



**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
January 21, 2016**

MISSION STATEMENT: Our Mission is to provide our customers and future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding service and community relations; to manage and protect the environmental health of the aquifers and watersheds; and to ensure the fiscal vitality of the San Lorenzo Valley Water District.

Notice is hereby given that a regular meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, January 21, 2016 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957
Title: District Manager

- 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

4. Convene to Open Session at 7:00 p.m.

5. Report of Actions Taken

6. 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.

7. Written Communications:

8. 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. MINUTES OF THE BOARD OF DIRECTORS MEETING FROM JANUARY 7, 2016

Consideration and possible action by the Board to approve minutes for the January 7, 2016 Board of Directors meeting.

b. BILL LIST FOR PERIOD ENDING JANUARY 21, 2016

Consideration and possible action by the Board regarding the Bill List for the period ending January 21, 2016.

c. QUARTERLY LEAK ADJUSTMENT

Consideration and possible action by the Board regarding the Quarterly Leak Adjustment.

9. Unfinished 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. ORDINANCE 8 - RULES & REGULATIONS/POLICIES & PROCEDURES

Discussion and possible action by the Board regarding Ordinance 8 - Rules & Regulations/Policies & Procedures.

10. 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. FINANCIAL SUMMARY FOR PERIOD ENDING 12/31/15
Discussion and possible action by the Board regarding the Financial Summary for 12/31/15.
 - b. SURPLUS PROPERTY
Discussion and possible action by the Board regarding the 2007 Declaration of Surplus Property.
 - c. STRATEGIC PLAN REVIEW
Discussion and possible action by the Board regarding a review of the Strategic Plan.
 - d. COMMITTEE APPOINTMENTS
Discussion and possible action by the Board regarding Committee Appointments.
11. District Manager Reports:
Information reports by the District Manager, Staff, Committee and Board of Directors.
 - a. MANAGER
 - (1) Department Status Reports
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
 - (i) Q & A from prior Board Meetings
 - (ii) Finance
 - (iii) Operations
 - b. COMMITTEE/DIRECTOR REPORTS:
 - (1) Future Committee Agenda Items
 - (2) Committee Meeting Minutes
 - (i) Spec. Administration Committee Minutes - 1.12.16
 - (ii) Spec. Budget & Finance Committee Minutes - 1.12.16
12. Informational Material: None
13. Adjournment

Certification of Posting

I hereby certify that on January 15, 2016 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on January 15, 2016

Holly B. Morrison, District Secretary
San Lorenzo Valley

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

January 7, 2016

6:00 p.m.

CONVENE MEETING/ROLL CALL:

President Brown convened the meeting at 6:02 p.m.

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

Present Brown made a motion to excuse Director Bruce from attendance.

ROLL CALL:

Ayes: Hammer, Baughman, Ratcliffe, Brown

Noes:

Abstain:

Absent: Bruce

ADJOURNMENT TO CLOSED SESSION:

President Bruce adjourned to closed session at 6:04 p.m.

RECONVENE TO OPEN SESSION:

Pres. Brown reconvened the meeting to open session at 7:02 p.m.

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

REPORT ACTIONS TAKEN IN CLOSED SESSION:

President Brown announced no reportable actions.

ADDITIONS AND DELETIONS TO AGENDA: None

ORAL COMMUNICATIONS:

Peter Lang, Boulder Creek, requested clarification on closed session reportable action.

President Brown said that there was no reportable action taken on any of the closed session items.

Charlene DeBert, Boulder Creek, shared that the case from three years ago was won by her in appellate court. It is just a matter of her being compensated now.

Pres. Brown responded to her.

Director Hammer reminded Pres. Brown that there should be no communication on that matter.

Bruce Holloway, Boulder Creek, questioned how much money the District will have to pay Ms. DeBert.

District Counsel Hynes said that cannot be discussed now.

Mr. Holloway noted that there seemed to be a discussion going on about the matter.

Dir. Hammer reiterated that no one should be discussing the matter, it is ongoing litigation.

Mr. Holloway continued.

Mr. Hynes said that the discussion was inappropriate.

WRITTEN COMMUNICATION:

District Manager Lee described the letter from B. Stivers, a rate payer, claiming in issue with the delivery of his billing. Staff is researching the claim.

CONSENT AGENDA:

- 8a. MINUTES OF THE BOARD OF DIRECTORS MEETING FROM DECEMBER 17, 2015
- 8b. BILL LIST FOR PERIOD ENDNG JANUARY 7, 2016
- 8c. INVESTMENT POLICY 2016

Director Baughman requested that item 8c be pulled from Consent Agenda.

Director Hammer made a motion to approve items 8a & 8b.

ROLL CALL:

Ayes: Baughman, Brown, Ratcliffe, Hammer
Noes:
Abstain:
Absent: Bruce

Director Baughman noted that code 27000.3 is not the correct citing for Investment Policy. He suggested that the Investment Policy be returned to the Budget & Finance Committee.

President Brown agreed that the item needs more work and should go to the committee.

Bruce Holloway, Boulder Creek, commented that he had previously asked if the Finance Manager had read the policy.

UNFINISHED BUSINESS: None

NEW BUSINESS:

10a WATERSHED GRANT COMPLETION REPORT

District Manager Lee described the report. He acknowledged the Banana String Band's efforts.

Director Ratcliffe noted that the Banana String Band has reached out to a large number of people.

Director Hammer made a motion to approve the Watershed Education Grant Program report.

ROLL CALL:

Ayes: Baughman, Brown, Ratcliffe, Hammer

Noes:

Abstain:

Absent: Bruce

10b SCHEDULE OF MONTHLY RATES AND CHARGES

Dist. Mgr. Lee described the agenda item and the name change to the item.

President Brown noted that the 1985 meter connection fees haven't been changed since then and suggests we look at those charges.

Dir. Baughman likes the changes but questioned the difference in the rates on the website.

Dist. Mgr. Lee said that staff is planning to refer to the latest edition of the uniform plumbing code.

Dir. Hammer noted that the discussion is not related to the resolution in question and made a motion to approve Resolution No. 29 (15-16).

Charlene DeBert, Boulder Creek, questioned if the size of the meter is based on the number of fixtures.

ROLL CALL:

Ayes: Baughman, Brown, Ratcliffe, Hammer

Noes:

Abstain:

Absent: Bruce

GENERAL MANAGER REPORTS:

11a1ii District Manager Lee shared the highlights from the Administration/Engineering Status report.

Director Hammer asked to be updated on what specific grants are being considered.

11a1iii District Manager Lee shared the highlights from the Environmental Status report.

COMMITTEE/DIRECTOR REPORTS: None

ADJOURNMENT:

President Brown adjourned the meeting at 7:50 p.m.

Accounts Payable

Outstanding Invoices

User: StephanieHill
 Printed: 1/14/2016 - 4:15 PM
 Date Type: JE Date
 Date Range: 12/31/2015 to 01/14/2016

BILL LIST SUMMARY
 Check Register Total : \$14,103.02
 AP Outstanding Total: \$250,317.70
 Payroll 1/6: \$89,235.56
TOTAL FOR APPROVAL: \$353,656.28



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
00020 - HARO, KASUNICH & ASSOCIATES						
01-000-1570	1/14/2016	12/10/2015	04090-15120	00055-07-2016	1,513.05	PROP 50
Total for Vendor 00020 - HARO, KASUNICH & ASSOCIATES:					1,513.05	
00046 - RED WING SHOE STORE						
01-400-5171	1/14/2016	1/8/2016	2531A	00055-07-2016	337.37	SAFETY SHOES-BOOTS FOR JOE DAVIS 207
Task Label:		Type:		PO Number: 0000100183		
01-400-5171	1/14/2016	1/8/2016	2531B	00055-07-2016	235.71	SAFETY BOOTS/SHOES FOR JESSE G
Task Label:		Type:		PO Number: 0000100201		
Total for Vendor 00046 - RED WING SHOE STORE:					573.08	
00047 - SOIL CONTROL LAB						
01-800-5202	1/14/2016	12/29/2015	5110720	00055-07-2016	78.00	WATER ANALYSIS
01-800-5202	1/14/2016	12/29/2015	5120140	00055-07-2016	78.00	WATER ANALYSIS
01-800-5202	1/14/2016	12/29/2015	5120409	00055-07-2016	78.00	WATER ANALYSIS
01-800-5202	1/14/2016	12/29/2015	5120631	00055-07-2016	78.00	WATER ANALYSIS
01-800-5202	1/14/2016	12/28/2015	5120732	00055-07-2016	145.00	WATER ANALYSIS
01-800-5202	1/14/2016	12/29/2015	5120733	00055-07-2016	78.00	WATER ANALYSIS
01-800-5202	1/14/2016	12/30/2015	5120807	00055-07-2016	145.00	WATER ANALYSIS
Total for Vendor 00047 - SOIL CONTROL LAB:					680.00	
00054 - PACIFIC GAS & ELECTRIC						
01-400-5500	1/14/2016	1/5/2016	010516	00054-07-2016	152.60	GAS/ELECTRIC-OPS
02-600-5500	1/14/2016	1/5/2016	010516	00054-07-2016	139.33	GAS/ELECTRIC-BC ESTATES
01-800-5500	1/14/2016	1/5/2016	010516	00054-07-2016	17,119.37	GAS/ELECTRIC- OPS
01-100-5500	1/14/2016	1/5/2016	010516	00054-07-2016	775.26	
01-400-5500	1/14/2016	1/5/2016	010516	00054-07-2016	4,838.40	GAS/ELECTRIC- OPS
01-400-5500	1/14/2016	1/5/2016	010516	00054-07-2016	10.51	

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00054 - PACIFIC GAS & ELECTRIC:						23,035.47	
00058 - IHWY, INC.							
	01-100-5200	1/14/2016	1/1/2016	12124	00055-07-2016	25.00	INTERNET SERVICE
Total for Vendor 00058 - IHWY, INC.:						25.00	
00080 - GRANITE CONSTRUCTION CO							
	01-400-5300	1/14/2016	12/21/2015	921391	00055-07-2016	409.06	QUAIL BINS - COLD MIX, SAND, BASE ROCK
	Task Label:		Type:	PO Number:	0000100219		
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:						409.06	
00115 - ATKINSON-FARASYN							
	01-100-5210	1/14/2016	12/23/2015	122315	00055-07-2016	1,093.75	LEGAL SERVICES
	01-100-5210	1/14/2016	12/23/2015	122315A	00055-07-2016	979.00	LEGAL SERVICES
Total for Vendor 00115 - ATKINSON-FARASYN:						2,072.75	
00129 - UNITED RENTALS NORTHWEST INC							
	01-400-5200	1/14/2016	1/5/2016	133922842-001	00055-07-2016	2,116.80	EL NINO GEN RENTAL-STANDBY GENERATOR RENTAL
	Task Label:		Type:	PO Number:	0000100182		
Total for Vendor 00129 - UNITED RENTALS NORTHWEST INC:						2,116.80	
00141 - B & B SMALL ENGINE							
	01-400-5311	1/14/2016	12/10/2015	339430	00055-07-2016	146.62	GENERATOR REPAIR PULL CORD/TUNE SERVICE
Total for Vendor 00141 - B & B SMALL ENGINE:						146.62	
00145 - BATTERIES PLUS							
	01-400-5300	1/14/2016	12/22/2015	314-293651	00055-07-2016	123.93	MISC CELL PHONE CHARGERS - CELL CHARGERS
	Task Label:		Type:	PO Number:	0000100216		
Total for Vendor 00145 - BATTERIES PLUS:						123.93	
00213 - CHESTNUT IDENTITY							
	01-400-5171	1/14/2016	1/7/2016	102305	00055-07-2016	87.57	UNIFORMS - OPS
	01-300-5171	1/14/2016	1/8/2016	102314	00055-07-2016	229.33	UNIFORMS - ENG
	01-800-5171	1/14/2016	1/8/2016	102314	00055-07-2016	149.33	UNIFORMS - WTP
	01-400-5171	1/14/2016	1/8/2016	102314	00055-07-2016	310.03	UNIFORMS - OPS

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00213 - CHESTNUT IDENTITY:						776.26	
00296 - MESITI-MILLER ENGINEERING,INC	01-000-1565	1/14/2016	12/31/2015	1215038	00055-07-2016	781.20	PROBATION TANK PROJECT
Total for Vendor 00296 - MESITI-MILLER ENGINEERING,INC:						781.20	
00298 - STATE OF CALIFORNIA	01-000-2130	1/14/2016	1/11/2006	11116	00055-07-2016	75.00	CASE #557151242
Total for Vendor 00298 - STATE OF CALIFORNIA:						75.00	
00329 - GRAINGER	01-400-5300	1/14/2016	12/21/2015	9923144266	00055-07-2016	565.61	SAFETY FLARES - SIX CASES 30 MINUTE FLARES
	Task Label:		Type:	PO Number:	0000100218		
	01-400-5300	1/14/2016	12/21/2015	9923144274	00055-07-2016	377.07	SAFETY FLARES - SIX CASES 30 MINUTE FLARES
	01-400-5300	1/14/2016	12/22/2015	9924273619	00055-07-2016	188.55	SAFETY FLARES - SIX CASES 30 MINUTE FLARES
Total for Vendor 00329 - GRAINGER:						1,131.23	
00336 - LAND TRUST OF SANTA CRUZ CNTY	01-500-5200	1/14/2016	12/31/2015	DEC 2015	00055-07-2016	944.85	OLYMPIA PATROL
Total for Vendor 00336 - LAND TRUST OF SANTA CRUZ CNTY:						944.85	
00342 - BRASS KEY LOCKSMITH	01-400-5300	1/14/2016	12/29/2015	943699	00055-07-2016	429.04	FACILITY LOCKS - DISTRICT LOCKS
	Task Label:		Type:	PO Number:	0000100222		
Total for Vendor 00342 - BRASS KEY LOCKSMITH:						429.04	
00362 - ACCELA, INC #774375	01-200-5200	1/14/2016	12/21/2015	INV32300	00055-07-2016	1,779.37	CONTRACT SERVICES
	01-200-5200	1/14/2016	12/21/2015	INV32301	00055-07-2016	1,817.77	CONTRACT SERVICES
Total for Vendor 00362 - ACCELA, INC #774375:						3,597.14	
00399 - VISION SERVICE PLAN	01-500-5142	1/14/2016	12/21/2015	JAN 2016	00054-07-2016	8.15	VISION INSURANCE -W.SHED
	01-800-5142	1/14/2016	12/21/2015	JAN 2016	00054-07-2016	74.49	VISION INSURANCE -WTP
	01-300-5142	1/14/2016	12/21/2015	JAN 2016	00054-07-2016	16.30	VISION INSURANCE - ENG
	01-400-5142	1/14/2016	12/21/2015	JAN 2016	00054-07-2016	287.52	VISION INSURANCE - OPS

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00399 - VISION SERVICE PLAN							
	01-200-5142	1/14/2016	12/21/2015	JAN 2016	00054-07-2016	78.51	VISION INSURANCE - FINANCE
	01-100-5142	1/14/2016	12/21/2015	JAN 2016	00054-07-2016	66.61	VISION INSURANCE - ADMIN
Total for Vendor 00399 - VISION SERVICE PLAN:						531.58	
00415 - CA BANK & TRUST/GOV SVC DEPT							
	01-000-2401	1/14/2016	1/5/2016	JAN 2016	00055-07-2016	11,828.29	1976 SAFE DRINKING WATER BOND
	01-000-7111	1/14/2016	1/5/2016	JAN 2016	00055-07-2016	3,738.14	1976 SAFE DRINKING WATER BOND - INTEREST
	01-200-5610	1/14/2016	1/5/2016	JAN 2016	00055-07-2016	15.00	1976 SAFE DRINKING WATER BOND - BANK FEE
Total for Vendor 00415 - CA BANK & TRUST/GOV SVC DEPT:						15,581.43	
00539 - MILLER-MAXFIELD, INC							
	01-100-5200	1/14/2016	12/31/2015	1215SLV	00055-07-2016	3,575.00	CONTRACT SERVICES
Total for Vendor 00539 - MILLER-MAXFIELD, INC:						3,575.00	
00555 - STORDOK							
	01-200-5200	1/14/2016	12/17/2015	5351867	00055-07-2016	45.00	DOCUMENT SHREDDING
Total for Vendor 00555 - STORDOK:						45.00	
00566 - C S S C							
	01-400-5510	1/14/2016	12/22/2015	151200059101	00055-07-2016	386.42	ANSWERING SERVICE
Total for Vendor 00566 - C S S C:						386.42	
00703 - DATAFLOW BUSINESS SYSTEMS, INC							
	01-200-5200	1/14/2016	12/30/2015	172799	00055-07-2016	214.83	CONTRACT SERVICES
Total for Vendor 00703 - DATAFLOW BUSINESS SYSTEMS, INC:						214.83	
00721 - UNITED SITE SVCS.,INC							
	01-400-5320	1/14/2016	12/21/2015	114-3597611	00055-07-2016	148.15	RENTAL - QUAIL FACILITY
Total for Vendor 00721 - UNITED SITE SVCS.,INC:						148.15	
00750 - CHARLES Z FEDAK & CO.							
	01-200-5201	1/14/2016	12/23/2015	122315	00055-07-2016	4,500.00	AUDIT SERVICES - DEC 2015
Total for Vendor 00750 - CHARLES Z FEDAK & CO.:						4,500.00	

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00756 - KENNEDY/JENKS CONSULTANTS	01-000-1565	1/14/2016	12/24/2015	97899	00055-07-2016	4,838.86	INTERTIE #6 PROJECT
Total for Vendor 00756 - KENNEDY/JENKS CONSULTANTS:						4,838.86	
00782 - MONTEREY PENINSULA ENGINEERING	01-000-1565	1/14/2016	12/25/2015	12-24	00055-07-2016	-34,278.48	INTERTIE #4 PROJECT - CREDIT
	01-000-1565	1/14/2016	12/25/2015	12-24	00055-07-2016	177,259.55	INTERTIE #3 PROJECT
	01-000-1565	1/14/2016	12/25/2015	12-24	00055-07-2016	6,716.50	INTERTIE #2 PROJECT
Total for Vendor 00782 - MONTEREY PENINSULA ENGINEERING:						149,697.57	
00785 - REGIONAL WATER MANAGEMENT	01-000-1565	1/14/2016	12/15/2015	SLVWD-Olympia-	00055-07-2016	2,189.72	OLY CONSOLIDATION
Total for Vendor 00785 - REGIONAL WATER MANAGEMENT:						2,189.72	
00788 - COMCAST	01-500-5510	1/14/2016	12/26/2015	122615	00054-07-2016	141.08	INTERNET SERVICE - 195 KIRBY
Total for Vendor 00788 - COMCAST:						141.08	
01050 - COLONIAL LIFE	01-000-2202	1/14/2016	12/26/2015	4377735-1209105	00054-07-2016	416.30	LIFE INSURANCE - 12/9 - 12/23
Total for Vendor 01050 - COLONIAL LIFE:						416.30	
01057 - SILKE COMMUNICATIONS	01-400-5200	1/14/2016	12/30/2015	45244	00055-07-2016	610.00	RADIO SERVICE - SERVICE - 155, 35, REPEATER
	Task Label:		Type:	PO Number:	0000100230		
Total for Vendor 01057 - SILKE COMMUNICATIONS:						610.00	
04092 - HENSHEL, ROBERT	01-000-1200	1/14/2016	1/11/2016	08708106-B	00054-07-2016	439.52	CUSTOMER REFUND
Total for Vendor 04092 - HENSHEL, ROBERT:						439.52	
10019 - SCHWARZBACH ASSOCIATES, INC.	01-400-5420	1/14/2016	12/18/2015	151218-1	00055-07-2016	2,936.00	BUILDING MAINTENANCE - JOHNSON PROPERTY
	01-400-5420	1/14/2016	1/1/2016	160101-1	00055-07-2016	1,345.90	BUILDING MAINTENANCE - JOHNSON PROPERTY

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 10019 - SCHWARZBACH ASSOCIATES, INC.:						4,281.90	
10025 - BADGER METER, INC	01-400-5200	1/14/2016	12/18/2015	80004868	00055-07-2016	65.86	CONTRACT SERVICES
Total for Vendor 10025 - BADGER METER, INC:						65.86	
10047 - RANDAZZO ENTERPRISES, INC.	01-100-5420	1/14/2016	12/28/2015	042491	00055-07-2016	19,724.00	DEMOLITION - 12804 HWY 9
Total for Vendor 10047 - RANDAZZO ENTERPRISES, INC.:						19,724.00	
10049 - PATHWAYS FOR WILDLIFE	01-500-5621	1/14/2016	12/23/2015	122315	00055-07-2016	4,500.00	EDUCATION GRANT
Total for Vendor 10049 - PATHWAYS FOR WILDLIFE:						4,500.00	
Report Total:						250,317.70	

Accounts Payable

Checks by Date - Detail by Check Number

User: StephanieHill
Printed: 1/14/2016 3:14 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
10523	00217 122915	COUNTY OF SANTA CRUZ INTERTIE 3 & 4	12/30/2015		513.82
				Total for Check Number 10523:	0.00 513.82
10524	00057 JAN 2016	AFSCME COUNCIL 57 UNION DUES	01/07/2016		603.90
				Total for Check Number 10524:	0.00 603.90
10525	00767 918092891	ANTHEM BLUE CROSS MEDICARERX - JAN 2016	01/07/2016		132.00
				Total for Check Number 10525:	0.00 132.00
10526	10050 11329	ASAP APPLIANCE, INC JOHNSON BUILDING MAINTENANCE	01/07/2016		430.00
				Total for Check Number 10526:	0.00 430.00
10527	00522 010716	BOULDER CREEK BUSINESS MEMBERSHIP/DUES	01/07/2016		45.00
				Total for Check Number 10527:	0.00 45.00
10528	UB*00069	SHANNON CALDEN Refund Check Refund Check	01/07/2016		3.67 4.63
				Total for Check Number 10528:	0.00 8.30
10529	00363 JAN 2016	CINCINNATI LIFE INSURANCE CO LIFE INSURANCE	01/07/2016		42.00
				Total for Check Number 10529:	0.00 42.00
10530	00444 122615	COSTCO-CAPITAL ONE COMMERCIAL OFFICE SUPPLIES	01/07/2016		731.14
				Total for Check Number 10530:	0.00 731.14
10531	00418 19899	DATCO SERVICES CORP CONTRACT SERVICES	01/07/2016		25.50
				Total for Check Number 10531:	0.00 25.50
10532	UB*00071	MICHELLE FLEMING Refund Check	01/07/2016		0.62
				Total for Check Number 10532:	0.00 0.62
10533	00662	JAMES A. MUELLER	01/07/2016		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	JAN 2016	CALPERS MEDICAL			50.00
			Total for Check Number 10533:	0.00	50.00
10534	00099 JAN 2016	JOEL BUSA CALPERS MEDICAL	01/07/2016		125.00
			Total for Check Number 10534:	0.00	125.00
10535	UB*00073	ESTATE OF J & M MUNGAVEN Refund Check Refund Check	01/07/2016		232.58 9.29
			Total for Check Number 10535:	0.00	241.87
10536	00054 122415	PACIFIC GAS & ELECTRIC GAS/ELECTRIC CHARGES	01/07/2016		334.73
			Total for Check Number 10536:	0.00	334.73
10537	00100 112315	RICK ROGERS REIMBURSEMENT - RENEWAL FEE'S FOR	01/07/2016		105.00
			Total for Check Number 10537:	0.00	105.00
10538	UB*00072	WIL STEIGER Refund Check	01/07/2016		14.15
			Total for Check Number 10538:	0.00	14.15
10539	UB*00070	JANET WALRAVEN Refund Check Refund Check	01/07/2016		20.71 18.51
			Total for Check Number 10539:	0.00	39.22
10540	00599 43529198A 43529198B	WEX BANK FUEL - OPS FUEL - WTP	01/07/2016		3,299.67 988.30
			Total for Check Number 10540:	0.00	4,287.97
10541	00216 643278 67421 67802	BOULDER CREEK AUTO PARTS RELAY SWITCH TRUCK 340 - TAIL LIGHT BULBS TRUCK 209 - WIPER BLADES, HEAD LIGHT	01/07/2016		16.69 6.48 64.45
			Total for Check Number 10541:	0.00	87.62
10542	00130 B18506 C3069	BOULDER CREEK HARDWARE BUCKLE FOR SAW CHAPS - REPLACEMENT CHAIN SAW CHAIN - NEW CHAIN STIHL 02	01/07/2016		3.89 62.65
			Total for Check Number 10542:	0.00	66.54
10543	00711 S1530038.001 S1532423.001 S1532423.002	ROBERTS & BRUNE CO. 9007-000 - BLUE MARKING PAINT MISC PARTS & FITTINGS - EL NINO STORM MISC PARTS & FITTINGS - EL NINO STORM	01/07/2016		53.55 2,387.72 456.88
			Total for Check Number 10543:	0.00	2,898.15
10544	00142	SAN LORENZO LUMBER	01/07/2016		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	61-0060450	SMALL TOOLS-ROTOHAMMER BIT			37.97
	61-0060960	PLUMBING INSULATION - WELL INSULAT			19.37
Total for Check Number 10544:				0.00	57.34
10545	00125	SCARBOROUGH LUMBER	01/07/2016		
	261900	SMALL TOOLS/MEASURING TAPE--TRUCK			18.21
	261959	SUPPLIES			66.42
	262443	WATER QUALITY - TUBING AND BATTERII			29.41
	262574	SUPPLIES			163.04
	262612	SUPPLIES			11.55
	262781	SMALL TOOLS - EASY OUT			16.38
	262870	PALLET OF CONCRETE - QUAIL 5 CORP YA			243.19
	262919	PLUMBING INSULATION - FREEZE PREVEI			63.20
	262940	INSULATION MATERIAL - FREEZE PROTEC			21.42
	263207	HEADLAMP/FLASHLIGHTS - MISC. HEADL			150.41
	345742	CHAIN SAWS AND CHAPS			804.65
	345742	CHAIN SAWS AND CHAPS			805.64
	541181	SUPPLIES			85.69
	541458	OPS-LIGHT BULBS			61.05
	541498	EMERGENCY TRAILER-ELECTRICAL CON			34.69
	541507	GAS CANS - GAS CANS FOR DISTRIBUTIO			98.56
	541691	TARPS - TARPS FOR QUAIL 5 YARD			151.42
	541752	PROSSER BLDG - EROSION CONTROL			21.42
	541763	PROSSER BLDG - FENCING/SECURITY			34.08
	541808	PIPE ANCHORING - ALL THREAD FOR PIPE			24.98
Total for Check Number 10545:				0.00	2,905.41
10546	00168	SCOTTS VALLEY SPRINKLER	01/07/2016		
	143101	PROSSER BLDG DEMO - EROSION CONTR			317.78
	143172	PRESSURE GAUGE - PRESSURE GAUGES			39.96
Total for Check Number 10546:				0.00	357.74
Report Total (24 checks):				0.00	14,103.02

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 01/06/16. 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
01/06/16	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	38,143.00	38,143.00
01/06/16	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	5,559.04	
				Medicare	1,300.10	
				Fed Income Tax	10,498.98	
				CA Income Tax	3,474.05	
				CA Disability	806.97	
				Total Withholdings	21,639.14	
				Employer Liabilities		
				Social Security	5,559.04	
				Medicare	1,300.10	
				Fed Unemploy	537.98	
				Total Liabilities	7,397.12	29,036.26
01/06/16	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO	1,594.80	
				PX401 EECU		
				PX401 ERMTCH		
				PX401 ERCUM		
				PX401 EEPRE	898.56	2,493.36
01/06/16	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXDCA EE PRE		
				PXUME EE PRE	250.00	250.00
EFT FOR 01/06/16						69,922.62
TOTAL EFT (Does not reflect administrative charges)						69,922.62

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>
01/06/16	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	19,312.94	
TOTAL NEGOTIABLE CHECKS						19,312.94

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 01/06/16. 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 - *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>
01/06/16	Refer to your records for account	Information	Payroll	Employee Deductions	
				Advance	669.27
				Calper 457	125.00
				DPer	5,606.10
				Health	1,880.91
				ICMA	1,185.00
				Life Ins	14.00
				Union dues	342.21
				Total Deductions	9,822.49

TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges) 9,822.49

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>	
01/13/16	Taxpay®	FED IT PMT Group	24,217.26
01/13/16	Taxpay®	CA IT PMT Group	4,281.02

M E M O

TO: Board of Directors
FROM: District Manager
PREPARED BY: Finance Manager
SUBJECT: ONE TIME LEAK ADJUSTMENT STATUS REPORT
DATE: January 14, 2016

San Lorenzo Valley Water District realizes that leaks occasionally occur that will cause the customer's bill to be extraordinarily high. The District adopted Ordinance No. 85 (and amended by Ordinance Nos. 97, 101 and 102) to assist customers with a one-time leak adjustment per account. To obtain a one-time leak adjustment, the customer must submit a written leak adjustment request. After review and approval, adjustments can be made to the customer's account.

During the time frame from October 1, 2015 to December 31, 2015, there were 19 leak adjustments processed. During this period, there was a period that it was very cold and we were getting calls of pipes freezing and breaking. I believe this was the cause for the increased number of leak adjustment requests.

STRATEGIC PLAN:

Element 1.4 - Water Audit & Loss Control Program

FISCAL IMPACT:

\$3114.20

Utility Billing

Transactions by Date

LEAK ADJUSTMENT - Q2 2015



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

Date From: 10/01/2015 To: 12/31/2015
Batch Adj & Fees
Billing 001, 002

Account Referen	Journal Entry Tran Type	Amount
LEAK		
005623-000	10/29/2015	-127.68
140618000	Adjustment	
005678-000	12/16/2015	-77.87
140665000	Adjustment	
006240-000	10/12/2015	-113.68
230007300	Adjustment	
006322-000	11/18/2015	-76.16
240000950	Adjustment	
006327-000	12/16/2015	-125.44
240001200	Adjustment	
006394-000	11/18/2015	-156.80
240004300	Adjustment	
012349-000	12/16/2015	-397.38
850511002	Adjustment	
012667-000	10/23/2015	-169.16
910034081	Adjustment	
012959-000	10/02/2015	-87.36
950191004	Adjustment	
007783-000	12/16/2015	-22.40
300121082	Adjustment	
008061-000	10/29/2015	28.23
410310001	Adjustment	
010228-000	10/23/2015	-62.72
650628001	Adjustment	
010246-000	10/29/2015	-94.88
650645002	Adjustment	
010491-000	11/16/2015	-248.68
660856002	Adjustment	
010540-000	12/16/2015	-310.42
710007000	Adjustment	
010720-000	12/16/2015	-196.01
710106100	Adjustment	
010974-000	11/18/2015	-181.44
720303001	Adjustment	
011472-000	12/16/2015	-190.40
740706002	Adjustment	
011638-001	12/16/2015	-147.49
750869002	Adjustment	
LEAK TOTAL		\$ (3,114.20)
# Leak Adj		19
FY1516 YTD Totals		\$ (4,373.61)
# Leak Adj		26

In accordance with District Ordinance 85, authorizing water bill adjustments adopted October 10, 1991 and amended by Ordinance 97 adopted April 20, 2000, Ordinance 101 adopted January 6, 2005 and Ordinance 102 adopted March 3, 2005, District staff has adjusted the above accounts for the period stated above.

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Repeal and Replacement of Ordinance 8

DATE: December 17, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached draft Rules and Regulations of the San Lorenzo Valley Water District and review the attached draft Policies and Procedures of the San Lorenzo Valley Water District. Staff recommends the Board, by Ordinance, repeal Ordinance 8 (available on District website) in its entirety, by Ordinance adopt the District's Rules and Regulations, and by Resolution adopt the District's Policies and Procedures.

BACKGROUND:

At its regularly scheduled meeting on December 17, 2015 the Board addressed this item and requested that staff return with additions/revisions. Since that meeting the Board adopted on January 7, 2016 the District's official 'Schedule of Rates and Charges', providing a single document outside Ordinance 8 that establishes all of the current District rates and charges subject to Proposition 218 requirements. As a result of the Board's adoption of the 'Schedule of Rates and Charges', staff has amended the draft Rules and Regulations to include Section 13, Rates. The proposed Section 13 refers to the District's most recently adopted Schedule of Rates and Charges. This change allows rates to be adopted by resolution and the Rules and Regulations will continue to be adopted by Ordinance.

The District has adopted Ordinance 8 as the current primary document defining the District's rules, regulations, policies and procedures. It is generally accepted that Ordinance 8 has become cumbersome. Staff has worked with the Legislative Committee to take Ordinance 8 and separate it into two distinct draft documents; Rules and Regulations & Policies and Procedures. Every Article in Ordinance 8 is represented in the combined draft documents. To staff's knowledge no Article of Ordinance 8 has been omitted. Some outdated language has been removed.

Ord 8 Article 17 - Sewerage Rules, Regulations, Rates & Charges has been

amended to remove references to the now defunct Valley Wide Sewer System.

Ord 8 Article 19, Cross-Connection Control Program is currently incomplete and will be brought to the Board when ready, early next year.

Staff is requesting that the Board replace Ordinance 8 with the two draft documents; Rules and Regulations & Policies and Procedures. This will not be a singular event. Corrections will be required. There are references and incompatible language within the documents that will need to be corrected. Staff is committed to assisting the Administration Committee with a thorough review and revision of these documents over the next year. However, the first step is to adopt the documents.

If these two documents are adopted by the Board, throughout this year staff intends to collect all external rules, regulations, policies and procedures documents and bring them to the Board for adoption as Sections into one of these two documents, thereby creating one source of record for the District's Rules and Regulations and one source of record for the District's Policies and Procedures.

STRATEGIC PLAN:

Element 9.0 - Update Ordinance 8

FISCAL IMPACT:

No impact to current budget year

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 27 (15-16)

ADOPTION OF THE SAN LORENZO VALLEY WATER DISTRICT POLICIES AND PROCEDURES

WHEREAS, the San Lorenzo Valley Water District follows certain rules, regulations, policies and procedures currently defined as 'Ordinance 8'; and

WHEREAS, it is appropriate that a regular review of the District's Rules, Regulations, Policy's and Procedures be conducted, allowing for revisions as determined by the Board; and

WHEREAS, after reviewing Ordinance 8 the Board of Directors of the San Lorenzo Valley Water District (hereinafter "Board") recognizes that Ordinance 8 has become outdated and inefficient; and

WHEREAS, the Board has reviewed the draft Policies and Procedures of the San Lorenzo Valley Water District as provided;

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

The Board adopts the Policies and Procedures of the San Lorenzo Valley Water District,

AND THEREFORE, The Board directs the District Manager to take all action necessary to put into effect the intent of this Resolution.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of January 2016, by the following vote of the members thereof:

ROLL CALL:

AYES:

NOES:

ABSTAIN:

ABSENT:

Holly B. Morrison
District Secretary

SAN LORENZO VALLEY WATER DISTRICT

ORDINANCE NO. 108

RECENTION OF ORDINANCE 8 AND ADOPTION OF THE SAN LORENZO VALLEY
WATER DISTRICT RULES AND REGULATIONS

WHEREAS, the San Lorenzo Valley Water District follows certain rules, regulations, policies and procedures currently defined as 'Ordinance 8'; and

WHEREAS, it is appropriate that a regular review of the District's Rules, Regulations, Policy's and Procedures be conducted, allowing for revisions as determined by the Board; and

WHEREAS, after reviewing Ordinance 8 the Board of Directors of the San Lorenzo Valley Water District (hereinafter "Board") recognizes that Ordinance 8 has become outdated and inefficient; and

WHEREAS, the Board has reviewed the draft Rules and Regulations of the San Lorenzo Valley Water District as provided;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the San Lorenzo Valley Water District as follows:

The Board rescinds Ordinance 8 in its entirety,

AND THEREFORE, The Board adopts the Rules and Regulations of the San Lorenzo Valley Water District,

AND THEREFORE, The Board directs the District Manager to take all action necessary to put into effect the intent of this Ordinance.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21st day of January 2016, by the following vote of the members thereof:

ROLL CALL:

AYES:

NOES:

ABSTAIN:

ABSENT:

BY: _____

ATTEST: _____

Randall Brown
President, Board of Directors

Holly B. Morrison
District Secretary

RULES AND REGULATIONS OF THE SAN LORENZO WATER DISTRICT
(Adopted ~~December YY XX, 2016~~5)

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draft - attachment

TABLE OF CONTENTS

ARTICLE I. GENERAL PROVISIONS 6

SECTION 1.01 FAILURE TO COMPLY 6

SECTION 1.02 DISTRICT’S RECORDS 6

SECTION 1.03 PUBLIC RECORDS REQUEST ACT 6

SECTION 1.04 REMOVAL OF RECORDS 6

SECTION 1.05 SEVERABILITY 7

ARTICLE II. DEFINITIONS 7

ARTICLE III. WATER DISTRICT 8

SECTION 3.01 DEFENITION **ERROR! BOOKMARK NOT DEFINED.**

SECTION 3.02 EMPLOYEES 8

ARTICLE IV. APPLICATION FOR REGULAR WATER SERVICE—WHERE NO MAIN EXTENSION REQUIRED. 9

SECTION 4.01 WATER SERVICE APPLICANT 9

SECTION 4.02 WATER SERVICE APPLICATION 9

SECTION 4.03 RESPONSIBILITY OF PROPERTY OWNER 9

SECTION 4.04 APPLICANT’S COMPLIANCE WITH RULES AND REGULATIONS OF DISTRICT 9

SECTION 4.05 APPLICATION PAYMENT 9

SECTION 4.06 INITIATION OF SERVICE 9

SECTION 4.07 SERVICE INSTALLATION 10

SECTION 4.08 FACILITY OWNERSHIP 10

SECTION 4.09 APPLICATION EXPIRATION 10

SECTION 4.10 APPEAL OF EXPIRED APPLICATION 10

SECTION 4.11 HANDLING OF CONNECTION CHARGE 10

SECTION 4.12 WRITTEN REQUEST FOR SETTING METER 11

SECTION 4.13 REFUND REQUEST 11

ARTICLE V. GENERAL USE REGULATIONS 11

SECTION 5.01 NUMBER OF SERVICES PER PREMISES 11

SECTION 5.02 SUPPLY TO SEPARATE PREMISES 11

SECTION 5.03 SUPPLY TO MULTIPLE USERS 12

SECTION 5.04 CHARGES TO MULTIPLE USERS 12

SECTION 5.05 WATER WASTE 12

SECTION 5.06 RESPONSIBILITY FOR EQUIPMENT ON CUSTOMER PREMISES 12

SECTION 5.07 DAMAGE TO WATER SYSTEM FACILITIES 12

SECTION 5.08 CONTROL VALVE ON THE CUSTOMER PROPERTY 12

SECTION 5.09 INTERRUPTIONS IN SERVICE 13

SECTION 5.10 INGRESS AND EGRESS 13

SECTION 5.11 RESALE OF WATER 13

SECTION 5.12 HEALTH AND SAFETY—DISCONTINUANCE OF SERVICE 13

SECTION 5.13 BOOSTER DEVICE 13

SECTION 5.14 CUSTOMER’S FACILITIES 13

SECTION 5.15 REMOVAL OF UNAUTHORIZED WATER DISTRIBUTION FACILITIES 13

ARTICLE VI. METERS 14

SECTION 6.01 INSTALLATION 14

SECTION 6.02	METER INSTALLATIONS.....	14
SECTION 6.03	CHANGE IN LOCATION OF METERS.....	14
SECTION 6.04	METER READING.....	14
SECTION 6.05	OBSTRUCTION OF METER.....	14
SECTION 6.06	METER TESTS—DEPOSIT.....	14
SECTION 6.07	ADJUSTMENT FOR METER ERRORS.....	15
SECTION 6.08	METER MAINTENANCE.....	15
SECTION 6.09	METER TEST DEPOSIT, AMOUNT OF.....	15
SECTION 6.10	POLICY ON WATER CONNECTION TRANSFERS.....	15
SECTION 6.11	DEVELOPMENT OF A TRANSFER TRACKING SYSTEM.....	15
SECTION 6.12	EXCLUSIONS FROM THE WATER METER TRANSFER POLICY.....	15
SECTION 6.13	CONDITIONS ON THE TRANSFER OF WATER METERS.....	16
SECTION 6.14	METERS EXISTING IN DISTRICT RECORDS.....	17
ARTICLE VII.	CREDIT.....	17
SECTION 7.01	ESTABLISHMENT AND MAINTENANCE OF CREDIT.....	17
SECTION 7.02	APPLICATION OF DEPOSIT TO WATER BILL.....	18
SECTION 7.03	REPLACEMENT OR CHANGE OF DEPOSIT.....	18
SECTION 7.04	RETURN OF DEPOSIT.....	18
ARTICLE VIII.	BILLING.....	18
SECTION 8.01	BILLING PERIOD.....	18
SECTION 8.02	OPENING AND CLOSING BILLS.....	18
SECTION 8.03	PAYMENT OF BILLS.....	18
SECTION 8.04	COMMENCEMENT OF LIABILITY FOR MONTHLY BASIC CHARGE.....	18
SECTION 8.05	MID-TERM BILLING.....	19
SECTION 8.06	BILLINGS OF SEPARATE METERS NOT COMBINED.....	19
ARTICLE IX.	DISCONTINUANCE OF SERVICE.....	19
SECTION 9.01	DISCONNECTION FOR NON-PAYMENT.....	19
SECTION 9.02	CHARGES DURING DISCONTINUANCE OF SERVICE.....	19
SECTION 9.03	UNSAFE APPARATUS.....	19
SECTION 9.04	CROSS CONNECTIONS.....	19
SECTION 9.05	FRAUD OR ABUSE.....	19
SECTION 9.06	NON-COMPLIANCE WITH REGULATIONS.....	20
SECTION 9.07	DISCONTINUANCE UPON VACATING PREMISES.....	20
ARTICLE X.	COLLECTION BY SUIT.....	20
SECTION 10.01	PENALTY.....	20
SECTION 10.02	SUIT.....	20
SECTION 10.03	48-HOUR NOTICE.....	20
SECTION 10.04	RETURNED CHECK—CHARGE FOR.....	20
SECTION 10.05	INSTALLMENT PAYMENTS, INTEREST.....	20
SECTION 10.06	LIEN PROCEDURE FOR UNPAID CHARGES FOR WATER OR OTHER SERVICES.....	21
SECTION 10.07	DEDUCTING DELINQUENCIES AND OTHER DEBTS FROM DISBURSEMENTS.....	22
SECTION 10.08	TRANSFER OF DELINQUENT ACCOUNT TO ACTIVE ACCOUNT OF SAME OWNER.....	22
SECTION 10.09	COLLECTION OF CURRENT YEARLY AND DELINQUENT CHARGES FOR WASTEWATER MANAGEMENT SYSTEMS AND SERVICES WITH GENERAL TAXES: AUTHORIZATION.....	23
SECTION 10.10	ADOPTION OF COLLECTION PROCEDURE.....	23
SECTION 10.11	ELECTION BY BOARD OF DIRECTORS TO COLLECT FEES ON TAX ROLL.....	23

