

LIST OF RESOLUTIONS FOR 2017-18

1.	Blue Tank-Sole Source Procurement	7.20.17
2.	Not used	
3.	J. Orbuch Appreciation	8.17.17
4.	CalPers Amendment to Contract	8.17.17
5.	Public Hearing-Connection Fees	8.17.17
6.	Bulk Water Fees	9.21.17
7.	Water Rates & Charges	9.21.17
8.	Setting Policy & Procedures for Revenue Stabilization Rates	9.21.17
9.	Paris Climate Agreement	9.21.17
10.	Agreement with W. Holl-Hydrant	9.21.17
11.	Long Service Agreement-Scher	10.19.17
12.	Declaring Surplus Vehicles & Equipment	11.9.17
13.	Setting Regular BoD Meetings 2018	12.21.17
14.	Sexual Harassment Policy 2018	12.21.17
15.	Personnel System Rules & Regulations 2018	12.21.17
16.	Respectful Workplace Policy 2018	12.21.17
17.	Paso 6 Well Sole Source Procurement	2.15.18
18.	Umpqua Bank Credit Cards	2.15.18
19.	Cease & Desist – Holloway	4.19.18
20.	Ticket Distribution Policy	5.17.18
21.	Budget FY 18/19	6.11.18
22.	NOT USED	
23.	Appreciation – E. Hammer	6.21.18
24.	Award of Bid – Paso 8	6.21.18
25.	Education Advisory Funding	5.17.18
26.	Ordering an Election	6.21.18

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 1 (17-18)

SUBJECT: **RESOLUTION FOR BLUE TANK REPLACEMENT, SOLE SOURCE
PROCUREMENT**

WHEREAS, the District acquired the Blue Tank with the consolidation with Manana Woods in 2005; and

WHEREAS, the Blue Tank has corrosion and buckling damage due to the Loma Prieta earthquake in 1989; and

WHEREAS, the Superior Tank Company, Inc. is the manufacturer of the Blue Tank, as well as several other tanks in the District, and will replace and recycle the tank; and


WHEREAS, expedited replacement of the Blue Tank is critical; and

WHEREAS, District Rules and Regulations, Article XIV - Contracts and Purchasing, Section 14.09 states "Whenever professional specialized consultant or sole source services or supplies are purchased, the Board may dispense with the provisions of this Article".

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves the sole source procurement of the Blue Tank Replacement from Superior Tank Company, Inc. for the cost of \$70,651.00.

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 July, 2017, by the following vote of the members thereof:

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


Holly Morrison, District Secretary
San Lorenzo Valley Water District

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 3 (17-18)**

SUBJECT: RESOLUTION OF APPRECIATION FOR JANE ORBUCH

WHEREAS, In 2009 Jane Orbuch was awarded with her first Watershed Education Grant;
and

WHEREAS, for 7 years Jane has been awarded a Watershed Education Grant Award which funded her Science Program; and

WHEREAS, through the work funded by the grant Jane's program has served approximately 130 public high school students over the last 7 years; and

WHEREAS, Jane's science program resulted in the students not only having spent 1-3 years studying the watershed in the lab and or field but have also working with an expert mentor in their subject; and

WHEREAS, Jane supported the students at the annual Science Symposium, to not only inform the community and students about their studies, but also to promote awareness and stewardship of our San Lorenzo River Watershed; and

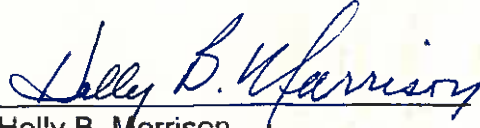
WHEREAS, Many of the participating students have gone on to college, university and careers in science; and

WHEREAS, All have gained a fundamental understanding of nature, science and our environment; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that Jane Orbuch is hereby commended for 30+ years of devoted and dedicated service as a to the San Lorenzo Valley Community, that we are all so grateful for all the amazing work she has done, and that her 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 17th day of August, 2017, by the following vote of the members thereof:

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


Holly B. Morrison
District Secretary
San Lorenzo Valley Water District

SAN LORENZO WATER DISTRICT

**RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

No. 4 (17-18)

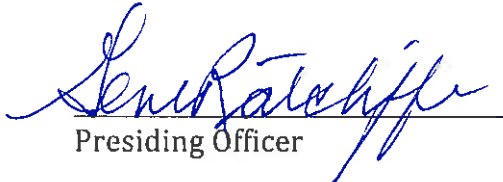
WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the San Lorenzo Water District entered into a contract effective on April 24, 1978 providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;


NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this 17th day of August, 2017.


Presiding Officer

Attest:


Clerk/Secretary



California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
San Lorenzo Valley Water District

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective April 24, 1978, and witnessed April 13, 1978, and as amended effective September 24, 1979, June 23, 1983, February 18, 2000 and April 19, 2002 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 11 are hereby stricken from said contract as executed effective April 19, 2002, and hereby replaced by the following paragraphs numbered 1 through 14 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after April 24, 1978 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES.**

6. This contract shall be a continuation of the contract of the Lompico County Water District, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger will occur as of the effective date of the amendment to contract.
 - a. Service performed of the former agency prior to the effective date of the amendment to contract shall be subject to the terms and conditions of the former agency's contract as it was in effect at that time. Service performed on or after the effective date of the amendment to contract shall be subject to the terms and conditions of this contract.
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Full and Modified).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20614, Statutes of 1978, (Reduction of Normal Member Contribution Rate). From and after September 24, 1979, the normal local miscellaneous member contribution rate shall be 3.5%. Legislation repealed said Section effective September 29, 1980.
 - b. Section 20690, Statutes of 1980, (To Prospectively Revoke Section 20614, Statutes of 1978).
 - c. Section 21024 (Military Service Credit as Public Service).
10. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
11. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

