

LIST OF RESOLUTIONS FOR 2019-20

1. CONSTRUCTION CONTRACT AWARD – QUAIL 5A & OLY 3
2. SURPLUS VEHICLES
3. AUTHORIZATION FOR SALE OF CERTIFICATES OF PARTICIPATION
4. ISSUANCE OF NEW DEBT
5. APPRECIATION OF BILL SMALLMAN
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25. LIRA PROGRAM

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 1 (19-20)**

**AWARD OF CONSTRUCTION CONTRACT FOR QUAIL WELL 5A AND
OLYMPIA WELL 3 REHABILITATION PROJECT**

WHEREAS, the San Lorenzo Valley Water District has commissioned a report to investigate a reduction in the production of the Quail 5A and the Olympia Well 3; and

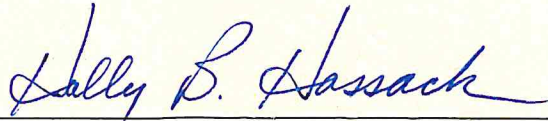
WHEREAS, the report found that both wells are in need of rehabilitation; and

WHEREAS, in response to a Notice Inviting Bids, the District received 4 bids for rehabilitation of the Quail Well 5A and the Olympia Well 3 with Maggiora Brothers Drilling, Inc. being the lowest.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors ("Board") of the San Lorenzo Valley Water District do hereby award the construction contract for the rehabilitation of the Quail Well 5A and the Olympia Well 3 to Maggiora Brothers Drilling, Inc. for a total of \$105,800.

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PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 18th day of July, 2019 by the following vote of the members thereof:

AYES: Farris, Fultz, Henry, Swan
NOES:
ABSTAIN:
ABSENT: Smallman



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

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 2 (19-20)

SUBJECT: RESOLUTION DECLARING SURPLUS VEHICLES 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 2 items by auction or advertised sale using a competitive bidding process:

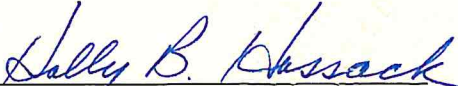
- Truck #226 Ford F-250 Maintenance Truck (Lompico)
- Truck #340 Ford Ranger Mid-Size

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: Farris, Fultz, Henry, Swan
NOES:
ABSTAIN:
ABSENT: Smallman


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

RESOLUTION NO. 3 (19-20)

RESOLUTION OF THE SAN LORENZO VALLEY WATER DISTRICT APPROVING AN INSTALLMENT PURCHASE CONTRACT, A TRUST AGREEMENT, A CERTIFICATE PURCHASE AGREEMENT, A CONTINUING DISCLOSURE CERTIFICATE AND AN LIMITED OFFERING MEMORANDUM; MAKING CERTAIN DETERMINATIONS RELATING THERETO; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

WHEREAS, the San Lorenzo Valley Water District (the "District") is a county water agency duly organized and validly existing under the laws of the State of California; and

WHEREAS, the District is authorized to sell and purchase its property to finance and refinance public capital improvements, including certain water storage and transmission facilities the District has or intends to acquire (the "Project"); and

WHEREAS, in order to finance the Project, the District has determined to enter into an Installment Purchase Contract with the Municipal Finance Corporation (the "Corporation") pursuant to which the District will repurchase the Project from the Corporation; and

WHEREAS, under and pursuant to such Installment Purchase Contract, the District will be obligated to make certain installment payments to the Corporation; and

WHEREAS, the District has determined that it would be in the best interests of the District and the citizens of the community to authorize the preparation, execution and delivery of its Revenue Certificates of Participation, Series 2019 (the "Certificates"), in a principal amount sufficient to finance the Project, which Certificates shall be payable from, among other sources, payments made by the District under and pursuant to such Installment Purchase Contract, all under and in accordance with the laws of the State of California; and

WHEREAS, there have been presented at this meeting forms of an Installment Purchase Contract, a Trust Agreement, a Certificate Purchase Agreement, a Continuing Disclosure Agreement and a preliminary Limited Offering Memorandum; and

WHEREAS, the District desires to appoint Nossaman LLP, as special counsel ("Special Counsel"), in connection with the financing of the Project; and

WHEREAS, Senate Bill 450 (Chapter 625 of the 2017-2018 Session of the California Legislature) ("SB 450") requires that the Board of Directors of the District (the "Board") obtain from an underwriter, municipal advisor or private lender and disclose, prior to authorization of the issuance of bonds, including debt instruments such as the Certificates, with a term of greater than 13 months, good faith estimates of the following information in a meeting open to the public: (a) the true interest cost of the Certificates, (b) the sum of all fees and charges paid to third parties with respect to the Certificates, (c) the amount of proceeds of the Certificates expected to be received net of the fees and charges paid to third parties and any reserves or capitalized interest paid or funded with proceeds of the Certificates, and (d) the sum total of all debt service payments

on the Certificates calculated to the final maturity of the Certificates plus the fees and charges paid to third parties not paid with the proceeds of the Certificates; and

WHEREAS, in compliance with SB 450, the Board obtained from the Underwriter (defined herein) the required good faith estimates and such estimates are disclosed and set forth on Exhibit A attached hereto; and

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the financing authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such financing for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE SAN LORENZO VALLEY WATER DISTRICT AS FOLLOWS:

SECTION 1. Recitals. All of the recitals herein contained are true and correct and the Board of Directors so finds.

SECTION 2. Approval of Installment Purchase Contract. The form of Installment Purchase Contract, currently dated as of July 1, 2019 (the "Installment Purchase Contract"), between the District and the Corporation, as presented to the District at this meeting, is hereby approved. The President of the Board of Directors, District Manager, the Director of Finance and Business Services, and the District Secretary or any other officers duly designated by the District (the "Officers") are hereby authorized and directed, for and on behalf of the District, to execute, acknowledge and deliver the Installment Purchase Contract, in substantially the form presented to the District at this meeting, with such changes therein as such Officers may require or approve, with the advice and approval of counsel to the District, such approval to be conclusively evidenced by the execution and delivery thereof.

SECTION 3. Approval of Trust Agreement. The proposed form of the Trust Agreement currently dated as of July 1, 2019 (the "Trust Agreement"), among the Corporation, Zions Bancorporation, National Association, as trustee (the "Trustee") and the District, as presented to the District at this meeting, is hereby approved. Each of the Officers is hereby authorized and directed, for and on behalf of the District, to execute, acknowledge and deliver the Trust Agreement, in substantially the form presented to the District at this meeting, with such changes therein as such Officers may require or approve, with the advice and approval of counsel to the District, such approval to be conclusively evidenced by the execution and delivery thereof. In connection therewith, the District approves the execution and delivery of the Certificates so long as the maturity does not exceed 30 years, the aggregate true interest cost does not exceed 3.0%, and the aggregate principal amount does not exceed \$15,000,000.

SECTION 4. Approval of Certificate Purchase Agreement. The form of Certificate Purchase Agreement (the "Purchase Agreement"), between the District and Municipal Capital Markets Group, Inc. (the "Underwriter"), as presented to the District at this meeting, is hereby approved. Each of the Officers is hereby authorized and directed, for and on behalf of the

District, to execute, acknowledge and deliver the Purchase Agreement, in substantially the form presented to the District at this meeting, with such changes therein as such Officers may require or approve, with the advice and approval of counsel to the District, such approval to be conclusively evidenced by the execution and delivery thereof.

SECTION 5. Approval of Preliminary and Final Limited Offering Memorandum.

The form of Preliminary Limited Offering Memorandum as presented to the District at this meeting, is hereby approved. Each of the Officers is hereby authorized and directed, for and on behalf of the District, to execute all certificates necessary to deem final the Preliminary Limited Offering Memorandum as of its date within the meaning of Rule 15c2-12 of the Securities Exchange Act of 1934, with the exception of certain final pricing and related information. Each of the Officers is hereby authorized and directed, for and on behalf of the District, to execute and deliver the final Limited Offering Memorandum when completed. The use and distribution of said Preliminary Limited Offering Memorandum and use and distribution of the final Limited Offering Memorandum in connection with the sale of the Certificates is hereby ratified and approved. The Underwriter is directed to deliver copies of the final Limited Offering Memorandum to all actual purchasers of the Certificates.

SECTION 6. Approval of Continuing Disclosure Certificate. The proposed form of the Continuing Disclosure Certificate (the "Continuing Disclosure Certificate"), to be executed by the District, as presented to the District at this meeting, is hereby approved. Each of the Officers is hereby authorized and directed, for and on behalf of the District, to execute, acknowledge and deliver the Continuing Disclosure Certificate, in substantially the form presented to the District at this meeting, with such changes therein as such Officers may require or approve, with the advice and approval of counsel to the District, such approval to be conclusively evidenced by the execution and delivery thereof.

SECTION 7. Municipal Bond Insurance. The Board of Directors of the District hereby authorizes the Director of Finance and Business Services to select a municipal bond insurer to insure payments of principal of and interest on all or a portion of the Certificates so long as the Director of Finance and Business Services determines that obtaining the municipal bond insurance policy provided thereby will result in a lower interest rate or yield to maturity with respect to such Certificates. Further, the Board of Directors of the District hereby authorizes the Director of Finance and Business Services to select a municipal bond insurer to provide a reserve fund surety bond to be deposited into the reserve fund for the Certificates, so long as the Director of Finance and Business Services determines that obtaining the reserve fund surety will be cost effective to the District. Each of the Officers is hereby authorized to execute and deliver any customary agreement with the municipal bond insurer providing the reserve fund surety bond. Special Counsel, is hereby directed to make all changes to the Trust Agreement, the Installment Purchase Contract, the Preliminary Limited Offering Memorandum, the Certificate Purchase Agreement and the Continuing Disclosure Certificate, as are necessary to reflect the selection of a municipal bond insurer and/or reserve fund surety bond and the reasonable comments thereof.

SECTION 8. Financial Covenants. Notwithstanding anything to the contrary in this Resolution, the District, with the advice of District Counsel and Special Counsel, may modify the financial covenants and requirements set forth in the Installment Purchase Contract and Trust Agreement, including, but not limited to, the parity obligations test, rate covenant and the

necessity of a reserve fund for the Certificates, to the extent such revisions are deemed necessary or desirable by the District for the execution and delivery of the Certificates based on advice from District Counsel and Special Counsel; provided, however, that any such modifications or revisions shall not materially increase the financial or operational risks to the District and shall otherwise be subject to the terms hereof.

SECTION 9. SB 450 Information. In accordance with SB 450, good faith estimates of the following have been obtained from the Underwriter and are set forth on Exhibit A attached hereto: (a) the true interest cost of the Certificates, (b) the sum of all fees and charges paid to third parties with respect to the Certificates, (c) the amount of proceeds of the Certificates expected to be received net of the fees and charges paid to third parties and any reserves or capitalized interest paid or funded with proceeds of the Certificates, and (d) the sum total of all debt service payments on the Certificates calculated to the final maturity of the Certificates plus the fees and charges paid to third parties not paid with the proceeds of the Certificates.

SECTION 10. Special Counsel. The Board of Directors hereby appoints the firm of Nossaman LLP, as Special Counsel, in connection with the financing of the Project. The Board of Directors hereby authorizes the District Manager and the Director of Finance and Business Services to execute and deliver an agreement with said firm for its services. Payment of fees and expenses with respect to such agreement shall be contingent upon the execution of the Certificates.

SECTION 11. Other Acts. The Officers and staff of the District are hereby authorized and directed, jointly and severally, to do any and all things, to execute and deliver any and all documents, which in consultation with District Counsel and Special Counsel, they may deem necessary or advisable in order to effectuate the purposes of this Resolution, including without limitation, obtaining insurance with respect to the payment of the interest and principal represented by the Certificates or ratings on the Certificates, and any and all such actions previously taken by such Officers or staff members are hereby ratified and confirmed.

SECTION 12. Effective Date. This Resolution shall take effect upon adoption.

PASSED, APPROVED AND ADOPTED this 23rd day of July, 2019, by the following vote:

AYES: Farris, Fultz, Henry, Swan

NOES:

ABSENT:

ABSTAIN:

SAN LORENZO VALLEY WATER DISTRICT



President

ATTESTED:



District Secretary

I hereby certify that the above Resolution No. 3 (19-20) was duly introduced,
read and adopted by the District at a regular meeting held on July 23, 2019

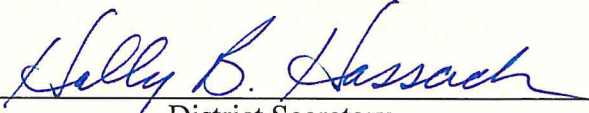

District Secretary

Exhibit A

GOOD FAITH ESTIMATES

The following information was obtained from the Underwriter and is provided in compliance with Senate Bill 450 (Chapter 625 of the 2017-2018 Session of the California Legislature) with respect to the Certificates:

1. True Interest Cost of the Certificates. A good faith estimate of the true interest cost of the Certificates, which means the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received for Certificates, is 3%.

