



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
AGENDA  
OCTOBER 17, 2019**

**MISSION STATEMENT:** Our Mission is to provide our customers and future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding service and community relations; 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.

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, October 17, 2019 at 5:30 p.m.**, SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

*In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requests 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 Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting.*

*Agenda documents, including materials related to an item on this agenda submitted to the Board of Directors 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 are also available on the District website at [www.slvwd.com](http://www.slvwd.com) subject to staff's ability to post the documents before the meeting.*

**1. Convene Meeting/Roll Call**

**2. Additions and Deletions to Closed Session Agenda:**

*Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (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 (or if less than two-thirds of the members are present, a unanimous vote of those members present).*

**3. Oral Communications Regarding Items in Closed Session:**

*This portion of the agenda is reserved for Oral Communications by the public for items which are on the Closed Session portion of the Agenda. Any person may address the Board of Directors at this time, on Closed Session items. 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 Board of Directors on any Oral Communications presented; however, the Board of Directors may request that the matter be placed on a future agenda. Please state your name and town/city of residence at the beginning of your statement for the record.*

4. Adjournment to Closed Session

*At any time during the regular session, the Board may adjourn to Closed Session in compliance with, and as authorized by, California Government Code Section 54956.9 and Brown Act, Government Code Section 54950. Members of the public will be given the opportunity to address any scheduled item prior to adjourning to closed session.*

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: APN 078-233-05, located along Scenic Way in Ben Lomond  
Agency negotiator: Rick Rogers, District Manager  
Negotiating party: Nick Naccari  
Under negotiation: Price and terms of payment
  
- b. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: District Manager

Closed Session Note:

**The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waive of the privilege.**

5. Convene to Open Session at 6:30 p.m.

6. Report of Actions Taken in Closed Session

7. Roll Call (Open Session):

8. Additions and Deletions to Open Session Agenda:

*Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (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 (or if less than two-thirds of the members are present, a unanimous vote of those members present).*

9. Oral Communications:

*This portion of the agenda is reserved for Oral Communications by the public for items which are not on the agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda.*

*Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, communication must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications.*

*Any Director may request that a matter raised during Oral Communication be placed on a future agenda.*

10. Unfinished Business:

*Members of the public will be given the opportunity to address each scheduled item prior to Board deliberations. The Chairperson of the Board may establish a time limit for members of the public to address the Board on agenda.*

- a. LOMPICO TANKS - OPEN PUBLIC HEARING  
Discussion and possible action by the Board regarding the Lompico Tanks CEQA Initial Study and the opening of the Public Hearing.
- b. SAN LORENZO VALLEY WATER DISTRICT STRATEGIC PLAN UPDATE  
Discussion and possible action by the Board regarding an update of the District Strategic Plan.
- c. BOARD POLICY MANUAL UPDATE  
Discussion and possible action by the Board regarding an update of the Board Policy Manual.

11. New Business:

*Members of the public will be given the opportunity to address each scheduled item prior to Board deliberations. The Chairperson of the Board may establish a time limit for members of the public to address the Board on agenda items.*

- a. COMMITTEE APPLICATION  
Discussion and possible action by the Board regarding an application for the Engineering Committee from G. Mahood.
- b. BEAR CREEK ESTATES WASTEWATER ENTERPRISE REQUEST FOR PROPOSALS FOR TREATMENT FACILITY ALTERNATIVES ANALYSIS  
Discussion and possible action by the Board regarding the Award of Contract for the BCEWE Treatment Facility Alternatives Analysis.
- c. PUBLIC OUTREACH  
Discussion and possible action by the Board regarding Halloween candy give away.
- d. FIRE PREVENTION PLAN  
Discussion and possible action by the Board regarding the SLVWD Fire Prevention Plan.

12. Consent Agenda:

*The Consent Agenda contains items which are considered to be routine in nature and will be adopted by one (1) motion without 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.*

- a. MINUTES FROM BOARD OF DIRECTORS MEETING SEPTEMBER 19, 2019  
Consideration and possible action by the Board to approve minutes from the BoD meeting on September 19, 2019.

13. District Reports:

*No action will be taken and discussion may be limited at the President's discretion. The District encourages that questions be submitted in writing ([bod@slvwd.com](mailto:bod@slvwd.com)) on items listed in the District Reports. Questions submitted, if any, will be posted in the next available District Reports, along with a reply.*

- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Engineering
  - Finance & Business
  - Legal
  - Operations
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    - Engineering Meeting - 9.5.19
    - Environmental Meeting - 9.12.19
    - Budget & Finance Meeting - 10.1.19
    - Administration Meeting - 10.2.19
    - Engineering Meeting - 10.3.19
  - SMGWA Status Report

14. Written Communication: None

15. Informational Material: None

16. Adjournment

**Certification of Posting**

I hereby certify that on October 11, 2019 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 meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on October 11, 2019.

\_\_\_\_\_  
Holly B. Hossack, District Secretary

## MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Initial Study for the Lompico Water Tanks Replacement Project - Public Hearing to Adopt Mitigated Negative Declaration

DATE: October 17, 2019

### RECOMMENDATION

It is recommended that the Board of Directors review this memo and note the public comment period has opened for the Mitigated Negative Declaration and Initial Study for the Lompico Tanks Replacement Project.

### BACKGROUND

The project is the replacement of three water tanks. The Kaski, Madrone, and Lewis tank sites are located in the Lompico community in Santa Cruz County, California. The Kaski tank site is located approximately 750 feet northwest of the terminus of Tromba Road, the Madrone tank site is located approximately 650 feet northwest of the intersection of Madrone Avenue and Whilaway Avenue, and the Lewis tank site is located approximately 1,200 feet southwest of the intersection of Vera Avenue and West Drive. The project is part of the Lompico Annexation and is being funded by the Lompico Assessment District

### Project Description:

The District proposes to replace aging water storage tanks at three distinct locations (Kaski, Madrone, and Lewis) with modern water storage tanks. Site improvements include the installation of two (2) 60,000-gallon steel tanks at the Kaski tank site and two (2) 60,000-gallon tanks at the Madrone tank site, to replace the existing redwood water storage tanks. At the Lewis tank site, improvements include installation of two (2) 110,000-gallon steel bolted water storage tanks to replace an existing 100,000-gallon redwood water storage tank. All tanks would be constructed within the existing disturbed area. Additional site improvements include installation of chain link security fences and pavement within the

boundaries of the fencing.

Construction is anticipated to begin in the spring of 2020, and is expected to take eight months.

An Initial Study (attached) has been prepared for the project and is ready to be submitted to the county for the Mitigated Negative Declaration. It is recommended that the Board review and approve the Initial Study to be submitted to initiate the CEQA process. The public comment period will open with your approval and will close in 30 days to satisfy CEQA regulations.

FISCAL IMPACT: None

2015 STRATEGIC PLAN:

Strategic Element 1.0 - Water Supply Management

Strategic Element 3.0 - Capital Facilities

Please find reports on the website (links below):

[Lompico Tanks Initial Study/Mitigated Negative Declaration](#)

[Lompico Tanks Initial Study/Mitigated Negative Declaration-Appendices](#)

## MEMO

To: Board of Directors  
From: District Manager  
Prepared by: Consensus of Administration Committee  
Subject: Strategic Plan Process  
Date: October 17, 2019

### **Recommendation:**

The Administration Committee recommends that the Board of Directors incorporate the items below into its process to review and, ultimately, approve a strategic plan for the San Lorenzo Valley Water District.

### **Background:**

On September 5, 2019, as quoted in the agenda: “Director Fultz submitted a draft Strategic Plan for consideration. The attached plan is intended to provide a draft, and only a draft, for Board discussion and consideration. Also attached for your review is the Districts current plan.”

After discussion, the Board requested that the Strategic Plan be sent to the Administration Committee to (a) discuss and recommend a process for moving forward and (b) recommend section topics.

The Administration Committee met on October 2, 2019 and developed the following:

### **Process points for Board Consideration:**

- The Committee agreed that the strategic plan is a board document.
- The Committee had no recommendation for the base document from which the review will proceed but agrees that the board must select one.
- The Committee recommended that the Board appoint two people to take the input and edit/prepare drafts for subsequent meetings. The Committee did not identify specific people for those roles.
- The Committee recommended that the Board schedule two Board meetings for community input, afternoon of November 9<sup>th</sup> and December 7<sup>th</sup>, subject to facility availability.
  - Both meetings will review the strategic plan in full to ensure that people who can't make both meetings can provide input on all topics.
  - Both meetings will be supported by a facilitator to ensure that the process moves along and doesn't get stuck on one topic. The Committee agreed that Staff should identify candidates for Board selection.

- The Committee recommended that the Board continue its discussion of the Strategic Plan at its regularly scheduled meetings in January, with a goal of adopting the plan by the end of January.
  - With a recommendation that the Strategic Plan agenda item be supported by a facilitator.
- Concurrently, the Committee agreed that the Board should send to the various Standing Committees those pages associated with their area of concern.
- Concurrently, the Committee agreed that the Board should ask Staff to provide comments by early December.
- The goal is to have all input–community, committees and staff–ready to be incorporated into an updated draft by late December in time to place it on the agenda for the first meeting in January.
- The Committee discussed the notion of an additional Steering Committee for the Strategic Plan review process but ultimately decided that that would be redundant given the recommendations.

**Topic Review for Board Consideration:**

In addition, the Administration Committee also examined the topics as requested by the Board using the table below as a guide. The Committee reached a consensus that the topics in the “Proposed 2019” column were acceptable with the following changes:

5.0 Water Stewardship → 5.0 Water and Watershed Stewardship

Add: 9.0 Agency Relationships

Supporting table as distributed during the Committee meeting:

<b>Current 4/16/2015</b>	<b>Proposed 12/1/2016</b>	<b>Proposed 2019</b>
Introduction	Mission Statement	Mission Statement
Strategic Elements	Introduction	What is Strategic Plan?
Mission Statement	What is Strategic Plan?	SWOT Assessment
Vision Statement	Strategic Elements	Strategic Plan Theme
	Board Vision Statement	Long Term Vision
	Accomplishments	Strategic Goals
1.0 Water Supply Management	1.0 Water Supply Management	
2.0 Watershed Stewardship	2.0 Watershed Stewardship	2.0 Finances
3.0 Capital Facilities	3.0 Capital Facilities	3.0 Infrastructure
4.0 Wastewater Management	4.0 Wastewater Management	4.0 Operations
5.0 Fiscal Planning	5.0 Fiscal Planning	5.0 Water Stewardship
6.0 Public Affairs	6.0 Public Affairs	6.0 Civic Engagement
7.0 Strategic Partners	7.0 Strategic Partners	7.0 Organization and Staffing



8.0 Organizational Health/Personnel	8.0 Organizational Health/Personnel	8.0 Bear Creek Estates Wastewater
9.0 Administrative Management	9.0 Administrative Management	
Sections 1 - 9 had summary list of goal followed by more detail per goal	Same as 2015 with the addition of schedule and status	Sections 2 - 8 divided into overview and goals, except section 3 also had background of state policy
<b>23 pages</b>	<b>50 pages</b>	<b>13 pages</b>

Therefore, the new topic structure is as follows (changes recommended by the Committee are **bolded**):

1.0 Introduction

- Mission Statement
- What is Strategic Plan?
- SWOT Assessment
- Strategic Plan Theme
- Long Term Vision
- Strategic Goals

2.0 Finances

3.0 Infrastructure

4.0 Operations

5.0 Water **and Watershed** Stewardship

6.0 Civic Engagement

7.0 Organization and Staffing

8.0 Bear Creek Estates Wastewater

**9.0 Agency Relationships**

## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: 2019 Board Policy Manual Proposed Changes  
DATE: October 17, 2019

### Recommendation:

It is recommended that the Board of Directors review this memo and discuss possible action for updating the 2019 Board Policy Manual.

### Background

The District's 2019 Board Policy Manual was adopted by the Board on December 13, 2018, Resolution No. 22 (18-19). The Board Policy Manual was revised and adopted on January 17, 2019, Resolution No. 26 (18-19). The Board Policy Manual was again revised and adopted on February 7, 2019, Resolution No. 27 (18-19).

After review the Administration Committee agreed that the 2019 Board Policy Manual is again in need of revision and proposes the following changes:

- 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 and 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).

Exhibit A - copy of 2019 Board Policy Manual with redline changes

SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. 9 (19-20)

SUBJECT: 2019 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; 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 revision, 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 2019 San Lorenzo Valley Water District Board of Directors Policy Manual.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 17th day of October 2019, by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Holly B. Hossack  
District Secretary

EXHIBIT A

# SAN LORENZO VALLEY WATER DISTRICT



## BOARD OF DIRECTORS POLICY MANUAL 2019

ADOPTED

October 17, 2019

RESOLUTION NO. xx (19-20)

Deleted: January 17

Deleted: 26

Deleted: 8

Deleted: 19

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 (1<sup>st</sup>) and third (3<sup>rd</sup>) 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."

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Deleted: may request that an item be placed on the agenda for a regular meeting of the Board of Directors

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 agendaize 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.

**Deleted:** The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting, 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.slvwd.com](http://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.

Regardless of the start date, the terms of public member(s) of the Administrative, Budget & Finance, Engineering and Environmental Committees shall end on December 31<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**Deleted:** 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. ¶

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.

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16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCE 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.

- l) 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 Codes 825 and 995.

However, 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 granting any such request the District shall do all of the following:

- A) Forward the Director's written request to the FPPC for a formal determination;
- B) Forward the Director's written request to the District's risk management entity or insurer for a coverage determination;

Deleted: O

Commented [A1]: Note: A formal determination from the FPPC will likely take longer than the timeline for a Board decision on defense.

- C) The Board shall consider and make the following findings by motion or resolution in open session:
- a. based on information currently known to the District, the District is unable to determine that the act or omission giving rise to the alleged COI was outside the scope of the Director's employment;
  - b. there is no evidence currently known to the District that the Director acted or failed to act because of actual fraud, corruption, or actual malice;
  - c. based on information currently known to the District, the defense of the action or proceeding by the District would not create a "specific conflict of interest" (as defined in Gov. Code § 995.2(a)(3)) between the District and the Director.

D) 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.

Deleted: ¶

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 \*\*\*

## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT Possible Public Member Committee Appointment  
DATE October 17, 2019

### Recommendation:

It is recommended that the Board of Directors review this memo and to move forward with possible committee appointment.

### Background:

The San Lorenzo Valley Water District Board of Directors Policy Manual provides for five standing committees and Santa Margarita Groundwater Agency Directors as follows:

### Current Committees

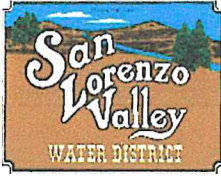
- Administrative - Fultz, Henry, Benkert, Bounds, White
- Budget & Finance - Fultz, Henry, Architzel, Sanders
- Engineering - Farris, Moran, Busa, Smolley, 1 vacancy
- Environmental - Farris, Moran, Fresco, O'Connor, Supp
- Lompico Oversight - Hagen, LoBalbo, Loewen, Norton, 1 vacancy
- Santa Margarita Groundwater Agency - Lois Henry, Lew Farris and Alternate Moran

At the June 20, 2019 Board of Directors meeting the Board directed to staff to extent the time for applications to the Engineering and the Lompico Assessment District Oversight Committee (LADOC) until the positions are filled. We received 1 application for the Engineering Committee (attached) on September 19, 2019.

It is recommended that the Board review the attached application and consider the appointment of Virginia Mahood to the Engineering Committee. Also, staff is planning to continue to leave the sign at the entrance to Lompico and leave the request for applications on the website soliciting applications to the LADOC until the position is filled or changes are made to the Committee Charter.

**SEP 19 2019**

**SAN LORENZO VALLEY  
WATER DISTRICT**



# Engineering Committee Committee Application Form

Thank you for your interest in participating in a SLVWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hossack@slvwd.com](mailto:hossack@slvwd.com)

## Personal Details

Name: Gail Mahood Mr.  Mrs.  Miss  Ms.

Postal Address: 910 Jenny Way, Felton

Telephone: (Home) none (Mobile) 650-388-0938

E-Mail: gailmahood1@gmail.com

## The Committee

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

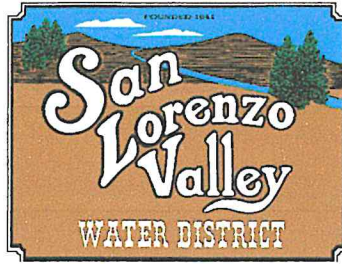
## Why You Want to Participate

Please use the back of this form to add more information and/or attach a resume

*My reasons for volunteering for the Engineering Committee are similar to those I expressed in my application to fill a vacant seat on the Board of Directors, attached.*

*Gail Mahood, September 13, 2019*





## Application for Appointment to Fill a Vacancy on the San Lorenzo Valley Water District Board of Directors

### Instructions:

If you are interested in serving as a Director on the San Lorenzo Valley Water District Board, please complete this application and return it to the District Secretary, 13060 Highway, Boulder Creek, CA 95006 or [hhossack@slvwd.com](mailto:hhossack@slvwd.com).

**Due Date is August 21, 2019 by 5:00 pm**

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Date: August 20, 2019

Name: Gail A. Mahood

Address where you live: 910 Jenny Way, Felton, CA 95018

Mailing address (if different): \_\_\_\_\_

Phone (daytime): 650-388-0938 Phone (evening): 650-388-0938

Email: gailmahood1@gmail.com

### **Statement of Qualifications:**

Please complete this section or attach a current resume.

*See attached abbreviated resume.*

**EDUCATION:**

Institution	Major	Degree	Year

**WORK/VOLUNTEER EXPERIENCE:**

Organization	City	Position	From	To

**Letter of Interest:**

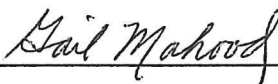
Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

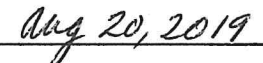
I am interested in the position of Director on the Board of the San Lorenzo Valley Water District because I want to contribute to the community I have joined, and I believe that a good use of my knowledge and skills would be to serve on the Board where my expertise in geology and hydrology will complement the strengths of the other Directors. Having recently retired after forty years as a Professor of Geology at Stanford University, I now have the time to devote to Board meetings and to do the background study required to be an effective Director.

For more details, see attached Letter of Interest.

**Certification:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Date

**Gail A. Mahood**  
910 Jenny Way, Felton, CA 95018  
Telephone: (650) 388-0938 E-mail: gailmahood1@gmail.com

PERSONAL DATA Born 6/27/1951 U.S. Citizen Married No children

EDUCATION

6/1980 Ph.D., Geology, University of California, Berkeley  
6/1976 M.A., Geology, University of California, Berkeley  
6/1974 A.B., Geology, University of California, Berkeley

GEOLOGICAL EMPLOYMENT

12/2017-present Professor Emerita  
Dept. of Geological Sciences, Stanford University, Stanford, CA.  
Recalled to 50%-time active duty 12/2017-12/2019.

9/1979-12/2017 Acting Assistant Professor to Assistant Professor to Associate Professor to Professor,  
Dept. of Geological Sciences, Stanford University, Stanford, CA.

- Fellow of the Geological Society of America
- Fellow of the Society of Economic Geologists
- Two dozen grants funded and more than fifty peer-reviewed scientific publications.

## STATEMENT OF INTEREST

### Why I am interested in serving on the SLVWD Board of Directors

I purchased a home in Felton in June 2017, and was soon confronted by mountain living—episodic heavy rains on slopes underlain by poorly consolidated sedimentary rocks—and the paradox of the San Lorenzo Valley—plenty of precipitation but limited storage which results in inadequate supply in drought years. I attended the three workshops presented in the “Understanding Our Water Educational Series” by the Santa Margarita Groundwater Agency in Spring of 2019, and was impressed by the degree of engagement and general knowledge level of many of the citizens in the audience. Scientifically, I found it interesting to learn which formations served as aquifers and how their distribution at the surface and at depth complicated the process of increasing recharge by man-made means. As a recently retired professor of geology, getting involved in community activities centered on the interaction between surface waters and groundwater seems like a worthwhile thing for me to do.

### Qualifications

#### *Subject expertise*

The Santa Margarita Groundwater Basin is classified as a “medium priority basin” by the California Department of Water Resources, which requires the Santa Margarita Groundwater Agency to submit a Groundwater Sustainability Plan by January 31, 2022. As a geologist, I believe I can be helpful to the SLVWD Board of Directors in overseeing the development of a draft plan with hydrologic consultants, and in presenting the plan for discussion with the community during the comment period. Although I haven’t had occasion to use MODFLOW or other hydrologic programs that will be involved in arriving at a sustainability plan (as my research specialty is volcanology, not geohydrology), I am familiar with the principles behind such geologic simulations and with the specialized vocabulary of hydrology. One of the challenges in using such software is to not simply “plug and chug”, but to understand the uncertainties in the predictions of the models based on the limitations of current data (the spotty distribution of well and flow data in time and space) and the uncertainties in input parameters, especially as climate change will affect the amount and timing of precipitation and losses due to evapotranspiration (and therefore runoff and groundwater recharge rates). As an earth scientist, I am familiar with the science of climate change, the ranges of temperatures predicted under various green-house-gas concentration scenarios, and the resulting recommendations to policymakers (e.g., 2014 IPCC Fifth Assessment Report; 2018 IPCC Special Report on Global Warming of 1.5°C).

Although I do not have the intimate knowledge of the ecology of the area that long-term San Lorenzo Valley residents have, I do have a life-long familiarity with the climate, ecosystems, and fire hazards of redwood forest and chaparral environments, and the issues surrounding restoring anadromous fish populations, as I grew up in a similar environment in southern Marin County. As part of my general geologic knowledge base, acquired out of my own intrinsic interest in the geology of the regions in which I have lived, and the need to master the geology of areas where I led field trips, I have a working knowledge of the geology, earthquake and landslide hazards, and the hydrologic properties of the various rock formations at the surface and underground in the San Lorenzo Valley and in the surrounding Santa Cruz Mountains and coastal regions.

### *Teaching, Communication Skills, and Outreach*

At Stanford I taught courses at all levels, but it was teaching introductory Physical Geology and leading field trips for non-majors in the San Francisco Bay Area, Death Valley, Mono Lake and the eastern Sierra Nevada, and elsewhere in California that required me to broaden my geologic knowledge well beyond my research specialty and gave me the opportunity to hone my skills at explaining complex geologic concepts. My ability to communicate geologic and related oceanographic, hydrologic, and archaeologic topics with enthusiasm and clarity to non-specialists resulted in me being invited to serve as a Faculty Leader for nine Stanford Alumni Travel trips.

In the last decade, most of my community volunteer and outreach activities have been related to the base of operations for my research group<sup>1</sup> in the tiny town of Cedarville in Modoc County. I ran geologic field trips for the freshman class at the local high school and for participants at events for the Modoc Forum, an organization dedicated to “understanding and appreciation of the natural and agricultural landscape of Modoc County, the Great Basin and the rural west”. I also gave presentations about geologic controls on groundwater and the implications for the recent drawdown of agricultural wells and the prospects for development of geothermal resources.

### *Leadership and Administration*

During my 40 years as a professor at Stanford University, I undertook many leadership and administrative roles, some of which resulted in me acquiring skills useful to a member of the SLVWD Board of Directors. These included being Chair of the Department of Geological Sciences and, at the University level, the Chair of the Faculty Senate, where I learned Roberts Rules of Order and parliamentary procedure, and how to structure meetings so that contentious issues can be discussed productively and with civility. Other major administrative roles included serving as Associate Vice Provost for Graduate Education, and chairing the Advisory Board, a 7-member faculty group that evaluates all appointments and promotions throughout Stanford University. All of these roles gave me experience in the confidential conduct of processes to hire personnel and take disciplinary action when necessary. I also served on then-Provost Condoleeza Rice’s Budget Advisory Group, where I had to get up to speed fast on financial and budget processes, and learned about the challenges of budgeting for and staging capital improvements and accumulating appropriate levels of reserves while funding on-going University activities.

My service as a member of the Board of the homeowners association at my former home in Menlo Park acquainted me with the requirements of the Brown Act in conducting the business of organizations such as the SLVWD.

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<sup>1</sup> (If interested in details of my research, a recent publication is available at <https://www.nature.com/articles/s41467-017-00234-y>, and a related video of me giving a presentation to a general earth science and engineering audience on the topic of economic lithium deposits related to “supervolcanoes” is at <https://www.youtube.com/watch?v=J5CAIrfX62g>.)

## MEMO

To: Board of Directors  
From: District Manager  
Prepared by: Engineering Manger  
Subject: Discussion and possible award of contract for the Bear Creek Estates Wastewater Alternative Analysis Project  
Date: October 17, 2019

### Recommendation:

It is recommended that the Board of Directors find Water Works Engineers Inc. be the top ranked firm and award the consultant contract for the Bear Creek Estates Wastewater Alternative Analysis Project to Water Works Engineers Inc.

### Background

On August 1, the San Lorenzo Valley Water District (District) advertised a request for proposals (RFP) for consulting services for the Bear Creek Estates Wastewater Alternative Analysis. By 3pm on August 30, the District had received three proposals. The fees from the three firms ranged from \$38,050 to \$39,100. The proposals were from the following firms:

- Water Works Engineers Inc.
- Provost and Pritchard Consulting Group
- IEC

The property owners within Bear Creek Estates were notified regarding the three proposals, the proposals were posted on the District website and the property owners were given several weeks to review the proposals. At 6:30 pm on October 2<sup>nd</sup>, the two Board members assigned to the Engineering Committee, the District Manager and the District Engineer met with property owners at Bear Creek Estates to discuss the proposals and answer questions. On Oct 3<sup>rd</sup>, the Engineering Committee met to review the proposals and to discuss input received from the property owners the night before. The proposals were evaluated using the criteria set forth in the RFP. All of the proposals were high quality and well presented. After a lengthy discussion, the Engineering Committee made the finding that Water Works Engineers was the top ranked firm

for the Bear Creek Estates Wastewater Alternative Analysis Project and recommended that the Board of Directors award the consultant contract for the Bear Creek Estates Wastewater Alternative Analysis Project to Water Works Engineers in the amount of \$38,598.

