



BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT  
AGENDA  
May 21, 2020

**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 meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, May 21, 2020 at 6:30 p.m.**, via videoconference and teleconference.

**There will not be a physical location for this meeting.** This is a special accommodation being made in light of public health concerns due to COVID-19 and pursuant to the Governor's Executive Order N-29-20 (Order). The Order at Paragraph 3 supersedes a prior Executive Order N-25-20, and it allows local legislative bodies to hold public meetings via teleconference, without any physical meeting location.

To join the meeting click the link below, or type it into your web browser:  
<https://us02web.zoom.us/j/85140162615>

Or Telephone:

Dial US:

+1 669 900 6833 or

+1 346 248 7799 or

+1 253 215 8782 or

+1 301 715 8592 or

+1 312 626 6799 or

+1 929 436 2866

Webinar ID: **851 4016 2615**

*Agenda documents are 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. Roll Call:

3. 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).*

4. 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, communication must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications.*

*Any Director may request that a matter raised during Oral Communication be placed on a future agenda.*

5. Unfinished Business:

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

- a. FINAL DRAFT FISCAL YEAR 2020/21 BUDGET REVIEW  
Discussion and possible action by the Board regarding the Budget Review FY 20-21.
- b. LONG SERVICE LINE AGREEMENT - APN 089-431-21  
Discussion and possible action by the Board regarding the Long Service Line for the Jameson's property.
- c. AWARD OF CONSTRUCTION CONTRACT FOR 2020 PIPELINE REPLACEMENT PROJECT  
Discussion and possible action by the Board regarding the Award of Construction contract for the 2020 Pipeline Replacement Project.
- d. AWARD OF CONSTRUCTION MANAGEMENT CONTRACT FOR 2020 PIPELINE REPLACEMENT PROJECT  
Discussion and possible action by the Board regarding the Award of Construction Management contract for the 2020 Pipeline Replacement Project.

6. New Business:

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

- a. ORDERING AN ELECTION  
Discussion and possible action by the Board regarding Ordering an Election for the November 3, 2020 election.
- b. ESRI CONTRACT  
Discuss and possible action by the Board regarding the renewal of the ESRI contract.

7. Consent Agenda:

*The Consent Agenda contains items which are considered to be routine in nature and will be deemed adopted by unanimous consent if no Director states an objection. Any item on the consent agenda will be moved to the regular agenda upon request from individual Directors or a member of the public.*

- a. MINUTES FROM BOARD OF DIRECTORS MEETING APRIL 16, 2020
- b. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING  
MAY 6, 2020

8. District Reports:

*No action will be taken and discussion may be limited at the President's discretion. The District encourages that questions be submitted in writing ([bod@slvwd.com](mailto:bod@slvwd.com)) on items listed in the District Reports. Questions submitted, if any, will be posted in the next available District Reports, along with a reply.*

- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Engineering
  - Environmental
  - Finance & Business
  - Legal
  - Operations
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    - SMGWA Meeting Summary - 4.23.20
- DIRECTORS REPORTS
  - Director's Communication
  - Future Board of Directors Meeting Agenda Items

9. Written Communication:

10. Informational Material:

- CORONAVIRUS - SC Sentinel 5.7.20

## 11. Adjournment

### **Certification of Posting**

I hereby certify that on May 15, 2020 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 May 15, 2020.

\_\_\_\_\_  
Holly Hossack, District Secretary

M E M O

TO: Board of Directors  
 FROM: District Manager  
 SUBJECT: FY2020-21 Budget  
 DATE: May 21, 2020

**RECOMMENDATION:**

Approve Resolution No. 21 (19-20), adopting the Fiscal Year 2020-2021 Budget in its present form.

**BACKGROUND:**

**BUDGET**

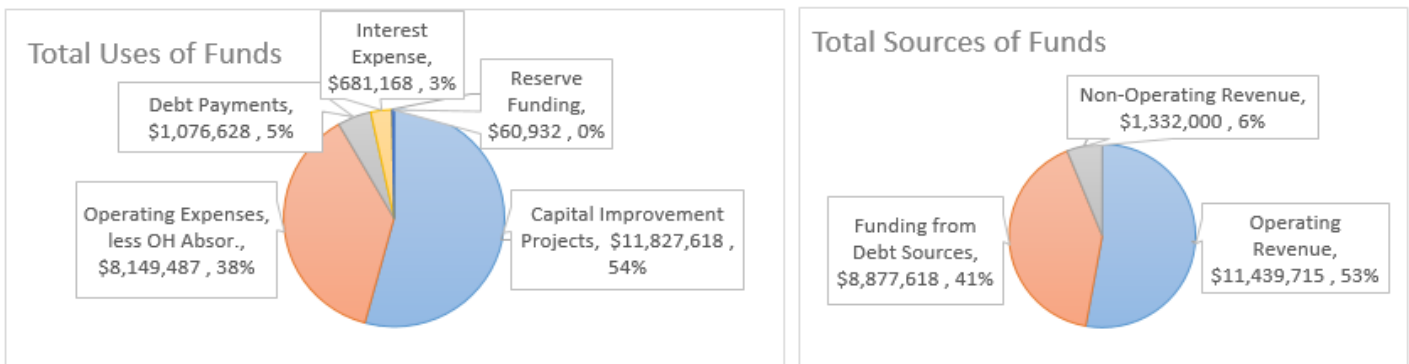
The budget is a financial tool to help plan and guide the District’s revenue and expenses. It is slightly different than the audited financials, mainly in that the budget looks more to cash expenses and excludes depreciation and other non-cash events. The budget has been reviewed multiple times at committee level and at Board meetings. From those discussions, the changes have been incorporated to this final draft budget.

**RESERVE FUND UPDATE**

Part of the budget review process is to review the current projected and upcoming budget year projected reserve fund balances. If the budget is approved, the related appendices will be updated for the Reserve Fund Policy.

**OVERVIEW**

The overall District budget request is \$21.8M. Highlights include \$11.8M in capital projects, which is a significant increase over prior years. Operating expenses increases \$447K from prior budget mainly due to employee related expenses, and intermittent expenses such as election fees, Urban Water Management Plan etc. Operating revenues increased as expected with the rate increases. Reserves are expected in increase by \$61K, which will help fund reserves and could be used to pay off certain unfunded liabilities. Overall these are positive signals for the District.



Below is a high level view of these categories. Please review the full budget document for more detail.

DISTRICT FUNDS	FY2021 Proposed Budget
<i>Beginning Reserve Balance</i>	\$ 4,050,000
<b>Revenues</b>	
Operating Revenues	\$ 11,439,715
Non-operating Revenues <sup>(1)</sup>	1,332,000
<b>Total Revenues</b>	<b>\$ 12,771,715</b>
<b>Expenses</b>	
Operating Expenses	\$ 8,404,487
Non-operating Expenses	1,757,796
Overhead Absorption <sup>(2)</sup>	(255,000)
<b>Total Expenses</b>	<b>\$ 9,907,283</b>
<b>Capital Improvement Expenses &amp; Funding</b>	
Capital Projects	\$ 11,827,618
Grant Funded	(146,500)
Debt Funded	(8,877,618)
<b>Capital Project Expenses</b>	<b>\$ 2,803,500</b>
Increase (Decrease)	\$ 60,932
<b>Ending Reserve Balance</b>	<b>\$ 4,110,932</b>

DISTRICT FUNDS	FY1920 Est. Actuals
<i>Beginning Reserve Balance</i>	\$ 3,000,000
<b>Revenues</b>	
Operating Revenues	\$ 10,872,750
Non-operating Revenues <sup>(1)</sup>	1,185,800
<b>Total Revenues</b>	<b>\$ 12,058,550</b>
<b>Expenses</b>	
Operating Expenses	\$ 7,733,428
Non-operating Expenses	1,379,014
Overhead Absorption <sup>(2)</sup>	(175,000)
<b>Total Expenses</b>	<b>\$ 8,937,442</b>
<b>Capital Improvement Expenses &amp; Funding</b>	
Capital Projects	\$ 4,512,000
Grant Funded	-
Debt Funded	(2,439,000)
<b>Capital Project Expenses</b>	<b>\$ 2,073,000</b>
Increase (Decrease)	\$ 1,048,108
<b>Ending Reserve Balance</b>	<b>\$ 4,048,108</b>

Reserve Balances	
Operating Reserve	\$ 3,151,683
Capital Reserve	489,583
Compensated Absences	179,667
Restricted Reserve - Debt	180,000
Restricted Reserve - Oly AD	110,000
	<u>\$ 4,110,932</u>

Reserve Balances	
Operating Reserve	\$ 2,931,000
Capital Reserve	671,108
Compensated Absences	171,000
Restricted Reserve - Debt	165,000
Restricted Reserve - Oly AD	110,000
	<u>\$ 4,048,108</u>

(1) Prior years non-operating revenues excluded Lompico AD revenues due to the fact that was going towards the capital projects. The funds will now be going toward repayment of related debt and will now be included in non-operating revenues.

(2) Overhead absorption is typically employee labor time that is capitalized for work performed on capital project in lieu of an outside consultant.

## SAN LORENZO VALLEY WATER DISTRICT

### RESOLUTION NO. 21 (19-20)

**SUBJECT: ADOPTION OF FISCAL YEAR BUDGET 2020-2021**

WHEREAS, a proposed Budget for Fiscal Year 2020-2021 has been prepared by Staff; and

WHEREAS, the Finance Committee and Board of Directors have considered and reviewed the proposed budget during the budget process; and

WHEREAS, the Board of Directors has reviewed and considered the status of all designated Reserve Funds,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Budget for Fiscal Year 2020-2021 is adopted, the District Manager is hereby authorized and directed to implement said budget in the amount of \$21.8 million dollars in total expenditures.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California on the 21st of May, 2020 by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Holly B. Hossack, District Secretary  
San Lorenzo Valley Water District

# BUDGET

## FY 2020/21

# SAN LORENZO VALLEY WATER DISTRICT



BOULDER CREEK, CA





## MISSION & CONTACT INFORMATION

### OUR MISSION

Our mission is to provide our customers and all future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding customer service; 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 OF DIRECTORS

<b>Name</b>	<b>Title</b>	<b>Elected/Appointed</b>	<b>Term Expires</b>
Steve Swan	President	Elected	December 2022
Bob Fultz	Director	Elected	December 2022
Lois Henry	Director	Elected	December 2022
Rick Moran	Director	Appointed	December 2020
Lew Farris	Director	Appointed	December 2020

### DISTRICT CONTACT INFORMATION

District Manager: Rick Rogers

Address: 13060 Highway 9 Boulder Creek, California 95006

Phone: (831) 338-2153

Website: [www.slvwd.com](http://www.slvwd.com)

Office Hours: 8AM – 5PM Monday – Friday, closed for lunch 12 - 1

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DRAFT

## BUDGET OVERVIEW

### *TRANSMITTAL LETTER*

Dear Board of Directors,

I am pleased to present you with the recommended budget for Fiscal Year 2020-21. This budget totals \$21.8M and includes all expected operating, non-operating and capital costs for the next year.

The District's Operating expenses came in at \$8.1M, net overhead absorption, and operating revenues increased as expected with the rate increases to \$11.4M. Reserves are expected to increase by \$61K, which will help fund reserves and could be used to pay off other District liabilities or fund more capital projects. Overall, these are positive signals for the District. The District did not have any new hires projected in this budget.

The Operating Budget for FY2020-21 results in an Operating Income of \$3.3M. The surplus will go towards capital projects and gradually building back up reserves.

Operating revenues are budgeted to be \$11.4M, which factors in the scheduled rate increases and that water sales remain relatively flat at 486 Million Gallons for the year. The District secured a large \$14.5M debt financing in 2019 to fund capital projects. Approximately \$8.8M of this debt will help fund the \$11.7M in capital projects. Operating revenues make up the District's largest source of revenue, being 88% of overall revenue. Of the operating revenue, the water basic and water usage fees generate over 96% of the operating revenue.

District customers continue to demonstrate commitment to ongoing conservation efforts, maintaining at least a 15-20% reduction in yearly water usage from 2013 consumption levels. Water resources remain a major focus for the District as we continue developing a conjunctive use plan intended to strengthen the health of our watershed while simultaneously providing resiliency to our water supply.

The District's anticipated capital expenses total \$11.7M for replacement of pipes, pumps and tanks. The District successfully secured a loan for these projects, with Interest rates are at near historic low, making it more advantageous to borrow for these larger projects. The District is moving ahead with many capital projects already under construction and several shovel ready projects breaking ground. As projected last fiscal year we completed the Probation Tank replacement project and replaced a major water well. In addition, with the increase in projects an Assistant Engineer was hired and our Engineering Department is busy with planning and

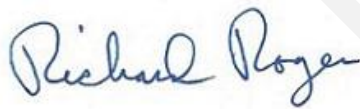
designing many additional capital improvement projects. The District also move ahead purchasing 9 additional generators for facilities in response to the Public Safety Power Shutoff's to ensure water supply for public use and firefighting.

The rate increase schedule has been imperative to fund capital replacement and eventually building back up reserves. Last year's rate increase provided the District increased borrowing capacity by leveraging future revenue. Long-term borrowing helps keep rates lower while providing the money necessary to replace infrastructure. These loans are intended to kick-start a much-needed capital replacement program.

The Fiscal Year 2020-21 budget anticipates increasing reserves by \$61K, to an estimated \$4.1M balance. About \$300k of those reserves are restricted for specific purposes, \$3.2M for Operating Reserves, \$180K for compensated absences and the remaining \$490K for building Capital/Emergency Reserves. Our 2020-21 budget relies on the use of current revenues and new debt funding for infrastructure replacement. The District remains on track to ensure funds will be available to replace infrastructure while also maintaining healthy reserves for emergencies.

With the COVID-19 pandemic these are challenging times. The District has responded to customers working through financial hardship, by suspending the past due process and will continue working with customers. We live and work in one of the most beautiful places on the earth. Fiscal responsibility, environmental stewardship and a commitment to future generations will remain key driving forces as we move forward.

Sincerely,

A handwritten signature in blue ink that reads "Richard Rogers". The signature is written in a cursive style and is positioned above the typed name.

Rick Rogers, District Manager

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*ABOUT THE COMMUNITY*

The San Lorenzo Valley is located in the Santa Cruz mountains in Santa Cruz County, California. The area was once heavy in the logging industry, especially during the rebuilding of San Francisco after the 1906 earthquake. More recently, the growth in Silicon Valley has made the area more desirable and slightly more affordable than other areas of Silicon Valley. The San Lorenzo Valley contains multiple state parks, golf courses and an active railroad attraction. Over the years, the District's service area has changed from rural and vacation cabins to a more urbanized, year-round water-use area. It is home to over 35,000 people. The District's service area covers the towns of Ben Lomond, Felton, Brookdale, Boulder Creek and parts of the City of Scotts Valley.



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## *ABOUT THE DISTRICT*

The San Lorenzo Valley Water District was established in 1941 as an independent special district. The District is governed by a five-member Board of Directors, elected at-large from within the District's service area. The San Lorenzo Valley Water District currently employs a full-time staff of 35 employees.

The District's boundaries comprise approximately 60 square miles and 190 miles of pipeline. The District currently provides service to approximately 7,900 residential, commercial, and institutional connections. The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. The District owns, operates, and maintains two water systems from separate water sources. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The District owns, operates, and maintains a wastewater system in Boulder Creek's Bear Creek Estates, which serves approximately 56 homes.



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## ABOUT THE BUDGET PROCESS

Budgets are a fiscally responsible instrument for local government agencies, to help plan, prepare and forecast the financial and operational objectives of the District. The District operates as an enterprise fund with a fiscal year that begins July 1 and ends June 30. For financial reporting, the District follows Generally Accepted Accounting Principles (GAAP), of which we follow accrual based accounting, meaning revenues are recognized in the period in which they were earned and expenses when incurred. For the most part, the budget is prepared by the same accrual based method. Non-cash expense items such as depreciation expense for fixed assets and accrued compensated absences are excluded from the budget, however they are included later as additional information to help bridge a comparison to the audited financials.

The budget planning and preparation process is an important District activity and provides opportunity for the Board of Directors, management and staff to reassess goals and objectives for the upcoming and future years:

- This process typically begins internally in January, as templates and initial forecasts for the current year are prepared. Any budget assumptions, procedures and changes from the prior year's budget are discussed in a management kick-off meeting in February.
- Management begins to prepare departmental operating and capital expenditure forecasts. Finance compiles a consolidated budget package and begins comparative analysis to identify any anomalies or outliers that need further explanation.
- Finance will forecast revenue expectations based on active rate schedules in connection with historic and anticipated future consumption levels.
- Meetings typically begin with the Budget & Finance Committee during March, then escalate to the full Board of Directors. The budget continues to be a regular discussion as it is updated throughout the process.
- The budget will typically be reviewed by the Board of Directors two to three times throughout the process, allowing optimal discussion and public input. The budget is intended to be approved prior to the beginning of the new fiscal year.

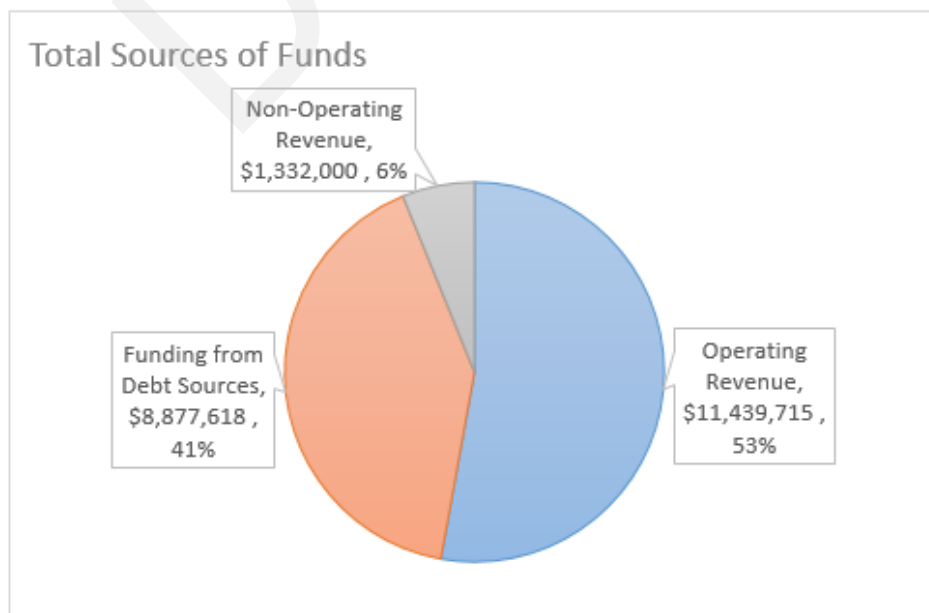
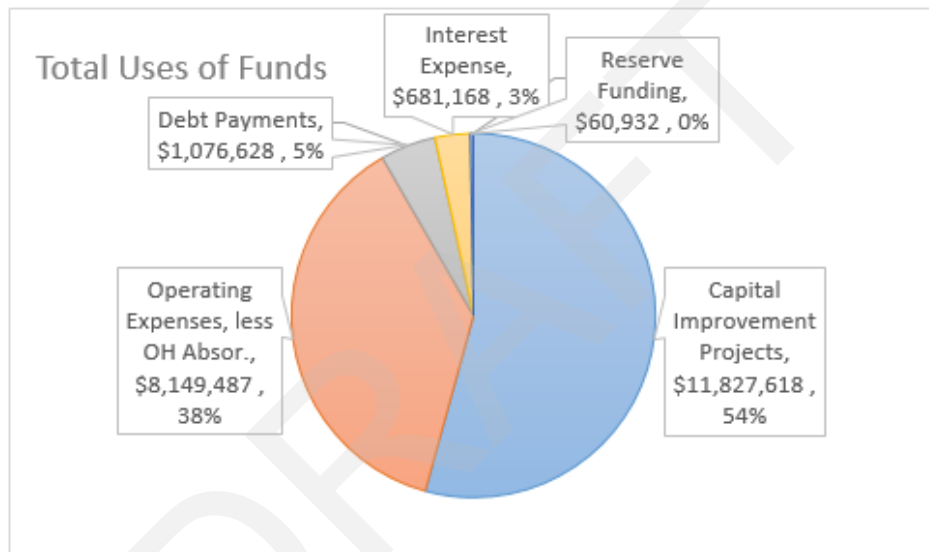
A budget should be balanced with revenues equal to or greater than expenditures and the District may elect to utilize reserves to attain a balanced budget. In the event a budget is not balanced, an action plan should be put in place to explain the shortfall and how the District plans to find a resolution.



## OVERALL BUDGET SUMMARY

### OVERALL SUMMARY

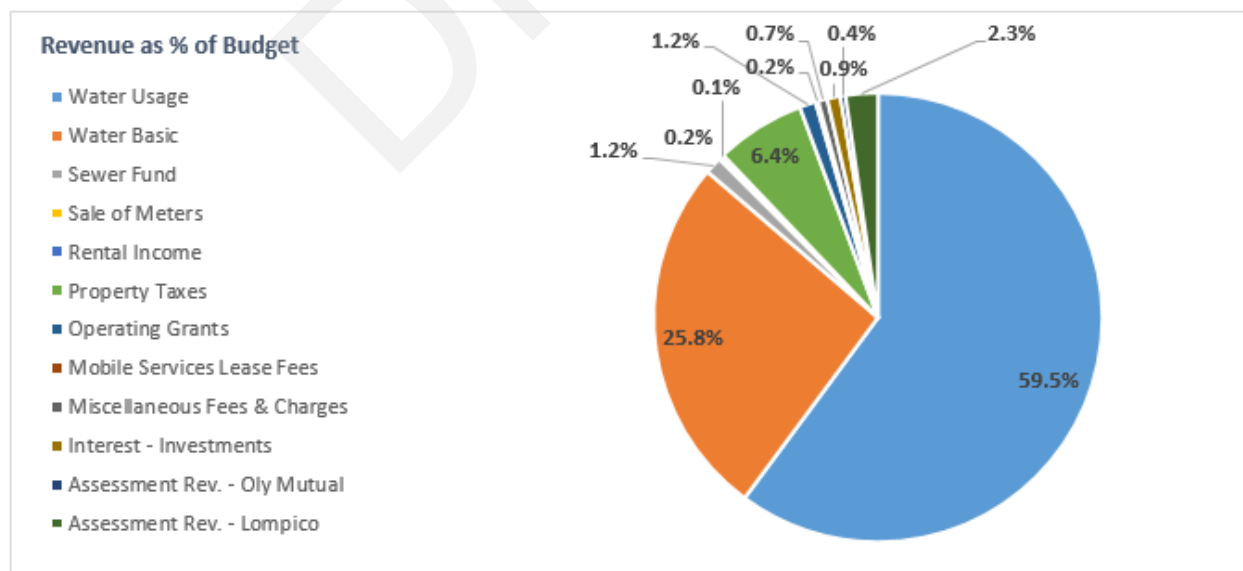
The chart below illustrates the breakdown of recommended sources (revenue) and uses (expenditures) of funds for the Fiscal Year 2020-21 budget. The overall District budget request is \$21.8M. Highlights include \$11.8M in capital projects, which is a significant increase over prior years. Operating expenses increases \$447K from prior budget mainly due to employee related expenses. Operating revenues increased as expected with the rate increases. Reserves are expected to increase by \$61K, which will help fund reserves and could be used to pay off certain unfunded liabilities. Overall these are positive signals for the District.



## REVENUE SUMMARY

Overall District revenue is budgeted to be \$12.9M for FY20-21. Revenues have increased \$865K or 7% compared to the prior year budget. Consumption is anticipated to decrease slightly to 650,00 units of water sold, and the scheduled rate increases factored in.

Revenue Budget	FY20-21 Proposed Budget	FY19-20 Adopted Budget	FY19-20 Estimated Actuals	FY20-21 PROPOSED BUDGET			
				Variance to FY1920 Budget		Variance to FY1920 Est. Actuals	
<b>Operating Revenue</b>							
Water Basic	\$ 3,335,600	\$ 3,163,000	\$ 3,174,750	\$ 172,600	5%	\$ 160,850	5%
Water Usage	7,680,512	7,395,500	7,397,000	285,012	4%	283,512	4%
Sewer Fund	158,603	132,170	133,000	26,433	20%	25,603	19%
Sale of Meters	30,000	55,000	73,000	(25,000)	-45%	(43,000)	-59%
Operating Grants	150,000	10,000	45,000	140,000	1400%	105,000	233%
Miscellaneous Fees & Charges	85,000	75,780	50,000	9,220	12%	35,000	70%
<b>Total Operating Revenue</b>	<b>\$ 11,439,715</b>	<b>\$ 10,831,450</b>	<b>\$ 10,872,750</b>	<b>\$ 608,265</b>	<b>6%</b>	<b>\$ 566,965</b>	<b>5%</b>
<b>Non-operating Revenue</b>							
Property Taxes	\$ 825,000	\$ 783,750	\$ 794,000	\$ 41,250	5%	\$ 31,000	4%
Assessment Rev. - Oly Mutual	48,500	51,000	48,500	(2,500)	-5%	-	0%
Assessment Rev. - Lompico	295,000	295,000	303,000	-	0%	(8,000)	-3%
Mobile Services Lease Fees	25,000	23,750	25,000	1,250	5%	-	0%
Rental Income	18,500	18,000	18,300	500	3%	200	1%
Interest - Investments	120,000	50,000	300,000	70,000	140%	(180,000)	-60%
<b>Total Non-Operating Revenue</b>	<b>\$ 1,332,000</b>	<b>\$ 1,221,500</b>	<b>\$ 1,488,800</b>	<b>\$ 110,500</b>	<b>9%</b>	<b>\$ (156,800)</b>	<b>-11%</b>
<b>Capital Contributions</b>							
Capital Grants	\$ 146,500	\$ -	\$ -	\$ 146,500	0%	\$ 146,500	0%
FEMA Reimbursements	-	-	-	-	0%	-	0%
<b>Total Capital Contributions</b>	<b>\$ 146,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,500</b>	<b>0%</b>	<b>\$ 146,500</b>	<b>0%</b>
<b>TOTAL REVENUE</b>	<b>\$ 12,918,215</b>	<b>\$ 12,052,950</b>	<b>\$ 12,361,550</b>	<b>\$ 865,265</b>	<b>7%</b>	<b>\$ 556,665</b>	<b>5%</b>

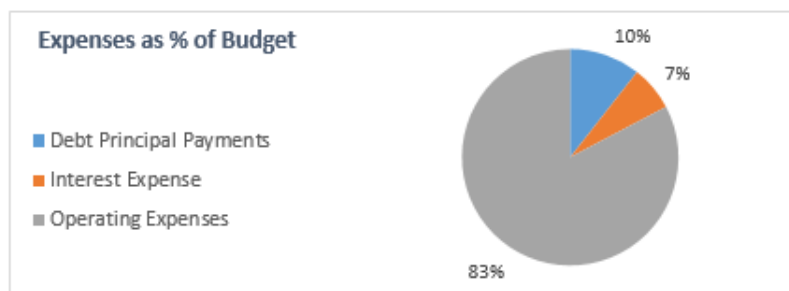


## EXPENSE SUMMARY

Expenses, excluding capital projects, are budgeted to be \$10.2M for FY20-21. Expenses have increased \$942K or 10% compared to the prior year budget. The main cause for the increases are full year of new hires, other employee related increases, grant funded projects and new debt expense for capital projects.

Expense Budget	FY20-21	FY19-20	FY19-20	FY20-21 PROPOSED BUDGET			
	Proposed Budget	Adopted Budget	Estimated Actuals	Variance to FY1920 Budget		Variance to FY1920 Est. Actuals	
<b>Operating Expenses</b>							
Salaries & Benefits	\$ 5,547,687	\$ 5,164,975	\$ 5,119,791	\$ 382,712	7%	\$ 427,896	8%
Contract/Professional Services	1,109,000	1,060,711	1,006,377	48,289	5%	102,623	10%
Operating Expenses	435,150	435,250	451,113	(100)	0%	(15,963)	-4%
Maintenance	185,750	218,850	186,689	(33,100)	-15%	(939)	-1%
Facilities	595,300	591,700	563,412	3,600	1%	31,888	6%
Gen. & Admin.	381,600	335,670	361,046	45,930	14%	20,554	6%
<b>Regular Operating Expenses</b>	<b>\$ 8,254,487</b>	<b>\$ 7,807,156</b>	<b>\$ 7,688,428</b>	<b>\$ 447,331</b>	<b>6%</b>	<b>\$ 566,059</b>	<b>7%</b>
Grant Funded Projects <sup>(1)</sup>	150,000	10,000	45,000	140,000	1400%	105,000	233%
<b>Total Operating Expenses</b>	<b>\$ 8,404,487</b>	<b>\$ 7,817,156</b>	<b>\$ 7,733,428</b>	<b>\$ 587,331</b>	<b>8%</b>	<b>\$ 671,059</b>	<b>9%</b>
<b>Interest Expense</b>							
Refunding Bond	\$ 12,354	\$ 26,267	\$ 26,267	\$ (13,913)	-53%	\$ (13,913)	-53%
Felton Loan	29,859	33,582	33,582	(3,723)	-11%	(3,723)	-11%
Olympia SRF Loan	36,273	37,987	37,987	(1,714)	-5%	(1,714)	-5%
Probation Tank Loan	74,009	77,146	77,146	(3,137)	-4%	(3,137)	-4%
\$14.5M COP	519,850	263,500	287,620	256,350	97%	232,230	81%
Solar Lease	7,647	8,775	8,775	(1,128)	-13%	(1,128)	-13%
Vehicle Lease	1,176	1,953	1,953	(777)	-40%	(777)	-40%
<b>Total Interest Expense</b>	<b>\$ 681,168</b>	<b>\$ 449,210</b>	<b>\$ 473,330</b>	<b>\$ 231,958</b>	<b>52%</b>	<b>\$ 207,838</b>	<b>44%</b>
<b>Debt Principal Payments</b>							
Refunding Bond (Exp. 2022)	\$ 494,531	\$ 582,031	\$ 582,031	\$ (87,500)	-15%	\$ (87,500)	-15%
Felton Loan (Exp. 2027)	156,938	153,215	153,215	3,723	2%	3,723	2%
Olympia SRF Loan (Exp. 2037)	67,960	66,246	66,246	1,714	3%	1,714	3%
Probation Tank Loan (Exp. 2038)	71,820	50,716	50,716	21,104	42%	21,104	42%
\$14.5M COP (Exp. 2049)	230,000	47,500	-	182,500	384%	230,000	0%
Solar Lease (Exp. 2026)	31,348	30,220	30,220	1,128	4%	1,128	4%
Vehicle Lease (Exp. 2022)	24,031	23,256	23,256	775	3%	775	3%
<b>Total Debt Payments</b>	<b>\$ 1,076,628</b>	<b>\$ 953,184</b>	<b>\$ 905,684</b>	<b>\$ 123,444</b>	<b>13%</b>	<b>\$ 170,944</b>	<b>19%</b>
<b>Total Non-operating Expenses</b>	<b>\$ 1,757,796</b>	<b>\$ 1,402,394</b>	<b>\$ 1,379,014</b>	<b>\$ 355,402</b>	<b>25%</b>	<b>\$ 378,782</b>	<b>27%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 10,162,283</b>	<b>\$ 9,219,550</b>	<b>\$ 9,112,442</b>	<b>\$ 942,733</b>	<b>10%</b>	<b>\$ 1,049,841</b>	<b>12%</b>

(1) Projects that are funded by grants will show as an expense in the respective categories, and related grant funding shows as operating revenue. This is all related to the conjunctive use grant.



## OPERATING BUDGET

### SUMMARY

The recommended Operating Budget for FY20-21 results in an Operating Income of \$3M. The surplus will go towards capital projects and gradually building back up reserves.

Operating revenues are budgeted to be \$11.4M, which factors in the scheduled rate increases. Operating revenues make up the District's largest source of revenue, being 89% of overall revenue. Of the operating revenue, the water basic and water usage fees generate over 96% of the operating revenue.

Operating expenses are budgeted to be \$8.4M, with \$150K being reimbursed by grants. Expenses have increased \$447K or 6% to the prior year budget and increased \$566K or 7% to the estimated prior year actuals, excluding the grant reimbursed expenses. FY20-21 does have higher intermittent expenses, which are expenses that only occur in certain years, such as election fees (every 2 years) or the Urban Water Management Plan (UWMP) which occurs every 5 years.

### VARIANCE TO PRIOR YEAR BUDGET:

- Increase in headcount related of \$45K. Full year of FY1920 hire.
- Increase in Power Shut Off events of \$45K.
- Increase in other employee related expenses (COLA, taxes, medical, pension) of \$320K.
- Increase for intermittent expenses (UWMP, election fees) of \$90K.
- Decrease in Environmental Planner position of \$40K.

### VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

- Increase in headcount related of \$100K. Full year of FY1920 hire and vacant position.
- Increase in Power Shut Off events of \$15K.
- Increase in other employee related expenses (COLA, taxes, medical, pension) of \$305K.
- Increase for intermittent expenses (UWMP, election fees) of \$90K.
- Increase for Communications Consultant of \$25K.
- Increase for Badger meter reading fees of \$20K.

**OPERATING REVENUE SUMMARY**

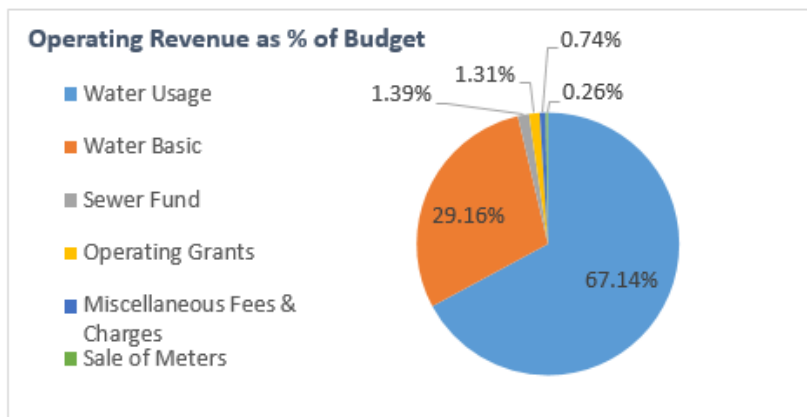
Operating revenue is expected to be \$11.4M. This is \$608K, or 6%, higher than the prior year budget and \$567K or 5% higher than the prior year estimated actuals. FY20-21 consumption was based on 650,000 units of water sold, considering the low rainfall this year and prior year’s average consumption. For conversion purposes, 650,000 units equates to 486,200,000 gallons or 1,492 acre feet.

The District has active rate increase schedules for both the Water and Sewer funds:

Fixed Service Charge	FY1718	FY1819	FY1920	FY2021	FY2122
5/8"	\$ 28.27	\$ 30.24	\$ 32.06	\$ 33.66	\$ 35.34
3/4"	\$ 28.27	\$ 30.24	\$ 32.06	\$ 33.66	\$ 35.34
1"	\$ 42.36	\$ 45.33	\$ 48.05	\$ 50.45	\$ 52.97
1 1/2"	\$ 77.61	\$ 83.04	\$ 88.03	\$ 92.43	\$ 97.05
2"	\$ 119.91	\$ 128.30	\$ 136.00	\$ 142.80	\$ 149.94
3"	\$ 232.70	\$ 248.98	\$ 263.92	\$ 277.12	\$ 290.97
4"	\$ 359.58	\$ 384.75	\$ 407.84	\$ 428.23	\$ 449.64
Volumetric Charge	FY1718	FY1819	FY1920	FY2021	FY2122
Flat Rate	\$ 10.12	\$ 10.83	\$ 11.48	\$ 12.06	\$ 12.66
Sewer Service Charge		FY1819	FY1920	FY2021	
Sewer Rate		\$ 178.80	\$ 214.56	\$ 257.47	

**Operating Revenue Budget**

	FY2021 Proposed Budget	FY1920 Adopted Budget	FY1920 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1920 Budget		Variance to FY1920 Est.	
Operating Revenue							
Water Basic	\$ 3,335,600	\$ 3,163,000	\$ 3,174,750	\$172,600	5%	\$160,850	5%
Water Usage	7,680,512	7,395,500	7,397,000	285,012	4%	283,512	4%
Sewer Fund	158,603	132,170	133,000	26,433	20%	25,603	19%
Sale of Meters	30,000	55,000	73,000	(25,000)	-45%	(43,000)	-59%
Operating Grants	150,000	10,000	45,000	140,000	1400%	105,000	233%
Miscellaneous Fees & Charges	85,000	75,780	50,000	9,220	12%	35,000	70%
<b>Total Operating Revenue</b>	<b>\$11,439,715</b>	<b>\$10,831,450</b>	<b>\$10,872,750</b>	<b>\$608,265</b>	<b>6%</b>	<b>\$566,965</b>	<b>5%</b>

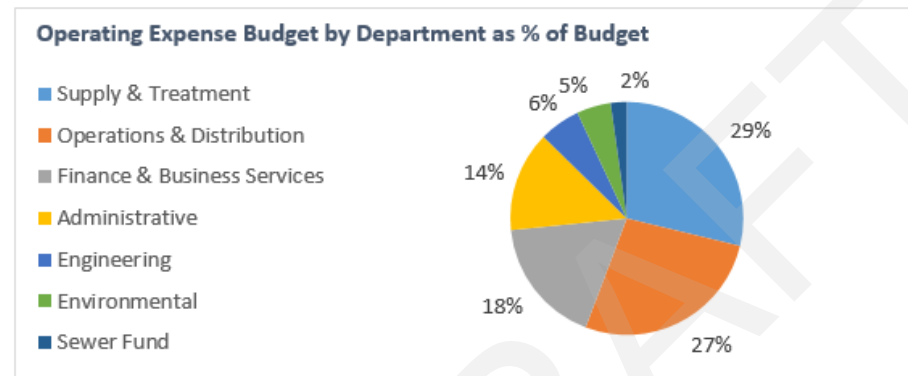


## OPERATING EXPENSE SUMMARY

The below shows the operating expense summary by department and category. Individual departments are highlighted later in this document.

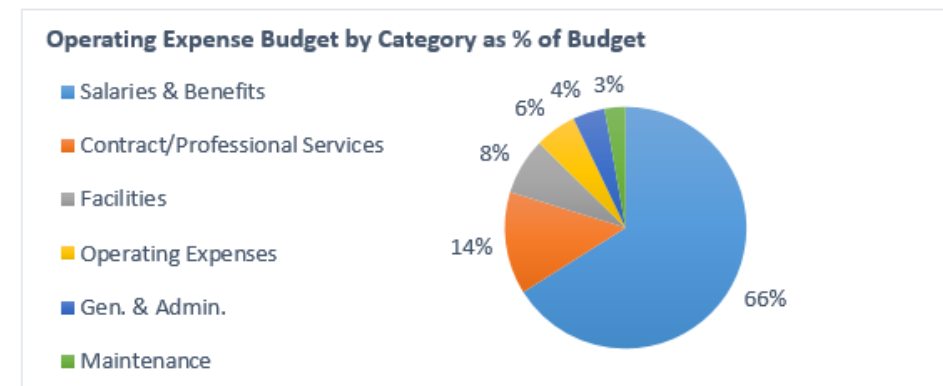
### Operating Expense Budget by Department

	FY20-21	FY19-20	FY19-20	FY20-21 PROPOSED BUDGET			
	Proposed Budget	Adopted Budget	Estimated Actuals	Variance to FY1920 Budget		Variance to FY1920 Est. Actuals	
Administrative	\$ 1,149,134	\$ 1,089,851	\$ 1,092,948	\$ 59,283	5%	\$ 56,187	5%
Finance & Business Services	1,494,841	1,378,104	1,351,069	116,737	8%	143,772	11%
Engineering	488,970	446,117	405,430	42,853	10%	83,540	21%
Operations & Distribution	2,238,537	2,106,985	2,190,585	131,552	6%	47,952	2%
Environmental	363,300	360,709	323,303	2,591	1%	39,997	12%
Supply & Treatment	2,369,932	2,251,657	2,160,530	118,275	5%	209,402	10%
Sewer Fund	149,773	173,733	164,564	(23,959)	-14%	(14,791)	-9%
<b>Total Operating by Departments</b>	<b>\$ 8,254,487</b>	<b>\$ 7,807,156</b>	<b>\$ 7,688,428</b>	<b>\$ 447,331</b>	<b>6%</b>	<b>\$ 566,059</b>	<b>7%</b>



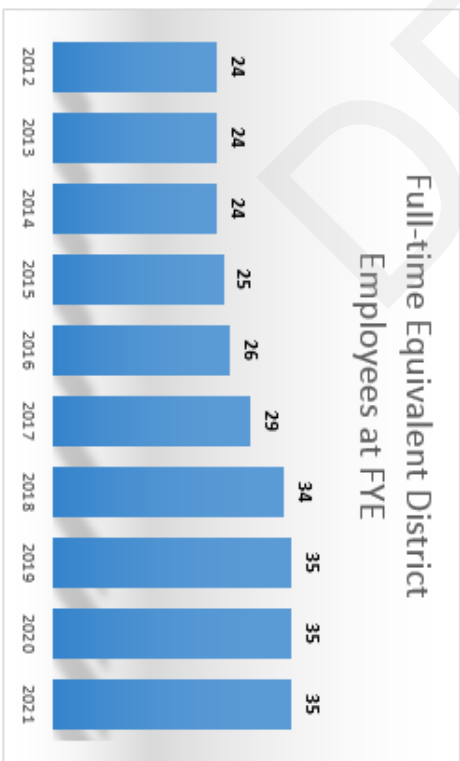
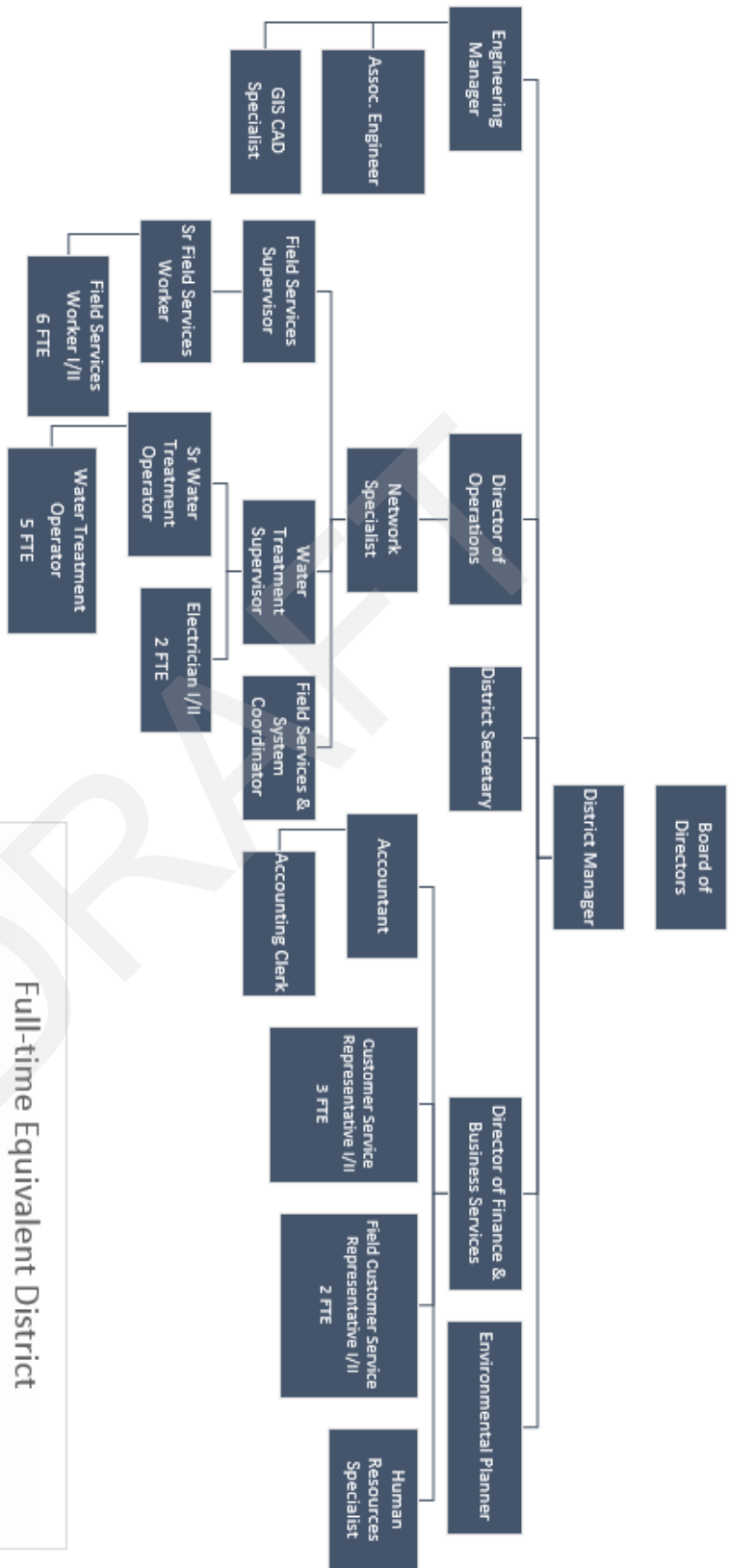
### Operating Expense Budget by Expense Category

	FY20-21	FY19-20	FY19-20	FY20-21 PROPOSED BUDGET			
	Proposed Budget	Adopted Budget	Estimated Actuals	Variance to FY1920 Budget		Variance to FY1920 Est. Actuals	
Salaries & Benefits	\$5,547,687	\$5,164,975	\$5,119,791	\$ 382,712	7%	\$ 427,896	8%
Contract/Professional Services	1,109,000	1,060,711	1,006,377	48,289	5%	102,623	10%
Operating Expenses	435,150	435,250	451,113	(100)	0%	(15,963)	-4%
Maintenance	185,750	218,850	186,689	(33,100)	-15%	(939)	-1%
Facilities	595,300	591,700	563,412	3,600	1%	31,888	6%
Gen. & Admin.	381,600	335,670	361,046	45,930	14%	20,554	6%
<b>Total Operating by Category</b>	<b>\$ 8,254,487</b>	<b>\$ 7,807,156</b>	<b>\$ 7,688,428</b>	<b>\$ 447,331</b>	<b>6%</b>	<b>\$ 566,059</b>	<b>7%</b>



ORGANIZATIONAL CHART

San Lorenzo Valley Water District Organization Chart



**PERSONNEL**

Overall, the largest operating expense of the District is the salary & benefits portion, making up approximately 66% of the overall operating expense. The FY20-21 budget consists of 35 full-time equivalent (FTE) employees, with over 62% of them typically being out in the field. District employees make our mission to provide our customers and all future generations with reliable, safe, and high quality water possible.

**REQUESTED NEW HIRES:**

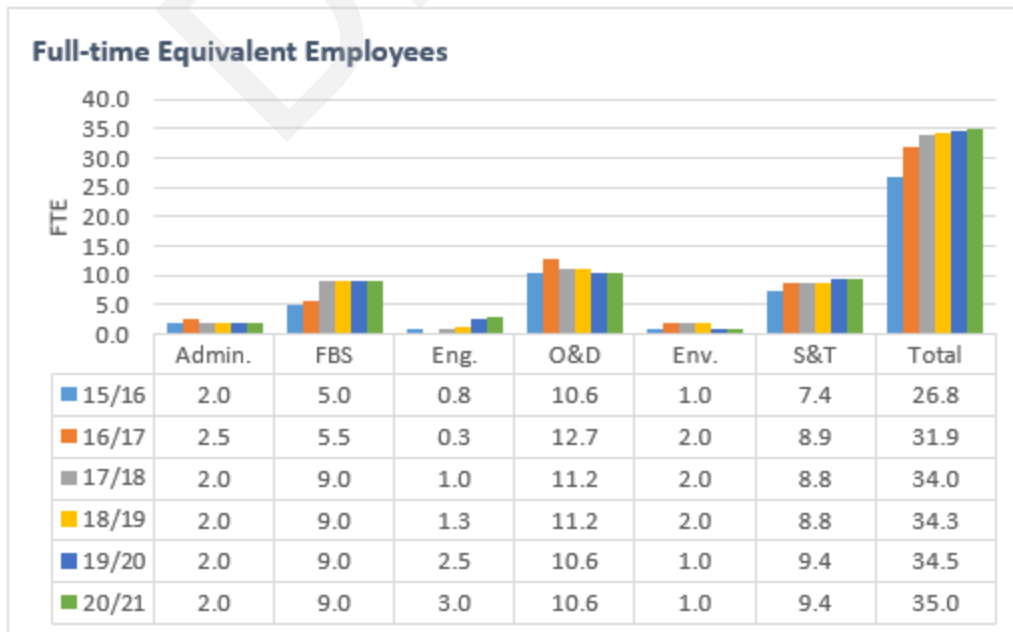
There were no new hire requests in this fiscal year budget. The chart below displays the FTE in FY20-21 based on hire date, showing the year over year change versus the Org Chart where it displays them as of year-end FTE.

**VARIANCE TO PRIOR YEAR BUDGET:**

Salaries and benefits expenses have increased approximately \$383K or 7% compared to the prior year budget. This is due to the full year of the associate engineer, PSPS overtime and regular increases in employee items such as cost of living increases, payroll taxes, medical benefits and required pension payments. Offsetting were savings from the newer Environmental Planner position compared to the prior Environmental Manager.

**VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:**

Salaries and benefits expenses have increased approximately \$428K or 8% compared to prior year estimated actuals. Approximately \$100K of this is related to new hires or timing of filling vacant positions, \$15K related to PSPS overtime and remainder regular employee increases mentioned above.

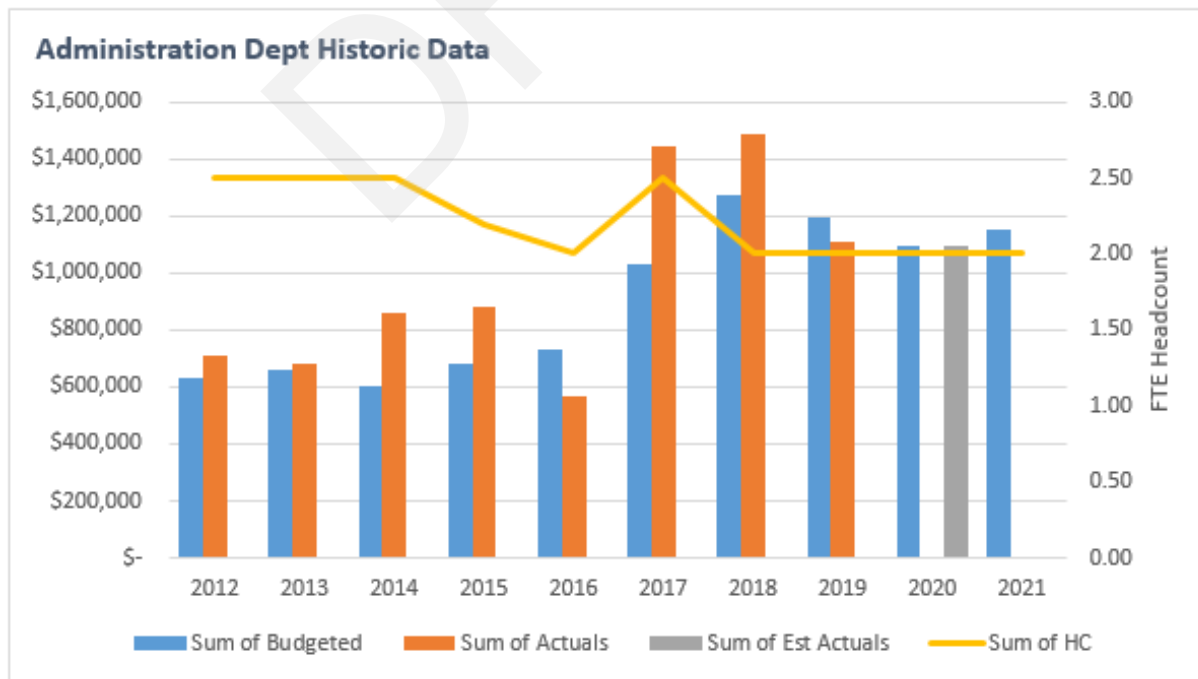




**ADMINISTRATION DEPARTMENT**

The Administration Department is responsible for maintaining communications, coordinating meetings and providing requested support to the public and the Board of Directors. The department assists in developing policies and procedures, rules and regulations and the overall strategic plan of the District. There are 2 FTE employees.

- The District Manager is appointed by the Board of Directors and is responsible for exercising overall supervision of District staff. The District Manager is responsible for the execution of contracts and other documents on behalf of the District to the extent provided by the Board of Directors.
- The District Secretary prepares Board agenda packets for all Board meetings, documents the notes from the meetings, maintains insurance policies and claims, and coordinates public outreach communication with staff or third party consultants.
- This department also contains the direct expenses of the Board of Directors.



