



**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
February 6, 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, February 6, 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 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. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Section 54956.9(d)(2): One case
- c. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Section 54956.9(d)(3): One case

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:

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. PUBLIC ADVISORY COMMITTEE ON FACILITIES - APPOINTMENTS
Discussion and possible action by the Board regarding applications received from the public for participation in the PACoF.
- b. BOARD POLICY MANUAL
Discussion and possible action by the Board regarding previously discussed changes to the Board Policy Manual.
- c. AMENDMENT TO THE STREAMFLOW ENHANCEMENT/CONJUNCTIVE USE GRANT
Discussion and possible action by the Board regarding the agreement to the Wildlife Conservation Board - Streamflow Enhancement Grant between the County of Santa Cruz and SLVWD.

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. ATTENDANCE OF SALMONID CONFERENCE
Discussion and possible action by the Board regarding attendance by Board members to the Salmonid Conference.
- b. REVIEW OF COMMITTEE CALENDARS BY THE BOARD.
Discussion and possible action by the Board regarding the Committees' priorities for the first quarter of 2020.
- c. NEW REVENUE OPPORTUNITIES
Discussion by the Board to explore new revenue opportunities.
- d. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION - CALL FOR NOMINATIONS

Discussion and possible action by the Board regarding the CSDA call of nominations for Seat B - Coastal Network.

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 JANUARY 9, 2020
- b. MINUTES FROM BOARD OF DIRECTORS MEETING JANUARY 16, 2020

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) 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.
 - Legal
 - Operations

14. Written Communication:

- Email from M. Johnston-1.14.20

15. Informational Material: none

16. Adjournment

Certification of Posting

I hereby certify that on January 31, 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 31, 2020.

Holly Hossack, District Secretary

MEMO

TO: BOARD OF DIRECTORS
FROM: DISTRICT MANAGER
SUBJECT: COMMITTEE APPOINTMENTS - PUBLIC ADVISORY COMMITTEE ON FACILITIES
DATE: FEBRUARY 6, 2020

Recommendation:

It is recommended that the Board of Directors review this memo and appoint members of the public from the attached applications to the Public Advisory Committee on Facilities.

Background

On August 28, 2019 the Board of Directors agreed to form a Public Advisory Committee of 5 to 7 members of the public, for the sole purpose of evaluating the District's Administration/Operations facilities needs. Staff was directed to solicit applications from the public to serve on the Committee.

Staff posted the announcement and application for the Committee on the District website. The announcement was posted on Facebook and in the Press Banner. The closing date to accept applications was October 30, 2019. Two applications were received by the closing date and time.

On November 7, 2019 the Board extended the closing date to December 2, 2019 for applications and expanded outreach to the community to solicit more applications. Three additional applications were received for a total of 5 applicants. At the December 5, 2019 Board of Directors meeting the application date was again extended, to January 30, 2020, this time.

The District has now received seven (7) applications from the public to serve on the Committee. Once the Committee is seated, the District Secretary will poll the Committee and set the first meeting. As per the Board Policy Manual, the Committee will elect a chair person and set the regularly scheduled meeting. The Committee will also prepare a multi-month, forward looking calendar of items to be discussed and submit it to the Board of Directors for review. The calendar shall be no less than a three month look-ahead. As part of the process the management team will give department presentations to the committee outlining department functions and needs. In addition, the Committee will be taken to the various facilities currently in use by the District.

The District Manager will facilitate the meetings and provide information for the Committee to review. The term of the Committee is to be no longer than one year with findings presented to the Board at the end of that year. The year will begin when the first committee member is seated.

Summary

It is recommended that the Board of Directors review the attached applications and appoint public members to the Committee.



Public Advisory Committee on Facilities Committee Application Form

RECEIVED

JAN 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.

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hossack@slwvd.com by January 29, 2020 at 3:00 p.m.

Personal Details

Name: Edward James Armstrong III, AEC Mr. Mrs. Miss Ms.

Postal Address: 488 Middleton Dr., Boulder Creek CA 95006

Telephone: (Home) 831-338-6602 (Mobile) 831-888-7049

E-Mail: ejarmstrong@gmail.com

The Committee

This Committee shall provide advice to the District regarding the District's administration and operations facility needs, including making recommendations in the form of one or more concise written reports to the Board. This Committee will expire 1-year from the date the first Committee member is appointed.

Why You Want to Participate

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

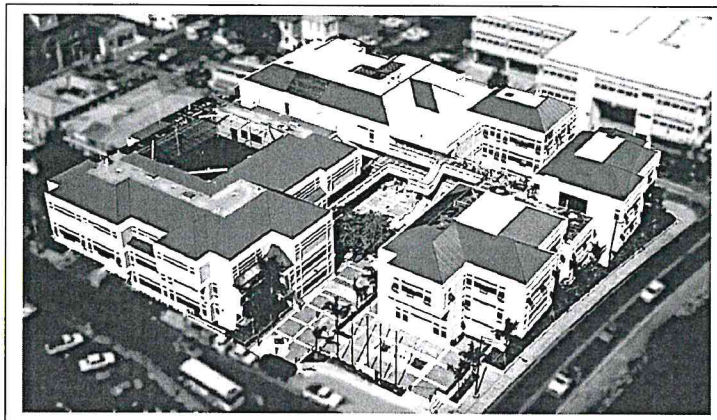
Mr. Edward James Armstrong III, AEC :

Please consider my application for the Advisory Committee on Planning, Infrastructure, and Engineering. My eclectic career involved providing Construction Services to Residential, Commercial, and Gov't: Architecture, Construction, Design, Education, Engineering, ProjManagement, Risk Mitigation, Telecom. I am ACE/FEMA IBC Certified for Seismic & Windstorm Engineering.

At 71yrs the 'Officially Sanctioned' retirement has finally kicked into gear.

Nevertheless, my considerable knowledge, expertise, and valuable experiences are fully dedicated to the continued viability and sustainability of the San Lorenzo Valley Water District.

A Listing of Clients and Successful International Projects with examples is available from my archives.



Superior Court and Public Safety Justice Center, U.S. Virgin Islands

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SAN LORENZO VALLEY
WATER DISTRICT



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Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hossack@slvwd.com by December 2, 2019 at 12:00 p.m.

Personal Details

Name: Steven Guiney Mr. Mrs. Miss Ms.

Postal Address: 9715 Brookside Avenue, Ben Lomond 95005

Telephone: (Home) (831) 336-4560 (Mobile) (831) 419-4501

E-Mail: stevenguiney@sbcglobal.net

The Committee

This Committee shall provide advice to the District regarding the District's administration and operations facility needs, including making recommendations in the form of one or more concise written reports to the Board. This Committee will expire 1-year from the date the first Committee member is appointed.

Why You Want to Participate

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I have lived in the San Lorenzo Valley for over 30 years. I recently retired from the Santa Cruz County Planning Department and I am looking for volunteer opportunities.

When I was a young boy, my father served on the board of the local water provider, the Paso Robles Beach Water Company, in Cayucos (San Luis Obispo County). One of my favorite things was to go with him to the well site where he would check the water level by lowering a weighted string down a small hole near the pump motor. To my 8 year old mind, this was intriguing (it still is!). What was it like down there in the well and how did all the associated pumps and tanks work?

Serving on the Public Advisory Committee on Facilities will allow me to both give back to the community by understanding the administrative and operational needs of the District water system and recommending appropriate actions to the District Board to better administer and operate the system and to satisfy my curiosity about how all the pumps and tanks and other water production and purveyance features work here in the San Lorenzo Valley.

STEVEN GUINEY

9715 Brookside Avenue • Ben Lomond CA 95005 • phone/voice mail: (831) 419-4501 • email: stevenguiney@sbcglobal.net

RÉSUMÉ

Professional Work Experience

NAME OF EMPLOYER: County of Santa Cruz Planning Department

ADDRESS: 701 Ocean Street 4th Floor
Santa Cruz CA 95060

FROM: July 2012 to June 2019 (7 years)

JOB TITLE: Principal Planner

In this position, I managed and/or co-managed the Development Review Section (varying from 4 to 11 staff members), which includes zoning counter operation and permit processing. This assignment required me to review and edit all of the staff reports for various permit applications, to ensure adequate staffing of all section functions, and to serve as the zoning ordinance technical expert.

NAME OF EMPLOYER: County of Santa Cruz Planning Department

ADDRESS: 701 Ocean Street 4th Floor
Santa Cruz CA 95060

FROM: September 2000 to July 2012 (11 years, 10 months)

JOB TITLE: Planner IV

Assignments:

1. Deputy Zoning Administrator. In this assignment, I conducted public hearings and was the decision maker for applications for various types of permits including Coastal Development Permits for various kinds of development in the County's portion of the coastal zone, Commercial Development Permits for commercial uses up to 20,000 square feet, Residential Development Permits (including over-height fences, residential buildings exceeding 28 feet in height, and single family dwellings exceeding 7,000 square feet in size), Variances for reduced setbacks, and Conditional Certificates of Compliance (certifying that a parcel will be considered a legal lot of record once certain conditions are fulfilled, which vary with the particular circumstances). This assignment also required me to review all of the staff reports for the various applications and to meet with staff planners to review the proposals and the staff reports for any corrections and modifications. I was also charged with interpreting the zoning ordinance.

STEVEN GUINEY

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2. Policy Planner. In this assignment I worked on drafting new land use ordinances and policies and drafting amendments to existing land use ordinances and policies. This involved research, drafting ordinance language, writing environmental review documents and presenting the proposed new and amended ordinances to the Planning Commission and Board of Supervisors. My work included creating an ordinance regulating vacation rentals and writing amendments to the ordinance regulating fences. I also worked on revisions to the county's coastal regulations and farm working housing ordinance.
3. Staff to the County's Historic Resources Commission. Maintained Historic Resources Inventory, coordinated Commission meetings, advised on historic building modification rules, managed grants, managed consultant contracts.
4. Collected Planning Department policy memos, researched current ordinances and policy for applicability, created standard memo format, re-wrote and modified memos, provided staff with applicable memos, established protocol for new policy memos.
5. Processed residential and commercial development permits, lot line adjustments, parcel legality determinations, and agriculture-related permits.
6. Staffed the Agricultural Policy Advisory Commission.
7. Mentored junior staff and reviewed staff reports prepared by them.
8. Liaison to the County Redevelopment Agency. In this position I monitored and reviewed development applications in the Redevelopment Agency area (Live Oak) and provided written comments to the project planner. I researched ordinances, permit history, and other land use and zoning issues for Redevelopment Agency staff and management. I assisted in the planning of Redevelopment Agency's 5 year Implementation Plan community meeting process and facilitated group discussion of issues and ideas.

NAME OF EMPLOYER: California Coastal Commission

ADDRESS: 725 Front Street
Santa Cruz CA 95060

FROM: January 1992 to August 2000 (8 years, 7 months)

JOB TITLE: Coastal Program Analyst II

Responsible for oversight of land use and development in the coastal zone in the County of San Luis Obispo and the cities of Morro Bay, Pismo Beach, and Grover Beach; and in the cities of Marina, Sand City, Seaside, Monterey, Pacific Grover and Carmel. Researched, analysed, and processed Local Coastal Program amendments and coastal development permits and made

STEVEN GUINEY

9715 Brookside Avenue • Ben Lomond CA 95005 • phone/voice mail: (831) 419-4501 • email: stevenguiney@sbcglobal.net

presentations to the California Coastal Commission. Met with and made presentations to city and county governing bodies and agencies to discuss Coastal Commission policy positions.

NAME OF EMPLOYER: County of Santa Cruz Planning Department

ADDRESS: 701 Ocean Street 4th Floor
Santa Cruz CA 95060

FROM: September 1987 to January 1992 (4 years, 3 months)

JOB TITLE: Planner II

Processed coastal development and use permits, provided zoning information and assisted applicatns at the Zoning Counter, performed zoning plan checks for residential developments, analysed development potential of rural parcels using the County's Rural Matrix, determined parcel legality.

