



## NOTICE OF ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community  
Relations/Communications

**NOTICE IS HEREBY GIVEN** that the San Lorenzo Valley Water District has called a regular meeting of the Administration Committee to be held on **Tuesday, January 11, 2022, 9:00am**, via video/teleconference.

There will not be any physical location for this meeting. Pursuant to AB 361 and San Lorenzo Valley Water District Resolution No. 4 (21-22) this meeting will be conducted by 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. The meeting access information is as follows:

<https://global.gotomeeting.com/join/700027325>

You can also dial in using your phone.

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

United States (Toll Free): 1 866 899 4679

- One-touch: <tel:+18668994679,700027325#>

United States: +1 (571) 317-3116

- One-touch: <tel:+15713173116,700027325#>

**Access Code: 700-027-325**

### 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. ELECTION OF COMMITTEE CHAIR FOR 2022

Discussion and possible action by the Admin Committee regarding the election of the Committee Chair.

B. SET DAY AND TIME FOR COMMITTEE 2022 REGULARLY SCHEDULED MEETINGS

Discussion and possible action by the Admin Committee regarding regularly scheduled meeting time and day.

C. PREPARE A MULTI-MONTH CALENDAR

Discussion by the Admin Committee regarding the preparation of a multi-month calendar to look-ahead at least 3 months including an update on current projects previously discussed in committee.

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. ONBOARDING OF BOARD OF DIRECTORS AND COMMITTEE MEMBERS

Discussion and possible action by the Admin Committee regarding Onboarding.

5. Informational Material:

Here is a link <https://www.slvwd.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.slvwd.com](http://www.slvwd.com) subject to staff's ability to post the documents before the meeting.***

**Certification of Posting**

I hereby certify that on January 7, 2022, 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 regular 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 7, 2022.

\_\_\_\_\_  
Holly B. Hossack, District Secretary

M E M O

TO: Admin Committee  
FROM: District Manager  
SUBJECT: New Business  
DATE: January 11, 2022

RECOMMENDATION:

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

BACKGROUND:

- A. ELECTION OF COMMITTEE CHAIR FOR 2022  
The Chair of the Admin Committee will accept nominations for Committee Chair. The Committee Chair must be a member of the Board. The Committee will then take a voice vote. The newly elected Chair will then continue the meeting.
- B. SET DAY AND TIME FOR COMMITTEE 2022 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 2022 for the entirety of the year or until it no longer works for the Committee. Staff requests that meetings days and times be Tuesday - Thursday, and beginning between 8:30 a.m. - 3:00 p.m. We strive to keep meetings to no longer than an hour.
- C. PREPARE A MULTI-MONTH CALENDAR  
Starting with the February meeting, review and discuss possible projects with the purview of the Committee for the next 3 months. This list will be revised and added to each month adding and deleting as projects are completed.

Attachments:

- Excerpt for the 2021 Board Policy Manual
- SLVWD Holiday & BoD Meeting Calendar

## EXCERPT FROM THE 2021 BOARD POLICY MANUAL

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, Engineering and 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 1<sup>st</sup> 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 recommendations 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.

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

Administrative Committee

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

# 2022

## SAN LORENZO VALLEY WATER DISTRICT

### SCHEDULE OF HOLIDAYS AND BoD MEETINGS

**January 2022**

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 2022**

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27	28					

**March 2022**

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**April 2022**

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**May 2022**

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**June 2022**

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**July 2022**

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31						

**August 2022**

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**September 2022**

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**October 2022**

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**November 2022**

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27	28	29	30			

**December 2022**

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

### HOLIDAYS

- Jan 1 New Year's Day
- Jan 17 Martin Luther King Day
- Feb 21 Presidents' Day
- May 30 Memorial Day
- July 4 Independence Day
- Sept 5 Labor Day

- Nov 11 Veterans' Day
- Nov 24 Thanksgiving
- Nov 25 Friday after Thanksgiving
- Dec 23 Christmas Eve
- Dec 26 Christmas
- Dec 30 New Year's Eve Holiday

### BOARD OF DIRECTORS MEETINGS

M E M O

TO: Admin Committee  
FROM: District Manager  
SUBJECT: Onboarding of Board and Committee Members  
DATE: January 11, 2022

RECOMMENDATION:

It is recommended that the Admin Committee review the attached information for recommendation to the Board to accept the process for Onboarding.

BACKGROUND:

The Admin Committee has been working on preparing a standardized Onboarding procedure since May 2021. After reviewing several versions, the Committee has agreed that the attached information is a comprehensive collection of documents, forms, and procedures to make transitioning into a position on the Board or a Committee informed and understandable.

