



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
AGENDA  
JANUARY 9, 2020**

**MISSION STATEMENT:** Our Mission is to provide our customers and future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding service and community relations; to manage and protect the environmental health of the aquifers and watersheds; and to ensure the fiscal vitality of the San Lorenzo Valley Water District.

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, January 9, 2020 at 5:30 p.m.**, SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

*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 which 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 five (5) 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 scheduled item prior to adjourning to closed session.*

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: APN 078-233-05, located along Scenic Way in Ben Lomond  
Agency negotiator: Rick Rogers, District Manager and Gina Nicholls, District Counsel  
Negotiating party: Nick Naccari  
Under negotiation: Price and terms of payment
- b. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: District Manager

Closed Session Note:

**The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waive of the privilege.**

5. Convene to Open Session at 6:30 p.m.

6. Report of Actions Taken in Closed Session

7. Roll Call (Open Session):

8. 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).*

9. Oral Communications:

*This portion of the agenda is reserved for Oral Communications by the public for items which are not on the agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda.*

*Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, communication must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications.*

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

10. Unfinished Business:

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

- a. BOARD WORKSHOP - GOVERNANCE NORMS AND STANDARDS TRAINING  
Discussion and possible action by the Board regarding Governance Norms and Standards training.
- b. BOARD POLICY MANUAL CHANGES  
Discussion and possible action by the Board regarding finalizing previously discussed changes to the Board Policy Manual.

11. 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. PUBLIC COMMITTEE MEMBERS FOR 2020  
Discussion and possible action by the Board regarding the appointment of Public Committee Members for 2020, number of committee members on a committee and setting the first committee meetings in 2020.
- b. AWARD OF DESIGN CONTRACT FOR THE GLEN ARBOR BRIDGE PROJECT  
Discussion and possible action by the Board to award the Design Contract for the Glen Arbor Bridge Project.
- c. VEHICLE PURCHASE AWARD OF BID  
Discussion and possible action by the Board regarding the Award of Bid for vehicle purchase.
- d. APPOINTMENT OF BOARD LIAISON TO THE LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE  
Discussion and possible action by the Board regarding the appointment of a Board Liaison to the LADOC.
- e. THE PROBATION TANK RIBBON-CUTTING EVENT  
Discussion and possible action by the Board regarding the completion ceremony for the Probation Tank.

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 item on the consent agenda will be moved to the regular agenda upon request from individual Directors or a member of the public.*

- a. MINUTES FROM BOARD OF DIRECTORS MEETING DECEMBER 5, 2019

13. District Reports:

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

- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Engineering
  - Finance & Business
  - Operations
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    - B & F Committee Minutes - 12.3.19
    - Engineering Committee Minutes - 12.5.19
    - LADOC Minutes - 12.10.19
    - SMGWA Meeting Summary - 12.11.19
    - Environmental Committee Minutes - 12.12.19
- DIRECTORS REPORTS
  - Director's Communication
    - Report from R. Moran on Invasive Weed Symposium
  - Future Board of Directors Meeting Agenda Items

14. Written Communication:

- Letter from B. McPherson - 12.3.19
- Letter from R. duSaint - 12.4.19
- Email from J. Junkman - 12.9.19
- Letter from L. Johnson - 12.26.19

15. Informational Material

- Newly Certified Green Businesses - Press 12.3.19
- SLVWD Positive Changes - Press Banner 12.13.19

## 16. Adjournment

### **Certification of Posting**

I hereby certify that on January 3, 2020 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on January 3, 2020.

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

## MEMO

TO: Board of Directors  
From: District Manager  
Subject: Board Workshop - Governance Norms and Standards Training for the Board of Directors  
Date: January 9, 2020

### Recommendation

It is recommended that the Board of Directors review this memo and the attached proposal from Municipal Resources Group (MRG) to provide Governance Norms and Standards training for the Board of Directors not to exceed \$9,750.00 and discuss authorizing the District Manager to execute an agreement with MGR for said services.

### Background

At the December 5, 2019 Board of Directors meeting the Board directed staff to move forward with training for the Board on Communications of Contentious Issues. Municipal Resource Group, was contacted for a proposal to provide the Board with training. MRG works with a local partner to provide staffing strategies, coaching for performance, to name a few services with one of their core services being training, coaching, staff development and Board Governance.

MGR has submitted a proposal with a scope of work as follows;

Improve Board Governance through transparency, focus on priority issues, develop interest-based resolution and strategies and be more effective as a governing body. MRG will conduct an intake assessment, diagnose the issues and facilitate a Board Workshop. Specifically, MRG will:

- Interview Board Members, General Counsel, and District Director via phone.
- Develop strategies for more effective agenda setting and meeting management.
- Review role of Board Members.
- Identify contentious issues and work towards collaborative resolution.
- Generate a shared vision/plan for the District.
- Document workshop outcomes and commitments.
- Follow-up in six weeks to check-in on commitment challenge areas and next steps.

The consultant selected for this assessment, Amy Howorth, has considerable experience for this potentially sensitive project (see attached profile).

The cost for services is not-to-exceed \$9,750.00 for the scope of services outlined. Follow up coaching is outside the initial scope of this work. The timeline would require four weeks prior to the workshop date to complete the phone interviews, summarize the input and prepare for the workshop.

If approved, the Board will select a date for the Special Meeting Workshop. Ms. Howorth suggests the weeks of February 17<sup>th</sup>, 24<sup>th</sup> or March 2<sup>nd</sup> for the meeting.



January 2, 2020

Mr. Rick Rogers  
District Manager  
San Lorenzo Valley Water District  
13060 CA-9  
Boulder Creek, CA 95006

RE: Board Workshop

Dear Mr. Rogers:

Thank you for engaging Municipal Resource Group (“MRG”) to provide governance norms and standards training for the Board of Directors. This project will help the Board examine team and individual performance and develop strategies to work together to achieve the SLVWD goals.

We will conduct private phone interviews with each Board member, the District Counsel, and yourself. We will then design a facilitation that will help the board with strategies for handling contentious conversations and discuss board roles and governance issues.

The consultant for this assessment, Amy Howorth, has considerable experience for this potentially sensitive project. Amy has been scheduled to begin the assessment. Please review the scope of work. We look forward to working with you!

Sincerely,

A handwritten signature in blue ink that reads "Mary Egan".

**Mary Egan**  
Managing Partner  
MRG, LLC  
916-261-7547  
[egan@solutions-mrg.com](mailto:egan@solutions-mrg.com)





## Governance Workshop for the District

### Scope of work:

San Lorenzo Valley Water District has a desire to improve Board Governance through transparency, focus on priority issues, develop interest-based resolution and strategies and be more effective as a governing body. MRG will conduct an intake assessment, diagnose the issues and facilitate a Board Workshop. Specifically, MRG will:

- Interview Board Members, General Counsel, and District Director via phone.
- Develop strategies for more effective agenda setting and meeting management.
- Review role of Board Members.
- Identify contentious issues and work towards collaborative resolution.
- Generate a shared vision/plan for the District.
- Document workshop outcomes and commitments.
- Follow-up in six weeks to check-in on commitment challenge areas and next steps.

### Project Fees

The not-to-exceed amount for this Assessment is \$9,750 which will be invoiced at \$250 per hour for the scope of services outlined above (approximately 35 hours plus expenses). Expenses include, but are not limited to, mileage (at current IRS rates), printing, postage, parking, tolls, airfare and lodging. Additional work not contemplated in this proposal will be billed at \$250 per hour and will begin only after agreed upon between the District and MRG.

Follow up coaching is outside the initial scope of this work but may be recommended. We will develop an implementation plan for additional 2020 interventions following our time together for separate consideration.

*The services of Consultant specifically do not include hiring, firing, evaluating or supervising of any Agency personnel. Also, Consultant shall not have contracting or signing authority or act in the position of a Director or represent a management position at commission or Board meetings.*

*[www.solutions-mrg.com](http://www.solutions-mrg.com)*

## Amy Howorth – Governance and Leadership

### MUNICIPAL RESOURCE GROUP, LLC

Telephone: (310) 200-2752

[ahoworth@solutions-mrg.com](mailto:ahoworth@solutions-mrg.com)

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Amy Howorth is a community-oriented governance and organizational development professional with demonstrated abilities in executive hiring and evaluation, budgeting, facilities improvement, regional relationship building, and community engagement. She is skilled in Governmental Affairs, Consensus Building, Public Relations, Media, and Public Speaking. Amy understands the critical relationship between elected and appointed officials and is an expert at facilitating change within an organization. Through her unique blend of humor and knowledge of local government, she helps teams get through conflict and build trust. She is passionate about developing leaders and loves coaching new councilmembers.



A Former Mayor with 16 years of elected office in Manhattan Beach, Amy served two terms on the Manhattan Beach School Board, and two terms on the City Council. She has served on the Los Angeles County Commission on Children and Families and is a current Los Angeles County Commissioner on the Committee for Women. Amy led efforts on building trust through increased community engagement, creating opportunities for citizen involvement and new community task forces; encouraged the staff to use social media, redesigned the city's website, provided community workshops; improved council meeting agenda structure; and reached residents through her online newsletter.

Mayor Howorth also has deep strategic political campaign experience, having been a key team member of five successful local bond, parcel, and utility tax measures, including her participation in the successful Los Angeles County Measure M campaign, the nation's largest infrastructure bond ever passed.

Amy worked hard to improve public facilities in Manhattan Beach. She was a crucial team member on the rehabilitation of the Roundhouse Aquarium, the opening of the new Manhattan Beach Library, and an entirely new Manhattan Beach Skate Park. In addition, Amy led efforts on new environmental policies which include the ban of polystyrene and single use utensils, straws, bags; a smoking ban in all public places; implementation of a city-wide food waste recycling program; and was an early member of the Clean Power Alliance of Southern California.

Before her political career, Amy was a professional photo editor for over a decade and was the original Photo Editor for Wired Magazine. While on the Board at Manhattan Beach Unified, she hired two successful Superintendents. She is very proud to have been featured speaking out against hate and prejudice in the film "Not in Our Town, Manhattan Beach," which dealt with a suspected hate crime in Manhattan Beach.

Amy received her B.S.C. in Communications with minors in Political Science and French from Ohio University and was awarded the Assembly District 66 Woman of the Year in 2018. In 2014, she was recognized as an outstanding leader by National Women's Political Caucus of Los Angeles.



**San Francisco Bay Area**  
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P.O. Box 561, Wilton, CA 95693

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## M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: PUBLIC COMMITTEE MEMBERS FOR 2020  
DATE: January 9, 2020

### RECOMMENDATION:

It is recommended that the Board review the current applications and appoint public committee members to the standing committees, review the number of public committee members in each committee and set the first committee meetings in 2020.

### BACKGROUND:

*As per the Board Policy: Committee appointments will be reviewed by the full Board at a Board of Director's meeting in December of each Calendar Year, or as soon thereafter as practical. Applications to serve as a Public Member will be available at the District's Office or on-line at the District's website ([www.slvwd.com](http://www.slvwd.com)). Public Member Applications will be reviewed by the full Board. Each committee member shall be appointed by a simple majority vote of the Board.*

*Regardless of the start date, the terms of public member(s) of the Administrative, Budget & Finance, Engineering and Environmental Committees shall end on December 31<sup>st</sup> of each year.*

*As per LADOC Charter: Each member of the Committee shall serve for a term of minimum one year, to be reviewed by the Board each year at the December meeting, or soon thereafter. Terms shall be alternated as possible to enable continuation of the Committee by experienced members to help carry on the work of the Committee.*

The District's current 5 standing committees:

- Administration Committee - 2 Board members and 3 public members
- Budget & Finance Committee - 2 Board members and 2 public members
- Engineering Committee - 2 Board members and 3 public members
- Environmental Committee - 2 Board members and 3 public members
- Lompico Assessment District Oversight Committee - 4 public members

The District advertised openings for public members to the standing committees on November 15 - December 27, 2019. Following is a listing of the applicant's choices and current committee assignments. Attached are the applications that were received.

## COMMITTEE CHOICES

Name	Admin	B & F	Eng	Enviro	LADOC
Architzel		1*			
Benkert	1*				
Bounds	1*			2	
Fresco				1*	
Hagen					1*
Herbst				1	
Ladd	2		1	3	
Lande			1		
LoBallbo					1*
Loewen				2	1*
Mahood			1*		
Norton					1*
O'Connor				1*	
Rhoades				1	
Smolley			1*		

\* current  
member



# 2020 Committee Application Form

Thank you for your interest in participating in a SLWWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated. Applicants must be residents of the San Lorenzo Valley Water District.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hossack@slwvd.com](mailto:hossack@slwvd.com) by December 27, 2019 at 3:00 pm

## Personal Details

Name: Stephen (Steve) Architzel Mr.  Mrs.  Miss  Ms.

Address: 6425 Wright Street, Felton, CA 95018

Telephone: (Home) None (Mobile) 301-793-1551

E-Mail: SteveArchie@gmail.com

## The Committees

- **Administration Committee**  
The Committee is responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- **Budget & Finance Committee**  
The Committee is responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.
- **Engineering Committee**  
The Committee is responsible to review matters of design, construction, replacement and repair of District facilities including: the Capital Improvement Program; Master Plans; and other engineering/operational and planning related matters.
- **Environmental Committee**  
The Committee is responsible to review matters of stewardship of the District property, including: Urban Water Management Plans; Water Conservation Programs; Classic Watershed Education Grants; watershed management; resource management; and other environmentally related matters.
- **Lompico Assessment District Oversight Committee (LADOC)**  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one committee at a time.

1. Budget and Finance 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

# Steve Architzel

MBA, EMPA, CFE, CDFM

## Education and Certifications

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**Masters of Business Administration (MBA)** 2012

**Executive Masters of Public Administration (EMPA)**

Via "Defense Comptrollership Program"

Syracuse University

GPA: 3.88; Semester Hours completed: 60

**Bachelor of Science** 2007

Majors (Double): Accounting & Economics

Minor: Business Administration

Frostburg State University

GPA: 3.50; Semester Hours completed: 159

Honors Program Graduate; Member of Student Government's Senate Finance Committee

## Certifications

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**Certified Fraud Examiner (CFE)** 2019

Association of Certified Fraud Examiners

**Certified Defense Financial Manager (CDFM)** 2012

American Society of Military Comptrollers

## Employment

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### Principal Auditor, University of California, Santa Cruz

July 2017 – Present

Job Duties: Independently plan, execute, and report results of audits, advisory services, and investigations. Specifically:

- Planning involves:
  - Researching and interpreting regulations, laws, Standard Operating Procedures, and common practices pertaining to projects being developed.
  - Developing audit guides and methodology to complete complex audits in accordance with the Institute of Internal Auditors standards.
  - Interviewing key personnel to understand processes for the organization in question.
- Executing involves:
  - Collecting data based on planned methodology. Interviewing clients, pulling data from databases, and observing processes.
  - Comparing observed practices and documentation against common standards/criteria for compliance and accuracy.
  - Identifying and testing the effectiveness of key internal controls.
  - Developing findings and recommendations to correct internal control weaknesses or inefficiencies.
- Reporting involves:
  - Thoroughly documenting work such that others could recreate my analysis.
  - Clearly presenting findings of complex work in well-supported and easy to understand reports.

### Audit Team Leader, Department of Defense, Office of Inspector General (DODIG)

June 2015 – August 2017

Job Duties: Provide leadership to a team of 2-4 auditors to plan, execute, and report results of audits. Planning, Executing, and Reporting processes mirror those of current UCSC Principal Auditor Position, but at team leader level.

- Leadership of 2-4 staff involved:
  - Assigning and reviewing work of staff based on work priorities and their capabilities.
  - Planning training/development needs for staff.
- Additional duties in this role included:
  - Protection of highly sensitive government data
  - Providing briefings of audit results to senior military officers and civilian executives
- Audit topics covered primarily related to the effectiveness of military training.

### **Auditor, U.S. Army Audit Agency (USAAA)**

June 2010 – June 2015 (*Also May 2005 – June 2010 in lower grade positions*)

Job Duties: Independently plan, execute, and report results of audits (specific duties within these areas largely mirrored that of UCSC Principal Auditor). Audit topics coverage included: environmental compliance, force protection, supply, and logistics audits.

Prior to 2010 I also served in other U.S. Army Audit Agency positions:

- Staff Auditor (various grades), May 2007 – June 2010
- Student Intern, May 2005 – May 2007

## **Community Engagement**

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

Public Board Member of Budget and Finance Committee

June 2019-Present

*Contributed to strategic financial decisions for the San Lorenzo Valley Water District which has an annual budget of \$19.8 Million (as of FY 2019-2020) and serves more than 7,900 homes and businesses.*

## **Job Skills**

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### **Technical Skills Related to Audits, Advisory Work, and Investigations**

#### **Compliance and Organizational Improvement**

~~As an internal performance auditor, I have over thirteen years of experience related to evaluating the~~ organization's compliance with laws, regulations, and policies. Likewise I have experience recommending performance improvements to these projects, and working with senior leadership to evaluate implementation of these recommendations.

- During the Audit of Excalibur Accountability Gap, Iraq I evaluated individual unit's ammunition accountability processes in Iraq and the implementation of the Army's "Command Supply Discipline Program" within these units. I subsequently developed recommendations associated with redesigning ammunition accountability processes within Iraq. The implementation of this recommendation improved the controls to prevent the loss of ammunition accountability within Army units deployed within Iraq.
- During the Audit of Financial Liability Investigations of Property Loss (FLIPL) Processing I evaluated processes at a number of units within the Active Army, National Guard, and Reserve related to processing FLIPLs. I developed recommendations associated with improving the monitoring, reporting, and oversight of FLIPL processing.

I have been instrumental in developing process improvements that resulted in monetary benefits on a number of efforts and in each instance command concurred with recommendations and estimated Potential Monetary Benefits:

- \$11.2 million savings associated with reducing the premature disposal of batteries within the Army's Qualified Recycling Program.
- \$3.1 million savings associated with fuel delivery and contract issues in Iraq.
- \$120 million reduction in the Army's annual cost for maintenance and monitoring intrusion detection systems.
- \$10.6 million in implementing assessments within the Army's Energy Management Plans at four installations.

### Planning for Audits, Advisory Services, and Investigations

As my current role as a UCSC Principal Auditor, as well as my prior role as a DODIG Team Leader, I have experience in performing risk assessments in order to develop effective audit programs. I ensure these guides cover high risk areas including those which are susceptible to fraud, waste, and abuse. I ensure audit programs are effective in covering all the areas necessary in order to identify and assess conditions, criteria, causes, and effects, related to potential internal control weaknesses. My years of experience as an internal auditor as well as my Master's degrees in Business Administration and Public Administration provide a great deal of knowledge in determining what areas within an organization are especially susceptible to risk and how to test these risk areas effectively.

### Data Analysis and Execution

I have a great deal of experience in gathering and interpreting audit data through interviews, observations, email correspondence, and data analysis. I have thorough knowledge of auditing principles, theories, techniques, and standards including Generally Accepted Government Auditing Standards.

- I can ask relevant questions during interviews to clarify and complete the information needed. I led a large number of interviews during site visits, over the telephone and over email correspondence. Further I have experience running both very sensitive and very contentious interviews with individuals.
- I evaluate observed processes and compare observations against common standards/criteria for those processes.
- I analyzed data, authored procedures on data reliability, and worked with statisticians to develop sampling procedures.
- I am able to distinguish between fact and opinion, and I am able to come to reasonable and logical conclusions based on evidence gathered.

Analyzing and determining useful findings from complex data is perhaps one of my greatest strengths. I have proven to be extremely savvy at figuring out how to effectively use data in order to derive conclusions which are logical, easy to understand, and impactful. Nearly every project I have ever worked on involved a great deal of data analysis and therefore I have a great deal of experience in working with databases and using data analysis techniques such as querying, developing samples, and using advanced functionalities such as pivot tables, etc.

### Written Communication and Products

I have experience independently developing audit and investigation products independently to include reports, briefing charts, and other correspondence. I demonstrate diligence in my work, completing tasks accurately, with minimal errors, and within required timeframes. Additionally, I am technically competent in supporting statements of fact within all products and have assisted team members in these documentation techniques.

I regularly prepare supporting documents according to generally accepted government auditing standards. I have experience:

- Drafting a relevant purpose and scope for audit work
- Researching and subsequently determining appropriate criteria to evaluate the chosen purpose (criteria can include laws, policies, regulations, internal controls, and Standard Operating Procedures).
- Assessing compliance and internal controls for the given criteria.
- Clearly organizing my results and conclusions in a way which is logical, concise, and supportable.

I have experience in writing clear, concise, and convincing audit and investigation reports. For example, I was the Team Leader in charge of developing the DODIG report "Army National Guard Companies Have Not Developed Effective Training Programs to Attain or Sustain Mission Essential Task Proficiency" which was



extremely high profile and won the DODIG's "Performance Report of the year." That report was provided to, and responded by, the Secretary of the Army and copies were sent to the Secretary of Defense, and various members of the U.S. Senate.

## Soft Skills

### Team Building and Leadership

I guide and motivate those I work with to accomplish our objectives while sustaining a positive work environment. I am easy to talk with while being motivated to accomplish common objectives. I have proven to be trustworthy and a person whose advice is sought by all members of the team. Additionally, I foster open communication with clients.

I have previously served in roles involving overseeing the full range of audit processes. Specifically, during my role as a Team Leader with the DODIG, I was responsible for assigning work based on the requirements and priorities of the audit and the capabilities of three subordinate team members. I reviewed working papers of these team members and provide technical and administrative guidance on a day-to-day basis. I also met regularly with team members to discuss their development and tailored work assignments to ensure team members gained experience in a broad range of critical skills.

In my current role as a UCSC principal auditor I have sought out opportunities to continue providing mentorship to others. Since joining UCSC in July 2017, I have taken a primary role in providing real world auditing experience to six different interns. I have spent time teaching them basic auditing practices, given them genuine auditing tasks that they could learn from, and provided advice and feedback for those interested in pursuing a career in auditing.

I am candid, but tactful, and private when delivering feedback. Junior auditors and interns trust my input and come to me for advice. I am often referred to as the "go-to" expert on teaching technical skills to other auditors.

## Awards

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### USCS

- Earned a UCSC "Star Award" in May 2018.

### DODIG

- As Team leader, my report related to Brigade Combat Team training won the DODIG's 2017 "Performance Report of the year."
  - Earned a Performance award in February 2016 and chosen as the Readiness and Cyber Operations Directorate's nominee for the "Senior Auditor of the 4th Quarter".
- 

### U.S. Army Audit Agency

- Earned a Performance award in May 2014 for my work on the Audit of Financial Liability Investigations of Property Loss (FLIPL) Processing.
- Graduated in top 20% of 2012 Defense Comptrollership Program class, earning membership into the Beta Gamma Sigma honor society
- Earned a Performance award in January 2011 for my downrange work in Iraq on the Audit of Bulk fuel and Excalibur Accountability.
- Earned an On-the-spot award in April 2011 for my work in re-posturing Army Audit Agency equipment out of Iraq and preparing standard operating procedures to be used in Iraq and served as a template for Afghanistan re-posturing.
- Earned On-the-spot award in March 2009 for writing up an article which would be read by newly hired Army Audit Agency employees.
- Earned a Special act award in 2008 for my work on the Audit of Intrusion Detection Systems.

**References are available on request.**

Current Admin

RECEIVED

Agenda: 1.9.2020  
Item: 11a

DEC 27 2019

SAN LORENZO VALLEY  
WATER DISTRICT



# Committee Application Form

Thank you for your interest in participating in a SLWVD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hmorrison@slvwd.com.

## Personal Details

Name: Andy Benkert Mr.  Mrs.  Miss  Ms.

Postal Address: Po Box 231 Ben Lomond 95005

Telephone: (Home) NA (Mobile) 408-656-3883

E-Mail: andybenkert@gmail.com

Committee you would like to serve on: Administrative Cmtc.

## Expectations

Be prepared to participate in a monthly Committee meeting (or quarterly for the Lompico Assessment District Oversight Committee). Learn about the water resources of our Valley. Participate in the rewarding experience of providing service to your community.

## Why You Want to Participate

Please use the back of this form to add more information and/or attach a resume

I have had a long-term interest in water resources and policy. I briefly served as an alternate on ~~the~~ a Santa Clara Valley Water District committee, and served a term and a half on the Fish & Game Commission for Santa Clara County. Now I would like to serve the community and learn more about our water resources here in the SLV.



# 2020 Committee Application Form

Thank you for your interest in participating in a SLVWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated. Applicants must be residents of the San Lorenzo Valley Water District.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by December 27, 2019 at 3:00 pm

## Personal Details

Name: M'Liss Bounds Mr.  Mrs.  Miss  Ms.

Address: 16095 Kings Creek Road, Boulder Creek, CA 95006

Telephone: (Home) \_\_\_\_\_ (Mobile) 831-331-7959

E-Mail: boundses@gmail.com

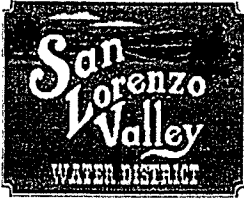
## The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- Budget & Finance Committee  
The Committee is responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.
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- Lompico Assessment District Oversight Committee (LADOC)  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one committee at a time.

1. Administrative 2. Environmental 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to



2020

# Committee Application Form

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## Personal Details

Name: ELAINE FRESCO Mr.  Mrs.  Miss  Ms.

Address: 1221 FETHERSTON WAY, FELTON, CA 95018

Telephone: (Home) 831-335-0246 (Mobile) 213-503-8503

E-Mail: ecfresco@gmail.com

## The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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1. ENVIRONMENTAL 2. \_\_\_\_\_ 3. \_\_\_\_\_

I have enjoyed the time I have spent on the Environmental Committee during this last year and have learned a tremendous amount. I would like to re-apply for 2020.

Over this past year, I have learned much about the intricacies of our water district.

I understand that because the SLVWD uses different sources of water, with water users spread out over large distances, the task of supplying water is challenging and expensive.

I have become more familiar with the problems the District has with its old and neglected infrastructure, the issues of pest management, and the need to prepare for disaster, including fire, earthquakes, drought and flooding.

I have gotten to know and appreciate the different members of the Board and the volunteers on the Committees.

My goals and beliefs are similar but more specific than the ones that inspired me to apply last year. Some of the issues that are important to me are:

-In order to ensure a safe and sustainable supply of water, I believe that the SLVWD should protect the health of the watershed, including fauna and flora.

-I think we should research strategies for increasing income to pay for failing infrastructure without hurting ratepayers with limited resources.

-I am happy that we are working on a pest control program that will guide the District in safe and effective ways to deal with invasive plants and destructive pests.

-I think that the District needs better public outreach to inform rate payers about District policies and projects and to teach them ways to conserve water and prevent problems with water pollution.

-I believe that the District should be implementing ways to reduce gas emissions, in an attempt to mitigate Climate Change.

-I am happy to support the District's intention to hire a consultant to help us create a Fire Management Plan.

---

I am looking forward to participating in the conflict resolution meetings and participating in the discussion about the goals and priorities for the SLVWD. As I have attended Board and Committee meetings, I have become aware of how much time and effort the Members of the Board are devoting to the District and the contributions they all make. I want to continue to work with them in the most productive way possible.



# Lompico Assessment District Oversight Committee Form

**RECEIVED**

DEC 27 2019

SAN LORENZO VALLEY  
WATER DISTRICT

Thank you for your interest in participating in LADOC.

Members of the public play a vital role in shaping the District and your willingness to contribute time and energy is greatly appreciated.

Please send your completed application and your resume or other information to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com)

## Personal Details

Name: Norman Hagen

Postal Address: 12320 Lompico Rd.

Telephone: (Home) 831 335-0305

(Mobile) 831 515-2347

E-Mail: hagennor@comcast.net

## The Committee

This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. We require that you be a resident of AD 2016-1. This committee meets quarterly.

## Why You Want to Participate

I feel it is important to make sure the water district fulfills the conditions of the merger. I want to ensure the residents of Lompico are being represented. I want to make sure the projects are completed in a cost effective and timely manner. I believe I can be an effective representative between the people of my community and the SLV water board.



2020

# Committee Application Form

Agenda: 1.9.2020  
11a  
**RECEIVED**  
DEC 27 2019  
SAN LORENZO VALLEY  
WATER DISTRICT

Thank you for your interest in participating in a SLWWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated. Applicants must be residents of the San Lorenzo Valley Water District.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slwwd.com](mailto:hhossack@slwwd.com) by December 27, 2019 at 3:00 pm

## Personal Details

Name: David Herbst Ph. D. Mr.  Mrs.  Miss  Ms.

Address: 8245 High Road

Telephone: (Home) 760 258-6066 (Mobile) Same

E-Mail: dherbst@ucsc.edu

## The Committees

- **Administration Committee**  
The Committee is responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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List the Committee(s) you are interested in participating in: A Public Member can only serve on one committee at a time.

1. Environment      2. \_\_\_\_\_      3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

I'm a research scientist with UCSC, with an appointment in the Institute of Marine Sciences but I do research in freshwater ecology including streams and rivers of the central coast and Sierra Nevada. I've done extensive research in the watershed of the San Lorenzo River, I will have the background to help evaluate water quality, river habitat, fire impacts, climate change and other concerns related to protection and management of water resources.

I've lived in Ben Lomond since 2017 but have done research here since 2007.

---

I think I can help give technical expertise and advice from the Environment Committee to the SLWD Board.





2020

SAN LORENZO VALLEY WATER DISTRICT

# Committee Application Form

Thank you for your interest in participating in a SLVWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated. Applicants must be residents of the San Lorenzo Valley Water District.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by December 27, 2019 at 3:00 pm

## Personal Details

Name: DAVID LADD Mr.  Mrs.  Miss  Ms.

Address: 5324 PLATEAU DR. FELTON, CA. 95018

Telephone: (Home) N/A (Mobile) 831-246-4586

E-Mail: DJLADDSKI@GMAIL.COM

## The Committees

- **Administration Committee**  
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1. ENGINEERING 2. ADMINISTRATION 3. ENVIRONMENTAL

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

I WOULD LIKE TO PARTICIPATE BECAUSE:

- I AM A LONG TIME RESIDENT OF SLV & A HOMEOWNER-CONSUMER-RATEPAYER OF SLVWD
- I AM INTERESTED IN THE CHANGES BEING PROPOSED, AND I WOULD LIKE TO BE A PART OF SAID CHANGES
- I AM CURRENTLY CHAIRMAN OF THE BOARD OF DIRECTORS OF THE FELTON FIRE PROTECTION DISTRICT.

THANK YOU FOR YOUR CONSIDERATION





I am a retired Engineering Manager who has lived in Felton for over 34 years. My background includes electronics, mechanics and some hydraulics.

I plan on living here for many more years and am very interested and concerned about the state of the infrastructure of our water system

Therefore, I believe I can be a valuable addition to this volunteer group and look forward to being able to assist in its endeavors.

If needed, I can provide a more detailed resume that shows my ~50 years technical and engineering background.



# Lompico Assessment District Oversight Committee Application Form

**RECEIVED**  
DEC 27 2019  
SAN LORENZO VALLEY  
WATER DISTRICT

Thank you for your interest in participating in LADOC.

Members of the public play a vital role in shaping the District and your willingness to contribute greatly appreciated.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95008. Email: hmorrison@slvwd.com

## Personal Details

Name: Mary Ann LoBalbo Mr.  Mrs.  Miss  Ms.

Postal Address: PO Box 501 Felton, CA 95018

Telephone: (Home) (831)335-1117 (Mobile) (831)566-3385

E-Mail: Maryann.LoBalbo@comcast.net

## The Committee

This committee will be made up of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. We ask that you be a customer of the former Lompico water district.

## Why You Want to Participate

Hello,  
My name is Mary Ann LoBalbo and I live in Lompico and was a customer of Lompico Water Company prior to becoming part of SLV Water. I was part of the Lompico Water Company on a few committees and went to many meetings because I wanted to know and be apart of the community water company.  
I did apply the first time for this committee, but was sick and could not make the meeting a few years ago. I have gone to a meeting or two with this committee when it was first formed, but life got busy with some family matters at the time.  
Things a much better and would enjoy working with the team. I currently work for the County in the Department Public Works as the Accounts Payable Supervisor. I also owned my own business and have taken multiple accounting classes and excel. I feel I could be a great asset helping to analyze the information we receive from SLV. I understand great customer service and enjoy talking to the community to bring information to them so they too can understand when needed.  
thank you and I look forward to hearing from you soon!! Mary Ann LoBabo

DEC 27 2019



2020

SAN LORENZO VALLEY  
WATER DISTRICT

# Committee Application Form

Thank you for your interest in participating in a SLWWD Committee.

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Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by December 27, 2019 at 3:00 pm

## Personal Details

Name: DEBRA LOEWEN Mr.  Mrs.  Miss  Ms.

MAIL Address: PO BOX 66165 SCOTTS VALLEY CA 95067  
RESIDENCE - LOMPICO CANYON

Telephone: (Home) 831 335-7963 (Mobile) SAME

E-Mail: LFSOLAR@YAHOO.COM

## The Committees

- **Administration Committee**  
The Committee is responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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1. LADOC 2. ENVIRONMENTAL 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

2020 Committee application  
Debra Loewen

I joined the Lompico Assessment District Oversight Committee in early 2019 and would like to continue serving. Tasks of special interest are completion of the annual report and continued work to fulfill recommendations of the 2018 Grand Jury investigation relating to the assessment district.

I'm interested in and support committee goals of improving communications between the Lompico Canyon community, board and public about the assessment and projects, securing more training and education on how an assessment district works, and in continuing to be an advocate for Lompico projects under the merger agreement.

We've lived in Lompico Canyon since 1978, in a wonderful and dynamic neighborhood where working collaboratively on community projects is normal. Prior to joining SLVWD in 2016 I served on the Lompico Water District Citizens Advisory, whose prime task was communications with canyon residents, including investigating and addressing questions about the merger. I have an extensive background and knowledge of the history, spirit and terms of the merger.

I would be honored to continue serving the above goals.

As an alternate, if not chosen for the Lompico committee, I'd like to serve on the Environmental Committee. Two items of special interest are better communication with ratepayers on what the district is doing for sustainability and the district's creation of an Integrated Pest Management Plan.

---

I believe my 30-year plus background as a contractor and business owner (retired) has given me the experience and skills in analysis, budgeting, and communications that would be useful.

I'd like the opportunity to serve the district and public on either committee.



# 2020 Committee Application Form

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## Personal Details

Name: Gail Mahood Mr.  Mrs.  Miss  Ms.

Address: 910 Jenny Way, Felton, CA 95018

Telephone: (Home) none (Mobile) 650-388-0938

E-Mail: gailmahood1@gmail.com

## The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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1. Engineering 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

See attached.



**Gail A. Mahood**

910 Jenny Way, Felton, CA 95018

Telephone: (650) 388-0938 E-mail: gailmahood1@gmail.com

PERSONAL DATA Born 6/27/1951 U.S. Citizen Married No children

EDUCATION

6/1980 Ph.D., Geology, University of California, Berkeley

6/1976 M.A., Geology, University of California, Berkeley

6/1974 A.B., Geology, University of California, Berkeley

GEOLOGICAL EMPLOYMENT

12/2017-present Professor Emerita  
Dept. of Geological Sciences, Stanford University, Stanford, CA.  
Recalled to 50%-time active duty 12/2017-12/2019.

9/1979-12/2017 Acting Assistant Professor to Assistant Professor to Associate Professor to Professor,  
Dept. of Geological Sciences, Stanford University, Stanford, CA.

- Fellow of the Geological Society of America
- Fellow of the Society of Economic Geologists
- Two dozen grants funded and more than fifty peer-reviewed scientific publications.

**Statement of Interest and Qualifications to Serve on the Engineering Committee of the SLVWD**

I purchased a home in Felton in June 2017, and was soon confronted by mountain living—episodic heavy rains on slopes underlain by poorly consolidated sedimentary rocks—and the paradox of the San Lorenzo Valley—plenty of precipitation but limited storage which results in inadequate supply in drought years. I attended the three workshops presented in the “Understanding Our Water Educational Series” by the Santa Margarita Groundwater Agency in Spring of 2019, and was impressed by the degree of engagement and general knowledge level of many of the citizens in the audience. As a recently retired professor of geology, getting involved in community activities centered on the interaction between surface waters and groundwater seems like a worthwhile thing for me to do.

---

As part of my general geologic knowledge base, acquired out of my own intrinsic interest in the geology of the regions in which I have lived, and the need to master the geology of areas where I led field trips, I have a working knowledge of the geology, earthquake and landslide hazards, and the hydrologic properties of the various rock formations at the surface and underground in the San Lorenzo Valley and in the surrounding Santa Cruz Mountains and coastal regions. I believe this knowledge will, at times, be useful to the Engineering Committee as it considers the siting and repair of infrastructure facilities. Although my research specialty is volcanology, not hydrogeology, I am familiar with the principles behind hydrologic simulations and hydraulic models and with the specialized vocabulary of hydrology. One of the challenges in using such software is to not simply “plug and chug”, but to understand the uncertainties in the predictions of the models based on the limitations of current data and the uncertainties in input parameters. This knowledge may be of use in assessing the results of the model that will underpin the Water Master Plan for SLVWD.

## Lompico Oversight Committee Application

### Personal Details

Name: Antoinette (Toni) Norton

Postal Address: 844 Trinkling Creek Dr, Felton CA 95018

Telephone: (Home) (Mobile) E-Mail: 831-335-7203 home, 408-832-6435 cell,

RECEIVED  
DEC 27 2019  
SAN LORENZO VALLEY  
WATER DISTRICT

### The Committee

This committee will be made up of 5 individuals interested in assisting in the transition of Lompico County Water District in the merger with SLVWD. We ask that you be customers of the former Lompico water district. Your input with SLVWD will be advisory.

### Why You Want to Participate:

As a former member of the Lompico Water District Citizens Advisory committee I played an active role in keeping Lompico Citizens up-to-date with information regarding the status of the possible merger with SLVWD. I was also very active in the Pro-Merger committee, prepared flyers explaining the benefits of the merger and walked door-to-door encouraging Lompicans to vote yes for both the earlier bond and then the Assessment. I feel a responsibility to see this through and ensure that the funds provided by Lompico will be spent appropriately to benefit Lompico.

I'm also a co-founder of the Lompico/Zayante Women's Social Club, active in the community and can reach out and inform our community if the need arises.

I'm retired after a 33 year career with AT&T. My final position was as a Global Results Manager. I also spent many years as an Account Executive and am very comfortable acting as a bridge and advocate between a business organization and the people they serve.

Thank you for considering my application.

currently Environmental

Agenda: 1.9.2020

Item: 11a



2020

RECEIVED

DEC 12 2019

Committee Application Form

Thank you for your interest in participating in a SLVWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated. Applicants must be residents of the San Lorenzo Valley Water District.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by December 27, 2019 at 3:00 pm

Personal Details

Name: Kevin O'Connor Mr. Mrs. Miss Ms.

