



**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
March 17, 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, March 17, 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. Oral Communications:

This portion of the agenda is reserved for Oral Communications by the public for items which are on the Closed Session portion of the Agenda. Any person may address the Board of Directors at this time, on Closed Session items. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Board of Directors on any Oral Communications presented; however, the Board of Directors may request that the matter be placed on a future agenda. Please state your name and town/city of residence at the beginning of your statement for the record.

4. Adjournment to Closed Session:
At any time during the regular session, the Board may adjourn to Closed Session in compliance with, and as authorized by, California Government Code Section 54956.9 and Brown Act, Government Code Section 54950. Members of the public will be given the opportunity to address any scheduled item prior to adjourning to closed session.
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957
Title: District Counsel
 - b. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Case Number CV180394-Bruce Holloway, Plaintiff, v. Terry Vierra; San Lorenzo Valley Water District; Showcase Realty Agents, Inc.; Gregory Dildine; Edwige Dildine; and Does 1 to 25, Defendants.
5. Convene to Open Session at 7:00 p.m. (time certain)
6. Report of Actions Taken
7. 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).
8. Oral Communications:
This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.
9. Written Communications:
 - a. LETTER FROM R. McMULLEN
 - b. SALMONID RESTORATION FEDERATION LETTER
10. 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 MARCH 3, 2016
Consideration and possible action by the Board to approve minutes for the March 3, 2016 Board of Directors meeting.
- b. BILL LIST FOR PERIOD ENDNG MARCH 17, 2016
Consideration and possible action by the Board regarding the Bill List for the period ending March 17, 2016.
- c. THE REDWOOD MOUNTAIN FAIRE
Consideration and possible action by the Board regarding the Redwood Mountain Faire.

11. Unfinished Business: None

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

12. 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 REVIEW 1/31/16
Discussion and possible action by the Board regarding the Financial Summary 1/31/16.
- b. LEAK ADJUSTMENT REQUEST - D. BELOM
Discussion and possible action by the Board regarding a leak adjustment request from D. Belom.
- c. SPECIAL DISTRICTS' FREEDOM TO CONTRACT – SB 885
Discussion and possible action by the Board regarding SB 885.
- d. CRITICAL RIFFLE SCOPE & BUDGET AWARD OF CONTRACT
Discussion and possible action by the Board regarding Critical Riffle Scope & Budget Award of Contract.
- e. 2015 URBAN WATER MANAGEMENT PLAN CONSULTING AWARD OF CONTRACT
Discussion and possible action by the Board regarding 2015 UWMP Consulting award of contract.
- f. 2017–2019 PROFESSIONAL AUDITING SERVICES AWARD OF CONTRACT
Discussion and possible action by the Board regarding 2017-19 Professional Auditing Services award of contract.

13. 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) Administration Committee Meeting Notes - 1.26.16
- (ii) Administration Committee Meeting Notes - 2.23.16
- (iii) Environmental/Engineering/Planning Notes-2.24.16

14. Informational Material: None

15. Adjournment

Certification of Posting

I hereby certify that on March 11, 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 March 11, 2016

Brian C. Lee, District Manager
San Lorenzo Valley

Rob McMullen
116 Baja Sol Dr
Scotts Valley, CA 95066

February 24, 2016

San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006-9119

To Whom It May Concern:

I would like to commend the SLVWD for excellent customer service during a recent incident at my house. We had a water leak on a Sunday afternoon, so I called the after-hours help line for a service call to come out and shut off the water so I get the repair made.

Ben answered the service call and was extremely friendly and helpful. He was very sympathetic to my problem and was patient with all of my (many) questions. He pointed out the water meter and explained the difference between the customer shut-off valve and the water company shut off valve, and gave me the option to shut off the water using my valve or on the street side. Prior to that, I wasn't aware that I had the option to use the valve on my side of the meter, so I chose that option in the hopes that I could save his time and prevent another service call. I thanked him for all the advice and he left.

I attempted to shut off the water using my valve, but due to its age was not able to shut the water off without damaging it and potentially causing a bigger leak. So, I called the after-hours line again for another service call and Ben returned. He was still very patient and understanding despite having to come out to the house again.

I fixed the problem on Monday, and Joe answered the service call this time. He monitored the fix that I made as he turned the water back on slowly, and when it became apparent the fix worked, shook my hand and told me that I did a good job.

So, I just want to say thanks to Ben and Joe for their help and thanks to the rest of the SLVWD for the excellent customer service.

Sincerely,



Rob McMullen



December 31, 2015

Dear Jen Michelsen,

Thank you for your generous support of the 34th Annual Salmonid Restoration Conference, which will be held in Fortuna, CA from April 6-9, 2016. As a Hospitality Sponsor, San Lorenzo Valley Water District will receive one conference space and banquet ticket; your name in our newsletter, proceedings, program and website; and acknowledgment during plenary announcements.

SRF is a non-profit organization that promotes stewardship, sustainable management, and restoration of California's salmon, steelhead, and trout populations and their habitat. SRF provides critical educational services for California's community-based salmonid restoration organizations and agencies by producing an annual conference, field schools, and workshops. SRF's statewide conference on salmonid restoration includes field tours, technical workshops, panels, and a plenary session on the state of salmonid recovery.

The conference agenda will focus on pressing issues that affect the future of the salmonid restoration field, including life-cycle modeling, salmonid physiology and disease, off channel pond creation, planning for climate change, the impacts of cannabis cultivation on fisheries recovery, and legacy mining impacts to restoration. This year, workshops will focus on obtaining meaningful public input and participation, actualizing habitat restoration through the help of beavers, designing large wood structures, and planning for groundwater recharge and instream flow enhancement. Field tours will visit exemplary projects that highlight various habitat restoration techniques throughout the North Coast, including restoring the urban/wildland interface, placing heliwood structures, creating fish passage techniques, and designing other water conservation efforts.

SRF is dedicated to keeping the conference affordable for restoration practitioners, agency personnel, watershed members, and others interested in the restoration field. Your support helps to offset the numerous costs associated with producing the conference and provides an opportunity to showcase your company to a diverse range of professionals. San Lorenzo Valley Water District's logo will remain indefinitely on the list of co-sponsors on the 34th Annual Salmonid Restoration Conference website, www.calsalmon.org.

Thank you once again for your generous contribution,

Dana Stolzman
Executive Director
Salmonid Restoration Federation

SRF is a 501(c)3 non-profit; all donations are tax-deductible. Tax ID # 68 0187121

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

March 3, 2016

6:00 p.m.

CONVENE MEETING/ROLL CALL:

President Brown convened the meeting at 6:00 p.m.

Roll call showed Dirs. Bruce, Ratcliffe and Baughman were present. District Manager Lee and Legal Counsel Hynes were also present. Director Hammer arrived at 6:07 p.m.

ORAL COMMUNICATION:

Bruce Holloway, Boulder Creek, addressed the Board.

ADJOURNMENT TO CLOSED SESSION:

President Brown adjourned to closed session at 6:09 p.m.

RECONVENE TO OPEN SESSION:

Pres. Brown reconvened the meeting to open session at 7:00 p.m.

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

REPORT ACTIONS TAKEN IN CLOSED SESSION:

President Brown announced no reportable actions were taken in Closed Session.

ADDITIONS AND DELETIONS TO AGENDA:

District Manager Lee made a recommendation from staff to move items 12c & 11b prior to the Consent Agenda because there are presenters in the audience for those items. President Brown agreed.

ORAL COMMUNICATIONS: None

WRITTEN COMMUNICATION: None

NEW BUSINESS:

12c FELTON LIBRARY BOND MEASURE

James Mosher, Felton, made a presentation to the Board (the presentation is available on the website).

Director Hammer suggested that this issue should go to the EEP Committee for discussion of the outdoor educational component.

Director Baughman questioned who the other organizations they are partnering with are.

Michelle Mosher said that some of the others are UCSC Norris Center, SC County Parks & Rec, SC County Library, Supervisor McPherson & Robin Locatelli, plus others.

Pres. Brown agreed that the District should study this on the committee level. He also said that he has some historical items to donate.

Director Ratcliffe said that this project will fit in with studies we are conducting. She would like to participate.

Director Bruce requested contact information.

Dir. Ratcliffe appreciates the “water” themed library.

Dir. Bruce questioned the County’s statement that “green” building is too expensive.

Dir. Hammer agreed that the Board cannot endorse a bond issue but that individuals can.

Dir. Ratcliffe likes that the District will have a larger presence in Felton.

Dir. Baughman questioned if the any of District’s grants would be targetable to the project.

Dir. Ratcliffe said that she likes the educational component.

James Mosher said that the project sees the bringing together of the County Libraries, the schools and the District will complete shared goals.

President Brown thanked the Moshers for the presentation and requested that it be posted on the website.

Director Hammer requested that item 12a be moved forward.

12a BOULDER CREEK RADIO STATION

Tina Davey, KBCZ Station Manager explained that the station has been on the air for 9 months but they do not have a clear contour through the valley because of a small antennae. They would like a taller antennae to serve the entire valley.

George Galt, Boulder Parks and Rec Board member, said that he is interested in partnerships with governance on this project. This is a non-commercial, educational station. He thinks this is a way to educate the public about the watershed. He sees the Historical Society having a program to share the stories of older residents in the valley. The reason for a stronger signal is to involve the community/students.

District Manager Lee said that the District staff supports this project.

Engineering/GIS Manager Menzies agrees that this project will involve in the community and provide emergency broadcasts. He said that he has been working with staff to organize this project. He is working with volunteer professionals to complete the project that will begin working on the project as soon as the Board gives its approval.

Pres. Brown questioned if they would be leasing the site.

Mr. Menzies said that they would like to start with a 5 year lease.

Dir. Baughman said that it looks like a very friendly spot to be doing this. He questioned if the antennae will be directional.

Mr. Menzies said that there are limitations to the broadcast area.

JV Rudnick, chief instigator of the project, said that the water district is a tremendous resource in this project. He said that he can help with technical questions.

Dir. Hammer said that he has been involved with this project for about 12 years. He thinks it is a fantastic project. He said that he has walked the property. He would like to canvas the neighbors within 300 ft. of the proposed antennae to make sure that they have no objections.

Hallie Greene, BC Parks and Rec Director, said that 30 day notice is required whenever the antennae is moved and the Federal Government is also notified.

Pres. Brown said that he understands that they are simply seeking approval of the concept.

Dir. Hammer made a motion to approve the concept of an antennae on the Huckleberry Tank site.

ROLL CALL:

Ayes: Bruce, Ratcliffe, Brown, Baughman, Hammer

Noes:

Abstain:

Absent:

UNFINISHED BUSINESS:

11b STRATEGIC PLAN REVIEW

District Manager Lee presented the revised Strategic Plan and explained that it is a work in progress.

Dir. Bruce noted that the plan is not on our letterhead and would like to see it on SLVWD letterhead. There are 3 committees that need to tie back to the document. She would like the document that is in a document control format that shows items completed, in progress, etc.

Dir. Baughman agrees that committees need to be included in the revisions.

Pres. Brown said that it is appropriate use of the committees to address the goals for this year.

Dir. Ratcliffe doesn't want to see a giant and unwieldy document.

Dir. Bruce agreed that that it doesn't need to become gigantic, just one or two sentences describing progress will suffice.

Dir. Hammer said that it doesn't need to go back to all of the committees, this was done with the Board.

Dir. Bruce agreed with Dir. Hammer. It can be left in staff's hands.

Dir. Ratcliffe said that the Policies & Procedures should be in the plan.

Dir. Bruce thinks that reformatting will make the document more relevant.

Dir. Baughman is most concerned by a 5 year plan for transparency.

Dir. Ratcliffe said that it may not take 5 yrs. to do it but it has to be the entire Board that determines the timeline. It may be done in 18 months but maybe staff time is an issue. It doesn't have to be what is possible but what the Board's priority is.

Dist Mgr. Lee said that the Fiscal Transparency Plan was written so that the District will adopt a policy that within the next five years. The District will draft a policy and let it sit for a while and then see if it needs revisions. Getting a policy out is easy, getting a policy that actually works takes time. In 5 years it will be a very strong policy.

Dir. Bruce said that language can be added to the document to reflect the need for time.

Pres. Brown said there is obviously work to be done.

DM Lee is looking for Board direction.

Dir. Baughman asked what DM Lee is looking for.

DM Lee said that this document should be updated. He loves the ideas. It's a goal based document, it's not supposed to be changed, just updated. The Board is listed on the first page, over 5 years there can be 5 different presidents.

Dir. Bruce questioned how DM Lee sees the revisions.

DM Lee says just parentheses with changes.

Dir. Bruce said that Brent Ives participation should be listed in the very first paragraph.

Dir. Baughman agreed with Dir. Bruce but he thinks an important component is the Boards completion of Board development, which hasn't been completed.

DM Lee asked the Board to allow him to make changes to bring back to the Board what he believes they want after tonight's discussion.

Dir. Hammer suggested that they discuss Board Development in Admin. Committee.

Dir. Bruce asked to be excused from the rest of the meeting.

CONSENT AGENDA:

Director Ratcliffe made a motion to approve the Consent Agenda items.

10a MINUTES OF THE BoD MEETING ON FEBRUARY 18, 2016

10b BILL LIST FOR PERIOD ENDNG MARCH 3, 2016

ROLL CALL:

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

UNFINISHED BUSINESS: continued

11a INVESTMENT POLICY

Dir. Baughman said that the committee has had this item twice now. He said that it has everything needed and has had removed references to previous documents.

Pres. Brown said that it has been cleaned up and dropped some investments from the approved list.

Dir. Hammer said he doesn't favor investing in anything that makes so little return on investment as the county.

Pres. Brown said they focused on safety, liquidity and return, in that order.

Dir. Baughman noted that the policy is reviewed yearly.

Dir. Hammer said it's not that he is against the county pool, it's a very safe place. He knows that the District has made huge mistakes in the past but they also made good decisions.

Pres. Brown said that right now our major investment is the pipeline. The element of risk has been removed.

DM Lee said that he noted an error. Striking the last sentence in 5.02 is necessary because the reports will be monthly not quarterly.

Director Hammer made a motion to approve the Investment Policy as amended.

ROLL CALL:

Ayes: Ratcliffe, Brown, Baughman, Hammer

Noes:

Abstain:

Absent: Bruce

NEW BUSINESS: continued

12b AWCA 2016 EVENTS

DM Lee said that he attached the events for ACWA 2016 from their website. He recommends that all 5 Board Members attend the Spring Conference in Monterey in May 2 - 6, 2016.

Pres. Brown said that he and Dir. Baughman will be attending the Legislative Symposium next week.

Dir. Ratcliffe questioned the Financing Coordinating, is this where you go in with a specific project in mind, she wanted to know.

DM Lee said he would like to attend one and when he does he will report back. We are currently over budget in this area but we are under budget in contract services.

12d PROBATION TANK

DM Lee described this item as a request to modify the design services with the Environmental Specialist. We want the best retaining wall for the least amount. The contract was revised not to exceed \$15,270.

Dir. Baughman questioned if this will tighten up the footprint of the tank.

DM Lee said that the footprint is what it should be.

Dir. Hammer said that this is basically a change order. He made a motion to approve.

ROLL CALL:

Ayes: Ratcliffe, Brown, Baughman, Hammer

Noes:

Abstain:
Absent: Bruce

GENERAL MANAGER REPORTS:

13a1ii District Manager Lee shared the highlights from the Administration Status report.

13a1iii District Manager Lee shared the highlights from the Environmental Status report.

ADJOURNMENT:

President Brown adjourned the meeting at 8:37 p.m.

Accounts Payable

Outstanding Invoices

User: KendraNegro
 Printed: 3/10/2016 - 3:30 PM
 Date Type: JE Date
 Date Range: 02/25/2016 to 03/10/2016

BILL LIST SUMMARY

Check Register Total : \$ 533,496.58
 AP Outstanding Total: \$87,075.04
 Payroll 3/02: \$88,888.95
 TOTAL FOR APPROVAL: \$709,460.57



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
00016 - GREENWASTE RECOVERY,INC						
01-100-5420	3/10/2016	3/1/2016	1968651	00064-09-2016	262.82	BUILDING MAINTENANCE
Total for Vendor 00016 - GREENWASTE RECOVERY,INC:					262.82	
00022 - JOHNS ELECTRIC MOTOR						
01-400-5200	3/10/2016	2/24/2016	13112	00064-09-2016	224.67	SOUTH BOOSTER - PUMP AND MOTOR REPAIR
Task Label:		Type:		PO Number: 0000100376		
01-400-5300	3/10/2016	2/27/2016	13123	00064-09-2016	853.74	FELTON HEIGHTS - BOOSTER PUMP REPAIR
Task Label:		Type:		PO Number: 0000100380		
Total for Vendor 00022 - JOHNS ELECTRIC MOTOR:					1,078.41	
00047 - SOIL CONTROL LAB						
01-800-5202	3/10/2016	2/23/2016	6020533	00064-09-2016	145.00	WATER ANALYSIS - GENERAL PHYSICAL
01-800-5202	3/10/2016	2/23/2016	6020536	00064-09-2016	123.00	WATER ANALYSIS - METALS DIGESTION
01-800-5202	3/10/2016	2/26/2016	6020632	00064-09-2016	145.00	WATER ANALYSIS - GENERAL PHYSICAL
01-800-5202	3/10/2016	2/26/2016	6020634	00064-09-2016	37.00	WATER ANALYSIS - METALS DIGESTION
01-800-5202	3/10/2016	3/4/2016	6030033	00064-09-2016	145.00	WATER ANALYSIS - GENERAL PHYSICAL
Total for Vendor 00047 - SOIL CONTROL LAB:					595.00	
00076 - ERNIE'S AUTO CENTER						
01-400-5300	3/10/2016	2/1/2016	647459	00064-09-2016	67.68	FORMAN - HYDRO REPLACEMENT FA - 208
Task Label:		Type:		PO Number: 0000100381		
01-400-5410	3/10/2016	2/19/2016	649667	00064-09-2016	173.90	TRAILER PARTS - WIRING AND LIGHTS - VE710
Task Label:		Type:		PO Number: 0000100383		
Total for Vendor 00076 - ERNIE'S AUTO CENTER:					241.58	
00080 - GRANITE CONSTRUCTION CO						
01-400-5300	3/10/2016	2/8/2016	937378	00064-09-2016	35.61	BASE ROCK - CASITA WAY
Task Label:		Type:		PO Number: 0000100384		

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00080 - GRANITE CONSTRUCTION CO						
01-400-5300	3/10/2016	2/17/2016	940842	00064-09-2016	62.76	FILL SAND - WANER WAY - ZAYANTE
Task Label:		Type:	PO Number:	0000100354		
01-400-5300	3/10/2016	2/22/2016	942031	00064-09-2016	87.25	QUAIL BINS - BASE ROCK
Task Label:		Type:	PO Number:	0000100366		
01-400-5300	3/10/2016	2/23/2016	943398	00064-09-2016	259.12	HOT MIX-MAIN REPAIRS- 10 LOCATIONS
Task Label:		Type:	PO Number:	0000100393		
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:					444.74	
00129 - UNITED RENTALS NORTHWEST INC						
01-400-5320	3/10/2016	3/1/2016	133296423-001	00064-09-2016	1,947.50	FUEL CELL RENTAL - EL NINO PREP
Task Label:		Type:	PO Number:	0000100394		
01-400-5320	3/10/2016	3/1/2016	133922845-003	00064-09-2016	2,116.80	GENERATOR RENTAL-EL NINO PREP
Task Label:		Type:	PO Number:	0000100394		
Total for Vendor 00129 - UNITED RENTALS NORTHWEST INC:					4,064.30	
00145 - BATTERIES PLUS						
01-100-5600	3/10/2016	2/25/2016	297107	00064-09-2016	154.40	UPS BATTERIES - REPLACEMENT FOR ADMIN UPS EQ-01844
Task Label:		Type:	PO Number:	0000100356		
Total for Vendor 00145 - BATTERIES PLUS:					154.40	
00164 - FIRST ALARM						
01-400-5200	3/10/2016	9/23/2015	864783	00064-09-2016	86.25	KIRBY PLANT ALARM SERVICE
Task Label:		Type:	PO Number:	0000100396		
01-400-5200	3/10/2016	11/25/2015	878225	00064-09-2016	95.00	KIRBY PLANT ALARM SERVICE
Total for Vendor 00164 - FIRST ALARM:					181.25	
00212 - COUNTY OF SANTA CRUZ						
01-800-5320	3/10/2016	2/25/2016	78219	00064-09-2016	742.00	ANNUAL HAZ-MAT PERMIT PASO 6
Task Label:		Type:	PO Number:	0000100359		
Total for Vendor 00212 - COUNTY OF SANTA CRUZ:					742.00	
00213 - CHESTNUT IDENTITY						
01-800-5171	3/10/2016	2/18/2016	102767	00064-09-2016	309.03	UNIFORMS - NATE GILLESPIE
Total for Vendor 00213 - CHESTNUT IDENTITY:					309.03	
00236 - IDEXX DISTRIBUTION CORP						
01-800-5300	3/10/2016	2/22/2016	298227413	00064-09-2016	1,283.35	LAB SUPPLIES FOR LYON PLANT

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00236 - IDEXX DISTRIBUTION CORP						
Task Label:		Type:	PO Number:	0000100367		
Total for Vendor 00236 - IDEXX DISTRIBUTION CORP:					1,283.35	
00259 - WESTECH						
01-800-5300	3/10/2016	2/22/2016	58071	00064-09-2016	3,810.54	RETAINING SCREENS - UNIT 2 LYON PLANT
Task Label:		Type:	PO Number:	0000100365		
Total for Vendor 00259 - WESTECH:					3,810.54	
00263 - RAYNE WATER CONDITIONING						
01-800-5320	3/10/2016	2/29/2016	022916	00064-09-2016	31.75	WATER SOFTENER SERVICE
Total for Vendor 00263 - RAYNE WATER CONDITIONING:					31.75	
00266 - TERMINIX						
01-100-5420	3/10/2016	2/17/2016	21716	00064-09-2016	120.00	CONTRACT SERVICES - PEST CONTROL
Total for Vendor 00266 - TERMINIX:					120.00	
00273 - CORELOGIC, INC.						
01-300-5200	3/10/2016	2/29/2016	81671442	00064-09-2016	93.75	REALQUEST - ENGINEERING
01-200-5200	3/10/2016	2/29/2016	81671442	00064-09-2016	93.75	REALQUEST - FINANCE
Total for Vendor 00273 - CORELOGIC, INC.:					187.50	
00290 - CONTRACTOR COMPLIANCE & MONIT						
01-000-1565	3/10/2016	2/26/2016	6769	00064-09-2016	550.00	INTERTIE MONITORING
Task Label:		Type:	PO Number:	0000100398		
Total for Vendor 00290 - CONTRACTOR COMPLIANCE & MONIT:					550.00	
00302 - POLLARDWATER.COM						
01-400-5300	3/10/2016	2/24/2016	36730	00064-09-2016	1,284.28	FLUSHING SUPPLIES - D-CHLOR AND FLUSHING HOSES
Task Label:		Type:	PO Number:	0000100371		
01-400-5300	3/10/2016	3/3/2016	37356	00064-09-2016	360.84	FLUSHING ELBOWS - 2 EACH
Task Label:		Type:	PO Number:	0000100352		
Total for Vendor 00302 - POLLARDWATER.COM:					1,645.12	
00336 - LAND TRUST OF SANTA CRUZ CNTY						
01-500-5200	3/10/2016	2/29/2016	2-2016	00064-09-2016	915.60	OLYMPIA PATROL SERVICE

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00336 - LAND TRUST OF SANTA CRUZ CNTY:						915.60	
00342 - BRASS KEY LOCKSMITH	01-400-5300	3/10/2016	2/25/2016	48905	00064-09-2016	302.69	MASTER LOCK 3704 2" LOOP 12 MASTERLOCKS KEYED 3704
	Task Label:		Type:	PO Number:	0000100355		
Total for Vendor 00342 - BRASS KEY LOCKSMITH:						302.69	
00343 - ERNIE'S SERVICE CENTER	01-400-5410	3/10/2016	2/23/2016	49432	00064-09-2016	3,498.05	TRUCK 340 - NEW TRANSMISSION VE-340
	Task Label:		Type:	PO Number:	0000100362		
	01-400-5410	3/10/2016	3/1/2016	49748	00064-09-2016	626.05	TRUCK 180 - SAFETY INSPECTION
	Task Label:		Type:	PO Number:	0000100385		
Total for Vendor 00343 - ERNIE'S SERVICE CENTER:						4,124.10	
00362 - ACCELA, INC #774375	01-200-5610	3/10/2016	2/29/2016	32732	00064-09-2016	1,904.00	WEB PYMT. TRANSACTION FEES
Total for Vendor 00362 - ACCELA, INC #774375:						1,904.00	
00367 - INFOSEND, INC	01-200-5200	3/10/2016	2/29/2016	102742	00064-09-2016	1,097.98	MAILING SERVICES
	01-100-5650	3/10/2016	2/29/2016	102742	00064-09-2016	2,653.64	POSTAGE - BILLING
Total for Vendor 00367 - INFOSEND, INC:						3,751.62	
00383 - A TOOL SHED EQUIPMENT	01-400-5300	3/10/2016	2/24/2016	1103169-5	00064-09-2016	194.34	CHIPPER RENTAL - FELTON HEIGHTS TANK SITE
	Task Label:		Type:	PO Number:	0000100360		
Total for Vendor 00383 - A TOOL SHED EQUIPMENT:						194.34	
00384 - D W ALLEY & ASSOCIATES	01-000-1565	3/10/2016	3/6/2016	316-03	00064-09-2016	627.20	FALL CREEK FISH LADDER
	Task Label: CAP-1516007A		Type: E	PO Number:			
Total for Vendor 00384 - D W ALLEY & ASSOCIATES:						627.20	
00450 - EUROFINS EATON ANALYTICAL, INC	01-800-5202	3/10/2016	2/18/2016	252578	00064-09-2016	80.00	WATER ANALYSIS - PASO ARSENIC
	01-800-5202	3/10/2016	2/25/2016	253373	00064-09-2016	400.00	WATER ANALYSIS - HWY 9, VIEW CIRCLE

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00450 - EUROFINS EATON ANALYTICAL, INC						
01-800-5202	3/10/2016	2/25/2016	253374	00064-09-2016	200.00	WATER ANALYSIS - MIRA FLORES
01-800-5202	3/10/2016	2/25/2016	253376	00064-09-2016	800.00	WATER ANALYSIS - VARIOUS SAMPLE SITES
01-800-5202	3/10/2016	3/3/2016	254229	00064-09-2016	80.00	WATER ANALYSIS - PASO 5A, 6, BOB'S LN
Total for Vendor 00450 - EUROFINS EATON ANALYTICAL, INC:					1,560.00	
00550 - HACH COMPANY						
01-800-5300	3/10/2016	2/24/2016	9710733	00064-09-2016	53.66	LAB SUPPLIES - SUPPLIES FOR LYON PLANT
Task Label:		Type:		PO Number: 0000100372		
01-800-5300	3/10/2016	2/23/2016	9808642	00064-09-2016	1,026.29	LAB SUPPLIES - SUPPLIES FOR LYON PLANT
Task Label:		Type:		PO Number: 0000100373		
01-800-5311	3/10/2016	2/24/2016	9810738	00064-09-2016	978.31	POCKET COLOROMETERS
Task Label:		Type:		PO Number: 0000100357		
01-800-5300	3/10/2016	3/1/2016	9819090	00064-09-2016	114.24	LAB SUPPLIES - LYON PLANT
Task Label:		Type:		PO Number: 0000100395		
01-800-5300	3/10/2016	3/3/2016	9823699	00064-09-2016	196.62	LAB SUPPLIES - LYON PLANT
Task Label:		Type:		PO Number: 0000100397		
Total for Vendor 00550 - HACH COMPANY:					2,369.12	
00625 - OFFICE DEPOT						
01-100-5600	3/10/2016	2/11/2016	823627713001	00064-09-2016	153.48	OFFICE SUPPLIES - BINDER CLIPS & ADDRESS LABELS
Task Label:		Type:		PO Number: 0000100349		
01-800-5600	3/10/2016	2/11/2016	823627713001	00064-09-2016	10.81	OFFICE SUPPLIES - POCKET PORTFOLIOS FOR PAYROLL
Task Label:		Type:		PO Number: 0000100349		
01-100-5600	3/10/2016	2/19/2016	825023217001	00064-09-2016	66.30	OFFICE SUPPLIES - PENCILS & FIRST AID SUPPLIES
Task Label:		Type:		PO Number: 0000100349		
01-400-5600	3/10/2016	2/19/2016	825023217001	00064-09-2016	33.15	OFFICE SUPPLIES - SWIFFER DUSTER & REFILLS
Task Label:		Type:		PO Number: 0000100349		
01-100-5600	3/10/2016	2/25/2016	826311506001	00064-09-2016	81.72	OFFICE SUPPLIES - PRINTER INK
Task Label:		Type:		PO Number: 0000100349		
01-800-5600	3/10/2016	2/25/2016	826311506001	00064-09-2016	33.70	OFFICE SUPPLIES - DIVIDER TABS, UTILITY KNIFE, COMPO BOOKS & LAB
Task Label:		Type:		PO Number: 0000100349		
Total for Vendor 00625 - OFFICE DEPOT:					379.16	
00695 - PAUL JENSEN						
01-100-5200	3/10/2016	1/31/2016	013116	00064-09-2016	1,750.00	SURVEY WORK - LOST ACRES DR
01-100-5200	3/10/2016	12/30/2015	123015	00064-09-2016	730.00	SURVEY WORK
Total for Vendor 00695 - PAUL JENSEN:					2,480.00	
00729 - ALPHA ANALYTICAL LABS						

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00729 - ALPHA ANALYTICAL LABS	02-600-5202	3/10/2016	2/8/2016	6021301	00064-09-2016	390.00	WATER ANALYSIS - WW MONITORING
Total for Vendor 00729 - ALPHA ANALYTICAL LABS:						390.00	
00746 - SCOTTS VALLEY BANNER	01-100-5640	3/10/2016	2/26/2016	28016	00064-09-2016	208.00	NEW FLUSHING AD
	01-100-5640	3/10/2016	3/4/2016	28273	00064-09-2016	208.00	NEW FLUSHING AD
Total for Vendor 00746 - SCOTTS VALLEY BANNER:						416.00	
00756 - KENNEDY/JENKS CONSULTANTS	01-000-1565	3/10/2016	2/26/2016	99463	00064-09-2016	4,270.87	INTERTIE #4 PROJECT
	01-000-1565	3/10/2016	2/26/2016	99463	00064-09-2016	24,608.07	INTERTIE #3 PROJECT
	01-000-1565	3/10/2016	2/26/2016	99463	00064-09-2016	7,620.00	INTERTIE #2 PROJECT
Total for Vendor 00756 - KENNEDY/JENKS CONSULTANTS:						36,498.94	
00782 - MONTEREY PENINSULA ENGINEERING	01-000-1565	3/10/2016	2/25/2016	02-12	00064-09-2016	11,209.50	INTERTIE # 3 PROJECT
	01-000-1565	3/10/2016	2/25/2016	02-12	00064-09-2016	-560.48	INTERTIE # 3 PROJECT - 5% RETENTION
Total for Vendor 00782 - MONTEREY PENINSULA ENGINEERING:						10,649.02	
00944 - PDN CONSULTING	01-100-5200	3/10/2016	3/2/2016	1194	00064-09-2016	750.00	SERVER ANTI VIRUS UPG - ANTI VIRUS SCAN ENGINE UPGRADE
	Task Label:		Type:	PO Number:	0000100374		
Total for Vendor 00944 - PDN CONSULTING:						750.00	
01053 - WATERWAYS CONSULTING, INC.	01-000-1565	3/10/2016	2/24/2016	11755	00064-09-2016	3,102.50	FALL CREEK FISH LADDER FINAL DESIGN
	Task Label: CAP-1516007A		Type: E	PO Number:			
Total for Vendor 01053 - WATERWAYS CONSULTING, INC.:						3,102.50	
10001 - RUTAN AND TUCKER, LLP	01-100-5210	3/10/2016	2/18/2016	739983	00064-09-2016	34.00	LEGAL SERVICES
Total for Vendor 10001 - RUTAN AND TUCKER, LLP:						34.00	
10019 - SCHWARZBACH ASSOCIATES, INC.	01-100-5420	3/10/2016	2/27/2016	160227-1	00064-09-2016	585.00	JOHNSON BUILDING MAINTENANCE

Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 10019 - SCHWARZBACH ASSOCIATES, INC.:					585.00	
10025 - BADGER METER, INC						
01-400-5200	3/10/2016	2/25/2016	80005713	00064-09-2016	66.75	BEACON CELLULAR STANDARD
Task Label:		Type:	PO Number:	0000100262		
Total for Vendor 10025 - BADGER METER, INC:					66.75	
10060 - HELLO DIRECT, INC						
01-200-5600	3/10/2016	2/17/2016	1889251	00064-09-2016	273.21	FINANCE OFFICE SUPPLIES - HEADSET
Total for Vendor 10060 - HELLO DIRECT, INC:					273.21	
Report Total:					87,075.04	