Education

NAME OF SCHOOL: California State University East Bay

ADDRESS: 25800 Carlos Bee Boulevard
Hayward, CA 94542

DEGREE: Master of Arts in Geography, 1990

NAME OF SCHOOL: California Polytechnic State University

ADDRESS: One Grand Avenue
San Luis Obispo, CA 93407

DEGREE: Bachelor of Arts in History, 1980

References

Wanda Williams
wjwmeissen@yahoo.com

(831) 458-0214
glendahill@msn.com

Glenda Hill

Paia Levine, Assistant Director
Santa Cruz County Planning Department

STEVEN GUINEY

9715 Brookside Avenue • Ben Lomond CA 95005 • phone/voice mail: (831) 419-4501 • email:
stevenguiney@sbcglobal.net

701 Ocean Street, Room 400
Santa Cruz CA 95060
(831) 454-5317
pln456@co.santa-cruz.ca.us

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SAN LORENZO VALLEY WATER DISTRICT



Public Advisory Committee on Facilities 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 hossack@slvwd.com by December 2, 2019 at 12:00 p.m.

Personal Details

Name: KEN LANDE Mr. Mrs. Miss Ms.

Postal Address: P.O BOX 1611 FELTON CA 95018

Telephone: (Home) 831-335-9311 (Mobile) 831-332-7028
(When on)

E-Mail: 280 tubeguy@att.net

The Committee

This Committee shall provide advice to the District regarding the District's administration and operations facility needs, including making recommendations in the form of one or more concise written reports to the Board. This Committee will expire 1-year from the date the first Committee member is appointed.

Why You Want to Participate

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

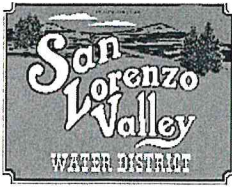
I am a retired Engineering Manager who has lived in Felton for over 34 years. My background includes electronics, mechanics and some hydraulics.

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.

DEC 01 2019

SAN LORENZO VALLEY
WATER DISTRICT



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Personal Details

Name: Sandra Rintoul Mr. Mrs. x Miss Ms.

Postal Address: 345 Riverview Drive Boulder Creek

Telephone: (Home) 831-246-1639 (Mobile) same

E-Mail: swrintoul@gmail.com

The Committee

This Committee shall provide advice to the District regarding the District's administration and operations facility needs, including making recommendations in the form of one or more concise written reports to the Board. This Committee will expire 1-year from the date the first Committee member is appointed.

Why You Want to Participate

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

I have lived in Boulder Creek for 35 years without much contribution to my community. I recently sold a business and am currently retired. I feel it is now time to give back and water is key issue for our community. My business designed and manufactured scientific test equipment. Our largest product line was for testing oil content in water for the oil industry as well as some wastewater treatment facilities. It was a relatively small company and as President I had my hand in all aspects from manufacturing, engineering and product development to sales, marketing, and website optimization. I am also currently Secretary on a Board of Directors for a 392 unit condominium in Florida. The condominium complex is over 40 years old and we are currently facing major facility updating.

My only challenge with this position is I travel a fair amount so I am wondering if the monthly meetings are call in or require personal attendance. If it must be personal attendance, I may not be available for every meeting.

RECEIVED

OCT 22 2019

SAN LORENZO VALLEY
WATER DISTRICT



Public Advisory Committee on Facilities Committee Application Form

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Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hossack@slvwd.com by October 30, 2019 at 4:00 p.m.

Personal Details

Name: Barbara Sprenger Mr. Mrs. Miss Ms.

Postal Address: 330 Orchard Rd., Felton, CA 95018

Telephone: (Home) - (Mobile) 831.345.6529

E-Mail: sprenger@cruzio.com

The Committee

This Committee shall provide advice to the District regarding the District's administration and operations facility needs, including making recommendations in the form of one or more concise written reports to the Board. This Committee will expire 1-year from the date the first Committee member is appointed.

Why You Want to Participate

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I have been very interested and involved in both water delivery in the San Lorenzo Valley and facilities design, development, construction and provision in California.

I co-founded and currently run a business, Satalite Workplaces, providing flexible facilities for all different types of workers, from people who just need a place to drop in with a laptop or collaboration, to people who need full time workspace and storage, to people who need presentation space for their clients. We have spent a lot of time analyzing the workspace of the future and the kinds of spaces that help people enhance productivity while being comfortable, engaged and connected.

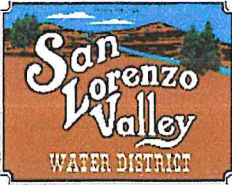
I have further been involved in all facets of building, from building out Satellites to building several houses, some for family and some for sale. I intimately know the process, time and costs involved in construction, design and permitting, having worked in this area for over 30 years.

I also care deeply about the water system of our valley and worked with our community to bring the Felton system within SLVWD. I would like to offer my skills, knowledge and talents to our water district by serving on the Facilities Committee of SLVWD, in order to assist with increasing the efficiency and productivity of District spaces, the happiness of District workers and ease of use for District customers.

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OCT 30 2019

SAN LORENZO VALLEY
WATER DISTRICT



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Personal Details

Name: BETH THOMAS Mr. Mrs. Miss Ms.

Postal Address: 435 LARITA DR. BEN LOMOND, CA 95005

Telephone: (Home) (831) 336-2954 (Mobile) (831) 588-2640

E-Mail: beth55.thomas@gmail.com

The Committee

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Why You Want to Participate

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SEE ATTACHED

SLVWD – Facilities Committee Application – Beth Thomas

My interest in serving on the District's Facilities Committee is in being able to actively contribute, as a member of the community, to planning for the present and future needs of the district while helping to oversee the planning for building of needed facilities.

I have experience in monitoring publicly funded budgets, first as President and Chief Negotiator of the SLV Unified School District Classified Union - SEIU Local 521, and subsequently for that union local's \$40M annual budget as interim Chief of Staff. I have a strong commitment to the proper use of the District's resources to adequately and responsibly assess and plan for facilities needs that will carry us into the future and will not overextend the District's current and future resources.

I am a resident of Ben Lomond and have lived in the San Lorenzo Valley since 1979.

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DEC 20 2019

SAN LORENZO VALLEY
WATER DISTRICT



Public Advisory Committee Committee Application

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Personal Details

Name: Ben Unger Mr. Mrs. Miss Ms.

Postal Address: 13015 Oak St. Boulder Creek

Telephone: (Home) n/a (Mobile) 831-345-0432

E-Mail: sawsmartscm@gmail.com

The Committee

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Why You Want to Participate

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Input from the Public is crucial to any Utility. As a 25+ year Resident of Boulder Creek, a 20+ year career in the Local Tree Industry and Father of 2 daughters, I have intimate knowledge of the conditions, capabilities, limitations and restrictions of a large portion of our Districts resources. I am a reasonable sort, not prone to confrontation or infighting, and look forward to contributing to Positive Forward progress.



NOSSAMAN LLP

Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina Nicholls, General Counsel

DATE: February 6, 2020

RE: Board Policy Manual for 2020; Proposed Resolution No. 17 (19-20)
502665-0001

RECOMMENDATION:

Review and approve the attached Resolution No. 17 (19-20), which implements changes to the Board Policy Manual (Policy Manual) that were previously reviewed and accepted by the Board in October and November 2019. The proposed Resolution also adopts the Policy Manual for 2020.

Alternatively, the Board could (1) request additional changes to the Policy Manual and/or refer items to Committee for further discussion; or (2) take no action. These alternatives are not recommended. The changes presented here already were discussed and accepted by the Board at prior meetings. Also, the Policy Manual should be re-adopted for 2020 consistent with Section 27 of the Policy Manual. If further changes are desired, they can be considered as part of forthcoming Committee and/or Board agenda.

BACKGROUND:

During the Board Meeting conducted on October 17, 2019, the Board discussed and accepted various proposed changes to the Policy Manual that had been referred to the Board by the Administrative Committee. These changes related to the following:

- Board meeting dates (Section 9A).
- Director's ability to place items on a meeting agenda (Sections 8A and 9I).
- Availability of meeting minutes (Section 13).
- Applicability of Form 700 to public members of committees (Section 14).
- Special meeting stipends (Section 15).

Memorandum
February 6, 2020
Page 2

During the Board discussion on October 17, 2019, District Counsel was asked to comment on possible revisions regarding the following:

- Director defense/indemnification where a conflict of interest is alleged (Section 23).
- Board Member communications with District Counsel (Section 8).

District Counsel presented possible revisions to these Sections during the Board Meeting conducted on November 7, 2019. The Board discussed and voted for the alternatives recommended by District Counsel.¹

Attachment A is a tracked changes redline of the Policy Manual showing the accumulated revisions discussed and accepted by the Board in October and November 2019, as well as modifications to the cover page to reflect the proposed adoption of the Policy Manual for 2020.

Exhibit 1 to proposed Resolution No. 17 (19-20) is a clean copy of the Policy Manual with these same revisions.

ATTACHMENTS:

Attachment A - Policy Manual with redline changes

FISCAL IMACT:

Unknown

¹ District Counsel recommended no change to Section 8.

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 17 (19-20)

SUBJECT: 2020 BOARD POLICY MANUAL

WHEREAS, on December 13, 2018, the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 22 (18-19) Board of Directors Policy Manual 2019 (“Policy Manual”); and

WHEREAS, on January 3 and 17, 2019 the Board of Directors reviewed the Policy Manual and agreed to revisions, adopting Resolution No. 26 (18-19); and

WHEREAS, on February 7, 2019 the Board of Director again reviewed the Policy Manual and agreed to further revisions, adopting Resolution No. 27 (18-19); and

WHEREAS, the proper functioning of the District Board and Board Meetings is critical to proper functioning of the District; and

WHEREAS, an adopted set of rules and procedures assist in the proper functioning of the Board; and

WHEREAS, the Board of directors as a whole, agrees with the Policy Manual and agrees to follow said Policy Manual;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the Board adopts and approves the revised 2020 San Lorenzo Valley Water District Board of Directors Policy Manual, a copy of which is attached hereto as Exhibit 1.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 6th day of February 2020, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly B. Hossack
District Secretary

San Lorenzo Valley Water District
Resolution No. 17 (19-20)

Exhibit 1

2020 Board Policy Manual

[See Next Page]

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 2020

ADOPTED

February 6, 2020

RESOLUTION NO. 17 (19-20)

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

Provided flexibility on Board meeting dates to reflect actual scheduling (section 9A).

Harmonized sections 8A and 9I regarding individual Director's ability to place items on a meeting agenda

Clarified availability of minutes in section 13.

Deleted requirement for public members of committees to file Form 700 (section 14).

Reduced special meeting stipends to \$25 (section 15).

Added additional requirements prior to the Board approving a defense in the event of a Conflict of Interest (section 23).

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1. MISSION STATEMENT

“Our mission is to provide our customers and all future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding customer service; to manage and protect the environmental health of the aquifers and watersheds; and to ensure the fiscal vitality of the San Lorenzo Valley Water District”.

Adopted by the Board of Directors of the San Lorenzo Valley Water District on June 2, 2000.

The mission of the San Lorenzo Valley Water District will be accomplished through the implementation of the following objectives:

OBJECTIVE I; STAFFING

Provide an efficient and adequate staff of employees and consultants, dedicated to the District mission and responsive to the Board. Provide staff and consultants with proper resources.

OBJECTIVE II; COMMUNICATIONS

Establish and maintain an environment that encourages the open exchange of ideas and information between Board members, staff and the public that is positive, honest, concise, understandable, responsive and cost-efficient.

OBJECTIVE III; EDUCATION

Develop and maintain comprehension and competence regarding issues that come before the Board of Directors and Staff. Ensure the District's customers are informed regarding the benefits of safe operations, proper claims procedures, District operations and conservation.

2. AUTHORITY OF BOARD

- A) The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.

- B) Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C) Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of 3 Board members is required to constitute a quorum of the Board of Directors.

3. CODE OF ETHICS AND CONDUCT

The Board of Directors of the San Lorenzo Valley Water District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents. The Board of Directors is expected to maintain the highest ethical standards, to follow District policies and regulation, and to abide by all applicable local, state and federal laws. Board of Directors conduct should enhance the integrity and goals of the District. In order to assist in the governing of behavior between and among members of the Board of Directors, the following rules shall be observed:

- A) The dignity, style, values and opinions of each Director shall be respected.
- B) Responsiveness and attentive listening in communications is encouraged.
- C) The needs of the District's constituents shall be the priority of the Board of Directors.
- D) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff members of the District.
- E) Directors should commit themselves to emphasizing the positive.
- F) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
- G) Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to creating barriers to the implementation of said action.
- H) Directors should practice the following procedures:
 - 1. In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

2. In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.
 3. In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 4. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.
- I) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
 - J) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
 - K) When responding to constituent requests and concerns at board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 - L) Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
 - M) Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
 - (N) Members' interaction with public, press or other entities must recognize the limitation of any Board member to speak for the Board except to repeat explicitly stated Board decisions, while respecting the right of Board members to express individual opinions.
 - O) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
 - P) The Board will further inform itself, individually and collectively, through ongoing outreach to determine community wishes and through continuing education on issues relevant to the District.
 - Q) Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.

