



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
AGENDA  
July 20, 2017**

**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, July 20, 2017 at 5:00 p.m.**, 13057 Highway 9, Boulder Creek, California.

*In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requests that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting.*

*Agenda documents, including materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents are also 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. Additions and Deletions to Closed Session 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).*

3. Oral Communications Regarding Items in Closed Session:

*This portion of the agenda is reserved for Oral Communications by the public for items that are on the Closed Session portion of the Agenda. Any person may address the Board of Directors at this time, on Closed Session items. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Board of Directors on any Oral Communications presented; however, the Board of Directors may request that the matter be placed on a future agenda. Please state your name and town/city of residence at the beginning of your statement for the record.*

4. Adjournment to Closed Session

*At any time during the regular session, the Board may adjourn to Closed Session in compliance with, and as authorized by, California Government Code Section 54956.9 and*

***Brown Act, Government Code Section 54950. Members of the public will be given the opportunity to address any item scheduled for closed session prior to adjourning to closed session.***

- a. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Holloway b. Vierra et al. (6<sup>th</sup> District Court of Appeal Case Nos. H044800, H044505; Santa Cruz County Superior Court Case No. CV180394).
  - b. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Holloway b. Showcase Realty Agents, Inc. and San Lorenzo Valley Water District; Holloway v. Dildine and San Lorenzo Valley Water District, et al. (6<sup>th</sup> District Court of Appeal Case Nos. H043704, H043492; Santa Cruz County Superior Court Case No. CV180394)
  - c. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION  
Paragraph (1) of subdivision (d) of Government Code Section 54956.9  
DeBert v. San Lorenzo Valley Water District et al. (6<sup>th</sup> District Court of Appeal Case No. H041482, Santa Cruz County Superior Court Case No. CISCV176927).
  - d. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency designated representative: Brian Lee  
Employee Organizations: Classified Employees Unit and Management, Advisory and Confidential Employees Unit
5. Convene to Open Session at 6:30 p.m. (time certain)
  6. Report of Actions Taken in Closed Session
  7. Additions and Deletions to Open Session 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).***
  8. 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 three (3) minutes in length, and individuals may only speak once during Oral Communications.***

***If you wish to speak on a non-agendized item, please submit a 'speaker slip' to the District Secretary. It is not required, but individuals who have submitted a 'speaker slip' will be given priority. Time for Oral Communications at the start of the meeting will be limited to 15 minutes***

*in total. If there are additional speakers, the Board will continue Oral Communications after the Consent Agenda.*

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

9. District Reports:

*No action will be taken and discussion may be limited at the Chairperson'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.*

a. DEPARTMENT STATUS REPORTS

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

- (1) Administration/Engineering
- (2) Finance
- (3) Environmental
- (4) Operations

b. COMMITTEE REPORTS:

- (1) Future Committee Meeting Agenda Items
  - (i) Admin
  - (ii) Budget & Finance
  - (iii) Engineering
  - (iv) Environmental
  - (v) LADOC
- (2) Committee Meeting Notes

c. DIRECTORS REPORTS:

*Information reports by the Board of Directors.*

- (1) Director's Communications
- (2) Future Board of Director Meeting Agenda Items

10. 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. OLYMPIA WATERSHED PATROL YEAR-END REPORT - PRESENTED BY RICHMAN & G. WOJCIECHOWSKI  
Discussion and possible action by the Board regarding the 2016/17 Olympia Watershed Patrol year-end report.
- b. BROWN ACT & BOARD AGENDAS-PRESENTED BY G. NICHOLLS  
Discussion and possible action by the Board regarding the Brown Act and Board Agendas.
- c. CAPITAL IMPROVEMENT LOAN OPTIONS  
Discussion and possible action by the Board regarding Capital Improvement Loans.

- d. NEEDS ASSESSMENT  
Discussion and possible action by the Board regarding the Needs Assessment report.
- e. BLUE TANK SOLE SOURCE PROCUREMENT  
Discussion and possible action by the Board regarding sole source procurement.
- f. ASSOCIATION OF CALIFORNIA WATER AGENCIES CALL FOR CANDIDATE NOMINATIONS-2018/19 TERM  
Discussion and possible action by the Board regarding ACWA call for candidate nominations.
- g. CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AMENDMENT TO CONTRACT-LOMPICO MERGER  
Discussion and possible action by the Board regarding CalPERS Amendment to Contract adding Lompico to SLVWD contract.

11. Unfinished Business: None

*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.*

12. Consent Agenda:

*The Consent Agenda contains items which are considered to be routine in nature and will be adopted by one (1) motion without discussion. Any Board member may request that an item be withdrawn from the Consent Agenda for separate discussion.*

- a. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING APRIL 3, 2017.  
Consideration and possible action by the Board to approve minutes from the Special April 4, 2017 BoD meeting.
- b. MINUTES FROM BOARD OF DIRECTORS MEETING JUNE 15, 2017.  
Consideration and possible action by the Board to approve the minutes from the June 15, 2017 BoD meeting.
- c. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING JUNE 28, 2017  
Consideration and possible action by the Board to approve the minutes from the Special June 28, 2017 BoD meeting.
- d. LEAK ADJUSTMENT REPORT - 4th QUARTER 2016/17  
Consideration and possible action by the Board regarding the Leak Adjustment Report - 4th Quarter 2016/17.

- e. 2016 CLASSIC WATERSHED EDUCATION GRANT FINAL REPORTS  
Discussion and possible action by the Board regarding 2016 Classic Watershed Grant reports.
  - 1. Jane Orbuch's San Lorenzo Valley High School Science Program final report
  - 2. Coastal Watershed Council final report
  
- f. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING  
JULY 13, 2017  
Consideration and possible action by the Board to approve the minutes from the Special July 13, 2017 BoD meeting.

13. Written Communication:

- a. Senior Parcel Tax - M. Lee
- b. Fish & Biological - P. Lang
- c. Why Are You Still Charging - A. Phil
- d. Congrats on Broom - J. Hill
- e. Public Comment - M. Kaping
- f. Commendation from LAFCo - T. LaHue
- g. I'm sorry but - C. DelMasso

14. Informational Material

- a. Coast Lines, Swim Tanks to be Replaced - SC Sentinel 6.27.17
- b. SLVWD to Discuss Rate Increase - SC Sentinel 7.10.17
- c. SLVWD Prepares to Replace Tanks - Mountain Bulletin July-August 2017
- d. What's Actually Happening at SLVWD-Mountain Bulletin July-August 2017
- e. SLV Water: Concerns-SC Sentinel 7.15.17

15. Adjournment

**Certification of Posting**

I hereby certify that on July 17, 2017 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 July 17, 2017

\_\_\_\_\_  
Holly B. Morrison, Dist. Secretary

## M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Administration/Engineering Departments Status Report  
DATE: July 20, 2017

Deleted: June 15

### RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration/Engineering Departments status report.

### BACKGROUND:

#### MEETINGS OF NOTE

none

#### LEGAL SERVICES REQUEST FOR PROPOSALS (RFP)

As of July 1, 2017, Gina Nichols is the District's General Counsel. Marc Hynes remains on contract as Special Counsel through September.

Deleted: The Board has tasked President Ratcliffe and DM Lee to negotiate a contract with Nossaman for legal service. Expected contract start date is July 1, 2017.

#### NEEDS ASSESSMENT REQUEST FOR PROPOSALS (RFP)

Mr. Fisher is presenting his findings in the District's Needs Assessment Report tonight.

Deleted: At its regularly scheduled February 16, 2017 meeting the Board awarded a contract to William Fisher Architecture to conduct a District Wide Needs Assessment. Staff is currently working with Mr. Fisher to complete the study. Mr. Fisher has interviewed senior staff last month. Staff anticipates providing a report to the Board in July.

#### PROBATION TANK REPLACEMENT PROJECT

The 100% Plan Review is complete. The Project's Habitat Conservation Plan (HCP) was approved by the Board in late summer. Staff has learned that the HCP has not been published in the Federal Register yet. There was a delay due to policy changes at the Federal level. This will delay obtaining the permit by a couple months, but should not delay the project.

Due to permit delays the bidding and construction of the Probation Tank project is now scheduled to start in early 2018, for completion in early 2019. Construction is expected to take 12 months.

Funding for the project is expected to be accomplished through low-interest loans, either from the State or Feds. WSC Engineering is reviewing options and will present a recommendation this summer.

## SWIM TANKS REPLACEMENT PROJECT

Plans and Specifications are out to bid. The bid opening is scheduled for July 28, with an anticipated award at the regularly scheduled Board Meeting of August 17. Construction is expected to begin in the Fall with completion in late winter/early spring of 2018.

## FALL CREEK FISH LADDER

100% plans and specifications are under staff review.

Staff was informed in 2016 by Federal Fish and Wildlife (FFW) that the Fall Creek Diversion and Fish Ladder do not qualify for streamlined permitting. This is a change of direction from past conversations over the last three years. Individual consultation will be required and the District has submitted a request to the Army Corp of Civil Engineers. This new information will delay the project at least a year, if not longer.

Funding for the project is expected to be accomplished through low-interest loans, either from the State or Feds. WSC Engineering is reviewing options and will present a recommendation this summer.

## FELTON HEIGHTS WATER STORAGE TANK

Staff is working to obtain necessary easements on neighboring property. Design is expected for winter of 2016 with construction occurring in Spring 2017.

Funding for the project is expected to be accomplished through low-interest loans, either from the State or Feds. WSC Engineering is reviewing options and will present a recommendation this summer.

## LOMPICO ASSESSMENT DISTRICT PROJECTS

Staff has completed a 10-year schedule for completion of all projects assigned to the Lompico Assessment District. Staff is working on a Request for Proposals (RFP) to begin design work on the Lewis Tank Replacement.

## LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE Q&A

No questions were submitted this month.

**Deleted:** Plans and Specifications are complete and a Mitigated Negative Declaration has been adopted by Board. Staff has met internally regarding cash-flow projections and with FEMA on the 2017 Storm related system damage and believes financially we can proceed with the Swim Tank project immediately. Bidding is expected to occur in June.¶

¶  
Funding for the project is expected to be accomplished through low-interest loans, either from the State or Feds. WSC Engineering is reviewing options and will present a recommendation this summer.

**Deleted:** Q: Was the decision to not have a staff member attend the LADOC meetings a result of a SLVWD BoD vote?¶

A: Staff scheduling and assignments are the responsibility of the District Manager. DM did discuss attendance with President and Vice-President prior to making the decision.¶

¶  
Q: Would it be possible to have the finance Manager attend an upcoming LADOC meeting to brainstorm with the committee regarding the design and implementation of the Lompico Assessment District monthly finance report?¶

A: Reports will be prepared by staff. Modifications to the reports may be made based on Board or committee comments.¶

¶  
Q: Would it be possible to have Director of Operations, Rick Rogers attend a LADOC meeting once a quarter to share status of the Lompico Assessment Projects?¶

A: Project status will be updated at either Board or Engineering Committee Meetings.¶

¶  
Q: Does the BoD assert that all of the invoices, time cards, etc. provided by SLVWD staff as informational material for the April 13 LADOC meeting agenda pertain to the Assessment District Projects and will be charged to the Lompico Assessment District fund?¶

A: The Board does not review invoices, time cards, etc. That is a staff function. ¶

¶  
Q: Please explain [Rachael Munoz] role in supporting the Lompico Assessment District projects.¶

A: Ms. Munoz provided office support, project coordination and data entry/verification for the replacement of meters in the Lompico Service Area.¶

¶  
Q: Lydia Hammack and Toni Norton would like the BoD's authorization to attend the Monterey 7/19 CFCC Funding Fair. ¶

A: Per the California Financing Coordination Committee (CFCC) flyer, the event is intended for, "city managers and planners, economic development and engineering professionals, officials from privately owned facilities, water and irrigation district managers, financial advisors and project consultants." ¶

¶  
Q: Please advise whether or not there is a specified turn-around time for posting minutes to the ...

M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: FINANCIAL SUMMARY  
DATE: July 20, 2017

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Financial Summary Report.

BACKGROUND:

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.

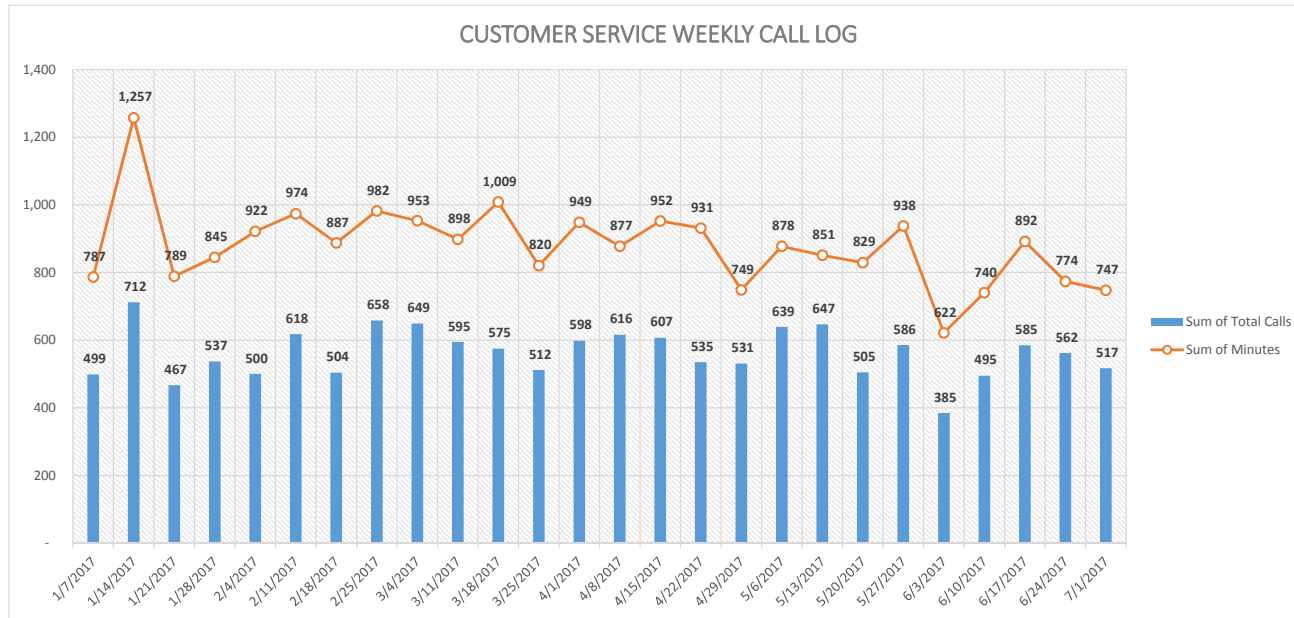
May 2017 consumption usage was the 52,932 units. It is approximately 9.5% higher than the same period last year. This is typically the time of the year we start to see an increase in consumption, as the weather heats up and people begin to water more for irrigation.

May operations resulted in an Operating Loss of \$6,279. May YTD has an Operating Loss of \$715,069, this number includes 3/4 of a year of depreciation. Operations are continuing at management's expectations.

STRATEGIC PLAN: 5.1 Fiscal Plan for support of Strategy

FISCAL IMPACT: none





Week Ending	Incoming Calls		Outgoing Calls		Total Calls		Weekly Notes
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes	
1/7/2017	323	636	176	151	499	787	Tags, Main break: Redwood
1/14/2017	443	938	269	320	712	1,257	Turn offs, Main breaks: Bear Creek, Visitar & Brookdale
1/21/2017	302	591	165	198	467	789	Tags, Main breaks: River & Amity
1/28/2017	347	681	190	164	537	845	Turn offs, Main breaks: Pine & Hillcrest
2/4/2017	296	638	204	284	500	922	Tags, Main break: HW Y 9 Ben Lomond
2/11/2017	389	723	229	251	618	974	Turn offs, Main breaks: Fair view & Lomita, Booster outage: Lompico & Paso
2/18/2017	303	692	201	196	504	887	Tags, Main Breaks: Farmer & Bear Creek
2/25/2017	419	741	239	242	658	982	Turn offs, Main breaks: Love Creek, Monan, Chantrelle & Shiloh
3/4/2017	396	785	253	168	649	953	Tags, Main break: San Lorenzo Way, Tank Leaking: Blair & Douglas Tanks
3/11/2017	362	707	233	191	595	898	Turn offs, Main break: Vovler & Brookside
3/18/2017	340	757	235	252	575	1,009	Tags, Main Break: Brookside, Cliff View, Fairview & North st, Hydrant leak: Hillside dr
3/25/2017	270	610	242	211	512	820	Turn offs
4/1/2017	353	759	245	190	598	949	Tags, Hydrant repair: Lockwood Lane,
4/8/2017	359	678	257	200	616	877	Turn offs, Main Break: Redwood, Mira flores, sylvan, bear creek, HWY 9, Russell
4/15/2017	366	737	241	215	607	952	Tags, Main Break: Logan Way
4/22/2017	288	591	247	340	535	931	Turn Offs, Main Break: Stewart Street
4/29/2017	298	622	233	127	531	749	Main Break: Kings Creek
5/6/2017	359	699	280	178	639	878	Tags
5/13/2017	375	670	272	181	647	851	Turn Offs, Main Break: Larkspur & Lake Blvd
5/20/2017	283	570	222	260	505	829	Tags, Main Break: Pine Drive, Crest Drive, Arbol, Coleman
5/27/2017	352	722	234	216	586	938	Turn Offs, Main Break: Bear Creek Rd (2 leaks), Middleton Dr, Laurel St., Fernwood
6/3/2017	256	536	129	86	385	622	Tags, short week for Memorial Day
6/10/2017	283	592	212	148	495	740	Turn offs, Main Break: Teilh, Stewart & Laurel. Main leak: HWY 9, Sunnyside, Blair
6/17/2017	329	667	256	225	585	892	Tags, Main Break: Hunt way, Glen Arbor (2 times), Love Creek, Grove, HWY 9
6/24/2017	339	628	223	146	562	774	Turn offs
7/1/2017	302	610	215	137	517	747	Main Break: West Drive, Coleman, Camino Sinuoso

**CUSTOMER SERVICE DEPT SUMMARY**

			**	**					*			
<b>Monthly Stats:</b>	<b>Jun-17</b>	<b>May-17</b>	<b>Apr-17</b>	<b>Mar-17</b>	<b>Feb-17</b>	<b>Jan-17</b>	<b>Dec-16</b>	<b>Nov-16</b>	<b>Oct-16</b>	<b>Sep-16</b>	<b>Aug-16</b>	<b>Jul-16</b>
Cut In/Outs	74	48	49	86	68	71	76	87	102	87	125	116
Final Bills	62	44	47	62	36	28	36	59	44	54	70	62
Tags	199	167	100	291	226	209	193	205	111	306	362	245
Turn-offs	23	20	36	33	12	34	38	40	23	47	74	46

**Online / Going Green**

*As of 7/12/2017*

Online Sign-ups	3,164	3,141	3,115	3,038	2,985	2,929	2,880	2,826	2,772	2,712	2,640	2,585
E-Bills	949	931	920	879	858	843	826	808	783	762	740	721
Auto Pay	2,105	2,095	2,086	2,035	2,004	1,976	1,940	1,924	1,900	1,852	1,786	1,755

\*Only one billing cycle was tagged/turned off this month due to timing issues

\*\* Due to timing of tags, March had 3 tag cycles, while April only had one

# Accounts Payable

## Outstanding Invoices

User: KendraNegro  
 Printed: 7/12/2017 - 11:42 AM  
 Date Type: JE Date  
 Date Range: 06/07/2017 to 07/12/2017



13060 Highway 9  
 Boulder Creek, CA 95006-9119  
 (831) 338-2153 phone  
 (831) 338-7986 fax

### Vendor

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
00047 - SOIL CONTROL LAB						
01-800-5202	7/10/2017	6/27/2017	7060637	00043-01-2018	510.00	WATER ANALYSIS
Task Label:		Type:		PO Number: 0000100864		
01-800-5202	7/10/2017	6/26/2017	7060809	00043-01-2018	145.00	WATER ANALYSIS
Task Label:		Type:		PO Number: 0000100864		
01-800-5202	7/10/2017	6/21/2017	7060810	00043-01-2018	306.00	WATER ANALYSIS
Task Label: EXP-1617001A		Type: E		PO Number: 0000100864		
01-800-5202	7/10/2017	6/30/2017	7061051	00043-01-2018	145.00	WATER ANALYSIS
Task Label:		Type:		PO Number: 0000100864		
Total for Vendor 00047 - SOIL CONTROL LAB:					1,106.00	
00080 - GRANITE CONSTRUCTION CO						
01-400-5300	7/10/2017	6/14/2017	1181136	00043-01-2018	58.85	LEWIS TANK ACCESS RD
01-400-5300	7/10/2017	6/15/2017	1181221	00043-01-2018	148.43	BASE ROCK
01-400-5300	7/10/2017	3/22/2017	1186616	00043-01-2018	81.64	HOTMIX
01-400-5300	7/10/2017	6/23/2017	1187911	00043-01-2018	128.57	HOTMIX
01-400-5300	7/10/2017	6/27/2017	1189467	00043-01-2018	270.82	SAND, ROCK
Total for Vendor 00080 - GRANITE CONSTRUCTION CO:					688.31	
00097 - JAMES MARK WALTERS						
01-400-5200	7/10/2017	6/17/2017	5975	00043-01-2018	1,355.00	LWTP SLIDE WORK
Total for Vendor 00097 - JAMES MARK WALTERS:					1,355.00	
00118 - FARMER BROTHERS COFFEE						
01-400-5600	7/10/2017	6/28/2017	65861671	00043-01-2018	91.56	COFFEE & SUPPLES
Total for Vendor 00118 - FARMER BROTHERS COFFEE:					91.56	
00129 - UNITED RENTALS NORTHWEST INC						
01-400-5300	7/10/2017	6/19/2017	147168792	00043-01-2018	256.55	GENERATOR RENTAL

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00129 - UNITED RENTALS NORTHWEST INC:						256.55	
00137 - COLLEEN NEVINS	01-100-5600	7/10/2017	6/28/2017	79017	00043-01-2018	31.80	ENGRAVED DESK PLATE
Total for Vendor 00137 - COLLEEN NEVINS:						31.80	
00236 - IDEXX DISTRIBUTION CORP	01-800-5300	7/10/2017	6/20/2017	3017769565	00043-01-2018	2,056.39	Bacteriological sample bottles and media
	Task Label:		Type:	PO Number:	0000100699		
Total for Vendor 00236 - IDEXX DISTRIBUTION CORP:						2,056.39	
00342 - BRASS KEY LOCKSMITH	01-400-5300	7/10/2017	6/27/2017	946957	00043-01-2018	3.26	G41 KEY
Total for Vendor 00342 - BRASS KEY LOCKSMITH:						3.26	
00343 - ERNIE'S SERVICE CENTER	01-400-5410	7/10/2017	6/28/2017	60666	00043-01-2018	355.03	OIL, FLUIDS, BRAKE CHECK
	01-800-5410	7/10/2017	6/30/2017	60737	00043-01-2018	328.68	OIL, FLUIDS, BATTERY
Total for Vendor 00343 - ERNIE'S SERVICE CENTER:						683.71	
00450 - EUROFINS EATON ANALYTICAL, INC	01-800-5202	7/10/2017	6/23/2017	330440	00043-01-2018	60.00	WATER ANALYSIS_PASO, BOB'S LN
	Task Label:		Type:	PO Number:	0000100701		
	01-800-5202	7/10/2017	6/30/2017	331737	00043-01-2018	40.00	WATER ANALYSIS_E ZAYANTE
	Task Label:		Type:	PO Number:	0000100701		
Total for Vendor 00450 - EUROFINS EATON ANALYTICAL, INC:						100.00	
00713 - C.C.O.I. GATE & FENCE	01-800-5200	7/10/2017	6/23/2017	14443775	00043-01-2018	135.00	LWTP GATE REPAIR
Total for Vendor 00713 - C.C.O.I. GATE & FENCE:						135.00	
00729 - ALPHA ANALYTICAL LABS	02-600-5202	7/10/2017	6/30/2017	7063642	00043-01-2018	58.00	BCEWW MONITORING
	Task Label:		Type:	PO Number:	0000100700		
	02-600-5202	7/10/2017	6/30/2017	7063642	00043-01-2018	332.00	BCEWW MONITORING

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
Total for Vendor 00729 - ALPHA ANALYTICAL LABS:						390.00	
00746 - SCOTTS VALLEY BANNER	01-100-5640	7/10/2017	6/30/2017	42738	00043-01-2018	465.00	TANK REPAIR AD
Total for Vendor 00746 - SCOTTS VALLEY BANNER:						465.00	
00750 - FEDAK & BROWN, LLP	01-200-5201	7/10/2017	6/30/2017	063017	00043-01-2018	1,800.00	AUDIT SERVICES THROUGH 6/30/17
Total for Vendor 00750 - FEDAK & BROWN, LLP:						1,800.00	
00944 - PHIL NEUMAN PDN CONSULTING	01-100-5200	7/10/2017	6/30/2017	2362	00043-01-2018	505.00	MONTHLY SERVER BACKUP
	01-100-5200	7/10/2017	6/30/2017	2373	00043-01-2018	250.00	CONSULTING SERVICES
Total for Vendor 00944 - PHIL NEUMAN PDN CONSULTING:						755.00	
00958 - AIRTEC SERVICE	01-400-5200	7/10/2017	6/22/2017	70432	00043-01-2018	251.63	OPS A/C REPAIR
Total for Vendor 00958 - AIRTEC SERVICE:						251.63	
10067 - NBS	01-100-5200	7/10/2017	6/20/2017	617000302	00043-01-2018	1,147.96	CONSULTING SERVICES
	01-100-5200	7/10/2017	6/20/2017	617000302	00043-01-2018	772.95	CONSULTING SERVICES
Total for Vendor 10067 - NBS:						1,920.91	
10151 - OSCAR RODAS	01-100-5420	7/10/2017	6/27/2017	15292	00043-01-2018	550.00	YARD MAINTENANCE_JOHNSON BLDG
Total for Vendor 10151 - OSCAR RODAS:						550.00	
UB*00293 - DEBRA ISAACS	01-000-2100	7/12/2017	7/12/2017		00052-01-2018	1.13	Refund Check
Total for Vendor UB*00293 - DEBRA ISAACS:						1.13	

Vendor	Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
UB*00294 - JASON MCLEAN	01-000-2100	7/12/2017	7/12/2017		00052-01-2018	11.06	Refund Check
	Task Label:		Type:	PO Number:			
Total for Vendor UB*00294 - JASON MCLEAN:						11.06	
UB*00295 - CYPREXX SERVICES LLC	01-000-2100	7/12/2017	7/12/2017		00052-01-2018	4.53	Refund Check
	Task Label:		Type:	PO Number:			
Total for Vendor UB*00295 - CYPREXX SERVICES LLC:						4.53	
UB*00296 - BRUCE PRIOR	01-000-2100	7/12/2017	7/12/2017		00052-01-2018	18.33	Refund Check
	Task Label:		Type:	PO Number:			
	01-000-2100	7/12/2017	7/12/2017		00052-01-2018	18.67	Refund Check
	Task Label:		Type:	PO Number:			
Total for Vendor UB*00296 - BRUCE PRIOR:						37.00	
Report Total:						12,693.84	

# Accounts Payable

## Checks by Date - Detail by Check Number

User: KendraNegro  
Printed: 7/12/2017 11:42 AM



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
13049	10137 060617	KEVIN M DONOVAN BLUE TANK FENCING_DEPOSIT	06/07/2017		3,171.75
Total for Check Number 13049:				0.00	3,171.75
13050	00729 7052123	ALPHA ANALYTICAL LABS BCEWW MONITORING	06/09/2017		926.00
Total for Check Number 13050:				0.00	926.00
13051	00378 050117 050217 050317 050417 050517 050617 050717 050817 050917 051017 051117 051217	BANK OF THE WEST COPIER PAPER RENTAL CAR FUEL, BAG FEES CLOUD SERVICES SAFETY SIGNS MONITOR CABLES DRILL BOOK ADVERTISING LUNCHEON MEETING OFFICE SUPPLIES MAIL CHIMP HEAD SET (TO BE RETURNED)	06/09/2017		150.80 74.52 158.40 72.25 89.29 141.04 11.77 229.00 24.85 367.02 50.00 39.60
Total for Check Number 13051:				0.00	1,408.54
13052	UB*00278	Andreanna Barley Refund Check Refund Check Refund Check	06/09/2017		34.00 1.00 3.81
Total for Check Number 13052:				0.00	38.81
13053	00220 29803	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES FOR MAY	06/09/2017		424.42
Total for Check Number 13053:				0.00	424.42
13054	00342 946689	BRASS KEY LOCKSMITH FM-2 KEYS	06/09/2017		34.77
Total for Check Number 13054:				0.00	34.77
13055	00009	CITY OF SANTA CRUZ FINANCE DEPT FIX-A-LEAK AD	06/09/2017		214.92
Total for Check Number 13055:				0.00	214.92
13056	00234 051917	CITY OF SCOTTS VALLEY SEWER CHARGES_3/15 - 3/15/17	06/09/2017		79.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13056:	0.00	79.00
13057	00788 052617	COMCAST INTERNET_195 KIRBY ST	06/09/2017		151.12
			Total for Check Number 13057:	0.00	151.12
13058	00444 052617 052617	COSTCO-CAPITAL ONE COMMERCIAL OFFICE SUPPLIES_FINANCE OFFICE SUPPLIES_ADMIN	06/09/2017		165.98 165.26
			Total for Check Number 13058:	0.00	331.24
13059	00450 321091 321278 322904 322906 322907 322909 322910 322911 322912 322913 322914 620508	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS_LEWIS WELL WATER ANALYSIS_FALL CREEK WATER ANALYSIS_PASO, BOB'S LN WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS_HWY 9, MARION, CRES WATER ANALYSIS_PASO, BOB'S LN	06/09/2017		2,100.00 20.00 60.00 75.00 75.00 75.00 75.00 45.00 45.00 30.00 60.00 60.00
			Total for Check Number 13059:	0.00	2,720.00
13060	UB*00242	DAN GILLAN Refund Check	06/09/2017		48.43
			Total for Check Number 13060:	0.00	48.43
13061	UB*00279	JAMES HARNETT Refund Check	06/09/2017		320.48
			Total for Check Number 13061:	0.00	320.48
13062	00020 4090-17050 4090-17050	HARO, KASUNICH & ASSOCIATES BLUE TANK SLIDE BLUE TANK SLIDE	06/09/2017		920.00 894.30
			Total for Check Number 13062:	0.00	1,814.30
13063	UB*00281	L HARTNEY Refund Check	06/09/2017		15.87
			Total for Check Number 13063:	0.00	15.87
13064	00367 120272 120272	INFOSEND, INC POSTAGE FEES MAILING SERVICE FEES	06/09/2017		2,675.55 1,168.14
			Total for Check Number 13064:	0.00	3,843.69
13065	UB*00277	EAST INK Refund Check	06/09/2017		10.20
			Total for Check Number 13065:	0.00	10.20



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
13066	UB*00280	STEVE LANE Refund Check Refund Check	06/09/2017		1.53 5.85
Total for Check Number 13066:				0.00	7.38
13067	UB*00274	ELIJAH & ALLISON LECLAIR Refund Check Refund Check Refund Check	06/09/2017		6.22 41.97 11.02
Total for Check Number 13067:				0.00	59.21
13068	00082 212245 212245	MID VALLEY SUPPLY PAPER TOWELS_ADMIN PAPER TOWELS_WT	06/09/2017		73.44 73.44
Total for Check Number 13068:				0.00	146.88
13069	00441 1008404 1008404 1008404	MISSION COMMUNICATIONS,LLC SCADA CONTROLS_LOMPICO SCADA CONTROLS_DISTRIBUTION SCADA CONTROLS_WT	06/09/2017		2,817.00 1,361.57 1,032.94
Total for Check Number 13069:				0.00	5,211.51
13070	10018 052417	HOLLY MORRISON TRAVEL & MEETING EXPENSES	06/09/2017		225.84
Total for Check Number 13070:				0.00	225.84
13071	00027 261230	NORTH BAY FORD WINDSHIELD WIPER JETS	06/09/2017		13.78
Total for Check Number 13071:				0.00	13.78
13072	00054 052617 053017 053017 053017 053017 053017 053017 053017 53017	PACIFIC GAS & ELECTRIC ELECTRIC CHARGES_LOMPICO PUMP STA ELECTRIC_PUMP WELL#6 ELECTRIC CHARGES_19 SUMMIT AVE ELECTRIC_11225 LOMPICO RD_PUMPING ; ELECTRIC_11225 LOMPICO RD_PUMP ELECTRIC_MADRONE BOOSTER STATION ELECTRIC_COMMUNITY WELL ELECTRIC CHARGES_1150 REBECCA	06/09/2017		1,572.78 21.64 231.58 139.83 188.97 171.33 19.06 51.44
Total for Check Number 13072:				0.00	2,396.63
13073	01004 051517	CHADWICK PRICE LYON PLANT BACKFLOW REPLACEMENT	06/09/2017		8,111.39
Total for Check Number 13073:				0.00	8,111.39
13074	00001 615290 616438	ROYAL WHOLESALE ELECTRIC MOTOR CONTROL PANEL (LOMPICO BOO; DRUM SWITCH_FALL CREEK ELECTRICAL	06/09/2017		2,976.26 183.70
Total for Check Number 13074:				0.00	3,159.96
13075	00142 92878	SAN LORENZO LUMBER CHAIN FOR CHAINSAW	06/09/2017		29.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13075:	0.00	29.15
13076	00332 6718	SANTA CRUZ SOLAR KIRBY SOLAR SERVICE	06/09/2017		740.00
			Total for Check Number 13076:	0.00	740.00
13077	00047 7050319 7050320 7050321 7050322 7050525 7050527	SOIL CONTROL LAB WATER ANALYSIS_GEN PHYSICAL WATER ANALYSIS_MIRA FLORES WATER ANALYSIS_12788 HWY 9 WATER ANALYSIS_GEN PHYSICAL WATER ANALYSIS_CIRCLE DR WATER ANALYSIS_REDWOOD RD_LOMPIC	06/09/2017		145.00 37.00 117.00 29.00 145.00 29.00
			Total for Check Number 13077:	0.00	502.00
13078	00044 051517 051517 051517 051517 051517	STAPLES CREDIT PLAN P-TOUCH LABELER CHAIR MAT_OPS CHAIR MAT_FINANCE CHAIR MAT_WTP MOUSE PAD	06/09/2017		80.26 141.03 70.51 141.03 12.47
			Total for Check Number 13078:	0.00	445.30
13079	00727 87156448	ULINE SHIPPING SUPPLIES SAFETY GLASSES, GOJO SOAP	06/09/2017		181.77
			Total for Check Number 13079:	0.00	181.77
13080	00768 257573	USA BLUEBOOK CHARTS FOR RECORDERS	06/09/2017		237.92
			Total for Check Number 13080:	0.00	237.92
13081	00399 JUNE 2017 JUNE 2017 JUNE 2017 JUNE 2017 JUNE 2017 JUNE 2017	VISION SERVICE PLAN - (CA) VISION INSURANCE_FINANCE VISION INSURANCE_WTP VISION INSURANCE_OPS VISION INSURANCE_ADMIN VISION INSURANCE_ENV VISION INSURANCE_ENG	06/09/2017		169.40 128.32 296.06 37.82 16.96 10.92
			Total for Check Number 13081:	0.00	659.48
13082	00599 49973033 49973033 49973033	WEX BANK FUEL_WT FUEL_CS FUEL_OPS	06/09/2017		1,425.56 696.04 2,851.06
			Total for Check Number 13082:	0.00	4,972.66
13083	01050 0510448	COLONIAL LIFE - BCN E4377735 SUPPLEMENTAL INS DEDUCTION_5/10 & 5	06/09/2017		343.70
			Total for Check Number 13083:	0.00	343.70
13084	10139 S1084497.001,00	NATIONAL METER AUTOMATION 8001-000 BADGER METER 5/8" X 3/4"	06/09/2017		4,586.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13084:	0.00	4,586.49
13085	00362 31388 31388	ACCELA, INC #774375 BANK FEE SERVICE FEE	06/16/2017		2,254.00 185.00
			Total for Check Number 13085:	0.00	2,439.00
13086	00055 060117 060117 060117 060117	AT&T TELEPHONE CHARGES_ADMIN TELEPHONE CHARGES_WT TELEPHONE CHARGES_OPS TELEPHONE CHARGES_BCEWW	06/16/2017		168.42 1,674.88 3,257.92 343.68
			Total for Check Number 13086:	0.00	5,444.90
13087	00342 946757	BRASS KEY LOCKSMITH ADJUST STRIKE ON REAR DOOR/ADMIN	06/16/2017		145.38
			Total for Check Number 13087:	0.00	145.38
13088	00566 17050	C S S C ANSWERING SERVICE	06/16/2017		340.32
			Total for Check Number 13088:	0.00	340.32
13089	00788 060117 060317 060517 060717	COMCAST INTERNET_215 BLACKSTONE DR INTERNET_545 FALL CREEK DR INTERNET_280 BLUE RDIGE INTERNET_15819 FOREST HILL	06/16/2017		170.19 163.26 170.19 170.19
			Total for Check Number 13089:	0.00	673.83
13090	00283 052617	CHRIS CURRIER OIL & FILTER_V#340	06/16/2017		108.26
			Total for Check Number 13090:	0.00	108.26
13091	10137 17-04-60-2	KEVIN M DONOVAN BLUE TANK FENCING	06/16/2017		3,171.75
			Total for Check Number 13091:	0.00	3,171.75
13092	UB*00284	Jason & Jennifer Eichacker Refund Check Refund Check	06/16/2017		13.59 51.79
			Total for Check Number 13092:	0.00	65.38
13093	00450 324949	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS_PASO, BOB'S LANE	06/16/2017		60.00
			Total for Check Number 13093:	0.00	60.00
13094	00118 65401361	FARMER BROTHERS COFFEE COFFEE & SUPPLIES	06/16/2017		122.57
			Total for Check Number 13094:	0.00	122.57
13095	UB*00286	BENJAMIN FAY Refund Check	06/16/2017		46.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		Refund Check			12.20
			Total for Check Number 13095:	0.00	58.65
13096	00204 5-815-32693	FEDERAL EXPRESS CORP SHIPPING FEES	06/16/2017		29.25
			Total for Check Number 13096:	0.00	29.25
13097	00080 44522921 44522924 44522933	GRANITE CONSTRUCTION CO HOT MIX HOT MIX HOT MIX	06/16/2017		125.31 129.50 250.64
			Total for Check Number 13097:	0.00	505.45
13098	UB*00282	JOHN GROSS Refund Check	06/16/2017		65.93
			Total for Check Number 13098:	0.00	65.93
13099	UB*00283	MARK HUMBOLDT Refund Check Refund Check Refund Check	06/16/2017		3.28 0.86 56.44
			Total for Check Number 13099:	0.00	60.58
13100	10005 102376192	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_6/7/17	06/16/2017		2,644.00
			Total for Check Number 13100:	0.00	2,644.00
13101	00608 325562	LLOYD'S TIRE SERVICE, INC TIRES_V #480	06/16/2017		1,582.26
			Total for Check Number 13101:	0.00	1,582.26
13102	00082 212644 212754	MID VALLEY SUPPLY PAPER PRODUCTS, SOAP PAPER PRODUCTS	06/16/2017		240.82 151.99
			Total for Check Number 13102:	0.00	392.81
13103	00775 902436998 902436998 902436998	NORTHERN SAFETY CO.,INC. TAX TAX WITHHOLDING EAR PROTECTION	06/16/2017		8.53 -8.53 116.19
			Total for Check Number 13103:	0.00	116.19
13104	00054 053117 053117 053117 053117 060517	PACIFIC GAS & ELECTRIC GAS/ELECTRIC CHARGES_BCEWW GAS/ELECTRIC CHARGES_WT GAS/ELECTRIC CHARGES_OPS GAS/ELECTRIC CHARGES_ADMIN ELECTRIC CHARGES_MANANA WOODS	06/16/2017		243.44 12,450.95 6,715.19 670.99 10.69
			Total for Check Number 13104:	0.00	20,091.26
13105	10114 4410341	RICE LAKE WEIGHING SYSTEMS TAX WITHHOLDING	06/16/2017		-23.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	4410341	TAX			23.55
	4410341	CALIBRATION WEIGHTS			227.00
					<hr/>
Total for Check Number 13105:				0.00	227.00
13106	10001 777457	RUTAN & TUCKER, LLP PROFESSIONAL FEES	06/16/2017		6,557.54
					<hr/>
Total for Check Number 13106:				0.00	6,557.54
13107	00380 17940	SEA BERG MIRAFLORES GATE REPAIR	06/16/2017		71.94
					<hr/>
Total for Check Number 13107:				0.00	71.94
13108	10105 10015137A	SIERRA CHEMICAL CO. BALANCE DUE FOR CL2	06/16/2017		80.00
					<hr/>
Total for Check Number 13108:				0.00	80.00
13109	00047 7050526 7050526 7050765 7050766	SOIL CONTROL LAB WATER ANALYSIS_IRON, MAGANESE WATER ANALYSIS_IRON, MANGANESE WATER ANALYSIS_REYNOLDS & FERN WATER ANALYSIS_GEN PHYSICAL	06/16/2017		98.00 98.00 145.00 29.00
					<hr/>
Total for Check Number 13109:				0.00	370.00
13110	UB*00285	GREGORY SPENCER Refund Check Refund Check Refund Check	06/16/2017		8.64 3.93 34.95
					<hr/>
Total for Check Number 13110:				0.00	47.52
13111	00555 53538149	STORDOK ON SITE DOC SHREDDING	06/16/2017		45.00
					<hr/>
Total for Check Number 13111:				0.00	45.00
13112	00721 5364557	UNITED SITE SVCS.,INC QUAIL HOLLOW PORTO-RESTROOM RENT	06/16/2017		165.21
					<hr/>
Total for Check Number 13112:				0.00	165.21
13113	00768 264827	USA BLUEBOOK DRUM PUMP	06/16/2017		864.35
					<hr/>
Total for Check Number 13113:				0.00	864.35
13114	00781 125405	UTILITY SERVICES ASSOCIATES LEAK DETECTION SERVICE	06/16/2017		4,047.60
					<hr/>
Total for Check Number 13114:				0.00	4,047.60
13115	00398 8424792	WATSONVILLE METAL CO.,INC RECYCLE METAL	06/16/2017		600.00
					<hr/>
Total for Check Number 13115:				0.00	600.00
13116	UB*00287	BRANDY WILLIAMS Refund Check	06/16/2017		5.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13116:	0.00	5.67
13117	00285 000120191	GEORGE H. WILSON, INC DIAGNOSE LWTP EXHAUST FAN	06/16/2017		405.00
			Total for Check Number 13117:	0.00	405.00
13118	00687 132166881_6617 132182018_6717 137458730_6517 250354029_51917	AT&T U-VERSE INTERNET_MANANA WOODS INTERNET_345 QUAIL TERRACE INTERNET_13057 HWY 9 LWTP INTERNET	06/16/2017		80.00 79.00 70.00 274.00
			Total for Check Number 13118:	0.00	503.00
13119	00415 ACCT#5790330590	CA BANK & TRUST/GOV SVC DEPT_10 OLY SRF ESCROW FUND	06/16/2017		92,000.00
			Total for Check Number 13119:	0.00	92,000.00
13120	00788 060117 060617 060817	COMCAST INTERNET_11568 LAKE BLVD INTERNET_295 EAST RD INTERNET_17277 HWY 9	06/16/2017		198.10 170.19 170.19
			Total for Check Number 13120:	0.00	538.48
13121	10103 061417	OCTAVIO FERNANDEZ UNIFORM REIMBURSEMENT	06/16/2017		55.30
			Total for Check Number 13121:	0.00	55.30
13122	00256 061417	JESSE GUIVER UNIFORM REIMBURSEMENT	06/16/2017		70.52
			Total for Check Number 13122:	0.00	70.52
13123	10023 3013938	AT & T CAPITAL SERVICES, INC PHONE SYSTEM MAINTENANCE	06/23/2017		396.07
			Total for Check Number 13123:	0.00	396.07
13124	00309 061117 061117 061117	AT&T IP SERVICES IP SERVICE_WT IP SERVICE_OPS IP SERVICE_ADMIN	06/23/2017		258.25 258.25 258.25
			Total for Check Number 13124:	0.00	774.75
13125	00687 060817	AT&T U-VERSE INTERNET_LWTP	06/23/2017		125.00
			Total for Check Number 13125:	0.00	125.00
13126	01080 062017	BC ELEMENTARY PARENTS CLUB EDUCATION GRANT_FULL PAYMENT	06/23/2017		2,000.00
			Total for Check Number 13126:	0.00	2,000.00
13127	10121 32866	COLANTUONO,HIGHSMITH & WHATL LEGAL SERVICES THROUGH 4/30/17	06/23/2017		2,473.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13127:	0.00	2,473.00
13128	00788 061117	COMCAST INTERNET_23 SUMMIT	06/23/2017		150.62
			Total for Check Number 13128:	0.00	150.62
13129	00265 2420	COMMUNITY TELEVISION MEETING COVERAGE 5/25/17	06/23/2017		324.50
			Total for Check Number 13129:	0.00	324.50
13130	00273 81803255 81803255	CORELOGIC, INC. REALQUEST PACKAGE_ENG REALQUEST PACKAGE_FINANCE	06/23/2017		93.75 93.75
			Total for Check Number 13130:	0.00	187.50
13131	00037 31866 31866	COUNTY OF SANTA CRUZ TOILET REMOVAL SPOIL REMOVAL	06/23/2017		32.50 185.50
			Total for Check Number 13131:	0.00	218.00
13132	10120 108	CREDIT BUREAU ASSOCIATES TRUST RECON & BILLING	06/23/2017		208.04
			Total for Check Number 13132:	0.00	208.04
13133	00283 061917	CHRIS CURRIER BALANCE DUE FROM INV#052617	06/23/2017		60.00
			Total for Check Number 13133:	0.00	60.00
13134	00076 698832 698834 701599	ERNIE'S AUTO CENTER TAIL LIGHT TAIL LIGHT CREDIT HEAD LIGHT	06/23/2017		26.21 -7.66 18.55
			Total for Check Number 13134:	0.00	37.10
13135	00450 325498 326279 625439	EUROFINS EATON ANALYTICAL, INC WATER ANALYSIS_CREEKWOOD/LAKE BI WATER ANALYSIS_MIRA FLORES WATER ANALYSIS_VIEW CIRCLE, 7301 HW	06/23/2017		400.00 200.00 400.00
			Total for Check Number 13135:	0.00	1,000.00
13136	00991 3458174 3470394	EWING IRRIGATION PRODUCTS FOREMAN SCREEN CLEANER FOREMAN SPRAYER	06/23/2017		102.39 179.09
			Total for Check Number 13136:	0.00	281.48
13137	00750 053117	FEDAK & BROWN, LLP AUDIT SERVICES THROUGH 5/17	06/23/2017		6,000.00
			Total for Check Number 13137:	0.00	6,000.00
13138	00016 2803187	GREENWASTE RECOVERY, INC TRASH/RECYCLE/YARDWASTE_5/1 - 5/31/1	06/23/2017		332.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13138:	0.00	332.40
13139	00020 17060	HARO, KASUNICH & ASSOCIATES LYON PLANT ACCESS RD	06/23/2017		16,174.07
			Total for Check Number 13139:	0.00	16,174.07
13140	00236 3017030300	IDEXX DISTRIBUTION CORP Bacteriological sample bottles and media	06/23/2017		46.65
			Total for Check Number 13140:	0.00	46.65
13141	10147 062017	JESSICA CURCIO_SLVE FINAL 10% PAYMENT	06/23/2017		250.00
			Total for Check Number 13141:	0.00	250.00
13142	10049 062017	PATHWAYS FOR WILDLIFE FINAL 10% OF GRANT	06/23/2017		500.00
			Total for Check Number 13142:	0.00	500.00
13143	00944 2329 2343	PHIL NEUMAN PDN CONSULTING MONTHLY SERVER BACKUP FIELD TECH SERVICES_RESTORE FILE	06/23/2017		415.00 31.25
			Total for Check Number 13143:	0.00	446.25
13144	00569 3101296628	PITNEY BOWES GLOBAL FIN.LLC MAIL MACHINE LEASE_3/30/17 - 6/29/17	06/23/2017		459.29
			Total for Check Number 13144:	0.00	459.29
13145	00263 053117	RAYNE WATER CONDITIONING WATER CONDITIONER SVC_6/1 -6/30/17	06/23/2017		37.67
			Total for Check Number 13145:	0.00	37.67
13146	00046 822	RED WING SHOE STORE BOOTS FOR 175	06/23/2017		166.74
			Total for Check Number 13146:	0.00	166.74
13147	00100 061617	RICK ROGERS REIMBURSEMENT_OFFICE SUPPLIES	06/23/2017		16.12
			Total for Check Number 13147:	0.00	16.12
13148	00574 461080	VINCENT SEIFERT JOHNSON PROPERTY MAINTENANCE	06/23/2017		140.00
			Total for Check Number 13148:	0.00	140.00
13149	00751 062017	SLV ELEMENTARY FIANL 10% PAYMENT	06/23/2017		250.00
			Total for Check Number 13149:	0.00	250.00
13150	00285 12209	GEORGE H. WILSON, INC KIRBY PLANT FAN VENT EXTENSION	06/23/2017		2,044.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13150:	0.00	2,044.00
13151	UB*00289	MICHAEL ADAMS Refund Check	06/29/2017		64.25
			Total for Check Number 13151:	0.00	64.25
13152	00545 JUNE 2017	AFLAC	06/29/2017		310.30
			Total for Check Number 13152:	0.00	310.30
13153	00589 7345	ALLARD'S SEPTIC KWTP HOLDING TANK/ HAUL AWAY	06/29/2017		300.00
			Total for Check Number 13153:	0.00	300.00
13154	00359 9007858787 9007892255	ALLIED ELECTRONICS LOMPICO BOOSTER PARTS ELECTRICAL CONNECTORS_LOMPICO	06/29/2017		86.58 84.99
			Total for Check Number 13154:	0.00	171.57
13155	00729 7062177	ALPHA ANALYTICAL LABS BCEWW MONITORING	06/29/2017		558.00
			Total for Check Number 13155:	0.00	558.00
13156	00767 943578821	ANTHEM BLUE CROSS MEDICARERX_7/1 - 8/1/17	06/29/2017		159.80
			Total for Check Number 13156:	0.00	159.80
13157	00686 834287386_61317 834287386_61317	AT&T LONG DISTANCE LONG DISTANCE_OPS LONG DISTANCE_ADMIN	06/29/2017		492.04 2.41
			Total for Check Number 13157:	0.00	494.45
13158	00687 061517 61517	AT&T U-VERSE INTERNET_GRAHAM HILL RD INTERNET_365 MADRONE RD	06/29/2017		79.00 57.00
			Total for Check Number 13158:	0.00	136.00
13159	10025 80012426	BADGER METER, INC BEACON SERVICES FOR MAY 2017	06/29/2017		559.81
			Total for Check Number 13159:	0.00	559.81
13160	00220 29938	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES	06/29/2017		424.42
			Total for Check Number 13160:	0.00	424.42
13161	10146 7792	BONNY DOON ENVIRONMENTAL, INC BCEWW_FLOAT BRACKET	06/29/2017		40.45
			Total for Check Number 13161:	0.00	40.45
13162	00342 946902	BRASS KEY LOCKSMITH REPAIR BATHROOM LOCK_KWTP	06/29/2017		573.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13162:	0.00	573.30
13163	UB*00288	Brooks of Swenson Collado Home/Collado Refund Check	06/29/2017		32.52
			Total for Check Number 13163:	0.00	32.52
13164	00566 17060	C S S C ANSWERING SERVICE_JUNE	06/29/2017		230.58
			Total for Check Number 13164:	0.00	230.58
13165	00184 82176	CALIFORNIA SURVEYING ENG PRINTER SUPPLIES	06/29/2017		640.88
			Total for Check Number 13165:	0.00	640.88
13166	10106 5965	CEL ANALYTICAL, INC LT2 MONITORING_CRYPTOSPORIDIUM	06/29/2017		409.00
			Total for Check Number 13166:	0.00	409.00
13167	00788 061517 061617 061917	COMCAST INTERNET_200 ANNIE'S WAY INTERNET_264 ORCHARD RD INTERNET_7400 HWY 9	06/29/2017		170.19 136.12 141.12
			Total for Check Number 13167:	0.00	447.43
13168	00212 061217	COUNTY OF SANTA CRUZ STREAM HABITAT & JUVENILE SALMONII	06/29/2017		22,197.00
			Total for Check Number 13168:	0.00	22,197.00
13169	UB*00291	JUNE DE FREITAS Refund Check	06/29/2017		4.77
			Total for Check Number 13169:	0.00	4.77
13170	00061 1539	DHS PUBLIC HEALTH LAB TICK ANALYSIS	06/29/2017		31.00
			Total for Check Number 13170:	0.00	31.00
13171	UB*00292	BRETT DOWIS Refund Check Refund Check	06/29/2017		3.22 12.29
			Total for Check Number 13171:	0.00	15.51
13172	01039 830751	ERA - A WATERS COMPANY ANNUAL Q/C STUDY_LWTP	06/29/2017		473.63
			Total for Check Number 13172:	0.00	473.63
13173	00076 702214 703218	ERNIE'S AUTO CENTER TAIL LIGHT JUMPER CABLES	06/29/2017		28.86 103.14
			Total for Check Number 13173:	0.00	132.00
13174	00343	ERNIE'S SERVICE CENTER	06/29/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	60142	BRAKE SERVICE_V #249			682.17
	60330	OIL CHANGE, FLUIDS			82.51
	60465	OIL CHANG, FLUIDS			100.08
	60604	TIRE REPAIR_V#341			17.55
			Total for Check Number 13174:	0.00	882.31
13175	00450	EUROFINS EATON ANALYTICAL, INC	06/29/2017		
	327447	WATER ANALYSIS_PASO, BOB'S LN			60.00
	329091	WATER ANALYSIS_ELSIE MAE, REBECCA,			600.00
			Total for Check Number 13175:	0.00	660.00
13176	00204	FEDERAL EXPRESS CORP	06/29/2017		
	5-828-58013	POSTAGE			23.34
	5-828-58013	POSTAGE			37.58
	5-828-58013	POSTAGE			22.27
			Total for Check Number 13176:	0.00	83.19
13177	10148	WILLIAM FISHER ARCHITECTURE, IN	06/29/2017		
	1-561	NEEDS ASSESSMENT			15,300.00
			Total for Check Number 13177:	0.00	15,300.00
13178	00210	FISHER SCIENTIFIC	06/29/2017		
	1936568	LAB SUPPLIES			835.95
	835622	INCUBATOR (BACKUP)			2,191.08
			Total for Check Number 13178:	0.00	3,027.03
13179	00507	GARDEN FAIRE	06/29/2017		
	060917	SPONSORSHIP			2,500.00
			Total for Check Number 13179:	0.00	2,500.00
13180	00080	GRANITE CONSTRUCTION CO	06/29/2017		
	1175244	HOT MIX			171.27
	1175522	BASE ROCK/BACKFILL			27.60
	1176010	QUAIL 5 BINS_3/8 " CMASC250			310.31
	1176010	QUAIL 5 BINS_COMMERCIAL BASE			30.49
	1176010	QUAIL 5 BINS_3/4" AGG BASE			42.06
	1176174	BACKFILL/MAIN REPAIR			34.08
	1178038	QUAIL BINS STOCK			34.80
	31564808	QUAIL 5 YARD STOCK			38.15
			Total for Check Number 13180:	0.00	688.76
13181	10133	GRISWOLD INDUSTRIES	06/29/2017		
	721029	REBUILD KITS_MC CLOUD TANK			1,794.01
			Total for Check Number 13181:	0.00	1,794.01
13182	00550	HACH COMPANY	06/29/2017		
	10501761	OPERATING SUPPLIES_REAGENT			286.13
	10501761	OPERATING SUPPLIES_REAGENT			616.03
			Total for Check Number 13182:	0.00	902.16
13183	10081	INFRASTRUCTURE ENGINEERING CO	06/29/2017		
	9935	PROFESSIONAL SERVICES_4/29 - 5/26/17			1,018.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13183:	0.00	1,018.00
13184	00695	PAUL JENSEN	06/29/2017		
	061917	SURVEY WORK_BLUE TANK			1,675.00
	061917	SURVEY WORK_PREPARE EASEMENT FOR			405.00
	061917	SURVEY WORK_LWTP			2,520.00
			Total for Check Number 13184:	0.00	4,600.00
13185	00208	LEONARD KUHNLEIN	06/29/2017		
	JUNE 2017	CALPERS MEDICAL			125.00
			Total for Check Number 13185:	0.00	125.00
13186	00336	LAND TRUST OF SANTA CRUZ CNTY	06/29/2017		
	5-2017	OLYMPIA PATROL SERVICE_MAY			744.45
			Total for Check Number 13186:	0.00	744.45
13187	00608	LLOYD'S TIRE SERVICE, INC	06/29/2017		
	326948	TIRES FOR V #275			1,074.37
	326977	TIRES FOR GENERATOR TRAILER			419.97
	327068	TRIES_V#222			1,074.37
			Total for Check Number 13187:	0.00	2,568.71
13188	10117	MELISSA DESIGNS	06/29/2017		
	2107	PAINT ADMIN WINDOWS			84.00
			Total for Check Number 13188:	0.00	84.00
13189	UB*00290	PAUL NAIK	06/29/2017		
		Refund Check			56.98
			Total for Check Number 13189:	0.00	56.98
13190	10067	NBS	06/29/2017		
	617000058	SERVICES THROUGH_5/31/17			17,045.83
			Total for Check Number 13190:	0.00	17,045.83
13191	01004	CHADWICK PRICE	06/29/2017		
	052217	BACKFLOW TEST_SURPLUS			112.33
	052217	BACKFLOW TEST_WT			232.34
	052217	BACKFLOW TEST_BCEWW			172.33
	060217	NEW SERVICE_BACKFLOW			60.00
	061517	KIRBY PLANT BACKFLOW REPLACEMENT			3,373.17
			Total for Check Number 13191:	0.00	3,950.17
13192	10001	RUTAN & TUCKER, LLP	06/29/2017		
	779765	LEGAL SERVICES			5,945.17
			Total for Check Number 13192:	0.00	5,945.17
13193	00659	SANTA CRUZ FIRE EQUIP CO	06/29/2017		
	101085	EXTINGUISHER SERVICE_OPS			234.36
	101085	EXTINGUISHER SERVICE_WT			117.18
			Total for Check Number 13193:	0.00	351.54
13194	10105	SIERRA CHEMICAL CO.	06/29/2017		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10016016	CL2 DRUM CREDIT			-960.00
	10048042	CL2			3,497.08
Total for Check Number 13194:				0.00	2,537.08
13195	00047	SOIL CONTROL LAB	06/29/2017		
	7050963	WATER ANALYSIS_GENERAL PHYSICAL			145.00
	7060315	WATER ANALYSIS_REYNOLDS/FERN			145.00
	7060316	WATER ANALYSIS_MIRAFLORES			37.00
	7060317	WATER ANALYSIS_WEST DR			29.00
	7060590	WATER ANALYSIS_GEN PHYSICAL			145.00
Total for Check Number 13195:				0.00	501.00
13196	10059 14553	JOHN'S ELECTRIC MOTOR_ SUZANNI ECHO PUMP REPAIR	06/29/2017		1,068.31
Total for Check Number 13196:				0.00	1,068.31
13197	10138 062117	SWRCB - DWOCP CERTIFICATION FEE	06/29/2017		70.00
Total for Check Number 13197:				0.00	70.00
13198	00241 5138664	U S PLASTIC CORP 55 GAL POLY TANK	06/29/2017		226.21
Total for Check Number 13198:				0.00	226.21
13199	10140 062117	GREG UNGER UNIFORM REIMBURSEMENT	06/29/2017		25.06
Total for Check Number 13199:				0.00	25.06
13200	00768 278767 282470 282470 286288	USA BLUEBOOK CHART RECORDER CHEMICAL FEED PUMPS FREIGHT, GREASE DIFFUSERS	06/29/2017		1,866.61 1,855.19 217.68 325.98
Total for Check Number 13200:				0.00	4,265.46
13201	00011 9787507097 9787507097 9787507097 9787507097 9787507098 9787507098 9787507098	VERIZON WIRELESS CELL PHONE CHARGES_WT CELL PHONE CHARGES_ENG CELL PHONE CHARGES_OPS CELL PHONE CHARGES_ADMIN TABLET CHARGES_ENG TABLET CHARGES_OPS TABLET CHARGES_ENV	06/29/2017		355.66 43.87 573.57 85.44 95.15 197.95 549.98
Total for Check Number 13201:				0.00	1,901.62
13202	00209 66 287284 66 287284	ZEE MEDICAL, INC 1ST AID KITS 1ST AID KITS	06/29/2017		189.88 94.93
Total for Check Number 13202:				0.00	284.81
13204	00130 46676	BOULDER CREEK HARDWARE PVC FOR METER READ	06/29/2017		2.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13204:	0.00	2.24
13205	00784 H288846 H363917	HD SUPPLY WATERWORKS,LTD MODEL 520R MXU-2 PORT MODEL 520R MXU-1 PORT	06/29/2017		1,489.17 3,050.21
			Total for Check Number 13205:	0.00	4,539.38
13206	10139 S1084412.001	NATIONAL METER AUTOMATION METER READING EQUIPMENT	06/29/2017		6,199.15
			Total for Check Number 13206:	0.00	6,199.15
13207	00711 S1647857.002 S1650723.001 S1650723.001 S1650723.001 S1650723.001 S1650723.001 S1650723.001 S1650723.001 S1650723.001 S1652628.001 S1654592.001	ROBERTS & BRUNE CO. 6002-312 REPAIR CLAMP *3.96 - 4.25* UNION GALV 3/4" ELL 90 GALV 3/4" BLUE PAINT WATERBASE #3620 8" NUT & BOLT SET PLATED 150# CAP GALV 1" WHITE PAINT WATERBASE #3901 4" NUT & BOLT SET PLATED 150# GATE VALVE 3/4" MTR BOX LID B9 CAST IRON ONE DUCTILE IRON SPOOL 4 INCH DIAME	06/29/2017		144.84 28.08 5.19 76.86 119.77 8.54 70.48 57.51 93.50 302.51 153.36
			Total for Check Number 13207:	0.00	1,060.64
13208	00001 616006 616007 616008 616503 616776 616841 616862	ROYAL WHOLESALE ELECTRIC NEW LIGHTING FIXTURES LIGHTING FIXTURES LIGHTING FIXTURES (QUAIL FACILITY) PARTS FOR PUMP PANEL BUILD TEMP CONTROL SWITCH_LOMPICO PARTS FOR PUMP PANEL BUILD RELAY SWITCHES_LOMPICO	06/29/2017		1,019.15 1,019.15 815.32 108.66 89.03 461.09 170.98
			Total for Check Number 13208:	0.00	3,683.38
13209	00142 63646 94108 94293	SAN LORENZO LUMBER HASP FOR ELECTRICAL ENCLOSURE @ FA LUMBER_LOMPICO BOOSTER PANEL BU MAINT_PASO WELL SITE	06/29/2017		11.53 33.41 16.44
			Total for Check Number 13209:	0.00	61.38
13210	00125 291739 291746 292063 292396 292409 292428 292515 292562 292581 292632 292797 292856 292864	SCARBOROUGH LUMBER GLUE, QUIKRETE FOR HYDRANT REPAIR MISC MATERIAL FOR SWITCH REPAIR GLUE, QUIKRETE FOR HYDRANT REPAIR PARTS FOR BCEWW BLOWER MISC ELECTRICAL PARTS_FALL CREEK MISC SUPPLIES FOR WW PIPE REPAIR PARTS FOR VFD PANEL LIGHT BULBS FOR OPS BLDG POLY TUBING LOMPICO PANEL PARTS BCEWW BLOWER PARTS TOWELS, CABLE TIES PRIMER, GLUE_KWTP REPAIRS	06/29/2017		45.21 17.14 38.50 19.16 12.05 30.06 75.41 31.13 38.66 80.03 300.26 13.51 30.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	293052	MISC HARDWARE_LOMPICO BOOSTER			56.14
	293563	SAMPLING SUPPLIES			108.41
	367018	FREEZER BAGS FOR LAB			14.53
	367451	MISC TOOLS			96.63
	367831	MISC WEED TRIMMER SUPPLIES			48.53
	558824	BC FIREHOUSE HYDRANT REPAIR			31.22
	558907	WEED TRIMMER PARTS			63.34
	558943	BC FIREHOUSE HYDRANT REPAIR			37.49
	558992	BC FIREHOSUR HYDRANT REPAIR			16.80
	559044	STAPLE GUN_KWTP			25.24
	559094	PARTS FOR CORD REPAIR			26.56
	559184	QUAIL 5 RESTOCK_QUIKRETE			238.11
	559229	BROOK LN HYDRANT REPAIR			56.23
	559267	LUMBER FOR FORMS_BCEWW			9.10
	559317	MISC TOOLS_LWTP			49.38
	559348	PARTS FOR BCEWW BLOWER			92.40
	559470	BCEWW BLOWER REPAIR			57.97
	559485	STIHL CAP NUT			5.36
	559666	TAPE_KWTP			32.21
	559738	MISC SCH 80 FOR 5-MILE			50.49
	559767	PULL CORD FOR GENERATOR			3.81
	559805	LUMBER_HOLE COVER			36.85
	559830	CHAIN SAW OIL			13.95
	559925	QUIKRETE CONCRETE MIX			63.73
	559938	PULL ROPE FOR TRIMMR			9.41
			Total for Check Number 13210:	0.00	1,975.07
13211	00168 147687	SCOTTS VALLEY SPRINKLER 4" PVC FLANGE_KWTP	06/29/2017		55.60
			Total for Check Number 13211:	0.00	55.60
13212	00057 JULY 2017	AFSCME COUNCIL 57 UNION DUES_JULY 2017	07/05/2017		940.72
			Total for Check Number 13212:	0.00	940.72
13213	00115 JULY 2017	ATKINSON-FARASYN LEGAL SERVICES_JULY 2017	07/05/2017		3,500.00
			Total for Check Number 13213:	0.00	3,500.00
13214	10113 JULY 2017 JULY 2017	BANK MIDWEST SOLAR LOAN_PRINCIPAL SOLAR LOAN_INTEREST	07/05/2017		2,300.98 948.92
			Total for Check Number 13214:	0.00	3,249.90
13215	00099 JULY 2017	JOEL BUSA CALPERS MEDICAL	07/05/2017		125.00
			Total for Check Number 13215:	0.00	125.00
13216	00415 JULY 2017	CA BANK & TRUST/GOV SVC DEPT_10 1976 SAFE DRINKING WATER BOND	07/05/2017		15,581.43
			Total for Check Number 13216:	0.00	15,581.43
13217	00662 JULY 2017	JAMES A. MUELLER CALPERS MEDICAL	07/05/2017		50.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13217:	0.00	50.00
13218	10005 102384262	ICMA RETIREMENT C/O M & T RETIRI RETIREMENENT WITHHOLDING_6/22/17	07/06/2017		2,644.00
			Total for Check Number 13218:	0.00	2,644.00
13219	10149 062917	RANDALL BROWN RESEARCH PROJECT	07/07/2017		350.00
			Total for Check Number 13219:	0.00	350.00
13220	00162 29817014	ANTHEM BLUE CROSS RETIRED EMPLOYEE_7/1 -7/31/17	07/10/2017		316.02
			Total for Check Number 13220:	0.00	316.02
13221	00178	CALPERS	07/10/2017		
	JULY 2017	HEALTH INSURANCE_ADMIN FEE			161.72
	JULY 2017	HEALTH INSURANCE_ADMIN			2,820.46
	JULY 2017	HEALTH INSURANCE_FINANCE			14,599.11
	JULY 2017	HEALTH INSURANCE_DEPENDENT			3,419.99
	JULY 2017	HEALTH INSURANCE_RETIRED EMPLOYE			750.00
	JULY 2017	HEALTH INSURANCE_OPS			15,139.61
	JULY 2017	HEALTH INSURANCE_GIS			733.39
	JULY 2017	HEALTH INSURANCE_WT			8,698.86
	JULY 2017	HEALTH INSURANCE_ENV			2,037.00
			Total for Check Number 13221:	0.00	48,360.14
13222	00560 060517	COSTCO WHOLESALE MEMBERSHIP RENEWAL	07/10/2017		120.00
			Total for Check Number 13222:	0.00	120.00
13223	00208 JULY 2017	LEONARD KUHNLEIN CALPERS MEDICAL	07/10/2017		125.00
			Total for Check Number 13223:	0.00	125.00
13224	00313	MET LIFE	07/10/2017		
	JULY 2017	DENTAL_GIS			60.75
	JULY 2017	DISABILITY_ENV			46.45
	JULY 2017	DENTAL_FINANCE			1,449.15
	JULY 2017	DENTAL_ENV			125.80
	JULY 2017	DENTAL_OPS			1,447.09
	JULY 2017	DISABILITY_WT			320.28
	JULY 2017	DENTAL_ADMIN			250.80
	JULY 2017	DISABILITY_OPS			273.14
	JULY 2017	DENTAL_WT			1,102.75
	JULY 2017	LIFE INSURANCE_OPS			153.18
	JULY 2017	LIFE INSURANCE_ADMIN			33.30
	JULY 2017	LIFE INSURANCE_ENV			16.65
	JULY 2017	DISABILITY_FINANCE			310.95
	JULY 2017	LIFE INSURANCE_GIS			16.65
	JULY 2017	DISABILITY_ADMIN			84.83
	JULY 2017	LIFE INSURANCE_WT			146.52
	JULY 2017	DISABILITY_GIS			41.45
	JULY 2017	LIFE INSURANCE_FINANCE			166.50