Address: 311 Fall Creek Dr. Felton, CA 95018

Telephone: (Home) (Mobile) 831-421-2396

E-Mail: kevincoconnor@hotmail.com

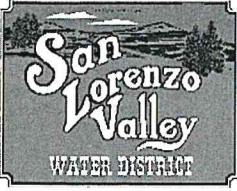
The Committees

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1. Environmental 2. 3.

Please use the back of this form to tell us why you would like to participate and/or attach a resume.



DEC 27 2019

SAN LORENZO VALLEY WATER DISTRICT

2020

# Committee Application Form

Thank you for your interest in participating in a SLVWD Committee.

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Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by December 27, 2019 at 3:00 pm

## Personal Details

Name: Michael Rhoades Mr.  Mrs.  Miss  Ms.

Address: 10282 California Drive Ben Lomond CA

Telephone: (Home) 831.336.8829 (Mobile) 831.246.0334

E-Mail: mrhoades66@gmail.com

## The Committees

- **Administration Committee**  
The Committee is responsible for matters of internal and external administrative matters including: communications, staffing and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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1. Environmental 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

**Michael Rhoades**  
10282 California Drive  
Ben Lomond, CA 95005  
(831) 246-0334 mrhoades66@gmail.com

## **Experience**

**Program Manager II - Natural Resources Management**  
County of Santa Clara  
Department of Parks and Recreation

**April 2017 – Present**

As Manager of the Natural Resources Management Program, I manage a twelve-person resource management program responsible for the protection and improvement of natural resources within our 52,000-acre park system. Program focus areas include rangeland management, forest health, tree safety, habitat enhancement, vegetation management and backcountry trail construction. Responsibilities include strategic planning and work plan prioritization and oversight, direct project management, developing policies and standards and leading the professional and technical development of the staff. Current project include development of a Conservation Easement and Conservation Area Management Plan, Forest Health Plan preparation and implementation of a recently-completed forest plan, technical review and strategic planning of restoration feasibility study for habitat ponds, expansion of Parks' prescribed fire program, rangeland management improvements and grazing license renewal, road relocation and rehabilitation planning, conservation corps and inmate crew labor contracts. As Program Manager, I oversee an approximately \$500,000 base Natural Resources Management budget, and an approximately \$400,000 base Trails Program budget. T

My day to day responsibilities include overseeing Natural Resources Management Program coordination with Parks' Planning, Real Estate, Construction Services, Maintenance, Operations, and Customer and Business Services divisions. I serve as Park's liaison to other key partners, such as the Santa Cruz Mountains Stewardship Network, Cal Fire, Santa Clara County Fire, Santa Clara Valley Water District, California Department of Fish and Wildlife and Bay Area Prescribed Fire Council.

**Program Manager II**  
County of Santa Clara  
Consumer and Environmental Protection Agency

**2014 – 2017**

As Program Manager of the County's Clean Water Program I was responsible for ensuring the County meets the requirements of two NPDES stormwater discharge permits that have the fundamental purpose of protection surface water quality. The duties of the Clean Water Program Manager include preparation of program work plans, training and orientation of staff to permit requirements, program objectives, and work plan tasks, cross-coordination with other departments to foster knowledge of creek, river and reservoir stewardship, providing periodic updates on program challenges and accomplishments to the directors of partner departments, and keeping the Board of Supervisors and/or subcommittees apprised of progress towards meeting watershed protection mandates. I assess the performance the program's performance through analysis of program outcomes and activities (i.e., facility inspections completed, pollutant discharges prevented) and progress towards achieving broader program objectives.

**Project Manager**  
David J. Powers and Associates

**2013 – 2014**

As Project Manager with David J. Powers and Associates I was directly responsible for analyzing the environmental impacts of public and private development projects, by assessing project conformance with the Fish and Wildlife Code, riparian habitat policies, flood zone requirements, air quality regulations and NPDES stormwater permit requirements. I prepared California Environmental Quality Act (CEQA) documentation (i.e., Initial Studies, Mitigated Negative Declarations and Environmental Impact Reports). I oversaw the work of subconsultants including biologists, archaeologists, civil engineers and historians conducted specialized analyses, and prepared summaries of their technical reports for consideration by municipal officials and other stakeholders.

**Supervising Environmental Services Specialist**  
City of San Jose  
Environmental Services Department-Watershed Protection Division

**2009 – 2013**

As a Supervising Environmental Services Specialist, I led a team for four Watershed Projection planners and engineers responsible for implementing NPDES stormwater permits to protect local creeks, rivers and reservoirs. We developed a neighborhood drainage retrofit project to improve the Guadalupe River watershed and acquired approximately \$1M of grant funds for its implementation. Information available at: <http://www.sanjoseca.gov/index.aspx?NID=478>

**Senior Planner**  
City of San Jose  
Department of Planning, Building and Code Enforcement

**2006 – 2009**

As a Senior Planner on the Environmental Review Team, I supervised a team of four planners and one technician specializing in ensuring project compliance with environmental protection regulations through Planning's environmental review process, including the City's Riparian Corridor Setback Policy. I had direct oversight and responsibility for development of the City's Green Building Policy.

**Planner II**  
City of San Jose

**2003 – 2006**

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As a Planner II on the Environmental Review Team with the City of San Jose, I served as the environmental review project manager to City's Departments of Transportation, Public Works, Parks and Neighborhood Services, and the City's Redevelopment Agency. Advised both public and private projects how to avoid significant environmental impacts and prevent conflicts with Endangered Species Act, Clean Water Act and City's Riparian Corridor Policy and tree protection regulations. I was directly responsible for the preparation of environmental impact analyses for a number a recreational projects, including master plan for the Coyote Creek Trail, Guadalupe River Trail and Penitencia Creek Trail. I represented the City's environmental protection concerns during scoping of a bank stabilization and sediment control project at Alum Rock Park during this time.

**Assistant/ Associate Planner**  
County of Monterey  
Planning and Building Inspection Department

**2002- 2003**

As a Coastal Zone Planner I managed rigorous workload analyzing development proposals in Coastal Monterey County for conformance with the Local Coastal Program, County Zoning Ordinance, habitat protection plans and the County's General Plan, in coordination with the California Coastal Commission and Department of Fish and Game. I conducted research into rural roads maintenance and road decommissioning for the development of County guidance on rural and forest road management. I received training on habitat enhancement through managed grazing from the Elkhorn Slough Foundation during this time.

**Assistant/ Associate Planner**  
Tahoe Regional Planning Agency

**2000- 2002**

I served as a TRPA liaison to agencies implementing a wide range of watershed protection projects funded by the Environmental Improvement Program (EIP), a federally funded program intended to project to improve the clarity of Lake Tahoe. My primary responsibility was to manage agency review and permitting of erosion and sediment control projects implemented by California Tahoe Conservancy, US Forest Service, Caltrans and the Nevada Department of Transportation. Additionally, I was the lead planner for Nevada State Parks, providing early agency input on a new recreational trail at Spooner State Park, and for California State Parks, providing guidance for and eventually issuing permits for an OHV staging area at the Blackwood Canyon Sno-Park.

### **Professional Certifications**

Wildland Firefighter Type 2, NWCG (2019)  
Firefighter 1- Probationary, Ben Lomond Fire District (2019)  
Certified Professional in Storm Water Quality, CPSWQ Inc., 2011.  
Qualified SWPPP Practitioner, 2011.  
Certified Green Building Professional, Build it Green, 2008.  
Lead Forester, Friends of the Urban Forest, 1999.

### **Presentations**

California Stormwater Association (CASQA) 2016 Annual Conference: Panelist: *The Evolution of Regulatory Programs* September 2016  
California Stormwater Association (CASQA) 2012 Annual Conference: *Maximizing LID While Facilitating Smart Growth: The Municipal Regional Permit LID Credit System* September 2012  
California Stormwater Association (CASQA) 2012 Annual Conference: Panelist: *Developing Integrated Projects to Promote LID* September 2012  
Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) Annual C.3 Workshop 2011: *BASMAA's Special Project Proposal: Overview and Examples* September 2011

## **Training**

The Natural Conservancy, USFS, Cal Fire, etc. *Calaveras Prescribed Fire Training Exchange (TRES)*  
November 2018

Elkhorn Slough Foundation: *Managing Visitor Use in Protected Habitats* January 2017

Forest Stewardship Education Program: *Tree Mortality in Santa Clara County* October 2016

Elkhorn Slough Coastal Training Program: *Facilitation Skills for Scientists and Resource Managers*  
December 2012

SCVURPPP Complying with Low Impact Development Requirements for New Development and  
Redevelopment Projects June 2012

SCVURPPP Implementing Low Impact Development Requirements for New Development and  
Redevelopment Projects June 2011

Elkhorn Slough Coastal Training Program: *Environmental Negotiations* February 2011

Wilfred Jarvis Institute: *4 Quadrant Leadership* September 2010

## **Education**

San Francisco State University, Bachelor of Arts in Urban Studies/ Land Use Planning, May 1998





# Committee Application Form

Thank you for your interest in participating in a SLVWD Committee.

Members of the public play a vital role in shaping the District and your willingness to contribute time and effort is greatly appreciated.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hmorrison@slvwd.com.

## Personal Details

Name: Mark Smolley Mr.  Mrs.  Miss  Ms.

Postal Address: 5933 Valley Drive, Felton

Telephone: (Home) \_\_\_\_\_ (Mobile) 650-815-5840

E-Mail: m.smolley@ccm.ta

Committee you would like to serve on: Engineering

## Expectations

Be prepared to participate in a monthly Committee meeting (or quarterly for the Lompico Assessment District Oversight Committee). Learn about the water resources of our Valley. Participate in the rewarding experience of providing service to your community.

## Why You Want to Participate

Please use the back of this form to add more information and/or attach a resume

I recently moved to Felton and I am interested in becoming involved in the local community. My previous community involvement includes serving on the Board of a non-profit organization for six years (Rebuilding Together). I found the experience to be rewarding and informative.  
In addition, my professional experience gives me an understanding of the Water District's services. In my role as a Construction Project Manager for the past 20 years, I supervised the engineering and construction of utilities, including major water pipeline installations. In addition, I managed the installation of groundwater production and monitoring wells.

## MEMO

To: Board of Directors  
From: District Manager  
Prepared by: Engineering Manger  
Subject: Discussion and possible action related to the design of the  
Glen Arbor Bridge Pipeline Replacement Project  
Date: January 9, 2020

### Recommendation:

It is recommended that the Board of Directors find Freitas + Freitas Engineering and Planning Consultants, Inc. to be the top ranked firm and award the consultant contract for the design of the Glen Arbor Bridge Pipeline Replacement Project to Freitas + Freitas Engineering and Planning Consultants, Inc. in the amount of \$54,975 (proposal attached).

### Background

On November 15, 2019 the San Lorenzo Valley Water District (District) advertised a request for proposals (RFP) for consulting services for the design of the Glen Arbor Bridge Pipeline Replacement Project. At 3pm on December 20, 2019, three proposals were received. The following firms submitted proposals:

- MNS Engineers, Inc. \$314,850
- MME Civil Engineers \$157,330
- Freitas + Freitas Engineering, Inc. \$54,975

District staff carefully reviewed the three proposals and determined, based on the proposals and phone conversations with some of the engineering firms, that the proposal from Freitas + Freitas Engineering and Planning Consultants, Inc. in the amount of \$54,975 was the top ranked proposal. Freitas + Freitas Engineering and Planning Consultants, Inc. submitted a proposal which included the lowest fee, a clear understanding of the project issues and proposed completion of the design within the timeframe set forth in the RFP.

**Proposal**  
for  
**Civil Engineering Services**  
**Glen Arbor Bridge Pipeline Replacement**  
**San Lorenzo Valley Water District**  
**Boulder Creek, California**

**December 2019**



**Harkins Slough Bridge Pipeline**  
**Watsonville, CA**

**Freitas Plus Freitas Engineering and Planning Consultants, Inc.**

**3233 Valencia Ave., Suite A1 Aptos, California 95003**

**831-688-1168 [www.freitasplusfreitas.com](http://www.freitasplusfreitas.com)**

**and**

**Dudek**

**725 Front Street, Suite 400, Santa Cruz CA 95060**

**831-600-1400 <https://dudek.com/>**

December 16, 2019

19018

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

Attn: District Engineer (Glen Arbor Bridge RFP)

Subject: Proposal for Engineering Services  
Glen Arbor Bridge Pipeline Replacement

Dear District Engineer:

In accordance with your **November 2019 Request for Proposal**, we are submitting this document for your consideration. As we understand your request, our proposal includes the following elements:

- A. Project Description**
- B. Project management**
- C. Preliminary Design Phase**
- D. Environmental Phase**
- E. Final Design Phase**
- F. Bidding Phase**
- G. Construction Phase**

This proposal is a joint venture with Dudek Incorporated of Santa Cruz, Ca. Formed in 1985, incorporated in 2003, **Freitas Plus Freitas Engineering and Planning Consultants, Inc.** offers engineering and planning services to the Central California coastal area. **Freitas Plus Freitas** is a family owned corporate business. The owners of the business are Michael J. Freitas, Civil Engineer and Melanie Shaffer Freitas, Urban Planner.

Michael Freitas has over 50 years of experience as a Civil Engineer in California. He has extensive experience with public works projects and has served as consulting City Engineer over the years for San Juan Bautista (1980-1981), Morgan Hill (1987) and Soledad (1998 and 1999). He is a pre 1984 Registered Civil Engineer and can review, approve and sign all required map under the Subdivision Map Act. He also has extensive experience designing wastewater and water treatment plants, pump stations, water storage facilities, hydrology studies and flood control studies. He prepared the complete design of all treatment plant and pumping plants including structural, mechanical, electrical, control and telemetry required to complete the designs.

**Dudek** Santa Cruz are environmental planners, scientists and engineers who help clients plan, design and build projects that improve communities' built and natural infrastructure. They are creative, pragmatic problem-solvers working at the intersection of science, engineering, regulations, and multiple stakeholders' interest to help clients achieve project goals. They have over 600 multidisciplinary employees; are employee-owned; were founded in 1980; and are home based in Encinitas, California

Dudek project manager will be Stephanie Strelow.

As you will see, we have worked on and completed many public works projects including water and wastewater projects in the central California coastal areas of south Santa Clara County, Santa Cruz County and Monterey County and are very familiar with the requirements of the Regional Water Quality Control Board and the Drinking Water Division of California government.

We have included with this proposal the following:

- A. Preliminary Bridge Plan
- B. Resume of Michael J. Freitas
- C. Resume of Stephanie Strelow
- D. Construction Drawings For Harkins Slough Bridge Pipeline
- E. Dudek Information

Our preliminary fee estimate for the work is \$54,975.

Thank you for considering **Freitas + Freitas Engineering and Planning Consultants, Inc.** and **Dudek** for this important work.

If you have any questions, please call me.

Sincerely,

*Michael J. Freitas*

Michael J. Freitas

**Freitas + Freitas Engineering and Planning Consultants, Inc**



Enclosure: **Proposal**

**Proposal  
for  
Civil Engineering Services  
Glen Arbor Bridge Pipeline Replacement  
San Lorenzo Valley Water District  
Boulder Creek, California**

**A. Project Description**

The District proposes to design and construct a new 8-inch ductile iron water main to replace the existing leaking 6-inch water main located within the bridge structure. The new water main will extend a minimum of ten feet beyond the existing abutments on either side of the bridge. The existing main will be operational until the new main is complete, tested and ready to receive potable water. The scope of work generally includes: traffic control; the new ductile iron water mains including valves, blow-offs and hydrants; disinfection and testing of the new piping; connecting to the existing distribution system and pavement restoration. All work shall conform to SLVWD's water system construction standards and Santa Cruz County construction standards.

**B. Project Management**

The objective of this project will be to replace the existing leaking pipeline located in the bridge structure with a new pipeline which will be accessible should repair be needed. As previously stated the existing pipeline is located inside the bridge structure and inaccessible for observation or repair.

The project will be managed by Michael Freitas. Michael Freitas has over 50 years of experience as a Civil Engineer in California. He has extensive experience with public works projects and has served as consulting City Engineer for Morgan Hill (1987) and Soledad (1998 and 1999).. He also has extensive experience designing wastewater and water treatment plants, pump stations, water storage facilities, hydrology studies and flood control studies. He prepared the complete design of all treatment plant and pumping plants including structural, mechanical, electrical, control and telemetry required to complete the designs.

He will be available at least one meeting each month during the design portion of the project and additional meetings to review project status at key milestones. Meetings will be held at the District's main office.

Dudek Santa Cruz work will be managed by Stephanie Strelow.

**C. Project Approach**

The project will be undertaken in five phases as shown below:

1. Preliminary Design Phase
2. Environmental Phase
3. Final Design Phase
4. Bidding Phase
5. Construction Phase

The **Preliminary Design Phase** will be preformed by **Freitas + Freitas Engineering and Planning Consultants, Inc.** and will consist of the following items of work:

- a. Preparation of preliminary design phase documents consisting of final design criteria, preliminary drawings, outline specifications and a preliminary cost estimates.
- b. Preparation of necessary field surveys, topographic and utility mapping for design purposes.
- c. Submittal of a Preliminary Design Phase Report consisting of the preliminary design phase documents and any other deliverables to District and review them with District.

The **Environmental Phase** will be performed by **Dudek** and will consist of the following items of work:

- a. Prepare the CEQA Initial Study for the project.
  - a. Project description
  - b. Environmental settings, impacts and mitigation
  - c. CEQA checklist
  - d. Graphics
  - e. Biological Resources
  - f. Cultural resources
  - g. Construction impacts – air quality, noise, traffic
  - h. Geology
  - i. Hydrology/Water Quality
  - j. Other CEQA requirements
- b. Revise Initial Study/Prepare Draft Initial Study
- c. Respond to comments
- d. Prepare Mitigation Monitoring Report
- e. Prepare a memo for the SLVWD Board and present the item to the Board at a public hearing. Answer questions as necessary.
- f. Complete other environmental documents and/or filings as necessary.

The **Design Phase** will be performed by **Freitas + Freitas Engineering and Planning Consultants, Inc.** and will consist of the following items of work:

- a. Preparation of final drawings, specifications and estimate indicating the scope, extent, and character of the construction work to be performed and furnished by Contractor.
- b. As an agent of the District, obtain permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the project. This includes, but is not limited to, approval of construction drawings and specifications related to the attachment of the water main to the Glen Arbor Bridge which is maintained by the County of Santa Cruz and traffic control and pavement restoration which is overseen by both the County of Santa Cruz and Cal Trans. Represent the District in consultations with such authorities, and revise the drawings and specifications in response to directives from such authorities.
- c. Preparation of bidding documents (Plans, Specifications and Estimate) for review by the District, its legal counsel, and regulatory agencies. Assist District in the preparation of other related documents.
- d. Revision of the bidding documents in accordance with comments and instructions from District staff, and submittal of required documents.

The **Bidding Phase** will be performed by **Freitas + Freitas Engineering and Planning Consultants, Inc.** and will consist of the following items of work:

- a. Assist District in advertising for and obtaining bids for the work and, where applicable, maintain a record of prospective bidders to whom bidding documents have been issued.
- b. Attend pre-bid conferences.
- c. Prepare addenda as necessary to clarify, correct or change the bidding documents.
- d. Provide information or assistance needed by District in the course of any negotiations with prospective contractors.
- e. Consult with District as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the work as to which such acceptability is required by the bidding documents.
- f. Determine the acceptability of substitute materials and equipment proposed during the bidding or negotiating phase when substitution prior to the award of contracts is allowed by the bidding documents.
- g. Assist District in evaluating bids and in assembling and awarding contracts for the work.

The **Construction Phase** will be performed by **Freitas + Freitas Engineering and Planning Consultants, Inc.** and will consist of the following items of work:

- a. Issue necessary clarifications and interpretations of the contract documents as appropriate to the orderly completion of contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the contract documents.
- b. Review and approve or take other appropriate action with respect to shop drawings and samples and other data which contractor is required to submit, but only for conformance with the information given in the contract documents and compatibility with the design concept of the completed project as a functioning whole as indicated by the contract documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any contractor's submittal schedule that engineer has accepted.
- c. Evaluate and determine the acceptability of substitute or "or- equal" materials and equipment proposed by contractor.

#### **D. Prime Consultant and Project Team**

The prime consultant will be Michael Freitas of **Freitas + Freitas Engineering and Planning Consultants, Inc. Engineering and Planning Consultants, Inc.**, Aptos California. His resume is included as **Attachment B**.

Formed in 1985, incorporated in 2003, **Freitas Plus Freitas Engineering and Planning Consultants, Inc.** offers engineering and planning services to the Central California coastal area. **Freitas Plus Freitas** is a family owned corporate business. The owners of the business are Michael J. Freitas, Civil Engineer and Melanie Shaffer Freitas, Urban Planner.

Michael Freitas has over 50 years of experience as a Civil Engineer in California. He has extensive experience with public works projects and has served as consulting City Engineer over the years for San Juan Bautista (1980-1981), Morgan Hill (1987) and Soledad (1998 and 1999). He is a pre 1984 Registered Civil Engineer and can review, approve and sign all required map under the Subdivision Map Act. He also has extensive experience designing wastewater and water treatment plants, pump stations, water storage facilities, hydrology studies and flood control studies. He prepared the complete design of all treatment plant and pumping plants including structural, mechanical, electrical, control and telemetry required to complete the designs. His resume is included.

The main contact will be:

Michael Freitas  
**Freitas + Freitas Engineering and Planning Consultant, Inc.**  
3233 Valencia Ave, Suite A1  
Aptos, CA 95003  
831-688-1168fr8tus@aol.com

The project team will be Michael Freitas and Stephanie Strelow of Dudek. Stephanie Strelow has over 30 years performing environmental analysis. Her resume is included as **Attachment C**.

**Dudek** has completed many projects which succeed through deep technical expertise and outstanding project management. They succeed through people relationships and see their clients as individuals who want to help succeed by:

- Listening to and understanding your project need
- Committing to collaboration and communication
- Keeping your best interests at the heart of every decision
- Being an easy and enjoyable partner to work with

**Dudek's** Qualifications are shown on **Attachment D**.



**E. General Description Of Your Firm's Background and Project Qualifications.**

**Freitas + Freitas Engineering and Planning Consultants, Inc.** and Michael Freitas have extensive experience designing wastewater and water treatment plants, pump stations, water storage facilities, hydrology studies and flood control studies. He prepared the complete design of all treatment plant and pumping plants including structural, mechanical, electrical, control and telemetry required to complete the designs.

Michael has designed over 30 water storage tanks including among others Monte Toyon and Cornwell Tanks for Soquel Creek Water District; Coyote Park, Stevens Creek Park, Muriel Wright Ranch and Sanborn Park for Santa Clara County Parks; University of California Santa Cruz; Carr Tank, Rea Tank and Oakridge Tank for Aromas Water District and 3 tanks for the City Of Greenfield.

Michael has designed over 70 water and wastewater pumping plants including among others 6 wells for the City of Watsonville; 3 wells and 2 pumping plants for City of Greenfield; a well and booster pump station for Aromas Water District; 3 pumping plants for the City of Soledad; a well for Cabrillo College; 4 pumping plants for Soquel Creek Water District; 2 pumping plants for Central Water District and 6 pump stations for The City of Morgan Hill.

Michael has prepared and recently completed USDA funded projects for Aromas Water District and Colonial Oak Mutual Water Company (Prunedale CA).

We have no past bankruptcy filings, no contract or subcontract by the firm which has been terminated, no default or claims that have resulted in litigation or arbitration during our 35 years of operation..

**Dudek's** qualifications are shown in **Attachment D**.

**F. Project Organization and Management**

**Freitas + Freitas Engineering and Planning Consultants, Inc.** will do all the engineering work and **Dudek** will do all the environmental compliance and CEQA work.

The project will be managed by Michael J. Freitas.

**G. Describe The Firm's Capacity To Perform The Work Within The Time Limitations**

Assuming that a contract can be entered in January 2020, all work to put the construction project out to bid will be completed by September 2020.

**H. Recent Similar Projects**

**Freitas + Freitas Engineering and Planning Consultants, Inc.** has completed the engineering design and construction management of the installation of a 12" DIP pipeline attached under the Harkins Slough Bridge for the City of Watsonville CA. The drawings for this project are shown in **Attachment D**.

A preliminary plan for this project is shown on **Attachment A**.

**I. Experience and Past Performances**

1. Project/Client Name: Oak Ridge/Via Del Sol Water System for Aromas Water District  
Project Location (City, State): Prunedale, California  
Describe Project Type: Water System including pipelines, pump station and tank  
List Services Your Firm Performed: Feasibility Study, construction design, assessment engineering.  
Total Gross Billings For Your Firm's Services: \$205,000.00  
Construction Cost: \$2,000,000  
Status: Completed 7/17

2. Project/Client Name: Sewage Lift Station H for City of Morgan Hill  
Project Location (City, State): Morgan Hill, California  
Describe Project Type: Design of Sewage Pump Station  
List Services Your Firm Performed: Construction Plan Preparation & Shop Drawing Review  
Total Gross Billings For Your Firm's Services: \$45,000  
Construction Cost: \$500,000  
Status: Completed 5/14
3. Project/Client Name: Well 9 Treatment Plant for City of Soledad  
Project Location (City, State): Soledad, California  
Describe Project Type: Iron/Manganese Treatment Plant for Well Waters  
List Services Your Firm Performed: Construction Document Preparation, Shop Drawing Review  
Total Gross Billings For Your Firm's Services: \$75,000  
Construction Cost: \$650,000  
Status: Construction completed 2/18
4. Project/Client Name: Well 6 Treatment Plant for City of Soledad  
Project Location (City, State): Soledad, California  
Describe Project Type: Replacement and refurbishment of Well Pump Station  
List Services Your Firm Performed: Feasibility Study and Construction Document Preparation  
Total Gross Billings For Your Firm's Services: \$35,000  
Actual (If Known) Construction Cost: \$250,000  
Status: Completed 6/2018
5. Project/Client Name: Carpenteria Well #2 for Aromas Water District  
Project Location (City, State): Aromas, California  
Describe Project Type: Water Well and Pump Stations  
List Services Your Firm Performed: Feasibility Report, Construction Documents, Shop Drawing Review  
Total Gross Billings For Your Firm's Services: \$20,000  
Construction Cost: \$150,000  
Status: Completed 9/2013

## **J. Scope of Services and Schedule**

### **The Preliminary Design Phase**

- a. Preparation of preliminary design phase documents consisting of final design criteria, preliminary drawings, outline specifications and a preliminary cost estimates.
- b. Preparation of necessary field surveys, topographic and utility mapping for design purposes.
- c. Submittal of a Preliminary Design Phase Report consisting of the preliminary design phase documents and any other deliverables to District and review them with District.

This **Preliminary Design Phase** will be completed within 2 months of authorization to proceed by San Lorenzo Valley Water District.

### **The Environmental Phase:**

- a. Prepare the CEQA Initial Study for the project.
  - a. Project description
  - b. Environmental settings, impacts and mitigation
  - c. CEQA checklist
  - d. Graphics
  - e. Biological Resources

- f. Cultural resources
  - g. Construction impacts – air quality, noise, traffic
  - h. Geology
  - i. Hydrology/Water Quality
  - j. Other CEQA requirements
- b. Revise Initial Study/Prepare Draft Initial Study
  - c. Respond to comments
  - d. Prepare Mitigation Monitoring Report
  - e. Prepare a memo for the SLVWD Board and present the item to the Board at a public hearing.
  - f. Complete other environmental documents and/or filings as necessary.

This **Environmental Phase** will be completed within 2 months of authorization to proceed by San Lorenzo Valley Water District.

**The Design Phase:**

- a. Preparation of final drawings, specifications and estimate indicating the scope, extent, and character of the construction work to be performed and furnished by Contractor.
- b. As an agent of the District, obtain permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the project. This includes, but is not limited to, approval of construction drawings and specifications related to the attachment of the water main to the Glen Arbor Bridge which is maintained by the County of Santa Cruz and traffic control and pavement restoration which is overseen by both the County of Santa Cruz and Cal Trans. Represent the District in consultations with such authorities, and revise the drawings and specifications in response to directives from such authorities.
- c. Preparation of bidding documents (Plans, Specifications and Estimate) for review by the District, its legal counsel, and regulatory agencies. Assist District in the preparation of other related documents.
- d. Revision of the bidding documents in accordance with comments and instructions from District staff, and submittal of required documents.

This **Design Phase** will be completed within 2 months of approval of Preliminary Design Phase Report completion.

**The Bidding Phase:**

- a. Assist District in advertising for and obtaining bids for the work and, where applicable, maintain a record of prospective bidders to whom bidding documents have been issued.
- b. Attend pre-bid conferences.
- c. Prepare addenda as necessary to clarify, correct or change the bidding documents.
- d. Provide information or assistance needed by District in the course of any negotiations with prospective contractors.
- e. Consult with District as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the work as to which such acceptability is required by the bidding documents.
- f. Determine the acceptability of substitute materials and equipment proposed during the bidding or negotiating phase when substitution prior to the award of contracts is allowed by the bidding documents.
- g. Assist District in evaluating bids and in assembling and awarding contracts for the work.

This **Bidding Phase** will be completed after the bidding documents are approved by San Lorenzo Valley Water District and bids received for the construction work.

**The Construction Phase**

- a. Issue necessary clarifications and interpretations of the contract documents as appropriate to the orderly completion of contractor’s work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the contract documents.
- b. Review and approve or take other appropriate action with respect to shop drawings and samples and other data which contractor is required to submit, but only for conformance with the information given in the contract documents and compatibility with the design concept of the completed project as a functioning whole as indicated by the contract documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any contractor’s submittal schedule that engineer has accepted.
- c. Evaluate and determine the acceptability of substitute or “or- equal” materials and equipment proposed by contractor.

This **Construction Phase** will be completed after the construction work is complete by the selected contractor.

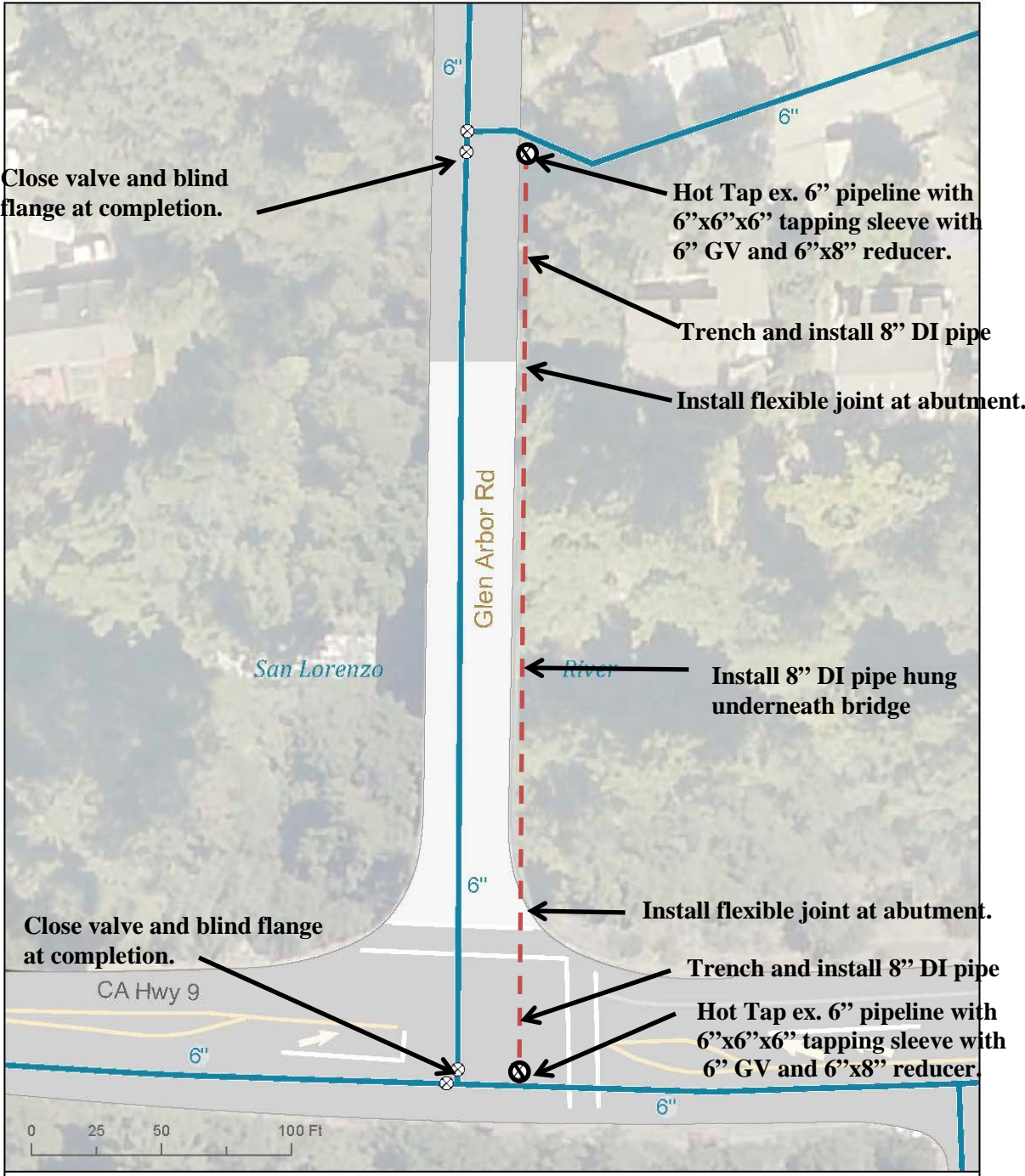
**K. Professional Fee and Fee Schedules**

The task and proposed fee are shown below:

<b>Task and Fee Breakdown</b>		
<b>Tasks 1 - Preliminary Design Phase</b>		
40	hours Principal Engineer @ \$187.50 per hour	\$ 7,500
250	Expenses	\$ 250
	Topographic Survey	\$ 7,500
	<b>Subtotal Task 1</b>	<b>\$ 15,250</b>
<b>Task 2 - Environmental Phase</b>		
50	hours Environmental Project Manager @ \$187.50 per hour	\$ 9,375
250	Expenses	\$ 250
	<b>Subtotal Task 2</b>	<b>\$ 9,625</b>
<b>Tasks 3 - Final Design Phase</b>		
80	hours Principal Engineer @ \$187.50 per hour	\$ 15,000
500	Expenses	\$ 500
	<b>Subtotal Task 3</b>	<b>\$ 15,500</b>
<b>Task 4 - Bidding Phase</b>		
16	hours Principal Engineer @ \$187.50 per hour	\$ 3,000
100	Expenses	\$ 100
	<b>Subtotal Task 4</b>	<b>\$ 3,100</b>
<b>Task 5 - Construction Phase</b>		
60	hours Principal Engineer @ \$187.50 per hour	\$ 11,250
250	Expenses	\$ 250
	<b>Subtotal Task 5</b>	<b>\$ 11,500</b>
	<b>Total Proposed Fee</b>	<b>\$ 54,975</b>

These fees are preliminary and subject to final agreement.

**Attachment A**  
**Preliminary Plan**  
**Preliminary Plan**  
**New Pipeline on Glen Arbor Bridge**  
Scale as shown



**Attachment B**  
**RESUME OF MICHAEL J. FREITAS**

**Freitas + Freitas Engineering & Planning  
Consultants, Inc.**

3233 Valencia Ave, A1  
Aptos, California 96003  
831-688-1168  
fax 831-688-1218  
email - [fr8tus@aol.com](mailto:fr8tus@aol.com)  
[www.freitasplusfreitas.com](http://www.freitasplusfreitas.com)



**EDUCATION:**

Bachelor of Science, Civil Engineering  
Santa Clara University  
June, 1970

**REGISTRATION:**

Professional Engineer, State of California, P.E. No. C23345  
SWPPP Developer QSD No. 21050

**EXPERIENCE:**

Freitas + Freitas Engineering and Planning Consultants, Inc., Santa Cruz, Owner, 1985 to Present  
Mark Thomas & Company, San Jose, Engineer, 1981 to 1985  
Consoer, Townsend & Associates, San Jose, Engineer, 1978 to 1981  
Santa Clara Valley Water District, San Jose, Engineer, 1970 to 1978

**PRINCIPAL AREAS OF EXPERTISE:**

Water Treatment and Supply  
Pumping Plant Design  
Wastewater Treatment  
Flood Control and Hydrology

**AFFILIATIONS:**

American Society of Civil Engineers (ASCE)  
American Water Works Association (AWWA)  
Water Environment Federation (WEF)  
2012 and 2013 President Monterey Bay Section  
Former Chairman and Member, City of Santa Cruz Water Commission  
National Fire Protection Association (NFPA)  
Vista Center for the Blind and Visually Impaired, Palo Alto CA  
Vice President and Board Member 2002 thru Present

Attachment C  
Resume of Stefanie Strelow

# Stephanie Strelow

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## Project Manager

Stephanie Strelow has 35 years' professional experience as an environmental and land use planner, specializing in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents. Ms. Strelow has served the Monterey Bay and Central Coast regions, providing public clients with environmental analysis, resource management, and land use planning services. She has managed multi-disciplinary teams for major regional projects in the Monterey Bay area. She has worked on a diverse range of private and public projects of various sizes and complexity of issues, including highly controversial projects, and has successfully completed adequate and legally defensible environmental documents within specified budgets and schedules.



Stephanie Strelow

*University of California, Santa Cruz BA with Honors, Environmental Planning*

**Professional Affiliations**

*Association of Environmental Professional*

Ms. Strelow has prepared CEQA documents for water and sewer infrastructure projects for agencies throughout the Monterey Bay area, including the City of Santa Cruz Water Department, the City of Monterey Public Works Division, the City of Watsonville, the Aromas Water District, and the Santa Clara Valley Water District. She has prepared CEQA documents for a range of water system projects, including new water supply facilities, water storage facilities, recycled water facilities, pump stations, dams and reservoirs, and transmission pipelines.

## Project Experience

Newell Creek Dam Inlet/Outlet Replacement Project EIR, City of Santa Cruz, California. Project Manager for EIR on major capital improvement project to replace an existing dam inlet/outlet works for the City of Santa Cruz Water Department. The primary project components include a new intake within Loch Lomond Reservoir, new outlet features, and replacement of a segment of the North Creek Pipeline that convey water to the Reservoir from an intake on San Lorenzo River, as well as conveys stored water to the City's Graham Hill Water Treatment Plant. The scope included preparation of technical biological and cultural resources studies, the EIR, and Environmental Package (CEQA Plus) document for the State Water Resources Control Board. Ms. Strelow also oversaw preparation of regulatory permit applications to state and federal agencies, including compensatory mitigation plans with close coordination between City and Dudek teams in responding to Project design and permitting applications.

