, in consultation with the Chairperson, 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 within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.) Any Director may request that an item be placed on the agenda for a regular meeting of the Board of Directors as stated herein. The District Secretary shall be responsible for the posting of the agenda for all meetings of the Board of Directors and/or other "legislative bodies", as defined within the meaning of the Ralph M. Brown Act, in compliance with, and as authorized under the applicable provisions of the Ralph M. Brown Act. The Ralph M. Brown Act provides for three (3) different types of meetings. Accordingly, the District Secretary shall satisfy the appropriate notice requirement for each type of meeting and indicate the type of meeting on the notice.

Posting of the agenda for all regular meetings of the Board of Directors and/or other "legislative bodies", as defined within the meaning of the Ralph M. Brown Act, shall be in compliance with California Government Code section 54954.2. Posting of the agenda for all special meetings of the Board of Director and/or other "legislative bodies", as defined within the meaning of the Ralph M. Brown Act, shall be in compliance with California Government Code section 54956. Posting of the agendas for all "emergency meetings" of the Board of Directors, as defined within the meaning of the Ralph M. Brown Act shall be in compliance with California Government Code section 54956.5(b).

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 reports; 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.

K) 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.

L) 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.

M) RECESS

The President of the Board may at any time, during debate or otherwise, declare a recess for not more than ten (10) minutes. Declaration of a recess shall not be subject to any motions.

N) CITIZEN COMMUNICATION

The Board of Directors encourages public participation. The Oral Communications portion of the agenda is reserved for citizen communications 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. Each person addressing the Board of Directors shall give his or her name and address for the record and designate a 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. No cell phone operation or audible pager use is allowed in the Board of Directors chambers.

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 the following procedures shall be applicable.

1. Agendas shall be posted at all teleconference locations.
2. Each teleconference location shall be identified in the posted agenda and the notice of the meeting.
3. Each teleconference location must be accessible to the public and have technology to enable the public to participate.
4. The agenda shall provide an opportunity for members of the public to address the legislative body at each teleconference location.
5. All votes shall be by roll call.
6. At least a quorum of the legislative body shall participate from locations within the boundaries of the District.

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 crucial 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 tape-recorded. Said tape record shall be subject to inspection pursuant to the California Public Records Act and in accordance with State Laws.

14. COMMITTEES

The Board of Directors may create standing committees and ad hoc committees at its discretion. Subsidiary bodies and/or committees of the Board of Directors may qualify as a "legislative body" 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.). All meetings of subsidiary bodies and/or committees of the Board of Directors, which are defined as a "legislative body" as that term or its successor terms are defined in the Ralph M. Brown Act shall be open to the public, except when convened in Closed Session as authorized under provisions of the Ralph M. Brown Act.

Unless authority to perform a duty is expressly delegated by the Board of Directors to a committee, committee motions and recommendations shall be advisory to the Board of Directors and shall not commit the District to any policy, act or expenditure. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board of Directors. The Board of Directors by resolution shall establish written policies for Committee assignments and procedures. All standing committees shall be designated by resolution of the Board of Directors. Committee appointments shall be reviewed at the first (1st) Board of Directors meeting in December of each calendar year.

The Board of Directors may provide for the time and place for holding regular meetings of subsidiary legislative bodies and/or committees by resolution. The time and place for holding regular meetings of subsidiary legislative bodies, and/or committees, if applicable, shall be established at the first (1st) Board of Directors meeting in December of each calendar year.

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, CONFERENCES 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 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.
- I) 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 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.

It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

- a) Restitution to the District;
- b) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
- c) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.

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 first (1st) Board of Directors meeting in December of each calendar year.

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 first (1st) Board of Directors meeting in December of each calendar year.

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 sex, race, color, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, or Vietnam era veteran status.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All employees are expected to carry out their 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 the first (1st) 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.

California Government Code section 87100 states as follows:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

California Government Code section 87101, 87103 and 87103.5 provide explicit language explaining the nature of a "conflict of interest" and disclosure relating to Board responsibilities.

Directors are required to be in compliance with all District, State and Federal requirements of the "Conflict of Interest Codes".

A) DISCLOSURE OF ECONOMIC INTERESTS

Directors who have a financial interest in a decision within the meaning of California Government Code section 87100 et seq. shall publicly identify in detail the economic interest that creates the conflict, recuse themselves from discussing and voting on the matter and leave the room until after the discussion, vote, and any other disposition of the matter is concluded.

Said identification shall occur following the announcement of the agenda item to be discussed or voted upon, but prior to commencement of either the discussion or vote. If the agenda item is to take place during a closed session, identification of the economic interest shall be made during the public meeting prior to the closed session but is limited to a declaration that the Director has a conflict of interest. The economic interest that is the basis for the conflict need not be disclosed. Directors are not required to leave the room for an agenda item on the consent calendar provided that the Director recuses themselves and publicly discloses the economic interest as described above. Notwithstanding this section, when the conflict is a personal interest as defined by applicable Fair Political Practices

Commission regulations, directors may speak as a member of the general public during the time that the general public speaks on the issue, provided the Director has complied with the provision of this section regarding identification of the conflict, recuses themselves from voting on the matter and, leaves the dais to speak from the same area as the members of the general public. Directors disqualified pursuant to this section shall not be counted toward achieving a quorum while the item is being discussed.

B) LEGALLY REQUIRED PARTICIPATION

The Political Reform Act (California Government Code section 81,000 et. seq.) does not prevent the Board of Directors from acting when it is legally required to do so. If so many Directors are disqualified pursuant to said Political Reform Act, that the Board of Directors cannot act, the Board of Directors may bring back sufficient disqualified Directors under the following conditions:

- 1) Disqualified Directors must disclose with "particularity" the economic interest that is the basis for the Conflict of Interest.
- 2) The action of the Board of Directors must be a decision where no alternative method exists for it to be made.
- 3) Only the minimum number of Directors required to make a quorum of the Board of Directors shall be brought back.
- 4) Directors to be brought back shall be selected by a random method.
- 5) This legally required participation rule may not be invoked:
 - a) To break a tie;
 - b) When a quorum of the Board of Directors can be convened who are not disqualified due to a Political Reform Act Conflict; or
 - c) When a qualified Director is absent.

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 Districts 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 Districts Board of Directors following the date of closure for applications; and
- F) The Districts 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 first (1st)

Board of Directors meeting in December of each calendar year.

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 the first (1st) 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 quorum 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 first (1st) Board of Directors meeting in December of each calendar year.

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 17 (12-13)

SUBJECT: **APPROVAL OF AGREEMENT REGARDING WATER SERVICE
FOR KEITH AND ELIZABETH MCKENNA; APN 89-441-21**

WHEREAS, Keith and Elizabeth desires to receive service as a customer of the District; and

WHEREAS, the McKenna property APN 89-441-21, generally located at 221 Timberwood Road, Boulder Creek, California, is situated within the boundaries of the District; and

WHEREAS, the parcel is within the District's service area; and

WHEREAS, service will be long service line from a water meter generally on Timberwood Road; and

WHEREAS, the District and Keith and Elizabeth McKenna are interested in providing service to this parcel and this agreement provides the covenants necessary to resolve the current situation.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley District that the District Manager is hereby authorized and directed to execute the agreement regarding water service to Brenda Jameson, APN 89-441-21, on behalf of the District, and to record same on behalf of the District.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of December, 2012, by the following vote of the members thereof:

AYES: Vierra, Prather, Rapoza Bruce, Brown
NOES: None
ABSTAIN: None
ABSENT: None

James A. Mueller *by L. Jameson*
James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 18 (12-13)

**SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE
FOR JOHNATHAN GOMEZ; APN 89-431-35**

WHEREAS, Johnathan Gomez desires to receive service as a customer of the District; and

WHEREAS, the Gomez property APN 89-431-35, generally located at Timberwood Road, Boulder Creek, California, is situated within the boundaries of the District; and

WHEREAS, the parcel is within the District's service area; and

WHEREAS, service will be long service line from a water meter generally on Timberwood Road; and

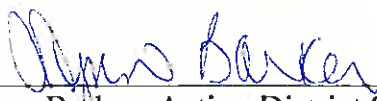
WHEREAS, the District and Johnathan Gomez are interested in providing service to this parcel and this agreement provides the covenants necessary to resolve the current situation.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley District that the District Manager is hereby authorized and directed to execute the agreement regarding water service to Johnathan Gomez, APN 89-431-35, on behalf of the District, and to record same on behalf of the District.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 3rd day of January, 2013, by the following vote of the members thereof:

AYES: Vierra, Prather, Rapoza Bruce, Brown
NOES: None
ABSTAIN: None
ABSENT: None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 19 (12-13)

SUBJECT: DESIGNATING AND AUTHORIZING PERSONS TO SIGN FOR DISTRICT CHECKING AND SAVING ACCOUNTS

WHEREAS, the District is required to place funds in institutions in order to pay bills, collect funds, and for investment purposes; and

WHEREAS, from time to time the District designates certain persons for the purpose of signing on these accounts; and

WHEREAS, the principal persons who work on these accounts are the District Manager and the Finance Manager;

WHEREAS, the District desires to authorize the Director of Operations as a designated signatory only in the absence of the District Manager;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District:

1. That the District Manager Water District has established accounts with Wells Fargo Bank and Liberty Bank and that the District Manager and Finance Manager are authorized to open these accounts.

2. That any of the following persons may sign checks or other instruments withdrawing or transferring funds from said accounts: Randall Brown, Board Member; Margaret Bruce, Board Member; Lawrence Prather, Board Member; James Rapoza, Board Member; Terry Vierra, Board Member; James A. Mueller, District Manager; Karen Alvarez, Finance Manager; and Richard Rogers, Director of Operations.