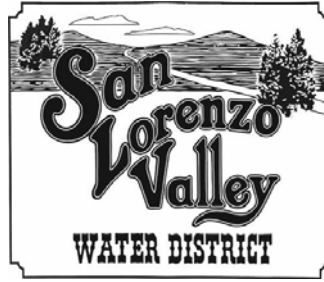
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 13224:	0.00	6,046.24
13225	00183	SDRMA	07/10/2017		
	60381	WORKER'S COMP_WT			45,966.44
	60381	WORKER'S COMP_ENV			1,031.97
	60381	WORKER'S COMP_FINANCE			12,710.37
	60381	WORKER'S COMP_ADMIN			1,533.72
	60381	WORKER'S COMP_ENG			464.93
	60381	WORKER'S COMP_OPS			49,842.83
	60827	PROPERTY/LIABILITY _17/18			64,748.21
			Total for Check Number 13225:	0.00	176,298.47
13226	00399	VISION SERVICE PLAN - (CA)	07/10/2017		
	JULY 2017	VISION INSURANCE_ADMIN			37.82
	JULY 2017	VISION INSURANCE_ENV			16.96
	JULY 2017	VISION INSURANCE_FINANCE			169.40
	JULY 2017	VISION INSURANCE_WT			128.32
	JULY 2017	VISION INSURANCE_OPS			296.06
	JULY 2017	VISION INSURANCE_GIS			10.92
			Total for Check Number 13226:	0.00	659.48
13227	00679	WATERTRAX	07/10/2017		
	4006-05636	ANNUAL WATERTRAX LICENSE			8,932.52
			Total for Check Number 13227:	0.00	8,932.52
13228	00055	AT&T	07/10/2017		
	335-5273_061917	TELEPHONE CHARGES_FELTON ACRES			92.72
			Total for Check Number 13228:	0.00	92.72
13229	00309	AT&T IP SERVICES	07/10/2017		
	1772996303	IP SERVICES_ADMIN			407.20
	1772996303	IP SERVICES_WT			407.20
	1772996303	IP SERVICES_OPS			407.21
			Total for Check Number 13229:	0.00	1,221.61
13230	00687	AT&T U-VERSE	07/10/2017		
	061917	U-VERSE_365 MADRONE			134.00
			Total for Check Number 13230:	0.00	134.00
13231	00378	BANK OF THE WEST	07/10/2017		
	062817	LIGHTBAR			1,171.32
	062817	TAX WITHHOLDING			-206.89
	062817	HEADSET			34.99
	062817	OFFICE SUPPLIES			179.69
	062817	WORK LIGHT			303.67
	062817	LIGHTBAR			585.64
	062817	OFFICE SUPPLIES			108.49
	062817	AD			229.00
	062817	CELL BOOSTER			242.46
	062817	1 BOSCH ROTARY HAMMERS			546.36
	062817	OFFICE SUPPLIES			43.90
	062817	HEADSET CREDIT			-39.60
	062817	MAILCHIMP			50.00
	062817	CONFERENCE			625.00
	062817	CLA-VAL TRAINING			19.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	062817	GRINDER, IMPACT GUNS			432.90
	062817	R ROGERS_UNIFORMS			678.60
	062817	AIRFARE FOR CONFERENCE			225.96
	062817	OFFICE SUPPLIES_POSTAGE			627.84
	062817	CONTAINER			1,258.00
	062817	TAX			206.89
	062817	1 BOSCH ROTARY HAMMERS			546.37
	062817	CLA-VAL TRAINING			14.79
	062817	District Hats			805.84
	062817	CLOUD SERVICES			158.40
	062817	PRO RATED AMOUNT FOR K CONRADS IN			4.00
	062817	CSDA BOOKS			21.65
	062817	2 MAGNUM DRILLS/2MILWAUKEE SAWZA			2,434.00
	062817	OFFICE SUPPLIES			135.06
					<hr/>
				Total for Check Number 13231:	0.00 11,443.43
13232	01077	JOSEPH B BEASLEY	07/10/2017		
	062717	CERTIFICATION REIMBURSEMENT			55.00
					<hr/>
				Total for Check Number 13232:	0.00 55.00
13233	10150	CLEAN HARBORS ENV SERVICES	07/10/2017		
	1001826435	EMERGENCY SERVICES_CLEAN UP			1,393.98
					<hr/>
				Total for Check Number 13233:	0.00 1,393.98
13234	00164	FIRST ALARM	07/10/2017		
	313190	SERVICE CALL_KWTP			123.75
					<hr/>
				Total for Check Number 13234:	0.00 123.75
13235	10139	NATIONAL METER AUTOMATION	07/10/2017		
	S1084412.003	FELTON METER REPLACEMENT			58,617.12
	S1084412.005	FELTON METER REPLACEMENT			47,079.51
					<hr/>
				Total for Check Number 13235:	0.00 105,696.63
13236	00054	PACIFIC GAS & ELECTRIC	07/10/2017		
	062817	ELECTRIC CHARGES_ADMIN			873.54
	062817	ELECTRIC CHARGES_WT			23,570.74
	062817	ELECTRIC CHARGES_OPS			8,469.81
	062817	ELECTRIC CHARGES_BCEWW			2,143.64
	2564996928_628	ELECTRIC CHARGES_1150 REBECCA			50.85
	283647007_6/28	ELECTRIC CHARGES_ZAYANTE/ROSEBLO			2,180.91
	6279346884_6/28	ELECTRIC CHARGES_19 SUMMIT AVE			411.75
	7179253583-6/27	ELECTRIC CHARGES_WEST DR			21.03
	7179253583-6/27	ELECTRIC CHARGES_CARROL AVE			23.92
	7179253583-6/27	ELECTRIC CHARGES_11590 LAKESHORE			188.89
	7179253583-6/27	ELECTRIC CHARGES_PUMPING STATION			154.22
	7179253583-6/27	ELECTRIC CHARGES_LOMPICO PUMP			200.65
	9754419334-6/23	ELECTRIC CHARGES_LAZYWOODS			70.90
					<hr/>
				Total for Check Number 13236:	0.00 38,360.85
13237	00711	ROBERTS & BRUNE CO.	07/10/2017		
	S1650723.002	UNION GALV 3/4"			13.19
	S1650723.002	ELL 90 GALV 3/4"			4.87
	S1650723.002	FULL CIRCLE 4.95-5.35 7.50"			122.67
	S1650723.002	FULL CIR 1-1/2" X 6" REDICL244			133.51
	S1650723.002	8" GLAND PACK			227.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	S1650723.002	FULL CIRCLE 1-1/2-3 REDI-CL244			67.68
	S1650723.002	FLEX COUPLING 1" X 5"			169.36
	S1650723.002	SADDLE DS 5.94-6.90 X 2"			138.92
	S1650723.002	THREADING COMPOUND RECTOR SEAL			171.04
	S1650723.002	CAP GALV 1"			6.69
	S1650723.002	REPAIR CLAMP 6OD" X 3"			13.85
	S1650723.002	SADDLE DS 8.54-10.10 X 1"			69.67
	S1650723.002	FULL CIRCLE 2"-3" REDI-CLP 244			73.72
	S1650723.002	FULL CIRCLE 7.45-7.85 12.50"			119.74
	S1650723.022	CHECK VALVE 3/4"			161.86
			Total for Check Number 13237:	0.00	1,494.61
13238	01056 062617	BEAU SIFTON UNIFORM REIMBURSEMENT	07/10/2017		64.56
			Total for Check Number 13238:	0.00	64.56
13239	00599 50336286 50336286 50336286	WEX BANK FUEL_WT FUEL_CS FUEL_OPS	07/10/2017		1,540.89 709.74 2,979.84
			Total for Check Number 13239:	0.00	5,230.47
13240	01050 607156	COLONIAL LIFE - BCN E4377735 SUPPLEMENTAL INSURANCE_6/7, 6/21/17	07/11/2017		343.70
			Total for Check Number 13240:	0.00	343.70
13241	00615 62817	HOME DEPOT CREDIT SERVICES REFRIGERATOR FOR SAMPLES	07/11/2017		503.32
			Total for Check Number 13241:	0.00	503.32
13242	00369 062317	CAROLE TRIANTAFILLOS UNIFORM REIMBURSEMENT	07/11/2017		146.48
			Total for Check Number 13242:	0.00	146.48
13243	10152 061917 061917	WESTAMERICA BANK INTEREST ON TRUCK LOAN PRINCIPAL ON TRUCK LOAN	07/11/2017		264.90 1,835.78
			Total for Check Number 13243:	0.00	2,100.68
			Report Total (194 checks):	0.00	782,350.82

# EFT TRANSACTIONS

## JUNE 2017



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

<b>Date</b>	<b>Check No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6/5/2017	EFT	PAYCHEX	ADMIN & DELIVERY FEES 06/07/17	\$ 1,217.30
6/5/2017	EFT	PAYCHEX	PAYROLL 06/07/17	\$ 86,701.96
6/19/2017	EFT	CALPERS	RETIREMENT BENEFITS 06/07/17	\$ 15,390.54
6/19/2017	EFT	PAYCHEX	ADMIN & DELIVERY FEES 06/21/17	\$ 1,217.30
6/19/2017	EFT	PAYCHEX	PAYROLL 06/21/17	\$ 88,519.48
6/30/2017	EFT	CALPERS	RETIREMENT BENEFITS 06/21/17	\$ 15,682.14
7/5/2017	EFT	PAYCHEX	ADMIN & DELIVERY FEES 07/05/17	\$ 1,217.30
7/5/2017	EFT	PAYCHEX	PAYROLL 07/05/17	\$ 90,029.25
7/5/2017	EFT	CALPERS	RETIREMENT BENEFITS 07/05/17	\$ 15,877.13
7/5/2017	EFT	PAYCHEX	ANNUAL PAYOUT PAYROLL 07/05/17	\$ 77,945.50
<b>TOTAL EFT TRANSACTIONS</b>				<b>\$ 393,797.90</b>

# CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 06/07/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

## TRANSACTION DETAIL

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex **at or after 12:01 A.M.** on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
06/06/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	51,721.38	51,721.38
06/06/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,639.75	
				Medicare	1,552.85	
				Fed Income Tax	12,257.80	
				CA Income Tax	3,780.62	
				CA Disability	963.82	
				<b>Total Withholdings</b>	<b>25,194.84</b>	
				Employer Liabilities		
				Social Security	6,639.74	
				Medicare	1,552.86	
				<b>Total Liabilities</b>	<b>8,192.60</b>	<b>33,387.44</b>
06/06/17	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 EECU		
				PX401 ERCUM		
				PX401 EEPRE	1,000.82	1,000.82
06/06/17	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXUME EE PRE	207.70	
				PXDCA EE PRE	384.62	592.32
					<b>EFT FOR 06/06/17</b>	<b>86,701.96</b>
					<b>TOTAL EFT (Does not reflect administrative charges)</b>	<b>86,701.96</b>

**NEGOTIABLE CHECKS** - Check amounts will be debited when payees cash checks. Funds must be available on check date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
06/07/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	18,620.27	
					<b>TOTAL NEGOTIABLE CHECKS</b>	<b>18,620.27</b>

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 06/07/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
06/07/17	Refer to your records for account	Information	Payroll	Employee Deductions	
				Aflc/Col Post	66.65
				Aflc/Col Pre	260.35
				Calper 457	525.00
				DPer	6,878.28
				Health	1,686.46
				ICMA	2,594.00
				Life Ins	14.00
				Union dues	477.62
				<b>Total Deductions</b>	<b>12,502.36</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)</b>					<b>12,502.36</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
06/14/17	Taxpay®	FED IT PMT Group	28,643.00
06/14/17	Taxpay®	CA IT PMT Group	4,744.44

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 06/21/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

## TRANSACTION DETAIL

**ELECTRONIC FUNDS TRANSFER** - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
06/20/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	52,411.83	52,411.83
06/20/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,900.98	
				Medicare	1,613.93	
				Fed Income Tax	12,624.53	
				CA Income Tax	3,876.75	
				CA Disability	1,001.78	
				<b>Total Withholdings</b>	<b>26,017.97</b>	
				Employer Liabilities		
				Social Security	6,900.99	
				Medicare	1,613.93	
				<b>Total Liabilities</b>	<b>8,514.92</b>	<b>34,532.89</b>
06/20/17	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 EECU		
				PX401 EEPRE	982.44	
				PX401 ERCUM		<b>982.44</b>
06/20/17	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXUME EE PRE	207.70	
				PXDCA EE PRE	384.62	<b>592.32</b>
				<b>EFT FOR 06/20/17</b>		<b>88,519.48</b>
				<b>TOTAL EFT (Does not reflect administrative charges)</b>		<b>88,519.48</b>

**NEGOTIABLE CHECKS** - *Check amounts will be debited when payees cash checks. Funds must be available on check date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
06/21/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	20,954.64	
				<b>TOTAL NEGOTIABLE CHECKS</b>		<b>20,954.64</b>

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 06/21/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
06/21/17	Refer to your records for account	Information	Payroll	Employee Deductions	
				Advance	46.63
				Aflc/Col Post	66.65
				Aflc/Col Pre	260.35
				Calper 457	525.00
				DPer	7,018.02
				Health	1,788.31
				ICMA	2,644.00
				Life Ins	14.00
				Union dues	499.33
				<b>Total Deductions</b>	<b>12,862.29</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)</b>					<b>12,862.29</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
06/28/17	Taxpay®	FED IT PMT Group	29,654.36
06/28/17	Taxpay®	CA IT PMT Group	4,878.53



# CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/05/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

## TRANSACTION DETAIL

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex **at or after 12:01 A.M.** on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
07/03/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	53,992.06	53,992.06
07/03/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	6,770.76	
				Medicare	1,583.51	
				Fed Income Tax	12,839.08	
				CA Income Tax	4,009.61	
				CA Disability	905.20	
				<b>Total Withholdings</b>	<b>26,108.16</b>	
				Employer Liabilities		
				Social Security	6,770.77	
				Medicare	1,583.50	
				<b>Total Liabilities</b>	<b>8,354.27</b>	<b>34,462.43</b>
07/03/17	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 EECU		
				PX401 EEPRE	982.44	
				PX401 ERCUM		<b>982.44</b>
07/03/17	WELLS FARGO BANK, NA	xxxxxx1358	Section 125	PXUME EE PRE	207.70	
				PXDCA EE PRE	384.62	<b>592.32</b>
				<b>EFT FOR 07/03/17</b>		<b>90,029.25</b>
				<b>TOTAL EFT (Does not reflect administrative charges)</b>		<b>90,029.25</b>

**NEGOTIABLE CHECKS** - Check amounts will be debited when payees cash checks. Funds must be available on check date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/05/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	17,223.98	
				<b>TOTAL NEGOTIABLE CHECKS</b>		<b>17,223.98</b>

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/05/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
07/05/17	Refer to your records for account	Information	Payroll	Employee Deductions	
				Aflc/Col Post	66.65
				Aflc/Col Pre	260.35
				Calper 457	525.00
				DPer	7,100.70
				Health	1,631.63
				ICMA	2,694.00
				Life Ins	14.00
				Union dues	499.33
				<b>Total Deductions</b>	<b>12,791.66</b>

**TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)** **12,791.66**

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		
07/12/17	Taxpay®	FED IT PMT Group	60,540.36	REPLACEMENT
07/12/17	Taxpay®	CA IT PMT Group	11,996.70	REPLACEMENT

# CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/05/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

## TRANSACTION DETAIL

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
07/03/17	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	39,648.07	39,648.07
07/03/17	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	5,506.78	
				Medicare	1,287.88	
				Fed Income Tax	17,403.38	
				CA Income Tax	6,282.50	
				CA Disability	799.39	
				<b>Total Withholdings</b>	<b>31,279.93</b>	
				Employer Liabilities		
				Social Security	5,506.80	
				Medicare	1,287.90	
				<b>Total Liabilities</b>	<b>6,794.70</b>	<b>38,074.63</b>
07/03/17	WELLS FARGO BANK, NA	xxxxxx1358	401(k) Traditional	PXROTH 401 EEPO		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 EECU		
				PX401 EEPRE	222.80	
				PX401 ERCUM		222.80
				<b>EFT FOR 07/03/17</b>		<b>77,945.50</b>
				<b>TOTAL EFT (Does not reflect administrative charges)</b>		<b>77,945.50</b>

**NEGOTIABLE CHECKS** - Check amounts will be debited when payees cash checks. Funds must be available on check date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/05/17	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	17,668.39	
				<b>TOTAL NEGOTIABLE CHECKS</b>		<b>17,668.39</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/12/17	Taxpay®	FED IT PMT Group	30,992.74

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/05/17. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.**

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF (cont.)** - *This information serves as a record of payment.*

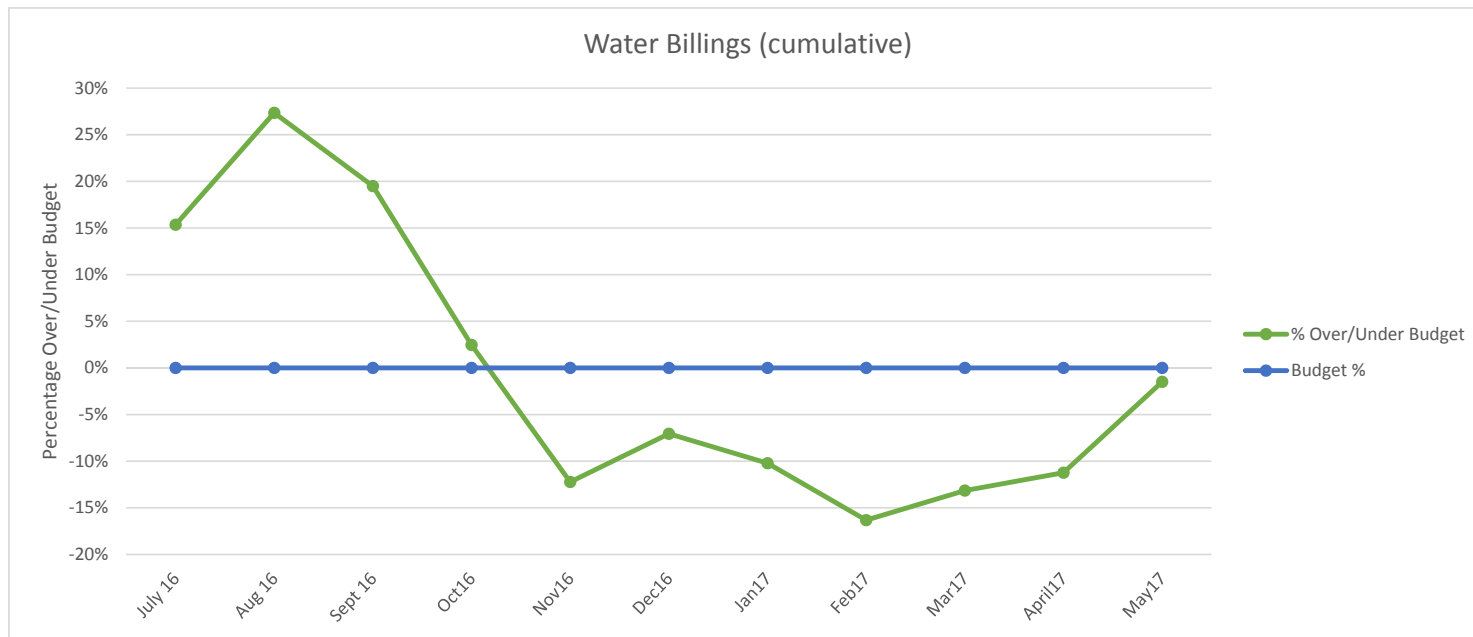
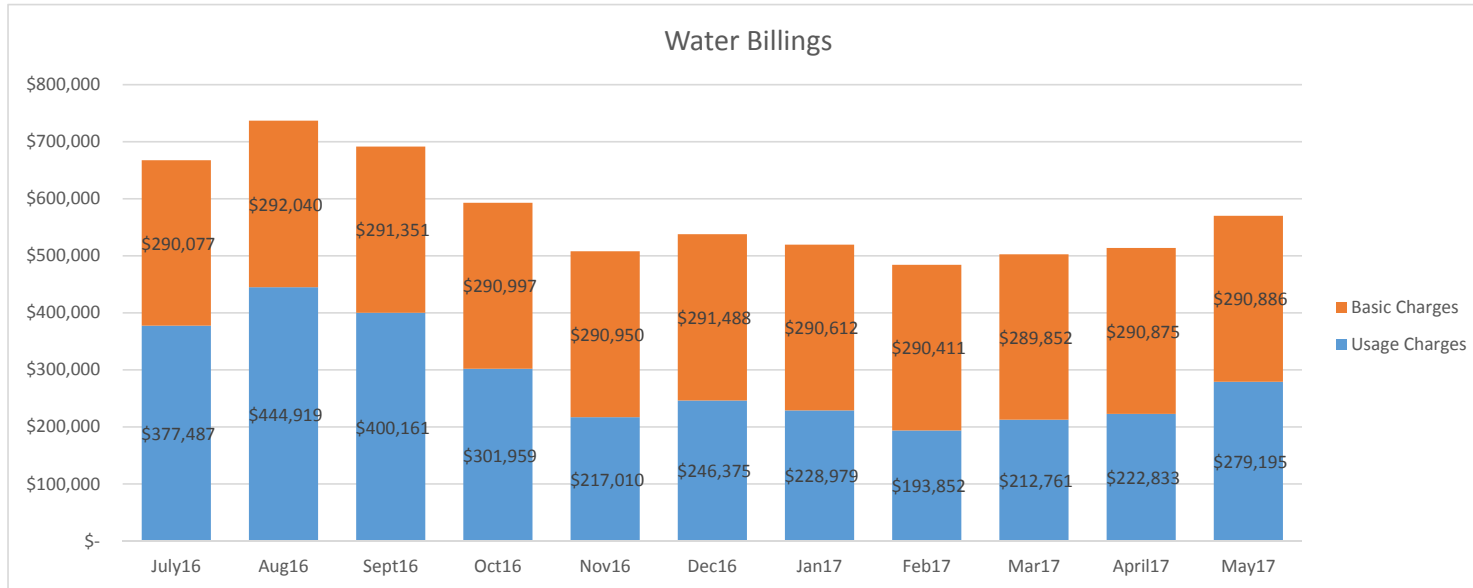
<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/12/17	Taxpay®	CA IT PMT Group	7,081.89

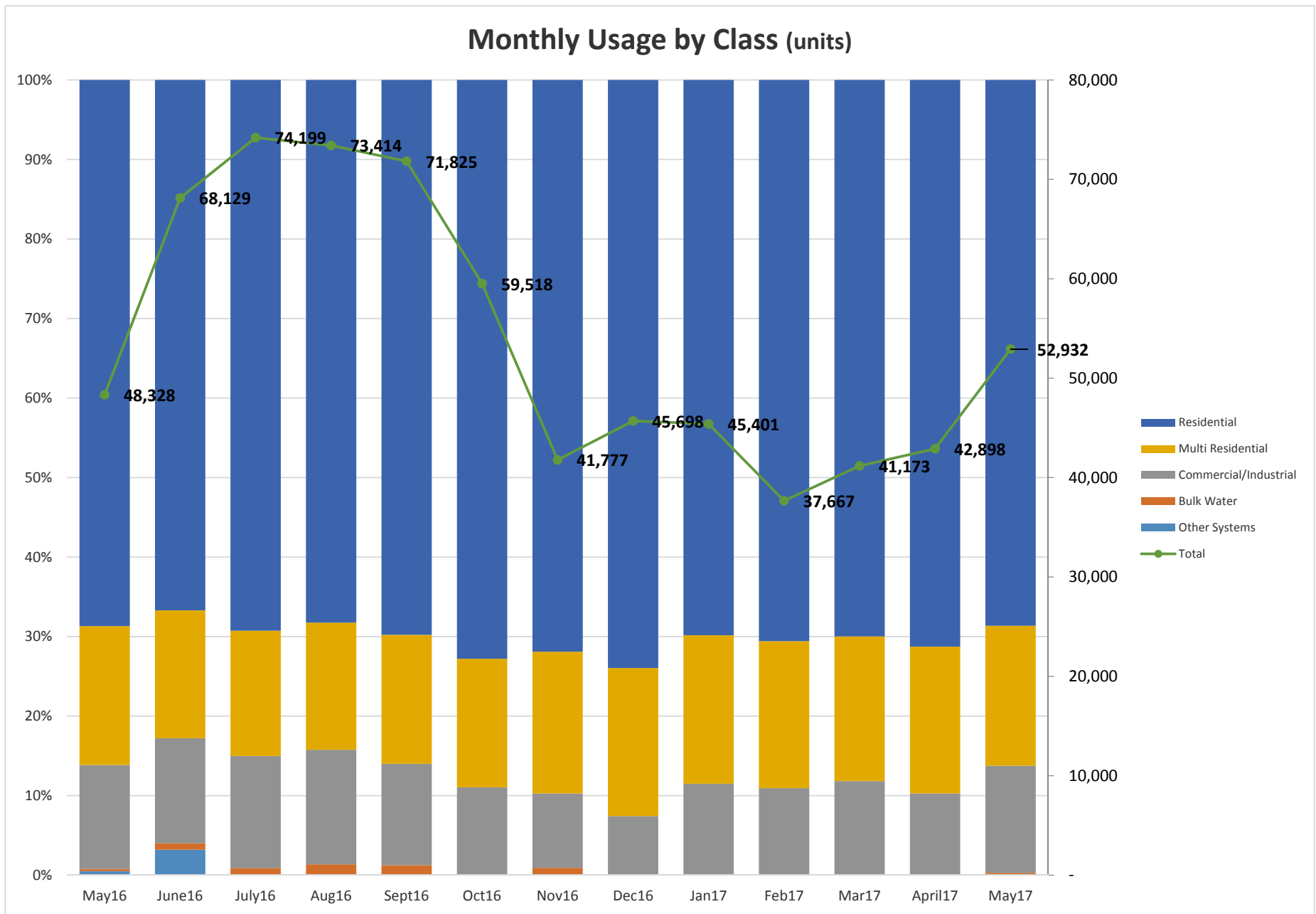
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**OPERATING ANALYSIS [A]**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	YTD	ANNUAL BUDGET	% of Budget
<b>OPERATING REVENUE</b>														
Water Basic	290,077	292,040	291,351	290,997	290,950	291,488	290,612	290,411	289,852	290,875	290,886	3,199,540		
Water Usage	377,487	444,919	400,161	301,959	217,010	246,375	228,979	193,852	212,761	222,833	279,195	3,125,530		
Water Fees	7,100	6,325	6,660	2,435	4,600	4,680	6,060	5,565	7,830	3,375	4,740	59,370		
Water Misc	6,452	8,697	13,185	1,397	2,949	3,302	3,281	1,773	(21,242)	4,372	4,468	28,634		
Sewer	8,046	8,046	8,046	7,897	8,026	11,975	8,344	8,344	8,344	8,344	8,347	93,758		
Sewer Misc	-	-	-	-	-	-	-	-	-	-	-	-		
<b>TOTAL OPERATING REVENUE</b>	<b>689,162</b>	<b>760,027</b>	<b>719,403</b>	<b>604,684</b>	<b>523,535</b>	<b>557,820</b>	<b>537,276</b>	<b>499,945</b>	<b>497,545</b>	<b>529,799</b>	<b>587,636</b>	<b>6,506,833</b>	<b>6,944,640</b>	<b>93.7%</b>
<b>OPERATING EXPENSES:</b>														
Salaries & Benefits	577,959	375,342	284,121	396,642	276,479	276,380	288,360	302,002	437,239	256,067	400,523	3,871,113		
Materials & Services	13,725	280,631	657,675	198,655	229,919	578,756	189,918	186,835	655,431	165,854	193,392	3,350,789		
<b>TOTAL OPERATING EXPENSES</b>	<b>591,683</b>	<b>655,973</b>	<b>941,796</b>	<b>595,297</b>	<b>506,398</b>	<b>855,135</b>	<b>478,278</b>	<b>488,837</b>	<b>1,092,669</b>	<b>421,921</b>	<b>593,915</b>	<b>7,221,902</b>	<b>8,365,760</b>	<b>86.3%</b>
<b>TOTAL OPERATING INCOME (LOSS)</b>	<b>97,479</b>	<b>104,054</b>	<b>(222,393)</b>	<b>9,388</b>	<b>17,137</b>	<b>(297,315)</b>	<b>58,998</b>	<b>11,108</b>	<b>(595,124)</b>	<b>107,878</b>	<b>(6,279)</b>	<b>(715,069)</b>	<b>(1,321,151)</b>	<b>54.1%</b>

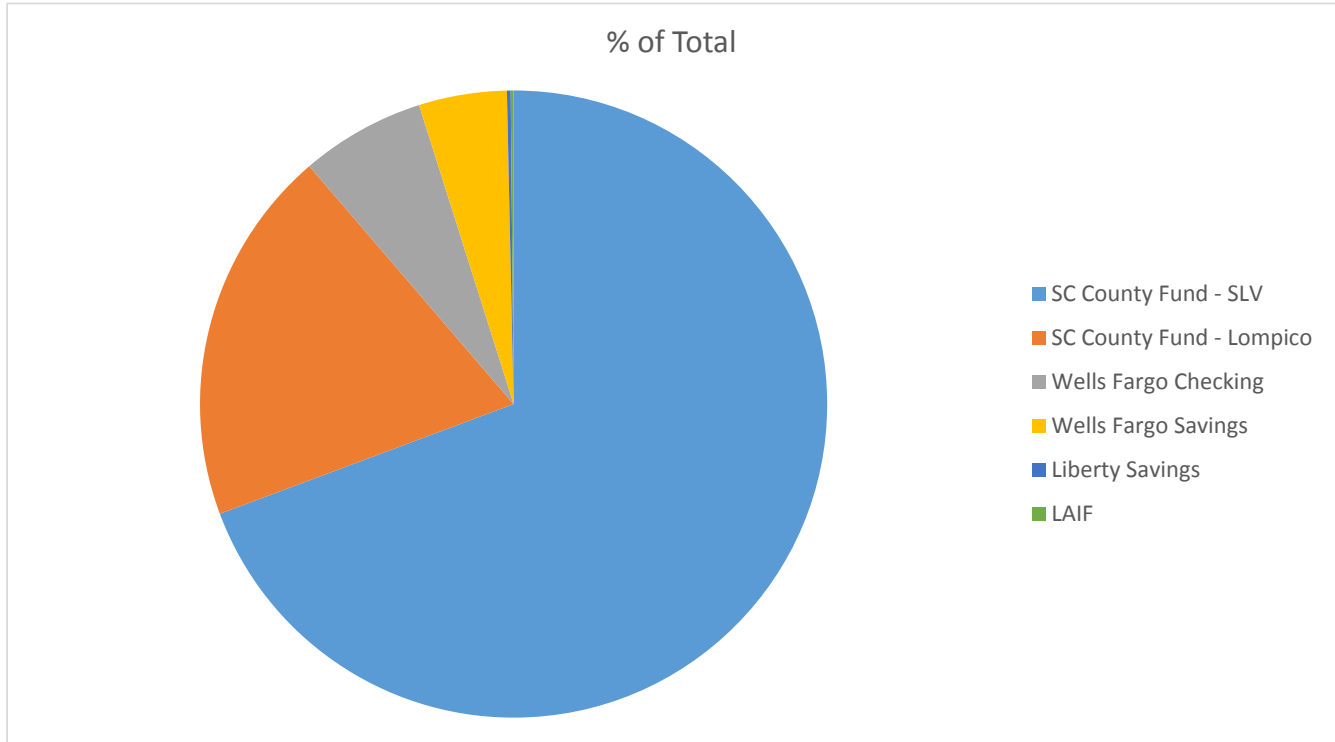
[A] As mentioned previously, monthly data can appear skewed due to the nature of entries. For example, estimated depreciation is booked quarterly on the last day of the quarter. Fiscal year end accruals and reversals are performed at once and may not coincide with the month the expense came in.





AS OF 5/31/17

<b>LIQUID ASSETS</b>	<b>\$ Amount</b>	<b>% of Total</b>	<b>Ave Interest Rate</b>
Wells Fargo Checking	148,345	6.4%	0.100%
Wells Fargo Savings	104,771	4.5%	0.150%
Liberty Savings	4,502	0.2%	0.150%
SC County Fund - SLV	1,602,319	69.3%	0.907%
SC County Fund - Lompico	448,429	19.4%	0.907%
LAIF	3,385	0.1%	0.780%
	<u>\$ 2,311,751</u>	<u>100%</u>	





**G/L Balances**

Criteria: As Of = 5/31/2017; Fund = 76644

<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					
101	EQUITY IN POOLED CASH	828,328.63	780,134.27	(6,144.00)	1,602,318.90
220	DEFERRED CREDITS	(500,000.00)	0.00	0.00	(500,000.00)
344	FUND BALANCE	(328,328.63)	6,144.26	(780,134.53)	(1,102,318.90)
Total Fund 76644		<u>0.00</u>	<u>786,278.53</u>	<u>(786,278.53)</u>	<u>0.00</u>

**G/L Balances**

Criteria: As Of = 5/31/2017; Fund = 76530, 76531, 35115

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 -- SLV-LOMPICO WTR, EFF 6/2/16					
101	EQUITY IN POOLED CASH	217,734.66	231,405.32	(711.00)	448,428.98
102	IMPREST CASH	250.00	0.00	(250.00)	0.00
124	INVENTORIES	17,497.00	0.00	(17,497.00)	0.00
150	BOND ISSUANCE COST	2,125.00	0.00	(2,125.00)	0.00
161	LAND	34,820.00	0.00	(34,820.00)	0.00
162	STRUCTURES AND IMPROVEMENTS	3,658,470.00	0.00	(3,658,470.00)	0.00
163	ACCUM. DEPR - STRUCT & IMP	(2,579,523.00)	2,579,523.00	0.00	0.00
164	EQUIPMENT	75,283.00	0.00	(75,283.00)	0.00
201	VOUCHERS PAYABLE (VENDOR)	0.00	26.70	(26.70)	0.00
208	COMPENSATED ABSENCES	(7,232.05)	7,232.05	0.00	0.00
232	BONDS OUTSTANDING	(361,000.00)	361,000.00	0.00	0.00
234	OTHER LONG-TERM LIABILITIES	(110,789.96)	110,789.96	0.00	0.00
240	STALE DATED WARRANTS LIABILITY	(1,337.20)	0.00	(26.70)	(1,363.90)
302	FUND BAL-NONSPENDABLE INVENTOR	(17,497.00)	17,497.00	0.00	0.00
341	FUND BAL-NONSPENDABLE	(250.00)	250.00	0.00	0.00
343	FUND BAL-ASSIGNED	(2,191.57)	2,191.57	0.00	0.00
344	FUND BALANCE	(139,298.88)	711.03	(308,477.23)	(447,065.08)
349	INVESTMENT IN PROPRIETARY FIXE	(787,060.00)	787,060.00	0.00	0.00
Total Fund 76530		<u>0.00</u>	<u>4,097,686.63</u>	<u>(4,097,686.63)</u>	<u>0.00</u>
Fund 76531 -- SLV-LOMPICO WATER-DWR RES					
101	EQUITY IN POOLED CASH	12,305.00	0.00	(12,305.00)	0.00
344	FUND BALANCE	(12,305.00)	12,305.00	0.00	0.00
Total Fund 76531		<u>0.00</u>	<u>12,305.00</u>	<u>(12,305.00)</u>	<u>0.00</u>

**Local Agency Investment Fund**  
**P.O. Box 942809**  
**Sacramento, CA 94209-0001**  
**(916) 653-3001**

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
June 07, 2017

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER  
13060 HIGHWAY 9  
BOULDER CREEK, CA 95006

[PMIA Average Monthly Yields](#)

[Tran Type Definitions](#)

May 2017 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	3,384.58
Total Withdrawal:	0.00	Ending Balance:	3,384.58

## M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Environmental Programs Manager  
SUBJECT: Environmental Status Report  
DATE: July 20, 2017

### RECOMMENDATION:

It is recommended that the Board of Directors review and file the Environmental Department status report.

### CONJUNCTIVE USE PLANNING GRANT AWARDED

In a collaborative effort with the County of Santa Cruz a Prop 1 Planning Grant was awarded in the amount of \$330,000: The award will fund 1. Further scientific analysis to improve stream flow and fish habitat in the upper San Lorenzo River, Fall Creek and Lompico Creek during dry periods, 2. Create an Operations Plan with metrics that will indicate when to divert surface water and when to pump groundwater, 3. Address the intermittent violation of the Fall Creek diversion permit 4. Support the Sustainable Groundwater Management Plan being developed by the Santa Margarita Groundwater Management Agency, and 5. CEQA permitting for the operation of the interties for expanded conjunctive use. This effort will help the San Lorenzo Valley utilize water resources sustainably and will make the water system more climate resilient.

*Following Board approval at the June 15 meeting, the District entered into a sub-grantee contract with the County of Santa Cruz, and will be meeting in mid July to initiate the process.*

### ENVIRONMENTAL COMPLIANCE

#### PROBATION TANK

Staff has been notified that the Habitat Conservation Plan, mitigation for the Probation Tank Replacement Project- which should result in a conservation bank on the Olympia Watershed has been reviewed by US Fish and Wildlife Service but is sitting in Sacramento awaiting submission to the Federal Register. Timelines for Federal Register have been slow due to the new Federal Administration.

Staff is also working with USFWS and the Land trust of Santa Cruz County and Jodi McGraw to finalize the language for the Conservation Bank Easement. Language for the Easement has been submitted to the USFWS and we are awaiting comment. CEQA has been completed.

*Staff continues to contact to the USFWS on a regular basis in hopes to move the application forward to the Federal Registry, with no success.*

## SWIM TANKS MITIGATED NEGATIVE DECLARATION

Environmental compliance (CEQA) requirements for the Swim Tank Replacement Project are complete. The project is scheduled to begin construction 2017.

## WATERSHED MANAGEMENT

### BROOM MANAGEMENT ON OLYMPIA WELLFIELD

Immediately following direction from the Board on May 9, staff began the planning, scoping and recruiting for a contractor to conduct the effort. Sensitive habitat areas with mature broom plants, heavy with not-yet-viable seed, were identified and prioritized. Following an exhaustive effort to secure an expert broom eradication contractor who would be available to begin immediately, the District hired George McMenamain, a local environmental consultant, to conduct and monitor the eradication effort in the most environmentally responsible manner.

Mr. McMenamain and a licensed herbicide applicator completed the first phase of eradication work the week of June 26. No spraying took place. Per the District's Monsanto ban, a product called Rodeo (manufactured by Dow) was used. Rodeo contains 53.8% glyphosate. A total of 8 ounces of glyphosate was used. Use was limited to "dabbing" freshly cut French Broom stumps through use of a medium felt applicator. The cost of the work was not to exceed \$7,500.00.

Large areas of broom on the property that are further from the highly sensitive habitat still contain dense thickets of broom which will continue to spread into sensitive habitat areas if left unmanaged. Cost and budget analysis for future management of the broom is underway. When completed, a report will be presented to the Board. Work also continues on the effort to obtain a "take" permit from the US Fish & Wildlife Service. The District's Environmental Committee is working in collaboration with District staff to organize the "blue ribbon" panel to review the District's approach to broom management.

### KIRBY TREATMENT PLANT RIPARIAN RESTORATION / FELTON LIBRARY OUTDOOR EDUCATION ZONE

Staff is part of the Felton Library Design Team. A portion of the District property at the Kirby Treatment Plant in Felton, which is not useful for water operations, has been requested for use as part of the outdoor education zone as well as onsite mitigation for the riparian impacts. Staff is coordinating with county officials & resource agency staff to secure permits and an easement for part of the Kirby Treatment Plant Property. A survey of the District parcel was completed in April, and is being used for the design specification.

## **STREAM HABITAT ENHANCEMENT**

### **ZAYANTE LARGE WOOD PROJECT**

Staff continues to participate on the Technical Advisory Team for the Stream Enhancement Program on Zayante Creek. Though the project did not receive funding through the SLR 2025 Watershed Restoration Grant Suite to CDFW. A grant application has been submitted to the Wildlife Conservation Board.

The Large Wood Project, which will include habitat restoration on both SLVWD and City of Santa Cruz Water Department property in the upper Zayante Watershed. An Integrated Watershed Restoration Program Grant is funding the planning phase of the project in which is underway.

## **WATER CONSERVATION**

Stage 2 water restrictions are still in effect. The District continues to ask customers to Conserve Water as a way of life. The District Manager has determined that this summer customers will not be asked to water on assigned days, but can water any day of the week provided that it is only 2 days per week, and not between the hours of 10AM - 5PM and only 15 minutes per irrigation station. Hand watering may happen as frequently as necessary and food gardens are exempt.

Staff is going to be interviewing candidates for the Water Conservation Specialist position who will start in July.

## **COMMUNICATIONS**

Staff met with the Santa Cruz Sentinel for articles regarding broom management at Olympia Wellfield. Articles were published in the Sentinel on 4/22/17 & 5/22/17.

Our monthly e-newsletters include information regarding District operations, general news and notifications and events. E newsletters have been set out to our customer list on 5/10/2017 & 6/8/2017.

Staff produces multiple posts on Facebook every week focused on various District business.

### **PUBLIC OUTREACH/ DROUGHT OUTREACH - UPDATE**

- E Newsletters are sent out to over 3500 customer email addresses once or twice monthly.
- The District Facebook page and website are updated regularly (3-5 times per week).
- Media Alerts have been published in local papers regarding:  
Broom Management on Olympia Watershed  
Rate Restructuring Special Meeting

## NETWORKING/ COLLABORATIONS

### SAN LORENZO 2025

The San Lorenzo River Watershed is the main source of drinking water for multiple communities and tens of thousands of residents. This watershed is home to dozens of species of fish and wildlife, including both threatened and endangered species. It is the heart of our community and is at risk because the San Lorenzo River is under stress from the effects of drought, climate change, and habitat degradation. Acting now we can keep the San Lorenzo River watershed viable for our communities and our native fish and wildlife for generations to come.

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.

San Lorenzo River 2025 will:

- Implement a suite of habitat restoration and watershed protection activities to maintain and improve water supplies, water quality, and natural habitats for native fish and wildlife
- Provide wildfire planning and readiness to avoid catastrophic events in the watershed
- Improve ailing infrastructure for flood protection and projected sea level rise
- Maintain and improve public areas, trails, and places for the community to enjoy the river.

FELTON LIBRARY - <http://feltonlibraryfriends.org/>

Staff continues to participate with the Technical Advisory Committee including Friends of the Felton Library, the Valley Women's Club and County Planners and administrators to design and implement a new Library building located on Gushee Street in Felton as well as an outdoor education area adjacent to the location and the District's Kirby Treatment Plant. The New Library has been awarded 10 million dollars for construction of a new library. Meetings held several times a month.

SANTA CRUZ MOUNTAINS STEWARDSHIP NETWORK - <http://scmsn.net/>

The Santa Cruz Mountains Stewardship Network is a region-wide and cross-sector collaboration of independent individuals and organizations who are committed to working together to help cultivate a resilient, vibrant region where human and natural systems thrive for generations to come. Meeting was held March 9, 2017 all day.

SANTA CRUZ MOUNTAINS BIOREGIONAL COUNCIL - <http://www.scmhc.org/>

The Bioregional Council is dedicated to the preservation and enhancement of regional biodiversity over time through education, the dissemination of accurate scientific

information and assistance in the planning, coordination and implementation of conservation efforts. Next meeting scheduled May 19<sup>th</sup>.

#### 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, which is a special place because ALL of our water supply comes from rain that falls within our County boundaries. Though each water district gets drinking water from different sources, we all share a common goal and work together to protect water resources in our aquifers and watersheds and continue to provide safe, high quality drinking water to all who live, work and play in Santa Cruz County. Meeting held quarterly or monthly depending on activity level.

#### SANTA MARGARITA GROUNDWATER AGENCY- <http://smgwa.org/>

Under the Sustainable Groundwater Management Act of 2014, overdrafted 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 2020, and the basin must reach sustainability by 2040.

Under development is the Santa Margarita Groundwater Agency (SMGA), a three-member agency comprised of the Scotts Valley Water District, San Lorenzo Valley Water District and the County of Santa Cruz, which will oversee the groundwater management activities of the Santa Margarita Basin Area in Santa Cruz County, California. The Board of Directors of the SMGA includes two Board members from each of the water districts, one from the County, one from the City of Scotts Valley, one from the City of Santa Cruz, one from the Mount Hermon Association Community Water System and two private well owner representatives.

Once a Joint Powers Agreement (JPA) is completed in early 2017, the SMGA will apply to the state Department of Water Resources to become the GSA for the Basin.

#### SANTA CRUZ INTEGRATED GROUNDWATER MANAGEMENT - <http://www.santacruzirwmp.org/>

The Santa Cruz Integrated Regional Water Management (IRWM) program provides a framework for local stakeholders to manage this region's water and water-related resources. The Santa Cruz IRWM Plan was developed in response to California's IRWM planning initiative to promote an informed, locally-driven, and consensus-based approach to water resources management.

The IRWM Plan includes strategies for developing and implementing policies and projects to ensure sustainable water use, reliable water supply, better water quality, improved flood protection and stormwater management, and environmental stewardship. [Find out more.](#)



## MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT JUNE  
2017

DATE: July 13, 2017

### RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of June 2017.

### BACKGROUND:

#### PASATIEMPO WELL 6 REPAIRS

The Districts Pasatiempo Well 6 recently has had a series of operational issues (casing damage) resulting in failed attempts to repair leaving the well inoperable. The well has reached the end of its service life and efforts to repair and maintain the well will likely not be effective or cost-efficient. The well is 27 years old which is close to the typical service life for a well-constructed of mild steel.

Staff is moving forward with replacement of the well. Meetings have been scheduled with Consultants regarding hydrology and environmental. Staff is putting together a timeline and construction is anticipated completion March 2017.

#### BLUE TANK REPLACEMENT

During routine inspection (inspection report attached) it was discovered that the Districts Blue Tank in Manana Woods has experienced extensive corrosion to the upper ring of staves, roof and internal roof structure system. In addition to corrosion the tank experienced buckling damage from the 1989 Loma Prieta Earthquake. The combined condition of the corrosion and earthquake damage to the tank warrants immediate replacement. Staff is moving forward with modifications in the water system to supply water to customers through an alternative zone and tank replacement.

#### SCADA COMMUNICATIONS

Communications issues are continuing to be experienced with the District's SCADA system, however have been greatly reduced. Loss of communications and intermittent alarms sometimes up to several hundred over a short period of time are being experienced. AT&T SCADA Bridge has been upgraded to IP based communication as a possible solution. This work has been completed and alarm

issues are still being experienced but greatly reduced. The next corrective action to take will be replacing the data concentrator which collects and sorts data. Equipment has been order and will be shipped directly to the SCADA manufacture for proگرامing then installed at the District. At this time it is projected that late July for delivery/installation of the data concentrator.

#### SERVICE LINE REPLACEMENT/INSTALLATION

Service line leak Lomita Lompico - resulted in full replacement of the service line

Service line Leak Coleman Lompico- resulted in full replacement of the service line

Service line leak West Dr Lompico - resulted in full replacement of the service line

New Service Installation - Sugar Pine Scotts Valley, 1" service set

Meter Upgrade Oak Ave, Ben Lomond- Service upgrade 5/8" to 1" Fire

Abandon service reinstatement, West Dr Lompico, installed new service -

Rick Rogers  
Director of Operations



# Conditional Assessment Report

San Lorenzo Valley Water District, CA



**BLUE TANK - 68,000 GALLON GST**

Date: May 25, 2017

Keith Myers  
(916) 869-4464

[kmyers@superiortanksolutions.com](mailto:kmyers@superiortanksolutions.com)

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# CONDITIONAL ASSESSMENT REPORT

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SAN LORENZO VALLEY WATER DISTRICT, CA

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## ASSESSMENT INTRODUCTION

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Superior Tank Solutions, Inc. conducted a visual assessment at the customer’s request. The purpose of the assessment was to determine the condition of the *interior and exterior coating systems* along with the extent of corrosion and the severity of degradation. The tank *structure* was evaluated in reference to the original “as built” design criteria and the applicable AWWA D.103 construction standard. Regulatory compliancy assessments were conducted in accordance with *sanitary* (Department of Environmental Quality), *safety* requirements (Federal OSHA 29 CFR 1910 & 1926 and CALOSHA) and *security* guidelines (US Dept of Homeland Security & AWWA Security Recommendations).