4. ETHICS TRAINING

Pursuant to California Government Code section 53234 et seq. or as amended, all Directors shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter. All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission. The District Manager and any other employee(s) of the District designated by the Board of Directors shall also receive the ethics training specified herein. The District shall maintain records indicating the name of the entity that provided the training and the dates ethics training was completed. Records shall be maintained for a period of at least five (5) years after the date on which the training was received. These records are public records subject to disclosure under the California Public Records Act.

5. GOVERNING LAWS

The Board of Directors shall comply with and shall be guided by applicable provisions of Federal laws; State laws, including the Water Code, Government Code, Section 1090 of the Government Code, Elections Code and Public Resources Code; this Policy Manual, and the rules and regulations of the District as established by the motions, resolutions and ordinances enacted by the Board of Directors. Motions, resolutions and ordinances may be enacted by the Board in accordance with Water Code section 30523 or as amended.

6. ELECTION OF OFFICERS

There shall be two (2) officers: a president and a vice president, who shall be members of the District Board of Directors. Election of officers shall be held at a Board of Directors meeting in December of each calendar year. Officers will serve for a one (1) year term. Elections will conform to the applicable provisions of this Policy Manual.

7. ROLE OF THE BOARD POWERS, DUTIES AND FUNCTIONS

A) POWERS

The Board of Directors is responsible for the establishment of policy and general control of the District. This broad authority shall be exercised in accordance with all applicable federal, state and local laws and regulations. The Board of Directors may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District.

The enabling codes established by the California State Legislature empowers the Board of Directors to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

B) DUTIES

The primary duties of the Board of Directors are as follows:

1. Take action at legal meetings.
2. Establish and periodically review written policies for District operation and administration.
3. Be responsible for all District finances.
 - a. Approve fiscal budget.
 - b. Monitor the budget spending.
4. Set rates, fees and charges for District services.
5. Personnel
 - a. Hire and discharge General Manager and Legal Counsel.
 - b. Annually evaluate the General Manager and Legal Counsel.
6. Establish written policy on how Board of Director's Meetings are conducted.
7. Review and revise the Master Plan for the District.
8. Ratify committee appointments made by the President.
9. Establish Director compensation limits.

C) FUNCTIONS

The powers and duties of the Board of Directors include governance, executive and quasi-judicial functions. These relate to the Board's own operations as a governing body and to all functions of the District.

1. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.

2. EXECUTIVE FUNCTIONS

The Board of Directors is authorized to delegate any of its powers and duties to an officer or employee of the District. The Board of Directors; however, retains ultimate responsibility over the performance of those powers or duties so delegated.

3. QUASI-JUDICIAL FUNCTIONS

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level. The method of resolving public complaints shall be as follows:

- a. The individual with a complaint shall first discuss the matter with the District Manager. If this individual registering the complaint is not satisfied with the disposition of the complaint by the District Manager, said complaint may be filed with the Board of Directors.
- b. The Board of Directors may consider the matter at a subsequent regular meeting or call a special meeting. The Board of Directors will expeditiously resolve the matter.
- c. This policy in no way prohibits or intends to deter a member of the public from appearing before the Board of Directors to present a verbal complaint or statement in regards to actions of the Board of Directors, District programs or services, or impending considerations of the Board of Directors.

8. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure unless duly authorized by the Board of Directors. Nor may an individual Director direct staff to perform specific duties unless duly authorized by the Board of Directors. Directors do not represent any factional segment of the constituency, but are, rather, a part of the body which represents and acts for the constituency as a whole.

- A) Each Director has the right to place items on a subsequent Board of Directors Meeting agenda, subject to scheduling by the Board president. The deadline for submittal of an agenda item by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda, subject to scheduling by the Board president.

- B) Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 - 1. To prepare adequately for each such meeting;
 - 2. To observe the rules of decorum as set forth herein; and
 - 3. Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.
- C) When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.
- D) Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.

9. BOARD OF DIRECTORS MEETINGS

A) REGULAR TIME AND PLACE OF MEETINGS

Regularly scheduled meetings of the Board of Directors shall be held, on the first (1st) and third (3rd) Thursday of each month, unless otherwise modified by the Board of Directors when setting the Board meeting calendar, at 5:30 pm for Closed Session and 6:30 pm time certain for Open Session; at the District Operations Building, 13057 Highway 9, Boulder Creek, CA, unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act, may be duly authorized and held as deemed necessary only by a majority of the Board of Directors. Notice and location of emergency meetings shall be as prescribed by law.

B) PUBLIC NATURE OF MEETINGS

All meetings of the Board of Directors shall be open to the public, except when the Board is convened in Closed Session as authorized under provisions of the Ralph M. Brown Act (California Government Code section 54950 et seq.).

C) QUORUM AND VOTING REQUIREMENTS

The presence of three (3) or more Directors shall constitute a quorum for the transaction of District business. No ordinance, resolution or motion shall be passed by the Board of Directors without a majority vote of the Board, unless otherwise required or prescribed by State law. (See for example, Government Code section 54954.2, Board Policy Manual subparagraph K, below.)

D) BOARD ACTION

The Board of Directors shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings unless otherwise prescribed by law. Unless otherwise provided by its own terms, all ordinances, resolutions and motions shall become effective upon adoption. Any member of the Board of Directors, including the President, can make a motion. Motions require seconds. The President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any and all members of the Board of Directors to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board of Directors at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board of Directors, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the maker may modify their motion or withdraw it completely. However, after the President has stated the question, the motion may be changed only by a motion to amend which is passed by a majority vote of the Board of Directors.

The President of the Board may at any time, during debate or otherwise, declare a recess. Declaration of a recess shall not be subject to any motions.

E) PARLIAMENTARY PROCEDURES

Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Robert's Rules of Order Newly Revised. No action of the Board of Directors shall be deemed invalid for the reason that said action was not in conformance with Robert's Rules of Order Newly Revised.

F) ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board of Directors and having the President state that without objection the matter will stand approved. Should any Director object to such unanimous consent, the President shall then call for a vote.

G) ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board of Directors, each Director shall be recognized by the chair before speaking. Notwithstanding any provision of this Policy, however, each Director shall have a right to be heard within reason on any issue before the Board of Directors. Each Director may seek information or comment by the staff on any question.

H) CLOSED SESSION

Except as provided by law, all proceedings in Closed Sessions shall remain confidential.

I) MEETING AGENDAS

The District Manager, in consultation with the Board President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of the Board of Directors as those terms or its successor terms are defined by the Ralph M. Brown Act (California Government Code section 54950 et seq.). The District Manager and the Board President shall meet, annually, in January of each calendar year to identify recurring items of business which should be placed on written agendas at appropriate times during the coming year. The District Manager, in consultation with the President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of "other legislative bodies," of the San Lorenzo Valley Water District, as those terms or its successor terms are defined by the Ralph M. Brown Act. Each Director has the right to place items on a Board of Directors meeting agenda, subject to scheduling by the Board president. The District Secretary shall be responsible for the posting of the appropriate notice and agenda for all meetings of the Board of Directors and/or "other legislative bodies."

A copy of the agenda for each regular meeting of the Board of Directors shall be forwarded to each Board member, at least three (3) days in advance of each regular meeting, together with copies of all applicable supporting documentation; minutes to be approved; staff report; and other available documents pertinent to the meeting. Directors shall review agenda materials before each meeting. Individual directors may confer directly with the District Manager to request additional information on the agenda items.

J) ORDER OF BUSINESS

As a practice for normal business. The Board President may rearrange this order at any time. Introductory language for each agenda section may be modified by action of the Board of Directors from time to time. Changes to the introductory language for each agenda section shall take effect at the next Board of Directors meeting.

1. Convene Meeting, Roll Call.
2. Additions and Deletions to Closed Session Agenda.

3. Public Comment Related to items on the Closed Session Agenda
4. Adjournment to Closed Session.
5. Reconvene to Open Session at 6:30 PM (time-certain).
6. Closed Session report.
7. Additions and Deletions to Open Session Agenda.
8. Public Comment on any topic within the jurisdiction of the District and which is not on the Open Session Agenda.
9. Unfinished Business.
10. New Business.
11. Consent Agenda
12. District Reports
 - a. District Manager Report
 - b. Department Status Reports
 - c. Committee Reports
 - d. Director Reports
13. Written Communications
14. Informational Material.
15. (If applicable) Adjournment to Closed Session.
16. (If applicable) Reconvene to Open Session to Report Actions Taken in Closed Session.
17. Adjournment

K) ADDITIONS AND DELETIONS TO AGENDA

Additions to the Agenda, if any, shall be made in accordance with California Government Code Section 54954.2 or as amended (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. If less than two-thirds of the members are present a unanimous vote of those members present is required.

L) PUBLIC COMMENT

The Board of Directors encourages public participation in the governance of the District through public comment periods. In order to present, members of the public must first be recognized by the president.

1. If the Board meeting has a Closed Session agenda, members of the public may comment on or ask questions about the items which are on the Closed Session portion of each agenda. Comments or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to five (5) minutes (unless time is shortened by the President due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time.
2. Prior to the start of the Open Session agenda, members of the public may comment on or ask questions about topics which are within the jurisdiction of the District and which are not on the Open Session portion of the agenda. It is the objective of the Board to have as close to a normal conversation with members of the public as possible while still conforming to the requirements of the Brown Act. This means that the Board cannot take action or discuss a topic or question in depth during this meeting (Ralph M. Brown Act Section 54954.3 or as amended). However, the Board can ask clarifying questions in order to make sure that it understands questions or comments. The Board can discuss how to best handle questions or comments. All questions will be answered either in real-time (by the Board or Staff) or at a later time, unless the questions relate to confidential topics. If a question is answered in real-time, the Board President will ask if the question was answered and, if not, allow a short follow-up request for clarification. If a question cannot be answered in real-time, it will be answered and included in the minutes for that meeting which will be published at a later time. In addition, the Board may agendaize a public comment item for a future Board meeting if that seems appropriate or the Board may send the item to committee for follow-up and possible action. Comments and/or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to five (5) minutes (unless time is shortened by the President at his or her discretion due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time. In the interests of respecting everyone's time, members of the public are encouraged to (i) avoid repeating

someone else's point—just indicate agreement—and add new content and (ii) to avoid repetition during their comments.

In addition, members of the public may address each agenda item prior to Board disposition of that item, including items on the Consent Agenda. After presentation of the agenda item, the order of discussion will be: Board comment, public comment and then back to the Board for further deliberations. The Board President may establish a time limit for public comment on an agenda item and may also allow a second round of public comment at his or her discretion. In order to present, members of the public must first be recognized by the President.

No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or presiding officer. Proper decorum must be observed by Directors, staff, speakers and the audience at all times. The President or presiding officer shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President shall rule out of order any irrelevant, repetitive or disruptive comments. Please mute or turn off your electronic devices while the Board is in session.

It is the policy of the Board of Directors to invite all members of the public to participate in the governance of the District and to provide wide latitude for the free expression of all points of view. However, the President, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the president regarding a matter of order or procedure. In addition, as a last resort, per California Government code 54957.9: *In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Representatives of the press or other new media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.*

Changes to this section shall take effect at the next Board of Directors meeting.

M) CONSENT AGENDA

The purpose of a consent agenda is to minimize the time required for the handling of any non-controversial matters. Consent agenda items are considered to be routine and non-controversial, with documentation provided to the Board of Directors that is adequate and sufficient for approval without inquiry or 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. Unless moved to the regular agenda, the consent agenda shall be voted upon as one single item without discussion or debate.

N) STUDY SESSIONS

Study sessions or workshop meetings are for the purpose of discussing an item(s) that may come before the Board at a later time for official action, to facilitate

planning, or discussion of special topics of interest. Study sessions provide a more informal forum for the Board of Directors, staff and the public to engage in open-ended discussion and share information on a particular subject(s). No formal action(s) can be taken at a study session; direction can be given to staff regarding preparation of an agenda item for discussion and possible action at a subsequent meeting. From time to time, study sessions may be duly authorized as deemed necessary by the President or a majority of the Board.

