



NOTICE OF ADMINISTRATION COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a regular meeting of the Administration Committee to be held Tuesday, **October 25, 2016 at 11:00 a.m.** at the Operations Building, 13057 Highway 9, Boulder Creek, California.

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications
This portion of the agenda is reserved for Oral Communications by the public for items that are not on the Agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the Committee. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Committee on any Oral Communications presented; however, the Committee may request that the matter be placed on a future agenda. Please state your name and town/city of residence at the beginning of the statement for the record.
3. Old Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - a. REQUEST FOR PROPOSAL FOR LEGAL SERVICES
Discussion and possible action by the Committee regarding RFP for legal services.
 - b. REQUEST FOR PROPOSAL FOR NEEDS ASSESSMENT
Discussion and possible action by the Committee regarding RFP for needs assessment.
 - c. LEAK ADJUSTMENT
Discussion and possible action by the Committee regarding leak adjustment.
4. New Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

- a. STATE WATER RESOURCES CONTROL BOARD - NOTICE OF VIOLATION
Discussion by the Committee regarding the SWRCB - Notice of Violation.
 - b. LOMPICO OVERSIGHT COMMITTEE
Discussion and possible action by the Committee regarding the Lompico Oversight Committee.
5. Informational Material: None.
 6. Adjournment

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Office at (831) 338-2153 a minimum of 72 hours prior to the scheduled meeting.

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on October 21, 2016, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the regular meeting of the Administration Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on October 21, 2016.

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

State Water Resources Control Board

September 2, 2016

Sent via Electronic and U.S. Mail

Mr. Brian Lee
District Manager
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
blee@slvwd.com

SUBJECT: NOTICE OF VIOLATION FOR FAILURE TO MEET WATER CONSERVATION STANDARD AND ORDER FOR ADDITIONAL INFORMATION

On May 5, 2015, the State Water Resources Control Board (State Water Board) adopted Resolution 2015-0032, an Emergency Regulation for Statewide Urban Water Conservation (Emergency Regulation) pursuant to Water Code section 1058.5. On May 9, 2016, the Governor issued Executive Order B-37-16 directing the State Water Board to adjust and extend its emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions for many communities. In response to the Governor's order, the State Water Board adopted a revised Emergency Regulation on May 18, 2016 that required urban water suppliers to submit information certifying supply reliability for three additional years of drought pursuant to California Code of Regulations, title 23, section 864.5.

The Emergency Regulation requires each urban water supplier to "reduce its total potable water production by the percentage identified as its conservation standard," pursuant to the California Code of Regulations, title 23, section 864.5(a)(5).

Section 866(b) of the Emergency Regulation provides the State Water Board with the authority to issue Information Orders requiring urban water suppliers to submit additional information related to water production, water use, or water conservation.

Our records indicate that the **San Lorenzo Valley Water District** (District) submitted the information to the State Water Board as required by section 864.5 of the Emergency Regulation. The State Water Board's Office of Research, Planning, and Performance has reviewed the information submitted by the District and has applied the self-certified conservation standard of 18 percent compared to water produced in 2013, effective June 1, 2016. Compliance is now assessed on a cumulative basis starting in June 2016.

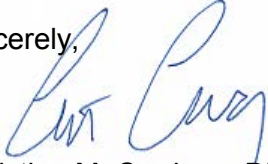
As of July 2016, the District has not met the conservation standard. You should immediately take additional steps to enhance water conservation efforts and ensure that the conservation requirement is met in the few months between now and January 2017.

Furthermore, I am issuing the District an Informational Order under section 866(b) that requires the District to provide the State Water Board information relating to water production, water use,

and water conservation efforts. Please see Attachment A for the information you are required to provide by **October 3, 2016**. Please provide this information electronically to Ms. Jasmine Oaxaca at jasmine.oaxaca@waterboards.ca.gov. Failure to provide the information within 30 days, or any additional time extension granted, is a violation subject to civil liability of up to \$500 per day, for each day the violation continues.

If you have questions, please contact Dr. Matthew Buffleben at (916) 341-5891, or by email at matthew.buffleben@waterboards.ca.gov.