TANK INFORMATION	
Inspection Date	May 25, 2017
Tank Location	Scott Valley , CA
Storage	Potable/Fire/Irrigation
Tank Size (gallons)	65,000
Dimensions (feet)	27’D x 16’H
Design Standard	AWWA D 103
Tank Style	Bolted Steel Ground Storage Tank

## COATINGS, DEFICIENCIES, AND CONCERNS

### TANK CONDITIONS SUMMARY

Below areas are rated from Bad to Excellent as follows: --> Bad - Poor - Fair - Good - Excellent.

TANK INFORMATION	
Exterior Coatings	Poor
Interior Coatings	Poor
Internal Support Structure	Bad
Safety and Sanitary	Bad
Water Quality	Fair
Site and Tank Security	Poor
Foundation	Good

### EXTERIOR COATINGS

The exterior coating is in poor condition. The coatings are failing in many locations and chalking heavily where intact.

Several locations on the exterior upper shell are rusting and corroding. These locations are showing exterior failures as a result of extensive interior corrosion.

The roof coating is not present. There is severe corrosion on top of the roof.

There are major areas of graffiti present.

### INTERIOR COATINGS

The tank was factory powder coated at the time of fabrication, no recoating or repairs have been preformed since. The coatings appear to be the original and the age of the tank is unknown.

Interior Floor Coatings - These areas could not be assessed due to a thick build up on deposits covering the floor.

Upper Shell Course and Atmospheric Zone - The coatings above the high water line in the atmospheric zone have failed. The result of the coating failures is aggressive corrosion that has penetrated and compromised the steel in these areas.

### SAFETY, SECURITY, AND STRUCTURAL DEFICIENCIES

This tank **DOES NOT** meet current regulatory compliance and is structurally in POOR condition. The foundation is in good shape and the site is well maintained. Below are the regulatory deficiencies identified during the inspection:

- **Sanitary Compromise** - There is an open penetration on roof. Any unprotected opening on a tank is considered non-compliant and represents the opportunity for a contamination event.
- **Sanitary Compromise** - The heavy build up of mineral deposits on the walls and accumulation of sediment on the floor represents a sanitary compromise. No air gap was present on the overflow per DWR.
- **Sanitary Compromise** - The roof vent and roof hatch are heavily corroded with numerous penetrations or potential penetrations.
- **Safety** - There is no guardrail present on the top of the tank per OSHA.
- **Safety/Structural Compromise** - The corrosion on the upper ring of staves, roof and internal roof structure is extensive. The full extent of metal loss cannot be determined without performing destructive testing in the areas of corrosion. Buckling to the lower ring of staves has compromised the structural integrity of the tank. However, given visible deterioration of the structural steel through corrosion this tank has the potential for a catastrophic failure.
- **Structural Compromise** - The floor could not be assessed because of the heavy accumulation. The leak in the floor could be caused by several issues, the most likely are: a penetration in the floor from corrosion, leaking between the floor panels from loose or failed bolts, damaged or failed gaskets.
- **Security** - Anyone can access the tank and it appears there have been people on top of the tank.

### CONCERNS AND COMMENTS

The degree of corrosion and metal loss on the tanks internal support structure is very concerning. The condition of the connection points and areas around the floor and sidewall as well as the dollar plate are prime candidates for a catastrophic failure. This could result from a small earthquake, extreme weather change or when a vacuum is created inside the tank by a sudden decrease in the water level. Any of these occurrences could cause one or more rafters to fall and puncture a hole in the floor of the tank.

The coating failures and corrosion present on this tank are unusual for a tank of this age. Contributing factors to this could be a result of poor coating and erection. Additionally, the failures could have been accelerated by over chlorination at some time in the past.

The atmospheric zone is the most corrosive areas inside a tank. When high levels of Chlorine are introduced the atmospheric zone becomes inhospitable to coatings and conducive to corrosion. Over chlorination is very common when dealing with small water system or when proper chlorination injection and monitoring equipment is not present.

### RECOMMENDATIONS

**Due to the unprotected openings on the tank roof areas the tank is out of regulatory compliance and due to the extensive corrosion on the internal support structure and sidewall, it is recommended to replace this tank immediately.**

The degradation and failures, such as the side wall and failed roof structure, make replacement the best option for this tank.

#### RECOMMENDED SCOPE OPTIONS:

- Option A
  - Clean the sediment out of the tanks and properly dispose of it.
  - Remove existing tank and send to factory to have rehab done.
  - Parts that are not able to repair will be replaced.
  - Reconstruct factory rehabbed tank.
  - Perform necessary testing and disinfection before returning the tank to service.
  
- Option B
  - Permit would be required for a new tank.
  - Clean the sediment out of the tanks and properly dispose of it.
  - Demolish the existing tank and haul off to a scrap yard.
  - Perform a geotechnical survey of the site through soil borings
  - Have a registered engineer design a new tank and review the geotechnical report
  - Replace the existing foundation if necessary with a new steel grade band foundation or a concrete ring wall foundation as required to meet compliance.
  - Erect the new compliant tank in the same location.

### RECOMMENDATIONS FOR NEW TANK – SECONDARY (NOT REQUIRED)

- Install a self closing gate at the roof access.
- Install handrail per OSHA
- Install site fencing to reduce the chances of vandalism.
- Install an active mixing system.



**Exterior  
Coatings**

Exterior overview.





<b>Exterior Coatings</b>	Example of rust sites on shell.
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<b>Exterior Coatings</b>	Corrosion on shell.
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<b>Exterior Coatings</b>	Example of graffiti on sidewall.
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<b>Exterior Coatings</b>	Sever corrosion on roof.
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**Exterior Coatings**

Sever corrosion on roof.



**Interior Coatings**

Roof Overview.



**Interior Coatings**

Roof Overview.



**Interior Coatings**

Coating failure and corrosion at the connection point.



**Interior Coatings**

Rusting in vapor areas.



**Structural**

Sidewall buckling possible due to an earthquake.



<b>Structural</b>	Sidewall buckling possible due to an earthquake.
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<b>Structural - Roof Structure</b>	Heavy rusting and corrosion.
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<b>Structural - Roof Structure</b>	Heavy rusting and corrosion.
------------------------------------	------------------------------



<b>Structural - Roof Structure</b>	Heavy rusting and corrosion.
------------------------------------	------------------------------



**Structural -  
Roof Structure**

Heavy rusting and corrosion.



**Structural -  
Roof Structure**

Heavy rusting and corrosion at connection point.





<b>Structural - Roof Structure</b>	Heavy rusting and corrosion.
------------------------------------	------------------------------



<b>Structural - Roof Structure</b>	Roof Vent
------------------------------------	-----------



<b>Structural - Roof Structure</b>	Unprotected opening due to corrosion.



<b>Structural - Foundation</b>	Foundation
------------------------------------	------------



<b>Ladder</b>	Ladder and ladder gate.
---------------	-------------------------



<b>Overflow</b>	No air gap.
-----------------	-------------

## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	June-17	May-17	June-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	27,608,580	33,820,360	16,483,000	
Peavine Creek + Hydro	4,494,420	5,505,640	2,974,000	
Clear Creek		0	0	
Sweetwater Creek		0	0	
<b>Sub-Total (Streams)</b>	<b>32,103,000</b>	<b>39,326,000</b>	<b>19,457,000</b>	64.99%
<b>Wells (North)</b>				
Olympia No. 2	92,000	-	8,416,000	
Olympia No. 3	62,000	-	13,697,000	
Quail Well No. 4-A	8,723,000	2,678,000	0	
Quail Well No. 5-A	5,322,600	1,662,400	798,700	
<b>Sub Total North Wells</b>	<b>14,199,600</b>	<b>4,340,400</b>	<b>22,911,700</b>	-38.02%
<b>South System Wells</b>				
Pasatiempo 5A	11,941,600	11,190,900	N/A	
Pasatiempo 6	-	-	10,420,000	
Pasatiempo 7	-	-	3,249,000	
<b>Sub Total Pasatiempo Wells</b>	<b>11,941,600</b>	<b>11,190,900</b>	<b>13,669,000</b>	-12.64%
<b>North South All Sources Combined</b>	<b>58,244,200</b>	<b>54,857,300</b>	<b>56,037,700</b>	3.94%
<b>Felton System - Surface Water</b>				
Fall Creek	5,683,473	4,479,894	10,380,000	
Bennett Spring	6,465,435	5,649,372	5,898,000	
Bull 1 & 2	2,802,495	2,654,173	1,989,900	
<b>Total Felton System Sources</b>	<b>14,951,403</b>	<b>12,783,439</b>	<b>18,267,900</b>	-18.15%
<b>Manana Woods System</b>				
Well 1	-	-	1,280,959	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>1,280,959</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>73,195,603</b>	<b>67,640,739</b>	<b>75,586,559</b>	-3.16%
<b>Surface</b>	<b>47,054,403</b>	<b>52,109,439</b>	<b>37,724,900</b>	24.73%
<b>Wells</b>	<b>26,141,200</b>	<b>15,531,300</b>	<b>37,861,659</b>	-30.96%
<b>Total Surface Water Percentage</b>	<b>64.29</b>	<b>77.04</b>	<b>49.91</b>	28.80%
<b>Total Wells Percentage</b>	<b>35.71</b>	<b>22.96</b>	<b>50.09</b>	-28.70%

**SAN LORENZO VALLEY WATER DISTRICT  
PRODUCTION BY SYSTEM  
+/- INTERTIES  
June 2017**

<b>North System All Sources</b>	<b>58,244,200</b>
<b>Interties IN +</b>	<b>483,333</b>
<b>Interties OUT -</b>	<b>4,012,264</b>
<b>TOTAL NORHT SYSTEM</b>	<b>54,715,269</b>
<b>Felton Water system All Sources</b>	<b>14,951,403</b>
<b>Interties IN +</b>	<b>200,626</b>
<b>Interties OUT -</b>	<b>0</b>
<b>TOTAL FELTON SYSTEM</b>	<b>15,152,029</b>
<b>Manana Woods System</b>	
<b>Manana Woods Well 1</b>	<b>0</b>
<b>Interties IN +</b>	<b>1,215,868</b>
<b>TOTAL MANANA WOODS</b>	<b>1,215,868</b>

# SAN LORENZO VALLEY WATER DISTRICT INTERTIE USAGE June 2017

**INTERTIE 2**

SLVWD to SVWD 0

SVWD to SLVWD 0

**INTERTIE 3**

SLV SOUTH to SLV NORTH 483,333

SLV NORTH to SLV SOUTH -

**INTERTIE 4**

SLVWD to MHWD 0

MHWD to SLVWD 0

**INTERTIE 6**

SLV NORTH to SLV FELTON 200,626

SLV FELTON to SLV NORTH -

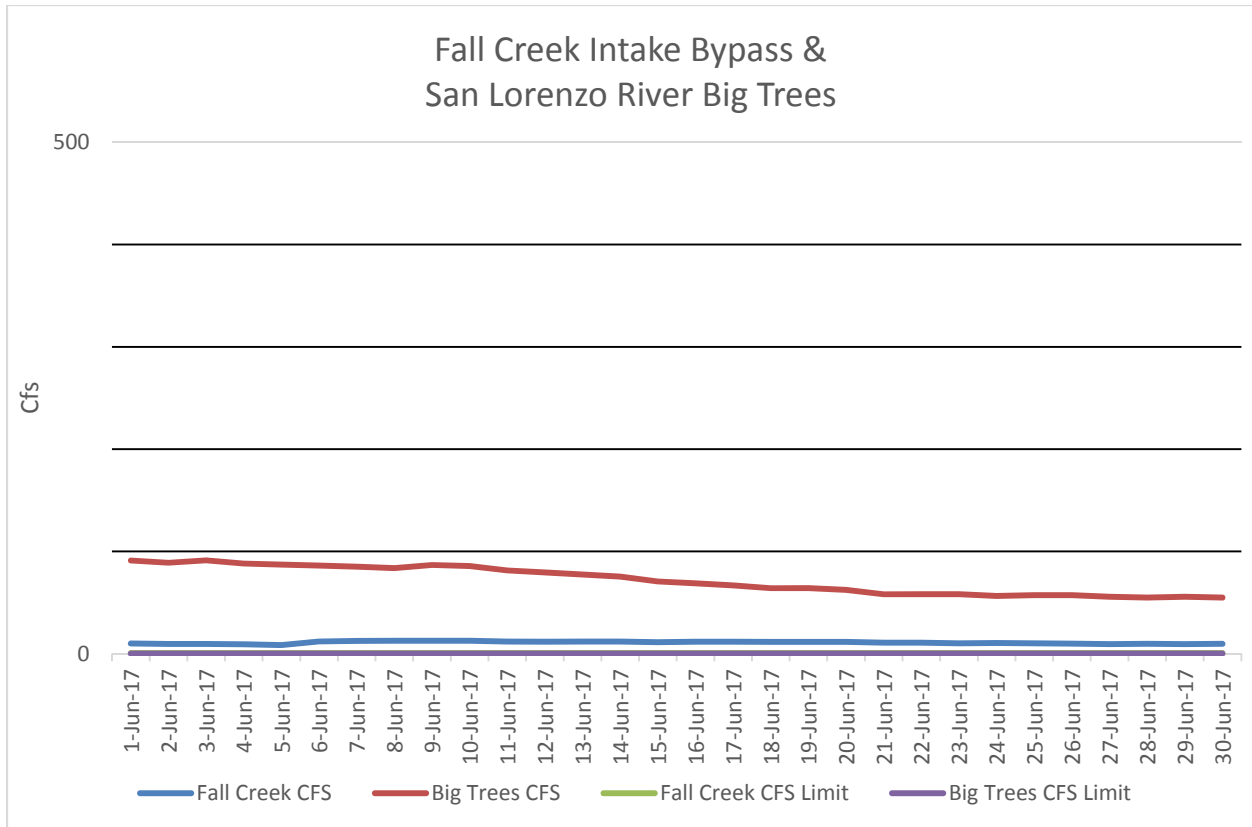
**LOMPICO INTERTIE**

SLV NORTH to LOMPICO 2,595,770

**MANANA WOODS INTERTIE**

SLVWD to MANANA WOODS 1,215,868

## Fall Creek Intake June 2017



### 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 June 2017

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													
Month:	June			Year:	2017	Big Trees > 26,500 Acre-ft Oct-Feb Normal Yr <input checked="" type="checkbox"/>				Big Trees <26,500 Acre-ft Oct-Feb Dry Yr <input type="checkbox"/>			
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height	Weir Height Measurement	Fall Creek (Cubic Feet per Second)	Big Trees (Cubic Feet per Second)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs Dry Year April 1 - Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 21cfs Sept 11 cfs Oct 26 cfs (yes/no)	Notes	
1	10:15	JG	n/a	0	25.0	41.79	9.86	91.1	0	Yes	n/a		
2	07:50	JG	n/a	0	25.0	41.41	9.34	88.9	0	Yes	n/a		
3	08:20	HO	n/a	0	25.0	41.41	9.34	91.2	0	Yes	n/a		
4	08:10	HO	n/a	0	25.0	41.02	9.00	88.0	0	Yes	n/a		
5	8:45	JG	n/a	0	25.0	40.63	8.34	87.0	0	Yes	n/a		
6	09:05	JG	1	108	25.0	42.95	11.93	86.0	0	Yes	n/a		
7	13:45	JG	2	51	25.0	43.34	12.33	85.0	0	Yes	n/a		
8	10:55	JG	2	75	25.0	43.53	12.47	83.5	0.01	Yes	n/a		
9	08:50	JG	n/a	0	25.0	43.53	12.47	86.7	0.08	Yes	n/a		
10	11:45	JG	n/a	0	25.0	42.95	12.47	85.6	0	Yes	n/a		
11	10:45	JG	1	163	25.0	42.95	11.73	81.4	0	Yes	n/a		
12	08:20	JG	1	174	25.0	42.76	11.54	79.3	0	Yes	n/a		
13	7:55	HO	n/a	0	25.0	42.95	11.73	77.3	0	Yes	n/a		
14	9:16	HO	n/a	0	25.0	42.95	11.73	75.3	0	Yes	n/a		
15	8:05	HO	2	180	25.0	42.56	11.15	70.5	0	Yes	n/a		
16	9:45	HO	2	155	25.0	42.76	11.54	68.6	0	Yes	n/a		
17	10:10	JT	2	256	25.0	42.76	11.54	66.7	0	Yes	n/a		
18	8:00	JT	2	355	25.0	42.6	11.34	64.0	0	Yes	n/a		
19	13:25	DB	2	179	25.0	42.6	11.34	64.0	0	Yes	n/a		
20	13:25	DB	2	102	25.0	42.6	11.34	62.3	0	Yes	n/a		
21	11:05	JG	2	142	25.0	42.18	10.59	58.0	0	Yes	n/a		
22	13:55	JG	2	233	25.0	42.18	10.59	58.0	0	Yes	n/a		
23	7:30	JG	2	142	25.0	41.79	10.03	58.0	0	Yes	n/a		
24	7:45	KS	2	224	25.0	41.99	10.38	56.3	0	Yes	n/a		
25	7:20	KS	2	172	25.0	41.79	10.03	57.1	0	Yes	n/a		
26	7:50	HO	2	150	25.0	41.60	9.69	57.1	0	Yes	n/a		
27	8:40	JG	2	140	25.0	41.21	9.16	55.5	0	Yes	n/a		
28	9:25	HO	2	130	25.0	41.41	9.46	54.7	0	Yes	n/a		
29	8:30	JG	2	203	25.0	41.21	9.16	55.5	0	Yes	n/a		
30	14:25	JG	2	141	25.0	41.41	9.46	54.7	0	Yes	n/a		
31	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		

San Lorenzo Valley Water District  
Loch Lomond Water Supply  
June 2017

Loch Lomond Water Level



**Week ending 7/05/2017**

(in feet above mean sea level; lake spills at 577.25 feet)

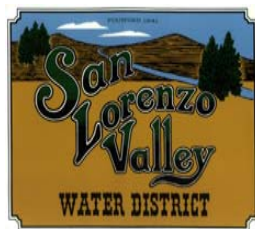
Currently:	575.60ft
Percent of capacity:	96.4%

In 1958 SLVWD sold 2,500 acres of property in the vicinity of the Newell Creek Watershed to the City of Santa Cruz, with the agreement that SLVWD would be entitled to purchase 12 ½ percent of the annual safe yield from a future Newell Creek reservoir, up to a maximum of 500 AF/yr. Based on the 1958 agreement, SLVWD began receiving delivers of Loch Lomond water from the City in 1963. In 1965 the District constructed the Glen Arbor Water treatment plant for treating Loch Lomond water. Toward the end of the 1976-77 drought, the City stipulated that the District was not entitled to an allocation of 500 AF/yr, merely 12.5% of the safe yield. This decision based on a reduction to the estimated annual safe yield from the Newell Creek Reservoir, reduced the Districts contractual allocation. On June 7, 1977, the District filed a Complaint for Declaratory Relief, which requested the court to make a judicial determination of the respective parties' duties and rights. In June 1980 a court order fixed the estimated safe yield from Newell Creek Reservoir at reduced quantity, which resulted in a reduction to the Districts contractual allocation to 313 AF/yr.

Production Loch Lomond to SLVWD

Date	Total Used	Total Available
1976 July to June 1977	353 AF	
1977 July to June 2015	0	313 AF
2015 July to 02/2016	0	313 AF
2/20/16 to Current	0	313 AF

Last time District used Loch Lomond water was June 1977

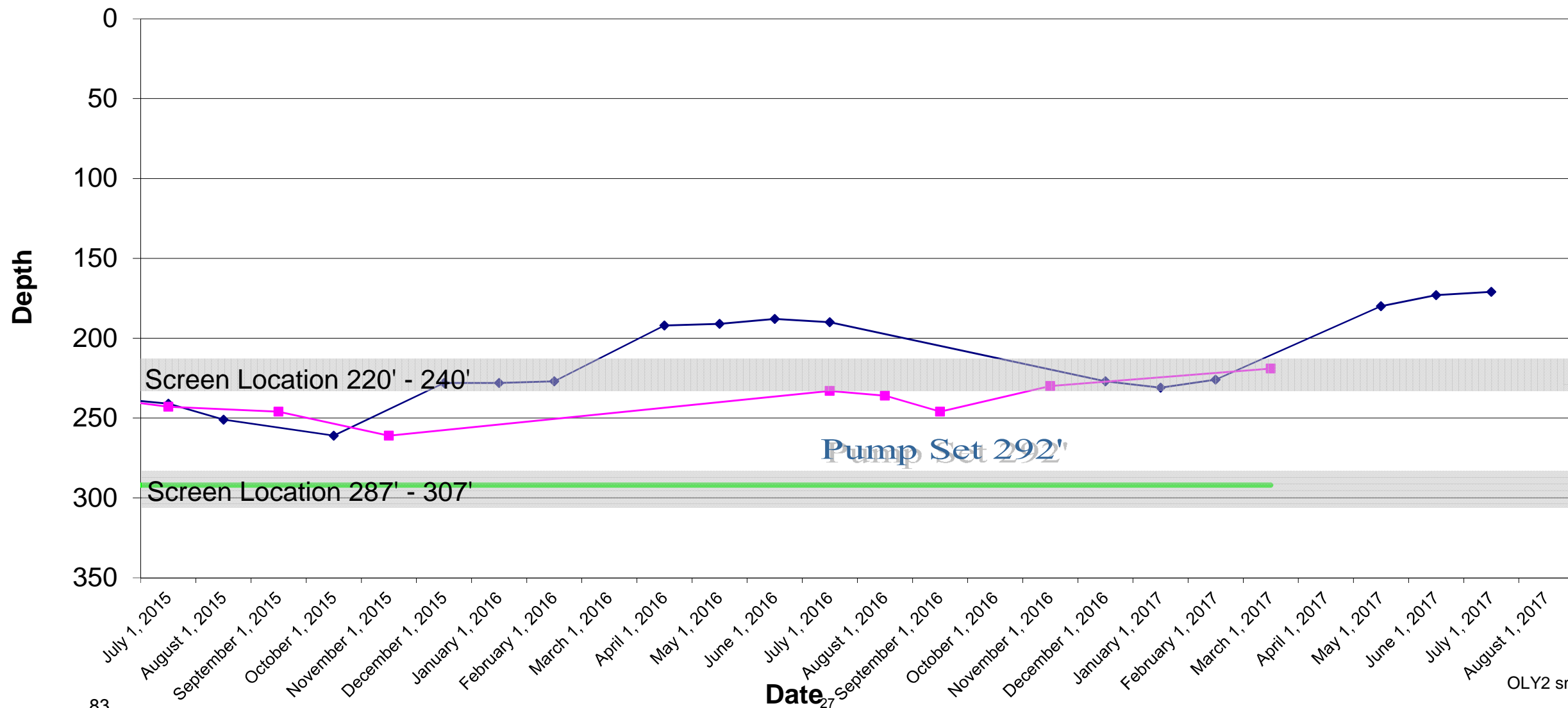


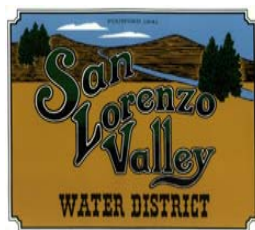
# SAN LORENZO VALLEY WATER DISTRICT

## 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'



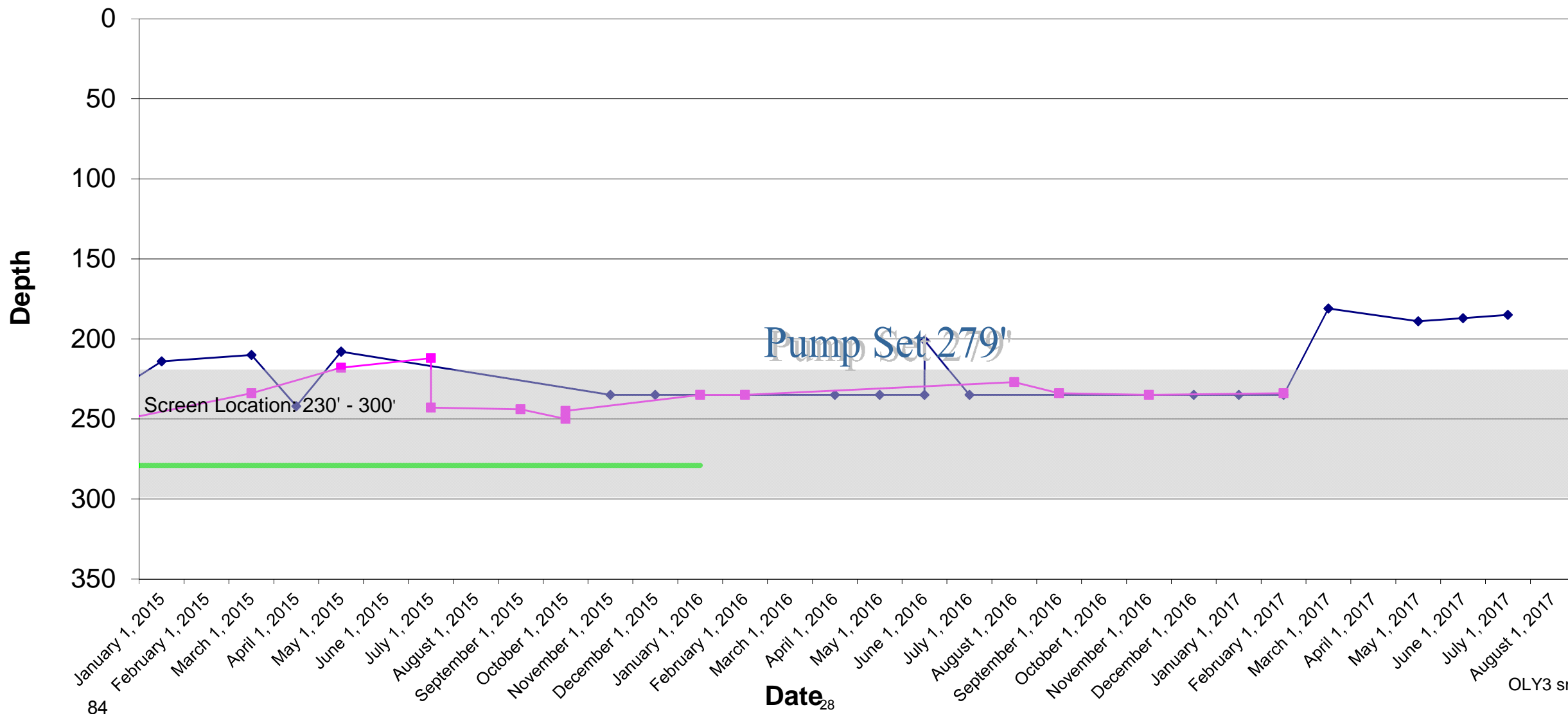


# SAN LORENZO VALLEY WATER DISTRICT

## 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:

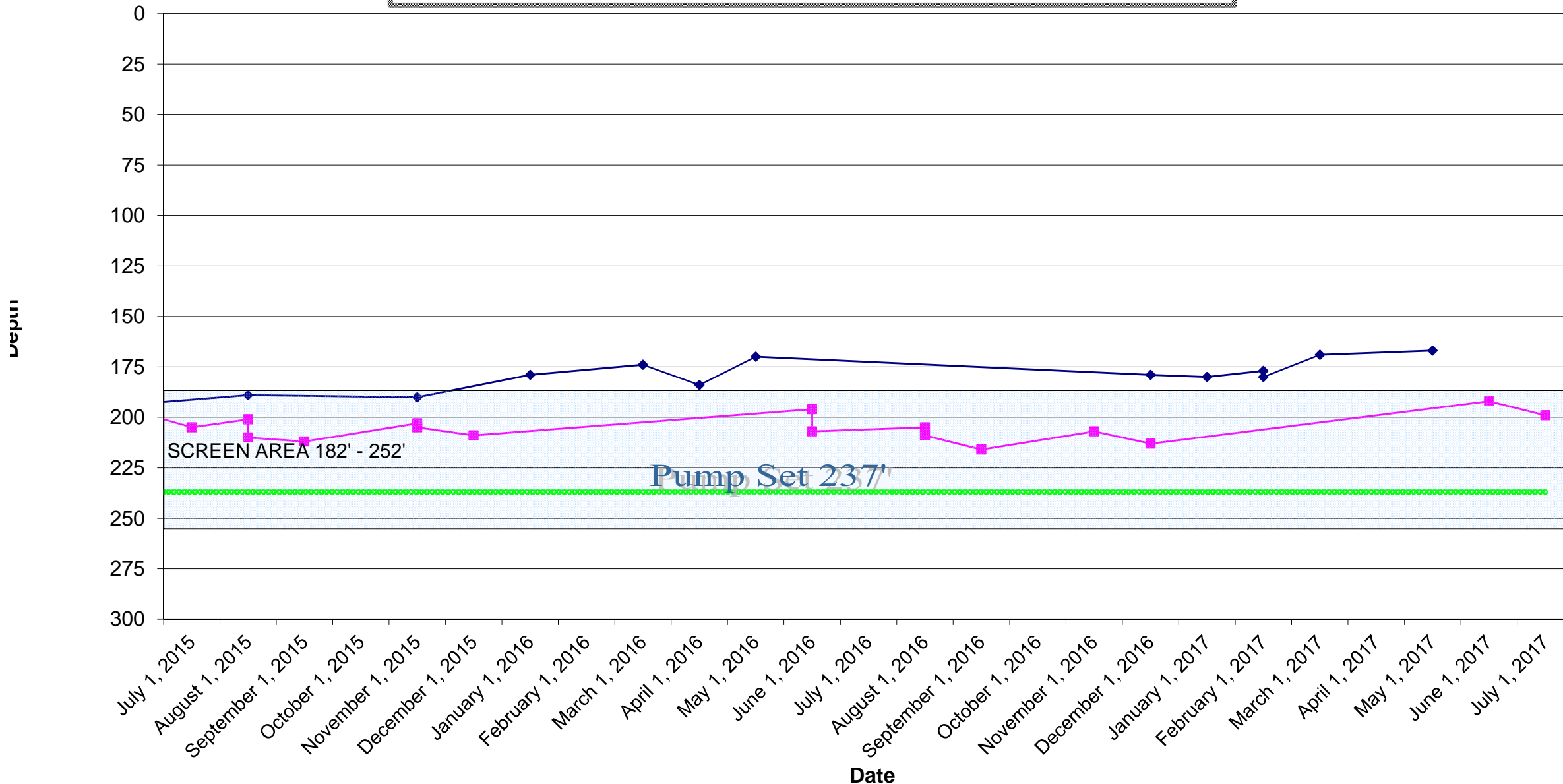
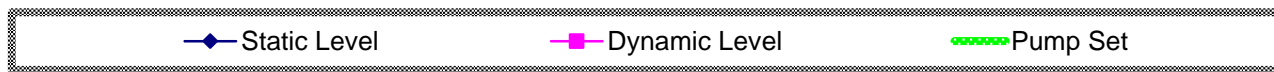


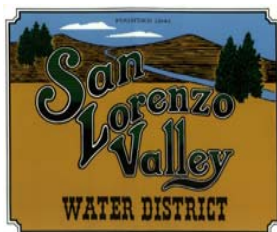
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### 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



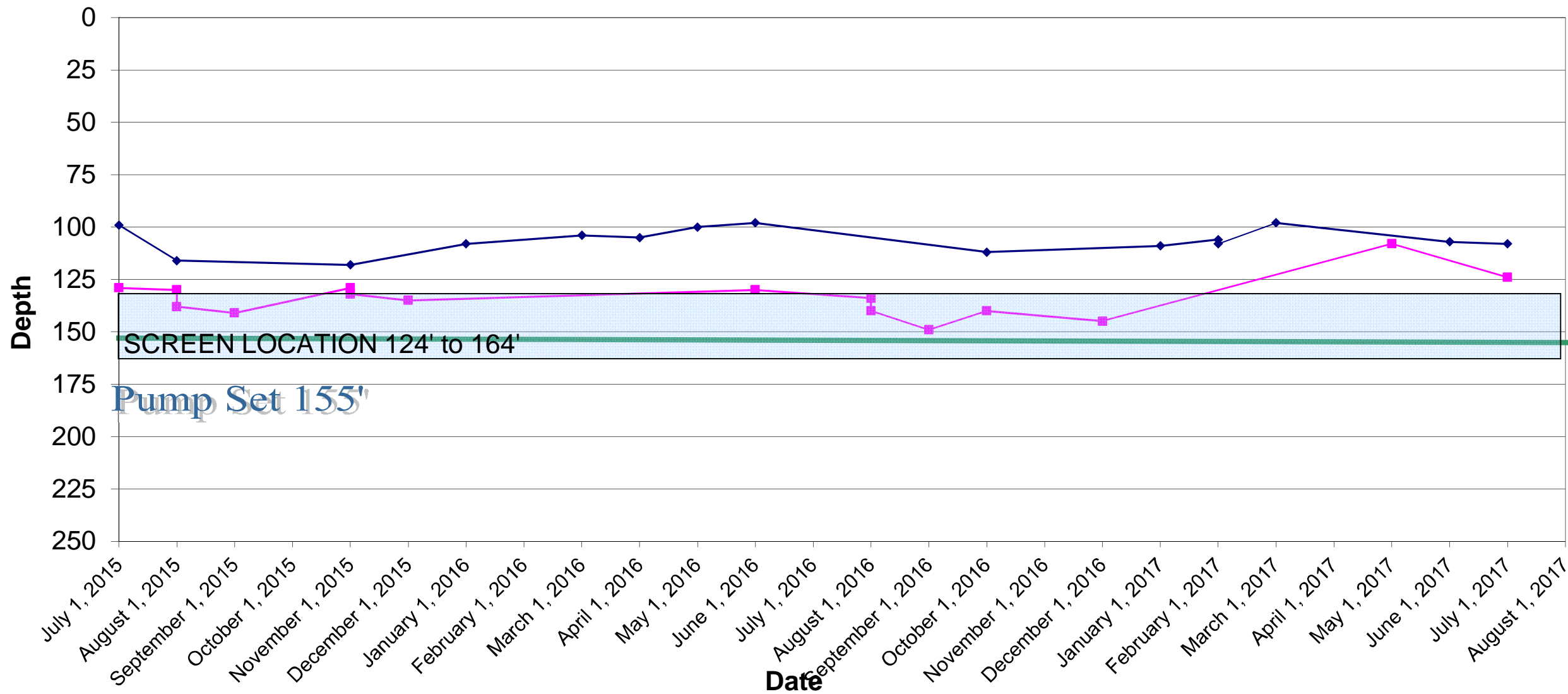


# SAN LORENZO VALLEY WATER DISTRICT

## 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'



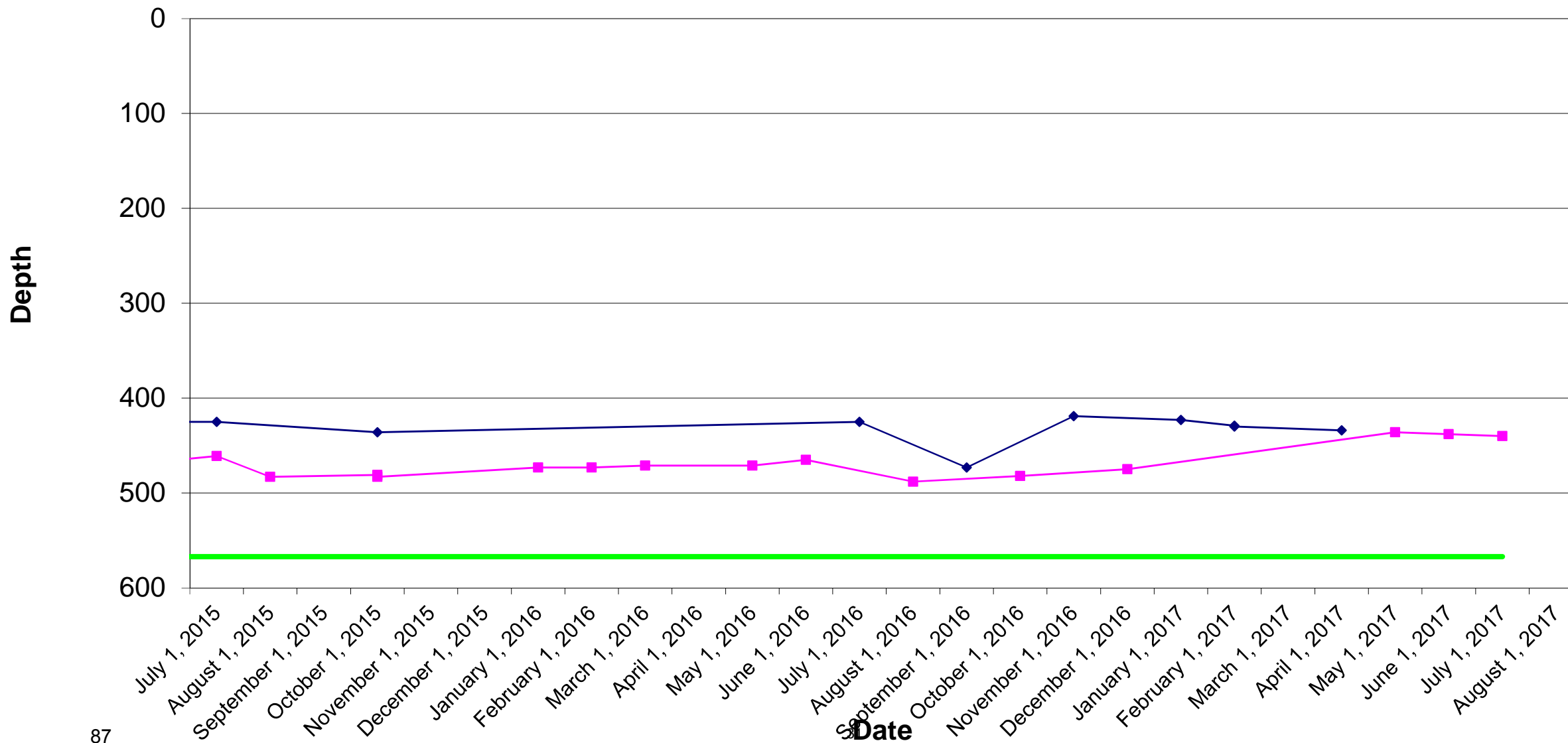
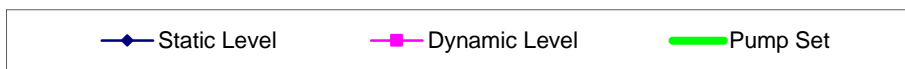


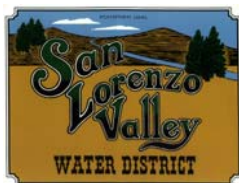
# **SAN LORENZO VALLEY WATER DISTRICT**

## **Well Drawdown Report**

### **Pasatiempo 5-A**

Location: So. Of 3650 Graham Hill Rd  
Elevation: 752'  
Installed 1-1-14  
State Well #:4410014-014  
Completed Depth: 710'



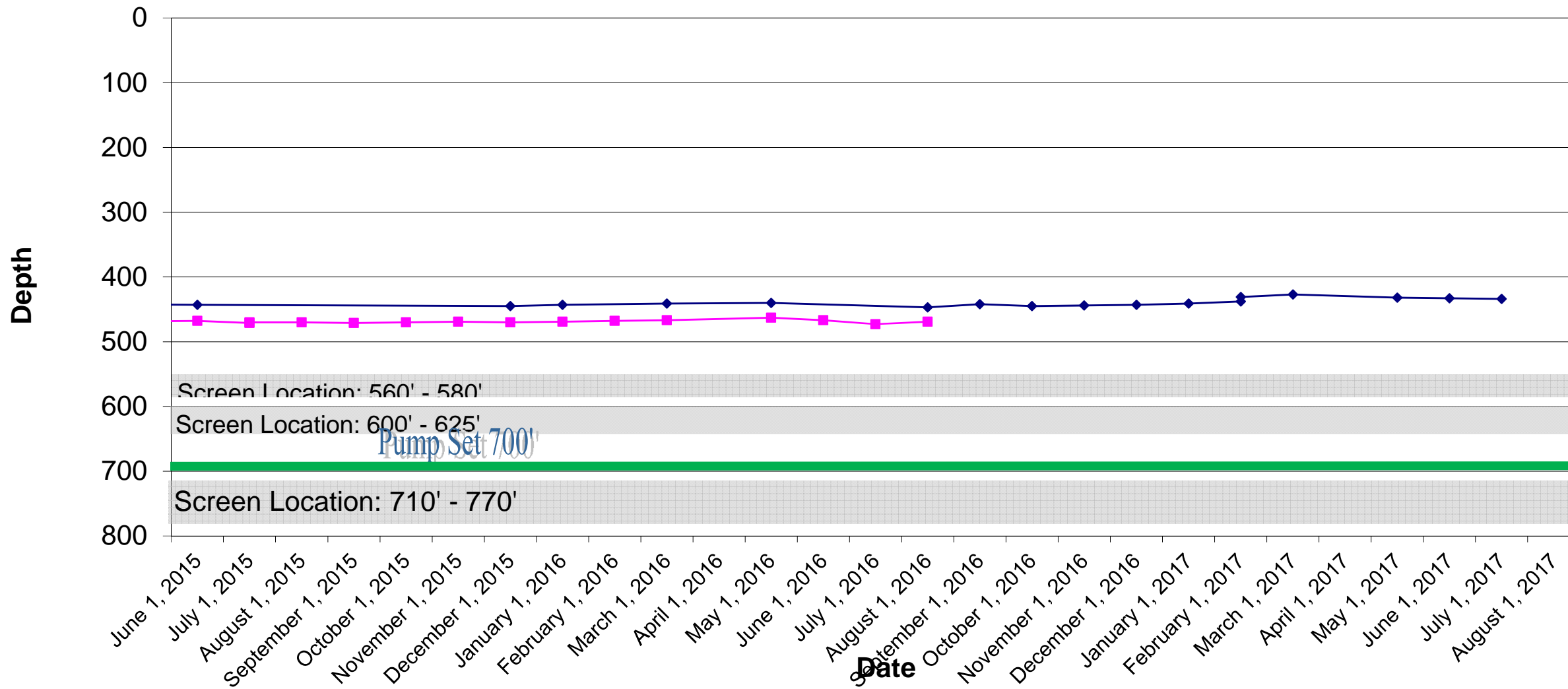
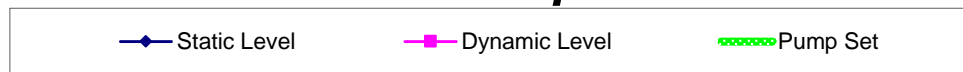


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 6

Location: Behind 3650 Graham Hill Rd.  
Elevation: 775'  
Installed: 5-30-91  
State Well #: 4410014-023

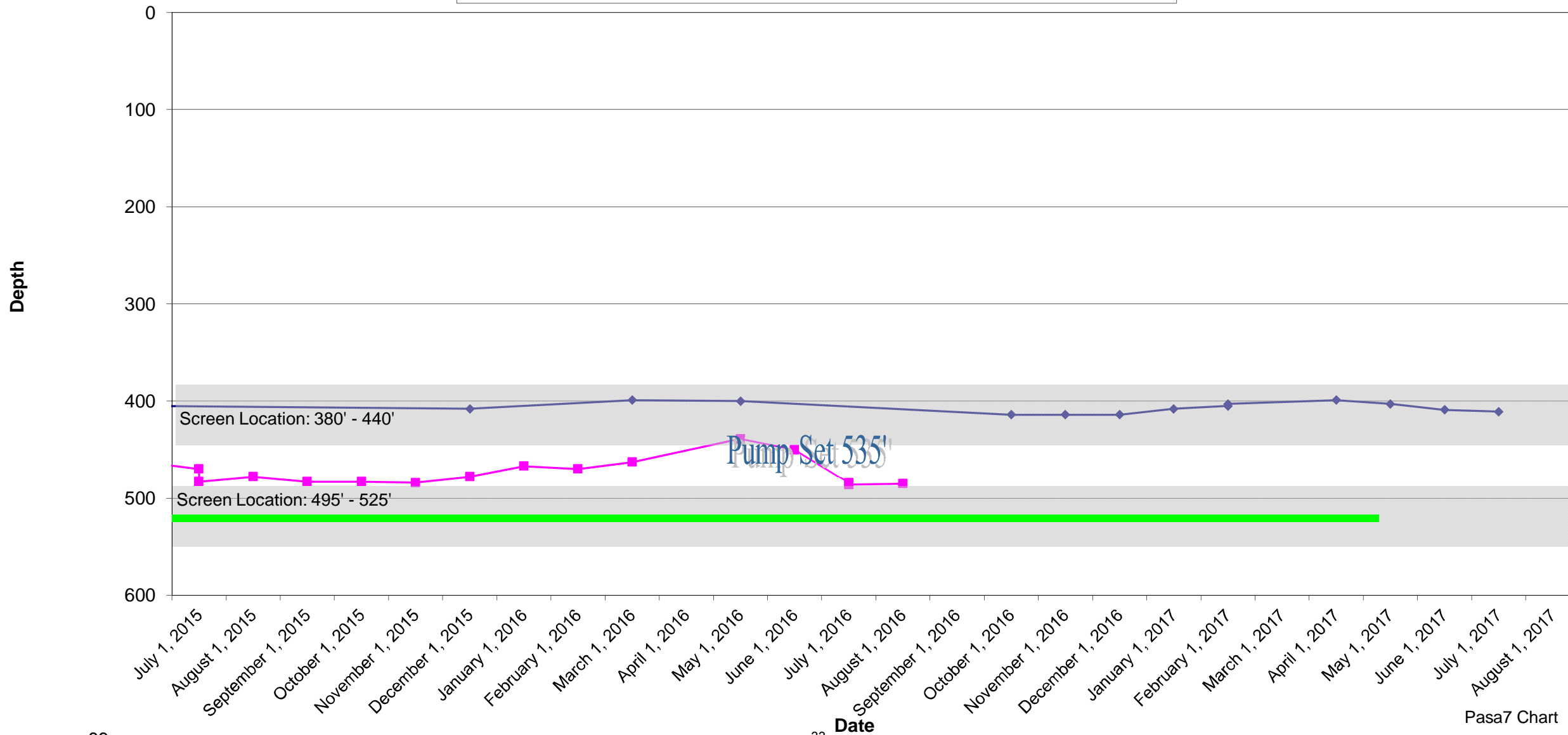




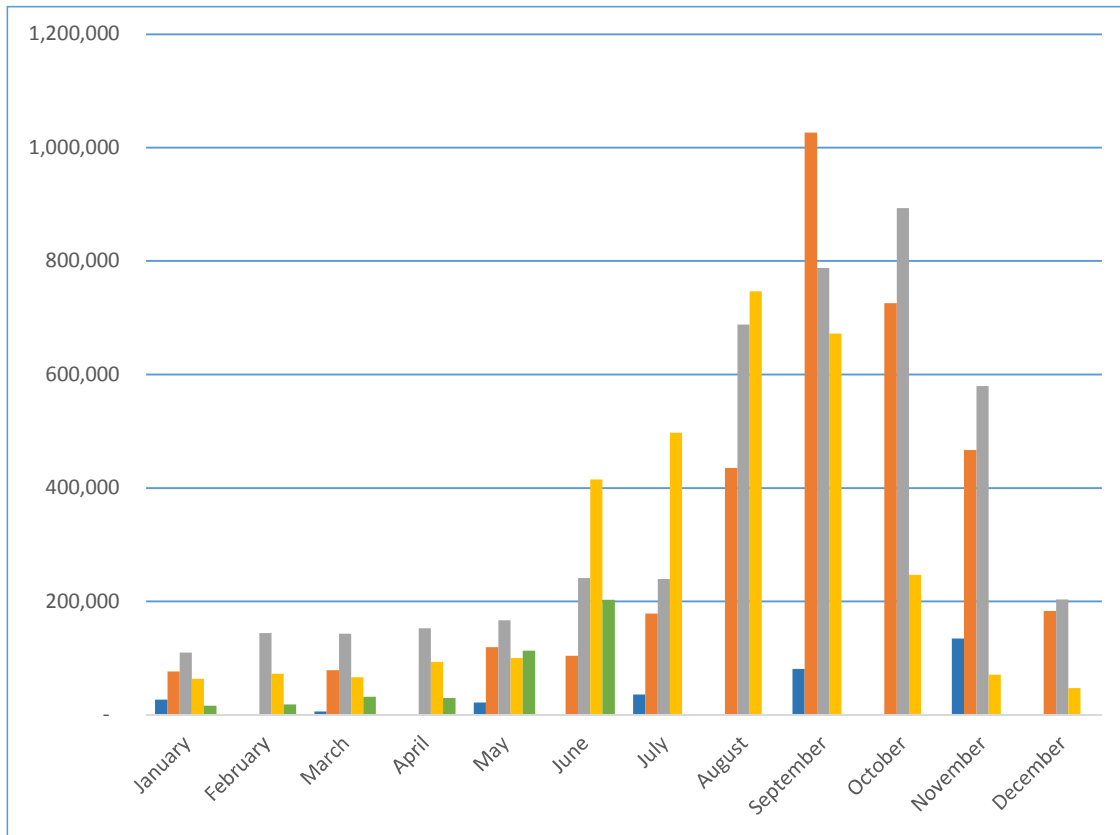


## SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

Location: South of Probation Center  
Elevation: 734' MSL  
Installed: July 21, 1990  
State Well #: 4410014-024  
Completed Depth: 540'



**SAN LORENZO VALLEY WATER DISTRICT**  
**BULK WATER SALES**  
**GALLONS**  
**June 2017**



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
January	26,928	76,296	109,965	63,850	16,456
February			144,364	72,556	18,700
March	5,984	78,540	142,868	66,572	32,164
April			152,592	93,500	29,920
May	21,692	119,680	166,804	100,232	112,948
June		103,972	240,983	415,140	203,179
July	35,904	178,772	239,360	497,420	
August		435,336	688,160	746,504	
September	81,352	1,026,256	787,644	672,183	
October		725,560	893,112	246,840	
November	134,640	466,752	579,700	71,060	
December		183,260	203,456	47,124	
<b>Totals</b>	<b>306,500</b>	<b>3,394,424</b>	<b>4,349,008</b>	<b>3,092,981</b>	<b>413,367</b>

SAN LORENZO VALLEY WATER DISTRICT  
MONTHLY LEAK REPORT  
June 2017

Agenda: 7.20.17  
Item: 9a4

**NORTH SYSTEM**

Leak Type	Location	Town	Gallons Lost
400 MAIN LEAKING	RIGHT NEXT TO 9100 HWY 9	BEN LOMOND	3,600
400 MAIN LEAKING	9470 SUNNYSIDE AVE	BEN LOMOND	1,440
400 MAIN LEAKING	9695 Love Creek	BEN LOMOND	28,800
400 MAIN LEAKING	240 Keller Dr	BOULDER CREEK	540
METER LEAKING - DISTRICT SIDE	167 TEILH DR	BOULDER CREEK	1,440
400 MAIN LEAKING	250 GLENWOOD RD	BOULDER CREEK	720
METER LEAKING - DISTRICT SIDE	660 STEWART ST	BOULDER CREEK	10,000
400 MAIN LEAKING	608 BLUE RIDGE DR.	BOULDER CREEK	300
400 MAIN LEAKING	250 GROVE ST.	BOULDER CREEK	21,600
400 MAIN LEAKING	160 RIVERVIEW DR.	BOULDER CREEK	720
400 MAIN LEAKING	240 KELLER DR.	BOULDER CREEK	750
411 TANK OVERFLOWING	Oakwood Ln.	BOULDER CREEK	900
420 HYDRANT LEAK/REPAIRS	HWY 236/BROOK LANE CROSS ST.	BOULDER CREEK	30,000
400 MAIN LEAKING	10463 LOMITA AVE.	FELTON (LOMPICO)	2,160
400 MAIN LEAKING	12301 COLEMAN AVE	FELTON (LOMPICO)	3,600
<b>Total North System</b>			<b>106,570</b>
<b>FELTON SYSTEM</b>			
SERVICE LINE LEAK @ THE METER	341 LAUREL DRIVE	FELTON	1,080
400 MAIN LEAKING	6256 HWY 9	FELTON	2,520
400 MAIN LEAKING	634 WEST DRIVE	FELTON	4,320
400 MAIN LEAKING	377 BLAIR ST.	FELTON	1,440
<b>Felton System Total Gallons</b>			<b>9,360</b>
<b>MANANA WOODS</b>			
400 MAIN LEAKING	211 CAMINO SINUOSO	SCOTTS VALLEY / Manana Woods	4,800
<b>Manana Woods Total Gallons</b>			<b>4,800</b>
<b>Total All Systems</b>			<b>120,730</b>

SAN LORENZO VALLEY WATER DISTRICT  
 Authorized Unmetered Water Use (GALLONS)  
 June 2017

<u>North System</u>		Monthly Total
Mainline Flushing		-
Tank Leakage		90,720
Probation	1.0 gpm	43,200
Upper Swim	0.3 gpm	12,960
Blue Ridge	0.4 gpm	17,280
Echo	0.1 gpm	4,320
Highland	0.3 gpm	12,960
Process Water		92,880
Lyon cL2 Analyzer	0.02 gpm	864
Quail 5 cL2 Analyzer	0.11 gpm	4,752
Olympia cL2 Analyzer	1.32 gpm	57,024
Paso cL2 Analyzer	0.7 gpm	30,240
Firefighting		0
Tank Overflow		60,000
Waste Water		0
<b>Sub Total North</b>		<b>243,600</b>
<u>Felton Water System</u>		
Mainline Flushing		
Tank Leakage		4,320
El Solyo	0.1 gpm	4,320
Process Water		
Kirby WTP cL2 Analyzers	0.8 gpm	34,560
Firefighting		0
Tank Overflow		0
Waste Water		0
<b>Sub Total Felton</b>		<b>38,880</b>
<u>Manana Woods Water System</u>		
Mainline Flushing		-
Tank Leakage		
Process Water		
Firefighting		
Tank Overflow		
Waste Water		
<b>Sub Total Manana Woods</b>		<b>0</b>
<u>Lompico Water System</u>		
Kaski Tank	0.1 gpm	4,320
Lewis Tank	0.3 gpm	12,960
<b>Sub Total Lompico</b>		<b>17,280</b>
<b>Total All Systems</b>		<b>299,760</b>

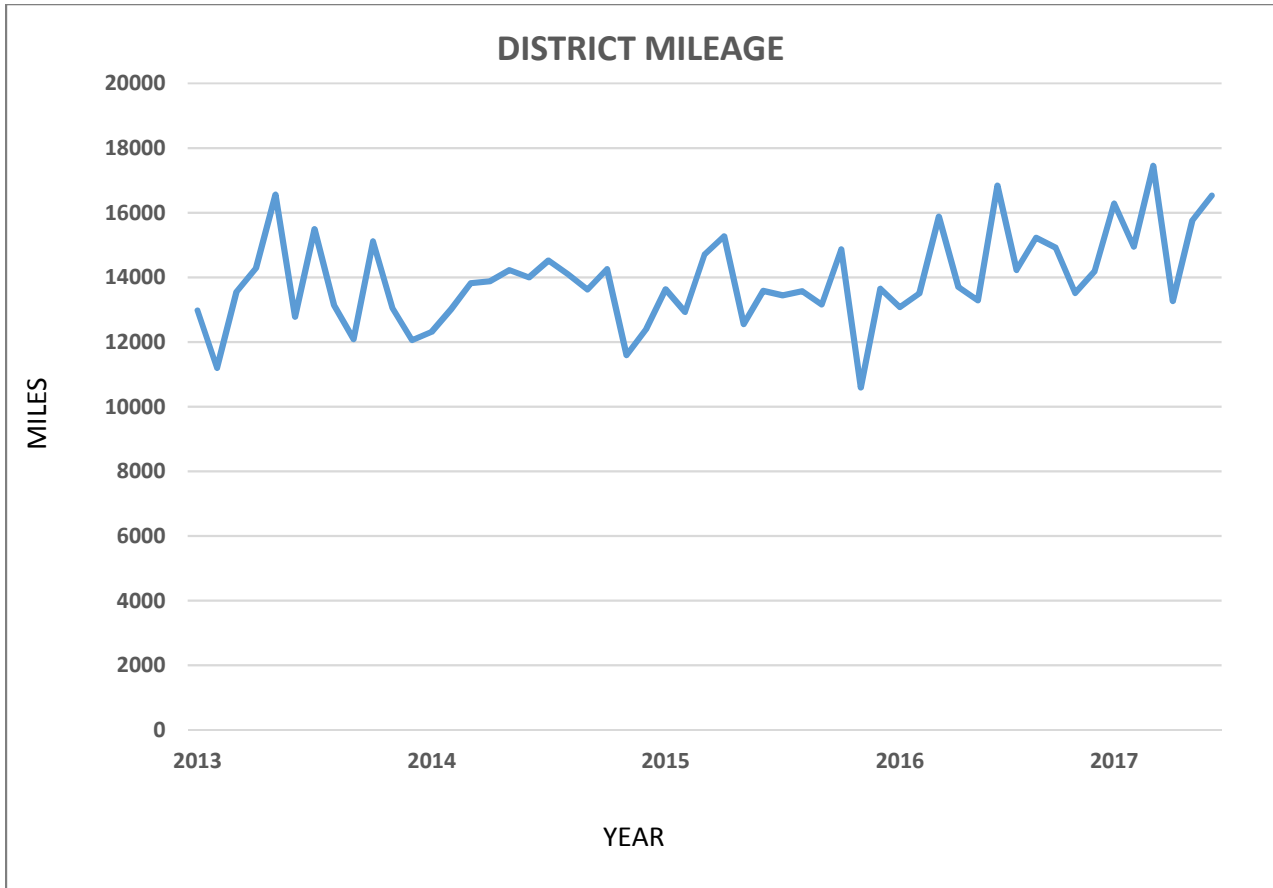
Water Quality Complaint List										
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
6/12/2017		X					Customer complained of brown water	251 Fall Creek Dr.	Upon receiving the customers complaint, the on-call operator called and instructed the customer to flush out the hose bib closest to the meter. Upon the operators arrival to the customers residence approximately 45 minutes after initial contact, the customer had stated that the brown water had cleared up after flushing the hose bib. A free chlorine residual was collected by the operator, which was 0.7 mg/L, considered normal and within range for this part of the distribution system. Customer will call back if problem re-occurs.	SLVWD-Felton
6/17/2017		X					Customer complained of brown water	900 Madrona Dr	Upon receiving the customers complaint, the on-call distribution operator called and instructed the customer to flush out the hose bib closest to the meter. Upon the operators arrival to the customers residence approximately 90 minutes after initial contact, the customer had stated that the brown water had cleared up. Customer was instructed to call back if problem re-occurs.	SLVWD-Felton
6/17/2017		X					Customer complained of brown water	806 Redwood Dr	Upon receiving the customers complaint, the on-call distribution operator called and instructed the customer to flush out the hose bib closest to the meter. Upon the operators arrival to the customers residence approximately 60 minutes after initial contact, the customer had stated that the brown water had cleared up. Customer was instructed to call back if problem re-occurs.	SLVWD-Felton
6/26/2017		X					Customer noticed a blue-green stain on bathtub from water dripping out of tub spout. Customer stated that copper plumbing was installed in residence within the last 6 months.	9663 E. Zayante Rd	Upon field investigation, water quality results were normal and within range at customers hose spigot: pH was 6.9; field turbidity was 0.06 NTU and free chlorine was 0.6 mg/L. A sample for Cu was also collected and sent to a contract laboratory for analysis (currently awaiting results). Customer was advised to flush plumbing after water has sat stagnant for prolonged periods of time. Customer will investigate home plumbing to determine if dissimilar metals are contributing to corrosion.	SLVWD-North

Agenda: 7.20.17  
Item: 9a4

# SAN LORENZO VALLEY WATER DISTRICT

## VEHICLE MILEAGE

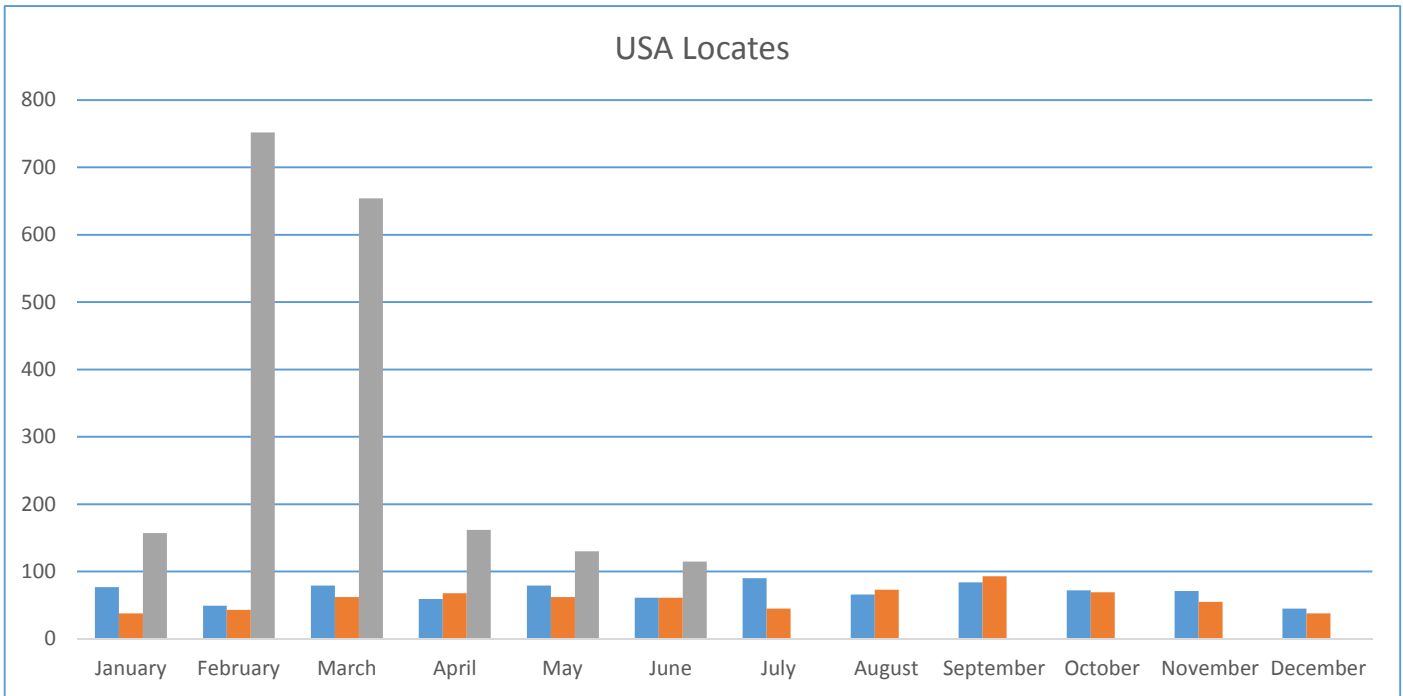
### June 2017



Month	2013	2014	2015	2016	2017
January	12,976	12,317	13,633	13,082	16,286
February	11,201	13,015	12,934	13,505	14,945
March	13,558	13,817	14,714	15,882	17,451
April	14,283	13,883	15,279	13,704	13,270
May	16,560	14,228	12,550	13,290	15,757
June	12,780	14,000	13,582	16,841	16,534
July	15,497	14,519	13,441	14,228	
August	13,136	14,096	13,569	14,923	
September	12,087	13,622	13,137	15,229	
October	15,120	14,261	14,868	14,924	
November	13,046	11,594	10,591	13,510	
December	12,060	12,394	13,648	14,187	
Totals	162,304	161,746	161,946	173,305	94,243

**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
June 2017**

Agenda: 7.20.17  
Item: 9a4



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
January	77	38	157
February	49	43	752
March	79	62	654
April	59	68	162
May	79	62	130
June	61	61	115
July	90	45	
August	66	73	
September	84	93	
October	72	69	
November	71	55	
December	45	38	
<b>Total to Date</b>	<b>832</b>	<b>707</b>	<b>1,970</b>



**Know what's below.  
Call before you dig.**

LADOC meeting 5/11/2017

All committee members are present

Convening at 5:34

### **Oral communications**

- Letter to the board, request to know what happened
- Request to move the meeting date to Tuesday in order to get information to Board prior to next meeting
- No way to get through the agenda as it is written
- Financing to do projects is more expensive than pay as you go (hold for later agenda item)
- SLV has only done things to help their administration deliver water they have done nothing to help our water storage, quality or accessibility,
- SCADA should be done and removed from project list
- Independent audit for the AD because they have buried the LADO Committee in paperwork
- Brown Act does not affect this committee because we are not elected officials
- Taxpayer association to get help to have a ballot to change the tax assessment
- Sanitary reports not our responsibility.