## MEMO

TO: BOARD OF DIRECTORS  
FROM: DISTRICT MANAGER  
SUBJECT: PUBLIC OUTREACH HALLOWEEN CANDY  
DATE: OCTOBER 17, 2019

### RECOMMENDATION

It is recommended that the Board of Director review this memo and direct staff in the matter of Halloween Candy give away in the towns of Felton and Boulder Creek.

### BACKGROUND

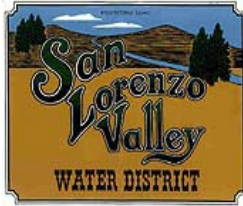
Director Fultz's has inquired if the District has ever participated in the Boulder Creek Halloween Candy give away. For many years the District has participated when employees have volunteered to pass out candy at the District office in Boulder Creek. The last couple of years we had no volunteers and candy was not distributed. In the past volunteers required to be exempt employees to avoid the cost of overtime. Non-exempt employees, if utilized, would require a 2-hour minimum of overtime by law and contract.

It has been suggested that if no volunteer employees are available that the Board of Directors could participate in the candy give away. It has also been suggested that not only the district participate with candy give away in Boulder Creek but also in Felton. The cost of candy is estimated at \$150 per location (10 bags per location).

I would caution the Board that if we expanded participation to other towns that we have had issues in the past with the Business associations and other civic groups requesting participation. In the past, the Board has taken the position that the District is a dues paying member of the Boulder Creek Business association as the District headquarters is located in Boulder Creek. The District is not a member of any other local memberships as there would be increased costs.

The Board has several options to consider and staff is requesting direction.





**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT MINUTES  
SEPTEMBER 19, 2019**

**Thursday, September 19, 2019 at 5:30 p.m.**, SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

1. Convene Meeting  
Roll Call: Farris, Moran, Henry and Swan were present.  
All present voted in favor of excusing B. Fultz.  
Staff: R. Rogers, G. Nicholls, H. Hossack
2. Additions and Deletions to Closed Session Agenda:
3. Oral Communications Regarding Items in Closed Session:
4. Adjournment to Closed Session 5:31 P.M.
  - a. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: District Manager
5. Convene to Open Session at 6:30 p.m.
7. Roll Call (Open Session): Farris, Moran, Henry and Swan were present. Fultz was excused.
8. Additions and Deletions:  
G. Nicholls said that it had been brought to her attention that CSDA had sent an email raising some legislative issues requesting prompt attention. She recommended that the Board consider adding this item to the agenda by motion.  
S. Swan made a motion to add this item to the agenda. The motion was seconded. All present voted in favor of the motion. Motion passed.
6. Report of Actions Taken in Closed Session  
Pres. Henry reported that there was no action taken in Closed Session.
9. Oral Communications:  
M. Lee, BenLomond-addressed the Board regarding modifying water rates. He recommends rate discussion by B & F Committee.  
Cynthia, Felton-addressed the Board recommending public notice of rate structure discussion.
  - E. Fresco, Felton-emphasized that the District should not base our rates on the

ability of the poorest people to pay.

T. Norton, Lompico-added that there are organizations that can help people pay their water bills.

N. Naccari, Boulder Creek-addressed the Board regarding the Swim Tank. (see attached)

#### 10. Unfinished Business:

##### a. PUBLIC ADVISORY COMMITTEE TO EVALUATE ADMINISTRATION AND OPERATIONS FACILITY NEEDS

R. Rogers introduced this item.

G. Nicholls explained this item is to set up a public advisory committee to assist the District with recommendations for facilities.

L. Henry asked if the public would like more information on this item.

R. Rogers further explained that the District has been looking at the Administration and Operations buildings for upgrades or replacement.

L. Farris questioned if there is intention to have a Board member on the committee.

R. Rogers said that the committee is expected to be strictly advisory and made up of members of the public. The charter can specify that milestones be brought back to the Admin Committee or to the Board.

Discussion by Board & staff regarding participation by staff in this Committee.

V. Wright, Felton-questioned if the criteria for public member will be on the website.

R. Rogers said that that the District will seek applicants for this committee as we have done in the past.

V. Champlin, Ben Lomond-said he supports the idea of a Committee. He questioned how would the committee received direction from the Board.

R. Rogers said there would be case by case guidance from Committee and Board.

Discussion by Board, staff and public regarding questions for the Board.

M. Lee, Ben Lomond-said that he hopes that the previous reports and data will be all that is used.

N. Naccari said that he doesn't want a large amount of money spent on things other than infrastructure.

T. Nelson said she thinks it is wonderful idea to engage the public.

S. Swan made a motion to adopt Resolution No. 8 (19-20). The motion was seconded.

All present voted in favor of the motion. Motion passed.

R. Moran said everyone here that had something to say about this should apply to be on the Committee.

#### 11. New Business:

##### a. LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE BROWN ACT REQUIREMENTS

G. Nicholls explained this item. She was asked whether LADOC could be exempted from the Brown Act requirements while preparing their annual report. She is not aware of any way the LADOC can be exempt from the Brown Act as a committee of the District.

T. Norton said she attended Brown Act training and she heard that the LADOC was not subject to the Brown Act. The LADOC has had difficulty flowing the Brown Act and getting the annual report completed. She understands now that this is not possible.

b. AWARD OF CONSULTANT AGREEMENT FOR 2019 PIPELINES PROJECT

D. Langfield introduced this item and read his memo into the record.

S. Swan questioned is the price in line with what you were expecting. Discussion by Board and staff regarding the price and environmental requirements.

L. Farris would like to get this approved tonight.

R. Moran looks forward to this work getting done.

Cynthia questioned if the Environmental Programs Manager would have done this work.

R. Rogers explained that the Enviro Mgr. would have coordinated the environmental work.

N. Naccari said he is concerned about the financing.

L. Henry explained that we need a design. We can't go out for construction without a design.

D. Langfield said the design is roughly 10% so this is an extremely good price.

M. Lee questioned the location and cost per mile of the project.

Discussion by the Board, staff and public

V. Champlin said the process was well done.

R. Rogers a district engineer in house allows us to go out looking for bidders.

L. Farris said if we didn't have D. Langfield we would be spending a lot more on it.

G. Nicholls the motion should specify that the Board is authorizing staff to execute the contract.

L. Farris made a motion that the Board accept the recommendation of the Engineering Manager to enter into a contract with Schaaf & Wheeler for a price not to exceed \$375,000 and to authorize the District Manager to execute the contract. The motion was seconded.

All present voted in favor of the motion. Motion passed.

c. LONG SERVICE LINE AGREEMENT FOR APN 090-111-27

D. Langfield introduced this item and read from his memo.

R. Rogers explained that the District has several of these in the distribution system.

R. Moran questioned what is a long service line.

R. Roger it means a customer doesn't have front footage along our main line.

S. Swan questioned if there are homes on this property.  
Discussion by Board and staff regarding this item.

S. Swan made a motion to adopt Resolution No. 7 (19-20). Motion was seconded.

All present voted in favor of the motion. Motion passed.

d. SENATE BILL 13

G. Nicholls explained this item. The issue here is that SB 13 will restrict the District's ability to charge development impact fees to offset some of the consequences of additional users.

R. Rogers said the County is prompting this type of building and we are collecting connection fees. So this will have an impact on the District if this bill passes.

Discussion by the Board and staff.

Cynthia questioned if someone building an ADU is required to meter the ADU separately.

Discussion by Committee, staff and public regarding ADUs.

M. Lee doesn't support the letter to the governor.

V. Champlin make a decision based on exactly what this would cost the District.

T. Norton said the lack of housing is a huge problem so maybe more thought should be put in to this.

T. Fredericks questioned the association that G. Nicholls made reference to. These discounts would be costing the District money.

L. Henry questioned if this will affect other districts besides water.

G. Nicholls said this is specific to sewer and water districts.

E. Fresco said it seems that people who can afford to build an ADU are subsidizing being subsidized by the everyone. She supports signing this letter.

R. Moran supports trying to find solutions to the housing crisis but for a water district counting every penny to subsidize the cost of an ADU doesn't make sense.

S. Swan motion to authorize the Board President to sign the letter and send it to the governor.

All present voted in favor of the motion. Motion passed.

12. Consent Agenda: L. Henry said this is your chance if you want to pull minutes.

R. Moran said that he wants to pull the minutes of 8.28.19. He said there is a summary of the applicants for the open Board position. There was one sentence he wants changed on page 16 of the packet. He wants it to read, "follow the grand jury recommendations and put the grand jury behind us", added to the minutes.

G. Nicholls suggested that there should be public discussion.

H. Hossack pointed out that the minutes are not verbatim minutes and there is a recording imbedded in the minutes.

L. Henry said that she can't listen to the minutes on her computer.

S. Swan made a motion to approve the minutes with the correction requested by R. Moran. Motion was seconded.

All present voted in favor of the motion. Motion passed.

### 13. District Reports:

- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Engineering
  - Finance & Business
  - Legal
  - OperationsIndividuals shared highlights from or questioned specifics on the status reports.
  
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/MinutesDiscussion by Board and staff regarding Committee Reports
  - LADOC 8.27.19  
Discussion by Board, staff and public regarding LADOC meeting minutes changes requested by D. Loewen.

### 14. Written Communication:

- Letter from J. Reksoatmodjo 9.3.19
- Letter from N. Heaney 9.4.19

### 15. Adjournment 8:29 p.m.

## THE SWIM TANKS

I was told by Rick Rodgers, about five years ago, that putting in a liner to stop the constant leaking of the lower Swim Tank would make it necessary to replace that tank within 5 years, because the liner causes the wood to dry rot faster. Rick said replacing it was necessary, within 5 years, and that's about 5 years ago. So, where is the new tank?

There is a telephone pole notice posted several years ago, to expect excavation work on the Swim Tanks two years ago! So, where is it? These leaking, unstable, too small tanks were, and still need to be, a top level priority for replacement. The Swim Tanks have been clearly insufficient, as well as inefficient, for way over a decade. I was severely disappointed to recently hear from a Director that it's becoming the District's intention to delay the necessary upgrade of these 2 very old rotting tanks, while putting us deeper and deeper into debt. It is time to keep promises. I'm fine either way, use my parcel, or use the old one, but stop with stalling tactics on the Swim Tanks.

The District is interested in my property because it is conveniently near to the small, steep, old site. My parcel is the flattest around, on solid rock, with easy access, plus it includes 5 parking spaces. The entire project, including doubling the tank size, may be much easier, and significantly less expensive, on the new site compared to the old site. This might save the district several hundred thousands of dollars with tank size able to be doubled,

compared to restrictive construction possibilities at the old site.

I want to be sincere and clear about what will lead to the District obtaining this property. Here's what should happen:

Darren said construction and operating the tank could be done without harming the beautiful old grove of redwoods on the property. I'd need that in the contract.

Regarding the "take" from wildlife, and decreased attractiveness to our neighborhood, a large tank on this field would cause: I would want that addressed by planting native fruit, nut, and berry trees, or bushes, and this would cost little. This helps to compensate the wildlife, as well as offset the decreased attractiveness, showing smart environmental stewardship, and decent neighborhood consideration.

The fence required to go around the tank should be as close to the tank and as low in height, as legally possible. This would permit availability of the remaining open space to wildlife, while it also decreases the negative appearance of a large and noticeable fence. A tight and low fence also saves the district money, according to Rick.

Any damage done to our narrow, switchback, road from, or during, construction would need to be fully repaired, and

fixed by either the contractor or Water District. Rick said the Water District would need to dig up the street to put a new line from the old site, to the new one. I'd want assurance that if the street gets dug up, it will be resurfaced the FULL width and length of that damage, so our already bad road won't become worse because of damage during construction.

All those issues can be solved according to what I have been told. So that just leaves the appraisal and price.

The District plans to use this parcel as a build-able site, so I would be willing to price it for what a build-able, very flat, parcel, with 5 parking spaces, would be sold for in the marketplace. I will not sell it as an un-buildable parcel price, because if you buy it to build a very big tank on it, the valuation should be based on that purpose of building on it, as it's official appraisal. The Appraisal Comps should be compared to what purchasing other 120,000 gallon tank sites costs Water Districts in this region.

Even if you don't want it, please keep the promises you've made to start the bidding again for your old Swim Tank site promptly, and LET'S GET MOVING ON THE LONG NEEDED, AND LONG PROMISED, SWIM TANK REPLACEMENT. The time to do it, according to the Water District, was many years ago, so please stop the delays on the leaky, with tilting pier posts, and rotting, Swim Tanks.

Nick Naccari



## MEMO

To: District Manager  
From: Engineering Manager  
Subject: October 2019 Engineering Department Monthly Report  
Date (Date of Board Meeting)

### Recommendation:

It is recommended that the Board of Directors review and file the Engineering Department Monthly Report for October 2019.

### Projects in Construction:

*Probation Tank Replacement:* Work on the construction of the Probation Tank is continuing. Project completion is anticipated in November 2019.

*Lompico PRV Replacement:* Work on the construction of the PRV stations is continuing. Three of the PRVs have been installed and are operational. Project completion is anticipated in November 2019.

### Projects in Design:

*Lompico Tanks Replacement:* Work on the design of the Lompico Tanks is continuing. Schaaf and Wheeler are working on finalizing the contract documents and obtaining new electric service for the Kaski and Madrone Sites. Project completion is anticipated in November 2019. Bidding of the project is slated for January 2020 and construction is slated for Spring 2020.

*Swim Tank:* Survey, geotechnical and appraisal work has been completed.

*2019 Pipeline Replacement Project:* Work on the design of the 2019 Pipeline Project has begun. Staff and the consultant conducted a kick-off meeting on October 8, 2019.

### RFP/RFQ:

*Bear Creek Wastewater Facilities:* The Board is considering the award of the contract for the Bear Creek Estates Wastewater Alternative Analysis at this meeting. If awarded, staff will begin work with the selected consultant.

M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Director of Finance & Business Services  
SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT  
DATE: October 17, 2019

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance & Business Services Department Status Report.

BACKGROUND:

**AUDIT/YEAR END**

Preliminary work has been sent to the auditors. Some selections have been made. Staff is preparing for the auditors to be here mid-October.

**CUSTOMER SERVICE SUPPORT**

- Customer Service stats and information
- Monthly Consumption by Customer Class
- Weekly Call Log

**REVENUE STABILIZATION RATE ANALYSIS**

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of August 2019 consumption, the cumulative consumption is 8% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

**WEBSITE**

The District finalized the initial design concept of the website, which was step 1. The next phase will be the most labor intensive for building out the different pages, cataloging and organizing all of the content and beginning data migration.

Additionally, the District is looking into a possible logo redesign. This will be something that will have public and Board input at a later Board meeting.

**QUARTERLY LEAK ADJUSTMENT REPORT**

This packet contains the quarterly leak adjustment report. Q1 had 41 leak adjustments, totaling \$10,077.42.

**QUARTERLY REBATE REPORT**

This packet contains the quarterly rebate report. Q1 had 8 rebates approved, totaling \$1,134.

**FINANCIAL SUMMARY**

August YTD is tracking relatively as expected. Consumption is lower than anticipated, so we will continue to monitor. Expenses always track slightly higher the beginning of the year, this is due to a lot of once a year invoices being paid, such as the workman comp and liability insurances. Please see the Monthly Financial report for further detail.

- Operating Revenue: Consumption was has been tracking slightly below prior years averages, but it is too early to tell how it could impact the full year.
- Operating Expenses: Expenses are in line with expectations, given the large volume of annual invoices typically paid in July of each year.
- Operating Income (loss): Summer months typically carry a higher operating income, that helps carry us through the lower winter consumptions months.
- Overall Outlook: August numbers are in line with expectations. We will continue to monitor consumption trends for any significant shifts from expectations.

	August		Full Year	
	Current Month	YTD	Budget	% of Budget
Operating Revenue	\$ 1,028,021	\$ 1,655,416	\$ 10,817,670	15%
Operating Expenses	\$ 468,298	\$ 1,424,447	\$ 7,817,156	18%
Operating Income	\$ 559,723	\$ 230,969	\$ 3,000,514	8%

**CUSTOMER SERVICE DEPT SUMMARY**

*These statistics are meant to show some of the trends and fluctuations in utility billing related items. Management will use these to look for abnormalities or seasonal trends that can impact staff time. For example, the cut in/out process is typically correlated to the real estate market.*

	*			*	*	*	*		*				
<b>Monthly Stats:</b>	<b>Sep-19</b>	<b>Aug-19</b>	<b>Jul-19</b>	<b>Jun-19</b>	<b>May-19</b>	<b>Apr-19</b>	<b>Mar-19</b>	<b>Feb-19</b>	<b>Jan-19</b>	<b>Dec-18</b>	<b>Nov-18</b>	<b>Oct-18</b>	<b>Sep-18</b>
Cut In/Outs	58	83	142	97	105	83	60	38	58	34	63	66	59
Tags	120	184	169	95	256	95	238	124	210	157	191	158	206
Turn-offs	30	38	23	21	30	35	19	34	38	25	26	42	32

*These statistics were initially used to help show growth of online use with Springbrook. These will become even more meaningful as the District does a push to encourage people to save time and money by signing up online to pay bills and e-bills.*

**Online / Going Green [1]**

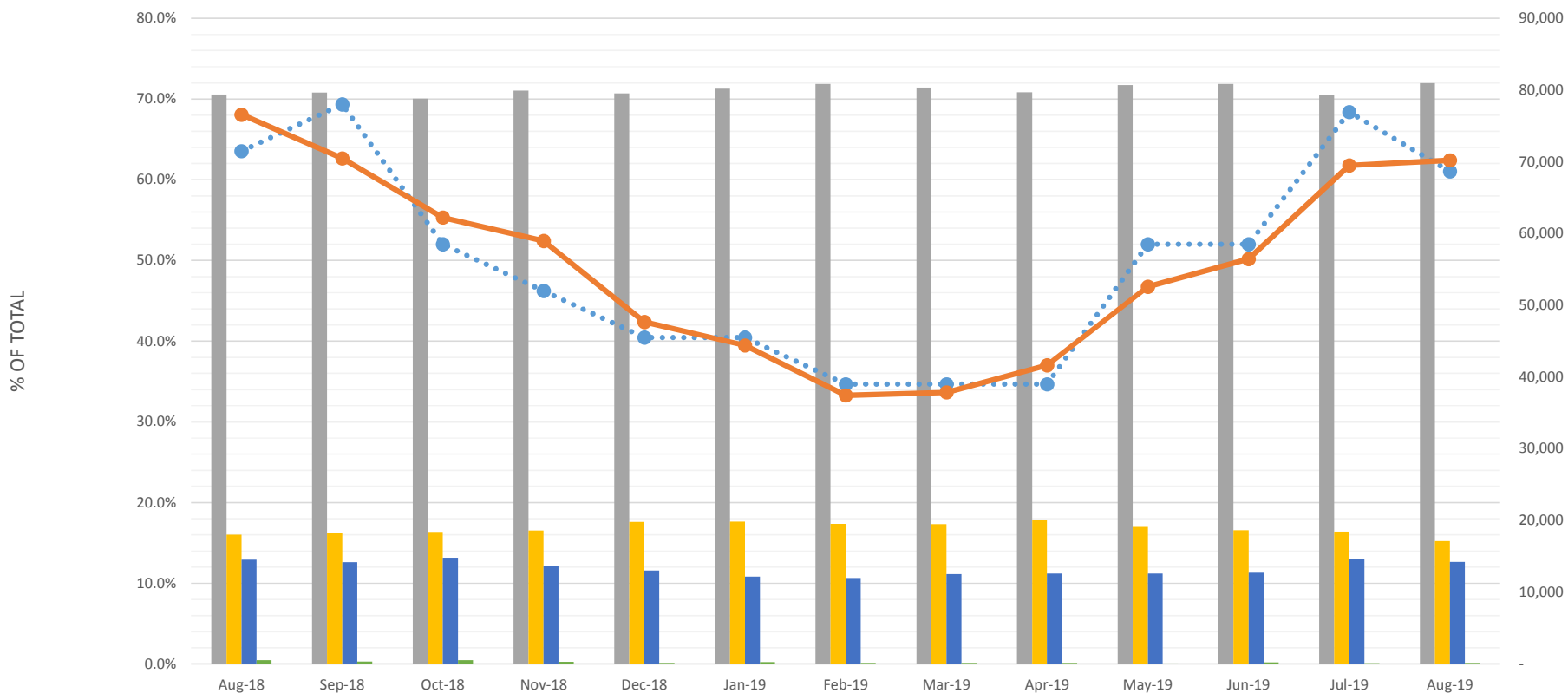
*As of 9/10/2019*

Online Sign-ups	4,504	4,439	4,414	4,334	4,293	4,240	4,184	4,120	4,078	4,033	3,980	3,938	3,883
E-Bills	1,727	1,697	1,686	1,624	1,590	1,522	1,413	1,378	1,356	1,326	1,302	1,284	1,260
Auto Pay	2,874	2,778	2,707	2,518	2,551	2,725	2,706	2,659	2,716	2,673	2,638	2,603	2,553

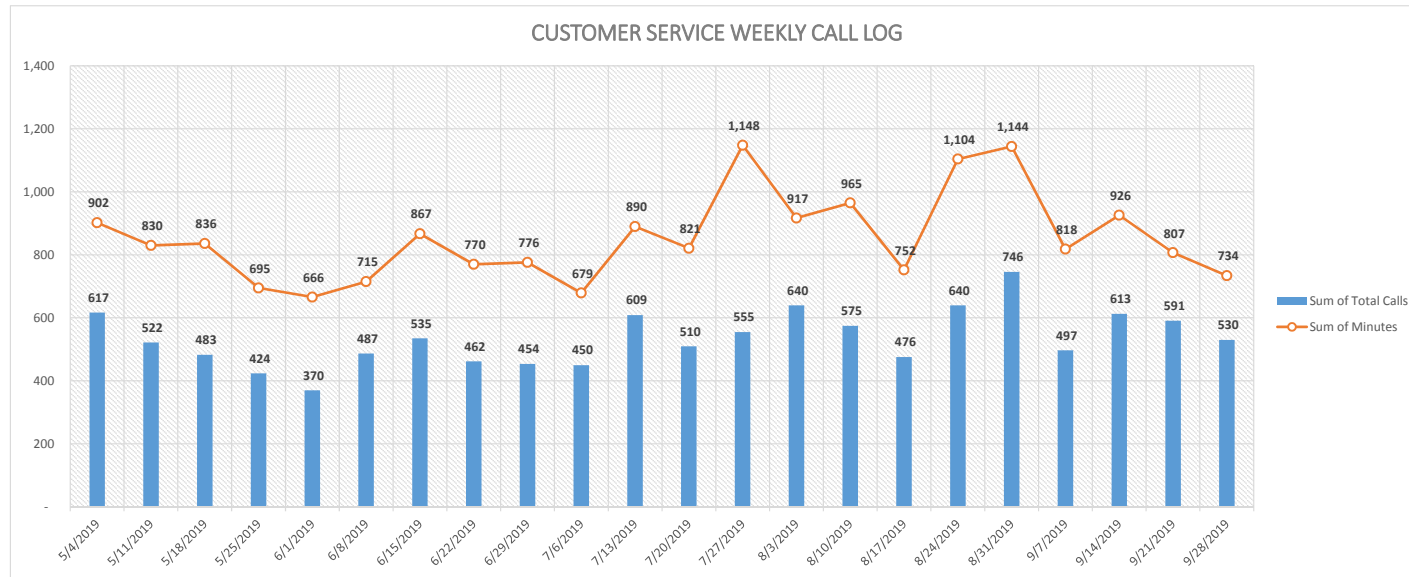
\* Due to timing, had abnormal tag periods

*[1] Please note these numbers are slightly higher than actuals being utilized. When a person closes their account, they typically leave their online account active for a while for their own personal records. We currently do not have an easy way to break down to only active customers.*

### 13 MONTH CONSUMPTION TRENDS



	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
Residential	70.6%	70.8%	70.0%	71.0%	70.7%	71.3%	71.8%	71.4%	70.8%	71.7%	71.9%	70.5%	72.0%
Multi Residential	16.0%	16.3%	16.4%	16.5%	17.6%	17.7%	17.4%	17.3%	17.8%	17.0%	16.6%	16.4%	15.2%
Commercial	12.9%	12.6%	13.2%	12.2%	11.6%	10.8%	10.7%	11.1%	11.2%	11.2%	11.3%	13.0%	12.6%
Bulk Water	0.5%	0.3%	0.5%	0.3%	0.1%	0.2%	0.1%	0.1%	0.1%	0.1%	0.2%	0.1%	0.1%
BUDGETED UNITS	71,500	78,000	58,500	52,000	45,500	45,500	39,000	39,000	39,000	58,500	58,500	76,946	68,660
ACTUAL UNITS	76,594	70,487	62,230	58,962	47,684	44,397	37,442	37,870	41,646	52,584	56,456	69,511	70,199