Sincerely,



Christian M. Carrigan, Director
Office of Enforcement

Attachment

cc: *(via email only)*

Dr. Matthew Buffleben, Chief
Special Investigations Unit
Office of Enforcement
matthew.buffleben@waterboards.ca.gov

Ms. Jasmine Oaxaca, PE
Special Investigations Unit
Office of Enforcement
jasmine.oaxaca@waterboards.ca.gov

Mr. Max Gomberg
Climate and Conservation Manager
Office of Research, Planning, and Performance
max.gomberg@waterboards.ca.gov

Correspondence between SLVWD and the State Water Resources Control Board Office of Enforcement

From: Brian Lee <blee@slvwd.com>
Date: Tuesday, October 18, 2016 at 12:53 PM
To: "Matthew.Buffleben@waterboards.ca.gov" <Matthew.Buffleben@waterboards.ca.gov>, "jasmine.oaxaca@waterboards.ca.gov" <jasmine.oaxaca@waterboards.ca.gov>
Cc: John Ricker <John.Ricker@santacruzcounty.us>, Jen Michelsen <jmichelsen@slvwd.com>, Randall Brown <oldfelton@aol.com>
Subject: FW: Notice of Violation - FOR FAILURE TO MEET WATER CONSERVATION

Mr. Buffleben,
SLVWD hereby submits under protest answers to your data request. I will be seeking authorization from my Board to appeal your decision not to adjust the District's baseline numbers to include production from the recently annexed Lompico County Water District. The Regional Board strongly encouraged SLVWD to merge for the unilateral benefit of Lompico. It is frustrating that we are now being punished for our good-will efforts. Your actions encourage water districts to set conservation goals as low as possible, thereby reducing conservation efforts. I am sure that is not your intention. Regrettably, it is the end result. To punish a District whose customers voluntarily achieved a 19% reduction in 2014 and a 26% reduction in 2015 seems counterintuitive. In the San Lorenzo Valley we understand what it means to live sustainably. Per capita usage was down to 73 gpcd in 2015 from a 2013 baseline of 104 gpcd. Our customers represent what environmental stewardship should look like state wide. The Regional Board should recognize us for our efforts instead of threatening us unnecessarily. I am hopeful your superiors will agree with me.

Brian Lee

Brian C. Lee, District Manager - 831.338.2153
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

From: Rick Rogers <rrogers@slvwd.com>
Date: Monday, October 17, 2016 at 1:25 PM
To: Brian Lee <blee@slvwd.com>
Subject: FW: Notice of Violation - FOR FAILURE TO MEET WATER CONSERVATION

Brian,
Please see below.

Rick

From: Buffleben, Matthew@Waterboards
[<mailto:Matthew.Buffleben@waterboards.ca.gov>]
Sent: Monday, October 17, 2016 7:50 AM

To: Rick Rogers
Cc: Oaxaca, Jasmine@Waterboards
Subject: RE: Notice of Violation - FOR FAILURE TO MEET WATER CONSERVATION

Hi Rick,

Thank you for following up with me. We've had a couple of meetings with our office about your situation and decided that we are not going to adjust the baseline for your district at this time. Our intent is to address this issue in the during the next round of regulations.

Since the district is not in compliance with the regulation, we would like you to complete Informational Order and provide responses for Attachment A. Can you provide us with responses by the end of the month?

Matthew

Dr. Matthew S. Buffleben, PE
Chief, Special Investigations Unit
Office of Enforcement
State Water Resources Control Board
916 341-5891 office
916 798-1657 mobile



From: Rick Rogers [<mailto:rrogers@slvwd.com>]
Sent: Tuesday, October 04, 2016 7:48 AM
To: Buffleben, Matthew@Waterboards
Cc: Brian Lee; Sweigert, Jan@Waterboards
Subject: Notice of Violation - FOR FAILURE TO MEET WATER CONSERVATION

Dear Mr. Buffleben,
I am writing to follow up regarding the Districts Notice of Violation - Failure to Meet Water Conversation dated September 02, 2016 (attached). I know you have been working on the Districts water production numbers in which we believe we are in compliance, however we have reached the October 03, 2013 deadline and I wanted to be sure no further action will be taken against the District at this time? I will be out of the office until

October 17th, but will be checking emails. Please advise if you need any additional information. Thank you.

Rick Rogers

Rick Rogers
Director of Operations
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek CA 95006