**Motion made to move New Business to first item all committee members voted yes.**

**Brian Lee will no longer be present at LADOC meetings.**

Need to go through Chair Radcliffe for questions.

Radcliffe left Toni a voicemail stating she would talk to her.

- Need to submit questions in writing. This is advantageous to create a paper trail.
- Type out questions during meetings and then submit them directly to Radcliffe.

There have been issues with Holly replying in time. Toni submitted agenda and Holly didn't reply and then emailed when Toni was on vacation and said she never got an agenda.

Felton Community Center meeting

- Toni spoke at midnight. The accounting manager answered Toni's questions directly. Toni asked why bills don't have assigned responsibilities. The accounting manager indicated that Work Orders did include responsible billing party.
- Documents submitted to LADOC is not relevant and a waste of time. SLV is burying us in paperwork.
- Citizen member of the finance committee meeting. He said he would help us get the documents that we need to evaluate expenses.
  - Meet with him in a special meeting. 2 LADOC members can meet with him and get the info we need.

**Motion made to move the LADOC meeting to the second Tuesday of the month from the second Thursday of the month. All members voted in favor.**

- This serves to get info to the SLVWD Board in advance of their meetings

**LADOC would like to ask why/who decided that Brian would no longer attend.** Was this a vote? Can another SLVWD staff member attend the meeting.



Committee under the jurisdiction of SLVWD therefore we are required to follow the Brown act. This is stated in the Policy manual for SLVWD.

- Put it on the agenda to discuss whether we are required to follow the Brown Act.

**Review Invoices and time sheets provided by DM, prepare questions to address BoD.**

- Request that we disregard the invoices submitted and get a spreadsheet of expenses.
- Is Brian Lee telling us that all these invoices were part of the Assessment District? Difficult to determine how these relate to the AD. We need clarity if these invoices are actually being billed to the AD.
- In finance committee meeting 7/21/17 page 3 SCADA System pricing is listed.
- MaryAnn from the public, works for the county and does accounts payable;
  - Ask for salary of all employees to double check amount
  - Financials in a spreadsheet would make it easier to identify. CSV format.
- Clarity of surcharge or AD. Invoices should indicate "Lompico AD" not be blank.
- Jon identified 6 pages with Rachel Munoz identified on them. 260 hours of her work was billed to LADOC. Administrative costs that should not be Lompico's responsibility. 8/3/2016- 54 hours over two weeks. If anything it should be billed to surcharge not AD.
  - What is Rachel Munoz doing in relation to the AD. 6 weeks of pay for her from the AD.
  - 5 hours on the phone? What was she on the phone discussing.
  - We will ask Ratcliffe about this specific issue as an example that we need better reporting. These are administrative fees that should not be billed to the AD
  - 2-3 hours for admin is more of an industry standard for work orders.
- Buying parts before June. Dates on invoices pre-empted the AD. But it appears that this was from the SCADA installation.
- Agenda from SLVWD misdated 7/21/17
- Toni stated they haven't taken any money from the AD because we haven't seen anything billed to the AD.
- Safety meeting weekly, 0.5-1.5 hours billed by different people. It is listed in the invoices. Unclear if it charged to AD. Work order 129.
- Finance report must include Project code, it needs to appear on work orders, invoices for materials and on employee timecards to track what was spent for each project. Codes need to identify it is an assessment district expense and what the specific project is. This also needs to include hourly wage of employees, benefits, and total cost to assessment district. Check numbers for expenses should also be identified as it is on the finance committee documents.
- SCADA invoices #S1072338.001 and S1072338.003
  - Total meters is higher than actual meters in Lompico. So we may be getting billed for 12 meters that were not needed?
  - What is the function of 1" meters
  - Concrete boxes and concrete lids + 300? R&B Company invoice. Unclear where these were installed in Lompico.

**Toni made a motion proposing to the LADOC that she will prepare a memo to submit to the chair and that Lydia will work with her to finalize and submit to Chairperson Ratcliffe. April second motion. All committee members voted in favor.**

**SCADA- Initially Brian indicated this a temporary system. Then it was determined by SLVWD that they may want to install a better system.**

**Free Monterey funding fair:** Ask for approval from SLVWD to send 2 committee members, Lydia and Toni, will go. Look for grant money and loans and provide a report back to LADOC and SLVWD Board showing what our potential options are.

More questions agreed upon to include in the memo:

1. Correct the verbiage of the description of LADOC responsibilities. This was promised by Mr. Lee in the January LADOC meeting and it still has not been done.
2. What is the urn around time for posting the minutes?

Adjourn meeting 7:35pm

LADOC Meeting Called to session at 5:34 by Toni Norton

Lydia out on vacation. All other committee members present.

#### Oral Communications

Talk to Patrick McCormick at LAFCO to get the name of a person in Susan Moriely's office. Find out how Assessments are run, how money should be accounted for, and find out if what is currently happening is as it should be. Costs 25K for temporary SCADA with no supporting documentation to show this expense. Errors in the accounting for the work.

John response: Data is available that are relevant to the SCADA and other expenses such as pipe fittings and employee hours for the work conducted. No total sum was determined. Items were broken down on the invoices for each specific project. He has documentation of these findings and trusts that the information was accurate. There are questions about how time was spent in Scotts Valley to Boulder Creek but it is impossible to determine from the information provided.

Confusion about the email communications. One email said that **we are a Board committee according to the Brown Act we are required to have a Board member present.** Questions will be presented to the BoD at Thursdays meeting. Brian refused to answer a question regarding employee hours and the public is frustrated about this. He provided no explanation for the 240 hours (work order 129). A request from Mark to challenge SLV on this expense. All questions go to the Board but then stated that the board does not answer those questions. No summary spreadsheet? Howard Jarvis Tax Payers association webpage to start a petition to change a special districts taxes.

The power that the committee has is to bring light to the issues at hand.

John Hayes from Felton of Olympia water shed. Citizen member of budget and finance committee. Here to bridge the gap between the SLVWD and LADOC. Olympia does not have an oversight committee because their project was completed in advance of the merger. Observations of SLVWD is overwhelmed and this creating a lag in response. Budget and glysohate are other issues that have had the district preoccupied. Storm damage is in the 4million dollar range and requires a lot of infrastructure and oversight. The district is applying for grants, and funding to assist with the damages. Progress in Lompico has been put on back burner, no room for progress. SLVWD spent their own money to get the SCADA system in and all the supporting infrastructure.

Toni noted that we had money in the bank to support that build out.

Is it better to pay as you go then finance things. First year we have spent very little and was only to make SLVWD work easier reading members. Discussion about SCADA and it's longevity. Availability of funds is the real issue. The District needs more money to do all the projects.

Probation tank is leaking bad and needs to be replaced. The permit will tank until next year.

Loan taken would pay for the loan so the fund that are coming in from the Assessment district are specifically designated.

Request from the committee for John to help in our framing of questions to the BoD.

Brian Lee's email response was brought up and his management style and communication was noted to lack professionalism and was very off putting.

Frustrating for public and committee and expecting anything to change is nonsensical. The District does not want to work with us.

Public predicted that it would likely be at least a year before the tank projects will be started.

## **NEW BUSINESS**

Discussion of questions submitted to the BoD along with a request for the financial records. Finance memo was not addressed at all. Tomi sent two emails to Hollie on May 8 and wanted to make sure they got the meeting date changed. A subsequent email was sent verifying they were sent, and noted the importance of the date change. June 1 response from Brian Lee stated that questions will be in the June Board Packet. His response to changing the date was that it would happen when staff time allowed. Concern about the Brown Act and the inability to change the date of the meeting for the public to have access.

Discussion about the email exchange with Brian Lee. LADOC is a Board Committee.

Rules of the road The District does not want LADOC to contact any county official, vendors, or seek loans.

Toni call to public and committee to go to Board meeting Thursday night to discuss the questions.

Request from Toni to John to get a monthly report from Finance Committee. Materials and labor for the projects. The organization of the District is under question because they are not able to provide simple requests.

Engineers preliminary reports do not include administrative costs. What can be charged to the Assessment? If Admin was not built into the Engineers report then can they be paid out of the Assessment. Booster came out of money we came in.

Double billing is a concern. The District invoicing system has been faulty. Bill for Lompico truck but we do not have Lompico Truck. Toyota 4WD never seen in Lompico. Scrap value for meters and other recyclables not being reflected in any of the documents provided. Tools charged to Lompico. \$1300 in sawblades for just Lompico? Need more transparency in the documents provided.

John: Our role is not to do their job. LADOC currently has an adversarial relationship with the District. Every reaction from The District staff is defensive and this behavior from the executive staff is setting the tone for everyone in the District's opinion of Lompico.

Response from Toni: We have asked for a spreadsheet that shows expenses for the Assessment District.

Discussion about the ability of the intertie to support fire protection in the canyon.

Water quality has gone down.

It was identified that two of the questions from LADOC were not included in the agenda. Toni will figure out which questions and will hope that it gets addressed.

John asked what the role of the committee was. Refer to Resolution 31.

941A LAFCO

Gene Radcliffe response said they are busy and used the squeaky wheel get the grease.

State mandated projects should not be put at the bottom of the list. Concern about the financial documentation. Wait too long to build a system for tracking at it will be made up.

April Board meeting member stated it was reasonable to ask for a monthly report.

Potential for our ability to come in under budget then we could we could have the assessment terminated.

Vote to end surcharge gives hope.

Need accurate data. Rachel Munoz time card...

Need a complete report and there will not be a need to knit pick.

Stephanie from the finance committee may be able to provide us a report. It seems preposterous that they do not have an AD report to date. Why wouldn't they want to share this. District projects should be easily identified. Task codes. Meter reading was noted in invoices and it should not be in the AD it should be maintenance.

Finance Committee meeting.

Engineering Committee meeting. 6 Lompico projects listed on agenda. Lompico is rolled into the capital improvement program. Lewis tank #1 sand hills will make it more challenging but not as bad as probation. Construction is projected at 2 years. SCADA temporary is not sufficient want a better system. Service and line and meters are replaced with cellular, 40 meters are problematic. Manufacturer guarantee so not out expense. PRV will start next year, do a couple a year. Intertie is getting pushed out a couple of years. Concrete vaults. Rick Rogers stated we need new PRV not repair existing. Funds in AD are for replacement. High pressure in the pipes the District needs to lower the pressure.

Eliminate tank in between the intertie and the pump. Recovery time for fire suppression will only support 3 fires. Intertie does not increase pressure. During fire drawing from the tanks not from the intertie. Inter tie fills the tank. Blow off at the end of the lines, fire hydrant meets this requirement.

Information from the Engineering Committee was well received and there was concern about why this info isn't shared with the committee.

TMF Technical financial and management. Applying for a USDA loan. NBS consultant on rate study. The District has to show adequate reserves. NBS stated there are no reserves in the District. Chuck Bauman stated were not in a good place to take out a loan.

Attend Finance Committee meetings and ask the appropriate questions.

How do we get through the defensive nature of our current relationship with the district.

Need to be cooperative, and constructive.

Public appreciated and their contribution is valued.

Adjourning at 7:20pm

## MEMO

To: Board of Directors

From: District Manager

Written by: Environmental Programs manager

DATE: July 20, 2017

SUBJECT: 2016-17 OLYMPIA WATERSHED PATROL SUMMARY REPORT

### RECOMMENDATION

It is recommended that the Board of Directors review this memo and accept the Olympia Watershed Patrol Summary Report (Attachment 1) provided by Angie Richman, Stewardship Assistant, Land Trust of Santa Cruz County.

### BACKGROUND

On June 30, 2011 your Board approved Resolution 34 (10-11) which designates the extremely rare sand chaparral/sand parkland biotic communities on the Olympia Watershed property as "special protection area" and prohibits all recreational uses except limited hiking, dog-walking and horseback riding on designated service roads.

Following Board approval of Resolution 34 (10-11), District staff have implemented mandated actions:

1. Prohibit throughout the property all unauthorized motorized vehicle use, all bicycle use, poaching, alcohol use, firearms, smoking, use of fire and camping.
2. Restrict hiking, dog-walking, and equestrian use on the Olympia Watershed property to existing District service roads during daylight hours commencing 30 minutes after sunrise and ending 30 minutes before sunset.
3. Equestrian use is no longer restricted to members of Santa Cruz County Horsemen's Association (SCCHA).
4. Require all dogs to be leashed; leashes shall not exceed ten feet in length.
5. Engage the services of an experienced land steward to patrol the Olympia Watershed property and discourage trespassers.
6. Fence and gate the western region of the property along the east side of the railroad tracks and both sides of the District service roads, as well as any other areas deemed necessary by the district to discourage trespass.
7. Post signs at appropriate intervals along fences, gates and other known entry points, prohibiting trespass and listing recreational use restrictions.
8. Assess on at least a six (6) month basis or more frequently if deemed necessary, the success of implementing the aforementioned recreational use restrictions; the District retains the option of prohibiting all recreational use, if deemed necessary, in the final implementation plan for the property.

In February 2012 the District contracted with the Land Trust of Santa Cruz County to patrol the Olympia Watershed property on foot, pursuant to Resolution 34 (10-11), Directive 8 and the Olympia Watershed Planning and Implementation Report, which incorporated the directives of the resolution.

Angie Richman, the Land Trust's Steward Assistant has, as directed, completed and filed monthly reports noting each of her observations of legal and illegal uses on the property during his patrols. Her reports have also included photographs of notable observations such as vandalism and wildlife sightings.

Ms. Richman compiled a quantitative summary report of all her recorded observations of both legal and illegal use over the past 12 months, and to provide a narrative summarizing these observations. The Olympia Watershed Patrol Summary Report is attached. (Attachment 1).

It is recommended that the Board Review this memo and accept the Olympia Watershed Patrol Summary Report (Attachment 1) provided by Angie Richman, Stewardship Assistant, Land Trust of Santa Cruz County.

FISCAL IMPACT

\$18,530

STRATEGIC PLAN:

Strategic Element 2.0 - Watershed Stewardship  
Strategic Element 7.0 - Strategic Partners



## ***Olympia Watershed Patrol*** ***(Public Use Brief)***

Since February 2012, the Land Trust of Santa Cruz County (LTSCC) has patrolled the Olympia Watershed 8-10 hours a week during random daylight hours. This report is intended to summarize the types of legal and illegal use trends that have been observed on the property from June 2016 through May 2017.

### ***General Use***

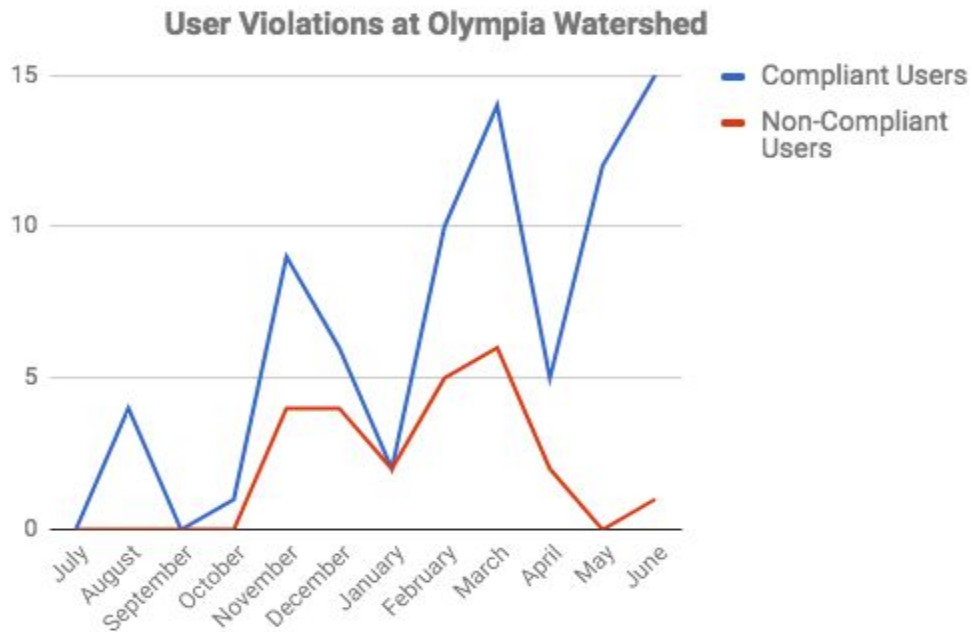
The majority of recreational users on the property continued to be hikers, dog walkers and equestrian users. Entrance to the property is located off of East Zayante Road near the Zayante Fire Station. Upon entering the equestrian gate users can access the north boundary loop from a subsequent equestrian gate. Use of the upper portion of the property continues to be minimal due to its extreme grades and difficulty to access after winter storms causing trail obstructions from fallen trees. The winter storms of 2016-2017 caused an excessive amount of blowdown, leaving much of the upper equestrian trail obstructed into the summer.

In general, most of the users on the property are following the rules outlined on the kiosk. Violations and illegal trespass are minimal, most issues are swiftly resolved with corrective action.

### ***Illegal Use***

#### ***Dogs Off Leash***

Dogs off leash is the most common violation seen, as with many other parks and open spaces (see chart below). The majority of users readily comply with leash rules once they are reminded. The rattlesnake warning signs are a good deterrent for off leash dogs. Also, the frequent equestrian use is beneficial to this issue since horses and dogs may have conflicts.



Note: Most violations were dog off-leash (71%). Others are: closed area and mountain/dirt bike trespass

### *Closed Area*

Three closed area violations occurred during this time period, all in the quarry area. One was a small, active encampment which was promptly removed by Land Trust employees. The rest were hikers, which were alerted why the area was closed: the importance of sandhill habitat to threatened and endangered species.

Most of the fencing around and within the property has remained intact and has kept people out of the most sensitive areas in Olympia Watershed.

### *Camping*

Only two camping violations have occurred this season, which is very minimal when compared with the rest of the county. One encampment was under the kiosk and the other was in the quarry area just beyond the gate. Both instances occurred in early December of 2016. The most effective camping deterrent is prompt removal of encampments and property caches, which we accomplish due to frequent patrols.



Encampment under kiosk, obscured by sticks.



Encampment in quarry area.

### *Vandalism*

Only one instance of vandalism occurred this season: tagging of a 'sensitive area' sign. The best abatement for tagging and graffiti is prompt removal upon detection.

### **Dirt Bike Usage**

Dirt bike trespass became increasingly frequent in October-November 2016. Dirt bikers were likely entering the upper part of the property via the private property to the north. Dirt bikers were riding on the upper equestrian trail during the wet season, forming ruts, berms and side trails. Later on, they were cutting vegetation and forming bike trails on the steep hillside in the upper portion of the property which is extremely detrimental due to increasing erosion and water flows.

We combatted this trespass by increasing patrols and talking with hikers and equestrian users to gather more information. We posted "No Trespassing" signs in areas closed to public and made posters regarding the illicit activity with trail camera photos of the biker and phone numbers to call to report the illegal biking. Posters were posted on signs and entrance kiosks around the property and it seemed to solve the issue. Trail cams were moved around to try to get better photos. A visit to the Felton sheriff's office was also made to alert authorities of the frequent trespass. No dirt biking trespass has occurred since these incidents.



Dirt bike tracks on and off trail.



Dirt bike tracks on upper equestrian trail.

### Rain Season Blowdown

The intense rain season caused a large amount of downed trees and branches within the property. The most notable damage is a large live oak branch that fell on top of 20 ft of fencing across from the kiosk. A tree also fell on a portion of boundary fencing just south of the main entrance.



Large live oak branch that fell on barbed-wire fencing.

On the upper trail, about six trees are still down which are likely restricting some access for equestrian users and creating go-around trails.

## Natural Resource Concerns

The northern section of the upper equestrian trail is very overgrown with broom. Many of the plants are overhead and a user cannot pass through without contacting the vegetation. This is an access concern as well as an increased tick hazard for recreational users.



French broom taking over on upper equestrian trail.

## Conclusion

Wildlife sightings are frequent: deer, coyote, turkey, lizards, newts, snakes and birdlife are a common sight (see additional photos). All users are informed by patrols to stay on designated trails and keep dogs on leash to avoid wildlife encounters and preserve the tranquility and ecological richness of the habitat. Fostered regulations have maintained the overall goal of the San Lorenzo Valley Water District's management plan. The plan's objectives to integrate public recreational use with native wildlife and plant protection while providing a clean, reliable water source to the community are strengthened in collaboration with LTSCC patrols and corrective actions as well as SLVWD signage, fencing and property maintenance.

## Additional Photos



Black-tailed deer in meadow.



Pacific ring-necked snake on lower equestrian trail.



Wild turkey in meadow area.



Rattlesnake in sand on lower equestrian trail.



One of many garter snakes seen on the trails.



Toad on trail in the evening.



M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: BROWN ACT & BOARD AGENDAS  
DATE: July 20, 2017

RECOMMENDATION:

It is recommended that the Board of Directors review the attached memo from Nossaman.

BACKGROUND:

In June of 2017 the District changed the order and format of its Board Agendas. Nossaman became District Legal Counsel on July 1<sup>st</sup>, 2017. Staff has requested that Nossaman review the current agenda for compliance with the Brown Act.

STRATEGIC PLAN: 6. Public Affairs

FISCAL IMPACT: none



NOSSAMAN LLP

Memorandum

**TO:** Board of Directors,  
San Lorenzo Valley Water District

**FROM:** Gina R. Nicholls, General Counsel

**DATE:** July 14, 2017

**RE:** Brown Act & Board Agendas  
502665-0001

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Thank you for the opportunity to serve as General Counsel for the San Lorenzo Valley Water District (District). It is my honor and privilege to undertake this responsibility.

In light of recent changes to the District's procedures governing general public comments at meetings of the District's Board of Directors (Board), I have been asked to review Board Agenda item no. 8 for consistency with the Brown Act, and to provide a report to the Board regarding the same.

Board Agenda item no. 8 reads as follows:

**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 three (3) minutes in length, and individuals may only speak once during Oral Communications.***

***If you wish to speak on a non-agendized item, please submit a 'speaker slip' to the District Secretary. It is not required, but individuals who have submitted a 'speaker slip' will be given priority. Time for Oral Communications at the start of the meeting will be limited to 15 minutes in total. If there are additional speakers, the Board will continue Oral Communications after the Consent Agenda.***

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

Memorandum  
July 14, 2017  
Page 2

## **Brown Act**

Brown Act section 54954.3, subdivision (a), provides as follows:

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body . . . provided that no action shall be taken on any item not appearing on the agenda . . . .

This language of the Brown Act has been construed to mean that for each agenda of a regular meeting, there must be a period of time provided for general public comment on any matter within the subject matter jurisdiction of the legislative body, as well as an opportunity for public comment on each specific agenda item as it is taken up by the body. (*Chaffee v. San Francisco Library Commission* (2004) 115 Cal.App.4th 461, 468-469.)

According to the California Attorney General, “[s]o long as the Board acts fairly with respect to the interest of the public and competing factions, it has great discretion in regulating the time and manner . . . of testimony by interested members of the public.” (California Attorney General’s Office, *The Brown Act: Open Meetings for Local Legislative Bodies* (2003), p. 19, citing Gov’t Code, § 54954.3, subd. (b).)

## **Board Agenda Item No. 8**

The procedures established by Board Agenda item no. 8 are content neutral and equally apply to all members of the public. They do not deprive any individual of the opportunity to comment on any matter within the Board’s jurisdiction. Furthermore, Board Agenda item no. 8 appropriately advises the public of legal limitations on the Board’s ability to deliberate or take action on non-agenda matters. Procedures similar to these (e.g., limiting comments to 3 minutes per speaker, utilizing speaker cards, and setting aside a specific part of the meeting agenda for general public comments) have been upheld by the courts. Accordingly, it is well within the Board’s discretion to establish and enforce such procedures.

GRN/GRN

M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: CAPITAL IMPROVEMENT LOAN OPTIONS  
DATE: July 20, 2017

RECOMMENDATION:

It is recommended that the Board of Directors listen to a presentation from Water Systems Consulting, Inc. (WSC) and provide input regarding the District's options for low-interest capital loans.

BACKGROUND:

The District recently contracted with WSC for on-call as-needed general engineering services. A primary objective of that contract was to move forward in identifying and securing low-interest capital loans. Tonight, WSC will provide an update on their efforts.

STRATEGIC PLAN: 5.2 Funding Infrastructure Replacement

FISCAL IMPACT: To Be Determined

M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: NEEDS ASSESSMENT  
DATE: July 20, 2017

RECOMMENDATION:

It is recommended that the Board of Directors review the attached Needs Assessment, approve same, and take the following actions:

1. Direct staff to begin the process of declaring the Johnson Building and Administration Building surplus property, with the intent to sell both.
2. Direct staff to report back to the Board no later than three months from tonight regarding available adequate office space for lease within the District's service area to house functions currently occurring in the Administration Building, with the intent to move administration functions to temporary facilities while conducting a Feasibility Study of the 'Model Arrangement' discussed in the Needs Assessment.
3. Direct staff to work with the Engineering Committee to develop and issue a Request for Proposals (RFP) to develop a Feasibility Study for the 'Model Arrangement' as proposed in the Needs Assessment.
4. Direct staff to report back to the Board no later than three months from tonight with a detailed plan regarding how Board Meetings can be conducted in other locations of the District's service area; the intent being to hold Board Meetings in rotation, utilizing three or four locations in alternating months.

BACKGROUND:

The District recently contracted with William Fisher Architecture, Inc. to conduct a Needs Assessment to assist in determining the future office, operational and equipment/material storage space needs of the District. The contract also called for a review of currently owned buildings and their adequacy for same. The Needs Assessment Report is attached for Board Consideration.

STRATEGIC PLAN: 8.0 Organizational Health / Personnel

FISCAL IMPACT: To Be Determined



## San Lorenzo Valley Water District

### Administration and Operations Facility Needs Assessment

*For "determining the spatial needs of running a functional district."*

## Final Report

Date:

7/13/2017

Prepared By:

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## QUICK GUIDE

This is a Quick Guide to the Facilities Needs Assessment (FNA) Final Report (Report). This Guide gives you a suggested selection of content which may be easily read for an overview of the Report.

### VERY BRIEF GUIDE

- **FNA Objectives, p. 9:** The objectives of the FNA Process are stated on Page 7 (Section II. D. 1. "Objectives")
- **Executive Summary, p. 12:** The entire report is summarized on Page 13 (Section III. "Executive Summary")
- **Findings, p. 14:** The findings of the FNA Process are summarized on Page 14 (Section IV. A. "Summary")
- **Analysis, pp. 47-48:** For a summary analysis of needs, requirements and options, read Pages 47-48 (Section V. A. "Summary")
- **Recommendations, p. 71:** For a summary of Recommendations, read Page 67 (Section VI. A. "Summary of Recommendations")

### GUIDE

- **List of Facilities, p. 5:** A list of the facilities reviewed starts on Page 7 (Section II. C. "List of Facilities Reviewed")
- **FNA Objectives, p. 9:** The objectives of the FNA Process are stated on Page 7 (Section II. D. 1. "Objectives")
- **Executive Summary, p. 12:** The entire report is summarized on Page 13 (Section III. "Executive Summary")
- **Findings, p. 15:** The findings of the FNA Process are summarized on Page 14 (Section IV. A. "Summary")
- **History, pp. 16-19:** For a background understanding it is necessary to read Pages 14-17 (Section IV. B. "History")
- **Field Investigation, p. 20:** For a summary of the findings from field investigation, see Page 19 (Section IV. C. 1. "Summary")
- **Participant Responses, pp. 35-38:** For a summary of information gathered from participants, read Pages 34-37 (Section IV. D. 3. "Summary of Responses")
- **Staffing, pp. 40-41:** For a summary of the District's planned implementation of the 2016 Staffing Study Recommendations, read Pages 40-41 (Section IV. E. 3. "Planned Implementation")
- **Facilities Consolidation Project, p. 43:** For a summary of information gathered from the Architectural Master Plan, see Page 43 (Section IV. F. 1. "Summary").
- **Analysis, pp. 47-48:** For a summary analysis of needs, requirements and options, read Pages 47-48 (Section V. A. "Summary").
- **Recommendations, p. 71:** For a summary of Recommendations, read Page 67 (Section VI. A. "Summary of Recommendations").

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## II. PROJECT INFORMATION

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- A. Participants
- B. Background
- C. List of Facilities Reviewed
- D. Project Scope and Process

### **A. PARTICIPANTS**

#### **San Lorenzo Valley Water District**

##### **Board of Directors**

Gene Ratcliffe, President  
 Charles Baughman, Vice President  
 Margaret Bruce, Director  
 Eric Hammer, Director  
 Bill Smallman, Director

##### **Administration**

Brian Lee, District Manager  
 Marc Hynes, District Counsel  
 Holly Morrison, Administrative Assistant / District Secretary

##### **Finance and Business Services, Environmental Programs**

Stephanie Hill, Finance Manager  
 Jennifer Michelsen, Environmental Programs Manager  
 Kendra Negro, Accountant

##### **Operations and Engineering**

Richard Rogers, Director of Operations  
 James Furtado, Deputy Director of Operations  
 Leonard Scott Kuhnlein, Field Services Supervisor  
 Nate Gillespie, Water Treatment System Supervisor

#### **William Fisher Architecture, Inc. (Consultant)**

William Fisher, Architect  
 Brian Orser, Designer

## B. BACKGROUND

This Final Report is the culmination of the Facilities Needs Assessment (FNA) process, the purpose of which was to assess the facilities needs of the San Lorenzo Valley Water District (District), and to “assist in determining the spatial needs of running a functional district.” This process included an assessment of needs, an assessment of the conditions and capacities of the four main District Buildings, and did not include an analysis of the mechanical systems used for water production and distribution. The Final Report contains the findings, analysis and recommendations of the consulting team, along with supporting documents.

At the beginning of 2017 the San Lorenzo Valley Water District commissioned this Facilities Needs Assessment from William Fisher Architecture, Inc.

This FNA is part of an ongoing history of assessing, analyzing and improving District facilities. See Section IV. B. for a history of District facilities.

The District delivers treated water to approximately 7,300 connections. The following description of the District is excerpted from the 2016 Staffing Study (Staffing Study) by Deloach and Associates, Inc.:

The District is an urban water supplier serving communities in the 136 square-mile San Lorenzo watershed located in Santa Cruz County. The District owns and operates three separate water systems in an area characterized by mountainous terrain, rural residential and low density urban residential and commercial activity. Although the District was established in 1941, the District has expanded its service area in recent years through the annexation of a mutual water company and acquisition of a separate system previously owned and operated by an investor-owned utility. The District also owns and operates a small wastewater collection and treatment system utilizing a bio-treatment process with a leach field for disposal. The bulk of the residential customers within the District’s service area utilize individual septic sewer collection and disposal systems.

The District relies on a mix of both surface water and groundwater which includes nine active stream diversions, one groundwater spring and eight active groundwater wells. The topography of the San Lorenzo Valley require that the District operate their distribution system through a series of 33 hydraulic pressure zones with limited above-ground storage capacity. The District produces and treats water based on immediate water demand.

The District’s current organizational structure is comprised of 34 positions within four departments: Administration, Operations and Engineering, Finance and Business Services, and Environmental Programs. Two more positions will be added later, for a total of 36 positions. The General Manager reports to a five-member Board of Directors and directly supervises five departments or program managers.

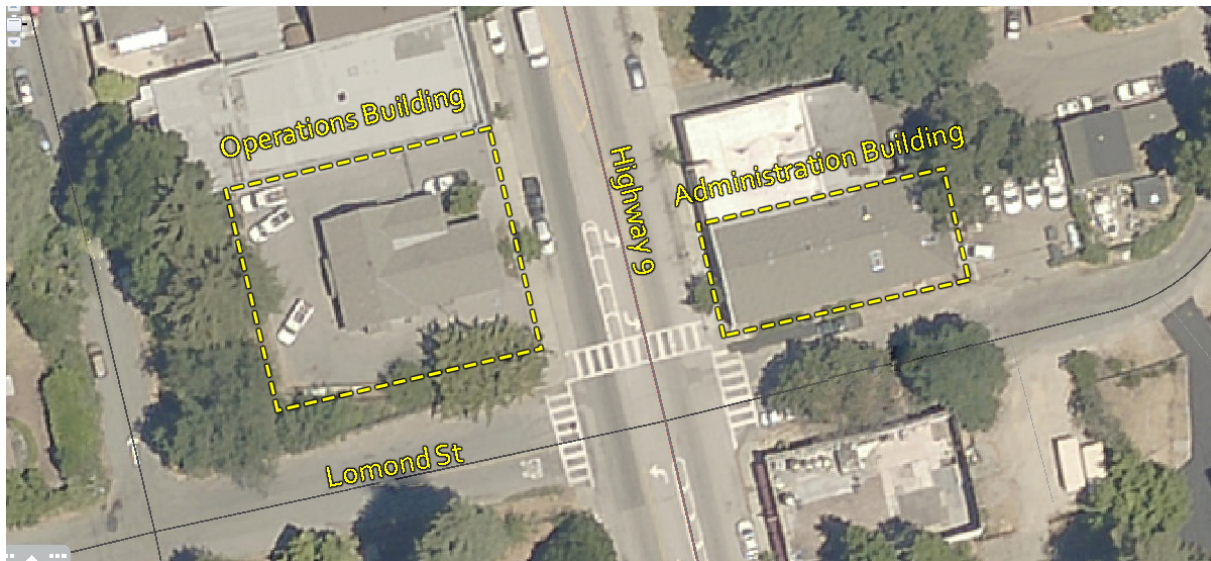
### C. LIST OF FACILITIES REVIEWED

#### Administration Building

Address: 13060 CA-9, Boulder Creek, CA 95006

#### Operations Building

Address: 13057 CA-9, Boulder Creek, CA 95006



#### Kirby Water Treatment Plant (Kirby Plant)

Address: 195 Kirby St, Felton, CA 95018



**Lyon Water Treatment Plant (Lyon Plant)**

Address: 365 Madrone Dr., Boulder Creek 95006



## D. PROJECT SCOPE AND PROCESS

### OBJECTIVE

Describe the objectives, scope and work plan of the FNA.

### CONTENTS

1. Objectives
2. Scope
3. FNA Work Plan

### 1. OBJECTIVES

The primary objective of this assessment is to “assist in determining the spatial needs of running a functional district.”

The District’s stated goals for this FNA included:

- Determining how much square footage of administration and operational space is needed,
- Determining if existing facilities meet the minimum square footage needs,
- If existing facilities are adequately sized, determine the budgetary cost to modernize said facilities,
- If existing facilities are not adequately sized, determine what options are available for the District.

These goals can be elaborated as:

- Assess the conditions of existing facilities,
- Understand the spatial and facilities needs of District,
- Understand physical and organizational interrelations between different District functions,
- Understand staff perception of District facilities,
- Analyze parking and space requirements for remodeled or new facilities,
- Develop working options for meeting District facilities needs,
- Develop a final recommendation.
- Produce a Report which facilitates decisions about how to proceed.

### 2. SCOPE

The General Scope of the FNA is as follows:

Investigation – Conduct investigation and gather information from Participants

Assessment – Develop an assessment of existing conditions, needs, requirements and options

Analysis – Analysis of the Findings and Assessments

Recommendation – Develop a Final Recommendation

Feedback – Gather Participant Feedback on the FNA Draft  
 Final Report – Write Final Report and present this at a Regular Board Meeting

### 3. FNA WORK PLAN

To fulfill the Project Scope of Services outlined in the Request for Proposals, the FNA process followed the following FNA Work Plan:

#### **i. Task 100 – Project Management and Information Collection**

##### **Objectives:**

Coordinate the FNA Process, gather information from participants, review relevant documents, and gather feedback.

##### **Activities:**

101. Project Initiation: Conduct kick-off meeting with District Manager
  - a. Conduct project orientation meeting with the District Manager
102. Interviews and Questionnaire
  - a. Identify eight key supervisors as Participants
  - b. Conduct interviews and administer questionnaire to Participants
  - c. Collate and review interview and questionnaire responses
103. Review of relevant documents
  - a. Review Facilities Consolidation Project Architectural Master Plan
  - b. Review District Organizational Chart
  - c. Review 2016 Staffing Study
104. Progress Update
  - a. Distribute Report to Participants for feedback and verification
105. Public Meetings
  - a. Report discussed at one regular Board Meeting to gather public input.

#### **ii. Task 200 – Needs Assessment**

**Objectives:** Assess existing building conditions, and analyze all information gathered, determine needs and requirements, and analyze options.

##### **Activities:**

201. Field Investigation: Assessment of existing building conditions
  - a. Conduct on-site architectural review of existing District buildings

- 202. Analysis
  - a. Identify unfulfilled and future facilities needs
  - b. Study District Organizational Structure
  - c. Analyze parking requirements
  - d. Analyze space requirements
  - e. Analyze potential arrangements for meeting District needs
  - f. Analyze needs by use and area
  - g. Analyze options for meeting District facilities needs
  
- 203. Recommendation
  - a. Develop Recommendations

### iii. Task 300 – Final Needs Assessment Report

**Objectives:** Prepare Final Report to present FNA Findings, Analysis and Recommendations.

**Activities:**

- 301. Draft Report
- 302. Incorporate feedback gathered
- 303. Prepare Final Report



### III. EXECUTIVE SUMMARY

NOTE: This Executive Summary attempts to capture the essential points of this FNA Report. It cannot substitute for a full reading. Many terms are fully defined only in the body of the Report. The details of the information gathered, the specifics of requirements and needs, and the complete analysis of options are not well represented in this Summary.

#### A. FINDINGS

The Findings of this Report fall into three categories: 1. History of the District facilities, 2. Information about existing District buildings, and 3. Information about current and future facilities needs of the District.

The SLVWD is in an ongoing process of evaluating and improving its facilities. In the past 15 years the District has been looking at how best to meet changing District facilities needs.

Following is a very brief summary assessment of existing buildings:

- Administration Building does not conform to relevant standards or Codes, and is deficient in space and parking facilities. The building is here deemed a seismic and fire hazard.
- Operations Building does not conform to standards and Codes, is severely deficient in parking for District vehicles, and is deficient in office space and other facilities. The building and its structure appear to be in acceptable condition.
- Lyon Plant is deemed sufficient except for a Laboratory which has outgrown its space and expanded into the Break Room. There is no room at Lyon to expand this Lab to its required size. The building and its structure appear to be in acceptable condition.
- Kirby Plant is deficient in office space and severely deficient in parking facilities for District and staff vehicles. The building and its structure appear to be in acceptable condition.

A questionnaire, interviews and follow-up were used to gather information and perceptions from selected District supervisors, called Participants. Ranking their “general impression” of District facilities, 8 of these 8 participants chose “Mixed” (2) or “Negative” (6). The findings in this section corroborated and enriched the findings of the field investigation, especially providing a specific understanding of unmet District facilities needs.

The primary needs recorded are parking facilities, office space, and better environmental quality (in the case of Administration Building). These needs are deemed by this Report to be fairly urgent. The question of the ideal location for District facilities was also raised.

The Architectural Master Plan of the Facilities Consolidation Project was analyzed, yielding information valuable for this FNA process.

The 2016 Staffing Study recommended an increase in District staff, which is being partially implemented. This growth, together with the growth of the District Service Area, is a primary reason for the urgency and change in District facilities needs.

The District urgently needs to address these needs, with a long-term strategy.

## B. ANALYSIS

The Analysis begins with a framework of “functional units” describing those functions of the District which can be moved around independently. These are: Unit A District Office, Unit B Center of Operations, Unit C Water Treatment Division, Unit D Corporation Yard, Unit E Laboratory, Unit F Board Meeting.

Using this framework, an analysis is made of District parking and space requirements and other needs, based on the Findings. These requirements are given in estimated figures.

The existing buildings are analyzed in terms of these needs, requirements and units, and are deemed to be significantly deficient.

The potential for existing facilities to be modified to meet all District needs can be summarized as follows:

- Remodeling or rebuilding Administration Building would be challenging and costly;
- Altering Operations Building would be costly and can not resolve urgent parking needs;
- Altering Kirby Plant would be costly and could not resolve urgent parking needs;
- Lyon Plant can be made sufficient by simply removing the Laboratory use.
- In general, modifying existing buildings will trigger strict requirements and code compliance, and would not offer a good value on investment.

A set of options are laid out which show different collections of functional units in different locations and different types of buildings. This is meant to be a tool for making a thoughtful decision about how best to meet District facilities needs.

## C. RECOMMENDATIONS

This Report’s Recommendation has two parts:

1. District should meet its facilities needs by working towards an arrangement which closely resembles the Model Arrangement
2. District should conduct a Feasibility Study to determine the cost and feasibility of the Options presented in this Report

### *Model Arrangement:*

The Recommendation of this Facilities Needs Assessment Report is that the District’s facilities needs be met by working towards an arrangement which resembles the Model Arrangement (Section V. E. 3.) as closely as possible. Our interpretation of the Findings and Analysis is that this Model Arrangement most completely alleviates urgent facilities deficiencies, most completely meets facilities needs, and most closely responds to the information provided by Participants.

### Outline of Model Arrangement

- Create a Facility which contains
  - District Office
  - Center of Operations
  - Water Treatment Division
  - Lab
  - Flexible Shared Conference Space (used for Board Meetings, large meetings, trainings)
  - Sufficient shared parking for all of these uses, including all District Vehicles
- Create Corporation Yard which contains
  - Parts storage
  - Fueling station
  - Service Yard and Loading Zone

*Feasibility Study:*

We recommend that the next step for the District in meeting facilities needs will be a Feasibility Study (Study). This Study could be conducted internally, or by an external consultant.

The Study would determine the feasibility of all Options presented in this Report, verify and complete the findings of this FNA Report, and establish a clear factual basis for deciding how to implement the Recommendations of this Report.

See Section VI. B. 2. for full description of this Study.

## IV. FINDINGS

### OBJECTIVE

Present all information gathered during the FNA Process.

### CONTENTS

- A. Summary
- B. History
- C. Field Investigation, Building Condition Assessment
- D. Staff Questionnaire and Staff Interviews
- E. 2016 Staffing Study
- F. Facilities Consolidation Project

### **A. SUMMARY**

The Findings fall into three categories: 1. History of the District facilities, 2. Information about existing District buildings, and 3. Information about current and future facilities needs of the District.

The SLVWD is in an ongoing process of evaluating and improving its facilities. In the past 15 years the District has been looking at how to meet changing District facilities needs.

Following is a summary assessment of existing buildings:

- Administration Building does not conform to relevant standards or Codes, and is deficient in space and parking facilities. The building is here deemed a seismic and fire hazard.
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## B. HISTORY

### OBJECTIVE

Contextualize this Facilities Needs Assessment in the ongoing process of evaluating, reorganizing, and improving District Facilities.

### OVERVIEW

This section contains (1) a Timeline, (2) a discussion of the Facilities Consolidation Project (Facilities Consolidation Project), (3) a discussion of the recent expansion of the District Service Area.

### SUMMARY

In the past 15 years SLVWD has been in an ongoing process of evaluating its facilities needs. This history is important to understand, especially in light of recent expansions to the District Service Area, and the recent Facilities Consolidation Project, now cancelled. Valuable historical resources include recent analyses of existing District facilities and the feasibility of remodeling or rebuilding them, and also spatial programming from the Master Plan.

### 1. TIMELINE

The following history is paraphrased from internal District documentation. Any inaccuracies or omissions found should be corrected.

- 1964** San Lorenzo Valley Water District purchases the existing Administration Building (13060 CA-9, Boulder Creek) and all staff are moved into the building. The eastern third of the building is used for parts storage.
- 1990s** The District begins exploring possible acquisition of additional space for office, operations and storage.
- 1992** The District purchases and remodels the existing Operations Building (13057 CA-9, Boulder Creek), and Operations is moved in.
- 2001** Architect Terry McVeigh estimates the cost of re-building the Administration Building: \$930,000. McVeigh identifies obstacles to the project at the level of the Planning Department, General Plan, Town Plan and County Code.
- 2001** District Board of Directors (Board) deliberates the costs and benefits of rebuilding the existing Administration Building versus purchasing new property for construction of a single facility for the consolidation of all District facilities.

District Board identifies properties in Boulder Creek suitable for this project, approves a shortlist of properties, and approves investigations towards purchase.

District contracts architect Daniel Silvernail to prepare an architectural feasibility report to estimate the cost of rebuilding and partially replacing the Administration Building.

- 2003** The Architectural Feasibility Report is completed. The Report estimates the cost of rebuilding the Administration Building at \$1,003,00, and estimates the cost of partial replacement at \$905,000.

The Administration Building is found to be structurally deficient, seismically unsound and in non-compliance with Federal Americans with Disabilities Act (ADA) requirements and fire safety code requirements.

The Report also found that remodeling or rebuilding the Administration Building would trigger County Code requirements for off-street parking facilities and fire code compliance. Fulfilling parking requirements would involve reduction of the building footprint.

- 2004** The “Prosser” property—one of the suitable properties identified in 2001 by the Board—is put on the market for sale.

The Board authorizes the purchase of this property. The District Manager negotiates the purchase for \$720,000.

- 2005** The “Johnson” property, adjacent to the “Prosser” property, is put on the market for sale.

The Board authorizes the purchase of this property. The District Manager negotiates the purchase for \$1.5 million.

- 2006** Existing Administration Building and Operations Building are appraised at \$1.1 million combined market value.

- 2007** Existing Administration Building undergoes remodel to remediate extensive mold and rot throughout the part of the building occupied by office space. Office is occupied continuously during this work.

Board approves architectural master plan for the consolidation of all District facilities on the “Prosser” and “Johnson” land. (Facilities Consolidation Project) Board directs staff to proceed with final design and permitting.

District staff begins the discretionary permit process with Santa Cruz County.

- 2008** District Board directs Facilities and Planning Committee to review design elements of the project.

- 2009** District submits Discretionary Use Permit application with project plans to Santa Cruz County Planning Department for approval (expected to take 4-6 months).

- 2010** Board approves the 2010 Capital Improvement Plan, which includes the project on the highest priority A-list.

District submits Notice of Intent to Adopt a Mitigated Negative Declaration. Public comment period extends through December 22, 2010.

The County Planning Department requests the District to submit a mitigation plan for an existing drainage ditch on the property which is a designated wetlands.

- 2011** The District addresses the concerns expressed in all six of the letters in the final draft of an initial study for the Mitigated Negative Declaration, including a Wetland Mitigation and Monitoring Plan for the proposed project site.

The study proposes to create new wetlands at the Olympia Watershed property to compensate for degradation of wetlands on the proposed project site.

Board approves Final Initial Study/Mitigated Negative Declaration for Facilities Consolidation Project.

District holds a special meeting on Saturday, October 8 to discuss the Strategic Plan, which includes a discussion of the Facilities Consolidation Project.

- 2012** After a public hearing on February 2, the County Zoning Administration approves the Discretionary Development Permit Application and the Mitigated Negative Declaration for the project.

At the October 18 Board Meeting, the Board directed staff and consultants to proceed with detailed structural, engineering, and architectural plans needed to apply for a Building Permit through Santa Cruz County.

- 2013** The project is included in the 2013 rate study.

## 2. FACILITIES CONSOLIDATION PROJECT

In 2006 the District hired Daniel Matthew Silvernail Architect to prepare the architectural master plan for "Facilities Consolidation Project," a combined Administration and Operations facility, with a separate Board Room Annex. This was to be built on land assembled by the District on Highway 9 in Boulder Creek.

This plan was not constructed because of unforeseen expenses and significant public opposition to the project cost. The project is officially cancelled.

Although it might be easier not to remember an unsuccessful project, the Facilities Consolidation Project is important for this FNA for four reasons:

1. **Programming.** The design process for the Facilities Consolidation Project necessarily involved a thorough analysis of space requirements for different District uses. This analysis is a valuable resource for this FNA, and for the District as it moves forward in meeting spatial needs, even though District needs have changed and the Facilities Consolidation Master Plan has been shelved. Please see Section IV. F. "Facilities Consolidation Project" for information derived from the Architectural Master Plan.

2. **Assets.** The land is still owned by the District, and should either be used for construction of new facilities, or this asset should be liquidated to meet District facilities needs.
3. **Public Confidence.** The public memory of the controversial project is still fresh. The District must meet urgent facilities needs, yet to do so successfully will require the confidence and trust of customers and stakeholders.
4. **Board Room.** The Board Room Annex was a chief public complaint about the Facilities Consolidation Project. For a new proposal to be successful, it may be helpful to meet the needs for sufficient Board Chambers in a creative and low-budget way.

### 3. SERVICE AREA EXPANSION

Since 2006, the District Service Area and the number of connections (customers) have grown, and specifically, the District Service Area has expanded towards the south. The District acquired the Manana Woods development in 2006, the Felton Service Area in 2008, and Lompico in 2016.

This expansion has had two impacts:

- a. The District is hiring new staff. In response to the staffing needs outlined in the Staffing Study, the District is in the process of changing its organizational structure and hiring 12 new staff. Also two new field service vehicles have been added to the District fleet. These new staff and new vehicles will have a significant impact on space and parking requirements, because existing office and parking facilities were already stretched beyond capacity.
- b. The footprint of the District Service Area is now weighted more heavily towards the southern end of San Lorenzo Valley, towards Santa Cruz. Before 2006, the District was serving Ben Lomond and Boulder Creek, with an outlying region in Scotts Valley. Now the District is spread all over San Lorenzo Valley and Scotts Valley. In this Report the current center of the Service Area in terms of connections is understood to be Brookdale, although the FNA process recorded staff disagreement about this fact. A basic analysis of Field Service vehicle daily travel times and paths of travel might reveal the advantage (efficiency, convenience) of a more southern location for District facilities within the newly expanded service area.



## C. FIELD INVESTIGATION, BUILDING CONDITIONS ASSESSMENT

### OBJECTIVE

Assess general physical condition, sufficiency and accessibility, measure selected areas, and understand the use of each facility. The assessments will identify conditions of concern, and verify conditions described by District staff.

### NOTES

This assessment evaluates those conditions that the consultant is able to visually verify without destructive testing.

The condition of the water treatment systems is not part of the scope of this assessment.

A more detailed description of Administration Building is given, because its condition is the most idiosyncratic and deficient.

For the purposes of this assessment, the following definitions are used: Building Code means 2016 California Building Code, Fire Code means 2016 California Fire Code, County Code means Santa Cruz County Code.

### CONTENTS

1. Summary
2. Administration Building
3. Operations Building
4. Lyon Plant
5. Kirby Plant

### 1. SUMMARY

Administration Building does not conform to relevant standards or Codes, and is deficient in space and parking facilities. The building is here deemed a seismic and fire hazard.

Operations Building does not conform to standards and Codes, is severely deficient in parking for District vehicles, and is deficient in office space and other facilities. The building and its structure appear to be in acceptable condition.

Lyon Plant is deemed sufficient except for a Laboratory which has outgrown its space and expanded into the Break Room. There is no room at Lyon to expand this Lab to its required size. The building and its structure appear to be in acceptable condition.

Kirby Plant is deficient in office space and severely deficient in parking facilities for District and staff vehicles. The building and its structure appear to be in acceptable condition.

### 2. ADMINISTRATION BUILDING

**i. Summary Assessment:**

The building does not conform to current standards for commercial or public utility buildings, and is not compliant with current County Code, Fire Code, Building Code or ADA (Americans with Disabilities Act) standards. Space in the building is deficient for needs. Parking for staff and customers is deficient.

**ii. Description:**

The building has three general areas:

On the western end, facing the street, is a combined customer service/office space containing a customer service counter with one station, customer waiting area (standing room for one person only), five workstations (Finance and Business Services) and one private office (Human Resources). The waiting area is 7'6" x 5'. Office space is 24' x 24'. Private office is 8'6" x 8'.

The central area, organized around a narrow hall, contains an engineering office space, women's restroom, break room/copy room, Finance Manager's Office, library, District Manager's Office, and an antechamber to the District Manager's office which serves as the District Secretary's Office.

The third area, on the eastern end, contains the men's restroom, a sink in the hall, a framed and finished office standing on one side of the space (abandoned due to fears surrounding the death of its occupant by respiratory failure) and parts storage for Operations.

The Administration Building is provided with limited off-street parking facilities, off the east end of the building, used for District vehicles. Nearby parking for staff and customers is found mainly along Highway 9.

