



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
AGENDA  
March 3 , 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 3, 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](http://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

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

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: None

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 FEBRUARY 18, 2016

Consideration and possible action by the Board to approve minutes for the February 18, 2016 Board of Directors meeting.

- b. BILL LIST FOR PERIOD ENDING MARCH 3, 2016

Consideration and possible action by the Board regarding the Bill List for the period ending March 3, 2016.

11. Unfinished Business:

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

a. 2016 INVESTMENT POLICY

Discussion and possible action regarding the 2016 Investment Policy.

b. STRATEGIC PLAN REVIEW

Discussion and possible action regarding a review of the Strategic Plan.

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 agenda.*

a. BOULDER CREEK RADIO STATION

Discussion and possible action regarding the Boulder Creek Radio Station.

b. ASSOCIATION OF CALIFORNIA WATER AGENCIES 2016 EVENTS

Discussion and possible action regarding ACWA 2016 Events.

c. FELTON LIBRARY BOND MEASURE

Discussion and possible action regarding the Felton Library Bond Measure.

d. PROBATION TANK - PROPOSED CONTRACT REVISION

Discussion and possible action regarding the proposed contract revision for the Probation Tank.

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) Admin/Engineering

(iii) Environmental

b. COMMITTEE/DIRECTOR REPORTS:

(1) Future Committee Agenda Items

(2) Committee Meeting Minutes

(i) Budget & Finance Committee Meeting Notes - 2.9.16

14. Informational Material:

- a. SLVWD Provides Reliable, Safe Drinking Water - Scotts Valley Times February 2016

15. Adjournment

**Certification of Posting**

I hereby certify that on February 26, 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 February 26, 2016

\_\_\_\_\_  
Brian C. Lee, District Manager  
San Lorenzo Valley

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

February 18, 2016  
6:00 p.m.

**CONVENE MEETING/ROLL CALL:**

President Brown convened the meeting at 7:00 p.m.

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

President Brown made a motion to excuse Director Hammer due to a family issue.

**ROLL CALL:**

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

**ADDITIONS AND DELETIONS TO AGENDA:** None

**ORAL COMMUNICATIONS:**

Rick Moran introduced himself as the new member of the Environmental/Engineering/Planning Committee.

**WRITTEN COMMUNICATION:**

President Brown noted that there was an invitation from the Boulder Creek Business Association.

**CONSENT AGENDA:**

Pres. Brown requested that the Minutes for the 2.4.16 be removed from the Consent Agenda for corrections.

Director Bruce made a motion to approve the remaining Consent Agenda items.

5b BILL LIST FOR PERIOD ENDNG FEBRUARY 18, 2016

5c QUARTERLY WATER CONSERVATION CREDIT REPORT

ROLL CALL:

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

President Brown noted that Bruce Holloway listed as present on the meeting, but he was not.

Director Baughman noted 2 typos.

Director Ratcliffe noted that a comment she made was included.

Pres. Brown made a motion to approve the minutes with the suggested changes.

ROLL CALL:

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

**UNFINISHED BUSINESS:**

6a AWARD OF BID FOR LYON WATER TREATMENT PLANT OPERATIONAL AND SCADA CONTROLS REPLACEMENT

Dir. of Operations Rogers explained the agenda item.

Dir. Ratcliffe questioned if additional training would be necessary.

Mr. Rogers said that he doesn't anticipate that add'l training will be necessary.

Dir. Baughman questioned if there were going to be usable parts from the old system.

Mr. Rogers said he didn't think so, the system is old and obsolete.

Dist Mgr. Lee noted that. For the record, HMI is Human/Machine Interface

Director Bruce made a motion to approve the Lyon SCADA replacement.

ROLL CALL:

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

6b AWARD OF BID FOR ENTERPRISE WIDE COST OF SERVICE FINANCIAL STUDY

Dist. Mgr. Lee explained the process for selection of a contractor for the study.

The RFP was sent to 12 firms with a request for them to be shared throughout the industry. Specific guidelines were included in the RFP to confirm that interested contractors can follow directions. Six individuals reviewed the proposals. Cost is not supposed to be a factor so the proposed bids were kept sealed until the reviews were complete.

Pres. Brown noted that it is a challenging process. The District specifically left a Rate Study off the process but a Staffing Study is included.

Mr. Lee said that NBS is planning to bring in a Staffing Specialist.

Dir. Baughman said that NBS performed much stronger and was attentive to the RFP.

Dir. Ratcliffe noted that NBS scheduled more face to face time.

Pres. Brown noted that NBS was the least dependent on staff time.

Dir. Baughman said that this is a fantastic, objective way to get a handle on cost.

Dir. Ratcliffe said that she is especially interested in getting the Bear Creek Estates paying their fair share.

Dir. Bruce asked if there will be a chance for the public to be a part of this process.

Dist. Mgr. Lee said that staff is planning to hold public meetings to discuss the costs without rates.

Dir. Baughman made a motion to go forward with negotiations with NBS.

**ROLL CALL:**

Ayes: Bruce, Ratcliffe, Brown, Baughman

Noes:

Abstain:

Absent: Hammer

**NEW BUSINESS:**

**7a FINANCIAL SUMMARY REVIEW 12/31/15**

Dist. Mgr. Lee described the item. He said that it looks bleak but it's not as bleak as it looks. These numbers do not include the 1.1.16 rate increase of the drought surcharge. Staff is looking at monthly usage next year. He also noted that July only captured one billing cycle.

Pres. Brown questioned the completion of the Intertie project and the State payments.

Dist. Mgr. Lee said that the payment from the State is due any day.

Dir. Baughman questioned if staff would be able to "tease out" consumption to price.

Dist. Mgr. Lee said that a good statistician could do that but staff is not likely to be able to.

**GENERAL MANAGER REPORTS:**

12a1ii District Manager Lee shared the highlights from the Finance Status report.

12a1iii Director of Operations Rogers shared the highlights from the Operations Status report.

Dist. Mgr. Lee described the paving issue on Graham Hill Road. The Dist. will be hiring an independent consultant to look at the issue.

**COMMITTEE/DIRECTOR REPORTS:**

Dir. Ratcliffe described EEP Committee minutes.

Dir. Bruce attended a Santa Cruz County report out on their Community Choice Aggregation Executive Summary. There's a lot of interest at looking at local generation. Supporting buying local.

Pres. Brown noted that he and Dir. Ratcliffe were treated to a tour of Dist. facilities.

Dir. Bruce said that she attended the SLV High School Science Fair and saw the support of the District represented.

**ADJOURNMENT:**

DM reminded everyone that there is a CIP Workshop on Feb. 25<sup>th</sup> at 6:00 p.m. and March 16<sup>th</sup> Lompico will be counting votes.

President Brown adjourned the meeting at 8:10 p.m.



# Accounts Payable

## Outstanding Invoices

User: KendraNegro  
 Printed: 2/24/2016 - 12:22 PM  
 Date Type: JE Date  
 Date Range: 02/11/2016 to 02/24/2016

**BILL LIST SUMMARY**  
 Check Register Total : \$77,993.00  
 AP Outstanding Total: \$470,851.60  
 Payroll 2/17: \$91,35.55  
**TOTAL FOR APPROVAL: \$640,200.15**



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
<b>00011 - VERIZON WIRELESS</b>						
01-400-5510	2/24/2016	2/13/2016	9760489596	00153-08-2016	369.90	TABLET CHARGES - 1/14 - 2/13/16
01-800-5510	2/24/2016	2/13/2016	FEB 2016	00153-08-2016	-150.00	NEW EQUIPMENT CREDIT - WTP
01-300-5510	2/24/2016	2/13/2016	FEB 2016	00153-08-2016	85.46	CELL PHONE CHARGES - ENG
01-800-5510	2/24/2016	2/13/2016	FEB 2016	00153-08-2016	314.21	CELL PHONE CHARGES - WTP
01-400-5510	2/24/2016	2/13/2016	FEB 2016	00153-08-2016	1,246.77	CELL PHONE CHARGES -OPS
01-100-5510	2/24/2016	2/13/2016	FEB 2016	00153-08-2016	85.46	CELL PHONE CHARGES - ADMIN
<b>Total for Vendor 00011 - VERIZON WIRELESS:</b>					<b>1,951.80</b>	
<b>00047 - SOIL CONTROL LAB</b>						
01-800-5202	2/24/2016	2/8/2016	6010721	00152-08-2016	145.00	WATER ANALYSIS - GEN PHYSICAL
01-800-5202	2/24/2016	2/15/2016	6020177	00152-08-2016	39.00	WATER ANALYSIS - TOTAL PHOSPHATE
01-800-5202	2/24/2016	2/15/2016	6020363	00152-08-2016	145.00	WATER ANALYSIS - GEN PHYSICAL
01-800-5202	2/24/2016	2/15/2016	6020364	00152-08-2016	39.00	WATER ANALYSIS - TOTAL PHOSPHATE
<b>Total for Vendor 00047 - SOIL CONTROL LAB:</b>					<b>368.00</b>	
<b>00074 - A SIGN ASAP!</b>						
01-400-5300	2/24/2016	12/23/2015	150977	00153-08-2016	239.25	OPERATIONS SIGNS - OPERATIONAL STATUS SIGNS
Task Label:		Type:	PO Number:	0000100341		
<b>Total for Vendor 00074 - A SIGN ASAP!:</b>					<b>239.25</b>	
<b>00076 - ERNIE'S AUTO CENTER</b>						
01-400-5300	2/24/2016	1/27/2016	646911	00152-08-2016	73.18	FORMAN - HYDRO REPLACEMENT
Task Label:		Type:	PO Number:	0000100307		
01-800-5410	2/24/2016	2/4/2016	647928	00152-08-2016	25.86	TRUCK 280 - TAIL LIGHT LENS VE-280
Task Label:		Type:	PO Number:	0000100304		
<b>Total for Vendor 00076 - ERNIE'S AUTO CENTER:</b>					<b>99.04</b>	

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00080 - GRANITE CONSTRUCTION CO						
01-400-5300	2/24/2016	12/1/2015	914595	00152-08-2016	113.79	SAND & BASE ROCK - QUAIL 5 YARD
Task Label:		Type:		PO Number: 0000100323		
01-400-5300	2/24/2016	1/26/2016	931829	00152-08-2016	296.24	HOT MIX & BASE ROCK - HOT MIX & BASE ROCK - LEAK
Task Label:		Type:		PO Number: 0000100323		
01-400-5300	2/24/2016	2/9/2016	937823	00152-08-2016	138.54	HOT MIX - MAIN LEAK REPAIRS
Task Label:		Type:		PO Number: 0000100334		
01-400-5300	2/24/2016	2/11/2016	939355	00152-08-2016	38.32	BASE ROCK - TWO BAR ROAD MAIN REPAIR
Task Label:		Type:		PO Number: 0000100334		
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:					586.89	
00095 - GREENING ASSOCIATES						
01-500-5621	2/24/2016	2/1/2016	020116	00152-08-2016	4,860.00	DATA/RESTORATION GRANT AWARD
Total for Vendor 00095 - GREENING ASSOCIATES:					4,860.00	
00104 - RONNIE'S AUTO BODY						
01-800-5410	2/24/2016	2/16/2016	7546	00152-08-2016	2,588.25	TRUCK 181 - DOOR REPAIR VE-181
Task Label:		Type:		PO Number: 0000100290		
Total for Vendor 00104 - RONNIE'S AUTO BODY:					2,588.25	
00118 - FARMER BROTHERS COFFEE						
01-400-5600	2/24/2016	2/10/2016	63309201	00152-08-2016	294.35	COFFEE - OPPTS COFFEE SUPPLIES
Task Label:		Type:		PO Number: 0000100346		
Total for Vendor 00118 - FARMER BROTHERS COFFEE:					294.35	
00129 - UNITED RENTALS NORTHWEST INC						
01-400-5320	2/24/2016	2/2/2016	133296423-003	00152-08-2016	1,947.50	FUEL CELL RENTAL - 2 500 GAL FUEL CELL RENTAL
Task Label:		Type:		PO Number: 0000100324		
01-400-5320	2/24/2016	2/2/2016	133922842-002	00152-08-2016	2,116.80	EL NINO - GEN RENTAL 70 KW GENERATOR RENTAL
Task Label:		Type:		PO Number: 0000100324		
Total for Vendor 00129 - UNITED RENTALS NORTHWEST INC:					4,064.30	
00141 - B & B SMALL ENGINE						
01-400-5311	2/24/2016	1/7/2016	340526	00152-08-2016	37.50	TRASH PUMP REPAIR - HONDA WX10 PUMP REPAIR
Task Label:		Type:		PO Number: 0000100317		
01-400-5311	2/24/2016	1/7/2016	340527	00152-08-2016	158.04	GENERATOR REPAIR - RE-COIL REPAIR EB3000
Task Label:		Type:		PO Number: 0000100317		
01-400-5311	2/24/2016	2/5/2016	342003	00152-08-2016	239.63	TRASH PUMP REPAIR - HONDA WB20X PUMP SERVICE
Task Label:		Type:		PO Number: 0000100314		

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
<b>00141 - B &amp; B SMALL ENGINE</b>						
01-400-5311	2/24/2016	2/5/2016	342004	00152-08-2016	63.13	CART SAW SERVICE - MISC MOUNTING HARDWARE
Task Label:		Type:	PO Number:	0000100314		
01-400-5311	2/24/2016	2/5/2016	342005	00152-08-2016	44.75	TRASH PUMP REPAIR - HONDA WT20X PUMP SERVICE
Task Label:		Type:	PO Number:	0000100314		
Total for Vendor 00141 - B & B SMALL ENGINE:					543.05	
<b>00156 - STERLING WATER TECHNOLOGIES</b>						
01-800-5300	2/24/2016	1/28/2016	4932	00152-08-2016	2,869.25	POLYMER FOR WTP LYON, KIRBY
Task Label:		Type:	PO Number:	0000100268		
Total for Vendor 00156 - STERLING WATER TECHNOLOGIES:					2,869.25	
<b>00160 - BANANA SLUG STRING BAND</b>						
01-100-5622	2/24/2016	2/17/2016	021716	00152-08-2016	300.00	FINAL PYMT- EDUCATION GRANT
Total for Vendor 00160 - BANANA SLUG STRING BAND:					300.00	
<b>00233 - LADD'S AUTO BODY &amp; TOWING</b>						
01-400-5410	2/24/2016	2/13/2016	69525	00152-08-2016	140.00	TOWING - TRANNY ISSUES - TRUCK 341
Task Label:		Type:	PO Number:	0000100329		
Total for Vendor 00233 - LADD'S AUTO BODY & TOWING:					140.00	
<b>00256 - JESSE GUIVER</b>						
01-800-5172	2/24/2016	2/18/2016	021816	00153-08-2016	90.00	REIMBURSEMENT - D3 RENEWAL FEE
Task Label:		Type:	PO Number:	0000100330		
Total for Vendor 00256 - JESSE GUIVER:					90.00	
<b>00265 - COMMUNITY TELEVISION OF</b>						
01-100-5200	2/24/2016	2/4/2016	2254	00152-08-2016	150.00	CONTRACT SERVICES - BOARD COVERAGE - 1/7
01-100-5200	2/24/2016	2/4/2016	2254	00152-08-2016	225.00	CONTRACT SERVICES - BOARD COVERAGE -1/21
Total for Vendor 00265 - COMMUNITY TELEVISION OF:					375.00	
<b>00268 - WATTS ON</b>						
01-400-5200	2/24/2016	2/16/2016	11674	00152-08-2016	819.43	GENERATOR SERVICE - FELTON ACRES
Task Label:		Type:	PO Number:	0000100333		
Total for Vendor 00268 - WATTS ON:					819.43	
<b>00273 - CORELOGIC, INC.</b>						

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00273 - CORELOGIC, INC.						
01-200-5200	2/24/2016	1/31/2016	81658937	00152-08-2016	93.75	CONTRACT SERVICES - RELAQUEST
01-300-5200	2/24/2016	1/31/2016	81658937	00152-08-2016	93.75	CONTRACT SERVICES - RELAQUEST
Total for Vendor 00273 - CORELOGIC, INC.:					187.50	
00298 - STATE OF CALIFORNIA						
01-000-2130	2/24/2016	2/23/2016	022316	00152-08-2016	75.00	CASE #554151242
Total for Vendor 00298 - STATE OF CALIFORNIA:					75.00	
00306 - CONTROL SYSTEMS WEST,INC						
01-800-5200	2/24/2016	1/29/2016	4230-8185	00152-08-2016	1,141.00	KIRBY TREATMENT PLANT - PLC TROUBLESHOOTING
Task Label:		Type:	PO Number:	0000100326		
Total for Vendor 00306 - CONTROL SYSTEMS WEST,INC:					1,141.00	
00309 - AT&T IP SERVICES						
01-800-5510	2/24/2016	2/11/2016	021116	00153-08-2016	241.96	IP SERVICES - WT
01-400-5510	2/24/2016	2/11/2016	021116	00153-08-2016	241.96	IP SERVICES - OPS
01-100-5510	2/24/2016	2/11/2016	021116	00153-08-2016	241.97	IP SERVICES - ADMIN
Total for Vendor 00309 - AT&T IP SERVICES:					725.89	
00336 - LAND TRUST OF SANTA CRUZ CNTY						
01-500-5200	2/24/2016	1/31/2016	1-2016	00152-08-2016	724.50	OLYMPIA PATROL SERVICES
Total for Vendor 00336 - LAND TRUST OF SANTA CRUZ CNTY:					724.50	
00343 - ERNIE'S SERVICE CENTER						
01-800-5410	2/24/2016	2/5/2016	49407	00152-08-2016	103.01	SERVICE - OIL, BRAKE INSP TRUCK 249
Task Label:		Type:	PO Number:	0000100331		
Total for Vendor 00343 - ERNIE'S SERVICE CENTER:					103.01	
00359 - ALLIED ELECTRONICS						
01-800-5300	2/24/2016	2/11/2016	95005636961	00152-08-2016	72.54	KIRBY PLANT - CHLORINE TIMER RELAY
Task Label:		Type:	PO Number:	0000100343		
Total for Vendor 00359 - ALLIED ELECTRONICS:					72.54	
00383 - A TOOL SHED EQUIPMENT						
01-400-5320	2/24/2016	2/5/2016	1098042-5	00152-08-2016	104.50	AIR COMPRESSOR RENTAL - RENTAL OF AIR COMPRESSOR

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00383 - A TOOL SHED EQUIPMENT						
Task Label:		Type:	PO Number:	0000100311		
Total for Vendor 00383 - A TOOL SHED EQUIPMENT:					104.50	
00384 - D W ALLEY & ASSOCIATES						
01-500-5200	2/24/2016	1/26/2016	116-01	00152-08-2016	3,968.00	CONTRACT SERVICES
01-500-5200	2/24/2016	2/3/2016	216-01	00152-08-2016	12,283.20	CONTRACT SERVICES - STREAM MONITORING
Task Label: EXP-1516001A		Type: E	PO Number:			
01-500-5200	2/24/2016	2/22/2016	216-04	00152-08-2016	682.00	CONTRACT SERVICES - FALL CREEK FISH LADDER
Task Label: CAP-1516007A		Type: E	PO Number:			
Total for Vendor 00384 - D W ALLEY & ASSOCIATES:					16,933.20	
00407 - UNIVAR USA						
01-800-5300	2/24/2016	1/21/2016	394773	00152-08-2016	-720.00	DRUM DEPOSIT CREDIT
01-800-5300	2/24/2016	2/9/2016	729300	00152-08-2016	3,755.64	CL2 - SYSTEM CHLORINE
Task Label:		Type:	PO Number:	0000100336		
Total for Vendor 00407 - UNIVAR USA:					3,035.64	
00415 - CA BANK & TRUST/GOV SVC DEPT						
01-000-7111	2/24/2016	2/17/2016	MAR 2016	00152-08-2016	3,738.14	1976 SAFE DRINKING WATER BOND INTEREST
01-000-2401	2/24/2016	2/17/2016	MAR 2016	00152-08-2016	11,828.29	1976 SAFE DRINKING WATER BOND PRINCIPAL
01-200-5610	2/24/2016	2/17/2016	MAR 2016	00152-08-2016	15.00	1976 SAFE DRINKING WATER BOND BANK CHGS
Total for Vendor 00415 - CA BANK & TRUST/GOV SVC DEPT:					15,581.43	
00450 - EUROFINS EATON ANALYTICAL, INC						
01-800-5202	2/24/2016	2/17/2016	252464	00152-08-2016	80.00	WATER ANALYSIS - PASO
01-800-5202	2/24/2016	2/23/2016	253139	00152-08-2016	100.00	WATER ANALYSIS - PASO
Total for Vendor 00450 - EUROFINS EATON ANALYTICAL, INC:					180.00	
00550 - HACH COMPANY						
01-800-5300	2/24/2016	2/8/2016	9785379	00152-08-2016	883.32	REAGENT - LYON PLANT
Task Label:		Type:	PO Number:	0000100335		
01-800-5202	2/24/2016	2/9/2016	9789375	00152-08-2016	1,148.21	WATER ANALYSIS - PORTABLE PH METERS
Task Label:		Type:	PO Number:	0000100286		
01-800-5202	2/24/2016	2/9/2016	9789375	00152-08-2016	2,421.24	WATER ANALYSIS - PORTABLE TURBIDIMETERS
Task Label:		Type:	PO Number:	0000100286		
01-800-5300	2/24/2016	2/9/2016	9789376	00152-08-2016	88.63	WATER TESTING - CHEMICALS FOR PH METERS (QUOTE)
Task Label:		Type:	PO Number:	0000100313		

