

**SPECIAL
BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
December 9, 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 special meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Wednesday, December 9, 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- EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of Case: Charlene DeBert v. SLVWD
 - b. 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
 - c. LIABILITY CLAIMS
Government Code Section 54956.95
Claimant: Clara Turner
Agency Claimed Against: SLVWD
 - d. LIABILITY CLAIMS
Government Code Section 54956.95
Claimant: Mark Holtze
Agency Claimed Against: SLVWD
 - e. LIABILITY CLAIMS
Government Code Section 54956.95
Claimant: Irene Lusztig/Chad Noyes
Agency Claimed Against: SLVWD
4. Convene to Open Session at 7:00 p.m.
 5. Report of Actions Taken
 6. Minutes:
 - a. MINUTES OF THE BOARD OF DIRECTORS MEETING FROM NOVEMBER 19, 2015
Consideration and possible action by the Board to approve minutes for the November 19, 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. Poem sent to District

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. BOARD OF DIRECTORS POLICY MANUAL 2016

Consideration and possible action by the Board to adopt the Board of Directors Policy Manual 2016.

b. SEXUAL HARASSMENT POLICY 2016

Consideration and possible action by the Board to adopt the Sexual Harassment Policy 2016.

c. PERSONNEL RULES AND REGULATIONS 2016

Consideration and possible action by the Board to adopt the Personnel Rules and Regulations 2016.

d. RESPECTFUL WORKPLACE POLICY 2016

Consideration and possible action by the Board to adopt the Respectful Workplace Policy 2016.

e. INVESTMENT POLICY 2016

Consideration and possible action by the Board to adopt the Investment Policy 2016.

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.

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. ELECTION OF OFFICERS 2016

Consideration and possible action by the Board to elect the President and Vice President of the Board.

b. BOARD OF DIRECTOR'S MEETING DATES 2016

Consideration and possible action by the Board to adopt the Board of Director's Meeting Dates 2016.

c. COMMITTEE APPOINTMENTS 2016

Consideration and possible action by the Board to assign Board members to District Committees for 2016.

- d. "EL NINO" PREPARATION
Discussion and possible action by the Board regarding the "El Nino" Preparation.
- e. BILL LIST FOR PERIOD ENDING DECEMBER 9, 2015
Consideration and possible action by the Board to approve the Bill List period ending December 9, 2015.

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) Admin/Engineering
 - (iii) Operations
 - (iv) Environmental

b. COMMITTEE/DIRECTOR REPORTS:

- (1) Future Committee Agenda Items

13. Informational Material:

- a. SLVWD Unanimously Approved-Press Banner, November 25, 2015

14. Adjournment

Certification of Posting

I hereby certify that on December 4, 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 24 hours in advance of the meeting of the Special Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on December 4, 2015

Holly B. Morrison, District Secretary
San Lorenzo Valley

**SAN LORENZO VALLEY WATER DISTRICT
BOARD MEETING MINUTES**

November 19, 2015

6:00 p.m.

CONVENE MEETING/ROLL CALL:

President Bruce convened the meeting at 6:06 p.m.

Roll call showed Dirs. Hammer, Baughman, Ratcliffe and Brown were present. District Manager Lee, Director of Operations Rogers and Legal Counsel Hynes were also present.

ADJOURNMENT TO CLOSED SESSION:

President Bruce adjourned to closed session at 6:08 p.m.

RECONVENE TO OPEN SESSION:

Pres. Bruce reconvened the meeting to open session at 7:00 p.m. and read the SLVWD Mission Statement.

Roll call showed President Bruce, Dirs. Hammer, Baughman, Brown and Ratcliffe were present. District Manager Lee, Director of Operations Rogers and Legal Counsel Hynes were also present.

REPORT ACTIONS TAKEN IN CLOSED SESSION:

President Bruce announced no reportable actions.

ADDITIONS AND DELETIONS TO AGENDA: None

MINUTES:

Director Brown made a motion to approve the minutes of the November 5, 2015.

ROLL CALL:

Ayes: Hammer, Bruce, Baughman, Ratcliffe, Brown

Noes:

Abstain:

Absent:

ORAL COMMUNICATIONS:

John Fasolas, Felton, suggested that the room be expanded to accommodate the popularity of the SLVWD Board meetings.

Bruce Holloway, Boulder Creek, said that the District is in violation of the Felton permit for water use.

Charlene DeBert, Boulder Creek, said that the District is also in violation of government code 4216 - excavation safety code.

WRITTEN COMMUNICATION:

President Bruce noted that there is a letter from Mr. Lande in the packet.

CONSENT AGENDA:

9a EDUCATION PROGRAM ADVISORY COMMISSION (EPAC)

Director Brown made a motion to approve the Consent Agenda.

ROLL CALL:

Ayes: Hammer, Bruce, Baughman, Ratcliffe, Brown

Noes:

Abstain:

Absent:

UNFINISHED BUSINESS:

10a PROP 218 THIRD PARTY ARBITER

District Manager Lee explained that staff attempted to find a 3rd party arbiter as requested by the Board but was not able to find anyone to monitor and verify the acceptance of protests at the Public Hearing. Staff recommends that the Board appoint a member of staff to accept the protests.

Director Baughman said that Board Secretary, Holly Morrison, would be a good selection.

Director Brown agreed.

President Bruce agreed and noted that the Board Secretary is usual for this task.

Director Baughman made a motion that Board Secretary, Holly Morrison, accept the protests.

ROLL CALL:

Ayes: Hammer, Brown, Bruce, Ratcliffe, Baughman

Noes:

Abstain:

Absent:

NEW BUSINESS:

11a PUBLIC HEARING; PROPOSED INCREASE IN WATER RATES

President Bruce called the Public Hearing to order and explained the process for the meeting.

District Manager Lee presented the Proposed Increase in Water Rates - Drought Surcharge.

Lee Hill, Felton, formerly Olympia Mutual Water. He said his water doesn't smell good and doesn't taste good. Has had many instances of water pressure problems. Doesn't feel he's being served by SLVWD.

Harry Allen, Ben Lomond, questioned if there will be an end date for the drought surcharge, questioned the cost of all of the notices sent out, questioned if Lompico brings water as well as money to the District. He also said that we have a better manager, speechwise than we had before.

Becky Fitzgerald, Ben Lomond, upset that there is no end date associated with the drought surcharge, questioned unforeseen consequence of water conservation.

Bonnie Purse (sp?), should be charged to raises. Once the surcharge comes off there can be raises, but not retroactive.

Martin Capernick (sp?), Ben Lomond, said we should work within the budget. Regarding the fish ladder, you should have checked out the fact that it needed repair, due diligence.

Karen Brown, Boulder Creek, for decades the water has gone up and down but the rates only go up. What is the plan for the El Nino?

Ryan Bingham, Boulder Creek, questioned if there is a good winter will we get our water back in one year.

Karen Hill, Ben Lomond, questioned what we are doing administratively to cut costs. Why are we billing monthly?

Nanda Wilson, Felton, who is limiting Scotts Valley water use.

Charlene DeBert, Boulder Creek, questioned when we will be hiring new people. Questioned why we are paying our attorney \$15,000 per month.

Lynn Moritz, Felton, doesn't think the District has looked hard enough for ways to cut costs. Questioned if Board members are paid.

Michael Menard, Felton, questioned how much money the District has in reserve.

District Manager Lee was asked to recap and answer questions that were raised.

- End date to Drought Surcharge - rescinded at any time when water sources have returned to pre-drought levels, District adopts new rates and charges sufficient to cover costs, current projects are completed, other revenue sources are identified. Dir. Hammer noted that the Board has had many discussions regarding this information that is available to the public.
- Lompico is bringing water to the District if they merge with us. They will be bringing their water rights for Lompico Creek and wells. They will also be bringing 4 employees.
- El Nino will probably do damage to our facilities, resulting in increased costs. Drought recovery will take at least 3 years.

Karen Brown, Boulder Creek, said that this increase will be a hardship.

Charlene DeBert, Boulder Creek, questioned if the State will be paying the District for the interties.

President Bruce closed the Public Hearing.

Board Secretary, Holly Morrison, said that 35 unverified protests were received that evening. Prior to that evening 97 validated protests were received by the District.

11b DROUGHT SURCHARGE

District Manager Lee described Resolution 19 (15-16) Drought Surcharge and requested direction from the Board.

Dir. Ratcliffe requested reference to specific projects in the resolutions.

Director Baughman suggested that the Board add a specific time to revisit the drought surcharge in the resolution.

Director Brown suggested that the surcharge be revisited in one year.

Steve Yerkovich (sp?), Boulder Creek, suggested that we tie the drought surcharge to the hydrology report. He also suggested that we research reduced rates from PGE for the people on fixed income.

John Fasolas, Felton, thanked the Board for their efforts.

Director Hammer made a motion to approve Resolution 19 (15-16) as amended.

ROLL CALL:

Ayes: Brown, Bruce, Baughman, Ratcliffe, Hammer

Noes:

Abstain:

Absent:

President Bruce thanked the public for their input.

11c BILL LIST FOR PERIOD ENDING NOVEMBER 19, 2015

Director Hammer made a motion to approve the November 19, 2015 Bill List.

ROLL CALL:

Ayes: Brown, Bruce, Baughman, Ratcliffe, Hammer

Noes:

Abstain:

Absent:

11d POSSIBLE CANCELLATION OR RESCHEDULING OF DECEMBER 3, 2015 BOARD OF DIRECTORS MEETING

Director Hammer made a motion to cancel the December 3, 2015 and hold a Special Board Meeting on December 9, 2015 at 7:00 pm.

ROLL CALL:

Ayes: Brown, Bruce, Baughman, Ratcliffe, Hammer

Noes:

Abstain:

Absent:

GENERAL MANAGER REPORTS:

District Manager Lee said that he had not completed the Q & A from the last meeting.

He shared the highlights from the Finance Status Report.

COMMITTEE/DIRECTOR REPORTS: None

ADJOURNMENT:

President Bruce adjourned the meeting at 9:12 p.m.

PLS. POST. TO WHOM, IT MAY CONCERN — FROM THE WHOLE COMMUNITY ALL OF US.

" START WITH CLEAR WATER ;
ADD DIRT AND STIR .

THE WATER'S STILL CLEAR ,
THE DIRT IS NOW CLEAN .

STARS, SMALLER THAN BLUEBERRIES,
WOULDN'T FILL A BASKET .

AWARENESS CROWNED KING .

THERE'S NO WALKING AWAY .

TAKE A LITTLE BIRD STEP ,
WERE STILL EVERYWHERE

CLEAR WATER , CLEAR
AND BRIGHT

NO ONE STEPS AWAY .

CLEAR WATER ,
LIVING WATER .

← NOT A STEP . "

RECEIVED

NOV 17 2015

SAN LUCIA VALLEY
WATER DISTRICT

— FROM A GRATEFUL COMMUNITY ♡

TO ALL YOU WONDERFUL^{B/}
FOLKS AT ---

S.L.V. LIVING WATER DEPARTMENT.

" JUST A LITTLE
COMMUNITY " FEED-BACK

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Board of Directors Policy Manual 2016

DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached Board of Directors Policy Manual and approve the attached resolution which establishes the San Lorenzo Valley Water District Board of Directors Policy for 2016.

BACKGROUND:

During the last calendar year the Board made two changes to the Board Policy Manual;

1. The Board adopts and approves the revisions to Sections 9A and 9J by Resolution No. 39 (14-15) on February 19, 2015.
2. The Board repeals the current Section 14 and replaces Section 14 by Resolution No. 17 (15-16) on November 5, 2015.

All other Sections remain unchanged from the passed and adopted Board of Directors Policy Manual 2015.

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 26 (15-16)

SUBJECT: BOARD POLICY MANUAL 2016

WHEREAS, on February 19, 2015 the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 38 (14-15) Board of Directors Policy Manual 2015; and

WHEREAS, Section 27 of said Policy Manual states the specific Board of Directors Policy Manual will be adopted by Resolution of the Board of Directors annually; and

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

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

WHEREAS, each Board Member, individually, agrees with the Policy Manual as a whole and agrees to follow said Policy Manual;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board adopts and approves the 2016 San Lorenzo Valley Water District Board of Directors Policy Manual.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 9th day of December 2015, by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

Holly B. Morrison
District Secretary

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 2016

ADOPTED

December 9, 2015

RESOLUTION NO. 26 (15-16)

DRAFT

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

1. RESOLUTION NO. 26 (15-16) – 2016 Board Policy Manual, approved by the full (December 9, 2015)

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1. MISSION STATEMENT

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

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

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

OBJECTIVE I; STAFFING

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

OBJECTIVE II; COMMUNICATIONS

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

OBJECTIVE III; EDUCATION

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

2. AUTHORITY OF BOARD

- A) The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
- B) Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C) Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of three (3) Board members is required to constitute a quorum of the Board of Directors.

3. CODE OF ETHICS AND CONDUCT

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

- A) The dignity, style, values and opinions of each Director shall be respected.
- B) Responsiveness and attentive listening in communications is encouraged.
- C) The needs of the District's constituents shall be the priority of the Board of Directors.
- D) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff members of the District.
- E) Directors should commit themselves to emphasizing the positive.
- F) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
- G) Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to creating barriers to the implementation of said action.
- H) Directors should practice the following procedures:
 1. In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 2. In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.
 3. In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 4. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.
- I) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
- J) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- K) When responding to constituent requests and concerns at board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

- L) Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- M) Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
- (N) Members' interaction with public, press or other entities must recognize the limitation of any Board member to speak for the Board except to repeat explicitly stated Board decisions, while respecting the right of Board members to express individual opinions.
- O) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- P) The Board will further inform itself, individually and collectively, through ongoing outreach to determine community wishes and through continuing education on issues relevant to the District.
- Q) Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.

4. ETHICS TRAINING

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

5. GOVERNING LAWS

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

6. ELECTION OF OFFICERS

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

7. ROLE OF THE BOARD POWERS, DUTIES AND FUNCTIONS

A) POWERS

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

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

B) DUTIES

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

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

C) FUNCTIONS

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

1. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall

prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.

2. EXECUTIVE FUNCTIONS

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

3. QUASI-JUDICIAL FUNCTIONS

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

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

8. ROLE OF INDIVIDUAL DIRECTORS

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

- A) Each Director has the right to place an item on a subsequent Board of Directors Meeting. The deadline for submittal of an agenda item by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda.
- B) Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 1. To prepare adequately for each such meeting;
 2. To observe the rules of decorum as set forth herein; and
 3. Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.

- C) When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.
- D) Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.

9. BOARD OF DIRECTORS MEETINGS

A) REGULAR TIME AND PLACE OF MEETINGS

Regularly scheduled meetings of the Board of Directors shall be held, on the first (1st) and third (3rd) Thursday of each month at 6:00 pm; at the District Operations Building, 13057 Highway 9, Boulder Creek, CA., unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act, may be duly authorized and held as deemed necessary only by a majority of the Board of Directors. Notice and location of emergency meetings shall be as prescribed by law.

B) PUBLIC NATURE OF MEETINGS

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

C) QUORUM AND VOTING REQUIREMENTS

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

D) BOARD ACTION

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

the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the maker may modify their motion or withdraw it completely. However, after the President has stated the question, the motion may be changed only by a motion to amend which is passed by a majority vote of the Board of Directors.

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

E) PARLIAMENTARY PROCEDURES

Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Sturgis Standard Code of Parliamentary Procedure. No action of the Board of Directors shall be deemed invalid for the reason that said action was not in conformance with Sturgis Standard Code of Parliamentary Procedure.

F) ROUTINE BUSINESS

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

G) ORDERLY DISCUSSION

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

H) CLOSED SESSION

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

I) MEETING AGENDAS

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

A copy of the agenda for each regular meeting of the Board of Directors shall be

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

J) ORDER OF BUSINESS

1. Convene Meeting, Roll Call.
2. Additions and Deletions to Agenda.
3. Adjournment to Closed Session.
4. Reconvene to Open Session at 7:00 PM time-certain
5. Report Actions Taken in Closed Session.
6. Minutes.
7. Oral Communications.
8. Written Communications.
9. Consent Agenda.
10. Unfinished Business.
11. New Business.
12. General Manager Reports.
 - a. Manager Reports.
 - b. Committee/Director Reports.
13. Informational Material.
14. (If applicable) Adjournment to Closed Session.
15. (If applicable) Reconvene to Open Session to Report Actions Taken in Closed Session.
16. Adjournment

K) ADDITIONS AND DELETIONS TO AGENDA

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

L) ORAL COMMUNICATION

The Board of Directors encourages public participation. The Oral Communications portion of the agenda is reserved for citizen communication on matters not otherwise on the agenda. Any person may address the Board of Directors on any subject that lies within the jurisdiction of the District during this portion of the agenda. Unless otherwise altered by the President or presiding officer, individual citizen communication during the Oral Communication portion of the agenda shall not exceed three (3) minutes in length and individuals may only speak once. The Ralph M. Brown Act (Section 54954.3 or as amended) prohibits any action being 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. Each person addressing the Board of Directors shall be requested to give his or her name and address for the record, and designate the subject matter. Citizens may also address the Board of Directors on specific agenda items, including those on the consent agenda, only after first obtaining recognition by the President or presiding officer. Participation by interested citizens on specific agenda items is subject to orderly procedure, including time limits and decorum established under the

authority of the President or presiding officer and applicable law.

All communications by interested citizens, whether during Oral Communications, or other items on the agenda, shall be addressed to the Board of Directors as a single body and not to individual Board members, staff or members of the audience. No person other than the Board of Directors and the person having the floor shall be permitted to enter into discussion, either directly or through a director, without the permission of the President or presiding officer. No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or presiding officer. Proper decorum must be observed by Directors, staff, speakers and the audience. The President or presiding officer shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President or presiding officer, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the president regarding a matter of order or procedure. The President shall rule out of order any irrelevant, repetitive or disruptive comments. No cell phone operation or audible pager use is allowed in the Board of Directors chambers.

M) **CONSENT AGENDA**

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

N) **STUDY SESSIONS**

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

O) **WRITTEN CORRESPONDENCE**

The Written Correspondence portion of the agenda is established to act as a report of written materials received by the Board as a whole, but may also include items requested for inclusion by individual Directors or members of the public. Written Communications which require no official actions by the Board of Directors may be listed only by title and date received, and not presented in its entirety. Written Correspondence not presented in its entirety will be maintained by the District Secretary for a period of two (2) years.

10. **TECHNOLOGICAL CONFERENCING**

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

applicable requirements of the Ralph M. Brown Act (Section 54953, or as amended.)

11. PRESIDENT

A) DUTIES

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

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

B) RESPONSIBILITIES

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

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

9. Other duties as authorized by the Board of Directors.

12. VICE-PRESIDENT

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

13. MINUTES

Minutes of all regularly scheduled Board of Directors meetings will be audio recorded. Said audio record shall be subject to inspection in accordance with State Laws, including the California Public Records Act.

14. COMMITTEES

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility. The three District standing committees are as follows: Administrative, Budget & Finance and Engineering/Operations/Environmental.

Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

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

Committee appointments will be reviewed by the full Board at the 2nd Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Each committee may have no more than two Board Members and no more than one Public Member. Each committee member shall be appointed by a simple majority vote of the Board. During the appointment discussion each Director may present a public member to serve on each standing committee. If more than one public member is presented to serve on an individual committee, the full Board shall vote to determine which public member shall be seated on that committee for the year.

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

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

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

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

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

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

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

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

All committee communications must go through the designated committee chairperson.

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

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

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

Administrative Committee

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

Budget and Finance Committee

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

Environmental / Engineering / Planning Committee

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

15. MEETING STIPENDS

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

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

- a) To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 - 1. A meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code section 54952(a); or
 - 2. Any meeting attended or service provided on a given day at the formal request of the District Board of Directors, and for which the Board at a public meeting approved payment of a daily meeting stipend.
- b) To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must be a meeting of a designated District standing committee within the meaning of California Government Code section 54952(b). Only Directors appointed to the District standing committees shall be entitled to said daily meeting stipend.