2. Finance Charge of the Certificates. A good faith estimate of the District's finance charge of the Certificates, which means the sum of all fees and charges paid to third parties (or costs associated with the Certificates), is not to exceed 2% of the par amount of the bonds.

3. Amount of Proceeds to be Received by the District. A good faith estimate of the amount of proceeds expected to be received by the District for sale of the Certificates less the finance charge of the Certificates described in paragraph 2 above, is not to exceed \$15,000,000.

4. Total Payment Amount. A good faith estimate of the total payment amount, which means the sum total of all payments the District will make to pay debt service on the Certificates plus the finance charge of the Certificates described in paragraph 2 above not paid with the proceeds of the Certificates, calculated to the final maturity of the Certificates, is not to exceed \$32,150,000 over 30 years.

RESOLUTION NO. 4 (19-20)

RESOLUTION OF THE SAN LORENZO VALLEY WATER DISTRICT APPROVING A FIRST AMENDMENT TO INSTALLMENT PURCHASE CONTRACT; MAKING CERTAIN DETERMINATIONS RELATING THERETO; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH AND IN CONNECTION WITH THE SALE, EXECUTION AND DELIVERY OF SAN LORENZO VALLEY WATER DISTRICT REVENUE CERTIFICATES OF PARTICIPATION, SERIES 2019

WHEREAS, the San Lorenzo Valley Water District (the "District") is a county water district duly organized and validly existing under the laws of the State of California; and

WHEREAS, the District is authorized to sell and purchase its property to finance and refinance public capital improvements; and

WHEREAS, the District has previously entered into an Installment Purchase Contract, dated as of December 1, 2018 (the "Original Installment Purchase Contract"), with Capital One Public Funding, LLC, a limited liability company organized and existing under the laws of the State of New York, including its successors and assigns (the "Lender"), pursuant to which the District financed certain water storage facilities; and

WHEREAS, the District has determined that it would be in the best interests of the District and the citizens of the community to enter into a First Amendment to Installment Purchase Contract, pursuant to the provisions of Section 8.13 of the Original Installment Purchase Contract, in order to amend Sections 1.01 and 4.01 of the Original Installment Purchase Contract and to make other amendments in connection therewith; and

WHEREAS, the District has previously resolved to authorize the preparation, execution and delivery of its Revenue Certificates of Participation, Series 2019 (the "Certificates") under and in accordance with the laws of the State of California; and

WHEREAS, the District desires, as of August 1, 2019, to replace Nossaman LLP with Fox Rothschild LLP as special counsel ("Special Counsel"), in connection with the sale, execution and delivery of the Certificates; and

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the actions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such actions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE SAN LORENZO VALLEY WATER DISTRICT AS FOLLOWS:

SECTION 1. Recitals. All of the recitals herein contained are true and correct and the Board of Directors so finds.

SECTION 2. Approval of First Amendment to Installment Purchase Contract. The form of First Amendment to Installment Purchase Contract, currently dated as of August 1, 2019 (the "First Amendment"), between the District and the Corporation, as presented to the District at this meeting, is hereby approved. The President of the Board of Directors, District Manager, the Director of Finance and Business Services, and the District Secretary or any other officers duly designated by the District (the "Officers") are hereby authorized and directed, for and on behalf of the District, to execute, acknowledge and deliver the First Amendment, in substantially the form presented to the District at this meeting, with such changes therein as such Officers may require or approve, with the advice and approval of counsel to the District, such approval to be conclusively evidenced by the execution and delivery thereof.

SECTION 3. Special Counsel. The Board of Directors hereby appoints the firm of Fox Rothschild LLP, as Special Counsel, in connection with the sale, execution and delivery of the Certificates. The Board of Directors hereby authorizes the District Manager and the Director of Finance and Business Services to execute and deliver an agreement with said firm for its services in amount not to exceed \$55,000, which shall include and shall not be in addition to fees payable to Nossaman LLP in connection with the sale, execution and delivery of the Certificates. Payment of fees and expenses with respect to such agreement shall be contingent upon the execution of the Certificates.

SECTION 4. Other Acts. The Officers and staff of the District are hereby authorized and directed, jointly and severally, to do any and all things, to execute and deliver any and all documents, which in consultation with District Counsel and Special Counsel, they may deem necessary or advisable in order to effectuate the purposes of this Resolution, and any and all such actions previously taken by such Officers or staff members are hereby ratified and confirmed.

SECTION 12. Effective Date. This Resolution shall take effect upon adoption.

PASSED, APPROVED AND ADOPTED this 1st day of August, 2019, by the following vote:

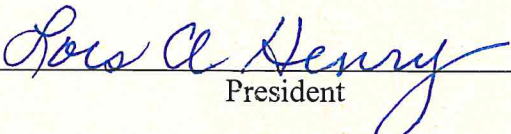
AYES: Farris, Fultz, Henry, Swan

NOES:

ABSENT:

ABSTAIN:

SAN LORENZO VALLEY WATER DISTRICT



President

ATTESTED:



District Secretary

I hereby certify that the above Resolution No. 4(19-20) was duly introduced,
read and adopted by the District at a regular meeting held on August 1, 2019


District Secretary

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 5 (19-20)**

SUBJECT: RESOLUTION OF APPRECIATION FOR DIRECTOR SMALLMAN

WHEREAS, on December 15, 2016 William Smallman was sworn in as an elected member of Board of Directors of the San Lorenzo Valley Water District; and

WHEREAS, Director Smallman continuously served in his capacity on the Board of Directors for a period of 2 1/2 years; and

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

WHEREAS, Director Smallman was instrumental in banning the use of Glyphosate, a probable human carcinogenic, from use on District properties; and

WHEREAS, Director Smallman was involved in the District's Engineering Committee, often imparting his knowledge of water systems for the good of the District; and

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

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

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PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 1st day of August, 2019 by the following vote of the members thereof:

AYES: Farris, Fultz, Henry, Swan

NOES:

ABSTAIN:

ABSENT:



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

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 6 (19-20)**

**SAN LORENZO VALLEY WATER DISTRICT REVENUE CERTIFICATES OF
PARTICIPATION PROJECTS**

WHEREAS, the San Lorenzo Valley Water District pursued certificates of participation to fund upcoming capital projects; and

WHEREAS, the loan terms are \$14,025,000 at a 2.99% interest rate, over 30 years, with a prepayment option with no penalty after 9/1/2029; and

WHEREAS, the projects were selected from the District's 2015 Capital Improvement Project list. The projects were selected based on Risk of failure, cost saving improvements and several other factors (See exhibit A); and

WHEREAS, the projects will be completed over a three-year period and the attached resolution requires Board of Directors approval for any changes to the project list; and

WHEREAS, the two largest projects Lyon and Quail Hollow pipelines will impact 100% of District customers by the ability to move large amounts of water from end to end of the distribution system improving system reliability and fire flow.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors ("Board") of the San Lorenzo Valley Water District do hereby adopt this resolution dedicating the \$14,500,000 in proceeds of the San Lorenzo Valley Water District Revenue Certificates of Participation, Series 2019 issued under the Trust Agreement by and among Zions Bancorporation, National Association for the completion of Capital Improvement Projects as listed in Exhibit A.

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RESOLUTION NO. 6 (19-20)

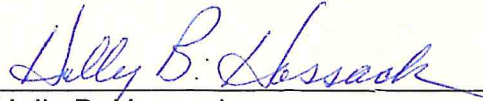
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 28th day of August, 2019 by the following vote of the members thereof:

AYES: Henry, Farris, Fultz, Swan, Moran

NOES:

ABSTAIN:

ABSENT:



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

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 7 (19-20)

SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE FOR THE FAMILY TRUST OF KENNETH MICHAEL CARVALHO AND KATHERINE TOCH CARVALHO (Trust), APN 90-111-27, BOULDER CREEK

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

WHEREAS, the Trust property, APN 90-111-27, generally located on River Street, Boulder Creek, California, is situated within the boundaries of the District; and

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


WHEREAS, service will be by long service line from a water meter generally located 100 ft. west of the parcel on River Street; and

WHEREAS, the District and the Trust 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 the Trust, APN 90-111-27, 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 September, 2019, by the following vote of the members thereof:

AYES: Farris, Moran, Henry, Swan
NOES:
ABSENT:
ABSTAIN:


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

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 8 (19-20)
ESTABLISHMENT OF A PUBLIC ADVISORY COMMITTEE TO EVALUATE THE
DISTRICT'S ADMINISTRATION AND OPERATIONS FACILITY NEEDS

WHEREAS, the San Lorenzo Valley Water District (District) has unmet administrative and operational facilities needs that are the subject of ongoing public discussion;

WHEREAS, the District seeks to promote the participation of all residents in decision-making related to adapting its facilities, a community asset, to meet present and future needs.

NOW, THEREFORE, BE IT RESOLVED that, effective September 19, 2019, there is hereby established the Public Advisory Committee on Facilities ("Committee") of the District. The Committee shall consist of five (5) to seven (7) voting members of the public who reside within the District, to be appointed by the District's Board of Directors; and

BE IT FURTHER RESOLVED that the Committee shall provide advice to the District regarding the District's administration and operations facility needs, including making recommendations in the form of one or more concise written reports to the Board on the following:

- a) History of the District's facilities-related procurements and current status;
- b) Facilities opportunities and constraints;
- c) Appraisal value of existing District facilities;
- d) Current and long-term facilities needs, including critical needs;
- e) Appropriate location(s) for the District's administration headquarters and operations facility;
- f) Key issues influencing facilities design;
- g) Consolidating repair materials & equipment to one location;
- h) Emergency response needs;
- i) Fuel storage and environmental concerns;
- j) Bulk water sales location;
- k) Size and design criteria for indoor spaces, including a public meeting room for Board of Directors' meetings and other functions;
- l) Whether to remodel or relocate existing administration and operations facilities; and
- m) Construction cost estimates; and

BE IT FURTHER RESOLVED that the District staff, at the direction of the District Manager, is authorized to provide logistical support and all necessary information to the Committee. The Committee shall meet at least every other month and may request or recommend to conduct meetings in a public workshop format regarding specified topics, for the purpose of developing recommendations on the issues set forth herein; and

BE IT FURTHER RESOLVED that the Committee shall be subject to, and shall conduct its business pursuant to the Ralph M. Brown Act and all other applicable federal, state, or local laws, rules, and regulations. The Committee shall be subject to all provisions of the District's Board Policy Manual and any other District policy or practice that applies to all of the District's standing committees, except as otherwise specified herein; and

BE IT FURTHER RESOLVED that the Committee shall exist for the limited term of one (1) year from the date the first Committee member is appointed by the Board, and upon the expiration of the 1-year term the Committee shall terminate, and it shall cease to function and exist as a recognized committee of the District.

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PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 19th day of September, 2019 by the following vote of the members thereof:

AYES: Farris, Moran, Henry, Swan

NOES:

ABSTAIN:

ABSENT:



Holly Hossack
Secretary of the Board
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 9 (19/20)

SUBJECT: MULTIPLE USER VARIANCE RENEWALS FOR 2019/2020

WHEREAS, the Customer Service Department has completed its annual review of the accounts that have been given a variance from multiple user status as provided in Ordinance 43 and 47; and

WHEREAS, those accounts who qualify for the exemption are charged the 5/8" meter monthly basic fee as a single family dwelling, while those who are multiple users are charged a 1" meter monthly basic service fee; and


WHEREAS, the Board of Directors has reviewed the multiple users variance list and desires to grant approval of a one-year variance from multiple user status;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the accounts listed on the attached multiple user variance list be granted approval of a one-year variance from multiple user status.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of CA, on the 7th day of November, 2019 by the following vote of the members thereof:

AYES: Swan, Farris, Fultz, Henry, Moran
NOES:
ABSTAIN:
ABSENT:



Holly Hossack, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER
DISTRICT RESOLUTION NO. 10 (19-20)

SUBJECT: RESPECTFUL WORKPLACE POLICY 2020

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 2020; and

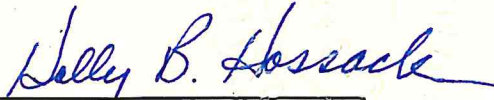
WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered the San Lorenzo Valley Water District Respectful Workplace Policy for 2020;

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 2020 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 5th day of December 2019, by the following vote of the members thereof:

AYES: Farris, Swan, Fultz, Henry, Moran
NOES:
ABSENT:
ABSTAIN:



Holly B. Hossack
District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT RESPECTFUL WORKPLACE POLICY 2020

Adopted: December 5, 2019
Resolution No. 10 (19-20)

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. 11 (19-20)

SUBJECT: PERSONNEL SYSTEM RULES AND REGULATIONS 2020

WHEREAS, on December 13, 2018 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 21 (18-19); and