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00550 - HACH COMPANY:						4,541.40	
00555 - STORDOK							
	01-200-5200	2/24/2016	2/16/2016	5352183	00153-08-2016	45.00	DOCUMENT SHREDDING
Total for Vendor 00555 - STORDOK:						45.00	
00589 - ALLARD'S SEPTIC							
	01-800-5200	2/24/2016	2/23/2016	022316	00152-08-2016	-75.00	CONTRACT SERVICES - WITHHOLDINGS
	01-800-5200	2/24/2016	2/8/2016	7092	00152-08-2016	300.00	KIRBY SEPTIC PUMP OUT - KIRBY PLANT
	Task Label:		Type:		PO Number: 0000100332		
Total for Vendor 00589 - ALLARD'S SEPTIC:						225.00	
00663 - CORIX WATER PRODUCTS							
	01-000-1310	2/18/2016	2/18/2016	17613002681	00114-08-2016	2.67	BUSHING GALV 3/4" X 1/2"
	Task Label:		Type:		PO Number: 0000100280		
	01-000-1310	2/18/2016	2/18/2016	17613002681	00114-08-2016	14.47	NIPPLE BRASS 1" X 0"
	Task Label:		Type:		PO Number: 0000100280		
	01-000-1310	2/18/2016	2/18/2016	17613002681	00114-08-2016	17.36	BUSHING GALV 1-1/2" X 3/4"
	Task Label:		Type:		PO Number: 0000100280		
	01-000-1310	2/18/2016	2/18/2016	17613002681	00114-08-2016	121.63	CORP PIPE-PIPE IP 3/4"
	Task Label:		Type:		PO Number: 0000100280		
	01-000-1310	2/18/2016	2/18/2016	17613002681	00114-08-2016	247.56	COPR-PIPE MALE 1"
	Task Label:		Type:		PO Number: 0000100280		
Total for Vendor 00663 - CORIX WATER PRODUCTS:						403.69	
00686 - AT&T LONG DISTANCE							
	01-800-5510	2/24/2016	2/13/2016	021316	00153-08-2016	76.39	LONG DISTANCE - FELTON ACRES
Total for Vendor 00686 - AT&T LONG DISTANCE:						76.39	
00687 - AT&T U-VERSE							
	01-800-5510	2/24/2016	2/15/2016	021516	00153-08-2016	57.00	INTERNET SERVICE - MANANA WOODS
	01-800-5510	2/24/2016	2/15/2016	021516A	00153-08-2016	67.00	INTERNET SERVICE -GRAHAM HILL
Total for Vendor 00687 - AT&T U-VERSE:						124.00	
00721 - UNITED SITE SVCS.,INC							
	01-400-5200	2/24/2016	2/9/2016	3729242	00152-08-2016	148.15	QUAIL 5 TOILET - SERVICE AND CLEANING
	Task Label:		Type:		PO Number: 0000100263		
	01-500-5200	2/24/2016	2/10/2016	3739560	00152-08-2016	321.46	CHEM TOILET - TRAILER FOR WATERSHED MAINTENANCE

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00721 - UNITED SITE SVCS.,INC						
Task Label:		Type:	PO Number:	0000100338		
Total for Vendor 00721 - UNITED SITE SVCS.,INC:					469.61	
00729 - ALPHA ANALYTICAL LABS						
02-600-5202	2/24/2016	2/17/2016	6022136	00152-08-2016	926.00	WATER ANALYSIS - WW MONITORING
Total for Vendor 00729 - ALPHA ANALYTICAL LABS:					926.00	
00779 - KENNETH MOORE						
01-400-5300	2/24/2016	1/30/2016	2012016	00152-08-2016	600.00	RTU POWER SUPPLIES - REPLACEMENT 24V POWER SUP
Task Label:		Type:	PO Number:	0000100320		
Total for Vendor 00779 - KENNETH MOORE:					600.00	
00782 - MONTEREY PENINSULA ENGINEERING						
01-000-1565	2/24/2016	1/25/2016	1-07	00152-08-2016	2,593.50	INTERTIE # 2 PROJECT
01-000-1565	2/24/2016	1/25/2016	1-07	00152-08-2016	16,843.83	INTERTIE #4 PROJECT
01-000-1565	2/24/2016	1/25/2016	1-07	00152-08-2016	19,740.29	INTERTIE #3 PROJECT
Total for Vendor 00782 - MONTEREY PENINSULA ENGINEERING:					39,177.62	
00785 - REGIONAL WATER MANAGEMENT						
01-000-1570	2/24/2016	2/1/2016	SLVWD-OLY-10	00152-08-2016	446.52	OLY CONSOLIDATION PROJECT
01-000-1570	2/24/2016	1/10/2016	SLVWD-OLY-11	00152-08-2016	470.68	OLY CONSOLIDATION PROJECT
Total for Vendor 00785 - REGIONAL WATER MANAGEMENT:					917.20	
00788 - COMCAST						
01-800-5510	2/24/2016	2/16/2016	021616	00153-08-2016	136.08	INTERNET SERVICE - 264 ORCHARD
Total for Vendor 00788 - COMCAST:					136.08	
00887 - TPB INVESTMENTS INC						
01-000-7110	2/24/2016	2/10/2016	021016	00153-08-2016	44,690.17	REFUNDING BOND - INTEREST
01-000-2402	2/24/2016	2/10/2016	021016	00153-08-2016	310,165.06	REFUNDING BOND - PRINCIPAL
Total for Vendor 00887 - TPB INVESTMENTS INC:					354,855.23	
00942 - TRIAD ELECTRIC						
01-400-5420	2/24/2016	2/3/2016	82373	00152-08-2016	1,162.34	OPERATIONS LIGHT REPAIR
Task Label:		Type:	PO Number:	0000100302		

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00942 - TRIAD ELECTRIC:					1,162.34	
00944 - PDN CONSULTING						
01-100-5200	2/24/2016	1/31/2016	1183	00152-08-2016	415.00	MONTHLY BACKUP & ANTI VIR---MONTHLY BACKUP & ANTI VIRUS
Task Label:		Type:		PO Number: 0000100138		
01-100-5200	2/24/2016	12/31/2015	1184	00152-08-2016	415.00	MONTHLY BACKUP & ANTI VIR---MONTHLY BACKUP & ANTI VIRUS
Task Label:		Type:		PO Number: 0000100138		
Total for Vendor 00944 - PDN CONSULTING:					830.00	
01004 - PRO FLOW PLUMBING						
01-800-5200	2/24/2016	2/12/2016	021216	00152-08-2016	180.00	BACKFLOW TEST - LYON PLANT
Task Label:		Type:		PO Number: 0000100345		
Total for Vendor 01004 - PRO FLOW PLUMBING:					180.00	
01086 - DIXON AND SON TIRE INC						
01-400-5410	2/24/2016	2/2/2016	197307	00152-08-2016	1,438.90	REAR TRACTOR TIRES - 2 NEW REAR TIRES: VE-300
Task Label:		Type:		PO Number: 0000100260		
Total for Vendor 01086 - DIXON AND SON TIRE INC:					1,438.90	
04176 - MARINA GEORGE						
01-000-1200	2/24/2016	2/17/2016	08709314	00153-08-2016	201.02	CUSTOMER INSTALLATION REFUND
Total for Vendor 04176 - MARINA GEORGE:					201.02	
10019 - SCHWARZBACH ASSOCIATES, INC.						
01-100-5420	2/24/2016	2/6/2016	160206-1	00152-08-2016	910.00	JOHNSON BUILDING MAINTENANCE
01-100-5420	2/24/2016	2/13/2016	160213-1	00152-08-2016	873.02	JOHNSON BUILDING MAINTENANCE
01-100-5420	2/24/2016	2/20/2016	160220-1	00152-08-2016	1,254.12	JOHNSON BUILDING MAINTENANCE
Total for Vendor 10019 - SCHWARZBACH ASSOCIATES, INC.:					3,037.14	
10055 - W S DARLEY & CO						
01-400-5401	2/24/2016	1/15/2016	17226695	00152-08-2016	383.14	SAFETY RAIN BOOTS - SAFETY TOE RAIN BOOTS
Task Label:		Type:		PO Number: 0000100310		
01-400-5401	2/24/2016	1/27/2016	17227973	00152-08-2016	174.95	SAFETY RAIN BOOTS - SAFETY TOE RAIN BOOTS
Total for Vendor 10055 - W S DARLEY & CO:					558.09	
10061 - CALIFORNIA NATIVE GRASSLANDS ASSOC						



**Vendor**

	<b>Account Number</b>	<b>JE Date</b>	<b>Invoice Date</b>	<b>Invoice No</b>	<b>Journal Entry</b>	<b>Amount</b>	<b>Description</b>
10061 - CALIFORNIA NATIVE GRASSLANDS ASSOC							
	01-100-5620	2/24/2016	1/26/2016	012616	00152-08-2016	300.00	WATER CONSERVATION PROGRAM
Total for Vendor 10061 - CALIFORNIA NATIVE GRASSLANDS ASSOC:						300.00	
10064 - MIKALA CLEMENTS							
	01-000-1200	2/24/2016	2/19/2016	012608-001	00153-08-2016	1,594.07	CUSTOMER INSTALLATION REFUND
Total for Vendor 10064 - MIKALA CLEMENTS:						1,594.07	
Report Total:						470,851.60	

# Accounts Payable

## Checks by Date - Detail by Check Number

User: KendraNegro  
 Printed: 2/24/2016 12:19 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
10697	00362 INV32627	ACCELA, INC #774375 WEB PAYMENT FEES	02/11/2016 VOID		1,968.00
				Total for Check Number 10697:	1,968.00
10698	00115 012616 012616A 012616B	ATKINSON-FARASYN LEGAL SERVICES LEGAL SERVICES LEGAL SERVICES	02/11/2016 VOID		262.50 531.25 1,293.75
				Total for Check Number 10698:	2,087.50
10699	00213 102492 102494	CHESTNUT IDENTITY UNIFORMS - BEASLEY UNIFORMS - KUHNLEIN, SIFTON	02/11/2016 VOID		70.31 96.07
				Total for Check Number 10699:	166.38
10700	10002 5083299	CONNEY SAFETY PRODUCTS HEARING PROTECTION - BANDS AND POI	02/11/2016 VOID		179.24
				Total for Check Number 10700:	179.24
10701	00703 174923	DATAFLOW BUSINESS SYSTEMS, INC OPERATIONS TONER - SHIPPING FOR TON	02/11/2016 VOID		7.50
				Total for Check Number 10701:	7.50
10702	00076 646098	ERNIE'S AUTO CENTER TRUCK 309 LIGHTS - LIGHT REPAIR VE-30	02/11/2016 VOID		55.53
				Total for Check Number 10702:	55.53
10703	00343 49220	ERNIE'S SERVICE CENTER TRUCK 485 - NEW BRAKES VE-485	02/11/2016 VOID		1,517.69
				Total for Check Number 10703:	1,517.69
10704	00450 250338 251011	EUROFINS EATON ANALYTICAL, INC WELL SAMPLING - PASO WELLS WATER ANALYSIS - PASO WELLS	02/11/2016 VOID		100.00 80.00
				Total for Check Number 10704:	180.00
10705	00204 011916 011916A	FEDERAL EXPRESS CORP SHIPPING CHARGES SHIPPING CHARGES	02/11/2016 VOID		113.63 17.73
				Total for Check Number 10705:	131.36
10706	00080 926140	GRANITE CONSTRUCTION CO BASE ROCK AND ROCK - JOHNSON BLDG	02/11/2016 VOID		686.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	927579	RECYCLE FEE - RECYCLE OF ASPHALT		834.60	
	928319	MAIN REPAIR - FILL SAND		47.85	
	930462	BASE ROCK - PROBATION ACCESS RD		383.86	
	931224	BASE ROCK - MAIN REPAIR		56.77	
		Total for Check Number 10706:		2,009.54	0.00
10707	00016 1910220	GREENWASTE RECOVERY,INC BUILDING MAINTENANCE	02/11/2016 VOID	262.82	
		Total for Check Number 10707:		262.82	0.00
10708	00236 297035992	IDEXX DISTRIBUTION CORP LAB SUPPLIES - MICRO ORGANISMS	02/11/2016 VOID	218.48	
		Total for Check Number 10708:		218.48	0.00
10709	00367 101741 101741 101881	INFOSEND, INC POSTAGE CONTRACT SERVICES PROGRAMMING	02/11/2016 VOID	2,662.73 1,107.68 175.00	
		Total for Check Number 10709:		3,945.41	0.00
10710	00097 5692	JIM WALTERS TRACTOR SPOIL REMOVAL	02/11/2016 VOID	330.00	
		Total for Check Number 10710:		330.00	0.00
10711	00082 192922 192922	MID VALLEY SUPPLY OFFICE SUPPLIES - ADMIN OFFICE SUPPLIES - OPS	02/11/2016 VOID	42.22 42.22	
		Total for Check Number 10711:		84.44	0.00
10712	00478 17703597	MWH AMERICAS CONSULTING SERVICES - 12/5/15- 1/15/16	02/11/2016 VOID	5,821.25	
		Total for Check Number 10712:		5,821.25	0.00
10713	00263 013116	RAYNE WATER CONDITIONING SOFTENER EXCHANGE - KIRBY PLANT	02/11/2016 VOID	31.75	
		Total for Check Number 10713:		31.75	0.00
10714	10019 160116-1 160123-1	SCHWARZBACH ASSOCIATES, INC. JOHNSON PROPERTY MAINTENANCE JOHNSON PROPERTY MAINTENANCE	02/11/2016 VOID	1,665.44 360.05	
		Total for Check Number 10714:		2,025.49	0.00
10715	00047 5110582 6010562 6010562 6010563 6010563	SOIL CONTROL LAB WATER ANALYSIS - TOTAL PHOSPHATE WATER ANALYSIS - GEN PHYSICAL WATER ANALYSIS - GEN PHYSICAL WATER ANALYSIS - METALS DIGESTION WATER ANALYSIS - METALS DIGESTION	02/11/2016 VOID	117.00 145.00 145.00 37.00 37.00	
		Total for Check Number 10715:		481.00	0.00
10716	00129 133296423-002	UNITED RENTALS NORTHWEST INC FUEL TANK STORAGE RENTAL - MONTHL	02/11/2016 VOID	1,947.50	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10716:	1,947.50	0.00
10717	00721 3685848	UNITED SITE SVCS.,INC QUAIL 5 TOILET - SERVICE AND CLEANIN	02/11/2016 VOID	148.15	
			Total for Check Number 10717:	148.15	0.00
10718	00398 8424701	WATSONVILLE METAL CO.,INC DUMPSTER PICKUP - OLY DUMPSTER	02/11/2016 VOID	600.00	
			Total for Check Number 10718:	600.00	0.00
10719	00268 11644 11645	WATTS ON LYON PLANT - GENERATOR - FUEL POLISI KIRBY PLANT - FUEL POLISH - GEN AND T	02/11/2016 VOID	850.00 1,325.00	
			Total for Check Number 10719:	2,175.00	0.00
10720	10023 2979310	AT & T CAPITAL SERVICES, INC TELEPHONE MAINTENANCE	02/11/2016		396.07
			Total for Check Number 10720:	0.00	396.07
10721	00055 020116 020116 020116 020116	AT&T TELEPHONE SERVICE - OPS TELEPHONE SERVICE - WTP TELEPHONE SERVICE - BCEWW TELEPHONE SERVICE - ADMIN	02/11/2016		3,196.66 1,519.51 320.05 139.81
			Total for Check Number 10721:	0.00	5,176.03
10722	10057 07824513	JOHN CAHILL CUSTOMER DEPOSIT REFUND	02/11/2016		1,038.50
			Total for Check Number 10722:	0.00	1,038.50
10723	00369 021016	CAROLE TRIANTAFILLOS EMPLOYEE REIMBURSEMENT - SEMINAR	02/11/2016		82.13
			Total for Check Number 10723:	0.00	82.13
10724	00788 020316	COMCAST INTERNET SERVICE - WTP	02/11/2016		30.84
			Total for Check Number 10724:	0.00	30.84
10725	10056 06510160	JOAN GRIFFITHS CUSTOMER DEPOSIT REFUND	02/11/2016		1,289.24
			Total for Check Number 10725:	0.00	1,289.24
10726	00233 5425	LADD'S AUTO BODY & TOWING BODY REPAIRS -TRUCK 249	02/11/2016		3,478.26
			Total for Check Number 10726:	0.00	3,478.26
10727	00480 4427 4450	LAW OFFICES OF MARY L TOPLIFF LEGAL SERVICES LEGAL SERVICES	02/11/2016		750.00 120.00
			Total for Check Number 10727:	0.00	870.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
10728	00054	PACIFIC GAS & ELECTRIC	02/11/2016		
	012916	GAS/ELECTRIC CHARGES - WTP			16,854.15
	012916	GAS/ELECTRIC CHARGES - WTP			179.82
	012916	GAS/ELECTRIC CHARGES - ADMIN			606.55
	012916	GAS/ELECTRIC CHARGES - FINANCE			5,211.79
	020316	ELECTRIC CHARGES - OPS			9.53
			Total for Check Number 10728:	0.00	22,861.84
10729	00545	AFLAC	02/18/2016		
	JAN 2016	SUPPLEMENTAL INS - JAN 2016			578.04
			Total for Check Number 10729:	0.00	578.04
10730	00729	ALPHA ANALYTICAL LABS	02/18/2016		
	6011550	LAB FEES - ANALYTICAL SERVICES			148.00
	6011601	LAB FEES - ANALYTICAL SERVICES			390.00
			Total for Check Number 10730:	0.00	538.00
10731	00410	ANDI O'NEAL	02/18/2016		
	021616	EMPLOYEE REIMBURSEMENT - SEMINAR			47.94
			Total for Check Number 10731:	0.00	47.94
10732	00687	AT&T U-VERSE	02/18/2016		
	020516	INTERNET SERVICE - MANANA WOODS			77.00
	020616	INTERNET SERVICE - MANANA WOODS			77.00
	020716	INTERNET SERVICE - QUAIL TERRACE			67.00
			Total for Check Number 10732:	0.00	221.00
10733	00378	BANK OF THE WEST	02/18/2016		
	010416	SEDCATCH - DEWATERING - DEWATERING			389.56
	010516	NEW PIG - DEWATERING BAGS -- DEWATE			248.27
	010616	BATTERY BACKUP - OPS-SCOTT			162.36
	010716	CLOUD SERVICE			138.60
	011116	MEETING			16.79
	011316	DRI-VMWARE DISTRICT MANAGER LAPTOP			67.99
	011316A	OFFICE SUPPLIES - FURNITURE			200.25
	011816	MEETING			23.82
	011816A	CONTRACT SERVICE - ONE CALL			347.50
	011816B	CONTRACT SERVICES			50.00
	012116	MEETING			15.97
	012516	SUPPLIES			63.20
	012616	CARHART - NATE GILLESPIE - UNIFORMS			194.82
	122915	WS DARLEY - RAIN BOOTS			164.95
			Total for Check Number 10733:	0.00	2,084.08
10734	01050	COLONIAL LIFE	02/18/2016		
	0106722	LIFE INSURANCE - 1/6, 1/20			392.39
			Total for Check Number 10734:	0.00	392.39
10735	00212	COUNTY OF SANTA CRUZ	02/18/2016		
	012716	LYON PLANT - HEALTH PERMIT			1,057.00
			Total for Check Number 10735:	0.00	1,057.00
10736	00418	DATCO SERVICES CORP	02/18/2016		
	117868	DATCO SAFETY PROGRAM - SAFETY PRO			25.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10736:	0.00	25.50
10737	10058 06758124	RICK HOCHLER CUSTOMER INSTALLATION REFUND	02/18/2016		230.63
			Total for Check Number 10737:	0.00	230.63
10738	10018 021016 021016	HOLLY MORRISON EMPLOYEE REIMBURSEMENT - MEETING EMPLOYEE REIMBURSEMENT - SUPPLIES	02/18/2016		194.53 122.68
			Total for Check Number 10738:	0.00	317.21
10739	10005 021816	ICMA RETIREMENT C/O M & T RETIRI WITHHOLDING - RETIREMENT	02/18/2016		1,185.00
			Total for Check Number 10739:	0.00	1,185.00
10740	10017 010416	JEN MICHELSEN OFFICE SUPPLIES/REPAIRS	02/18/2016		470.29
			Total for Check Number 10740:	0.00	470.29
10741	10062 662	RICHARD LARGETEAU BUILDING MAINTENANCE	02/18/2016		1,700.00
			Total for Check Number 10741:	0.00	1,700.00
10742	00181 115823	LAS ANIMAS CONCRETE SLURRY ZAYANTE - LEAK REPAIR	02/18/2016		420.34
			Total for Check Number 10742:	0.00	420.34
10743	10063 944102	DENIS LEDBETTER OPERATING SUPPLIES - 2NZL TURBINE	02/18/2016		2,145.88
			Total for Check Number 10743:	0.00	2,145.88
10744	UB*00081	Jennifer Matlock Refund Check	02/18/2016		67.07
			Total for Check Number 10744:	0.00	67.07
10745	00711 S1535999.001 S1538012.001 S1538012.001 S1539311.001	ROBERTS & BRUNE CO. DUO CHEK FOR WTP - LYON PLANT OD TAPES OD MEASURING TAPES QUOTE 4 INCH FLNG CHK VLV - 120WC11 MATCO- 6X2 SADDLE - TAPPING SADDLE FELTON /	02/18/2016		713.94 102.00 504.69 146.78
			Total for Check Number 10745:	0.00	1,467.41
10746	00599 43926437 43926437 43926437	WEX BANK FUEL - WT FUEL - OPS FUEL - ENG	02/18/2016		686.75 2,518.29 33.24
			Total for Check Number 10746:	0.00	3,238.28
10747	00362 INV32627	ACCELA, INC #774375	02/19/2016		1,968.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 10747:	0.00	1,968.00
10748	00115	ATKINSON-FARASYN	02/19/2016		
	012616	LEGAL SERVICES			262.50
	012616A	LEGAL SERVICES			531.25
	012616B	LEGAL SERVICES			1,293.75
			Total for Check Number 10748:	0.00	2,087.50
10749	00213	CHESTNUT IDENTITY	02/19/2016		
	102492	UNIFORMS - BEASLEY			70.31
	102494	UNIFORMS - KUHNLEIN			96.07
			Total for Check Number 10749:	0.00	166.38
10750	10002	CONNEY SAFETY PRODUCTS	02/19/2016		
	5083299	HEARING PROTECTION - BANDS AND POI			179.24
			Total for Check Number 10750:	0.00	179.24
10751	00703	DATAFLOW BUSINESS SYSTEMS, INC	02/19/2016		
	174923	OPERATIONS TONER - SHIPPING FOR TON			7.50
			Total for Check Number 10751:	0.00	7.50
10752	00076	ERNIE'S AUTO CENTER	02/19/2016		
	646098	TRUCK 309 LIGHTS - LIGHT REPAIR VE-30			55.53
			Total for Check Number 10752:	0.00	55.53
10753	00343	ERNIE'S SERVICE CENTER	02/19/2016		
	49220	TRUCK 485 - NEW BRAKES VE-485			1,517.69
			Total for Check Number 10753:	0.00	1,517.69
10754	00450	EUROFINS EATON ANALYTICAL, INC	02/19/2016		
	250338	WELL SAMPLING - PASO WELLS			100.00
	251011	WELL SAMPLING - PASO WELLS			80.00
			Total for Check Number 10754:	0.00	180.00
10755	00204	FEDERAL EXPRESS CORP	02/19/2016		
	011916	SHIPPING CHARGES			113.63
	011916A	SHIPPING CHARGES			17.73
			Total for Check Number 10755:	0.00	131.36
10756	00080	GRANITE CONSTRUCTION CO	02/19/2016		
	926140	BASE ROCK AND ROCK - JOHNSON BLDG			686.46
	927579	RECYCLE FEE - RECYCLE OF ASPHALT			834.60
	928319	MAIN REPAIR - FILL SAND			47.85
	930462	BASE ROCK - PROBATION ACCESS RD			383.86
	931224	BASE ROCK - MAIN REPAIR			56.77
			Total for Check Number 10756:	0.00	2,009.54
10757	00016	GREENWASTE RECOVERY, INC	02/19/2016		
	1910220	BUILDING MAINTENANCE			262.82
			Total for Check Number 10757:	0.00	262.82
10758	00236	IDEXX DISTRIBUTION CORP	02/19/2016		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	297035992	LAB SUPPLIES - MICRO ORGANISMS			218.48
			Total for Check Number 10758:	0.00	218.48
10759	00367	INFOSEND, INC	02/19/2016		
	101741	CONTRACT SERVICES			1,107.68
	101741	POSTAGE			2,662.73
	101881	PROGRAMMING			175.00
			Total for Check Number 10759:	0.00	3,945.41
10760	00097	JIM WALTERS TRACTOR	02/19/2016		
	5692	HAULING - ASPHALT SPOIL HAULING FRC			330.00
			Total for Check Number 10760:	0.00	330.00
10761	00082	MID VALLEY SUPPLY	02/19/2016		
	192922	SUPPLIES - OPS			42.22
	192922	SUPPLIES - ADMIN			42.22
			Total for Check Number 10761:	0.00	84.44
10762	00478	MWH AMERICAS	02/19/2016		
	1703597	CONSULTING SERVICES - 12/5/15-1/15/16			5,821.25
			Total for Check Number 10762:	0.00	5,821.25
10763	00263	RAYNE WATER CONDITIONING	02/19/2016		
	013116	SOFTENER EXCHANGE - KIRBY PLANT			31.75
			Total for Check Number 10763:	0.00	31.75
10764	10019	SCHWARZBACH ASSOCIATES, INC.	02/19/2016		
	160116-1	JOHNSON PROPERTY MAINTENANCE			1,665.44
	160123-1	JOHNSON PROPERTY MAINTENANCE			360.05
			Total for Check Number 10764:	0.00	2,025.49
10765	00047	SOIL CONTROL LAB	02/19/2016		
	5110582	WATER ANALYSIS			117.00
	6010562	WATER ANALYSIS			145.00
	6010562	WATER ANALYSIS			145.00
	6010563	WATER ANALYSIS			37.00
	6010563	WATER ANALYSIS			37.00
			Total for Check Number 10765:	0.00	481.00
10766	00129	UNITED RENTALS NORTHWEST INC	02/19/2016		
	133296423-002	FUEL TANK STORAGE RENTAL - MONTHL			1,947.50
			Total for Check Number 10766:	0.00	1,947.50
10767	00721	UNITED SITE SVCS.,INC	02/19/2016		
	3685848	QUAIL 5 TOILET - SERVICE AND CLEANIN			148.15
			Total for Check Number 10767:	0.00	148.15
10768	00398	WATSONVILLE METAL CO.,INC	02/19/2016		
	8424701	DUMPSTER PICKUP - OLY DUMPSTER			600.00
			Total for Check Number 10768:	0.00	600.00
10769	00268	WATTS ON	02/19/2016		