ADMINISTRATION DEPARTMENT

**Administration by Expense Category**

	<b>FY20-21 Proposed Budget</b>	<b>FY19-20 Adopted Budget</b>	<b>FY19-20 Estimated Actuals</b>	<b>FY20-21 PROPOSED BUDGET</b>			
				<b>Variance to FY1920 Budget</b>		<b>Variance to FY1920 Est.</b>	
Salaries & Benefits	\$ 493,581	\$ 491,956	\$ 478,609	\$ 1,625	0%	\$ 14,971	3%
Contract/Prof. Services	425,000	394,100	375,000	30,900	8%	50,000	13%
Operating Expenses	5,686	1,986	10,658	3,700	186%	(4,972)	-47%
Maintenance	16,377	15,887	14,853	490	3%	1,525	10%
Facilities	29,884	26,810	28,395	3,075	11%	1,489	5%
Gen. & Admin.	178,605	159,112	185,433	19,493	12%	(6,828)	-4%
<b>Total Operating Expense</b>	<b>\$ 1,149,134</b>	<b>\$ 1,089,851</b>	<b>\$ 1,092,948</b>	<b>\$ 59,283</b>	<b>5%</b>	<b>\$ 56,186</b>	<b>5%</b>

**VARIANCE TO PRIOR YEAR BUDGET:**

Expenses have increased \$59K or 5% compared to the prior year budget. The increase is due to it being an elections year (\$28K) and increased insurance premiums due to high volume of claims.

**VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:**

Expenses have increased \$56K or 5% compared to the estimated prior year actuals. The increase is related to it being an elections year (\$28K) and the District hiring a communication consulting firm (\$20K).

**BUDGET EXPENDITURES TO NOTE:**

**Contract/Professional Services:**

- \$180K for legal services. FY1920 estimated actuals are \$165K.
- \$150K for participation in the Santa Margarita Groundwater Agency.
- \$28K in election fees. This is an intermittent expense that occurs if there is an election.
- \$25K communications consultant

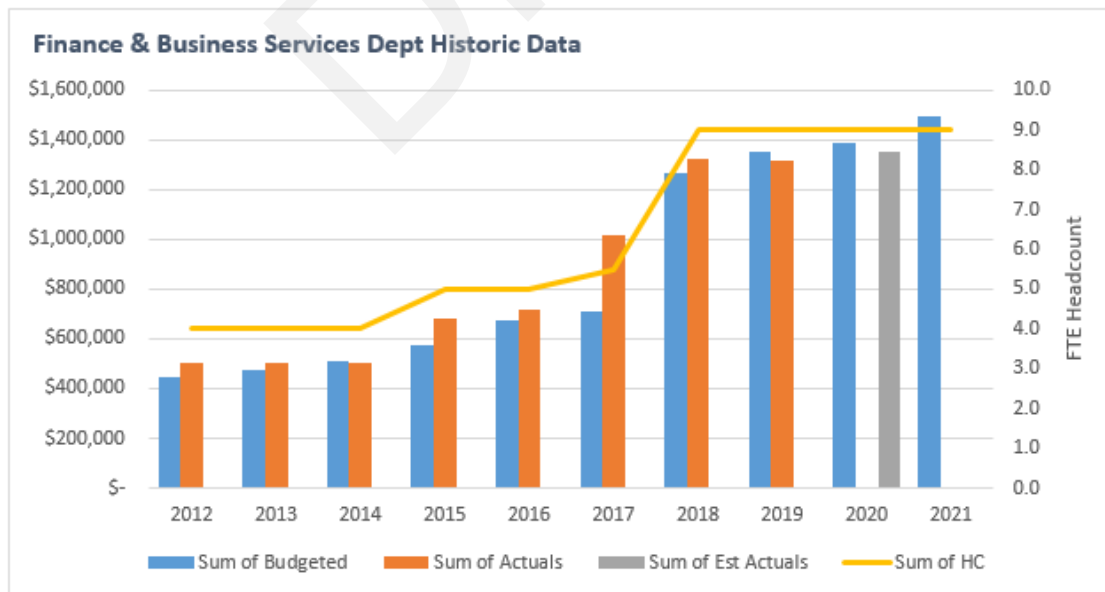
**General & Administrative Services:**

- \$130K for insurances, this includes an estimated increase due to the more recent claims.
- \$25K for different memberships such as LAFCO and CSDA.

**FINANCE & BUSINESS SERVICES DEPARTMENT**

The Finance & Business Services (FBS) Department is responsible for the District’s accounting and financial duties, customer service, field customer service and human resources needs. The department has the responsibility to oversee the general day-to-day business of the District, meeting short and long term financial objectives, as well as ensuring all financial reporting requirements are being met. There are 9 FTE employees.

- The Customer Service Team is responsible for customer accounts, billing, processing payments, customer inquiries and assigning customer service orders.
- The Field Customer Service Team is responsible for reading and maintaining meters, investigating high and low usage, turning service on/off, customer rebate program field review and other service orders as assigned.
- Human Resources (HR) provides administrative and operational support to District employees and retirees on payroll, benefits administration (FSA, FMLA, COBRA etc.), CalPERS, recruitment, MOU negotiations, training and other essential HR functions.
- The Finance Team is responsible for finance and accounting duties that support all departments, ensuring adequate internal controls, and preparing and analyzing annual financial and budget reports of the District. This department also maintains the general ledger, accounts payable/receivable, capital project accounting, grant accounting, payroll, inventory management and purchasing.



FINANCE & BUSINESS SERVICES DEPARTMENT

Finance & Business Services by Expense Category

	FY20-21 Proposed Budget	FY1920 Proposed Budget	FY19-20 Estimated Actuals	FY20-21 PROPOSED BUDGET		FY20-21 PROPOSED BUDGET	
				Variance to FY1920 Budget		Variance to FY1920 Est.	
Salaries & Benefits	\$ 1,168,747	\$ 1,102,927	\$ 1,057,002	\$ 65,820	6%	\$ 111,745	11%
Contract/Prof. Services	138,020	108,728	115,182	29,292	27%	22,838	20%
Operating Expenses	8,192	1,738	4,220	6,454	371%	3,972	94%
Maintenance	14,249	15,738	15,242	(1,489)	-9%	(993)	-7%
Facilities	1,300	1,500	1,200	(200)	-13%	100	8%
Gen. & Admin.	164,333	147,473	158,223	16,860	11%	6,110	4%
<b>Total Operating Expense</b>	<b>\$ 1,494,841</b>	<b>\$ 1,378,104</b>	<b>\$ 1,351,069</b>	<b>\$ 116,737</b>	<b>8%</b>	<b>\$ 143,772</b>	<b>11%</b>

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have increased \$117K or 8% compared to the prior year budget. The increase is due to changes in employee benefits and regular increases in salaries and benefits. Other increases are due to Badger meter fees. The District is currently looking for ways to decrease administrative fees such as a going green campaign to reduce paper waste and reduce postage fees.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have increased \$144K or 11% compared to the estimated prior year actuals. The increase is due to changes in employee benefits and regular increases in salaries and benefits, FY1920 savings from not filling a temporary leave position and Badger meter fees.

BUDGET EXPENDITURES TO NOTE:

Contract/Professional Services:

- \$56K billing related
- \$30K for software related
- \$15K human resources related
- \$21K for audit services

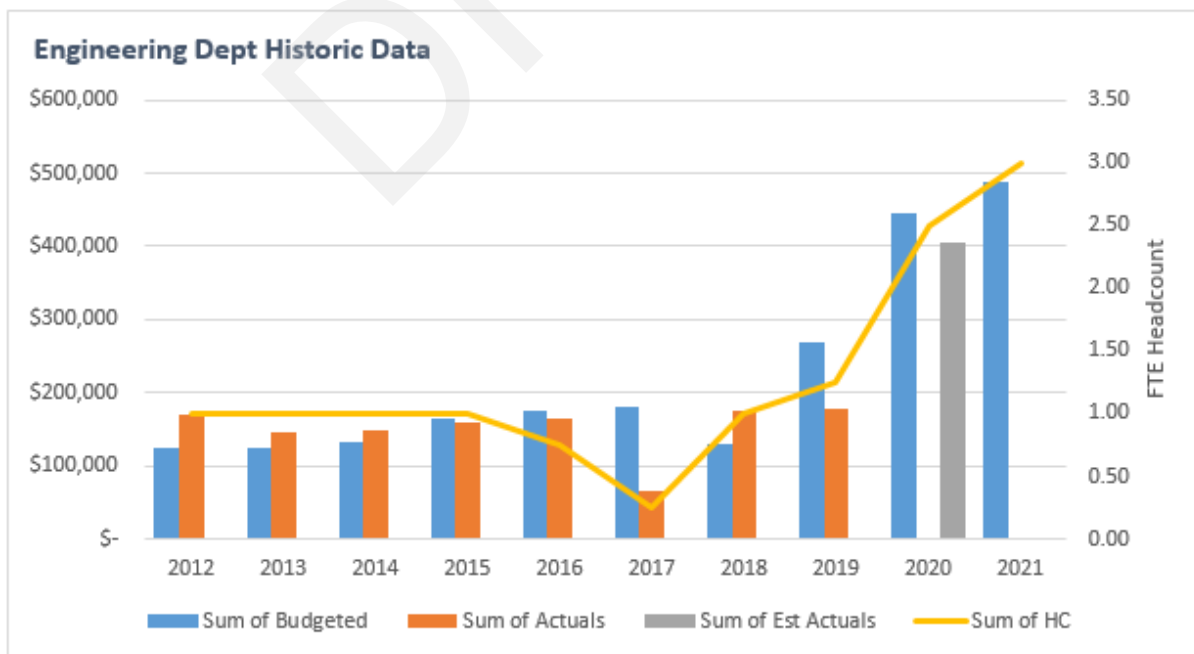
General & Administrative Services:

- \$110K for banking related, mainly due to online and credit card payments
- \$32K for postage

**ENGINEERING DEPARTMENT**

The Engineering Department designs, plans, coordinates and inspects the efforts of projects to expand the water system. Projects can include contracted out projects or internal meter reviews for individual parcels coming on to the water system. Engineering also maintains the District infrastructure drawings and maps. The Engineering Department is responsible for Geographic Information Systems (GIS) and the development of valuable tools for more efficient and effective access, linking, analysis, and maintenance of information for and about the District and its service connections. There are 3 FTE employees.

It is estimated that 80% of the Engineering Manager’s time will be capitalized to projects. This will show up as overhead absorption, crediting the operating expenses for the work capitalized. This remains as a budgeted operating expense as it is an ongoing expense of the District and can fluctuate for the basis of time worked on different tasks.



ENGINEERING DEPARTMENT

Engineering by Expense Category

	FY20-21 Proposed Budget	FY1920 Proposed Budget	FY19-20 Estimated Actuals	FY20-21 PROPOSED BUDGET			
				Variance to FY1920 Budget		Variance to FY1920 Est. Actuals	
Salaries & Benefits	\$ 444,870	\$ 379,817	\$ 364,430	\$ 65,053	17%	\$ 80,440	22%
Contract/Prof. Services	30,000	32,000	25,000	(2,000)	-6%	5,000	20%
Operating Expenses	5,000	23,000	12,000	(18,000)	-78%	(7,000)	-58%
Maintenance	1,000	1,000	1,000	-	0%	-	0%
Facilities	2,000	2,500	1,000	(500)	-20%	1,000	100%
Gen. & Admin.	6,100	7,800	2,000	(1,700)	-22%	4,100	205%
<b>Total Operating Expense</b>	<b>\$ 488,970</b>	<b>\$ 446,117</b>	<b>\$ 405,430</b>	<b>\$ 42,853</b>	<b>10%</b>	<b>\$ 83,540</b>	<b>21%</b>

VARIANCE TO PRIOR YEAR BUDGET:

Expenses have increased \$43K or 10% compared to the prior year budget. The increase from the prior year budget recognizing a full year of the Assistant Engineer position hired in FY1920. Offsetting decreases were due to the initial equipment for the new hire.

VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:

Expenses have increased \$84K or 21% compared to the estimated prior year actuals. The increase from the prior year estimated actuals is due to the timing of hiring the Assistant Engineer position. It was originally slated to be a half year, but was only about 4.5 months. Remaining regular increases in salaries and benefits.

BUDGET EXPENDITURES TO NOTE:

Contract/Professional Services:

- \$10K Water Master Plan scenarios
- \$10K software maintenance
- \$10K scanning services

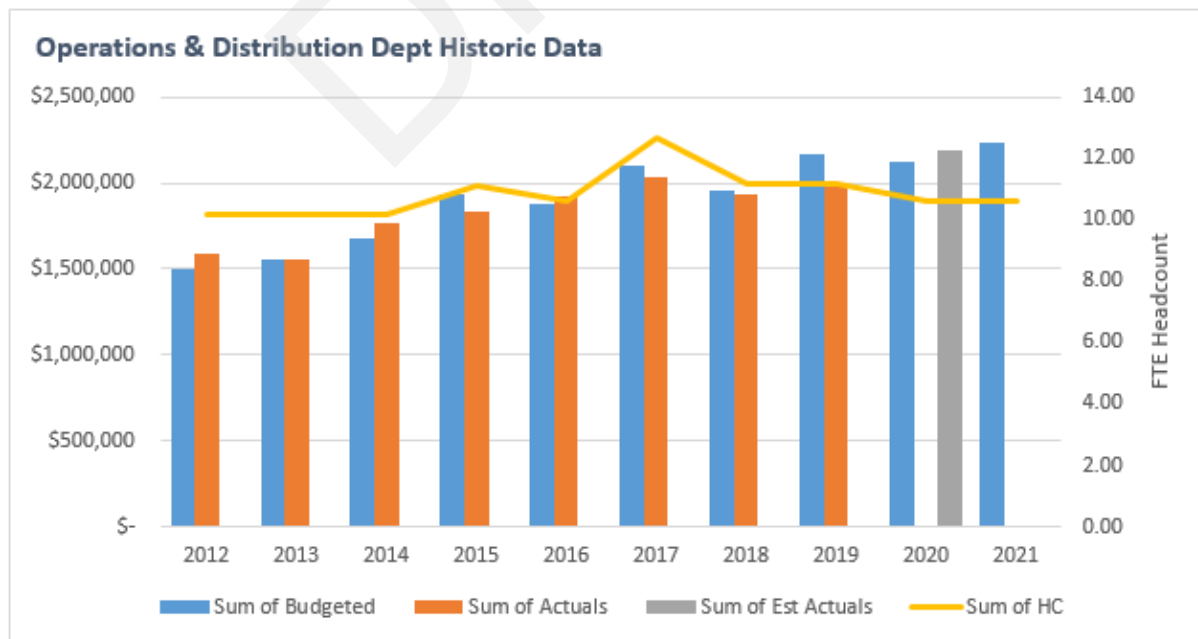
Operating Expenses:

- \$5K new computer equipment

**OPERATIONS & DISTRIBUTION DEPARTMENT**

The Operations & Distribution Department is responsible for the District’s operations and maintenance of the water system infrastructure, wastewater system, facilities security and emergency preparedness programs. In addition to complying with all applicable environmental regulations, this department is responsible for: performing preventive and corrective fleet, facilities and right of way maintenance, managing computerized controls equipment and monitoring and maintaining infrastructure assets. The Operations Team operates the water system and facilities 24-hour a day, 7 days a week. There are 10.6 FTE employees.

- The Director of Operations oversees all staff within the Operations & Distribution and Supply & Treatment Departments.
- The Field Services Supervisor oversees the Field Service Worker staff, who are responsible for the daily operation and maintenance of the systems, repairing and replacing service lines, distribution mains and valves, annual flushing to maintain water quality and locating services from Dial 811.
- The Field Services & System Coordinator provides administrative support to the Director of Operations, and performs a variety of field work relative to the operations and maintenance of water and wastewater systems.
- The Network Specialist performs administrative and technical work maintaining servers, computers and peripherals; maintains and prepares records and reports; monitors SCADA systems to report alarms; develops and maintains the District website, email and security systems.



OPERATIONS & DISTRIBUTION DEPARTMENT

**Operations & Distribution by Expense Category**

	<b>FY20-21 Proposed Budget</b>	<b>FY1920 Proposed Budget</b>	<b>FY19-20 Estimated Actuals</b>	<b>FY20-21 PROPOSED BUDGET</b>			
				<b>Variance to FY1920 Budget</b>		<b>Variance to FY1920 Est.</b>	
Salaries & Benefits	\$ 1,639,932	\$ 1,482,930	\$ 1,584,617	\$ 157,002	11%	\$ 55,315	3%
Contract/Prof. Services	100,000	140,000	100,000	(40,000)	-29%	-	0%
Operating Expenses	192,000	172,000	220,778	20,000	12%	(28,778)	-13%
Maintenance	99,295	105,749	90,700	(6,454)	-6%	8,595	9%
Facilities	199,366	197,866	187,394	1,500	1%	11,972	6%
Gen. & Admin.	7,944	8,440	7,096	(496)	-6%	848	12%
<b>Total Operating Expense</b>	<b>\$ 2,238,537</b>	<b>\$ 2,106,985</b>	<b>\$ 2,190,585</b>	<b>\$ 131,552</b>	<b>6%</b>	<b>\$ 47,952</b>	<b>2%</b>

**VARIANCE TO PRIOR YEAR BUDGET:**

Expenses have increased \$132K or 6% compared to the prior year budget. Increases were due to overtime associated with the PSPS, regular salary & benefit increases, with \$30K coming from increases in pension costs.

**VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:**

Expenses have increased \$48K or 2% compared to the estimated prior year actuals. The increase is associated with regular salary & benefit increases, offsetting is savings from not planning to rent generators for PSPS events since the District purchased 9 new generators.

**BUDGET EXPENDITURES TO NOTE:**

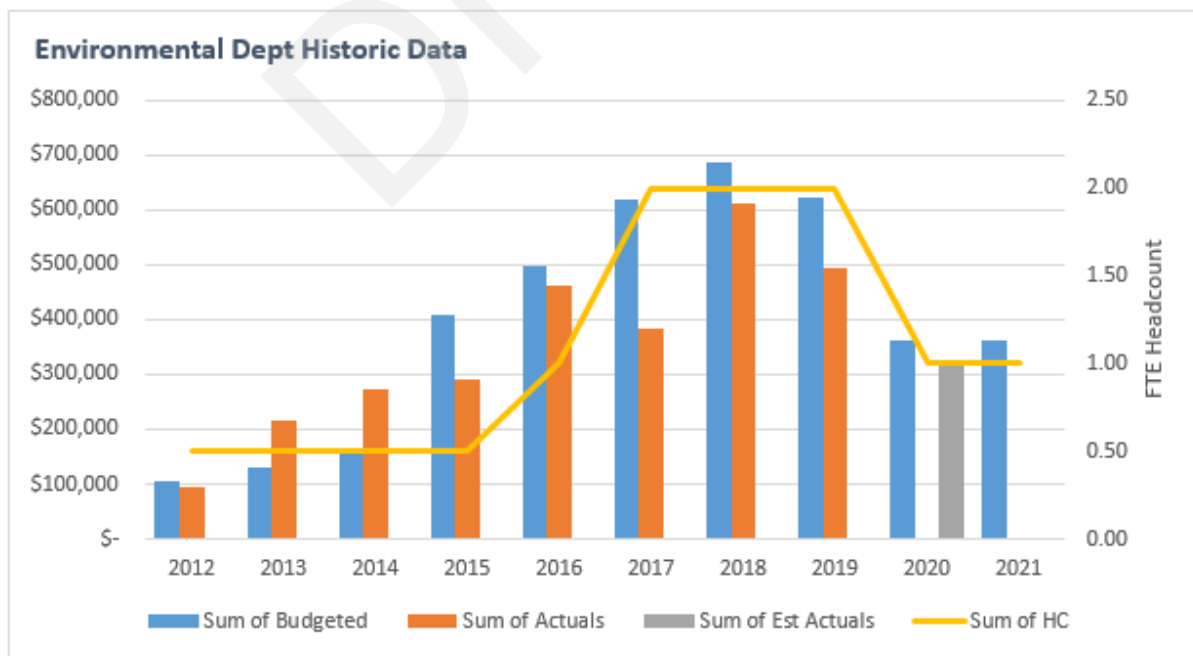
The majority are routine, regularly occurring expenses such as utilities, vehicle maintenance, inventory parts, other regular maintenance and so forth.



**ENVIRONMENTAL DEPARTMENT**

The Environmental Department oversees an array of strategies and programs related to providing a safe, reliable and sustainable water supply. There is 1 FTE employees.

- Facilitates District’s sustainable water supply planning.
- Conducts environmental permitting for capital improvement projects.
- Conducts legislative review and advocates to protect District resources.
- Facilitates public engagement and communication of District activities through an integrated multi-media approach.
- Helps identify current or potential drought conditions to help the District increase water conservation guidelines to meet demand and regulatory requirements.
- Identifies grant funding opportunities, prepares applications, coordinates with other agencies for collaborative grants and administers grants awarded.
- Manages District lands to protect water supply.



ENVIRONMENTAL DEPARTMENT

**Environmental by Expense Category**

	<b>FY20-21 Proposed Budget</b>	<b>FY1920 Proposed Budget</b>	<b>FY19-20 Estimated Actuals</b>	<b>FY20-21 PROPOSED BUDGET</b>		<b>Variance to FY1920 Est. Actuals</b>	
				<b>Variance to FY1920 Budget</b>		<b>Variance to FY1920 Est. Actuals</b>	
Salaries & Benefits	\$ 124,800	\$ 193,048	\$ 121,651	\$ (68,248)	-35%	\$ 3,148	3%
Contract/Prof. Services	215,000	150,111	189,000	64,889	43%	26,000	14%
Operating Expenses	1,000	4,500	3,000	(3,500)	-78%	(2,000)	-67%
Maintenance	5,500	8,000	5,000	(2,500)	-31%	500	10%
Facilities	-	1,200	601	(1,200)	-100%	(601)	-100%
Gen. & Admin.	17,000	3,850	4,050	13,150	342%	12,950	320%
<b>Total Operating Expense</b>	<b>\$ 363,300</b>	<b>\$ 360,709</b>	<b>\$ 323,303</b>	<b>\$ 2,591</b>	<b>1%</b>	<b>\$ 39,997</b>	<b>12%</b>

**VARIANCE TO PRIOR YEAR BUDGET:**

Expenses have increased \$3K or 1% compared to the prior year budget. There no longer is an Environmental Programs Manger, there is now an Environmental Planner. Salary & benefit savings from this change are offset by increased professional services for the 2020 UWMP and fire management plan.

**VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:**

Expenses have increase \$40K or 12% compared to the estimated prior year actuals. Similar to the above, and the offset by irregular occurring items such work for the 2020 Urban Water Management Plan (UWMP). Different programs or requirements vary by year in which they occur, which makes this department subject to varying costs year by year.

**BUDGET EXPENDITURES TO NOTE:**

Contract/Professional Services:

- \$55K Hydrogeologist Consulting Services
- \$55K Stream Flow Monitoring
- \$60K UWMP for 2020 (occurs every 5 years)
- \$15K Fire Management Plan
- \$12K Fish & Habitat Monitoring

Please see the following page for further explanation of some of these projects.

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## ENVIRONMENTAL DEPARTMENT

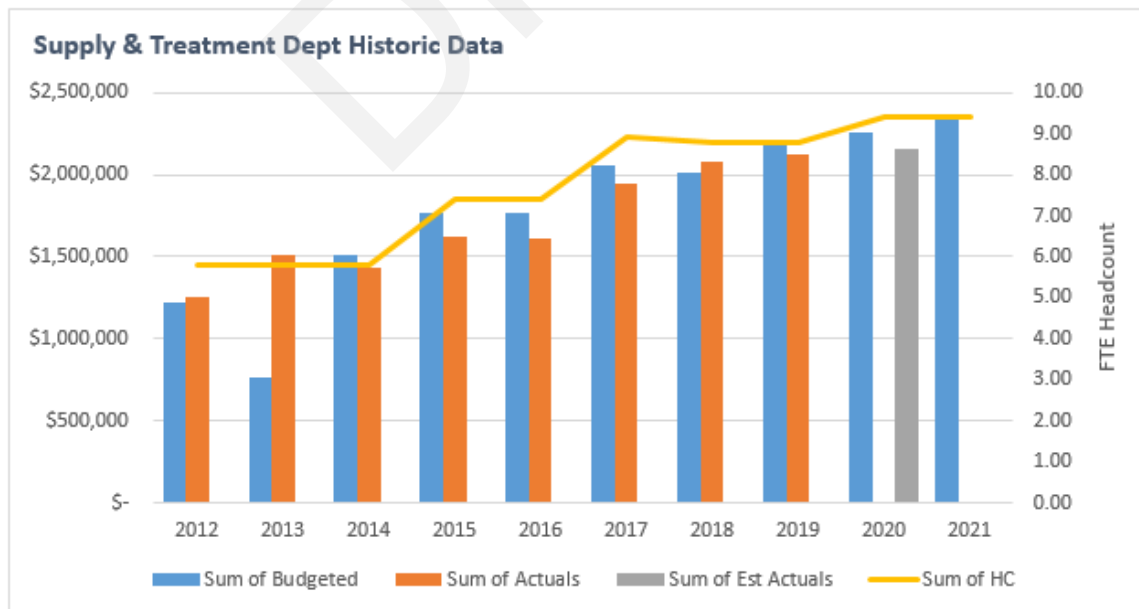
Below further explains some of the major projects within the department. Some professional services are more regularly recurring, others studies come up more irregularly or are one-time expenses.

- Hydrogeologist Consulting Services – An as needed contract to provide hydrogeologic expertise to the District in support of the District’s ongoing sustainable water supply planning efforts.
- Stream Flow Monitoring – The District has monitored stream flow in the San Lorenzo River and tributaries associated with District diversions for 4 years to quantify the impact on river habitat. The data is being used to improve District operations to ensure water supply reliability and improve fish habitat. Changes in district operations will likely require changes to water rights. Further monitoring will quantify habitat improvements, and will be used to negotiate forbearance agreements and bypass flow requirements.
- Water Shortage Contingency Plan/ Drought Risk Assessment –Drought Risk Assessment and other requirements will be components of the 2020 Urban Water Management Plan (UWMP) Update. Development of this document will begin in 2020, and will be the 1st phase of the 2020 UWMP due July 2021. The UWMP is required for all water purveyors who serve over 3,000 connections and are required to be complete and in good standing in order to qualify for grants and loans.
- Fish & Habitat Monitoring – The District has been partnering with the Juvenile Salmonid and Steelhead Habit Monitoring Partner Group (JSSH) for 20 years to monitor fish populations and habitat quality throughout Santa Cruz County. JSSH is developing new tools to help make informed decisions about conservation and restoration and to improve science communication with regard to fish and habitat. Partners are providing staff for monitoring field work to lower costs.

**SUPPLY & TREATMENT DEPARTMENT**

The Supply & Treatment Department receives raw water from multiple surface and groundwater sources. The department treats the water utilizing full conventional treatment technologies to meet all state and federal potable water standards and performs all chemical and biologic analyses required by the California Department of Public Health and the U.S. Environmental Protection Agency. There are 9.4 FTE employees.

- The Water Treatment Supervisor plans, organizes, and participates in the operation, maintenance and repair of equipment used in the operation of the water and wastewater treatment systems, including wells, pumps, valves, reservoirs and treatment plants. This position also plans and implements a comprehensive water quality monitoring program.
- The Water Treatment Operator staff inspect stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission and treatment facilities. This team also collects water and wastewater samples at various locations, performs routine laboratory analysis and records and reports results.
- The Electrician Staff perform a variety of skilled work related to the installation, maintenance and repair of industrial high voltage electrical motors, motor controls and equipment used in water and wastewater facilities; and installs, maintains, calibrates, repairs and operates electrical, pneumatic and mechanical instrumentation, controls, and equipment associated with the Supervisor Control and Data Acquisition (SCADA) system.



*SUPPLY & TREATMENT DEPARTMENT*

**Supply & Treatment by Expense Category**

	<b>FY20-21</b>	<b>FY1920</b>	<b>FY19-20</b>	<b>FY20-21 PROPOSED BUDGET</b>			
	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Estimated Actuals</b>	<b>Variance to FY1920 Budget</b>		<b>Variance to FY1920 Est.</b>	
Salaries & Benefits	\$ 1,618,535	\$ 1,457,630	\$ 1,461,945	\$ 160,906	11%	\$ 156,590	11%
Contract/Prof. Services	150,000	160,000	123,377	(10,000)	-6%	26,623	22%
Operating Expenses	198,200	207,000	180,385	(8,800)	-4%	17,815	10%
Maintenance	47,662	70,003	58,703	(22,341)	-32%	(11,042)	-19%
Facilities	349,577	349,577	333,430	-	0%	16,147	5%
Gen. & Admin.	5,958	7,447	2,690	(1,489)	-20%	3,268	121%
<b>Total Operating Expense</b>	<b>\$ 2,369,932</b>	<b>\$ 2,251,657</b>	<b>\$ 2,160,530</b>	<b>\$ 118,275</b>	<b>5%</b>	<b>\$ 209,402</b>	<b>10%</b>

**VARIANCE TO PRIOR YEAR BUDGET:**

Expenses have increased \$118K or 5% compared to the prior year budget. Increases are due to overtime associated with the PSPS, regular salary & benefit increases, with \$30K coming from increases in pension costs.

**VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:**

Expenses have increased \$209K or 10% compared to the estimated prior year actuals. Increases are due to overtime associated with the PSPS, regular salary & benefit increases, with \$54K coming from increases in pension costs. Additionally, there is higher water sampling testing requirements for this year. Offsetting is maintenance savings from the prior year having some major vehicle maintenance.

**BUDGET EXPENDITURES TO NOTE:**

The majority are routine, regularly occurring expenses such as utilities, maintenance, alarm services, and so forth.

**Contract/Professional Services:**

- \$50K for water analysis, testing requirements will vary by year.

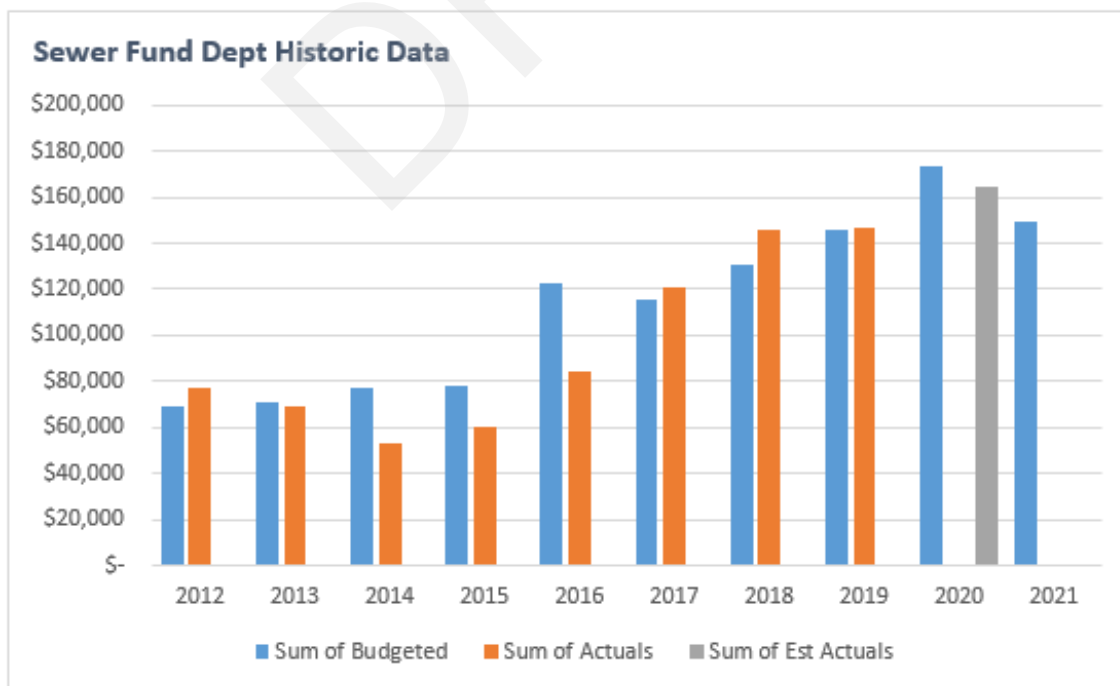
**Operating Expenses:**

- \$16K for laboratory supplies needed for required state sampling.

**SEWER FUND**

The District owns, operates and maintains a wastewater system in Boulder Creek’s Bear Creek Estates, which serves approximately 56 homes. The system is operating on a routine or as needed basis with direct staff being allocated from the Operations & Distribution or Supply & Treatment Departments. An indirect allocation process is used based on number of overall customers to allocate indirect costs identified as being a shared benefit to all customers.

- The system collects and treats domestic wastewater flow.
- The existing collection system consists of 19 manholes, 2 cleanouts, approximately 3,600 linear feet of gravity sewer, 2,600 linear feet of force mains, 2 sewer pump stations and 56 laterals.
- Initially constructed in 1985, it consisted of two (2) cast-in-place, underground concrete tanks, an influent pump station and an effluent pump station discharging treated effluent to a subsurface 2.3-acre leach field.
- From 2005 through 2013, the District completed several modifications aimed at achieving regulatory compliance and improved nitrogen removal efficiency. This resulted in the existing treatment septic system being modified to incorporate a 3-stage trickling filter system, new internal recirculation/splitter/ball valves, and new air blowers with high capacity disc diffusers in the clarifier tanks.
- Due to higher regulatory requirements, there is still significant improvements needed for the wastewater system.



SEWER FUND

**Sewer Fund by Expense Category**

	<b>FY20-21 Proposed Budget</b>	<b>FY1920 Proposed Budget</b>	<b>FY19-20 Estimated Actuals</b>	<b>FY20-21 PROPOSED BUDGET</b>		<b>Variance to FY1920 Est. Actuals</b>	
				<b>Variance to FY1920 Budget</b>		<b>Variance to FY1920 Est. Actuals</b>	
Salaries & Benefits	\$ 57,222	\$ 56,667	\$ 51,537	\$ 554	1%	\$ 5,685	11%
Contract/Prof. Services	50,980	75,772	78,818	(24,792)	-33%	(27,838)	-35%
Operating Expenses	25,072	25,026	20,072	46	0%	5,000	25%
Maintenance	1,667	2,472	1,191	(805)	-33%	476	40%
Facilities	13,173	12,248	11,392	925	8%	1,781	16%
Gen. & Admin.	1,660	1,547	1,554	113	7%	106	7%
<b>Total Operating Expense</b>	<b>\$ 149,773</b>	<b>\$ 173,733</b>	<b>\$ 164,564</b>	<b>\$ (23,959)</b>	<b>-14%</b>	<b>\$ (14,791)</b>	<b>-9%</b>

**VARIANCE TO PRIOR YEAR BUDGET:**

Expenses have decreased \$24K or (14%) compared to the prior year budget. The decrease is due to prior year consulting for the study on the system.

**VARIANCE TO PRIOR YEAR ESTIMATED ACTUALS:**

Expenses have decreased \$15K or (9%) compared to the estimated prior year actuals due to the study done in prior year.

**BUDGET EXPENDITURES TO NOTE:**

Contract/Professional Services:

- \$30K for water analysis. Testing requirements will vary by year.

## NON-OPERATING REVENUE & EXPENSES

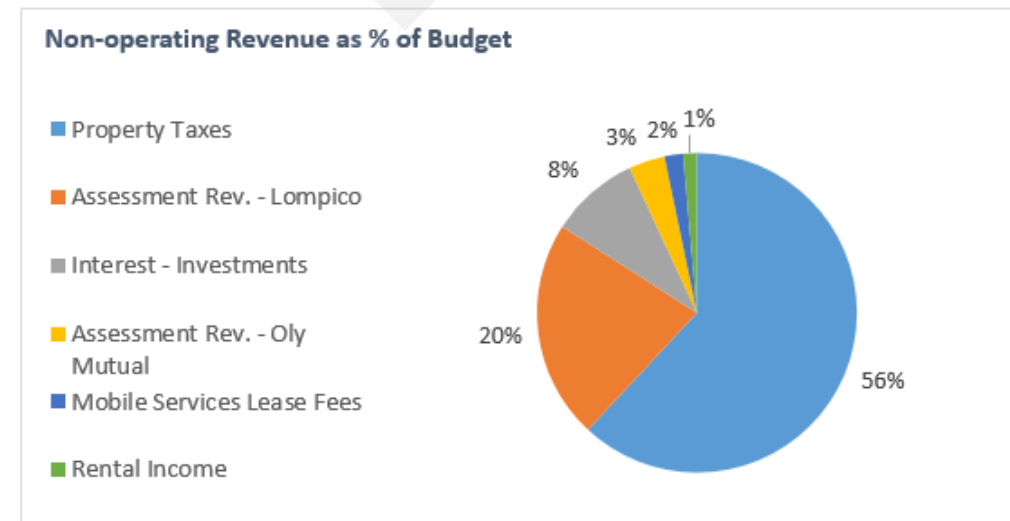
### NON-OPERATING REVENUE

The District receives a large portion of non-operating revenue from the District’s share of property taxes levied by the County on certain parcels within the District. Property tax revenue is typically designated to help pay any debt or fund reserves.

There is a portion of non-operating revenue received by two assessment districts, Olympia Mutual and Lompico. These are considered restricted funds, as they are specifically earmarked to repay debt from past projects or fund future projects.

#### Non-Operating Revenue Budget

	FY2021 Proposed Budget	FY1920 Adopted Budget	FY1920 Estimated Actuals	FY1920 PROPOSED BUDGET			
				Variance to FY1920 Budget		Variance to Est. Actuals	
<b>Non-operating Revenue</b>							
Property Taxes	\$ 825,000	\$ 783,750	\$ 794,000	\$ 41,250	5%	\$ 31,000	4%
Assessment Rev. - Oly Mutual	48,500	51,000	48,500	(2,500)	-5%	-	0%
Assessment Rev. - Lompico	295,000	295,000	303,000	-	0%	(8,000)	-3%
Mobile Services Lease Fees	25,000	23,750	25,000	1,250	5%	-	0%
Rental Income	18,500	18,000	18,300	500	3%	200	1%
Interest - Investments	120,000	50,000	300,000	70,000	140%	(180,000)	-60%
<b>Total Non-Operating Revenue</b>	<b>\$ 1,332,000</b>	<b>\$ 1,221,500</b>	<b>\$ 1,488,800</b>	<b>\$ 110,500</b>	<b>9%</b>	<b>\$ (156,800)</b>	<b>-11%</b>
<b>Capital Contributions</b>							
Capital Grants	\$ 146,500	\$ -	\$ -	\$ 146,500	0%	\$ 146,500	0%
FEMA Reimbursements	-	-	-	-	0%	-	0%
<b>Total Capital Contributions</b>	<b>\$ 146,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,500</b>	<b>0%</b>	<b>\$ 146,500</b>	<b>0%</b>





## NON-OPERATING EXPENSES

The main component of non-operating expenses are interest payments on debt owed.

For budgetary purposes, the District includes principal payments of debt as part of the non-operating expenses. Principal payments are a cash transaction, therefore deemed appropriate to be displayed in the budget as a non-operating expense. For regular financial purposes, principal debt payments would be shown as a cash payment and reduction on the balance sheet to reduce the debt liability.

In FY1920 the District secured a \$14.5M certificate of participation (loan) to fund upcoming capital projects. This was integral in advancing the capital project plan.

There is no new debt financing currently being pursued.

### Non-Operating Expenses

Interest Expense	FY20-21
Refunding Bond	\$ 12,354
Felton Loan	29,859
Olympia SRF Loan	36,273
Probation Tank Loan	74,009
\$14.5M COP	519,850
Solar Lease	7,647
Vehicle Lease	1,177
<b>Total Interest Expense</b>	<b>\$ 681,169</b>

### Additional Debt Information

Debt Principal Payments	FY20-21	FY20-21		
		Balance	Term. Date	Interest Rate
Refunding Bond	\$ 494,531	\$ 109,246	Ends 09/21	2.60%
Felton Loan	156,938	1,042,934	Ends 07/27	2.42%
Olympia SRF Loan	67,960	1,328,246	Ends 01/37	2.57%
Probation Tank Loan	71,820	1,877,464	Ends 09/38	3.88%
\$14.5M COP	230,000	13,795,000	Ends 08/49	2.99%
Solar Lease	31,348	191,243	Ends 11/26	3.67%
Vehicle Lease	24,031	22,732	Ends 05/22	3.29%
<b>Total Debt Payments</b>	<b>\$ 1,076,628</b>	<b>\$ 18,366,865</b>		

## CAPITAL PROJECTS

### *SUMMARY*

The Capital Improvement Projects (CIP) section is a component of the non-operating expense section of the budget. The CIP budget includes expenditures for fixed asset/equipment purchases as well as the accumulation of expenditures associated with construction projects undertaken by the District. Whenever a project is done in-house, the related labor costs will be capitalized to the project and off-set the operating expense.

The District funds capital projects by funding internally from cash reserves (pay-go), grants awarded, individual assessments or debt financing. In more recent years, the District has paid from cash reserves. For some of these upcoming projects, the District has leveraged grant monies and debt financing. Interest rates are near historic lows, financing by debt allows the District to rebuild reserves at a more favorable interest rate for some of the longer term assets.

The Capital Project Listing will list out project titles, anticipated funding sources, and amount expected to be spent in the current budget year. Each project will be described in further detail in the Capital Project Description sections.

### **FY20-21 CAPITAL PROJECTS ADDITIONAL NOTES:**

The District has the Redwood Park Tank, Lompico Tanks, and 5 main pipelines as larger projects for the upcoming year. These are all funded by the \$14.5M COP.

The District has one main FEMA project related to the FY1617 storm damage, this is the Lyon Treatment Plant slide repair. There is still more work to be done before the full project scope will be known. It is anticipated that at least 75% of this project should be covered by FEMA.

Two projects received grant funding, CEQA work for the Intertie and the System Wide Master Plan. The District will continue to pursue grant funding for any applicable projects.

CAPITAL PROJECT LISTING

**CAPITAL PROJECTS**

#	Project	Funding Type	FY20-21 BUDGET REQUEST	Future FY Projection	Est. Completion Year
<b>General Water System:</b>					
1	Redwood Park (Swim) Tank	\$14.5M COP	748,000		FY20-21
2	Lyon Zone Pipe	\$14.5M COP	1,752,320	1,722,320	FY21-22
3	Sequoia Pipeline	\$14.5M COP	97,120	73,000	FY21-22
4	Quail Hollow Pipeline	\$14.5M COP	2,560,411	2,473,000	FY21-22
5	California Pipeline	\$14.5M COP	1,063,957		FY20-21
6	Hillside Pipeline	\$14.5M COP	519,560		FY20-21
7	CEQA for Intertie (2)	RESERVES / 90% GRANT	85,000		FY20-21
8	Felton Heights Tank (1)	RESERVE/PARTIAL CUSTOMER PAID	350,000		FY20-21
9	Meter Replacement (1,000)	RESERVES	400,000		Ongoing
10	1 Pooled Vehicle (Eng./Env.)	RESERVES	30,000		FY20-21
11	Glen Arbor Bridge South	RESERVES	185,000		FY20-21
12	Country Club Pipeline	RESERVES	200,000		FY20-21
13	Fall Creek Fish Ladder	RESERVES	800,000		FY20-21
14	Highland Tank	RESERVES	45,000	255,000	FY21-22
15	Brookdale Tank Coating	RESERVES	275,000		FY20-21
16	Blair Tank Coating	RESERVES	250,000		FY20-21
17	SCADA Tone Cards	RESERVES	80,000		FY20-21
18	System Wide Master Plan (2)	RESERVES/ \$70K GRANT	50,000		FY20-21
<b>Lompico Assessment District</b>					
19	Madrone Tank	\$14.5M COP	671,250		FY20-21
20	Kaski Tank	\$14.5M COP	637,500		FY20-21
21	Lewis Tank	\$14.5M COP	827,500		FY20-21
<b>Storm Damage 2017 FEMA</b>					
22	Lyon Slide Repair	FEMA/RESERVES	200,000	15,000,000	FY????
			<b>11,827,618</b>	<b>19,523,320</b>	

**SUMMARY OF FUNDING SOURCES FOR CAPITAL PROJECTS:**

<b>DEBT FUNDED:</b>		
PRE-FUNDED LOAN	(8,877,618)	\$14.5M COP
<b>TOTAL DEBT FUNDED</b>	<b>(8,877,618)</b>	
<b>OTHER FUNDED:</b>		
CEQA for Intertie	(76,500)	Grant funded
Master Plan	(70,000)	Grant funded
<b>TOTAL OTHER FUNDED</b>	<b>(146,500)</b>	
<b>FUNDING FROM RESERVES</b>	<b>2,803,500</b>	

- (1) Partial customer reimb: \$30/month on 21 parcels, 10 years, \$75,600 overall. (Shows as operating revenue)  
 (2) Future grant funding. Completion estimated for FY20-21. Funds will be disbursed upon project completion.

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*CAPITAL PROJECT DESCRIPTION*

**REDWOOD PARK (SWIM) TANK REPLACEMENT**

The Redwood Park Water Storage tanks, located off Scenic Way in Ben Lomond, is part of the original water distribution system acquired by the District in 1965 from Citizens Utilities Company. This facility provides water service to approximately one hundred twenty-five (125) connections. The existing redwood storage tank consists of two 20,000 gallon redwood storage tanks located off a steep embankment with no vehicular access. The existing redwood tanks require ongoing maintenance to control leakage. In 2015, the lower tank was lined to stop excessive leakage. The tanks are undersized for the service area. Construction is slated for Spring/Summer of 2021.

**Project Description:**

Construction of a new 120,000 gallon bolted steel water tank. The project includes, but is not limited to, construction of a new bolted steel water tank, SCADA control, fencing, retaining walls and a new pump station.

**Fiscal Year Budget Request:** \$748,000

**Funding Type:** \$14.5M COP Loan



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*CAPITAL PROJECT DESCRIPTION*

**LYON DISTRIBUTION ZONE PIPING REPLACEMENT**

The Lyon Surface Water Treatment Plant supplies water to the SLVWD System through the Lyon Distribution Piping. The existing mainline is 6-inch and creates a restriction limiting the amount of water supply.

**Project Description:**

Construction of approximately 3,000 lineal feet of new 12-inch water main and appurtenances thereto. This project will replace the existing 6-inch water main along Highway 236 from Big Steel Water Storage Tank to Highway 9. The existing distribution system is outside the Highway 236 right-of-way and traverses under homes. Undersized water main is the source of flow capacity restriction between Big Steel, Brookdale and Reader Zones.

**Fiscal Year Budget Request:** \$1,752,320      **Funding Type:** \$14.5M COP Loan

**SEQUOIA PIPELINE REPLACEMENT**

The Sequoia Pipeline Project is one of three pipelines currently in the design process. The CEQA process has been completed. Bidding and construction are slated for Spring/Summer of 2021. The pipeline has reached the end of its useful life and is in need of replacement.

**Project Description:**

Construction involves approximately 800 feet of 8-inch water main and appurtenances thereto. This project will replace the existing 6-inch water main between Margaret Drive and Hoot Owl Way.

**Fiscal Year Budget Request:** \$97,120      **Funding Type:** \$14.5M COP Loan

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## CAPITAL PROJECT DESCRIPTION

### QUAIL HOLLOW PIPELINE REPLACEMENT

The Quail Hollow Pipeline Project is one of three pipelines currently in the design process. Bidding and construction are slated for Spring/Summer of 2021. The undersized water main is the source of flow capacity restrictions between the North and the South system and is in need of replacement.

**Project Description:**

Construction of approximately 7,500 feet of 12-inch water main and appurtenances thereto. This project will replace the existing 6-inch water main between Cumora Lane and West Zayante Road.

**Fiscal Year Budget Request:** \$2,560,411      **Funding Type:** \$14.5M COP Loan

### CALIFORNIA PIPELINE REPLACEMENT

The California Pipeline Project is one of two pipelines which is currently in the bidding/construction process. The CEQA process has been completed. Construction is scheduled for Spring/Summer of 2020. The pipeline has reached the end of its useful life and is in need of replacement.

**Project Description:**

Construction involves approximately 1,840 feet of 6-inch ductile iron water main and appurtenances thereto. This project will replace the existing 6-inch water main between Riverside Drive and Highway 9.

**Fiscal Year Budget Request:** \$1,063,957      **Funding Type:** \$14.5M COP Loan

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*CAPITAL PROJECT DESCRIPTION*

**HILLSIDE PIPELINE REPLACEMENT**

The Hillside Pipeline Project is one of two pipelines which is currently in the bidding/construction process. The CEQA process has been completed. Construction is scheduled for Spring/Summer of 2020. The pipeline has reached the end of its useful life and is in need of replacement.

**Project Description:**

Construction involves approximately 1,560 feet of 8-inch HDPE water main and appurtenances thereto. This project will replace the existing 4-inch water main between the south junction and the north junction of Fern Drive.

**Fiscal Year Budget Request:** \$519,560

**Funding Type:** \$14.5M COP Loan

**CEQA FOR INTERTIES**

The Prop 50 Emergency Interties had additional permitting required to be able to fully utilize for conjunctive use. This will be 100% grant reimbursed, however, not expected to come in until FY2021.

**Fiscal Year Budget Request:** \$85,000

**Funding Type:** 90% Grant / Reserves

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*CAPITAL PROJECT DESCRIPTION*

**FELTON HEIGHTS TANK AND BOOSTER**

In 2013, the District took ownership of Felton Heights Mutual located in Felton. The 21 water connections were receiving water from the District through a single master water meter. As a requirement for the transfer of ownership is to replace existing undersized water storage tank with a 60,000 gallon water tank. The twenty-one homes are responsible for a portion of the project.

**Project Description:**

The project includes but is not limited to property acquisition by easement, engineering, and water tank construction.

**Fiscal Year Budget Request:** \$350,000

**Funding Type:** Reserves / \$75K Customer





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*CAPITAL PROJECT DESCRIPTION*

**METER REPLACEMENTS**

The District maintains a meter replacement program. Meters should be replaced every 12-15 years. Meters that are greater than 15 years old have a higher tendency to under-report water use or fail all together. Failing meters are identified in the meter reading process and replaced as needed.

**Project Description:**

Replace approximately 1,000 meters in the District.

**Fiscal Year Budget Request:** \$400,000      **Funding Type:** Reserves

**ONE POOLED VEHICLE**

To perform customer service, operations and maintenance, the District maintains a fleet of various types of vehicles. With the increase in staff and replacement of existing vehicles that have reached their life expectancy, additional vehicles are needed. The fleet is evaluated annually for replacement.

**Project Description:**

One new shared vehicle: A pool vehicle for the engineering, environmental, and Network Specialist is needed for field and other location work by these departments/individuals. This will be a fuel efficient small SUV.

**Fiscal Year Budget Request:** \$30,000      **Funding Type:** Reserves

**GLEN ARBOR BRIDGE (SOUTH) WATER REPAIR/REPLACEMENT**

The waterline crossing the Glen Arbor Bridge South is embedded in a concrete tube in the bridge, inaccessible for repairs. Constructed in 1968 the waterline has developed a small leak in the bridge structure.

**Project Description:**

Repair/Replacement of the waterline crossing the bridge

**Fiscal Year Budget Request:** \$185,000      **Funding Type:** Reserves

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*CAPITAL PROJECT DESCRIPTION*

**COUNTRY CLUB PIPELINE**

The Country Club Pipeline Project is required as a result of the relocation of the Redwood Park Tank. The pipeline will be designed and constructed with the replacement of the Redwood Park Tank. The property for the new tank site is currently being acquired. The CEQA process is underway. Construction is scheduled for Spring/Summer of 2021. The pipeline has reached the end of its useful life and is in need of replacement.

**Project Description:**

Construction involves approximately 550 feet of 6-inch water main and appurtenances thereto.

**Fiscal Year Budget Request:** \$200,000

**Funding Type:** Reserves

**FALL CREEK FISH LADDER**

The Fall Creek Diversion Facility, located off Fall Creek Road in Felton, is part of the water system acquired by the District in 2007 from the California-American Water Company. This facility supplies raw water from Fall Creek to the Kirby Water Treatment Plant in Felton. The Diversion Facility includes a series of weirs, pools and jumps used by salmon for upstream and downstream travel. The facility has needed upgrading since before the District acquired it. Upgrades will include reducing the jump height between the pools for fish travel, as required by State and Federal regulations and improvements to the intakes.

**Fiscal Year Budget Request:** \$800,000

**Funding Type:** Reserves

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*CAPITAL PROJECT DESCRIPTION*

## **HIGHLAND REDWOOD TANK REPLACEMENT**

Highland Tank is located off of Highland Drive in Boulder Creek. This is a 64,000 gallon redwood tank that is leaking. The District has had diving contractors out to try and repair this tank multiple times, this worked for a short period of time then the leaks continue. The State Department of Water Resources has been instructing the District to replace all of its redwood tanks every year during annual inspections.

**Project Description:**

Replace the existing 64,000 gallon redwood tank. It is undetermined at this time what is going to be the best option as a replacement. This will all be determined in the design phase.

**Fiscal Year Budget Request:** \$45,000

**Funding Type:** Reserves

## **BROOKDALE TANK PAINTING AND COATING**

Brookdale Tank is located off of Annie's Way in Brookdale. This is a 73,000 gallon welded steel tank that is in need of painting and coating. The District has had contractors out to assess the tank, and has been determined it is past time to rehab this tank, before catastrophic failure. The State Department of Water Resources also has requested that the tank be rehabilitated.

**Project Description:**

Take Brookdale tank offline and have a painting and coating contractor rehab the existing tank.

**Fiscal Year Budget Request:** \$275,000

**Funding Type:** Reserves

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*CAPITAL PROJECT DESCRIPTION*

**BLAIR TANK PAINTING AND COATING**

Blair Tank is located off of Blair Street in Felton. This is a 26,000 gallon welded steel tank that is in need of painting and coating. The District has had contractors out to assess the tank, and has been determined it is past time to rehab this tank, before catastrophic failure. The State Department of Water Resources also has requested that the tank be rehabilitated.