12. Public Agency shall also contribute to said Retirement System as follows:
- A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
13. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
14. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 28 day of September, 2017.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
SAN LORENZO WATER DISTRICT

BY _____
ARNITA PAIGE, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY 
PRESIDING OFFICER

August 17, 2017
Witness Date

Attest:


Clerk

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 5 (17-18)
FIXING AND ADOPTING METER CONNECTION FEES

WHEREAS, in 2016 the San Lorenzo Valley Water District engaged the firm of NBS to review and update the water meter connection fees of the San Lorenzo Valley Water District; and

WHEREAS, in accordance with procedures set forth in state law, copies of the report prepared by NBS have been and are available for public review and copying; and

WHEREAS, the study found that water meter connection fees should be revised in order to reflect the reasonable cost of capital infrastructure required to serve new customers; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has fully considered the proposed water meter connection fees and held at least one public meeting in accordance with state law; and

WHEREAS, the Board finds, based all evidence in the record including without limitation the study prepared by NBS, there is a need to modify the existing water meter connection fees to reflect the reasonable cost of capital infrastructure required to serve new customers.


NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of San Lorenzo Valley Water District hereby approves and adopts the San Lorenzo Valley Water District Schedule of Meter Connection Fees, attached hereto as Exhibit "A", effective August 18, 2017; and

BE IT FURTHER RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby directs the District Manager to take all action necessary to implement this Resolution.

.....

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 August, 2017 by the following vote of the members thereof:

AYES: Smallman, Bruce, Baughman, Hammer & Ratcliffe
NOES:
ABSTAIN:
ABSENT:



Holly Morrison
Secretary of the Board
San Lorenzo Valley Water District

Exhibit "A"

**SAN LORENZO VALLEY WATER DISTRICT
SCHEDULE OF METER CONNECTION FEES
Effective 8.18.1017**

Meter Size	Equivalency Factor		Maximum Unit Cost (\$/EDU)	Updated Maximum Connection Fee Per Meter
	Maximum Continuous Flow (gpm) (1)	Equivalency to 5/8 or 3/4-inch Base Meter Size		
5/8 Inch	20	1.00	\$10,577	\$10,577
3/4 Inch	30	1.00	\$10,577	\$10,577
1 Inch	50	1.67	\$10,577	\$17,629
1 1/2 Inch	100	3.33	\$10,577	\$35,257
2 Inch	160	5.33	\$10,577	\$56,412
3 Inch	320	10.67	\$10,577	\$112,824
4 Inch	500	16.67	\$10,577	\$176,287
6 Inch	1,000	33.33	\$10,577	\$352,575
8 Inch	1,600	53.33	\$10,577	\$564,120

1. Source: AWWA M1, Table B-2. Assumes displacement meters for 5/8" through 2", Compound Class I for 3" through 8", and Turbine Class II for 10" through 12" meters.

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 6 (17-18)
FIXING AND ADOPTING BULK WATER FEES

WHEREAS, starting in 2016 the San Lorenzo Valley Water District (District) engaged the firm of NBS to review the District's water rates; and

WHEREAS, the NBS Focused Water Rate Study [Final Report], dated [June] 2017, proposes and recommends a revised schedule of bulk water rates; and

WHEREAS, the District has complied with the procedural requirements imposed by state law including the California Constitution; and

WHEREAS, the Board finds, based all evidence in the record including without limitation the study prepared by NBS, there is a need to modify the existing bulk water fees to reflect the reasonable costs of providing bulk water to customers that utilize this service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of San Lorenzo Valley Water District hereby approves and adopts the San Lorenzo Valley Water District Schedule of Bulk Water Fees, attached hereto as Exhibit "A", effective September 22, 2017; and

BE IT FURTHER RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby directs the District Manager to take all action necessary to implement this Resolution.

.....

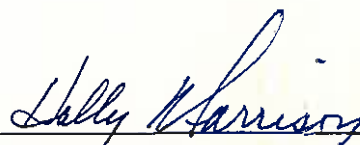
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of September, 2017 by the following vote of the members thereof:

AYES: Hammer, Smallman, Baughman, Bruce, Ratcliffe

NOES:

ABSTAIN:

ABSENT:



Holly Morrison
Secretary of the Board
San Lorenzo Valley Water District

Exhibit "A"

SAN LORENZO VALLEY WATER DISTRICT
SCHEDULE OF BULK WATER FEES
 Effective 9.22.2017

Water Rate Schedule	Current Rates		Proposed Rates - 30% Fixed / 70% Variable				
			FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
Projected Increase in Rate Revenue per Financial Plan:			44.00%	7.00%	6.00%	5.00%	5.00%
Volumetric Charges for All Water Consumed							
Surplus Water	per CCF	\$10.00	\$14.39	\$15.40	\$16.32	\$17.14	\$17.99

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 7 (17-18)
FIXING AND ADOPTING WATER RATES

WHEREAS, starting in 2016 the San Lorenzo Valley Water District (District) engaged the firm of NBS to review the District's water rates; and

WHEREAS, the NBS Enterprise Wide Cost of Service Financial Study Final Report, dated November 2016 and adopted by the Board of Directors of District (Board) in January 2017, shows that the District's water rates must be updated in order to generate sufficient revenue to cover the District's reasonable cost of providing water service to customers within the District; and

WHEREAS, the NBS Focused Water Rate Study Final Report, dated June 2017, proposes and recommends a schedule of water rates that satisfies the District's revenue requirement and meets the requirements set forth in Article XIII D, Section 6 of the California Constitution; and