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	11644	LYON PLANT - GENERATOR - FUEL POLISH			850.00
	11645	KIRBY PLANT - FUEL POLISH - GEN AND T			1,325.00
					<hr/>
				Total for Check Number 10769:	0.00
					2,175.00
10770	10012	MBWWA	02/22/2016		
	022216	MOTORS & CONTROLS TRAINING			210.00
					<hr/>
				Total for Check Number 10770:	0.00
					210.00
					<hr/>
				Report Total (74 checks):	26,374.03
					77,993.00
					<hr/> <hr/>

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 02/17/16. 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>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
02/16/16	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	37,122.99	37,122.99
02/16/16	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	5,694.64	
				Medicare	1,331.83	
				Fed Income Tax	10,581.02	
				CA Income Tax	3,566.24	
				CA Disability	826.67	
				<b>Total Withholdings</b>	<b>22,000.40</b>	
				Employer Liabilities		
				Social Security	5,694.64	
				Medicare	1,331.82	
				Fed Unemploy	54.55	
				<b>Total Liabilities</b>	<b>7,081.01</b>	<b>29,081.41</b>
02/16/16	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	<b>1,855.44</b>
02/16/16	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXDCA EE PRE	180.00	
				PXUME EE PRE	350.00	<b>530.00</b>
<b>EFT FOR 02/16/16</b>						<b>68,589.84</b>
<b>TOTAL EFT (Does not reflect administrative charges)</b>						<b>68,589.84</b>

**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>
02/17/16	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	22,765.71	
<b>TOTAL NEGOTIABLE CHECKS</b>						<b>22,765.71</b>

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 02/17/16. 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>
02/17/16	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	5,772.69
				Health	1,796.58
				ICMA	1,185.00
				Life Ins	14.00
				Union dues	322.08
				<b>Total Deductions</b>	<b>10,290.69</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)</b>					<b>10,290.69</b>

**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>	
02/24/16	Taxpay®	FED IT PMT Group	24,633.95
02/24/16	Taxpay®	CA IT PMT Group	4,392.91

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion and Possible Action on Recommendation to Approve Resolution 28 (15-16) Adopting the San Lorenzo Valley Water District's 2016 Investment Policy.

DATE: March 3, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached draft Article V of the District's Policies and Procedures, Investments and approve Resolution 28 (15-16) adopting the San Lorenzo Valley Water District's 2016 Investment Policy.

BACKGROUND:

For the last two months the Budget and Finance Committee has been hard at work revising the District's investment policy to better align with California Law and provide clear and concise explanations and directions.

The result of their efforts is the attached draft Article V of the District's Policies and Procedures Manual. The Budget and Finance committee recommend adoption of the draft Investment Policy.

CEQA REQUIREMENTS:

None. This action does not constitute a project as defined by the California Environmental Quality Act

STRATEGIC PLAN:

Element 5.0 – Fiscal Planning

FISCAL IMPACT:

None

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 28 (15-16)

ADOPTION OF ARTICLE V, "INVESTMENTS", OF THE SAN LORENZO VALLEY WATER DISTRICT'S POLICIES AND PROCEDURES

WHEREAS, the San Lorenzo Valley Water District adopts certain policies and procedures; and

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

WHEREAS, the Board has reviewed the draft Article V - Investments of the San Lorenzo Valley Water District as provided; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board adopts Article V - Investments of the Policies and Procedures of the San Lorenzo Valley Water District as attached to the report of the District Manager dated March 3, 2016;

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 3rd day of March 2016, by the following vote of the members thereof:

**ROLL CALL:**

AYES:

NOES:

ABSTAIN:

ABSENT:

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Holly B. Morrison  
District Secretary

## Article V. INVESTMENTS

### Section 5.01 Introduction

The purpose of this Article is to establish formal policies for the prudent investment of the District's unexpended cash. The main objectives of this Article are:

1. Establish guidelines for the investment of all funds belonging to or in the custody of the District in a manner conforming to all state and local statutes governing the investment of public funds, and
2. Provide an optimal combination of safety, liquidity and yield for District Investments.

### Section 5.02 Basic Policies

1. **PRUDENCE:** District funds shall be invested under the "prudent investor standard" (California Government Code Section 53600.3) which essentially states that all investments shall be made with care, under circumstances then prevailing, that a prudent person acting in like capacity would use with funds of like character to safeguard capital and maintain liquidity.
2. **DELEGATION OF AUTHORITY:** Authority to manage the District investment program is delegated to the District Manager. The District Manager is encouraged to consult with the Budget and Finance Committee in between quarterly reports to the Board as required by this Article.

No person may engage in an investment transaction except as provided under this Article.

3. **OBJECTIVES:** The objectives of the District's investment activities in priority order are as follows:
  - (a) **SAFETY** – Safety of principal is the foremost objective of the investment program. The District's investment portfolio shall be designed and undertaken in a manner that seeks to ensure the preservation of the principal invested.
  - (b) **LIQUIDITY** – The District's investment portfolio shall be designed to remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated. The liquid needs of the District shall be commensurate with the constraints of anticipated cash flow requirements.
  - (c) **RETURN ON INVESTMENTS** – The District's investment portfolio shall be designed with the objective of attaining the maximum possible rate of return commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

- (d) PERFORMANCE STANDARDS: Investments shall only be made as allowable by law with specific reference to California Government Code Section 53600, et seq., and any other applicable provisions of law.
4. AUTHORIZED AND ACCEPTABLE INVESTMENTS: District funds shall be invested only in the following investment instruments and within any limits indicated:
- (a) LAIF – The Local Agency Investment Fund (LAIF) is an investment pool established and controlled by the State of California to afford smaller agencies the benefits of a large investment portfolio, including higher interest rates and greater diversification.
  - (b) COUNTY OF SANTA CRUZ INVESTMENT POOL – This is an investment pool established and controlled by the County of Santa Cruz to afford smaller agencies the benefits of a larger investment portfolio, including higher interest rates and greater diversification. Authority for the County of Santa Cruz Investment Pool is delegated to the County of Santa Cruz Treasurer.
  - (c) CERTIFICATES OF DEPOSIT – These are receipts for funds deposited in a bank, or savings and loan, or broker deposits for a specific term and rate of interest. The principal and accrued interest shall be insured by the Federal Deposit Insurance Corporation (FDIC). The principal and accrued interest in any one insured depository institution shall not exceed the limit amount insured by FDIC.
  - (d) PASSBOOK SAVINGS ACCOUNTS – This is a regular liquid savings account. The principal and accrued interest shall be insured by the Federal Deposit Insurance Corporation (FDIC). The principal and accrued interest in any one insured depository institution shall not exceed the limit amount insured by FDIC.
  - (e) U.S. TREASURY OBLIGATIONS – These are negotiable debt obligations of the U.S. Government which guarantee that all interest and principal payments will be paid on time. Among these are Treasury Bills, Notes and Bonds.
  - (f) With Board approval, repurchase bonds issued by the District or accelerate payback of loans incurred by the District, including bonds payable solely from a revenue producing property owned, controlled or operated by the District.
  - (g) Registered warrants, treasury notes or bonds of the State of California, including bonds payable solely from a revenue producing property owned, controlled or operated by the State of California, or by a department, board, agency or authority of same.

5. **DIVERSIFICATION:** The purpose of diversification is to reduce overall portfolio risks while attaining market yields. The District will diversify its investments by security type and institution, especially when there is no decrease in yield. Pursuant to California Government Code Section 53601(i) certificates of deposit invested outside of an authorized pool shall not exceed thirty percent (30%) of the District's total investment portfolio.
6. **MATURITY OF INVESTMENTS:** In order to minimize the impact of market risk, generally it is intended, that all investments will be held until maturity. Projected cash flow requirements are the primary factor to be used in determining investment maturity terms. After cash flow needs have been met, yield considerations will be the next factor in determining maturity terms, with the expectations that longer maturity periods will generally yield greater returns on investments. Investments may be sold before maturity if required for cash flow or appreciation purposes.

The maximum maturity term of any investment shall not exceed five years.

7. **REPORTING:** The District Manager shall provide to the Board of Directors monthly investment reports that provide a clear picture of the status of the current investment portfolio, as required by California Government Code Section 53607 and in compliance with the recommendations provided in California Government Code 53646.
8. **ETHICS AND CONFLICTS OF INTEREST:** Officers and employees involved in the District's investment process shall not conduct personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.
9. **INVESTMENTS POLICIES ADOPTION:** In accordance with California Government Code Section 53607 the District's investments policies shall be adopted annually by resolution of the Board of Directors at a public meeting.



## MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion and Possible Action Regarding Review and Possible Revision of the District's 2015 Strategic Plan.

DATE: March 3, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached draft revisions of the District's 2015 Strategic Plan, provide further revisions as deemed appropriate and approve same.

BACKGROUND:

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

On January 21, 2016 the Board reviewed and provided recommendations to the District's 2015 Strategic Plan.

Attached is the adopted 2015 Strategic Plan with changes as proposed on January 21, 2016.

CEQA REQUIREMENTS:

None. This action does not constitute a project as defined by the California Environmental Quality Act

STRATEGIC PLAN:

Element 9.1 – Review Strategic Plan on an Annual Schedule

FISCAL IMPACT:

None

# San Lorenzo Valley Water District



## 2015 Strategic Plan

Approved  
April 16, 2015

Revised  
March 3, 2016

## **Board of Directors**

Margaret Bruce .....President  
Randall Brown .....Vice-President  
Charles Baughman .....Director  
Eric Hammer .....Director  
Gene Ratcliffe .....Director

## **District Management**

Brian Lee .....District Manager  
Rick Rogers .....Director of Operations  
Stephanie Hill .....Finance Manager  
Jennifer Michelsen .....Admin Environmental Analysis  
Rob Menzies .....Engineering/GIS Manager  
Holly Morrison .....Admin Asst. District Secretary

## **Consultants**

Brent H. Ives, Principal, BHI Management Consulting



## **Introduction:**

A Strategic Plan is the top level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a rolling five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District intends to accomplish by selecting a rational and balanced course of action. The District's Mission, Core Values, Vision and the overall structure of this Strategic Plan were developed by the Board in workshop settings. Within the framework of that structure and the business environment, strategies and goals were developed to sustain and improve the District over the next five years. At its highest level, this Strategic Plan seeks to strengthen and build upon opportunities while addressing areas of concern all aimed toward forecasting an optimized future condition. A large part of its intended use is to clarify the future for the Board, Staff, and the public.

This document will introduce each important strategic goal, actions and initiatives in each of the strategic elements.

## **Strategic Elements:**

Strategic Elements represent the vital areas of the District's operation and management. Thorough analysis of each area assures that implementation fully supports the Mission and Vision in a comprehensive way, properly covering the District in all areas. As such, Strategic Elements are supportive of the foundational Mission and Vision statements of the District.

The Strategic Elements are as follows:

- 1.0 Water Management
- 2.0 Watershed Stewardship
- 3.0 Capital Facilities
- 4.0 Wastewater Management
- 5.0 Fiscal Planning

- 6.0 Public Affairs
- 7.0 Strategic Partners
- 8.0 Organizational Health/Personnel
- 9.0 Administrative Management

## **Mission Statement, Vision Statement**

### **District 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.***

### **Board Vision Statement**

**In five years San Lorenzo Valley Water District will say that...**

- ***We have completed the North - South Intertie Project,***
- ***We have completed environmental review, design, finance planning and construction-ready plans for utilizing Loch Lomond water,***
- ***We have increased water conservation,***
- ***We have adequate staffing at all levels (staffing plan),***
- ***We have completed the Probation Tank Replacement Project,***
- ***We remain committed to infrastructure replacement and a regularly reviewed CIP,***
- ***We have completed a redundant Quail Hollow Well Project,***
- ***We have a balanced budget that reflects Mission needs,***
- ***We have an updated Policies and Procedures Manual (Ordinance 8),***
- ***We have reduced our carbon footprint as well as maintained our commitment to compliance with AB-32,***

- ***We have conducted a full rate study of our wastewater system and developed a plan to fully fund required operations and maintenance or we have transferred our wastewater responsibilities to another agency or JPA,***
- ***We have successfully connected with our communities,***
- ***We are cooperating with other agencies,***
- ***We remain successful in watershed stewardship,***
- ***We have successfully implemented a Water Audit and Loss Control, Program reducing water loss through leakage, and***
- ***We have a Capital Improvement Program that details projects and milestones.***

## 1.0 Water Supply Management

***Objective: To ensure water supplies of high quality and quantities are available for existing and future customers. We will do this by responsibly managing all water and watershed resources under the District's control, developing a diversified water supply, and by partnering with and/or influencing agencies that have an impact on the quantity and quality of current and supplemental water supplies available to the District.***

### **Summary of 5-Year Strategic Goals:**

**1.1 North - South Intertie**

**1.2 Redundant Quail Hollow Well**

**1.3 Loch Lomond Water**

**1.4 Water Audit and Loss Control Program**

**1.5 Felton Infrastructure and Source Water**

### **1.1 North/South Intertie**

Currently, the District is comprised of three (3) totally independent water systems: the Northern Distribution System located in the San Lorenzo Valley (Boulder Creek, Brookdale, Ben Lomond, and Zayante), the Southern Distribution System located in the Scotts Valley area, and the Felton System located in Felton. These three independent water supply and distribution systems are not interconnected. Interconnection of the systems would allow for increased reliability, especially during emergencies, and allow the South Distribution System to utilize surplus surface water from the Northern Distribution System during the winter months of normal rainfall years, managing the District's groundwater aquifers through conjunctive-use

Within five years, the District will undertake a CEQA review to utilize the North/South Intertie for enhanced water resource management activities such as the utilization of surface water as a water supply source in the Southern Distribution System for in-lieu groundwater aquifer recharge.