16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCE AND MEETINGS

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

- A) Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.
- B) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
- C) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
- D) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.

- E) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
 1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 2. Traveling together whenever feasible and economically beneficial.
 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

- F) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

- G) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.

- H) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

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

17. EXPENDITURE REIMBURSEMENT

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

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

to incurring any authorized reimbursement costs.

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

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

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

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

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

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

18. PERSONNEL POLICIES

A) PERSONNEL SYSTEM RULES AND REGULATIONS

San Lorenzo Valley Water District is committed to the provision of an orderly, equitable and uniform personnel system. The Board of Directors by resolution shall establish written rules and regulations for the administration of the personnel system. Personnel system rules and regulations shall be reviewed at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

B) SEXUAL HARASSMENT

The San Lorenzo Valley Water District is committed to creating and maintaining a work environment free of objectionable and disrespectful conduct and/or communication of a sexual nature and prohibits sexual harassment by all employees and the Board of Directors. The Board of Directors by resolution shall establish a written policy and procedure manual relative to sexual harassment. The District's sexual harassment policy shall be reviewed at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

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

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

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

C) NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of age, sex, race, color, creed, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, veteran status, or status with regard to public assistance. Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. All employees are expected to carry out the responsibilities in a manner that is free from discriminatory statements or conduct.

D) REASONABLE ACCOMMODATION-AMERICANS WITH DISABILITIES ACT

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

Requests for reasonable accommodation may first be considered informally by the

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

The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district. Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the agency. The burden of proving undue hardship rests with the agency, and what may be an undue hardship for one agency may not be an undue hardship for another, depending on factors such as cost and agency size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation.

19. CONFLICT OF INTEREST CODE

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

20. RESIGNATIONS

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

21. VACANCIES

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

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

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

- A) Place a public notice advising that a vacancy has occurred in accordance with applicable provisions of law; and

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

22. INCONSISTENT, INCOMPATIBLE AND CONFLICTING EMPLOYMENT OR ACTIVITIES

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

23. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District.

24. INVESTMENT POLICY

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all state and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted by resolution of the Board of Directors. The Investment Policy shall be reviewed at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

25. ANNUAL DISCLOSURE OF REIMBURSEMENTS

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

26. GENERAL PROVISIONS

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

27. ANNUAL REVIEW

This Board of Directors Policy Manual shall be reviewed annually by District Counsel and ratified by Resolution of the Board of Directors at the second (2nd) Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

END

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Sexual Harassment Policy 2016
DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, the District's Sexual Harassment Policy, and approve the attached resolution which establishes the San Lorenzo Valley Water District Sexual Harassment Policy for 2016.

BACKGROUND:

Both state and federal laws prohibit sexual harassment. On December 18, 2014 the Board adopted Resolution No. 27 (14-15) which established the San Lorenzo Valley Water District Sexual Harassment Policy for 2015. District Legal Counsel has reviewed the District's Sexual Harassment Policy. There are no recommended revisions to the existing San Lorenzo Valley Water District Sexual Harassment Policy for 2016.

The District is a member agency of the special District Risk Management Authority (SDRMA). SDRMA is a Joint Powers Agency consisting of approximately 750 member agency throughout California formed to provide risk management services and insurance coverage. SDRMA has an Incentive Credit Program which provides incentive credits to reduce an agency's general, auto liability and worker's compensation premium contributions. The Incentive Credit Program provides credits for development and adoption of written policy and procedure manual relative to sexual harassment. Credit is provided upon initial adoption of the District's Sexual Harassment Policy and thereafter credits are maintained upon annual review.

SAN LORENZO VALLEY WATER DISTRICT RESOLUTION NO. 21 (15-16)

SUBJECT: SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT
POLICY 2016

WHEREAS, state and federal laws prohibit sexual harassment; and

WHEREAS, San Lorenzo Valley Water District is committed to ensuring and providing a work place free of sexual harassment; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District have reviewed the San Lorenzo Valley Water District Sexual Harassment Policy for 2016; and

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Sexual Harassment Policy for 2016:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District Sexual Harassment Policy for 2016 is hereby adopted.

FURTHER BE IT RESOLVED that the San Lorenzo Valley Water District Sexual Harassment Policy shall be submitted annually to the District Counsel for review and to the Board of Directors for review and adoption in December for subsequent years.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 9th day of December 2015, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

Holly B. Morrison
District Secretary

SAN LORENZO VALLEY WATER DISTRICT SEXUAL HARASSMENT POLICY 2016

Adopted: December 9, 2015

Resolution No. 21 (15-16)

PURPOSE. It is legally mandated by state and federal laws that all employees have a right to work in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and California Government Code Section 12940 et. seq. Sexual harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It is the policy of the San Lorenzo Valley Water District that sexual harassment is unacceptable and will not be condoned or tolerated. San Lorenzo Valley Water District is committed to a workplace free of unlawful discrimination and harassment.

DEFINITION. Sexual harassment is generally defined as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. Sexual harassment may be written, verbal, physical and/or visual.

EXAMPLES. Sexual harassment manifests itself in many forms. The following provides a partial list of offensive conduct which would constitute sexual harassment:

- Written communications of a sexual nature, obscene letters, notes and/or invitations (this includes electronic formats).
- Verbal conduct such as making or using derogatory comments, slurs, jokes or epithets.
- Visual conduct such as leering, making sexual gestures, and/or displaying sexually suggestive objects, pictures, cartoons, calendars or posters.
- Physical conduct such as touching, assaulting, impeding and/or blocking movements.
- Sexual comments including graphic, verbal and/or visual commentary about an individual's body.
- Sexually degrading words used to describe an individual.
- Offering employment benefits in exchange for sexual favors (this may include situations where an individual is treated less favorably because others have acquiesced to sexual advances).
- Unwanted sexual advances or propositions (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- Implied, actual and/or threatened retaliation after negative response(s) to sexual advances.
- Implied, actual and/or threatened offering and/or withholding employment benefits in exchange for sexual favors, or if requests for sexual favors are not met.

POLICY PUBLICIZING. All District officers and employees shall be informed of the

District's Sexual Harassment Policy and reporting process prior to their need to know. Also, said policy and reporting process shall be readily available to all officers, employees and members of the general public utilizing the District's facilities and services.

All new District officers and employees shall be given a copy of this Sexual Harassment Policy at the time of appointment or hiring. The contents of this policy shall be discussed with said officers and employees at said times by the responsible managing employee. All employees, at the time of hire, shall be required to sign an acknowledgment of this Sexual Harassment Policy stating that he or she has read the policy and knows its contents, including reporting procedures.

Whenever the Board of Directors adopts revisions to this Sexual Harassment Policy, the District Manager shall promptly distribute a copy of the revised policy to all officers and employees of the District.

At least annually, on or about June 15th of each calendar year, the District Manager shall distribute a copy of this Sexual Harassment Policy to all officers and employees of the District.

SUPERVISORY EMPLOYEE EDUCATION AND TRAINING. In accordance with California Government Code Section 12950.1, all supervisory employees of the District, at a minimum shall be provided no less than two (2) hours of sexual harassment education and training at least once every two (2) years. Solely for the purpose of this policy, supervisory employees shall be defined as individuals having the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or effectively to recommend said actions. The District Manager shall designate supervisory employees for the purpose of this policy.

REPORTING PROCEDURES. Any officer or employee of the District or member of the public, who feels or believes that they have been or are being harassed by an officer or employee of the District is strongly encouraged to report such incident either verbally or in writing to the District Manager as promptly as feasible after the occurrence. Individuals who report an incident of alleged harassment can do so without fear of reprisal, regardless of the outcome of the report.

- a) Any supervisory employee who receives, witnesses or becomes aware of an incident of alleged harassment shall immediately report the matter to the District Manager.
- b) Upon receipt of a report of alleged harassment by an officer of the District, the District Manager shall assign the investigation of the alleged misconduct to an outside party.
- c) Upon receipt of a report of alleged harassment by an employee of the District, the District Manager shall promptly conduct a thorough and impartial investigation of the incident. All reports shall be kept confidential to the extent possible. Witnesses to sexual harassment and victims of sexual harassment shall not be retaliated against in any way for making a report or cooperating in an investigation. Any incident of implied, actual and/or threatened retaliation should be reported as set out in this policy. The District Manager may assign the investigation of a report of alleged harassment to an outside party.
- d) In the event the report of alleged harassment involves the District Manager, the incident shall be reported to the President of the Board of Directors. Thereafter, the President of the Board of Directors shall be responsible for processing the investigation and appropriate necessary actions.
- e) Any person who initiates a report of an alleged incident of harassment shall have the right to be accompanied by advocates(s) when discussing the incident. Said person shall be advised of this right prior to the commencement of discussions.
- f) A written record of any investigation of an alleged incident of harassment shall be maintained.

ENFORCEMENT PROCEDURES. The District's Sexual Harassment Policy shall be enforced by the District Manager unless otherwise stated in this policy. Upon conclusion of the investigation of an alleged incident of harassment, if it has been determined that harassment has occurred in violation of this policy, the District may impose appropriate disciplinary action up to and including discharge.

- a) Officers and employees of the District who report harassment, and/or individuals cooperating in an investigation of a report of harassment shall be protected thereafter from any form of reprisal and/or retaliation regardless of the outcome of the report.
- b) Officers and employees of the District who knowingly make false reports will be subject to appropriate disciplinary actions.

-END OF POLICY-

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Personnel System Rules and Regulations 2016

DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached Personnel System Rules and Regulations and approve the attached resolution which establishes the San Lorenzo Valley Water District Personnel System Rules and Regulations for 2016.

BACKGROUND:

On November 16, 2000 the Board adopted Ordinance No. 99 which established a personnel system for the District. Ordinance No. 99, Section 5 provides for the adoption and amendment of personnel rules and regulations by resolution of the Board of Directors. On December 18, 2014 the Board adopted Resolution No. 28 (14-15) which established Personnel System Rules and Regulations for 2015. District Legal Counsel has reviewed the San Lorenzo Valley Water District Personnel System Rules and Regulations. There are no recommended revisions to the existing Personnel System Rules and Regulations for 2016.

The District is a member agency of the special District Risk Management Authority (SDRMA). SDRMA is a Joint Powers Agency consisting of approximately 750 member agencies throughout California formed to provide risk management services and insurance coverage. SDRMA has an Incentive Credit Program which provides incentive credits to reduce an agency's general, auto liability and worker's compensation premium contributions. The Incentive Credit Program provides credits for development and adoption of the Personnel System Rules and Regulations. Credit is provided upon initial adoption of the Personnel System Rules and Regulations by the Board of Directors, and thereafter credits are maintained upon annual review.

It is recommended that the Board of Directors review this memo, attached Personnel System Rules and Regulations for 2016, and approve the attached resolution which establishes the San Lorenzo Valley Water District Personnel System Rules and Regulations for 2016.

SAN LORENZO VALLEY WATER
DISTRICT RESOLUTION NO. 23 (15-16)

SUBJECT: PERSONNEL SYSTEM RULES AND REGULATIONS 2016

WHEREAS, on November 16, 2000 the Board of Directors of the San Lorenzo Valley Water District adopted Ordinance No. 99 entitled Establishment of Personnel System; and

WHEREAS, Section 5 of said Ordinance states the specific Personnel Rules and Regulations will be adopted by Resolution of the Board of Directors; and

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

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

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

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

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 9th day of December 2015, by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

Holly B. Morrison
District Secretary

SAN LORENZO VALLEY WATER DISTRICT
PERSONNEL SYSTEM
RULES AND REGULATIONS 2016

ADOPTED
DECEMBER 9, 2015
RESOLUTION NO. 23 (15-16)

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SAN LORENZO VALLEY WATER DISTRICT
PERSONNEL SYSTEM RULES AND REGULATIONS

SECTION 1-GENERAL PROVISIONS

1.1 General Provisions.

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

1.2 Statement of Purpose.

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

1.3 Effect of Policy on Past Actions and Obligations.

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

1.4 Severability.

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

1.5 Effect of Memorandum of Understanding.

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

1.6 Fair Employment Practices.

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

1.7 District Manager Authority.

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

1.8 Definitions.

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

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

- d. "Competitive Service" means all positions of employment in the service of the District except those excluded by the personnel system ordinance.
- e. "Continuous Service" means an employee's length of continuous regular full-time or regular part-time service since their last date of hire, less any adjustments due to lay off, approved leaves of absence without pay or other breaks in service
- f. "Days" means calendar days unless otherwise stated.
- g. "Demotion" means the movement of an employee from one class to another class having a lower maximum base rate of pay.
- h. "Disciplinary Action" means the demotion, discharge, reduction in pay and/or written suspension or reprimand of a regular employee for just cause(s).
- i. "District" means the San Lorenzo Valley Water District, and, where appropriate herein, refers to any duly authorized representative(s) as herein defined.
- j. "District Manager" means the District Manager or his/her duly authorized representative or agent.
- k. "Eligible" means a person whose name is on an employment list.
 - 1. Eligible List:
 - (1) "Open Eligible List" means a list of names of persons who have taken an open competitive examination for a class in the competitive service and have qualified.
 - (2) "Promotional Eligible List" means a list of names of persons who have taken a promotional examination for a class in the competitive service and have qualified.
- m. Examination:

- (1) "Open Competitive Examination" means an examination for a particular class which is open to all persons meeting the qualifications for the class.
 - (2) "Promotional Examination" means an examination for a particular class which is open only to employees of the District meeting the qualifications for the class.
 - (3) "Continuous Examination" means an open competitive examination which is administered periodically and as a result of which names of qualified candidates are placed on an employment list, in order of final scores, for a period of not more than one (1) calendar year.
- n. "Lay-Off" means the separation of employees from the active work force due to lack of work or funds, or to the abolition of positions by the Board of Directors for the above reasons or due to organization changes.
- o. "Personnel Ordinance" means District Ordinance No. 99 which created a personnel system for the District.
- p. "Position" means a group of duties and responsibilities in the competitive service requiring the full-time or part-time employment of one person.
- q. "Probationary Period" means a period to be considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position.
- r. "Promotion" means the movement of an employee from one class to another class having a higher maximum base rate of pay.
- s. "Provisional Appointment" means an appointment of a person who possesses the minimum qualifications established for a particular class and who has been appointed to a position in that class in the absence of available eligibles. In no instance shall a

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

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

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

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

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

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

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

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

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

SECTION 2- CLASSIFICATION

2.1 Preparation of Plan.

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

2.2 Adoption, Amendment and Revision of Plan.

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

2.3 Allocation of Positions.

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

2.4 New Positions.

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

2.5 Reclassification.

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

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

2.6 Status of Reclassified Employees.

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

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

SECTION 3-APPLICATIONS AND APPLICANTS

3.1 Announcement.

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

3.2 Application Forms.

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

3.3 Qualification of Applicants.

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

3.4 Disqualification.

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

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

3.5 Notice of Qualification.

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

SECTION 4- EXAMINATIONS

4.1 Examination Process.

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

4.2 Examination Administration.

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

4.3 Promotional Examinations.

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

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

4.4 Open Competitive Examinations.

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

4.5 Continuous Examinations.

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

4.6 Contract For Examinations.

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

4.7 Review of Examinations.

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

SECTION 5-ELIGIBLE LISTS

5.1 Eligible Lists.

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

5.2 Duration of Lists.

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

5.3 Removal of Names from Lists.

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

SECTION 6- FILLING OF VACANCIES

6.1 Types of Appointment.

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

6.2 Competitive Service Vacancy.

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

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

6.3 Certification of Eligibles.

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

6.4 Appointment.

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

6.5 Provisional Appointment.

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

6.6 Temporary Appointment.

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

SECTION 7- PROBATIONARY PERIOD

7.1 Probationary Period.

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

7.2 Rejection Following Promotion.

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

SECTION 8- COMPENSATION

8.1 Preparation of Compensation Schedule.

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

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

8.2 Adoption, Amendment and Revision of Compensation Schedule.

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

8.3 Schedule of Salary Ranges.

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

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

9.1 Transfer.

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

9.2 Promotion.

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

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

9.3 Demotion.

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

9.4 Suspension.

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

9.5 Re-employment.

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

SECTION 10- DISCIPLINARY ACTION

10.1 Policy.

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

10.2 Notification of Disciplinary Action.

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

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

10.3 Employee Review.

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

10.4 Relief of Duty.

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

SECTION 11 -LAYOFF POLICY AND PROCEDURE

11.1 Statement of Intent.

The District shall have the sole right and authority to determine when it is necessary to abolish any position(s) or employment in the interest of economy or efficiency, changes in duties or organization or any other reasons determined to be in the best interest of governmental operations. The Board of Directors may abolish any position(s) or employment for the purposes stated herein and the District Manger shall have the authority to layoff, demote or transfer the employee(s) holding such position(s) or employment pursuant to this Section without disciplinary action and without right of grievance, hearing or appeal.

11.2 Notification.

Employees to be laid off or displaced pursuant to this Section shall be given, whenever possible, at least thirty (30) calendar days prior written notice.

11.3 Order of Separation.

Layoffs and/or reductions in employment shall be made by classification. A classification is defined as a position or number of positions having the same title, job description and salary. Whenever in the judgment of the District layoffs and/or a reduction in employment are deemed necessary, the order of layoff within the affected layoff classification(s) shall be as follows:

- (a) Temporary employees;
- (b) Provisional employees;
- (c) Part time employees;
- (d) Probationary employees; and

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

11.4 Demotion Procedures Due to Reduction in Force.

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

11.5 Displacement Due to Reduction in Force.

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

11.6 Displacement Procedures.

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

11.7 Seniority for Purpose of Reduction in Force.

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

11.8 Reinstatement List.

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

11.9 Duration of Reinstatement List.

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

SECTION 12- SEPARATION FROM SERVICE

12.1 Discharge.

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

12.2 Resignation.

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

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

SECTION 13-ADMINISTRATIVE LEAVES, REPORTS AND RECORDS

13.1 Attendance.

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

13.2 Military Leave.

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

13.3 Leave of Absence Without Pay.

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

13.4 Failure to Return.

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

13.5 Jury Duty.

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

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

13.6 Personnel Records.

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

13.7 Change of Status Report.

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

SECTION 14-MISCELLANEOUS

14.1 Safety.

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

14.2 Identification Cards, Badges, or Insignia.

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

- END-

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Respectful Workplace Policy 2016
DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached proposed Respectful Workplace Policy, and approve the attached resolution which establishes the San Lorenzo Valley Water District Respectful Workplace Policy for 2016.

BACKGROUND:

On December 18, 2014 the Board adopted Resolution No. 28 (14-15) which established the San Lorenzo Valley Water District Respectful Workplace Policy for 2015. There are no recommended revisions to the existing San Lorenzo Valley Water District Respectful Workplace Policy for 2016.

It is recommended that the Board of Directors review this memo, review the attached proposed Respectful Workplace Policy and approve the attached resolution which establishes the San Lorenzo Valley Water District Respectful Workplace Policy for 2016.

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 22 (15-16)**

SUBJECT: RESPECTFUL WORKPLACE POLICY 2016

WHEREAS, San Lorenzo Valley Water District is committed to creating and sustaining a professional and respectful work and public service environment free from violence, discrimination, and other offensive or degrading conduct; and

WHEREAS, San Lorenzo Valley Water District desires a workplace which promotes and maintains an environment in which all members of the Board of Directors, employees and the public are treated with respect and dignity; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District is charged with the responsibility of establishing policies to guide the District; and

WHEREAS, District Legal Counsel has reviewed the San Lorenzo Valley Water District Respectful Workplace Policy for 2016; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered the San Lorenzo Valley Water District Respectful Workplace Policy for 2016;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District Respectful Workplace Policy for 2016 is hereby adopted.