O) WRITTEN COMMUNICATIONS

The Written Correspondence portion of the agenda is established to act as a report of written materials received by the Board as a whole, but may also include items requested for inclusion by individual Directors or members of the public. Written Communications will always be presented in its entirety. Written Correspondence not presented in its entirety will be maintained by the District Secretary for a period of two (2) years.

10. TECHNOLOGICAL CONFERENCING

Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of any legislative body of the District. Teleconferencing is defined as a meeting of a legislative body of the District, the members of which are in different locations, connected by electronic means, through either audio or video, or both. If a legislative body of the District elects to use teleconferencing, it shall comply with all applicable requirements of the Ralph M. Brown Act (Section 54953, or asamended.)

11. PRESIDENT

A) DUTIES

The President shall sit as presiding officer and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe; including the following:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board of Directors in its proper order.
3. Enforce the Board of Directors policies and rules with respect to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member of the Board of Directors.
6. Restrict discussion to the question when a motion is before the Board of Directors.
7. Rule on parliamentary procedure.
8. Put motions to a vote, and state clearly the results of the vote.

B) RESPONSIBILITIES

The President shall have all the rights to discuss and vote on any issues before the Board of Directors. The President shall have the following responsibilities:

1. Sign all instruments, acts, and carry out stated requirements and the will of the Board of Directors.
2. Consult with the District Manager on the preparation of the Board of Directors agendas. In addition, any Director shall have the right to place any matter on the agenda for any meeting in accordance with the provisions of this policy.
3. Appoint and disband all committees, subject to Board of Directors approval.
4. Call such meetings of the Board of Directors as they may deem necessary, giving notice as prescribed by law.
5. Confer with the District Manager and/or District Counsel on matters which may occur between Board of Directors meetings.

6. Be responsible for the orderly conduct of all Board of Directors meetings.
7. Act as spokesperson for the Board of Directors.
8. Coordinate and prepare the Board of Directors annual evaluation of the General Manager and Legal Counsel.
9. Other duties as authorized by the Board of Directors.

12. VICE-PRESIDENT

When the President resigns or is absent or disabled, the Vice President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item, the Vice-President shall perform the duties of the presiding officer.

13. MINUTES

All Board of Directors meetings and committee meetings will be audio recorded and made available through the District's website. Said audio record shall be subject to inspection in accordance with State Laws, including the California Public Records Act.

In addition, the District Secretary shall record the minutes for Board of Directors meetings and committee meetings which shall also be posted on the District's website.

The minutes shall be of the form of summary minutes and will include the following information: the time the meeting was called to order, the names of the Directors (or, as appropriate, the committee members) attending the meeting, the vote (roll call or voice) on each matter considered at the meeting, the time the Board of Directors began and ended any closed session, the names of the Directors and the names, and titles where applicable, of any other persons attending any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, a brief summary of each Board member's and public members statement during the public comment period for each agenda item (if they identified themselves), and the time the meeting was adjourned. Any person speaking during a public comment period may supply written comments which shall be included in the minutes.

The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted, unless circumstances prevent meeting that goal in which case the minutes shall be available as soon as possible.

Changes to this section shall take effect at the next Board of Directors meeting.

14. COMMITTEES

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

The five District standing committees are as follows: Administrative, Budget & Finance, Engineering, Environmental and Lompico Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

Committee meetings shall be held in accordance with the provisions of the Ralph M. Brown Act. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, Directors that are not members of a committee are discouraged from attending but may attend as observers, and, if attending, shall not participate at the Committee's meeting.

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). 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 31st of each year.

Members of the public shall serve on no more than one standing committee at a time.

Administrative, Budget & Finance, Engineering, Environmental Committees may have no more than two Board Members and at least one Public Member. If more than one public member applies to serve on an individual committee, the full Board shall vote to determine which public member shall be seated on that committee for the year or may choose to appoint more than one public member to a committee by adjusting the size of the committee appropriately. At any time, the Board may also choose to appoint additional public members to any standing committee.

The Lompico Oversight Committee may have no more than five Public Members. Public members serving on the Lompico Oversight Committee shall have a residential mailing address within Assessment District 2016-1.

Members of the committees serve at the pleasure of the Board. Each committee shall designate their own chairperson. For the Administrative, Budget & Finance, Engineering and Environmental Committees the chairperson shall be a member of the Board. Each committee may elect a vice- chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

A majority of the members of each committee shall constitute a quorum for the transaction of business. Only members of the committee are entitled to make, second or vote on any motion or other action of the committee. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

During the first regular meeting after January 1st of each year, each Committee shall review the District's current Strategic Plan and identify Strategic Plan Elements pertaining to said Committee. The Committee's findings regarding such Strategic Plan review shall be reported back to the Board at the next available regular Board Meeting for discussion and to allow the Board to provide direction back to the committees regarding completion of identified Strategic Plan Elements.

During the first regular meeting after January 1st of each year, each Committee shall prepare a multi-month forward looking calendar of items to be discussed by said Committee. Said calendar shall be no less than a three month look-ahead. Each Committee chairperson shall maintain said look-ahead calendar and submit same to the Board on a monthly basis.

The committee Chairperson shall record summary minutes of each committee meeting. The

minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider

removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

Vacancies shall be reported to the full Board as soon as practically possible. Vacancies shall be filled by simple majority vote of the Board.

All committee communications must go through the designated committee chairperson.

A committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board.

The Board may refer a recommendation back to any committee for reevaluation whenever the Board deems additional evaluation is required.

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

Administrative Committee

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

Budget and Finance Committee

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

Engineering Committee

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

Environmental Committee

The Committee shall be 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.

Lompico Assessment District Oversight Committee

The Committee shall be responsible to fulfill their charter as it relates to Assessment District 2016-1 projects.

Changes to this Section 14 shall take effect immediately.

15. MEETING STIPENDS

Each Director may receive compensation as established by resolution of the Board of Directors. Pursuant to California Water Code section 30507, each Director may receive compensation in an amount not to exceed one hundred dollars (\$100.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Director by request or approval of the Board, not to exceed six hundred dollars (\$600.00) in any calendar month.

Consistent with California Water Code section 30507, by resolution of the Board of Directors, the District has established the following per day (daily meeting stipend) for each day's attendance at meetings, as defined herein. Such compensation is in addition to any approved reimbursement for meals, lodging, travel and other expenses consistent with the policies stated herein.

- a) To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 1. A regular meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections 54952.2(a) and 54954(a) as established by the Board in Section 9A herein; or
 2. Any meeting attended or service provided on a given day at the formal request or approval of the District Board of Directors, and for which the Board at a public meeting has approved payment of a daily meeting stipend. b) To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must constitute one of the following:
 1. A meeting, within meaning of California Government Code section 54952.2(a), of a District standing committee within the meaning of Government Code section 54952(b) and established herein. Only Directors appointed to the District standing committees shall be entitled to said daily meeting stipend.
 2. A special or emergency meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections 54956 (special meeting) or 54956.5 (emergency meeting) that is not a regular meeting as defined in Section 15.a.1 above.

16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCE AND MEETINGS

The Board of Directors has determined that the following provisions shall be applicable to Director training, educational programs, conferences and meetings:

- A) Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.

- B) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
- C) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
- D) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.
- E) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 2. Traveling together whenever feasible and economically beneficial.
 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- F) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- G) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.
- H) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for

distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

- I) Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act when more than three (3) Directors attend the same event.

17. EXPENDITURE REIMBURSEMENT

The purpose of this policy is to prescribe the manner in which members of the San Lorenzo Valley Water District Board of Directors may be reimbursed for expenditures related to approved District business. The District shall adhere to California Government Code sections 53232 through 53232.4 or as amended when dealing with issues of expenditure reimbursements for Directors. This policy shall apply to all members of the Board of Directors, and is intended to result in no personal gain or loss to a Director.

Directors may be reimbursed for out-of-pocket expenditure(s) relative to reasonable and necessary costs associated with appropriate District business. The Board of Directors must provide approval for said District business at a public meeting prior to incurring any authorized reimbursement costs.

Directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses associated with approved District business. Reimbursement rates shall coincide with guidelines established herein, or rates set by Internal Revenue Service Publication 1542 or its successor publication(s), whichever are greater.

If lodging is in connection with a prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

If travel is in connection with a prior approved event, the most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors shall use government or group rates offered by the event provider of transportation when available. If the group rate is unavailable, Directors shall be reimbursed for comparable travel at government or IRS rates.

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a

reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

State law provides criminal penalties for misuse of public resources, which includes falsification of expense reports. Penalties include fines, imprisonment, and restitution.

18. PERSONNEL POLICIES

A) PERSONNEL SYSTEM RULES AND REGULATIONS

San Lorenzo Valley Water District is committed to the provision of an orderly, equitable and uniform personnel system. The Board of Directors by resolution shall establish written rules and regulations for the administration of the personnel system. Personnel system rules and regulations shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

B) SEXUAL HARASSMENT

The San Lorenzo Valley Water District is committed to creating and maintaining a work environment free of objectionable and disrespectful conduct and/or communication of a sexual nature and prohibits sexual harassment by all employees and the Board of Directors. The Board of Directors by resolution shall establish a written policy and procedure manual relative to sexual harassment. The District's sexual harassment policy shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

Conduct which creates an intimidating, hostile or offensive work environment will not be tolerated. Verbal behavior, physical behavior, gestures and other non-verbal behavior which create said environment will not be tolerated. Any employee or member of the public who feel that they have been or are being harassed by a Director is strongly encouraged to immediately report such incident to the District Manager without fear of reprisal regardless of the outcome of the complaint. The District Manager shall assign the investigation of the alleged misconduct to an outside party such as an attorney or law firm experienced in such matters. The District Manager shall notify the President of the Board of Directors of said alleged misconduct. Thereafter, the President, at the next meeting of the Board of Directors, shall report the facts and nature of the allegations to the entire Board of Directors.

If the Director charged with sexual harassment is the President of the Board of Directors, the District Manager shall report the fact and nature of the allegation(s) to the entire Board of Directors at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board of Directors reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

C) NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of age, sex, race, color, creed, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, veteran status, or status with regard to public assistance. Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice.

All employees are expected to carry out the responsibilities in a manner that is free from discriminatory statements or conduct.

D) REASONABLE ACCOMMODATION-AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make.

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the General Manager. The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district.

Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the agency. The burden of proving undue hardship rests with the agency, and what may be an undue hardship for one agency may not be

an undue hardship for another, depending on factors such as cost and agency size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation.

19. CONFLICT OF INTEREST CODE

Pursuant to provision of California Government Code section 81,000 et seq., commonly known as the Political Reform Act, the District shall adopt and maintain a Conflict of Interest Code. The Conflict of Interest Code and, any amendments thereto shall be adopted by resolution of the Board of Directors. The Board of Directors shall review the adopted Conflict of Interest Code on a bi-annual basis. At a regularly scheduled Board of Directors meeting in September of each even-numbered year, the Board of Directors shall review its Conflict of Interest Code and, if amendments are needed, shall submit said amendments to the Santa Cruz County Board of Supervisors in accordance with applicable deadlines. If no amendments are needed, the Board of Directors shall submit a written statement saying that its Conflict of Interest Code is still accurate.

20. RESIGNATIONS

Resignations by Directors shall be in writing, state the effective date and be submitted to the President of the Board of Directors and District Secretary. In the event the President of the Board of Directors resigns, the resignation shall be submitted to the Vice-President of the Board of Directors and the District Secretary.

21. VACANCIES

Directors are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, Directors should be present for scheduled meeting or events whenever possible. In accordance with California Government Code section 1770 a Director position vacancy will occur whenever "he or she ceases to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness", or when absent from the Board of Directors without the permission of the majority of the Board of Directors.

If such vacancy occurs, the Board of Directors will take action in accordance with California Government Code section 1770.

In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the District Board of Directors, after discussion and consideration, shall when deemed appropriate, instruct staff to:

- A) Place a public notice advising that a vacancy has occurred in accordance with applicable provisions of law; and
- B) Said notice shall advise prospective candidates of the steps to take to apply for appointment; and
- C) The District's Board of Directors shall establish the closing date for the receipt of applications; and
- D) Applicants shall submit the following, by the date specified in the notice:
 - a) a letter of interest, and
 - b) a resume, with particular emphasis on the applicant's knowledge of special districts, and
- E) Applicant(s) shall be interviewed at the next regularly scheduled meeting of the District's Board of Directors following the date of closure for applications; and
- F) The District's Board of Directors shall make the appointment without undue delay, but need not act at the same meeting.