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

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

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

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

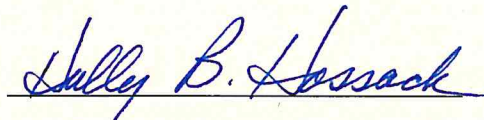
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 5th day of December 2019, by the following vote of the members thereof:

AYES: Farris, Swan, Fultz, Henry, Moran

NOES:

ABSTAIN:

ABSENT:



Holly B. Hossack

District Secretary

SAN LORENZO VALLEY WATER DISTRICT

PERSONNEL SYSTEM

RULES AND REGULATIONS 2020

ADOPTED
DECEMBER 5, 2019
RESOLUTION NO. 11 (19-20)

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SAN LORENZO VALLEY WATER DISTRICT
PERSONNEL SYSTEM RULES AND REGULATIONS

SECTION 1- GENERAL PROVISIONS

1.1 General Provisions.

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

1.2 Statement of Purpose.

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

1.3 Effect of Policy on Past Actions and Obligations.

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

1.4 Severability.

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

1.5 Effect of Memorandum of Understanding.

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

1.6 Fair Employment Practices.

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

1.7 District Manager Authority.

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

1.8 Definitions.

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

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

d. "Competitive Service" means all positions of employment in the service of the District except those excluded by the personnel system ordinance.

e. "Continuous Service" means an employee's length of continuous regular full-time or regular part-time service since their last date of hire, less any adjustments due to lay off, approved leaves of absence without pay or other breaks in service

f. "Days" means calendar days unless otherwise stated.

g. "Demotion" means the movement of an employee from one class to another class having a lower maximum base rate of pay.

h. "Disciplinary Action" means the demotion, discharge, reduction in pay and/or written suspension or reprimand of a regular employee for just cause(s).

i. "District" means the San Lorenzo Valley Water District, and, where appropriate herein, refers to any duly authorized representative(s) as herein defined.

j. "District Manager" means the District Manager or his/her duly authorized representative or agent.

k. "Eligible" means a person whose name is on an employment list.

l. Eligible List:

(1) "Open Eligible List" means a list of names of persons who have taken an open competitive examination for a class in the competitive service and have qualified.

(2) "Promotional Eligible List" means a list of names of persons who have taken a promotional examination for a class in the competitive service and have qualified.

m. Examination:

- (1) "Open Competitive Examination" means an examination for a particular class which is open to all persons meeting the qualifications for the class.
- (2) "Promotional Examination" means an examination for a particular class which is open only to employees of the District meeting the qualifications for the class.
- (3) "Continuous Examination" means an open competitive examination which is administered periodically and as a result of which names of qualified candidates are placed on an employment list, in order of final scores, for a period of not more than one (1) calendar year.

n. "Lay-Off" means the separation of employees from the active work force due to lack of work or funds, or to the abolition of positions by the Board of Directors for the above reasons or due to organization changes.

o. "Personnel Ordinance" means District Ordinance No. 99 which created a personnel system for the District.

p. "Position" means a group of duties and responsibilities in the competitive service requiring the full-time or part-time employment of one person.

q. "Probationary Period" means a period to be considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position.

r. "Promotion" means the movement of an employee from one class to another class having a higher maximum base rate of pay.

s. "Provisional Appointment" means an appointment of a person who possesses the minimum qualifications established for a particular class and who has been appointed to a position in that class in the absence of available eligibles. In no instance shall a

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

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

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

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

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

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

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

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

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

SECTION 2-CLASSIFICATION

2.1 Preparation of Plan.

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

2.2 Adoption, Amendment and Revision of Plan.

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

2.3 Allocation of Positions.

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

2.4 New Positions.

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

2.5 Reclassification.

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

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

2.6 Status of Reclassified Employees.

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

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

SECTION 3-APPLICATIONS AND APPLICANTS

3.1 Announcement.

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

3.2 Application Forms.

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

3.3 Qualification of Applicants.

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

3.4 Disqualification.

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

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

3.5 Notice of Qualification.

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

SECTION 4-EXAMINATIONS

4.1 Examination Process.

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

4.2 Examination Administration.

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

4.3 Promotional Examinations.

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

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

4.4 Open Competitive Examinations.

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

4.5 Continuous Examinations.

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

4.6 Contract For Examinations.

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

4.7 Review of Examinations.

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

SECTION 5-ELIGIBLE LISTS

5.1 Eligible Lists.

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

5.2 Duration of Lists.

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

5.3 Removal of Names from Lists.

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

SECTION 6- FILLING OF VACANCIES

6.1 Types of Appointment.

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

6.2 Competitive Service Vacancy.

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

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

6.3 Certification of Eligibles.

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

6.4 Appointment.

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

6.5 Provisional Appointment.

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

6.6 Temporary Appointment.

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

SECTION 7- PROBATIONARY PERIOD

7.1 Probationary Period.

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

7.2 Rejection Following Promotion.

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

SECTION 8- COMPENSATION

8.1 Preparation of Compensation Schedule.

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

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

8.2 Adoption, Amendment and Revision of Compensation Schedule.

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

8.3 Schedule of Salary Ranges.

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

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

9.1 Transfer.

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

9.2 Promotion.

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

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

9.3 Demotion.

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

9.4 Suspension.

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

9.5 Re-employment.

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

SECTION 10- DISCIPLINARY ACTION

10.1 Policy.

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

10.2 Notification of Disciplinary Action.

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

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

10.3 Employee Review.

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

10.4 Relief of Duty.

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

SECTION 11 -LAYOFF POLICY AND PROCEDURE

11.1 Statement of Intent.

The District shall have the sole right and authority to determine when it is necessary to abolish any position(s) or employment in the interest of economy or efficiency, changes in duties or organization or any other reasons determined to be in the best interest of governmental operations. The Board of Directors may abolish any position(s) or employment for the purposes stated herein and the District 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

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

11.4 Demotion Procedures Due to Reduction in Force.

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

11.5 Displacement Due to Reduction in Force.

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

11.6 Displacement Procedures.

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

11.7 Seniority for Purpose of Reduction in Force.

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

11.8 Reinstatement List.

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

11.9 Duration of Reinstatement List.

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

SECTION 12-SEPARATION FROM SERVICE

12.1 Discharge.

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

12.2 Resignation.

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

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

SECTION 13-ADMINISTRATIVE LEAVES, REPORTS AND RECORDS

13.1 Attendance.

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

13.2 Military Leave.

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

13.3 Leave of Absence Without Pay.

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

13.4 Failure to Return.

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

13.5 Jury Duty.

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

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

13.6 Personnel Records.

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

13.7 Change of Status Report.

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

SECTION 14- MISCELLANEOUS

14.1 Safety.

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

14.2 Identification Cards, Badges, or Insignia.

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

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 12 (19-20)

SUBJECT: SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT
POLICY 2020

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 2020; and

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Sexual Harassment Policy for 2020.

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 2020 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 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 5th day of December 2019, by the following vote of the members thereof:

AYES: Farris, Swan, Fultz, Henry, Moran

NOES:

ABSENT:

ABSTAIN:



Holly B. Hossack
District Secretary

SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT POLICY 2020

Adopted: December 5, 2019
Resolution No. 12 (19-20)

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. 13 (19-20)

SUBJECT: SETTING REGULAR BOARD OF DIRECTORS MEETING DAYS
AND TIMES FOR 2020

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

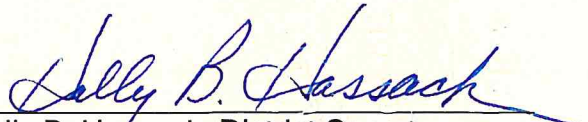
WHEREAS, in the past the Board of Directors has determined regular meeting days based upon the availability of Board members; and

WHEREAS, the Board desires to continue the regular meeting days as the first and third Thursday of each month, except in January where the first meeting will be moved to January 9, 2020, and July there will be a meeting only the third Thursday, and in November and December there will be meetings only the first Thursdays of the months;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that effective January 1, 2020 the time and place for regular Board of Directors meeting is set for 5:30 p.m. on the first and third Thursday of every month at the District Operations Building, 13057 Highway 9, Boulder Creek, CA with the exceptions noted.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of, California, on the 5th day of December, 2019, by the following vote of the members thereof:

AYES: Farris, Swan, Fultz, Henry, Moran
NOES:
ABSTAIN:
ABSENT:


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

SAN LORENZO VALLEY WATER DISTRICT

BOARD OF DIRECTORS TO ADOPT A MITIGATED NEGATIVE DECLARATION, AND ADOPT A MITIGATION MONITORING AND REPORTING PROGRAM (EXHIBIT A)

RESOLUTION NO. 14 (19-20)

WHEREAS, the Lompico Tanks Replacement Project (the Project) consists of replacing the existing redwood storage tanks, located at Kaski, Madrone and Lewis, with 6 bolted steel storage tanks (the Project); and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA) and State CEQA Guidelines, the San Lorenzo Valley Water District (District) prepared an Initial Study for the Project, which concluded that a Mitigated Negative Declaration should be prepared; and

WHEREAS, based on this Initial Study, the District prepared a Draft Mitigated Negative Declaration and circulated the document, along with the Initial Study, for agency and public review and comment for a review period that started on October 25, 2019 and ended on November 25, 2019; and

WHEREAS, no public comments were received on the Initial Study and Mitigated Negative Declaration; and

WHEREAS, a letter was sent the California State Clearinghouse to indicate that the District had complied with the State's environmental review process; and

WHEREAS, the Initial Study and Mitigated Negative Declaration have been completed in compliance with the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq, the Guidelines for Implementation of the California Environmental Quality Act (14 Cal. Code Regs. Section 15000 et seq.) (the "State CEQA Guidelines") and local procedures adopted pursuant thereto; and

WHEREAS, the District Board of Directors considered the Initial Study and Mitigated Negative Declaration at a public meeting held on October 17, 2019; and

WHEREAS, the District Board of Directors recognizes the District's obligation, pursuant to Public Resources Code section 21081.6, subdivision (a), to ensure the monitoring of all adopted mitigation measures necessary to substantially lessen or avoid the significant effects of the project; and

WHEREAS, Exhibit A to this Resolution is the Mitigation Monitoring and Reporting Plan prepared in order to comply with § 21081.6, subdivision (a);

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

- The Board of Directors hereby finds that it has considered the Mitigated Negative Declaration together with the Initial Study and finds that the Mitigated Negative Declaration (dated December 2019) and supporting documents reflects the District's independent judgment and analysis, as required by Public Resources Code Section 21082.1.
- The Board of Directors finds on the basis of the whole record before it (including the Initial Study and comments received at the public meeting) that there is no substantial evidence that the project will have a significant effect on the environment.
- The Board of Directors hereby adopts the Mitigated Negative Declaration and finds that the Initial Study has been completed in compliance with CEQA, the State CEQA Guidelines and local procedures adopted pursuant thereto.
- The Board of Directors hereby adopts the Mitigation Monitoring and Reporting Program attached hereto as Exhibit "A".
- All environmental documents and other materials that constitute the record of proceedings upon which this decision is based, are located at San Lorenzo Valley Water District, 13060 Highway 9, Boulder Creek, CA 95006-9119.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 5th day of December 2019, by the following vote of the members thereof:

ROLL CALL:

AYES: Farris, Swan, Fultz, Henry, Moran
NOES:
ABSTAIN:
ABSENT:

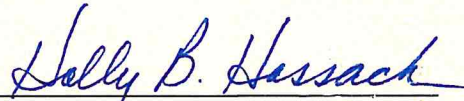

Holly B. Hossack
District Secretary

EXHIBIT A

MITIGATION MONITORING AND REPORTING PROGRAM

Lompico Water Tanks Replacement Project

December 2019

The Mitigation Monitoring and Reporting Program (MMRP) is a CEQA required component of the Mitigated Negative Declaration (MND) process for the project (CEQA Guidelines §15074). Specifically, CEQA requires that lead agencies adopting MNDs take affirmative steps to determine that approved mitigation measures are implemented subsequent to project approval (CEQA Guidelines §15074(d)).

As part of the CEQA environmental review procedures, Public Resources Code §21081.6 requires a public agency to adopt a monitoring and reporting program to ensure efficacy and enforceability of any mitigation measures applied to a proposed project. The lead agency must adopt an MMRP for mitigation measures incorporated into the project or proposed as conditions of approval. The MMRP must be designed to ensure compliance during project implementation. As stated in §21081.6(a)(1):

“The public agency shall adopt a reporting or monitoring program for the changes made to the project or conditions of project approval, adopted in order to mitigate or avoid significant effects on the environment. The reporting or monitoring program shall be designed to ensure compliance during project implementation. For those changes which have been required or incorporated into the project at the request of a responsible agency or a public agency having jurisdiction by law over natural resources affected by the project, that agency shall, if so requested by the lead agency or a responsible agency, prepare and submit a proposed reporting or monitoring program.”

Table 1 is the final MMRP matrix. The table lists each of the mitigation measures and specifies the agency responsible for implementation of the mitigation measure and the time period for implementing the mitigation measure.

