

# MEMO

To: Board of Directors

From: District Manager

Subject: Switzer Foundation Leadership Grant

Date: December 9, 2005

## **RECOMMENDATION:**

It is recommended that the Board of Directors review this memo and approve the attached resolution which authorizes and directs the President of the Board to execute the Terms of Award Agreement for acceptance of the subject grant.

## **BACKGROUND:**

At the August 18, 2005 Board of Directors meeting your Board directed staff to submit a grant application to the Robert and Patricia Switzer Foundation for a Leadership Grant Program Project. The proposed collaborative project between Switzer Fellowship Alumni, Betsy Herbert and the District was entitled "Felton Water System Public Acquisition Project". The proposed project would provide additional staff support to facilitate District activities relative to the potential acquisition of the California American Water Company, Felton District.

By correspondence dated November 28, 2005, the District has received notification that the Robert and Patricia Switzer Foundation have approved a grant in the sum of \$40,000.00 for the subject grant project. See Attachment 1. The grant is for a period of one (1) year, January 1, 2006 through December 31, 2006.

It is recommended that the Board of Directors approve the attached resolution which authorizes and directs the President of the Board to execute the Terms of Award Agreement.

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James Mueller  
District Manager

JAM/kas

SAN LORENZO VALLEY WATER DISTRICT

**RESOLUTION NO. (05-06)**

SUBJECT: SWITZER FOUNDATION LEADERSHIP GRANT

WHEREAS, on August 18, 2005 the Board of Directors of the San Lorenzo Valley Water District directed staff to submit a grant application to the Robert and Patricia Switzer Foundation for a Leadership Grant Program Project; and

WHEREAS, staff submitted a proposed Leadership Grant Program Project entitled “Felton Water System Public Acquisition Project”; and

WHEREAS, the Robert and Patricia Switzer Foundation has approved a grant in the sum of \$40,000.00 for said project;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the President of the Board is hereby authorized and directed to execute the Terms of Award Agreement relative to the Switzer Foundation Leadership Grant.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 15<sup>th</sup> day of December, 2005, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

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District Secretary  
San Lorenzo Valley Water District

ROBERT &amp; PATRICIA

SWITZER FOUNDATION

November 28, 2005

James Mueller  
District Manager  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006-9119

RECEIVED

DEC 2 2005

SAN LORENZO VALLEY  
WATER DISTRICT

Re: Leadership Grant Program - Grant No. 2006-1

Dear James:

I am pleased to inform you that the Robert and Patricia Switzer Foundation has approved a \$40,000.00 grant to San Lorenzo Valley Water District for the Felton Water System Public Acquisition Project project. The grant award will support the project as outlined in the proposal for this one year period. We are very pleased that you will be working with Switzer Fellow Elizabeth Herbert on this project.

Please review the enclosed **Terms of Award** which explains conditions and requirements of the grant. To accept the award, return a signed copy of the Terms, keeping a copy for your records. The grant will be paid once we have received the signed Terms and any documentation required.

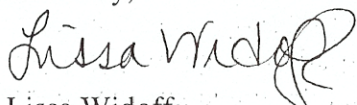
The Leadership Grant Program of the Switzer Foundation has three primary goals: to offer significant leadership opportunities for Switzer Fellows, to address critical environmental issues in which Fellows have expertise, and to build the capacity of grantee organizations to achieve positive results. Your project was selected because it meets all three of these criteria.

We ask that publicity for your program make reference to support provided by the Robert and Patricia Switzer Foundation.

As noted in the Terms of Award, the Foundation sponsors an annual Fellows' retreat in the fall, and we typically highlight Leadership grantees' work and offer a substantive training opportunity for fellows. We look forward to the participation of the Switzer Fellow and a representative of your organization at the fall retreat. The fall retreat dates are given in the enclosed Terms of Award.

If you have any questions about the grant or the terms of the award, please contact this office for assistance. We wish you success in your project and look forward to learning about its results.

Sincerely,



Lissa Widoff  
Executive Director

Enclosures

cc: Elizabeth Herbert

P.O. BOX 293, BELFAST, ME 04915-0293 ■ TEL 207.338.5654 ■ FAX 207.338.5655

[www.switzernetwork.org](http://www.switzernetwork.org) ■ [info@switzernetwork.org](mailto:info@switzernetwork.org)



ROBERT & PATRICIA  
SWITZER FOUNDATION

***SWITZER ENVIRONMENTAL LEADERSHIP PROGRAM***

**TERMS OF AWARD**

A grant is awarded to the San Lorenzo Valley Water District for the purpose(s) described in the grant award letter dated November 28, 2005, and subject to any conditions therein. To acknowledge the terms of this award as outlined below, please return a signed copy of this ***Terms of Award*** and keep one for your file. If you have any questions, please call Lissa Widoff, Executive Director, at (207) 338-5654 or email [lissa@switzernetwork.org](mailto:lissa@switzernetwork.org).