**Project Description:**

Take Blair tank offline and have a painting and coating contractor rehab the existing tank.

**Fiscal Year Budget Request:** \$250,000

**Funding Type:** Reserves



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*CAPITAL PROJECT DESCRIPTION*

**SCADA TONE CARDS**

Upgrade SCADA controls between critical District facilities: 1) Reader Tank and Firehouse Booster and 2) University Tank and University Booster. The existing SCADA controls between these sites utilize obsolete tone cards and phone line connections.

**Project Description:**

Purchase and install Emerson Controlwave RTU's at the tank and booster site, coordinating an internet connection at each site, integration with existing SCADA network and programming of the RTU's with staff from Emerson.

**Fiscal Year Budget Request:** \$80,000

**Funding Type:** Reserves

**SYSTEM WIDE MASTER PLANS**

Preparation and calibration of a computer simulation hydraulic model of the District's water system for analysis of fire flows, storage requirements and system efficiencies for the respective zones. Once the models have been calibrated, the District will use them to study what current pipe diameters/ pump stations/ storage tanks are deficient for fire flows and/or normal operation. Use of these models will help to prioritize capital Improvement projects.

**Fiscal Year Budget Request:** \$50,000

**Funding Type:** Reserves / Grant

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*CAPITAL PROJECT DESCRIPTION*

**MADRONE TANKS**

Madrone tanks are two 60,000 gallon tanks in Lompico that are part of the Lompico assessment. These are redwood tanks that are in the assessment for replacement. These tanks have been in design in fiscal year 18/19. This budget item is to continue the design and then start construction of these tanks. The State Department of Water Resources has been instructing the District to replace all of its redwood tanks every year during annual inspections.

**Project Description:**

Continue to design and construct to replace these two redwood tanks.

**Fiscal Year Budget Request:** \$671,250

**Funding Type:** \$14.5M COP Loan



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*CAPITAL PROJECT DESCRIPTION*

**KASKI TANKS**

Kaski tanks are two 60,000 gallon tanks in Lompico that are part of the Lompico assessment. These are redwood tanks that are in the assessment for replacement. These tanks have been in design in fiscal year 18/19. This budget item is to continue the design and then start construction of these tanks. The State Department of Water Resources has been instructing the District to replace all of its redwood tanks every year during annual inspections.

**Project Description:**

Continue to design and construct to replace these two redwood tanks.

**Fiscal Year Budget Request:** \$637,500

**Funding Type:** \$14.5M COP Loan

**LEWIS TANK**

As part of the consolidation of Lompico County Water into the District, the residents of Lompico are required to replace the Lewis Water Tank. The 100,000 gallon tank supplies water service to approximately 240 service connections and has reached its life expectancy requiring replacement. The location of this tank is in sensitive habitat and will require permitting from Federal Fish & Wildlife.

**Project Description:**

This project will replace the existing Redwood tank. The project includes but is not limited to, temporary water storage for customers, new water tank, SCADA control, fencing, and environmental permitting.

**Fiscal Year Budget Request:** \$827,500

**Funding Type:** \$14.5M COP Loan

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*CAPITAL PROJECT DESCRIPTION*

**LYON WATER TREATMENT PLANT ACCESS ROAD REPAIRS (STORM DAMAGE)**

The access road to the Lyon Water Treatment Facility was severely damaged in two locations during storm events. There is significant engineering and permitting to be done. Anticipated project completion date is still unknown.

**Project Description:**

Stabilize and repair access road in two locations. Replace asphalt paving.

**Fiscal Year Budget Request:** \$200,000

**Funding Type:** FEMA / Reserves





## ADDITIONAL SUPPORT & INFORMATION

### STATEMENT OF REVENUES, EXPENSES & CHANGES IN RESERVES

DISTRICT FUNDS	FY2021 Proposed Budget	DISTRICT FUNDS	FY1920 Est. Actuals
<i>Beginning Reserve Balance</i>	\$ 4,050,000	<i>Beginning Reserve Balance</i>	\$ 3,000,000
<b>Revenues</b>		<b>Revenues</b>	
Operating Revenues	\$ 11,439,715	Operating Revenues	\$ 10,872,750
Non-operating Revenues <sup>(1)</sup>	1,332,000	Non-operating Revenues <sup>(1)</sup>	1,185,800
<b>Total Revenues</b>	<b>\$ 12,771,715</b>	<b>Total Revenues</b>	<b>\$ 12,058,550</b>
<b>Expenses</b>		<b>Expenses</b>	
Operating Expenses	\$ 8,404,487	Operating Expenses	\$ 7,733,428
Non-operating Expenses	1,757,796	Non-operating Expenses	1,379,014
Overhead Absorption <sup>(2)</sup>	(255,000)	Overhead Absorption <sup>(2)</sup>	(175,000)
<b>Total Expenses</b>	<b>\$ 9,907,283</b>	<b>Total Expenses</b>	<b>\$ 8,937,442</b>
<b>Capital Improvement Expenses &amp; Funding</b>		<b>Capital Improvement Expenses &amp; Funding</b>	
Capital Projects	\$ 11,827,618	Capital Projects	\$ 4,512,000
Grant Funded	(146,500)	Grant Funded	-
Debt Funded	(8,877,618)	Debt Funded	(2,439,000)
<b>Capital Project Expenses</b>	<b>\$ 2,803,500</b>	<b>Capital Project Expenses</b>	<b>\$ 2,073,000</b>
Increase (Decrease)	\$ 60,932	Increase (Decrease)	\$ 1,048,108
<b>Ending Reserve Balance</b>	<b>\$ 4,110,932</b>	<b>Ending Reserve Balance</b>	<b>\$ 4,048,108</b>
<b>Reserve Balances</b>		<b>Reserve Balances</b>	
Operating Reserve	\$ 3,151,683	Operating Reserve	\$ 2,931,000
Capital Reserve	489,583	Capital Reserve	671,108
Compensated Absences	179,667	Compensated Absences	171,000
Restricted Reserve - Debt	180,000	Restricted Reserve - Debt	165,000
Restricted Reserve - Oly AD	110,000	Restricted Reserve - Oly AD	110,000
	<u>\$ 4,110,932</u>		<u>\$ 4,048,108</u>

(1) Prior years non-operating revenues excluded Lompico AD revenues due to the fact that was going towards the capital projects. The funds will now be going toward repayment of related debt and will now be included in non-operating revenues.

(2) Overhead absorption is typically employee labor time that is capitalized for work performed on capital project in lieu of an outside consultant.

*FUND SUMMARY*

The below provides a summary of the changes by fund for the FY20-21 budget.

The Water Fund has a budget surplus of \$52K, mainly due to the increased water revenue from the rate increases and financing upcoming capital projects. Any additional funds will be used to build back up the reserve fund balances.

The Sewer Fund has a budget surplus of \$9K. The Sewer Fund passed a 3 year rate increase that should meet expenses by year 3 and start to pay back the Water Fund. While it is positive this year has a surplus in the budget, the rate increase was not meant to cover the future capital needs. As you can see in the pro form financials with depreciation on the next page, the Sewer Fund is still operating at a negative net position. It is important that the District continues to maintain and keep the sewer system functioning.

**Summary of Revenue, Expenses & Changes in Reserves by Fund**

	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Total</b>
Operating Revenue	\$11,281,112	\$ 158,603	\$11,439,715
Operating Expenses	7,999,714	149,773	8,149,487
<b>Operating Income (Expense)</b>	<b>\$ 3,281,398</b>	<b>\$ 8,830</b>	<b>\$ 3,290,228</b>
Non-Operating Revenue	\$ 1,332,000	\$ -	\$ 1,332,000
Non-Operating Expense	1,757,796	-	1,757,796
<b>Non-Operating Income (Expense)</b>	<b>\$ (425,796)</b>	<b>\$ -</b>	<b>\$ (425,796)</b>
Capital Project Expenses	\$11,827,618	\$ -	\$11,827,618
Capital Project Funding	9,024,118	-	9,024,118
<b>Capital Funding Needed</b>	<b>\$ (2,803,500)</b>	<b>\$ -</b>	<b>\$ (2,803,500)</b>
<b>Increase (Decrease) in Reserves</b>	<b>\$ 52,102</b>	<b>\$ 8,830</b>	<b>\$ 60,932</b>

*PRO FORMA FINANCIALS WITH DEPRECIATION*

The Pro Forma Statement of Revenues, Expenses and Changes in Net Position is intended to help bridge the difference from the budget to the audited financial statement.

- Non-cash expense items such as depreciation expense for fixed assets and accrued compensated absences are excluded from the budget.
  - Estimated depreciation has been included in the below as a separate line item, totaling \$1,642,000.
    - When an asset is capitalized, the depreciation expense is gradually recognized over the life of the asset. In the budget, we look at the current project expenses expected to use the funds.
  - Estimated accrued compensated absences has been included in the Operating Expense line, totaling \$100,000.
    - At year end, accrued compensated absences either increase or decrease based on time off taken versus accrued. As it is not a cash item, it is not included in the budget. It is important to note this is still cash liability employees will eventually be paid out for.
  - GASB Pension & OPEB reporting requirements created deferred inflows and outflows which are not estimated in the budget process.
- Capitalized in-house labor and materials is expected to be approximately \$255K, mainly attributed to the engineering and operational staff time working on capital projects.
- Cash going out or in such as debt principal payments and funds received from debt are included in the budget.
  - Debt principal payments of \$1.1M are not included in the below.

**Pro Forma Statement of Revenues, Expenses and Changes in Net Position**

<b>Revenues</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Total</b>
Operating Revenues	11,281,112	158,603	<b>11,439,715</b>
Non-Operating Revenues	1,332,000	-	<b>1,332,000</b>
<b>Total Revenues</b>	<b>12,613,112</b>	<b>158,603</b>	<b>12,771,715</b>
<b>Expenses</b>			
Operating Expenses	8,354,714	149,773	<b>8,504,487</b>
Non-Operating Expenses	681,168	-	<b>681,168</b>
Overhead Absorbtion	(255,000)	-	<b>(255,000)</b>
Depreciation	1,600,000	42,000	<b>1,642,000</b>
<b>Total Expenses</b>	<b>10,380,882</b>	<b>191,773</b>	<b>10,572,655</b>
<b>Net Income (Loss)</b>	<b>2,232,230</b>	<b>(33,170)</b>	<b>2,199,060</b>
Capital Contributions	146,500	-	<b>146,500</b>
<b>Change in Net Position</b>	<b>2,378,730</b>	<b>(33,170)</b>	<b>2,345,560</b>

## APPENDIX

*Includes a glossary of terms, acronyms, and an understanding of general ledger accounts.*

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### ACRONYMS

**ACWA** – Association of California Water Agencies

**CAFR** – Comprehensive Annual Financial Report

**CalPERS** – California Public Employees Retirement System

**CCF** – Centum Cubic-Feet

**CEQA** – California Environmental Quality Act

**CIP** – Capital Improvement Project or Capital Improvement Program

**CSDA** – California Special Districts Association

**FBS** – Finance and Business Services

**FMLA** – Family Medical Leave Act

**FSA** – Flexible Spending Accounts

**FTE** – Full Time Equivalent

**GAAP** – Generally Accepted Accounting Principles

**GASB** – Governmental Accounting Standards Board

**GFOA** – Government Finance Officers Association

**GIS** – Geographic Information Systems

**HCP** - Habitat Conservation Plan

**LAFCO** – Local Agency Formation Commission

**LAIF** – Local Agency Investment Fund

**MOU** – Memorandum of Understanding

**OPEB** – Other Post-Employment Benefits

**SCADA** – Supervisory Control and Data Acquisition

**USDA** – United States Department of Agriculture

**UWMP** – Urban Water Management Plan

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## GLOSSARY OF TERMS

**Accrual Basis of Accounting** – Method of accounting that recognizes the financial effect of transactions, and activities when they occur, regardless of the timing of related cash flows. Revenues are recorded when earned and expenses are recognized when incurred.

**Acre Foot** – an acre foot is enough water to cover an acre of land, about the size of a football field, one foot deep. It is the equivalent of about 326,000 gallons.

**Asset** – Anything of value such as an area of land, or a building, or an item of plant or equipment or infrastructure that provides service potential or future economic benefits over a period greater than three years, and has a cost that is material (at least \$5,000).

**Balanced Budget** – The District’s current operating expenses will be paid from current revenues and reserves carried forward from the prior year.

**Board of Directors** – The five public officials elected to represent the population within the District’s service area. Also referred to as “the Board”.

**Budget** – A financial plan showing authorized planned expenditures and their funding sources.

**Budget Process** – The schedule of key dates or milestones, which the District follows in the development, preparation, adoption, and administration of the budget.

**California Environmental Quality Act (CEQA)** – A California statute passed in 1970, shortly after the United States federal government passed the National Environmental Policy Act (NEPA), to institute a statewide policy of environmental protection. CEQA does not directly regulate land uses, but instead requires state and local agencies within California to follow a protocol of analysis and public disclosure of environmental impacts of proposed projects and adopt all feasible measures to mitigate those impacts.

**Capital Improvement Program (CIP)** – Authorized expenditures for tangible and long-term physical improvements or additions of a fixed or permanent nature.

**Capital Project** – Projects budgeted as capital projects fall within the definition of capital expenditures, which means (1) they create or extend the lives of assets, (2) their work products have a useful life of more than three years, and (3) they involve an expenditure of District resources equal to or greater than \$5,000.

**Centum Cubic-Feet (CCF)** – The standard rate of billing for water service. The District calculates one CCF as one unit of water. One CCF is equal to 100 cubic feet of water, which is 748 gallons.

**Consolidated Omnibus Budget Reconciliation Act (COBRA)** – COBRA gives employees the right to pay premiums and keep the group health insurance that they would otherwise lose after they quit their jobs, lose their jobs, or reduce their work hours. COBRA benefits are typically available for 18 months.

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*GLOSSARY OF TERMS*

**Debt Service** – The current year portion of interest costs and current year principal payments incurred on long-term debt.

**Department** – A major organizational unit with overall managerial responsibility for functional programs of the District.

**Depreciation** – The reduction in value of a long lived asset from use or obsolescence. The decline in value is recognized by a periodic allocation of the original cost of the asset to current operations on an income statement.

**Enterprise Fund** – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through “user charges.”

**Environment Impact Review (EIR)** – Written record submitted to a deciding authority that identifies and examines the likely environmental effects of the continuing operations of an existing facility or those of a proposed project, and proposes measures to avoid, mitigate, or offset the identified effects.

**Expense** – A cost incurred in the operations of the District, most often settled with the payment of cash.

**Fiscal Year (FY)** – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. (SLVWD’s fiscal year is July 1 through June 30).

**Flexible Spending Accounts (FSA)** – A tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars.

**Full-Time Equivalent (FTE)** – A measure of labor requirement equal to the full time use of one worker (e.g., could be one person full time or two people half time).

**Generally Accepted Accounting Principles (GAAP)** – A collection of commonly-followed accounting rules and standards for financial reporting.

**Geographical Information Systems (GIS)** – An information system integrating maps with electronic data.

**Governmental Accounting Standards Board (GASB)** – A private, non-governmental organization that is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States.

**Intertie** – An interconnection permitting passage of water between two or more water utility systems.

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*GLOSSARY OF TERMS*

**Local Agency Formation Commission (LAFCO)** – A public agency with county-wide jurisdiction that regulates, approves, or denies boundary changes proposed by other public agencies or individuals.

**Memorandum of Understanding (MOU)** – A formal agreement between two or more parties, such as between the District and its labor bargaining groups.

**Meter** – A device that measures and records the quantity of a substance, such as water or energy that has passed through it during a specified period.

**Non-Operating Budget** – Budgeted income and expenses derived from non-operating type categories, such as interest income and expenses, gain on the sale of assets, rents, and any other income/expenses not associated with the operations of a water system.

**Operating Budget** – The normal, ongoing operating costs incurred to operate the District, including wages, materials, utilities, professional and outside services, and the revenues generated through operations, such as water sales and service charges, and developer paid fees to connect to the water system.

**Other Post-Employment Benefits (OPEB)** – Benefits, other than pensions, that a state or local government employee receives as part of his or her package of retirement benefits. The District's OPEB is limited to retiree health benefits.

**Pay-Go** – A capital financing strategy to pay-as-you go by cash funding capital projects with current and accumulated revenues rather than borrowing funds that will be repaid with future revenues.

**Pressure Reducing Valve (PRV)** – A pressure reducing valve is a relief valve that automatically reduces high incoming water pressure to provide a lower, more functional pressure for residential water use.

**Pump** – A mechanical device for raising or lifting water, pushing it, and changing flow and pressure.

**Pump Station** – A structure containing pumps and appurtenant piping, valves, and other mechanical and electrical equipment for pumping raw water.

**Regulatory** – Something that is required due to a permit requirement, mandated regulation, or legislation.

**Reliability** – The probability that a system performs a specified function or mission under given conditions for a prescribed time.

**Reserves** – The portion of cash and investments that are held for a specific future use.

**Revenue** – Income the District receives from a variety of sources such as rates and charges, fees, and interest earnings.

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## GLOSSARY OF TERMS

**Strategic Plan** – The long-term goals, objectives, and performance measurement standards for the District.

**Supervisory Control and Data Acquisition (SCADA)** – A computer system that monitors and controls real time data from remote locations. The District uses a SCADA system to manage the tanks and pumps throughout the water distribution system.

**Sustainability** – The use of natural, community, fiscal, or utility resources in a manner that satisfies current needs without compromising future needs or options.

**Tank** – A vessel or container used to hold water or other liquid.

**Transmission Main** – A large water main that transports water from the main supply or source, to a distant area where the water is then further distributed. Finished water transmission mains usually have no or few connections.

**Urban Water Management Plan (UWMP)** – A plan prepared by California urban water suppliers to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. The UWMP must be prepared every 5 years. The District is currently starting its 2020 UWMP.

**Valve** – A device to regulate or isolate the flow of water.

**Water Distribution System** – A network of pipe, pumps, and storage facilities to transport potable water from the source/treatment facility to the consumer.

**Water Quality** – Various measures by which materials (contaminants) and appearance (aesthetics) are compared against what are considered appropriate levels for suitably potable water.

**Water Quality Monitoring** – Instrumentation and activities for measuring the quality of water.

**Water Treatment** – Any process that intentionally alters and improves the chemical, biological, or physical characteristics of water.

**Water Treatment Plant** – A facility where water treatment is performed to produce water for a specific end-use.

**Well** – (1) A subsurface source of water that is generally accessed through a drilled casing and pipe into the aquifer. (2) The entire system of the underground water source, pipe casing, pump, etc. Also called a borehole.



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## UNDERSTANDING OF GENERAL LEDGER ACCOUNTS

**General Ledger** – The main accounting record of a company or organization. Contains all the accounts for recording transactions relating to a company’s assets, liabilities, equity, revenue, and expenses.

**Account** – A general ledger account is an account or record used to sort, store and summarize a company's transactions. The accounts are formatted as follows: XX-XXX-XXXX

**XX = Enterprise Fund** – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through “user charges.” The District has two funds established:

*Fund 01 = Water Fund*

*Fund 02 = Sewer Fund*

**XXX = Department** – A major organizational unit with overall managerial responsibility for functional programs of the District. The District has seven departments:

*100 = Administration*

*200 = Finance*

*300 = Engineering*

*400 = Operations & Distribution*

*500 = Environmental*

*600 = Sewer*

*800 = Water Supply & Treatment*

**XXXX = Category** – Groups individual accounts into main expense categories. The District has six main categories:

*Salaries & Benefits 51XX = This includes all of the employees regular salaries/wages, overtime wages, standby pay, health insurance, retirement benefits, etc.*

*Contract/Professional Services 52XX = This includes any services rendered by a third party that the District would not perform in house.*

*Operating Expenses 53XX = This includes all inventory, materials, small tools, rentals, etc.*

*Maintenance 54XX = This includes all safety equipment and vehicle & building maintenance.*

*Facilities 55XX = This includes all utilities; power, electric, phones, etc.*

*General & Administration 56XX = This includes any office supplies, banking fees, trainings, postage, and memberships.*

## MEMO

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Engineering Manager  
SUBJECT: Long Service Line Agreement for APN 089-431-21  
DATE: May 21, 2020

### **RECOMMENDATION:**

It is recommended that the Board of Directors review this memo and approve the attached resolution authorizing the District Manager to execute a Long Service Line Agreement with Brenda and Tom Jameson (APN 089-431-21) on behalf of the District.

### **BACKGROUND:**

Earlier this year, Brenda and Tom Jameson applied for water service to APN 089-431-21 generally located at 380 Shadow Mountain Road, Boulder Creek. Staff's review indicates that the District has no water distribution facilities at this location and recommends that water service be provided by a long service line agreement.

In the past the District has authorized long service line agreements where future water mainline extensions were not likely to be constructed. The applicant is required to provide the District with proof of rights-of-way. The applicant is required to participate in any future water mainline extension should such mainline provide service to the subject parcel.

It is recommended that the Board of Directors approve the attached resolution which authorizes a long service line agreement for Brenda and Tom Jameson (APN 089-431-21).

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 22 (19-20)

SUBJECT: APPROVAL OF AGREEMENT REGARDING WATER SERVICE FOR  
BRENDA AND TOM JAMESON, APN 089-431-21, BOULDER CREEK

WHEREAS, the Applicant desires to receive water service as a customer of the District; and

WHEREAS, the Applicant's property, APN 089-431-21, generally located at 380 Shadow Mountain Road, Boulder Creek, California, is situated within the boundaries of the District; and

WHEREAS, the parcel is within the District's service area; and

WHEREAS, water service will be by a private long service line extending from the water meter location below the Ralston Tank to 380 Shadow Mountain Road via Timberwood Drive; and

WHEREAS, the District is interested in providing service to this parcel and this agreement provides the covenants necessary to resolve the current situation.

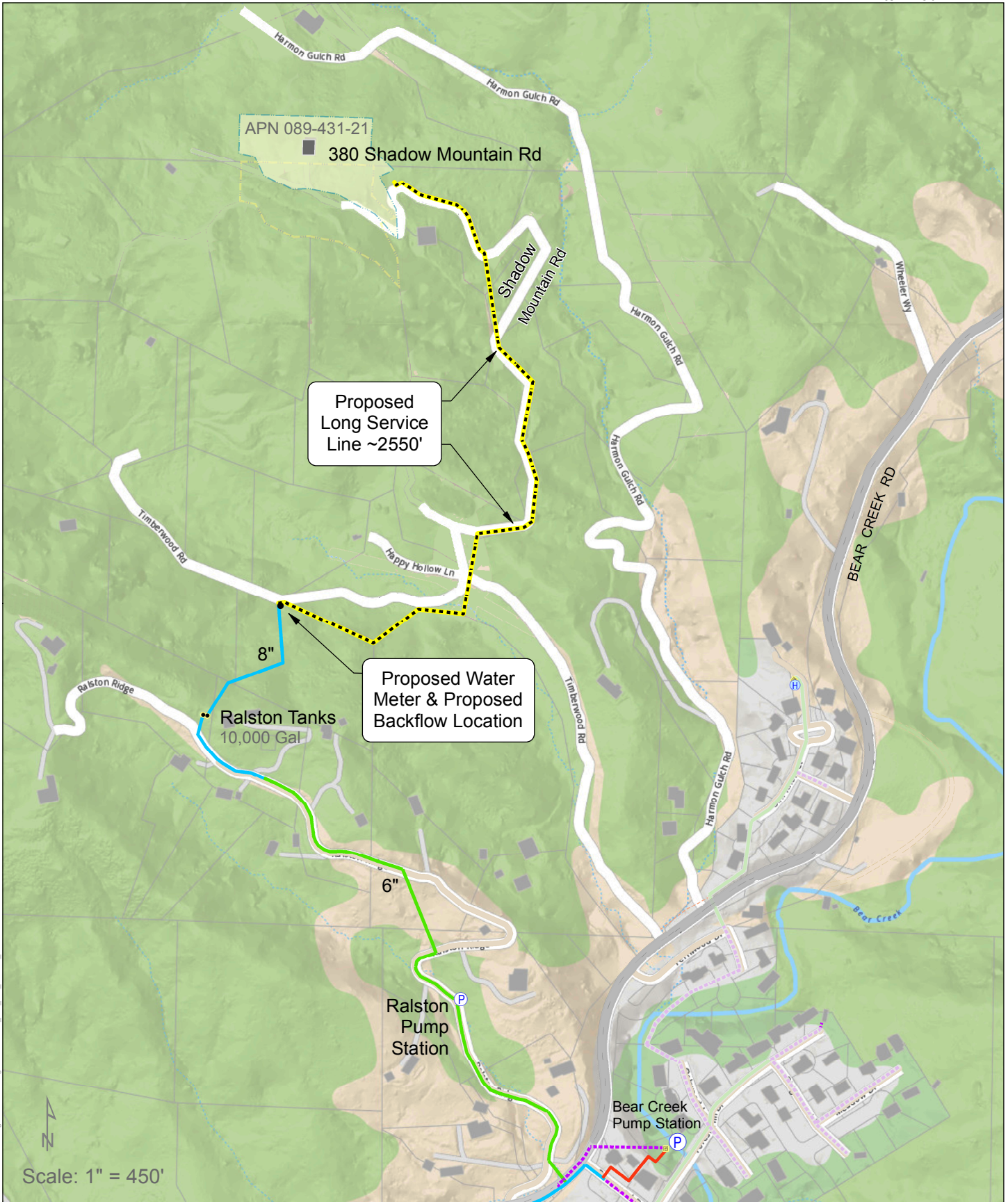
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the District Manager is authorized and directed to execute the agreement regarding water service to the Applicant, APN 089-431-21, on behalf of the District.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 21<sup>st</sup> day of May, 2020, by the following vote of the members thereof:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Holly B. Hossack, District Secretary  
San Lorenzo Valley Water District



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Parcel 'APN 089-431-21' moved northerly for improved viewing only

May 2020



### APN 089-431-21 Proposed Long Service Line Agreement

**San Lorenzo Valley Water District**  
Serving the San Lorenzo Valley Since 1941  
13060 Highway 9  
Boulder Creek, California 95006  
Phone: (831) 338-2153 Fax: (831) 338-7986  
[www.SLVWD.com](http://www.SLVWD.com)

Recorded by and for the Benefit of:  
SAN LORENZO VALLEY WATER DISTRICT

and when recorded mail to:

HOLLY HOSSACK  
SAN LORENZO VALLEY  
WATER DISTRICT  
13060 HIGHWAY 9  
BOULDER CREEK CA 95006

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No Fee for Government Agency Pursuant to Gov. Code §27383  
Documentary Tax Exempt R&T Code §11922

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AGREEMENT FOR INSTALLATION OF  
WATER SERVICE FOR

APN 089-431-21

THIS AGREEMENT is made this 24th day of April 2020, by and between the SAN LORENZO VALLEY WATER DISTRICT, hereinafter referred to as "DISTRICT" and BRENDA & TOM JAMESON, hereinafter referred to as "APPLICANTS".

W I T N E S S E T H

WHEREAS, APPLICANTS desire to receive water service as customers of DISTRICT; and

WHEREAS, APPLICANTS' property, APN 089-431-21, generally located at 380 SHADOW MOUNTAIN ROAD, BOULDER CREEK CALIFORNIA, is situated inside the boundaries of DISTRICT; and

WHEREAS, APPLICANTS' parcel is within the DISTRICT'S service area; and

WHEREAS, the meter review sheet of APPLICANTS' parcel indicates that a main extension is required by DISTRICT policy to serve this parcel; and

WHEREAS, it is unlikely that a water mainline extension will be constructed for this parcel; and

WHEREAS, service will be by a long service line from the meter; and

WHEREAS, DISTRICT and APPLICANTS are interested in providing service to APPLICANTS' parcel, and this Agreement provides the covenants necessary to resolve the current situation;

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. PURPOSE. The purpose of this Agreement is to establish the terms of service to APPLICANTS.

2. TERM. The term of this Agreement shall be from the date this Agreement is made and entered, as first written above, until all covenants of this Agreement are completed and accepted by DISTRICT or its successors, or a period of five (5) years, whichever occurs first. This Agreement may be extended in writing by the District Manager. This extension shall not exceed three (3) years.

3. APPLICANTS' PARCEL. APPLICANTS' parcel, which is the subject of this Agreement, is APN 089-431-21, generally located along 380 SHADOW MOUNTAIN ROAD, BOULDER CREEK CALIFORNIA, in an unincorporated area of Santa Cruz County, California.

#### APPLICANT'S OBLIGATIONS

4. CROSS-CONNECTION DEVICE. A cross-connection device is required. Installation and maintenance shall be at APPLICANTS' expense and in accordance with DISTRICT Ordinance 65.

5. ADDITIONAL CONNECTION FEE. At any time in the future should additional dwelling units be added to the subject parcel, additional connection fees shall be collected by DISTRICT and paid by APPLICANTS in accordance with DISTRICT ordinance. APPLICANTS shall not connect any additional houses to this service without DISTRICT approval.

6. WATER SERVICE. APPLICANTS shall, at APPLICANTS' own cost, install, maintain, and operate a water service on APPLICANTS' side of the meter, subject to DISTRICT inspection and approval. No leak adjustment will be granted for this service. All water lost on APPLICANTS' side of meter due to faulty or leaking plumbing fixtures shall be paid for by APPLICANTS. APPLICANTS shall, at their own expense, be responsible for repair of the service line to APPLICANTS' parcel. The water meter shall be located within the public domain.

7. RIGHTS-OF-WAY. APPLICANTS shall be responsible for obtaining and maintaining all rights-of-way necessary for the APPLICANTS' service line. APPLICANTS shall provide DISTRICT with proof of said rights-of-way prior to service installation.

8. INSTALLATION OF METER. APPLICANTS shall request meter installation in writing. All fees shall be refundable until APPLICANTS request meter to be installed.

9. PAYMENT OF FEES. APPLICANTS shall pay the following fees and deposit within one (1) year of execution of Agreement:

a)	Connection Fee (3/4" Domestic)	10,577
b)	Service Installation Deposit (3/4")	1,200
c)	Backflow Prevention Installation (customer responsibility)	
d)	Drop in Charge	110
e)	Account Establishment Charge	<u>20</u>
	Total Fees	\$ 11,907

The service installation deposit shall be for the cost of installation of the service. APPLICANTS shall receive an accounting of the cost. Should the cost of installation exceed the deposit, APPLICANTS shall pay DISTRICT the difference. Should the actual cost of installation be less than the deposit, DISTRICT shall refund APPLICANTS. Additional connection fees shall be required should the plumbing plan of actual house require larger meter in compliance with DISTRICT code. Any additional connection fee shall be in accordance with the fee schedule in effect at the time of plan submittal.

10. COMPLIANCE. APPLICANTS shall comply with all other DISTRICT rules or ordinances not expressly waived by this Agreement.

11. PARTICIPATION IN FUTURE MAIN CONSTRUCTION. APPLICANTS shall not oppose, protest, or take any exception to the formation of, or his participation in, an assessment district or other methodology for financing and installing any water system capital improvements abutting or benefiting the subject parcel. APPLICANTS shall not oppose any Planning Commission review of water main extensions into this area. APPLICANT shall execute documents as may be required to contribute his assessed share of the cost of the capital improvements and/or proceedings.

12. HOLD HARMLESS. APPLICANTS agree that they shall assume the defense of, and indemnify and save harmless the DISTRICT and its officers, agents and employees from all suits, actions, damages or claims of every name and description, to which the DISTRICT may be subjected or put by reason of damage or injury to persons or property arising out of or resulting from this Agreement, including, but not limited to, the execution of the work; the negligence or carelessness on the part of the APPLICANTS, their agents or employees; or by or on account of any act or omission of APPLICANTS, their agents or employees, including any failure to fulfill the terms of all laws and regulations which apply to this Agreement.

#### DISTRICT'S OBLIGATIONS

13. TEMPORARY WAIVER OF DISTRICT REQUIREMENTS FOR APPLICANTS. DISTRICT shall temporarily waive the requirements for a main extension

along APPLICANTS' frontage on APN 089-431-21 until DISTRICT or others initiate the capital improvements required by DISTRICT regulations.

14. SERVICE CONNECTION. Upon payment of all fees, re-evaluation of sizing requirements, proof of applicable rights-of-way and after APPLICANTS' written request to install the meter, DISTRICT shall install water services on 380 SHADOW MOUNTAIN ROAD BOULDER CREEK, CA.

GENERAL

15. NOTICE. All written notices to the parties hereto shall be sent United States mail, postage prepaid by registered mail, return receipt requested, addressed as follows:

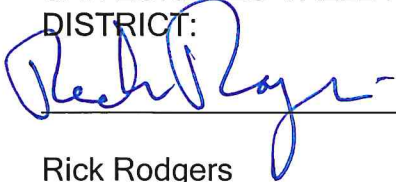
DISTRICT:  
Rick Rogers, District Manager  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

APPLICANTS:  
Brenda & Tom Jameson  
380 Shadow Mountain Road  
Boulder Creek, CA 95006

Changes to the above addresses and persons can be made by the same form of notice.

16. AUTHORITY TO EXECUTE AGREEMENT. Both DISTRICT and APPLICANTS do covenant that each individual executing this Agreement on behalf of each party is a person duly authorized and empowered to execute Agreement for such party. Signature by APPLICANTS or their agents in this Agreement shall be notarized and shall make the APPLICANTS or their agents personally liable for any unpaid costs. APPLICANTS agree to pay all legal fees necessary in recovering any unpaid balance.

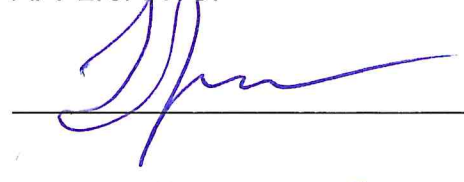
SAN LORENZO VALLEY WATER  
DISTRICT:



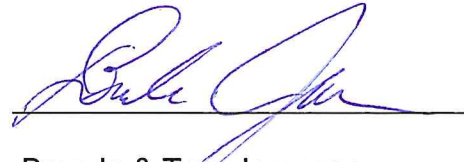
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Rick Rodgers  
District Manager

APPLICANTS:



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Brenda & Tom Jameson



## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Santa Cruz)

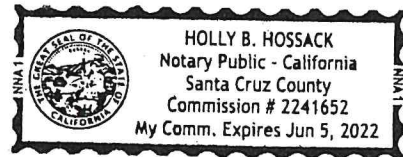
On April 24, 2020 before me, Holly B. Hossack  
(insert name and title of the officer)

personally appeared Thomas A. Jameson and Brenda A. Jameson,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Holly B. Hossack (Seal)



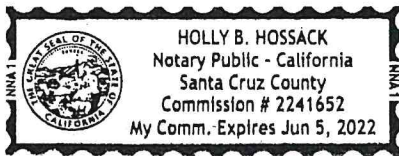
CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of Santa Cruz

On April 27, 2020 before me, *Holly B. Hossack*, personally appeared *Richard M. Rogers*, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



Place Notary Seal and/or  
Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
WITNESS my hand and official seal.

Signature

*Holly B. Hossack*  
Signature of Notary Public

## MEMO

To: Board of Directors  
From: District Manager  
Prepared by: Engineering Manger  
Subject: Discussion and possible action related to the award of a contract for the construction of the 2020 Pipeline Replacement Project  
Date: May 21, 2020

### Recommendation:

It is recommended that the Board of Directors authorize the District Manager to sign a contract with Anderson Pacific Contractors Inc. in the amount of \$1,230,905 for the construction of the 2020 Pipeline Replacement Project.

### Background

On April 24<sup>th</sup> 2020, the San Lorenzo Valley Water District (District) opened bids for the construction of the 2020 Pipeline Replacement Project. The following firms submitted bids:

- Anderson Pacific Constr. \$1,230,905
- Pacific Underground Const. \$1,275,208
- Monterey Peninsula Engr. \$1,347,830
- West Valley Const. \$1,450,196
- Granite Const. \$1,539,539

This project involves the replacement of approximately 3300 feet of water main and other appurtenances on Hillside Drive and California Ave.

Anderson Pacific is currently under contract with the District for the construction of the Lompico Tanks Replacement Project. Work on that project is proceeding smoothly.


District staff and the District's attorney have reviewed the bid documents and have found them to be in order. Staff recommends award of this contract to the low bidder - Anderson Pacific Construction.

**Bid Tabulation**

**San Lorenzo Valley Water District  
2020 Pipelines Replacement Project**

ITEM NO.	ITEM/DESCRIPTION	QUANTITY	UNIT	Low Bidder Anderson Pacific		Second Bidder Pacific Undergr
				UNIT PRICE	TOTAL COST	UNIT PRICE
1	Mobilization/Demobilization	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 63,000.00
2	Sheeting, shoring and bracing	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00
3	Traffic Control	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 1,150.00
4	6" Ductile Iron Water Main	1733	LF	\$ 185.00	\$ 320,605.00	\$ 226.00
5	Hot Tap Existing 10" Main	2	EA	\$ 12,000.00	\$ 24,000.00	\$ 9,000.00
6	6" Gate Valve, California Ave	2	EA	\$ 2,800.00	\$ 5,600.00	\$ 1,300.00
7	1" Residential Service, California Drive	28	EA	\$ 5,000.00	\$ 140,000.00	\$ 3,600.00
7A	Extend Residential Water Service	2	LS	\$ 7,500.00	\$ 15,000.00	\$ 4,250.00
8	Fire Hydrants	3	EA	\$ 12,000.00	\$ 36,000.00	\$ 12,050.00
9	Abandon 2" Galvanized Water Main	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00
10	1" Air-Vac Valve	3	EA	\$ 7,000.00	\$ 21,000.00	\$ 4,750.00
11	8" HDPE Water Main	1540	LF	\$ 205.00	\$ 315,700.00	\$ 244.00
12	8" Gate Valve, Hillside Drive	2	EA	\$ 3,500.00	\$ 7,000.00	\$ 2,070.00
13	Connect to 6" Main in Fern Drive	2	LS	\$ 10,500.00	\$ 21,000.00	\$ 17,000.00
14	1" Residential Service, Hillside/ Reynolds Drive	22	EA	\$ 4,500.00	\$ 99,000.00	\$ 3,800.00
15	2" Residential Service, Hillside/ Reynolds Drive	1	EA	\$ 12,000.00	\$ 12,000.00	\$ 5,000.00
16	Abandon 4" PVC Water Main	1	LS	\$ 7,000.00	\$ 7,000.00	\$ 3,100.00
17	PRV Station	1	LS	\$ 75,000.00	\$ 75,000.00	\$ 84,000.00
18	Additional AC Paving	20	CY	\$ 850.00	\$ 17,000.00	\$ 700.00
19	Permits Allowance	1	ALW	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
<b>TOTAL BID PRICE:</b>				\$	1,230,905.00	\$

Engineer's Estimate: \$ 1,400,000.00

 Indicates math error on the part of the bidder in the :

ound Const.	Third Bidder Monterey Peninsula Engr.		Forth Bidder West Valley Construction Co.		Fifth Bidder Granite Construction Co.	
	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE
\$ 63,000.00	\$ 60,000.00	\$ 60,000.00	\$ 33,669.00	\$ 33,669.00	\$ 30,000.00	\$ 30,000.00
\$ 3,000.00	\$ 30,000.00	\$ 30,000.00	\$ 19,000.00	\$ 19,000.00	\$ 35,000.00	\$ 35,000.00
\$ 1,150.00	\$ 25,000.00	\$ 25,000.00	\$ 26,011.00	\$ 26,011.00	\$ 55,000.00	\$ 55,000.00
\$ 391,658.00	\$ 210.00	\$ 363,930.00	\$ 188.00	\$ 325,804.00	\$ 225.00	\$ 389,925.00
\$ 18,000.00	\$ 9,000.00	\$ 18,000.00	\$ 11,325.00	\$ 22,650.00	\$ 3,200.00	\$ 6,400.00
\$ 2,600.00	\$ 1,200.00	\$ 2,400.00	\$ 587.00	\$ 1,174.00	\$ 1,100.00	\$ 2,200.00
\$ 100,800.00	\$ 3,500.00	\$ 98,000.00	\$ 3,247.00	\$ 90,916.00	\$ 5,415.00	\$ 151,620.00
\$ 8,500.00	\$ 5,500.00	\$ 11,000.00	\$ 12,764.00	\$ 25,528.00	\$ 4,200.00	\$ 8,400.00
\$ 36,150.00	\$ 15,500.00	\$ 46,500.00	\$ 11,310.00	\$ 33,930.00	\$ 8,000.00	\$ 24,000.00
\$ 2,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,045.00	\$ 4,045.00	\$ 3,197.00	\$ 3,197.00
\$ 14,250.00	\$ 13,400.00	\$ 40,200.00	\$ 7,595.00	\$ 22,785.00	\$ 5,500.00	\$ 16,500.00
\$ 375,760.00	\$ 250.00	\$ 385,000.00	\$ 367.00	\$ 565,180.00	\$ 325.00	\$ 500,500.00
\$ 4,140.00	\$ 1,800.00	\$ 3,600.00	\$ 1,540.00	\$ 3,080.00	\$ 1,400.00	\$ 2,800.00
\$ 34,000.00	\$ 12,000.00	\$ 24,000.00	\$ 14,112.00	\$ 28,224.00	\$ 23,500.00	\$ 47,000.00
\$ 83,600.00	\$ 3,100.00	\$ 68,200.00	\$ 3,385.00	\$ 74,470.00	\$ 6,000.00	\$ 132,000.00
\$ 5,000.00	\$ 4,200.00	\$ 4,200.00	\$ 5,880.00	\$ 5,880.00	\$ 3,300.00	\$ 3,300.00
\$ 3,100.00	\$ 10,300.00	\$ 10,300.00	\$ 5,040.00	\$ 5,040.00	\$ 3,197.00	\$ 3,197.00
\$ 84,000.00	\$ 110,000.00	\$ 110,000.00	\$ 118,550.00	\$ 118,550.00	\$ 79,500.00	\$ 79,500.00
\$ 14,000.00	\$ 650.00	\$ 13,000.00	\$ 713.00	\$ 14,260.00	\$ 950.00	\$ 19,000.00
\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
1,275,208.00	\$	1,347,830.00	\$	1,450,196.00	\$	1,539,539.00

amount of \$54

## MEMO

To: Board of Directors  
From: District Manager  
Prepared by: Engineering Manger  
Subject: Discussion and possible action related to the award of a construction management contract for the 2020 Pipeline Replacement Project  
Date: May 21, 2020

### Recommendation:

It is recommended that the Board of Directors authorize the District Manager to sign a contract with MME Civil + Structural Engineering in the amount of \$78,272 for construction management of the 2020 Pipeline Replacement Project.

### Background

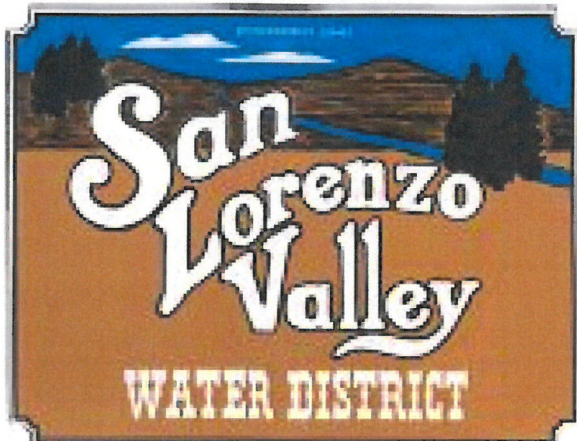
On April 22, 2020, the San Lorenzo Valley Water District (District) opened proposals for construction management of the 2020 Pipeline Replacement Project. The following firms submitted bids:

- MME Civil + Structural Engineering \$ 78,272
- Eagle Project Management LLC \$ 166,198

The proposals were evaluated using the criteria set forth in the RFP. Both proposals were high quality and well presented. The major difference was estimated number of hours necessary to oversee the project. Attached is a copy of the proposal and fee for review.

MME successfully performed construction management on the Probation Tank Project which was completed earlier this year and MME is currently under contract with the District for the construction management of the Lompico Tanks Replacement Project. Work on that project is proceeding smoothly.

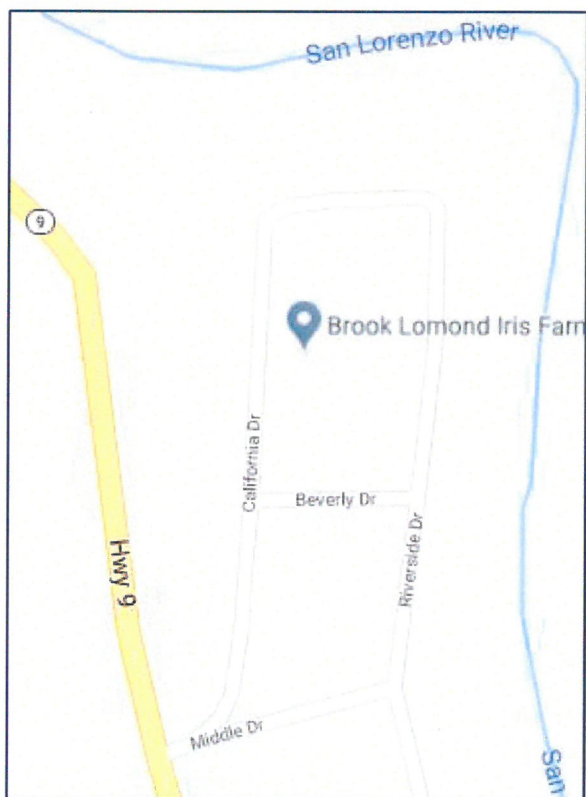
Based on the selection criteria set for in the proposal and the successful working relationship that the District has with MME, staff recommends award of the construction management contract for the 2020 Pipeline Replacement Project to MME Civil + Structural Engineering.



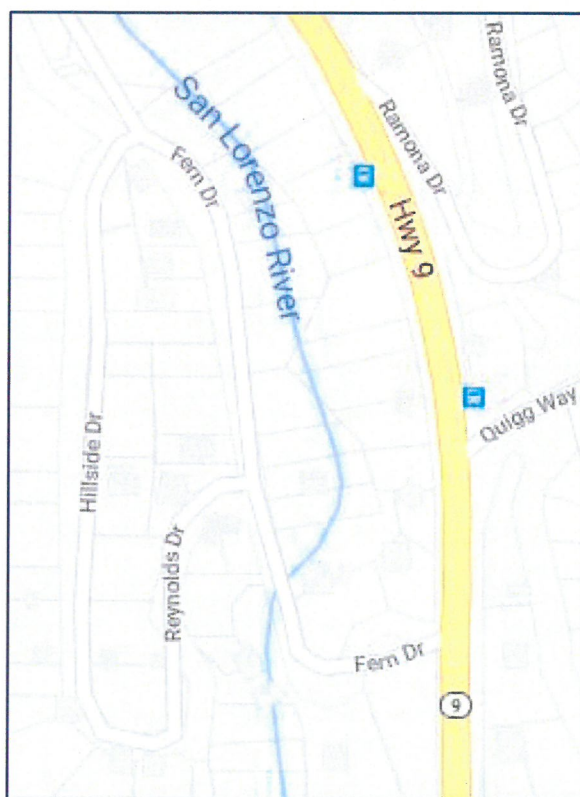
# San Lorenzo Valley Water District Construction Management Services for the 2020 Pipeline Replacement Project

**Proposal**  
April 22, 2020

**ORIGINAL**



**California Drive  
Ben Lomond**



**Hillside and Reynolds Drive  
Boulder Creek**





April 22, 2020.

**Darren Langfield, District Engineer**

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

**Re: Construction Management Services Proposal for the  
2020 Pipeline Replacement**  
MME Project No: 20118

Dear Darren,

I am excited to present you with our Proposal. We hope you will agree we are ideally suited to serve the San Lorenzo Valley Water District by managing the 2020 Pipeline Replacement Project.

- **We Understand Your Project:** We understand the importance of managing this first pipeline replacement project diligently to confirm it is constructed per plan and specification, on time and on budget. Making a great start on this first phase will set the stage for successful construction of the full 3.3 miles of pipeline replacement.
- **Our Work Experience Aligns with Your Project:** Our firm specializes in construction management and engineering design of critical public works infrastructure such as pipelines, tanks, roads and bridges. Our experience from the award-winning Probation Tank and our current work on the Lompico Tanks projects helps us continually improve on delivering results for the District customers.
- **Our Quality Staff is Your Advantage:** Our great people helped the District succeed in modernizing and enlarging its portfolio of infrastructure assets including water tank replacements and large retaining walls on highly sensitive sites. The quality of our personnel is the heart of our firm and we are proud that all of our senior staff members have chosen to dedicate their careers to serving our local community with our firm.
- **We Know San Lorenzo Valley:** Our local team is deeply familiar with San Lorenzo Valley's and Santa Cruz County's unique traffic, water, geotechnical, survey, construction, economic, and environmental conditions so we can provide efficient, appropriate, and cost effective services. From our downtown Santa Cruz location, we can meet you face to face in your office in less than 40 minutes. Our location and experience enable us to deliver higher quality projects faster than teams from out of the area.

Several of our engineers and I live in the Santa Cruz Mountains and would be honored to work on another important community project with you. I look forward to working with you and the San Lorenzo Valley Water District team again!

Respectfully submitted,

Rodney Cahill  
Principal  
rodney@m-me.com





## 2.0 Project Description and Approach

The 2020 Pipeline Replacement Project Phase 1 is the first step in an extensive modernization of the District's pipeline infrastructure. The successful delivery of this project will continue the great momentum the District has built in delivering recent successful tank replacement projects. MME is ready to help the District improve the reliability and quality of water service and increase the fire-fighting flowrate for the people of the San Lorenzo Valley.

This project is comprised of two sites, California Drive Site located in Ben Lomond and Hillside Drive Site located north of Boulder Creek. Phase 1 entails the installation of approximately 1,900 feet of 6-inch ductile iron water main in California Drive and approximately 1,550 feet of 8-inch high density polyethylene, HDPE water main in Hillside and Reynolds Drive.

In addition to providing the new water mains, all existing water services along the alignment of the new water mains will be replaced. This includes upgraded including fittings, valves, meters, and fire hydrants. The new service piping will be equal or larger in size as the old service piping. A new precast concrete vault with aluminum double door access hatch will be installed in Fern Drive for a new pressure reducing valve PRV station to stabilize pressures in the Hillside Drive neighborhood. The new larger HDPE pipe will be more earthquake resilient and more flexible to suit the site specific geotechnical conditions in Hillside Drive.

### Overall Approach:

Our approach to assisting the District to is to work closely with all members of the project team including District staff, Contractors staff, and our own team of engineers and subconsultants to provide detailed and comprehensive construction management and documentation. We will be onsite daily during active construction to observe and document construction and we will manage all communication with the Contractor on your behalf. MME will create detailed daily logs and provide photographic documentation of the construction progress.

### Starting Out Right:

The best way for us to initiate project success for the District is to vigorously study the construction documents and consistently communicate expectations to the Contractor. While the project plans and specifications address the general responsibilities of the Contractor, project critical aspects of their duties are listed below with our approach to satisfy these requirements:

- 1) Prior to receiving Notice to Proceed, the Contractor shall submit a Site Specific Safety Plan. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs. Contractor is responsible for site conditions during the course of construction of the project including safety of all persons and property. These requirements apply continuously twenty-four hours a day every day until final acceptance of the work. The Contractor shall designate a responsible member of their organization at the site whose duty shall be the prevention of hazards and accidents.

Our staff will observe, document, and report the Contractors safety measures for trench excavations, traffic control, public access, and water quality.

- 2) This project requires the Contractor, or any subcontractor hired by Contractor, to pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. The Contractor shall submit, and require each Subcontractor under him to submit a verified statement of the journeyman and



apprentice hours performed on the Contract. Certified copies of all employee payroll records shall be provided with each progress payment.

MME will subcontract with our labor compliance monitoring service for determination of the specific labor standards and dates of effect for wages. Our labor compliance subconsultant will maintain all compliance files and documents relating to prevailing wage with the prime contractor and subcontractors.

- 3) Simultaneously with the execution of the Contract Agreement, the Contractor shall submit estimated progress schedule in chart form indicating the date that each part of the work will be started and completed, and indicating a schedule of the required submittals including shop drawings, samples, lists of materials and equipment, equipment data, and instruction manuals. The project contract time is established as 120 calendar days from the date of receipt of the Notice to Proceed. The Contractor shall revise the approved progress schedule at monthly intervals. Each revised schedule shall be submitted for approval simultaneously with the Contractor's application for progress payment for the same time period. The fixed liquidated damages is established as \$500 for each calendar day of unauthorized delay in the completion of the work.

Our staff will monitor compliance with the schedule and will communicate progress to the District throughout the project.

### **Supporting you with First Hand Knowledge of the Specifications**

We help your staff with clear interpretations of the specifications when it comes to problem solving and responding to questions. We helped the District prepare the current standard construction specifications during our design and construction management services work on the Probation Tank project. We are also using these specifications in our work providing the Construction Management services for the Lompico Tanks Replacement Project. This familiarity will help us approach issues from a consistent and clear basis and assist resolution of concerns.



