



NOTICE OF BUDGET & FINANCE COMMITTEE MEETING July 11, 2023

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

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a regular meeting of the Budget & Finance Committee to be held on **Tuesday, July 11, 2023, at 4:00 p.m.**, at the SLVWD Conference Room, 12788 Highway 9, Boulder Creek, CA and via videoconference and teleconference.

Any person in need of any reasonable modification or accommodation in order to participate in the meeting may contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting.

This meeting is being conducted as an in-person meeting under the Brown Act, Government Code section 54953, and a quorum of the Board must participate from the location(s) within the District that are identified above. Members of the public may attend the meeting at the identified location(s). Teleconferencing/videoconferencing access as set forth below is being provided as a convenience only and is not guaranteed. The meeting may continue in person even if teleconferencing/videoconferencing capability is disrupted or unavailable.

The meeting access information is as follows:

<https://meet.goto.com/718507893>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073

- One-touch: [tel:+18773092073,,718507893#](tel:+18773092073,718507893#)

United States: +1 (646) 749-3129

- One-touch: [tel:+16467493129,,718507893#](tel:+16467493129,718507893#)

Access Code: 718-507-893

AGENDA

1. Convene Meeting
Roll Call

2. Oral Communications

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the 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 Committee at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed five (5) 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.

3. Unfinished Business:

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

- a. LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP) UPDATE
Committee review of LIHWAP changes.


4. New Business:

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

- a. RATE STUDY
Discussion by the Committee regarding the Rate Study special meeting.
- b. CZU BASIC WAIVER
Committee review of the draft CZU Basic Waiver extension.

5. Informational Material:

 [Geologic Controls on the Water Resources of SLVWD.pptx](#)

 [Challenges of running a water district in SLV.pptx](#)

Here is a link to previous B & F Committee meeting minutes:

[All Finance Meeting Minutes | San Lorenzo Valley Water District \(slvwd.com\)](#)

6. Adjournment

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

Certification of Posting

I hereby certify that on July 7, 2023, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, and at the SLVWD Boardroom, 12788 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the B & F Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on July 7, 2023.

Holly B. Hossack, District Secretary

MEMO

DATE: July 11, 2023
TO: Budget & Finance Committee, San Lorenzo Valley Water District
FROM: Rick Rogers, District Manager
SUBJECT: Low Income Household Water Assistance Program Update

WRITTEN BY: Kendra Reed, Director of Finance

PRESENTED BY: Kendra Reed, Director of Finance

STAFF RECOMMENDATION

Read the memo regarding the Low Income Household Water Assistance Program Update, which is provided for informational purposes, and discuss as needed.

RECOMMENDED MOTION

None

BACKGROUND

The District has been participating in the Low Income Household Water Assistance Program (LIHWAP) since April of 2022. The program provides \$116 million in funding statewide for qualified low income households on a first come first serve basis. Qualified applicants would receive a one-time payment applied to their water or wastewater service costs.

Initially, the program only covered customer's past due bills, but the CSD released a press release on March 15, 2023 that expanded the program to include customers that are current on their water bill in an effort to reach more low-income households.

Additionally, the maximum credit amount was increased to \$15,000. With the increase, the District amplified its outreach to customers.

OUTREACH EFFORTS:

The following is a list of outreach efforts the District has done to spread the word on this program.

- Posted to the District's website, slvwd.com, under the following areas;
 - "How Do I" - Income Assistance Programs
 - Customer Service - Customer Resources Page - Income Assistance Programs
- Included as a bill insert for all electronic billing (e-bill) customers as of 5/17/23. This will continue to be linked as an attachment to the e-bills until it is removed.
- A bill insert was included for all customers who receive paper statements. These were mailed with the bills for both billing cycles on 06/05/23 & 06/20/23.
- Social Media
 - Facebook: 3/10/23, 5/8/23, 5/26/23, 6/26/23, and 8/30/23
 - Instagram: 3/10/23, 5/8/23, 5/26/23, 6/26/23, and 8/30/23
- Newsletter
 - November 2022, April 2023

PRIOR COMMITTEE ACTION

The Budget & Finance Committee discussed this subject at its meeting on April 5, 2022 and April 11, 2023.