WHEREAS, the District has complied with the procedural requirements imposed by state law including Article XIII D of the Constitution.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the NBS Focused Water Rate Study Final Report, dated June 2017, and approves and adopts the Schedule of Water Rates attached hereto as Exhibit "A"; and

BE IT FURTHER RESOLVED that the Exhibit "A" schedule shall be effective as of October 1, 2017, and the Board hereby directs and authorizes the District staff to implement the Exhibit "A" schedule for all bills delivered after November 1, 2017; and

BE IT FURTHER RESOLVED that the Board hereby directs and authorizes the District Manager to take all action necessary to implement this Resolution, including without limitation updating the Schedule of Rates and Charges posted by 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 21st day of September, 2017 by the following
vote of the members thereof:

AYES: Hammer, Bruce, Baughman, Smallman, Ratcliffe

NOES:

ABSTAIN:

ABSENT:



Holly Morrison
Secretary of the Board
San Lorenzo Valley Water District

Exhibit "A"

SAN LORENZO VALLEY WATER DISTRICT
SCHEDULE OF WATER RATES
 Effective 10.1.2017

		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
Fixed Service Charge						
5/8 inch	per account	\$28.27	\$30.24	\$32.06	\$33.66	\$35.34
3/4 inch	per account	\$28.27	\$30.24	\$32.06	\$33.66	\$35.34
1 inch	per account	\$42.36	\$45.33	\$48.05	\$50.45	\$52.97
1 1/2 inch	per account	\$77.61	\$83.04	\$88.03	\$92.43	\$97.05
2 inch	per account	\$119.91	\$128.30	\$136.00	\$142.80	\$149.94
3 inch	per account	\$232.70	\$248.98	\$263.92	\$277.12	\$290.97
4 inch	per account	\$359.58	\$384.75	\$407.84	\$428.23	\$449.64
Variable Charges for all Water Consumed						
Flat Rate (Uniform Rate)	per CCF	\$10.12	\$10.83	\$11.48	\$12.06	\$12.66
Revenue Stabilization Rates for All Water Consumed						
10% Revenue Stabilization Rate*	per CCF	\$11.25	\$12.03	\$12.76	\$13.39	\$14.06
15% Revenue Stabilization Rate*	per CCF	\$11.91	\$12.74	\$13.51	\$14.18	\$14.89
20% Revenue Stabilization Rate*	per CCF	\$12.65	\$13.54	\$14.35	\$15.07	\$15.82

* The policies and procedures for revenue stabilization rates are established by Resolution No. 7 (17-18).

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 8 (17-18)
POLICIES AND PROCUEURES FOR REVENUE STABILIZATION RATES

WHEREAS, starting in 2016 the San Lorenzo Valley Water District (District) engaged the firm of NBS to review the District's water rates; and

WHEREAS, the NBS Focused Water Rate Study Final Report, dated June 2017 proposes and recommends a schedule of water rates that includes revenue stabilization rates; and

WHEREAS, the revenue stabilization rates serve to recover unpredictable, significant shortages of revenue that may arise due to fluctuations in water demand, which could threaten the ability of the District to continue to provide clean, safe, and reliable water service to its customers; and

WHEREAS, the revenue stabilization rates align with recommendations contained in the State's final report entitled "Making Conservation a Way of Life," which encourages each water agency to "incorporate measures for rate stabilization," by "customiz[ing] its rate structure with full consideration of its cost of service and with long-term financial sustainability as the goal"; and

WHEREAS, the District has not previously adopted revenue stabilization rates, and accordingly the District must establish policies and procedures for such rates.

NOW, THEREFORE, BE IT RESOLVED that, effective October 1, 2017, the Board hereby approves and adopts policies and procedures for revenue stabilization rates that are set forth in Exhibit "A" attached hereto; and

BE IT FURTHER RESOLVED that the District Manager is hereby authorized and directed to take all action necessary to implement this Resolution, including without limitation making appropriate changes to the District's Policies and Procedures based on the changes set forth in Exhibit "A".

.....

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 September, 2017 by the following vote of the members thereof:

AYES: Hammer, Bruce, Baughman, Smallman, Ratcliffe

NOES:

ABSTAIN:

ABSENT:



Holly Morrison
Secretary of the Board
San Lorenzo Valley Water District

Exhibit "A"

**REVISIONS TO POLICIES AND PROCEDURES OF THE
SAN LORENZO VALLEY WATER DISTRICT
ADOPTED BY RESOLUTION NO. 8 (17-18)
Effective 10.1.2017**

Added:

ARTICLE VII. REVENUE STABILIZATION RATES

SECTION 7.01 REVENUE-STABILIZATION RATE TRIGGER AND BOARD NOTIFICATION
SECTION 7.02 BOARD ACTION
SECTION 7.03 AUTOMATIC IMPLEMENTATION
SECTION 7.04 RESCISSION

Added:

ARTICLE VII. REVENUE STABILIZATION RATES

Section 7.01 Revenue-Stabilization Rate Trigger and Board Notification

- (a) The District Manager shall provide the Board of Directors with the average units of water sales (by month) for the rolling previous three years, which will serve as the baseline against which current annual sales to date will be compared. This information will be provided to the Board of Directors as a part of the District's annual budget package.
- (b) If the District Manager determines that budget-year water sales (in units) to date, and corresponding revenue, is more than 10% below expected year-to-date levels (based on monthly averages over the previous three years), the District Manager shall notify, at a public meeting, the Board of Directors of this determination at or before the next regularly scheduled Board meeting. When notifying the Board of Directors, the District Manager shall also do the following:
 - (i) provide staff analysis of why the water sales gap is occurring and a six-month projection of anticipated water sales;
 - (ii) present a calculation of the year-to-date revenue gap resulting from the water sales gap, along with the projected revenue gap based on a six-month projection of anticipated water sales;

(iii) present expense reduction measures that match the revenue gap for consideration by the Board of Directors; and

(iv) provide an update on the District's current reserve levels.