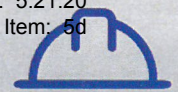
### 3.0 Identification of Prime Consultant

- i. Mesiti-Miller Engineering, Inc., dba MME Civil + Structural Engineering
- ii. California S Corporation
- iii. Not a Subsidiary
- iv. Rodney Cahill, Principal  
224 Walnut Ave, Suite B  
Santa Cruz, CA 95060  
831-426-3186 x. 101  
rodney@m-me.com
- v. Project Team:  
Project Manager: Rodney Cahill, P.E., Principal  
Project Engineer: Garrett Roffe, P.E., Engineer III  
Assistant Project Engineer: Andy Greenberg, E.I.T., Engineer III  
Administration Support: Isea Ashby, Office Manager
- vi. MME serves our clients with design and management of public works infrastructure, civil and structural design, pipelines, tanks, roads, buildings, bridges, retaining walls, marine facilities and associated site improvements, street improvements and trails.

MME was established over 30 years ago to provide professional civil and structural engineering services to both public and private sector clients in the central California area. Our clients generally include cities, counties, districts, universities and schools.

Our firm of six licensed civil engineers, two engineers in training, and one administrative staff is pleased to offer a full range of professional engineering services, including project planning and feasibility studies, conceptual design, design development, construction document preparation, construction phase services and forensic studies and investigations.

MME has never filed for bankruptcy. Over the past five years, with more than 500 successfully completed projects, MME has not been involved in any projects that have resulted in litigation or arbitration. Our longevity is due to our work quality and our experience assures the District we will be a reliable and consistent consultant for many years to come.



**360PSM**



**i. Legal name and address of the company**

360PSM  
19024 Fieldstone Ct.  
Salinas CA, 93908

**ii. Name, title, address and telephone number of prime contacts.**

<b>Name:</b>	Catalina Ferreto
<b>Title:</b>	President
<b>Phone Number:</b>	831-500-1263
<b>Prime Contact:</b>	Catalina Ferreto
<b>Email</b>	Catalina@360PSM.com

**iii. Number of staff and the discipline/job title of each.**

**Number of staff: 2**  
Catalina Ferreto: Labor Compliance Monitoring Officer- Analyst  
Fulvio Cajina: Labor Compliance Analyst

**iv. Provide a general description of subcontractor's background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.**

- A. FIRM DESCRIPTION
- B. BACKGROUND AND PROJECT QUALIFICATIONS
- C. BANKRUPTCY FILINGS: NONE
- D. TERMINATED: NONE
- E. CLAIMS: NONE

**A. Firm Description**

**360PSM** serves government agencies by providing non-engineering services with services of monitoring Labor Compliance Prevailing Wages, Public Outreach, Document Control, and monitoring Disadvantaged Business Enterprise (DBE) participation to satisfy requirements of State and Federal grant funding.

**360PSM** is a State of California Certified Disadvantaged Business Enterprise (DBE #45909) WMBE, WOSB, EDWOBS, MBE, HOBE founded in 2018 by Catalina Ferreto and is a Sole Proprietorship business. The company was created with the goal of assisting agencies on implementing infrastructure projects with support services. We help agencies to supply non-engineering services such as public outreach, monitor contractor compliance with all the applicable payment of prevailing wages and requirements of the contract provisions, document controls, and general management consulting services.

**Firm Certifications**

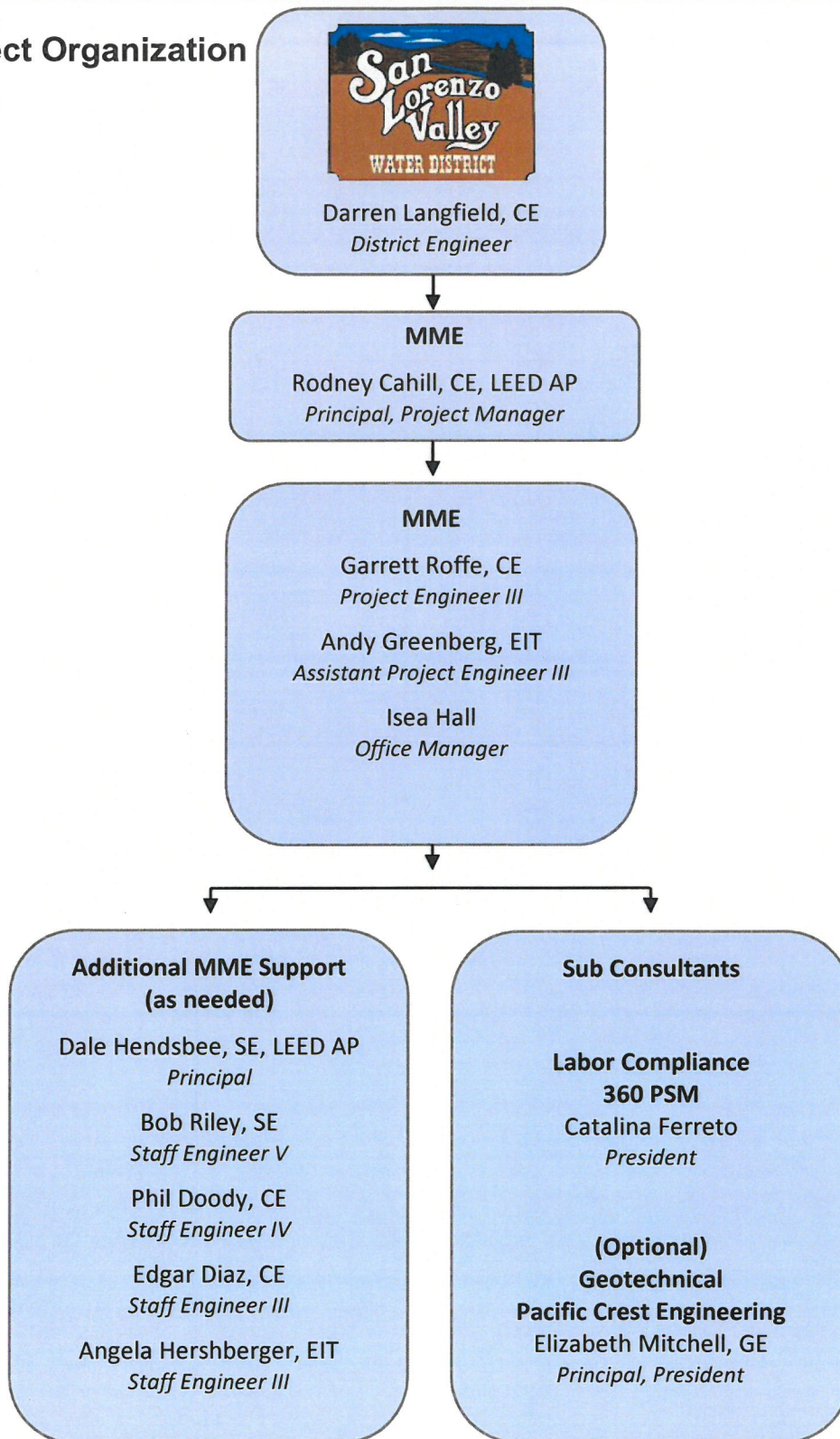
- CPUC California Public Utilities Commission General Order 156, **Supplier Clearinghouse** Women/Minority Business Enterprise (**WMBE #20000164**)
- State of California Certified Disadvantaged Business Enterprise (**DBE #45909**)
- Women-Owned Small Business Federal Contracting program (**WOSB**)
- Federal Woman Owned Business (**WOB**)
- Federal Economically Disadvantaged Women Federal Owned Small Business (**EDWOBS**)
- Federal Minority Owned Business (**MOB**)
- Federal Hispanic American Owned (**HOBE**)
- Federal Department of Transportation, DOT (**DBE**)

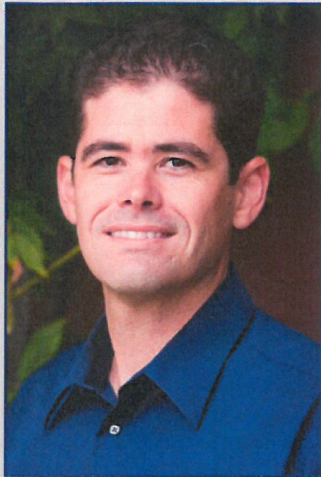


The President of **360PSM**, Catalina Ferreto (pictured above), providing services to The Pajaro/Sunny Mesa Community Services District (PSMCSD) Tank Project Critical Water Supply Improvements



## 5.0 Project Organization





## Rodney Cahill, CE, LEED AP

*Principal*

### Professional Qualifications

For over 20 years Rodney Cahill has provided professional civil engineering services focusing on long-term client relationships, innovative design, and responsible project management. Rodney joined MME in 2008 and purchased part ownership in 2015.

Rodney helps our clients achieve their goals by providing engineering leadership in all project phases from feasibility assessment to alternatives analysis, schematic design, cost estimating, final design, specifications, permitting, bidding support, and scheduling and construction management.

Mr. Cahill's background is in design and management of a diverse portfolio of projects from public works and capital improvements, to roads and intersections, roundabouts, commercial buildings, bridges, harbors, ports, water tanks, pipelines, pedestrian and bicycle trails, retaining walls, parks, schools and universities, libraries, sports fields, coastal repairs, and landslide stabilizations.

Rodney's technical expertise includes site design and layout, three dimensional grading plans, road and pipeline alignments and profiles, hydrologic and hydraulic modeling, drainage analysis and design, topographic surveying and preparation of contour maps, erosion control plans, and utility upgrades.

Rodney specializes in taking proactive approach to solving engineering challenges for our clients using both creative and practical design solutions for the construction of an innovative built environment. This strategy has resulted in a strong network of client relationships and a portfolio of successful projects.

### Education

Bachelor of Civil Engineering,  
Queensland University of Technology  
Australia, 2000

Diploma of Civil Engineering,  
Northern Territory University  
Australia, 1996

### Registration

Civil Engineer  
State of California  
No. 67728, 2005

LEED Accredited Professional  
Green Building Cert. Institute, 2009

Qualified SWPPP Developer and  
Practitioner, No. 20301, 2011

Cal OES Safety Assessment Program,  
No. 78583, 2016

### Professional Affiliations

American Public Works Association,  
Monterey Bay Area Chapter  
President, 2019

American Society of Civil Engineers

U.S. Green Building Council



**Education**

B.S. Civil Engineering, 2008  
California Polytechnic State University,  
San Luis Obispo

**Registration**

Civil Engineer  
State of California  
No. 79596

**Professional Affiliations**

American Society of Civil Engineers  
Structural Engineers Association of  
Northern California

## Garrett Roffe, PE

*Engineer III*

### Professional Qualifications

Mr. Roffe has over twelve years of construction management and engineering design experience. Garrett has been an important member of MME since 2011. He has worked on a variety of projects including commercial, educational, residential, and municipal facilities in various locations across the United States.

Mr. Roffe is experienced in construction administration for a variety of projects. Garrett performs field observations, documenting working conditions, preparing field reports, site observation logs, and progress reports, reviewing shop drawings for conformance with the construction documents and, responding to RFI's and change orders with exemplary attention to detail. His design skills have proved useful during construction as Garrett is able to correctly interpret the construction documents and guide owners and contractors so the as-built construction conforms to the original design intent.

He is well versed in mechanics of materials and applying sound engineering principles to analysis. The use of steel, concrete, wood, and masonry materials, along with computer modeling techniques allows his designs to meet current code standards.

Mr. Roffe is experienced in the analysis, design and development of construction documents including engineering calculations, drawings and technical specifications.

He regularly utilizes structural analysis software such as TEDDS, RISA, Enercalc, PCA column and other specialized programs; and is proficient at producing design drawings using AutoCAD software.

Garrett has also been intimately involved in the design of solar support structures for building roof, parking canopy and ground mounted PV systems.



**Education**

B.S. Civil Engineering, 1991 University of Vermont

**Certifications**

Engineer in Training (EIT), 1991  
State of Vermont  
No. 017.0002091

**Professional Affiliations**

American Public Works Association,  
Monterey Bay Chapter

## Andy Greenberg, EIT

*Engineer III*

### Professional Qualifications

Andy joined MME in 2019, and has more than 20 years of civil engineering and project management experience. He has worked on a wide range of land development projects.

He has applied his civil engineering knowledge to roadway improvement projects, master planning and design of ski-areas, highway improvement projects, large scale commercial zip lines, landfill closure projects, and the design of sub-divisions.

Mr. Greenberg is experienced with the preparation of site improvement plans, grading plans, erosion control plans, hydraulic analysis and the design of storm water treatment and conveyance systems. Andy is highly trained and efficiently uses AutoCAD Civil 3D and Revit tools and design software to engineer solutions and present projects clearly.

Andy's approach to engineering is rooted in coming to an understanding of a client's vision and needs. He is adept at creatively engineering budget friendly solutions to diverse and challenging projects.





## Angela Hershberger, EIT

*Engineer III*

### Professional Qualifications

Ms. Hershberger joined MME when she graduated with an accredited degree from Norwich University in 2016. Angela's clear communication skills and attention to detail have made her a valuable member of the Civil Engineering department. Since she started, Angela has collaborated with colleagues and consultants to resolve challenging engineering problems with resourceful solutions.

Angela has gained valued experience with plan drafting, including grading, drainage, and erosion control plans. Angela's design experience includes underground utilities, site grading, ADA accessible routes, and storm water collection systems. Included in her abilities are proficient technical writing skills that allow for detailed and comprehensive engineering reports. Angela has capably facilitated and coordinated work with subconsultants and peers in inter-disciplinary design teams.

The following is a list of highlighted projects from Angela's design portfolio:

- Central Water District –  
Valencia Road Water Main Replacement
- City of Scotts Valley –  
Scotts Valley Dr. / Mt. Hermon Rd. Intersection Improvements
- City of Redwood City –  
Magical Bridge Accessible Playground
- CSU Monterey Bay –  
Inter-Garrison and 8<sup>th</sup> Ave Roundabout
- Santa Cruz Museum of Art and History –  
Abbott Square Courtyard

### Education

B.S. Civil Engineering, 2016  
Norwich University  
Northfield, Vermont

### Certifications

Engineer in Training (EIT), 2016  
State of Vermont  
No. 017.0118701

### Professional Affiliations

American Public Works Association,  
Monterey Bay Area Chapter

### Awards

2018 Young Professional of the Year,  
American Public Works Association,  
Monterey Bay Chapter



**360PSM**

**Catalina Ferreto**  
**Labor Compliance Monitoring Officer-  
Analyst**



**Areas of Expertise**

- Labor Compliance Monitoring
- Prevailing Wages Rates
- Cross check daily reports
- Documents Control Management
- Conducts Field Interviews
- Status Report
- Marketing and Administrative Support Services
- Marketing consultant Services
- Bilingual Services

**Years of Experience**

**Total 21**

Years with 360PSM: Founder 2018

**Education**

- Boston University San Jose Costa Rica Bachelor's in Business Administration and Global Marketing
- Heald College AA
- Heald College Valedictorian
- Monterey Peninsula College (MPC)

**Certifications:**

- Contract Compliance Academy- Public Works
- Public Works: Phase 1: PWC-100
- Public Works: Phase 2: Labor Compliance
- Public Works: Phase 3: Apprentices
- Public Works: Phase 4: Fringe Benefits
- Public Works: Phase 5: Skilled Work Force
- Public Works: Phase 6: Federal Davis Bacon
- Public Works CCS, CA
- Federal Public Works (Davis Bacon) CCS, CA

**Affiliations**

- American Public Works Association (APWA)

Labor Compliance Monitoring Officer- Analyst

**360PSM** was founded in 2018 by Catalina Ferreto and was created with the goal of assisting agencies on implementing the guidelines and procedures for local agencies to comply with labor compliance and associated provisions derived from the California Labor Code of Federal Regulations, regulations of the FHWA , the California Code of Regulations, and the United States Department of Labor. We help agencies to monitor contractor compliance with all the applicable payment of prevailing wages and requirements of the contract provisions.

**Project Experience:**

**Pajaro/Sunny Mesa Community Services District (PSMCSD). Critical Water Supply improvements for Pajaro (600,000-Gallon Water Storage Tank) Project cost \$2.4 Million**

The project site is a 1.2 acre undeveloped piece of property bordered by an existing tank site. It is owned by the Pajaro/Sunny Mesa Community Services District and is located off Railroad Avenue, in unincorporated Monterey County. The Critical Water Supply improvements for Pajaro (600,000-Gallon Water Storage Tank) at the Pajaro /Sunny Mesa Community Service Water District consists the construction of a 600,000 gallon bolted steel potable water storage tank; including a vertical strip drain soil consolidation system; construction of a tank foundation; site grading and miscellaneous site improvements including, but not limited to: paving, fencing; site lighting; electrical improvements; and site piping



## 5.2 Experience of Project Manager and Team

Rodney's recent experience in Design and Construction Management for the award-winning Probation Tank will reinforce his ability to complete this project successfully. Rodney was closely involved in checking all site daily logs, reviewing submittal responses, monitoring concerns and providing oversight during this complex and environmentally sensitive project. Although the Probation Tank was a large welded and field coated tank, it required major retaining walls to level the site and limit disturbance of special habitat, and these experiences in working with the District to manage the construction project will be directly beneficial to the Construction Management of the 2020 Pipeline Replacement project. Currently, Rodney is the MME project manager of the Lompico Tanks Replacement Construction Management Project and maintains a proactive role in oversight and support for Garrett Roffe who is out in the field.

Garrett Roffe is a licensed Civil Engineer with 12 years of professional experience in project management and engineering design. Currently, Garrett is the MME project engineer of the Lompico Tanks Replacement Construction Management. He also served as the Resident Engineer for the Santa Cruz Port District during the 2011 Tsunami Damage Repairs at the Santa Cruz Harbor. He also successfully managed the Huckleberry Island Emergency Bridge Replacement Project in Brookdale, California that provided a new 110' long steel bridge across the San Lorenzo River. With experience in both construction and design, including Engineer Of Record for the storm damage repairs to Upper Park Road for the City of Santa Cruz Water Department, Garrett is familiar with interpreting construction documents and coordinating construction efforts to meet the design professional's requirements. Garrett attended San Lorenzo Valley High School before attending Cabrillo College and Cal Poly and is looking forward to working professionally in this community.

Our project team is the best in the area. MME has developed a reputation over 30 years for quality service, ingenuity and experience. We are proud to have over five employees with over ten years of service at the firm, and this gives the District steady and reliable partners with institutional knowledge and long-term familiarity that will help the District's project succeed. Rodney and Garrett have worked together for 10 years on hundreds of successful projects and hope to continue to provide excellent advice, service and value to our clients and community for years to come.

## 5.3 Project Management Approach

Communication and Organization are two key skills we develop in our project managers. Consistently tracking the scope, budget, and schedule are paramount to keeping projects on track, and good communication with the District and the project team is the cornerstone of our approach.

We will keep the District updated with detailed daily logs sent out once per week. This record of progress becomes a very helpful project management resource, as it quickly clarifies any disputes regarding progress, personnel, activities or weather. Our organized approach helps the District make accurate payments to contractors based on actual work done.

Our detailed and consistent approach to communication, regular including meetings, concise emails and ready availability for phone calls helps the District stay informed of the project progress and keeps the project moving forward. We strive to maintain clear and prompt communication and this improves the quality of construction and minimizes delay.



## 5.4 Firm's Capacity to perform the work within the time limitations

Our firm has a staff of nine plus a supporting sub-consultant specialist who can work in parallel, so we plenty of people available to meet the project schedule. With the current health-related slow-down we currently have several openings in our workload and we are fully staffed and available to do this job.

## 5.5 What makes our firm uniquely qualified

The experience we gained working for the District on the Probation Tank Replacement, completed in November, gives us unique and current qualifications that will greatly benefit the District. As you know our firm was contracted to perform both the design and construction management services for this highly important and complex project. In addition to the project being awarded the Environmental Project of the Year, our thorough design work and diligent construction management work helped the District deliver the project on time and on budget.

The final construction cost for the project was \$1,838,661 including less than one half of one percent in change orders, and that includes selected upgrades such as thicker roof steel, far less than complex civil construction projects especially given the extremely sensitive and confined site. This is due to great decisiveness and leadership from the District, high quality design plans, detailed construction management, and good work by the entire project team.

The tank was operational in 412 days, 33 days longer than the 379 days planned in the contract, an 8% delay in schedule. Much of this delay was caused by the Southern California-based Contractor having difficulty in finding qualified superintendents and sub-contractor's to start and continue work on the project due to high competition for labor from the construction in California at that time. MME and the District allowed longer working hours, closely monitored the critical path schedule, and cited liquidated damages to accelerate progress.

We are pleased to be currently providing the District with Construction Management Services for the Lompico Tanks Replacement project. Since this new pipeline project will coincide with the Lompico Tanks project we can provide great efficiency to the District by reducing our travel times, combining trips, and leveraging our active construction management systems and communication channels to benefit both projects. The proximity of the projects to each other, and the closeness to our headquarters, will help us save the District cost and reduce lag time between field requests and management response.

Our pipeline design experience also helps us be better Construction Managers, such as the mile-long Valencia Road pipeline for Central Water District in Aptos, designed and constructed in 2019. We faced many similar conditions on that project and this experience will help us oversee construction with a greater understanding of the specific design issues, such as fire hydrant replacement timing and temporary restraint of tie-ins.

Because we are located close to the San Lorenzo Valley Water District headquarters, we can be very responsive in comparison to outside firms. Also, many of our staff live in the Santa Cruz Mountains, so we take extra pride in doing a great job for the District and our neighbors.

Our long-standing history of working well with the District is very important to us. As a locally owned engineering company, we hope we can continue to serve the District well. Over time we continue to improve our capabilities and become increasingly more helpful. We value our relationship and look forward to working on more projects together in the future.



## 6.0 Experience and Past Performance

The following pages highlight three projects that highlight how our experience is suited for construction management services for the 2020 Pipeline Replacement project. The three projects are as follows:

Probation Tank Replacement

Huckleberry Island Bridge Replacement

Valencia Road Pipeline Replacement



# Probation Tank Replacement Felton, California

## Civil and Structural Engineering

After



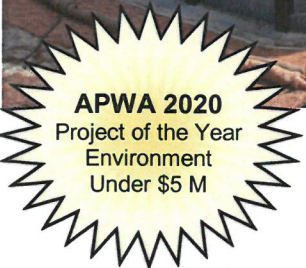
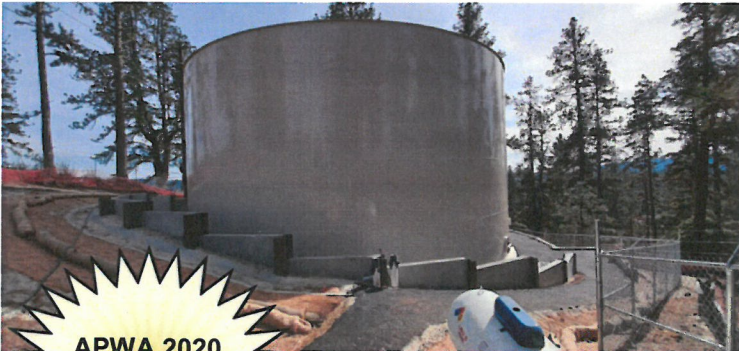
The San Lorenzo Valley Water District contracted MME to perform design, bid support, and construction administrative services for the replacement of an existing 100,000 gallon redwood water tank with a new 32' tall, 60' diameter 530,000 gallon welded steel water tank adjacent to the Santa Cruz County Probation Center.

MME assembled a multidisciplinary team of sub-consultants to assist in development of project plans, specifications, and permitting. Expertise included ecological planning as well as civil, electrical and geotechnical engineering.

Construction management services performed by MME included review of submittals and schedules, response to RFI's, preparation of progress payments and contract change orders, attendance of weekly site meetings, and verification of contract compliance through daily site observations accompanied by photo documentation and written reports.

Additionally, MME provided a team of sub-consultants to perform labor compliance verification, special inspections, and materials testing. Special inspections were performed for site earthwork and drilling as well as welding and coatings inspection in the shop and field. Materials testing included concrete strength tests and compaction testing for asphalt and soils.

During



During



Before



### Client Reference:

Rick Rogers, District Manager  
831-430-4624

**Bid/Cost:** \$1,829,652 / \$1,838,661 (2018)

**Estimate:** \$1,342,400 (2016)

**Schedule/Completion:** 379 / 412 days

**Project Completion:** November 2019



# Huckleberry Island Emergency Bridge Replacement

## Brookdale, California

### Civil and Structural Engineering

After



The new 110 foot truss bridge spans the San Lorenzo River, the largest river in the County, and provides the only access to a dozen residences. The old bridge was severely damaged during disastrous flooding; the decking was rotten in several locations, the concrete bridge supports were cracked and their structural stability was significantly compromised.

We secured multiple permits from US Army Corps, CA Fish and Wildlife and emergency permits from Santa Cruz County.

Our design included large rock slope protection structures; deep concrete poured-in-place piers, abutments, wing walls and retaining walls. The highly technical construction included a temporary bridge for construction, a prefabricated steel permanent bridge adjacent to the old bridge; a highly difficult PG&E gas main relocation; and demolition of the existing bridge over the water.

After



Before



**Client Reference:**

Peter Dessau, Board Member  
Huckleberry Island Homes Association  
408-292-1765

**Bid:** \$1,904,097 (2018)

**Schedule/Completion:** 175 days/193 days

**Project Completion:** 2018



## Valencia Road Pipeline Replacement Aptos, California

## Civil and Structural Engineering

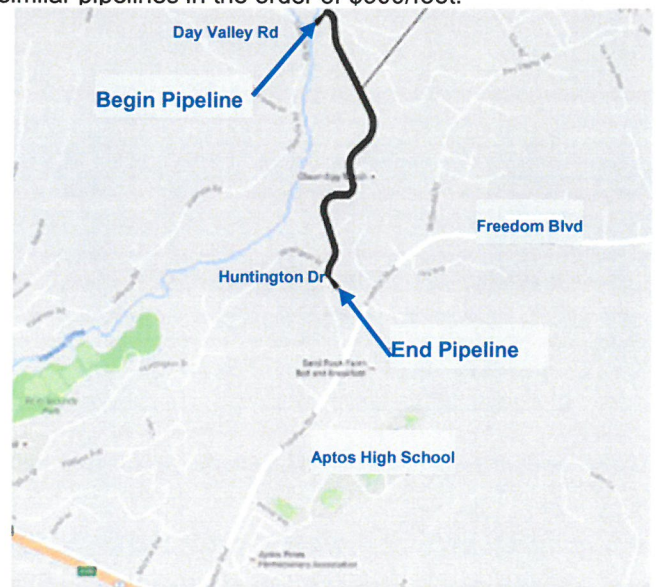


MME was selected by the Central Water District in Aptos, California to redesign the aging water distribution system that serves their valued customers. The project scope for this phase was to upgrade an existing 4700' long water main pipeline along Valencia road from Day Valley Road to Huntington Drive. The existing main was WWII 2" diameter thin-walled steel "invasion" piping. MME designed the new pipeline to be constructed with 8" diameter C900 PVC piping.

The design of this major pipeline began with the centerline realignment of the pipe. The constraints included right-of-way limits, existing utilities and structures, and minimum pipe radii. Once the horizontal alignment was established, MME used AutoCAD Civil 3D pipe networks and surface profiles to show profiles along the entire length of the pipe.

MME also completed an engineer's estimate of probable cost and worked with the District to complete a set of project-specific Special Provisions. The design was completed in February 2017, and was ready to go out to bid. That month however a state-declared disaster storm system wiped out a major culvert further up on Valencia Road near Aptos School and all traffic was diverted to the project road, so the District elected to postpone the start date. Among the challenges involved with this project were water meter locations and lateral realignments, fire hydrant requirements, rights-of-way and easements.

The Central Water District staff worked extremely hard to complete the construction in-house over two summers for about \$130/foot. This major effort resulted in a savings of over \$1,000,000 to District customers when compared to market pricing for similar pipelines in the order of \$500/foot.



### Client Reference:

Ralph Bracamonte, District Manager  
831- 688-2767

**Bid/Cost:** Not bid / \$640,000

**Estimate:** \$720,000

**Schedule/Completion:** Not bid / Two summers

**Project Completion:** 2019





## 7.0 Exceptions to this RFP

We certify that we have fully read the RFP and take no exceptions to any portion of this RFP.



## 8.0 Scope of Services

This scope of our services is based on a review of the Request for Proposal and discussions with you.

### 8.1 Construction Management Services

1. Issue necessary clarifications and interpretations of the contract documents to allow orderly completion of the work by the contractor. Coordinate and manage Requests for Information from the Contractor and distribute to the Engineer or District as appropriate for review. Maintain a current log of RFI status, schedule and resolution.
2. Review the Contractor's traffic control plans and distribute to the Engineer and District for comment. Monitor traffic control operations for compliance with the traffic control plans.
3. Coordinate and manage the construction Submittals process by transmitting between the Contractor and the Engineer for review of compliance to construction documents. Maintain a current log of submittal status, schedule and resolution.
4. Establish and hold weekly on-site meetings with SLVWD and the Contractor throughout the active construction phase to review progress and facilitate coordination. Prepare the agenda and minutes summarizing discussions covered in the weekly meetings and action items. Review and track Contractor compliance with submitted schedules and request monthly revisions to the schedule. Keep a summary of the projects progress that includes status of change orders, contract days remaining, work completed, schedule adherence, and work in progress.
5. Conduct daily site visits during the active on-site construction phase to document compliance with the plans and specifications. Confirm that materials and methods specified in the approved submittals and construction documents are used. Prepare detailed daily logs showing the number and name of personnel on site and their activity, equipment in use and standing by, work in progress, communications with contractor, and weather. Document traffic control measures. Take photos and keep an organized record of construction progress. Provide written weekly updates to the District detailing progress.
6. Provide progress payment recommendations to the District following review of the contractor's progress payment requests to ensure they are in accordance with the work complete and the contract documents. Only once materials are delivered to the site will they be recommended for payment.
7. Assist the Contractor with coordination with the utility companies (PG&E, AT&T, Comcast, etc).
8. In the event of any change order request by the contractor, MME will analyze the request and provide recommendations to SLVWD through communication



with the District, the Contractor, and any involved inspection/testing sub-consultants. MME will maintain current records of all change orders and any changes to contract days or contract dollar amounts.

9. If testing is included, we will review test reports from our testing and inspection team and notify the District and the Contractor in the event of any non-conforming items. Prepare recommendations to reject or accept any variations in the work performed through coordination with our inspectors, the District, and the Contractor.
10. Provide a final punch list of all items that were not satisfactorily completed and field-verify completion of those items.
11. Coordinate with all associated design professionals to obtain summaries of their observations, conformance with project plans and specifications, and obtain letters of final acceptance.
12. Review As-Built drawings from the Contractor for completeness based on change orders and RFI logs. Obtain record drawings from the associated design professionals based on the Contractor's as-built drawings and designer's observations for District records.
13. Review construction for adherence to the project plans and specifications.
14. Provide subconsultant prevailing wage labor compliance monitoring services as detailed in the attached proposal from 360PSM.

### **Optional Services**

1. The County does not require testing of the trench bedding, backfill, or asphalt for this project. If the District would like to have this optional and extra testing we can provide this subconsultant service as detailed in the attached proposal from Pacific Crest Engineering. These services could cover compaction testing of the sand bedding below the pipe and the asphalt surface.

### **Additional Services**

Additional services are those items which are not specifically mentioned under the scope of proposed services outlined above and/or those items which arise as a result of unforeseen circumstances. Any additional services and compensation shall require written authorization from the District.

The following is a partial list of work excluded from our scope of services: Destructive testing, Welding inspection, Coatings inspection, Compression Testing, Hydrostatic Testing, Disinfection testing, Meter testing, Easement Acquisitions, Fish and Wildlife or Water Quality Permits, Hazardous Materials Services, Mechanical, Electrical or Traffic Engineering, Pumps, PG&E permit applications, County permit applications, Water Model Analysis, FEMA studies, Arborists Reports, Tree Protection Plans, Signalized Intersections and Crosswalk Modifications, Bid-phase services, Design engineering, Value Engineering and Potholing.



## Project Understanding

MME Civil + Structural Engineering interested in professional Labor Compliance services for the Professional Construction Management Services to the San Lorenzo Valley Water District, project title: 2020 Pipeline Replacement Project. This is the first phase of a multi-phase pipeline replacement project which will total approximately 3.3 miles of new pipeline.

The San Lorenzo Valley Water District proposes to install:

1. Approximately 1900 feet of 6-inch ductile iron water main on California Drive in Ben Lomond.
2. Approximately 1550 feet of 8-inch HDPE water main in Hillside and Reynolds Drive in Boulder Creek.
3. New water services, fire hydrants and other miscellaneous improvements.

## Scope of Work

MME requested Labor compliance monitoring for the Project. **360PSM** proposes to perform the following services:

### **Labor Compliance Monitoring.**

1. Review contract provisions and labor compliance requirements with the project team.
2. Determine the specific labor standards and dates of effect for wages for the construction project



**360PSM**

3. Set up and maintain all compliance files and documents relating to prevailing wage activities;
4. Set up and maintain labor compliance files tracking the prime contractor and subcontractors;
5. Attend pre-construction meetings to discuss prevailing wage requirements with contractor and subcontractors;
6. Review Contractor's compliance with all State required postings such as the prevailing wage rates and EEO policies as well as the Contractor's Affirmative Action Plan;
7. Verify that certified payroll records are submitted by prime contractors and their subcontractors
8. Conduct Employee Field Interviews to confirm worker classification and wage rate of the project workforce conforms to the applicable contract provisions. (Optional)\*
9. Reconcile Weekly Certified Payroll Reports (CPR) & supporting documentation with wage decision and employee field interviews. Perform continuous and timely monitoring reviews of CPRs and related submissions for compliance;
10. Review and verify Fringe Benefit Statements are consistent with the contract provisions and State of California requirements.
11. Monitor the submittal of Training Fund Contribution Reports.
12. Monitor workforce utilization reports to verify trade and apprenticeship participation.
13. Identify violations and investigate complaints of underpayment to workers.
14. Notify MME regarding delinquent, uncertified, inaccurate and improperly completed payroll records and recommend appropriate corrective action for lack of strict compliance.



### **Wage Underpayment and Restitution Activities**

1. Identify wage underpayment through audits of payroll documents, during onsite employee interviews or by complaints filed by workers on the project. (Optional\*)
2. Calculate and recommend to MME the amount of wages that will be withheld from the contractor's payments/retention.
3. Prepare documentation that list the week endings worked, the name of the worker, trade classification, number of hours worked, rate paid, correct prevailing wage rate and the amount due each worker. Prepare and submit documentation to MME.
4. Document and file final resolutions



## 8.2 Schedule

The following summary outlines an estimated schedule for the Construction Management of the 2020 Pipeline Replacement project based on the 120 days allocated to the contract by the District. We are allowing for one month of start up before the 120 day active construction phase, and two months of closeout at the end. As detailed in our attached fee estimate, we anticipate our effort and the bulk of our work will be concentrated on the active construction phase.

The selected construction Contractor will prepare a more detailed project construction schedule with specific breakdown of the 120 schedule into multiple tasks depending on his equipment and crew capabilities. That schedule is required from the Contractor during the contract award process.

### Start Up Phase

1. Bid Opening: April 23<sup>rd</sup>, 2020
2. Review bids and issue Letter of Intent to Award
3. Contract Review and Execute Contract
4. Review Bonds and Issue Notice to Proceed

### Active Construction Phase

1. Submittals, Materials Ordering, Mobilization and Site Setup: 60 days
  2. Pipeline Construction Site 1: 20 days
  3. Testing and Disinfection: 5 days
  4. Pipeline Construction Site 2: 20 days
  5. Testing and Disinfection: 5 days
  6. Paving: 5 days
  7. Punchlist: 5 days
- Total Contract Days: 120 days

### Closeout

1. Record Drawings
2. Final payment
3. Record Notice of Completion
4. Release Retention 35 days after Recorded Notice of Completion



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/10/2019

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Dealey, Renton & Associates P. O. Box 12675 Oakland CA 94604-2675	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 510-465-3090      FAX (A/C, No): 510-452-2193 E-MAIL ADDRESS: certificates@dealeyrenton.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Mesiti-Miller Engineering, Inc. 224 Walnut Avenue, Suite B Santa Cruz CA 95060	INSURER A : American Automobile Ins. Co.      NAIC # 21849 INSURER B : US Specialty Insurance Company      29599 INSURER C : Hartford Accident and Indemnity Company      22357 INSURER D : National Union Fire Insurance Co PA      19445 INSURER E : American Insurance Company      21857 INSURER F :

**COVERAGES      CERTIFICATE NUMBER: 845798096      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	TGF07300990	12/10/2019	12/10/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	57UEGFN8896	12/10/2019	12/10/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$	Y	Y	EBU011054941	12/10/2019	12/10/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SCW0094271901	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability			USS1930330	12/10/2019	12/10/2020	\$2,000,000 \$2,000,000 per Claim Annual Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
For proposal purposes only.

<b>CERTIFICATE HOLDER</b>  ***SAMPLE CERTIFICATE***	<b>CANCELLATION 30 Day Notice of Cancellation</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# MME

CIVIL + STRUCTURAL ENGINEERING • SINCE 1987

Construction Administration Services - Fee Estimate (120 calendar day contract schedule)													
2020 Pipeline Replacement													
San Lorenzo Valley Water District													
MME Project No: 20118													
04/22/20													
Item	Task Description	Hours Per Work Day	Work Days Per Month	Const Calend. Days	Monthly Personnel Hours and Hourly Billing Rates							Admin Assist	Fee
					Principal Engineer \$210	Engineer V \$200	Engineer IV \$180	Engineer III \$155	Engineer II \$135	Engineer I \$116			
<b>Startup Phase (1 month)</b>													
1	May	1	22		4			22			4	\$4,598	
<b>On-site Active Construction Phase (120 calendar days or 4 months)</b>													
2	June	3	22	30	6			66			2	\$11,664	
3	July	3	23	31	6			69			2	\$12,129	
4	August	5	21	31	8			105			2	\$18,129	
5	September	5	20	28	8			100			2	\$17,354	
<b>Closeout Phase (2 months)</b>													
6	October	1	22		4			22			4	\$4,598	
7	November	1	21		2			21			4	\$4,023	
<b>MME In House Services Total:</b>			<b>132</b>	<b>120</b>								<b>\$72,495</b>	
<b>Sub-consultant Team</b>													
										Markup			
1	Prevailing Wage Certified Payroll Monitoring - 360PSM (4 months x \$780/month)									\$ 3,120	1.1	\$3,432	
<b>Sub-consultant Subtotal:</b>												<b>\$3,432</b>	
<b>Expenses</b>													
1	Mileage (45 mile R/T x 86 work days during Construction Phase x 58c per mile)									3,870	0.58	\$2,245	
2	Printing											\$100	
<b>Expense Subtotal:</b>												<b>\$2,345</b>	
											<b>Total:</b>	<b>\$78,272</b>	

Optional Services (not included)												
1	Asphalt and Compaction - Material Testing Services - Pacific Crest Engineering									\$ 4,935	1.1	\$5,429

This is our estimate based on currently available schedule & information. We may redistribute compensation between phases to be consistent with the hours of services provided, but shall not exceed the total unless approved by the Client.  
This estimate is based on hourly rates effective through December 2020



## Schedule of Standard Billing Rates

Effective through December, 2020  
Increases 3% annually on January 1<sup>st</sup>, 2021

### Office Personnel

Engineer I	\$ 116 / hour
Engineer II	\$ 135 / hour
Engineer III	\$ 155 / hour
Engineer IV	\$ 180 / hour
Engineer V	\$ 200 / hour
Principal Engineer	\$ 210 / hour
Expert Witness Services Deposition, court appearance and preparation	\$ 345 / hour
Administrative Assistant	\$ 87 / hour
CAD Technician I	\$ 85 / hour
CAD Technician II	\$ 105 / hour
Field Technician I	\$ 100 / hour
Field Technician II	\$ 125 / hour
Minimum Consultation Fee	\$ 750

### Reimbursable Expenses

<b>Sub-Consultants</b>	Direct Billing x 1.10
<b>Outside Services</b>	Direct Cost x 1.15
Printing, delivery, equipment rental and other direct project expenses	
<b>In-House Services</b>	
Photocopies	\$ 0.10 sheet
Plotting -internal check plots on bond	\$ 2.00 sheet
-final plots on bond	\$ 10.00 sheet
<b>Travel</b>	
Automobile mileage	\$ 0.58 mile
Airfare, Car Rental, etc.	Direct Cost x 1.15
Per Diem Allowance (varies by location)	\$ 150/day

## M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION OF SUCH ELECTION

DATE: May 21, 2020

### RECOMMENDATION:

It is recommended that the Board of Directors review this memo and adopt Resolution No. 23 (19-20); Ordering an Election, Requesting Santa Cruz County Elections to Conduct the Election, and Requesting Consolidation of Such Election for San Lorenzo Valley Water District as well as the Notice to County Clerk of Elected Officers to be Filled.

### BACKGROUND:

The terms of 2 San Lorenzo Valley Water District Board of Directors will be up for election on November 6, 2018. According to Santa Cruz County Election Department records, the following directors are up for election on November 3, 2020.

4 Year Terms  
Lewis Farris  
Richard Moran

Prior to the election, state law requires special districts to file a Notice of Election with the County Clerk verifying which offices are up for election, as well as other pertinent information. (See Attachment 1) Historically, your Board has elected the following options:

- 1) Candidate's Statements of Qualifications shall be limited to 200 words. Optionally, the Board could elect to limit Candidate's Statement of Qualifications to 400 words; which doubles the cost.

- 2) Candidates are responsible for paying the cost of publishing the Candidate's Statement of Qualifications in the Voter's Information Pamphlet at the time of filing his/her statement. Optionally, the District could elect to pay the cost of publishing the Candidate's Statement of Qualifications.

It is recommended that the Board of Directors review this memo and adopt the resolution Ordering an Election, Requesting Santa Cruz County Elections to Conduct the Election, and Requesting Consolidation of Such Election for San Lorenzo Valley Water District.

STRATEGIC PLAN:

Element 6.0 - Public Affairs

FISCAL IMPACT:

\$26,200 - \$43,670 (17,469 registered voters)

**SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. 23 (19-20)**

**Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election**

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be or have been called to be held on November 3, 2020;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the governing body of the Board of Directors of the San Lorenzo Valley Water District hereby orders an election be called and consolidated with any and all elections also called to be held on November 6, 2018 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the County of Santa Cruz and requests the Board of Supervisors of the County of Santa Cruz to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors to permit the Santa Cruz County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

**Check the following the apply:**

- BE IT FURTHER RESOLVED AND ORDERED** that the Santa Cruz County Elections Department conduct the election for the following offices on the November 3, 2020 ballot:

Seats open	Office	Term	District/Division (if app)
3	Board of Director	4 years	
4	Board of Director	4 years	

**PASSED AND ADOPTED** this 21<sup>st</sup> day of May, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

\_\_\_\_\_  
Stephen Swan, President

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

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To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board or council members' names, addresses and telephone numbers.

## Contact Information/Incumbent Roster

Name of District/City: San Lorenzo Valley Water District

Contact Person: Holly Hossack

Title: District Secretary

Mailing Address: 13060 Highway 9, Boulder Creek, CA 95006

Telephone: (831) 430-4636 FAX: (831) 338-7986

E-Mail: hhossack@slvwd.com

Website: www.slvwd.com

Incumbent's Name	Address	Year Elected or Appointed	Term of Office
Lewis Farris	409 Hillview Dr., Felton CA 95018	2019 (A)	4 years
Richard Moran	10310 California Dr., Ben Lomond, CA 95005	2019 (A)	4 years





# County of Santa Cruz

## COUNTY CLERK / ELECTIONS

701 Ocean Street, Room 310, Santa Cruz, CA 95060-4076  
831-454-2060 Toll-free: 866-282-5900 FAX: 831-454-2445 TDD: 711  
E-mail: [info@votescount.com](mailto:info@votescount.com) Web Sites: [www.sccoclerk.com](http://www.sccoclerk.com) & [www.votescount.com](http://www.votescount.com)

Gail L. Pellerin, County Clerk  
Tricia Webber, Assistant County Clerk

To: Board of Supervisors, Special Districts, School Districts and Cities  
From: Gail Pellerin, County Clerk  
Re: November 2020 Election Information  
Date: April 6, 2020

The deadline for calling an election for a measure on the November 3, 2020 Presidential General Election is **August 7, 2020**. If your board is planning to place a measure on the November 3, 2020 ballot, you must file a resolution that does all the following:

1. Orders the election;
2. Requests the Santa Cruz County Clerk/Elections Department to conduct the election; and
3. Consolidates the election with any other jurisdiction holding an election on November 3, 2020.

I have attached some documents to assist you with this process.

- Administrative Calendar (Attachment A)
- How to Place a Measure on the Ballot (Attachment B)
- Sample Resolution of the Election Order for Special Districts & Cities (Attachment C) – **Due by August 7**
- Notice of Election for Special Districts & Cities (Attachment D) – **Due by July 1**
- Sample Resolution of the Election Order for School Districts (Attachment E) – **Due by July 3 for governing board elections; Due by August 7 for measures**
- Quick Calendar

In order to meet the August 7, 2020 deadline for filing your resolution calling your election, we recommend that you start this process no later than your May/June 2020 meeting.

Here are the estimated election costs for the 2020 elections:

### November 3, 2020 Estimated Costs

- Jurisdictions with under 999 registered voters varies
- Jurisdictions with 1,000 or more voters \$1.50 to \$2.50 per voter

### Stand-Alone Election Estimated Costs

- Jurisdictions with under 999 registered voters \$9 and up
- Jurisdictions with 1,000 to 10,000 registered voters \$5 to \$9 per voter
- Jurisdictions with 10,001 or more registered voters \$4 to \$5 per voter

You can look up the number of registered voters in your district online at [www.VRtotals](http://www.VRtotals). Please contact me at 831-454-2419 or [gail.pellerin@santacruzcounty.us](mailto:gail.pellerin@santacruzcounty.us) if you have any questions.

## **COVID-19: Impact on the November 3, 2020 Election**

Election officials in California are working closely with the Secretary of State's Office as well as other election rights advocacy groups to identify how best to conduct the November 3, 2020 Presidential Election to ensure the health and safety of our voters, election workers, and staff.

As you know the situation changes daily, and we continue to learn more about how this virus is impacting our communities.

Right now, my plan is to mail a ballot to all voters and have some form of in-person voting available. I will keep you posted on any decisions we make that will impact the November election.

In the meantime, please follow the public health guidelines to wash your hands often, clean surfaces you touch frequently, practice safe distances from others, cover your cough or sneeze, wear a mask when you are out in public, and stay home if you are sick. Let's work together today for a healthy tomorrow!

Special Districts and Cities MUST file by .....July 1, 2020

## Attachment “D”

### Notice to County Clerk of Elective Offices to be Filled And Transmittal of Map and Boundaries

San Lorenzo Valley Water District

**Name of District/City as it will appear on the ballot**

To the County Clerk of Santa Cruz County:

(1) Notice is hereby given that the elective offices of the district/city to be elected

**Check one:**     at large or  
                       by division

at the General Election scheduled for November 3, 2020, are as follows:

Office	Incumbent’s name	Term	District/Division (if app)
Board of Director	Lewis Farris	4 years	
Board of Director	Richard Moran	4 years	

**Special Districts:** No election will be held if there is an insufficient number of nominees.

**Cities:** If there is an insufficient number of nominees, city council will decide to fill the office by appointment by E-75 or proceed with the election. If any city measure is on the ballot, the election is held regardless.

(2) The qualifications of a nominee of an elective officer of the district/city are as follows (i.e. a registered voter in the district/city, homeowner in district):

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(3) The Candidate's Statement of Qualifications shall be limited to

**Check one:**  200 words  
 400 words (double the cost)

Candidates are permitted to file a statement to be posted online only

**Check one:**  200 words  
 400 words (double the cost)

Candidates are responsible for paying the cost of printing their Candidate's Statement of Qualifications in the County Voter Information Guide or posting online at the time of filing his/her statement.

**Check one:**  Yes  
 No. The District/City will pay the cost.

Candidates for special districts pay the County Clerk. Candidates for city offices pay the City Clerk.

(4) Tie votes for City and District elections are resolved by lot according to Elections Code §15651 and §10551. In lieu of resolving a tie vote by lot the District/City may resolve a tie vote by the conduct of a special runoff election, pursuant to §15651 (b). A special runoff election shall be held only if the legislative body adopts the provisions of this code prior to the conduct of the election. If a legislative body decides to call a special runoff election in the event of a tie vote, all future elections conducted by that body shall be resolved by the conduct of a special runoff election, unless the legislative body later repeals the authority for the conduct of a special runoff election.

To conduct a tie vote by special runoff election for this election and all future elections, check here.

(5) Date of last map change: June 2016. Who should we contact from your jurisdiction to come to our office at 701 Ocean St., Room 310, in Santa Cruz, to review the map on file to confirm the district boundaries?

Name: James Furtado Phone: 831-430-4631  
E-mail: jfurtado@slvwd.com

(Seal of the District/City)

\_\_\_\_\_  
Signature (District Secretary/City Clerk)

Dated: \_\_\_\_\_

\*\*\*\*\*

## MEMO

To: Board of Directors  
From: District Manager  
Prepared by: Engineering Manger  
Subject: Discussion and possible action related to the award of a software contract to Esri  
Date: May 21, 2020

### Recommendation:

It is recommended that the Board of Directors authorize the District Manager to sign a three-year contract extension with Esri in the amount of \$30,000 for ArcGIS software.

### Background

In 2017, the District chose Esri ArcGIS software for the implementation of the District's new GIS system. The original three-year contract was in the amount of \$30,000. ArcGIS software provides the ability to perform spatial analysis, hydrologic modeling and mapping. Our staff uses ArcGIS on numerous projects ranging from Fire Management to Watershed Protection.

District staff have been pleased with the ArcGIS software and the tech support provided by Esri. Based on the limited options for this type of software and staff's familiarity with the ArcGIS software, staff recommends award of a three year software contract to Esri.



March 3rd, 2020

Daniel Mack  
13060 Highway 9  
Boulder Creek, CA 95006

Dear Daniel,

Thank you for being a long-time customer of Esri. We are looking forward to continue supporting San Lorenzo Valley Water District's GIS needs. Regarding the renewal of the Enterprise Agreement for SLVWD, I am providing proposed pricing and key business terms below.

The Esri Enterprise Agreement (EA) will remain in effect for three years and grant SLVWD uncapped access to the Esri products listed below.

The agreement will be effective on 4/27/2020, and requires a firm three-year commitment.

Although you have already deployed a considerable amount of Esri technology, our experience with similar customers indicates that there is significant potential to apply GIS in many additional areas within your organization. For these reasons, we believe that you will greatly benefit from an enterprise agreement. An EA offers numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Maintenance on all Esri software identified in this proposal and deployed within the organization
- Complete flexibility to deploy software products when and where needed

Proposed payment terms for the EA, developed to reflect your anticipated deployment schedule, are as follows:

	Year 1	Year 2	Year 3	Total
Annual EA Fee	\$10,000	\$10,000	\$10,000	<b>\$30,000</b>

Esri products and services to which SLVWD will have uncapped, single use deployment rights during the term of this agreement include:

- **ArcGIS Desktop:** Advanced, Standard, Basic (single use)
- **ArcGIS Desktop extensions:** ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Schematics, ArcGIS Spatial Analyst, and ArcGIS Workflow Manager (Single use)
- **ArcGIS Enterprise:** Enterprise and Workgroup (Advanced and Standard)
- **ArcGIS Enterprise Extensions:** ArcGIS 3D Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Spatial Analyst, and ArcGIS Workflow Manager
- **ArcGIS GIS Server:** Advanced, Standard, Basic
- **ArcGIS Enterprise Optional Servers:** ArcGIS Image Server, ArcGIS GeoEvent Server
- **Mapping and Charting solutions:** Esri Production Mapping for Desktop
- **ArcGIS Engine**
- **ArcGIS Engine extensions:** ArcGIS 3D Analyst, ArcGIS Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics, and ArcGIS Spatial Analyst
- **ArcGIS Runtime**
- **ArcGIS Runtime Analysis Extension**

The EA also includes:

- **ArcGIS Online Named Users:** including 5 Level 1 named users and 5 Level 2 named users, with 2,500 annual credits
- **ArcGIS Enterprise Named Users:** including 5 Level 2 named users

The EA also includes the following additional components:

- **Esri International User Conference:** 1 annual complimentary registration
- **Authorized callers:** 2 callers

The following key business terms and conditions will apply to this EA:

- All your employees, in-house contractors, and employees of affiliates in which you have more than a 50% ownership interest will be eligible to use the products and services listed above for the sole benefit of Licensee. Current affiliates will need to be identified in the final agreement. Employees and contractors at companies that you or its affiliates acquire, merge with, or gain an ownership interest in during the term of this agreement will not be eligible to participate in the EA without the mutual agreement of the parties.

- Software products and services included in this proposal may only be deployed and used at your locations in the United States.
- Esri technology that may be embedded in any third-party products you acquire is not included under this agreement.
- You will establish a single point of contact for orders and deliveries, and will be responsible for redistribution to eligible users.
- Esri products not included in this agreement may be purchased at pricing that you are normally eligible to receive for software and maintenance.
- You will be automatically invoiced upon the effective date and at the start of each payment term thereafter. Payments are due within 30 days of invoice date.
- You will provide Tier 1 technical support and will designate the quantity of individuals listed above who may directly contact Esri for Tier 2 technical support.
- You will provide an annual report of installed Esri products to Esri.
- You agree to abide by all United States export restrictions.
- Esri products that are eligible for use in this agreement will be automatically available for downloading.
- You will name Esri your company-wide GIS standard, will act as an Esri reference site, and will permit Esri to publicize your use of Esri products.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's standard licensing terms and conditions and the terms of the EA.
- The details of this agreement will be confidential and may not be disclosed by the contracting parties.

