

**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
November 19, 2015**

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 regular meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, November 19, 2015 at 6:00 p.m.**, at the Operations Building, 13057 Highway 9, Boulder Creek, California.

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 subject to staff's ability to post the documents before the meeting.

1. Convene Meeting/Roll Call

2. Additions and Deletions to 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. 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 LEGAL COUNSEL-ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9
One potential case
4. Convene to Open Session at 7:00 p.m.
5. Report of Actions Taken
6. Minutes:
 - a. Minutes of Board of Directors Meeting of November 5, 2015
Consideration and possible action by the Board to approve minutes for the November 5, 2015 Board of Directors meeting.
7. Oral Communications:
This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. 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.
8. Written Communications:
 - a. Letter from Lande
9. 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 Board member may request that an item be withdrawn from the Consent Agenda for separate discussion.
 - a. EDUCATION PROGRAM ADVISORY COMMISSION (EPAC)
Consideration and possible action by the Board regarding the EPAC recommendations for 2015 Data Collecting/Restoration Grants.
10. Unfinished Business: None
Members of the public will be given the opportunity to address each scheduled item prior to Board action. The Chairperson of the Board may establish a time limit for members of the public to address the Board on agendum.
 - a. PROP 218 THIRD PARTY ARBITER
Discussion by Board regarding the appointment of the Prop 218 Third Party Arbitrator.

11. New Business:

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

- a. PUBLIC HEARING; PROPOSED INCREASE IN WATER RATES
Actions by the Board to conduct a Public Hearing relative to a proposed increase in water rates; and, consideration and possible action by the Board to approve a one dollar per unit drought surcharge.
- b. DROUGHT SURCHARGE
Discussion and possible action by the Board to adopt Resolution No.19 (15-16) authorizing a one dollar per unit drought surcharge.
- c. BILL LIST FOR PERIOD ENDING NOVEMBER 19, 2015
Consideration and possible action by the Board to approve the Bill List period ending November 19, 2015.
- d. POSSIBLE CANCELLATION OR RESCHEDULING OF DECEMBER 3, 2015 BOARD OF DIRECTORS MEETING
Discussion and possible action by the Board to cancel or reschedule the December 3, 2015 Board of Directors meeting.

12. District Manager Reports:

Information reports by the District Manager, Staff, Committee and Board of Directors.

- a. MANAGER
 - (1) Department Status Reports
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
 - (i) Q & A from prior Board Meetings
 - (ii) Finance
 - (iii) Operations - None
- b. COMMITTEE/DIRECTOR REPORTS:
 - (1) Future Committee Agenda Items

13. Informational Material: None

14. Adjournment

Certification of Posting

I hereby certify that on November 12, 2015 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 November 12, 2015

Holly B. Morrison, District Secretary
San Lorenzo Valley

SAN LORENZO VALLEY WATER DISTRICT
BOARD MEETING MINUTES
November 5, 2015
7:00 p.m.

CONVENE MEETING/ROLL CALL:

President Bruce convened the meeting at 7:00 p.m. Pres. Bruce then read the Mission.

Roll call showed Dirs. Hammer, Baughman, Ratcliffe and Brown were also present. District Manager Lee and Legal Counsel Hynes were present as well.

Roll Call:

Ayes: Hammer, Brown, Bruce, Baughman, Ratcliffe

Noes:

Abstain:

Absent:

ADDITIONS AND DELETIONS TO AGENDA: None

District Manager Lee noted that the agenda now includes item 12b3 Future Committee Agenda Requests by the Board.

MINUTES:

Director Ratcliffe made a motion to approve the minutes of the October 15, 2015 Board Meeting.

ROLL CALL:

Ayes: Hammer, Brown, Bruce, Baughman, Ratcliffe

Noes:

Abstain:

Absent:

Director Brown questioned if minutes are required for the San Lorenzo River Symposium.

District Counsel Hynes said that minutes were not required.

ORAL COMMUNICATIONS:

Julie Hendriks, Boulder Creek, read a letter she had prepared (attached).

Charlene DeBert, Boulder Creek, questioned the purchased of a pipe locator for \$5,000. She wants to know what kind of pipe it locates. She noted that there are no leaks

detected in her area and wondered if that is because pipes in her area are hard to locate.

WRITTEN COMMUNICATION:

District Manager Lee said that staff has reviewed the letter from Michaels and there is no interest. The letter from Barone is related to a door hanging error and policy & procedures are now corrected. Gosswiler protest was shared with the Board. Staff plans to go ahead with the SLV Chamber membership. Letter from Tiegs recognized by President Bruce.

CONSENT AGENDA:

9a DECLARATION OF SURPLUS PHONE SYSTEM

Director Baughman suggested to advertise it on ebay.

Director Brown suggested craigslist.

Director Brown made a motion to declare the phone system surplus.

ROLL CALL:

Ayes: Hammer, Bruce, Baughman, Ratcliffe, Brown

Noes:

Abstain:

Absent:

OLD BUSINESS:

10a PROP 218 PROTEST BALLOT ARBITER

District Manager Lee explained that we have been unable to secure a third party arbiter for the Prop 218 Protest Ballot.

Dir. Hammer suggested that we try Nancy Macy.

Pres. Bruce suggested that Supervisor McPherson's office be contacted, followed by Assemblymember Stone's office. She suggested that the Board agree on a fall back person as arbiter.

Dir. Hammer would like to see a 3rd party.

Dir. Brown also likes the 3rd party policy.

Charlene DeBert, Boulder Creek, questioned why she got 2 notices.

10b NOA FOR OLYMPIA MUTUAL PROJECT

District Manager Lee explained that the Board must adopt a Notice of Acceptance in order to file a Notice of Completion with the County of Santa Cruz for the Olympia Mutual Project.

Direct Hammer made a motion to adopt the Notice of Acceptance.

ROLL CALL:

Ayes: Brown, Bruce, Baughman, Ratcliffe, Hammer

Noes:

Abstain:

Absent:

President Bruce expressed thanks and appreciation to Director of Operations Rogers and GIS/Engineering Manager Menzies for the work on the project.

NEW BUSINESS:

11a BILL LIST

Director Baughman questioned several items on the Bill List.

- Page 35 CA Bank
- Page 37 Corix
- Page 43 Accela
- Page 47 Chris Perri

Dir. Baughman made a motion to approve the Bill List in the amount of \$926,977.58.

Roll Call:

Ayes: Hammer, Brown, Bruce, Ratcliffe, Baughman

Noes:

Abstain:

Absent:

11b COMMITTEE POLICY

The Board discussed the proposed changes to the Standing Committee Policy. Staff proposes standing committees add up to one member of the public to each of the three combined committees.

Dir. Brown said that he is reluctant to roll Environmental Committee in with other subjects.

Dir. Baughman wants to be sure that the committee has input into the member of the public on their committee. He also wants to be sure that the public member will commit to the committee and attend the BoD meetings.

Changes to the proposed Standing Committee Policy agreed by the Board included:

- The Committee Chair shall be a member of the Board
- The name of the second committee be Environmental, Engineering and Planning Committee

Charlene DeBert, Boulder Creek, suggested that college units be available to the public committee member.

Director Hammer made a motion to adopt the new Section 14 of the Board Policy Manual with the changes requested.

ROLL CALL:

Ayes: Brown, Bruce, Baughman, Ratcliffe, Hammer

Noes:

Abstain:

Absent:

11c INVENTORY BIDS POLICY

District Manager Lee explained the current Inventory Bids Policy and the requested changes.

Director Hammer made a motion to adopt the changes to the Inventory Bids Policy.

ROLL CALL:

Ayes: Brown, Bruce, Baughman, Ratcliffe, Hammer

Noes:

Abstain:

Absent:

GENERAL MANAGER REPORTS:

District Manager Lee shared information regarding Admin/Engineering. He and Dir. Brown shared information on their field trip to the ACWA Regional Meeting.

Dist. Manager Lee shared information on the San Lorenzo River Symposium put on by the Environmental department.

Future Agendas:

Director Ratcliffe would like a trip to the watershed by the full board.

Director Baughman would like the Finance Committee to look at opengov.com

Director Brown is interested in looking at the State Water Action Plan.

President Bruce would like to do an Energy Review (solar), look into greenhouse gas, start on the next symposium and look into grant possibilities.

ADJOURNMENT:

President Bruce adjourned the meeting at 8:52 p.m.

Holly Morrison

From: Ken Lande <280tubeguy@att.net>
Sent: Thursday, November 05, 2015 5:44 PM
To: Board of Directors
Subject: Some thing for the Board to consider
Attachments: Water Rate Comparison.xls

Follow Up Flag: Follow up
Flag Status: Flagged

Hello -

I just realized this may be too late for tonight's meeting, but I hope it gets to the Board shortly.

The current and, now proposed, rate structures penalize those who are conserving water and actually benefit those who are not. I am aware that you cannot charge more per unit for the wasters, but the attached proposal should give the SLVWD the revenue it needs without penalizing the conservers. I believe this approach would meet the current court requirements.

Right now, we use between 2 and 4 units each monthly. On our last bill, 79% was fixed and only 21% reflected our usage. Using my proposal it would have been ~40% fixed and ~60% usage. That seems much more equitable.

Thank you,

Ken Lande
Engineering Consultant, Retired
P.O. Box 1611
(5465 Garfield Way)
Felton, CA 95018-1611
Landline: 831-335-9311 (When home)
Wireless: 831-332-7028 (When not home, sometimes)

<u>Units</u>	<u>Now</u>		<u>Proposed</u>			
	<u>Basic \$</u>	<u>Unit Rate</u>	<u>Bill</u>	<u>Basic \$</u>	<u>Unit Rate</u>	<u>Bill</u>
1	\$30.64	\$3.43	\$34.07	\$15.32	\$6.86	\$22.18
2	\$30.64	\$3.43	\$37.50	\$15.32	\$6.86	\$29.04
3	\$30.64	\$3.43	\$40.93	\$15.32	\$6.86	\$35.90
4	\$30.64	\$3.43	\$44.36	\$15.32	\$6.86	\$42.76
5	\$30.64	\$3.43	\$47.79	\$15.32	\$6.86	\$49.62
6	\$30.64	\$3.43	\$51.22	\$15.32	\$6.86	\$56.48
7	\$30.64	\$3.43	\$54.65	\$15.32	\$6.86	\$63.34
8	\$30.64	\$3.43	\$58.08	\$15.32	\$6.86	\$70.20
9	\$30.64	\$3.43	\$61.51	\$15.32	\$6.86	\$77.06
10	\$30.64	\$3.43	\$64.94	\$15.32	\$6.86	\$83.92
20	\$30.64	\$3.43	\$99.24	\$15.32	\$6.86	\$152.52

MEMO

TO: Board of Directors

FROM: District Manager
PREPARED BY: Environmental Analyst

SUBJECT: EDUCATION PROGRAM ADVISORY COMMISSION
RECOMMENDATIONS FOR 2015 "DATA
COLLECTION/RESTORATION GRANT" AWARDS

DATE: November 19, 2015

RECOMMENDATION:

It is recommended that your Board review this memo and approve the attached resolution regarding the Education Program Advisory Commission's recommended 2015 Education Program "Data Collection/Restoration Grant" awards.

BACKGROUND:

On June 5, 2003 your Board approved District Ordinance No. 100, which established the San Lorenzo Valley Water District Education Program Advisory Commission. The Purpose of the Commission is to advise the Board of Directors regarding the selection and allocation of Education Program grants.

The mission of the Education Program is to provide funding for the Educational and other projects that enhance the understanding of the San Lorenzo River watershed or improve the watershed's environmental health.

From 2004 to 2011, the District annually budgeted \$17,500 to fund education grants that advance the mission of the District's Education Program. To date, the District has funded a total of 65 projects through the program. Total awards from 2004 through 2013 ranged from \$6,560 in 2004 to \$21,251 in 2010. The amount awarded to date is \$149,474.

On January 26, 2012 your Board held a special joint meeting with the Commission. Your Board directed staff to include two rounds of Education Program Grants each year. The first round of grants was to be designated as "Classic Watershed Grants," and would solicit proposals aimed at watershed education in schools, outdoor camps and community education through hikes and public outreach. The second round of grants was to be designated as "Data Collection/Restoration Grants" on District lands and would be funded through the Watershed Department. The budget was set at \$15,000 for these grants. The Commission would also evaluate these grant proposals, the evaluation guidelines, as well as suggested projects would be recommended by the Environmental Committee to the Board prior to the Commission's evaluation.

2015 Notice of Availability and Response

2015 is the second year that two rounds of Education Program Grant funding have been noticed. On August 26, 2015 staff noticed the availability of this year's Data Collection/ Restoration Grant Program funding. Subsequently, the District received two (2) "Data Collection/ Restoration" proposals for a total funding request of \$10,400, summarized in Item 9a Exhibit A.

Evaluation Procedure

To evaluate and score "Data Collection/ Restoration" proposals, the Commission used the procedure that it established in 2006. According to this procedure, each commissioner independently evaluates and scores each grant proposal, using a standard scoring matrix. Each Commissioner returns, anonymously, the scored grant proposal application to District staff. Staff compiles the aggregate scores for review by the Commission at a scheduled public meeting (Item 9a. Exhibit B).

On November 3, 2015, the Education Advisory Commission met at a noticed public meeting to evaluate proposals, and to recommend funding awards to your Board. This year, both grant applicants attended the meeting and presented their projects to the Commission. At the end of the meeting, the Commission agreed on its final funding recommendations to your Board.

RECOMMENDED GRANT AWARDS:

As shown in Item 9a Exhibit A to the resolution, the Commission recommended fully funding both proposals. The Commission requested that the funding for Pathways for Wildlife be contingent on 2 additional requirements.

1. Signs shall be posted at the entrance to the property indicating that cameras are in use on the property.
2. Pathways for Wildlife present their findings to the Board upon completion.

Copies of the 2 proposals recommended for funding are included in Item 9a.

It is recommended that your Board review this memo and approve the attached resolution regarding the Education Program Advisory Commission's recommended 2015 Education Program "Data Collection/Restoration" awards.