In accepting this award, the organization agrees to comply with the following provisions:

1. **Payment of Award** – payment will be issued once the Foundation has received the signed ***Terms of Award*** and adequate evidence of compliance with any conditions described in the grant letter. If no signed ***Terms of Award*** is received within three (3) months of the award date, this grant will be lapsed and any balance will be made available for other grantmaking.
2. **Grant Period** – The grant award is for activities as described in the proposal and is effective for the period beginning January 1, 2006 and ending December 31, 2006.
3. **Expenditure of Grant Fund** – The award is made for the purposes stated in your proposal and in the grant award letter. No modifications to the project or the budget (if greater than 10% of award amount) may be made without written approval from the Foundation. In addition, no part of any grant funds may be used to intervene in any election campaign. Grants may, however, be used to make available the result of nonpartisan analysis, study and research. The grant recipient may not grant any portion of this award to a secondary grantee without the express permission of the Foundation.
4. **Grantee Tax Status** – Grantee represents that it is a tax exempt organization described in Section 501(c)(3) of the Code and is not a private foundation under Section 509(a) of the Code. Grantee immediately shall give written notice to the Foundation if Grantee ceases to be exempt from Federal Income Tax as an organization described in Section 501(c)(3) of the Code or if its status as not a private foundation under Section 509(a) of the Code is materially changed. Grantee agrees to apply the proceeds of the Grant solely to exempt purposes specified in Section 170(c)(2)(B) of the Code.

It is expressly agreed that any change in Grantee's tax status or any use by Grantee of the Grant proceeds for any purpose other than those specified in the project Proposal, these Terms, or Section 170(c)(2)(B) of the Code will effect an automatic termination of the obligation of the Foundation to make further payments under this Grant.

5. **Financial Records** – Grant recipients will maintain accounting records sufficient to identify grant funds and show expenditures made in furtherance of the grant purposes. These records will be available for inspection by the Foundation and shall be maintained by the grant recipient for at least four (4) years after the grant funds have been expended.

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[www.switzernetwork.org](http://www.switzernetwork.org) ■ [info@switzernetwork.org](mailto:info@switzernetwork.org)



6. **Return of Grant Funds** – Grants must be returned if:
  - (a) The Foundation determines that the recipient has not performed in accordance with the *Terms of Award* or met conditions described in the award letter.
  - (b) The grantee loses its exemption from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.
7. **Reports** – A grant report is due within 30 days of the end of the grant period. Guidelines for the report are attached and can be received in electronic form from the Foundation office upon request. If you are planning to apply for additional funding before the final report due date, you must include the grant report with your request.
8. **Involvement of Fellow in Project** – This grant is awarded to the organization named above in accordance with the Leadership Grant Program guidelines that require the participation of a Switzer Fellow, of the organization's choosing, in the proposed project. In the event that the Switzer Fellow named to be part of this project is unable to fulfill the obligations of the approved grant after the grant was awarded, the organization may seek another Switzer Fellow to complete the project or, complete the objectives of the project as defined with existing staff for the current grant year only. If the organization is unable to meet either of these conditions and the project cannot be completed as proposed, then the unused grant funds must be returned and future grant payments (for multi-year grants) will not be made.
9. **Participation in Switzer Network Activities** – A representative of your organization and the Switzer Fellow are expected to attend the annual retreat for your region that takes place in the fall. In 2006, the New England retreat is scheduled for September 15-17 at the Bethel Inn & Country Club in Bethel, Maine, and the California retreat is scheduled for September 29 – October 1 at the Headlands Institute in Sausalito, California. In addition, you may also be asked from time to time to act as a mentor, interviewer or reviewer for the Fellowship or Leadership programs.
10. **Publicity & Data Sharing**– Please indicate in any publicity or reports connected with this grant that the support was from the Robert & Patricia Switzer Foundation Leadership Grants Program. In addition, we are always interested in the results via published material or media coverage. You may send that at any time or with your next grant report.

The Foundation intends that work done completely or partially with Foundation funds shall be freely available to the public and shall not be used to benefit only the Grantee. Therefore, the Foundation encourages Grantee to communicate to the public, appropriate professionals, policy makers and other appropriate audiences regarding the work conducted under the Grant. Such communications, verbal and written, should accurately describe the work of the Grantee and should identify the Foundation as Grantor.

Further, notwithstanding other provisions of these Terms of Award, at the Foundation's request and expense Grantee agrees to make available, in a form that the Foundation may designate, materials, data, models, and other information resulting from the projects funded by the Foundation; and Grantee agrees that the Foundation may use any such information

royalty-free in presentations, on its web site, in its annual report, and in any manner or for any purposes as it sees fit.

Signature below will indicate acceptance of and agreement with these *Terms of Award*. Please return one copy of the signed *Terms of Award* to:

Robert & Patricia Switzer Foundation  
P. O. Box 293  
Belfast, ME 04915

_____ Name of Organization	<u>2006-1</u> Grant Number
_____ Signature of President/Treasurer	_____ Signature of Chief Administrative Officer
_____ Name (please print)	_____ Name (please print)
_____ Title (please print)	_____ Title (please print)
_____ Date	_____ Date

FOR RPSF USE ONLY:

Certified for Payment:

Signature _____	Date _____	Amount _____	Check# _____	Date _____
Signature _____	Date _____	Amount _____	Check# _____	Date _____
Signature _____	Date _____	Amount _____	Check# _____	Date _____