Accounts Payable

Checks by Date - Detail by Check Number

User: KendraNegro
Printed: 3/10/2016 3:30 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
10771	00074 150977	A SIGN ASAP! OPERATIONS SIGNS - OPERATIONAL STAT	02/25/2016		239.25
				Total for Check Number 10771:	0.00 239.25
10772	00309 021116 021116 021116	AT&T IP SERVICES IP SERVICES - WT IP SERVICES - OPS IP SERVICES - ADMIN	02/25/2016		241.96 241.96 241.97
				Total for Check Number 10772:	0.00 725.89
10773	00686 021316	AT&T LONG DISTANCE LONG DISTANCE - FELTON ACRES	02/25/2016		76.39
				Total for Check Number 10773:	0.00 76.39
10774	00687 021516 021516A	AT&T U-VERSE INTERNET SERVICE - MANANA WOODS INTERNET SERVICE -GRAHAM HILL	02/25/2016		57.00 67.00
				Total for Check Number 10774:	0.00 124.00
10775	10064 012608-001	MIKALA CLEMENTS CUSTOMER INSTALLATION REFUND	02/25/2016		1,594.07
				Total for Check Number 10775:	0.00 1,594.07
10776	00788 021616	COMCAST INTERNET SERVICE - 264 ORCHARD	02/25/2016		136.08
				Total for Check Number 10776:	0.00 136.08
10777	00256 021816	JESSE GUIVER REIMBURSEMENT - D3 RENEWAL FEE	02/25/2016		90.00
				Total for Check Number 10777:	0.00 90.00
10778	04176 08709314	MARINA GEORGE CUSTOMER INSTALLATION REFUND	02/25/2016		201.02
				Total for Check Number 10778:	0.00 201.02
10779	00555 5352183	STORDOK DOCUMENT SHREDDING	02/25/2016		45.00
				Total for Check Number 10779:	0.00 45.00
10780	00887 021016 021016	TPB INVESTMENTS INC REFUNDING BOND - INTEREST REFUNDING BOND - PRINCIPAL	02/25/2016		44,690.17 310,165.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10780:	0.00	354,855.23
10781	00011 9760489596 FEB 2016 FEB 2016 FEB 2016 FEB 2016 FEB 2016	VERIZON WIRELESS TABLET CHARGES - 1/14 - 2/13/16 CELL PHONE CHARGES - ENG NEW EQUIPMENT CREDIT - WTP CELL PHONE CHARGES - WTP CELL PHONE CHARGES -OPS CELL PHONE CHARGES - ADMIN	02/25/2016		369.90 85.46 -150.00 314.21 1,246.77 85.46
			Total for Check Number 10781:	0.00	1,951.80
10782	00057 MAR 2016	AFSCME COUNCIL 57 MONTHLY UNION DUES	03/01/2016		603.90
			Total for Check Number 10782:	0.00	603.90
10783	00115 MAR 2016	ATKINSON-FARASYN MONTHLY LEGAL FEES	03/01/2016		3,500.00
			Total for Check Number 10783:	0.00	3,500.00
10784	00099 MAR 2016	JOEL BUSA CALPERS MEDICAL	03/01/2016		125.00
			Total for Check Number 10784:	0.00	125.00
10785	00662 MAR 2016	JAMES A. MUELLER CALPERS MEDICAL	03/01/2016		50.00
			Total for Check Number 10785:	0.00	50.00
10786	00240	NEW RESOURCE BANK MONTHLY SOLAR LEASE	03/01/2016		2,380.00
			Total for Check Number 10786:	0.00	2,380.00
10787	00216 013116 103115 72962	BOULDER CREEK AUTO PARTS CREDIT CREDIT VEHICLE BATTERY - TRUCK 120	03/03/2016		-15.72 -6.23 150.59
			Total for Check Number 10787:	0.00	128.64
10788	00663 17613002681 17613002681 17613002681 17613002681 17613002681	CORIX WATER PRODUCTS 1004-001 BUSHING GALV - 3/4" X 1/2" 1015-220 - NIPPLE BRASS 1"0X 0 1004-012 - BUSHING GALV 1-1/2" X 3/4" 5003-080 - CORP PIPE-PIPE 1" COPR-PIPE MALE 1"	03/03/2016 VOID		16.04 16.66 2.47 140.15 228.69
			Total for Check Number 10788:	404.01	0.00
10789	00784 79943 79943 79943 79943 79943	HD SUPPLY WATERWORKS,LTD MTR VLV COPR-MTR STRT 1X1" SADDLE DS 6.84-7.60 X 1" MTR CPLG COPR-COPR 3PT 1" FLEX COUPLING 1-1/2" X 5" MTR CPLG PIPE-MTR 3/4 X 1.58	03/03/2016		173.50 135.12 195.31 256.31 129.08
			Total for Check Number 10789:	0.00	889.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10790	00582 59520	OLIVE SPRINGS QUARRY HOT MIX - WAYNER WAY AND OTHERS	03/03/2016		143.12
			Total for Check Number 10790:	0.00	143.12
10791	00711 S1539231.001 S1539231.001	ROBERTS & BRUNE CO. FLEX CPLG 6.60-6.91 FULL CIRCLE 4.45-4.73 12.50"	03/03/2016		231.93 473.28
			Total for Check Number 10791:	0.00	705.21
10792	00142 63097 63151 63583	SAN LORENZO LUMBER FELTON ACRES - PAINTING MISC MATERIALS - TANK LEAK REPAIR TRUCK 155 - MISC, TOOLS	03/03/2016		31.69 88.90 104.85
			Total for Check Number 10792:	0.00	225.44
10793	00125 264886 265172 266035 266390 266423 542863 542879 543050 543069 543483 543696	SCARBOROUGH LUMBER SWIM TANK LID REPAIR GARBAGE CAN - QUAIL YARD CONCRETE SACKS - WAYNER WAY - KICK MISC PARTS/TOOLS GREENFIELD CHECK MORTAR MIX - GREENFIELD CHECK VALV ADMIN GUTTER REPAIR - SEAM SEALER ANT BAIT - OPERATIONS BLDG FA - 188 TARP AND SPRAYER - EAST ZAYANTE PAV MISC MATERIALS - PROJECTOR SCREEN M DISINFECTION SUPPLIES - 70% ALCOHOL, ADMIN QUIET ROOM - DOOR KNOBS	03/03/2016		14.44 32.14 56.10 23.74 49.34 22.22 20.86 128.58 6.21 30.06 49.27
			Total for Check Number 10793:	0.00	432.96
10794	00168 143408 143524 143525 143567 143595	SCOTTS VALLEY SPRINKLER FELTON ACRES - TANK FILL RELOCATE - F RISER MATERIAL - DISTRIBUTION SUPPLI TEFLON TAPE - PIPE FITTING TAPE FLOAT VALVE ASSEMBLY - REGAN TANK I RETURN CREDIT - 3/4" BRASS FLOAT ASSE	03/03/2016		199.17 120.55 28.22 89.74 -20.88
			Total for Check Number 10794:	0.00	416.80
10795	00663 17613002681 17613002681 17613002681 17613002681 17613002681	CORIX WATER PRODUCTS BUSHING GALV 3/4" X 1/2" CORP PIPE-PIPE IP 3/4" COPR-PIPE MALE 1" NIPPLE BRASS 1" X 0" BUSHING GALV 1-1/2" X 3/4"	03/03/2016		2.67 121.63 247.56 14.47 17.36
			Total for Check Number 10795:	0.00	403.69
10796	00383 1098042-5	A TOOL SHED EQUIPMENT AIR COMPRESSOR RENTAL - REDWOOD - .	03/03/2016		104.50
			Total for Check Number 10796:	0.00	104.50
10797	00162 013116	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL	03/03/2016		630.14
			Total for Check Number 10797:	0.00	630.14
10798	00366	ASSOC.OF CA WATER AGENCIES	03/03/2016		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	030216	LEGISLATIVE SYMPOSIUM - BAUGHMAN,			490.00
			Total for Check Number 10798:	0.00	490.00
10799	00309	AT&T IP SERVICES	03/03/2016		
	021916	IP SERVICE - OPS			381.00
	021916	IP SERVICE - ADMIN			380.99
	021916	IP SERVICE -WTP			381.00
			Total for Check Number 10799:	0.00	1,142.99
10800	00686	AT&T LONG DISTANCE	03/03/2016		
	021916	LONG DISTANCE			77.50
			Total for Check Number 10800:	0.00	77.50
10801	00566	C S S C	03/03/2016		
	16020	ANSWERING SERVICE			325.90
			Total for Check Number 10801:	0.00	325.90
10802	00363	CINCINNATI LIFE INSURANCE CO	03/03/2016		
	MAR 2016	LIFE INSURANCE			28.00
			Total for Check Number 10802:	0.00	28.00
10803	00788	COMCAST	03/03/2016		
	021916	INTERNET SERVICE - 7400 HWY 9			141.08
			Total for Check Number 10803:	0.00	141.08
10804	00245	DONALD F LONG, JR	03/03/2016		
	1133912	REIMBURSEMENT CLOTHING - PANTS			20.82
			Total for Check Number 10804:	0.00	20.82
10805	10065	DOWNTOWN WHOLESALERS, INC	03/03/2016		
	2460	OFFICE SUPPLIES - WATER DISPENSOR VA			10.99
	2460	SALES TAX			0.49
	2460	SALES TAX WITHHOLDING			-0.49
			Total for Check Number 10805:	0.00	10.99
10806	00020	HARO, KASUNICH & ASSOCIATES	03/03/2016		
	16010	GENERAL CONSULTING SERVICES THROU			273.90
			Total for Check Number 10806:	0.00	273.90
10807	10005	ICMA RETIREMENT C/O M & T RETIRI	03/03/2016		
	030316	WITHHOLDING - RETIREMENT			1,185.00
			Total for Check Number 10807:	0.00	1,185.00
10808	00058	IHWY, INC.	03/03/2016		
	12231	BUSINESS HOSTING - slvwd.com			25.00
			Total for Check Number 10808:	0.00	25.00
10809	UB*00082	HELENA JANSSEN	03/03/2016		
		Refund Check			7.66
			Total for Check Number 10809:	0.00	7.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10810	00054 022516 022516A	PACIFIC GAS & ELECTRIC ELECTRIC - ZAYANTE / ROSEBLOOM ELECTRIC - LAZYWOODS	03/03/2016		89.63 47.92
Total for Check Number 10810:				0.00	137.55
10811	00944 1162 1191	PDN CONSULTING MONTHLY BACKUP & ANTI VIR---MONTH MONTHLY BACKUP & ANTI VIR---MONTH	03/03/2016		415.00 415.00
Total for Check Number 10811:				0.00	830.00
10812	01057 10403 45481	SILKE COMMUNICATIONS CREDIT BAE STATION REPAIR - AMPLIFIER REPLA	03/03/2016		-12.38 2,225.00
Total for Check Number 10812:				0.00	2,212.62
10813	00065 11154	T & P SALES SUPPLIES - METER WASHERS	03/03/2016		346.23
Total for Check Number 10813:				0.00	346.23
10814	00599 44235141 44235141	WEX BANK FUEL - WTP FUEL - OPS	03/03/2016		628.48 2,206.14
Total for Check Number 10814:				0.00	2,834.62
10815	00383 1098042-5	A TOOL SHED EQUIPMENT AIR COMPRESSOR RENTAL - RENTAL OF A	03/07/2016		104.50
Total for Check Number 10815:				0.00	104.50
10816	00589 022316 7092	ALLARD'S SEPTIC CONTRACT SERVICES - WITHHOLDINGS KIRBY SEPTIC PUMP OUT - KIRBY PLANT	03/07/2016		-75.00 300.00
Total for Check Number 10816:				0.00	225.00
10819	00384 116-01 216-01 216-04	D W ALLEY & ASSOCIATES CONTRACT SERVICES CONTRACT SERVICES - STREAM MONITO CONTRACT SERVICES - FALL CREEK FISH	03/07/2016		3,968.00 12,283.20 682.00
Total for Check Number 10819:				0.00	16,933.20
10820	00359 95005636961	ALLIED ELECTRONICS KIRBY PLANT - CHLORINE TIMER RELAY	03/07/2016		72.54
Total for Check Number 10820:				0.00	72.54
10821	00729 6022136	ALPHA ANALYTICAL LABS WATER ANALYSIS - WW MONITORING	03/07/2016		926.00
Total for Check Number 10821:				0.00	926.00
10822	00141 340526 340527 342003 342004	B & B SMALL ENGINE TRASH PUMP REPAIR - HONDA WX10 PUM GENERATOR REPAIR - RE-COIL REPAIR EB TRASH PUMP REPAIR - HONDA WB20X PU CART SAW SERVICE - MISC MOUNTING H/	03/07/2016		37.50 158.04 239.63 63.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	342005	TRASH PUMP REPAIR - HONDA WT20X PUI			44.75
			Total for Check Number 10822:	0.00	543.05
10823	00160 021716	BANANA SLUG STRING BAND FINAL PYMT- EDUCATION GRANT	03/07/2016		300.00
			Total for Check Number 10823:	0.00	300.00
10824	00415 MAR 2016 MAR 2016 MAR 2016	CA BANK & TRUST/GOV SVC DEPT 1976 SAFE DRINKING WATER BOND PRINC 1976 SAFE DRINKING WATER BOND INTER 1976 SAFE DRINKING WATER BOND BANK	03/07/2016		11,828.29 3,738.14 15.00
			Total for Check Number 10824:	0.00	15,581.43
10825	10061 012616	CALIFORNIA NATIVE GRASSLANDS A WATER CONSERVATION PROGRAM	03/07/2016		300.00
			Total for Check Number 10825:	0.00	300.00
10826	00265 2254 2254	COMMUNITY TELEVISION OF CONTRACT SERVICES - BOARD COVERAG CONTRACT SERVICES - BOARD COVERAG	03/07/2016		225.00 150.00
			Total for Check Number 10826:	0.00	375.00
10827	00306 4230-8185	CONTROL SYSTEMS WEST,INC KIRBY TREATMENT PLANT - PLC TROUBL	03/07/2016		1,141.00
			Total for Check Number 10827:	0.00	1,141.00
10828	00273 81658937 81658937	CORELOGIC, INC. CONTRACT SERVICES - RELAQUEST CONTRACT SERVICES - RELAQUEST	03/07/2016		93.75 93.75
			Total for Check Number 10828:	0.00	187.50
10829	01086 197307	DIXON AND SON TIRE INC REAR TRACTOR TIRES - 2 NEW REAR TIRE	03/07/2016		1,438.90
			Total for Check Number 10829:	0.00	1,438.90
10830	00076 646911 647928	ERNIE'S AUTO CENTER FORMAN - HYDRO REPLACEMENT TRUCK 280 - TAIL LIGHT LENS VE-280	03/07/2016		73.18 25.86
			Total for Check Number 10830:	0.00	99.04
10831	00343 49407	ERNIE'S SERVICE CENTER SERVICE - OIL, BRAKE INSP TRUCK 249	03/07/2016		103.01
			Total for Check Number 10831:	0.00	103.01
10832	00450 252464 253139	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS - PASO WATER ANALYSIS - PASO	03/07/2016		80.00 100.00
			Total for Check Number 10832:	0.00	180.00
10833	00118 63309201	FARMER BROTHERS COFFEE COFFEE - OPPS COFFEE SUPPLIES	03/07/2016		294.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10833:	0.00	294.35
10834	00080	GRANITE CONSTRUCTION CO	03/07/2016		
	914595	SAND & BASE ROCK - QUAIL 5 YARD			113.79
	931829	HOT MIX & BASE ROCK - HOT MIX & BAS			296.24
	937823	HOT MIX - MAIN LEAK REPAIRS			138.54
	939355	BASE ROCK - TWO BAR ROAD MAIN REPA			38.32
			Total for Check Number 10834:	0.00	586.89
10835	00095 020116	GREENING ASSOCIATES DATA/RESTORATION GRANT AWARD	03/07/2016		4,860.00
			Total for Check Number 10835:	0.00	4,860.00
10836	00550	HACH COMPANY	03/07/2016		
	9785379	REAGENT - LYON PLANT			883.32
	9789375	WATER ANALYSIS - PORTABLE TURBIDIM			2,421.24
	9789375	WATER ANALYSIS - PORTABLE PH METER			1,148.21
	9789376	WATER TESTING - CHEMICALS FOR PH MI			88.63
			Total for Check Number 10836:	0.00	4,541.40
10837	00779 2012016	KENNETH MOORE RTU POWER SUPPLIES - REPLACEMENT 2	03/07/2016		600.00
			Total for Check Number 10837:	0.00	600.00
10838	00233 69525	LADD'S AUTO BODY & TOWING TOWING - TRANNY ISSUES - TRUCK 341	03/07/2016		140.00
			Total for Check Number 10838:	0.00	140.00
10839	00336 1-2016	LAND TRUST OF SANTA CRUZ CNTY OLYMPIA PATROL SERVICES	03/07/2016		724.50
			Total for Check Number 10839:	0.00	724.50
10840	00782	MONTEREY PENINSULA ENGINEERIN	03/07/2016		
	1-07	INTERTIE # 2 PROJECT			2,593.50
	1-07	INTERTIE #4 PROJECT			16,843.83
	1-07	INTERTIE #3 PROJECT			19,740.29
			Total for Check Number 10840:	0.00	39,177.62
10841	00944	PDN CONSULTING	03/07/2016		
	1183	MONTHLY BACKUP & ANTI VIR---MONTH			415.00
	1184	MONTHLY BACKUP & ANTI VIR---MONTH			415.00
			Total for Check Number 10841:	0.00	830.00
10842	01004 021216	PRO FLOW PLUMBING BACKFLOW TEST - LYON PLANT	03/07/2016		180.00
			Total for Check Number 10842:	0.00	180.00
10843	00785	REGIONAL WATER MANAGEMENT	03/07/2016		
	SLVWD-OLY-10	OLY CONSOLIDATION PROJECT			446.52
	SLVWD-OLY-11	OLY CONSOLIDATION PROJECT			470.68
			Total for Check Number 10843:	0.00	917.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10844	00104 7546	RONNIE'S AUTO BODY TRUCK 181 - DOOR REPAIR VE-181	03/07/2016		2,588.25
			Total for Check Number 10844:	0.00	2,588.25
10845	10019 160206-1 160213-1 160220-1	SCHWARZBACH ASSOCIATES, INC. JOHNSON BUILDING MAINTENANCE JOHNSON BUILDING MAINTENANCE JOHNSON BUILDING MAINTENANCE	03/07/2016		910.00 873.02 1,254.12
			Total for Check Number 10845:	0.00	3,037.14
10846	00047 6010721 6020177 6020363 6020364	SOIL CONTROL LAB WATER ANALYSIS - GEN PHYSICAL WATER ANALYSIS - TOTAL PHOSPHATE WATER ANALYSIS - GEN PHYSICAL WATER ANALYSIS - TOTAL PHOSPHATE	03/07/2016		145.00 39.00 145.00 39.00
			Total for Check Number 10846:	0.00	368.00
10847	00298 022316	STATE OF CALIFORNIA CASE #554151242	03/07/2016		75.00
			Total for Check Number 10847:	0.00	75.00
10848	00156 4932	STERLING WATER TECHNOLOGIES POLYMER FOR WTP LYON, KIRBY	03/07/2016		2,869.25
			Total for Check Number 10848:	0.00	2,869.25
10849	00942 82373	TRIAD ELECTRIC OPERATIONS LIGHT REPAIR	03/07/2016		1,162.34
			Total for Check Number 10849:	0.00	1,162.34
10850	00129 133296423-003 133922842-002	UNITED RENTALS NORTHWEST INC FUEL CELL RENTAL - 2 500 GAL FUEL CEL EL NINO - GEN RENTAL 70 KW GENERATC	03/07/2016		1,947.50 2,116.80
			Total for Check Number 10850:	0.00	4,064.30
10851	00721 3729242 3739560	UNITED SITE SVCS.,INC QUAIL 5 TOILET - SERVICE AND CLEANIN CHEM TOILET - TRAILER FOR WATERSHEI	03/07/2016		148.15 321.46
			Total for Check Number 10851:	0.00	469.61
10852	00407 394773 729300	UNIVAR USA DRUM DEPOSIT CREDIT CL2 - SYSTEM CHLORINE	03/07/2016		-720.00 3,755.64
			Total for Check Number 10852:	0.00	3,035.64
10853	10055 17226695 17227973	W S DARLEY & CO SAFETY RAIN BOOTS - SAFETY TOE RAIN SAFETY RAIN BOOTS - SAFETY TOE RAIN	03/07/2016		383.14 174.95
			Total for Check Number 10853:	0.00	558.09
10854	00268 11674	WATTS ON GENERATOR SERVICE - FELTON ACRES	03/07/2016		819.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10854:	0.00	819.43
10855	00545 FEB 2016	AFLAC SUPPLEMENTAL INSURANCE - FEB	03/10/2016		555.64
			Total for Check Number 10855:	0.00	555.64
10856	00055 MAR 2016 MAR 2016 MAR 2016 MAR 2016	AT&T TELEPHONE SERVICE - BCEWW TELEPHONE SERVICE - WT TELEPHONE SERVICE - OPS TELEPHONE SERVICE - ADMIN	03/10/2016		320.05 1,513.21 3,172.03 142.46
			Total for Check Number 10856:	0.00	5,147.75
10857	00378 012916 013016 020116 020216 020316 020416 020616 020816 020916 021016 021016A 021116 021216 021416 021616 021716 021816 021816 022316 022416 022516 022616	BANK OF THE WEST FUEL CELL'S - FUEL FLOW GUAGES OFFICE SUPPLIES OFFICE SUPPLIES ADVERTISING - SANTACRUZJOBS.COM ADVERTISING MEETING - MEAL CLOUD SERVICE SEMINAR - O'NEAL, TRIANTAFILLOS GRANITE ENVIRONMENTAL - DE-WATERII POSTAGE POSTAGE ADVERTISING - JOB OPENINGS DISTRICT LUNCH S.C. WATER & S.V. WATE SUBSCRIPTION - AWWA LUNCH - STATE HEALTH 2-16-2016 SUBSCRIPTION - AWWA BATTERY CHARGER - SWIM TANKS BATTI CONTRACT SERVICES OBSERVANT TECH. SECURITY CAMMERA: DIST. MGR HARD DRIVE SONICWALL - RENEWAL SECURITY RENE SUPPLIES - WTP - COMPUTER	03/10/2016		327.41 102.93 288.00 538.20 84.00 17.87 138.60 238.00 1,090.90 33.58 7.04 1,621.74 50.97 103.00 87.57 881.68 431.91 50.00 127.05 103.82 445.00 3,115.00
			Total for Check Number 10857:	0.00	9,884.27
10858	01050 0203643	COLONIAL LIFE SUPPLEMENTAL INSURANCE - 2/3/16, 2/17/	03/10/2016		415.88
			Total for Check Number 10858:	0.00	415.88
10859	00788 022616	COMCAST INTERNET SERVICE - 195 KIRBY	03/10/2016		141.08
			Total for Check Number 10859:	0.00	141.08
10860	00050 07911208	COUNTY OF SANTA CRUZ LIEN RELEASE FEE	03/10/2016		15.00
			Total for Check Number 10860:	0.00	15.00
10861	00034 030815	DAVE BASLER REIMBURSEMENT - T-2 RENEWAL AND CL	03/10/2016		123.68
			Total for Check Number 10861:	0.00	123.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10862	00450	EUROFINS EATON ANALYTICAL, INC	03/10/2016		
	244940	WATER ANALYSIS - PASO WELLS, BOB'S L			80.00
	246727	WATER ANALYSIS - PASO WELLS, BOB'S L			100.00
	246728	WATER ANALYSIS - PASO WELLS, BOB'S L			80.00
	246735	WATER ANALYSIS - PASO WELLS, BOB'S L			80.00
Total for Check Number 10862:				0.00	340.00
10863	00615	HOME DEPOT CREDIT SERVICES	03/10/2016		
	022816	SHOVELS - ROUND AND SQUARE SHOVEL			237.83
Total for Check Number 10863:				0.00	237.83
10864	00313	MET LIFE	03/10/2016		
	FEB 2016	DISABILITY - WTP			123.73
	FEB 2016	LIFE - OPS			203.13
	FEB 2016	LIFE - W SHED			8.31
	FEB 2016	DISABILITY - FINANCE			145.24
	FEB 2016	DENTAL - ENG			111.58
	FEB 2016	DISABILITY -ENG			32.57
	FEB 2016	DENTAL - OPS			1,815.08
	FEB 2016	DENTAL - FINANCE			731.26
	FEB 2016	LIFE - WTP			63.27
	FEB 2016	DENTAL - ADMIN			369.92
	FEB 2016	LIFE - ENG			16.65
	FEB 2016	LIFE - FINANCE			83.25
	FEB 2016	DISABILITY - OPS			342.53
	FEB 2016	LIFE - ADMIN			41.63
	FEB 2016	DISABILITY - W SHED			20.81
	FEB 2016	DISABILITY - ADMIN			96.76
	FEB 2016	DENTAL - WTP			427.52
	FEB 2016	DENTAL - W SHED			61.07
	MAR 2016	DENTAL - FINANCE			731.26
	MAR 2016	DISABILITY -WTP			138.45
	MAR 2016	DENTAL - ADMIN			304.56
	MAR 2016	DISABILITY - OPS			342.53
	MAR 2016	DISABILITY - ADMIN			96.76
	MAR 2016	LIFE - WTP			96.57
	MAR 2016	LIFE - WSHED			8.31
	MAR 2016	DISABILITY - FINANCE			145.24
	MAR 2016	LIFE - OPS			203.13
	MAR 2016	DISABILITY - ENG			32.57
	MAR 2016	DENTAL - OPS			1,815.08
	MAR 2016	DENTAL - ENG			111.58
	MAR 2016	DISABILITY -W SHED			20.81
	MAR 2016	LIFE - ADMIN			41.63
	MAR 2016	LIFE - FINANCE			83.25
	MAR 2016	DENTAL - WTP			796.54
	MAR 2016	DENTAL - WSHED			61.07
	MAR 2016	LIFE - ENG			16.65
Total for Check Number 10864:				0.00	9,740.30
10865	00054	PACIFIC GAS & ELECTRIC	03/10/2016		
	022916	ELECTRIC CHARGES - 1150 REBECCA			47.82
	030416	ELECTRIC CHARGES - 140 ELENA			9.86
	FEB 2016	GAS/ELECTRIC CHARGES - ADMIN			770.48
	FEB 2016	GAS/ELECTRIC CHARGES - OPS			4,927.96
	FEB 2016	GAS/ELECTRIC CHARGES - BCEWW			182.42
	FEB 2016	GAS/ELECTRIC CHARGES - WTP			8,360.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10865:	0.00	14,299.20
10866	10004	PETTY CASH - CHELSEA SLADWICK	03/10/2016		
	030816	PETTY CASH - MEAL			30.00
	030816	PETTY CASH - TOOLS - WTP			5.83
	030816	PETTY CASH - TOOLS - OPS			4.64
			Total for Check Number 10866:	0.00	40.47
10867	00711	ROBERTS & BRUNE CO.	03/10/2016		
	S1542504.001	REPAIR CLAMPS			226.47
			Total for Check Number 10867:	0.00	226.47
10868	00044	STAPLES	03/10/2016		
	022816	BATTERY - UPS ADMIN			336.43
			Total for Check Number 10868:	0.00	336.43
10869	00399	VISION SERVICE PLAN	03/10/2016		
	MAR 2016	VISION INSURANCE - WT			83.49
	MAR 2016	VISION INSURANCE - ADMIN			50.31
	MAR 2016	VISION INSURANCE - ENV			8.15
	MAR 2016	VISION INSURANCE - FINANCE			120.67
	MAR 2016	VISION INSURANCE - ENG			16.30
	MAR 2016	VISION INSURANCE - OPS			262.22
			Total for Check Number 10869:	0.00	541.14
10870	10055	W S DARLEY & CO	03/10/2016		
	17227865	RAIN BOOTS			174.95
			Total for Check Number 10870:	0.00	174.95
			Report Total (99 checks):		533,496.58

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 03/02/16. 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
03/01/16	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	39,831.50	39,831.50
03/01/16	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	5,551.81	
				Medicare	1,298.40	
				Fed Income Tax	10,136.06	
				CA Income Tax	3,443.26	
				CA Disability	805.91	
				Total Withholdings	21,235.44	
				Employer Liabilities		
				Social Security	5,551.81	
				Medicare	1,298.41	
				Fed Unemploy	24.87	
				Total Liabilities	6,875.09	28,110.53
03/01/16	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO	956.88	
				PX401 EECU		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 ERCUM		
				PX401 EEPRE	898.56	1,855.44
03/01/16	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXDCA EE PRE	180.00	
				PXUME EE PRE	350.00	530.00
EFT FOR 03/01/16						70,327.47
TOTAL EFT (Does not reflect administrative charges)						70,327.47

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>
03/02/16	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	18,561.48	
TOTAL NEGOTIABLE CHECKS						18,561.48

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 03/02/16. 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>
03/02/16	Refer to your records for account	Information	Payroll	Employee Deductions	
				Advance	630.58
				Aflc/Col Post	55.11
				Aflc/Col Pre	389.65
				Calper 457	125.00
				DPer	5,729.73
				Health	1,796.58
				ICMA	1,185.00
				Life Ins	14.00
				Union dues	322.08
				Total Deductions	10,247.73
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)					10,247.73

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>	
03/09/16	Taxpay®	FED IT PMT Group	23,836.49
03/09/16	Taxpay®	CA IT PMT Group	4,249.17

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: THE REDWOOD MOUNTAIN FAIRE
DATE: March 17, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and by motion of the Board approve the request for District Support of the Redwood Mountain Faire.

BACKGROUND:

For the past 6 years the District has supported The Redwood Mountain Faire by supplying bulk water and a diesel generator. The District supplied a 500 gallon bulk water tank with a cold box dispenser and a 60kw rental generator for operation of various activities.

By correspondence dated February 29, 2016 The Redwood Mountain Faire has again requested District support by supplying the same equipment. The Redwood Mountain Faire will be held at Roaring Camp on June 4 & 5, 2016. Total cost to the District to participate in the Faire as requested is estimated not to exceed \$1,500.

It is recommended that the Board of Directors to review this memo and by motion of the Board approve the request for District support of The Redwood Mountain Faire.

FISCAL IMPACT:

Department: 01 – Administration
Account: 5020, Contract/Professional Services
Budgeted: \$112,550
Expended as of 2/26/2016: \$72,894
Available: \$39,656

2015 STRATEGIC PLAN:

Strategic Element 5.1: Develop Strategic Partnerships with other agencies

RECEIVED

MAR 01 2016

SAN LORENZO VALLEY
WATER DISTRICT

For 3/17
Board - Bol

Board of Directors
San Lorenzo Valley Water District

February 29, 2016

Dear Board Members,

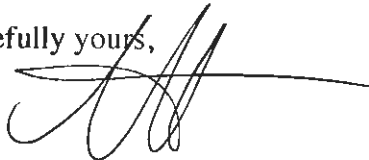
The Redwood Mountain Faire will once again be held at Roaring Camp in Felton on June 4 & 5, 2016. The members of the Redwood Mountain Faire Steering Committee are excited about this annual community fundraiser, which is managed solely by volunteers and non-profit organizations. Since 2010, we have raised over \$198,000 for local non-profit and service organizations!

In our attempt to consider environmental issues, we are looking for a solution to hundreds of plastic water bottles, which are single-use items and either need to be recycled or end up in the landfill. After the success of past Faires, we were hoping that your board would once again consider providing bulk drinking water to Faire-goers. It would be a great community service as well as providing good, positive visibility for the District.

In addition, as you recall, the power supply at Roaring Camp is insufficient for the musical acts and food booth operations. Renting generators would subtract much-needed funds from the non-profit groups who benefit from the proceeds of the Faire. It would be incredibly helpful if again the Board would help us with the rental of generators.

Thank you so much for considering our requests. We know we are asking a lot and are looking forward to connecting our San Lorenzo Valley communities and neighborhoods with our local non-profits and volunteer groups. Your generosity will be immensely valuable in meeting these goals. Please let us know at your earliest convenience.

Gratefully yours,



Violet Lieby Smith
Director, Redwood Mountain Faire

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: FINANCIAL SUMMARY
DATE: March 10, 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. I hope to have a more detailed quarterly report in April.

As you can see from the Monthly Usage by Class graph, January consumption is leveling off for the winter months.

- January consumption is slightly up 5% compared to the prior month

With the decrease in consumption comes a decrease in revenue. The rate increase and drought surcharge went into effect in January, which will help balance out the revenue gap.

Regards,

Stephanie Hill
Finance Manager



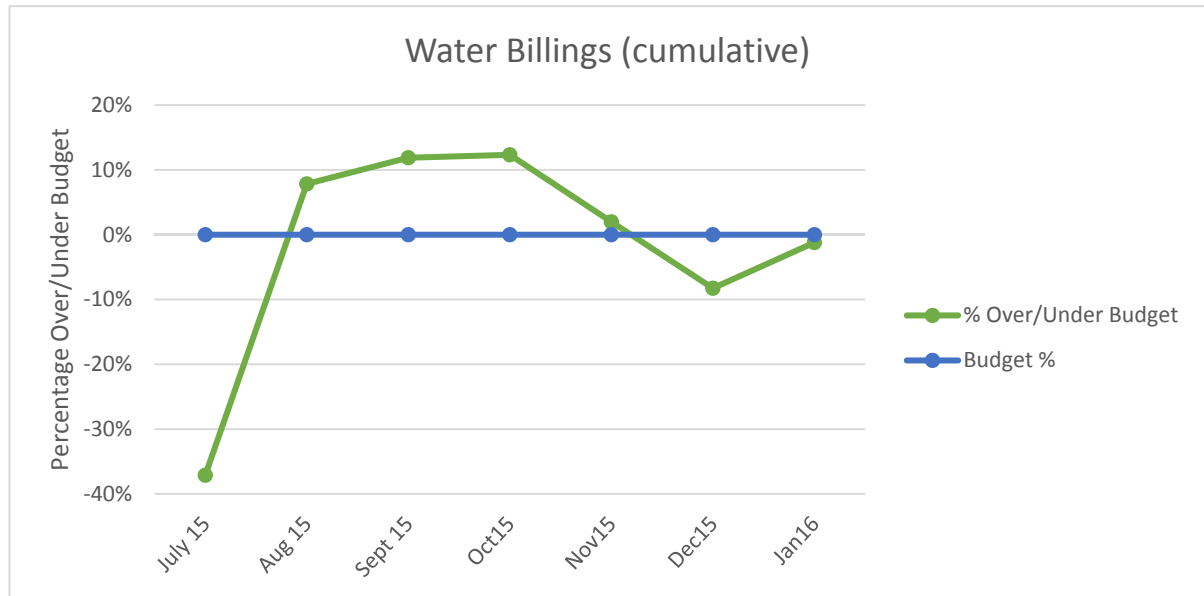
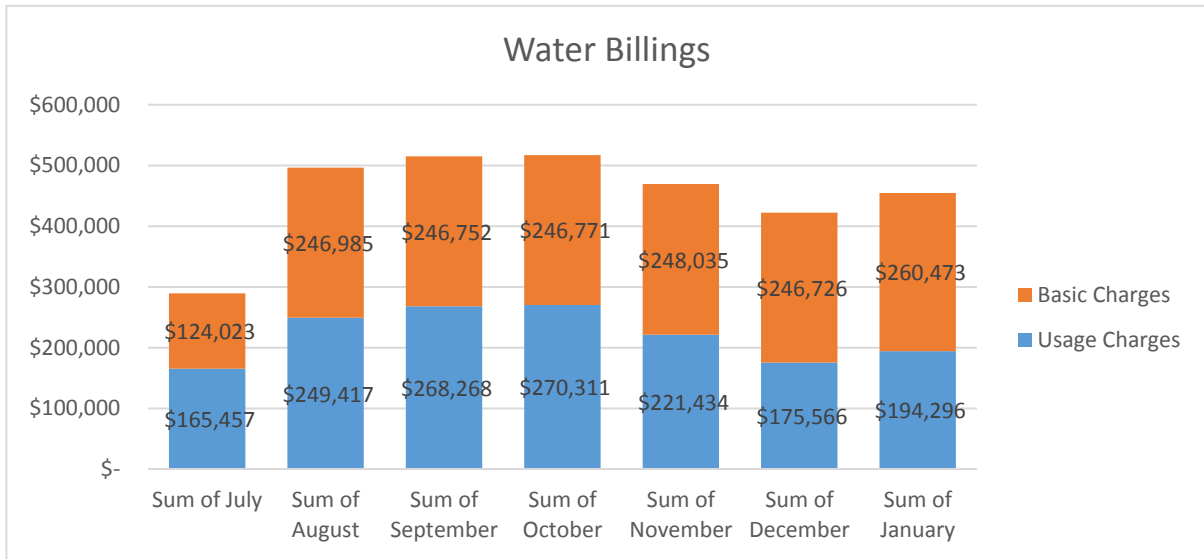
13060 Highway 9
Boulder Creek, CA 95006-9119
(831) 338-2153 phone
(831) 338-7986 fax

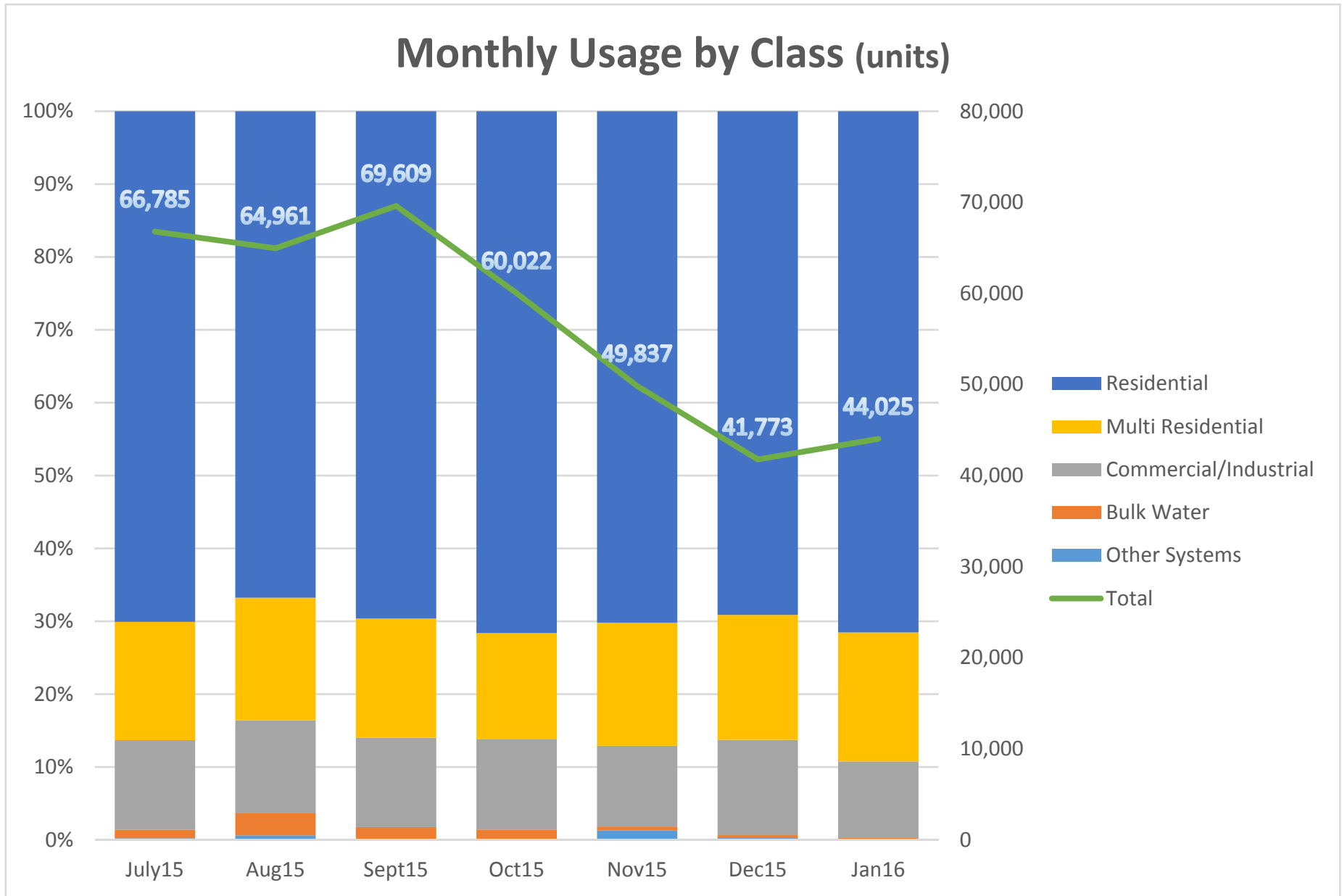
OPERATING INCOME FINANCIAL SUMMARY

[A]	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	YTD	FY1516 BUDGET	% of Budget
OPERATING REVENUE	[B]									
Water Basic	124,023	246,985	246,752	246,771	248,035	246,726	260,473	1,619,765		
Water Usage	165,457	249,417	268,268	270,311	221,434	175,566	194,296	1,544,750		
Water Fees	2,610	4,000	9,545	7,740	7,815	7,815	6,600	46,125		
Water Misc	(4,913)	16,984	13,632	23,405	2,270	14,104	2,234	67,718		
Sewer	-	8,209	8,195	8,195	8,195	8,130	8,257	49,182		
Sewer Misc	-	-	-	-	-	-	-	-		
TOTAL OPERATING REVENUE	287,178	525,594	546,393	556,423	487,749	452,342	471,861	3,327,540	5,710,000	58.3%
OPERATING EXPENSES:										
Salaries & Benefits	333,370	237,346	382,719	351,514	207,487	284,092	211,697	2,008,225		
Materials & Services	215,699	211,103	96,715	216,007	183,761	156,276	145,738	1,225,298		
TOTAL OPERATING EXPENSES	549,069	448,449	479,434	567,520	391,247	440,367	357,436	3,233,523	5,849,755	55.3%
OPERATING INCOME (LOSS)	(261,891)	77,145	66,959	(11,097)	96,501	11,975	114,425	94,016	(139,755)	-67.3%

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

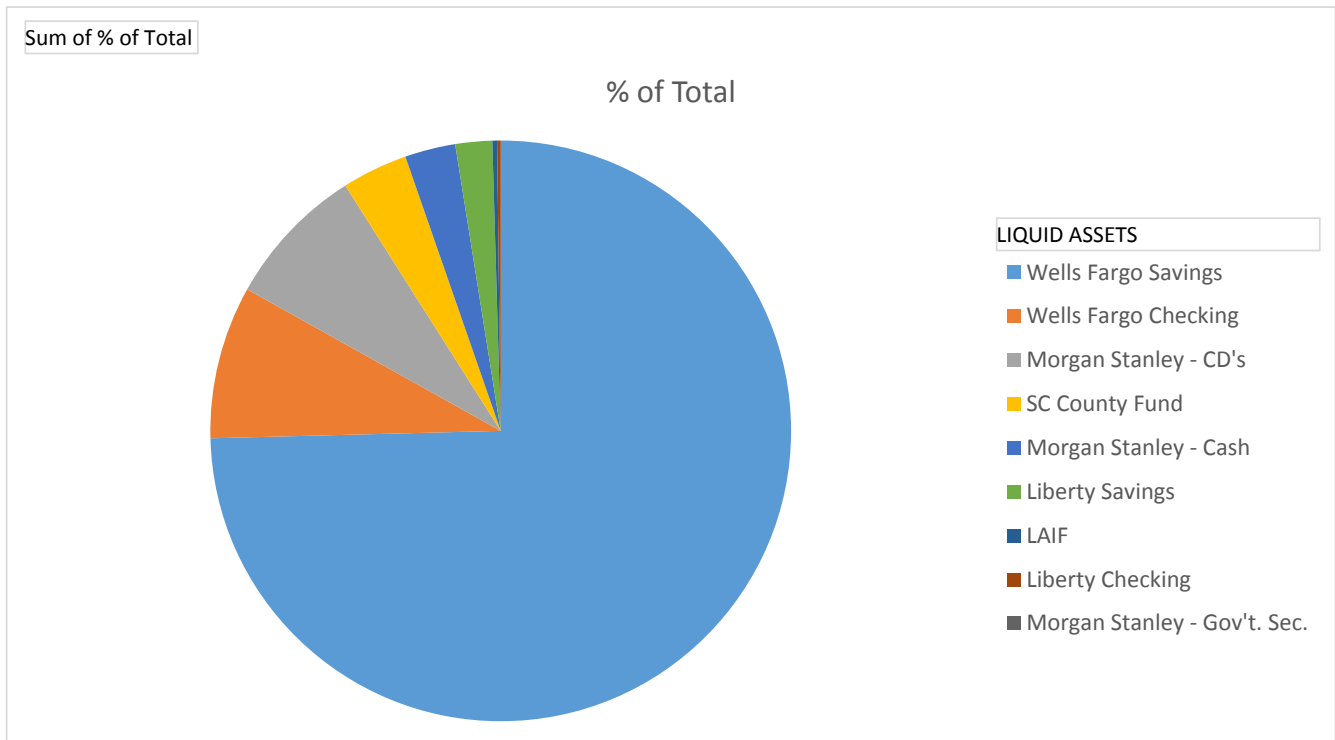
[B] The switch to two billing cycles causes July to appear to only have one billing cycle have gone out since the second cycle was billed 8/5/15. This will cause this fiscal year to look off half a cycle since revenue is booked as it is invoiced.





AS OF 1/31/16

LIQUID ASSETS	\$ Amount	% of Total	Ave Interest Rate
Wells Fargo Checking	108,681	8.5%	0.180%
Wells Fargo Savings	952,346	74.6%	0.260%
Liberty Checking	2,529	0.2%	0.001%
Liberty Savings	26,138	2.0%	0.150%
Morgan Stanley - Cash	35,961	2.8%	0.010%
Morgan Stanley - Gov't. Sec.	-	0.0%	0.010%
Morgan Stanley - CD's	100,938	7.9%	1.320%
SC County Fund	46,776	3.7%	0.578%
LAIF	3,359	0.3%	0.357%
	\$ 1,276,728	100%	



G/L Balances

Criteria: As Of = 1/31/2016; Fund = 76644

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance</u>	<u>Year-To-Date Debits</u>	<u>Year-To-Date Credits</u>	<u>End Balance</u>
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
101	EQUITY IN POOLED CASH	256,226.11	298,931.16	(508,380.83)	46,776.44
201	VOUCHERS PAYABLE (VENDOR)	0.00	500,000.00	(500,000.00)	0.00
344	FUND BALANCE	(256,226.11)	508,380.83	(298,931.16)	(46,776.44)
Total Fund 76644		<u>0.00</u>	<u>1,307,311.99</u>	<u>(1,307,311.99)</u>	<u>0.00</u>

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

www.treasurer.ca.gov/pmia-laif/laif.asp

March 10, 2016

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER
13060 HIGHWAY 9
BOULDER CREEK, CA 95006

PMIA Average Monthly Yields

Tran Type Definitions

January 2016 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/15/2016	1/14/2016	QRD	1490254	SYSTEM	3.11

Account Summary

Total Deposit:	3.11	Beginning Balance:	3,355.70
Total Withdrawal:	0.00	Ending Balance:	3,358.81



CLIENT STATEMENT | For the Period January 1-31, 2016



STATEMENT FOR:
SAN LORENZO VALLEY WATER DIST

TOTAL VALUE OF YOUR ACCOUNT (as of 1/31/16)
Includes Accrued Interest

\$136,898.93

Morgan Stanley Smith Barney LLC. Member SIPC.

Your Financial Advisor

Christopher Hoe

Associate Vice President

Christopher.Hoe@morganstanley.com

650 926-7647

Your Branch

6004 LA MADRONA DR

SANTA CRUZ, CA 95060-1040

Telephone: 831-440-5200; Alt. Phone: 800-488-3436; Fax: 831-440-5201

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#BWNJGMM



00009292 01 AT 0-413 01 TR 00056 MSDDD482 000000

SAN LORENZO VALLEY WATER DIST

13060 HI GHWAY 9

BOULDER CREEK CA 95006-9119



Client Service Center (24 Hours a Day; 7 Days a Week): 800-869-3326

Access Your Account Online: www.morganstanley.com/online



Standard Disclosures

The following Disclosures are applicable to the enclosed statement(s). Expanded Disclosures are attached to your most recent June and December statement (or your first Statement if you have not received a statement for those months). The Expanded Disclosures are also available by selecting Account Documents when you log on to www.morganstanley.com/online or, call 800-869-3326.

Questions?

Questions regarding your account may be directed to your Financial Advisor or the Branch Manager for the branch office where you maintain your account. If you require further assistance, call Client Service Center at (800) 869-3326 or for account-related concerns call our Client Advocate at (866) 227-2256.

Errors and Inquiries

It is your responsibility to review your statement promptly and to seek immediate clarification about entries that you do not understand or believe were made in error by contacting the Branch Manager of the office where you maintain your account. Oral communications regarding any inaccuracy or discrepancy in this statement should be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). Your statement will be deemed correct unless we receive a written inquiry of a suspected error. See your account documentation for special rules regarding your rights and responsibilities with respect to erroneous electronic fund transfers, including a description of the transfers covered.

Availability of Free Credit Balances and Financial Statements

Under the customer protection rules of the SEC [17 CFR §240.15c3-3], we may use funds comprising free credit balances carried for customer accounts here, provided that these funds are payable to customers on demand (i.e., are free of a lien or right of set-off in our favor or on behalf of some third party to whom you have given control). A financial statement of this organization is available for your personal inspection at its offices, or a copy will be mailed to you upon your written request.

Listed Options

Information with respect to commissions and other charges related to the execution of options transactions has been included in confirmations of such transactions previously furnished to you and such information will be made available to you promptly at your request. Promptly advise us of any material change in your investment objectives or financial situation.

Important Information if you are a Margin Customer(not available for certain retirement accounts)

If you have margin privileges, you may borrow money from us in exchange for pledging assets in your accounts as collateral for any outstanding margin loan. The amount you may borrow is based on the

value of the eligible securities in your margin accounts. If a security has eligible shares, the number of shares pledged as collateral will be indicated below the position.

Margin Interest Charges

We calculate interest charges on margin loans as follows: (1) multiply the applicable margin interest rate by the daily close of business net settled debit balance, and (2) divide by 360 (days). Margin interest accrues daily throughout the month and is added to your debit balance at month-end. The month-end interest charge is the sum of the daily accrued interest calculations for the month. We add the accrued interest to your debit balance and start a new calculation each time the applicable interest rate changes and at the close of every statement month. For current margin loan interest rates, go to www.morganstanley.com/online/MIRates.

Information regarding Special Memorandum Account

If you have a Margin Account, this is a combined statement of your Margin Account and Special Memorandum Account maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the Special Memorandum Account as required by Regulation T is available for your inspection at your request.

Important Information About Auction Rate Securities

Due to market conditions, certain Auction Rate Securities experience no or limited liquidity. Therefore, the price(s) for any Auction Rate Securities shown on this statement may not reflect the price(s) you would receive upon a sale at auction or in a secondary market transaction, and are not an indication of any offer to purchase at such price.

Structured Investments Risks and Considerations

Structured Investments (Structured Products) are complex products and may be subject to special risks. Investors should consider the concentration risk of owning the related security and their total exposure to any underlying asset. Structured Investments, which may appear in various statement product categories and are identified on the Position Description Details line as "Asset Class: Struct Inv," may not perform in a manner consistent with the statement product category where they appear and therefore may not satisfy portfolio asset allocation needs for that category.

Security Measures

This statement features several embedded security elements to safeguard its authenticity. One is a unique security mark—a blue rectangle printed in heat-sensitive ink on the back of every page. When exposed to warmth, the blue rectangle will disappear, and then reappear.

SIPC Protection

We are a member of Securities Investor Protection Corporation (SIPC), which protects securities of its customers up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org. Losses due to market fluctuation are not protected by SIPC and assets not held with us may not be covered by SIPC protection. To obtain information about SIPC, including an explanatory SIPC brochure, contact SIPC at 1-202-371-8300 or visit www.sipc.org.

Transaction Dates and Conditions

Upon written request, we will furnish the date and time of a transaction and the name of the other party to a transaction. We and/or our affiliates may accept benefits that constitute payment for order flow. Details regarding these benefits and the source and amount of any other remuneration received or to be received by us in connection with any transaction will be furnished upon written request.