Week Ending	Incoming Calls		Outgoing Calls		Total Calls		Weekly Notes
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes	
5/4/2019	406	730	211	171	617	902	Tags, Main Breaks: 211 Camino Sinuoso, 135 Scenic Way.
5/11/2019	351	729	171	101	522	830	Turn off, Main Breaks: 12855 Irwin Wy, 160 Shady Ln., 514 Primavera Rd., Hill Crest Dr., Lost Acres Dr.
5/18/2019	321	662	162	174	483	836	Tags, Main Breaks: Band Rd. 16 Haven Ln, 160 river st.,
5/25/2019	279	586	145	110	424	695	Turn off, Main Breaks: 185 Arden Ave., Lovcreek Rd & Sunnyside Ave. 1513 Jackson Ave.
6/1/2019	264	577	106	89	370	666	Tags, Main Breaks:, 160 Ono Way, Hwy 9 & Western,
6/8/2019	300	505	187	211	487	715	Turn off, Main Breaks:, 15845 Kings Creek Rd, 751 Buckeye Dr., 660 Stewart St., 460 Riverview Dr., 14266 Bear Creek Rd., 14215 Bear Creek Rd., 13140 Irwin Way.
6/15/2019	354	667	181	199	535	867	Tags, Main Breaks:, 11181 Hwy 9 & Larkspur Dr., 13401 Big Basin Way, Hwy 9 & Marshall Creek, Hwy 236 , Alameda Ave., 8074 Fernwood, 520 Hill Crest, 525 Hill Crest, Scenic Way, Highland Dr., Sylvan Ave., Highland Dr.,
6/22/2019	266	485	196	285	462	770	Turn off, Main Breaks:, 11550 Alta Via Rd. 7171 Hihn Rd., 350 Redwood Dr., 10585 Vera Ave.,
6/29/2019	259	505	195	272	454	776	Tags, Main Breaks:, 251 Sunbeam, Bear Creek Rd, 1500 Two Bar Rd.,
7/6/2019	307	578	143	101	450	679	Tags, Main Breaks: 15131 Two Bar, Scenic Wy & Hillcrest, 455 Lockwood, Oak Ave., 540 Primevera.
7/13/2019	373	753	236	137	609	890	Turn off, Main Breaks: 168 Willow Brook Dr., 1115 Forest Dr., 285 Hoot Owl Wy, 11545 Alta Via, Zayante School Rd, 280 Miraflored Rd, 220 Sylvan, 415 Fairview Ave., Prospect, 14705 Bear Creek Rd, 1111 Forest Way, 525 Hillcrest Dr., Kirby.
7/20/2019	316	592	194	230	510	821	Tags, Main Breaks: 10341 California Dr., 750 Park Dr., 206/216 Crecent Dr., 364 Brimblecom Rd., 555 Cook Wy., Scenic Wy, Manzanita R
7/27/2019	346	808	209	340	555	1,148	Turn off, Main Breaks: 145 Grove St., 433 Manzanita Ave., Mountain St., 225 Brier, 15245 Bear Creek Rd, 221 Amity Way.,
8/3/2019	454	748	186	169	640	917	Tags, Main Breaks: 13728 Bear Creek Rd, 550 El Solyo Heights Dr., Scenic Wy & Hillcrest, 9460 Sunnyside Ave.
8/10/2019	361	779	214	185	575	965	Turn off, Main Breaks: 609 Redwood Dr., 225 Brier Dr., Scenic Way & Greenbank, 12704 Hwy 9, 8215 & 8225 Glen Arbor Rd., 5995 Plaeau Dr., 9675 Brookside Ave., 320 Blue Ridge Dr., 1610 Jackson Ave.
8/17/2019	335	663	141	89	476	752	Tags, Main Breaks: 123 Baywood Rd., 12520 Boulder St., 240 Main St., Blue Ridge Dr., 10610 Visitar St., 315 St. Francis, 100 Brookside Dr., 15745 Kings Creek Rd., 255 Glenwood Rd., 212 riverside Park Dr.,
8/24/2019	353	779	287	325	640	1,104	Turn off, Main Breaks: 8195 Oak Ave., 12704 Hwy 9 , 455 Lockwood Ln, 140 Sweet Pea Ln, 230 Brackney Rd., 498 Ralston Ridge, 11871 Van Allen, 1191 Laurel Ave.
8/31/2019	513	984	233	160	746	1,144	Tags, Main Breaks: 550 El Solyo Heights Dr., 14320 Big Basin Way, 280 Mesa Dr., 410 Rincon Way, 340 Bernstein Dr, 17990 Hwy 9, W. Zayante & Storm, 595 Romona Dr, 12520 Ramona Dr., 12520 Boulder ST, 825 Boulder St.
9/7/2019	317	717	180	100	497	818	Turn off, 155 Amity Way, 8500 Glen Arbor Rd., 131 Redwood Wy, 505 Estates Dr., Strom Ln, 9341 Mill St., Hwy 236
9/14/2019	408	799	205	127	613	926	Tags, 150 Lovers Ln., 7134 Hwy 9, 9355 Mill St., 8680 Hwy 9, 5600 Lincoln Wy., 13101 Hwy 9, 100 Brookside Ave., 380 Railroad Ave., 100 Brookside Ave., 380 RailRoad Ave.
9/21/2019	338	613	253	194	591	807	Turn off, 100 Brookside Dr., 15610 Hwy 9, Middleton Ave.
9/28/2019	292	572	238	162	530	734	Forest Way, 360 Hallsons Ln, Blackstone Dr., Payone Dr., 605 Spring Creek, 10300 Alba Rd., La Lena St., Intersection Hwy 9 & Main St.,

## REVENUE STABILIZATION RATE ANALYSIS FY1920

*In accordance with the District's Revenue Stabilization Rates Policy & Procedures, the District Manager shall provide the Board of Directors with the average units of water sales (by month) for the rolling previous three years, which will serve as the baseline against which current annual sales to date will be compared. If the District Manager determines that budget-year water sales (in units) to date, and corresponding revenue, is more than 10% below expected year-to-date levels (based on monthly averages over the previous three years), the District Manager shall notify, at a public meeting, the Board of Directors of this determination at or before the next regularly scheduled Board meeting. For more information, please refer to the District's full Policy & Procedures.*

### MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY1617	74,199	73,414	71,825	59,518	41,777	45,698	45,401	37,667	41,173	42,898	52,932	68,388	<b>654,889</b>
FY1718	81,254	78,331	76,259	65,658	58,601	42,693	48,947	40,431	42,401	41,263	52,088	69,321	<b>697,247</b>
FY1819	69,843	76,594	70,487	62,230	58,962	47,684	44,397	37,442	37,870	41,646	52,584	56,456	<b>656,195</b>
<b>3 YR AVERAGE (BASELINE)</b>	<b>75,099</b>	<b>76,113</b>	<b>72,857</b>	<b>62,469</b>	<b>53,113</b>	<b>45,358</b>	<b>46,248</b>	<b>38,513</b>	<b>40,481</b>	<b>41,936</b>	<b>52,535</b>	<b>64,722</b>	<b>669,444</b>

### ACTUAL FY1920 CONSUMPTION

FY1920	69,511	70,199											<b>139,710</b>
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### CUMULATIVE ANALYSIS

% Above or Below Average	-7%	-8%
<b>Cumulative %</b>	<b>-7%</b>	<b>-8%</b>

### NOTES:

Consumption is cumulatively slightly above the prior three year average baseline. As of August 2019 consumption, the cumulative consumption is 8% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

Utility Billing  
Transactions by Date  
**LEAK ADJUSTMENT - Q1 FY1920**



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

Date Range: From: 07/01/2019 to 09/30/2019  
Batch Type: Adj & Fees  
Billing Cycle: 001, 002, 999

Account No	Journal Entry Date	Amount Credited	Units Above Average	Consumption Billed	Units Used	Cause of Leak	How Leak Was Detected
014570-000	07/16/2019	\$ (37.91)	7	\$ 129.96	12	TOILET LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
008931-002	07/16/2019	\$ (487.35)	90	\$ 1,091.52	98	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
011354-000	07/16/2019	\$ (416.96)	77	\$ 920.55	85	WATER SOFTENER LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
005758-000	07/25/2019	\$ (162.45)	30	\$ 368.22	34	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
007449-000	07/25/2019	\$ (238.26)	44	\$ 671.46	66	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
011398-000	08/07/2019	\$ (97.47)	18	\$ 238.26	22	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
006628-000	08/07/2019	\$ (43.32)	8	\$ 140.79	13	LEAK AT METER	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
010932-000	08/07/2019	\$ (276.17)	51	\$ 595.65	55	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
006580-000	08/14/2019	\$ (140.79)	26	\$ 394.14	35	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
010576-000	08/14/2019	\$ (308.66)	57	\$ 768.93	71	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
009103-000	08/14/2019	\$ (341.15)	63	\$ 1,080.69	97	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
009584-000	08/14/2019	\$ (362.81)	67	\$ 812.25	75	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
010762-000	08/14/2019	\$ (70.40)	13	\$ 184.11	17	HOSE LEAK	CUSTOMER FOUND LEAK
005203-000	08/14/2019	\$ (265.34)	49	\$ 747.27	69	BATHROOM LEAK	CUSTOMER FOUND LEAK
008910-000	07/01/2019	\$ (254.51)	47	\$ 790.59	73	DRIP SYSTEM LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
006279-000	07/01/2019	\$ (102.89)	19	\$ 216.60	20	HOSE LEFT ON	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
010293-001	07/01/2019	\$ (476.52)	88	\$ 1,054.77	96	HOSE LEFT ON	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
010725-000	07/01/2019	\$ (335.73)	62	\$ 714.78	66	DRIP SYSTEM LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
015352-000	07/01/2019	\$ (205.77)	38	\$ 658.38	58	HOSE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
006092-001	08/28/2019	\$ (200.36)	37	\$ 487.35	45	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
007520-000	08/28/2019	\$ (303.24)	56	\$ 801.42	74	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
005333-000	08/28/2019	\$ (162.45)	30	\$ 498.18	46	TOILET LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
007988-000	08/28/2019	\$ (97.47)	18	\$ 216.60	20	UNKNOWN	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
005601-000	8/28/2019	\$ (373.64)	69	\$ 1,223.79	113	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
014623-000	09/12/2019	\$ (194.94)	36	\$ 498.18	46	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
009518-000	09/12/2019	\$ (102.89)	19	\$ 216.60	20	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
005773-000	09/12/2019	\$ (297.83)	55	\$ 606.48	56	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
014769-000	09/12/2019	\$ (1,240.04)	229	\$ 2,609.79	241	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
009183-000	09/12/2019	\$ (335.73)	62	\$ 974.70	90	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
008944-000	09/12/2019	\$ (276.17)	51	\$ 565.41	55	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
012687-000	09/12/2019	\$ (287.00)	53	\$ 703.95	65	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
015318-000	09/12/2019	\$ (97.47)	18	\$ 1,028.85	30	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
011335-000	09/12/2019	\$ (64.98)	12	\$ 203.52	16	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
011672-000	09/12/2019	\$ (259.92)	48	\$ 628.14	58	SERVICE LINE LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
005065-000	09/19/2019	\$ (238.26)	44	\$ 615.00	54	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
006230-000	09/19/2019	\$ (97.47)	18	\$ 227.43	21	LEFT ON HOSE	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
010227-000	09/19/2019	\$ (92.06)	17	\$ 270.75	25	SERVICE LINE LEAK	CUSTOMER FOUND LEAK
011867-000	09/19/2019	\$ (119.13)	22	\$ 485.04	42	HOSE BROKEN	CUSTOMER FOUND LEAK
015774-000	09/19/2019	\$ (254.51)	47	\$ 617.31	57	TOILET LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
015169-000	09/19/2019	\$ (254.51)	47	\$ 563.16	52	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE
011731-000	09/19/2019	\$ (102.89)	19	\$ 379.05	35	IRRIGATION LEAK	SLVWD INFORMED CUSTOMER AFTER METER READING CAME BACK WITH HIGH USAGE

LEAK Totals \$ (10,077.42)  
# Leak Adj 41  
  
FY 1920 YTD Totals \$ (10,077.42)  
# Leak Adj 41

In accordance with District Rules & Regulations, authorizing water bill adjustments, District staff has adjusted the above accounts for the period stated above.



## QUARTERLY REBATE PROGRAM

### FY 19/20 Q1 Ending Sept. 30, 2019

Code	Type	# Rebates	Amount
RBDRIpsqft	Drip	0	\$ -
RBHECW	Clothes Washers	0	\$ -
RBHWRS	Recirculation System	0	\$ -
RBLAWN	Lawn	0	\$ -
RBT1.6	Toilet 1.6	1	\$ 75.00
RBT3.5	Toilet 3.5	7	\$ 1,059.00
RBWBICSI	Irrigation Controler	0	\$ -
RBGWLL	Greywater Irrigation	0	\$ -
		<b>8</b>	<b>\$ 1,134.00</b>

## OPERATING ANALYSIS - AUGUST 2019

### REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 754,239	73.4%	\$ 777,219	\$ (22,980)	-3%	10%	\$ 7,395,500	68%
BASIC CHARGES	253,941	24.7%	237,200	16,741	7%	8%	3,163,000	29%
METERS, PENALTIES & OTHER	9,985	1.0%	9,855	130	1%	8%	127,000	1%
SEWER CHARGES	9,857	1.0%	8,345	1,512	18%	7%	132,170	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,028,021</b>	<b>100.0%</b>	<b>\$ 1,032,619</b>	<b>\$ (4,598)</b>	<b>0%</b>	<b>10%</b>	<b>\$ 10,817,670</b>	<b>100%</b>

### REVENUE COMMENTS

Water Usage: August 19 was 8% below the same as in August of the prior year. Remaining basic charge increase was due to the rate increase.

Sewer Charges: New rates went into effect Dec 18.

### EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 305,763	65.3%	\$ 510,140	\$ (204,377)	-40%	6%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	34,367	7.3%	48,144	(13,777)	-29%	3%	1,070,711	14%
OPERATING EXPENSES	30,756	6.6%	33,476	(2,720)	-8%	7%	435,250	6%
MAINTENANCE	25,710	5.5%	10,102	15,608	154%	12%	218,850	3%
FACILITIES	52,999	11.3%	31,020	21,979	71%	9%	591,700	8%
GEN. & ADMIN.	18,702	4.0%	16,460	2,242	14%	6%	335,670	4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 468,298</b>	<b>100%</b>	<b>\$ 649,343</b>	<b>\$ (181,045)</b>	<b>-28%</b>	<b>6%</b>	<b>\$ 7,817,156</b>	<b>100%</b>

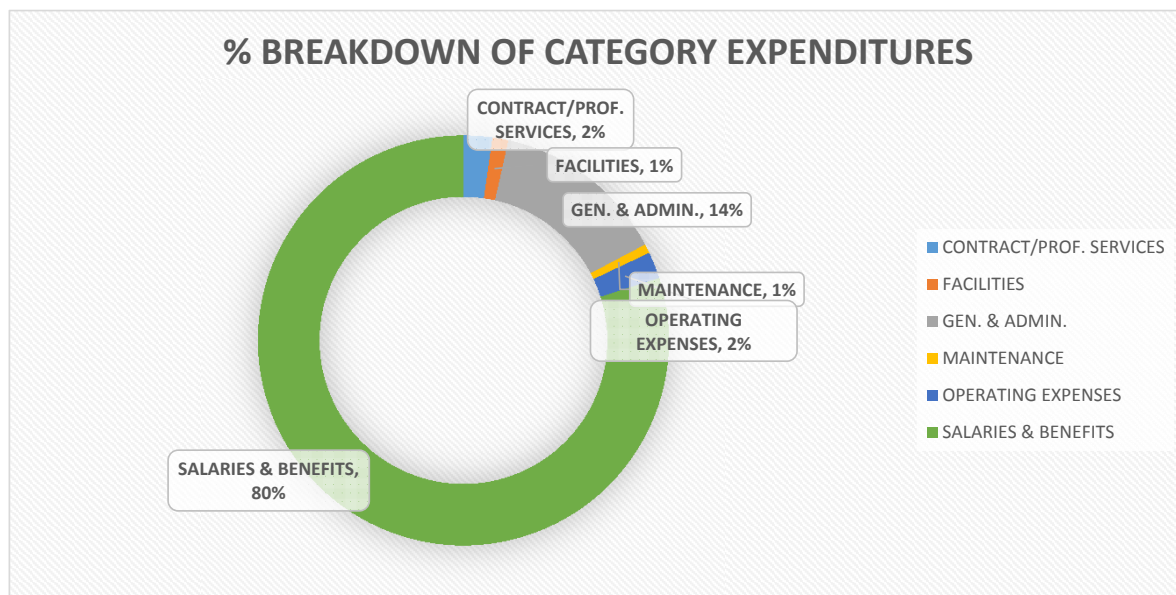
### EXPENSE COMMENTS

Sal.&Benefits: August 18 had 3 pay periods, compared to the current year having 2.

Legal Bills: Aug 19 legal bills were \$10K.

Maintenance was high due to major truck bed repair, this was budgeted for

Facilities were higher due to timing of bills yr over yr



## OPERATING ANALYSIS - YTD FY1920 (JULY-AUGUST)

### REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 1,112,482	67.2%	\$ 1,136,338	\$ (23,856)	-2%	15%	\$ 7,395,500	68%
BASIC CHARGES	507,459	30.7%	474,513	32,946	7%	16%	3,163,000	29%
METERS, PENALTIES & OTHER	15,605	0.9%	15,105	500	3%	12%	127,000	1%
SEWER CHARGES	19,870	1.2%	16,689	3,181	19%	15%	132,170	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,655,416</b>	<b>100.0%</b>	<b>\$ 1,642,646</b>	<b>\$ 12,771</b>	<b>1%</b>	<b>15%</b>	<b>\$ 10,817,670</b>	<b>100%</b>

### REVENUE COMMENTS

YTD revenues are higher due to the rate increase that went into effect Nov 2018. The change in rate structure is still seen in the Basic Charge shift. Offsetting is the fact consumption was down 5% compared to prior year.

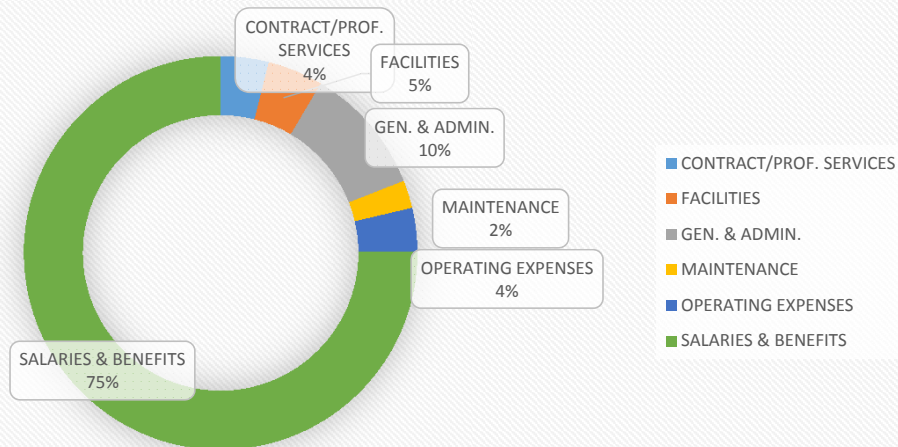
### EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 1,069,902	75.1%	\$ 1,024,168	\$ 45,735	4%	21%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	56,012	3.9%	53,716	2,296	4%	5%	1,070,711	14%
OPERATING EXPENSES	50,883	3.6%	45,463	5,421	12%	12%	435,250	6%
MAINTENANCE	32,600	2.3%	13,181	19,419	147%	15%	218,850	3%
FACILITIES	64,976	4.6%	42,404	22,572	53%	11%	591,700	8%
GEN. & ADMIN.	150,074	10.5%	118,027	32,047	27%	45%	335,670	4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,424,447</b>	<b>100%</b>	<b>\$ 1,296,958</b>	<b>\$ 127,489</b>	<b>10%</b>	<b>18%</b>	<b>\$ 7,817,156</b>	<b>100%</b>

### EXPENSE COMMENTS

Maintenance was high due to major truck bed repair, this was budgeted for  
Facilities were higher due to timing of bills yr over yr  
Gen&Admin: \$18K increase to liability insurance year over year. \$12K timing of LAFCO fees that posted in September in PY.

### % BREAKDOWN OF CATEGORY EXPENDITURES



## OPERATING ANALYSIS - YTD TREND FY1920

### REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	1,112,482	7,395,500	15%
BASIC CHARGES	253,518	253,941	507,459	3,163,000	16%
METERS, PENALTIES & OTHER	5,620	9,985	15,605	127,000	12%
SEWER CHARGES	10,013	9,857	19,870	132,170	15%
<b>TOTAL OPERATING REVENUE</b>	<b>627,395</b>	<b>1,028,021</b>	<b>1,655,416</b>	<b>10,817,670</b>	<b>15%</b>

### EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	764,139	305,763	1,069,902	5,164,975	21%
CONTRACT/PROF. SERVICES	21,644	34,367	56,012	1,070,711	5%
OPERATING EXPENSES	20,127	30,756	50,883	435,250	12%
MAINTENANCE	6,890	25,710	32,600	218,850	15%
FACILITIES	11,977	52,999	64,976	591,700	11%
GEN. & ADMIN.	131,372	18,702	150,074	335,670	45%
<b>TOTAL OPERATING EXPENSES</b>	<b>956,149</b>	<b>468,298</b>	<b>1,424,447</b>	<b>7,817,156</b>	<b>18%</b>

<b>OPERATING INCOME (LOSS)</b>	<b>(328,754)</b>	<b>559,723</b>	<b>230,969</b>	<b>3,000,514</b>	<b>8%</b>
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### COMMENTS

#### REVENUE/EXPENSES:

Current year to date revenue and expenses are tracking as expected overall. Please refer to the current month analysis for any further detail on revenue or expenses.

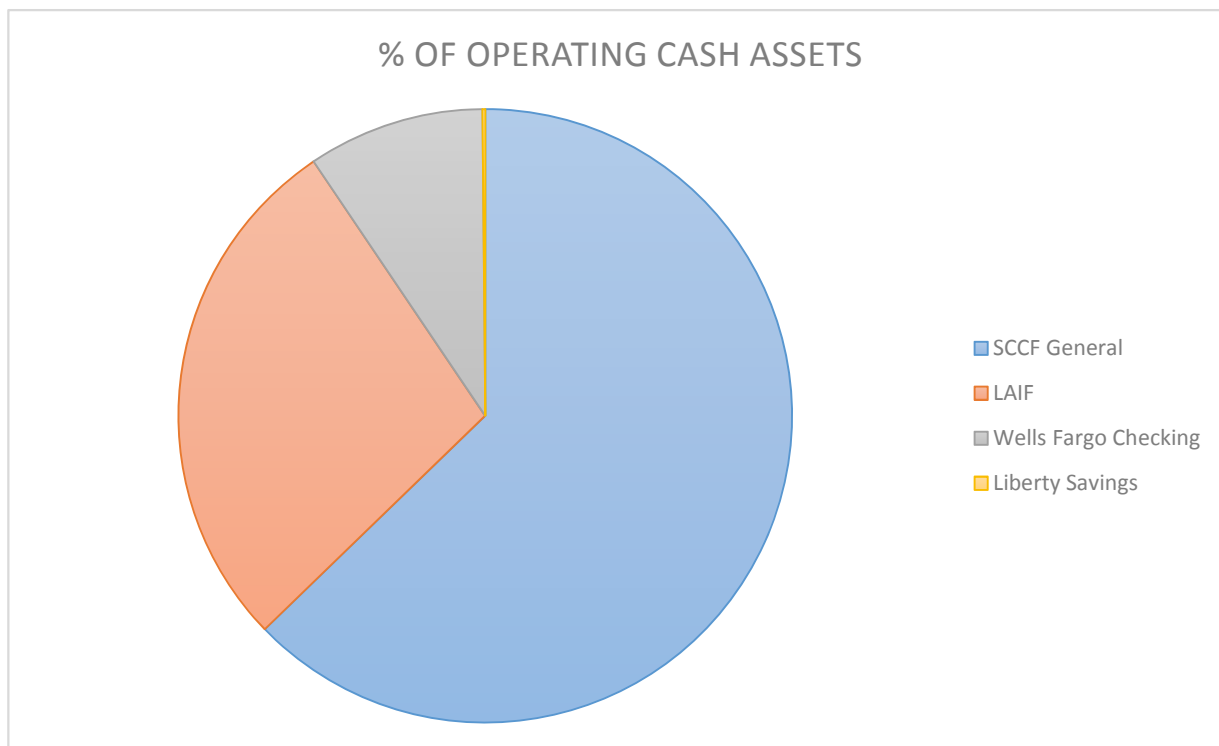
#### GENERAL/PROCESS:

There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District operates on an annual budget and performs accrual based accounting procedures for a hard year end close, this is typical for governmental accounting.