**iii. Assessment:**

- The building does not conform to current standards for commercial or public utility buildings, and is not compliant with current Fire Code, Building Code or ADA (Americans with Disabilities Act) standards
- The space is deficient, with some areas too small and some uses combined inappropriately with others. Some required spaces are lacking entirely.
- The organization of the space is not conducive to the activities of a District office.
- Based on our architectural analysis, we conclude that the structure is seismically unsafe, and poses a serious hazard to District staff. This assessment of the building's structure and risks is in agreement with the 2003 Architectural Feasibility Report by Daniel Matthew Silvernail Architect. Violent earthquakes in Boulder Creek are a significant probability in the near future.<sup>1</sup>

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<sup>1</sup> The Third Uniform California Earthquake Rupture Forecast, or UCERF3, a conservative scientific analysis published by the Working Group on California Earthquake Probabilities, predicts a destructive earthquake around 6.7 magnitude to occur somewhere in California once in 6.3 years, and sets a 7% probability of an extremely destructive earthquake of 8.0 or higher occurring in California in the next thirty years. Boulder Creek is in the potentially active Zayante-Vergeles Fault Zone (part of the San Andreas Fault System), within 5 miles of the active Zayante fault, within 10 miles of the active San Andreas Fault, and within 20 miles of the active San Gregorio fault (According to USGS Fault Maps, and data cited in the Monterey Bay Sanctuary Scenic Trail Network Master Plan Section 4.6).

- The eastern portion of the building, with an unfinished interior, is unsuitable for the break room and restroom occupancies. The men's restroom sink is used as the sink for the break room, for washing dishes.
- Energy costs are probably unnecessarily high. Energy inefficiency due to poor environmental control, inefficiency of the building envelope/glazing, poor insulation.
- The bathrooms and much of the building are not ADA accessible.
- The Customer Service Area has insufficient space and is not sufficiently isolated from the other office activities, disrupting office staff and providing no privacy for customers. The customer waiting area is severely deficient, with nowhere to sit, and standing room for one person. The Customer Service Area is not ADA accessible.
- The lack of off-street parking for customers and staff is a detriment, and is non-compliant with County requirements for Public Utility buildings. No ADA parking is provided.

**iv. Parking:**

The Administration lot has space for approximately 5 full-size standard parking spaces. This is used only for District vehicles.





**v. Visible Detriments:**

- The customer service waiting area is only 5' deep and 7'6" wide. When the door opens it leaves only 2' of clearance at the customer service station. There is no seating and room for only one person to stand comfortably.



- Here the ceiling can be seen bowing downward (green line approximates correct plane of ceiling). This is only one example: many other parts of ceiling, floor and walls are crooked, distorted or out of level.



- Break Room has no sink, so this restroom sink outside men's restroom is used for washing dishes.



- Men's restroom is not ADA compliant. Also, access to this restroom is down a flight of stairs not compliant with Building Code.



- These photographs of the unfinished part of the building show the structure exposed. This area is not currently suitable for human occupation, and the entire building is a fire and earthquake hazard, and does not meet Fire or Building Codes.



### 3. OPERATIONS BUILDING

#### **i. Summary Assessment:**

The Operations Building structure appears sound. There is deficient office space, deficient meeting space, and deficient break room/training room (the Board Room is permanently set up in the Break Room). Parking facilities are severely deficient for District vehicles, and no parking is provided for staff: parking facilities do not meet Santa Cruz County Code Off-Street Parking Standards.

#### **ii. Deficient Office Space:**

There is currently no space available to accommodate the Water Treatment Division, which used to be housed in this building. This is a detriment to the Operations Department.

Also Engineering and GIS, considered to be part of Operations, and operating under the Director of Operations, cannot be housed in this building. This is a detriment to the Operations Department.

#### **iii. Board Room and Break Room:**

The Board Room is set up in a space which is in between the main office space and the Field Service crew's locker room, showers and restrooms. This space is meant to be used as a Break Room and training space for the staff. This arrangement is detrimental.

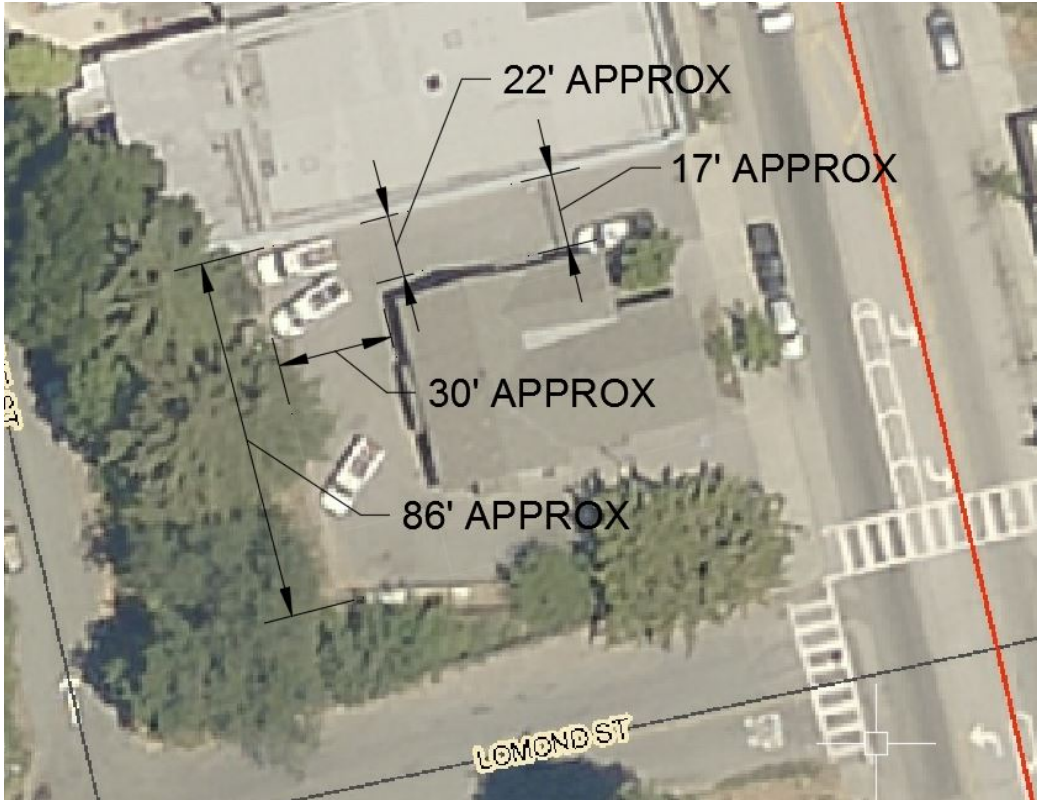
#### **iv. Deficient Meeting Space:**

Existing private meeting space is small (room for around 6 people), and is insufficient for Operations Department needs: regularly meeting with outside consultants and other teams.

#### **v. Parking:**

Twelve District trucks total are currently parked at Operations and Administration Buildings overnight. At Operations Building, 7-9 of these are parked in an alley which wraps around the back of the building. Staff parking is on the street. As seen below, there is less than 12' of space for backup and circulation behind the informal row of parking in the alley. Circulation in this space is very challenging and not compliant with County Code (Section 13.11.070-074 OFF-STREET PARKING REGULATIONS). There is barely sufficient space for 8 or 9 District trucks, if vehicles are parked very informally. There is space for approximately 6 standard parking spaces.





Here the parking challenge can be seen clearly:



#### 4. LYON PLANT

##### **i. Summary Assessment:**

The Lyon Plant appears structurally sound. The obvious deficiencies are the insufficient space in the Laboratory (Lab), and the lack of a dedicated break room (Lab has spilled over).

##### **ii. Laboratory (Lab):**

Lab needs to be at least %100 bigger, to allow for all necessary equipment. (Approximately 300 S.F. required).



### iii. Break Room:

The Break Room has been overtaken by lab equipment which cannot fit in the Lab. This is a detriment for staff.



## 5. KIRBY PLANT

### i. Summary Assessment:

The structure is sound, and building condition is adequate, although it is not ADA-compliant. Office space is very deficient, and the break room is used for water testing and Supervisory Control and Data Acquisition (SCADA) computerized control system, which is not ideal. Parking is severely deficient.

### ii. Description:

Private office, office space, break room, locker room, bathroom.

### iii. Office Space:

Office space is 19' x 14' and contains three workstations. The break room contains another workstation. These four workstations are shared among five operators and two electricians. Three more workstations will soon be added to the office space, for a total of six workstations (one remains in the Break Room, so seven workstations in the building).

The area of this space is 266 S.F. Subtracting an approximate 3' x 15' (45 S.F.) space for circulation, the remaining 221 S.F. will be divided among six workstations. Each workstation will be afforded approximately 37 S.F. This arrangement is tight, and is well below office space standards for minimum workstation space allocation (usually 80 S.F. minimum space per workstation, plus 20 S.F. or more for circulation).



**iv. Break Room:**

Break Room is also used for minor laboratory tests, SCADA, and one workstation. Although this combined use is not ideal, and is a detriment for staff, there is barely sufficient space.





#### **v. Parking:**

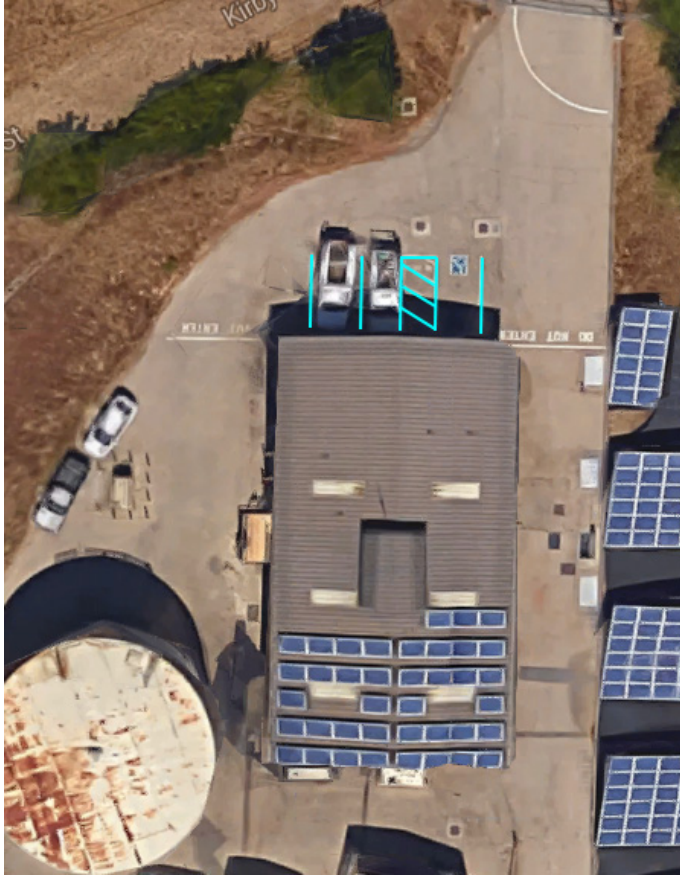
Parking is severely deficient for District and staff vehicles combined. All eight members of the Water Treatment Division (5 operators, 2 electricians, Water Treatment Supervisor) convene at Kirby Plant in the morning five days a week. Seven staff drive their personal cars to Kirby and then stay to work, or take a District vehicle from there out into the field. The Supervisor does not bring a personal vehicle but drives District vehicle between work and home.

Seven District vehicles remain parked at Kirby overnight. This means that in the mornings, during the Division meeting, there is an overlap of seven personal vehicles and eight District vehicles, or 15 vehicles.

There are three formal parking spaces. There is adequate parking for around six vehicles, and this requires informal use of the space. The Division is managing to park up to fifteen vehicles only through careful maneuvering and planning. In spite of this careful coordination, a collision recently took place between a moving vehicle and a parked vehicle. Even with a carefully laid out parking plan, probably only six standard and compliant spaces could be provided on the site.

There is no flat land to expand the paved area, and retained land to the east would require displacement of solar panels.

In this image the three existing striped parking spaces are shown: two regular and one ADA space with loading zone. All other parking is informal.





## D. STAFF QUESTIONNAIRE AND STAFF INTERVIEWS

### OBJECTIVE

Gather information about conditions of facilities, unmet needs, and staff perception of facilities, to supplement the investigation, and guide the development of a recommendation.

### CONTENTS

1. Method
2. Status of Information
3. Summary of Responses
  - i. General
  - ii. Detriments of Existing Facilities
  - iii. Needs
  - iv. Relative Location of Future Facilities
  - v. Notable Quotes
4. Sample Questionnaire (See Appendix, Section VII. A.)
5. Questionnaire Responses (See Appendix, Section VII. B.)
6. Interview Findings (See Appendix, Section VII. C.)

## SUMMARY

A questionnaire, interviews and follow-up were used to gather information and perceptions from selected District supervisors, called Participants. Ranking their “general impression” of District facilities, 8 of these 8 participants chose “Mixed” (2) or “Negative” (6). The findings in this section corroborated and enriched the findings of the field investigation, especially providing a specific understanding of unmet District facilities needs. The primary needs recorded are parking facilities, office space, and better environmental quality (in the case of Administration Building). These needs are deemed by this Report to be fairly urgent. The question of the ideal location for District facilities was also raised.

### 1. METHOD

The questionnaire and interviews were administered to eight participants: administrators and supervisors of different District Departments, representing a range of activities, needs and covering all the District buildings. Certain responses were clarified through follow-up interviews.

The responses of this District management team give a reasonably clear indication of the needs and experiences of many more staff who are working in these facilities. Although a response may have been given by only one participant, it can reasonably be understood to represent the needs of the staff under the supervision of that one participant.

The questionnaire responses and interview notes have been simplified and are included in the Appendix with a sample questionnaire (Sections VII. B., C., and D.). However, the essential points from both interviews and questionnaire have been distilled in the Summary of Responses, below.

### 2. STATUS OF INFORMATION

Generally speaking—with a few exceptions—the information provided by the Participants corroborated the FNA field investigation. Some new information was discovered, and verified. All key responses are included in this section. Only those responses which could be verified by the FNA process are included in the final analysis and recommendations.

### 3. SUMMARY OF RESPONSES

#### OVERVIEW

This is a summary of responses from both the questionnaire and interviews. The findings from the questionnaire and interview process have been distilled below into:

- i. Overview
- ii. Detriments of Existing Facilities
- iii. Needs
- iv. Relative Location of Future Facilities
- v. Notable Quotes

Section (ii) Detriments of Existing Facilities is the source of Section (iii) Needs.



**i. General:**

- a. **All Facilities:** Ranking their “general impression” of District facilities, 8 of 8 participants chose “**Mixed**” (2) or “**Negative**” (6)
- b. **Administration:** 5 of 5 participants who work in the Administration Building rated the building as “**Inadequate**” (2) or “**Very Inadequate**” (3)
- c. **Operations:** 4 of 4 participants who work in Operations Building rated the building as follows: “**Adequate**” (2) – “**Unsure**” (1) – “**Inadequate**” (1)
- d. **Lyon:** 3 of 3 participants who work at Lyon Plant rated the building as follows: “**Adequate**” (2) – “**Inadequate**” (1)
- e. **Kirby:** 2 of 2 participants who work at Kirby Plant rated the building as “**Inadequate**” (2)

**ii. Detriments of Existing Facilities:**

- a. Administration Building
  - i. **Poor Environmental Quality:** “*This is a horrible building.*” Formal staff complaints of respiratory discomfort, one case of fatal respiratory disease assumed to be caused or aggravated by office environment, poor temperature control, septic gas in office.
  - ii. **Restrooms Insufficient:** Too few, bad plumbing, not ADA accessible.
  - iii. **Structure Compromised:** Floor is sloping and walls are cracked.
  - iv. **Floor Plan Inappropriate:** Physical constraints of the building produce an office floor plan which fails to reflect the District organizational structure, jeopardizes staff and customer confidentiality, and decreases efficiency.
  - v. **Insufficient Space:** Office spaces are insufficient, and one workspace is in a hallway.
  - vi. **Customer Service Area Insufficient:** Customer waiting area is too small and not ADA accessible, too few customer service stations for the daily load. Customer service stations should be acoustically screened from staff workstations.
  - vii. **Parking Insufficient:** No off-street parking facilities for staff or customers, and limited parking on the street. Street parking often carries the risk of crossing Highway 9.
  - viii. **ADA:** Building and Restrooms Are Not Accessible
- b. Operations Building
  - i. **Break Room:** “*Our break room is constantly being used for meetings.*” Break room is not dedicated, and is used as a Board Room and meeting room during working hours, causing disruption and tension among crew, who are not able to use their break room, lockers or bathrooms during meetings.
  - ii. **Board Room “Severely inadequate”:** Board Room is too small, and meetings are disrupted by Operations crew accessing lockers and bathrooms. “Often meetings are standing room only.”
  - iii. **Staff Parking Insufficient:** No off-street parking facilities for staff. Street parking is limited.
  - iv. **District Vehicle Parking Insufficient:** Currently using an alley as a parking facility. Not enough spaces for entire fleet, inadequate horizontal clearance and circulation, resulting in damage to vehicles and building.
  - v. **Conference Room:** No Sufficient Dedicated Conference Room

- vi. **Storage:** Storage for parts, pipe, meter boxes is spread all over the District Service Area. Currently, deliveries are made by truck, which double parks on Highway 9 and unloads into Operations parking area. Then District vehicles are used to transfer the deliveries to different storage locations. When parts are needed, it is often inefficient to retrieve them.
- vii. **Deficient Office Space:** Water Treatment Division has had to separate from Operations due to lack of space.

c. Kirby Water Treatment Plant

- i. Parking Insufficient
- ii. Office Space Limited: Only space for 5 dedicated work stations now.
- iii. Break Room Inadequate: The break room doubles as the SCADA room and operations lab and includes one operations staff desk.
- iv. Wall and floor finish in disrepair

d. Lyon Water Treatment Plant

- i. Lab Insufficient: Lab counter space is entirely consumed and undersized for current workload.
- ii. Lab Too Remote: Lab is at the far end of the system, requiring too much driving time to manage tests.
- iii. No Dedicated Break Room: No dedicated break room/kitchen because Lab has spilled over.

**iii. Needs:**

a. Administration

- i. Healthy, safe and accessible environment
- ii. Appropriate and sufficient floor plan, reflecting organizational structure and growing staffing requirements
- iii. Parking facilities for staff and customers, with ADA parking
- iv. Sufficient and ADA accessible restroom facilities
- v. ADA accessible and sufficient customer service area, with more customer service stations, cash drawer, and space for educational materials
- vi. Larger meeting rooms
- vii. Space for customers to talk more privately about their accounts
- viii. Sufficient break room
- ix. Digital records retention, to replace existing paper records system
- x. Quail Hollow Records Retention facility will be closed within the next few years. This facility needs to be replaced.

b. Operations

- i. Sufficient Parking facilities for staff and District vehicles
- ii. Dedicated Break Room
- iii. Dedicated Conference Room (not for Board Meetings), for meeting outside agents and consultants and engineers (seating for 10).

- iv. Sufficient space to have all Operations office in one facility, including Water Treatment and Engineering/GIS (Currently engineering is contracted out, but we need space for engineering department to be staffed again)
  - v. Construction/road work is currently contracted out, but it would be beneficial to have a District crew. This would require only extra space in locker rooms, parking and corporate yard. (Facilities Consolidation Project Master Plan programming accounts for Road Crew)
  - vi. Sufficient centralized parts storage with loading/unloading area for large trucks.
- c. Board Room
    - i. Accessible, dedicated and sufficient Board Room
  - d. Kirby Plant
    - i. Sufficient parking for staff and District vehicles
    - ii. Dedicated break room
    - iii. Sufficient space for workstations
  - e. Lyon Plant
    - i. Dedicated Break Room
  - f. Laboratory
    - i. A centrally located, sufficient Lab
  - g. Miscellaneous
    - i. Time Cards (Software time card system through mobile devices)
    - ii. Better digital records management

**iv. Relative Location of Future Facilities:**

Two questions were addressed to participants regarding location of facilities. First (1) is about the ideal location of Administration and Operations, relative to one another. Second (2) is the location of these both relative to the 2017 boundaries of the District Service Area—specifically, how far north or south it should be along the Highway 9 corridor.

- (1) There appears to be a strong agreement among seven of the eight participants that Operations and Administration activities are professionally and technically interconnected, and that separate but adjacent facilities would be beneficial. The other participant did not comment.
- (2) Half (4 of 8) of participants agreed that a more “central” location for both Administration and Operations would be ideal. However, among these respondents there is no clear consensus on exact location. Of the other four participants, two gave no opinion, and two said Boulder Creek is a good location.

**v. Notable Quotes:**

- a. Administration Building: “Some customers in wheelchairs have had to meet staff outside on the street. One time, a customer in a wheelchair had to meet staff outside in the rain!”

- b. Administration Building: "Building smells, itching eyes, cracked walls, too small, strange layout."
- c. Operations Building: "Our break room is constantly being used for meetings."

#### 4. SAMPLE QUESTIONNAIRE

For sample questionnaire, see Appendix, Section VII. B.

#### 5. QUESTIONNAIRE RESPONSES

For Summary of interview findings, see Appendix, Section VII. D. 3. Summary of Responses.  
For full questionnaire responses, see Appendix, Section VII. C.

#### 6. INTERVIEW FINDINGS

For Summary of interview findings, see VII. D. 3 Summary of Responses.  
For full interview findings report, see Appendix, Section VII. D.

## E. 2016 STAFFING STUDY

For the full summary of staffing study, see VII. Appendix F.

### OBJECTIVE

Summarize the recommendations of the Staffing Study, and the District’s intended implementation.

### CONTENTS

1. Summary
2. Study Recommendations
3. Planned Implementation

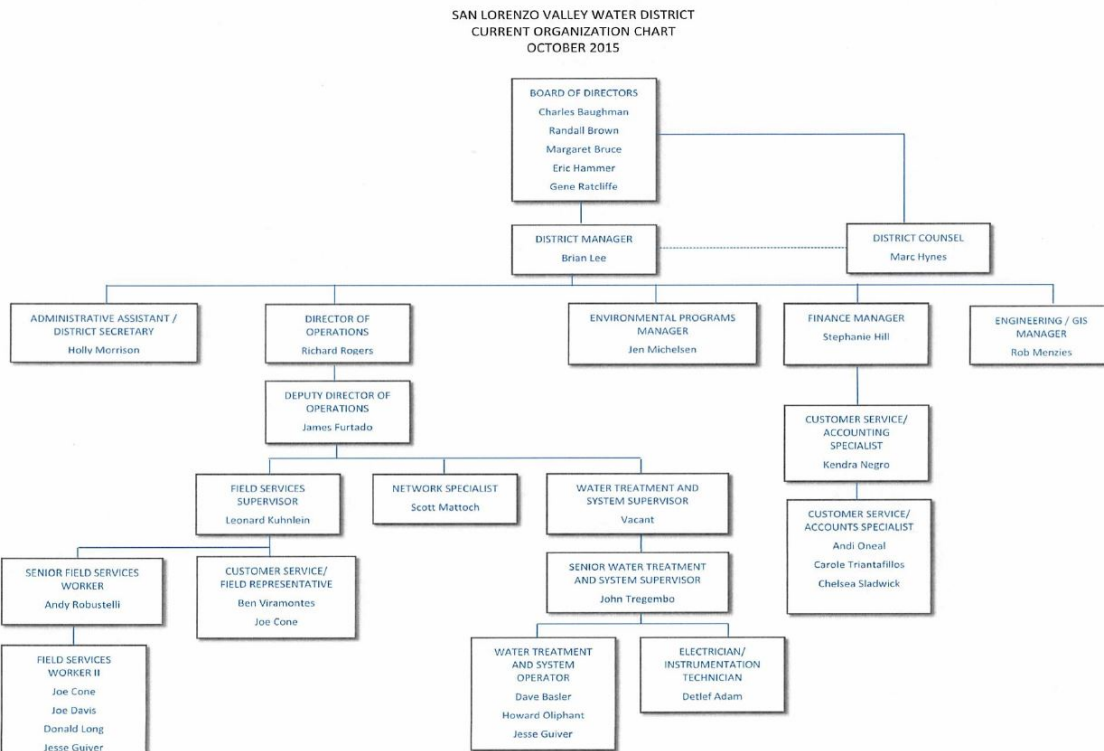
### 1. SUMMARY

The Staffing Study—as part of the Enterprise Wide Cost of Service Financial Study—looks at the organizational structure, labor allocation, and growing labor needs of the District. The Study’s analysis and recommendations are a key component in the FNA analysis and recommendations. Below are key excerpts from the Study.

The Study’s recommendations include the addition of new staff positions (requiring new hires), reallocation of labor, and changes in the organizational structure. The Study’s recommendations are being partially implemented by the District.

### 2. STUDY RECOMMENDATIONS

This was the District Organizational Chart in 2015 at the time of the Study.



This table represents the Study's recommendations for staffing. For more detailed graphics and organizational charts see VII. Appendix F.

**Table B**

<b>Department</b>	<b>Position Title</b>	<b>No. of Positions</b>
Administration	General Manager	1
	Administrative Assistant/Board Secretary	1
Operations and Maintenance	Director of Operations	1
	Deputy Director of Operations	1
	Field Services Supervisor	1
	Senior Field Services Worker	2
	<b>Field Services Worker I/II</b>	<b>6</b>
	Network Specialist	1
	Water Treatment and Systems Supervisor	1
	Senior Water Treatment and System Operator	2
	Water Treatment and System Operator	4
	Electrician/Instrumentation Technician	1
	<b>Electrician</b>	<b>1</b>
Engineering and Environmental Programs	<b>Director of Engineering and Environmental Programs</b>	<b>1</b>
	<b>Engineering Technician</b>	<b>1</b>
	<b>Environmental Programs Technician/Planner</b>	<b>1</b>
Finance and Administration	<b>Director of Finance and Administration</b>	<b>1</b>
	<b>Human Resources and Safety Coordinator</b>	<b>1</b>
	<b>Lead Field Service Representative</b>	<b>1</b>
	<b>Field Service Representative I/II</b>	<b>2</b>
	<b>Lead Customer Service Representative</b>	<b>1</b>
	<b>Customer Service Representative</b>	<b>2</b>
	<b>Accountant</b>	<b>1</b>
	<b>Accountant Technician</b>	<b>1</b>
<b>TOTAL STAFF</b>		<b>36</b>

**Note To Table B:** Positions shown in **BOLD** print represent new positions or retitled positions. The number of positions shown in **BOLD** print reflects a change from the current staffing allocation plan.

### 3. PLANNED IMPLEMENTATION

District staffing and organizational structure will be changed in the following ways:

Finance, HR, Customer Service are now combined as the Department of Finance and Business Services.

Operations is now Department of Operations and Engineering.

The District has hired or is hiring

1. Conservation Coordinator
2. HR Specialist
3. Customer Service Rep.

- 4. GIS/CAD Specialist
- 5. Field Services Coordinator

The District plans to hire

- 1. Field Services Worker
- 2. Water Treatment Operator

The District does not plan to hire these positions recommended by the Study:

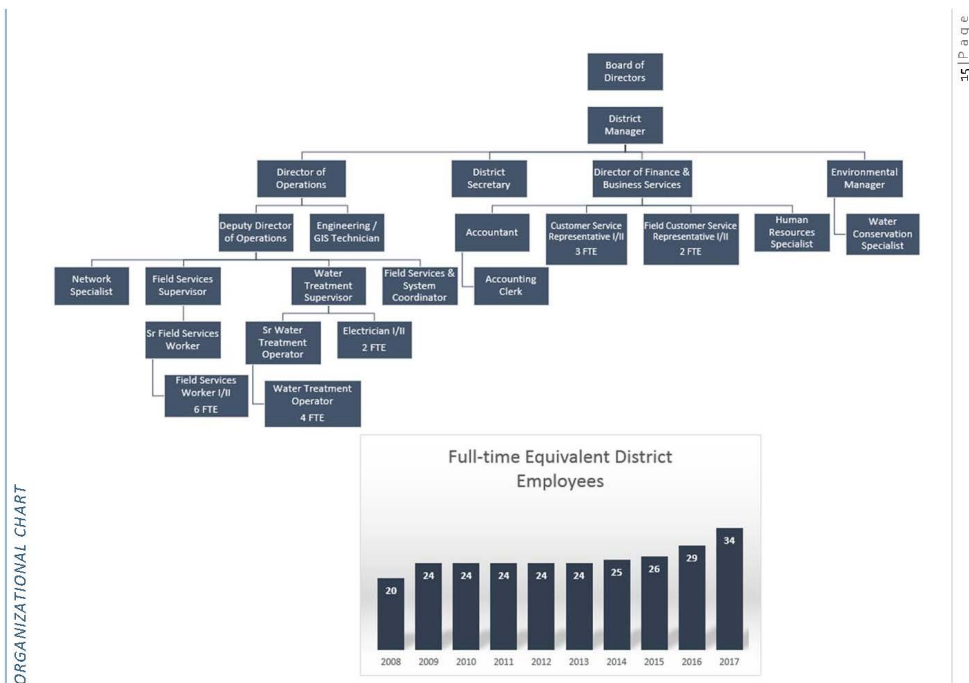
- 1. Field Service Rep.
- 2. Grant Coordinator
- 3. Environmental Planner

Two staff from Operations have been retitled “Field Customer Service Representatives” and moved into the new Department of Finance and Business Services.

Once the current round of hires is complete, District staff will number: 34

Once the final round of hires is complete, District staff will number: 36

Below is a current organizational chart, as of 6/8/17. This reflects the District’s partial implementation of the Staffing Study recommendations. Two positions will be created which are not represented on this chart. The final total number of positions in the District will be 36.



## F. FACILITIES CONSOLIDATION PROJECT

### OBJECTIVE

Present useful information which can be derived from the Architectural Master Plan (Master Plan) for the Facilities Consolidation Project.

### NOTE

The requirements reflected in this plan are now out of date, and the project is officially cancelled. However, the information in this Master Plan is an important resource and is the basis of some parts of this FNA. Areas, parking loads, and other requirements have been extracted from the Master Plan only for the purpose of enriching the FNA Analysis.

Please see Page 13 (IV. Section IV. B. "History") for a description of the Facilities Consolidation Project and the ongoing process of updating and consolidating District facilities.

### CONTENTS

1. Summary
2. Land
3. Parking Requirements
4. Space Requirements

### 1. SUMMARY

The District owns 5 parcels at 12788-12804 Highway 9, Boulder Creek, which were the proposed site of the Facilities Consolidation Project.

All District Departments were to be based at a combined facility on this land, together with parts storage and receiving area, and fueling station for District vehicles.

District Office and Board Room Annex together proposed 10,030 S.F. of conditioned area.

Operations Building proposed 7,600 S.F. of conditioned area.

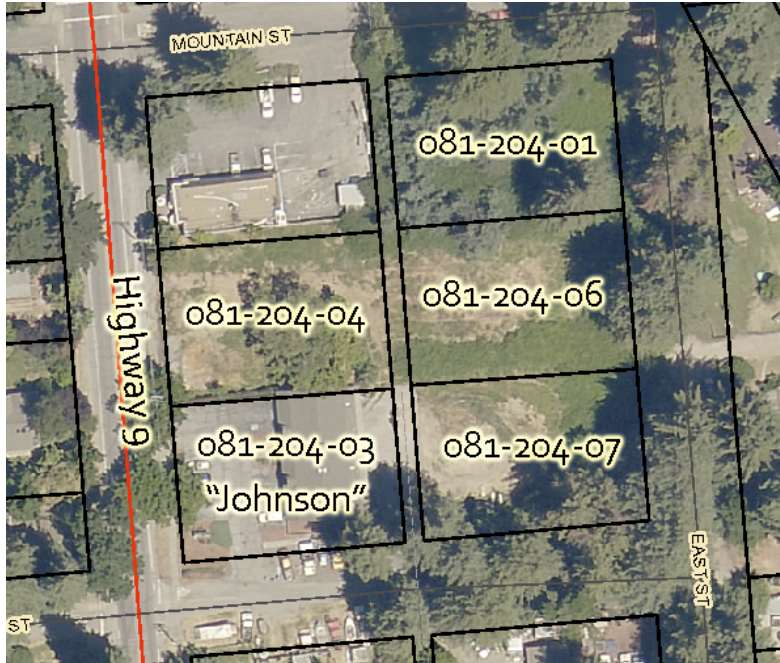
Parking loads were calculated for 24 staff, 10 District vehicles, and 10-15 daily visitors.

Proposed parking was 51 spaces.

### 2. LAND

The land assembled by the District as the site for the Facilities Consolidation Project is at 12788-12804 Highway 9, Boulder Creek. The parcels assembled were APN 081-204-03, 081-204-01, 081-204-04, 081-204-06, and 081-204-07. This land is still possessed by the District.





### 3. PARKING REQUIREMENTS

Parking loads were calculated based on a staff of 24 full- and part-time positions.

For a Public Utility Structure Santa Cruz County Code requires .5 spaces per employee, plus additional spaces as prescribed by approval body (13.10.552 Table B).

For 24 employees, the minimum parking requirement was calculated at 12.

Ancillary parking loads were given as:

10 District field service vehicles

10-15 visitors per day

Proposed parking was 51 vehicles.

### 4. SPACE REQUIREMENTS

The Facilities Consolidation Project was the District's plan to "consolidate its operations into a common facility." The plan provided a District Office Building (a remodel of an existing structure), an Operations Building (new construction), and a Board of Directors Annex (new construction).

The spatial program of these buildings is listed below. The rooms and areas reflect the organizational structure and staffing of the District in 2009.

All area measurements are approximate, taken from the Master Plan. Some rooms are grouped together, with a total area measurement given for that category. Some rooms, functions, Departments and staff positions have changed name since this plan was created, in which case both names are given.

### **i. District Office Building and Board of Directors Annex**

Total Conditioned Area: 10,030 S.F.

• Private Offices	
○ District Manager	212.5 S.F.
○ District Manager's Assistant (District Secretary)	176 S.F.
○ Watershed Analyst (Environmental Programs Manager)	187.5 S.F.
○ Finance Manager	224 S.F.
○ District Board Office	317 S.F.
○ District Engineer	186 S.F.
• Open-Plan Office Space	
○ Finance (Finance and Business Services)	629 S.F.
○ Engineering	595 S.F.
• Waiting Area (Customer Waiting Area)	176 S.F.
• Shared Spaces	
○ Conference Room	305 S.F.
○ Break Room	210 S.F.
○ Copy Room	
○ Library	137 S.F.
○ Record and File Retention	594.5 S.F.
○ Storage	1395 S.F.
<i>SUBTOTAL =</i>	<i>5344 S.F.</i>
• Board Room	780 S.F.
<i>SUBTOTAL =</i>	<i>6124 S.F.</i>
• Circulation, Restrooms, Mechanical, Recycling, Janitor	3906 S.F.
<i>TOTAL (CONDITIONED) AREA =</i>	<i>10,030 S.F.</i>

### **ii. Operations Building**

Total Conditioned Area: 7,600 S.F.

• Private Offices	
○ Director of Operations	195 S.F.
○ Field Supervisor (x3)	378 S.F.
○ Network Specialist	<u>175.5 S.F.</u>
Area =	<u>748.5 S.F.</u>
• Shared Spaces	
○ Conference Room	306 S.F.
○ Mud Room/Dry Room	72 S.F.
○ Locker Room	149.5 S.F.
○ Meeting/Break Room	697.5 S.F.
○ Storage	<u>154 S.F.</u>
Area =	<u>2037 S.F.</u>
• Warehouse	4194 S.F.
<i>SUBOTAL =</i>	<i>6231 S.F.</i>
• Circulation, Restrooms, Janitor, Recycling, Equipment	
Area =	1369 S.F.
<i>TOTAL (CONDITIONED) AREA =</i>	<i>7,600 S.F.</i>
• Site Elements	
Storage/Service Yard	
Fueling Station with above-ground Gas and Diesel tanks	
Emergency Generator	

## V. ANALYSIS: NEEDS AND REQUIREMENTS

### OBJECTIVE

Create a framework for analyzing District facilities needs and requirements, outline needs and requirements, and establish working options for meeting District facilities needs.

### CONTENTS

- A. Summary
- B. Functional Units
- C. Needs and Requirements (By Unit)
- D. Analysis of Existing Facilities (By Unit)
- E. Analysis of Options

### A. SUMMARY

This section analyzes the information presented in the Findings, organizes needs, requirements and existing conditions in terms of Functional Units, and presents working Options.

For the purpose of this analysis the organization of the District can be translated into six “Functional Units,” where a **Functional Unit (Unit)** means a collection of staff, activities and facilities which **can be moved independently** of other Units, **and** which itself **cannot be divided** among different locations.

The Functional Units are: Unit A District Office, Unit B Center of Operations, Unit C Water Treatment Division, Unit D Corporation Yard, Unit E Laboratory, Unit F Board Meeting.

This section provides estimates of space requirements, parking requirements and specific facilities needs.

Also provided is an analysis of the potential for existing facilities to be modified to meet these needs. In summary, remodeling or rebuilding Administration Building would be challenging and costly, altering Operations Building would be costly and can not resolve urgent parking needs, altering Kirby Plant would be costly and could not resolve urgent parking needs, and Lyon Plant can be made sufficient by simply removing the Laboratory use. In general, modifying existing buildings will trigger strict requirements and code compliance, and would not offer a good value on investment.

Finally, an analysis is given in terms of working options which could satisfy District facilities needs, providing the framework for an informed decision about how to proceed.

### B. FUNCTIONAL UNITS

#### OBJECTIVE

Create a framework for analyzing District functions independent of existing District buildings.

## OVERVIEW

For the purpose of this analysis the organization of the District can be translated into six “Functional Units,” where a **Functional Unit (Unit)** means a collection of staff, activities and facilities which **can be moved independently** of other Units, **and** which itself **cannot be divided** among different locations.

Note: These Units do not identify the ideal arrangements of staff, activities and facilities, only those elements which can be moved independently of one another without significant consequence. Ideal arrangements and workable options will be discussed in Section V. E. “Analysis of Options” and Section VI. “Recommendations.”

Here the Units will be described in terms of the staff positions which are based in each Unit. Later in this Section these Units will be elaborated in terms of specific needs and requirements, as gathered from Section IV. “Findings.” For simplicity, Kirby Plant and Lyon Plant are not considered as Units, because they cannot be moved.

Where Total Staff = 0, this means that there are no staff whose primary duties are in that Functional Unit.

### UNIT A: DISTRICT OFFICE

This Unit may be called “District Office.” Total staff: 13. Now housed in Administration Building.

- Administration
  - District Manager (1)
  - District Secretary (1)
- Environmental Programs
  - Environmental Manager (1)
  - Water Conservation Specialist (1)
- Finance and Business Services
  - Director of Finance and Business Services (1)
    - Human Resources
      - HR Specialist (1)
    - Customer Service
      - Field Customer Service Reps (2)
      - Customer Service Reps (3)
    - Accounting
      - Accountant (1)
      - Accounting Clerk (1)

### UNIT B: CENTER OF OPERATIONS

This Unit may be called “Center of Operations.” Total staff: 13. Now housed in Operations Building.

- Director of Operations and Engineering (1)
- Deputy Director of Operations (1)
- Engineering/GIS
  - GIS Tech (1)
  - Engineering Team (Future)
- Network Specialist (1)
- Field Services and System Coordinator (1)
- Field Services
  - Field Services Supervisor (1)
  - Senior Field Services Worker (1)
  - Field Services Worker (6)
- Road Crew/Construction (Future)

### UNIT C: WATER TREATMENT DIVISION

This Unit may be called "Water Treatment Division." Total staff: 8. Now housed in Kirby Plant.

NOTE: This Unit refers to the workstations and offices of these staff, not the actual water treatment or testing functions.

- Water Treatment
  - Water Treatment Supervisor (1)
  - Senior Water Treatment Operator (1)
  - Electrician (2)
  - Water Treatment Operator (4)

### UNIT D: CORPORATION YARD

This Unit may be called "Corporation Yard." Total staff: 0. Functions now spread across District.

### UNIT E: LABORATORY

This Unit may be called "Laboratory," or "Lab." Total staff: 0. Now housed in Lyon Plant.

### UNIT F: BOARD MEETING

This Unit may be called "Board Meeting." Total staff: 0. Now housed in Operations Building.

## **C. NEEDS AND REQUIREMENTS (BY UNIT)**

### OBJECTIVE

Outline District facilities needs and requirements in terms of Functional Units.

### NOTES

Needs and Space Requirements reflect the Findings presented in Section IV., including field investigation, participant responses and information derived from the Facilities Consolidation Project.

Parking calculations provide for a minimum required spaces, plus projected loads. Requirements are from Santa Cruz County Code SCCC 13.10.552 Table B. Final requirements at discretion of Santa Cruz County Planning Department.

The “center” of the District Service Area, defined in terms of the spread of connections, is understood to be Brookdale. Some staff disagreement about this fact was recorded. An analysis of Field Service worker vehicle travel times travel patterns could help identify the functional center of the District.

All numbers are approximated for the purpose of understanding spatial needs of the District in terms of square feet.

The estimated numbers in this section should be used only for the purpose of generally estimating area needs of future District facilities. This is a tool only, and are calculations could have a large margin of error due to hidden District spatial needs.

## UNIT A: DISTRICT OFFICE

Total staff: 13

Uses: Office. Occupied 8 AM – 5 PM, weekdays.

Estimated Total Required Space: 7,560 S.F. Minimum (conditioned area)

Estimated Parking Requirement: 7 spaces

Estimated Total Parking Load: 26-28 vehicles

### **i. Needs:**

This is a summary of unmet needs for Unit A.

- Healthy, safe and accessible environment
- Sufficient and ADA accessible restroom facilities
- Appropriate and sufficient floor plan, reflecting organizational structure and growing staffing requirements
- Accessible and sufficient customer service and waiting area
- Larger meeting rooms
- Parking facilities for staff and customers, with ADA parking
- Sufficient break room
- ADA accessible and sufficient customer service area, with space for educational materials
- Quail Hollow Records Retention building is to be used for another purpose by Santa Cruz County soon. So, a new facility for long term records is needed.

## ii. Space Requirements:

### NOTE

Exact allocation and design of office space is to be determined later. These calculations assume an average allocation of 220 S.F. per hard-walled office and 120 S.F. per workstation in open-plan office space (including space for circulation). The program of spaces below may be incomplete.

#### *Hard-Walled Offices:*

District Manager

District Secretary

Environmental Manager

Director of Finance and Business Services

Human Resources Specialist

5 offices x 220 S.F. =

1100 S.F. Minimum

#### *Workstations in Office Space:*

Water Conservation Specialist

Field Customer Service Reps (2) (These positions may not need workstations)

Customer Service Reps (3)

Accountant

Accounting Clerk

8 workstations x 120 S.F. =

960 S.F. Minimum

(6 workstations x 120 S.F. =

720 S.F. Min [less Field Customer Service Reps])

#### *Shared Spaces:*

Conference Room

Customer Service Waiting Area

Break Room

Records/File Retention

Computer Room

Copy Room

Library

Area =

2000 S.F. Minimum

**Subtotal Required Area =**

**4,060 S.F. Minimum**

#### *Other Space:*

Circulation

Restrooms

Mechanical/Electric

Storage

Recycling

Janitor

Area =

3500 S.F. Minimum

**Total Required Useable Area (estimated):**

**7,560 S.F.**



### iii. Parking Requirements:

*Minimum Requirement:*

From Santa Cruz County Code SCCC 13.10.552 Table B (Final requirements at discretion of Santa Cruz County Planning Department):

For a Public Utility Structure, 0.5 required spaces per employee, plus additional spaces as prescribed.

13 staff @ .5 parking spaces per employee minimum = 7 (rounded up from 6.5) spaces required.

ADA-accessible parking will be required.

*Staff Parking Load:*

13 staff vehicles

*Visitor Parking Load:*

10-15 visitors daily.

3-5 spaces recommended.

*Total Parking Load:*

26-28 vehicles

### iv. Location Requirements:

Ideally, Unit A District Office would be located adjacent to or near Unit B Center of Operations. There is foot traffic and exchange of information between these Units, although this could be replaced completely by telecommunications. Eight of eight participants felt that there is an important professional interconnection between these Units and that the ideal is for them to be adjacent, although it is not strictly necessary.

The ideal location within the District Service Area is not clear. The only relevant factor is locating the Customer Service counter somewhere near the center of the Service Area in terms of connections (assumed to be Brookdale) – for customer convenience.

### UNIT B: CENTER OF OPERATIONS

Total staff: 13

Uses: Office. Occupied 8 AM – 5 PM, with occasional 24-hour emergency response

Estimated Total Required Space: 4,930 S.F. Minimum (conditioned area)

Estimated Parking Requirement: 7 spaces

Estimated Total Parking Load: 25 vehicles

#### NOTE

The Operations activities have three regular daily phases: 1. All staff meet in the morning (driving personal vehicles to work), 2. Staff take District vehicles out in the field or work in the office, 3. Staff

return, use locker/shower facilities, exchange vehicles. There is a fourth, special phase: 24 hour emergency response, based out of Unit B, during natural disasters and other interruptions of service.

### i. Needs

This is a summary of unmet needs for Unit B.

- Sufficient parking facilities for staff and District vehicles
- Dedicated Break Room
- Dedicated Meeting Room (not for Board Meetings), for meeting outside agents and consultants and engineers.
- Sufficient meeting space and auxiliary workstations for ongoing training of staff
- Sufficient space to have all Operations offices and workstations in one facility (including Water Treatment Division)
- Space for GIS Tech
- Space for future Engineering staff workstations
- Space for future construction/road work crew

### ii. Space Requirements

Exact allocation and design of office space is to be determined later. These calculations assume an average allocation 150 S.F. per hard-walled office and 120 S.F. per workstation in open-plan office space (including space for circulation). The program of spaces below may be incomplete.

#### *Hard-Walled Offices:*

Director of Operations

Deputy Director of Operations

Field Services and System Coordinator

Field Services Supervisor

Network Specialist

5 private offices x 150 S.F. = 750 S.F. Minimum

#### *Workstations in Office Space:*

GIS Tech

Senior Field Services Worker

Training Workstation (2)

4 workstations x 120 S.F. = 480 S.F. Minimum

Engineering [Space for 3 future Engineering workstations]

Area = 500 S.F. Minimum

**Subtotal Required Area = 1,730 S.F. Minimum**

#### *Shared Spaces:*

SCADA

Conference Room

Mud Room/Dry Room

Locker Room

Break Room with Kitchen

Area = 2,000 S.F. Minimum

*Other Space:*

Circulation  
Restrooms (with Showers)  
Janitor  
Recycling  
Mechanical  
Storage

Area = 1,200 S.F. Minimum

**Total Required Useable Area (estimated): 4,930 S.F. Minimum**

**iii. Parking Requirements:**

*Minimum Requirement:*

From Santa Cruz County Code SCCC 13.10.552 Table B (Final requirements at discretion of Santa Cruz County Planning Department):

For a Public Utility Structure, 0.5 required spaces per employee, plus additional spaces as prescribed.

*13 staff @ 0.5 parking spaces per employee minimum = 7 (rounded up from 6.5) spaces required.*

ADA-accessible parking will be required.

*Staff Parking Load:*

13 staff vehicles

*District Vehicles Parking Load:*

There are 26 District Vehicles total. 8 of these are assigned to Unit C: Water Treatment Division. 12 of these strictly need to be parked with Unit B: Center of Operations. (The other 6 are currently floating.)

Actual Load: 12 District Vehicles.

*Total Parking Load:*

25 vehicles

**iv. Location Requirements:**

Ideally, Unit B Center of Operations would be located adjacent to or near Unit A District Office. There is foot traffic and exchange of information between these Units, although this could be replaced completely by telecommunications. Seven of eight participants felt that there is an important professional interconnection between these Units and that the ideal is for them to be adjacent. This is not strictly necessary.

The ideal location for Unit B Center of Operations within the District Service Area would be somewhere near the center of the Service Area in terms of connections (assumed to be Brookdale), convenient for Field Service work and emergency response.

UNIT C: WATER TREATMENT DIVISION

Total Staff: 8

Use: Office. Occupied 8 AM - 5 PM.

**i. Needs:**

- Sufficient parking for staff and District vehicles
- Sufficient space for workstations
- Conference Room
- Dedicated break room

**ii. Space Requirements:**

Exact allocation and design of office space is to be determined later. These calculations assume an average allocation 150 S.F. per hard-walled office and 120 S.F. per workstation in open-plan office space (including space for circulation). The program of spaces below may be incomplete.

*Hard-Walled Offices:*

Water Treatment Supervisor

1 office x 150 S.F. = 150 S.F.

*Workstations in Office Space:*

Senior Water Treatment Operator

Electrician (2)

Water Treatment Operator (4)

7 workstations x 120 S.F. = 840 S.F.

**Total Required Useable Area (estimated) = 990 S.F.**

**iii. Parking Requirements:**

Minimum Requirement:

From Santa Cruz County Code SCCC 13.10.552 Table B (Final requirements at discretion of Santa Cruz County Planning Department):

For a Public Utility Structure, 0.5 required spaces per employee, plus additional spaces as prescribed.

8 staff @ 0.5 parking spaces per employee minimum = 4 spaces required.

ADA-accessible parking will be required.

*Staff Parking Load:*

8 staff vehicles

*District Vehicles Parking Load:*

8 District vehicles

*Total Parking Load:*

16 vehicles

**iv. Location:**

Ideally Unit C Water Treatment Division would be recombined with Unit B Center of Operations, although this is not strictly necessary. If Unit C were moved from Kirby Plant, some workstations would still be required at Kirby Plant, for monitoring operations.

UNIT D: CORPORATION YARD

Total Staff: 0

Use: Service yard, storage, fueling. To be occupied occasionally, for retrieval of parts and fueling trucks throughout workday, for retrieval of parts and fueling trucks during 24-hour emergency response.

**i. Needs:**

- Sufficient centralized parts storage
- Service Yard with loading/unloading area for large trucks
- Fueling Station with above-ground Gas and Diesel tanks

**ii. Space Requirements:**

Warehouse/Parts Inventory = 4,000 S.F.

**Total Useable Area Required (estimated) = 4,000 S.F.**

Service Yard with Fueling Station = 1,000 S.F.

**iii. Parking Requirements:**

From Santa Cruz County Code SCCC 13.10.552 Table B (Final requirements at discretion of Santa Cruz County Planning Department):

Warehouses, storage buildings and storage facilities combined with commercial or industrial uses: 1 required space per 1,000 square feet (92.9 square meters) of gross floor area; 2 minimum.

1 space per 1,000 S.F. x 4000 S.F. = 4 spaces required minimum

Also required: Loading/receiving zone and circulation for large delivery trucks

**iv. Location:**

Ideally Unit D Corporation Yard would be located together with Unit B Center of Operations. This is not strictly necessary.

The ideal location of Unit D within the Service Area would be somewhere near the center—in terms of connections—of the Service Area (assumed to be Brookdale) for Field Service and emergency response convenience.

**UNIT E: LABORATORY**

Total Staff: 0

Use: Laboratory. Occupied occasionally, for setting up and checking on lab tests at regular intervals.

**i. Needs:**

1. A centrally located, sufficient Lab

**ii. Space Requirements:**

Laboratory

Area = 300 S.F. Minimum

***Total Area Requirements (estimated):* 300 S.F. Minimum**

**iii. Location:**

The ideal location of the Lab is central to the District Service Area, convenient for the staff who must check on tests at regular intervals.

**UNIT F: BOARD MEETING**

Total Staff: 0

Use: Assembly. One regular Board Meeting per month (nighttime), five public Committee meetings per month (daytime). Assumed that largest meetings have around 40 attendees.

**i. Needs:**

1. ADA accessible and sufficient Board Room
2. Cost-effective resolution of this need

**ii. Space Requirements:**

Board Room

40 attendees maximum @ 20 S.F. = 800 S.F.

**Total Space Requirements (estimated) = 800 S.F.**

**iii. Location:**

Regular Board Meetings can take place anywhere in the District Service Area. Committee Meetings require attendance of members of staff, so these meetings would ideally take place near Unit A District Office and Unit B Center of Operations.

Ideal Unit F Board Meeting location is near Unit A and Unit B.

## **D. ANALYSIS OF EXISTING FACILITIES (BY UNIT)**

### OBJECTIVE

Assess existing buildings in terms of Functional Units, and answer these questions: Can existing District facilities sufficiently house all Functional Units? Can existing facilities be reorganized, modified or improved to sufficiently house all Functional Units?

### 1. ADMINISTRATION BUILDING AND UNIT A DISTRICT OFFICE

The Administration Building is not sufficient to house Unit A District Office. The available space does not meet the growing space requirements of Unit A. In particular, the customer service area is severely deficient, accessibility is poor, our team found the structure to be a seismic and fire hazard, and the lack of dedicated, accessible parking for staff and customers is a detriment.

Many of these detriments could be resolved through remodel. However, improving the Administration Building would be expensive, complicated, and probably offers a poor value on investment. Remodel would trigger compliance with County Code, Building Code, Fire Code, Mechanical Code, Energy Code, Electrical Code, Plumbing Code, and Green Code. Also, Santa Cruz County Planning Department has previously noted that for a remodel to be permitted, the building footprint would have to be reduced to provide off-street parking facilities. To meet parking requirements and also increase available space, a second story might be necessary, which could prove expensive and may not even be permitted by the County.

In short, a remodel would be very costly. Rebuilding is also a possibility, but shares these difficulties.

Please refer to Architectural Feasibility Report (year 2003) by Daniel Matthew Silvernail Architect for a more in-depth analysis of these two options – keeping in mind the necessary adjustment for 14 years of inflation and rising costs.

### 2. OPERATIONS BUILDING, UNIT B CENTER OF OPERATIONS AND UNIT F BOARD MEETING

The Operations Building is insufficient to house Unit B. The available space does not meet space requirement of Unit B, even if Board Meeting is moved out. The chief deficiencies are: no dedicated break room, no sufficient dedicated conference room, insufficient and non-compliant parking for District Vehicles, no parking for staff, and no space for Unit C Water Treatment Division.

By removing Unit F Board Meeting from Operations Building, space will be available for a shared break room/training room/conference room, but this does not meet strongly stated staff needs for a dedicated break room, and a dedicated conference room for meeting with outside consultants.

There is no way to alter the Operations Building to provide sufficient parking for District Vehicles. This parking will become even more deficient if the Administration Building is sold while Unit B Center of Operations remains at Operations Building – when the Administration Building is sold, approximately 6 parking spaces for District vehicles will be lost. District trucks must be parked at same location as Unit B Center of Operations, because staff convene in the morning and return after work to shower, exchange vehicles, etc.

There is no way to alter the Operations Building to provide off-street parking for staff.

Ideally Unit C Water Treatment Division would be located with Unit B Center of Operations, so that all Operations staff convene in the same location, making for a united Operations Department team. However, there is no room for Unit C workstations or Unit C District Vehicles (7-8) at Operations Building.

### 3. LYON PLANT AND UNIT E LABORATORY

Lyon Water Treatment Plant is generally sufficient, and structurally and physically sound. However, the Lab has spilled over into the break room/kitchen, meaning staff have no dedicated break room, and the Lab space remains insufficient. Also, the Lab is considered to be too remote, requiring staff to drive far to start and check on tests which require inspection at regular intervals.

If Unit E Laboratory is removed from Lyon, the break room will be restored to staff, and the existing Lab space can be used for workstations, SCADA, storage or some other use.

### 4. KIRBY PLANT AND UNIT C WATER TREATMENT DIVISION

Kirby Plant is generally sufficient and structurally and physically sound. However there are the following deficiencies: insufficient and non-compliant parking for District and staff vehicles, no dedicated break room (contains lab equipment, SCADA, and one workstation), severely deficient office space.

If Unit C is removed from Kirby Plant, this will alleviate all insufficiencies of this facility: parking load will be significantly decreased, break room can be restored to staff, office space can be rearranged to contain 3-4 workstations for monitoring facility.



## E. ANALYSIS OF OPTIONS

### OBJECTIVE

Provide an analysis of several working combinations of Functional Units in different locations and buildings. This provides the framework for the Recommendations in Section VI.

### CONTENTS

1. Summary of Functional Units
2. Features
3. Model Arrangement
4. Options

### 1. SUMMARY OF FUNCTIONAL UNITS

Unit A District Office, Unit B Center of Operations, Unit C Water Treatment Division, Unit D Corporation Yard, Unit E Laboratory, Unit F Board Meeting.

### 2. FEATURES

#### **i. Non-Variable Features**

There are several non-variable features of the Options presented in Section V. E. 4. These non-variable features are:

#### Administration Building

In all Options, the Administration Building is sold. This reflects the assumption that the Administration Building is not a good candidate for remodel or rebuild, and is in accordance with the 2003 Architectural Feasibility Report.

Note: If Administration Building is sold, the parts storage it contains will need to be moved to new location for Unit D Corporation Yard.

#### Lab

In all Options, the Lab is removed from Lyon, which allows:

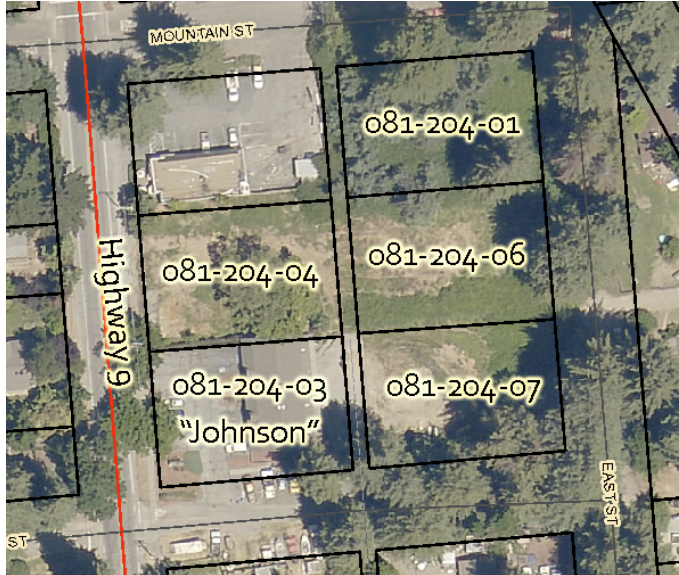
1. Lyon kitchen to be used again as a dedicated Break Room.
2. Lab to be housed in a sufficiently sized room.

#### Prosser and Johnson Land

In all Options, the "Johnson" building is sold, as this building was discovered during the Facilities Consolidation Project to be a costly, non-compliant and insufficient structure. "Johnson" building refers to APN 081-204-03.

NOTE: After selling the Johnson building (081-204-03), the remaining properties will total approximately 56,000 S.F., or just more than 1.25 acres of land. These remaining four parcels are hereafter called

“Prosser properties” or “Prosser land” although one of these (081-204-078) was in fact purchased from Johnson.



#### Flexible Shared Conference Space

In all Options, a Flexible Shared Conference Space is created. District Office, Center of Operations, Water Treatment Division, and Board Meeting all have significant needs for conference space, meeting space, and training space. This is an opportunity for a cost-effective and space-efficient solution: to provide a flexible conference space with folding walls which can be shared among all or some these uses, and so eliminate the need for a costly dedicated Board Room.

#### Felton/Ben Lomond Location

Wherever Center of Operations or District Office are relocated outside of Boulder Creek, the location is given as “Felton or Ben Lomond.” This assumption reflects:

- The higher likelihood of finding suitable property/buildings in this area than in other parts of the Service Area;
- The perception that these Units would benefit from being in a location which is closer than Boulder Creek to the center of the Service Area. This perception may or may not be accurate.