FISCAL IMPACT

To date, we have received funding for 14 customers and applied a total of \$13,592.61 to the corresponding accounts.

ENVIRONMENTAL IMPACT

None

ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE

- Program Flier included with paper statements & e-bills
- Link to 04/05/22 Budget & Finance Committee meeting - New Business Item 4.a
- Link to 04/07/22 Board of Director's meeting - New Business Item 12.b
- Link to 04/11/23 Budget & Finance Committee meeting - Unfinished Business Item 3.a



LOW-INCOME HOME WATER ASSISTANCE PROGRAM



You May Be Eligible for a Credit on Your Water Bill of Up To \$15,000!

Central Coast Energy Services is the provider of the **Low-Income Home Water Assistance Program (LIHWAP)** for the counties of Monterey, Santa Cruz, San Mateo, and the city and county of San Francisco. LIHWAP provides a one-time payment assistance benefit of up to **\$15,000** on residential water and wastewater bills for low-income households.

Submit The Following Documents To Begin Your Application:



LIHWAP Application



US Government-Issued Photo Identification



Income Documents for the Last 30 Days for All Adults in the Household



All Pages of the Most Recent Water Bill and Shutoff Notice If You Have One



Also submit a copy of your most recent ENERGY BILL to be considered for the Low-Income Home Energy Assistance Program (LIHEAP).

Household Size	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Max Monthly Income	\$2,700	\$3,531	\$4,361	\$5,192	\$6,023	\$6,854	\$7,010	\$7,166

Call Central Coast Energy Services For More Information

(831) 726-8817

www.EnergyServices.org/LIHWAP

We Will Help You Complete Your Application!

Every Thursday from 9:00 am - 3:00 pm

La Manzana Community Resources

521 Main Street, Suite Y, Watsonville 95076





PROGRAMA DE ASISTENCIA DE AGUA PARA HOGARES DE BAJOS INGRESOS

Puede Ser Elegible Para Un Crédito En Su Factura De Agua De Hasta \$15,000!

Central Coast Energy Services es el proveedor del Programa de Asistencia de Agua para Hogares de Bajos Ingresos (LIHWAP) para los condados de Monterey, Santa Cruz, San Mateo y la ciudad y el condado de San Francisco. LIHWAP provee un crédito de hasta \$15,000 en facturas de agua residencial y aguas residuales para hogares de bajos ingresos.

Envíe Los Sigüientes Documentos Para Comenzar Su Aplicacion:



Application de LIHWAP



Identificación con Foto Emitido por el Gobierno de EE. UU.



Documentos de Ingresos de Los Ultimos 30 Días para Todos Todos Los Adultos del Hogar



Factura mas Reciente de Agua y Aviso de Desconexión Si Tiene Uno



También envíe una copia de su FACTURA DE ENERGÍA más reciente para ser considerado para el Programa de Asistencia de Energía (LIHEAP)

# de Personas en el Hogar	1 Persona	2 Personas	3 Personas	4 Personas	5 Personas	6 Personas	7 Personas	8 Personas
Máximo Ingreso Mensual	\$2,700	\$3,531	\$4,361	\$5,192	\$6,023	\$6,854	\$7,010	\$7,166

Llame a Central Coast Energy Services Para Mas Informacion

(831) 726-8817

www.EnergyServices.org/LIHWAP

¡Le Ayudaremos a Completar Su Aplicación!

Todos los Jueves de 9:00 am - 3:00 pm
La Manzana Community Resources
521 Main Street, Suite Y, Watsonville 95076





San Lorenzo Valley WATER DISTRICT

RATE STUDY WORKSHOP

Thursday, July 13, 2023, at 6:00 p.m.