Equity Research Ratings Definitions and Global Investment Manager Analysis Status

Some equity securities may have research ratings from Morgan Stanley & Co. LLC or Standard & Poor's. Research ratings are the research providers' opinions and not representations or guarantees of performance. For more information about each research provider's rating system, see the Research Ratings on your most recent June or December statement (or your first statement if you have not received a statement for those months), go to www.morganstanley.com/online or refer to the research provider's research report. Research reports contain more complete information concerning the analyst's views and you should read the entire research report and not infer its contents from the rating alone. If your account contains an advisory component or is an advisory account, a GIMA status will apply.

Credit Ratings from Moody's Investors Service and Standard & Poor's
The credit rating from Moody's Investors Service and Standard & Poor's may be shown for certain securities. All credit ratings represent the opinions of the provider and are not representations or guarantees of performance. Your Financial Advisor will be pleased to provide you with further information or assistance in interpreting these credit ratings.

Revised 10/2015



Account Summary

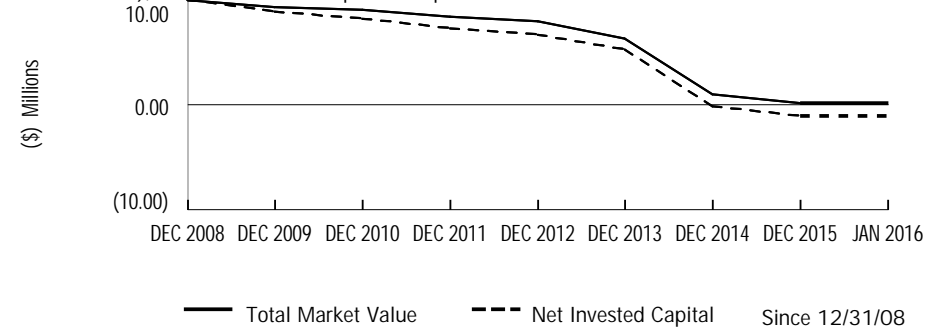
SAN LORENZO VALLEY WATER DIST
13060 HIGHWAY 9

CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (1/1/16-1/31/16)	This Year (1/1/16-1/31/16)
TOTAL BEGINNING VALUE	\$136,780.83	\$136,780.83
Credits	—	—
Debits	—	—
Security Transfers	—	—
Net Credits/Debits/Transfers	—	—
Change in Value	118.10	118.10
TOTAL ENDING VALUE	\$136,898.93	\$136,898.93

CHANGE IN VALUE OVER TIME

The display of market value (total account value) and net invested capital (total amount invested minus total withdrawn), demonstrates the impact of deposits and withdrawals.

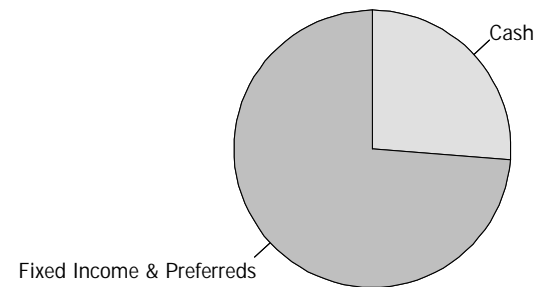


This graph does not reflect corrections to Net Invested Capital or Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value or affect the Net Invested Capital.

ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$35,961.08	26.27
Fixed Income & Preferreds	100,937.85	73.73
TOTAL VALUE	\$136,898.93	100.00%

FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, which are provided to you as a courtesy, and may not be covered by SIPC. For additional information, refer to the corresponding section of this statement.



This asset allocation represents holdings on a trade date basis, and projected settled Cash/ BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

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Account Summary

SAN LORENZO VALLEY WATER DIST
13060 HIGHWAY 9

BALANCE SHEET (^ includes accrued interest)

	Last Period (as of 12/31/15)	This Period (as of 1/31/16)
Cash, BDP, MMFs	\$601.35	\$35,961.08
Certificates of Deposit ^	136,179.48	100,937.85
Total Assets	\$136,780.83	\$136,898.93
Total Liabilities (outstanding balance)	—	—
TOTAL VALUE	\$136,780.83	\$136,898.93

INCOME AND DISTRIBUTION SUMMARY

	This Period (1/1/16-1/31/16)	This Year (1/1/16-1/31/16)
Interest	\$359.73	\$359.73
Total Taxable Income And Distributions	\$359.73	\$359.73
Total Tax-Exempt Income	—	—
TOTAL INCOME AND DISTRIBUTIONS	\$359.73	\$359.73

Taxable and tax exempt income classifications are based on the characteristics of the underlying securities and not the taxable status of the account.

CASH FLOW

	This Period (1/1/16-1/31/16)	This Year (1/1/16-1/31/16)
OPENING CASH, BDP, MMFs	\$601.35	\$601.35
Sales and Redemptions	35,000.00	35,000.00
Income and Distributions	359.73	359.73
Total Investment Related Activity	\$35,359.73	\$35,359.73
Total Cash Related Activity	—	—
CLOSING CASH, BDP, MMFs	\$35,961.08	\$35,961.08

GAIN/(LOSS) SUMMARY

	Realized This Period (1/1/16-1/31/16)	Realized This Year (1/1/16-1/31/16)	Unrealized Inception to Date (as of 1/31/16)
Long-Term Gain	—	—	\$782.00

The Gain/(Loss) Summary, which may change due to basis adjustments, is provided for informational purposes and should not be used for tax preparation. Refer to Gain/(Loss) in the Expanded Disclosures.



Account Detail

SAN LORENZO VALLEY WATER DIST
13060 HIGHWAY 9

Investment Objectives†: Capital Appreciation, Income, Aggressive Income, Speculation

Brokerage Account

† Inform us if your investment objectives, as defined in the Expanded Disclosures, change.

HOLDINGS

This section reflects positions purchased/sold on a trade date basis. "Market Value" and "Unrealized Gain/(Loss)" may not reflect the value that could be obtained in the market. Fixed Income securities are sorted by maturity or pre-refunding date, and alphabetically within date. Estimated Annual Income a) is calculated on a pre-tax basis, b) does not include any reduction for applicable non-US withholding taxes, c) may include return of principal or capital gains which could overstate such estimates, and d) for securities that have a defined maturity date within the next 12 months, is reflected only through maturity date. Actual income or yield may be lower or higher than the estimates. Current yield reflects the income generated by an investment, and does not reflect changes in its price. Structured Investments, identified on the Position Description Details line as "Asset Class: Struct Inv," may appear in various statement product categories. When displayed, the accrued interest, annual income and current yield for those with a contingent income feature (e.g., Range Accrual Notes or Contingent Income Notes) are estimates and assume specified accrual conditions are met during the relevant period and payment in full of all contingent interest. For Floating Rate Securities, the accrued interest, annual income and current yield are estimates based on the current floating coupon rate and may not reflect historic rates within the accrual period.

CASH, BANK DEPOSIT PROGRAM AND MONEY MARKET FUNDS

Cash, Bank Deposit Program, and Money Market Funds are generally displayed on a settlement date basis. You have the right to instruct us to liquidate your bank deposit balance(s) or shares of any money market fund balance(s) at any time and have the proceeds of such liquidation remitted to you. Estimated Annual Income, Accrued Interest, and APY% will only be displayed for fully settled positions.

Description	Market Value	7-Day Current Yield %	Est Ann Income	APY %
MORGAN STANLEY BANK N.A. #	\$35,961.08	—	\$4.00	0.010
<hr/>				
	Market Value	Percentage of Holdings	Est Ann Income	
CASH, BDP, AND MMFs	\$35,961.08	26.27%	\$4.00	

Bank Deposits are held at Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association, affiliates of Morgan Stanley Smith Barney LLC and each a national bank and FDIC member.

CERTIFICATES OF DEPOSIT

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
WORLD FINANCIAL NETWORK BANK (JUMBO) WILMINGTON DE CD	9/13/11	100,000.000	\$100.000 \$100.000	\$100.782	\$100,000.00 \$100,000.00	\$100,782.00	\$782.00 LT	\$1,333.00 \$155.85	1.32

Coupon Rate 2.000%; Matures 09/21/2016; CUSIP 981999U11
Interest Paid Monthly Oct 02; Yield to Maturity .773%; Issued 09/21/11; Maturity Value = \$100,000.00; Asset Class: FI & Pref

009292MSDD482

Account Detail

SAN LORENZO VALLEY WATER DIST
13060 HIGHWAY 9

	Percentage of Holdings	Face Value	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
CERTIFICATES OF DEPOSIT		100,000.000	\$100,000.00 \$100,000.00	\$100,782.00	\$782.00 LT	\$1,333.00 \$155.85	1.32%
TOTAL CERTIFICATES OF DEPOSIT (includes accrued interest)	73.73%			\$100,937.85			
	Percentage of Holdings		Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
TOTAL MARKET VALUE			\$100,000.00	\$136,743.08	\$782.00 LT	\$1,337.00 \$155.85	0.98%
TOTAL VALUE (includes accrued interest)	100.00%			\$136,898.93			

Unrealized Gain/(Loss) totals only reflect positions that have both cost basis and market value information available. Cash, MMF, Deposits and positions stating 'Please Provide' are not included.

ALLOCATION OF ASSETS (^ includes accrued interest)

	Cash	Equities	Fixed Income & Preferred Securities	Alternatives	Annuities & Insurance	Structured Investments	Other
Cash, BDP, MMFs	\$35,961.08	—	—	—	—	—	—
Certificates of Deposit ^	—	—	\$100,937.85	—	—	—	—
TOTAL ALLOCATION OF ASSETS ^	\$35,961.08	—	\$100,937.85	—	—	—	—

ACTIVITY

CASH FLOW ACTIVITY BY DATE

Transaction Date	Settlement Date	Activity Type	Description	Comments	Quantity	Price	Credits/(Debits)
1/2	1/2	Interest Income	WORLD JUMBO CD 2000 16SP21	CUSIP: 981999U11			\$169.86
1/12	1/12	Interest Income	COLE TAYLOR BANK 2150 16JA12	CUSIP: 193296XY1			189.67
1/12	1/12	Redemption	COLE TAYLOR BANK 2150 16JA12	REDEMPTION OF MATURED BOND CUSIP: 193296XY1	35,000.000	100.0000	35,000.00
1/29	1/29	Interest Income	MORGAN STANLEY BANK N.A. (Period 01/01-01/31)				0.20
NET CREDITS/(DEBITS)							\$35,359.73



Account Detail

SAN LORENZO VALLEY WATER DIST
13060 HIGHWAY 9

MONEY MARKET FUND (MMF) AND BANK DEPOSIT PROGRAM ACTIVITY

Date	Activity Type	Description	Credits/(Debits)
1/4	Automatic Investment	BANK DEPOSIT PROGRAM	\$169.86
1/12	Automatic Investment	BANK DEPOSIT PROGRAM	35,189.67
1/29	Automatic Investment	BANK DEPOSIT PROGRAM	0.20
NET ACTIVITY FOR PERIOD			\$35,359.73

REALIZED GAIN/(LOSS) DETAIL

LONG-TERM GAIN/(LOSS)

Security Description		Date Acquired	Date Sold	Quantity	Sales Proceeds	Orig / Adj Total Cost	Realized Gain/(Loss)	Comments
COLE TAYLOR BANK	2.150	1-12-16	01/06/11	01/12/16	35,000.000	\$35,000.00	\$35,000.00	\$0.00
Long-Term This Period					\$35,000.00	\$35,000.00	\$0.00	
Long-Term Year to Date					\$35,000.00	\$35,000.00	\$0.00	
Net Realized Gain/(Loss) This Period					\$35,000.00	\$35,000.00	\$0.00	
Net Realized Gain/(Loss) Year to Date					\$35,000.00	\$35,000.00	\$0.00	

Treasury regulations require that we report on Form 1099-B a) adjusted cost basis on the sale of covered securities acquired on or after 1/1/11 (or the applicable date for the type of security), b) the gain or loss as either long-term or short-term, and c) basis adjustments on covered securities due to wash sales, certain corporate actions and transfers by gift or inheritance. This section may not reflect all the basis adjustments required when filing your tax return. Refer to the Expanded Disclosures.

009292 MSDDD482

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M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: Discussion and Possible Action Regarding a leak adjustment request
DATE: March 17, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached request for a leak adjustment request and deny said leak adjustment request.

BACKGROUND:

The District received a letter (attached) dated February 20, 2016 from Mr. Dennis Belom discussing a private plumbing water leak that occurred on Mr. Belom's property. Mr. Belom is requesting a waiver from the District's policy regarding one-time leak adjustments. His reasoning is addressed in the attached letter.

Staff respects Mr. Belom's position but recommends that the Board deny his request. Mr. Belom's request is based on the assumption that timing of District notification impacted the monetary loss because the leak spanned multiple billing cycles. This is asserting that the District should be held partially accountable for the timing of the break on his private water system.

This request is a proposed modification to Section 10.4 of the current Rules and Regulations of the District:

"Section 10.04 - Water Bill Adjustment

A customer may request in writing an adjustment on their water bill, stating that the bill for water service was excessive due to the loss of water beyond the meter outlet as a result of a faulty fixture or broken or damaged pipe. Upon making a finding and determination that the customer's bill for water service is excessively high, that the customer exercised timely and reasonable diligence in correcting the problem which resulted in excessive water consumption, and that the consumption could have reasonably gone unnoticed, the District Manager may authorize adjustment of the customer's bill.

Whenever the District approves a customer's request for adjustment due to loss of water beyond the meter, the consumptive tier charge applicable to the last unit of usage for the customer's annual average monthly usage shall be utilized and applied to all units of consumption in excess of the customer's monthly annual usage.

The customer's actual total water charges due the District for said period will be recalculated based upon the aforementioned procedure. The customer's bill shall be adjusted by 50% of the usage in excess of the customer's annual average monthly usage. Excluded from the adjustment will be any and all amounts in excess of \$2,500.

Said adjustment may only be administered one time per customer account and may only be applied to one billing period. In addition, the District Manager may enter into an arrangement for repayment of such excessive bill, providing all unpaid charges are paid within 24 months. The customer shall pay the adjusted water bill.”

The Water Bill Adjustment provision of the District’s Rules and Regulations is an altruistic voluntary program offered by the District. Any waiver from the District’s current Water Bill Adjustment Rule could be considered a gift of public funds by recognizing special favor to one customer over other customers. For this reason, staff recommends denial of the request.

CEQA REQUIREMENTS:

None. Proposed action is not considered a project under CEQA Guideline.

STRATEGIC PLAN:

Element 6.2 – Increase Civic Understanding and Engagement

FISCAL IMPACT:

Reduction in Cash Flows from Operating Activities

Receipts from Sales and Services

Water Fund

Budgeted: \$5,610,000

February 20, 2016
405 Far View Rd.
Boulder Creek, CA.

RECEIVED

FEB 25 2016

SAN LORENZO VALLEY
WATER DISTRICT

SLV Water District Board of Directors
13060 Hwy 9
Boulder Creek, CA 95006

Dear Board Members:

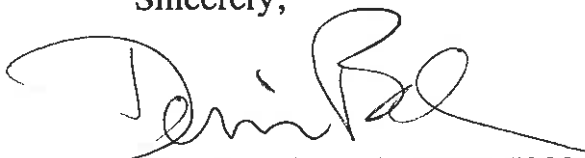
I recently returned from a trip and found a red tag on my gate from the water district stating that my meter was running and no one was home. I also received my bill from the SLV water district in that same day's mail. This was on Feb 9. The bill was for \$1,960.61. Within an hour I had contacted the Water District office and had my water turned off at the meter. I was very happy with this quick response and Joe from your district was very helpful locating the leaking 1 inch 90° coupling that was cracked.

My problem is about the timeliness of my being informed about the apparent problem with my water usage and about your one time leak adjustment policy. It is unfortunate that two weeks went by before anyone from the district came to check on my water usage. If I had been informed that my bill was so high within days of the water meter reading which was on 1/21 then I would have been able to address the problem at once rather than having two more weeks of leaking continue. I was at home during this time in January. A timely call to inform me of this incredibly high bill would have made a real difference both to me and my bills and to you and your loss of water.

My understanding of my situation at present is that I qualify for a one time adjustment for my billing period ending in 1/21/16 but not for any further bills. I was informed this week that the meter reading as of 2/09/16 when I had the water turned off was 4552 which is additional usage of 151 units. This is a huge additional amount to have to be responsible for totally with no adjustment possible. This is difficult to accept in light of the above delay on being informed of the problem.

Therefore, I am requesting consideration and adjustment to my water bill based on the entire amount leaked rather than only the billing period ending 1/21. Please address this at your next meeting if possible. I will be happy to attend to discuss this issue.

Sincerely,



Dennis Belom, Account #009101-000

M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion and Possible Action Regarding Senate Bill 885

DATE: March 17, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached letter from CSDA and authorize staff to send a letter requesting opposition to SB885.

BACKGROUND:

The District received a letter (attached) and request from the California Special Districts Association regarding SB885. Staff requests Board authorization to execute a letter of opposition to SB885.

CEQA REQUIREMENTS:

None. Proposed action is not considered a project under CEQA Guideline.

STRATEGIC PLAN:

Element 6.2 – Increase Civic Understanding and Engagement

FISCAL IMPACT:

None



**California Special
Districts Association**

Districts Stronger Together

March 9, 2016

The Honorable Hannah-Beth Jackson
Chair, Senate Judiciary Committee
State Capitol
Sacramento, CA 95814

Re: Senate Bill 885 (Wolk) – Oppose [As Introduced]

Dear Senator Jackson:

The California Special Districts Association (CSDA), representing over 1,000 special districts and affiliate organizations throughout the state, must respectfully oppose SB 885 related to contract indemnity. CSDA represents all types of special districts, which provide millions of Californians with essential local services such as fire protection, water, health care, sanitation, and parks and recreation.

SB 885 eliminates the ability of a public agency to contract with engineers and architects, known as design professionals, for upfront legal defense costs against claims related to a project's design work. When contracting with a design professional, public agencies often place a clause in the agreement requiring the design professional to legally defend the public agency if a claim or lawsuit directly related to the design services work is filed against the agency. This current practice fosters an environment of collaboration between the public agency and the design professional who both have the same incentive to resolve the lawsuit or claim.

This bill instead imposes a "one size fits all" constraint on contractual negotiations by prohibiting a public agency from requiring the design professional to defend a claim directly connected to the work of the design professional. Requiring the public agency to defend the actions of the design professional creates a "reimbursement only" process that results in the public agency defending the actions of the design professional and shouldering upfront all of the associated costs. The public agency would then have to seek reimbursement from the design professional, to the extent the design professional is found negligent, once the claim is fully litigated and a court or arbitrator renders a final decision. This process not only requires a public entity to front the costs for a private entity, it also creates conflict within the public-private partnership, effectually eliminating the incentive to work together towards a settlement, rather than the more costly process of litigation.

Requires Taxpayers to Defend Private Companies

SB 885 forces taxpayers and ratepayers to front the legal costs to defend the private sector, even for claims where the design professional is 100 percent at fault. The bill is currently crafted in a manner that would result in special districts and other local agencies covering the upfront legal costs of a dispute where the design professional has liability exposure and/or the design professional has some responsibility to defend. Instead of receiving an upfront defense, public agencies will have to first wait for a judgement by the court and then ask for reimbursement for the defense costs from the design professional. In these circumstances, which we fear will arise more often than not, the burden will be placed on the local agency to substantiate that the design professional must reimburse the local agency for their share of the legal costs, even when there is clearly a shared duty to defend.

The new process proposed by this bill will tie-up public dollars in the legal system until an official judgement is made. This will further increase the enormous backlog of deferred maintenance public agencies face and restrict investment in new infrastructure projects. It is well documented that California is in dire need of hundreds of billions of dollars in infrastructure investment, whether it be for water, roads, hospitals, or

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
t: 916.442.7887
f: 916.442.7889
www.csdada.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
f: 916.442.7889

schools. This bill will have a major chilling effect on public improvements as state and local agencies become more vulnerable to litigation and are forced to devote scarce public resources to defending private entities.

Favors Litigation Over Negotiation

SB 885 *encourages* new litigation, rather than the current focus on resolution, and manufactures unnecessary conflict in public works project. Because this bill would create a reimbursement only system that hinges upon an official adjudication, settling a lawsuit or claim would become an unviable option in most cases. Currently, it is common practice for all affected parties to come to the table and enter into a settlement, avoiding a long, drawn-out lawsuit that could cost all parties significant legal fees. This bill removes the incentive for settlement because design professionals would only be liable for defense costs after a full trial or arbitration process. In effect, this bill will force the public agency to side with the claimant against the design professional, rather than working with the design professional to disprove or settle the claim.

Restricts Contract Flexibility

Local agencies include indemnity agreements in contracts because they ultimately protect the taxpayer against expensive litigation costs, oftentimes litigation arising from circumstances in which the agency was not at fault. Parties to a contract should have the flexibility to tailor the requirements to meet the needs of the specific project, including the ability to allocate responsibilities as most appropriate. Long-standing practice when negotiating contract terms is to include indemnification provisions. SB 885 would stifle the flexibility inherent in current law and require public agencies to shoulder the burden of legal fees to protect private sector design professionals against claims that may result from inadequate plans and specifications.

Reverses Course on Previous Compromise

SB 885 seeks to reverse a unanimous 2008 California Supreme Court decision, *Crawford v Weathershield*, on an indemnification statute that has changed very little since 1872. The decision confirmed the ability of public agencies to place indemnification clauses in public works contracts that require the design professional to defend the public agency when a lawsuit directly related to the design services is filed. In 2010, SB 972 (Wolk) originally sought to overturn the court's decision, similar to SB 885. Ultimately, public agencies and the design professional community agreed to a compromise on this issue, creating Civil Code Section 2782.8. This code section protects design professionals from unreasonable liability requirements placed upon them by public agencies, while protecting taxpayers from defending lawsuits related to the work of design professionals. SB 885 moves well beyond 2010's compromise and would undo all previous negotiations.

In conclusion, SB 885 removes contract flexibility from special districts, while, in effect, transferring responsibility and risk for a project's design work from design professionals to the public. This will result in taxpayer dollars funding litigation related to the negligence of the design professionals, increasing the costs of public works projects, and limiting available resources for services and other infrastructure. For these reasons, CSDA respectfully opposes SB 885. Please do not hesitate to contact me if you have any questions regarding our position.

Sincerely,



Jimmy MacDonald
Legislative Representative

cc: The Honorable Lois Wolk
Honorable Members, Senate Judiciary Committee
Tobias Halverson, Counsel, Senate Judiciary Committee
Mike Petersen, Consultant, Senate Republican Caucus

[Your agency's letterhead]

[Date]

The Honorable Hannah-Beth Jackson
Chair, Senate Judiciary Committee
State Capitol
Sacramento, CA 95814

Re: Senate Bill 885 (Wolk)—Oppose [As Introduced]

Dear Senator Jackson:

On behalf of the board members of **[Name of district]**, I am writing to respectfully oppose Senate Bill 885 (Wolk), related to contract indemnity. **[Include a brief description of your district].**

SB 885 eliminates the ability of a public agency to contract with engineers and architects, known as design professionals, for upfront legal defense costs against claims related to a project's design work. When contracting with a design professional, public agencies often place a clause in the agreement requiring the design professional to legally defend the public agency if a claim or lawsuit directly related to the design services work is filed against the agency. This current practice fosters an environment of collaboration between the public agency and the design professional who both have the same incentive to resolve the lawsuit or claim.

This bill instead imposes a "one size fits all" constraint on contractual negotiations by prohibiting a public agency from requiring the design professional to defend a claim directly connected to the work of the design professional. Requiring the public agency to defend the actions of the design professional creates a "reimbursement only" process that results in the public agency defending the actions of the design professional and shouldering upfront all of the associated costs. The public agency would then have to seek reimbursement from the design professional, to the extent the design professional is found negligent, once the claim is fully litigated and a court or arbitrator renders a final decision. This process not only requires a public entity to front the costs for a private entity, it also creates conflict within the public-private partnership, effectually eliminating the incentive to work together towards a settlement, rather than the more costly process of litigation.

[Provide a specific explanation of how the proposed legislation will negatively impact your community and region.]

For the aforementioned reasons **[name of your district]** respectfully opposes SB 885. Thank you for your consideration of our concerns.

Sincerely,

[Your name, Title]
[Name of your district]

CC: **[Your Senator]**
[Your Assembly Member]
The Honorable Lois Wolk [fax: 916-651-4903]
Tobias Halverson, Counsel, Senate Judiciary Committee [fax: 916-403-7394]
Mike Petersen, Consultant, Senate Republican Caucus [fax: 916-445-3105]
California Special Districts Association [fax: 916-520-2466]

MEMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Analyst

SUBJECT: Discussion and Possible Action Regarding approving the Scope and Budget for the Critical Riffle Study for Fall Creek

DATE: March 17, 2016

RECOMMENDATION

It is recommended that the Board of Directors review this memo and approve the attached Scope and Budget for the Critical Riffle Study on Fall Creek.

BACKGROUND

Fall Creek is the primary source for drinking water delivered to the town of Felton. The diversion on Fall Creek is located one half mile up-stream of the confluence with the San Lorenzo River. In 1979 at the diversion site, a fish ladder was constructed by Citizens Utilities to allow salmon and steelhead to migrate into upstream habitat for spawning. In 2013, the District completed an emergency temporary repair on the Fall Creek Fish Ladder, with the agreement with California Department of Fish and Wildlife (CDFW) that the District would construct a ladder that is passable for all lifestages of Salmon and Steelhead as soon as possible.

The District completed the design for the fish ladder with 6 inch jump heights as required by National Oceanic and Atmospheric Administration (NOAA), and were prepared to go to bid when NOAA notified the District that a Biological Opinion would be required to evaluate the Districts diversion and bypass flows on Fall Creek before a permit to proceed with the construction of the Fish Ladder Repair would be issued.

In order to inform the Biological Opinion provided by NOAA, the District is required to conduct a Critical Riffle Study. The Standard Operating Procedure (SOP) for the Critical Riffle Analysis (CRA) is available on the District website: <http://slvwd.com/pdf/DFG-IFP-001%20Critical%20Riffle%20Analysis%20SOP%20v3.pdf>

What is a Critical Riffle?

The CRA methodology is used to identify the minimum stream flow rates (also known as passage flows) necessary for the passage of salmon and trout through critical riffles. Riffles are areas in streams and rivers with relatively shallow depth and swiftly flowing turbulent water. They serve multiple functions in the ecological processes of coldwater streams and rivers, and are an integral link in the life histories of salmon and trout. Many species of aquatic macroinvertebrates develop and grow in riffles, which provide a food source for salmonids. Riffles also provide salmonids with well mixed, oxygenated water, and escape shelter from predators.

Critical riffles are shallow riffles, which are particularly sensitive to changes in stream flow due to diminished water depth. Changes in stream flow and associated water depth may limit the hydrologic connectivity of river habitats and impede critical life history tactics of salmon and trout. In such cases, the critical riffle may become a potential barrier to upstream and downstream passage for salmon and trout, which in turn may:

- 1.) prevent adults from moving to and from spawning areas,
- 2.) prevent smolts from migrating downstream to staging areas in brackish waters of lagoons and estuaries before the ocean,
- 3.) as well as prevent rearing juvenile salmonids (e.g., steelhead) from being able to move between adequate summer freshwater rearing habitats.

How to Analyze a Critical Riffle

Salmon and trout passage flows are determined by locating a critical riffle, identifying a transect along the riffle's shallowest course from bank to bank, and measuring water depth at multiple locations across the transect. Adequate water depths of sufficient width are necessary to identify passage flows and promote passage of adult and juvenile salmonids at critical riffle sites.

A minimum of three to six measurements shall be completed over a wide range of discharges, stream discharge rates and percent of transect meeting the minimum depth criteria for the species and all lifestages and are then plotted to determine flow rates necessary for passable flows.

Two criteria must be met:

- 1) at least 10% of the entire length of the transect must be contiguous for the min depth established for the target species and
- 2) a total of at least 25% of the entire transect must be at least the min depth establish for the target species.

The depth criteria is 0.7ft for adult steelhead; 0.7ft for adult coho; 0.4ft for adult trout and juv steelhead; and 0.3ft for all young of the year salmonids.

The District has been conducting stream flow and temperature monitoring program in Fall Creek and other creeks associated with District diversions. During the last multi-agency review of the year one report of the study, CDFW called for a critical riffle study to inform an upcoming Lake and Streambed Alteration Permit (LSA 1600 Permit), which will be required of all District Diversions in the coming years. This Critical Riffle Study on Fall Creek will be the first of two Critical Riffle Studies expected in coming years to inform required permits that will protect fish habitat in the San Lorenzo River Watershed.

It is recommended that the Board of Directors review and approve the attached scope and budget for the Fall Creek Critical Riffle Study provided by D.W. Alley and Associates.

FISCAL IMPACT: \$20,868

Account #: 01-000-1565
Task: CAP 1516007A

2015 STRATEGIC PLAN:
Strategic Element 1.0 - Water Supply Management
Strategic Element 2.0 - Watershed Stewardship

Scope and Budget- Fall Creek Critical Riffle Study– 6 March 2016

Scope

We propose to collect depth data across three critical riffles between the Fall Creek Fish Ladder and the mouth of Fall Creek. Data will be collected during the rainy season of 2015-2016. Depth data will be collected at a minimum of 40 verticals across transects previously selected within critical riffles. Streamflow will be measured in the vicinity of each critical riffle transect to develop a relationship between streamflow and depth across transects. The CDFW approved method of data collection and data analysis will be used, which utilizes the Thompson rule for assessing fish passage. Once acceptable water depth criteria are agreed upon for each steelhead/coho salmon life stage (adult, YOY and yearling smolt), the data will be analyzed to determine adequate passage flows according to the maximum depth across 10 % of contiguous width along the transect and for 25 % of the total transect width as a function of streamflow.

The locations of critical riffles and associated transects within have been determined after our recent survey of the reach with SLVWD and CDFW staff on 23 February 2016. The lowermost critical riffle will be located at the creekmouth as it enters the San Lorenzo River mainstem. Depth data will be collected across two transects at this location to model passage conditions when the mainstem is flowing at higher and lower flows. Streamflow will be measured just upstream of the creekmouth riffle (and downstream of the tributary entering near the Highway 9 overpass). The third critical riffle transect will be located at 793 ft upstream of the creekmouth. It is near our established fish sampling site. The fourth critical riffle transect will be located 2,255 ft upstream of the creekmouth. It is just downstream of a clearing along the streambank at a wide point. Streamflow will also be measured in the vicinity of transects 3 and 4, making a total of 3 streamflow measurements during each field visit.

Transect data will be collected at 6 streamflows, requiring 6 field visits. Data will be entered into excel spreadsheets during analysis. Percent of contiguous transect width and percent of total passable width will be calculated with the CDFW-provided spreadsheet and graphed as a function of streamflow for each salmonid life stage (adult, YOY and yearling smolt).

The report will be provided electronically. It will include graphical relationships between percent contiguous and total widths meeting minimum depth criteria versus streamflow in Fall Creek between the fish ladder and creekmouth. The report will provide recommendations for minimum bypass flows required for steelhead/coho salmon fish passage for various life stages and migratory patterns on a seasonal basis. Draft and final reports will be prepared.

Budget

The budget is itemized in an accompanying excel spreadsheet file. The not-to-exceed total is \$21,188.00.

2016 Fall Creek Critical Riffle Study
D.W. ALLEY and Associates

Personnel Rate	Alley \$124.00		Assistant \$75.00		Labor Cost	Miles	Miles Cost
	Hours	Cost	Hours	Cost			
Task A: Collection of data at 4 Critical Riffle Transects.							
Depth measurements at 2 transects in the creekmouth riffle and 2 other transects in the two other most critical riffles. Streamflow measurements at 3 locations in the vicinity of critical riffles. Data collected at 6 different streamflows, requiring six, 10-hour site visits							
	60	\$7,440	60	\$4,500	\$11,940	450	\$270
	<i>subtotal Task A:</i>		60	\$4,500	\$11,940	450	\$270
Task B: Streamflow Calculations.							
Depth and water velocity measurements will be entered in an excel spreadsheet to obtain streamflow estimates at 3 locations for 6 visits.							
	12	\$1,488			\$1,488		
	<i>subtotal Task B:</i>		12	\$1,488	\$1,488		
Task C: Transect Data Entry							
Depth and width data across critical riffle transects will be entered into spreadsheet for 4 transects and 6 site visits.							
	24	\$2,976			\$2,976		
	<i>subtotal Task C:</i>		24	\$2,976	\$2,976		
Task D: Calculation of Percent contiguous and Total Width at Maximum Depth Across Transects.							
Widths will be calculated by the spreadsheets for each critical riffle transect with minimum depths inputted to satisfy each life stage (adult, YOY and yearling smolt) at each of 6 streamflows.							
	6	\$744			\$744		
	<i>subtotal Task D:</i>		6	\$744	\$744		
Task E: Graphical Representations.							
Graph relationships between percent contiguous and total width at minimum depth criteria versus streamflow.							
	6	\$744			\$744		
	<i>subtotal Task E:</i>		6	\$744	\$744		
Task F: Report Preparation							
The report will be provided electronically. It will include empirical, graphical relationships developed between percent contiguous and total widths meeting minimum depth criteria versus streamflow in Fall Creek between the fish ladder and creekmouth. The report will provide recommendations for minimum bypass flows required for steelhead/coho salmon fish passage for various life stages and migratory patterns on a seasonal basis. A draft report and final report will be prepared.							
	24	\$2,976			\$2,976		
	<i>subtotal Task F:</i>		24	\$2,976	\$2,976		
	<i>subtotal Tasks A-F</i>		132	\$16,368	\$20,868	450	\$270
	Materials			\$50			
	Not-to Exceed Total Budget			\$21,188			

MEMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Programs Manager

SUBJECT: Discussion and Possible Action on Recommendation to Award a Consulting Services Contract to WSC prepare the 2015 Urban Water Management Plan (UWMP)

DATE: March 17, 2016

RECOMMENDATION:

It is recommend that by a single motion the Board of Directors:

1. Review this memo, review the attached documentation and recognize Water Systems Consulting, Inc. (WSC) as the most qualified professional firm responding to the District's Request for Proposal to prepare the update for the 2015 Urban Water Management Plan (UWMP), and
2. Authorize Staff to enter into negotiations and execute a professional services agreement with WSC to prepare said plan and for a time and material not to exceed price of \$55,499.

BACKGROUND

Urban Water Management Plans are prepared by California's urban water suppliers to support their long-term resource planning, and ensure adequate water supplies are available to meet existing and future water demands.

Every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to assess the reliability of its water sources over a 20-year planning horizon, and report its progress on 20% reduction in per-capita urban water consumption by the year 2020, as required in the Water Conservation Bill of 2009 SBX7-7.

On February 9, 2016 the District issued the attached Request for Proposals (RFP) to assist in the preparation of the Districts 2015 UWMP. Three firms responded with proposals. All proposals are available on the District website for review: <http://slvwd.com/agendas/OTHER/2016/3.9.16SPECIAL%20EEP%20COMMITTEE.pdf>

The three Environmental Planning Committee members, along with two key District Staff, individually reviewed and ranked each proposal. The individual scores were averaged into a qualifications score.

To keep the rankings focused on qualifications, the proposed fee estimates were kept hidden from the scorers and were only revealed after the rankings were

submitted. Fee scores were then added to the qualifications score for a Final score (attached).

The final scores were reviewed at a Special Environmental Engineering and Planning meeting on March 9, 2016. Based on that review and discussion, the Environmental Engineering and Planning Committee recommended that staff bring this item to the full Board with a recommendation to award a contract to WSC. Although Schaaf and Wheeler received a higher score based on quantitatively comparing the proposals to what was requested in the RFP, in the committee's discussion it was acknowledged that WSC was the most qualified based on qualitative factors that included the firm's past coordination with the State and a perceived better understanding of the UWMP requirements. The committee recommends that the Board award a contract with WSC.

Staff has contacted WSC and asked them to provide an updated cost proposal omitting three voluntary identified tasks that could save up to \$12,400. The three voluntary tasks included in the cost proposal are: climate change analysis, reporting on the passive water savings, and energy intensity of water deliveries. These tasks are voluntary for the 2015 UWMP, but according to DWR, will likely be required for the 2020 update.

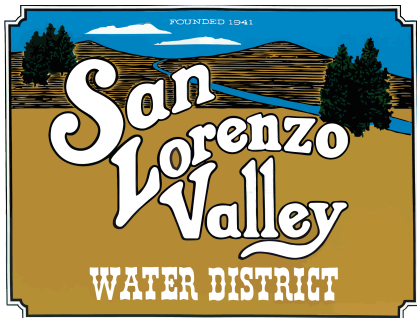
The District has proposed an aggressive timeline for the process, with only three months from kick-off to final plan submission. Currently, the District does not have any grant applications under review that would be affected if the 2015 UWMP were to be submitted past the due date of July 1st. It is recommended that the Board acknowledge that extending the deadline for the 2015 UWMP update to August 30th may ensure a more complete and accurate document is submitted and will be accepted by DWR.

2015 STRATEGIC PLAN:

Strategic Element 1.0 - Water Supply Management
Strategic Element 2.0 - Watershed Stewardship

FISCAL IMPACT:

Department: 01 - Administration
Account: 5020, Contract/Professional Services
Cost: Up to \$55, 499
Budgeted: \$10,000



REQUEST FOR PROPOSALS

TO PROVIDE:

**CONSULTING SERVICES TO THE
SAN LORNZO VALLEY WATER DISTRICT**

PROJECT TITLE:

2015 URBAN WATER MANAGEMENT PLAN

RESPONSE DUE BEFORE 3:00 P.M.

ON

FEBRUARY 26, 2016

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
(831) 430-4625**

I. INTRODUCTION

The San Lorenzo Valley Water District is soliciting proposals from qualified firms to assist in preparation of the District's 2015 Urban Water Management Plan (UWMP) update due to be submitted to the State by July 1, 2016. This 2015 UWMP update will document information required by the Department of Water Resources. The 2010 UWMP is expected to serve as a template to the extent possible, and the text and data files will be available. The 2015 UWMP is a public planning document required of urban water suppliers every five years to ensure that adequate supplies are available to meet existing and future water demands. The 2015 UWMP will assist the District in documenting compliance with statewide water conservation requirements established in 2014. Overall requirements are provided in the Department of Water Resources, 2015 UWMP Guidebook and appendices.

II. GENERAL INFORMATION

San Lorenzo Valley Water District (SLVWD or District) is an urban water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District provides service to approximately 7,400 connections. The District owns, operates, and maintains three water systems comprised of thirty-three pressure zones. Each service area has separate individual water sources. The North Service Area includes the unincorporated communities of Boulder Creek, Brookdale, and Ben Lomond. The South Service Area encompasses portions of the City of Scotts Valley and adjacent unincorporated neighborhoods. The Mañana Woods subdivision became part of the South Service Area as a result of the District's annexation of the Mañana Woods Mutual Water Company in July 2006. The Felton Service Area was acquired by the District from California American Water in September 2008 and includes the town of Felton and adjacent unincorporated areas.

The District's legal boundaries encompass approximately 60 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. Within these boundaries, the District's three service areas have a combined area of approximately 24 square miles and individual areas as follows: North Service Area (20.9 square miles), South Service Area (0.8 square mile), and Felton Service Area (2.2 square miles). Their individual water supply systems are referred to as the North, South, and Felton Systems respectfully.

The District relies on both surface water and groundwater resources, including eight currently active stream diversions, one groundwater spring, and eight active groundwater wells. These sources are derived solely from rainfall within the San Lorenzo River watershed. Each service area is supplied as follows:

- North Service Area – Supplied by both stream diversions and groundwater wells. Six points of diversion draw from Peavine, Foremen, Clear, and Sweetwater creeks. Two active groundwater wells draw from the Santa Margarita Sandstone aquifer in each of the Quail Hollow and Olympia areas.
- South Service Area – Supplied by groundwater wells producing from the Lompico Sandstone aquifer, and the overlying Santa Margarita Sandstone aquifer where saturated. These include three active Pasatiempo wells and one active Mañana Woods well.
- Felton Service Area – Supplied by three points of diversion: Fall Creek, Bull Creek, and Bennett Spring.

The scale and complexity of SLVWD's water distribution system (33 pressure zones) reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources. The District's three systems have limited above-ground storage capacity equal to a few days' average use, and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on immediate water demand.

SLVWD total water production has ranged between approximately 1,600 and 2,200 acre-feet per year since 1984, and averaged approximately 2,130 AF/Y since 2001. Total water deliveries average approximately 86 percent of total water produced. Deliveries have ranged between approximately 980 and 1,900 AF/Y since 1978 and averaged approximately 1,800 AF/Y since 2001.

The North Service Area accounts for approximately two-thirds of total SLVWD production and deliveries, with the remaining third approximately split between the South and Felton Service Areas. SLVWD's annexation of several small mutual water systems during the 1990s, and subsequent annexation of Mañana Woods in 2006 and Felton in 2008, account for a generally increasing long term trend in total water production and deliveries.

Water production and deliveries fluctuate in response to the climatic cycle. During multi-year droughts, water use may increase initially before declining in response to voluntary and mandatory water conservation. Reduced demand typically persists beyond the end of a drought.

SPECIAL ISSUES

LOMPICO

Lompico County Water District (LCWD) may be annexed by the SLVWD within the first half of 2016, and will be within the scope of the 2015 UWMP. LCWD consists of the following

- Demand – an additional 500 domestic connections
- Sources – 3 existing wells and one diversion.

INTERTIES

SLVWD recently installed interties between service areas to be used in the event of an emergency. Conjunctive use of water resources are not expected in near future due to CEQA, restricted water rights and fish and wildlife permitting requirements. Potential conjunctive uses include: (1) resting South System wells by importing surface water from Felton and/or North Systems (i.e., in lieu recharge) and (2) fulfilling Felton demand when Fall Creek diversions are limited by water rights tied to the flow of the San Lorenzo River at Big Trees. Interties also may be used to help convey diverted water to recharge facilities that augment groundwater storage in District aquifers (e.g., injection or dual purpose wells). 2015 UWMP should include a description of these and other concepts as potential future water supply projects. Desired long-term, intertie use may be used to support re-permitting SLVWD as a single water supply system (the 2015 UWMP should describe the current individual permitting of each system). Shared resource uses between SLVWD and other water agencies is not expected on any kind of regular basis.

LOCH LOMOND RESERVOIR

Currently, reservoir water use is limited by infrastructure (conveyance, expanded treatment capacity) and CEQA/permitting requirements. The 2015 UWMP should describe this as potential near-future water supply source, similar to the 2010 UWMP. SLVWD purchase of finished water from the City of Santa Cruz in lieu of a raw water diversion from Loch Lomond water is not expected to be a desired option. However, prior to establishing the means for SLVWD direct use, transfer of this option to another water purveyor could be considered. Release of SLVWD's entitlement to augment in-stream flows also has been proposed.

