



# NOTICE OF ADMINISTRATION COMMITTEE MEETING August 4, 2023

Covering Policy, Administration and Community  
Relations/Communications

**NOTICE IS HEREBY GIVEN** that the San Lorenzo Valley Water District has called a meeting of the Administration Committee to be held on **Friday, August 4, 2023, 2:00 p.m.**, at the SLVWD Conference Room, 12788 Highway 9, Boulder Creek, CA 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://meet.goto.com/794378413>

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,,794378413#>

United States: +1 (646) 749-3129  
- One-touch: <tel:+16467493129,,794378413#>

Access Code: 794-378-413

## 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 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.*

3. Unfinished Business: None

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

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. OUTREACH FOR RATE STUDY

Discussion by the Committee regarding plans for Outreach regarding the Rate Study.

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 August 1, 2023, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, and the SLVWD Boardroom, 12788 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the 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 August 1, 2023.

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Holly B. Hossack, District Secretary

## MEMO

**DATE:** August 4, 2023  
**TO:** Administrative Committee, San Lorenzo Valley Water District  
**FROM:** Environmental Programs Manager/Administrative Analyst  
**SUBJECT:** Outreach for Rate Study

**WRITTEN BY:** Carly Blanchard  
**PRESENTED BY:** Carly Blanchard, Rick Rogers, and Bill Maxfield  
from Miller Maxfield, Inc.

### **STAFF RECOMMENDATION**

Read this memo, which is provided for informational purposes, and discuss as needed.

### **RECOMMENDED MOTION**

The Administrative Committee accepts the consultant presentation by Miller Maxfield Inc., dated 8/4/23, concerning the 2023 rate study outreach.

### **BACKGROUND**

In April 2023 the District entered a contract with Raftelis Financial Consultants, Inc., to complete a rate study. A rate study is a financial review of the District that projects future revenue and expenses to determine your water rates. The District anticipates the final report to be completed by October 2023 with a proposed 5-year rate schedule beginning January 2024.

The District is seeking to engage community members and encourage attendance to all public meetings, both in person or remotely, regarding the Rate Study to provide their feedback and input. The first meeting was held on July 13, 2023, and covered the topic of “Rates 101”. Further information on the workshop can be found on the District’s website (links below).

Staff is recommending Raftelis partners with the District’s outreach consultant, Miller Maxfield Inc., to ensure maximum engagement. The District recommends an approach should be developed to target all water use classes for a rate study focused workshop, develop a capital improvement based campaign, and use all media avenues available.

#### **PRIOR COMMITTEE ACTION**

None

#### **FISCAL IMPACT**

TBD

#### **ENVIRONMENTAL IMPACT**

N/A

#### **ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE**

- [2023 Rate Study Website Page](#)