Section 7.02 Board Action

At any time after being notified of the District Manager's determination under Section 7.01(b), the Board of Directors may, in its discretion, take any of the following actions:

- (a) order the District Manager to implement all or part of the proposed expense reduction measures;
- (b) order the District Manager to utilize reserves to meet all or part of the revenue gap; and/or
- (c) defer or stop the applicable revenue stabilization rate from taking effect, or adopt any alternative rate that is less than the applicable revenue stabilization rate.

Section 7.03 Automatic Implementation

If the Board of Directors takes no action under Section 7.02(c) before or during the regularly scheduled Board meeting described in Section 7.01(b), then the applicable revenue stabilization rate shall take effect automatically, as follows:

- (a) The applicable revenue stabilization rate shall be the revenue stabilization rate that most nearly corresponds with, and does not exceed, the level of volumetric water sales deficit (10%, 15%, or 20%).
- (b) The applicable revenue stabilization rate, or any alternative rate adopted by the Board of Directors under Section 7.02(c), shall take effect after the District gives customers 30 days notice.
- (c) The District shall implement the applicable revenue stabilization rate, or any alternative rate adopted by the Board of Directors under Section 7.02(c), for the first full billing cycle to occur after the rate takes effect.

Section 7.04 Rescission

If the District Manager determines that that water sales have returned to expected year-to-date levels the District Manager shall notify the Board of Directors of this determination at a public meeting, at or before the next regularly scheduled Board meeting. After Board notification, the revenue stabilization rate (or any alternative rate adopted by the Board of Directors under Section 7.02(c)) shall automatically be rescinded, and the volumetric water rate will revert to the

standard uniform volumetric rate for the current fiscal year. The rescission and the standard uniform volumetric rate for the current fiscal year shall take effect and shall be implemented by the District starting with the next full billing cycle to occur after the Board meeting described in this section.

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 9 (17-18)

IN SUPPORT OF THE PARIS CLIMATE AGREEMENT

WHEREAS, consensus exists among the world's climate scientists that global warming caused by emissions of greenhouse gases (GHG) from human activities is among the most significant problems facing the world today; and

WHEREAS, documented impacts of climate change include, but are not limited to; increased occurrences of extreme weather events (e.g. droughts, and floods), and changes in temperature and precipitation patterns which have adverse impacts on watersheds, water sources, and regional ecosystems, all of which pose a real and foreseeable threat to the reliability and quality of water sources of the District;

WHEREAS, the San Lorenzo Valley already suffers from the direct impacts of climate change through increased fire-hazards from drier vegetation, reduced water supply from over-drafted aquifers, and damage to District infrastructure from extreme weather events; and

WHEREAS, the reduction and eventual elimination of GHG emissions from District activities through participation in regional energy programs such as Community Choice Energy, as well as planned, cost-effective technology upgrades, energy efficiency, generation and storage measures will reduce District operating costs while improving resiliency and reliability; and

WHEREAS, the State of California has mandated statewide reduction of GHG emissions to 80% below 1990 levels by 2050; and

WHEREAS, withdrawal from the Paris Agreement by the Trump administration is unacceptable and not in keeping with the San Lorenzo Valley Water District's social and environmental values of preserving quality of life and our natural resources, reducing risks and mitigating costs; and

WHEREAS, Local, regional and state governments, and businesses are taking a leadership role in reducing their climate-changing emissions; and

WHEREAS, The District supports the purpose and goals of the Paris Climate Agreement and desires to participate in local and regional efforts to advance energy efficiency, clean renewable energy, and climate change adaptation;


BE IT THEREFORE RESOLVED that the Board of Directors of the San Lorenzo Valley Water District:

1. Affirms its commitment to the spirit and applicable portions of the Paris Agreement; and
2. Commits to determining the feasibility of and setting a date for a zero GHG emissions goal through the development and implementation of a Climate Action Plan; and
3. Joins other US cities, counties and special districts in adopting and supporting the goals of the Paris Agreement; and
4. Commits to adopting policies and programs, and encouraging the same among our regional partner agencies and organizations, to effect GHG emissions reductions while also protecting the Community's and the District's fiscal interests.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that it supports and endorses the Paris Climate Agreement.

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

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



Holly Morrison, District Secretary
San Lorenzo Valley Water District

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 10 (17-18)**

**SUBJECT: AGREEMENT FOR WATER DISTRIBUTION SYSTEM
IMPROVEMENTS, APN 021-113-14**

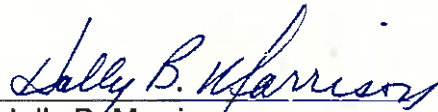
WHEREAS, William Holl, the owner of APN 021-113-14 located at 110 Baja Sol Court, Scotts Valley, CA, desires to install a public fire hydrant; and

WHEREAS, the staff of San Lorenzo Valley Water District has determined that the cost of said materials for said hydrant installation should be the property owner's responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District hereby authorizes and directs the District Manager to the execute an agreement in the form attached hereto as Exhibit "A" and carry out all necessary actions to record and fulfill said agreement.