DEPARTMENT OF FISH & GAME WATER RIGHTS PERMITS

The District will be pursuing a Lake and Stream Bed Alteration Permit from California Department of Fish and Wildlife. Currently we have no way of knowing the likely impact of expected renegotiation of surface water rights on SLVWD's ability to divert surface water. Monitoring and gauging studies continue. CDFW appear receptive to some credit for on-site wastewater disposal return flows.

MULTI-YEAR DROUGHT

2009-15 drought – The 2015 UWMP will need to redefine and evaluate a worst-case multi-year drought based on recent conditions.

SOUTH SERVICE AREA

The 2015 UWMP will need to address whether or not the South Service Area (inclusive of Mañana Woods) has met its interim 2015 water use targets, and what measures are being taken to achieve the targets established for 2020. Drought conservation and reduced demand lingering after the recession may have helped to achieve the interim target. If SLVWD were

integrated into a single water supply system its overall water use target would be achieved without any reduction in South Service Area use. The 2015 UWMP must continue to consider each of the three service areas separately.

INTERAGENCY COOPERATION

The 2015 UWMP will involve coordination with neighboring water purveyors and other relevant agencies, in addition to public involvement. The selected consultant should expect to attend at least two meetings.

SUSTAINABLE GROUNDWATER MANAGEMENT ACT

Interagency coordination also may involve formation of a groundwater sustainability agency (GSA) as defined under the 2014 California Sustainable Groundwater Management Act. Including the redefinition of groundwater basin boundaries. A Joint Exercise Powers Agreement (JPA) is likely to replace the existing Santa Margarita Groundwater Basin Advisory Committee.

LOSS REDUCTIONS AND DROUGHT CONSERVATION

The 2015 UWMP should reflect the results of the recent leak detection program and voluntary conservation during the most recent drought.

CLIMATE CHANGE

2015 UWMP will need to review recent research and projections relevant to SLVWD.

POTENTIAL LEGALIZATION OF MARIJUANA

Legalization of marijuana could result in increased water use for cultivation, both directly from customers and through an increase in surplus water usage.

PROPOSED TIMELINE

The District proposes the following critical dates to meet DWR's submittal deadline. The District recognizes the short timeline and requests the consultant provide the shortest and best timeline to realistically produce a first draft for presentation to the Board of Directors. Consultant shall submit a detailed schedule at the kick-off meeting.

1. Late April 2016 – Complete a draft of 2015 UWMP to be presented to the Board of Directors and the public during a regularly scheduled Board Meeting. This will allow for revisions and comments to be incorporated before the public hearing to consider the adoption of the 2015 UWMP.
2. Late May 2016 – present a final draft of the 2015 UWMP to be considered for adoption at a public hearing.
3. By July 1, 2016 – submit the report electronically to the DWR.

III. PROJECT SCOPE OF SERVICES

The proposed scope of required services for this project includes:

TASK 100 – PROJECT MANAGEMENT

Consultant shall provide overall project management including contract administration, budget and schedule tracking, kick-off and progress meetings and controls. Consultant shall provide internal quality control and quality assurance procedures.

Consultant shall assume a minimum of five meetings with Management staff (two on site and three teleconferences) and a minimum of three public meetings (Board and/or special meetings). Individual coordination with key District personnel should be included in Task 200 and Task 300.

Consultant shall propose a project schedule that meets or exceeds the timeline provided in this Request for Proposals.

TASK 200 – INFORMATION COLLECTION

Consultant shall research and review existing studies and reports regarding water supply sources, efficient water uses, demand management measures and water shortage contingency planning, and climate change impacts.

TASK 300 – PREPERATION OF 2015 URBAN WATER MANAGEMENT PLAN

Consultant shall prepare a final 2015 UWMP that conforms to State requirements and provides a detailed analysis of work performed and assumptions made.

As a minimum, consultant shall include discussion of the following in the 2015 UWMP:

- Provide narratives describing SLVWD water demand management measures.
- Address the nature and extent of each water demand management measure implemented over the past 5 years and describe the water demand management measures that the supplier plans to implement to achieve its water use targets.
- Provide for water use projections to display and account for the water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans, when that information is available and applicable to an urban water supplier.
- Quantify and report on distribution system water loss.
- Provide for SLVWD to include certain energy- related information, including, but not limited to, an estimate of the amount of energy used to extract or divert water supplies
- Information and Data Collection to update water demand projections for a 20-year period through 2035.
- Water waste prevention ordinances.
- Metering.
- Conservation pricing.
- Public education and outreach.
- Programs to assess and manage distribution system real loss.
- Water conservation program coordination and staffing support.
- Other demand management measures that have a significant impact on water use as measured in gallons per capita per day, including innovative measures, if implemented.

IV. PROPOSAL REQUIREMENTS

The proposal shall not exceed 15 pages excluding resumes, cover letter, dividers, front and back covers. No other documents will be reviewed. Please do not submit additional material. Responses to this RFP shall be in the following order and shall include:

1. Executive Summary (2 pages maximum)

Summarize the contents of your firm's proposal in a clear and concise manner.

2. Project Description (3 pages maximum)

- i. Explain the objective of the project and how you propose to accomplish the recognized goals.
- ii. Describe the services and deliverables to be provided.
- iii. Include a statement on what makes your firm uniquely qualified.

3. Identification of Prime Consultant (1 page maximum)

- i. Legal name and address of the company.
- ii. Legal form of company (partnership, corporation).
- iii. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- iv. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- v. Number of staff and the discipline/job title of each.

4. Identification of Sub Consultants, if any (1 page maximum)

- i. Legal name and address of the company.
- ii. Name, title, address and telephone number of prime contact
- iii. Number of staff and the discipline/job title of each.

5. Project Organization and Experience of the Project Team (3 pages maximum, not including resumes)

- i. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- ii. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- iii. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain design on schedule.
- iv. Describe a proposed schedule showing all facets of work that will meet the District's objectives and goals in a timely manor.
- v. Describe the Firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force.

6. Experience and Past Performance, Including Cost and Schedule Control (3 pages max / 3 projects max)

- i. Include a summary of the past experience and performance of the Project Manager on similar projects. Include the following information:
 1. Owner, contact name and phone number
 2. Project size and description
 3. Project design budget and total dollar value of completed design
 4. Budgeted project design schedule and total time to design completion
 5. Estimated construction costs and actual construction costs
- ii. Describe the firm's past experience and performance on similar projects. Include the information listed above.

7. Firm's Local Experience (1 page maximum)

Describe the firm's experience and knowledge with Sewer District Rate Studies.

8. Creative Alternatives (1 page maximum)

Discuss any creative solutions to meet the project objectives.

9. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover

Proposed fee shall not be the sole basis of award, but will be used to evaluate the Consultant's understanding of the Scope of Work.

Include the hourly rates of all staff that will charge directly to the project.

10. Exceptions to this RFP

The Consultant shall certify that it takes no exceptions to this RFP including, but not limited, to the Consultant Services Agreement (attached). The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00. If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

V. EVALUATION CRITERIA

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

- 1. Executive Summary 10%
- 2. Project Description 25%
- 3. Identification of Consultant 5%
- 4. Project Organization and Experience 25%
- 5. Past Performance, Including Cost and Schedule Control 20%
- 6. Firm’s Local Experience 5%
- 7. Creative Alternatives 5%
- 8. Proposed Fee 5%

VI. SELECTION PROCESS

The District will enter into negotiations with the top ranked firm. At this time, the District contemplates the use of a Time and Material Not to Exceed contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee.

After negotiating a proposed agreement that is fair and reasonable the General Manager will present the contract to the District’s Board for authorization to execute a contract with the most responsive firm.

VII. SELECTION SCHEDULE

The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

Proposal Due Date	February 25, 2016
Interview (TBD-If Necessary)	TBD
Board of Directors Approval	March 17, 2016
Final Selection and Notification	March 18, 2016

VIII. SPECIAL CONDITIONS / ATTACHMENTS

The following documents are available on our website (http://slvwd.com/_PubDocs.htm) to provide background for the 2015 Urban Water Management Plan:

- 1. SLVWD 2010 UWMP – Adopted & Amended
- 2. Water Supply Master Plan 2009
- 3. Water Conservation Plan
- 4. Year One Baseline Report of Streamflow, Temperature and Related Observations For the San Lorenzo Valley Water District’s Surface Sources of Community Water Supply

IX. SUBMITTAL REQUIREMENTS

- 1. One (1) executed original marked “ORIGINAL” in red ink and six (6) copies of the Proposal shall be submitted. One single sealed Proposed Fee Estimate marked “FEE ESTIMATE – 2015 UWMP” in red ink shall be submitted separate from the proposal. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format. The Response shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.

2. The Response Proposal must be received no later than **3:00 p.m.** local time, on or before **February 26, 2016** at the office of:

**PROPOSAL – 2015 UWMP
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006**

Attn: District Secretary (Holly Morrison)

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to hmorrison@slvwd.com.

2015 UWMP RFP - EVALUATIONS

Criteria	Schaaf & Wheeler						Water Systems Consulting						Stetson Engineers					
	BL	JM	GR	RM	EH	Avg	BL	JM	GR	RM	EH	Avg	BL	JM	GR	RM	EH	Avg
Executive Summary (10 pts)	9	8	8	9	10	9	10	9	8	9	9	9	8	6	7	9	7	7.4
Project Description (25 pts)	25	25	23	17	24	23	23	22	18	20	23	21.2	22	15	20	18	23	19.6
Identification of Consultant (5pts)	5	5	4	5	5	5	5	5	5	5	5	5	3	5	4	5	5	4.4
Project Organization and Experience (25 pts)	25	25	20	20	25	23	20	20	18	25	23	21.2	23	25	18	23	22	22.2
Past Performance, Including Cost and Schedule Control (20 pts)	20	20	15	15	24	19	10	20	18	15	21	16.8	10	18	18	15	20	16.2
Firm's Local Experience (5 pts)	5	5	5	5	5	5	5	5	5	5	5	5	3	5	3	4	4	3.8
Creative Alternatives (5 pts)	5	2	4	2	5	4	5	5	5	4	5	4.8	0	5	3	3	3	2.8
Proposed Fee (5 pts)	1					1	2					2	5					5
TOTAL	94	93	79	73	98	87.4	78	86	77	83	91	83.0	69	79	73	77	84	76.4

Proposed Fee Estimate Ranking:

Lowest Fee	5 pts
< 110% of Lowest Fee	4 pts
< 125% of Lowest Fee	3 pts
< 150% of Lowest Fee	2 pts
< 200% of Lowest Fee	1 pt
> 199% of Lowest Fee	0 pts

				points
Stetson \$	39,893	100%	lowest	5
WSC \$	55,499	139%		2
S & W \$	73,600	184%		1

2/26/2016

Ms. Holly Morrison, District Secretary
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

**SUBJECT: PROPOSAL TO PROVIDE CONSULTING SERVICES FOR THE 2015 URBAN WATER
MANAGEMENT PLAN**

Dear Ms. Morrison,

Water Systems Consulting, Inc. (WSC) is pleased to present this proposal to prepare the 2015 Urban Water Management Plan (UWMP) update for the San Lorenzo Valley Water District (District). The District's 2015 UWMP update must provide a foundation for reliable water supply and demand projections, a basis for informed water supply management decisions, and coordinate with and enhance the District's ongoing water management programs. The District has an opportunity to "raise the bar" set by your 2010 Plan by building on your past efforts and enhancing your decision making moving forward. WSC wants to be your entrusted partner in this effort, and we are thrilled at the opportunity to work with you to achieve your objectives.

Since 2010, extended drought conditions have necessitated that water purveyors in California, including the District, reflect on the impacts of these historical conditions and reassess the changing reality regarding the reliability of their water supplies. Your 2015 UWMP update provides the District with an opportunity to do this by not only re-examining its per capita water use and demand reduction targets, but to re-evaluate its water supply portfolio, with a focus on resiliency. For the UWMP Update, WSC identified that it is essential to:

- ✓ Develop accurate estimates of future supply reliability and customer demands to quantify the District's current and future water supply needs.
- ✓ Leverage our UWMP experience and expertise to ensure DWR acceptance and continued grant eligibility.
- ✓ Provide the communities that you serve with a useful, informative and easy to understand plan.

We are committed to becoming a valuable resource to the District that will provide responsive, personalized service with exceptional value. You can be confident in turning to us for support in planning the District's water supply future, and our team will bring industry leading service to the District.

We welcome the opportunity to discuss this proposal with you in more detail, and to answer any questions you may have. Feel free to contact Jeff at (805) 457-8833, ext. 101 or Ron at (805) 457-8833, ext. 117. You can also email us at jszytel@wsc-inc.com and rmunds@wsc-inc.com. Thank you again for this opportunity, and we look forward to your response.

Sincerely,
Water Systems Consulting, Inc.



Ron Munds
Project Manager



Jeffery Szytel, PE, MS, MBA
Founder and President

Executive Summary

Water Systems Consulting, Inc. (WSC) is a civil and environmental engineering firm that specializes in the planning, design, evaluation and optimization of municipal water, wastewater and recycled water systems and water resources. WSC is an industry leader at preparing UWMPs for agencies like San Lorenzo Valley Water District. The WSC team has completed more than 20 UWMPs throughout California and is integrally involved in California Department of Water Resources (DWR) Guidebook Advisory Committee, including key areas such as demand projections and energy intensity calculations.

Our proposal outlines the key success factors that make WSC the right choice for this project.

- ✓ **Experienced and Effective Project Manager.** WSC's Project Manager, Ron Munds has more than 26 years of experience leading critical municipal initiatives. Ron has built solid relationships with DWR and has a thorough understanding of DWR's expectations. His hands-on management approach has delivered dozens of projects on time and under budget while providing excellent value.
- ✓ **Industry-Leading Expertise.** WSC staff have completed more than 20 UWMPs and numerous Water Supply Assessments (WSAs), and WSC staff are currently serving on the UWMP Guidebook Advisory Committee with DWR staff. We will use this knowledge to ensure that the 2015 San Lorenzo Valley Water District's 2015 UWMP is approved and the District remains eligible for grant funding opportunities.
- ✓ **Innovative Approach.** This proposal outlines some of our team's best ideas for meeting the requirements and deadlines established by DWR while making the document and process beneficial to the District. WSC also offers value-added services, such as climate change and energy intensity analysis to further enhance the utility process and the finished documents.

"WSC has demonstrated excellent engineering and project management practices. Every anticipated milestone was completed on time, and the project remained on track financially."

- Kevin Thompson, PE, Public Works Project Engineer
City of Santa Barbara

"WSC has worked seamlessly as an extension of our staff to assist us in many of our projects. Their involvement has improved our ability to stay on scope and on budget while meeting the ever increasing number of stakeholder concerns."

-Richard Svindland, PE, Director of Operations
California American Water

"WSC is very knowledgeable and responsive. They have proven themselves to be fair, understanding and willing to go the extra mile to see a project succeed. I would highly recommend WSC."

-Benjamin Fine, PE, Public Works Director/City Engineer
City of Pismo Beach




WSC's Project Management approach will ensure that all key objectives are met and the District has a complete, adaptable document. WSC will employ an active, hands-on approach to keep communication lines open and avoid any surprises. In addition, WSC will provide analytical tools that will allow for future adaptation. The UWMP can be performed in a linear process, but it relies on datasets and assumptions that can change over time. WSC will utilize coordinated Geographic Information Systems, spreadsheets and databases to prepare the report and allow updates as new information become available. Lastly, WSC will provide the District with clear, well-written documentation for all processes and calculations to give the District visibility into both the explicit and the underlying assumptions that drive the analysis.

Extensive Water Resources Planning Experience

WSC’s team of water system and water supply planning experts are the best in the business. During the 2010 UWMP cycle, WSC’s team completed nine (9) UWMPs and has continued to support some of these agencies in updating their toolsets. For the upcoming 2015 cycle, WSC is preparing eleven (11) UWMPs, one of which is a Regional UWMP and includes the participation of ten (10) separate agencies. In all, WSC’s team of experts have worked together to complete more than twenty (20) UWMPs deemed complete by DWR, as well as provided a robust planning resource resulting in confident management decisions. The graphic below shows all UWMPs completed during the 2005, 2010, and 2015 cycle by WSC team members. WSC will bring this experience and capability to the District to efficiently execute the District’s 2015 UWMP.



Legend

-  2005 UWMPs
-  2010 UWMPs
-  2015 UWMPs

“WSC effectively used GIS tools to perform spatial analysis of the raw data. The clear and competent presentation of the customer data allowed District policy makers to understand the information and act upon it.”
 -Michael LeBrun, General Manager
 Nipomo Community Services District

“Whenever working with WSC, I have the confidence of knowing that our best interests are being looked after and that our projects are in the hands of professionals.”
 -Rick Saldivar, Operations Manager
 California American Water

“I have been extremely impressed with their high level of competency and ability to work effectively and interactively with staff. I really enjoy working with staff at WSC, I know I will always get a prompt, insightful and trustworthy response.”
 -Teresa McClish, Director of Community Development
 City of Arroyo Grande

Project Description

The District is required by the Urban Water Management Planning Act (UWMP Act) to prepare and adopt an updated UWMP every five years, for years ending in five and zero. The updated UWMP is submitted to DWR for a review of completeness in order to maintain eligibility for State funding. The next cycle of 2015 UWMPs are due by July 1, 2016.

The District is seeking a consultant to provide a full range UWMP development services including but not limited to: review and analysis of water demand data; population and demographic analysis; demand projection development; system supply analysis; water supply reliability assessment; water shortage contingency planning updates; and demand management measure analysis. The UWMP will be prepared per the DWR 2015 UWMP Guidebook and shall meet the July 1, 2016 submittal deadline.

Approach to Scope of Work

The scope of work provided in the RFP provides the foundation for a successful UWMP. The following section highlights some elements of WSC's approach for making the UWMP compliant with California Water Code while providing a process which will be both efficient and meaningful to the District.

- ✓ **Analyze Demand & Supply Projections Based on the Most Current Data Available** – As a result of the extended drought, availability of local water supplies has decreased. State regulations and extensive education efforts have led to reductions in water consumption in most parts of the state, but it is unclear how behaviors will change if the drought becomes less urgent. These, and other factors, have made the preparation of a 20-year projection of water demands and supplies a challenging task. WSC will utilize its experience, the best available data and an extensive statewide network of water professionals to provide the most accurate water demand projections possible.
- ✓ **Utilize Knowledge of Requirements to Develop a Robust & Adaptable UWMP** - WSC will develop a technically sound UWMP and specifically address the “Special Issues” listed in the RFP. As you will see throughout our proposal, WSC has completed, or is currently developing, numerous UWMPs. In all, WSC has participated in the development of over thirty (30) UWMPs. Because of our industry leadership, DWR asked WSC to serve on the 2015 Guidebook Advisory Committee. Additionally, Ron Munds has been a member of DWR's Urban Stakeholder Committee which developed the methodologies for compliance in the SB7 legislation and all the appendices to the Guidebook.
- ✓ **Hands-on Project Management** - WSC prides itself on building long term relationships with our clients and are committed to delivering a high quality UWMP. We are based in San Luis Obispo with a supporting office in Carmel Valley and have assembled a team with firsthand knowledge on how to compile data and information for a UWMP. Our relatively close proximity ensures we will be responsive to all your needs during the drafting and public meeting process.

Detailed Scope of Work

WSC's proposed scope of work is shown below. WSC has included scope elements identified in the District's RFP, but re-arranged some items to reflect the expected sequence of work, and also included some proposed changes and optional tasks for consideration. **All changes not included in original scope from the RFP are highlighted in yellow.** The specific tasks correspond to estimated labor hours, team members assigned to the task, and their labor classification shown in a separate sealed envelope entitled “FEE ESTIMATE – 2015 UWMP”.

1- TASK 100: PROJECT MANAGEMENT, MEETINGS & DATA COLLECTION

WSC will assign a Project Manager for the project who will act as the District's primary contact. WSC will meet with District staff as required in support of the project, including but not limited to the following meetings:

- A kick-off meeting to establish roles and responsibilities, review available data and establish data needs, define the project objectives, determine the schedule, and set the approach and methodology that will be used to achieve the project objectives.
- Regular progress meetings at relevant intervals during the project. Progress meetings anticipated to be held twice a month with the District's Project Manager either by teleconference or in-person, as needed. The purpose of the meetings will be to: 1) follow up on data requests; 2) provide a summary of activities accomplished to-date; 3) provide a summary of activities planned for the next month; and/or 4) schedule updates as needed.
- A Draft Report review meeting two weeks after submission of the Draft Report.
- Final Draft Report review meeting two weeks after submission of Final Draft Report.
- Attend at a minimum of three public meetings in support of the draft UWMP.
- Coordinate communication with the District and DWR, including telephone calls, emails, letters, and other correspondence as necessary.
- Prepare progress reports to be submitted with each monthly invoice. The reports will include: 1) summary of activities accomplished in the current month; 2) summary of activities planned for the next month; and 3) schedule updates as needed.
- Provide budget and schedule updates on a monthly basis.

2- TASK 200: DATA & INFORMATION COLLECTION

WSC will collect, research and review existing data, studies and reports regarding water supply sources, efficient water uses, demand management measures and water shortage contingency planning, and climate change and will:

- Review background information and relevant data in support of the project, providing a list of required data to update the District's UWMP in the form of a data request log.
- Compile all deliverables, data, calculations, reporting forms, and outside references in an electronic folder and electronically submit to the District at the end of the project.

3- TASK 300 PREPARATION OF THE 2015 URBAN WATER MANAGEMENT PLAN

- WSC and District staff will obtain all necessary information for the UWMP and prepare the District's 2015 UWMP pursuant to CWC Sections 10610 through 10656, ensuring that the District's 2015 UWMP addresses all areas required by the Act and includes all of the requirements, standardized forms, tables, and displays addressed in the 2015 Guidebook and appendices.

- WSC will coordinate the organization of the report with the District. It is anticipated that the UWMP can be organized to follow the format of all chapters that are included in the 2015 UWMP Guidebook. These chapters are listed below with a summary of the content in these chapters and will include all the District’s special content and issues identified in the RFP.
 - **Executive Summary**
 - **Chapter 1-Introduction and Overview**
 - **Chapter 2-Plan Preparation**
 - **Chapter 3- System Description**
 - **Chapter 4- System Water Use**
 - **Chapter 5-Baselines and Targets**
 - **Chapter 6- System Supplies**
 - **Chapter 7- Water Supply Reliability**
 - **Chapter 8- Water Shortage Contingency Planning**
 - **Chapter 9- Demand Management Measures**
 - **Chapter 10- Plan Adoption, Submittal, and Implementation**

4- OTHER IDENTIFIED TASKS

WSC will perform the data analysis and complete the following tasks identified in the RFPs:

- **Voluntary Reporting of Energy Intensity of Water Deliveries**
 - Report the incremental energy used for local supplies and to treat and distribute water, as measured from the point of the supply source to the point of delivery to the customers. Does not include analysis of any “upstream” or “embedded” energy.
- **Voluntary Climate Change Analysis**
 - Evaluate potential impact of climate change on the District’s water supply and demand.
 - Incorporate a vulnerability assessment, mitigation and adaptation strategies.

- **Voluntary Reporting on Projected Passive Water Savings**

The guidance provided by DWR to complete this analysis is complex and requires the District to provide parcel specific information including historical water use, customer classification and any future changes that could be anticipated through General Plan and regional planning documents. Given the complexity of the data collection, WSC has identified two options to accomplish this task.

- **Simple Approach:** Estimate future urban water savings attributable to codes, standards, ordinances, and sustainability plans, as schedules and availability of information permit. In order to accomplish this task, the assumption is made that the District can provide specific customer water use data and an age of housing and non-residential facilities inventory. Alternatively, an inventory of customers with efficient plumbing fixtures could be used. This would be matched with the District’s expectation of water savings moving into the future to determine future water use by customer classification.
- **Optional Approach:** If the District requests the more complex approach suggested by DWR to complete this task, WSC will provide a detailed task and cost breakdown to the District under a separate cover. To execute this approach, it is assumed customer data can be linked to an inventory of all parcels in the service area, existing and proposed land use, existing and proposed land use density and intensity of use, new development projects, and existing and future saturation of efficient water fixtures and landscapes.

Identification of Consultant

Continuity, Expertise and Proven UWMP Qualifications

WSC specializes in the planning, design, evaluation and optimization of municipal water, wastewater and recycled water systems and water resources. WSC is an industry leader at preparing UWMPs for agencies like the San Lorenzo Valley Water District. From our offices in San Luis Obispo, Carmel Valley, Camarillo, Rancho Cucamonga, and San Diego, WSC serves special districts, investor-owned utilities, cities, counties and regulatory agencies, and we have a strong understanding of the regulatory and political climate that our clients operate within. We work with our clients collaboratively to provide proven approaches, state-of-the-art tools, and expertise-driven innovation to deliver truly outstanding results.

WSC's expert team includes 23 staff members within our five offices throughout California. WSC currently has sixteen civil engineers, one mechanical engineer, three staff planners, and three administrative staff members. WSC is an S-Corporation Small Business in the State of California (Certification Reference Number 51018), and is a Certified MBE with CPUC Supplier Clearinghouse (Verification Number 9IS00088).

WSC's team has completed numerous UWMPs during the 2010 cycle and our team of UWMP experts continued to support several of these agencies in updating their analytical toolsets as new information has become available about changes in supply and demand assumptions. As the California Department of Water Resources (DWR) began preparation of their Guidebook for the 2015 UWMPs, they called on WSC to contribute to key areas such as demand projections and energy intensity calculations as part of their Guidebook Advisory Committee.

WSC is actively working on projects within Santa Cruz and Monterey counties and has a strong understanding of the geographical and contextual elements surrounding the San Lorenzo Valley Water District. Members of WSC's proposed team are actively participating in the development of the 2015 Urban Water Management Plan Update for the Soquel Creek Water District and performed the project and construction management for the San Clemente Dam Removal and Carmel River Reroute and Restoration project in Carmel Valley, among others. In addition, WSC is a subconsultant and design engineer for the District's Fall Creek Intake project.

WSC's Principal in Charge is also WSC's Founder and President, Jeffery Szytel. Ron Munds will be the Project Manager and the point of contact for the District's 2015 UWMP. Jeffery and Ron's contact information is included below for your reference:

Mr. Jeffery Szytel, PE, MS, MBA

Tel: (805) 457-8833, ext. 101

Fax: (805) 888-2764

jszytel@wsc-inc.com

PO Box 4255

San Luis Obispo, CA 93403

Mr. Ron Munds

Tel: (805) 457-8833, ext. 117

Fax: (805) 888-2764

rmunds@wsc-inc.com

PO Box 4255

San Luis Obispo, CA 93403

Project Organization & Experience

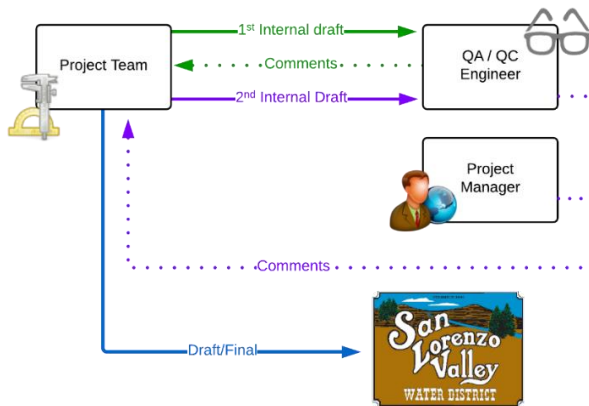
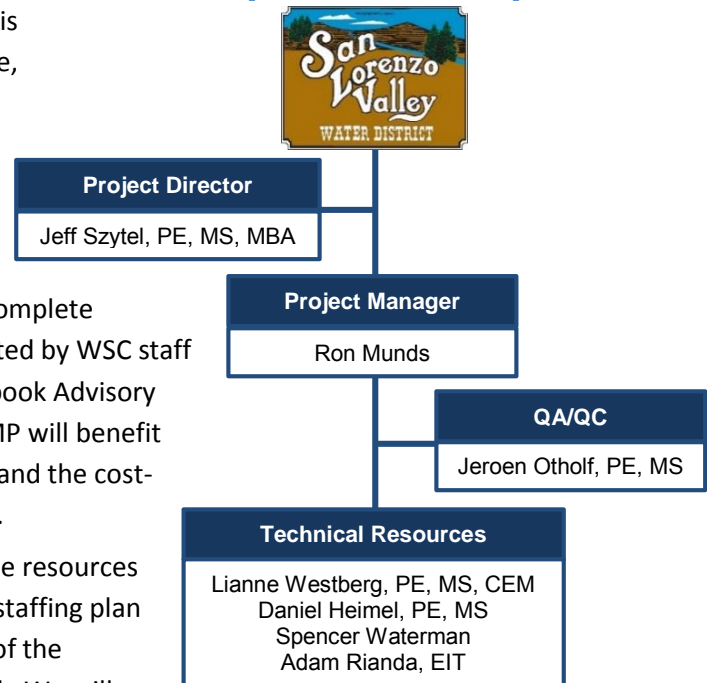
WSC's Team Organization

WSC's team is functionally organized to take advantage of the strengths of our expert staff, while keeping the structure streamlined to maintain efficiency, quality and accountability. The project team will be led by Ron Munds from WSC's San Luis Obispo office. Ron has over 26 years of experience, including the development of the City of San Luis Obispo's 1995, 2000, 2005, and 2010 UWMPs. Through his role in water supply planning and conservation for the City of San Luis Obispo, Ron has built solid relationships with DWR and has a thorough understanding of what is needed for a complete plan that can be accepted by DWR. Ron is supported by WSC staff currently participating on the 2015 UWMP Guidebook Advisory Committee being led by DWR. The District's UWMP will benefit from the direct involvement of WSC's senior staff and the cost-effectiveness of WSC's highly qualified junior staff.

WSC is committed to providing the District with the resources you need to successfully deliver this Project. Our staffing plan is adaptable and responsive to the specific needs of the Project from the day we receive Notice to Proceed. We will work with the District to invest our effort strategically, consistent with the natural project flow.

To ensure total quality management throughout a project life-cycle, WSC applies rigorous quality assurance and quality control measures during the development of deliverables. A senior member of

WSC's team provides cost-effective, strong leadership and unmatched experience.



WSC's staff, Jeroen Olthof, has the responsibility to perform QA/QC throughout document preparation. He will follow the progress and regularly check in with the project team to help anticipate, identify, and resolve any issues that may arise. These injections of a fresh perspective stimulate creativity, collaboration and drive efficiency. He will review interpretation of data, methodologies, calculations and analysis at each stage and perform a thorough quality control review on all documents prior to submission to the District. A final

subsequent review by Jeff Szytel, WSC's Principal in Charge, and Ron Munds, WSC's Project Manager, ensures that each deliverable is clear and professional as well as consistent with the project objectives.

WSC is committed to working with the District to develop a schedule that allows for timely review and input from stakeholders, while meeting DWR's deadlines. WSC will provide the District with a schedule at the Project Kick Off meeting. WSC's total professional fee schedule is submitted in a separate sealed envelope entitled "FEE ESTIMATE – 2015 UWMP".

WSC's Key Personnel

The following table outlines the qualifications and credentials of each of our team's key personnel, as well as provides some insight into the value each person adds to the District. Consolidated resumes are included in Appendix B.

Ron Munds- Project Manager



- More than 26 years of experience leading critical municipal initiatives through his role in water supply planning and conservation for the City of San Luis Obispo.
- Primary Author for California American Water's 2015 UWMPs for the following Districts: Ventura, Los Angeles, Monterey, Sacramento, and San Diego.
- Contributing Author for the following 2015 UWMPs: the City of Pismo Beach, Soquel Creek Water District, and Big Bear City CSD.
- Project Manager and Lead Author for the 1995, 2000, 2005, and 2010 UWMPs for the City of San Luis Obispo.
- Former Board of Directors, Vice Chair, and Chair for the California Urban Water Conservation Council.
- Established relationships with several governmental agencies, including Central Coast Regional Water Quality Board, Department of Water Resources, and the State Water Resources Control Board.
- Member of the Department of Water Resources Urban Stakeholder Committee, responsible for advising the department staff on urban water planning issues.
- Providing technical support and data analysis for eight (8) 2015 UWMPs.
- Chair and Chief Facilitator of the AB 2717 Landscape Task Force.
- Past Chair (2010-2015) of the San Luis Obispo County Partners in Water Conservation.

Jeff Szytel, PE, MS, MBA - Project Director

Professional Civil Engineer #63004



- Over 17 years of experience in the planning and optimization of water and wastewater systems.
- Authored over 40 water and wastewater planning documents in California and Nevada for agencies ranging in size from 5,000 to more than 500,000 customers, including more than twenty (20) UWMP Updates, and several Master Plans and Water Supply Assessments.
- Qualified technical professional with a proven record in urban water management planning.
- Results oriented manager with record of delivering complex projects and programs on-schedule and within budget.
- Principal in Charge for eleven (11) 2015 UWMPs, one of which is a Regional UWMP that includes ten (10) separate agencies.
- Completed Urban Water Management Plans for the City of Arroyo Grande, Nipomo CSD, and the following California American Water Districts: Sacramento, Monterey, Ventura, Los Angeles, and San Diego.
- Principal in Charge for the District's Fall Creek Intake Facility Evaluation.
- Provided QA/QC for Baldy Mesa Water District's Water Supply Plan.
- Program Manager for California American Water's \$85 million Carmel River Re-Route and San Clemente Dam Removal Project in Carmel Valley.
- Strong financial and capital asset planning capability.
- Consistently provides responsive, high-quality service to clients.
- Founder and CEO of WSC means direct accountability to the San Lorenzo Valley Water District.

	Education / Registrations	Relevant Experience	Value to the District
 <p>Jereon Olthof, PE, MS QA/QC</p>	<p>MS, Civil Engineering, University of Washington</p> <p>BS, Civil Engineering, University of Colorado Boulder</p> <p>MBA, USC (in-process)</p> <p>Civil Engineer, CA #58597</p>	<ul style="list-style-type: none"> Nearly 20 years of experience in civil engineering planning, specializing in hydraulic modeling, infrastructure condition assessment, Urban Water Management Plans, and master planning. Project Manager for Soquel Creek Water District's 2015 UWMP. Technical Lead for California American Water's 2015 UWMPs for the following Districts: Monterey, San Diego, Los Angeles, Ventura and Sacramento. Project Manager for San Bernardino Valley MWD's 2015 Regional UWMP, which includes the participation of ten (10) separate agencies, and for Riverside Public Utilities 2015 UWMP. Lead Project Engineer for concurrently completing a UWMP and Sanitary Sewer and Storm Drainage Master Plans for the City of Reedley. Technical Lead and Task Manager for the Hi-Desert Water District's 2005 UWMP Update. Completed more than 30 water master plans, including assessment of demands and supplies. Developed the customer database, demand projections, and provided technical analysis for Nipomo Community Services District's 2010 UWMP. 	<ul style="list-style-type: none"> Nationally recognized expert in the application, adaptation and use of data management and analysis, GIS and modeling technology to solve problems related to water systems. Specialist in data management and analysis including financial analysis and statistical evaluations.
 <p>Lianne Westberg, PE, MS, CEM Technical Resource</p>	<p>MS, Civil and Environmental Engineering, Stanford</p> <p>BS, Mechanical Engineering, Cal Poly, SLO</p> <p>Mechanical Engineer, CA #35941</p> <p>Certified Energy Manager, #21981</p>	<ul style="list-style-type: none"> Mechanical engineer and Certified Energy Manager with experience working in both the water industry and electric industry. Prepared energy evaluations and evaluated climate change mitigation and adaption strategies for California American Water's 2010 UWMPs for their Monterey, Sacramento, Ventura, and Los Angeles Districts. Primary Author of California American Water's 2010 UWMP for their San Diego District where she evaluated supply, supply reliability, demand, supply and demand comparisons, demand management measures, and climate change mitigation and adaption strategies. Energy and Water Manager and Project Manager for the Energy Watch – Facility Inventory and Database Project for the County of San Luis Obispo. Project Manager for Heritage Ranch Community Services District's System Energy Plan. Conducted Energy Use Studies for California American Water's Monterey and Sacramento Districts where she performed an analysis of operation optimization and energy efficiency opportunities. 	<ul style="list-style-type: none"> Focused on the water-energy nexus, integrating energy and climate consideration into water planning. Former PG&E Program Engineer for their energy efficiency program. Extensive knowledge of renewable generation implementation including delivery models and funding mechanisms. Innovative engineer with strong analytical and communication skills.
 <p>Daniel Heimel, PE, MS Technical Resource</p>	<p>MS, Civil and Environmental Engineering, Cal Poly, SLO</p> <p>BS, Environmental Engineering, CSU Chico</p> <p>Civil Engineer, CA #80762</p> <p>SWRCB D4 Operator #28472</p> <p>SWRCB T2 Operator #26014</p>	<ul style="list-style-type: none"> Nearly 15 years of engineering and operations experience in the water and wastewater industry, specifically hydraulic modeling and water supply analysis. Conducting Water Supply Analysis for Soquel Creek Water District and the City of Pismo Beach's 2015 UWMP. Project Engineer and Primary Author for California American Water's Ventura District's 2010 UWMP. Project Manager for the Water Supply, Production and Delivery Plan and As-Needed Services for Flood Zone 3 of the Northern Cities Management Area, which includes the Cities of Pismo Beach, Arroyo Grande, Grover Beach, and Oceano Community Services District. Project Engineer for six water and/or wastewater Master Plans for the Cities of Santa Maria, Arroyo Grande, San Luis Obispo, and Paso Robles, among others. Project Engineer for the Descanso Community Water District's Comprehensive Planning Study, which included the review of demand projections and supply reliability. Former Chair of the Water Quality Committee for the Bay Area Water Supply and Conservation Agency. 	<ul style="list-style-type: none"> Familiar with the regional water resources through his time employed at two Bay Area water agencies. Strong data analysis and modeling capabilities. Extensive experience utilizing GIS to develop solutions for municipal water utilities. Experience in designing programs for water resources. Effective at managing and utilizing numerous and varied data sets.
 <p>Spencer Waterman Technical Resource</p>	<p>BS, City and Regional Planning, Cal Poly SLO</p> <p>AWWA Water Use Efficiency Practitioner Grade 1, Cert. #1714</p>	<ul style="list-style-type: none"> Lead Author and Staff Planner for Soquel Creek Water District's 2015 UWMP and seven (7) 2010 UWMPs. Project Manager for five (5) of California American Water's 2015 UWMPs, which include the following District's: Monterey, Ventura, Los Angeles, Sacramento, and San Diego. Project Manager for Big Bear City CSD and the City of Pismo Beach's 2015 UWMP. Staff Planner for the City of Victorville's 2015 UWMP and San Bernardino Valley MWD's 2015 Regional UWMP, which includes ten (10) separate agencies. Core team member for the Department of Water Resources 2015 UWMP Guidebook Advisory Committee. Evaluated supply, supply reliability, demand, supply and demand comparisons, demand management measures, water shortage contingency plan, and recycled water for Nipomo CSD's 2010 UWMP, the City of Arroyo Grande's 2010 UWMP, and five (5) of California American Water's 2010 UWMPs. Provides water use efficiency Best Management Practices (BMP) implementation and California Urban Water Conservation Council (CUWCC) support services including tracking, updating, planning, and reporting compliance for Nipomo CSD's BMP Implementation and CUWCC Support. Staff Planner for California American Water's San Clemente Dam Removal and Carmel River Reroute and the National Marine Fisheries Service Settlement Phase II Agreement, both of which take place in Monterey County. 	<ul style="list-style-type: none"> In-depth understanding of California water planning and management processes and policies. Comprehensive knowledge of planning processes and policies related to land use and population growth that impact demand forecasting analyses. Developed multiple per capita demand analyses for SB7 using GIS and census data. Expert in development and analysis of spatial allocation of water demands using GIS. Experience using GIS to assist utilities in meeting their planning objectives.
 <p>Adam Rianda, EIT Technical Resource</p>	<p>BS, Environmental Engineering, Cal Poly, SLO</p> <p>Engineer-in-Training, No. 146168</p>	<ul style="list-style-type: none"> Assistant Engineer for the Canyon del Rey Master Drainage Plan for Monterey County Water Resources Agency. Staff Engineer and inspection services for California American Water's San Clemente Dam Removal and Carmel River Re-route. Assistant Engineer for the Updated Flood Control Study for County Services Area 50 for Monterey County Resource Management Agency. Former Water Resources Engineering Intern for San Benito County Water District. Engineering support for the Bay Area Integrated Regional Water Management Plan DAC Flood Study for Contra Costa County Flood Control and Water Conservation District. Staff Engineer for the La Vista Stormwater Management Plan, which was conducted in the City of Hayward. Engineering Support for the Stormwater Detention Modeling for the Christopher Highland Property in Daly City. Assistant Engineer for the Miraflores Greenbelt Hydraulic Analysis, located in Richmond, CA. 	<ul style="list-style-type: none"> Completed several projects in Monterey County, which have similar regional, contextual and geographical issues. Innovative, hands-on engineer specializing in water resources. Breadth of modeling capabilities. Strong understanding of local water resources.

Project Qualifications

2015 Urban Water Management Plans

WSC is currently completing a comprehensive evaluation and recommendations from water conservation programs to comply with the UWMP Act, including SB7. Evaluated supply, supply reliability, demand, supply and demand comparisons, demand management measures, recycled water plan, and climate change impacts for the following clients:

California American Water

California American Water will be preparing five (5) UWMPs for the following Districts: Monterey, Sacramento, Ventura, Los Angeles, and San Diego. The project began September 2015 and is scheduled to be completed before the July 1, 2016 deadline. The budget of the project is \$206,186.

Mr. Mark Reifer, PE
California American Water
(626) 614-2517

Soquel Creek Water District

Soquel Creek Water District serves an area of about 14 square miles and 38,000 residents. The project began August 2015 and is scheduled to be completed before the July 1, 2016 deadline. The budget of the project is \$70,219.

Ms. Shelly Flock
Soquel Creek Water District
(831) 475-8501 x 156

San Bernardino Valley Municipal Water District – Regional UWMP

The Regional UWMP is being developed with the participation of the following agencies: SBVMWD, East Valley Water District, Riverside-Highland Water Company, West Valley Water District, Yucaipa Valley Water District, the City of San Bernardino Municipal Water District, and the Cities of Colton, Loma Linda, Redlands, and Rialto. The project began October 2015 and is scheduled to be completed before the July 1, 2016 deadline. The budget of the project is \$298,766.

Mr. Robert Tincher, PE
San Bernardino Valley MWD
(909) 387-9215

City of Pismo Beach

The City of Pismo Beach serves an area of about 13.8 square miles and approximately 7,861 residents. The project began October 2015 and is scheduled to be completed before the July 1, 2016 deadline. The budget of the project is \$194,790, and includes a Water Master Plan.

Mr. Benjamin Fine, PE
City of Pismo Beach
(805) 773-7037

City of Victorville

The City of Victorville serves an area of nearly 74 square miles and 116,000 residents. The project August 2015 and is scheduled to be completed before the July 1, 2016 deadline. The budget of the project is \$44,310.