Felton Booster Pump Station, City of Santa Cruz, California. Prepared Initial Study and Negative Declaration for a series of improvements and upgrades at the city of Santa Cruz Water Department's Felton Booster Pump Station.

Water Pipeline Studies, Cities of Santa Cruz and Watsonville; and Santa Clara Valley Water District, Santa Cruz and Santa Clara Counties, California. Ms. Strelow prepared EIRs and CEQA documents for the city of Watsonville's Beach Road Water Main, the city of Santa Cruz's North Coast Water Line, and the Santa Clara Valley Water District's proposed 5-mile Parallel East Pipeline and East Reservoir Project. As a consultant to Denise Duffy and Associates, Ms. Strelow prepared an EIR/Environmental Assessment for a recycled water pipeline in the former Fort Ord military base in Monterey County.

scwd<sup>2</sup> Regional Desalination Project EIR, City of Santa Cruz, California. Ms. Strelow assisted the city of Santa Cruz, Soquel Creek Water District, and their consultant team with review and assessment of environmental issues and EIR analyses for the jointly proposed regional desalination project that included multiple components and alternative sites. She assisted the city from the early stages of environmental review for a pilot desalination plant, and was part of scwd<sup>2</sup>'s technical team that included City staff, the EIR consultant, and Dudek, who reviewed and commented on the administrative draft EIR sections. Ms. Strelow coordinated compilation of team comments, resolution of EIR issues, and document edits and revisions with the EIR consultant. She also developed the Growth Inducement section of the EIR based on her experience with the City of Santa Cruz General Plan and in consultation with Santa Cruz County and city of Capitola, the other jurisdictions served by the project.

Citywide Sanitary Sewer Rehabilitation Project, City of Monterey, California. As part of the Dudek's 3-year on-call environmental and planning consulting services with the City of Monterey, Ms. Strelow completed an addendum to the City's adopted Mitigated Negative Declaration for a 2013 project for repair or replacement of existing pipelines, sewer manholes, and lift stations throughout the city. The addendum addressed the addition of 104 manhole structures, and was completed to CEQA and state CEQA Guidelines, including archaeological reviews, which documented no new significant or substantially more significant impacts. Dudek also completed a Section 106 consultation review for the U.S. Army's Presidio of Monterey (due to location of new facilities within federal land) and worked with the city to coordinate reviews with the State Water Resources Control Board as part of the State Revolving Fund process.

Water Department On-Call Environmental Services, City of Santa Cruz, California. Ms. Strelow provided on-call services to the City of Santa Cruz Water Department to determine environmental compliance and permitting requirements for water system improvements. Tasks included preparation of Notices of Exemption (NOE) and review of environmental documents prepared by other consultants, including: the review of an Initial Study for a new 24-inch water transmission line from Ocean Street to the Bay Street Reservoir and preparation of NOEs for a Desalination Pilot Study Plant, the Desalination Plant Seawater Intake Evaluation, and the Bay Street Reservoir Reconstruction (Phases I and II). Ms. Strelow prepared Initial Studies under separate contract for the following facilities: Felton Booster Pump Station Upgrades, North Coast water line, UCSC pump station upgrades, and the Laguna Creek road repair/reconstruction project on Laguna Road, which accommodates an existing city pipeline.

Newell Creek Bridge Access Road Rehabilitation Project, City of Santa Cruz, Santa Cruz County, California. Ms. Strelow managed permitting and CEQA review for a repair and rehabilitation project at Newell Creek Bridge, which provides the only access to Newell Creek Dam. Tasks included working with the City and its engineering consultant on project sites, Best Management Practices to include in the Project, preparation of technical biological and cultural resource studies, preparation of the CEQA document and preparation of permit applications to the U.S. Army Corps of Engineers, the California Department of Fish and Wildlife, and the Regional Water Quality Control Board. A fish relocation and dewater plan also were prepared.

Water District Sphere of Influence (SOI) Amendment and Annexation, Aromas Water District, Monterey County, California. Prepared an Initial Study and Mitigated Negative Declaration for a SOI amendment covering 1,700 acres and annexation of 70 existing lots to the Aromas Water District. The annexation included two subdivisions in northern Monterey County in order to provide potable water supplies to existing residences that were experiencing water supply problems in this area. The analysis included construction of a new water distribution pipeline and water storage facilities to serve the annexed areas.

San Jerardo Water System Improvements, Monterey County, California. Prepared IS and



NEPA documents for a new community water supply well, water storage facilities and pipelines to serve an existing farmworker housing development due to increasing nitrate levels in existing wells that exceeded public drinking water standards.

Pure Water Groundwater Replenishment Project, Denise Duffy and Associates, Monterey County, California. As a consultant to Denise Duffy and Associates, Ms. Strelow assisted with preparation of administrative and “screencheck” draft EIR documents for a major groundwater replenishment project that included a new facility to treat multiple water sources for groundwater injection into the Seaside groundwater basin for future extraction for potable use on the Monterey Peninsula. The project also included new pipelines to the treatment facility, as well as product distribution pipelines. Ms. Strelow provided peer review and for some sections, completed impact analysis. Key Sections reviewed included aesthetics, biological-fishery resources, cultural resources, geology/soils, land use, noise, population-housing, public services, water-wastewater, traffic, growth, and cumulative impacts. She also coordinated with cultural resource and noise consultants on completion of technical studies and EIR section reviews.

On-Call Environmental Services, City of Santa Cruz, California. Ms. Strelow provides on-call environmental services to the city of Santa Cruz Planning Department for preparation of CEQA documents on residential, commercial, industrial and public projects and management of several EIRs. She has prepared Initial Studies/MNDs and Notices of Exemption for housing and mixed-use projects, hotels and commercial structures, parks and recreational facilities, and public works projects. Her experience with the city of Santa Cruz also includes assistance with preparation of planning documents (General Plan EIR, LCP Update and Citywide Creeks Plan) and preparing CEQA documents for city-sponsored projects, including new parks, park and open space management plans, trails, and bridge seismic retrofit projects.

San Lorenzo River Lagoon Interim Management Plan, City of Santa Cruz, California. Prepared an Initial Study on city-proposed management strategies to maintain water levels in order to protect fish and habitat resources while minimizing flooding of adjacent properties. The Plan focuses on prevention of unauthorized river lagoon breaching and control of water elevation at a specified level to prevent localized flooding to public and private properties and infrastructure and to protect special status aquatic fish species. The Interim Management Program is designed as an adaptive management program for addressing activities related to fisheries habitat, flooding, and public access and safety where the river mouth empties at Santa Cruz Main Beach. Ms. Strelow worked closely with City staff and consultants to ensure that the CEQA document met other responsible agency requirements.

Lower San Lorenzo River Bank Protection and Restoration Project, City of Santa Cruz, California. Prepared an Initial Study on construction of a bank stabilization wall and restoration of wildlife habitat conditions along an actively eroding portion of the San Lorenzo River.

Annual Stream Maintenance Program, Santa Clara Valley Water District, San Jose, California. Prepared Initial Study on proposed sediment removal and bank stabilization projects proposed as part of an annual maintenance program for flood management facilities for the years 2000 and 2001.

Bridge Seismic Retrofit Projects, City of Santa Cruz, California. Prepared Initial Studies for proposed bridge replacement and seismic retrofit projects in the city of Santa Cruz, including the Water, Soquel, East Cliff and Murray Street bridges. For the Murray Street Bridge project, in addition to CEQA documents for retrofit of bridge over the Santa Cruz Small Craft Harbor, Ms. Strelow coordinated with Caltrans in completing required NEPA biological studies, including preparation of an Incidental Harassment Authorization Application.


**Attachment D**

# Construction Drawings

## HARKINS SLOUGH BRIDGE PIPELINE WATSONVILLE, CALIFORNIA

for  
**CITY OF WATSONVILLE  
COUNTY OF SANTA CRUZ, CA  
WA-11-01**

Prepared By  
**Freitas + Freitas**  
Engineering and Planning Consultants, Inc.  
3233 Valencia Ave., Suite A1  
Aptos, CA 95003  
Phone (831) 688-1168  
Fax (831) 688-1218  
FreitasPlusFreitas.com

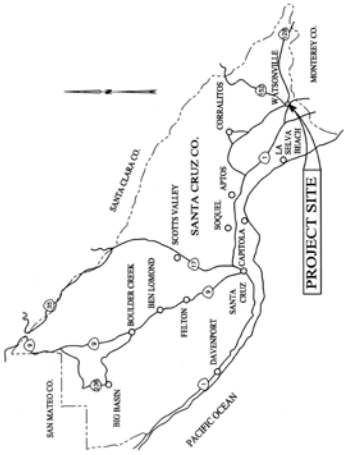


*Daniel Dodge*  
12/31/2020

**COVER SHEET**  
HARKINS SLOUGH BRIDGE PIPELINE WA-11-01  
WATSONVILLE, CALIFORNIA

**FREITAS + FREITAS**  
Engineering and Planning Consultants, Inc.  
3233 Valencia Ave., Suite A1  
Aptos, CA 95003  
Phone (831) 688-1168  
Fax (831) 688-1218

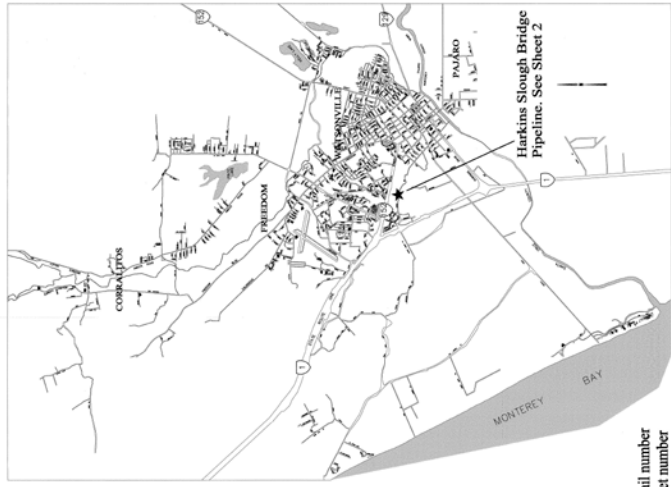
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Date: 1/11/2020  
Scale: 1" = 4000' (VICINITY MAP)  
Scale: 1" = 4000' (LOCATION MAP)



**LOCATION MAP**  
Not to Scale

**List of Drawings**

1. Cover Sheet
2. Harkins Slough Bridge Pipeline
3. Harkins Slough Bridge Details
4. Harkins Slough Bridge RTU



**VICINITY MAP**  
Scale 1" = 4000' (VICINITY MAP)

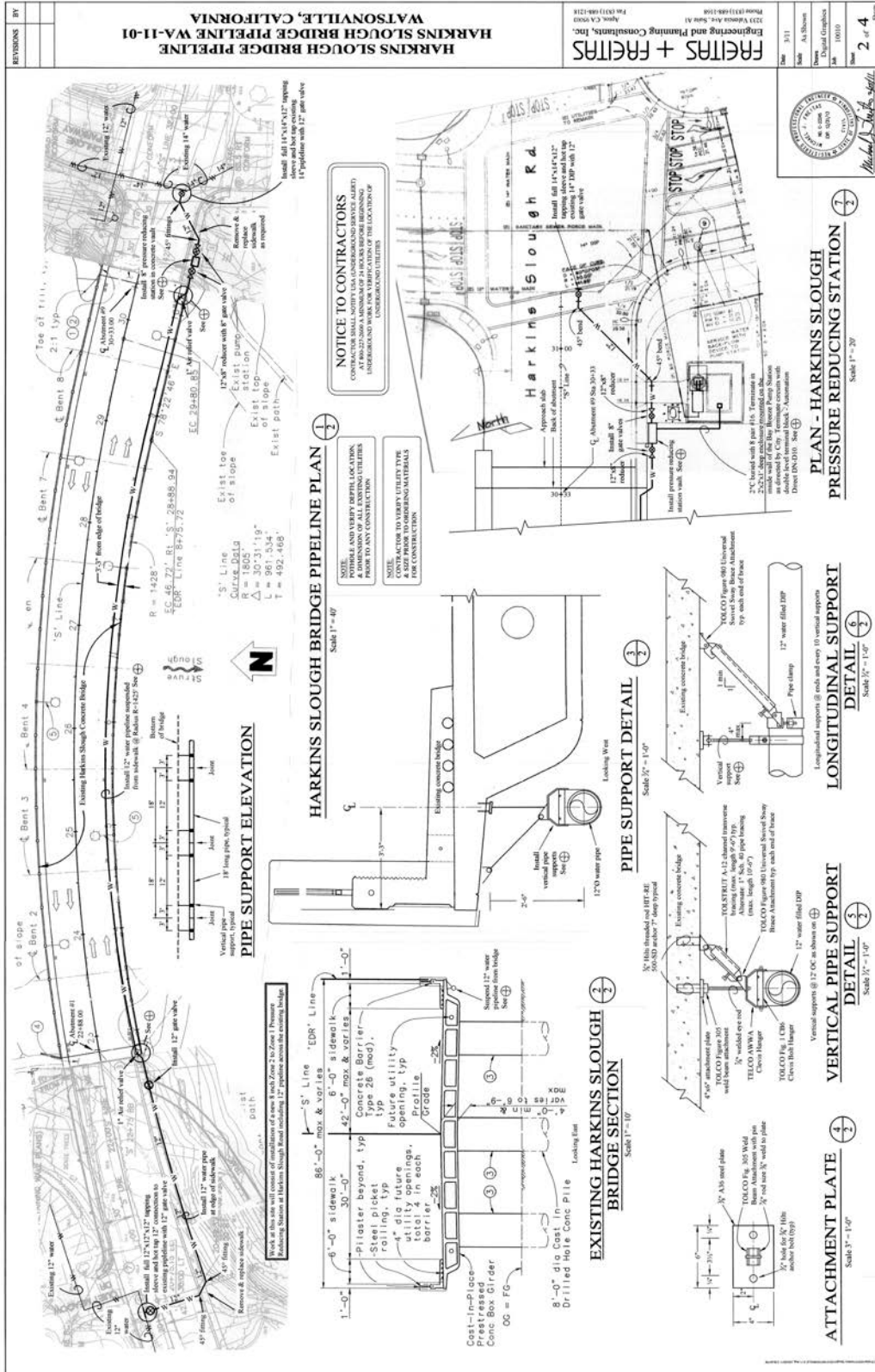
**LEGEND**

- ⊕ Indicates detail number
- ⊕ Indicates sheet number

**NOTICE TO CONTRACTORS**

CONTRACTOR SHALL NOTIFY SAN JUAN ENGENIEROS Y ARQUITECTOS (SJEA) AND FREITAS + FREITAS (FF) IN WRITING OF ANY CHANGES TO THE LOCATION OF UNDERGROUND UTILITIES FOR CONSTRUCTION.

**Attachment D**





## Attachment E

# Dudek Qualifications

## The Dudek Advantage

We are a California-based environmental firm with 12 offices and more than 600 planners, scientists, civil engineers, contractors, and support staff. We assist private and public clients on a broad range of projects that improve our clients' communities, infrastructure, and natural environment. From planning, design, and permitting through construction, we help move projects forward through the complexities of regulatory compliance, budgetary and schedule constraints, and conflicting stakeholder interests. Our professionals find practical, cost-effective approaches to help agencies achieve their specific project goals.

As a mid-sized firm, we provide personal service combined with the breadth and depth of capabilities characteristic of larger firms in order to meet your project's requirements. Our project managers are empowered to be problem-solvers with the ability to make decisions in a timely fashion to keep project momentum moving forward. We are proud of our low employee turnover; our staff's long tenure means the project manager you see at the bidding stage will likely be with you at project completion.

## Our History

The firm was co-founded in 1980 in Encinitas, California by Frank Dudek as a small civil engineering consulting practice working for municipal wastewater agencies and private land developers in San Diego County. The firm steadily grew its civil engineering practice through the 1980s, expanding throughout Southern California. In 1990, the firm started an environmental practice in response to expanding state and federal environmental regulations. Primarily through organic growth and limited acquisitions of small firms. Dudek is ranked as one of the Top 130 U.S. Environmental Firms (Engineering News-Record, 2019).

## Dudek at a Glance

- *Multidisciplinary environmental and engineering services*
- *600+ employees*
- *Ten California offices*
- *Founded in 1980; employee-owned*
- *Top 130 U.S. Environmental Firms (Engineering News-Record)*
- *92% rating for reliability, timeliness, and responsiveness (Dun & Bradstreet, 2016)*
- *More than 160 on-call environmental contracts throughout California*

## Dudek Services

- *Agency Permitting*
- *Biological Surveys and Monitoring*
- *CEQA/NEPA Compliance*
- *Cultural Resources*
- *Environmental Planning*
- *Habitat Restoration and Management*
- *Hazardous Materials Testing*
- *Hydrology*
- *Urban Forestry*
- *Wildfire Protection Planning*
- *Water Conservation Planning*
- *Water Infrastructure Planning and Design*

# Local Experience

Combining our California-wide water system and other infrastructure knowledge with our deeply ingrained local experience and insight with water supply and infrastructure projects, Dudek can offer a defensible approach for the California Environmental Quality Act (CEQA), as well as comprehensive permitting capabilities. We will manage this project from our Santa Cruz office with support from our Northern California offices.

**Local Water System and Infrastructure Expertise.** Stephanie Strelow, Dudek's project manager for this project, has prepared and managed CEQA and National Environmental Policy Act (NEPA) documents and supporting technical analyses for numerous water system projects within the region. Ms. Strelow has worked in Santa Cruz for over 35 years and has extensive experience in managing CEQA and permitting components for SCWD projects and other public infrastructure projects throughout the Monterey Bay region, including treatment facilities, new pipelines, and aquifer storage and recovery (ASR) projects. She will be supported by Ann Sansevero and other CEQA/NEPA and permitting task leaders with public water system project experience to provide a comprehensive team that can effectively and efficiently process Package B projects.

**Permitting Expertise.** Our long-standing relationships with the local staffs of California and federal regulatory agencies help expedite complex permitting processes to save our clients time and money. Our permitting group includes former lead staff of the San Francisco District of the U.S. Army Corps of Engineers (ACOE), who have maintained close ties with the ACOE and other agencies. Given that, our knowledge of agency expectations, inter-agency agreements, and regulations is unparalleled by our competitors and is vital in keeping projects moving forward and obtaining timely approvals. We regularly obtain individual and multi-year (programmatic) permits for complex projects throughout California. Given our knowledge and expertise, our team can readily assist SCWD in developing the most appropriate permitting strategy for the Package B projects and in expeditiously obtaining those permits.

**Extensive In-House Capabilities and Expertise.** We provide comprehensive in-house technical analyses and reports that can be utilized to support the EIR analyses. Our diverse range of capabilities enables us to expertly guide the City through each step of the environmental compliance process. Dudek's in-house team can also provide peer review of technical studies, if needed, in addition to providing technical analyses.

## Local Project Experience:

### Santa Cruz Water Department

- *Newell Creek Dam Inlet/Outlet Replacement Project*
- *scwd<sup>2</sup> Regional Seawater Desalination Project and Desalination Feasibility Update Review*
- *North Coast Pipeline Rehabilitation Phase 3 Project*
- *Bay Street Reservoir Replacement*
- *Water Transfer Pilot Project*
- *Graham Hill Treatment Plant Upgrades*
- *University 5 Tank Replacement Project*
- *Felton Booster Pump Station*
- *North Coast Potable Water Pipeline*

### Soquel Creek Water District

- *Chromium-6 Treatment System Project*
- *McGregor Pump Station*
- *Polo Grounds and O'Neill Ranch Well and Treatment Plant Projects*

## Key Personnel Qualifications

Name, Role, and Responsibility	Education and Certifications	Recent Relevant Projects
Stephanie Strelow Program Manager	University of California (UC) Santa Cruz BA with Honors, Environmental Planning	<ul style="list-style-type: none"> <li>• Newell Creek Dam Inlet/Outlet Replacement Project</li> <li>• Newell Creek Access Road Bridge Rehabilitation Project</li> <li>• Aromas Water District Annexation and Pipeline Project</li> </ul>
Ann Sansevero, ACIP CEQA/NEPA Task Lead	UC Santa Cruz BA, Biological Sciences and Environmental Studies  American Institute of Certified Planners (AICP)	<ul style="list-style-type: none"> <li>• Santa Cruz Water Rights Project</li> <li>• North Coast Pipeline Rehabilitation Phase 3 Project</li> <li>• Chromium-6 Treatment System Project (Soquel Creek Water District)</li> <li>• Scotts Valley Multi-Agency Emergency Intertie</li> </ul>
Hannah Young CEQA/NEPA Task Lead	University of North Carolina, Chapel Hill MCRP, City and Regional Planning Georgetown University BS, Biology  AICP	<ul style="list-style-type: none"> <li>• Peninsula Pipelines Seismic Upgrade Project EIR and Permitting Email</li> <li>• Central Valley Flood Protection Plan Program EIR</li> <li>• San Joaquin Pipeline No. 3 Rehabilitation Project</li> </ul>
Katherine Waugh, AICP CEQA/NEPA Task Lead	UC Davis BS, Environmental Policy Analysis and Planning  AICP	<ul style="list-style-type: none"> <li>• West Lake Tahoe Regional Water Treatment Plant</li> <li>• Lake Forest Water Improvement District</li> <li>• Placer LAFCO Newcastle Sanitary District/South Placer MSR</li> </ul>
Brian Grattidge CEQA/NEPA Task Lead	UC Davis MA, Political Science BA, International Relations	<ul style="list-style-type: none"> <li>• WWTP Secondary Process Upgrade Project</li> <li>• Water Pollution Control Facility Improvements Project</li> <li>• Woodland Recycled Water Project</li> </ul>

## MEMO

TO: Board of Directors  
FROM: District Manager  
DATE: January 9, 2020  
SUBJECT: Award of Bid - Purchase New District Vehicles

### Recommendation

It is recommended that the Board of Directors review this memo and adopt the attached Resolution awarding bid to North Bay Ford, for the purchase of three (3) new District Vehicles totaling \$125,405.

### Background

The current 2019-20 Fiscal Year Budget provides for the purchase of four (4) District Vehicles total budgeted \$143,000. In November 2019 staff mailed "Notice of Inviting Bids" to 15 California automotive dealerships in an effort to execute formal bidding procedures for the purchase of three (3) vehicles due to the determination that one (1) of the Districts existing vehicles was capable of extending through fiscal year 19-20.

▣ Maintenance	¾ Ton 4X4 Utility Body Lift Gate
▣ Water Quality	¾ Ton 4X4 Utility Body Lift Gate
▣ Customer Service	4 Door Extra Cab Compact 4X4

Staff contacted fifteen (15) vehicle dealerships locally, Southern, and Northern California. The District received one (1) bid one (1) week late (see attached), being North Bay Ford, of Santa Cruz totaling \$125,405, with the total budget for these three (3) vehicles at \$115,000 and a total vehicle budget of \$143,000.

### Summary

The current 2019-20 Fiscal Year Budget provides for the purchase of four (4) District Vehicles budgeted at \$143,000. After assessment it was determined that the District had one (1) vehicle determined operable for the rest of the fiscal year 19-20, so the District put out a bid for three (3) vehicles cutting one (1) vehicle out of the budgeted amount. The District received one (1) bid that was delivered to the District via email one week late, (see attached) this was after District staff made some inquiries as to why no bids were received to the dealerships that were contacted and emailed the bid documents. The bid was:



North Bay Ford, of Santa Cruz totaling \$125,405, with the total budget for these three (3) vehicles at \$115,000 and a total vehicle budget of \$143,000. As no other dealership provided a bid for the three (3) vehicles. It is recommend that the Board of Directors review this memo and adopt the attached Resolution awarding purchase to North Bay Ford, for three (3) new District Vehicles totaling \$125,405.

2019-20 Vehicle Purchase

Dealership	Bid Pack Complete	Bid Item 1 2 – each 3/4 Ton 4X4 w/ Utility Body	Bid Item 2 1/2 Ton Xtra Cab 4X4	Sales Tax and Fees	Total Purchase Price
North Bay Ford Santa Cruz, CA 95062	Yes Late	\$ 84,000.00	\$ 30,500.00	\$ 10,905	\$ 125,405
Downtown Ford Sales Sacramento, CA 95811	No				
Salinas Valley Ford Salinas, CA 93907-2507	No				
Cypress Coast Ford/Lincoln Seaside, CA 93955-3612	No				
Mid Bay Ford Lincoln Watsonville, CA 95076-3728	No				
Frontier Ford Santa Clara, CA 95051-7396	No				
Sunnyvale Ford Lincoln Sunnyvale, CA 94087-2981	No				
Fremont Ford Newark, CA 94560-5385	No				
Tiffany Motor Company Hollister, CA 95023-3069	No				

Dealership	Bid Pack Complete	Bid Item 1 2 – each 3/4 Ton 4X4 w/ Utility Body	Bid Item 2 1/2 Ton Xtra Cab 4X4	Sales Tax	Total
Mission Valley Ford Truck San Jose, CA 95112-1007	No				
Capitol Ford San Jose, CA 95136-1103	No				
Livermore Ford Lincoln Livermore, CA 94551-9562	No				
Momentum Chevrolet San Jose CA 95117	No				
Watsonville Chevy Watsonville, CA 95076	No				
Boardwalk Chevrolet Redwood City CA 94063	No				

**SAN LORENZO VALLEY WATER DISTRICT  
2019-2020 VEHICLE PURCHASE BID SPECIFICATION**

**SAN LORENZO VALLEY WATER DISTRICT  
NOTICE INVITING BIDS**

The San Lorenzo Valley Water District is inviting bids, pursuant to the attached specifications, for the following:

**Bid Items:**

1. Two (2) new 2 Door Regular Cab ¾ Ton 4X4 w/ Utility Body & Lift Gate
2. One (1) new Extra Cab 4wd Compact / Small - Mid-Size Pickup Truck

Additional information may be obtained by contacting:

James Furtado, Director of Operations  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
(831) 338-2153

All bids must be sealed and submitted by 5:00 p.m. Friday, December 6, 2019 to the following:

James Furtado, Director of Operations  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

**NOTE: Please mark on the outside of your envelope, "Sealed Bid, Vehicle Replacement."**

**SAN LORENZO VALLEY WATER DISTRICT  
2019-2020 VEHICLE PURCHASE BID SPECIFICATION**

## **Table of Contents**

- Section I. PROPOSAL SUMMARY BID SUBMISSION FORM
- Section II. INTRODUCTION
- Section III. INSTRUCTION TO BIDDERS
- Section IV. GENERAL TERMS AND CONDITIONS
- Section V. BID ITEM SPECIFICATION

SECTION I.

**SAN LORENZO VALLEY WATER DISTRICT  
2019-2020 VEHICLE PURCHASE BID SPECIFICATION**

**PROPOSAL SUMMARY BID SUBMISSION FORM**

Dated 12/3/19

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

The undersigned declares to have carefully examined the attached specifications accompanying the invitation to bid, and is thoroughly familiar with the contents thereof; and proposes to deliver F.O.B. to San Lorenzo Valley Water District, 13060 Highway 9, Boulder Creek, California 95006, as described in said specifications, which are made a part of this proposal quoted herein in full.

**MINIMUM SPECIFICATION FOR:**

**(2) Two EACH - Current Model Year 3/4 TON 4x4 STANDARD CAB PICKUP(s) with UTILITY BODY, LUMBER RACK and HYDRAULIC LIFT GATE.**

**(1) One EACH - Current Model Year Extra Cab 4wd Compact / Mid-Size Pickup Truck w/ Headache Rack, Cross Over Tool Box, Spray-in Bed Liner**

All specifications must be met or exceeded or be considered non-responsive. Incomplete responses will not be considered. Bidder shall note any exceptions to the bid on the Comment Section. Bidder shall list on a separate sheet of paper details concerning the exception. This sheet shall be labeled "Exception(s) to Bid Conditions and Specifications".

All equipment furnished under this contract shall be new, unused, and the latest model offered by the manufacturer's current production. Accessories not specifically mentioned herein, but necessary to furnish a complete unit ready for use shall also be included.

**EXCEPTIONS**

(Please Note Any Exceptions on Bid Form)

BID ITEM NUMBER 1	\$ <u>84,000</u> -	
BID ITEM NUMBER 2	\$ <u>30,500</u> -	
SALES TAX	\$ <u>10,305</u> - +	115 <sup>00</sup> Electronic 85 Doc x3 0mu x3 345 255
<b>TOTAL BID ITEMS INCLUDING SALES TAX AND DELIVERY</b>	\$ <u>125,405</u> -	

**SAN LORENZO VALLEY WATER DISTRICT  
2019-2020 VEHICLE PURCHASE BID SPECIFICATION**

This bid does not include Federal Excise Tax.

The only exceptions to the specifications are:

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**BID SUBMISSION FORM (contd.)**

North Bay Ford  
Signature of Bidder

Fleet  
Title

Roberta Robinson  
Firm Name

1999 Soquel Ave  
Address

Santa Cruz CA 95062  
City/State/Zip

831 419 1602      831 419 1602  
Day Telephone      After-Hours Telephone

All bids must be sealed and submitted before 5:00 p.m. Friday, December 6, 2019 to the following.

**SAN LORENZO VALLEY WATER DISTRICT  
2019-2020 VEHICLE PURCHASE BID SPECIFICATION**

James Furtado, Director of Operations  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

**SECTION II. INTRODUCTION**

**Purpose:** The San Lorenzo Valley Water District Boulder Creek, California is interested in purchasing one of each of the following Items:

1. TWO (2) new 2 Door Regular Cab ¾ Ton 4X4 w/ Utility Body & Lift Gate
2. ONE (1) new Extra Cab 4wd Compact / Mid-Size Pickup Truck

In comparing responses, consideration will not be confined to price only. The successful vendor will be one whose product is judged to best serve the interests of the San Lorenzo Valley Water District.

**SECTION III. INSTRUCTIONS TO BIDDER**

**A. Equipment Details and Literature Required:** BID PACKETS MUST INCLUDE ONE ORIGINAL BID SIGNED IN INK AND ONE ELECTRONIC COPY OF THE BID AND ALL THE ASSOCIATED LITERATURE SHALL BE PROVIDED. All bids must be accompanied by specification sheets and/or descriptive brochures showing the detailed specifications of the equipment you propose to furnish for the bid price. All equipment will be furnished with all standard equipment as described by the literature presented with the bid proposal. References to items shown on the literature, which the bidder does not intend to supply, must be so noted in writing as an amendment to the literature. It is the bidder's responsibility to provide specific equipment details to permit proper evaluation of the bid; failure to do so may result in disqualification of the bid. All bids must be sealed and submitted before 5:00 p.m. Friday, December 6, 2019.

The body, finish, fittings and all components shall be the latest and most current model, and shall not have been used as a demonstrator or any other service, and shall be factory standard in all respects not in conflict with the attached bid specifications

The design of the vehicle/equipment must be such that it does not hamper or restrict subsequent installation and use of emergency equipment, such as emergency lights and backup alarms.

When specifications for particular items are not defined, manufacturer's standards are satisfactory, provided the item is required for the proper performance of the equipment.

**B. Emissions Standards:** As applicable by law: Vehicles/Equipment must be supplied with manufacturer's standard equipment and all devices necessary to be in compliance with the most current State of California Vehicle Codes, and the Federal Motor Vehicle Safety Standards. Vehicle must comply with all Federal and California motor vehicle pollution control requirements and be capable of passing State emissions tests. Delivery must include any EPA documentation. Vehicles



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and/or Equipment not meeting the aforementioned standards will not be accepted.

C. **Error and Omissions:** If the bidder discovers any errors, omissions, lack of clarity or desires further information about the specifications of his/her bid, the buyer should be contacted immediately.

D. **Guarantee:** All equipment, units and components shall be guaranteed in accordance with the following clauses:

a. Guarantee that the equipment offered is free from defects in design and construction and that it will give continuous and efficient service under normal conditions for a period of twelve (12) months from the date of delivery.

b. Guarantee that the equipment or vehicle is the manufacturer's standard design in construction and that no changes or substitutes have been made.

E. **Warranty:** All equipment bids must include the manufacturer's standard warranty, and this information shall be provided with the bid. Additional or extended warranties may be requested; if so, specific warranty information must be provided with the bid. The warranty period will commence after the equipment/vehicle is received and accepted by the San Lorenzo Valley Water District, unless special provisions are made with the successful provider.

F. **Delivery Date:** All bids must be submitted with a delivery date.

G. **Pre-delivery:** Prior to delivery, new equipment/vehicle must be completely serviced in accordance with standard new vehicle "Make Ready" and to the manufacturer's specifications.

H. **Delivery:** All costs for delivery of the new unit will be assumed by the Bidder and included in the net price. Unless stated elsewhere in this bid document, all deliveries will be made to the San Lorenzo Valley Water District 13060 Hwy 9 Boulder Creek CA 95006.

I. **Prices:** Prices quoted shall exclude Federal Excise and State taxes. Prices quoted shall be F.O.B. Boulder Creek CA 95006

J. **Final Payment:** Final payment for equipment and vehicles delivered under these specifications will not be made until all terms and conditions have been satisfied.

K. **Bid Evaluation Criteria:** The evaluation of this bid will be based on, but not limited to, the following: Compliance with specifications; proven performance; ease of operation, life-cycle cost, net cost, supplier performance history; delivery time; compatibility with existing equipment, parts or supplies; service/parts availability; and, advantageous superior design features.

L. **Additional Information:** For information concerning the bid process, please contact the San Lorenzo Valley Water District's Purchasing Agent at (831) 338 2153 or check the District's web page at [slvwd.com](http://slvwd.com)

M. **Manufacturer's Statement of Origin:** The new Unit shall be delivered with the manufacturer's Statement of Origin (MSO). Failure to provide MSO shall be grounds to refuse to accept vehicle.

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**SECTION IV. GENERAL TERMS AND CONDITIONS**

**A. Submission of Bids:**

Sealed bids for

Item#1:

2 (Two) 3/4 Ton Standard Cab 4X4 Pickup with Utility Body Lumber Rack and 1600 lb. capacity Hydraulic Lift Gate.

Item#2:

One (1) new Extra Cab 4wd Compact / Mid-Size Pickup Truck

Each bid, one (1) original and one (1) additional Electronic copy (CD or flash drive) of all documents shall be placed in a sealed envelope and marked clearly on the outside: "Bid Item# 1 - 2".

**THE ELECTRONIC COPY SHALL BE AN EXACT REPRODUCTION OF THE ORIGINAL DOCUMENT(S) PROVIDED. ALL SECTIONS SHALL BE COMBINED INTO A SINGLE ELECTRONIC DOCUMENT.**

Sealed bids must be received at the following location before the deadline 5:00 p.m. Friday, December 6, 2019 to be eligible for contract award:

San Lorenzo Valley Water District 13060 Hwy 9  
Boulder Creek CA 95006

No bids will be considered that are not submitted on the enclosed price proposal form and signed by a legal agent of the bidder. Faxed or E-mailed bids are not acceptable unless specifically noted on the bid document.

No bids will be considered in which the specifications, provisions or conditions of the price proposal have been modified.

Bids must be received in the office of the San Lorenzo Valley Water District prior to the time and date specified.

Bids received after the time specified will not be considered and will be returned unopened to the bidder.

**B. Assignment/Contract not used as Collateral:** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this contract without prior written consent of the other party. The bidder shall not use this contract, or any portion thereof, for collateral for any financial obligation.

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C. **Audits/Access to Records:** The San Lorenzo Valley Water District and any of its representatives shall have access to any books, documents, papers and records of the bidder which are pertinent to this solicitation and prospective contract.

D. **Award and Purchase:** The San Lorenzo Valley Water District reserves the right to reject any or all bids, to waive any informalities or technical defects in bids, and unless otherwise specified by the San Lorenzo Valley Water District or by the bidder, to accept any items or group of items in the bid, as may be in the best interest of the San Lorenzo Valley Water District. No verbal explanations, clarifications, additions or instructions will be binding to either the San Lorenzo Valley Water District or the bidders, except those confirmed in writing.

A signed purchase order/contract furnished to the successful bidder results in a binding contract without further action by either party.

E. **Questions:** Any questions concerning this project shall be directed to: James Furtado at the San Lorenzo Valley Water District, 13060 Hwy9, Boulder Creek CA 95006, (831)-338-2153, E-mail [jfurtado@slvwd.com](mailto:jfurtado@slvwd.com) between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding Holidays. ALL QUESTIONS MUST BE SUBMITTED IN WRITING.

F. **Legal Compliance:** The bidder shall keep informed of all Federal, State and local laws; ordinances, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which may affect those engaged or employed on the work or affect the conduct of the work. The bidder shall observe and comply with all such laws, ordinances, regulations, orders and decrees. The bidder shall protect and indemnify the San Lorenzo Valley Water District and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree whether by the supplier, subcontractor, supplier or the supplier's employees or any others engaged by the supplier. The laws of the State of California will govern as to the interpretation, validity and effect for any contract that is entered into as a result of this solicitation. Venue for any lawsuit will be in Santa Cruz County, California.

G. **Force Majeure:** Neither party shall be liable for failure to perform under this contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the non-performing party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. The provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the non-performing party.

H. **Indemnification:** The bidder shall release, indemnify and hold harmless the San Lorenzo Valley Water District, their officers, agents, employees, successors and assignees from any cause of action, or claims or demands arising out of the Bidder's performance under this contract.

I. **Gratuities:** The bidder certifies and agrees that no gratuities, kickbacks or contingency fees

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were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this contract. If the bidder breaches or violates this warranty, the San Lorenzo Valley Water District may, at its discretion, terminate this contract without liability to the San Lorenzo Valley Water District.

J. **Material Availability:** Bidders must accept responsibility for verification of material availability, production schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the San Lorenzo Valley Water District immediately if materials specified are discontinued, replaced or not available for an extended period of time.

K. **OSHA Standards:** All bidders agree and warrant that services performed in response to this invitation shall conform to the standards declared by the U.S. Department of Labor under the OCCUPATIONAL Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA Standards, the San Lorenzo Valley Water District may require the services to be redone at no additional expense to the San Lorenzo Valley Water District.

L. **Non-collusion:** Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person or fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement and advantage against the San Lorenzo Valley Water District, or any person interested in the proposed contract. The price or prices quoted in this bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest.

M. **Preparation of Bids:** Bidders are expected to examine any drawings, specifications, schedules and instructions included in the bid package. Failure to do so will be at the bidder's risk.

In case of error in the extension of prices in the bid proposal, the unit price will govern. Unit price shown must be net.

Erasures or changes in this bid document must be initialed by the representative completing this bid, indicating the erasure or correction was intentional and the change was not made by the San Lorenzo Valley Water District Purchasing representative.