FURTHER BE IT RESOLVED that the San Lorenzo Valley Water District Respectful Workplace Policy shall be submitted annually to the District Counsel for review and to the Board of Directors for review and adoption in December for subsequent years.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 9th day of December 2015, by the following vote of the members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

Holly B. Morrison
District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT RESPECTFUL WORKPLACE POLICY 2016

Adopted: December 9, 2015
Resolution No. 22 (15-16)

Purpose

The intent of this policy is to provide and establish general guidelines about conduct that is, and is not appropriate in the workplace. San Lorenzo Valley Water District is committed to creating and sustaining a professional and respectful work and public service environment free from violence, discrimination, and other offensive or degrading remarks or conduct. A workplace which promotes and maintains an environment in which all members of the Board of Directors, employees, and the public are treated with respect and dignity. The District acknowledges that this policy cannot possibly predict all situations that might arise. The District also recognizes that conflicts or disagreements may occur. The District expects these issues to be resolved in a manner that contributes to a healthy and productive workplace.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to District personnel including regular and temporary employees, volunteers, and Board of Directors.

Abusive Customer Behavior

While the District has a strong commitment to customer service, the District does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including if necessary, ending the contact. If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful.

Violent Behavior:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory Behavior:

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Disruptive and Disrespectful Behavior:

Disruptive and disrespectful behavior is any conduct or behavior that disrupts civility and co-operation in the workplace and interferes with efficient and effective work flow. Disruptive behavior is any behavior in the form of hostile or unwanted conduct, verbal comments, actions or gestures that affect an employee's dignity and psychological or physical integrity. A single serious incident of such behavior that has a lasting harmful effect on an employee may also constitute disruptive and disrespectful behavior. Such behavior may include but is not limited to the following:

- Rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person.
- Abuse of authority where an employee uses authority unreasonably to interfere with another's performance.
- Non-constructive criticism addressed in such a way as to intimidate or undermine confidence.

Disruptive and disrespectful behavior is a serious offense, however it must be distinguished from an employee's legitimate right to:

- Express opinions freely and to support positions whether or not they are in agreement with those of other employees.
- Engage in honest differences of opinion with respect to work related issues that are discussed in appropriate forums.
- Engage in good faith constructive criticism of others.
- Comply with supervisory responsibilities to address concerns regarding the performance or competence of employees.

It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the District, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the District Manager.

Sexual Harassment:

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually

directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. The District encourages the prompt identification and resolution of alleged disrespectful workplace behavior by all involved and affected persons through collaborative efforts, but recognizes that such resolution may be impractical. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee shall immediately contact their supervisor or the District Manager.

Resolution Procedures

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how

you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or District Manager. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten (10) business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, District Manager or Santa Cruz County Sheriff's Department.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two (2) business days to the District Manager, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview.

The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the District Manager about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made directly to the District Manager who will assume the responsibility for investigation and discipline.

If the District Manager is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made directly to the District Counsel who will confer with the Board of Directors regarding appropriate investigation and action.

If a Board Member is perceived to be the cause of a disrespectful workplace behavior incident involving District personnel, the report will be made directly to the District Manager and referred to the District Counsel who will undertake the necessary investigation. The District Counsel will report his/her findings to the Board of Directors, which will take the action it deems appropriate.

Pending completion of the investigation, the District Manager may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and District personnel policies the District may discipline any individual who retaliates against any person who reports alleged violations of this policy. The District may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

- END OF POLICY -

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Investment Policy 2016
DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached proposed Investment Policy, and approve the attached resolution which establishes the San Lorenzo Valley Water District Investment Policy for 2016.

BACKGROUND:

On February 20, 2014 the Board adopted Resolution No. 23 (13-14) which established the San Lorenzo Valley Water District Investment Policy for 2014. There are no recommended revisions to the existing San Lorenzo Valley Water District Investment Policy for 2016.

It is recommended that the Board of Directors review this memo, review the attached proposed Investment Policy and approve the attached resolution which establishes the San Lorenzo Valley Water District Investment Policy for 2016.

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 25 (15-16)

SUBJECT: INVESTMENT POLICY 2016

WHEREAS, on February 20, 2014 the Board adopted Resolution No. 23 (13-14) which established the Investment Policy for 2014; and

WHEREAS, said Investment Policy should be reviewed and adopted annually by resolution of the Board; and

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has reviewed and considered the Investment Policy 2016;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the San Lorenzo Valley Water District Investment Policy for 2016 is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 9th day of December 2015, by the following vote of the members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

Holly B. Morrison
District Secretary

**SAN LORENZO VALLEY WATER DISTRICT
STATEMENT OF INVESTMENT POLICY 2016**

Adopted: December 9, 2015

Resolution No. 25 (15-16)

INTRODUCTION

The purpose of this document is to establish formal policies for the prudent investment of the District's unexpended cash. The main objective of this policy is the establishment of guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all state and local statutes governing the investment of public funds and provides for an optimal combination of safety, liquidity and yield. This policy is in compliance with the provisions of California Government Code Section 53600, et seq.

BASIC POLICIES

1. **PRUDENCE:** San Lorenzo Valley Water District funds shall be invested under the "prudent investor standard" (California Civil Code, Section 2261, et seq.) which essentially states that all investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.
2. **DELEGATION OF AUTHORITY:** Authority to manage the San Lorenzo Valley Water District investment program is delegated to the District Manager. This authority is derived from Resolution 79 (87-88) adopted February 1, 1988 by the San Lorenzo Valley Water District Board of Directors which by reference is attached hereto and incorporated herein. The District Manager shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the term of this policy and the procedures established by the District Manager.
3. **OBJECTIVES:** The primary objectives of the San Lorenzo Valley Water District's investment activities in priority order shall be as follows:
 - A. **SAFETY** – Safety of principal is the foremost objective of the investment program. The District's investment portfolio shall be designed and undertaken in a manner that seeks to ensure the preservation of the principal invested.
 - B. **LIQUIDITY** – The District's investment portfolio shall be designed to remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated. The liquid needs of the District shall be commensurate with the constraints of anticipated cash flow requirements.

- C. RETURN ON INVESTMENTS – The District’s investment portfolio shall be designed with the objective of attaining the maximum possible rate of return commensurate with the District’s investment risk constraints and the cash flow characteristics of the portfolio.
- 4. PERFORMANCE STANDARDS: Investments shall only be made as allowable by law with specific reference to California Government Code Section 53600, et seq., and any other applicable provisions of law.
- 5. AUTHORIZED AND ACCEPTABLE INVESTMENTS: District funds shall be invested only in the following investment instruments and within any limits indicated.
 - A. LAIF – The Local Agency Investment Fund (LAIF) was created by California Government Code Section 16429.1 through 16429.3. LAIF is an investment pool established and controlled by the State of California to afford smaller agencies the benefits of a large investment portfolio such as higher interest rates and greater diversification. Deposits are limited to \$30,000,000 per account. Funds are completely liquid except for a limitation of ten (10) transactions per month.
 - B. CERTIFICATES OF DEPOSIT – These are receipts for funds deposited in a bank, or savings and loan, or broker deposits for a specific term and rate of interest. The principal and accrued shall be insured by the Federal Deposit Insurance Corporation (FDIC). The principle and insured interest in any one insured depository institution shall not exceed the limit amount insured by FDIC.
 - C. PASSBOOK SAVINGS ACCOUNTS – This is a regular liquid savings account. The principal and accrued shall be insured by the Federal Deposit Insurance Corporation (FDIC). The principle and insured interest in any one insured depository institution shall not exceed the limit amount insured by FDIC.
 - D. U.S. TREASURY AND AGENCY SECURITIES - Government securities and debt obligations issued by the US Government or its agencies which are secured by the federal government. Among these are Treasury Bills and Notes; Government National Mortgage Association (Ginnie Mae); Federal National Mortgage Association (Fannie Mae); Federal Land Bank (FLB) and Federal Farm Credit Banks (FFCB).
- 6. DIVERSIFICATION: The purpose of diversification is to reduce overall portfolio risks while attaining market yields. The District will diversify its investments by security type and institution, especially when there is no decrease in yield. Pursuant to California Government Code Section 53601(i) certificates of deposit invested outside of an authorized pool shall not exceed thirty percent (30%) of the District’s total investment portfolio. Current certificates of deposits exceed this limitation. It is the intent of the District to move toward compliance with said limitation. Whenever certificates of deposit purchased prior to the date of this policy mature or are called, the District shall invest in authorized investment instruments other than certificates of deposit until such time compliance has been achieved.

7. **MATURITY OF INVESTMENTS:** In order to minimize the impact of market risk, generally it is intended, that all investments will be held until maturity. Projected cash flow requirements are the primary factor to be used in determining investment maturity terms. After cash flow needs have been met, yield considerations will be the next factor in determining maturity terms, with the expectations that longer maturity periods will generally yield greater returns on investments. Investments may be sold before maturity if required for cash flow or appreciation purposes.

The maximum maturity term of any fixed rate investment shall not exceed seven (7) years. However, callable investments that increase (“step-up”) at regular intervals may have a maturity term which exceeds seven (7) years. The District will diversify its investment by maturity date in order to avoid over concentration in any one specific maturity sector.

8. **REPORTING:** The District’s Board of Directors shall receive investment reports at least quarterly. The District Manager shall provide to the Board of Directors quarterly investment reports which provide a clear picture of the status of the current investment portfolio as required by law (California Government Code Section 53646).
9. **ETHICS AND CONFLICTS OF INTEREST:** Officers and employees involved in the District’s investment process shall not conduct personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Officers and employees involved in the District’s investment process shall disclose to the District Secretary any material financial interests in financial institutions that conduct business within the jurisdiction of the San Lorenzo Valley Water District and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District’s investment portfolio.
10. **INVESTMENT POLICY ADOPTION:** The District’s investment policy shall be adopted by resolution of the San Lorenzo Valley Water District’s Board of Directors. The District’s investment policy shall be reviewed annually thereafter, and any modifications made thereto must be approved by the Board of Directors. The District’s Statement of Investment Policy shall be adopted annually by resolution of the Board of Directors at a public meeting.

—END—

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Election of Officers 2016

DATE: December 9, 2015

Recommendation

It is recommend that the Board of Directors review this memo and select a President and Vice-President for the 2016 Calendar Year.

Background

Sections 6, 11 and 12 of the Board Procedure Manual are attached for reference.

6. ELECTION OF OFFICERS

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

11. PRESIDENT

A. DUTIES

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

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

B. RESPONSIBILITIES

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

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

12. VICE-PRESIDENT

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

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Board of Directors Meeting Dates 2016
DATE: December 9, 2015

Recommendation

It is recommend that the Board of Directors review this memo and adopt the attached resolution which establishes the time and place for holding regular meetings of the San Lorenzo Valley Water District Board of Directors for 2016.

Background

Since January 1992, the regular days for the Board of Director's meetings has been the first and third Thursday of each month.

SAN LORENZO VALLEY WATER DISTRICT

2016 Calendar

January 2016 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							February 2016 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29							March 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
April 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							May 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							June 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
July 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							August 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							September 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
October 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							November 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							December 2015 S Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						

BOARD OF DIRECTORS MEETINGS

1st and 3rd Thursdays of each month

HOLIDAYS

- Jan 1 New Year's Day
- Jan 18 Martin Luther King Day
- Feb 15 Presidents' Day
- Mar 31 Cesar Chavez Day
- May 30 Memorial Day
- July 4 Independence Day' observed
- Sep 5 Labor Day

- Nov 11 Veterans Day
- Nov 24 Thanksgiving
- Nov 25 Friday after Thanksgiving
- Dec 23 Christmas Eve Holiday
- Dec 26 Christmas Holiday
- Dec 30 New Year's Eve Holiday

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 24 (15-16)

SUBJECT: SETTING REGULAR BOARD OF DIRECTORS MEETING DAYS FOR 2016 AS THE FIRST AND THIRD THURSDAY OF EVERY MONTH

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

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

WHEREAS, the Board desires to continue the regular meeting days as the first and third Thursday of each month; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that effective January 1, 2016 the time and place for regular Board of Directors meeting is set for 6:00 p.m. on the first and third Thursday of every month at the District Operations Building, 13057 Highway 9, Boulder Creek, California; or at such other facilities within the District boundaries as the Board may decide upon.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of, California, on the 9th day of December, 2015, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Committee Appointments

DATE: December 9, 2015

RECOMMENDATION:

Staff recommends that the Board of Directors review membership assignments of all existing committees and by motion of the board, approve committee assignments for 2016.

BACKGROUND:

Resolution No. 17 (15-16) adopted by the Board of Directors on November 5, 2015 establishes policies relative to committee procedures.

The Board established 3 standing committees by resolution. Additionally, 1 multi-agency committee exists. By policy two Directors and one public member may serve on each standing committee.

Standing Committees

Administrative Committee

Budget and Finance Committee

Environmental/Engineering/Planning Committee

Multi-Agency Committee

Santa Margarita Ground Water Basin Advisory Committee

Section 14 of the Board Policy Manual establishes that review of committee assignments will occur during the second meeting of December of each year, or as soon thereafter as practical. The intent of conducting a review during the second meeting in December is to ensure timely sitting of newly elected Board Members prior to committee assignments. Since 2015 was not an election year, staff is presenting this item at the first meeting in December for expediency. The Board may choose to defer selection of Committee Assignments to the following meeting.

Staff's experience with Board Committee Assignments is that a newly (re)elected Board President would present their suggestion for full Board deliberation. At that time, the full Board would discuss and vote on committee assignments for the next year.

New to this year's process is the ability for a public member to sit on each of the three standing committees. Staff has posted on the District's website a downloadable form for interested public members to complete and return to the District. Staff's intent is to present

all submitted forms to the Board at the second meeting in January. At that time, it is anticipated that the full Board will deliberate and select one public member to serve on each committee.

MEMO

TO: Board of Directors
From: District Manager
Prepared By: Director of Operations
Subject: El Nino Storm Preparation
Date: December 3, 2015

Recommendation:

It is recommended that the Board of Directors review and file this memo in regards to the Operations Department preparation/planning for El Nino storm events.

Background and Overview

The strongest El Niño in 18 years continues to intensify and is likely to be one of the three strongest on record by the time it peaks this winter, according to a monthly outlook from NOAA.

This El Niño is then expected to weaken in the spring, disappearing altogether by late spring or early summer 2016, The November El Niño diagnostic discussion from NOAA's Climate Prediction Center said.

It's not possible, at this point, to be more specific about how much rain might accumulate in California this winter. But previous top-tier El Niño events have brought annual totals on the order of ~175-200% of average in many spots—and this number is consistent with recent forecasts.

Heavy seasonal precipitation totals don't always lead to major flooding if there are substantial breaks between incoming storms. But in general, high seasonal totals mean that heavy storms are more likely to coincide with wet/saturated antecedent soil conditions, El Niño-induced increases in storm frequency make it more likely for several intense events to occur in rapid succession. Thus, flood (and mudslide) risk will likely be greatly elevated this winter, and certainly will be

higher than it has been in the past five years. This risk may also be enhanced by the legacy of California's ongoing record drought.

In February 1998, a series of El Niño storms caused an estimated \$550 million in damage and killed 17 people in California. A total of 35 counties were declared federal disaster areas which included Santa Cruz County. This fits into the bucket of the wetter-than-average winter we would typically expect in a moderate or strong El Niño.

Despite these added uncertainties, however, it appears quite likely that the present El Niño will exert a powerful (and likely dominant) influence upon California weather this coming winter. There has never been a year in California's history with this much advance warning regarding the potential for very heavy precipitation, and the District has taken this time to take steps to mitigate the related hazards likely to emerge in the coming weeks and months.

Although the Districts operations are 24/7 and emergency response planning is ongoing, staff has been planning an Emergency Operational Response to El Niño. In preparation for storm events staff has identified five areas of operational concerns.

1. Staff Safety
2. Extended Loss of PG&E Power
- 3 Generator & Vehicle Fuel
4. Staffing
5. Material Inventory

Staff Safety

Staff safety is always the number one concern. Procedures are in place once in the Emergency Response mode all response staff will be doubled up for safety with daily to hourly mandatory safety checks. Depending on conditions (intense rainfall, ground movement, flooding), the Director or Deputy Director of Operations will "ground" staff in predetermined areas of the District until safe travel can resume. Under this condition staff will be grounded to the Operations Building and Kirby Water Treatment plant. After hours response staff will use safety follow-up checks, with preset times established, which require staff to make physical contact with supervisors before and after responses. Staff's

personal protection equipment has been inspected and replaced as needed. Supervisors will monitor staff's work hours to ensure adequate meals and rest are provided to prevent fatigue. The District's operations building (emergency Operations Center) will be headquarters for staff. Meals, shower, etc. will be made available at this facility.

Extended Loss of PG&E Power

Loss of power is a common occurrence during storm events in the San Lorenzo Valley. Past events have showed PG&E power can be off anywhere from 3 to 5 days. Over the past few years the District has increased both stationary and mobile generators. The water treatment and wastewater plants have stationary units and mobile units are available for well sites and booster stations, as needed. In reviewing facilities district wide, an additional 45 kw mobile generator is warranted. Staff has determined that during a wide spread extended outage we currently do not have enough generators to run the many booster pumping stations. The mobile generators will be shuttled from booster to booster filling storage tanks typically 2 to 4 hours per site and relocated 24 hours a day. The District will be renting an additional standby 45 kw generator for approximately 3 months as a precaution. Documentation of each water storage tank/booster will be utilized detailing generator sizing and rate of rise for filling tanks. Normal run times based on statistical data will be used to plan run time needed for generators at each facility. The majority of the booster stations are prewired with manual transfer switches for easy transition to generator.

Generator & Vehicle Fuel

After hours fuel for vehicles and generators has been problematic in past disasters. Retail fueling stations are not reliable. During past disasters the District maintained a fuel station for gas/diesel fuel for vehicles and generators. The fuel station has been removed and planned to be reinstalled with the new Facilities Consolidation project. With the Facilities Consolidation project on hold so is the fuel station. Staff is concerned that the District will not be able to refill vehicles and generators. Two 500 gallon fuel tanks (gas & diesel) have been rented and placed at the Kirby Water Treatment Plant to supply fuel as needed. The tanks were placed at Kirby thinking refilling would be more available if Highway 9 experiences problems. During past disasters it was found that vendors would not drive Highway 9 in larger trucks for safety concerns. All generators have been serviced and checked for fuel.

With declaring “Emergency Response Mode” the 50% vehicle fuel rule goes in effect. This rule requires all staff to maintain a 50% or greater tank of fuel in their vehicles at all times.

Staffing

Past disasters have required the District to obtain additional temporary staffing to aid in repairs. During the last major disaster, the District was not operating the Felton and Manana Woods water systems. With the consolidation of these two water systems, operational staff increased by only 1 staff person. In the event a District wide disaster occurs, it would require additional staff almost immediately to avoid prolonged water outages and facilitate repairs.

To facilitate additional staffing and resources the District has recently joined CalWARN (California Water/Wastewater Agency Response Network). The mission of (CalWARN) is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities.

The CalWARN Program provides its member utilities with:

- A standard omnibus mutual assistance agreement and process for sharing emergency resources among members statewide.
- The resources to respond and recover more quickly from a disaster.
- A mutual assistance program consistent with other statewide mutual aid programs and the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- A forum for developing and maintaining emergency contacts and relationships.
- New ideas from lessons learned in disasters.

On Sunday, August 24, 2014, the City of Napa was rocked by a 6.0M earthquake centered approximately 10 miles to the south in American Canyon. Damage from the earthquake was extensive to buildings throughout the city, and the Napa water distribution system sustained nearly 150 main line failures. Within 2 hours following the quake, the CalWARN Coastal Region had reached out to Napa and was ramping up in anticipation of providing mutual assistance to the city. Napa performed an initial damage assessment of their system and by early afternoon that day was asking for support from CalWARN.

Material Inventory

Another concern of staff is material inventory. Many of the supplies that the District has in inventory are long lead items. The District maintains approximately 3,000 feet of two inch flexible water main that can be installed rather quickly to restore water service due to mud slide washouts etc. During the 1989 Loma Prieta earthquake, staff installed over four miles of temporary mainline to restore water service. Staff has reviewed inventory and double checked inventory counts.