The District will hold a Special Board of Director's Meeting to discuss the 2023 Rate Study. A rate study is a financial review of the District that projects future revenue and expenses to determine your water rates. Join virtually from the best seat — at your home!

The workshop will cover:

- Steps in conducting a rate study
- Cost of service analysis & rate design
- Schedule for the rate study
- Public comment & question period

Webinar/Public link:
us02web.zoom.us/j/85144108029

+1 346 248 7799
Webinar ID: **85144108029**

Or attend in person:
SLVWD Conference Room, 12788 Highway 9, Boulder Creek, CA

Access the agenda online:



MEMO

DATE: July 11, 2023
TO: Budget & Finance Committee, San Lorenzo Valley Water District
FROM: Rick Rogers, District Manager
SUBJECT: Basic Waiver Policy for Customers Affected by CZU Fire

WRITTEN BY: Kendra Reed, Director of Finance
PRESENTED BY: Kendra Reed, Director of Finance

STAFF RECOMMENDATION

Read the memo, discuss, and direct staff on how long of an extension the District should grant to the CZU Fire Victims on the District's Basic Waiver Policy.

RECOMMENDED MOTION

I move that the Budget & Finance Committee recommend to the Board to grant a (length of time TBD) extension of the District's Basic Waiver Policy to the customers affected by the CZU Fires.

BACKGROUND

In August of 2020, the District and its customers were severely impacted by the CZU Lightning Complex Wildfires. 113 District customers lost their homes and were placed into the District's Basic Waiver Program.

The program allows for a waiver from the monthly basic charge for a period of up to 3 years from the date of the natural disaster. For these customers, the start date of the basic waiver was 08/18/2020 and the end date is 08/18/2023.

Due to the difficult and lengthy process of rebuilding within Santa Cruz County, District staff are recommending granting an extension of two years to those customers affected by this Disaster that are in the process of rebuilding. Several customers are either not rebuilding or the property is for sale and staff is recommending not extending the waiver from the basic monthly charge to those customers. Additional analysis is needed to identify those customers.

PRIOR COMMITTEE ACTION

None

FISCAL IMPACT

The fiscal impact would be lost revenue if we were to grant an extension. As of 07/06/2023, we have 61 customers that are still receiving the Basic Waiver. This amounts to \$2,793.75 per month that the District would be billing had the basic waiver expired.

The table below shows the lost revenue at different time extensions. This number does not include water usage and is calculated using our current rates.

Extension Time Frame (Months)	Total
1	\$ 2,793.75
6	\$ 16,762.50
12	\$ 33,525.00
18	\$ 50,287.50
24	\$ 67,050.00

ENVIRONMENTAL IMPACT

None

ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE

- Link to Basic Waiver Exemption Form

San Lorenzo Valley Water District

13060 Hwy 9, Boulder Creek, CA 95006
Phone (831) 338-2153; Fax (831) 338-7986

BASIC WAIVER EXEMPTION FORM

Per the Rules and Regulations of the San Lorenzo Valley Water District

1. A property owner may file a statement with the District stating that their structure cannot be occupied due to damage resulting from storm events or other natural disasters. Said statement shall be filed within 120 days of the cause of occurrence.
2. Upon making findings and determinations that the customer’s structure cannot be occupied as a result of a natural disaster, the District Manager may determine that the customer is exempt from the basic monthly charge. Exemption will be allowed for a period of up to 3 years from the date of determination or until the customer requests continuance of service, whichever occurs first.
3. No customer shall at any time, in any manner, obtain water from the service connection while exempt from the liability of the basic monthly charge. The District may lock or remove the meter to protect the District against fraud or abuse. Should the customer not repair or replace the damaged structure or request continuance of service within the time allowed, the basic monthly charge will begin to be billed.

Account # _____

Name: _____ Telephone Number: _____

Service address: _____

Date Begin: _____ Date End: _____

Signature _____ Date: _____

Please provide a brief explanation of events:

Continue on back if necessary