This proposal is valid for 30 days. In order to complete the agreement within this timeframe, I ask that you contact me within the next seven days to work through any questions or concerns you may have.

Esri and SLVWD have a long and rich history working together. I appreciate the opportunity to present you with this proposal, and I believe it will greatly benefit your organization. Thank you very much for your consideration.

Best regards,

Brittany Stwalley  
Enterprise Agreement Account Manager | Esri Global Water Practice





## Quotation # Q-397125

Date: March 3, 2020

Customer # 406682 Contract #

San Lorenzo Valley Water District  
Engineering  
13060 Highway 9  
Boulder Creek, CA 95006-9119

ATTENTION: Daniel Mack  
PHONE: (831) 430-4615  
EMAIL: dmack@slvwd.com

Environmental Systems Research Institute, Inc.  
380 New York St  
Redlands, CA 92373-8100  
Phone: (909) 793-2853 Fax: (909) 307-3049  
DUNS Number: 06-313-4175 CAGE Code: OAMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.  
Quote is valid from: 3/3/2020 To: 6/1/2020*

Material	Qty	Term	Unit Price	Total
168088	1	Year 1	\$10,000.00	\$10,000.00
Meter Counts of 0 to 10,000 Small Utility Term Enterprise License Agreement				
168088	1	Year 2	\$10,000.00	\$10,000.00
Meter Counts of 0 to 10,000 Small Utility Term Enterprise License Agreement				
168088	1	Year 3	\$10,000.00	\$10,000.00
Meter Counts of 0 to 10,000 Small Utility Term Enterprise License Agreement				

Subtotal:	\$30,000.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
<b>Total:</b>	<b>\$30,000.00</b>

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

<b>For questions contact:</b> Suzanne Timani	<b>Email:</b> stimani@esri.com	<b>Phone:</b> (909) 793-2853 x1627
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <a href="https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf">https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf</a>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <a href="https://go.esri.com/MAPS">https://go.esri.com/MAPS</a> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <a href="https://www.esri.com/en-us/legal/terms/state-supplemental">https://www.esri.com/en-us/legal/terms/state-supplemental</a> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

TIMANIS **This offer is limited to the terms and conditions incorporated and attached herein.**



## Quotation # Q-397125

Date: March 3, 2020

Customer # 406682 Contract #

San Lorenzo Valley Water District  
Engineering  
13060 Highway 9  
Boulder Creek, CA 95006-9119

ATTENTION: Daniel Mack  
PHONE: (831) 430-4615  
EMAIL: dmack@slvwd.com

Environmental Systems Research Institute, Inc.  
380 New York St  
Redlands, CA 92373-8100  
Phone: (909) 793-2853 Fax: (909) 307-3049  
DUNS Number: 06-313-4175 CAGE Code: OAMS3

**To expedite your order, please attach a copy of this quotation to your purchase order.**  
**Quote is valid from: 3/3/2020 To: 6/1/2020**

The following items are optional items listed for your convenience.  
These items are not included in the totals of this quotation.

Material	Qty	Unit Price	Total
158344	1	\$6,300.00	\$6,300.00

Platform Engineer Service Retainer Package provides the Customer a choice of one of two options: 1) up to 20 hours of remote consulting; or 2) one day of onsite consulting support from a U.S. based Esri platform engineer. Technical topics may include assisting with installation and configuration of ArcGIS software, defining information products, ArcGIS organization configuration, workflows using ArcGIS Desktop, ArcGIS Pro, and Esri Apps, Map and App configuration, and general "best practices" knowledge transfer for components of the ArcGIS Platform. Prior to the start of the engagement, the Customer will be contacted by an Esri representative to determine requirements and whether remote or on-site support is requested. If the Customer selects the remote consulting option, the Esri representative will assign a technical consultant to work with the Customer for the duration of the allotted hours. If the Customer selects the on-site consulting option, the Esri representative will work with the Customer to define expectations and then schedule a mutually agreed upon date for the onsite engagement. Scheduling will be based on resource availability. The consulting support provided under this Professional Service Package must be expended within a period of twelve (12) months from when valid Purchase Order is received. The price includes airfare, hotel, car rental, per diem, and other direct costs if applicable. On-site support will be provided at a mutually agreed upon customer location during one trip within the United States. The Esri Professional Service Packages terms and conditions shall apply. If not attached, or already incorporated into an existing and current Esri master contract, these terms and conditions can be viewed on the web at <https://www.esri.com/en-us/legal/terms/services/>.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

<b>For questions contact:</b> Suzanne Timani	<b>Email:</b> stimani@esri.com	<b>Phone:</b> (909) 793-2853 x1627
The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <a href="https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf">https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf</a> , and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <a href="https://go.esri.com/MAPS">https://go.esri.com/MAPS</a> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <a href="https://www.esri.com/en-us/legal/terms/state-supplemental">https://www.esri.com/en-us/legal/terms/state-supplemental</a> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.		

TIMANIS **This offer is limited to the terms and conditions incorporated and attached herein.**

**Esri Use Only:**

Cust. Name \_\_\_\_\_  
Cust. # \_\_\_\_\_  
PO # \_\_\_\_\_  
Esri Agreement # \_\_\_\_\_



**SMALL ENTERPRISE AGREEMENT  
SMALL UTILITY  
(E215-1)**

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A  
List of Products**

**Uncapped Quantities**

**Desktop Software and Extensions (Single Use)**

ArcGIS Desktop Advanced  
ArcGIS Desktop Standard  
ArcGIS Desktop Basic  
ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager, ArcGIS Data Reviewer

**Enterprise Software and Extensions**

ArcGIS Enterprise and Workgroup (Advanced and Standard)  
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager

**Enterprise Additional Capability Servers**

ArcGIS Image Server

**Developer Tools**

ArcGIS Engine  
ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics  
ArcGIS Runtime (Standard)  
ArcGIS Runtime Analysis Extension

**Limited Quantities**

One (1) Professional subscription to ArcGIS Developer  
Two (2) Esri CityEngine Single Use Licenses  
5 ArcGIS Online Viewers  
5 ArcGIS Online Creators  
2,500 ArcGIS Online Service Credits  
5 ArcGIS Enterprise Creators  
1 Insights in ArcGIS Enterprise  
1 Insights in ArcGIS Online

**OTHER BENEFITS**

Number of Esri User Conference Registrations provided annually	<b>1</b>
Number of Tier 1 Help Desk Individuals authorized to call Esri	<b>2</b>
Maximum number of sets of backup media, if requested*	<b>2</b>
Self-Paced e-Learning	<b>Uncapped</b>
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

\*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

**Term of Agreement:** Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

\_\_\_\_\_  
(Customer)

By: \_\_\_\_\_  
Authorized Signature

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

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

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

### CUSTOMER CONTACT INFORMATION

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Country: \_\_\_\_\_

Quotation Number (if applicable): \_\_\_\_\_

## 1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

**"Case"** means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

**"Deploy", "Deployed" and "Deployment"** mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

**"Fee"** means the fee set forth in the Quotation.

**"Maintenance"** means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

**"Master Agreement"** means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

**"Product(s)"** means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

**"Quotation"** means the offer letter and quotation provided separately to Customer.

**"Technical Support"** means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

**"Tier 1 Help Desk"** means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

**"Tier 1 Support"** means the Technical Support provided by the Tier 1 Help Desk.

**"Tier 2 Support"** means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

## 2.0—ADDITIONAL GRANT OF LICENSE

**2.1 Grant of License.** Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

**2.2 Consultant Access.** Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

## 3.0—TERM, TERMINATION, AND EXPIRATION

**3.1 Term.** This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

**3.2 No Use upon Agreement Expiration or Termination.** All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

**3.3 Termination for a Material Breach.** Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

**3.4 Termination for Lack of Funds.** For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if

Customer is unable to secure funding through the legislative or governing body's approval process.

**3.5 Follow-on Term.** If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

## 4.0—PRODUCT UPDATES

**4.1 Future Updates.** Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

**4.2 Product Life Cycle.** During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

## 5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

### a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

### b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

## 6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

## 7.0—ADMINISTRATIVE REQUIREMENTS

**7.1 OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

**7.2 Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

## 8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

### 8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if

Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.
  - d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.
- 8.2 Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.
- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
  - b. The following information will be included in each Ordering Document:
    - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
    - (2) Order number
    - (3) Applicable annual payment due

## 9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be

no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.





**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT  
MINUTES  
April 16, 2020**

**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.

1. Convene Meeting 6:30 p.m.
2. Roll Call: L. Farris, S. Swan, B. Fultz, L. Henry, R. Moran were all present for the videoconference meeting.  
Staff present: R. Rogers, G. Nicholls, H. Hossack, C. Blanchard, D. Langfield, J. Furtado, S. Hill
3. Additions and Deletions to Agenda: None
4. Oral Communications:  
President Swan limited the Oral Communications to 3 minutes per speaker.  
R. Rogers explained the process for being recognized as wishing to communicate.  
E. Fresco questioned when committees will start meeting again.  
Pres. Swan that it has not been discussed. We will be following the guidelines for COVID-19 meetings.  
J. Mosher thinks it is important to get the meetings going again. Other agencies are having committee meetings.
5. Unfinished Business:
  - a. **NACCARI PURCHASE AGREEMENT**  
R. Rogers introduced this item.  
G. Nicholls explained the agreement and referred to the backup information.  
B. Fultz questioned if this would be covered by title insurance.  
G. Nicholls said that we will be receiving a title report prior to closing.  
R. Moran questioned if he would be allowed to attend community meetings on this matter.  
R. Rogers said that he can attend as long as there are no Brown Act violations.  
G. Nicholls agreed with R. Rogers, as long as there are less than 3 Board members attending the meetings.  
L. Henry made a motion that the Board accept Resolution No. 20 (19-20). Motion was seconded.  
  
G. Nicholls noted that the motion be amended to say approve not accept.  
L. Henry amended the motion to approve Resolution No. 20 (19-20).

4 Board members voted in favor of the motion. Dir. Fultz voted ~~no~~ Motion 20 passed.

Item: 7a

T. To questioned if other properties were considered.

S. Swan said that other options were considered, this was the best option for the District.

b. DRAFT FISCAL YEAR 2020/21 BUDGET REVIEW

R. Rogers introduced this item.

S. Hill explained the budget backup material included in the agenda packet.

B. Fultz questioned the form used in the presentation. He asked for an explanation as to how the \$3 million in operating margin is being allocated.

S. Hill said a majority of the money is going to fund capital projects. She referred to her presentation.

B. Fultz said that he believes a broader conversation is needed in conjunction with unfunded and underfunded liabilities. He disagrees with replacing 2000 meters in one year.

L. Henry said she doesn't think that we can get a definitive answer on Dir. Fultz's questions in time for the budget to be completed.

*It was discovered that the recorder was not working 25 minutes into the meeting.*

L. Henry said she doesn't think that we can get a definitive answer on Dir. Fultz's questions in time for the budget to be completed.

B. Fultz questioned the return on investment of the meters. He said a meter replacement project of about 700 makes sense.

S. Swan said let's ask the experts for their comments on this subject. It's not S. Hill's job to make the decisions, she gets the information from Operations.

R. Rogers said that after 15 years, meters start slowing down and we have many meters over 15 years old.

S. Swan questioned if we have data that says how much the meters are off by.

R. Rogers said we have sent one older meter out for testing and it showed it was off on the higher flows.

Discussion by the Board and staff regarding the number of meters the District should replace.

L. Farris said that \$12 million is a lot to spend on capital in one year.

The Board needs to make sure they are spending it on the right things. He questioned what are we not going to do the \$12 million.

R. Moran said the meters could be reading more or less. Planned maintenance is planned. The Board should consider all of the areas of need.

S. Swan said the economy is a mess. We are facing a lot of challenges. Maybe in these circumstances the program should be scaled back.

B. Fultz said he agrees with Pres. Swan.

S. Hill said there is nothing that sets the budget in stone. It can be amended as necessary. If we scale back on the meter program, we can start paying down some of our unfunded liability.

R. Moran agreed with Pres. Swan regarding the uncertainty of the economy.

G. Nicholls said that everyone should know not to use the webinar chat function. Please raise your hand if you want to ask a question.

E. Fresco commented that new meters help identify leaks before they are too high. She would be willing to chip in to replace her old meter.

Pres. Swan said that sounds like something to consider.

E. J. Armstrong commented on possible meter solutions.

R. Rogers 15 years is the magic number for the life of a meter. Failing meters cost the District revenue.

B. Fultz would like to advocate that the Board ask the Dist. Mgr. a “to be determined” number of meters being replaced to derive return on investment. The pipes and tanks are also quite old and are causing water loss and needs to be addressed. He thinks that selling meters in advance of their replacement schedule could be a good source of income.

Pres. Swan questioned how many meters are yet to be replaced.

B. Fultz responded that 4000-5000 meters are 12 years and older.

S. Hill that the District investigates possible dead meters. All dead meters are replaced at that time.

G. Nicholls suggested going out to the public one more time to close out this item.

Pres. Swan suggested that the number of meters to be replaced be cut in half. In a few months we should revisit the needs for the saved \$400K not going to meters.

L. Farris agreed.

c. LETTER TO PACIFIC GAS & ELECTRIC

R. Rogers introduced this item.

C. Blanchard explained the history behind the PG&E letter.

L. Farris took issue with a sentence in the letter.

B. Fultz clarified that this letter is on the agenda because committee meetings have been canceled. He then stated his ideas for revisions to the letter and shared a letter that he wrote. He questioned Dist. Counsel how to go about sharing his letter.

G. Nicholls suggested that he share it on Zoom and email it to anyone that can't see the letter.

Discussion by Board and staff regarding the letter written by B. Fultz.

B. Fultz read his letter to PG&E.

Discussion by Board and staff regarding the letter written by B. Fultz.

T. To both letters are good. She suggests that a new letter be drafted that is both collaborative and has the scientific background.

N. Macy the original letter was meant to be critical because PG&E has failed to upgrade the system in the San Lorenzo Valley for 60 years or more. The letter needs to convey our concern for the entire San Lorenzo watershed.

Pres. Swan suggested that Dir. Fultz work with the writers of the original letter to craft a letter that works for everyone.

B. Fultz agreed.

E. J. Armstrong noted that subcontractors are actually doing the work. He recommended that the letter include that representatives from the District work with the subcontractors.

Pres. Swan said that if Dir. Fultz, C. Blanchard, N. Macy, Dir. Moran want to make edits to the letter he will be happy to sign it.

6. New Business:

- a. TEMPORARY UTILITY BILLING POLICY CHANGES IN RESPONSE TO COVID-19
- R. Rogers introduced this item.
- S. Hill explained this item. This item is to identify actions the District has already taken and to request direction for some of the other possible actions. The recommendation from staff is to temporarily suspend reporting to collection agencies, delay efforts to initiate the use of the property tax roll for overdue balances (but continue to lien debt owed to the District). We've suspended all late fees, turn-offs, all outgoing notifications and send out a letter to all property owners that they are ultimately responsible for all water bills on their property. Staff recommends that the Board approve all of the recommendations, none of the recommendations or a combination of them.
- R. Moran thanked staff for being responsive to the new environment. He noted that the message is out of date.
- S. Hill said that staff was directed to send out past due notices for the month of March. This is the 3<sup>rd</sup> party, pre-recorded message.
- R. Moran supports the staff recommendation.
- L. Henry said she doesn't think that the Dist. shouldn't wait to do property tax. Liens do effect your credit rating. The Dist. still gets paid by the County for property taxes due even if they don't pay their bill. Property tax is the way to go.
- B. Fultz questioned if we have any liens currently expiring.
- S. Hill said that the District goes through the liens monthly to renew expiring liens.
- B. Fultz continued that we can, at some point, move a lien to the property tax.
- Discussion by Board and staff regarding liens and property taxes.
- B. Thomas said that communication to the public regarding this will be helpful.
- J. Mosher appreciates the District for taking this step.
- Pres. Swan sounds like everybody is in agreement to follow staff's recommendation, adding to communicate this change to the public.
- G. Nicholls said that she would suggest a motion. She doesn't recommend posting anything on the website, these are mostly background activities that occur when accounts are long past due.
- S. Swan made a motion to direct staff to follow their own recommendation to temporarily suspend reporting past due accounts to credit agencies, to delay sending past due accounts to the property tax roll until 2021, and to continue to use liens to secure funds owed to the District. Motion was seconded.
- All present voted in favor of the motion. Motion passed.
- G. Nicholls requested that the vote be read back due to confusion during roll call.
- H. Hossack read the vote back.
- b. SWIM TANK/REDWOOD PARK TANK AWARD OF CONTRACT
- R. Rogers introduced this item.
- C. Blanchard explained this item.
- Pres. Swan called for questions or discussion from the Board.
- L. Farris pointed out that in the proposal from Rincon, WSC is a subcontractor.
- Discussion by Board and staff regarding WSC as a subcontractor. R. Rogers noted that WSC is not a subcontractor on this project.

R. Moran noted that he like the name Redwood Park Tank.

B. Fultz said maybe we can sell the naming rights to the tank.

Pres. Swan made a motion to direct the District Manager to enter into a contract with Rincon Consultants to complete the CEQA for the Redwood Park Tank project. Motion was seconded.

All present voted in favor of the motion. Motion passed.

c. LYON SLIDE AWARD OF CONTRACT

R. Rogers introduced this item.

D. Langfield explained the item. He described the history, contract and staff recommendation.

Pres. Swan noted that there was only one bid.

R. Moran questioned if this keeps us within the FEMA application timeline.

D. Langfield responded that we have a one-year extension from FEMA. We just need to show that we are working on the project and making progress.

B. Fultz asked D. Langfield to explain the deliverable on this project.

Discussion by the Board and staff regarding this multi-year project.

G. Mahood said that she is on the Engineering Committee and thinks it's worth noting that the recommendation of the environmental consultants will determine how we move forward on this project.

Pres. Swan made a motion award the environmental consultant contract for the Lyon Tank Access Road Rehabilitation to Rincon Consultants and direct the District Manager to enter into an agreement. The motion was seconded.

All present voted in favor of the motion. Motion passed.

d. LOW INCOME RATES

R. Rogers introduced this item and read from the staff memo.

Pres. Swan suggested that a representative from Friends of San Lorenzo Valley Water present. He is already in favor of holding a special meeting to discuss this.

E. Fresco made the proposal to the Board. It's based on to PG&E Care Program. Funding for the LIRA could come from property taxes or interest income. They feel this is a better solution than foregoing the scheduled rate increase.

Pres. Swan said E. Fresco did a good job of summarizing your proposal. It's a lot of money but he is in favor of doing what he can to help. He'd like to do some research on the examples of other water districts and hopes he can find one similar to the size and nature of our district.

L. Farris said he supports this program, he believes there should be a backstop between \$50,000 & \$100,000, and he doesn't think we should preclude a rate increase change.

B. Fultz said we need to have a conversation about the entire scope of funding issues. He wants staff to provide all of the unfunded and underfunded liabilities.

R. Moran this type of program is appropriate at this time. He thinks the District can do something proportional to its size. He supports Pres. Swan's suggestion to have a special meeting.

L. Henry said she has contacted Assembly Member Stone's office regarding AB 401. The bill has never been financed. She thinks there are ways to help low income people but \$100,000 is too much. She proposed

\$5 for 1200 customers per month for \$60,000. That amount the negative the rate increase for low income people.

Agenda: 5.21.20  
Item: 7a

B. Fultz we need to look at revenue distribution in the District.

L. Farris said he agrees with Dir. Fultz and he believes there is a potential for benefit to the District and the public with a LIRA.

Pres. Swan said as expected this has proven to be large scoped discussion. He would like a special meeting to deal with this matter.

J. Mosher he clarified that the Friends of San Lorenzo Water is a new group. He encouraged the Board to move on this quickly.

B. Thomas said we can't assume that low income means low water users. She doesn't think there is a rush to deal with this.

P. Gelblum said that the rate increase is necessary. The LIRA could mitigate it.

Pres. Swan reiterated that the Board is in agreement that they want to do something. You don't need to lobby for this program.

G. Mahood encouraged the Board not to leave any money on the table when we talk about rate increases. Make the program revenue neutral.

B. Holloway said that tiered rates would be a step in the wrong direction. He suggested a rebate for the LIRA program.

C. Dzenzel questioned if the low income customers would have to apply to participate. This has to be fair and open to anyone that qualifies.

Pres. Swan said the he would propose a special BoD meeting to discuss this subject. What direction does staff need for a special meeting?

B. Fultz said he would meet with R. Rogers tomorrow work some of this out.

R. Rogers would prefer that the direction come from the full Board not from a single Board member.

Discussion by Board and staff regarding special BoD. Board agreed to schedule Special BoD meeting for May 7, 2020.

## 7. Consent Agenda:

### a. MINUTES FROM BOARD OF DIRECTORS MEETING MARCH 19, 2020

Pres. Swan asked if anyone wanted the minutes pulled from the Consent Agenda. No response.

## 8. District Reports:

### • DEPARTMENT STATUS REPORTS

Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.

- Engineering
- Environmental
- Finance & Business
- Legal
- Operations

B. Fultz questioned the status of the Bear Creek repair.

R. Rogers said this is the last night of overnight work.

### • COMMITTEE REPORTS

- Future Committee Agenda Items
- Committee Meeting Notes/Minutes

- DIRECTORS REPORTS
  - Director's Communication
  - Future Board of Directors Meeting Agenda Items

Agenda: 5.21.20  
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9. Adjournment 9:29 p.m.



**NOTICE OF SPECIAL  
BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
MINUTES  
May 7, 2020**

**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.

Thursday, May 7, 2020 at 6:30 p.m., via videoconference and teleconference.

**AGENDA**

1. Convene Meeting 6:30 p.m.
2. Roll Call:
  - President Swan, Director Henry, Director Fultz, Director Moran, Director Farris were all present via videoconference.
  - Staff present: C. Blanchard, J. Furtado, S. Hill, H. Hossack, D. Langfield, G. Nicholls, R. Rogers
3. Additions and Deletions to Agenda: None
4. Oral Communication
  - Pres. Swan addressed the public to say that each person will be given 3 minutes to speak on each item and once per topic.
5. Old Business: Pres. Swan moved item 5d Letter to PG&E to the first position for discussion.
  - d. LETTER TO PACIFIC GAS & ELECTRIC
    - R. Rogers introduced this item and read the staff memo.
    - L. Henry said that she thinks this was a failure of proper procedure. The original letter was written by a Board member on the Environmental Committee, with the input from staff and the public. She thinks it was not proper procedure to have the letter rewritten by another Board member.
    - B. Fultz with respect to the procedure, he thought it was brought to the Board for edits since there was not a committee meeting.
    - R. Moran he said the original letter was submitted by a member of the Environmental Committee during Oral Communication. It was then taken to the Board for discussion. He was unable to participate



in the rewriting of the letter due to technical difficulties. He thinks the letter addresses the District's interests.

Pres. Swan said that he thinks the letter is fine. He made a motion that the Board approve the letter as written by the team of individuals involved in writing it. It will be sent to the individuals listed on the letter and listed in the agenda packet. The motion was seconded.

B. Fultz question to whom and in what form the letter should be sent. He thinks the letter should be sent to PG&E with copies going to the others listed.

S. Swan said that we'll send a copy to PG&E and cc all the other people. That's his motion. It was seconded again.

Four Board members voted in favor of the motion. Dir. Henry voted no. The motion passed.

a. UNFUNDED LIABILITIES

R. Rogers introduced this item and read from the staff memo.

Pres. Swan expressed his appreciation to staff, to S. Hill particularly, for putting this item together.

S. Hill presented a PowerPoint regarding the unfunded liabilities. Pres. Swan thanked S. Hill and asked if R. Rogers wants to go into the tanks and infrastructure portion of the unfunded liabilities or take questions on S. Hill's presentation now.

R. Rogers said the he suggests taking questions now.

Pres. Swan reminded the Board members that this is not a deep dive. Please limit your questions to pertaining to the presentation.

L. Farris questioned if S. Hill knows the justification for SB400.

S. Hill does not know. She believes that it was overfunded and everyone was floating on the .com bubble.

L. Farris questioned if CalPERS sent the District a bill for \$5 million in 2017, to lower their projections.

S. Hill said it has nothing to do with CalPERS. Governmental Accounting Standards required that the District had to show future obligations are on your books.

Discussion by Board and staff regarding unfunded employee pension payments.

B. Fultz questioned what is the 15 or 20 year return on investment CalPERS is getting.

S. Hill said that she doesn't have that information in front of her but over the long term it's about 7%.

B. Fultz questioned if that percentage is correct.

L. Ford questioned what staff is planning to do with the unfunded liabilities. He wondered what opportunities are there for grants or subsidies. Has staff considered partnering with other water districts for state or federal government subsidies.

S. Hill is not aware of any discussion of grants or subsidies.

G. Mahood said that as she understands it the District has established one trust to pay down the unfunded liabilities for medical benefits but have not allocated any money for it. It also sounds like the

District hasn't budgeted for one-time \$50,000 payments to cut the other part of the unfunded liability.

S. Hill said that is correct. One of the things staff wanted to do with the budget process was discuss the unfunded benefit liabilities at the Budget and Finance Committee to hopefully get the money allocated during this budget.

G. Mahood encouraged the District to start having committee meetings.

B. Thomas said that she has a history with CalPERS and she knows that CalPERS was estimating 6.7% return on investment for 2018-19. Over 30 years they averaged 8.1%.

J. Furtado presented his Water Tank Unfunded Liability.

Pres. Swan questioned how long it takes to do a tank inspection and painting/coating.

J. Furtado said diving/inspections take 4 - 6 hours. Lyon Tank (3 million-gallon tank) takes 8 hours. Painting and coating can take up to 2 weeks.

R. Rogers said one of the big concerns on the single tanks is keeping customers in water.

Pres. Swan questioned if that is included in the cost.

R. Rogers said that is done in house.

J. Furtado noted that the date of last inspection is noted in the spreadsheet. Minor repairs and touch-up painting has been done to some of the tanks.

L. Henry noted that Big Steel is 80 years old. You're saying it will last forever.

J. Furtado said yes, as long as it is maintained. Repairs can be done on steel tanks.

R. Moran said that planned maintenance keeps costs down.

Discussion by Board, staff and public regarding tank maintenance, inspection procedures and tank sizing.

b. LOW INCOME RATES

R. Rogers introduced this item and read the staff memo.

S. Hill presented a PowerPoint regarding a Low Income Rate Assistance program.

L. Farris said that he supports a LIRA program. Particularly a program that has a modest start, legally viable and helps the most deserving rate payers. He has learned that property tax revenue is not a steady flow of funds. He said he would hate to start a program and then have to stop it for lack of revenue. He recommends that the District pause the process for 6 months and hope at the time our financial future will be stable.

L. Henry said she is still looking for more information on AB 401. She suggested a test program with \$25,000.

R. Moran fully supports helping the neediest. The fact that the District is not shutting off water now, is in fact a LIRA program now. We should pressure the State to move ahead with AB 401.

Pres. Swan agrees with the other Directors. He is inclined to wait and let the State do something. The fact that we are not turning off water is in effect a LIRA program. He said he is leaning toward Dir. Farris' suggestion of waiting 6 months to see what happens.

T. To supports the LIRA program but she understands all of the other District costs. She doesn't think there should be a cap on the LIRA funds, lower income should come first. She also doesn't agree waiting 6 months.

L. Ford said that he thinks this is an important program. Focus on the needy. Look into grants for this program or for other projects that will free up funds for this program.

J. Mosher funding with property tax and other income should be reviewed. Not doing turn offs doesn't make a LIRA program, it's just delaying the paying of bills. He believes that this program needs to be put in place now.

C. Dzendzel all of the concerns raised are valid. She would like to hear more from S. Hill about the need she observes. She thinks staff can guide us through this.

E. Fresco said she would like to see a test program. She doesn't agree that we should wait for the State to do something.

B. Thomas said she is concerned that a temporary program will be confusing. She supports a program.

M. Dolson said that he doesn't understand a good reason for waiting 6 months.

A. Zilber said she is glad that the Board is considering a LIRA program. She thinks it is important not to wait too long and to move forward with the program.

L. Farris clarified that he wasn't saying that he wanted to wait for the State. He is saying he would like to wait for a stable revenue source.

B. Fultz said that programs like this are most effective at scale and we are a small district. He hopes the State will quickly look at this. He thinks this should be taken to committee. He asked G. Nicholls legally is there any way to target those most in need.

G. Nicholls said in terms of identifying those in need. The significant difficulties are what constitutes financial need and how to determine eligibility. The State Water Board recommended relying on the PG&E Care Program.

L. Henry she suggested a pilot program to make sure it works.

M. Lee said the FSLVW is doing a great job. The Board is too conservative. The District needs to move forward.

S. Swan suggested that this item be sent to the Budget & Finance Committee. A little more time will allow us to understand the conditions of our valley. Board and staff agreed.

c. SCHEDULED RATE INCREASE

R. Rogers introduced this item and read the staff memo. Staff recommends that the Board vote to move ahead with the scheduled rate increase.

S. Hill said she will be happy to answer questions but she thinks the information shows the compounding effect when a rate increase doesn't occur.

R. Moran asked S. Hill for specifics on the long term negative impacts on the financial health of the District if we don't go ahead with the rate increase.

S. Hill we would lose \$1.3 million over 5 years. That would have an effect on unfunded liabilities, being able accelerate or fully fund deferred maintenance, pretty much everything we talked about at this meeting would be affected. Our 20-21 budget is coming in break even, meaning we wouldn't be able to fund these programs.

Pres. Swan said he hates Prop 218, it's a license to steal. The District should operate within its means. Having been on the Board he sees the reality that there are expenses that need to be addressed.

B. Fultz said historically whenever there has been a Prop 218 process all of the increased revenue has gone to increased operating expenses. There are many unfunded liabilities. There are lots of places for money to go. He is looking at this year's proposed budget and he's not sure he understands the concept of flat. He is not in favor of the rate increases.

L. Farris said he has been thinking about this a lot. He promised himself that he would always have the best interest of the District in mind, he would listen to staff and he would listen to rate payers. Rate payers are tired of rate increases. If we reduce the rate increase, we effectively reduce it forever. One rate payer suggested that we have a temporary rollback of rates for all rate payers. I think that is worth considering. At the same time this is probably the worst time to consider not going through with the rate increase. He suggested some sort of rate increase.

L. Henry said she heard a comment about wasting money. She looked back at what this Board has done since December 2018:

- We have an Engineering Dept. - saving money from contractors
- We will have a Master Plan by the end of the year
- Eliminated lawsuits - reducing attorney fees
- Probation Tank was completed - an award winning project
- Swim Tank is being replaced at a cost savings of \$500K
- We're working on a Fire Management Plan
- We're working on the Integrated Pest Management Plan
- Lompico replacement tanks are in progress
- Expanded committee participation
- Public Advisory Committee for Facilities
- Public Outreach
- New website
- Secured a loan for capital improvements
- Banned glyphosate
- Started the process for replacing the Lyon Tank Access Road
- Purchased 9 generators to help keep pumps running during PSPS

- Moving ahead with the appraisal of the Manana Woods Well site
- Pipeline Projects
- Revised Fall Creek Fish Ladder
- Upper Zayante Wood Enhancement Project (grant funded)

We haven't been wasting money, we've been moving forward. She agrees with Pres. Swan about Prop 218 but it's almost impossible to stop a rate increase. She thinks we need the rate increase to move forward. The budget is not written in stone.

J. Mosher said that he agrees with L. Henry. Your operating budget is going up because you're doing a lot of work. The rate increase has already been voted for. This District desperately needs to continue to fund.

T. To said that she supports LIRA and the rate increase.

N. Macy thinks it imperative to keep the rate increase. Trust the staff.

P. Gelblum nobody said you didn't need the money from the rate increase. Somebody said it was a campaign promise. You did lots of things you promised. The rate increase will add \$1 or \$2 to the bill, as he understands it. Identify costs to be cut. Trust the staff.

C. Dzendzel said that she sees leaking pipes in her neighborhood, crumbling roads she really wants infrastructure to be improved.

A. Zilber we've had a low rainfall year this year so far and she is concerned about fire so it would be fabulous if we could keep moving forward with tank repair and replacement.

G. Mahood said she advocates for the 5% rate increase. She understands that operating expenses are rising at rates greater than our revenues. Identify expenses that are unnecessary. Not raising rates is leaving money on the table. The danger of not increasing the budget in one year has a compounding interest effect, you can never get that money back.

M. Dolson said everyone agrees that the District has expenses and the more revenue they have to meet the expenses the better. Everyone agrees that the Board and staff have done a number of outstanding things. Everyone wants to spend as little as possible. Two directors think that the District can magically achieve that goal by imposing a limit on spending.

L. Ford in the past one of the previous Boards made a decision not to go ahead with a scheduled rate increase, causing a delay in infrastructure improvement. From his point of view a few more dollars a month is perfectly affordable. Look how long we've been trying to catch up on the deficit.

E. Fresco said it would be short-sighted to forego this rate increase. Dir. Fultz said something about the optics of the rate increase and she thinks Dir. Henry made a very good case for your optics.

Pres. Swan said the Board doesn't have to do anything right now.

L. Henry made a motion to keep the rate increase because we need to get this budget done.

R. Moran commented that he is trying to understand this process. When he hears that the price of water has been historically underpriced, that's maybe why other people have spoken about the percentage our water bills have gone up in the last few years. I would gladly find other ways to save money to make sure that I have safe, reliable water. Dir. Henry made a long and eloquent list of what this Board has accomplished. All of those things took money. He said he hasn't seen this Board misspend money. One of the most important things about being on this Board is being transparent. He seconded Dir. Henry's motion.

S. Swan wondered if we need this vote. The rate increase is already scheduled.

R. Rogers said the purpose of the vote is that staff would like to know if we are going to have the money in the budget. We're spending a lot of time on this and we're not making a decision. This needs to be put to bed so we can move ahead.

L. Farris commented that the rate payers have made a good point. There's been a motion and a second, aren't we required to hear that vote.

G. Nicholls said yes, there needs to be a vote taken.

Three Directors voted in favor of the motion. Directors Fultz and Farris voted no. Motion passed.

6. Adjournment 9:39 p.m.

## MEMO

To: District Manager  
From: Engineering Manager  
Subject: May 2020 Engineering Department Monthly Report  
Date (Date of Board Meeting)

### Recommendation:

It is recommended that the Board of Directors review and file the Engineering Department Monthly Report for May 2020.

### Projects in Construction:

***Lompico Tank Replacement:*** Work on the Lompico Tank Replacement Project with our contractor, Anderson Pacific, is continuing. Our construction management firm, MME, has reported good progress and no issues.

### Projects in Design:

***Water Master Plan:*** Akel Engineering is making slow progress with the District Water Master Plan. We are currently trying to finish the collection of District wide data but are being slowed by the Corvid 19 limitations. As a result of the extended data collection process, completion of the Water Master Plan has been delayed to November 2020.

***2020 Pipeline Replacement Project:*** Construction bids for the first phase of this project were opened on April 24<sup>th</sup>. Also received in late April were proposals for construction management of the 2020 Pipeline Replacement Project. Board memos for project construction and construction management are being presented to the Board on the May 21<sup>st</sup>.

***Bear Creek Estates Wastewater Alternatives Analysis:*** Work on the wastewater alternative analysis is now complete. A Final Report has been submitted to the District and was reviewed by the Engineering Committee at the March 10<sup>th</sup> meeting. It was the recommendation of the Engineering Committee that the report be submitted to the Bear Creek Estates property owners and that a meeting with District staff be arranged shortly thereafter. A meeting with the property owners has been delayed due to Corvid 19.

***Glen Arbor Bridge Water Main Replacement Project:*** Work on the design of the Glen Arbor Pipeline is continuing. Preliminary alignment plans have been submitted by the designer and reviewed by staff. The consultant is working with County and State personnel regarding encroachment permits.

***Redwood Park (Swim) Tank Replacement:*** Survey, geotechnical and appraisal work has been completed. The General Manager and District attorney have reached an agreement with the property owner that requires completion of the environmental review for the tank project before purchase of the property. The District has retained Rincon Environmental to complete the environmental review for the new Redwood Park Tank Project.

***Fall Creek Fish Ladder Project:*** Work on the design of the Fall Creek Fish Ladder is continuing. The Environmental Planner is working with WaterWays Consulting Inc., the RDC and the resource agencies regarding environmental review and permits for the project.

***Lyon Slide Project:*** Contracts have been signed and a Notice to Proceed has recently been issued to Rincon Environmental for the environmental review of the Lyon Slide Project. It is expected that work will start immediately and staff will include project updates with future Engineering Status Reports.



## M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Environmental Planner  
SUBJECT: Environmental Department Status Report  
DATE: May 21, 2020

### RECOMMENDATION:

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

### SUSTAINABLE WATER SUPPLY PLANNING

The District is working on a multi-tier effort to optimize operations, sustainably manage water supply and diversify the District's water supply portfolio to ensure a resilient water supply as we adapt to a changing climate through the following efforts:

- Water Conservation
- Improving System Efficiencies through Conjunctive Use (Using surface water when available to rest and recharge groundwater sources)
- Capital Improvement (increasing pipeline sizes, reducing leaks, and increasing storage tank capacities)
- Permit Intertie Pipelines to optimize operations and sustainably manage water supply.
- Sustainable Groundwater Management (SMGWA.ORG)
- Climate Adaptation and Mitigation (The Climate Registry)
- Exploring New Groundwater Supplies

### CONJUNCTIVE USE GRANT

- Fish assessment complete.
- Public engagement Workshop to be included at the next Environmental Committee meeting - June or July
- Water right changes in beginning stages
- Draft Conjunctive Use Plan underway
- RFP for CEQA upcoming

### STREAMFLOW, TEMPERATURE AND RELATED OBSERVATIONS FOR THE SAN LORENZO VALLEY WATER DISTRICT'S SURFACE SOURCES OF COMMUNITY WATER SUPPLY WATER

## PLANNING FOR WATER YEAR 2020

Staff recommends that the District continues to monitor stream flow in water supply streams that impact Boulder Creek and Lompico Creek until a water right agreement can be reached with SWRCB.

## SANTA MARGARITA SUSTAINABLE GROUNDWATER MANAGEMENT AGENCY (SMGWA.ORG)

Montgomery and Associates the Technical Consultant has been working on the following:

- Correct the deficiencies identified in the hydrologic model.
- Assist with the technical writing of the Sustainable Groundwater Management Plan.
- Explore the concept of Management Areas.
- Determine Sustainability Criteria.

The District will begin to incorporate SMGWA updates on its social media pages, newsletters and BOD agenda packets monthly.

The next SGMWA Meeting is scheduled for May, 28th at 5:30 PM. For more information <http://smgwa.org/>. Due to the circumstances regarding the ongoing shelter-in-place orders all Agency meetings will be held in an exclusively remote-access format until further notice.

## **ENVIRONMENTAL COMPLIANCE - CAPITAL IMPROVEMENT PROGRAM**

### SANDHILLS HABITAT CONSERVATION PLAN FOR THE SAN LORENZO VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PLAN

District is preparing a Habitat Conservation Plan to mitigate the impacts to listed species in sandhills habitat which result from the District's Capital Improvement Projects. This approach will greatly reduce the timeline and cost for project permitting compared to preparing individual HCPs for each project or site. As of December 2019 chapter 3 was completed.

The Olympia Conservation Area Management Plan will be completed by May 31<sup>st</sup> 2020 and will be available for public review in June 2020. Jodi McGraw will plan to present the plan to the Environmental Committee in June.

### CIP PROJECT PERMITTING

Staff is working to secure permits for the following Projects:

Fall Creek Fish Ladder Project

Lyon Treatment Plan Access Road Slide (FEMA funded)

Swim Tanks Replacement (Redwood Park Tank)

5 Pipeline Project

## **WATERSHED MANAGEMENT/ STEWARDSHIP**

## FIRE MANAGEMENT PLANNING ON DISTRICT WATERSHED LANDS

Staff is working to prepare a Fire Management Plan through partnership with Panorama Environmental INC. The plan will improve mapping, road access for fire personnel and improve communications with Fire Prevention Agencies. Staff is also working to create a post-fire plan to ensure the most efficient recovery of District's water resources following a fire event.

Contract with Panorama awarded in March 2020.

Panorama has begun mapping priority infrastructure and lands. Next steps will include securing grants and begin plan preparation.

All data for GIS mapping received by consultant in April 2020. Internal mapping data portal initiated. Panorama & staff have begun to work with local agencies & organizations to secure regional grants. Panorama & staff will be submitting an application for CalFire's CFIP grant program.

## INTERGRATED PEST MANGEMENT POLICY (IPMP)

First draft of IPMP was reviewed by staff March 2020.

Second draft completed in April 2020. Currently under internal review. BOD & Public can expect the draft to be released at the June 2020 Environmental Committee meeting.

## PG&E

PG&E letter was approved at the May 7<sup>th</sup> Special BOD meeting & will be sent to the approved contacts by end of May 2020.

## OLYMPIA PATROL

The Land Trust of Santa Cruz County alerted the District of mountain biking destruction on the District's protected Olympia property. The Land Trust & Operations is working to resolve the destruction and increase security.

New fencing and cameras were installed in April 2020 to prevent mountain biking destruction on the Olympia property.

## WATER CONSERVATION

### REBATES

Funding for the District's rebate Program has been fully committed for fiscal year 2019/2020.

### SANTA CRUZ COUNTY WATER CONSERVATION COALITION

Value of water campaign - focus on importance of infrastructure underway. Radio ads planned for June 2020. Outreach materials to be provided.

Updated shared website - [watersavingtips.org](http://watersavingtips.org)

## **PUBLIC OUTREACH**

### **CHATTERBOX PR**

Chatterbox is reviewing and plans to submit results from the April 2020 customer survey May 25, 2020. Chatterbox will also be advising the District on its completed outreach and social media plan in May. Chatterbox plans to present its findings and plan to the BOD & public in June.

May outreach includes:

COVID-19 Updates

Customer Survey

Customer Confidence Report

Santa Margarita Groundwater Agency Update

System Flushing

Earth day

April Outreach included:

COVID-19 Updates (including article in Press Banner April 3<sup>rd</sup>,2020)

Bear Creek Slide Construction Update

Customer Survey

Customer Confidence Report

March outreach included:

COVID-19 Updates

## **UPCOMING EVENTS**

None - due to Shelter in Place Order

## **CLIMATE ADAPTATION**

The District renewed its membership with the Climate Registry

## **NETWORKING & COLLABORATIONS**

SANTA MARGARITA GROUNDWATER AGENCY- <http://smgwa.org/>

Under the Sustainable Groundwater Management Act of 2014, over-drafted groundwater basins need to be sustainably managed by a Groundwater Sustainability Agency (GSA)

through the development of a Groundwater Sustainability Plan (GSP). The GSP must be completed by 2022, and the basin must reach sustainability by 2040.

FIRE SAFE COUNCIL OF SANTA CRUZ COUNTY <https://www.firesafesantacruz.org/>

Staff represents SLVWD and participates as one of the Directors on the Community Outreach Committee.

District Manager represents SLVWD on the Board of Directors

#### WEED MANAGEMENT AREA OF SANTA CRUZ (WMA)

The Weed Management Area of Santa Cruz (WMA) meets 4 times annually. The group is working on the Strategic Plan, and prioritizing efforts for Santa Cruz County, and working to acquire resources to achieve the goal of fighting invasive species that impact biodiversity.

#### SAN LORENZO 2025

San Lorenzo River 2025 is a collaborative effort focused on addressing the risks facing the San Lorenzo River over the next ten years. Through a partnership between local governments, water districts, the Resource Conservation District and local nonprofits, San Lorenzo River 2025 seeks to achieve **reliability** of water, **restoration** of watershed habitats, and a **resilient and safe** community resource. This effort will increase both the pace and the scale of investment into the San Lorenzo Watershed.

#### WATER CONSERVATION COALITION

<http://watersavingtips.org/>

The Water Conservation Coalition is a partnership between all the local Water Districts in Santa Cruz County as well as the County Water Resources Division, Ecology Action and other groups who share a passion for water conservation and public education. Our goal is to combine efforts and share resources to provide a common message about water conservation issues to residents throughout Santa Cruz County.

M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Director of Finance & Business Services  
SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT  
DATE: May 21, 2020

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance & Business Services Department Status Report.

BACKGROUND:

**BUDGET**

The Board has had multiple reviews of the budget. A full budget review was presented at the last Board meeting and with little input or changes requested, staff has put together the full budget package for the Board to review and possibly adopt at this meeting.

**CUSTOMER SERVICE SUPPORT**

- Monthly Consumption by Customer Class
- Customer Service stat and information
- Weekly Call Log

**REVENUE STABILIZATION RATE ANALYSIS**

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of March 2020 consumption, the cumulative consumption is at the baseline. There are no triggers identified per the revenue stabilization rate policy.

**COVID-19**

The front office has been closed to the public since 3/17. For the most part business has been able to be conducted as usual. Cash payments have the most limitations, being no change can be provided. Some customers are still placing cash in the drop box during office hours and letting staff know through the window. There are a few employees working from home to provided better spacing of staff in the office, as well as to ensure

business could continue to be conducted if someone did fall ill. The past due process has been temporarily suspended until further notice. The front office does plan to open back up to the public sometime after 6/1/2020. Safety glass has been installed and additional safety precautions will be in place.

**AUDIT**

Interim audit work will be performed remotely. This will begin to occur over the next few weeks.

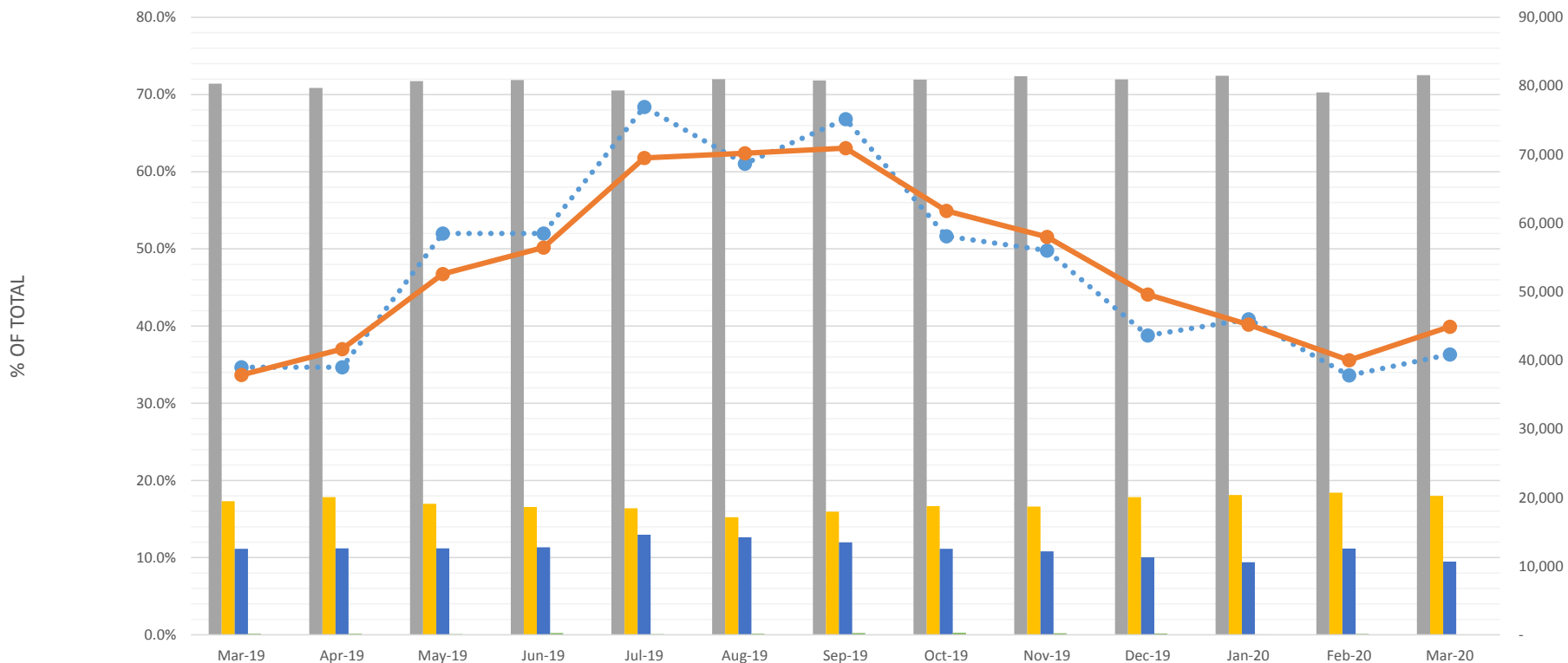
**FINANCIAL SUMMARY**

March YTD is tracking relatively as expected. Consumption has balanced back out to be similar to expected. With the lack of rain in February and a lot of people being at home, we are seeing a slight uptick in consumption for March. As identified through the budget process, expenses are expected to come in slightly better than budget. Please see the Financial report for further detail, which includes the Q3 reports as well.

- Operating Revenue: Consumption is tracking similar to prior years.
- Operating Expenses: Expenses are in line with expectations, given the large volume of annual invoices typically paid in July of each year. While there will be some savings from timing of new hires, the PG&E PSPS events were unanticipated increased expenditures.
- Operating Income (loss): Summer months typically carry a higher operating income, that helps carry us through the lower winter consumptions months.
- Overall Outlook: The numbers are in line with expectations. We will continue to monitor consumption trends for any significant shifts from expectations.