FISCAL IMPACT:

FY 14-15 Budget - Water Conservation, \$10,400

2015 STRATEGIC PLAN:

Strategic Element 2.0 - Watershed Stewardship

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 20 (15-16)

SUBJECT: APPROVAL OF EDUCATION PROGRAM ADVISORY COMMISSION FUNDING RECOMMENDATIONS FOR 2015 DATA COLLECTING/RESTORATION GRANT PROPOSALS

WHEREAS, the Education Program Advisory Commission was established by the Board of Directors in 2003 to advise the Board regarding the selection and allocation of Education program grants and expanded the program to include Data Collection/Restoration Program grants in 2012; and

WHEREAS, staff publicly noticed the 2015 Education Program Grant Notice of Availability 30 days prior to the October 2, 2015 application deadline; and

WHEREAS, staff received two (2) Data Collection/Restoration Program grant proposals according to established procedures; and

WHEREAS, the Commission found two 2015 Data Collection/Restoration Program grant proposals to satisfy the mission of the Education Program and to be worthy of funding; and

WHEREAS, Exhibit A summarizes the two 2015 Data Collection/Restoration Program Grant proposals recommended for funding and the Commission's recommended funding levels; and

WHEREAS, the Board of Directors has reviewed and considered said recommendation,

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

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California on the 19th of November, 2015 by the following vote of the members thereof:

AYES:
NOS:
ABSTAIN:
ABSENT:

Holly Morrison
District Secretary

Exhibit A: 2015 San Lorenzo Valley Water District "Data Collection/Restoration Grant" Applications Summary Sheet

Project Title	Project description	Amount requested	Amount awarded	Funds to be used for:	Matching funds	Public outreach component description	Grant applicant
Pathways for Wildlife	<p>Pathways for wildlife will provide a student wildlife monitoring project. Working with students from SLVHS Environmental Monitoring and AP Environmental Science Courses to set up camera traps on the Olympia Watershed to monitor bird and mammal species within both sand hills and forest habitats. Students will be trained to set up field cameras, download data, create study maps using GPS, graph out results for analysis and summarize findings. Pathways for Wildlife will provide the final report to the Water District which will include data analysis, with maps and tables illustrating wildlife use, along with database and all photos and videos. This project will provide valuable information about species presence, abundance and biodiversity existing on district lands. The final report will provide recommendations for facilitating wildlife movement through the landscape.</p>	\$5,000		<p>\$3,500 Report Review, Student Training & Mentoring, Travel Expense; \$1,500 5 Digital Infrared Field Cameras, with locks, cables, data cards and associated equipment. (To remain with SLVHS Env. Monitoring Class)</p>	<p>\$1,000 Volunteer Labor; \$300 Equipment</p>	<p>If findings are publicized the public will have the opportunity to learn the challenges that wildlife face, such as finding resources, crossing roads and dispersing across the landscape as juveniles to establish a home range.</p>	<p>Tanya Diamond, Pathways for Wildlife</p>
Management Plan for Invasive Broom Species and Acacia at Olympia Wellfield	<p>Greening Associates has a long history of successfully mapping Sand Specialty plants at the Olympia Wellfield. This project would produce a management plan for invasive woody Broom species and Acacia that crowd out unique native Sandhills / San Parkland communities. This management plan will serve as an appendix to an HCP (Habitat Conservation Plan) and CEQA documentation, which will be required for the removal of invasive species.</p>	\$5,400		<p>\$5,400 Revegetation Specialist</p>	<p>Volunteer hours for plan review: Linda Brodman, CNPS Habitat Restoration Team; Pat Kittle, Habitat Restoration Team; Ken Moore, Wildlands Restoration Team</p>	<p>n/a</p>	<p>Suzanne Shettler, Greening Associates</p>
Total requested funds		\$10,400	\$0				
Available budget: \$15,000							



October 2, 2015

Ms. Jen Michelsen
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

RE: APPLICATION FOR DATA COLLECTION / RESTORATION GRANT:
OLYMPIA WELLFIELD

Dear Ms. Michelsen,

Thank you for giving Greening Associates an opportunity to submit an application for a Restoration Grant. We have good knowledge of the Olympia Wellfield site and base this application largely on the findings of our 2011 project in which we mapped the native Sand Specialty plants at the site, combined with further field observations since then. The Application Narrative follows.

1. Name of Individual/Organization Submitting Proposal

Greening Associates. We are a licensed landscape contractor and are on the list of ecological consultants maintained by the County of Santa Cruz.

2. Name, Address, Telephone Number and email Address of Contact Person

Suzanne Schettler, P.O. Box 277, Ben Lomond, CA 95005, is the contact person. Telephone 831/336-1745, email greeningassoc@cruzio.com

3. Title of Project and Recommended Project Area

Develop Management Plan for Invasive Broom Species and Acacia at Olympia Wellfield.

4. Amount of Funds Requested

\$5,4000.00.

5. Briefly describe and summarize your project.

The project will produce a management plan for invasive woody Broom species and Acacia that crowd out the unique native Sandhills / Sand Parkland communities.

6. Relationship to ongoing or completed projects within the Recommended Project Area.

Greening Associates mapped Sand Specialty plants at the Olympia Wellfield in 2011. We

P.O. Box 277 • 9491 Love Creek Road • Ben Lomond, CA 95005 • Phone/Fax (831) 336-1745
greeningassoc@cruzio.com • California Landscape Contractor's License #552336
www.greeningassociates.com

identified 52 polygons (mapped areas) where Sand Specialty plants were concentrated, and created a spreadsheet detailing the species present in each polygon as well as a one-page summary of the number of species in each polygon. In spring 2013 we performed baseline sampling of populations of sand specialty plants at the Wellfield. In 2014-15 we conducted trials to introduce Sand Specialty species to old quarry pits where they were previously absent, using seed from elsewhere in the Wellfield and from nearby Sandhills locations in the Zayante Creek watershed.

For the proposed project, groups of polygons mapped in 2011 that have similar characteristics will be combined into Priority Zones A through E, with A being the highest priority. These Priority Zones will guide work throughout the duration of the removal of Brooms and Acacias at the Wellfield.

7. Briefly describe why this project is needed.

The San Lorenzo Valley Water District (District) has identified control of broom and other invasive exotic plant species within sandhills/sand parkland communities as a Recommended Project Area. Two federally listed insects (Zayante Band-winged Grasshopper, *Trimerotropis infantilis*, and Mt. Hermon June Beetle, *Polyphylla barbata*) are known to occur at the Wellfield and it is presumed they would be harmed by the activities involved in removing invasive woody species. Therefore, a Habitat Conservation Plan (HCP) is required for submittal to the US Fish & Wildlife Service for Incidental Take of these species. The HCP, to be prepared by others, should contain an Appendix describing methods and priorities for removing invasive Brooms and Acacias. Ben Lomond Spineflower (*Chorizanthe pungens* var. *hartwegiana*) is a federally listed plant that occurs at the Wellfield; it will also be addressed in the HCP. This proposal would create the Appendix to the HCP.

The Water District awarded a prior grant for a weed control plan. After being sent back to the drawing board the end result was still not specifically suited to the Olympia Wellfield site. Our plan will fit the particulars of the site and can be approved as a component of an HCP.

8. Briefly describe your scope of work/work plan.

The products of the 2011 mapping project will serve as the “bible” of the Management Plan for Invasive Broom and Acacia species. The 52 polygons designated in the 2011 mapping project will be consolidated into a smaller number of mapped priority zones for control of invasive species.

We propose to prioritize specific locations based on:

- Highest species richness of Sand Specialty plants

- Unique occurrence(s) of Sand Specialty plants

- Physical and financial logistics of carrying out a multi-year commitment

The plan will describe non-chemical methods to be used, so as not to introduce any potentially toxic influence to the Sandhills habitat of rare plants and animals.

Because the control of invasive Broom species and Acacia is a long-term commitment, the plan will be written in a way that it can be implemented to bridge potential changes over time among personnel of the District, project managers, contractors, and volunteers. Any qualified contractor or staff should be able pick up the plan and carry it out with continuity.

We will consult with District staff to develop budget parameters that can be sustained over time.

9. Maps.

Please see the attached map showing dense clusters of Sand Specialty Plants. A larger version of this map is in the files of the District, along with details of the Sand Specialty plants found in each polygon. We will consolidate the polygons mapped in 2011 into 5 Priority Zones, designated A through E. The detailed map is proprietary information and should remain so, but we will request a printout of the full-size map for the purpose of developing the Priority Zones. Because the Priority Zone map will be based on polygon characteristics and will not identify individual rare species, it may not need to be strictly confidential.

10. Goals and Objectives.

The overall goal of the plan is to restore habitat conditions that support Sand Specialty plants at the Wellfield, most of which require open sites with full sun and very little competition from other plants, especially woody vegetation. Brooms and Acacias are shrubs and trees that shade out Sand Specialty plants and produce copious seed, which remains viable for years or decades. It is expected that the Wellfield may never be entirely clean of Broom and Acacia plants. However, with consistent effort the highest priority sites (coincidentally where Acacias and Brooms currently occur in relatively low numbers) could be made clean within a decade or two. Elsewhere, in non-priority areas, they can be reduced to a relatively harmless level (possibly 5% or less) and maintained there.

The two measurable objectives of the plan are a) to gradually reduce the area occupied by these invasive species and to reduce their density, and b) to eventually reduce the control effort to a level where it can be sustained over time at a modest cost. The acreage and density of the invasive species, and the cost of control, can both be quantified to measure progress.

11. Achievement of the goal and objectives.

The plan itself will achieve its goal and objectives if and when it is reviewed and approved by the District and if and when it is accepted by the US Fish and Wildlife Service as a component of the HCP. Achievement of the plan's goals and objectives will be measured as a central component of annual reports during implementation of the plan.

12. Qualifications.

I am a licensed landscape contractor specializing in restoration of native plants. I have extensive knowledge of the Sandhills and have worked in the revegetation of local sand quarries since 1990, including the Cemex Olympia Quarry immediately south of the SLVWD property and the Quail Hollow Quarry across Zayante Creek. I have prepared revegetation plans, installed the plantings, monitored the results, and prepared annual reports to comply with the Surface Mining and Reclamation Act of 1976, which has rigorous monitoring requirements. I have prepared mitigation plans as well as plans for the management and enhancement of Sandhills sites.

13. Key participant.

I will prepare the plan, and will ask colleagues to review the plan before it is submitted to the District.

14. Volunteers.

If this proposal is approved by the District, three persons with extensive expertise in control of invasive species are willing to review a draft of the plan. They will do so as volunteers and their input will be incorporated into the final plan. They are:

Linda Brodman, leader of the California Native Plant Society's Habitat Restoration Team

Pat Kittle, member of the Habitat Restoration Team

Ken Moore, founder of the Wildlands Restoration Team and legendary weed warrior

15. Increase public knowledge of environmental issues affecting District lands.

Development of a plan does not lend itself specifically to public knowledge. However, during Phase Two of plan implementation (see next item), the participation of volunteers can increase public knowledge of environmental issues affecting District lands.

16. Timeline

Assuming that successful proposals will be selected within six weeks of the proposal application deadline, the deadline for submittal of the plan will be January 4, 2016.

The plan itself will cover two phases of work. Phase One will control the invasive species from early 2016 until a federal permit is approved, by cutting the Brooms and Acacias in order to reduce new inputs to the seed bank. Some of the re-sprouts may not produce seed at all in the next growing season, and any that do re-sprout will be smaller plants and will produce fewer seeds than if left in their current condition.

Phase Two will comprise long-term control. District personnel are aware that control of these particular invasive species is a long-term commitment and will be an ongoing budget priority.

17. Monitoring program

Monitoring procedures and success criteria will be specified in the plan. Monitoring and annual reporting will be key elements of implementing the plan.

18. Other funding

Other funding is not sought for preparation of the plan itself. For implementation of the plan, donations of equipment will be requested from the manufacturer of the Extractigator® weed removal tool.

Donations of funds will be requested from the California Coastal Conservancy, and donations of labor will be requested from the California Conservation Corps.

Sincerely,



Suzanne Schettler

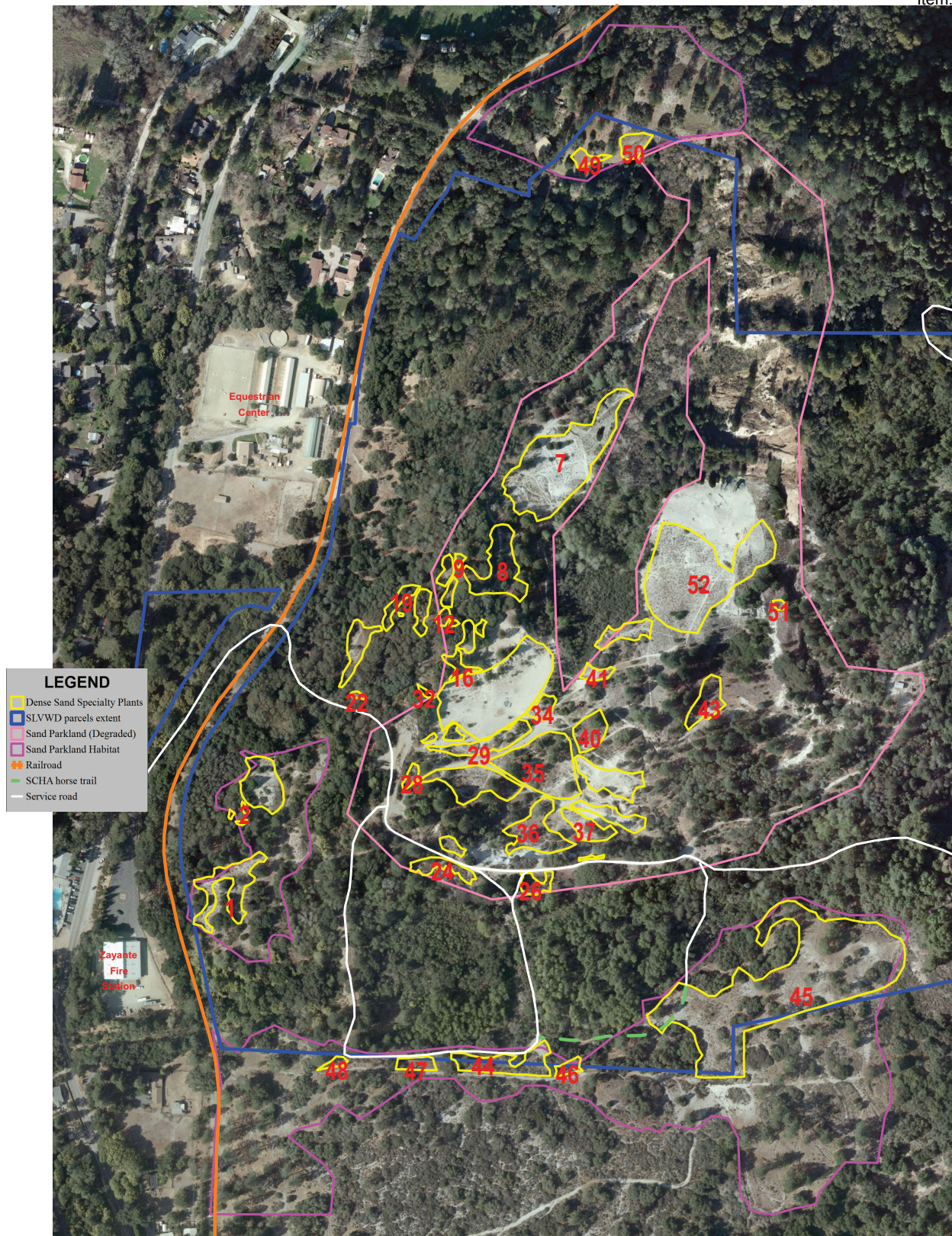
Principal

Attachments: Map and proposed budget



PROPOSED BUDGET: MANAGEMENT PLAN FOR INVASIVE BROOM AND ACACIA SPECIES AT OLYMPIA WELLFIELD		
Revegetation Specialist	60 hours @ \$90 per hour	\$5,400.00

P.O. Box 277 • 9491 Love Creek Road • Ben Lomond, CA 95005 • Phone/Fax (831) 336-1745
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**San Lorenzo Valley Water District
Watershed Data Collection/Restoration Grants**

2015 Education Program Grant Application

1. Applicant: Pathways for Wildlife.
2. Tanya Diamond, 19521 Manzanita Drive, Los Gatos, CA. 95033. Phone: (408) 891-9833. tanya@pathwaysforwildlife.com.
3. Wildlife of the Olympia Watershed Property: San Lorenzo Valley High School Student Monitoring Project. This project advances area 1: Inventory and monitor species richness and abundance.
4. The amount requested is \$5,000 for the 2015-2016 funding cycle.
5. The Olympia Watershed Property includes extensive forests and sandhills habitats. While rare and invasive plants have been documented, relatively little is known about the wildlife that use the property. Major advances in camera trap technology now allow high quality photographs to be collected without disturbing the animals. Signs such as tracks and scats indicate use of the property as well. Pathways for Wildlife has worked with The Nature Conservancy, the Land Trust of Santa Cruz County, Caltrans, and numerous other entities to understand wildlife utilization of protected lands. By leveraging the work of students at the San Lorenzo Valley High School, Pathways for Wildlife will provide the San Lorenzo Valley Water District an inventory of wildlife species on the Olympia Watershed Property, including monitoring data on the diversity and abundance.