**CASH BALANCES AS OF**

**8/31/2019**

	<b>CASH BALANCE</b>	<b>Ave Interest Rate</b>
<b>OPERATING ACCOUNTS</b>		
Wells Fargo Checking	\$ 289,460	0.35%
Liberty Savings	\$ 4,518	0.15%
LAIF	\$ 864,025	2.34%
SCCF General	<u>\$ 1,951,652</u>	2.29%
<b>OPERATING BALANCE</b>	<b>\$ 3,109,655</b>	
 <b>RESTRICTED ACCOUNTS</b>		
SCCF Lompico Assessment District	\$ 510,521	2.29% <i>For AD Projects</i>
SCCF Olympia Assessment District	\$ 57,268	2.29% <i>For Debt Repayment</i>
SCCF Probation Tank Loan Proceeds	\$ 1,140,478	2.29% <i>Loan Proceeds</i>
SCCF \$14.5M COP Proceeds	\$ 14,502,522	2.29% <i>Loan Proceeds</i>
CB&T Escrow Fund SRF	\$ 108,854	0.09% <i>For Debt Repayment</i>
CB&T Escrow Fund DOWR	<u>\$ 199,984</u>	0.09% <i>For Debt Repayment</i>
<b>RESTRICTED BALANCE</b>	<b>\$ 16,519,627</b>	



# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

October 09, 2019

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER  
13060 HIGHWAY 9  
BOULDER CREEK, CA 95006

[Tran Type Definitions](#)

August 2019 Statement

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**Account Summary**

Total Deposit:	0.00	Beginning Balance:	864,025.26
Total Withdrawal:	0.00	Ending Balance:	864,025.26

**G/L Balances**

Criteria: As Of = 8/31/2019; Fund = 76644, 76530

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 -- SLV-LOMPICO WTR, EFF 6/2/16					
Sub-Fund 76530001 -- SLV- WTR, EFF 6/2/16					
000	NOT APPLICABLE	0.00	4.93	(911.94)	(907.01)
101	EQUITY IN POOLED CASH	167,067.65	911.94	(4.93)	167,974.66
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(165,703.75)	0.00	0.00	(165,703.75)
Total Sub-Fund 76530001		0.00	916.87	(916.87)	0.00
Sub-Fund 76530200 -- SLV-LOMPICO WTR-ASSESSMENTS					
000	NOT APPLICABLE	0.00	27,414.67	(9,150.99)	18,263.68
101	EQUITY IN POOLED CASH	557,702.39	9,150.99	(27,414.67)	539,438.71
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 76530200		0.00	36,565.66	(36,565.66)	0.00
Total Fund 76530		0.00	37,482.53	(37,482.53)	0.00
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644001 -- SAN LORENZO VALLEY WATER TRUST					
000	NOT APPLICABLE	0.00	700,042.35	(435,699.63)	264,342.72
101	EQUITY IN POOLED CASH	1,681,679.61	435,699.63	(700,042.35)	1,417,336.89
201	VOUCHERS PAYABLE (VENDOR)	0.00	700,000.00	(700,000.00)	0.00
344	FUND BALANCE	(1,681,679.61)	0.00	0.00	(1,681,679.61)
Total Sub-Fund 76644001		0.00	1,835,741.98	(1,835,741.98)	0.00
Sub-Fund 76644100 -- SAN LORENZO VLY WTR-OLYMPIA MU					
000	NOT APPLICABLE	0.00	24,360.00	(317.91)	24,042.09
101	EQUITY IN POOLED CASH	81,310.01	317.91	(24,360.00)	57,267.92
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76644100		0.00	24,677.91	(24,677.91)	0.00
Sub-Fund 76644200 -- SLV WATER-SUBFD FOR LOAN CASH					
000	NOT APPLICABLE	0.00	376,078.41	(7,213.22)	368,865.19
101	EQUITY IN POOLED CASH	1,839,265.23	7,213.22	(376,078.41)	1,470,400.04
344	FUND BALANCE	(1,839,265.23)	0.00	0.00	(1,839,265.23)
Total Sub-Fund 76644200		0.00	383,291.63	(383,291.63)	0.00
Sub-Fund 76644300 -- SLV WATER 2019 COP-SUBFD					
000	NOT APPLICABLE	0.00	0.00	(14,510,022.37)	(14,510,022.37)

Run: 9/23/2019 1:21 PM Includes transactions posted through: 9/20/2019

**G/L Balances**

Criteria: As Of = 8/31/2019; Fund = 76644, 76530

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance</u>	<u>Year-To-Date Debits</u>	<u>Year-To-Date Credits</u>	<u>End Balance</u>
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644300 -- SLV WATER 2019 COP-SUBFD					
101	EQUITY IN POOLED CASH	0.00	14,510,022.37	0.00	14,510,022.37
Total Sub-Fund 76644300		0.00	14,510,022.37	(14,510,022.37)	0.00
Total Fund 76644		0.00	16,753,733.89	(16,753,733.89)	0.00



# Accounts Payable

## Checks by Date - Detail by Check Number

User: rachelmunoz  
Printed: 10/9/2019 9:30 AM



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10005 194353	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	09/12/2019		4,195.24
Total for this ACH Check for Vendor 10005:				0.00	4,195.24
ACH	00054 819_3658024062A 819_3658024062B 819_3658024062C 819_3658024062D	PACIFIC GAS AND ELECTRIC UTILITIES_ADMIN UTILITIES_OPS UTILITIES_WTP UTILITIES_BCE WASTEWATER	09/16/2019		900.30 11,661.06 29,790.47 1,900.65
Total for this ACH Check for Vendor 00054:				0.00	44,252.48
ACH	00178 OCT 2019.1 OCT 2019.2 OCT 2019.3 OCT 2019.4 OCT 2019.5 OCT 2019.6 OCT 2019.7 OCT 2019.8 OCT 2019.9	CALPERS HEALTH INSURANCE_ADMIN HEALTH INSURANCE_FINANCE HEALTH INSURANCE_ENGINEERING HEALTH INSURANCE_OPS HEALTH INSURANCE_ENVIRONMENTAL HEALTH INSURANCE_RETIRED EMPLOYE HEALTH INSURANCE_WTP HEALTH INSURANCE_ADMIN FEE HEALTH INSURANCE	10/04/2019		2,367.94 13,756.51 768.25 17,450.26 1,997.45 900.00 8,695.53 140.22 1,856.53
Total for this ACH Check for Vendor 00178:				0.00	47,932.69
ACH	10005 202858	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	09/26/2019		3,135.00
Total for this ACH Check for Vendor 10005:				0.00	3,135.00
17927	00055 919_9607360489A 919_9607360489B 919_9607360489C 919_9607360489D	AT&T TELEPHONE_ADMIN TELEPHONE_OPS TELEPHONE_WTP TELEPHONE_BCE WASTEWATER	09/13/2019		261.96 4,277.25 2,131.58 439.82
Total for Check Number 17927:				0.00	7,110.61
17928	00373 48041	CAPITOLA PUMP COMPANY, INC NINA HYDRO PUMP_OPS	09/13/2019		1,088.57
Total for Check Number 17928:				0.00	1,088.57
17929	00788 90319_0956185	COMCAST INTERNET_545 FALL CREEK DR	09/13/2019		173.46
Total for Check Number 17929:				0.00	173.46
17930	00788 9119_1236033	COMCAST INTERNET_215 BLACKSTONE DRIVE	09/13/2019		175.18

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17930:	0.00	175.18
17931	00788 9119_1368455	COMCAST INTERNET_345 QUAIL TERRACE	09/13/2019		113.38
			Total for Check Number 17931:	0.00	113.38
17932	00061 2521A 2521B	DHS PUBLIC HEALTH LAB TICK TEST FOR LYME DISEASE TICK TEST FOR LYME DISEASE	09/13/2019		35.00 35.00
			Total for Check Number 17932:	0.00	70.00
17933	00076 789197	ERNIE'S AUTO CENTER NEW BATTERY_VE#325	09/13/2019		131.79
			Total for Check Number 17933:	0.00	131.79
17934	00343 78856	ERNIE'S SERVICE CENTER IGNITION REPAIR_VE#338	09/13/2019		434.19
			Total for Check Number 17934:	0.00	434.19
17935	00750 AUG2019_750	FEDAK & BROWN, LLP PROFESSIONAL SERVICES FOR AUG2019	09/13/2019		750.00
			Total for Check Number 17935:	0.00	750.00
17936	10208 S103112	GOLDEN STATE COMMUNICATIONS, IN DIGITAL HAND RADIO ON VE-328	09/13/2019		888.08
			Total for Check Number 17936:	0.00	888.08
17937	00329 9269981701	GRAINGER MAN HOLE COVER HOOK_LABEL TAPE	09/13/2019		191.45
			Total for Check Number 17937:	0.00	191.45
17938	00550 11599777	HACH COMPANY LAB SUPPLIES_WTP	09/13/2019		160.04
			Total for Check Number 17938:	0.00	160.04
17939	00615 7283886 8492826	HOME DEPOT CREDIT SERVICES BATTERY CHARGER_OPS JUMP STARTER_OPS	09/13/2019		108.98 162.41
			Total for Check Number 17939:	0.00	271.39
17940	00367 157410A 157410B 157410C	INFOSEND, INC MAILING FEES_JULY 2019 POSTAGE FEES_JULY 2019 FIRE SAFETY INSERT_JULY 2019	09/13/2019		1,196.62 2,544.08 938.00
			Total for Check Number 17940:	0.00	4,678.70
17941	00233 74999	LADD'S AUTO BODY & TOWING TOWING FEE	09/13/2019		200.00
			Total for Check Number 17941:	0.00	200.00
17942	00181	LAS ANIMAS CONCRETE	09/13/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	145982	MAIN REPAIR_END LAUREL AVE			458.37
			Total for Check Number 17942:	0.00	458.37
17943	00296 0819021	MESITI-MILLER ENGINEERING,INC CONSTRUCTION MANAGEMENT_WO#823	09/13/2019		14,680.64
			Total for Check Number 17943:	0.00	14,680.64
17944	10139 S1118771.001A S1118771.001B S1118771.001C S1118771.001D	NATIONAL METER & AUTOMATION METER 3/4"X3/4" BADGER MODEL 35 METER 1" BADGER MODEL 55 COMPLETE METER 5/8" X 3/4" BADGER MODEL 25 COI ME ENDPOINT DRIVE-BY_NICOR CONNEC	09/13/2019		1,417.92 710.24 6,524.83 2,236.78
			Total for Check Number 17944:	0.00	10,889.77
17945	10246 R34620A R-34620B R-34620C	OVISS LABS INCORPORATED NEW VIDEO SECURITY SYSTEM (LYON W NEW VIDEO SECURITY SYSTEM (FALL CR NEW VIDEO SECURITY SYSTEM (KIRBY W	09/13/2019		64.31 64.31 64.31
			Total for Check Number 17945:	0.00	192.93
17946	10124 12035	PEACHY-KLEEN CHEM-DRY CARPET CLEANING_LYON PLANT	09/13/2019		278.40
			Total for Check Number 17946:	0.00	278.40
17947	00370 20268	RAC CONSTRUCTION PASO 8 BLDG FINISH ROOFING	09/13/2019		2,190.00
			Total for Check Number 17947:	0.00	2,190.00
17948	10151 AUG2019_10151	OSCAR RODAS MAINTENANCE_AUGUST 2019	09/13/2019		250.00
			Total for Check Number 17948:	0.00	250.00
17949	10217 83019_7268A 83019_7268B 83019_7268C 83019_7268D 83019_7268E 83119_7268F 83119_7268G 83119_7268H 83119_7268I 83119_7268J 83119_7268K 83119_7268L 83119_7268M 83119_7268N 83119_7268O 83119_7268P 83119_7268Q	UMPQUA BANK SANTA CRUZ JOBS.COM_ADVERTISING BROWN AND CALDWELL_ADVERTISING INDEED_ADVERTISING STAPLES_BARCODE SCANNERS AP RIVER_TECH SUPPORT LINKEDLN_TRAINING MAILCHIMP_ADVERTISING KINEMATICA_AUTO CLAV REPAIR AMAZON_CALCULATOR WATERWISEPRO_CERT TRAINING_EMP#21 KMART_CANOPY TENT CARHARTT_UNIFORM_EMP#231 CARHARTT_UNIFORM_EMP#209 CARHARTT_UNIFORMS_WATER QUALITY CARHARTT_UNIFORMS_OPERATIONS CARHARTT_ELECTRICIANS SAFETY CLO1 CARHARTT_UNIFORM_EMP#218	09/13/2019		239.20 200.00 21.32 232.54 222.00 29.99 50.00 975.00 14.16 466.88 65.39 32.69 196.15 1,402.40 2,300.15 1,422.26 358.59
			Total for Check Number 17949:	0.00	8,228.72
17950	00721 114-8991225	UNITED SITE SVCS.,INC QUAIL YARD SERVICES_08/17/19-09/13/19	09/13/2019		204.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17950:	0.00	204.35
17951	00398 8425633	WATSONVILLE METAL CO.,INC DUMPSTER SERVICE_08/28/19	09/13/2019		600.00
			Total for Check Number 17951:	0.00	600.00
17952	00599 61015503A 61015503B 61015503C 61015503D	WEX BANK GAS_ADMIN GAS_FINANCE GAS_OPS GAS_WTP	09/13/2019		72.00 750.50 3,877.49 2,167.95
			Total for Check Number 17952:	0.00	6,867.94
17953	00362 ACC48206A ACC48206B	ACCELA, INC #774375 ONLINE BILLS_AUG2019 TRANSACTION FEES_AUG2019	09/18/2019		185.00 1,433.00
			Total for Check Number 17953:	0.00	1,618.00
17954	00545 365456	AFLAC 2019 MONTHLY INS. PREMIUMS_SEPTEME	09/18/2019		221.77
			Total for Check Number 17954:	0.00	221.77
17955	00729 9084528 9091286	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES LAB FEES-ANALYTICAL SERVICES	09/18/2019		300.00 590.00
			Total for Check Number 17955:	0.00	890.00
17956	10023 3084802	AT & T CAPITAL SERVICES, INC MONTHLY PHONE LEASE_AVAYA	09/18/2019		396.07
			Total for Check Number 17956:	0.00	396.07
17957	00309 1701189408	AT&T IP SERVICES PHONE SYSTEM_195 KIRBY	09/18/2019		280.96
			Total for Check Number 17957:	0.00	280.96
17958	00687 9519_137458730	AT&T U-VERSE UVERSE_13057 HWY 9	09/18/2019		80.00
			Total for Check Number 17958:	0.00	80.00
17959	00687 9619_132166881	AT&T U-VERSE UVERSE_MANANA WOODS	09/18/2019		90.00
			Total for Check Number 17959:	0.00	90.00
17960	00687 9719_132182018	AT&T U-VERSE UVERSE_345 QUAIL TERRACE	09/18/2019		80.00
			Total for Check Number 17960:	0.00	80.00
17961	10025 80037179	BADGER METER, INC BEACON SERVICES_AUGUST2019	09/18/2019		1,675.21
			Total for Check Number 17961:	0.00	1,675.21

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17962	UB*00662	OLGA BAKER Refund Check	09/18/2019		6.25
				Total for Check Number 17962:	0.00 6.25
17963	00609 219018-0819 219019-0819	BALANCE HYDROLOGICS, INC WY19 STREAMFLOW & TEMP MONITORIN OPERATIONAL GAGING THROUGH 08.17.1'	09/18/2019		3,353.64 6,995.44
				Total for Check Number 17963:	0.00 10,349.08
17964	00145 P18339325	BATTERIES PLUS UPS BATTERY_OPS	09/18/2019		47.85
				Total for Check Number 17964:	0.00 47.85
17965	00139 35357	BAYSIDE OIL HIGH SERVICE PUMP OIL	09/18/2019		187.70
				Total for Check Number 17965:	0.00 187.70
17966	01080 01080_FINAL10%	BCE PARENTS CLUB EDUCATION GRANT_FINAL 10%	09/18/2019		250.00
				Total for Check Number 17966:	0.00 250.00
17967	00342 951567	BRASS KEY LOCKSMITH REKEY FAC LOCK TO FAC2	09/18/2019		38.00
				Total for Check Number 17967:	0.00 38.00
17968	10224 WE.19.054-1A WE.19.054-1B	CAVANAUGH & ASSOCIATES, P.A. WATER AUDIT_OPS WATER AUDIT_WTP	09/18/2019		1,250.00 1,250.00
				Total for Check Number 17968:	0.00 2,500.00
17969	00213 115919A 115919B 115979	CHESTNUT IDENTITY APPAREL, INC UNIFORMS_OPS UNIFORMS_WTP UNIFORMS_EMP#218	09/18/2019		813.41 588.49 10.85
				Total for Check Number 17969:	0.00 1,412.75
17970	00788 9419_0302438	COMCAST INTERNET_1075 WHISPERING PINES DR	09/18/2019		193.38
				Total for Check Number 17970:	0.00 193.38
17971	00788 9519_1236165	COMCAST INTERNET_280 BLUE RIDGE DR	09/18/2019		175.18
				Total for Check Number 17971:	0.00 175.18
17972	00788 9619_1236017	COMCAST INTERNET_295 EAST ROAD	09/18/2019		175.18
				Total for Check Number 17972:	0.00 175.18
17973	00788 9619_1318955	COMCAST INTERNET_1150 REBECCA DR	09/18/2019		143.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17973:	0.00	143.38
17974	00788 9719_1236124	COMCAST INTERNET_15819 FOREST HILL DR	09/18/2019		175.18
			Total for Check Number 17974:	0.00	175.18
17975	00788 9819_1236058	COMCAST INTERNET_17277 HWY 9	09/18/2019		175.18
			Total for Check Number 17975:	0.00	175.18
17976	00788 9819_1323583	COMCAST INTERNET_365 MADRONE DR	09/18/2019		265.07
			Total for Check Number 17976:	0.00	265.07
17977	00788 9819_1323641	COMCAST INTERNET_365 MADRONE DR OFC	09/18/2019		265.07
			Total for Check Number 17977:	0.00	265.07
17978	00788 9919_1318922	COMCAST INTERNET_3652 GRAHAM HILL RD	09/18/2019		143.38
			Total for Check Number 17978:	0.00	143.38
17979	00290 11814	CONTRACTOR COMPLIANCE & MONI LABOR COMPLIANT SERVICES FOR AUGU	09/18/2019		500.00
			Total for Check Number 17979:	0.00	500.00
17980	00273 30437522	CORELOGIC, INC. REALQUEST SERVICES_AUGUST 2019	09/18/2019		206.00
			Total for Check Number 17980:	0.00	206.00
17981	UB*00664	ZHENYA DELATE Refund Check Refund Check	09/18/2019		64.82 8.45
			Total for Check Number 17981:	0.00	73.27
17982	00343 79227	ERNIE'S SERVICE CENTER BRAKE REPAIR_VE#325_ANTI LOCK	09/18/2019		2,159.99
			Total for Check Number 17982:	0.00	2,159.99
17983	00450 L0460112 L0470588 L0471169	EUROFINS WATER ANALYSIS_PASO 5A & 7 WATER ANALYSIS_5 LOCATIONS WATER ANALYSIS	09/18/2019		60.00 1,000.00 400.00
			Total for Check Number 17983:	0.00	1,460.00
17984	00164 482126 495093A 495093B 495093C 497399A 497399B	FIRST ALARM SERVICE CALL_365 MADRONE DRIVE ALARM SERVICES_13057 HWY 9 ALARM SERVICES_101 QUAIL HOLLOW ALARM SERVICES_365 MADRONE DRIVE ALARM SERVICES_195 KIRBY STREET ALARM SERVICES_600 SAN LORENZO AVI	09/18/2019		165.00 588.84 95.55 168.51 339.12 172.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	497399C	ALARM SERVICES_15900 BEAR CREEK RD			343.59
			Total for Check Number 17984:	0.00	1,872.81
17985	00210 3882596	FISHER SCIENTIFIC LAB SUPPLIES_WTP	09/18/2019		246.53
			Total for Check Number 17985:	0.00	246.53
17986	00577 I-062088	GOLDEN STATE FLOW PASO 8 FLOW METER INTERFACE_WO#814	09/18/2019		149.12
			Total for Check Number 17986:	0.00	149.12
17987	00080 1648905 1847922	GRANITE CONSTRUCTION CO BASE ROCK_OPS BASE ROCK_OPS	09/18/2019		65.24 61.64
			Total for Check Number 17987:	0.00	126.88
17988	00016 4300232	GREENWASTE RECOVERY,INC TRASH/RECYCLE/YARDWASTE SERVICES	09/18/2019		413.08
			Total for Check Number 17988:	0.00	413.08
17989	00020 1073 AUG19_1144	HARO, KASUNICH & ASSOCIATES SWIM TANK ALT SITE_WO#845 LYON TANK SLIDE STABILIZ_WO#549	09/18/2019		1,500.00 15,510.20
			Total for Check Number 17989:	0.00	17,010.20
17990	00058 05317	IHWY MONTHLY SERVER SUPPORT_SEPT2019	09/18/2019		25.00
			Total for Check Number 17990:	0.00	25.00
17991	UB*00661	PACIFIC SUN PROPERTY MANAGMEN Refund Check	09/18/2019		3.02
			Total for Check Number 17991:	0.00	3.02
17992	00695 AUG19_695	PAUL JENSEN PROFESSIONAL LAND S SURVEY WORK FOR CONSTRUCTION STA	09/18/2019		1,330.00
			Total for Check Number 17992:	0.00	1,330.00
17993	00944 3959	PDNC, INC. MONTHLY SERVER SUPPORT_SEPT2019	09/18/2019		562.68
			Total for Check Number 17993:	0.00	562.68
17994	10205 822-1-54897	RED WING BUSINESS ADVANTAGE AC BOOTS_EMP# 217	09/18/2019		147.47
			Total for Check Number 17994:	0.00	147.47
17995	00001 7719-649664A 7719-649664B	ROYAL WHOLESALE ELECTRIC CABLE FOR ADMIN PASO WELL 8_VFD PANEL BUILD_WO#814	09/18/2019		340.08 151.79
			Total for Check Number 17995:	0.00	491.87
17996	00142	SAN LORENZO LUMBER	09/18/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	61-0144887	MAIN REPAIR_LAUREL AVE			14.19
	61-0145350	MAIN REPAIR_LAUREL AVE			95.78
			Total for Check Number 17996:	0.00	109.97
17997	00318 FINAL10%_318	SC MUSEUM OF NATURAL HISTORY EDUCATION GRANT_FINAL 10%	09/18/2019		250.00
			Total for Check Number 17997:	0.00	250.00
17998	00125	SCARBOROUGH LUMBER	09/18/2019		
	000155	INSECT REPELLENT_WTP			25.59
	340108	PLUMBING PARTS_LYON PLANT			62.17
	340466	CABLE FOR RADIO INSTALL_ADMIN			8.73
	340900	CLEANING SUPPLIES_KIRBY			91.08
	340906A	SUPPLIES FOR QUAIL FACILITY CLEANUP			20.36
	340906B	SAFETY EQUIP FOR QUAIL FACILITY CLEANUP			36.57
	340962	TRASH BAGS FOR KIRBY_WTP			12.94
	340970	FUSES_LYON PLANT			31.01
	341008	FIRST AID SUPPLIES_WTP			27.60
	341134	ELECTRIC TAPE_BATTERY_OPS			18.43
	587792	UTILITY KNIFES_WTP			29.01
	587839	MISC PVC PARTS			22.29
	587864	CHAIN FOR POLE SAW			30.10
	588081	DRIVEWAY SEALER_PATCH_OPS			34.52
	588172	DRAIN_OPS			9.70
			Total for Check Number 17998:	0.00	460.10
17999	10169 10169_FINAL 10%	SLV MIDDLE SCHOOL EDUCATION GRANT_FINAL 10%	09/18/2019		300.00
			Total for Check Number 17999:	0.00	300.00
18000	10169 10169_FINAL10%	SLV MIDDLE SCHOOL DATA COLLECTION_FINAL 10%	09/18/2019		500.00
			Total for Check Number 18000:	0.00	500.00
18001	00047	SOIL CONTROL LAB	09/18/2019		
	9080400	WATER ANALYSIS_5 LOCATIONS			145.00
	9080401	WATER ANALYSIS_OLY 2			39.00
	9080565	WATER ANALYSIS_QTY 5			145.00
	9080566	WATER ANALYSIS_OLY WELL 2			39.00
	9080803	WATER ANALYSIS_5 LOCATIONS			145.00
	9080804	WATER ANALYSIS_OLY WELL TREATED			39.00
	9090033	WATER ANALYSIS_5 LOCATIONS			145.00
	9090034	WATER ANALYSIS_OLY WELL TREATED			39.00
			Total for Check Number 18001:	0.00	736.00
18002	10230 091119_10230	DAWN STILES DOUGHNUTS FOR OPEN ENROLLEMENT	09/18/2019		50.85
			Total for Check Number 18002:	0.00	50.85
18003	00093 082819_93	JOHN TREGEMBO SAFETY BOOTS	09/18/2019		141.71
			Total for Check Number 18003:	0.00	141.71
18004	00768	USA BLUEBOOK	09/18/2019		