Mr. Victor Fajardo
City of Victorville
(760) 243-6311

Riverside Public Utilities

Riverside Public Utilities serves a customer base with demands of approximately 80,000 acre feet per year. The project began December 2015 and is scheduled to be completed before the July 1, 2016 deadline. The budget of the project is \$82,818.

Mr. Farid Boushaki, PhD, PE
Riverside Public Utilities
(951) 826-2328

Big Bear City Community Services District

Big Bear City CSD serves an area of nearly 21 square miles and 16,400 customers. The project began September 2015 and is scheduled to be completed before the July 1, 2016 deadline. The budget of the project is \$54,978.

Mr. Jerry Griffith
Big Bear City CSD
(909) 584-4008

2010 Urban Water Management Plans

WSC completed a comprehensive evaluation and recommendations from water conservation programs to comply with the UWMP Act, including SB7. Evaluated supply, supply reliability, demand, supply and demand comparisons, demand management measures, recycled water plan, and climate change impacts for the following clients.

California American Water

California American Water will be prepared five (5) UWMPs for the following Districts: Monterey, Sacramento, Ventura, Los Angeles, and San Diego. The project began April 2009 and was completed November 2011. The final budget of the project was \$206,186.

Mr. Mark Reifer, PE
California American
(626) 614-2517

City of Arroyo Grande

The City of Arroyo Grande serves an area of about 5.87 square miles and 17,252 residents. The project began April 2011 and was completed January 2012. The final budget of the project was \$19,490.

Ms. Teresa McClish
The City of Arroyo Grande
(805) 473-5422

City of San Luis Obispo

The City of San Luis Obispo serves an area of 12.93 square miles and approximately 45,119 residents. The project began in January 2011 and was completed June 2011. This project was completed as an employee of the City and did not have a budget assigned to developing this document.

Mr. Aaron Floyd
City of San Luis Obispo
(805) 781-7237

City of Reedley

The City of Reedley serves an area of 5.155 square miles and approximately 24,194 residents. The project began July 2010 and was completed July 2011. The final budget of the project was approximately \$30,000.

Mr. Mike Pardo
City of Reedley
(559) 637-4200, ext. 233

Nipomo Community Services District

Nipomo Community Services District serves an area of nearly 3,917 acres and 10,817 residents. The project began November 2009 and was completed June 2011. The final budget of the project was \$117,260.

Mr. Peter Sevcik, PE
Nipomo CSD
(805) 929-1133

2005 Urban Water Management Plans

WSC completed a comprehensive evaluation and recommendations from water conservation programs to comply with the UWMP Act, including SB7. Evaluated supply, supply reliability, demand, supply and demand comparisons, demand management measures, recycled water plan, and climate change impacts for the following clients:

California American Water

California American Water completed five (5) UWMPs for the following Districts: Monterey, Sacramento, Ventura, Los Angeles, and San Diego. Document preparation began April 2009 and the final documents was completed November 2011. The final budget of the project is \$34,672.

Mr. Mark Reifer, PE
California American Water
(626) 614-2517

City of Arroyo Grande

The City of Arroyo Grande serves an area of about 5.87 square miles and 17,252 residents. The project began April 2010 and was completed June 2010. The final budget of the project was \$5,148.

Ms. Teresa McClish
City of Arroyo Grande
(805) 473-5422

City of San Luis Obispo

The City of San Luis Obispo serves an area of 12.93 square miles and approximately 45,119 residents. The project began June 2005 and was completed December 2005. This project was completed as an employee of the City and did not have a budget assigned to developing this document.

Mr. Aaron Floyd
City of San Luis Obispo
(805) 781-7237

Hi-Desert Water District

Hi-Desert Water District serves a total service area of 57 square miles and 24,051 residents. The project began July 2008 was completed in October 2008. The final budget of the project was approximately \$25,000.

Mr. Ed Muzik
Hi-Desert Water District
(760) 228-6269

Otay Water District

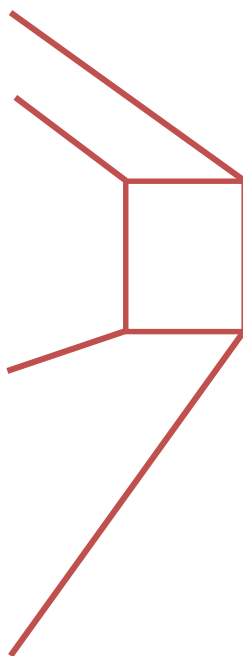
Otay Water District serves a total service area of 125.5 square miles and 220, 213 residents. The project began June 2005 and was completed December 2005. The final budget of the project was approximately \$25,000.

Mr. Stephen Beppler, PE
Otay Water District
(619) 670-2209

Firm's Local Experience

The WSC team has completed numerous projects within Santa Cruz and Monterey County and have a deep understanding of the regional, contextual, and political climate that the District operates in. As a subconsultant, WSC is currently performing engineering design services for the District's Fall Creek Intake Facility, as well as developing the 2015 UWMP for Soquel Creek Water District and for California American Water's Monterey Districts. In addition to the projects listed below, WSC has also completed dozens of projects for surrounding agencies within San Luis Obispo County, Alameda County, San Mateo County, and Contra Costa County. The following list includes projects that the WSC team has completed in Santa Cruz and Monterey County.

Project	Client
Fall Creek Intake Facility	San Lorenzo Valley Water District
2015 Urban Water Management Plan	Soquel Creek Water District
2015 Urban Water Management Plan	California American Water - Monterey
2010 Urban Water Management Plan	California American Water - Monterey
2005 Urban Water Management Plan	California American Water - Monterey
San Clemente Dam Removal and Carmel River Re-route	California American Water - Monterey
Sand City Desalination NPDES Permit	California American Water - Monterey
Seaside Phase 1 Aquifer Storage & Recovery System Basis of Design Report	California American Water - Monterey
Canyon del Rey Master Drainage Plan	Monterey County Water Resources Agency
Updated Flood Control Study for County Services Area 50	Monterey County Resource Management Agency



Creative Alternatives

Leading-Edge Approach Enhances Value of UWMP

The Guidebook for the 2015 UWMPs outlines several optional sections that can enhance the value of the UWMP. The District identified the following analyses to be included in the 2015 UWMP; and WSC has significant experience in each of these areas. In fact, following the submission of 2010 UWMPs, DWR reached out to WSC directly to be integrally involved in DWR's Guidebook Advisory Committee, including key areas such as demand projections and energy intensity calculations. The following descriptions explain WSC's unique approach for the following sections.

Climate Change

DWR encourages a narrative summary of climate change impacts based on the IRWM Climate Change Vulnerability Assessment. The District, in the RFP, requested a description of climate change impacts, including Section IV: Sea Level Rise (including its potential impact on imported supplies), Section V: Flooding, Section VI: Ecosystem and Habitat Vulnerability, and/or Section VII: Hydropower. The summary may include a discussion of any planned actions to address noted vulnerabilities from the climate change assessment.

WSC performed climate change analyses for five 2010 UWMPs. As a result, DWR asked WSC to provide input on the Climate Change methodology guidance for the 2015 UWMPs.

Energy Intensity Analysis

The District, in the RFP, requested a quantitative analysis of energy intensity be included in 2015 UWMP. A full implementation of energy intensity reporting could include compiling and evaluating historical energy usage data to estimate average energy intensity of each supply source to provide a complete picture of total embedded energy in the District's water supply.

WSC developed a methodology for energy intensity evaluations and has provided guidance to DWR during development of their energy intensity tool.

Projected Passive Water Savings

The guidance provided by DWR to complete this analysis is complex and requires the District to provide to WSC parcel specific information including historical water use, customer classification and any future changes that could be anticipated through various planning documents. Given the complexity of the data collection, WSC has identified two options to accomplish this task.

- **Simple Approach:** Estimate future urban water savings attributable to codes, standards, ordinances, and sustainability plans, as schedules and availability of information permit. In order to accomplish this task, the assumption is made that the District can provide specific customer water use data and an age of housing and non-residential facilities inventory. Alternatively, an inventory of customers with efficient plumbing fixtures could be used. This would be matched with the District's expectation of water savings moving into the future to determine future water use by customer classification.
- **Optional Approach:** If the District requests the more complex approach suggested by DWR, WSC will provide a detailed task and cost breakdown to the District under a separate cover. To execute this approach, it is assumed customer data can be linked to an inventory of all parcels in the service area, existing and proposed land use, existing and proposed land use density and intensity of use, new development projects, and existing and future saturation of efficient water fixtures and landscapes.

Appendix A. Exceptions

WSC has reviewed and is in substantial agreement with the terms and conditions contained within the Draft Agreement for Professional Services. That said, we respectfully request the following minor changes:

16. HOLD HARMLESS / INDEMNIFICATION

Consultant agrees, to the fullest extent permitted by law, to indemnify **(but not defend)** and hold District, its Board members, officers, and employees, harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) **arising from third-party claims** to the extent **such claims are** caused by Consultant's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her sub-consultants or anyone for whom Consultant is legally liable.

25. DISPUTE RESOLUTION

- D. Mediation under this section is a condition precedent to filing an action in any court. In the event any legal action or proceeding is commenced to interpret or enforce the terms of, or obligations arising out of this Agreement, or to recover damages for the breach thereof, the ~~Party prevailing in any such action or proceeding shall be entitled to recover from the non-prevailing Party all reasonable attorney's fees, costs and expenses incurred by the prevailing Party~~ parties shall bear their own attorney fees and legal costs.

We would appreciate the opportunity to discuss these requested revisions with District staff at your convenience.

In addition, WSC has confirmed that WSC meets and/or exceed all insurance requirements.

Appendix B. Resumes



Ron Munds

Education

BS, Natural Resource
Management, Cal Poly, SLO

Professional Affiliations

California Urban Water
Conservation Council, Board of
Directors (2001-2013), Vice-
chair (2003), Chair, 2004

AB 2717 Landscape Task Force,
Chair and Chief Facilitator

Department of Water Resources,
Water Efficient Landscape Model
Ordinance

California Public Utilities
Commission

Professional Experience

Prior to joining WSC, Mr. Munds had over 26 years of experience with the City of San Luis Obispo Utilities Department. He developed skills and knowledge in water supply planning and conservation, solid waste management and recycling, energy management, recycled water management, storm water management, water, sewer, and solid waste rate setting and budget preparation. He also has experience in working within the legislative process at the local and state level. In addition, Mr. Munds has experience in working with other governmental agencies including the County of San Luis Obispo, Central Coast Regional Water Quality Board, Department of Water Resources, and the State Water Resources Control Board.

Representative Projects

Soquel Creek Water District, 2015 Urban Water Management Plan, Soquel, CA . Technical Advisor.

California American Water Company, Monterey County District 2015 Urban Water Management Plan, Monterey, CA. Technical Resource.

California American Water Company, Sacramento County District 2015 Urban Water Management Plan, Sacramento, CA. Technical Resource

California American Water Company, Ventura County District 2015 Urban Water Management Plan, Ventura, CA. Technical Resource

California American Water Company, Los Angeles County District 2015 Urban Water Management Plan, Los Angeles, CA. Technical Resource

California American Water Company, Coronado County District 2015 Urban Water Management Plan, Coronado, CA. Technical Resource.

Big Bear City Community Services District, 2015 Urban Water Management Plan, Big Bear, CA. Lead Author.

City of Pismo Beach, 2015 Urban Water Management Plan, Pismo Beach, CA. Lead Author.

City of San Luis Obispo, 1995, 2000, 2005, & 2010 Urban Water Management Plan, San Luis Obispo, CA. Project Manager.

City of San Luis Obispo, 2003, 2008, & 2013 Storm Water Management Plans, San Luis Obispo, CA. Technical Resource.

City of San Luis Obispo, 2010 General Plan – Water and Wastewater, San Luis Obispo, CA. Technical Resource.

City of San Luis Obispo, 2013 Water and Recycled Water Master Plan, San Luis Obispo, CA. Technical Resource.



Jeffery Mitchell Szytel, MS, MBA, PE

Education

MBA, UCLA Anderson School of Management

MS, Civil Engineering, University of California Los Angeles

BS, Civil and Environmental Engineering, University of California Davis

Professional Registrations

Professional Engineer - Civil, California, No. C63004

SWCRB T2 Water Treatment Operator #32674

Professional Affiliations

American Water Works Association, Member

American Public Works Association, Member

American Society of Civil Engineers, Member

Association of California Water Agencies, Committee Member

Publications

Supply from the Sea: Exploring Ocean Desalination. Journal AWWA, February 2005, 97:2

The Business of Water. Contributing Author for *Supply from the Sea: Exploring Ocean Desalination.* AWWA. March, 2008.

Professional Experience

Mr. Szytel has more than 17 years of experience in civil and environmental engineering specializing in water, wastewater and recycled water systems. His experience includes project and program management, construction management, capital improvement planning, water and wastewater treatment facility evaluation, optimization and design, hydraulic analysis, pilot studies, water and wastewater master planning, integrated resource planning, water and sewer infrastructure planning and design and management consulting.

Representative Projects

Soquel Creek Water District, 2015 Urban Water Management Plan, Soquel, CA . Principal in Charge.

California American Water Company, 2015 Urban Water Management Plan, Multiple Districts, CA . Principal in Charge. Five separate documents for the Monterey, Sacramento, Ventura, Los Angeles, and San Diego Counties.

San Bernardino Valley Municipal Water District, 2015 Regional Urban Water Management Plan, San Bernardino, CA . Principal in Charge.

Big Bear City Community Services District, 2015 Urban Water Management Plan, Big Bear, CA . Principal in Charge.

City of Victorville, 2015 Urban Water Management Plan, Victorville, CA. Principal in Charge.

Riverside Public Utilities, 2015 Urban Water Management Plan, Riverside, CA. Principal in Charge.

City of Pismo Beach, 2015 Urban Water Management Plan and Water Master Plan, Pismo Beach, CA. Principal in Charge.

City of Arroyo Grande, 2010 Urban Water Management Plan, Arroyo Grande, CA. Project Manager.

Nipomo Community Services District, 2010 Urban Water Management Plan Update, Nipomo, CA. Project Manager.

California American Water Company, 2010 Urban Water Management Plan, Various Districts, CA. Project Manager. Five separate documents for the Monterey, Sacramento, Ventura, Los Angeles, and San Diego Counties.

California American Water, 2005 Urban Water Management Plan Update, Various Districts, CA Project Manager. Five separate documents for the Monterey, Sacramento, Ventura, Los Angeles, and San Diego Counties.

Baldy Mesa Water District, Water Supply Plan, Victorville, CA. Water Treatment, QA/QC.

Waterways Consulting – San Lorenzo Valley Water District, Fall Creek Intake Facility Evaluation, Boulder City, CA. Principal in Charge.

City of San Luis Obispo, Water Resource Recovery Facility Project, San Luis Obispo, CA. Program Manager.

California American Water, Monterey-Seaside Phase 1 Aquifer Storage and Recovery (ASR) System Basis of Design Report, Monterey, CA. Project Engineer.

Jeroen Olthof, PE, MS

Education

MS, Civil Engineering, University of Washington

BS, Civil Engineering, University of Colorado Boulder

Professional Registrations

Professional Engineer- Civil, California, No. C58597

Articles

San Diego's Recipe for Overflow Reduction, Public Works, June, 2004.

Capacity Assurance Sets Stage for CMOM Success, Waterscapes, Vol. 13, No. 2, May, 2002

Presentations

Management of Sewers in Environmentally Sensitive Areas, ASCE Pipelines Conference, San Diego, CA 2004

Lessons Learned in San Diego's Collection System Assessment Program, Water Environment Federation (WEF) Collection Systems Conference, Austin, TX, June, 2003

Automated Decision Tools for Sewer Collection System Assessment, California Water Environment Association Conference (CWEA), Ontario, CA, 2003

Improved Collection System Management Using GIS, Water Environment Federation Technology and Exposition Conference (WEFTEC), Chicago, IL, October, 2002

An Incremental Approach to GIS and Floodplain Mapping, Floodplain Management Association Conference, Sacramento, CA, September, 2000

A Hydrogen Sulfide Screening Tool Within GIS, WEFTEC, Collection Systems Conference, Salt Lake City, UT, May, 1999

Professional Experience

Mr. Olthof brings more than 20 years of experience in planning, design, and management of water and wastewater infrastructure. He specializes in hydraulic modeling of pipe networks, feasibility studies, infrastructure condition assessment, and comprehensive master planning. His experience includes database development and integration of geographic information systems (GIS) with hydraulic models, recycled water customer databases, and asset databases. He has developed and maintained custom databases to track recycled water customers and generate reports for regulatory agencies and other stakeholders. He has also developed condition assessment programs and decision algorithms to support capital improvement planning and maintenance optimization. He has published several technical papers on hydraulic modeling and infrastructure condition assessment.

Representative Projects

Soquel Creek Water District, 2015 Urban Water Management Plan, Soquel, CA . Technical Advisor.

California American Water, 2015 Urban Water Management Plan – Monterey District, Monterey, CA. Technical Lead.

California American Water, 2015 Urban Water Management Plan – Sacramento District, Sacramento, CA. Technical Lead.

California American Water, 2015 Urban Water Management Plan – Ventura District, Ventura, CA. Technical Lead.

California American Water, 2015 Urban Water Management Plan – Los Angeles District, Los Angeles, CA. Technical Lead.

California American Water, 2015 Urban Water Management Plan – San Diego District, San Diego, CA. Technical Lead.

City of Victorville, 2015 Urban Water Management Plan, Victorville, CA . Technical Advisor.

Otay Water District, 2005 Urban Water Management Plan, Spring Valley, CA. Project Manager.

Riverside Public Utilities, 2015 Urban Water Management Plan, Riverside, CA . Project Manager.

San Bernardino Valley Municipal Water District, 2015 Regional Urban Water Management Plan, San Bernardino, CA . Project Manager.

Nipomo Community Services District, 2010 Urban Water Management Plan, Nipomo, CA. Task Manager.

City of Reedley, Sanitary Sewer and Storm Drainage Master Plans, and Urban Water Management Plan, Reedley, CA. Lead Project Engineer.

Hi-Desert Water District, Urban Water Management Plan Update, Yucca Valley, CA. Technical Lead.

California American Water, Ambler Park Water System Master Plan, Monterey, CA. Project Manager.

Oro Loma Sanitary District, Collection System Hydraulic Model Update, San Lorenzo, CA. QC Review.

Baldy Mesa Water District, Water Supply Plan, Victorville, CA. Project Manager.



Lianne S. Westberg, PE, MS, CEM

Education

MS, Civil and Environmental Engineering, Stanford University

BS, Mechanical Engineering, California Polytechnic State University, San Luis Obispo

Professional Registrations

Professional Engineer-Mechanical, California, No. M35941

Certified Energy Manager, 21981

Presentations

Doing More with Less: Integrated Strategies for Energy and Water Management at Distributed Facilities. AWWA Annual Conference and Exposition, Anaheim, California. June 2015.

How "green" is your water? Forecasting greenhouse gas emissions from a large California water utility. AWWA Sustainable Water Management Conference, Portland, Oregon. March 2012.

Professional Experience

Ms. Westberg is a mechanical engineer and Certified Energy Manager, with experience working in both the water industry and electric industry. Her experience includes program and project management, water, wastewater and recycled water planning and design, cost estimating, life-cycle cost analysis and funding support, energy efficiency analysis and optimization, renewable energy planning, and energy efficiency education. Her most recent experience has been focused on the water-energy nexus, integrating energy and climate considerations into water and wastewater planning.

Representative Projects

California American Water Company, San Diego County District 2010 Urban Water Management Plan, San Diego, CA. Staff Engineer.

California American Water Company, Sacramento, Monterey County, Ventura County and Los Angeles County Districts 2010 Urban Water Management Plans, Various Cities, CA. Staff Engineer.

California American Water, Energy Use Study for the Sacramento and Monterey County Districts, Sacramento and Monterey, CA. Project Engineer.

County of San Luis Obispo, Energy Watch – Facility Inventory and Database Project, San Luis Obispo, CA. Project Manager.

County of San Luis Obispo, Energy and Water Manager, San Luis Obispo, CA. Project Manager.

Heritage Ranch Community Services District, System Energy Plan, Heritage Ranch, CA. Project Manager.

City of Arroyo Grande Wastewater System Master Plan, Arroyo Grande, CA. Staff Engineer.

City of Arroyo Grande, Water System Master Plan, Arroyo Grande, CA. Staff Engineer.

West Valley Water District, Recycled Water Master Plan- Part 1, Rialto, CA. Staff Engineer.

Descanso Community Water District, Comprehensive Planning Study. Staff Engineer.

Apple Valley Ranchos Water Company, North Apple Valley Water System Improvement Plan, Town of Apple Valley, CA. Project Engineer.

City of Santa Maria, 2012 Utility Master Plan Update, Santa Maria, CA. Project Engineer.

City of San Luis Obispo, Recycled Water System Assessment, San Luis Obispo, CA. Project Engineer.

City of Big Bear Lake Department of Water and Power, 2013 Water System Improvements, Big Bear Lake, CA. Project Engineer.

City of Pismo Beach, WWTP Sludge Dewatering Improvements, Five Cities Lift Station Replacement, and Recycled Water Facilities Planning Study, Pismo Beach, CA. Assistant Project Manager.

County of San Luis Obispo, Coastal Branch Capacity Assessment. Staff Engineer.



Daniel Eric Heimel, MS, PE

Education

MS, Civil and Environmental Engineering, Cal Poly San Luis Obispo

BS, Environmental Science, California State University Chico

Professional Registrations

Professional Engineer – Civil, California, No. C80762

Operator Certifications

SWRCB Registered D4 Operator #28472

SWRCB Registered T2 Operator #26014

Professional Affiliations

American Water Works Association, Member

Air & Waste Management Association, Member

Professional Experience

Mr. Heimel has over thirteen years of engineering and operations experience in the water and wastewater industry. He has worked for two public water utilities in an operations capacity, making him knowledgeable of the day-to-day operations that keep water supply, water treatment, and water distribution facilities functioning. His experience includes project and program management, hydraulic modeling, GIS implementation, water quality and drinking water utility regulatory compliance, sampling plan development and implementation, recycled water implementation, pilot studies, water quality and water supply watershed monitoring, groundwater recharge facility operations, and water quality data analysis.

Representative Projects

City of Pismo Beach, 2015 Urban Water Management Plan, Pismo Beach, CA. Water Supply Analysis.

Soquel Creek Water District, 2015 Urban Water Management Plan, Soquel, CA. Water Supply Analysis.

California American Water Company, Ventura County District 2010 Urban Water Management Plan, Ventura, CA. Project Engineer.

Northern Cities Management Area, Water Supply, Production and Delivery Plan. Project Manager.

Northern Cities Management Area, As Needed Services for Flood Zone 3. Project Manager.

Santa Barbara County Water Agency, Long Term Supplemental Water Supply Alternatives Report, Santa Barbara, CA. Project Engineer.

City of Santa Maria, Water and Sewer Master Plan, Santa Maria, CA. Project Engineer.

City of Santa Maria, Local Limits Study, Santa Maria, CA. Project Manager.

City of Arroyo Grande, Water and Sewer Master Plan, Arroyo Grande, CA. Project Engineer.

Descanso Community Water District, Comprehensive Planning Study, Descanso, CA. Project Engineer.

Bay Area Water Supply and Conservation Agency (BAWSCA), Chair of the Water Quality Committee. Project Engineer.

Bay Area Water Supply and Conservation Agency (BAWSCA), Water Quality Notification Alerts. Project Engineer.

County of San Luis Obispo, Coastal Branch Capacity Assessment, San Luis Obispo, CA. Project Engineer.

City of Redwood City, Water Quality Sampling and Management Program. Project Engineer.

City of Redwood City, IDSE SMP Preparation, Redwood City, CA. Project Engineer.

Alameda County Water District, GIS Upgrade of Water Quality Mapping Tools. Project Engineer.



Spencer J. Waterman

Education

BS, City & Regional Planning,
California Polytechnic State
University, San Luis Obispo

Certifications

American Water Works
Association, California-Nevada
Section, Water Use Efficiency
Practitioner Grade 1, Certificate
1714

Professional Affiliations

American Water Works
Association, Member

Professional Experience

Mr. Waterman is a planner with an emphasis on water resources planning and water use efficiency. His experience includes development of water master plans, wastewater master plans, recycled water master plans, grant funding applications, water use efficiency and conservation services, and state water law compliance documents including Urban Water Management Plans, AB 1420 Self-Certification Statement materials, and California Urban Water Conservation Council Best Management Practices reports. His planning related experience includes urban redevelopment plans, specific plans, general plans, the CEQA process, ordinance writing, and building permit review.

Representative Projects

City of Pismo Beach, 2015 Urban Water Management Plan, Pismo Beach, CA . Project Manager.

San Bernardino Valley Municipal Water District, 2015 Regional Urban Water Management Plan, San Bernardino, CA . Technical Advisor.

Big Bear City Community Services District, 2015 Urban Water Management Plan, Big Bear, CA . Project Manager.

City of Victorville, 2015 Urban Water Management Plan, Soquel, CA . Project Manager.

Soquel Creek Water District, 2015 Urban Water Management Plan, Soquel, CA . Project Manager.

California American Water Company, 2015 Urban Water Management Plan, Multiple Districts, CA . Project Manager. Five separate documents for the Monterey, Sacramento, Ventura, Los Angeles, and San Diego Counties.

California American Water Company, 2010 Urban Water Management Plan, Various Districts, CA. Staff Planner. Five separate documents for the Monterey, Sacramento, Ventura, Los Angeles, and San Diego Counties.

California American Water, 2005 Urban Water Management Plan Update, Various Districts, CA Staff Planner. Five separate documents for the Monterey, Sacramento, Ventura, Los Angeles, and San Diego Counties.

City of Arroyo Grande, City of Arroyo Grande 2010 Urban Water Management Plan, Arroyo Grande, CA. Staff Planner.

Nipomo Community Services District, 2010 Urban Water Management Plan, Nipomo, CA. Staff Planner.

Nipomo Community Services District, BMP Implementation and CUWCC Support, Nipomo, CA. Staff Planner.

California American Water Company, National Marine Fisheries Service Settlement Phase II Settlement Agreement, Carmel Valley, CA. Staff Planner.

Town of Los Gatos Community Development Department, Building Permit Review, Los Gatos, CA.

Town of Los Gatos Community Development Department, News Rack Ordinance Update, Los Gatos, CA.

Adam Rianda, EIT

Education

BS, Environmental Engineering,
California Polytechnic State
University, San Luis Obispo

Professional Registrations

Engineer-in-Training, No.
146168

Professional Experience

Mr. Rianda is an Engineer-in-Training with two years of civil engineering experience with an emphasis in surface water hydrology and hydraulics. His experience includes stormwater management planning and design, flood hazard assessment, stream and wetland restoration design, preparation of construction documents, and hydrologic and hydraulic modeling via a wide array of 1D and 2D modeling platforms.

Representative Projects

Stormwater Management Planning and Design – Parkside Trails Development, Cupertino, CA. Assistant Engineer.

Surrey Farms Stormwater Infrastructure Stability Analysis, Los Gatos, CA. Assistant Engineer.

California American Water Company, Carmel River Reroute and San Clemente Dam Removal Project, Carmel Valley, CA. Staff Engineer.

Monterey County Water Resources Agency, Canyon del Rey Master Drainage Plan, Monterey, CA. Assistant Engineer.

Monterey County Resource Management Agency, Updated Flood Control Study for County Services Area 50, Monterey, CA. Assistant Engineer.

La Vista Stormwater Management Plan, Hayward, CA. Staff Engineer.

Patterson Ranch Wetland Design, Alameda County, CA. Assistant Engineer.

Miraflores Greenbelt Hydraulic Analysis, Richmond, CA. Assistant Engineer.

Promenade Property Stormwater Management Planning and Design, Antioch, CA. Assistant Engineer.

Cowan Property Stormwater Management Planning and Design, Antioch, CA. Assistant Engineer.

Tassajara Stormwater Management Design, Contra Costa County, CA. Assistant Engineer.

Contra Costa County Flood Control and Water Conservation District, Bay Area Integrated Regional Water Management Plan DAC Flood Study, Bay Point, CA. Assistant Engineer.

Stormwater Detention Modeling for the Christopher Highlands Property, Daly City, CA. Assistant Engineer.

Updated Codornices Creek Hydraulic Model for the Belmont Senior Living Facility, Albany, CA. Assistant Engineer.

Lagoon Valley Stormwater Management and Restoration Design, Vacaville, CA. Assistant Engineer.

Trilogy Stormwater Management Planning and Design, Rio Vista, CA. Assistant Engineer.

City of Morro Bay, Chorro Creek Stream Gage, Morro Bay, CA. Engineering Support.

Big Bear City Community Service Department, Water System Best Management Plan, Big Bear City, CA. Staff Engineer.

Big Bear City Community Service Department, Sewer Master Plan, Big Bear City, CA. Staff Engineer.



San Lorenzo Valley Water District
2015 UWMP
Cost Proposal
25-Feb-15

Task No.	Task Description	Principal (Jeff)	Senior Engineer V (Jeroen)	Associate Engineer III (Dan/Ulanne)	Associate Planner I (Ron)	Staff Planner III (Spencer)	Assistant Engineer (Adam)	Clerical/Admin	Total Labor Hours	Total Labor	Total Expenses	Total Fee
<i>Billing rates, \$/hr (before markup)</i>		\$278	\$255	\$185	\$165	\$155	\$120	\$90				
100	Project Management, Meetings and Data Collection	5	0	0	33	1.5	22	7	68.5	\$ 10,938	\$1,000	\$11,338
	Kickoff Meeting	5			6		8		19	\$ 3,340	\$300	\$3,640
	Progress Meetings				12	1.5	6		19.5	\$ 2,933	\$300	\$3,233
	Draft Report Review Meeting				6		8		14	\$ 1,950	\$200	\$2,150
	Progress Reports				9			7	16	\$ 2,115	\$200	\$2,315
200	Data & Information Collection/Review	0	0	0	9	2	16	0	27	\$ 3,715	\$400	\$4,115
	Data Review and Request Log				8	2	12		22	\$ 3,070	\$300	\$3,370
	Project Folder Compilation				1		4		5	\$ 645	\$100	\$745
300	Plan Preparation and Contents	2	3	8	45	4	110	0	172	\$ 24,046	\$2,300	\$26,346
	DWR Standardized Reporting Forms and Electronic Submittal				1		8		9	\$ 1,125	\$100	\$1,225
	Executive Summary				1		4		5	\$ 645	\$100	\$745
	Intro and Overview						2		2	\$ 240	\$0	\$240
	Plan Preparation				5		4		9	\$ 1,305	\$100	\$1,405
	System Description				8		18		26	\$ 3,480	\$300	\$3,780
	System Water Use and Baselines & Targets				8	2	18		28	\$ 3,790	\$400	\$4,190
	System Supplies			6	5		14		25	\$ 3,615	\$400	\$4,015
	Supply Reliability and Water Shortage Contingency Planning			2	2		6		10	\$ 1,420	\$100	\$1,520
	Demand Management Measures				2	2	6		10	\$ 1,360	\$100	\$1,460
	Plan Adoption, Submittal and Implementation				1		2		3	\$ 405	\$0	\$405
	Draft Report	1	2		8		16		27	\$ 4,028	\$400	\$4,428
	Final Report	1	1		4		12		18	\$ 2,633	\$300	\$2,933
4.0	Other Identified Tasks	0	0	10	14	16	48	0	88	\$ 12,400	\$1,300	\$13,700
	Voluntary Climate Change Analysis			4	4	4	16		28	\$ 3,940	\$400	\$4,340
	Voluntary Reporting on Passive Water Savings			2	6	8	16		32	\$ 4,520	\$500	\$5,020
	Voluntary Reporting of Energy Intensity of Water Deliveries			4	4	4	16		28	\$ 3,940	\$400	\$4,340
Column Totals		7	3	18	101	23.5	196	7	355.5	\$ 50,499	\$5,000	\$55,499

MEMO

TO: BOARD OF DIRECTORS

FROM: DISTRICT MANAGER

PREPARED BY: FINANCE MANAGER

DATE: MARCH 17, 2016

SUBJECT: REQUEST FOR PROPOSALS AUDIT SERVICES

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and approve the attached resolution authorizing the District Manager to execute a 3-year contract with Fedak & Brown LLP for the audit services.

BACKGROUND:

The District solicited proposals to provide audit services for the next three fiscal years (FY 2016-2018) with a possible two-year extension thru FY2020. The closing date for the submission of proposals was 5:00 p.m., Friday February 26th, 2016. In response to the Request for Proposals, the District received responses from six accounting firms. The Finance Committee thoroughly discussed all firms and recommends that the Board authorize the District Manager to execute a three-year agreement with Fedak & Brown LLP.

FISCAL IMPACT:

Department: 02 – Finance

Account: 5031, Auditing Services

FY16 Budget: \$19,500 yearly audit / +\$4,500 single audit for State Funds if needed

FY17 Budget: \$19,675 yearly audit / +\$4,542 single audit for State Funds if needed

FY18 Budget: \$19,850 yearly audit / +\$4,584 single audit for State Funds if needed

Optional:

FY19 Budget: \$20,025 yearly audit / +\$4,626 single audit for State Funds if needed

FY20 Budget: \$20,200 yearly audit / +\$4,668 single audit for State Funds if needed

2015 STRATEGIC PLAN:

Strategic Element 5.4: Obtain the Comprehensive Annual Financial Report (CAFR) Award

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 31 (15-16)

SUBJECT: PROFESSIONAL AUDITING SERVICES

WHEREAS, the District undertook a full-scale competitive process for the selection of an independent auditor pursuant to the Recommended Practices for State and Local Government as prescribed by the Governmental Finance Officers Association to provide audit services for the next three (3) fiscal years; and

WHEREAS, in response to said competitive process the District received responses from six (6) accounting firms; and

WHEREAS, after careful review and consideration Fedak & Brown LLP has been deemed the most qualified firm;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the San Lorenzo Valley Water District hereby accepts the proposal of Fedak & Brown LLP to provide audit services for the San Lorenzo Valley Water District for the next three (3) fiscal years.

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 17th day of March, 2016, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly Morrison
District Secretary
San Lorenzo Valley Water District

Technical Proposal
Independent Auditor Services
For The
San Lorenzo Valley Water District



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- 4. Peer Review – Our Most Recent Quality Control Review Report**
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- 6. The Audit Team**
- 7. Our Approach to the Audit, Timing and Work Program**
- 8. Cost Proposal**



Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Jonathan P. Abadesco, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
4204 Riverwalk Pkwy. Ste. 390
Riverside, California 92505
(951) 977-9888

February 19, 2016

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

Re: Request for Proposal for Independent Auditor Services

Dear Ms. Hill:

We appreciate the opportunity to submit our proposal to provide independent auditor services for the San Lorenzo Valley Water District (District) for the years ended June 30, 2016 through 2018 with optional years 2019 and 2020. In response to your inquiry of our firm, we have prepared a proposal that reflects our understanding of the District's audit requirements and demonstrates our capability and commitment to serve. We intend to demonstrate that Fedak & Brown LLP is the right professional services firm for the District.

We understand that you expect a timely audit conducted in a professional manner in accordance with audit standards specific to governmental entities such as yours. We are committed to meet all the requirements you have indicated, will issue the reports, and meet the timing requirements you have specified. We believe we are uniquely qualified to provide the quality and scope of service that the District desires.

Focused on the Special District Industry

Our client service team members are specialists in the governmental special district sector. This means they each focus a substantial portion of their time serving special district governmental clients. We know and understand your organization and the climate you work in.

Our Firm currently audits over 50 water and sewer related special districts in the State of California along with other types of special districts (i.e., airport, library, etc.); therefore, enabling our Firm to continuously be immersed throughout the year in the financial and operational issues of special districts.

Organized to Serve the District

Our service approach ensures you will receive high quality, personalized service when and where you need it. By tailoring our approach, we guarantee you will receive the timely, attentive service that forms the hallmark of our approach to serving clients. Our special district governmental audit and consulting practice accounts for approximately 85% of our firm's annual services. Therefore, we have made a substantial commitment and investment to serve our special district governmental clients.

Our special district governmental experience is substantial, but it is not this factor that sets us apart from other Firms. Rather, it is the commitment to utilize those resources and experience for the benefit of our clients. Simply put, the District will become one of our most important clients and, accordingly, will receive the priority service they deserve.

Our approach to the engagement will establish a delivery system for providing a truly exceptional level of service. Each element of that system, including staffing, audit approach, communication and coordination, will be examined and refined to fit the needs of the District.

Ms. Stephanie Hill, Finance Manager
San Lorenzo Valley water District
February 19, 2016
Page 2

The hardest to quantify may be the relationship aspects of working with one professional services firm versus another. Because of the service delivery approach we are recommending and our history of working with many special district governmental units like the District, we are confident that our firm knows how to address the unique needs of the District.

Our staff who will be assigned to the District's audit are experienced governmental professionals that have managed numerous audits. Each of our staff members has extensive experience that allows for a new outlook to the audit with innovative suggestions to improve quality and efficiency. We believe that our references will show that we are the best selection for the District. The choice of an audit firm should be based upon several factors including but not limited to: staff retention, training programs, proactively addressing governmental industry changes, and an adherence to a strict quality control program.

We have an extremely low percentage of staff turnover and we are confident that we will provide the District with consistent staff over the contract period as the continuity of staff is as important to us as it is to the District. We will be committed to the District and believe that our audit team is the best selection for the District.

We have not provided professional services to any known affiliate agency or district during the previous five years. Further, we believe there is no conflict of interest relative to performing the proposed audit for the District.

Our proposal represents our irrevocable offer for a period of 180 days from the date of this letter to provide audit services to the District for the years ending June 30, 2016 through 2018. If you have any questions or need additional information, please contact me at (657) 214-2307 or by e-mail at Chris@fedakbrownllp.com or Chuck@fedakbrownllp.com.

We look forward to hearing from you soon.

Cordially,



FEDAK & BROWN LLP
CERTIFIED PUBLIC ACCOUNTANTS

Requirements of the Annual Audit

Executive Summary

The purpose and scope of our audit will be to perform a financial and compliance audit of the District's basic financial statements and supplemental schedules in accordance with generally accepted auditing standards, and the "Standards for Audits of Governmental Organizations, Programs, Activities and Functions," promulgated by the General Accounting Office (GAO) (the Yellow-Book - 2007 Revision), as of and for the years ending on June 30, 2016 through 2020. The audit will be comprised of the following elements:

- 1. Audit of the Basic Financial Statements and Assistance in the Preparation of the District's Annual Comprehensive Financial Report (CAFR)**
- 2. Preparation of Annual State Controllers Report**
- 3. Single-Audit of Federal Awards under OMB Circular A-133, as required**

The audit will be conducted in accordance with generally accepted accounting principles and governmental audit standards as promulgated by the Comptroller General of the United States.

Management Letter

The Statement on Auditing Standards (SAS) No. 115, *Communicating Internal Control Related Matters Identified in an Audit*, effective for periods ending on or after December 15, 2009, establishes standards and provides guidance on communicating significant deficiencies and material weaknesses to the governance board that are related to an entity's internal control over financial reporting identified in an audit of the entity's financial statements.

Audit Committee Letter and Meeting

The Statement on Auditing Standards (SAS) No. 114, establishes a requirement for auditors to communicate certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process. This communication, often referred to as the audit committee letter, is in addition to the requirement to communicate internal control matters and matters relating to fraud and illegal acts. This letter will address the auditor's responsibilities under generally accepted auditing standards, significant accounting policies, management judgments and accounting estimates, significant audit adjustments, other information in documents containing audited financial statements, any disagreements with management, management consultation with other accountants, major issues discussed with management prior to retention, and difficulties encountered in performing the audit.


Also, Government Auditing Standards requires an additional reporting standard that auditors must follow. It requires the auditor to communicate his/her responsibility in a financial statement audit, including responsibilities for testing and reporting on internal controls and compliance with laws and regulations. It is our desire to discharge this responsibility at the front end of the audit by presentation to the District's Audit Committee or its equivalent during an Audit Committee Audit Entrance Conference.

Other Needs

The partner in charge of the audit will be available to attend meetings of the Board of Directors to discuss and report on the audit process and the deliverables associated with the audit. We will provide the District with accounting advice regarding subjects that could affect the financial report. We consider it our responsibility to keep the District advised, on a timely basis, of any new authoritative pronouncements of an audit or reporting nature, as well as any changes in finance-related compliance requirements as they pertain to the District's reporting responsibilities.

Proposer Affirmations

- A. Fedak & Brown LLP affirms that it is independent of the District, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- B. Fedak & Brown LLP affirms that the firm has in place and will provide the required insurance coverage and Accord insurance form to the District upon acceptance of the audit engagement.
- C. Fedak & Brown LLP affirms that the firm and all key professional staff are properly registered and licensed to practice in the State of California.
- D. Fedak & Brown LLP affirms that it has the necessary experience to conduct high quality audits of local government and enterprise special districts in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the United States Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.
- E. Fedak & Brown LLP affirms that it will meet your timing requirements to begin and complete the audit of the District.
- F. Fedak & Brown LLP affirms that it will staff the audit of the District with experienced personnel and not use these audits as training grounds for new staff and that no person designated as “key” to the project shall be removed or replaced without the prior written consent of the District
- G. Fedak & Brown LLP affirms that has never been the subject of any lawsuits, claims of fraud, malpractice and/or disciplinary action by any State or Federal District in relation to the firm’s governmental practice in its entire existence.
- H. Fedak & Brown LLP affirms that it has not been censured or disciplined from the State Board of Accountancy. Additionally, our predecessor firm, Charles Z. Fedak & Company, CPAs – An Accountancy Corporation, has been through more than three peer reviews with satisfactory results.
- I. Fedak & Brown LLP affirms that we will allow the District or its designee access to pertinent District audit workpapers, financial reports and management letters.
- J. Fedak & Brown LLP affirms that we have never filed bankruptcy, no pending litigation against the firm, no planned office closings, no impending mergers and no potential labor disputes that may impede us the ability to complete the audit for the District.

Signature of Official: 
Name: Christopher J. Brown, CPA CGMA
Title: Partner
Firm: Fedak & Brown LLP
Date: February 19, 2016

Our Firm & Project Organization

Identification of Proposer and Geographic Location to the District

Celebrating over 35 Years of Client Service with offices in Orange and Riverside Counties.

Fedak & Brown LLP, Certified Public Accountants, is a full service firm licensed to practice in the State of California, providing accounting, audit, and consulting services for governmental and commercial enterprises, as well as extensive tax planning for domestic and international entities. Our firm is comprised of approximately fifteen full-time and contract professionals. Our thirteen full-time Governmental Services personnel are trained professionals with extensive experience in governmental accounting, auditing, and consulting services. Our main office has been located in Cypress, California since 1981. In 2012, the firm opened a second office in Riverside to better serve the Inland Empire region, as well as the growing desert and mountain communities.