Jane Orbuch, science instructor at the San Lorenzo Valley High School teaches the Environmental Monitoring Course, a student mentoring project in which students work with and are trained by professionals from various scientific fields. Successful monitoring projects are often continued for several years. Pathways for Wildlife, Jane Orbuch, the Land Trust of Santa Cruz County and Justine Smith of the UC Santa Cruz Puma Project have partnered on this project with the objectives of developing high quality wildlife data for the Water District on the Olympia Watershed Property, while teaching local students how to conduct wildlife monitoring. If successful, the training and equipment supported by this grant can be leveraged to enable efficient monitoring during subsequent years on additional District properties.

The project involves setting up digital infrared field cameras to monitor mammal and bird species within a given habitat. Pathways for Wildlife will oversee data collection and presentation to ensure a high quality product for use by the Water District in land management. Students will be trained how to set up field cameras and download data, create study site maps using GPS, identify wildlife tracks, and implement protocols for recording track data. Students will also learn how to enter data from the cameras, graph out results for analysis, and summarize findings.

6. Briefly describe how your proposed project relates to ongoing or completed projects within the Recommended Project Area.

Prior investigations of the Olympia Watershed property (Schettler 2012, Schettler in progress) included mapping of sandhills plant communities, including three that are endangered and several other rare and distinctive species. This work continues, enabling an understanding of the biodiversity on the property and management implications. Earlier work included mapping invasive species, which led to extensive eradication efforts (Moore 2011). Extensive stands of acacia and French broom were removed, opening up the area for recolonization by native plants.

Wildlife monitoring and tracking will help District land managers, board members, and the community understand how the property is used by wildlife. The first year will focus on developing a baseline understanding of wildlife use of the property. This will help answer questions: Are restored areas supporting wildlife? Is wildlife able to use areas also used by recreational visitors? Are different wildlife using the sandhills compared to the mixed evergreen forest?

7. Mammal species diversity and abundance are often unknown in many habitats as carnivores can be elusive. Wildlife monitoring with digital field cameras and wildlife tracking surveys have proven successful in determining the types of mammal species present within ecosystems. This type of information and data is important in terms of maintaining healthy wildlife populations, conservation of listed species, and managing ecosystems.

8. The work plan involves four stages:

Stage 1: Initial meeting with students to define field protocols: where to set up cameras related to habitat types, species preferences, and wildlife ecology. Students will learn how manage camera data and create study site maps, and how to identify tracks and sign of various species.

Stage 2: Meet at the Olympia Watershed Property (with District staff as desired) to survey for mammal presence and to determine and map camera stations. Students will learn how to set up and maintain cameras stations by programming cameras, downloading data when checking the cameras. Pathways for Wildlife will help students troubleshoot issues. Justine Smith (UCSC Puma Project) will serve as a technical resource for students to receive additional advice. District staff will receive highlight photos as periodic updates.

Stage 3: Pathways for Wildlife will meet with students to teach them how to analyze camera data with a database, graphing results, interpreting patterns, and writing a scientific report based on the findings from the study. Justine Smith will provide review.

Stage 4: Pathways for Wildlife will review, revise and provide quality control for all products to ensure a high standard for District use.

9. Study Area:

During the first year of this project, which is the subject of this proposal, work will occur on the Olympia Watershed property, with a priority on existing trails. (See Water District Map, below). By using these trails no special access permissions will be required of the District, and a baseline dataset can be easily collected. Following preliminary findings, and with District permission, other parts of the property may be assessed as well. Monitoring sandhills restoration sites in partnership with Suzanne Schettler would be a good first extension.

10. The overall goals and primary objectives of the project are to 1) provide wildlife presence, abundance, and biodiversity data to the San Lorenzo Valley Water District, 2) enable the District to inspire ratepayers and watershed residents with a glimpse into the hidden world of wildlife benefitting from District Property management with images and videos for use in District communications, and 3) teach local students how to conduct scientific studies involving wildlife monitoring.

11. Pathways for Wildlife will provide the final report to the Water District, which will include data analysis, with maps and tables illustrating wildlife use, along with the database and all photos and videos.

12. Pathways for Wildlife has been conducting wildlife monitoring projects for the past eight years for various land trusts, universities, and governmental agencies. Projects included grant writing, scope of work development, and final reports. Past and present projects include; The Highway 17 Wildlife Connectivity Project with the Land Trust of Santa Cruz County, Midpeninsula Open Space District, Peninsula Open Space Trust & the UCSC Puma Project; The Pajaro Wildlife Connectivity study with The Nature Conservancy, Santa Clara Valley Water District and The Land Trust of Santa Cruz County; The Central Coast Wildlife Connectivity Study with the Big Sur Land Trust; the Coyote Valley Wildlife Linkage Assessment for the Department of Fish & Wildlife and Santa Clara Open Space Authority; and the Hwy 280 Wildlife Connectivity Study for UC Davis and Caltrans. Please see www.PathwaysForWildlife.com for more.

Tanya Diamond, co-founder and wildlife ecologist of Pathways for Wildlife, was an instructor at De Anza College for three years, where she taught field ecology and wildlife survey courses and developed curriculum for the De Anza Wildlife Corridor Stewardship Degree.

13. Key participants and leadership includes:

A) Tanya Diamond and Ahiga Roger Snyder, principals at Pathways for Wildlife; wildlife researchers, instructors, and mentors.

B) Jane Orbuch, science educator, San Lorenzo Valley High school; teaches Environmental Monitoring course and AP Environmental Science.

C) Bryan Largay, Conservation Director at the Land Trust of Santa Cruz County; oversees land management of adjacent Randall Morgan Sandhills Preserve, mentor, providing resources.

D) Justine Smith, UC Santa Cruz Puma Project; graduate student focusing on mountain lion behavioral response to disturbance; mentor and technical advisor.

14. Three San Lorenzo Valley High School students will be volunteering as field assistants for this project. They are collectively expected to contribute about 120 hours during the next year.

15. This project will provide valuable information about species presence, abundance and biodiversity existing on district lands. This data is important for identifying best management practices for the Olympia Watershed property. The final report will include recommendations for facilitating wildlife movement through the landscape, such as with wildlife friendly fencing. Photographs, videos and maps will be provided to help the District tell the story to watershed residents and ratepayers. District staff, participating students, and if findings are publicized, the public, will have the opportunity learn the challenges that wildlife face, such as finding resources, crossing roads, and dispersing across the landscape as juveniles to establish a home range. They will also learn about conservation solutions that managers use to help preserve healthy wildlife populations.

16. Timelines & Milestones:

Stage 1: Initial meeting with students & training: October 2015

Stage 2: Field survey, camera deployment, and wildlife monitoring: November 2015-October 2016.

Stage 3 and 4: Final Report: data analysis and report writing with students: November 2016.

17. Please see Answer 8: Work Plan and information on the Student Wildlife Monitoring Program.

18. Identify any other source(s) of funding for your proposed project. Include any matching funds, materials, services, equipment, personnel and/or other resources.

Budget Summary:

Services & Equipment	Cost to District	Matching funds
Pathways for Wildlife: Report Review, Student Training & Mentoring, travel expenses	\$3500	
Equipment: 5 Digital Infrared Field Cameras, with locks, cables, data cards and associated equipment. (To remain with SLVHS Environmental Monitoring Class)	\$1500	
Volunteer labor by Bryan Largay and Justine Smith		\$1000
Equipment by Environmental Monitoring Class		\$300

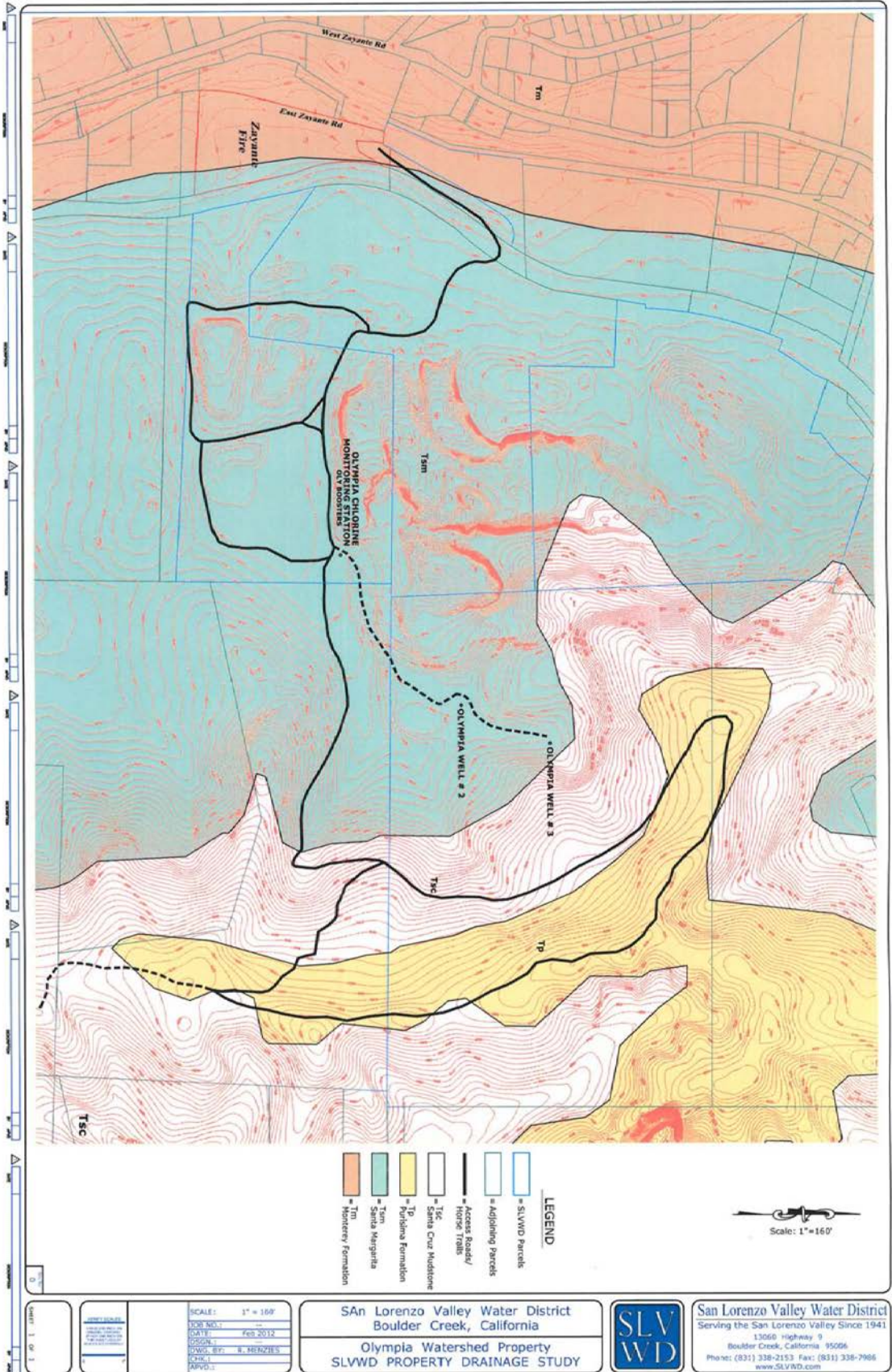


Figure 1. Olympia Watershed Property map showing trails.
Year 1 wildlife camera monitoring will focus on public access trails on the property.

Example of Wildlife Camera Data collected for the Land Trust of Santa Cruz County.

McDougal Wildlife Survey May-August 2014



Forest Cam 3 Mountain lion 7-27-2014



Main Road to Laurel Mountain lion 6-2-2014



Forest Cam 1 Mountain lion 6-1-2014



Main Road to Laurel Bobcat 6-10-2014



Forest Cam 2 Mountain lion 7-27-2014



Main Road to Laurel 2 Gray fox 4-30-2014

Hi Jen,

October 11, 2015

I just wanted to give my full support to Tanya Diamond's Watershed Data Collection grant.

I met with Tanya, Ahiga (her colleague) and the 3 sophomore boys interested in taking on the Wildlife Tracking Project last week.

Everyone is REALLY excited about the project. I had two old camera traps from an x-student that the boys are working with and have already purchased one camera trap with my Watershed Education grant.

To really make this project work, we really need the additional funding from the water district to support Tanya and Ahiga's time, plus purchase additional materials.

With 28 students, 12 projects and over 15 mentors, my funds will be stretched thin this year--but I think that's great! So many SLV students want to get out and monitor!

This project is a great collaboration between the Land Trust, Greening Associates, Pathways for Wildlife, UCSC and the high school. It will also provide the Water District with excellent information on what wildlife is frequenting and using Water department property.

This is a win-win project.