3. That said institutions may honor and pay all checks or other instruments signed in accordance with this resolution, including those payable to persons who signed them and that said institutes may also accept for deposit checks or other instruments payable to the District, whether they are endorsed in writing or by stamp.


4. That all written transactions shall require two (2) signatures.

5. That the District is authorized to request incoming and outgoing fund transfer to said institutions and account.

6. That each of the foregoing statements shall continue in full force and effect until said institutions have received expressed written notice of its rescission or modification.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of February, 2013, by the following vote of the members thereof:

AYES:	Prather, Rapoza, Bruce, Brown, Vierra
NOES:	None
ABSENT:	None
ABSTAIN:	None


James A., Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 20 (12-13)

SUBJECT: DESIGNATING AND AUTHORIZING PERSONS TO SIGN FOR DISTRICT INVESTMENT BROKERAGE ACCOUNT

WHEREAS, the District is authorized to invest funds by purchasing Certificates of Deposit, and U.S. Treasury and Agency Securities; and

WHEREAS, from time to time the District designates certain persons for the purpose of signing on these accounts; and

WHEREAS, the principal persons who work on these accounts are the District Manager and the Finance Manager;

WHEREAS, the District desires to authorize the Director of Operations as a designated signatory only in the absence of the District Manager;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District:

1. That the District Manager Water District has established accounts with Wells Fargo Bank and Liberty Bank and that the District Manager and Finance Manager are authorized to open these accounts.

2. That any of the following persons may sign checks or other instruments withdrawing or transferring funds from said accounts: Randall Brown, Board Member; Margaret Bruce, Board Member; Lawrence Prather, Board Member; James Rapoza, Board Member; Terry Vierra, Board Member; James A. Mueller, District Manager; Karen Alvarez, Finance Manager; and Richard Rogers, Director of Operations.

3. That said institutions may honor and pay all checks or other instruments signed in accordance with this resolution, including those payable to persons who signed them and that said institutes may also accept for deposit checks or other instruments payable to the District, whether they are endorsed in writing or by stamp.

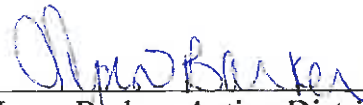
4. That all written transactions shall require two (2) signatures.

5. That the District is authorized to request incoming and outgoing fund transfer to said account.

6. That each of the foregoing statements shall continue in full force and effect until said institutions have received expressed written notice of its rescission or modification.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of December, 2012, by the following vote of the members thereof:

AYES: Prather, Rapoza, Bruce, Brown, Vierra
NOES: None
ABSENT: None
ABSTAIN: None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 21 (12-13)

SUBJECT: AUTHORIZING INVESTMENT OF MONEYS IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 section 16429.1 was added to the California Government Code to create a local Agency Investment Fund in the State Treasury for the deposit on money of a local agency for purposes of investment by the State Treasurer; and


WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of section 16429.1 of the Government code for the purpose of investment as stated therein as in the best interests of the San Lorenzo Valley District; and

WHEREAS, the District desires to authorize the Director of Operations as a designated signatory only in the absence of the District Manager;

WHEREAS, the principal persons who work on these accounts are the District Manager and the Finance Manager;

BE IT RESOLVED, that the following San Lorenzo Valley Water District officers shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund: Randall Brown, Board Member; Margaret Bruce, Board Member; Lawrence Prather, Board Member; James Rapoza, Board Member; Terry Vierra, Board Member; James A. Mueller, District Manager; Karen Alvarez, Finance Manager; and Richard Rogers, Director of Operations.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of December, 2012, by the following vote of the members thereof



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 22 (12-13)

**SUBJECT: AUTHORIZATION TO PURCHASE VEHICLE REPLACEMENT
FOR TRUCK #175**

WHEREAS, THE District's 2012-2013 Fiscal Year Budget provides for the replacement of one (1) vehicle; and

WHEREAS, the vehicle scheduled for replacement is the Maintenance Department Truck #175; and

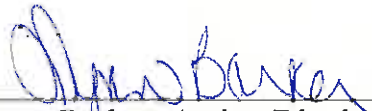
WHEREAS, this vehicle has reached its life expectancy; and

WHEREAS, that the Board of Directors of the San Lorenzo Valley Water District hereby authorizes staff to purchase pursuant to Ordinance 8, Article 18.8.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley District hereby authorizes staff to purchase one (1) vehicle replacement for Truck #175 through negotiated purchase.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of December, 2012, by the following vote of the members thereof:

AYES: Vierra, Prather, Rapoza Bruce, Brown
NOES: None
ABSTAIN: None
ABSENT: None



Lynn Barker, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 23 (12-13)

**SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE
FOR BRENDA JAMESON; APN 89-431-21**

WHEREAS, Brenda Jameson desires to receive service as a customer of the District; and

WHEREAS, the Jameson property APN 89-431-21, generally located at 380 Shadow Mountain Road, Boulder Creek, California, is situated within the boundaries of the District; and

WHEREAS, the parcel is within the District's service area; and


WHEREAS, service will be long service line from a water meter generally on Timberwood Road; and

WHEREAS, the District and Jameson's are interested in providing service to this parcel and this agreement provides the covenants necessary to resolve the current situation.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley District that the District Manager is hereby authorized and directed to execute the agreement regarding water service to Brenda Jameson, APN 89-431-21, on behalf of the District, and to record same on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 3rd day of January, 2013, by the following vote of the members thereof:

AYES: Vierra, Prather, Rapoza Bruce, Brown
NOES: None
ABSTAIN: None
ABSENT: None


James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 24 (12-13)

SUBJECT: **APPROVAL OF AGREEMENT REGARDING WATER SERVICE
FOR STEPHAN MARKEY; APN 89-431-28**

WHEREAS, Stephan Markey desires to receive service as a customer of the District; and

WHEREAS, the Markey property APN 89-431-28, generally located at 243 Shadow Mountain Road, Boulder Creek, California, is situated within the boundaries of the District; and

WHEREAS, the parcel is within the District's service area; and


WHEREAS, service will be long service line from a water meter generally on Timberwood Road; and

WHEREAS, the District and Stephan Markey are interested in providing service to this parcel and this agreement provides the covenants necessary to resolve the current situation.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley District that the District Manager is hereby authorized and directed to execute the agreement regarding water service to Stephan Markey, APN 89-431-28, on behalf of the District, and to record same on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 3rd day of January, 2013, by the following vote of the members thereof:

AYES: Vierra, Prather, Rapoza Bruce, Brown
NOES: None
ABSTAIN: None
ABSENT: None


James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 25 (12-13)

SUBJECT: APPOINTMENT OF DISTRICT MANAGER AS ACTING DISTRICT SECRETARY


WHEREAS, pursuant to California Water Code Section 30540 the Board of Directors shall appoint a District Secretary; and

WHEREAS, in the absence of the incumbent District Secretary the Board of Directors desires to appoint the District Manager as Acting Secretary;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District that the District Manager is hereby designated as Acting District Secretary, and authorized and directed to serve in that capacity on the behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 17th day of January 2013, by the following vote of the members thereof:

AYES:	Brown, Bruce, Prather, Vierra, Rapoza
NOES:	None
ABSENT:	None
ABSTAIN:	None


James A. Mueller, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 26 (12-13)

SUBJECT: RESOLUTION OF APPRECIATION FOR DIRECTOR MCPHERSON

WHEREAS, on May 15, 1997 Fred McPherson was appointed to the Waterman Gap Citizens Advisory Committee; and

WHEREAS, on June 1, 2006 Fred McPherson was appointed by the Board of Director to fill a vacancy in the elected office of Board of Director San Lorenzo Valley Water District; and

WHEREAS, on November 4, 2008 Fred McPherson was elected to the office of Board of Director San Lorenzo Valley Water District; and

WHEREAS, Fred McPherson faithfully and continuously served in his capacity as a Board of Director San Lorenzo Valley Water District for a period of six (6) years; and


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

WHEREAS, Fred McPherson was deeply committed to addressing the issue of climate change, and initiated District activities to adopt a Climate Change Resolution and accomplish the installation of solar panel at various District facilities;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District that Fred McPherson be commended for his six (6) years of devoted and dedicated service, that he has the deepest respect of all who have been privileged to know and work with him, and that his outstanding 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 17th day of January, 2013 by the following vote of the members thereof:

AYES:	Brown, Bruce, Prather, Vierra, Rapoza
NOES:	None
ABSENT:	None
ABSTAIN:	None


James A. Mueller
Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 27 (12-13)

SUBJECT: **APPROVAL OF DISTRICT FOREST CARBON INVENTORY PROJECT**

WHEREAS, the San Lorenzo Valley Water District Board of Directors finds it in the best interest of the District to sell carbon credits through the California Cap and Trade Program; and

WHEREAS, the District is required by law to conduct and certify an inventory of the stores of carbon in its forest lands in order to sell carbon credits based on those stores; and

WHEREAS, the Fiscal Year 2012/13 budget does not include funds for a forest carbon inventory project; and

WHEREAS, the San Lorenzo Valley Water District Board of Directors hereby authorizes waiver of formal bidding procedures pursuant to Ordinance 8, Article 18.8;


NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District hereby authorizes and directs the District Manager:

- 1) To amend the Fiscal Year 2012/2013 budget to include \$45,000 to conduct a forest carbon inventory project on District forest lands;
- 2) To procure the services of Buena Vista Services to conduct a forest carbon inventory project on District lands.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 7th day of February, 2013, by the following vote of the members thereof:

AYES: Prather, Vierra, Bruce
NOES: Rapoza
ABSTAIN: Brown
ABSENT: None


James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 28 (12-13)

SUBJECT: DESIGNATING AND AUTHORIZING PERSONS TO SIGN FOR DISTRICT CHECKING AND SAVINGS ACCOUNTS

WHEREAS, the District is required to place funds in institutions in order to pay bills, collect funds, and for investment purposes; and

WHEREAS, from time to time the District designates certain persons for the purpose of signing on these accounts; and

WHEREAS, the principal persons who work on these accounts are the District Manager and the Finance Manager;

WHEREAS, the District desires to authorize the Director of Operations as a designated signatory only in the absence of the District Manager;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District:

1. That the District Manager Water District has established accounts with Wells Fargo Bank and Liberty Bank and that the District Manager and Finance Manager are authorized to open these accounts.
2. That any of the following persons may sign checks or other instruments withdrawing or transferring funds from said accounts: Randall Brown, Board Member; Margaret Bruce, Board Member; Lawrence Prather, Board Member; James Rapoza, Board Member; Terry Vierra, Board Member; James A. Mueller, District Manager; Karen Alvarez, Finance Manager; and Richard Rogers, Director of Operations.
3. That said institutions may honor and pay all checks or other instruments signed in accordance with this resolution, including those payable to persons who signed them and that said institutes may also accept for deposit checks or other instruments payable to the District, whether they are endorsed in writing or by stamp.
4. That it shall be an internal policy of the San Lorenzo Valley Water District that all written transactions shall require two (2) signatures.

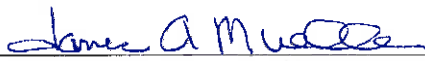
5. That the District is authorized to request incoming and outgoing fund transfer to said institutions and account.

6. That each of the foregoing statements shall continue in full force and effect until said institutions have received expressed written notice of its rescission or modification.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of February, 2013, by the following vote of the members thereof:

AYES: Bruce, Prather, Rapoza, Brown
NOES: None
ABSTAIN: None
ABSENT: Vierra



James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 29 (12-13)

SUBJECT: **DECLARATION OF SURPLUS VEHICLE AND TRUCK RACK**

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District desires to surplus Truck No. 175 and truck rack 340; and

WHEREAS, on December 20, 2012 the District's Board of Directors of the San Lorenzo Valley Water District authorize the purchase of a replacement vehicle for Truck No. 175; and

WHEREAS, the cargo rack on Truck No. 340 was causing damage to the vehicle and required replacement; and

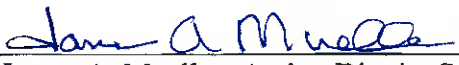
WHEREAS, a replacement vehicle for Truck No. 175 has been purchased and placed in service; and

WHEREAS, District Truck No. 175 has reached life expectancy, and truck rack 340 is no longer needed for District use;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby declares Truck No. 175 and truck rack 340 as surplus District equipment and authorizes the District Manager to dispose of said vehicle by surplus sale auction and truck rack by advertised sale.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of February 2013, by the following vote of the members thereof:

AYES:	Bruce, Prather, Rapoza, Brown
NOES:	None
ABSTAIN:	None
ABSENT:	Vierra


James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 30A (12-13)

**SUBJECT: SAN LORENZO VALLEY WATER DISTRICT CONFLICT
OF INTEREST CODE**

WHEREAS, the Political Reform Act, California Government Code Section 81000 et seq., requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Board of Directors of San Lorenzo Valley Water District on August 5, 2010 adopted Resolution No. 3 (10-11) which promulgated the District's current Conflict of Interest Code; and

WHEREAS, the Board of Directors has reviewed the existing San Lorenzo Valley Water District Conflict of Interest Code, and determines that no revisions are required;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that it is hereby determined that no revisions are required to the current San Lorenzo Valley Water District Conflict of Interest Code.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 7th day of March, 2013, by the following vote of the members thereof:

AYES: Brown, Bruce, Prather, Vierra, Rapoza
NOES:
ABSENT:

James A. Mueller by H. W. Harrison
James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

**SAN LORENZO VALLEY WATER DISTRICT
CONFLICT OF INTEREST CODE**

**SECTION 1. INCORPORATION OF STATE REGULATIONS BY
REFERENCE**

The Political Reform Act of 1974 (California Government Code Section 81000, et seq.), hereinafter referred to as "Act", requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission, hereinafter referred to as "FPPC", has adopted regulations which contain the terms of a standard conflict of interest code. Therefore, the terms of Title 2, California Administrative Code, Section 18730, hereinafter referred to as "Regulation", and any amendments thereto duly adopted by the FPPC, are hereby incorporated by reference and made a part of the San Lorenzo Valley Water District Conflict of Interest Code.

Said Regulation, along with the attached Appendices, shall constitute the San Lorenzo Valley Water District Conflict of Interest Code: EXHIBIT "A" LIST OF DESIGNATED POSITIONS, which designates officials and employees of the San Lorenzo Valley Water District subject to reporting requirements, and EXHIBIT "B" DISCLOSURE CATEGORIES, which establishes disclosure categories.

**SECTION 2. DESIGNATED POSITIONS WITH REPORTING
REQUIREMENTS**

Elected officials, members of boards and/or commissions appointed by the Board of Directors, District employees and consultants holding designated positions as stated in EXHIBIT "A", attached hereto and made a part hereof, shall be considered designated positions subject to reporting requirements under the San Lorenzo Valley Water District Conflict of Interest Code. Persons holding designated positions shall disclose interests as stated in EXHIBIT "B", attached hereto and made a part hereof, listing individual disclosure categories under the San Lorenzo Valley Water District Conflict of Interest Code.

SECTION 3. FILING OF STATEMENTS

Persons holding designated positions shall file a Statement of Economic Interests with the San Lorenzo Valley Water District on FPPC forms, in conformance with the individual disclosure categories and State of California guidelines, when requested by the District Secretary. The District Secretary shall make and retain a

copy of all statements filed and forward the original of such statements to the Elections Department, Santa Cruz County. All retained statements shall be available for public inspection and reproduction.

SECTION 4. LATE FILING AND FAILURE TO FILE STATEMENTS

Violations of any provision of this Conflict of Interest Code is subject to the administrative, criminal and civil sanctions provided in the Act. The following additional regulations apply to San Lorenzo Valley Water District (a) employees, (b) members of boards and/or commission appointed by the Board of Directors, and (c) consultants:

a) Employees

If a San Lorenzo Valley Water District employee fails to file an Initial, Assuming Office or Annual Statement of Economic Interest within thirty (30) calendar days after the District Secretary has given specific written notice of non-filing, said person shall be suspended without pay until such time as the required disclosure form has been filed. The District Manager shall comply with the provisions of the appropriate Memorandum of Understanding or San Lorenzo Valley Water District Personnel Rules and Regulations in imposing such suspension. No person shall resume active employment with the San Lorenzo Valley Water District if there are outstanding statements or fines relating to late filings.

b) Members of Boards and/or Commissions

If a member of any non-elected board and/or commission specified in the San Lorenzo Valley Water District Conflict of Interest Code fails to file an Assuming Office Statement of Economic Interest within thirty (30) calendar days after taking the Oath of Office, or an Initial or Annual Statement within thirty (30) calendar days after the District Secretary has given specific written notice of non-filing, the members shall be deemed to have vacated the position. The District Secretary shall notify the board member/commissioner that the position has been vacated and the appointing board member that a vacancy exists on the board and/or commission.

If the board member/commissioner has not taken the Oath of Office and not attended any meetings, the board member/commissioner is deemed not to have accepted the appointment and is not subject to filing obligations. No person shall be appointed to any commission if there are outstanding statements or fines relating to late filings.

c) **Consultants**

If a consultant, as defined in Title 2, California Code of Regulations, Section 18701, fails to file any Statement of Economic Interest within thirty (30) calendar days after the District Secretary has given specific written notice of non-filing, said person will be advised by the District Manager that the consultant is in breach of contract and that no further payments shall be made by the District under the contract until such breach has been cleared by a statement being received by the District Secretary.

SECTION 5. AMENDMENT AND REVIEW

The District Manager shall review the San Lorenzo Valley Water District Conflict of Interest Code on a bi-annual basis, and if changes are required, submit a revised San Lorenzo Valley Water District Conflict of Interest Code for Board of Directors approval, or if no changes are necessary so notify the Board of Directors by the applicable deadlines specified in the Act.

SECTION 6. CONFLICT WITH OTHER LAWS

Nothing herein is intended to modify or abridge the provision of the Act. Unless otherwise indicated herein, the definitions of the "Act"; regulations and amendments thereto, and binding judicial opinions thereon, are incorporated herein and shall be interpreted in a manner consistent with the Act.

SECTION 7. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this code is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this code.