Overall, Operations is prepared as well as can be, however there is always the unexpected during a disaster. Four of the operations staff has past knowledge, having been through several federally declared disasters, floods, freeze and earthquakes. The District has used this knowledge in preparing for El Niño.

Additional planning/preparation includes;

- Emergency Operations Center - Operations Building
- Emergency Response Team
 - District Manager - Public Information Officer
 - Director of Operations
 - Deputy Director of Operations
 - Water Quality & System Supervisor
 - Field Services Supervisor
- Customer Newsletter outlining emergency preparedness for our customers
- Emergency Contact List - Review
- State Water Board Updates/Communications
- Daily Damage Assessments forms
- Five Mile Pipeline Shutdown - Shut down pipeline to avoid erosion in case of damage
- Aggregate Bins double Filled
- Water Quality
- Lompico Booster Generator (Lompico to rent generator, district to operate)
- Forms
 - Water Loss Reporting
 - Staff Roll Call Logs
 - Daily Time Sheets

- Front Office - Service Orders Communications
- Front Office Communications
 - System Status White Board
 - Reverse 911 for water quality if needed

Rick Rogers
Director of Operations

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Bill List for Period Ending 12.9.15
PREPARED
By: Finance Manager
DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and the attached Bill List for the period ending December 9, 2015.

Accounts Payable

Outstanding Invoices

User: StephanieHill
 Printed: 12/3/2015 - 6:03 PM
 Date Type: JE Date
 Date Range: 11/12/2015 to 12/03/2015

BILL LIST SUMMARY
 Check Register Total : \$780,417.44
 AP Outstanding Total: \$35,601.22
 Payroll 11/25: \$87,922.81
TOTAL FOR APPROVAL: \$903,941.47



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

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00080 - GRANITE CONSTRUCTION CO						
01-400-5300	12/3/2015	10/22/2015	893173	00027-06-2016	76.97	DRAIN ROCK-MAIN REPAIR-IRWIN
Task Label:		Type:	PO Number:	0000100126		
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:					76.97	
00115 - ATKINSON-FARASYN						
01-800-5200	12/1/2015	12/1/2015	DEC 2015	00001-06-2016	3,500.00	LEGAL SERVICES
Total for Vendor 00115 - ATKINSON-FARASYN:					3,500.00	
00125 - SCARBOROUGH LUMBER						
01-800-5300	12/3/2015	10/30/2015	260236	00027-06-2016	22.17	BATTERIES FOR SMALL TOOLS
Task Label:		Type:	PO Number:	0000100119		
01-400-5300	12/3/2015	11/6/2015	260666	00027-06-2016	40.23	MISC. SUPPLIES -BROOM HANDLE, SAW BLADES
Task Label:		Type:	PO Number:	0000100122		
Total for Vendor 00125 - SCARBOROUGH LUMBER:					62.40	
00145 - BATTERIES PLUS						
01-400-5300	12/3/2015	11/5/2015	314-290804	00027-06-2016	271.85	GENERATOR BATTERIES REDWOOD PARK, MITCHELL
Task Label:		Type:	PO Number:	0000100118		
01-200-5600	12/3/2015	11/5/2015	314-290820	00027-06-2016	73.93	UPS BATTERY - FINANCE DEPT.-STEPHANIE
Task Label:		Type:	PO Number:	0000100125		
01-400-5410	12/3/2015	11/13/2015	314-291337	00027-06-2016	48.93	WALKI-TALKI BATTERY - TRUCK 338
Task Label:		Type:	PO Number:	0000100123		
Total for Vendor 00145 - BATTERIES PLUS:					394.71	
00263 - RAYNE WATER CONDITIONING						
01-800-5320	12/3/2015	9/30/2015	OCT 2015	00027-06-2016	31.75	RENTALS/LEASES/PERMITS

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00263 - RAYNE WATER CONDITIONING:					31.75	
00283 - MOUNTAIN MECHANICS						
01-400-5410	12/3/2015	10/27/2015	R201	00027-06-2016	154.49	RIGHT SIDE MIRROR --TRUCK # 340
Task Label:		Type:	PO Number:	0000100120		
Total for Vendor 00283 - MOUNTAIN MECHANICS:					154.49	
00313 - MET LIFE						
01-200-5144	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	91.24	DISABILITY BENEFIT
01-300-5143	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	16.65	LIFE INSURANCE
01-400-5141	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	1,762.23	DENTAL INSURANCE
01-300-5141	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	108.33	DENTAL INSURANCE
01-200-5141	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	709.96	DENTAL INSURANCE
01-800-5141	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	415.07	DENTAL INSURANCE
01-100-5141	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	414.27	DENTAL INSURANCE
01-500-5141	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	59.29	DENTAL INSURANCE
01-800-5144	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	114.96	DISABILITY BENEFIT
01-100-5144	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	89.88	DISABILITY BENEFIT
01-300-5144	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	30.27	DISABILITY BENEFIT
01-400-5143	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	203.13	LIFE INSURANCE
01-500-5144	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	19.34	DISABILITY BENEFIT
01-500-5143	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	8.33	LIFE INSURANCE
01-800-5143	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	63.27	LIFE INSURANCE
01-100-5143	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	41.63	LIFE INSURANCE
01-200-5143	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	61.61	LIFE INSURANCE
01-400-5144	12/3/2015	11/15/2015	DEC 2015	00027-06-2016	318.25	DISABILITY BENEFIT
Total for Vendor 00313 - MET LIFE:					4,527.71	
00342 - BRASS KEY LOCKSMITH						
01-400-5410	12/3/2015	11/9/2015	45472	00027-06-2016	54.77	KEYS MADE- TRUCK # 155
Task Label:		Type:	PO Number:	0000100121		
01-400-5410	12/3/2015	11/9/2015	45473	00027-06-2016	6.51	KEYS MADE- TRUCK # 155
Total for Vendor 00342 - BRASS KEY LOCKSMITH:					61.28	
00399 - VISION SERVICE PLAN						
01-500-5142	12/3/2015	11/19/2015	DEC 2015	00027-06-2016	8.15	VISION INSURANCE - DEC 2015
01-200-5142	12/3/2015	11/19/2015	DEC 2015	00027-06-2016	78.51	VISION INSURANCE - DEC 2015
01-800-5142	12/3/2015	11/19/2015	DEC 2015	00027-06-2016	74.49	VISION INSURANCE - DEC 2015

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00399 - VISION SERVICE PLAN						
01-100-5142	12/3/2015	11/19/2015	DEC 2015	00027-06-2016	66.61	VISION INSURANCE - DEC 2015
01-300-5142	12/3/2015	11/19/2015	DEC 2015	00027-06-2016	16.30	VISION INSURANCE - DEC 2015
01-400-5142	12/3/2015	11/19/2015	DEC 2015	00027-06-2016	287.52	VISION INSURANCE - DEC 2015
Total for Vendor 00399 - VISION SERVICE PLAN:					531.58	
00530 - JAMES FURTADO						
01-400-5171	12/3/2015	11/14/2015	041031	00027-06-2016	173.99	SPECIALTY CLOTHING -- SAFETY SHOES FOR JAMES FURTADO
Task Label:		Type:	PO Number:	0000100129		
Total for Vendor 00530 - JAMES FURTADO:					173.99	
00560 - COSTCO WHOLESALE						
01-400-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	12.48	Pens
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	50.79	Office Calendar x4
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	13.34	Desk Calendar x2
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	37.69	Desk Organizer -Rachel
Task Label:		Type:	PO Number:	0000100127		
01-400-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	114.30	Wall Calendars x9
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	25.84	Wall Calendar -Holly
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	68.92	Copy Paper
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	3.23	Daily Desk Calendar Refill
Task Label:		Type:	PO Number:	0000100127		
01-800-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	12.80	Pens
Task Label:		Type:	PO Number:	0000100127		
01-400-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	68.90	Printer Paper
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	12.87	Pens
Task Label:		Type:	PO Number:	0000100127		
01-800-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	68.92	Printer Paper
Task Label:		Type:	PO Number:	0000100127		
01-800-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	50.79	Wall Calendars x4
Task Label:		Type:	PO Number:	0000100127		
01-100-5600	12/3/2015	11/18/2015	589830859	00027-06-2016	33.16	Wirless Mouse and Mouse Pad -Chelsea
Task Label:		Type:	PO Number:	0000100127		
Total for Vendor 00560 - COSTCO WHOLESALE:					574.03	

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00703 - DATAFLOW BUSINESS SYSTEMS, INC						
01-100-5200	12/3/2015	11/13/2015	169660	00027-06-2016	74.49	CONTRACT/PROFESSIONAL SERVICES
01-800-5200	12/3/2015	11/13/2015	169661	00027-06-2016	360.11	CONTRACT/PROFESSIONAL SERVICES
Total for Vendor 00703 - DATAFLOW BUSINESS SYSTEMS, INC:					434.60	
00722 - SWRCB						
01-800-5320	12/1/2015	11/3/2015	0002 2641 716	00003-06-2016	181.75	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	11/3/2015	0002 2729 409	00003-06-2016	167.70	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	11/3/2015	0002 2755 406	00003-06-2016	168.53	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	11/3/2015	0002 2896 241	00003-06-2016	1,000.00	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	11/3/2015	0002 2946 426	00003-06-2016	156.43	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	11/3/2015	0002 2958 540	00003-06-2016	216.09	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	11/3/2015	0002 3025 043	00003-06-2016	156.43	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	10/15/2015	LW-1002168	00003-06-2016	3,767.05	RENTALS/LEASES/PERMITS
01-800-5320	12/1/2015	10/15/2015	LW-1002172	00003-06-2016	4,548.29	RENTALS/LEASES/PERMITS
02-600-5320	12/1/2015	11/2/2015	WD-0111305	00003-06-2016	5,598.00	RENTALS/LEASES/PERMITS
02-600-5320	12/1/2015	11/2/2015	WD-0111328	00003-06-2016	2,088.00	RENTALS/LEASES/PERMITS
Total for Vendor 00722 - SWRCB:					18,048.27	
00784 - HD SUPPLY WATERWORKS,LTD						
01-000-1300	12/3/2015	11/6/2015	E760744	00027-06-2016	1,028.38	6014-006
Task Label:		Type:	PO Number:	0000100070		
Total for Vendor 00784 - HD SUPPLY WATERWORKS,LTD:					1,028.38	
00944 - PDN CONSULTING						
01-100-5200	12/3/2015	10/31/2015	1147	00027-06-2016	415.00	CONTRACT/PROFESSIONAL SERVICES
Total for Vendor 00944 - PDN CONSULTING:					415.00	
01057 - SILKE COMMUNICATIONS						
01-400-5200	12/3/2015	9/2/2015	40929	00027-06-2016	2,383.06	REPEATER RADIOS
Task Label:		Type:	PO Number:	28967		
Total for Vendor 01057 - SILKE COMMUNICATIONS:					2,383.06	
10019 - SCHWARZBACH ASSOCIATES, INC.						
01-100-5420	12/3/2015	11/20/2015	151120-1	00027-06-2016	1,883.00	BUILDING MAINTENANCE
01-100-5420	12/3/2015	11/27/2015	1511270-1	00027-06-2016	700.00	BUILDING MAINTENANCE

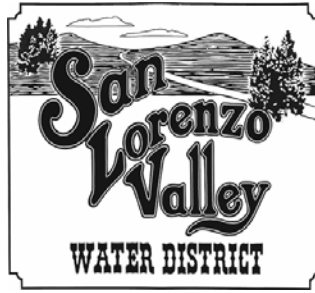
Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 10019 - SCHWARZBACH ASSOCIATES, INC.:					2,583.00	
10020 - LOYAL ELECTRIC						
01-000-1565	12/3/2015	11/17/2015	4753	00027-06-2016	570.00	ADMIN-HV/AC CAP-1516004A
Task Label: CAP-1516004A		Type: S	PO Number: 0000100117			
Total for Vendor 10020 - LOYAL ELECTRIC:					570.00	
10022 - SAN LORENZO VALLEY CHAMBER						
01-100-5631	12/3/2015	11/16/2015	111615	00027-06-2016	50.00	MEMBERSHIPS & DUES
Total for Vendor 10022 - SAN LORENZO VALLEY CHAMBER:					50.00	
Report Total:					35,601.22	