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 September 2017, by the following vote of the members thereof:

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


Holly B. Morrison
District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 11 (17-18)

SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE
FOR EDWARD AND LORI SCHER, APN 071-201-65, FELTON

WHEREAS, Edward and Lori Scher desire to receive service as a customer of the District; and

WHEREAS, the Scher property, APN 071-201-65, generally located on McAdams Lane, Felton California, is situated outside the boundaries of the District; and

WHEREAS, the parcel will require annexation into the District boundaries and service area; and

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

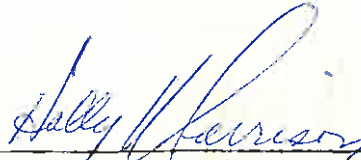
WHEREAS, service will be by long service line from a water meter generally located at the end of Hihn Road at McAdams Lane; and

WHEREAS, the District and Edward and Lori Scher 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 Edward & Lori Scher, APN 071-201-65, 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 19th day of October, 2017, by the following vote of the members thereof:

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


Holly Morrison, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 12 (17-18)

SUBJECT: RESOLUTION DECLARING SURPLUS VEHICLES AND EQUIPMENT AND PROVIDING FOR ITS DISPOSAL

WHEREAS, pursuant to California Water Code §31041 the San Lorenzo Valley Water District ("District") is empowered to dispose of District property;

WHEREAS, the District's Director of Operations has reviewed various items of District vehicles and equipment and determined that they are of no further use to the District and that they should be disposed of; and

WHEREAS, the District's Director of Operations has reviewed and is recommending that it is in the best interests of the District to dispose of the following 5 items by auction or advertised sale using a competitive bidding process:

- Truck #180 2003 Chev 1 Ton Pick up
- Truck #120 1993 Ford Explorer
- Truck #551 (Lompico) 1995 Toyota Pick up
- #VE-630 Air Compressor
- #VE-201 1990 Le-Roi Air Compressor

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the items of District property listed above are hereby declared to be surplus equipment, and the Board hereby directs the District Manager to proceed with disposing of the surplus property by auction or advertised sale using a competitive bidding process. Any items for which no bid is received may be sold for scrap. Any remaining items which are unsaleable may be otherwise disposed of as directed by the District Manager.

BE IT FURTHER RESOLVED that the Board hereby directs the District Manager, within 30 days after the sale or disposal of each item, to report to the Board in open session the sale price and the identity of the purchaser of each item sold or the recipient of any unsaleable item.

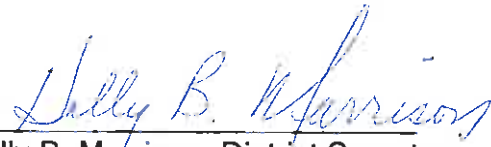
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 9th day of November 2017, by the following vote of the members thereof:

AYES: Smallman, Hammer, Ratcliffe, Baughman and Bruce

NOES:

ABSTAIN:

ABSENT:


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

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 13 (17-18)

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

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

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

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

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

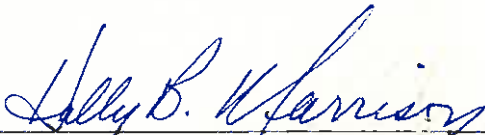
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of, California, on the 21st day of December, 2017, by the following vote of the members thereof:

AYES: Bruce, Baughman, Ratcliffe, Smallman

NOES:

ABSTAIN:

ABSENT: Hammer


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

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

SUBJECT: SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT
 POLICY 2018

WHEREAS, state and federal laws prohibit sexual harassment; and

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

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

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

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

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

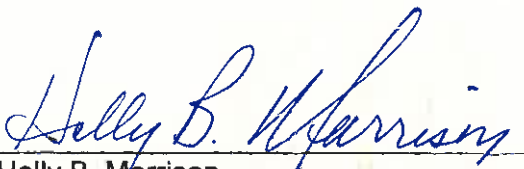
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of December 2017, by the following vote of the members thereof:

AYES: Bruce, Baughman, Ratcliffe, Smallman

NOES:

ABSENT: Hammer

ABSTAIN:


Holly B. Morrison
District Secretary

SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT POLICY 2018

Adopted: December 21, 2017

Resolution No. 14 (17-18)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

-END OF POLICY-

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

SUBJECT: PERSONNEL SYSTEM RULES AND REGULATIONS 2018

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

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

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

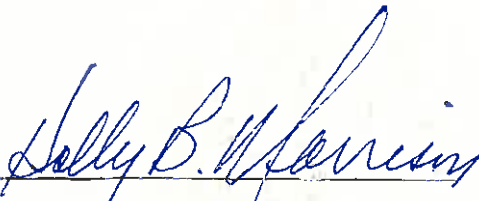
WHEREAS, the representatives of all employee organizations were consulted in good faith regarding the subject matter of the Personnel System Rules and Regulations.

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

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

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

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


Holly B. Morrison District Secretary

SAN LORENZO VALLEY WATER DISTRICT
PERSONNEL SYSTEM
RULES AND REGULATIONS 2018

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

TABLE OF CONTENTS

SECTION I- GENERAL PROVISIONS

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

SECTION2-CLASSIFICATION

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

SECTION3-SELECTION

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

SECTION4-EXAMINATIONS

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

SECTION 10-DISCIPLINARY ACTION

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

SECTION 11 -LAYOFF POLICY AND PROCEDURE

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

SECTION 12-SEPARATION FROM THE SERVICE

12.1	Discharge.....	19
12.2	Resignation	19

SECTION 13 -ADMINISTRATIVE LEAVES, REPORTS AND RECORDS

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

SAN LORENZO VALLEY WATER DISTRICT PERSONNEL SYSTEM RULES AND REGULATIONS

SECTION 1-GENERAL PROVISIONS

1.1 General Provisions.

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

1.2 Statement of Purpose.

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

1.3 Effect of Policy on Past Actions and Obligations.

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

1.4 Severability.

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

- 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:

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.