22. INCONSISTENT, INCOMPATIBLE AND CONFLICTING EMPLOYMENT OR ACTIVITIES

Pursuant to the provision of the California Government Code section 1126, the Board of Directors of the San Lorenzo Valley Water District has determined that it would be inconsistent and incompatible for a Board member to be a paid employee of the District. Therefore, based on this decision, a member of the Board of Directors shall not be a paid District employee.

23. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District, as provided by California Government Code sections 825 and 995.

In the event that such claim, liability or demand involves an alleged Conflict of Interest (COI) on the part of the Director seeking defense or indemnification, prior to approving or disapproving any such request the District shall do all of the following:

- A) Consider any formal determination obtained from the FPPC, or if no such determination was obtained, the reason(s) why not;

- B) Forward the Director's written request to the District's risk management entity or insurer for a coverage determination;
- C) Obtain a legal opinion from District Counsel and consider whether to obtain a second legal opinion.

To the maximum extent permitted by law, any decision to approve or grant such a request shall be made subject to a reservation of rights on the part of the District.

24. INVESTMENT POLICY

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all

state and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted by resolution of the Board of Directors. The Investment Policy shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

25. ANNUAL DISCLOSURE OF REIMBURSEMENTS

The District shall annually disclose any reimbursements paid by the San Lorenzo Valley Water District of at least one hundred dollars (\$100.00) for each individual charge for services or products received. The Board of Directors shall review said reimbursement information for the preceding fiscal year (July 1 - June 30) at a regularly scheduled Board of Directors meeting in September of each calendar year.

26. GENERAL PROVISIONS

Any of the within policies not required by law may be altered, amended, or repealed by a majority of the Board at a duly authorized meeting.

27. ANNUAL REVIEW

This Board of Directors Policy Manual shall be reviewed at least annually and ratified by Resolution of the Board of Directors at a Board of Directors meeting, at least in December of each calendar year or as soon thereafter as reasonable.

*** END ***

Attachment A

Board Policy Manual (redline)

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL

2020~~2019~~

ADOPTED

~~January 17~~ February 6,

20~~19~~20

RESOLUTION NO. ~~26~~ (18-

~~19~~) 17 (19-20)

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

[Provided flexibility on Board meeting dates to reflect actual scheduling \(section 9A\).](#)

[Harmonized sections 8A and 9I regarding individual Director's ability to place items on a meeting agenda](#)

[Clarified availability of minutes in section 13.](#)

[Deleted requirement for public members of committees to file Form 700 \(section 14\).](#)

[Reduced special meeting stipends to \\$25 \(section 15\).](#)

[Added additional requirements prior to the Board approving a defense in the event of a Conflict of Interest \(section 23\).](#)

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1. MISSION STATEMENT

“Our mission is to provide our customers and all future generations with reliable, safe and high quality water at an equitable price; to create and maintain outstanding customer service; to manage and protect the environmental health of the aquifers and watersheds; and to ensure the fiscal vitality of the San Lorenzo Valley Water District”.

Adopted by the Board of Directors of the San Lorenzo Valley Water District on June 2, 2000.

The mission of the San Lorenzo Valley Water District will be accomplished through the implementation of the following objectives:

OBJECTIVE I; STAFFING

Provide an efficient and adequate staff of employees and consultants, dedicated to the District mission and responsive to the Board. Provide staff and consultants with proper resources.

OBJECTIVE II; COMMUNICATIONS

Establish and maintain an environment that encourages the open exchange of ideas and information between Board members, staff and the public that is positive, honest, concise, understandable, responsive and cost-efficient.

OBJECTIVE III; EDUCATION

Develop and maintain comprehension and competence regarding issues that come before the Board of Directors and Staff. Ensure the District's customers are informed regarding the benefits of safe operations, proper claims procedures, District operations and conservation.

2. AUTHORITY OF BOARD

- A) The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.

- B) Individual Directors shall have no power to act for the San Lorenzo Valley Water District, or the Board of Directors, or to direct District staff, except as authorized by the Board of Directors.
- C) Until a quorum is present there can be no meeting of the Board of Directors. The presence of a minimum of 3 Board members is required to constitute a quorum of the Board of Directors.

3. CODE OF ETHICS AND CONDUCT

The Board of Directors of the San Lorenzo Valley Water District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents. The Board of Directors is expected to maintain the highest ethical standards, to follow District policies and regulation, and to abide by all applicable local, state and federal laws. Board of Directors conduct should enhance the integrity and goals of the District. In order to assist in the governing of behavior between and among members of the Board of Directors, the following rules shall be observed:

- A) The dignity, style, values and opinions of each Director shall be respected.
- B) Responsiveness and attentive listening in communications is encouraged.
- C) The needs of the District's constituents shall be the priority of the Board of Directors.
- D) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff members of the District.
- E) Directors should commit themselves to emphasizing the positive.
- F) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
- G) Differing viewpoints are healthy in the decision-making process. Individual Directors have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to creating barriers to the implementation of said action.
- H) Directors should practice the following procedures:
 - 1. In seeking clarification on informational items, Directors may directly approach the District Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

2. In handling complaints or inquiries from residents and property owners of the District, said complaints should be referred to the District Manager and may be followed up by the Board of Directors.
 3. In handling items related to safety concerns, hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 4. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition, sale or development, finance, and programming, said concerns should be referred directly to the District Manager.
- I) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.
 - J) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
 - K) When responding to constituent requests and concerns at board meetings, the Board President's discretion determines the amount of time for comments. Specific questions or concerns will be directed to the District Manager for future action by the Board or staff. Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 - L) Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
 - M) Directors should function as a part of the whole. Issues should be brought to the attention of the Board of Directors as a whole, rather than to individual members selectively.
 - (N) Members' interaction with public, press or other entities must recognize the limitation of any Board member to speak for the Board except to repeat explicitly stated Board decisions, while respecting the right of Board members to express individual opinions.
 - O) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
 - P) The Board will further inform itself, individually and collectively, through ongoing outreach to determine community wishes and through continuing education on issues relevant to the District.
 - Q) Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.

4. ETHICS TRAINING

Pursuant to California Government Code section 53234 et seq. or as amended, all Directors shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter. All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission. The District Manager and any other employee(s) of the District designated by the Board of Directors shall also receive the ethics training specified herein. The District shall maintain records indicating the name of the entity that provided the training and the dates ethics training was completed. Records shall be maintained for a period of at least five (5) years after the date on which the training was received. These records are public records subject to disclosure under the California Public Records Act.

5. GOVERNING LAWS

The Board of Directors shall comply with and shall be guided by applicable provisions of Federal laws; State laws, including the Water Code, Government Code, Section 1090 of the Government Code, Elections Code and Public Resources Code; this Policy Manual, and the rules and regulations of the District as established by the motions, resolutions and ordinances enacted by the Board of Directors. Motions, resolutions and ordinances may be enacted by the Board in accordance with Water Code section 30523 or as amended.

6. ELECTION OF OFFICERS

There shall be two (2) officers: a president and a vice president, who shall be members of the District Board of Directors. Election of officers shall be held at a Board of Directors meeting in December of each calendar year. Officers will serve for a one (1) year term. Elections will conform to the applicable provisions of this Policy Manual.

7. ROLE OF THE BOARD POWERS, DUTIES AND FUNCTIONS

A) POWERS

The Board of Directors is responsible for the establishment of policy and general control of the District. This broad authority shall be exercised in accordance with all applicable federal, state and local laws and regulations. The Board of Directors may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District.

The enabling codes established by the California State Legislature empowers the Board of Directors to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

B) DUTIES

The primary duties of the Board of Directors are as follows:

1. Take action at legal meetings.
2. Establish and periodically review written policies for District operation and administration.
3. Be responsible for all District finances.
 - a. Approve fiscal budget.
 - b. Monitor the budget spending.
4. Set rates, fees and charges for District services.
5. Personnel
 - a. Hire and discharge General Manager and Legal Counsel.
 - b. Annually evaluate the General Manager and Legal Counsel.
6. Establish written policy on how Board of Director's Meetings are conducted.
7. Review and revise the Master Plan for the District.
8. Ratify committee appointments made by the President.
9. Establish Director compensation limits.

C) FUNCTIONS

The powers and duties of the Board of Directors include governance, executive and quasi-judicial functions. These relate to the Board's own operations as a governing body and to all functions of the District.

1. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern District activities. The Board of Directors shall consider and approve or disapprove matters submitted to it by a Director, Staff or the public. The Board of Directors shall prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.

2. EXECUTIVE FUNCTIONS

The Board of Directors is authorized to delegate any of its powers and duties to an officer or employee of the District. The Board of Directors; however, retains ultimate responsibility over the performance of those powers or duties so delegated.

3. QUASI-JUDICIAL FUNCTIONS

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level. The method of resolving public complaints shall be as follows:

- a. The individual with a complaint shall first discuss the matter with the District Manager. If this individual registering the complaint is not satisfied with the disposition of the complaint by the District Manager, said complaint may be filed with the Board of Directors.
- b. The Board of Directors may consider the matter at a subsequent regular meeting or call a special meeting. The Board of Directors will expeditiously resolve the matter.
- c. This policy in no way prohibits or intends to deter a member of the public from appearing before the Board of Directors to present a verbal complaint or statement in regards to actions of the Board of Directors, District programs or services, or impending considerations of the Board of Directors.

8. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure unless duly authorized by the Board of Directors. Nor may an individual Director direct staff to perform specific duties unless duly authorized by the Board of Directors. Directors do not represent any factional segment of the constituency, but are, rather, a part of the body which represents and acts for the constituency as a whole.

- A) Each Director has the right to place items on a subsequent Board of Directors Meeting agenda, subject to scheduling by the Board president. The deadline for submittal of an agenda item by a Director shall be the preceding Wednesday at 5:00 p.m. before the scheduled Board of Directors meeting date at the office of the District Secretary. Agenda item requests received after the submittal deadline for a specific agenda will be added to the next following regularly scheduled agenda, subject to scheduling by the Board president.

- B) Directors will make every effort to attend assigned Board of Directors and Committee meetings:
 - 1. To prepare adequately for each such meeting;
 - 2. To observe the rules of decorum as set forth herein; and
 - 3. Whenever any individual Directors will be absent or late for a Board of Directors or Committee meeting said Director shall notify the District Secretary or Board President at the earliest opportunity.
- C) When requesting information from staff, Directors shall contact the District Manager. When responding to constituent requests and concerns, Directors should reroute such inquiries to the District Manager.
- D) Each Director shall decide individually on what contact information will be released by District staff to the general public. In order to accomplish this in an orderly and consistent manner, each Director shall provide the District Secretary with a completed and signed Director Contact Authorization Form. Directors shall be responsible for any and all updates and amendments to said Director Contact Authorization Form.

9. BOARD OF DIRECTORS MEETINGS

A) REGULAR TIME AND PLACE OF MEETINGS

Regularly scheduled meetings of the Board of Directors shall be held, on the first (1st) and third (3rd) Thursday of each month, [unless otherwise modified by the Board of Directors when setting the Board meeting calendar](#), at 5:30 pm for Closed Session and 6:30 pm time certain for Open Session; at the District Operations Building, 13057 Highway 9, Boulder Creek, CA, unless otherwise specified by action of the Board of Directors. Special meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code section 54950 et seq.), may be duly authorized and held as deemed necessary by the President or a majority of the Board of Directors. Notice and location of special meetings shall be as prescribed by law. Emergency meetings of the Board of Directors, as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act, may be duly authorized and held as deemed necessary only by a majority of the Board of Directors. Notice and location of emergency meetings shall be as prescribed by law.

B) PUBLIC NATURE OF MEETINGS

All meetings of the Board of Directors shall be open to the public, except when the Board is convened in Closed Session as authorized under provisions of the Ralph M. Brown Act (California Government Code section 54950 et seq.).

C) QUORUM AND VOTING REQUIREMENTS

The presence of three (3) or more Directors shall constitute a quorum for the transaction of District business. No ordinance, resolution or motion shall be passed by the Board of Directors without a majority vote of the Board, unless otherwise required or prescribed by State law. (See for example, Government Code section 54954.2, Board Policy Manual subparagraph K, below.)