SECTION 10.12	WRITTEN REPORT.....	23
SECTION 10.13	PUBLICATION OF NOTICE OF REPORT AND HEARING.....	23
SECTION 10.14	MAILED NOTICE.....	23
SECTION 10.15	NOTICED PUBLIC HEARING.....	24
SECTION 10.16	DETERMINATION BY BOARD.....	24
SECTION 10.17	FILING OF REPORT.....	24
SECTION 10.18	LIEN.....	24
SECTION 10.19	INCLUSION OF CHARGES IN BILLS FOR TAXES.....	24
SECTION 10.20	COLLECTION; DELINQUENCY DATE; PENALTY.....	24
SECTION 10.21	LIEN; RECORDING, FORCE, EFFECT, AND PRIORITY.....	25
ARTICLE XI.	COMPLAINTS AND DISPUTED BILLS.....	25
SECTION 11.01	REPORT AND ADJUSTMENTS.....	25
SECTION 11.02	COMPLAINTS AT BOARD HEARING.....	25
SECTION 11.03	DISPUTED BILLS.....	25
ARTICLE XII.	PRIVATE FIRE PROTECTION SERVICE.....	25
SECTION 12.01	PAYMENT OF COST.....	25
SECTION 12.02	NO CONNECTION TO OTHER SYSTEM.....	26
SECTION 12.03	USE.....	26
SECTION 12.04	METER RATES.....	26
SECTION 12.05	MONTHLY RATES.....	26
ARTICLE XIII.	RATES.....	26
SECTION 13.01	ESTABLISHMENT OF RATES.....	26
SECTION 13.02	CONNECTION FEE – BEAR CREEK ROAD MAIN EXTENSION.....	26
SECTION 13.03	CONNECTION FEE.....	26
SECTION 13.04	EXEMPTION.....	27
SECTION 13.05	METER INSTALLATION FOR REGULAR WATER SERVICE, CHARGES FOR.....	27
SECTION 13.06	WATER CHARGES – REGULAR SERVICE.....	28
SECTION 13.07	WATER CHARGES - SURPLUS WATER.....	28
SECTION 13.08	ACCOUNT ESTABLISHMENT DEPOSIT AND CHARGE.....	29
SECTION 13.09	SIZING OF METERS.....	29
SECTION 13.10	CONNECTION CHARGES.....	29
SECTION 13.11	WATER METER REVIEW SHEET.....	29
SECTION 13.12	CUSTOMER RESPONSIBILITY FOR WORN-OUT METERS.....	30
SECTION 13.13	EXCLUSION OF LIABILITY FOR LOSS OR SUPPLY OR PRESSURE.....	30
SECTION 13.14	WATER USE.....	30
SECTION 13.15	SIGNATURE ON WAIVER.....	30
SECTION 13.16	RESIDENTIAL FIRE SPRINKLER SYSTEM.....	30
ARTICLE XIV.	SEWERAGE RULES, REGULATIONS, RATES, AND CHARGES.....	31
SECTION 14.01	REGULATION OF SEWERAGE DISCHARGE—BEAR CREEK ESTATES.....	31
ARTICLE XV.	CONTRACTS AND PURCHASING.....	40
SECTION 15.01	GENERAL.....	40
SECTION 15.02	PUBLIC NOTICE.....	40
SECTION 15.03	LOWEST RESPONSIBLE BIDDER.....	40
SECTION 15.04	REJECTION OF BIDS.....	40
SECTION 15.05	INFORMAL BIDDING PROCEDURE.....	40
SECTION 15.06	FORMAL BIDDING PROCEDURES.....	40

SECTION 15.07	WAIVER OF PROVISIONS--\$500 OR LESS	41
SECTION 15.08	SIGNING OF CONTRACTS	41
SECTION 15.09	PROFESSIONAL, SPECIALIZED, CONSULTANT OR SOLE SOURCE	41
ARTICLE XVI.	CROSS CONNECTION CONTROL PROGRAM	41
ARTICLE XVII.	WELLS.....	42
SECTION 17.01	DEFINITIONS	42
SECTION 17.02	PERMIT REQUIREMENT	42
SECTION 17.03	PERMIT PROCEDURE	43
SECTION 17.04	EXEMPTION FOR PRE-EXISTING WELLS	43
SECTION 17.05	WELL FAILURE	43
SECTION 17.06	RESERVATION OF DISTRICT'S RIGHT TO SERVE PUBLIC	43
SECTION 17.07	EXPIRATION OF PERMITS	44
SECTION 17.08	INVESTIGATION	44
SECTION 17.09	ORDER TO ABATE NUISANCE	44
SECTION 17.10	GROUNDWATER EMERGENCY	44
SECTION 17.11	ENFORCEMENT	45
SECTION 17.12	VIOLATION A MISDEMEANOR; PUNISHMENT	46
SECTION 17.13	CONFLICTS.....	46

draft - attachment

Article I. GENERAL PROVISIONS

Section 1.01 Failure to Comply

~~Section 1.01~~ For the failure of the customer to comply with the provisions of this ordinance, and any resolution adopted pursuant to this ordinance, or any ordinance, resolution or order fixing rates and charges of this District, a penalty for which has not hereafter been specifically fixed, the customer's service shall be discontinued and water shall not be supplied such customer until the customer has complied with the rule or regulations, rate or charge violated or, in the event that he cannot comply with said rule or regulation, until the District is satisfied that in the future the customer will comply with all the rules and regulations established by this ordinance and with all rates and charges of this District. In addition, the customer shall pay the District for renewal of services such sum as the Board of Directors of the District shall by resolution fix.

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Section 1.02 District's Records

~~Section 1.02~~ The District's public records shall be open to inspection during the District's regular office hours. The term "public records" and other terms used herein shall be as defined in Government Code 6252.

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Section 1.03 Public Records Request Act

~~Section 1.03~~ It is the policy of the District to comply with the California Public Records Act, Government Code Section 6250 and following, and with California Civil Discovery Statutes, section 2016 and following, regarding the access and availability of District records, and the responsibility to research, identify, produce and copy such records in accordance with applicable law. As set forth in 1.6 above, District records are open and available to the public in accordance with stated regulations. District staff resources are limited and are funded by user charges billed to District customers and taxes assessed on properties within the District. The Board has determined it appropriate to charge and collect a reasonable fee from any person requesting research, identification, production and services in order to recover the estimated costs incurred by the District in responding to such request.

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Section 1.04 Removal of Records

~~Section 1.04~~ No District records shall be removed from the District offices without the prior express written approval of the District Manager. Such approval shall authorize the removal of specifically identified documents by an identified person, to a named location for a stated purpose and shall state a return date. Copies, duplicates or reproductions of District records may be released from the District Offices in accordance with Ordinance 8 and other applicable law. The Board shall be notified of all written approvals issued by the Manager.

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Section 1.05 Severability

~~Section 1.05~~ If any section, subsection, paragraph, subparagraph, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance, and the Board declares that this ordinance and phrases thereof would have been adopted irrespective of the fact that one or more of such sections, subsection, paragraph, sub-paragraph, sentence, clause and phrases thereof would have been adopted irrespective of the fact that one or more of such sections, subsections, paragraph, subparagraph, sentence, clause, or phrase be declared invalid or unconstitutional.

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Article II. DEFINITIONS

1. Applicant. A person applying for water service.
2. Board. The Board of Directors of the San Lorenzo Valley County Water District.
3. Commercial Property. The premises on which the customer is engaged in a business or trade.
4. Control Valve. A valve, independent of the District's facilities, located in the customer's piping as close to the meter as practicable, the operation of which will control the entire water supply from the meter.
5. Cross-Connection. Any physical connection between the piping system from the District service and that of any other water supply that is not or cannot be approved as safe and potable for human consumption, whereby water from the unapproved source may be forced or drawn into the District distribution main.
6. Curb Stop. A valve between the main and the meter for the use of the District in controlling the water supply to a customer.
7. Customer. A person supplied or entitled to be supplied with water service by the District.
8. Developer. A person who intends originally to construct and to develop, pursuant to a subdivision map of record, a tract of more than four separate parcels within the District.
9. District. The San Lorenzo Valley Water District.
10. Distribution Mains. Water lines in streets, alleys, and easements used for public and private fire protection and for general distribution of water.
11. Residential Property. Premises used for household residential purposes.
12. Residential Service. The supplying of water for residential purposes.
13. Extensions. The addition of distribution mains, exclusive of service connections, beyond existing facilities.
14. Mains. Pipelines located in streets, highways, or rights of way which are used to serve the general public.
15. Owner. The person owing the fee, or the person in whose name the legal title to real property appears by deed duly recorded in the County Recorder's Office, or the person in possession of the property or buildings under claim of, or exercising acts of

ownership over the property for himself or as executor, administrator, or guardian or trustee of the owner.

16. Person. An individual or a company, association, co-partnership or public or private corporation.

17. Premises. The integral property or area under single ownership, including improvements thereon, to which water service is or will be provided. Apartment houses and office buildings may be classified as single premises.

18. Private Fire Protection Service. Water service and facilities for building sprinkler systems, hydrants, hose reels and other facilities installed on private property for fire protection and the water available therefor.

19. Public Fire Protection Service. The service and facilities of the entire water supply, storage and distribution system of the District, including the fire hydrants affixed thereto, and the water available for fire protection, excepting house service connections and appurtenances thereto.

20. Regular Water System. Water service and facilities rendered for normal residential and commercial purposes on a permanent basis, and the water available therefor.

21. Schedules. The entire body of effective rates, charges and rules.

22. Service or Service Connection. The pipeline and appurtenant facilities such as the curb stop, meter and meter box all used to extend water service from a distribution main to premises. Where services are divided at the curb or property line to serve several customers, each such branch service shall be termed a separate service.

23. Temporary Water Service. Water service and facilities rendered for construction work and other uses of limited duration, and the water available therefor.

24. Water System. The distribution and transmission main, pumps, valves, hydrants, and storage facilities.

25. Connection Fee. A fee to be paid by applicants for new water service connections determined by the Board of Directors to be an amount equal to the historic capital cost component of the water rate charged by the district.

Article III. WATER DISTRICT

Section 3.01 Definition

~~Section 3.01~~ The Water District shall include the Board and such positions as the Board may create and fill from time to time.

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Section 3.02 Employees

~~Section 3.02~~ The Board may authorize the employment of such employees as are reasonably necessary for the proper operation, maintenance and repair of the District water system and to fix the compensation to be paid such personnel.

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Article IV. APPLICATION FOR REGULAR WATER SERVICE—WHERE NO MAIN EXTENSION REQUIRED.

Section 4.01 Water Service Applicant

~~Section 4.01~~ Each applicant for regular water service shall be required to sign on a form provided by the District.

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Section 4.02 Water Service Application

~~Section 4.02~~ Each application shall set forth the following:

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- (a) Date of application
- (b) Name of applicant
- (c) Street of address of property to be served
- (d) The assessor's parcel number of the property to be served
- (e) Address to which bills shall be mailed
- (f) Applicant's ownership in the property.
- (g) Whether the service is for residential, commercial, or industrial use.

Section 4.03 Responsibility of Property Owner

~~Section 4.03~~ Property Owner responsible for Bills.

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Section 4.04 Applicant's Compliance with Rules and Regulations of District

~~Section 4.04~~ Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for water service required.

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Section 4.05 Application Payment

~~Section 4.05~~ An application will not be honored unless payment in full has been made for water service previously rendered to the applicant by District.

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Section 4.06 Initiation of Service

~~Section 4.06~~ Upon receiving the application and upon compliance with applicable rules and regulations of the District, for locations with existing service and meter, the District will commence water service upon the payment of a fee to cover the average cost of commencing such service. The average cost shall be fixed by the Board by resolution. Upon receiving the application and upon compliance with other applicable rules and regulations; for locations with no existing service and meter, the District will install a service connection and meter upon payment of fees designed to reimburse the District for the cost of the facilities required.

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Section 4.07 Service Installation

~~Section 4.07~~ Regular water service will be installed at the location determined by the Water District. Service installations will be made only to property abutting on public streets or abutting on such distribution mains as may be constructed in alleys or easements. Applicant shall install a control valve and piping which shall extend to that point on the curb line or property line easiest of access to the District from the existing distribution system. The control valve shall be for the purpose of controlling the flow of water to the piping on customer's premises. To protect his piping, appliances and facilities against excessive or fluctuating pressure, the applicant may install a pressure regulator in his piping, and the District shall not be responsible for damage to a customer's piping, appliances and facilities occasioned by excessive or fluctuating pressure beyond the reasonable control of the District. The approval of the Water District shall be procured before the installation of any such facilities.

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Section 4.08 Facility Ownership

~~Section 4.08~~ All facilities installed between the main and meter outlet, including the service connection and meter shall be and shall remain the property of the District and may be maintained, repaired or replaced by the water District without the consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities. No payment shall be made for placing or maintaining such facilities on private property. The necessary piping and main valve and pressure regulator located beyond the meter outlet shall be the property of the customer and shall be maintained by the customer.

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Section 4.09 Application Expiration

~~Section 4.09~~ Every application for new service shall expire by limitation, and become null and void if the demand for meter installation is not made by the applicant for the premises to which the application applies within 90 days from the date of application.

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Section 4.10 Appeal of Expired Application

~~Section 4.10~~ An applicant whose application has been determined by the Water District to have become null and void may appeal such determination to the Board of Directors.

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Section 4.11 Handling of Connection Charge

~~Section 4.11~~ Upon application to the District, and determination by the District that the property for which water service is requested can be served, the District shall place the connection charge into a separate fund. The money shall remain in said fund until it is either 1) refunded to the customer if his application for service is denied, withdrawn, or expires, or 2) transferred to the Capital Improvement Fund after the water meter is installed. Interest on any such funds shall be retained by the District.

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Section 4.12 Written Request for Setting Meter

~~Section 4.12~~ The District shall not set the water meter until the applicant has filed with the District a written request for setting the meter.

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Section 4.13 Refund Request

~~Section 4.13~~ Any owner of property for which an application for water service has been filed and for which a charge has been paid may file a request for a refund of the water service connection charge.

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- (a) If the property owner filed an application for services and paid the connection charge after June 18, 1981, And the water meter has not been set, the refund request shall be granted and the request may be processed administratively by the District Manager.
- (b) If the property owner filed an application for service and paid the connection charge before June 18, 1981, Or if the application was filed after June 18, 1981, but the meter has been set, the property owner may file a request for a hearing regarding a refund of the water service before the Board of Directors as follows:
 - (i) The property owner shall file a written request for a hearing addressed to the Board of Directors and submitted to the District Secretary, 13060 Central Avenue, Boulder Creek, CA 95006.
 - (ii) The request should include the name(s) and address of the property owner(s); the address of the property; the Assessor's Parcel No., and a statement of the facts and grounds supporting the request.
 - (iii) The funds for granting the request for a refund shall be either;
 - (iv) Changed physical conditions of the subject which render the parcel undevelopable.

Article V. GENERAL USE REGULATIONS

Section 5.01 Number of Services Per Premises.

~~Section 5.01~~ The applicant may apply for as many services as may be reasonably required for his premises provided that the pipeline system from each service shall be independent of the others and that they may not be interconnected. The cost of all services over and above the initial service shall be borne by the applicant

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Section 5.02 Supply to Separate Premises.

~~Section 5.02~~ No more than one premises shall be served from each service connection.

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Section 5.03 Supply to Multiple Users.

~~Section 5.03~~ Separate houses, buildings, living or business quarters, such as motels, mobile home parks and the like, under a single control or management, may be served by any of the following methods:

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- (a) Through separate service connections to each or any unit, provided that the pipeline system from each service is independent of the others and that they are not interconnected.
- (b) Through a single service connection to the entire premises.
- (c) In the event that any separate house, building, living or business quarter is severed from the balance of the property, the property so severed shall be required to provide a separate service connection.

The Water District, however, may require individual service connections for each separate house, building, living quarters or business quarter when the Board determines that such a requirement is in the best interest of the District.

Section 5.04 Charges to Multiple Users.

~~Section 5.04~~ Charges for water service to multiple users may be fixed by the Board by resolution.

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Section 5.05 Water Waste.

~~Section 5.05~~ No consumer shall knowingly permit leaks or waste of water.

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Section 5.06 Responsibility for Equipment on Customer Premises.

~~Section 5.06~~ All facilities installed by the District on private property for the purpose of rendering water service shall remain the property of the District and may be maintained, repaired or replaced by the water department without the consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities. No payment shall be made for placing or maintaining facilities on private property.

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Section 5.07 Damage to Water System Facilities.

~~Section 5.07~~ The customer shall be liable for any damage to the District-owned customer water service facilities when such damage results from causes originating on the premises. The cost for repairing any such damage shall be paid by the customer, and the cost shall be due and payable to the District upon the District's rendering a bill therefor.

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Section 5.08 Control Valve on the Customer Property.

~~Section 5.08~~ The customer shall provide a valve on his side of the service installation to control the flow of water to the piping on his premises. The customer shall not use the service curb stop to turn water on and off for his convenience.

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Section 5.09 Interruptions in Service.

Section 5.09 The District shall not be liable for damage which may result from an interruption in service from a cause beyond the control of the water district. Temporary shutdowns may be made by the water district to make improvements and repairs. Whenever possible and as time permits, all customers and fire departments affected will be notified prior to making such shutdowns. Affected fire departments will be notified promptly upon restoration of service.

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Section 5.10 Ingress and Egress.

Section 5.10 Representatives from the water district shall have the right of ingress and egress to the customer premises at reasonable hours for any purpose reasonably connected with the furnishing of water service.

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Section 5.11 Resale of Water.

Section 5.11 Except by agreement with the District, no customer shall resell any of the water received by him from the District, nor shall such water be delivered to premises other than those specified in the application for service.

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Section 5.12 Health and Safety—Discontinuance of Service.

Section 5.12 If a condition on the customer's premises is found to be hazardous to the health and safety of the public arising from the use of water, the use and maintenance of any apparatus, appliances, or equipment or otherwise, the water district may discontinue service to such premises without notice. The water district in such event shall make reasonable effort to notify the customer of the discontinuance of service, and corrective actions shall be taken by the customer before service will be restored.

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Section 5.13 Booster Device.

Section 5.13 The District prohibits the attachment of any booster pump to a service on the customer's side of the meter and the use of any other method whereby the customer's share of available water to the main to which the meter is attached is increased beyond the amount which would otherwise be delivered through such meter.

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Section 5.14 Customer's Facilities.

Section 5.14 The District shall not be responsible for open appliances or faulty fixtures or broken or damaged pipes not for loss of water beyond the meter outlet.

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Section 5.15 Removal of Unauthorized Water Distribution Facilities.

Section 5.15 In the event that a District representative identifies unauthorized water distribution facilities that connect to the District water system, or otherwise transport District water, a District representative may remove such unauthorized water distribution facilities and store same at the District Office until such user(s) or customer(s) comply with District rules and regulations and State and local law regulating water services.

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Article VI. METERS

Section 6.01 Installation.

~~Section 6.01~~ All services shall be metered. A sum of money as set forth in the rate schedules shall be deposited with the District prior to installation of the facilities to pay all of the cost of said installation. Title to the meters shall be held by the District.

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Section 6.02 Meter Installations.

~~Section 6.02~~ Meters will be installed at the curb or property line or next to the water main at the discretion of the District.

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Section 6.03 Change in Location of Meters.

~~Section 6.03~~ Meters relocated for the convenience of the customer will be relocated at the customer's expense. An advance deposit shall be required for every relocation. Any relocation must be approved by the Manager. Meters moved to protect the District's property will be moved at the District's expense. Meters shall be relocated only by the water District or under its supervision. By resolution the Board may provide for the customer's paying for a new service if the relocation of the meter exceeds a distance specified in the resolution. This section applies only to the change in location of a meter at a single premise.

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Section 6.04 Meter Reading.

~~Section 6.04~~ Meters of customers on domestic and certain shall commercial property shall be read bi-monthly as near the end of the month in which the meter reading is to be done as practicable.

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Section 6.05 Obstruction of Meter.

~~Section 6.05~~ It is the responsibility of the customer to maintain clear access to the meter at all times. No earth, rock, pavement, vegetation, construction, appurtenances, vehicle or obstructions of any kind whatsoever shall be allowed to interfere with or obstruct access of District personnel or representatives in the performance of their duties regarding the meter and its appurtenances and District facilities. Violation of this section shall result in District personnel posting on the premises a written notice of violation with directions to correct the problem within five days. Failure to correct the violation within five days after the notice is posted shall result in the District employing whatever alternate means are necessary to proceed with District operations, and all costs incurred plus a ten percent penalty as a result of failure to timely correct the violation and maintain clear access to the District meter shall be charged to the customer.

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Section 6.06 Meter Tests—Deposit.

~~Section 6.06~~ All meters will be tested prior to installation, and no meter will be installed which registers more than two per cent (2%) fast. Any customer may request that the meter serving his premises be tested by the water district. Such request shall

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be in writing and shall be accompanied by a deposit as fixed by the Board by resolution. Upon receipt of such request and the required deposit, the Manager shall cause the meter to be tested. The customer shall have the right to require the District to conduct the test in his presence, or in the presence of his representative. If the meter is found to register more than two per cent more water than actually passes through it, the deposit will be retained by the District.

Section 6.07 Adjustment for Meter Errors.

~~Section 6.07~~ If the meter shall be found to register over two percent more water than actually passes through it, the water bill for the current month shall be adjusted proportionately.

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Section 6.08 Meter Maintenance.

~~Section 6.08~~ The District shall maintain, repair and renew all meters when such maintenance, repair, or renewal is made necessary by reason of normal wear and tear.

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Section 6.09 Meter Test Deposit, Amount of.

~~Section 6.09~~ The meter testing deposits required to be made shall be \$25.00.

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Section 6.10 Policy on Water Connection Transfers.

~~Section 6.10~~ No water service connections or meters shall be transferred from one premises or parcel to another as provided herein.

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Section 6.11 Development of a Transfer Tracking System.

~~Section 6.11~~ The District Manager shall develop and implement a Water Meter Transfer Tracking System in the District.

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Section 6.12 Exclusions from the Water Meter Transfer Policy.

~~Section 6.12~~ No meter shall be transferred if any of the following situations occur:

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- (a) A main extension is required.
- (b) Any exceptions to District rules and regulations are required.
- (c) A parcel to which a meter is to be transferred is located in a water connection moratorium area.
- (d) A parcel to which a meter is to be transferred requires a larger meter, a different building zoning, different uses or requirements.
- (e) The parcel from which the meter is to be transferred is developed or has an existing structure which is, or has been served by the meter to be transferred.

Section 6.13 Conditions on the Transfer of Water Meters.

Section 6.13 Water meter transfers are subject to the following conditions.

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- (a) A customer must file a written request for a water service meter transfer with the Board describing the transfer and the reasons for such a transfer.
- (b) The Board shall consider a maximum of 5 transfers per year and give approval to transfer requests only during July of any year.
- (c) The customer may transfer a water meter service from and to another parcel within the District only if that customer is the owner of record of both parcels.
- (d) In no event shall service be permitted to both the transferor and the transferee parcels at the same time. Upon transfer of the water service meter to a different parcel, all service to the other parcel shall be terminated.
- (e) For parcels that have had their connection transferred away, current meter fees are to be paid as provided in Ordinance No. 8.
- (f) The District Manager shall note on all applications for connections, that the meter may be transferred and the property owner is advised to check with the District to ensure a meter is currently on the parcel.
- (g) All transfers shall be approved only if a document is recorded with the property the meter has been transferred from showing that the meter for the property no longer exists.
- (h) Customers transferring meters shall pay all costs for termination of the old service and installation of the transferred meter in accordance with District rules and regulations, less credit for any previous payments toward installation costs, if the meter has not already been installed.
- (i) Transfers require the installation of the proposed meter to be transferred, and termination of any existing service facilities on the parcel from which the meter was transferred, within 60 days of approval by the Board.

Section 6.14 Meters Existing in District Records.

Section 6.14 Only connections existing in District records shall be honored for transfer by the District. All other parcels not shown in District records as having a water meter connection shall be subject to Ordinance No. 8 on Connection fees.

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Article VII. CREDIT

Section 7.01 Establishment and Maintenance of Credit.

Section 7.01 The Board, as prescribed by resolution, may require from each applicant for water service a security deposit in an amount not exceeding one year's charges either from persons receiving water service or from the owners of the property to which

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or in connection with which water service is rendered. The Board may require a guarantee by the owner of property that bills for service to the property or the occupants thereof will be paid.

Section 7.02 Application of Deposit to Water Bill.

~~Section 7.02~~ The District may apply, without notice, the amount of any deposit prescribed herein toward the payment of any water bill or other indebtedness which may become past due and owing to the District and to unpaid bills for water service when such service has been discontinued.

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Section 7.03 Replacement or Change of Deposit.

~~Section 7.03~~ The Manager of the District may require, as a condition of service at any time, that the deposit prescribed herein be replaced if the deposit or any part thereof has been applied to the payment of any bill or indebtedness to the District, or may require that the deposit be increased if depleted, found to be insufficient or good cause otherwise exists.

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Section 7.04 Return of Deposit.

~~Section 7.04~~ The deposit made by any applicant or property owner may be refunded upon discontinuance of service, the District shall refund any balance in the customer's deposit in excess of unpaid bills or other indebtedness to the District.

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Article VIII. BILLING

Section 8.01 Billing Period.

~~Section 8.01~~ -The regular billing period will be monthly or bi-monthly at the option of the District.

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Section 8.02 Opening and Closing Bills.

~~Section 8.02~~ Opening and closing bills for less than the normal billing period shall be pro-rated both as to the basic charges and quantity blocks

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Section 8.03 Payment of Bills.

~~Section 8.03~~ Bills for water service shall be mailed or delivered to each customer as soon as convenient after the reading of the meter. Bills shall be payable upon presentation.

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Section 8.04 Commencement of Liability for Monthly Basic Charge.

~~Section 8.04~~ The applicant shall become a customer of the District and shall become liable for and shall be billed for the basic monthly charge from the date that the water meter is set.

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Section 8.05 Mid-term Billing

~~Section 8.05~~ Whenever a customer desires a billing at a time other than the normal bi-monthly billing period, the customer requesting the bill shall pay to the Water District an advance fee of \$20.00. The District shall read the meter, calculate the bill to the date read, and mail a bill marked "mid-term billing" to the customer. The special billing would appear on the owner's account, and would show as a prior balance if not paid. The owner of the property is responsible for this bill, as other bills.

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Section 8.06 Billings of Separate Meters ~~are~~Not Combined.

~~Section 8.06~~ Separate bills will be rendered for each meter installation except where the water district has, for its convenience, installed two or more meters in place of one meter.

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Article IX. DISCONTINUANCE OF SERVICE

Section 9.01 Disconnection for Non-Payment.

~~Section 9.01~~ Service may be discontinued for non-payment of a bill for water service, if the bill is not paid within thirty (30) days after presentation. At least five days prior to such discontinuance the customer will be sent a final notice informing such customer that discontinuance will be enforced if payment is not made within the time specified in such notice. The failure of the District to send or the failure of any person to receive such notice shall not affect the District's powers hereunder.

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Section 9.02 Charges During Discontinuance of Service.

~~Section 9.02~~ After discontinuance of water service for violation of a San Lorenzo Valley Water District Ordinance, the customer shall pay to the District a Turn-Off Charge of \$20.00 each time the customer violates a District ordinance after that customer's water has been turned off.

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Section 9.03 Unsafe Apparatus.

~~Section 9.03~~ Water service may be refused or discontinued to any premises where apparatus or appliances are in use which may endanger or disturb the service to other customers

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Section 9.04 Cross Connections.

~~Section 9.04~~ Water service may be refused or discontinued to any premises where there exists a cross connection in violation of this ordinance, State or Federal laws.

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Section 9.05 Fraud or Abuse.

~~Section 9.05~~ Service may be discontinued if necessary to protect the District against fraud or abuse.

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Section 9.06 Non-compliance with Regulations.

Section 9.06 Service may be discontinued for non-compliance with this or any other ordinance or regulations relating to the water service.

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Section 9.07 Discontinuance Upon Vacating Premises.

Section 9.07 Customers desiring to discontinue service shall notify the District reasonably well in advance of the desired date of discontinuance. The customer shall be required to pay all water charges until the date of discontinuance. At the time of discontinuance, the meter will be read and a closing bill rendered. Unless discontinuance of service is ordered, the customer shall be liable for charges whether or not any water is used.

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Article X. COLLECTION BY SUIT

Section 10.01 Penalty.

Section 10.01 Penalties shall be established by ordinance for unpaid rates and charges.

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Section 10.02 Suit.

Section 10.02 All unpaid rates, charges and penalties may be collected by suit.

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Section 10.03 48-Hour Notice.

Section 10.03 If an employee is dispatched to leave a 48-hour notice due to non-payment, failure to sign up for service, a returned check on water bill or sewer bill, or any other reason, but prior to the actual disconnection of the service, the customer shall pay to the District a charge of \$20.00.

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Section 10.04 Returned Check—Charge For.

Section 10.04 For any check tendered to the District in payment of rates or charges under this ordinance which is returned by the bank upon which it is drawn because of insufficient funds, no account, or other similar reason, the person on whose account such check was tendered shall pay a handling charge of \$10.00 in addition to any other penalties provided by law, and any charges imposed by a bank on the District's account. Written notice will be sent to the customer to pay the returned check and the \$10.00 charge within ten days, either by cash or certified check. After the ten days have expired, the procedure for the 48-hour notice and discontinuance of service shall apply.

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Section 10.05 Installment Payments, Interest.

Section 10.05 The manager may enter into an arrangement with any customer against whom there are unpaid rates, charges, and penalties whereby the customer may pay such unpaid rates, charges and penalties in installments, provided such unpaid rates, charges and penalties are paid within twelve (12) months from the date of delinquency and provided that there shall be included in the installments interest on such unpaid rates, charges and penalties at the rate of ten percent (10%) per annum from the date

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of delinquency. The provisions of this section shall not be in lieu of other procedures contained in the District's rules and regulations for the collection of delinquencies, but shall be an additional and separate procedure for collection unpaid rates, charges, and penalties.

Section 10.06 Lien Procedure for Unpaid Charges for Water or Other Services.

~~Section 10.06~~ Pursuant to California Water Code, if there are delinquent and unpaid charges for water and other services that remain delinquent and unpaid for sixty (60) days or more, the District may proceed to collect those charges by recording a lien upon the real property as set forth herein.

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- (a) Notice of Delinquent and Unpaid Charges to Holder of Title to Land. The District shall notify the holder of title to land whenever delinquent and unpaid charges for water or other services which could become a lien on such property pursuant to this ordinance and California Water Code remain delinquent and unpaid for sixty days.
- (b) Annual Statement of Delinquent Charges to County for Collection With Taxes—Lien on Real Property. If there are delinquent and unpaid charges for water or other services that remain delinquent and unpaid for sixty days or more, the Board of Directors shall, annually, on or before August 1st of each year, furnish to the County Board of Supervisors and to the Auditor, a written statement of those charges that remain delinquent and unpaid for sixty days or more on July 1st of each year. The amount of any charges for water and other services included in said statement shall be added to and become a part of the annual taxes next levied upon the property which is delinquent, and shall constitute a lien on that property as of the same time and in the same manner as does the tax lien securing such annual taxes.
- (c) Certificate Against Person Liable for Charges: Lien Against that Person's Real Property (Renters). In addition to furnishing an annual statement of unpaid and delinquent charges to the County for collection with the annual property taxes, the District may secure the amount of unpaid charges at any time by filing for record in the office of the County Recorder a certificate specifying:
 - (i) The amount of such charges.
 - (ii) The name and address of the person liable therefor.
- (d) From the time of recordation of the certificate, the amount required to be paid together with interest and penalty constitutes a lien upon all real property in the County owned by the person or acquired by him at any time before the lien expires. The lien has the force, priority and effect of a judgment lien and shall continue for ten years from the date of the filing of the certificate unless sooner released or otherwise discharged.

Section 10.07 Deducting Delinquencies and Other Debts from Disbursements.

Section 10.07 Whenever a person has incurred any delinquency, debt, or other financial obligation to the District for any District services rendered or materials or equipment supplied, the amount of such obligation due the District may be deducted from any deposits, credits, refunds or other disbursement from the District to such person, at the discretion of the District Manager.

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Section 10.08 Transfer of Delinquent Account to Active Account of Same Owner.

Section 10.08 If a District customer receives water or sewerage services at more than one location and has more than one account with the District and if such customer terminates one customer leaves an account with a balance owing and subsequently desires to open a new account with the District, such balance owing or such delinquency

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may be transferred to any other new or active service account held by the same customer.

Section 10.09 Collection of Current Yearly and Delinquent Charges for Wastewater Management Systems and Services with General Taxes: Authorization.

Section 10.09 Health and Safety Code and the Water Code authorize the District to prescribe and collect fees and charges for sanitation and sewerage facilities and services, and further provide for the collection of current yearly and delinquent charges with general taxes as set forth herein, as an alternative to any other collection procedure.

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Section 10.10 Adoption of Collection Procedure.

Section 10.10 The procedure for the collection of current yearly and delinquent charges for wastewater services with general taxes as an alternative collection method as set forth in the Health and Safety Code is hereby adopted by the Board of Directors of the San Lorenzo Valley Water District and made a part of Ordinance 8.

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Section 10.11 Election by Board of Directors to Collect Fees on Tax Roll.

Section 10.11 The Board may, by ordinance or resolution approved by a two-thirds vote, elect to have current yearly and delinquent charges and fees for the sanitation and sewerage facilities and services collected on the County tax roll together with general taxes.

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Section 10.12 Written Report.

Section 10.12 As required by Health and Safety Code, if the Board elects to implement the described collection procedure, it shall require a written report to be prepared each year and filed with the District Secretary, which shall contain a description of each parcel of real property receiving such services and facilities and the amount of the charge which is current yearly and delinquent for each parcel for the year computed, in conformity with the District ordinance or resolutions fixing such charges.

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Section 10.13 Publication of Notice of Report and Hearing.

Section 10.13 The District Secretary shall cause notice of the filing of said report and of the time and place of the hearing thereon to be published pursuant to Government Code 6066, once a week for two successive weeks prior to the date set for hearing, in a newspaper of general circulation within the county.

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Section 10.14 Mailed Notice.

Section 10.14 Before collecting such charges on the tax roll for the first time, the District Secretary shall cause a written notice of (1) the filing of the written report; (2) the proposed collection of the charges with the general taxes and (3) the time and place of the public hearing on the report and collection to the person named on the last equalized assessment roll available at the address shown or as known to the Secretary. If the Board adopts the report, then the requirements for written notice shall not apply

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to hearings on reports prepared in subsequent fiscal years and notice by publication shall be adequate.

Section 10.15 Noticed Public Hearing.

~~Section 10.15~~ At the notice of public hearing, the Board shall hear and consider all objections or protests, if any, to said report and may continue the hearing from time to time. If the Board finds that protest is made by the owners of a majority of separate parcels of property listed in the report, then the report shall not be adopted and the charges shall be collected by alternate methods.

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Section 10.16 Determination by Board.

~~Section 10.16~~ Upon conclusion of the hearing, the Board may adopt, change, reduce, or modify any charge or overrule any or all objections and shall make its determination on each charge as described in said report which determination shall be filed.

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Section 10.17 Filing of Report.

~~Section 10.17~~ On or before the tenth day of August of each year following such final determination, the District Secretary shall file with the County Auditor a copy of said report with a statement signed by the Secretary that the report has been finally adopted by the Board of Directors. The County Auditor shall enter the amount of the charges against the respective lot or parcels of land as they appear on the current assessment roll. Where any such parcels are outside the boundaries of the District, they shall be added to the assessment roll of the District for the purpose of collecting such charges. If the property is not described on the roll, the auditor may enter the description thereon together with the amounts of the charges, as shown on the report.

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Section 10.18 Lien.

~~Section 10.18~~ Except as provided in Health and Safety Code 5473.8 regarding bona fide purchasers for value without prior recorded notice, the amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first Monday in March immediately preceding the date of levy.

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Section 10.19 Inclusion of Charges in Bills for Taxes.

~~Section 10.19~~ The tax collector shall include the amount of the charges on bills for taxes levied against the respective lots and parcels of land.

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Section 10.20 Collection; Delinquency Date; Penalty.

~~Section 10.20~~ Thereafter the amount of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from, the general taxes, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties. All laws applicable to the levy, collection and enforcement of general taxes are applicable to such charges.

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Section 10.21 Lien; Recording, Force, Effect, and Priority.

Section 10.21 Charges for services and facilities furnished by the District shall constitute a lien against the lot or parcel of land against which the charge was imposed if said charges remain delinquent for a period of 60 days, and the District shall include a statement to each property owner which shall notify the property owner of the lien provided by this section for delinquent payment of charges. The lien provided herein shall have no force or effect until recorded with the County Recorder, and when so recorded shall have the force, effect and priority of a judgment lien, and continue for three years from the time of recording unless sooner released or otherwise discharged.

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Article XI. COMPLAINTS AND DISPUTED BILLS

Section 11.01 Report and Adjustments.

Section 11.01 Should any customer have complaints with regard to water service or should a customer dispute the correctness of a bill for water service, such customer shall contact the Manager for adjustment.

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Section 11.02 Complaints at Board Hearing.

Section 11.02 Should a customer be unable to have his complaints satisfied by the Manager, the customer may either submit his complaint in writing with a full and detailed explanation to the Board, or he may appear in person before the Board at its regular monthly meeting.

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Section 11.03 Disputed Bills.

Section 11.03 If a disputed bill cannot be adjusted between the customer and the Manager, the customer within twenty (20) days after the bill becomes due and payable may deposit with the District the amount of the disputed bill, together with a full explanation of the dispute. The remittance so deposited shall be made payable to the District, and the District shall be notified that the deposit is against a disputed bill. At its regular meeting following receipt of the deposit, the Board will hear the dispute and will render its decision thereon. The hearing for good cause may be continued to the next regular meeting of the Board. Service will not be discontinued pending the outcome of the hearing, provided that subsequent bills are paid or the amount thereof deposited unconditionally with the District.

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Article XII. PRIVATE FIRE PROTECTION SERVICE

Section 12.01 Payment of Cost.

Section 12.01 The applicant for private fire protection service shall pay the total actual cost of installation of the service from the distribution main to the customer's premises including the cost of a detector check, meter or other suitable and equivalent device, valve and meter box, said installation to become the property of the District.

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Section 12.02 No Connection to Other System.

Section 12.02 There shall be no connections between this fire protection system and any other water distribution system on the premises.

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Section 12.03 Use.

Section 12.03 There shall be no water used through the fire protection service except to extinguish accidental fires and for testing the fire equipment.

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Section 12.04 Meter rates.

Section 12.04 Any consumption of water recorded on the meter will be charged for at such rates as the Board may fix by resolution, except that no charge will be made for water used to extinguish accidental fires where such fires have been reported to the fire department.

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Section 12.05 Monthly rates.

Section 12.05 The monthly rates for private fire protection shall be established by the Board.

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Article XIII. RATES

Section 13.01 Establishment of Rates.

The Board may by resolution establish the rates and charges for all services which the District is authorized to furnish. Such rates and charges shall be fixed to apply uniformly throughout the District or within areas within the District according to the circumstances that prevail in such areas.

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Section 13.02 Connection Fee – Bear Creek Road Main Extension

The District has installed and paid for a water main extension in Bear Creek Road commencing approximately 2,950 feet from Highway 9 and extending to the entrance of Bear Creek Estates Subdivision, thereby increasing the service area of the District. In addition to all other regular charges for service connections prevailing from time to time, charges based upon meter size as shown on the District's most current Schedule of Rates and Charges as 'Bear Creek Road Main Extension Connection Fees' shall be paid upon application for any service connections made to or served by the said water main extension, except connections made to the Bear Creek Estates distribution system.

Section 13.03 Connection Fee

Each applicant for new water service connection shall pay a connection fee to the District at the time of filing an application for water service based upon the size of the meter to be installed according the District's most current Schedule of Rates and Charges.

No application for a new water service shall be deemed complete until the connection fee is paid to the District. The connection fee shall be in addition to the charge for the installation of water service and private fire protection service and other pre-connection charges established by the Board of Directors.

Section 13.04 Exemption

No applicant for new water service connection shall be exempt from the payment of the connection fee unless specifically exempted therefrom by resolution of the Board of Directors. Such exemption shall be granted only upon a finding by the Board of Directors that facilities or other consideration are furnished to the District in lieu of the capital costs component upon which the connection fee is based.

Section 13.05 Meter Installation for Regular Water Service, Charges For

The charges for setting meters for regular water service are established as shown on the District's most current Schedule of Rates and Charges.