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.

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

5.2 Duration of Lists.

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

5.3 Removal of Names from Lists.

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

SECTION 6- FILLING OF VACANCIES

6.1 Types of Appointment.

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

6.2 Competitive Service Vacancy.

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

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

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 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.

10.4 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 judgment of the District layoffs and/or a reduction in employment are deemed necessary, the order of layoff within the affected layoff classification(s) shall be as follows:

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

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

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 Manager upon change of status within the competitive service or termination of employment.

- END-

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

SUBJECT: RESPECTFUL WORKPLACE POLICY 2018

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

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

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

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

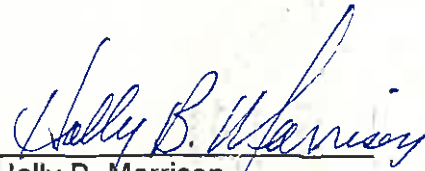
WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered the San Lorenzo Valley Water District Respectful Workplace Policy for 2018;

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

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

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

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



Holly B. Morrison
District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT RESPECTFUL WORKPLACE POLICY 2018

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

Purpose

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

Applicability

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

Abusive Customer Behavior

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

Types of Disrespectful Behavior

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

Violent Behavior:

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

Discriminatory Behavior:

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

Disruptive and Disrespectful Behavior:

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

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

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

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

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

Sexual Harassment:

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

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

Employee Response to Disrespectful Workplace Behavior

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

Resolution Procedures

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

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

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

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

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

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

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

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

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

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

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

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

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

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

Special Reporting Requirements

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

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

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

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

Confidentiality

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

Retaliation

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

- END OF POLICY -

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

**SUBJECT: RESOLUTION FOR THE DESIGN AND CONSTRUCTION
CONSULTANT FOR PASATIEMPO WELL 6 REPLACEMENT, SOLE
SOURCE PROCUREMENT**

WHEREAS, the District's Pasatiempo Well 6 has reached its life expectancy and requires replacement; and

WHEREAS, in designing and supervising the construction of the new well a consultant is required; and

WHEREAS, the District has utilized the services of Martin B. Feeney, Consulting Hydrogeologist for such work for over 20 years; and

WHEREAS, Mr. Feeney's vast knowledge of the groundwater aquifer and well construction is extremely important in designing and supervising the construction of the new well; and


WHEREAS, Mr. Feeney's knowledge and experience strongly supports the waiving of formal bidding; and

WHEREAS, District Rules and Regulations, Article XIV - Contracts and Purchasing, Section 14.09 states "Whenever professional specialized consultant or sole source services or supplies are purchased, the Board may dispense with the provisions of this Article".

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves the sole source procurement of the services of Martin B. Feeney, Consulting Hydrogeologist.

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 February, 2018, by the following vote of the members thereof:

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



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

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

SUBJECT: **COMMERCIAL CARD CORPORATE BORROWING
RESOLUTION**

I, the undersigned, hereby certify to Umpqua Bank ("Bank") that I am District Secretary of SAN LORENZO VALLEY WATER DISTRICT ("District"), located in Boulder Creek, CA, and that I have been duly appointed and am presently serving in that capacity. I further certify that the following resolution has been duly adopted by the Board of Directors of the District and such resolution is in full force and effect as of the date hereof and has not been revoked or rescinded as of this date: APRIL 19, 2018.

1. The Umpqua Bank Commercial Card Agreement ("Agreement") is approved.
2. The official designated below ("Authorized Official") is duly appointed and holding the office shown, authorized to borrow money on behalf and in the name of the District, execute any notes, drafts, agreements and other documents and instruments, pledge and encumber property of the Corporation (including, without limitation, bank accounts), and name the individuals at the Corporation who shall be authorized to instruct Umpqua Bank to issue credit cards to one or more employees of the Corporation, and the signature below is the genuine signature of such person.

AUTHORIZED OFFICIAL:

Brian C. Lee District Manager




Signature

3. The resolution shall continue to be in full force and effect until express written notice of its rescission, modification or termination has been received by the Bank. Any and all prior resolutions received and certified by the Bank shall continue to have full force and effect until the Bank receives such written notice. Any rescission, modification or termination of a resolution must be accompanied by written notification to the Bank. Umpqua Bank shall be fully protected on relying on this certification and shall be indemnified and saved harmless in any claims, demands, expenses, loss or damage resulting from or growing out of honoring the signature of any officer or employee so certified.

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 July, 2017, by the following vote of the members thereof:

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

IN WITNESS WHEREOF, I have subscribed my name to this document and affixed the seal of the District.



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

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 19 (17-18)
RESPONSE TO BROWN ACT LETTER**

WHEREAS, the San Lorenzo Valley Water District (District) received a cease and desist letter from Mr. Bruce Holloway, dated February 24, 2018, alleging violations of the Ralph M. Brown Act ("Brown Act"); and

WHEREAS, the Board of Directors ("Board") of the District has reviewed the letter and been advised by District Counsel in open session regarding its contents; and

WHEREAS, the Brown Act allows the Board to respond to the letter, solely for the purpose of avoiding unnecessary litigation, with an unconditional commitment that it will cease, desist from, and not repeat the challenged past actions, and pursuant to the Brown Act this commitment shall not constitute evidence that any violation has occurred.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes its President and Chairperson to issue a letter in the form of Exhibit "A" attached hereto; and

BE IT FURTHER RESOLVED that the District Manager and District Counsel are hereby authorized and directed to take all action necessary to implement this Resolution.

.....