Thanks again for all the district support--as otherwise students wouldn't be the scientists and future stewards of our watershed.

Jane Orbuch
Science Teacher
San Lorenzo Valley High School
jorbuch@slvusd.org
7105 Hwy 9
Felton, CA 95018

MEMO

To: Board of Directors
From: District Manager
SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING DROUGHT
SURCHARGE 218 ARBITER
DATE: NOVEMBER 19, 2015

RECOMMENDATION

No staff recommendation at time of publishing.

BACKGROUND

The District recently adopted Section 16.10 of Ordinance 8, providing certain procedures and criteria regarding conducting a Proposition 218 Public Hearing and protest tabulation process. Section 16.10.5 provides that the Board will appoint an impartial arbiter to tabulate the protest votes and present a final tabulation to the Board at the conclusion of the public hearing.

Section 16.10.5 reads as follows;

“The District shall apply the following procedures to protest pursuant to property related fees or charges requiring a protest vote.

- . Upon establishing the date for a public hearing, the Board will appoint an individual or group to act as an impartial arbiter to present the final protest tabulation to the Board, determine acceptability of received protests and determine the lawful tenancy of any protests received. No sitting Board Member may be appointed arbiter.
- . At the conclusion of the public testimony portion of the public hearing, the arbiter shall finalize tabulation of the written protests received, including those received during the public hearing.”

At its regular meeting on October 15, 2015 the Board directed staff to contact the local chapter of the League of Woman Voters and request volunteers from said organization to serve as arbiter. Staff contacted the League of Woman Voters and was informed that the local chapter would be unwilling to provide said arbiter services. Staff also reached out the Valley Women’s Club, San Lorenzo Valley High School, County of Santa Cruz and Supervisor McPherson’s office. Staff has been unsuccessful in locating an individual that was able or willing to serve as arbiter.

Staff will continue efforts and will present a recommendation at the Board Meeting.

STRATEGIC PLAN:

Element 6.2 Increase Civic Understanding and Engagement

FISCAL IMPACT:

No impact to current budget year

MEMO

To: Board of Directors

From: District Manager

SUBJECT: DISCUSSION AND POSSIBLE ACTION TO CONDUCT A PUBLIC HEARING TO RECEIVE COMMENTS REGARDING A PROPOSED \$1.00 PER UNIT DROUGHT SURCHARGE.

DATE: November 19, 2015

RECOMMENDATION:

It is recommended that the Board of Directors conduct a public hearing to receive comments regarding the District's proposed \$1.00 per unit drought surcharge.

BACKGROUND:

At the regularly scheduled meeting on August 20, 2015 the Board approved Resolution 7 (15-16) setting the date and time for a public hearing to receive comments regarding the proposed drought surcharge. Said date and time was established as November 19, 2015 at 7pm.

On September 28, 2015 the District mailed notices to each parcel owner within the District's boundaries as recognized by the County of Santa Cruz last certified tax roll, as required by law. As Directed by the Board, the District also went beyond legal requirements and mailed notices to each parcel within the District's boundaries. All notices were mailed 53 days in advance of the public hearing, complying with the 45-day minimum required by law.

Upon the Board Chair opening the public hearing, comments will be received by the Board regarding the proposed \$1.00 per unit drought surcharge. Once all public members in attendance have been provided an opportunity to speak, the Chair may close the public hearing. Each public member will be provided up to three minutes to provide their comments.

Upon closure of the public hearing, no additional protests will be accepted by the District. All protests received by the District prior to the close of the public hearing will be tabulated. A final count of legally filed protests will be presented to the Board during Agenda Item 11b.

STRATEGIC PLAN:

Element 6.2 Increase Civic Understanding and Engagement

FISCAL IMPACT:

No impact to current budget year

MEMO

To: Board of Directors

From: District Manager

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF RESOLUTION 19 (15-16) IMPLEMENTING A SURCHARGE TO REPLACE DECREASED REVENUES DUE TO THE DROUGHT

DATE: November 19, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and associated information and approve Resolution 19 (15-16) initiating a \$1.00 per unit drought surcharge and authorizing the District Manager to take all action necessary to implement said charge beginning with the first bill after January 1, 2016.

BACKGROUND:

In 2013 the District finalized a five-year rate study that provided yearly revenue projections based on projected water consumption trends. The rate study also considered the planned and projected operational and capital costs for the years 2013 through 2017. The Board at that time approved rates for 2014, 2015, and 2016 based in-part, on the results of that rate study. Since that time the District has executed design and construction contracts for several important capital projects: Emergency Interties 2, 3, 4 and 6, the Probation and Swim Tanks and the Fall Creek Fish Ladder.

Project	Estimated Cost	Construction Year
Intertie 6	\$ 2,000,000	2014
Interties 2,3 4	\$ 6,000,000	2015
Probation Tank	\$ 1,660,000	2017
Swim Tank	\$ 360,000	2016
Fall Creek Fish Ladder	\$ 600,000	2016

Since adoption of the 2013 rate structure the State of California has suffered a severe multiyear drought. San Lorenzo Valley Water District customers have responded to calls for conservation and have reduced water consumption by over 25% since 2013. These conservation efforts are invaluable to the continued health of the San Lorenzo Watershed and the Santa Margarita Groundwater Basin; the water sources the entire District relies upon.

The Drought induced revenue shortfall is impacting the District's efforts to fund capital projects already underway, as discussed above, while maintaining reserve funds for emergencies.

Comparing actual consumption for 2013 to projected consumption in 2016 is as follows:

Fiscal Year	Units Sold*	Water Enterprise Revenue (rounded to nearest \$10k)*	Delta from 2013
2013	831,000	\$6,660,000	
2016	680,000	\$5,990,000	- \$670,000
2016	600,000	\$5,780,000	-\$880,000

*2016 is an estimate

In June 2015 the Board authorized a study to discuss options of replacing revenue to cover the cost commitments for capital projects while water consumption revenues are reduced due to the drought. Discussion at the June 18 Board Meeting coalesced around the option of implementing a revenue recovery drought surcharge of \$1.00 per unit of water sold. The intent of this surcharge is to continue collecting revenue for capital projects that the District has already committed to complete. Tying the charge to consumption continues to encourage conservation.

The budget for FY2016 is based on 680,000 units of water being sold in the year, a reduction of 3% from FY2015 consumption numbers. If that consumption projection is accurate the District would collect \$340,000 in FY2016 from the Capital Surcharge, assuming an implementation date of January 1, 2016.

Creating a Drought Recovery Surcharge that is separate from all other charges provides benefits for the District;

- The charge does not impact rates established by past action, and
- The charge is easily accountable, and
- The charge can easily be removed at a future date.

At the regularly scheduled meeting on August 20, 2015 the Board approved Resolution 7 (15-16) setting the date and time for a public hearing to receive comments regarding the proposed drought surcharge. Said date and time was established as November 19, 2015 at 7pm.

On November 19, 2015 the District held a public hearing to receive public comments regarding the proposed drought surcharge. After the attending public was provided their opportunity to comment the public hearing was closed and the period for submitting protests has ended. Staff has tabulated the protests and the Board appointed arbiter will present the final count when requested by the Board.

After receiving the final protest count, assuming that a majority protest has not occurred, staff recommends that the Board approve the attached resolution, initiating a \$1.00 per unit drought surcharge and authorizing the District Manager to take all action necessary to implement said charge beginning with the first bill after January 1, 2016

STRATEGIC PLAN:

Element 5.2 - Funding Infrastructure Replacement

FISCAL IMPACT:

Estimated \$334,000 revenue increase to the District assuming charge begins on January 1, 2016.

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 19 (15-16)
FIXING AND ADOPTING A DROUGHT SURCHARGE

WHEREAS, in 2013 the San Lorenzo Valley Water District finalized a five-year rate study that provided yearly revenue and expenditure projections based on historical water consumption trends; and

WHEREAS, since adoption of the 2013 rate structure the State of California continues to suffer a severe multiyear drought that has had a significant negative impact to District revenue; and,

WHEREAS, the drought caused revenue shortfall is negatively impacting the District's efforts to fund current capital projects while maintaining reserves for emergencies; and

WHEREAS, the Board of Directors has reviewed and considered the projected expenses and revenues of the District, and has found and determined that a drought surcharge of \$1.00 per unit of water (748 gallons) sold is the best and necessary way to ensure that needed capital projects may continue for the benefit of the ratepayers; and

WHEREAS, the Board of Directors recognizes that the Drought Surcharge is temporary and that long term fiscal solutions will be necessary; and

WHEREAS, in compliance with Proposition 218 and District procedures, the Board of Directors held a public hearing to consider all public testimony and written protests against the proposed drought surcharge; and

WHEREAS, said public hearing was held not less than forty-five days after the District mailed information to property owners regarding the proposed drought surcharge, and;

WHEREAS, the final tabulation of written protests against the drought surcharge presented to the Board did not constitute a majority protest; and

WHEREAS, the Board has fully considered the proposed drought surcharge.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that a Drought Surcharge equal to \$1.00 for each unit of water delivered shall be imposed on each meter of the District beginning on the first bill after December 31, 2015. Said surcharge shall be included as a separate line item on each statement provided by the District to customers; and

BE IT FURTHER RESOLVED that the Drought Surcharge may be rescinded at any time by a majority of the Board finding any one of the following conditions have been met:

1. District-wide consumption has returned to 2013 levels because water Sources have returned to pre-drought levels.
2. The District adopts new rates and charges sufficient to cover operational and capital costs.
3. Capital projects currently under planning, design or construction are completed.
4. Other revenue sources are identified and secured which are sufficient to close revenue gaps.

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



PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 19th day of December, 2015 by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly Morrison
Secretary of the Board
San Lorenzo Valley Water District



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

Accounts Payable

Outstanding Invoices

User: StephanieHill
Printed: 11/11/2015 - 10:14 AM
Date Type: JE Date
Date Range: 10/29/2015 to 11/11/2015

BILL LIST SUMMARY
Check Register Total : \$603,551.87
AP Outstanding Total: \$81,904.49
Payroll 11/11: \$85,758.29
TOTAL FOR APPROVAL: \$771,214.65

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00013 - CENTRAL HOME SUPPLY	01-800-5300	11/10/2015	10/30/2015	91166	00042-05-2016	170.59	LYON PLANT BASINS- WASHED PEA GRAVEL
	Task Label:		Type:	PO Number:	0000100112		
Total for Vendor 00013 - CENTRAL HOME SUPPLY:						170.59	
00037 - COUNTY OF SANTA CRUZ	01-800-5320	11/10/2015	11/9/2015	698327	00042-05-2016	150.68	PROP TAXES
	01-800-5320	11/10/2015	11/9/2015	700828	00042-05-2016	100.98	PROP TAXES
	01-800-5320	11/10/2015	11/9/2015	746877	00042-05-2016	166.98	PROP TAXES
Total for Vendor 00037 - COUNTY OF SANTA CRUZ:						418.64	
00046 - RED WING SHOE STORE	01-800-5171	11/10/2015	10/30/2015	8220000002439	00042-05-2016	230.80	SAFETY BOOTS/ SHOES
	Task Label:		Type:	PO Number:	0000100087		
Total for Vendor 00046 - RED WING SHOE STORE:						230.80	
00047 - SOIL CONTROL LAB	01-800-5202	11/10/2015	10/9/2015	5100361	00043-05-2016	145.00	GENERAL PHYSICAL (WATER)
Total for Vendor 00047 - SOIL CONTROL LAB:						145.00	
00076 - ERNIE'S AUTO CENTER	01-400-5410	11/10/2015	10/28/2015	637489	00042-05-2016	37.88	CHARGING INVERTER- TRUCK 222
	Task Label:		Type:	PO Number:	0000100115		
Total for Vendor 00076 - ERNIE'S AUTO CENTER:						37.88	
00115 - ATKINSON-FARASYN	01-100-5210	11/10/2015	11/3/2015	OCT 2015	00042-05-2016	1,383.75	LEGAL SERVICES
	01-100-5210	11/10/2015	11/3/2015	OCT 2015	00042-05-2016	775.83	LEGAL SERVICES

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00115 - ATKINSON-FARASYN	01-100-5210	11/10/2015	11/3/2015	OCT 2015	00042-05-2016	1,287.50	LEGAL SERVICES
Total for Vendor 00115 - ATKINSON-FARASYN:						3,447.08	
00125 - SCARBOROUGH LUMBER	01-400-5311	11/10/2015	10/29/2015	540001	00042-05-2016	71.70	HUD REPAIR -MAIN BREAK
	Task Label:		Type:	PO Number:	0000100113		
	01-400-5311	11/10/2015	10/29/2015	540014	00042-05-2016	228.12	HUD REPAIR MAIN BREAK
	Task Label:		Type:	PO Number:	0000100113		
	01-400-5311	11/10/2015	10/30/2015	540041	00042-05-2016	50.33	MAIN BREAK ADMIN- REPLACE PARTS USED FOR BREAK
	Task Label:		Type:	PO Number:	0000100113		
Total for Vendor 00125 - SCARBOROUGH LUMBER:						350.15	
00142 - SAN LORENZO LUMBER	01-400-5300	11/10/2015	10/26/2015	61-0057677	00042-05-2016	3.27	METER INSTALL- PVC PARTS
	Task Label:		Type:	PO Number:	0000100097		
Total for Vendor 00142 - SAN LORENZO LUMBER:						3.27	
00145 - BATTERIES PLUS	01-400-5600	11/10/2015	10/27/2015	314-290344	00042-05-2016	974.05	UPS BATTERIES-MAIN UPS AT OPS
	Task Label:		Type:	PO Number:	0000100114		
Total for Vendor 00145 - BATTERIES PLUS:						974.05	
00181 - LAS ANIMAS CONCRETE	01-400-5300	11/10/2015	11/10/2015		00042-05-2016	305.16	SLURRY-FIREHOUSE- MAIN REPAIR
	Task Label:		Type:	PO Number:	0000100110		
Total for Vendor 00181 - LAS ANIMAS CONCRETE:						305.16	
00290 - CONTRACTOR COMPLIANCE & MONIT	01-000-1565	11/10/2015	10/26/2015	6342	00043-05-2016	3,750.00	PROP 50
	01-000-1565	11/10/2015	10/26/2015	6343	00043-05-2016	2,000.00	PROP 50
Total for Vendor 00290 - CONTRACTOR COMPLIANCE & MONIT:						5,750.00	
00296 - MESITI-MILLER ENGINEERING,INC	01-000-1565	11/10/2015	10/28/2015	1015023	00042-05-2016	10,838.29	PROBATION TANK
	01-000-1565	11/10/2015	10/28/2015	1015028	00042-05-2016	1,189.10	PROBATION TANK