ATTACHMENT "A"

SAN LORENZO VALLEY WATER DISTRICT CONFLICT OF INTEREST CODE LIST OF DESIGNATED POSITIONS

GENERAL PROVISIONS

Persons occupying the following specifically enumerated designated positions are subject to reporting requirements under the San Lorenzo Valley Water District Conflict of Interest Code and shall disclose interests as set forth in Exhibit "B" listing individual reporting requirements:

<u>LIST OF DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
MEMBERS OF THE BOARD OF DIRECTORS	1,2,3
MEMBERS OF THE EDUCATION ADVISORY COMMISSION	1,2,3
DISTRICT COUNSEL	1,2,3
DISTRICT MANAGER	1,2,3
DISTRICT SECRETARY/ADMINISTRATIVE ASSISTANT	1,2,3
FINANCE MANAGER	1,2,3
DIRECTOR OF OPERATIONS	1,2,3
CONSULTANTS	5

EXHIBIT "B"

SAN LORENZO VALLEY WATER DISTRICT CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES

GENERAL PROVISIONS

Persons holding designated positions subject to reporting requirements shall conform with the following disclosure categories:

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction of the San Lorenzo Valley Water District. Real Property shall be deemed to be within the jurisdiction of the San Lorenzo Valley Water District if the property or any part of it is located within or not more than two miles outside the boundaries of the San Lorenzo Valley Water District or within two miles of any land owned or used by the San Lorenzo Valley Water District.

The Political Reform Act defines interest in real property as follows:

"Interest in Real Property" includes any leasehold, beneficial or ownership interest or an option to acquire such and interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is two thousand dollars (\$2,000) or more. Interest in real property of an individual includes a pro rate share of interest in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater.

Persons are not required to disclose property used primarily as their residence or for personal recreations purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions of entities which have an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business in the jurisdiction at any time during the last two (2) years prior to the time of filing.

The Political Reform Act defines investment as follows:

"Investment" means any financial interest in or security issued by a business entity, including, but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly, or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary or other wise related business has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction or has done business in the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term **"investment"** does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns directly, indirectly, or beneficially, 10-percent interest or greater.

According to the Political Reform Act, business position is a director, officer, partner, trustee, employee or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, or corporation or association.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

The Political Reform Act defines income as follows:

"Income" means a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of

indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly, or beneficially, a 10-percent interest or greater.

According to the Political Reform Act, business position is a director, officer, partner, trustee, employee or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, or corporation or association.

CATEGORY 4

Persons in this category shall disclose all business positions, investment in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined in writing by the District Manager.

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 30B (12-13)

SUBJECT: APPROVAL OF DISTRICT PARTICIPATION IN THE COMMUNITY
CHOICE AGGREGATION FEASIBILITY STUDY

WHEREAS, Community Choice Aggregation (CCA) is a mechanism by which local governments assume responsibility for providing electrical power for residential and commercial customers in their jurisdiction in partnership with Pacific Gas & Electric Company; and,

WHEREAS, The San Lorenzo Valley Water District (District) identifies CCA as one of the key strategies to meet projected greenhouse gas reduction targets; and,

WHEREAS, The District has demonstrated its commitment to increasing energy efficiency and expanding the availability and use of local renewable power supply; and,

WHEREAS, CCA provides the opportunity to fund and implement a wide variety of local clean energy community programs; and,

WHEREAS, CCA, if determined to be technically and financially feasible, could provide substantial economic and environmental benefits to all residents and businesses in the cities and unincorporated areas of Santa Cruz County, and other jurisdictions in the Monterey Bay Region; and,

WHEREAS, In addition to technical and financial feasibility, it is important to determine whether there is adequate public support for CCA in Santa Cruz County and the Monterey Bay Region; and,

WHEREAS, The Community Foundation of Santa Cruz County is the fiscal sponsor for the first phase of a coordinated inter-jurisdictional effort to investigate the technical, financial and overall feasibility of CCA in Santa Cruz County and the Monterey Bay Region; and,

WHEREAS, The Community Foundation has formed a Project Development Advisory Committee (PDAC), which is charged with investigating the potential formation of CCA in Santa Cruz County and the Monterey Bay Region, and guiding the initial technical feasibility study; and,

WHEREAS, representatives from Santa Cruz and Monterey Counties have met informally over the last several months as PDAC to initiate the technical feasibility study, and it is now appropriate to formalize the composition and charge of PDAC; and

WHEREAS, the PDAC will be comprised of a cross-section of local stakeholders, and at least one staff member from each participating jurisdiction; and will sunset upon completing its charge to develop technical feasibility information, and advise the Community Foundation of Santa Cruz County and participating jurisdictions of its findings; and,

WHEREAS, Determining the technical and financial feasibility of CCA requires obtaining and analyzing Pacific Gas & Electric Company energy load data, and conducting public education and outreach; and

WHEREAS, PDAC is authorized to coordinate gathering and analyzing the energy load data requests on behalf of the District, consider participation in a Technical Study, and retain consultant expertise to assist with preparation of a CCA Technical Study; and,

WHEREAS, The District will benefit by joining the California Chapter of the Local Energy Aggregation Network (LEAN) to access CCA resources, information, and connections to other California communities that are investigating the feasibility of, or implementing, CCA; and,

WHEREAS, this Resolution in no way binds or otherwise obligates the District to participate in CCA beyond gathering and analyzing information, determining the financial and technical feasibility of CCA, and assessing adequate levels of public support to successfully establish CCA in Santa Cruz County and the Monterey Bay Region;

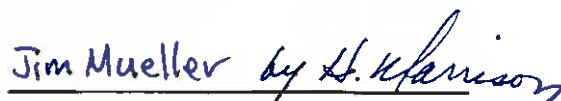
NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District as follows:

- (1) The San Lorenzo Valley District hereby agrees to participate in the inter-jurisdictional pre-development effort to investigate the technical feasibility of Community Choice Aggregation to operate within Santa Cruz County and the Monterey Bay Region, without financial obligation, unless authorized by the District in a future action;
- (2) The San Lorenzo Valley District hereby authorizes the District Manager to designate a staff member as the District's representative on the Project Development Advisory Committee; and
- (3) The San Lorenzo Valley District hereby authorizes the District Manager to execute the appropriate documentation to allow the Project Development Advisory Committee and its technical consultants to request energy usage load data from Pacific Gas & Electric Company so it may be analyzed as part of the technical feasibility study.

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PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 4th day of April, 2013, by the following vote of the members thereof:

AYES: Brown, Viera, Bruce, Rapoza, Prather
NOES:
ABSTAIN:
ABSENT:


Jim Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO.31A (12-13)

SUBJECT: FELTON HEIGHTS MUTUAL WATER ASSOCIATION
PROPERTY RELATED CHARGE

WHEREAS, on April 19, 2012 the Board of Directors of the San Lorenzo Valley Water District approved a proposed project to assimilate all of the current twenty-one (21) customers of the Felton Heights Mutual Water Association as individual customers of the District; and

WHEREAS, the District initiated proceedings for a new property related charge relative to the Felton Heights Mutual Water Association Project; and

WHEREAS, the proposed property related charge would be established at \$60.00 per bi-monthly billing period for a period often (10) years; and

WHEREAS, on December 2, 2012, the District conducted a Public Hearing relative to said property related charge in accordance with District procedures and Proposition 218; and

WHEREAS, upon conclusion of said Public Hearing zero (0) written protests were received; and

WHEREAS, on February 21, 2013, the District conducted a public hearing and ballot preceding relative to said property related charge in accordance with District procedures and Proposition 218; and

WHEREAS, upon conclusion of said Public Hearing the District received twenty (20) written ballots approving said property related charge, and zero (0) ballots in opposition; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District desire to establish said property related charge;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District as follows:

1. A property related charge of \$60.00 per bi-monthly billing period is hereby established for twenty-one (21) properties currently receiving water service from the Felton Heights Mutual Water Association as identified on Exhibit A attached hereto and by reference incorporated herein.
2. Said property related charge is hereby established for a period often (10) years commencing effective with the date of assimilation of the Felton Heights Mutual Water Association customers into the San Lorenzo Valley Water District.
3. Said property related charge is hereby established and may be used solely for the specific purpose of costs associated with construction for a new water storage tank and other related activities necessary for assimilation of the Felton Heights Mutual Association customers into the San Lorenzo Valley Water District.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 7th day of March, 2013, by the following vote of the members thereof:

AYES: Brown, Prather, Rapoza, Vierra, Bruce
NOES:
ABSTAIN:
ABSENT:

James A. Mueller by H. Harrison
James A. Mueller, Acting Secretary
San Lorenzo Valley Water District

EXHIBIT A
FELTON HEIGHTS MUTUAL WATER ASSOCIATION

No.	Assessors Parcel Number	Address
1	APN 064-351-47	825 Lost Acre Drive, Felton
2	APN 064-351-46	851 Lost Acre Drive, Felton
3	APN 064-351-33	877 Lost Acre Drive, Felton
4	APN 064-351-44	890 Lost Acre Drive, Felton
5	APN 064-351-49	1099 Lost Acre Drive, Felton
6	APN 064-351-48	1100 Lost Acre Drive, Felton
7	APN 064-351-51	1121 Lost Acre Drive, Felton
8	APN 064-351-39	1133 Lost Acre Drive, Felton
9	APN 064-351-27	1220 Lost Acre Drive, Felton
10	APN 064-351-32	1271 Lost Acre Drive, Felton
11	APN 064-351-37	1295 Lost Acre Drive, Felton
12	APN 064-351-52	1299 Lost Acre Drive, Felton
13	APN 064-351-14	1300 Lost Acre Drive, Felton
14	APN 064-351-08	1321 Lost Acre Drive, Felton
15	APN 064-351-36	1350 Lost Acre Drive, Felton
16	APN 064-351-35	1400 Lost Acre Drive, Felton
17	APN 064-351-17	1410 Lost Acre Drive, Felton
18	APN 064-351-31	1415 Lost Acre Drive, Felton
19	APN 064-351-12	110 Valhalla Way, Felton
20	APN 064-351-20	135 Valhalla Way, Felton
21	APN 064-351-10	171 Valhalla Way, Felton

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 31B (12-13)