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	993011	TREATMENT PARTS AND SUPPLIES			719.67
	993215	TREATMENT PARTS AND SUPPLIES			6,745.61
	994548	LYON_KIRBY PLANT DIPPERS_OPS			284.62
	995921	TREATMENT PARTS AND SUPPLIES			421.34
					<hr/>
Total for Check Number 18004:				0.00	8,171.24
18005	UB*00663	RICK ZUPAN Refund Check	09/18/2019		47.38
					<hr/>
Total for Check Number 18005:				0.00	47.38
18006	10223 7_10223	BANNER BANK_ESCROW NO 1474 WO#823_AUG RETENTION PAYMENT	09/20/2019		12,500.00
					<hr/>
Total for Check Number 18006:				0.00	12,500.00
18007	00788 91119_1171123	COMCAST INTERNET_23 SUMMIT AVE	09/20/2019		153.38
					<hr/>
Total for Check Number 18007:				0.00	153.38
18008	00204 6-736-08961	FEDERAL EXPRESS CORP FEDEX MAILING_ADMIN	09/20/2019		30.99
					<hr/>
Total for Check Number 18008:				0.00	30.99
18009	UB*00666	DARRAGH LAWRENCE Refund Check	09/20/2019		222.00
					<hr/>
Total for Check Number 18009:				0.00	222.00
18010	00313	MET LIFE	09/20/2019		
	OCTOBER2019.A	DENTAL_ADMIN			192.14
	OCTOBER2019.B	DISABILITY_ADMIN			84.83
	OCTOBER2019.C	LIFE INSURANCE_ADMIN			33.30
	OCTOBER2019.D	DENTAL_FINANCE			1,425.60
	OCTOBER2019.E	DISABILITY_FINANCE			287.43
	OCTOBER2019.F	LIFE INSURANCE_FINANCE			138.19
	OCTOBER2019.G	DENTAL_ENGINEERING			258.32
	OCTOBER2019.H	DISABILITY_ENGINEERING			96.24
	OCTOBER2019.I	LIFE INSURANCE_ENGINEERING			33.30
	OCTOBER2019.J	DENTAL_OPS			1,778.27
	OCTOBER2019.K	DISABILITY_OPS			310.11
	OCTOBER2019.L	LIFE INSURANCE_OPS			176.49
	OCTOBER2019.M	DENTAL_WTP			1,243.97
	OCTOBER2019.N	DISABILITY_WTP			314.81
	OCTOBER2019.O	LIFE INSURANCE_WTP			139.86
					<hr/>
Total for Check Number 18010:				0.00	6,512.86
18011	10227 7_10227	RSH CONSTRUCTION SERVICES WO#823_AUG PROGRESS PAYMENT	09/20/2019		237,059.85
					<hr/>
Total for Check Number 18011:				0.00	237,059.85
18012	00183 67161A 67161B	SDRMA WORKERS COMP RECONCILIATION_OPS WORKERS COMP RECONCILIATION_WTP	09/20/2019		1,202.05 1,469.17
					<hr/>
Total for Check Number 18012:				0.00	2,671.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
18013	UB*00665	Annie Weikel Refund Check Refund Check	09/20/2019		18.94 38.11
Total for Check Number 18013:				0.00	57.05
18014	01024 692900	DAN'S UPHOLSTERY VE#325 SEAT REPAIR_ENGINEERING	09/24/2019		240.00
Total for Check Number 18014:				0.00	240.00
18015	UB*00667	OLIVIA FUNIAK-FOX Refund Check Refund Check	09/24/2019		95.03 10.38
Total for Check Number 18015:				0.00	105.41
18016	00162 93648342	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL_10/01/19-1	09/25/2019		355.77
Total for Check Number 18016:				0.00	355.77
18017	00767 983516071	ANTHEM BLUE CROSS MEDICARE RX_10/01/19-11/01/19	09/25/2019		116.90
Total for Check Number 18017:				0.00	116.90
18018	00309 7574279400A 7574279400B 7574279400C	AT&T IP SERVICES IP SERVICES_ADMIN IP SERVICES_OPS IP SERVICES_WTP	09/25/2019		252.42 252.42 252.43
Total for Check Number 18018:				0.00	757.27
18019	00034 OCT19_34	DAVE BASLER RETIREE MEDICAL_OCT2019	09/25/2019		75.00
Total for Check Number 18019:				0.00	75.00
18020	00145 P18051646	BATTERIES PLUS BATTERY_VE#264	09/25/2019		197.18
Total for Check Number 18020:				0.00	197.18
18021	00099 OCT19_99	JOEL BUSA RETIREE MEDICAL_OCT19	09/25/2019		125.00
Total for Check Number 18021:				0.00	125.00
18022	00788 91519_1236074	COMCAST INTERNET_200 ANNIES WAY	09/25/2019		175.18
Total for Check Number 18022:				0.00	175.18
18023	00788 91619_1018662	COMCAST INTERNET_264 ORCHARD ROAD	09/25/2019		148.38
Total for Check Number 18023:				0.00	148.38
18024	00172 91819_172	JOSEPH F. CONE T2 CERTIFICATION RENEWAL	09/25/2019		60.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18024:	0.00	60.00
18025	00037 36334A 36334B	CO. OF SANTA CRUZ DEPT OF PUBLIC TOILET REBATE WOODWASTE_QUAIL 5	09/25/2019		10.00 28.00
			Total for Check Number 18025:	0.00	38.00
18026	00502 S1447025	DLT SOLUTIONS CAD SOFTWARE	09/25/2019		1,494.50
			Total for Check Number 18026:	0.00	1,494.50
18027	00080 1658153 1660918	GRANITE CONSTRUCTION CO FILL SAND FOR MAIN REPAIR BASE ROCK_QUAIL BINS	09/25/2019		66.69 136.36
			Total for Check Number 18027:	0.00	203.05
18028	00208 OCT19_208	LEONARD KUHNLEIN RETIREE MEDICAL_OCT19	09/25/2019		125.00
			Total for Check Number 18028:	0.00	125.00
18029	10245 1207695353	LOGMEIN USA, INC, AUDIO SERVICE_07/31/19 THROUGH 08/30/	09/25/2019		55.98
			Total for Check Number 18029:	0.00	55.98
18030	00662 OCT19_662	JAMES A. MUELLER RETIREE MEDICAL_OCT19	09/25/2019		50.00
			Total for Check Number 18030:	0.00	50.00
18031	10158 499799A 499799B	NOSSAMAN, LLP PROFESSIONAL SERVICES FEES THROUGH DISBURSEMENTS THROUGH 08/31/19	09/25/2019		10,434.00 378.76
			Total for Check Number 18031:	0.00	10,812.76
18032	00711 S1862170.008 S1864906.001 S1874465.001 S1874490.003 S1875185.001A S1875185.001B S1875185.001C S1875185.001D S1875185.001E S1875185.001F S1876543.002A S1876543.002B S1876543.002C S1876543.002D S1876543.002E S1876543.002F S1876543.002G S1876543.002H S1876543.002I S1876543.002J	ROBERTS & BRUNE CO. 6" 7305E GRUVLOK HDPE COUPLING CLA-VAL REPAIR PARTS COUPLING 2" HDPE PIPE VICTAULIC TOOLS 4" MEGA LUG GLAND PACK 6" MEGA LUG GLAND PACK GATE VALVE MJ X FLG 4"A2360-16 GATE VALVE MJ X MJ 4" A2362-23 GATE VALVE MJ X MJ 6" A2360-20 VALVE BOX G5 BOX PLUG GALV 1" CAP GALV 1/2" CAP GALV 3/4" BELL REDCR GALV 3/4" X 1/2" BELL REDCR GALV 2" X 1-1/2" BUSHING GALV 1" X 3/4" COUPLING GALV 3/4" ELL 90 GALV 1-1/2" NIPPLE GALV 3/4" X 2" NIPPLE GALV 3/4" X 2 1/2"	09/25/2019		1,258.32 4,010.02 1,497.98 375.90 222.52 92.28 1,236.64 1,904.04 1,154.21 768.69 25.24 5.65 22.40 9.25 70.11 42.88 24.59 79.92 24.14 22.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	S1876543.002K	NIPPLE GALV 3/4" X 3"			27.99
	S1876543.002L	NIPPLE GALV 3/4" X 3-1/2"			17.52
	S1876543.002M	NIPPLE GALV 3/4" X 5-1/2"			29.21
	S1876543.002N	NIPPLE GALV 2" X 6"			172.70
	S1876543.002O	MTR VLV COPR-MTR ANG 3/4X5/8"			682.51
	S1876543.002P	MTR VLV PIPE-MTR ANG 3/4X5/8"			406.13
	S1876543.002Q	MTR CPLG PIPE-MTR 3/4 X 1.58			333.58
	S1876543.002R	CORP PIPE-PIPE IP 3/4"			181.20
	S1876543.002S	COUPLING 8" FOR H.D.P.E. PIPE			657.70
	S1876543.002T	METER RESETTER 3/4" X 12"			1,498.68
			Total for Check Number 18032:	0.00	16,854.36
18033	10233 31698	SCHAAF & WHEELER, CONSULTING C LOMPICO TANKS_CEQA & PERMITTING	09/25/2019		10,765.78
			Total for Check Number 18033:	0.00	10,765.78
18034	10230 91519_10230	DAWN STILES SAFETY SHOES	09/25/2019		131.10
			Total for Check Number 18034:	0.00	131.10
18035	00555 53542321	STORDOK, INC. SHREDDING SERVICE_SEPT2019	09/25/2019		65.00
			Total for Check Number 18035:	0.00	65.00
18036	10184 268293 CR207201 CR268294	THATCHER COMPANY, INC CHLORINE CREDIT FOR EMPTIES_B/L#265560 CREDIT FOR EMPTIES_B/L#268294	09/25/2019		3,271.58 -840.00 -600.00
			Total for Check Number 18036:	0.00	1,831.58
18037	00369 OCT19_369	CAROLE TRIANTAFILLOS RETIREE MEDICAL_OCT19	09/25/2019		125.00
			Total for Check Number 18037:	0.00	125.00
18038	00129 173661722-001	UNITED RENTALS (NORTH AMERICA) ROTO HAMMER/DRILL	09/25/2019		1,137.96
			Total for Check Number 18038:	0.00	1,137.96
18039	00721 114-9113299	UNITED SITE SVCS.,INC WO#814_PORTABLE TOILET SERVICE	09/25/2019		215.32
			Total for Check Number 18039:	0.00	215.32
18040	00768 002594	USA BLUEBOOK TREATMENT PARTS AND SUPPLIES	09/25/2019		935.82
			Total for Check Number 18040:	0.00	935.82
18041	00011 9838074221A 9838074221B 9838074221C 9838074221D 9838074221E	VERIZON WIRELESS CELL PHONE_ADMIN CELL PHONE_FINANCE CELL PHONE_ENGINEERING CELL PHONE_OPS CELL PHONE_WTP	09/25/2019		71.74 113.57 71.74 316.79 458.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18041:	0.00	1,032.31
18042	00011	VERIZON WIRELESS	09/25/2019		
	9838074222A	CELL PHONE_ADMIN			53.90
	9838074222B	CELL PHONE_OPS			236.42
	9838074222C	CELL PHONE_ENVIRONMENTAL			80.70
	9838074222D	CELL PHONE_WTP			117.51
			Total for Check Number 18042:	0.00	488.53
18043	10152	WESTAMERICA BANK	09/25/2019		
	91919_10152A	TRUCK LOAN_INTEREST_SEPT2019			181.66
	91919_10152B	TRUCK LOAN_PRINCIPAL_SEPT2019			1,919.02
			Total for Check Number 18043:	0.00	2,100.68
18044	00566	C S S C	09/27/2019		
	190800059101A.1	ANSWERING SERVICE_AUGUST SERVICE			169.50
	190800059101B.1	ANSWERING SERVICE			199.18
			Total for Check Number 18044:	0.00	368.68
18045	00050	CO. OF SANTA CRUZ RECORDER'S OF	09/27/2019		
	072-076-23	RECORDING FEES FOR 072-076-23			15.00
			Total for Check Number 18045:	0.00	15.00
18046	00050	CO. OF SANTA CRUZ RECORDER'S OF	09/27/2019		
	079-191-19	RECORDING FEES FOR 079-191-19			15.00
			Total for Check Number 18046:	0.00	15.00
18047	10269	AKEL ENGINEERING GROUP, INC.	10/01/2019		
	19523-01	2019 WATER MASTER PLAN_WO#1518			7,048.25
			Total for Check Number 18047:	0.00	7,048.25
18048	00055	AT&T	10/01/2019		
	91919_831335527	TELEPHONE_FELTON ACRES			187.30
			Total for Check Number 18048:	0.00	187.30
18049	00309	AT&T IP SERVICES	10/01/2019		
	7236000507_A	IP SERVICES_ADMIN			395.98
	7236000507_B	IP SERVICES_OPS			395.99
	7236000507_C	IP SERVICES_WTP			395.99
			Total for Check Number 18049:	0.00	1,187.96
18050	00686	AT&T LONG DISTANCE	10/01/2019		
	91319_834287386	LONG DISTANCE_ADMIN			5.89
			Total for Check Number 18050:	0.00	5.89
18051	00220	BAY BUILDING JANITORIAL,INC	10/01/2019		
	32684	JANITORIAL SERVICES_SEPT19			474.42
			Total for Check Number 18051:	0.00	474.42
18052	01077	JOSEPH B BEASLEY	10/01/2019		
	91919_1077	UNIFORM			216.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18052:	0.00	216.85
18053	UB*00436	ALBERT BRUSH Refund Check	10/01/2019		119.73
			Total for Check Number 18053:	0.00	119.73
18054	00363 SEPT19_363	CINCINNATI LIFE INSURANCE CO LIFE INSURANCE_SEPT19	10/01/2019		28.00
			Total for Check Number 18054:	0.00	28.00
18055	01050 4377735-0913150	COLONIAL LIFE 2019 INSURANCE PREMIUMS_PP 09/13 & 0	10/01/2019		559.04
			Total for Check Number 18055:	0.00	559.04
18056	00788 91919_1028380	COMCAST INTERNET_7400 HWY 9	10/01/2019		153.38
			Total for Check Number 18056:	0.00	153.38
18057	00080 1661659 1663706	GRANITE CONSTRUCTION CO HOT MIX_PAVING HOT MIX_PAVING	10/01/2019		283.17 180.94
			Total for Check Number 18057:	0.00	464.11
18058	UB*00672	BRENT & JANET KING Refund Check Refund Check	10/01/2019		2,290.08 304.50
			Total for Check Number 18058:	0.00	2,594.58
18059	00610 104923	MAGGIORA BROS DRILLING PASO WELL #8_PUMP INSTALL	10/01/2019		55,353.04
			Total for Check Number 18059:	0.00	55,353.04
18060	UB*00670	TAMMY MOORE Refund Check	10/01/2019		51.00
			Total for Check Number 18060:	0.00	51.00
18061	UB*00669	CARL PETERSON Refund Check	10/01/2019		30.24
			Total for Check Number 18061:	0.00	30.24
18062	00711 S1874490.004 S1875185.002A S1875185.002B S1876543.001A S1876543.001B S1876543.001C S1876543.003A S1876543.003B S1876543.003C S1876543.003D S1876543.003E	ROBERTS & BRUNE CO. TOOLS METER BOX LID B9 -BADGER ORION SADDLE DS 4.74-5.63 X 2" 4" NUT & BOLT SET PLATED 150# 4 HYMAX FLEX CPLG 4.25-5.63 4" MEGALUG_PART #1108-102 REPAIR CLAMP 1" X 3" REPAIR CLAMP 2" X 3" FULL CIRCLE 2"-6" REDI-CLP 244 FULL CIRCLE 2.35-2.63 7.50" FULL CIRCLE 3.96-4.25 7.50"	10/01/2019		72.21 1,916.92 175.95 80.12 900.73 222.52 8.33 120.69 177.35 407.16 146.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	S1876543.003F	FULL CIRCLE 6.56-6.96 7.50"			362.90
	S1876543.003G	FLEX COUPLING 2" X 5" OD 2.375			371.93
	S1876543.003H	COUPLING 8" FOR H.D.P.E. PIPE			657.70
	S1881104.001	6X6 HYD EXTENSION W/BO_6102-037			316.08
	S1881745.001A	6' DUCTILE PIPE_7004-049			290.06
	S1881745.001B	3X4 HYMAX CPLG_6004-021			492.33
			Total for Check Number 18062:	0.00	6,719.66
18063	00001	ROYAL WHOLESALE ELECTRIC	10/01/2019		
	7719-648965	PASO 8 WIRING_WO#814			162.27
	7719-650274	PASO 8 WIRING_WO#814			169.17
			Total for Check Number 18063:	0.00	331.44
18064	UB*00668	ALDINA RUBINO	10/01/2019		
		Refund Check			10.55
			Total for Check Number 18064:	0.00	10.55
18065	00125	SCARBOROUGH LUMBER	10/01/2019		
	588214	MAINTENANCE SUPPLIES_OPS			9.70
	588221	MAINTENANCE SUPPLIES_OPS			20.75
	588225	DRILL BIT SET_OPS			28.05
			Total for Check Number 18065:	0.00	58.50
18066	UB*00671	BRYAN SERVEL	10/01/2019		
		Refund Check			88.65
			Total for Check Number 18066:	0.00	88.65
18067	10231	TIAA COMMERCIAL FINANCE, INC.	10/01/2019		
	6554343	5 YR LEASE NEW COPIER_SEPT19			253.45
			Total for Check Number 18067:	0.00	253.45
18068	00093	JOHN TREGEMBO	10/01/2019		
	91819_93	UNIFORM			261.64
			Total for Check Number 18068:	0.00	261.64
18069	00399	VISION SERVICE PLAN - (CA)	10/01/2019		
	807493807A	OCTOBER VISION_ADMIN			28.44
	807493807B	OCTOBER VISION_FINANCE			150.34
	807493807C	OCTOBER VISION_ENGINEERING			38.58
	807493807D	OCTOBER VISION_OPS			333.74
	807493807E	OCTOBER VISION_WTP			170.34
			Total for Check Number 18069:	0.00	721.44
18070	00057	AFSCME COUNCIL 57	10/02/2019		
	SEPT2019_57	UNION DUES_SEPT2019			955.24
			Total for Check Number 18070:	0.00	955.24
18071	00137	BRINK'S AWARDS	10/02/2019		
	81457	NAME PLATES			41.68
			Total for Check Number 18071:	0.00	41.68
18072	00788	COMCAST	10/02/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	92619_0987198	INTERNET_195 KIRBY STREET			153.38
			Total for Check Number 18072:	0.00	153.38
18073	00256 92119_256	JESSE GUIVER MEAL ALLOWANCE_WTP	10/02/2019		15.00
			Total for Check Number 18073:	0.00	15.00
18074	10267 92719_10267	DARREN LANGFIELD VEHICLE MAINTENANCE_VE#325	10/02/2019		37.99
			Total for Check Number 18074:	0.00	37.99
18075	00245 92519_245	DONALD F. LONG, JR AFTER HOURS MEALS_OPS	10/02/2019		12.49
			Total for Check Number 18075:	0.00	12.49
18076	10214 2133	MIKE PODLECH WATER AVAILABILITY FOR CONJUNCTIVE	10/02/2019		7,965.00
			Total for Check Number 18076:	0.00	7,965.00
18077	00711 S1876543.004 S1876543.005	ROBERTS & BRUNE CO. REPAIR CLAMP 1" X 3" FLEX COUPLING 2" X 5" OD 2.375	10/02/2019		83.35 464.92
			Total for Check Number 18077:	0.00	548.27
18078	00102 92619_102	ANDY ROBUSTELLI AFTER HOURS MEAL_OPS	10/02/2019		15.00
			Total for Check Number 18078:	0.00	15.00
18079	00721 9136493	UNITED SITE SVCS.,INC TOILET @ QUAIL 5 YARD_9/14/19-10/11/19	10/02/2019		220.63
			Total for Check Number 18079:	0.00	220.63
18080	10080 92519_10080	RICARDO VILLA AFTER HOURS MEAL_OPS	10/02/2019		13.94
			Total for Check Number 18080:	0.00	13.94
18081	00383 1376132-5	A TOOL SHED AIR COMPRESSOR RENTAL_233 PINE AVE	10/09/2019		126.50
			Total for Check Number 18081:	0.00	126.50
18082	00729 9093318	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES	10/09/2019		1,032.00
			Total for Check Number 18082:	0.00	1,032.00
18083	00609 219018-0919 219019-0919	BALANCE HYDROLOGICS, INC STREAMFLOW & TEMP MONITORING OPERATIONAL GAGING	10/09/2019		1,903.74 931.97
			Total for Check Number 18083:	0.00	2,835.71
18084	10113 OCT2019_10113A	BANK MIDWEST SOLAR LOAN_INTEREST_OCT 2019	10/09/2019		751.03



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	OCT2019_10113B	SOLAR LOAN_PRINCIPAL_OCT 2019			2,498.87
			Total for Check Number 18084:	0.00	3,249.90
18085	10223 8_10223	BANNER BANK_ESCROW NO 1474 WO#823_SEP RETENTION PAYMENT	10/09/2019		30,364.43
			Total for Check Number 18085:	0.00	30,364.43
18086	00145 P17852405	BATTERIES PLUS QUAIL WELL 4_BATTERY BACKUP	10/09/2019		47.85
			Total for Check Number 18086:	0.00	47.85
18087	01077 092519_01077 092719_01077	JOSEPH B BEASLEY MEAL REIMBURSEMENT_HWY9 MAIN MEAL REIMBURSEMENT_OLY MAIN	10/09/2019		12.49 14.31
			Total for Check Number 18087:	0.00	26.80
18088	00566 1076809222019	C S S C ANSWERING SERVICE_08/22/19-09/21/19	10/09/2019		434.28
			Total for Check Number 18088:	0.00	434.28
18089	00415 OCT2019-415	CA BANK & TRUST/GOV SVC DEPT_1 1976 SAFE DRINKING WATER BOND_OCT2	10/09/2019		15,581.43
			Total for Check Number 18089:	0.00	15,581.43
18090	00265 2712	COMMUNITY TELEVISION CTV MEETING_08/01 & 08/28	10/09/2019		774.00
			Total for Check Number 18090:	0.00	774.00
18091	00118 69467346	FARMER BROTHERS COFFEE COFFEE SUPPLIES_OPS	10/09/2019		205.87
			Total for Check Number 18091:	0.00	205.87
18092	UB*00673	LEANNE FUTCH Refund Check Refund Check	10/09/2019		43.32 12.10
			Total for Check Number 18092:	0.00	55.42
18093	00329 9300629376	GRAINGER DUAL CONTAINMENT_WO#814	10/09/2019		625.89
			Total for Check Number 18093:	0.00	625.89
18094	00615 7650571	HOME DEPOT CREDIT SERVICES PASO 8_WO#814	10/09/2019		317.16
			Total for Check Number 18094:	0.00	317.16
18095	00058 05358	IHWY MONTHLY SERVER SUPPORT_OCT19	10/09/2019		25.00
			Total for Check Number 18095:	0.00	25.00
18096	00608 369113	LLOYD'S TIRE SERVICE, INC TIRES_VE#155	10/09/2019		937.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	369116	TIRES_VE#275			971.57
			Total for Check Number 18096:	0.00	1,909.01
18097	10139 S1120432.001A S1120432.001B	NATIONAL METER & AUTOMATION METER 1" BADGER MODEL 55 COMPLETE ME ENDPOINT DRIVE-BY_NICOR CONNEC	10/09/2019		681.67 2,218.85
			Total for Check Number 18097:	0.00	2,900.52
18098	10067 9190000246A 9190000246B 9190000246C 9190000246D	NBS QUARTERLY FEES_10/01/19-12/31/19 REIMBURSABLE EXPENSES_10/01/19-12/31 REIMBURSABLE EXPENSES_10/01/19-12/31 QUARTERLY FEES_10/01/19-12/31/19	10/09/2019		1,125.00 24.91 16.61 750.00
			Total for Check Number 18098:	0.00	1,916.52
18099	10004 93019_10004	PETTY CASH - CHELSEA SLADWICK PETTY CASH REPLENISH	10/09/2019		73.41
			Total for Check Number 18099:	0.00	73.41
18100	10151 627903	OSCAR RODAS BUILDING MAINTENANCE_SEPT19	10/09/2019		250.00
			Total for Check Number 18100:	0.00	250.00
18101	10227 8_10227	RSH CONSTRUCTION SERVICES WO#823_SEPT PROGRESS PAYMENT	10/09/2019		534,792.95
			Total for Check Number 18101:	0.00	534,792.95
18102	00142 61-0146875 61-0146939	SAN LORENZO LUMBER WO#814_SUPPLIES WO#814_LUMBER	10/09/2019		145.57 50.20
			Total for Check Number 18102:	0.00	195.77
18103	00125 340076 340768 341387 341548 341671 341961 400327 400848 588637 588700 K80539	SCARBOROUGH LUMBER SUPPLIES_KIRBY PLANT SUPPLIES_KIRBY PLANT SUPPLIES_OPS SUPPLIES_WO#814 SAW BLADES_OPS SERVICE LINE REPAIR_GLEN ARBOR VEHICLE SUPPLIES_WTP MISC SUPPLIES_WTP PASO 8_WO#814 OFFICE SUPPLIES_OPS PASO 8_WO#814	10/09/2019		46.13 30.68 94.27 20.57 46.38 33.62 15.02 61.02 61.62 14.51 58.23
			Total for Check Number 18103:	0.00	482.05
18104	00168 154467 154468CM	SCOTTS VALLEY SPRINKLER PASO 8 PLUMBING_WO#814 PASO 8 PLUMBING_WO#814	10/09/2019		229.23 -20.03
			Total for Check Number 18104:	0.00	209.20
18105	00047 9090324	SOIL CONTROL LAB WATER ANALYSIS_5 LOCATIONS	10/09/2019		145.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18105:	0.00	145.00
18106	10270 015258-000	TEMMX LLC ASSESSMENT FUND	10/09/2019		596.98
			Total for Check Number 18106:	0.00	596.98
18107	10119 92919_10119	TAYLOR TOCCALINO OT MEAL	10/09/2019		13.84
			Total for Check Number 18107:	0.00	13.84
18108	00599 61528503A 61528503B 61528503C 61528503D	WEX BANK GAS_ADMIN GAS_FINANCE GAS_OPS GAS_WTP	10/09/2019		202.71 788.34 3,745.09 2,043.56
			Total for Check Number 18108:	0.00	6,779.70
			Report Total (186 checks):	0.00	1,223,462.96

# EFT & DIRECT CHECK TRANSACTIONS

## SEPTEMBER 2019



13060 Highway 9  
 Boulder Creek, CA 95006-9119  
 (831) 338-2153 phone  
 (831) 338-7986 fax

Date	Check No	Vendor	Description	Amount
9/3/2019	EFT	BLUEFIN	BANK FEES	\$ 7,317.21
9/4/2019	EFT	MERCHANT TRANSACT	BANK FEES	\$ 0.68
9/11/2019	EFT	WELLS FARGO	BANK FEES	\$ 854.66
9/19/2019	EFT	CIVIC PAY	BANK FEES	\$ 814.94
9/9/2019	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 146.00
9/6/2019	EFT	PAYCHEX	PAYROLL	\$ 3,612.99
9/6/2019	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 8,229.40
9/11/2019	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 233.75
9/11/2019	EFT	PAYCHEX	PAYROLL	\$ 106,321.75
9/11/2019	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 7,098.97
9/24/2019	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 248.75
9/24/2019	EFT	PAYCHEX	PAYROLL	\$ 108,659.77
9/25/2019	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 7,595.14
9/12/2019	EFT	PAYCHEX	PAYCHEX INVOICE	\$ 408.66
9/18/2019	EFT	CALPERS	RETIREMENT BENEFITS	\$ 19,747.66
<b>TOTAL EFT TRANSACTIONS</b>				<b>\$ 271,290.33</b>



**TO:** Board of Directors,  
San Lorenzo Valley Water District

**FROM:** Gina R. Nicholls, District Counsel

**DATE:** October 17, 2019

**RE:** Legal Department Status Report  
502665-0001

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I have been asked by the San Lorenzo Valley Water District (“District”) to provide information about the District’s legal expenditures in a format that is suitable for public disclosure.<sup>1</sup> Since the last legal department status report dated September 13, 2019, the most significant broad categories of expenses arise from providing legal advice and support in the following areas, listed in descending order of their approximate significance in terms of cost to the District:<sup>2</sup>

- Board meetings
- Personnel & employment matters
- District policies & procedures
- Advice & counsel regarding new legislation
- Contracts
- SGMA and water rights
- Financing post-closing issues
- Public Records Act

<sup>1</sup> Legal work performed for the District is confidential and privileged. Accordingly, the information provided herein is written in broad and general terms to avoid waiver and any disclosures that might compromise the District’s interests in pending or future legal matters.

