



NOTICE OF LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING

Responsible for review of matters of revenue and expenses directly related to Assessment District 2016-1 projects.

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a meeting of the LADOC to be held Tuesday, February 26, 2019 at 5:30 pm at the Operations Building, 13057 Highway 9, Boulder Creek, California.

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications
This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Committee can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of this committee. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications.
3. Old Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agendized items.
 - A. REVIEW DRAFT COPY OF UPDATED LADOC CHARTER
Discussion and possible action by the Committee regarding the draft LADOC charter.
4. New Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agendized items.
 - A. LADOC MISSION STATEMENT
Discussion and possible action by the Committee regarding the addition of the Mission Statement to the header of the LADOC meeting agendas.
 - B. QUARTERLY LADOC FINANCIAL REPORT
Discussion by the Committee regarding the 2nd Quarter 2018-19 LADOC financial report presented by S. Hill.
 - C. QUARTERLY LADOC PROJECT UPDATE
Discussion by the Committee regarding the 2nd Quarter 2018-19 project update presented verbally by R. Rogers.
 - D. PLAN FOR PREPARING AND PUBLISHING QUARTERLY, ANNUAL AND INCEPTION TO CURRENT YEAR-TO-DATE LADOC PROJECT AND FINANCIAL REPORTS
Discussion by the Committee for delivery of comprehensive reports to the public and specific time-lines, tasks and target dates.
 - E. GRAND JURY REPORT REQUEST OF ASSISTANCE OF EXPERT IN ASSESSMENT DISTRICT OVERSIGHT

Discussion by the Committee regarding need for assistance and how to involve the District.

F. PUBLIC OUTREACH PROGRAM

Discussion by the Committee regarding outreach to the Lompico community on their requirements/concerns for LADOC.

5. Informational Material:

- o Minutes from 1.28.19 LADOC Workshop meeting
- o Draft of LADOC Charter updated with changes
- o Example of agenda with single line charter in header
- o LADOC 2nd Qtr. 2018-19 Financial Report

6. Adjournment

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

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

Certification of Posting

I hereby certify that on February 21, 2019, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Administration Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on February 21, 2019.

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

Lompico Assessment District Oversight Committee
Minutes of Special Meeting January 28, 2019
held at Zayante Fire Station, 2700 E. Zayante Road, Felton CA

CHARTER WRITING WORKSHOP

The meeting was called to order at 5:35 p.m.

All five committee members were present: Chair Toni Norton, Vice Chair Mary Ann LoBalbo, Jenni Gomez, John Wright, and Debra Loewen.

Staff attending: District Manger Rick Rogers, and Finance Manager Stephanie Hill.

Board Members attending: Board President Lois Henry, Director Bob Fultz.

Toni Norton welcomed all attending this workshop. Debra Loewen agreed to take minutes.

Oral Communications: none

Debra was welcomed by the Chair as the newest appointed member to the committee.

The Chair led the committee in a workshop review of the five charter ideas, one submitted by each member, with discussion and input from staff and the public, going section by section. Participating members of the public included Chuck Baughman, Ed Frech, and Pete Norton. Board members offered the committee support in drafting this charter per the 2018 Grand Jury recommendations.

Elements discussed and agreed upon by consensus of the committee were unified and incorporated into one master document as a template, to be drafted for final review of the committee at their next meeting.

Toni proposed that two members work on the draft for presentation.

Jenni Gomez made a motion for Toni Norton and Debra Loewen to compose the draft; seconded by John Wright. The motion carried unanimously.

The District Manager requested a copy be sent to him as soon as available, as well as the District Secretary, to be included in the next committee meeting agenda packet.

Next Meeting date: Stephanie Hill said the next LADOC quarterly financial report is due to be presented at the end of February; a tentative meeting date was set for February 26 at 5:30 pm, with alternate date Feb 27, to be determined on checking schedules. This meeting will take place at the district's Boulder Creek Operations building.

The meeting adjourned at 7:47 pm.

Lompico Assessment District Oversight Committee
San Lorenzo Valley Water District

Committee Established

The Board of Directors (the “Board”) of San Lorenzo Valley Water District (the “District”) established the Lompico Assessment District Oversight Committee (the “Committee”), LADOC, in accordance with LAFCO resolution 953-A, commonly known as the Merger Document. On May 4, 2016, Lompico property owners voted in favor of a 10-year assessment district (AD 2016-1) to generate \$2.75 million in revenue to repair, replace and upgrade infrastructure in the Lompico service area, as part of annexation to the District. The resolution was amended from a “bond” to an “assessment” as the revenue source. The annexation went into effect on June 1, 2016.

Comment [D1]: Chgd from “for the” TD rvw 2-5

The first five members of a Lompico Oversight Committee were seated on July 21, 2016 by board action, in accordance with provisions of amendment to Section 14 of the Board Procedure Manual (May 19, 2016) and duties hereby amended on January 28, 2019. Many of these changes were initiated due to recommendations outlined in the Grand Jury Report “Encouraging the Flow of Information to the Public”, published May 31, 2018. The Committee shall have the purposes and duties set forth in these guidelines.

Comment [D2]: Brk into new sentence, add “the annexation” TD rvw 2-5

Comment [D3]: TN2.10 rmv originally and add first five

Comment [D4]: Being new Paragraph; TD rvw 2-5

Comment [D5]: Rmvd TD rvw 2-5

Comment [D6]: Date of adoption by committee, insert here

Comment [D7]: TN2.10 rmv according to; st new sentence Many f

Comment [D8]: Added per workshop pg 2 Agenda Pkt Section 2

Comment [D9]: TN2.10 rmv oversight, added to sentence earlier

Comment [D10]: Amend per workshop

Comment [D11]: Rmv date, TD rvw 2-5; cited above already, dif date

Purpose

The purpose of the Committee is to review and oversee income and expenses related to construction projects in Assessment District AD-16 Engineer’s Report, to serve as liaison for customers residing within the Assessment District boundaries of the former Lompico County Water District, and to inform the Board and public at least annually concerning the revenue and expenditure of assessment district proceeds (the “Assessment District Proceeds”) and projects approved by the voters of Lompico within AD-16, by issuing a written report.

Mission

To serve as a Liaison between the Lompico Assessment District customers and the District. To strive to advocate for the community and obtain answers to questions and concerns regarding Lompico Assessment District expenditures and projects.

Comment [D12]: Per workshop, add from pg 20, change to “to”

Commitment to Excellence. The Committee is committed to applying the highest standards to public outreach, research and reporting, with excellent representation on behalf of AD-16 property owners, exemplifying the District’s commitment to transparency and support.