N. **Bids Binding – 60 Days:** Unless otherwise specified all formal bids submitted shall be binding for sixty calendar days following the bid opening date unless bidders at the request of the San Lorenzo Valley Water District agree to an extension.

O. **Multiple Bids:** Bidders must determine for themselves which product to offer. If said bidder

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chooses to submit more than one bid, THE ALTERNATE BID must be clearly marked "Alternate Bid." San Lorenzo Valley Water District reserves the right to make award in the best interest of the San Lorenzo Valley Water District.

P. Brand Names or Equal: Whenever in this bid invitation any particular materials, process, mechanism, and/or equipment are indicated, described or specified by patent, proprietary, or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating minimum acceptable requirements and will be deemed to be followed by the words, "or equal." At the San Lorenzo Valley Water District's discretion, after the bid opening proof satisfactory must be provided by Bidder to show that the alternative product/equipment/vehicle is in fact, equal to specification requirements.

The San Lorenzo Valley Water District reserves the right to determine products of equal value. Suppliers will not be allowed to make unauthorized substitutions after award is made.

Q. Termination of Contract: If at any time during the performance of the contract awarded as a result of this bid, in the opinion of the San Lorenzo Valley Water District, the work is not progressing satisfactorily or within the terms of this contract, then at the discretion of the San Lorenzo Valley Water District and after written notice to the supplier, the San Lorenzo Valley Water District may terminate the contract or any part of it.

R. Modification or Withdrawal of Bids: A bid that is in the possession of the Purchasing Division may be altered by facsimile, telegram or letter bearing the signature of name of the legal agent for the bidder, provided it is received prior to the time and date of the opening. Alterations should not reveal the price but should indicate the addition, subtraction or other changes in the bid. A bid that is in the possession of the Purchasing Manager may be withdrawn by the bidder up to the time of the bid opening. Bids may not be withdrawn after the bid opening. Failure of the successful bidder to furnish the service awarded from this bid may eliminate the bidder from the active bidder's list.

S. Addenda and Interpretations: If it becomes necessary to revise any part of a San Lorenzo Valley Water District bid, a written addendum will be provided to all potential bidders and/or those bidders that received the original bid invitation. The San Lorenzo Valley Water District is not bound by any oral representations, clarifications, or changes made in the written specifications by San Lorenzo Valley Water District employees, unless such clarification or change is provided to bidders in written addendum from the San Lorenzo Valley Water District. Receipt of addenda shall be acknowledged by initialing the proposal price sheet in the designated place.

T. Award: All bids will be awarded to the lowest responsive and responsible bidder. The San Lorenzo Valley Water District reserves the right to determine the lowest responsive and responsible bidder.

The Operations Manager in collaboration with the using department may involve all or some of the following factors: price; conformity to specifications; financial capacity to perform the services and/or provide commodities; previous performance and reputation; location of required and necessary facilities and/or equipment; availability and proximity of repair parts and/or warranty

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necessary facilities and/or equipment; availability and proximity of repair parts and/or warranty work; similar experience; delivery promise; terms of payments; compatibility as required in the bid documents; other associated and necessary costs; other objective and accountable factors which are reasonable.

U. Inspections: Inspection and acceptance of materials or supplies will be made after delivery. Final inspection shall be conclusive except as regard to latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of material or supplies shall be accomplished as promptly as practical, but failure to inspect and accept or reject material or supplies shall not impose liability on the San Lorenzo Valley Water District for such supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.

**SECTION V. BID ITEM SPECIFICATION**

**BID ITEM # 1**

2 Door 3/4 ton 4X4 Truck - (2) New 2 Door Regular Cab ¾ Ton 4X4 Utility Trucks

**CURRENT MODEL YEAR – FULL SIZE, THREE QUARTER (3/4 TON) 4X4 PICKUP TRUCK, WITH 8’ UTILITY BODY**

1. (2) Two New 2 Door Oxford White Regular Cab 3/4 Ton 4X4 Trucks with Grey Vinyl Interior and Black Rubber Floor Covering
2. 40-20-40 Reclining Seats
3. Manual locks and windows
4. Exterior Mirrors High visibility vertical, manual folding and extendable, with convex spotter glass
5. Blue Tooth / Hands free
6. AM/FM Radio, A/C, Heater
7. Variable Intermittent Wipers
8. Driver and Passenger Air Bags
9. 6.2 Liter V8 Gasoline Engine
10. 6 Speed Automatic Transmission w/ OD
11. 4X4 Electronic Shift on the Fly
12. Electronic Locking Rear Axle
13. 10000 GVWR
14. Two Front Tow Hooks
15. Class IV trailer hitch/receiver and trailer wiring harness with 4 and 7 pin connectors.
16. Trailer Brake Controller
17. Super Springs Additional Leaf Pack
18. Off Road Package

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**Service Body:**

98 Inches Long, 78 Inches Wide, 40 Inches High Service Body. Locking Vertical Door Arrangement with Aluminum Covered Open Top Lids, All Openings Fully Gasketed, Stainless Steel Paddle Type Compartment Latches (lockable), Secondary Plunge Locking Mechanism for all Compartments, Removable Shelving for Each, Wheel Chalks Storage Cut-Outs behind Driver and Passenger wheels for Wheel Chalks (2 total), Lighting must meet Federal and State requirements and is to include brake, tail and marker lights mounted in rubber insulated grommets. All wiring is to be run in a protective loom, 2"X 2" Cab-Over Rack w/ Forklift Offset, Removable Center and Swing-Away Rear Crossbar, Super Springs Additional Leaf Pack, 1300lb Capacity Hydraulic Lift Gate (Not Cable Driven) Mounted with sufficient bracketing and hardware to withstand the 1300lb weight limit, Body Manufacturers Standard Rear Bumper each Side of Lift Gate, Class IV Trailer Hitch, OSHA Approved Backup Alarm, Super Spring Suspension Stabilizers, Body is to be fully undercoated, Warranty, Painted White .

**BID ITEM #2**

One (1) new Extra Cab 4wd Compact / Mid-Size Pickup Truck

CURRENT MODEL YEAR New Extra Cab 4wd Compact / Mid-Size Pickup Truck

1. 4Wheel Drive Compact / Mid-Size Pickup Truck
2. White Exterior Color, Grey Vinyl Interior, Black Rubber Flooring
3. 6 cylinder Gas Engine
4. Automatic Transmission w/OD
5. Suspension - 4 Wheel Drive Package
6. Rear Bumper
7. Class III/IV Tow Hitch Receiver
8. Full Size Spare Tire
9. Power 4-Wheel ABS
10. Steering - Power with Tilt
11. AM/FM Radio
12. Heating and Air Conditioning
13. Blue Tooth / Hands free
14. Front Buckets with neck support, Overhead Reading Lamps
15. Wipers - Front & Rear Intermittent

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**SAN LORENZO VALLEY WATER DISTRICT  
NOTICE INVITING BIDS**

The San Lorenzo Valley Water District is inviting bids, pursuant to the attached specifications, for the following:

**Bid Items:**

1. Two (2) new 2 Door Regular Cab  $\frac{3}{4}$  Ton 4X4 w/ Utility Body & Lift Gate
2. One (1) new Extra Cab 4wd Compact / Small - Mid-Size Pickup Truck

Additional information may be obtained by contacting:

James Furtado, Director of Operations  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
(831) 338-2153

**All bids must be sealed and submitted by 5:00 p.m. Friday, December 6, 2019 to the following:**

James Furtado, Director of Operations  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

**NOTE: Please mark on the outside of your envelope, "Sealed Bid, Vehicle Replacement."**



M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: APPOINTMENT OF BOARD LIAISON TO THE LOMPICO  
ASSESSMENT DISTRICT OVERSIGHT COMMITTEE

DATE: January 9, 2020

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and appoint a Board Member to serve as liaison to the LADOC Committee in accordance with the Lompico Assessment District Oversight Committee governing charter.

BACKGROUND:

As outlined in the Lompico Assessment District Oversight Committee governing charter the District shall appoint one board member to serve as liaison to the Committee, to be approved by both the Board and Committee as follows:

**LADOC Charter Section 8 District Support**

The District shall appoint one board member to serve as liaison to the Committee, to be approved by both the Board and Committee, and reviewed after a one-year term, or earlier if requested by the Committee. The board member shall have no power to vote on or direct Committee actions, but is there to assure the uninterrupted and full support of the General Manager or designated staff to the Committee to enable carrying out their duties. A preference is for this appointee to be the Board President.

The 2017-18 Santa Cruz County Civil Grand Jury response to the finding and recommendation stated by the District will as follows:

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We will also look into creating a role for designated Board and/or staff members to serve as a liaison with LADOC and its chairperson. The purpose of this new role would be to help improve communications and the flow of information between LADOC and the rest of the District.

The District Board Policy manual is silent regarding the appointment of one board member to serve as liaison to the LADOC Committee. The Board should consider adding this position under committees in the Board Policy Manual.

## **Lompico Assessment District Oversight Committee**

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

#### **1. Committee Established**

The Board of Directors (the “Board”) of San Lorenzo Valley Water District (the “District”) established the Lompico Assessment District Oversight Committee (the “Committee”), LADOC, in accordance with LAFCO resolution 953-A. On May 4, 2016, Lompico property owners voted in favor of a 10-year assessment district (AD 2016-1) to generate \$2.75 million in revenue to repair, replace and upgrade infrastructure in the Lompico service area, as part of annexation to the District. The resolution was amended from a “bond” to an “assessment” for the revenue source, and went into effect on June 1, 2016. . The first five members of the Lompico Oversight Committee were seated on July 21, 2016 by board action, in accordance with provisions of amendment to Section 14 of the Board Procedure Manual (May 19, 2016) and duties hereby amended on January 28, 2019. Many of these changes were initiated due to recommendations outlined in the Grand Jury Report “Encouraging the Flow of Information to the Public”, published May 31, 2018. The Committee shall have the purposes and duties set forth in these guidelines.

#### **2. Purpose**

The purpose of the Committee is to review and oversee income and expenses related to construction projects in Assessment District AD-16 Engineer’s Report, to serve as liaison for customers residing within the Assessment District boundaries of the former Lompico County Water District, and to inform the Board and public at least annually concerning the revenue and expenditure of assessment district proceeds (the “Assessment District Proceeds”) and on the projects approved by the voters of Lompico within AD-16 on March 6, 2015, by issuing a written report.

#### **3. Mission**

To serve as a Liaison between the Lompico Assessment District customers and the District. To strive to advocate for the community and obtain answers to questions and concerns regarding Lompico Assessment District expenditures and projects.

**Commitment to Excellence.** The Committee is committed to applying the highest standards to public outreach, research and reporting, with excellent representation on behalf of AD-16 property owners, exemplifying the District’s commitment to transparency and support.

#### 4. Duties

To carry out this stated purpose, the Committee shall perform the following duties:

*Attend Training.* Members are responsible to attend training as outlined under Staff Support, items 7 and 8, and any other training the Committee requests.

*Review Expenditures.* The Committee shall review the proposed budget produced by the District to a) ensure that Assessment District Proceeds are expended only for purposes as set forth in the Assessment District ballot measure and Engineer's Report. District staff shall provide at least quarterly a report of current revenue and expenses, a year-to-date summary, and continuing beginning-to-date summary overview of AD-16 revenue and expenses.

*Review Projects.* The Committee shall review quarterly the Lompico Assessment District Improvement/Projects Update report as provided by Staff.

*Review Website Items.* The Committee shall recommend and monitor items to be placed on the District website, or shall retain a separate website, upon approval by the board, for posting items.

*Annual Report.* The Committee shall present to the Board an annual written report (the "Annual Report") which shall include the following:

- 1) A statement indicating whether the proposed Assessment District expenditures are in compliance with the requirements as set forth in the Assessment District ballot measure Engineer's Report
- 2) A statement indicating whether the prior fiscal year Assessment District expenditures have been reviewed by the Committee and are in compliance with the requirements as set forth in the Assessment District ballot measure Engineer's Report. Said statement shall include an itemization and summary of the prior fiscal year Assessment District revenues and expenditures. Included in the itemization and summary shall be information on loans related to AD-16, if any, including terms, interest, and balances.
- 3) Any other information the Committee deems is useful for furthering understanding of Assessment District revenue and expenses, projects, funding, history, or purpose.
- 4) *The Annual Report shall be based on the District Fiscal Year, and will be completed as soon as possible after June 30 each year, presented using preliminary financial data.*

#### 5. Authorized Activities

In order to perform the duties as set forth, the Committee may engage in the following authorized activities:

- 1) Make annual and/or quarterly recommendations to the Board on finance and budget matters pertinent to projects funded by the Assessment District.
- 2) Upon request by the Committee when deemed useful, inspect district facilities or timelines and plans for which Assessment District Proceeds have been or will be

expended, in accordance with any access procedure established by the General Manager or designee and report quarterly and/or annually to the public and Board.

Any Committee requests for copies or inspection of District records shall be made in writing to the General Manager or designee.

## 6. Committee Membership

**Number.** The Committee shall consist of five members representing various backgrounds, for the purpose of providing a range of experience and oversight.

Qualification Standards:

- 1) To be a qualified member of the Committee, a person must
  - a) Reside within the boundaries of the former Lompico County Water District, AD-16, be at least 18 years of age, and a citizen of the state in accordance with Government Code section 1020.
  - b) Not be an employee or elected official of San Lorenzo Valley Water District, and
  - c) Not be a current vendor, contractor, or consultant of the District.
- 2) If a person fails to meet the qualification standards set forth above at any time during the term of service, such member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in the Section below.

**Appointment** The Board shall appoint members to the Committee as necessary. Prior to appointment, the General Manager shall conduct a selection process to ensure that each person appointed meets the qualification standards as set forth herein. All committee appointments will be made by the Board. When an appointment is necessary to fill a vacancy, the General Manager shall immediately post a notice as per procedure outlined in the Board Policy Manual.

**Time Commitment.** In addition to standard meetings, committee members should plan on additional time requirements to prepare reports and present to the public. The Committee may schedule workshops, or establish sub-committees with additional public members as needed for research and report preparation.

**Ethics; Conflicts of Interest.** By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy as herein stated, following.

**Term.** Each member of the Committee shall serve for a term of minimum one year, to be reviewed by the Board each year at the December meeting, or soon thereafter. Terms shall be alternated as possible to enable continuation of the Committee by experienced members to help carry on the work of the Committee.

**Removal; Vacancy.** As per District Board Policy, committee members serve at the pleasure of the Board. Upon the removal or resignation of a member, his or her seat shall be declared vacant. The Board shall fill any vacancies on the Committee in accordance with the appointment process that has been set forth. Vacancies shall be filled within 45 days, or as soon as possible.

**Compensation.** The Committee members shall not be compensated for their services or reimbursed for their expenses.

## 7. Meetings of the Committee

**Regular and Special Meetings.** The Committee shall establish a schedule for the date and time of regular meetings and/or special meetings, both as deemed necessary by the Committee, and shall determine when and where they shall meet within the District.

**Annual Meetings.** The Committee shall establish a date and time for its annual meeting, to be held within the District.

**Procedures.** All meetings shall be open and public in accordance with the Ralph M. Brown Act (the "Brown Act"). Meetings shall be conducted according to such procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

**Agendas.** The Committee Chair will be responsible for providing a deadline to committee members for agenda items prior to each meeting. Committee members will email their agenda items to the Chair in time to meet the deadline. The chair will prepare agenda items and submit to the District in a timely manner to meet preparation and posting by the District Secretary.

**Minutes.** The Committee will use the summary form of minutes. All meetings will be recorded. Both minutes and meeting recordings shall be available online at the District website.

## 8. District Support

The District shall provide to the Committee necessary technical and administrative assistance as follows:

- 1) An oral and/or written review and report by the District Manager, Operations Manager, Finance Manager, or other Staff as requested, of all current financial and construction activity pertaining to AD-16 projects funded by the Assessment District Proceeds, at least quarterly for Committee Meetings, upon request of the Committee for a special or annual meeting or public workshop, or for background information to the Committee.

- 2) Preparation of and posting of public notices as required by the Brown Act ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Board. Recommendation that the District additionally make and use signs to improve public notice of meetings or vacancies, as Lompico Canyon has a single access.
- 3) Provision of a meeting room, including any necessary audio/visual equipment
- 4) Preparation and copies of any documentary meeting materials, such as agendas, minutes and reports, and
- 5) Retention of all Committee records and provide public access to such records
- 6) Posting on the District website under LADOC heading: all items above, plus other items as requested relating to AD-16 revenue and expenses, project descriptions, update of construction and/or schedules, and Committee and Staff reports; to provide a link on the District website for a separate Committee website as may be approved by the Board.
- 7) The District shall provide training to all Committee members within two months of this amendment, and thereafter within one month of being appointed. Such training shall include Brown Act, Conflict of Interest, and any other training as deemed useful and requested by the Committee.
- 8) The District shall provide training in Assessment District procedures by a qualified third-party professional who is an expert on Assessment District finance and construction law, and shall make such expert available to the Committee as requested by the Committee to answer questions on an Assessment District.
- 9) The District Manager shall form and facilitate a procedure to support Committee access to the District's Attorney and/or Auditor should there be legal questions on these guidelines or other issues directly relating to AD-16 revenue and expenses.
- 10) The District shall appoint one board member to serve as liaison to the Committee, to be approved by both the Board and Committee, and reviewed after a one year term, or earlier if requested by the Committee. The board member shall have no power to vote on or direct Committee actions, but is there to assure the uninterrupted and full support of the General Manager or designated staff to the Committee to enable carrying out their duties. A preference is for this appointee to be the Board President.

The District shall not use any Assessment District Proceeds to provide the support set forth in this Section.

## **9. Officers**

The Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent, such positions shall be reviewed annually. The duties of the Chair shall be to prepare items for the agenda, and moderate the meetings of the Committee to insure an orderly flow of information and ideas.

## **10. Changes to Guidelines**

Any changes to these charter guidelines proposed by the Committee shall require approval by the Board.

## **11. Termination**

The Committee shall automatically terminate and disband when all Assessment District Proceeds are spent and accounted for. The term of the Assessment for AD-16 is ten years, unless otherwise reduced and revised, starting on June 1, 2016.

## **12. Applicability of California Law**

The Committee is established by the District in compliance with the Engineer's Report for Lompico County Water District ballot measure finalized on May 4, 2015, and LAFCo Resolution 953-A for Dissolution and Annexation to San Lorenzo Valley Water District. Nothing in these guidelines shall be interpreted in a manner that is inconsistent with the provisions of this resolution, ballot measure and Engineer's Report.

## **13. Lompico Assessment District Oversight Committee Ethics Policy Statement**

**Conflict of Interest.** A Committee member shall not make or influence a District decision related to 1) any contract funded by Assessment District Proceeds, or 2) any construction and/or land acquisition project which will benefit a Committee member's outside employment, business, or personal finances or benefit an immediate family member.

**Outside Employment.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to 1) any District contract funded by Assessment District Proceeds, or 2) and District construction and/or land acquisition project. A Committee member shall not make or influence a District decision related to any construction and/or land acquisition project involving the interests of a person with whom the member has an agreement concerning current or future employment or remuneration of any kind. For a period of two years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be

prohibited from contracting with the District with respect to a) bidding on projects funded by the Assessment District Proceeds, and b) any construction and/or land acquisition project.

**Commitment to Uphold Law.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the policies procedures, rules and regulations of the District.

**Commitment to District.** In carrying out Committee duties, a Committee member shall place the interest of the District above any personal or business interests of the member.



## MEMO

TO: BOARD OF DIRECTORS  
FROM: DISTRICT MANAGER  
SUBJECT: PROBATION TANK RIBBON CUTTING EVENT  
DATE: JANUARY 09, 2020

### RECOMMENDATION

It is recommended that the Board review this memo and schedule a special Board of Directors meeting for a ribbon cutting ceremony at the New Probation Tank in Scotts Valley.

### BACKGROUND

Construction has been completed on the District's Probation Tank Replacement Project. The original 100,000-gallon redwood water tank constructed approximately 45 years ago reached its life expectancy and was experiencing sever leakage.

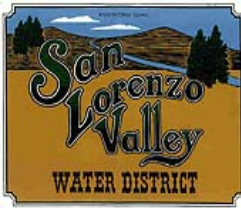
The new \$1.7 million dollar 534,000 gallon welded steel tank will provide improved water storage for fire flow, conjunctive use, and reliability. In addition, the new tank will improve water conservation and reduce loss revenue/expense due to leakage.



The new tank has been placed in service and is considered a milestone in the District Capital Improvement Projects Program and a Ribbon Cutting Ceremony is warranted.

The Ceremony at the tank site will highlight the environmental sensitivity of the construction project in a restricted area protecting four (4) Federally Endangered species in accordance with the US Fish and Wildlife Service Habitat Conservation Plan.

It is recommended that the Board consider having the ceremony late in February or early March, due to weather concerns, and during the work week to accommodate the many public agencies who will be invited.



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
MINUTES  
DECEMBER 5, 2019**

**Thursday, December 5, 2019 at 5:30 p.m.**, SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

1. Convene Meeting 5:30 p.m.  
Roll Call: L. Farris, S. Swan, B. Fultz, L. Henry, R. Moran  
Staff: R. Rogers, G. Nicholls, H. Hossack
2. Additions and Deletions to Closed Session Agenda:
3. Oral Communications Regarding Items in Closed Session:  
N. Nacarri explained his position regarding the purchase of his property.
4. Adjournment to Closed Session 5:39 p.m.
5. Convene to Open Session at 6:31 p.m.
6. Report of Actions Taken in Closed Session  
Nothing to report out of Closed Session.
7. Roll Call (Open Session): L. Farris, S. Swan, B. Fultz, L. Henry, R. Moran
8. Additions and Deletions to Open Session Agenda:
9. Oral Communications:  
L. Henry stated the ground rules for the public comment. She set the time for each individual to 3 minutes.  
J. Mosher, Felton-spoke about the FLOW Organization. Its special interest is the health of this water district and the valley. He appreciates the hard work the Board is doing.
10. Unfinished Business:
  - a. NOTICE OF INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION LOMPICO TANKS - PUBLIC HEARING  
R. Rogers introduced this item. He read the memo explaining the item.  
M. Johnson, Environmental Analyst with DD&A, he said he is there to answer questions and described the comments made during public hearing period.

D. Loewen, Lompico-she reiterated her concern for the correct information for the number of tanks in Lompico. She also thanked the District for moving ahead with this project.

R. Rogers noted that there is Resolution No. 14 (19-20) before the Board.

S. Swan made a motion to adopt Resolution No. 14 (19-20). The motion was seconded.

R. Moran said he was impressed with the environmental aspects of this project.

L. Henry noted that the report is very interesting and everyone should read it.

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

b. STRATEGIC PLAN

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

R. Moran said he wants to be clear, he believes that Dir. Fultz drafted the strategic plan out of a good faith desire to make this an in-house document to save the ratepayers the high cost of a consultant. He thinks the strategic plan takes away from other important projects. He noted that the 2018 grand jury recommended that the directors, staff and committee members receive training for addressing contentious issues. He believes the District would benefit by conflict resolution training before tackling the strategic plan.

L. Henry said that she wants to be sure that the Strategic Plan is done right. It should include the public and all of the Board members and staff. She would like to see outreach to the public.

Discussion by the Board and staff regarding the proposal and the contentious resolution and ad hoc committee.

L. Farris said that he read all of the emails and letters sent to the Board. He created a criteria chart to process the comments. The most common comment was that we should be using Greg Larson to facilitate the strategic plan. Why are we changing the existing strategic plan was the second most popular comment.

E. Fresco, Felton-appreciates Dir. Moran's suggestions and thanked Dir. Farris for his effort, she feels like she has been heard.

L. Ford, Felton-thanked the Board for all of their hard work. He believes that best practices should be followed.

M. Shargell, Felton-said that this matters. Echoed thanks for work. Dir. Farris demonstrated a terrific example of proving that he is paying attention. He believes that long range planning is needed.

D. Loewen, Lompico-she thinks that most of the people in the room are part of a special interest and that is environmental. We need to focus on the District providing water.

G. Mahood, suggested that the Board reconsider the idea of revising the Strategic Plan. It's not necessary and it's not a good use of District resources.

M. Wilson, Ben Lomond - he said that he wrote a letter but he doesn't have an environmental agenda. He appreciates the response of Board.

N. Macy, Boulder Creek - said she would like to keep the current Strategic Plan. The Mission Statement very well written.

L. Henry she heard that the Board wants to do conflict resolution before continuing with the Strategic Plan.

Discussion by the Board regarding conflict resolution before the Strategic Plan.

c. PUBLIC ADVISORY COMMITTEE ON FACILITIES - UPDATE

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

Discussion by Board, staff and public regarding the number of members on the committee, Board direction of the committee, time commitment and extending deadline to allow more applications. Deadline extended to January 29, 2020 3:00p.m. seating of Committee at the February 6, 2020 BoD.

d. RESPONSE TO MATT JOHNSTON ARTICLE ON GLYPHOSATE

R. Rogers introduced and read the staff memo.

L. Henry asked who we want to send the letter to.

G. Nicholls said it is up to the Board.

B. Fultz questioned what communication has taken place so far.

R. Rogers said he had an unofficial conversation with someone with the County.

Discussion by the Board and staff regarding the email response.

L. Ford, Felton-Recommended that the Board just drop it. The glyphosate issue has already been settled.

R. Moran said he would like to open an agenda packet and not be bombarded about glyphosate. This was an affront to him.

B. Fultz questioned if the 3<sup>rd</sup> paragraph was removed would it be acceptable.

Discussion by the Board regarding the 3<sup>rd</sup> paragraph and its appropriateness.

Unidentified woman was surprised by the Board's response to this item. She thought the reaction was beneath the Board.

L. Henry said if the email had been sent as a private citizen this would not be an issue but it was sent by an employee of the County.

Unidentified woman thanked Pres. Henry for the clarification.

Discussion by the Board regarding the content of the letter.

D. Loewen thanked R. Moran for his letter.

R. Moran said irrespective of the letter and the email from M. Johnston he went to the hardware store and saw glyphosate products on the clearance table.

B. Fultz made a motion to direct the Board President to sign the letter as drafted in the agenda packet. The motion was seconded.

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

11. New Business:

a. ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2018-19

S. Hill introduced the report. Chris Brown with Fedak & Brown gave his presentation by phone.

L. Farris questioned the net position of \$2.1 million, is that reserves?

C. Brown answered that represents the revenues you receive less your expenses. It represents net profit.

S. Hill added the restricted increased about \$1.6 million. The majority of that is the Probation Tank loan.

Discussion by the Board, staff and presenter regarding the report.

Cynthia questioned the property tax line.

S. Hill explained the property tax in the District.

Discussion by Board, staff and public regarding property, water loss.

B. Fultz made a motion to approve the Annual Financial Report for 2018-

19. The motion was seconded.

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

b. ELECTION OF OFFICERS FOR 2020

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

L. Henry said that the public can comment on the President appointment but they cannot nominate or vote.

L. Ford, Felton - commented that the next president should be L. Henry or L. Farris. Both have demonstrated that they have a balanced perspective, you're inclusive, you encourage participation, you are collaborators and you're positive.

D. Loewen said that with President Henry stepping down, anyone else would be good at it. She would like to put in a word for B. Fultz. He has done an admirable job.

M. Wilson commented that all 5 Board members have strengths. He urged that they pick someone who will be best for the Board not just because they are vice president.

E. Fresco said she has worked with several of the Board members she feels that she has not been listened to by Dir. Fultz. She feels she has been labeled as the opposition. She prefers Dir. Farris she feels that he has listened to her and valued her input. He has not divided the community into us and them.

V. Wright she thinks you are all valuable people. She was concerned when Directors personally attack others in the paper. As Dir. Fultz did a couple of weeks ago. Prefers Dir. Farris because he listens and actually changes his mind based on what he hears. If you're not listening to the people, you're not doing your job.

L. Henry made a motion that S. Swan becomes the next Board President. The motion was seconded.

Discussion by the Board and Counsel regarding nominations for Board President.

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

S. Swan made a motion that L. Henry be the Vice President. The motion was seconded.

Discussion by the Board regarding the leadership development of the VP.

Dir. Farris abstained, Pres. Swan voted yes, Dir. Fultz abstained, Dir. Henry and Moran voted yes. Motion passed.

c. BOARD OF DIRECTORS MEETING DATES AND TIMES FOR 2020

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

B. Fultz said that the Board Policy Manual calls for there to be one meeting in July, November and December.

B. Fultz made a motion to adopt in accordance with Board Policy, first and third Thursday except for January, July, November and December and adopt Resolution No. 13 (19-20). The motion was seconded.

L. Henry said we need to think about the some of the items sooner. This agenda is too long with only one meeting in November and December.

R. Rogers said he learned this year that there have been issues planning the agendas. He plans to create a long range schedule of proposed agendas items for the year.

Discussion by the Board and staff regarding agenda planning.  
All present voted in favor of the motion. Motion passed.

d. BOARD MEMBER COMMITTEE APPOINTMENTS FOR 2020

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

L. Henry made a motion to leave the committees the same. The motion was seconded.

L. Farris said he would like to have some discussion.

Discussion by the Board and staff regarding the committee chairs.  
All present voted in favor of the motion. Motion passed.

e. UTILITY BILLING POLICY - SB998 COMPLIANT

S. Hill introduced and explained this item.

\*L. Henry left the room and then returned within a minute.

G. Nicholls explain

S. Hill noted the specific changes.

S. Swan questioned if we currently do not have a late fee.

S. Hill explained the current procedure.

S. Swan questioned how many people to we turn off per year.

S. Hill said that we do about 240 - 250 tags per month and around 30 shutoffs per month.

Discussion by the Board and staff regarding the explanation for the public of the new process and tenant/owner responsibility.

B. Fultz said the B & F committee has reviewed this. This change will require the equivalent of one fulltime person to administer. He questioned the word interim.

G. Nicholls explained interim as this policy needs to be formalized in an Ordinance and made part of the Rules & Regulations. The time line for doing that wasn't consistent with getting this rolled out for the February 1<sup>st</sup> compliance.

Discussion by the Board and staff regarding this process.

L. Farris suggested a proposed change. Help for people with turn offs.

Discussion by Board and staff regarding turn offs and life line rates.

B. Fultz made a motion to accept Resolution No. 15 (19-20) Interim Utility Billing. The motion was seconded.

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

f. RATES AND CHARGES

S. Hill introduced this item and explained the rates and charges.

Discussion by Board and staff regarding rates and charges.

L. Farris made a motion to pass Resolution No. 16 (19-20). The motion was seconded.

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

g. DISTRICT LOGO

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

Discussion by Board and staff regarding the cost of the design.

S. Hill presented the 4 options to the Board.

Discussion by the Board and staff regarding the logo. It was decided to take the logos to the public to vote on a design. The results of the poll will be presented at the January 16, 2020 BoD meeting.

h. PERSONNEL SYSTEM RULES & REGULATIONS FOR 2020

G. Nicholls introduced this item. Policy needs to be updated but at a later date.

Discussion by the Board and staff regarding voting on the three resolutions.

B. Fultz made a motion to adopt Resolution No. 11 (19-20) Personnel Rules & Regulations 2020. Motion was seconded.

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

i. SEXUAL HARASSMENT POLICY FOR 2020

G. Nicholls said that the same explanation for the previous item applies to this item.

B. Fultz made a motion to adopt Resolution No. 12 (19-20) Sexual Harassment Policy for 2020. Motion was seconded.

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

j. RESPECTFUL WORKPLACE POLICY FOR 2020

G. Nicholls said that the same explanation applies to item 11j. Resolution No. 10 (19-20).

B. Fultz made a motion to adopt Resolution No. 10 (19-20) Respectful Workplace Policy for 2020. The motion was seconded.

L. Farris questioned who needs training for this.

G. Nicholls said that it is the practice to have management trained but she doesn't know that it is in this policy.

Discussion by Board and staff regarding who needs training.

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

12. Consent Agenda:

a. MINUTES FROM BOARD OF DIRECTORS MEETING NOVEMBER 7, 2019

b. MINUTES FROM SPECIAL BOARD OF DIRECTORS MEETING NOVEMBER 13, 2019

G. Nicholls explained that if nobody requests that an item be pulled from the agenda, under California law, it is considered approved. She typically counsels that a vote is not required but the SLVWD Board Policy Manual requires a vote.

B. Fultz made a motion to adopt the Consent Agenda. The motion was seconded.

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

13. District Reports:



- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Engineering
  - Finance & Business
  - Legal
  - OperationsDiscussion by the Board and staff regarding PSPS, Fall Creek no violations, Probation Tank grand opening, Bill List being \$million, sample test results and the website.
  
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    - Engineering Meeting - 11.7.19

14. Written Communication:

- Email from C. Finnie 11.12.19
- Email from K. Holl 11.18.19
- Email from D. Loewen 11.19.19
- Email from L. Ford 11.19.19
- Email from B. Sprenger 11.20.19
- Email from P. Machlis 11.20.19
- Email from L. Summers 11.22.19
- Email from L. Henry 11.23.19
- Email from M. Dolson 11.23.19
- Email from L. Watson 11.23.19
- Email from C. Dzendzel 11.23.19
- Email from J. Mosher 11.26.19
- Email from E. Fresco 11.27.19

15. Adjournment 10:20 p.m.

## MEMO

To: District Manager  
From: Engineering Manager  
Subject: January 2020 Engineering Department Monthly Report  
Date (Date of Board Meeting)

### Recommendation:

It is recommended that the Board of Directors review and file the Engineering Department Monthly Report for January 2020.

### Projects in Construction:

***Probation Tank Replacement:*** Construction work on the Probation Tank is nearing completion. The District has beneficial use of the Probation Tank. As of the writing of this report, the Contractor and the District are coordinating the completion of punch list items and project closeout.

***Lompico PRV Replacement:*** Construction work on the Lompico PRV stations is nearing completion. All six PRV's have been installed and are operational. The Contractor and the District are coordinating the completion of punch list items and final project closeout.

***Quail Well 5A & Olympia Well 3 Rehabilitation Project:*** Construction rehabilitation work on the wells is continuing. The Olympia Well 3 rehab was very successful. Pumping rates increased from 90 to 350 gallon per minute. Work on the Olympia Well is now complete and work has started on Quail Well 5A.

### Projects in Design:

***Water Master Plan:*** Akel Engineering is making good progress with the District Water Master Plan. We are currently working on collecting District wide pressure data and perfecting water pressure zone boundaries.

***2019 Pipeline Replacement Project:*** Work on the design of the 2019 Pipeline Project is underway. Survey work is now complete. A project workshop is scheduled with District staff for January 15, 2020.

***Bear Creek Estates Wastewater Alternatives Analysis:*** Work on the wastewater alternative analysis is underway. Most of the research data associated with the project has been collected. The Consultant is now organizing the information into a draft report. A project workshop is scheduled with District staff for January 16, 2020.

***Glen Arbor Bridge Water Main Replacement Project:*** The District received multiple proposals for the design of the Glen Arbor Bridge Water Main Replacement Project in December. A recommendation to award the design contract is anticipated at the January 9<sup>th</sup> Board meeting.

***Swim Tank Replacement:*** Survey, geotechnical and appraisal work has been completed. The General Manager and District attorney are working on property acquisition.

Projects Advertising for Bids/Proposals:

***Lompico Tanks Replacement:*** The Lompico Tank Replacement Project is out to bid. Bids are due by 3pm on February 6, 2020.

***Lompico Tanks Replacement - Construction Management:*** The District is seeking proposals for Construction Management services for the Lompico Tank Replacement Project. A similar construction management process was used for the oversight of the Probation Tank during construction. Proposals are due by 3pm on January 23, 2020.

M E M O

TO: Board of Directors  
FROM: District Manager  
PREPARED BY: Director of Finance & Business Services  
SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT  
DATE: January 9, 2020

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance & Business Services Department Status Report.

BACKGROUND:

**BUDGET**

We are getting ready to begin the budget process.

**CUSTOMER SERVICE SUPPORT**

- Monthly Consumption by Customer Class
- Customer Service stat and information
- Weekly Call Log

**REVENUE STABILIZATION RATE ANALYSIS**

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of November 2019 consumption, the cumulative consumption is 3% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

**WEBSITE**

The District is progressing on the website. there is still a lot of content review to do before we are ready to go live. We hope to go live within the first quarter of the new year.

**PG&E PSPS EVENT RECONCILIATION**

This packet contains the reconciliation from the PG&E PSPS events. Overall the PSPS events cost the District approximately \$124,000. This was the first time our District experienced a power shut off like this. While the District has a lot of generators in place and more on the way, there will likely always be the need for some rentals, as our District has a lot more tanks and pumps than most other water agencies. This also required a large amount of labor hours as some locations required 24/7 monitoring.

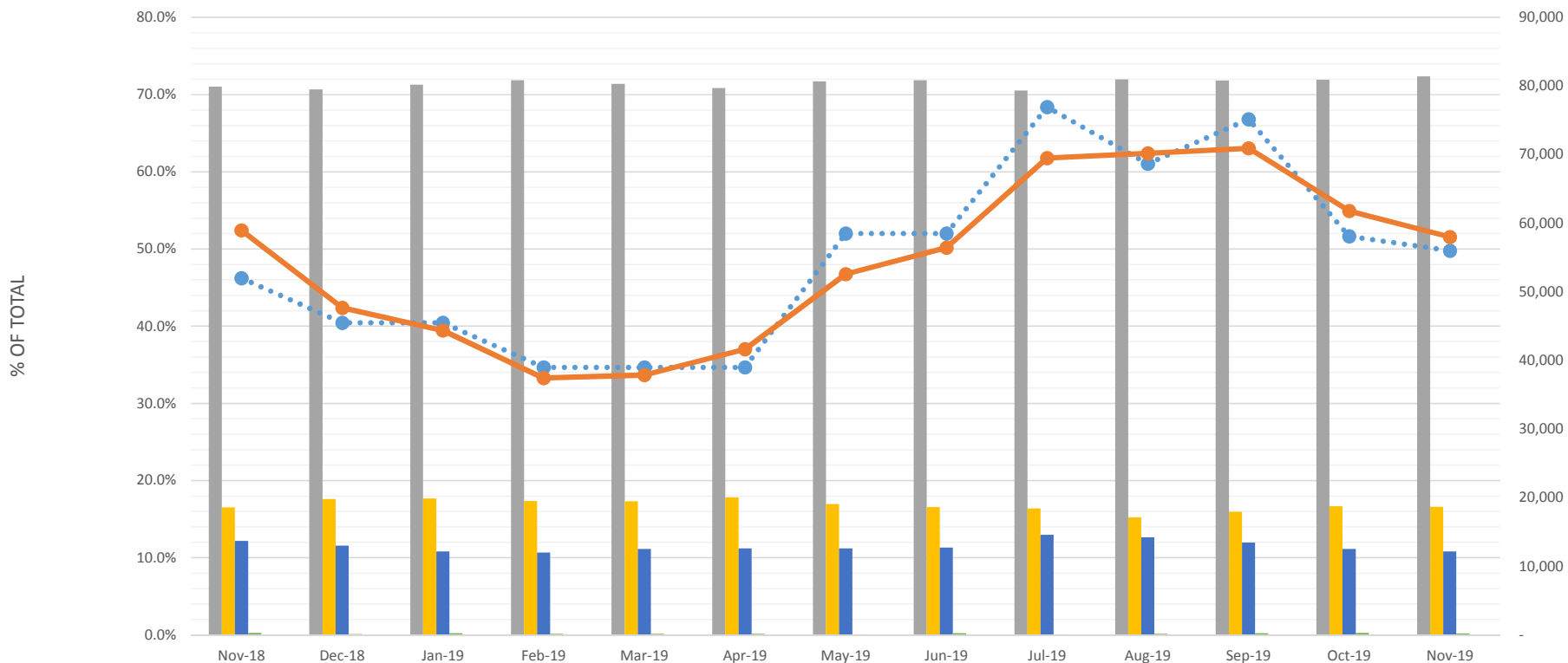
**FINANCIAL SUMMARY**

November YTD is tracking relatively as expected. Consumption has been lower than anticipated, so we will continue to monitor. Expenses always track slightly higher the beginning of the year, this is due to a lot of once a year invoices being paid, such as the workman comp and liability insurances. Please see the Monthly Financial report for further detail.