## **1.2 Redundant Quail Hollow Well**

The District always strives to properly manage the groundwater aquifers from which it draws. The District operates and maintains two (2) groundwater wells in the Quail Hollow area (Quail Hollow Well No. 4A and Quail Hollow Well No. 5A) of the District's Northern Distribution System. It is assumed that all work activities associated with the Quail Hollow Redundant Well Project would be funded as a budgeted capital outlay project in a future District Annual Budget. At this time, this project is assumed to be a "pay-as-you go" project funded by ongoing revenues received from District water sales and other fees and charges. It is estimated that it would take approximately 36 months to complete the proposed Quail Well Project (Design, CEQA, Permitting, and Construction).

## **1.3 Loch Lomond Water**

The District has an historical contractual allocation to purchase up to 313 acre-feet per year of raw water from Loch Lomond Reservoir which is owned and operated by the City of Santa Cruz. The District has not utilized Loch Lomond as a source of supply since the late 1970's. A number of project alternatives and accompanying steps exist to revitalize this source of water supply.

Within the scope of this five year plan, the District anticipates starting the project with steps such as environmental review, design, finance planning and completion of construction ready plans.

## **1.4 Water Audit and Loss Control Program**

To provide water service to customers the District conveys water through approximately 150 miles of various sizes and ages of water mains. Water loss through mainline leakage can be as high as 20 percent of total water production in an older distribution system such as the District's. To ensure that the District is using its water supplies efficiently, the District will implement a Water Audit and Loss Control program over the next five years that will, conduct a water audit to assess the efficiency of the water distribution system, perform leak detection, identify leaks throughout the distribution system and facilitate



repairs, control apparent losses in metering and billing to recover missed revenues and develop approaches for short-term and long-term goal setting for the loss control program.

### **1.5 Felton Infrastructure and Source Water**

For customers within the Felton Service Area the District conveys water through approximately 24 miles of various sizes and ages of water pipe and appurtenant facilities, including three stream/spring diversions and one potable water treatment plant.

The infrastructure and three water sources for the Felton Service area are constrained and restricted by negligence of past private companies who operated the system prior to merging with the San Lorenzo Valley Water District.

Within the next five years the District would like to develop an Infrastructure Master Plan for the Felton Service Area that addresses replacement of infrastructure that has reached the end of its useful life.

Within the next five years the District would like to develop a Source Water Master Plan that provides clear goals and objectives to ensure safe and reliable sources of water for the Felton Service Area.

## 2.0 Watershed Stewardship

***Objective: To manage and protect the environmental health of the local aquifers and watersheds.***

### **Summary of 5-year strategic goals:**

#### **2.1 Watershed Management Plan**

#### **2.2 Environmental Review of Impacts to San Lorenzo River Watershed**

#### **2.3 Climate Action Plan**

#### **2.4 Education Program**

### **2.1 Watershed Management Plan**

In 2006 the District began to prepare an update to the existing Watershed Management Plan from 1985 including changes in the districts land ownership and service area, changes in watershed conditions, advances in watershed science, and changes in regulatory requirements. Over the next five years staff will evaluate and identify data gaps and complete the districts Watershed Management Plan.

### **2.2 Environmental Review of Potential Impacts to the San Lorenzo River Watershed**

Human-induced disturbances in the San Lorenzo River Watershed have altered hydrologic processes by increasing the magnitude and frequency of peak discharges and reducing summer base flows. Urban and rural development is a major source of erosion and sedimentation. Many current and historic human-induced impacts in the San Lorenzo River watershed cause or exacerbate erosion and sedimentation. These impacts to the San Lorenzo River watershed directly impact the San Lorenzo Valley Water District and its community. The District has a long history of watershed stewardship, providing environmental review and comment to proposed projects and plans, which impact the watershed. In the next five years, the District will continue to conduct environmental

review on timber harvest, and development projects that impact the District's water sources and the San Lorenzo River Watershed.

### **2.3 Climate Action Plan**

In 2008 the District Board approved a climate change resolution committing itself to meeting greenhouse gas emissions to AB32 standards. In addition, the resolution committed the District to addressing potential impacts of climate change in all of its planning documents.

In addition to maintaining the District's participation in the Climate Action Registry through regular emissions inventory reporting, the District will include consideration of additional climate change mitigation and adaptation measures in its ongoing operations, including such actions as: energy efficiency, fuel efficiency, encouraging water conservation, use or purchase of renewable energy generation, carbon sequestration, ongoing watershed stewardship and improved water supply resiliency.

Within five years, the District will have: evaluated the potential for and economic viability of additional renewable energy generation on District property, evaluated the potential costs and benefits of becoming 'carbon neutral' or 'carbon free' and if feasible, bringing forward a proposal to reach that goal. Within five years the District will have consulted with local and state experts on climate change impacts and will have incorporated appropriate adaptation considerations into our Watershed Management Plans.

### **2.4 Education Program**

To protect the District's water resources over the long term, it is important to raise awareness of water conservation, and watershed protection and stewardship among residents of and visitors to the San Lorenzo Valley River watershed. The mission of the District's Education Program is to provide funding for educational and other projects that enhance the understanding of the San Lorenzo River watershed or improve the watershed's environmental health. Over the next five years, the District will continue to implement both of the education grant programs: the "classic" program and the "data

gaps” program, refining them as necessary. Additionally, the District and its Mission has a fascinating history, one that is relevant to today and the future. As such, it is important to share that story.

### 3.0 Capital Facilities

***Objective: Properly managing our infrastructure through appropriate maintenance, yearly system condition review and assessment and timely replacement of facilities that have reached or exceeded the end of their service life.***

#### **Summary of 5-Year Strategic Goals:**

##### **3.1 Capital Improvement Program**

##### **3.1 Capital Improvement Program**

The District has an ongoing Capital Improvement Program. The project planning and development process of the Capital Improvement Program was established to provide and orderly procedure for the identification, evaluation and prioritization of current and future capital needs of the San Lorenzo Valley Water District. The Capital Improvement Program has been utilized to guide the District's long and short-range planning process by matching identified needs, desired priorities and major capital expenditures. The 2010 Capital Improvement Program lists \$27,455,000 dollars of needed improvements. Over the next five years The 2010 Capital Improvement Program will be updated and progress will be published on the District's website describing the /schedules for individual projects by activity, processing time frame and estimated costs for each of the on the projects that are anticipated to be completed over the five years.

## 4.0 Wastewater Management

***Objective: Properly managing our wastewater operation until the successful transition to a more appropriate entity is achieved. We will work with our wastewater customers and potential successor entities to find a beneficial solution.***

### **Summary of 5-Year Strategic Goals:**

#### **4.1 Bear Creek Wastewater Collection and Treatment System**

#### **4.1 Bear Creek Wastewater Collection and Treatment System**

The District currently owns and operates the Bear Creek Estates Wastewater System which provides wastewater collection and treatment service to approximately 54 single family residences. The District desires to transfer ownership and operation of the wastewater system to a more appropriate agency, such as the County of Santa Cruz, which could operate the system more efficiently. The District will continue to seek resolution of this matter with the County. In the next five years, specific steps toward this goal could include: conducting a rate-study that will establish operational and capital needs of the wastewater system, conduct a 218 rate increase process that will set rates appropriate to the operational and capital needs of the system, establishing a community dialog with Bear Creek Estates residents, meeting with County representatives on a regular basis to discuss and move this idea forward, and collaboratively establishing a plan with a schedule and key milestones.

## 5.0 Fiscal Planning

***Objective: To ensure the short and long-term fiscal vitality of the District. The District will forecast and plan income, reserves and expenditures and provide financial resources sufficient to fund on-going operations and the capital improvement program (CIP).***

### **Summary of 5-Year Strategic Goals:**

#### **5.1 Fiscal Plan for Support of Strategy**

#### **5.2 Funding Infrastructure Replacement**

#### **5.3 Provide Support for Applying for and Securing Grants**

#### **5.4 Obtain the Comprehensive Annual Financial Report (CAFR) Award**

#### **5.5 Annual Review of the Reserve Fund Policy**

#### **5.6 Fiscal Transparency**

#### **5.1 Fiscal Plan for support of Strategy**

The District will continue to prepare and adopt annual balanced budgets, which reflect the mission of the District. The maintenance of this Strategic Plan will be integrated into the annual budgeting process. Additionally, it is anticipated that those goals, actions and/or initiatives outlined within this Plan will be reviewed and considered for funding as each annual budget is developed.

The District will conduct a multi-year rate study that will take into consideration as a minimum: continued fiscal impact of the drought, projected operational and staffing needs, conservation incentives, fixed rates vs. commodity rates, capital funding needs, and reserves.

#### **5.2 Funding Infrastructure Replacement**

The District's ongoing fiscal planning activities will include periodic comprehensive analysis of the infrastructure needs of the District. These are generally outlined in the Capital Improvement Program (CIP). Each year during the budget development process,

the capital improvement needs will be considered for inclusion within the upcoming budget for either full or incremental funding.

### **5.3 Provide Fiscal Support for Applying for and Securing Grants**

Securing grants for various projects within the District is a best practice and leverages District monies, and thus protects rates. The District will determine proper funding and assistance necessary to support an organized effort to seek out and secure grants as project specific revenues for the District.

### **5.4 Obtain the Comprehensive Annual Financial Report (CAFR) Award**

A Comprehensive Annual Financial Report is a set of financial statements comprising the financial report of the District that complies with the accounting requirements promulgated by the [Governmental Accounting Standards Board](#) (GASB). The CAFR may be considered a more thorough review of the District yearly budget. The Government Finance Officers Association (GFAO) provides a CAFR Award which is the highest form of recognition in the area of governmental accounting and financial reporting. The District's CAFR is evaluated and judged by an impartial panel of the GFOA to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story to its users. Within the next five years the District will earn the CAFR Award.

### **5.5 Annual Review of the Reserve Fund Policy**

Adequate reserves for the District operations ensure that customers experience both stable rates for service and the security that the District can respond to emergencies, especially regarding water and wastewater quality issues. Adequate reserves ensure that the District will at all times have sufficient funding available to meet its operating, capital and debt service cost obligations, together with future debt or capital obligations, as well as any unfunded mandates, including costly regulatory requirements. The Reserve Fund Policy should be developed to clearly identify specific designated reserve funds, to clearly identify both reserve fund categories and purposes, and set target levels for reserves that



are consistent with the District's mission statement, the uniqueness of the District, and the philosophy of the District's Board.

**5.6 Fiscal Transparency**

Fiscal transparency is a bulwark ensuring appropriate governing and managing of a public agency. Rate payers have a right to review the financial transactions of the District. Within the next five years the District will adopt a Policy detailing the steps and actions the District will undertake to ensure fiscal transparency is available to the rate payers.

## 6.0 Public Affairs

***Objective: To show solid planning, long-range outlook and overall value to our customers. We will do this by being completely transparent and open in our business and decisions. We will identify and employ effective ways to receive input, educate and inform the public and proactive engagement with a variety of local media outlets.***

### **Summary of 5-Year Strategic Goals**

#### **6.1 Survey Stakeholder Expectations and Understanding of District Issues**

#### **6.2 Increase Civic Understanding and Engagement**

#### **6.3 Technology Plan**

#### **6.4 SDLF Certificate of Transparency**

#### **6.1 Survey Stakeholder Expectations and Understanding of District Issues**

It is important to gauge stakeholder perceptions of the District on a regular basis, to determine how and if perceptions are changing, to improve our service and/or communications and to identify areas where our message is not getting through clearly. Every five years the District will conduct a customer survey such as it did in 2010 to determine what areas of information our customers were interested in and how they would like to receive the information and ask how we might be able to best serve them.

#### **6.2 Increase Civic Understanding and Engagement**

It is critical that the public, especially our ratepayers, understand the issues that public water agencies face on both the global and local scale. Starting a conversation with ratepayers is a good way to engage them in understanding and solving problems. The Public Relations committee is intended to accomplish this. The outcome and advice of this committee will be considered by the Board of Directors for implementation.

Starting in fiscal 2015/16 the District will conduct a ‘State-of-the-District’ town hall meeting, presenting to the ratepayers in a concise and engaging manor the current issues impacting the District.

### **6.3 Technology Plan**

The District will prepare a Technology Plan that will outline procedures and policies the District will use to continue managing and refining its website (including such features as a calendar function, search capability, and providing more documentation and information resources) and its internet presence (such as Facebook, Twitter, etc.) to facilitate transparency, availability of information, open communications channels and providing useful information to District residents. Additionally, the Technology Plan will incorporate a replacement schedule to keep the District’s electronic equipment (office computers, SCADA equipment, and radios) up to date.

### **6.4 SDLF Certificate of Transparency**

Within the next five years the District will obtain the Special District Leadership Foundation ‘Certificate of Transparency’ as a way to help ensure the public that the District is functioning in as transparent a manor as possible.

## 7.0 Strategic Partners

***Objective: To foster beneficial relationships with strategic partners to accomplish the goals of the District. We will do this by embracing strategic ties with other organizations, the legislature and agencies, working closely with regulators and participating in professional associations.***

### **Summary of 5-Year Strategic Goals**

#### **7.1 Develop Strategic Partnerships with Other Agencies**

#### **7.2 Through Active Participation, Establish Strong Ties with Regional Planning Groups**

#### **7.3 Work with Neighboring Agencies and Impacted Private Well Owners to develop a Groundwater Sustainability Agency (GSA)**

#### **7.1 Develop Strategic Partnerships with Other agencies**

The San Lorenzo River Watershed is a shared resource. Various public agencies oversee how the resource is managed. As such, partnerships and our relations with these other agencies are important. The District will cultivate supportive and positive relationships with other agencies that may impact the District's operations and watershed stewardship efforts.

The Board President and District Manager will meet on a semi-regular basis with representatives from local agencies (including Scotts Valley, City of Santa Cruz, and County of Santa Cruz) to discuss topics of regional concern.

#### **7.2 Through Active Participation, Establish Strong Ties with Regional Planning Groups**

The District shares the water challenges and opportunities with other public agencies in the region and beyond. This makes the need for positive relations with regional planning groups important to the District. We will proactively seek to play an active role in such activities. Within the next five years the District will join and actively participate in various

regional organizations or groups that meet on a semi-regular basis to discuss water related issues and topics of concern to the District.

### **7.3 Work with Neighboring Agencies and Impacted Private Well Owners to develop a Groundwater Sustainability Agency (GSA)**

The District shares responsibility for managing the Santa Margarita Groundwater Basin with the County of Santa Cruz, the Scotts Valley Water District and private well owners within the Santa Margarita Groundwater Basin (SMGB). Since the State adoption of the Sustainable Groundwater Management Act (SGMA), the District has started work with our neighbors on developing a Groundwater Sustainability Agency (GSA).

The State defines a GSA as, “One or more local agencies that implement the provisions of SGMA.”

The first step in developing a GSA occurred when the District partnered with the County and Scotts Valley Water District to submit a request to the State of California to redefine the boundaries of the SMGB. Prior to our request the State did not recognize SMGB as a medium or high priority basin due to what we believe are clerical errors in the State’s defined boundary for the SMGB.

Further accelerated coordination between the District and our partners will be required if the State accepts our request to redefine the SMGB boundaries and adopts the SMGB as a medium priority basin. The formation of a GSA for State identified medium-priority basins is required by June 20, 2017.

Within the next year and a half the District would like to finalize the formation of a GSA with our neighboring agencies and private well owners within the Santa Margarita Groundwater Basin.

## 8.0 Organizational Health/Personnel

***Objective: To employ and retain a high quality, motivated workforce. We will do this by utilizing sound policies and personnel practices, offering competitive compensation and benefits, providing opportunities for training, development and professional growth, while ensuring a safe and secure workplace.***

### Summary of Strategic Goals

#### 8.1 Staffing Plan

#### 8.2 Compensation and Benefits Benchmarking

#### 8.3 FLSA Audit

#### 8.1 Staffing Plan

As the District grows and considers taking on a larger role in water stewardship within the Valley, staffing will need to be thoroughly considered and factored into the budgeting process. Management will assess the staffing needs of the District annually during the budget development process and as the need presents itself.

#### 8.2 Compensation and Benefits Benchmarking

Proper consideration for the total compensation for District employees is an important aspect of being effective and efficient with the public funds. The District will perform a comprehensive salary and benefits study to assure a proper baseline of compensation for District employees. It is anticipated that this study will be conducted by a qualified consulting firm.

#### 8.3 FLSA Audit

Every five years the District will conduct a Fair Labor Standards Act Audit to ensure that the District is remaining compliant with FLSA rules and regulations.

## 9.0 Administrative Management

*Our objective is to create, maintain and implement policies and procedures to ensure sound and efficient management of the District. We will conduct periodic review, refine and implement policies and procedures to ensure that the District Manager and Board have the tools necessary for successfully carrying out the Mission of the District.*

### Summary of Strategic Goals

#### 9.1 Update Ordinance 8

#### 9.2 Board Development

#### 9.3 Review Strategic Plan on an Annual Schedule

#### 9.1 Update Ordinance 8

Ordinance 8 is the primary source of the District's rules and regulations. Ordinance 8, originally adopted in 1970, has been amended and augmented on numerous occasions by various ordinances and resolutions since the date of adoption. The District will update Ordinance 8, either through a comprehensive review, rewrite and codification or by 'starting fresh', in order to ensure consistency and clear communication between District Board and staff and our customers. Due to the scope and breadth of this project, the District may engage an outside firm to assist with this effort.

#### 9.2 Board Development

It is a best practice of Boards to address their own development and to adopt best practices in their public role. As such, the Board will adopt clear training and orientation methods each year and plan an annualized calendar for Board development and for individual Board members. The Board will also consider and improve its Board Policies and Procedures Manual.

### **9.3 Review Strategic Plan on an Annual Schedule.**

To properly demonstrate commitment of the District in meeting its mission and vision, we will update this strategic plan annually, usually in February of each year.



Element	Start Year	Completion Year
<b>1.0 Water Supply Management</b>		
1.1 North/South Intertie	2015	2018
1.2 Redundant Quail Hollow Well	2017	2020
1.3 Loch Lomond Water	2016	2020
1.4 Water Audit and Loss Control Program	2015	2020
<u>1.5 Felton Infrastructure and Source Water</u>	<u>2016</u>	<u>2020</u>
<b>2.0 Watershed Stewardship</b>		
2.1 Watershed Management Plan	2015	2020
2.2 Environmental Review of Impacts to San Lorenzo River Watershed	2015	annually
2.3 Climate Action Plan	2015	annually
2.4 Education Program	2015	annually
<b>3.0 Capital Facilities</b>		
3.1 Capital Improvement Program	2015	annually
<b>4.0 Wastewater Management</b>		
4.1 Bear Creek Wastewater Change of Ownership	2016	2020
<b>5.0 Fiscal Planning</b>		
5.1 Fiscal Plan for support of Strategy	2015	annually
5.2 Funding Infrastructure Replacement	2015	annually
5.3 Provide Support for Applying for and Securing Grants	2015	annually
5.4 Obtain the Comprehensive Annual Financial Report (CAFR) Award	2017	2017
5.5 Annual Review of Reserve Fund Policy	2015	Annually
<u>5.6 Fiscal Transparency</u>	<u>2016</u>	<u>On-going</u>
<b>6.0 Public Affairs</b>		
6.1 Survey Stakeholders Expectations and Understanding of District Issues	2015 / 2020	2015/ 2020
6.2 Increase Civic Understanding and Engagement	2015	annually
6.3 Technology Plan	2015	annually
6.4 SDLF Certificate of Transparency	2015	2015
<b>7.0 Strategic Partners</b>		
7.1 Develop Strategic Partnerships with Other Agencies	2015	annually
7.2 Through Active Participation, Establish Strong Ties with Regional Planning Groups	2015	Annually
7.3 <u>Work with Neighboring Agencies and Impacted Private Well Owners to develop a Groundwater Sustainability Agency (GSA)</u>	<u>2015</u>	<u>2017</u>
<b>8.0 Organizational Health/Personnel</b>		
8.1 Staffing Plan	2015	annually
8.2 Compensation and Benefits Benchmarking	2016	2017
8.3 FLSA Audit	2016	2016
<b>9.0 Administrative Management</b>		
9.1 Update Ordinance 8	2015	2018

Adopted 4/16/2015

Revised 3/3/2016

9.2 Board Development	2015	annually
9.3 Review Strategic Plan on a Regular Schedule	2015	annually

## MEMO

TO: Board of Directors

FROM: District Manager

PREPARED  
BY: GIS Engineering Manager

DATE: February 18, 2016

SUBJECT: Proposal to create a 30' x 30' lease area, located at the Huckleberry Tank Site, APN 082-401-07, to be used for the installation of an FM radio station antenna and appurtenances.