Comment [D13]: Per workshop moved from pg 18 to Mission Strmnt

Duties

To carry out this stated purpose, the Committee shall perform the following duties:

Attend Training. Members are responsible to attend training as outlined under Staff Support, items 7 and 8, and any other training the Committee requests.

Comment [D14]: Workshop add from pg 22 agenda pkt

Review Expenditures. The Committee shall review the proposed and current expenditures to ensure that Assessment District Proceeds are expended only for purposes as set forth in the Assessment District ballot measure and Engineer's Report.

Comment [D15]: Td rvw 2-5

Review Projects. The Committee shall review quarterly the Lompico Assessment District Improvement/Projects Update report as provided by Staff.

Comment [D16]: TD rvw 2-5: omit; see under Staff Support

Review Website Items. The Committee shall recommend and monitor items to be placed on the District website, or shall retain a separate website, upon approval by the board, for posting items.

Comment [D17]: Workshop from pg 23 2nd prgh under Dutes

Annual Report. The Committee shall present to the Board an annual written report (the "Annual Report") which shall include the following:

Comment [D18]: DL Recommend adding

- 1) A statement indicating whether the proposed Assessment District expenditures are in compliance with the requirements as set forth in the Assessment District ballot measure Engineer's Report
- 2) A statement indicating whether the prior fiscal year Assessment District expenditures have been reviewed by the Committee and are in compliance with the requirements as set forth in the Assessment District ballot measure Engineer's Report. Said statement shall include an itemization and summary of the prior fiscal year Assessment District revenues and expenditures. Included in the itemization and summary shall be information on loans related to AD-16, if any, including terms, interest, and balances.
- 3) Any other information the Committee deems is useful for furthering understanding of Assessment District revenue and expenses, projects, funding, history, or purpose.
- 4) *The Annual Report shall be based on the District Fiscal Year, and will be completed as soon as possible after June 30 each year, presented using preliminary financial data.*

Comment [D19]: Per workshop discussion, recom by Stephanie to use prelim #s rather than audited, due to time delay.

Authorized Activities

In order to perform the duties as set forth, the Committee may engage in the following authorized activities:

- 1) Make annual and/or quarterly recommendations to the Board on finance and budget matters pertinent to projects funded by the Assessment District.
- 2) Upon request by the Committee when deemed useful, inspect district facilities or timelines and plans for which Assessment District Proceeds have been or will be expended, in accordance with any access procedure established by the General Manager or designee and report quarterly and/or annually to the public and Board.

Any Committee requests for copies or inspection of District records shall be made in writing to the General Manager or designee.

Committee Membership

Number. The Committee shall consist of five members representing various backgrounds, for the purpose of providing a range of experience and oversight.

Qualification Standards:

- 1) To be a qualified member of the Committee, a person must
 - a) Reside within the boundaries of the former Lompico County Water District, AD-16, be at least 18 years of age, and a citizen of the state in accordance with Government Code section 1020.
 - b) Not be an employee or elected official of San Lorenzo Valley Water District, and
 - c) Not be a **current** vendor, contractor, or consultant of the District.
- 2) If a person fails to meet the qualification standards set forth above at any time during the term of service, such member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in the Section below.

Comment [D20]: Workshop: Stephanie's suggestion

Appointment The Board shall appoint members to the Committee as necessary. Prior to appointment, the General Manager shall conduct a selection process to ensure that each person appointed meets the qualification standards as set forth herein. All committee appointments will be made by the Board. When an appointment is necessary to fill a vacancy, the General Manager shall immediately post a notice as per procedure outlined in the Board Policy Manual.

Time Commitment. In addition to standard meetings, committee members should plan on additional time requirements to prepare reports and present to the public. The Committee may schedule workshops, or establish sub-committees with additional public members as needed for research and report preparation.

Comment [D21]: DL recommendation: Added from page 22

Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy as herein stated, following.

Comment [D22]: Per workshop Stephanie says District no longer requiring; cut

Term. Each member of the Committee shall serve for a term of minimum one year, to be reviewed by the Board each year at the December meeting, or soon thereafter. Terms shall be alternated as possible to enable continuation of the Committee by experienced members to help carry on the work of the Committee.

Comment [D23]: Workshop: Rick's recommendation

Removal; Vacancy. As per District Board Policy, committee members serve at the pleasure of the Board. Upon the removal or resignation of a member, his or her seat shall be declared vacant. The Board shall fill any vacancies on the Committee in accordance with the appointment process that has been set forth. Vacancies shall be filled within 45 days, or as soon as possible.

Comment [D24]: Workshop: timeline OK'd by Rick

Compensation. The Committee members shall not be compensated for their services or reimbursed for their expenses.

Meetings of the Committee

Regular and Special Meetings. The Committee shall establish a schedule for the date and time of regular meetings and/or special meetings, both as deemed necessary by the Committee, and shall determine when and where they shall meet within the District.

Annual Meetings. The Committee shall establish a date and time for its annual meeting, to be held within the District.

Procedures. All meetings shall be open and public in accordance with the Ralph M. Brown Act (the "Brown Act"). Meetings shall be conducted according to such procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Agendas. The Committee Chair will be responsible for providing a deadline to committee members for agenda items prior to each meeting. Committee members will email their agenda items to the Chair in time to meet the deadline. The chair will prepare agenda items and submit to the District in a timely manner to meet preparation and posting by the District Secretary.

Minutes. The Committee will use the summary form of minutes. All meetings will be recorded. Both minutes and meeting recordings shall be available online at the District website.

Comment [D25]: Per workshop, add from pg 21

Comment [D26]: Per workshop, add from pg 22

District Support

The District shall provide to the Committee necessary technical and administrative assistance as follows:

- 1) An oral and/or written review and report by the District Manager, Operations Manager, Finance Manager, or other Staff as requested, of all current financial and construction activity pertaining to AD-16 projects funded by the Assessment District Proceeds, at least quarterly for Committee Meetings. The District shall supply additional background information to the Committee upon request.
- 2) Preparation of and posting of public notices as required by the Brown Act ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Board.
- 3) Provision of a meeting room, including any necessary audio/visual equipment
- 4) Preparation and copies of any documentary meeting materials, such as agendas, minutes and reports.
- 5) Retention of all Committee records and provide public access to such records
- 6) Posting on the District website under LADOC heading: all items above, plus other items as requested relating to AD-16 revenue and expenses, project descriptions, update of construction and/or schedules, and Committee and Staff reports; to provide a link on

Comment [D27]: TD Rvw 2-5

Comment [D28]: TD rvw 2-5 rmv . Recommendation that the District additionally make and use signs to improve public notice of meetings or vacancies, as Lompico Canyon has a single access.