<sup>2</sup> List includes general and special counsel work by Nossaman and other law firms, if any, representing the District; however, it excludes any such work performed by counsel appointed and paid by the District’s insurance providers (i.e., counsel not paid by the District).

The most significant areas of effort over the next month are likely to include the following:

- Board meetings
- District policies & procedures
- Personnel & employment matters
- Contracts

## MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT  
SEPTEMBER 2019

DATE: OCTOBER 17, 2019

### RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of September 2019.

### BACKGROUND:

#### PROBATION TANK REPLACEMENT

The contractor is in full construction on the replacement of the Probation tank. The 500,000 gallon welded steel tank has been constructed and is now in the painting and coating phase. Construction is expected to continue through October 2019.

The Old 100,000 gallon redwood tank at the probation site was in very poor condition and at the end of its life expectancy. Temporary poly tanks were installed by District staff in the summer of 2018. The system is running on minimal storage through construction. The residents of this area have been cautioned to conserve water during this time.

#### PASO WELL #8

The new Paso Well #8 District staff completed the discharge piping and the electrical for running the well. The Well is now being flushed to waist to be cleaned up and tested. It is expected to have the well pumping in to the Distribution system by mid October 2019.

Paso Well #8 is a replacement to Paso Well #6 that began splitting in its casing in 2015, which was allowing sand to overcome the pump and motor. Many attempts to fix and seal the casing on the Well were unsuccessful leading to full replacement of the Well.

#### FELTON WATER SYSTEM WATER METER REPLACEMENT

Domestic water meters are being replaced as existing meters have reached their life expectancy. Meters are being changed to the new Beacon "Eye on Water" system that will allow customers to monitor their water usage over the internet.

## LOMPICO PRV'S

District staff has continued to work with the contractor on the isolation and installation of the PRV stations. Construction and installation of the PRV stations began in mid September 2019 and will continue through October 2019.

The District is in contract to have the Lompico PRV's replaced as part of the assessment. Having functioning PRV's is important to a system like this with a large span of elevations. Pressures have to be reduced as the water gets lower in elevation from the tanks as they gain pressure the lower the elevation gets. With non-functioning PRV's the pressure gets very high in the lower elevations and causes failure of main lines and service lines.

## MAINTENANCE ISSUES

### System Wide

- 1 inch meter upgrade 380 Brackney Rd. Ben Lomond
- Completed PRV station isolation valves
- Abandoned and relocated meter 1467 Hartman Ave.
- New meter install 341 Mitchell Heights Boulder Creek
- Abandoned section of 4 inch main for county culvert work
- Removed clarification pump for maintenance and installed new pump Lyon Treatment plant
- Replaced fire hydrant Liberty bank Boulder Creek
- Installed new 1 inch service line 233 Pine Ave. Felton
- Cleaned out clarification basin Lyon water treatment plant
- River clean up participation
- Rerouted main line from under old cabin Bear Creek Rd. Boulder Creek
- Vault removal and piping clean up intersection of Hwy 236 & 9 Caltrans
- Replaced broken hydrant Lorenzo and Oak St. Boulder Creek
- Approximately 20 leaks repaired

James Furtado

Director of Operations



## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	September-19	August-19	September-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	6,815,583	8,525,018	8,522,000	
Peavine Creek + Hydro	635,594	1,220,639	2,025,000	
Clear Creek	6,464,294	10,200,206	0	
Sweetwater Creek	4,309,529	6,800,137	0	
<b>Sub-Total (Streams)</b>	<b>18,225,000</b>	<b>26,746,000</b>	<b>10,547,000</b>	72.80%
<b>Wells (North)</b>				
Olympia No. 2	8,623,000	6,242,000	13,738,000	
Olympia No. 3	-	-	10,191,000	
Quail Well No. 4-A	8,310,000	9,412,000	8,700,000	
Quail Well No. 5-A	2,672,000	3,209,300	5,812,000	
<b>Sub Total North Wells</b>	<b>19,605,000</b>	<b>18,863,300</b>	<b>38,441,000</b>	-49.00%
<b>South System Wells</b>				
Pasatiempo 5A	7,049,600	8,719,600	N/A	
Pasatiempo 6	-	-	10,349,000	
Pasatiempo 7	1,515,000	1,908,000	3,244,000	
<b>Sub Total Pasatiempo Wells</b>	<b>8,564,600</b>	<b>10,627,600</b>	<b>13,593,000</b>	-36.99%
<b>North South All Sources Combined</b>	<b>46,394,600</b>	<b>56,236,900</b>	<b>62,581,000</b>	-25.86%
<b>Felton System - Surface Water</b>				
Fall Creek	6,498,224	7,359,474	11,993,200	
Bennett Spring	3,039,872	3,137,860	3,458,100	
Bull 1 & 2	1,008,304	1,133,968	0	
<b>Total Felton System Sources</b>	<b>10,546,400</b>	<b>11,631,302</b>	<b>15,451,300</b>	-31.74%
<b>Manana Woods System</b>				
Well 1	-	-	851,364	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>851,364</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>56,941,000</b>	<b>67,868,202</b>	<b>78,883,664</b>	-27.82%
<b>Surface</b>	<b>28,771,400</b>	<b>38,377,302</b>	<b>25,998,300</b>	10.67%
<b>Wells</b>	<b>28,169,600</b>	<b>29,490,900</b>	<b>52,885,364</b>	-46.73%
<b>Total Surface Water Percentage</b>	<b>50.53</b>	<b>56.55</b>	<b>32.96</b>	53.31%
<b>Total Wells Percentage</b>	<b>49.47</b>	<b>43.45</b>	<b>67.04</b>	-26.21%

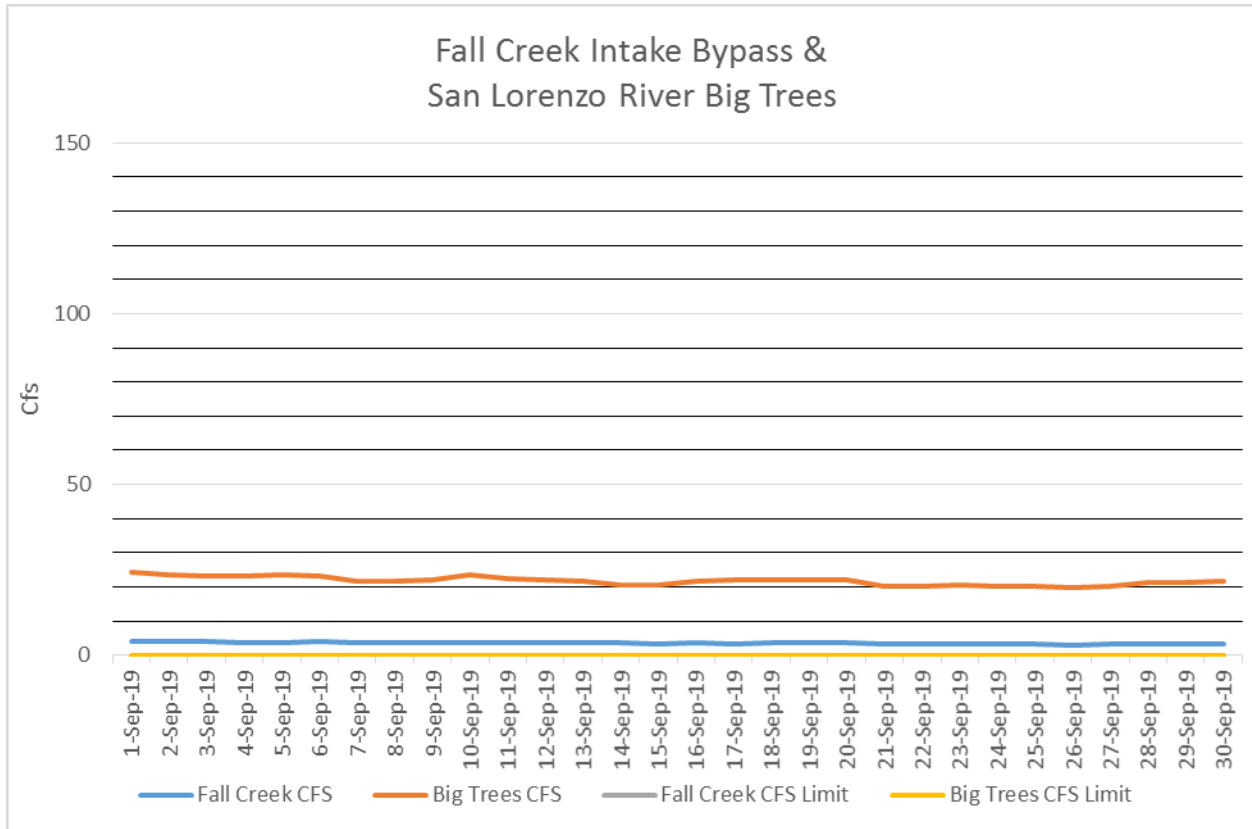
**SAN LORENZO VALLEY WATER DISTRICT  
PRODUCTION BY SYSTEM  
+/- INTERTIES  
September 2019**

<b>North System All Sources</b>	<b>46,394,600</b>
Interties IN +	42
Interties OUT -	2,595,539
<b>TOTAL NORTH SYSTEM</b>	<b>43,799,103</b>
<b>Felton Water system All Sources</b>	<b>10,546,400</b>
Interties IN +	0
Interties OUT -	0
<b>TOTAL FELTON SYSTEM</b>	<b>10,546,400</b>
<b>Manana Woods System</b>	
Manana Woods Well 1	0
Interties IN +	0
<b>TOTAL MANANA WOODS</b>	<b>0</b>

**SAN LORENZO VALLEY WATER DISTRICT  
INTERTIE USAGE  
September 2019**

<b>INTERTIE 2</b>		
	SLVWD to SVWD	<u>0</u>
	SVWD to SLVWD	<u>0</u>
<b>INTERTIE 3</b>		
	SLV SOUTH to SLV NORTH	<u>42</u>
	SLV NORTH to SLV SOUTH	<u>529,810</u>
<b>INTERTIE 4</b>		
	SLVWD to MHWD	<u>0</u>
	MHWD to SLVWD	<u>0</u>
<b>INTERTIE 6</b>		
	SLV NORTH to SLV FELTON	<u>-</u>
	SLV FELTON to SLV NORTH	<u>-</u>
<b>LOMPICO INTERTIE</b>		
	SLV NORTH to LOMPICO	<u>2,065,729</u>

## Fall Creek Intake September 2019



### Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31                      1.0 cubic feet per second

November 1 through March 31                      1.5 cubic feet per second

### Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31                      0.5 cubic feet per second

November 1 through March 31                      0.75 cubic feet per second

Number of Days in month 0.5 cfs or below, ZERO **days**

### *San Lorenzo River USGS Big Trees Flow Requirements*

September    11 cubic feet per second

October    26 cubic feet per second

November 1 through May 31                      21 cubic feet per second

June - August    No Requirements

## Fall Creek Intake September 2019

For the protection of fish and wildlife, during the period: (a) April 1 through October 31 bypass a minimum of 0.5 cfs; (b) November 1 through March 31 bypass a minimum of 1.5 cfs past the Fall Creek point of diversion. The natural streamflow shall be bypassed whenever it is less than 1.5 cfs; provided, however, that during a dry year, the bypass requirement shall be reduced from 1.5 to 0.75 cfs. A dry year is defined on a monthly basis of cumulative runoff beginning October 1 of each season in the San Lorenzo River at the USGS gage at Big Trees. These runoff figures are based on approximately 50 percent of normal runoff as the dividing level between normal and dry year runoff and are as follows:

- November 1 for the month of October 500 af
- December 1 for October-November, inclusive 1,500 af
- January 1 for October-December, inclusive 5,000 af
- February 1 for October-January, inclusive 12,500 af
- March 1 for October-February, inclusive 26,500 af

# Fall Creek Weir Measurement

Agenda: 10.17.19

Item: 13.4

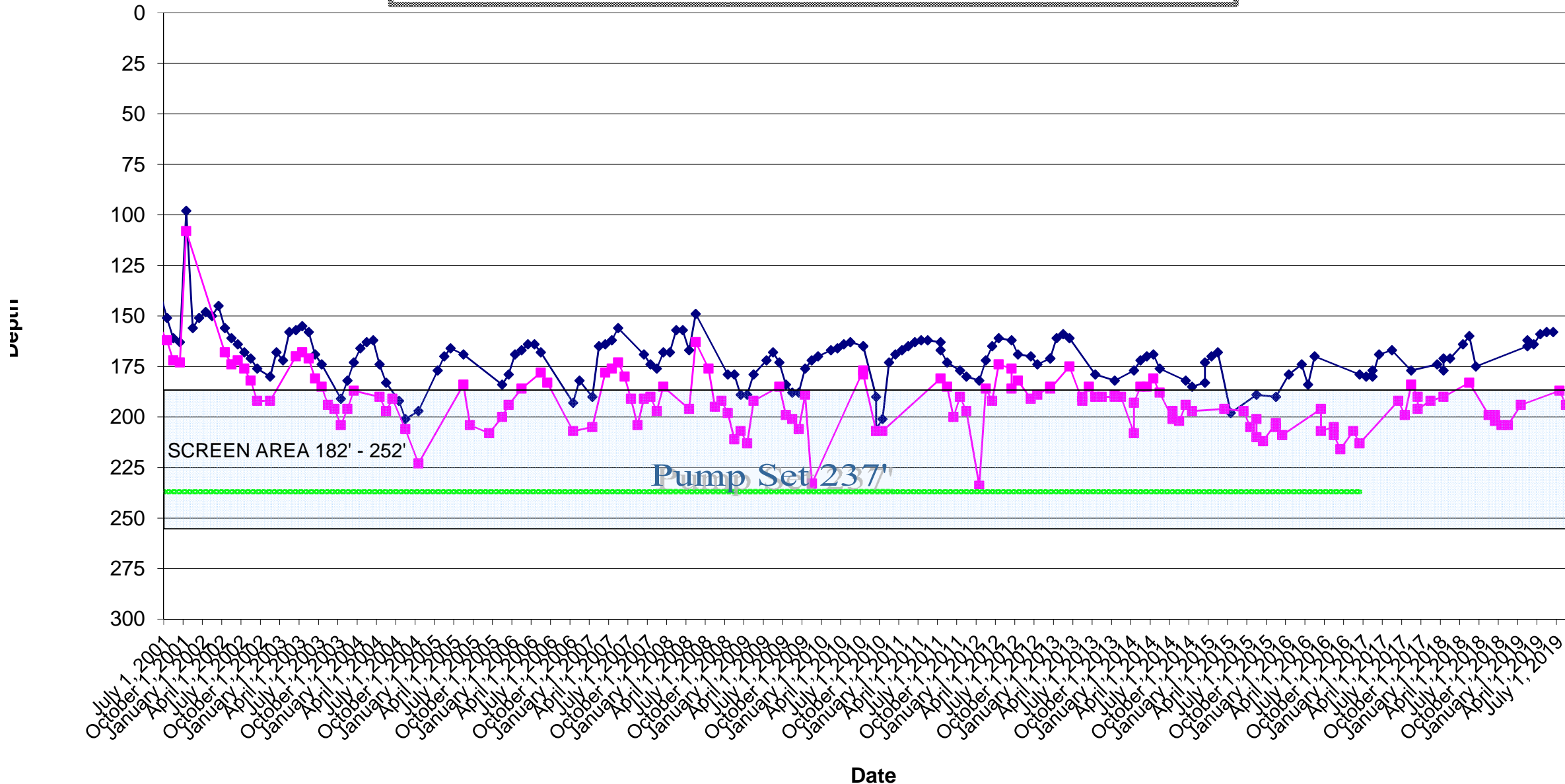
Month:	September	Year:	2019	Big Trees > 26,500 Acre-ft Oct-Feb Normal Year	Big Trees <26,500 Acre-ft Oct-Feb Dry Year						
				<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height (inches)	Fall Creek Bypass (CFS)	Big Trees Bypass (CFS)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs; Nov 1 - March 31 1.5 cfs Dry Year April 1 - Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 20cfs Sept 10 cfs Oct 25 cfs (yes/no)	Notes
1	0800	TH	1	173	25	4.008	24.2	0	Yes	Yes	
2	1115	JG	1	137	25	3.958	23.7	0	Yes	Yes	
3	0745	TH	1	163	25	3.93	23.2	0	Yes	Yes	
4	1030	JG	2	199	25	3.812	23.2	0	Yes	Yes	
5	0800	TH	2	184	25	3.793	23.7	0	Yes	Yes	
6	1055	TH	2	164	25	3.881	23.2	0	Yes	Yes	
7	0815	JG	2	166	25	3.72	21.7	0	Yes	Yes	
8	1000	JG	2	165	25	3.8	21.7	0	Yes	Yes	
9	1330	JG	2	145	25	3.802	22.2	0	Yes	Yes	
10	0745	TH	2	167	25	3.734	23.7	0	Yes	Yes	
11	0930	JG	2	148	25	3.753	22.3	0	Yes	Yes	
12	0740	TH	2	155	25	3.7	22.2	0	Yes	Yes	
13	0830	JG	2	1178	25	3.489	21.7	0	Yes	Yes	
14	0855	TH	2	176	25	3.47	20.7	0	Yes	Yes	
15	0840	TH	2	180	25	3.353	20.7	0	Yes	Yes	
16	0910	TH	2	187	25	3.578	21.7	0.10	Yes	Yes	
17	0745	JG	2	175	25	3.44	22.2	0	Yes	Yes	
18	0930	JG	2	107	25	3.607	22.2	0	Yes	Yes	
19	0800	JG	2	123	25	3.567	22.2	0	Yes	Yes	
20	1000	JG	2	116	25	3.519	22.2	0	Yes	Yes	
21	1545	HO	2	191	25	3.138	20.3	0	Yes	Yes	
22	1615	HO	2	152	25	3.128	20.3	0	Yes	Yes	
23	0750	TH	2	165	25	3.167	20.7	0	Yes	Yes	
24	0745	TH	2	153	25	3.177	20.3	0	Yes	Yes	
25	0815	JG	2	161	25	3.108	20.3	0	Yes	Yes	
26	07:45	JG	2	179	25	3.06	19.8	0	Yes	Yes	
27	0800	JG	2	122	25	3.372	20.3	0	Yes	Yes	
28	1050	JG	2	128	25	3.313	21.2	0	Yes	Yes	
29	930	JG	2	123	25	3.157	21.2	0	Yes	Yes	
30	0800	JG	2	136	25	3.118	21.7	0.05	Yes	Yes	

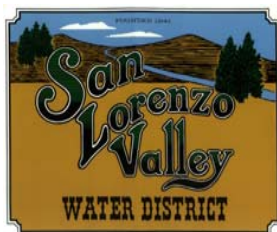
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 4-A

Location: Cumora Ln. Ben Lomond  
Elevation: 596.54 ft @ Pad  
Installed: 6-07-2001  
State Well #: 4410014-026  
Completed Depth: 265



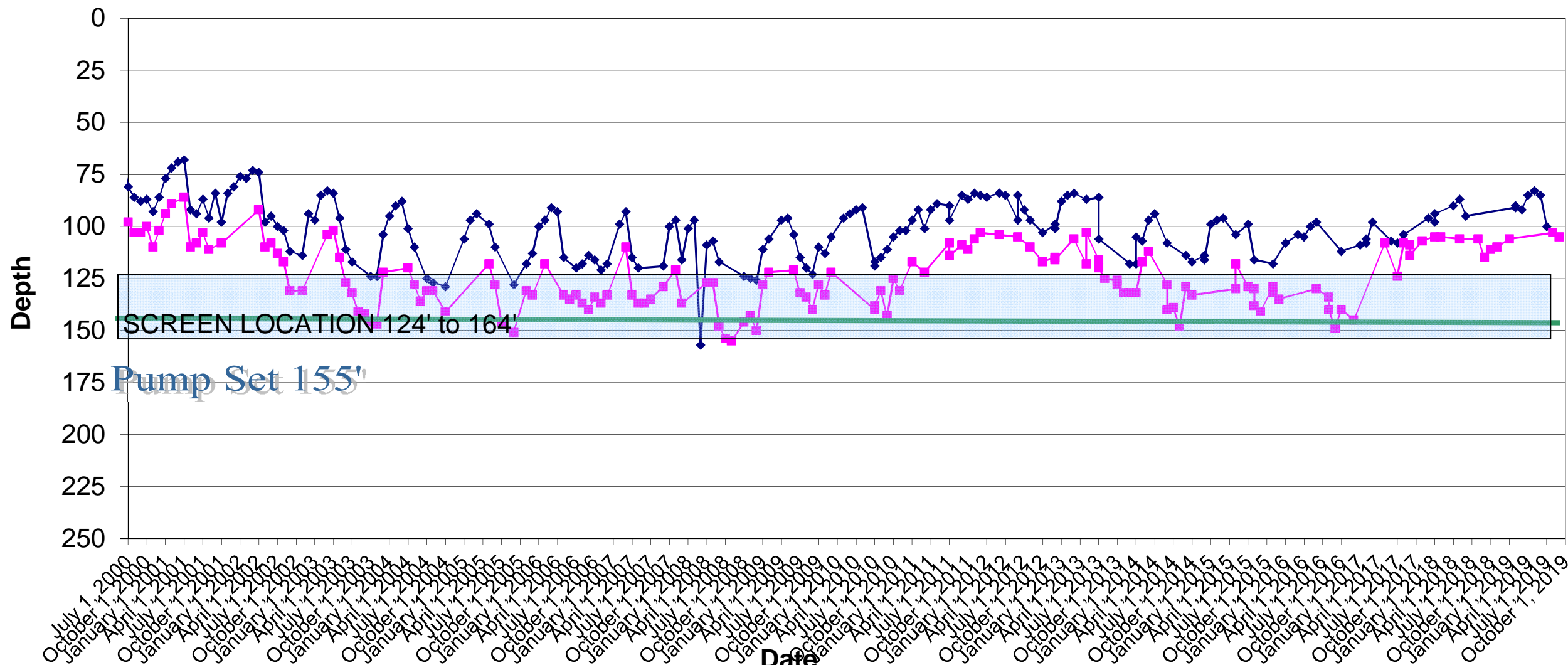
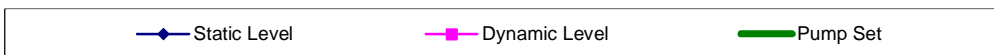


# SAN LORENZO VALLEY WATER DISTRICT

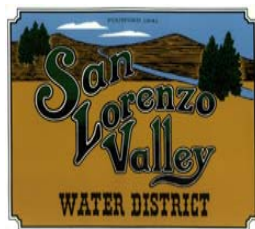
## Well Drawdown Report

### Quail Well 5-A

Location: 1161 Quail Hollow Rd.  
Ben Lomond  
Elevation: 517.65 ft. @ Pad  
Installed: March 2000  
State Well #: 4410014-025  
Completed Depth: 174'





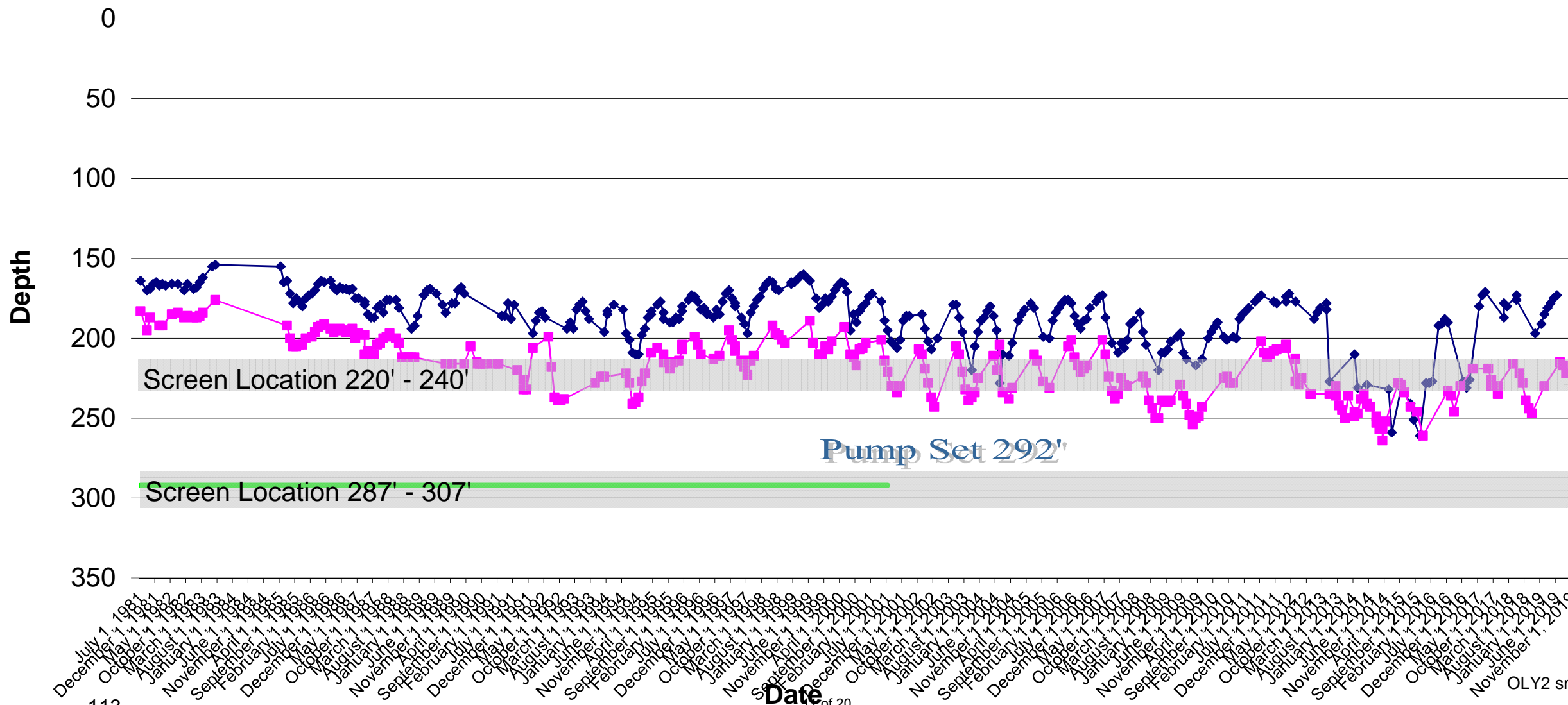
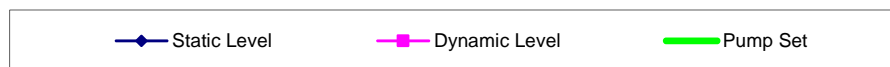