The District's main contact will be Mr. Christopher J. Brown. Our contact information can be located on our cover letter letterhead. All of the work for the District will be staffed directly out of our Cypress and Riverside offices and will not be subcontracted out to any other firm.

Fedak & Brown LLP is fully computerized in-house and utilizes portable computers on all audit engagements. We utilize CCH ProSystem *fx* Engagement ® Audit Software.

Project Organization

Our firm's philosophy is to take a team approach with our clients in the conduct of our audits. A properly developed, mutually agreeable timeline results in the most efficient audit. We want you to not only think of us as your auditor, but as a resource to be used whenever the need occurs. Also, it is our firm's philosophy to have our partners and audit managers involved in the day-to-day audit details of our clients.

The District will have an engagement partner and a governmental audit manager assigned to the audit at all times. In addition, one supervising-senior, one senior/staff accountant (governmental auditing staff only) will be assigned to the audit. All of these team members are in the field during the time the audit fieldwork is being conducted. Each member of the team has his or her own responsibilities as follows:

The engagement partner is responsible for all services provided to the District. His main responsibilities consist of the overall planning, supervision and review of the audit testwork and preparation of the financial statements. The engagement partner will be on-site during a significant portion of the audit fieldwork.

The governmental audit manager is responsible for coordinating the audit testwork and financial reporting preparation. His main responsibility will be the coordinator of the audit testwork and the on-site supervision and coordination of staff. Once the audit testwork is completed, he will work with the staff to complete the financial reports for the District. He will be the District's main contact throughout the year.

Our governmental audit supervising-senior, senior and staff accountants will be in the field conducting the audit testwork. Their responsibilities consist of the performance of tests of transactions, tests of internal controls and substantive procedures over the District's financial transactions and balances. Our staff will interact with the District's staff when it is convenient for them. Before discussions with your staff, we will make sure that we have all the facts so as to minimize the District's staff time requirements in providing audit assistance to us.

Other Services Offered

Agreed Upon Procedures (“Performance Evaluation or Target Audit”) Capabilities in General Consulting and Compliance Testing

We believe that a performance evaluation or “target audit” is an examination of an entity’s department or function in order to assess efficient use of resources and program control effectiveness. Like a financial audit, a target audit involves an examination of organizational and/or departmental policies and procedures, compliance with those policies and procedures and internal controls to see how well the organization or department is meeting its standards. Target audits may address the organizational structure, finances, general management or workload and may be broad or narrow in scope.

A **target audit** is usually comprised of the following actions:

- Understanding certain objectives of an entity or division
- Determining current facts and conditions that reflect those objectives
- Defining problems and pointing out improvement opportunities
- Reporting of the findings and recommendations

The **core** of the target audit process is a series of interviews and other data gathering activities as determined is necessary. Once the data is gathered, certain conclusions can be made and the focus of the findings and recommendations can be prepared.

The target audit should assess the efficiency, quality and equality of certain matters within a division or function. Also, the target audit should assess the approach, design and merit of the controls and programs that are being offered and determine how these areas might be better aligned.

A well-administered target audit can provide evaluations that reflect how an organization is managing its financial and operational resources. A target audit that possesses valid and measurable objectives keeps an entity true to its purpose. Using data from the target audit to measure an entity’s successes allows the entity to determine if it is meeting its fundamental objectives and adjust its efforts in order to achieve broader goals.

We have utilized this understanding in the performance of the following target audits for numerous clients:

- Board member expenditure reimbursements – AB-1234 compliance
- Budgets and financial forecasts
- Check issuance and wire transfers
- Cash collection management
- Investment management
- Investment portfolio administration
- Investment policies and modifications thereto
- Analysis of investment yields to market returns
- Water and wastewater billing procedures
- Contractual agreement compliance
- Central purchasing
- Warehouse controls and inventory systems
- Card-lock fueling systems
- Inter-District cost-sharing charges and charge-backs.
- Analysis of input and access controls related to the new financial software system
- Organizational analysis of finance and accounting departments
- Accounting for development projects and fees to comply with AB-1600 revenues

Peer Review

Quality Control

The Board of Directors of the District can measure the quality of the opinions expressed by Fedak & Brown LLP by evaluating the level of professional standards maintained by the firm as discussed in this proposal. The Board of Directors can also measure the performance of the firm by its evaluation of the firm's quality control as evidence by its participation in the profession's peer review process as well as evaluating the Firm's professional standards and quality of work ethic in discussions with the Firm's current client base in the special district industry.

Fedak & Brown LLP and Charles Z. Fedak & Company CPAs – An Accountancy Corporation (predecessor firm), are pleased to announce the successful completion of our most recent independent quality review of our accounting and auditing practice, which included a review of both commercial and governmental audit engagements. Our Firm's governmental audit engagements were reviewed as they related to governmental agencies and other special districts in the field of governmental auditing. After a thorough study of our procedures and work practices, the reviewers concluded that our firm complies with the stringent quality control standards established by the American Institute of Certified Public Accountants (AICPA). Our firm has received an unqualified opinion in every independent quality review that it has participated in since its inception of the program by the profession. As independent quality reviews are required every three years, our firm will be undergoing review in February / March 2016.

A team of independent CPAs, who were appointed by the California Society of Certified Public Accountants, conducted the review. Using guidelines established by the AICPA, the reviewers determined that the Firm has an effective quality control system and that our accounting and auditing work conforms to professional standards. The firm has not had any clients who have been the subject of any desk reviews.

Our continued participation in required periodic quality reviews, our voluntary membership in the AICPA and California Society of CPAs, as well as our continuing professional education supports our commitment to quality and our high standards for client service.

Fedak & Brown LLP is an equal opportunity employer and certifies that our firm is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable federal and state laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of June 24, 1965. Our firm is committed to affirmative action in hiring practices.

Marcia J. Hein, CPA

807 Marble Drive

Fort Collins, CO 80526

Phone and fax: (970) 282-8229 e-mail: marcia@mjh-cpa.com

System Review Report

March 22, 2013

To the Shareholder

Charles Z. Fedak & Company, CPAs, An Accountancy Corporation
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Charles Z. Fedak & Company, CPAs, An Accountancy Corporation (the firm) in effect for the year ended September 30, 2012. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Charles Z. Fedak & Company, CPAs, An Accountancy Corporation in effect for the year ended September 30, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Charles Z. Fedak & Company, CPAs, An Accountancy Corporation has received a peer review rating of *pass*.

Marcia J. Hein, CPA

Marcia J. Hein, CPA

Special District Clients Served

“We Are Committed to the Special District Industry!”
The following is a listing of Special District Clients we have served by County

Kern County

*Bear Valley Community Services District
Rosamond Community Services District
Stallion Springs Community Services District*

Los Angeles County

*Altadena Library District
Castaic Lake Water Agency
Cresenta Valley Water District
Greater Los Angles County Vector Control District
Long Beach Airport
Long Beach Water Department
Palmdale Water District
Palos Verdes Library District
San Gabriel Valley Municipal Water District
Sanitation Districts of LA County
Southern California Library Cooperative
Valley County Water District
Water Replenishment District
Wilmington Cemetery District*

Orange County

*Buena Park Library District
Capistrano Bay Community Services District
East Orange County Water District
Irvine Ranch Water District
Mesa Consolidated Water District
Nature Reserve of Orange County
Rossmoor/Los Alamitos Area Sewer District
Santiago County Water District
Southern California Coastal Water Resources Auth
Yorba Linda Water District*

Riverside County

*Beaumont-Cherry Valley Water District
Cabazon Water District
Coachella Valley Mosquito and Vector Control
Farm Mutual Water Company
Jurupa Community Services District
Lake Elsinore & San Jacinto Watersheds Auth
Northwest Mosquito and Vector Control
Santa Ana Watershed Project Authority
Temecula Public Cemetery District
Western Municipal Water District
Western Riverside County Regional Wastewater*

Santa Barbara County

*Goleta Water District
Montecito Water District
Santa Maria Public Airport Authority
Summerland Sanitary District*

San Bernardino County

*Baldy Mesa Water District
Big Bear City Community Services District
Big River Community Services District
Chino Basin Water Conservation District
Chino Basin Watermaster
Hi-Desert Water District
Mojave Water Agency
Monte Vista Water District
Phelan Pinon Hills Community Services District
Pomona Valley Protective Agency
San Bernardino Valley Water Conservation District
Victor Valley Wastewater Reclamation Authority
Victor Valley Water District
Victorville Water District
Water Facilities Authority - JPA
West Valley Mosquito and Vector Control District
West Valley Water District*

San Diego County

*Leucadia Wastewater District
North County Dispatch - JPA
Public Agency Self-Insurance System
Rancho Santa Fe Fire Protection District
Vallecitos Water District*

Ventura County

*Casitas Municipal Water District
Gold Coast Transit
Oxnard Harbor District
Pleasant Valley Recreation and Park District
Saticoy Sanitary District
Triunfo Sanitation District
Ventura County Regional Energy Alliance
Ventura County Resource Conservation District
Ventura Regional Sanitation District*

Northern California/ Bay Area

*Inverness Public Utilities District
North Coast County Water District
North Marin Water District
Novato Sanitary District
Purissima Hills Water District
Sacramento Suburban Water District
San Lorenzo Valley Water District
Santa Clara County Open Space Authority
Saratoga Cemetery District
Soquel Creek Water District
Tres Pinos Water District
Westborough Water District*

Professional References

Experience and Technical Competence

We have prepared a listing of some of our governmental audit clients on the previous page. We believe that this listing exemplifies that we have significant experience in conducting high quality audits of local governments and enterprise special districts. The governmental audit team that we have assembled for the District may have conducted some of these audits over the past year. Our team has significant experience in auditing water and wastewater governmental agencies.

Presented below are five client references of officials of California Special Districts and/or agencies who currently conduct enterprise type activities. Please do not hesitate to contact these references regarding our firm and the high level of service we provide.

1. Mr. Carlos Corrales, Controller
Castaic Lake Water Agency
27234 Bouquet Canyon Road
Santa Clarita, CA 91350
Wholesale & Retail Water Agency
Annual Audit – CAFR
661.297.1600 x 237
2. Mr. Ray Harton, Finance Mngr.
Monte Vista Water District
10575 Central Avenue
Montclair, CA 91763
Retail Water District
Annual Audit – CAFR
909.624.0035 x 110
3. Ms. Kathy Chang, Finance Manager
Scotts Valley Water District
2 Civic Center Drive
Scotts Valley, CA 95066
Retail Water District
Annual Audit
831.600.1904
4. Mrs. Chieko Keagy, Acct Sup
Victor Valley Wastewater Rec Auth
20111 Shay Road
Victorville, CA 92394
Wastewater Authority
Annual Audit – CAFR
760.246.8638
5. Mr. Ed Musik, General Manager
Hi-Desert Water District
55439 Twentynine Palms Hwy.
Yucca Valley, CA 92284
Water/Wastewater District
Annual Audit – CAFR
760.228.6284

The Audit Team

Key Staffing

We have included resumes of the engagement partner, governmental audit managers who will be in charge of the fieldwork for the audit. All staff assigned to the engagement for the District are licensed as Certified Public Accountants in the State of California or in the process of attaining their license.

Engagement Partners

Charles Z. Fedak is a CPA in the State of California and has been in public accounting for forty-three plus years, having worked seven years at the national firm level before starting his own practice in January of 1981. Mr. Fedak holds a Bachelors of Science Degree in Accounting and a Masters in Business Administration from California State University, Long Beach. He has had extensive experience in the audits of governmental entities including cities, towns, and special districts while working at the national firm level as well as in our own firm.

Mr. Fedak has also participated in various tours and educational trips sponsored by the Metropolitan Water District including the southern section of the Colorado River and the northern portion of the California Delta as they both relate to the State Water Project.

Christopher J. Brown is a CPA in the State of California and has over fourteen years of experience in public accounting and auditing governmental entities. Mr. Brown holds a Bachelor's Degree from California State University, San Bernardino. He has extensive experience in the areas of governmental financial reporting while working at a national firm and servicing our Firms clients.

Mr. Brown has also provided significant other services to various governmental and not-for-profit entities. In these engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures manuals and operational and organizational reviews of accounting departments. He has also been involved in the implementation of performance management budgeting and planning processes, financial reviews, trend analysis, cash management practices and utility rate setting.

Governmental Audit Manager

Jonathan P. Abadesco is a CPA in the State of California and has over eleven years of experience in public accounting including a mixture of governmental entities, not for profit organizations, and private industry with billion dollar global organizations. He has served as CFO/Controller for a non-profit organization.

Mr. Abadesco's public accounting experience includes tenure with Big Four CPA Firms in Ernst & Young and PricewaterhouseCoopers, and was a lead auditor for large global organizations. He has also provided significant audit and accounting services to various governmental agencies performing financial statement and single audits, financial management oversight and compliance reviews.

Governmental – Supervisor, Senior and Staff Accountants

This engagement will be staffed with our governmental audit senior manager, governmental audit supervisor and governmental audit senior at the time we perform the interim and year-end audit. Our team members are as follows:

Mr. Jeff Palmer – Engagement Supervisor – over eight years of governmental audit experience

Mr. Andy Beck – Senior Auditor – nine years of governmental audit experience

Staff Auditors may be selected from the staff pool based on the availability of their schedules at the time of fieldwork.

Detailed resumes of our audit team follow

Resumes of Key Personnel

CHARLES Z. FEDAK, CPA TECHNICAL REVIEW PARTNER

Education

- 1973 – Bachelor of Science – Business Administration: Accountancy
California State University, Long Beach
- 1984 – Master of Business Administration
California State University, Long Beach

Employment Record

- 4/15- Present Fedak & Brown LLP
 Cypress, California

- 1/81 – 4/15 Principal in the firm of
 Charles Z. Fedak & Company, CPAs
 An Accountancy Corporation
 Cypress, California

- 2/75 – 1/80 KPMG Peat Marwick
 Certified Public Accountants
 Newport Beach, California

- 6/73 – 2/75 Ernst & Young, CPAs
 Certified Public Accountants
 Santa Ana, California

Work Experience

Auditing of governmental and non-profit entities as well as medium to large manufacturing, construction and service oriented corporations. Thoroughly knowledgeable in generally accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act. Work experience also includes tax planning and preparation at the corporate, individual, estate and trust levels.

Business Qualifications – Associations

- ◆ Certified Public Accountant - State of California
- ◆ Member of California State Society of Certified Public Accountants
- ◆ Member of American Institute of Certified Public Accountants
- ◆ Member of the National Association of Corporate Directors
- ◆ 40+ Hours Per Year in Professional Education in Auditing and Governmental Accounting

Public Work

- Member of Board of Directors – Molina Healthcare, Inc. (MOH)
New York Stock Exchange since 2002
 - ◆ Chairman, Compensation Committee – MOH; 2002 – 2006
 - ◆ Chairman, Audit Committee – MOH; 2004 – 2014

Resumes of Key Personnel, continued

CHRISTOPHER J. BROWN, CPA, CGMA ENGAGEMENT PARTNER

Education

- 1995 – Bachelor of Arts - Business Administration: Finance
California State University, San Bernardino
- 1998 – Accountancy
California State University, San Bernardino

Employment Record

- 3/05 – Present Fedak & Brown LLP
Previously - Charles Z Fedak & Company CPAs
Cypress, California
- 3/01 – 3/05 Swenson Accountancy Corporation
Rancho Cucamonga, California
- 9/98 – 3/01 McGladrey & Pullen, LLP
Riverside, California
- 6/95 – 9/98 Morgan Stanley
Formerly: Dean Witter Reynolds
Riverside, California

Work Experience

Fourteen years of experience in public accounting and auditing governmental entities, not-for-profit organizations, and private industry. Extensive experience in the area of governmental financial and compliance reporting. Thoroughly knowledgeable in generally accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act.

Business Qualifications - Associations

- * Certified Public Accountant – State of California
- * Member of California State Society of Certified Public Accountants
- * Member of American Institute of Certified Public Accountants
- * Member of Government Finance Offices Association
- * Member of California Society of Municipal Finance Officers Association
- * 40+ Hours Per Year in Professional Education in Auditing and Governmental Accounting

Mr. Brown has provided significant audit and accounting services to various governmental entities. In these accounting engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures. He has also been involved in the implementation of performance management budgeting and planning processes.

Resumes of Key Personnel, continued

JONATHAN P. ABADESCO, CPA AUDIT MANAGER

Education

1999 – Bachelor of Science in Accountancy
Miriam College Foundation, Inc., Philippines

Employment Record

Present	Manager – Governmental Audit & Consulting Fedak & Brown LLP Cypress, California
12/12 – 2/15	CFO/Controller Inland Counties Legal Services Riverside, California
8/08 – 11/12	Audit Supervisor – Audit & Assurance Group Lopez and Company, LLP Chino Hills, California
11/05 – 11/06	Audit Team Manager – Audit & Assurance Group Ernst and Young, LLP Dubai, United Arab Emirates
9/03 – 11/05	Audit Supervisor – Audit & Assurance Group PricewaterhouseCoopers, LLP Manila, Philippines
8/01 – 9/03	Senior Auditor – Audit & Assurance Group BDO Seidman, LLP Manila, Philippines
6/00 – 7/01	Senior Accountant KPMG, LLP Manila, Philippines

Work Experience

Eleven years of experience in public accounting including a mixture of governmental entities, not for profit organizations, and private industry with billion dollar global organizations. He has served as CFO/Controller for a non-profit organization.

Business Qualifications – Associations

- * Certified Public Accountant – State of California
- * Member of California State Society of Certified Public Accountants
- * Member of American Institute of Certified Public Accountants
- * 40+ Hours Per Year in Professional Education in Auditing and Governmental Accounting

Mr. Abadesco's public accounting experience includes tenure with Big Four CPA Firms in Ernst & Young and PricewaterhouseCoopers, and was a lead auditor for large global organizations. He has provided significant audit and accounting services to various governmental agencies performing financial statement and single audits, financial management oversight, and compliance reviews.

Resumes of Key Personnel, continued

JEFF PALMER AUDIT SUPERVISOR

Education

12/05 – Bachelor of Science – Business Administration: Accountancy & Finance
California State University, Long Beach

Employment Record

6/10 – Present Supervisor – Governmental Audit & Consulting
Fedad & Brown LLP
Previously - Charles Z Fedak & Company CPAs
Cypress, California

6/07 – 5/10 Senior – Governmental Audit & Consulting
Diehl, Evans & Company, LLP
Irvine, California

1/06 – 5/07 Staff Auditor
White, Nelson & Company, LLP
Irvine, California

Work Experience

Over eight years of experience in public accounting and auditing of governmental, private, and non-profit entities. Relevant governmental experience includes: cities, special districts, airports, transportation agencies, and public financing authorities. He has extensive experience in conducting financial audits under GAO Yellow Book standards and compliance audits in accordance with OMB Circular A-133. He has assisted clients in publishing their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

Business Qualifications – Associations

- * Member of California State Society of Certified Public Accountants
- * Member of American Institute of Certified Public Accountants
- * 40+ Hours Per Year in Professional Education in Auditing and Governmental Accounting

Continuing Professional Education

- * Governmental Accounting and Auditing Annual Update
- * GASB Basic Financial Statements for State and Local Governments
- * Pension Accounting and Financial Reporting: New Standards
- * Not-for-profit Organizations Annual Update
- * Single Audits: OMB Circular A-133 Annual Update

Mr. Palmer has provided significant audit, accounting and consulting services to various governmental entities. In these accounting and auditing engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures, performance management budgeting and planning processes, financial reviews, and cash management practices. In these consulting engagements, he has provided services including franchise tax compliance reviews, excise tax compliance and reporting reviews, and enterprise utility tax-exempt purchasing reviews.

Resumes of Key Personnel, continued

ANDY BECK, CPA (Inactive) AUDIT SENIOR

Education

12/01 – Bachelor of Arts - Economics
University of California, Irvine

Employment Record

Present	Senior – Governmental Audit & Consulting Fedak & Brown LLP Previously - Charles Z Fedak & Company CPAs Cypress, California
02/05 – 05/14	Supervisor Lindquist LLP Orange, California Senior Associate and Supervising Senior Associate Lindquist, LLP Orange, California Staff Associate Lindquist, LLP Orange, California

Work Experience

Nine years of experience in public accounting and auditing commercial and governmental entities.

Mr. Beck is the Engagement Staff on 40%-45% of the Special District clients served.

Business Qualifications

- * Certified Public Accountant – State of California
- * Member of California State Society of Certified Public Accountants
- * Member of American Institute of Certified Public Accountants
- * 40+ Hours Per Year in Professional Education in Auditing and Governmental Accounting

Continuing Professional Education

- * Governmental Accounting and Auditing Annual Update
- * GASB Basic Financial Statements for State and Local Governments
- * Pension Accounting and Financial Reporting: New Standards

Mr. Beck has provided significant audit, accounting and consulting services to various governmental entities. In these attest engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures.

Our Approach to the Audit

Audit Approach

Our Firm's audit approach is tailored to each client in the following manner:

- ◆ We understand the significant work requirements of our clients. We work with our client's schedules when scheduling segments of the audit or requesting documentation in order to minimize disruption during the audit process.
- ◆ We strive to utilize accounting support already prepared by our clients in order to avoid duplication or unnecessary requests for audit supporting schedules.
- ◆ We have developed an audit-binder strategy that has worked well with our governmental clients to analyze the audit supporting schedule that agree with the trial balance.
- ◆ Our staff is trained and familiar with government accounting and audit concepts, so you will see the difference in working with our professional staff.
- ◆ We audit various large and small governmental organizations, which has allowed us to consult with our clients on implementing various best-practices in their organizations.
- ◆ We believe constant communication is the most important part of the audit process, so we ask that if you ever have any questions about any financial, accounting or audit issues please contact us anytime throughout the year.

Electronic Audit

Our Firm uses computers and software technology to make the audit process more efficient and effective. We use paperless auditing software from CCH ProSystems *fx* Engagement and audit programs through Practitioners Publishing Company, to manage the audit electronically. Benefits of a paperless audit are composed of:

- ◆ Automates work paper preparation, review, reporting, and storage capability.
- ◆ Import and integrate the trial balance sourcing from the Districts accounting system. The time and expense of keying in account numbers, descriptions and account balances is avoided. We easily import the electronic trial balance provided to us directly into our audit program software.
- ◆ Automatically created lead sheets, which include last year's final balances, to track the year end balances throughout the audit.
- ◆ Automatically created analytical review, which assists us in identifying significant fluctuations between fiscal years. This capability facilitates the targeting of inquiries to specific key areas during the final audit fieldwork.
- ◆ Financial statements can be linked to trial balances. Linked financials are updated automatically for any last minute journal entries, if necessary.

Audit Planning

Planning is necessary to ensure a quality audit, efficient use of professional staff and timely delivery of reports. Adequate planning of the audit is essential to minimize disruption of the ongoing daily operations of the District. We have developed a comprehensive, efficient planning process.

We will begin the planning of the audit upon notification of award of the contract. Tasks to be accomplished during this phase include:

- ◆ We will conduct an Audit Entrance Conference with the audit/finance committee and management to discuss the scope and dates of the interim and final audit testwork, availability of the District's accounting staff, prior audit problems encountered, the extent of interim audit testwork to be performed, establishment of an overall District liaison for the audit, and arrangements for workspace and other needs to conduct the audit testwork.

Our Approach to the Audit, continued

Audit Planning, continued

- ◆ Develop the program to study and evaluate internal controls
- ◆ Conferences with the audit team and District personnel to discuss the scope and timing of the audit and anticipated areas of audit emphasis.
- ◆ Complete an analytical view of the District's year-to-date financial information and the District's budget and related materials.
- ◆ Develop and submit an interim and final audit testwork schedule for the District's approval.

Analytical procedures will be utilized in planning the audit which will focus on:

- ◆ Enhancing our understanding of the District and the transactions and events that have occurred since its last year audit; and
- ◆ Identifying areas that may represent specific risks relevant to the audit (assessment of control risk).

Critical audit areas will be identified for purposes of sampling of transactions and other audit tests in conjunction with determining whether reliance can be placed upon the District's system of internal accounting controls.

We will be evaluating the following cycles of the District:

- ◆ Cash Reconciliation and Investment Reporting;
- ◆ Account Billing and Cash Collection of Customers – User Charges;
- ◆ Cash Receipting and Posting – Tax Allocations
- ◆ Capital Asset Inventory and Depreciation Accounting
- ◆ Purchasing/Accounts Payable and Cash Disbursements; and
- ◆ Payroll Accounting and Disbursement/Personnel Services.

We will identify areas of potential concern to District management.

Based upon our planning procedures we will develop levels of materiality for audit testing and develop and tailor our audit program of the District.

Interim Audit Testwork

In conjunction with our planning of the engagement, we will perform our *interim audit testwork*. We will have evaluated the critical audit areas and assessed the audit control risk. Our review of the District's internal control structure will be by questionnaire, and procedural write-up of your accounting system.

Each of the approaches requires inquiry and observation of District personnel and will incorporate the audit requirements of SAS 99 – *Consideration of Fraud in Financial Statement Audit*. Comments and recommendations relating to the accounting system will be discussed with appropriate District personnel and where appropriate be included in our management letter which will be issued at the conclusion of the examination.

Additional procedures that will be accomplished during our interim audit procedures include the following:

- ◆ Review of the District's internal control structure and communication of recommendations to the District's management team concerning District policies and procedures.
 - ◆ Substantive testing of audit areas where reliance can be placed upon internal control structure for audit purposes. (Stratified and sequential with statistical sampling utilized as considered necessary) Minimum of 25 selections per area – revenue, expenses, payroll, capital assets)
 - ◆ Reviewing of minutes of the Governing Board.
-

Our Approach to the Audit, continued

Interim Audit Testwork, continued

- ◆ Evaluation of any unusual items noted from our analytical procedures.
- ◆ Reviewing of important contracts, debt issues, leases and joint power agreements.
- ◆ Performing required compliance and internal control testing relating to the federal grant programs of the District, if any.
- ◆ Providing the District with suggestions regarding the closing of the District's books after year end. Our assistance and communication in the closing of the District's books is expected to minimize the number of audit adjustments required after the close of District's books.

Final Audit Testwork

After the final closing of the District's books and preparation of final trial balances and audit supporting schedule by District personnel, we will commence performing our *final audit testwork*.

Our final examination will include analysis of critical audit areas which we deem necessary, including:

- ◆ Analysis of cash and investment balances to online bank and brokerage websites
- ◆ Analysis of bank reconciliations.
- ◆ Analysis of allocations of interest income.
- ◆ Analysis of delinquent accounts receivable balances.
- ◆ Search for unrecorded liabilities.
- ◆ Analysis of long term debt balances.
- ◆ Analysis and proper valuation of the liabilities for compensated absences.
- ◆ Analysis of support for other significant assets and liabilities of the District.
- ◆ Analysis of the proper establishment of reserves and designations.
- ◆ Analysis of significant events after year end (through the completion of our audit).
- ◆ Analysis of attorney letters for significant legal matters affecting the District's financial position.
- ◆ Analysis of revenues and expenditures and lesser significant asset and liability balances through analytical procedures and other substantive procedures as necessary.

The abovementioned analysis and inquires are only a few of the tests performed during the examination and by no means is it meant to be all inclusive.

Audit Completion

At the completion of the audit each year, we will meet with the District's management team to review our audit findings and any adjusting journal entries. Also, we will conduct an Audit Exit Conference to discuss the completion of the audit and the reporting timetable.

Understand the District and the District's Business

We will gather information about the District. This will include prior audit reports and current year budgets. Our understanding will include:

- ◆ *External Factors* - affecting the District including the State and Federal regulatory environment and environmental requirements that affect the District.
 - ◆ *Nature of the District's Business* - its operations, governance, types of investments it makes and plans to make, bonded indebtedness it has or plans to finance.
 - ◆ *Strategies and Business Risks* - which may result in material misstatement of the financial statements as a whole, or individual assertions.
 - ◆ *Measurement and Review of Financial Performance* - we will determine with management those indicators management believes to be important for its management of the District.
-

Our Approach to the Audit, continued

Understand the District and the District's Business, continued

- ◆ *Internal Controls* - which consists of five components
 - The Control Environment
 - Risk Assessment
 - Information and Communication
 - Control Activities and
 - Monitoring

These components may operate at the entity level or the component unit business process activity level. Obtaining an appropriate understanding of internal control will require our Firm to understand and evaluate the design of all five components of internal control and determine whether the controls are in use at the District.

Performing Risk Assessments and Other Procedures

The audit procedures we will perform to obtain an understanding of the District and its internal control are referred to as risk assessment procedures. We will use the information we obtain by performing risk assessment procedures to support our assessments of the risks of material misstatement. Our risk assessment procedures will include:

- ◆ Inquiries of management
- ◆ Analytical Procedures
- ◆ Observation
- ◆ Inspection of Documents

Assessing the Risk of Material Misstatement

The risk of material misstatement is the risk that an account balance, class of transactions or disclosures, and relevant assertions are materially misstated. The risk of material misstatement consists of the following two components:

- ◆ *Inherent Risk* — the susceptibility of a relevant assertion to a material misstatement that could be material, either individually or when aggregated with other misstatements, assuming that there are no related controls.
- ◆ *Control Risk* — is the risk that a material misstatement that could occur in a relevant assertion and that could be material, either individually or when aggregated with other misstatements, will not be prevented or detected on a timely basis by the entity's internal control.

Inherent risk and control risk are the District's risks; that is they exist independently of our audit. Our risk assessment procedures will help better assess these District risks, but do not alter the District's existing inherent and control risks.

Assessing Versus Testing Controls

If we have assessed controls as effective based upon our review of their design and an observation that they have been implemented (that is placed in operation) based solely on that assessment, we would not necessarily have an adequate basis for considering that *control risk* if low (or event moderate). As part of our audit strategy we would consider further evidence of the effective operation of controls through *sufficient tests of controls* to reach that conclusion.

Our Approach to the Audit, continued

Electronic Data Extraction for Audit Purposes

Data extraction software provides us immediate visibility into transactional data within the District:

- ◆ We can analyze entire data populations and track consistency
- ◆ We can identify trends, pinpoint exceptions and highlight potential areas of concern
- ◆ We can normalize data to track consistency and view the results

Financial Statement Level and the Assertion Level Risks

We will identify and assess the risks of material misstatement at both the financial statement level and relevant assertion level.

- ◆ *Financial Statement Level Risks and Controls* — Some risks of material misstatement relate persuasively to the financial statements taken as whole and potentially affect many relevant accounts and assertions. These risks of the financial statement level may be identifiable with specific assertions of the class of transaction, account balance or disclosure level. These are also called *Entity Level Controls*.
- ◆ *Relevant Assertion Level Risk and Controls* — Other risk of material misstatement relate to specific classes of transactions, account balances, and disclosures at the assertion level, for example, the valuation of unbilled water and bas receivables. Our risk assessment at the assertion level provides a basis for considering the appropriate audit approach for designing and performing further audit procedures, which include *substantive procedures* and may also include *test of controls*. Assertion level risks are also referred to as *Activity Level Risks*.

Responding to Assessed Risks

The risk assessment process culminates with our selection of the account balances, classes of transactions or disclosures where material misstatements are most likely to occur given the unique circumstances of the District. This assessment of the risk of misstatement, which relates identified risks to what can go wrong at the assertion level, provides a basis for designing and performing further audit procedures. Further audit procedures are defined as tests of controls and substantive tests. Often a combined approach using both tests of controls and substantive procedures is an effective approach.

Identification and Communication of Internal Control Matters

The objective of our audit is to form an opinion on the District's financial statements taken as a whole. Our objective is not to identify deficiencies in internal; however when control deficiencies are identified in the course of our audit and if they constitute significant deficiencies or material weaknesses, we will communicate in writing those deficiencies to management and the Board of Directors of the District.

Audit Documentation

We will document matters pertaining to each phase of the risk assessment process. The audit documentation will clearly demonstrate procedures performed, results, evidence obtained and conclusions reached.

Consideration of Laws and Regulations

Our audit approach recognizes the importance of laws and regulations in planning the audit of a local governmental entity. As a part of the audit, our firm obtains an understanding of those laws and regulations that have a direct and material effect on the determination of financial statement amounts. We then design the audit to provide reasonable assurance of detecting material instances of noncompliance that will have a direct and material effect on the determination of financial statement amounts.

Our Approach to the Audit, continued

Communication with Management and the Board

In addition to our written reports and letters, we believe an oral presentation to the District's management and the Board, if requested, to be a minimum service provided by the auditors and would be pleased to schedule a mutually convenient time for such a presentation at the conclusion of the engagement.

Written Communication

A major benefit of employing outside auditors is the opportunity for the District's Board and management to receive comments about various aspects of their operations from qualified, independent professionals. We will issue three letters, which will give you such comments: the *Internal Control Letter*, the *Management Letter*, and the *Board Letter*.

The *Internal Control Letter* will communicate any reportable conditions we noted during our evaluation of those controls for the limited purpose of determining the nature, timing and extent of audit procedures to be performed. This letter will also contain our recommendations for any improvements in those controls, which might be needed.

The *Management Letter* will provide prioritized ideas and recommendations to help take advantage of specific opportunities to promote operational efficiency, achieve financial goals and help you improve effectiveness and efficiency within your operations

The *Board Letter* will communicate the auditor's responsibility under generally accepted auditing standards, significant accounting policies, management judgments and accounting estimates, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, management consultations with other accountants, major issues discussed with management prior to retention, and any difficulties encountered in performing the audit.

The preparation of these communications is an essential part of our work. Management and Internal Control Letters are authored by the senior members of the audit team, in conjunction with the partner in charge of the engagement.

Our ability to provide innovative suggestions and ideas to management sets us apart from other Firms. Our assistance centers on practical solutions, which can be implemented. A goal we have with every client is to provide management advice that will generate significant annual savings.

Other Assistance

Providing management assistance requires more than having talented people on staff. First, we assign experienced senior level professionals to our engagements. Our client base of governmental entities and commercial companies demands broad business and industry experience, as well as technical expertise. Those talented professionals have to be exposed to clients and develop an in-depth understanding of particular situations.

Second, we actively look for opportunities to provide assistance. We try to initiate rather than respond. If we believe a situation is developing, we will approach the client, offer to investigate and provide recommendations. If a formal project to address the problem is called for, we will define the approach, execute the assignment and follow through with implementation assistance.

Our Approach to the Audit, continued

Timing of Our Procedures

We understand that the District is looking for value in the professional relationship they have with their auditors. Value comes from the knowledge, experience and dedication that the auditing Firm employs. We stress employ because all of the knowledge and expertise shown on paper will have no benefit for you unless it is applied. This application equates to time spent. We have developed an audit plan that we feel will accomplish the objectives of the District and meet your special needs.

In order to accomplish our audit objectives and meet your deadlines for delivery, the sequence and timing of our procedures are critical. Interim work is to be performed during the months of April through June (District preference) of each year; year-end fieldwork to begin in September or October of each year (District preference of Dates), concluding by the week of October 30th of each year; and delivery of the Final auditor's opinions on the financial statements and Management Letter no later than November 30th of each year or earlier per District requirements.

In the table that follows, we provide a summary of our planned activities and their timing:

Timing	Activity (See Appendix A for more details)
March - May (schedule meeting during this period)	Conduct audit entrance conference.
During March - May each year (1 week scheduled during this period at the District's convenience)	Perform preliminary procedures including: transition efforts, initial control assessments, minute and contract/major agreement review, major transaction review, conduct EDP review, final controls assessment, determination of specific audit procedures, provide finance department with audit plan and listing of audit schedules required, conduct progress conference with key Finance personnel. Complete test for Federal Awards.
During August – September 15th To Be Determined	Commence audit fieldwork and execute detailed audit plan, conduct progress conference with key Finance personnel. Complete Single Audit Testwork, if necessary
By September 30 th	Present drafts of the Annual Financial Report Opinions, Management Report, Other Letters and conduct an exit conference.
By October 15 th	Provide final recommendations, revisions and suggestions of the District Financials.
By October 31st	Deliver Final Opinions and then Present the Financials to Board.

Proposed Hours and Segmentation of the Audit

<u>Audit Steps</u>	<u>Partner</u>	<u>Manager</u>	<u>Staff</u>	<u>Total</u>
Planning	2	4	8	14
Control Testwork	2	8	32	42
Substantive Testwork	2	8	56	66
Reporting	16	16	16	48
Total Hours	<u>22</u>	<u>36</u>	<u>112</u>	<u>170</u>

Our Approach to the Audit, continued

Professional Education

It is a requirement of the State Board of Accountancy for all public accounting firms who are involved in governmental auditing to allocate a specific portion of continuing education in governmental accounting and auditing every two years. Fedak & Brown LLP has met this requirement for all staff involved with governmental accounting and auditing. The firm's strict adherence to these continuing professional education standards insures the highest quality of staff assigned to the audit of the District over the term of our agreement. Our firm also requires that all personnel at all organizational levels adhere to the independence rules, regulations, interpretations, and rulings of the AICPA, California State Society of CPAs, State Board of Accountancy, State Statute, and in some cases, the Securities and Exchange Commission and other regulatory agencies. Fedak & Brown LLP has never been the object of any disciplinary action in its entire existence.

Fedak & Brown LLP is independent with respect to performing the annual audit of the District. Fedak & Brown LLP currently maintains errors and omissions insurance coverage in the aggregate amount of one million dollars and two million dollars general liability.

Cost Proposal
Independent Auditor Services
For The
San Lorenzo Valley Water District





Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Jonathan P. Abadesco, CPA

Fedak & Brown LLP
Certified Public Accountants

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Riverside, California 92505
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February 19, 2016

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

Re: Request for Proposal for Independent Auditor Services

Dear Ms. Hill:

Based on our understanding of the San Lorenzo Valley Water District's (District) requirements, our all encompassing fee for audit services and assistance in preparation of the District Comprehensive Annual Report (CAFR), for the fiscal year ending June 30, 2016 is **\$19,500**. This fee is based on our understanding of the District's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our fee for audit services and assistance in preparation of the District's CAFR for the fiscal years ending June 30, 2017 and 2018, and optional years 2019 and 2020 would be **\$19,675, \$19,850, \$20,025, and \$20,200**, respectively.

The cost for Other Items as requested or needed by the District each year is priced separately.

Our estimate for out-of-pocket expenses is part of our operating rate structure. The components of this audit services fee proposal for the years ending June 30, 2016 through 2018, and optional years 2019 and 2020 are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

February 19, 2016

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that for the years ending June 30, 2016 through 2018, and optional years 2019 and 2020, the audit of the District will approximate 170 audit hours. These hours, by major area, are summarized as follows:

<u>Audit Steps</u>	<u>Partner</u>	<u>Manager</u>	<u>Staff</u>	<u>Total</u>
Planning	2	4	8	14
Control Testwork	2	8	32	42
Substantive Testwork	2	8	56	66
Reporting	16	16	16	48
Total Hours	<u>22</u>	<u>36</u>	<u>112</u>	<u>170</u>

As shown above, we expect approximately 34% of engagement hours to come from the Partners and Managers assigned to the engagement.

Working on the premise that we will be provided with a year-end trial balance, along with an audit package of reconciled balances and supporting schedules of all balance sheet accounts, we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 through 5 for the years ending June 30, 2016 through 2018, and optional years 2019 and 2020 respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as, report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of the District’s personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audits.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for at least five years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District.

We want the Board to understand that we will provide **any** assistance and answer **any** questions that the District’s staff or members of the Board may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District’s activities and accounting issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and our interest in the District, we will provide you with assistance in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

FISCAL YEAR 2016

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2016 Audit of:					
District's Basic Financial Statements (CAFR)					
Partner	22	\$	150	\$	3,300
Manager	36		125		4,500
Staff	112		100		11,200
Total Financial Statement Audit for 2016	170				19,000
Preparation of the District's Annual State Controller's Report	5		100		500
Total Maximum for 2016				\$	19,500
Optional Item Asked to be Priced by the District:					
Single Audit of Federal Awards					
Partner	3		150	\$	450
Manager	6		125		750
Staff	33		100		3,300
Total Optional Item For 2016	42			\$	4,500

FISCAL YEAR 2017

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2017 Audit of:					
District's Basic Financial Statements (CAFR)					
Partner	22	\$	151	\$	3,322
Manager	36		126		4,536
Staff	112		101		11,312
Total Financial Statement Audit for 2017	170				19,170
Preparation of the District's Annual State Controller's Report	5		101		505
Total Maximum for 2017				\$	19,675
Optional Item Asked to be Priced by the District:					
Single Audit of Federal Awards					
Partner	3		151	\$	453
Manager	6		126		756
Staff	33		101		3,333
Total Optional Item For 2017	42			\$	4,542

Please note that any additional services requested by the District during the audit period shall be negotiated at the stated hourly rates per year as noted in the following schedules per year.

Exhibit II – Schedule of Professional Fees

FISCAL YEAR 2018 ***			
Breakdown of Fees by Hours			
Fiscal Year 2018 Audit of:	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
District's Basic Financial Statements (CAFR)			
Partner	22	\$ 152	\$ 3,344
Manager	36	127	4,572
Staff	112	102	11,424
Total Financial Statement Audit for 2018	<u>170</u>		<u>19,340</u>
Preparation of the District's Annual State Controller's Report	<u>5</u>	102	510
Total Maximum for 2018			<u>\$ 19,850</u>
Optional Item Asked to be Priced by the District:			
Single Audit of Federal Awards			
Partner	3	152	\$ 456
Manager	6	127	762
Staff	33	102	3,366
Total Optional Item For 2018	<u>42</u>		<u>\$ 4,584</u>

*** Audit Includes Implementation of GASB 75 in Fiscal Year 2018.

OPTIONAL YEAR - FISCAL YEAR 2019			
Breakdown of Fees by Hours			
Fiscal Year 2019 Audit of:	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
District's Basic Financial Statements (CAFR)			
Partner	22	\$ 153	\$ 3,366
Manager	36	128	4,608
Staff	112	103	11,536
Total Financial Statement Audit for 2019	<u>170</u>		<u>19,510</u>
Preparation of the District's Annual State Controller's Report	<u>5</u>	103	515
Total Maximum for 2019			<u>\$ 20,025</u>
Optional Item Asked to be Priced by the District:			
Single Audit of Federal Awards			
Partner	3	153	\$ 459
Manager	6	128	768
Staff	33	103	3,399
Total Optional Item For 2019	<u>42</u>		<u>\$ 4,626</u>

Please note that any additional services requested by the District during the audit period shall be negotiated at the stated hourly rates per year as noted in the following schedules per year.