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00296 - MESITI-MILLER ENGINEERING,INC:						12,027.39	
00300 - APOLLO DRAIN SERVICE	01-100-5420	11/10/2015	10/30/2015	103015	00042-05-2016	240.00	MAINTENANCE
Total for Vendor 00300 - APOLLO DRAIN SERVICE:						240.00	
00312 - DOCTORS ON DUTY	01-100-5200	11/10/2015	10/13/2015	101315	00042-05-2016	75.00	CONTRACT/PROFESSIONAL SERVICES
Total for Vendor 00312 - DOCTORS ON DUTY:						75.00	
00319 - ECOLOGY ACTION OF SANTA CRUZ	01-500-5620	11/10/2015	10/27/2015	64921	00042-05-2016	1,058.13	WATER COALITION
Total for Vendor 00319 - ECOLOGY ACTION OF SANTA CRUZ:						1,058.13	
00343 - ERNIE'S SERVICE CENTER	01-400-5410	11/10/2015	11/3/2015	44581	00042-05-2016	2,526.35	NEW TRANSMISSION-TRUCK 352
	Task Label:		Type:	PO Number:	0000100109		
Total for Vendor 00343 - ERNIE'S SERVICE CENTER:						2,526.35	
00362 - ACCELA, INC #774375	01-200-5200	11/10/2015	10/16/2015	2046	00042-05-2016	21,612.00	SPRINGBROOK
	01-200-5610	11/10/2015	10/1/2015	INV31784	00042-05-2016	3,161.00	MONTHLY WEB PAYMENTS
Total for Vendor 00362 - ACCELA, INC #774375:						24,773.00	
00363 - CINCINNATI LIFE INSURANCE CO	01-000-2202	11/10/2015	11/9/2015	NOV 2015	00042-05-2016	14.00	LIFE INSURANCE
Total for Vendor 00363 - CINCINNATI LIFE INSURANCE CO:						14.00	
00367 - INFOSEND, INC	01-200-5650	11/10/2015	10/30/2015	98549	00042-05-2016	2,705.78	POSTAGE
	01-200-5200	11/10/2015	10/30/2015	98549	00042-05-2016	1,201.18	CONTRACT SERVICES - MONTHLY BILLING
Total for Vendor 00367 - INFOSEND, INC:						3,906.96	
00384 - D.W. ALLEY & ASSOCIATES	01-500-5200	11/10/2015	10/17/2015	1015-01	00042-05-2016	2,889.80	SURFACE WATER DIVERSION & TEMP MONITORING PROJECT

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00384 - D.W. ALLEY & ASSOCIATES:						2,889.80	
00399 - VISION SERVICE PLAN							
	01-400-5142	11/10/2015	10/21/2015	NOV 2015	00042-05-2016	287.52	VISION INSURANCE - NOV 2015
	01-300-5142	11/10/2015	10/21/2015	NOV 2015	00042-05-2016	16.30	VISION INSURANCE - NOV 2015
	01-800-5142	11/10/2015	10/21/2015	NOV 2015	00042-05-2016	74.49	VISION INSURANCE - NOV 2015
	01-500-5142	11/10/2015	10/21/2015	NOV 2015	00042-05-2016	8.15	VISION INSURANCE - NOV 2015
	01-200-5142	11/10/2015	10/21/2015	NOV 2015	00042-05-2016	78.51	VISION INSURANCE - NOV 2015
	01-100-5142	11/10/2015	10/21/2015	NOV 2015	00042-05-2016	66.61	VISION INSURANCE - NOV 2015
Total for Vendor 00399 - VISION SERVICE PLAN:						531.58	
00450 - EUROFINS EATON ANALYTICAL, INC							
	01-800-5202	11/10/2015	9/16/2015	L0232371	00043-05-2016	360.00	OLY 2 & 3 WELL, QUAIL 4A & 5A WELL
	01-800-5202	11/10/2015	9/16/2015	L0232371	00043-05-2016	160.00	OLY 2 & 3 WELL, QUAIL 4A & 5A WELL
	01-800-5202	11/10/2015	9/16/2015	L0232371	00043-05-2016	600.00	OLY 2 & 3 WELL, QUAIL 4A & 5A WELL
	01-800-5202	11/10/2015	9/16/2015	L0232371	00043-05-2016	1,600.00	OLY 2 & 3 WELL, QUAIL 4A & 5A WELL
	01-800-5202	11/10/2015	9/16/2015	L0232371	00043-05-2016	150.00	QUAIL 5A WELL
Total for Vendor 00450 - EUROFINS EATON ANALYTICAL, INC:						2,870.00	
00513 - AVAYA							
	01-800-5200	11/10/2015	9/24/2015	2733537403	00043-05-2016	47.38	CONTRACT SERVICES
Total for Vendor 00513 - AVAYA:						47.38	
00550 - HACH COMPANY							
	01-800-5300	11/10/2015	10/30/2015	9649287	00042-05-2016	4,919.33	LYON PLANT TURBIDIMETERS
	Task Label:		Type:	PO Number:	28934		
Total for Vendor 00550 - HACH COMPANY:						4,919.33	
00560 - COSTCO WHOLESALE							
	01-200-5600	11/10/2015	10/26/2015	102615	00042-05-2016	159.69	OFFICE SUPPLIES FOR ADMIN. BUILDING
	Task Label:		Type:	PO Number:	0000100035		
Total for Vendor 00560 - COSTCO WHOLESALE:						159.69	
00608 - LLOYD'S TIRE SERVICE, INC							
	01-400-5410	11/10/2015	10/29/2015	293338	00042-05-2016	784.44	NEW TIRES- TRUCK 340
	Task Label:		Type:	PO Number:	0000100111		

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00608 - LLOYD'S TIRE SERVICE, INC:					784.44	
00610 - MAGGIORA BROS DRILLING						
01-800-5200	11/10/2015	10/26/2015	100759	00042-05-2016	1,202.50	PASO 5A WELL SERVICE-REMOVED WIRE
Task Label:		Type:	PO Number:	0000100116		
Total for Vendor 00610 - MAGGIORA BROS DRILLING:					1,202.50	
00703 - DATAFLOW BUSINESS SYSTEMS, INC						
01-200-5200	11/10/2015	10/28/2015	168288	00042-05-2016	214.83	YP LASER JET 600M602 PRINTER -FINANCE FY 15/16
Task Label:		Type:	PO Number:	28813		
01-200-5200	11/10/2015	10/28/2015	168289	00042-05-2016	185.18	MAINT. HP 5200TN PRINTER-FINANCE FY15/16
Task Label:		Type:	PO Number:	28807		
01-400-5200	11/10/2015	11/2/2015	168538	00042-05-2016	83.83	SAVIN 917 SPF COPIER- OPS FY 15/16
Task Label:		Type:	PO Number:	28808		
01-800-5200	11/10/2015	11/2/2015	168539	00042-05-2016	34.18	SAVIN 816 SUPER G3 COPIER KIRBY WTP FY 15/16
Task Label:		Type:	PO Number:	28810		
Total for Vendor 00703 - DATAFLOW BUSINESS SYSTEMS, INC:					518.02	
00711 - ROBERTS & BRUNE CO.						
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	101.74	9003-000 10 MIL UPC TAPE X 100'
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	11.90	1001-465 1" GALV SQUARE PLUG
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	23.85	6004-001
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	70.12	9007-001 WHITE MARKING PAINT
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	141.71	6002-075 3/4 X 3 IPS REPAIR CLAMP
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	85.97	6002-200 2 X 3 IPS REPAIR CLAMP
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/2/2015	S1517537.001	00043-05-2016	66.06	6002-312 3" REPAIR CLAMP
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	5.21	1011-113 1/2" GALV ELL
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/2/2015	S1517537.001	00043-05-2016	99.96	6002-100 1 X 3 IPS REPAIR CLAMP
Task Label:		Type:	PO Number:	0000100068		
01-000-1300	11/10/2015	10/22/2015	S1517537.001	00043-05-2016	81.82	6004-003 3/4" STEEL COUPLING
Task Label:		Type:	PO Number:	0000100068		
Total for Vendor 00711 - ROBERTS & BRUNE CO.:					688.34	

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00784 - HD SUPPLY WATERWORKS,LTD						
01-000-1300	11/10/2015	10/26/2015	E648618	00042-05-2016	263.70	2101-064
Task Label:		Type:	PO Number:	0000100070		
01-000-1300	11/10/2015	10/26/2015	E648618	00042-05-2016	14.40	1102-103
Task Label:		Type:	PO Number:	0000100070		
01-000-1300	11/10/2015	10/26/2015	E648618	00042-05-2016	7.14	1102-109
Task Label:		Type:	PO Number:	0000100070		
01-000-1300	11/10/2015	10/26/2015	E648618	00042-05-2016	81.19	2101-061
Task Label:		Type:	PO Number:	0000100070		
Total for Vendor 00784 - HD SUPPLY WATERWORKS,LTD:					366.43	
00788 - COMCAST						
02-600-5500	11/10/2015	11/3/2015	NOV 2015	00042-05-2016	146.69	INTERNET/SERVICES
Total for Vendor 00788 - COMCAST:					146.69	
00957 - PORT SUPPLY						
01-400-5401	11/10/2015	10/15/2015	3349	00042-05-2016	432.73	RAIN GEAR- FOR CREW AND MICS.
Task Label:		Type:	PO Number:	0000100080		
Total for Vendor 00957 - PORT SUPPLY:					432.73	
01050 - COLONIAL LIFE						
01-000-2206	11/10/2015	10/25/2015	4377735-1014291	00042-05-2016	416.30	SUPPLEMENTAL INSURANCE - OCT 2015
Total for Vendor 01050 - COLONIAL LIFE:					416.30	
10001 - RUTAN AND TUCKER, LLP						
01-100-5210	11/10/2015	10/19/2015	730407	00042-05-2016	612.00	LEGAL SERVICES
Total for Vendor 10001 - RUTAN AND TUCKER, LLP:					612.00	
10005 - ICMA RETIREMENT C/O M & T RETIREMENT CORP 457						
01-000-2208	11/10/2015	10/28/2015	102815	00043-05-2016	1,085.00	PPE 102815 457(b) Deferred Comp
Total for Vendor 10005 - ICMA RETIREMENT C/O M & T RETIREMENT CORP 457:					1,085.00	
10006 - COLUMBUS BANK & TRUST - ACCT #30037972						
01-000-2206	11/10/2015	11/9/2015	102815	00043-05-2016	192.92	SECTION 125 PLAN 102815
Total for Vendor 10006 - COLUMBUS BANK & TRUST - ACCT #30037972:					192.92	

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
10011 - PARC ENVIRONMENTAL						
01-100-5200	11/10/2015	10/30/2015	1853	00042-05-2016	1,800.00	PROSSER BLDG-ASBESTOS ABATEMENT
Task Label:		Type:	PO Number:	0000100101		
Total for Vendor 10011 - PARC ENVIRONMENTAL:					1,800.00	
10015 - PRO TECH						
01-100-5200	11/10/2015	10/27/2015	085-15gk	00042-05-2016	3,030.00	PROSSER BLDG- HAZ-MAT SERVICES
Task Label:		Type:	PO Number:	0000100107		
Total for Vendor 10015 - PRO TECH:					3,030.00	
10016 - CHRIS PERRI						
01-000-2310	11/10/2015	10/26/2015	102615	00043-05-2016	516.66	CUSTOMER REFUND
Total for Vendor 10016 - CHRIS PERRI:					516.66	
10017 - JEN MICHELSEN						
01-500-5630	11/10/2015	11/5/2015	110515	00042-05-2016	244.81	WATERSHED SYMPOSIUM
Total for Vendor 10017 - JEN MICHELSEN:					244.81	
10018 - HOLLY MORRISON						
01-100-5630	11/10/2015	10/27/2015	102715	00042-05-2016	106.42	CALPERS CONFERENCE
Total for Vendor 10018 - HOLLY MORRISON:					106.42	
10019 - SCHWARZBACH ASSOCIATES, INC.						
01-100-5420	11/10/2015	10/30/2015	151030-1	00042-05-2016	700.00	BUILDING MAINT.
01-100-5420	11/10/2015	11/6/2015	151106-1	00042-05-2016	1,190.00	BUILDING MAINT.
Total for Vendor 10019 - SCHWARZBACH ASSOCIATES, INC.:					1,890.00	
Report Total:					81,904.49	

Accounts Payable

Checks by Date - Detail by Check Date

User: StephanieHill
Printed: 11/11/2015 10:11 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
10201	00545 271088	AFLAC SUPPLEMENTAL INSURANCE - OCT 2015	10/29/2015		515.38
Total for Check Number 10201:				0.00	515.38
10202	00057 NOV 2015	AFSCME COUNCIL 57 UNION DUES	10/29/2015		534.10
Total for Check Number 10202:				0.00	534.10
10203	00055 101915	AT&T FELTON ACRES - LONG DISTANCE	10/29/2015		77.29
Total for Check Number 10203:				0.00	77.29
10204	00309 8499669205 8499669205 8499669205	AT&T IP SERVICES IP SERVICES - ADMIN IP SERVICES - WTP IP SERVICES - OPS	10/29/2015		380.61 380.60 380.60
Total for Check Number 10204:				0.00	1,141.81
10205	00686 101315 101315 101315	AT&T LONG DISTANCE LONG DISTANCE - OPS LONG DISTANCE - WTP LONG DISTANCE - ADMIN	10/29/2015		1.78 22.40 329.65
Total for Check Number 10205:				0.00	353.83
10206	00687 101515 101515	AT&T U-VERSE INTERNET SERVICE - 365 MADRONE AVE INTERNET SERVICE - GRAHAM HILL RD	10/29/2015		57.00 67.00
Total for Check Number 10206:				0.00	124.00
10207	00115 NOV 2015	ATKINSON-FARASYN LEGAL FEES	10/29/2015		3,500.00
Total for Check Number 10207:				0.00	3,500.00
10208	00178 1868 1868 1868 1868 1868 1868 1868 1868	CALPERS RETIRED EMPLOYEE MEDICAL - OCT 2015 MEDICAL INSURANCE - OPS - OCT 2015 MEDICAL INSURANCE - FINANCE - OCT 2015 MEDICAL INSURANCE - ENG - OCT 2015 MEDICAL INSURANCE - W.SHED - OCT 2015 MEDICAL INSURANCE - ADMIN - OCT 2015 MEDICAL INSURANCE - WTP - OCT 2015 DEPENDANT WITHOLDING - OCT 2015	10/29/2015		451.53 17,543.05 5,436.42 1,308.43 1,640.56 2,948.99 3,120.98 -672.07