**SUBJECT: APPROVAL OF DISTRICT SPONSORSHIP OF 100 GREYWATER
SYSTEM CHALLENGE PROJECT WORKSHOP**

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District wants to promote water conservation and the efficient use of water by District customers; and

WHEREAS, the District's Water Conservation Rebate Program does not include a rebate credit for greywater systems; and

WHEREAS, the District would benefit from a pilot program to test the efficiency of including a future greywater rebate credit in its Water Conservation Rebate Program; and

WHEREAS, in 2010 the California Building Standards Commission adopted a new greywater code, Title 24, Part 5, Chapter 16A into the California Plumbing Code; and

WHEREAS, the new greywater code applies to residential buildings only, and includes the simplest of all greywater installations, laundry-to-landscape; and

WHEREAS, the new greywater code facilitates water conservation, relieves stress on private septic systems, makes legal compliance easily achievable, and provides guidelines for avoiding potentially unhealthful conditions; and

WHEREAS, the Central Coast Greywater Alliance has initiated the 100 Greywater System Challenge Project to install 100 laundry-to-landscape systems in the region; and

WHEREAS, the Central Coast Greywater Alliance is providing registration, pre-screening, and training for a local workshop to train local participants to properly install laundry-to-landscape systems at a venue of the District's choice; and

WHEREAS, the Central Coast Greywater Alliance and Ecology Action have requested District sponsorship of the workshop through partial funding of laundry-to-landscape kits and workshop venue rental; and

WHEREAS, it is estimated that the District's Water Conservation Program budget will have adequate funds available to accommodate this sponsorship request; and

WHEREAS, the 100 Greywater Systems Challenge Project is offering matching funds to purchase laundry-to-landscape kits to provide to participants who successfully complete the workshop; and

WHEREAS, the San Lorenzo Valley Board of Directors' preferred venue for the workshop is available for booking;

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District as follows:

- 1) The San Lorenzo Valley Water District hereby awards the Central Coast Greywater Alliance the sum of up to \$3,650 to sponsor a local workshop in June or July 2013, enabling Central Coast Greywater Alliance volunteers to train pre-registered District customers to properly install laundry-to-landscape systems at their residences.
- 2) The San Lorenzo Valley Water District hereby establishes that the total amount awarded will be determined by the number of qualified participants (up to 35) who complete the workshop, at \$100 per individual kit, plus an additional \$150 for venue rental.
- 2) The San Lorenzo Valley Water District hereby establishes that funding for this program is limited to registered participants in the 100 Greywater System Challenge Project local workshop, on a first-come, first-serve basis.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 4th day of April, 2013, by the following vote of the members thereof:

AYES: Brown, Vierra, Bruce, Rapoza, Prather
NOES:
ABSTAIN:
ABSENT:

Jim Mueller by H. Harrison
Jim Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 32 (12-13)

**SUBJECT: SAN LORENZO VALLEY WATER DISTRICT BOARD OF DIRECTORS
STANDING COMMITTEES 2013**

WHEREAS, on December 6, 2013 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 12 (12-13) Policy for Committee Assignment Procedures; and

WHEREAS, December 6, 2013 Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 13 (12-13) which established six (6) standing committees as follows: Environmental Committee, Facilities and Planning Committee, Finance Committee, Lompico Liaison Committee, Personnel Committee, and Public Relations; and

WHEREAS, the Board of Directors desire to establish a Legislative Committee; and

WHEREAS, the Board of Director of the San Lorenzo Valley Water District has determined the need to establish seven (7) standing committees as follows: Environmental Committee, Facilities and Planning Committee, Finance Committee, Legislative Committee, Lompico Liaison Committee, Personnel Committee, and Public Relations, and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has determined that the powers and duties if each standing committee is to act in an advisory capacity and make recommendations to the Board for any action or establishment of policy; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the following standing committees of the San Lorenzo Valley Water District Board of Directors are hereby established; Facilities and Planning Committee, Finance Committee, Environmental Committee and Public Relations Committee.

WHEREAS, the Board of Directors has determined that the purpose of said standing committees shall be accordance with and based upon the Statement of Purpose and Function hereto attached as Exhibit A and by reference incorporated herein; and

WHEREAS, the Board of Directors has determined that said standing committees shall supersede and cancel all prior San Lorenzo Valley Water District Board of Directors standing committees.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the following standing committees of the San Lorenzo Valley Water District Board of Directors are hereby established; Facilities and Planning Committee, Finance Committee, Environmental Committee and Public Relations Committee.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 7th day of March, 2013, by the following vote of the members thereof:

AYES: Brown, Prather, Vierra, Rapoza, Bruce
NOES:
ABSTAIN:
ABSENT:

James A. Mueller by H. Harrison
James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 33 (12-13)

SUBJECT: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN LORENZO VALLEY WATER DISTRICT DECLARING ITS INTENTION TO MAKE CERTAIN ACQUISITIONS AND IMPROVEMENT AND TO FORM THE OLYMPIA MUTUAL ASSESSMENT DISTRICT TO FINANCE THE COSTS THEREOF AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

WHEREAS, the District Board of Directors (the "Board") of the San Lorenzo Valley Water District (the "District"), County of Santa Cruz, State of California, hereby declares its intention to commenced proceedings for the formation of the Olympia Mutual Assessment District (the "Assessment District") under the authority of the Municipal Improvement Act of 1913, being Sections 10000 and the following of the California Streets and Highway Code (the "1913 act"), in order to finance certain acquisitions and improvements describes in Exhibit "A" attached hereto and incorporated herein by this reference (the "improvements"); and

WHEREAS, the proposed boundaries of the Assessment District are shown on a map thereof which indicates by the boundary line the extent of the territory proposed to be included in the Assessment District, which map is designed ("Map"), and which Map is hereby being presented to the Board for approval; and

WHEREAS, the Board intends to provide for the issuance of limited obligation improvement Bond Act of 1915 (Division 10 of said Streets Highways code; hereafter the "Bond Law") in a principal amount equal to the unpaid assessments of the Assessment District in order to finance the cost of the Improvements (the "Assessment Bonds"); and

WHEREAS, the Board hereby refers the matter of the establishment of the Assessment District, and the levy and collection of assessment as security for the Assessment Bonds to the Charles Prograce P.E., Boulder Creek, California as the qualified engineer retained by the District in these proceedings (the Assessment Engineer to prepare and file with the District Secretary (the "Secretary") a report in writing containing the matters specified in Section 10204 of the 1913 Act (the "Engineer's Report"); and

WHEREAS, as a matter of law Board is required under the 1913 Act, to adopt a resolution declaring its intention to s order the improvements.

BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District as follows:

Section 20. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

* * * * *

THE FORGOING RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 2nd day of May, 2013, by the following vote of the members Thereof

AYES: Brown, Prather, Vierra, Rapoza

NOES:

ABSENT:

ABSTAIN: Bruce

Terry Vierra, President
San Lorenzo Valley Water District

James A. Mueller by L. Hanson
James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 34 (12-13)

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN LORENZO VALLEY WATER
DISTRICT PASSING UPON AND PRELIMINARILY
APPROVING THE ASSESSMENT ENGINEER'S
REPORT, SETTING THE TIME AND PLACE FOR A
PUBLIC HEARING AND PROVIDING FOR
PROPERTY OWNER ASSESSMENT BALLOTS FOR
THE OLYMPIA MUTUAL ASSESSMENT DISTRICT

WHEREAS, the Board of Directors (the "Board") of the San Lorenzo Valley Water District (the "District"), County of Santa Cruz, State of California, has commenced proceedings for the formation of the Olympia Mutual Assessment District (the "Assessment District") under the authority of the Municipal Improvement Act of 1913, being Sections 10000 and following of the California Streets and Highways Code (the "1913 Act"), in order to finance the cost of the construction of certain public improvements and appurtenances to specifically benefit the parcels of real property located within the Assessment District (the "Improvements"); and

WHEREAS, on the 2nd day of May, 2013, the Board did adopt its Resolution of Intention (the "Resolution of Intention") declaring the intention of the Board to finance the cost of the construction of the subject Improvements through the levy of special assessments (the "Assessments") within the Assessment District, and therein did refer the proposed acquisition and construction of Improvements to Charles Prograce P.E., Boulder Creek, California, being a competent qualified engineer retained by the District for that purpose (the "Assessment Engineer"), and did therein direct said Assessment Engineer to make and file with the District Secretary (the "Secretary"), a report in writing all as therein more particularly described, under and pursuant to Section 10204 of the 1913 Act, as amended (the "Assessment Engineer's Report"); and

WHEREAS, the Assessment Engineer has caused the Assessment Engineer's Report to be made and filed with the Secretary as provided for in and required by the 1913 Act, the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 of the Streets and Highways Code) (the "Investigations Act"), Article XIID of the Constitution of the State of California (the "Article XIID") and the Proposition 218 Omnibus Implementation Act (Government Code Section 53750 and following) (the "Implementation Act") (the 1913 Act, the Investigations Act, Article XIID and the Implementation Act are referred to herein collectively as the "Assessment Law") and the Assessment Engineer's Report has been presented to this Board for its consideration; and

WHEREAS, this Board has duly considered the Assessment Engineer's Report and each and every part thereof, and finds that each and every part of the Assessment Engineer's Report is sufficient in every respect, and that the Assessment Engineer's Report as now presented shall stand as the Assessment Engineer's Report for the purpose of all subsequent proceedings under the Resolution of Intention, except that it may be confirmed, modified, or corrected as provided in the Assessment Law, and it is appropriate for this Board to schedule the public hearing of protests respecting the Assessment Engineer's Report, a copy of which Assessment Engineer's Report is attached hereto as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District as follows:

Section 1. Recitals and Findings. The Board hereby specifically finds and declares that each of the statements, findings and determinations of the District set forth in the recitals set forth above are true and correct.