Exhibit II – Schedule of Professional Fees

OPTIONAL YEAR - FISCAL YEAR 2020

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2020 Audit of:					
District's Basic Financial Statements (CAFR)					
Partner	22	\$	154	\$	3,388
Manager	36		129		4,644
Staff	112		104		11,648
Total Financial Statement Audit for 2020	170				19,680
Preparation of the District's Annual State Controller's Report	5		104		520
Total Maximum for 2020				\$	20,200
Optional Item Asked to be Priced by the District:					
Single Audit of Federal Awards					
Partner	3		154	\$	462
Manager	6		129		774
Staff	33		104		3,432
Total Optional Item For 2020	42			\$	4,668

Please note that any additional services requested by the District during the audit period shall be negotiated at the stated hourly rates per year as noted in the following schedules per year.

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: FINANCE DEPARTMENT STATUS REPORT
DATE: March 11, 2016

RECOMMENDATION:

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

BACKGROUND:

SPRINGBROOK

Fixed assets has been successfully implemented. We are in the process of working with Operations on finalizing the Work Order and Fleet Maintenance modules. This area will require a lot of coordination and touches many other modules. After everything has been installed I will be spending a lot of time writing policies and instructions to help get everyone adequately trained on Springbrook. I feel that by end of this calendar year we will be running efficiently on Springbrook.

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. We internally have been able to manually run queries and notify customers that are on the past dues listing. Of the 6 that had signed up for the notification system, 3 paid prior to getting a tag. As customers become use to seeing these notices, I would expect payments to come in more timely. We will continue to monitor and report.

E-BOX

We are scheduled to hopefully go live towards the end of this month and will report the progress.

FY1617 BUDGET

We have had our budget kick-off meeting and will be having more meetings with the Finance Committee in the months to come. We are scheduled to have a budget prepared for Board approval in June.

AUDIT RFP/YEAR END

Now that the audit proposals have been received, we will hopefully select the firm and be able to start a timeline for the year-end audit. This will likely be a very time consuming audit for me since we were operating in two software systems.

CUSTOMER SERVICE DEPT SUMMARY

Monthly Stats:	February	January	December	November	
Cut In/Outs	64	67	52	83	<i>These are new tenants moving in/out or new owners</i>
Final Bills	29	30	47	47	<i>Final bills sent to tenants/owners</i>
Tags *	372	360	411	400	<i>Number of late payment notices left at service address</i>
Turn-offs *	73	67	76	68	<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 laborious and time consuming and something we are looking to modernize.*

Online / Going Green

As of 3/11/2016

Online Sign-ups	2,181	2,125	2,058	1,963
E-Bills	591	551	526	487
Auto Pay	1,596	1,552	1,511	1,458

MEMO

TO: District Manager
FROM: Director of Operations
SUBJECT: OPERATIONS DEPARTMENT PROJECT STATUS
REPORT FEBRUARY 2016
DATE: MARCH 10, 2016

RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of February 2016.

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. This report contains the February 2016 Operations Department Report.

DROUGHT CONTINGENCY PLANNING

Staff continues monitoring consumption/production throughout the system. With rainfall surface water sources have increased in the North System. The North system well field is in standby with the increase in surface water. Water production system wide is down 14.68% from February 2013. As we 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 heavy at times with totals to date (March 9) 39.68 inches collected in Downtown Boulder Creek. Preparation for El Nino includes additional generators, backup fuel, updated response plan and staff training.

FACILITY MAINTENANCE

Bennett Spring Intake 2

Staff started replacing the wood cover over Bennet Spring 2.

Felton Acres Proposed Tank Site

Staff chipped brush that was cleared from the potential tank site for surveying and geotechnical review for the new Felton Heights water storage tank.

Lost Acers Pump Repairs

Lost Acers Booster Pump 2 was removed and sent out for repairs. The pump has been reinstalled and is back in service.

Five Mile Pipeline & Intakes

During the reporting period staff shut down the Five Mile Pipeline and Intakes for winter. Dams were removed and valves closed. With higher surface water flows Foreman and Peavine Creeks are being utilized for water supply as staff access is very limited on the Five Mile.

Continuing Education

Five staff members attended a 1 day training course in Watsonville regarding electrical safety and pumping.

Regan Tank

During the reporting period staff replaced the float valve inside the Regan tank. The existing valve reached its life expectancy.

Scenic Drive Pump Up Main

Staff installed a check valve on the pump up main which travels cross-country off Scenic Drive in Ben Lomond. The mainline travels up a steep hillside and the check valve was installed to ensure the mainline and water storage would not be drained in case of a main break in the cross-country area. This area is prone to down trees.

Rick Rogers

Director of Operations

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION

Source	This Month February	Last Month January 2016	This Month 2013	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	10,033,941	12,517,000	12,069,000	
Peavine Creek + Hydro	3,288,072	0	6,750,000	
Clear Creek	5,918,530	6,900,000	6,519,000	
Sweetwater Creek	3,945,686	4,600,000	4,346,000	
Sub-Total (Streams)	23,186,229	24,017,000	29,684,000	-21.89%
Wells (North)				
Olympia No. 2	-	-	254,000	
Olympia No. 3	-	-	219,000	
Quail Well No. 4-A	1,000	740,000	1,000	
Quail Well No. 5-A	16,100	431	6,200	
Sub Total North Wells	17,100	740,431	480,200	-96.44%
South System Wells				
Pasatiempo 5A	2,023,600	1,857,600	N/A	
Pasatiempo 6	2,598,000	2,410,000	4,942,000	
Pasatiempo 7	920,000	752,000	1,836,000	
Sub Total Pasatiempo Wells	5,541,600	5,019,600	6,778,000	-18.24%
North South All Sources Combined	28,744,929	29,777,031	36,942,200	-22.19%
Felton System - Surface Water				
Fall Creek	4,504,880	3,485,900	3,751,890	
Bennett Spring	2,202,505	2,155,200	3,605,400	
Bull 1 & 2	5,749,988	3,715,302	3,994,500	
Total Felton System Sources	12,457,373	9,356,402	11,351,790	9.74%
Manana Woods System				
Well 1	-	-	0	
Paso Mana By Pass	428,281	398,849	551,301	
Total Manana Woods Sources	428,281	398,849	551,301	
Sub - Total Production				
North / Felton / Manana	41,630,583	39,532,282	48,845,291	-14.77%
Less South /Manana Inter-Tie	428,281	398,849	551,301	
Total Production	41,202,302	39,133,433	48,293,990	-14.68%

**SAN LORENZO VALLEY WATER DISTRICT
PRODUCTION BY SYSTEM
+/- INTERTIES
FRBRUARY 2016**

North System All Sources	28,744,929
Interties IN +	383,730
Interties OUT -	
TOTAL NORHT SYSTEM	29,128,659
Felton Water system All Sources	12,457,373
Interties IN +	6,717
Interties OUT -	0
TOTAL FELTON SYSTEM	12,464,090
Manana Woods System	0
Interties IN +	428,281
TOTAL MANANA WOODS	428,281

SAN LORENZO VALLEY WATER DISTRICT INTERTIE USAGE FEBRUARY 2016

INTERTIE 2

SLVWD to SVWD 0

SVWD to SLVWD 0

INTERTIE 3

SLV SOUTH to SLV NORTH 383,730

SLV NORTH to SLV SOUTH 0

INTERTIE 4

SLVWD to MHWD 0

MHWD to SLVWD 0

INTERTIE 6

SLV NORTH to SLV FELTON 6,717

SLV FELTON to SLV NORTH 0

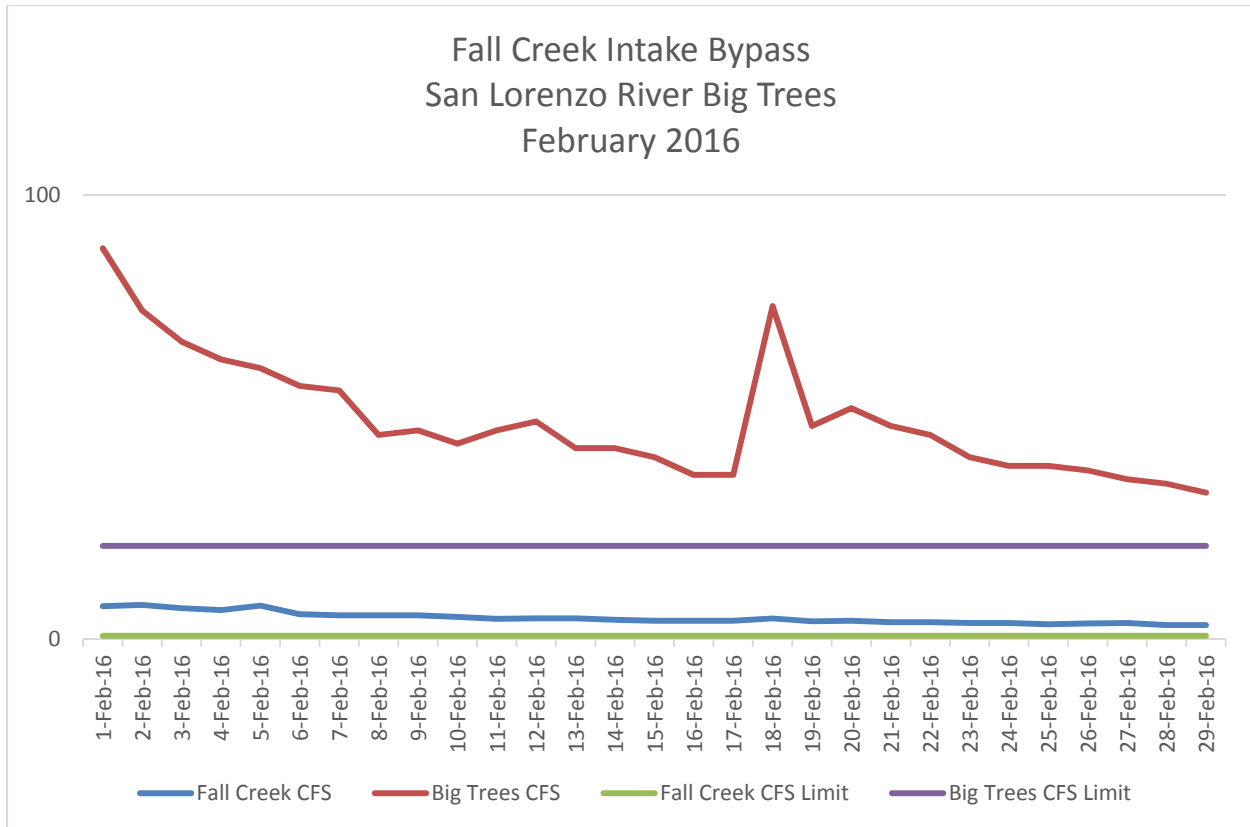
LOMPICO INTERTIE

SLV NORTH to LOMPICO 91,503

MANANA WOODS INTERTIE

SLVWD to MANANA WOODS 428,281

Fall Creek Intake February 2016



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, 4 **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 February 2016

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: 3.17.16

	Month:	February	Year:	2016	Big Trees > 26,500 Acre-ft Oct-Feb Normal Yr	Big Trees <26,500 Acre-ft Oct-Feb Dry Yr						
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height	Weir Height Measurement	Fall Creek (Cubic Feet per Second)	Big Trees (Cubic Feet per Second)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 21cfs Sept 11 cfs Oct 26 cfs (yes/no)	Notes
1	15:00	ho	2	64	25.0	39.9	7.4	88	0	Yes	Yes	
2	11:45	ho	2	80	25.0	40.1	7.68	74	0.03	Yes	Yes	
3	15:15	db	2	0	25.0	39.5	6.97	67	0	Yes	Yes	Plant off
4	14:45	ho	2	87	25.0	39.1	6.54	63	0	Yes	Yes	
5	08:35	ho	2	87	25.0	38.5	7.56	61	0	Yes	Yes	
6	07:56	ho	2	101	25.0	38.3	5.621	57	0	Yes	Yes	
7	06:56	ho	2	98	25.0	37.9	5.371	56	0	Yes	Yes	
8	14:05	db	2	160	25.0	37.9	5.371	46	0	Yes	Yes	
9	15:55	ho	2	140	25.0	37.9	5.371	47	0	Yes	Yes	
10	13:20	ho	2	143	25.0	37.7	5.009	44	0	Yes	Yes	
11	10:20	ho	2	143	25.0	37.2	4.550	47	0	Yes	Yes	
12	15:15	db	2	139	25.0	37.4	4.662	49	0	Yes	Yes	
13	08:15	jt	2	0	25.0	37.4	4.662	43	0	Yes	Yes	Plant off
14	12:05	jt	2	140	25.0	37.0	4.330	43	0	Yes	Yes	
15	10:05	jt	2	138	25.0	36.8	4.117	41	0	Yes	Yes	
16	14:00	db	2	139	25.0	36.8	4.117	37	0	Yes	Yes	
17	13:40	db	2	118	25.0	36.8	4.117	37	0	Yes	Yes	
18	15:30	ho	2	134	25.0	37.4	4.662	75	0.88	Yes	Yes	
19	11:10	ho	2	151	25.0	36.6	4.013	48	0.03	Yes	Yes	
20	12:15	yg	2	145	25.0	36.8	4.117	52	0	Yes	Yes	
21	10:15	yg	2	130	25.0	36.4	3.80	48	0	Yes	Yes	
22	14:05	db	2	144	25.0	36.4	3.80	46	0	Yes	Yes	
23	14:55	ho	2	144	25.0	36.2	3.612	41	0	Yes	Yes	
24	14:00	ho	2	146	25.0	36.2	3.612	39	0	Yes	Yes	
25	14:45	ho	2	142	25.0	35.8	3.327	39	0	Yes	Yes	
26	13:46	ho	2	156	25.0	36.0	3.515	38	0	Yes	Yes	
27	06:40	ho	2	0	25.0	36.2	3.612	36	0	Yes	Yes	Plant off
28	09:15	ho	2	146	25.0	35.6	3.146	35	0	Yes	Yes	
29	13:45	ho	2	150	25.0	35.6	3.146	33	0	Yes	Yes	
30	:											
31	:	143						8				

San Lorenzo Valley Water District
 Loch Lomond Water Supply
 February 2016

Loch Lomond Water Level



Week ending 03/06/2016

(in feet above mean sea level; lake spills at 577.25 feet)

Currently:	572.20
Percent of capacity:	89.7%

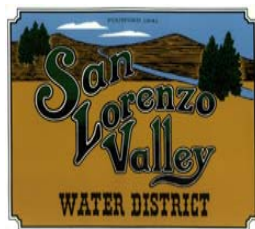
In 1958 SLVWD sold 2,500 acres of property in the vicinity of the Newell Creek Watershed to the City of Santa Cruz, with the agreement that SLVWD would be entitled to purchase 12 ½ percent of the annual safe yield from a future Newell Creek reservoir, up to a maximum of 500 AF/yr. Based on the 1958 agreement, SLVWD began receiving deliveries of Loch Lomond water from the City in 1963. In 1965 the District constructed the Glen Arbor Water treatment plant for treating Loch Lomond water. Toward the end of the 1976-77 drought, the City stipulated that the District was not entitled to an allocation of 500 AF/yr, merely 12.5% of the safe yield. This decision based on a reduction to the estimated annual safe yield from the Newell Creek Reservoir, reduced the Districts contractual allocation. On June 7, 1977, the District filed a Complaint for Declaratory Relief, which requested the court to make a judicial determination of the respective parties' duties and rights. In June 1980 a court order fixed the estimated safe yield from Newell Creek Reservoir at reduced quantity, which resulted in a reduction to the Districts contractual allocation to 313 AF/yr.

Production Loch Lomond to SLVWD

Date	Total Used	Total Available
1976 July to June 1977	353 AF	
1977 July to June 2015	0	313 AF /yr
2015 July to 02/2016	0	313 AF /yr

1 AF = 325,851 gal

Last time District used Loch Lomond water was June 1977

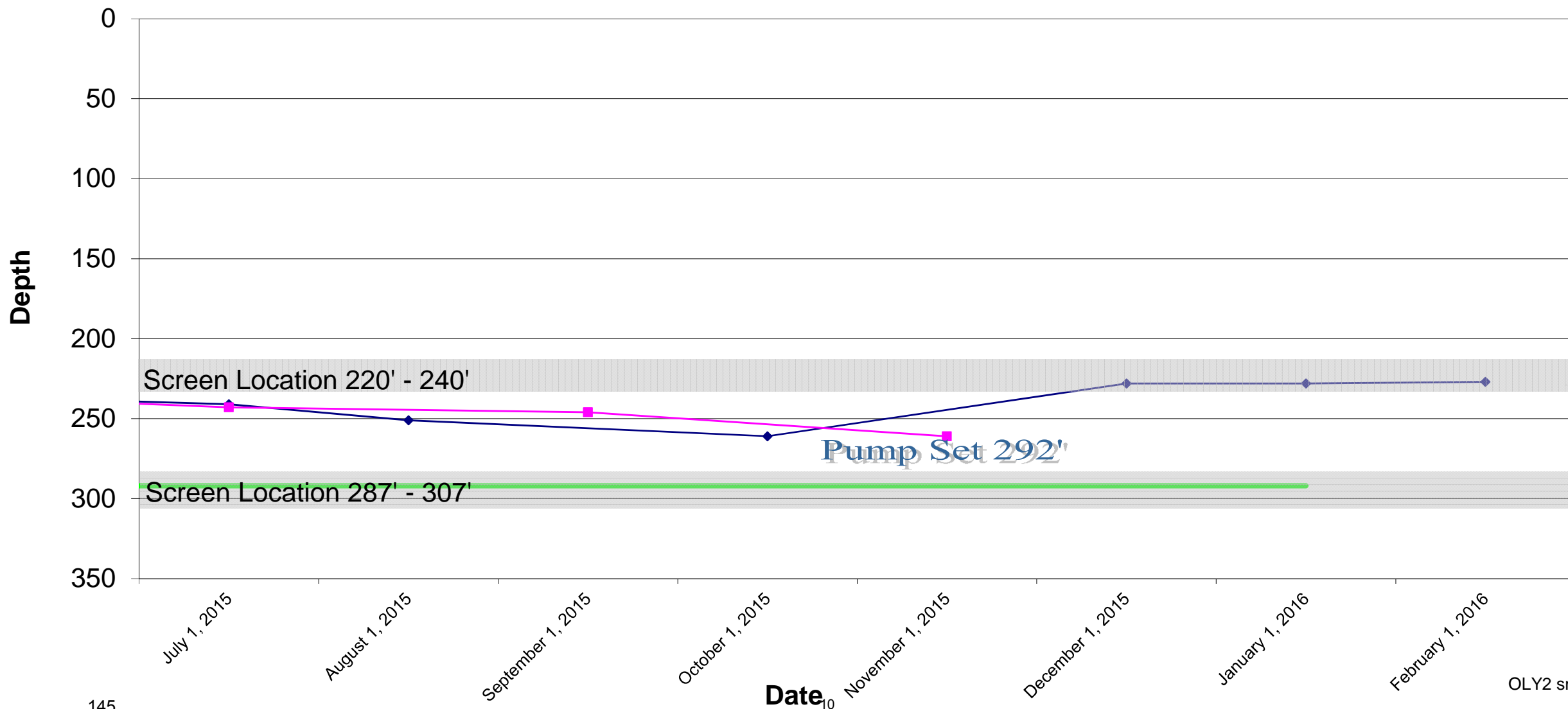


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 2

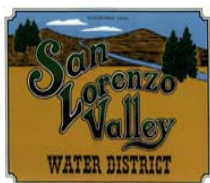
Location: 7701 E. Zayante Rd.
Elevation: 525'
Installed: April 28, 1980
State Well #: 10S/O2W-11P01
New #: 4410014-010
Completed Depth: 300'



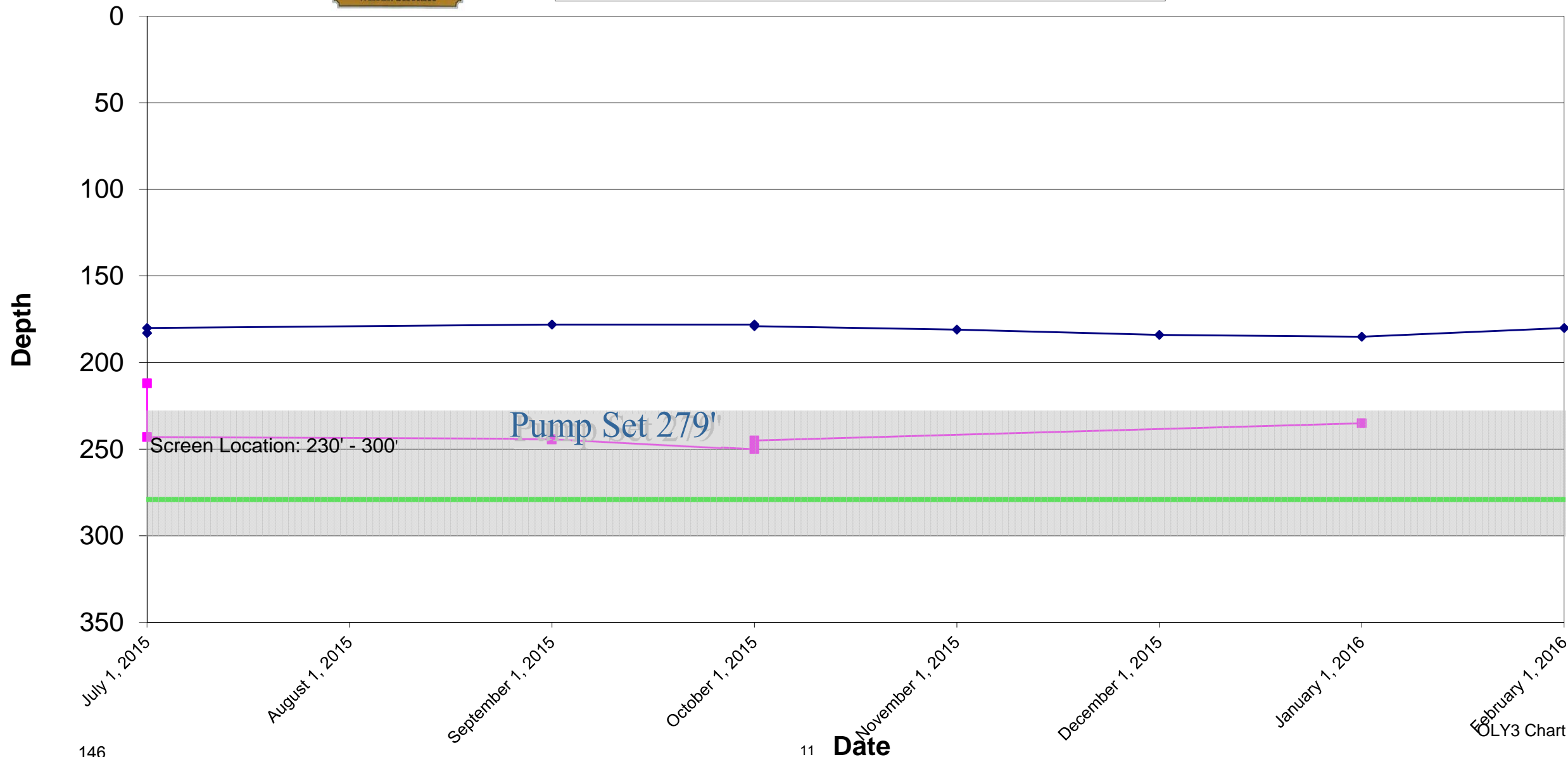
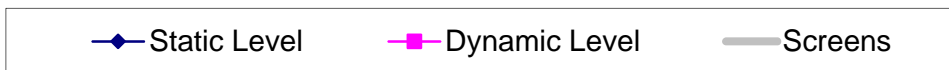
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 3

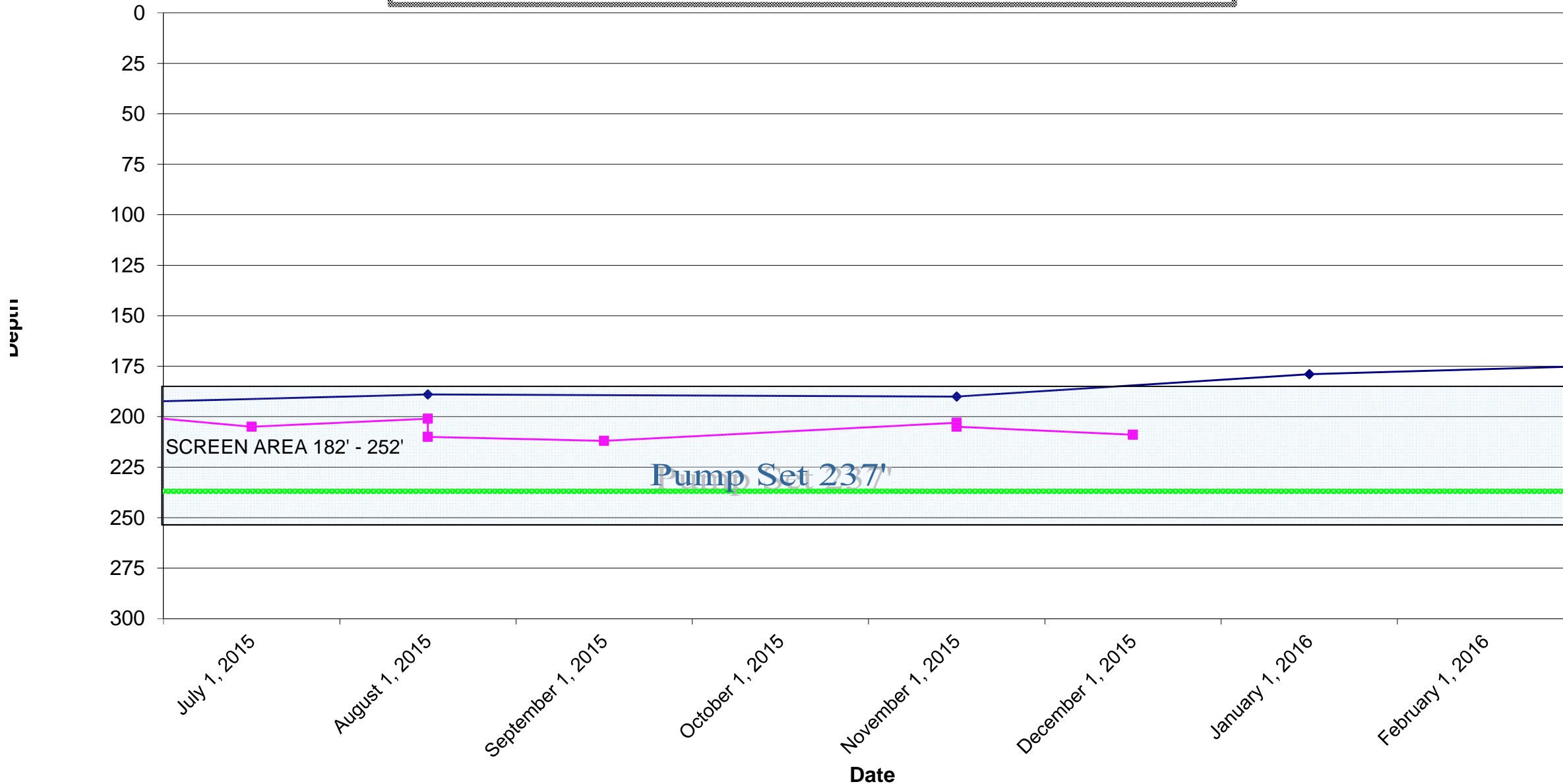
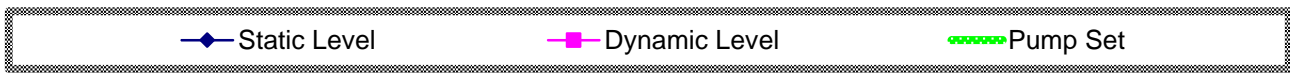


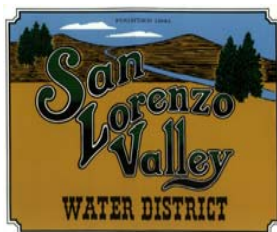
Location: 7701 E. Zayante Rd
Elevation: 538' Mean Sea Level
Installed: 8-15-90
State Well #: 4410014-022
Completed Depth:



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

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



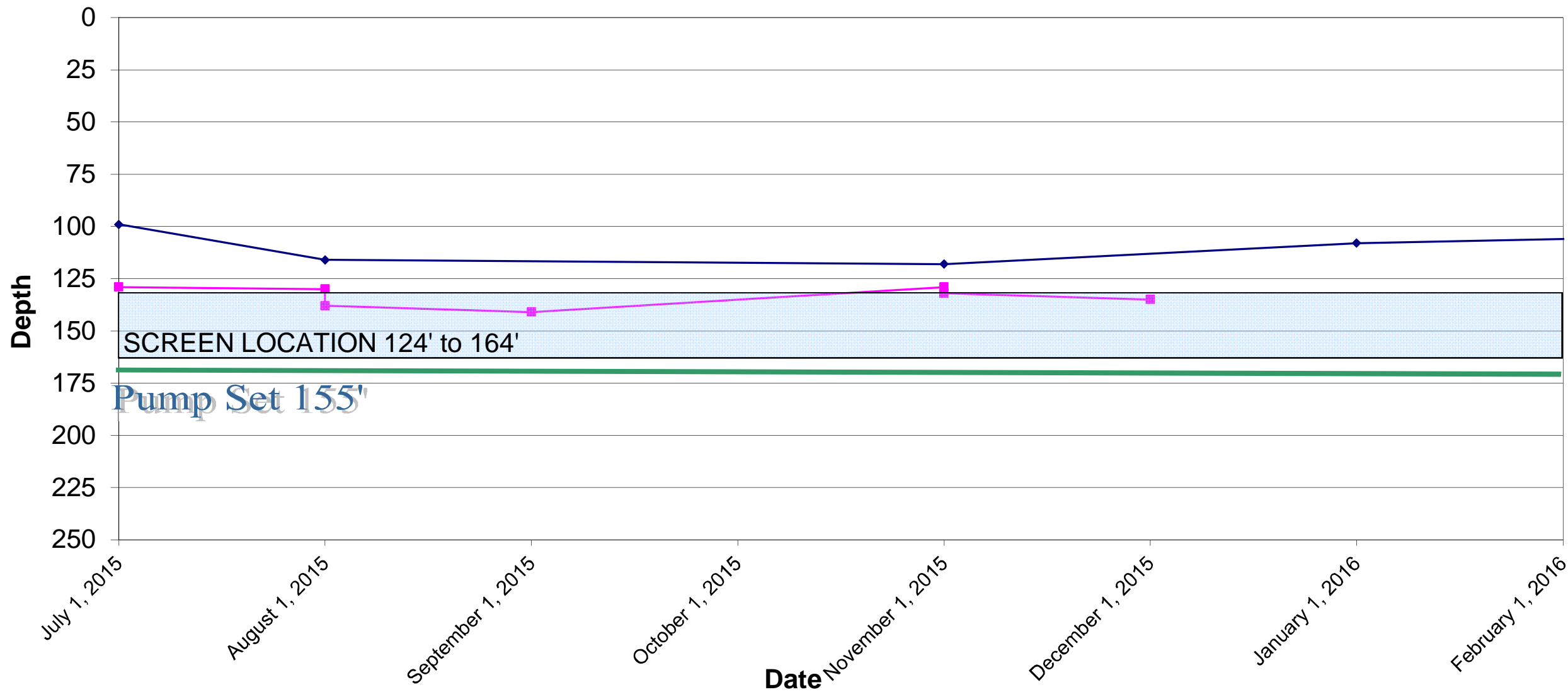


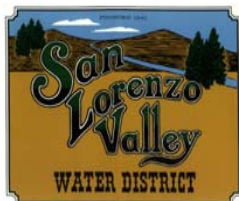
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 5-A

Location: Quail Hollow
Rd. Ben Lomond
Elevation: 517.65 ft. @
Pad



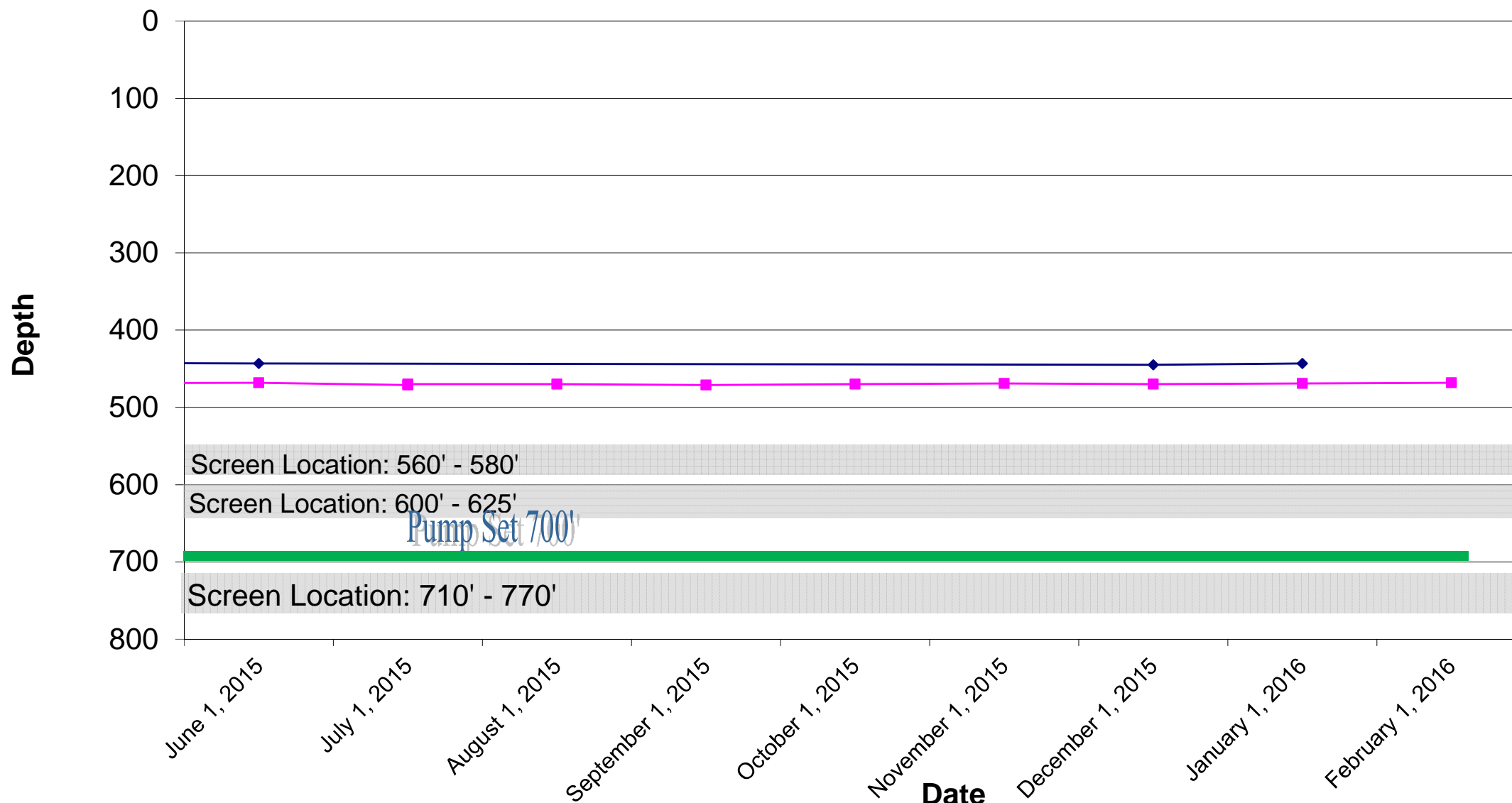


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Pasatiempo 6

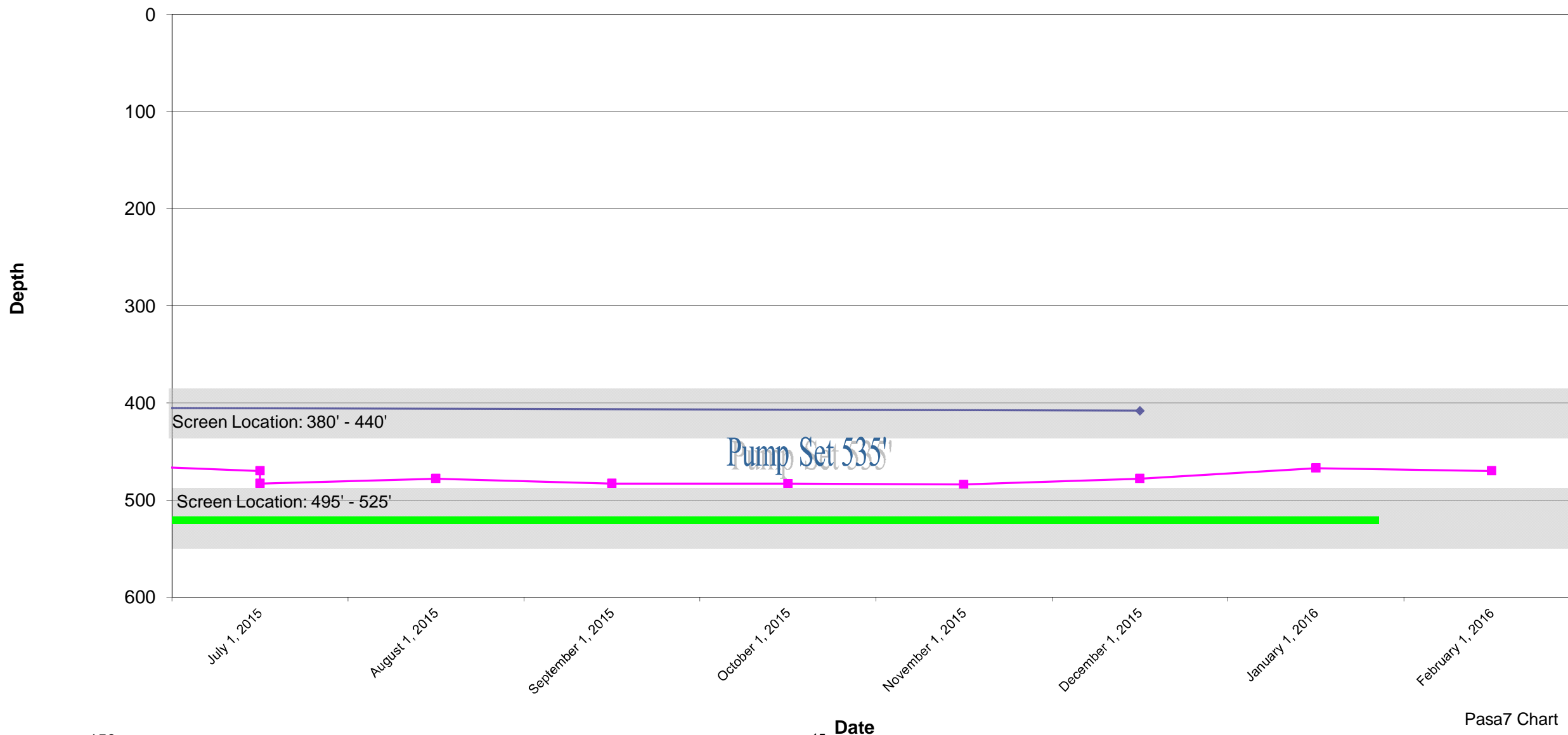
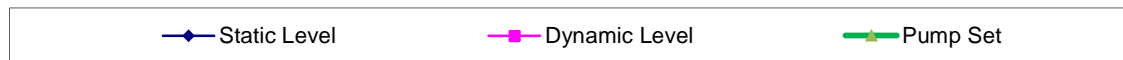
Location: Behind 3650 Graham Hill Rd.
Elevation: 775'
Installed: 5-30-91
State Well #: 4410014-023
Completed Depth: 796'





SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

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



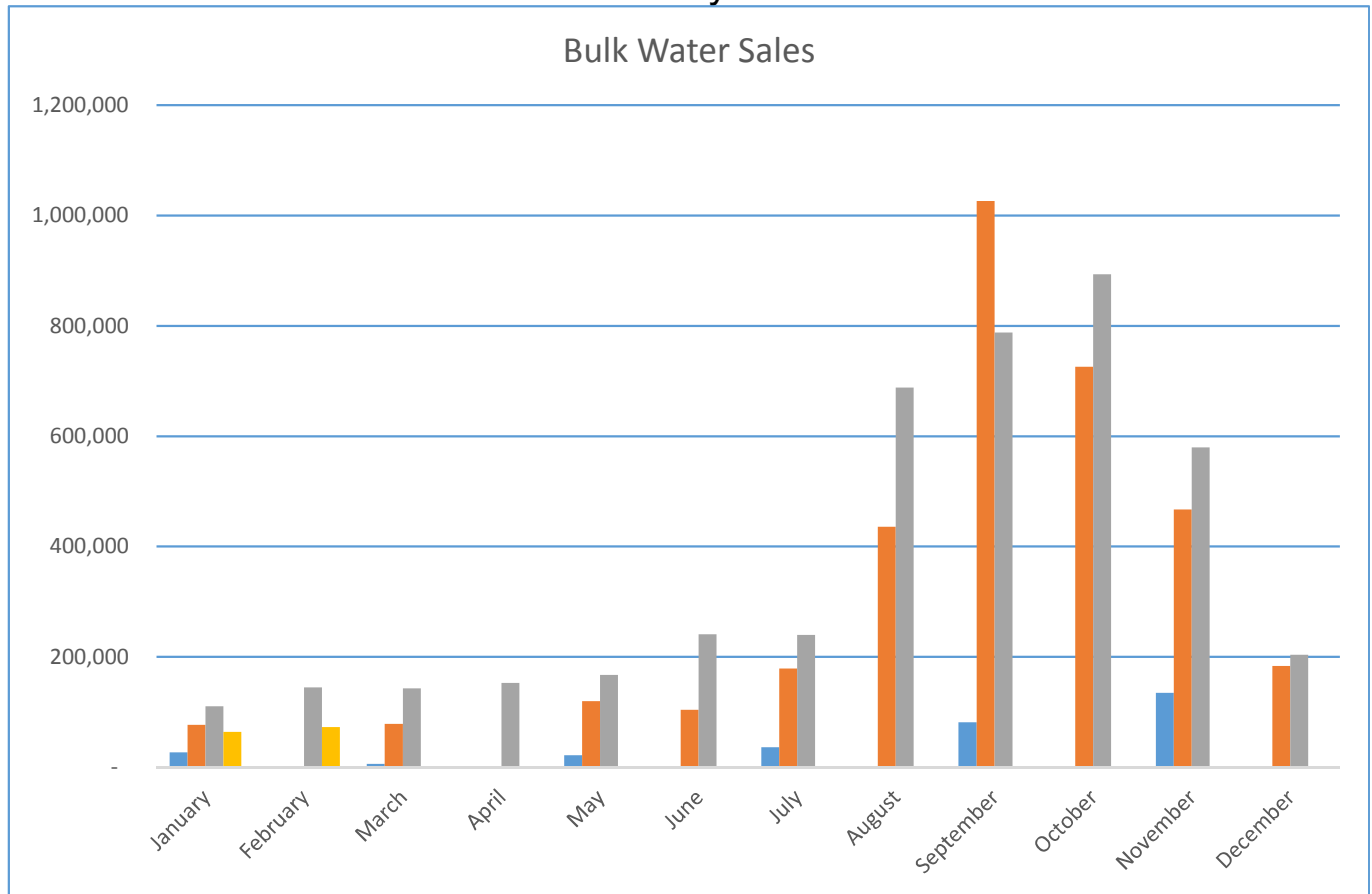
Agenda: 3.17.16
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SAN LORENZO VALLEY WATER DISTRICT