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10208:	0.00	31,777.89
10209	10013 102815	DAVID CHURCHILL CONNECTION DEPOSIT REFUND	10/29/2015		1,545.46
			Total for Check Number 10209:	0.00	1,545.46
10210	00788 101615 101915	COMCAST INTERNET SERVICE - 264 ORCHARD DR INTERNET SERVICE - 7400 HWY 9	10/29/2015		133.92 138.92
			Total for Check Number 10210:	0.00	272.84
10211	UB*00045	JAMES HARNETT Refund Check	10/29/2015		46.98
			Total for Check Number 10211:	0.00	46.98
10212	01076 102615 102615 102615 102615 102615	HOLLY MORRISON CSDA CONFERENCE EMPLOYEE RECOGNITION MEETING MEETING OFFICE SUPPLIES	10/29/2015		609.67 27.17 304.85 27.43 76.11
			Total for Check Number 10212:	0.00	1,045.23
10213	00662 NOV 2015	JAMES A. MUELLER CALPERS MEDICAL - RETIRED EMPLOYEE	10/29/2015		50.00
			Total for Check Number 10213:	0.00	50.00
10214	00099 NOV 2015	JOEL BUSA CALPERS MEDICAL - RETIRED EMPLOYEE	10/29/2015		125.00
			Total for Check Number 10214:	0.00	125.00
10215	10012 102815	MBWWA WATER TREATMENT OPERATOR-EXAM RE	10/29/2015		140.00
			Total for Check Number 10215:	0.00	140.00
10216	00313 NOV 2015	MET LIFE LIFE INSURANCE - WTP DISABILTY INSURANCE - ENG LIFE INSURANCE - ENG DISABILTY INSURANCE - WTP DISABILTY INSURANCE - ADMIN DENTAL INSURANCE - ENGINEERING LIFE INSURANCE - W.SHED DENTAL INSURANCE - ADMIN DISABILTY INSURANCE - FINANCE DENTAL INSURANCE - W.SHED DENTAL INSURANCE - WTP DENTAL INSURANCE - FINANCE DISABILTY INSURANCE - OPS DENTAL INSURANCE - OPS LIFE INSURANCE - FINANCE LIFE INSURANCE - OPS LIFE INSURANCE - ADMIN DISABILTY INSURANCE - W.SHED	10/29/2015		63.27 30.27 16.65 114.96 89.88 108.33 8.32 414.27 180.02 59.29 415.07 1,068.24 318.25 1,762.23 116.55 203.13 41.63 19.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10216:	0.00	5,029.69
10217	UB*00044	ROBERT&REBECCA MOELLER Refund Check	10/29/2015		8.83
			Total for Check Number 10217:	0.00	8.83
10218	UB*00046	MARIA MORRIS Refund Check	10/29/2015		16.92
			Total for Check Number 10218:	0.00	16.92
10219	00240 NOV 2015	NEW RESOURCE BANK SOLAR LEASE	10/29/2015		2,380.00
			Total for Check Number 10219:	0.00	2,380.00
10220	10004 102315 102315 102315	PETTY CASH - CHELSEA SLADWICK OFFICE SUPPLIES MAIN REPAIR - EMPLOYEE MEAL MAIN REPAIR - EMPLOYEE MEAL	10/29/2015		14.25 13.94 57.58
			Total for Check Number 10220:	0.00	85.77
10221	00011 101315 101315 101315 101315 9753943360	VERIZON WIRELESS CELL PHONE CHARGES - ENG CELL PHONE CHARGES - WTP CELL PHONE CHARGES - OPS CELL PHONE CHARGES - ADMIN MONTHLY TABLET LINE CHARGES	10/29/2015		85.40 273.11 658.56 85.40 369.90
			Total for Check Number 10221:	0.00	1,472.37
10222	00217 102915	COUNTY OF SANTA CRUZ COUNTY OF SANTA CRUZ - PERMIT	10/29/2015		409.30
			Total for Check Number 10222:	0.00	409.30
			Total for 10/29/2015:	0.00	50,652.69
10223	00362 31613 31748	ACCELA, INC #774375 ANNUAL MAINTENANNCE - 11/25/15 - 11/2 CONTRACT SERVICES	11/06/2015		20,340.00 222.00
			Total for Check Number 10223:	0.00	20,562.00
10224	10003 093015	AERO-ENVIRONMENTAL PROSSER BLDG - HAZ-MAT SURVEY/REPO	11/06/2015		1,475.00
			Total for Check Number 10224:	0.00	1,475.00
10225	00589 7041	ALLARD'S SEPTIC SEPTIC TANK PLUMBING (KIRBY PLANT)	11/06/2015		225.00
			Total for Check Number 10225:	0.00	225.00
10226	00729 5102135	ALPHA ANALYTICAL LABS WASTEWATER MONITORING	11/06/2015		818.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10226:	0.00	818.00
10227	00115 092515	ATKINSON-FARASYN LEGAL SERVICES FOR PER 7/13/15 - 9/21/15	11/06/2015		1,987.68
			Total for Check Number 10227:	0.00	1,987.68
10228	00228 35280	BARG,COFFIN,LEWIS & TRAPP,LLP LEGAL SERVICES - MW ANNEXATION AGF	11/06/2015		180.00
			Total for Check Number 10228:	0.00	180.00
10229	00145 314-2899331 314-290088	BATTERIES PLUS UPS BATTERIES- ENGINEERING OPS UPS- BATTERIES (2 BATTERY PACKS F	11/06/2015		82.63 487.03
			Total for Check Number 10229:	0.00	569.66
10230	00220 27706	BAY BUILDING JANITORIAL,INC ADMIN OFFICE JANITORAIL SERVICE	11/06/2015		424.42
			Total for Check Number 10230:	0.00	424.42
10231	00130 13490 67421	BOULDER CREEK HARDWARE CHAINSAW MISC. PARTS- SHARPENING TAIL LIGHT BULB-TRUCK 340	11/06/2015		26.84 6.48
			Total for Check Number 10231:	0.00	33.32
10232	00566 151000059101	C S S C ANSWERING SERVICE	11/06/2015		669.76
			Total for Check Number 10232:	0.00	669.76
10233	00415 OCT 2015 OCT 2015 OCT 2015	CA BANK & TRUST/GOV SVC DEPT	11/06/2015		15.00 3,931.37 11,695.06
			Total for Check Number 10233:	0.00	15,641.43
10234	00355 23843	CABRILLO COLLEGE EXTENSION WATER CONSERVATION EDUCATION CON'	11/06/2015		300.00
			Total for Check Number 10234:	0.00	300.00
10235	00213 101499 101499 101499 101499	CHESTNUT IDENTITY UNIFORMS (WATER TREATMENT) ---139,14 UNIFORMS (ADMIN.) --- 124 UNIFORMS (OPERATIONS) ---133,146,208 UNIFORMS (FIELD SERIVCE) ---213,207,15:	11/06/2015		1,117.84 401.93 1,172.89 1,580.67
			Total for Check Number 10235:	0.00	4,273.33
10236	00265 2215 2215	COMMUNITY TELEVISION OF B.O.D. MEETING COVERAGE 09/03/15 B.O.D. MEETING COVERAGE 09/17/15	11/06/2015		200.00 200.00
			Total for Check Number 10236:	0.00	400.00
10237	10002 5025411	CONNEY SAFETY PRODUCTS SAFETY VEST- 21 EACH - 1085 LIME VEST	11/06/2015		228.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10237:	0.00	228.31
10238	00663 17513030058	CORIX WATER PRODUCTS 3001-010	11/06/2015		225.23
			Total for Check Number 10238:	0.00	225.23
10239	00036 64134	CORRPRO COMPANIES INC CATHODIC PROTECTION ANNUAL SERVIC	11/06/2015		4,895.00
			Total for Check Number 10239:	0.00	4,895.00
10240	00760 19474 19824 19824	DYNAMIC PRESS DOOR HANGERS REF: QUOTE 13999 BUSINESS CARD SHELL ENVELOPES, LETTERHEAD	11/06/2015		230.46 336.84 744.55
			Total for Check Number 10240:	0.00	1,311.85
10241	00076 631707 634874	ERNIE'S AUTO CENTER OIL & COOLANT--TRUCK 325 TAIL LIGHT LENS--TRUCK 280	11/06/2015		20.65 14.48
			Total for Check Number 10241:	0.00	35.13
10242	00343 46623 46855 46982 47028	ERNIE'S SERVICE CENTER TRANNY, TIRES SERVICE --TRUCK 340 SERVICE- OIL, BRAKES, TIRES (TRUCK 27: VEHICLE SERVICE -- TRUCK 155 VE-309 F250 4X4 SERVICE --TRUCK 309	11/06/2015		6,287.87 105.88 159.66 186.92
			Total for Check Number 10242:	0.00	6,740.33
10243	00450 236543 236547 236858 237895	EUROFINS EATON ANALYTICAL, INC ARSENIC TOTAL ICAP/MS ARSENIC TOTAL ICAP/MS ARSENIC TOTAL ICAP/MS ARSENIC TOTAL ICAP/MS	11/06/2015		80.00 80.00 80.00 100.00
			Total for Check Number 10243:	0.00	340.00
10244	00118 62901990	FARMER BROTHERS COFFEE COFFEE/COFFEE SUPPLIES - OPPS	11/06/2015		162.05
			Total for Check Number 10244:	0.00	162.05
10245	00329 9866437503	GRAINGER LAB SUPPLIES---LYON PLANT	11/06/2015		779.43
			Total for Check Number 10245:	0.00	779.43
10246	00080 880522 892339	GRANITE CONSTRUCTION CO HOT MIX-MAIN LEAK REPAIRS HOT MIX, MAIN LEAK REPAIRS- FIRE HOU	11/06/2015		128.28 129.99
			Total for Check Number 10246:	0.00	258.27
10247	00016 0001634478	GREENWASTE RECOVERY,INC BUILDING MAINTENANCE - ADMIN	11/06/2015		262.82
			Total for Check Number 10247:	0.00	262.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10248	00550 9629835	HACH COMPANY CHLORINE REAGENT FOR TREATMENT PL	11/06/2015		260.23
			Total for Check Number 10248:	0.00	260.23
10249	00784 E512938 E512938 E512938 E512938 E512938	HD SUPPLY WATERWORKS,LTD 2102-025 CHECK VALVE 2" 1001-460 PLUG GALV 3/4" 2101-073 GATE VALVE 2" 6007-225 SADDLE DS 6.84-7.60 X1" 2005-323 MTR VLV COPR-MTR STR 1X1X5/4	11/06/2015		201.35 6.24 474.45 147.22 329.08
			Total for Check Number 10249:	0.00	1,158.34
10250	00247 S102511588	INDEPENDENT ELECTRIC SUPPLY IRWIN BOOSTER - SOFT STARTER	11/06/2015		4,519.44
			Total for Check Number 10250:	0.00	4,519.44
10251	00367 95336 95336 97815 97815 97817	INFOSEND, INC CONTRACT SERVICES - MONTHLY BILLIN POSTAGE MAILING SERVICES - PROP 218 POSTAGE - PROP 218 MAILING PROGRAMMING: MINOR UPDATES	11/06/2015		1,731.64 1,413.39 3,111.97 5,993.70 175.00
			Total for Check Number 10251:	0.00	12,425.70
10252	00022 12624 12651	JOHNS ELECTRIC MOTOR PUMP REPAIR -- LOST ACRES PUMP REPAIR- CHARLIE TANK HYDRO.	11/06/2015		136.26 606.26
			Total for Check Number 10252:	0.00	742.52
10253	00336 SLVWD9-2015	LAND TRUST OF SANTA CRUZ CNTY OLYMPIA WATERSHED PATROL	11/06/2015		1,248.30
			Total for Check Number 10253:	0.00	1,248.30
10254	00181 113852	LAS ANIMAS CONCRETE SLURRY- BCE HYDRANT	11/06/2015		725.27
			Total for Check Number 10254:	0.00	725.27
10255	00539 0915SLV	MILLER-MAXFIELD, INC PUBLIC OUTREACH CONSULTING SERVIC	11/06/2015		4,468.75
			Total for Check Number 10255:	0.00	4,468.75
10256	00782 09-22-REVISED 09-22-REVISED 09-22-REVISED	MONTEREY PENINSULA ENGINEERIN INTERTIE #2 PROJECT INTERTIE #3 PROJECT INTERTIE #4 PROJECT	11/06/2015		48,052.90 343,740.87 57,588.69
			Total for Check Number 10256:	0.00	449,382.46
10257	00695 092515	PAUL JENSEN SURVEY WORK - FLAT ST	11/06/2015		340.00
			Total for Check Number 10257:	0.00	340.00
10258	00569	PITNEY BOWES GLOBAL FIN.LLC	11/06/2015		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1379818-SP15	MAIL MACHINE MAINTENANCE			430.08
			Total for Check Number 10258:	0.00	430.08
10259	00501	PITNEY BOWES INC	11/06/2015		
	593098	MAIL MACHINE SUPPLIES			163.42
	627891	MAIL MACHINE SUPPLIES			96.44
			Total for Check Number 10259:	0.00	259.86
10260	00957	PORT SUPPLY	11/06/2015		
	9715	RAIN GEAR --FOR CREW			778.99
			Total for Check Number 10260:	0.00	778.99
10261	00046	RED WING SHOE STORE	11/06/2015		
	2392	SAFETY BOOTS- STEEK TOE SAFETY BOO			214.21
	2392	SAFETY BOOTS STEEL TOE SAFETY BOOT			177.23
			Total for Check Number 10261:	0.00	391.44
10262	00405	RESCUE ROOTER	11/06/2015		
	376246	100 OAKWOOD DR. TV SEWER LATERAL			366.00
			Total for Check Number 10262:	0.00	366.00
10263	00711	ROBERTS & BRUNE CO.	11/06/2015		
	S1510693.001	1014-203 NIPPLE GALV 3/4" X 2 1/2"			6.00
	S1510693.001	1002-058 CAP GALV 2"			17.36
	S1510693.001	1002-052 CAP GALV 1"			9.85
	S1510693.001	1004-020 BUSHING GALVE 2" X 3/4"			45.37
	S1510693.001	1 X 3/4 GALV BELL REDUCER			17.11
	S1510693.001	1001-480 PLUG GALV 2"			18.78
	S1510693.001	1013-116 ELL 90 STREET GALV 3/4"			6.20
	S1510693.001	1006-610 2 GALV TEE			57.30
	S1510693.001	1014-210 3/4 X 4 GALV NIPPLE			6.93
	S1510693.001	1004-004 BUSHING GALVE 1" X 3/4"			19.93
	S1510693.001	1014-208 NIPPLE GALV 3/4" X 3 1/2"			6.13
	S1510693.001	1005-725 UNION GALV 2"			105.34
	S1510704.001	6002-125 FULL CIRCLE 1-1/4-3 REDI-CL244			76.40
	S1510704.001	1014-330 NIPPLE GALV 1" X 4 "			12.63
	S1510704.001	6004-019 FLEX CPLG 4.50 - 4.81			69.24
	S1510704.001	1014-360 NIPPLE GALV 1 1/2" X 0 "			8.68
	S1510704.001	1014-380 NIPPLE GALV 2" X 0 "			25.81
	S1510704.001	1102-460 6" NUT & BOLT SET PLATED 150#			78.47
	S1510704.003	8010-104 VALVE BOX ALIGNER POSI-CAP			68.53
	S1510704.003	6004-019 FLEX CPLG 4.50 - 4.81			69.24
			Total for Check Number 10263:	0.00	725.30
10264	00005	RYAN HERCO FLOW SOLUTIONS	11/06/2015		
	8228708	BENNETT CHLOR. - CENTRIFUGAL PUMP			230.21
			Total for Check Number 10264:	0.00	230.21
10265	00125	SCARBOROUGH LUMBER	11/06/2015		
	239462	OPS HOUSEHOLD BULBS			20.35
	258297	CLAMP WRENCH- METER INSTALL AT INT			24.59
	258803	CHLORINE LINE PASO 6 CHLORINE TUBIN			23.73
	258929	POST HOLE DIGGER HANDLE - REPLACEM			18.32
	259147	WATER QUALITY-SAMPLING SUPPLIES			55.03
	259186	SERVICE LINE REPAIR--TOP SOIL FOR YAR			18.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	259252	ADMIN HVAC-GAS LINE PARTS FOR GAS T			403.48
	538994	LIGHT BULBS (ADMIN. BUILDING)			9.11
	539173	WEED WHACKER- STRING & BLADES			61.23
	539205	POLY TUBING - PASO 7 CHLORINE			15.62
	539423	ADMIN HVAC-GAS LINE-MISC. DRILL BIT			50.35
	539452	ADMIN HVAC-GAS LINE-HVAC INSTALL -			34.40
	539456	OPS HOUSEHOLD LIGHT BULBS			47.44
	539463	OPS HOUSEHOLD BULBS			24.11
	539476	HYDRANT INSTALL-BC ELEMENTARY			48.19
	539488	HYDRANT INSTALL-BC ELEMENTARY			13.71
			Total for Check Number 10265:	0.00	868.36
10266	00746 23818	SCOTTS VALLEY BANNER LIVING IN THE SAN LORENZO VALLEY	11/06/2015		248.00
			Total for Check Number 10266:	0.00	248.00
10267	00168 141939	SCOTTS VALLEY SPRINKLER CHLORINATION PLUMBING - KIRBY TREA	11/06/2015		277.66
			Total for Check Number 10267:	0.00	277.66
10268	00183 AD1516006253	SDRMA AUTO LIABILITY DEDUCTIBLE	11/06/2015		1,000.00
			Total for Check Number 10268:	0.00	1,000.00
10269	00973 690113-5	SMITH-EMERY SAN FRANCISCO INTERTIE #3 PUMP STATION	11/06/2015		730.00
			Total for Check Number 10269:	0.00	730.00
10270	00047 5100041 5100042 5100362 5100363 5100364 5100554 5100555	SOIL CONTROL LAB GENERAL PHYSICAL - WATER ANALYSIS TOTAL PHOSPHATE - WATER ANALYSIS TOTAL PHOSPHATE BY EPA METALS DIGESTION, TOTAL MANGANESE METALS DIGESTION, TOTAL MANGANESE GENERAL PHYSICAL TOTAL PHOSPHATE BY EPA	11/06/2015		145.00 117.00 117.00 74.00 37.00 145.00 117.00
			Total for Check Number 10270:	0.00	752.00
10271	00298 101315	STATE OF CALIFORNIA CASE #557151242	11/06/2015		75.00
			Total for Check Number 10271:	0.00	75.00
10272	00555 5351425	STORDOK DOCUMENT SHREDDING	11/06/2015		45.00
			Total for Check Number 10272:	0.00	45.00
10273	00942 82185	TRIAD ELECTRIC OPERATIONS ELECTRICAL LIGHTING SER	11/06/2015		600.80
			Total for Check Number 10273:	0.00	600.80
10274	00129 132297402	UNITED RENTALS NORTHWEST INC DEWALT PAVEMENT BREAKER- DEWALT I BOSCH DEMOLITION HAMMER- BOSH 113	11/06/2015		1,487.35 890.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10274:	0.00	2,378.25
10275	00721 114-3420368	UNITED SITE SVCS.,INC QUAIL 5 TOILET SERVICE AND CLEANING	11/06/2015		148.15
			Total for Check Number 10275:	0.00	148.15
10276	00407 SJ392958 SJ711667	UNIVAR USA CREDIT CHLORINE-TREATMENT PLANTS	11/06/2015		-680.00 3,518.87
			Total for Check Number 10276:	0.00	2,838.87
10277	00768 772396 778740	USA BLUEBOOK CHLORINE PARTS KIRBY - WELL SITES LAB SUPPLIES--LYON PLANT	11/06/2015		454.30 631.88
			Total for Check Number 10277:	0.00	1,086.18
10278	00398 8424693	WATSONVILLE METAL CO.,INC OLY DUMPSTER 20YRD TRASH BIN PICK U	11/06/2015		600.00
			Total for Check Number 10278:	0.00	600.00
			Total for 11/6/2015:	0.00	552,899.18
			Report Total (78 checks):	0.00	603,551.87