Section 2. Public Interest. The public interest, convenience, and necessity require that the Improvements be made and that the Assessment District be created.

Section 3. Assessment District Described. The Assessment District benefitted by the Improvements and to be assessed to pay the costs and expenses of the Improvements, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Secretary (the "Map"), which is hereby incorporated by reference.

Section 4. Assessment Engineer's Report Preliminarily Approved. The Assessment Engineer's Report as a whole and each part thereof is hereby preliminarily approved and confirmed, to wit:

(a) The Map and descriptions of the lands and easements to be acquired, if any, are hereby preliminarily approved and confirmed.

(b) The preliminary schematic plans and specifications of the improvements are hereby preliminarily approved and confirmed.

(c) The general description of works or appliances already installed and any other property necessary or convenient for the operation of the Improvements, if any, are hereby preliminarily approved and confirmed.

(d) The estimate of the cost of the Improvements and incidental expenses in connection therewith, are hereby preliminarily approved and confirmed.

(e) The diagram showing exterior boundaries of the Assessment District as well as the boundaries and dimensions of the respective subdivisions of land within the Assessment District, as the same existed at the time of passage of said Resolution of Intention, is hereby preliminarily approved and confirmed.

(f) The proposed Assessment of the total amount of the cost and expenses of the Improvements upon the parcels or subdivisions of land in the Assessment District in proportion to the estimated special benefits to be received by each subdivision, respectively, from the Improvements, is hereby preliminarily approved and confirmed.

Section 5. True Value Report. Pursuant to Section 2961 of the Streets and Highways Code and based on the information set forth in the Assessment Engineer's Report, this Board finds that the total amount of the principal sum of all unpaid special assessments levied against the parcels proposed to be assessed, other than contemplated by the present proceedings, plus the principal amount of the Assessment proposed to be levied in the instant proceedings, do not exceed one-half of the total value of the parcels proposed to be assessed, as computed pursuant to paragraph (2) of subdivision (b) of said Section 2961.

Section 6. Method of Assessment Approved. The proposed Assessments and method of assessment described in the Assessment Engineer's Report are hereby approved on a preliminary basis, and the resulting calculated Assessments shall be submitted to the property owners of record within the proposed Assessment District to determine if a majority protest exists to the formation of the Assessment District and related Assessments pursuant to the provisions of the Assessment Law.

Section 7. Public Hearing. Pursuant to Assessment Law, this Board hereby orders that a public hearing (the "Public Hearing") be held before this Board, in the regular meeting place thereof, Board of Directors Chambers, 13057 Highway 9, Boulder Creek, California, on June 20 2013, at the hour of 7:30 o'clock p.m., for the purposes of this Board's determination whether the public interest, convenience and necessity require the Improvements, whether the properties in the Assessment District are specially benefited by the Improvements, the tabulation of special assessment ballots and the determination of the existence of any majority protest and this Board's final action upon the Assessment Engineer's Report and the Assessments therein. The Public Hearing may be continued from time to time as determined by the Board.

Section 8. Notice. The Secretary is hereby authorized and directed to cause notice of the Public Hearing ordered under Section 7 hereof to be given by mailing, postage prepaid, in the United States mail, and such notice shall be deemed to have been given when so deposited in such mail. The envelope or cover of the mailing shall include the name of the District and the return address of the Secretary as the sender. The mailed notice shall be given to all owners of property proposed to be assessed within the Assessment District as shown in the Assessment Engineer's Report to those persons whose names and addresses appear on the last equalized assessment roll of the County of Santa Cruz or the State Board of Equalization assessment roll, as the case may be. The notice herein provided shall be mailed not less than 45 days before the date of the Public Hearing ordered under Section 7 hereof.

Section 9. Form of Notice The amount of the proposed Assessment for each parcel shall be calculated and the record owner of each parcel shall be given written notice by mail of the proposed Assessment, the total amount thereof chargeable to the entire Assessment District, the amount chargeable to the owner's particular parcel, the anticipated duration of payments for the Assessment if bonded, the reason for such Assessment and the basis upon which the amount of the proposed Assessment was calculated. Each such mailed notice to owners shall contain a ballot which includes the property owner's name, identification of the parcel and a place to indicate support for, or opposition to, the proposed Assessment (the "Ballot"). Each notice shall include, in a conspicuous place, a summary of the procedures applicable to the completion, return and tabulation of Ballots, including a disclosure that the existence of a majority protest (whereby Ballots submitted in opposition exceed those submitted in favor of the Assessment, with Ballots weighed according to proportional financial obligation of the affected property) will result in the Assessment not being imposed. Each mailed Ballot shall include a sealable return envelope with the District's address for receipt of the completed Ballot.

Section 10. Ballots. The Secretary is hereby designated as the impartial person, without a vested interest in the outcome of the Assessment, responsible for the tabulation of the Ballots. The Secretary shall maintain a separate and secure file for the safekeeping of the Assessment Ballots as they are received and pending tabulation. Ballots shall be received up to the time of the closing of the Public Hearing. Ballots shall remain sealed until the conclusion of the Public Hearing and the beginning of the tabulation, provided that Ballots may be submitted, or changed, or withdrawn by the person submitting the Ballot prior to the

conclusion of the Public Hearing. During and after tabulation, the Ballots shall be disclosable public records under Section 6252 of the California Government Code.

Section 11. The Map. The Map, a copy of which is attached hereto as Exhibit "B," is hereby approved, adopted and declared to describe the proposed boundaries of the Assessment District; which Map shall govern for all details as to the extent of the Assessment District. The Secretary is hereby authorized and directed to endorse on the original and on one copy of the Map her certificate, evidencing the date of adoption of this Resolution, and to file the original thereof in her office and a copy thereof in the office of the County recorder of Santa Cruz County within fifteen (15) days from the date hereof, all in the manner and form provided for in Section 3111 of the California Streets and Highways Code.

Section 12. Superintendent of Streets. That James Mueller, General Manager of the District, is hereby appointed to act as Superintendent of Streets for the Assessment District and to perform all duties of said office, as said duties are specified and designated in the 1913 Act, in connection with the proceedings for the formation of the Assessment District.

Section 13. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

THE FOREGOING RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District at a regular meeting held on the 2nd day of May, 2013 by the following vote:

AYES: Brown, Prather, Vierra, Rapoza

NOES:

ABSTAIN:

ABSENT: Bruce

Terry Vierra
President

Attest:

James A. Mueller by H. Harrison
District Secretary

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 35 (12-13)

SUBJECT: FINANCIAL STATEMENT FOR FISCAL YEAR 2010-2011

WHEREAS, by State law the District is required to annually examine its financial records; and

WHEREAS, each fiscal year the District has the District's financial records audited by an independent firm or agency; and

WHEREAS, the District utilized the services of Charles Z. Fedak and Company, Cypress, California to conduct an independent audit in accordance with generally accepted accounting principles; and

WHEREAS, Berger/Lewis Accounting Corporation has completed the Financial Statement for Fiscal Year ending June 30, 2012;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Financial Statement prepared by Berger/Lewis Accounting Corporation for the Fiscal Year ending June 30, 2012 is hereby approved and accepted.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the day 2nd of May 2013 by the following vote of the members thereof:

AYES: Brown, Prather, Rapoza, Viera
NOES:
ABSTAIN:
ABSENT: Bruce

James A. Mueller by H. Harrison
James A. Mueller, Acting Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 36 (12-13)

SUBJECT: OPPOSE STATE LEGISLATION, AB904 "FOREST PRACTICES: WORKING FOREST MANAGEMENT PLANS," UNLESS AMENDED TO EXCLUDE THE SOUTHERN SUB-DISTRICT

WHEREAS, it is the mission of the San Lorenzo Valley Water District to manage and protect the environmental health of the aquifers and watersheds of the San Lorenzo River for future generations; and

WHEREAS, public water districts in Santa Cruz County are legally empowered pursuant to the state Forest Practice Act to participate in pre-harvest inspections of proposed timber operations, to provide review comments, and to make recommendations to mitigate potential impacts from said timber operations to public water supply sources; and

WHEREAS, legislation proposed by AB904 would curtail public water district legal rights, pursuant to the State Forest Practice Act, to participate in future review of proposed timber operations that could have a direct impact on public water supply sources; and

WHEREAS, the County of Santa Cruz is legally empowered, pursuant to the State Forest Practice Act, to participate in pre-harvest inspections of proposed timber operations, to represent the public in terms of environmental, health and safety issues, to provide review comments, and to make recommendations to mitigate potential environmental impacts from said timber operations; and

WHEREAS, legislation proposed by AB904 would curtail the legal rights of the County of Santa Cruz, pursuant to the State Forest Practice Act, to participate in future review of timber operations that could have a direct impact on the public in terms of health and safety; and

WHEREAS, the County of Santa Cruz is the only local agency that is legally empowered, pursuant to the State Forest Practice Act, to appeal to the State Board of Forestry if the County Board of Supervisors finds that CalFire has approved timber operations without adequately addressing County, water district and/or public concerns; and

WHEREAS, legislation proposed by AB904 would curtail the legal rights of the County of Santa Cruz, pursuant to the State Forest Practice Act, to appeal timber operations to the State Board of Forestry on behalf of the public and/or public water districts; and

WHEREAS, the Forest Practice Act currently requires that major amendments to approved timber operations be subject to County and public review and comment prior to state approval; and