Please review the attached and discuss any revisions, additions, or deletions before the packet is recommended to the Board for acceptance.

Attachments:

- Welcome letters for Board and Committee members
- Checklists for Board and Committee members
- Summary of Practices and Procedures

Date

**[Recipients Name]**

[Address line]

[State, ZIP Code]

**Subject: New Board Member**

Dear [Recipients Name],

It is with pleasure that I welcome you as a Board Member on the San Lorenzo Valley Water District Board of Directors.

Our Board of Directors meets twice a month on the first and third Thursday. The next meeting will be on Thursday, January \_\_\_\_ and will start at 5:30 p.m. in the

\_\_\_\_\_.

Before your first Board of Directors meeting, I would like to schedule a brief onboarding session and a meeting with our District Manager and District Counsel. This meeting can be either in person or virtual. I have attached forms I need for you to complete and return to me as well as orientation materials. Please contact me to arrange a time to administer the oath of office in-person and sign the paperwork.

Our Board values ongoing education and development of its members and encourages regular attendance at Board meetings as well as other events, trainings and retreats that may be planned through the year.

Thank you for your willingness to serve our community.

Sincerely,

Holly Hossack  
District Secretary/Admin Assistant

Date

**[Recipients Name]**

[Address line]

[State, ZIP Code]

**Subject: New Committee Member**

Dear [Recipients Name],

It is with sincere pleasure that I welcome you as a Committee Member on the SLVWD  
\_\_\_\_\_ Committee.

Our Committees meets once a month on a date and time determined by the preference of the  
Committee. The next meeting will be on \_\_\_\_day, January \_\_\_\_ and will start at \_\_\_\_p.m. in the  
location\_\_\_\_\_.

Please bring your calendar to the first meeting because we will be discussing the day and time  
for the regularly scheduled meeting for this year. We will also be electing a chair (must be a  
Board member) and discussing the Committee's priorities for the first 3 months.

I have attached a copies of informational material for you to look at before your first meeting.

Our Board values the vital role that the public members of committees play in shaping the Dis-  
trict. Thank you for your willingness to serve our community.

Sincerely,

Holly Hossack  
District Secretary/Admin Assistant



### New Board Member Checklist

- Make an appointment to administer the Oath of Office & meet with the District Manager & District Counsel
- Notify County Elections of Appointment (if appointed)
- Send a copy of the Oath of Office to County Elections
- Request NetFile for Form 700 from the County
- Add to CSDA Roster
- Request SLVWD email from Network Specialist
- Request a brief biography and photo
- Update the website with New Board Member information
- Update the phone list
- Order Business Cards
- Order Nameplate
- Prepare Name Badge

#### Set Up Training:

- AB1234 Ethics (Vector Solutions)
- SB1343/AB1825 Harassment Prevention (Vector Solutions)

#### Receive and Forward to HR:

- W-4 Form
- EDD Withholding Allowance Certificate Form
- Payroll Intake Form
- DMV Authorization Form
- PAYCHEX Direct Deposit Enrollment Form

#### Send Information:

- Board Policy Manual
- Board & Committee Summary of Practices & Procedures
- Arrange a tour of the District
- Office Phone List – for Board Members
- Order business cards (*if applicable*)
- League of CA Cities – Guide to the Brown Act
- League of CA Cities – Guide to the Public Records Act



### **New Committee Member Checklist**

- Send Welcome Letter
- Update the website with New Committee Member information
- Add to CSDA Roster
- Order Nameplate

#### Send Information:

- Board Policy Manual – Committee Section
- Board & Committee Summary of Practices & Procedures
- Arrange a tour of the District
- League of CA Cities – Guide to the Brown Act
- League of CA Cities – Guide to the Public Records Act

# BOARD AND COMMITTEE MEMBERS

## SUMMARY OF PRACTICES AND PROCEDURES

### 1. 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.

### 2. GOVERNING LAWS

The Board of Directors (BoD) shall comply with and shall be guided by applicable provisions of Federal laws and State laws, including the [Water Code](#), [Government Code](#), Section [1090](#) of the Government Code, [Elections Code](#) and [Public Resources Code](#). It shall also be guided by this Policy Manual, other policies of the District, and the rules and regulations of the District as established by the motions, resolutions and ordinances enacted by the BoD.

#### A. ETHICS TRAINING

Pursuant to California Government Code section [53234 et seq.](#) or as amended, all Directors shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter.

#### B. CONFLICT OF INTEREST CODE

Pursuant to provision of California Government Code section [81,000 et seq.](#), commonly known as the Political Reform Act, the District shall adopt and maintain a Conflict of Interest Code. The BoD shall review the adopted Conflict of Interest Code on a bi-annual basis at a regularly scheduled Board of Directors meeting in September of each even-numbered year.