#### Suitable Building

Whenever an option calls for Units to be housed in “suitable building(s) (existing or new construction)” this refers to a building which has a flexible interior space, large off-street parking facility, and appropriate zoning. This most likely refers to one or more large open-plan commercial buildings.

### **ii. Variable Features**

There are several variable features of the Options presented in Section V. E. 4. The variable features are:

#### Combination of Units

The main variable is the specific combination of Units. The three core combinations are:

- District Office and Center of Operations together in Felton/Ben Lomond

- District Office and Center of Operations together in Boulder Creek
- District Office in Felton/Ben Lomond and Center of Operations in Boulder Creek

The other Units are combined in different ways with these three core combinations.

#### Operations Building

In some Options the Operations Building is sold.

In other Options, the Operations Building is used as a District facility.

#### Lab

In some Options, Lab is housed with other Units in Boulder Creek.

In other Options, Lab is housed with other Units in Felton/Ben Lomond—a location more central to the Service Area—to facilitate:

- Shorter travel times for Water Treatment staff who must visit Lab to manage tests regularly throughout the day;
- Shorter average travel times from the site of a water sample to the Lab where it will be tested.

#### Water Treatment Division

In some Options, Water Treatment Division is reunited with Center of Operations.

In other Options, Water Treatment Division remains at Kirby Plant.

NOTE: To be clear, removing Water Treatment Division from Kirby only means moving the base of Water Treatment staff. This would involve: relocating Supervisor's Office, relocating the majority of workstations, relocating overnight parking for District vehicles currently parked at Kirby, and changing where Water Treatment Division staff convene in the morning, and where they return before leaving work. If Water Treatment Division is moved, some workstations would remain at Kirby for Water Treatment staff.

#### Existing Building vs. New Construction

For Options where Units are relocated to Felton/Ben Lomond, this can entail either:

- Finding a suitable undeveloped parcel and building a new facility, or
- Finding a suitable building, and improving it.

#### Renting vs. Buying

For Options where Units are relocated in existing buildings/land in Felton/Ben Lomond, this can entail renting or purchasing this property.

NOTE: This decision should be made based on a financial analysis, and an understanding of the difference between proposing tenant improvements to a rented space and proposing a remodel of District-owned property.

#### Prosser and Johnson Land

In some Options all Johnson and Prosser land is sold.

In some Options only the "Johnson" building (APN 081-204-03) is sold, and Prosser land is retained for District use.

### Floating Board Meeting

In all Options, a Flexible Shared Conference Space is recommended to satisfy need for a Board Room as well as other needs for meeting and training space.

However, there is an alternative called "Floating Board Meeting." This means renting community spaces throughout the valley to house Regular, Committee and Special Board Meetings. The perceived advantage is lower cost.

This variation can be made to any of the Options without significant impact. However, it should be noted that the other Units have needs for meeting and training spaces which will need to be satisfied in any case. A shared space is probably most cost-efficient in the long run.

NOTE: A Floating Board Meeting has hidden costs because Field Services staff have to set up and take down the meeting space. Also, during certain times of year, community spaces may be booked in advance, meaning that for non-regular board/committee meetings it may be difficult to secure a space at short notice. Many community spaces are not available during the day, so this option might easily work for regular nighttime meetings but not for daytime Committee meetings, or Special meetings. A cost analysis of a Floating Board Meeting and a review of suitable spaces regularly available for rent will help determine feasibility.

## 3. MODEL ARRANGEMENT

### OBJECTIVE

Provide a model which synthesizes information gathered in the Findings, satisfies as many recorded facilities needs as possible, and resolves as many of the facilities deficiencies and detriments as possible.

### NOTE

Following this section are working Options which more or less implement this Model Arrangement (Model). This Model may not accurately reflect certain considerations, so it should be modified if necessary.

#### **i. Model Arrangement**

- Create a Facility which contains
  - District Office
  - Center of Operations
  - Water Treatment Division
  - Lab
  - Flexible Shared Conference Space (used for Board Meetings, large meetings, trainings)
  - Sufficient shared parking for all of these uses, including all District Vehicles
- Create Corporation Yard which contains
  - Parts storage
  - Fueling station
  - Service Yard and Loading Zone

## ii. Advantages of Model Arrangement

Following is a break-down of the advantages of each element of the Model Arrangement.

- *Create a Facility which contains*
  - Resolves severely deficient parking for District vehicles.
  - Allows for sufficient staff parking to be provided for all Units.
  - Allows for sufficient and accessible customer parking.
  - Allows for the flexible sharing of meeting spaces by all Units, eliminating the need for a Board Meeting and reducing space requirements of all Units. This is a cost saving solution, and also demonstrates efficient, flexible use of space.
  - Satisfies strongly stated perception that District Office and Center of Operations are functionally and organizationally intertwined, and will benefit from proximity.
  - Unites entire Operations Department team.
- *Create Corporation Yard which contains*
  - *Parts storage*
  - *Fueling station*
  - *Service Yard, Loading Zone and Receiving*
  - Provides a centralized and sufficient storage and fueling facility for Operations Field Service activities.
- *Remove Lab from Lyon Plant*
  - A sufficient Lab space can be provided elsewhere.
  - Lab could be placed in more central, convenient location.
  - Lyon Kitchen can be used as a dedicated Break Room for staff.
  - Existing Lyon Lab space can be used as office or other needed space.
- *Remove Water Treatment Division from Kirby Plant*
  - Relieves severely limited space for 7 workstations, reducing the number to 3 or 4 workstations for monitoring Plant.
  - Resolves severely deficient parking for District and staff vehicles.
  - Reunites Operations Department team.
- *Remove District Office from Administration Building*
  - Removes spatial restrictions of Admin Building, allowing unmet space and parking needs to be satisfied, without the complexity and cost of remodel or rebuild.
  - Relieves environmental health concerns of staff.
- *Remove Center of Operations from Operations Building*
  - Allows unmet space and parking needs to be satisfied, by moving Operations to a building with sufficient space.

## iii. Variables

Part 1 (Facility) and Part 2 (Corporation Yard) might be located together or separately.

Uniting all functions in a single Facility offers certain clear benefits and efficiencies.

However these benefits and efficiencies could be outweighed by differing location requirements (for example, if Lab, Water Treatment Division or District Office are better off in Felton, while Center of Operations is better off in Boulder Creek), or by financial benefits of separating Units into two locations. Therefore, Combined Facility might be split into two, or part of Combined Facility might be combined instead with Corporation Yard.

#### iv. Considerations

- What are the advantages of reuniting Water Treatment Division with Center of Operations vs. Water Treatment Division remaining at Kirby Plant.
- What are the advantages of District Office and Center of Operations together in Felton/Ben Lomond; District Office and Center of Operations together in Boulder Creek; District Office in Felton Ben Lomond and Center of Operations in Boulder Creek
- Finding property for sale in Felton or Ben Lomond which matches the criteria (flat, near Highway 9, large enough, enough parking area, zoned correctly) may be very challenging. Finding a suitable existing commercial building for sale or rent in this region that matches criteria could be even more difficult.
- Planning and Building Departments will require significant work to improve an existing building to bring it up to code, even if the District chooses to rent rather than buy. A relatively new building might not require much work, if it is built in the past 10 years. An in-depth architectural analysis and feasibility report should be performed by an expert prior to purchase or rental of any property, to protect the District from unforeseen costs or obstacles.

### 4. OPTIONS

#### OBJECTIVE

Create options which are working combinations of all Units in different locations and different arrangements, reflecting all needs and requirements presented in Findings.

#### i. Option 1

##### *Summary:*

All Units to be housed in new facility in Boulder Creek. Administration and Operations Buildings sold.

##### *Aspects:*

- District Office, Center of Operations, Water Treatment Division, Lab, and Corporation Yard housed in new construction in Boulder Creek, on Prosser property (not including the “Johnson” building, which would be sold).
- Lab to be removed from Lyon Plant.
- Board Meeting to be held in flexible conference space with folding walls, shared by Center of Operations, Water Treatment Division, and District Office.

- Administration, Operations, and “Johnson” Buildings to be sold.

(A careful analysis of space and parking requirements, vehicle circulation, setbacks and relevant County requirements would be necessary to be certain that this is feasible.)

*Advantages:*

- Nearly all District facilities needs are met, including parking, space and environmental needs.
- District needs can be met in the most spatially efficient way: with shared common spaces and facilities.
- The perceived importance of proximity between District Office, Center of Operations and Water Treatment Division is satisfied.
- Relieves severe parking and space deficiencies at Kirby Plant.
- Costly remodel/rebuild of existing District buildings is avoided.
- Allows for dedicated Break Room at Lyon Plant.

*Disadvantages:*

- Does not meet perceived need for a location more central to the District Service Area.
- May require more investment up-front than renting an existing building.

## ii. Option 2

*Summary:*

All Units to be moved to new locations, split between Felton/Ben Lomond and Boulder Creek. Administration and Operations Buildings sold.

*Aspects:*

- District Office and Lab housed in suitable building(s) (existing or new construction) in Felton or Ben Lomond.
- Center of Operations, Water Treatment Division and Corporation Yard housed in new construction in Boulder Creek, on Prosser land.
- Lab to be removed from Lyon Plant.
- Board Meeting to be held in flexible shared conference space with folding walls, either with Center of Operations, or District Office.
- Relieves severe parking and space deficiencies at Kirby Plant.
- Administration, Operations, and “Johnson” Buildings to be sold.

*Advantages:*

- Nearly all District facilities needs are met, including parking, space and environmental needs.
- Costly remodel/rebuild of existing District buildings is avoided.
- Partially meets perceived need for a location more central to the District Service Area.
- Allows for dedicated Break Room at Lyon Plant.
- Satisfies the perceived importance of housing all Operations staff in one facility.

*Disadvantages:*

- District needs can only partially be met in the most spatially efficient way: with shared common spaces and facilities.
- Does not satisfy the perceived importance of proximity between District Office and Center of Operations.

### iii. Option 2.1

#### *Summary:*

This is an alternative to Option 2, the same except that Water Treatment Division remains at Kirby Plant.

#### *Aspects:*

- District Office and Lab in suitable building(s) (existing or new construction) in Felton or Ben Lomond.
- Center of Operations and Corporation Yard housed in new construction in Boulder Creek, on Prosser land.
- Water Treatment Division to remain at Kirby Plant.
- Lab to be removed from Lyon Plant.
- Board Meeting to be in flexible shared conference space with folding walls, either with new Center of Operations, or new District Office.
- Sell Administration, Operations, Johnson Buildings.

#### *Advantages:*

- Majority of District facilities needs are met, including most parking, space and environmental needs.
- Costly remodel/rebuild of existing District buildings is avoided.
- Partially meets perceived need for a location more central to the District Service Area.
- Allows for dedicated Break Room at Lyon Plant.
- Leaving Water Treatment Division at Kirby Plant means less square footage required at new facilities.

#### *Disadvantages:*

- Does not relieve severe parking and space deficiencies at Kirby Plant.
- District needs can only partially be met in the most spatially efficient way: with shared common spaces and facilities.
- Does not satisfy the perceived importance of proximity between District Office and Center of Operations.
- Does not satisfy the perceived importance of housing all Operations staff in one facility.

### iv. Option 3

#### *Summary:*

All Units moved to a common facility in Ben Lomond/Felton, except Corporation Yard which is constructed in Boulder Creek. Administration and Operations Buildings sold.



*Aspects:*

- Center of Operations, District Office, Water Treatment Division, Lab housed in suitable building(s) (existing or new construction) in Ben Lomond or Felton.
- Corporation Yard housed in new construction in Boulder Creek, on the Prosser land.
- Lab to be removed from Lyon Plant.
- Board Meeting to be in flexible conference space with folding walls, shared by Center of Operations, District Office and Water Treatment Division.
- Sell Administration, Operations, and "Johnson" Buildings.

*Advantages:*

- Majority of District facilities needs are met, including most parking, space and environmental needs.
- Costly remodel/rebuild of existing District buildings is avoided.
- The perceived importance of proximity between District Office, Center of Operations and Water Treatment Division is satisfied.
- Meets perceived need for a location more central to the District Service Area.
- Allows for dedicated Break Room at Lyon Plant.

*Disadvantages:*

- Finding a suitable building(s) in Felton/Ben Lomond may be difficult, impossible, or take several years.

**v. Option 3.1***Summary:*

This is an alternative to Option 3, the same except that Corporation Yard is housed somewhere in Felton/Ben Lomond, and all Boulder Creek properties are sold.

*Aspects:*

- Center of Operations, Water Treatment Division, District Office, Lab, housed in suitable building(s) (existing or new construction) in Felton or Ben Lomond.
- Corporation Yard housed in new construction or existing facility on land somewhere in Felton or Ben Lomond.
- Board Meeting to be in flexible conference space with folding walls, shared by Center of Operations and District Office.
- Sell all Prosser properties, Johnson building, Administration and Operations Buildings.

*Advantages:*

- Majority of District facilities needs are met, including most parking, space and environmental needs.
- Costly remodel/rebuild of existing District buildings is avoided.
- The perceived importance of proximity between District Office, Center of Operations and Water Treatment Division is satisfied.
- Meets perceived need for a location more central to the District Service Area.
- Allows for dedicated Break Room at Lyon Plant.

*Disadvantages:*

- Finding a suitable building(s) in Felton/Ben Lomond may be difficult, impossible, or take several years.

**vi. Option 4***Summary:*

District Office and Lab moved to Felton/Ben Lomond, Center of Operations remains in Operations Building, Water Treatment Division remains at Kirby, Corporation Yard constructed in Boulder Creek.

*Aspects:*

- District Office and Lab housed in suitable building(s) (existing or new construction) in Felton or Ben Lomond.
- Center of Operations housed in existing Operations Building.
- Water Treatment Division to remain at Kirby Plant.
- Corporation Yard housed in new construction in Boulder Creek, on Prosser land. This facility to provide Boulder Creek parking for Operations vehicles, to make up for deficient parking at existing Operations facility, and loss of parking when Administration Building is sold.
- Board Meeting to be in flexible shared conference space with folding walls, combined with meeting space requirements of new District Office.
- Sell Administration and "Johnson" Buildings.

*Advantages:*

- Meets most District facilities needs.
- Leaving Water Treatment Division at Kirby Plant and Center of Operations at Operations Building means less square footage is required in newly acquired/constructed facilities.
- Allows for dedicated Break Room at Lyon Plant.

*Disadvantages:*

- Does not meet perceived need for all Units to be in proximity.
- Does not resolve severe parking and space deficiencies at Kirby Plant.
- Provides only a partial and inefficient solution to urgent parking needs at Operations Building.
- Does not meet space needs of Center of Operations, and does not allow for all Operations staff to be housed in one location.

**vii. Option 5***Summary:*

District Office moved to Operations Building, all other units moved together to new location in Boulder Creek.

*Aspects:*

- Center of Operations, Water Treatment Division, Corporation Yard, Lab in new construction in Boulder Creek, on Prosser land.
- District Office housed in existing Operations Building.

- Board Meeting to be in flexible conference space with folding walls, shared by Center of Operations and Water Treatment Division.
- Sell Administration and “Johnson” Buildings.

*Advantages:*

- Meets most District facilities needs.
- Moving District Office into Operations Building means less square footage is required in newly acquired/constructed facilities.
- The perceived importance of proximity between District Office, Center of Operations and Water Treatment Division is satisfied.
- Resolves severe parking and space deficiencies at Kirby Plant.
- Allows for dedicated Break Room at Lyon Plant.

*Disadvantages:*

- Parking facilities at Operations Building might be impossible to improve to match County requirements.

## VI. RECOMMENDATIONS

### OBJECTIVE

Provide a Recommendation which can facilitate the Board of Directors and Staff in the process of meeting all District Facilities Needs without delay or unnecessary cost.

### CONTENTS

- A. Summary of Recommendations
- B. Recommendations

### **A. SUMMARY OF RECOMMENDATIONS**

The Recommendation has two parts:

1. District should meet its facilities needs by working towards an arrangement which closely resembles the Model Arrangement
2. District should conduct a Feasibility Study to determine the cost and feasibility of the Options presented in this Report

### **B. RECOMMENDATIONS**

#### 1. RECOMMENDATION OF MODEL ARRANGEMENT

The Recommendation of this Facilities Needs Assessment Report is that the District's facilities needs be met by working towards an arrangement which resembles the Model Arrangement (Section V. E. 3.) as closely as possible. Our interpretation of the Findings and Analysis is that this Model Arrangement most completely alleviates urgent facilities deficiencies, most completely meets facilities needs, and most closely responds to the information provided by Participants.

This Recommendation is conditioned on the outcomes of the Feasibility Study recommended below. The Options provided in Section V . E. 4. represent variations of this Model Arrangement, and provide the framework for determining the best possible solution within constraints and conditions.

#### **i. Summary of Model Arrangement:**

- Create a Facility which contains
  - District Office
  - Center of Operations
  - Water Treatment Division
  - Lab
  - Flexible Shared Conference Space (used for Board Meetings, large meetings, trainings)

- Sufficient shared parking for all of these uses, including all District Vehicles
- Create Corporation Yard which contains
  - Parts storage
  - Fueling station
  - Service Yard and Loading Zone

## ii. Recommended Implementation:

- Determine feasibility of a Facility for all Units including Corporation Yard, on Prosser Land
- Sell Johnson Building, retain other Prosser land.
- Construct, on remaining Prosser land, a new facility as described above.
- Remove Parts Storage from Administration Building
- Remove Lab from Lyon Plant
- Remove Water Treatment Division from Kirby Plant
- Remove District Office from Administration Building
- Remove Center of Operations from Operations Building
- Sell Administration and Operations Buildings

## iii. Best Alternative Implementation:

- Determine feasibility of facility for Center of Operations and Corporation Yard on Prosser Land
- Sell Johnson Building, retain other Prosser land.
- Construct, on remaining Prosser land, a new facility for Center of Operations, Water Treatment Division, and Corporation Yard.
- Identify, then rent or acquire suitable existing building or undeveloped parcel in Ben Lomond or Felton.
- Modify existing building or build new structure to house District Office, Lab and flexible conference space to be shared by District Office and District Board Meetings.
- Remove Parts Storage from Administration Building
- Remove Lab from Lyon Plant
- Remove Water Treatment Division from Kirby Plant
- Remove District Office from Administration Building
- Remove Center of Operations from Operations Building
- Sell Administration and Operations Buildings

## 2. RECOMMENDATIONS FOR FEASIBILITY STUDY

We recommend that the next step for the District in meeting facilities needs will be a Feasibility Study. This Study could be conducted internally, or by an external consultant. The following is a proposed outline of this study.

### **i. Study Objective**

Determine the feasibility of all Options presented in this Report, verify and complete the findings of this FNA Report, and establish a clear factual basis for deciding how to implement the Recommendations of this Report.

### **ii. Study Scope**

The Study should examine the feasibility and costs of all Options presented in Section V. E. 4, with an emphasis on the Recommended Implementation of the Model Arrangement (Section VI. B. 1. II.), using the estimated square footage and parking requirements provided in Section V. C.

The Study should answer the Study Questions.

The Study should contain all of the Study Components.

### **iii. Study Components**

The Study should have the following components:

- Cost Analysis: Analyze costs of all Options, over a long-term period
- Follow-up with Staff on Options: Gather staff feedback on Options
- Real Estate Search: Search for properties which are suitable for different Options.
- Architectural Feasibility Report: If any properties are identified for rent or purchase through the Real Estate Search, a thorough Architectural Feasibility Report should be conducted to determine costs and feasibility of using that property as intended.
- Investigation of the Study Questions
- An analysis of District Service Area to determine its functional "center."
- A Feasibility Study Final Report should be drafted to present the feasibility and costs of all Options under consideration.

### **iv. Study Questions**

The Feasibility Study should answer the following questions:

- Feasibility and costs of renting community spaces for floating District Board Meetings (including regular, Committee and special meetings).
- Are the estimated space and parking requirements in this FNA Report complete and accurate?
- Cost analysis of renting vs. buying property in Felton/Ben Lomond.
- Cost analysis of building new vs improving existing for a facility in Felton/Ben Lomond.
- What is the actual center of the District Service Area in terms of connections, and in terms of Field Service vehicle travel patterns?
- Which of the Options presented in this FNA Report are feasible?

**v. Criteria for Real Estate Search**

- Parcel Zoning, General Plan and Town Plan designations must all be compatible with proposed use.
- Square Footage and parking criteria for Real Estate Search are found in Section V. C. "Needs and Requirements (By Unit)." These requirements will be grouped differently depending on specific arrangements and combinations of Units.
- Candidate buildings should have been built within the last 30 years, and ideally, within the last 10 years, to avoid hidden costs of structural, ADA or other retrofit.

## VII. APPENDIX

### CONTENTS

- A. Sample Questionnaire
- B. Questionnaire Responses
- C. Interview Findings
- D. Sphere of Influence Map
- E. Excerpts From Staffing Study



## A. SAMPLE QUESTIONNAIRE

### SLVWD Facility Needs Assessment Staff Questionnaire

(Administered by William Fisher Architecture, INC.)

Participant's Full Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

#### **Purpose:**

The purpose of this questionnaire is to understand your personal perspective on the parts of the San Lorenzo Valley Water District facilities which you use on a daily basis. Also, this questionnaire should prompt you to consider the facilities and facilities needs prior to meeting with the Facilities Needs Assessment team.

We ask some questions about the systems (phone, computer...) used, but our primary concern is with the physical structures owned by the Water District.

#### **Structure:**

This questionnaire is organized into two sections. The first seeks information about existing facilities. The second seeks information about needs which are currently unmet by existing facilities in the San Lorenzo Valley Water District.

If you have some insights into the existing facilities or facilities needs which extend beyond the questions here, please share that information in the Comments section at the end of the questionnaire.

#### **Please Note:**

Feel free to skip any question if you do not have a strong opinion or enough information. All responses to this questionnaire will be confidential—used only for purposes of this Assessment project—and will be reviewed only by the Needs Assessment team and District Manager Brian Lee. Some information will be distilled from your responses and be anonymously included in the final Needs Assessment report.

### **Existing Facilities**

#### **1. What is your general impression of the SLVWD building and facilities where you work on a daily basis?**

Positive - Mixed - Negative - No Opinion

#### **2. Which building in the SLVWD do you use the most?**

Administration building - Operations building - Lyon Treatment Facility - Kirby Treatment Facility

**3. If you work in the administration building, please rate the adequacy of the following facilities**

(circle the answer which best matches your experience)

The building as a whole:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

My Workspace/Office:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Bathrooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Meeting Rooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Break Rooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Staff parking:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Public parking:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Customer Service area:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Computer systems:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Systems for Employee Scheduling and Time Tracking/Payroll Reporting:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Payment/Billing/Customer Accounts/Customer Relationship Management systems:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - N.A.

Records management system:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Phone system:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

**4. If you work in/oversee the Lyon Treatment Facility, please rate the adequacy of the following facilities**

(circle the answer which best matches your experience)

The building as a whole:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Your Workspace/Office:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Lyon Facility

Bathrooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Lyon Facility

Break rooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Lyon Facility

Staff parking:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Lyon Facility

**5. If you work in/oversee the Kirby Treatment Facility, please rate the adequacy of the following facilities**

(circle the answer which best matches your experience)

The building as a whole:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Your Workspace/Office:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Kirby Facility

Bathrooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Kirby Facility

Break rooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Kirby Facility

Staff parking:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Kirby Facility

**6. If you work in/oversee the Operations Building, please rate the adequacy of the following facilities (circle the answer which best matches your experience)**

The building as a whole:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the administration building

Your Workspace/Office:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Operations Building

Bathrooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Operations Building

Break rooms:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Operations Building

Staff parking:

Very Adequate - Adequate - Unsure - Inadequate - Very Inadequate - I do not work in the Operations Building

## Facilities Needs

**7. Did you answer "Inadequate" or "Very Inadequate" to any questions? Please explain the inadequacies in detail here:**

**8. Would you like to see designated spaces for an activity or use which is currently not provided for?**

**9. From your perspective, what are the three highest priority facilities needs in the SLVWD?**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**COMMENTS:**

## B. QUESTIONNAIRE RESPONSES

*NOTE: In the following section, each option is followed by the number of respondents who chose that answer. If for a particular question the responses do not add up to the number of respondents, it is because the respondent chose not to answer this question. There is one case, Question 2, where a respondent selected two answers.*

### Existing Facilities

#### 1. What is your general impression of the SLVWD building and facilities where you work on a daily basis?

Positive (0) - Mixed (2) - Negative (6) - No Opinion (0)

#### 2. Which building in the SLVWD do you use the most?

Administration building (4) - Operations building (4) - Lyon Treatment Facility (0) - Kirby Treatment Facility (1)

#### 3. If you work in the administration building, please rate the adequacy of the following facilities

(circle the answer which best matches your experience)

The building as a whole:

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (2) - Very Inadequate (3) - I do not work in the administration building (2)

My Workspace/Office:

Very Adequate (0) - Adequate (1) - Unsure (1) - Inadequate (1) - Very Inadequate (1) - I do not work in the administration building (3)

Bathrooms:

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (4) - Very Inadequate (1) - I do not work in the administration building (2)

Meeting Rooms:

Very Adequate (0) - Adequate (1) - Unsure (0) - Inadequate (3) - Very Inadequate (1) - I do not work in the administration building (2)

Break Rooms:

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (3) - Very Inadequate (2) - I do not work in the administration building (2)

Staff parking:

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (2) - Very Inadequate (3) - I do not work in the administration building (2)

Public parking:

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (2) - Very Inadequate (3) - I do not work in the administration building (2)

**Customer Service area:**

Very Adequate (0) - Adequate (0) - Unsure (1) - Inadequate (4) - Very Inadequate (0) - I do not work in the administration building (2)

**Computer systems:**

Very Adequate (0) - Adequate (5) - Unsure (0) - Inadequate (0) - Very Inadequate (0) - I do not work in the administration building (2)

**Systems for Employee Scheduling and Time Tracking/Payroll Reporting:**

Very Adequate (0) - Adequate (3) - Unsure (1) - Inadequate (0) - Very Inadequate (0) - I do not work in the administration building (2)

**Payment/Billing/Customer Accounts/Customer Relationship Management systems:**

Very Adequate (0) - Adequate (2) - Unsure (1) - Inadequate (0) - Very Inadequate (0) - N.A. (3)

**Records management system:**

Very Adequate (0) - Adequate (2) - Unsure (0) - Inadequate (1) - Very Inadequate (0) - N.A. (2)

**Phone system:**

Very Adequate (0) - Adequate (5) - Unsure (0) - Inadequate (0) - Very Inadequate (0) - I do not work in the administration building (2)

**4. If you work in/oversee the Lyon Treatment Facility, please rate the adequacy of the following facilities**

(circle the answer which best matches your experience)

**The building as a whole:**

Very Adequate (0) - Adequate (2) - Unsure (0) - Inadequate (1) - Very Inadequate (0) - I do not work in the Lyon Facility (4)

**Your Workspace/Office:**

Very Adequate (0) - Adequate (1) - Unsure (0) - Inadequate (0) - Very Inadequate (0) - I do not work in the Lyon Facility (4)

**Bathrooms:**

Very Adequate (0) - Adequate (2) - Unsure (0) - Inadequate (0) - Very Inadequate (0) - I do not work in the Lyon Facility (4)

**Break rooms:**

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (1) - Very Inadequate (0) - I do not work in the Lyon Facility (4)

**Staff parking:**

Very Adequate (0) - Adequate (2) - Unsure (0) - Inadequate (0) - Very Inadequate (0) - I do not work in the Lyon Facility (4)

**5. If you work in/oversee the Kirby Treatment Facility, please rate the adequacy of the following facilities**

(circle the answer which best matches your experience)

The building as a whole:

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (2) - Very Inadequate (0) - I do not work in the Kirby Facility (4)

Your Workspace/Office:

Very Adequate (1) - Adequate (0) - Unsure (0) - Inadequate (0) - Very Inadequate (0) - I do not work in the Kirby Facility (4)

Bathrooms:

Very Adequate (0) - Adequate (2) - Unsure (0) - Inadequate (0) - Very Inadequate (0) - I do not work in the Kirby Facility (4)

Break rooms:

Very Adequate (0) - Adequate (1) - Unsure (0) - Inadequate (1) - Very Inadequate (0) - I do not work in the Kirby Facility (4)

Staff parking:

Very Adequate (0) - Adequate (0) - Unsure (0) - Inadequate (1) - Very Inadequate (1) - I do not work in the Kirby Facility (4)

**6. If you work in/oversee the Operations Building, please rate the adequacy of the following facilities**

(circle the answer which best matches your experience)

The building as a whole:

Very Adequate (0) - Adequate (2) - Unsure (1) - Inadequate (1) - Very Inadequate (0) - I do not work in the Operations Building (2)

Your Workspace/Office:

Very Adequate (0) - Adequate (1) - Unsure (0) - Inadequate (1) - Very Inadequate (0) - I do not work in the Operations Building (5)

Bathrooms:

Very Adequate (0) - Adequate (4) - Unsure (0) - Inadequate (1) - Very Inadequate (0) - I do not work in the Operations Building (2)

Break rooms:

Very Adequate (0) - Adequate (0) - Unsure (1) - Inadequate (2) - Very Inadequate (2) - I do not work in the Operations Building (2)

Staff parking:

Very Adequate (0) - Adequate (0) - Unsure (1) - Inadequate (1) - Very Inadequate (4) - I do not work in the Operations Building (2)

*NOTE: In the following section, responses to each question have been organized by building. Under each building heading, responses have been simplified and organized to represent all the main concerns raised by each prompt. Each concern is followed by the number of respondents who mentioned that concern. In*



*some cases a direct quote is used. Many respondents left some sections blank. Many of these themed were elaborated in the interviews.*

## Facilities Needs

**7. Did you answer “Inadequate” or “Very Inadequate” to any questions? Please explain the inadequacies in detail here:**

### ADMINISTRATION BUILDING

*“This is a horrible building.”*

#### *Poor Environmental Quality:*

*“Air quality issues.” “Formal complaints of moldy air.” “Dirty, dusty, moldy, causing burning eyes and extreme allergy symptoms.” “All staff has had allergy issues when they started working here.” (4)*

*Building smells bad. (1)*

*“Air circulation is poor, and temperature is either too hot or too cold.” (1)*

*“Carpets are very dirty.” (1)*

*Mice rats, and fleas. (1)*

*“Bathroom has flooded multiple times, plumbing backs up.” (2)*

#### *Physical Disrepair:*

*“Unsafe flooring.” (1)*

*“Floor is sloped.” (1)*

*Cracked ceilings and walls. (2)*

#### *Unmet Needs:*

*No sink in the break room. (2)*

*Records management system is insufficient. (1)*

#### *Space Requirements:*

*“Customer service area is crowded and there is only room for one customer service station.” (4)*

*“There is no space for educational materials.” (1)*

*Building is too small. (1)*

*“Only one women’s restroom for 9 women.” (1)*

*“My office is a hallway.” (1)*

#### *Parking, Safety and Accessibility:*

*“Stairs are not to code.” (1)*

*Customer Service area is not ADA compliant. (1)*

*“Parking is extremely limited.” “There is no designated staff parking.” “No public parking.” (5)*

“Often we have to park on the other side of Highway 9 and walk across to work which is very dangerous.” (1)

There is danger in crossing Highway 9 to the Operations Building. (1)

“Not ADA Compliant.” “Office and bathrooms are not ADA.” (4)

#### KIRBY WATER TREATMENT PLANT

##### *Parking:*

Insufficient parking, and those parking needs will be increasing soon. “The entire water treatment crew meets here every morning (8 people total, with a total of 15 vehicles including both personal and work vehicles).” (1)

##### *Space Requirements:*

Office space is limited: “The break room doubles as the SCADA room and operations lab and includes one operations staff desk. There is only space for 5 dedicated work stations now. (1)

##### *Physical Disrepair:*

Building interior is in poor condition, floors need replacement and paint is chipping.” (1)

#### LYON WATER TREATMENT PLANT

##### *Space Requirements:*

Laboratory counter space is entirely consumed and undersized for current workload. “Inculcators, autoclave, balance, quanti-tray sealer take up 80% of usable counter space. There is no break room at Lyon. There is a kitchen, but the laboratory has expanded into this space, so now there is no kitchen and no break room.” (1)

#### OPERATIONS BUILDING

*“Our break room is constantly being used for meetings.”*

##### *Space Requirements:*

Break room is used as a Board Meeting room during working hours, causing disruption of crew, who are not able to use their break room. “Break room is used for Board Meetings, pushing operations staff away from lockers, bathrooms and lunch room.” (3)

Not enough workspace. “It is cramped.” (2)

Not enough storage. (1)

Board Room is too small. "Board Room is way too small." "Not enough chairs there for all staff; Inadequate bathrooms in Board Room." (2)

*Parking:*

There is no designated staff parking. (2)

"Not enough parking for company trucks." "Limited parking for District trucks, and it is dangerous driving in and out." (2)

**8. Would you like to see designated spaces for an activity or use which is currently not provided for?**

ADMINISTRATION BUILDING

Larger meeting rooms (1)

Customer parking lot (1)

Employee parking lot (1)

ADA Compliant Customer Service area which can serve more than one customer at a time. (1)

OPERATIONS BUILDING

Parking lot (1)

A break room (1)

LABORATORY

A centrally located laboratory. "The laboratory needs to be located in a more centralized location rather than at the current extreme end of the District system. Samples need to be taken to this lab from all parts of the district, and they need to be checked regularly. Felton/Ben Lomond area is ideal." (1)

**9. From your perspective, what are the three highest priority facilities needs in the SLVWD?**

(For this question, all responses given for each priority position are paraphrased and listed in random order.)

1. First Priority:

- Provide sufficient Board Room.
- Resolve air quality and safety of Administration building.
- Resolve mold and poor air quality of Administration building.
- Provide sufficient Administration building.
- Move Board Meetings out of Operations Building.
- Provide a central building that can comfortably house all District staff.
- Provide Operations building with a meeting room (other than Board Meetings)

- Provide safe Administration building.

## 2. Second Priority:

- Provide safe workplace and air quality in Administration building.
- Provide adequate bathrooms in Administration building
- Provide ADA compliant Administration office space and parking.
- Provide sufficient Operations building.
- Provide additional parking for Operations building.
- Provide adequate parking at all work sites.
- Provide Operations building with sufficient parking.
- Provide ADA compliant facilities.

## 3. Third Priority

- Provide sufficient space for staff and allow for growing needs.
- Provide parking for employees and customers at Administration building.
- Provide more bathrooms in Administration building.
- Provide new storage tanks for potable water system, to replace old redwood tanks.
- Provide a larger and more centrally located laboratory.
- Provide sufficient dedicated parking.
- "Time Cards."

### COMMENTS:

"I'd like the district to use more LID [Low-Impact Development] in its buildings to reduce environmental impact."

"ADA compliance."

"Buildings and parking are just not suitable for a business of our nature and size."

"There are many Operations Department needs that are not addressed by this assessment, for the operation of the water and wastewater systems."

## C. INTERVIEW FINDINGS

*The interviews were conducted at the Administration Building by a representative of William Fisher Architecture, Inc., on Tuesday April 25, 2017. Interviews ran from 10 to 15 minutes long. The questions were intended to further develop what was shared in responses to the Questionnaire. Some follow-up information-gathering took place in the following weeks.*

*The notes from the interviews will remain confidential. Below is a synopsis of findings, organized by building and subject. Findings are simplified here, but retain all unique suggestions and observations.*

### EXISTING ADMINISTRATION BUILDING

“Building smells, itching eyes, cracked walls, too small, strange layout.”

#### *Customer Service Area:*

- **The customer service area is inadequate** and should be large enough to allow for educational outreach to take place there.
- **Customer service area is not accessible:** some customers in wheelchairs have had to meet staff outside on the street. One time, a customer in a wheelchair was had to meet staff outside in the rain, and this was felt as a failure.
- There is significant customer foot traffic, so we need **more customer service stations**.

#### *Safety:*

- There is a serious safety issue with crossing Highway 9 between Admin and Operations.

#### *Environmental Quality:*

- Septic gas in the office very often, and high groundwater forces the septic to be pumped very often.
- Poor temperature control.
- We have serious allergies when at work, and they go away when we leave work for a few days. Lobby is too small, so customers are crammed in when they are waiting.
- Air is always musty, moldy. Allergies and itching eyes. The new HVAC positive pressure system has improved air quality somewhat, but problems persist.
- 2 people have had brain cancer and one person died of respiratory failure while working at Admin building.
- “We should sell the Admin building and move to Felton. I would even be okay with trailers or modular buildings, anything but the current building. There should be no delay, the environmental quality is terrible.”

#### *Unmet Needs:*

- No cash drawer.
- Break room has no sink.

#### *Space Requirements:*

- Bathroom is very inadequate, almost 10 women to one bathroom.

- Accounting and HR are in the same room as customer service which is very distracting and inappropriate. We need a more appropriate physical office structure to support our organizational structure.
- There is no parking lot. No staff parking. No public parking.
- “My office is in a hallway.”
- No meeting room.

*Accessibility:*

- Men’s bathroom totally inaccessible for disabled people, not ADA-compliant. Women’s bathroom is partially accessible.
- Public visitors need ADA restroom.
- Customer service area too small to be ADA accessible.

**ADMINISTRATION FACILITIES REQUIREMENTS**

- “New Admin building should lower carbon footprint, lots of natural light, adequate work space for a growing water district, which is going to need more staff.”
- “ADA compliant.”
- The records building at Quail Hollow is to be taken by County in the next few years so this needs to be programmed into new space requirements.
- It would be good to have space for customers to talk with staff more privately about their accounts.
- Records should be scanned and stored digitally. We have to keep all of our records going way back.

**EXISTING OPERATIONS BUILDING**

- There are three new operations vehicles arriving soon. Where can they possibly be parked? There is no room at the current location.
- Insufficient clearance, circulation and parking behind operations building has caused damage to trucks and building.
- Public meetings, committee and board meetings are disrupting Operations staff.
- Office space is inadequate. Half of the staff who currently work at Kirby used to work in the Operations building, but were forced to move due to lack of space and growing needs. All these office workers should be in one place.
- Operations building lacks staff parking for personal vehicles.
- There is no break room because there are constant board meetings in that room.
- Board room should be a separate space.

**OPERATIONS BUILDING REQUIREMENTS**

- The Operations staff all come to the operations building at the beginning of the day. Parking requirements.
- Locker, break room, kitchen, dry room/mud room (for washing boots and jackets and a heated area to dry these off), bathrooms, showers, 6 workstations in office space, 3 private offices, SCADA room (computer control room), conference room to seat 10 people (for meetings with outside agents and consultants and engineers (separate from board meetings), service yard, loading and receiving area for large parts.
- Emergency Response, Office, Storage, parts and inventory. There is an existing assessment of these needs.

- I would like to revisit the old Silvernail plan to take what we can from it, so as not to repeat the work and waste effort and money.
- I strongly disagree with the proposal for separate parking lots for district trucks at opposite ends of the District. Would cause major inefficiency and in emergencies could separate staff from their trucks.
- The operations department runs a 24 hour system, and emergency response system. This system requires: parts, fuel (need a fueling station with above ground storage, now there is no fueling station), computer system, kitchen (sometimes have to cook for employees, sometimes serve up ordered food), showers.

#### **RELATIONSHIP BETWEEN ADMINISTRATION AND OPERATIONS FACILITIES**

- 'No strong opinion about location, but the Operations Director should be near Administration Building.'
- 'Ideal would be one building which includes Admin and Operations. Now we have to walk across the street to deliver papers.'
- 'There should be one big facility, with Admin and Operations all in one place. Ben Lomond is a good center of operations.'
- 'New building should combine all facilities (Administration and Operations) and be in a more central location, like Ben Lomond.'
- 'There is too much separation between admin and operations.'
- 'Admin and Operations should definitely be together, but this is unlikely given available buildings. Boulder Creek is ideal for Operations. Administration can be anywhere in the District, but ideally would be near Operations.'
- 'In an ideal world, everything [Administration, Operations, Laboratory] would be located together somewhere more central to the District, between Felton and Ben Lomond.'

#### **BOARD ROOM**

- Board chambers are severely inadequate.
- We have been having more and more committee meetings (now 5 public committee meetings a month, plus regular board meetings) which has become a greater and greater burden on field [Operations] staff because the Board Room is in their break room.
- We need better distinguished meeting spaces.
- Board Room is too small, with not enough seating. "Often meetings are standing room only."
- Operations crew members often have to pass through board meetings, which disrupts meetings.

#### **KIRBY TREATMENT FACILITY**

- Needs a bigger lab and more parking.
- Laboratory is at the far end of the system. Lots of driving to a remote facility. Lab would be better at a more central location, in an office building.
- Kirby parking is tight but not impossible. Eight people drive their personal vehicles there to pick up their work vehicle. Soon we will be switching to a 5 day full staff schedule, increasing the number of days that all eight staff will be parking there. Need more parking. With this new schedule, the office space at Kirby may turn out to be insufficient. Parking requirements are 6 personal vehicles and 8 District vehicles.

#### **LYON TREATMENT FACILITY**

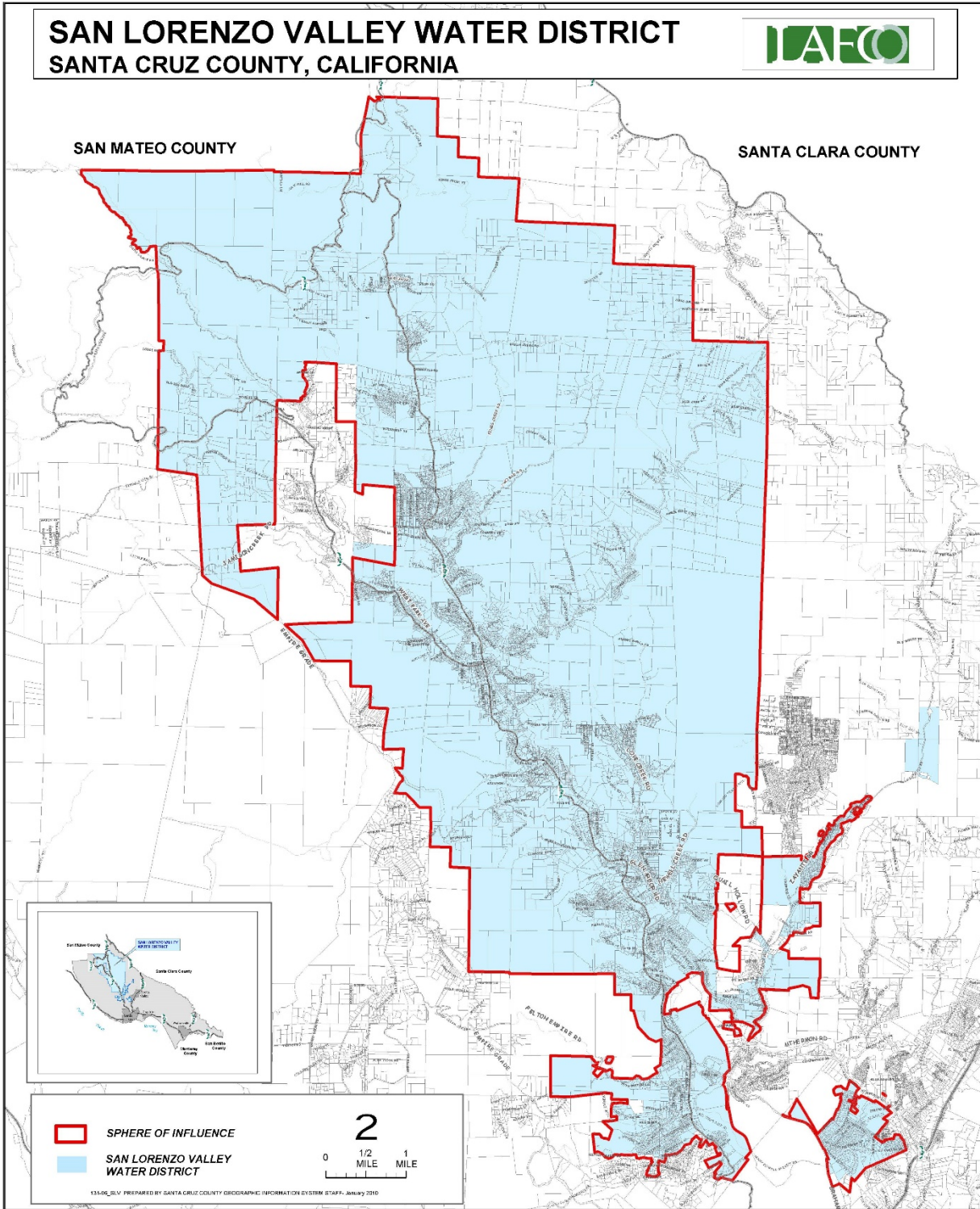
- It is a sufficient facility with sufficient parking. One operator is sent here at a time.

**MISCELLANEOUS**

- Should have software time card system for staff mobile devices.



### D. SPHERE OF INFLUENCE MAP



## E. EXCERPTS FROM 2016 STAFFING STUDY

The following are excerpted from the recent Staffing Study prepared by Deloach and Associates, Inc.

### i. SUMMARY OF RECOMMENDATIONS

A number of potential changes or modifications to the current organizational structure are recommended to achieve the study objective of identifying the optimal staffing plan for a water and wastewater utility the size and scope as the District. In considering these recommendations, various industry standards were applied including the American Water Works Association, American Public Works Association, the California Society of Municipal Finance Officers, industry best practices and previous consultant engagements of similar size and scope. The following represents a summary of the recommendations contained in this study:

- It is recommended that the Human Resource function be reassigned to the Finance Department and create a new Finance and Administration Department. Key aspects of the Human Resource function are closely tied to the financial operations of the District. These include payroll and benefit administration, health care administration, employee pension management, agency wide self-insurance programs and new employee orientation. Moving the Human Resource function to this new department will allow the Administrative Assistant/District Secretary to focus on additional administrative support functions for the Board and General Manager as well as general administration. (See Staffing Study Issues and Findings, No. 7).
  - Re-structure the current Finance Manager's job description to include responsibility for oversight and management of the human resource function. The position should be re-titled to Director of Finance and Customer Service and will report to the General Manager.
  - Create a new Human Resources and Safety Coordinator position responsible for all management and coordination of human resource and safety program administration.
- It is recommended that the Environmental Programs function be reorganized to reflect the expanded scope of responsibility and requirements of this functional area. (See Staffing Study Issues and Findings No.34).
  - Reclassify the Environmental Programs Manager to Director of Environmental Programs reporting to the General Manager.
  - Create a new Conservation Coordinator position responsible for all demand management programs and coordination of customer outreach and public relations efforts.
  - Create a new Environmental Planner/Grant Coordinator position responsible for coordinating permit compliance, (CEQA, NEPA and Federal and State regulations), watershed and habitat management programs and management of existing water resources. Position will also provide management support for identifying grant opportunities, preparing grant applications and administering grant funded programs.
- It is recommended that the engineering function be reorganized to reflect the functional demands of the District with a new Engineering and Operations Department.
  - Reclassify the Director of Operations position classification to Director of Engineering and Operations with program administration and coordination of both the Operations and Engineering functions.

- Reclassify the Engineering/GIS Manager position classification to Project Manager with management responsibility for capital projects, watershed improvement projects, coordination of environmental restoration projects, infrastructure and operations support and oversight of the Districts GIS and mapping programs.
- Create a new GIS/CAD Coordinator position responsible for management of the District GIS and mapping, coordination of capital project design, updating the Districts 'as-built' drawings, maintenance of standardized plans, conversion and development of the Districts mapping to a digital data base platform and integration of the GIS with the customer service database.
- Reclassify the reporting relationship of the Network Specialist to indicate direct supervision provided by the Project Manager.
- It is recommended that the labor associated with the meter reading and field customer service functions be reallocated to the proposed Finance and Administration Department. The Customer Service and Field Services staffs routinely manage all customer and internal generated service orders. New meter installation, conversion of meters to automated reading and "tagging" or "lock-off" of meters for non-payment are interrelated to the Customer Service and Finance functions. The labor impacts associated with conversion to monthly meter reading has reduced the available labor that was originally assigned to the maintenance functions by approximately 1,200 hours annually. The reallocation of labor to this area will allow the District to accelerate its meter replacement program in line with industry standard's 10-year replacement schedule. (See Staffing Study Issues and Findings, No. 19).
  - Create a new Lead Field Service Representative (Lead FSR) position reporting to the Director of Finance and Administration responsible for all meter services and field services program management. This position may be filled through an internal recruitment.
  - Create a new Lead Customer Service Representative (Lead CSR) position reporting to the Director of Finance and Administration. The Lead CSR will relieve the Director of Finance and Administration of routine customer support functions allowing her to focus on more complicated financial and strategic issues in support of the Board of Directors and General Manager.
  - Retitle the two existing Customer Service/ Field Representatives to Field Service Representatives. Consideration should be given to creating a job series for this classification (FSR I, FSR II and Lead FSR).
  - Retitle the existing Customer Service/Accounts Specialist to Customer Service Representatives (CSR). Consideration should be given to creating a job series for this classification (CSR I and CSR II and Lead CSR).
- It is recommended that a new Accountant position be created in the Finance and Administration Department reporting to the Director of Finance and Administration. In the current organizational structure the Finance Manager is supported largely by a Customer Service/Accounting Specialist with limited support from a Customer Service/Accounts Specialist and is responsible for all finance, accounting, FSLA compliance and budget functions. This also includes purchasing, banking, inventory and fixed asset management and payroll administration. Due to the limited staff hours available, a number of accounting and financial management functions are deferred or not undertaken which include water rate and revenue forecasting, cost accounting and customer account management. A review of how the Finance Manager's time is allocated indicates that roughly 20% or 400 hours of time is spent on essential financial management functions. This represents a potential deficit of 10-15% of time needed to

adequately support this function. Additionally, approximately 20% of the Finance Manager's time is currently allocated to meeting attendance and meeting preparation. Based on the current Board and Committee meeting structure as well as internal department manager meetings, the time allocated to meeting preparation and attendance is consistent with the demands of the position. Creating the Accountant position will allow the Director of Finance and Administration to focus on higher-level finance and personnel administrative functions. The Finance Manager position is considered an 'executive management position' providing strategic leadership support to the Board and General Manager.

- Create a new Accountant position and job series
- Retitle the Customer Service/Accounting Specialist position to Accounting Technician
- It is recommended that additional maintenance staff be added to the Field Services Section increasing the total staff allocation plan from five to eight full-time positions as follows:
  - Create a second Senior Field Service Worker position reporting to the Distribution Supervisor
  - Create two additional Field Service Worker positions (Reflective of addition of Lompico service area).

The existing and projected maintenance demands of the District's water and wastewater system require a labor commitment sufficient to develop a preventative maintenance program that includes construction related activities such as leak repairs, hydrant repairs, service lateral replacement and simple mainline repair and/or replacement and trench repair. This additional labor requirement correlates to between 6,000 to 7,000 staff hours on an annual basis or slightly more than three full-time positions. (The recommendation provides for an allowance for vacation, sick leave and training). The addition of a second senior level position will also provide additional supervision coverage in the field or in the absence of the Supervisor.

The balance of the maintenance staff should be allocated to system-wide preventative maintenance functions including developing a valve-exercising program, storage reservoir maintenance including float valves, emergency line flushing pump site inspection and facility maintenance.

- It is recommended that a new Field Services Coordinator position be created within the Maintenance and Operations Department. This position would be responsible for such tasks as coordinating initiation and closure of work orders, time keeping for payroll, administrative support for the Director of Operations and department supervisors, coordination of material receiving and payment of invoices with the Finance Department, record keeping, and related administrative activities.
- It is recommended that additional staff be added to the Water Treatment and Systems Section increasing the total staff allocation from six to nine full-time positions as follows:
  - Create two additional Water Treatment and System Operators (One position reflecting addition of Lompico service area).
  - Create a new Electrician position reporting to the Electrician/Instrumentation Technician

The existing and projected maintenance demands of the District's water treatment and production facilities require a labor commitment sufficient to develop a preventative

maintenance program that includes the functions identified in the Staffing Study Issues and Findings Section, No. 16. The additional labor requirement correlates to between 6,000 and 7,000 staff hours on an annual basis. (The recommendation provides for an allowance for vacation, sick leave and training).

- It is recommended that the labor and equipment associated with removal of treatment plant sludge by-products be reallocated to outside contractors. Based on interviews with Maintenance and Treatment staff, this will create an opportunity to relocate between 40-60 hours annually to more critical system maintenance functions including preventive and predictive maintenance requirements.
- It is recommended that the labor and equipment associated with maintenance of landscaped areas in or adjacent to District facilities be reallocated to outside contractors. Based on interviews with Maintenance and Treatment staff, this will create an opportunity to reallocate between 70-90 hours annually to more critical system maintenance functions including preventative and predictive maintenance tasks.

Table 'B' on the following page depicts how existing and proposed labor will be allocated across the organizational structure including job titles associated with each function based on the recommendations in this Study. (Development of specific job titles was not part of the scope of the Staffing Study and serve only to represent a "placeholder" for a proposed position.) Table 'C' on the following page depicts the change in staff allocation by department.

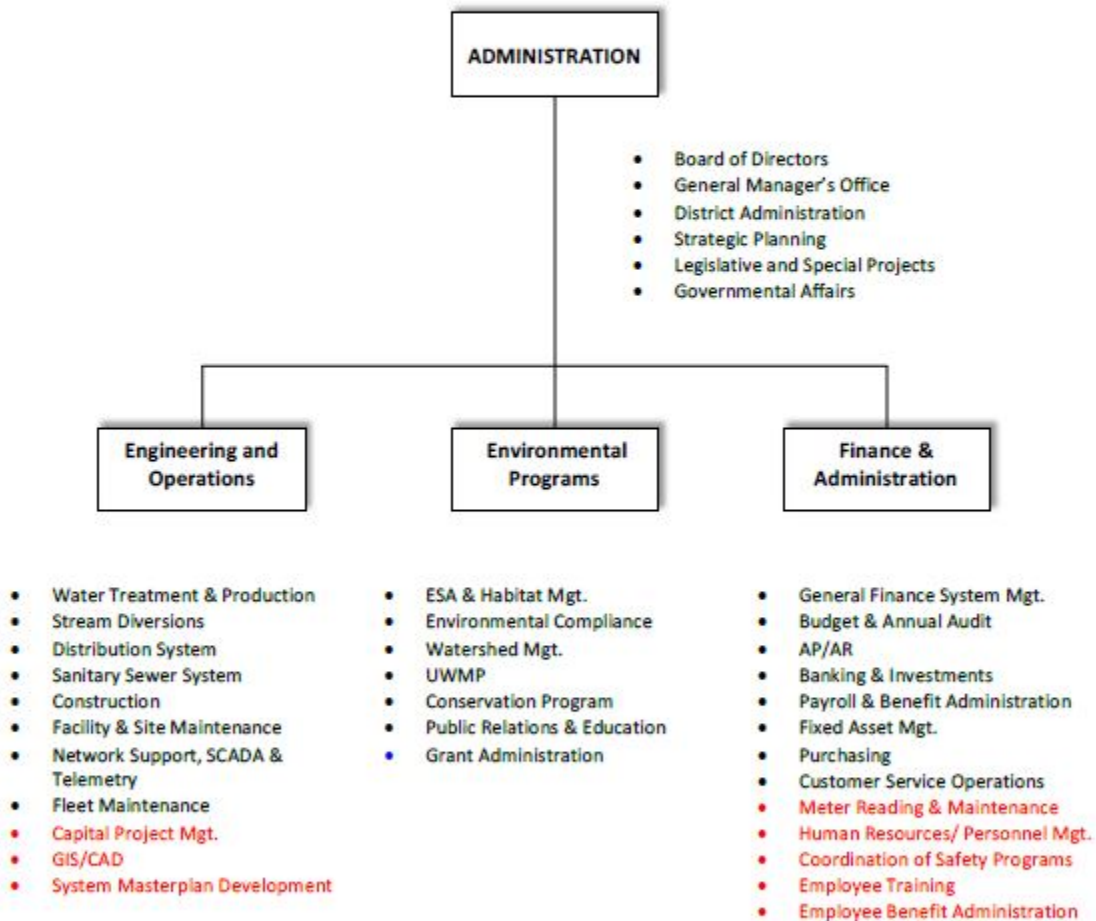
ii. GRAPHIC EXCERPTS

Table C

<b>Department</b>	<b>Existing Staff Allocation</b>	<b>Proposed Allocation</b>
Administration	2	2
Operations and Maintenance	17	21
Engineering and Environmental Programs	2	3
Finance and Administration	5	10
<b>TOTALS</b>	<b>26</b>	<b>36</b>

**EXHIBITS TO THE STAFFING STUDY**

**Exhibit 1 – Functional Organization Chart**

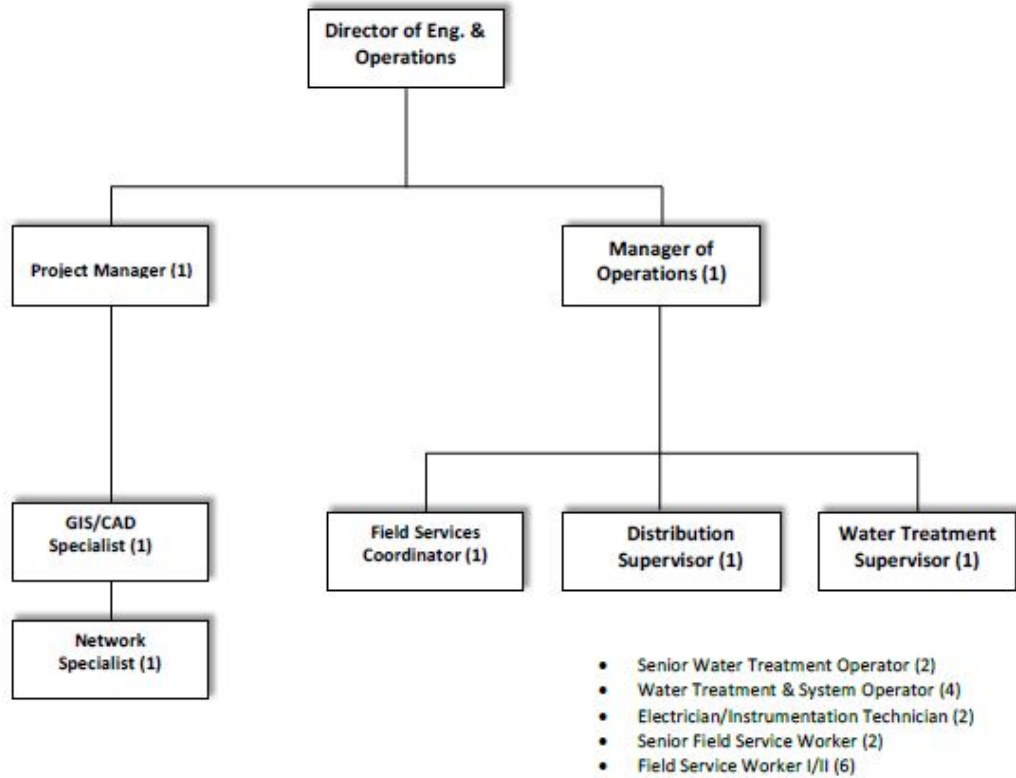


**Notes to Exhibit 1:** (1) The Functional Organization Chart is the proposed reorganization of responsibilities by department and function as proposed in the Staffing study.