**RECOMMENDATION:**

It is recommended that the District Manager review this memorandum and the attached documents which have been submitted by the Boulder Creek Recreation and Parks District Board of Directors. After review, it is recommended that the District Manager forward the attached documents to the S.L.V.W.D. Board of Directors for consideration and approval of the antenna project concept.

**BACKGROUND:**

The Boulder Creek Recreation and Parks District (BCRPD) purchased an FCC license for a non-commercial educational FM radio station in 2013. The station is a non-partisan, educational and entertainment radio station that is committed to providing programming to the local community. KBCZ, 90.1 FM, is currently using a studio and antenna located at the Boulder Creek recreation building in downtown. Locating the radio station antenna at the Huckleberry tank site will provide the best signal coverage to our local community.

The BCRPD is requesting that the SLVWD Board of Directors review the attached documents and give formal approval to the antenna project concept. This approval will allow the BCRPD to move forward and develop the project construction plans as well as the formal lease agreement. The BCRPD has obtained the services, on a volunteer basis, of a Registered Civil Engineer and Professional Land Surveyor who will oversee the preparation of all the documents that will be required to obtain the construction permits as well as create the lease agreement for this project. The SLVWD District Manager and Director of Operations have given their approval to present this project concept to the SLVWD Board of Directors.

It is recommended that the District Manager forward to the Board of Directors the attached documents for their review and approval of the antenna project concept.

STRATEGIC PLAN:

Element 6.2 – Increase Civic Understanding and Engagement

FISCAL IMPACT:

None

**What is KBCZ Boulder Creek Community Radio?**

KBCZ Boulder Creek Community Radio is a program of the Boulder Creek Recreation and Parks District (BCPRD). The station operates with an FCC Non Commercial Educational license at 90.1FM. The license became available in 2013. Due to overwhelming positive response from the community, the BCPRD was prompted to purchase the license. KBCZ is a non-profit, non-partisan, educational radio station committed to the community using a locally created entertainment and educational format.

**When Will KBCZ be broadcasting?**

KBCZ currently broadcasts at 90.1 FM at 60 watts. The signal currently reaches all of Boulder Creek and parts of Ben Lomond and some of the immediate surrounding area. It is also currently broadcasting on the internet at KBCZ.org. We believe that KBCZ has the potential to be a central hub for Boulder Creek residents and would be beneficial in coordinating information in the event of an emergency. In compliance with FCC regulations, KBCZ has installed an emergency alert system (EAS) to relay any federal or state emergency information as well. KBCZ also plans to broadcast information about local traffic and weather.

**What is the broadcast wattage KBCZ is licensed to transmit?**

250-300 watts maximum

**Where is KBCZ Broadcasting from now?**

KBCZ is currently broadcasting from its temporary home at the Boulder Creek Recreation Center.

**What is KBCZ asking of the San Lorenzo Valley Water District Board of Directors?**

KBCZ is looking for a long term site to relocate the antenna equipment. We have identified an ideal location at the site of the "Huckleberry" water tank site on Pinecrest Drive. The site is an ideal location because it allows us to strengthen our signal towards Felton while covering more area in the upper valley. We are asking the board at the SLV Water District if it would consider allowing KBCZ to use the Huckleberry site as the host of the antenna and transmitter. The transmitter would be located adjacent to the water tank, outside of the fenced area. The transmitter would be in an 8'x8' shed and would have a fence around it for security. The antenna could be mounted to a structure yet to be determined and a cable would connect it to the transmitter. A small solar panel or a backup generator could be used to provide power to the transmitter if the power was out.

**How big is the antenna and Transmitter?**

The current antenna is manufactured by Propagation Systems Inc.

The model is PSFIMY-I-DA 3 Element Yagi

ERP: , 10kw (-100dBk)

RMS Envelope. 491

RMS Measured: 437

Frequency 90.1  
Pattern Rotation 225 Deg.

**How much power will the transmitter require?**

Approximately 10 watts at 110 volts AC

KBCZ works with 2 local radio technicians, JV Rudnick and Jeff Liebermann.

## Boulder Creek Recreation and Parks District KBCZ FM ANTENNA SITE PROPOSAL

The below named entities would enter into an Agreement regarding the granting of a 30' X 30' lease area to be used for the installation of an FM radio station antenna, an 8' x 8' wood building, a PG&E electric service and infrastructure on the property known as "Huckleberry" water tank site (See Attachment 'A') located at 1025 Pinecrest Drive in Boulder Creek (APN 082-401-07), owned and operated by:

The San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
831-338-2153

The proposed antenna and appurtenances would be constructed, operated & maintained by:

The Boulder Creek Recreation and Parks District  
KBCZ, Boulder Creek Community Radio, a Non-Commercial Educational Radio Station  
13333 Middleton Ave  
Boulder Creek, CA 95006

The Boulder Creek Recreation and Parks District does hereby propose the following:

- The Board of Directors of the San Lorenzo Valley Water District will agree to grant a five (5) year lease of an area measuring 30' x 30', which is located adjacent to the Huckleberry Tank (See Attachment 'B'), to the Boulder Creek Recreation and Parks District.

- The Lease Area would be used for the construction, operation, and maintenance of an FM antenna tower, an 8' x 8' wood building, a PG&E electric service, and security fencing. Ongoing access to operate and maintain the radio equipment facilities would be required. (See Attachments 'C' and 'D')

- The Boulder Creek Recreation and Parks District will provide all of the required Lease Documents, project construction plans, and permits. The lease area documents will be created, stamped, and recorded by a Professional Registered Land Surveyor. The project construction plans prepared stamped, and submitted for permitting by a Registered Civil Engineer.

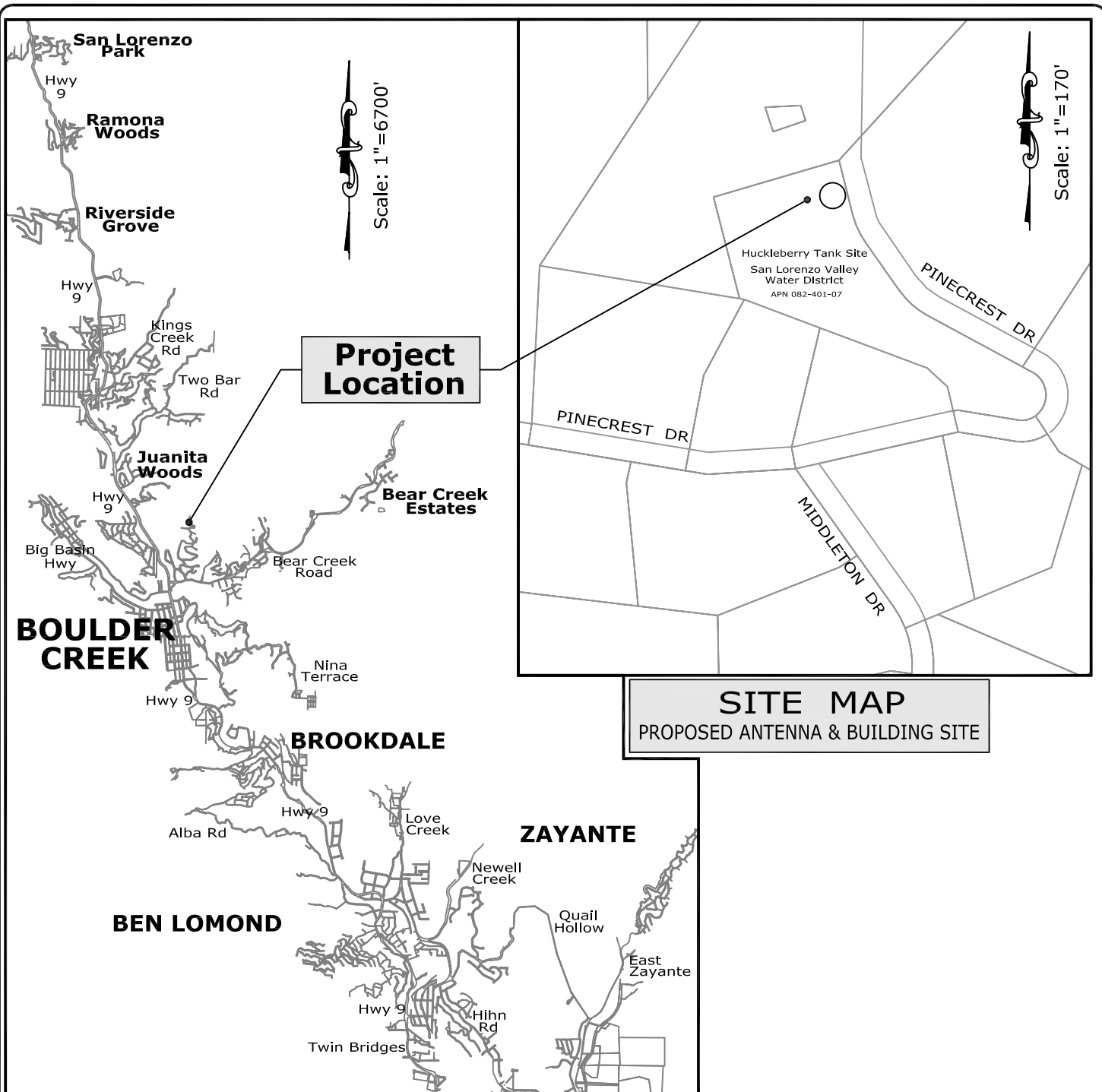
- The Board of Directors of the San Lorenzo Water District would agree to granting said ongoing access via a five (5) year lease agreement, at a cost of \$10.00 per year, with an option to renew for another 5 years.

The Project Team:

George Galt, Chair of the Board, BCRPD  
Tess Fitzgerald Vice Chair of the Board, BCRPD  
Tina Davey, KBCZ Station Manager,  
Paul J. Nanna KBCZ Program Director  
Jeff Liebermann, KBCZ Independent Technician  
JV Rudnic, KBCZ Technician  
Clay Leander, Common Frequency Representative  
Charles Prograce, Registered Professional Civil Engineer

Paul Jensen, Registered Professional Land Surveyor  
Rob Menzies, construction plan and lease document exhibit preparation





**Project Location**

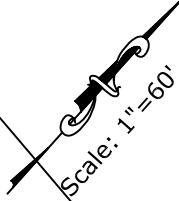
**SITE MAP**  
PROPOSED ANTENNA & BUILDING SITE

**VICINITY MAP**  
PROPOSED ANTENNA & BUILDING SITE



Boulder Creek Rec and Parks District  
 P.O. Box 325, Boulder Creek, CA 95006  
 13333 Middleton Ave.  
 Boulder Creek, California 95006  
 Phone: (831) 338-4144  
 www.BCRPD.org

**KBCZ Community Radio Station**  
**Proposed Antenna/Building Site Location Map**  
**S.L.V. Water District Tank Site Parcel - APN 082-401-07**



A Portion of APN 082-401-03

A Portion of APN 082-331-04

**PROPOSED PROJECT SITE**

A Portion of APN 082-401-04

Huckleberry Tank Site  
San Lorenzo Valley  
Water District  
APN 082-401-07  
1025 Pinecrest Dr  
120,000 Gal (Steel)  
Elev. 1021.00 (at Base)

A Portion of APN 082-331-06

A Portion of APN 082-401-05

A Portion of APN 082-302-09

A Portion of APN 082-331-07

MIDDLETON DR

PINECREST DR

HUMMINGBIRD LN

PINECREST DR



Sheet 2 of 4



Boulder Creek Rec and Parks District  
P.O. Box 325, Boulder Creek, CA 95006  
13333 Middleton Ave.  
Boulder Creek, California 95006  
Phone: (831) 338-4144  
www.BCRPD.org

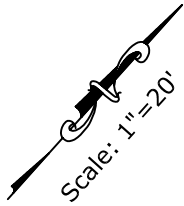
**KBCZ Community Radio Station**  
**Proposed Antenna/Building Project Site**  
**S.L.V. Water District Tank Site Parcel - APN 082-401-07**  
**1025 Pinecrest Dr, Boulder Creek, CA # 8**

Agenda Packet # 1025

5/2/15

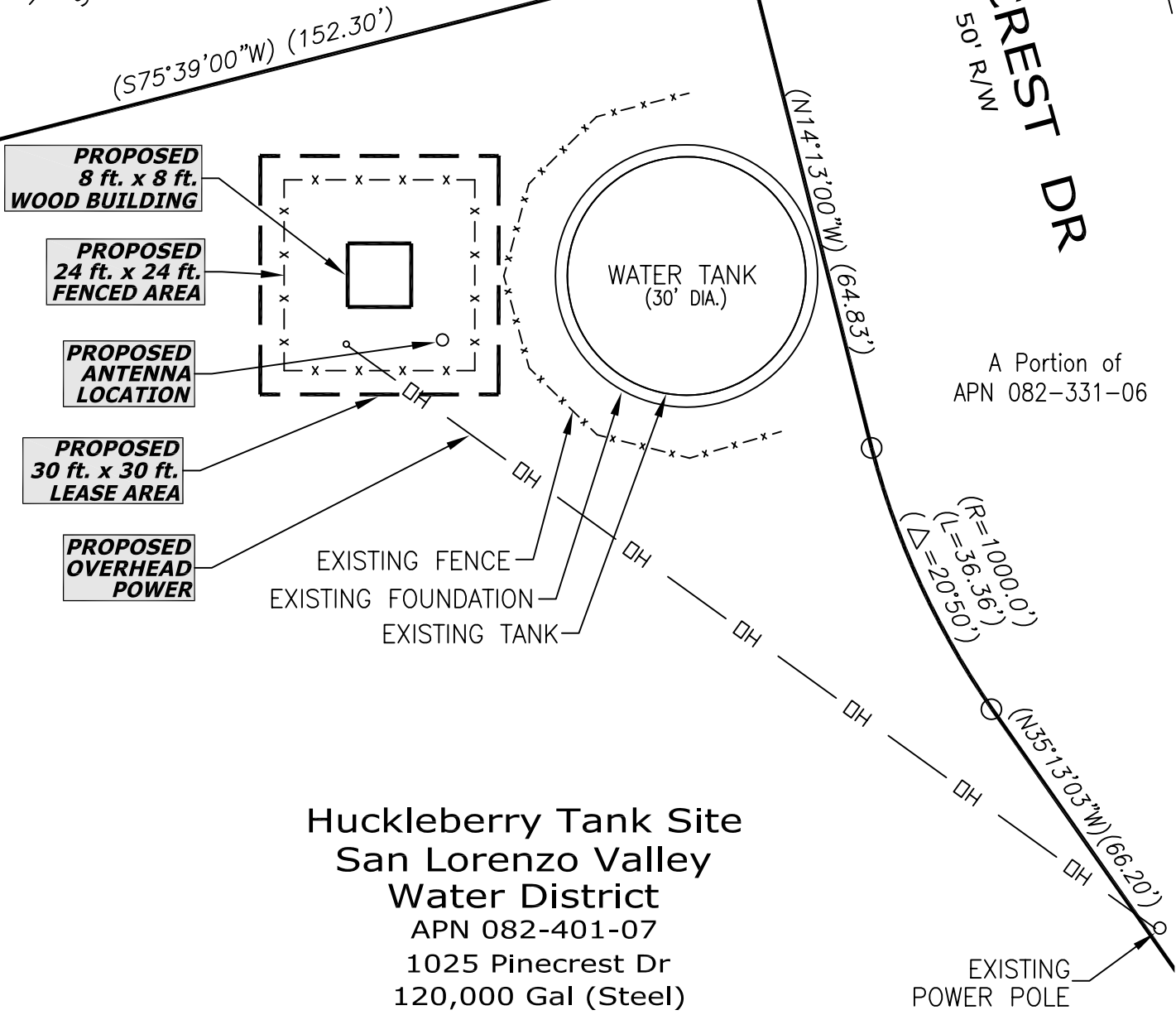
Attachment 'B'

A Portion of  
APN 082-331-04



**PINECREST DR**  
50' R/W

A Portion of  
APN 082-331-06



**Huckleberry Tank Site**  
**San Lorenzo Valley**  
**Water District**  
 APN 082-401-07  
 1025 Pinecrest Dr  
 120,000 Gal (Steel)  
 Elev. 1021.00 (at Base)



Sheet 3 of 4

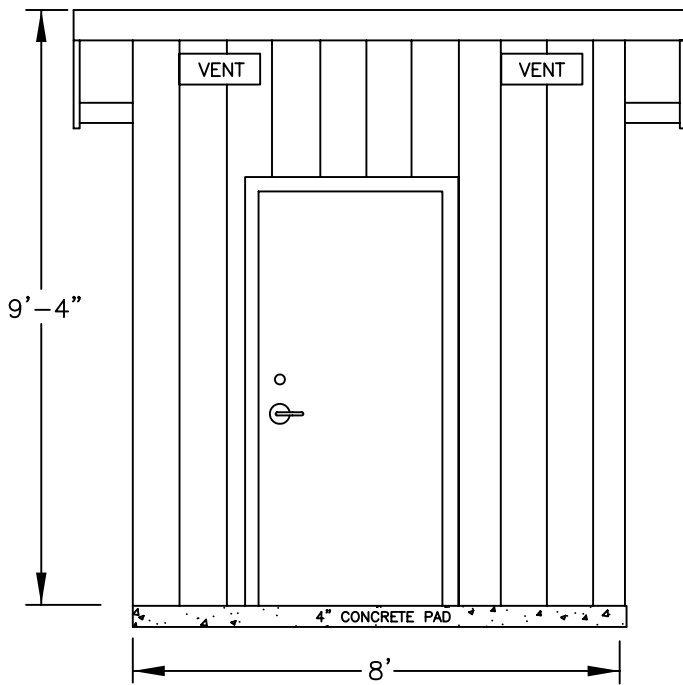


**Boulder Creek Rec and Parks District**  
 P.O. Box 325, Boulder Creek, CA 95006  
 13333 Middleton Ave.  
 Boulder Creek, California 95006  
 Phone: (831) 338-4144  
 www.BCRPD.org

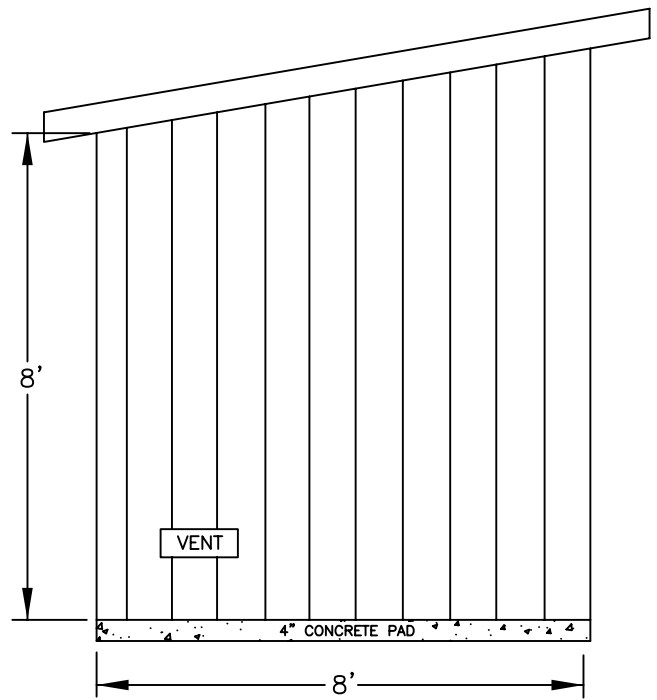
**KBCZ Community Radio Station**  
**Proposed Antenna/Building Lease Area**  
**S.L.V. Water District Tank Site Parcel - APN 082-401-07**  
**1025 Pinecrest Dr, Boulder Creek, CA**



**Proposed Antenna**  
 (shown attached to a pole)  
 Not To Scale



**North Elevation**  
 Scale: 1" = 3'



**East Elevation**  
 Scale: 1" = 3'

**Proposed**  
**Wood Equipment Building**



**Boulder Creek Rec and Parks District**  
 P.O. Box 325, Boulder Creek, CA 95006  
 13333 Middleton Ave.  
 Boulder Creek, California 95006  
 Phone: (831) 338-4144  
 www.BCRPD.org

**KBCZ Community Radio Station**  
**Proposed Wood Building and Antenna**  
**S.L.V. Water District Tank Site Parcel - APN 082-401-07**  
 1025 Pinecrest Dr, Boulder Creek, CA # 10

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion and Possible Action Regarding Upcoming Events hosted by the Association of California Water Agencies.

DATE: March 3, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review attachments and provide direction as deemed appropriate.

