



NOTICE OF SPECIAL ADMINISTRATION COMMITTEE MEETING JANUARY 18, 2024

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a special meeting of the Budget & Finance Committee to be held on **Thursday, January 18, 2024, 3:30 p.m.**, SLVWD Conference Room, 12788 Highway 9, Boulder Creek, and via video/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 Committee 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://us02web.zoom.us/j/86345970854?pwd=eTBMUjY0c25vTVkwWVAycEdjZ2VmZz09>

Passcode: 879860

Or One tap mobile:

+16694449171,,86345970854#,,, *879860# US

+16699006833,,86345970854#,,, *879860# US (San Jose)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 669 900 6833

Webinar ID: 863 4597 0854

Passcode: 879860

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. 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. INTRODUCTIONS

Each member of the committee will introduce themselves.

b. ELECTION OF THE COMMITTEE CHAIR FOR 2024

c. SET DAY AND TIME FOR COMMITTEE 2024 REGULARLY SCHEDULED MEETINGS

4. 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. PROP 218 RATE INCREASE OUTREACH - UPDATE

Review and discussion by the Committee regarding the Rate Increase Outreach update.

5. Informational Material:

Here is a link <https://www.slwd.com/node/286/minutes> to previous Admin Committee meeting minutes.

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.slwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on January 16, 2024, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, and the Board Conference Room, 12788 Highway 9, Boulder Creek, California, said time being at least 24 hours in advance of the special meeting of the Admin Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on January 16, 2024.

Holly B. Hossack, District Secretary

MEMO

DATE: January 18, 2024
TO: Administration Committee
FROM: Brian Frus, General Manager
SUBJECT: New Business

STAFF RECOMMENDATION

It is recommended that the Committee review, discuss, and act on the New Business items on the agenda.

BACKGROUND

- a. **INTRODUCTIONS**
Each member of the committee will introduce themselves.
- b. **ELECTION OF THE COMMITTEE CHAIR FOR 2024**
The Chair of the B & F Committee will accept nominations for Committee Chair. The Committee Chair must be a member of the Board of Directors. The Committee will take a voice vote. The newly elected Chair will then continue the meeting.
- c. **SET DAY AND TIME FOR COMMITTEE 2024 REGULARLY SCHEDULED MEETINGS**
The Committee will review the SLVWD calendar of Holidays and BoD meetings and agree to a consistent regularly scheduled meeting day and time in 2024 for the entirety of the year or until it no longer works for the Committee. Staff requests that meeting days and times be Tuesday - Thursday, and beginning between 9:00 a.m. - 3:00 p.m. We strive to keep meetings to no longer than an hour. A calendar with Board meeting dates and holidays is attached.

ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE

- Excerpt from the Board Policy Manual regarding Committees
- SLVWD Holidays & BoD Meetings Calendar

COMMITTEES

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility.

The four District Standing Committees (or “Committees”) are as follows: Administrative, Budget & Finance, Engineering & Environmental, and Lompico Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

Committee appointments will be reviewed by the full Board at a Board of Director’s meeting in December of each Calendar Year, or as soon thereafter as practical. Applications to serve as a Public Member will be available at the District’s Office or online at the District’s website (www.slvwd.com). The deadline for Public Member applications typically will be on or about November 26 of any given calendar year. Public Member applications will be reviewed by the full Board. Each committee member shall be appointed by a simple majority vote of the Board.

The terms of Public Member(s) of the Administrative, Budget & Finance, Engineering & Environmental Committees shall start on January 1 and end on December 31st of each year unless otherwise specified. The terms of Public Members of the Lompico Oversight Committee are established by the Committee’s Charter. If a vacancy occurs at other times of the year, the Board of Directors may make an appointment to fill the vacancy after the District advertises the vacancy and makes applications available to the public.

Members of the public shall serve on no more than one Standing Committee at a time.

Administrative, Budget & Finance, and Engineering & Environmental Committees may have no more than two (2) Directors and at least one (1) Public Member but no more than three (3) Public Members. If more than one public member applies to serve on an individual Committee, the full Board shall vote to determine which public member shall be seated on that Committee for the year or may choose to appoint more than one public member to a Committee by adjusting the size of the Committee appropriately. At any time, the Board may also choose to appoint additional Public Members (up to 3 total) to any Standing Committee.

The Lompico Oversight Committee may have no more than five Public Members. Public Members serving on the Lompico Oversight Committee shall have a residential mailing address within Assessment District 2016-1.