- Operating Revenue: Consumption has been tracking slightly below prior years averages, but it is too early to tell how significantly it could impact the full year. Based on the current trend, it is anticipated consumption revenue is tracking \$100,000 below the anticipated budget.
- Operating Expenses: Expenses are in line with expectations, given the large volume of annual invoices typically paid in July of each year.
- Operating Income (loss): Summer months typically carry a higher operating income, that helps carry us through the lower winter consumptions months.
- Overall Outlook: The numbers are in line with expectations. We will continue to monitor consumption trends for any significant shifts from expectations.

	November		Full Year	
	Current Month	YTD	Budget	% of Budget
Operating Revenue	\$ 948,822	\$ 4,601,961	\$ 10,817,670	43%
Operating Expenses	\$ 563,141	\$ 3,129,442	\$ 7,817,156	40%
Operating Income	\$ 385,680	\$ 1,472,519	\$ 3,000,514	49%

### 13 MONTH CONSUMPTION TRENDS



	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Residential	71.0%	70.7%	71.3%	71.8%	71.4%	70.8%	71.7%	71.9%	70.5%	72.0%	71.8%	71.9%	72.4%
Multi Residential	16.5%	17.6%	17.7%	17.4%	17.3%	17.8%	17.0%	16.6%	16.4%	15.2%	16.0%	16.7%	16.6%
Commercial	12.2%	11.6%	10.8%	10.7%	11.1%	11.2%	11.2%	11.3%	13.0%	12.6%	12.0%	11.2%	10.8%
Bulk Water	0.3%	0.1%	0.2%	0.1%	0.1%	0.1%	0.1%	0.2%	0.1%	0.1%	0.2%	0.2%	0.2%
Other Systems	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BUDGETED UNITS	52,000	45,500	45,500	39,000	39,000	39,000	58,500	58,500	76,946	68,660	75,158	58,092	56,008
ACTUAL UNITS	58,962	47,684	44,397	37,442	37,870	41,646	52,584	56,456	69,511	70,199	70,935	61,797	58,008

**CUSTOMER SERVICE DEPT SUMMARY**

*These statistics are meant to show some of the trends and fluctuations in utility billing related items. Management will use these to look for abnormalities or seasonal trends that can impact staff time. For example, the cut in/out process is typically correlated to the real estate market.*

Monthly Stats:	Nov-19	* Oct-19	* Sep-19	Aug-19	Jul-19	* Jun-19	* May-19	* Apr-19	* Mar-19	Feb-19	* Jan-19	Dec-18	Nov-18
Cut In/Outs	48	42	58	83	142	97	105	83	60	38	58	34	63
Tags	151	90	120	184	169	95	256	95	238	124	210	157	191
Turn-offs	33	14	30	38	23	21	30	35	19	34	38	25	26

*These statistics were initially used to help show growth of online use with Springbrook. These will become even more meaningful as the District does a push to encourage people to save time and money by signing up online to pay bills and e-bills.*

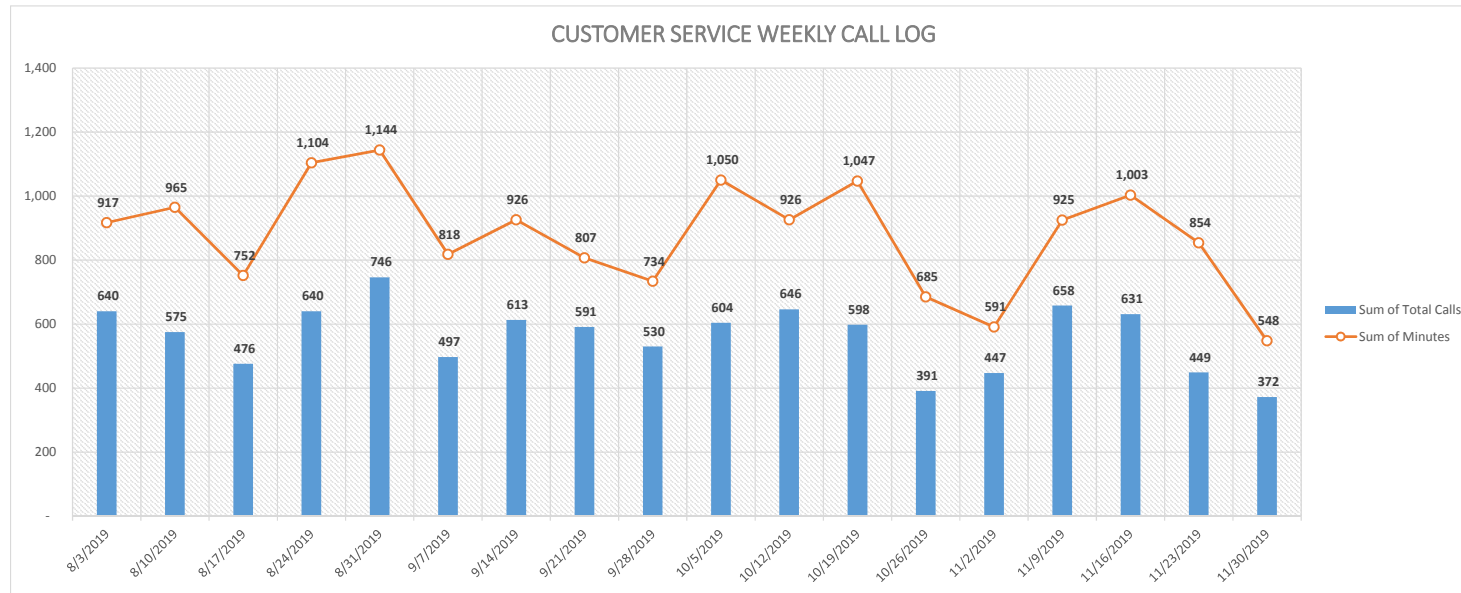
**Online / Going Green [1]**

*As of 12/30/2019*

Online Sign-ups	4,646	4,589	4,504	4,439	4,414	4,334	4,293	4,240	4,184	4,120	4,078	4,033	3,980
E-Bills	1,781	1,763	1,727	1,697	1,686	1,624	1,590	1,522	1,413	1,378	1,356	1,326	1,302
Auto Pay	2,943	2,901	2,874	2,778	2,707	2,518	2,551	2,725	2,706	2,659	2,716	2,673	2,638

\* Due to timing, had abnormal tag periods

*[1] Please note these numbers are slightly higher than actuals being utilized. When a person closes their account, they typically leave their online account active for a while for their own personal records. We currently do not have an easy way to break down to only active customers.*



Week Ending	Incoming Calls		Outgoing Calls		Total Calls		Weekly Notes
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes	
8/3/2019	454	748	186	169	640	917	Tags, Main Breaks: 13728 Bear Creek Rd, 550 El Solyo Heights Dr., Scenic Wy & Hillcrest, 9460 Sunnyside Ave. Turn off, Main Breaks: 609 Redwood Dr., 225 Brier Dr., Scenic Way & Greenbank, 12704 Hwy 9, 8215 & 8225 Glen Arbor Rd., 5995 Plaeau Dr., 9675 Brookside Ave., 320 Blue Ridge Dr., 1610 Jackson Ave.
8/10/2019	361	779	214	185	575	965	Tags, Main Breaks: 123 Baywood Rd., 12520 Boulder St., 240 Main St., Blue Ridge Dr., 10610 Visitar St., 315 St. Francis, 100 Brookside Dr., 15745 Kings Creek Rd., 255 Glenwood Rd., 212 riverside Park Dr.,
8/17/2019	335	663	141	89	476	752	Turn off, Main Breaks: 8195 Oak Ave., 12704 Hwy 9, 455 Lockwood Ln, 140 Sweet Pea Ln, 230 Brackney Rd., 498 Ralston Ridge, 11871 Van Allen, 1191 Laurel Ave.
8/24/2019	353	779	287	325	640	1,104	Tags, Main Breaks: 550 El Solyo Heights Dr., 14320 Big Basin Way, 280 Mesa Dr., 410 Rincon Way, 340 Bernstein Dr, 17990 Hwy 9, W. Zayante & Storm, 595 Romona Dr, 12520 Ramona Dr., 12520 Boulder ST, 825 Boulder St.
8/31/2019	513	984	233	160	746	1,144	Turn off, 155 Amity Way, 8500 Glen Arbor Rd., 131 Redwood Wy, 505 Estates Dr., Strom Ln, 9341 Mill St., Hwy 236
9/7/2019	317	717	180	100	497	818	Tags, 150 Lovers Ln., 7134 Hwy 9, 9355 Mill St., 8680 Hwy 9, 5600 Lincoln Wy., 13101 Hwy 9, 100 Brookside Ave., 380 Railroad Ave., 100 Brookside Ave., 380 RailRoad Ave.
9/14/2019	408	799	205	127	613	926	Turn off, 100 Brookside Dr., 15610 Hwy 9, Middleton Ave.
9/21/2019	338	613	253	194	591	807	
9/28/2019	292	572	238	162	530	734	Forest Way, 360 Hallsons Ln, Blackstone Dr., Payone Dr., 605 Spring Creek, 10300 Alba Rd., La Lena St., Intersection Hwy 9 & Main St.,
10/5/2019	391	890	213	160	604	1,050	Tags, Main Breaks: 7605 Hihn Rd., 558 Winifred Wy., End of Redwood Dr., More Dr., Irwin Wy., 10720 Lake Blvd. Turn off, Main Breaks: 7700 E Zayante Rd., Lorenzo Ave., Upper Redwood, 386 Meadow Dr., Dundee Ave., 15605 Hwy 9, 175 Shadowbrook Ln., High St., Country Club, Irwin Wy., 585 Orman Rd., Rowardennan Dr. & Hwy 9, 10649 Visitar St.
10/12/2019	405	741	241	184	646	926	Tags, Main Breaks: 1555 Jackson Ave., 335 Vista Terrace, Nellie Ln., 235 Circle Wy.,
10/19/2019	345	794	253	254	598	1,047	Turn off, Main Breaks: N/A
10/26/2019	243	502	148	183	391	685	No tags due to the power outages; 14660 West Park, 215 Ridge, 7766 Hwy 9, Park Dr., Scenic Dr.
11/2/2019	228	499	159	92	447	591	Tags & Turn off, Main Breaks: 350 More Dr., 595 Romona Dr., Twin Pines Dr., Ralston Ridge, 100 Brookside Dr., 1120 Dundee Ave., Azaela Ave., Alameda, 530 Western,
11/9/2019	428	773	230	152	658	925	Closed for Vetrans Day, Tags, Main Breaks: 105 East Rd., Flat St., Ralston Ridge, 10783 Vera Ave., Boulder St., 14830 Hwy 9, 403 Meadow Dr., 15610 Hwy 9, Kings Creek, Shadowbrook Ln.
11/16/2019	368	869	163	134	631	1,003	Turn off, Main Breaks: Primavera Rd., Fireside, 10331 California Dr.
11/23/2019	283	653	166	200	449	854	Closed for Thanksgiving two days, Main Breaks: 11392 Lake Dr., 155 Shadowbrook Ln., 12530 Boulder St., Zayante School Rd., Orchard Rd.
11/30/2019	257	462	115	86	372	548	



### REVENUE STABILIZATION RATE ANALYSIS FY1920

*In accordance with the District's Revenue Stabilization Rates Policy & Procedures, the District Manager shall provide the Board of Directors with the average units of water sales (by month) for the rolling previous three years, which will serve as the baseline against which current annual sales to date will be compared. If the District Manager determines that budget-year water sales (in units) to date, and corresponding revenue, is more than 10% below expected year-to-date levels (based on monthly averages over the previous three years), the District Manager shall notify, at a public meeting, the Board of Directors of this determination at or before the next regularly scheduled Board meeting. For more information, please refer to the District's full Policy & Procedures.*

#### MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY1617	74,199	73,414	71,825	59,518	41,777	45,698	45,401	37,667	41,173	42,898	52,932	68,388	<b>654,889</b>
FY1718	81,254	78,331	76,259	65,658	58,601	42,693	48,947	40,431	42,401	41,263	52,088	69,321	<b>697,247</b>
FY1819	69,843	76,594	70,487	62,230	58,962	47,684	44,397	37,442	37,870	41,646	52,584	56,456	<b>656,195</b>
<b>3 YR AVERAGE (BASELINE)</b>	<b>75,099</b>	<b>76,113</b>	<b>72,857</b>	<b>62,469</b>	<b>53,113</b>	<b>45,358</b>	<b>46,248</b>	<b>38,513</b>	<b>40,481</b>	<b>41,936</b>	<b>52,535</b>	<b>64,722</b>	<b>669,444</b>

#### ACTUAL FY1920 CONSUMPTION

FY1920	69,511	70,199	70,935	61,797	58,008								<b>330,451</b>
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#### CUMULATIVE ANALYSIS

% Above or Below Average	-7%	-8%	-3%	-1%	9%								
<b>Cumulative %</b>	<b>-7%</b>	<b>-8%</b>	<b>-6%</b>	<b>-5%</b>	<b>-3%</b>								

#### NOTES:

Consumption is cumulatively slightly below the prior three year average baseline. As of November 2019 consumption, the cumulative consumption is 3% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

## FALL 2019 PG&E PSPS EVENT RECONCILIATION

EXPENSES	TOTAL
GENERATOR	\$ 47,184
GAS	\$ 10,000
PROPANE	\$ 2,512
MEALS	\$ 1,472
MATERIAL	\$ 709
<b>TOTAL EXPENSES</b>	<b>\$ 61,877</b>

LABOR PSPS 1	# HOURS	TOTAL
REGULAR	285	\$ 13,738
OVER TIME	119	\$ 8,302
DOUBLE TIME	60	\$ 5,811
<b>PSPS 1 LABOR</b>	<b>463</b>	<b>\$ 27,851</b>

LABOR PSPS 2	# HOURS	TOTAL
REGULAR	292	\$ 11,996
OVER TIME	247	\$ 17,432
DOUBLE TIME	53	\$ 4,689
<b>PSPS 2 LABOR</b>	<b>591</b>	<b>\$ 34,116</b>

**TOTAL LABOR**                    **1,054**        **\$ 61,967**

**GRAND TOTAL PSPS EVENTS**        **\$ 123,845**

## OPERATING ANALYSIS - NOVEMBER 2019

### REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 663,649	69.9%	\$ 636,311	\$ 27,338	4%	9%	\$ 7,395,500	68%
BASIC CHARGES	269,295	28.4%	253,599	15,696	6%	9%	3,163,000	29%
METERS, PENALTIES & OTHER	5,865	0.6%	7,570	(1,705)	-23%	5%	127,000	1%
SEWER CHARGES	10,013	1.1%	8,344	1,669	20%	8%	132,170	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 948,822</b>	<b>100.0%</b>	<b>\$ 905,824</b>	<b>\$ 42,998</b>	<b>5%</b>	<b>9%</b>	<b>\$ 10,817,670</b>	<b>100%</b>

### REVENUE COMMENTS

Water Usage: Nov 19 was 2% below the same time in Nov of the prior year. Remaining basic charge increase was due to the rate increase.

Sewer Charges: New rates went into effect Dec 18.

### EXPENSES BY CATEGORY

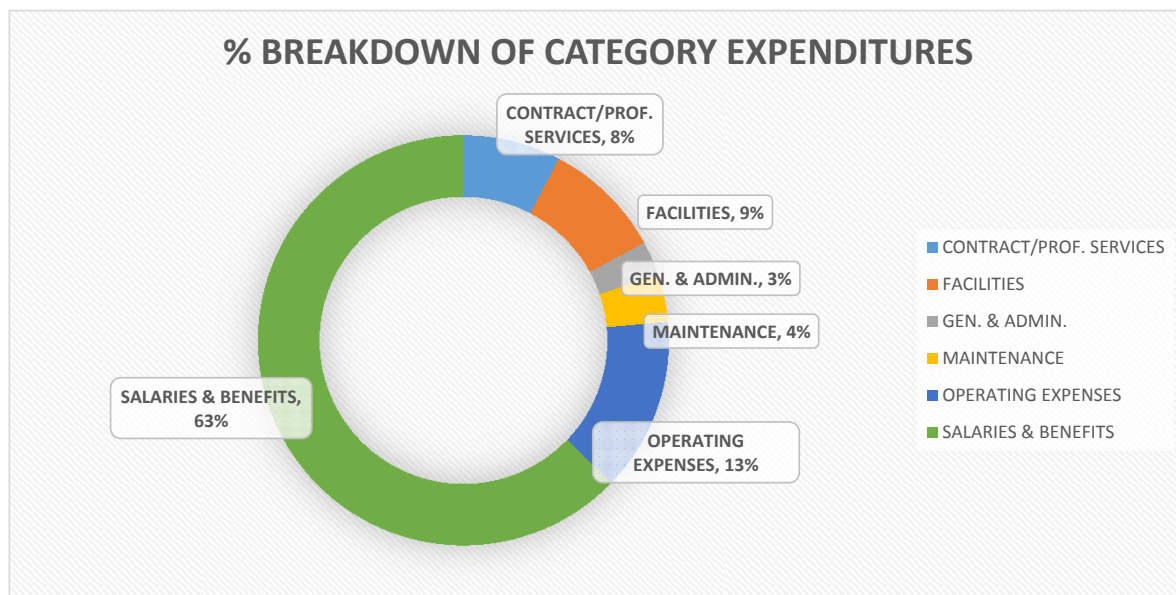
DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 353,677	62.8%	\$ 334,286	\$ 19,391	6%	7%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	43,290	7.7%	70,907	(27,617)	-39%	4%	1,070,711	14%
OPERATING EXPENSES	76,847	13.6%	32,244	44,603	138%	18%	435,250	6%
MAINTENANCE	21,182	3.8%	10,919	10,263	94%	10%	218,850	3%
FACILITIES	52,967	9.4%	51,252	1,715	3%	9%	591,700	8%
GEN. & ADMIN.	15,178	2.7%	21,413	(6,234)	-29%	5%	335,670	4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 563,141</b>	<b>100%</b>	<b>\$ 521,021</b>	<b>\$ 42,120</b>	<b>8%</b>	<b>7%</b>	<b>\$ 7,817,156</b>	<b>100%</b>

### EXPENSE COMMENTS

Overall expenses tracked similar to prior year.

Operating expenses had an increase from rentals for the PG&E PSPS. See the full PSPS cost breakdown in this finance package.

Legal Bills: Nov 19 legal bills were \$9K, compared to prior year \$23K



## OPERATING ANALYSIS - YTD FY1920 (JULY-NOVEMBER)

### REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 3,228,876	70.2%	\$ 3,124,592	\$ 104,284	3%	44%	\$ 7,395,500	68%
BASIC CHARGES	1,291,846	28.1%	1,210,252	81,594	7%	41%	3,163,000	29%
METERS, PENALTIES & OTHER	31,170	0.7%	35,475	(4,305)	-12%	25%	127,000	1%
SEWER CHARGES	50,068	1.1%	41,721	8,347	20%	38%	132,170	1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 4,601,961</b>	<b>100.0%</b>	<b>\$ 4,412,040</b>	<b>\$ 189,920</b>	<b>4%</b>	<b>43%</b>	<b>\$ 10,817,670</b>	<b>100%</b>

### REVENUE COMMENTS

YTD revenues are higher due to the rate increase. Offsetting is the fact consumption was down 2% compared to prior year.

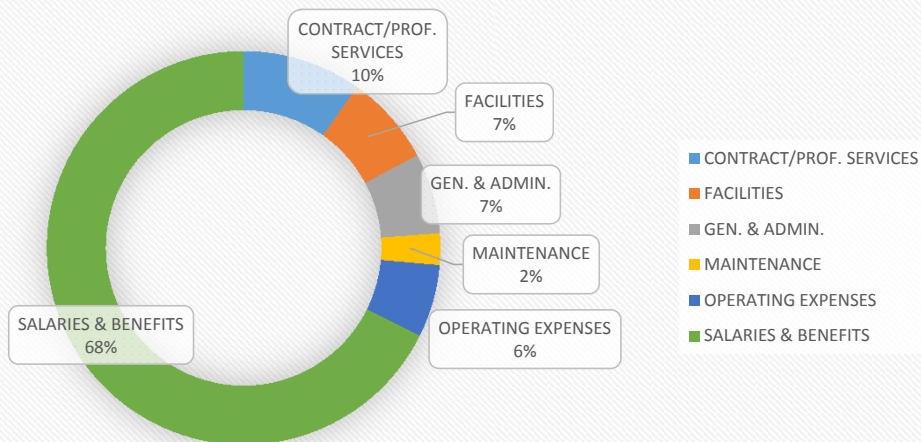
### EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 2,116,453	67.6%	\$ 2,007,437	\$ 109,016	5%	41%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	305,822	9.8%	427,280	(121,458)	-28%	29%	1,070,711	14%
OPERATING EXPENSES	186,889	6.0%	151,978	34,910	23%	43%	435,250	6%
MAINTENANCE	81,083	2.6%	54,147	26,935	50%	37%	218,850	3%
FACILITIES	232,058	7.4%	213,870	18,188	9%	39%	591,700	8%
GEN. & ADMIN.	207,136	6.6%	196,142	10,994	6%	62%	335,670	4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,129,442</b>	<b>100%</b>	<b>\$ 3,050,855</b>	<b>\$ 78,586</b>	<b>3%</b>	<b>40%</b>	<b>\$ 7,817,156</b>	<b>100%</b>

### EXPENSE COMMENTS

Contract/Prof. Serv.: Legal prior year was \$48K higher.  
 Operating Expenses were higher due to generator rentals for the PG&E PSPS  
 Maintenance was high due to major truck bed repair, this was budgeted for.  
 Facilities were higher due to timing of bills yr over yr  
 Gen&Admin: \$18K increase to liability insurance year over year.

### % BREAKDOWN OF CATEGORY EXPENDITURES



## OPERATING ANALYSIS - YTD TREND FY1920

### REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	769,863	682,882	663,649	3,228,876	7,395,500	44%
BASIC CHARGES	253,518	253,941	254,187	260,905	269,295	1,291,846	3,163,000	41%
METERS, PENALTIES & OTHER	5,620	9,985	3,620	6,080	5,865	31,170	127,000	25%
SEWER CHARGES	10,013	9,857	10,174	10,012	10,013	50,068	132,170	38%
<b>TOTAL OPERATING REVENUE</b>	<b>627,395</b>	<b>1,028,021</b>	<b>1,037,844</b>	<b>959,879</b>	<b>948,822</b>	<b>4,601,961</b>	<b>10,817,670</b>	<b>43%</b>

### EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	764,139	305,763	357,510	335,364	353,677	2,116,453	5,164,975	41%
CONTRACT/PROF. SERVICES	21,644	34,367	44,713	161,807	43,290	305,822	1,070,711	29%
OPERATING EXPENSES	20,127	30,756	32,644	26,514	76,847	186,889	435,250	43%
MAINTENANCE	6,890	25,710	14,630	12,671	21,182	81,083	218,850	37%
FACILITIES	11,977	52,999	55,767	58,349	52,967	232,058	591,700	39%
GEN. & ADMIN.	131,372	18,702	14,045	27,839	15,178	207,136	335,670	62%
<b>TOTAL OPERATING EXPENSES</b>	<b>956,149</b>	<b>468,298</b>	<b>519,309</b>	<b>622,545</b>	<b>563,141</b>	<b>3,129,442</b>	<b>7,817,156</b>	<b>40%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(328,754)</b>	<b>559,723</b>	<b>518,535</b>	<b>337,334</b>	<b>385,680</b>	<b>1,472,519</b>	<b>3,000,514</b>	<b>49%</b>

### COMMENTS

#### REVENUE/EXPENSES:

Current year to date revenue and expenses are tracking as expected overall. Please refer to the current month analysis for any further detail on revenue or expenses.

#### GENERAL/PROCESS:

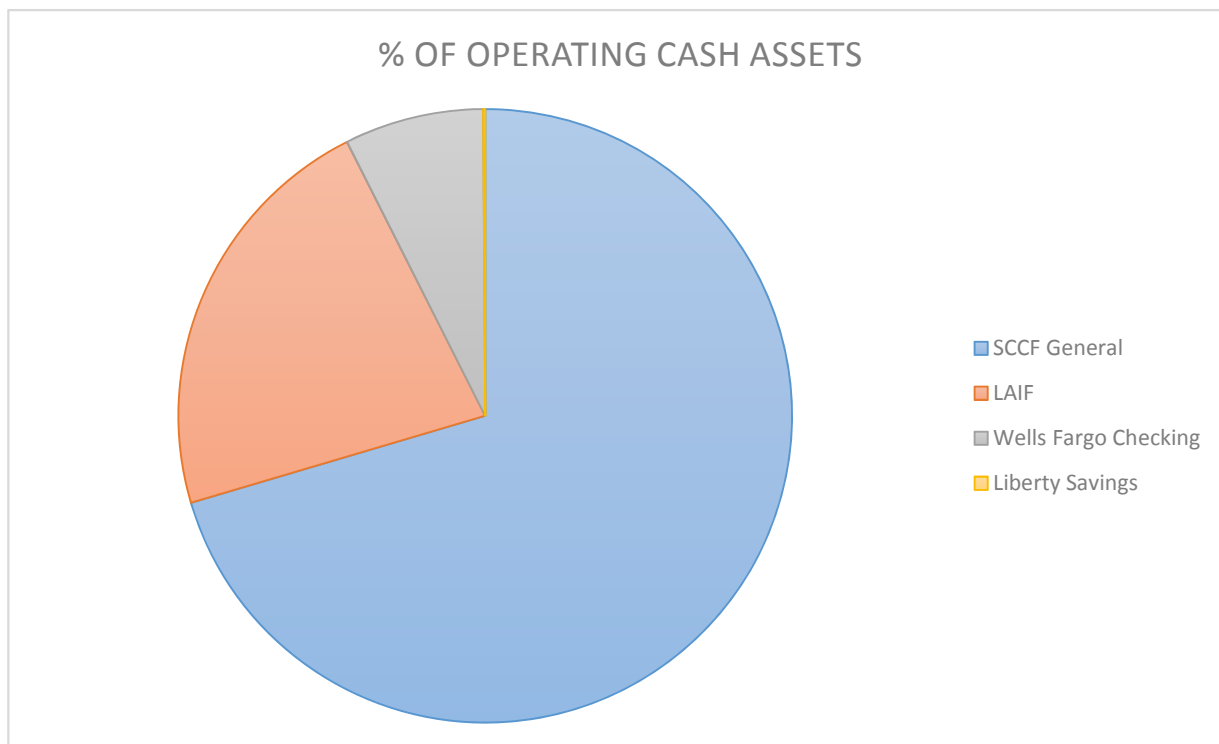
There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District operates on an annual budget and performs accrual based accounting procedures for a hard year end close, this is typical for governmental accounting.

Data is continuously being reviewed, so it is not un-common for a prior report balance to change slightly throughout the year as accounts are reconciled.

**CASH BALANCES AS OF**

**11/30/2019**

	<b>CASH BALANCE</b>	<b>Ave Interest Rate</b>
<b>OPERATING ACCOUNTS</b>		
Wells Fargo Checking	\$ 287,286	0.35%
Liberty Savings	\$ 4,519	0.15%
LAIF	\$ 869,347	2.10%
SCCF General	<u>\$ 2,764,441</u>	2.17%
<b>OPERATING BALANCE</b>	<b>\$ 3,925,594</b>	
<b>RESTRICTED ACCOUNTS</b>		
SCCF Lompico Assessment District	\$ 314,118	2.17% <i>For AD Projects</i>
SCCF Olympia Assessment District	\$ 57,592	2.17% <i>For Debt Repayment</i>
SCCF Probation Tank Loan Proceeds	\$ -	2.17% <i>Loan Proceeds</i>
SCCF \$14.5M COP Proceeds	\$ 14,581,574	2.17% <i>Loan Proceeds</i>
CB&T Escrow Fund SRF	\$ 108,833	0.09% <i>For Debt Repayment</i>
CB&T Escrow Fund DOWR	<u>\$ 246,734</u>	0.09% <i>For Debt Repayment</i>
<b>RESTRICTED BALANCE</b>	<b>\$ 15,308,851</b>	



# California State Treasurer *Fiona Ma, CPA*



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

December 30, 2019

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[PMIA Average Monthly Yields](#)

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER  
13060 HIGHWAY 9  
BOULDER CREEK, CA 95006

[Tran Type Definitions](#)

November 2019 Statement

//

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	869,347.40
Total Withdrawal:	0.00	Ending Balance:	869,347.40

**G/L Balances**

Criteria: As Of = 11/30/2019; Fund = 76644, 76530

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
<b>Fund 76530 -- SLV-LOMPICO WTR, EFF 6/2/16</b>					
Sub-Fund 76530001 -- SLV- WTR, EFF 6/2/16					
000	NOT APPLICABLE	0.00	5.57	(3,985.19)	(3,979.62)
101	EQUITY IN POOLED CASH	167,067.65	3,984.55	(4.93)	171,047.27
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(165,703.75)	0.00	0.00	(165,703.75)
Total Sub-Fund 76530001		0.00	3,990.12	(3,990.12)	0.00
Sub-Fund 76530200 -- SLV-LOMPICO WTR-ASSESSMENTS					
000	NOT APPLICABLE	0.00	236,210.37	(12,051.69)	224,158.68
101	EQUITY IN POOLED CASH	557,702.39	12,051.69	(236,210.37)	333,543.71
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 76530200		0.00	248,262.06	(248,262.06)	0.00
Total Fund 76530		0.00	252,252.18	(252,252.18)	0.00
<b>Fund 76644 -- SAN LORENZO VALLEY WATER TRUST</b>					
Sub-Fund 76644001 -- SAN LORENZO VALLEY WATER TRUST					
000	NOT APPLICABLE	0.00	700,047.81	(1,591,757.67)	(891,709.86)
101	EQUITY IN POOLED CASH	1,681,679.61	1,591,752.21	(700,042.35)	2,573,389.47
201	VOUCHERS PAYABLE (VENDOR)	0.00	700,000.00	(700,000.00)	0.00
344	FUND BALANCE	(1,681,679.61)	0.00	0.00	(1,681,679.61)
Total Sub-Fund 76644001		0.00	2,991,800.02	(2,991,800.02)	0.00
Sub-Fund 76644100 -- SAN LORENZO VLY WTR-OLYMPIA MU					
000	NOT APPLICABLE	0.00	24,360.00	(641.69)	23,718.31
101	EQUITY IN POOLED CASH	81,310.01	641.69	(24,360.00)	57,591.70
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76644100		0.00	25,001.69	(25,001.69)	0.00
Sub-Fund 76644200 -- SLV WATER-SUBFD FOR LOAN CASH					
000	NOT APPLICABLE	0.00	1,850,599.87	(11,912.79)	1,838,687.08
101	EQUITY IN POOLED CASH	1,839,265.23	11,912.79	(1,850,599.87)	578.15
201	VOUCHERS PAYABLE (VENDOR)	0.00	565,157.38	(565,157.38)	0.00
344	FUND BALANCE	(1,839,265.23)	0.00	0.00	(1,839,265.23)
Total Sub-Fund 76644200		0.00	2,427,670.04	(2,427,670.04)	0.00



**G/L Balances**

Criteria: As Of = 11/30/2019; Fund = 76644, 76530

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance</u>	<u>Year-To-Date Debits</u>	<u>Year-To-Date Credits</u>	<u>End Balance</u>
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644300 -- SLV WATER 2019 COP-SUBFD					
000	NOT APPLICABLE	0.00	10,450.75	(14,592,025.05)	(14,581,574.30)
101	EQUITY IN POOLED CASH	0.00	14,592,025.05	(10,450.75)	14,581,574.30
Total Sub-Fund 76644300		0.00	14,602,475.80	(14,602,475.80)	0.00
Total Fund 76644		0.00	20,046,947.55	(20,046,947.55)	0.00