Lead Agency:

Approval by: _____ Date: _____

<p>Table 1</p> <p>Mitigation Monitoring and Reporting Plan</p> <p>Lompico Water Tanks Replacement Project</p>				
Environmental Impact	Mitigation Measures	Responsible Party	Timing	Verification (name/date)
4.4 Biological Resources				
Impacts to special-status species & habitat, Santa Cruz Kangaroo Rat	MM BIO 1A.: The District shall ensure that a qualified biologist conducts an education program for all persons employed on the project prior to performing construction activities. Instruction shall consist of a presentation by the qualified biologist that includes a discussion of the biology and general behavior of any special-status species that may be in the area, how they may be encountered within the work area, and procedures to follow when they are encountered. The status of ESA/CESA-listed species including legal protection, penalties for violations and project-specific protective management measures shall be discussed. The District shall prepare and distribute wallet-sized cards or a factsheet handout containing this information for workers to carry on-site. Upon completion of the program, employees shall sign an affidavit stating they attended the program and understand all protection measures.	SLVWD, Qualified Biologist	Prior to project construction	
	MM BIO 1B: To prevent the inadvertent entrapment of Santa Cruz kangaroo rats during construction, all excavated, steep-walled holes or trenches more than 2 feet deep shall be covered with plywood or similar materials at the close of each working day, or escape ramps constructed of earth fill or wooden planks shall be positioned within the excavations to allow special-status wildlife to escape on their own. Before such holes or trenches are filled, they shall be thoroughly inspected for trapped animals. Inspections shall be conducted by qualified biologist or construction personnel that have been specifically identified and trained by the qualified biologist. If trapped animals are observed, escape ramps or structures shall be installed immediately to allow escape. Trapped wildlife shall only be handled by a qualified biologist, if necessary.	SLVWD, Qualified Biologist	During construction	

Table 1

**Mitigation Monitoring and Reporting Plan
Lompico Water Tanks Replacement Project**

Environmental Impact	Mitigation Measures	Responsible Party	Timing	Verification (name/date)
Impacts to special-status species & habitat - San Francisco Dusky-Footed Woodrat (SFDW)	MM BIO-2: A qualified biologist will conduct preconstruction surveys of all ground disturbance areas to determine if SFDW are present prior to the start of construction. The biologist will conduct these surveys no more than 2 weeks prior to the beginning of construction. If SFDW nests are found, nests shall be mapped/flagged and documented in pre-construction report.	SLVWD, Qualified Biologist	Two weeks or less prior to construction	
	<p>MM BIO 3: In the event that a SFDW nest is found, and assuming the nest is of the SFDW sub-species, one of the following measures will be implemented. These measures are listed in order of priority, where the first measure is the preferred measure to be implemented as it provides the least amount of impact to the woodrat. If the first measure cannot be implemented due to extenuating site conditions, the second shall be implemented and so forth down the list.</p> <ol style="list-style-type: none"> 1. The development will be rerouted/re-sited if possible, to avoid the woodrat nest by at least 50 feet. 2. Safety and/or silt fencing will be erected around all nests within 25 feet of the grading and construction activities to avoid impacts during site work. 3. In the event that the project footprint must go directly through a nest, the District shall trap SFDW, dismantle, and relocate nests using the following methodology: <ul style="list-style-type: none"> • Prior to nest disturbance, the biologist shall obtain from CDFW a scientific collection permit for the trapping of the SFDW. • Nests shall be disturbed/dismantled during the non-breeding season, between October 1 and December 31, if possible. • At least two weeks prior to construction, the qualified biologist shall survey the project disturbance area to confirm the SFDW nest location and locate any other nests that may have been built in the project vicinity that may be affected by the proposed development. • Prior to nest disturbance, SFDW shall be trapped at dusk of the night set for relocation of the nest(s). • Any existing nest that may be disturbed by construction activities shall be mostly dismantled and the material spread in the vicinity of identified nest relocation site(s). • In order to avoid the potential health effects associated with handling rodents and their milieu, all workers involved in the handling of the woodrats or the nest materials should wear protective gear to prevent 	SLVWD, Qualified Biologist	During construction	

Table 1
Mitigation Monitoring and Reporting Plan
Lompico Water Tanks Replacement Project

Environmental Impact	Mitigation Measures	Responsible Party	Timing	Verification (name/date)
	<p>inhalation of contaminant particulates, contact with conjunctiva (eyes), and protection against flea bites; a respirator, eye protection and skin protection should all be used.</p> <ul style="list-style-type: none"> Dismantling shall be done by hand, allowing any animals not trapped to escape either along existing SFDW trails or toward other available habitat. If a litter of young is found or suspected, nest material shall be replaced, and the nest left alone for 2-3 weeks before a recheck to verify that young are capable of independent survival before proceeding with nest dismantling. Woody debris shall be collected from the area and relocated nests shall be partially constructed in an area determined by the qualified biologist to be both suitable for the SFDW and far enough away from the construction activities that they will not be impacted. SFDW that were collected at dusk shall be released hours before dawn near the newly constructed nests to allow time for SFDW to find refuge. 			
	MM BIO-4: A biological monitor shall be on site for all vegetation removal and initial ground disturbing activities. Following ground disturbance, the biological monitor shall train a construction crew-member to act as the biological monitor for the remainder of the construction.	SLVWD, Qualified Biologist	During construction	
Impacts to special-status species & habitat - Raptors and Other Migratory Bird Species	MM BIO-5: If equipment staging, site preparation, grading, excavation or other Project-related construction work is scheduled during the nesting season of protected raptors and other avian species, a qualified biologist shall conduct two surveys for active nests within 14 days prior to the beginning of Project construction. The final survey shall be conducted within 48 hours prior to construction. Surveys shall be conducted in all suitable habitat located at Project work sites, in staging, storage and soil stockpile areas. Nesting seasons are typically defined as March 15 to August 30 for small bird species such as passerines and February 15 to September 15 for other raptors. The minimum survey radii surrounding the work area shall be 300 feet. If an active nest is found during surveys, the qualified biologist shall designate a protected area (while occupied) during Project construction by demarking a "No Work Zone" around each nest site. The qualified biologist shall monitor the behavior of the birds (adults and young, when present) at the nest site to ensure that they are not disturbed by Project	SLVWD, Qualified Biologist	Prior to & during construction	

Table 1

**Mitigation Monitoring and Reporting Plan
Lompico Water Tanks Replacement Project**

Environmental Impact	Mitigation Measures	Responsible Party	Timing	Verification (name/date)
	construction work. Nest monitoring shall continue during construction until the young have fully fledged (have completely left the nest site and are no longer being fed by the parents), as determined by the qualified biologist.			
Impacts to special-status species & habitat - Mount Hermon June Beetle (MHJB)	MM BIO-6: Prior to construction, implement a construction fencing plan that demarcates construction access routes and staging areas such that inadvertent impacts to suitable habitat for MHJB are avoided. Install construction fencing prior to work and maintain fencing throughout the construction period.	SLVWD, Qualified Biologist	Prior to construction	
	MM BIO-7: The District will salvage the soil within the approximately 0.11-acre area proposed for use by the temporary tanks that has not already been salvaged for Ben Lomond spineflower restoration (A&MM 3). Topsoil (top 6-8 inches) will be carefully removed by an experienced operator using a dragline, excavator, scraper, or dozer and will be stockpiled in uncompacted piles less than 4 feet tall. Stockpiled soils will be placed on top of an impervious surface, such as a tarp, within temporary disturbance areas. Topsoil stockpiles will be stabilized by spraying with a tackifier (soil stabilizer) or covered with a permeable natural material, such as jute or coconut fiber blankets, as consistent with SWPPP requirements. To minimize compaction, no equipment will be allowed to travel over or park on the salvaged soil stockpiles (see MM BIO-13).	SLVWD	Prior to and during construction	
	MM BIO-8: Implement Worker Environmental Awareness Training: A qualified biologist will conduct training sessions to familiarize all construction personnel with the following: identification of MHJB, other protected wildlife and plants, as well as their habitat, general provisions and protections afforded by the Endangered Species Act (ESA), measures implemented to protect the species, penalties for violation of the ESA, reporting requirements, and a review of project footprint boundaries. The District and/or their contractor(s) will require all construction employees to participate in the training prior to working on-site.	SLVWD, Qualified Biologist	Prior to construction	
	MM BIO-9: If ground disturbing activities are conducted during the flight season of the MHJB, cover exposed soil nightly to avoid impacts to dispersing males. Adult male Mount Hermon June beetles actively search for mates and breed during the evenings for approximately 12-14 weeks between May 1 and August 30. During this period, males and females may burrow into duff and soils at relatively shallow depths for protection during the daytime hours. Every attempt	SLVWD	During construction	

<p>Table 1</p> <p>Mitigation Monitoring and Reporting Plan</p> <p>Lompico Water Tanks Replacement Project</p>				
Environmental Impact	Mitigation Measures	Responsible Party	Timing	Verification (name/date)
	will be made to conduct soil disturbing aspects of the project outside of the adult flight season (May to August). If construction occurs during any part of the flight season, tarps or other impervious material will be used to cover open soil each night by 7:00 p.m. This will prevent adult males from burrowing into the exposed area and then being impacted by subsequent soil disturbance (digging, grading, or covering).			
	MM BIO-10: A qualified biologist will be on site during all ground-disturbing activities to capture any MHJB observed in the construction areas and relocate them outside to intact sandhills habitat that supports appropriate soils and vegetation.	SLVWD, Qualified Biologist	During construction	
	MM BIO-11: To quantify the incidental take at the end of the project, a qualified biologist will calculate the area of soil disturbance (and thus incidental take) and count the number of MHJB that were observed during tank installation.	SLVWD, Qualified Biologist	During construction	
	MM BIO-12: To compensate for impacts to MHJB habitat impacts at the Lewis Tank site the District will set aside 28,850.64 ft ² (0.67-acre) of habitat within the 6.7-acre conservation area at the Olympia Wellfield. Setting aside 21,788.94 ft ² (0.51-acre) of habitat within the conservation area will offset the permanent habitat loss at a 3:1 ratio, which is appropriate given the moderate quality of habitat at the site. The temporary impacts of this project will be compensated for at a 1:1 ratio, which reflects the fact that the habitat to be impacted on site will be restored following the project. Prior to initiation of ground-disturbing activities associated with the project, the District will contribute \$94,918.61 to the endowment that it will use to manage and monitor the 6.7-acre conservation area.	SLVWD	Prior to grading activities	
	MM BIO-13: Following completion of the project, the District will restore the estimated 0.08-acre area of temporary disturbance that is outside of the existing fence line and access road, at the Lewis Tank site. Restoration activities will occur for three years, to enable native plant regeneration to occur. The restoration is anticipated to include dispersal of any site-collected Ben Lomond spineflower seed and salvaged topsoil (A&MM 3 and 5) into the non-road portions of the temporary disturbance area.	SLVWD, Qualified Biologist	After construction	

Table 1
Mitigation Monitoring and Reporting Plan
Lompico Water Tanks Replacement Project

Environmental Impact	Mitigation Measures	Responsible Party	Timing	Verification (name/date)
	The District will work with a qualified biologist to develop a more detailed proposal for review by the Service that outlines the specific habitat restoration and monitoring activities. The proposal will also include updating the Sandhills Projects database that the District created to help the Service and others track Sandhills conservation and mitigation projects, to include this and other sandhills conservation and mitigation projects that have been conducted since the database was created and submitted to the Service in 2014.			
4.5 Cultural Resources				
Impacts to unknown or subsurface archaeological resources	MM CUL-1: If archaeological resources or human remains are accidentally discovered during construction, work shall be halted within 50 meters (150 feet) of the find until it can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation measures shall be formulated and implemented (Ref: Health and Safety Code 7050.5).	SLVWD, Qualified Archaeologist	During construction	
Impacts to unknown human remains	MM CUL-2: If human remains are found at any time, work must be stopped and the County Coroner must be notified immediately. If the Coroner determines that the remains are Native American, the Native American Heritage Commission will be notified as required by law. The Commission will designate a Most Likely Descendant who will be authorized to provide recommendations for management of the Native American human remains. (Ref: California Public Resources Code Section 5097.98; and Health and Safety Code Section 7050.5).	SLVWD, County Coroner, NAHC (as needed)	During construction	
4.13 Noise				
Impacts related to temporary or permanent ambient noise increases	MM N-1: During construction, the SLVWD shall implement the following measures to minimize construction noise impacts: <ul style="list-style-type: none"> ▪ Limit construction to 7 AM-7 PM, Monday through Friday. ▪ Utilize 'quiet' models of air compressors and other stationary noise sources where technology exists; ▪ Equip all internal combustion engine-driven equipment with mufflers, which are in good condition and appropriate for the equipment; 	SLVWD	During construction	

<p>Table 1</p> <p>Mitigation Monitoring and Reporting Plan</p> <p>Lompico Water Tanks Replacement Project</p>				
Environmental Impact	Mitigation Measures	Responsible Party	Timing	Verification (name/date)
	<ul style="list-style-type: none"> ▪ Locate all stationary noise-generating equipment, such as air compressors and portable power generators, as far away as possible from adjacent land uses; ▪ Locate staging areas and construction material areas as far away as possible from adjacent land uses; ▪ Prohibit all unnecessary idling of internal combustion engines; ▪ Notify all abutting land uses of the construction schedule in writing; and ▪ Designate a "disturbance coordinator" (e.g., contractor foreman or authorized representative) who would be responsible for responding to any local complaints about construction noise. The disturbance coordinator would determine the cause of the noise complaint (e.g., starting too early, bad muffler, etc.) and would require that reasonable measures warranted to correct the problem be implemented. Conspicuously post a telephone number for the disturbance coordinator at the construction site and include it in the notice sent to neighbors regarding the construction schedule. 			