Comment [D29]: TD rvw 2-5

Comment [D30]: Recommend add this phrase

the District website for a separate Committee website as may be approved by the Board.

- 7) The District shall provide training to all Committee members within two months of this amendment, and thereafter within one month of being appointed. Such training or materials shall include Brown Act, Conflict of Interest, and any other training as deemed useful and requested by the Committee.
- 8) The District shall provide training in Assessment District procedures by a qualified third-party professional who is an expert on Assessment District finance and construction law, and shall make such expert available to the Committee as requested by the Committee to answer questions on an Assessment District.
- 9) The District Manager shall form and facilitate a procedure to support Committee access to the District's Attorney and/or Auditor should there be legal questions on these guidelines or other issues directly relating to AD-16 revenue and expenses.
- 10) The District shall appoint one board member to serve as liaison to the Committee, to be approved by both the Board and Committee, and reviewed after a one-year term, or earlier if requested by the Committee. The board member shall have no power to vote on or direct Committee actions, but is there to assure the uninterrupted and full support of the General Manager or designated staff to the Committee to enable carrying out their duties. A preference is for this appointee to be the Board President.

The District shall not use any Assessment District Proceeds to provide the support set forth in this Section.

Officers

The Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent, such positions shall be reviewed annually. The duties of the Chair shall be to prepare items for the agenda, and moderate the meetings of the Committee to insure an orderly flow of information and ideas.

Changes to Guidelines

Any changes to these charter guidelines proposed by the Committee shall require approval by the Board.

Termination

The Committee shall automatically terminate and disband when all Assessment District Proceeds are spent, accounted for and a final report issued. The term of the Assessment for AD-16 is ten years, unless otherwise reduced and revised, starting on June 1, 2016.

Applicability of California Law

The Committee is established by the District in compliance with the Engineer's Report for Lompico County Water District ballot measure finalized on May 4, 2015, and LAFCo

Comment [D31]: TD row 2-5; Toni will talk to Rick

Comment [D32]: Rick's suggestion at workshop; TD row 2-5 Toni will ask Rick if wording OK

Comment [D33]: Rick's suggestion at workshop

Comment [D34]: Workshop: Pete rephrasing apprvd

Comment [D35]: TD row 2-5 add final report issued

Resolution 953-A for Dissolution and Annexation to San Lorenzo Valley Water District. Nothing in these guidelines shall be interpreted in a manner that is inconsistent with the provisions of this resolution, ballot measure and Engineer’s Report.

Lompico Assessment District Oversight Committee Ethics Policy Statement

Conflict of Interest. A Committee member shall not make or influence a District decision related to 1) any contract funded by Assessment District Proceeds, or 2) any construction and/or land acquisition project which will benefit a Committee member’s outside employment, business, or personal finances or benefit an immediate family member.

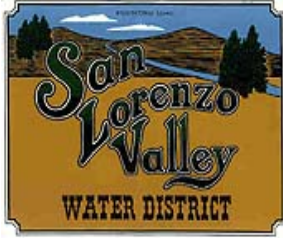
Outside Employment. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to 1) any District contract funded by Assessment District Proceeds, or 2) and District construction and/or land acquisition project. A Committee member shall not make or influence a District decision related to any construction and/or land acquisition project involving the interests of a person with whom the member has an agreement concerning current or future employment or remuneration of any kind. For a period of two years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to a) bidding on projects funded by the Assessment District Proceeds, and b) any construction and/or land acquisition project.

Commitment to Uphold Law. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the policies procedures, rules and regulations of the District.

Commitment to District. In carrying out Committee duties, a Committee member shall place the interest of the District above any personal or business interests of the member.

Comment [AN36]: Removed Executive Summary to be introduced at a later date when all members are contributing.

Comment [D37]: Moved to Mission Statement



NOTICE OF LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING

Responsible for review of matters of revenue and expenses directly related to Assessment District 2016-1 Projects.

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a special meeting of the Lompico Assessment District Oversight Committee to be held **Thursday, January 4, 2018 at 1:00 p.m.** at the SLVWD Board Room, 13057 Highway 9, Boulder Creek.

AGENDA

CONVENE MEETING/ROLL

ORAL COMUNICATIONS

REVIEW OF MINUTES

MINUTES FROM LADOC 10/5 MEETING

Review and discuss recommended revisions to 10/5 minutes

MINUTES FROM LADOC 11/15/17 MEETING

Review and discuss LADOC 11/15/17 minutes

OLD BUSINESS

REVIEW, DISCUSS AND POSSIBLY TAKE ACTION REGARDING FINANCE REPORTS PRESENTED AT 11/15 LADOC

- o **Temporary SCADA system**-Discuss and possibly vote to take action regarding SLVWD's decision to charge Assessment for both Temporary and final permanent SCADA solution.
- o **Line Replacement Method**-Discuss and possibly take action regarding the SLVWD method of replacing and charging Assessment for Line Replacement costs. Currently the SLVWD's plan is to replace them, when necessary, as they break. So far we have not seen any of these expenses. SLVWD is working on a method to identify and book these costs.
- o **Discrepancy between preliminary Finance Report and Final-post audit-Finance Report**-Discuss the discrepancy between the preliminary Finance Report and the Final Post-audit Finance report. Post Audit meter figures are higher. We anticipated a drop due to less labor hours. Discuss possible action.

NEW BUSINESS

ELECTION OF OFFICERS

- Discussion and possible action by the Committee regarding election of officers.

POSSIBLY TAKE ACTION TO REVISE 10/5 MINUTES

- An objection to the verbiage that the LADOC has no friends on the SLVWD Board. Possibly delete or revise the verbiage.

DISCUSSION REGARDING OBTAINING EXPERT ADVICE OR ADDL KNOWLEDGE REGARDING ASSESSMENT DISTRICTS

- Discuss info obtained from Bruce McPherson's assistant regarding gaining Assessment District Expertise.

-Possibly establish committee which can invest time in researching the information available at state and county websites.

DISCUSS SUGGESTION BY LADOC MEMBERS TO CHANGE FORMAT OF MINUTES

- Discuss Lydia and Ruth's recommendation to change format of LADOC minutes to "Action Items only."

INFORMATIONAL MATERIAL (see attached)

- o **Oct 05, 2017 LADOC Minutes**
- o **Nov 15, 2017 LADOC Minutes**
- o **Lompico AD WO 129 Meter Change out-PreAudit**
- o **Lompico AD SCADA Summary-PreAudit**
- o **Project Details Lompico Meter Change**
- o **Project Details Lompico AD SCADA**

ADJOURNMENT

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Executed at Boulder Creek, California, on December 29, 2017.