# Accounts Payable

## Checks by Date - Detail by Check Number

User: rachelmunoz  
Printed: 12/23/2019 2:15 PM



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
ACH	10005 244343	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	12/04/2019		3,205.00
Total for this ACH Check for Vendor 10005:				0.00	3,205.00
ACH	00054 3658024062_54A 3658024062_54B 3658024062_54C 3658024062_54D	PACIFIC GAS AND ELECTRIC UTILITIES_ADMIN UTILITIES_OPS UTILITIES_WTP UTILITIES_BCE WASTEWATER	12/19/2019		575.29 10,646.91 23,922.36 221.21
Total for this ACH Check for Vendor 00054:				0.00	35,365.77
ACH	00178 DEC 2019.1 DEC 2019.2 DEC 2019.3 DEC 2019.4 DEC 2019.5 DEC 2019.6 DEC 2019.7 DEC 2019.8	CALPERS HEALTH INSURANCE_ADMIN HEALTH INSURANCE_FINANCE HEALTH INSURANCE_ENGINEERING HEALTH INSURANCE_OPS HEALTH INSURANCE_RETIREE EMP MEDI HEALTH INSURANCE_WTP HEALTH INSURANCE_ADMIN FEE HEALTH INSURANCE	12/01/2019		2,367.94 13,756.51 768.25 18,048.90 900.00 9,593.48 139.32 2,022.82
Total for this ACH Check for Vendor 00178:				0.00	47,597.22
18397	UB*00688	Heather Barondess Refund Check	11/27/2019		41.07
Total for Check Number 18397:				0.00	41.07
18398	UB*00436	ALBERT BRUSH Refund Check	11/27/2019		119.73
Total for Check Number 18398:				0.00	119.73
18399	01050 4377735-1113123	COLONIAL LIFE 2019 INSURANCE PREMIUMS_PP ENDING	11/27/2019		559.04
Total for Check Number 18399:				0.00	559.04
18400	00788 1119_1018662	COMCAST INTERNET_264 ORCHARD RD	11/27/2019		148.38
Total for Check Number 18400:				0.00	148.38
18401	00788 1119_1028380	COMCAST INTERNET_7400 HIGHWAY 9	11/27/2019		153.38
Total for Check Number 18401:				0.00	153.38
18402	10266	DITCH WITCH WEST	11/27/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	19221	VACUUM EXCAVATOR			24,306.46
			Total for Check Number 18402:	0.00	24,306.46
18403	00097 6464	JIM WALTERS TRACTOR SERVICE HAULING OLY WASTE	11/27/2019		812.50
			Total for Check Number 18403:	0.00	812.50
18404	UB*00687	ROBERT & MICHELLE LACKEY Refund Check Refund Check	11/27/2019		21.66 14.11
			Total for Check Number 18404:	0.00	35.77
18405	00082 241757	MID VALLEY SUPPLY SUPPLIES	11/27/2019		111.18
			Total for Check Number 18405:	0.00	111.18
18406	UB*00686	ROWDY DISCO LLC Refund Check	11/27/2019		106.05
			Total for Check Number 18406:	0.00	106.05
18407	UB*00689	Catherine Stenvenson Refund Check	11/27/2019		260.00
			Total for Check Number 18407:	0.00	260.00
18408	10119 1119_10119	TAYLOR TOCCALINO UNIFORM	11/27/2019		32.68
			Total for Check Number 18408:	0.00	32.68
18409	00398 8425874 8425879	WATSONVILLE METAL CO.,INC DUMPSTER SERVICE DUMPSTER SERVICE	11/27/2019		600.00 600.00
			Total for Check Number 18409:	0.00	1,200.00
18410	10152 1119_10152A 1119_10152B	WESTAMERICA BANK TRUCK LOAN_INTEREST TRUCK LOAN_PRINCIPAL	11/27/2019		171.32 1,929.36
			Total for Check Number 18410:	0.00	2,100.68
18411	00055 1119_8313355273	AT&T PHONE_FELTON ACRES	12/04/2019		189.18
			Total for Check Number 18411:	0.00	189.18
18412	00309 4607530501A 4607530501B 4607530501C	AT&T IP SERVICES IP SERVICES_ADMIN IP SERVICES_OPS IP SERVICES_WTP	12/04/2019		396.35 396.35 396.34
			Total for Check Number 18412:	0.00	1,189.04
18413	00686 1119_834287386	AT&T LONG DISTANCE LONG DISTANCE_ADMIN	12/04/2019		2.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18413:	0.00	2.45
18414	10113 DEC2019_10113A DEC2019_10113B	BANK MIDWEST SOLAR LOAN_INTEREST_DEC 2019 SOLAR LOAN_PRINCIPAL_DEC 2019	12/04/2019		735.71 2,514.19
			Total for Check Number 18414:	0.00	3,249.90
18415	00566 1076811222019	C S S C ANSWERING SERVICE_10/22/19-11/21/19	12/04/2019		386.28
			Total for Check Number 18415:	0.00	386.28
18416	00415 5790330590_1219	CA BANK & TRUST/GOV SVC DEPT_1( ESCROW FUNDING_OLY MUTUAL	12/04/2019		55,000.00
			Total for Check Number 18416:	0.00	55,000.00
18417	00415 DEC2019_415	CA BANK & TRUST/GOV SVC DEPT_1( 1976 SAFE DRINKING WATER BOND	12/04/2019		15,581.43
			Total for Check Number 18417:	0.00	15,581.43
18418	00363 NOV19_363	CINCINNATI LIFE INSURANCE CO LIFE INSURANCE_NOV2019	12/04/2019		28.00
			Total for Check Number 18418:	0.00	28.00
18419	00290 012206 12207	CONTRACTOR COMPLIANCE & MONI LABOR COMPLIANCE-LOMPICO PRV PROJ COMPLIANCE MONITORING FOR QUAIL W	12/04/2019		1,560.00 529.00
			Total for Check Number 18419:	0.00	2,089.00
18420	10137 DEPOSIT_50%	CYPRESS COAST FENCE PASO 8 WELL FENCING_DEPOSIT	12/04/2019		4,685.00
			Total for Check Number 18420:	0.00	4,685.00
18421	10271 890116.00-02	EKI ENVIRONMENT & WATER HYDROGEOLOGICAL CONSULTING SERVI	12/04/2019		371.00
			Total for Check Number 18421:	0.00	371.00
18422	00076 801651 801751	ERNIE'S AUTO CENTER WIPER FLUID_VE#249 WIPER BLADES_VE#380	12/04/2019		9.32 19.29
			Total for Check Number 18422:	0.00	28.61
18423	00343 81169	ERNIE'S SERVICE CENTER SERVICE VE#238	12/04/2019		66.85
			Total for Check Number 18423:	0.00	66.85
18424	00450 L0481540 L0481541 L0482858	EUROFINS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	12/04/2019		20.00 120.00 20.00
			Total for Check Number 18424:	0.00	160.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
18425	00118 69610971	FARMER BROTHERS COFFEE COFFEE SUPPLIES	12/04/2019		317.17
			Total for Check Number 18425:	0.00	317.17
18426	00750 112719_750	FEDAK & BROWN, LLP SERVICES RENDERED FOR NOVEMBER	12/04/2019		1,443.00
			Total for Check Number 18426:	0.00	1,443.00
18427	00329 9356737677	GRAINGER MARKING PAINT	12/04/2019		89.44
			Total for Check Number 18427:	0.00	89.44
18428	UB*00690	MIMI HALL Refund Check	12/04/2019		26.72
			Total for Check Number 18428:	0.00	26.72
18429	10275 003812	TREE SERVICE HUERTAS SOUTH RESERVOIR TREE REMOVAL	12/04/2019		2,200.00
			Total for Check Number 18429:	0.00	2,200.00
18430	00367 161789A 161789B	INFOSEND, INC POSTAGE FEES_OCT2019 MAILING FEES_OCT2019	12/04/2019		2,521.34 1,048.41
			Total for Check Number 18430:	0.00	3,569.75
18431	00711 S1892069.001 S1895452.001 S1895452.002	ROBERTS & BRUNE CO. COUPLING ADAPTOR ALTA VIA PROJECT 4" ELBOW_ALTA VIA PROJECT	12/04/2019		938.88 544.50 91.57
			Total for Check Number 18431:	0.00	1,574.95
18432	00125 344006 344035 344554 344668 344863 345046 402935 403083 CM344 CM344552 CM344553	SCARBOROUGH LUMBER CLEANING SUPPLIES OPERATING SUPPLIES PASO 8_WO#814 PLUMBING SUPPLIES BUNGEE CORDS_AUTO SUPPLIES DRILL BITS_MISC SUPPLIES SUPPLIES_WO#814 PASO 8_CL2 ROOM_WO#814 EXCHANGE FOR SHOVEL EXHANGE FOR WO#814 RETURN_WO#814	12/04/2019		47.66 114.08 34.39 26.00 82.22 48.25 91.98 20.93 -0.98 -3.91 -65.36
			Total for Check Number 18432:	0.00	395.26
18433	00746 66447	SCOTTS VALLEY BANNER HIRING NOTICE_ADVISORY COMMITTEE	12/04/2019		262.00
			Total for Check Number 18433:	0.00	262.00
18434	00047 9110103 9110104 9110105	SOIL CONTROL LAB WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	12/04/2019		145.00 39.00 117.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	9110397	WATER ANALYSIS			29.00
			Total for Check Number 18434:	0.00	330.00
18435	10231 6723285	TIAA COMMERCIAL FINANCE, INC. 5 YR LEASE NEW COPIER	12/04/2019		253.45
			Total for Check Number 18435:	0.00	253.45
18436	00129 175654562-001	UNITED RENTALS (NORTH AMERICA) GENERATOR RENTAL_WO#1570	12/04/2019		11,133.15
			Total for Check Number 18436:	0.00	11,133.15
18437	00399 807952342A 807952342B 807952342C 807952342D 807952342E	VISION SERVICE PLAN - (CA) ADMIN VISION_DEC2019 FINANCE VISION_DEC2019 ENGINEERING VISION_DEC2019 OPS VISION_DEC2019 WTP VISION_DEC2019	12/04/2019		28.44 150.34 38.58 333.74 170.34
			Total for Check Number 18437:	0.00	721.44
18438	00599 62544734A 62544734B 62544734C 62544734D	WEX BANK FUEL_ADMIN FUEL_FINANCE FUEL_OPS FUEL_WTP	12/04/2019		190.96 577.22 3,795.80 2,024.10
			Total for Check Number 18438:	0.00	6,588.08
18439	10025 80041263	BADGER METER, INC BEACON SERVICES_NOV19	12/12/2019		1,686.16
			Total for Check Number 18439:	0.00	1,686.16
18440	00273 30453210	CORELOGIC, INC. REALQUEST SERVICES_NOV	12/12/2019		206.00
			Total for Check Number 18440:	0.00	206.00
18441	01039 920700 920702	ERA - A WATERS COMPANY SAMPLING_TESTING SAMPLING_TESTING	12/12/2019		384.70 603.32
			Total for Check Number 18441:	0.00	988.02
18442	00450 L0483519 L0483528 L0484529	EUROFINS WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS_PASO	12/12/2019		20.00 40.00 200.00
			Total for Check Number 18442:	0.00	260.00
18443	00164 508800	FIRST ALARM KIRBY PLANT ALARM	12/12/2019		95.00
			Total for Check Number 18443:	0.00	95.00
18444	10277 17001100013484A 17001100013484B	GENERAL ELECTRIC COMPANY BMIQ-11262019-353796 SCADA LICENSE BMIQ-11262019-353796 SCADA LICENSE	12/12/2019		5,258.40 3,505.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18444:	0.00	8,764.00
18445	00058 05434	IHWY MONTHLY SERVER SUPPORT	12/12/2019		25.00
			Total for Check Number 18445:	0.00	25.00
18446	10245 1207792377	LOGMEIN USA, INC, AUDIO SERVICE_10/31/19-11/29/19	12/12/2019		56.25
			Total for Check Number 18446:	0.00	56.25
18447	10278 07950	MANAGEMENT PARTNERS INC STRATEGIC PLANNING PRESENTATION	12/12/2019		1,600.00
			Total for Check Number 18447:	0.00	1,600.00
18448	00296 1119034 1119035 1119036 1119037	MESITI-MILLER ENGINEERING,INC WO#823_ENGINEERING SERVICES WO#823_CONSTRUCTION SUPPORT WO#823_INSPECTIONS WO#823_CONSTRUCTION ADMIN	12/12/2019		522.50 2,090.00 4,427.50 15,540.14
			Total for Check Number 18448:	0.00	22,580.14
18449	00944 4351	PDNC, INC. MONTHLY SERVER SUPPORT_DEC	12/12/2019		562.68
			Total for Check Number 18449:	0.00	562.68
18450	00569 3103561900	PITNEY BOWES GLOBAL FIN.LLC MAIL MACHINE LEASE	12/12/2019		461.01
			Total for Check Number 18450:	0.00	461.01
18451	00047 9110327 9110519 9110678	SOIL CONTROL LAB WATER ANALYSIS WATER ANALYSIS WATER ANALYSIS	12/12/2019		145.00 145.00 145.00
			Total for Check Number 18451:	0.00	435.00
18452	00293 FILING FEE_#1 FILING FEE_#2 FILING FEE_#3	CO. OF SANTA CRUZ CLERK OF THE E NOD FILING FEE_WO#1208 NOD FILING FEE_WO#1209 NOD FILING FEE_WO#1210	12/17/2019		801.58 801.58 801.59
			Total for Check Number 18452:	0.00	2,404.75
18453	00362 ACC49400 ACC49553	ACCELA, INC #774375 DATA FIX_EMAIL TRANSACTION FEES	12/18/2019		954.00 1,453.50
			Total for Check Number 18453:	0.00	2,407.50
18454	00545 642444	AFLAC 2019 MONTHLY INS. PREMIUMS	12/18/2019		221.77
			Total for Check Number 18454:	0.00	221.77
18455	00729 9122391	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES	12/18/2019		430.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18455:	0.00	430.00
18456	00055	AT&T	12/18/2019		
	9607360489_12A	PHONE_ADMIN			263.71
	9607360489_12B	PHONE_OPS			4,344.64
	9607360489_12C	PHONE_WTP			2,123.45
	9607360489_12D	PHONE_BCE WASTEWATER			441.57
			Total for Check Number 18456:	0.00	7,173.37
18457	00309	AT&T IP SERVICES	12/18/2019		
	7306042504	PHONE SYSTEM_KIRBY PLANT			281.90
			Total for Check Number 18457:	0.00	281.90
18458	00096	AWWA	12/18/2019		
	7001732239	AWWA STANDARDS REVISIONS 2020			850.00
			Total for Check Number 18458:	0.00	850.00
18459	00145	BATTERIES PLUS	12/18/2019		
	P21414643	BATTERIES			102.57
			Total for Check Number 18459:	0.00	102.57
18460	UB*00693	JOHN CARUSO	12/18/2019		
		Refund Check			75.00
			Total for Check Number 18460:	0.00	75.00
18461	10265	COASTWIDE ENVIRONMENTAL TECH	12/18/2019		
	I10985-1	ASBESTOS REMOVAL_LEWIS PLANT			2,000.00
			Total for Check Number 18461:	0.00	2,000.00
18462	00788	COMCAST	12/18/2019		
	1126_0987198	INTERNET_195 KIRBY STREET			153.38
			Total for Check Number 18462:	0.00	153.38
18463	00788	COMCAST	12/18/2019		
	1201_1236033	INTERNET_215 BLACKSTONE DR			175.19
			Total for Check Number 18463:	0.00	175.19
18464	00788	COMCAST	12/18/2019		
	1201_1368455	INTERNET_345 QUAIL TERRACE			113.38
			Total for Check Number 18464:	0.00	113.38
18465	00788	COMCAST	12/18/2019		
	1203_0956185	INTERNET_345 FALL CREEK			173.46
			Total for Check Number 18465:	0.00	173.46
18466	00265	COMMUNITY TELEVISION	12/18/2019		
	2745	NOVEMBER 7TH, COVERAGE			387.00
			Total for Check Number 18466:	0.00	387.00
18467	00290	CONTRACTOR COMPLIANCE & MONI	12/18/2019		
	11950_SEPT	COMPLIANCE MONITORING			500.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	12205	COMPLIANCE MONITORING			500.00
				Total for Check Number 18467:	0.00
18468	00037	CO. OF SANTA CRUZ DEPT OF PUBLIC	12/18/2019		10.00
	36799A	TOILET REBATE			24.00
	36799B	CLEAN UP			391.80
	36799C	CLEAN UP			
				Total for Check Number 18468:	0.00
18469	00076	ERNIE'S AUTO CENTER	12/18/2019		27.62
	802187	ADMIN GENERATOR			
				Total for Check Number 18469:	0.00
18470	00450	EUROFINS	12/18/2019		1,000.00
	L0486398	WATER ANALYSIS			400.00
	L0486399	WATER ANALYSIS			
				Total for Check Number 18470:	0.00
18471	00118	FARMER BROTHERS COFFEE	12/18/2019		274.75
	69678868	COFFEE SUPPLIES			
				Total for Check Number 18471:	0.00
18472	00267	MARTIN B FEENEY, PG, CHg	12/18/2019		14,717.00
	2019-022	WELL REHAB_WO#1543			
				Total for Check Number 18472:	0.00
18473	UB*00694	JIM GRAHAM	12/18/2019		59.51
		Refund Check			
				Total for Check Number 18473:	0.00
18474	00080	GRANITE CONSTRUCTION CO	12/18/2019		265.60
	1710749	OLY DUMP FEE			351.60
	1711732	OLY DUMP FEE			239.43
	1714818	BASE ROCK			514.04
	1717668	ORCHARD MAIN REPAIR			82.63
	1718970	BASE ROCK			92.93
	1719178	BASE ROCK			
				Total for Check Number 18474:	0.00
18475	00016	GREENWASTE RECOVERY,INC	12/18/2019		413.08
	4461243	NOVEMBER DUMPSTER SERVICE			
				Total for Check Number 18475:	0.00
18476	00615	HOME DEPOT CREDIT SERVICES	12/18/2019		65.12
	8905151	UTILITY MARKETS_PIPELINE LOCATION			
				Total for Check Number 18476:	0.00
18477	00367	INFOSEND, INC	12/18/2019		2,516.09
	163184A	POSTAGE FEES			1,047.00
	163184B	MAILING FEES_NOV			
				Total for Check Number 18477:	0.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
18478	00336 NOVEMBER19_336	LAND TRUST OF SANTA CRUZ COUN PATROLS OF OLYMPIA WATERSHED	12/18/2019		176.40
			Total for Check Number 18478:	0.00	176.40
18479	00608 210535	LLOYD'S TIRE SERVICE, INC TIRES FOR VE-236	12/18/2019		286.76
			Total for Check Number 18479:	0.00	286.76
18480	10279 SYMPOSIUM	RICK MORAN SYMPOSIUM REIMBURSEMENT	12/18/2019		64.23
			Total for Check Number 18480:	0.00	64.23
18481	00775 903723810	NORTHERN SAFETY CO.,INC. SAFETY EQUIPMENT	12/18/2019		213.14
			Total for Check Number 18481:	0.00	213.14
18482	00350 350_112419	HOWARD OLIPHANT OT MEALS	12/18/2019		13.86
			Total for Check Number 18482:	0.00	13.86
18483	00582 124042	OLIVE SPRINGS QUARRY HOT MIX_PAVING	12/18/2019		168.47
			Total for Check Number 18483:	0.00	168.47
18484	10214 2147_DEC	MIKE PODLECH WATER AVAILABILITY FOR CONJUNCTIVE	12/18/2019		2,700.00
			Total for Check Number 18484:	0.00	2,700.00
18485	UB*00692	STEVE & DEANA COOPER RATHMAN Refund Check	12/18/2019		8.50
			Total for Check Number 18485:	0.00	8.50
18486	00711 S1895452.003	ROBERTS & BRUNE CO. FREIGHT FEE	12/18/2019		28.42
			Total for Check Number 18486:	0.00	28.42
18487	10151 727919	OSCAR RODAS NOVEMBER MAINTENANCE	12/18/2019		250.00
			Total for Check Number 18487:	0.00	250.00
18488	00142 61-0151964	SAN LORENZO LUMBER TARP_VISQUEEN	12/18/2019		26.48
			Total for Check Number 18488:	0.00	26.48
18489	00125 345533 345628 345852 345868 346026 419 590451	SCARBOROUGH LUMBER SHOVEL_POSTHOLE TOOL MISC SUPPLIES LOCATOR BATTERIES KIRBY PH METER INSTALL TARP_BUNGEE FOR LYON PLANT OPS CLEANING CHAINSAW	12/18/2019		69.89 18.74 17.26 57.80 37.84 10.34 30.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	590531	GLOVES			21.35
	590610	ALTA VIA REPAIR			116.37
	590632	TARP_HOOKS			230.08
	590633	TARP_HOOKS			36.81
	590738	CHAIN SAW CHAIN			32.04
	K85538	CHLORINE_PASO 7			9.19
			Total for Check Number 18489:	0.00	687.91
18490	00168	SCOTTS VALLEY SPRINKLER	12/18/2019		
	155042	BACKWASH PUMP STATION PARTS			181.00
	155058	CHLORINE MANIFOLD REPAIR			42.42
	155074	CHLORINE MANIFOLD REPAIR			58.24
			Total for Check Number 18490:	0.00	281.66
18491	00183	SDRMA	12/18/2019		
	PD1920007995	CLAIM FOR PD1920007995-0001			25,000.00
	PD1920008113	CLAIM FOR PD1920008113-0001			550.00
			Total for Check Number 18491:	0.00	25,550.00
18492	10144	SHAPE , INC	12/18/2019		
	126410	CLARIFIER RETURN PUMP LYON PLANT			12,748.64
			Total for Check Number 18492:	0.00	12,748.64
18493	00047	SOIL CONTROL LAB	12/18/2019		
	9110328	WATER ANALYSIS			39.00
	9110520	WATER ANALYSIS			39.00
	9110679	WATER ANALYSIS			39.00
			Total for Check Number 18493:	0.00	117.00
18494	UB*00684	Han Songshou	12/18/2019		
	refund ck_13701	Refund Check_replacing check #18366			21.18
			Total for Check Number 18494:	0.00	21.18
18495	10217	UMPQUA BANK	12/18/2019		
	1129_7268A	INDEED			125.92
	1129_7268B	APPRIVER TECH SUPPORT			222.00
	1129_7268C	AMAZON			23.96
	1129_7268D	AMAZON			15.90
	1129_7268E	LINKEDIN MONTHLY CHARGES			29.99
	1129_7268F	AMAZON			21.58
	1129_7268G	STAPLES			407.02
	1129_7268H	AMAZON			66.69
	1129_7268I	AMAZON			4.91
	1129_7268J	AMAZON			43.38
	1129_7268K	MAIL CHIMP			59.99
	1129_7268L	BROWN AND CALDWELL			200.00
	1129_7268M	BROWN AND CALDWELL			200.00
	1129_7268N	CARHART			87.14
	1129_7268O	RHINO MARKING			269.00
	1129_7268P	RHINO MARKING			28.75
	1129_7268Q	JIA TELLAS			43.95
	1129_7268R	RHINO MARKING			13.15
	1129_7268S	SHELL OIL			9.99
	1129_7268T	DICKSON UNIGAGE			631.51
	1129_7268U	COWBOY BAR & GRILL			178.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1129_7268V	RHINO MARKING			-107.50
			Total for Check Number 18495:	0.00	2,575.38
18496	00721 9444484	UNITED SITE SVCS.,INC PASO TOILET SERVICE	12/18/2019		215.32
			Total for Check Number 18496:	0.00	215.32
18497	UB*00691	BRANDON & KRISTIN VINCENT Refund Check	12/18/2019		73.93
			Total for Check Number 18497:	0.00	73.93
18498	10225 1251911	WATER DISTRICT JOBS RECRUITMENT AD	12/18/2019		290.00
			Total for Check Number 18498:	0.00	290.00
18499	00268 12459 12460 12461	WATTS ON KIRBY GENERATOR SERVICE GENERATOR SERVICE LYON PLANT GENERATOR SERVICE	12/18/2019		1,687.48 733.02 1,580.50
			Total for Check Number 18499:	0.00	4,001.00
18500	10023 3095614	AT & T CAPITAL SERVICES, INC MONTHLY PHONE LEASE	12/19/2019		396.07
			Total for Check Number 18500:	0.00	396.07
18501	00687 12519_137458730	AT&T U-VERSE UVERSE_13057 HWY 9	12/19/2019		85.60
			Total for Check Number 18501:	0.00	85.60
18502	00687 12619_132166881	AT&T U-VERSE U-VERSE_MANANA WOODS	12/19/2019		96.30
			Total for Check Number 18502:	0.00	96.30
18503	00687 12719_132182018	AT&T U-VERSE U-VERSE_345 QUAIL TERRACE	12/19/2019		85.60
			Total for Check Number 18503:	0.00	85.60
18504	10025 S1122424.001	BADGER METER, INC METER 1 1/2" BADGER MODEL 120	12/19/2019		490.22
			Total for Check Number 18504:	0.00	490.22
18505	00788 120419_0302438	COMCAST INTERNET_1075 WHISPERING PINES DRIV	12/19/2019		193.38
			Total for Check Number 18505:	0.00	193.38
18506	00788 120519_1236165	COMCAST INTERNET_280 BLUE RIDGE DRIVE	12/19/2019		175.19
			Total for Check Number 18506:	0.00	175.19
18507	00788 120619_1236017	COMCAST INTERNET_295 EAST ROAD	12/19/2019		175.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18507:	0.00	175.19
18508	00788 120619_1318955	COMCAST INTERNET_1150 REBECCA DRIVE	12/19/2019		143.38
			Total for Check Number 18508:	0.00	143.38
18509	00788 120719_1236124	COMCAST INTERNET_15819 FOREST HILL DRIVE	12/19/2019		175.19
			Total for Check Number 18509:	0.00	175.19
18510	00788 120819_1236058	COMCAST INTERNET_17277 HIGHWAY 9	12/19/2019		175.19
			Total for Check Number 18510:	0.00	175.19
18511	00788 120819_1323583	COMCAST INTERNET_365 MADRONE DRIVE	12/19/2019		265.12
			Total for Check Number 18511:	0.00	265.12
18512	00788 120819_1323641	COMCAST INTERNET_365 MADRONE DRIVE OFC	12/19/2019		265.12
			Total for Check Number 18512:	0.00	265.12
18513	00788 120919_1318922	COMCAST INTERNET_3652 GRAHAM HILL ROAD	12/19/2019		143.38
			Total for Check Number 18513:	0.00	143.38
18514	00711	ROBERTS & BRUNE CO.	12/19/2019		
	S1900178.001A	PLUG GALV 3/4"			21.31
	S1900178.001AA	PIPE-COMPRESSION 1"			63.71
	S1900178.001B	PLUG GALV 1"			34.19
	S1900178.001BB	CORP PIPE-PIPE IP 3/4"			241.60
	S1900178.001C	BUSHING GALV 1" X 3/4"			55.32
	S1900178.001CC	CORP PIPE-COPPER IP 1"			391.95
	S1900178.001D	UNION GALV 1/2"			22.02
	S1900178.001DD	6 HYMAX FLEX CPLG 6.42-7.68			1,531.10
	S1900178.001E	TEE GALV 2"			264.72
	S1900178.001EE	14" TIGERTOOTH SUPERGRIT DIAMOND B			1,045.91
	S1900178.001F	COUPLING GALV 3/4"			24.21
	S1900178.001FF	THREADING COMPOUND RECTOR SEAL			233.12
	S1900178.001G	ELL 45 GALV 1/2"			22.73
	S1900178.001GG	BLUE PAINT WATERBASE #3620			115.72
	S1900178.001H	ELL 90 GALV 3/4"			22.02
	S1900178.001HH	WHITE PAINT WATERBASE #3901			82.76
	S1900178.001I	ELL 90 STREET GALV 3/4"			26.27
	S1900178.001J	NIPPLE GALV 1/2" X 2"			9.05
	S1900178.001K	NIPPLE GALV 3/4" X 6"			27.26
	S1900178.001L	NIPPLE GALV 1-1/2" X 2-1/2"			23.69
	S1900178.001M	NIPPLE GALV 1-1/2" X 6"			46.28
	S1900178.001N	NIPPLE GALV 2" X 2-1/2"			41.64
	S1900178.001O	NIPPLE BRASS 3/4" X 0"			19.69
	S1900178.001P	FLANGE METER GASKET 1/1/2"			11.84
	S1900178.001Q	6" NUT & BOLT SET PLATED 150#			148.62
	S1900178.001R	GATE VALVE 1-1/2"			250.86
	S1900178.001S	REGULATOR 3/4" 25 AUB			568.39
	S1900178.001T	REGULATOR 1" 25 AUB			334.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	S1900178.001U	MTR CPLG CORP-COPR 3PT 3/4"			161.10
	S1900178.001V	MTR CPLG COPR-COPR 3PT 1"			281.88
	S1900178.001W	MTR CPLG PIPE-MTR FEM 3/4" X 5/8"			212.40
	S1900178.001X	COMPRESSION COUPLING 1" G/T			299.43
	S1900178.001Y	COPR-PIPE MALE 1"			272.98
	S1900178.001Z	CPLG COPR-PIPE FEM 3/4"			157.19
			Total for Check Number 18514:	0.00	7,065.94
18515	00309	AT&T IP SERVICES	12/20/2019		
	6254261505A	IP SERVICES_ADMIN			252.72
	6254261505B	IP SERVICES_OPS			252.72
	6254261505C	IP SERVICES_WTP			252.73
			Total for Check Number 18515:	0.00	758.17
18516	00220	BAY BUILDING JANITORIAL,INC	12/20/2019		
	32926	JANITORIAL SERVICES_DEC19			474.42
			Total for Check Number 18516:	0.00	474.42
18517	00213	CHESTNUT IDENTITY APPAREL, INC	12/20/2019		
	116620A	UNIFORM #149			10.85
	116620B	UNIFORM #219			43.38
	116620C	UNIFORM #231			43.38
	116620D	UNIFORM #208			54.23
			Total for Check Number 18517:	0.00	151.84
18518	10137	CYPRESS COAST FENCE	12/20/2019		
	121019	PASO 8 WELL FENCING_REMAINING BAL			4,685.00
			Total for Check Number 18518:	0.00	4,685.00
18519	00409	EASYPERMIT POSTAGE	12/20/2019		
	121119_4537	POSTAGE REFILL			381.96
			Total for Check Number 18519:	0.00	381.96
18520	00076	ERNIE'S AUTO CENTER	12/20/2019		
	803312A	VE-480 MAINTENANCE			17.02
	803312B	VE-485 MAINTENANCE			17.03
			Total for Check Number 18520:	0.00	34.05
18521	00118	FARMER BROTHERS COFFEE	12/20/2019		
	69678869	SUPPLIES			31.61
			Total for Check Number 18521:	0.00	31.61
18522	00164	FIRST ALARM	12/20/2019		
	513646A	ALARM SERVICES_13057 HWY 9			588.84
	513646B	ALARM SERVICES_101 QUAIL HOLLOW			95.55
	513646C	ALARM SERVICES_365 MADRONE DRIVE			168.51
	515991A	ALARM SERVICES_195 KIRBY STREET			339.12
	515991B	ALARM SERVICES_600 SAN LORENZO AVE			172.20
	515991C	ALARM SERVICES_15900 BEAR CREEK RO			343.59
			Total for Check Number 18522:	0.00	1,707.81
18523	00530	JAMES FURTADO	12/20/2019		
	121719_530	CERTIFICATION			90.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18523:	0.00	90.00
18524	00245 121319_245	DONALD F. LONG, JR REIMBURSEMENT	12/20/2019		323.53
			Total for Check Number 18524:	0.00	323.53
18525	00610 M19-242	MAGGIORA BROS DRILLING GENERATOR RENTAL_WO#1570	12/20/2019		1,715.00
			Total for Check Number 18525:	0.00	1,715.00
18526	10246 R-35739A R-35739B R-35739C	OVISS LABS INCORPORATED NEW VIDEO SECURITY SYSTEM NEW VIDEO SECURITY SYSTEM NEW VIDEO SECURITY SYSTEM	12/20/2019		64.31 64.31 64.31
			Total for Check Number 18526:	0.00	192.93
18527	00302 0153683	POLLARDWATER.COM FLUSHING TABLETS	12/20/2019		453.56
			Total for Check Number 18527:	0.00	453.56
18528	00370 20280	RAC CONSTRUCTION SAND BLAST AND PAINT DOORS_ OLY 2 &	12/20/2019		1,465.00
			Total for Check Number 18528:	0.00	1,465.00
18529	10233 32080A 32080B 32080C	SCHAAF & WHEELER, CONSULTING C LOMPICO TANKS_WO#1208 LOMPICO TANKS_WO#1209 LOMPICO TANKS_WO#1210	12/20/2019		1,810.00 1,810.00 1,810.00
			Total for Check Number 18529:	0.00	5,430.00
18530	00510 43104 43151	TOM'S SEPTIC CONSTRUCTION PUMP OUT TANK #1 PUMP OUT TANK #2, 3 & 4	12/20/2019		3,609.00 3,609.00
			Total for Check Number 18530:	0.00	7,218.00
18531	00129 175467107-002	UNITED RENTALS (NORTH AMERICA) PSPS2_WO#1570	12/20/2019		7,551.13
			Total for Check Number 18531:	0.00	7,551.13
18532	00129 175654562-002	UNITED RENTALS (NORTH AMERICA) PSPS2_WO#1570	12/20/2019		3,408.00
			Total for Check Number 18532:	0.00	3,408.00
18533	00721 114-9470567	UNITED SITE SVCS.,INC TOILET SERVICE	12/20/2019		220.63
			Total for Check Number 18533:	0.00	220.63
18534	00057 DEC19_57	AFSCME COUNCIL 57 UNION DUES_DEC2019	12/23/2019		911.82
			Total for Check Number 18534:	0.00	911.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
18535	00773	EARTHWORKS 2007	12/23/2019		
	18394A	PRV @ EDGEWOOD DRIVE			66,690.00
	18394B	PRV @ LAKEVIEW AVE			66,690.00
	18394C	PRV @ LAKE BLVD			48,165.00
	18403A	PRV @ COLEMAN			7,410.00
	18403B	PRV @ VAN ALLEN ROAD			7,410.00
	18403C	PRV @ EDGEWOOD DRIVE			7,410.00
	18403D	PRV @ LAKEVIEW AVE			7,410.00
	18403E	PRV @ VISITAR STREET			74,100.00
	18403F	PRV @ LAKE BLVD			7,410.00
Total for Check Number 18535:				0.00	292,695.00
Report Total (142 checks):				0.00	696,575.40



# EFT & DIRECT CHECK TRANSACTIONS

*Dec-19*



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>
11/30/2019	EFT	BLUEFIN	BANK FEES	\$ 8,210.51
11/30/2019	EFT	WELLS FARGO	BANK FEES	\$ 960.14
11/30/2019	EFT	CIVIC PAY	BANK FEES	\$ 851.47
11/5/2019	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 408.66
12/3/2019	EFT	PAYCHEX	PAYROLL	\$ 104,294.73
12/3/2019	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 6,768.41
12/3/2019	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 233.75
12/18/2019	EFT	PAYCHEX	PAYROLL	\$ 110,647.64
12/18/2019	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 6,829.49
12/18/2019	EFT	PAYCHEX	PAYCHEX INVOICE	\$ 248.75
12/20/2019	EFT	CALPERS	RETIREMENT BENEFITS	\$ 17,512.04
12/23/2019	EFT	CALPERS	RETIREMENT BENEFITS	\$ 16,531.27
			<b>TOTAL EFT TRANSACTIONS</b>	<b>\$ 263,474.74</b>

## M E M O

TO: Lompico Assessment District Oversight Committee

PREPARED BY: Director of Finance & Business Services

SUBJECT: FY1920 Q1 LADOC Financial Report

DATE: December 10, 2019

### RECOMMENDATION:

It is recommended that the Committee review and file the Q1 FY1920 LADOC Financial Report.

### BACKGROUND:

The LADOC financial reports are to help monitor assessment revenue and expenditures. Revenue is typically related to the assessments placed on the annual property tax roll. Expenses are typically related to the capital projects identified and any administrative costs associated with the assessment district.

### QUARTERLY ACTIVITY:

#### Revenues:

- Q1 FY1920:
  - \$3,223.86 in interest revenue recognized
  - \$6,943.74 in assessment revenue from 2 parcels paying off

#### Expenses:

- WO #525 – Service Line Replacements
  - Q1 FY1920 had an expense of ~\$3K recognized. This was for 3 service lines
- WO #837 – PRV's
  - Q1 FY1920 had \$36K in expenses recognized related mainly to District staff parts and work for the PVR projects, this is in preparation for the main contractors portion.
- WO# 1208-1210 – Lewis, Madrone and Kaski Tanks
  - Q2 FY1920 had \$13K for engineering consulting work for the tank projects
- NBS AD management fees of \$1,148 were incurred for Q1 FY1920.

#### Balance:

- Q1 FY1920 had an available cash balance of ~\$489K in the assessment district fund

**LOMPICO ASSESSMENT DISTRICT CASH RECONCILIATION  
SUB-FUND 76530200**

	7/1/2019	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	FY1920 YTD
BEG. CASH BALANCE	\$ 530,287.72													
<b>REVENUE</b>														
ASSESSMENT			\$ 6,943.74											\$ 6,943.74
INTEREST	1,113.00	1,094.25		1,016.61										\$ 3,223.86
<b>TOTAL REVENUE</b>	<b>\$ 1,113.00</b>	<b>\$ 8,037.99</b>	<b>\$ 1,016.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,167.60</b>
<b>EXPENSES</b>														
NBS AD Services		\$ (1,148.49)												\$ (1,148.49)
WO 525 - Service Lines		\$ (2,078.43)	\$ -	\$ (655.40)										\$ (2,733.83)
WO 837 MAIN PRV		\$ (9,366.81)	\$ (15,727.28)	\$ (10,414.06)										\$ (35,508.15)
WO 1208 Lewis Tank		\$ (1,581.65)	\$ -	\$ (3,588.59)										\$ (5,170.24)
WO 1209 Madrone Tank		\$ (81.65)	\$ -	\$ (3,588.59)										\$ (3,670.24)
WO 1210 Kaski Tank		\$ (81.64)	\$ -	\$ (3,588.60)										\$ (3,670.24)
		\$ -	\$ -	\$ -										\$ -
<b>TOTAL EXPENSES</b>	<b>\$ (14,338.67)</b>	<b>\$ (15,727.28)</b>	<b>\$ (21,835.24)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (51,901.19)</b>
<b>CASH BALANCE</b>		<b>\$ 517,062.05</b>	<b>\$ 509,372.76</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>	<b>\$ 488,554.13</b>

SINCE INCEPTION RUNNING TO	TOTAL	FY1920 YTD	FY1819	FY1718	FY1617	FY1516
REVENUE	\$ 932,180	\$ 10,168	\$ 309,126	\$ 301,377	\$ 282,580	\$ 28,930

EXPENSES						
METER PROGRAM	\$ (197,888)				\$ (197,888)	
SCADA	\$ (19,540)				\$ (19,540)	
NBS AD Services	\$ (16,661)	\$ (1,148)	\$ (4,593)	\$ (10,920)		
WO 525 - Service Lines	\$ (46,716)	\$ (2,734)	\$ (19,694)	\$ (24,288)		
WO 837 MAIN PRV	\$ (72,328)	\$ (35,508)	\$ (30,292)	\$ (6,528)		
WO 1208 Lewis Tank	\$ (28,412)	\$ (5,170)	\$ (23,242)			
WO 1209 Madrone Tank	\$ (26,912)	\$ (3,670)	\$ (23,242)			
WO 1210 Kaski Tank	\$ (26,912)	\$ (3,670)	\$ (23,242)			
WO SCADA SURVEY	\$ (8,257)	\$ -	\$ (8,257)			
	\$ (443,626)					
<b>CASH BALANCE</b>	<b>\$ 488,554</b>					

## MEMO

TO: District Manager  
FROM: Director of Operations  
SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT  
NOVEMBER 2019  
DATE: JANUARY 09, 2020

### RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of November 2019.

### BACKGROUND:

#### PROBATION TANK REPLACEMENT

In November 2019 final touches and cleanup of the Probation Tank & Site were complete. Final walk through and inspections were done the first week of December 2019 completing the construction of the new 500,000 gallon Probation Tank. The District is in beneficial use of the new tank and has begun working on fill rates and run times of the wells to fill this tank. Over time District staff will be working on time of use to help reduce pumping costs during peak hours. District staff is excited about the benefits of having such a much larger storage reservoir and saving the District money with completing and implementing time of use on pumping times. Mainly meaning pumping during off peak hours.

The Old 100,000 gallon redwood tank at the probation site was in very poor condition and at the end of its life expectancy. Temporary poly tanks were installed by District staff in the summer of 2018. The system is running on minimal storage through construction. The residents of this area have been cautioned to conserve water during this time.

#### PASO WELL #8

The new Paso Well #8 District staff completed work on the disinfection room at the site. Sampling of the well went really good and the State reviewed sample reports and completed the permitting process. Paso Well #8 is now complete and in beneficial use to the District. This well is a new replacement Well for the old District Paso Well #6 and is producing water that is pumped in to the new Probations Tank.

Paso Well #8 is a replacement to Paso Well #6 that began splitting in its casing in 2015, which was allowing sand to overcome the pump and motor. Many attempts to fix and seal the casing on the Well were unsuccessful leading to full replacement of the Well.

## FELTON WATER SYSTEM WATER METER REPLACEMENT

Domestic water meters are being replaced as existing meters have reached their life expectancy. Meters are being changed to the new Beacon “Eye on Water” system that will allow customers to monitor their water usage over the internet.

## LOMPICO PRV’S

Construction of the PRV stations in Lompico was back in full swing in November. Construction and installation of the PRV stations began in mid-September 2019 and will continue through mid-December 2019.

The District is in contract to have the Lompico PRV’s replaced as part of the assessment. Having functioning PRV’s is important to a system like this with a large span of elevations. Pressures have to be reduced as the water gets lower in elevation from the tanks as they gain pressure the lower the elevation gets. With non-functioning PRV’s the pressure gets very high in the lower elevations and causes failure of main lines and service lines.

## MAINTENANCE ISSUES

### System Wide

Replaced 12 feet of 6 Inch main line in Felton due to redwood roots.

Installed 200 feet of 8 inch drainage pipe to control drainage from a District site in Felton.

Installed three isolation valves and replaced 25 feet of 1 inch service line in an effort to fix a leak District staff had not been able to locate.

District staff located all facilities in the areas of the five new pipeline projects for the surveyors to plot for design of the new pipelines.

Freeze wrapped District Wells for coming cold weather.

Conducted 4 weeks of pressure recordings for information on the master plan.

Installed and 1 ½ inch meter for the Felton Library.

Prepared, moved and fueled generators for a PSPS mid-November that was then canceled.

Full service lines at 11392 Lakeview Ave. and 11585 Lake Blvd. in Lompico.

Repaired approximately 20 leaks throughout the District.