### 3. ROLE OF THE BOARD

The primary role of the Board is to establish policies that guide the District to fulfill its mission. The policy decisions of the Board constitute the “action” of the Board. As such, each Director is strongly encouraged to support the actions of the collective Board even when there may be individual opinions.

The Board has four (4) major responsibilities:

1. Promoting the interests of the District's customers by establishing policies that support the mission of the District by ensuring the implementation of those policies. Policies include the governing principles, plans, programs, and other overarching actions of the organization.
2. Policy-making is the process of visionary planning and should reflect the broadest possible principles and provide parameters within which staff can operate. Policy-making sets the overall direction for the District and overseeing the fiscal health of the District. The Board establishes policies that support fiscal stability and the effective use of District funds. In order to achieve this, the Biennial Budget will be reviewed each fiscal year. The Board approves a budget covering the anticipated revenues and expenditures of the District. In addition, the Board establishes and monitors cash reserves and investment policies.
3. Hiring a District Manager to manage the day-to-day operations of the District. The Board holds the District Manager accountable for the effective operational management of the District. It also has a responsibility to properly evaluate the District Manager on an annual basis.
4. Hiring a District Legal Counsel to attend Board of Directors meetings and provide recommendations when needed. Legal Counsel's primary point of contact is the District Manager. The Board also has a responsibility to properly evaluate the District Manager on an annual basis.

#### **4. AUTHORITY OF THE BOARD**

- A. The Board of Directors shall act only at properly noticed meetings, as provided by State Law.
- B. Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C. Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of 3 Directors is required to constitute a quorum of the BoD.

#### **5. CODE OF CONDUCT**

- A. Directors maintain informal and professional relationships among each other.
- B. Directors refrain from personal attacks against other Directors and District staff.
- C. Directors are representatives of the District at all times, and lead by example in their interactions.
- D. Directors are knowledgeable of and adhere to the District's policies.

- E. When attending meetings or conferences, Directors act as ambassadors and representatives of the District and conform to behavior that always places the District in a positive light.
- F. Directors will apply the rules governing communications among Directors in compliance with the Brown Act.
- G. Directors function as a team and are not exclusive in their communications and interactions.

## **6. ELECTION OF OFFICERS**

The Board of Directors shall have two (2) officers: President and Vice-President, who shall be members of the District BoD. Election of officers shall be held at a Board of Directors meeting in December of each calendar year.

## **7. ROLE OF INDIVIDUAL DIRECTORS**

The Board of Directors is the unit of authority for the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure unless duly authorized by the Board of Directors. Directors do not represent any factional segment of the constituency, but are, rather, a part of the body which represents and acts for the constituency as a whole.

## **8. BOARD MEETINGS**

### *General*

- All noticed meetings are conducted using Parliamentary Procedures.
- The District Manager is responsible for setting the agenda with the assistance and counsel of the Board President. Any Director may request that an item be placed on the agenda through notification to the District Manager and/or the President. If a member of the public requests that a matter be placed on the agenda, the District Manager and the President will determine if the item is placed on the agenda or referred to staff or an appropriate committee.
- The District Manager meets with the President to review the agenda and prepare for the upcoming meeting.
- Oral communications are allowed for items not on the agenda, provided that a final decision of the Board on a matter is subject to the agenda requirements set forth in the Brown Act.
- Directors give due respect to all public comments; however, they will not respond in a manner that suggests a decision has been made. The President will refer matters that need a decision to the District Manager for follow-up. Directors may ask clarifying questions so that staff are able to provide an appropriate and relevant response. Occasionally, a prompt response may be offered when an obvious answer or

resolution is available. Directors will refrain from de-bating or making decisions in response to public comments.

- The President is responsible for maintaining an orderly progression of business before the Board, and to regulate the amount and type of input from the public, from Directors and staff.
- Each Director may speak on an item prior to the vote being taken.
- The Board works diligently to achieve unanimity on all action items. At the request of a Director, and the discretion of the President, prior to a vote where unanimity may not be achieved, the item may be referred back to a committee to consider a resolution to the issue.
- Once an agenda item has been voted on, the disposition is considered as the “action” of The Board and is subsequently supported by individual Directors.

#### *Consent Agenda*

- The District utilizes a Consent Agenda to approve routine business matters and previously approved budgetary items.
- If a Director has a question on a Consent Agenda item they are encouraged to contact a staff member for clarification prior to the official meeting, rather than having it pulled for separate discussion during the meeting.
- Written staff reports are prepared for all Consent Agenda items, and staff is prepared to provide a verbal report on any item when necessary.