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

M E M O

TO: Lompico Assessment District Oversight Committee
PREPARED BY: Director of Finance & Business Services
SUBJECT: Q2 FY1819 LADOC Financial Report
DATE: February 26, 2019

RECOMMENDATION:

It is recommended that the Committee review and file the Q2 FY1819 LADOC Financial Report.

BACKGROUND:

The LADOC financial reports are to help monitor assessment revenue and expenditures. Revenue is typically related to the assessments placed on the annual property tax roll. Expenses are typically related to the capital projects identified and any administrative costs associated with the assessment district.

QUARTERLY ACTIVITY:

Revenues:

- Q2 FY1819 had \$153K in assessment revenue and \$1,851 in interest revenue recognized

Expenses:

- WO #525 – Service Line Replacements
 - Q2 FY1819 had an expense of \$10K recognized. This was for 8 service lines.
- WO #837 – PRV's
 - Q2 FY1819 had \$14K in expenses recognized related mainly to consulting work for the PVR projects. These recently went out for bids.
- WO# 1208-1210 – Lewis, Madrone and Kaski Tanks
 - Q2 FY1819 had \$26K for engineering consulting work for the tank projects
- NBS AD management fees of \$1,149 were incurred for Q2 FY1819.

Balance:

- Q2 FY1819 had an available cash balance of ~\$449K in the assessment district fund

**LOMPICO ASSESSMENT DISTRICT CASH RECONCILIATION
SUB-FUND 76530200**

	7/1/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	12/31/2018	FY1819 YTD
BEG. CASH BALANCE	\$ 353,723.75							
REVENUE								
ASSESSMENT						\$ 4,050.52	\$ 148,527.78	\$ 152,578.30
INTEREST		499.80	494.77	475.60	\$ 506.50	\$ 537.29	\$ 807.22	\$ 3,321.18
TOTAL REVENUE		\$ 499.80	\$ 494.77	\$ 475.60	\$ 506.50	\$ 4,587.81	\$ 149,335.00	\$ 155,899.48
EXPENSES								
NBS AD Services		\$ (1,145.52)			\$ (1,149.21)			\$ (2,294.73)
WO 525 - Service Lines				\$ (4,915.82)			\$ (10,387.39)	\$ (15,303.21)
WO 837 MAIN PRV				\$ (2,335.00)			\$ (14,317.65)	\$ (16,652.65)
WO 1208 Lewis Tank							\$ (8,688.67)	\$ (8,688.67)
WO 1209 Madrone Tank							\$ (8,688.67)	\$ (8,688.67)
WO 1210 Kaski Tank							\$ (8,688.67)	\$ (8,688.67)
TOTAL EXPENSES		\$ (1,145.52)	\$ -	\$ (7,250.82)	\$ (1,149.21)	\$ -	\$ (50,771.05)	\$ (60,316.60)
CASH BALANCE		\$ 353,078.03	\$ 353,572.80	\$ 346,797.58	\$ 346,154.87	\$ 350,742.68	\$ 449,306.63	\$ 449,306.63

SINCE INCEPTION RUNNING TOTALS	TOTAL	FY1819 YTD	FY1718	FY1617	FY1516
REVENUE	\$ 768,787	\$ 155,899	\$ 301,377	\$ 282,580	\$ 28,930
EXPENSES					
METER PROGRAM	\$ (197,888)			\$ (197,888)	
SCADA	\$ (19,540)			\$ (19,540)	
NBS AD Services	\$ (13,214)	\$ (2,295)	\$ (10,920)		
WO 525 - Service Lines	\$ (39,591)	\$ (15,303)	\$ (24,288)		
WO 837 MAIN PRV	\$ (23,181)	\$ (16,653)	\$ (6,528)		
WO 1208 Lewis Tank	\$ (8,689)	\$ (8,689)			
WO 1209 Madrone Tank	\$ (8,689)	\$ (8,689)			
WO 1210 Kaski Tank	\$ (8,689)	\$ (8,689)			
	\$ (319,480)				
CASH BALANCE	\$ 449,307				



32605 Temecula Parkway, Suite 100
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 Toll free: 800.676.7516 (P) 951.296.1997

nbsgov.com

Ms. Stephanie Hill
 Finance Manager
 San Lorenzo Valley Water District
 13060 Highway 9
 Boulder Creek, CA 95006

September 20, 2018

Project No: SANLORENZOVALLEY.19
 15

Invoice No: 9180000476

1915 Act Assessment District Administration Consulting Services

Olympia Mutual Assessment District and Lompico

Fees per Addendum dated 6/9/16:

Lompico \$4,500.00 per year or \$1,125.00 per quarter *LOMASM + 24.21*

Olympia \$3,000.00 per year or \$750.00 per quarter *OLYASM + 10.14*

Invoiced quarterly; expenses are capped at \$750.00 per year

Quarterly administration fees October 1, 2018 through December 31, 2018

Fee

1,875.00

Reimbursable Expenses

Data Reimbursable

33.35

Telephone Reimbursable

7.00

Total Reimbursables

40.35

40.35

TOTAL THIS INVOICE

\$1,915.35

all to 01-100-5200

SA 9/25/18

60/40



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

LOMPICO SERVICE LINE REPLACEMENT MASTER LIST OF PROJECTS

Item #	Date Completed	Meter ID	Service Line	
			Material Removed	Total Project Cost
1	8/4/2016	16777863	Blue Poly	\$ 713.25
2	9/27/2016	16778091	Blue Poly	\$ 939.15
3	3/7/2017	16777908	Blue Poly	\$ 1,610.74
4	6/26/2017	16777698	Copper	\$ 1,376.73
5	6/26/2017	16778093	Blue Poly	\$ 1,393.50
6	7/7/2017	16777765	Blue Poly	\$ 1,366.69
7	9/4/2017	16777746	Blue Poly	\$ 892.74
8	10/26/2017	16778058	Blue Poly	\$ 1,251.66
9	11/20/2017	16778018	Blue Poly	\$ 2,081.22
10	11/27/2017	16777877	Blue Poly	\$ 882.80
11	1/16/2018	16777856	Blue Poly	\$ 1,148.05
12	1/21/2018	16777688	Blue Poly	\$ 446.00
13	1/31/2018	16777960	Copper	\$ 1,530.14
14	2/11/2018	16777736	Blue Poly	\$ 644.21
15	2/13/2018	16778126	Blue Poly	\$ 1,256.83
16	3/14/2018	16777739	Blue Poly	\$ 1,498.22
17	5/9/2018	16777917	Blue Poly	\$ 1,054.54
18	5/23/2018	16777822	Blue Poly	\$ 1,240.93
19	5/30/2018	16777914	Blue Poly	\$ 1,424.89
20	6/14/2018	16778115	Blue Poly	\$ 900.81
21	6/23/2018	16778098	Blue Poly	\$ 634.77
22	8/9/2018	16777873	Blue Poly	\$ 876.61
23	8/19/2018	16777687	Blue Poly	\$ 725.14
24	9/1/2018	16777808	Blue Poly	\$ 910.43
25	9/18/2018	16777867	Blue Poly	\$ 1,390.04
26	9/21/2018	16777843	Blue Poly	\$ 1,013.60
27	10/2/2018	16777868	Blue Poly	\$ 1,319.97
28	10/16/2018	16777844	Blue Poly	\$ 1,234.49
29	10/31/2018	16777725	Blue Poly	\$ 1,411.57
30	11/9/2018	16778113	Blue Poly	\$ 1,223.77
31	11/26/2018	16777855	Blue Poly	\$ 1,458.50
32	11/27/2018	16777883	Blue Poly	\$ 1,582.01
33	12/7/2018	16777881	Blue Poly	\$ 1,459.50
34	12/22/2018	16777938	Blue Poly	\$ 697.58
				(1) \$ <u>39,591.08</u>