Office 831-430-4624
Fax 831-338-8002
e-mail rogers@slvwd.com

ATTACHMENT A

Information Order

1. Describe any and all actions approved by your governing board since April 1, 2015, to increase conservation. **None**
2. Does your agency have conservation programs that specifically target the following customer classes? **No**
 - A. Residential – Single Family
 - B. Residential – Multi-Family
 - C. Commercial
 - D. Industrial
 - E. Institutional
3. Does your agency have an active leak detection and repair program? (If yes, please describe, including budget and personnel assigned). **No**
4. Does your agency run conservation outreach and education programs? (If yes, please describe and answer the questions below). **Yes**
 - A. Annual budget **\$26k**
 - B. Has the budget increased since April 1, 2015? **No**
 - C. Which of the following messaging pathways are used?
 - i. Mailers (including billing inserts)
 - ii. Door hangers
 - iii. Phone calls
 - iv. Radio
 - v. TV
 - vi. Newspaper
 - vii. Community Events (e.g., street fairs, neighborhood meetings, business association meetings)
 - viii. Email
 - ix. Website
 - x. Programs in Schools
 - xi. Business Partnerships
 - xii. Billboards
 - D. Average number of hours per month dedicated to conservation education and outreach **16**
 - E. Number of personnel that work on education and outreach more than half-time. **No**
 - i. Does your agency use student interns? **No**
 - F. Are conservation education and outreach programs offered in languages other than English? (If yes, list languages). **No**
 - G. Are any conservation and outreach programs targeted to populations whose primary language is not English? (If yes, please describe). **No**
5. Does your agency run any conservation programs jointly with other entities? (E.g. have you partnered with your electric service provider?). **Yes**
 - A. Does your agency collaborate with any service organizations? (E.g. Americorps, California Conservation Corps). (If yes, please describe). **No**

ATTACHMENT A

6. Does your agency run any appliance rebate programs? If yes, please describe the rebate amount for each appliance below and provide the total rebate budget.
- A. Washing Machines \$100 per / \$26k total
 - B. Dishwashers
 - C. Toilets
 - D. Faucet aerators & showerheads
 - E. Commercial laundry
 - F. Commercial/Institutional Kitchens (e.g. pre-rinse spray valves)
 - G. Other \$125 per smart irrigation controller / \$26k total
7. Does your agency run any water efficient landscape programs? (If yes, check below and provide a description of the program including amount available for rebates and total amount budgeted for these programs). Yes. \$26k
- A. Landscape Audits
 - B. Turf Removal Rebates
 - C. Water-Wise Gardening Classes/Informational Materials
8. Does your agency have personnel dedicated to water waste enforcement? (If yes, please describe your enforcement program and answer the questions below). No
- A. Number of personnel that work on enforcement more than half-time
 - i. Do any of these personnel speak languages commonly spoken in the community?
 - B. Average number of hours spent on enforcement per week
 - C. Average number of enforcement patrols per week
 - D. Average number of hours spent responding to water waste complaints from residents since April 1, 2015.
 - E. Monthly enforcement budget
 - F. Capacity to receive water waste complaints by the following methods:
 - i. Phone
 - ii. Letter
 - iii. Email
 - iv. Web Portal
 - v. Mobile Application
 - G. Average response time for investigating a water waste complaint
 - H. Average response time for responding to a report of a leaking pipe
 - I. Fine structure for repeat violations
9. Which type of rate structure does your agency use for residential customers?
- A. Flat Rate
 - B. Uniform Rate
 - C. Inclining Block Rate (Tiered Rate)
 - D. Seasonal Rate
 - E. Allocation-Based Rate
 - F. Other

ATTACHMENT A

10. Has your agency instituted any type of drought rate or pricing (e.g. drought surcharge) since June 1, 2014? (If yes, please describe). **Yes. \$1.00 per unit consumed drought surcharge**
11. What rates and pricing mechanisms are used to incent conservation by non-residential customers? **None**
12. When was the last time your agency modified its rate structure? **2013**
13. What is your agency's billing frequency? **Monthly**
14. Provide a complete copy of your agency's rate/tariff
15. Provide a complete copy of your agency's conservation ordinance/rules
16. Are all your residents on water meters? **Yes**
 - A. If no, is there a plan in place to install meters?

Excerpt from BOARD OF DIRECTORS POLICY MANUAL 2016
ADOPTED December 9, 2015, RESOLUTION NO. 26 (15-16)

14. COMMITTEES

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

The four District standing committees are as follows: Administrative, Budget & Finance, Environmental/Engineering/Planning 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 as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

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

Committee appointments will be reviewed by the full Board at the 2nd Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Applications to serve as a Public Member will be available at the District's Office or on-line at the District's website (www.slvwd.com). Public Member Applications will be reviewed by the full Board. Each committee member shall be appointed by a simple majority vote of the Board.

Administrative, Budget & Finance, Environmental/Engineering/Planning Committees may have no more than two Board Members and no more than one Public Member. During the appointment discussion each Director may present a public member to serve on each committee; Administrative, Budget & Finance, Environmental/Engineering/Planning Committees. If more than one public member is presented to serve on an individual committee, the full Board shall vote to determine which public member shall be seated on that committee for the year.

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 and Environmental/Engineering/Planning 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.

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

All committee communications must go through the designated committee chairperson.

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

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

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

Administrative Committee

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

Budget and Finance Committee

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

Environmental / Engineering / Planning Committee

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

Lompico Oversight Committee

The Committee shall be responsible to review matters of stewardship, design, construction, replacement, and repair of the District facilities and property directly related to Assessment District 2016-1, the Lompico Service Area.