WHEREAS, legislation proposed by AB904 would curtail County and public rights to

review and comment regarding major amendments to timber operations prior to state approval; and

WHEREAS, legislation proposed by AB904 was designed to address timber harvesting problems of Mendocino, Humboldt and Del Norte, by providing an incentive for landowners to transition from clear-cutting in exchange for reduced regulatory oversight; and

WHEREAS, in the Southern Sub-District, including Santa Cruz, San Mateo, Santa Clara, and San Benito counties, clear-cutting is prohibited pursuant to the Forest Practice Act and the public depends on existing local government review and appeal powers to protect public health and safety;


NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District as follows:

- 1) The San Lorenzo Valley Water District hereby states its opposition to AB 904, "Forest practices: Working forest management plans" unless amended to exclude the Southern Sub-District, which is composed of Santa Cruz, San Mateo, Santa Clara, and San Benito Counties.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 16th day of May, 2013, by the following vote of the members thereof:

AYES:	Brown, Bruce, Rapoza, Vierra
NOES:	None
ABSTAIN:	None
ABSENT:	Prather


Jim Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 37 (12-13)

SUBJECT: REQUEST FOR PROPOSALS-AUDIT SERVICES

WHEREAS, the District undertook a full-scale competitive process for the selection of an independent auditor pursuant to the Recommended Practices for State and Local Government as prescribed by the Governmental Finance Officers Association; and

WHEREAS, said Request for Proposals was for the provision of District audit services for the next three (3) Fiscal Years ending June 30, 2013, 2014 and 2015; and

WHEREAS, the District received responses from two (2) accounting firms; and

WHEREAS, Charles Z. Fedak & Company, Cypress, California was the lowest responsible proposal;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby desires to accept the proposal of Charles Z. Fedak & Company to provide audit services for the San Lorenzo Valley Water District for the next three (3) Fiscal Years ending June 30, 2013, 2014 and 2015, and hereby authorizes and direct the District Manager to execute all necessary documents relative to this matter.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of June 2013, by the following vote of the members thereof:

AYES: Brown, Bruce, Prather, Vierra, Rapoza

NOES:

ABSENT:

ABSTAIN:

James A. Mueller by H. Harrison
James A. Mueller
Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 38 (12-13)

**SUBJECT: DECLARATION OF SURPLUS DISTRICT PROPERTY
APN 090-194-14**

WHEREAS, pursuant to California Water Code Section 31041 San Lorenzo Valley Water District is empowered to dispose of District property; and

WHEREAS, pursuant to California Government Code Section 54220 et seq. under certain circumstances the District is required to provide written notice of its intent to dispose of surplus property and offer such property at fair market value to certain enumerated public entities; and

WHEREAS, the District is the owner of certain real property known as APN 090-194-14, generally located at 1130 Rebecca Drive, Boulder Creek, CA;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby declares APN 090-194-14 as surplus property, and authorizes and directs the District Manager to execute all necessary documents relative to this matter.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of June, 2013 by the following vote of the members thereof:

AYES: Brown, Bruce, Vierra, Rapoza, Prather
NOES:
ABSTAIN:
ABSENT:

James A. Mueller *by H. Harrison*
James A. Mueller
Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 39 (12-13)

SUBJECT: WRITE-OFF OF UNCOLLECTABLE ACCOUNTS FISCAL
YEAR 2012-2013

WHEREAS, the Audit results dates January 6, 1984 prepared by the Santa Cruz County Office of Auditor-Controller recommended that with accounts with no likelihood of collection should be written off each year; and

WHEREAS, the Board of Directors has considered the recommendations of staff based upon review of uncollected accounts; and

WHEREAS, the timing for writing off these uncollectable accounts should be before the end of the 2012-2013 Fiscal Year in compliance with the Office of Auditor-Controller's office recommendation.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District Manager is hereby directed to write off all uncollectible accounts in accordance with the staff report dated May 31, 2013.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of June, 2013, by the following vote of the members thereof:

AYES: Brown, Bruce, Prather, Vierra, Rapoza
NOES:
ABSTAIN:
ABSENT:

James A. Mueller by H. Harrison
James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 41 (12-13)

**SUBJECT: APPROVING THE FINAL ENGINEER'S REPORT, LEVYING ASSESSMENTS
 AND ORDERING THE IMPROVEMENTS FOR THE OLYMPIA MUTUAL
 ASSESSMENT DISTRICT AND AUTHORIZING AND DIRECTING RELATED
 ACTIONS**

WHEREAS, the Board of Directors (the "Board") of the San Lorenzo Valley Water District (the "District") has commenced proceedings for the formation of the Olympia Mutual Assessment District (the "Assessment District") under the authority of the Municipal Improvement Act of 1913, being Sections 10000 and following of the California Streets and Highways Code (the "1913 Act"), in order to finance the cost of the construction of certain public improvements and appurtenances to specifically benefit the parcels of real property located within the Assessment District (the "Improvements"); and

WHEREAS, on the 2nd day of May, 2013, the Board did adopt its Resolution of Intention (the "Resolution of Intention") declaring the intention of the Board to finance the cost of the construction of the subject Improvements through the levy of special assessments (the "Assessments") within the Assessment District, and therein did refer the proposed acquisition and construction of Improvements to the District Engineer, as the Assessment Engineer (the "Assessment Engineer"), being a competent and qualified engineering firm employed by the District for that purpose, and did therein direct said Assessment Engineer to make and file with the Secretary of the Board of Directors (the "Secretary of the Board"), a report in writing all as therein more particularly described, under and pursuant to Section 10204 of the 1913 Act, as amended and as supplemented by Section 4 of Article XIII D of the California Constitution and Section 53753 of the California Government Code (the "Engineer's Report"); and

WHEREAS, in accordance with the foregoing directive, the Assessment Engineer prepared and filed its Engineer's Report with the Secretary of the Board, and this Board then adopted its Resolution No. 34 (12-13) entitled "Resolution of the Board of Directors of the San Lorenzo Valley Water District Passing upon and Preliminarily Approving the Assessment Engineer's Report, Setting the Time and Place for a Public Hearing and providing for Property Owner Assessment Ballots for the Olympia Mutual Assessment District," said resolution containing provisions which, among others (a) preliminarily approved the Engineer's Report, (b) scheduled the required public hearing for June 20, 2013 (the "Public Hearing"), and (c) directed the Secretary of the Board to cause a notice of said public hearing, together with assessment ballots, to be prepared and distributed by first class mail to the affected property owners in the time, form and manner provided by law; and

WHEREAS, in conformity with the provisions of Resolution No. 34 (12-13) notices of the Public Hearing and assessment ballots were prepared, setting forth certain information about the Assessment District proceedings (the "Assessment Ballots"), the Improvements, the amount of the proposed individual Assessments and related matters, as provided by law, and were mailed by first-class mail, postage prepaid, with said mailing having been completed more than 45 days prior to the Public Hearing date of June 20, 2013, as evidenced by the executed Certificate of Mailing which is on file with the Secretary of the Board; and

WHEREAS, the Public Hearing was duly and regularly held, and all persons interested desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the Improvements were fully heard and considered by this Board, and all protests, both written and oral, were duly heard and considered, and all Assessment Ballots submitted by property owners were received and tabulated; and

WHEREAS, the Secretary of the Board reported to this Board that, of the Assessment Ballots received prior to the closing of the hearing, 30 effective Assessment Ballots representing a total Assessment amount of \$622,290 were submitted in favor of the proposed levy of Assessments and 5 effective Assessment Ballots representing a total Assessment amount of \$103,715, were submitted in opposition; and

WHEREAS, it having been determined that there was not a majority protest, this Board wishes to (a) approve the Engineer's Report for the Assessment District, (b) levy the individual special Assessments in the amounts set forth in the Engineer's Report, and (c) order the public Improvements specified for the Assessment District; and

WHEREAS, this Board finds and determines that the Assessment Engineer has properly apportioned the estimated cost and expense of the Improvements and related incidental expenses to the benefited parcels within the Assessment District on the basis of special and local benefit being derived by such parcels from such Improvements, and that this method of apportionment represents a fair and equitable allocation of such cost and expenses in proportion to the estimated benefits to be received by each of the benefited parcels, respectively, from the Improvements; and

WHEREAS, based upon consideration of all of the information received by members of this Board in connection with the Assessment District, including but not limited to the information set forth in the Engineer's Report, the discussion had at the community information meetings held from time to time respecting the Assessment District, the Improvements and the Engineer's Report, and the testimony received at the Public Hearing, this Board believes that the protests submitted should be overruled and that the Assessment District should proceed as set forth herein and in accordance with the Engineer's Report; and

NOW, THEREFORE BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SAN LORENZO VALLEY WATER DISTRICT THAT:

Section 1. Recitals and Findings. The Board hereby specifically finds and declares that each of the statements, findings and determinations of the District set forth in the recitals set forth above are true and correct.

Section 2. Public Interest. The public interest, convenience, and necessity require that the Improvements be made and that the Assessment District be created.

Section 3. Assessment District Described. The Assessment District benefitted by the Improvements and to be assessed to pay the costs and expenses of the Improvements, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Secretary of the Board (the "Map"), which is hereby incorporated by reference.