(1) These are unaudited numbers, still subject to full review before capitalization for year-end close.

SAN LORENZO VALLEY WATER DISTRICT

MAIN PRV LOMPICO STATION REPLACEMENTS

PRIOR FY BALANCE	\$	-
-------------------------	----	---

FY1718						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ -	\$ 372.72	\$ -	\$ 372.72	
LABOR OVERHEAD	\$ -	\$ -	\$ 180.40	\$ -	\$ 180.40	
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	
CONTRACTED FEES	\$ -	\$ -	\$ -	\$ 5,975.00	\$ 5,975.00	
	\$ -	\$ -	\$ 553.12	\$ 5,975.00	\$ 6,528.12	

FY1819						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ 937.60	\$ -	\$ -	\$ 937.60	
LABOR OVERHEAD	\$ -	\$ 453.80	\$ -	\$ -	\$ 453.80	
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	
CONTRACTED FEES	\$ 2,335.00	\$ 12,926.25	\$ -	\$ -	\$ 15,261.25	
	\$ 2,335.00	\$ 14,317.65	\$ -	\$ -	\$ 16,652.65	

PROJECT TOTAL TO DATE	\$	23,180.76
------------------------------	----	------------------

SAN LORENZO VALLEY WATER DISTRICT

MAIN PRV LOMPICO STATION REPLACEMENTS

LABOR

FY 1718							
ITEM #	Check Date	Q1	Q2	Q3	Q4	Total Labor Amount	
1	3/28/2018	\$ -	\$ -	\$ 372.72	\$ -	\$ 372.72	
	Sub Total	\$ -	\$ -	\$ 372.72	\$ -	\$ 372.72	
	District OH	\$ -	\$ -	\$ 180.40	\$ -	\$ 180.40	
	Total LABOR	\$ -	\$ -	\$ 553.12	\$ -	\$ 553.12	
FY 1819							
ITEM #	Check Date	Q1	Q2	Q3	Q4	Total Labor Amount	
2	10/24/2018	\$ -	\$ 937.60	\$ -	\$ -	\$ 937.60	
	Sub Total	\$ -	\$ 937.60	\$ -	\$ -	\$ 937.60	
	District OH	\$ -	\$ 453.80	\$ -	\$ -	\$ 453.80	
	Total LABOR	\$ -	\$ 1,391.40	\$ -	\$ -	\$ 1,391.40	

**SAN LORENZO VALLEY WATER DISTRICT
DAILY TIME SHEET
DISTRIBUTION PERSONNEL**

NAME:	<u>BRAD MacDONALD</u>
PERIOD ENDING	<u>10/10/18</u>
PREPARED BY	_____

	DATE	ANNUAL	HOLIDAY	COMP TIME OFF	GEN'L OFFICE	SAFETY MEETING	SUPPLY SOURCE	PUMPING	DISINFECTION	MAINS/SYSTEM	CUSTOMER SVC	FACILITY MAINT.	WTR TRTMT FAC	TANKS/RESVR	WASTEWATER	WO #	WO #	WO #	
	FELTON C.O.P : EL SOLYO HEIGHTS																		
THU	9/27															8			8
	FELTON C.O.P : EL SOLYO, LAZYWOODS, ROSE ACRES / FIX LEAK ON CALIFORNIA AVE																		
FRI	9/28								5							3			8
	LOMPICO PRV DIAGNOSTIC																		
MON	10/1																		8 8
	LOMPICO PRV DIAGNOSTIC																		
TUE	10/2																		8 8
	SAFETY MEETING / CLEAN UP OPS / LAKE BLD SERVICE LINE / TRUCK SWAP																		
WED	10/3				.5	.5						1							6 8
HRS					.5	.5			5		1					11	6	16	40
ACCT #S																			69 Reg 11 411 4.5 OT 10/17/18 DS 16

EMPLOYEE SIGNATURE:

Bradley A. MacDonald

APPROVED BY:

[Signature]

**SAN LORENZO VALLEY WATER DISTRICT
DAILY TIME SHEET
DISTRIBUTION PERSONNEL**

NAME:	<u>Ricardo Villa</u>
PERIOD ENDING	<u>10/3/18</u>
PREPARED BY	<u>216</u>

	DATE	ANNUAL	HOLIDAY	COMP TIME OFF	GEN'L OFFICE	SAFETY MEETING	SUPPLY SOURCE	PUMPING	DISINFECTION	MAINS/SYSTEM	CUSTOMER SVC	FACILITY MAINT.	WTR TRTMT FAC	TANKS/RESVR	WASTEWATER	#411	#837		
THU	9/27															00			8
Feiton COP																			
FRI	9/28									S						3			8
Feiton Cop - CALIFORNIA DR 2" MAIN REPAIR																			
MON	10/1																	8	8
PRV STATIONS DIG AND INVESTIGATE PIPE SIZE																			
TUE	10/2																	8	8
PRV STATIONS DIG AN INVESTIGATE PIPE SIZE																			
WED	10/3					1													8
18674 Hwy 9 2" Leak Repair - MOVED OLD TRUCKS - INSTALL 2 ME END POINT FROM LYON TO THE GYM TAKE DUMP TRUCK TO KISS																			
HRS						1										11	16		40
ACCT #S														X 11	411				
														X 66.5	Reg				
														X 2.5	PTO				
														X 3.5	OT				
																	10/17/18	DS	SH