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 15 (19-20)

SUBJECT: UTILITY BILLING POLICY

WHEREAS, on September 28, 2019 the Governor signed into law Senate Bill 998, which establishes new legal requirements for water system billing and discontinuation of water service to certain types of residences; and

WHEREAS, the San Lorenzo Valley Water District ("District") is subject to the new law, and its existing Rules and Regulations, Policies, and business practices do not fully comport with the new law; and

WHEREAS, the District has prepared an interim utility billing policy, attached hereto as Exhibit 1, to facilitate its transition to compliance with the new law by early 2020.

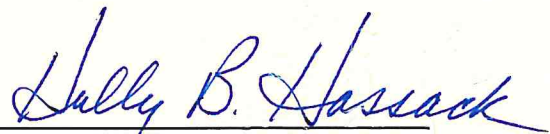
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the Interim Utility Billing Policy enclosed herewith as Exhibit 1, a copy of which is incorporated by reference herein and made a part of this Resolution, is approved.

FURTHER BE IT RESOLVED that, notwithstanding any existing provision of the District's Rules and Regulations or Policies to the contrary, the District shall follow and implement this Interim Utility Billing Policy to the maximum extent permitted by law, until and unless it is revised or superseded by another action of the Board.

FURTHER BE IT RESOLVED that District staff is directed to take any and all actions necessary to fully implement this Interim Utility Billing Policy, to the maximum extent permitted by law, and shall work diligently to prepare formal revisions to the District's Rules and Regulations and Policy documents consistent with this Board action and the Interim Utility Billing 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 5th day of December 2019, by the following vote of the members thereof:

AYES: Farris, Swan, Fultz, Henry, Moran
NOES:
ABSTAIN:
ABSENT:



Holly B. Hossack

District Secretary

Exhibit 1

San Lorenzo Valley Water District

Interim Utility Billing Policy

1. Purpose

- a. These sections are to provide guidance on application for utility billing accounts, billing procedures, past due procedures, and other utility billing policies.

2. Application for Established Water Service

- a. Each applicant, whether owner or tenant, will be required to submit a service application form provided by the District. Applications will include the following:
 - i. Date of application
 - ii. Address of property to be served
 - iii. Date to begin service
 - 1. Owner account: escrow closing date
 - a. If one is not provided, the County record date will be used.
 - 2. Tenant account: lease or rental agreement date
 - iv. Applicants full name
 - v. Billing address, if different than service address
 - vi. Contact information: phone number and e-mail address
 - vii. Tenant account: Name and phone number of owner
 - viii. Physical signature, or electronic signature, acknowledging application request and adherence to District rules and regulations.
- b. A non-refundable account establishment fee will be charged to any water service application. Based on current rates and charges established by the Board.
- c. Tenant accounts will be billed an initial security deposit, refundable upon one year of good payment history, or upon closure of the account, net any remaining account balance owed. Deposit is based on current rates and charges established by the Board.
- d. Surplus Water accounts allow for bulk water fill-up at the District's designated sites. Based on current rates and charges established by the Board.
 - i. Security deposits remain on the account, until the account is closed. There are two types of surplus accounts:
 - 1. Private surplus water applicants must identify the use is for their personal property only and cannot exceed 10 units per month.
 - a. Upon two consecutive months of 10 or more units will require increased deposit to the Commercial rate.
 - 2. Commercial surplus applicants are for any use in excess of 10 units per month, commercial, or construction use.
- e. Completed application for service will constitute customer's willingness and intention to comply with District rules, regulations, policies, and ordinances.

3. Owner/Tenant Relationship

- a. Tenant accounts are offered at the convenience of the owner/tenant relationship.
 - i. In any instance in which the owner does not occupy the premise or is not the primary user, the owner will, nevertheless, be primarily responsible for service to the property.
 - 1. This includes balances remaining on tenant accounts, excluding delinquent fees.
 - ii. An owner has a right to notify the District, in writing, to not allow tenants to open up water service on their property.
 - 1. If an owner's account is delinquent the tenant has rights to take over the account, see Delinquent Account – Discontinuance of Water Service section herein this policy.
 - iii. An owner has a right to inquire with the District if the tenant account is in good standing.
 - 1. An owner has a right to know the account balance if the tenant account is not in good standing.
 - 2. An owner has a right to request an estimated closing bill account balance on a tenant account.
 - iv. In the event a tenant account is delinquent and turned off for non-payment, the owner will be notified that the tenant account is being closed out and reverting back into the owners responsibility. The tenants water service balance will be converted to the owners account, excluding tenants delinquent fees.

4. Transfer to New Account

- a. In any instance an owner closes an account with a remaining balance owed to the District and attempts to establish another water service account, the remaining balance owed will transfer to the new account.

5. Billing Procedures

- a. Billing period is monthly. There are two billing cycles, sent out on the 5th or 20th of each month, or following business day if a weekend, based on location within the District.
 - i. Billing and due dates are not able to be modified.
- b. Bills are due upon receipt and are deemed past due 21 days after the bill date.
- c. Bills are made up of a Basic Fee and Consumption Fee. Based on current rates and charges established by the Board.
 - i. Basic Fee
 - 1. Water Service: Based on a calendar month and upon the billing water meter size.
 - a. All customers pay the Basic Fee whether the property is vacant or occupied or water is used or not.
 - 2. Sewer Service: Based on a calendar month.

- a. All customers pay the Basic Fee whether the property is vacant or occupied.
 - ii. Consumption Fee: Meters are read as near as possible to a 30 day cycle. Consumption charge is based upon the amount of water that has passed through the meter. *This typically does not coincide with the actual calendar month.*
- d. Opening and Closing Bills
 - i. Opening and closing bills for less than the normal billing period will be pro-rated for both the basic and consumption charges.

6. Delinquent Account – Discontinuance of Water Service Process

- a. Delinquent accounts are hereinafter identified as any account that remains unpaid, and without having an active alternative payment arrangement, by close of business 21 days after the bill date.
- b. Small Balance Accounts
 - i. Any balance on a bill of \$20 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action.
- c. Late Fee
 - i. If payment for a bill is not received by the close of business 21 days after the bill date, the District will make a reasonable, good faith effort to notify the customer of an impending late fee. If payment is not received prior to the following bills processing, a late fee will be assessed. The late fee is based on current rates and charges established by the Board.
 - 1. The means of notification will be based upon the notification preference provided by the customer (text, phone or email). Customers who have not selected a means of notification will be notified by the e-mail on file. The District assumes no responsibility for phone or email contact information that has not been kept up-to-date by the customer.
 - ii. At the request of the customer, the District will waive the late fee if there are extenuating circumstances and the customer has not been assessed a late fee for delinquent payment in the preceding twelve (12) months.
- d. Alternative Payment Arrangements (payment plans)
 - i. Any customer who is unable to pay for water service within the normal payment period may request an alternative payment arrangement to avoid late fees or disruption of service. The District will consider all circumstances surrounding the request and make a determination as to whether the payment arrangement is warranted.
 - 1. Certification by a Primary Care Provider (General Practitioner, Obstetrician/Gynecologist, Pediatrician, Family Practice Physician, Primary Care Clinic, Hospital, or Outpatient Clinic) who certifies that the termination of service will be life-threatening or pose a serious

threat to the health and safety of any resident of the premises where water service is provided will obligate the District to enter an amortized repayment plan.

- ii. Payment arrangements that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. An amortization plan will amortize the unpaid balance over a period defined by the customer, not to exceed 12 months from the original date of the bill. The amortized payments will be combined with, and subject to the due date of, the customer's regular bill(s). The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan. Failure to comply with the terms of an amortization plan will result in the issuance of a written disconnection notice. The disconnection notice will be in the form of a door hanger, delivered to the premises no less than 5 business days in advance of discontinuance of service.
- e. Formal Discontinuance Notice
 - i. The District shall not discontinue water service for non-payment until payment by the customer has been delinquent for at least 60 days. The District will make a reasonable, good faith effort to contact the customer at least 10 business days before discontinuation of water service for non-payment.
 - 1. The means of notification will be based upon the notification preference provided by the customer (text, phone or email). Customers who have not selected a means of notification will be notified by the e-mail on file. The District assumes no responsibility for phone or email contact information that has not been kept up-to-date by the customer.
 - ii. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant".
 - 1. The written disconnection notice will include:
 - a. Customer's name and address
 - b. Amount that is past due
 - c. Date by which payment or payment arrangements are required to avoid discontinuation of service
 - d. Description of the process to apply for an amortization plan
 - e. Description of the process to dispute or appeal a bill
 - f. District phone number and a web link to the District's written collection policy

2. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. In order for the amount due on the delinquent account to be waived, the tenant/occupant must provide verification of tenancy in the form of a rental agreement or proof of rent payments.
- f. Seventy-Two (72) Hour Notice of Termination - Tag and Fees
 - i. The District will make a reasonable, good faith effort to notify the customer at least 72 hours in advance of disconnection of water service for non-payment. The means of notification will be to visit the residence and leave a notice of termination of service. The notice will have the date and time all delinquent water service charges and associated fees must be received by to avoid discontinuance of service.
 1. The 72 hour Tag fee is based on current rates and charges established by the Board.
 - g. Disconnection of Water Service for Non-Payment
 - i. The District will disconnect water service by turning off, and in some cases locking off, the meter. The customer will be charged a fee to re-establish service in the billing system regardless of whether the meter has physically been turned off. The meter will be locked in the off position if payment is not received within 7 days of initial termination.
 - ii. If a security deposit is not on the account, a security deposit will be billed to the account.
 - h. Re-establishment of Service
 - i. In order to resume or continue service that has been disconnected for non-payment, the customer must pay a re-establishment fee. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of the next regular working day following payment of any past due amount and delinquent fees attributable to the termination of service. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer.
 1. The re-establishment of service fee is based on current rates and charges established by the Board.
 - ii. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer.
 - i. Re-establishment of Service After Business Hours

- i. Service restored after 5:00 pm Monday through Friday, weekends, or holidays will be charged an after-hours re-establishment fee. Service will not be restored after regular business hours unless the customer has been informed of the after-hours re-establishment fee and has signed an agreement acknowledging the fee and agreeing to contact the District's billing department no later than noon the following business day to pay the subject fees. The after-hours re-establishment fee is in addition to the regular re-establishment fee and the late fee for a past due account. District staff responding to service calls are not permitted to collect payment, but will instruct the customer to contact the billing department before noon the following business day.
 - 1. The after-hours re-establishment of service fee is based on current rates and charges established by the Board.
- ii. Sometimes water service is discontinued because the service is a new account and the District has not received a request to establish service. If service is being restored after regular business hours because the customer has yet to establish service, the customer must agree to contact the billing department to establish service the next business day and the after-hours re-establishment will be waived. If service is discontinued for any reason not identified above, the service should be restored as quickly as possible and the customer advised to contact the billing department to resolve the issue. No after-hours re-establishment fee will be charged in this instance.
- j. See Appendix A for a timetable example of the Discontinuance of Water Service Process.
- k. Customer's may request this policy to be translated by writing to the District:
 - i. By mail: Attention Customer Service, 13060 Hwy 9, Boulder Creek CA 95006
 - ii. By e-mail: CustomerService@slvwd.com

7. Security Deposits

- a. Security deposits are billed upon two occurrences:
 - i. Application of a new tenant account
 - ii. Application of a new surplus account
 - iii. After discontinuance of water service for non-payment
- b. The District may apply, without notice, the amount of any deposit toward the payment of any water bill or other indebtedness owed to the District.
- c. Security desposits are refundable to the account upon one year of good payment history, or upon closure of the account, net any remaining account balance owed.
 - i. With the exception of Surplus accounts, deposits are held until the account is closed.
- d. Security deposits bear no interest.