The District shall install the meter at cost. Where the cost is greater than the deposit, the Applicant shall pay the District the balance. Where the deposit is greater than the cost, the District shall refund the remaining amount.

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Section 13.06 Water Charges – Regular Service

- (a) The standard minimum monthly fixed water charge per meter shall be as shown on the District’s most current Schedule of Rates and Charges.
- (b) Each residential dwelling unit receiving water service from the District shall have metered water service which shall be sized in accordance with District standards.
 - (i) Definition – For purposes of this section, a residential dwelling unit is defined as each structure or unit within a structure which is designed, constructed or used for human habitation and which is improved with cooking facilities and permanent connections to sanitation facilities and has an area for sleeping. Examples of residential dwelling units include a single family residence, each apartment within an apartment building, each unit of a duplex, each mobile home unit or trailer unit within a mobile home park or trailer park, a cabin and a trailer. This definition does not include recreational vehicles designed and used for intermittent recreational use. However, if a recreational vehicle or similar unit is actually used as a permanent dwelling unit and otherwise meets the definition herein, it shall be charged as a residential dwelling unit.
- (c) Each parcel improved with one or more residential dwelling units shall have a water meter sized in accordance with District standards.
- (d) Each parcel improved with one or more residential dwelling units shall be required to have a separate meter for each dwelling unit.
- (e) A customer who is dissatisfied with the determination of the District Manager regarding the classification of a structure or a recreational vehicle as a residential dwelling unit may appeal that determination to the Board of Directors.
- (f) The owner of a parcel which is improved with two or more residential dwelling units may appeal the water meter size requirements set forth in this section on the grounds that: The additional unit or units is/are used or occupied fewer than forty days per year; and such use is limited to personal guests of the occupants of the main unit; and that such additional units are not let, leased or rented. An application for a variance shall be filed pursuant to the appeal procedure set forth in this section. The Board of directors may grant such a variance, with conditions, including time limitations, and may also revoke such variance for good cause. The Board of Directors shall set an annual review date of the first meeting in November of each year to consider expirations, new applications and applications for renewal of such meter size variances. This review date is not exclusive, and the Board may schedule additional hearings on variations as appropriate.

Section 13.07 Water Charges - Surplus Water

Fixed charges and unit charges for surplus water shall be established by the Board of Directors from time to time.

Section 13.08 Account Establishment Deposit and Charge

A non-refundable account establishment deposit shall be established by the Board of Directors from time to time.

The account establishment deposit shall be held by the District until the property is transferred and the account is closed, at which time the deposit will be applied to the closing bill. Interest on such deposit shall accrue at the same rate of other District investments.

The deposit shall not be required if the applicant opening the account has or has had another account with the District which is/was active and current and the establishment charge and application are returned within three weeks to the District.

Section 13.09 Sizing of Meters

Meters shall be sized on a fixture unit basis. Fixture units shall be counted as provided in the most currently adopted Uniform Plumbing Code of the State of California (UPC). Water supply outlets for items not listed within the UPC shall be computed at their maximum demand. The total equivalent fixture units on the actual installation shall be added up and the meter shall be sized in accordance with District Standards.

Applicants shall provide plans to the District showing the fixture units anticipated for the house. Should the final count of actually installed fixture units be greater than those anticipated, then the actually installed units shall be the basis for sizing of the meter and paying connection fees.

Section 13.10 Connection Charges

Connection charges shall be based upon the size of the meter determined by the District. Connection charges for Residential Fire Sprinkler Systems shall be equal to the meter size excluding the count of fixture units for the fire sprinklers. Existing domestic services shall pay additional connection charges if a fixture unit count of all fixtures attached to the meter requires a larger meter, excluding the count of fixture units for fire sprinklers.

Section 13.11 Water Meter Review Sheet

The District will prepare water meter review sheets for any proposed fire sprinkler system in combination with a domestic service. The District will deny those systems which exceed the capabilities of the District's infrastructure in any particular area. The applicant may appeal a denial to the Board of Directors.

Section 13.12 Customer Responsibility for Worn-out meters

All District customers, regardless of whether they have combined fire sprinklers and domestic systems, or simply domestic systems, are responsible for the entire cost of replacing undersized meters worn-out due to excessive flows; either intermittent or continuous. The District shall accumulate the costs of replacing a worn-out meter and shall charge the customer the cost that has been incurred. Larger meters installed due to higher flows shall pay additional connection charges for the increase in meter size.

Section 13.13 Exclusion of Liability for Loss or Supply or Pressure

An applicant requesting service shall indemnify and hold the District, its officers and employees harmless from any claims that may result from the failure to supply adequate flow, adequate pressure or the changing of the District's system operation which might affect either the fire or domestic service. Additionally, any losses that might occur due to such an effect will also be excluded from recovery.

Section 13.14 Water Use

The customer is responsible for all charges resulting from water going through the meter regardless of its ultimate use.

Section 13.15 Signature on Waiver

All applicants for service shall sign a waiver informing them that the District is not responsible for delivering adequate water supply, adequate pressure or maintaining connections within certain pressure zones and that the District will not be responsible for any damages due to the failure of any private fire system.

Section 13.16 Residential Fire Sprinkler System

A residential fire sprinkler system up to a one-inch meter sizing may be installed in conjunction with a domestic service through a single service line supplying a new residential dwelling. All fire sprinkler systems above the size of one-inch meter size shall be installed in accordance with current District Standards.

The charges for installation of a joint domestic and residential fire protection service shall be at the actual cost to the District. The applicant shall place a deposit with the District. The amount of deposit shall be determined by the District Manager based on specific conditions of the installation. Costs exceeding the deposit shall be paid to the District by the applicant prior to receiving service. Any deposit money remaining after installation will be refunded to the applicant. Upon request, the District will provide a detailed cost breakdown for the installation of a residential fire sprinkler service.

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Article XIV. SEWERAGE RULES, REGULATIONS, RATES, AND CHARGES

Section 14.01 Regulation of Sewerage Discharge—Bear Creek Estates

- (a) Purpose. The purpose of this Ordinance is to control and regulate sewage, liquid waste and industrial waste discharges into the sewerage system and treatment facilities of Bear Creek Estates Units 3, 4, and 5 and maintained by the San Lorenzo Water District. This Ordinance provides quality and quantity standards in order to comply with all applicable State and Federal laws required by the provisions of the Clean Water Grant Program and requirements of the California Regional Water Quality Control Board.
- (b) Scope. This wastewater discharge ordinance sets uniform requirements for discharges into the wastewater collection and treatment system and enables the San Lorenzo Valley Water District to comply with the administrative provisions of the Clean Water Grant regulations. The water quality requirements are set by the Regional Water Quality Control Board and the applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and are to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into those systems. This Ordinance provides for the establishment of a surveillance and enforcement procedure to control the discharge of quality and quantity of certain wastes. Revenues derived from the costs required by this Ordinance shall be used to defray the District's cost of conducting operation and maintenance of the system. The provisions of the Ordinance shall apply to the discharge of all wastes to a public sewer of the San Lorenzo Valley Water District's Bear Creek Estates Units 3, 4, and 5 wastewater treatment facility.
- (c) Policy. The San Lorenzo Valley Water District protects the health, welfare and safety of the local residents by constructing, operating and maintaining a system of local sewers and laterals, trunk sewers and interceptors, and liquid waste treatment and disposal facilities that service the homes of residents in Bear Creek Estates Units 3, 4, and 5. The following basic policies apply to sewage and liquid waste discharged into the sewerage system provided such wastes will not:
- (i) Contain toxics or other pollutants in amounts of concentration that endanger public health.
 - (ii) Detrimentially affect the local environments;
 - (iii) Create nuisances such as odors, insects, etc.
 - (iv) Endanger the physical integrity of the treatment works;

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- (v) Impose excessive collection, treatment or disposal costs on the District;
 - (vi) Significantly interfere with wastewater treatment processes; or
 - (vii) Cause violation of effluents or water quality limits and quantity requirements hereinafter established.
 - (viii) The highest and best use of the sewerage system is the collection, treatment, and reclamation or disposal of domestic sewage. The use of the sewerage system for industrial waste discharges is strictly forbidden by this Ordinance. Users of the system will be required to comply with requirements as established by (1) The Environmental Protection Agencies of the United States; (2) California Regional Water Quality Control Board; (3) Santa Cruz County, and (4) San Lorenzo Valley Water District when discharging sewage and/or applying for approval to hook up a new home to the system and begin the discharge of sewage to the system.
 - (d) Inspection. Adequate identification shall be provided by the District Manager for all inspectors or other authorized personnel and these personnel shall identify themselves when entering any property for inspection purposes or when inspecting the work of any contractor. Inspection of every facility that is involved with the discharge of waste to the sewage collection and treatment facilities may be made by the District Manager or his representative. Inspections may be made to determine that such facilities are maintained and operated properly and are adequate to meet the provisions of this Ordinance. Access to all facilities connected to the sewerage system shall be given to authorized personnel at all reasonable times or at other times when occasioned by emergency conditions. No person shall interfere with, delay, resist or refuse entrance to an authorized inspector attempting to inspect any waste generation, conveyance or treatment facility connected to the sewerage system.
 - (e) Enforcement of Ordinance. The District Manager shall administer, implement and enforce all the provisions of this Ordinance, Ordinance 41, 42, and Article 10 as may be deemed applicable by the District Engineer. Any powers granted to or duties imposed upon the District Manager may be delegated by him to persons acting in the beneficial interest of or in the employ of the District.
 - (f) Penalty for Violations. Any person who knowingly makes any false statement, representation, record, report, plan, or other document filed with the Regional Water Quality Control Board and/or the State Water Resources Control Board, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required by the laws of the State of California shall be punished by a fine of not more than ten thousand dollars (\$10,000) or by imprisonment in a county jail for not more than six months or by both. Article 10, Ordinance 8 Discontinuance of Service may be enforced.

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Any person who willfully or negligently discharges pollutants except as allowed by waste discharge requirements or who willfully or negligently violates any effluent standard, water quality related effluent standard, national standard of performance, toxicity, or who violates any cease and desist order, prohibition, or waste discharge requirements shall be punished by a fine of not more than twenty-five thousand (\$25,000) nor less than two thousand five hundred (\$2500) for each day in which such violation occurs, or by imprisonment for not more than one year in the county jail, or by both. If the conviction is for a violation committed after a first conviction of such person under this section, punishment shall be by a fine of not more than fifty thousand dollars (\$50,000) for each day in which such violation occurs, or by imprisonment for not more than two years in the county jail or both.

In the event of such violation, the District shall, upon authorization of its Board of Directors, petition the superior court to impose, assess, and recover such sums.

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~~(g)~~(a) Notice. Whenever the District Manager finds that any person has violated or is violating this Ordinance, or any prohibition, limitation, or requirement contained herein, he may serve upon such person a written notice stating the nature of the violation and providing a reasonable time, not to exceed thirty (30) days for the satisfactory correction thereof. Such notice shall be served in person or by registered or certified mail. If served by mail, the notice shall be sent to the last address known to the District Manager. Notice shall be deemed to have been given at the time of deposit, postage prepaid, in a facility regularly serviced by the United States Postal Service.

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~~(h)~~(b) Time Limits. Any time limit provided in any written notice or in any provision of this Ordinance shall be extended only by a written direction of the District Manager.

~~(i)~~(c) Establishment of Rules and Regulations. The District Manager is hereby authorized and empowered to adopt such rules, regulations and standards as may be deemed reasonably necessary to protect the District sewerage facilities, to control and regulate the proper use thereof; provided, however, that the terms and provisions of such rules and regulations shall be promulgated in a manner best directed to result in the uniform control of the sewerage systems within the District. District Manager shall, from time to time as he deems necessary, prepare additional rules and regulations as to the quality of the sewage or liquid waste discharged to the sewerage facilities of the District, and act to modify or amend such existing rules and regulations as he deems necessary. A discharger shall have the right to appeal any rule, regulation or standard on the grounds of extreme hardship, before the Board of Directors.

~~(j)~~(d) Reconsideration and Appeal Procedures. If the ruling made by the District Manager is unsatisfactory to the person requesting reconsideration, the person may make a written appeal to the Board of Directors within 45 days after notice of the action taken by the District Manager. The written appeal shall state all the pertinent aspects of the matter. Within forty-five days after the written appeal is received, the Board of Directors shall hold appear personally or through counsel, cross examine witnesses, and present evidence in his own behalf. Notice of the hearing shall be given at least fifteen days prior to the date of the hearing. Within 45 days after the hearing is closed, said Board of Directors shall make a final ruling on the appeal.

~~(k)~~(e) Payment of Charges and Delinquencies. All fees and charges made pursuant to the provisions of this Ordinance and the approved Schedule of Fees are due and payable upon receipt of notice thereof. All such charges shall be and become delinquent twenty days after mailing or delivering notice thereof to the mailing address of the person subject to charges. All delinquent charges shall be deemed a violation of this Ordinance and each day any such charge remains

delinquent shall be deemed a separate violation. Article 10 and Ordinance 9 will be enforced.

~~(f)~~(f) Recording of Fees and Charges. The District shall keep a permanent and accurate account of all fees and charges received under this Ordinance, giving the names and addresses of the persons on whose accounts the fees and charges were paid, the date and amount thereof, and the purpose for which charges were paid.

~~(m)~~(g) Unless otherwise provided herein, whenever the fee and charges required by this Ordinance are based on estimated values or estimated quantities, the District Manager shall make such determination in accordance with established estimating practices.

~~(n)~~(h) Any charge that becomes delinquent shall have added to it a basic penalty charge equal to ten (10) percent of the charge that became delinquent and thereafter an additional penalty shall accrue on the total charge due, including the ten percent basic penalty, at the rate of one-half of one percent (0.5%) per month until paid in full.

~~(o)~~(i) Collection. Upon direction of the Board of Directors any delinquent charge and all penalties including court costs and legal fees thereon, shall be collected by lawsuit in the name of the District. Any such action for collection may include an application for an injunction to prevent repeated and reoccurring violations of this ordinance.

~~(p)~~(j) Malicious Damage to Sewerage Facilities. Any unauthorized entering, breaking, damaging, destroying, uncovering, defacing or tampering with any structure, equipment or appurtenance which is a part of the District sewerage system shall be a violation of this Ordinance, and subject to prosecution under applicable laws.

~~(q)~~(k) Prohibited Waste Discharges. The constituents prohibited by this Ordinance provide specific limits are established. In some cases, the concentration or amount of any particular constituents which will be judged to be excessive or unreasonable cannot be foreseen but will depend on the results of technical determinations relating to the particular situation and the actions of regulatory agencies. No discharger shall discharge or cause to be discharged to a public sewer, which connects to the District sewerage system, the following wastes:

- (i) Any explosive mixtures, i.e. liquids, solids, or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious to the sewerage facilities or the operation of the system. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, ethers, and peroxides.

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- (ii) Any toxic substances in amounts exceeding standards promulgated by the Administrator of the United States Environmental Protection Agency pursuant to Section 307(a) of the Act and chemical elements or compounds phenols, or other taste or odor-producing substances, which may cause public nuisance or hazardous conditions to occur in the sewerage system, or any other substances which are not susceptible to treatment or which may interfere with biological processes or efficiency of the treatment system or that will pass through the system or which may cause abnormal increase in the operation costs of the treatment system.
 - (iii) Any waste which will cause corrosion or deterioration of treatment system. All wastes discharged to the public sewer system must have a PH value not less than 6.5 and not more than 8.4 standard units. Prohibited materials include, but are not limited to, acids, caustics, sulfides, concentrated chloride and fluoride compounds, and substances which will react with water to form acidic products.
 - (iv) Solid or viscous wastes which will or may cause obstruction to the flow in a sewer, or otherwise interfere with the proper operation of the wastewater treatment system. Prohibited materials include, but are not limited too, grease, un-comminuted garbage, animal guts or tissues, paunch manure, bones, hairs, hides or flesh, entrails, whole blood, feathers, ashes, cinders, sand spent lime, stone, or marble dust, polishing compounds, resin beads, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastic, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, and similar substances.
 - (v) Any unpolluted water including, but not limited to, water from swimming pools or spa systems or storm water origin, which will increase the hydraulic load on the treatment system.
 - (vi) Oil and grease concentrations.
 - (vii) Any garbage that is not ground sufficiently to pass through a 1/2" screen.
 - (viii) Any amounts of suspended solids exceeding a concentration of 500 mg/l.
 - (ix) Any wastes with amounts of dissolved solids which may cause violation of the Regional Water Quality Control Board requirements.
 - (x) Any wastes which have chloride concentrations greater than Regional Water Quality Control Board discharge requirements.
 - (xi) Any wastes containing over 0.1 mg/l of dissolved sulfides.

- (xii) Any waste containing organophosphorous and carbonate compounds in amounts greater than 1.0 mg/l.
- (xiii) Any water added for the purpose of diluting any wastewater discharge which would otherwise exceed applicable constituent concentration limit shall be considered a violation of this ordinance.

No person shall discharge or cause to be discharged to any public sewer which connects to the District sewerage system any sewage, liquid waste or industrial waste, if in the opinion of the District Manager such discharge may have an adverse or harmful effect on sewers maintenance personnel, sewage treatment plant personnel or equipment, treatment plant effluent quality, public or private property, or may otherwise endanger the public or local ecological system or create a public nuisance. The District Manager in determining the acceptability of specific wastes, shall consider the nature of the waste and the adequacy and nature of the collection, treatment, and disposal system available to accept the waste. Affected persons shall have the right of appeal before the Board of Directors as set forth in Section 17.2j if the District Manager's determination creates an extreme hardship or is considered unreasonable.

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~~(s)~~(l) Liquid Waste Sampling, Analysis and Flow Measurements. Periodic measurements of flow rates, flow volumes, Chemical Oxygen Demand and suspended solids shall be made as determined by the District Manager. All sampling, analyses, and flow measurements of industrial or liquid wastes shall be performed by a District approved laboratory or by District personnel. All sewage analyses shall be conducted in accordance with the appropriate procedure contained in the current edition of "Standard Methods." If no appropriate procedure is contained therein, the standard procedure of the industry or a procedure judged satisfactory by the District Manager shall be used to measure flow constraints and constituents. Any laboratory or public agency performing tests shall furnish any required test date or information on the test methods or equipment used, if requested to do so by the District Manager. The sampling, analysis and flow measurement procedures, equipment and results shall be subject at any time to inspection by the District. Sample and flow measurement facilities shall be such as to provide safe access to authorized District personnel.

~~(s)~~(m) Damage to Sewerage Facilities or Processes By Prohibited Waste or Liquid Waste Discharge. Any discharger who negligently allows or intentionally discharges or causes the discharge of prohibited sewage liquid waste or industrial wastes to the public sewer and such discharge causes damage to District facilities or causes detrimental effects on District treatment processes shall be liable to the District for all damages occasioned thereby.

~~(s)~~(n) Excessive Sewer Maintenance Expense. No dischargers shall discharge or cause to be discharged to a public sewer, any waste that creates a stoppage,

plugging, breakage, any significant reduction in sewer capacity or any other damage to sewers or sewerage facilities of the District. Any excessive sewer or sewerage maintenance expenses or any other expenses attributed thereto will be charged to the offending discharger by the District.

~~(u)~~(o) Availability of Sewerage Facilities. The sewerage capacity is limited to serve the residents in Bear Creek Estates Units 3, 4, and 5 and parcel number 89-241-16 inclusive. The specific parcel numbers of units to be served are as follows:

89.301.06; 89.301.07; 89.301.08; 89.301.21; 89.301.20; 89.301.11; 89.301.12; 89.301.13; 89.301.22; 89.301.16; 89.301.17; 89.301.18; 89.301.19; 89.301.02; 89.301.01; 89.301.03; 89.301.04; 89.301.05, 89.291.01; 89.291.02; 89.291.03; 89.291.04; 89.291.05; 89.291.06; 89.291.07; 89.291.08; 89.282.03; 89.282.04; 89.282.05; 89.282.06; 89.282.07; 89.282.08; 89.282.09; 89.282.10; 89.281.24; 89.281.23; 89.281.22; 89.281.21; 89.281.20; 89.281.29; 89.281.33; 89.281.17; 89.281.16; 89.281.15; 89.281.14; 89.281.13; 89.281.04; 89.281.03; 89.281.02; 89.281.01; 89.281.12; 89.281.32; 89.281.31; 89.281.10; 89.281.10; 89.281.09; 89.281.08; 89.281.07; 89.281.06; 89.281.05; 89.421.16 (Note: Not in Bear Creek Estates)

The above parcels are the only parcels eligible for connection to the system.

The District may refuse or delay immediate service to new facilities in the above specified parcels if quantity or quality of wastewater is unacceptable in the available treatment facility.

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~~(u)~~(p) Discharge of Rainwater or Uncontaminated Water. No person shall discharge or cause to be discharged any rainwater, storm water, groundwater, street drainage, subsurface drainage, roof drainage, swimming pool, spa drainage, yard drainage, water from yard fountains, ponds or lawn sprays or any other uncontaminated water into any sewage facility owned by the District.

~~(w)~~(a) Hookup Procedure for Parcels Designed to Be Incorporated into the System. A County building permit must be obtained prior to the request of the San Lorenzo Valley Water District for a permit to hook onto the system. The District will provide a letter of intent upon request by the parcel owner so a County building permit can be obtained. Once a permit request is filed with the San Lorenzo Valley Water District, one full set of plans will be required for Staff review of operation and proposed placement of mains and laterals for the collection of domestic wastewater. Prior to the issuance of the permit by the District, Staff will inspect the proposed site and review comments made by Santa Cruz County. If no errors or problems are encountered, a permit will be issued.

All mains, laterals and manholes are to be constructed in accordance with Santa Cruz County codes and requisitions. Site inspections will be required during construction of

the new laterals and mains to insure proper construction procedures. The following quality assurance tests must be met before acceptance of a new lateral, main or manhole is approved.

It is the owner's responsibility to maintain the sewer lateral from the residence to the street main collection system.

Any owner may request to sell his/her hookup right which is connected to his/her parcel separate from the parcel itself. Prior to the sale of the hookup right, the owner is required to notify and receive Santa Cruz County approval and San Lorenzo Valley Water District approval in writing. The owner will be required to file a public notice of no connection possibility for a parcel previously listed as available for hookup to the Bear Creek Estates system and that the parcel will not be required to meet all Class II requirements as specified by the State. There are only 60 maximum connectible parcels for Bear Creek Estates Sewerage Facilities.

A recorded attachment to the deed of the property would be required stating the information contained in the public notice above.

Basic service costs include those for routine performance, inspections, enforcement, water utility monitoring, and general agency administrative costs and overhead. These services benefit all users to an equal degree and will be charged as an equal service fee to all users. Based on the agency budget adopted on Oct. 21, 1982, for fiscal years 1982-83, 1983-84, and 1984-85, the basic service fee will be \$45 per dwelling unit monthly equivalent. These costs will be collected in advance bi-monthly.

Special services costs include the services outlined below which benefit specific properties and which will be supported by the benefitting properties. Costs for these services will be accounted for separately and billed on an as-delivered basis to the benefitting properties in the subsequent basic services bill.

Construction Inspections: \$60 per lot.

Special Inspections: \$15.00 per lot.

Design Inspections/Review: \$15.00 per lot.

Legal Costs for Abatement: Charged at agency cost.

Permit for Hookup to System: \$750 per lot.

Sewer Main Extension Required by Developer: At cost of developer plus inspection costs.

Costs are established by resolution of the Board of Directors and/or amendments to same. The residents and owners of the eligible parcels as specified in 17.2o are ultimately responsible for the costs to purchase, build, operate and maintain the system.

Article XV. CONTRACTS AND PURCHASING

Section 15.01 General

~~Section 15.01~~ All purchase of and contracts for supplies, materials, equipment and services shall be based, whenever feasible, on competitive bids or quotations. Notwithstanding the provisions of these regulations, if the expenditure for the routine purchase of supplies, materials, equipment or services is estimated to cost Five Hundred Dollars (\$500) or less, the District Manager may authorize such purchase without calling for competitive bids or quotations.

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Section 15.02 Public Notice.

~~Section 15.02~~ All contracts to be awarded by competitive bidding shall be advertised by posting notice on bid forms n a bulletin board at the office of the District, and by such further notice as herein specifically prescribed, and by such other form of notice as shall be determined by the Directors of the District.

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Section 15.03 Lowest Responsible Bidder

~~Section 15.03~~ All purchases shall be made from and all contracts shall be awarded to the lowest responsible bidder, except that when price and quality are equal, preference may be extended to local bidders.

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Section 15.04 Rejection of Bids.

~~Section 15.04~~ The Board of Directors hereby reserves the right and discretion to reject any and all bids if the Board determines that to do so would be in the best interest of the District, or for any other reason permitted by law.

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Section 15.05 Informal Bidding Procedure.

~~Section 15.05~~ When the estimated cost for purchases of materials, supplies, or contractual services exceeds Five Hundred Dollars (\$500) but is less than Ten Thousand Dollars (\$10,000), the informal bidding procedure set forth herein shall be followed. Quotations shall be required and shall be solicited by posting notices to bidders on the Districts bulletin board and by written or telephone requests from at least three different available sources of supply. Upon receiving at least three quotations, the District Manager shall be authorized to contract for the purchase of materials, supplies or services by means of a written purchase order. Quotations shall be open to public inspection for thirty days after purchase.

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Section 15.06 Formal Bidding Procedures.

~~Section 15.06~~ When the estimated cost for purchases of materials, supplies, or contractual services exceeds Ten Thousand Dollars (\$10,000), the formal bidding procedure set forth herein shall be followed. Written contracts for the purchase of materials, supplies or services shall be required and shall be approved as to form by the attorney for the District.

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Section 15.07 Waiver of Provisions--\$500 or less

- (a) Waiver of Provisions—Competitive Bidding. Notwithstanding any other provisions of these rules, the board by four-fifths vote may waive as to individual purchases the competitive bidding requirements of these rules and may make such purchases without calling for bids.

Section 15.08 Signing of Contracts.

~~Section 15.08~~ All contracts shall be signed in behalf of the District by the president of the Board of Directors.

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Section 15.09 Professional, Specialized, Consultant or Sole Source.

~~Section 15.09~~ Whenever professional specialized consultant or sold source services or supplies are purchased, the Board may dispense with the provisions of this Article.

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Article XVI. CROSS CONNECTION CONTROL PROGRAM

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Article XVII. WELLS

Section 17.01 Definitions

- (a) "Well" or "water well" means any artificial excavation constructed by any method for the purpose of extracting water from or injecting water into the underground. "Well" or "water well" shall not include:
- (i) Oil and gas wells, or geothermal wells constructed under the jurisdiction of the State, except those wells converted to use as water wells.
 - (ii) Wells or bores used for the purpose of dewatering excavation during construction or stabilizing hillsides or earth embankments.
- (b) "Individual domestic well" means a water well used to supply water for domestic needs or as is individual, residence, or commercial establishment.
- (c) "Industrial wells" means water wells used to supply industry on an individual basis.
- (d) "Agricultural wells" means water wells used to supply water for irrigation or other agricultural purposes, including so-called "stock wells."
- (e) "Person" means any person, firm, corporation or governmental agency.
- (f) "Health Officer" means the Santa Cruz County Health Officer or his authorized representative.
- (g) "Safe Yield" means the annual draft of water that can be withdrawn from an aquifer without producing some undesirable result such as reducing the total amount of water available or allowing the ingress of low quality water.

Section 17.02 Permit Requirement

- (a) No well shall be constructed within the District until a health permit is obtained from the County Health Officer by the Applicant under County procedure and regulations including quality and quantity and a well permit is issued by the District.
- (b) Within thirty (30) calendar days after receipt of the application, the Board shall either grant, conditionally grant, or deny the permit. A permit shall not be issued if in the judgment of the District Manager, the well may jeopardize the health, safety, or welfare of the people of the District. The District Manager shall require that there be compliance, at the Applicant's expense, with the California Environmental Quality Act and Water Well Standards of the State of California, if, in the District Manager's opinion there may be a significant effect on the environment or the resources of the District. The decision of the District Manager may be appealed to the Board.

- (c) The District may not deny a permit in areas which will not affect the wells of the District. In these areas the District, by the conditions of a permit, will only insure that wells will not damage other users of groundwater basins. The District may deny permits in areas which do affect the wells of the District and then only upon passing a resolution declaring a groundwater emergency.

Section 17.03 Permit procedure.

Section 17.03 Application for District well permit shall be made on forms provided by the District and shall include reference to a County Permit showing that the location and conditions meet requirements of the County Health Officer. Application for a well permit shall be accompanied with fee of \$25 provided however, that if said parcel or any portion thereof, be situated within 500 lineal feet or less from an existing fire hydrant, an additional fire protection, water storage and transmission fee shall be paid the District in the amount of 20 percent of the then current District water connection fee, and further provided that if the conditions imposed by the District require that said well use be monitored by the District pursuant to an Environmental Impact Report or other finding, that actual cost thereof shall be billed to the Applicant on a quarterly basis and the Applicant shall pay said billing within 30 days. The additional fire protection, water storage and transmission fee shall be waived if the parcel is a non-multiple unit customer of the District.

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Section 17.04 Exemption for Pre-Existing Wells.

Section 17.04 Any property upon which a well had been completed prior to March 16, 1987, shall be exempt from the requirements of this article provided: (1) said existing well continues to meet health requirements, and (2) that the water extracted from the well shall not be used beyond the limits of the property upon which the well is situated, and (3) that the depth, diameter, or volume of the flow from the well is not increased.

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Section 17.05 Well Failure.

Section 17.05 The issuance of a well permit does not warrant or assure that water production will continue or will be supplemented by the District in the event of subsequent failure of said private well. Permits, if issued, allow the Applicant to exercise a right to drill and use a well to serve the property upon which the well is situated. The permit procedure herein provided is a means to establish information and limitations on the extraction of water to protect the general health, safety and welfare of the entire community water supply.

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Section 17.06 Reservation of District's Right to Serve Public.

Section 17.06 The issuance of a permit by the District shall not entitle the permit, his successors and assigns, to gain higher or exclusive rights to said water over those rights of the District, but shall be subject to the higher pre-emptive public rights of the District in the event of an emergency to protect the general health, safety and welfare of the District and its inhabitants.

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Section 17.07 Expiration of Permits.

- (a) Each permit issued pursuant to this article shall expire and become null and void if the work authorized thereby has not been completed within one year following the issuance of the well permit.
- (b) Upon expiration of any permit issued pursuant thereto, no further work may be done in connection with construction, repair, reconstruction, or abandonment of a well unless and until a new permit for such purpose is secured in accordance with the provisions of this article.

Section 17.08 Investigation.

~~Section 17.08~~ The District Manager or his authorized representative may, upon reasonable cause to believe that a well is causing a nuisance by polluting or contaminating ground water, investigate the situation to determine whether such a nuisance does in fact exist. He shall have the power, when in the performance of his duty and upon first presenting his credentials and identifying himself as an employee of the District to any person apparently in control of the premises to enter upon such premises between the hours of 8:00 a.m. and 6:00 p.m. to discover or inspect any condition which appears to indicate such a nuisance. He may examine such premises, things, or conditions, take such samples and make such other tests as needed and take other steps reasonably necessary for the proper investigation and determination of whether such a nuisance exists.

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Section 17.09 Order to Abate Nuisance.

~~Section 17.09~~ Whenever the District Manager determines that a well is polluting or contaminating groundwater or is otherwise not in compliance with the provisions of this article, the Board may order the abatement of said well as a nuisance in accordance with the provisions of this article or the County Water District Law.

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Section 17.10 Groundwater Emergency.

~~Section 17.10~~ A groundwater emergency shall be declared in areas demonstrated to be experiencing a groundwater overdraft exceeding the safe yield in order to prevent further depletion and degradation of water resources where such degradation threatens the public health, safety and welfare of the community.

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(a) Declaration of a Groundwater Emergency

A declaration of a groundwater emergency shall be made by the Board upon recommendation of the District Manager and only after a public hearing. Such an emergency shall be declared by resolution of the Board after said public hearing to consider all relevant information such as, but not limited to, the most current groundwater study, recommendations of water purveyors and only after the first three findings or the fourth can be made:

- (i) The designated areas experienced a groundwater overdraft exceeding the long-term average annual recharge of groundwater resources;
 - (ii) The creation of new wells or the expansion of existing wells will significantly increase the demand on the affected aquifer and thereby increase the overdraft and;
 - (iii) The continuation of the overdraft will result in further depletion and degradation of the water resource that can lead to, but is not limited to, impairment of the aquifer or allowing the ingress of low quality or saline waters.
 - (iv) Contamination of the groundwater has caused an emergency in the existing wells in the area.
- (b) **Measures to Alleviate Groundwater Emergency.** The areas where a groundwater emergency is declared, the Board shall take action to establish water conservation measures, to limit construction of new wells, to require pumping from or expansion of existing wells, and in order to prevent depletion and degradation of the affected aquifer.
- (c) **Duration of Groundwater Emergency.** A groundwater emergency and the measures enacted to alleviate the emergency shall remain in effect until rescinded as established below.
- (d) **Rescinding of Groundwater Emergency.** A groundwater emergency shall be rescinded by resolution of the Board after a public hearing when one of the following findings are made.
- (i) Alternative water sources which compensate for the existing overdraft and supply the affected area are developed.
 - (ii) A groundwater management program is implemented which will allow for additional development without contribution to groundwater overdraft; or
 - (iii) The Board determines that new information is available which indicates that the technical data upon which the original findings were based is no longer valid.

Section 17.11 Enforcement.

- (a) **Notice of Violation.** In the event a well subject to this article is found to be a public nuisance contrary to the terms of this article or the permit issued pursuant to this article, the District Manager shall give written notice to the owner of the land as shown on the most recent equalized assessment roll, or the permittee at this address listed on the permit if a permit has been issued, which notice shall state the nature of the violation, the corrective measure to be taken, and a reasonable time

within which correction must be made. Said notice shall include a statement that if the landowner or permittee fails to make corrections within the period specified, the District may abate the condition at owner or permittee's expense.

- (b) Abatement by District. If the corrections listed in the notice given pursuant to 10a above are not made as required in said notice, the District Manager with the approval of the Board, and after a reasonable opportunity for the person notified to be heard by said Board, may abate the condition. The owner or permittee shall be liable for the cost thereof.
- (c) Emergency Abatement. If the District Manager finds that a well subject to this article is, by reason of condition, operation or maintenance, causing significant irreparable damage to the groundwater or presents an immediate danger to health and safety, and that it is impracticable to notify the owner or permittee, the District Manager may perform emergency work necessary to abate the condition without giving notice as required in 10a above, and the owner of the land as shown on the last equalized assessment roll shall be liable for the costs thereof.

Section 17.12 Violation a Misdemeanor; Punishment.

~~Section 17.12~~ After publication of this article, it is a misdemeanor for any person to violate any provision, restriction or prohibition, until the article has been repealed or the emergency or threatened emergency has ceased, and upon conviction thereof, that person shall be punished by imprisonment in the County jail for not more than thirty days or by fine of not more than Six Hundred Dollars (\$600), or by both the fine and imprisonment.

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Section 17.13 Conflicts.

~~Section 17.13~~ All ordinances of the District in conflict with the terms and conditions of this article are hereby repealed to the extent of such conflict.

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RULES AND REGULATIONS OF THE SAN LORENZO WATER DISTRICT
(Adopted YY XX, 2016)

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TABLE OF CONTENTS

ARTICLE I. GENERAL PROVISIONS.....6

SECTION 1.01 FAILURE TO COMPLY 6

SECTION 1.02 DISTRICT’S RECORDS 6

SECTION 1.03 PUBLIC RECORDS REQUEST ACT 6

SECTION 1.04 REMOVAL OF RECORDS..... 6

SECTION 1.05 SEVERABILITY 7

ARTICLE II. DEFINITIONS.....7

ARTICLE III. WATER DISTRICT8

SECTION 3.01 DEFENITION..... **ERROR! BOOKMARK NOT DEFINED.**

SECTION 3.02 EMPLOYEES 8

ARTICLE IV. APPLICATION FOR REGULAR WATER SERVICE—WHERE NO MAIN EXTENSION REQUIRED.....9

SECTION 4.01 WATER SERVICE APPLICANT 9

SECTION 4.02 WATER SERVICE APPLICATION 9

SECTION 4.03 RESPONSIBILITY OF PROPERTY OWNER 9

SECTION 4.04 APPLICANT’S COMPLIANCE WITH RULES AND REGULATIONS OF DISTRICT 9

SECTION 4.05 APPLICATION PAYMENT 9

SECTION 4.06 INITIATION OF SERVICE 9

SECTION 4.07 SERVICE INSTALLATION 10

SECTION 4.08 FACILITY OWNERSHIP 10

SECTION 4.09 APPLICATION EXPIRATION 10

SECTION 4.10 APPEAL OF EXPIRED APPLICATION 10

SECTION 4.11 HANDLING OF CONNECTION CHARGE 10

SECTION 4.12 WRITTEN REQUEST FOR SETTING METER..... 11

SECTION 4.13 REFUND REQUEST..... 11

ARTICLE V. GENERAL USE REGULATIONS11

SECTION 5.01 NUMBER OF SERVICES PER PREMISES..... 11

SECTION 5.02 SUPPLY TO SEPARATE PREMISES. 11

SECTION 5.03 SUPPLY TO MULTIPLE USERS. 12

SECTION 5.04 CHARGES TO MULTIPLE USERS..... 12

SECTION 5.05 WATER WASTE. 12

SECTION 5.06 RESPONSIBILITY FOR EQUIPMENT ON CUSTOMER PREMISES..... 12

SECTION 5.07 DAMAGE TO WATER SYSTEM FACILITIES. 12

SECTION 5.08 CONTROL VALVE ON THE CUSTOMER PROPERTY. 12

SECTION 5.09 INTERRUPTIONS IN SERVICE. 13

SECTION 5.10 INGRESS AND EGRESS. 13

SECTION 5.11 RESALE OF WATER. 13

SECTION 5.12 HEALTH AND SAFETY—DISCONTINUANCE OF SERVICE. 13

SECTION 5.13 BOOSTER DEVICE..... 13

SECTION 5.14 CUSTOMER’S FACILITIES..... 13

SECTION 5.15 REMOVAL OF UNAUTHORIZED WATER DISTRIBUTION FACILITIES. 13

ARTICLE VI. METERS14

SECTION 6.01 INSTALLATION. 14

SECTION 6.02	METER INSTALLATIONS.	14
SECTION 6.03	CHANGE IN LOCATION OF METERS.....	14
SECTION 6.04	METER READING.	14
SECTION 6.05	OBSTRUCTION OF METER.....	14
SECTION 6.06	METER TESTS—DEPOSIT.	14
SECTION 6.07	ADJUSTMENT FOR METER ERRORS.	15
SECTION 6.08	METER MAINTENANCE.	15
SECTION 6.09	METER TEST DEPOSIT, AMOUNT OF.	15
SECTION 6.10	POLICY ON WATER CONNECTION TRANSFERS.	15
SECTION 6.11	DEVELOPMENT OF A TRANSFER TRACKING SYSTEM.	15
SECTION 6.12	EXCLUSIONS FROM THE WATER METER TRANSFER POLICY.....	15
SECTION 6.13	CONDITIONS ON THE TRANSFER OF WATER METERS.....	15
SECTION 6.14	METERS EXISTING IN DISTRICT RECORDS.	16
ARTICLE VII.	CREDIT.....	16
SECTION 7.01	ESTABLISHMENT AND MAINTENANCE OF CREDIT.....	16
SECTION 7.02	APPLICATION OF DEPOSIT TO WATER BILL.	17
SECTION 7.03	REPLACEMENT OR CHANGE OF DEPOSIT.	17
SECTION 7.04	RETURN OF DEPOSIT.	17
ARTICLE VIII.	BILLING.....	17
SECTION 8.01	BILLING PERIOD.....	17
SECTION 8.02	OPENING AND CLOSING BILLS.	17
SECTION 8.03	PAYMENT OF BILLS.	17
SECTION 8.04	COMMENCEMENT OF LIABILITY FOR MONTHLY BASIC CHARGE.....	17
SECTION 8.05	MID-TERM BILLING.....	17
SECTION 8.06	BILLINGS OF SEPARATE METERS NOT COMBINED.	18
ARTICLE IX.	DISCONTINUANCE OF SERVICE	18
SECTION 9.01	DISCONNECTION FOR NON-PAYMENT.	18
SECTION 9.02	CHARGES DURING DISCONTINUANCE OF SERVICE.....	18
SECTION 9.03	UNSAFE APPARATUS.	18
SECTION 9.04	CROSS CONNECTIONS.....	18
SECTION 9.05	FRAUD OR ABUSE.	18
SECTION 9.06	NON-COMPLIANCE WITH REGULATIONS.	18
SECTION 9.07	DISCONTINUANCE UPON VACATING PREMISES.	18
ARTICLE X.	COLLECTION BY SUIT	19
SECTION 10.01	PENALTY.	19
SECTION 10.02	SUIT.	19
SECTION 10.03	48-HOUR NOTICE.	19
SECTION 10.04	RETURNED CHECK—CHARGE FOR.	19
SECTION 10.05	INSTALLMENT PAYMENTS, INTEREST.	19
SECTION 10.06	LIEN PROCEDURE FOR UNPAID CHARGES FOR WATER OR OTHER SERVICES.	19
SECTION 10.07	DEDUCTING DELINQUENCIES AND OTHER DEBTS FROM DISBURSEMENTS.....	20
SECTION 10.08	TRANSFER OF DELINQUENT ACCOUNT TO ACTIVE ACCOUNT OF SAME OWNER.	20
SECTION 10.09	COLLECTION OF CURRENT YEARLY AND DELINQUENT CHARGES FOR WASTEWATER MANAGEMENT SYSTEMS AND SERVICES WITH GENERAL TAXES: AUTHORIZATION.	21
SECTION 10.10	ADOPTION OF COLLECTION PROCEDURE.	21
SECTION 10.11	ELECTION BY BOARD OF DIRECTORS TO COLLECT FEES ON TAX ROLL.	21

SECTION 10.12	WRITTEN REPORT.....	21
SECTION 10.13	PUBLICATION OF NOTICE OF REPORT AND HEARING.....	21
SECTION 10.14	MAILED NOTICE.....	21
SECTION 10.15	NOTICED PUBLIC HEARING.....	22
SECTION 10.16	DETERMINATION BY BOARD.....	22
SECTION 10.17	FILING OF REPORT.....	22
SECTION 10.18	LIEN.....	22
SECTION 10.19	INCLUSION OF CHARGES IN BILLS FOR TAXES.....	22
SECTION 10.20	COLLECTION; DELINQUENCY DATE; PENALTY.....	22
SECTION 10.21	LIEN; RECORDING, FORCE, EFFECT, AND PRIORITY.....	22
ARTICLE XI.	COMPLAINTS AND DISPUTED BILLS.....	23
SECTION 11.01	REPORT AND ADJUSTMENTS.....	23
SECTION 11.02	COMPLAINTS AT BOARD HEARING.....	23
SECTION 11.03	DISPUTED BILLS.....	23
ARTICLE XII.	PRIVATE FIRE PROTECTION SERVICE.....	23
SECTION 12.01	PAYMENT OF COST.....	23
SECTION 12.02	NO CONNECTION TO OTHER SYSTEM.....	23
SECTION 12.03	USE.....	24
SECTION 12.04	METER RATES.....	24
SECTION 12.05	MONTHLY RATES.....	24
ARTICLE XIII.	RATES.....	24
SECTION 13.01	ESTABLISHMENT OF RATES.....	24
SECTION 13.02	CONNECTION FEE – BEAR CREEK ROAD MAIN EXTENSION.....	24
SECTION 13.03	CONNECTION FEE.....	24
SECTION 13.04	EXEMPTION.....	25
SECTION 13.05	METER INSTALLATION FOR REGULAR WATER SERVICE, CHARGES FOR.....	25
SECTION 13.06	WATER CHARGES – REGULAR SERVICE.....	26
SECTION 13.07	WATER CHARGES - SURPLUS WATER.....	26
SECTION 13.08	ACCOUNT ESTABLISHMENT DEPOSIT AND CHARGE.....	27
SECTION 13.09	SIZING OF METERS.....	27
SECTION 13.10	CONNECTION CHARGES.....	27
SECTION 13.11	WATER METER REVIEW SHEET.....	27
SECTION 13.12	CUSTOMER RESPONSIBILITY FOR WORN-OUT METERS.....	28
SECTION 13.13	EXCLUSION OF LIABILITY FOR LOSS OR SUPPLY OR PRESSURE.....	28
SECTION 13.14	WATER USE.....	28
SECTION 13.15	SIGNATURE ON WAIVER.....	28
SECTION 13.16	RESIDENTIAL FIRE SPRINKLER SYSTEM.....	28
ARTICLE XIV.	SEWERAGE RULES, REGULATIONS, RATES, AND CHARGES.....	29
SECTION 14.01	REGULATION OF SEWERAGE DISCHARGE—BEAR CREEK ESTATES.....	29
ARTICLE XV.	CONTRACTS AND PURCHASING.....	37
SECTION 15.01	GENERAL.....	37
SECTION 15.02	PUBLIC NOTICE.....	37
SECTION 15.03	LOWEST RESPONSIBLE BIDDER.....	37
SECTION 15.04	REJECTION OF BIDS.....	37
SECTION 15.05	INFORMAL BIDDING PROCEDURE.....	38
SECTION 15.06	FORMAL BIDDING PROCEDURES.....	38

SECTION 15.07	WAIVER OF PROVISIONS--\$500 OR LESS	38
SECTION 15.08	SIGNING OF CONTRACTS.	38
SECTION 15.09	PROFESSIONAL, SPECIALIZED, CONSULTANT OR SOLE SOURCE.	38
ARTICLE XVI.	CROSS CONNECTION CONTROL PROGRAM	38
ARTICLE XVII.	WELLS.....	39
SECTION 17.01	DEFINITIONS	39
SECTION 17.02	PERMIT REQUIREMENT.....	39
SECTION 17.03	PERMIT PROCEDURE.....	40
SECTION 17.04	EXEMPTION FOR PRE-EXISTING WELLS.	40
SECTION 17.05	WELL FAILURE.	40
SECTION 17.06	RESERVATION OF DISTRICT’S RIGHT TO SERVE PUBLIC.....	40
SECTION 17.07	EXPIRATION OF PERMITS.....	41
SECTION 17.08	INVESTIGATION.	41
SECTION 17.09	ORDER TO ABATE NUISANCE.	41
SECTION 17.10	GROUNDWATER EMERGENCY.	41
SECTION 17.11	ENFORCEMENT.....	42
SECTION 17.12	VIOLATION A MISDEMEANOR; PUNISHMENT.....	43
SECTION 17.13	CONFLICTS.....	43

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Article I. GENERAL PROVISIONS

Section 1.01 Failure to Comply

For the failure of the customer to comply with the provisions of this ordinance, and any resolution adopted pursuant to this ordinance, or any ordinance, resolution or order fixing rates and charges of this District, a penalty for which has not hereafter been specifically fixed, the customer's service shall be discontinued and water shall not be supplied such customer until the customer has complied with the rule or regulations, rate or charge violated or, in the event that he cannot comply with said rule or regulation, until the District is satisfied that in the future the customer will comply with all the rules and regulations established by this ordinance and with all rates and charges of this District. In addition, the customer shall pay the District for renewal of services such sum as the Board of Directors of the District shall by resolution fix.