EMPLOYEE SIGNATURE:

Ricardo Villa

APPROVED BY:

[Signature]

SAN LORENZO VALLEY WATER DISTRICT

MAIN PRV LOMPICO STATION REPLACEMENTS

CONTRACTED FEES

FY 1718								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
1	4/9/2018	INV #3079_LAKE BLVD. PRV	WATER SYSTEMS CONSULTING, INC.				\$ 1,102.50	\$ 1,102.50
2	4/24/2018	INV #041318_SURVEY WORK_LAKE BLVD PRV	PAUL JENSEN				\$ 2,150.00	\$ 2,150.00
3	5/16/2018	INV #3153_TASK 1 DESIGN_LAKE BLVD PRV	WATER SYSTEMS CONSULTING, INC.				\$ 2,382.50	\$ 2,382.50
4	6/20/2018	INV #3209_PROJECT MANAGEMENT_PRV	WATER SYSTEMS CONSULTING, INC.				\$ 340.00	\$ 340.00
				\$ -	\$ -	\$ -	\$ 5,975.00	\$ 5,975.00
FY 1819								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
5	9/14/2018	INV #AUG2018_695_LOMPICO PRV SURVEYING	PAUL JENSEN	\$ 2,335.00				\$ 2,335.00
6	12/5/2018	LOMPICO PRVS_WO#837	WATER SYSTEMS CONSULTING, INC.		\$ 12,926.25			\$ 12,926.25
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 2,335.00	\$ 12,926.25	\$ -	\$ -	\$ 15,261.25



Water Systems Consulting, Inc.
 PO Box 4255
 San Luis Obispo, CA 93403
 805-457-8833

RECEIVED

NOV 15 2018

SAN LORENZO VALLEY
 WATER DISTRICT

San Lorenzo Valley Water District
 Brian Lee
 13060 Highway 9
 Boulder Creek, CA 95006

Invoice number 3486
 Date 10/31/2018

Project **On Call As-Needed Engineering Services**

For Services Rendered From 10/1/18 through 10/31/18

Invoice Summary

Description	Contract Amount	Previously Billed	Current Billed	Total Billed to Date	Contract Balance Remaining
Project Management	130,000.00	24,032.02	1,462.50	25,494.52	104,505.48
Highway 9 Pipeline	0.00	44,702.81	0.00	44,702.81	-44,702.81
USDA Funding Support	0.00	9,873.75	0.00	9,873.75	-9,873.75
Bear Creek Road	0.00	0.00	0.00	0.00	0.00
Lompico PRVs #843 01-000-1565	0.00	0.00	12,926.25	12,926.25	-12,926.25
Trout Farm Inn Fire Service	0.00	0.00	5,012.50	5,012.50	-5,012.50
Lyon Tank Access Road #549 01-000-1565	0.00	0.00	450.00	450.00	-450.00
Total	130,000.00	78,608.58	19,851.25	98,459.83	31,540.17

Project Management

Labor

	Hours	Rate	Billed Amount
Senior Engineer III Kirsten L. Plonka	6.00	225.00	1,350.00
Subtotal	6.00		1,350.00
Project Administration Kay E. Merrill	1.25	90.00	112.50
Subtotal	1.25		112.50
Subtotal	1.25		112.50
Labor subtotal	7.25		1,462.50
Phase subtotal			1,462.50

APPROVED BY: *[Signature]*
 ACCOUNT: _____
 DATE: _____
 WO (opt)
 PM (opt)
 DESCRIPTION (opt)
 11/19/2018

Lompico PRVs

Labor

	Hours	Rate	Billed Amount
Senior Engineer III Kirsten L. Plonka	14.00	225.00	3,150.00
Subtotal	14.00		3,150.00

*Make all checks payable to Water Systems Consulting, Inc.
If you have any questions concerning this invoice,
contact Kay Merrill, (805) 457.8833, kmerrill@wsc-inc.com.*

THANK YOU FOR YOUR BUSINESS!

Summary of Activities Performed This Period

For Services Rendered from 09/01/18 through 10/31/18

Tasks:

1. General As-Needed Services and Project Management
 - Administrative invoice
 - Progress reports and meetings
2. Lompico PRVs
 - Coordination with District
 - Plans and specs with revisions
3. Trout Farm Inn Fire Service
 - Preliminary site plan
 - Site visits
 - Plans and specs
 - Review with District and revisions
 - Coordination with County
4. Lyon Tank Access Road
 - Site visits
 - RFP written
 - Research for qualified engineering firms and coordination to increase interest in project
 - Review with District and revisions

SAN LORENZO VALLEY WATER DISTRICT

WO 1210 - KASKI TANK

PRIOR FY BALANCE	\$	-
-------------------------	----	---

FY1718						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	
LABOR OVERHEAD	\$ -	\$ -	\$ -	\$ -	\$ -	
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	
CONTRACTED FEES	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	

FY1819						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	
LABOR OVERHEAD	\$ -	\$ -	\$ -	\$ -	\$ -	
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	
CONTRACTED FEES	\$ -	\$ 8,688.67	\$ -	\$ -	\$ 8,688.67	
	\$ -	\$ 8,688.67	\$ -	\$ -	\$ 8,688.67	

PROJECT TOTAL TO DATE	\$	8,688.67
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SAN LORENZO VALLEY WATER DISTRICT

WO 1210 - KASKI TANK

CONTRACTED FEES

FY 1718								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
								\$ -
								\$ -
								\$ -
								\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
FY 1819								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
1	10/15/2018	PROFESSIONAL SERVICES_LOMPICO ASSESSMENT DISTRICT	SCHAAF & WHEELER		\$ 1,735.00			\$ 1,735.00
2	11/16/2018	LOMPICO TANKS_LOMASM	SCHAAF & WHEELER		\$ 3,574.12			\$ 3,574.12
3	12/27/2018	LOMPICO TANKS_PROJECT MGMT & PRELIMINARY DESIGN	SCHAAF & WHEELER		\$ 3,379.55			\$ 3,379.55
								\$ -
				\$ -	\$ 8,688.67	\$ -	\$ -	\$ 8,688.67

SAN LORENZO VALLEY WATER DISTRICT

WO 1209 - MADRONE TANK

PRIOR FY BALANCE	\$	-
-------------------------	----	---

FY1718						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LABOR OVERHEAD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTED FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY1819						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LABOR OVERHEAD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTED FEES	\$ -	\$ 8,688.67	\$ -	\$ -	\$ -	\$ 8,688.67
	\$ -	\$ 8,688.67	\$ -	\$ -	\$ -	\$ 8,688.67