BULK WATER SALES

GALLONS

February 2016



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
January	26,928	76,296	109,965	63,850
February			144,364	72,556
March	5,984	78,540	142,868	
April			152,592	
May	21,692	119,680	166,804	
June		103,972	240,983	
July	35,904	178,772	239,360	
August		435,336	688,160	
September	81,352	1,026,256	787,644	
October		725,560	893,112	
November	134,640	466,752	579,700	
December		183,260	203,456	
Totals	306,500	3,211,164	4,349,008	

SAN LORENZO VALLEY WATER DISTRICT
MONTHLY LEAK REPORT
February 2016

Agenda: 3.17.16
Item: 13a1iii

NORTH SYSTEM

Leak Type	Location	Town	Gallons Lost
Hydrant	Top of Scenic	Ben Lomond	720
Main Leak	End of Oak Street	Ben Lomond	2,940
Service Line	8035 Schaaf Rd	Ben Lomond	2,939
Hydrant	16275 Hwy 9	Boulder Creek	1,185
Main Leak	13415 Big Basin	Boulder Creek	422
Main Leak	1405 West Park Ave.	Boulder Creek	3,648
Main Leak	1660 Shady Lane	Boulder Creek	6,032
Main Leak	Two Bar Rd. @ First Bridge	Boulder Creek	3,040
Main Leak	Hwy 9 @ Juanita Rd.	Boulder Creek	4,589
Main Leak	12530 Boulder St.	Boulder Creek	960
Main Leak	245 Band Rd.	Boulder Creek	3,225
Main Leak	Two Bar Rd. @ Bar King Rd.	Boulder Creek	2,500
Service Line	440 Brier Dr.	Boulder Creek	4,442
Service Line	Toop of Cresta Dr	Boulder Creek	480
Main Leak	11258 Center Street	Brookdale	1,165
Sub Total North			38,287

FELTON SYSTEM

Main Leak	211 Fall Creek Dr.	Felton	5,110
Main Leak	1191 Laurel Ave.	Felton	4,652
Main Leak	1191 Laurel Ave.	Felton	2,960
Sub Total Felton			12,722

MANANA WOODS

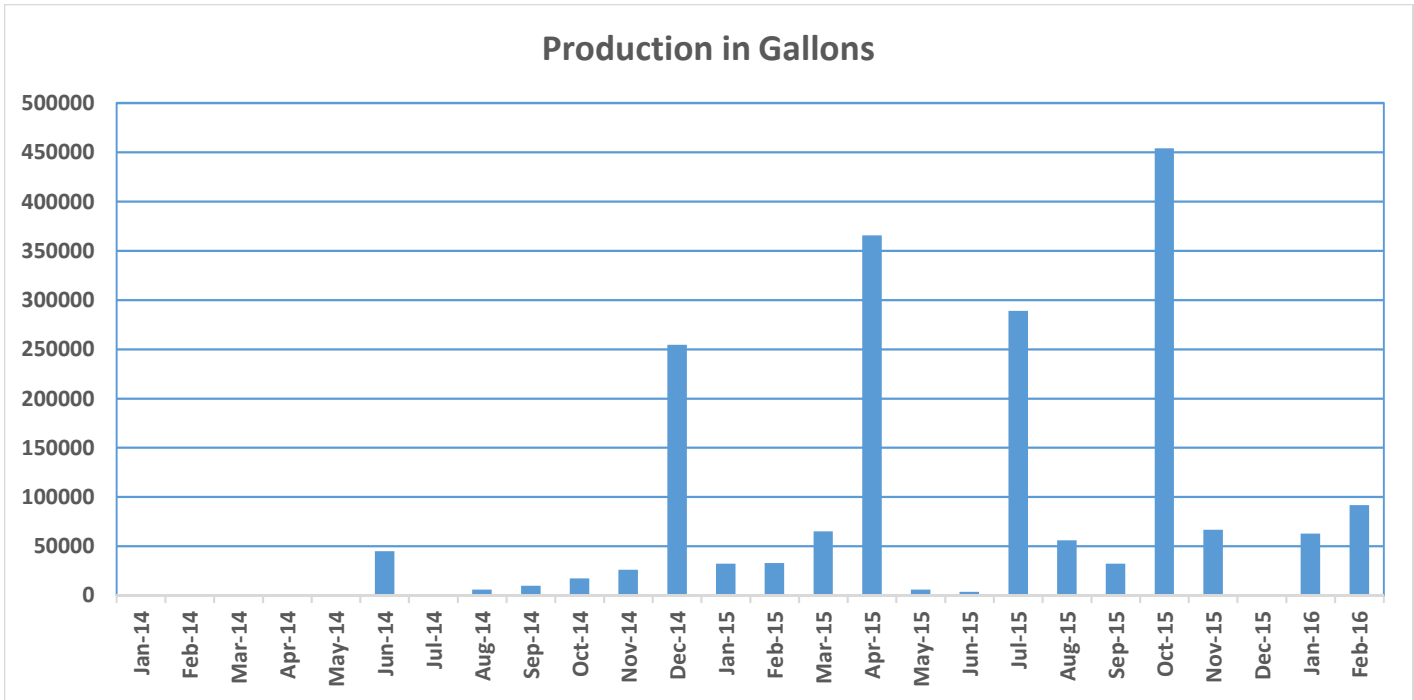
Sub Total Manana 0

Total All Systems 51,009

San Lorenzo Valley Water District
 Authorized Unmetered Water Use
 Gallons
 February 2016

<u>North System</u>	Monthly Total	Yearly Total
Mainline Flushing		
Tank Leakage Redwood Tanks	104,400	465,984
Probation 1.4 GPM		
Upper Swim 0.4 GPM		
Blue Ridge 0.4 GPM		
Echo 0.1 GPM		
*Highland 0.2 GPM		
Process Water	89,784	190,440
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>194,184</u>	<u>656,424</u>
 <u>Felton Water System</u>		
Mainline Flushing		
Tank Leakage El Solyo 0.2 GPM	8,352	
Process Water		
Kirby WTP Analyzers 0.80 GPM		
Firefighting		
Tank Overflow		
Sub Total Felton	<u>41,760</u>	<u>86,400</u>
 <u>Manana Wood System</u>		
Mainline Flushing		
Tank Leakage		
Process Water		
Firefighting		
Tank Overflow		
Sub Total Manana Woods	0	
Total all System	<u>235,944</u>	<u>742,824</u>
*New in October		

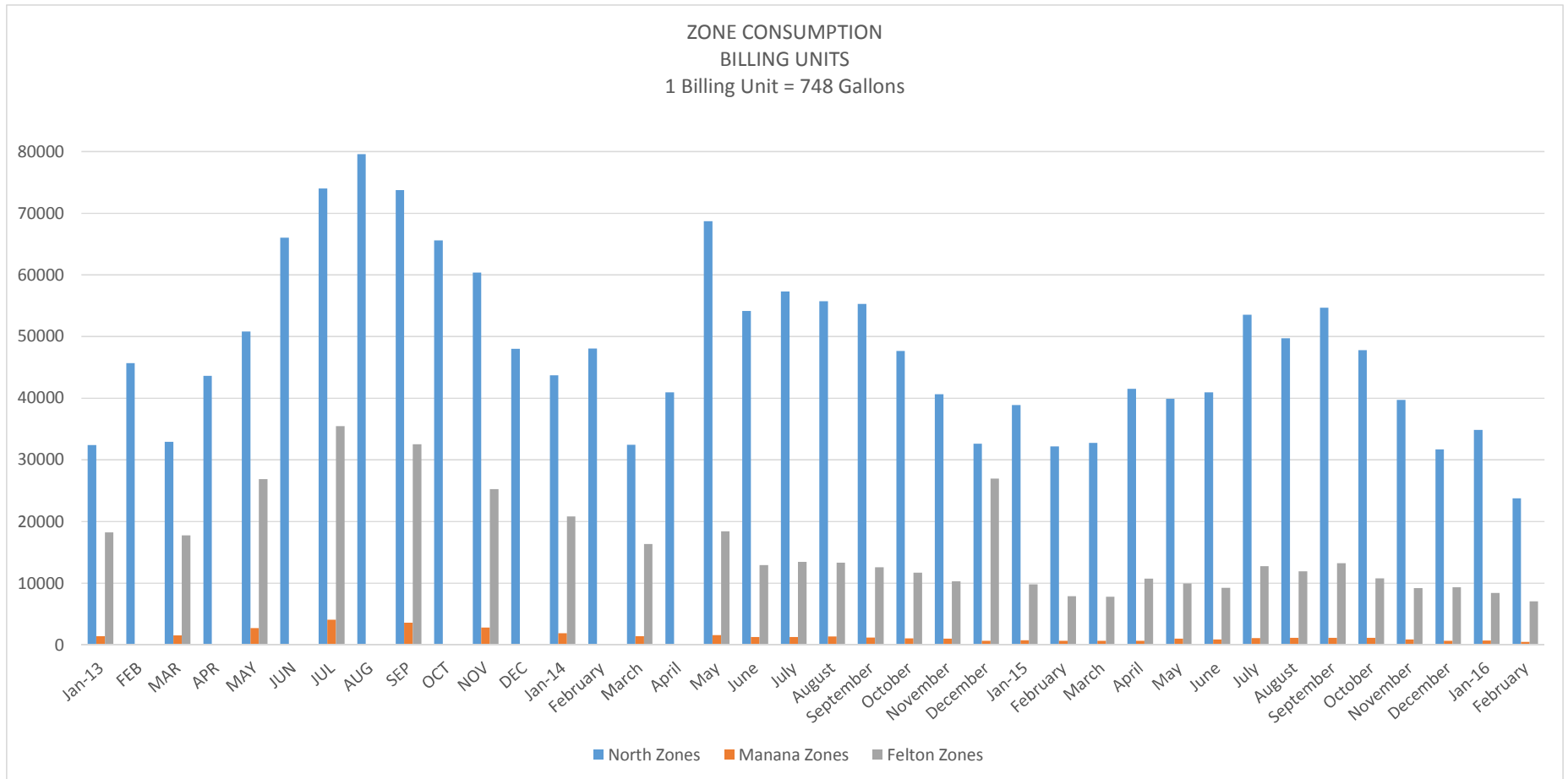
SAN LORENZO VALLEY WATER DISTRICT
LOMPICO INTERTIE
February 2016



Month / Year	2014	2015	2016
January		32,164	62,641
February		32,912	91,503
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	154,144

SAN LORENZO VALLEY WATER DISTRICT

Consumption by Zone



SAN LORENZO VALLEY WATER DISTRICT
CONSUMPTION BY ZONE

Agenda: 3.17.16
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Zones	Jan-13	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	0	742	0	684	0	1053	0	1315	0	1267	2	1204
2	0	174	0	199	0	486	0	631	0	519	0	458
3	0	436	0	399	0	653	0	814	0	850	5	676
4	1	14856	0	13189	16	20742	5	25687	18	20923	8	15756
5	0	2782	0	2430	3	4121	1	4676	5	3612	0	2820
6	0	100	0	90	0	105	0	157	0	104	0	82
7	0	118	0	147	0	315	0	333	0	297	0	266
8	52	9308	19	9210	60	13143	52	15349	107	12132	123	9060
9	0	622	0	701	0	1182	0	1671	0	1289	0	907
10	0	231	0	66	0	122	0	278	0	188	0	152
11	0	1144	2	1180	9	1869	0	2131	0	2353	6	1613
12	0	18	0	20	0	48	0	47	0	42	0	39
13	0	694	0	668	14	1198	0	1420	2	1117	0	828
14	0	1024	0	981	0	1837	0	2144	0	1648	5	1251
15	0	13	0	33	0	58	0	74	0	54	0	37
16	12023	9045	12059	9786	16486	13371	25131	16108	27729	13526	20690	7555
17	0	592	0	569	0	736	0	891	2	707	10	674
18	8	1752	0	1457	0	2087	1	2386	0	2001	1	1907
19	2	608	0	538	1	815	5	869	1	842	0	796
20	1203	12	1359	9	2262	12	3325	44	2985	12	2900	11
21	5759	0	5447	3	8307	0	12741	7	12050	2	9618	0
22	12014	0	12416	0	20676	11	28212	29	26767	24	23624	0
23	1340	0	1567	0	2932	0	4511	30	4056	9	3360	0
24	26	1408	26	1284	55	2060	36	2521	40	2062	29	1902
North Totals	32428	45679	32895	43643	50821	66024	74020	79612	73762	65580	60381	47994
25	1053	0	1118	0	1773	0	3000	0	2760	0	2136	0
26	302	0	332	0	855	0	937	0	725	0	561	0
27	55	0	65	0	80	0	136	0	121	0	105	0
Manana Totals	1410	0	1515	0	2708	0	4073	0	3606	0	2802	0
28	675	0	632	0	970	0	1308	0	935	0	827	0
29	185	0	177	0	436	0	699	0	637	0	464	0
30	514	0	580	0	691	0	991	8	1000	0	765	0
31	13634	0	13424	0	20483	14	27588	10	25615	12	19096	0
32	239	0	258	0	321	0	307	0	293	0	324	0
33	2978	0	2663	1	3984	0	4604	-54	4080	58	3777	0
Felton Totals	18225	0	17734	1	26885	14	35497	-36	32560	70	25253	0

SAN LORENZO VALLEY WATER DISTRICT
CONSUMPTION BY ZONE

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Zones	Jan-14	FEB	MAR	APR	MAY	JUN	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	1562	1315	1264	1472	1215	1045	730
24	33	1474	31	1286	1260	920	1172	990	969	894	927	604
North Totals	43708	48070	32439	40923	68699	54161	57298	55731	55306	47641	40633	32607
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
Manana Totals	1888	0	1389	0	1567	1279	1241	1333	1168	1059	1014	659
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
Felton Totals	20811	3	16355	1	18389	12910	13437	13326	12569	11687	10304	26961

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	846	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
North Totals	38888	32180	32755	41514	39916	40962	53544	49726	54707	47765	39710	31688
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
Manana Totals	755	673	668	850	990	893	1096	1162	1114	1132	846	674
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
Felton Totals	9815	7882	7813	10737	9950	9224	12770	11899	13253	10816	9206	9319

SAN LORENZO VALLEY WATER DISTRICT
CONSUMPTION BY ZONE

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Zones	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
1	328.68	288										
2	76	63										
3	437	276										
4	7122	5428										
5	1235	1018										
6	46	42										
7	65	55										
8	3970	4050										
9	227	195										
10	42	39										
11	527	410										
12	6	5										
13	311	242										
14	405	357										
15	14	14										
16	8487	1589										
17	284	392										
18	755	600										
19	267	219										
20	661	461										
21	3036	2802										
22	4955	4230										
23	535	432										
24	1063	524										
North Totals	34854.68	23731	0	0	0	0	0	0	0	0	0	0
25	529	355										
26	160	106										
27	17	15										
Manana Totals	706	476	0	0	0	0	0	0	0	0	0	0
28	133	218										
29	350	101										
30	195	161										
31	6347	5394										
32	223	162										
33	1176	1026										
Felton Totals	8424	7062	0	0	0	0	0	0	0	0	0	0

SLV Monthly Water Quality Service Order Summary
February 2016

Water Quality Complaint List									
Date Received	Type Of Complaint							Address	Conclusion
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)		
2/5/2016		X						282 Twin Pines Dr.	Upon field investigation, free chlorine at outside spigot was 0.8 mg/L. Brown color had resolved, customer will call back if color returns.
2/29/2016		X						282 Laurel Dr.	Upon field investigation, water quality results were normal and within range. Free chlorine was 0.8 mg/L, while turbidity was 0.1 NTU. Customer will call back if colored water returns.

System

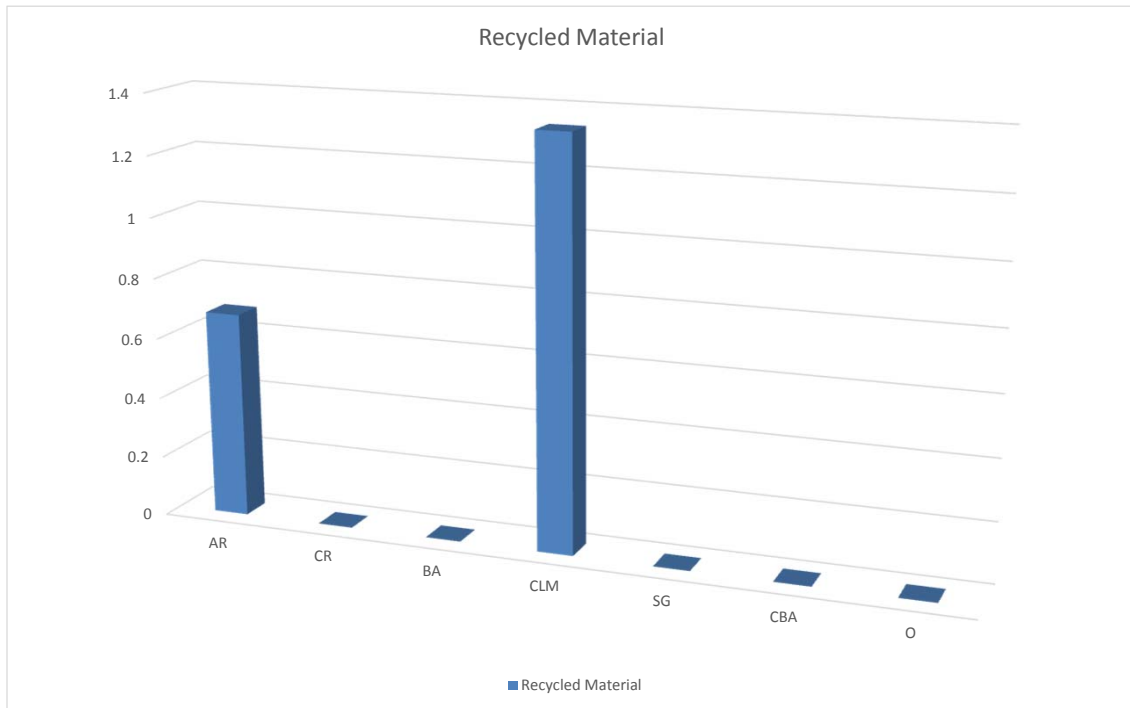
SLV- South

Felton

Soils Disposal Log February 2016

DATE	REASON	DUMP	TYPE / AMOUNT cubic yards							TOTAL Cyds By Month	
			AR	CR	BA	CLM	SG	CBA	O		CF
2/3/2016	Service Upgrade	OLY				1					
2/11/2016	Main Repair	OLY				0.17					
2/11/2016	Main Repair	OLY	0.17								
2/11/2016	Main Repair	OLY							3		
2/16/2016	Main Repair	OLY	0.17								
2/17/2016	Main Repair	OLY	0.17								
2/17/2016	Main Repair	OLY							2		
2/22/2016	Main Repair	OLY	0.17								
2/29/2016	Main Repair	OLY				0.17					
TOTALS			0.68	0	0	1.34	0	0	0	5	
			AR	CR	BA	CLM	SG	CBA	O	CF	

- AR Asphalt Recycle
- CR Concrete Recycle
- BA Baserock/Asphalt Mix
- CLM Clay/loom/mud
- SG sand Baserock Mix
- CBA Clay/Sand/Base/Asphalt/mix
- CF Clean Fill
- O other

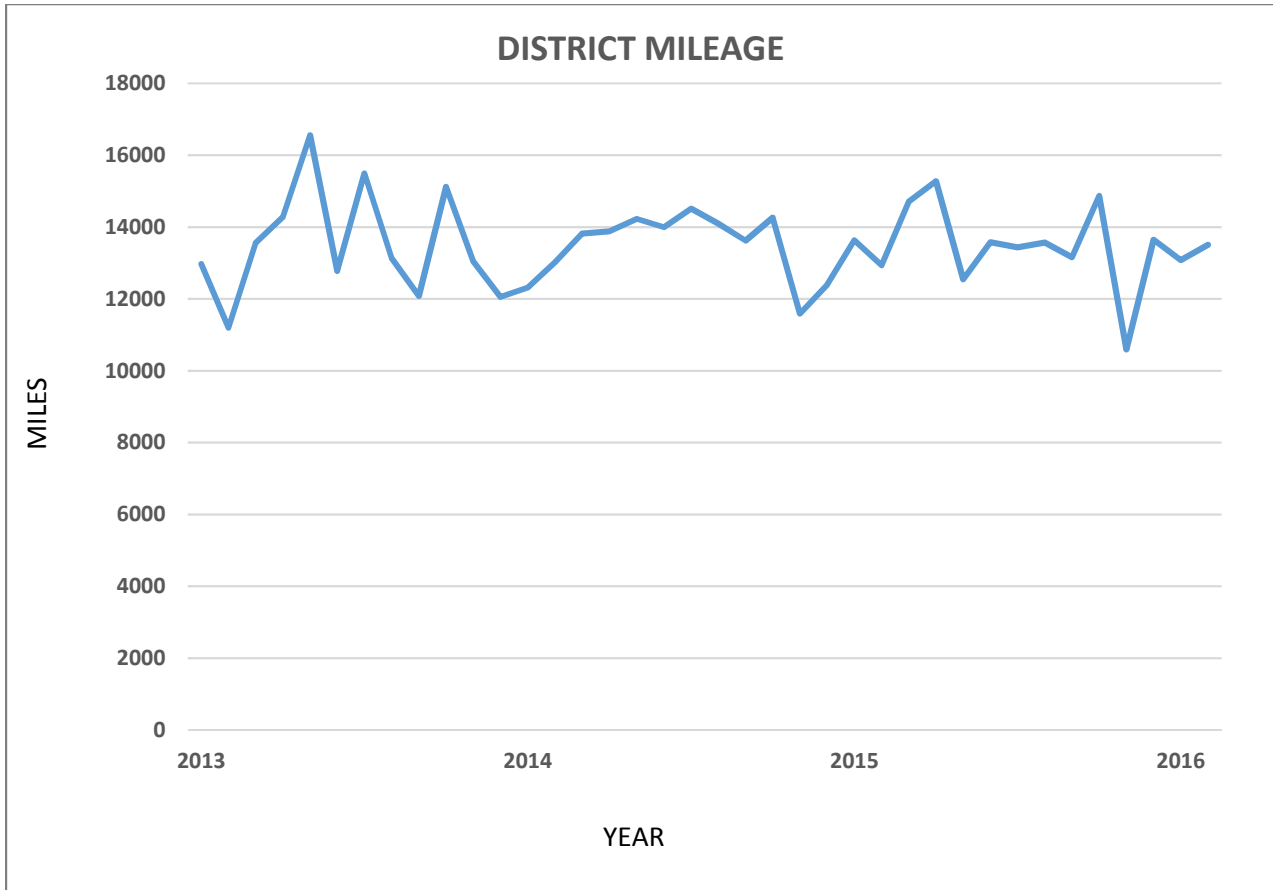


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SAN LORENZO VALLEY WATER DISTRICT

VEHICLE MILEAGE

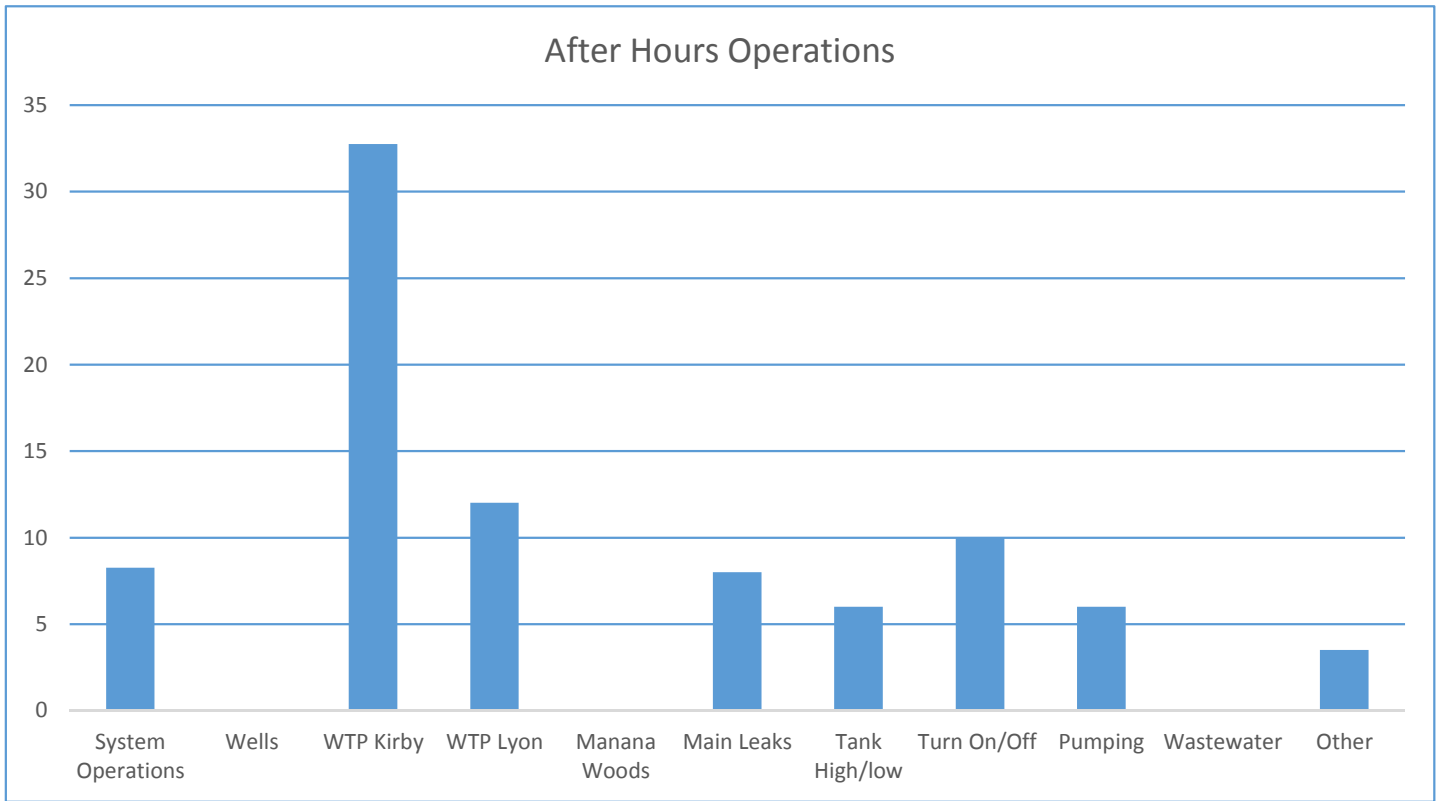
FEBRUARY 2016



Month	2013	2014	2015	2016
January	12,976	12,317	13,633	13,082
February	11,201	13,015	12,934	13,505
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	26,587

**SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
February 2016**

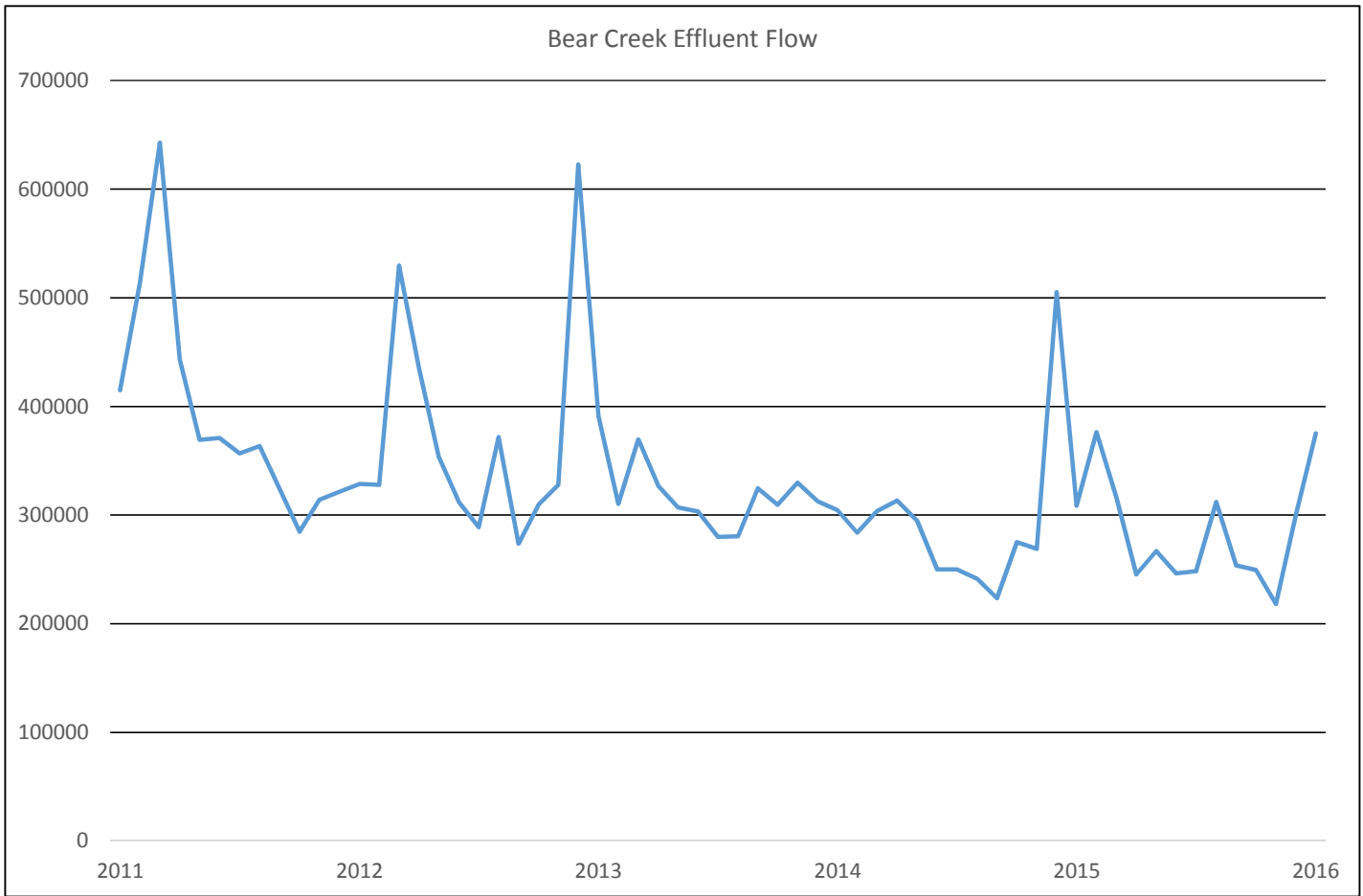
Agenda: 3.17.16
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<u>Description</u>	<u>Hours</u>		2015	2016
		January	N/A	145
System Operations	8.25	February	N/A	86.5
Wells	0	March	N/A	
WTP Kirby	32.75	April	82.50	
WTP Lyon	12	May	104.75	
Manana Woods	0	June	172.50	
Main Leaks	8	July	124.25	
Tank High/low	6	August	111.75	
Turn On/Off	10	September	230.25	
Pumping	6	October	128.25	
Wastewater	0	November	114.25	
Other	3.5	December	186.25	
Total	86.5		1254.75	231.50

SAN LORENZO VALLEY WATER DISTRICT
 BEAR CREEK ESTATES WASTEWATER
 FEBRUARY 2016

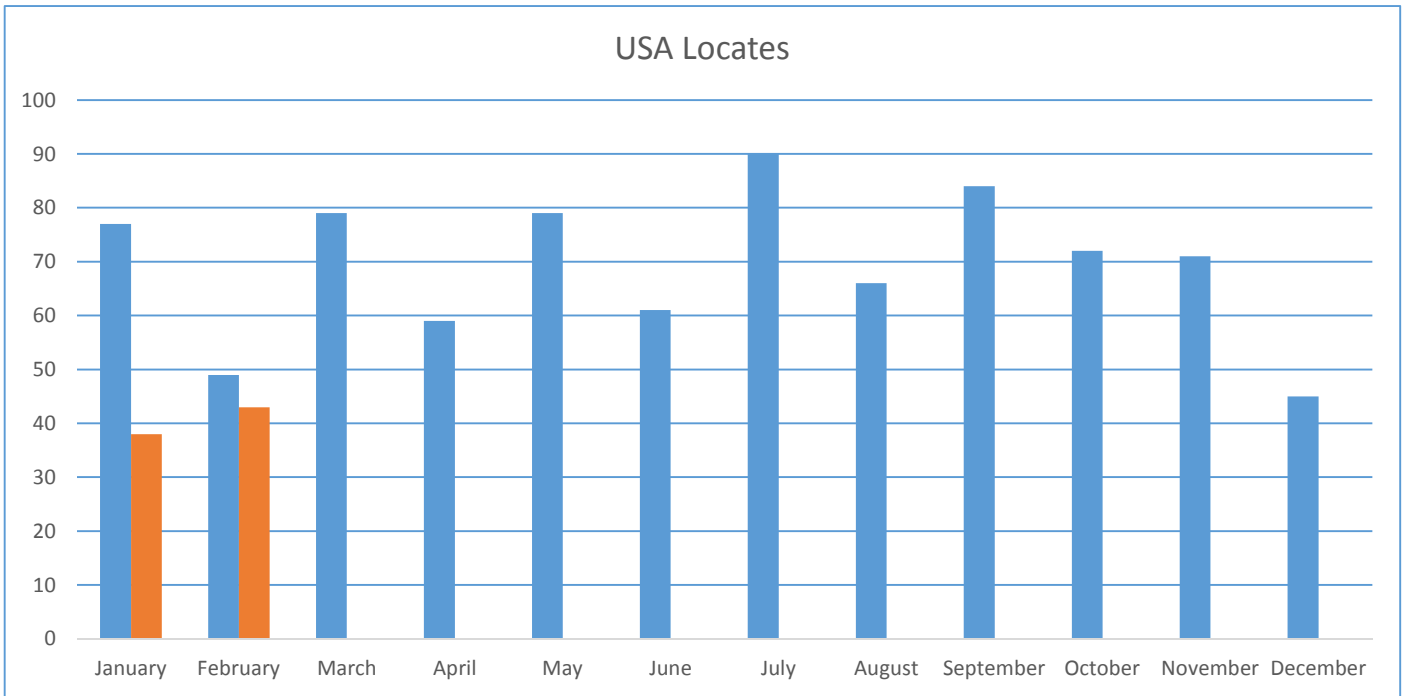
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Month/Year	2011	2012	2013	2014	2015	2016
January	414,900	328,500	391,200	304,700	308,500	375,200
February	513,700	327,600	310,100	283,800	376,100	Out for Repair
March	642,800	529,700	369,500	303,800	316,100	
April	443,400	435,300	326,800	313,200	245,500	
May	369,200	353,200	306,900	294,400	266,700	
June	370,800	311,900	303,300	250,000	246,200	
July	356,800	288,900	297,800	250,000	248,200	
August	363,400	371,800	280,400	241,500	311,900	
September	324,400	273,600	324,600	223,300	253,500	
October	284,700	309,400	304,900	274,900	249,300	
November	314,100	327,700	329,600	268,900	218,100	
December	321,500	622,500	312,900	505,100	300,200	
Totals	4,719,700	4,480,100	3,858,000	3,513,600	3,340,300	375,200

SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
February 2016

Agenda: 3.17.16
Item: 13a1iii



<u>Month</u>	<u>2015</u>	<u>2016</u>
January	77	38
February	49	43
March	79	
April	59	
May	79	
June	61	
July	90	
August	66	
September	84	
October	72	
November	71	
December	45	
Total to Date	832	81



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**SAN LORENZO VALLEY WATER DISTRICT
ADMINISTRATION COMMITTEE
MINUTES
January 26, 2016
11:00 a.m.**

CONVENE MEETING/ROLL CALL:

Committee Chair Bruce convened the meeting at 11:00a.m. Roll call showed Directors Brown and Bruce present, as well as Committee Member Fultz and District Manager Lee.

ORAL COMMUNICATIONS:

No members of the public spoke.

OLD BUSINESS:

3.a Review of Committee Charter for new committee member Fultz. No changes were made.

NEW BUSINESS:

4.a Committee Goals and Objectives

The three committee members and District Manager Lee continued the discussion started at the prior meeting and concurred on the following preliminary goals and objectives for the Administration Committee for 2016.

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

INFORMATIONAL MATERIAL- none

ADJOURNMENT

Chairperson Bruce adjourned the meeting at approximately 12:00pm.

The next Administration Committee meeting will be on February 23rd at 11am.

Administration Committee 2.23.16

Convene Meeting/Roll Call

Committee members Bruce, Brown and Fultz present. As were Staff Ms. S. Hill and DM B. Lee

1. Oral Communications.

There were no public comments

2. Old Business

- a. PAST DUE PROCEDURE Discussion by the Committee to review the Past Due Procedure.

There were no public comments on this agenda item.

Ms. Hill described her investigation of other districts' past due procedures and late fees as compared to SLVWD's. Exploring an "IVR" system (to be implemented in the next couple of months), exploring different methods of electronic payment. "Gentle Reminders" that are different, perhaps instead of or in addition to \$20 late fees or ... Other options may be changes in due dates for late payments. A 48 hour 'tag' would be put on two months after the late bill notice. Ms. Hill recommended changes in late and turn-off fees to bring the District in line with other Districts' practices. Ms. Hill noted that our fees and charges related to late fees had not been changed in 20 years. Ms. Hill noted that late fees are not assessed on bills that are only the basic charge. The District has a policy for negotiated payments if customers call and ask for payment plan options. Working with Infosend to include a colored paper mailer to get customer's attention.

Committee member Fultz asked if the District could explore a bill-leveling program (average customer's bills over a year) with an annual 'true up'. Ms. Hill thought this would be very worthwhile exploring. DM Lee commented that this might also be helpful for the District's cash-flow purposes.

Committee member Fultz asked how many turn offs: 400 "tags" per month, 100 "turn offs" per month.

Committee member Fultz noted that results in ~7400 transactions/year and asked if the current fee charged covers the costs to the District. CM Fultz asked what % are repeats. Staff noted probably 80% are repeaters. DM Lee noted that a significant number are not because of financial hardship.

DM Lee noted that all of these proposals should be wrapped into the RR/PP document and all of the associated analysis would come back to this committee in approximately 2 months.

b. GOALS AND OBJECTIVES FOR THE COMMITTEE-3 MONTH LOOK AHEAD

There were no public comments on this agenda item.

To keep the prior committee meeting's discussion 'top of mind' for the committee member's, the list of committee objective items was briefly reviewed.

- Rules & Regulations/Policies & Procedures

- Contracts and Service Agreements
- Claims Process • Comprehensive Contract Review of all Service Providers/Consultants
- Evaluate Effectiveness of Public Outreach/Communications
- Joint Meetings with Other Agencies
- Actively Engage in Advocacy with ACWA regarding Lifelines
- Internship and/or Apprentice Programs

Because of their potential significance in the upcoming budget-setting process, District Manager Lee suggested the following items be considered next:

- Contracts review
- Internships/Apprenticeships

The Committee discussed the current legal services contract as an example of a long-serving contractor and contract, and the need to assess the District's current and projected legal service requirements.

Committee member Fultz inquired about the current competitive bidding and contracting procedures. District Manager Lee described current practice of staff's independent ranking and review process.

District Manager Lee said that he would compile the list of contracts by priority, type, duration, scope etc. of all contracts

3. New Business

There was no new business.

4. Information Items

District Manager Lee had no new information items for the Committee.

Committee member Brown mentioned the Chambers of Commerce being interested in hosting a mixer followed by a joint meeting of SV and SLVWD and suggested adding "joint meetings" to the list. District Manager Lee commented that other regional District Managers and Board Presidents will be meeting on 4/26 to set agendas and dates.

District Manager Lee mentioned an ongoing effort among other agencies to establish an internship program and the opportunity to implement a program collaboratively.

4. New Business: None Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

5. Informational Material: None.

6. Adjournment

Next meeting date is March 8th.

Minutes of the meeting of the
Environmental, Engineering and Planning Committee
February 24 2016, 10 a.m.

Meeting was convened by Director Ratcliffe at 10:01, roll call showed Committee member Rick Moran and Director Ratcliffe were present, Director Hammer was absent.

Oral Communication: none

Old Business:

3a Urban Water Management Program Update.

District Manager Lee says the district issued a Request for Proposals to update the UWMP for 2015, Submission period ends Feb. 26, and we hope to have at least three proposals to evaluate at the next committee meeting. Nick Johnson will not be participating in this year's UWMP, but his excellent 2010 work will provide a strong basis for the update. DWR was late in issuing guidelines this year, and a special meeting will be needed to review the submissions and forward the item to the full board for selection of a consultant to complete the update by the deadline.

3b Water meter replacement update

District Manager Lee reported that the district's intake meters have been recently replaced and calibration is expected in just a few weeks. These will provide cellular daily download data. Each diversion is now individually metered. This is especially critical for evaluation of Bull Creek and Bennett Springs sources as alternatives to Fall Creek diversion in Felton. Balance Hydro has a meter for full flow upstream of the district's Fall Creek diversion, with readings taken every 15 minutes. Enough water must bypass our intakes to maintain critical riffles and allow upstream migration.

New Business:

4a Fall Creek Water Rights

Jen Michelsen presented information about Fall Creek bypass flows and Critical Riffle study planned by the district. NOAA will not separate the construction permit from the diversion permit, so the fish ladder project is now subject to Endangered Species Act requirements. Enough water must bypass our intakes to maintain critical riffles and allow upstream migration. This may affect our diversions, and Fall Creek provides almost all the water to the Felton zone. Other Felton sources (Bull and Bennett) do not currently provide water to the zone, due to air entrainment/turbidity problems. Possible strategies include temporary redirection of Bennett Springs back to Fall Creek, improvements on the Bull and Bennett pipelines to make water useable, and Loch Lomond water as an alternative to Fall Creek.

4b Water Conservation staff position

District Manager Lee discussed the need for a Water Conservation position in the district. Complications from the Fall Creek project will be demanding most of our current environmental/admin staff time in the coming year. In addition, the 2015 UWMP has a requirement for a conservation coordinator, unlike the 2010 plan. As discussed

previously, the district needs a grant writer and this might be combined in a single position with conservation coordination. Funding for the rebate program might be redirected to this position, which could be a consultant or a staff position. The consensus was that a staff position seems more suitable for this important role.

Informational Material: none

Director Ratcliffe adjourned the meeting at approximately 11:20.