Accounts Payable

Checks by Date - Detail by Check Date

User: StephanieHill
 Printed: 12/3/2015 6:11 PM



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
10279	00513 2733537403	AVAYA CONTRACT SERVICES	11/10/2015		47.38
Total for Check Number 10279:				0.00	47.38
10280	10006 102815	COLUMBUS BANK & TRUST - ACCT #: SECTION 125 PLAN 102815	11/10/2015		192.92
Total for Check Number 10280:				0.00	192.92
10281	00290 6342 6343	CONTRACTOR COMPLIANCE & MONI PROP 50 PROP 50	11/10/2015		3,750.00 2,000.00
Total for Check Number 10281:				0.00	5,750.00
10282	00450 L0232371 L0232371 L0232371 L0232371 L0232371	EUROFINS EATON ANALYTICAL, INC OLY 2 & 3 WELL, QUAIL 4A & 5A WELL OLY 2 & 3 WELL, QUAIL 4A & 5A WELL OLY 2 & 3 WELL, QUAIL 4A & 5A WELL QUAIL 5A WELL OLY 2 & 3 WELL, QUAIL 4A & 5A WELL	11/10/2015		1,600.00 360.00 600.00 150.00 160.00
Total for Check Number 10282:				0.00	2,870.00
10283	10005 102815	ICMA RETIREMENT C/O M & T RETIRI PPE 102815 457(b) Deferred Comp	11/10/2015		1,085.00
Total for Check Number 10283:				0.00	1,085.00
10284	10016 102615	CHRIS PERRI CUSTOMER REFUND	11/10/2015		516.66
Total for Check Number 10284:				0.00	516.66
10285	00711 S1517537.001 S1517537.001 S1517537.001 S1517537.001 S1517537.001 S1517537.001 S1517537.001 S1517537.001 S1517537.001 S1517537.001	ROBERTS & BRUNE CO. 6004-001 9007-001 WHITE MARKING PAINT 6002-100 1 X 3 IPS REPAIR CLAMP 6002-075 3/4 X 3 IPS REPAIR CLAMP 6002-312 3" REPAIR CLAMP 1001-465 1" GALV SQUARE PLUG 1011-113 1/2" GALV ELL 9003-000 10 MIL UPC TAPE X 100' 6002-200 2 X 3 IPS REPAIR CLAMP 6004-003 3/4" STEEL COUPLING	11/10/2015		23.85 70.12 99.96 141.71 66.06 11.90 5.21 101.74 85.97 81.82
Total for Check Number 10285:				0.00	688.34
10286	00047 5100361	SOIL CONTROL LAB GENERAL PHYSICAL (WATER)	11/10/2015		145.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10286:	0.00	145.00
			Total for 11/10/2015:	0.00	11,295.30
10295	00055	AT&T	11/13/2015		
	NOV 2015	TELEPHONE SERVICE			3,121.46
	NOV 2015	TELEPHONE SERVICE			128.03
	NOV 2015	TELEPHONE SERVICE			306.16
	NOV 2015	TELEPHONE SERVICE			1,403.58
			Total for Check Number 10295:	0.00	4,959.23
10296	10006 111015	COLUMBUS BANK & TRUST - ACCT # SECTION 125 PLAN 111015	11/13/2015		
					192.92
			Total for Check Number 10296:	0.00	192.92
10297	00788 102615	COMCAST INTERNET SERVICE	11/13/2015		
					138.92
			Total for Check Number 10297:	0.00	138.92
10298	10005 111015	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING	11/13/2015		
					1,085.00
			Total for Check Number 10298:	0.00	1,085.00
10299	00480 4355	LAW OFFICES OF MARY L TOPLIFF LEGAL SERVICES	11/13/2015		
					360.00
			Total for Check Number 10299:	0.00	360.00
10300	00782 5-08	MONTEREY PENINSULA ENGINEERIN OLYMPIA MUTUAL WATER CONSOLIDATI	11/13/2015		
					73,890.23
			Total for Check Number 10300:	0.00	73,890.23
10301	00619 2471	VALLEY PAVING SUNNYCROFT	11/13/2015		
					26,200.00
			Total for Check Number 10301:	0.00	26,200.00
			Total for 11/13/2015:	0.00	106,826.30
10287	UB*00054	E AND J ABRAMS Refund Check	11/20/2015		
					55.15
			Total for Check Number 10287:	0.00	55.15
10288	00362 INV31907	ACCELA, INC #774375 MONTHLY WEB PAYMENTS	11/20/2015		
					222.00
			Total for Check Number 10288:	0.00	222.00
10289	00687	AT&T U-VERSE	11/20/2015		
	110515	INTERNET SERVICE			60.00
	110615	INTERNET SERVICE			77.00
	110715	INTERNET SERVICE			67.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10289:	0.00	204.00
10290	00096 7001088435 7001099504	AWWA MEMBERSHIP DUES MEMBERSHIP DUES	11/20/2015		2,066.00 716.00
			Total for Check Number 10290:	0.00	2,782.00
10291	00609 215018-1015	BALANCE HYDROLOGICS, INC CONTRACT/PROFESSIONAL SERVICES	11/20/2015		19,088.03
			Total for Check Number 10291:	0.00	19,088.03
10292	00220	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES	11/20/2015		424.42
			Total for Check Number 10292:	0.00	424.42
10293	UB*00050	ALLEN BISCHOFBERGER Refund Check Refund Check	11/20/2015		242.26 62.98
			Total for Check Number 10293:	0.00	305.24
10294	00355 157	CABRILLO COLLEGE EXTENSION WATER CONSERVATION EDUCATION FA 15	11/20/2015		300.00
			Total for Check Number 10294:	0.00	300.00
10302	00750 103115	CHARLES Z FEDAK & CO. CONTRACT/PROFESSIONAL SERVICES	11/20/2015		2,000.00
			Total for Check Number 10302:	0.00	2,000.00
10303	00213 101645 101645	CHESTNUT IDENTITY UNIFORMS UNIFORMS	11/20/2015		564.79 110.20
			Total for Check Number 10303:	0.00	674.99
10304	UB*00060	COAST PAPER & SUPPLY COMPANY Refund Check	11/20/2015		2.04
			Total for Check Number 10304:	0.00	2.04
10305	00265 2226	COMMUNITY TELEVISION OF MEETING COVERAGE	11/20/2015		350.00
			Total for Check Number 10305:	0.00	350.00
10306	00050 081-25-102	COUNTY OF SANTA CRUZ LIEN RELEASE FEE	11/20/2015		15.00
			Total for Check Number 10306:	0.00	15.00
10307	00505 XJT98M811 XJT9JFXM5 XJT9JNTC9 XJT9W9DF2 XJTC2XJ72	DELL MARKETING LP MEMORY UPGRADE- FINANCE DEPT. FINANCE MANAGER MONITORS - FINANC ADDITIONAL MONITORS (2) - FINANCE DI VIDEO CARD -CAROLS PC DUAL DISPLAY MEMORY UPGRADE- FINANCE DEPT. (CAI	11/20/2015		303.06 285.44 440.98 151.54 283.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10307:	0.00	1,464.38
10308	UB*00053	VAN DEMSEY Refund Check	11/20/2015		18.21
			Total for Check Number 10308:	0.00	18.21
10309	UB*00058	PAUL DUFFANY Refund Check Refund Check	11/20/2015		17.91 71.89
			Total for Check Number 10309:	0.00	89.80
10310	00080 828268 830003 833663 835266	GRANITE CONSTRUCTION CO SUNNYCROFT SUNNYCROFT SUNNYCROFT SUNNYCROFT	11/20/2015		142.40 48.00 70.40 76.00
			Total for Check Number 10310:	0.00	336.80
10311	00016 0001719725	GREENWASTE RECOVERY,INC BUILDING MAINTENANCE - ADMIN	11/20/2015		525.64
			Total for Check Number 10311:	0.00	525.64
10312	00058 12008	IHWY, INC. WINDOWS 2003 HOSTING	11/20/2015		25.00
			Total for Check Number 10312:	0.00	25.00
10313	00756 96476	KENNEDY/JENKS CONSULTANTS OLYMPIA MUTUAL	11/20/2015		902.10
			Total for Check Number 10313:	0.00	902.10
10314	00336 Oct. 2015	LAND TRUST OF SANTA CRUZ CNTY CONTRACT/PROFESSIONAL SERVICES	11/20/2015		832.20
			Total for Check Number 10314:	0.00	832.20
10315	UB*00057	ESTATE LYNN MATHISON Refund Check Refund Check	11/20/2015		66.32 7.21
			Total for Check Number 10315:	0.00	73.53
10316	UB*00051	ESTATE OF NANCY MAC GREGOR Refund Check	11/20/2015		10.87
			Total for Check Number 10316:	0.00	10.87
10317	UB*00047	TAUNA & DAREN MCGINNIS Refund Check	11/20/2015		11.23
			Total for Check Number 10317:	0.00	11.23
10318	00640 0000393	MONTEREY BAY UNIFIED AIR CONTRACT/PROFESSIONAL SERVICES	11/20/2015		742.00
			Total for Check Number 10318:	0.00	742.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10319	00782 10-28	MONTEREY PENINSULA ENGINEERIN INTERTIE 2, 3, & 4	11/20/2015		516,261.94
			Total for Check Number 10319:	0.00	516,261.94
10320	UB*00056	BRENDA NODOPAKA Refund Check	11/20/2015		54.50
			Total for Check Number 10320:	0.00	54.50
10321	00625	OFFICE DEPOT OFFICE SUPPLIES ADMIN. ---RUBBER BAN	11/20/2015		118.11
			Total for Check Number 10321:	0.00	118.11
10322	00054	PACIFIC GAS & ELECTRIC	11/20/2015		
	111615	2 GAS & ELECTRIC CHARGES - TREATMEN			5,422.28
	111615	4 GAS & ELECTRIC CHARGES - WASTEWA			220.20
	111615	8 GAS & ELECTRIC CHARGES - TANKS & F			1,465.94
	111615	3 GAS & ELECTRIC CHARGES - PUMPING			7,135.27
	111615	5 GAS & ELECTRIC CHARGES - SOURCE O			23,759.84
	111615	9 GAS & ELECTRIC CHARGES - TREATMEN			485.52
	111615	6 GAS & ELECTRIC CHARGES - ADMIN			1,051.89
	111615	1 GAS & ELECTRIC CHARGES - OPS			805.68
			Total for Check Number 10322:	0.00	40,346.62
10323	UB*00052	GARY PETERS Refund Check	11/20/2015		28.04
			Total for Check Number 10323:	0.00	28.04
10324	UB*00048	Joshua Resnick Refund Check	11/20/2015		68.48
			Total for Check Number 10324:	0.00	68.48
10325	10019	SCHWARZBACH ASSOCIATES, INC.	11/20/2015		
	151003-1	BUILDING MAINTENANCE			1,120.00
	151010-1	BUILDING MAINTENANCE			2,288.43
	151010-1	BUILDING MAINTENANCE			1,492.00
	151023-1	BUILDING MAINTENANCE			1,411.00
	151113-1	BUILDING MAINTENANCE			1,720.00
			Total for Check Number 10325:	0.00	8,031.43
10326	UB*00059	MICHELLE SMITH Refund Check Refund Check	11/20/2015		3.13 3.06
			Total for Check Number 10326:	0.00	6.19
10327	00047	SOIL CONTROL LAB	11/20/2015		
	5100725	GENERAL PHYSICAL (WATER)			145.00
	5100726	TOTAL PHOSPHATE			117.00
	5100914	GENERAL PHYSICAL (WATER)			145.00
	5110210	GENERAL PHYSICAL (WATER)			145.00
	5110212	TOTAL MANGANESE (WATER)			37.00
	5110213	TOTAL MANGANESE (WATER)			111.00
			Total for Check Number 10327:	0.00	700.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10328	00555 5351663	STORDOK DOCUMENT SHREDDING	11/20/2015		45.00
			Total for Check Number 10328:	0.00	45.00
10329	00479 CBR5673	THE CLIMATE REGISTRY 2016 ANNUAL MEMBERSHIP	11/20/2015		750.00
			Total for Check Number 10329:	0.00	750.00
10330	UB*00055	RUTH VAN DIEST PICKERRELL Refund Check	11/20/2015		5.11
			Total for Check Number 10330:	0.00	5.11
10331	UB*00049	AMER ZAGHLOULEH Refund Check	11/20/2015		4.59
			Total for Check Number 10331:	0.00	4.59
			Total for 11/20/2015:	0.00	597,874.64
10332	00767 NOV 2015	ANTHEM BLUE CROSS MEDICARERX - NOV 2015	11/25/2015		119.20
			Total for Check Number 10332:	0.00	119.20
10333	00366 110215	ASSOC.OF CA WATER AGENCIES MEMBERSHIP & DUES	11/25/2015		10,815.00
			Total for Check Number 10333:	0.00	10,815.00
10334	00234 102815	CITY OF SCOTTS VALLEY SEWER CHARGES - 323 KINGS VILLAGE R	11/25/2015		79.00
			Total for Check Number 10334:	0.00	79.00
10335	10006 112515	COLUMBUS BANK & TRUST - ACCT #. SECTION 125 PLAN 112515	11/25/2015		192.92
			Total for Check Number 10335:	0.00	192.92
10336	00273 81631866 81631866	CORELOGIC, INC. REALQUEST PROPERTY REPORTS REALQUEST PROPERTY REPORTS	11/25/2015		93.75 93.75
			Total for Check Number 10336:	0.00	187.50
10337	10005 112515	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING	11/25/2015		1,085.00
			Total for Check Number 10337:	0.00	1,085.00
10338	00756 96581	KENNEDY/JENKS CONSULTANTS INTERTIE 2, 3, 4	11/25/2015		48,378.24
			Total for Check Number 10338:	0.00	48,378.24
10339	00539 103115	MILLER-MAXFIELD, INC CONTRACT/PROFESSIONAL SERVICES	11/25/2015		2,968.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10339:	0.00	2,968.75
10340	00581 80003957 80004181	NATIONAL METER & AUTOMATION CONTRACT/PROFESSIONAL SERVICES CONTRACT/PROFESSIONAL SERVICES	11/25/2015		60.52 61.41
			Total for Check Number 10340:	0.00	121.93
10341	00263 103115	RAYNE WATER CONDITIONING RENTALS/LEASES/PERMITS	11/25/2015		63.50
			Total for Check Number 10341:	0.00	63.50
10342	00722	SWRCB	11/25/2015	VOID	
	0002 2641 716	RENTALS/LEASES/PERMITS		181.75	
	0002 2729 409	RENTALS/LEASES/PERMITS		167.70	
	0002 2755 406	RENTALS/LEASES/PERMITS		168.53	
	0002 2896 241	RENTALS/LEASES/PERMITS		1,000.00	
	0002 2946 426	RENTALS/LEASES/PERMITS		156.43	
	0002 2958 540	RENTALS/LEASES/PERMITS		216.09	
	0002 3025 043	RENTALS/LEASES/PERMITS		156.43	
	LW-1002168	RENTALS/LEASES/PERMITS		3,767.05	
	LW-1002172	RENTALS/LEASES/PERMITS		4,548.29	
	WD-0111305	RENTALS/LEASES/PERMITS		5,598.00	
	WD-0111328	RENTALS/LEASES/PERMITS		2,088.00	
			Total for Check Number 10342:	18,048.27	0.00
10343	00219 K11942	TOYOTA MATERIAL HANDLING MAINTENANCE OF VEHICLES	11/25/2015		410.16
			Total for Check Number 10343:	0.00	410.16
			Total for 11/25/2015:	18,048.27	64,421.20
			Report Total (65 checks):	18,048.27	780,417.44

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 11/25/15. 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
11/24/15	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	38,463.61	38,463.61
11/24/15	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	4,850.22	
				Medicare	1,301.01	
				Fed Income Tax	10,721.18	
				CA Income Tax	3,607.39	
				CA Disability	643.16	
				Total Withholdings	21,122.96	
				Employer Liabilities		
				Social Security	4,850.20	
				Medicare	1,301.00	
				Fed Unemploy	11.15	
				Total Liabilities	6,162.35	27,285.31
				EFT FOR 11/24/15		65,748.92
				TOTAL EFT (Does not reflect administrative charges)		65,748.92

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>
11/25/15	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	22,173.89	
				TOTAL NEGOTIABLE CHECKS		22,173.89

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>
11/25/15	Refer to your records for account	Information	Payroll	Employee Deductions		
				Advance	865.01	
				Aflc/Col Post	44.95	
				Aflc/Col Pre	339.75	
				Calper 457	125.00	
				DPer	5,488.12	
				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 11/25/15. 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>
11/25/15	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Union dues	342.21
				Total Deductions	9,699.34
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)					9,699.34

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>	
12/02/15	Taxpay®	FED IT PMT Group	23,023.61
12/02/15	Taxpay®	CA IT PMT Group	4,250.55

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Administration/Engineering Departments Status Report
DATE: December 9, 2015

RECOMMENDATION:

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

BACKGROUND:

MEETINGS OF NOTE

On November 10 the District participated in Career Day at San Lorenzo Valley High School. The District hosted a table at an open forum, allowing students to come and ask questions about careers in the water industry. The DM, Env. Program Manager, Finance Manger and Water Treatment Supervisor participated.

OLYMPIA ASSESSMENT DISTRICT

Staff has been working with our legal consultant and the State of California to issue a revised SRF contract that better defines the Assessment District Obligations versus District wide obligations.

ENTERPRISE WIDE COST-OF-SERVICE STUDY

The District has released a Request-for-Proposals to conduct a Cost-of-Service study (available on the District's website). Proposals are due January 15. Staff anticipates bringing a recommendation to the Board at the second meeting in February.

The intent of this study is to determine what the true cost of providing water and sewer service includes; watershed protection, water rights management, infrastructure, staffing and administration. These issues will be studied both from a geographical and seasonal standpoint.

PROBATION TANK REPLACEMENT PROJECT

The 90% Plan Review is currently in progress. The Project's Habitat Conservation Plan (HCP) was approved in late summer and has been submitted to the State for review. State permitting is expected to take 18 months from submittal of the HCP. Construction is expected to take an additional 6 months. Project is scheduled for bidding in mid-2016 and construction is expected to be completed in early 2017.

SWIM TANKS REPLACEMENT PROJECT

100% Design Drawings have been reviewed, including draft Mitigated Negative Declaration (MND) documentation. Final plans and specs are expected within the next few weeks. Project is scheduled for bidding in ~~late 2015~~ early 2016 and construction is expected to be completed in mid-2016.

FALL CREEK FISH LADDER

100% plans and specifications are under staff review. Current schedule is to bid in winter of 2016 for construction in summer of 2016.

INTERTIES 2, 3, 4

Project is under construction. Construction should be finished by end of calendar year 2015 or soon thereafter.

FELTON HEIGHTS WATER STORAGE TANK

Staff is working to obtain necessary easements on neighboring property. Design is expected for winter of 2016 with construction occurring in summer 2016.

JOHNSON BLDG / PROSSER PROPERTY

Permits have been obtained. Contractor is scheduling the work. Demolition should be completed in ~~November~~ December 2015.

ADMINISTRATION BUILDING HVAC SYSTEM

Project should be completed by the ~~first week in November~~ end of December.

CAPITAL IMPROVEMENT PROGRAM

The first workshop was held on Saturday, May 9 at the Felton Community Hall. Staff considers it a successful meeting with approximately 16 public members in attendance. A list of criteria was developed and formal prioritizing of said list has begun.

The second workshop was held June 25th (San Lorenzo Valley Unified School District offices, 325 Marion Ave., Ben Lomond, CA) and finalized the prioritization of criteria. Approximately 30 people attended.

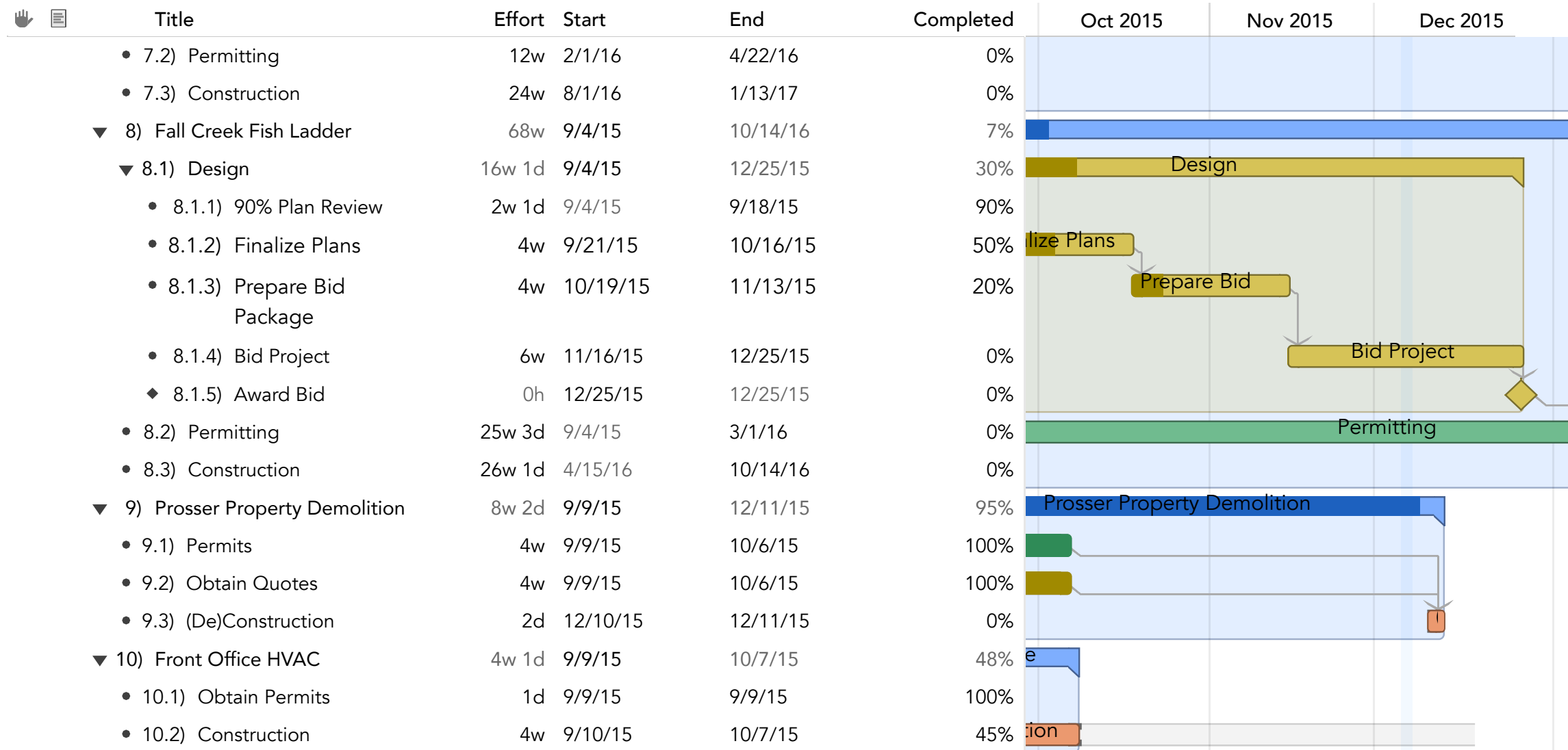
The third workshop was held September 23rd at Highland Park and develop internal ranking for each separate criteria previously identified. This is the last step before actual ranking of the projects occurs.

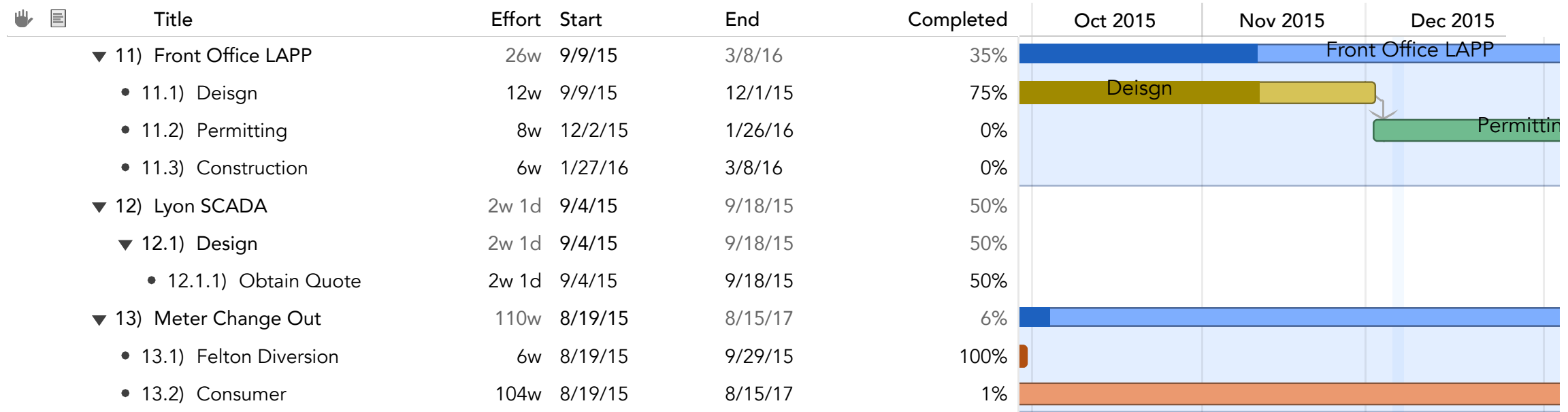
The fourth workshop (Date and time TBD) is to review and discuss how the ranking and prioritizing applies to proposed individual CIP projects.

After the fourth workshop is held staff anticipates that the developed five year CIP will be used to model capital expenditures in the upcoming 2015 Rate Study (expected to start in the fall of 2015).

👤	Title	Effort	Start	End	Completed	Oct 2015	Nov 2015	Dec 2015
▼	1) Probation Tank Site	147w 4d	8/19/15	1/2/18	27%			
•	1.1) Design	23w 4d	8/19/15	2/1/16	90%	Design		
•	1.2) Permitting	71w 3d	8/19/15	12/30/16	25%			
•	1.3) Construction	52w 2d	1/2/17	1/2/18	0%			
▼	2) Swim Tank Site	58w 1d	8/20/15	9/30/16	35%			
▼	2.1) Design	23w 1d	9/4/15	2/18/16	57%	Design		
•	2.1.1) 60% Plan Review	3w 1d	9/4/15	9/25/15	100%			
•	2.1.2) Finalize Plans	8w	9/28/15	11/20/15	100%	Finalize Plans		
•	2.1.3) 100% Plan Review	2w	11/23/15	12/4/15	50%	100%		
•	2.1.4) Prepare Bid Docs	4w	12/7/15	1/1/16	25%	Prepare Bid		
•	2.1.5) Bid Project	6w	1/4/16	2/12/16	0%			
◆	2.1.6) Award Project	0h	2/18/16	2/18/16	0%			
•	2.2) Permitting	8w 4d	8/20/15	10/20/15	80%			
•	2.3) Construction	26w 1d	4/1/16	9/30/16	0%			
▼	3) Intertie 6 Pipeline and Booster Station	0h	9/17/15	9/17/15	100%			
▼	3.1) Construction	0h	9/17/15	9/17/15	100%			
◆	3.1.1) Notice of Completion	0h	9/17/15	9/17/15	100%			
▼	4) Interties 2, 3 4 Pipelines and Booster Stations	18w 2d	9/10/15	1/13/16	85%	Interties 2, 3 4 Pipelines and Booster Stations		

Hand	Title	Effort	Start	End	Completed	Oct 2015	Nov 2015	Dec 2015
	▼ 4.1) Construction	18w 2d	9/10/15	1/13/16	85%	Construction		
	• 4.1.1) Paving Graham Hill Road	2d	10/5/15	10/6/15	100%			
	• 4.1.2) Pump Stations	18w	9/10/15	1/13/16	85%	Pump Stations		
	▼ 5) Olympia Mutual Pipelines	0h	10/15/15	10/15/15	100%			
	▼ 5.1) Construction	0h	10/15/15	10/15/15	100%			
	◆ 5.1.1) Notice of Completion	0h	10/15/15	10/15/15	100%			
	▼ 6) Sunnycroft Fire Pipeline	2w	10/1/15	10/14/15	100%	Sunny		
	▼ 6.1) Construction	2w	10/1/15	10/14/15	100%	Constr		
	• 6.1.1) Paving	2w	10/1/15	10/14/15	100%	Paving		
	▼ 7) Felton Heights Water Storage Tank	90w 3d	9/9/15	1/13/17	4%			
	▼ 7.1) Design	54w 3d	9/9/15	7/29/16	7%			
Hand	• 7.1.1) Easements	14w 3d	9/9/15	12/18/15	27%	Easements		
	• 7.1.2) Geotechnical	8w	9/9/15	11/3/15	0%	Geotechnical		
	• 7.1.3) RFP for Design	6w	12/21/15	1/29/16	0%			RFP
	• 7.1.4) Design	16w	2/1/16	5/20/16	0%			
	• 7.1.5) Prepare Bid Docs	4w	5/23/16	6/17/16	0%			
	• 7.1.6) Bid	6w	6/20/16	7/29/16	0%			
	◆ 7.1.7) Award Bid	0h	7/29/16	7/29/16	0%			





MEMO

TO: District Manager
FROM: Director of Operations
SUBJECT: OPERATIONS DEPARTMENT PROJECT STATUS REPORT
OCTOBER 2015
DATE: November 19, 2015

RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of October 2015.