(3) Individual functions shown in **RED** under the proposed Engineering and Operations and Finance and Administration Departments reflect functions and programmatic responsibilities previously managed in the Operations or Engineering Departments in the current organizational structure.

**EXHIBITS TO THE STAFFING STUDY**

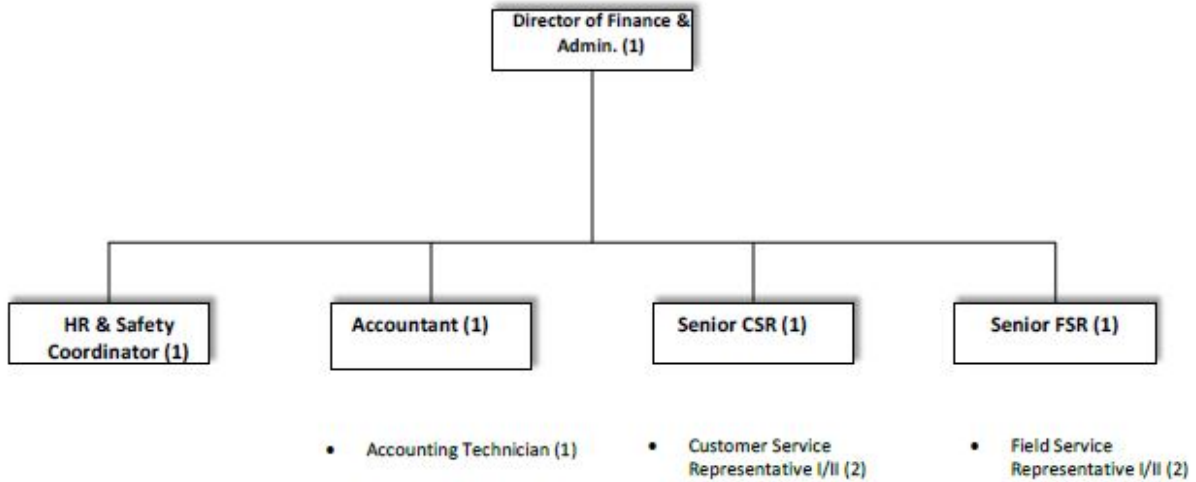
**Exhibit 2 – Engineering & Operations Functional Organization Chart  
And Proposed Staffing Allocation Plan**



**Notes to Exhibit 2:** Current approved staffing allocation plan – 17  
Proposed staffing allocation plan - 24

**EXHIBITS TO THE STAFFING STUDY**

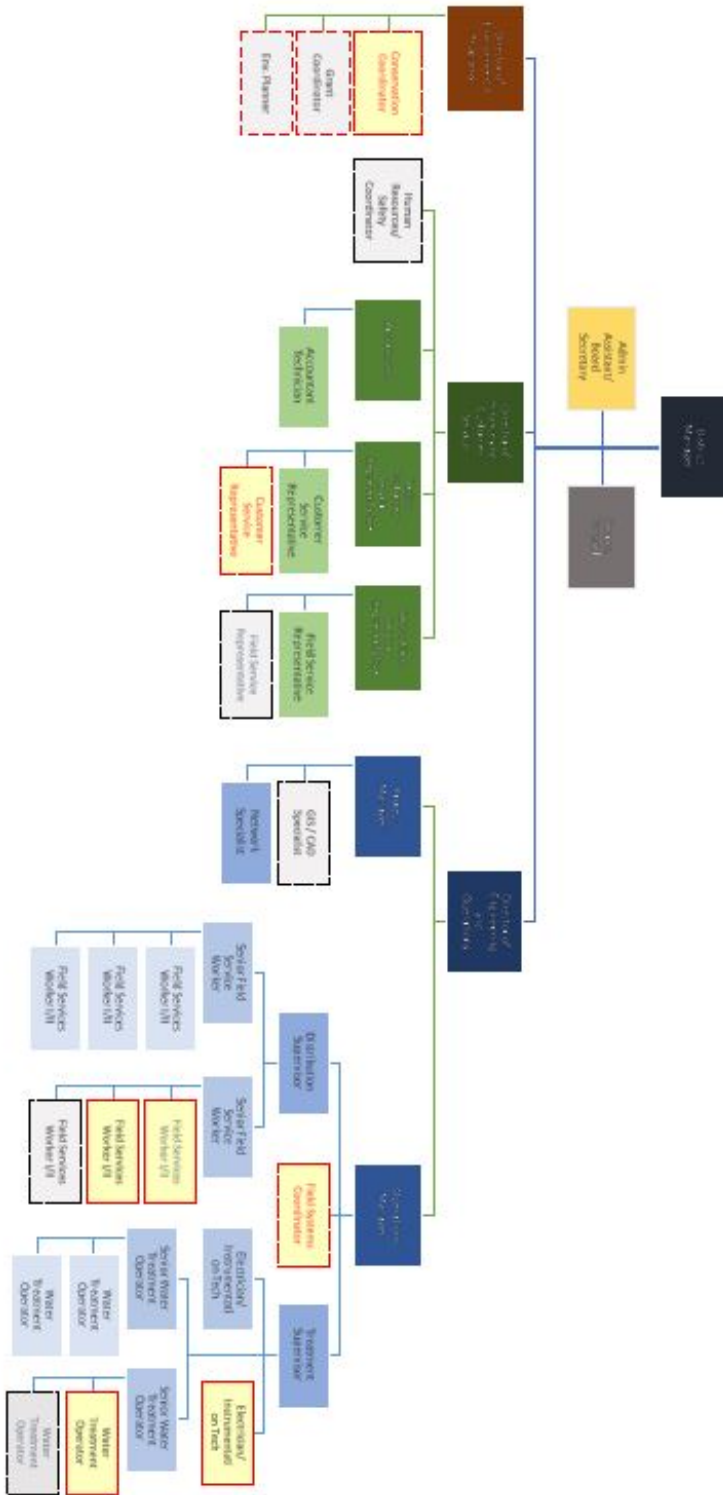
**Exhibit 3 – Finance and Administration Functional Organization Chart  
And Staffing Allocation Plan**



**Notes to Exhibit 3:** FSR – Abbreviation for Field Service Representative  
CSR – Abbreviation for Customer Service Representative  
  
Current approved staffing allocation plan – 5  
Proposed staffing allocation plan – 10



**EXHIBITS TO THE STAFFING STUDY**  
**Exhibit 4 – SLVWD Proposed Organization Chart**



**Notes to Exhibit 4**

- 1) Solid color boxes represent existing positions.
- 2) Yellow boxes with red outline represent new positions resulting from Lompico merger.
- 3) Yellow boxes with red outline represent positions funded in the FY 2017 budget.
- 4) Grey boxes represent proposed new position in staffing study.

## MEMO

To: Board of Directors  
From: District Manager  
Prepared By: Director of Operations  
SUBJECT: Blue Tank Replacement, Approval Sole Source Procurement  
DATE: July 20, 2017

### RECOMMENDATION

It is recommended that the Board of Directors review this memo and authorized sole source procurement for replacement of the Blue Tank, a 65,000 gallon bolted steel water tank.

### BACKGROUND

During routine inspection it was discovered that the District's Blue Tank in Manana Woods has experienced extensive corrosion to the upper ring of staves, roof and internal roof structure system. In addition to corrosion the tank experienced buckling damage from the 1989 Loma Prieta Earthquake. The combined condition of the corrosion and earthquake damage to the tank warrants immediate replacement. As a precautionary measure the water level in the tank was lowered to 50% and staff is moving forward with replacement tying customers in the pressure zone into another zone (Probation Zone) to maintain fire flow.

Replacement procedures for this bolted steel tank is the manufacturer will unbolt the existing tank and remove it, recycling the steel. After the tank is removed the District will have the concrete foundation inspected and perform geotechnical review of the tank site for ground stability. The District has no records for construction of the Blue Tank as this facility was acquired with the consolidation of Manana Woods in 2005.

Replacement cost for the tank is quoted at \$70,651.00. With staff time, system modifications, structural/geotechnical review it is estimated total project cost at \$110,000.

Staff is requesting sole source procurement utilizing Superior Tank Company, Inc., moving forward with a proposal at a cost of \$70,651.00. Superior Tank Company is a California based company which is the original manufacturer of the Blue Tank and several other District Tanks.

Expedited replacement is critical because it is placing additional demand on the neighboring zone (Probation Zone), placing water storage reductions to a zone that has capacity issues with its current demand.

District Rules and Regulations, Article XIV - Contracts and Purchasing, Section 14.09 states "Whenever professional specialized consultant or sole source services or supplies are purchased, the Board may dispense with the provisions of this Article".

Staff is recommending the Board of Directors adopt the attached resolution waiving formal bidding procedures in accordance with District Ordinance 8, Article 18.8 (a) and authorize staff to proceed with the replacement of the data concentrator as proposed.

STRATEGIC PLAN:

3.1 - Capital Improvement Program

FISCAL IMPACT:

\$110,000

**SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. 1 (17-18)**

**SUBJECT: RESOLUTION FOR BLUE TANK REPLACEMENT, SOLE SOURCE  
PROCUREMENT**

WHEREAS, the District acquired the Blue Tank with the consolidation with Manana Woods in 2005; and

WHEREAS, the Blue Tank has corrosion and buckling damage due to the Loma Prieta earthquake in 1989; and

WHEREAS, the Superior Tank Company, Inc. is the manufacturer of the Blue Tank, as well as several other tanks in the District, and will replace and recycle the tank; and

WHEREAS, expedited replacement of the Blue Tank is critical; and

WHEREAS, District Rules and Regulations, Article XIV - Contracts and Purchasing, Section 14.09 states "Whenever professional specialized consultant or sole source services or supplies are purchased, the Board may dispense with the provisions of this Article".

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves the sole source procurement of the Blue Tank Replacement from Superior Tank Company, Inc. for the cost of \$70,651.00.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 20th day of July, 2017, by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Holly Morrison, District Secretary  
San Lorenzo Valley Water District

## M E M O

TO: Board of Directors

FROM: Brian Lee, District Manager

SUBJECT: ASSOCIATION OF CALIFORNIA WATER AGENCIES CALL FOR  
CANDIDATES NOMINATIONS FOR THE 2018-19 TERM

DATE: JULY 20, 2017

RECOMMENDATION:

It is recommended that the Board of Directors review the attached information in order to nominate candidates for the positions of President and Vice President to the general membership of ACWA.

BACKGROUND:

The District received notice of the Call for Nominations on June 12, 2017 along with the criteria required to name a candidate(s) for consideration.

Nominations must be received in the ACWA office by Friday, September 1, 2017 to be considered by the Nominating Committee.

FISCAL IMPACT:

None

2016 STRATEGIC PLAN:

Strategic Element 5.1 - Develop Strategic Partnerships with other agencies



# MEMORANDUM

**RECEIVED**

**JUN 12 2017**

**SAN LORENZO VALLEY  
WATER DISTRICT**

**TO:** ACWA Public Agency Members  
General Managers and Board Presidents

**CC:** ACWA Board of Directors

**FROM:** ACWA Nominating Committee

**DATE:** June 7, 2017

**SUBJECT:** Call for Candidates Nominations for the 2018-2019 Term

---

ACWA's Nominating Committee is responsible for submitting a slate for the Association's statewide positions of President and Vice President to the general membership meeting at Fall Conference.

Nominations must be received in the ACWA office by **Friday, September 1, 2017** to be considered by the committee.

The following criteria must be met for names to be considered:

- At the time of their election, the President and Vice President will each be an elected or appointed member of the governing body or commission of a member agency of the Association.
- An official nominating resolution from the Association member agency on whose board the nominee serves will accompany all nominations for the position of President and Vice President. An authorized signatory of the member agency's Board of Directors will sign said resolution.
- Each nomination will include a statement of qualifications or resume highlighting the candidate's qualifications for the position.

Additional letters or resolutions of support from other agencies may be submitted but are not required.

ACWA's Bylaws and Board policies establish the criteria set forth above, which also govern nominations from the floor. ACWA Bylaws (Article 9, Section 9) and Board Policy 2.3.3 require that all nominations received for the positions of ACWA President and Vice President will be accompanied by a nominating resolution from the ACWA member agency on whose board the nominee serves, and signed by an authorized signatory of the member agency's Board of Directors. This policy applies to nominations received in the ACWA office prior to election, as well as to all nominations received from the floor at general session during the floor nomination process.

**SACRAMENTO** 910 K Street, Suite 100, Sacramento, CA 95814 • (916) 441-4545  
**WASHINGTON, D.C.** 400 North Capitol Street NW, Suite 357, Washington, DC 20001 • (202) 434-4760  
[www.acwa.com](http://www.acwa.com)



We appreciate your interest and participation in this process to find the best qualified individuals to serve in representing the statewide membership of ACWA.

Nominating Committee members include:

- Steve Cole, Region 8
- John Coleman, Region 5
- Shannon Cotulla, Region 3
- David Coxey, Region 2
- Rick Gilmore, Region 5
- Matthew Hurley, Region 6 & 7
- Joone Lopez, Region 10
- Bruce Rupp, Region 1
- Sue Stephenson, Region 5
- Nancy Wright, At-large representative

We ask that Nominating Committee members not be approached to solicit their support of any candidate.

## Important Dates

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- Deadline to receive candidate nominations: **Friday, September 1, 2017**
- Tentative date for candidate interviews: **Monday, September 11, 2017**
- Election of ACWA's President and Vice President: **Wednesday, November 29, 2017**, at Fall Conference

To nominate a candidate, send a copy of the agency resolution and the candidate's background by September 1 to:

John Coleman, Nominating Committee Chair  
c/o Donna Pangborn, ACWA  
910 K Street, Suite 100  
Sacramento, CA 95814

Nominations also may be emailed to ACWA Clerk of the Board Donna Pangborn at [donnap@acwa.com](mailto:donnap@acwa.com).

Should you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at the ACWA office at 916-441-4545 or [donnap@acwa.com](mailto:donnap@acwa.com)

Enclosures:

1. ACWA Officers' Nominee Information: Board Policy GO-2.3, Board Officers
2. Sample Resolution to Nominate Candidate for ACWA President or Vice President
3. Sample Resolution to Support Candidate for ACWA President or Vice President



## ACWA Officers' Nominee Information Board Policy GO-2.3, Board Officers

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### GO-2.3 Board Officers

The President and Vice President are the elected officers of the Association.

#### 2.3.1 President

The President is an elected officer of the Association and presides at all meetings of the Board, the Executive Committee, and the general membership. The President is responsible to the Board of Directors and the general membership for the duties established by the Bylaws.

##### 2.3.1.1 Duties and Authority

Within the limits of Bylaws and the Duties and Authorities established for Board members, and in coordination with the Executive Director, the President:

- Serves on the ACWA Board and presides at all meetings.
- Serves as the chair of the Executive Committee and presides at all meetings.
- Schedules special Board and Executive Committee meetings.
- Presides over all general membership meetings.
- Serves as a non-voting *ex officio* member of each committee, but will not be an *ex officio* member of the Nominating Committee or the region boards.
- Appoints members of all committees upon recommendation from members and regions as communicated by the region chairs.
- Appoints the chair and vice chair of each committee, each of whom will be subject to ratification by the Board.
- Appoints Nominating Committee, whose purpose will be to nominate qualified individuals for the offices of President and Vice President of the Association for the succeeding term.
- Appoints special committees, work groups, and task forces from time to time as needed to accomplish a specific task or assignment, consistent with and supportive of the mission of the Association.
- Participates in the Association's spring and fall conferences.
- Represents and supports the Association's official policies and positions when acting in capacity of President.



- Represents and promotes the Association's purposes, policies, and goals at a variety of Association functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the Executive Director.
- Represents and promotes the Association's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the Executive Director.
- Performs other responsibilities assigned by the Board.
- Authorizes expenditures from the Executive Director's contingency fund in conjunction with the Vice President and Finance Committee Chair.
- Reviews and approves the Executive Director's monthly expense reports in conjunction with the Finance Committee Chair.

#### ***2.3.1.2 Qualification***

The President will be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

#### ***2.3.1.3 Term of Office***

The members of the Association will elect the President at its fall conference in each odd-numbered year. The President will take office on January 1 of the calendar year following election and will hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed. An elected President is not permitted to succeed himself/herself to that office.

#### ***2.3.1.4 Vacancy***

Should a vacancy occur in the President's office, the Vice President will assume the duties of that office and succeed the President for the unexpired term. Should the Vice President not be able to assume this role, the Board will appoint a person to fill the office for the unexpired term thereof.

#### ***2.3.1.5 Compensation***

The President will serve without compensation by the Association. The Association will reimburse the President for necessary, actual, and reasonable expenses incurred in the performance of his/her duties while on Association business. The Association will reimburse the President for expenses incurred for attending conferences, meetings, seminars, and workshops or other events and which are mutually beneficial to the officer and the Association and have been authorized by either the Board or the Executive Director.

### **2.3.2 Vice President**

The Vice President is an elected officer of the Association and is a voting member of the Board. The Vice President is responsible to the Board of Directors and the general membership for the duties established by Bylaws.

#### **2.3.2.1 Duties and Authority**

Within the limits of the Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the Executive Director and President, the Vice President:

• Serves as a voting member of the Board.

- Serves as a voting member of the Executive Committee.
- Performs the duties of the President in the President's absence.
- Succeeds the President for an unexpired term if vacancy occurs.
- Serves on the ACWA/JPIA's Executive Committee.
- Participates in the Association's spring and fall conferences.
- Represents and supports the Association's official policies and positions when acting in capacity of Vice President.
- Represents and promotes the Association's purposes, policies, and goals at a variety of Association functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the Executive Director.
- Represents and promotes the Association's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the Executive Director.
- Authorizes expenditures from the Executive Director's contingency fund in conjunction with the President and Finance Committee Chair.
- Serves as a chair/vice chair or participant on committees or task forces as appointed by the President or Board.
- Performs other responsibilities assigned by the Board and President.

#### **2.3.2.2 Qualification**

The Vice President will be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

#### **2.3.2.3 Term of Office**

The members of the Association will elect the Vice President at its fall conference in each odd-numbered year. The Vice President will take office on January 1 of the calendar year following election and will

hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed.

**2.3.2.4 Vacancy**

Should a vacancy occur in the Vice President's office, the Board will appoint a person to fill the office for the unexpired term thereof.

**2.3.2.5 Compensation**

The Vice President will serve without compensation by the Association. The Association will reimburse the Vice President for necessary, actual, and reasonable expenses incurred in the performance of his/her duties while on Association business. The Association will reimburse the Vice President for expenses incurred for attending conferences, meetings, seminars, and workshops or other events and which are mutually beneficial to the officer and the Association and have been authorized by either the Board or the Executive Director.



# Sample Resolution to Nominate Candidate for ACWA President or Vice President

## RESOLUTION OF THE BOARD OF DIRECTORS OF

\_\_\_\_\_

## TO NOMINATE AND SUPPORT

\_\_\_\_\_

## AS A CANDIDATE FOR THE POSITION OF ACWA \_\_\_\_\_

WHEREAS, ACWA has announced that a Nominating Committee has been formed to develop a slate for the Association's statewide positions of President and Vice President; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, \_\_\_\_\_ has served in a leadership role as a member of the \_\_\_\_\_ Board of Directors since \_\_\_\_\_; and

WHEREAS, (list positions held to demonstrate knowledge of water and leadership)

WHEREAS,

WHEREAS,

WHEREAS, it is the opinion of the \_\_\_\_\_ Board of Directors that \_\_\_\_\_ possesses all of the qualities needed to fulfill the duties of the office of ACWA \_\_\_\_\_.

NOW, THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_ Board of Directors does hereby nominate and support \_\_\_\_\_ as a candidate for the office of ACWA \_\_\_\_\_, pledging the District's support of his/her endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the \_\_\_\_\_ Board of Directors at a regular meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

Ayes: Directors

Noes: Directors

Absent: Directors



M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: CalPERS Retirement Contract Amendment for Lompico Merger  
DATE: July 20, 2017

RECOMMENDATION:

It is recommended that the Board of Directors review, approve and sign the related documents.

BACKGROUND:

As part of the Lompico County Water District (LCWD) merger, there were two options for addressing their CalPERS retirement contract:

- Terminate the contract, which would result in paying approximately \$700,000 - \$1,000,000 immediately
- Merge the LCWD contract into the SLVWD contract, which would result in a revaluation to change the present value of benefits for SLVWD by \$831,565 for the Miscellaneous Plan and \$22,639 for the PEPRA Plan
  - Present value of benefits are benefits expected to be paid in the future, taking into account the effect of such items as future service, advancement in age, and anticipated future compensation etc.

Given there were not funds for a termination of the LCWD contract, the District has begun proceeding with a merger. The revaluation has been completed and there are now resolutions of intent that need to be formalized by the Board. If these are approved, the following Board meeting will have documents to adopt the final resolution of the amendment.

STRATEGIC PLAN: 5.1 Fiscal Plan for support of Strategy

FISCAL IMPACT: None immediately, will factor in to potential future annual costs of employee retirement benefits.



## EXHIBIT

California  
Public Employees' Retirement System



# AMENDMENT TO CONTRACT

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
San Lorenzo Valley Water District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective April 24, 1978, and witnessed April 13, 1978, and as amended effective September 24, 1979, June 23, 1983, February 18, 2000 and April 19, 2002 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 11 are hereby stricken from said contract as executed effective April 19, 2002, and hereby replaced by the following paragraphs numbered 1 through 14 inclusive:
  1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.

## PLEASE DO NOT SIGN "EXHIBIT ONLY"

2. Public Agency shall participate in the Public Employees' Retirement System from and after April 24, 1978 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **SAFETY EMPLOYEES.**



**PLEASE DO NOT SIGN "EXHIBIT ONLY"**

6. This contract shall be a continuation of the contract of the Lumpico County Water District, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger will occur as of the effective date of the amendment to contract.
  - a. Service performed of the former agency prior to the effective date of the amendment to contract shall be subject to the terms and conditions of the former agency's contract as it was in effect at that time. Service performed on or after the effective date of the amendment to contract shall be subject to the terms and conditions of this contract.
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Full and Modified).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20614, Statutes of 1978, (Reduction of Normal Member Contribution Rate). From and after September 24, 1979, the normal local miscellaneous member contribution rate shall be 3.5%. Legislation repealed said Section effective September 29, 1980.
  - b. Section 20690, Statutes of 1980, (To Prospectively Revoke Section 20614, Statutes of 1978).
  - c. Section 21024 (Military Service Credit as Public Service).
10. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
11. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

PLEASE DO NOT SIGN "EXHIBIT ONLY" <sup>Item: 10g</sup>

- 12. Public Agency shall also contribute to said Retirement System as follows:
  - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
- 13. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
- 14. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
SAN LORENZO WATER DISTRICT

BY \_\_\_\_\_  
ARNITA PAIGE, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk

**RESOLUTION OF INTENTION  
TO APPROVE AN AMENDMENT TO CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide For the merger of the contract of Lompico County  
Water District into the San Lorenzo Valley Water District,  
pursuant to Government Code Section 20508.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: \_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date adopted and approved

(Amendment) CalPERS ID# 5032326097  
CON-302 (Rev. 3/9/2016 rc)

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

Financial Office | Pension Contract Management  
Services & Prefunding Programs  
P.O. Box 942703 Sacramento, CA 94229-2703  
888 CalPERS (or 888-225-7377)  
TTY: (877) 249-7442 | Fax: (916) 795-4673  
www.calpers.ca.gov

**CERTIFICATION OF COMPLIANCE WITH  
GOVERNMENT CODE SECTION 7507**

By signing below, I hereby certify that in accordance with Section 7507 of the Government Code statements 1, 2, and 3 are true; and that statement 4 is applicable and is true if I have placed my initials beside the statement:

1. Services of an actuary were secured to provide a statement of the actuarial impact upon future annual costs before authorizing changes in retirement plan benefits.
2. The actuary prepared a statement of the actuarial impact of the proposed changes in benefits upon future annual costs, including normal cost and any additional accrued liability. The statement of the actuarial impact for the increase in benefits was made public on \_\_\_\_\_ at a public meeting of the \_\_\_\_\_  
(date) (governing body)  
of the \_\_\_\_\_  
(public agency)  
which is at least two weeks prior to the adoption of the final Resolution / Ordinance.
3. Adoption of the retirement benefit increase will not be placed on the consent calendar.
4. \_\_\_\_ [INITIAL HERE IF THIS STATEMENT APPLIES]  
An actuary was present to provide information as needed at the public meeting at which the adoption of the benefit change was considered. (The presence of an actuary is required if future costs of the benefit changes exceed 1/2 of 1% of the future annual costs of the existing benefits.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Authorized Signer

\_\_\_\_\_  
Title

Date \_\_\_\_\_

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

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P.O. Box 942703 Sacramento, CA 94229-2703  
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TTY: (877) 249-7442 | Fax: (916) 795-4673  
www.calpers.ca.gov

**CERTIFICATION OF GOVERNING BODY'S ACTION**

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

\_\_\_\_\_ of the  
(governing body)

\_\_\_\_\_  
(public agency)

on \_\_\_\_\_  
(date)

\_\_\_\_\_  
Clerk/Secretary

\_\_\_\_\_  
Title

**SAN LORENZO VALLEY WATER DISTRICT  
SPECIAL BOARD MEETING MINUTES**

April 3, 2017

6:00 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe convened the meeting at 6:00 p.m.

Dirs. Hammer, Smallman, Baughman, Bruce and Ratcliffe were present. District Manager Lee, Director of Operations Rogers and District Counsel Hynes were also present.

Pres. Ratcliffe described the Closed Session item.

Dist. Counsel Hynes stated a point of clarification.

**ORAL COMMUNICATIONS:**

J. Riley, Ben Lomond, A. Foster, Nancy, Felton, B. Hanson, Felton, N. Macy, Boulder Creek, L. Henry, Lompico, C. DeBert, Boulder Creek, N. Nicari, Ben Lomond, Cynthia, Ben Lomond, J Fasolas, Felton, R. Brown, Boulder Creek, Susan, Boulder Creek, Mr. Patterson, Scotts Valley, Robin, Felton, M. Messimer, M. Lee, Ben Lomond, B. Holloway, Boulder Creek, K. Brown, Boulder Creek, (unintelligible name), Ben Lomond, P. Lang, Boulder Creek, Helena, Scotts Valley, addressed the Board.

**ADJOURNMENT TO CLOSED SESSION:**

President Ratcliffe adjourned to closed session at 6:40 p.m.

**RECONVENE TO OPEN SESSION:**

Pres. Ratcliffe reconvened the meeting to open session at 7:55 p.m.

**REPORT ACTIONS TAKEN IN CLOSED SESSION:**

President Ratcliffe reported that the Board had voted to stop all financial commitment to the Political Reform Act case. The motion was passed unanimously.

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 7:58 p.m.

**SAN LORENZO VALLEY WATER DISTRICT  
BOARD MEETING MINUTES**

June 15, 2017

5:00 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe convened the meeting at 5:00 p.m.

Dir. Ratcliffe, Smallman, Bruce and Baughman were present. District Manager Lee, Director of Operations Rogers and Legal Counsel Hynes were also present. Director Hammer is expected.

**ADJOURNMENT TO CLOSED SESSION:**

President Ratcliffe adjourned to closed session at 5:04 p.m.

**RECONVENE TO OPEN SESSION:**

Pres. Ratcliffe reconvened the meeting to open session at 6:30 p.m.

A motion was made to excuse Dir. Hammer. All present voted in favor of excusing Dir. Hammer.

**REPORT ACTIONS TAKEN IN CLOSED SESSION:**

No reportable actions in Closed Session.

**ADDITIONS AND DELETIONS**

District Manager Lee requested that Item 11a and 11c be taken out of order after District Manager's reports.

A motion was made and passed to move Item 11a and 11c up in the agenda by a vote of all present in favor.

**ORAL COMMUNICATIONS:**

L. Henry and J. Schneider, Lompico, interrupted the Board of Directors meeting.

Pres. Ratcliffe called a 5 minute recess at 6:32 p.m.

Deputy Sheriff, Adam Roberts addressed the public. He asked J. Schneider, Lompico to leave the property and explained the consequences if he continues to disrupt the meeting.

Pres. Ratcliffe reconvened the meeting at 6:45 p.m.

T. Norton, D. Loewen, C. DeBert, Boulder Creek, E. Frech, Lompico, B. Holloway, Boulder Creek, P. Lang, Boulder Creek, addressed the Board.

### **DISTRICT MANAGER REPORTS**

B. Holloway (x3), E. Frech, M. Messimer, L. Henry, D. Loewen, P. Lang and T. Norton (x2) addressed the Board.

### **UNFINISHED BUSINESS:**

#### **11a WILDLIFE CONSERVATION BOARD GRANT CONTRACT & SUB-GRANT AGREEMENTS**

A motion was made to agree to sign the agreements.

J. Ricker, County of Santa Cruz, Dr. A. Leff, County of Santa Cruz and M. Lee (x2) addressed the Board,

All Board members present voted in favor of the motion.

#### **11c FISH MONITORING CONTRACT**

District Manager Lee introduced the item.

M. Lee, J. Ricker (x6), P. Norcut, Felton (x3), D. Alley, Brookdale (x2) and P. Lang addressed the Board,

No action was taken on this item.

### **NEW BUSINESS:**

#### **10a SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ELECTION**

A motion was made to adopt Resolution No. 29 (16-17) and vote for:

Timothy Unruh  
Mike Scheafer  
David Aranda  
Jean Bracy

#### **ROLL CALL:**

Ayes: Smallman, Bruce, Ratcliffe, Baughman  
Noes:  
Abstain:  
Absent: Hammer



10b 2017/18 BUDGET

D. Loewen addressed the Board.

No action was taken on this item.

10c MULTIPLE USER VARIANCE OF 2017/18

E. Frech addressed the Board

A motion was made to approve and adopt Resolution No. 30 (16-17)

**ROLL CALL:**

Ayes: Smallman, Bruce, Ratcliffe, Baughman

Noes:

Abstain:

Absent: Hammer

**UNFINISHED BUSINESS Cont:**

11b DISTRICT MANAGER'S PERFORMANCE REVIEW

E. Frech (x2), D. Loewen, B. Holloway, L. Farris, Felton, S. Yergovich, Boulder Creek, M. Messimer and J. Hayes,

A motion was made to award a merit increase of 3% to the District Manager.

Directors Bruce, Ratcliffe and Baughman voted in favor, Director Smallman was opposed and Director Hammer was absent.

**CONSENT AGENDA:**

Minutes of the Special Board of Directors meeting were corrected to correctly reflect the attendees.

B. Holloway addressed the Board.

A motion was made to approve the Consent Agenda.

All present voted in favor.

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 10:30 p.m.

**SAN LORENZO VALLEY WATER DISTRICT  
SPECIAL BOARD MEETING MINUTES**

June 28, 2017

5:30 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe convened the meeting at 5:30 p.m.

Dir. Hammer, Ratcliffe, Bruce and Baughman were present. District Manager Lee, Director of Operations Rogers, Director of Finance and Business Services Hill and District Counsel Hynes were also present.

A motion was made to excuse the absence of Dir. Smallman. All present were in favor of the motion.

**ORAL COMMUNICATIONS:**

S. Yergovich, Boulder Creek, addressed the Board.

**UNFINISHED BUSINESS:**

**4a 2017/18 FISCAL YEAR BUDGET**

District Manager Lee introduced the 2017/18 Draft Budget followed by discussion by the Board.

A motion was made to approve the Budget with the changes to the transmittal letter and typos.

A motion was made to pass and adopt Resolution No. 31 (16-17).

All present voted in favor of both motions.

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 5:58 p.m.

**M E M O**

**TO:** Board of Directors  
**FROM:** District Manager  
**PREPARED BY:** Finance Manager  
**SUBJECT:** ONE TIME LEAK ADJUSTMENT STATUS REPORT  
**DATE:** July 20, 2017

San Lorenzo Valley Water District realizes that leaks occasionally occur that will cause the customer's bill to be extraordinarily high. The District adopted a Water Bill Adjustment in the Rules and Regulations to assist customers with a one-time leak adjustment per account. To obtain a one-time leak adjustment, the customer must submit a written leak adjustment request. After review and approval, adjustments can be made to the customer's account.

During the time frame from April 1, 2017 to June 30, 2017, there were 20 leak adjustments processed. The majority of these appeared to be broken pipes on the customer side needing repair.

For the full FY1617, there were a total of 71 leak adjustments processed, totaling \$20,422.09 in credits to customers.

**STRATEGIC PLAN:**

Element 6.0 - Public Affairs

**FISCAL IMPACT:**

Q4 FY1617 \$4,028.94 : YTD FY1617 \$20,422.09

Utility Billing  
Transactions by Date  
**LEAK ADJUSTMENT - Q4 2017**



13060 Highway 9  
Boulder Creek, CA 95006-9119  
(831) 338-2153 phone  
(831) 338-7986 fax

Date Range: From: 04/01/2017 To: 06/30/2017  
Batch Type: Adj & Fees  
Billing Cycle: 001, 002, 999

Account No	Journal Entry Date	Amount	Units Used Total	Units Above Average	
Reference No	Tran Type		Consumption Charged	Cause of Leak	How Leak Was Detected
007917-001	04/17/2017	\$ (168.35)	74.00	UNITS OVER AVERAGE: 70	SLVWD INFORMED CUSTOMER AFTER METER READING
400232010	Adjustment	\$	478.66	CAUSE OF LEAK: TREE ROOT	CAME BACK WITH HIGH USAGE
011965-000	04/17/2017	\$ (302.76)	113.00	UNITS OVER AVERAGE: 87	SLVWD INFORMED CUSTOMER AFTER METER READING
820228001	Adjustment	\$	807.94	CAUSE OF LEAK: BROKEN PVC FITTING	CAME BACK WITH HIGH USAGE
006102-000	04/14/2017	\$ (161.05)	81.95	UNITS OVER AVERAGE: 53.95	CUSTOMER NOTICED LEAK
230000850	Adjustment	\$	579.80	CAUSE OF LEAK: BROKEN SERVICE LINE	
011341-000	04/03/2017	\$ (177.48)	51.00	UNITS OVER AVERAGE: 51	CUSTOMER NOTICED LEAK
740590002	Adjustment	\$	491.88	CAUSE OF LEAK: GALVANIZED PIPE IN DRIVEWAY	
012581-000	04/03/2017	\$ (274.62)	92.00	UNITS OVER AVERAGE: 92	SLVWD INFORMED CUSTOMER AFTER METER READING
860718040	Adjustment	\$	735.40	CAUSE OF LEAK: TWO EXTERNAL LINES WERE RUNNING	CAME BACK WITH HIGH USAGE
012090-000	04/03/2017	\$ (525.48)	151.00	UNITS OVER AVERAGE: 151	SLVWD INFORMED CUSTOMER AFTER METER READING
830319004	Adjustment	\$	1,371.87	CAUSE OF LEAK: SERVICE LINE LEAK	CAME BACK WITH HIGH USAGE
014062-000	04/26/2017	\$ (52.91)	22.00	UNITS OVER AVERAGE: 22	CUSTOMER NOTICED LEAK
17502000	Adjustment	\$	198.09	CAUSE OF LEAK: PLASTIC WATER LINE CRACKED DUE TO EXCESSIVE RAIN	
008494-000	04/26/2017	\$ (64.94)	27.00	UNITS OVER AVERAGE: 27	SLVWD INFORMED CUSTOMER AFTER METER
520180002	Adjustment	\$	216.35	CAUSE OF LEAK: RUPTURED MAIN ON CUSTOMERS SIDE	READING CAME BACK WITH HIGH USAGE
014576-000	05/04/2017	\$ (252.53)	105.00	UNITS OVER AVERAGE: 105	SLVWD INFORMED CUSTOMER AFTER METER READING
N/A	Adjustment	\$	803.89	CAUSE OF LEAK: SECTION OF PIPE	CAME BACK WITH HIGH USAGE
009314-000	05/04/2017	\$ (271.44)	78.00	UNITS OVER AVERAGE: 78	SLVWD INFORMED CUSTOMER AFTER METER READING
560849001	Adjustment	\$	758.23	CAUSE OF LEAK: UNDERGROUND LINE BREAK	CAME BACK WITH HIGH USAGE
014080-000	05/05/2017	\$ (48.10)	24.00	UNITS OVER AVERAGE: 20	SLVWD INFORMED CUSTOMER AFTER METER
35100000	Adjustment	\$	249.00	CAUSE OF LEAK: TOILET RUNOFF NEEDED REPAIR	READING CAME BACK WITH HIGH USAGE
005333-000	05/05/2017	\$ (111.36)	32.00	UNITS OVER AVERAGE: 32	SLVWD INFORMED CUSTOMER AFTER METER READING
120064011	Adjustment	\$	377.02	CAUSE OF LEAK: TOILET	CAME BACK WITH HIGH USAGE
006373-000	05/05/2017	\$ (850.73)	285.00	UNITS OVER AVERAGE:285	CUSTOMER NOTICED LEAK
240003301	Adjustment	\$	2,188.91	CAUSE OF LEAK: WATER MAIN SWITCH BROKE	
007825-000	05/17/2017	\$ (50.51)	23.00	UNITS OVER AVERAGE: 21	CUSTOMER NOTICED LEAK
300133012	Adjustment	\$	174.59	CAUSE OF LEAK: CUSTOMER SERVICE LINE	
007837-000	05/17/2017	\$ (122.39)	51.00	UNITS OVER AVERAGE: 41	CUSTOMER NOTICED LEAK
300142003	Adjustment	\$	383.98	CAUSE OF LEAK: CUSTOMER SERVICE LINE LEAK	
008158-000	05/17/2017	\$ (71.64)	33.00	UNITS OVER AVERAGE: 24	CUSTOMER NOTICED LEAK
410393004	Adjustment	\$	244.19	CAUSE OF LEAK: CUSTOMERS SERVICE LINE	
014149-000	05/31/2017	\$ (36.08)	17.00	UNITS OVER AVERAGE: 151	SLVWD INFORMED CUSTOMER AFTER METER READING
39204000	Adjustment	\$	156.33	CAUSE OF LEAK: UNEXPLAINABLE USAGE	CAME BACK WITH HIGH USAGE
010876-000	05/31/2017	\$ (271.64)	98.00	UNITS OVER AVERAGE: 91	CUSTOMER NOTICED LEAK
720218002	Adjustment	\$	727.79	CAUSE OF LEAK: CUSTOMER SERVICE LINE	
014268-000	06/14/2017	\$ (134.33)	45.00	UNITS OVER AVERAGE: 45	SLVWD INFORMED CUSTOMER AFTER METER
N/A	Adjustment	\$	362.51	CAUSE OF LEAK: UNKNOWN LEAK - HOUSE FIRE	READING CAME BACK WITH HIGH USAGE
013887-000	06/14/2017	\$ (80.60)	37.00	UNITS OVER AVERAGE: 27	SLVWD INFORMED CUSTOMER AFTER METER
42801000	Adjustment	\$	334.53	CAUSE OF LEAK: SERVICE LINE LEAK NEAR METER	READING CAME BACK WITH HIGH USAGE
<b>LEAK Totals</b>		<b>\$ (4,028.94)</b>			
<b># Leak Adj</b>			<b>20</b>		
<b>FY 1617 YTD Totals</b>		<b>\$ (20,422.09)</b>			
<b># Leak Adj</b>			<b>71</b>		

In accordance with District Rules & Regulations, authorizing water bill adjustments, District staff has adjusted the above accounts for the period stated above.

## MEMO

To: Board of Directors

From: District Manager  
Prepared by: Environmental Programs Manager

SUBJECT: FINAL REPORT FOR TWO 2016 CLASSIC WATERSHED EDUCATION GRANTS.

DATE: July 20, 2017

### **RECOMMENDATION**

It is recommended that the Board of Directors review this memo and accept the Final Reports for following 2016 Classic Watershed Education Grants including:

2016 Classic Watershed Education Grant: Environmental Monitoring

2016 Classic Watershed Education Grant: Watershed Rangers

### **BACKGROUND**

On June 7, 2016 your board awarded Classic Watershed Education Grants in the amount of \$3,000 to Jane Orbuch, High School Science Teacher for the Environmental Monitoring Class & \$3,000 to Coastal Watershed Council for a program called Watershed Rangers at the San Lorenzo Valley Middle School.

In June & July 2017 the District received final reports for these two grants (attached). Both of these grants successfully expanded environmental literacy in the San Lorenzo Valley community. It is recommended that your Board receive and accept both final reports.

### **FISCAL IMPACT:**

\$6,000

### **STRATEGIC PLAN:**

Strategic Element 2.4 Watershed Stewardship - Environmental Education Program

## Final Project Report: Environmental Monitoring 7/2017

Primary Contact: Jane Orbuch

Thanks again to the San Lorenzo Valley Water District for supporting the Environmental Monitoring Program at San Lorenzo Valley High School, without your support this course would not have been possible. This past year, I had 20 students and 9 projects. (See attached Abstracts.)

All students participated in the Santa Cruz County Science Fair and most won awards. 4 projects were chosen to represent Santa Cruz County at the California State Science Fair and 1 project attended. All students participated in the Poster Review session and presented at the Science Symposium. See attached for Science Fair winners.

This was the last year of Water District grant support for Environmental Monitoring as I am now retired. Both myself and the San Lorenzo Valley Unified School District hope the newly hired high school science teacher may take over the monitoring program in the future; however, this remains to be seen. I will work with the three continuing projects next year 17/18, the school district agreed to pay me a small stipend and I will use the leftover grant funding from this year and last year to fund the three projects.

This past year, the school district continued to support my teaching of Environmental Monitoring with a 10% position and the high school also provided \$500 in supply money for the program. This school district support allowed me to continue to use the Water Department funding for equipment, refreshments for events and mentor stipends.

Mentors again were the most vital support provided by the grant; they truly make this program work. Without mentors I could not support students with the necessary detailed information and skills for each of their projects; plus students learn to interact with a professional in their scientific field. I also employed a UCSC environmental science graduate student, Andy Kulikowski, (who was recruited by UCSC Environmental studies professor Karen Holl) to provide assistance with statistical analysis. He conducted several office hour sessions in my classroom for students, met with projects individually and was available through email.

I want to thank the San Lorenzo Valley Water District for the last EIGHT years! So many students have gone on to careers in science, become watershed stewards and have informed our local community about the wonders and value of our environment. They and I cannot thank you enough!

Budget: (spreadsheet attached)

- Mentor stipends were budgeted at \$1500 and actually came to \$1025 for 6 mentors
- Poster board printing was budgeted at \$450.00 and 5 were printed at a cost of \$340.68
- An SLVHS graphics design student designed and printed a Science Symposium Poster which was used at the school and by the press to publicize Science Symposium. Costs were \$50 for student design and \$19.07 for printing.
- \$200 was allocated to students who attended the State Science Fair and required financial support. One student's mother was reimbursed \$50 for a hotel in Los Angeles site of state fair.
- Poster Review and Symposium refreshments/meeting supplies budgeted at \$250 and I spent \$311.17
- Equipment and monitoring Supplies budgeted \$600 and spent approximately \$710.97.
- Balance of remaining funds \$492.64 will be used to support projects and mentors for the three projects I will be working with next year: Sudden Oak Death, Tidepools and Atmosphere.

**Note:** Please send the second disbursement to Jane Orbuch at her home address  
2105 Branciforte Dr, Santa Cruz, CA 95065

Also, I have digitized copies of student posters if you would like me to send to you—let me know.

**Budget**

SLV water district grant 16-17			1st check \$2700	2nd \$300
Date	Item	Amount	Stipends	Amount
12/8/16	Hach:Media-test strips	\$265.05	Kendra Negrey	\$200.00
10/3/16	Amazon: 2 fiberglass tapes	\$65.64	John Pearse	\$200.00
9/19/16	batteries for tracking cameras CVS	\$29.12	Alex Rinkert	\$150.00
2/22/17	Immunostrips for SOD	\$175.85	Jeff Smith	\$150.00
2/14/17	Refreshments-Supplies Poster Review	\$114.16	Dan Merritt	\$150.00
3/11/17	4 posters	\$274.28	Andy Kulikowski	\$175.00
3/25/17	poster	\$66.40	Total	\$1,025.00
5/19/17	Symposium Poster design	\$50.00		
5/17/17	Symposium Poster Printing	\$19.07		
6/6/17	reimburse for state science fair hotel	\$50.00		
5/19/17	Immunostrips for SOD	\$175.58		
5/30/17	Refreshments-Science Symposium	\$114.77		
6/1/17	Refreshments-Science Symposium	\$82.44		
		\$1,482.36		
	<b>mentors</b>	<b>\$1,025.00</b>		
	<b>Total used</b>	<b>\$2,507.36</b>		

**Publicity**

**8 | COMMUNITY.** **FRIDAY, FEBRUARY 24, 2017**

## PRESS BANNER

# Environment is big focus for students for Science Fair '17



**Press Banner**

Students from San Lorenzo Valley and Scotts Valley schools will be participating in the 29th Annual Santa Cruz County Science and Engineering Fair on Saturday, March 11 at the Santa Cruz County Fairgrounds in Watsonville.

The local entries have a strong environmental science focus, and include participants for middle and high schools. They all worked with community and faculty mentors.

Public viewing of projects is on Saturday evening, March 11, from 5-7 p.m.

Here are the entries from San Lorenzo Valley High School, which were funded and supported by the San Lorenzo Valley Water District:

Gallagher, H. Davis, O. Lydon - "Blooms in the Harbor: Is Arana Gulch Guilty?" Mentors Kendra Negrey and Vanessa Zubkousky.

Cassie Ackemann, Annika Bauerle, and Ava Badger - "What's The Stink In Shingle Mill Creek?" Mentors Steve Peters, Matt Bessee, Jennie Munster, and Sam Blakesley.

Hill Carly and Mira Lion - "Are Spiny-Headed Worms turning Sand Crabs into Zombies?"

Juliana Manseau, Kate Ussat, and Ellie Bourret - "What's Increasing the Crow and Raven Populations? Is it the Garbage?" Mentors Alex Rinkert and Jeff Smith.

Ashley Welch and Maxwell Zinkievich - "Using a More Sustainable Method of Data Collection to De-terminate The Effect of the Pacific Decadal Oscillation on Air Quality in the San Lorenzo Valley." Mentors Bob Nunes and Scott Norton.

Alden Le Roux, Nate Alisago, Jared Rembao - "Sustainability of Olympia Watershed: Can Humans and Wildlife Coexist?" Mentors, San Lorenzo Valley Water District, and Tanya Diamond, Ahiga Snyder, and Bryan Largay

Natalie J. Keesaw, and Sophia E. Magliato - "Are Mussels Dissolving in the Tidepools?" Mentors Dr. John Pearse, Emily Gottlieb Celeste Robinson, and Katelyn Lozier - "Mussels and Sea Stars: A Constant Battle" Mentors John Pearse and Emily Gottlieb

Natalie T. Owens, and Trevor W. Cambron - "Sudden Oak Death: Is it Still Spreading?" Mentor Dr. Michael Loik.

Here are the entries from Scotts Valley Middle School:

Jordan Amadia, 7th - "Just let it blow over"

Julia Georgi, 7th - "How radioactive are Santa Cruz beaches? The Fukushima effect."

Harry Gowing, 7th - "Rocket Science"

Naomi Licht, 6th - "Keep your temper"

Samantha Maykrantz - "Do plants grow more efficiently hydroponically or in soil?"

Eliana Nicolosi, 7th - "Fire snake"

Lucy Norris, 8th - "How does equipment impact swimmers' performance?"

Peyton Pettyjohn, 7th - "Cryogenic Seed Exposure"

Riley Schaefer-Whittall, 6th - "The heart rate of my family"

Kelly Zybura, 7th - "Redwood Trees: Big vs. Tall"

Scotts Valley High School freshman Ryan Beam has a project entitled "3D Printing Heat Shields."

**SLV STUDENT SCIENTISTS PRESENT RESULTS:** Top photo: On left students from bottom: Quinn Lydon, Hallie Davis and Ian Gallagher; adults on right from bottom: Mimi Guiney, Kyle Walters, Bob Nunes

Bottom photo: Students on left from Bottom: Mira Lions and Carly Hill; adults on right from bottom: Bryan Cocker, Dan Merritt, and Jeff Kitts.

Courtesy Photos

MONDAY, MAY 22, 2017

## Coast Lines

SANTA CRUZ

### County Ed Board names new member

The Santa Cruz County Board of Education provisionally appointed Rose Filicetti as a trustee to its seat representing the Area 4 during a special meeting on Thursday.

Filicetti, a Santa Cruz resident, previously served for numerous years as a school board trustee and recently retired from the Santa Clara County School Board Association, where she served for 18 years. Filicetti is very active in the community and currently serves as a Digital Nest board member.

Filicetti is filling a seat left vacant with the departure of trustee George "Bud" Winslow, who retired after 60 years of service to the educational community.

LIVE OAK

### Photo exhibit opens June 1 at library

Friends of Corcoran Lagoon Beach is hosting a photo exhibit of birds on Live Oak beaches June 1 to July 31 at Live Oak Library, 2380 Portola Drive.

Photos are of birds feeding, resting and nesting, and show the diversity of birds on the beaches.

FELTON

### SLV High hosts science symposium

San Lorenzo Valley High School environmental monitoring students will be presenting their research projects at 6:30 p.m. June 1 at the SLVHS Multipurpose room, 7105 Highway 9.

Students will be presenting findings on local tidepools, phytoplankton, water quality, sudden oak death, atmospheric inversions, birds and Olympia Quarry wildlife. All are invited to attend. Information: [hs.slvusd.org](http://hs.slvusd.org).

**SLVHS**  
**SCIENCE SYMPOSIUM**

THURSDAY JUNE 1, 2017 6:30 PM MPR  
SPONSORED BY SAN LORENZO VALLEY WATER DISTRICT

DESIGNED BY RENEE EDELMAN



## Environmental Monitoring Project Abstracts 2017

### San Lorenzo Valley High School

*Special Thanks to San Lorenzo Valley Water Department and San Lorenzo Valley Unified School District for their support.*

*Owens, Natalie T. and Cambron, Trevor W.*

#### **SOD: Is it Still Spreading? What's Going On?**

*Phytophthora ramorum* is a water mold which causes Sudden Oak Death (SOD) in Shreve oak, coast live oak, canyon live oak, California black oak, and tanoak. First observed in Marin County in the 1990's, the disease has since spread south to Monterey County, and as far north as Oregon. It is a disease which threatens the viability of oak woodlands and tanoak-redwood woodlands of Santa Cruz county. This pathogen will not only kill tanoaks but will use tanoaks to help further spread the infection. This year, our objective is to determine the state of SOD in the tanoak-redwood forest behind San Lorenzo Valley High School (SLVHS). We also want to assess how *P. ramorum* infections are affecting the growth of tanoaks, large and small. We hypothesize that at least 1/3 of the trees we test will be infected with SOD. First, we set up a plot, 100 X 30 meters in the forest behind SLVHS. We randomly chose 25 trees within our plot to test for SOD. We are using Immunostrips to determine if the tanoaks have SOD or not. Before we test with the Immunostrips, we ranked the trees on a scale of 0-10, with 0 being completely healthy and 10 being totally dead, based on their foliar symptoms of SOD. We have also initially recorded the Diameter at Breast or Base Height (DBH) and height of each of the 25 tanoaks to be able to follow their long-term growth. We tested our 25 trees with the Immunostrips and discovered that 4 of the 25 trees are infected with SOD. Trees 23, 27, 41, and 78 tested positive on the Immunostrips. Tree number 41 had a very faint second line on the strip which indicates that the infection of SOD is a small amount. We can conclude that SOD is still spreading in the forest behind SLVHS because we found the infection in the tanoaks as well as in a Bay Laurel just outside of our plot. We are going to continue monitoring the growth of our tanoaks and compare the infected to the uninfected. We would like to thank our mentor Dr. Michael Loik, UCSC for his assistance.

*Robinson, Celeste and Lozier, Katelyn*

#### **Mussels and Sea Stars: A Constant Battle**

Our goal of monitoring the Mussel Plot at Davenport Landing, is to explore how sea star and mussel populations are interdependent on each other. We hypothesize that, as sea star populations recover from the mass mortality event caused by sea star wasting syndrome (2013), mussel populations will begin to decrease. This is due to the fact that sea stars are the major predators of mussels in the rocky intertidal zone. Once or twice a month, during low tides, we collect data on the abundance of sea stars and mussels following the LiMPETS protocols. We use a previous LiMPETS data set (1976-2014) to determine the relationship, if any, between sea star abundance and mussel abundance. The data shows that the mussel populations fluctuated from 1976 to 2014, and now in 2016 are at their highest. The sea star population decreased from 2009 to 2014 and populations of sea stars are now increasing. We conclude that, since the mussel populations stayed about the same while the sea star numbers decreased to near zero, then increased, sea star abundance may not be a major influence on mussel abundance. However, as the sea star numbers increase, and grow to larger sizes, they may eventually reduce the high abundance of mussels now found in our plot. We would like to thank John Pearse and Emily Gottlieb for their assistance.

*Keesaw, Natalie J. and Sophia E. Magliato*

**Are Mussels Dissolving in the Tidepools?**

Over the past two years, we have been monitoring the tidepools at Davenport Landing Beach. Last year, we discovered that storms generated by El Niño and the Blob disrupted the abundance and distribution of Honeycomb Tube Worms, a spatial indicator species, at the site. This year, we are focusing on whether increasing ocean acidification is lethal to mussels in tidepools by inhibiting shell production. Ocean Acidification has been increasing for the last 200 years due to the increase of atmospheric carbon dioxide from human emissions. Carbon dioxide is absorbed into seawater forming carbonic acid lowering ocean pH. This increasing acidity is impeding calcium carbonate shell building processes of mollusks. Mussels are a significant food source and space competitor in the tidepool ecosystem. If their numbers decrease, this could affect ecosystem biodiversity. We monitor twice a month, following LiMPETS (Long-term Monitoring Program and Experiential Training for Students) procedures for the Vertical Transect site at Davenport Landing. We are measuring pH and alkalinity from four tidepools adjacent to our transect. Worldwide ocean pH averages about 8.1-8.2. We are finding that the pH in the tidepools is ranging from 7.08-7.89. We are measuring alkalinity to determine the buffering capacity of the water which could mediate the decrease of pH. We are continuing to collect data in order to further support our hypothesis. We would like to thank our mentors Dr. John Pearse (UCSC) and Emily Gottlieb (LiMPETS) for their assistance and advice.

*Le Roux, Aiden, Nate Alisago, Jared Rembao*

**Sustainability of Olympia Watershed: Can Humans and Wildlife Coexist?**

We have been collecting data on what animals are frequenting Olympia Watershed using camera traps since October 2015. Olympia Watershed is part of the Sandhills Chaparral, a unique environment found solely in Santa Cruz County, and an important aquifer site for the San Lorenzo Valley Water District (SLVWD). Last year, we analyzed the biodiversity of the area based on camera trap data. This year we are going to compare data from our site, to a similar, but less human-impacted site at Laurel Curve. Wildlife Ecologist Tanya Diamond and Wildlife Researcher Ahiga Snyder have been collecting camera trap data at Laurel Curve site for the last year. The difference between Olympia Watershed and Laurel Curve is the amount of human recreational activity: the Watershed site has many dog-walking paths and horses, while Laurel Curve has very minimal human impact. Our question is how will human recreational activities impact the abundance mammalian species in the Santa Cruz Sandhill environment. We monitor bimonthly, collecting data from 4 camera traps in Olympia Watershed. We are currently comparing our database with the Laurel Curve data, which will allow us to then construct a conclusion about the impact of human recreational activities on the Sandhills environment, and how we might diminish this impact. We would like to thank the San Lorenzo Valley Water District for their financial help, and Tanya Diamond, Ahiga Snyder, and Bryan Largay for their invaluable assistance.

*Ackemann, Cassie, Annika Bauerle, and Ava Badger*

**What's the Stink in Shingle Mill Creek: Act III**

Shingle Mill Creek has been identified as a non-point source of fecal coliform pollution into the San Lorenzo River. In past years, we have determined that the coliform originates from an upstream location, where the density of houses is the highest. This year, our investigative question is to continue to determine the source of the fecal bacteria contamination in Shingle Mill Creek. We hypothesize that the coliform is most likely coming from faulty septic systems, as coliform bacteria can easily leach through the relatively sandy soil present along Shingle Mill Creek. To further pinpoint the source of contamination, we have begun this year to monitor the ammonia levels in the creek, which can be indicative of malfunctioning septic systems. We collect water samples bimonthly from five sites along the creek. In the lab, we use membrane filtration technique and are incubating our filters on a media which is specific for *E. coli* and total coliform. We have

had three samples analyzed for caffeine concentrations, all of which have come back negative. We are also collecting rainfall data; high rainfall events should correlate with septic system failure and higher bacterial levels. This year, we continue to find increased *E. coli* contamination upstream, but our nitrate and ammonia levels are so far inconclusive. We are continuing to monitor before and after rainfall events and hypothesize that fecal coliform, caffeine, ammonia, and nitrate levels will increase with rainfall. We would like to thank Steve Peters, Matt Bessee, Jennie Munster, and Sam Blakesley for their invaluable support and assistance.

*Welch, Ashley, Maxwell Zinkievich*

**Using a More Sustainable Method of Data Collection to Determine the Effect of the Pacific Decadal Oscillation on Air Quality in the San Lorenzo Valley**

Our purpose this year is two-fold: investigating the role of the PDO (Pacific Decadal Oscillation) on atmospheric inversions and developing a lower cost, more sustainable method of collecting atmospheric data. Last year, we determined that the frequency and strength of atmospheric inversions in the San Lorenzo Valley were influenced by El Niño-caused sea surface temperature increases. This year, we are researching whether a longer term oceanic-atmospheric event, the PDO, affects the frequency of inversions and concentration of PM 2.5 (particulate matter less than 2.5 microns in diameter) which has a detrimental effect on human respiratory health. Every 20-30 years, when the PDO shifts from a warm phase (negative) to a cool phase (positive), we hypothesize that there will be a decrease in both the strength of inversions, and the number of days in which air quality standards for particulate matter are exceeded. To support this hypothesis, we are correlating historical temperature data to the number of PM 2.5 exceedances in order to extend our data to include several oscillations of the PDO. Our second mission is to eliminate the need for expensive, consumable helium balloons and radiosondes, as well as modernize the data collection process. We have already re-engineered the data collection package, and are working on obtaining a drone to test as a launch vehicle. We are continuing to use the standard data collection and launch system to obtain our inversion measurements, until we have thoroughly tested and perfected our alternative method. We would like to thank Bob Nunes and Scott Norton from the Monterey Bay Unified Air Pollution Control District for their time and technical assistance.