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 11/10/15. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
11/10/15	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	38,652.03	38,652.03
11/10/15	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay@	Employee Withholdings		
				Social Security	4,726.89	
				Medicare	1,277.25	
				Fed Income Tax	10,870.84	
				CA Income Tax	3,718.18	
				CA Disability	678.38	
				Total Withholdings	21,271.54	
				Employer Liabilities		
				Social Security	4,726.87	
				Medicare	1,277.23	
				Fed Unemploy	5.57	
				Total Liabilities	6,009.67	27,281.21
				EFT FOR 11/10/15		65,933.24
				TOTAL EFT (Does not reflect administrative charges)		65,933.24

NEGOTIABLE CHECKS - *Check amounts will be debited when payees cash checks. Funds must be available on check date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/10/15	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	19,825.05	
				TOTAL NEGOTIABLE CHECKS		19,825.05

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/10/15	Refer to your records for account	Information	Payroll	Employee Deductions		
				Advance	1,089.30	
				Aflc/Col Post	44.95	
				Aflc/Col Pre	339.75	
				Calper 457	125.00	
				DPer	5,636.75	
				FSA	192.92	
				Health	1,202.38	
				ICMA	1,085.00	
				Life Ins	14.00	

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 11/10/15. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/10/15	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Union dues	342.21
				Total Deductions	10,072.26
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)					10,072.26

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
11/16/15	Taxpay®	FED IT PMT Group	22,879.08
11/16/15	Taxpay®	CA IT PMT Group	4,396.56

MEMO

To: Board of Directors
From: District Manager
SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING CANCELATION
OF DECEMBER 3 BOARD MEETING
DATE: NOVEMBER 19, 2015

RECOMMENDATION

No staff recommendation.

BACKGROUND

Director Ratcliffe and Vice Chair Brown are representing the District at the ACWA Fall Conference in Southern California and will be unable to attend the December 3rd Board Meeting.

At this time there is no pressing business before the Board and Staff is offering that the December 3rd meeting may be canceled.

STRATEGIC PLAN:

Element 9.2 Board Development

FISCAL IMPACT:

No impact to current budget year

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: Administration/Engineering Departments Status Report
DATE: November 19, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration/Engineering Departments status report.

BACKGROUND:

Q&A FROM PRIOR BOARD MEETING

Staff will provide written answers to questions from the previous Board Meeting at tonight's meeting.

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: FINANCE DEPARTMENT STATUS REPORT
DATE: November 11, 2015

RECOMMENDATION:

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

BACKGROUND:

SPINGBROOK

Attached is our project roadmap. This shows the items that are done and what items are still remaining. This gives a good picture of what we have accomplished and the time constraints I still have in the future.

ELECTRONIC NOTIFICATION SYSTEM

We have our new notification sign up form available online and in the office. This will allow for customers to sign up for voice, text or e-mail alerts from the District. We will be sending out alerts for people that have a past due balance in hopes payments will be made to avoid tag or tun-off penalties. We will also be able to send out alerts for emergencies or when a large area is out of water. This tool has great potential to be able to reach out to our customers.

GOING GREEN

We have seen 1,870 customers sign up with our new online platform. Of that, 447 have gone paperless and we have 1,407 on one of our auto pay programs. Customers going green with paperless and auto pay not only saves the environment, but has potential to save the District money as well.

Phase	Activity	Activity Start Date	Activity End Date	Activity Description	Responsible Party	Method	Status / Notes
Core Finance	Finance and Payroll BPS Project Questionnaires Completed	02/13/15	02/27/15	Project questionnaires for Phase II of the implementation. Information will assist the Implementation Consultant with planning the Business Process Study/Initial Application Processing sessions.	Client	Upload completed questionnaire to Box	Done
Financial Ancillaries	Inventory Control Project Questionnaire completed.	02/13/15	02/27/15	Project questionnaires for the Work Order/Fleet Maintenance modules of the implementation. Information will assist the Implementation Consultant with planning the Business Process Study/Initial Application Processing sessions.	Client	Upload completed questionnaire to Box	Done
Financial Ancillaries	Work Orders Project Questionnaire completed.	02/13/15	02/27/15	Project questionnaires for the Work Order/Fleet Maintenance modules of the implementation. Information will assist the Implementation Consultant with planning the Business Process Study/Initial Application Processing sessions.	Client	Upload completed questionnaire to Box	Done
Utility Billing & Cash Receipts	Utility Billing Project Questionnaire Completed	02/13/15	02/27/15	Project questionnaires for Phase I of the implementation. Information will assist the Implementation Consultant with planning the Business Process Study/Initial Application Processing sessions.	Client	Upload completed questionnaire to Box	Done
Environmental Setups	Technical Specifications Questionnaire Completed	03/06/15	03/20/15	Provides information to assist Springbrook Technical Services when setting up the application software on Client's server.	Client	Upload completed questionnaire to Box	Done
Utility Billing & Cash Receipts	Utility Billing - Initial Data Pull and Review	03/09/15	03/20/15	Review of the initial/partial UB data to start to determine scope of conversion. Primarily a Springbrook/Datastream activity, but Client will be consulted as needed for data-related questions. See Ticket 34523 for Configuration Information.	Springbrook	Remote: Bill Spicuzza	Done
Environmental Setups	IT: Pre-check. Hardware and Software (SQL Server) Installed and Ready for Springbrook Software Install Package.	03/12/15	03/12/15	Hardware must be purchased and in place prior to the software install, SQL server must be installed on new hardware. See Hardware/Software Requirements document on Box for specific requirements. Tech Svcs reviews requirements with Client's IT Rep and sets up Springbrook access to Client's server. Approx. 1 hr. Ticket # 34523 - Scott/Ryan completed review 03/12.	Springbrook Technical Services, Client IT Rep	Remote: Tech Services	Done
Project Management	Project Kickoff	03/26/15	03/26/15	Kickoff presentation and scheduling review. Includes Client project lead and other key team members. WebEx session; approximately 1.5 hours.	Springbrook Project Management	Remote: Corinne Saletta	Done

Phase	Activity	Activity Start Date	Activity End Date	Activity Description	Responsible Party	Method	Status / Notes
Utility Billing & Cash Receipts	Utility Billing/Cash Receipts: Business Process Study/Initial Application Processing Session	04/06/15	04/10/15	Review of completed UB Questionnaire and Springbrook's best practices using a demo system. Entire week will be allocated, however Consultant will coordinate actual days/times with Client for this activity. This session will also include an introduction to the Springbrook Chart of Accounts template and standards. A finalized CoA is required for the Utility Billing Setup Session.	Springbrook, Client	Remote: Kevin Peters	Done
Environmental Setups	IT: Software Installation	04/15/15	04/15/15	Load base Springbrook Software Install product packages on SQL server. Completed by Sprbrk Tech Services with assistance from Client IT as required (minimal).	Springbrook, Client IT	Remote: Tech Services	Done
Environmental Setups	IT: Workstation Setup/Configuration	04/15/15	05/15/15	Once the Software Installation is complete, Client IT needs to configure Client workstations that will require Springbrook access in preparation for Consultant Data Loads and Module Setup sessions. Priority should be to set up workstations for Project Lead and personnel as needed for the modules that will be completed first. Additional workstations can be completed afterwards.	Client IT		Done
Core Finance	Core Finance Business Process Study/Initial Application Processing Session	04/20/15	04/24/15	Review of Finance Questionnaire and Springbrook's best practices using a demo system. Introduction to Finance data conversion templates and Chart of Accounts follow-up. Session is spread out over multiple days during the week to suit client schedule. Exact days/times to be coordinated with Client by Consultant.	Springbrook Implementation, Client	Remote: Kevin Peters, Ben Wells	Done
Core Finance	CoA Consult/Review and Follow-up	04/20/15	04/24/15	Post-BPS consulting activity to follow-up on CoA review/discussions included in the BPS and assist Client as they complete their CoA updates. Consultant works remotely with Client.	Springbrook, Client	Remote: Kevin Peters, Ben Wells	Done
Core Finance	CoA Finalized and Client Sign-off Received	04/27/15	05/01/15	Client/Consultant activity required to finalize Client's CoA and complete the Springbrook internal peer review process. Consultant works remotely with Client to review and finalize the CoA template, then submits for internal/peer review. We must have the final conversion template and sign off by a peer reviewer at Springbrook and an acceptance from Client before we can convert the file. At the end of this session, Client's CoA is complete and ready for import in preparation for first Configuration/Setup Session.	Client		Done