PROJECT TOTAL TO DATE	\$	8,688.67
------------------------------	----	-----------------

SAN LORENZO VALLEY WATER DISTRICT

WO 1209 - MADRONE TANK

CONTRACTED FEES

FY 1718								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
								\$ -
								\$ -
								\$ -
								\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
FY 1819								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
1	10/15/2018	PROFESSIONAL SERVICES_LOMPICO ASSESSMENT DISTRICT	SCHAAF & WHEELER		\$ 1,735.00			\$ 1,735.00
2	11/16/2018	LOMPICO TANKS_LOMASM	SCHAAF & WHEELER		\$ 3,574.12			\$ 3,574.12
3	12/27/2018	LOMPICO TANKS_PROJECT MGMT & PRELIMINARY DESIGN	SCHAAF & WHEELER		\$ 3,379.55			\$ 3,379.55
								\$ -
				\$ -	\$ 8,688.67	\$ -	\$ -	\$ 8,688.67

SAN LORENZO VALLEY WATER DISTRICT

WO 1208 - LEWIS TANK

PRIOR FY BALANCE	\$	-
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FY1718						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	
LABOR OVERHEAD	\$ -	\$ -	\$ -	\$ -	\$ -	
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	
CONTRACTED FEES	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	

FY1819						
DESCRIPTION	Q1	Q2	Q3	Q4	TOTAL	
LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	
LABOR OVERHEAD	\$ -	\$ -	\$ -	\$ -	\$ -	
INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	
MATERIALS & SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	
CONTRACTED FEES	\$ -	\$ 8,688.67	\$ -	\$ -	\$ 8,688.67	
	\$ -	\$ 8,688.67	\$ -	\$ -	\$ 8,688.67	

PROJECT TOTAL TO DATE	\$	8,688.67
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SAN LORENZO VALLEY WATER DISTRICT

WO 1208 - LEWIS TANK

CONTRACTED FEES

FY 1718								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
								\$ -
								\$ -
								\$ -
								\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
FY 1819								
Item #	Date	Description	Vendor	Q1	Q2	Q3	Q4	Total Amount
1	10/15/2018	PROFESSIONAL SERVICES_LOMPICO ASSESSMENT DISTRICT	SCHAAF & WHEELER		\$ 1,735.00			\$ 1,735.00
2	11/16/2018	LOMPICO TANKS_LOMASM	SCHAAF & WHEELER		\$ 3,574.12			\$ 3,574.12
3	12/27/2018	LOMPICO TANKS_PROJECT MGMT & PRELIMINARY DESIGN	SCHAAF & WHEELER		\$ 3,379.55			\$ 3,379.55
								\$ -
				\$ -	\$ 8,688.67	\$ -	\$ -	\$ 8,688.67

Schaaf & Wheeler

CONSULTING CIVIL ENGINEERS

1171 Homestead Road, Suite 255
Santa Clara, CA 95050
Tel: 408-246-4848

Offices
Santa Clara
San Francisco
Salinas
Santa Rosa

RECEIVED

OCT 09 2018

SAN LORENZO VALLEY
WATER DISTRICT

Invoice

Invoice Date: Sep 30, 2018

Invoice Num: 30246

Billing Through: Sep 30, 2018

Rick Rogers
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

Lompico Tanks - Project Management (SLVW.01.18:001) - Managed by (AAS)

Professional Services:

Classification

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SENIOR Project MANAGER	4.00	\$220.00	\$880.00
ASSOCIATE ENGINEER	1.00	\$185.00	\$185.00

Total Services: \$1,065.00

Project (SLVW.01.18:001) Total Amount Due: \$1,065.00

Lompico Tanks - Preliminary Design (SLVW.01.18:002) - Managed by (AAS)

Professional Services:

Classification


	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SENIOR Project MANAGER	2.00	\$220.00	\$440.00
ASSOCIATE ENGINEER	20.00	\$185.00	\$3,700.00

Total Services: \$4,140.00

Project (SLVW.01.18:002) Total Amount Due: \$4,140.00

Amount Due This Invoice: \$5,205.00

This invoice is due on 10/30/2018

APPROVED BY: 
ACCOUNT: 01-000-1545
DATE: 10/19/18
WO (opt)
PM (opt)
DESCRIPTION (opt) Lomasm
CAP-1617002

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

3 Quail Run Circle, Suite 101
Salinas, CA 93907
831-883-4848
FAX 831-758-6328

October 5, 2018

RECEIVED

OCT 09 2018

SAN LORENZO VALLEY
WATER DISTRICT

Mr. Rick Rogers
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

Re: Invoice for Lompico Water Tanks Design

Dear Rick:

The enclosed invoice is for the subject project. Our effort this month included:

Task 1, Project Management: Participation in the Kick-off meeting, and setting up sub-consultant contracts.

Task 2, Preliminary Design: initial efforts on the basis of design report.

Please contact me with questions at (831) 883-4848, or by e-mail at asterbenz@swsv.com.

Very truly yours,
SCHAAF & WHEELER



Andrew A. Sterbenz, P.E.
Project Engineer

Schaaf & Wheeler

CONSULTING CIVIL ENGINEERS

1171 Homestead Road, Suite 255
Santa Clara, CA 95050
Tel: 408-246-4848

RECEIVED

NOV 13 2018

SAN LORENZO VALLEY
WATER DISTRICT

Offices
Santa Clara
San Francisco
Salinas
Santa Rosa

Invoice

Invoice Date: Oct 31, 2018

Invoice Num: 30408

Billing Through: Oct 31, 2018

Rick Rogers
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

Lomppico Tanks - Preliminary Design (SLVW.01.18:002) - Managed by (AAS)

Professional Services:

Classification

	Hours	Rate	Amount
SENIOR Project MANAGER	11.50	\$220.00	\$2,530.00
ASSOCIATE ENGINEER	18.50	\$185.00	\$3,422.50
Total Services:			\$5,952.50

Reimbursable Expenses:

Date	Vendor	Description	Cost	Multiplier	Amount
10/1/2018	Pacific Crest Engineering Inc.	CONSULTANTS - CLIENT BILLABLE	\$4,336.25	1.10	\$4,769.88
Total Expenses:					\$4,769.88

Project (SLVW.01.18:002) Total Amount Due: **\$10,722.38**

Amount Due This Invoice: **\$10,722.38**

This invoice is due on 11/30/2018

APPROVED BY: *Muk*

ACCOUNT: 01-000-1565

DATE:

WO (opt) ~~5/15~~

PM (opt)

DESCRIPTION (opt)

Lomppico

*Lomasm
Cap 15/16/002A*

Cap 16/17/002

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

3 Quail Run Circle, Suite 101
Salinas, CA 93907
831-883-4848
FAX 831-758-6328

November 5, 2018

Mr. Rick Rogers
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

Re: Invoice for Lompico Water Tanks Design

Dear Rick:

The enclosed invoice is for the subject project. Our effort this month included:

Task 1, Project Management: No effort this period.