Section 1.02 District's Records

The District's public records shall be open to inspection during the District's regular office hours. The term "public records" and other terms used herein shall be as defined in Government Code 6252.

Section 1.03 Public Records Request Act

It is the policy of the District to comply with the California Public Records Act, Government Code Section 6250 and following, and with California Civil Discovery Statutes, section 2016 and following, regarding the access and availability of District records, and the responsibility to research, identify, produce and copy such records in accordance with applicable law. As set forth in 1.6 above, District records are open and available to the public in accordance with stated regulations. District staff resources are limited and are funded by user charges billed to District customers and taxes assessed on properties within the District. The Board has determined it appropriate to charge and collect a reasonable fee from any person requesting research, identification, production and services in order to recover the estimated costs incurred by the District in responding to such request.

Section 1.04 Removal of Records

No District records shall be removed from the District offices without the prior express written approval of the District Manager. Such approval shall authorize the removal of specifically identified documents by an identified person, to a named location for a stated purpose and shall state a return date. Copies, duplicates or reproductions of District records may be released from the District Offices in accordance with Ordinance 8 and other applicable law. The Board shall be notified of all written approvals issued by the Manager.

Section 1.05 Severability

If any section, subsection, paragraph, subparagraph, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance, and the Board declares that this ordinance and phrases thereof would have been adopted irrespective of the fact that one or more of such sections, subsection, paragraph, sub-paragraph, sentence, clause and phrases thereof would have been adopted irrespective of the fact that one or more of such sections, subsections, paragraph, subparagraph, sentence, clause, or phrase be declared invalid or unconstitutional.

Article II. DEFINITIONS

1. Applicant. A person applying for water service.
2. Board. The Board of Directors of the San Lorenzo Valley County Water District.
3. Commercial Property. The premises on which the customer is engaged in a business or trade.
4. Control Valve. A valve, independent of the District's facilities, located in the customer's piping as close to the meter as practicable, the operation of which will control the entire water supply from the meter.
5. Cross-Connection. Any physical connection between the piping system from the District service and that of any other water supply that is not or cannot be approved as safe and potable for human consumption, whereby water from the unapproved source may be forced or drawn into the District distribution main.
6. Curb Stop. A valve between the main and the meter for the use of the District in controlling the water supply too a customer.
7. Customer. A person supplied or entitled to be supplied with water service by the District.
8. Developer. A person who intends originally to construct and to develop, pursuant to a subdivision map of record, a tract of more than four separate parcels within the District.
9. District. The San Lorenzo Valley Water District.
10. Distribution Mains. Water lines in streets, alleys, and easements used for public and private fire protection and for general distribution of water.
11. Residential Property. Premises used for household residential purposes.
12. Residential Service. The supplying of water for residential purposes.
13. Extensions. The addition of distribution mains, exclusive of service connections, beyond existing facilities.
14. Mains. Pipelines located in streets, highways, or rights of way which are used to serve the general public.
15. Owner. The person owing the fee, or the person in whose name the legal title to real property appears by deed duly recorded in the County Recorder's Office, or the person in possession of the property or buildings under claim of, or exercising acts of

ownership over the property for himself or as executor, administrator, or guardian or trustee of the owner.

16. Person. An individual or a company, association, co-partnership or public or private corporation.

17. Premises. The integral property or area under single ownership, including improvements thereon, to which water service is or will be provided. Apartment houses and office buildings may be classified as single premises.

18. Private Fire Protection Service. Water service and facilities for building sprinkler systems, hydrants, hose reels and other facilities installed on private property for fire protection and the water available therefor.

19. Public Fire Protection Service. The service and facilities of the entire water supply, storage and distribution system of the District, including the fire hydrants affixed thereto, and the water available for fire protection, excepting house service connections and appurtenances thereto.

20. Regular Water System. Water service and facilities rendered for normal residential and commercial purposes on a permanent basis, and the water available therefor.

21. Schedules. The entire body of effective rates, charges and rules.

22. Service or Service Connection. The pipeline and appurtenant facilities such as the curb stop, meter and meter box all used to extend water service from a distribution main to premises. Where services are divided at the curb or property line to serve several customers, each such branch service shall be termed a separate service.

23. Temporary Water Service. Water service and facilities rendered for construction work and other uses of limited duration, and the water available therefor.

24. Water System. The distribution and transmission main, pumps, valves, hydrants, and storage facilities.

25. Connection Fee. A fee to be paid by applicants for new water service connections determined by the Board of Directors to be an amount equal to the historic capital cost component of the water rate charged by the district.

Article III. WATER DISTRICT

Section 3.01 Definition

The Water District shall include the Board and such positions as the Board may create and fill from time to time.

Section 3.02 Employees

The Board may authorize the employment of such employees as are reasonably necessary for the proper operation, maintenance and repair of the District water system and to fix the compensation to be paid such personnel.

Article IV. APPLICATION FOR REGULAR WATER SERVICE—WHERE NO MAIN EXTENSION REQUIRED.

Section 4.01 Water Service Applicant

Each applicant for regular water service shall be required to sign on a form provided by the District.

Section 4.02 Water Service Application

Each application shall set forth the following:

- (a) Date of application
- (b) Name of applicant
- (c) Street of address of property to be served
- (d) The assessor's parcel number of the property to be served
- (e) Address to which bills shall be mailed
- (f) Applicant's ownership in the property.
- (g) Whether the service is for residential, commercial, or industrial use.

Section 4.03 Responsibility of Property Owner

Property Owner responsible for Bills.

Section 4.04 Applicant's Compliance with Rules and Regulations of District

Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for water service required.

Section 4.05 Application Payment

An application will not be honored unless payment in full has been made for water service previously rendered to the applicant by District.

Section 4.06 Initiation of Service

Upon receiving the application and upon compliance with applicable rules and regulations of the District, for locations with existing service and meter, the District will commence water service upon the payment of a fee to cover the average cost of commencing such service. The average cost shall be fixed by the Board by resolution. Upon receiving the application and upon compliance with other applicable rules and regulations; for locations with no existing service and meter, the District will install a service connection and meter upon payment of fees designed to reimburse the District for the cost of the facilities required.

Section 4.07 Service Installation

Regular water service will be installed at the location determined by the Water District. Service installations will be made only to property abutting on public streets or abutting on such distribution mains as may be constructed in alleys or easements. Applicant shall install a control valve and piping which shall extend to that point on the curb line or property line easiest of access to the District from the existing distribution system. The control valve shall be for the purpose of controlling the flow of water to the piping on customer's premises. To protect his piping, appliances and facilities against excessive or fluctuating pressure, the applicant may install a pressure regulator in his piping, and the District shall not be responsible for damage to a customer's piping, appliances and facilities occasioned by excessive or fluctuating pressure beyond the reasonable control of the District. The approval of the Water District shall be procured before the installation of any such facilities.

Section 4.08 Facility Ownership

All facilities installed between the main and meter outlet, including the service connection and meter shall be and shall remain the property of the District and may be maintained, repaired or replaced by the water District without the consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities. No payment shall be made for placing or maintaining such facilities on private property. The necessary piping and main valve and pressure regulator located beyond the meter outlet shall be the property of the customer and shall be maintained by the customer.

Section 4.09 Application Expiration

Every application for new service shall expire by limitation, and become null and void if the demand for meter installation is not made by the applicant for the premises to which the application applies within 90 days from the date of application.

Section 4.10 Appeal of Expired Application

An applicant whose application has been determined by the Water District to have become null and void may appeal such determination to the Board of Directors.

Section 4.11 Handling of Connection Charge

Upon application to the District, and determination by the District that the property for which water service is requested can be served, the District shall place the connection charge into a separate fund. The money shall remain in said fund until it is either 1) refunded to the customer if his application for service is denied, withdrawn, or expires, or 2) transferred to the Capital Improvement Fund after the water meter is installed. Interest on any such funds shall be retained by the District.

Section 4.12 Written Request for Setting Meter

The District shall not set the water meter until the applicant has filed with the District a written request for setting the meter.

Section 4.13 Refund Request

Any owner of property for which an application for water service has been filed and for which a charge has been paid may file a request for a refund of the water service connection charge.

- (a) If the property owner filed an application for services and paid the connection charge after June 18, 1981, And the water meter has not been set, the refund request shall be granted and the request may be processed administratively by the District Manager.
- (b) If the property owner filed an application for service and paid the connection charge before June 18, 1981, Or if the application was filed after June 18, 1981, but the meter has been set, the property owner may file a request for a hearing regarding a refund of the water service before the Board of Directors as follows:
 - (i) The property owner shall file a written request for a hearing addressed to the Board of Directors and submitted to the District Secretary, 13060 Central Avenue, Boulder Creek, CA 95006.
 - (ii) The request should include the name(s) and address of the property owner(s); the address of the property; the Assessor's Parcel No., and a statement of the facts and grounds supporting the request.
 - (iii) The funds for granting the request for a refund shall be either;
 - (iv) Changed physical conditions of the subject which render the parcel undevelopable.

Article V. GENERAL USE REGULATIONS

Section 5.01 Number of Services Per Premises.

The applicant may apply for as many services as may be reasonably required for his premises provided that the pipeline system from each service shall be independent of the others and that they may not be interconnected. The cost of all services over and above the initial service shall be borne by the applicant

Section 5.02 Supply to Separate Premises.

No more than one premises shall be served from each service connection.

Section 5.03 Supply to Multiple Users.

Separate houses, buildings, living or business quarters, such as motels, mobile home parks and the like, under a single control or management, may be served by any of the following methods:

- (a) Through separate service connections to each or any unit, provided that the pipeline system from each service is independent of the others and that they are not interconnected.
- (b) Through a single service connection to the entire premises.
- (c) In the event that any separate house, building, living or business quarter is severed from the balance of the property, the property so severed shall be required to provide a separate service connection.

The Water District, however, may require individual service connections for each separate house, building, living quarters or business quarter when the Board determines that such a requirement is in the best interest of the District.

Section 5.04 Charges to Multiple Users.

Charges for water service to multiple users may be fixed by the Board by resolution.

Section 5.05 Water Waste.

No consumer shall knowingly permit leaks or waste of water.

Section 5.06 Responsibility for Equipment on Customer Premises.

All facilities installed by the District on private property for the purpose of rendering water service shall remain the property of the District and may be maintained, repaired or replaced by the water department without the consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities. No payment shall be made for placing or maintaining facilities on private property.

Section 5.07 Damage to Water System Facilities.

The customer shall be liable for any damage to the District-owned customer water service facilities when such damage results from causes originating on the premises. The cost for repairing any such damage shall be paid by the customer, and the cost shall be due and payable to the District upon the District's rendering a bill therefor.

Section 5.08 Control Valve on the Customer Property.

The customer shall provide a valve on his side of the service installation to control the flow of water to the piping on his premises. The customer shall not use the service curb stop to turn water on and off for his convenience.

Section 5.09 Interruptions in Service.

The District shall not be liable for damage which may result from an interruption in service from a cause beyond the control of the water district. Temporary shutdowns may be made by the water district to make improvements and repairs. Whenever possible and as time permits, all customers and fire departments affected will be notified prior to making such shutdowns. Affected fire departments will be notified promptly upon restoration of service.

Section 5.10 Ingress and Egress.

Representatives from the water district shall have the right of ingress and egress to the customer premises at reasonable hours for any purpose reasonably connected with the furnishing of water service.

Section 5.11 Resale of Water.

Except by agreement with the District, no customer shall resell any of the water received by him from the District, nor shall such water be delivered to premises other than those specified in the application for service.

Section 5.12 Health and Safety—Discontinuance of Service.

If a condition on the customer's premises is found to be hazardous to the health and safety of the public arising from the use of water, the use and maintenance of any apparatus, appliances, or equipment or otherwise, the water district may discontinue service to such premises without notice. The water district in such event shall make reasonable effort to notify the customer of the discontinuance of service, and corrective actions shall be taken by the customer before service will be restored.

Section 5.13 Booster Device.

The District prohibits the attachment of any booster pump to a service on the customer's side of the meter and the use of any other method whereby the customer's share of available water to the main to which the meter is attached is increased beyond the amount which would otherwise be delivered through such meter.

Section 5.14 Customer's Facilities.

The District shall not be responsible for open appliances or faulty fixtures or broken or damaged pipes not for loss of water beyond the meter outlet.

Section 5.15 Removal of Unauthorized Water Distribution Facilities.

In the event that a District representative identifies unauthorized water distribution facilities that connect to the District water system, or otherwise transport District water, a District representative may remove such unauthorized water distribution facilities and store same at the District Office until such user(s) or customer(s) comply with District rules and regulations and State and local law regulating water services.

Article VI. METERS

Section 6.01 Installation.

All services shall be metered. A sum of money as set forth in the rate schedules shall be deposited with the District prior to installation of the facilities to pay all of the cost of said installation. Title to the meters shall be held by the District.

Section 6.02 Meter Installations.

Meters will be installed at the curb or property line or next to the water main at the discretion of the District.

Section 6.03 Change in Location of Meters.

Meters relocated for the convenience of the customer will be relocated at the customer's expense. An advance deposit shall be required for every relocation. Any relocation must be approved by the Manager. Meters moved to protect the District's property will be moved at the District's expense. Meters shall be relocated only by the water District or under its supervision. By resolution the Board may provide for the customer's paying for a new service if the relocation of the meter exceeds a distance specified in the resolution. This section applies only to the change in location of a meter at a single premise.

Section 6.04 Meter Reading.

Meters of customers on domestic and certain shall commercial property shall be read bi-monthly as near the end of the month in which the meter reading is to be done as practicable.

Section 6.05 Obstruction of Meter.

It is the responsibility of the customer to maintain clear access to the meter at all times. No earth, rock, pavement, vegetation, construction, appurtenances, vehicle or obstructions of any kind whatsoever shall be allowed to interfere with or obstruct access of District personnel or representatives in the performance of their duties regarding the meter and its appurtenances and District facilities. Violation of this section shall result in District personnel posting on the premises a written notice of violation with directions to correct the problem within five days. Failure to correct the violation within five days after the notice is posted shall result in the District employing whatever alternate means are necessary to proceed with District operations, and all costs incurred plus a ten percent penalty as a result of failure to timely correct the violation and maintain clear access to the District meter shall be charged to the customer.

Section 6.06 Meter Tests—Deposit.

All meters will be tested prior to installation, and no meter will be installed which registers more than two per cent (2%) fast. Any customer may request that the meter serving his premises be tested by the water district. Such request shall be in writing and

shall be accompanied by a deposit as fixed by the Board by resolution. Upon receipt of such request and the required deposit, the Manager shall cause the meter to be tested. The customer shall have the right to require the District to conduct the test in his presence, or in the presence of his representative. If the meter is found to register more than two per cent more water than actually passes through it, the deposit will be retained by the District.

Section 6.07 Adjustment for Meter Errors.

If the meter shall be found to register over two percent more water than actually passes through it, the water bill for the current month shall be adjusted proportionately.

Section 6.08 Meter Maintenance.

The District shall maintain, repair and renew all meters when such maintenance, repair, or renewal is made necessary by reason of normal wear and tear.

Section 6.09 Meter Test Deposit, Amount of.

The meter testing deposits required to be made shall be \$25.00.

Section 6.10 Policy on Water Connection Transfers.

No water service connections or meters shall be transferred from one premises or parcel to another as provided herein.

Section 6.11 Development of a Transfer Tracking System.

The District Manager shall develop and implement a Water Meter Transfer Tracking System in the District.

Section 6.12 Exclusions from the Water Meter Transfer Policy.

No meter shall be transferred if any of the following situations occur:

- (a) A main extension is required.
- (b) Any exceptions to District rules and regulations are required.
- (c) A parcel to which a meter is to be transferred is located in a water connection moratorium area.
- (d) A parcel to which a meter is to be transferred requires a larger meter, a different building zoning, different uses or requirements.
- (e) The parcel from which the meter is to be transferred is developed or has an existing structure which is, or has been served by the meter to be transferred.

Section 6.13 Conditions on the Transfer of Water Meters.

Water meter transfers are subject to the following conditions.

- (a) A customer must file a written request for a water service meter transfer with the Board describing the transfer and the reasons for such a transfer.
- (b) The Board shall consider a maximum of 5 transfers per year and give approval to transfer requests only during July of any year.
- (c) The customer may transfer a water meter service from and to another parcel within the District only if that customer is the owner of record of both parcels.
- (d) In no event shall service be permitted to both the transferor and the transferee parcels at the same time. Upon transfer of the water service meter to a different parcel, all service to the other parcel shall be terminated.
- (e) For parcels that have had their connection transferred away, current meter fees are to be paid as provided in Ordinance No. 8.
- (f) The District Manager shall note on all applications for connections, that the meter may be transferred and the property owner is advised to check with the District to ensure a meter is currently on the parcel.
- (g) All transfers shall be approved only if a document is recorded with the property the meter has been transferred from showing that the meter for the property no longer exists.
- (h) Customers transferring meters shall pay all costs for termination of the old service and installation of the transferred meter in accordance with District rules and regulations, less credit for any previous payments toward installation costs, if the meter has not already been installed.
- (i) Transfers require the installation of the proposed meter to be transferred, and termination of any existing service facilities on the parcel from which the meter was transferred, within 60 days of approval by the Board.

Section 6.14 Meters Existing in District Records.

Only connections existing in District records shall be honored for transfer by the District. All other parcels not shown in District records as having a water meter connection shall be subject to Ordinance No. 8 on Connection fees.

Article VII. CREDIT

Section 7.01 Establishment and Maintenance of Credit.

The Board, as prescribed by resolution, may require from each applicant for water service a security deposit in an amount not exceeding one year's charges either from persons receiving water service or from the owners of the property to which or in

connection with which water service is rendered. The Board may require a guarantee by the owner of property that bills for service to the property or the occupants thereof will be paid.

Section 7.02 Application of Deposit to Water Bill.

The District may apply, without notice, the amount of any deposit prescribed herein toward the payment of any water bill or other indebtedness which may become past due and owing to the District and to unpaid bills for water service when such service has been discontinued.

Section 7.03 Replacement or Change of Deposit.

The Manager of the District may require, as a condition of service at any time, that the deposit prescribed herein be replaced if the deposit or any part thereof has been applied to the payment of any bill or indebtedness to the District, or may require that the deposit be increased if depleted, found to be insufficient or good cause otherwise exists.

Section 7.04 Return of Deposit.

The deposit made by any applicant or property owner may be refunded upon discontinuance of service, the District shall refund any balance in the customer's deposit in excess of unpaid bills or other indebtedness to the District.

Article VIII. BILLING

Section 8.01 Billing Period.

The regular billing period will be monthly or bi-monthly at the option of the District.

Section 8.02 Opening and Closing Bills.

Opening and closing bills for less than the normal billing period shall be pro-rated both as to the basic charges and quantity blocks

Section 8.03 Payment of Bills.

Bills for water service shall be mailed or delivered to each customer as soon as convenient after the reading of the meter. Bills shall be payable upon presentation.

Section 8.04 Commencement of Liability for Monthly Basic Charge.

The applicant shall become a customer of the District and shall become liable for and shall be billed for the basic monthly charge from the date that the water meter is set.

Section 8.05 Mid-term Billing

Whenever a customer desires a billing at a time other than the normal bi-monthly billing period, the customer requesting the bill shall pay to the Water District an advance fee of \$20.00. The District shall read the meter, calculate the bill to the date read, and mail a

bill marked "mid-term billing" to the customer. The special billing would appear on the owner's account, and would show as a prior balance if not paid. The owner of the property is responsible for this bill, as other bills.

Section 8.06 Billings of Separate Meters Not Combined.

Separate bills will be rendered for each meter installation except where the water district has, for its convenience, installed two or more meters in place of one meter.

Article IX. DISCONTINUANCE OF SERVICE

Section 9.01 Disconnection for Non-Payment.

Service may be discontinued for non-payment of a bill for water service, if the bill is not paid within thirty (30) days after presentation. At least five days prior to such discontinuance the customer will be sent a final notice informing such customer that discontinuance will be enforced if payment is not made within the time specified in such notice. The failure of the District to send or the failure of any person to receive such notice shall not affect the District's powers hereunder.

Section 9.02 Charges During Discontinuance of Service.

After discontinuance of water service for violation of a San Lorenzo Valley Water District Ordinance, the customer shall pay to the District a Turn-Off Charge of \$20.00 each time the customer violates a District ordinance after that customer's water has been turned off.

Section 9.03 Unsafe Apparatus.

Water service may be refused or discontinued to any premises where apparatus or appliances are in use which may endanger or disturb the service to other customers

Section 9.04 Cross Connections.

Water service may be refused or discontinued to any premises where there exists a cross connection in violation of this ordinance, State or Federal laws.

Section 9.05 Fraud or Abuse.

Service may be discontinued if necessary to protect the District against fraud or abuse.

Section 9.06 Non-compliance with Regulations.

Service may be discontinued for non-compliance with this or any other ordinance or regulations relating to the water service.

Section 9.07 Discontinuance Upon Vacating Premises.

Customers desiring to discontinue service shall notify the District reasonably well in advance of the desired date of discontinuance. The customer shall be required to pay all water charges until the date of discontinuance. At the time of discontinuance, the

meter will be read and a closing bill rendered. Unless discontinuance of service is ordered, the customer shall be liable for charges whether or not any water is used.

Article X. COLLECTION BY SUIT

Section 10.01 Penalty.

Penalties shall be established by ordinance for unpaid rates and charges.

Section 10.02 Suit.

All unpaid rates, charges and penalties may be collected by suit.

Section 10.03 48-Hour Notice.

If an employee is dispatched to leave a 48-hour notice due to non-payment, failure to sign up for service, a returned check on water bill or sewer bill, or any other reason, but prior to the actual disconnection of the service, the customer shall pay to the District a charge of \$20.00

Section 10.04 Returned Check—Charge For.

For any check tendered to the District in payment of rates or charges under this ordinance which is returned by the bank upon which it is drawn because of insufficient funds, no account, or other similar reason, the person on whose account such check was tendered shall pay a handling charge of \$10.00 in addition to any other penalties provided by law, and any charges imposed by a bank on the District's account. Written notice will be sent to the customer to pay the returned check and the \$10.00 charge within ten days, either by cash or certified check. After the ten days have expired, the procedure for the 48-hour notice and discontinuance of service shall apply.

Section 10.05 Installment Payments, Interest.

The manager may enter into an arrangement with any customer against whom there are unpaid rates, charges, and penalties whereby the customer may pay such unpaid rates, charges and penalties in installments, provided such unpaid rates, charges and penalties are paid within twelve (12) months from the date of delinquency and provided that there shall be included in the installments interest on such unpaid rates, charges and penalties at the rate of ten percent (10%) per annum from the date of delinquency. The provisions of this section shall not be in lieu of other procedures contained in the District's rules and regulations for the collection of delinquencies, but shall be an additional and separate procedure for collection unpaid rates, charges, and penalties.

Section 10.06 Lien Procedure for Unpaid Charges for Water or Other Services.

Pursuant to California Water Code, if there are delinquent and unpaid charges for water and other services that remain delinquent and unpaid for sixty (60) days or more, the District may proceed to collect those charges by recording a lien upon the real property as set forth herein.

- (a) Notice of Delinquent and Unpaid Charges to Holder of Title to Land. The District shall notify the holder of title to land whenever delinquent and unpaid charges for water or other services which could become a lien on such property pursuant to this ordinance and California Water Code remain delinquent and unpaid for sixty days.
- (b) Annual Statement of Delinquent Charges to County for Collection With Taxes—Lien on Real Property. If there are delinquent and unpaid charges for water or other services that remain delinquent and unpaid for sixty days or more, the Board of Directors shall, annually, on or before August 1st of each year, furnish to the County Board of Supervisors and to the Auditor, a written statement of those charges that remain delinquent and unpaid for sixty days or more on July 1st of each year. The amount of any charges for water and other services included in said statement shall be added to and become a part of the annual taxes next levied upon the property which is delinquent, and shall constitute a lien on that property as of the same time and in the same manner as does the tax lien securing such annual taxes.
- (c) Certificate Against Person Liable for Charges: Lien Against that Person's Real Property (Renters). In addition to furnishing an annual statement of unpaid and delinquent charges to the County for collection with the annual property taxes, the District may secure the amount of unpaid charges at any time by filing for record in the office of the County Recorder a certificate specifying:
 - (i) The amount of such charges.
 - (ii) The name and address of the person liable therefor.
- (d) From the time of recordation of the certificate, the amount required to be paid together with interest and penalty constitutes a lien upon all real property in the County owned by the person or acquired by him at any time before the lien expires. The lien has the force, priority and effect of a judgment lien and shall continue for ten years from the date of the filing of the certificate unless sooner released or otherwise discharged.

Section 10.07 Deducting Delinquencies and Other Debts from Disbursements.

Whenever a person has incurred any delinquency, debt, or other financial obligation to the District for any District services rendered or materials or equipment supplied, the amount of such obligation due the District may be deducted from any deposits, credits, refunds or other disbursement from the District to such person, at the discretion of the District Manager.

Section 10.08 Transfer of Delinquent Account to Active Account of Same Owner.

If a District customer receives water or sewerage services at more than one location and has more than one account with the District and if such customer terminates one customer leaves an account with a balance owing and subsequently desires to open a

new account with the District, such balance owing or such delinquency may be transferred to any other new or active service account held by the same customer.

Section 10.09 Collection of Current Yearly and Delinquent Charges for Wastewater Management Systems and Services with General Taxes: Authorization.

Health and Safety Code and the Water Code authorize the District to prescribe and collect fees and charges for sanitation and sewerage facilities and services, and further provide for the collection of current yearly and delinquent charges with general taxes as set forth herein, as an alternative to any other collection procedure.

Section 10.10 Adoption of Collection Procedure.

The procedure for the collection of current yearly and delinquent charges for wastewater services with general taxes as an alternative collection method as set forth in the Health and Safety Code is hereby adopted by the Board of Directors of the San Lorenzo Valley Water District and made a part of Ordinance 8.

Section 10.11 Election by Board of Directors to Collect Fees on Tax Roll.

The Board may, by ordinance or resolution approved by a two-thirds vote, elect to have current yearly and delinquent charges and fees for the sanitation and sewerage facilities and services collected on the County tax roll together with general taxes.

Section 10.12 Written Report.

As required by Health and Safety Code, if the Board elects to implement the described collection procedure, it shall require a written report to be prepared each year and filed with the District Secretary, which shall contain a description of each parcel of real property receiving such services and facilities and the amount of the charge which is current yearly and delinquent for each parcel for the year computed, in conformity with the District ordinance or resolutions fixing such charges.

Section 10.13 Publication of Notice of Report and Hearing.

The District Secretary shall cause notice of the filing of said report and of the time and place of the hearing thereon to be published pursuant to Government Code 6066, once a week for two successive weeks prior to the date set for hearing, in a newspaper of general circulation within the county.

Section 10.14 Mailed Notice.

Before collecting such charges on the tax roll for the first time, the District Secretary shall cause a written notice of (1) the filing of the written report; (2) the proposed collection of the charges with the general taxes and (3) the time and place of the public hearing on the report and collection to the person named on the last equalized assessment roll available at the address shown or as known to the Secretary. If the Board adopts the report, then the requirements for written notice shall not apply to hearings on reports prepared in subsequent fiscal years and notice by publication shall be adequate.

Section 10.15 Noticed Public Hearing.

At the notice of public hearing, the Board shall hear and consider all objections or protests, if any, to said report and may continue the hearing from time to time. If the Board finds that protest is made by the owners of a majority of separate parcels of property listed in the report, then the report shall not be adopted and the charges shall be collected by alternate methods.

Section 10.16 Determination by Board.

Upon conclusion of the hearing, the Board may adopt, change, reduce, or modify any charge or overrule any or all objections and shall make its determination on each charge as described in said report which determination shall be filed.

Section 10.17 Filing of Report.

On or before the tenth day of August of each year following such final determination, the District Secretary shall file with the County Auditor a copy of said report with a statement signed by the Secretary that the report has been finally adopted by the Board of Directors. The County Auditor shall enter the amount of the charges against the respective lot or parcels of land as they appear on the current assessment roll. Where any such parcels are outside the boundaries of the District, they shall be added to the assessment roll of the District for the purpose of collecting such charges. If the property is not described on the roll, the auditor may enter the description thereon together with the amounts of the charges, as shown on the report.

Section 10.18 Lien.

Except as provided in Health and Safety Code 5473.8 regarding bona fide purchasers for value without prior recorded notice, the amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first Monday in March immediately preceding the date of levy.

Section 10.19 Inclusion of Charges in Bills for Taxes.

The tax collector shall include the amount of the charges on bills for taxes levied against the respective lots and parcels of land.

Section 10.20 Collection; Delinquency Date; Penalty.

Thereafter the amount of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from, the general taxes, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties. All laws applicable to the levy, collection and enforcement of general taxes are applicable to such charges.

Section 10.21 Lien; Recording, Force, Effect, and Priority.

Charges for services and facilities furnished by the District shall constitute a lien against the lot or parcel of land against which the charge was imposed if said charges remain

delinquent for a period of 60 days, and the District shall include a statement to each property owner which shall notify the property owner of the lien provided by this section for delinquent payment of charges. The lien provided herein shall have no force or effect until recorded with the County Recorder, and when so recorded shall have the force, effect and priority of a judgment lien, and continue for three years from the time of recording unless sooner released or otherwise discharged.

Article XI. COMPLAINTS AND DISPUTED BILLS

Section 11.01 Report and Adjustments.

Should any customer have complaints with regard to water service or should a customer dispute the correctness of a bill for water service, such customer shall contact the Manager for adjustment.

Section 11.02 Complaints at Board Hearing.

Should a customer be unable to have his complaints satisfied by the Manager, the customer may either submit his complaint in writing with a full and detailed explanation to the Board, or he may appear in person before the Board at its regular monthly meeting.

Section 11.03 Disputed Bills.

If a disputed bill cannot be adjusted between the customer and the Manager, the customer within twenty (20) days after the bill becomes due and payable may deposit with the District the amount of the disputed bill, together with a full explanation of the dispute. The remittance so deposited shall be made payable to the District, and the District shall be notified that the deposit is against a disputed bill. At its regular meeting following receipt of the deposit, the Board will hear the dispute and will render its decision thereon. The hearing for good cause may be continued to the next regular meeting of the Board. Service will not be discontinued pending the outcome of the hearing, provided that subsequent bills are paid or the amount thereof deposited unconditionally with the District.

Article XII. PRIVATE FIRE PROTECTION SERVICE

Section 12.01 Payment of Cost.

The applicant for private fire protection service shall pay the total actual cost of installation of the service from the distribution main to the customer's premises including the cost of a detector check, meter or other suitable and equivalent device, valve and meter box, said installation to become the property of the District.

Section 12.02 No Connection to Other System.

There shall be no connections between this fire protection system and any other water distribution system on the premises.

Section 12.03 Use.

There shall be no water used through the fire protection service except to extinguish accidental fires and for testing the fire equipment.

Section 12.04 Meter rates.

Any consumption of water recorded on the meter will be charged for at such rates as the Board may fix by resolution, except that no charge will be made for water used to extinguish accidental fires where such fires have been reported to the fire department.

Section 12.05 Monthly rates.

The monthly rates for private fire protection shall be established by the Board.

Article XIII. RATES

Section 13.01 Establishment of Rates.

The Board may by resolution establish the rates and charges for all services which the District is authorized to furnish. Such rates and charges shall be fixed to apply uniformly throughout the District or within areas within the District according to the circumstances that prevail in such areas.

Section 13.02 Connection Fee – Bear Creek Road Main Extension

The District has installed and paid for a water main extension in Bear Creek Road commencing approximately 2,950 feet from Highway 9 and extending to the entrance of Bear Creek Estates Subdivision, thereby increasing the service area of the District. In addition to all other regular charges for service connections prevailing from time to time, charges based upon meter size as shown on the District's most current Schedule of Rates and Charges as 'Bear Creek Road Main Extension Connection Fees' shall be paid upon application for any service connections made to or served by the said water main extension, except connections made to the Bear Creek Estates distribution system.

Section 13.03 Connection Fee

Each applicant for new water service connection shall pay a connection fee to the District at the time of filing an application for water service based upon the size of the meter to be installed according to the District's most current Schedule of Rates and Charges.

No application for a new water service shall be deemed complete until the connection fee is paid to the District. The connection fee shall be in addition to the charge for the installation of water service and private fire protection service and other pre-connection charges established by the Board of Directors.

Section 13.04 Exemption

No applicant for new water service connection shall be exempt from the payment of the connection fee unless specifically exempted therefrom by resolution of the Board of Directors. Such exemption shall be granted only upon a finding by the Board of Directors that facilities or other consideration are furnished to the District in lieu of the capital costs component upon which the connection fee is based.

Section 13.05 Meter Installation for Regular Water Service, Charges For

The charges for setting meters for regular water service are established as shown on the District's most current Schedule of Rates and Charges.

The District shall install the meter at cost. Where the cost is greater than the deposit, the Applicant shall pay the District the balance. Where the deposit is greater than the cost, the District shall refund the remaining amount.

draft - attachment

Section 13.06 Water Charges – Regular Service

- (a) The standard minimum monthly fixed water charge per meter shall be as shown on the District's most current Schedule of Rates and Charges.
- (b) Each residential dwelling unit receiving water service from the District shall have metered water service which shall be sized in accordance with District standards.
 - (i) Definition – For purposes of this section, a residential dwelling unit is defined as each structure or unit within a structure which is designed, constructed or used for human habitation and which is improved with cooking facilities and permanent connections to sanitation facilities and has an area for sleeping. Examples of residential dwelling units include a single family residence, each apartment within an apartment building, each unit of a duplex, each mobile home unit or trailer unit within a mobile home park or trailer park, a cabin and a trailer. This definition does not include recreational vehicles designed and used for intermittent recreational use. However, if a recreational vehicle or similar unit is actually used as a permanent dwelling unit and otherwise meets the definition herein, it shall be charged as a residential dwelling unit.
- (c) Each parcel improved with one or more residential dwelling units shall have a water meter sized in accordance with District standards.
- (d) Each parcel improved with one or more residential dwelling units shall be required to have a separate meter for each dwelling unit.
- (e) A customer who is dissatisfied with the determination of the District Manager regarding the classification of a structure or a recreational vehicle as a residential dwelling unit may appeal that determination to the Board of Directors.
- (f) The owner of a parcel which is improved with two or more residential dwelling units may appeal the water meter size requirements set forth in this section on the grounds that: The additional unit or units is/are used or occupied fewer than forty days per year; and such use is limited to personal guests of the occupants of the main unit; and that such additional units are not let, leased or rented. An application for a variance shall be filed pursuant to the appeal procedure set forth in this section. The Board of directors may grant such a variance, with conditions, including time limitations, and may also revoke such variance for good cause. The Board of Directors shall set an annual review date of the first meeting in November of each year to consider expirations, new applications and applications for renewal of such meter size variances. This review date is not exclusive, and the Board may schedule additional hearings on variations as appropriate.

Section 13.07 Water Charges - Surplus Water

Fixed charges and unit charges for surplus water shall be established by the Board of Directors from time to time.

Section 13.08 Account Establishment Deposit and Charge

A non-refundable account establishment deposit shall be established by the Board of Directors from time to time.

The account establishment deposit shall be held by the District until the property is transferred and the account is closed, at which time the deposit will be applied to the closing bill. Interest on such deposit shall accrue at the same rate of other District investments.

The deposit shall not be required if the applicant opening the account has or has had another account with the District which is/was active and current and the establishment charge and application are returned within three weeks to the District.

Section 13.09 Sizing of Meters

Meters shall be sized on a fixture unit basis. Fixture units shall be counted as provided in the most currently adopted Uniform Plumbing Code of the State of California (UPC). Water supply outlets for items not listed within the UPC shall be computed at their maximum demand. The total equivalent fixture units on the actual installation shall be added up and the meter shall be sized in accordance with District Standards.

Applicants shall provide plans to the District showing the fixture units anticipated for the house. Should the final count of actually installed fixture units be greater than those anticipated, then the actually installed units shall be the basis for sizing of the meter and paying connection fees.

Section 13.10 Connection Charges

Connection charges shall be based upon the size of the meter determined by the District. Connection charges for Residential Fire Sprinkler Systems shall be equal to the meter size excluding the count of fixture units for the fire sprinklers. Existing domestic services shall pay additional connection charges if a fixture unit count of all fixtures attached to the meter requires a larger meter, excluding the count of fixture units for fire sprinklers.