Section 4. No Majority Protest: Protests Overruled. It is hereby determined that, upon the conclusion of the Public Hearing, and after tabulation of the Assessment Ballots submitted, no majority

protest against the Assessment existed because the Assessment Ballots submitted in opposition to the Assessment did not exceed the Assessment Ballots submitted in favor of the Assessment. In tabulating the Assessment Ballots, they were weighted according to the proportional financial obligation of the affected properties. This Board hereby overrules the protests, if any, written and oral, against the proposed Improvements or the grades at which the work is proposed to be done, as a whole or as to any part, or against the Assessment District or the extent thereof to be assessed for the costs and expenses of the Improvements, as a whole or as to any part thereof, or against the Assessment Engineer's estimate of costs and expenses, in whole or in part, or against the maps and descriptions, in whole or in part, or against the diagram or the Assessment to pay for the costs and expenses of the Improvements, in whole or in part.

Section 5. Engineer's Report Approved. The Engineer's Report as a whole and each part thereof is hereby approved and confirmed, to wit:

- (a) The Map and descriptions of the lands and easements to be acquired, if any, are hereby approved and confirmed;
- (b) The plans and specifications of the Improvements are hereby approved and confirmed;
- (c) The general description of works or appliances already installed and any other property necessary or convenient for the operation of the Improvements, if any, are hereby approved and confirmed;
- (d) The estimate of the cost of the Improvements and incidental expenses in connection therewith, are hereby approved and confirmed;
- (e) The diagram (the "Assessment Diagram") showing exterior boundaries of the Assessment District as well as the boundaries and dimensions of the respective subdivisions of land within the Assessment District, as the same existed at the time of passage of said Resolution of Intention, is hereby approved and confirmed;
- (f) The proposed Assessment of the total amount of the cost and expenses of the Improvements upon the parcels or subdivisions of land in the Assessment District in proportion to the estimated special benefits to be received by each subdivision, respectively, from the Improvements, is hereby preliminarily approved and confirmed; and
- (g) The proposed maximum annual Assessment upon each of the several subdivisions of land in the Assessment District to pay cost incurred by the District and not otherwise reimbursed resulting from the administration and collection of Assessments or from administration or registration of any associated bonds and reserve or other related funds is hereby approved and confirmed.

Section 6. True Value Report. Pursuant to Section 2961 of the California Streets and Highways Code and based on the information set forth in the Engineer's Report, this Board finds that the total amount of the principal sum of all unpaid special assessments levied against the parcels proposed to be assessed, other than contemplated by the present proceedings, plus the principal amount of the Assessment proposed to be levied in the instant proceedings, do not exceed one-half of the total value of the parcels proposed to be assessed, as computed pursuant to paragraph (2) of subdivision (b) of said California Streets and Highways Code Section 2961.

Section 7. Improvements Ordered, Assessment District Formed and Assessments Confirmed.

This Board hereby orders that the Improvements described in the Resolution of Intention be made, that the Assessment District be formed, and that the Assessment to pay the costs and expenses of the Improvements is hereby confirmed and levied. For further particulars pursuant to the provisions of the Act, reference is hereby made to the Resolution of Intention and the Engineer's Report.

Section 8. Benefits Determined. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the Public Hearing, this Board expressly finds and determines (a) that each of said several subdivisions of land will be specially benefitted by the Improvements at least in the amount, if not more than the amount, of the Assessment apportioned against those subdivisions of land, respectively, and (b) that there is substantial and preponderant evidence to support this finding and determination as to special benefits.

Section 9. Recording Ordered. The Secretary of the Board is hereby directed to (i) deliver the Assessment to the General Manager, acting as Superintendent of Streets for the Assessment District, together with the assessment diagram, as approved and confirmed by this Board, with a certificate of such confirmation and of the date thereof, executed by the Secretary of the Board, attached thereto; (ii) cause a copy of the Assessment Diagram and a notice of assessment (the "Notice of Assessment"), substantially in the form provided by Section 3114 of the Streets and Highways Code of California, executed by the Secretary of the Board, to be filed and recorded, respectively, in the office of the County Recorder of the County of Santa Cruz (the County Recorder shall record the Notice of Assessment and Assessment Diagram in his or her office in a suitable book to be kept for that purpose, and append thereto his or her certificate of the date of such recording, and such recordation shall be and constitute the assessment roll herein); and (iii) cause a certified copy of the Assessment and Assessment Diagram to be recorded, in accordance with Section 10401 of the 1913 Act, in the office of the official of the County who is the County Surveyor.

From the date of recording of said Notice of Assessment, all persons shall be deemed to have notice of the contents of such Assessment, and each of such Assessments shall thereupon be a lien upon the property against which it is made, and unless sooner discharged such liens shall so continue for the period of 10 years from the date of recordation, or if bonds are issued to represent the Assessments, then such liens shall continue until the expiration of four years after the due date of the last installment upon the bonds or of the last installment of principal of the bonds.

The appropriate officer or officers of the District are hereby authorized to take all actions and to pay any and all fees required by law in connection with the above.

Section 10. Cash Payment. Under the 1913 Act, this Board hereby directs that the owners of property within the Assessment District shall be given written notice of the confirmation of the Assessments and of the recording thereof and of the opportunity of such owners to pay all or a portion of the Assessments in cash (the "Notice of Cash Payment Period") for a period of not less than 30 days (the "30-day Cash Payment Period"). The General Manager of the District is appointed Collection Officer (the "Collection Officer") to collect and receive the cash payments from property owners on account of the Assessments levied, and the Collection Officer shall, upon the expiration of the prescribed 30-day Cash

Payment Period, submit to the Secretary of the Board a Certificate listing all paid and unpaid Assessments (the "Paid and Unpaid List").

Section 11. Mailed and Published Notices. The Collection Officer shall cause Notice of Cash Payment Period to be mailed under Section 10404 of the 1913 Act, which notice shall state that bonds will be issued under the Improvement Bond Act of 1915 to represent any unpaid Assessments. The mailed notice shall be mailed to each owner of real property within the Assessment District at his or her last known address as the same appears on the tax rolls of the County, or on file in the office of or as known to the Secretary of the Board, or to both addresses if the address is not the same, or to the general delivery when no address so appears. The Collection Officer shall also cause the Notice of Cash Payment Period to be published once a week for two successive weeks (with at least five days intervening between the respective publication dates, not counting such publication dates) in a newspaper published and circulated in the general locality of Assessment District.

Each mailed and published Notice of Cash Payment Period shall contain (i) a designation by street number or other description of the property assessed sufficient to identify that property and the amount of the Assessment on that property, (ii) a statement that the Assessment has been recorded as provided in Section 10402 of the 1913 Act, (iii) the date of recordation, (iv) a statement that that all sums assessed therein are due and payable immediately and payment thereof is to be made to the Collection Officer at the Collection Officer's office within 30 days after the date of recording the Assessment, and (v) a statement that the effect of failure to pay within 30-day Cash Payment Period will result in bonds being issued pursuant to the Improvement Bond Act of 1915 to represent and upon the security of the Assessments which are shown as "unpaid" on the Paid and Unpaid List at the conclusion of the 30-day Cash Payment Period.

Section 12. Proceeds of Collections. The Collection Officer shall establish a fund (the "Cash Payment Fund"), separate and distinct from other funds of the County, into which shall be deposited all sums received from the cash payments. The Cash Payment Fund shall be designated: "San Lorenzo Valley Water District, Olympia Mutual Assessment District, Cash Payment Fund."

The Cash Payment Fund may be invested by the Collection Officer in lawful investments for the District; provided, however, that the Collection Officer shall be under no obligation to invest any or all of the amounts in the Cash Payment Fund. If this Board issues bonds for the Assessment District, the moneys in the Cash Payment Fund shall be applied to the Improvements for the Assessment District and the Cash Payment Fund shall be closed. If the Board determines not to issue bonds to finance the Improvements, the Collection Officer shall return the amounts of each cash payment (with any interest thereon) to the persons responsible for paying that cash payment and the Cash Payment Fund shall be closed. The timing of such determinations shall be entirely at the discretion of the Board.

Section 13. Issuance of Bonds. Following receipt of the Paid and Unpaid List from the Collection Officer, this Board intends to proceed with the authorization for the issuance, sale and delivery of limited obligation improvement bonds pursuant to the Improvement Bond Act of 1915, upon the security of the unpaid Assessments, bearing interest at a rate not to exceed twelve percent (12%) per annum, with the last principal installment of the Bonds to mature not to exceed thirty-nine (39) years from the second day of September next succeeding twelve (12) months from their date.

Section 14. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

THE FOREGOING RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District at a regular meeting held on the 20th day of June 2013, by the following vote:

AYES: Brown, Bruce, Vierra, Rapoza

NOES: None

ABSENT: None

ABSTAIN: Prather

James A. Mueller *by H. Hoffman*
James A. Mueller,
Acting District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 42 (12-13)

SUBJECT: CONTINUING BUDGET AUTHORIZATION

WHEREAS, District budget appropriation for Fiscal Year 2012-2013 will terminate and expire on June 30, 2013; and

WHEREAS, presentation to and consideration by the Board of Director relative to the Budget Fiscal Year 2013-2014 will be delayed due to extenuating circumstances; and

WHEREAS, during this period of delay, the District will have necessary and ongoing obligations associated with District activities and operations for essential service; and

WHEREAS, the Board of Director desire to provide authorization for ongoing obligations necessary and prudent for essential District activities and operations in the absences of an approved Budget Fiscal Year 2013-2014;

NOW, THERFORE, BE IT RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby authorizes and directs the District Manager to expend in such amounts as may be necessary and prudent for obligations necessary for continued essential District operation and activities for the period July 1, 2013 to September 30, 2013.


PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of June, 2013 by the following vote of the members thereof:

AYES: Bruce, Vierra, Brown, Rapoza

NOES:

ABSTAIN:

ABSENT: Prather


James A. Mueller, Acting District Secretary
San Lorenzo Valley Water District