*Manseau, Julianna, Kate Ussat, & Ellie Bourret*

**What's Increasing the Crow and Raven Populations? Is it the Garbage?**

We monitor the bird species of San Lorenzo Valley High School and the surrounding areas in order to compare the diversity and abundance of birds and the changes in the raven and crow populations due to the presence of human garbage. Our hypothesis is that the more open garbage cans in an area, the greater the population of crows and ravens in that area. The increase in raven and crow populations could be lowering the biodiversity of the ecosystem because of their niche as nest predators. Within each of our three study areas - San Lorenzo Valley High School and two neighborhoods - we have designated nine circular, fifty meter radius plots separated by at least one hundred meters to avoid duplicate bird counts. We monitor three times a week, covering all the areas. A bird is recorded in our data sheet, if the bird is heard, seen, or flushed from the plots. We also record abiotic factors at each plot, such as temperature and cloud cover. We have been monitoring since September 2016, and are analyzing our data to determine if it supports our hypothesis. Last year, starting October 2015, we not only learned to bird by sight, voice, and flyover but determined that bird abundance at the high school is related to distance from Hwy 9, proximity to Fall Creek forest, and % vegetation cover in each plot. As birds are key indicator species, this project informs us about the diversity of species and the environmental health of the Felton area. We would like to thank our mentors, Alex Rinkert and Jeff Smith, for their advice and bird expertise.

*Gallagher, I., Davis, H., Lydon, Q.*

**Blooms in the Bay: Is Arana Gulch Guilty?**

We are monitoring the abundance and diversity of phytoplankton in Santa Cruz Harbor to determine correlations between temperature, turbidity, ammonium, and the likelihood of a toxic phytoplankton bloom. Through our previous research, we determined there was a relationship between salinity, caused by upwelling, and phytoplankton abundance, but this was not definitive. This year, we are investigating another variable impacting phytoplankton abundance: nutrient runoff from Arana Gulch. If the Arana Gulch discharge is high in nutrients, as measured by ammonium concentrations, this could cause an algal bloom, which can be harmful to humans and the marine environment. We commute bi-monthly to Santa Cruz Harbor where we use a 20 micron phytoplankton net to retrieve our phytoplankton samples and record environmental data using thermometers, refractometer, and a secchi disk. In the lab, using a microscope, we determine the type and abundance of phytoplankton species in our samples. We also mail phytoplankton samples to the California Department of Public Health for their analysis of the presence or absence of harmful algal blooms species (HABS). We are analyzing ammonium levels at UCSC's Ocean and Marine Sciences Lab. We also collect water color using Forel-Ule and the Munsell color system for the Santa Cruz Water Colors project, a regional effort to compare ocean color and phytoplankton occurrence. Finally, we are maintaining a blog, in conjunction with UCSC, to communicate our findings to the community. We have yet to collect and analyze enough samples to make any definitive conclusions from our data. We would like to thank our mentors, Kendra Negrey and Vanessa Zubkousky, for their invaluable assistance.

*Hill Carly and Mira Lion*

**Are Sand Crabs Experiencing Parasite Increased Trophic Transmission Due to Acanthocephalan Parasites? Or "Are Spiny-Headed Worms Turning Sand Crabs into Zombies?"**

Sand crabs are generally regarded as an indicator species of the health of sandy beach ecosystems. Sand crabs (*Emerita*) are also the intermediate hosts of spiny-headed worms (acanthocephalan parasites) that can be deadly to seabirds and marine mammals such as otters when ingested. The goal of our project this year is to determine if there is a correlation between the depth the sand crabs burrow and abundance of spiny-headed worms in *Emerita*. Our hypothesis is that there will be more parasites in sand crabs that are closer to the surface. We surmise that the worms are altering the behavior of the sand crabs, causing them to rise to the surface, making them more vulnerable to predation by shorebirds, the direct host of the parasite. We are continuing to gather data monthly on number and sex of sand crabs at Seabright beach following LiMPETS protocols. Beginning summer 2015, we started collecting and dissecting sand crabs to quantify the acanthocephalan parasite load and if there was a pattern related to the 15-16 El Niño event. We found that sea surface temperature does not appear to affect abundance of the parasites. To test this year's hypothesis, we are still following LiMPETS protocols, but we are also recording the depth at which we recover the sand crabs to ascertain if there is a relationship between parasite load and distance from the surface, which could indicate that the parasites are modifying the behavior of the sand crab in order to complete the parasite's life cycle. So far, our data is inconclusive as to whether or not sand crabs are found closer to the surface of the sand when they have a heavier parasite load. We would like to thank Emily Gottlieb and Dan Merritt who have assisted us with this project.

San Lorenzo Valley High School  
**Santa Cruz County Science and Engineering Fair Award Winners 2017**

**2<sup>nd</sup> Place Senior Division**

Ashley Welch, Maxwell Zinkievich

**Using a More Sustainable Method of Data Collection to Determine the Effect of the Pacific Decadal Oscillation on Air Quality in the San Lorenzo Valley**

**3<sup>rd</sup> Place Senior Division**

Carly Hill and Mira Lion

**Effect of Acanthocephalan Parasites on the Burrowing Behavior of *Emerita analoga* Or “Are Spiny-Headed Worms turning Sand Crabs into Zombies?”**

Celeste Robinson and Katelyn Lozier

**Mussels and Sea Stars: A Constant Battle**

**Projects of Merit Senior Division**

Natalie Keesaw & Sophia Magliato

**Are Mussels Dissolving in the Tidepools?**

Aiden LeRoux, Jared Rembao, Nate Alisago

**Sustainability of Olympia Watershed: Can Humans and Wildlife Coexist?**

Julianna Manseau, Kate Ussat, & Ellie Bourret

**What’s Increasing the Crow and Raven Populations? Is it the Garbage?**

Ian Gallagher, Halie Davis, Quinn Lydon

**Blooms in the Harbor: Is Arana Gulch Guilty?**

**Additional Awards at Fair**

**Scwibles Award:** Julianna Manseau, Kate Ussat, & Ellie Bourret

**American Meteorology Award:** Ashley Welch, Maxwell Zinkievich

**Stockholm Junior Water Award:** Ian Gallagher, Halie Davis, Quinn Lydon

**California State Science Fair Finalists**

Ashley Welch, Maxwell Zinkievich

Carly Hill and Mira Lion

Celeste Robinson and Katelyn Lozier

Natalie Keesaw & Sophia Magliato



COASTAL-WATERSHED.ORG

*Preserving and protecting  
our coastal watersheds*

## **Watershed Rangers Report**

### *San Lorenzo Valley Water District Watershed Education Grant 2016-2017*

During the 2016-2017 school year, the Coastal Watershed Council (CWC) engaged thirteen 6-8<sup>th</sup> grade students in quality exploration and learning about the San Lorenzo River. The San Lorenzo Valley Middle School Watershed Ranger program emphasized building connections to the San Lorenzo River watershed, investigating impacts to the San Lorenzo River, building leadership skills and taking action in support of a healthier watershed. CWC partnered with San Lorenzo Valley Middle School science teacher Rachel Hager to coordinate and lead six after-school activities, and with FISHBIO, a fisheries consulting company, to develop scientifically valid studies to understand fish habitat conditions and watershed disturbances. Students developed their leadership skills by engaging the public in a radio interview and public service announcement about "Top Ways to Help Your San Lorenzo Watershed." It is estimated that 500 people were reached through these youth-driven outreach methods.

#### **Overview of Watershed Ranger Activities**

##### Week 1: Investigate Impacts on Fish Habitat

Watershed Rangers identified the San Lorenzo River watershed and its tributaries using topographical maps. Students hiked to Fall Creek to conduct scientific tests to assess if the creek offers healthy fish habitat. Working with FISHBIO Fisheries Biologist, students investigated stream velocity, woody debris, stream pebble count and stream depth to assess potential habitat for steelhead trout. Students identified that the stream could support steelhead but year-round habitat conditions are dependent upon stream flow.

##### Week 2: Investigate Impacts - Watershed Disturbance Survey

Watershed Rangers took a field trip Henry Cowell State Park to conduct a watershed disturbance survey with FISHBIO Fisheries Biologists. Students observed and documented evidence of human disturbance on the watershed that can affect the health of the river and in turn water quality for human use. Disturbances surveyed included houses/structures, invasive plant species, human trash, construction near the river, channelized banks, erosion, algal blooms, human waste, livestock manure and pet waste, agricultural fields or home gardens, and people entering the river for recreation. Students summed up their ratings and determined that the stream had some important human disturbances that the community could address, including reducing erosion, ensuring that construction near the river does not impact river health and ensuring that homes and other structures are built a safe distance from the river.

COASTAL WATERSHED COUNCIL

345 Lake Avenue, Suite F, Santa Cruz, CA 95062 · (831) 464-9200

[www.coastalwatershed.org](http://www.coastalwatershed.org)

### Week 3: Watershed Connections

Watershed Rangers focused on sensory awareness and sense of place within their watershed. Students recorded field observations of the plants and animals in the watershed and created drawings of representing their observations of the watershed. Students observed specific details of the watershed and made connections to their previous fish habitat investigation and watershed disturbance survey.

### Week 4: Leadership Through Service Learning

Watershed Rangers used the data and information gathered from the past three weeks of research to identify that preventing erosion and pollution from entering the San Lorenzo River were issues they would like to help solve. Students researched best management practices (BMPs) community members could take to prevent erosion and pollution and then identified ways they could share their knowledge with others; they settled on creating a website and public service announcement.

### Week 5: Leadership Through Service Learning

Watershed Rangers worked in two different outreach groups (website and public service announcement) to develop content and to practice being interviewed on the radio by a local radio host. Students learned how to best share their message in an efficient and expressive manner and gained comfort in sharing information about what they have learned and how community members can help out their watershed.

### Week 6: Taking Action Through Public Service Announcement

On 5/23/17, four Watershed Rangers were interviewed on the Dr. Future Show on radio station KSCO 1080 AM about their experience investigating the health of the San Lorenzo River watershed and how community members can help out their watershed.

The broadcast can be heard at:

[www.futurepeak.net/audio/Watershed\\_Rangers\\_KSCO.mp3](http://www.futurepeak.net/audio/Watershed_Rangers_KSCO.mp3).

The same four Watershed Rangers created a public service announcement entitled "Top Ways You Can Help Out Your Watershed." It aired June 5-June 14 on KSCO 1080 AM. The MP3 file for the PSA is electronically attached with this report. The PSA can be shared across mediums by the San Lorenzo Valley Water District and CWC to continue sharing the important message of the Watershed Rangers.

Throughout the six week program, CWC observed a transformation in students as they continued to build their knowledge of the San Lorenzo River. Students grew from interested stewards of the river into owners of the river who have a stake in the river's health. They realized they have an important role to play in making a difference by passing along their knowledge of their watershed to others.

**Watershed Rangers Financial Report**  
*San Lorenzo Valley Water District Watershed Education Grant*  
**2016-2017**

<b>Personnel Total By Task</b>	<b>Budget</b>	<b>Actual</b>
Task 1: Project Oversight and financial management	\$100.00	\$100.00
Task 2: Coordinate with teachers & lesson planning	\$300.00	\$300.00
Task 3: Classroom and field instruction, including travel	\$1,925.00	\$1,925.00
Task 4: Evaluation	\$100.00	\$100.00
<b>Personnel Subtotal</b>	<b>\$2,425.00</b>	<b>\$2,425.00</b>
<b>Direct Expense</b>		
Mileage	\$75.00	\$43.51
Advertising, materials and supplies	\$500.00	\$457.74
<b>Direct Subtotal</b>	<b>\$575.00</b>	<b>\$501.26</b>
<b>Total</b>	<b>\$3,000.00</b>	<b>\$2,926.26</b>



**SAN LORENZO VALLEY WATER DISTRICT  
SPECIAL BOARD MEETING MINUTES**

July 13, 2017

6:00 p.m.

**CONVENE MEETING/ROLL CALL:**

President Ratcliffe convened the meeting at 6:03 p.m.

Dirs. Hammer, Ratcliffe, Bruce and Baughman were present. District Manager Lee, Director of Finance and Business Services Hill and District Counsel Nicholls were also present.

**ORAL COMMUNICATIONS:**

C. DeBert, Boulder Creek, addressed the Board.

**UNFINISHED BUSINESS:**

**4a SAN LORENZO VALLEY WATER DISTRICT PROPOSED RATE CHANGES WITH CONSIDERATION OF ENTERING A 218 PROCESS TO ADOPT SAME**

Carmen Narayanan with NBS presented the Rate Study.

C. DeBert, C. Shurmire(sp?), SLV School District x2, L. Ford, Felton, D. Loewen, Lompico, P. Lang, Boulder Creek, R. Brown, Boulder Creek, unidentified man, J. Kileen, Felton, R. Shaw, Lompico x2, L. Henry, Lompico, L. Palmer, BC x2, B. Holloway, Boulder Creek, E. Frech, Lompico, unidentified man, Boulder Creek, Peter, Boulder Creek x2, S. Yergovich, Boulder Creek, Jondi Gumz, SC Sentinel, unidentified woman, Boulder Creek, addressed the Board.

General Counsel, Nicholls cautioned the Board that discussion was getting off topic.

S. Schwartz, Boulder Creek, Brice, Lompico, B. Fultz, Boulder Creek, A. Krostue, Felton addressed the Board.

The Board discussed the proposed rate changes and the Prop 218 process,

A motion was made to set the date of September 21, 2017 for the Prop 218 Public Hearing regarding the Rate Restructuring and to appoint the District Secretary as the arbiter of the protests.

B. Fultz, D. Loewen, R. Brown, L. Henry, L. Palmer addressed the Board.

All present voted in favor of the motion.

4b PROPOSED SURPLUS WATER RATES WITH CONSIDERATION OF HOLDING PUBLIC HEARING TO ADOPT SAME

A motion was made to set the Public Hearing for September 21, 2017 for setting the proposed Surplus Water Rates.

All present voted in favor of the motion.

**ADJOURNMENT:**

President Ratcliffe adjourned the meeting at 8:31 p.m.

**Holly Morrison**

---

**From:** Mark Lee <markdlee4125@sbcglobal.net>  
**Sent:** Thursday, June 08, 2017 5:17 PM  
**To:** Brian Lee  
**Cc:** Board of Directors; Holly Morrison  
**Subject:** Senior Parcel Tax Exemption - Santa Clara Valley Water District

June 8th 2017 5:13 PM  
From: Mark D. Lee  
To: Brian Lee, General Manager SLVWD  
cc: Holly Morrison - SLVWD District Secretary  
cc: SLVWD Board of Directors

**RECEIVED**  
**JUN 09 2017**  
**SAN LORENZO VALLEY**  
**WATER DISTRICT**

Hello again Brian;

Its Mark D. Lee from Ben Lomond, representing concerned low or fixed income ratepayers below, attached below is a Santa Clara Valley Water District - Senior Parcel Tax Exemption Policy, that should be adopted by our own SLVWD Board. It should be negotiated with the County Treasurer, County Tax Collector and County Board of Supervisors as soon as possible. The current high SLVWD rate increase being proposed for a Proposition #218 approval or denial is staggering - includes raising rates +37% FY 2017/2018, +7% FY 2018/2019, +6% FY 2019/2020, +5% FY 2020/2021,+5% FY 2021/2022 totaling an accumulated 61.5% water rate increase for every household using 5CCF/month over the next 5 years.

As I mentioned in the earlier email today if ratepayers decide to deliberately lower their consumption for conservation purposes and or income constraints and further the District does not constrain their spending in operations, overhead, and capital facilities construction to match newly anticipated revenues, the Proposition #218 water rate increase includes a very subjective 25% emergency trigger above the adopted rate increase to make up for revenue shortfalls. But the District can implement this 25% emergency shortfall rate hike overage anytime the Finance Department slips into the red.

But the emergency 25% water rate emergency rate hike above the existing new rate structure increase does nothing to protect low and fixed income home owners at all. They are exposed for saving water.

So that is why I proposing the Board adopt a similar policy that Santa Clara Valley Water District, working with the County of Santa Cruz Treasurers Department and Assessor's Office to provide for an annual special district assessment water exemption relief status based on applying for a new property tax line item exemption, would allow those families within the Valley on low and fixed income families, to easily apply every year for a water district or clean water property tax assessment relief (with no penalty nor payback provision) to be taken off their already property tax bill. See below the provisions provided below as model policy legislation that could be proposed and adopted by SLVWD with cooperation from the Santa Cruz County Tax Assessor's office along with new provisions of AB401 to be implemented in 2018

Senior Parcel Tax Exemption - Santa Clara Valley Water District

**Senior Parcel Tax Exemption - Santa Clara  
Valley Water District**

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[PRINT](#) Font Size: **A A A**[Related Information](#)[Frequently Asked Questions](#)[2017 Program Information  
and Application](#)**SAFE, CLEAN WATER PROGRAM**[Priority A](#)[Priority B](#)[Priority C](#)[Priority D](#)[Priority E](#)[Safe, Clean Water Program](#)[Annual Reports](#)[2015 Safe, Clean Water Program](#)[Partnership Opportunities](#)[Independent Monitoring](#)[Committee](#)[Program Map](#)[Senior Parcel Tax Exemption](#)**CLEAN SAFE CREEKS PLAN****WATER CONSERVATION****GRANTS & PARTNERSHIPS****TEACHERS & STUDENTS****ADOPT A CREEK****FIVE-YEAR CAPITAL  
IMPROVEMENT PROGRAM (CIP)****CREEKSIDE PROPERTY PROGRAM****DAM SAFETY PROGRAM**[Programs > Senior Parcel Tax Exemption](#)

## Senior Parcel Tax Exemption

### The enrollment period opens April 15, 2017

Are you 65 years old or older? Live in your own home as your primary residence? The Santa Clara Valley Water District offers an exemption for **qualifying low-income seniors** from the Safe, Clean Water special parcel tax. The tax was approved by the voters in November of 2012.

### Program Requirements for 2017

- Born before June 30, 1953
- Total Household Income for 2016 was less than \$48,375(See *Frequently Asked Question, to the right, for explanation of Total Household Income*)
- Own your home and live in it as your primary residence
- Please note that mobile homes in parks and homes that are in an irrevocable trust are not eligible for this exemption

### New to the program?

- The Enrollment Period is April 15 to June 30. If you miss the enrollment period you must wait for the next year to apply.
- All new applications must be received in this office by June 30 to be exempted for the upcoming property tax year (*You may download a new account application from the list on the right. Forms are only available during the enrollment period*)
- Application must be signed and a copy of proof of age provided. If not, it will be returned to you. (*See Frequently Asked Question, to the right, for explanation of proof of age*)

### Already receiving the exemption?

- Once you have submitted the application, you do not have to re-apply every year
- In early April, we will send you a letter with a verification form for you to fill out on the back
- Fill it out, sign it, and send it back in the envelope provided

- Verification form must be signed and the three questions answered. If not, it will be returned to you
- Once we have your completed verification form and you meet the requirements again for this year, we will renew your account and you will receive the exemption for another year
- If you do not return your verification form or you no longer qualify, you will be removed from the program and will be charged again
- To be re-instated in the program you must re-apply during the next enrollment period
- Verification forms for ongoing enrollment are due by June 30

Forms are only available during the enrollment period.

If you would like more information you can download the program information and frequently asked questions from the list to the right.

**If you have any questions** please email [seniorexemption@valleywater.org](mailto:seniorexemption@valleywater.org) or call the SCVWD Tax Hotline: (408) 630-2810 and leave us a message.

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## Holly Morrison

---

**From:** Brian Lee  
**Sent:** Friday, June 16, 2017 4:23 PM  
**To:** Holly Morrison  
**Subject:** FW: Fish & biological monitoring



For inclusion in the July regular Board packet.

-----  
Brian C. Lee, District Manager - 831.338.2153

San Lorenzo Valley Water District

13060 Highway 9

Boulder Creek, CA 95006

On 6/16/17, 11:43 AM, "Peter Lang" <peterlang2002@hotmail.com> wrote:

Mr. Lee,

SLVWD paying 35% and letting County control process is wrong.

People, mainly Santa Cruz people, benefit from river health. Area size of Districts is not a fair determinate of cost and benefit apportionment. Costs should be apportioned by population count, countywide, not geographic area. Each person in Santa Cruz benefits the same or more than each person in SLVWD.

Do the communities along the hetch hetchy pipeline pay for the pipeline? NO. San Francisco pays for that infrastructure (outside their district) because that city is the beneficiary.

Given SLVWD lack of financial health, it's time for SLVWD TO STOP being the most willing payer for down river, more populous beneficiaries. Started long before your tenure, the practice of being the generous, soft touch is unfair for our ratepayers, inappropriate and unsustainable.

Having SLVWD pay for the pipe from Felton to Scotts Valley (hidden agenda value is to get treated water to Santa Cruz) is an example of past SLVWD Directors being sugar daddy with our ratepayer money. The intra-District 'emergency' value of this pipe has negligible value. I have no idea of the benefit the Directors or SLVWD received for these and many other giveaways that benefit other than SLVWD, disproportionately. Most sugar daddies get 'benefits' for paying the bills.

Please review all major expenditures to determine the cost benefit for SLVWD, fair share apportionment, and renegotiate those costs that don't provide an adequate value to SLVWD. Please ensure SLVWD pays it's fair share, and no more.

Without economic decisions, our economy (SLVWD) will eventually fail. We have a limited amount of money and water.

Protecting District water and financial resources IS an important goal and accomplishment.

After you have a chance to consider this and formulate your approach, please submit this correspondence to the SLVWD Board of Directors in time to be included in the forthcoming regular meeting. .

Thank you in advance for your consideration.

Best Regards,  
Peter Lang



**Holly Morrison**

---

**From:** AUSSIE PHIL <lustylamb888@juno.com>  
**Sent:** Friday, June 23, 2017 10:13 PM  
**To:** Board of Directors  
**Subject:** Why are you still charging excess rates?

**RECEIVED**  
**JUN 23 2017**  
**SAN LORENZO VALLEY**  
**WATER DISTRICT**

You never gave the courtesy of a reply to any of our letters of complaint.  
And your regular e-mail is always returned!  
FRAUD!

How dare you rob us in order to pay legal fees for a crook who used to be with SLVWD.  
AT LAST A JUDGE WITH PRINCIPLES & HONOR. \$116,000 BILLED TO A CROOK INSTEAD OF TO  
US RIPPED OFF RATEPAYERS.  
You bunch of thieves need to be in jail.

We have Social Security increases of only \$1.00 per month EACH, yet you still charge SURCHARGE for  
using LESS WATER than we used last year, when you also robbed us for LEAK over 3 months averaged over  
12 months.\$One-Time water leak robbed us of the extra \$80.00 that you did not refund.

LYING BASTARDS!

We will not pay for something that is NOT REAL

You keep increasing our rates and this insulting SURCHARGE for a man-made fake DROUGHT, when  
Governor Moonbeam  
allows 50% of the dam waters to be wasted while denying water to the central valley for a year.

When the Lexington Reservoir was built, where is the DAM on the Scott's Valley side of the hill?  
Where are the weirs to stop the waste of run off waters to the sea?

In addition your continual "pay raises" to Brian Lee are insulting to your ratepayers. NO-ONE is worth the  
salary he  
accepts when we are charged extortionate rates & surcharges to cover his greed.

SHAME ON YOU ALL.

007783-000 account

SHALOM,(Nothing Missing, Nothing broken, Complete, Whole)  
from **PHILLIP & LINDA LLOYD LEMKIN)**  
P.O. BOX 481,MT HERMON, CA 95041  
831 336 4119 or cell 831 212 6855~~~  
**BARUCH HABA BASHEM ADONAI~**

& "FIREPOWER PRAYER" by Linda

## Holly Morrison

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**From:** jhill@cruzio.com  
**Sent:** Tuesday, July 11, 2017 10:20 AM  
**To:** Board of Directors  
**Subject:** Congrats on Broom Project

Y'all showed a lot of courage when you proceeded with the French Broom project. I'm disappointed that you bought in to the Monsanto witch hunt, though. Was the Dow Glyphosate less expensive than Monsanto?

Jeffrey W. Hill

Sent via the Samsung Galaxy S8, an AT&T 4G LTE smartphone

## Holly Morrison

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**From:** Brian Lee  
**Sent:** Wednesday, July 12, 2017 12:55 PM  
**To:** Holly Morrison  
**Cc:** Bill Maxfield  
**Subject:** FW: SLVWD Rate Review  
**Attachments:** Rate Restructuring FAQs 7.12.17.pdf

Holly, please include in next week's agenda packet under written correspondence. Also, please include Ms. Kaping's attachments.

---

Brian C. Lee, District Manager - 831.338.2153  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

---

**From:** Brian Lee <blee@slvwd.com>  
**Date:** Wednesday, July 12, 2017 at 12:51 PM  
**To:** "housekaping@gmail.com" <housekaping@gmail.com>  
**Subject:** SLVWD Rate Review

Happy Wednesday, Malissa. Thank you for your email and detailed analysis.

Regrettably, it is too late to include it in tomorrow night's rate study agenda packet. However, I will make sure it is included in the upcoming Board agenda for next Thursday. A final vote on the rates won't occur until September at the earliest, so we still have time for a full community discussion.

I agree with your analysis when simply considering per capita rates and costs. But I believe there are additional issues. I hope you will consider the following...

(all numbers are approximate)

The City of Santa Cruz provides water to 24,400 connections and covers 12,800 acres with 300 miles of pipeline. The San Lorenzo Valley Water District provides water to 8,000 connections and covers 15,290 acres with 140 miles of pipeline.

So...

the City's ratios are 1.88 connections per acre and 81 connections per mile of pipe  
SLVWD's ratios are 0.52 connections per acre and 57 connections per mile of pipe

SLVWD supports more miles of pipeline over a greater area per customer. From a pipeline (and pumps and tanks) replacement cost perspective, we are very different from the City. That is both a blessing and a curse. The blessing is that SLV is not a dense semi-urban environment. It is a beautiful rural valley; a major reason for living here. The curse is that a mile of pipeline doesn't care how many customers it has. A mile of pipeline costs roughly the same in SLV as in Santa Cruz. With fewer customers to support that mile of pipe, the cost per customer climbs. Put another way, the valley would have to add about 3,500 new homes to be comparable to the City of Santa Cruz. I strongly do not support that in any way, shape or form.

Replacing aging pipelines, tanks and pumps is an expensive but necessary endeavor. Your active participation in the discussion is welcomed and encouraged. I have attached a question and answer sheet to provide some additional details.

Come say 'hi' if you attend tomorrow night's meeting. Please stay involved!

Brian

-----  
Brian C. Lee, District Manager - 831.338.2153  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

**From:** House Kaping [<mailto:housekaping@gmail.com>]  
**Sent:** Tuesday, July 11, 2017 5:49 PM  
**To:** Board of Directors <[bod@slvwd.com](mailto:bod@slvwd.com)>  
**Subject:** Public Comment Regarding Proposed Rate Change

Hello-

I would like to provide feedback regarding the proposed rate change to be discussed at your special meeting on Thursday. I am a long time resident of Felton and after spending a few hours today reviewing your cost of service report, I do not agree that another fee increase is necessary and I believe the proposed rates do not meet the Prop 218 requirements for charging us what is costs to delivery water to my faucet.

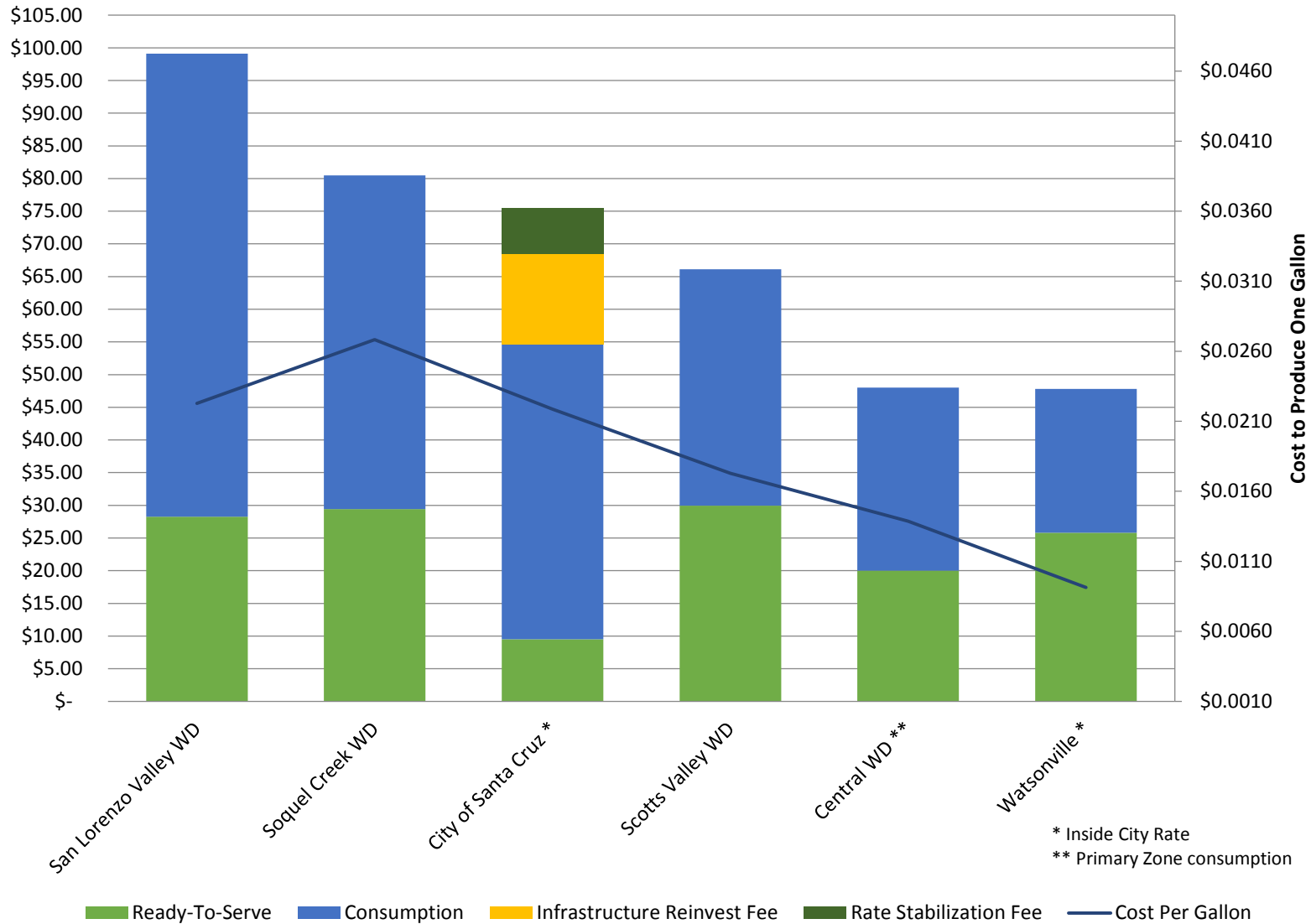
I attached a simple analysis using the figures from your Cost of Service report and water rate information from nearby water agencies showing that your cost to provide me water well exceeds other agency's cost to provide water. That doesn't make sense. The SLVWD rate is already the highest (excluding Davenport which is not comparable). Your cost to provide me water is comparable to the City of Santa Cruz so our rates should be somewhat comparable.

I included my calculations following my infographic so your staff can verify my numbers. Please take this information into consideration and please question why it is so much more expensive to provide water than anywhere else in the County. I encourage you to support our community in not approving the proposed rates so that you can start to build trust with your rate payers again.

Sincerely,  
Malissa Kaping

### Water Rates Comparison

Single Family Residential - Monthly with 5/8-in meter and 7 ccf usage  
as of July 2017



<b>Comparison of Neighboring Water Rates</b>						
<b>Single Family Residential - Monthly with 5/8-in meter and 7 ccf usage</b>						
	<b>Ready-To-Serve</b>	<b>Consumption</b>	<b>Infrastructure Reinvest Fee</b>	<b>Rate Stabilization Fee</b>	<b>Total</b>	
San Lorenzo Valley WD	\$ 28.27	\$ 70.84			\$ 99.11	
Soquel Creek WD	\$ 29.42	\$ 51.04			\$ 80.46	
City of Santa Cruz *	\$ 9.53	\$ 45.14	\$ 13.83	\$ 7.00	\$ 75.50	
Scotts Valley WD	\$ 29.97	\$ 36.15			\$ 66.11	
Central WD **	\$ 20.00	\$ 28.00			\$ 48.00	
Watsonville *	\$ 25.80	\$ 22.01			\$ 47.81	

\* Inside City rate  
 \*\* Primary Zone consumption charge

<b>Cost to produce a gallon</b>						
	<b>Budget</b>			<b>Total FY2017/18</b>	<b>Projected water sales (ccf)</b>	<b>Cost per gallon of water</b>
	<b>Water Fund Expenses</b>	<b>Debt Service</b>	<b>Capital Expenses</b>	<b>Revenue Requirement</b>		
San Lorenzo Valley WD	\$ 7,969,789	\$ 1,000,751	\$ 1,862,385	\$ 10,832,925	650,000	\$ 0.0223
Soquel Creek WD	\$ 14,211,000	\$ 2,488,800	\$ 6,112,000	\$ 22,811,800	1,136,692	\$ 0.0268
City of Santa Cruz	\$ 28,912,723	\$ 2,091,114	\$ 23,660,000	\$ 54,663,837	3,342,244	\$ 0.0219
Scotts Valley WD	\$ 5,116,320	\$ 556,465	\$ 1,388,000	\$ 7,060,785	545,807	\$ 0.0173
Central WD ***	\$ 1,030,000	\$ -	\$ 550,000	\$ 1,580,000	152,396	\$ 0.0139
Watsonville	\$ 12,506,263	\$ 440,997	\$ 6,815,339	\$ 19,762,599	2,891,513	\$ 0.0091

\*\*\*FY2017/18 numbers not available online so FY2016/17 numbers used

RECEIVED

Agenda: 7.20.17  
Item: 13f



JUL 06 2017

SAN LORENZO VALLEY  
WATER DISTRICT

Santa Cruz Local Agency  
Formation Commission  
701 Ocean Street, Room 318-D  
Santa Cruz, California 95060  
Phone (831) 454-2055

Email: [info@santacruzlafco.org](mailto:info@santacruzlafco.org)  
Website: [www.santacruzlafco.org](http://www.santacruzlafco.org)

June 26, 2017

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

Subject: Lompico

Dear President Ratcliffe and Board Members:

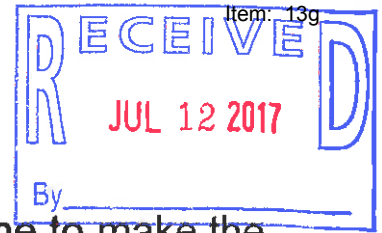
I am writing on behalf of the Local Agency Formation Commission to commend the San Lorenzo Valley Water District for its management of the water system in Lompico. Since taking over operation of the Lompico system on June 1, 2016, the SLVWD has made a series of operational decisions that have improved service and controlled costs. The SLVWD, as part of its rate-making responsibilities, has recently decided to reduce the Lompico surcharge and to eliminate the surcharge at the end of 2017. The surcharge will end more than three years earlier than authorized in the LAFCO resolution approving the Lompico merger.

LAFCO congratulates the SLVWD board and staff for the good service to your new customers in Lompico.

Very truly yours,

A handwritten signature in blue ink, which appears to read 'Thomas R. LaHue', is written over the typed name.

Thomas R. LaHue  
Chairperson



Dear SLVWD,

I'm sorry but two days isn't enough notice for me to make the 7/13 meeting, I would have liked to attend.

Please see my attached comments from the last time big rate increases were requested. They still apply. I emphatically do not support this latest requested increase.

It would be great (though I know, maybe too much to hope for) if someone could address my concerns. It sure seems like you guys are out of your depth. I'd be thrilled to be convinced otherwise.

Sincerely,

*Cathy Del M* —

Cathy Del Masso

*This was hand delivered. The agenda was posted  
7/7/17.*



SLVWD Board of Directors  
13060 Highway 9  
Boulder Creek, CA 95006

11/16/15

Dear Directors,

I urge you not to approve the proposed water rate increase that will be considered on November 19, 2015.

**What you're asking for won't work:**

- Water use will continue to decline, taking any usage-based revenues with it. Additional usage-based surcharges like the one proposed will hasten this trend.
- Financing fixed costs with a decreasing revenue stream, i.e. surcharges on water usage, can't work.
- Finite expenditures like the projects at issue do not warrant permanent funding. Special projects should be funded by itemized temporary charges tied to specific project needs. These charges should have clear expiration criteria.

**We'd be better off if the full costs of these projects were explicit in our bills**, then if we can't afford them we'd know. Hard as it may be, if we do have to cancel some projects it's far better to do so sooner than later.

A strategy that requires periodic new surcharges as water use declines and that masks the full per-household cost of these projects is either politics (intentionally keeping the full impact of the problem unclear) or bad management.

I believe the water district is out of its depth when it comes to financial planning. This shortfall is the result of the District's financial projections being wrong when it is their job to get them right. It's not clear that this new financial plan is more reliable than the last one. This management problem is much more important than any particular project. I hope it is being addressed.

Sincerely,

Cathy Del Masso  
10390 Riverside Drive  
Ben Lomond, CA 95005

# Coast Lines, June 27, 2017: SLVWD Swim Tanks to be Replaced

POSTED: 06/27/17, 3:00 AM PDT | UPDATED: 3 DAYS AGO

## SAN LORENZO VALLEY

### SLVWD 'SWIM TANKS' TO BE REPLACED

The San Lorenzo Valley Water District announced the opening of the bid process for replacing a pair of 20,000-gallon redwood tanks used for drinking water. The tank replacement is a key capital improvement project among many others completed or in process that, combined, total \$16.85 million in infrastructure upgrades to the District's 76-year-old water system.

The bid process will be open June 26 to July 28.

The San Lorenzo Valley Water District Board of Directors anticipates selecting a contractor at its Aug. 18 meeting.

Work is scheduled to begin late summer/early fall and is expected to be completed by March 2018.

The tanks, known as the "Swim Tanks," are located off Scenic Way in Ben Lomond and are part of the original water distribution system acquired by the district from Citizens Utility Co. in 1965.

## **San Lorenzo Valley Water District to discuss rate increase Thursday**

**General manager: \$5 million in revenue needed to replace old tanks, pipeline**

*By Jondi Gumz, Santa Cruz Sentinel*

Monday, July 10, 2017



**BEN LOMOND >>** The San Lorenzo Valley Water District board plans a special meeting at 6 p.m. Thursday, at Highlands Park Senior Center, 8500 Highway 9, to discuss a proposal to increase rates for the next five years.

The proposed rates would generate more revenue to complete \$5 million in capital improvements and bolster emergency reserves, according to Brian Lee, San Lorenzo Valley Water District general manager.

“Based on current rates, we have enough yearly revenue to adequately cover operational expenses, but not enough to cover ongoing capital improvement costs or grow rainy day reserves,” said Lee.

“To help us understand where we stand, what our needs are and how we can prepare for the future, the district has engaged with the community and key experts to complete three important studies over the past year including a cost of service study, a prioritization of capital improvement projects and a comprehensive rate study,” Lee said in a statement. “The board now has an opportunity to discuss whether or not to ask our ratepayers to consider a rate restructuring that would produce ongoing funding for capital improvement projects.”

To change rates, this district must follow California’s voter-mandated Proposition 218 process, notifying ratepayers of the proposed increase, allowing 45 days to submit protest letters, and holding a public hearing before voting on new rates.

Lois Henry, a customer who formerly was president of the Lompico County Water Board, is frustrated.

“I think most people aren’t even aware there is a rate increase coming,” she said. “They posted the press release late in the afternoon on Friday... I won’t deny that they need the money but I’m having some problems with the way they’re going about this.”

She contended that the district, by announcing “rate restructuring,” has not been forthcoming.

“Before they called it a rate study. Who wants to go to a rate study?” she said.

She questioned the district practice of discussing finance issues at committee meetings, contending finances should be discussed at board meetings.

“That’s the only way all board members know what’s going on,” she said.

Lee said that the first public discussion of the rate study was in January, and discussion continued through several board meetings, finance committee meetings, including two meetings that were specifically about the rate study.

“This week’s special board meeting has so far been publicized through a press release, a Facebook event page, an email newsletter and a Nextdoor post. We will continue to promote the meeting and we very much want engagement with our customers to inform decisions,” Lee said.

Current rates for most homeowners include a \$34 basic charge, a \$1 per water unit surcharge and charges for water used. To figure how their charges would increase, the district provides customers with an online estimator, [slvwd.com/\\_ProposedRates.html](http://slvwd.com/_ProposedRates.html), based on water used.

For example, a consumer using seven units of water in June was billed \$71. Under the proposed rates, that customer using that amount would be billed \$99, with bills escalating to \$124 in 2021.

The proposed rates and charges are not posted with the special meeting announcement but district promises to post that information and a rate comparison with other water districts.

Henry wants to know if the district plans automatic rate hikes if customer revenues fall short of expectations, a strategy proposed by Temecula-based NBS Government Finance Group at a May 24 workshop on rate options.

The capital projects in the works are:

- Replacing two 20,000-gallon redwood “swim tanks” off Scenic Way with a 64,000-gallon steel tank, \$590,000. Bids are due July 28.
- Replacing a leaking 100,000-gallon redwood tank on Graham Hill Road with a 527,000-gallon steel tank, \$1.95 million. Environmental work will be completed this year, with bids in 2018.
- Expanding and retrofitting a fish ladder and diversion intake on Fall Creek to comply with current federal and state standards, \$880,000. Environmental work is due to finish up in 2018, with construction in 2019.
- Replacing the aging Bull Run-Bennett Springs main in Felton, \$1.6 million. Bidding is planned for 2019.

The district reports \$11.9 million in capital improvements completed from 2014 to 2016, the largest being a \$7.5 million project connecting its San Lorenzo Valley system to its Scotts Valley system.

Lee became general manager in 2015 after a 2014 Santa Cruz County grand jury report criticized the San Lorenzo Valley Water District for not reviewing the general manager’s performance and not providing customers with a plan to replace the leaking water tanks.

Miller-Maxfield, a Santa Cruz communications firm, has assisted the district with public relations since 2013.

In March, the board voted 4-1, with director Bill Smallman opposed, to give Lee a “satisfactory or better performance evaluation” and a 3.05 percent salary increase.

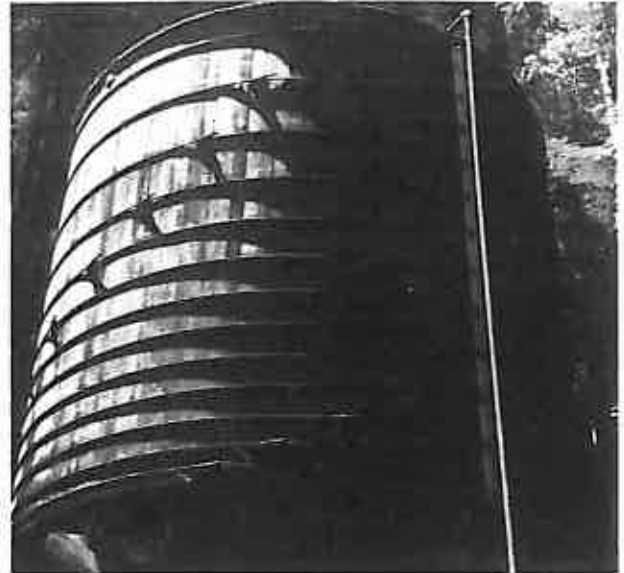
# SLV Water District Prepares to Replace Leaking Redwood Storage Tanks

By Julie Horner

SLVWD is accepting bids for replacing a pair of 20,000-gallon redwood tanks used for drinking water. The bid process is open until July 28, 2017. According to a recent press release, "The tank replacement is a key capital improvement project among many others completed or in process that, combined, total \$16.85 million in infrastructure upgrades to the District's 76-year-old water system."

The SLVWD Board of Directors is hoping to make its selection at their August 18 meeting. Work is scheduled to begin in late summer or early fall this year and should be completed by March 2018.

"The tanks, known as the 'Swim Tanks,' are located off Scenic Way in Ben Lomond and are part of the original water distribution system acquired by the District from Citizens Utility Company in 1965. The current tanks are undersized for the service area and require ongoing maintenance to control leaks. The tanks will be replaced with a new 64,000-gallon bolted steel water tank at the same location. The \$678,000 project includes the tank, fencing, *continued on page 5*



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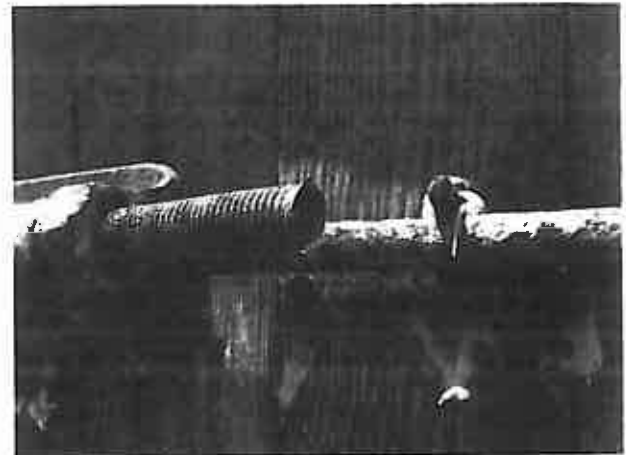
retaining walls and electronic Supervisory control and data acquisition (SCADA) control, which enables monitoring and controlling all aspects of the water system remotely."

District Manager, Brian Lee, said, "We have a number of redwood tanks still in service in the valley. The State is coming down on these types of tanks because organic material cannot be in contact with potable water."

The project is in response to community engagement and will require no loans. "We held off to make sure we had money in the bank. This is the last project we can build from our reserves." He says that public response to proposed rate hikes to help complete this capital project has been positive. "Everyone understands that we need to get these facilities replaced and that it costs money to do that." The District hosted a special board meeting on July 13 to discuss proposed water rate restructuring.

"As soon as we secure a contractor, we'll hold a community meeting. We'll meet before, during, and after to make sure community needs and concerns are met." Any time there's a big project like this, it's disruptive. "Folks will notice us, we'll be there for a couple of months." He acknowledges that construction will put some stress on the neighborhood, including the specter of residents having to share narrow lanes with large equipment. Lee sums it up as "short term pain for long term gain." This is an investment in infrastructure, "Fire Protection 101," he says, that will span multiple generations. "These facilities last literally a lifetime. That's part of the problem with the existing facilities. They lasted someone else's lifetime."

The project also will require a Mitigated Negative Declaration describing the work as it relates to the environment. Care must be taken, Lee says,



to do no harm. They may have to remove some redwood trees, and there will be some necessary grading. There will be a retaining wall and a tree buffer to help camouflage the new installation. "We'll paint the tanks a nice neutral color that blends. There's always a discussion about how we can make the

tanks visibly appealing."

"This is the first of many projects that we'll be doing over the next years to modernize our system. It's a milestone for the District and the community."

Visit [www.slvwd.com](http://www.slvwd.com) for more information. 🌲

By Chris Finnie

If you're like me, you might have noticed some local media—social, print, and radio—accusing the San Lorenzo Valley Water District of a wide range of misconduct.

But I've been a customer for 22 years now. I've found the staff to be polite and helpful, the service excellent, and the water quality great. I asked around and found that's the general experience. I also know a couple of the board members slightly. Neither strikes me as a crook or con man. So I was somewhat at a loss for why there seemed to be this vendetta against the district.

So I decided to check for myself and see if something was really wrong. I'd just gotten an email from SLVWD listing capital improvements and costs. It was signed by Brian Lee, the district manager, and included his email address. So I sent him an email and told him I wanted to look into all the stories I'd been seeing. He offered to meet with me the next morning. I asked him a lot of questions, and he answered all of them. When I asked him for materials he'd referenced, he sent them to me later that day.

I checked out some of the things he'd told me on my own. Here's what it looks like from what I can find.

### The Vierra Case

Former board member Terry Vierra recused himself from decisions on whether or not the district would buy a piece of property because his wife was the listing agent. However, he voted to approve a list of payments that included several that were required to close escrow on that property. The district had already completed several steps to buy it. His wife was not going to make any more money because escrow closed. But he shouldn't have voted on that list of bills. When a citizen sued Vierra six years later for that vote, the judge said it seemed like a minor, and probably innocent mistake, but agreed he shouldn't have done it. So Vierra lost the case and had to pay a fine. Then things really got nasty.

- The citizen who filed the case, has sued other government bodies in the past.

Because he won this time, he's now sued for legal fees in the amount of \$150,000.

- SLVWD covered Vierra's legal fees because the California Government Code, which governs the conduct of the district has a section 825 that says the district is responsible for legal bills of employees who need representation because of something they did on the job.
- A court case in the Fourth District Court of Appeal, filed on December 23, 2013, in the matter of Lexi vs. the City of San Diego, holds that directors are considered employees for this purpose.
- The California Attorney General also issued a finding in June of 1998, which says, "Thus, we have determined that the members of a board, commission, committee, or similar body established by the Constitution or by statute are employees entitled to defense and indemnification."
- So the board paid legal costs for board member Vierra until he was found guilty. At that point, the board decided they had fulfilled their obligation to him under the relevant statutes and case law and that they did not need to fund an appeal.

Was there a problem? Yes. A minor one that was probably innocent, and which didn't materially affect board decisions or provide financial gain to anyone involved. In fact, you could argue that the judgments against Mr. Vierra could deter anybody from ever wanting to serve on the SLVWD board if a minor mistake could cost them \$160,000.00. Board members are only paid \$150.00 per meeting. That's hardly worth the potential liability.

### The Lompico Merger

Over the years, the small private water districts that dotted the Valley have merged into SLVWD as they could no longer adequately maintain their ageing infrastructure, provide services ratepayers expected, cover costs, or maintain the quality standards required by the state. The district serves more than 7,300 connections in Boulder Creek,

Brookdale, Ben Lomond, Lompico, Zayante, Scotts Valley, Manana Woods, and Felton.

By most accounts, the Lompico water district couldn't pay their bills, they were running out of water, and the quality didn't meet state standards. Water running through Lompico pipes now meets today's quality standards because the residents have received water from SLVWD for the last three years. When planned construction projects can be completed, they will again be able to use water from Lompico.

Though the first merger vote failed in Lompico by one vote, they held a second. That one passed and a merger agreement was negotiated and executed in 2013. Under the terms of the Local Agency Formation Commission Resolution #953-A, adopted on August 6, 2014, Lompico agreed to special fees for Lompico ratepayers for a period of five years because of significant outstanding debts. Understandably, not everybody has been happy about this.

So SLVWD accepted the offer of a volunteer to audit the Lompico costs. While the audit disproved some of the complaints, it also showed that SLVWD had actually lost money on Lompico customers in the first year of service—even with the additional fees. They almost broke even in the second year. The auditor also projected that the district would be able to provide service to Lompico without losing money, and without the additional fee, in the third year. The district then notified Lompico ratepayers that they would drop the special fees three and a half years early.

Did the district do anything wrong? Not that I can find. In fact, even one Lompico resident who contacted the district manager with a question about the fees, admitted at the beginning of her email that she was very happy with the service. I also saw the response to her, which was professional and seemed to adequately address her concern.

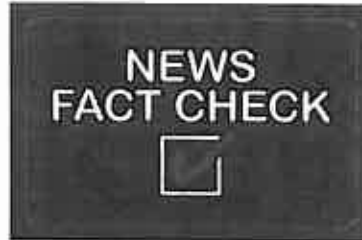
### So Why the Negative Press?

Several media outlets and a couple of citizen groups seem to feel the SLVWD needs extra scrutiny. Oversight of public bodies is a legitimate role for the media and for citizens. However, in this case, they appear to be making trouble where there is none. They also seem to be working together to coordinate and plan their attacks. I base this on an email that Mr. Lee shared with me from one of the citizen groups to

another newspaper that appears to be planning their next line of attack. The sender probably didn't intend to copy Mr. Lee, but accidentally did. Looking at the newspaper Facebook page, you can also see a consistent pattern of interaction between the citizen group, the radio host, and newspaper editor. They appear to have established a media and social media echo chamber to continue what seem to be inflated accusations against SLVWD.

The effect of this has been quite unfortunate. Public meetings have become acrimonious and disruptive. Other citizens who wanted to comment on issues before the board have not been able to. Board members and district employees have been personally attacked, ridiculed, and vilified on social media, in traditional media, by telephone, by email, and in person. I have seen some of the emails and social media posts and they are simply vile. I can see no reason for somebody to have to put up with this just to come to work. I'm also concerned that it could lead to more baseless lawsuits that will cost the district money that could be better spent for the capital improvements we so badly need.

Checking all this out has been a clarifying experience for me. I hope my research has helped to inform Bulletin readers as well. I also hope that everyone involved can proceed in a more constructive manner in the future. It seems to me to be in all of our best interests to do so.



# San Lorenzo Valley: Concerns about paying more for water

By **Jondi Gumz**, *Santa Cruz Sentinel*

**BEN LOMOND** >> Proposed new water rates that would increase bills for most customers in the San Lorenzo Valley Water District will go to a second hearing under Proposition 218 on Sept. 21.

Under Proposition 218, charges on property owners are subject to voter approval, and a 2006 California Supreme Court ruling said voter OK is needed for water and sewer charges.

If more than 50 percent of the 7,900 ratepayers file written protests by Sept. 21, the plan to raise more revenue for \$5 million to replace leaky old tanks and pipelines and build reserves is sunk. The district will send out notices to ratepayers required by Prop. 218 and host three additional meetings to answer ratepayer questions.

About 50 people, many with concerns, attended the more than two-hour meeting Thursday at Highlands Park Senior Center, when the district board voted 4-0 to pursue the new rates. Director Bill Smallman was on vacation.

The new rates, recommended after 18 months of study by consultant NBS, will bring higher bills for higher water use, affecting the water district's largest users the most.

"This is one way to encourage conservation," said Gene Ratcliffe, water board president.

**\$100,000 MORE**

Chris Schiermeyer, who oversees business services at San Lorenzo Valley School District, said schools would pay \$100,000 more, a 70 percent increase, equivalent to two teacher salaries, "and we don't irrigate."

Boulder Creek resident Bruce Holloway said the Boulder Creek Recreation and Park District, being a large user, will face bigger water bills.

County park chief Jeff Gaffney told the Sentinel Friday he is looking at improvements to limit water usage at Highlands Park.

The Sentinel asked General Manager Brian Lee for a list of the 10 largest users. He provided a list Friday but did not identify the users by name, based on legal advice.

Felton resident Alexis Krostue declared her support for the rate hike at Thursday's meeting, but Lois Henry of Lompico chastised the district on communication, asking, "Why didn't you put something in the newspaper?"

The room broke into applause.



Suzette Crouch of Boulder Creek said her monthly bill will go up from \$65 to \$111 over five years.

“That’s huge jump,” she said.

“Agreed,” said Lee.

Former water director Randall Brown considered the proposal a draft, but when district attorney Gina Nichols was asked if the board could change the proposed rates Sept. 21, she said that to make changes, a new notice would have to go out.

#### IF WATER USE DROPS

The new rates would:

- Change the policy of getting half the revenue from basic charges for the meter and half from water used to 70 percent from water use and 30 percent from meter charges.
- Allow rates to increase — unless the board intervenes — if customers conserve too much and water use drops by more than 10 percent.
- Replace four price tiers with one rate.
- Eliminate the drought surcharge boosting revenue now.

Lompico ratepayer Debra Loewen asked if hiring a conservation coordinator would lead to higher rates.

“It’s a difficult question to answer,” Lee said, noting the state recommends hiring a conservation staffer.

Finance manager Stephanie Hill said San Lorenzo Valley has half the connections of Soquel Creek Water’s 16,000 connections, to maintain the same miles of pipeline — 160 miles in San Lorenzo Valley and 166 miles for Soquel Creek.

Carmen Narayanan of NBS recommended one rate after a state appeals court ruled tiered pricing violated Prop. 218, which prohibits agencies from charging more for a service than it costs to provide it.

Lorraine Palmer asked for a “lifeline” rate. Director Margaret Bruce said Prop. 218 doesn’t allow it. The district’s administration committee will discuss how to help customers on fixed incomes.

Lee said AB 401 requires the state to explore rate assistance. A report is due in January.

#### USDA LOAN

Lee said the rates adopted in 2013 cover operational costs, but leave little to improve old infrastructure or build reserves.

He wants to apply for a \$10 million USDA rural development loan at 3-4 percent interest for improvements but more income is needed to show the loan could be repaid.

The district pays \$157,000 a year on existing \$5.3 million debt, director Chuck Baughman said.

“We need this revenue to borrow money,” said Boulder Creek resident Peter Lang, who was on the water board two decades ago. “We had lower rates for years and it’s cost us.”

He said charging less for a meter will help people on welfare.

Lee said he hopes to get a \$70,000 grant for a computer simulation to check district efficiency.

Lee said he will recommend selling the Johnson building, 12788 Highway 9, Boulder Creek, because “it does not make sense for the district.”

He’s looking at options for the operations building, 13060 Highway 9, Boulder Creek 100 years old, with structural, seismic and ADA issues.

“Can we lease elsewhere?” Lee asked. “We could buy modulars to house the operations staff.”

#### TOP WATER USERS

The San Lorenzo Water District, asked for the top 10 water users, released this list with units used, advised by legal counsel not to provide names. Each unit equals 748 gallons.

Mobile home park: 1,055

Mobile home park: 952

Government agency: 697

Business: 402

Government agency: 365

Business: 268

Camp/resort: 231

Camp/resort: 207

Camp resort: 191

Camp/resort: 164

#### COMPARING RATES

Here is a comparison of monthly water bills based on using 4 units of water with the San Lorenzo figures based on the proposed new rates.

Year SLV SV Santa Cruz Soquel Creek

2017-18 \$89 \$68 \$63 \$80

2018-19 \$95 \$75 \$67 NA

2019-20 \$101 \$83 \$71 NA

2020-21 \$106 \$91 \$75 NA

2021-22 \$111 NA NA NA

Source: SLV water rate study by NBS

#### HEAR ABOUT RATES

The San Lorenzo Valley Water District tentatively plans meetings to explain why rate increases are needed. Locations are subject to change. Dates are:

- Aug. 3 noon: Satellite Center, 6265 Highway 9, Felton, brown bag lunch talk with SLVWD staff
- Aug. 17, 6:30 p.m.: SLV Water District, 13057 Highway 9, Boulder Creek: talk with SLVWD directors.
- Sept. 7, noon: Boulder Creek Fire, 13230 Central Ave., Boulder Creek, Brown bag lunch talk with SLVWD staff.
- Sept. 21, 6 p.m.: Highlands Park Senior Center, 8500 Highway 9, Ben Lomond, Prop. 218 public hearing. Written and signed protests can be mailed to Water Rate Protest, 13060 Highway 9, Boulder Creek CA 95006 or emailed to hmorrison@slvwd.com.