8. Returned Check or Other Failed Payments

- a. Upon receipt of a returned payment method taken as payment of water service or other charges, the District will consider the account not paid. The District will make

a reasonable, good faith effort to notify the customer by phone or email of the returned payment. A 72-hour notice of termination of service due to a returned payment will be generated. The means of notification will be based upon the notification preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by the e-mail on file. If the District is unable to make contact by text, phone, or email, a good faith effort will be made to visit the residence and leave a notice of termination of service.

- b. Water service will be disconnected if the amount of the returned payment and the returned payment charge are not paid on or before the date specified in the notice of termination. All amounts paid to redeem a returned payment charge must be in cash, credit card or certified funds.
 - i. In the event a customer tenders a non-negotiable check as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing further notice. No 72-hour notice of termination will be given in the case of a non-negotiable check tendered for payment of water charges that were subject to discontinuance.
- c. Any customer issuing a non-negotiable check as payment to restore service turned off for non-payment will be required to pay cash, credit card or certified funds to restore future service disconnections for a period of twelve (12) months from the date of the returned payment.

9. Complaints and Disputed Bills – Appeals Process

- a. If a customer has a complaint regarding water service or disputes the water bill, they may exercise their right to appeal to the District Manager, the District will not discontinue water service for non-payment while the appeal is pending. The following procedures will be followed:
 - i. Customer's written request disputing any fees or charges must be received within five (5) days of the fee becoming due or water service becoming disconnected.
 - ii. The District Manager will review all written requests of the disputed amounts and either deny the request or grant the request, or a portion thereof, within fourteen (14) days.
 - iii. Any customer of the District who disputes the District Manager's final decisions, may appeal by filing a "Notice to Appeal" to the Board of Directors within fifteen (15) days of the District Manager's determination.
 - iv. The District will place the appeal on the next available Board of Directors agenda, and notify the appellant no later than fourteen (14) days prior to the hearing.
 - v. The Board of Directors' decision will be final, and any outstanding balances will be due immediately, unless otherwise extended by the Board.

10. Collection Process

- a. Any amounts that remain outstanding thirty (30) days after discontinuance of service may be collected on the tax roll in the same manner as property taxes.
- b. The District Manager will prepare and file a report with the Board of Directors that describes the affected property and the amount of the charges and delinquencies for the year.
- c. The District Manager will publish notice of the filing of the report and of the time and place for a public hearing in a newspaper of general circulation once a week for two weeks, at least fourteen (14) days prior to the public hearing.
- d. At the public hearing, the Board of Directors will hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board of Directors may adopt or revise the charges and penalties prior to adopting the final report. The Board of Directors determination on each affected parcel will be final.
- e. After the adoption of the final report, the District Manager will submit the final report to the County on or before June 1st of each year, and the delinquent charges will become an assessment against the affected parcels and collected in the same manner as property taxes.

11. Request for Relief – Leak Adjustment

- a. Any customer of the District may submit for a leak adjustment in accordance with the District's current Leak Adjustment policy.

12. Request for Relief – Waiver of Basic Monthly Charge Due to Natural Disasters

- a. A property owner may file a statement with the District stating that their structure cannot be occupied due to damage resulting from storm events or other natural disasters. Said statement must be filed within 120 days of the cause of occurrence.
- b. Upon making findings and determinations that the customer's structure cannot be occupied as a result of a natural disaster, the District Manager may determine that the customer is exempt from the basic monthly charge. Exemption will be allowed for a period of up to 3 years from the date of determination or until the customer requests continuance of service, whichever occurs first.
- c. No customer shall at any time, in any manner, obtain water from the service connection while exempt from the liability of the basic monthly charge.
- d. The District may lock or remove the meter to protect the District against fraud or abuse. Should the customer not repair or replace the damaged structure or request continuance of service within the time allowed, the service will be considered vacated.

13. Request for Relief – Multiple User Variance

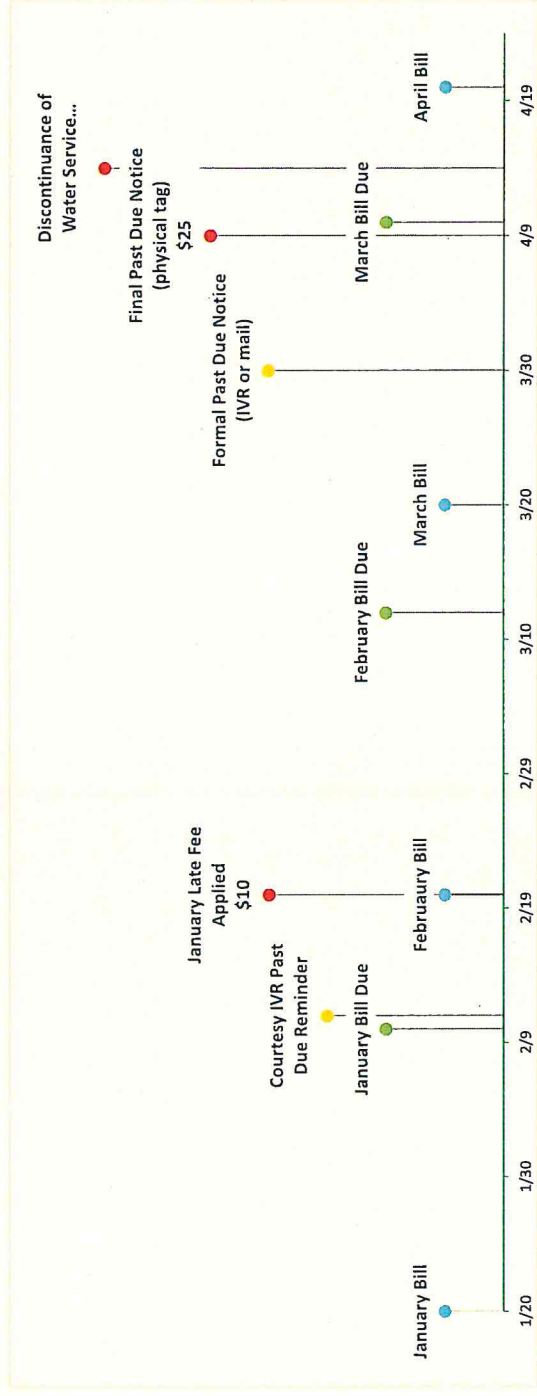
- a. The owner of a parcel which is improved with two or more residential dwelling units may appeal the District's water meter size requirements on the grounds that: The additional unit or units is/are used or occupied fewer than forty days per year; and such use is limited to personal guests of the occupants of the main unit; and that such additional units are not let, leased or rented. An application for a variance must be filed pursuant to the appeal procedure set forth in this section. The Board of directors may grant such a variance, with conditions, including time limitations, and

may also revoke such variance for good cause. The Board of Directors will set an annual review date of the first meeting in November of each year to consider expirations, new applications and applications for renewal of such meter size variances. This review date is not exclusive, and the Board may schedule additional hearings on variations as appropriate.

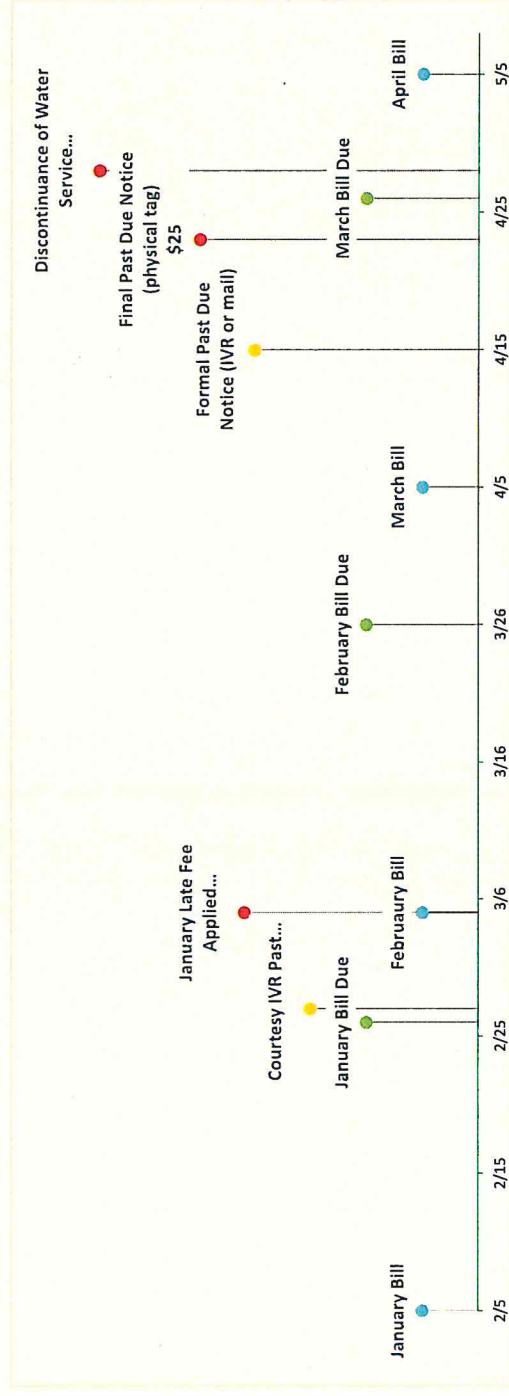
APPENDIX A

These are examples of a timeline for a January bill in each billing cycle for the discontinuance of water service process. This is only an example, exact dates will vary each month. Review your notices for effective dates. This is to help illustrate how multiple bills would come out before a customer had water service discontinued for non-payment.

BILLING DATE EXAMPLE - 20TH	
DATE	DESCRIPTION
1/20	January Bill
2/10	January Bill Due
2/11	Courtesy IVR Past Due Reminder
2/20	January Late Fee Applied \$10
2/20	February Bill
3/12	February Bill Due
3/20	March Bill
3/30	Formal Past Due Notice (IVR or mail)
4/9	Final Past Due Notice (physical tag) \$25
4/10	March Bill Due
4/14	Discontinuance of Water Service \$40
4/20	April Bill



BILLING DATE EXAMPLE - 5TH	
DATE	DESCRIPTION
2/5	January Bill
2/26	January Bill Due
2/27	Courtesy IVR Past Due Reminder
3/5	January Late Fee Applied \$10
3/5	February Bill
3/26	February Bill Due
4/5	March Bill
4/15	Formal Past Due Notice (IVR or mail)
4/23	Final Past Due Notice (physical tag) \$25
4/26	March Bill Due
4/28	Discontinuance of Water Service \$40
5/5	April Bill



SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 16 (19-20)

SUBJECT: UPDATES TO RATES AND CHARGES - (1) LATE FEE; (2) FEE FOR RE-ESTABLISHMENT OF SERVICE AFTER BUSINESS HOURS; AND (3) SURPLUS COMMERCIAL DEPOSIT

WHEREAS, on September 28, 2019 the Governor signed into law Senate Bill 998, which establishes new legal requirements for water system billing and discontinuation of water service to certain types of residences; and

WHEREAS, the San Lorenzo Valley Water District ("District") is subject to the new law, and the District has prepared an interim utility billing policy to facilitate its transition to compliance with the new law by early 2020;

WHEREAS, the District's schedule of administrative rates and charges needs to be updated in conjunction with the District's implementation of the new utility billing policy; and

WHEREAS, under California law especially Propositions 218 and 26 (California Constitution Article XIII(c), Section 1(e)), rates and charges imposed by local government agencies such as the District must be fair and reasonable to the payor and no more than necessary to cover the reasonable costs of the related governmental activity; and

WHEREAS, the District proposes, consistent with Senate Bill 998 and other applicable California law, in particular California Constitution Article XIII(c), Section 1(e), to establish the following rates and charges to take effect as of February 1, 2020: (1) Late Fee in the amount of \$10 per occurrence; (2) Re-establishment of Service After Business Hours Fee in the amount of \$100 per occurrence; and (3) Surplus Commercial Deposit in the amount of \$500 per account; and

WHEREAS, the District has determined that the rates and charges set forth above comply with California law, are fair and reasonable to the District's customers, and are no more than necessary to cover the District's reasonable costs associated with the District's related billing and collections activities for each type of fee or charge.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the (1) Late Fee; (2) Re-establishment of Service After Business Hours Fee; and (3) Surplus Commercial Deposit are approved by the Board as set forth above, and shall take effect as of February 1, 2020.

FURTHER BE IT RESOLVED that, District staff is hereby authorized and directed to take any and all actions necessary to implement the fees and charges approved herein.