BACKGROUND:

As a member agency of ACWA, it is important for the District to utilize the many services available. ACWA provides many opportunities to learn and engage in the water community. The attached schedule of upcoming events is provided for Board discussion. At a minimum, staff encourages each Board member to attend the ACWA Spring conference in Monterey.

CEQA REQUIREMENTS:

None. No action is proposed.

STRATEGIC PLAN:

Element 9.2 – Board Development

FISCAL IMPACT:

Unknown, depending on Board participation in upcoming events.

Department: 01 – Administration

Account: 5064, Training, Conferences & Meetings

Budgeted: \$5,000

Expended as of 2/26/2016: \$8,230

Available: (\$3,230)

Department: 01 – Administration

Account: 5020, Contract/Professional Services

Budgeted: \$112,550

Expended as of 2/26/2016: \$72,894

Available: \$39,656



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## Upcoming Events

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### February 23, 2016

#### ACWA DC2016: ACWA 2016 Washington, D.C. Conference

Tuesday, February 23 - Thursday, February 25  
Location: Mayflower Hotel, Washington, D.C.

ACWA DC2016 will take place February 23-25, 2016 at the Mayflower Hotel in Washington, D.C. ONLINE  
REGISTRATION IS NOW... [READ»](#)

### March 02, 2016

#### Lower Colorado River Tour 2016

Wednesday, March 2 - 07:30am - Friday, March 4 - 06:00pm  
Location: Tour begins in Las Vegas, NV

Sponsored by the Water Education Foundation, this field trip explores the Lower Colorado River where virtually every drop of the river... [READ»](#)

### March 09, 2016

#### ACWA 2016 Legislative Symposium

Wednesday, March 9  
Location: Sacramento Convention Center

ACWA's 2016 Legislative Symposium will take place March 9, 2016 at the Sacramento Convention Center. Online Registration &... [READ»](#)

### March 17, 2016

#### 2016 Executive Briefing: Defining the New Normal

Thursday, March 17  
Location: Sacramento

The Water Education Foundation's 33rd annual Executive Briefing, will be held March 17, 2016 in Sacramento. The theme for this year... [READ»](#)

#### California's Water Future on Tap for Executive Briefing

Thursday, March 17  
Location: Sacramento

The Water Education Foundation's annual flagship event will be held March 17, 2016 in Sacramento. The theme for this year'... [READ»](#)

### March 21, 2016

#### Groundwater Sustainability Plan (GSP) Draft Emergency Regulations Public Meetings and Public Comment Process

Monday, March 21 - 04:00pm - 06:00pm  
Location: Visalia Convention Center 303 E Acequia Avenue, Visalia

By June 1, 2016, pursuant to Water Code Section 10733.2, DWR is required to adopt emergency regulations for evaluating and implementing... [READ»](#)

### March 22, 2016

#### Groundwater Sustainability Plan (GSP) Draft Emergency Regulations Public Meetings and Public Comment Process

Tuesday, March 22 - 01:00pm - 03:00pm  
Location: Delhi Community Center 505 E. Central Avenue, Santa Ana

By June 1, 2016, pursuant to Water Code Section 10733.2, DWR is required to adopt emergency regulations for evaluating and implementing... [READ»](#)

### March 24, 2016

**Groundwater Sustainability Plan Emergency Regulations Public Meetings and Public Comment Process**

Thursday, March 24 - 01:00pm - 03:00pm  
Location: Online Webinar

By June 1, 2016, pursuant to Water Code Section 10733.2, DWR is required to adopt emergency regulations for evaluating and implementing... [READ»](#)

**March 25, 2016**

**Groundwater Sustainability Plan (GSP) Draft Emergency Regulations Public Meetings and Public Comment Process**

Friday, March 25 - 09:00am - 11:00am  
Location: Secretary of State Building 1500 11th Street, Sacramento

By June 1, 2016, pursuant to Water Code Section 10733.2, DWR is required to adopt emergency regulations for evaluating and... [READ»](#)

**April 13, 2016**

**California Financing Coordinating Committee Funding Fair**

Wednesday, April 13  
Location: Sacramento County Sanitation 10060 Goethe Rd Sacramento, CA 95827

CFCC agencies fund primarily the following types of infrastructure projects: Drinking water Water conservation Wastewater Water... [READ»](#)

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### April 13, 2016

#### Central Valley Tour 2016

Wednesday, April 13 - 07:30am - Friday, April 15 - 06:00pm

Location: Tour begins at the Sacramento International Airport

Sponsored by the Water Education Foundation this field trip ventures through California's Central Valley which covers about 20,000... [READ»](#)

### April 21, 2016

#### 2016 Green California Summit

Thursday, April 21 - Friday, April 22

Location: Sacramento Convention Center

The 2016 Green California Summit will offer presentations from experts and leaders who will provide information and resources to grow green... [READ»](#)

### May 03, 2016

#### ACWA 2016 Spring Conference & Exhibition

Tuesday, May 3 - Friday, May 6

Location: Monterey Marriott and Portola Hotels

ACWA's 2016 Spring Conference & Exhibition is set for May 3-6, 2016, at the Marriott and Portola hotels in Monterey. Further... [READ»](#)

### May 10, 2016

#### California Financing Coordinating Committee Funding Fair

Tuesday, May 10

Location: San Luis Obispo City County Library 995 Palm Street San Luis Obispo, CA 93401

CFCC agencies fund primarily the [READ»](#)

### May 19, 2016

#### San Diego Tour 2016

Thursday, May 19 - 07:30am - Friday, May 20 - 06:00pm

Location: TBD

Sponsored by the Water Education Foundation, this field trip includes a private tour of the new Carlsbad ocean desalination plant, the... [READ»](#)

### June 01, 2016

#### California Financing Coordinating Committee Funding Fair

Wednesday, June 1

Location: Coachella Valley Water District 51501 Tyler St Coachella, CA 92236

CFCC agencies fund primarily the following types of infrastructure projects: [READ»](#)

#### California Financing Coordinating Committee Funding Fair

Wednesday, June 1

Location: Coachella Valley Water District 51501 Tyler St Coachella, CA 92236

CFCC agencies fund primarily the following types of infrastructure projects: Drinking water Water conservation Wastewater Water... [READ»](#)

### June 15, 2016

#### Bay-Delta Tour 216

Wednesday, June 15 - 07:30am - Friday, June 17 - 06:00pm

Location: Sacramento International Airport

Sponsored by the Water Education Foudnation, this field trip goes deep into California's water hub and traverse the



Sacramento-... [READ»](#)

### June 28, 2016

#### International Groundwater Conference

Tuesday, June 28 - Thursday, June 30

Location: Hyatt Regency at the San Francisco Airport in Burlingame.

Organized by the Water Education Foundation and the UC Davis Robert M. Hagan Endowed Chair, Toward Sustainable

Groundwater in Agriculture:... [READ»](#)

### July 26, 2016

#### California Financing Coordinating Committee

Tuesday, July 26

Location: Shasta Public Libraries Redding Library, Community Room 1100 Parkview Ave. Redding, CA 96001

CFCC agencies fund primarily the following types of infrastructure projects: Drinking water Water conservation

Wastewater Water... [READ»](#)

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### August 23, 2016

#### California Financing Coordinating Committee Funding Fair

Tuesday, August 23

Location: Los Angeles County Department of Public Works 900 South Fremont Avenue Alhambra, CA 91803

CFCC agencies fund primarily the following types of infrastructure projects: Drinking water Water conservation Wastewater Water... [READ»](#)

### September 14, 2016

#### California Financing Coordinating Committee Funding Fair

Wednesday, September 14

Location: UC Merced Small Business Development Center 550 E. Shaw Avenue Fresno, CA 93710

CFCC agencies fund primarily the following types of infrastructure projects: Drinking water Water conservation Wastewater Water... [READ»](#)

### September 15, 2016

#### ACWA 2016 Continuing Legal Education for Water Professionals

Thursday, September 15 - Friday, September 16

Location: San Diego, CA

ACWA's 2016 Continuing Legal Education will take place September 15-16, 2016 in San Diego. More details to come.

[READ»](#)

### September 23, 2016

#### 2016 Steve Hall Fierce Competitor Golf Tournament

Friday, September 23 - 08:30am - 03:00pm

Location: DarkHorse Golf Club, Auburn, CA

The 6th Annual Steve Hall Fierce Competitor Golf Tournament is set for September 23, 2016. Have fun with great friends and help raise... [READ»](#)

### October 19, 2016

#### Northern California Tour 2016

Wednesday, October 19 - 07:30am - Friday, October 21 - 06:00pm

Location: Tour begins at the Sacramento International Airport

Sponsored by the Water Education Foundation this field trip covers the Sacramento River and its tributaries. All together, they supply 35%... [READ»](#)

### November 29, 2016

#### ACWA 2016 Fall Conference & Exhibition

Tuesday, November 29 - Friday, December 2

Location: Anaheim Marriott Hotel

ACWA's 2016 Fall Conference & Exhibition is set for November 29-December 2, 2016, at the Anaheim Marriott Hotel in Anaheim. Further... [READ»](#)

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# Groundwater Sustainability Plan (GSP) Draft Emergency Regulations Public Meetings and Public Comment Process

in [Water Event](#)

Fri, 03/25/2016 - 9:00am - 11:00am

**Location:** Secretary of State Building 1500 11th Street, Sacramento

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By June 1, 2016, pursuant to Water Code Section 10733.2, DWR is required to adopt emergency regulations for evaluating and implementing GSPs and alternatives to GSPs to achieve the legislative intent of the Sustainable Groundwater Management Act (Water Code Section 10720.1). GSP emergency regulations will identify the elements specified in Water Code Sections 10727.2, 10727.4, and 10727.6, as well as other information that will assist groundwater sustainability agencies and local public agencies in planning for basin-wide sustainability.

For more information or special accommodations contact Lauren Bisnett at [Lauren.Bisnett@water.ca.gov](mailto:Lauren.Bisnett@water.ca.gov) or call (916) 653-7564.

Visit DWR's Sustainable Groundwater Management Program website at

<http://water.ca.gov/groundwater/sgm/index.cfm>

**For more information on the draft GSA regulations, please visit <http://www.water.ca.gov/groundwater/sgm/gsp.cfm>**

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# 2016 CFCC Funding Fairs

Please join the California Financing Coordinating Committee (CFCC) for this no-cost event



## 2016 SCHEDULE:

### **April 13, 2016 \*\***

Sacramento County Sanitation  
10060 Goethe Rd  
Sacramento, CA 95827

### **May 10, 2016**

San Luis Obispo City County Library  
995 Palm Street  
San Luis Obispo, CA 93401

### **June 1, 2016**

Coachella Valley Water District  
51501 Tyler St  
Coachella, CA 92236

### **July 26, 2016**

Shasta Public Libraries  
Redding Library, Community Room  
1100 Parkview Ave.  
Redding, CA 96001

### **August 23, 2016**

Los Angeles County  
Department of Public Works  
900 South Fremont Avenue  
Alhambra, CA 91803

### **September 14, 2016**

UC Merced  
Small Business Development Center  
550 E. Shaw Avenue  
Fresno, CA 93710

## **CFCC agencies fund primarily the following types of infrastructure projects:**

- Drinking water
- Wastewater
- Water quality
- Water supply
- Water conservation
- Water use efficiency
- Energy efficiency
- Flood management

Some of the participating agencies also fund other types of infrastructure projects including streets and highways, emergency response vehicles, solid waste, and community facilities.



## **AGENDA**

At each location, the Funding Fair Agenda is as follows:  
Check in: ..... 8 a.m. - 8:30 a.m.  
Agency Presentations: ..... 8:30 a.m. - Noon  
Discuss your projects: ..... Noon - 2 p.m.

## **ATTENDEE REGISTRATION**

Go to [www.cfcc.ca.gov](http://www.cfcc.ca.gov) and click on **Funding Fairs**

For questions, please call (916) 447-9832 x 1029

\*\* The Sacramento workshop will be webcast.  
Access link will be on the CFCC website at:  
[http://www.cfcc.ca.gov/funding\\_fairs.htm](http://www.cfcc.ca.gov/funding_fairs.htm)



# California Financing Coordinating Committee (CFCC)

## What is CFCC?

The California Financing Coordinating Committee (CFCC) was formed in 1998 and is made up of seven funding members: five state, two federal. CFCC members facilitate and expedite the completion of various types of infrastructure projects helping customers combine the resources of different agencies. Project information is shared between members so additional resources can be identified. CFCC members conduct free funding fairs statewide each year to educate the public and potential customers about the different member agencies and the financial and technical resources available.

## Purpose of CFCC Funding Fairs

CFCC Funding Fairs provide opportunities to obtain information about currently available infrastructure grant, loan and bond financing programs and options. Each attendee receives a copy of all slide presentations and additional useful infrastructure financing material. Funding Fairs also provide an opportunity for attendees to speak directly with program staff about specific projects and issues affecting their community.

## Who should attend?

Representatives from public works, local governments, and California Native American Tribes. This includes city managers and planners, economic development and engineering professionals, officials from privately owned facilities, water and irrigation district managers, financial advisors and project consultants.

## Eligible Project Types

CFCC agencies fund primarily the following types of infrastructure projects: drinking water, wastewater, water quality, water supply, water conservation water use efficiency, energy efficiency, and flood management. Some of the participating agencies also fund other types of infrastructure projects including streets and highways, emergency response vehicles, solid waste, and community facilities.

## CFCC Information

Please log on to the CFCC website at [www.cfcc.ca.gov](http://www.cfcc.ca.gov) for the 2016 Funding Fair schedule, CFCC Member Directory and general information.



# ACWA 2016 Spring Conference & Exhibition

## PRELIMINARY AGENDA

Monterey Marriott & Portola Hotel



### ACWA/JPIA - MONDAY, MAY 2

#### 8:00 – 10:00 AM

- Join ACWA/JPIA for a Protect Your Health Walk!

#### 10:15 – 11:15 AM

- ACWA/JPIA Executive Committee

#### 1:30 – 4:00 PM

- ACWA/JPIA Board of Directors

#### 4:00 – 5:00 PM

- ACWA/JPIA Town Hall

#### 5:00 – 6:00 PM

- ACWA/JPIA Reception

### TUESDAY, MAY 3

#### 8:00 AM – 6:00 PM

- Registration

#### 8:00 AM – 11:45 AM

- ACWA/JPIA: Seminars

#### 10:00 – 11:45 AM

- Groundwater Committee
- Water Quality Committee

#### 11:00 AM – Noon

- Outreach Task Force

#### Noon – 2:00 PM

- ACWA 101 & Luncheon
- Committee Lunch Break

#### 1:00 – 2:45 PM

- Energy Committee
- Finance Committee
- Scholarship & Awards Subcommittee
- Water Management Committee

#### 2:00 – 4:00 PM

- SDLF Special District Administrator Certification Test

#### 1:30 – 3:30 PM

- ACWA/JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

#### 3:00 – 4:45 PM

- Communications Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee

#### 5:00 – 6:30 PM

- Welcome Reception in the Exhibit Hall

### WEDNESDAY, MAY 4

#### 7:30 AM – 5 PM

- Registration

#### 8:00 – 9:45 AM

- Opening Breakfast *(Ticket Required)*

#### 9:00 AM – Noon & 1:30 – 5:00 PM

- Exhibit Hall

#### 10:00 – 11:30 AM

- Attorneys Program
- Energy Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Region Issue Forum
- Statewide Issue Forum

#### 11:30 – 11:45 AM

- Prize Drawing in the Exhibit Hall

#### 11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

#### 2:00 – 3:15 PM

- Aquatic Resources Subcommittee
- Attorneys Program
- Exhibitor Technical Presentation
- Region Program
- Statewide Issue Forum
- Water Industry Trends Program

#### 3:30 – 4:45 PM

- Communications Committee Program
- Energy Committee Program
- Exhibitor Technical Presentation
- Finance Program
- Statewide Issue Forum
- Water Industry Trends Program

#### 4:00 – 6:00 PM

- Legal Affairs Committee

#### 5:00 – 7:00 PM

- CalDesal Hosted Mixer

#### 5:30 – 7:00 PM

- CH2M Hosted Reception

### THURSDAY, MAY 5

#### 7:30 AM – 4 PM

- Registration

#### 8:00 AM – Noon

- Exhibit Hall

#### 8:00 – 9:15 AM

- Networking Continental Breakfast *(Ticket Required)*

#### 9:30 – 11:00 AM

- Attorneys Program
- Exhibitor Technical Presentations
- Finance Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

#### 9:30 – 11:45 AM

- Ethics Training (AB 1234) - *Limited Seating*

#### 11:00 – 11:30 AM

- Prize Drawings in the Exhibit Hall

#### 11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

#### 2:00 – 3:15 PM

- Attorneys Program
- Exhibitor Technical Presentations
- Federal Issues Forum
- Town Hall
- Water Industry Trends Program

#### 3:30 – 5 PM

- Regions 1 – 10  
Membership Meetings

#### 5:30 – 6:30 PM

- Membership No-Host Reception

#### 7:00 – 9:30 PM

- Dinner & Entertainment *(Ticket Required)*

### FRIDAY, MAY 6

#### 8:00 – 9:30 AM

- Registration

#### 8:30 – 10:00 AM

- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA/JPIA *(Ticket Required)*

### OTHER EVENTS

#### THURSDAY, MAY 5

#### 6:45 – 8:30 AM

- San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

## MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion and Possible Action Regarding Felton Library Bond Measure, including a presentation by James Mosher.

DATE: March 3, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, listen to the presentation by Mr. Mosher and provide direction as deemed appropriate.

BACKGROUND:

Information provided by Mr. Mosher -

“The library board (covering Scotts Valley, Capitola, Santa Cruz City and the unincorporated areas of the county) have agreed on a proposed bond measure for the June 2016 ballot. It will raise about \$68 million (\$49.50 per residential property) for building and repairs and includes funding for a new library in Felton, which will be located adjacent to the SLVWD water treatment facility in Felton. I am working on the campaign in SLV and we are reaching out to local leaders, community groups, businesses, and governmental entities to seek support and to publicize the campaign.

We are hopeful that the Water District will have a particular interest in the library campaign since the new library will be adjacent to the district facility and because a major focus for the library will be watershed education and protection. You may have heard that the county purchased the acre of land on the other side of Bull Creek from the post office and our community group is working with the county to develop this parcel into a "nature explore" area for young people, a watershed education site, a demonstration garden, among other ideas.

We have prepared a short presentation for valley residents and community groups describing the campaign and the proposed Felton facility as well as describing the plans for the outdoor space. We are also hoping that board members will provide support and a formal endorsement for the campaign.”

CEQA REQUIREMENTS:

None. No action is proposed.



STRATEGIC PLAN:

Element 7.1 – Develop Strategic Partners with Other Agencies

FISCAL IMPACT:

None

## M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion and Possible Action Regarding a proposed Not-to-Exceed \$15,270 Scope and Fee Amendment for the Probation Tank Professional Services Contract (CIP 5890-1201)

DATE: March 3, 2016

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, review the attached request for a contract amendment from Mesiti-Miller Engineering and authorize the District Manager to execute a time-and-material not-to-exceed \$15,270 contract amendment for design and permitting services for the Probation Tank Replacement Project (CIP 5890-1201).

BACKGROUND:

In 2014 the District contracted with Mesiti-Miller Engineering to prepare a predesign report for the Probation Tank Replacement Project. The intent of the report was to identify the best available construction alternative for replacement of the existing 100,000 gallon redwood tank at the Probation site. The District had previously identified the existing tank as having reached the end of its service life and was due for replacement.

In March of 2015 the District awarded a design and permitting contract to Mesiti-Miller Engineering to complete the pre-construction work necessary for the Probation Tank in the not-to-exceed amount of \$135,700.

Since award of contract the Mesiti-Miller team has worked diligently to complete the design and secure the necessary permits. The project remains on schedule and construction is still anticipated to begin in Spring of 2017.

Since execution of the design contract there have been changed conditions that the design team has had to contend with. The first changed condition was unanticipated coordination with other utility companies. In August of 2015 staff executed Contract Amendment #1, attached, for a not-to-exceed amount of \$6,800 to bring an electrical engineer into the design process.

Additional changed conditions have occurred prompting additional effort from the design team. Those conditions are outlined in Mesiti-Miller Engineering's request for Contract Amendment #2, attached.

Staff has reviewed and concurs with the request for a contract amendment. The largest changed condition was the result of the larger retaining wall and efforts to reduce the site's encroachment into sand hills habitat. Smaller changed

conditions occurred during staff review of the draft plans and additional District requirements not originally anticipated.

With the proposed contract amendment, design and permitting services for the Probation Tank currently would total \$157,770. Total project cost, including construction is currently budgeted at \$1,380,000.