Section 13.11 Water Meter Review Sheet

The District will prepare water meter review sheets for any proposed fire sprinkler system in combination with a domestic service. The District will deny those systems which exceed the capabilities of the District's infrastructure in any particular area. The applicant may appeal a denial to the Board of Directors.

Section 13.12 Customer Responsibility for Worn-out meters

All District customers, regardless of whether they have combined fire sprinklers and domestic systems, or simply domestic systems, are responsible for the entire cost of replacing undersized meters worn-out due to excessive flows; either intermittent or continuous. The District shall accumulate the costs of replacing a worn-out meter and shall charge the customer the cost that has been incurred. Larger meters installed due to higher flows shall pay additional connection charges for the increase in meter size.

Section 13.13 Exclusion of Liability for Loss or Supply or Pressure

An applicant requesting service shall indemnify and hold the District, its officers and employees harmless from any claims that may result from the failure to supply adequate flow, adequate pressure or the changing of the District's system operation which might affect either the fire or domestic service. Additionally, any losses that might occur due to such an effect will also be excluded from recovery.

Section 13.14 Water Use

The customer is responsible for all charges resulting from water going through the meter regardless of its ultimate use.

Section 13.15 Signature on Waiver

All applicants for service shall sign a waiver informing them that the District is not responsible for delivering adequate water supply, adequate pressure or maintaining connections within certain pressure zones and that the District will not be responsible for any damages due to the failure of any private fire system.

Section 13.16 Residential Fire Sprinkler System

A residential fire sprinkler system up to a one-inch meter sizing may be installed in conjunction with a domestic service through a single service line supplying a new residential dwelling. All fire sprinkler systems above the size of one-inch meter size shall be installed in accordance with current District Standards.

The charges for installation of a joint domestic and residential fire protection service shall be at the actual cost to the District. The applicant shall place a deposit with the District. The amount of deposit shall be determined by the District Manager based on specific conditions of the installation. Costs exceeding the deposit shall be paid to the District by the applicant prior to receiving service. Any deposit money remaining after installation will be refunded to the applicant. Upon request, the District will provide a detailed cost breakdown for the installation of a residential fire sprinkler service.

Article XIV. SEWERAGE RULES, REGULATIONS, RATES, AND CHARGES

Section 14.01 Regulation of Sewerage Discharge—Bear Creek Estates

- (a) Purpose. The purpose of this Ordinance is to control and regulate sewage, liquid waste and industrial waste discharges into the sewerage system and treatment facilities of Bear Creek Estates Units 3, 4, and 5 and maintained by the San Lorenzo Water District. This Ordinance provides quality and quantity standards in order to comply with all applicable State and Federal laws required by the provisions of the Clean Water Grant Program and requirements of the California Regional Water Quality Control Board.
- (b) Scope. This wastewater discharge ordinance sets uniform requirements for discharges into the wastewater collection and treatment system and enables the San Lorenzo Valley Water District to comply with the administrative provisions of the Clean Water Grant regulations. The water quality requirements are set by the Regional Water Quality Control Board and the applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and are to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into those systems. This Ordinance provides for the establishment of a surveillance and enforcement procedure to control the discharge of quality and quantity of certain wastes. Revenues derived from the costs required by this Ordinance shall be used to defray the District's cost of conducting operation and maintenance of the system. The provisions of the Ordinance shall apply to the discharge of all wastes to a public sewer of the San Lorenzo Valley Water District's Bear Creek Estates Units 3, 4, and 5 wastewater treatment facility.
- (c) Policy. The San Lorenzo Valley Water District protects the health, welfare and safety of the local residents by constructing, operating and maintaining a system of local sewers and laterals, trunk sewers and interceptors, and liquid waste treatment and disposal facilities that service the homes of residents in Bear Creek Estates Units 3, 4, and 5. The following basic policies apply to sewage and liquid waste discharged into the sewerage system provided such wastes will not:
- (i) Contain toxics or other pollutants in amounts of concentration that endanger public health.
 - (ii) Detrimentally affect the local environments;
 - (iii) Create nuisances such as odors, insects, etc.
 - (iv) Endanger the physical integrity of the treatment works;

- (v) Impose excessive collection, treatment or disposal costs on the District;
- (vi) Significantly interfere with wastewater treatment processes; or
- (vii) Cause violation of effluents or water quality limits and quantity requirements hereinafter established.
- (viii) The highest and best use of the sewerage system is the collection, treatment, and reclamation or disposal of domestic sewage. The use of the sewerage system for industrial waste discharges is strictly forbidden by this Ordinance. Users of the system will be required to comply with requirements as established by (1) The Environmental Protection Agencies of the United States; (2) California Regional Water Quality Control Board; (3) Santa Cruz County, and (4) San Lorenzo Valley Water District when discharging sewage and/or applying for approval to hook up a new home to the system and begin the discharge of sewage to the system.
- (d) Inspection. Adequate identification shall be provided by the District Manager for all inspectors or other authorized personnel and these personnel shall identify themselves when entering any property for inspection purposes or when inspecting the work of any contractor. Inspection of every facility that is involved with the discharge of waste to the sewage collection and treatment facilities may be made by the District Manager or his representative. Inspections may be made to determine that such facilities are maintained and operated properly and are adequate to meet the provisions of this Ordinance. Access to all facilities connected to the sewerage system shall be given to authorized personnel at all reasonable times or at other times when occasioned by emergency conditions. No person shall interfere with, delay, resist or refuse entrance to an authorized inspector attempting to inspect any waste generation, conveyance or treatment facility connected to the sewerage system.
- (e) Enforcement of Ordinance. The District Manager shall administer, implement and enforce all the provisions of this Ordinance, Ordinance 41, 42, and Article 10 as may be deemed applicable by the District Engineer. Any powers granted to or duties imposed upon the District Manager may be delegated by him to persons acting in the beneficial interest of or in the employ of the District.
- (f) Penalty for Violations. Any person who knowingly makes any false statement, representation, record, report, plan, or other document filed with the Regional Water Quality Control Board and/or the State Water Resources Control Board, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required by the laws of the State of California shall be punished by a fine of not more than ten thousand dollars (\$10,000) or by imprisonment in a county jail for not more than six months or by both. Article 10, Ordinance 8 Discontinuance of Service may be enforced.

Any person who willfully or negligently discharges pollutants except as allowed by waste discharge requirements or who willfully or negligently violates any effluent standard, water quality related effluent standard, national standard of performance, toxicity, or who violates any cease and desist order, prohibition, or waste discharge requirements shall be punished by a fine of not more than twenty-five thousand (\$25,000) nor less than two thousand five hundred (\$2500) for each day in which such violation occurs, or by imprisonment for not more than one year in the county jail, or by both. If the conviction is for a violation committed after a first conviction of such person under this section, punishment shall be by a fine of not more than fifty thousand dollars (\$50,000) for each day in which such violation occurs, or by imprisonment for not more than two years in the county jail or both.

In the event of such violation, the District shall, upon authorization of its Board of Directors, petition the superior court to impose, assess, and recover such sums.

- (a) Notice. Whenever the District Manager finds that any person has violated or is violating this Ordinance, or any prohibition, limitation, or requirement contained herein, he may serve upon such person a written notice stating the nature of the violation and providing a reasonable time, not to exceed thirty (30) days for the satisfactory correction thereof. Such notice shall be served in person or by registered or certified mail. If served by mail, the notice shall be sent to the last address known to the District Manager. Notice shall be deemed to have been given at the time of deposit, postage prepaid, in a facility regularly serviced by the United States Postal Service.
- (b) Time Limits. Any time limit provided in any written notice or in any provision of this Ordinance shall be extended only by a written direction of the District Manager.
- (c) Establishment of Rules and Regulations. The District Manager is hereby authorized and empowered to adopt such rules, regulations and standards as may be deemed reasonably necessary to protect the District sewerage facilities, to control and regulate the proper use thereof; provided, however, that the terms and provisions of such rules and regulations shall be promulgated in a manner best directed to result in the uniform control of the sewerage systems within the District. District Manager shall, from time to time as he deems necessary, prepare additional rules and regulations as to the quality of the sewage or liquid waste discharged to the sewerage facilities of the District, and act to modify or amend such existing rules and regulations as he deems necessary. A discharger shall have the right to appeal any rule, regulation or standard on the grounds of extreme hardship, before the Board of Directors.
- (d) Reconsideration and Appeal Procedures. If the ruling made by the District Manager is unsatisfactory to the person requesting reconsideration, the person may make a

written appeal to the Board of Directors within 45 days after notice of the action taken by the District Manager. The written appeal shall state all the pertinent aspects of the matter. Within forty-five days after the written appeal is received, the Board of Directors shall hold appear personally or through counsel, cross examine witnesses, and present evidence in his own behalf. Notice of the hearing shall be given at least fifteen days prior to the date of the hearing. Within 45 days after the hearing is closed, said Board of Directors shall make a final ruling on the appeal.

- (e) Payment of Charges and Delinquencies. All fees and charges made pursuant to the provisions of this Ordinance and the approved Schedule of Fees are due and payable upon receipt of notice thereof. All such charges shall be and become delinquent twenty days after mailing or delivering notice thereof to the mailing address of the person subject to charges. All delinquent charges shall be deemed a violation of this Ordinance and each day any such charge remains delinquent shall be deemed a separate violation. Article 10 and Ordinance 9 will be enforced.
- (f) Recording of Fees and Charges. The District shall keep a permanent and accurate account of all fees and charges received under this Ordinance, giving the names and addresses of the persons on whose accounts the fees and charges were paid, the date and amount thereof, and the purpose for which charges were paid.
- (g) Unless otherwise provided herein, whenever the fee and charges required by this Ordinance are based on estimated values or estimated quantities, the District Manager shall make such determination in accordance with established estimating practices.
- (h) Any charge that becomes delinquent shall have added to it a basic penalty charge equal to ten (10) percent of the charge that became delinquent and thereafter an additional penalty shall accrue on the total charge due, including the ten percent basic penalty, at the rate of one-half of one percent (0.5%) per month until paid in full.
- (i) Collection. Upon direction of the Board of Directors any delinquent charge and all penalties including court costs and legal fees thereon, shall be collected by lawsuit in the name of the District. Any such action for collection may include an application for an injunction to prevent repeated and reoccurring violations of this ordinance.
- (j) Malicious Damage to Sewerage Facilities. Any unauthorized entering, breaking, damaging, destroying, uncovering, defacing or tampering with any structure, equipment or appurtenance which is a part of the District sewerage system shall be a violation of this Ordinance, and subject to prosecution under applicable laws.
- (k) Prohibited Waste Discharges. The constituents prohibited by this Ordinance provide specific limits are established. In some cases, the concentration or amount of any

particular constituents which will be judged to be excessive or unreasonable cannot be foreseen but will depend on the results of technical determinations relating to the particular situation and the actions of regulatory agencies. No discharger shall discharge or cause to be discharged to a public sewer, which connects to the District sewerage system, the following wastes:

- (i) Any explosive mixtures, i.e. liquids, solids, or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious to the sewerage facilities or the operation of the system. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, ethers, and peroxides.
- (ii) Any toxic substances in amounts exceeding standards promulgated by the Administrator of the United States Environmental Protection Agency pursuant to Section 307(a) of the Act and chemical elements or compounds phenols, or other taste or odor-producing substances, which may cause public nuisance or hazardous conditions to occur in the sewerage system, or any other substances which are not susceptible to treatment or which may interfere with biological processes or efficiency of the treatment system or that will pass through the system or which may cause abnormal increase in the operation costs of the treatment system.
- (iii) Any waste which will cause corrosion or deterioration of treatment system. All wastes discharged to the public sewer system must have a PH value not less than 6.5 and not more than 8.4 standard units. Prohibited materials include, but are not limited to, acids, caustics, sulfides, concentrated chloride and fluoride compounds, and substances which will react with water to form acidic products.
- (iv) Solid or viscous wastes which will or may cause obstruction to the flow in a sewer, or otherwise interfere with the proper operation of the wastewater treatment system. Prohibited materials include, but are not limited to, grease, un-comminuted garbage, animal guts or tissues, paunch manure, bones, hairs, hides or flesh, entrails, whole blood, feathers, ashes, cinders, sand spent lime, stone, or marble dust, polishing compounds, resin beads, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastic, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, and similar substances.
- (v) Any unpolluted water including, but not limited to, water from swimming pools or spa systems or storm water origin, which will increase the hydraulic load on the treatment system.
- (vi) Oil and grease concentrations.

- (vii) Any garbage that is not ground sufficiently to pass through a 1/2" screen.
- (viii) Any amounts of suspended solids exceeding a concentration of 500 mg/l.
- (ix) Any wastes with amounts of dissolved solids which may cause violation of the Regional Water Quality Control Board requirements.
- (x) Any wastes which have chloride concentrations greater than Regional Water Quality Control Board discharge requirements.
- (xi) Any wastes containing over 0.1 mg/l of dissolved sulfides.
- (xii) Any waste containing organophosphorous and carbonate compounds in amounts greater than 1.0 mg/l.
- (xiii) Any water added for the purpose of diluting any wastewater discharge which would otherwise exceed applicable constituent concentration limit shall be considered a violation of this ordinance.

No person shall discharge or cause to be discharged to any public sewer which connects to the District sewerage system any sewage, liquid waste or industrial waste, if in the opinion of the District Manager such discharge may have an adverse or harmful effect on sewers maintenance personnel, sewage treatment plant personnel or equipment, treatment plant effluent quality, public or private property, or may otherwise endanger the public or local ecological system or create a public nuisance. The District Manager in determining the acceptability of specific wastes, shall consider the nature of the waste and the adequacy and nature of the collection, treatment, and disposal system available to accept the waste. Affected persons shall have the right of appeal before the Board of Directors as set forth in Section 17.2j if the District Manager's determination creates an extreme hardship or is considered unreasonable.

- (l) Liquid Waste Sampling, Analysis and Flow Measurements. Periodic measurements of flow rates, flow volumes, Chemical Oxygen Demand and suspended solids shall be made as determined by the District Manager. All sampling, analyses, and flow measurements of industrial or liquid wastes shall be performed by a District approved laboratory or by District personnel. All sewage analyses shall be conducted in accordance with the appropriate procedure contained in the current edition of "Standard Methods." If no appropriate procedure is contained therein, the standard procedure of the industry or a procedure judged satisfactory by the District Manager shall be used to measure flow constraints and constituents. Any laboratory or public agency performing tests shall furnish any required test date or information on the test methods or equipment used, if requested to do so by the District Manager. The sampling, analysis and flow measurement procedures, equipment and results shall be subject at any time to inspection by the District.

Sample and flow measurement facilities shall be such as to provide safe access to authorized District personnel.

- (m) **Damage to Sewerage Facilities or Processes By Prohibited Waste or Liquid Waste Discharge.** Any discharger who negligently allows or intentionally discharges or causes the discharge of prohibited sewage liquid waste or industrial wastes to the public sewer and such discharge causes damage to District facilities or causes detrimental effects on District treatment processes shall be liable to the District for all damages occasioned thereby.
- (n) **Excessive Sewer Maintenance Expense.** No dischargers shall discharge or cause to be discharged to a public sewer, any waste that creates a stoppage, plugging, breakage, any significant reduction in sewer capacity or any other damage to sewers or sewerage facilities of the District. Any excessive sewer or sewerage maintenance expenses or any other expenses attributed thereto will be charged to the offending discharger by the District.
- (o) **Availability of Sewerage Facilities.** The sewerage capacity is limited to serve the residents in Bear Creek Estates Units 3, 4, and 5 and parcel number 89-241-16 inclusive. The specific parcel numbers of units to be served are as follows:
89.301.06; 89.301.07; 89.301.08; 89.301.21; 89.301.20; 89.301.11; 89.301.12;
89.301.13; 89.301.22; 89.301.16; 89.301.17; 89.301.18; 89.301.19; 89.301.02;
89.301.01; 89.301.03; 89.301.04; 89.301.05, 89.291.01; 89.291.02; 89.291.03;
89.291.04; 89.291.05; 89.291.06; 89.291.07; 89.291.08; 89.282.03; 89.282.04;
89.282.05; 89.282.06; 89.282.07; 89.282.08; 89.282.09; 89.282.10; 89.281.24;
89.281.23; 89.281.22; 89.281.21; 89.281.20; 89.281.29; 89.281.33; 89.281.17;
89.281.16; 89.281.15; 89.281.14; 89.281.13; 89.281.04; 89.281.03; 89.281.02;
89.281.01; 89.281.12; 89.281.32; 89.281.31; 89.281,10; 89.281.10; 89.281.09;
89.281.08; 89.281.07; 89.281.06; 89.281.05; 89.421.16 (Note: Not in Bear Creek Estates)

The above parcels are the only parcels eligible for connection to the system.

The District may refuse or delay immediate service to new facilities in the above specified parcels if quantity or quality of wastewater is unacceptable in the available treatment facility.

- (p) Discharge of Rainwater or Uncontaminated Water. No person shall discharge or cause to be discharged any rainwater, storm water, groundwater, street drainage, subsurface drainage, roof drainage, swimming pool, spa drainage, yard drainage, water from yard fountains, ponds or lawn sprays or any other uncontaminated water into any sewage facility owned by the District.
- (q) Hookup Procedure for Parcels Designed to Be Incorporated into the System. A County building permit must be obtained prior to the request of the San Lorenzo Valley Water District for a permit to hook onto the system. The District will provide a letter of intent upon request by the parcel owner so a County building permit can be obtained. Once a permit request is filed with the San Lorenzo Valley Water District, one full set of plans will be required for Staff review of operation and proposed placement of mains and laterals for the collection of domestic wastewater. Prior to the issuance of the permit by the District, Staff will inspect the proposed site and review comments made by Santa Cruz County. If no errors or problems are encountered, a permit will be issued.

All mains, laterals and manholes are to be constructed in accordance with Santa Cruz County codes and requisitions. Site inspections will be required during construction of the new laterals and mains to insure proper construction procedures. The following quality assurance tests must be met before acceptance of a new lateral, main or manhole is approved.

It is the owner's responsibility to maintain the sewer lateral from the residence to the street main collection system.

Any owner may request to sell his/her hookup right which is connected to his/her parcel separate from the parcel itself. Prior to the sale of the hookup right, the owner is required to notify and receive Santa Cruz County approval and San Lorenzo Valley Water District approval in writing. The owner will be required to file a public notice of no connection possibility for a parcel previously listed as available for hookup to the Bear Creek Estates system and that the parcel will not be required to meet all Class II requirements as specified by the State. There are only 60 maximum connectible parcels for Bear Creek Estates Sewerage Facilities.

A recorded attachment to the deed of the property would be required stating the information contained in the public notice above.

Basic service costs include those for routine performance, inspections, enforcement, water utility monitoring, and general agency administrative costs and overhead. These services benefit all users to an equal degree and will be charged as an equal service fee to all users. Based on the agency budget adopted on Oct. 21, 1982, for fiscal years 1982-83, 1983-84, and 1984-85, the basic service fee will be \$45 per dwelling unit monthly equivalent. These costs will be collected in advance bi-monthly.

Special services costs include the services outlined below which benefit specific properties and which will be supported by the benefitting properties. Costs for these services will be accounted for separately and billed on an as-delivered basis to the benefitting properties in the subsequent basic services bill.

Construction Inspections: \$60 per lot.

Special Inspections: \$15.00 per lot.

Design Inspections/Review: \$15.00 per lot.

Legal Costs for Abatement: Charged at agency cost.

Permit for Hookup to System: \$750 per lot.

Sewer Main Extension Required by Developer: At cost of developer plus inspection costs.

Costs are established by resolution of the Board of Directors and/or amendments to same. The residents and owners of the eligible parcels as specified in 17.2o are ultimately responsible for the costs to purchase, build, operate and maintain the system.

Article XV. CONTRACTS AND PURCHASING

Section 15.01 General

All purchase of and contracts for supplies, materials, equipment and services shall be based, whenever feasible, on competitive bids or quotations. Notwithstanding the provisions of these regulations, if the expenditure for the routine purchase of supplies, materials, equipment or services is estimated to cost Five Hundred Dollars (\$500) or less, the District Manager may authorize such purchase without calling for competitive bids or quotations.

Section 15.02 Public Notice.

All contracts to be awarded by competitive bidding shall be advertised by posting notice on bid forms n a bulletin board at the office of the District, and by such further notice as herein specifically prescribed, and by such other form of notice as shall be determined by the Directors of the District.

Section 15.03 Lowest Responsible Bidder

All purchases shall be made from and all contracts shall be awarded to the lowest responsible bidder, except that when price and quality are equal, preference may be extended to local bidders.

Section 15.04 Rejection of Bids.

The Board of Directors hereby reserves the right and discretion to reject any and all bids if the Board determines that to do so would be in the best interest of the District, or for any other reason permitted by law.

Section 15.05 Informal Bidding Procedure.

When the estimated cost for purchases of materials, supplies, or contractual services exceeds Five Hundred Dollars (\$500) but is less than Ten Thousand Dollars (\$10,000), the informal bidding procedure set forth herein shall be followed. Quotations shall be required and shall be solicited by posting notices to bidders on the Districts bulletin board and by written or telephone requests from at least three different available sources of supply. Upon receiving at least three quotations, the District Manager shall be authorized to contract for the purchase of materials, supplies or services by means of a written purchase order. Quotations shall be open to public inspection for thirty days after purchase.

Section 15.06 Formal Bidding Procedures.

When the estimated cost for purchases of materials, supplies, or contractual services exceeds Ten Thousand Dollars (\$10,000), the formal bidding procedure set forth herein shall be followed. Written contracts for the purchase of materials, supplies or services shall be required and shall be approved as to form by the attorney for the District.

Section 15.07 Waiver of Provisions--\$500 or less

- (a) Waiver of Provisions—Competitive Bidding. Notwithstanding any other provisions of these rules, the board by four-fifths vote may waive as to individual purchases the competitive bidding requirements of these rules and may make such purchases without calling for bids.

Section 15.08 Signing of Contracts.

All contracts shall be signed in behalf of the District by the president of the Board of Directors.

Section 15.09 Professional, Specialized, Consultant or Sole Source.

Whenever professional specialized consultant or sold source services or supplies are purchased, the Board may dispense with the provisions of this Article.

Article XVI. CROSS CONNECTION CONTROL PROGRAM

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Article XVII. WELLS

Section 17.01 Definitions

- (a) "Well" or "water well" means any artificial excavation constructed by any method for the purpose of extracting water from or injecting water into the underground. "Well" or "water well" shall not include:
 - (i) Oil and gas wells, or geothermal wells constructed under the jurisdiction of the State, except those wells converted to use as water wells.
 - (ii) Wells or bores used for the purpose of dewatering excavation during construction or stabilizing hillsides or earth embankments.
- (b) "Individual domestic well" means a water well used to supply water for domestic needs or as is individual, residence, or commercial establishment.
- (c) "Industrial wells" means water wells used to supply industry on an individual basis.
- (d) "Agricultural wells" means water wells used to supply water for irrigation or other agricultural purposes, including so-called "stock wells."
- (e) "Person" means any person, firm, corporation or governmental agency.
- (f) "Health Officer" means the Santa Cruz County Health Officer or his authorized representative.
- (g) "Safe Yield" means the annual draft of water that can be withdrawn from an aquifer without producing some undesirable result such as reducing the total amount of water available or allowing the ingress of low quality water.

Section 17.02 Permit Requirement

- (a) No well shall be constructed within the District until a health permit is obtained from the County Health Officer by the Applicant under County procedure and regulations including quality and quantity and a well permit is issued by the District.
- (b) Within thirty (30) calendar days after receipt of the application, the Board shall either grant, conditionally grant, or deny the permit. A permit shall not be issued if in the judgment of the District Manager, the well may jeopardize the health, safety, or welfare of the people of the District. The District Manager shall require that there be compliance, at the Applicant's expense, with the California Environmental Quality Act and Water Well Standards of the State of California, if, in the District Manager's opinion there may be a significant effect on the environment or the resources of the District. The decision of the District Manager may be appealed to the Board.

- (c) The District may not deny a permit in areas which will not affect the wells of the District. In these areas the District, by the conditions of a permit, will only insure that wells will not damage other users of groundwater basins. The District may deny permits in areas which do affect the wells of the District and then only upon passing a resolution declaring a groundwater emergency.

Section 17.03 Permit procedure.

Application for District well permit shall be made on forms provided by the District and shall include reference to a County Permit showing that the location and conditions meet requirements of the County Health Officer. Application for a well permit shall be accompanied with fee of \$25 provided however, that if said parcel or any portion thereof, be situated within 500 lineal feet or less from an existing fire hydrant, an additional fire protection, water storage and transmission fee shall be paid the District in the amount of 20 percent of the then current District water connection fee, and further provided that if the conditions imposed by the District require that said well use be monitored by the District pursuant to an Environmental Impact Report or other finding, that actual cost thereof shall be billed to the Applicant on a quarterly basis and the Applicant shall pay said billing within 30 days. The additional fire protection, water storage and transmission fee shall be waived if the parcel is a non-multiple unit customer of the District.

Section 17.04 Exemption for Pre-Existing Wells.

Any property upon which a well had been completed prior to March 16, 1987, shall be exempt from the requirements of this article provided: (1) said existing well continues to meet health requirements, and (2) that the water extracted from the well shall not be used beyond the limits of the property upon which the well is situated, and (3) that the depth, diameter, or volume of the flow from the well is not increased.

Section 17.05 Well Failure.

The issuance of a well permit does not warrant or assure that water production will continue or will be supplemented by the District in the event of subsequent failure of said private well. Permits, if issued, allow the Applicant to exercise a right to drill and use a well to serve the property upon which the well is situated. The permit procedure herein provided is a means to establish information and limitations on the extraction of water to protect the general health, safety and welfare of the entire community water supply.

Section 17.06 Reservation of District's Right to Serve Public.

The issuance of a permit by the District shall not entitle the permit, his successors and assigns, to gain higher or exclusive rights to said water over those rights of the District, but shall be subject to the higher pre-emptive public rights of the District in the event of an emergency to protect the general health, safety and welfare of the District and its inhabitants.

Section 17.07 Expiration of Permits.

- (a) Each permit issued pursuant to this article shall expire and become null and void if the work authorized thereby has not been completed within one year following the issuance of the well permit.
- (b) Upon expiration of any permit issued pursuant thereto, no further work may be done in connection with construction, repair, reconstruction, or abandonment of a well unless and until a new permit for such purpose is secured in accordance with the provisions of this article.

Section 17.08 Investigation.

The District Manager or his authorized representative may, upon reasonable cause to believe that a well is causing a nuisance by polluting or contaminating ground water, investigate the situation to determine whether such a nuisance does in fact exist. He shall have the power, when in the performance of his duty and upon first presenting his credentials and identifying himself as an employee of the District to any person apparently in control of the premises to enter upon such premises between the hours of 8:00 a.m. and 6:00 p.m. to discover or inspect any condition which appears to indicate such a nuisance. He may examine such premises, things, or conditions, take such samples and make such other tests as needed and take other steps reasonably necessary for the proper investigation and determination of whether such a nuisance exists.

Section 17.09 Order to Abate Nuisance.

Whenever the District Manager determines that a well is polluting or contaminating groundwater or is otherwise not in compliance with the provisions of this article, the Board may order the abatement of said well as a nuisance in accordance with the provisions of this article or the County Water District Law.

Section 17.10 Groundwater Emergency.

A groundwater emergency shall be declared in areas demonstrated to be experiencing a groundwater overdraft exceeding the safe yield in order to prevent further depletion and degradation of water resources where such degradation threatens the public health, safety and welfare of the community.

(a) Declaration of a Groundwater Emergency

A declaration of a groundwater emergency shall be made by the Board upon recommendation of the District Manager and only after a public hearing. Such an emergency shall be declared by resolution of the Board after said public hearing to consider all relevant information such as, but not limited to, the most current groundwater study, recommendations of water purveyors and only after the first three findings or the fourth can be made:

- (i) The designated areas experienced a groundwater overdraft exceeding the long-term average annual recharge of groundwater resources;
 - (ii) The creation of new wells or the expansion of existing wells will significantly increase the demand on the affected aquifer and thereby increase the overdraft and;
 - (iii) The continuation of the overdraft will result in further depletion and degradation of the water resource that can lead to, but is not limited to, impairment of the aquifer or allowing the ingress of low quality or saline waters.
 - (iv) Contamination of the groundwater has caused an emergency in the existing wells in the area.
- (b) Measures to Alleviate Groundwater Emergency. The areas where a groundwater emergency is declared, the Board shall take action to establish water conservation measures, to limit construction of new wells, to require pumping from or expansion of existing wells, and in order to prevent depletion and degradation of the affected aquifer.
- (c) Duration of Groundwater Emergency. A groundwater emergency and the measures enacted to alleviate the emergency shall remain in effect until rescinded as established below.
- (d) Rescinding of Groundwater Emergency. A groundwater emergency shall be rescinded by resolution of the Board after a public hearing when one of the following findings are made.
- (i) Alternative water sources which compensate for the existing overdraft and supply the affected area are developed.
 - (ii) A groundwater management program is implemented which will allow for additional development without contribution to groundwater overdraft; or
 - (iii) The Board determines that new information is available which indicates that the technical data upon which the original findings were based is no longer valid.

Section 17.11 Enforcement.

- (a) Notice of Violation. In the event a well subject to this article is found to be a public nuisance contrary to the terms of this article or the permit issued pursuant to this article, the District Manager shall give written notice to the owner of the land as shown on the most recent equalized assessment roll, or the permittee at this address listed on the permit if a permit has been issued, which notice shall state the nature of the violation, the corrective measure to be taken, and a reasonable time

within which correction must be made. Said notice shall include a statement that if the landowner or permittee fails to make corrections within the period specified, the District may abate the condition at owner or permittee's expense.

- (b) Abatement by District. If the corrections listed in the notice given pursuant to 10a above are not made as required in said notice, the District Manager with the approval of the Board, and after a reasonable opportunity for the person notified to be heard by said Board, may abate the condition. The owner or permittee shall be liable for the cost thereof.
- (c) Emergency Abatement. If the District Manager finds that a well subject to this article is, by reason of condition, operation or maintenance, causing significant irreparable damage to the groundwater or presents an immediate danger to health and safety, and that it is impracticable to notify the owner or permittee, the District Manager may perform emergency work necessary to abate the condition without giving notice as required in 10a above, and the owner of the land as shown on the last equalized assessment roll shall be liable for the costs thereof.

Section 17.12 Violation a Misdemeanor; Punishment.

After publication of this article, it is a misdemeanor for any person to violate any provision, restriction or prohibition, until the article has been repealed or the emergency or threatened emergency has ceased, and upon conviction thereof, that person shall be punished by imprisonment in the County jail for not more than thirty days or by fine of not more than Six Hundred Dollars (\$600), or by both the fine and imprisonment.

Section 17.13 Conflicts.

All ordinances of the District in conflict with the terms and conditions of this article are hereby repealed to the extent of such conflict.

San Lorenzo Valley Water District
Policies and Procedures

draft - attachment

Article I. GENERAL PROVISIONS..... - 3 -
Section 1.01 General..... - 3 -
Section 1.02 Water System..... - 3 -
Section 1.03 Separability..... - 4 -
Section 1.04 Employer-Employee Relations..... - 4 -
Section 1.05 Policy Regarding Access to Personnel Files..... - 4 -

Article II. PUBLIC FIRE PROTECTION..... - 7 -
Section 2.01 Use of Fire Hydrants..... - 7 -
Section 2.02 Penalties..... - 7 -

Article III. SEWERAGE POLICIES..... - 7 -
Section 3.01 Facilities..... - 7 -

Article IV. CONTRACTS AND PURCHASING..... - 9 -
Section 4.01 Qualification of Bidders..... - 9 -
Section 4.02 Sealed Bids..... - 11 -

draft - attachment

Article I. GENERAL PROVISIONS

Section 1.01 General

- (a) The manager shall institute measures to continually monitor the sources and facilities of the District to assure the adequacy of such sources and facilities to supply the customers of the District, both present and prospective. ~~Members of the District's staff shall be encouraged and directed to report to the manager any changes in the sources and facilities which might affect in any way the capability of the District to supply its customers, present and prospective.~~ The Manager shall report to the Board of Directors as required from time to time by the Board of Directors, the status of the capability of the District's sources and facilities to supply the District's customers and meet the demands upon the waterworks system.
- (b) The manager shall review all applications for water service connections to determine whether such connections can be made to the District's system or any subsystem thereof without impairing the system's or subsystem's capability of supplying water in accordance with good waterworks management practices and shall report to the Board of Directors when, in his opinion, the addition of service connections to the District's system or any sub system thereof will reduce the level and quality of service to the near minimum of good waterworks management practices.
- (c) The planning and designing of repairs, replacement and improvements of District facilities shall be accomplished to provide for the orderly development of the waterworks system. ~~Wherever feasible, such planning and designing shall provide for the orderly expansion of the District's waterworks system when it is foreseeable that such expansion is reasonably probable.~~
- (d) The manager shall communicate and consult with other public service agencies so that the District might cooperate beneficially with other agencies in water, sanitation, fire protection, resources management and recreation matters.

Section 1.02 Water System.

Section 1.02 The District will operate and maintain a system plant, work and undertaking used for and useful in obtaining, conserving and disposing of water for public and private uses, including all parts of the enterprise, all appurtenances to it, and lands, easements, rights in land, water rights, contract rights, franchises, and the water supply, storage and distribution facilities and equipment.

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Section 1.03 Separability.

~~Section 1.03~~ If any section, subsection, sentence, clause, or phrase of this ~~ordinance~~policy is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this ~~ordinance~~policy.

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- (a) Current records shall be securely maintained in the offices of the District Manager and the District Secretary, ~~which offices shall be locked after regular office hours or when the Manager and Secretary are absent from their offices. Only the District Manager, District Secretary and their designated employees shall have keys access to said offices records. Such designated employee shall use this key for access to the Manager and Secretary offices only as a substitute for the Secretary when the District Secretary and Manager are absent from the office during regular office hours.~~
- (b) The Secretary shall be responsible for controlling access to District records and for maintaining the records in an accurate and complete manner.
- (c) Any person, including a member of the Board, a District employee, a consultant or agent of the District, or a member of the public who desires to inspect District public records shall notify the District Secretary, or in her absence the District Manager or designated employee.
- (d) The District Secretary shall establish and implement a record control system designed to prevent the loss, misplacement or alteration of District Records. Any person seeking to inspect public records shall comply with this record control system.
- (e) Requests for Research, Identification, and Production of District Records.—The charge for researching, producing and identifying District records shall be the actual cost to the District.—Said rates shall be made available to the requesting party following receipt by the District of the request for said services.
- (f) Charge for Photocopying.—The charge for photocopying any District document or record shall be fifteen cents per standard or legal size page.

Section 1.04 Employer-Employee Relations.

~~Section 1.04 Rules and RegulationsPolicies~~ for the administration of employer-employee relations under the Meyers-Milias-Brown Act entitled "~~Rules and RegulationsPolicies~~" of the San Lorenzo Valley Water District for the Administration of Employer-Employee Relations" are hereby adopted and made a part of these ~~regulationspolicies~~.

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Section 1.05 Policy Regarding Access to Personnel Files.

~~Section 1.05~~ —It is the policy of the District to maintain the confidentiality of employee personnel files and records.—Such files and records are not public records and access

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| shall be limited to legitimate administrative and judicial purposes as set forth in this ordinance.— Information contained in personnel files, which by law is of public record, such as compensation, shall also be maintained as a public record which the District shall maintain separately from the personnel files.

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- (a) The District shall maintain all personnel files and records in a secured location with restricted access.
- (b) Upon request an employee shall be entitled to a copy of his or her complete personnel file and records.
- (c) No personnel files or records shall be removed from the District offices, except as compelled by judicial or administrative process or by any other specific provision of law.
- (d) Copies of such files or records may be made and/or released only in compliance with this ordinance.
- (e) The District shall not use or disclose or permit its employees, agents, members of the Board, or members of the public to have access to, or to use or disclose information contained in an employee's personnel file or records except as follows:
 - (i) The information may be disclosed to third parties if the employee (or his/her legal representative) signs a written, dated authorization for the District to disclose such information.—Such authorization may state limitations of the type or use of information to be disclosed, and the names or functions of the person(s) or entities authorized to obtain such information.
 - (ii) Such information which is relevant in a lawsuit, arbitration, grievance, or other claim or challenge to which the District and the employee are parties may be used or disclosed in connection with that proceeding.
 - (iii) Information which is relevant to the administration of the District, including the administration and maintenance of employee benefit plans, health care plans, disability plans, worker's compensation, insurance plans, financial and/or retirement plans, and other similar programs, may be used or disclosed for such purpose by the designated District employee(s) responsible for administering and maintaining such plan or program.
 - (iv) The designation of such employee(s) authorized to have access to personnel files of non-classified employees for any stated purposes shall be by Board resolution.
~~(v) The designation of such employee(s) authorized to have access to personnel files of classified employees shall be made by the District Manager.~~
 - ~~(vi)~~(vi) A Personnel Action Form shall be used to document administrative actions regarding employment status, compensation, benefits, and payroll deductions.—Said forms shall be distributed to the employees responsible for administering such programs.
 - ~~(vii)~~(vi) In an emergency situation, or when the employee is incompetent or incapacitated, medical information may be disclosed to a health care professional or facility to aid in the diagnosis or treatment of an employee.

~~(viii)~~(vii) Except as otherwise provided in this ordinance, access to the personnel files of non-classified employees shall be limited to the members of the Board of Directors.—Such access shall be limited to that part of the information contained in personnel files which is relevant to job qualification, performance, or evaluation.—Access by the members of the Board to other information contained in a non-classified employee's file is permissible only upon a prior finding by the Board, except in an emergency, that there is a legitimate purpose for such disclosure. Such finding and subsequent authorized access by the Board may limit the manner, type, or use of the access or the disclosure.

~~(ix)~~(viii) Except as otherwise provided in this ordinance, access to the personnel files of classified employees shall be limited to the manager and the employee's supervisor or supervisors.

Article II. PUBLIC FIRE PROTECTION

Section 2.01 Use of Fire Hydrants.

~~Section 2.01~~ Fire hydrants are for use by organized fire protection agencies.—Other parties desiring to use fire hydrants for any purpose must first obtain written permission from the District prior to use and shall operate the hydrant in accordance with instructions issued by the District.

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Section 2.02 Penalties.

~~Section 2.02~~ The Board may provide penalties for the unauthorized use of hydrants. Unauthorized use of hydrants will be prosecuted according to law.

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Article III. SEWERAGE ~~RULES, REGULATIONS, RATES, AND CHARGES~~ POLICIES.

Section 3.01 Facilities

~~Section 3.01(a)~~ Infiltration Test.—Infiltration is the quantity of water entering a sewer line from the groundwater through such means as, but not limited to, defective pipe, pipe joints, connections or manhole walls.—The infiltration test will be used if the static groundwater level is above the top of the constructed pipe. No pipe section will be accepted if the infiltration rate exceeds 100 gallons per inch diameter of pipe per mile length of pipe per 24 hours.

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~~Section 3.02(b)~~ Leakage Test.—Leakage is the quantity of water that has to be added to the section of pipeline being tested to maintain the specified test head. With a minimum of four feet of water head on the pipe line, the allowable leakage will be computed by the formula $E = 0.00002 * L * D * H$ where:

E=the allowable leakage in gallons per minute of pipe tested

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L=the length of pipe tested in feet.

D=the internal diameter of the pipe in inches.

H=the difference in elevation in the water surface in the upper manhole and the invert of the pipe at the lower manhole (feet).

Section 3.03(c) Manhole Testing.— Each manhole is to be tested by either w1 or w2 above depending upon the groundwater conditions at the site of the specific manhole.

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(a)(i) Manhole Test—Infiltration.— All laterals or mains running through the manhole will be plugged with gasket caps or plugs securely fastened or blocked to prohibit water from leaving the manhole.— The amount of infiltration will be measured over a seven-day period and if the amount accumulated does not exceed 1.7 percent of the total volume of the structure, the test will be considered approved.

(b)(ii) Manhole Test—Leakage.— The test will be the same as for infiltration except the manhole will be filled to the maximum water surface level and measurements made at the beginning and end of the seven-day test period.— If the water loss computed between the two water level readings does not exceed 0.7 percent of the total volume of water in the structure, the test will be considered approved.

Section 3.04(d) Sewer laterals.— All sewer laterals connected to existing sewer mains must be compatible with the type of main line materials.— Quality assurance will be considered met when:— (1) the District receives a submittal from the contractor performing the work noting the type and class of pipe to be used for the lateral and connection to the main, (2) District personnel is present when attachment to the main is accomplished for visual inspection of the connection and (3) when an as-build drawing is submitted by the contractor to the District showing the location of laterals connected to the main and all invert elevations of the work performed.

Section 3.05(e) Obstruction Test.— The obstruction test is to verify that the constructed main or lateral is constantly sloping to the treatment facility and that no physical damage has taken place during construction of the pipe line.

The obstruction test will be accomplished by either method below by District personnel.

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~~(a)~~(i) Light Inspection.—Examine the pipe internally by means of a light held at one end and a mirror held at the other.—Repeat test with light and mirror interchanged.—Repair or correction of any misalignments, protuberances, defective portions or other defect will be required.

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~~(b)~~(ii) Ball Test.—When light test is not feasible, a ball test can be conducted by passing through the pipeline a round non-compressible ball which is one inch less in diameter than the internal diameter of the pipeline.—In the event the ball is not able to pass through the pipeline, repair of defective pipe section will be required.

Section 3.06(f) Quality assurance of the constructed lateral, main or manhole will be considered approved when the above tests are performed and all tests pass respective constraints and limits.—Any deficiencies are to be corrected within five working days after the respective test.—If the test fails after repairs are made the first time, the District Manager may, at his discretion, require the complete replacement of the constructed lateral, main or manhole.