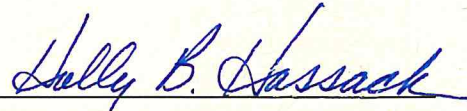
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 5th day of December 2019, by the following vote of the members thereof:

AYES: Farris, Swan, Fultz, Henry, Moran

NOES:

ABSTAIN:

ABSENT:



Holly B. Hossack

District Secretary

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 17 (19-20)

SUBJECT: 2020 BOARD POLICY MANUAL

WHEREAS, on December 13, 2018, the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 22 (18-19) Board of Directors Policy Manual 2019 ("Policy Manual"); and

WHEREAS, on January 3 and 17, 2019 the Board of Directors reviewed the Policy Manual and agreed to revisions, adopting Resolution No. 26 (18-19); and

WHEREAS, on February 7, 2019 the Board of Director again reviewed the Policy Manual and agreed to further revisions, adopting Resolution No. 27 (18-19); and

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

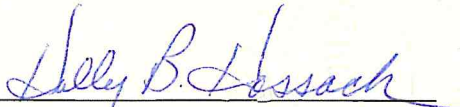
WHEREAS, an adopted set of rules and procedures assist in the proper functioning of the Board; and

WHEREAS, the Board of directors as a whole, agrees with the Policy Manual and agrees to follow said Policy Manual;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board adopts and approves the revised 2020 San Lorenzo Valley Water District Board of Directors Policy Manual, a copy of which is attached hereto as Exhibit 1.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of February 2020, by the following vote of the members thereof:

AYES: Farris, Fultz, Henry, Moran, Swan
NOES:
ABSTAIN:
ABSENT:


Holly B. Hossack
District Secretary

San Lorenzo Valley Water District

Resolution No. 17 (19-20)

Exhibit 1

2020 Board Policy Manual

[See Next Page]

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 2020

ADOPTED

February 6, 2020

RESOLUTION NO. 17 (19-20)

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

Provided flexibility on Board meeting dates to reflect actual scheduling (section 9A).

Harmonized sections 8A and 9I regarding individual Director's ability to place items on a meeting agenda

Clarified availability of minutes in section 13.

Deleted requirement for public members of committees to file Form 700 (section 14).

Reduced special meeting stipends to \$25 (section 15).

Added additional requirements prior to the Board approving a defense in the event of a Conflict of Interest (section 23).

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1. MISSION STATEMENT

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

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

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

OBJECTIVE I; STAFFING

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

OBJECTIVE II; COMMUNICATIONS

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

OBJECTIVE III; EDUCATION

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

2. AUTHORITY OF BOARD

- A) The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.

- B) Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C) Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of 3 Board members is required to constitute a quorum of the Board of Directors.

3. CODE OF ETHICS AND CONDUCT

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

- A) The dignity, style, values and opinions of each Director shall be respected.
- B) Responsiveness and attentive listening in communications is encouraged.
- C) The needs of the District's constituents shall be the priority of the Board of Directors.
- D) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff members of the District.
- E) Directors should commit themselves to emphasizing the positive.
- F) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
- G) Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to creating barriers to the implementation of said action.
- H) Directors should practice the following procedures:
 - 1. In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

2. In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.
 3. In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 4. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.
- I) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
 - J) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
 - K) When responding to constituent requests and concerns at board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 - L) Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
 - M) Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
 - (N) Members' interaction with public, press or other entities must recognize the limitation of any Board member to speak for the Board except to repeat explicitly stated Board decisions, while respecting the right of Board members to express individual opinions.
 - O) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
 - P) The Board will further inform itself, individually and collectively, through ongoing outreach to determine community wishes and through continuing education on issues relevant to the District.
 - Q) Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.

4. ETHICS TRAINING

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

5. GOVERNING LAWS

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

6. ELECTION OF OFFICERS

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

7. ROLE OF THE BOARD POWERS, DUTIES AND FUNCTIONS

A) POWERS

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

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

B) DUTIES

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

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

C) FUNCTIONS

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

1. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.

2. EXECUTIVE FUNCTIONS

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

3. QUASI-JUDICIAL FUNCTIONS

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

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

8. ROLE OF INDIVIDUAL DIRECTORS

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

- A) Each Director has the right to place items on a subsequent Board of Directors Meeting agenda, subject to scheduling by the Board president. The deadline for submittal of an agenda item by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda, subject to scheduling by the Board president.

- B) Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 - 1. To prepare adequately for each such meeting;
 - 2. To observe the rules of decorum as set forth herein; and
 - 3. Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.
- C) When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.
- D) Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.

9. BOARD OF DIRECTORS MEETINGS

A) REGULAR TIME AND PLACE OF MEETINGS

Regularly scheduled meetings of the Board of Directors shall be held, on the first (1st) and third (3rd) Thursday of each month, unless otherwise modified by the Board of Directors when setting the Board meeting calendar, at 5:30 pm for Closed Session and 6:30 pm time certain for Open Session; at the District Operations Building, 13057 Highway 9, Boulder Creek, CA, unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act, may be duly authorized and held as deemed necessary only by a majority of the Board of Directors. Notice and location of emergency meetings shall be as prescribed by law.

B) PUBLIC NATURE OF MEETINGS

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

C) QUORUM AND VOTING REQUIREMENTS

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

D) BOARD ACTION

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

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

E) PARLIAMENTARY PROCEDURES

Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Robert's Rules of Order Newly Revised. No action of the Board of Directors shall be deemed invalid for the reason that said action was not in conformance with Robert's Rules of Order Newly Revised.

F) ROUTINE BUSINESS

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

G) ORDERLY DISCUSSION

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

H) CLOSED SESSION

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

I) MEETING AGENDAS

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

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

J) ORDER OF BUSINESS

As a practice for normal business. The Board President may rearrange this order at any time. Introductory language for each agenda section may be modified by action of the Board of Directors from time to time. Changes to the introductory language for each agenda section shall take effect at the next Board of Directors meeting.

1. Convene Meeting, Roll Call.
2. Additions and Deletions to Closed Session Agenda.

3. Public Comment Related to items on the Closed Session Agenda
4. Adjournment to Closed Session.
5. Reconvene to Open Session at 6:30 PM (time-certain).
6. Closed Session report.
7. Additions and Deletions to Open Session Agenda.
8. Public Comment on any topic within the jurisdiction of the District and which is not on the Open Session Agenda.
9. Unfinished Business.
10. New Business.
11. Consent Agenda
12. District Reports
 - a. District Manager Report
 - b. Department Status Reports
 - c. Committee Reports
 - d. Director Reports
13. Written Communications
14. Informational Material.
15. (If applicable) Adjournment to Closed Session.
16. (If applicable) Reconvene to Open Session to Report Actions Taken in Closed Session.
17. Adjournment

K) ADDITIONS AND DELETIONS TO AGENDA

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

L) PUBLIC COMMENT

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

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

someone else's point—just indicate agreement—and add new content and (ii) to avoid repetition during their comments.

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

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

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

Changes to this section shall take effect at the next Board of Directors meeting.

M) CONSENT AGENDA

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

N) STUDY SESSIONS

Study sessions or workshop meetings are for the purpose of discussing an item(s) that may come before the Board at a later time for official action, to facilitate

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

O) WRITTEN COMMUNICATIONS

The Written Correspondence portion of the agenda is established to act as a report of written materials received by the Board as a whole, but may also include items requested for inclusion by individual Directors or members of the public. Written Communications will always be presented in its entirety. Written Correspondence not presented in its entirety will be maintained by the District Secretary for a period of two (2) years.

10. TECHNOLOGICAL CONFERENCING

Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of any legislative body of the District. Teleconferencing is defined as a meeting of a legislative body of the District, the members of which are in different locations, connected by electronic means, through either audio or video, or both. If a legislative body of the District elects to use teleconferencing, it shall comply with all applicable requirements of the Ralph M. Brown Act (Section 54953, or as amended.)

11. PRESIDENT

A) DUTIES

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

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

B) RESPONSIBILITIES

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

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

6. Be responsible for the orderly conduct of all Board of Directors meetings.
7. Act as spokesperson for the Board of Directors.
8. Coordinate and prepare the Board of Directors annual evaluation of the General Manager and Legal Counsel.
9. Other duties as authorized by the Board of Directors.

12. VICE-PRESIDENT

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

13. MINUTES

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

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

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

The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted, unless circumstances prevent meeting that goal in which case the minutes shall be available as soon as possible.

Changes to this section shall take effect at the next Board of Directors meeting.

14. COMMITTEES

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

The five District standing committees are as follows: Administrative, Budget & Finance, Engineering, Environmental and Lompico Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

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

Committee appointments will be reviewed by the full Board at a Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Applications to serve as a Public Member will be available at the District's Office or on-line at the District's

website (www.slwvd.com). Public Member Applications will be reviewed by the full Board. Each committee member shall be appointed by a simple majority vote of the Board.

Regardless of the start date, the terms of public member(s) of the Administrative, Budget & Finance, Engineering and Environmental Committees shall end on December 31st of each year.

Members of the public shall serve on no more than one standing committee at a time.

Administrative, Budget & Finance, Engineering, Environmental Committees may have no more than two Board Members and at least one Public Member. If more than one public member applies to serve on an individual committee, the full Board shall vote to determine which public member shall be seated on that committee for the year or may choose to appoint more than one public member to a committee by adjusting the size of the committee appropriately. At any time, the Board may also choose to appoint additional public members to any standing committee.

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

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

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

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

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

The committee Chairperson shall record summary minutes of each committee meeting. The

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

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

removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

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

All committee communications must go through the designated committee chairperson.

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

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

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

Administrative Committee

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

Budget and Finance Committee

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

Engineering Committee

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

Environmental Committee

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

Lompico Assessment District Oversight Committee

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

Changes to this Section 14 shall take effect immediately.

15. MEETING STIPENDS

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

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

- a) To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 - 1. A regular meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections 54952.2(a) and 54954(a) as established by the Board in Section 9A herein; or
 - 2. Any meeting attended or service provided on a given day at the formal request or approval of the District Board of Directors, and for which the Board at a public meeting has approved payment of a daily meeting stipend. b) To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must constitute one of the following:
 - 1. A meeting, within meaning of California Government Code section 54952.2(a), of a District standing committee within the meaning of Government Code section 54952(b) and established herein. Only Directors appointed to the District standing committees shall be entitled to said daily meeting stipend.
 - 2. A special or emergency meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections 54956 (special meeting) or 54956.5 (emergency meeting) that is not a regular meeting as defined in Section 15.a.1 above.

16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCEES AND MEETINGS

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

- A) Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.

- B) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
- C) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
- D) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.
- E) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 2. Traveling together whenever feasible and economically beneficial.
 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- F) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- G) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.
- H) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for

distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

- I) Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act when more than three (3) Directors attend the same event.

17. EXPENDITURE REIMBURSEMENT

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

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

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

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

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

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a

reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

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

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

18. PERSONNEL POLICIES

A) PERSONNEL SYSTEM RULES AND REGULATIONS

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

B) SEXUAL HARASSMENT

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

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

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

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

C) NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of age, sex, race, color, creed, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, veteran status, or status with regard to public assistance. Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice.

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

D) REASONABLE ACCOMMODATION-AMERICANS WITH DISABILITIES ACT

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

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

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

Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the agency. The burden of proving undue hardship rests with the agency, and what may be an undue hardship for one agency may not be

an undue hardship for another, depending on factors such as cost and agency size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation.

19. CONFLICT OF INTEREST CODE

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

20. RESIGNATIONS

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

21. VACANCIES

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

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

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

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

22. INCONSISTENT, INCOMPATIBLE AND CONFLICTING EMPLOYMENT OR ACTIVITIES

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

23. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District, as provided by California Government Code sections 825 and 995.

In the event that such claim, liability or demand involves an alleged Conflict of Interest (COI) on the part of the Director seeking defense or indemnification, prior to approving or disapproving any such request the District shall do all of the following:

- A) Consider any formal determination obtained from the FPPC, or if no such determination was obtained, the reason(s) why not;

- B) Forward the Director's written request to the District's risk management entity or insurer for a coverage determination;
- C) Obtain a legal opinion from District Counsel and consider whether to obtain a second legal opinion.

To the maximum extent permitted by law, any decision to approve or grant such a request shall be made subject to a reservation of rights on the part of the District.

24. INVESTMENT POLICY

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all

state and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted by resolution of the Board of Directors. The Investment Policy shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

25. ANNUAL DISCLOSURE OF REIMBURSEMENTS

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

26. GENERAL PROVISIONS

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

27. ANNUAL REVIEW

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

*** END ***

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 18 (19-20)

SUBJECT: RESOLUTION DECLARING FELTON ACERS REDWOOD TANK BOARDS AS SURPLUS AND PROVIDING FOR SEALED BID SALE

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 has determined that the Felton Acres 100,000 gallon Redwood Tank has reached its life expectancy and is of no further use to the District and that it should be disposed of; and

WHEREAS, the District has reviewed and is recommending that it is in the best interest of the District to dispose of the tank boards by sealed bid sale, and establish a minimum bid of two hundred dollars (200.00).

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 advertised sealed bid sale. If no bid is received it 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 item sold or the recipient of any unsaleable item.