Members of all committees serve at the pleasure of the Board of Directors. Each committee shall designate its own chairperson. For the Administrative, Budget & Finance, and Engineering & Environmental Committees the chairperson shall be a member of the Board of Directors. (The preceding sentence does not apply to the Lompico Oversight Committee, and a Public Member shall serve as its chairperson, because no Directors serve on that Committee). Each Committee may elect a vice chairperson. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board of Directors. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

Committees shall establish their own meeting schedules in consultation with the District Manager and District Secretary. Regular Committee meetings shall start no earlier than 8 a.m., and the chairperson shall make every effort to conclude meetings by 8:30 p.m., with an outside end time of 9 p.m.

All Committee meetings shall be held in accordance with the provisions of the Brown Act. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Brown Act, Directors that are not members of a Committee are discouraged from attending but may attend as observers, and, if attending, shall not participate at the Committee's meeting. (The preceding sentence does not apply to the Lompico Oversight Committee because no Directors serve on that Committee, and to avoid Brown Act violations no more than two Directors may attend any Lompico Oversight Committee meeting.)

A majority of the members of each committee shall constitute a quorum for the transaction of business. Only members of the committee are entitled to make, second or vote on any motion or other action of the committee. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the committee shall designate approval of a motion.

During the first regular meeting after January 1st of each year, each Committee (except Lompico Oversight) shall review the District's current Strategic Plan and identify Strategic Plan Elements pertaining to said Committee. The Committee's findings regarding such Strategic Plan review shall be reported back to the Board at the next available regular Board Meeting for discussion and to allow the Board to provide direction back to the committees regarding completion of identified Strategic Plan Elements.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

Vacancies shall be reported to the full Board as soon as practically possible.

A Committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board of Directors regarding any item of business within the responsibility of the Committee. Committee recommendations shall be communicated to the Board of Directors. A committee may consider other matters referred to it by the Board of Directors.

The Standing Committee shall, as a minimum, be responsible for the following:

Administrative Committee

The Committee shall be responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies, pending State and federal legislation; and other administrative programs.

2024

SAN LORENZO VALLEY WATER DISTRICT

SCHEDULE OF HOLIDAYS & MEETINGS

January 2024

S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

S	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

S	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

S	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

S	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024

S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

S	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BoD MEETINGS 1ST & 3RD THURSDAY OF EVERY MONTH 5:30PM

ADMINISTRATION Ackemann, Fultz, Dolson

BUDGET & FINANCE Mahood, Hill, Bahn, Herrick

ENGINEERING & ENVIRONMENTAL Smolley, Hill, Lande, Schmelter

HOLIDAYS

DATE: 1/18/2024
TO: Administrative Committee, San Lorenzo Valley Water District
FROM: Brian Frus, Interim General Manager
SUBJECT: PROPOSITION 218 OUTREACH UPDATE

WRITTEN BY: Carly Blanchard, Environmental Programs Manager
PRESENTED BY: Carly Blanchard

STAFF RECOMMENDATION

It is recommended that the Admin Committee accept this memo and provide feedback to staff.

RECOMMENDED MOTION

None. This item is for information only.

BACKGROUND

At the November 16, 2023, Board of Director's meeting, the Board discussed outreach surrounding the rate study including the proposition 218 process. Miller Maxfield, the District's outreach consultant put together an outreach plan and developed a mailer and list of Frequently Asked Questions (FAQs).

The first step of the outreach plan involved sending a mailer (mailed November 27th) to all customers prior to the December 7th Board of Directors meeting. At that meeting, the Board approved moving forward with the proposed rate increase. Given the Board's vote, a 45-day public

comment and protest period is now being conducted to follow the provisions of Proposition 218, including holding a public hearing. Since the December 7th meeting, the District has released 7 social media posts, 2 newsletters, ads in local newspapers (print and digital), radio underwriting, and a press release. The District postmarked the proposition 218 notices (Exhibit A) by December 29, 2023. The Protest Ballot erroneously stated a stamped self-addressed envelope was included in the notice. The District corrected this misprint with bill messaging (please see example) and directing customers to a multitude of ways to submit ballots.

Next Steps:

- Staff Outreach Workshop - January 20, 2024
- Public Hearing - February 15, 2024
- Rates implemented - March 1, 2024

The Proposition 218 Outreach Workshop is scheduled for Saturday January 20th, 2024 from Highlands Senior Center (8500 Hwy 9, Ben Lomond). Staff and Miller Maxfield have been working on advertisement, printed information, and a Capital Improvement Project slide show (please see examples).

PRIOR COMMITTEE ACTION

The Administrative Committee reviewed rate study related outreach information on November 3rd, 2023 and provided feedback to staff on the FAQ sheet which will in part be used to inform the public in the Proposition 218 outreach effort.

FISCAL IMPACT

None

ENVIRONMENTAL IMPACT

None

ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE

- [Exhibit A: Proposition 218 Notice](#)
- [November 4th, 2023, Administrative Committee Agenda](#)
- [Rate Study Website Page](#)