#### *Closed Session*

- All Closed Session discussions and materials are considered legal and confidential information and as such, are not shared outside the Closed Session Conference unless specific action is taken, and then must be reported out of Closed Session. Closed Session staff reports are re-turned to the General Manager immediately following the meeting. Electronic copies of the reports will not be provided.
- Closed Session meetings may be held at times other than the regular meetings of the Board so long as the meeting is posted pursuant to the Brown Act.
- A Director is expected to refer a request for information regarding a Closed Session item to the General Manager who, in concert with Legal Counsel, will prepare an appropriate response.

#### *Stipends*

Each Director may receive compensation as established by resolution of the BoD. Compensation in an amount not to exceed \$100.00 per day for each day’s attendance at meetings, and not to exceed \$600.00 per calendar month. A standing committee and a special Board meeting will earn compensation of \$25.00 per day.

## 9. TECHNOLOGICAL CONFERENCING

Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of any legislative body of the District. Pursuant to AB 361 and San Lorenzo Valley Water District Resolution No. 4 (21-22) meetings will be conducted by video/teleconference.

## 10. COMMITTEES

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

The District Standing Committees are as follows: Administrative, Budget & Finance, Engineering & Environmental, and Lompico Assessment District Oversight.

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. Regardless of the start date, the terms of Public Member(s) shall end on December 31<sup>st</sup> of each year. Members of the public shall serve on no more than one Standing Committee at a time.

Committees shall have a chair, who shall be a member of the District BoD. The chair will be voted on in the first meeting of the Committee in January.

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

### Administrative Committee

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

### Budget and Finance Committee

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

### Engineering & Environmental Committee

The Committee shall be responsible for the review matters of design, construction, replace and repair of the District facilities and property including: The Capital Improvement Program; Master Plans and other engineering, operational and planning related matters.

In addition, the Committee shall be responsible for matters of stewardship of the District's property including: Urban Water Management Plans; Water Conservation

Programs; Classic Watershed Education Grants; Watershed Management; Resource Management and other environmental related matter.

Lompico Assessment District Oversight Committee

The Committee shall be responsible to fulfill its Charter as it relates to Assessment District 2016-1 projects. The Charter sets forth the purpose and mission of the Lompico Oversight Committee, its procedures for establishing a meeting schedule, and the term of service of Committee members, among other things.

**11. DOCUMENTS FOR REVIEW**

Board and Committee Members should, at a minimum, review the following documents:

The Biennial Budget

[Annual Budgets | San Lorenzo Valley Water District \(slvwd.com\)](#)

The Comprehensive Annual Financial Report (Audit)

[Annual Financial Reports | San Lorenzo Valley Water District \(slvwd.com\)](#)

The LAFCO (Local Agency Formation Committee) Sphere Review

[SLVWD-Service-and-Sphere-Review-Adopted-Version.pdf \(santacruzlafco.org\)](#)

The Board Policy Manual

(In process of revision)

Additional Documents:

Policy Documents

[Search Results | San Lorenzo Valley Water District \(slvwd.com\)](#)

Rules and Regulations

[Search Results | San Lorenzo Valley Water District \(slvwd.com\)](#)

Strategic Plan

[2016.12.01.draft.strategicplan \(slvwd.com\)](#)

Rate Study

[San Lorenzo Valley Water District \(slvwd.com\)](#)

Urban Water Management Plan

[Urban Water Management Plan | San Lorenzo Valley Water District \(slvwd.com\)](#)

Water Master Plan

[2021\\_slvwd\\_master\\_plan\\_final\\_report.pdf](#)

Water Quality Report

[Consumer Confidence Reports \(CCRs\) | San Lorenzo Valley Water District \(slvwd.com\)](#)

Organization Chart

[external\\_slvwd\\_org\\_chart\\_12.9.21.pdf](#)

Grand Jury Reports

[grand\\_jury\\_report\\_2018.pdf \(slvwd.com\)](#)  
[item\\_9a7.pdf \(slvwd.com\)](#)

Related Organizations:

California Special Districts Association - CSDA (membership)

[Home - California Special Districts Association \(csda.net\)](#)

American Water Works Association – AWWA (membership)

[Home | American Water Works Association \(awwa.org\)](#)

Special District Risk Management Authority – SDRMA (membership)

[Special District Risk Management Authority - Providing unparalleled property, liability, workers' compensation and health benefits programs. \(sdrma.org\)](#)

Association of California Water Agencies – ACWA (non-member)

[Home - Association of California Water Agencies \(acwa.com\)](#)