BACKGROUND:

OPERATIONS DEPARTMENT PROJECT STATUS REPORT

The Operations Department Status Report continues transition to a new format adding statistical data in regard to the operations of the District's three service areas. The report will be completed for the second Board of Directors meeting in the month for the previous month. This report contains the September 2015 Department Report.

DROUGHT CONTINGENCY PLANNING

Staff continues monitoring consumption/production throughout the system. Surface water sources have dropped off 58.66% in the North System compared to September 2013. Water production system wide is down 23.37% from October 2013

SURFACE WATER SOURCE METER REPLACEMENTS

During the reporting period staff continued working on installing new surface water meters. Staff installed new meters at the Bennet, Bull, and Fall Creek surface waters. The District is in the process of changing/adding new surface source water meters. Several of the streams use one common meter to register water flow. Individual meters will be installed at each source to ensure more accurate recording. The 2014-15 Fiscal Year budget provides for surface water meter replacement/additions. Installation is estimated to be complete in late October 2015.

WATER MAIN BREAKS

During the reporting period staff repaired 23 main leaks. The largest was when a tree service dropped a large tree on a 12" river crossing in Boulder Creek. The tree crushed the main requiring a six-foot section of main to be replaced. Over 45 staff hours were spent repairing the water main. The District will be billing the tree service for repairs including lost water.

ADMINISTRATION BUILDING HVAC

During the reporting period the Contractor continued with the installation of the Administration Building HVAC system. As part of operations the system will polish and filter air in the building. The system is anticipated to complete by the end of November 2015.

NEW/UPGRADE WATER SERVICE INSTALLATION

During the reporting period staff installed one new service and upgraded two existing water services. The services were in the Ben Lomond and Felton areas.

FIRE HYDRANT RELOCATION

Staff relocated a six-inch steamer fire hydrant for sidewalk construction at the Boulder Creek Elementary School. Cal-tans have enter into a joint project with the County to install sidewalks in front of the school. The current location of the fire hydrant would have been in the middle of the sidewalk.

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION

Source	This Month October	Last Month September	This Month 2013	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	1,644,896	2,062,280	7,303,000	
Peavine Creek + Hydro	619,000	749,920	1,740,000	
Clear Creek	737,252	1,124,880	0	
Sweetwater Creek	737,252	749,920	0	
Sub-Total (Streams)	3,738,400	4,687,000	9,043,000	-58.66%
Wells (North)				
Olympia No. 2	15,987,000	11,545,000	15,339,000	
Olympia No. 3	7,059,000	6,668,000	4,942,000	
Quail Well No. 4-A	5,196,000	7,391,000	8,358,000	
Quail Well No. 5-A	3,105,100	4,819,100	5,312,000	
Sub Total North Wells	31,347,100	30,423,100	33,951,000	-7.67%
South System Wells				
Pasatiempo 5A	3,959,000	3,471,300	N/A	
Pasatiempo 6	2,387,000	4,150,000	8,724,000	
Pasatiempo 7	1,635,000	1,496,000	2,713,000	
Sub Total Pasatiempo Wells	7,981,000	9,117,300	11,437,000	-30.22%
North South All Sources Combined	43,066,500	44,227,400	54,431,000	-20.88%
Felton System - Surface Water				
Fall Creek	5,351,793	9,099,953	9,166,410	
Bennett Spring	1,689,365	1,296,000	3,272,500	
Bull 1 & 2	1,670,456	1,296,000	0	
Total Felton System Sources	8,711,614	11,691,953	12,438,910	-29.96%
Manana Woods System				
Well 1	115,118	587,211	847,107	
Paso Mana By Pass	744,306	372,115	383,286	
Total Manana Woods Sources	859,424	959,326	1,230,393	
Sub - Total Production				
North / Felton / Manana	52,637,538	56,878,679	68,100,303	-22.71%
Less South /Manana Inter-Tie	744,306	372,115	383,286	
Total Production	51,893,232	56,506,564	67,717,017	-23.37%

**SAN LORENZO VALLEY WATER DISTRICT
 PRODUCTION BY SYSTEM
 +/- INTERTIES
 OCTOBER 2015**

North System All Sources	43,066,500
Interties IN +	
Interties OUT -	
TOTAL NORHT SYSTEM	43,066,500
Felton Water system All Sources	8,711,614
Interties IN +	8,069
Interties OUT -	0
TOTAL FELTON SYSTEM	8,719,683
Manana Woods System	115,118
Interties IN +	744,306
TOTAL MANANA WOODS	859,424

**SAN LORENZO VALLEY WATER DISTRICT
INTERTIE USAGE
OCTOBER 2015**

INTERTIE 2

SLVWD to SVWD 0.00

SVWD to SLVWD 0.00

INTERTIE 3

SLV SOUTH to SLV NORTH 0.00

SLV NORTH to SLV SOUTH 0.00

INTERTIE 4

SLVWD to MHWD 0.00

MHWD to SLVWD 0.00

INTERTIE 6

SLV NORTH to SLV FELTON 8069.00

SLV FELTON to SLV NORTH 0.00

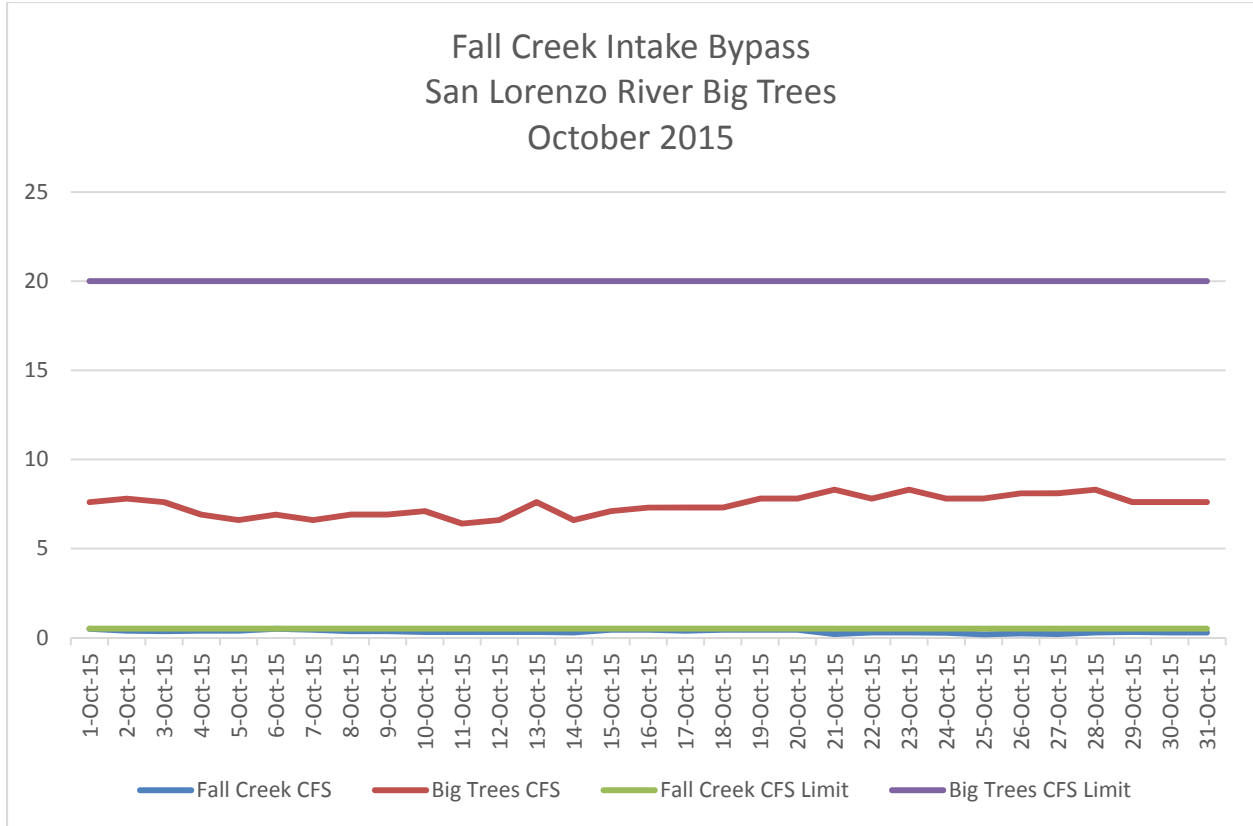
LOMPICO INTERTIE

SLV NORTH to LOMPICO 454,036

MANANA WOODS INTERTIE

SLVWD to MANANA WOODS 744,306

Fall Creek Intake October 2015



Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31 1.0 cubic feet per second

November 1 through March 31 1.5 cubic feet per second

Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31 0.5 cubic feet per second

November 1 through March 31 0.75 cubic feet per second

Number of Days in month 0.5 cfs or below, **31 days**

San Lorenzo River USGS Big Trees Flow Requirements

September 10 cubic feet per second

October 25 cubic feet per second

November 1 through May 31 20 cubic feet per second

Fall Creek Intake October 2015

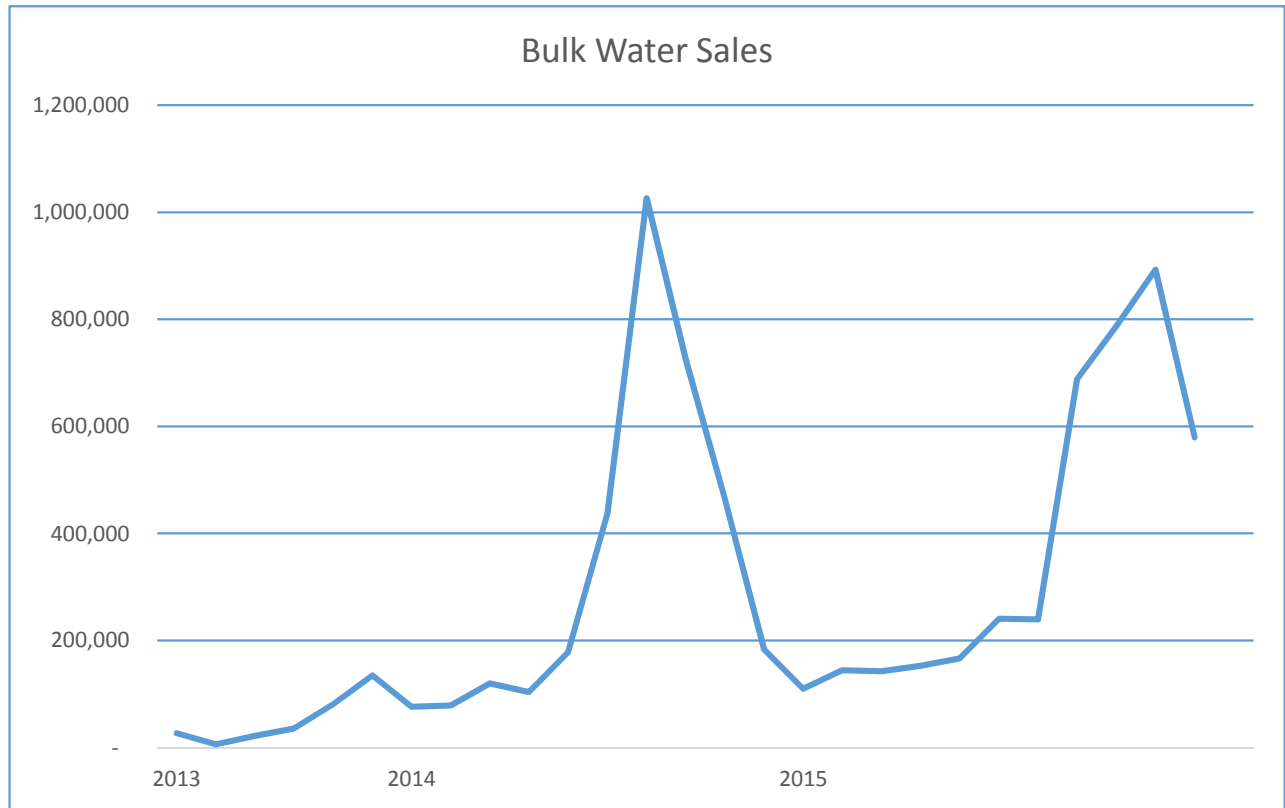
For the protection of fish and wildlife, during the period: (a) April 1 through October 31 bypass a minimum of 0.5 cfs; (b) November 1 through March 31 bypass a minimum of 1.5 cfs past the Fall Creek point of diversion. The natural streamflow shall be bypassed whenever it is less than 1.5 cfs; provided,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

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

Fall Creek Weir Measurement

Fall Creek Weir Measurement												
Month:	October	Year:	2015	Big Trees > 26,500 Acre-ft Oct-Feb Normal Yr					Big Trees <26,500 Acre-ft Oct-Feb Dry Yr <input checked="" type="checkbox"/>			
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height	Weir Height Measurement	Fall Creek (Cubic Feet per Second)	Big Trees (Cubic Feet per Second)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 21cfs Sept 11 cfs Oct 26 cfs (yes/no)	Notes
1	11:35	Ho	2	135	25.0	30.0	0.4950	7.6	0	No	No	
2	14:37	Ho	1	184	25.0	29.6	0.3854	7.8	0	No	No	
3	7:57	Ho	1	162	25.0	29.4	0.3606	7.6	0	No	No	
4	13:20	Ho	1	155	25.0	29.6	0.3854	6.9	0	No	No	
5	14:57	Ho	1	160	25.0	29.6	0.3854	6.6	0	No	No	
6	09:30	Ho	1	158	25.0	30.0	.4950	6.9	0	No	No	
7	14:50	Db	1	155	25.0	29.8	0.4382	6.6	0	No	No	
8	14:15	Ho	1	182	25.0	29.4	0.3606	6.9	0	No	No	
9	15:30	Ho	1	152	25.0	29.4	0.3606	6.9	0	No	No	
10	11:15	Jg	1	171	25.0	29.2	0.313	7.1	0	No	No	
11	09:10	Jg	1	172	25.0	29.2	0.313	6.4	0	No	No	
12	13:50	Ho	1	181	25.0	29.2	0.313	6.6	0	No	No	
13	13:44	Ho	1	173	25.0	29.2	0.313	7.6	0	No	No	
14	15:24	Ho	1	191	25.0	29.1	0.2919	6.6	0.02	No	No	
15	14:00	Ho	1	152	25.0	29.8	0.4382	7.1	0	No	No	
16	15:15	Ho	1	145	25.0	29.8	0.4382	7.3	0	No	No	
17	8:10	Db	1	159	25.0	29.6	0.3854	7.3	0	No	No	
18	8:50	Db	1	136	25.0	29.8	0.4382	7.3	0	No	No	
19	14:45	Db	1	158	25.0	29.8	0.4382	7.8	0	No	No	
20	15:45	Db	1	156	25.0	29.8	0.4382	7.8	0	No	No	
21	15:00	Ho	1	222	25.0	28.5	0.1961	8.3	0	No	No	
22	10:20	Ho	1	170	25.0	29.1	0.2919	7.8	0	No	No	
23	15:30	Ho	1	197	25.0	29.1	0.2919	8.3	0	No	No	
24	11:10	Ho	1	196	25.0	28.9	0.2709	7.8	0	No	No	
25	07:45	Ho	1	211	25.0	28.3	0.1796	7.8	0	No	No	
26	14:50	Ho	1	210	25.0	28.7	0.2317	8.1	0	No	No	
27	14:55	Ho	1	210	25.0	28.5	0.1961	8.1	0.02	No	No	
28	14:06	Ho	1	183	25.0	29.1	0.2919	8.3	0	No	No	
29	13:50	Ho	1	168	25.0	29.2	0.313	7.6	0	No	No	
30	15:06	Ho	1	168	25.0	29.1	0.2919	7.6	0	No	No	
31	12:50	Jg	1	167	25.0	29.1	0.2919	7.6	0	No	No	

**SAN LORENZO VALLEY WATER DISTRICT
BULK WATER SALES
GALLONS
OCTOBER 2015**



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
January			144,364
February	5,984	78,540	142,868
March			152,592
April	21,692	119,680	166,804
May		103,972	240,983
June	35,904	178,772	239,360
July		435,336	688,160
August	81,352	1,026,256	787,644
September		725,560	893,112
October	134,640	466,752	579,700
November		183,260	
December	76,296	109,965	
Totals	355,868	3,318,128	4,035,587

SAN LORENZO VALLEY WATER DISTRICT
MONTHLY LEAK REPORT
October 2015

NORTH SYSTEM

Leak Type	Location	Town	Gallons Lost
Main Leak	8265 Oak Ave	Ben Lomond	4,745
Main Leak	Pine & Manzanita	Ben Lomond	1,962
Main Leak	345 Quail Terrace	Ben Lomond	65,000
Service Line	201 Riverside Park Drive	Ben Lomond	780
Main Leak	Keller Dr. & Shady Lane	Boulder Creek	5,792
Main Leak	13335 Hwy 9	Boulder Creek	6,510
Main Leak	12855 Irwin Way	Boulder Creek	34,668
Main Leak	HUD Line behind Admin	Boulder Creek	20,000
Service Line	300 Bean Creek	Boulder Creek	1,770
Service Line	135 South Street	Boulder Creek	2,351
Service Line	105 Garden Lane	Boulder Creek	4,635
Service Line	940 Creek Drive	Boulder Creek	960
Service Line	15608 Hwy 9	Boulder Creek	1,275
Service Line	165 Brookside Drive	Boulder Creek	6,020
Service Line	920 Creek Drive	Boulder Creek	1,137
Service Line	13401 Big Basin Way	Boulder Creek	836
Main Leak	Hwy 9 & Cascade Ave	Brookdale	6,092
Main Leak	9 Huckleberry Island	Brookdale	7,820
		Sub Total North	172,353

FELTON SYSTEM

Main Leak	End of Brookside	Felton	5,932
Service Line	225 Zayante School Rd	Felton	5,550
Service Line	10325 East Zayante	Felton	735
Service Line	255 Zayante School Road	Felton	1,710
		Sub Total Felton	13,927