Task 2, Preliminary Design: Site visit with the Geotechnical Engineer, initial efforts on the basis of design report and site layouts. Also included is the initial invoice from Pacific Crest Engineering for attending the kick-off meeting and coordinating the site investigation. The Site investigation was performed this month, but that invoice will be included in our November invoice cycle.

Please contact me with questions at (831) 883-4848, or by e-mail at asterbenz@swsv.com.

Very truly yours,
SCHAAF & WHEELER



Andrew A. Sterbenz, P.E.
Project Engineer



Pacific Crest
ENGINEERING INC

SLVW.01.18:002

Pacific Crest Engineering Inc.
444 Airport Boulevard, Suite 106
Watsonville, CA 95076
(831) 722-9446

Schaaf & Wheeler (Salinas)
3 Quail Run Circle, Suite 101
Salinas, CA 93907

Invoice number 6410
Date 09/30/2018

Project 1886 Lompico Tank Sites

For professional services through 09/30/2018

Professional Fees

	Date	Hours	Rate	Billed Amount
Associate Geotechnical Engineer				
Calculations and Data Analysis				
	09/17/2018	2.00	170.00	340.00
	09/19/2018	1.00	170.00	170.00
Design Work				
	09/05/2018	1.00	170.00	170.00
Meeting				
	09/05/2018	3.50	170.00	595.00
Project Management				
	09/10/2018	0.25	170.00	42.50
	09/12/2018	0.25	170.00	42.50
Site Visit				
	09/17/2018	3.50	170.00	595.00
	Subtotal	11.50		1,955.00
Principal Engineer / Geotechnical				
Meeting				
	09/05/2018	3.50	175.00	612.50
Project Review				
	08/29/2018	4.00	175.00	700.00
	08/30/2018	2.00	175.00	350.00
	09/12/2018	1.00	175.00	175.00
	Subtotal	10.50		1,837.50
Staff Geologist II				
Utility Location Services				
	09/17/2018	3.75	145.00	543.75
	Professional Fees subtotal	25.75		4,336.25

Invoice total **4,336.25**

Oct

Schaaf & Wheeler

CONSULTING CIVIL ENGINEERS

1171 Homestead Road, Suite 255
 Santa Clara, CA 95050
 Tel: 408-246-4848

Offices
 Santa Clara
 San Francisco
 Salinas
 Santa Rosa

RECEIVED

DEC 21 2018

**SAN LORENZO VALLEY
 WATER DISTRICT**

Invoice

Invoice Date: Nov 30, 2018

Invoice Num: 30518

Billing Through: Nov 30, 2018

Rick Rogers
 San Lorenzo Valley Water District
 13060 Highway 9
 Boulder Creek, CA 95006

Lompico Tanks - Project Management (SLVW.01.18:001) - Managed by (AAS)

Professional Services:

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ASSOCIATE ENGINEER	2.00	\$185.00	\$370.00

Total Services: \$370.00

Project (SLVW.01.18:001) Total Amount Due: \$370.00

Lompico Tanks - Preliminary Design (SLVW.01.18:002) - Managed by (AAS)

Professional Services:

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ASSOCIATE ENGINEER	10.00	\$185.00	\$1,850.00

Total Services: \$1,850.00

Project (SLVW.01.18:002) Total Amount Due: \$9,768.63

Reimbursable Expenses:

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
11/1/2018	Pacific Crest Engineering Inc.	CONSULTANTS - CLIENT BILLABLE	\$7,198.75	1.10	\$7,918.63

Total Expenses: \$7,918.63

Amount Due This Invoice: \$10,138.63

This invoice is due on 12/30/2018

APPROVED BY: *[Signature]*
ACCOUNT: *01 000 1565*
DATE: *12/26/2018*
WO (opt)
PM (opt)
DESCRIPTION (opt) *LOMASM
 CAP-1617000Z*

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

3 Quail Run Circle, Suite 101
Salinas, CA 93907
831-883-4848
FAX 831-758-6328

December 6, 2018

Mr. Rick Rogers
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

Re: Invoice for Lompico Water Tanks Design

Dear Rick:

The enclosed invoice is for the subject project. Our effort this month included:

Task 1, Project Management: Coordination with sub-consultants..

Task 2, Preliminary Design: Tank sizing analysis, drafting conceptual site plans and drafting the basis of design report. The effort by Pacific Crest includes the site investigation work and geotechnical analysis.

Please contact me with questions at (831) 883-4848, or by e-mail at asterbenz@swsv.com.

Very truly yours,
SCHAAF & WHEELER



Andrew A. Sterbenz, P.E.
Project Engineer

S&W Project: SLVW.01.18



Pacific Crest
ENGINEERING INC

SLVW.01.18:002

Pacific Crest Engineering Inc.
444 Airport Boulevard, Suite 106
Watsonville, CA 95076
(831) 722-9446

Schaaf & Wheeler (Salinas)
3 Quail Run Circle, Suite 101
Salinas, CA 93907

Invoice number 6559
Date 10/31/2018

Project 1886 Lompico Tank Sites

For professional services through 10/31/2018

Professional Fees

	Date	Hours	Rate	Billed Amount
Associate Geotechnical Engineer				
Calculations and Data Analysis				
	10/22/2018	1.00	170.00	170.00
	10/24/2018	1.00	170.00	170.00
	10/29/2018	1.00	170.00	170.00
Project Management				
	10/08/2018	1.00	170.00	170.00
	Subtotal	4.00		680.00
Staff Geologist II				
Drilling				
	10/10/2018	8.50	145.00	1,232.50
Graphics				
	10/23/2018	2.50	145.00	362.50
	10/24/2018	4.00	145.00	580.00
	10/29/2018	1.00	145.00	145.00
	10/30/2018	1.00	145.00	145.00
	10/31/2018	1.00	145.00	145.00
Project Coordination				
	10/08/2018	0.50	145.00	72.50
	10/09/2018	0.75	145.00	108.75
	10/11/2018	0.50	145.00	72.50
Report Preparation				
	10/30/2018	1.00	145.00	145.00
	10/31/2018	1.00	145.00	145.00
Utility Location Services				
	10/04/2018	1.00	145.00	145.00
	Subtotal	22.75		3,298.75
	Professional Fees subtotal	26.75		3,978.75

NOV

7,198.75