	March		Full Year	
	Current Month	YTD	Budget	% of Budget
Operating Revenue	\$ 865,587	\$ 7,843,104	\$ 10,817,670	73%
Operating Expenses	\$ 593,957	\$ 5,506,346	\$ 7,817,156	70%
Operating Income	\$ 271,630	\$ 2,336,758	\$ 3,000,514	78%

### 13 MONTH CONSUMPTION TRENDS



	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Residential	71.4%	70.8%	71.7%	71.9%	70.5%	72.0%	71.8%	71.9%	72.4%	72.0%	72.4%	70.3%	72.5%
Multi Residential	17.3%	17.8%	17.0%	16.6%	16.4%	15.2%	16.0%	16.7%	16.6%	17.8%	18.1%	18.4%	18.0%
Commercial	11.1%	11.2%	11.2%	11.3%	13.0%	12.6%	12.0%	11.2%	10.8%	10.0%	9.4%	11.2%	9.5%
Bulk Water	0.1%	0.1%	0.1%	0.2%	0.1%	0.1%	0.2%	0.2%	0.2%	0.2%	0.1%	0.1%	0.0%
Other Systems	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BUDGETED UNITS	39,000	39,000	58,500	58,500	76,946	68,660	75,158	58,092	56,008	43,649	45,999	37,806	40,862
ACTUAL UNITS	37,870	41,646	52,584	56,456	69,511	70,199	70,935	61,797	58,008	49,614	45,215	40,031	44,903



**CUSTOMER SERVICE DEPT SUMMARY**

*These statistics are meant to show some of the trends and fluctuations in utility billing related items. Management will use these to look for abnormalities or seasonal trends that can impact staff time. For example, the cut in/out process is typically correlated to the real estate market.*

Monthly Stats:	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19
Cut In/Outs	34	21	32	36	48	48	42	58	83	142	97	105	83
Tags	0	0	0	154	222	151	90	120	184	169	95	256	95
Turn-offs	0	0	0	42	40	33	14	30	38	23	21	30	35

*These statistics were initially used to help show growth of online use with Springbrook. These will become even more meaningful as the District does a push to encourage people to save time and money by signing up online to pay bills and e-bills.*

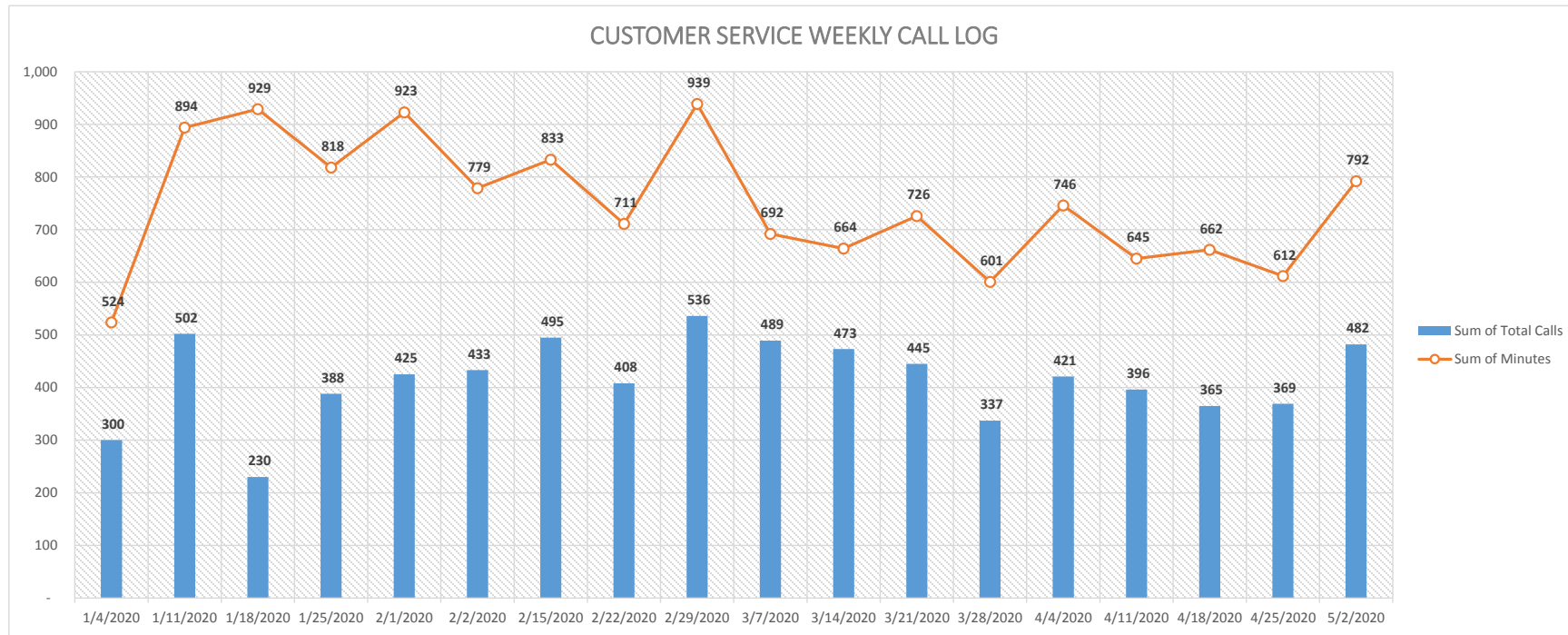
**Online / Going Green [1]**

*As of 05/02/2020*

Online Sign-ups	4,862	4,806	4,748	4,706	4,649	4,646	4,589	4,504	4,439	4,414	4,334	4,293	4,240
E-Bills	1,880	1,861	1,836	1,806	1,794	1,781	1,763	1,727	1,697	1,686	1,624	1,590	1,522
Auto Pay	3,076	3,051	3,015	2,987	2,962	2,943	2,901	2,874	2,778	2,707	2,518	2,551	2,725

\* Due to timing, had abnormal tag periods

*[1] Please note these numbers are slightly higher than actuals being utilized. When a person closes their account, they typically leave their online account active for a while for their own personal records. We currently do not have an easy way to break down to only active customers.*



Week Ending	Incoming Calls		Outgoing Calls		Total Calls	
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes
1/4/2020	209	476	91	48	300	524
1/11/2020	340	794	162	101	502	894
1/18/2020	317	716	213	213	230	929
1/25/2020	252	685	136	132	388	818
2/1/2020	284	821	141	102	425	923
2/2/2020	272	632	161	147	433	779
2/15/2020	284	647	211	186	495	833
2/22/2020	237	528	171	184	408	711
2/29/2020	342	724	194	215	536	939
3/7/2020	278	537	211	155	489	692
3/14/2020	271	503	202	161	473	664
3/21/2020	245	429	200	297	445	726
3/28/2020	243	503	94	98	337	601
4/4/2020	331	692	90	55	421	746
4/11/2020	280	533	116	113	396	645
4/18/2020	290	612	75	50	365	662
4/25/2020	264	562	105	50	369	612
5/2/2020	337	676	145	116	482	792

Weekly Notes
Closed for New Years, Main Breaks: 12734 Irwin Wy., 120 Sweet Pea Ln., Band Rd., 535 Valley View.
Tags, Main Breaks: 819 Hillcrest Dr., Sylvan Way, 13350 West Park.
Turn off, Main Breaks: 500 Block of Carrol.
Tags, Main Breaks: 428 Bar Dr.
Turn off, Main Breaks, 15177 Bear Creek Rd.,
Apple Knoll, Lorenzo Ave., E. Lomond.
Main break Hwy 9
Holiday, Flushing Begins, 113 Oak St., 222 Main St., 151 High St., Harmon
Flushing South System, 455 Hillview, 440 Orman, Willowbrook Dr., 1401 Bear Creek Rd. 13090 Pine St., past due notices
Flushing South System, 212 Riverside Park Dr., 365 Felton Empire, 750 Park Dr., 12489 Coleman Ave.
Flushing, Scenic Way & Hillcrest, 440 Orman, Lockwood Ln, 14401 Bear Creek Rd.
Flushing Lompico Eastside, past due notices.
Flushing Lompico Eastside
Flushing Manana Woods, Main Breaks: 9430 Manzanita Ave., Woodston Way
Flushing Lompico, Main Breaks: 2001 River Rd., 255 Zayante School Rd.
Flushing Lompico, Main Breaks: 155 Creek Ct., 15 Brimblecom Rd., 119 Royal Oak Ct., 1141 Laurel Ave., 10408 Railroad Ave., 250 Keller Dr.
Main Breaks: 13220 Railroad Ave., Crescent Dr., 140 Apple Knoll
Main Breaks: Rancho Rio Ave., 490 Huckleberry Ln., 200 Caledonium Ave., 515 Middleton Dr., 850 Block of Hwy 9, 10578 Visitar St., 266 Blue Ridge Dr., 1299 La Lana St.,

## REVENUE STABILIZATION RATE ANALYSIS FY1920

*In accordance with the District's Revenue Stabilization Rates Policy & Procedures, the District Manager shall provide the Board of Directors with the average units of water sales (by month) for the rolling previous three years, which will serve as the baseline against which current annual sales to date will be compared. If the District Manager determines that budget-year water sales (in units) to date, and corresponding revenue, is more than 10% below expected year-to-date levels (based on monthly averages over the previous three years), the District Manager shall notify, at a public meeting, the Board of Directors of this determination at or before the next regularly scheduled Board meeting. For more information, please refer to the District's full Policy & Procedures.*

### MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY1617	74,199	73,414	71,825	59,518	41,777	45,698	45,401	37,667	41,173	42,898	52,932	68,388	<b>654,889</b>
FY1718	81,254	78,331	76,259	65,658	58,601	42,693	48,947	40,431	42,401	41,263	52,088	69,321	<b>697,247</b>
FY1819	69,843	76,594	70,487	62,230	58,962	47,684	44,397	37,442	37,870	41,646	52,584	56,456	<b>656,195</b>
<b>3 YR AVERAGE (BASELINE)</b>	<b>75,099</b>	<b>76,113</b>	<b>72,857</b>	<b>62,469</b>	<b>53,113</b>	<b>45,358</b>	<b>46,248</b>	<b>38,513</b>	<b>40,481</b>	<b>41,936</b>	<b>52,535</b>	<b>64,722</b>	<b>669,444</b>

### ACTUAL FY1920 CONSUMPTION

FY1920	69,511	70,199	70,935	61,797	58,008	49,614	45,215	40,031	44,903				<b>510,214</b>
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### CUMULATIVE ANALYSIS

% Above or Below Average	-7%	-8%	-3%	-1%	9%	9%	-2%	4%	11%				
<b>Cumulative %</b>	<b>-7%</b>	<b>-8%</b>	<b>-6%</b>	<b>-5%</b>	<b>-3%</b>	<b>-1%</b>	<b>-1%</b>	<b>-1%</b>	<b>0%</b>				

### NOTES:

Consumption is cumulatively slightly below the prior three year average baseline. As of March 2020 consumption, the cumulative consumption is at the baseline. There are no triggers identified per the revenue stabilization rate policy.

# Fiscal Year 2019/2020

## Third Quarter Financial Summary

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### Management's Discussion and Analysis (MDA)

#### Overview

This section presents management's analysis of the San Lorenzo Valley Water District's (the District) financial condition and activities as of the above mentioned period. This information should be read in conjunction with the unaudited financial information that follows. For a complete review of a fiscal year, it is best to come back and look at the audited Annual Financial Report.

The District does a hard year end close, through that process there are yearend expenses that are booked at yearend and not represented in the monthly expenses. There may also be annual expenses paid upfront that could cause individual months to appear skewed. Data is continuously being reviewed, so it is not un-common for a prior month balance to change slightly throughout the year as accounts are reconciled. It is important to understand this in connection with the numbers that follow.

#### Operations Net Results

For the three months ended March 31, 2020, the District had an operating income of \$566K. Quarterly operating revenue was \$2.4M with operating expenses of \$1.8M. Q3 typically has lower consumption. Consumption was 9% higher than the prior year Q3 and 4% higher than the average for this quarter. Consumption has been fluctuating back and forth during the year compared to prior years, but is still on target. The dry February and March shelter in place led to a higher than normal March consumption.

YTD (nine-months) had an operating income of \$2.3M, which is in line with expectations.

#### Operating Revenue

Quarterly operating revenue of \$2.4M is in line with expectations. January, February and March had usage of 45.2K, 40K and 44.9K units of water billed, respectively.

Q3 CY compared to Q3 PY had an increase of \$299K, this is due to the new rates in effect and higher consumption this quarter compared to prior year.

YTD (nine-months) had an operating revenue of \$7.8M, which is in line with expectations.

#### Operating Expenses

Quarterly operating expenses were \$1.8M, or 23% of the annual budget.

Q3 CY compared to Q3 PY had an increase of \$142K, or 8%. There was approx. \$80K in timing of SMGWA fees; Remaining off-sets were planned expenditure increases.

YTD (nine-months) had an operating expense of \$5.5M, which is slightly better than expectations.

## Non-Operating Revenue & Expenses

Below itemizes the different non-operating revenue and expenses of the District as of Q3.

<b>Non-operating Revenue</b>	<b>Q1 Total</b>	<b>Q2 Total</b>	<b>Q3 Total</b>	<b>YTD Total</b>
Lease Reveue	\$ 6,012	\$ 6,432	\$ 6,327	\$ 18,771
Property Taxes	16,488	400,466	3,250	420,204
Assessment Revenue	-	172,341	-	172,341
Rental Income	3,678	6,142	5,754	15,575
Interest	52,059	103,154	92,863	248,076
	<u>\$ 78,237</u>	<u>\$ 688,534</u>	<u>\$ 108,195</u>	<u>\$ 874,966</u>

<b>Non-operating Expenses</b>	<b>Q1 Total</b>	<b>Q2 Total</b>	<b>Q3 Total</b>	<b>YTD Total</b>
Interest Expense	\$ 78,290	\$ 37,827	\$ 342,510	\$ 458,627

## Debt Obligations

Below itemizes current debt obligations of the District as of Q3. Some of the debt obligations are solely funded from assessments and not paid out of the general fund.

	<b>Balance</b>			<b>Balance</b>
	<b>2019</b>	<b>Additions</b>	<b>Payments</b>	<b>2020</b>
Felton Loan	\$ 1,351,293		\$ 76,931	\$ 1,274,362
Refunding Bond	1,179,809		582,031	597,778
Olympia SRF Loan	1,461,622		33,335	1,428,287
Other Loans	320,398		39,928	280,470
\$14.5M COP	-	14,500,000		14,500,000
Probation Tank Loan	2,000,000		50,716	1,949,284
	<u>\$ 6,313,121</u>	<u>\$ 14,500,000</u>	<u>\$ 782,940</u>	<u>\$ 20,030,182</u>

## Capital Projects & Expenditures

Below itemizes the Q3 capital expenditures that have been spent. Please note if any projects used in-house labor, these amounts have may not yet be allocated to the projects. In Q3 there were approximately \$548K spent in capital expenditures. Majority was Probation Tank retention (\$72K), Fish Ladder (\$71K) and Lompico Tanks (\$120K). Remainder was a lot of smaller expenditures for projects.

**PROJECT LISTING OF ADDITIONS TO CIP**

FUND	PROJECT	FY1819 BALANCES	Q1 FY1920	Q2 FY1920	Q3 FY1920	PROJECT TOTAL
02	BCEWW IMPROVEMENTS / CAP-1617001A	\$ 87,049.60	\$ 960.00	\$ -	\$ -	\$ 88,009.60
01	WO 823 - PROBATION TANK / CAP-1516002A	\$ 1,132,138.44	\$ 403,421.35	\$ 1,148,412.28	\$ 71,623.14	\$ 2,755,595.21
01	WO 845 - SWIM TANK DESIGN & CONSTRUCTION / CAP-1516003A	\$ 181,609.19	\$ 9,000.75	\$ 1,450.00	\$ 2,467.28	\$ 194,527.22
01	WO 272/549 - LYON WATER TREATMENT PLANT ACCESS RD REPAIR	\$ 126,372.60	\$ 15,510.20	\$ -	\$ 8,285.22	\$ 150,168.02
01	LOST ACRES WATER TANK PROJECT	\$ 7,416.40	\$ -	\$ -	\$ 1,341.96	\$ 8,758.36
01	WO 411 - FELTON METER CHANGE OUT PROJECT	\$ -	\$ 10,484.15	\$ -	\$ 1,809.43	\$ 12,293.58
01	WO 280 - FALL CREEK INTAKE FEMA	\$ 129,669.90	\$ 2,176.01	\$ 1,635.00	\$ (34,866.17)	\$ 98,614.74
01	WO 525 - LOMPICO SERVICE LINE REPLACEMENT	\$ -	\$ 2,733.83	\$ -	\$ -	\$ 2,733.83
01	WO 814 - PASO WELL 6 REPLACEMENT	\$ 658,558.05	\$ 101,445.01	\$ 11,769.01	\$ 11,152.91	\$ 782,924.98
01	WO 837 - MAIN PRV STATION REPLACEMENTS	\$ 36,820.22	\$ 35,508.15	\$ 448,838.28	\$ 20,864.75	\$ 542,031.40
01	WO 901 - GENERAL METER CHANGE OUTS	\$ -	\$ 20,290.73	\$ 6,073.90	\$ 20,149.66	\$ 46,514.29
01	WO 1208 - LEWIS TANK	\$ 23,241.81	\$ 5,170.24	\$ 9,474.00	\$ 103,009.26	\$ 140,895.31
01	WO 1209 - MADRONE TANK	\$ 23,241.81	\$ 3,670.24	\$ 9,474.00	\$ 8,090.66	\$ 44,476.71
01	WO 1210 - KASKI TANK	\$ 23,241.80	\$ 3,670.24	\$ 9,474.01	\$ 8,090.66	\$ 44,476.71
01	WO 1234 - LYON PIPELINE PROJECT	\$ 150,902.31	\$ -	\$ -	\$ 33,550.29	\$ 184,452.60
01	WO 1235 - SEQUOIA AVE PIPELINE PROJECT	\$ 9,829.94	\$ -	\$ -	\$ 3,962.91	\$ 13,792.85
01	WO 1284 - CALIFORNIA DRIVE PIPELINE PROJECT	\$ 46,581.49	\$ -	\$ -	\$ 10,990.29	\$ 57,571.78
01	WO 1285 - HIHN ROAD PIPELINE PROJECT	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00
01	WO 1286 - HILLSIDE DRIVE PIPELINE PROJECT	\$ 23,361.88	\$ -	\$ -	\$ 10,752.50	\$ 34,114.38
01	WO 1135 - PROBATION TANK SCADA CONTROLS	\$ 10,404.13	\$ -	\$ -	\$ 24,276.30	\$ 34,680.43
01	WO 1366 - GLEN ARBOR BRIDGE SOUTH	\$ -	\$ -	\$ -	\$ 24,914.80	\$ 24,914.80
01	WO 1447 - HABITAT CONSERVATION PLAN	\$ 5,609.68	\$ -	\$ -	\$ 22,804.38	\$ 28,414.06
01	WO 1457 - EL SOLYO POWER DROP	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
01	WO 1517 - EL SOLYO HEIGHTS TANK	\$ -	\$ -	\$ -	\$ 6,506.06	\$ 6,506.06
01	WO 1518 - WATER MASTER PLAN	\$ -	\$ 7,048.25	\$ 20,448.00	\$ 22,396.40	\$ 49,892.65
01	WO 1519 - NEW METER SETS	\$ -	\$ -	\$ -	\$ 11,576.86	\$ 11,576.86
01	WO 1543 - QUAIL 5A & OLY 3 WELL REHAB	\$ -	\$ 356.91	\$ 58,762.50	\$ 41,891.43	\$ 101,010.84
01	WO 1489 - VACCUM EXCAVATOR	\$ -	\$ -	\$ 24,306.46	\$ -	\$ 24,306.46
01	CLARIFIER RETURN PUMP - LYON PLANT	\$ -	\$ -	\$ 12,748.64	\$ -	\$ 12,748.64
01	WO 1604 - QUAIL HOLLOW PIPELINE PROJECT	\$ -	\$ -	\$ -	\$ 35,700.77	\$ 35,700.77
01	ADMIN GENERATOR	\$ -	\$ -	\$ -	\$ 5,556.05	\$ 5,556.05
01	WO 756 - PHASE II FALL CREEK INTAKE FEMA	\$ -	\$ -	\$ -	\$ -	\$ -
01	WO 1738 - FALL CREEK FISH LADDER	\$ 359,784.40	\$ -	\$ -	\$ 70,694.13	\$ 430,478.53
		<b>\$ 3,035,883.65</b>	<b>\$ 623,946.06</b>	<b>\$ 1,762,866.09</b>	<b>\$ 547,591.93</b>	<b>\$ 5,970,287.73</b>

## OPERATING ANALYSIS - MARCH 2020

### REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 508,205	58.7%	\$ 403,805	\$ 104,400	26%	7%	\$ 7,395,500	68%
BASIC CHARGES	268,906	31.1%	253,430	15,476	6%	9%	3,163,000	29%
METERS, PENALTIES & OTHER	76,460	8.8%	6,775	69,685	1029%	60%	127,000	1%
SEWER CHARGES	12,015	1.4%	10,013	2,003	20%	9%	132,170	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 865,587</b>	<b>100.0%</b>	<b>\$ 674,023</b>	<b>\$ 191,563</b>	<b>28%</b>	<b>8%</b>	<b>\$ 10,817,670</b>	<b>100%</b>

### REVENUE COMMENTS

Water Usage: March 2020 was 19% higher the same time of the prior year. Remaining basic charge increase was due to the rate increase.

Sewer Charges: New rates went into effect Dec 19.

There were \$72K recognized in meter sales. Main ones were the Trout Farm and Felton Library.

### EXPENSES BY CATEGORY

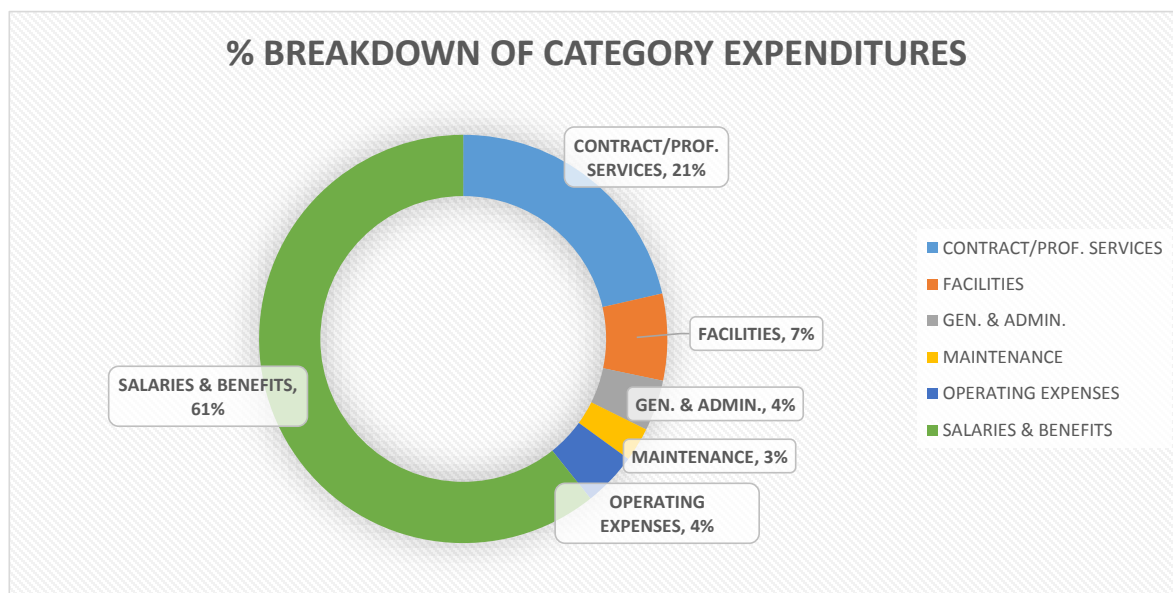
DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 360,615	60.7%	\$ 346,647	\$ 13,968	4%	7%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	127,247	21.4%	85,588	41,659	49%	12%	1,070,711	14%
OPERATING EXPENSES	25,440	4.3%	17,479	7,962	46%	6%	435,250	6%
MAINTENANCE	15,957	2.7%	12,297	3,661	30%	7%	218,850	3%
FACILITIES	40,759	6.9%	36,244	4,515	12%	7%	591,700	8%
GEN. & ADMIN.	23,939	4.0%	20,460	3,479	17%	7%	335,670	4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 593,957</b>	<b>100%</b>	<b>\$ 518,714</b>	<b>\$ 75,243</b>	<b>15%</b>	<b>8%</b>	<b>\$ 7,817,156</b>	<b>100%</b>

### EXPENSE COMMENTS

Sal.&Ben.: Overall expenses tracked similar to prior year.

Prof. Serv: \$74K 2nd half for SMGWA.

Legal Bills: Legal bill was \$30K compared to \$16K prior year



## OPERATING ANALYSIS - Q3 FY1920 (JANUARY TO MARCH)

### REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 1,464,039	61.2%	\$ 1,278,769	\$ 185,270	14%	20%	\$ 7,395,500	68%
BASIC CHARGES	807,203	33.8%	760,474	46,729	6%	26%	3,163,000	29%
METERS, PENALTIES & OTHER	83,525	3.5%	22,900	60,625	265%	66%	127,000	1%
SEWER CHARGES	36,269	1.5%	30,044	6,225	21%	27%	132,170	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 2,391,036</b>	<b>100.0%</b>	<b>\$ 2,092,187</b>	<b>\$ 298,849</b>	<b>14%</b>	<b>22%</b>	<b>\$ 10,817,670</b>	<b>100%</b>

### REVENUE COMMENTS

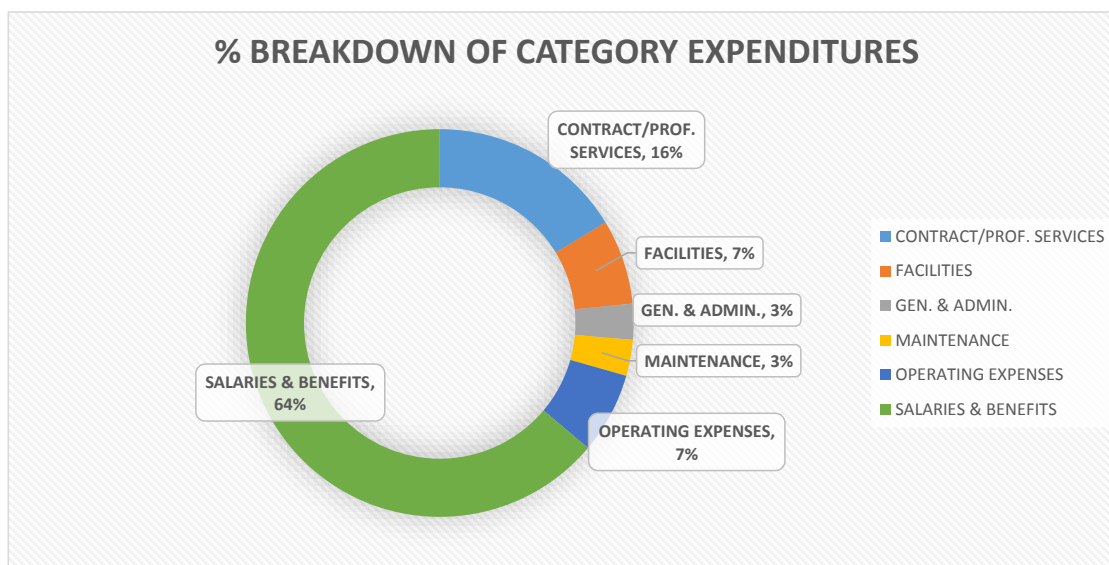
Water Usage: Consumption for Q3 FY1920 was 9% higher than Q2 in the prior year.  
Sewer Charges: New rates went into effect for December billings.

### EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 1,165,255	63.9%	\$ 1,174,568	\$ (9,314)	-1%	23%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	297,882	16.3%	191,154	106,728	56%	28%	1,070,711	14%
OPERATING EXPENSES	123,097	6.7%	86,457	36,640	42%	28%	435,250	6%
MAINTENANCE	54,762	3.0%	42,243	12,518	30%	25%	218,850	3%
FACILITIES	129,100	7.1%	119,609	9,490	8%	22%	591,700	8%
GEN. & ADMIN.	54,590	3.0%	68,470	(13,880)	-20%	16%	335,670	4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,824,684</b>	<b>100%</b>	<b>\$ 1,682,501</b>	<b>\$ 142,183</b>	<b>8%</b>	<b>23%</b>	<b>\$ 7,817,156</b>	<b>100%</b>

### EXPENSE COMMENTS

Sal.&Benefits: Q vs Q are normal  
Legal Bills: Q3 FY1920 were \$9K lower than the same quarter in the prior year.  
Prof. Serv: \$78K SMGWA payment timing, occurred in Q3 this year vs. Q4 prior year





**OPERATING ANALYSIS - YTD FY1920 (JULY-MARCH)**

**REVENUE BY CATEGORY**

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 5,256,685	67.0%	\$ 4,918,464	\$ 338,222	7%	71%	\$ 7,395,500	68%
BASIC CHARGES	2,368,030	30.2%	2,224,542	143,488	6%	75%	3,163,000	29%
METERS, PENALTIES & OTHER	120,250	1.5%	61,345	58,905	96%	95%	127,000	1%
SEWER CHARGES	98,138	1.3%	81,782	16,356	20%	74%	132,170	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 7,843,104</b>	<b>100.0%</b>	<b>\$ 7,286,133</b>	<b>\$ 556,971</b>	<b>8%</b>	<b>73%</b>	<b>\$ 10,817,670</b>	<b>100%</b>

**REVENUE COMMENTS**

YTD revenues are higher due to the rate increase compared to prior year. Water sales are 1% higher than that prior YTD. Water and Sewer revenues are tracking according to budget.

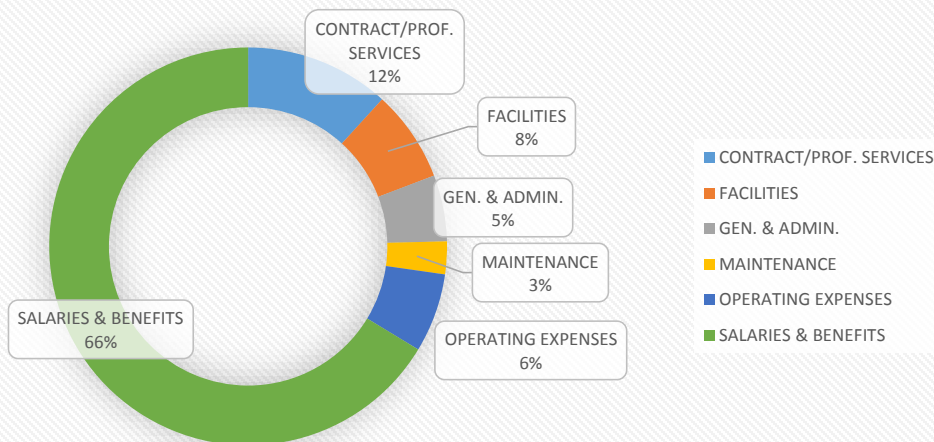
**EXPENSES BY CATEGORY**

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 3,642,516	66.3%	\$ 3,517,132	\$ 125,383	4%	71%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	645,895	11.8%	704,332	(58,437)	-8%	60%	1,070,711	14%
OPERATING EXPENSES	352,395	6.4%	280,401	71,993	26%	81%	435,250	6%
MAINTENANCE	146,311	2.7%	111,118	35,193	32%	67%	218,850	3%
FACILITIES	409,108	7.4%	389,269	19,838	5%	69%	591,700	8%
GEN. & ADMIN.	295,697	5.4%	286,550	9,147	3%	88%	335,670	4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 5,491,920</b>	<b>100%</b>	<b>\$ 5,288,803</b>	<b>\$ 203,118</b>	<b>4%</b>	<b>70%</b>	<b>\$ 7,817,156</b>	<b>100%</b>

**EXPENSE COMMENTS**

Contract/Prof. Serv.: Legal prior year was \$52K higher. Enviro programs \$71K less than PY  
 Operating Expenses were higher due to generator rentals for the PG&E PSPS  
 Maintenance was high due to major truck bed repair, this was budgeted for.  
 Facilities were higher due to timing of bills yr over yr  
 Gen&Admin: \$18K increase to liability insurance year over year.

**% BREAKDOWN OF CATEGORY EXPENDITURES**



**OPERATING EXPENSE ANALYSIS - Q3**

**DETAILED EXPENSES BY DEPARTMENT**

ADMINISTRATIVE	Q3 CY ACTUALS	Q3 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET	Notes
SALARIES & BENEFITS	\$ 108,577	22%	\$ 362,062	74%	\$ 491,956	
CONTRACT/PROFESSIONAL SERVICES	\$ 128,757	33%	\$ 282,043	72%	\$ 394,100	
OPERATING EXPENSES	\$ 4,163	210%	\$ 7,603	383%	\$ 1,986	New copier, new laptops YE total expected to be \$11K.
MAINTENANCE	\$ 6,271	39%	\$ 13,620	86%	\$ 15,887	
FACILITIES	\$ 10,520	39%	\$ 21,786	81%	\$ 26,810	
GEN. & ADMIN.	\$ 10,145	6%	\$ 182,030	114%	\$ 159,112	Full year of insurance, also had claim payouts
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -	
CAPITALIZED OVERHEAD	\$ -	0%	\$ -	0%	\$ -	
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 268,433</b>	<b>25%</b>	<b>\$ 869,143</b>	<b>80%</b>	<b>\$ 1,089,851</b>	

FINANCE	Q3 CY ACTUALS	Q3 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET	Notes
SALARIES & BENEFITS	\$ 268,742	24%	\$ 771,620	70%	\$ 1,102,927	
CONTRACT/PROFESSIONAL SERVICES	\$ 33,024	30%	\$ 86,427	79%	\$ 108,728	
OPERATING EXPENSES	\$ 1,464	84%	\$ 2,363	136%	\$ 1,738	Will be over from unexpected equipment failures, laptop
MAINTENANCE	\$ 6,202	39%	\$ 10,309	66%	\$ 15,738	
FACILITIES	\$ 378	25%	\$ 846	56%	\$ 1,500	
GEN. & ADMIN.	\$ 40,815	28%	\$ 117,379	80%	\$ 147,473	
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -	
<b>TOTAL FINANCE</b>	<b>\$ 350,626</b>	<b>25%</b>	<b>\$ 988,944</b>	<b>72%</b>	<b>\$ 1,378,104</b>	

ENGINEERING	Q3 CY ACTUALS	Q3 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET	Notes
SALARIES & BENEFITS	\$ 71,646	19%	\$ 221,452	58%	\$ 379,817	Savings from budgeted full year position
CONTRACT/PROFESSIONAL SERVICES	\$ 789	2%	\$ 3,132	10%	\$ 32,000	Expenses still to come, but will be under budget by ~\$5K+
OPERATING EXPENSES	\$ 6,976	30%	\$ 10,956	48%	\$ 23,000	Expect ~\$10K savings
MAINTENANCE	\$ -	0%	\$ 278	28%	\$ 1,000	
FACILITIES	\$ 359	14%	\$ 624	25%	\$ 2,500	
GEN. & ADMIN.	\$ 184	2%	\$ 1,107	14%	\$ 7,800	
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -	
<b>TOTAL ENGINEERING</b>	<b>\$ 79,954</b>	<b>18%</b>	<b>\$ 237,549</b>	<b>53%</b>	<b>\$ 446,117</b>	

DISTRIBUTION	Q3 CY ACTUALS	Q3 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET	Notes
SALARIES & BENEFITS	\$ 377,154	25%	\$ 1,159,738	78%	\$ 1,482,930	
CONTRACT/PROFESSIONAL SERVICES	\$ 13,231	9%	\$ 60,082	43%	\$ 140,000	
OPERATING EXPENSES	\$ 27,501	16%	\$ 163,469	95%	\$ 172,000	Will be over from PSPS generator rentals
MAINTENANCE	\$ 26,811	25%	\$ 69,088	65%	\$ 105,749	
FACILITIES	\$ 46,404	23%	\$ 130,987	66%	\$ 197,866	
GEN. & ADMIN.	\$ 1,363	16%	\$ 4,936	58%	\$ 8,440	
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -	
<b>TOTAL DISTRIBUTION</b>	<b>\$ 492,465</b>	<b>23%</b>	<b>\$ 1,588,300</b>	<b>75%</b>	<b>\$ 2,106,985</b>	

WATERSHED	Q3 CY ACTUALS	Q3 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET	Notes
SALARIES & BENEFITS	\$ 24,959	13%	\$ 86,951	45%	\$ 193,048	
CONTRACT/PROFESSIONAL SERVICES	\$ 38,160	24%	\$ 65,195	41%	\$ 160,111	
OPERATING EXPENSES	\$ 2,213	49%	\$ 2,213	49%	\$ 4,500	
MAINTENANCE	\$ 1,505	19%	\$ 1,505	19%	\$ 8,000	
FACILITIES	\$ 51	4%	\$ 351	29%	\$ 1,200	
GEN. & ADMIN.	\$ 735	19%	\$ 4,363	113%	\$ 3,850	
<b>TOTAL WATERSHED</b>	<b>\$ 67,624</b>	<b>18%</b>	<b>\$ 160,578</b>	<b>43%</b>	<b>\$ 370,709</b>	

**DETAILED EXPENSES BY DEPARTMENT (continued)**

SUPPLY & TREATMENT	Q3 CY ACTUALS	Q3 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET	Notes
SALARIES & BENEFITS	\$ 341,577	23%	\$ 1,033,727	71%	\$ 1,457,630	
CONTRACT/PROFESSIONAL SERVICES	\$ 53,618	34%	\$ 112,399	70%	\$ 160,000	
OPERATING EXPENSES	\$ 82,105	40%	\$ 151,578	73%	\$ 207,000	
MAINTENANCE	\$ 13,972	20%	\$ 51,522	74%	\$ 70,003	
FACILITIES	\$ 69,392	20%	\$ 230,810	66%	\$ 349,577	
GEN. & ADMIN.	\$ 1,113	15%	\$ 3,487	47%	\$ 7,447	
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -	
<b>TOTAL SUPPLY &amp; TREATMENT</b>	<b>\$ 561,776</b>	<b>25%</b>	<b>\$ 1,583,522</b>	<b>70%</b>	<b>\$ 2,251,657</b>	

WASTEWATER	Q3 CY ACTUALS	Q3 % of Budget	YTD ACTUALS	YTD % of Budget	ANNUAL BUDGET	Notes
SALARIES & BENEFITS	\$ 19,843	35%	\$ 26,178	46%	\$ 56,667	
CONTRACT/PROFESSIONAL SERVICES	\$ 30,302	40%	\$ 55,458	73%	\$ 75,772	
OPERATING EXPENSES	\$ (1,325)	-5%	\$ 10,969	44%	\$ 25,026	
MAINTENANCE	\$ -	0%	\$ -	0%	\$ 2,472	
FACILITIES	\$ 1,995	16%	\$ 7,996	65%	\$ 12,248	
GEN. & ADMIN.	\$ -	0%	\$ -	0%	\$ 1,547	
DEPRECIATION	\$ -	0%	\$ -	0%	\$ -	
<b>TOTAL WASTEWATER</b>	<b>\$ 50,815</b>	<b>29%</b>	<b>\$ 100,602</b>	<b>58%</b>	<b>\$ 173,733</b>	Indirect allocations occur annually

**TOTAL OPERATING EXPENSES \$ 1,871,693 24% \$ 5,528,639 71% \$ 7,817,156**

**PRO FORMA FOR AUDIT:**

OVERHEAD ABSORBTION [1] \$ (113,979) \$ (160,360)

[1] Overhead absorbtion are the direct and indirect capitalized costs associated with an asset the District did internally. For example, a capital pipeline project was constructed by District staff and materials versus hiring an outside contractor. The employees salaries and benefits are considered part of the operating expenses, but then are capitalized as part of the accounting process. These will show up as a favorable off-set for operating expenses in the audit.

**OPERATING ANALYSIS - YTD TREND FY1920**

**REVENUE BY CATEGORY**

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	769,863	682,882	663,649	563,770	498,458	457,376	508,205	5,256,685	7,395,500	71%
BASIC CHARGES	253,518	253,941	254,187	260,905	269,295	268,982	268,955	269,341	268,906	2,368,030	3,163,000	75%
METERS, PENALTIES & OTHER	5,620	9,985	3,620	6,080	5,865	5,555	6,350	715	76,460	120,250	127,000	95%
SEWER CHARGES	10,013	9,857	10,174	10,012	10,013	11,801	12,238	12,015	12,015	98,138	132,170	74%
<b>TOTAL OPERATING REVENUE</b>	<b>627,395</b>	<b>1,028,021</b>	<b>1,037,844</b>	<b>959,879</b>	<b>948,822</b>	<b>850,108</b>	<b>786,001</b>	<b>739,448</b>	<b>865,587</b>	<b>7,843,104</b>	<b>10,817,670</b>	<b>73%</b>

**EXPENSES BY CATEGORY**

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	764,139	305,763	357,510	335,364	353,677	360,808	500,042	304,598	360,615	3,642,516	5,164,975	71%
CONTRACT/PROF. SERVICES	21,644	34,367	44,713	161,807	43,290	56,616	33,532	137,103	127,247	660,321	1,070,711	62%
OPERATING EXPENSES	20,127	30,756	32,644	26,514	76,847	42,409	65,935	31,722	25,440	352,395	435,250	81%
MAINTENANCE	6,890	25,710	14,630	12,671	21,182	10,467	19,863	18,941	15,957	146,311	218,850	67%
FACILITIES	11,977	52,999	55,767	58,349	52,967	47,950	42,119	46,221	40,759	409,108	591,700	69%
GEN. & ADMIN.	131,372	18,702	14,045	27,839	15,178	33,971	17,172	13,479	23,939	295,697	335,670	88%
<b>TOTAL OPERATING EXPENSES</b>	<b>956,149</b>	<b>468,298</b>	<b>519,309</b>	<b>622,545</b>	<b>563,141</b>	<b>552,220</b>	<b>678,663</b>	<b>552,064</b>	<b>593,957</b>	<b>5,506,346</b>	<b>7,817,156</b>	<b>70%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(328,754)</b>	<b>559,723</b>	<b>518,535</b>	<b>337,334</b>	<b>385,680</b>	<b>297,887</b>	<b>107,338</b>	<b>187,383</b>	<b>271,630</b>	<b>2,336,758</b>	<b>3,000,514</b>	<b>78%</b>

**COMMENTS**

REVENUE/EXPENSES:

Current year to date revenue and expenses are tracking as expected overall. Please refer to the current month analysis for any further detail on revenue or expenses.

GENERAL/PROCESS:

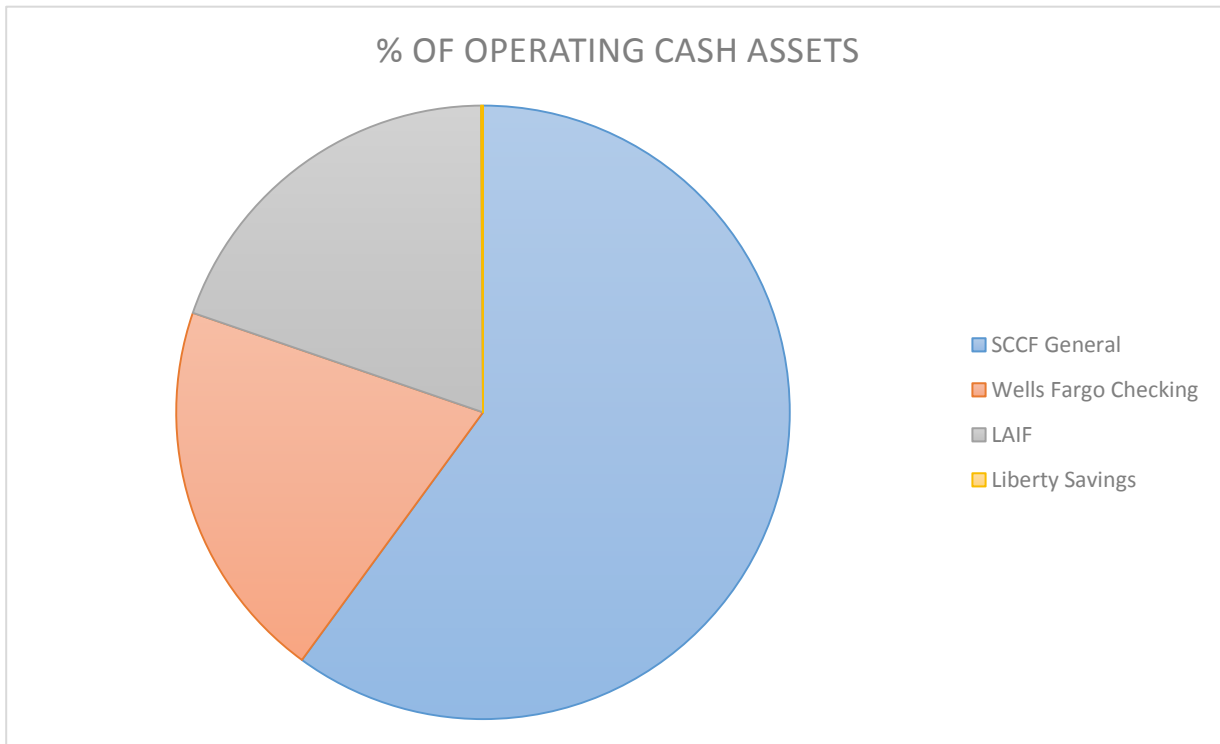
There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District operates on an annual budget and performs accrual based accounting procedures for a hard year end close, this is typical for governmental accounting.

Data is continuously being reviewed, so it is not un-common for a prior report balance to change slightly throughout the year as accounts are reconciled.

**CASH BALANCES AS OF**

**3/31/2020**

	<b>CASH BALANCE</b>	<b>Ave Interest Rate</b>
<b>OPERATING ACCOUNTS</b>		
Wells Fargo Checking	\$ 899,695	0.35%
Liberty Savings	\$ 4,522	0.15%
LAIF	\$ 874,342	1.79%
SCCF General	<u>\$ 2,673,324</u>	1.84%
<b>OPERATING BALANCE</b>	<b>\$ 4,451,883</b>	
<b>RESTRICTED ACCOUNTS</b>		
SCCF Lompico Assessment District	\$ 23,147	1.84% <i>For AD Projects</i>
SCCF Olympia Assessment District	\$ 82,269	1.84% <i>For Debt Repayment</i>
SCCF Probation Tank Loan Proceeds	\$ 1	1.84% <i>Loan Proceeds</i>
SCCF \$14.5M COP Proceeds	\$ 14,580,192	1.84% <i>Loan Proceeds</i>
Watershed Endowment	\$ 4,426	0.35% <i>Watershed maint.</i>
CB&T Escrow Fund SRF	\$ 111,660	0.09% <i>For Debt Repayment</i>
CB&T Escrow Fund DOWR	<u>\$ 215,629</u>	0.09% <i>For Debt Repayment</i>
<b>RESTRICTED BALANCE</b>	<b>\$ 15,017,324</b>	



# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

April 08, 2020

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

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## SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER  
13060 HIGHWAY 9  
BOULDER CREEK, CA 95006

[Tran Type Definitions](#)

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March 2020 Statement

### Account Summary

Total Deposit:	0.00	Beginning Balance:	874,341.56
Total Withdrawal:	0.00	Ending Balance:	874,341.56

**G/L Balances**

Criteria: As Of = 3/31/2020; Fund = 76644, 76530

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
<b>Fund 76530 -- SLV-LOMPICO WTR, EFF 6/2/16</b>					
Sub-Fund 76530001 -- SLV-WTR, EFF 6/2/16					
000	NOT APPLICABLE	0.00	17.35	(48,364.52)	(48,347.17)
101	EQUITY IN POOLED CASH	167,067.65	48,363.85	(16.68)	215,414.82
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(165,703.75)	0.00	0.00	(165,703.75)
Total Sub-Fund 76530001		0.00	48,381.20	(48,381.20)	0.00
Sub-Fund 76530200 -- SLV-LOMPICO WTR-ASSESSMENTS					
000	NOT APPLICABLE	0.00	257,133.16	(164,722.98)	92,410.18
101	EQUITY IN POOLED CASH	557,702.39	164,722.98	(257,133.16)	465,292.21
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 76530200		0.00	421,856.14	(421,856.14)	0.00
Total Fund 76530		0.00	470,237.34	(470,237.34)	0.00
<b>Fund 76644 -- SAN LORENZO VALLEY WATER TRUST</b>					
Sub-Fund 76644001 -- SAN LORENZO VALLEY WATER TRUST					
000	NOT APPLICABLE	0.00	1,750,147.12	(1,986,807.38)	(236,660.26)
101	EQUITY IN POOLED CASH	1,681,679.61	1,986,801.92	(1,750,141.66)	1,918,339.87
201	VOUCHERS PAYABLE (VENDOR)	0.00	1,750,000.00	(1,750,000.00)	0.00
344	FUND BALANCE	(1,681,679.61)	0.00	0.00	(1,681,679.61)
Total Sub-Fund 76644001		0.00	5,486,949.04	(5,486,949.04)	0.00
Sub-Fund 76644100 -- SAN LORENZO VLY WTR-OLYMPIA MU					
000	NOT APPLICABLE	0.00	24,603.98	(25,563.26)	(959.28)
101	EQUITY IN POOLED CASH	81,310.01	25,563.26	(24,603.98)	82,269.29
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76644100		0.00	50,167.24	(50,167.24)	0.00
Sub-Fund 76644200 -- SLV WATER-SUBFD FOR LOAN CASH					
000	NOT APPLICABLE	0.00	1,851,178.02	(11,913.78)	1,839,264.24
101	EQUITY IN POOLED CASH	1,839,265.23	11,913.78	(1,851,178.02)	0.99
201	VOUCHERS PAYABLE (VENDOR)	0.00	565,157.38	(565,157.38)	0.00
344	FUND BALANCE	(1,839,265.23)	0.00	0.00	(1,839,265.23)
Total Sub-Fund 76644200		0.00	2,428,249.18	(2,428,249.18)	0.00

**G/L Balances**

Criteria: As Of = 3/31/2020; Fund = 76644, 76530

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance</u>	<u>Year-To-Date Debits</u>	<u>Year-To-Date Credits</u>	<u>End Balance</u>
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644300 -- SLV WATER 2019 COP-SUBFD					
000	NOT APPLICABLE	0.00	10,450.75	(14,688,066.38)	(14,677,615.63)
101	EQUITY IN POOLED CASH	0.00	14,688,066.38	(10,450.75)	14,677,615.63
Total Sub-Fund 76644300		0.00	14,698,517.13	(14,698,517.13)	0.00
Total Fund 76644		0.00	22,663,882.59	(22,663,882.59)	0.00