All contractor test procedures and replacements will be carried out by the contractor at his own expense.

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Section 3.07(g) Determination of Components. The determination of estimation of suspended solids or other components contained in sewage and liquid waste discharges shall be by one of the following methods.

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~~(a)~~(i) Sampling and analysis by District personnel.

~~(b)~~(ii) Estimates determined by a study of waste producing operations leading to the discharge.

Article IV. CONTRACTS AND PURCHASING

Section 4.01 Qualification of Bidders.

The District may, and on contracts for which the estimated cost exceeds \$50,000 (Fifty Thousand Dollars) the District shall require that bidders establish that they are qualified and responsible to provide the services, equipment, and/or materials to perform the contract in a safe, efficient, reliable and timely manner.—In order to evaluate those qualifications and to determine which low bid offers best response in quality, fitness and capacity to the District's requirements, prior to the award of the contract, the District shall require the low bidder or bidders to provide certain information as follows: (a) answer to questions contained in a standard form questionnaire and financial statement; (b) evidence of bonds and liability and workers' compensation insurance satisfactory to the District; (c) Evidence of a safety record acceptable to the District; (d) Necessary or appropriate licenses or certificates; and (e) an acceptable performance record with the District or any other public agency.

- (a) Questionnaire.—The questionnaire shall include questions which will provide information which will provide a basis for the District to evaluate the bidder. Such information shall include, among other things, information relating to the experience of the bidder in projects of a similar type as the proposed project, and shall include references of previous employers.—The questionnaire shall be signed by the bidder or an authorized designee under penalty of perjury.
- (b) Financial Statement.—The financial statement shall include information as required by the District for the District's use in determining the bidder's financial ability to perform the contract satisfactorily and shall be signed by the bidder or an authorized designee under penalty of perjury.
- (c) Safety Record.—The District may disqualify a bidder on the basis that the bidder's safety record is unacceptable.—In evaluating the safety record, the District shall consider any violations of the CAL OSHA standards, the issuance of CAL OSHA citations, and the severity or liability exposure resulting from such citations.
- (d) Performance Record with the District or Other Public Agencies.—In evaluating the qualifications of a bidder, the District shall consider the bidders' performance record with the District or other public agencies.—Such evaluation shall include, among other things, consideration of the bidder's overall performance, safety, quality, timeliness and compliance with the contract.—Such evaluation shall also consider any outstanding claims or lawsuits involving the District and the bidder.
- (e) Prequalification of Bidders.—A prospective bidder shall have the option of prequalifying as a bidder on a given project.—To exercise this option, a bidder must complete and submit a package of the required qualification information, statements and evidences as set forth herein no later than fifteen days prior to the bid opening.—The District Manager will issue a preliminary finding as to whether the prospective bidder is qualified within 10 days after the completed qualification package is received.
- (f) Appeal of Preliminary Findings.—A bidder may appeal the District Manager's preliminary finding of disqualification to the Board of Directors.—A disqualified bidder may submit a bid pending a determination by the Board of that bidder's qualifications.—If that bidder is the low bidder the Board will consider the bidder's qualification and issue a finding prior to award of the contract.
- (g) Disqualification of Bidders.—The Board may disqualify any bidder who fails to submit the completed questionnaire, financial statement, licenses, safety record, bonds, insurances, or other required information in a timely manner.—The Board may disqualify any bidder whose information as required is not satisfactory and acceptable to the Board.—A bidder may be disqualified on the basis that the bidder, any officer of such bidder, or any employee of such bidder who has a

proprietary interest in such bidder, has been disqualified or prevented from bidding on or completing a federal, state, or local project because of a violation of law or a safety regulation.

- (h) Rejection of Bid.—Upon disqualification of a bidder as set forth herein, the Board may reject that bidder’s bid for the contract award.
- (i) Questionnaires and Financial Statements Are Not Public Records.—The questionnaire and financial statements required herein are not public records and are not open to public inspection.

Section 4.02 Sealed Bids

- (a) Solicitation of Sealed Bids.—Sealed bids shall be solicited by posting on the District’s bulletin board, or by mailing to at least three or more prospective bidders, bid forms listing materials and specifications or services desired.—The Board of Directors may also direct that additional solicitation or public notice be provided.
- (b) Contents of Bid Forms for Sealed Bids.—In addition to stating the amount, quality and specifications of materials or contractual services desired, bid forms shall contain or be accompanied by written statements indicating the latest date when sealed bids will be received; the date they will be opened; the amount, if any, of good faith deposit or bid bond to accompany the bid; whether or not a completion or delivery date bond will be required, and an envelope clearly marked “Sealed Bid” in which the bid is to be returned.
- (c) Submission of Sealed Bids.—Sealed bids shall be submitted or mailed to the Secretary of the District, sealed in the envelope furnished by the District, accompanied with the amount of good faith deposit, if required, and accompanied by a statement under oath that the bidder has not been a party to any uniform or fixed price agreement.
- (d) Opening and Tabulation of Bids.—All sealed bids shall be opened on the date set for opening and shall be tabulated and available for public inspection during regular business hours for a period of 30 days after opening.
- (e) Failure to Enter into Contract.—Any successful bidder who fails to furnish an acceptable completion or delivery date bond as required or who fails to enter into a written contract with the District for a period of 10 days after notice of its approval by the District Counsel shall forfeit his good faith deposit or become liable to the District on his bid bond, if any, and the District may award the contract to the next lowest responsible bidder.

San Lorenzo Valley Water District
Policies and Procedures

draft - attachment

Article I.	GENERAL PROVISIONS.....	- 3 -
Section 1.01	General	- 3 -
Section 1.02	Water System.....	- 3 -
Section 1.03	Separability.....	- 4 -
Section 1.04	Employer-Employee Relations.	- 4 -
Section 1.05	Policy Regarding Access to Personnel Files.....	- 4 -
Article II.	PUBLIC FIRE PROTECTION	- 6 -
Section 2.01	Use of Fire Hydrants.....	- 6 -
Section 2.02	Penalties.....	- 6 -
Article III.	SEWERAGE POLICIES.....	- 6 -
Section 3.01	Facilities.....	- 6 -
Article IV.	CONTRACTS AND PURCHASING	- 8 -
Section 4.01	Qualification of Bidders.....	- 8 -
Section 4.02	Sealed Bids	- 10 -

draft - attachment

Article I. GENERAL PROVISIONS

Section 1.01 General

- (a) The manager shall institute measures to continually monitor the sources and facilities of the District to assure the adequacy of such sources and facilities to supply the customers of the District, both present and prospective. Members of the District's staff shall be encouraged and directed to report to the manager any changes in the sources and facilities which might affect in any way the capability of the District to supply its customers, present and prospective. The Manager shall report to the Board of Directors as required from time to time by the Board of Directors, the status of the capability of the District's sources and facilities to supply the District's customers and meet the demands upon the waterworks system.
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Section 1.03 Separability.

If any section, subsection, sentence, clause, or phrase of this policy is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this policy.

- (a) Current records shall be securely maintained in the offices of the District. Only designated employees shall have access to said records.
- (b) The Secretary shall be responsible for controlling access to District records and for maintaining the records in an accurate and complete manner.
- (c) Any person, including a member of the Board, a District employee, a consultant or agent of the District, or a member of the public who desires to inspect District public records shall notify the District Secretary, or in her absence the District Manager or designated employee.
- (d) The District Secretary shall establish and implement a record control system designed to prevent the loss, misplacement or alteration of District Records. Any person seeking to inspect public records shall comply with this record control system.
- (e) Requests for Research, Identification, and Production of District Records. The charge for researching, producing and identifying District records shall be the actual cost to the District. Said rates shall be made available to the requesting party following receipt by the District of the request for said services.
- (f) Charge for Photocopying. The charge for photocopying any District document or record shall be fifteen cents per standard or legal size page.

Section 1.04 Employer-Employee Relations.

Policies for the administration of employer-employee relations under the Meyers-Milias-Brown Act entitled "Policies of the San Lorenzo Valley Water District for the Administration of Employer-Employee Relations" are hereby adopted and made a part of these policies.

Section 1.05 Policy Regarding Access to Personnel Files.

It is the policy of the District to maintain the confidentiality of employee personnel files and records. Such files and records are not public records and access shall be limited to legitimate administrative and judicial purposes as set forth in this ordinance. Information contained in personnel files, which by law is of public record, such as compensation, shall also be maintained as a public record which the District shall maintain separately from the personnel files.

- (a) The District shall maintain all personnel files and records in a secured location with restricted access.
- (b) Upon request an employee shall be entitled to a copy of his or her complete personnel file and records.
- (c) No personnel files or records shall be removed from the District offices, except as compelled by judicial or administrative process or by any other specific provision of law.
- (d) Copies of such files or records may be made and/or released only in compliance with this ordinance.
- (e) The District shall not use or disclose or permit its employees, agents, members of the Board, or members of the public to have access to, or to use or disclose information contained in an employee's personnel file or records except as follows:
 - (i) The information may be disclosed to third parties if the employee (or his/her legal representative) signs a written, dated authorization for the District to disclose such information. Such authorization may state limitations of the type or use of information to be disclosed, and the names or functions of the person(s) or entities authorized to obtain such information.
 - (ii) Such information which is relevant in a lawsuit, arbitration, grievance, or other claim or challenge to which the District and the employee are parties may be used or disclosed in connection with that proceeding.
 - (iii) Information which is relevant to the administration of the District, including the administration and maintenance of employee benefit plans, health care plans, disability plans, worker's compensation, insurance plans, financial and/or retirement plans, and other similar programs, may be used or disclosed for such purpose by the designated District employee(s) responsible for administering and maintaining such plan or program.
 - (iv) The designation of such employee(s) authorized to have access to personnel files of non-classified employees for any stated purposes shall be by Board resolution.
 - (v) A Personnel Action Form shall be used to document administrative actions regarding employment status, compensation, benefits, and payroll deductions. Said forms shall be distributed to the employees responsible for administering such programs.
 - (vi) In an emergency situation, or when the employee is incompetent or incapacitated, medical information may be disclosed to a health care professional or facility to aid in the diagnosis or treatment of an employee.
 - (vii) Except as otherwise provided in this ordinance, access to the personnel files of non-classified employees shall be limited to the members of the Board of Directors. Such

access shall be limited to that part of the information contained in personnel files which is relevant to job qualification, performance, or evaluation. Access by the members of the Board to other information contained in a non-classified employee's file is permissible only upon a prior finding by the Board, except in an emergency, that there is a legitimate purpose for such disclosure. Such finding and subsequent authorized access by the Board may limit the manner, type, or use of the access or the disclosure.

- (viii) Except as otherwise provided in this ordinance, access to the personnel files of classified employees shall be limited to the manager and the employee's supervisor or supervisors.

Article II. PUBLIC FIRE PROTECTION

Section 2.01 Use of Fire Hydrants.

Fire hydrants are for use by organized fire protection agencies. Other parties desiring to use fire hydrants for any purpose must first obtain written permission from the District prior to use and shall operate the hydrant in accordance with instructions issued by the District.

Section 2.02 Penalties.

The Board may provide penalties for the unauthorized use of hydrants. Unauthorized use of hydrants will be prosecuted according to law.

Article III. SEWERAGE POLICIES.

Section 3.01 Facilities

- (a) Infiltration Test. Infiltration is the quantity of water entering a sewer line from the groundwater through such means as, but not limited to, defective pipe, pipe joints, connections or manhole walls. The infiltration test will be used if the static groundwater level is above the top of the constructed pipe. No pipe section will be accepted if the infiltration rate exceeds 100 gallons per inch diameter of pipe per mile length of pipe per 24 hours.
- (b) Leakage Test. Leakage is the quantity of water that has to be added to the section of pipeline being tested to maintain the specified test head. With a minimum of four feet of water head on the pipe line, the allowable leakage will be computed by the formula $E = 0.00002 * L * D * H$ where:

E=the allowable leakage in gallons per minute of pipe tested

L=the length of pipe tested in feet.

D=the internal diameter of the pipe in inches.

H=the difference in elevation in the water surface in the upper manhole and the invert of the pipe at the lower manhole (feet).

- (c) Manhole Testing. Each manhole is to be tested by either w1 or w2 above depending upon the groundwater conditions at the site of the specific manhole.
- (i) Manhole Test—Infiltration. All laterals or mains running through the manhole will be plugged with gasket caps or plugs securely fastened or blocked to prohibit water from leaving the manhole. The amount of infiltration will be measured over a seven-day period and if the amount accumulated does not exceed 1.7 percent of the total volume of the structure, the test will be considered approved.
 - (ii) Manhole Test—Leakage: The test will be the same as for infiltration except the manhole will be filled to the maximum water surface level and measurements made at the beginning and end of the seven-day test period. If the water loss computed between the two water level readings does not exceed 0.7 percent of the total volume of water in the structure, the test will be considered approved.
- (d) Sewer laterals. All sewer laterals connected to existing sewer mains must be compatible with the type of main line materials. Quality assurance will be considered met when: (1) the District receives a submittal from the contractor performing the work noting the type and class of pipe to be used for the lateral and connection to the main, (2) District personnel is present when attachment to the main is accomplished for visual inspection of the connection and (3) when an as-build drawing is submitted by the contractor to the District showing the location of laterals connected to the main and all invert elevations of the work performed.
- (e) Obstruction Test. The obstruction test is to verify that the constructed main or lateral is constantly sloping to the treatment facility and that no physical damage has taken place during construction of the pipe line.
- The obstruction test will be accomplished by either method below by District personnel.
- (i) Light Inspection. Examine the pipe internally by means of a light held at one end and a mirror held at the other. Repeat test with light and mirror interchanged. Repair or correction of any misalignments, protuberances, defective portions or other defect will be required.
 - (ii) Ball Test. When light test is not feasible, a ball test can be conducted by passing through the pipeline a round non-compressible ball which is one inch less in diameter than the internal diameter of the pipeline. In the event the ball is not able to pass through the pipeline, repair of defective pipe section will be required.
- (f) Quality assurance of the constructed lateral, main or manhole will be considered approved when the above tests are performed and all tests pass respective

constraints and limits. Any deficiencies are to be corrected within five working days after the respective test. If the test fails after repairs are made the first time, the District Manager may, at his discretion, require the complete replacement of the constructed lateral, main or manhole.

All contractor test procedures and replacements will be carried out by the contractor at his own expense.

- (g) Determination of Components. The determination of estimation of suspended solids or other components contained in sewage and liquid waste discharges shall be by one of the following methods.
 - (i) Sampling and analysis by District personnel.
 - (ii) Estimates determined by a study of waste producing operations leading to the discharge.

Article IV. CONTRACTS AND PURCHASING

Section 4.01 Qualification of Bidders.

The District may, and on contracts for which the estimated cost exceeds \$50,000 (Fifty Thousand Dollars) the District shall require that bidders establish that they are qualified and responsible to provide the services, equipment, and/or materials to perform the contract in a safe, efficient, reliable and timely manner. In order to evaluate those qualifications and to determine which low bid offers best response in quality, fitness and capacity to the District's requirements, prior to the award of the contract, the District shall require the low bidder or bidders to provide certain information as follows: (a) answer to questions contained in a standard form questionnaire and financial statement; (b) evidence of bonds and liability and workers' compensation insurance satisfactory to the District; (c) Evidence of a safety record acceptable to the District; (d) Necessary or appropriate licenses or certificates; and (e) an acceptable performance record with the District or any other public agency.

- (a) Questionnaire. The questionnaire shall include questions which will provide information which will provide a basis for the District to evaluate the bidder. Such information shall include, among other things, information relating to the experience of the bidder in projects of a similar type as the proposed project, and shall include references of previous employers. The questionnaire shall be signed by the bidder or an authorized designee under penalty of perjury.
- (b) Financial Statement. The financial statement shall include information as required by the District for the District's use in determining the bidder's financial ability to perform the contract satisfactorily and shall be signed by the bidder or an authorized designee under penalty of perjury.
- (c) Safety Record. The District may disqualify a bidder on the basis that the bidder's safety record is unacceptable. In evaluating the safety record, the District shall consider any violations of the CAL OSHA standards, the issuance of CAL OSHA citations, and the severity or liability exposure resulting from such citations.
- (d) Performance Record with the District or Other Public Agencies. In evaluating the qualifications of a bidder, the District shall consider the bidders' performance record with the District or other public agencies. Such evaluation shall include, among other things, consideration of the bidder's overall performance, safety, quality, timeliness and compliance with the contract. Such evaluation shall also consider any outstanding claims or lawsuits involving the District and the bidder.
- (e) Prequalification of Bidders. A prospective bidder shall have the option of prequalifying as a bidder on a given project. To exercise this option, a bidder must complete and submit a package of the required qualification information, statements and evidences as set forth herein no later than fifteen days prior to the bid opening. The District Manager will issue a preliminary finding as to whether the prospective bidder is qualified within 10 days after the completed qualification package is received.
- (f) Appeal of Preliminary Findings. A bidder may appeal the District Manager's preliminary finding of disqualification to the Board of Directors. A disqualified bidder may submit a bid pending a determination by the Board of that bidder's qualifications. If that bidder is the low bidder the Board will consider the bidder's qualification and issue a finding prior to award of the contract.
- (g) Disqualification of Bidders. The Board may disqualify any bidder who fails to submit the completed questionnaire, financial statement, licenses, safety record, bonds, insurances, or other required information in a timely manner. The Board may disqualify any bidder whose information as required is not satisfactory and acceptable to the Board. A bidder may be disqualified on the basis that the bidder, any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder, has been disqualified or prevented from

bidding on or completing a federal, state, or local project because of a violation of law or a safety regulation.

- (h) Rejection of Bid. Upon disqualification of a bidder as set forth herein, the Board may reject that bidder's bid for the contract award.
- (i) Questionnaires and Financial Statements Are Not Public Records. The questionnaire and financial statements required herein are not public records and are not open to public inspection.

Section 4.02 Sealed Bids

- (a) Solicitation of Sealed Bids. Sealed bids shall be solicited by posting on the District's bulletin board, or by mailing to at least three or more prospective bidders, bid forms listing materials and specifications or services desired. The Board of Directors may also direct that additional solicitation or public notice be provided.
- (b) Contents of Bid Forms for Sealed Bids. In addition to stating the amount, quality and specifications of materials or contractual services desired, bid forms shall contain or be accompanied by written statements indicating the latest date when sealed bids will be received; the date they will be opened; the amount, if any, of good faith deposit or bid bond to accompany the bid; whether or not a completion or delivery date bond will be required, and an envelope clearly marked "Sealed Bid" in which the bid is to be returned.
- (c) Submission of Sealed Bids. Sealed bids shall be submitted or mailed to the Secretary of the District, sealed in the envelope furnished by the District, accompanied with the amount of good faith deposit, if required, and accompanied by a statement under oath that the bidder has not been a party to any uniform or fixed price agreement.
- (d) Opening and Tabulation of Bids. All sealed bids shall be opened on the date set for opening and shall be tabulated and available for public inspection during regular business hours for a period of 30 days after opening.
- (e) Failure to Enter into Contract. Any successful bidder who fails to furnish an acceptable completion or delivery date bond as required or who fails to enter into a written contract with the District for a period of 10 days after notice of its approval by the District Counsel shall forfeit his good faith deposit or become liable to the District on his bid bond, if any, and the District may award the contract to the next lowest responsible bidder.

M E M O

TO: Board of Directors
FROM: District Manager
PREPARED
BY: Finance Manager
SUBJECT: FINANCIAL SUMMARY
DATE: January 14, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Financial Summary Report.

BACKGROUND:

The District is in the process of implementing the new software, Springbrook. Through this process we will be able to utilize much more powerful reporting tools than before. Having the ability to extract data and write custom reports will allow me to gradually build a financial summary report we will use going forward.

As you can see from the Monthly Usage by Class graph, November consumption is drastically down versus prior months.

- November consumption was down 17% compared to the prior month
- November consumption was down 28% compared to the highest month of the summer, September.

With the decrease in consumption comes a decrease in revenue. This is typical during this time of the year.

STRATEGIC PLAN:

Element 5.1 - Fiscal Plan for Support of Strategy

FISCAL IMPACT:

No impact to current budget year



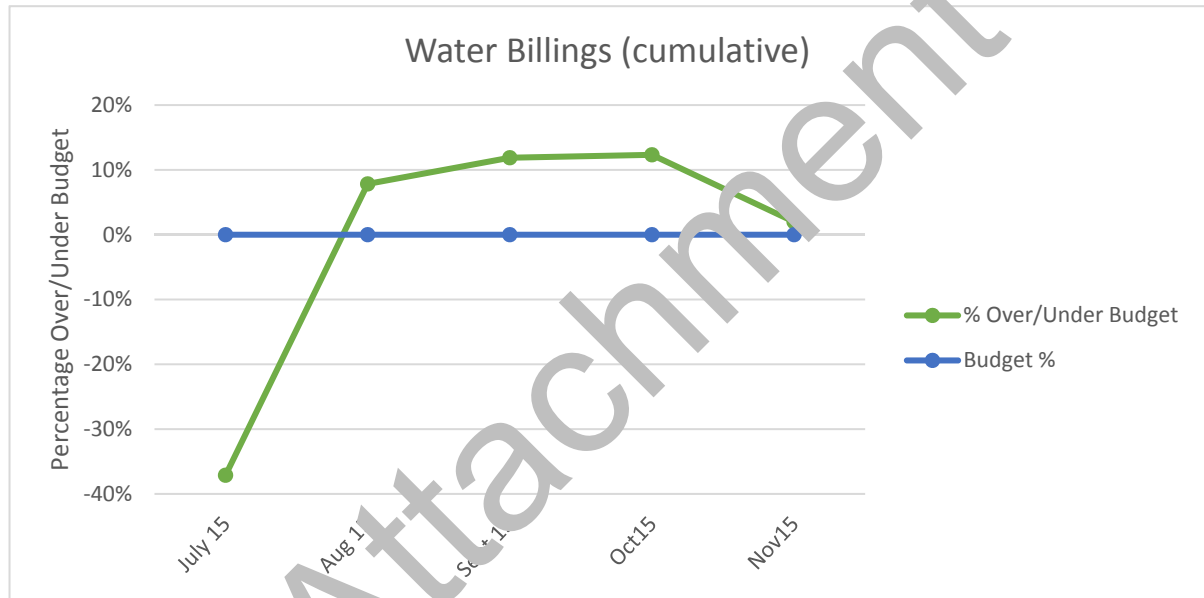
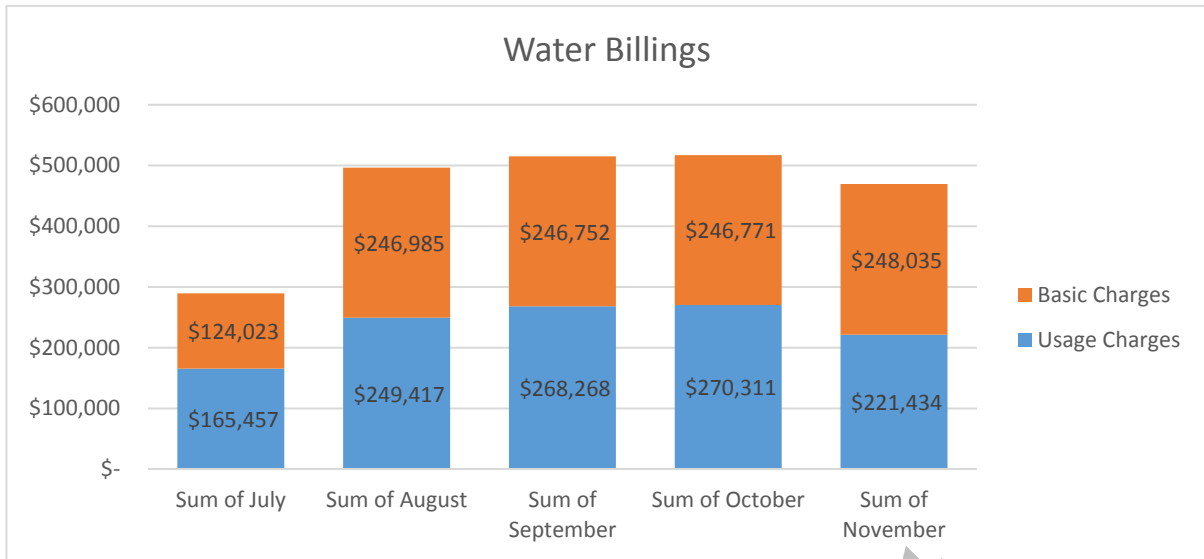
13060 Highway 9
Boulder Creek, CA 95006-9119
(831) 338-2153 phone
(831) 338-7986 fax

OPERATING INCOME FINANCIAL SUMMARY

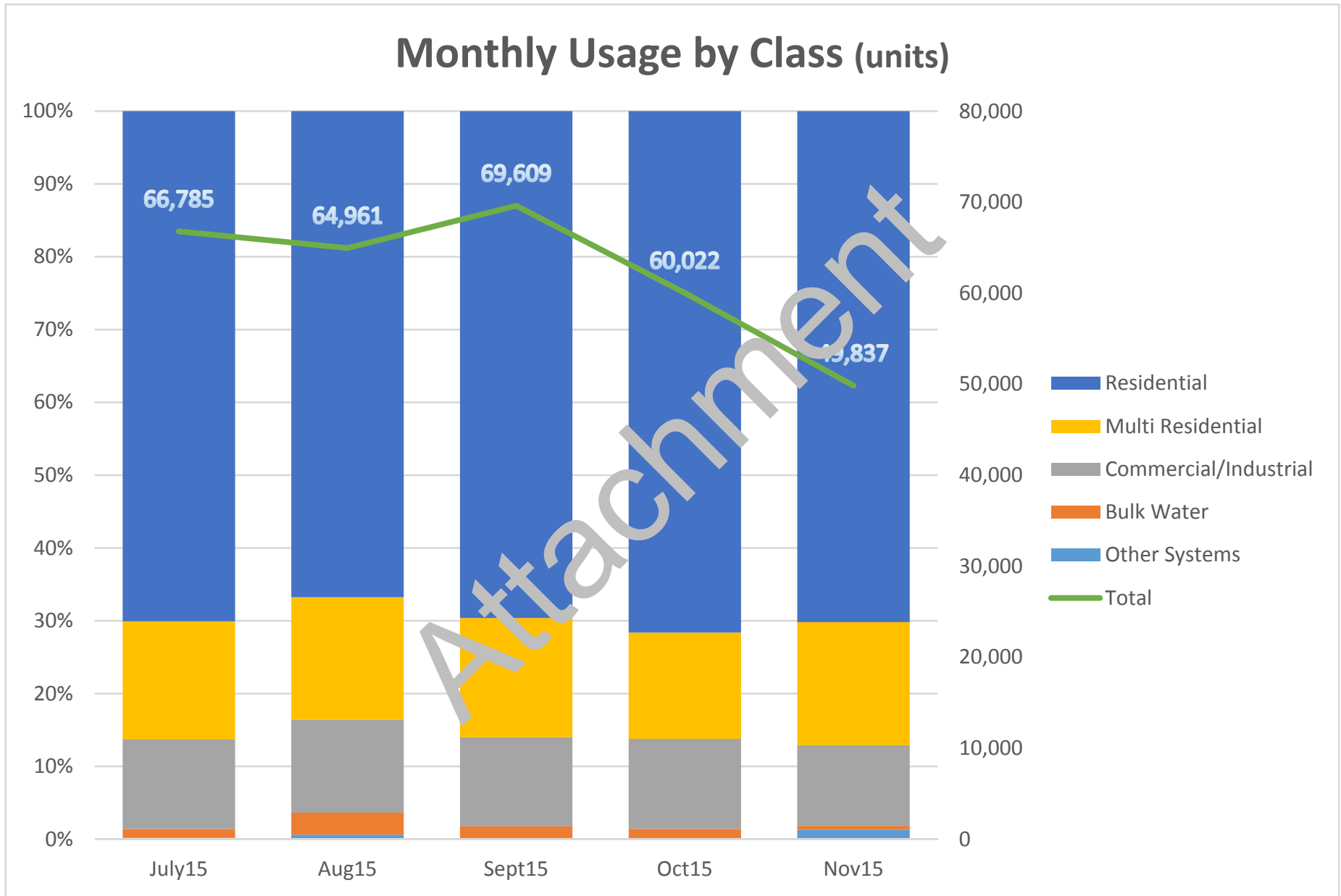
[A]	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	YTD	FY1516 BUDGET	% of Budget
OPERATING REVENUE	[B]							
Water Basic	124,023	246,985	246,752	246,771	248,035	1,112,566		
Water Usage	165,457	249,417	268,268	270,311	221,434	1,174,888		
Water Fees	2,610	4,000	9,545	7,740	7,815	31,710		
Water Misc	(4,913)	16,984	13,632	13,400	2,270	51,379		
Sewer	-	8,209	8,195	8,195	8,195	32,794		
Sewer Misc	-	-	-	-	-	-		
TOTAL OPERATING REVENUE	287,178	525,594	546,393	526,423	487,749	2,403,337	5,710,000	42.1%
OPERATING EXPENSES:								
Salaries & Benefits	333,370	237,346	307,719	351,514	207,487	1,512,435		
Materials & Services	215,699	211,103	96,115	216,007	183,761	923,285		
TOTAL OPERATING EXPENSES	549,069	448,449	479,134	567,520	391,247	2,435,720	5,849,755	41.6%
OPERATING INCOME (LOSS)	(261,891)	77,145	66,959	(11,097)	96,501	(32,383)	(139,755)	23.2%

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

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

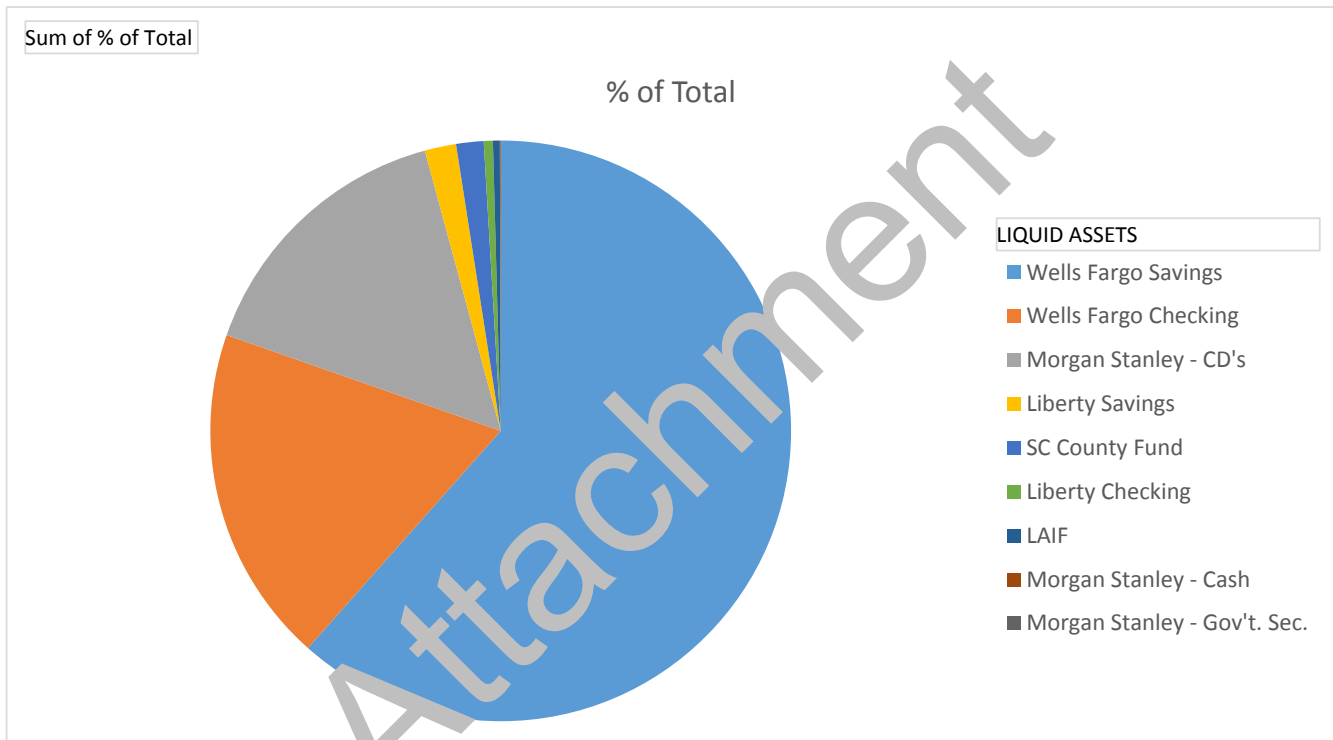


Attachment



AS OF 11/30/15

LIQUID ASSETS	\$ Amount	% of Total	Ave Interest Rate
Wells Fargo Checking	165,930	18.8%	0.180%
Wells Fargo Savings	543,448	61.6%	0.260%
Liberty Checking	4,471	0.5%	0.001%
Liberty Savings	15,426	1.7%	0.150%
Morgan Stanley - Cash	437	0.0%	0.010%
Morgan Stanley - Gov't. Sec.	-	0.0%	0.010%
Morgan Stanley - CD's	136,288	15.4%	1.360%
SC County Fund	13,466	1.5%	0.578%
LAIF	3,356	0.4%	0.357%
	\$ 882,822	100%	



MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Surplus Property
DATE: January 21, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached information regarding past Board action and provide direction to staff.

BACKGROUND:

President Brown requested that staff review and bring to the Board for discussion and possible action the surplus property list established by Board action in 2007. There is one particular piece of property that President Brown would like to consider - The Ben Lomond Toll Road.

8	077-141-13	Ben Lomond Toll Road	Ben Lomond Toll Road, Ben Lomond
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In addition to the Toll Road, the District holds considerable surplus property. Should the District consider hiring a Realtor to market the surplus property?

STRATEGIC PLAN:

Element 5.0 – Fiscal Planning

FISCAL IMPACT:

No impact to current budget year

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: DECLARATION OF SURPLUS DISTRICT PROPERTY

DATE: March 20, 2007

RECOMMENDATION

It is recommended that the Board of Directors review this memo and approve the attached resolution declaring nineteen (19) District owned parcels as surplus property.

BACKGROUND:

At the March 15, 2007 Board of Directors meeting, your Board received the Parcel Inventory Report dated March 2007. The Parcel Inventory Report reviewed each of the District's 114 individual parcels, and provided a description of current and foreseeable usage. Based upon said review, Staff recommended nineteen (19) District parcels be considered no longer necessary for District use in the foreseeable future. At the March 15, 2007 meeting, your Board directed Staff to move forward with actions associated with disposal of the nineteen (19) parcels recommended as surplus property. The first required action is for your Board to declare the parcels as surplus property.

The specific parcels recommended for a declaration of surplus District property are as follows:

<u>#</u>	<u>APN</u>	<u>NAME</u>	<u>LOCATION</u>
1	067-532-30	Hidden Glen Well	Spreading Oaks Drive, Scotts Valley
2	072-042-43	Medina Tank	Park Drive, Ben Lomond
3	072-241-23	Condor Tank	Condor Avenue, Ben Lomond
4	072-272-01	Coon Tank	Elena Drive, Ben Lomond
5	074-131-11	N/A	Zayante Drive, Felton
6	077-062-15	Estates Drive Tank	Estates Drive, Ben Lomond
7	077-062-30	Estates Drive Booster	Estates Drive, Ben Lomond
8	077-141-13	Ben Lomond Toll Road	Ben Lomond Toll Road, Ben Lomond
9	078-041-15	Boykin Tank	Alba Road, Ben Lomond
10	078-236-23	Roberts Tank	Country Club Drive, Ben Lomond
11	078-252-07	Redwood Park Booster	Highway 9, Ben Lomond
12	078-252-13	Redwood Park Booster	Highway 9, Ben Lomond
13	081-233-02	Crelin Tank	Redwood Way, Boulder Creek

14	082-331-05	Huckleberry Tank	Middleton Drive, Boulder Creek
15	084-091-13	Blue Ridge Slide	Short Street, Boulder Creek
16	084-131-06	N/A	Fern Drive, Boulder Creek
17	085-121-03	Clark Tank	Wildrose Terrace, Boulder Creek
18	089-201-08	Overlook Tank	Hiawatha Road, Boulder Creek
19	089-211-46	Gooch Tank	Ancient Oaks Way, Boulder Creek

The attached resolution declares the aforementioned assessor parcels as surplus District property and directs Staff to dispose of said property.

It is recommended that the Board of Directors review this memo and approve the attached resolution declaring nineteen (19) District owned parcels as surplus property.

James A. Mueller
District Manager

JAM/bsb

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 23 (06-07)

**SUBJECT: DECLARATION OF SURPLUS DISTRICT PROPERTY;
VARIOUS APN'S**

WHEREAS, pursuant to California Water Code Section 31041, the San Lorenzo Valley Water District is empowered to dispose of District property; and

WHEREAS, pursuant to California Government Code Section 54220 et seq. under certain circumstances the District is required to provide written notice of its intent to dispose of surplus property and offer such property at fair market value to certain enumerated public entities; and

WHEREAS, the District is the owner of certain real property located in an unincorporated area of the County of Santa Cruz, California; and

WHEREAS, said real property is described in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, the Board of Directors has considered a report from the District Manager and has determined and hereby declares that said property is not necessary for the District's use;

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

1. The Board of Directors hereby declares that the District property, described in Exhibit "A" is surplus property, and authorizes the District Manager to dispose of said surplus property.
2. The District Manager is hereby directed to provide written notice of the District's intent to dispose of said surplus property to those certain public agencies as prescribed in California Government Code Section 54220 et seq. Such notice shall offer said property for sale to the public agencies at fair market value, and shall request written notification of the intent to purchase said property be submitted to the District within 60 days.
3. If the District does not receive written notification of the intent to purchase said property from any public agency pursuant to Section 2 of this Resolution, the District Manager is hereby authorized to proceed with the disposal of said property in accordance with recommendations contained in the Parcel Inventory Report dated March 2007. For all parcels to be disposed of by sealed bidding procedures, said bidding procedures shall include written

notification to the owners of each contiguous property of the District's intent to sell said surplus property.

4. The Board hereby directs the District Manager to establish a minimum purchase price for subject parcels to be disposed of by sealed bidding procedures.

5. The District Manager is directed to bring all offers and bids on said surplus property to the Board for approval and award of bid.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 5th day of April, 2007, by the following vote of the members thereof:

AYES: McPherson, Rapoza, Vierra
NOES:
ABSENT: Nelson, Prather
ABSTAIN:

District Secretary
San Lorenzo Valley Water District

RESOLUTION NO. (06-07)

EXHIBIT "A"

<u>#</u>	<u>APN</u>	<u>NAME</u>	<u>LOCATION</u>
1	067-532-30	Hidden Glen Well	Spreading Oaks Drive, Scotts Valley
2	072-042-43	Medina Tank	Park Drive, Ben Lomond
3	072-241-23	Condor Tank	Condor Avenue, Ben Lomond
4	072-272-01	Coon Tank	Elena Drive, Ben Lomond
5	074-131-11	N/A	Zayante Drive, Felton
6	077-062-15	Estates Drive Tank	Estates Drive, Ben Lomond
7	077-062-30	Estates Drive Booster	Estates Drive, Ben Lomond
8	077-141-13	Ben Lomond Toll Road	Ben Lomond Toll Road, Ben Lomond
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12	078-252-13	Redwood Park Booster	Highway 9, Ben Lomond
13	081-233-02	Crelin Tank	Redwood Way, Boulder Creek
14	082-331-05	Huckleberry Tank	Middleton Drive, Boulder Creek
15	084-091-13	Blue Ridge Slide	Short Street, Boulder Creek
16	084-131-06	N/A	Fern Drive, Boulder Creek
17	085-121-03	Clark Tank	Wildrose Terrace, Boulder Creek
18	089-201-08	Overlook Tank	Hiawatha Road, Boulder Creek
19	089-211-46	Gooch Tank	Ancient Oaks Way, Boulder Creek

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Strategic Plan Review
DATE: January 21, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached approved 2015 Strategic Plan Schedule, and the 2015 Strategic Plan (available on-line).

BACKGROUND:

On April 16, 2015 the Board adopted the District's 2015 Strategic Plan. A key strategic element of that plan was to review and "...update the strategic plan annually, usually in February of each year." The intent of this element is two-fold; 'To properly demonstrate commitment of the District in meeting its mission and vision' and to adjust the plan to meet changing district priorities.

Attached is the adopted 2015 Strategic Plan Schedule showing anticipated start and finish years.

STRATEGIC PLAN:

Element 9.1 - Review Strategic Plan on an Annual Schedule

FISCAL IMPACT:

No impact to current budget year

San Lorenzo Valley Water District

Element	Start Year	Completion Year
1.0 Water Supply Management		
1.1 North/South Intertie	2015	2018
1.2 Redundant Quail Hollow Well	2017	2020
1.3 Loch Lomond Water	2016	2020
1.4 Water Audit and Loss Control Program	2015	2020
2.0 Watershed Stewardship		
2.1 Watershed Management Plan	2015	2020
2.2 Environmental Review of Impacts to San Lorenzo River Watershed	2015	annually
2.3 Climate Action Plan	2015	annually
2.4 Education Program	2015	annually
3.0 Capital Facilities		
3.1 Capital Improvement Program	2015	annually
4.0 Wastewater Management		
4.1 Bear Creek Wastewater Change of Ownership	2016	2020
5.0 Fiscal Planning		
5.1 Fiscal Plan for support of Strategy	2015	annually
5.2 Funding Infrastructure Replacement	2015	annually
5.3 Provide Support for Applying for and Securing Grants	2015	annually
5.4 Obtain the Comprehensive Annual Financial Report (CAFR) Award	2017	2017
5.5 Annual Review of Reserve Fund Policy	2015	annually
6.0 Public Affairs		
6.1 Survey Stakeholders Expectations and Understanding of District Issues	2015 / 2020	2015/ 2020
6.2 Increase Civic Understanding and Engagement	2015	annually
6.3 Technology Plan	2015	annually
6.4 SDLF Certificate of Transparency	2015	2015
7.0 Strategic Partners		
7.1 Develop Strategic Partnerships with Other Agencies	2015	annually
7.2 Through Active Participation, Establish Strong Ties with Regional Planning Groups	2015	annually
8.0 Organizational Health/Personnel		
8.1 Staffing Plan	2015	annually
8.2 Compensation and Benefits Benchmarking	2016	2017
8.3 FLSA Audit	2016	2016
9.0 Administrative Management		
9.1 Update Ordinance 8	2015	2018
9.2 Board Development	2015	annually
9.3 Review Strategic Plan on a Regular Schedule	2015	annually

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Committee Appointments
DATE: January 21, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached applications for Committee Appointment and select one individual public member to serve on each committee.