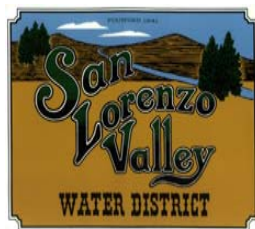
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 2

Location: 7701 E. Zayante Rd.  
Elevation: 525'  
Installed: April 28, 1980  
State Well #: 10S/O2W-11P01  
New #: 4410014-010  
Completed Depth: 300'



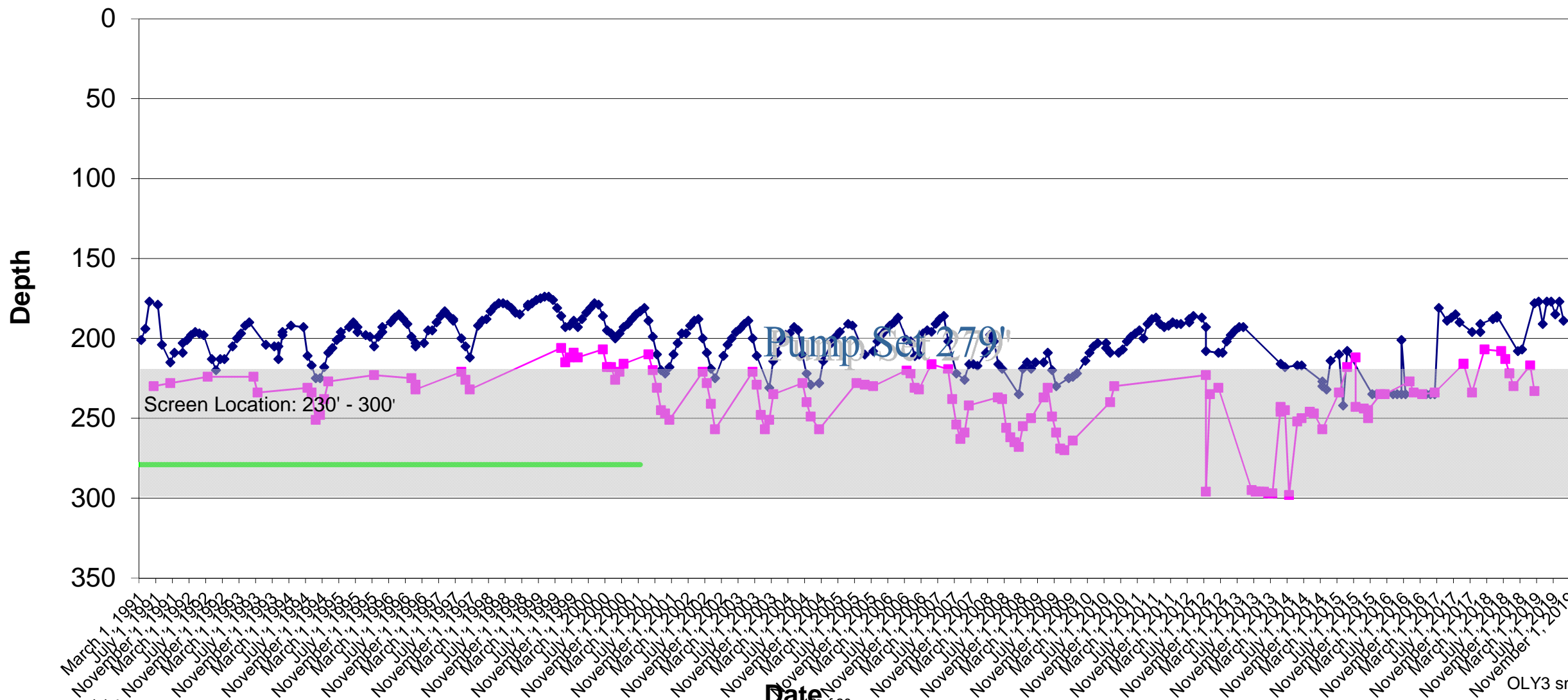
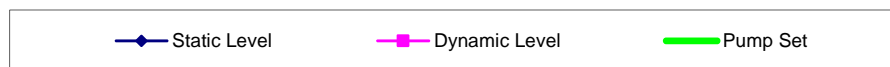


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 3

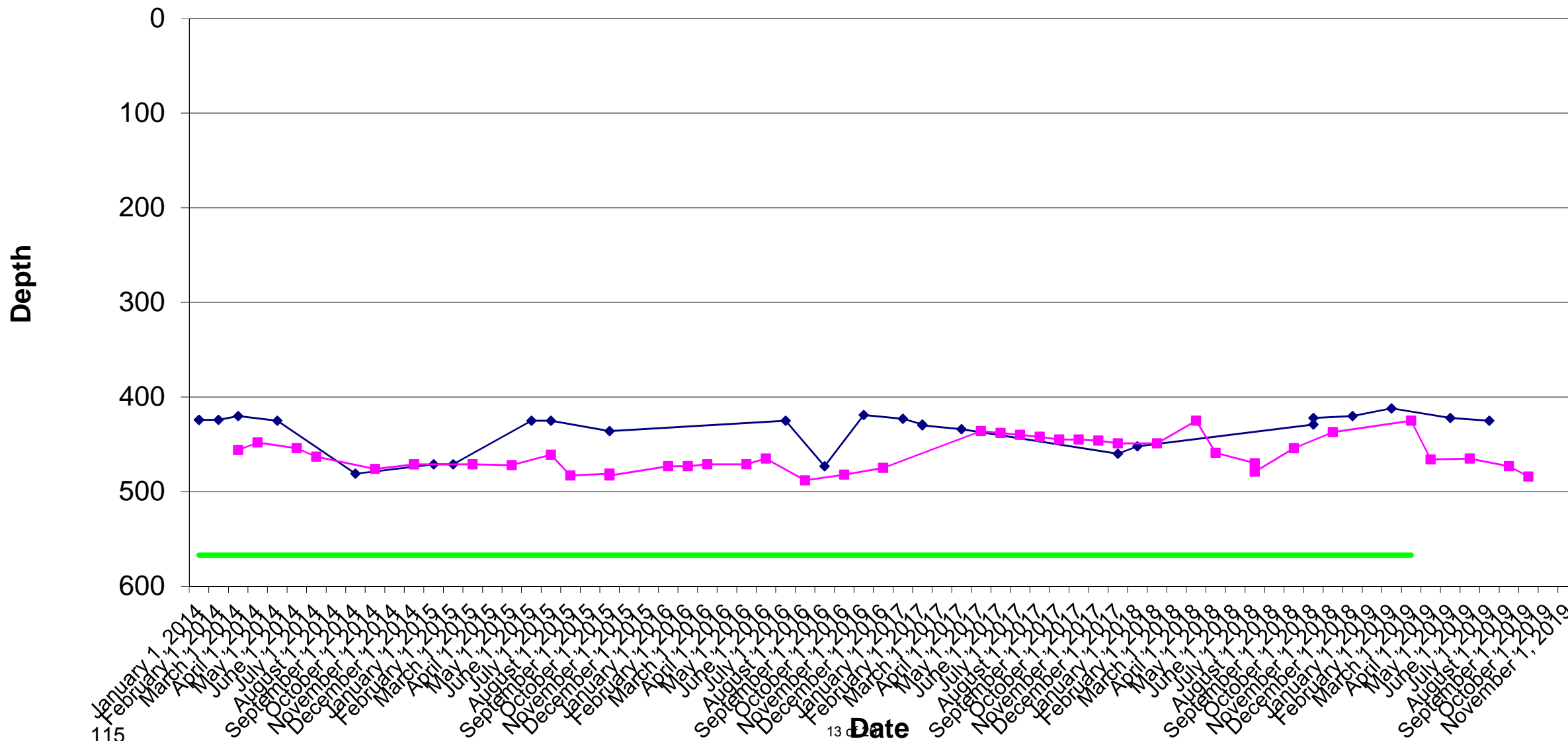
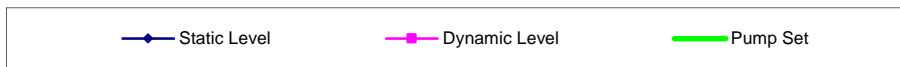
Location: 7701 E. Zayante Rd  
Elevation: 538' Mean Sea Level  
Installed: 8-15-90  
State Well #: 4410014-022  
Completed Depth:





# SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 5-A

Location: So. Of 3650 Graham Hill Rd  
Elevation: 752'  
Installed 1-1-14  
State Well #:4410014-014  
Completed Depth: 710'



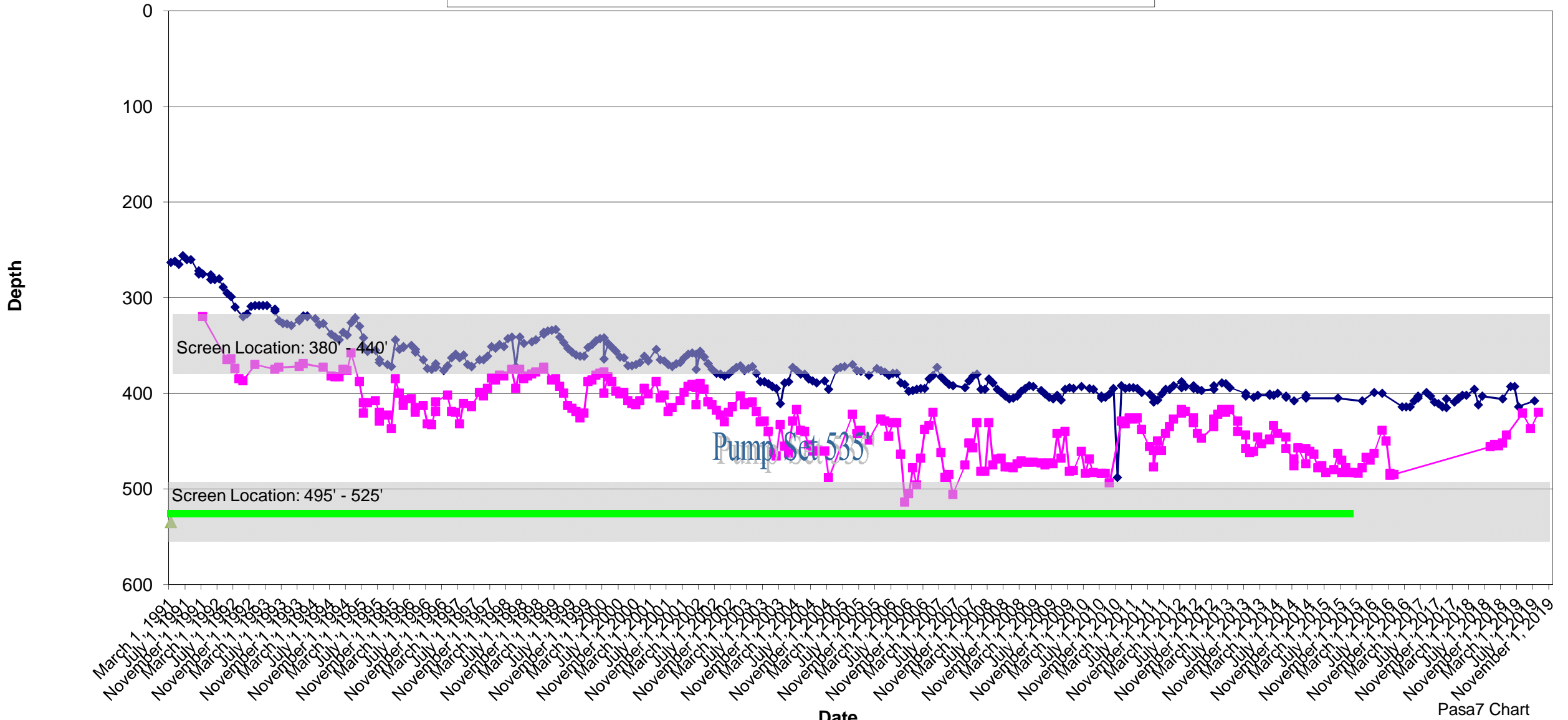


# SAN LORENZO VALLEY WATER DISTRICT

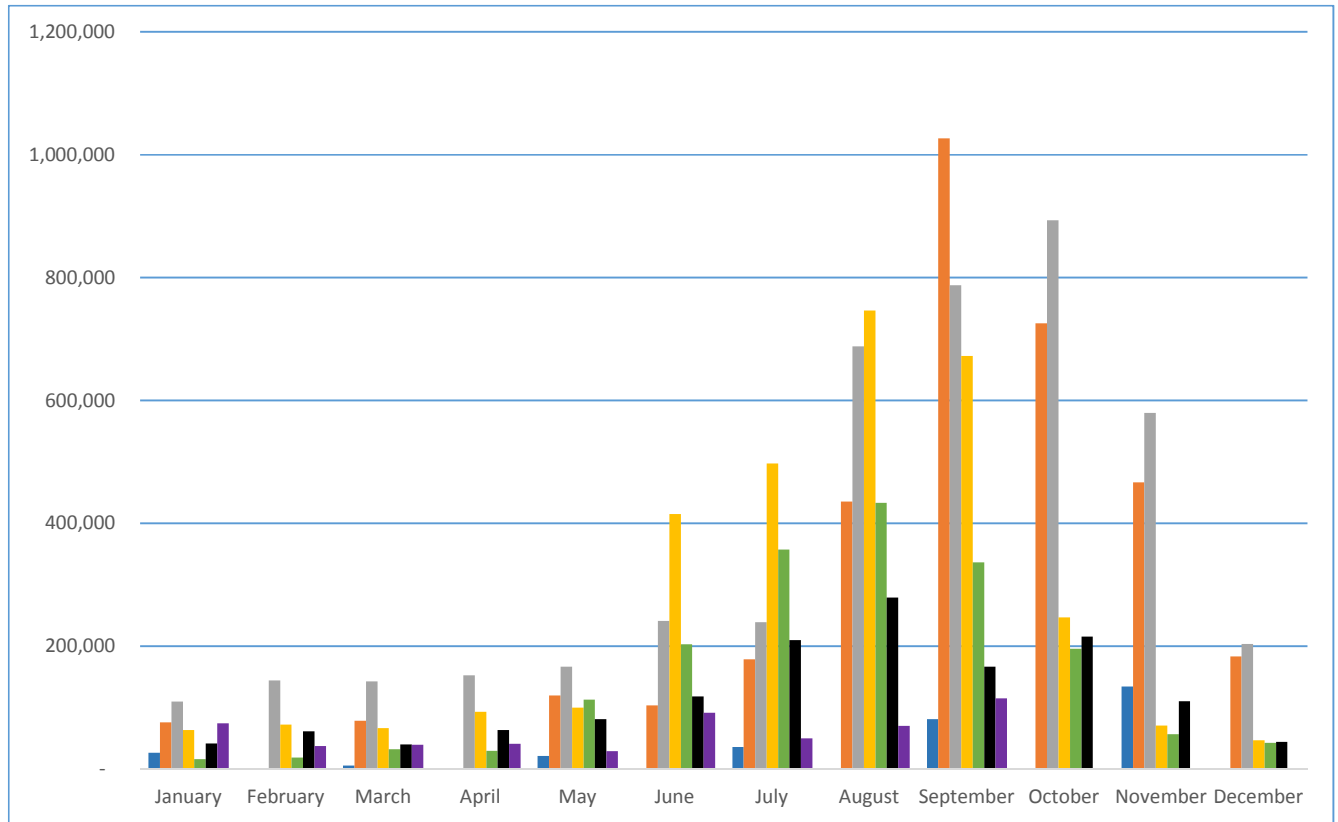
## Well Drawdown Report

### Pasatiempo 7

Location: South of Probaton Center  
Elevation: 734' MSL  
Installed: July 21, 1990  
State Well #: 4410014-024  
Completed Depth: 540'



**SAN LORENZO VALLEY WATER DISTRICT**  
**BULK WATER SALES**  
**GALLONS**  
**September 2019**



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	26,928	76,296	109,965	63,850	16,456	41,888	74,800
February			144,364	72,556	18,700	61,366	37,400
March	5,984	78,540	142,868	66,572	32,164	40,392	39,644
April			152,592	93,500	29,920	63,580	41,140
May	21,692	119,680	166,804	100,232	112,948	81,532	29,172
June		103,972	240,983	415,140	203,179	118,184	92,004
July	35,904	178,772	239,360	497,420	357,544	210,188	50,116
August		435,336	688,160	746,504	433,092	279,004	70,312
September	81,352	1,026,256	787,644	672,183	336,570	166,804	115,192
October		725,560	893,112	246,840	195,976	215,424	
November	134,640	466,752	579,700	71,060	56,848	110,704	
December		183,260	203,456	47,124	42,636	44,132	
<b>Totals</b>	<b>306,500</b>	<b>3,394,424</b>	<b>4,349,008</b>	<b>3,092,981</b>	<b>1,836,033</b>	<b>1,433,198</b>	<b>549,780</b>

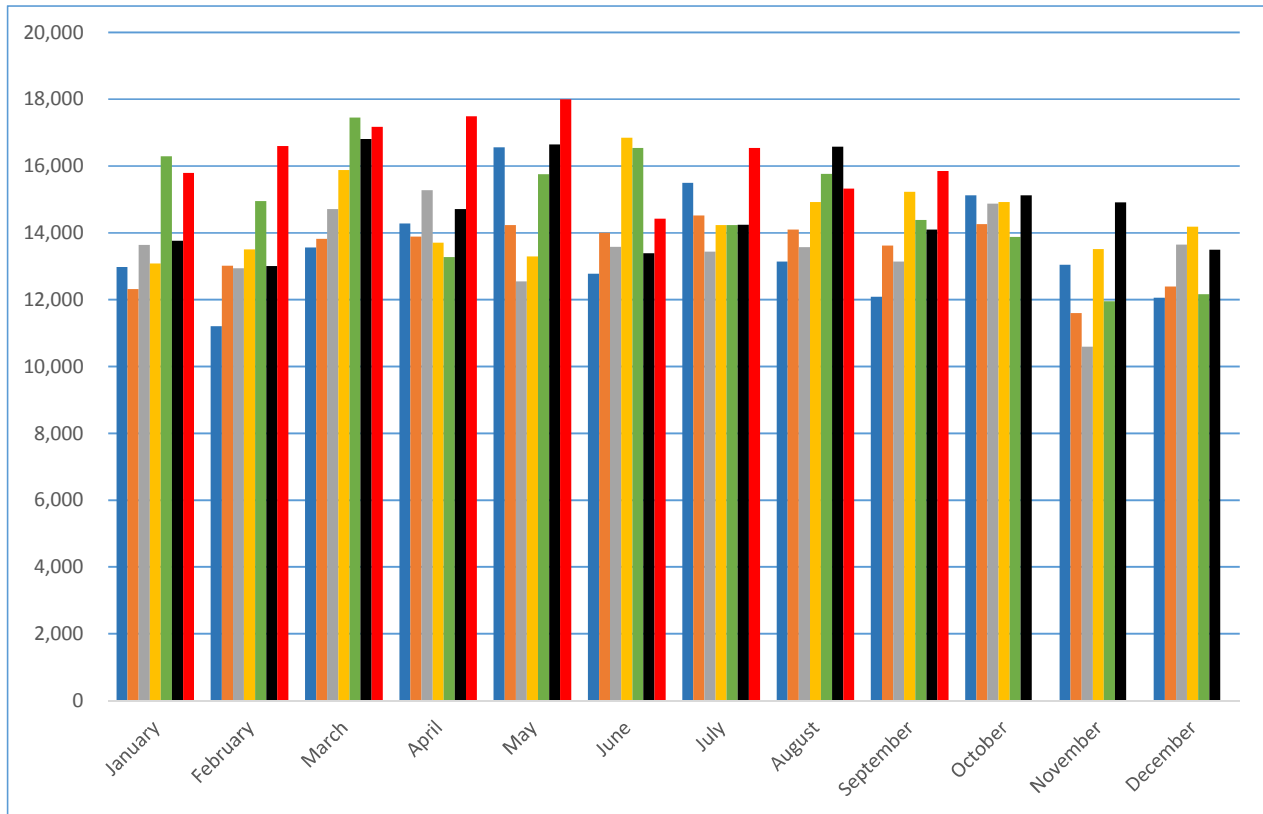
SAN LORENZO VALLEY WATER DISTRICT  
MONTHLY LEAK REPORT  
September 2019

Agenda: 10.17.19  
Item: 13.4

Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	8500 GLEN ARBOR RD.	BEN LOMOND	1,500
400 MAIN LEAKING	380 RAILROAD AVE	BEN LOMOND	2880
400 MAIN LEAKING	INTERSECTION HWY 9 & MAIN ST	BEN LOMOND	1,490
400 MAIN LEAKING	9335 mill street	BEN LOMOND	2,880
400 MAIN LEAKING	9341 MILL ST	BEN LOMOND	7,200
400 MAIN LEAKING	100 BROOKSIDE AVE	BEN LOMOND	500
400 MAIN LEAKING	9675 BROOKSIDE AVE	BEN LOMOND	1,000
400 MAIN LEAKING	7605 hihn rd	BEN LOMOND	8,400
400 MAIN LEAKING	155 AMITY WAY	BOULDER CREEK	5,760
400 MAIN LEAKING	150 LOVERS LANE	BOULDER CREEK	518,400
400 MAIN LEAKING	131 REDWOOD WAY	BOULDER CREEK	2,880
400 MAIN LEAKING	100 BROOKSIDE DR.	BOULDER CREEK	4,320
400 MAIN LEAKING	15610 HWY 9	BOULDER CREEK	2,880
400 MAIN LEAKING	605 SPRING CREEK	BOULDER CREEK	1,000
400 MAIN LEAKING	FOREST WAY	BOULDER CREEK	5,640
400 MAIN LEAKING	Highway 236	BOULDER CREEK	675
400 MAIN LEAKING	12520 BOULDER ST.	BOULDER CREEK	10,080
400 MAIN LEAKING	825 BOULDER BROOK DR.	BOULDER CREEK	1,000
400 MAIN LEAKING	13101 HWY 9	BOULDER CREEK	19,440
400 MAIN LEAKING	MIDDLETON AVE	BOULDER CREEK	1,080
400 MAIN LEAKING	PAYONE DRIVE	BOULDER CREEK	1,080
400 MAIN LEAKING	BLACKSTONE DR	BOULDER CREEK	1,000
DISTRICT SERVICE LINE LEAKING	TIMBERWOOD/BEAR CREEK RD.	BOULDER CREEK	17,280
Total North			618,365
<b>FELTON SYSTEM</b>			
400 MAIN LEAKING	STORM LN	FELTON	2,016
400 MAIN LEAKING	7134 HWY 9	FELTON	1,440
400 MAIN LEAKING	5600 Lincoln Way	FELTON	8,640
REPLACE STREET VALVE ON MAIN	CORNER OF RUSSEL DRIVE & GUSHEE	FELTON	1,000
Total Felton			13,096
<b>LOMPICO</b>			
400 MAIN LEAKING	LA LENA ST	LOMPICO	3,000
400 MAIN LEAKING	558 WINIFRED WAY	LOMPICO	3,600
400 MAIN LEAKING	END OF REDWOOD DR	LOMPICO	4,800
Total Lompico			11,400
<b>SCOTTS VALLEY</b>			
Total Scotts Valley			-
<b>Total All Systems</b>			<b>642,861</b>

Water Quality Complaint List										
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
9/6/2019		X					Per property manager, tenants have had dirty water.	1300 Fern Ave	Upon investigation by SLVWD staff, water quality entering the property looked normal and was within range. At front hose bib, water ran clear, free chlorine was 0.5 mg/L and turbidity was 0.16 NTU. Upon speaking with two of the three tenants, they explained that their water was running clear. Called property manager with results and told to call back with any questions.	SLVWD- Felton
9/23/2019			X				Customer stated that sand was observed in sprinkler heads and bathtub in residence.	275 Bobs Ln	Upon investigation, sand was not observed while running front hose spigot at low flows. However, after running front hose spigot at full flow, a couple grains of sand were observed. Sand was not observed at the routine bacteriological sample station at Bobs Ln and Sugarpine Rd at full flow. The cause of this sand is believed to be leftover from the Paso 5a Well failure in December 2018. On 9/26/19, the customers meter was pulled and the customers service line was flushed for approximately 30 minutes. In the first 2 minutes of flushing, a couple of grains of sand were observed, but none afterward. Customer was advised to flush hot water heater and call back if the issue returns.	SLVWD
9/25/2019		X					Customer reported brown water out of faucets and hose bib.	1960 Pinecrest Dr	Upon field investigation, the customers water did appear to be brownish. Investigating operator noted evidence that a fire hydrant down the street from the complaint appeared to have been operated earlier in the day, which most likely stirred up the main. The investigating operator flushed out of the fire hydrant until the water ran clear. After flushing the hydrant, the customers hose bib was flushed and water quality appeared normal and within range. Free chlorine was 0.4 mg/L, the water ran clear and turbidity was 2.1 NTU. Customer was satisfied with results and will call back with any future concerns.	SLVWD
9/26/2019		X					Customer reported brown water in bathtub.	111 Ralston Ridge	Upon field investigation, the customers water did appear to be brownish coming out of front hose bib. The investigating operator flushed the nearest hydrant until the water had cleared up. After flushing, water quality appeared normal at customers front hose bib. Free chloring was 1.1 mg/L, the water ran clear and turbidity was 2.4 NTU. Customer will call back with any future concerns.	SLVWD