MANANA WOODS

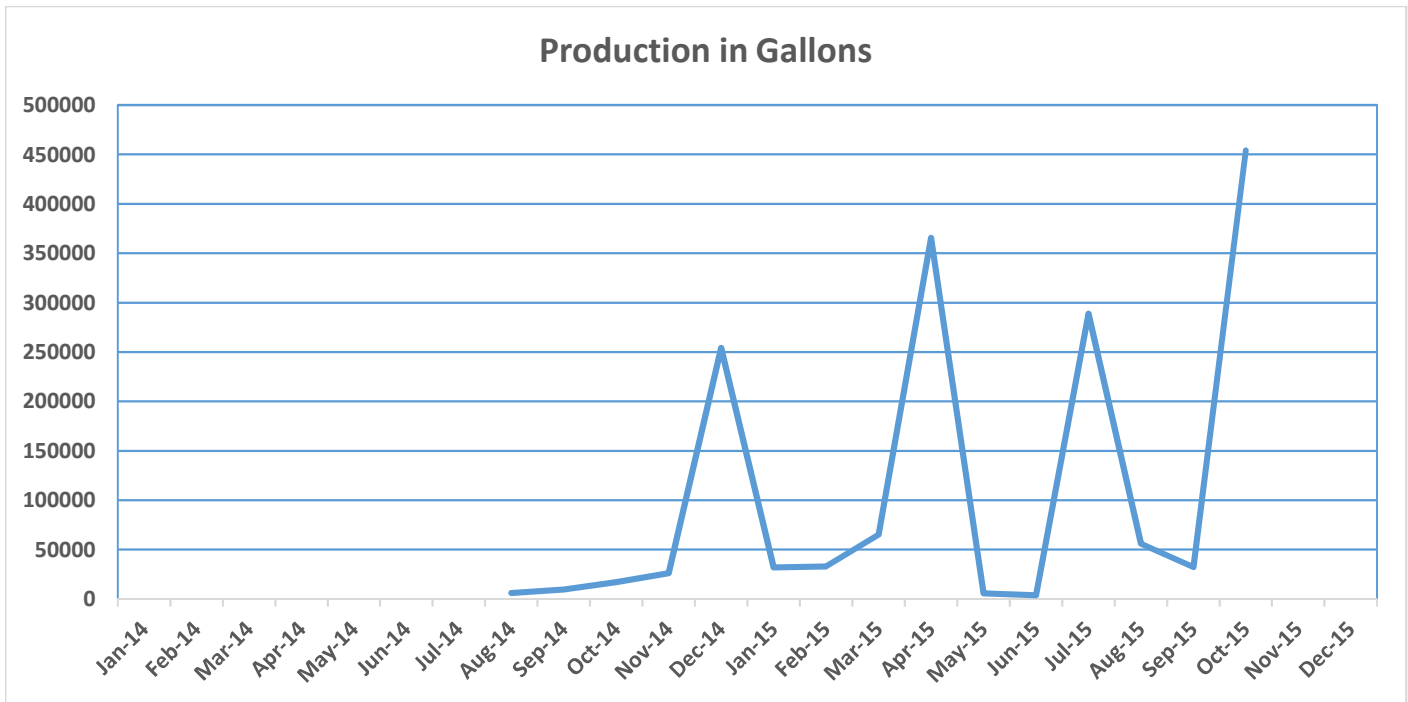
Sub Total Manana 0

Total All Systems 186,280

San Lorenzo Valley Water District
 Authorized Unmetered Water Use
 Gallons
 October 2015

<u>North System</u>	Monthly Total	Yearly Total
Mainline Flushing		
Tank Leakage Redwood Tanks	151,200	
Probation	1.8 GPM	
Upper Swim	1.1 GPM	
Blue Ridge	0.3 GPM	
Echo	0.1 GPM	
*Highland	0.2 GPM	
Process Water	92,880	
Lyon CL2 Analyzer	0.02 GPM	
Quail 5 CL2 Analyzer	0.11 GPM	
Olympia CL2 Analyzer	1.32 GPM	
Paso 5a CL2 Analyzer	0.70 GPM	
Firefighting		
Tank Overflow	0	
Waste Water	0	
Sub Total North	<u>244,080</u>	
 <u>Felton Water System</u>		
Mainline Flushing		
Tank Leakage El Solyo	0.1 GPM	4,464
Process Water		
Kirby WTP Analyzers	0.80 GPM	
Firefighting		
Tank Overflow		
Sub Total Felton		<u>40,176</u>
 <u>Manana Wood System</u>		
Mainline Flushing		
Tank Leakage		
Process Water		
Firefighting		
Tank Overflow		
Sub Total Manana Woods	0	
Total all System		<u>284,256</u>
*New in October		

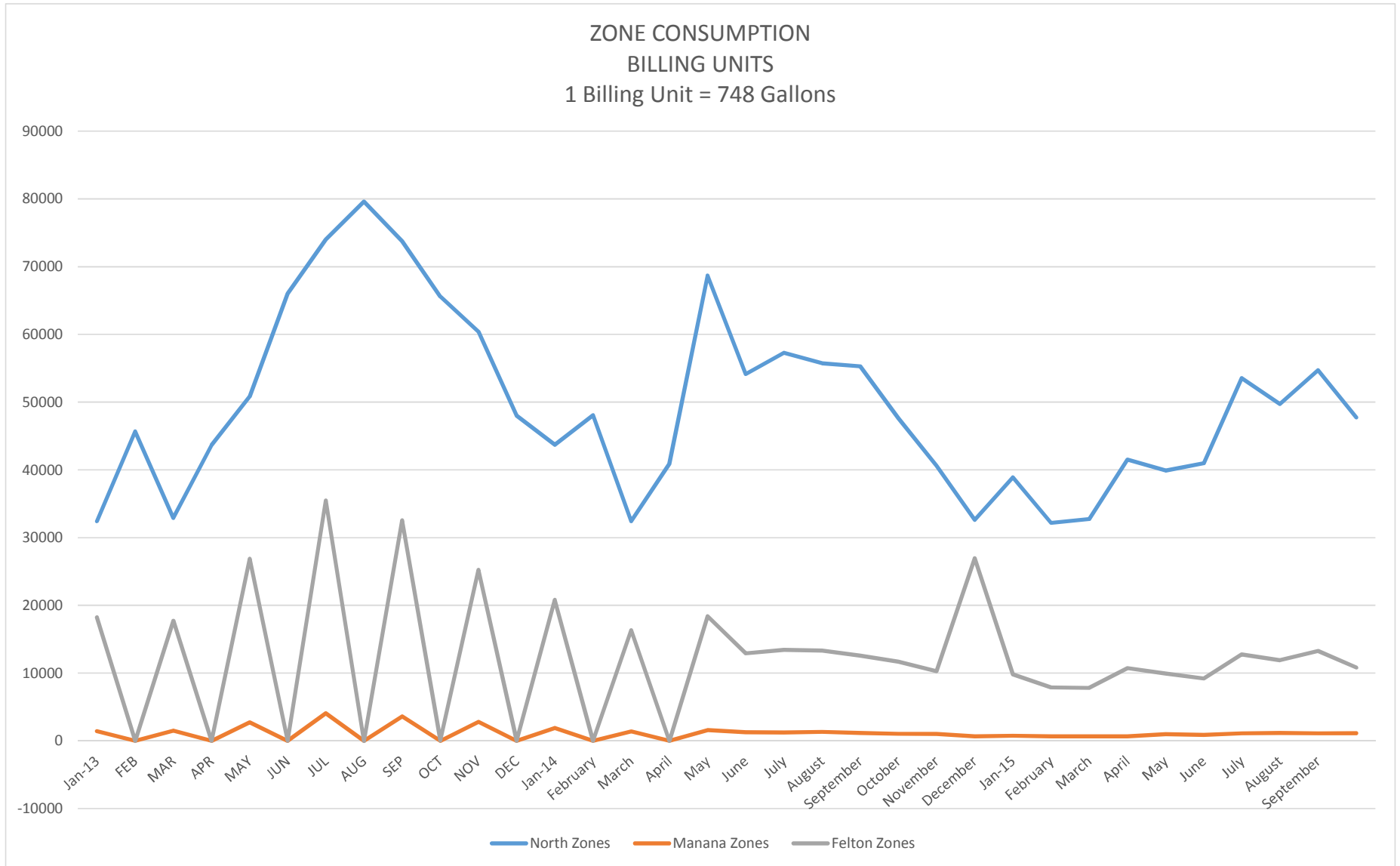
**SAN LORENZO VALLEY WATER DISTRICT
LOMPICO INTERTIE
OCTOBER 2015**



Month / Year	2014	2015
January		32,164
February		32,912
March		65,076
April		365,540
May		3,740
June	44,800	3,740
July		288,728
August	5,984	55,934
September	9,724	32,252
October	17,204	454,036
November	26,180	
December	254,320	
Totals	358,212	1,334,122

SAN LORENZO VALLEY WATER DISTRICT

Consumption by Zone



SAN LORENZO VALLEY WATER DISTRICT
Consumption by Zone

Zones	Jan-15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	
1	326	311	347	322	397	375	402	458	415	425	
2	83	81	121	183	170	164	189	223	237	221	
3	189	185	203	220	208	237	326	253	291	274	
4	6869	5450	5779	7138	6624	7035	9539	7914	8396	7595	
5	1724	944	1032	1115	1169	1405	1512	1356	1652	1463	
6	60	44	51	49	52	51	52	62	63	60	
7	71	59	64	78	67	68	100	89	114	82	
8	4567	3788	3864	4590	4438	4849	6115	5352	6775	5380	
9	302	255	287	340	274	293	386	353	466	363	
10	54	41	40	59	55	75	85	68	70	79	
11	649	464	401	538	468	528	709	571	667	654	
12	13	10	12	15	12	15	17	17	17	23	
13	437	270	298	391	350	390	508	383	507	407	
14	516	415	428	589	514	538	689	595	2385	617	
15	8	8	15	20	17	18	27	14	44	23	
16	8729	7826	8767	10388	10232	10971	13128	13307	14181	13525	
17	282	217	214	258	226	281	268	258	314	234	
18	827	673	674	810	705	717	911	776	962	755	
19	284	246	256	312	264	261	317	280	373	278	
20	742	597	605	823	761	732	1018	889	940	1013	
21	3367	2493	2587	3317	3984	3259	5163	5226	4947	4679	
22	7333	6458	5402	8115	7125	7006	9817	9032	9940	7359	
23	720	761	716	1160	937	979	1331	1187	1561	1327	
24	736	584	592	684	867	715	935	1063	929	929	
25	576	524	506	667	774	701	857	920	877	884	
26	154	132	141	165	202	177	219	220	201	225	
27	25	17	21	18	14	15	20	22	36	23	
28	264	227	206	276	288	259	322	374	364	208	
29	158	130	125	179	140	154	234	198	243	185	
30	239	193	191	268	286	231	333	256	307	271	
31	7477	6048	5906	8188	7683	7018	9736	9279	10208	8432	
32	231	176	210	236	207	212	268	244	359	275	
33	1446	1108	1175	1590	1346	1350	1877	1548	1772	1445	
	49,458	40,735	41,236	53,101	50,856	51,079	67,410	62,787	70,613	59,713	
								TOTAL	546,988		

	Jan-15	February	March	April	May	June	July	August	September	October
North Zones	38888	32180	32755	41514	39916	40962	53544	49726	54707	47765
Manana Zones	755	673	668	668	990	893	1096	1162	1114	1132
Felton Zones	9815	7882	7813	10737	9950	9224	12770	11899	13253	10816

SAN LORENZO VALLEY WATER DISTRICT
Consumption by Zone

Zones	Jan-14	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
1	0	911	0	686	616	548	514	562	492	457	411	300
2	0	397	0	279	228	197	190	214	217	149	167	92
3	0	577	0	422	373	284	311	389	266	310	235	163
4	17	14471	5	12306	10732	9023	9868	9573	8845	8286	6338	5540
5	5	2647	-22	2116	1829	1600	1654	1652	1407	1291	1184	854
6	2	104	0	89	71	52	53	51	44	42	45	41
7	0	215	81	134	133	94	106	101	107	89	61	41
8	238	9707	0	8387	5879	5312	6271	5501	6341	5593	4051	3837
9	0	900	0	631	457	496	425	515	419	426	380	221
10	0	106	4	105	101	102	88	94	139	68	51	33
11	0	1533	0	1109	789	716	700	644	725	542	545	379
12	0	22	0	25	29	18	17	20	40	18	19	6
13	2	887	0	721	648	484	561	515	457	472	327	261
14	0	1258	0	902	756	702	761	704	653	691	466	354
15	0	33	11804	30	26	30	32	18	19	19	12	8
16	15851	9694	0	9163	18029	14392	14747	15650	14297	11712	10482	7978
17	0	578	0	490	306	263	302	273	309	260	222	325
18	7	1747	0	1481	1578	947	957	868	1034	799	823	533
19	1	762	0	544	417	317	351	320	363	301	321	194
20	1973	11	1334	15	1487	1060	1203	987	964	971	778	593
21	7125	25	5372	0	6284	4518	4780	4705	4212	3912	3450	3327
22	16003	11	12196	2	14711	10524	10920	10121	11515	9124	8293	6193
23	2451	0	1634	0	1960	1700	1315	1264	1472	1215	1045	730
24	33	1474	31	1286	1260	920	1172	990	969	894	927	604
25	1435	0	1049	0	1172	1008	973	1025	909	830	777	514
26	404	0	300	0	348	250	245	286	237	210	206	133
27	49	0	40	0	47	21	23	22	22	19	31	12
28	730	0	541	0	602	412	375	466	345	355	326	229
29	311	0	182	0	317	248	286	257	248	247	173	138
30	640	0	457	0	526	355	414	319	300	333	246	183
31	15707	3	12246	1	13736	9945	10294	10341	9717	8968	7894	25290
32	289	0	345	0	426	260	266	243	276	229	241	155
33	3134	0	2584	0	2782	1690	1802	1700	1683	1555	1424	966
	66,407	48,073	50,183	40,924	88,655	68,488	71,976	70,390	69,043	60,387	51,951	60,227
											<u>Total 2014</u>	<u>746,704</u>

	Jan-14	February	March	April	May	June	July	August	September	October	November	December
North Zones	43708	48070	32439	40923	68699	54161	57298	55731	55306	47641	40633	32607
Manana Zones	1888	0	1389	0	1567	1279	1241	1333	1168	1059	1014	659
Felton Zones	20811	3	16355	1	18389	12910	13437	13326	12569	11687	10304	26961

SAN LORENZO VALLEY WATER DISTRICT
Consumption by Zone

Zones	Jan-13	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
1	0	742	0	684	0	375	0	1315	0	1267	2	1204
2	0	174	0	199	0	164	0	631	0	519	0	458
3	0	436	0	399	0	237	0	814	0	850	5	676
4	1	14856	0	13189	16	7035	5	25687	18	20923	8	15756
5	0	2782	0	2430	3	1405	1	4676	5	3612	0	2820
6	0	100	0	90	0	51	0	157	0	104	0	82
7	0	118	0	147	0	68	0	333	0	297	0	266
8	52	9308	19	9210	60	4849	52	15349	107	12132	123	9060
9	0	622	0	701	0	293	0	1671	0	1289	0	907
10	0	231	0	66	0	75	0	278	0	188	0	152
11	0	1144	2	1180	9	528	0	2131	0	2353	6	1613
12	0	18	0	20	0	15	0	47	0	42	0	39
13	0	694	0	668	14	390	0	1420	2	1117	0	828
14	0	1024	0	981	0	538	0	2144	0	1648	5	1251
15	0	13	0	33	0	18	0	74	0	54	0	37
16	12023	9045	12059	9786	16486	10971	25131	16108	27729	13526	20690	7555
17	0	592	0	569	0	281	0	891	2	707	10	674
18	8	1752	0	1457	0	717	1	2386	0	2001	1	1907
19	2	608	0	538	1	261	5	869	1	842	0	796
20	1203	12	1359	9	2262	732	3325	44	2985	12	2900	11
21	5759	0	5447	3	8307	3259	12741	7	12050	2	9618	0
22	12014	0	12416	0	20676	7006	28212	29	26767	24	23624	0
23	1340	0	1567	0	2932	979	4511	30	4056	9	3360	0
24	26	1408	26	1284	55	715	36	2521	40	2062	29	1902
25	1053	0	1118	0	1773	701	3000	0	2760	0	2136	0
26	302	0	332	0	855	177	937	0	725	0	561	0
27	55	0	65	0	80	15	136	0	121	0	105	0
28	675	0	632	0	970	259	1308	0	935	0	827	0
29	185	0	177	0	436	154	699	0	637	0	464	0
30	514	0	580	0	691	231	991	8	1000	0	765	0
31	13634	0	13424	0	20483	7018	27588	10	25615	12	19096	0
32	239	0	258	0	321	212	307	0	293	0	324	0
33	2978	0	2663	1	3984	1350	4604	-54	4080	58	3777	0
Total	52063	45679	52144	43644	80414	51079	113590	79576	109928	65650	88436	47994
											Total 2013	830197

Zone	Jan-13	February	March	April	May	June	July	August	September	October	November	December
North Zones	32428	45679	32895	43643	50821	66024	74020	79612	73762	65580	60381	47994
Manana Zones	1410	0	1515	0	2708	0	4073	0	3606	0	2802	0
Felton Zones	18225	0	17734	1	26885	14	35497	-36	32560	70	25253	0

San Lorenzo Valley Water District
Emergency Interties 2, 3, & 4
Construction Project Status
October 2015

Notice To Proceed	1/15/15	Contract Value	\$5,733,682.50
Total Contract Duration (Calendar Days)	365	Contract Value Added	\$158,218.86
Time Extensions (Calendar Days)	17	Contract Value Subtracted	(\$200,206.55)
Revised Total Contract Duration (Calendar Days)	382	Contract Value Net Change	(\$41,987.69)
Contract End Date	02/01/16	Revised Contract Value	\$5,691,694.81
Contract Days Elapsed (through meeting date)	286	No. of Change Orders Issued & Approved	15
Contract Days Remaining	96	Pending Change Order#	0