BACKGROUND:

In 2015 the Board adopted a new Committee Policy (attached) that provides for three 3-member committees; Budget & Finance, Administration and Environmental/Engineering/Planning. Each Committee will be comprised of up to three individuals; two Board Members and a public member. Each public member is to be selected by the full Board.

The District has been accepting applications for public members to serve on the District's committees. The applications received to date are included in this board packet for review. Additional applications may be provided at the time of the meeting.

STRATEGIC PLAN:

Element 6.2 – Increase Civic Understanding and Engagement

FISCAL IMPACT:

No impact to current budget year

SECTION 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 Environmental/Engineering/Planning. 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.



Committee Application Form

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006

Personal Details

Name: Bob Fultz Mr. Mrs. Miss Ms.
Postal Address: 865 Highland Drive BC 95006
Telephone: (Home) (831) 338-4650 (Mobile) (415) 338-8700 X212
E-Mail: bob.fultz@pacbell.net

The Committees

- **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.
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Your Choice of Committee and Why

Budget & Finance Committee
See attached.

To the SLVWD Board of Directors:

I am applying to be the public member of the budget and finance committee. I am a 25-year resident of Boulder Creek and a current SLVWD customer. I currently serve as CFO of a venture-funded startup company in Silicon Valley. Over my entire professional career, at large companies and startups, I have managed or had oversight on budgets. I have previously served on the board of the SLVUSD and so I'm familiar with public finances as well. When I was growing up, my family were part owners of a water system so I'm also familiar with the special place that infrastructure holds in any community. I believe that these diverse experiences make me a strong candidate for this position.

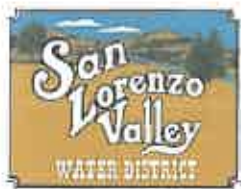
I see my role on this committee as supporting the board with its financial policy and oversight roles as well as supporting communication with the ratepayers and other stakeholders in the community. Water company finances are a recurring discussion point in the community and I think that we can, working together, find new ways to help our ratepayers better understand the numbers and, more importantly, the context behind the numbers.

I have a flexible schedule for attending meetings.

I'm looking forward to the opportunity to serve our community. Thank you.

Bob Fultz

Attachment



Committee Application Form

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006

Personal Details

Name: LEWIS FARRIS Mr. Mrs. Miss Ms.

Postal Address: 409 HILLVIEW DR.

Telephone: (Home) 831-335-5174 (Mobile) 831-239-1071

E-Mail: LANLCCJL@CR4210.COM

The Committees

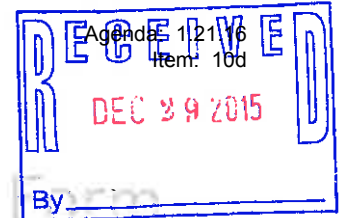
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Your Choice of Committee and Why

BUDGET AND FINANCE COMMITTEE - BOTH TO GIVE MY TIME TO THE COMMUNITY IN WHICH I LIVE, AND TO ^{GIVE} WATER USER FEEDBACK TO RESOURCE ALLOCATION USING PRUDENT FINACIARY PRINCIPLES.



Committee Application Form



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Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006

Personal Details

Name: JOE YOMTOV Mr. Mrs. Miss Ms.

Postal Address: 260 BRIER DRIVE BOULDER CREEK CA 95006

Telephone: (Home) 831 685 0350 (Mobile) 831 278-1882

E-Mail: JOEYOMTOV@ROCKETMAIL.COM

The Committees

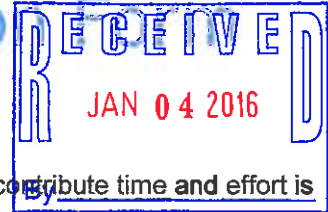
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Your Choice of Committee and Why

THE ENVIRONMENTAL, ENGINEERING, PLANNING COMMITTEE IS MY CHOICE,
 I AM INTERESTED IN AN AGENDA THAT MIGHT INCLUDE ISSUES WHICH CONCERN ME AND MIGHT ALSO INCLUDE SUBJECTS WHICH TOUCH UPON MY PREVIOUS PROFESSIONAL EXPERIENCE WHICH INCLUDES GRANT MANAGEMENT AND ADMINISTRATION, PUBLIC EDUCATION MODELS, PLANNING, ETC.
 PERSONALLY, MY CONCERNS ARE FOCUSED ON WATER CONSERVATION MEASURES THAT MAY BE UNIQUE IN THE SAN LORENZO VALLEY



Committee Application



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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006

Personal Details

Name: RICHARD P. MORAN Mr. Mrs. Miss Ms.

Postal Address: 10310 CALIFORNIA DRIVE, BEN LOMOND

Telephone: (Home) _____ (Mobile) 246-4894

E-Mail: rickmoran51@gmail.com

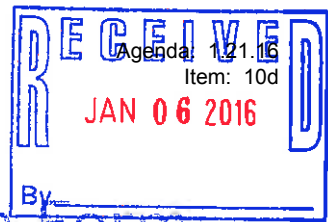
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Your Choice of Committee and Why

ENVIRONMENTAL/ENGINEERING

I HAVE LIVED IN BEN LOMOND FOR 31 YEARS AND HAVE WITNESSED THE WATER USE ISSUES. MY WIFE AND I HAVE A SMALL IRIS FARM AND HAVE ADAPTED TO THE CONSTRAINTS OF CONSERVATION. OUR FARM, GARDEN, AND HOUSEHOLD WON A WATER SMART GARDEN AWARD FROM THE MONTEREY BAY MASTER GARDENERS IN 2007. I TAUGHT LIFE LAB AT QUAIL HOLLOW AND SLV ELEMENTARY 2004-2006 AND TAUGHT ENVIRONMENTAL STUDIES AT HIGH SCHOOLS IN SLV AND LOS GATOS. MY CONCERN IS FOR A HEALTHY, AFFORDABLE, AND RELIABLE WATER SUPPLY.



Committee Application Form

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006

Personal Details

Name: John Hayes Mr. Mrs. Miss Ms.

Postal Address: 8001 PINE DR, Felton, CA 95018

Telephone: (Home) 335-1997 (Mobile) 408-315-8432

E-Mail: John@HayesTech.com

The Committees

- **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.
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Your Choice of Committee and Why

The Finance Committee is a good fit considering my background as past President of the Olympia Mutual Water Co and my professional expertise working for HP Financial Services.

I've worked in the IT industry for 30 years specializing in technology & finance.

After a review of SLVWD's online financial statements, I'm curious how it compares to other similar districts and what can be done to align with the successful districts to provide more predictable funding.

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: FINANCE DEPARTMENT STATUS REPORT
DATE: January 14, 2016

RECOMMENDATION:

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

BACKGROUND:

SPRINGBROOK

Now that the holidays are over, I am having weekly planning, implementation and/or training sessions with Springbrook. This will continue thru March. Around then we will be “fully implemented” but there will then be more internal training and processes and procedures to be completed.

ELECTRONIC NOTIFICATION SYSTEM

We have had a great response in customers signing up for the notification program. The programming side has had a slight delay, but we plan to have part of the program implemented in February.

CUSTOMER SERVICE

I anticipate Customer Service to experience a high volume of calls over the next couple months as customer’s bills will have the rate increase, as well as the drought recovery and water capital surcharge.

CUSTOMER SERVICE DEPT SUMMARY

Monthly Stats:	December	
Cut In/Outs	52	<i>These are new tenants moving in/out or new owners</i>
Final Bills	47	<i>Final bills sent to tenants/owners</i>
Tags *	411	<i>Number of late payment notices left at service address</i>
Turn-offs *	76	<i>Number of turn offs for not paying the late tag notification</i>

** we are hoping the new Notification System will help customers take care of any past due balances before we need to hang a physical tag. The tag and turn off process is very time consuming and something we are looking to modernize.*

Online / Going Green

As of 1/14/2016

Online Sign-ups	2,058
E-Bills	526
Auto Pay	1,511

MEMO

TO: District Manager
FROM: Director of Operations
SUBJECT: OPERATIONS DEPARTMENT PROJECT STATUS
REPORT DECEMBER 2015
DATE: January 15, 2016

RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of December 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. Added this month are well draw down reports which show static and dynamic water levels of the Districts active wells. This report contains the December 2015 Department Report.

DROUGHT CONTINGENCY PLANNING

Staff continues monitoring consumption/production throughout the system. With Rainfall surface water sources have increased 195% in the North System compared to September 2013. Water production system wide is down 13.9% from October 2013. As you move into the winter months where there is no outside watering demand stabilizes from year to year.

EL NINO RESPONSE

Staff continues to prepare and plan for the possibility of heavy rains/winds associated with El Nino conditions. Rainfall has been relatively mild with totals to date 17.56 inches collected in Downtown Boulder Creek. Preparation includes additional generators, backup fuel, updated response plan and staff training.

FACILITY MAINTENANCE

Bennett Spring-Repairs to security fencing in regards to tree damage
Lower Pasatiempo Tank - Float valve malfunction - replaced valve

PROSSER BUILDING DEMOLITION

Staff assisted the demolition contractor with the demolition of the Districts Prosser Building. Erosion control seeding and wood chips were placed in the disturbed areas.

Rick Rogers
Director of Operations

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION

Source	This Month December	Last Month November	This Month 2013	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	5,488,560	1,923,300	718,000	
Peavine Creek + Hydro	980,000	427,400	1,552,000	
Clear Creek	2,194,690	854,500	987,000	
Sweetwater Creek	2,887,750	1,068,800	658,000	
Sub-Total (Streams)	11,551,000	4,274,000	3,915,000	195.04%
Wells (North)				
Olympia No. 2	6,148,000	13,971,000	9,203,000	
Olympia No. 3	-	455,000	4,771,000	
Quail Well No. 4-A	7,385,000	4,453,000	8,863,000	
Quail Well No. 5-A	3,569,000	2,631,400	5,349,000	
Sub Total North Wells	17,102,000	21,510,400	28,186,000	-39.32%
South System Wells				
Pasatiempo 5A	2,355,600	2,849,500	N/A	
Pasatiempo 6	3,204,000	3,583,000	5,975,000	
Pasatiempo 7	1,130,000	1,212,000	2,493,000	
Sub Total Pasatiempo Wells	6,689,600	7,644,500	8,468,000	-21.00%
North South All Sources Combined	35,342,600	33,428,900	40,569,000	-12.88%
Felton System - Surface Water				
Fall Creek	5,873,826	5,511,400	7,636,860	
Bennett Spring	2,011,495	1,776,107	3,140,800	
Bull 1 & 2	1,839,240	1,516,644	0	
Total Felton System Sources	9,724,561	8,804,151	10,777,660	-9.77%
Manana Woods System				
Well 1	-	-	507,775	
Paso Mana By Pass	575,915	623,458	240,857	
Total Manana Woods Sources	575,915	623,458	748,632	
Sub - Total Production				
North / Felton / Manana	45,643,076	42,856,509	52,095,292	-12.39%
Less South /Manana Inter-Tie	575,915	623,458	240,857	
Total Production	45,067,161	42,233,051	51,854,435	-13.09%

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

North System All Sources	35,342,600
Interties IN +	20
Interties OUT -	87,504
TOTAL NORHT SYSTEM	35,255,116
Felton Water system All Sources	9,724,561
Interties IN +	87,504
Interties OUT -	20
TOTAL FELTON SYSTEM	9,812,045
Manana Woods System	0
Interties IN +	575,915
TOTAL MANANA WOODS	575,915

SAN LORENZO VALLEY WATER DISTRICT INTERTIE USAGE DECEMBER 2015

INTERTIE 2

SLVWD to SVWD 0

SVWD to SLVWD 0

INTERTIE 3

SLV SOUTH to SLV NORTH 1,039,662

SLV NORTH to SLV SOUTH 0

INTERTIE 4

SLVWD to MHWD 0

MHWD to SLVWD 0

INTERTIE 6

SLV NORTH to SLV FELTON 87,504

SLV FELTON to SLV NORTH 20

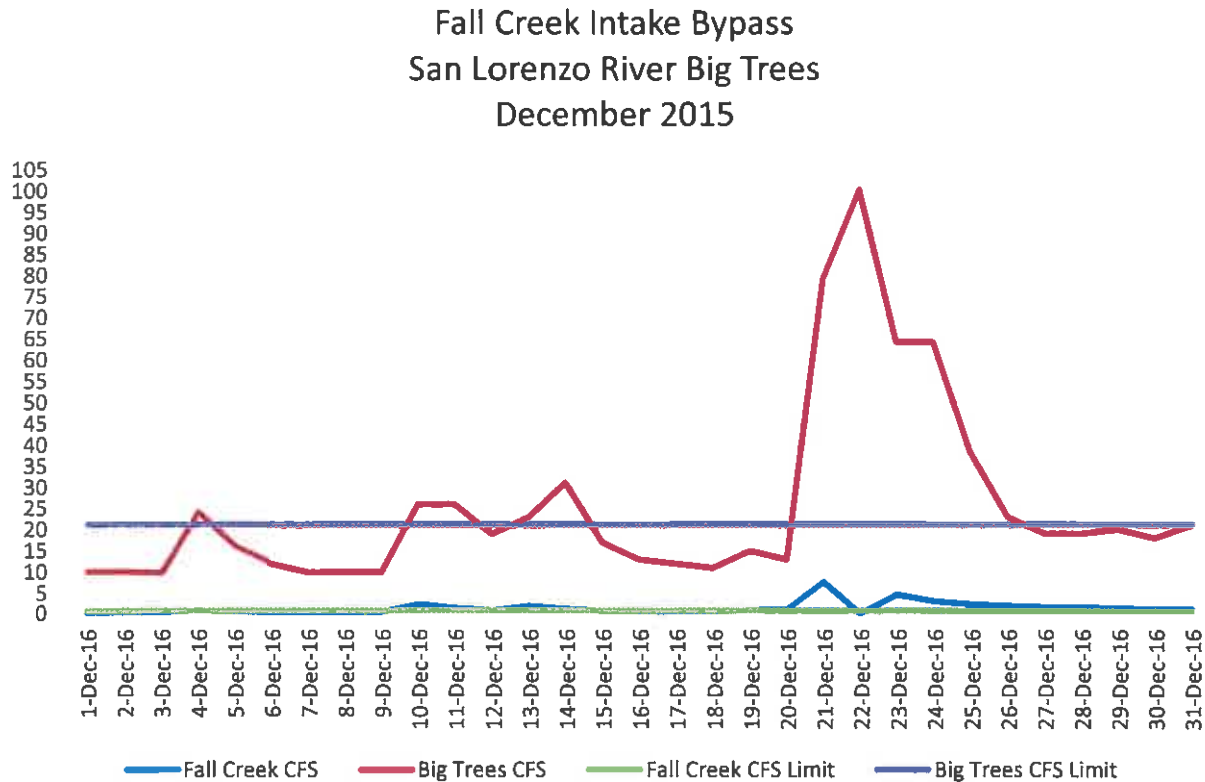
LOMPICO INTERTIE

SLV NORTH to LOMPICO -

MANANA WOODS INTERTIE

SLVWD to MANANA WOODS 575,915

Fall Creek Intake December 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 0.75 cfs or below, 12 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 December 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

Agenda: 1.21.16

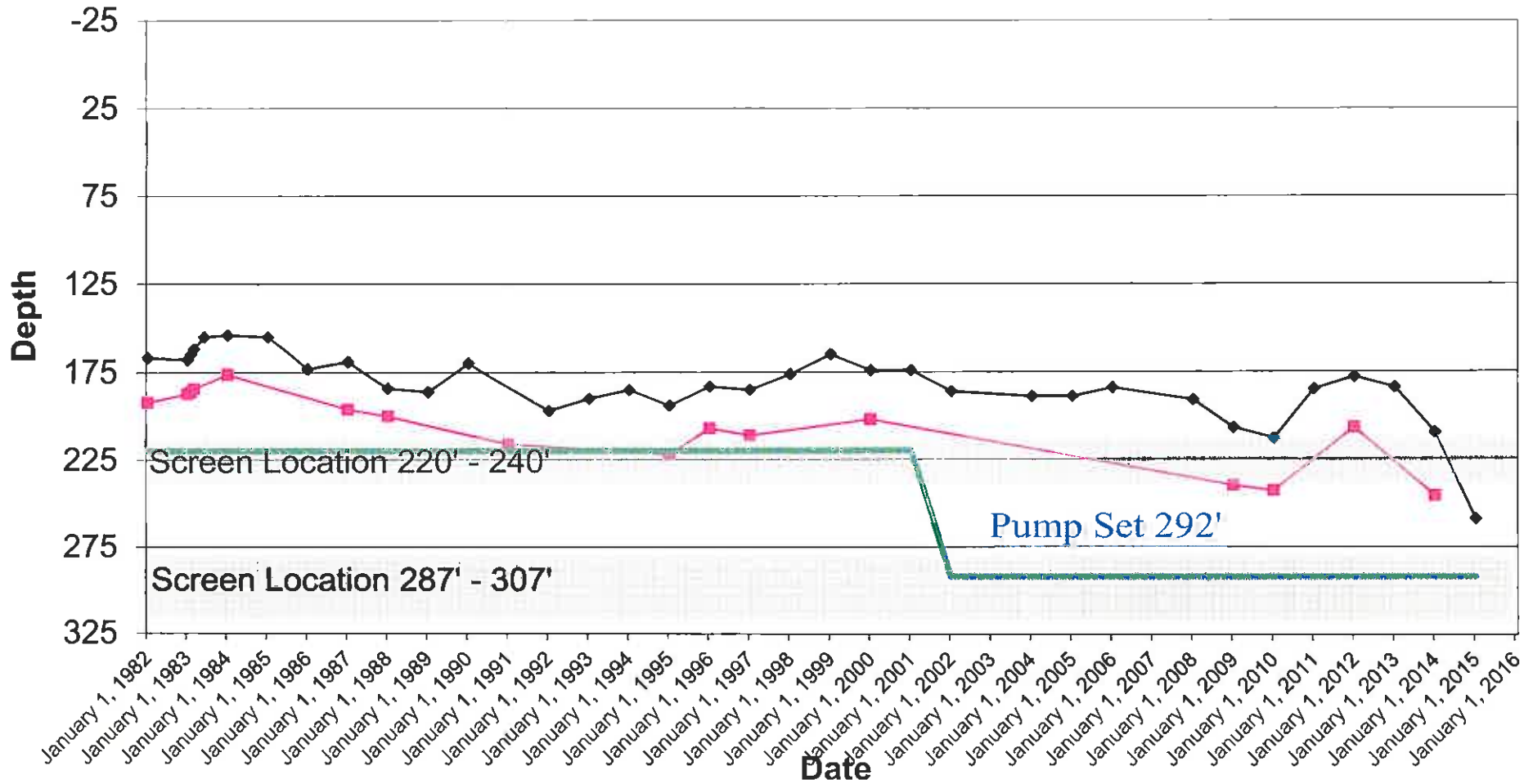
Item: 11a1iii

Month: December		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 (Feltongauge)	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	15:41	Ho	2	164	25.0	29.1	0.29	10.0	0	No	No	
2	13:30	Ho	2	162	25.0	29.2	0.31	10.0	0	No	No	
3	11:20	Db	2	162	25.0	29.6	0.385	9.7	0.96	No	No	
4	14:45	Ho	2	200	25.0	31.2	0.843	24.0	0	Yes	Yes	
5	08:30	Ho	2	215	25.0	30.2	0.5250	16.0	0.01	No	No	
6	09:18	Ho	2	166	25.0	29.6	0.385	12.0	0	No	No	
7	14:15	Db	2	217	25.0	29.6	0.385	10.0	0	No	No	
8	13:25	Db	2	207	25.0	29.4	0.36	10.0	0	No	No	
9	14:15	Ho	2	173	25.0	29.8	0.43	10.0	1.14	No	No	
10	15:30	Db	2	160	25.0	34.1	2.18	26.0	0.46	Yes	Yes	
11	14:45	Db	2	167	25.0	32.3	1.258	26.0	0	Yes	Yes	
12	10:15	Jt	2	160	25.0	31.0	0.7654	19.0	0.77	Yes	No	
13	09:20	Jt	2	176	25.0	33.5	1.839	23.0	0.68	Yes	Yes	
14	13:20	Ho	2	160	25.0	31.9	1.109	31.0	0	Yes	Yes	
15	15:25	Db	2	171	25.0	30.8	0.69	17.0	0	No	No	
16	13:20	Ho	2	164	25.0	30.4	0.5882	13.0	0	No	No	
17	14:25	Ho	2	153	25.0	30.0	0.4950	12.0	0	No	No	
18	13:10	Ho	2	157	25.0	30.2	0.5250	11.0	0.35	No	No	
19	10:45	Ho	2	168	25.0	31.2	0.8443	15.0	0.01	Yes	No	
20	9:35	Ho	2	168	25.0	31.4	0.8855	13.0	2.07	Yes	No	
21	14:30	Db	2	165	25.0	39.8	7.265	79.0	3.58	Yes	Yes	
22	14:50	Db	2	0	25.0			512	0	Yes	Yes	Weir Pulled
23	15:55	Db	2	160	25.0	37.2	4.330	64		Yes	Yes	
24	19:10	Jg	1	165	25.0	35.2	2.88	64		Yes	Yes	
25	09:50	Jg	1	175	25.0	34.1	2.18	38		Yes	Yes	
26	11:30	Jg	1	148	25.0	33.5	1.83	23	0.03	Yes	Yes	
27	11:30	Ho	1	140	25.0	32.9	1.532	19.0	0.14	Yes	No	
28	13:45	Ho	1	133	25.0	32.9	1.532	19.0	0	Yes	No	
29	14:55	Ho	2	175	25.0	32.1	1.158	20.0	0	Yes	No	
30	13:30	Ho	2	163	25.0	31.8	1.062	8 18.0	0	Yes	No	
31	12:10 ⁶⁷	Jt	2	162	25.0	31.8	1.062	21.0	0	Yes	Yes	



SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Olympia 2

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

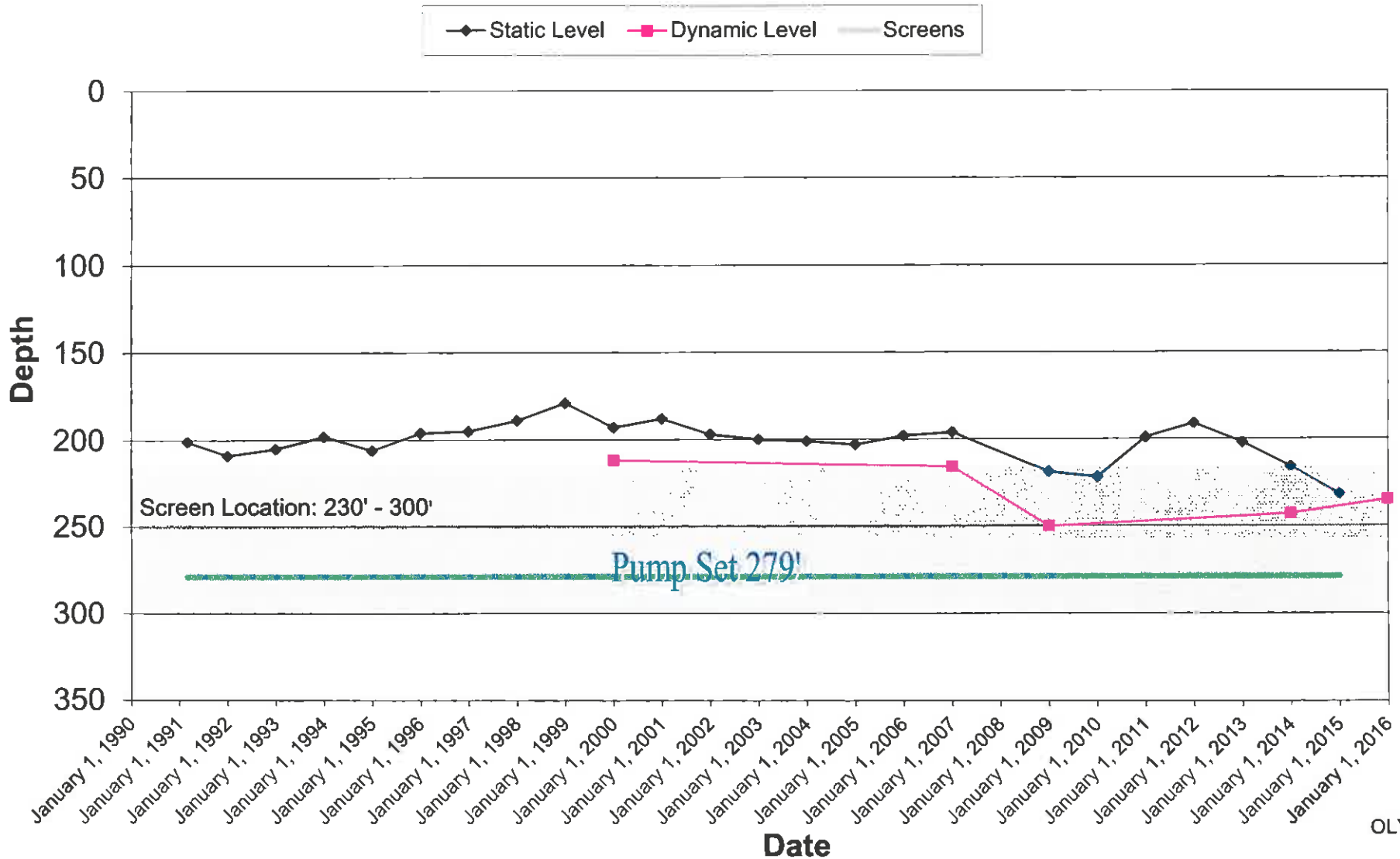


OLY2



SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Olympia 3

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

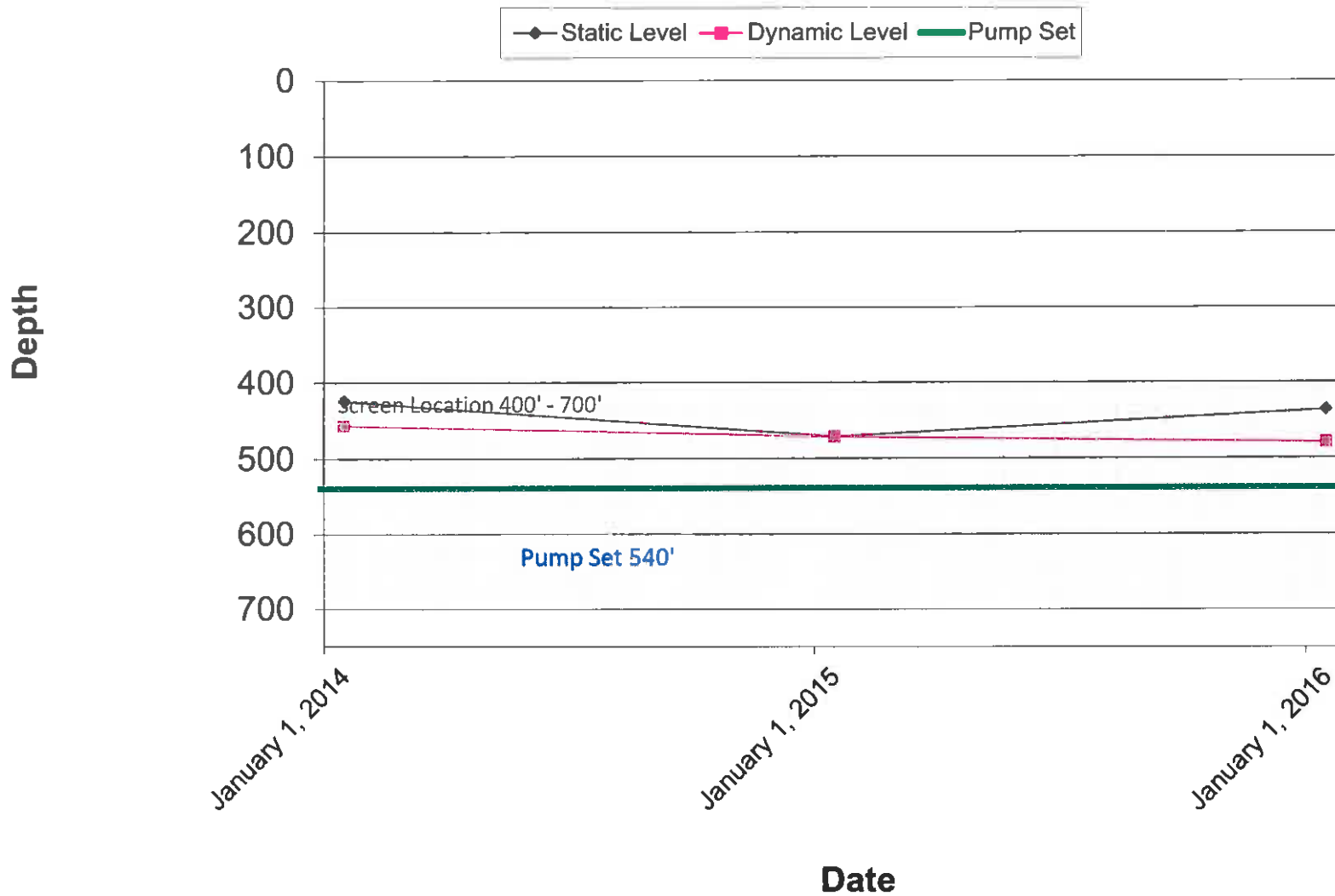


OLY3



SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 5A

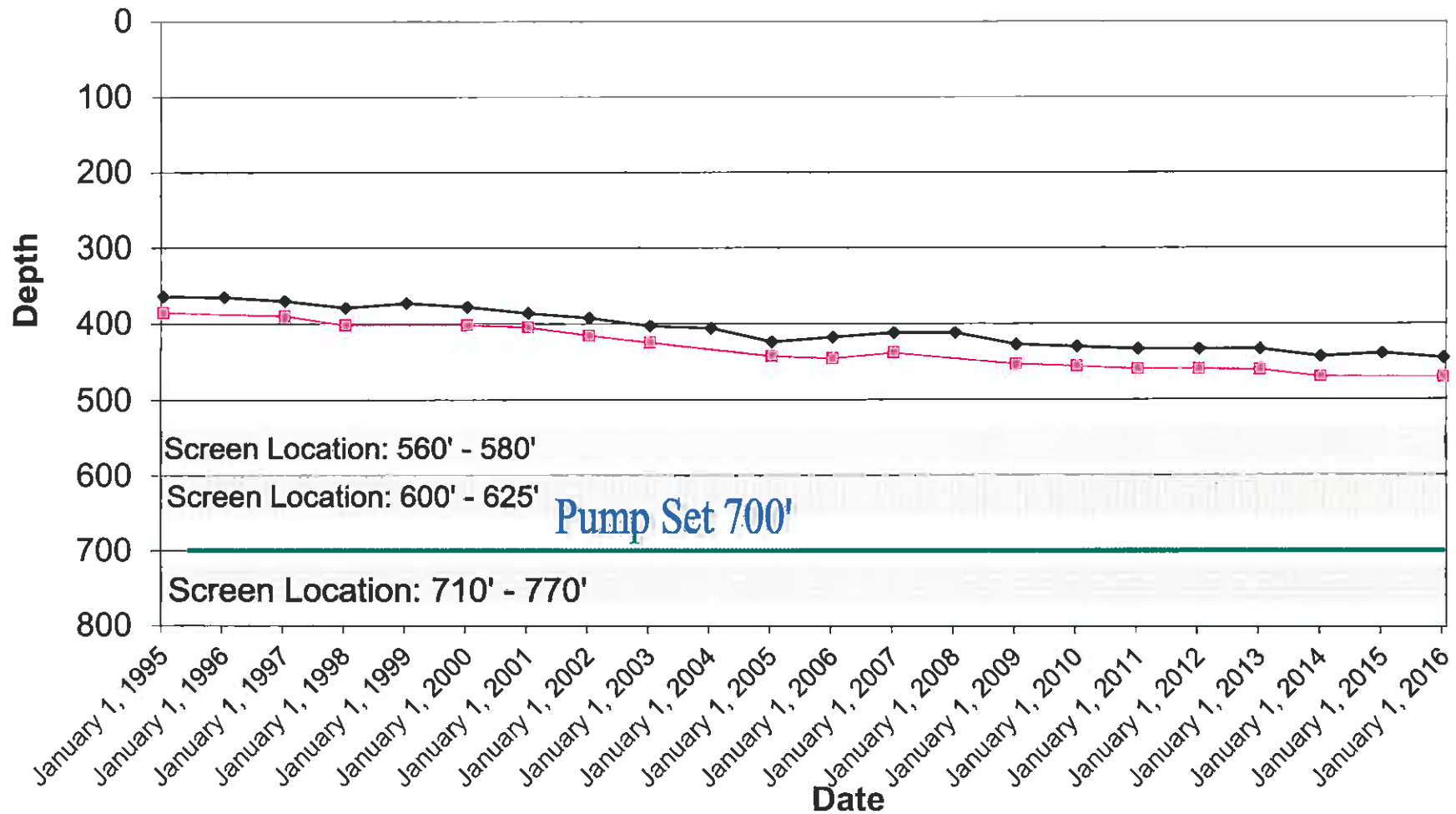
Location: So. Of 3650 Graham Hill Rd
Elevation: 752'
Installed 1-1-14
State Well #: 4410014-014
Completed Depth: 710'





SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Pasatiempo 6

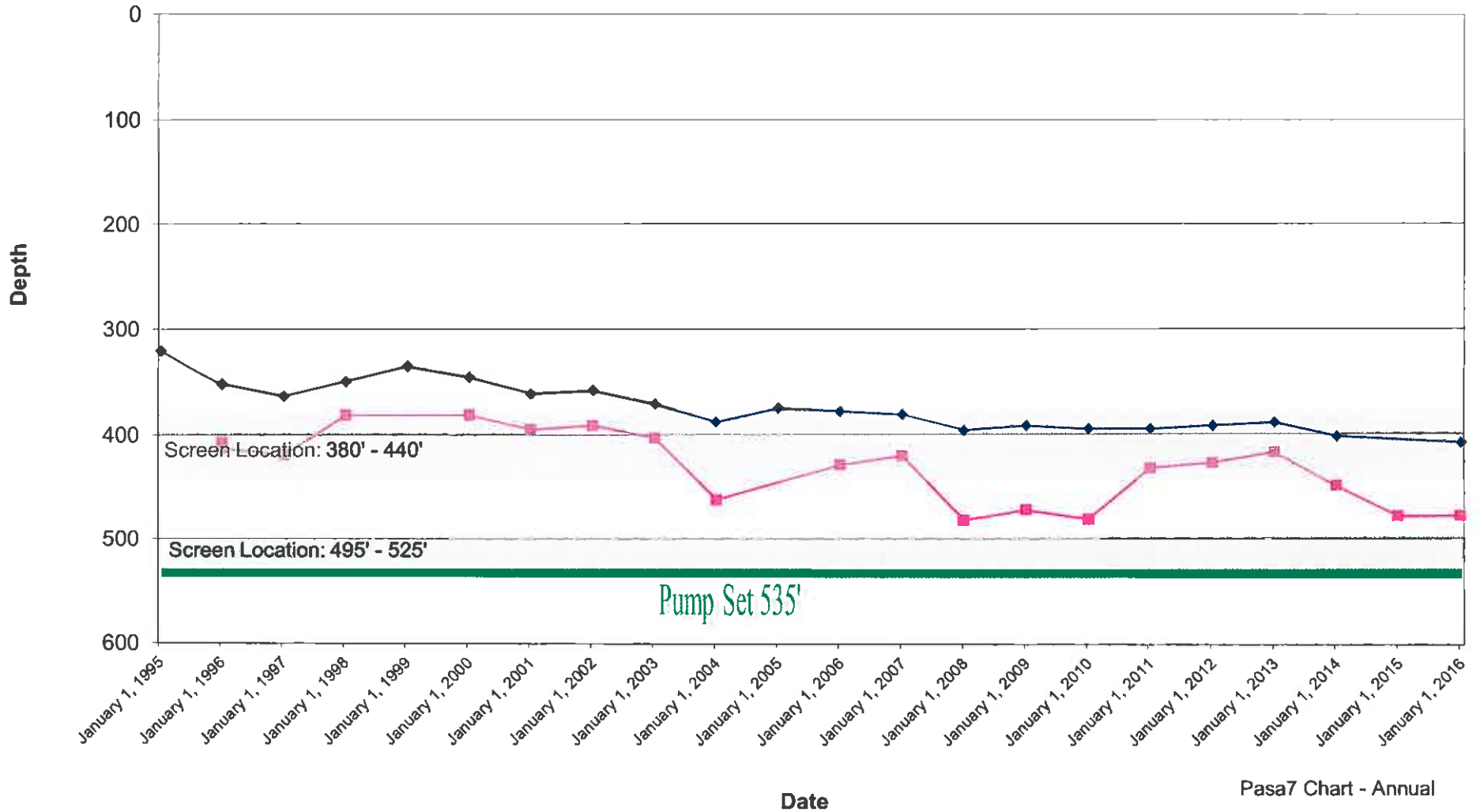
Location: Behind 3650 Graham Hill Rd.
Elevation: 775'
Installed: 5-30-91
State Well #: 4410014-023
Completed Depth: 796'





SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

Location: South of Probation Center
Elevation: 734' Mean Sea Level
Installed: July 21, 1990
State Well #: 4410014-024
Completed Depth: 540'