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 April, 2018 by the following vote of the members thereof:

AYES: Baughman, Bruce, Smallman

NOES:

ABSTAIN:

ABSENT: Hammer, Ratcliffe



Holly B. Hossack
Secretary of the Board
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT TICKET DISTRIBUTION POLICY

Adopted: May 17, 2018

Resolution No. 20 (17-18)

PURPOSE. The purpose of this Policy is to ensure that all Tickets the District may receive from time to time from public and private entities and individuals are distributed in furtherance of governmental and/or public purposes.

APPLICATION OF POLICY.

Types of Tickets: This Policy applies to Tickets which provide admission to a facility, event, show, or performance for an entertainment, amusement, recreational or similar purpose, and are either:

- a) gratuitously provided to the District by an outside source;
- b) acquired by the District by purchase;
- c) acquired by the District as a consideration pursuant to the terms of a contract for the use of a District venue; or
- d) acquired and distributed by the District in any other manner.

Policy Applicable to Tickets Only: This Policy shall only apply to the District's distribution of Tickets to, or at the behest of, a District Official. This Policy does not apply to any other item of value provided to the District or any District Official, regardless of whether received gratuitously or for which consideration is provided.

DEFINITIONS. Unless otherwise expressly provided herein, words and terms used in this Policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended).

"District" shall mean and include the San Lorenzo Valley Water District, and any departments, boards and committees thereof.

"District Official" shall refer to the District's "public officials" as that term is defined by Government Code Section 82048 to include every member, officer, employee or consultant of a local government agency. Such shall include, without limitation, any District Board member, committee member, or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).

"Immediate family" shall mean and refer to "immediate family" as that term is defined by Government Code section 82029, as amended from time to time, but which currently defines "immediate family" as the spouse and dependent children.

"Policy" shall mean and refer to this Ticket Distribution Policy.

"Ticket" shall mean and refer to a "ticket" or "pass" as those terms are defined in FPPC Regulation 18944.1 and 18946, as amended from time to time, but which currently defines a "ticket" as "anything that provides access, entry, or admission to a specific future event or function and for which similar tickets are sold to the public to view, listen to, or otherwise take advantage of the attraction or activity for which the ticket is sold and includes any benefits that the ticket provides," and defines "pass" as "a ticket that provides repeated access, entry, or admission to a facility or series of events and for which similar passes are sold to the public."

GENERAL PROVISIONS.

No Right to Tickets: The use of complimentary Tickets is a privilege extended by the District and not the right of any person to which the privilege may from time to time be extended.

Limitation on Transfer of Tickets: Tickets received by a District Official pursuant to this Policy shall not be transferred to any other person, except to members of such District Official's immediate family or no more than one guest solely for their attendance at the event.

Prohibition Against Sale of or Receiving Reimbursement for Tickets: No person who receives a Ticket pursuant to this policy shall sell or receive reimbursement for the value of such Ticket.

Implementation of Policy: The District Manager shall have the authority, in his or her sole discretion, to establish procedures for the distribution of Tickets in accordance with this Policy. All requests for Tickets which fall within the scope of this Policy shall be made in accordance with the procedures established by the District Manager.

No Earmarking of the Ticket: No Ticket gratuitously provided to the District shall be earmarked by the source for distribution to a particular District Official. The District shall determine, in its sole discretion, who uses the Ticket.

Reporting to FPPC: Within 45 days of distribution of any Ticket, the District shall report the distribution to the FPPC, as required by FPPC Regulation 18944.1, subdivision (f).

CONDITIONS UNDER WHICH TICKETS MAY BE DISTRIBUTED: Subject to the provisions of this Policy, complimentary Tickets may be distributed to the District Officials under any one of the following three conditions:

1. The District Official reimburses the District for the face value or fair market value of the Ticket(s).
2. The District Official treats the Ticket(s) as income consistent with the applicable federal and state income tax laws, and the District reports the distribution of the


Ticket as income to the District Official in compliance with the reporting provisions of FPPC Regulation 18944.1, subdivision (f).

3. The distribution of the Ticket(s) to, or at the behest of, the District Official accomplishes a public purpose. The following is a list of public purposes the District may accomplish through the distribution of Tickets:
- a) Facilitating the performance of a ceremonial role or function by District Officials on behalf of the District at an event;
 - b) Facilitating the attendance of a District Official at an event where the job duties of the District Official require his or her attendance at the event;
 - c) Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests;
 - d) Promotion of District resources and/or facilities available to District residents;
 - e) Promotion of District-run, sponsored or supported community programs or events;
 - f) Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting District residents;
 - g) Promotion of business activity, development, and/or redevelopment within the District;
 - h) Promotion of District recognition, visibility, and/or profile on a local, state, national or worldwide scale;
 - i) Promotion of open government by District official appearances, participation and/or availability at business and/or community events;
 - j) Recognizing or rewarding meritorious service by a District employee.
 - k) Promoting enhanced District employee performance or morale.