CEQA REQUIREMENTS:

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

STRATEGIC PLAN:

Element 3.0 – Capital Facilities

FISCAL IMPACT:

Department: 03 – Engineering

Other Capital Projects

Probation Tank Site Design

Budgeted: \$120,000

Expended as of 2/26/2016: \$101,755

Available: \$18,245

Proposed Increase: \$15,770



August 6, 2015

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

**Re: SLVWD Probation Tank Replacement**  
Contract Amendment #1: Electrical Engineering  
MME Project No: 14176-2

Dear Mr. Lee:

Following our field coordination meeting with PG&E we request the District authorize us to retain the services of Thomas Pinketon P.E. of Fehr Engineering Co Inc of Aptos to provide electrical engineering services to establish electrical service and telephone service at the Probation Water Tank. We estimate the following additional tasks:

1. Coordination with PG&E to provide new service at the project location. This work includes the tank new service, coordination efforts to re-establish service to the cellular phone tower and power distribution to control elements for water tank controls.
2. Coordination with the telephone utility to establish a new phone service at the site and re-establish service requirements at the cellular tower. We assume that service work to the cellular tower is a straight forward reconnection of existing services.
3. Power and signal distribution to various control elements at the site including power to the existing communications shed.
4. Provide biddable construction documents including the electrical specification on the plan sheets.
5. Construction support services based upon past similar projects of this nature.
6. Provide the administrative support services to accomplish these tasks

We do hereby request our current authorization be increased by **\$6,800**.

All other provisions of our original agreement are considered to be in full force and effect with respect to these additional services. Please confirm your authorization to proceed with and complete these additional services by signing, dating, and returning one copy of this letter in the space provided on the next page.

Respectfully yours,

Rodney Cahill, P.E.  
Principal

cc: Contract file



## Agreement

I have read and fully understand this proposal for additional engineering services. I agree to all the foregoing terms and understand that the signing and dating of this letter constitutes formal agreement on my part, and on behalf of all the owners of this project.

Accepted By: Brian C Lee Date: 8/7/15

Printed Name: Brian C Lee



February 2, 2016

**Brian Lee, General Manager**

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

**Re: SLVWD Probation Tank Replacement**

Contract Amendment #2: Additional Design Services Request  
MME Project No: 14176-4

Dear Mr. Lee:

During the final design of the Probation Tank Replacement Project we have found additional engineering effort above our estimate was required in the following areas:

1. Geotechnical Engineering complexities associated with calculating the non-standard soil pressures resulting on a circular wall surcharged by a circular water tank. Through additional coordination and Structural/Geotechnical collaboration we were able to make refinements to the typical design loads that resulted in savings in the retaining wall size and cost.
2. Habitat Control Plan iterations to reduce and refine the footprint of the land disturbance area to accommodate iterations in final site fencing layout, tree removal and to balance adequate construction phase activities working room with habitat protection goals. Coordination with the biologist on surface areas and iterations.
3. Water Tank details, coordination and design including passive mixing system, access stairs, cathodic protection, radio equipment and temporary storage tank sizing and detailing.

Please see the attached documentation for additional details and breakdown of these services.

We request our current authorization be increased by **\$15,270**.

All other provisions of our original agreement are considered to be in full force and effect with respect to these additional services. Please confirm your authorization to complete these additional services by signing, dating, and returning one copy of this letter.

Respectfully yours,

Rodney Cahill, P.E.  
Principal

I have read and fully understand this proposal and agree to these additional services.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*i:\14176 slvwd - ce for probation tank replacement\proposal\14176-4 additional design services\slvwd ca2 2016 01 28.docx*



**Detailed Breakdown of Engineering Resource Allocations**  
**Probation Tank Replacement - Additional Design Services**

San Lorenzo Valley Water District  
Prepared by Mesiti-Miller Engineering, Inc.

14176-4

02/02/16

Item	Description	Staff Hours	Average Hourly Rate	Extension
<b>Final Design Phase</b>				
1	Telecoms and liasons	2	170	\$340
2	Coordination with Jodi McGraw on iterations of HCP	4	170	\$680
3	Calculations to address circular wall tank design loads	4	160	\$640
4	Calculations for concrete lagging in retaining walls	4	160	\$640
5	Coordination with S&W on tank and piping details	4	170	\$680
6	Coordination with S&W on inspection and phasing	2	160	\$320
7	Meeting with District to discuss and resolve comments	3	170	\$510
8	Revise Site Disturbance calcs and figures for HCP	4	150	\$600
9	Revise tree demolition and coordinate with JMC/BRG	2	150	\$300
10	Revise fencing layout and coordinate areas with JMC	2	150	\$300
11	CAD Drafting to finalize plans and address all comments	12	160	\$1,920
12	Admin	2	70	\$140
<b>In-House Services Subtotals:</b>		<b>45</b>		<b>\$7,070</b>
<b>Subconsultant Services</b>		<b>Fee</b>	<b>markup</b>	<b>Extension</b>
1	HKA - Extra Services: Lateral pressure surcharge	2,434	1.1	\$2,677
2	S&W -Extra Services: Tank and piping details	5,000	1.1	\$5,500
<b>Sub-consultant ServicesSubtotals:</b>				<b>\$8,177</b>
<b>TOTAL SERVICES:</b>				<b>\$15,247</b>
Reimburseable Expense Allowance:				\$23
<b>GRAND TOTAL:</b>				<b>\$15,270</b>

**Haro, Kasunich and Associates, Inc.**

Consulting Geotechnical & Coastal Engineers

10850.0

Project No. SC10850.0  
December 14, 2015  
Invoice #10850-15120

Mr. Rodney Cahill  
Mesiti-Miller Engineering, Inc.  
224 Walnut Ave., Suite B  
Santa Cruz California 95060

Subject: Final Billing  
Reference: SLVWD Probation Tank Replacement

- - - - - INVOICE - - - - -

**INITIAL SCOPE**

Services, invoice dated May 13, 2015 \$ 9,022.05  
Services, invoice dated June 8, 2015 1,209.45

Services performed through July 28, 2015			
Senior Engineer	26.83 hrs. at	165.00/ hr. =	\$4,426.95
Engineer Assistant	2.00 hrs. at	87.00/ hr. =	174.00
Moisture Determination	4.00 ea. at	30.00/ ea. =	120.00
Moisture Density	17.00 ea. at	15.00/ ea. =	255.00
Grain Size Analysis	2.00 ea. at	100.00/ ea. =	200.00
Direct Shear	6.00 pts. at	100.00/ pt. =	600.00
Subtotal, new work			<u>5,775.95</u>
<b>Total Work</b>			<b><u>16,007.45</u></b>

Amount due, per our proposal	\$12,825.00
Less total payments received	<u>-10,231.50</u>
<b>Total amount due, Initial Scope</b>	<b><u>\$2,593.50</u></b>

**EXTRA SERVICES, WALL & SURCHARGE LOADS**

Senior Engineer 14.75 hrs. at 165.00/ hr. = 2,433.75

**TOTAL AMOUNT DUE** **\$5,027.25**

Please write our invoice number, 10850-15120, on your check. For further information contact our bookkeeper at (831) 663-4276 or e-mail Bookkeeper@HaroKasunich.com.

THANK YOU  
CAG:nh



**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS

Kirk R. Wheeler, PE  
Peder C. Jorgensen, PE  
Charles D. Anderson, PE  
Daniel J. Schaaf, PE  
M. Eliza McNulty, PE

1171 Homestead Rd., Ste. 255  
Santa Clara, CA 95050-5485  
408-246-4848  
FAX 408-246-5624

Benjamin L. Shick, PE  
Leif M. Coponen, PE  
**Principal Emeriti**  
James R. Schaaf, Ph. D, PE  
David A. Foote, PE

February 1, 2016

Mr. Rodney Cahill  
Mesiti-Miller Engineering  
224 Walnut Ave  
Santa Cruz, CA, 95060

**Subject: Extra Request, Probation Water Storage Tank**

Dear Rodney:

This letter is to request additional fees for engineering support services for the design of the replacement Probation Tank. We have had unexpected additional engineering effort in the following areas;

1. Sizing and detailing of the temporary storage tanks,
2. Coordination and relocation of tank monitoring equipment and radio,
3. Tank details,
4. Coordination and design of a passive mixing system,
5. Site layout of equipment staging during construction,
6. Design of tank stairs versus a ladder,
7. Research and specification for a cathodic protection system, and
8. Investigation and response to third part review comments.

We are asking an additional fee of \$5,000 to cover these design items.

If you should have any comments or questions, please do not hesitate to call or email me.

Thank you for your consideration on this request.

**Schaaf & Wheeler**



**Peder Jorgensen, PE**  
**Vice President**

## M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: Administration/Engineering Departments Status Report

DATE: March 3, 2016

### RECOMMENDATION:

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

### BACKGROUND:

#### MEETINGS OF NOTE

- DM attended Lompico Board Meeting on Wednesday, February 17 to discuss merger.
- SLVWD hosted a CIP Public Meeting on Thursday, February 25.

#### ENTERPRISE WIDE COST-OF-SERVICE STUDY

At its regularly scheduled meeting on February 4 the Board authorized staff to execute a contract with NBS.

Staff has been coordinating data collection and scheduling consultant meetings.

- Consultant is scheduled to conduct staffing assessment meeting on March 24
- Consultant is scheduled to conduct a field review on March 28
- Consultant is scheduled to conduct a kick-off meeting with the B&F Committee on March 29

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

#### PROBATION TANK REPLACEMENT PROJECT

The 100% Plan Review is currently in progress. The Project's Habitat Conservation Plan (HCP) was approved in late summer and has been submitted to the State for review. The District's Environmental Consultant has been in contact with the State and confirmed that the Probation Tank HCP is next-in-line on their schedule. State permitting is expected to take 18 months from submittal of the HCP (August 2015). Construction is expected to take an additional 6 months. Project is scheduled for bidding in mid late-

2016 (intended to get bids as close to construction start date as possible) and construction is expected to be completed in early 2017.

#### SWIM TANKS REPLACEMENT PROJECT

Final plans and specs have been received and reviewed. Some final changes are being returned to the design engineer. Project is scheduled for bidding in early 2016 and construction is expected to be completed in mid-2016.

#### FALL CREEK FISH LADDER

100% plans and specifications are under staff review.

Staff recently was informed by Federal Fish and Wildlife (FFW) that the Fall Creek Diversion and Fish Ladder do not qualify for streamlined permitting. This is a change of direction from past conversations over the last three years. Individual consultation will be required and the District will be submitting a request to the Army Corp of Civil Engineers. This new information will delay the project at least a year, if not longer.

#### INTERTIES 2, 3, 4

Project is under construction. Construction should be finished by early March 2016 or soon thereafter.

County has rejected all paving on Graham Hill Road. Paving, in particular the saw-but grooving, is unraveling. District is investigating to determine cause and how to correct. Staff has contracted with NCE to conduct forensic services (contract attached).

#### FELTON HEIGHTS WATER STORAGE TANK

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

#### CAPITAL IMPROVEMENT PROGRAM

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

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

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

The fourth workshop was held February 25<sup>th</sup> at District's Board Room. Workshop reviewed and discussed how the ranking and prioritizing applies to proposed individual CIP projects.

Staff believes the CIP workshop series has concluded and anticipates that the developed five year CIP will be used to model capital expenditures in the upcoming 2016 Rate Study (expected to start in the fall of 2016).

### SERVICES AGREEMENT

This Agreement is made this 22nd day of February, 2016, by and between San Lorenzo Valley Water District ("Client") and Nichols Consulting Engineers, Chtd. (NCE).

**Scope of Services and Project Description:**

NCE agrees to furnish the Services set forth in NCE's Proposal dated February 19, 2016.

**Estimated Schedule:**

The schedule will be developed with the Water District upon completion of contract documents.

**Basis of Compensation:**

For the Services performed under this Agreement, Client shall pay NCE compensation on the basis indicated below at the rates in the attached Schedule of Charges, Exhibit 1, and in accordance with the payment terms set forth herein:

- |                                     |                     |                        |
|-------------------------------------|---------------------|------------------------|
| <input type="checkbox"/>            | Time and Materials  | Estimated Fee: \$_____ |
| <input type="checkbox"/>            | Cost Plus Fixed Fee | Estimated Fee: \$_____ |
| <input checked="" type="checkbox"/> | Lump Sum            | Fee: <u>\$7,900</u>    |

**Extent of Agreement:**

This Agreement, including the general conditions, any exhibits, duly incorporated and enumerated below, constitutes the entire understanding between Client and NCE. Any modifications to this Agreement shall be in writing and signed by authorized representatives of the parties.

*(Identify specific contract documents to be a part of the Agreement; i.e., Scope of Work, NCE proposal, Schedule of Charges, etc.):*

The work conducted will be based upon the NCE Scope of Work, Dated 2/19/16 and approved by Water District per email on 2/22/16. Scope is attached. Fee of \$7,900 is for Tasks 1, 2, 3, and 5. Additional scope and fee will be defined for Task 4, based on findings from field and paper studies in Tasks 1, 2, and 3. Amendments to this contract will be discussed at that time.

Reno, NV  
1885 S. Arlington Ave., Suite 111  
Reno, NV 89509  
(775) 329-4955

## SERVICES AGREEMENT General Conditions

### **Proposals**

Any proposal submitted by NCE for the performance of a proposed Project scope shall be firm for a period of ninety (90) days. Upon the expiration of such period, NCE reserves the right to modify the proposed basis of payment and fees to allow for changing costs and to adjust the time of performance to conform to changing workloads.

Unless NCE's proposal provides otherwise, the proposed fees constitute NCE's estimate of the cost required to complete the proposed Project. The estimated cost identified in NCE's proposal shall not be deemed to be either a guaranteed maximum or guaranteed not-to-exceed amount with respect to the cost of performing the Project. NCE will not expend more than the amount identified as the estimated cost in NCE's proposal without the Client's prior approval.

### **Changes and Delays**

Client reserves the right to request NCE to perform work beyond that which was originally specified and agreed to in this Agreement or to change, alter, add to or deduct from the Services or work required. Client shall notify NCE and request a proposal for a Change Order covering such work. Unless a change in work is authorized by Change Order, NCE will not proceed to execute the changed work, except in case of an emergency endangering life or property, in which case NCE shall proceed and Client shall execute a Change Order for any additional compensation or extension of time claimed by NCE on account of emergency work. Any change or adjustment in the compensation or time extension shall be specifically stated in said Change Order. Prior to issuance of any Change Order, the parties through their authorized representatives, shall negotiate in good faith the monetary amount by which the contract compensation shall be increased or decreased as a result of the proposed Change Order.

Cost and schedule commitments contained in NCE's proposal shall be subject to re-negotiation for unreasonable delays caused by the Client's failure to provide facilities or information or for delays caused by events beyond NCE's control, including acts or failure to act by any governmental agency. NCE shall

be entitled to an adjustment to the cost and schedule if work stoppage or interruption caused by any of the above result in additional costs beyond that identified in NCE's proposal for the Project.

### **Standard of Care**

NCE shall perform its Services consistent with that level of care and skill ordinarily exercised by members of the environmental engineering and consulting profession practicing under similar conditions and at the same time and locality where the Services are performed.

NCE neither makes, nor offers, nor shall NCE be liable to Client for any express or implied warranties with respect to the performance of Services. Estimates of cost, approvals, recommendations, opinions and decisions by NCE are made on the basis of NCE's experience, qualifications, and professional judgment and are not guaranteed. NCE shall not be regarded as a guarantor with respect to any work product provided to Client.

### **Client's Responsibilities**

Client agrees to: (i) assist and cooperate with NCE in any manner necessary and within its ability to facilitate NCE's performance under this Agreement; (ii) provide legal access to and/or obtain permission for NCE to enter upon all property, whether or not owned by Client, as required to perform and complete the Services; (iii) provide NCE with all information known or which should reasonably be known by Client concerning the current use of the Project Site, and the nature and existence of any underground obstructions, utilities, or hazardous substances on, in, or adjacent to the Project Site, including any reports of soils or groundwater conditions, prior to any boring, drilling, and/or excavation work at any Project Site, identify any underground obstruction or utility.

### **Compensation and Payment**

For the Services performed hereunder, Client shall pay NCE compensation at the rates and in accordance with the payment terms set forth in the proposal or the Schedule of Charges attached hereto. It is contemplated that the payment terms may include time and material, lump sum, cost plus fixed fee, or any combination thereof, depending on the type of

services being rendered.

Invoices will be submitted on a monthly basis and are payable within thirty (30) days of invoice date. Unpaid balances shall be subject to a late payment charge at the maximum permissible rate under state law, starting 30 days from invoice date. In addition, NCE may, after giving seven (7) days written notice to Client, suspend Services under this Agreement without liability until all amounts due for Services and expenses have been paid in full. Failure to make payment within the time limits set forth in this paragraph is a material breach and excuses NCE from any performance under this Agreement. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount(s) will be reimbursed by Client.

Client acknowledges that NCE, from time to time, retains independent Professional and Technical labor on a temporary basis to meet peak workload demands. Client agrees that such labor will be billed in accordance with the Schedule of Charges made a part of this Agreement.

#### **Limitation of Liability**

NCE's liability to Client and/or anyone claiming by, through or under Client, shall not exceed \$100,000 for claims arising from (i) professional acts, errors or omissions. NCE's liability for all other claims for loss or injury shall not exceed \$1,000,000. The Client hereby forever releases NCE and its officers, principals, employees and agents from any liability for losses or damages sustained and incurred by the client in excess of such amount.

As used in this Paragraph, the term liability or liable means liability of any kind, whether in contract (including breach of warranty), in tort (including negligence) in strict liability, for indemnity or otherwise, for any and all injuries, claims, losses, expenses or damages, administrative sanctions, penalties or fines imposed (including attorney's fees) whatsoever arising out of or in any way related to NCE's Services from any cause or causes whatsoever. The provisions of this Paragraph shall survive the completion of the Project or the expiration, cancellation or termination of this Agreement.

NCE shall not be liable for any claims of loss of profits or any other indirect, special, incidental or consequential damages of any nature whatsoever.

#### **Indemnification**

Subject to the Limitation of Liability paragraph above, NCE shall indemnify, reimburse the apportioned costs to defend and hold harmless Client, its officers, agents, and employees from any and all claims, suits, losses, costs (including reasonable attorney's fees) and demands, pure economic damages, administrative fees, penalties and fines imposed, connected therewith, on account of personal injury, including death, or property damage, sustained by any person or entity not a party to this Agreement between NCE and Client and arising out of the performance of such Agreement to the extent such injury, death or damage is caused by the negligence or willful misconduct of NCE or its subcontractors or their respective employees, officers and agents. NCE's duty to defend is defined as the reimbursement of reasonable attorney's fees to the extent of NCE's actual determined negligence.

Client shall indemnify, defend and hold harmless NCE, its officers, agents, and employees from any and all claims, suits, losses, damages, costs (including reasonable attorney's fees) and demands, pure economic damages, administrative fees, penalties and fines imposed, and demands, including reasonable attorney's fees connected therewith, on account of personal injury, including death, or property damage, sustained by any person or entity not a party to this Agreement between NCE and Client and arising out of the performance of such Agreement to the extent such injury, death or damage is caused by the negligence or willful misconduct of Client or its contractors or their respective employees, officers and agents.

Client agrees to the full extent permitted by law, to indemnify, defend, and hold harmless NCE, its officers, directors, shareholders, employees, affiliates, and subsidiaries and their successors from and against any and all claims, demands, losses, penalties, fines and causes of action of every kind and character (including reasonable attorney fees) arising from or relating to Pre-existing Conditions.

The provisions of this paragraph shall survive the completion of the Project or the expiration, cancellation or termination of this Agreement between NCE and Client.

**Insurance**

NCE has obtained policies of insurance for the following coverages during the performance of the Services, each with a limit of liability of \$1,000,000; (i) Workers' Compensation (statutory) and Employers' Liability coverage; (ii) commercial General Liability; (iii) Automobile Liability; and (iv) Professional Liability. NCE agrees to provide certificates of insurance evidencing such coverage upon request. Additional premiums and costs incurred by NCE in connection with obtaining additional or different policies of insurance requested by Client shall be reimbursed by the Client as an additional project expense.

**Certifications**

NCE shall not be required to execute any certification with regard to work performed, tested, or observed under this Agreement or any Project Contract unless: 1) NCE believes that sufficient work has been performed by NCE to provide an adequate basis to issue the certification, 2) NCE believes that the work performed, tested or observed meets the criteria of the certification, and 3) the exact form of such certification has been approved by NCE, in writing, prior to execution of a Project Contract, Any certification by NCE is limited to an expression of professional opinion regarding those facts or findings which are the subject of the certification, and does not constitute a warranty or guaranty, either expressed or implied.