D) BOARD ACTION

The Board of Directors shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings unless otherwise prescribed by law. Unless otherwise provided by its own terms, all ordinances, resolutions and motions shall become effective upon adoption. Any member of the Board of Directors, including the President, can make a motion. Motions require seconds. The President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any and all members of the Board of Directors to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board of Directors at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board of Directors, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the maker may modify their motion or withdraw it completely. However, after the President has stated the question, the motion may be changed only by a motion to amend which is passed by a majority vote of the Board of Directors.

The President of the Board may at any time, during debate or otherwise, declare a recess. Declaration of a recess shall not be subject to any motions.

E) PARLIAMENTARY PROCEDURES

Unless otherwise inconsistent with any provision stated herein, Parliamentary Procedure for Board of Directors meetings shall be based upon the current edition of Robert's Rules of Order Newly Revised. No action of the Board of Directors shall be deemed invalid for the reason that said action was not in conformance with Robert's Rules of Order Newly Revised.

F) ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board of Directors and having the President state that without objection the matter will stand approved. Should any Director object to such unanimous consent, the President shall then call for a vote.

G) ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board of Directors, each Director shall be recognized by the chair before speaking. Notwithstanding any provision of this Policy, however, each Director shall have a right to be heard within reason on any issue before the Board of Directors. Each Director may seek information or comment by the staff on any question.

H) CLOSED SESSION

Except as provided by law, all proceedings in Closed Sessions shall remain confidential.

I) MEETING AGENDAS

The District Manager, in consultation with the Board President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of the Board of Directors as those terms or its successor terms are defined by the Ralph M. Brown Act (California Government Code section 54950 et seq.). The District Manager and the Board President shall meet, annually, in January of each calendar year to identify recurring items of business which should be placed on written agendas at appropriate times during the coming year. The District Manager, in consultation with the President, shall be responsible for the preparation of a written agenda for each regular meeting and/or special meeting of "other legislative bodies," of the San Lorenzo Valley Water District, as those terms or its successor terms are defined by the Ralph M. Brown Act. ~~Any Each Director may request that an item be placed on the agenda for a regular meeting of the Board of Directors has the right to place items on a Board of Directors meeting agenda, subject to scheduling by the Board president.~~ The District Secretary shall be responsible for the posting of the appropriate notice and agenda for all meetings of the Board of Directors and/or "other legislative bodies."

A copy of the agenda for each regular meeting of the Board of Directors shall be forwarded to each Board member, at least three (3) days in advance of each regular meeting, together with copies of all applicable supporting documentation; minutes to be approved; staff report; and other available documents pertinent to the meeting. Directors shall review agenda materials before each meeting. Individual directors may confer directly with the District Manager to request additional information on the agenda items.

J) ORDER OF BUSINESS

As a practice for normal business. The Board President may rearrange this order at any time. Introductory language for each agenda section may be modified by action of the Board of Directors from time to time. Changes to the introductory language for each agenda section shall take effect at the next Board of Directors meeting.

1. Convene Meeting, Roll Call.
2. Additions and Deletions to Closed Session Agenda.

3. Public Comment Related to items on the Closed Session Agenda
4. Adjournment to Closed Session.
5. Reconvene to Open Session at 6:30 PM (time-certain).
6. Closed Session report.
7. Additions and Deletions to Open Session Agenda.
8. Public Comment on any topic within the jurisdiction of the District and which is not on the Open Session Agenda.
9. Unfinished Business.
10. New Business.
11. Consent Agenda
12. District Reports
 - a. District Manager Report
 - b. Department Status Reports
 - c. Committee Reports
 - d. Director Reports
13. Written Communications
14. Informational Material.
15. (If applicable) Adjournment to Closed Session.
16. (If applicable) Reconvene to Open Session to Report Actions Taken in Closed Session.
17. Adjournment

K) ADDITIONS AND DELETIONS TO AGENDA

Additions to the Agenda, if any, shall be made in accordance with California Government Code Section 54954.2 or as amended (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. If less than two-thirds of the members are present a unanimous vote of those members present is required.

L) PUBLIC COMMENT

The Board of Directors encourages public participation in the governance of the District through public comment periods. In order to present, members of the public must first be recognized by the president.

1. If the Board meeting has a Closed Session agenda, members of the public may comment on or ask questions about the items which are on the Closed Session portion of each agenda. Comments or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to five (5) minutes (unless time is shortened by the President due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time.
2. Prior to the start of the Open Session agenda, members of the public may comment on or ask questions about topics which are within the jurisdiction of the District and which are not on the Open Session portion of the agenda. It is the objective of the Board to have as close to a normal conversation with members of the public as possible while still conforming to the requirements of the Brown Act. This means that the Board cannot take action or discuss a topic or question in depth during this meeting (Ralph M. Brown Act Section 54954.3 or as amended). However, the Board can ask clarifying questions in order to make sure that it understands questions or comments. The Board can discuss how to best handle questions or comments. All questions will be answered either in real-time (by the Board or Staff) or at a later time, unless the questions relate to confidential topics. If a question is answered in real-time, the Board President will ask if the question was answered and, if not, allow a short follow-up request for clarification. If a question cannot be answered in real-time, it will be answered and included in the minutes for that meeting which will be published at a later time. In addition, the Board may agendaize a public comment item for a future Board meeting if that seems appropriate or the Board may send the item to committee for follow-up and possible action. Comments and/or questions may be submitted in writing or orally. If in writing, the entire written communications will be placed in the minutes. If orally, members of the public may have to up to five (5) minutes (unless time is shortened by the President at his or her discretion due to circumstances—e.g., in the event of a large number of people wishing to comment orally) to present to the Board of Directors. The President may extend this time at his or her discretion—e.g., in order to allow for a wrap up of the presentation. Oral comments will be summarized and included in the minutes if the member of the public provides his or her name at the beginning of their comment time. In the interests of respecting everyone's time, members of the public are encouraged to (i) avoid repeating

someone else's point—just indicate agreement—and add new content and (ii) to avoid repetition during their comments.

In addition, members of the public may address each agenda item prior to Board disposition of that item, including items on the Consent Agenda. After presentation of the agenda item, the order of discussion will be: Board comment, public comment and then back to the Board for further deliberations. The Board President may establish a time limit for public comment on an agenda item and may also allow a second round of public comment at his or her discretion. In order to present, members of the public must first be recognized by the President.

No member of the public shall approach the Board of Directors table while the Board is in session unless granted permission by the President or presiding officer. Proper decorum must be observed by Directors, staff, speakers and the audience at all times. The President or presiding officer shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. The President shall rule out of order any irrelevant, repetitive or disruptive comments. Please mute or turn off your electronic devices while the Board is in session.

It is the policy of the Board of Directors to invite all members of the public to participate in the governance of the District and to provide wide latitude for the free expression of all points of view. However, the President, or a majority of the board, may eject from a meeting any person who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the president regarding a matter of order or procedure. In addition, as a last resort, per California Government code 54957.9: *In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Representatives of the press or other new media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.*

Changes to this section shall take effect at the next Board of Directors meeting.

M) CONSENT AGENDA

The purpose of a consent agenda is to minimize the time required for the handling of any non-controversial matters. Consent agenda items are considered to be routine and non-controversial, with documentation provided to the Board of Directors that is adequate and sufficient for approval without inquiry or 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. Unless moved to the regular agenda, the consent agenda shall be voted upon as one single item without discussion or debate.

N) STUDY SESSIONS

Study sessions or workshop meetings are for the purpose of discussing an item(s) that may come before the Board at a later time for official action, to facilitate

planning, or discussion of special topics of interest. Study sessions provide a more informal forum for the Board of Directors, staff and the public to engage in open-ended discussion and share information on a particular subject(s). No formal action(s) can be taken at a study session; direction can be given to staff regarding preparation of an agenda item for discussion and possible action at a subsequent meeting. From time to time, study sessions may be duly authorized as deemed necessary by the President or a majority of the Board.

O) WRITTEN COMMUNICATIONS

The Written Correspondence portion of the agenda is established to act as a report of written materials received by the Board as a whole, but may also include items requested for inclusion by individual Directors or members of the public. Written Communications will always be presented in its entirety. Written Correspondence not presented in its entirety will be maintained by the District Secretary for a period of two (2) years.

10. TECHNOLOGICAL CONFERENCING

Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of any legislative body of the District. Teleconferencing is defined as a meeting of a legislative body of the District, the members of which are in different locations, connected by electronic means, through either audio or video, or both. If a legislative body of the District elects to use teleconferencing, it shall comply with all applicable requirements of the Ralph M. Brown Act (Section 54953, or as amended.)

11. PRESIDENT

A) DUTIES

The President shall sit as presiding officer and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe; including the following:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board of Directors in its proper order.
3. Enforce the Board of Directors policies and rules with respect to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member of the Board of Directors.
6. Restrict discussion to the question when a motion is before the Board of Directors.
7. Rule on parliamentary procedure.
8. Put motions to a vote, and state clearly the results of the vote.

B) RESPONSIBILITIES

The President shall have all the rights to discuss and vote on any issues before the Board of Directors. The President shall have the following responsibilities:

1. Sign all instruments, acts, and carry out stated requirements and the will of the Board of Directors.
2. Consult with the District Manager on the preparation of the Board of Directors agendas. In addition, any Director shall have the right to place any matter on the agenda for any meeting in accordance with the provisions of this policy.
3. Appoint and disband all committees, subject to Board of Directors approval.
4. Call such meetings of the Board of Directors as they may deem necessary, giving notice as prescribed by law.
5. Confer with the District Manager and/or District Counsel on matters which may occur between Board of Directors meetings.

6. Be responsible for the orderly conduct of all Board of Directors meetings.
7. Act as spokesperson for the Board of Directors.
8. Coordinate and prepare the Board of Directors annual evaluation of the General Manager and Legal Counsel.
9. Other duties as authorized by the Board of Directors.

12. VICE-PRESIDENT

When the President resigns or is absent or disabled, the Vice President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item, the Vice-President shall perform the duties of the presiding officer.

13. MINUTES

All Board of Directors meetings and committee meetings will be audio recorded and made available through the District's website. Said audio record shall be subject to inspection in accordance with State Laws, including the California Public Records Act.

In addition, the District Secretary shall record the minutes for Board of Directors meetings and committee meetings which shall also be posted on the District's website.

The minutes shall be of the form of summary minutes and will include the following information: the time the meeting was called to order, the names of the Directors (or, as appropriate, the committee members) attending the meeting, the vote (roll call or voice) on each matter considered at the meeting, the time the Board of Directors began and ended any closed session, the names of the Directors and the names, and titles where applicable, of any other persons attending any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, a brief summary of each Board member's and public members statement during the public comment period for each agenda item (if they identified themselves), and the time the meeting was adjourned. Any person speaking during a public comment period may supply written comments which shall be included in the minutes.

~~The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting, unless circumstances prevent meeting that goal in which case the minutes shall be available as soon as possible.~~ The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted, unless circumstances prevent meeting that goal in which case the minutes shall be available as soon as possible.

Changes to this section shall take effect at the next Board of Directors meeting.

14. COMMITTEES

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

The five District standing committees are as follows: Administrative, Budget & Finance, Engineering, Environmental and Lompico Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

Committee meetings shall be held in accordance with the provisions of the Ralph M. Brown Act. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, Directors that are not members of a committee are discouraged from attending but may attend as observers, and, if attending, shall not participate at the Committee's meeting.

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). 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 31st of each year.

Members of the public shall serve on no more than one standing committee at a time.

Administrative, Budget & Finance, Engineering, Environmental Committees may have no more than two Board Members and at least one Public Member. If more than one public member applies to serve on an individual committee, the full Board shall vote to determine which public member shall be seated on that committee for the year or may choose to appoint more than one public member to a committee by adjusting the size of the committee appropriately. At any time, the Board may also choose to appoint additional public members to any standing committee.

The Lompico Oversight Committee may have no more than five Public Members. Public members serving on the Lompico Oversight Committee shall have a residential mailing address within Assessment District 2016-1.

Members of the committees serve at the pleasure of the Board. Each committee shall designate their own chairperson. For the Administrative, Budget & Finance, Engineering and Environmental Committees the chairperson shall be a member of the Board. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

A majority of the members of each committee shall constitute a quorum for the transaction of business. Only members of the committee are entitled to make, second or vote on any motion or other action of the committee. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

During the first regular meeting after January 1st of each year, each Committee shall review the District's current Strategic Plan and identify Strategic Plan Elements pertaining to said Committee. The Committee's findings regarding such Strategic Plan review shall be reported back to the Board at the next available regular Board Meeting for discussion and to allow the Board to provide direction back to the committees regarding completion of identified Strategic Plan Elements.