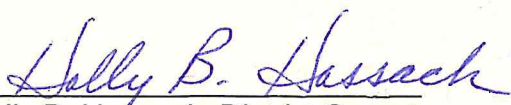
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of February 2020, by the following vote of the members thereof:

AYES: Farris, Fultz, Swan, Henry, Moran

NOES:

ABSTAIN:

ABSENT:


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

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 19 (19-20)

SUBJECT: RESOLUTION DECLARING MANANA WOOD WELL SITE AS SURPLUS

WHEREAS, in 2006 the District consolidated with Manana Woods Mutual Water Company; and

WHEREAS, the consolidation resulted with the ownership of all Manana Woods facilities including a water well and water treatment plant commonly known as the Manana Woods Well and Water Treatment Facility; and

WHEREAS, due to the age of the well (40+ years), the location in relation to other district facilities, the age & condition of the supply line, and expensive treatment evaluation and permitting of the water treatment process, the District has not used this water source since July 2015; and

WHEREAS, the facility and property is no longer useful to the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the District property listed as APN 022-601-05 is hereby declared to be surplus property, and the Board hereby directs the District Manager to proceed with contracting for a commercial property appraisal and to move forward with procedures for surplus property in accordance with California Surplus Land Act (AB 1486).


PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 5th day of March 2020, by the following vote of the members thereof:

AYES: Farris, Fultz, Moran, Swan, Henry

NOES:

ABSTAIN:

ABSENT:



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

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 20 (19-20)
APPROVING AN AGREEMENT FOR THE PURCHASE OF REAL ESTATE, APN 078-233-05; AND
AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

WHEREAS, The Board of Directors ("Board") of the San Lorenzo Valley Water District ("District") desires that the District acquire an vacant, wooded lot of approximately 6530 square feet located in Ben Lomond, identified as APN 078-233-05, for the District's purposes and uses; and

WHEREAS, Real property negotiators for the District issued a written Offer and Term Sheet, which specifies a purchase price of \$88,000 for APN 078-233-05, and the Offer and Term Sheet was accepted on March 10, 2020; and

WHEREAS, The Board now desires to authorize District staff to take further actions necessary to complete the transaction.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Lorenzo Valley Water District that the purchase of real property described as APN 078-233-05 by the District as set out in the Offer and Term Sheet dated March 10, 2020 and incorporated by this reference is hereby affirmed; and

IT IS FURTHER RESOLVED that the District shall proceed with purchasing the above-described property in accordance with the terms and conditions of the Offer and Term Sheet; and

IT IS FURTHER RESOLVED that the District Manager, or his designee, is hereby authorized and directed to finalize and execute, on behalf of the District, a detailed purchase agreement consistent with the terms and conditions of the Offer and Term Sheet and substantially in the form presented to the Board of Directors along with this Resolution; and

IT IS FURTHER RESOLVED that the District Manager and staff are hereby authorized and directed to do any and all things necessary and proper to execute and deliver any and all documents they may deem necessary or advisable in order to effectuate the purposes of 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 16th day of April, 2020 by the following vote of
the members thereof:

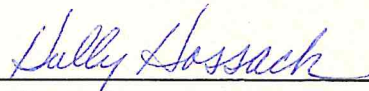
AYES: Swan, Moran, Farris, Henry

NOES: Fultz

ABSTAIN:

ABSENT:

ATTEST:



Holly Hossack
District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 21 (19-20)

SUBJECT: ADOPTION OF FISCAL YEAR BUDGET 2020-2021

WHEREAS, a proposed Budget for Fiscal Year 2020-2021 has been prepared by Staff; and

WHEREAS, the Finance Committee and Board of Directors have considered and reviewed the proposed budget during the budget process; 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 2020-2021 is adopted, the District Manager is hereby authorized and directed to implement said budget in the amount of \$21.8 million dollars in total expenditures.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California on the 21st of May, 2020 by the following vote of the members thereof:

AYES: Swan, Moran, Henry, Farris
NOES: Fultz
ABSTAIN:
ABSENT:



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

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 22 (19-20)

SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE FOR
BRENDA AND TOM JAMESON, APN 089-431-21, BOULDER CREEK

WHEREAS, the Applicant desires to receive water service as a customer of the District; and

WHEREAS, the Applicant's property, APN 089-431-21, generally located at 380 Shadow Mountain Road, Boulder Creek, California, is situated within the boundaries of the District; and

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

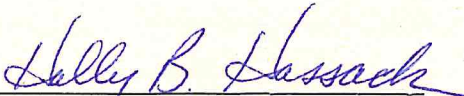
WHEREAS, water service will be by a private long service line extending from the water meter location below the Ralston Tank to 380 Shadow Mountain Road via Timberwood Drive; and

WHEREAS, the District is 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 water service to the Applicant, APN 089-431-21, 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 21st day of May, 2020, by the following vote of the members thereof:

AYES: Swan, Moran, Fultz, Henry, Farris
NOES:
ABSENT:
ABSTAIN:


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

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 23 (19-20)**

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 3, 2020;

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 3, 2020 ballot:

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

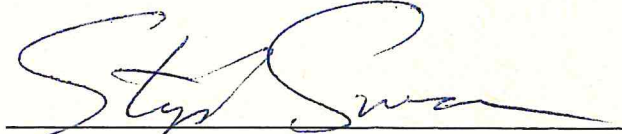
PASSED AND ADOPTED this 21st day of May, 2020 by the following vote:

AYES: Swan, Moran, Fultz, Henry

NOES:

ABSTENTIONS: Farris

ABSENT:

A handwritten signature in blue ink, appearing to read "Stephen Swan", written over a horizontal line.

Stephen Swan, President

Attested:

A handwritten signature in blue ink, appearing to read "Holly B. Hossack", written over a horizontal line.

Holly B. Hossack, District Secretary

Contact Information/Incumbent Roster

Website: www.slvwd.com

[illegible]

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 24 (19-20)**

**Appointing a District Point of Contact and Signatory
for CAL FIRE California Forest Improvement Program**

WHEREAS, the San Lorenzo Valley Water District (District) is seeking funding and assistance from the California Department of Forestry and Fire Protection (CAL FIRE) under the terms of the California Forest Improvement Program (CFIP); and

WHEREAS, CFIP is a forestry incentive program that provides funds to forest landowners for management plans, Registered Professional Forester supervision, site preparation, tree planting, thinning, pruning, follow-up, release, land conservation, and improvement of fish and wildlife habitat; and

WHEREAS, in order to apply for CFIP CAL FIRE requires documentation showing that the District has appointed a representative to serve as the point of contact and signatory for applications and agreements; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board hereby authorizes and directs the District Manager, Rick Rogers, to serve as the District's point of contact and signatory for CFIP applications, agreements, and any related documents.

* * * * *

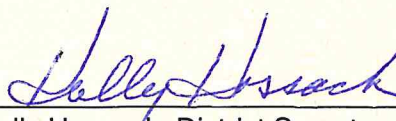
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 4th day of June 2020, by the following vote of the members thereof:

AYES: R. Moran, B. Fultz, S. Swan, L. Farris, L. Henry

NOES:

ABSTAIN:

ABSENT:



Holly Hossack, District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 25 (19-20)
RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN LORENZO VALLEY WATER DISTRICT
ESTABLISHING A RATE ASSISTANCE PROGRAM FOR ELIGIBLE CUSTOMERS

WHEREAS, the State Legislature enacted Assembly Bill ("AB") 401 in 2015, requiring the State Water Quality Control Board ("SWRCB") to develop a plan for the funding and implementation of a statewide Low-Income Water Rate Assistance Program; and

WHEREAS, in February 2020, the SWRCB issued its AB 401 final report, entitled "Recommendations for Implementation of a Statewide Low-Income Water Rate Assistance Program," and in connection therewith declared that:

"every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. However, water is becoming more expensive. . . . The result is that more low-income households have unaffordable drinking water."

However, to date the State has not implemented the SWRCB's recommendations for a statewide Low-Income Water Rate Assistance Program; and


WHEREAS, the San Lorenzo Valley Water District has prepared its own Rate Assistance Program in an effort to continue to provide reliable, safe and high quality water to qualifying low income households within the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Rate Assistance Program enclosed herewith as Exhibit 1, a copy of which is incorporated by reference herein and made a part of this Resolution, is approved.

FURTHER BE IT RESOLVED that, District staff are hereby authorized and directed to follow and implement this Rate Assistance Program to the maximum extent permitted by law, until and unless it is revised or superseded by another action of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 18th day of June 2020, by the following vote of the members thereof:

AYES:	Moran, Henry, Swan, Farris
NOES:	Fultz
ABSTAIN:	
ABSENT:	



Holly B. Hossack
District Secretary

Exhibit 1

San Lorenzo Valley Water District Rate Assistance Program

San Lorenzo Valley Water District

Rate Assistance Program

Adopted by Resolution No. 25 (19-20)

1. Purpose

- a. San Lorenzo Valley Water District's (SLVWD) Rate Assistance Program (RAP) provides an opportunity for a limited number of low-income customers to apply for financial assistance on their water bills.

2. RAP Credit

- a. The RAP credit is set at \$10 per regular bill (12 bills per year), per qualifying water customer for up to 208 customers per fiscal year. SLVWD will apply credits to qualifying customers' accounts on a monthly basis. The RAP credit will be applied to the first billing cycle following application approval.

3. Program Year

- a. The program will launch on XX, 2020. In future years, the program will run on the fiscal year, from July 1 through June 30 of the following year. Funds will be distributed to eligible customers on a first-come, first-served basis, until program revenues for the fiscal year are depleted or the maximum number of customers has been reached.

4. Program Funding

- a. The program will be funded using non-rate revenues as allowable by law. The cost of the program is not to exceed \$25,000 per fiscal year. Any unused balance as of June 30 of each program year shall not roll forward to the following fiscal year(s). The SLVWD Board of Directors will approve the RAP credit amount and funding source as part of the annual budget process.

5. General Eligibility Requirements

- a. The applicant may only apply for a RAP credit for their permanent residence.
- b. Only individually metered residential and multi residential properties are eligible.
- c. When initially applying for the program, the applicant's account must be in good standing with SLVWD, meaning the account is not currently turned off for non-payment.
- d. The applicant must submit the following items:
 - i. A valid SLVWD RAP application filled out and signed.
 1. It is strongly suggested to use the web form application to ensure most expedited application process.
 - ii. A copy of a current PG&E bill showing participation in the PG&E CARE Program.
 - iii. If not the legal deeded owner of the property, the applicant must provide a copy of their current rental agreement which contains the property address, name of owner and tenant and is signed by both parties. The tenant's name on the rental agreement must match the name on the PG&E bill. If there is no written rental agreement, the SLVWD Customer Service manager may accept a

RAP tenant authorization form that is signed by the legal deeded property owner.

1. RAP tenant authorization form will be sent directly from SLVWD to the owner via e-mail (if available) or by mail within two business days of application receipt. Until this form is received, the application process is not complete.

6. Application Process

- a. Applications must be fully filled out, signed and submitted to the SLVWD Customer Service Department, along with proof of participation in the PG&E CARE Program, and proof of tenancy.
- b. Approved applications will be granted on a first-come first-served basis.

7. Continued Eligibility in RAP

- a. In order to continue receiving financial assistance for the following program year, existing program participants are required to do the following:
 - i. Reapply for the program each year between April 1 and May 31.
 1. A courtesy e-mail will be sent on or around April 1 and a final reminder on or around May 1.
 - a. Customer is responsible for keeping an up-to-date e-mail on file with the District.
 2. When reapplying, program participants must submit a new application, proof of participation in the PG&E CARE Program, such as a current bill, and if a tenant, a copy of the current rental agreement.
 - a. New applications that were approved from January 1 – March 31 will not have to reapply that same year.
 3. If participant does not complete the eligibility process, they will be immediately removed from the program.
 - a. Reapplication can occur, however subject to any openings in the program, based on a first-come first-served basis.
 - ii. Keep their SLVWD accounts in good standing.
 1. Any account turned off for non-payment will be immediately removed from the program.
 - a. Reapplication available after 12 consecutive months of account being in good standing (no turn offs).

8. Change of Eligibility Status

- a. Customers who are receiving assistance from this program must notify the SLVWD Customer Service Department on certain changes in status, at which time the assistance will be discontinued.
 - i. Failure to notify SLVWD when a household income no longer meets the qualifications for the program will result in the customer's permanent removal from the RAP and revocation of any credits received during the current program year, which would become immediately due and payable.
 - ii. Customers enrolled in the program who provide incorrect information on their application may be permanently removed from the program. All credits

previously provided to those customers may be revoked and become immediately due and payable.

iii. Customers that move from one qualified SLVWD residence to another qualified SLVWD residence are allowed to remain in the program assuming continued .

1. Any break in residency will require a new application process, subject to program availability.

9. Disputes

a. The SLVWD District Manager has sole discretion to resolve any disputes or claims that may arise from the administration of this program.

10. Program Modifications

a. SLVWD's RAP is established at the discretion of the SLVWD Board of Directors and subject to the availability of authorized funds. The implementation of an assistance program does not create or confer an entitlement to continued assistance. If the Board determines there are insufficient funds for the program, or changes to the program are desired, it may modify or terminate the program at any time.