Phase	Activity	Activity Start Date	Activity End Date	Activity Description	Responsible Party	Method	Status / Notes
Utility Billing & Cash Receipts	Initial Data Pull: Data Review, Mapping and Conversion for Configuration and Setups Session	04/27/15	05/08/15	Run initial conversion, review conversion log, update mapping, re-run conversion as required. This is primarily a Springbrook activity with client assistance to answer data-related questions as needed.	Springbrook, Client	Remote: Bill Spicuzza Kevin Peters Conversion Team	Done
Core Finance	CoA Data Load to Sprbrk (Required for UB Setups)	05/01/15	05/01/15	The finalized Chart of Accounts needs to be in place/loaded to the Sprbrk database in preparation for the Utility Billing Setup/Configuration session.	Springbrook	Remote: Kevin Peters	Done
Utility Billing & Cash Receipts	Initial Data Load (for Configuration and Setups Session)	05/14/15	05/14/15	Load Conversion Data to Application	Springbrook	Remote: Conversion Team	Done
Utility Billing & Cash Receipts	UB & CR - Configuration and Setup Session	05/18/15	05/22/15	Initial application training, configuration and setups Entire week has been allocated, however exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Onsite: Kevin Peters	Done
Utility Billing & Cash Receipts	Post-Setup Session Activity - Homework in preparation for Parallel	05/26/15	06/05/15	Complete all tasks outlined by Consultant at the end of the Setup session as required in preparation for Parallel	Client		Done
Utility Billing & Cash Receipts	Parallel Data Pull: Data Review, Mapping and Conversion	05/26/15	06/05/15	Run conversion with new data, review conversion log, update mapping, re-run conversion as required. This is primarily a Springbrook activity with client assistance to answer data-related questions as needed.	Springbrook, Client	Remote: Bill Spicuzza Conversion Team	Done
Core Finance	Acceptance of BPS & PSOW for Core Finance	06/01/15	06/01/15	These documents will provide Client with a guideline of how the software will be implemented and identify any custom programming required. Signed copies returned to Springbrook Project Manager via email using DocuSign.	Client	DocuSign	Done
Utility Billing & Cash Receipts	Acceptance of BPS & PSOW for UB	06/01/15	06/01/15	These documents will provide a guideline of how the software will be implemented and identify any custom programming required. Signed copies returned to Springbrook Project Manager via email using DocuSign.	Client	DocuSign	Done
Utility Billing & Cash Receipts	UB Parallel Data Load	06/05/15	06/05/15	Load Conversion Data to Application	Springbrook	Remote: Conversion Team	Done
Utility Billing & Cash Receipts	UB & CR - Parallel Processing Session	06/08/15	06/12/15	Add'l training, comparison of processing data between legacy and Springbrook. Entire week has been allocated however exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Onsite: Kevin Peters	Done
Utility Billing & Cash Receipts	Post-Parallel Session Activity - Homework in preparation for Go Live	06/15/15	06/26/15	Complete all tasks outlined by Consultant at the end of the Parallel session as required in preparation for Go Live	Client		Done

Phase	Activity	Activity Start Date	Activity End Date	Activity Description	Responsible Party	Method	Status / Notes
Utility Billing & Cash Receipts	UB Go Live Data Pull: Data Review, Mapping and Conversion	06/19/15	06/26/15	Run conversion with new data, review conversion log, update mapping, re-run conversion as required. This is primarily a Springbrook activity with client assistance to answer data-related questions as needed.	Springbrook, Client	Remote: Bill Spicuzza Conversion Team	Done
Utility Billing & Cash Receipts	UB Go Live Data Load	06/26/15	06/26/15	Load Conversion Data to Application	Springbrook	Remote: Conversion Team	Done
Utility Billing & Cash Receipts	UB and CR - Go Live Session Occurs during processing/billing week	06/29/15	07/02/15	Application activation. Client using Springbrook with Consultant assistance as required. Entire week as been allocated - exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Onsite: Kevin Peters	Done
Utility Billing & Cash Receipts	UB and CR - Go Live Follow-up - week 1	07/06/15	07/10/15	Additional assistance as required on Go Live activities from prior week. Session content and duration to be determined by Consultant and Client. Approx. 2 days total.	Springbrook, Client	Remote: Kevin Peters	Done
Core Finance	All Financial and data templates completed (reviewed/updated) and due to Springbrook : AP Vendor Masters, AP 1099, GL Balances as applicable)	07/10/15	07/10/15	Initially templates will be populated with Datastream data by Datastream and the Springbrook Consultant. Client is responsible for reviewing and updating the data in preparation for the data conversion.	Client		Done
Core Finance	Finance Data Conversion (AP Masters, AP 1099, GL Balances as applicable)	07/13/15	07/17/15	Initial conversion and load for internal review. Consultant will contact client as needed for any questions/concerns with the data.	Springbrook	Remote: Kevin Peters	Done
Utility Billing & Cash Receipts	UB and CR - Go Live Follow-up - week 2	07/13/15	07/17/15	Additional assistance as required on Go Live activities from prior week. Session content and duration to be determined by Consultant and Client. Approx. 2 days total.	Springbrook, Client	Remote: Kevin Peters	Done
Core Finance	Data Loaded (AP Masters, AP 1099, GL Balances as applicable)	07/17/15	07/17/15	Load all finalized templates into the application(s).	Springbrook	Remote: Kevin Peters	Done
Core Finance	Core Finance: Configuration and Setup Session	08/03/15	08/07/15	Initial application training, configuration and setups. The entire week is allocated, however the exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Remote: Kevin Peters	Done
Core Finance	Core Finance: AP Workflows - Template Review & Consulting	08/03/15	08/07/15	Review completed templates for AP Workflows. Configure & test.	Springbrook, Client	Remote: Kevin Peters	Done

Phase	Activity	Activity Start Date	Activity End Date	Activity Description	Responsible Party	Method	Status / Notes
Financial Ancillaries	Business Process Study/Initial Application Processing Session for: Purchase Orders/Requisitions & Workflows	08/03/15	08/07/15	Review PO information included in Finance Questionnaire. Review current processes and recommend best practices. Demo key processing features. Introduce workflow template to be completed by Client in preparation for Setup/Go Live. Session is approximately 4-6 hours. Exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Remote: Kevin Peters	Done
Core Finance	Post-Setup Session Activity - "Homework" in preparation for Go Live session	08/10/15	09/11/15	Complete all tasks outlined by Consultant at the end of the Setup session as required in preparation for Parallel.	Client		Done
Financial Ancillaries	Acceptance of BPS & PSOW for PO & Workflows	08/31/15	08/31/15	These documents will provide a guideline of how the software will be implemented and identify any custom programming required. Signed copies returned to Springbrook Project Manager via email using DocuSign.	Client		Done
Community Development	Complete Project Questionnaire - Miscellaneous Accounts Receivable	09/01/15	09/01/15	Complete Project Questionnaire located on Box. Welcome Packet-->Project Discovery Questionnaires. Upload completed questionnaire along with any attachments to Box by due date.	Client		Done
Core Finance	Core Finance: Go Live Session	09/14/15	09/18/15	All financial processing in Sprbrk with assistance/additional training from Consultant as required. Activate workflows. If new AP check stock is required, Client needs to ensure that it will be available for the Go Live session. Entire week is allocated. Exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Onsite: Kevin Peters	Done
Financial Ancillaries	Purchase Orders & Workflows - Setup and Go Live	09/14/15	09/18/15	Application setup, training & activation. Include with Core Finance Go Live. Exact days/times during the week will be coordinated with the Client by the Consultant.	Springbrook, Client	Onsite: Kevin Peters	Done
Financial Ancillaries	Business Process Study/Initial Application Processing Session for: Inventory Control w/Scanner Interface Work Orders Equipment/Fleet Maintenance	09/30/15	10/01/15	Review information included in the WO Questionnaire. Review current processes and recommend best practices. Demo key processing features. Session is approximately 1-2 days. Exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Remote: Marti Moore	Done
Core Finance	Core Finance: Post-Go Live General Follow-up	10/12/15	10/16/15	Typically 30 days after go live, this session will provide review/refresh training as needed. Content and duration to be determined by Consultant and Client. Up to 2 days allocated.	Springbrook, Client	Remote: Kevin Peters	Done

Phase	Activity	Activity Start Date	Activity End Date	Activity Description	Responsible Party	Method	Status / Notes
Core Finance	Financial Reporting (Query Manager, Visual Reporting Tools), Bank Reconciliation	10/12/15	10/16/15	Review of advanced Finance reporting tools and Bank Reconciliation. This session is typically scheduled approximately 30 days past Go Live. Session is approximately 8 hours. Consultant will schedule actual days/times with Client.	Springbrook, Client	Remote: Kevin Peters	Done
Community Development	Business Process Study/Initial Application Processing Session for: Misc. Accounts Receivable	10/19/15	10/23/15	Review information included in CIS Questionnaire. Review current processes and recommend best practices. Demo product. Total session time is approximately 4 hours. Exact day/time will be coordinated with Client by Consultant.	Springbrook, Client	Remote: Amanda Babajan	Done
Financial Ancillaries	Acceptance of BPS & PSOW for IC, WO and Fleet Maint.	10/30/15	10/30/15	These documents will provide a guideline of how the software will be implemented and identify any custom programming required. Signed copies returned to Springbrook Project Manager via email using DocuSign.	Client		
Financial Ancillaries	Inventory Control Masters due to Springbrook for Data Conversion	10/30/15	10/30/15	Completed template(s) required for data import/conversion. Templates needs to be finalized by Client and uploaded to Box by activity/due date. Datastream and Consultant will populate the template initially. Client will be responsible for reviewing and updating the information in preparation for the data conversion.	Client		
Financial Ancillaries	Business Process Study/Initial Application Processing Session for: Project Management Fixed Assets	11/03/15	11/06/15	Review current processes and recommend best practices. Demo key processing features. Session is approximately 4-6 hours. Exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Remote: Marti Moore	
Financial Ancillaries	Inventory Control Data Conversion	11/09/15	11/13/15	Complete conversion of legacy data from templates and populate Springbrook application. This is primarily a Springbrook activity with client assistance to answer data-related questions as needed.	Springbrook	Conversion Programming	
Community Development	Acceptance of BPS and PSOW - AR	11/13/15	11/13/15	This document will provide a guideline of how the software will be implemented and identify any custom programming required. Signed copies returned to Springbrook Project Manager via email using DocuSign.	Client		
Financial Ancillaries	Acceptance of BPS & PSOW for PM, FA	11/13/15	11/13/15	These documents will provide a guideline of how the software will be implemented and identify any custom programming required. Signed copies returned to Springbrook Project Manager via email using DocuSign.	Client		

Phase	Activity	Activity Start Date	Activity End Date	Activity Description	Responsible Party	Method	Status / Notes
Financial Ancillaries	Inventory Control & Project Management Setup & Go Live Session Includes Inventory Scanner Interface	11/16/15	11/20/15	Application setup, training and activation. 4-5days. Exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Remote: Marti Moore	
Community Development	Misc. Accounts Receivable Setup and Go Live	11/30/15	12/04/15	Application setups, training and activation. Session is approximately 8 hours and will be split over multiple days during the week.	Springbrook, Client	Remote: Amanda Babajan	
Financial Ancillaries	Fixed Assets - Template Review & Setup Session	12/14/15	12/18/15	Application setups and training. Approx. 2 hours. Exact day/time during the week will be coordinated with the Client by the Consultant.	Client, Springbrook		
Financial Ancillaries	Inventory Control & Project Management Setup & Go Live Session Follow-up	12/14/15	12/18/15	General follow-up to address issues/questions that may have come up since Go Live. Approx. 8 hours or as needed. Content TBD by Client and Consultant	Springbrook, Client	Remote: Marti Moore	
Financial Ancillaries	Extended Budgeting - Setup & Activation	01/19/16	01/21/16	Application setups, training and activation. Session is approximately 2-3 days. This is a group seminar with multiple clients participating.	Springbrook, Client	Remote: Gary Heim	
Financial Ancillaries	Fixed Asset Template due to Springbrook	01/22/16	01/22/16	Completed template(s) required for data import/conversion. Templates needs to be finalized by Client and uploaded to Box by activity/due date. Datastream and Consultant will populate the template initially. Client will be responsible for reviewing and updating the information in preparation for the data conversion.	Client, Datastream	Uploaded to Box	
Financial Ancillaries	Work Orders and Fleet Maintenance: Setup and Configuration Session	02/09/16	02/12/16	Initial application training, configuration and setups Entire week has been allocated, however exact days/times to be coordinated with Client by Consultant. Session will be Tue-Fri.	Springbrook, Client	Remote: Marti Moore	
Financial Ancillaries	Fixed Assets - Template Import and Processing Training	02/16/16	02/19/16	Includes import of legacy/template data into Springbrook. Initial processing training and data review. Session is approx. 6 hrs. Exact day/time during the week will be coordinated with the Client by the Consultant.	Client, Springbrook	Remote: Marti Moore	
Financial Ancillaries	Fixed Assets - Go Live	02/16/16	02/19/16	Application training and processing in Live. Approx. 2 hours. Exact day/time during the week will be coordinated with the Client by the Consultant.	Client, Springbrook	Remote: Marti Moore	
Financial Ancillaries	Work Orders and Fleet Maintenance: Go Live Session	02/29/16	03/04/16	Client using Springbrook with Consultant assistance as required. Entire week has been allocated. Exact days/times to be coordinated with Client by Consultant.	Springbrook, Client	Onsite: Marti Moore	



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OPERATING INCOME FINANCIAL SUMMARY

[A]	JULY	AUGUST	SEPTEMBER	YTD	FY1516 BUDGET	% of Budget
OPERATING REVENUE	[B]					
Water Basic	124,023	246,985	246,752	617,760		
Water Usage	165,457	249,417	268,268	683,142		
Water Fees	2,610	4,000	9,545	16,155		
Water Misc	(4,913)	16,984	13,632	25,704		
Sewer	-	8,209	8,195	16,404		
Sewer Misc	-	-	-	-		
TOTAL OPERATING REVENUE	287,178	525,594	546,393	1,359,165	5,710,000	23.8%
OPERATING EXPENSES:						
Salaries & Benefits	333,370	237,346	382,719	953,435		
Materials & Services	215,699	211,103	96,715	523,518		
TOTAL OPERATING EXPENSES	549,069	448,449	479,434	1,476,952	5,849,755	25.2%
OPERATING INCOME (LOSS)	(261,891)	77,145	66,959	(117,787)	(139,755)	84.3%

[A] There are still some journal entries to be made from the conversion of data. For example, Water Misc. in July will not have a negative balance once all journal entries are posted.

[B] The switch to two billing cycles causes July to appear to only have one billing cycle have gone out since the second cycle was billed 8/5/15. This will cause this fiscal year to look off half a cycle since revenue is booked as it is invoiced.

AS OF 9/30/15

LIQUID ASSETS	\$ Amount	% of Total	Ave Interest Rate	
Wells Fargo Checking *	(1,226,964)	-212.6%	0.180%	* Includes \$1.2M check to MPE, cut 9/18 but not delivered until 10/2.
Wells Fargo Savings	991,342	171.8%	0.260%	
Liberty Checking	8,510	1.5%	0.001%	
Liberty Savings	212,268	36.8%	0.150%	
Morgan Stanley - Cash	6,064	1.1%	0.010%	
Morgan Stanley - Gov't. Sec.	-	0.0%	0.010%	
Morgan Stanley - CD's	330,355	57.2%	1.870%	
SC County Fund	252,208	43.7%	0.497%	
LAIF	3,353	0.6%	0.337%	
	\$ 577,135	100%		