During the first regular meeting after January 1st of each year, each Committee shall prepare a multi-month forward looking calendar of items to be discussed by said Committee. Said calendar shall be no less than a three month look-ahead. Each Committee chairperson shall maintain said look-ahead calendar and submit same to the Board on a monthly basis.

The committee Chairperson shall record summary minutes of each committee meeting. The

minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider

removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

Vacancies shall be reported to the full Board as soon as practically possible. Vacancies shall be filled by simple majority vote of the Board.

~~Committee Members shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by San Lorenzo Valley Water District's local conflict of code shall apply to the members of the committee members.~~

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All committee communications must go through the designated committee chairperson.

A committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board.

The Board may refer a recommendation back to any committee for reevaluation whenever the Board deems additional evaluation is required.

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

Administrative Committee

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

Budget and Finance Committee

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

Engineering Committee

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

Environmental Committee

The Committee shall be 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.

Lompico Assessment District Oversight Committee

The Committee shall be responsible to fulfill their charter as it relates to Assessment District 2016-1 projects.

Changes to this Section 14 shall take effect immediately.

15. MEETING STIPENDS

Each Director may receive compensation as established by resolution of the Board of Directors. Pursuant to California Water Code section 30507, each Director may receive compensation in an amount not to exceed one hundred dollars (\$100.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Director by request or approval of the Board, not to exceed six hundred dollars (\$600.00) in any calendar month.

Consistent with California Water Code section 30507, by resolution of the Board of Directors, the District has established the following per day (daily meeting stipend) for each day's attendance at meetings, as defined herein. Such compensation is in addition to any approved reimbursement for meals, lodging, travel and other expenses consistent with the policies stated herein.

- a) To be entitled to a daily meeting stipend of one hundred dollars (\$100.00), the event in question must constitute one of the following:
 1. A regular meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections 54952.2(a) and 54954(a) as established by the Board in Section 9A herein; or
 2. Any meeting attended or service provided on a given day at the formal request or approval of the District Board of Directors, and for which the Board at a public meeting has approved payment of a daily meeting stipend.

- b) To be entitled to a daily meeting stipend of twenty five dollars (\$25.00), the event in question must constitute one of the following:
 1. be a meeting, within meaning of California Government Code section 54952.2(a), of a designated District standing committee within the meaning of California Government Code section 54952(b) and established herein. Only Directors appointed to the District standing committees shall be entitled to said daily meeting stipend.
 2. A special or emergency meeting of the San Lorenzo Valley Water District Board of Directors within the meaning of California Government Code sections 54956 (special meeting) or 54956.5 (emergency meeting) that is not a regular meeting as defined in Section 15.a.1 above.

16. TRAINING, EDUCATIONAL PROGRAMS, CONFERENCE AND MEETINGS

The Board of Directors has determined that the following provisions shall be applicable to Director training, educational programs, conferences and meetings:

- A) Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Directors may attend, on behalf of the District, such training, educational programs, conferences and meetings as have been approved by the Board of Directors.

- B) It is the policy of the District to encourage Board development and excellence of performance by reimbursing necessary and reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy on expenditure reimbursement as stated herein.
- C) Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences etc. shall be approved by the Board of Directors at a public meeting prior to incurring any authorized reimbursable costs.
- D) The District Manager or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts.
- E) To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:
1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 2. Traveling together whenever feasible and economically beneficial.
 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- F) A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced a pending resignation, or if it occurs after an election in which it has been determined that a Director will not retain a seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- G) Whenever a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program.
- H) Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for

distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

- l) Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act when more than three (3) Directors attend the same event.

17. EXPENDITURE REIMBURSEMENT

The purpose of this policy is to prescribe the manner in which members of the San Lorenzo Valley Water District Board of Directors may be reimbursed for expenditures related to approved District business. The District shall adhere to California Government Code sections 53232 through 53232.4 or as amended when dealing with issues of expenditure reimbursements for Directors. This policy shall apply to all members of the Board of Directors, and is intended to result in no personal gain or loss to a Director.

Directors may be reimbursed for out-of-pocket expenditure(s) relative to reasonable and necessary costs associated with appropriate District business. The Board of Directors must provide approval for said District business at a public meeting prior to incurring any authorized reimbursement costs.

Directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses associated with approved District business. Reimbursement rates shall coincide with guidelines established herein, or rates set by Internal Revenue Service Publication 1542 or its successor publication(s), whichever are greater.

If lodging is in connection with a prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

If travel is in connection with a prior approved event, the most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors shall use government or group rates offered by the event provider of transportation when available. If the group rate is unavailable, Directors shall be reimbursed for comparable travel at government or IRS rates.

Directors shall submit their requests for reimbursement on a form approved by the District Manager. The reimbursement form shall include an explanation of the District-related purpose for the expenditure(s). Receipts documenting all expenditure are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a

reasonable time, and at no time more than fourteen (14) calendar days after incurring the expense. The District Manager will review and approve reimbursement requests.

Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

State law provides criminal penalties for misuse of public resources, which includes falsification of expense reports. Penalties include fines, imprisonment, and restitution.

18. PERSONNEL POLICIES

A) PERSONNEL SYSTEM RULES AND REGULATIONS

San Lorenzo Valley Water District is committed to the provision of an orderly, equitable and uniform personnel system. The Board of Directors by resolution shall establish written rules and regulations for the administration of the personnel system. Personnel system rules and regulations shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

B) SEXUAL HARASSMENT

The San Lorenzo Valley Water District is committed to creating and maintaining a work environment free of objectionable and disrespectful conduct and/or communication of a sexual nature and prohibits sexual harassment by all employees and the Board of Directors. The Board of Directors by resolution shall establish a written policy and procedure manual relative to sexual harassment. The District's sexual harassment policy shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

Conduct which creates an intimidating, hostile or offensive work environment will not be tolerated. Verbal behavior, physical behavior, gestures and other non-verbal behavior which create said environment will not be tolerated. Any employee or member of the public who feel that they have been or are being harassed by a Director is strongly encouraged to immediately report such incident to the District Manager without fear of reprisal regardless of the outcome of the complaint. The District Manager shall assign the investigation of the alleged misconduct to an outside party such as an attorney or law firm experienced in such matters. The District Manager shall notify the President of the Board of Directors of said alleged misconduct. Thereafter, the President, at the next meeting of the Board of Directors, shall report the facts and nature of the allegations to the entire Board of Directors.

If the Director charged with sexual harassment is the President of the Board of Directors, the District Manager shall report the fact and nature of the allegation(s) to the entire Board of Directors at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board of Directors reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

C) NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of age, sex, race, color, creed, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, veteran status, or status with regard to public assistance. Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice.

All employees are expected to carry out the responsibilities in a manner that is free from discriminatory statements or conduct.

D) REASONABLE ACCOMMODATION-AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make.

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the General Manager. The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district.

Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the agency. The burden of proving undue hardship rests with the agency, and what may be an undue hardship for one agency may not be

an undue hardship for another, depending on factors such as cost and agency size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation.

19. CONFLICT OF INTEREST CODE

Pursuant to provision of California Government Code section 81,000 et seq., commonly known as the Political Reform Act, the District shall adopt and maintain a Conflict of Interest Code. The Conflict of Interest Code and, any amendments thereto shall be adopted by resolution of the Board of Directors. The Board of Directors shall review the adopted Conflict of Interest Code on a bi-annual basis. At a regularly scheduled Board of Directors meeting in September of each even-numbered year, the Board of Directors shall review its Conflict of Interest Code and, if amendments are needed, shall submit said amendments to the Santa Cruz County Board of Supervisors in accordance with applicable deadlines. If no amendments are needed, the Board of Directors shall submit a written statement saying that its Conflict of Interest Code is still accurate.

20. RESIGNATIONS

Resignations by Directors shall be in writing, state the effective date and be submitted to the President of the Board of Directors and District Secretary. In the event the President of the Board of Directors resigns, the resignation shall be submitted to the Vice-President of the Board of Directors and the District Secretary.

21. VACANCIES

Directors are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, Directors should be present for scheduled meeting or events whenever possible. In accordance with California Government Code section 1770 a Director position vacancy will occur whenever "he or she ceases to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness", or when absent from the Board of Directors without the permission of the majority of the Board of Directors.

If such vacancy occurs, the Board of Directors will take action in accordance with California Government Code section 1770.

In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the District Board of Directors, after discussion and consideration, shall when deemed appropriate, instruct staff to:

- A) Place a public notice advising that a vacancy has occurred in accordance with applicable provisions of law; and
- B) Said notice shall advise prospective candidates of the steps to take to apply for appointment; and
- C) The District's Board of Directors shall establish the closing date for the receipt of applications; and
- D) Applicants shall submit the following, by the date specified in the notice:
 - a) a letter of interest, and
 - b) a resume, with particular emphasis on the applicant's knowledge of special districts, and
- E) Applicant(s) shall be interviewed at the next regularly scheduled meeting of the District's Board of Directors following the date of closure for applications; and
- F) The District's Board of Directors shall make the appointment without undue delay, but need not act at the same meeting.

22. INCONSISTENT, INCOMPATIBLE AND CONFLICTING EMPLOYMENT OR ACTIVITIES

Pursuant to the provision of the California Government Code section 1126, the Board of Directors of the San Lorenzo Valley Water District has determined that it would be inconsistent and incompatible for a Board member to be a paid employee of the District. Therefore, based on this decision, a member of the Board of Directors shall not be a paid District employee.

23. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District, as provided by [California Government Codes sections 825](#) and [995](#).

In the event that such claim, liability or demand involves an alleged Conflict of Interest (COI) on the part of the Director seeking defense or indemnification, prior to approving or disapproving any such request the District shall do all of the following:

- A) Consider any formal determination obtained from the FPPC, or if no such determination was obtained, the reason(s) why not;

- B) Forward the Director's written request to the District's risk management entity or insurer for a coverage determination;
- C) Obtain a legal opinion from District Counsel and consider whether to obtain a second legal opinion.

To the maximum extent permitted by law, any decision to approve or grant such a request shall be made subject to a reservation of rights on the part of the District.

24. INVESTMENT POLICY

San Lorenzo Valley Water District is committed to the establishment of formal policies relative to the prudent investment of the District's unexpended cash. The Board of Directors by resolution shall establish written guidelines for the investment of all San Lorenzo Valley Water District funds or funds in the custody of the District, in a manner which conforms to all

state and local statutes governing the investment of public funds. Said guidelines shall provide for an optimal combination of safety, liquidity and yield. The District's Investment Policy and, any amendments thereto, shall be adopted by resolution of the Board of Directors. The Investment Policy shall be reviewed at a Board of Directors meeting in December of each calendar year or as soon thereafter as reasonable.

25. ANNUAL DISCLOSURE OF REIMBURSEMENTS

The District shall annually disclose any reimbursements paid by the San Lorenzo Valley Water District of at least one hundred dollars (\$100.00) for each individual charge for services or products received. The Board of Directors shall review said reimbursement information for the preceding fiscal year (July 1 - June 30) at a regularly scheduled Board of Directors meeting in September of each calendar year.

26. GENERAL PROVISIONS

Any of the within policies not required by law may be altered, amended, or repealed by a majority of the Board at a duly authorized meeting.

27. ANNUAL REVIEW

This Board of Directors Policy Manual shall be reviewed at least annually and ratified by Resolution of the Board of Directors at a Board of Directors meeting, at least in December of each calendar year or as soon thereafter as reasonable.

*** END ***

MEMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Planner

SUBJECT: Amendment to the Streamflow Enhancement/Conjunctive Use Grant from Wildlife Conservation Board Sub Contract with County.

DATE: February 6, 2020

RECOMMENDATION:

It is recommended that the Board Approve the Amendment to the Wildlife Conservation Board - Streamflow Enhancement Grant Sub-Grantee Agreement between the County of Santa Cruz and the San Lorenzo Valley Water District.

BACKGROUND:

In 2017 in partnership with the County of Santa Cruz Water Resources Division, the San Lorenzo Valley Water District applied for - and was awarded a grant from the Wildlife Conservation Board in the amount of \$330,000.

The initial sub agreement indicated that the County would be the lead agency, contracting with consultants to provide groundwater availability assessments and fish flow assessment. In 2018 it was decided that the District should be the lead, contracting directly with consultants. The sub-grant agreement with the county was amended to reflect the changes. (See Amendment attached A).