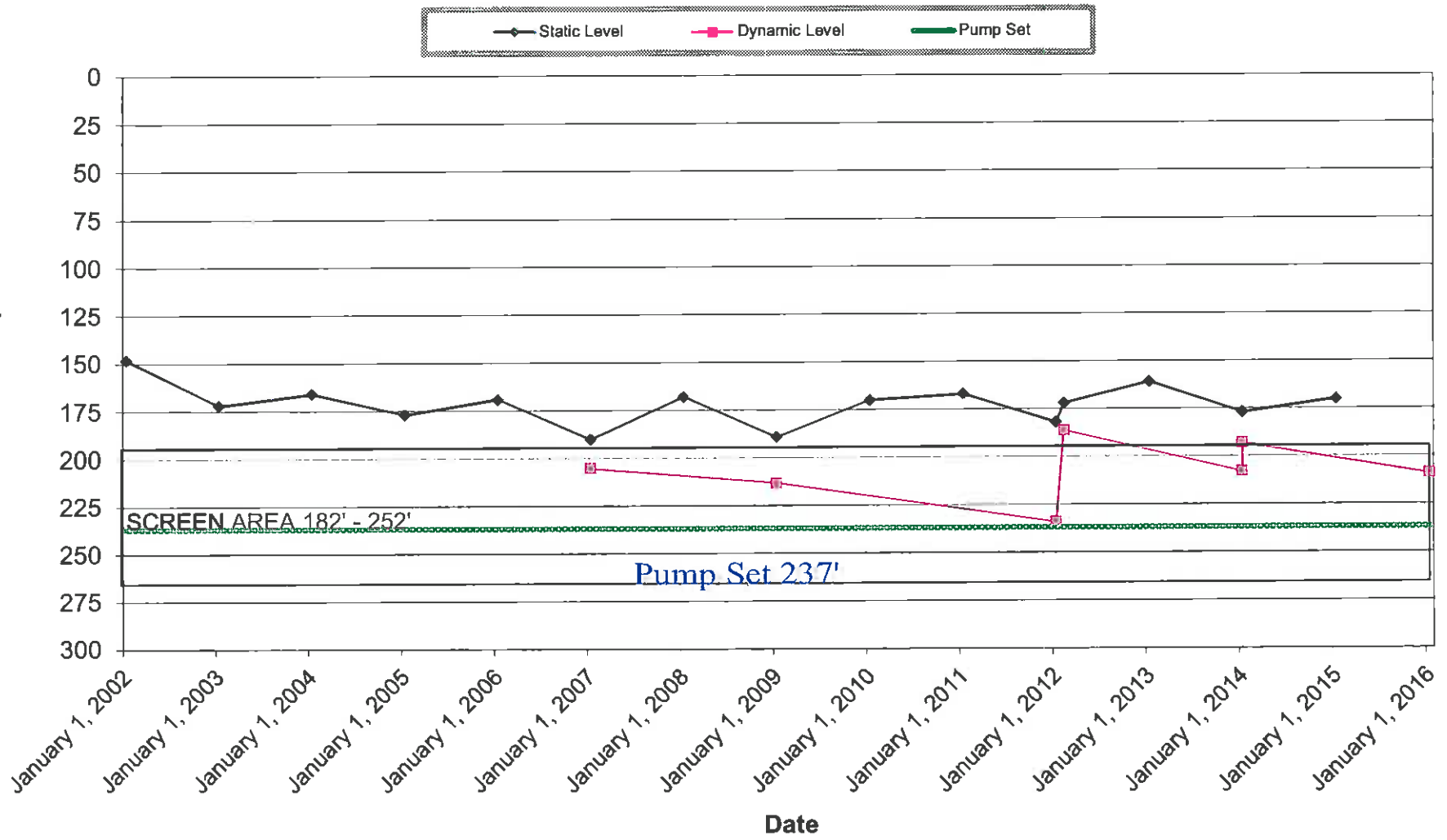


Pasa7 Chart - Annual



SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Quail Well 4-A

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

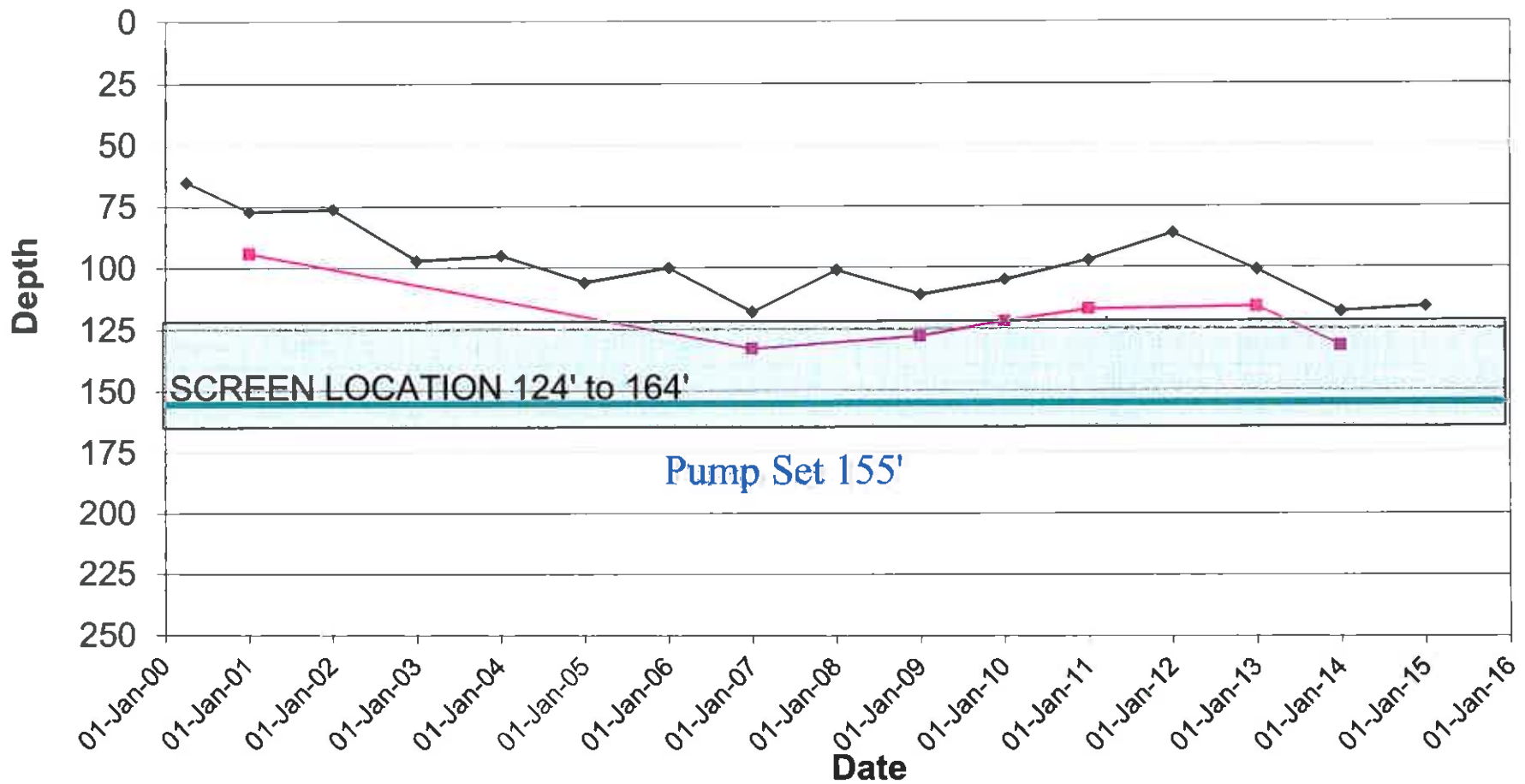




SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Quail Well 5-A

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

—◆— Static Level —■— Dynamic Level — Pump Set



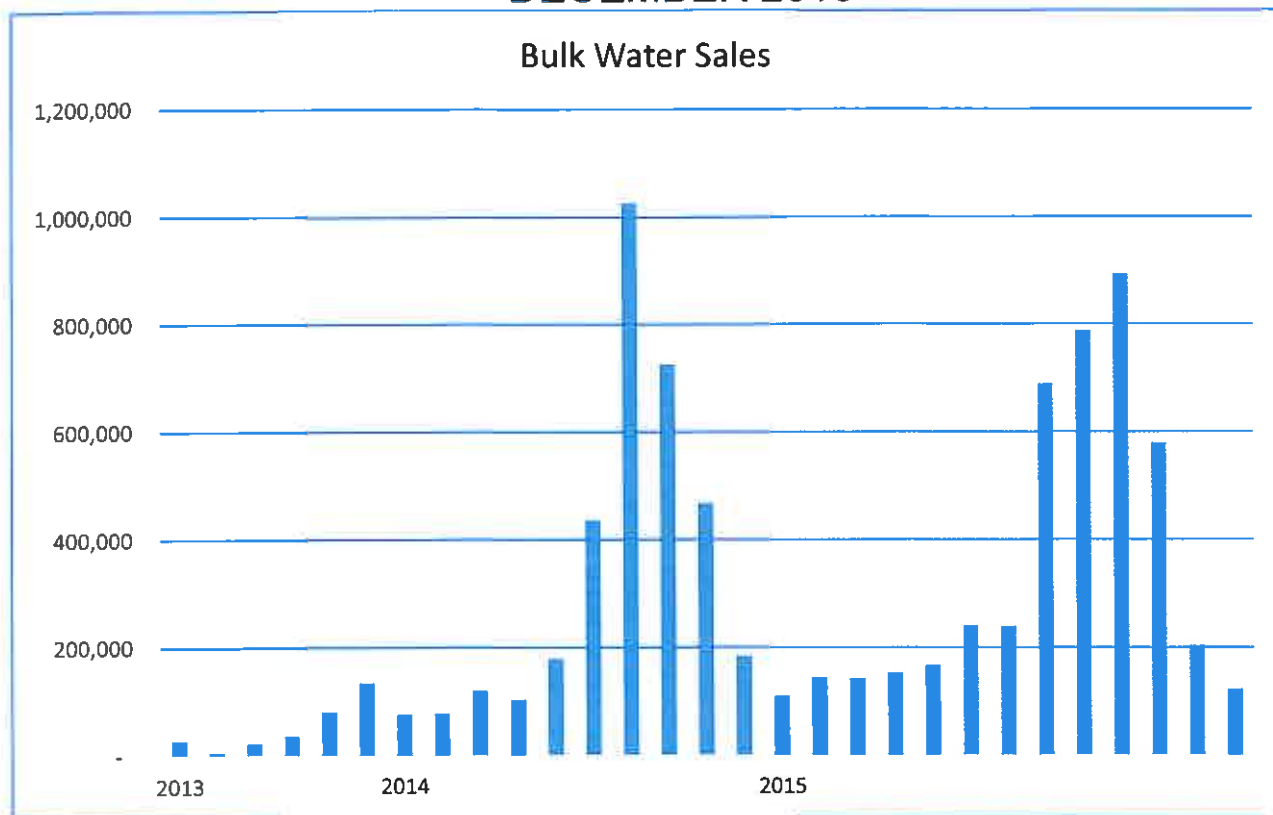
Agenda: 1.21.16
Item: 11a1iii

SAN LORENZO VALLEY WATER DISTRICT

BULK WATER SALES

GALLONS

DECEMBER 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	203,456
December	76,296	109,965	122,672
Totals	355,868	3,318,128	4,361,715

**SAN LORENZO VALLEY WATER DISTRICT
MONTHLY LEAK REPORT
December 2015**

Agenda: 1.21.16
Item: 11a1iii

NORTH SYSTEM

Leak Type	Location	Town	Gallons Lost
Main Leak	Arden & Hermosa	Ben Lomond	160
Main Leak	Country Club Dr	Ben Lomond	1,464
Main Leak	8099 Fernwood	Ben Lomond	885
Main Leak	Middleton Ave	Boulder Creek	4,800
Main Leak	Grove & Lorenzo	Boulder Creek	4,520
Main Leak	545 Debbie Ct	Boulder Creek	3,600
Main Leak	14145 Bear Creek Rd	Boulder Creek	18,450
Main Leak	Hwy 9 & Laundrymat (South)	Boulder Creek	4,200
Main Leak	325 Vista Terrace	Boulder Creek	5,085
Service Line	14920 Bear Creek Rd	Boulder Creek	9,300
Service Line	195 Boulderbrook	Boulder Creek	4,125
Service Line	119 Royal Oak Ct	Scotts Valley	3,524
Sub Total North			60,113

FELTON SYSTEM

Hydrant	5878 Hwy 9	Felton	2,000
Sub Total Felton			2,000

MANANA WOODS

Sub Total Manana			0
Total All Systems			62,113

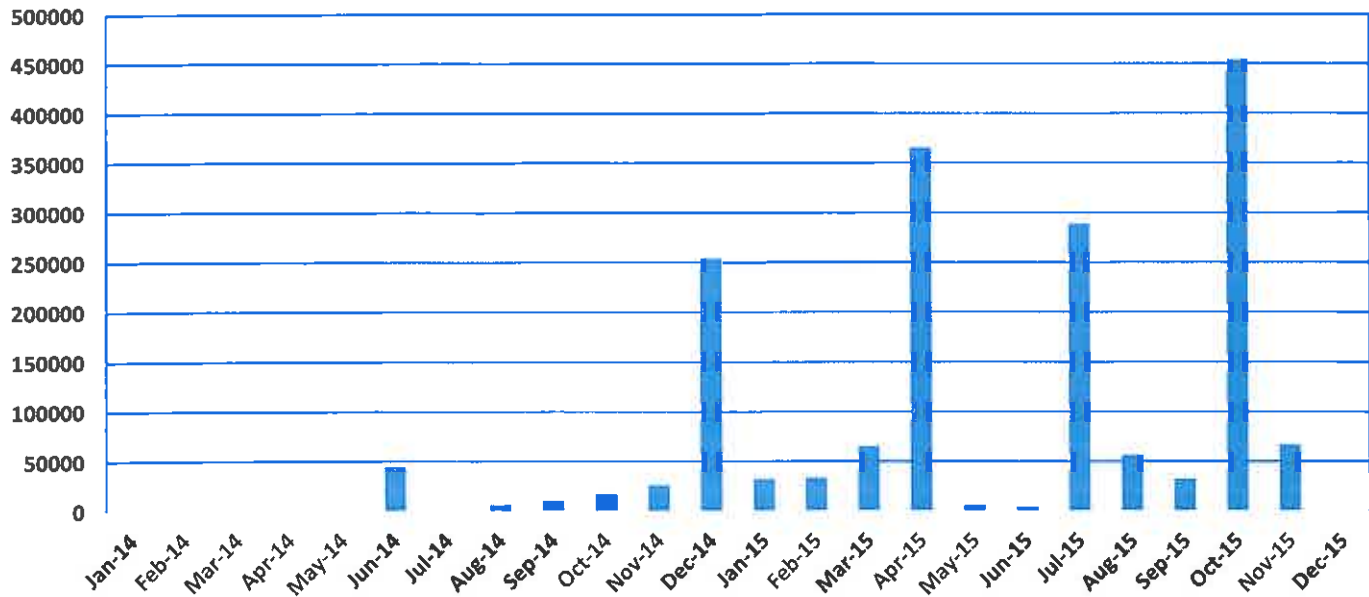
San Lorenzo Valley Water District
 Authorized Unmetered Water Use
 Gallons
 December 2015

<u>North System</u>	Monthly Total	Yearly Total
Mainline Flushing		
Tank Leakage Redwood Tanks	183,024	
Probation	1.4 GPM	
Upper Swim	2.2 GPM	
Blue Ridge	0.4 GPM	
Echo	0.1 GPM	
*Highland	0.2 GPM	
Process Water	100,656	
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>283,680</u>	
 <u>Felton Water System</u>		
Mainline Flushing		
Tank Leakage El Solyo	0.2 GPM	8,928
Process Water		
Kirby WTP Analyzers	0.80 GPM	
Firefighting		
Tank Overflow		
Sub Total Felton		<u>44,640</u>
 <u>Manana Wood System</u>		
Mainline Flushing		
Tank Leakage		
Process Water		
Firefighting		
Tank Overflow		
Sub Total Manana Woods		0
Total all System		<u>328,320</u>
*New in October		

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

Agenda: 1.21.16
Item: 11a1iii

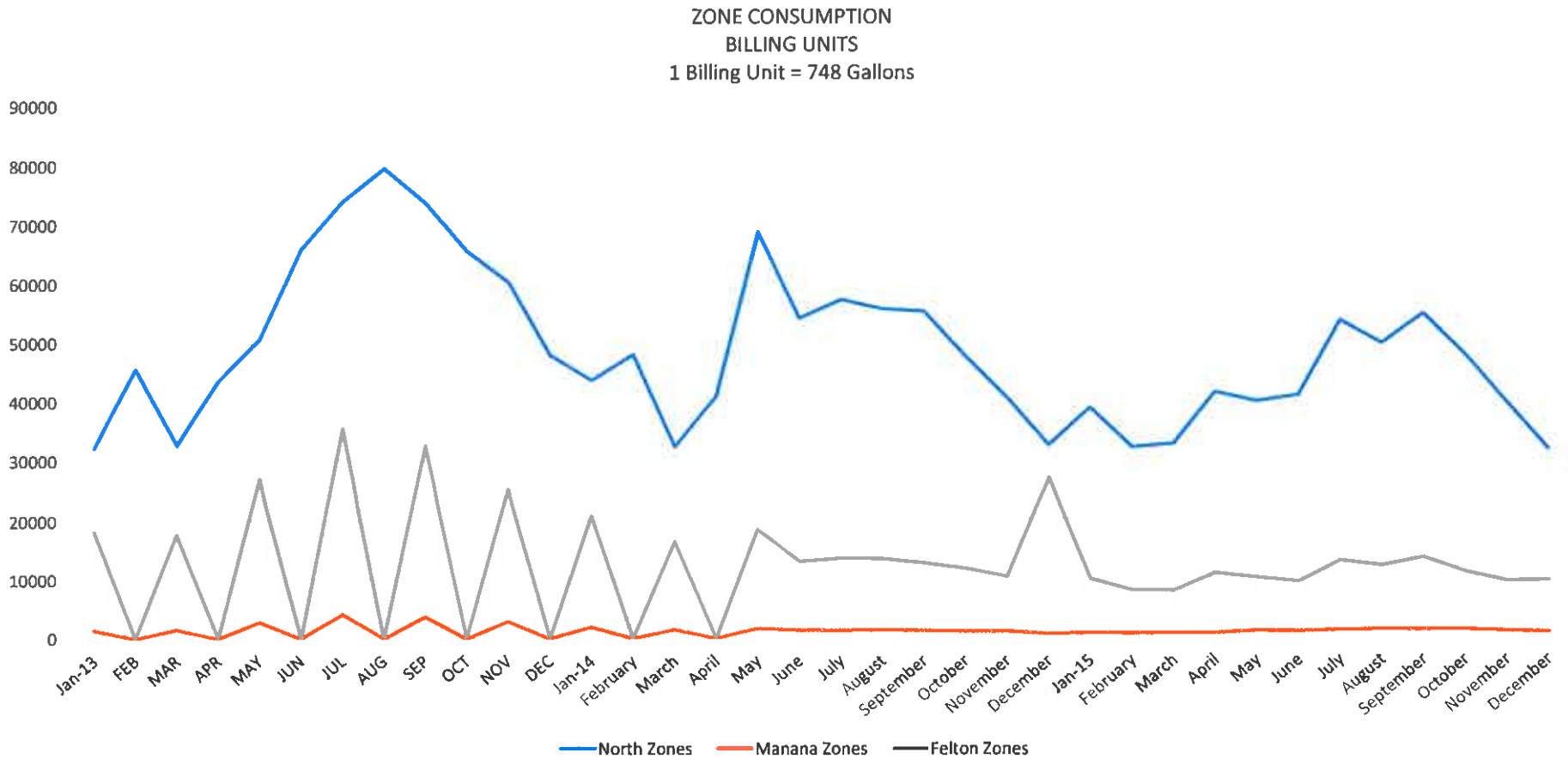
Production in Gallons



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	66,572
December	254,320	0
Totals	358,212	1,400,694

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	NOV	DEC
1	326	311	347	322	397	375	402	458	415	425	343	258
2	83	81	121	183	170	164	189	223	237	221	196	94
3	189	185	203	220	208	237	326	253	291	274	229	166
4	6869	5450	5779	7138	6624	7035	9539	7914	8396	7595	5959	5021
5	1724	944	1032	1115	1169	1405	1512	1356	1652	1463	1085	976
6	60	44	51	49	52	51	52	62	63	60	48	36
7	71	59	64	78	67	68	100	89	114	82	70	66
8	4567	3788	3864	4590	4438	4849	6115	5352	6775	5380	4144	3964
9	302	255	287	340	274	293	386	353	466	363	301	151
10	54	41	40	59	55	75	85	68	70	79	45	32
11	649	464	401	538	468	528	709	571	667	654	514	426
12	13	10	12	15	12	15	17	17	17	23	12	6
13	437	270	298	391	350	390	508	383	507	407	399	249
14	516	415	428	589	514	538	689	595	2385	617	439	368
15	8	8	15	20	17	18	27	14	44	23	14	12
16	8729	7826	8767	10388	10232	10971	13128	13307	14181	13525	10530	7906
17	282	217	214	258	226	281	268	258	314	234	228	265
18	827	673	674	810	705	717	911	776	962	755	737	586
19	284	246	256	312	264	261	317	280	373	278	295	212
20	742	597	605	823	761	732	1018	889	940	1013	789	590
21	3367	2493	2587	3317	3984	3259	5163	5226	4947	4679	4120	3026
22	7333	6458	5402	8115	7125	7006	9817	9032	9940	7359	7438	6031
23	720	761	716	1160	937	979	1331	1187	1561	1327	1079	711
24	736	584	592	684	867	715	935	1063	929	929	696	536
25	576	524	506	667	774	701	857	920	877	884	667	528
26	154	132	141	165	202	177	219	220	201	225	164	137
27	25	17	21	18	14	15	20	22	36	23	15	9
28	264	227	206	276	288	259	322	374	364	208	148	124
29	158	130	125	179	140	154	234	198	243	185	171	179
30	239	193	191	268	286	231	333	256	307	271	236	212
31	7477	6048	5906	8188	7683	7018	9736	9279	10208	8432	7030	7588
32	231	176	210	236	207	212	268	244	359	275	297	173
33	1446	1108	1175	1590	1346	1350	1877	1548	1772	1445	1324	1043
	49,458	40,735	41,236	53,101	50,856	51,079	67,410	62,787	70,613	59,713	49,762	41,681
										TOTAL		638,431

	Jan-15	February	March	April	May	June	July	August	September	October	November	December
North Zones	38888	32180	32755	41514	39916	40962	53544	49726	54707	47765	39710	31688
Manana Zones	755	673	668	668	990	893	1096	1162	1114	1132	846	674
Felton Zones	9815	7882	7813	10737	9950	9224	12770	11899	13253	10816	9206	9319

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
											Total 2014 746,704	

	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
Mamans Zones	1410	0	1515	0	2708	0	4073	0	3806	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
December 2015

Notice To Proceed	1/15/15	Contract Value	\$5,733,682.50
Total Contract Duration (Calendar Days)	365	Contract Value Added	\$164,648.29
Time Extensions (Calendar Days)	20	Contract Value Subtracted	(\$242,668.84)
Revised Total Contract Duration (Calendar Days)	385	Contract Value Net Change	(\$78,020.55)
Contract End Date	02/04/16	Revised Contract Value	\$5,655,661.95
Contract Days Elapsed (through meeting date)	364	No. of Change Orders Issued & Approved	17
Contract Days Remaining	21	Pending Change Order#	1

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-
16	Bridge Railing, Fire Service Casing, & Bridge Pipe Brackets		35,270.32
17	Lockwood Lane Connection Tie-In		812.29

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. The contractor completed with construction of Intertie 2 (SV to SLV) and is continuing with construction of Intertie 3/4 pump stations. Pipeline construction is 100% completed and water has moved through the pipeline from South to North as part of the project.

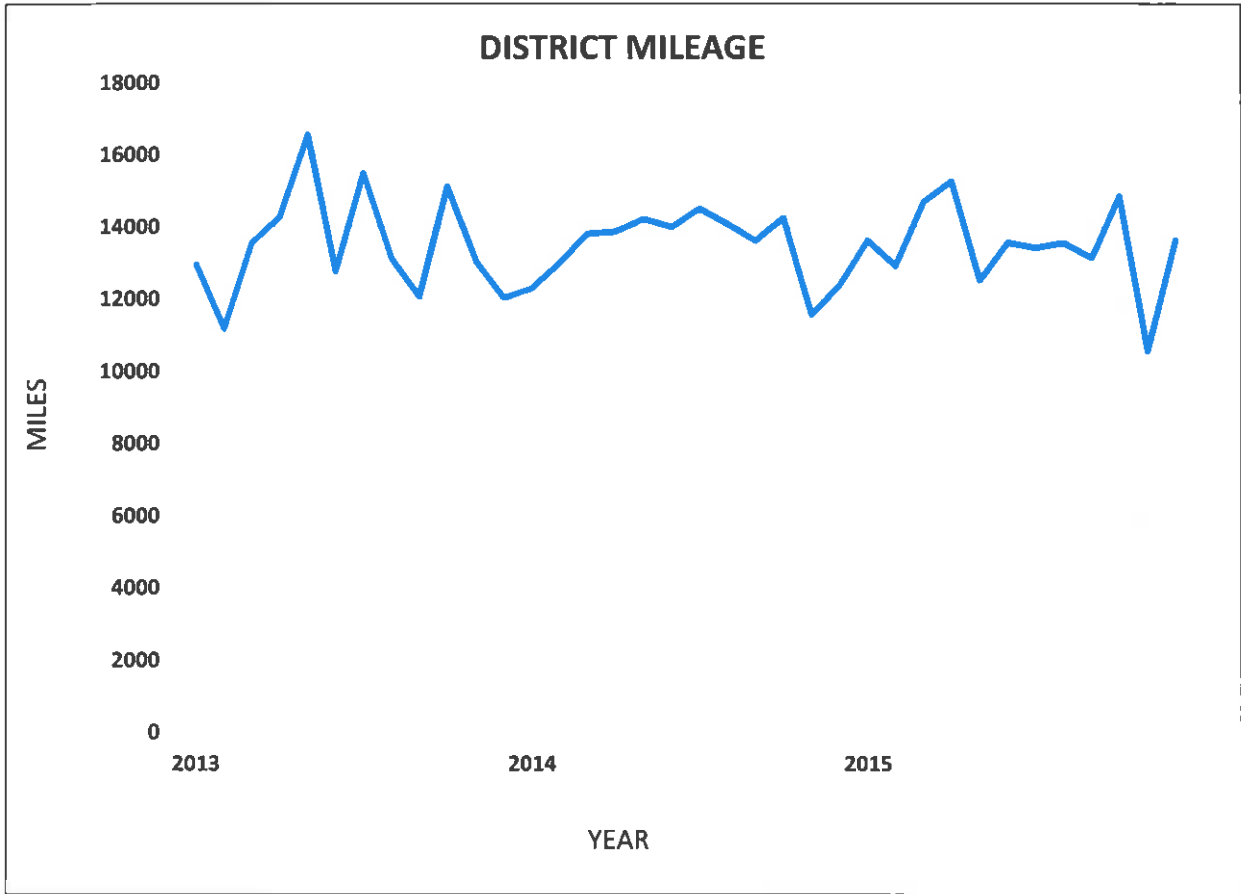
The project has a completion date of February 04, 2016 and is approximately 97% completed.

Agenda: 1.21.16
Item: 11a1iii

SAN LORENZO VALLEY WATER DISTRICT

VEHICLE MILEAGE

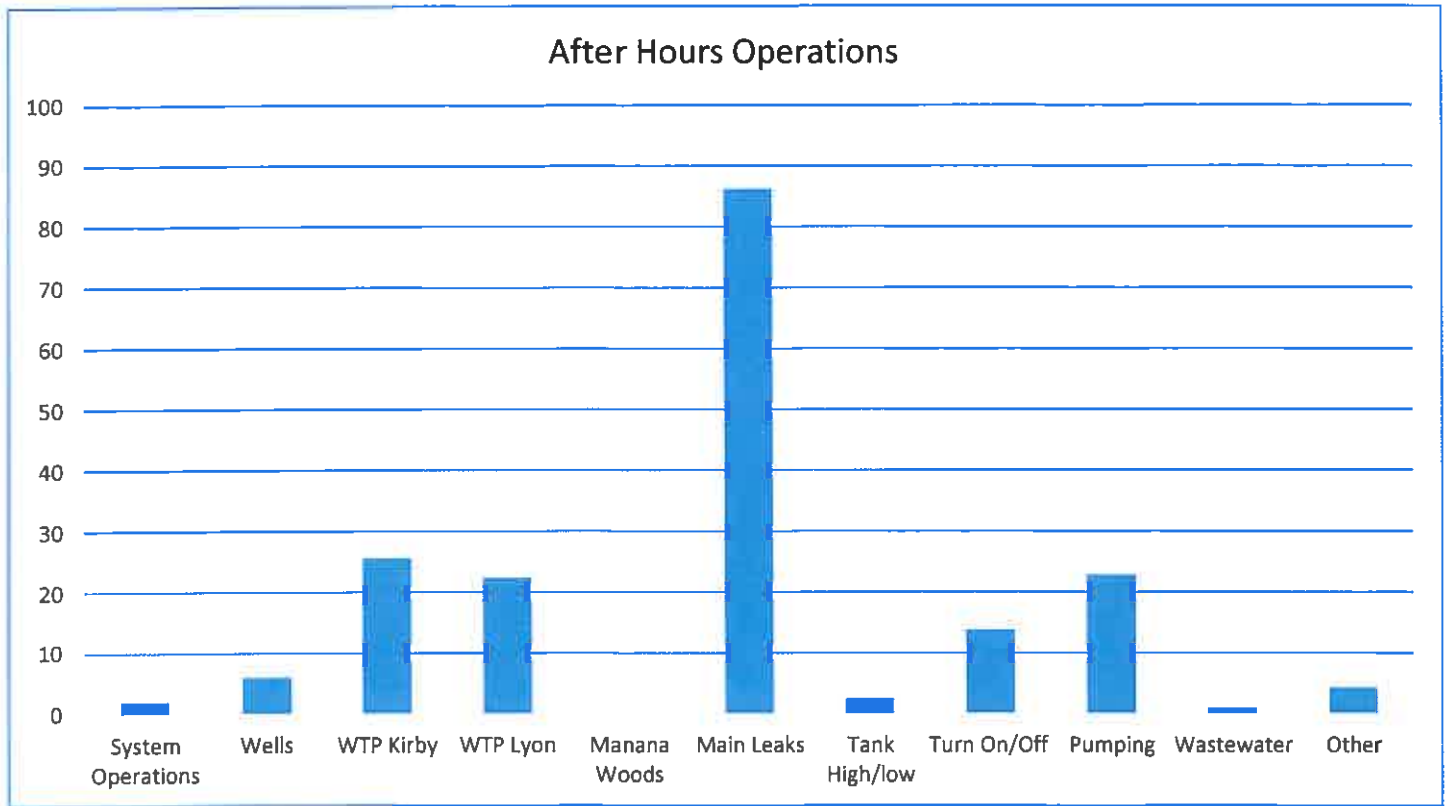
DECEMBER 2015



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	10,591
December	12,060	12,394	13,648
Totals	162,304	161,746	161,946

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

Agenda: 1.21.16
Item: 11a1iii

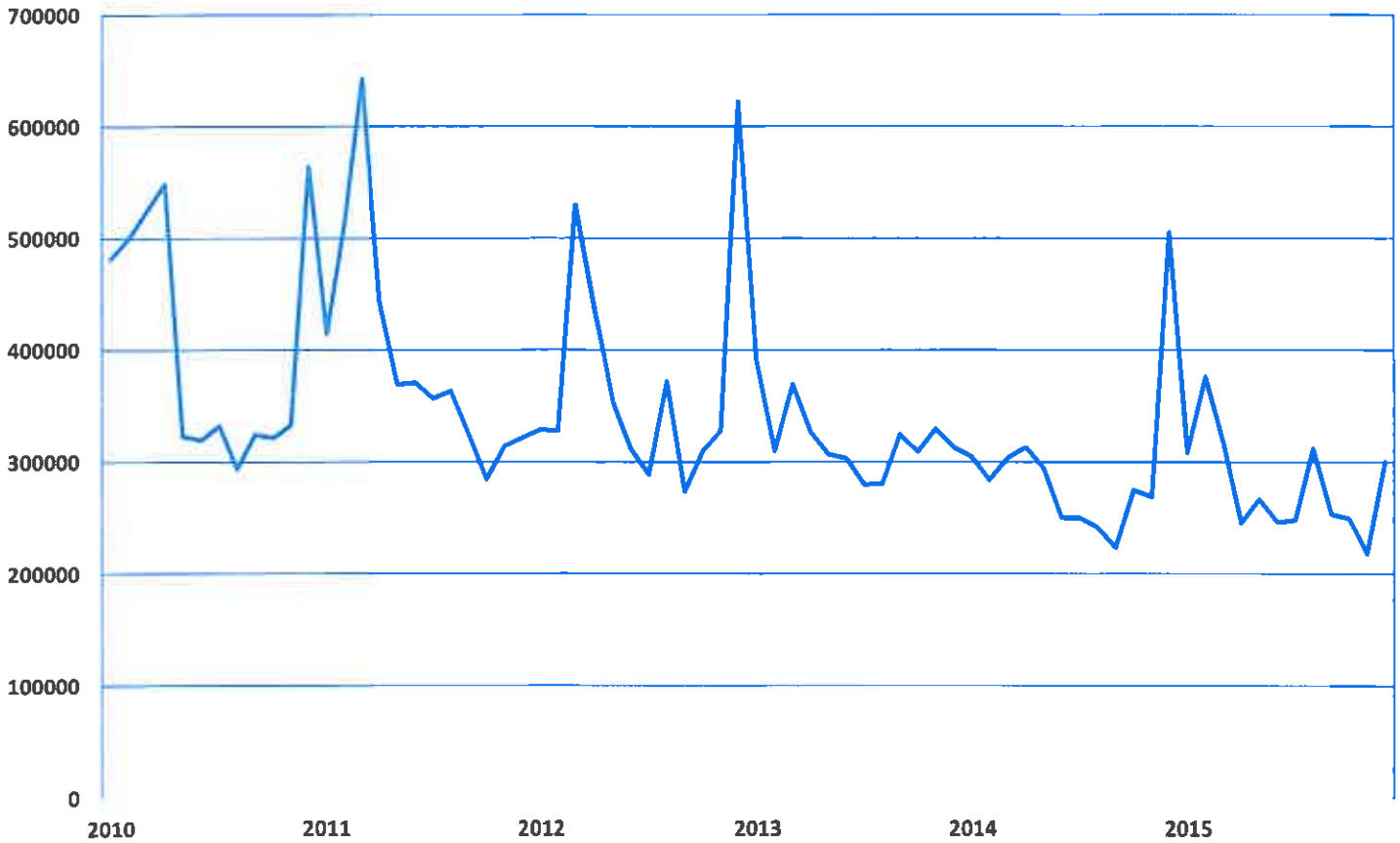


<u>Description</u>	<u>Hours</u>	January	February	March	April	May	June	July	August	September	October	November	December
System Operations	2												
Wells	6												
WTP Kirby	25.5												
WTP Lyon	22.25												
Manana Woods	0												
Main Leaks	86.25												
Tank High/low	2.5												
Turn On/Off	13.75												
Pumping	22.75												
Wastewater	1												
Other	4.25												
Total	186.25												1254.75

**SAN LORENZO VALLEY WATER DISTRICT
BEAR CREEK ESTATES WASTEWATER
DECEMBER 2015**

Agenda: 1.21.16
Item: 11a1iii

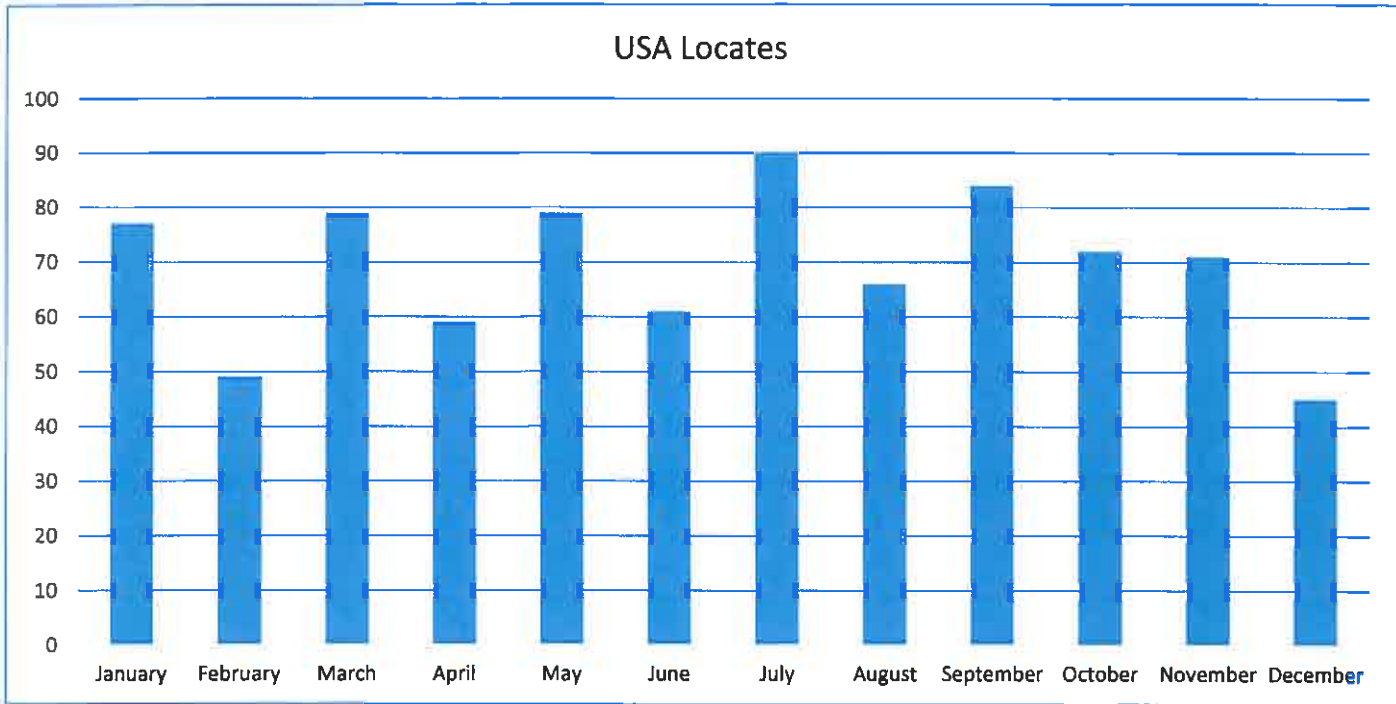
Bear Creek Effluent Flow



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	218,100
December	564,200	321,500	622,500	312,900	505,100	300,200
Totals	4,865,500	4,719,700	4,480,100	3,858,000	3,513,600	3,340,300

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

Agenda: 1.21.16
Item: 11a1iii



<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	71
December	45
Total to Date	832

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



**Know what's below.
Call before you dig.**

**SAN LORENZO VALLEY WATER DISTRICT
SPECIAL ADMINISTRATION COMMITTEE
MINUTES**

January 12, 2016
11:00 a.m.

CONVENE MEETING/ROLL CALL:

District Manager Lee convened the meeting at 11:15a.m. Roll call showed Directors Brown and Bruce present, as well as District Manager Lee.

ORAL COMMUNICATIONS:

No members of the public spoke.

OLD BUSINESS: None

NEW BUSINESS:

4a Selection of Committee Chairperson.

Director Brown expressed a desire to not be named the chairperson and requested Director Bruce assume the role, if willing.
Director Bruce accepted the challenge.

4b Review of Committee Charter

District Manager Lee reviewed the current committee policy.

Director Bruce suggested that future public members of committees be provided with Brown Act Compliance training.

Committee members reviewed the current Administration Committee charter:

Committee members and Staff discussed the challenges and opportunities for partitioning policy discussions to effectively raise issues while being careful to adhere to Brown Act requirements. This is likely to be an organic process.

Committee members discussed details of the Committee's scope and clarified roles with regard to data gap grants.

The committee and staff concurred that the term "interagency" be replaced with "inter-organizational" to reflect a broader and more general scope.

Staff and committee recommend striking "data gap grant program".

There were minor punctuation changes.

Addition of "regulation" in addition to "legislation".

The edited version of the Committee's charter for the Board's consideration is as follows (strikethrough = deletion, underline = addition):

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;~~ inter-organizational agency relations; codes and policies; ~~pending State and Federal legislation and regulation;~~ and other administrative programs.

4c Committee Goals and Objectives

The committee members and staff, with public input, concurred on these six preliminary goals and objectives for the Administration Committee for 2016.

1. Rules and Regulations / Policies and Procedures
 - a. Including any necessary changes to 'Schedule of Rates and Charges'
2. Comprehensive review of all service providers' / consultants' contracts
3. Evaluate effectiveness of Public Outreach / Communication (cost benefit) w/ possible recommendations
4. Joint meetings / coordination with other agencies
 - a. Assert District interests by actively participating in regional issues impacting the District
5. Actively engage in advocacy with ACWA regarding constitutional amendment supporting 'Lifeline Rates'.
6. Internship and/or apprentice programs

4d Setting Date and Time of Regular Committee Meetings

The committee members concurred on a regular Date and Time for the meetings of the Administrative Committee:

To be held at 11am on the Tuesday in the week prior to the first Board meeting of the month. Next meeting: Jan 26th.

INFORMATIONAL MATERIAL- none

ADJOURNMENT

Chairperson Bruce adjourned the meeting at approximately 12:15pm.

The next Administration Committee meeting will be on January 26th at 11am.

Preliminary agenda items for the next meeting include:

- Rules and Regulations/Policies and Procedures
- Strategic plan
- Committee objectives, 3 month look-ahead

San Lorenzo Valley Water District
Special Budget and Finance Committee

Meeting Notes: January 12, 2015

1. Meeting convened at 9:30 am by Chairperson Brown. Committee members Brown and Baughman present.
- 2) Oral Communications: No public present at beginning of meeting
- 3) Old Business: None
- 4) New Business

a) APPOINTMENT OF THE CHAIRPERSON FOR THE COMMITTEE

Dir. Brown suggested that Dir. Baughman be appointed chairperson. Dir. Baughman accepted. Dir. Brown accepted selection as the vice chairman

Dir. Baughman suggested reordering of the agenda to make the Investment Policy to be the next item.

e) 2016 INVESTMENT POLICY

Discussion regarding CA government code reference to prudent investor standard, including whether to use such references in the investment policy.

Discussion regarding delegation of authority to manage investments. Perhaps add explanatory language. D.M. Lee suggests adding written procedures for delegation of authority to the Investment Policy which will come to the Board for adoption.

D.M. Lee to be bring revisions to the next Finance Committee meeting.

Bruce Holloway: "This policy is riddled with things that should be improved." "California Code should be cited." Mr. Holloway cited other errors.

Mark Lee: Supported Mr. Holloway's comments and suggested other investment pools.

Discussion ensued regarding how to accept and work with suggested changes to the policy. A Microsoft Word version of document will be posted to the District web site.

d) REVIEW THE COMMITTEE CHARTER

D.M. Lee reviewed the recently implemented changes to the structure of the committees. The review of how the Strategic Plans applies to the work of the committee will be addressed at the next meeting. It was noted that any public member of the committee will need to submit a Form 700.

Mark Lee questioned whether the pursuit of grants was part of the charter of this committee and where the data gap grants program fits.

No changes to the charter were recommended.

There was discussion of the ongoing process of appointing a public member to the committees.

c) GOALS AND OBJECTIVES FOR THE COMMITTEE

Committee member ideas

Complete the cost of service study
Consider different rate structures - including lifeline rates
Consider ways to obtain revenue other than through rates
Produce an on-time budget
Look for cost cutting opportunities - including District issued contracts
Look at ways to exhibit financial transparency - e.g. OpenGov
Fully understand the implications of the coming CIP program
Be on time with commitments to review financial policies
Have early public meetings on rate settings
Look at ways to explain District financials to the public
Review District's financial history - perhaps done by committee members
Look at district to district comparisons of financials.

Ideas from the public

Mark Lee: Review implications of AB 401
 Spread out impact of CIP program
 Sell unused assets

D.M. Lee recommended keeping this item on future agendas for continuing discussion.

d) SET A REGULAR DATE AND TIME FOR THE COMMITTEE MEETING

Meetings of the committee will be at 9:30 am on Tuesday of the week before regularly scheduled Board meetings.

f) POSSIBLE APPLICATIONS FOR STATE LOANS TO IMPLEMENT
CAPITAL PROGRAMS

Discussion of how the not yet fully approved 2010 UWMP affects the prospects for the approval of state grants.

g) APPRAISAL OF JOHNSON PROPERTY AND CONSIDERATION OF
RFP TO RECRUIT A REALTOR

Discussion of the merits of determining the value of real estate that the District owns, the Johnson property being a good property with which to start.

Staff and Committee sentiment was that a professional appraisal, as opposed to realtor estimates, is desirable and justified.

Mark Lee outlined the process of getting a commercial appraisal.

The meeting was adjourned at 11:02 am.