-END OF POLICY-

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 April, 2018 by the following vote of the members thereof:

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


Holly B. Hossack
Secretary of the Board
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 21 (17-18)

SUBJECT: ADOPTION OF FISCAL YEAR BUDGET 2018-2019

WHEREAS, a proposed Budget for Fiscal Year 2018-2019 has been prepared by Staff; and

WHEREAS, the Finance Committee considered and reviewed the proposed budget at their April 9, May 1 and June 1, 2018 committee meetings; and

WHEREAS, the Board of Directors considered and reviewed the proposed budget at their May 17, 2018 Board of Directors meeting; and

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

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Budget for Fiscal Year 2018-2019 is adopted, the District Manager is hereby authorized and directed to implement said budget in the amount of \$15.9 million dollars in total expenditures.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California on the 11th of June, 2018 by the following vote of the members thereof:

AYES: Baughman, Bruce, Ratcliffe
NOES: Smallman
ABSTAIN:
ABSENT:



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

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 23 (17-18)**

SUBJECT: RESOLUTION OF APPRECIATION FOR DIRECTOR HAMMER

WHEREAS, on December 18, 2014 Eric Hammer took the Oath of Office to serve as Director on the San Lorenzo Valley Water District Board of Directors; and

WHEREAS, Director Hammer served on the Board until his resignation on May 23, 2018; and

WHEREAS, Director Hammer served on the Communications, Environmental, Administration and Engineering Committees; and

WHEREAS, during Director Hammer's term on the Board the District received the *District Transparency Certificate of Excellence* from the Special District Leadership Foundation; and

WHEREAS, also during his term on the Board, Interties 2, 3, 4 and 6 were completed; and

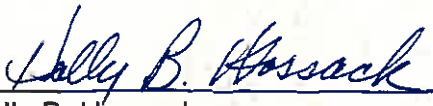
WHEREAS, Director Hammer was instrumental in the Capital Improvement Program and the Rate Restructuring Process; as well as numerous other projects; and

WHEREAS, Eric Hammer is truly deserving of special recognition and 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 Eric Hammer is hereby commended for his years of devoted and dedicated service as a member of the Board of Directors to the San Lorenzo Valley Water District, 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 21st day of June, 2018, by the following vote of the members thereof:

AYES:	Baughman, Bruce, Hayes, Ratcliffe
NOES:	Smallman
ABSTAIN:	
ABSENT:	



Holly B. Hossack
District Secretary
San Lorenzo Valley Water District

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 24 (17-18)**

**AWARD OF CONSTRUCTION CONTRACT FOR PASATIEMPO WELL 8
(WELL 6 REPLACEMENT)**

WHEREAS, approximately two years ago Pasatiempo Well 6 started pumping gravel pack; and

WHEREAS, to repair the well, swages were installed over damaged areas of the well casing; and


WHEREAS, repairs were short lived and the well started pumping gravel pack again requiring replacement; and

WHEREAS, in response to Notice Inviting Bids the District received four bids for replacement with Maggiora Bros. Drilling Inc being the lowest.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors ("Board") of the San Lorenzo Valley Water District do hereby award construction bid for replacement of Pasatiempo Well 6 to Maggiora Bros. Drilling Inc. for a total of \$425,345.00.

.....
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 June, 2018 by the following vote of the members thereof:

AYES: Baughman, Bruce, Hayes, Ratcliffe, Smallman
NOES:
ABSTAIN:
ABSENT:



Holly B. Hossack
Secretary of the Board
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 25 (17-18)

SUBJECT: APPROVAL OF EDUCATION PROGRAM ADVISORY COMMISSION FUNDING
RECOMMENDATIONS FOR 2018 CLASSIC WATERSHED 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, staff publicly noticed the 2018 Education Program Grant Notice of Availability 30 days prior to the April 10, 2018 application deadline; and

WHEREAS, staff received eight (8) Classic Watershed Education Program grant proposals and two (2) Data/Restoration Program grant proposals according to established procedures; and

WHEREAS, the Commission found seven (7) of the 2018 Classic Watershed Education Program grant proposals and two (2) of the 2018 Data/Restoration Program grant proposals to satisfy the mission of the Education Program and to be worthy of funding; and

WHEREAS, Exhibit A summarizes the eight (8) 2018 Classic Watershed Education Program Grant proposals and the two (2) 2018 Data/Restoration Program grant proposals recommended for funding 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:

Education Program Advisory Commission's recommended 2018 Education Program "Classic Watershed Grant" awards are approved for funding.


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 of May, 2018 by the following vote of the members thereof:

AYES: Baughman, Bruce, Ratcliffe, Smallman

NOS:

ABSTAIN:

ABSENT:


Holly Hossack
District Secretary

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 26 (17-18)**

Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 6, 2018;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the Board of Directors of the San Lorenzo Valley Water District hereby orders an election be called and consolidated with any and all elections also called to be held on November 6, 2018 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the County of Santa Cruz and requests the Board of Supervisors of the County of Santa Cruz to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Santa Cruz County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

Check the following the apply:

- ☐ **BE IT FURTHER RESOLVED AND ORDERED** that the Santa Cruz County Elections Department conduct the election for the following offices on the November 6, 2018 ballot:

Seats open	Office	Term	District/Division (if app)
1	Board of Director	4 years	
2	Board of Director	4 years	
5	Board of Director	4 years	

To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board or council members' names, addresses and telephone numbers.

Contact Information/Incumbent Roster

Name of District/City: San Lorenzo Valley Water District

Contact Person: Holly Hossack

Title: District Secretary

Mailing Address: 13060 Highway 9, Boulder Creek, CA 95006

Telephone: (831) 430-4636 FAX: (831) 338-7986

E-Mail: hmorrison@slvwd.com

Website: www.slvwtd.com

Incumbent's Name	Address	Year Elected or Appointed	Term of Office
Charles "Chuck" Baughman	1000 Stewart, Boulder Creek, CA 95006	2014 (E)	4 years
Gene Elizabeth Ratcliffe	538 San Lorenzo Ave., Felton CA 95018	2014 (E)	4 years
		2018 (A)	4 years

PASSED AND ADOPTED this 21st day of June, 2018 by the following vote:


AYES: Baughman, Bruce, Hayes, Ratcliffe, Smallman

NOES:

ABSTAIN:

ABSENT:


Charles Baughman, President

Attested: 
Holly B. Hossack, District Secretary