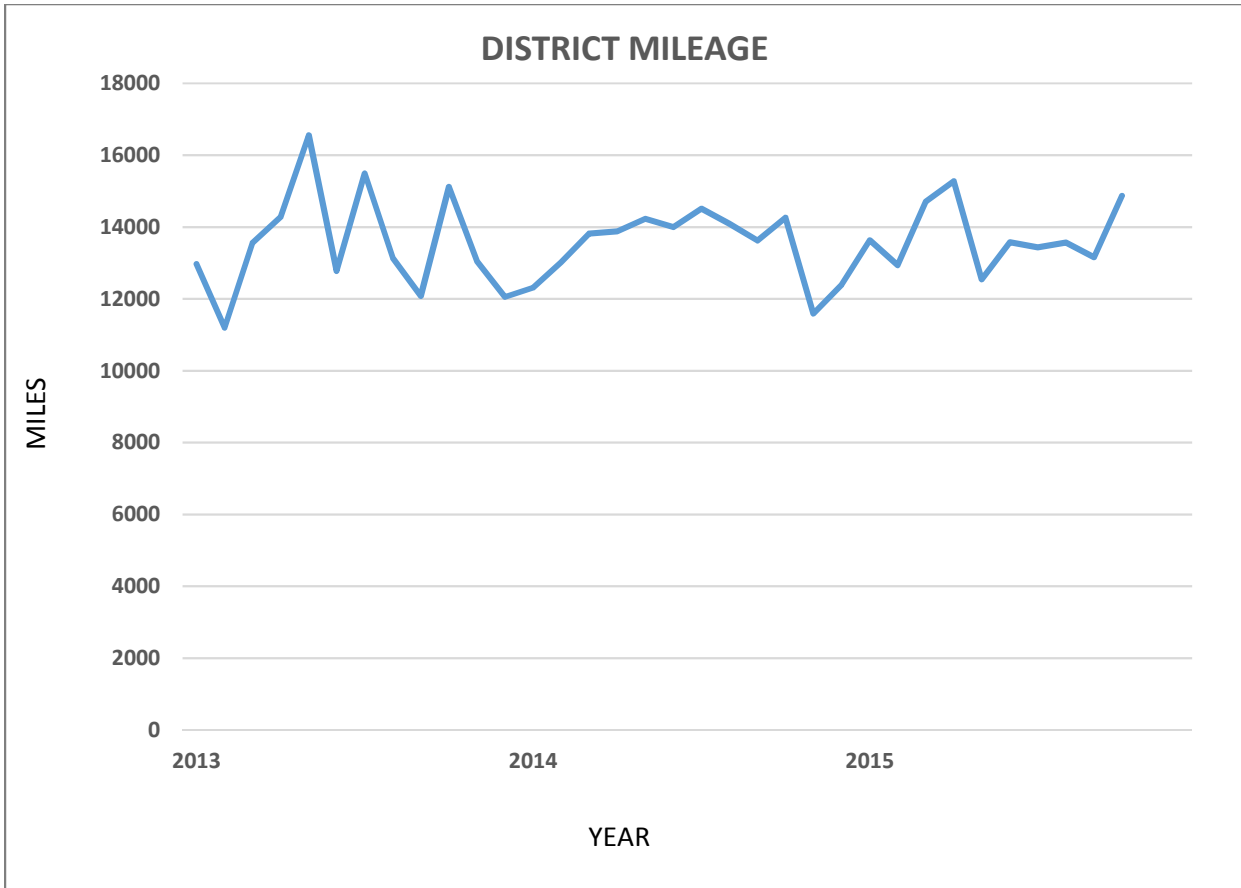
Approved Change Orders

	Description	Increase	Decrease
1	Revisions to contract, order of precedence	0	
2	SCADA Installation Interties ¾	118,286.00	
3	Intertie ¾ Electrical Services	0	
4	Progress payment retention	0	
5	Utility Crossing Station 109+80, 116+75, and 118+40 install pipe above instead of below -	10,005.00	10,005.00
6	Pump station 2/3 add membrane waterproofing to outside face stem wall of the interior.	2,479.40	
7	Pump Station 2, provide pressure gages, remove SCADA control		182,995.00
8	Generator receptacle Intertie No 3/4		2,426.00
9	Relocation of lighting panelboard, additional wiring gutter, and wall mount transformer Pump Station 2	2,788.75	
10	Shallow trench storm drain Lockwood Lane, exploratory potholing and temporary kicker	10,126.20	
11	Install electrical disconnect Pump Station 2	3,049.80	
12	Additional tee and valve at Probation Tank	4,341.17	
13	Seal perimeter of steel plates welded to Conference Drive Bridge. Increase two working days.	7,192.29	
14	Delete CMU block filler and paint		4,780.55
15	Time extension four working days. Roaring Camp Thomas the Train, and water service install	-0-	-0-

CONSTRUCTION UPDATE:

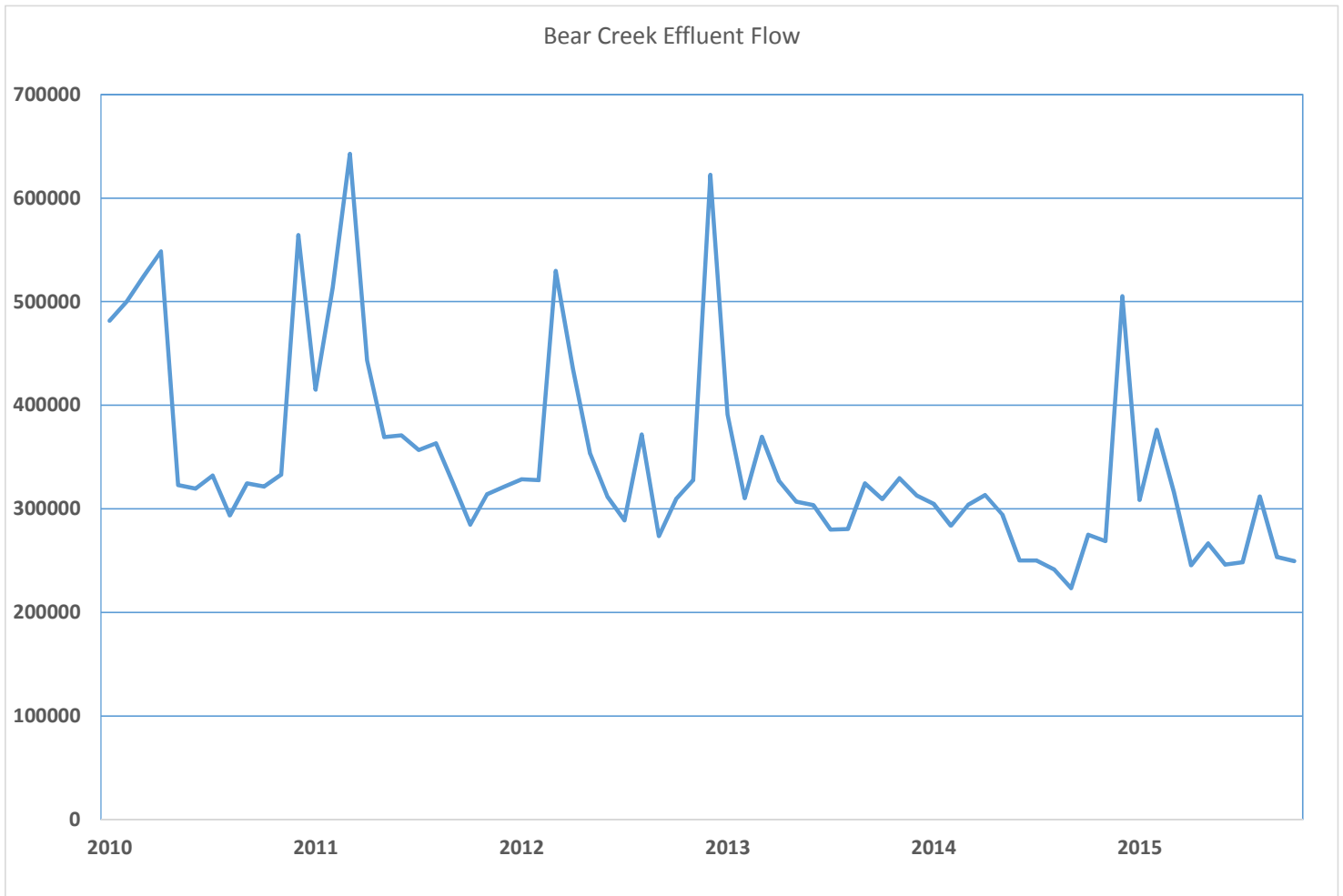
On November 6, 2014 the Board of Directors awarded construction of Interties 2, 3, & 4 to Monterey Peninsula Engineering totaling \$5,733,682.50. During the reporting period the Biologist continued performing Worker Environmental Awareness monitoring for the Mount Hermon June beetle, and Zayante band-winged grasshopper (*Trimerotropis infantilis*), other protected wildlife and plants, as well as their habitat, general provisions and protection plants. During the reporting period the contractor continued with construction of Interties 2 and 3/4 pump stations. Pipeline construction continues on Conference Drive Bridge with the installation of pipeline on the bridge. Pressure testing and disinfection was completed on Graham Hill Road. Roadway paving of Graham Hill Road was completed. Press releases and additional changeable message signs are in use for the road closure along Graham Hill Road to notice traffic. The project has a construction period of 1 year from the date of the notice to proceed and is approximately 85% completed.

SAN LORENZO VALLEY WATER DISTRICT VEHICLE MILEAGE OCTOBER 2015



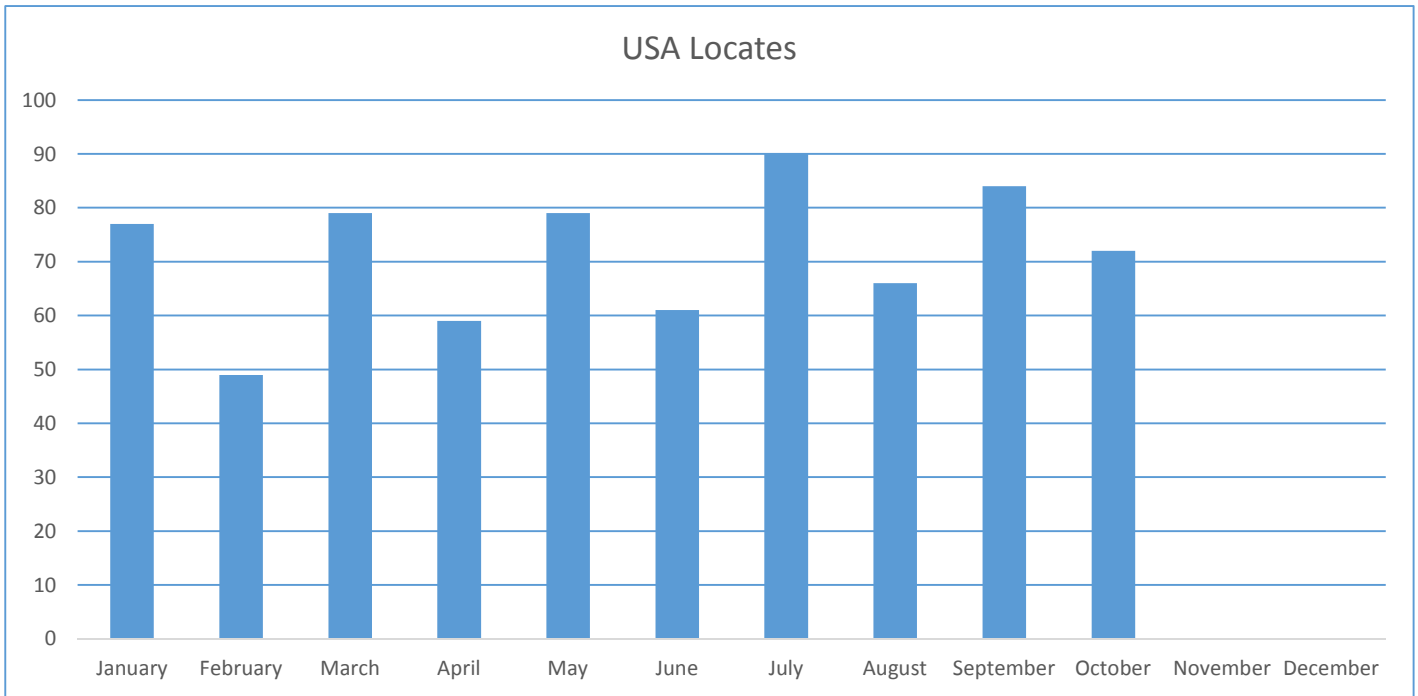
Month	2013	2014	2015
January	12,976	12,317	13,633
February	11,201	13,015	12,934
March	13,558	13,817	14,714
April	14,283	13,883	15,279
May	16,560	14,228	12,550
June	12,780	14,000	13,582
July	15,497	14,519	13,441
August	13,136	14,096	13,569
September	12,087	13,622	13,137
October	15,120	14,261	14,868
November	13,046	11,594	
December	12,060	12,394	
Totals	162,304	161,746	137,707

SAN LORENZO VALLEY WATER DISTRICT
 BEAR CREEK ESTATES WASTEWATER
 OCTOBER 2015



Month/Year	2010	2011	2012	2013	2014	2015
January	481,500	414,900	328,500	391,200	304,700	308,500
February	500,000	513,700	327,600	310,100	283,800	376,100
March	524,500	642,800	529,700	369,500	303,800	316,100
April	548,400	443,400	435,300	326,800	313,200	245,500
May	322,900	369,200	353,200	306,900	294,400	266,700
June	319,300	370,800	311,900	303,300	250,000	246,200
July	332,100	356,800	288,900	297,800	250,000	248,200
August	293,700	363,400	371,800	280,400	241,500	311,900
September	324,600	324,400	273,600	324,600	223,300	253,500
October	321,400	284,700	309,400	304,900	274,900	249,300
November	332,900	314,100	327,700	329,600	268,900	
December	564,200	321,500	622,500	312,900	505,100	
Totals	4,865,500	4,719,700	4,480,100	3,858,000	3,513,600	2,822,000

**SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
OCTOBER 2015**



<u>Month</u>	<u>Number of Locates</u>
January	77
February	49
March	79
April	59
May	79
June	61
July	90
August	66
September	84
October	72
November	
December	
Total to Date	716

USA North provides a free and effective Damage Prevention Service that protects our citizens, our communities, our environment, our essential public services, and our underground facilities in Central / Northern California and all of Nevada. USA North began operation in May of 1975 and incorporated as a Non Profit Mutual Benefit Corporation in 1986. Our purpose is to receive planned excavation reports that will begin within the next 14 calendar days from homeowners, excavators, or professional contractors and transmit those planned excavation reports to all participating members of USA North who may have facilities at that excavation site.

Our members will

- 1) mark or stake the horizontal path of their facility,
- 2) provide information about the location of their facility, or
- 3) advise the caller of clearance, for facilities that they



MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Environmental Status Report
DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Environmental Department status report.

BACKGROUND:

WATERSHED MANAGEMENT

Staff is coordinating permits for the long term broom management on the Olympia Watershed. Staff will be issuing an RFP for CEQA documents to be developed following the finalization of the Management Plan.

NOAA MULTISPECIES PUBLIC DRAFT RECOVERY PLAN: CENTRAL CALIFORNIA COAST STEELHEAD DPS

Staff is preparing comments on the NOAA Multispecies Recovery Plan. Comment period has been extended from December 4th to January 18, 2016. Don Alley is providing comments which will be discussed at the January Environmental Committee Meeting.

2015 URBAN WATER MANAGEMENT PLAN (UWMP)

Guidelines for the 2015 UWMP were released November 19th. Staff has reviewed the guidelines and will be attending a Department of Water Resources Workshop on December 7th in Oakland. An RFP for the UWMP is expected to be issued by January 2016.

GRANT PROGRAMS

Staff has administered the contracts for the two Data Collection/Restoration Grants awarded.

1. Greening & Associates - to write a management plan for invasive woody Broom species and Acacia that crowd unique native Sandhills /Sand Parkland communities.
2. Pathways for Wildlife - to inventory and monitor species richness and abundance on the District's Olympia Watershed property.

Staff is preparing for the 2016 Classic Watershed Education Grant series, which will begin January 2016.

PROBATION TANK MITIGATION

Following unanimous board approval of the Draft HCP for the Probation tank replacement on August 20, 2015, it has been submitted to the United States Fish and Wildlife Service (USFWS) for review. USFWS has confirmed the receipt of the HCP and notified the District that they are backlogged and will not have an opportunity to review the HCP until December 2015. Staff will follow up with the USFWS at that time. Construction has not yet been set due to permitting constraints.

WATER CONSERVATION

The first quarter of fiscal year 2015/16 proved to be extremely successful for the water conservation rebate program. So much so that the budget of \$20,000 was expended and the Board voted to add an additional \$41,000 to the budget to cover the rebate applications already accepted and in process. On October 15th the board voted to suspend the Water Conservation Rebate program until fiscal year 2016/17. Nevertheless, customers have continued to contact the District requesting rebates, and are being asked to come back in July 2016. This will result in another flood of rebate applications in the first quarter of the coming fiscal year when the rebate program is reinstated.

2015 being the 4th consecutive year of drought, and the 7th year of drought in the past nine years, the District realized water resources in the Valley are extremely strained. Having the rebate program suspended for most of the year presents a missed opportunity in a time when our customers are highly motivated to use water efficiently, and are most prepared to invest in infrastructure improvements to see water savings in their homes.

On November 10th staff brought to the Environmental Committee a Commercial Water Conservation Rebate Program Proposal to offer an incentive to the District's largest water consumers to reduce their water use. The proposal was to offer a rebate of \$5 per unit for a sustained 20% reduction of water usage after one year of demonstrated conservation up to \$2500 per facility. The district could see large savings. The proposal was tabled until a later date when the budget is more supportive.

Staff continues to work with Ecology Action on the commercial/institutional audit program to be focused on the top 15 water users. The Audit program has initiated and Staff will bring findings to the Board upon completion.

Staff continues to coordinate with the Water Conservation Coalition for a collaborative regional public outreach campaign. The District continues to support Cabrillo College water conservation/landscape course work. Spring classes are scheduled to begin in March. Registration deadline is February 29th at:
<http://www.cabrillo.edu/services/extension/green.html>

FALL CREEK FISH LADDER

Staff is now managing the project, updating consultants, engineers, and agencies on the progress and ensuring milestones are met to ensure construction for the project will be summer 2016. District staff have reviewed the design plans and specs for the Fall Creek Fish Ladder and submitted plans to the Permit Coordination Program at RCD. A timeline has been established for the project. Staff is working with design consultants, permit coordinators, State, Local and Federal agencies to move the project through the permit phase. Construction is scheduled to begin June 15, contingent on wildlife surveys and may have to be delayed to August 1 if nesting birds are present on site.

PUBLIC OUTREACH/ DROUGHT OUTREACH

- eNewsletters are sent out to over 3000 customer email addresses monthly or bi-monthly.
- The District Facebook page and website are updated regularly (3-5 times per week).
- Media Alerts have been published in local papers regarding:
 1. Construction and traffic delays on Graham Hill and Zayante Roads
 2. Demolition of the Prosser Building
 3. Winter Preparedness
 4. Prop 218 Results following the Nov. 19th hearing.
 5. RFP for Cost of Service Study
 6. Emergency Notification Sign-up Now!
 7. Online Bill Pay
 8. Expect to see rate increases from the 2013 rate increase as well as the Drought Surcharge on January bill

The San Lorenzo Valley Water District Board unanimously approved a Drought Recovery and Water Capital Surcharge

Posted: Wednesday, November 25, 2015 7:13 pm

The San Lorenzo Valley Water District Board unanimously approved a Drought Recovery and Water Capital Surcharge By Suellene Petersen

On Thursday, November 19, the San Lorenzo Valley Water District's Board of Directors conducted a public hearing to give customers the opportunity to protest the proposed rate increase of \$1 per every unit of 748 gallons of water consumed. If written protests against the proposed surcharge had been filed at or prior to the end of the protest hearing by a majority of the affected property owners, the District Board would not have approved the surcharge.

If 3,722 plus one customers had remitted signed protests against the increase, the surcharge would have failed. Only 132 signed protest letters had been received.

During the discussion period several people verbalized the reasons for their protests. Some people stated that the surcharge should be directed only to people who had high water consumption and should not be used to punish those who conserved water. Other people said they did not see any end provided for the surcharge and were concerned that it would become a permanent charge.

Becky Fitzgerald of Ben Lomond had asked Brian Lee, SLVWD District Manager, about the proposed surcharge in an earlier phone conversation. She said, "Mr. Lee informed me that the surcharge was temporary and there were "multiple off-ramps" for ending it, such as when the drought ended, or when the projects were completed. While pleased to learn the surcharge would be temporary, I became less pleased when considering the possible "off-ramps." There is no firm end date."

Fitzgerald explained, "The amount of the surcharge seems innocuous, a dollar a unit. The average use is four units, so our bills would raise \$4 a month. It seems small, until one does the math. There are roughly 7500 customers who would pay \$4 extra dollars a month, which works out to \$30,000 a month, or \$360,000 a year - certainly not chump change."

"Personally, I say until there are some firm end-dates given, I am against the surcharge. Maybe we do need to pay more for our water, but having an open-ended blank check in the form of a surcharge that has no certain end, seems foolish. The SLVWD has not had the best reputation in the past, and the present board needs to prove itself," said Fitzgerald.

Lee must have taken these comments to heart because part of the resolution that the Board passed included this language:

"BE IT FURTHER RSOLVED 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 listed in the November 19, 2015 Board Agenda Memo are completed or completely funded.
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.”

The San Lorenzo Valley Water District Board of Directors unanimously approved a Drought Recovery and Water Capital Surcharge. The increase of \$1.00 per unit of water sold goes into effect January 1, 2016. The intent of the surcharge is to collect sufficient revenue to fund capital projects that the District has committed to finishing.