# Accounts Payable

## Checks by Date - Detail by Check Number

User: rachelmunoz  
Printed: 5/7/2020 9:21 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	00054	PACIFIC GAS AND ELECTRIC	04/17/2020		
	320_3658024062A	UTILITES_ADMIN			662.05
	320_3658024062B	UTILITES_OPS			6,965.19
	320_3658024062C	UTILITES_WTP			15,883.67
	320_3658024062D	UTILITES_BCE WASTEWATER			199.28
Total for this ACH Check for Vendor 00054:				0.00	23,710.19
ACH	10005	ICMA RETIREMENT C/O M & T RETIRI	05/06/2020		
	328791	RETIREMENT WITHHOLDING_PP ENDING			4,015.00
Total for this ACH Check for Vendor 10005:				0.00	4,015.00
ACH	10005	ICMA RETIREMENT C/O M & T RETIRI	04/08/2020		
	314592	RETIREMENT WITHHOLDING_PP ENDING			4,015.00
Total for this ACH Check for Vendor 10005:				0.00	4,015.00
ACH	00178	CALPERS	05/01/2020		
	MAY_2020.1	HEALTH INS_ADMIN			2,405.96
	MAY_2020.2	HEALTH INS_FINANCE			14,653.39
	MAY_2020.3	HEALTH INS_ENG			1,536.98
	MAY_2020.4	HEALTH INS_OPS			18,685.85
	MAY_2020.5	HEALTH INS_ENVIR			768.49
	MAY_2020.6	HEALTH INS_RETIRED EMPLOYEE MEDIC			900.00
	MAY_2020.7	HEALTH INS_WTP			11,379.07
	MAY_2020.8	ADMIN FEE			149.03
	MAY_2020.9	HEALTH INS			1,541.96
Total for this ACH Check for Vendor 00178:				0.00	52,020.73
ACH	10005	ICMA RETIREMENT C/O M & T RETIRI	04/24/2020		
	322901	RETIREMENT WITHHOLDING_PP ENDING			4,015.00
Total for this ACH Check for Vendor 10005:				0.00	4,015.00
19078	10068	ABACHERLI FENCE CO.	04/09/2020		
	7593	PASO 8 WELL CAGE			4,385.00
	7594	QUAIL YARD MAIN GATE			980.00
Total for Check Number 19078:				0.00	5,365.00
19079	10269	AKEL ENGINEERING GROUP, INC.	04/09/2020		
	19523-07	2019 WATER MASTER PLAN_WO#1518			1,957.00
Total for Check Number 19079:				0.00	1,957.00
19080	00729	ALPHA ANALYTICAL LABS	04/09/2020		
	0033308	LAB FEES-ANALYTICAL SERVICES			1,032.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19080:	0.00	1,032.00
19081	10113	BANK MIDWEST	04/09/2020		
	APRIL20_10113A	SOLAR LOAN_INTEREST			704.80
	APRIL20_10113B	SOLAR LOAN_PRINCIPAL			2,545.10
			Total for Check Number 19081:	0.00	3,249.90
19082	00566	C S S C	04/09/2020		
	1076803222020A	ANSWERING SERVICE_WTP			276.83
	1076803222020B	ANSWERING SERVICE_OPS			276.83
			Total for Check Number 19082:	0.00	553.66
19083	00415	CA BANK & TRUST/GOV SVC DEPT_1(	04/09/2020		
	APRIL20_415	1976 SAFE DRINKING WATER BOND			15,581.43
			Total for Check Number 19083:	0.00	15,581.43
19084	00788	COMCAST	04/09/2020		
	032620_0987198	INTERNET_195 KIRBY STREET			206.38
			Total for Check Number 19084:	0.00	206.38
19085	00265	COMMUNITY TELEVISION	04/09/2020		
	2783	MTG COVERAGE_02/06 & 02/20			731.00
			Total for Check Number 19085:	0.00	731.00
19086	00703	DATAFLOW BUSINESS SYSTEMS, INC	04/09/2020		
	286186	CONTRACT SERVICES_SAVIN917			72.46
	286187	CONTRACT SERVICES_OKIDATA			150.31
	286188	CONTRACT SERVICES_KYOCERA			72.77
	286189	CONTRACT SERVICES_HP602			67.26
	286190	CONTRACT SERVICES_HP5200			76.70
	286191	CONTRACT SERVICES_CANON2525			17.74
			Total for Check Number 19086:	0.00	457.24
19087	00147	EMERSON PROCESS MANAGEMENT	04/09/2020		
	9081375	PROBATION TANK CONTROLS-SCADA			24,276.30
	9081376	SCADA PROGRAMING			5,368.00
			Total for Check Number 19087:	0.00	29,644.30
19088	00450	EUROFINS	04/09/2020		
	L0502217	WATER ANALYSIS			665.00
	L0502218	WATER ANALYSIS			665.00
	L0502219	WATER ANALYSIS			665.00
	L0502220	WATER ANALYSIS			665.00
			Total for Check Number 19088:	0.00	2,660.00
19089	00164	FIRST ALARM	04/09/2020		
	529152	SERVICE CALL_365 MADRONE DRIVE			95.00
			Total for Check Number 19089:	0.00	95.00
19090	00080	GRANITE CONSTRUCTION CO	04/09/2020		
	1765767	SAND & ROCK			129.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19090:	0.00	129.81
19091	00120 04012020_120	GRANITEROCK QUAIL HOLLOW PIPE EASEMENT_2020	04/09/2020		1.00
			Total for Check Number 19091:	0.00	1.00
19092	00615 6212011 6885145	HOME DEPOT CREDIT SERVICES SUPPLIES_ADMIN SUPPLIES_ADMIN	04/09/2020		173.88 198.12
			Total for Check Number 19092:	0.00	372.00
19093	00526 3620300286	HOPKINS TECHNICAL PROD. PARTS	04/09/2020		378.83
			Total for Check Number 19093:	0.00	378.83
19094	UB*00718	Eric & Tammy Lewis Refund Check Refund Check	04/09/2020		1,642.30 719.33
			Total for Check Number 19094:	0.00	2,361.63
19095	00296 032017_296 032023A 032023B 032023C	MESITI-MILLER ENGINEERING,INC PROB TANK_CONSTRUCTION ADMIN_WO LOMPICO TANKS CONSTRUCTION_WO#12 LOMPICO TANKS CONSTRUCTION_WO#12 LOMPICO TANKS CONSTRUCTION_WO#12	04/09/2020		2,525.80 5,152.26 5,152.27 5,152.27
			Total for Check Number 19095:	0.00	17,982.60
19096	10067 32000278A 32000278B	NBS FEES & REIMBURSABLES FEES & REIMBURSABLES	04/09/2020		1,149.96 766.64
			Total for Check Number 19096:	0.00	1,916.60
19097	10246 R-37385A R-37385B	OVISS LABS INCORPORATED VIDEO SECURITY_KIRBY WTP VIDEO SECURITY_FALL CREEK_LYON_PA	04/09/2020		64.31 192.93
			Total for Check Number 19097:	0.00	257.24
19098	10214 2170	MIKE PODLECH DRAFT CONJUNCTIVE USE PLAN	04/09/2020		405.00
			Total for Check Number 19098:	0.00	405.00
19099	01004 280 RIVER ST	PRO FLOW PLUMBING BACKFLOW TESTING_290 RIVER ST	04/09/2020		70.00
			Total for Check Number 19099:	0.00	70.00
19100	00746 69039 69040	SCOTTS VALLEY BANNER LOMPICO FLUSH_03/13/20 RUN DATE MANANA FLUSH_03/13/20 RUN DATE	04/09/2020		252.00 180.00
			Total for Check Number 19100:	0.00	432.00
19101	00168 155451	SCOTTS VALLEY SPRINKLER OPERATING SUPPLIES	04/09/2020		96.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19101:	0.00	96.09
19102	UB*00717	DEREK & ROSALIE SIGURDSON Refund Check	04/09/2020		2.03
			Total for Check Number 19102:	0.00	2.03
19103	10184 273621 273622	THATCHER COMPANY, INC CHEMICALS CONTAINER REFUND	04/09/2020		2,900.45 -640.00
			Total for Check Number 19103:	0.00	2,260.45
19104	00721 114-10089532	UNITED SITE SVCS.,INC PORTABLE TOILET_03/24/30-04/20/20	04/09/2020		226.24
			Total for Check Number 19104:	0.00	226.24
19105	00599 64667485A 64667485B 64667485C 64667485D	WEX BANK GAS_ADMIN GAS_FINANCE GAS_OPS GAS_WTP	04/09/2020		157.67 669.17 3,780.79 2,156.25
			Total for Check Number 19105:	0.00	6,763.88
19106	00162 114568781	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL_05/01/20-0	04/17/2020		390.99
			Total for Check Number 19106:	0.00	390.99
19107	00767 0995014781	ANTHEM BLUE CROSS MEDICARE RX_05/01/20-06/01/20	04/17/2020		77.80
			Total for Check Number 19107:	0.00	77.80
19108	10023 3110574	AT & T CAPITAL SERVICES, INC MONTHLY PHONE LEASE_AVAYA	04/17/2020		396.07
			Total for Check Number 19108:	0.00	396.07
19109	00055 420_9607360489A 420_9607360489B 420_9607360489C 420_9607360489D	AT&T PHONE_ADMIN PHONE_OPS PHONE_WTP PHONE_BCE WASTEWATER	04/17/2020		309.45 4,416.33 2,461.16 485.98
			Total for Check Number 19109:	0.00	7,672.92
19110	10025 80050493	BADGER METER, INC BEACON SERVICES_MARCH2020	04/17/2020		1,617.37
			Total for Check Number 19110:	0.00	1,617.37
19111	00609 219018-0320	BALANCE HYDROLOGICS, INC STREAMFLOW & TEMP MONITORING	04/17/2020		6,780.00
			Total for Check Number 19111:	0.00	6,780.00
19112	00342 952698 952704	BRASS KEY LOCKSMITH LOCKSMITH SERVICES LOCKS_KEYS FOR GENERATORS	04/17/2020		379.72 8.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19112:	0.00	388.42
19113	00788 040120_1236033	COMCAST INTERNET_215 BLACKSTONE DRIVE	04/17/2020		195.39
			Total for Check Number 19113:	0.00	195.39
19114	00788 040120_1368455	COMCAST INTERNET_345 QUAIL TERRACE	04/17/2020		115.01
			Total for Check Number 19114:	0.00	115.01
19115	00788 040320_0956185	COMCAST INTERNET_545 FALL CREEK DRIVE	04/17/2020		282.61
			Total for Check Number 19115:	0.00	282.61
19116	00788 040420_0302438	COMCAST INTERNET_1075 WHISPERING PINES DRIV	04/17/2020		195.01
			Total for Check Number 19116:	0.00	195.01
19117	00788 040520_1236165	COMCAST INTERNET_280 BLUERIDGE DRIVE	04/17/2020		195.39
			Total for Check Number 19117:	0.00	195.39
19118	00788 040620_1236017	COMCAST INTERNET_295 EAST ROAD	04/17/2020		195.39
			Total for Check Number 19118:	0.00	195.39
19119	00788 040620_1318955	COMCAST INTERNET_1150 REBECCA DRIVE	04/17/2020		145.01
			Total for Check Number 19119:	0.00	145.01
19120	00788 040720_1236124	COMCAST INTERNET_15819 FOREST HILL DRIVE	04/17/2020		195.39
			Total for Check Number 19120:	0.00	195.39
19121	00788 040820_1236058	COMCAST INTERNET_17277 HIGHWAY 9	04/17/2020		195.39
			Total for Check Number 19121:	0.00	195.39
19122	00788 040820_1323583	COMCAST INTERNET_365 MADRONE DRIVE	04/17/2020		267.40
			Total for Check Number 19122:	0.00	267.40
19123	00788 040820_1323641	COMCAST INTERNET_365 MADRONE DRIVE OFC	04/17/2020		267.40
			Total for Check Number 19123:	0.00	267.40
19124	00172 040620_172	JOSEPH F. CONE OPERATING SUPPLIES	04/17/2020		29.42
			Total for Check Number 19124:	0.00	29.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
19125	00273 30469612	CORELOGIC, INC. REALQUEST SERVICES_MARCH2020	04/17/2020		206.00
				Total for Check Number 19125:	0.00 206.00
19126	00036 597774	BBVA COMPASS BANK CORRPRO COM CATHODIC PROTECTION (HUCKLEBERRY)	04/17/2020		6,200.00
				Total for Check Number 19126:	0.00 6,200.00
19127	00076 813809 815405 815450 815482 815563	ERNIE'S AUTO CENTER OPERATING SUPPLIES KIRBY PLANT_SOLAR PANELS KUBOTA TRAILER_VE-710 KUBOTA TRAILER_VE-710 KUBOTA TRAILER_VE-710	04/17/2020		22.87 33.06 219.31 -28.06 -43.29
				Total for Check Number 19127:	0.00 203.89
19128	00343 84047 84083 84121	ERNIE'S SERVICE CENTER SERVICE FOR VE-249 SERVICE_VE-309 SERVICE_VE-238	04/17/2020		387.24 1,920.08 65.36
				Total for Check Number 19128:	0.00 2,372.68
19129	00450 L0502679 L0503643 L0503644 L0503645 L0503646	EUROFINS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	04/17/2020		160.00 680.00 680.00 680.00 680.00
				Total for Check Number 19129:	0.00 2,880.00
19130	00164 535076	FIRST ALARM SERVICE CALL_365 MADRONE DRIVE	04/17/2020		550.24
				Total for Check Number 19130:	0.00 550.24
19131	10069 041020_10069	NATE GILLESPIE LAB SUPPLIES	04/17/2020		27.25
				Total for Check Number 19131:	0.00 27.25
19132	00550 11888405	HACH COMPANY LAB SUPPLIES	04/17/2020		472.86
				Total for Check Number 19132:	0.00 472.86
19133	00367 169336	INFOSEND, INC FLUSHING MAILERS	04/17/2020		1,277.17
				Total for Check Number 19133:	0.00 1,277.17
19134	10245 1207929490	LOGMEIN USA, INC, CONFERENCE CALL SERVICE	04/17/2020		81.30
				Total for Check Number 19134:	0.00 81.30
19135	01052 032720_01052	SCOTT MATTOCH CELL PHONE CASES	04/17/2020		34.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19135:	0.00	34.79
19136	00746	SCOTTS VALLEY BANNER	04/17/2020		
	69175	LOMPICO FLUSH_03/20/20 RUN DATE			252.00
	69176	MANANA WOODS FLUSH_03/20/20 RUN DATE			180.00
	69290	LOMPICO FLUSHING_03/27/20 RUN DATE			252.00
			Total for Check Number 19136:	0.00	684.00
19137	00493	SPRINGBROOK SOFTWARE, INC	04/17/2020		
	ACC51386	CIVIC PAY TRANSACTION FEES_MARCH			1,497.00
			Total for Check Number 19137:	0.00	1,497.00
19138	00567	TRAVIS TREE PROFESSIONALS, INC	04/17/2020		
	032520_00567	TREE REMOVAL SERVICE			9,000.00
			Total for Check Number 19138:	0.00	9,000.00
19139	10217	UMPQUA BANK	04/17/2020		
	033120_7268A	APPRIVER_TECH SUPPORT			319.45
	033120_7268B	AMAZON_OFFICE SUPPORT			25.06
	033120_7268C	AMAZON_OFFICE SUPPLIES			19.36
	033120_7268D	AMAZON_OFFICE SUPPLIES			98.89
	033120_7268E	COSTCO_OFFICE SUPPLIES			52.32
	033120_7268F	COSTCO_OFFICE SUPPLIES			77.71
	033120_7268G	MEETING KING_SUBSCRIPTION			39.95
	033120_7268H	LINKEDIN_MONTHLY CHARGES			29.99
	033120_7268I	AMAZON_OFFICE SUPPLIES			588.57
	033120_7268J	OFFICE DEPOT_RETURN			-555.88
	033120_7268K	AMAZON_OFFICE SUPPLIES			43.48
	033120_7268L	AMAZON_OFFICE SUPPLIES			31.59
	033120_7268M	AMAZON_OFFICE SUPPLIES			24.03
	033120_7268N	MAIL CHIMP			59.99
	033120_7268O	AMAZON_OFFICE SUPPLIES			7.51
	033120_7268P	COSTCO_OFFICE SUPPLIES			101.32
	033120_7268Q	DURAWEAR GLOVE & SAFETY			68.34
	033120_7268R	CARHART_UNIFORMS OPS			65.39
	033120_7268S	CARHART_UNIFORMS WTP			624.41
	033120_7268T	CARHART_UNIFORMS FINANCE			111.11
	033120_7268U	CARHART_SAFETY EQUIP			174.40
	033120_7268V	STAPLES_OFFICE SUPPLIES			277.94
	033120_7268W	PLASTIC MART_EL SOLYO TANK			7,186.02
	033120_7268X	BOOTBARN_UNIFORM			277.95
	033120_7268Y	WESTERN STAR_VISABILITY BARRIER			156.23
	033120_7268Z	CDW GOVT_LAPTOP COM DEVICES			91.35
			Total for Check Number 19139:	0.00	9,996.48
19140	00721	UNITED SITE SVCS.,INC	04/17/2020		
	114-10109393A	POTABLE SERVICES			115.77
	114-10109393B	POTABLE SERVICES			115.78
			Total for Check Number 19140:	0.00	231.55
19141	00398	WATSONVILLE METAL CO.,INC	04/17/2020		
	1508626A	DUMPSTER SERVICE			300.00
	1508626B	DUMPSTER SERVICE			300.00
	1508627A	DUMPSTER SERVICE			300.00
	1508627B	DUMPSTER SERVICE			300.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19141:	0.00	1,200.00
19142	00545 324026	AFLAC 2020 INSURANCE PREMIUMS	04/24/2020		221.77
			Total for Check Number 19142:	0.00	221.77
19143	00729 41594	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES	04/24/2020		430.00
			Total for Check Number 19143:	0.00	430.00
19144	00309 7444073502A 7444073502B 7444073502C	AT&T IP SERVICES PHONE_ADMIN PHONE_OPS PHONE_WTP	04/24/2020		252.12 252.12 252.12
			Total for Check Number 19144:	0.00	756.36
19145	00309 7311054502	AT&T IP SERVICES KIRBY PLANT PHONE SYSTEM	04/24/2020		274.49
			Total for Check Number 19145:	0.00	274.49
19146	00687 4520_137458730	AT&T U-VERSE UVERSE_13057 HWY 9	04/24/2020		85.60
			Total for Check Number 19146:	0.00	85.60
19147	00687 4620_132166881	AT&T U-VERSE UVERSE_MANANA WOODS	04/24/2020		101.65
			Total for Check Number 19147:	0.00	101.65
19148	00687 4720_132182018	AT&T U-VERSE UVERSE_345 QUAIL TERRACE	04/24/2020		85.60
			Total for Check Number 19148:	0.00	85.60
19149	00220 33429	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES_APRIL2020	04/24/2020		549.42
			Total for Check Number 19149:	0.00	549.42
19150	00788 40920_1318922	COMCAST INTERNET_3652 GRAHAM HILL RD	04/24/2020		145.01
			Total for Check Number 19150:	0.00	145.01
19151	00788 41120_1171123	COMCAST INTERNET_23 SUMMIT AVE	04/24/2020		206.65
			Total for Check Number 19151:	0.00	206.65
19152	00505 10385168919A 10385168919B 10385168919C 10385168919D	DELL MARKETING LP LAP TOP FOR ENGINEERING LAP TOP FOR A SPARE LAP TOP FOR FINANCE LAP TOP FOR OPS	04/24/2020		1,469.44 1,489.44 1,469.44 1,469.44
			Total for Check Number 19152:	0.00	5,897.76



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
19153	00037 37390A 37390B	CO. OF SANTA CRUZ DEPT OF PUBLIC TOILET DISPOSAL WOODWASTE_GARBAGE	04/24/2020		10.00 82.37
Total for Check Number 19153:				0.00	92.37
19154	00773 18439A 18439B 18439C 18439D 18439E 18439F	EARTHWORKS 2007 PRV @ COLEMAN_WO#837 PRV @ EDGEWOOD DRIVE_WO#837 PRV @ LAKEVIEW AVE_WO#837 PRV @ LAKE BLVD_WO#837 PRV @ VISITAR STREET_WO#837 PRV @ VAN ALLEN ROAD_WO#837	04/24/2020		3,900.00 3,900.00 3,900.00 3,900.00 3,900.00 3,900.00
Total for Check Number 19154:				0.00	23,400.00
19155	10271 B90116.00-07	EKI ENVIRONMENT & WATER AS NEEDED HYDROGEOLOGICAL CONSU.	04/24/2020		901.00
Total for Check Number 19155:				0.00	901.00
19156	UB*00720	MICHEAL GEORGE ELLIS Refund Check Refund Check	04/24/2020		1.61 17.30
Total for Check Number 19156:				0.00	18.91
19157	00450 L0504834	EUROFINS WATER ANALYSIS	04/24/2020		400.00
Total for Check Number 19157:				0.00	400.00
19158	00118 69974448	FARMER BROTHERS COFFEE COFFEE SUPPLIES	04/24/2020		212.22
Total for Check Number 19158:				0.00	212.22
19159	00204 698205811	FEDERAL EXPRESS CORP POSTAGE FOR HANDHELD REPAIR	04/24/2020		96.31
Total for Check Number 19159:				0.00	96.31
19160	00267 2019-041	MARTIN B FEENEY, PG, CHg FINAL INVOICE_WO#1543 QUAIL_OLY REI	04/24/2020		19,190.00
Total for Check Number 19160:				0.00	19,190.00
19161	00210 6989100	FISHER SCIENTIFIC THERMOMETERS	04/24/2020		238.59
Total for Check Number 19161:				0.00	238.59
19162	00016 4666754	GREENWASTE RECOVERY,INC MONTHLY DUMPSTER SERVICE_MARCH2	04/24/2020		413.08
Total for Check Number 19162:				0.00	413.08
19163	00550 11901047	HACH COMPANY OPERATING SUPPLIES	04/24/2020		1,002.97
Total for Check Number 19163:				0.00	1,002.97
19164	UB*00719	MAT HUSTON	04/24/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		Refund Check			75.00
			Total for Check Number 19164:	0.00	75.00
19165	00058 05613	IHWY MONTHLY SERVER SUPPORT_APRIL	04/24/2020		25.00
			Total for Check Number 19165:	0.00	25.00
19166	10294 04973 05016	MARCI BRACCO CAIN PHASE 1_INVOICE #1 OF 2 PHASE 1_INVOICE #2 OF 2	04/24/2020		3,562.50 3,562.50
			Total for Check Number 19166:	0.00	7,125.00
19167	00313 041420_313A 041420_313B 041420_313C 041420_313D 041420_313E 041420_313F 041420_313G 041420_313H 041420_313I 041420_313J 041420_313K 041420_313L 041420_313M 041420_313N 041420_313O 041420_313P 041420_313Q 041420_313R	MET LIFE DENTAL_ADMIN DISABILITY_ADMIN LIFE INS_ADMIN DENTAL_FINANCE DISABILITY_FINANCE LIFE INS_FINANCE DENTAL_ENG DISABILITY_ENG LIFE INS_ENG DENTAL_OPS DISABILITY_OPS LIFE INS_OPS DENTAL_ENVIRON DISABILITY_ENVIRON LIFE INS_ENVIRON DENTAL_WTP DISABILTIY_WTP LIFE INS_WTP	04/24/2020		199.82 84.83 33.30 1,475.59 287.45 138.19 268.65 96.24 33.30 1,849.40 310.11 176.49 65.07 31.93 16.65 1,493.55 400.22 173.16
			Total for Check Number 19167:	0.00	7,133.95
19168	00410 041620_410	ANDI O'NEAL WINDOW PAINTING	04/24/2020		140.00
			Total for Check Number 19168:	0.00	140.00
19169	00944 4812 4878	PDNC, INC. SERVER SUPPORT CALL MONTHLY SERVER SUPPORT_APRIL	04/24/2020		64.06 562.68
			Total for Check Number 19169:	0.00	626.74
19170	01004 7930 HWY 9	PRO FLOW PLUMBING BACKFLOW TEST	04/24/2020		100.00
			Total for Check Number 19170:	0.00	100.00
19171	00125 351137 351220 351511 351640 407801 593456 593655 593690	SCARBOROUGH LUMBER INSTALL LUMBER RACK_VE-280 KIRBY PLANT PLUMBING PASO 8 PAINT SUPPLIES KIRBY PLANT KUBOTA TRAILER_VE-710 INSTALL LUMBER RACK_VE-280 HAND WIPES_SAW FUEL KUBOTA TRAILER_VE-710	04/24/2020		81.20 153.40 28.33 35.58 151.46 6.57 49.42 308.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	820	CLEANING SUPPLEIS			75.54
	K92548	MISC PARTS			51.37
					<hr/>
Total for Check Number 19171:				0.00	941.85
19172	00746 69460	SCOTTS VALLEY BANNER LOMPICO FLUSH_RUN DATE 04/03/20	04/24/2020		252.00
					<hr/>
Total for Check Number 19172:				0.00	252.00
19173	00183 67786	SDRMA ADDITIONAL INSURED CERTIFICATE	04/24/2020		47.50
					<hr/>
Total for Check Number 19173:				0.00	47.50
19174	00183 PD1920008269	SDRMA INSURANCE CLAIM_02/27/2020	04/24/2020		1,150.00
					<hr/>
Total for Check Number 19174:				0.00	1,150.00
19175	00047 0030473 0030617 0030759 0040176	SOIL CONTROL LAB WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	04/24/2020		145.30 145.00 145.00 145.00
					<hr/>
Total for Check Number 19175:				0.00	580.30
19176	10184 274284 274285	THATCHER COMPANY, INC CHEMICALS CONTAINER REFUND	04/24/2020		3,157.03 -400.00
					<hr/>
Total for Check Number 19176:				0.00	2,757.03
19177	00011 9852544877A 9852544877B 9852544877C 9852544877D 9852544877E	VERIZON WIRELESS CELL PHONE_ADMIN CELL PHONE_FINANCE CELL PHONE_ENGIN CELL PHONE_OPS CELL PHONE_WTP	04/24/2020		44.68 94.51 44.68 430.89 397.54
					<hr/>
Total for Check Number 19177:				0.00	1,012.30
19178	10248 B23A62D2-202065	WIN-911 SOFTWARE WIN-911 MAINTENANCE	04/24/2020		680.00
					<hr/>
Total for Check Number 19178:				0.00	680.00
19179	10297 DEPOSIT_KIRBY DEPOSIT_LYON	SAN LORENZO FLOORS & INTERIORS DEPOSIT_NEW FLOORS_KIRBY WTP DEPOSIT_NEW FLOORS_LYON WTP	04/30/2020		3,510.00 3,490.00
					<hr/>
Total for Check Number 19179:				0.00	7,000.00
19180	00057 APRIL20_57	AFSCME COUNCIL 57 UNION DUES_APRIL2020	04/30/2020		976.95
					<hr/>
Total for Check Number 19180:				0.00	976.95
19181	10177 10177_1.A 10177_1.B	ANDERSON PACIFIC ENGINEERING LOMPICO TANK REPLACEMENT_WO#1208 LOMPICO TANK REPLACEMENT_WO#1209	04/30/2020		11,083.33 11,083.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10177_1.C	LOMPICO TANK REPLACEMENT_WO#1210			11,083.34
			Total for Check Number 19181:	0.00	33,250.00
19182	00055 41920_831335527	AT&T FELTON ACRES	04/30/2020		194.89
			Total for Check Number 19182:	0.00	194.89
19183	00309 6966554503A 6966554503B 6966554503C	AT&T IP SERVICES IP SERVICES_ADMIN IP SERVICES_OPS IP SERVICES_WTP	04/30/2020		395.12 395.11 395.11
			Total for Check Number 19183:	0.00	1,185.34
19184	00686 APR2020_686A APR2020_686B	AT&T LONG DISTANCE LONG DISTANCE_ADMIN LONG DISTANCE_WTP	04/30/2020		9.83 15.86
			Total for Check Number 19184:	0.00	25.69
19185	00034 MAY2020_34	DAVE BASLER CALPERS_RETIREE	04/30/2020		75.00
			Total for Check Number 19185:	0.00	75.00
19186	00342 952722	BRASS KEY LOCKSMITH SERVICE FOR 3650 GRAHAM HILL RD	04/30/2020		408.32
			Total for Check Number 19186:	0.00	408.32
19187	00099 MAY2020_99	JOEL BUSA CALPERS_RETIREE	04/30/2020		125.00
			Total for Check Number 19187:	0.00	125.00
19188	00363 APR20_363	CINCINNATI LIFE INSURANCE CO 2020 INSURANCE PREMIUMS_APR2020	04/30/2020		28.00
			Total for Check Number 19188:	0.00	28.00
19189	01050 4377735-0413849	COLONIAL LIFE 2020 INS PREMIUMS_04/13/20 & 04/28/20	04/30/2020		559.04
			Total for Check Number 19189:	0.00	559.04
19190	00788 041520_1236074	COMCAST INTERNET_200 ANNIES WAY	04/30/2020		195.39
			Total for Check Number 19190:	0.00	195.39
19191	00788 041620_1018662	COMCAST INTERNET_264 ORCHARD RD	04/30/2020		150.01
			Total for Check Number 19191:	0.00	150.01
19192	00788 041920_1028380	COMCAST INTERNET_7400 HWY 9	04/30/2020		155.01
			Total for Check Number 19192:	0.00	155.01
19193	00343	ERNIE'S SERVICE CENTER	04/30/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	83894	VE-485 SERVICE			4,458.57
			Total for Check Number 19193:	0.00	4,458.57
19194	00208 MAY2020_208	LEONARD KUHNLEIN CALPERS_RETIREE	04/30/2020		125.00
			Total for Check Number 19194:	0.00	125.00
19195	00662 MAY2020_662	JAMES A. MUELLER CALPERS_RETIREE	04/30/2020		50.00
			Total for Check Number 19195:	0.00	50.00
19196	10158 507963A 507963B	NOSSAMAN, LLP PROFESSIONAL SERVICES THRU 03/31/20 DISBURSEMENTS THRU 03/31/20	04/30/2020		19,446.00 518.52
			Total for Check Number 19196:	0.00	19,964.52
19197	00582 125733	OLIVE SPRINGS QUARRY OPERATING SUPPLIES	04/30/2020		258.95
			Total for Check Number 19197:	0.00	258.95
19198	10120 022100000160	PACIFIC CREDIT SERVICES MARCH COLLECTIONS	04/30/2020		58.67
			Total for Check Number 19198:	0.00	58.67
19199	00050 APN#084-17-123	CO. OF SANTA CRUZ RECORDER'S OF LIEN RELEASE_084-17-123	04/30/2020		20.00
			Total for Check Number 19199:	0.00	20.00
19200	00711 S1925926.001A S1925926.001B S1925926.001C S1925926.001D S1925926.001E S1925926.001F S1925926.001G S1925926.001H S1925926.001I S1927374.001A S1927374.001B S1927412.001A S1927412.001B S1928246.001A S1928246.001AA S1928246.001B S1928246.001BB S1928246.001C S1928246.001CC S1928246.001D S1928246.001DD S1928246.001E S1928246.001EE S1928246.001F S1928246.001FF S1928246.001G	ROBERTS & BRUNE CO. REPAIR CLAMP 1/2" X 3" REPAIR CLAMP 3/4" X 3" REPAIR CLAMP 1-1/2" X 3" REPAIR CLAMP 1-1/2" X 6" REPAIR CLAMP 2" X 6" FULL CIRCLE 3.96-4.25 7.50" FULL CIRCLE 4.95-5.35 12.50" FLEX COUPLING 1-1/2" X 5" FLEX COUPLING 2" X 5" OD 2.375 ITEM#8007-047_WO#411 ITEM#8006-001_WO#411 ITEM#8007-047 ITEM#8006-001 PLUG GALV 1" CPLG COPR-PIPE FEM 3/4" BELL REDCR GALV 3/4" X 1/2" CORP PIPE-PIPE IP 3/4" BELL REDCR GALV 4" X 2" CORP PIPE-COPPER IP 1" BUSHING GALV 3/4" X 1/2" REPAIR CLAMP 4" X 6" BUSHING GALV 1" X 3/4" 4 HYMAX FLEX CPLG 4.25-5.63 BUSHING GALV 4" X 2" 6 HYMAX FLEX CPLG 6.42-7.68 UNION GALV 2"	04/30/2020		43.60 80.36 194.27 109.46 184.29 77.21 142.67 388.76 489.41 2,415.53 3,444.19 1,725.38 1,537.59 22.79 157.18 9.25 120.80 125.06 587.91 5.91 58.78 60.85 720.58 152.34 1,531.11 344.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	S1928246.001GG	6" 7305E GRUVLOK HDPE COUPLING			1,258.32
	S1928246.001H	TEE GALV 4"			93.60
	S1928246.001HH	METER RESETTER 3/4" X 12"			1,634.93
	S1928246.001I	COUPLING GALV 1/2"			6.32
	S1928246.001II	METER FLANGE BRONZE 2"			351.56
	S1928246.001J	ELL 90 GALV 3/4"			22.02
	S1928246.001JJ	BACKFLOW DBL CHK VALVE 1"			204.63
	S1928246.001K	ELL 90 GALV 1"			23.59
	S1928246.001KK	BLUE PAINT WATERBASE #3620			66.12
	S1928246.001L	ELL 90 GALV 2"			118.13
	S1928246.001LL	WHITE PAINT WATERBASE #3901			76.40
	S1928246.001M	NIPPLE GALV 3/4" X 2"			14.08
	S1928246.001N	NIPPLE GALV 3/4" X 2 1/2"			15.66
	S1928246.001O	NIPPLE GALV 3/4" X 3"			14.00
	S1928246.001P	NIPPLE GALV 3/4" X 4"			23.79
	S1928246.001Q	NIPPLE GALV 1" X 6"			32.87
	S1928246.001R	NIPPLE GALV 2" X 0"			56.60
	S1928246.001S	NIPPLE GALV 2" X 3"			57.40
	S1928246.001T	NIPPLE GALV 2" X 5-1/2"			70.55
	S1928246.001U	NIPPLE GALV 2" X 6"			161.19
	S1928246.001V	NIPPLE GALV 4" X 6"			92.04
	S1928246.001W	MTR VLV PIPE-MTR STRT 2X2"			817.32
	S1928246.001X	GATE VALVE 2"			350.85
	S1928246.001Y	COMPRESSION COUPLING 1" G/T			349.33
	S1928246.001Z	COPR-PIPE MALE 1"			272.98
	S1928246.002	NIPPLE BRASS 3/4" X 0"			17.23
	S1928246.003A	MTR VLV COPR-MTR STRT 3/4X5/8"			528.88
	S1928246.003B	MTR VLV COPR-MTR STRT 1X1"			280.34
	S1932532.001	BEAR CREEK PROJECT_WO#1679			37.56
			Total for Check Number 19200:	0.00	21,777.85
19201	00142	SAN LORENZO LUMBER	04/30/2020		
	61-0159276	BUILDING SUPPLIES			890.28
	61-0159819	EL SOYO TANK_WO#1517			46.33
	61-0159865	EL SOYO TANK_WO#1517			385.02
	61-0159867	EL SOYO TANK_WO#1517			9.80
	61-0159952	OPERATING SUPPLIES			39.55
	61-0160143	LOST ACRES BOOSTER			32.34
	61-0160194	EL SOLYO HEIGHTS TANK_WO#1517			121.87
	61-0160238	EL SOYLO HEIGHTS TANK_WO#1517			36.55
			Total for Check Number 19201:	0.00	1,561.74
19202	10233	SCHAAF & WHEELER, CONSULTING C	04/30/2020		
	32625A	PIPELINE PROJECT_WO#1284			29,237.48
	32625B	PIPELINE PROJECT_WO#1286			29,237.47
	32626A	LOMPICO TANKS_WO#1208			576.40
	32626B	LOMPICO TANKS_WO#1209			576.40
	32626C	LOMPICO TANKS_WO#1210			576.40
			Total for Check Number 19202:	0.00	60,204.15
19203	UB*00721	KELLY SILVA	04/30/2020		
		Refund Check			24.03
			Total for Check Number 19203:	0.00	24.03
19204	10231	TIAA COMMERCIAL FINANCE, INC.	04/30/2020		
	7149485	5 YR LEASE NEW COPIER			253.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19204:	0.00	253.45
19205	00369 MAY2020_369	CAROLE TRIANTAFILLOS CALPERS_RETIREE	04/30/2020		125.00
			Total for Check Number 19205:	0.00	125.00
19206	00011 9852544878A 9852544878B 9852544878C	VERIZON WIRELESS CELL PHONE_ADMIN CELL PHONE_OPS CELL PHONE_WTP	04/30/2020		24.65 1,230.26 102.95
			Total for Check Number 19206:	0.00	1,357.86
19207	00399 809210402A 809210402B 809210402C 809210402D 809210402E 809210402F	VISION SERVICE PLAN - (CA) 2020 INSURANCE PREMIUMS_ADMIN 2020 INSURANCE PREMIUMS_FINANCE 2020 INSURANCE PREMIUMS_ENGIN 2020 INSURANCE PREMIUMS_OPS 2020 INSURANCE PREMIUMS_ENVIRON 2020 INSURANCE PREMIUMS_WTP	04/30/2020		28.44 210.38 49.72 262.40 11.14 204.10
			Total for Check Number 19207:	0.00	766.18
19208	00268 12560	WATTS ON GENERATOR LOWER PASATIEMPO_WO#17	04/30/2020		18,714.08
			Total for Check Number 19208:	0.00	18,714.08
19209	10152 APR2020_10152A APR2020_10152B	WESTAMERICA BANK TRUCK LOAN_INTEREST TRUCK LOAN_PRINCIPAL	04/30/2020		143.51 1,957.17
			Total for Check Number 19209:	0.00	2,100.68
19210	00729 0043265	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES	05/06/2020		1,032.00
			Total for Check Number 19210:	0.00	1,032.00
19211	10025 1360459A 1360459B 1360459C	BADGER METER, INC ME ENDPOINT DRIVE-BY_NICOR CONNEC METER 5/8" X 3/4" BADGER MODEL 25 COI METER 1" BADGER MODEL 55 COMPLETE	05/06/2020		2,914.78 5,374.69 731.79
			Total for Check Number 19211:	0.00	9,021.26
19212	10025 1361125	BADGER METER, INC METER 1 1/2" BADGER MODEL 120	05/06/2020		501.80
			Total for Check Number 19212:	0.00	501.80
19213	10113 MAY20_10113A MAY20_10113B	BANK MIDWEST SOLAR LOAN_INTEREST SOLAR LOAN_PRINCIPAL	05/06/2020		697.01 2,552.89
			Total for Check Number 19213:	0.00	3,249.90
19214	00145 P25739749	BATTERIES PLUS INVERTER	05/06/2020		30.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19214:	0.00	30.47
19215	00415 MAY20_415	CA BANK & TRUST/GOV SVC DEPT_10 1976 SAFE DRINKING WATER BOND	05/06/2020		15,581.43
			Total for Check Number 19215:	0.00	15,581.43
19216	00013 49479	CENTRAL HOME SUPPLY RIVER COBBLES	05/06/2020		212.69
			Total for Check Number 19216:	0.00	212.69
19217	00788 042620_0987198	COMCAST INTERNET_195 KIRBY STREET	05/06/2020		155.87
			Total for Check Number 19217:	0.00	155.87
19218	UB*00724	SYBILLE CRAFTS Refund Check Refund Check	05/06/2020		6.37 5.34
			Total for Check Number 19218:	0.00	11.71
19219	UB*00723	JESSICA DANIEL Refund Check Refund Check	05/06/2020		23.17 8.29
			Total for Check Number 19219:	0.00	31.46
19220	00133 1260393	DASSEL'S MANANA WOODS "BLUE TANK" GENERA	05/06/2020		1,878.00
			Total for Check Number 19220:	0.00	1,878.00
19221	UB*00722	CONNIE DENAULT Refund Check	05/06/2020		67.07
			Total for Check Number 19221:	0.00	67.07
19222	00577 I-063586	GOLDEN STATE FLOW EQUIP REPAIR	05/06/2020		521.29
			Total for Check Number 19222:	0.00	521.29
19223	00367 169787A 169787B	INFOSEND, INC POSTAGE FEES MAILING FEES	05/06/2020		2,539.56 1,166.44
			Total for Check Number 19223:	0.00	3,706.00
19224	00336 4-2022	LAND TRUST OF SANTA CRUZ COUN7 PATROLS OF OLYMPIA WATERSHED_MAR	05/06/2020		855.75
			Total for Check Number 19224:	0.00	855.75
19225	00610 M20-097	MAGGIORA BROS DRILLING WO#1543_QUAIL WELL 5A_OLYMPIA 3	05/06/2020		13,775.00
			Total for Check Number 19225:	0.00	13,775.00
19226	00775 903922796	NORTHERN SAFETY CO.,INC. HANDWASHING SOAP	05/06/2020		51.25



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19226:	0.00	51.25
19227	10214	MIKE PODLECH	05/06/2020		
	2177A	TASK 1: DRAFT PLAN PREP			2,632.50
	2177B	TASK 3: HYDROLOGY SUPPORT			472.50
	2177C	TASK 6: PROJECT MANAGEMENT			405.00
			Total for Check Number 19227:	0.00	3,510.00
19228	00302	POLLARDWATER.COM	05/06/2020		
	0159397	METER BOX LIFTER			388.37
			Total for Check Number 19228:	0.00	388.37
19229	00711	ROBERTS & BRUNE CO.	05/06/2020		
	S1927374.002	FIBERLYTE LIDS_WO#411			2,035.94
			Total for Check Number 19229:	0.00	2,035.94
19230	10151	OSCAR RODAS	05/06/2020		
	727896	MAINTENANCE			125.00
			Total for Check Number 19230:	0.00	125.00
19231	00001	ROYAL WHOLESALE ELECTRIC	05/06/2020		
	7719-658430	OPERATING SUPPLIES			463.99
			Total for Check Number 19231:	0.00	463.99
19232	UB*00725	RAUDEL R. RUBIO SALGADO	05/06/2020		
		Refund Check			3.79
		Refund Check			3.64
			Total for Check Number 19232:	0.00	7.43
19233	00142	SAN LORENZO LUMBER	05/06/2020		
	61-0160698	OPERATING EXPENSES			21.56
			Total for Check Number 19233:	0.00	21.56
19234	00746	SCOTTS VALLEY BANNER	05/06/2020		
	69680	LOMPICO FLUSHING_RUN DATE 04/10/20			252.00
			Total for Check Number 19234:	0.00	252.00
19235	00168	SCOTTS VALLEY SPRINKLER	05/06/2020		
	155510	OPERATING SUPPLIES			122.79
			Total for Check Number 19235:	0.00	122.79
19236	00047	SOIL CONTROL LAB	05/06/2020		
	0040177	WATER ANALYSIS			39.00
	0040375	WATER ANALYSIS			145.00
			Total for Check Number 19236:	0.00	184.00
19237	00721	UNITED SITE SVCS.,INC	05/06/2020		
	114-10230627	POTABLE SERVICES_04/21/20-05/18/20			226.24
			Total for Check Number 19237:	0.00	226.24
19238	01053	WATERWAYS CONSULTING, INC.	05/06/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	13-054C-01	FISH LADDER_FINAL DESIGN_WO#1738			15,484.50
Total for Check Number 19238:				0.00	15,484.50
Report Total (166 checks):				0.00	566,502.39

## EFT & DIRECT CHECK TRANSACTIONS

May-20



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

Date	Check No	Vendor	Description	Amount
3/31/2020	EFT	BLUEFIN	BANK FEES	\$ 4,153.20
3/31/2020	EFT	WELLS FARGO	BANK FEES	\$ 898.29
3/31/2020	EFT	TTECH	BANK FEES	\$ 761.38
3/31/2020	EFT	MERCHANT TRANSACT	BANK FEES	\$ 0.46
4/30/2020	EFT	BLUEFIN	BANK FEES	\$ 4,581.52
4/30/2020	EFT	WELLS FARGO	BANK FEES	\$ 860.38
4/30/2020	EFT	TTECH	BANK FEES	\$ 776.98
3/31/2020	EFT	PAYCHEX	PAYROLL TAXES	\$ 202.85
4/8/2020	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 242.75
4/8/2020	EFT	PAYCHEX	PAYROLL	\$ 117,320.50
4/8/2020	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 7,741.60
4/22/2020	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 269.75
4/22/2020	EFT	PAYCHEX	PAYROLL	\$ 119,405.84
4/22/2020	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 6,637.30
3/13/2020	eft	PAYCHEX	PAYCHEX INVOICE	\$ 418.47
4/10/2020	EFT	PAYCHEX	PAYCHEX INVOICE	\$ 418.47
3/31/2020	EFT	CALPERS	RETIREMENT BENEFITS 03/25/20	\$ 20,482.40
4/27/2020	EFT	CALPERS	RETIREMENT BENEFITS 04/08/20 & 04/22/20	\$ 40,929.44
3/31/2020	EFT	BOARD OF EQUALIZATION	SALES TAX FILING 2019	\$ 412.00
<b>TOTAL EFT TRANSACTIONS</b>				<b>\$ 326,513.58</b>



**TO:** Board of Directors,  
San Lorenzo Valley Water District

**FROM:** Gina R. Nicholls, District Counsel

**DATE:** May 15, 2020

**RE:** Legal Department Status Report  
502665-0001

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I have been asked by the San Lorenzo Valley Water District (“District”) to provide information about the District’s legal expenditures in a format that is suitable for public disclosure.<sup>1</sup> Since the last legal department status report dated April 9, 2020, the most significant broad categories of expenses arise from providing legal advice and support in the following areas, listed in descending order of their approximate significance in terms of cost to the District:<sup>2</sup>

- Board meetings
- Contracts & real property
- Issues related to COVID-19 response
- Personnel matters
- Other

The most significant areas of effort over the next month are likely to include the following:

- District policies & procedures
- Board meetings

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<sup>1</sup> Legal work performed for the District is confidential and privileged. Accordingly, the information provided herein is written in broad and general terms to avoid waiver and any disclosures that might compromise the District’s interests in pending or future legal matters.

<sup>2</sup> List includes general and special counsel work by Nossaman and other law firms, if any, representing the District; however, it excludes any such work performed by counsel appointed and paid by the District’s insurance providers (i.e., counsel not paid by the District).

## MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT  
April 2020

DATE: May 21, 2020

### RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of April 2020.

### BACKGROUND:

#### COVID 19

Due to the continued pandemic, staff has been isolated and working separately out of District Vehicles, and separated into two crews. The District has an essential responsibility to keep safe drinking water flowing to the tap. Staff has continued to operate the water system in a safe manner.

#### DISTRICT WIDE FLUSHING

In April 2020 District staff completed the District's flushing program on schedule. Flushing began Monday February 3, 2020 and was completed April 19, 2020. The Flushing program was a great success as staff continued to see flushing move along well with the extended period of time on surface water in 2019.

#### BEAR CREEK ROAD SLIDE AND WATER MAIN BREAK

Construction on the relocation of the 8 inch water main on Bear Creek Road began the week of April 6, 2020 and was completed on April 21, 2020. The work consisted of 6 days of day work and 4 nights of night work. The project went smoothly and was completed in a professional and timely manner. Granite Construction was a professional team to work with on the installation of the new main line.

On January 28, 2020 District on-call staff was called out to a main break on Bear Creek Rd. Staff responded and found that a portion of Bear Creek Rd. had slid and 26 feet of 8 inch transite pipe was missing. Staff shut down the main line and made temporary repairs with a two inch polyethylene pipe as a jumper across the slide and break area. Estimated a total of 45,000 gallons of water were lost.

## BLUE TANK GENERATOR SITE

Staff installed and put into service a new stand-by generator and propane tank to supply power to the Blue tank site and the Charlie tank site in Manana Woods. This was the first of 9 stand-by generators to be installed by staff. With the new PSPS with PG&E this is going to allow the District to maintain water supply to the Districts customers. The installation of these generators will greatly reduce the overtime associated with power outages in the District.

## MAINTENANCE ISSUES

Site maintenance and Solar panel maintenance and cleaning Kirby and Lyon Water Treatment Plants.

Repaired damaged stairway Blue Tank Site.

Spring site maintenance of 6 facilities throughout the District.

Full service line replacement 13220 Railroad Ave. Boulder Creek.

Full service line replacement 12299 La Lena Ave. Lompico.

Replace and Repair a fire hydrant struck by a vehicle at Arbolita and Hwy 9.

Extensive work was done to the Districts Kubota tractor and trailer by staff.

Repaired approximately 12 Leaks District wide.

James Furtado

Director of Operations

## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	April-20	March-20	April-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	4,558,248	6,622,451	25,458,000	
Peavine Creek + Hydro	1,601,237	1,423,351	4,340,000	
Clear Creek	6,220,509	4,945,319	0	
Sweetwater Creek	4,147,006	3,296,879	0	
<b>Sub-Total (Streams)</b>	<b>16,527,000</b>	<b>16,288,000</b>	<b>29,798,000</b>	-44.54%
<b>Wells (North)</b>				
Olympia No. 2	1,765,000	392,000	0	
Olympia No. 3	0	0	0	
Quail Well No. 4-A	3,763,000	7,942,000	5,506,000	
Quail Well No. 5-A	727,700	-	2,161,800	
<b>Sub Total North Wells</b>	<b>6,255,700</b>	<b>8,334,000</b>	<b>7,667,800</b>	-18.42%
<b>South System Wells</b>				
Pasatiempo 5A	8,268,700	4,082,400	N/A	
Pasatiempo 6	-	-	7,713,000	
Pasatiempo 7	1,077,000	1,061,000	2,456,000	
Pasatiempo 8	2,871,800	2,728,970	N/A	
<b>Sub Total Pasatiempo Wells</b>	<b>9,345,700</b>	<b>5,143,400</b>	<b>10,169,000</b>	-8.10%
<b>North South All Sources Combined</b>	<b>32,128,400</b>	<b>29,765,400</b>	<b>47,634,800</b>	-32.55%
<b>Felton System - Surface Water</b>				
Fall Creek	4,600,517	4,410,669	8,284,270	
Bennett Spring	2,285,888	2,546,192	3,020,500	
Bull 1 & 2	1,383,800	1,277,584	3,561,900	
<b>Total Felton System Sources</b>	<b>8,270,205</b>	<b>8,234,445</b>	<b>14,866,670</b>	-44.37%
<b>Manana Woods System</b>				
Well 1	-	-	386,725	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>386,725</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>40,398,605</b>	<b>37,999,845</b>	<b>62,888,195</b>	-35.76%
<b>Surface</b>	<b>24,797,205</b>	<b>24,522,445</b>	<b>44,664,670</b>	-44.48%
<b>Wells</b>	<b>15,601,400</b>	<b>13,477,400</b>	<b>18,223,525</b>	-14.39%
<b>Total Surface Water Percentage</b>	<b>61.38</b>	<b>64.53</b>	<b>71.02</b>	-13.57%
<b>Total Wells Percentage</b>	<b>38.62</b>	<b>35.47</b>	<b>28.98</b>	33.27%

**SAN LORENZO VALLEY WATER DISTRICT  
PRODUCTION BY SYSTEM  
+/- INTERTIES  
April 2020**

<b>North System All Sources</b>	<b>32,128,400</b>
Interties IN +	675,500
Interties OUT -	6
<b>TOTAL NORHT SYSTEM</b>	<b>32,803,894</b>
<b>Felton Water system All Sources</b>	<b>8,270,205</b>
Interties IN +	0
Interties OUT -	0
<b>TOTAL FELTON SYSTEM</b>	<b>8,270,205</b>
<b>Manana Woods System</b>	
Manana Woods Well 1	0
Interties IN +	
<b>TOTAL MANANA WOODS</b>	<b>0</b>



**SAN LORENZO VALLEY WATER DISTRICT  
INTERTIE USAGE  
April 2020**

**INTERTIE 2**

SLVWD to SVWD \_\_\_\_\_ **0**

SVWD to SLVWD \_\_\_\_\_ **0**

**INTERTIE 3**

SLV SOUTH to SLV NORTH \_\_\_\_\_ **675,500**

SLV NORTH to SLV SOUTH \_\_\_\_\_ **6**

**INTERTIE 4**

SLVWD to MHWD \_\_\_\_\_ **0**

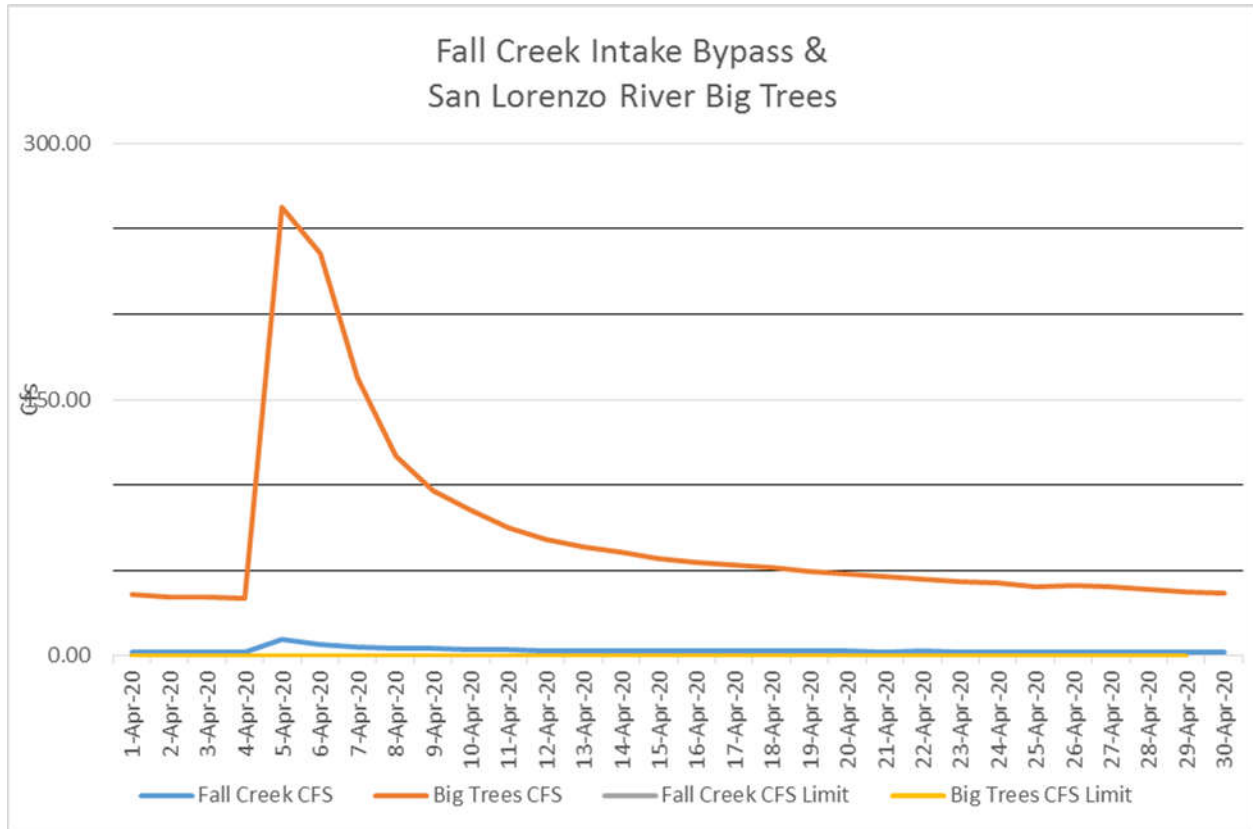
MHWD to SLVWD \_\_\_\_\_ **0**

**INTERTIE 6**

SLV NORTH to SLV FELTON \_\_\_\_\_ **-**

SLV FELTON to SLV NORTH \_\_\_\_\_ **-**

## Fall Creek Intake April 2020



### Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31                      1.0 cubic feet per second

November 1 through March 31                  1.5 cubic feet per second

### Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31                      0.5 cubic feet per second

November 1 through March 31                  0.75 cubic feet per second

Number of Days in month 0.75 cfs or below, ZERO days

### *San Lorenzo River USGS Big Trees Flow Requirements*

September    11 cubic feet per second

October    26 cubic feet per second

November 1 through May 31                      21 cubic feet per second

June - August    No Requirements

## Fall Creek Intake April 2020

For the protection of fish and wildlife, during the period: (a) April 1 through October 31 bypass a minimum of 0.5 cfs; (b) November 1 through March 31 bypass a minimum of 1.5 cfs past the Fall Creek point of diversion. The natural streamflow shall be bypassed whenever it is less than 1.5 cfs; provided, however, that during a dry year, the bypass requirement shall be reduced from 1.5 to 0.75 cfs. A dry year is defined on a monthly basis of cumulative runoff beginning October 1 of each season in the San Lorenzo River at the USGS gage at Big Trees. These runoff figures are based on approximately 50 percent of normal runoff as the dividing level between normal and dry year runoff and are as follows:

- November 1 for the month of October 500 af
- December 1 for October-November, inclusive 1,500 af
- January 1 for October-December, inclusive 5,000 af
- February 1 for October-January, inclusive 12,500 af
- March 1 for October-February, inclusive 26,500 af

# Fall Creek Weir Measurement

Agenda: 5.21.20

Item: 8.5

Month:

April

Year:

2020

Big Trees > 26,500 Acre-ft Oct-Feb Normal Year

Big Trees <26,500 Acre-ft Oct-Feb Dry Year

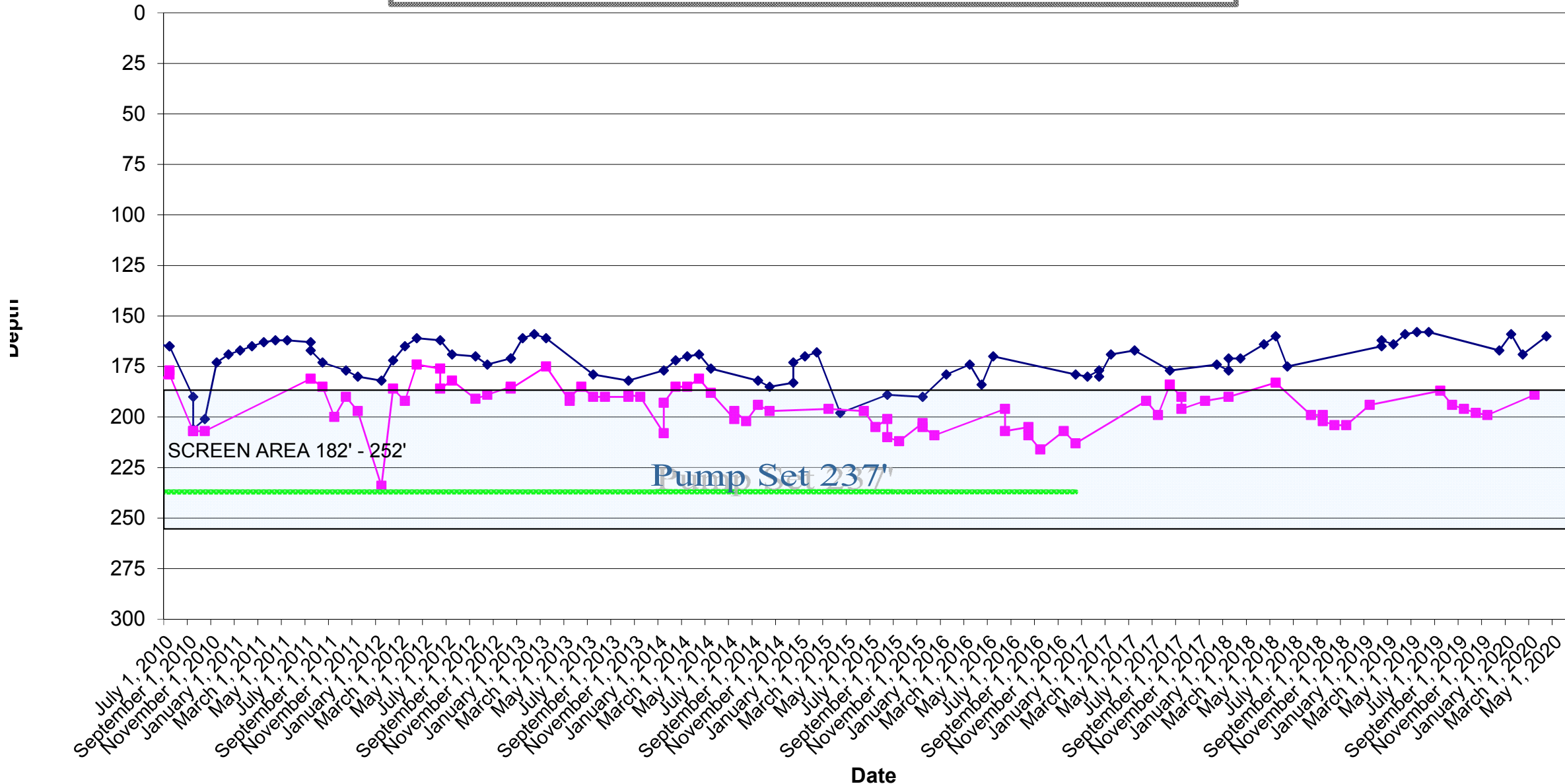
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height (inches)	Fall Creek Bypass (CFS)	Big Trees Bypass (CFS)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement:		Notes
									Normal Year April 1 - Oct 31 1.0 cfs; March 31 1.5 cfs Year Oct 31 0.5 cfs March 31 0.75 cfs	Dry Year April 1 - Nov. 1 - Sept 10 cfs Oct 25 cfs (yes/no)	
1	745	KM	1	82	25	1.994	35.7	0.01	yes	yes	
2	745	KM	1	90	25	1.896	34.6	0	yes	yes	
3	745	KM	2	92	25	1.867	34.1	0	yes	yes	
4	930	JT	2	72	25	1.9	33.6	0.71	yes	yes	
5	915	JT	2	69	25	9.66	263	1.77	yes	yes	
6	745	KM	2	92	25	6.207	236	0.95	yes	yes	
7	815	TH	2	108	25	4.927	163	0.32	yes	yes	
8	800	KM	2	102	25	4.262	117	0	yes	yes	
9	820	TH	2	107	25	4.076	97	0.12	yes	yes	
10	833	TH	2	86	25	3.715	85.5	0.04	yes	yes	
11	930	HO	2	106	25	3.402	74.9	0	yes	yes	
12	850	HO	2	119	25	3.177	68.1	0	yes	yes	
13	900	KM	2	88	25	3.167	64	0.02	yes	yes	
14	800	TH	2	89	25	2.903	60.8	0	yes	yes	
15	730	KM	2	88	25	2.796	56.8	0	yes	yes	
16	740	KM	2	108	25	2.717	54.5	0	yes	yes	
17	800	KM	2	89	25	2.688	52.9	0	yes	yes	
18	835	TH	2	82	25	2.64	51.5	0	yes	yes	
19	830	TH	2	82	25	2.58	49.3	0	yes	yes	
20	735	KM	2	99	25	2.502	47.8	0	yes	yes	
21	720	TH	2	106	25	2.43	46.4	0.04	yes	yes	
22	740	KM	2	99	25	2.454	45.1	0	yes	yes	
23	800	KM	2	135	25	2.297	43.7	0	yes	yes	
24	800	KM	2	149	25	2.19	42.4	0	yes	yes	
25	1245	JG	2	103	25	2.111	40.5	0	yes	yes	
26	1040	JG	2	136	25	2.063	41.1	0	yes	yes	
27	830	KM	2	150	25	2.053	40.5	0	yes	yes	
28	830	TH	2	158	25	2.004	39.2	0	yes	yes	
29	800	KM	2	137	25	2.033	37.4	0	yes	yes	
30	830	KM	2	117	25	2.033	36.8	0	yes	yes	

# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 4-A

Location: Cumora Ln. Ben Lomond  
Elevation: 596.54 ft @ Pad  
Installed: 6-07-2001  
State Well #: 4410014-026  
Completed Depth: 265



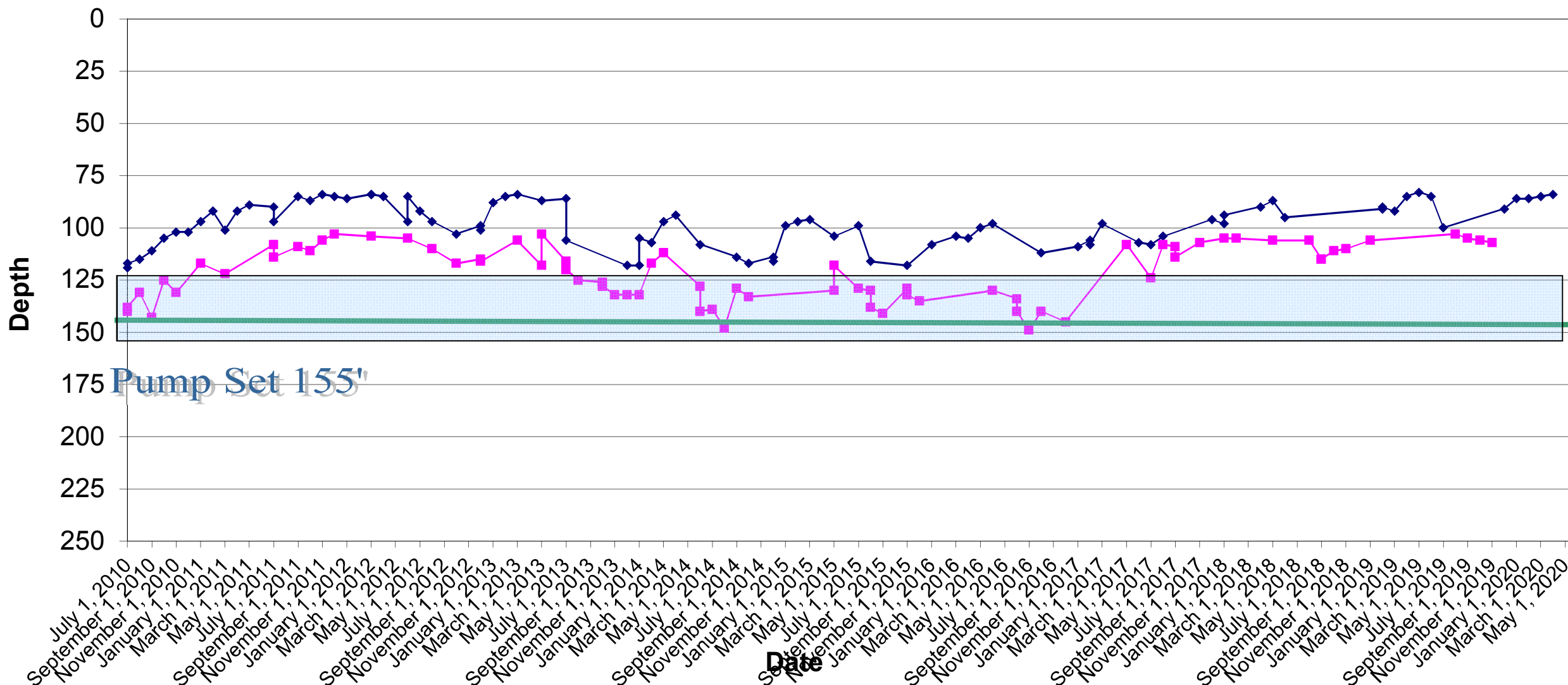
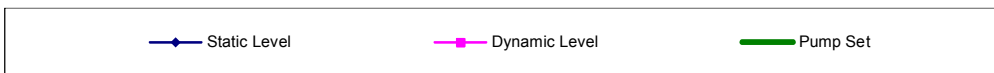


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 5-A

Location: 1161 Quail Hollow Rd.  
Ben Lomond  
Elevation: 517.65 ft. @ Pad  
Installed: March 2000  
State Well #: 4410014-025  
Completed Depth: 174'



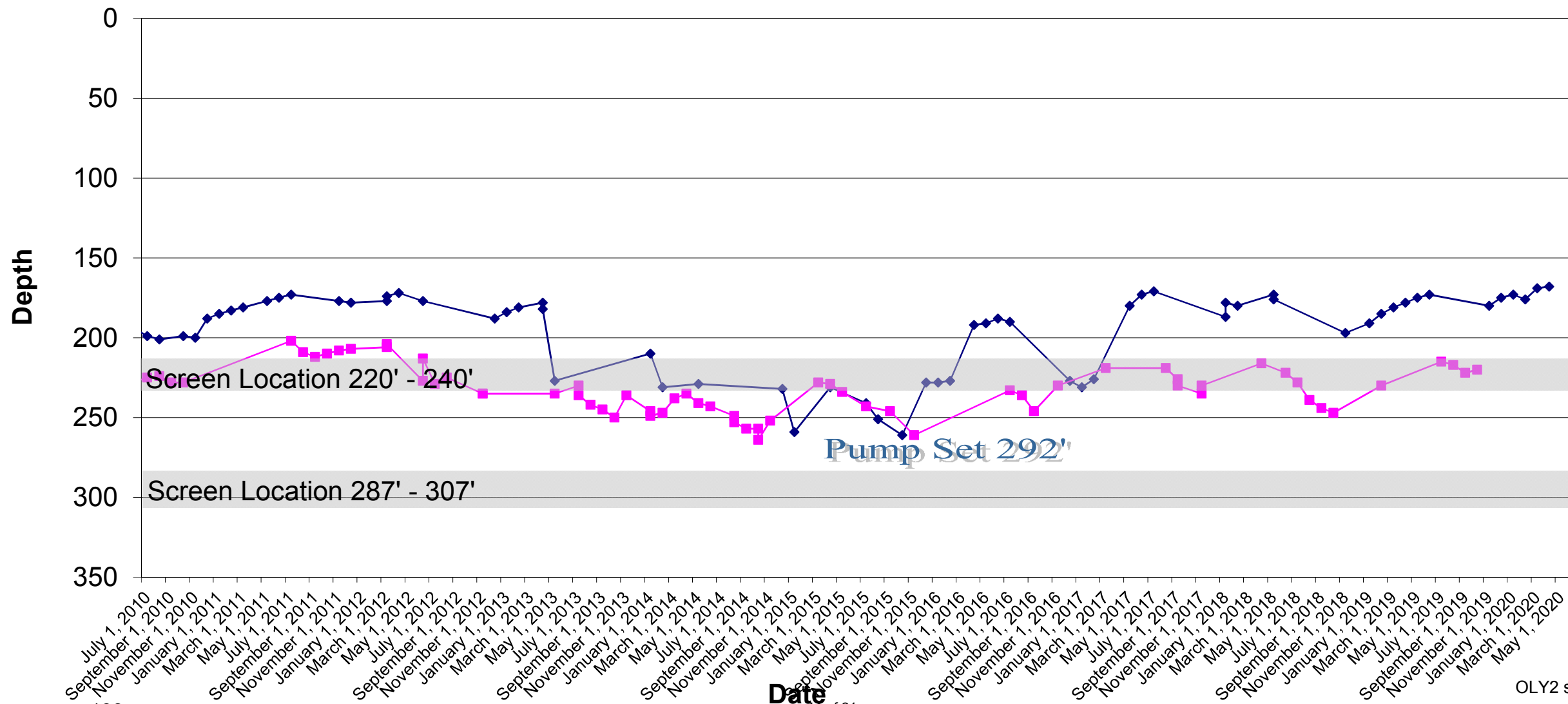
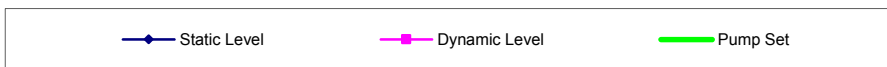


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 2

Location: 7701 E. Zayante Rd.  
Elevation: 525'  
Installed: April 28, 1980  
State Well #: 10S/O2W-11P01  
New #: 4410014-010  
Completed Depth: 300'



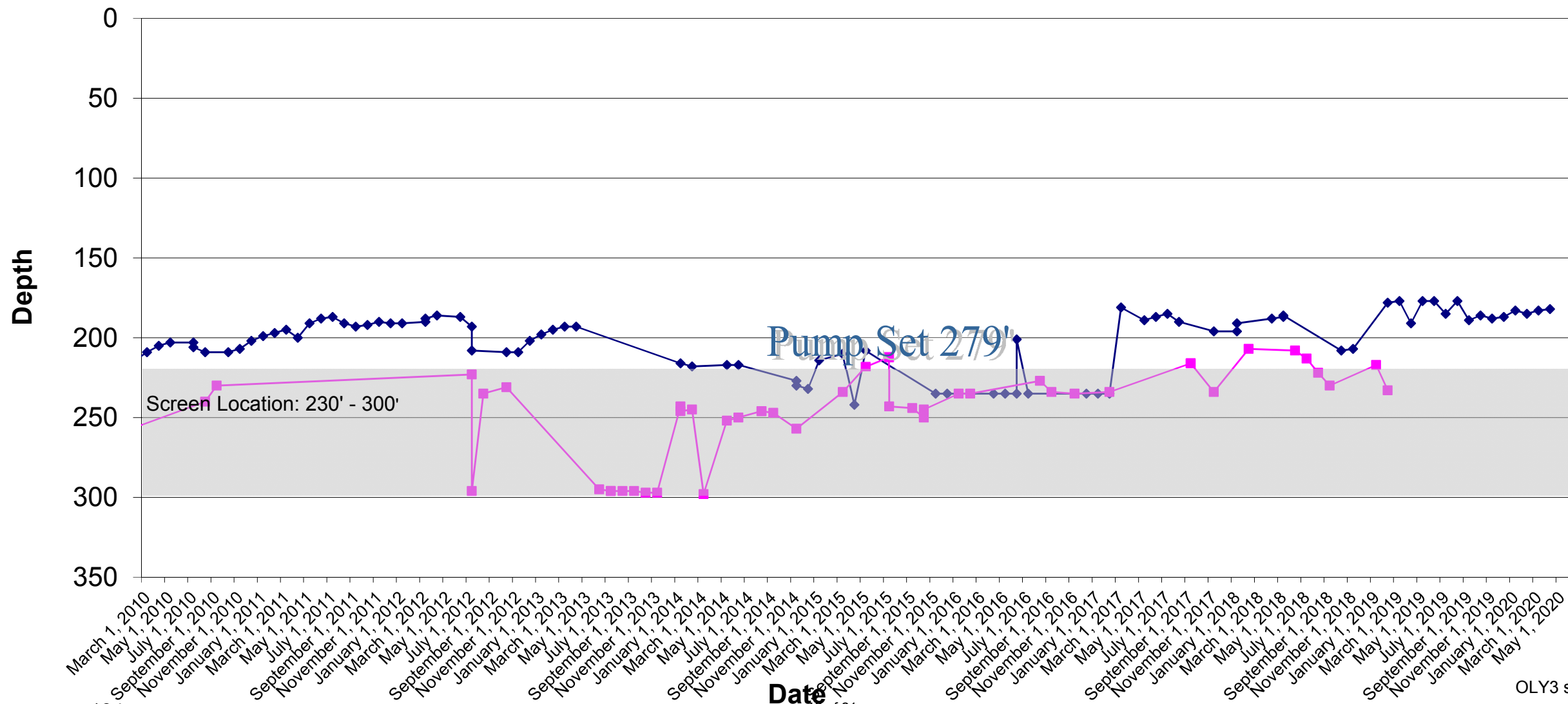
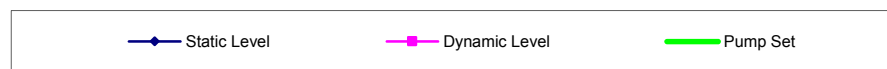


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 3

Location: 7701 E. Zayante Rd  
 Elevation: 538' Mean Sea Level  
 Installed: 8-15-90  
 State Well #: 4410014-022  
 Completed Depth:





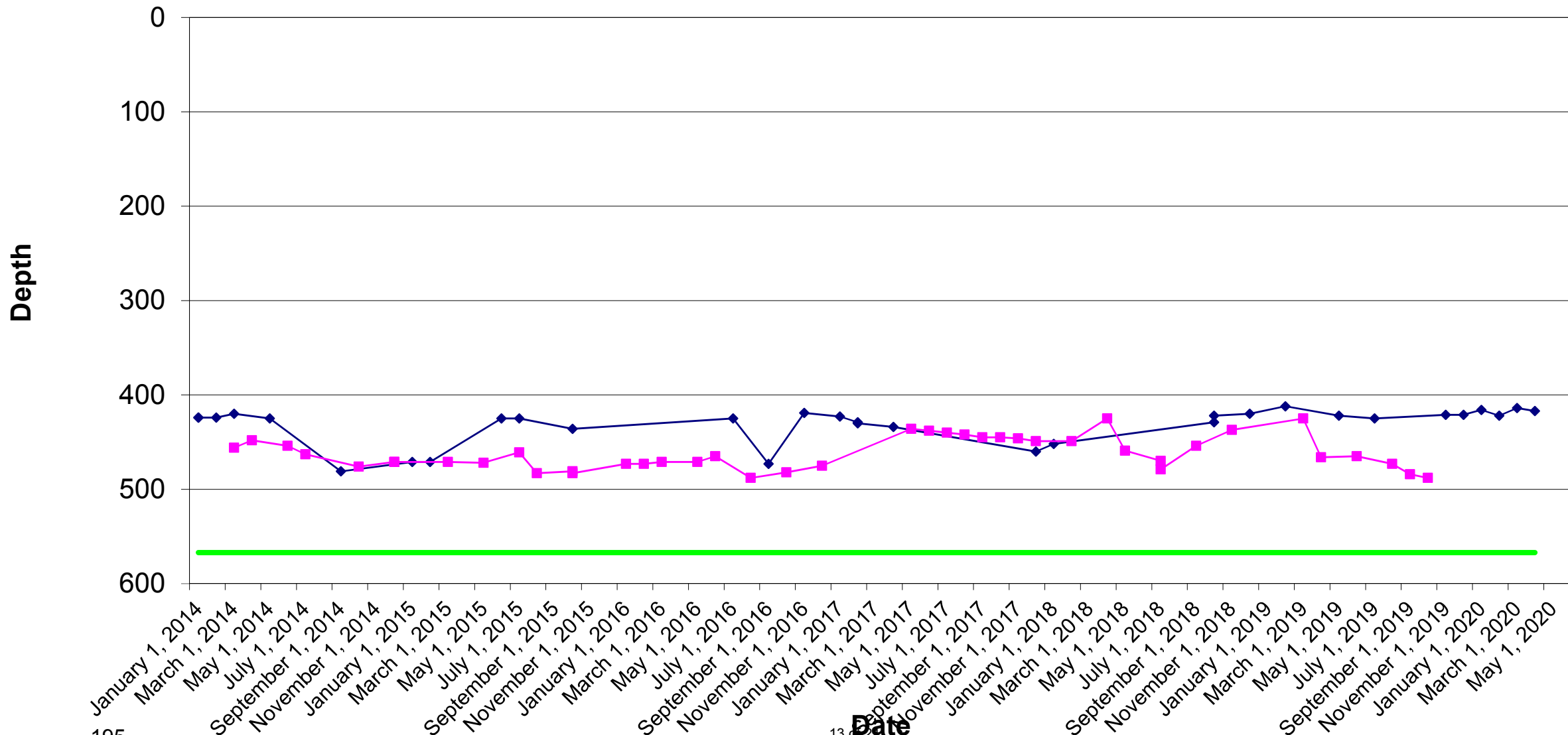
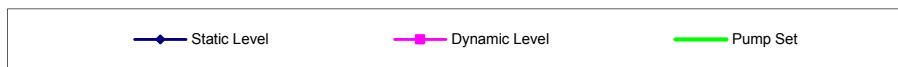


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 5-A

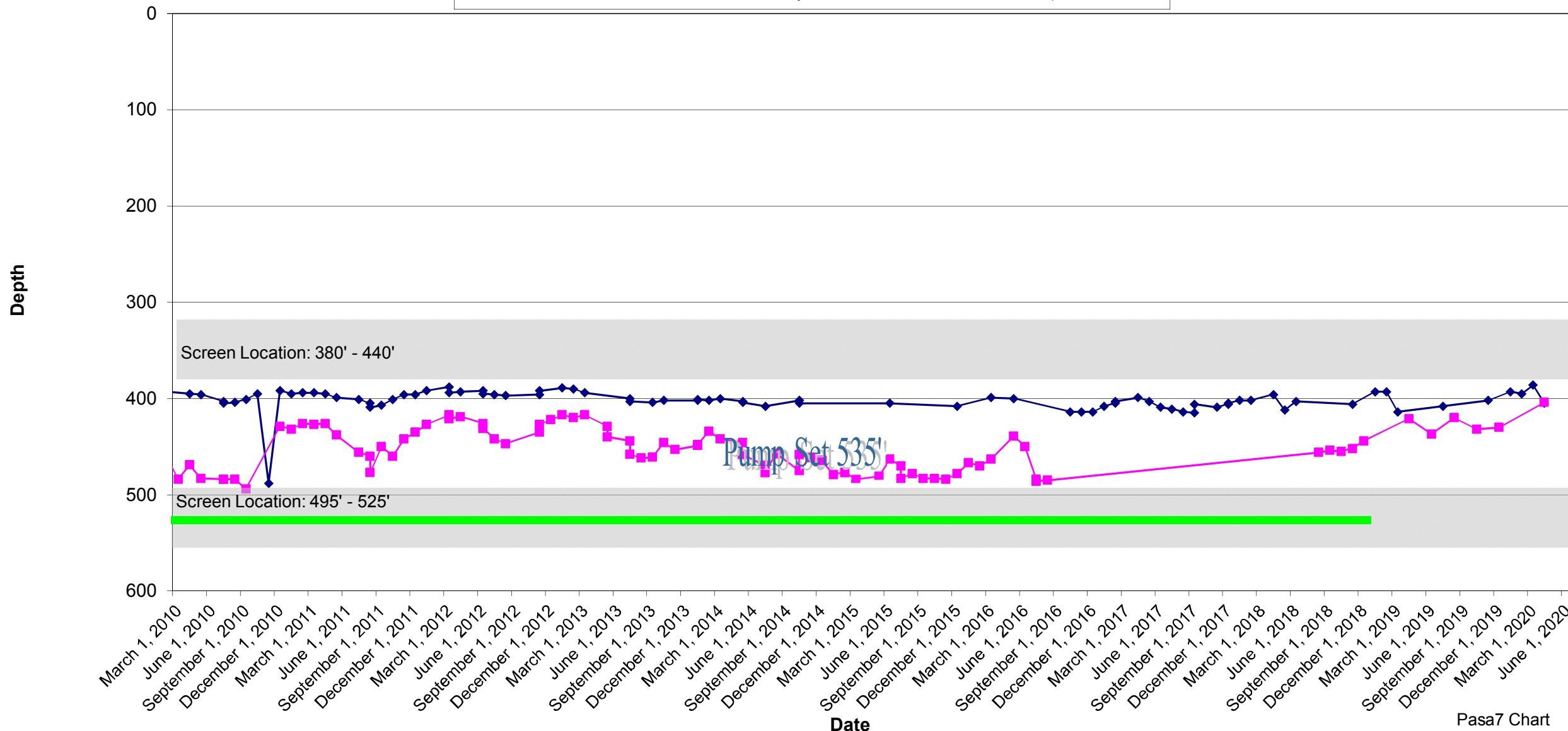
Location: So. Of 3650 Graham Hill Rd  
Elevation: 752'  
Installed 1-1-14  
State Well #:4410014-014  
Completed Depth: 710'





## SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

Location: South of Probaton Center  
Elevation: 734' MSL  
Installed: July 21, 1990  
State Well #: 4410014-024  
Completed Depth: 540'





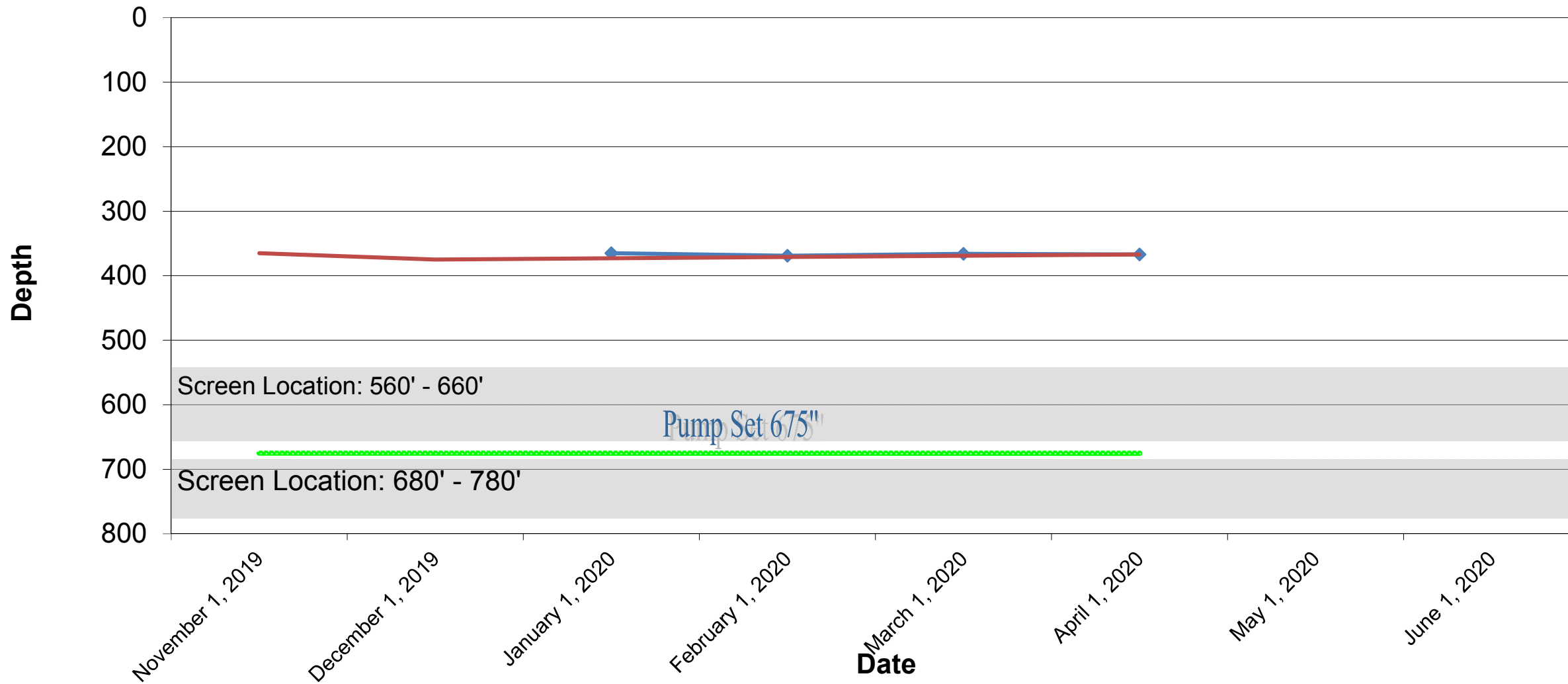
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 8

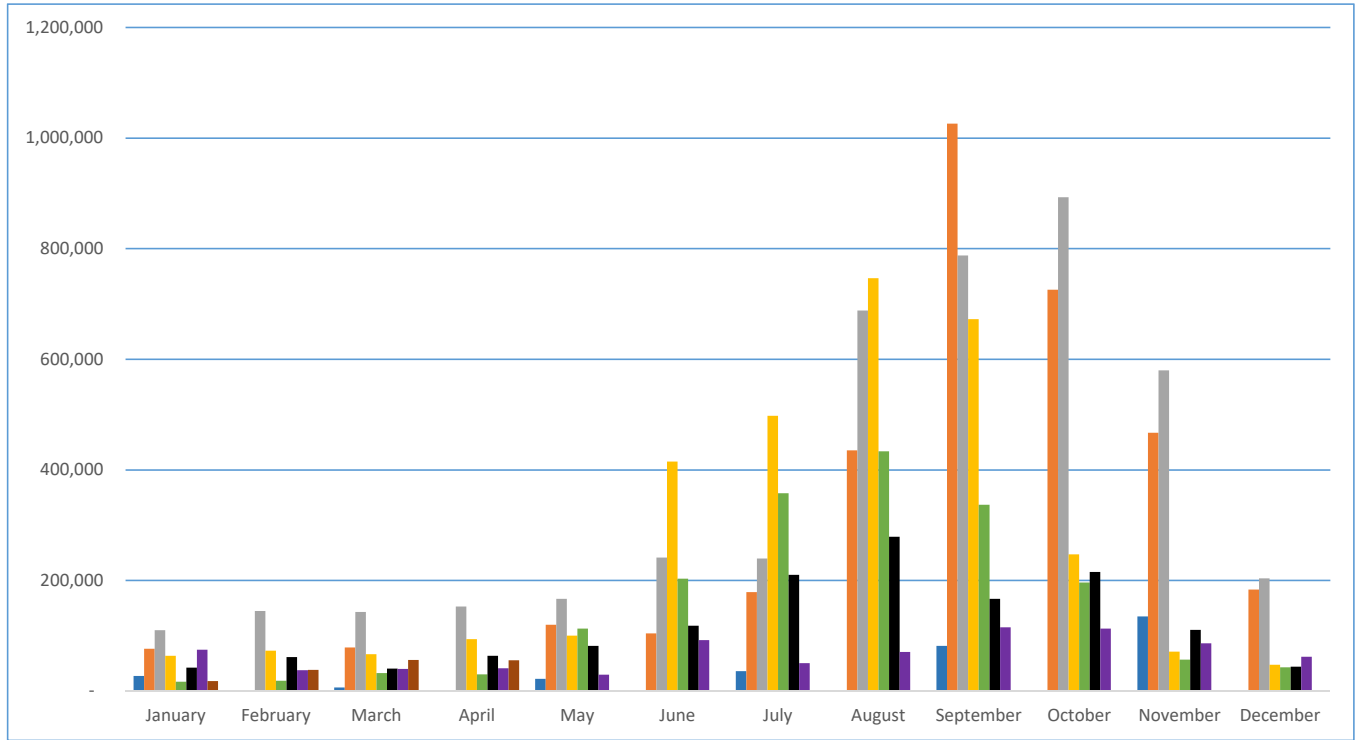
Location: Behind 3650 Graham Hill Rd.  
Elevation: 775'  
Installed: 11-20-2019  
State Well #: 4410014-041  
Completed Depth: 805'

----- Pump Set   
 —◆— STATIC   
 — DYNAMIC



**SAN LORENZO VALLEY WATER DISTRICT  
BULK WATER SALES  
GALLONS  
April 2020**

Agenda: 5.21.20  
Item: 8.5



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	26,928	76,296	109,965	63,850	16,456	41,888	74,800	17,952
February			144,364	72,556	18,700	61,366	37,400	38,148
March	5,984	78,540	142,868	66,572	32,164	40,392	39,644	56,100
April			152,592	93,500	29,920	63,580	41,140	55,352
May	21,692	119,680	166,804	100,232	112,948	81,532	29,172	
June		103,972	240,983	415,140	203,179	118,184	92,004	
July	35,904	178,772	239,360	497,420	357,544	210,188	50,116	
August		435,336	688,160	746,504	433,092	279,004	70,312	
September	81,352	1,026,256	787,644	672,183	336,570	166,804	115,192	
October		725,560	893,112	246,840	195,976	215,424	112,948	
November	134,640	466,752	579,700	71,060	56,848	110,704	86,020	
December		183,260	203,456	47,124	42,636	44,132	62,084	
<b>Totals</b>	<b>306,500</b>	<b>3,394,424</b>	<b>4,349,008</b>	<b>3,092,981</b>	<b>1,836,033</b>	<b>1,433,198</b>	<b>810,832</b>	<b>167,552</b>

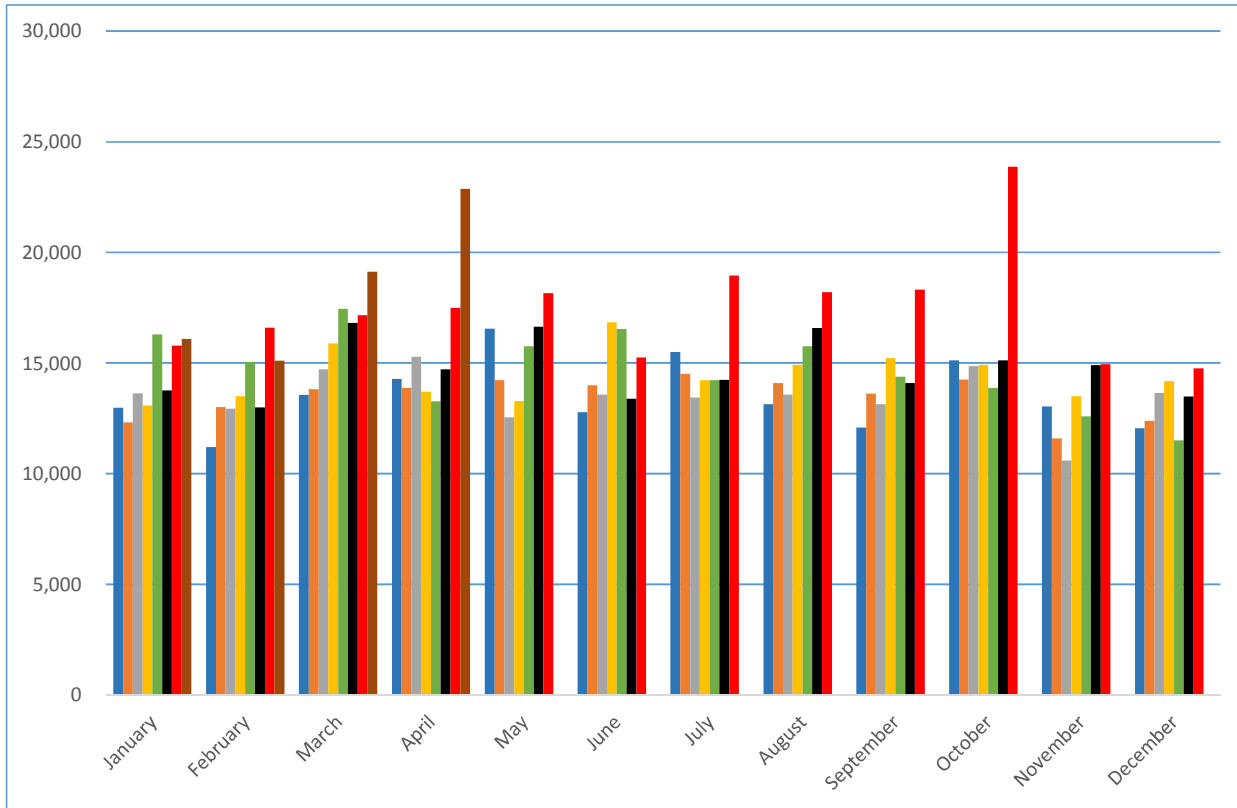
SAN LORENZO VALLEY WATER DISTRICT  
MONTHLY LEAK REPORT  
April 2020

Agenda: 5.21.20  
Item: 8.5

Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	200 CALEDONIUM AVE.	BEN LOMOND	4,320
420 HYDRANT LEAK/REPAIRS	850 BLOCK OF HWY 9	BEN LOMOND	72,000
400 MAIN LEAKING	140 APPLE KNOLL	BOULDER CREEK	360
400 MAIN LEAKING	CRESCENT DR	BOULDER CREEK	180
400 MAIN LEAKING	155 CREEK COURT	BOULDER CREEK	2,880
400 MAIN LEAKING	266 BLUE RIDGE DR	BOULDER CREEK	90
400 MAIN LEAKING	250 KELLER DR	BOULDER CREEK	2,880
400 MAIN LEAKING	10408 RAILROAD AVE	BOULDER CREEK	500
400 MAIN LEAKING	115 TEILH DRIVE	BOULDER CREEK	10,080
400 MAIN LEAKING	13220 RAILROAD AVE.	BOULDER CREEK	7,200
400 MAIN LEAKING	15 BRIMBLECOM RD	BOULDER CREEK	2,288
<b>Total North</b>			<b>102,778</b>
<b>FELTON SYSTEM</b>			
400 MAIN LEAKING	1141 LAUREL AVE.	FELTON	24000
400 MAIN LEAKING	KIRBY ST	FELTON	5400
400 MAIN LEAKING	255 ZAYANTE SCHOOL RD	FELTON	5760
<b>Total Felton</b>			<b>35,160</b>
<b>LOMPICO</b>			
400 MAIN LEAKING	12299 LA LENA ST.	LOMPICO	16,200
<b>Total Lompico</b>			<b>16,200</b>
<b>SCOTTS VALLEY</b>			
400 MAIN LEAKING	119 ROYAL OAK CT.	SCOTTS VALLEY	2880
<b>Total Scotts Valley</b>			<b>2,880</b>
<b>Total All Systems</b>			<b>157,018</b>

Water Quality Complaint List										
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
4/2/2020			X				Customer thinks they have sediment in their water	218 Capelli Dr	Upon investigation by SLVWD staff, water quality results appeared normal and within range at customers front hose bib. Free Cl2 was 0.8 mg/L, turbidity was 0.1 NTU and no sediment was observed. In addition, the customer could not provide a sample of observed sediment. Customer was provided with water quality results. Speaking further with customer, it appeared that the customer had observed a mineral residue after water had boiled in a pot and thought it was sediment. Customer will call back with any future water quality concerns.	SLVWD-Felton
4/18/2020			X				Customer complained of sand coming out of faucets.	112 Rollingwood Dr	Upon investigation by SLVWD staff, water quality results were normal and within range at customers outside hose bib. A sample was collected from the customers front hose bib which had a free chlorine residual of 0.8 mg/L, turbidity of 0.13 NTU and did not have any visible sand. During the investigation, the sand that the customer was observing in the internal plumbing was discovered to be exchange resin from the customers water softener. The customer disconnected the water softener and will call back if any future water quality problems arise.	SLVWD
4/20/2020							Customer stated that a red ring appears around master bath sink only a couple days after cleaning.	23 Bay Laurel Ct	Upon investigation by SLVWD staff, water quality results were normal and within range at customers outside hose bib. A sample was collected from the customers front hose bib which had a free chlorine residual of 0.5 mg/L and did not have any observable color. Customer explained that this issue is localized only in his master bath. The investigating operator requested to the customer to investigate their internal plumbing, as this issue is localized to only one faucet in the house. Customer will call back with any future water quality concerns.	SLVWD

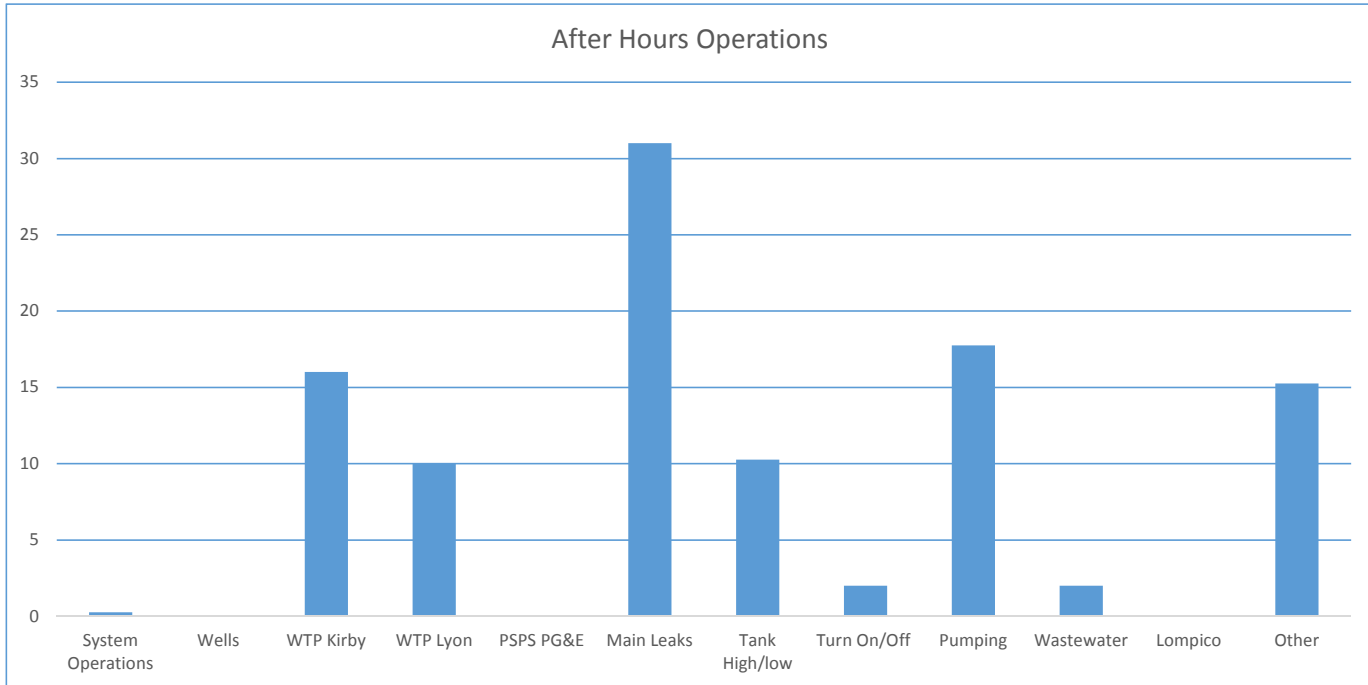
# SAN LORENZO VALLEY WATER DISTRICT VEHICLE MILEAGE April 2020



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	12,976	12,317	13,633	13,082	16,286	13,763	15,790	16,088
February	11,201	13,015	12,934	13,505	15,045	13,003	16,599	15,113
March	13,558	13,817	14,714	15,882	17,451	16,809	17,167	19,132
April	14,283	13,883	15,279	13,704	13,270	14,711	17,488	22,868
May	16,560	14,228	12,550	13,290	15,757	16,646	18,156	
June	12,780	14,000	13,582	16,841	16,534	13,390	15,249	
July	15,497	14,519	13,441	14,228	14,229	14,242	18,955	
August	13,136	14,096	13,569	14,923	15,761	16,576	18,194	
September	12,087	13,622	13,137	15,229	14,388	14,094	18,321	
October	15,120	14,261	14,868	14,924	13,880	15,126	23,864	
November	13,046	11,594	10,591	13,510	12,598	14,908	14,942	
December	12,060	12,394	13,648	14,187	11,512	13,492	14,763	
<b>Totals</b>	<b>162,304</b>	<b>161,746</b>	<b>161,946</b>	<b>173,305</b>	<b>176,711</b>	<b>176,760</b>	<b>209,488</b>	<b>73,201</b>

**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
April 2020**

Agenda: 5.21.20  
Item: 8.5

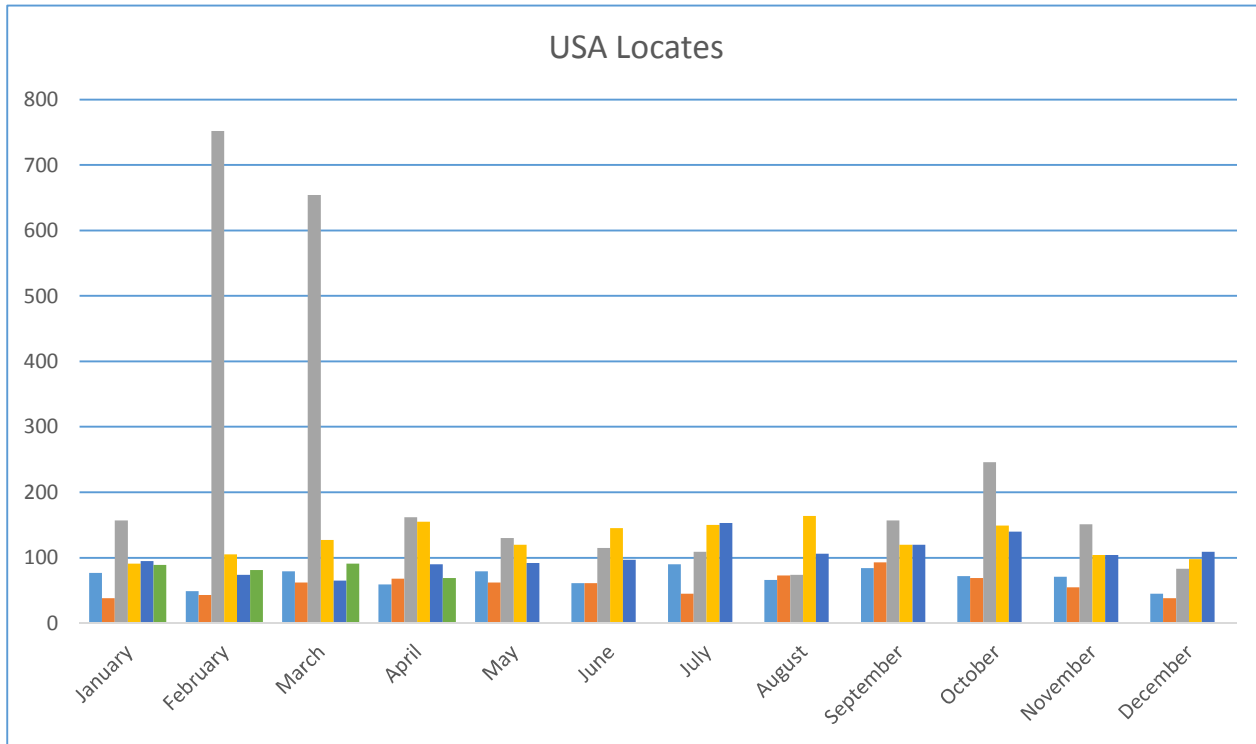


<u>Description</u>	<u>Hours</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
System Operations	0.25	January	N/A	145.00	280.75	90.50	96.50	109.00
Wells	0	February	N/A	86.50	192.25	72.00	180.00	89.50
WTP Kirby	16	March	N/A	153.75	105.75	80.25	106.25	55.75
WTP Lyon	10	April	82.50	72.00	128.75	156.75	76.25	104.50
PSPS PG&E	0	May					82.50	
Main Leaks	31	June	172.50	83.25	112.75	89.00	136.75	
Tank High/low	10.25	July	124.25	80.25	162.00	145.25	158.30	
Turn On/Off	2	August	111.75	81.25	141.25	134.5	119.75	
Pumping	17.75	September	230.25	175.00	201.25	155.25	133.00	
Wastewater	2	October	128.25	78.50	104.00	111.5	605.75	
Lompico	0	November	114.25	96.25	122.50	197.5	182.00	
Other	15.25	December	186.25	130.75	134.00	220.25	195.50	
<b>Total</b>	<b>104.50</b>		<b>1150.00</b>	<b>1182.50</b>	<b>1685.25</b>	<b>1452.75</b>	<b>2072.55</b>	



**SAN LORENZO VALLEY WATER DISTRICT**  
**OPERATIONS DEPARTMENT**  
 April 2020

Agenda: 5.21.20  
 Item: 8.5



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	77	38	157	91	95	89
February	49	43	752	105	74	81
March	79	62	654	127	65	91
April	59	68	162	155	90	69
May	79	62	130	120	92	
June	61	61	115	145	97	
July	90	45	109	150	153	
August	66	73	74	164	106	
September	84	93	157	120	120	
October	72	69	246	149	140	
November	71	55	151	104	104	
December	45	38	83	98	109	
<b>Total to Date</b>	<b>832</b>	<b>707</b>	<b>2,790</b>	<b>1528</b>	<b>1245</b>	<b>330</b>



## BOARD MEETING RECAP: APRIL 2020

# SMGWA Board of Directors Dive into Groundwater Level Discussion

Santa Margarita Groundwater Agency's April board meeting was held Thursday, April 23. The meeting, including time for public comment and participation on each agenda item, was conducted via all-remote, web- and phone-based access due to the Santa Cruz County Shelter-in-Place Order response to the coronavirus outbreak.

The meeting's informational session centered on groundwater levels, including both historical and current conditions, as well as the agency's goals for future groundwater levels. Evaluating groundwater levels is one of the state-required elements of the Sustainable Management Criteria (SMC) in the Groundwater Sustainability Plan (GSP). The presentation was led by Georgina King of Montgomery & Associates.

The Santa Margarita Basin includes four primary aquifers: Santa Margarita aquifer, Monterey formation, Lompico aquifer and Butano aquifer. Each has unique characteristics and a particular set of users.

- The aquifer closest to the surface is the Santa Margarita. It is about 100 feet deep and is the most vulnerable to fluctuations in climate conditions. That means it recharges the fastest during periods of rainfall, but also depletes the most quickly during dry times or when lots of pumping occurs. Most private well owners draw from this aquifer.
- The next aquifer down is the Monterey formation, which is not a true aquifer and a very few wells pump from it. It is a clay layer found in limited areas of the basin.
- The third layer down, the Lompico aquifer, is the main source of supply for local water districts. It is generally found around depths of 500-700 feet below the surface.
- Finally, the Butano aquifer is deepest and occurs at around 1,000 feet below the surface of the valley floor. Currently, only the Scotts Valley Water District extracts water from this aquifer.

The aquifers aren't evenly deposited throughout the basin. Rather, the underground bowl-shaped basin supports varying levels and depths of each aquifer in different areas. The deeper layers are exposed to the land surface in the upgradient of hillsides, which are the principal recharge zone for these aquifers.

As a required element of the GSP, the SMGWA board must set minimum thresholds for groundwater levels in the basin as well as measurable objectives to ensure the basin's sustainability. The board provided input on the significant and unreasonable conditions that will be used to develop a draft qualitative statement for board review.

During another agenda item at the meeting, the board reviewed the 2020-21 fiscal year budget. The total proposed budget is \$1.185 million including \$645,000 in Technical Services; \$116,000 in Facilitation and Outreach Services; \$65,000 in Administrative Support Services; and \$300,000 to establish a Basin Monitoring Network. Two-thirds of the budget will be funded by a state Department of Water Resources grant and the rest comes from member agency contributions: SVWD 60%, SLVWD 30% and County of Santa Cruz 10%.

The next SMGWA Board of Directors meeting will be held Thursday, May 28 at 5:30 p.m. More information at [smgwa.org](http://smgwa.org).



**SCOTTS VALLEY**  
WATER DISTRICT

## CORONAVIRUS

# Water agencies across Santa Cruz County study budgets

By Jessica A. York

[jyork@santacruzsentinel.com](mailto:jyork@santacruzsentinel.com) @reporterjess on Twitter

**SANTA CRUZ >>** Facing the double difficulty of a dry winter and coronavirus-related economic turmoil, local water supplies across Santa Cruz County are in the thick of budgeting with many unknowns for the coming fiscal year.

During meetings this week, Santa Cruz Water Department and Soquel Creek Water District officials described predictable water use changes aligning with the area's shelter-in-place order — with residential water use increasing somewhat and commercial use dramatically down. The San Lorenzo Valley Water District board also is set to meet this week to discuss scheduled rate increases and potential establishment of low-income rate assistance programs, among other topics.

The usage change comes in the context of Gov. Gavin Newsom's recommendation that utilities offer customers a waiver of late payment fees and a moratorium on service disconnections during the coronavirus emergency, a policy change both local water agencies' officials said they expected to have an impact to collected revenue. In fact, a Soquel Creek budget report for its meeting Tuesday cited a recent study by consultant Raftelis for the American Water Works Association projecting that water agencies were expected to see at least a 6% increase in delinquency rates and a significant revenue shortfall due to declines in commercial water consumption offset by an increase in residential consumption, which could ultimately reduce water revenues by close to 16.9%, according to the district.

For the city of Santa Cruz, Water Department Director Rosemary Menard said Monday that she will not recommend the city implement any official water use restrictions from the coming year, even acknowledging a drier-than-normal year. The city came into this year with a healthy reserve in its water storage at Loch Lomond Reservoir, Menard said, and establishing a "Stage 1" conservation effort made little impact on customer water use in 2018, but might have a demoralizing effect on people concerned with handwashing this year.

"From my perspective, regardless of the economic condition or what's going on in the community, if we really honestly believed that we needed more restrictions in place, we would have recommended them," Menard said. "Whatever else was going on, if we were putting people at risk of not having enough water this year or significantly putting people at risk next year, we would definitely not be taking the position that we're taking."

The San Mateo-Santa Cruz Unit Cal Fire issued a Santa Cruz County residential backyard burn suspension effective May 1, “with 2020 starting out with February being the driest month since the 1850s in California.” Burn permits may still be issued by Cal Fire.

Both the Santa Cruz Water Commission and Soquel Creek Water District board discussed this week their efforts to balance alleviating struggling customers’ immediate struggles to pay their water bills and plans that may include future water rate increases.

Soquel Creek Water District is in the midst of a multiyear rate increase plan. “Every effort will be made to avoid additional rate increases outside of those already authorized through 2023, including enacting emergency rates,” a report from district Financial and Business Services Manager Leslie Strohm reads. “The focus will be on ensuring the continuity of essential services and covering new and existing debt obligations.”

In the case of the City of Santa Cruz, the commission is looking at a several-month effort to establish priority spending plans and rework the way customers will be charged for their water usage. A preliminary city schedule assumes the commission will make a rate structure recommendation including five years of rate increases at its November meeting to the Santa Cruz City Council, with potential implementation in July 2021. Menard said the existing political uncertainty, however, may cause that schedule to shift.

*Contact reporter Jessica A. York at 831-706-3264.*