James Furtado

## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	November-19	October-19	November-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	3,700,551	5,003,481	1,370,000	
Peavine Creek + Hydro	673,248	680,913	1,729,000	
Clear Creek	4,290,721	5,258,164	2,850,600	
Sweetwater Creek	2,860,480	3,505,442	1,900,400	
<b>Sub-Total (Streams)</b>	<b>11,525,000</b>	<b>14,448,000</b>	<b>7,850,000</b>	46.82%
<b>Wells (North)</b>				
Olympia No. 2	9,991,000	11,387,000	7,905,000	
Olympia No. 3	-	-	5,559,000	
Quail Well No. 4-A	9,162,000	9,046,000	9,156,000	
Quail Well No. 5-A	2,968,000	2,572,100	5,727,000	
<b>Sub Total North Wells</b>	<b>22,121,000</b>	<b>23,005,100</b>	<b>28,347,000</b>	-21.96%
<b>South System Wells</b>				
Pasatiempo 5A	7,292,200	7,396,200	N/A	
Pasatiempo 6	-	-	8,724,000	
Pasatiempo 7	1,562,000	1,406,000	2,344,000	
<b>Sub Total Pasatiempo Wells</b>	<b>8,854,200</b>	<b>8,802,200</b>	<b>11,068,000</b>	-20.00%
<b>North South All Sources Combined</b>	<b>42,500,200</b>	<b>46,255,300</b>	<b>47,265,000</b>	-10.08%
<b>Felton System - Surface Water</b>				
Fall Creek	5,435,430	5,695,400	7,636,860	
Bennett Spring	2,718,980	3,299,428	3,140,800	
Bull 1 & 2	1,058,420	1,171,368	0	
<b>Total Felton System Sources</b>	<b>9,212,830</b>	<b>10,166,196</b>	<b>10,777,660</b>	-14.52%
<b>Manana Woods System</b>				
Well 1	-	-	684,534	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>684,534</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>51,713,030</b>	<b>56,421,496</b>	<b>58,727,194</b>	-11.94%
<b>Surface</b>	<b>20,737,830</b>	<b>24,614,196</b>	<b>18,627,660</b>	11.33%
<b>Wells</b>	<b>30,975,200</b>	<b>31,807,300</b>	<b>40,099,534</b>	-22.75%
<b>Total Surface Water Percentage</b>	<b>40.10</b>	<b>43.63</b>	<b>31.72</b>	26.43%
<b>Total Wells Percentage</b>	<b>59.90</b>	<b>56.37</b>	<b>68.28</b>	-12.28%

**SAN LORENZO VALLEY WATER DISTRICT  
 PRODUCTION BY SYSTEM  
 +/- INTERTIES  
 November 2019**

<b>North System All Sources</b>	<b>42,500,200</b>
<b>Interties IN +</b>	<b>170,006</b>
<b>Interties OUT -</b>	<b>2,770,009</b>
<b>TOTAL NORTH SYSTEM</b>	<b>39,900,197</b>
<b>Felton Water system All Sources</b>	<b>9,212,830</b>
<b>Interties IN +</b>	<b>0</b>
<b>Interties OUT -</b>	<b>0</b>
<b>TOTAL FELTON SYSTEM</b>	<b>9,212,830</b>
<b>Manana Woods System</b>	
<b>Manana Woods Well 1</b>	<b>0</b>
<b>Interties IN +</b>	<b>0</b>
<b>TOTAL MANANA WOODS</b>	<b>0</b>

## SAN LORENZO VALLEY WATER DISTRICT INTERTIE USAGE November 2019

**INTERTIE 2**

SLVWD to SVWD 0

SVWD to SLVWD 0

**INTERTIE 3**

SLV SOUTH to SLV NORTH 170,006

SLV NORTH to SLV SOUTH 499,627

**INTERTIE 4**

SLVWD to MHWD 0

MHWD to SLVWD 0

**INTERTIE 6**

SLV NORTH to SLV FELTON -

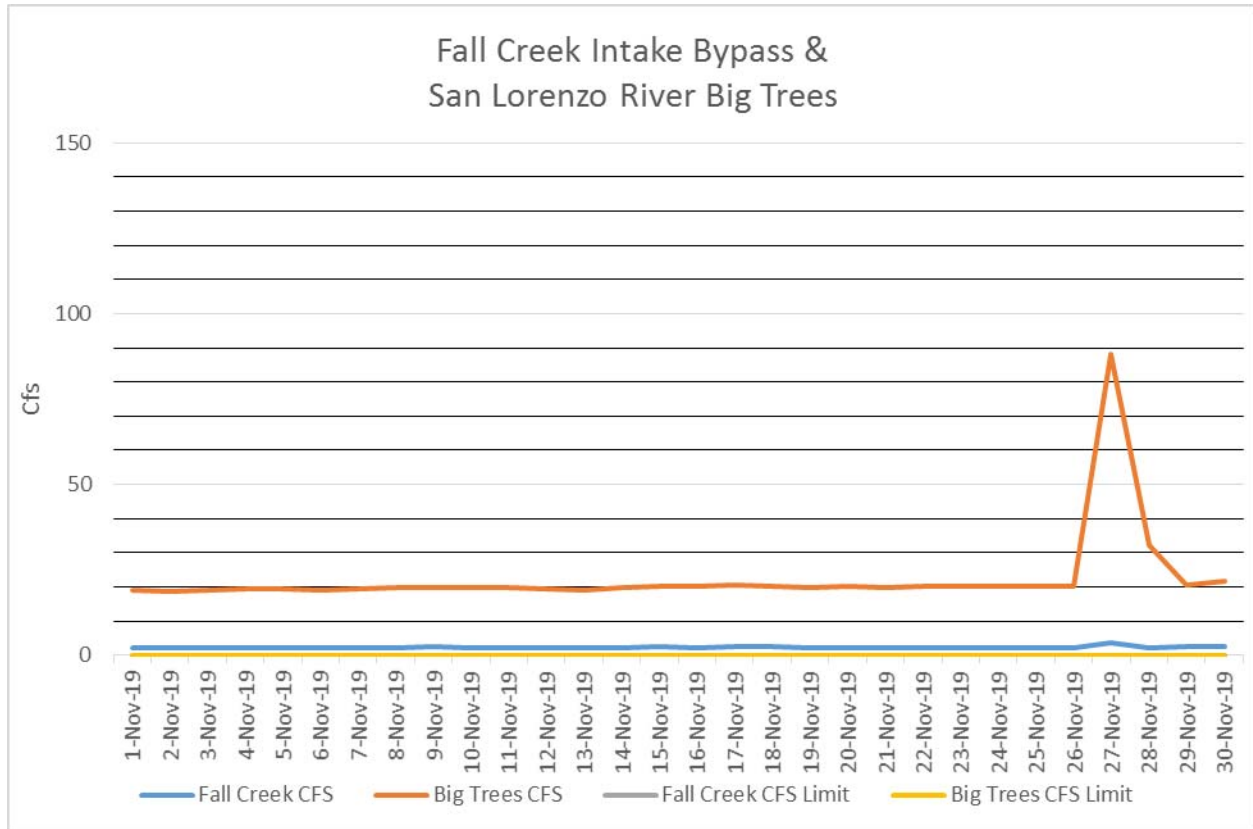
SLV FELTON to SLV NORTH -

**LOMPICO INTERTIE**

SLV NORTH to LOMPICO 2,270,382



## Fall Creek Intake November 2019



### 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 November 2019

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



San Lorenzo Valley Water District  
Loch Lomond Water Supply  
November 2019

Loch Lomond Water Level



**Week ending Wednesday 12 /18 / 2019**

(in feet above mean sea level; lake spills at 577.15 feet)

Currently:	573.75 ft
Percent of Capacity:	92.7%

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

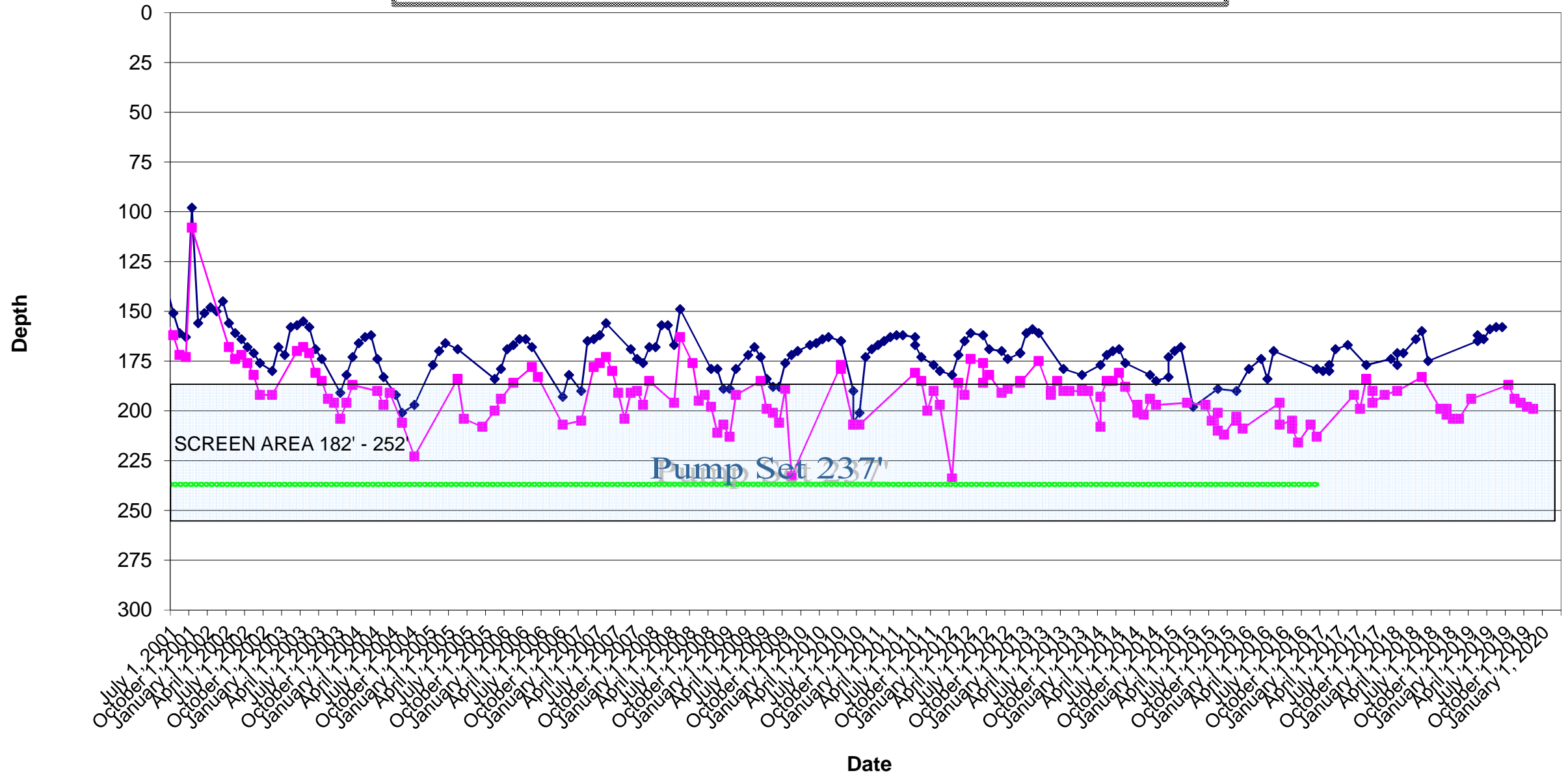
Last time District used Loch Lomond water was June 1977

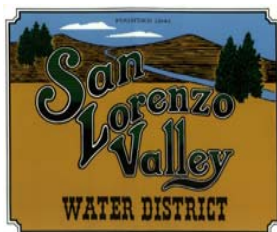
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 4-A

Location: Cumora Ln. Ben Lomond  
Elevation: 596.54 ft @ Pad  
Installed: 6-07-2001  
State Well #: 4410014-026  
Completed Depth: 265



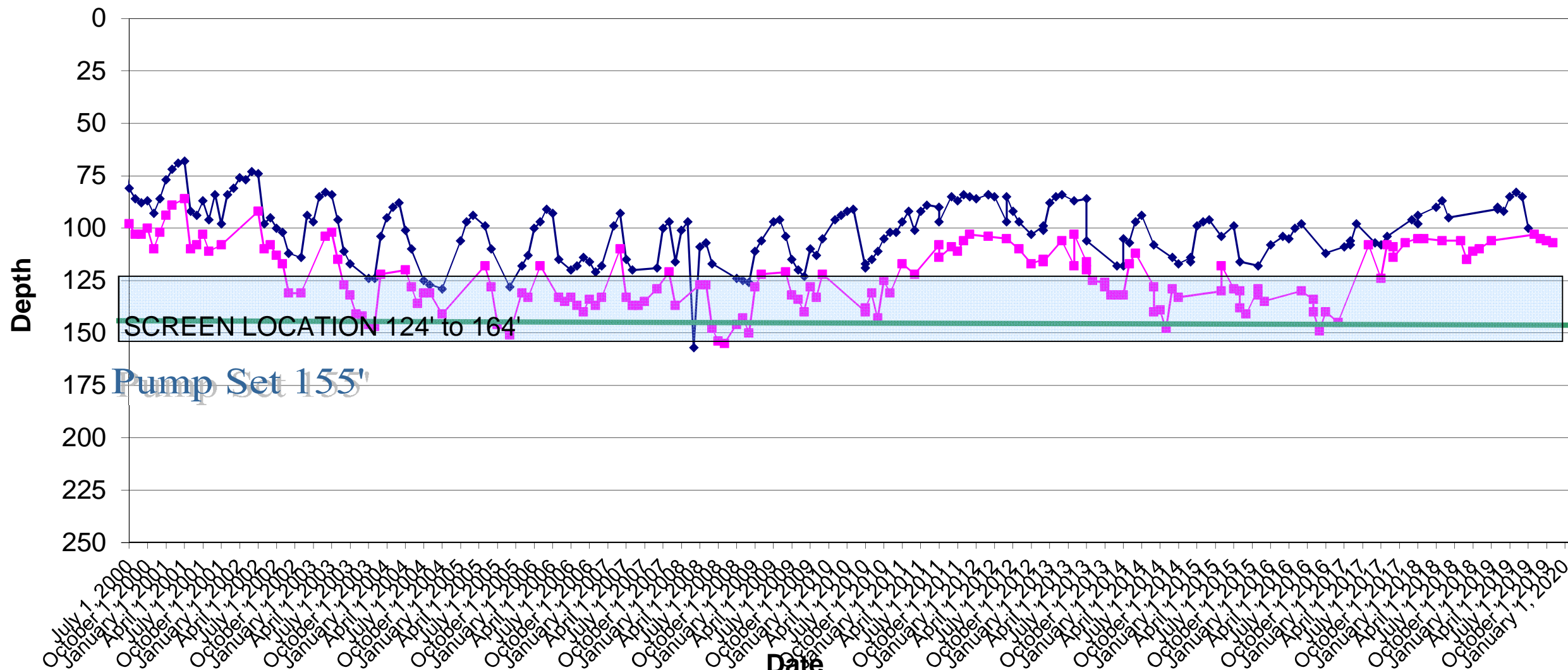
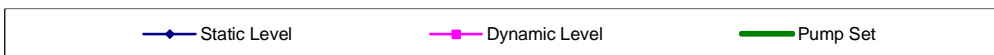


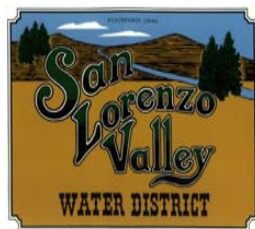
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 5-A

Location: 1161 Quail Hollow Rd.  
Ben Lomond  
Elevation: 517.65 ft. @ Pad  
Installed: March 2000  
State Well #: 4410014-025  
Completed Depth: 174'



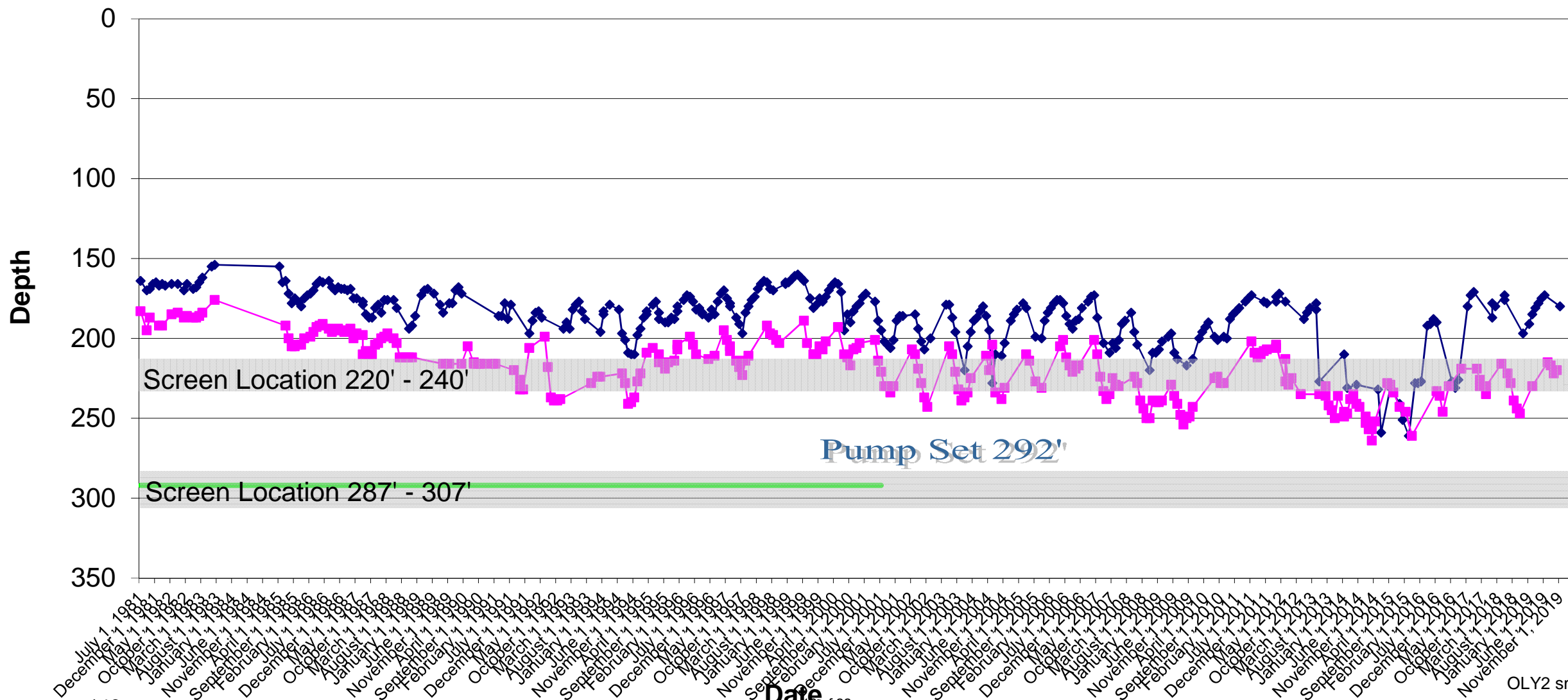
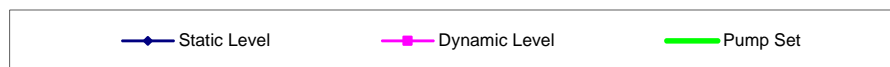


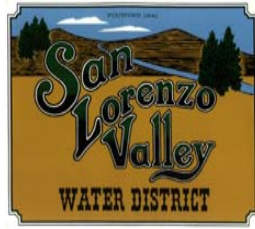
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 2

Location: 7701 E. Zayante Rd.  
Elevation: 525'  
Installed: April 28, 1980  
State Well #: 10S/O2W-11P01  
New #: 4410014-010  
Completed Depth: 300'



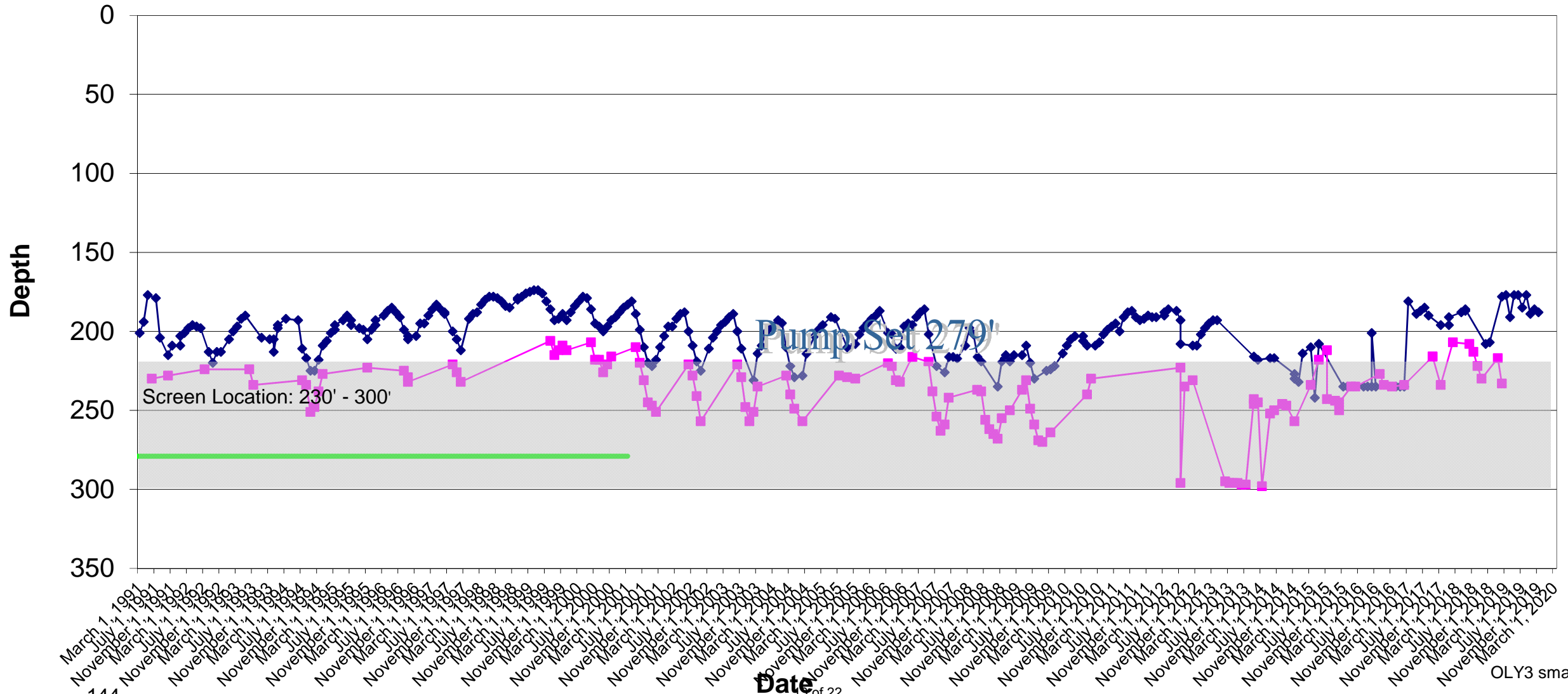
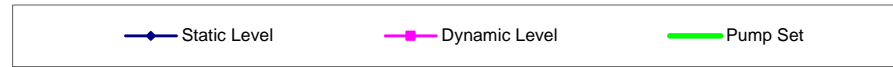


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 3

Location: 7701 E. Zayante Rd  
Elevation: 538' Mean Sea Level  
Installed: 8-15-90  
State Well #: 4410014-022  
Completed Depth:





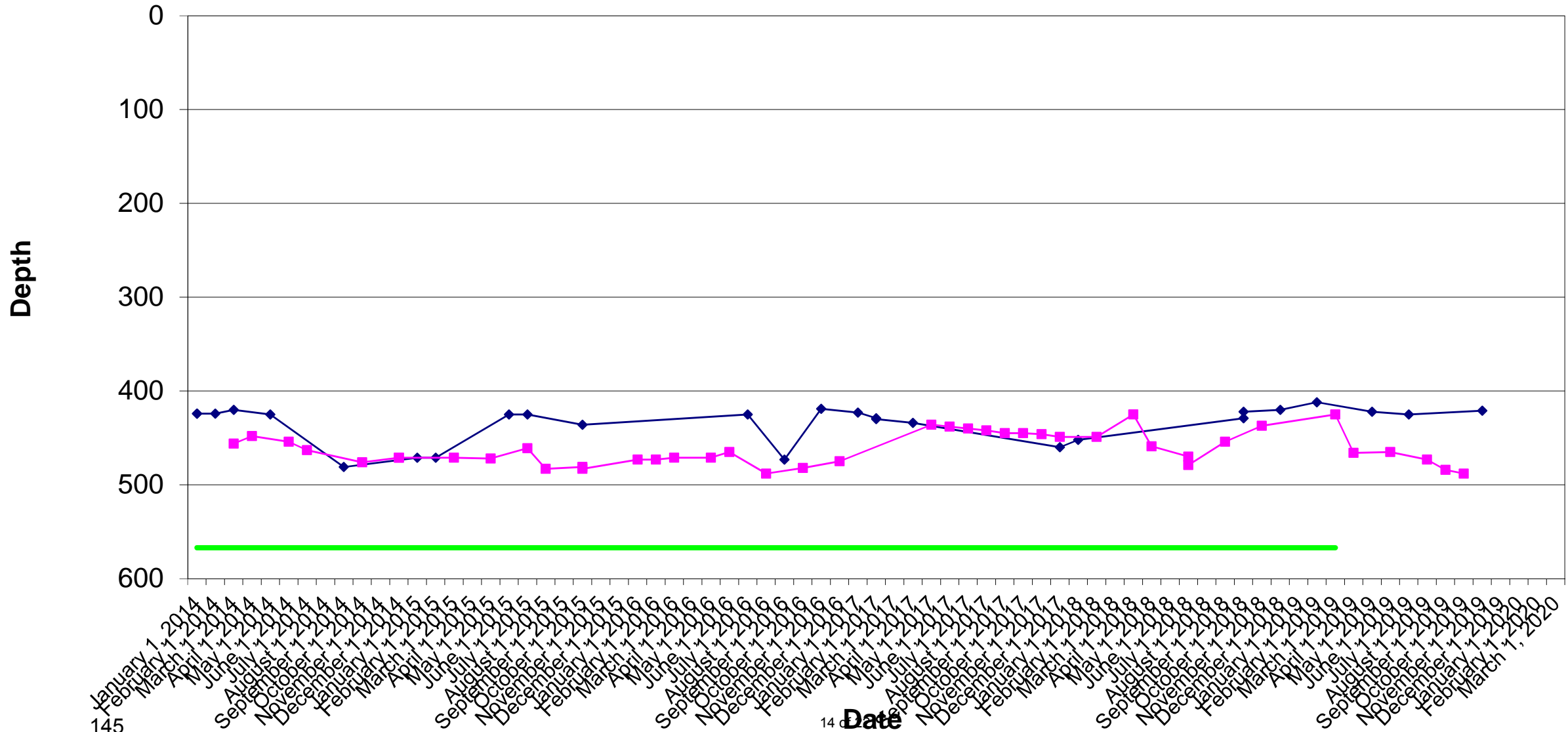
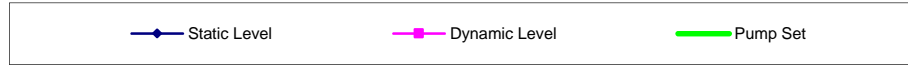


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 5-A

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



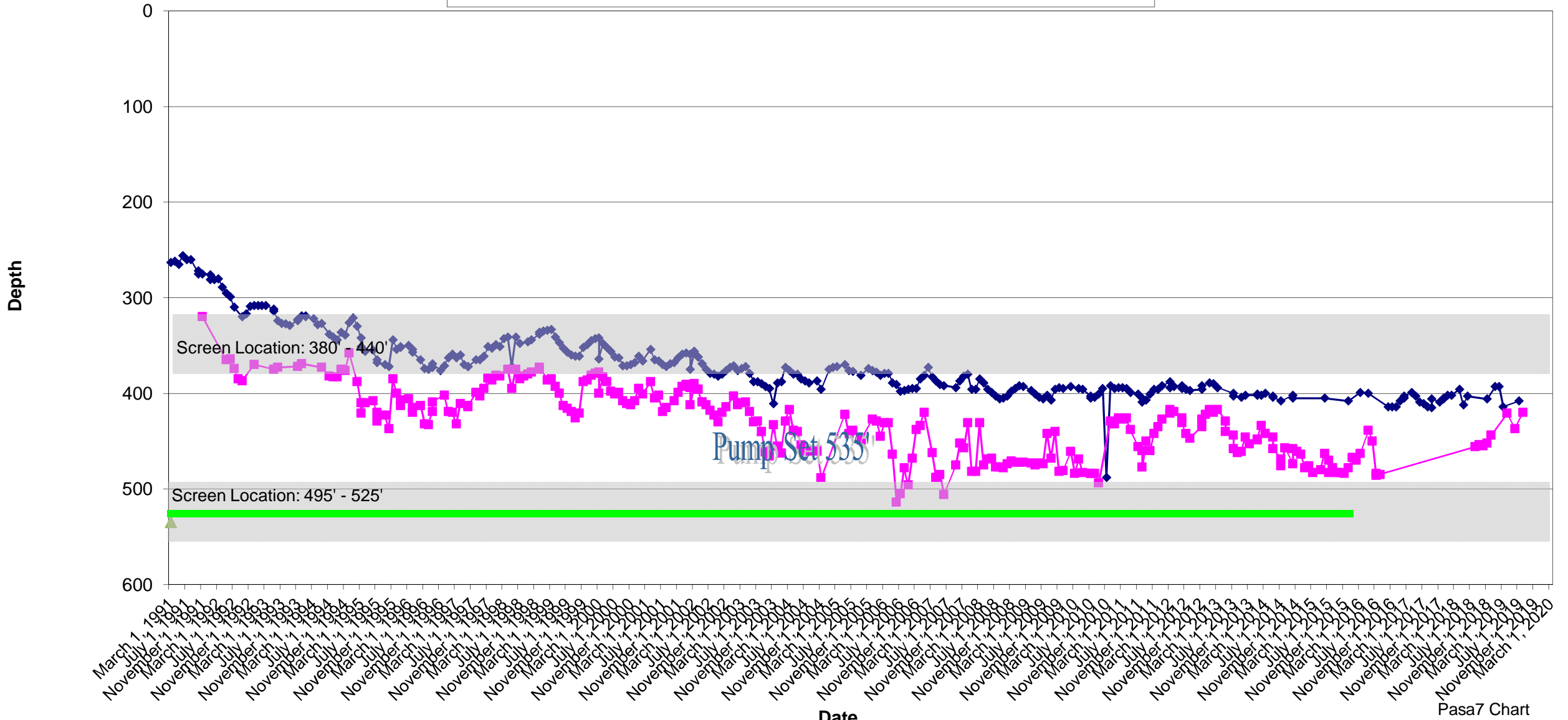


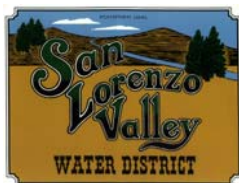
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 7

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





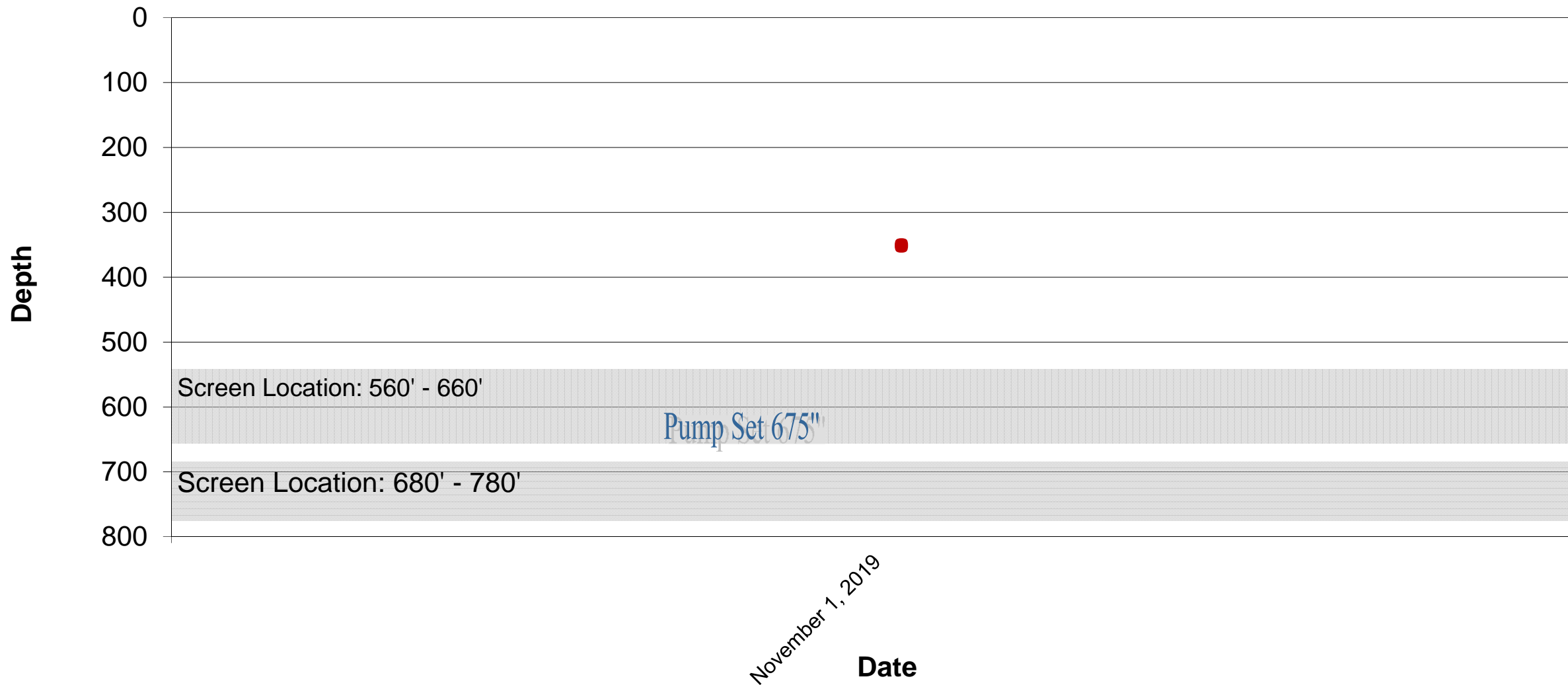
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

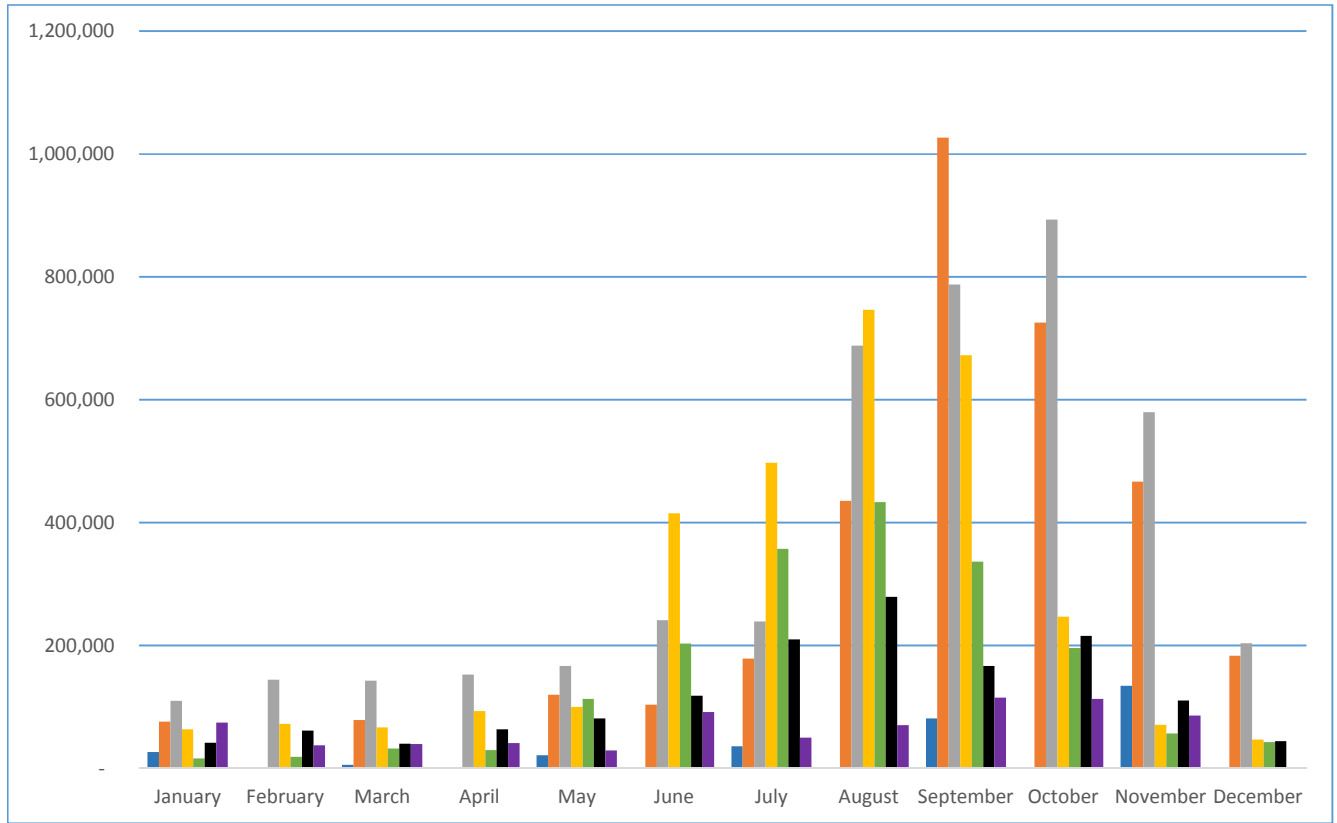
### Pasatiempo 8

Location: Behind 3650 Graham Hill Rd.  
Elevation: 775'  
Installed: 11-20-2019  
State Well #: 4410014-041  
Completed Depth: 805'

Pump Set    STATIC    DYNAMIC



**SAN LORENZO VALLEY WATER DISTRICT**  
**BULK WATER SALES**  
**GALLONS**  
**November 2019**



<u>Month</u>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
January	26,928	76,296	109,965	63,850	16,456	41,888	74,800
February			144,364	72,556	18,700	61,366	37,400
March	5,984	78,540	142,868	66,572	32,164	40,392	39,644
April			152,592	93,500	29,920	63,580	41,140
May	21,692	119,680	166,804	100,232	112,948	81,532	29,172
June		103,972	240,983	415,140	203,179	118,184	92,004
July	35,904	178,772	239,360	497,420	357,544	210,188	50,116
August		435,336	688,160	746,504	433,092	279,004	70,312
September	81,352	1,026,256	787,644	672,183	336,570	166,804	115,192
October		725,560	893,112	246,840	195,976	215,424	112,948
November	134,640	466,752	579,700	71,060	56,848	110,704	86,020
December		183,260	203,456	47,124	42,636	44,132	
<b>Totals</b>	<b>306,500</b>	<b>3,394,424</b>	<b>4,349,008</b>	<b>3,092,981</b>	<b>1,836,033</b>	<b>1,433,198</b>	<b>748,748</b>