**Hazardous Materials**

Client and NCE agree that, unless described in the proposal, the discovery of unanticipated hazardous, toxic, or dangerous materials constitutes a changed condition mandating renegotiation of the scope of the work to be performed by NCE, the terms under which the work is to be performed, and the charges therefore. Nothing contained in this Agreement shall be construed or interpreted as requiring NCE to assume the status of an owner, operator, or generator, under any federal or state statute governing the disposal, transportation, storage or treatment of hazardous substances or wastes. NCE shall not directly or indirectly assume title to such hazardous or toxic substances. Should the proper and lawful transportation and disposal of any such materials be required, NCE responsibilities shall be limited to preparing manifest(s) or related documents for execution by Client and Client shall approve any facilities designated for disposal, storage or treatment.

In an emergency affecting the safety of persons or property, where it is impractical for NCE to obtain immediate authorization from Client, NCE shall act, at its discretion, to prevent threatened damage, injury or loss. Client shall sign a Change Order for any additional compensation or extension of time claimed by NCE on account of emergency work.

**Third Party Reliance upon Reports**

All NCE work products are prepared solely for use by Client and shall not be provided to any other person or entity without NCE's written consent. Client shall indemnify NCE from and against any and all claims, liability, damages, actions or proceedings brought by any person or entity claiming to rely upon information or opinions contained in reports or other work products provided to such person or entity, published, disclosed or referred to without NCE's written consent.

**Relationship of the Parties**

NCE shall perform its Services under this Agreement as an independent contractor. NCE shall not, except by separate agreement or amendment, (i) specify construction procedures, manage or supervise construction, or be responsible for health and safety procedures for any parties on the job site other than NCE's own employees or subcontractors, (ii) be responsible for the completion or quality of work which is dependent upon or performed by third parties not under the direct contractual control of NCE, or be responsible for their acts, omissions or any consequential damage resulting therefrom. Testing or inspection by NCE of portions of the work of other parties on a project shall not relieve such other parties from their responsibility for performing their work in accordance with applicable plans, specifications and safety requirements.

**Ownership and Retention of Documents**

All documents prepared or furnished by NCE pursuant to this Agreement are instruments of NCE's professional service, and NCE shall retain an ownership and property interest therein. NCE grants Client a license to use instruments of NCE's professional service for the purpose of constructing, occupying, and maintaining the project. Reuse or modification of any such documents by Client, without NCE's written permission, shall be a Client's sole risk, and Client agrees to indemnify and



hold NCE harmless from all claims, damages, and expenses, including attorney's fees, arising out of such reuse by Client or by others acting through Client.

#### **Use of Electronic Media**

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by NCE. Files in electronic media format or text, data, graphic or other types that are furnished by NCE to Client are only furnished for convenience of Client. Any conclusions or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, NCE makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating system or computer hardware differing from those in use by NCE at the beginning of this assignment.

#### **Assignment and Subcontracts**

Neither party shall assign their interest in this Agreement without the written consent of the other except as to the assignment proceeds. However, NCE may subcontract for the services of others (such as drilling, laboratory, specialty contractors) without obtaining Client's consent where NCE has identified the necessity for such services in its Proposal or the Scope of Services.

#### **Termination**

This Agreement may be terminated in whole or in part in writing by either party in the event of substantial or material failure by the other party to fulfill its obligations hereunder through no fault of the terminating party, provided that no such termination shall be effective unless the other party is given (i) not less than ten (10) days written notice of intent to terminate and (ii) an opportunity for consultation with the terminating party prior to the effective date of such termination. In the event of termination through no fault of NCE, Client shall pay NCE for Services performed prior to termination date, and for necessary expenses in connection with termination of the Project, including cost of completing files and reports necessary to document Project status at time of termination.

#### **Dispute Resolution**

Client and NCE agree that they shall first submit any and all unseattle claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this agreement.

#### **Litigation Support**

If NCE personnel are called or subpoenaed for depositions, examination, or court appearances in any dispute or matter arising out of the Project, NCE shall be reimbursed on a time and material basis in accordance with NCE's then current standard billing rates, including all out-of-pocket costs, including researching, providing or copying files, records or other instruments of service, incurred in connection with such matters.

#### **Force Majeure**

Neither party to this Agreement will be liable to the other party for delays in performing services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

#### **Notices**

All notices and communications pertaining to this Agreement shall be to NCE's designated Project Manager or to the Principal-in-Charge of the NCE office performing the Services. Verbal communications shall be confirmed in writing.

#### **Governing Law**

This Agreement shall be governed by the laws in effect at the location of the Project.

In any action arising from the performance of this Agreement or any Project Contract or breach thereof, the prevailing party shall receive, in addition to any other compensation awarded, its reasonable costs and attorneys' fees.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above.

NCE

Client

San Lorenzo Valley Water District

Signature: \_\_\_\_\_

Signature: Brian C. Lee

Print Name: \_\_\_\_\_

Print Name: Brian C. Lee

Title: \_\_\_\_\_

Title: District Manager

Date: \_\_\_\_\_

Date: February 23, 2016

Exhibit 1: Scope and Fee and Schedule of Charges, 2016

February 19, 2016

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

Subject: Evaluation of pavement conditions on Graham Hill Road

Dear Rick:

This letter provides a scope and fee to the San Lorenzo Valley Water District for the evaluation of the recent asphalt concrete construction and subsequent grooving on Graham Hill Road. This proposal is based on our phone discussion and a cursory review of the construction documents I have received from you via email. It is understood that the approximately 4000 ft. long pavement exhibits raveling around the grooved areas and there are disputes surrounding the asphalt concrete mix and placement, and grooving specifications and processes.

### **SCOPE OF WORK**

The scope of work for this project consists of five tasks:

- 1) Conduct a site visit to review and better understand the existing conditions of the pavement. This includes photographing and documenting the project problem areas identified by the District as well as competent areas. Meet with District personnel to discuss the project.
- 2) Review documents submitted by District and request and review additional documents as needed. This includes evaluation of District and State specifications, asphalt mix, construction (delivery, placement, and compaction) records (if available), inspection reports, and grooving records. And assuming availability, review records from previous construction on same site.

**Richmond, CA**

501 Canal Blvd., Suite I  
Richmond, CA 94804  
(510) 215-3620

3) Contact parties involved in project to gain an understanding of the project from all perspectives, discussing results from Tasks 1 and 2 as needed.

4) Depending on the outcome of Tasks 1 to 3, laboratory and/or additional field testing may be required evaluate the existing in-place asphalt concrete. Given that time has passed since initial placement, subsequent traffic, weathering & environment, and grinding may have impacted the material sufficiently to make evaluation of the in-place material less certain. Engineering judgment would be used to assess the testing results. Testing if conducted for additional scope and fee would include at least in-place density, gradation, and binder content. Outsourced coring and traffic control would be required for this work, unless the District could perform these tasks.

5) Produce a report discussing the results of Task 1 to Task 4 and identify likely causes of the unacceptable pavement condition. Fees are included for a one hour phone conversation with the District, following District review of the report.

## **FEE AND SCHEDULE**

Costs for these services:

Tasks 1, 2, 3, and 5:      \$ 7,900  
Task 4:                      \$ To be determined

Attached is a current NCE Schedule of Charges for 2016, from which this fee originates.

NCE hopes you find this proposal acceptable and we look forward to working with you. The schedule for this work will be developed with the District.

Regards,  
NCE



James M. Signore, Ph.D., P.E.  
Associate

**SCHEDULE OF CHARGES 2016**

**PROFESSIONAL SERVICES**

Principal .....	\$235/hour
Associate.....	\$190/hour
Senior .....	\$160/hour
Project .....	\$130/hour
Staff .....	\$120/hour

**TECHNICAL SERVICES**

Senior Construction Manager*.....	\$125/hour
Senior Designer.....	\$130/hour
Senior Technician/Construction Inspector* .....	\$115/hour
CAD Technician .....	\$100/hour
Senior Field Scientist.....	\$110/hour
Field Scientist .....	\$90/hour
Project Administrator .....	\$90/hour
Field/Engineering Technician .....	\$90/hour
Technical Word Processing.....	\$75/hour
Clerical.....	\$75/hour

**CONTRACT LABOR**

From time to time, NCE retains outside professional and technical labor on a temporary basis to meet peak workload demands. Such contract labor will be charged at regular Schedule charges.

**LITIGATION SUPPORT**

Expert testimony in depositions, hearings, mediations, and trials will be charged at 300% of the above rates.

**EQUIPMENT**

Plotter Usage .....	(separate fee schedule)
Truck .....	\$100/day
Automobile .....	IRS Standard Mileage Rate+15%
Falling Weight Deflectometer Testing .....	\$3,500/Day
Coring.....	\$4,500/Day
Environmental Equipment.....	(separate fee schedule)

**OUTSIDE SERVICES**

Rental of equipment not ordinarily furnished by NCE and all other costs such as special printing, photographic work, travel by common carrier, subsistence, subcontractors, etc. .... cost+15%

**COMMUNICATION/  
REPRODUCTION**

In-house costs for long-distance telephone, faxing, postage, printing and copying .....

project labor charges x 5%

**TERMS**

Billings are payable upon presentation and are past due 30 days from invoice date. A finance charge of 1.5% per month, or the maximum amount allowable by law, will be charged on past-due accounts. NCE makes no warranty, either expressed or implied, as to its findings, recommendations, specifications, or professional advice except that they are prepared and issued in accordance with generally accepted professional practice.

\*Rate will be adjusted for prevailing wages required on Public Works projects in the State of California.

## M E M O

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Programs Manager

SUBJECT: Environmental Status Report

DATE: March 3, 2016

### RECOMMENDATION:

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

### BACKGROUND:

#### 2015 URBAN WATER MANAGEMENT PLAN (UWMP)

An RFP for the 2015 UWMP has been issued, the deadline is February 26, 2016. Staff will be evaluating proposals and will discuss options at a special Environmental Engineering and Planning Meeting which has not yet been scheduled.

#### GRANT PROGRAMS

2016 Classic Watershed Education Grants are now available. Deadline to apply is March 11, 2016. More information is available on the District Website, SLVWD.COM. Staff is working with the Education Commission to schedule the public meeting to discuss and evaluate the applications and recommend funding to the Board.

#### WATER CONSERVATION

The District is partnered with the California Native Grasslands Association and the State Department of Water Resources and the Water Conservation Coalition of Santa Cruz County to offer a lawn replacement workshop called California's New Front Yard: Creating a Low Water Landscape. The workshop at the UCSC Arboretum was attended at full capacity and the Water Conservation Coalition and SLVWD was recognized throughout out the event as a partner.

Staff is preparing to revise the Water Conservation Rebate program. A discussion of the revised rebates will be discussed at the next Environmental, Engineering and Planning Committee meeting. March 24 at 10:00AM.

Staff is proposing to hire a Water Conservation Coordinator position. A discussion of the position will be agenzed for the March 24<sup>th</sup> Environmental, Engineering and Planning Committee meeting.

Staff continues to coordinate with the Water Conservation Coalition for a collaborative regional public outreach campaign. The District continues to support Cabrillo College

water conservation/landscape course work. Spring classes are scheduled to begin in March. <http://www.cabrillo.edu/services/extension/green.html>

Upcoming Water Conservation Coalition collaborative efforts include:

- Groundwater Awareness Week: March 6-12
- Fix a Leak Week: March 14-20
- Earth Day: April 16<sup>th</sup>
- CWC Storm water/Groundwater Recharge Tour: April 23

#### FALL CREEK FISH LADDER

Staff has been working with National Oceanic and Atmospheric Administration (NOAA), California Department of Fish and Wildlife (CDFW) and Resource Conservation District (RCD) to determine the next steps for permitting the Fish Ladder construction project. On the eve of the finalization of the 100% specifications, as the District was preparing to go to bid on the construction of the fish ladder, National Marine Fisheries Service (NMFS) announced that the project would not qualify to be permitted under the RCD permit coordination program (a bundled permit which streamlines the permitting process for restoration projects in Santa Cruz County). The District has been working with NMFS for 3 years on the design of the Fall Creek Fish Ladder Upgrade, and was not notified of the permit issues until the final days before the bid was issued. This notification will delay the project until permits can be obtained from the following agencies:

- NOAA
- Army Corps of Engineers
- Central Coast Regional Water Quality Control Board
- Natural Resources Conservation Service
- US Fish and Wildlife Service
- California Department of Fish and Wildlife
- County of Santa Cruz

The District is committed to providing passage to steelhead in all life stages in Fall Creek and will continue to pursue permits to implement construction of the Fish Ladder in summer 2017.

The reasoning behind this determination is that in 2005 the Endangered Species issued a critical habitat designation for 10 west coast steelhead populations, which required that diversions on creeks, which support Steelhead require a Biological Opinion and a Take permit. Because this fish ladder construction project is in association with the Districts diversion on Fall Creek, a permit for construction cannot be issued without bypass flow agreement to ensure sufficient flow to support all life stages of Steelhead Trout.

In order to inform our proposal for bypass flows in association with the Biological Opinion, the District has initiated a Critical Riffle Study on the lower .5-mile of Fall Creek to identify shallow places that may present passage barriers for any life stages of steelhead trout. This study will take place through fall of 2016.



## HYDROLOGICAL ASSESSMENT

Staff has been working with Nick Johnson Principal Hydro-geologist, PhD, PG, CHg, to assess the current status of District groundwater and surface resources, in an effort to identify potential need for supplemental, optimized and more efficient water supply sources. Factors driving the District's efforts include the following:

- A substitute water supply for the Felton Service Area is needed when water-rights criteria restrict Fall Creek diversions (i.e., when San Lorenzo River flows are below seasonal thresholds).
- A supplemental water supply for the South System is needed to allow groundwater levels in the vicinity of the Pasatiempo wells to recover and stabilize following fairly steady declines over the past 25 years.
- Supplemental supplies are needed during drought periods, given the supply limitations experienced during recent years (e.g., minimal available diversions, Olympia well field drawdown).
- Supplemental supplies are potentially needed to meet the additional water demands associated with SLVWD's recent and expected annexation of other water supply systems (e.g., the Lompico Water District).
- Supplemental supplies, and/or increased optimization and efficiency of existing supplies, may be needed to offset potential future water-rights modifications that may limit stream diversions.

## PUBLIC OUTREACH/ DROUGHT OUTREACH

- The District will be conducting a mainline flushing program in the months of March and April. Notifications will be mailed to residents with in the areas impacted. A press release will be issued, FB posts are scheduled, and information has been posted to our website as well as in our monthly newsletter.
- E Newsletters are sent out to over 3000 customer email addresses at least monthly.
- The District Facebook page and website are updated regularly (3-5 times per week).
- Media Alerts have been published in local papers regarding:
  1. SLVWD Provides Safe Reliable Drinking Water

## San Lorenzo Valley Water District Budget and Finance Committee

### Meeting Notes: February 9, 2015

1. The meeting convened at 9:33 am by Chairperson Baughman. Committee members Baughman and Brown were present. Committee member Hayes was not present due to being on a business trip. Staff members present were District Manager (DM) Brian Lee, Finance Manager Stephanie Hill and Deputy Operations Manager James Furtado.

The Committee members present voted to excuse Committee member Hayes.

- 2) Oral Communications: No member of the public chose to speak during Oral Communications.

The Committee agreed to change the order of Business to make the Cost of Service Proposals Review the first item.

- 3) Old Business

- a) COST OF SERVICE PROPOSALS REVIEW

DM Lee displayed a spreadsheet showing the results of the evaluations by the Committee members and staff.

The spreadsheet included the contributions due to the submitted fees, but did not change the order of the ranking results.

Five of the six evaluators were in agreement that NBS submitted the best proposal.

The use and number of consultants, as opposed to the firm's staff, was discussed.

DM Lee discussed the next step of bringing a recommendation to the Board. The Committee agreed to bring the recommendation of awarding a contract to NBS to the Board. The impact on the budget was also discussed.

## 4) New Business

## a) ELECTRONIC SERVICES FOR BILL PAY

Finance Manager (FM) Hill pointed out that about 1300 accounts are currently making their payments electronically but since SLVWD does not accept electronic payments a paper check is cut when customers use this method. The consequent delay has been causing problems due to the payments coming in later than customers expect. Water turn offs is one of these problems.

FM Hill and DM Lee described the finance and customer service improvements to come from using this service.

The Committee agreed that this service should be brought to the Board.

## 5) Old Business

## B) INVESTMENT POLICY

Proposed changes to the Investment Policy by Committee Member (CM) Brown and Bruce Holloway were displayed so they could be discussed in tandem.

An extensive discussion ensued. Topics discussed included ...

- 1) Where to cite government code
- 2) Whether yield should be included as an investment goal
- 3) Including US government bonds as well as bills and notes
- 4) Allowing investment in bonds issued by the local agency
- 5) Allowing investment in state bonds
- 6) Not allowing investment in government sponsored entities
- 7) The hierarchy of investment goals (safety, liquidity, yield)
- 8) Cleanup of historical language
- 9) Need to maintain up-to-date government code references
- 10) Purpose of policy: internal use and/or public communication
- 11) Purpose: Guidelines on state laws plus internal district policy
- 12) Purpose: Communicate conservative investment philosophy
- 13) District Manager authority to pay off long term debt (require consultation with the Board?)
- 14) Whether and when to require consultation with the Finance Committee

- 15) When the District Manager will report the state of the investments (monthly and/or quarterly?)
- 16) Need for district counsel to review this policy (and other policies)
- 17) Wording of the section regarding ethics and conflicts of interest
- 18) Need to adopt policy annually (accomplishes annual delegation of authority to District Manager)
- 19) A prior version of the investment policy prohibited utilizing the service of brokers when buying CDs.

DM Lee will bring a draft policy to the Finance Committee for review.

The meeting was adjourned at 11:19 am.

## SLVWD Provides Reliable, Safe Drinking Water

*By Brian Lee, General Manager, San Lorenzo Valley Water District*



The San Lorenzo Valley Water District (SLVWD) staff works hard to ensure customers have access to drinking water that meets or exceeds all State and Federal drinking water standards. The process to do so involves sampling and testing water, protecting the watershed and maintaining the distribution system.

SLVWD is required to test for lead and copper in customer taps every three years and has been collecting these samples since the announcement of the Federal Lead and Copper Rule in 1991. Sampling has always produced results for SLVWD at well below the action level of 0.015 milligrams per liter for lead and 1.3 milligrams per liter of copper. In 2014, when lead and copper was last sampled in SLVWD systems, the results were less than 0.005 milligrams per liter for lead and less than 0.50 milligrams per liter for copper, according to Nate Gillespie and Joel Busa, who work in the SLVWD water treatment center.



SLVWD protects and manages over 2,200 acres of watershed land to ensure the highest quality water possible and to enhance groundwater recharge. In the San Lorenzo Valley, 60 percent of our water emerges from the ground in springs and flows down small creeks through second-growth, undeveloped redwood forest. The other 40 percent comes from groundwater in the Santa Margarita Aquifer. These sources produce unpolluted water with a neutral pH, which enables SLVWD to avoid using corrosion control additives.

Lead seldom occurs naturally in water supplies like rivers, wells and lakes. It enters drinking water primarily as a result of the corrosion of materials containing lead in the water distribution system and household plumbing including lead-based solder used to join copper pipe. The SLVWD water distribution system does not contain any lead service lines. If anyone suspects that drinking water contains elevated lead, please have the water tested for lead by a certified laboratory.

Children are especially susceptible to lead and copper exposure because their bodies absorb these metals at higher rates than the average adult. Children younger than 6 are most at risk due to their rapid rate of growth. Exposure to even low levels of lead can cause low IQ, hearing impairment, reduced attention span and poor classroom performance. Pregnant women and their fetuses are especially vulnerable to lead exposure since lead can significantly harm the fetus, causing lower birth weight and slowing down normal mental and physical development. Exposure to high levels of copper can cause stomach and intestinal distress, liver or kidney damage and complications of Wilson's disease in genetically predisposed people.

For more information regarding lead and copper, please consult the EPA's website regarding the Lead and Copper Rule: [www.epa.gov/dwreginfo/lead-and-copper-rule](http://www.epa.gov/dwreginfo/lead-and-copper-rule).

SLVWD shares information about its water quality as requested and annually in its Consumer Confidence Report, which is distributed to all customers in the summer and is available on our website.

The San Lorenzo Valley Water District is located in the mountains of northern Santa Cruz County and serves more than 7,500 metered connections. Established in 1941, the district supplies water to the communities of Boulder Creek, Brookdale, Ben Lomond, Zayante, Scotts Valley, Mañana Woods and Felton. For more information, visit [www.slvwd.com](http://www.slvwd.com) or [www.facebook.com/slvwaterdistrict](https://www.facebook.com/slvwaterdistrict).