**SAN LORENZO VALLEY WATER DISTRICT**  
**VEHICLE MILEAGE**  
**September 2019**

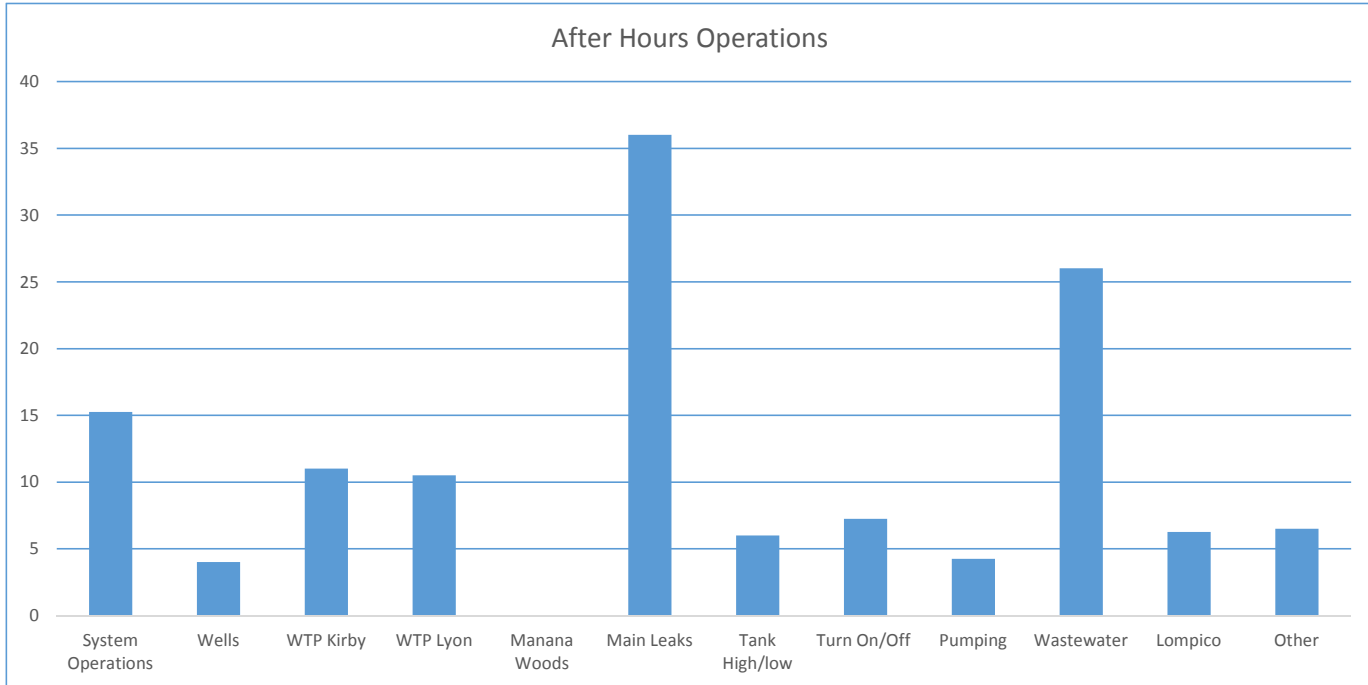


<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	12,976	12,317	13,633	13,082	16,286	13,763	15,790
February	11,201	13,015	12,934	13,505	14,945	13,003	16,599
March	13,558	13,817	14,714	15,882	17,451	16,809	17,167
April	14,283	13,883	15,279	13,704	13,270	14,711	17,488
May	16,560	14,228	12,550	13,290	15,757	16,646	17,998
June	12,780	14,000	13,582	16,841	16,534	13,390	14,420
July	15,497	14,519	13,441	14,228	14,229	14,242	16,541
August	13,136	14,096	13,569	14,923	15,761	16,576	15,319
September	12,087	13,622	13,137	15,229	14,388	14,094	15,853
October	15,120	14,261	14,868	14,924	13,880	15,126	
November	13,046	11,594	10,591	13,510	11,952	14,908	
December	12,060	12,394	13,648	14,187	12,158	13,492	
<b>Totals</b>	<b>162,304</b>	<b>161,746</b>	<b>161,946</b>	<b>173,305</b>	<b>176,611</b>	<b>176,760</b>	<b>147,175</b>



**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
September 2019**

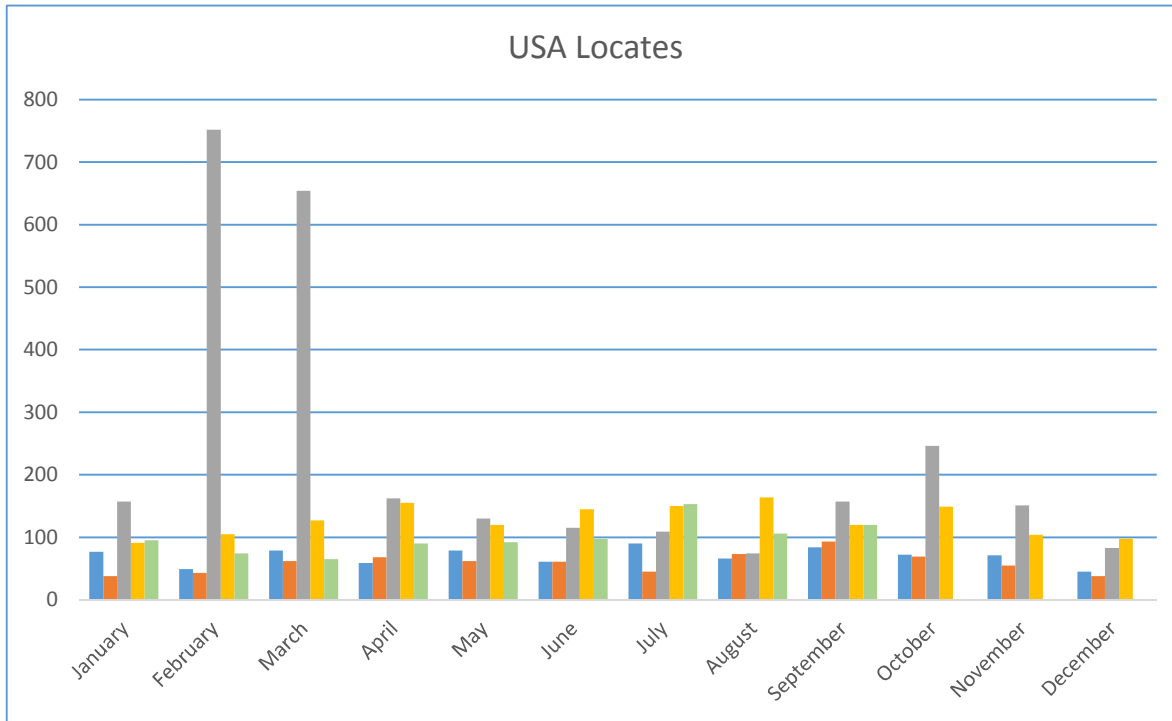
Agenda: 10.17.19  
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<u>Description</u>	<u>Hours</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
System Operations	15.25	January	N/A	145.00	280.75	90.50	96.50
Wells	4	February	N/A	86.50	192.25	72.00	180.00
WTP Kirby	11	March	N/A	153.75	105.75	80.25	106.25
WTP Lyon	10.5	April	82.50	72.00	128.75	156.75	76.25
Manana Woods	0	May	104.75	49.25	132.75	105.5	82.5
Main Leaks	36	June	172.50	83.25	112.75	89.00	136.75
Tank High/low	6	July	124.25	80.25	162.00	145.25	158.3
Turn On/Off	7.25	August	111.75	81.25	141.25	134.5	119.75
Pumping	4.25	September	230.25	175.00	201.25	155.25	133
Wastewater	26	October	128.25	78.50	104.00	111.5	
Lompico	6.25	November	114.25	96.25	122.50	197.5	
Other	6.5	December	186.25	130.75	134.00	220.25	
<b>Total</b>	<b>133</b>		<b>1254.75</b>	<b>1231.75</b>	<b>1818.00</b>	<b>1558.25</b>	<b>1089.30</b>

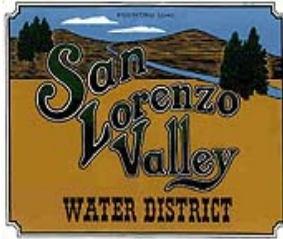
**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
September 2019**

Agenda: 10.17.19  
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<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	77	38	157	91	95
February	49	43	752	105	74
March	79	62	654	127	65
April	59	68	162	155	90
May	79	62	130	120	92
June	61	61	115	145	97
July	90	45	109	150	153
August	66	73	74	164	106
September	84	93	157	120	120
October	72	69	246	149	
November	71	55	151	104	
December	45	38	83	98	
<b>Total to Date</b>	<b>832</b>	<b>707</b>	<b>2,790</b>	<b>1528</b>	<b>892</b>





## MINUTES OF ENGINEERING COMMITTEE MEETING

Covering Design, Construction, Capital Improvement,  
Master Plan and other Engineering, Operational and  
Planning Related Matters

Thursday, September 5, 2019 at 2:00 pm at 13057 Highway 9, Boulder Creek, CA.

### AGENDA

1. Convene Meeting 2:00 p.m.  
Roll Call: J. Busa, L. Farris, M. Smolley were present  
Staff: D. Langfield, R. Rogers, J. Furtado, H. Hossack were also present  
  
Due to technical difficulties the recording didn't start until 3 minutes into the meeting.
2. Oral Communications: None
- L. Farris addressed the Committee regarding format for future agendas.
3. Old Business:
  - A. UPDATE ON ENGINEERING PROJECTS
    - a. Bear Creek Estates Wastewater Treatment Facility Alternative Analysis RFP - Review proposals.  
D. Langfield explained this item and called for questions.  
R. Rogers added this is the second time the District went out with this RFP.  
Since only one proposal came in the first time the District decided to go out for proposals again.  
  
J. Busa noted that IEC and WaterWorks listed additional options.  
M. Smolley questioned D. Langfield, based on your review of the proposals were there any that are deficient.  
D. Langfield said he could work with any of these firms.  
M. Smolley questioned concern with IEC.  
R. Rogers said that we have discussed this quite a bit. This project is being funded by 56 individual homes. IEC has worked for us in the past and he would like to hear what the BCE Wastewater customers think.  
L. Farris said in addition to what Joel said he liked the idea of additional options. There is not a lot of difference in the prices.  
R. Rogers said it was interesting that the price changed less \$5000 from their last bid.  
S. Wilbur questioned the fee proposals v. hours spent. One of the consultants was less than half the amount of hours for approx. the same price.  
R. Rogers explained the process, the District will schedule a meeting at Bear Creek Estates Country Club. To get some more input from the wastewater customers.  
S. Wilbur said he shared the information with people in Bear Creek Estates that he has the emails for.  
Discussion between Committee, staff and public regarding timing of the process.

S. Wilbur questioned pricing spreadsheet and the additional items for more money.

R. Rogers said that he would check that and get back to him with the information.

M. Patterson asked for more time to compare the proposals.

Discussion by Committee, staff and public regarding BCE meeting and the next steps for implementing the collection system.

R. Rogers explained what the rate increase was for the study.

D. Langfield explained that what we are trying to do with this study is determine the best way to meet compliance with the 50% reduction in nitrates. One of the components of this study is the options that we asked the consultants to consider. We need to determine which of the options is best and how much money we need to move forward. At this time, we don't know what we are going to build.

Discussion by Committee, staff and public regarding this project and the timeline. This discussion will be taken to the wastewater customers in BCE with all 3 proposals.

b. 2019 Pipeline Rehabilitation Project RFP - Review proposals.

D. Langfield introduced 5 Pipelines - he said he asked for some very specific things in the proposal: I want the plans and specifications done on March 1, 2020 and I want them to pothole all the potential problems with existing utilities. It's going to take some time to unravel these proposals so that we are comparing apples to apples.

Discussion by Committee and staff regarding the proposals.

C. Baughman questioned the prices on the proposals.

Discussion by Committee, staff & public regarding the project

L. Farris made a motion to give staff the authority to begin contracting with Schaaf & Wheeler for this pipeline project.

All in favor, motion passed.

c. 2019 Master Water Plan - Update.

D. Langfield said he is compiling and transmitting to a consultant a large amount of data. Data on everything about the District. All the information will be incorporated into the GIS and modeled. This is very labor intensive right now.

Discussion by the Committee and staff regarding this project.

d. Lompico PRV Project - Update

D. Langfield said that the contracts have been signed, bonds have been received, insurance has been received and we have issued a Notice to Proceed. We were expecting to begin the project on September 3<sup>rd</sup> but shipment of the PRVs was delayed so the anticipated start date is now 9.16.19. We are still waiting for a few documents from the contractor.

e. Probation Tank - Update.

D. Langfield said that the District is continuing with construction of the Probation Tank. Retaining walls and foundation are complete and they should start tank welding soon.

f. Swim Tank - Update.

D. Langfield reported that we received and reviewed the geo tech report and everything appears to be adequate as far using the site for a tank. Next step is to have the property appraised.

Discussion by the Committee and staff regarding the timeline.

g. Lompico Tanks Project - Update.

D. Langfield said that he has spoken with Schaaf & Wheeler and they are close to completion of the front end documents. We are hoping to go out for bid on construction in October.

h. Glen Arbor Bridge - Update.

D. Langfield said that due to the County's reluctance to core the manhole in the top of the bridge, which is the cheapest alternative, we are now looking at hanging the pipeline off of the bridge.

Discussion by the Committee & staff regarding the Glen Arbor Bridge pipeline.

Discussion by Committee, staff and public regarding all of the Engineering Projects.

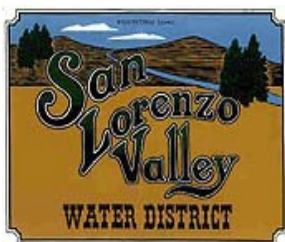
4. New Business:

A. NEW ENGINEERING PROJECTS

a. Quail Well 5A and Olympia Well 3 Rehab Project - Update.  
New Business will be rolled over to the next meeting.

b. Meter Reviews - Update.

5. Adjournment 3:43 p.m.



## MINUTES OF ENVIRONMENTAL COMMITTEE MEETING

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.

**NOTICE IS HEREBY GIVEN** that the San Lorenzo Valley Water District has called a regular meeting of the Environmental Committee to be held Thursday, **September 12, 2019 at 9:30 a.m.** at the Operations Building, 13057 Highway 9, Boulder Creek, California.

### **AGENDA:**

1. Convene Meeting  
Roll Call: E. Fresco, R. Moran, L. Farris, K. O'Connor  
Staff: R. Rogers, H. Hossack
2. Oral Communications:  
  
R. Rogers said that the District is moving forward with the replacement of an Environmental Planner.
3. Old Business:
  - A. FIRE PREVENTION MANAGEMENT  
L. Farris introduced this item and read his memo (attached).  
L. Ford added that he spoke to Tim Carson who provided an email with a link to SCC re: grant for fire prevention. He also updated the committee on the possibility of Rich Casale as a consultant.  
Discussion Committee, staff and public regarding consultant.  
K. O'Connor said he has been participating in a stewardship program.  
Discussion with Committee, staff & public regarding stakeholders and other agencies for fire prevention.  
E. Fresco questioned if they are talking to PGE.  
Discussion regarding PGE.  
K O'Connor questioned what is the Regional Forest and Fire Capacity Program.  
L. Ford explained what it is.  
R. Moran asked about the SLVWD Fire Management Plan.  
Discussion regarding current plans for fire prevention and Fire Management Plan.  
R. Rogers said that District Counsel has informed him that there is pending litigation regarding fire. The Bill would impose regulations upon the District to review its emergency response plan and require the Office of Emergency Services to establish emergency response and recovery plan in coordination with the District. The District will also be required to review and revise its master preparedness plan every 5 years and to plan how we will recover from a major fire. He said he believes that the District should put together an RFP to bring someone in to put a plan together.  
Discussion by Committee and staff regarding an RFP to create the plan and what the District has already accomplished.  
L. Farris introduced the idea of hardening the facilities and infrastructure.  
Discussion regarding hardening facilities and infrastructure.  
L. Farris summarized that he would like to proceed with working on an RFP and identify problems.  
Discussion regarding RFP.  
C. Baughman questioned if local fire districts are involved.  
Discussion by the Committee, staff and public regarding community needs and local fire districts and Cal Fire.  
Discussion regarding fuel reduction and fire management.  
Discussion regarding SCADA protection and the cost of replacing all building with block walls.  
C. Baughman questioned if PGE has any authority over District property.  
Discussion regarding PGE and District and outreach.  
R. Moran made a motion that the District Manager will draft a RFP for Fire Prevention Plan of the

District.

All present voted in favor of the motion. Motion passed.

B. CAPITAL IMPROVEMENT PROJECT - 2019 PIPELINES ENVIRONMENTAL PERMITTING UPDATE

R. Rogers introduced this item.

L. Farris said that Darren is doing an excellent job.

R. Rogers said that we just closed 2019 Pipelines design.

K. O'Connor requested the pipelines be pointed out on the map.

R. Rogers pointed out the pipelines.

Discussion regarding the pipelines.

4. Future Agenda Items:

R. Moran said he would like to start talking about an integrated pest management.

K. O'Connor he hopes to update at the next meeting the Regional Water Management Plan.

5. Informational Material: None

6. 10:49 Adjournment

**Action under Old Business of Environmental Committee meeting  
(9/12/2019) regarding fire prevention planning, and proposed  
addition to Board of Directors agenda on 9/19/2019**

- 1) Accept 3 step process, as proposed by Dr. Larry Ford, outlined in email to R. Rodgers, J. Michelsen and L. Farris, dated 7/27/2019, as follows:
  - a) Assessment of SLVWD Fire Prevention Management needs
  - b) Conduct needs assessment to address gaps
  - c) SLVWD Fire Management Plan update
- 2) Recommend using consulting services of Rich Casale, District Conservationist for NRCS in this region. Request RFQ from Rich for his services.
- 3) Solicit potential grant money from Regional Forest and Fire Capacity Program to offset consulting fees. Suggest using help from Tim Carson of the Regional Water Management Foundation.
- 4) Determine point person from District staff to shepherd changes to existing procedures.
- 5) Manage process through the Environmental Committee.

**Submitted by Committee Chair (Lew Farris)**

**9/12/2019**





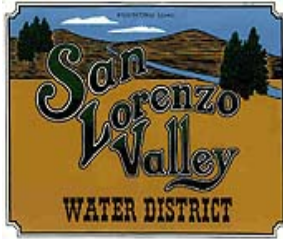
## MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

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.

Tuesday, October 1, 2019 at 9:00 a.m. at the Operations Building, 13057 Highway 9, Boulder Creek, California.

### MINUTES

1. Convene Meeting  
Roll Call: Lee Sanders, Bob Fultz, Steve Architzel, Lois Henry  
Staff: S. Hill, R. Rogers, L. Henry
2. Oral Communications  
D. Loewen, Lompico - addressed the Committee regarding how to save money.  
M. Lee, Ben Lomond - addressed the Committee agreed with D. Loewen.  
B. Fultz responded to M. Lee regarding rate increases.
3. Old Business: None
4. New Business:  
B. Fultz introduced this item.  
S. Hill gave a presentation and answered questions on this item.  
M. Lee addressed the Committee and read from the preamble of the bill.  
Discussion by the Committee, staff and public.
  - A. SENATE BILL 998 COMPLIANCE  
Discussion and possible action by the Committee regarding SB 998-Changes to Discontinuance of Water Service
    - a. Senate Bill 998 (attached)
    - b. Presentation at the meeting explaining current procedures, legislative requirements and proposed procedures.
5. Informational Material: None.
6. Adjournment 10:34 a.m.

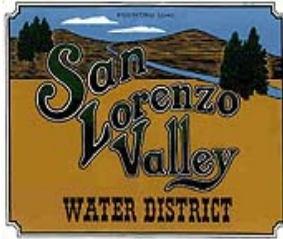


## ADMINISTRATION COMMITTEE MEETING Minutes October 2, 2019 Covering Policy, Administration and Community Relations/Communications

Wednesday, October 2, 2019 at 9:15 a.m. at the Operations Building, 13057 Highway 9, Boulder Creek, CA.

### MINUTES

1. Convene Meeting/Roll Call  
**Meeting Convened:** 9:15 am  
**Present:** B. Fultz, C. White, L. Henry, A. Benkert  
**Absent:** M. Bounds  
**Staff:** Dist. Manager R. Rogers, Dir. Finance S. Hill. Customer Serv. C. Sladwick,  
Dir. Ops. J. Furtado
2. Oral Communications  
C. Baughman addressed the board regarding past meetings of the Admin Committee.  
Discussion by Committee, staff and public regarding Admin Committee meetings and the Strategic Plan.
3. Old Business: None
4. New Business:
  - A. BOARD POLICY MANUAL - REVIEW B. Fultz introduced this item.  
L. Henry said that she also had things that she would like to discuss changing.  
B. Fultz said that they would start with his proposed changes and then address other possible changes. He listed the 3 changes; meeting schedule clarification, compensation, and Director legal liabilities.  
L. Henry said that she wanted to talk about expenditures, in 8. Role of Individual Directors. She also pointed out that item A Items Placed on the Agenda was changed in one place but not in another place.  
Discussion by Committee and staff regarding Role of Individual Directors regarding expenditures.  
Discussion by Committee, staff and public regarding placing item(s) on an agenda by Board members.  
L. Henry addressed Board minutes.  
Discussion by Committee, staff and public regarding minutes.  
L. Henry addressed Committees.  
Discussion by the Committee, staff and public regarding Committees.  
B. Fultz recapped the discussion so far and went back to the 3 items he wanted to address.  
Discussion by the Committee, staff and public regarding meeting schedule clarification, compensation, and Director legal liabilities.  
S. Hill brought up the stipend not to exceed \$100 per day item in the Board Policy Manual.  
Discussion by the Committee, staff and public regarding stipends.
  - B. STRATEGIC PLAN - REVIEW B. Fultz introduced this item. He noted that the Committee was tasked with looking at the outline of the Strategic Plan and the process for reviewing and adopting the Strategic Plan.  
Discussion by Committee, staff and public regarding Strategic Plan.
5. Informational Material: None.
6. **Adjournment-11:09 am**



# ENGINEERING COMMITTEE MEETING MINUTES OCTOBER 3, 2019

Covering Design, Construction, Capital Improvement,  
Master Plan and other Engineering, Operational and  
Planning Related Matters

Thursday, October 3, 2019 at 2:00 pm at 13057 Highway 9, Boulder Creek, CA.

## MINUTES

1. Convene Meeting/Roll Call  
**Present:** R. Moran, J. Busa, L. Farris, M. Smolley,  
**Staff:** Dist. Manager R. Rodgers, Dir. Ops J. Furtado, Engineering Manager D. Langfield,  
Customer Service C. Sladwick
2. Oral Communications: None
3. Old Business:
  - A. UPDATE ON ENGINEERING PROJECTS  
Discussion by the Committee regarding the current Engineering Projects in progress.
    - a. Bear Creek Estates Wastewater Treatment Facility Alternative Analysis  
D. Langfield introduced and reported on this item.  
  
Discussion by committee and staff regarding this item.  
  
Unidentified female -Bear Creek Estates addressed the Committee.  
S. Wilbur -Bear Creek Estates addressed the Committee.  
M. Smolley made a motion to recommend WaterWorks, the highest ranking consulting firm, be awarded the contract for \$38,598 by the Board of Directors.  
All present voted in favor of the motion. Motion passed.  
Discussion by Committee, staff and public regarding informing the BCEWW community about the decisions made.
    - b. 2019 Pipeline Rehabilitation Project RFP - Update  
D. Langfield introduced and reported on this project.
    - c. 2019 Master Water Plan - Update  
D. Langfield introduced and reported on this project.
    - d. Lompico PRV Project - Update  
D. Langfield introduced and reported on this project.

- e. Probation Tank - Update  
D. Langfield introduced and reported on this project.
- f. Swim Tank - Update  
D. Langfield introduced and reported on this project.
- g. Lompico Tanks Project - Update  
D. Langfield introduced and reported on this project.

Glen Arbor Bridge

D. Langfield introduced and reported on this project.

- h. Quail Well 5A and Olympia Well 3 Rehab Project - Update  
D. Langfield introduced and reported on this project.

Discussion by Committee and staff regarding the projects.

D. Loewen-Lompico, C. Baughman-Boulder Creek, addressed the committee.

- B. REVISIT DAY AND TIME OF THE ENGINEERING COMMITTEE  
Discussion by the Committee and staff.

D. Langfield returned to the discussion on the Glen Arbor Bridge. He would like to get the design contract out sooner rather than later.

Discussion by Committee and staff regarding the Glen Arbor Bridge.

- 4. New Business: None
- 5. Adjournment 3:00 pm

**To:** San Lorenzo Valley Water District Board of Directors  
**Date:** October 1, 2019  
**Subject:** Santa Margarita Groundwater Agency Board of Directors Meeting Summary  
**Meeting date:** September 26, 2019

The Board of Directors approved the following [agenda items](#):

- 2.1 July 25, 2019, meeting minutes. and internship reimbursement for SVWD.
- 4.1 Reimbursement for Internship
- 4.2 Facilitation Services Contract Amendment

The board directed staff to generate an implementation plan for Board review of the GSP review for the next meeting.

The Board issued direction that the Public Outreach and Communications contract with Miller Maxfield be reexamined at the contract's six-month point.

You may listen to audio recording of the May 23, 2019 Santa Margarita Board of Directors meeting [here](#).

Submitted by,

Nicholas Wallace  
Administrative/Office Assistant  
Santa Margarita Groundwater Agency