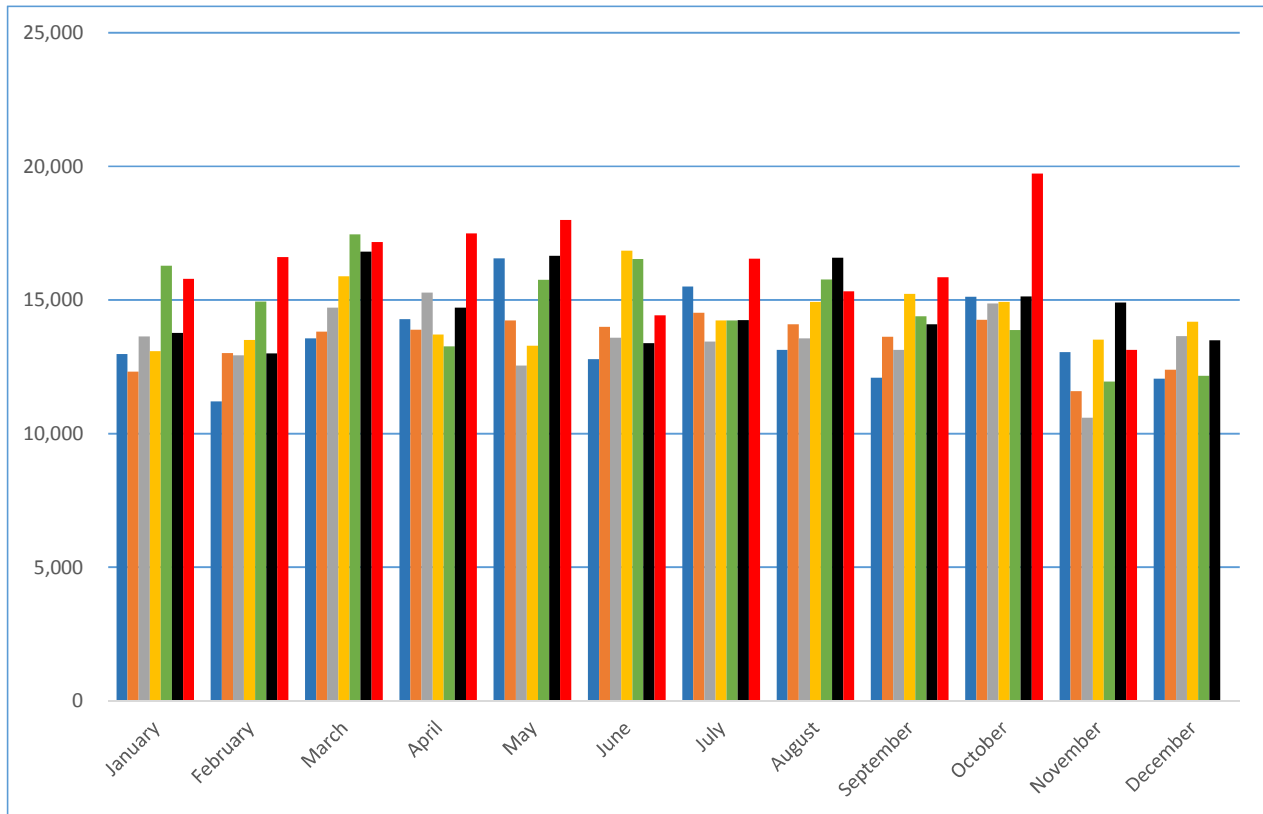
SAN LORENZO VALLEY WATER DISTRICT  
MONTHLY LEAK REPORT  
November 2019

Agenda: 1.9.2020  
Item: 13.3

Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	SCENIC	BEN LOMOND	1,800
400 MAIN LEAKING	8085 FERNWOOD AVE	BEN LOMOND	200000
400 MAIN LEAKING	10300 ALBA RD	BEN LOMOND	7,000
400 MAIN LEAKING	1555 JACKSON AVE	BEN LOMOND	32,400
400 MAIN LEAKING	250 GROVE ST	BOULDER CREEK	5,400
400 MAIN LEAKING	RIVERVIEW DR./HWY 9	BOULDER CREEK	7,200
400 MAIN LEAKING	226 River View drive	BOULDER CREEK	1,440
400 MAIN LEAKING	105 EAST ROAD	BOULDER CREEK	1,500
400 MAIN LEAKING	595 RAMONA DR	BOULDER CREEK	8,640
400 MAIN LEAKING	AZAELA AVE	BOULDER CREEK	1,500
400 MAIN LEAKING	Boulder st	BOULDER CREEK	420
400 MAIN LEAKING	350 MORE DR	BOULDER CREEK	21,600
400 MAIN LEAKING	FIRESIDE	BOULDER CREEK	2,160
400 MAIN LEAKING	100 BROOKSIDE DR	BOULDER CREEK	720
400 MAIN LEAKING	498 Ralston Ridge	BOULDER CREEK	10,080
400 MAIN LEAKING	405 FAIRVIEW AVE.	BOULDER CREEK	8,640
400 MAIN LEAKING	ALAMEDA	BROOKDALE	5,400
400 MAIN LEAKING	530 WESTERN	BROOKDALE	3,600
Total North			319,500
<b>FELTON SYSTEM</b>			
400 MAIN LEAKING	MADRONA DR	FELTON	720
400 MAIN LEAKING	330 ORCHARD RD.	FELTON	67,500
Total Felton			68,220
<b>LOMPICO</b>			
400 MAIN LEAKING	11392 LAKE VIEW DR.	LOMPICO	8,640
Total Lompico			8,640
<b>SCOTTS VALLEY</b>			
Total Scotts Valley			-
<b>Total All Systems</b>			<b>396,360</b>

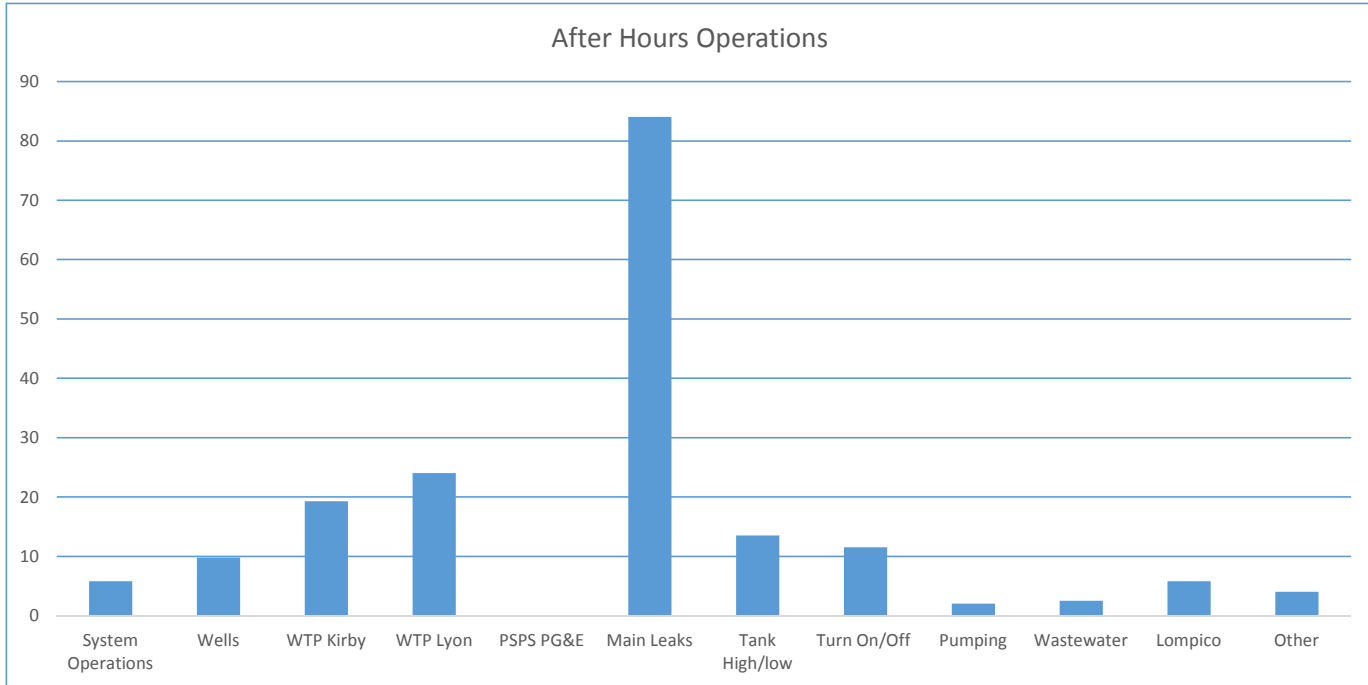
						Water Quality Complaint List				
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
11/8/2019	X						Customer complained of sewage odor in water.	12174 Lake Blvd	Upon filed investigation, water quality results were normal and within range at customers outside hose spigot. Free chlorine was 0.8 mg/L and no odor was observed in a field odor test. Customer was notified of results and will call back with further concerns.	SLVWD
11/22/2019		X					Customer complained of rusty colored water.	7665 E. Zayante Rd	Upon field investigation, water quality results were normal and within range at customers outside hose spigot. Free chlorine was 1.2 mg/L, turbidity was 0.75 NTU and no color was apparent in a field sample. Customer was provided with results and will call back with any further concerns.	SLVWD
11/25/2019			X				Customer complained of entrained air and sediment in water.	390 Fern Dr.	Upon field investigation, water quality results were normal and within range at customers outside hose spigot. Free chlorine was 0.8 mg/L, and no sediment was present. Entrained air was observed initially, but was flushed out at the customers front hose spigot. Customer was provided with results and will call back with any further concerns.	SLVWD

SAN LORENZO VALLEY WATER DISTRICT  
VEHICLE MILEAGE  
November 2019



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	12,976	12,317	13,633	13,082	16,286	13,763	15,790
February	11,201	13,015	12,934	13,505	14,945	13,003	16,599
March	13,558	13,817	14,714	15,882	17,451	16,809	17,167
April	14,283	13,883	15,279	13,704	13,270	14,711	17,488
May	16,560	14,228	12,550	13,290	15,757	16,646	17,998
June	12,780	14,000	13,582	16,841	16,534	13,390	14,420
July	15,497	14,519	13,441	14,228	14,229	14,242	16,541
August	13,136	14,096	13,569	14,923	15,761	16,576	15,319
September	12,087	13,622	13,137	15,229	14,388	14,094	15,853
October	15,120	14,261	14,868	14,924	13,880	15,126	19,726
November	13,046	11,594	10,591	13,510	11,952	14,908	13,137
December	12,060	12,394	13,648	14,187	12,158	13,492	
Totals	162,304	161,746	161,946	173,305	176,611	176,760	180,038

**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
November 2019**

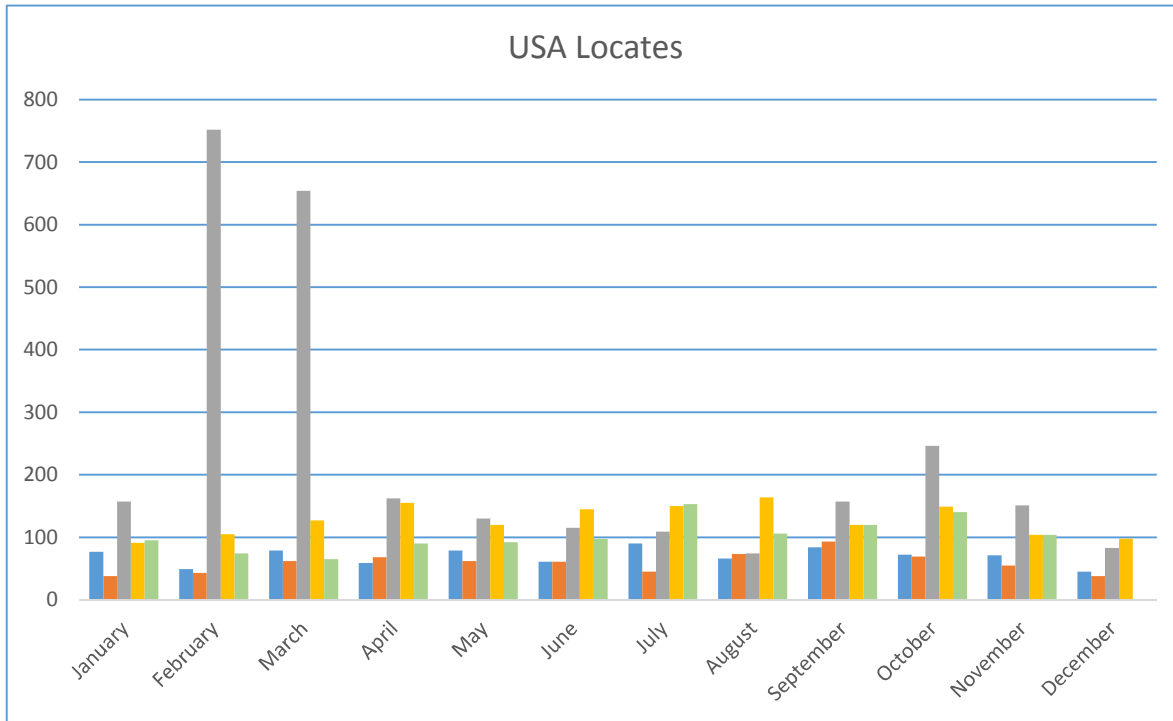


<u>Description</u>	<u>Hours</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
System Operations	5.75	January	N/A	145.00	280.75	90.50	96.50
Wells	9.75	February	N/A	86.50	192.25	72.00	180.00
WTP Kirby	19.25	March	N/A	153.75	105.75	80.25	106.25
WTP Lyon	24	April	82.50	72.00	128.75	156.75	76.25
PSPS PG&E	0	May					82.50
Main Leaks	84	June	172.50	83.25	112.75	89.00	136.75
Tank High/low	13.5	July	124.25	80.25	162.00	145.25	158.30
Turn On/Off	11.5	August	111.75	81.25	141.25	134.5	119.75
Pumping	2	September	230.25	175.00	201.25	155.25	133.00
Wastewater	2.5	October	128.25	78.50	104.00	111.5	605.75
Lompico	5.75	November	114.25	96.25	122.50	197.5	182
Other	4	December	186.25	130.75	134.00	220.25	
<b>Total</b>	<b>182</b>		<b>1150.00</b>	<b>1182.50</b>	<b>1685.25</b>	<b>1452.75</b>	<b>1877.05</b>



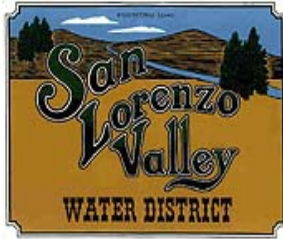
**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
November 2019**

Agenda: 1.9.2020  
Item: 13.3



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	77	38	157	91	95
February	49	43	752	105	74
March	79	62	654	127	65
April	59	68	162	155	90
May	79	62	130	120	92
June	61	61	115	145	97
July	90	45	109	150	153
August	66	73	74	164	106
September	84	93	157	120	120
October	72	69	246	149	140
November	71	55	151	104	104
December	45	38	83	98	
<b>Total to Date</b>	<b>832</b>	<b>707</b>	<b>2,790</b>	<b>1528</b>	<b>1136</b>





## MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

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

December 3, 2019 at 9:00 a.m. at the Operations Building, 13057 Highway 9, Boulder Creek, California.

### MINUTES

1. Convene Meeting 9:03  
Roll Call: Sanders, Architzel, Henry, Fultz  
Staff: R. Rogers, S. Hill and H. Hossack
2. Oral Communications: None
3. Old Business: None
4. New Business:
  - A. REVIEW OF DRAFT FISCAL YEAR 2018/19 AUDIT REPORT  
Discussion by Committee and staff regarding the audit.  
S. Hill introduced this item and explained the process.  
S. Hill noted that there were some wells that were destroyed that never should have been capitalized that were removed resulting in what looked like a \$320,000 loss,  
Discussion by Committee and staff regarding the wells that were destroyed to the State's standards.  
L. Henry noted that R. Moran shouldn't be on the document, B. Smallman should be on the document instead.  
B. Fultz asked that she spend more time on the 2017-18 restatement.  
Discussion by Committee and staff regarding the 2017-18 restatement.  
B. Fultz said he noticed the difference between the water sold versus water produced.  
Discussion by Committee and staff regarding water loss.  
B. Fultz questioned pension liability.  
Discussion by Committee and staff regarding pension funding.  
B. Fultz questioned OPEB.  
Discussion by Committee and staff regarding OPEB  
B. Fultz questioned capital assets.  
Discussion by Committee and staff regarding capital assets original cost not replacement costs.  
B. Fultz questioned the Probation Tank and Scotts Valley.  
Discussion by Committee and staff regarding the District locations.  
B. Fultz questioned the debt funding, and verbiage in the document.  
Discussion by Committee and staff regarding the actual writing of the audit.

Discussion by Committee and staff regarding the drop in connections and top water users.

S. Hill said that the auditors will be here on Thursday to present the audit.

Discussion by Committee and staff regarding timing of the audit.

B. 2019 PIPELINE PROJECT WAIVER OF INSTALLATION FEES

R. Rogers introduced this item. The District has several pipeline projects, some are substantial. The District will be running all new service lines. Some don't have residences on the pipeline do not currently have SLVWD water. He would like to reach out to those residences to see if they are interested in getting SLVWD water and to offer to cover installation fees but not connection fees. He would also like to set up terms to finance the \$10,000 connection fees.

Discussion by the Committee and staff regarding this proposal.

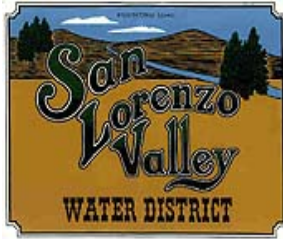
C. Baughman questioned how much would this shift groundwater usage.

Discussion by Committee, staff and public regarding this proposal.

5. Informational Material: None.

6. L. Sanders made some suggestions for future items since this is his last meeting. R. Rogers responded.

Adjournment 10:16 a.m.



# ENGINEERING COMMITTEE MINUTES

## December 5, 2019

Covering Design, Construction, Capital Improvement,  
Master Plan and other Engineering, Operational and  
Planning Related Matters

Thursday, December 5, 2019 at 2:00 pm at 13057 Highway 9, Boulder Creek, CA.

### MINUTES

1. Convene Meeting 2:00 p.m.  
Roll Call: G. Mahood, L. Farris, R. Moran  
J. Busa & M. Smolley were excused  
Staff: J. Furtado, D. Langfield and H. Hossack
2. Oral Communications  
D. Loewen commented that it is frustrating and confusing that the Lompico Tanks information is often incorrect.  
L. Farris agreed that it is important to get the information correct.  
J. Furtado said that he had a meeting with the engineer that is drawing the plans and this issue was discussed.  
Discussion by the Committee, staff and public regarding the Lompico Tanks capacity before and after the project.
3. Old Business:
  - A. LYON SLIDE PROJECT UPDATE  
D. Langfield introduced this item. He described the meeting with the expert and the progress. No progress at this time.  
L. Farris described the project for the benefit of our new Committee Member G. Mahood.  
Discussion by the Committee and staff regarding the project.  
D. Langfield will try to reach out to another GeoTech firm for a 2<sup>nd</sup> opinion.  
E. Frech said when you ask another firm for a second opinion they want to do their own work.  
Discussion by Committee and staff regarding a second opinion.
  - B. RFP/RFQ FOR CONSTRUCTION MANAGEMENT  
D. Langfield introduced and explained this item. He asked for confirmation regarding the scope of this item by the Committee.  
Discussion by the Committee and staff regarding the different options for construction management.  
E. Frech questioned agreed with Darren and said he sees on pipes and tanks specialties.  
J. Furtado explained some of the other specialties involved in these projects.  
L. Farris said reminded everyone about WSC and the fact that he thinks they took advantage of the District. He agreed with D. Langfield's suggestion.  
D. Langfield said that his proposal will allow the District to do specialty work and only do on-call as a last resort, if we can't get anybody else.

D. Loewen said that bottom line is that we will get the best service at the best cost.

4. New Business:

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

A. WATER MASTER PLAN

D. Langfield updated the information for the Water Master Plan.

Discussion by the Committee and staff regarding the replacement of PRVs and the modeling of the system.

E. Frech asked if there will be actual checking of flows as predicted by model.

Discussion by the Committee, staff and public regarding water pressure and flow.

E. Frech questioned if it is a requirement for every customer to have a PRV.

J. Furtado responded that it is not a requirement.

G. Mahood questioned the August date, is that a deadline.

D. Langfield said we are hoping to have the Master Plan by the end of next year.

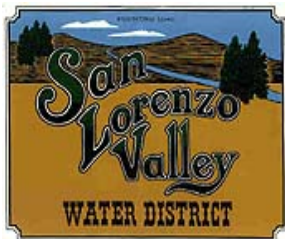
Discussion by Committee and staff regarding the system and the reason for modeling.

L. Farris questioned if deferred maintenance going have an impact on the Master Plan.

Discussion by Committee and staff regarding deferred maintenance.

5. L. Farris said that he would like to thank the public members of the Committee for their service. He thinks that Mark and Joel have done an excellent job. He would like for them to re-apply for the Committee in 2020.

Adjournment 3:10 p.m.



## MINUTES OF LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING

*Responsible for review of matters of revenue and expenses directly related to Assessment District 2016-1 projects. To serve as liaison between the Lompico Assessment District Customers and the District.*

Tuesday, December 10, 2019 at 5:30 pm at the Operations Building, 13057 Highway 9, Boulder Creek, California.

### AGENDA

1. Convene Meeting 5:30 P.M.  
Roll Call: M. Lobalbo, T. Norton, D. Loewen were present. N. Hagen is on holiday.  
Staff: S. Hill, D. Langfield, H. Hossack were also present.
2. Oral Communications  
E. Frech, Lompico-said he would like the Committee to put pressure on the District regarding a person to explain Assessment Districts.
4. New Business:
  - A. QUARTERLY LADOC FINANCIAL REPORT  
S. Hill introduced this item and explained the report.  
Discussion by the Committee and staff regarding PRVs, design & contracts and expectations for sharing information.  
D. Loewen questioned revenue.  
S. Hill responded.  
M. LoBalbo requested the contract with NBS.  
H. Hill responded to that she doesn't have the contract.  
Discussion by Committee and staff regarding the NBS contract.  
S. Hill explained the administrative costs.  
Discussion by the Committee and staff regarding assessment fees.  
S. Hill explained that the person that usually runs the report is on leave so a new person is running the report and it took a little longer.
  - B. ASSESSMENT DISTRICT UPDATE  
D. Langfield explained there are 2 contracts; PRVs Project and the Design of the Tanks.  
Discussion by Committee, staff and public regarding tank sizes.  
D. Langfield continued the explanation of design of the tanks and construction management.  
D. Loewen explained the intertie project.  
D. Langfield explained the Quail Hollow pipeline.  
Discussion by the Committee, staff and public regarding the pipeline projects relating to Lompico.
  - E. ASSESSMENT DISTRICT ANNUAL REPORT FAQ PAGE  
Discussion by Committee and staff regarding FAQs, bonds vs. assessment district, etc.
  - F. SCHEDULE TIME AND PLACE OF THE NEXT ANNUAL REPORT WORKSHOP  
Discussion by the Committee and staff regarding next meeting. Toni will check with Chief Stipes for use of Zayante Firehouse for the workshop meeting.
  - D. ASSESSMENT DISTRICT MEMBER WELCOME PACKET

- D. Loewen said that the welcome packet was on the Grand Jury requirements.
- C. ANNUAL REPORT PROCESS
  - D. Loewen introduced this item. She explained that now the document can be referred to S. Hill can report the finances. Change that the charter to allow S. Hill to present the finances.
  - Discussion by Committee and staff regarding streamlining of the charter.
- 3. Old Business:
  - A. PUBLIC OUTREACH FOR PHOTOS
    - T. Norton said there was no response to public outreach for photos. M. LoBalbo will go out and take some pictures.
  - B. ANNUAL REPORT
- 5. Informational Material:
  - o Quarterly Finance Report from the Finance Manager
  - o Memo regarding Committee consideration to streamline the annual report process
  - o Draft memo to R. Rogers regarding LADOC Welcome Packet
  - o Draft suggested answers from the District Manager to Frequently Asked Questions
- 6. Adjournment 6:37p.m.



# Santa Margarita Groundwater Agency

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**To:** San Lorenzo Valley Water District Board of Directors  
**Date:** December 12, 2019  
**Subject:** Santa Margarita Groundwater Agency Board of Directors Meeting Summary  
**Meeting date:** December 11, 2019

This report serves as notification that the Santa Margarita Groundwater Agency (SMGWA) conducted a regularly scheduled Board of Directors Meeting on December 11, 2019 at 5:30 p.m. The meeting was held in the Santa Margarita Community Room of the Scotts Valley Water District Building at 2 Civic Center Drive, Scotts Valley CA 95066.

The Board of Directors took action on the following [agenda items](#):

- 2.1 Approved the October 24, 2019 Board of Directors meeting minutes.
- 2.2 Approved the 2020 Board of Directors Meeting Schedule.
- 4.1 Accepted the Santa Margarita Groundwater Agency Annual Financial Report for Fiscal Year Ended June 30, 2019.

The Board directed staff to ensure that presentation materials from Agenda Item 4.2 are made available on the SMGWA website.

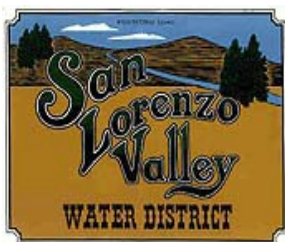
The Board directed staff to ensure that presentation materials from the November 20<sup>th</sup> GSA Cast (Integrated Hydrologic Model Development and Evaluation [for Non-Modelers]) are made available on the SMGWA website.

You may listen to audio recordings of SMGWA Board of Directors meetings [here](#).

Submitted by,

Nicholas Wallace  
Administrative/Office Assistant  
Santa Margarita Groundwater Agency





## MINUTES OF ENVIRONMENTAL COMMITTEE MEETING

Responsible for matters of stewardship of the District's property including: Urban Water Management Plans; Water Conservation Programs; Classis Watershed Education Grants; Watershed Management; Resource Management and other environmental related matter.

**December 12, 2019 at 9:30 a.m.** at the Operations Building, 13057 Highway 9, Boulder Creek, California.

### AGENDA:

1. Convene Meeting 9:30 a.m.  
Roll Call: E. Fresco, J. Supp, L. Farris, R. Moran, K. O'Connor  
Staff: C. Blanchard, S Hill, J. Furtado, H. Hossack
2. Oral Communications:
3. Old Business:
  - A. ENVIRONMENTAL PLANNER POSITION UPDATE  
L. Farris introduced Carly Blanchard.  
S. Hill explained the position and that there will be a transitional overlap with Carly's position to facilitate training of a new employee.  
K. O'Connor questioned if the environmental schedule will be updated now that we have an Environmental Planner.  
C. Blanchard responded that she has met with the District Manager and they are working on the schedule.  
L. Farris said he will be adding his thoughts to the environmental schedule.  
C. Baughman questioned who Carly will report to.
  - B. FIRE MANAGEMENT RFQ  
C. Blanchard introduced this item and gave an update.  
Discussion by the Committee and staff regarding RFQ vs. RFP and who to work with on this matter.  
C. Baughman questioned which department will fund the Plan.  
Discussion by Committee and staff regarding who will be funding this item and the process.  
L. Ford described the RFQ vs. RFP.
  - C. INTEGRATED PEST MANAGEMENT PLAN UPDATE  
C. Blanchard introduced this item.  
Discussion by Committee and staff regarding the IPM Plan.  
L. Ford asked if the survey of pesticides will list the targets and location of the use of the pesticides. He said that he and R. Moran had a conversation about not chemical control of the brooms. Perhaps the District can participate in tests on how to control the broom. He also said that broom control with chemicals was a contentious battle that has been fought.  
J. Supp asked for clarification from L. Ford regarding targets and location.  
Discussion by Committee, staff and public regarding District use of herbicide.  
C. Baughman said that he doesn't like the idea of the District running experiments.  
Discussion by Committee, staff and public regarding experiments in pesticides and the actual plan for the District.  
L. Farris said since there is not much pesticide needed in the winter so this is a good time to work on the plan.

4. New Business:
  - A. THANK PUBLIC MEMBERS FOR SERVING 2019  
L. Farris thanked E. Fresco, J. Supp & K. O'Connor. He asked if they would please consider re-upping for the Committee.  
Discussion by the Committee, staff and public regarding public committee members.  
L. Farris suggests the R. Moran chairs committee in the future.
5. Informational Material:
  - A. STAFF REPORT FROM THE WATER TREATMENT AND SYSTEM SUPERVISOR – Regarding PFOA/PFOS  
L. Farris said if you have questions about the informational memo, please ask.  
Discussion by the Committee, staff and public regarding this memo.
6. Adjournment 10:30 a.m.



# County of Santa Cruz

## BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069  
(831) 454-2200 • FAX: (831) 454-3262 TDD/TTY - Call 711

**JOHN LEOPOLD**  
FIRST DISTRICT

**ZACH FRIEND**  
SECOND DISTRICT

**RYAN COONERTY**  
THIRD DISTRICT

**GREG CAPUT**  
FOURTH DISTRICT

**BRUCE MCPHERSON**  
FIFTH DISTRICT

December 3, 2019

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

Dear San Lorenzo Valley Water District,

I am writing to congratulate you on your November 19 receipt of a Santa Cruz County Green Business Certification highlighting the green practices of your business or organization.

In this time of climate change and other threats to our environment, it is critical that we make every effort to ensure our personal and professional practices are making our community healthier for future generations.

The efforts you have made to prevent pollution, conserve energy or water, or reduce carbon emissions are laudable, and I am pleased that you have qualified to be part of the County's Green Business Program, which has been in existence for 16 years now.

Sincerely,

BRUCE MCPHERSON, Supervisor  
Fifth District

275 Farmer Street  
Felton, CA 95018

December 4, 2019

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


Dear Board of Directors:

A good leader is respectful to all, open-minded, careful, a clear communicator, insightful, and honest with nothing to hide. I urge you to please keep these qualities in mind when voting for President of the Board this Thursday.

I have only attended one SLVWD Board meeting so far. That evening, I was surprised that some of the Directors did not act like good leaders. I witnessed disrespect, bickering, and a lack of enthusiasm for public engagement. However, I observed President Lois Henry being respectful, open to new ideas from the community and staff, careful in regard to the Board's Mission Statement, and a good listener.

Therefore, I nominate Ms. Henry for President of the San Lorenzo Valley Water District Board.

Sincerely,

  
Robin duSaint

## Holly Hossack

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**From:** David Robinson <jimmyjunkman@gmail.com>  
**Sent:** Thursday, December 19, 2019 9:50 AM  
**To:** Board of Directors  
**Subject:** VOTE - KEEP the current logo. Fwd: SAN LORENZO VALLEY WATER DISTRICT - TAKE OUR NEW LOGO DESIGN SURVEY

Please give us another logo choice to vote on.

“KEEP the current logo”

Regards, Jim Junkman

[JimmyJunkman@gmail.com](mailto:JimmyJunkman@gmail.com)

Regards, Jim Junkman  
831-588-0836 (text or call)  
[JimmyJunkman@gmail.com](mailto:JimmyJunkman@gmail.com)

December 23, 2019

Lisa Johnson  
713 S. 12<sup>th</sup> Street  
Coeur d'Alene, ID 83814

Board of Directors  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006-9119

Dear Directors:

I am writing to respectfully ask that you consider changing your payment collection policy.

I am the owner of three properties at 554, 560, and 560 Madrona Avenue. I require my renters to have their water account in their own name, same as for PG&E, Garbage, Cable, etc.

Upon eviction of my tenant, Mike Stolting, (560 Madrona) I was made aware of his unpaid balance and informed this was my responsibility. I also know he was frequently in arrears and was allowed by San Lorenzo Water to continually carry balances due over the many years he lived here.

No other utility/service companies transfer unpaid balances to the landlord, i.e., PG&E, Greenwaste, Direct TV, etc. They take the responsible person to a collection agency.

Individual landlords like myself do not have the resources to carry multiple accounts in our name and collect from tenants as do the large commercial apartment property management firms.

When you don't pay your gas bill at some point, PG&E shuts off your electricity. That usually prevents people from not paying their bill! I can't tell you how many times San Lorenzo locked Mr. Stolting's water, only to have him illegally turn it back on. You need a better system in place.

I'm asking that you enforce stricter payment requirements and that you implement a "write-off" and send to collection any unpaid balances for those responsible. At the very least, property owners should receive notices of past due tenant accounts without having to carry the account in their name.

Sincerely,

Lisa Lynne Johnson

# Newly Certified Green Businesses in our Valleys

- By Katie Evans, Staff Reporter
- Dec 3, 2019

On November 19<sup>th</sup>, the County of Santa Cruz presented 69 businesses with a Green Business Certificate. 10 of those businesses are in our area, including Brunetti’s Interiors, the City of Scotts Valley, Faust Salon and Spa, San Lorenzo Water District, Santa Cruz County Bank, Scotts Valley Chamber of Commerce, Scotts Valley Water District, Suki’s Boho Boutique, Wild Roots Market, and Satellite Telework Network. I interviewed several of these businesses to understand how and why they use green practices.

The Scotts Valley Chamber of Commerce recently put in all new LED lighting, which dropped their energy usage almost 50%, on top of using only 100% recycled paper. Angela Marshall, the office manager, spearheaded their green commitment, “inspired by this youth-led-movement.” During the process, she realized that “Every little bit that we can do to make the slightest change makes a difference,” even in their two-person office. Marshall also believes the Chamber has an important environmental impact on other businesses in the area, as they “Educate their chamber members and advocate for others to follow suit.”

Donna Brunetti, from Brunetti’s Interiors, runs her business in an environmentally friendly manner and persuades her clients to think green as well. At the awards ceremony she told me, “In my design practices I like to build a good foundation and a good foundation can last you decades, even the color scheme. I direct people towards things that are not wild, temporary, or something they’ll get tired of easily... It breaks my heart when someone throws out marble, because it takes millions and millions of years to create and then someone will think ‘I don’t like the color,’ and beat it out with a hammer.”

Leann Ravinale, the Conservation Coordinator at the Scotts Valley Water District, mused, “It’s not just making the changes, it’s getting people to think about what they’re buying... Everyone is

really busy, so it takes commitment, but in the end you feel better. It's our part." She feels that green practices are important to the Scotts Valley Water District because "There are so many things a business can do [to protect the planet]. It's important to our values to do so... We have to walk the walk."

The Santa Cruz County Bank in Scotts Valley has been practicing green behaviors as a part of a "bankwide effort, achieved at all 5 locations, including administrative offices." They're thrilled to achieve the Green Business Award for their ordering practices and eco-friendly remodels, "utilizing sustainable and environmentally friendly products and materials." Mary Anne Carson, the Senior Vice President and Chief Marketing Officer, proudly reported, "It's been part of our business' DNA from the beginning." Carson personally believes in the importance of green practices because "We all live on this precious planet and we're doing our part to protect the future. It's simply a sound business practice."

Congratulations are in order for our newly certified green businesses. If you stop by any of their establishments, make sure to thank them for their efforts to preserve our beautiful valley. Hopefully, next year, even more businesses will be welcomed into the conservational fold.



## SLVWD positive changes coming in 2020 – Press Banner 12.13.19

By Christian Wise, Staff Reporter

Nearly every seat in the gallery was taken. On a small table, there were handouts, agendas and cookies. At the big, u-shaped table, members of the San Lorenzo Valley Water District staff and board sat side-by-side for the December 5th meeting to address a number of important issues, including the revision of the Strategic Plan for the District and updating the Mission Statement.

For an agency that has seen its fair share of contentious meetings and divided loyalties, this latest gathering was refreshingly drama-free, and the board sent the clear signal that they were ready to truly hear from their constituents.

In an effort to modulate the temperature of the room during monthly board meetings, district staff, ratepayers and board members alike had landed on the idea of approving a Conflict Resolution training. Coastal Watershed Management Consultant Greg Larson had been cited as the optimal candidate for this event, and given that he already submitted a proposal to assist the District, the feeling amongst all in the room was that an investment in Larson would be a worthy one. Director Rick Moran furthered the idea that transparency is of the utmost importance, and District Manager Rick Rogers determined that the topic would be on the January agenda for a vote.

Meeting attendees were heartened to hear that Director Lew Farris had read all 12 emails that had been submitted to the board prior to the December meeting, and in response, he had created a criteria chart which graphed the priorities outlined in those submissions. Of all correspondence received, Farris said, the most common suggestion was to use Greg Larson as a consultant for de-escalation training. “Thank you,” Farris said. “I heard you, and I’m going to do something with the information.” President Lois Henry acknowledged that it was time to slow things down. “First, we’ll do the conflict management training, and then we’ll work on the revised Strategic Plan. It doesn’t mean we can’t have different opinions—it’s about how we express them,” she said. While Farris’ words were generally well-received, there was still a bit of pushback from customers in the gallery. “The public doesn’t want to be heard, we want to participate,” said Felton’s Larry Ford. “That will be one of the lessons learned in conflict resolution. But I completely support the District’s priorities, including fiscal responsibility and building new headquarters. We also need urgent progress on the fire management program,” Ford continued as the audience nodded.

Marc Shargel from Felton chimed in as well. “Director Farris demonstrated a terrific example of paying attention and listening. It was an example of an inclusive and deliberative process to undertake long range planning,” Shargel said. “But I’m concerned about the rhetoric that has emerged in these meetings. Personal attacks are not acceptable. If you point at someone and accuse them of polarizing rhetoric,” said Shargel, “you are engaging in polarizing rhetoric yourself.”

Boulder Creek’s Nancy Macy summed up the impression of the District from past meetings. “Everyone is feeling this horrible conflict. It was like changing boats in the middle of the stream— jumping into one that was slightly smaller.” In reference to the Mission Statement, Macy stated, “The current Mission Statement is beautifully written, and assures the community you want to protect things for the future, like working to maintain infrastructure and our watershed,” she said, “and allowing groundwater to be

restored. I know we can work together, and make progress as a community—and I love the conflict resolution process idea.”

The last point of business was the election of a new president and vice president of the SLVWD Board of Directors. Steve Swan was elected president, and Lois Henry was voted in as vice president.

To further the idea of directors, staff and ratepayers working together, SLVWD is putting together a Public Advisory Committee, comprised of 5-7 members of the public. Staff solicited applications to serve, and five total applications were received. After some discussion, the board decided to hold the positions open in an effort to gather more interested community members. According to District Manager Rogers, the commitment would include two hours per month of physical meetings, plus homework. Applications may be found online at [www.slvwd.com](http://www.slvwd.com) on the homepage under “What’s New,” or you may pick one up in person at the District Office, located at 13060 Highway 9 in Boulder Creek. The new deadline for interested parties to throw their proverbial hat in the ring is January 29, 2020 at 3pm. The District is planning to seat the committee at the February 6, 2020 Board meeting.

Christina Wise is a writer, reporter, and community advocate who resides in Felton. She writes for the Press Banner on housing, education, arts and culture. Contact her at [christina@pressbanner.com](mailto:christina@pressbanner.com)