The initial sub agreement and the 2018 sub agreement amendment did not indicate water rights, and CEQA compliance as part of the scope of work included in the District's tasks. In order to do so, the sub-grant agreement with the county needs to be amended to reflect the following changes (See Amendment attached B). The Grantee (County) will remit to Sub-Grantee (District) disbursement it receives from WCB up to a total of \$261,300, (revised from \$127,240). The disbursement will be used to pay the contractors for the assessments.

The agreement is also amended to read "The grant term shall begin on the date upon which the authorized representative of WCB signs the Grant Agreement and end June 30, 2021, or on a later date if the term of the Grant Agreement is extended."

This grant will develop a *San Lorenzo Watershed Conjunctive Use and Baseflow Enhancement Plan* (Plan) to improve water resource efficiency, benefiting essential local fisheries, and residents. The Plan will provide guidance for diverting excess winter surface flow in the San Lorenzo River Watershed to meet water supply needs, resting groundwater wells and also providing groundwater recharge. During the dry season, the augmented groundwater will then be used to meet supply demands and reduce stream diversions. It is anticipated that conjunctive use of surface and groundwater will lead to increased stream baseflow during summer and other critical times benefitting fisheries, and will also contribute to increased storage, recovery, and sustainable management of the municipal supply of the Santa Margarita Groundwater Basin.

FISCAL IMPACT:

FY 19/20 & 20/21 Budget + 330,450.87 Grant Award 2015

STRATEGIC PLAN:

Strategic Element 1.0 - Water Supply Management Strategic
Element 2.0 - Watershed Stewardship Strategic Element 3.0
- Capital Facilities

EXHIBIT A

**Amendment
Wildlife Conservation Board – Streamflow Enhancement Grant
Sub-Grantee Agreement Between
County of Santa Cruz
(referred to herein as “Grantee”)
and San Lorenzo Valley Water District
(referred to herein as “Sub-Grantee”)
For the Project Entitled:
San Lorenzo Watershed Conjunctive Use Plan**

Whereas, the Sub-Grantee shall be responsible for performance of tasks relative to evaluation of winter surface water availability, groundwater availability, flows for fish and municipal water availability, as described in Exhibit D of the Grant Agreement between Grantee and the Wildlife Conservation Board (WC-1649MM), the Sub-Grantee Agreement between Grantee and Sub-Grantee is amended as follows:

1. Section 2 relative to the scope of work, is hereby amended to add the following:
“Sub-Grantee shall be responsible for performance of tasks relative to evaluation of winter surface water availability, groundwater availability, flows for fish and municipal water availability, as described in Exhibit D of the Grant Agreement.”
2. Section 3, relative to compensation, shall be amended to increase the maximum payment to Sub-Grantee for work performed to an amount not to exceed \$127,240.
3. All other terms of the Sub-Grantee Agreement shall remain unchanged.

IN WITNESS WHEREOF Grantee and Sub-Grantee have executed this Agreement the day and year first written below by their duly authorized representatives, having full authority to so act for and on behalf of the parties hereto.

County of Santa Cruz (Grantee)

By: _____
Giang T. Nguyen
Health Services Agency Director

Date: _____

San Lorenzo Valley Water District (Sub-Grantee)

By: *Charles Baughman*
President

Date: 4/24/18

Approved as to Form:

S. Kelly 4/10/2018
Office of County Counsel

**Wildlife Conservation Board – Streamflow Enhancement Grant
Sub-Grantee Agreement Between
County of Santa Cruz
(referred to herein as “Grantee”)
and San Lorenzo Valley Water District
(referred to herein as “Sub-Grantee”)
For the Project Entitled:
San Lorenzo Watershed Conjunctive Use Plan**

Whereas, the Sub-Grantee shall now be responsible for performance of additional tasks related to development of the Conjunctive Use Plan, water rights, and CEQA compliance as described in Exhibit D of the Grant Agreement between Grantee and the Wildlife Conservation Board (WC-1649MM), the Sub-Grantee Agreement between Grantee and Sub-Grantee is amended as follows:

1. Section 2 relative to the scope of work, is hereby amended to add the additional tasks as follows: "Sub-Grantee shall be responsible for performance of tasks relative to evaluation of winter surface water availability, groundwater availability, flows for fish and municipal water availability, development of the Conjunctive Use Plan, water rights, and CEQA compliance, as described in Exhibit D of the Grant Agreement."
2. Section 3, relative to compensation, shall be amended to increase the maximum payment to Sub-Grantee for work performed to an amount not to exceed \$261,300.
3. Section 25, relative to term of the agreement is amended to read "The grant term shall begin on the date upon which the authorized representative of WCB signs the Grant Agreement and end June 30, 2021, or on a later date if the term of the Grant Agreement is extended."
4. All other terms of the Sub-Grantee Agreement shall remain unchanged.

IN WITNESS WHEREOF Grantee and Sub-Grantee have executed this Agreement the day and year first written below by their duly authorized representatives, having full authority to so act for and on behalf of the parties hereto.

County of Santa Cruz (Grantee)

By: _____
Mimi Hall
Health Services Agency Director

Date: _____

San Lorenzo Valley Water District (Sub-Grantee)

By: _____
President

Date: _____

Approved as to Form:

MEMO

TO: BOARD OF DIRECTORS
FROM: DISTRICT MANAGER
SUBJECT: 38th ANNUAL SALMONID RESTORATION CONFERENCE
ATTENDANCE
DATE: FEBRUARY 6, 2020

RECOMMENDATION

It is recommended that the Board of Directors review this memo and approve attendance to the 38th Annual Salmonid Restoration Conference, March 31 - April 3, 2020, Santa Cruz California to be determined at the Board Meeting.

BACKGROUND

The Salmonid Restoration Federation is holding its 38th annual conference in Santa Cruz California on March 31 - April 3, 2020.

The conference agenda will explore a range of issues including anadromous salmonid habitat suitability criteria, community involvement to address common urban stream management issues, challenges and innovations in salmonid lifecycle in coastal streams and salmon seascape ecology.

Workshops and field tours include;

- Fish Passage Design for Road Crossing
- Assessing Ecological Risks from Streamflow Diversions
- Restoring Process - San Clemente Dam Removal
- Los Padres Dam Removal & Fish Passage Tout
- It Takes a Watershed - Fisheries Recovery Tour
- Low-tech Process-Based Restoration with Beaver & Wood
- Accelerating Coho and Steelhead Recovery Workshop
- Management Mountain Bikes, Sediment and Legacy Logging Field Tour
- Salmonid Recovery in the San Lorenzo River Watershed
- Scotts Creek Tour - Three-pronged Approach to Coho Recovery

The District Manager and Environmental Planner are planning to attend. Director Rick Moran, Chair of the Environmental Committee, is requesting to attend also. Will any other members of the Board be interested in attending? The District is planning to provide sponsorship of the event at a cost of \$500 which includes one registration fee. Registration Fees are \$300 per person and workshops and Field Tours cost \$90 to \$180.

The Board Policy Manual encourages members to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. The Board Policy Manual provides for necessary and reasonable reimbursement of expenses.

Attached for review is conference information for attendance consideration.

SRF 2020 Conference Registration

Agenda: 2.6.20
Item: 11a

38th Annual Salmonid Restoration Conference, March 31 – April 3, 2020

Name: _____ Phone (work): _____

Address: _____ (cell): _____

_____ Email: _____

Affiliation: _____

Advanced Registration Closes February 21, 2020

Workshops and Field Tours

Tuesday, March 31

	Advanced Registration	Late Registration	Fee
1. Fish Passage Design for Road Crossings Workshop and Field Tour <i>Please note this is a 2-day workshop and field tour. Workshop limited to 35.</i>	\$160	\$180	_____
2. Assessing Ecological Risks from Streamflow Diversions by Applying Riffle Crest Thalweg Rating Curves Workshop	\$80	\$90	_____
3. Restoring Processes—San Clemente Dam Removal and Floodplain Restoration, Carmel River	\$80	\$90	Sold Out
4. Los Padres Dam Removal and Fish Passage Tour	\$80	\$90	_____
5. It Takes A Watershed: Fisheries Recovery in the Butano and Pescadero Watershed Field Tour	\$80	\$90	_____

Wednesday, April 1

6. Low-tech Process-based Restoration with Beaver and Wood: Jumpstarting Structurally Starved Streams Workshop	\$80	\$90	_____
7. Accelerating Coho and Steelhead Recovery Workshop	\$80	\$90	_____
8. Managing Mountain Bikes, Sediment, and Legacy Logging to Improve Salmonid Habitat in San Gregorio Watershed Field Tour	\$80	\$90	_____
9. Salmonid Recovery in the San Lorenzo River Watershed: Water, Wood and Working with Neighbors	\$80	\$90	_____
10. Scotts Creek Tour: A Three-pronged Approach to Coho Recovery	\$80	\$90	_____

SRF Membership Dinner Soiree

\$20 \$25 _____

Conference

Thursday and Friday, April 2 & 3

SRF Member	\$250	\$300	_____
Non-member	\$300	\$350	_____
Student (with ID)	\$100	\$110	_____
Friday Evening Banquet	\$60	\$70	_____

SRF Membership

\$35 Alevin \$50 Fry \$100 Smolt \$250 Jack \$500 Spawner Membership: _____

Method of Payment: Check Money Order Purchase Order Credit Card **Payment Total:** _____

Purchase Orders will only be accepted for 5 or more people. Each registrant is required to fill out an individual registration form.

VISA MasterCard Credit Card# _____ Exp. Date _____

Mail form and payment to: SRF Conference, 425 Snug Alley, Unit D, Eureka, California 95501 • Make checks payable to SRF.

Phone: (707) 923-7501 • Fax: (707) 923-3135 • info@calsalmon.org

Please Note: We do not give refunds • Receipts are emailed, so print legibly • This form is available at www.calsalmon.org

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Review of Committee Calendar's for 2020
DATE: February 6, 2020

RECOMMENDATION:

It is recommended that the Board of Directors review and discuss the Budget & Finance, Administration, and Environmental Committee Calendars for 2020.

BACKGROUND:

The San Lorenzo Valley Water District has five (5) standing committees as follows; Administrative, Budget & Finance, Engineering, Environmental and Lompico Oversight. Each standing committee shall have no power or authority to commit the District or to take any action on behalf of the Board of Directors. Standing Committees shall hold meetings at such times, frequency and locations as deemed necessary by consensus of the committee members. Committees are encouraged to meet at least monthly.

The Board Policy Manual states, "During the first regular meeting after January 1st of each year, each Committee shall prepare a multi-month forward looking calendar of items to be discussed by said Committee. Said calendar shall be no less than a three month look-ahead. Each Committee chairperson shall maintain said look-ahead calendar and submit same to the Board on a monthly basis".

The following committees have met and developed the following calendars with the first three items as three months look-ahead:

Budget & Finance Committee 01/24/2019

The Budget & Finance Committee met and outlined the committee's top three (3) priorities as follows;

- Meeting Date/Time First Tuesday 9:00 AM
- 2020/21 Fiscal Budget- Budget preparation
- Financial Reports - review of financial reports
- Revenue Strategies - review, discuss, make recommendations regarding possible revenue strategies.

Administration Committee 01/21/2020

The Administration Committee met and outlined the committee's top priorities as follows;

- Meeting Date/Time First Wednesday 9:15 AM
- Grand Jury response commitments
- Communications plan
- Updated Rules and Regulations
- Board Policy Manual- review and recommend updates & changes as needed.
- Website
- Strategic Plan
- Purchasing Procedures - Develop new purchasing procedures to be adopted by the District.
- Rules & Regulations
- Social Media Communications
- Surplus Property - review district properties and recommend properties for surplus.
- Administration/Operations Building - Assist and review Public Advisory Committee on facilities
- Records Retention Policy - Develop a District Wide Records Retention Policy
- Lobbying
 - PG&E PSPS,
 - The recently decided conflict of interest case which makes no sense
 - How water districts are defined as "urban" using only the number of hookups, treating us the same as a district that would have 3000 customers in 10 city blocks
 - SB998
 - other things that impact the Water District.

Environmental Committee 1/15/2020

The Environmental Committee met and outlined the committee's top priorities as follows;

- Meeting Date/Time Third Thursday 9:45 AM
- Fire Management Plan - develop a district wide fire management plan.
- 5 Pipeline Projects - complete pipeline projects environmental monitoring
- Integrated Pest Management- Develop a District Wide Integrated Pest Management policy.
- Conjunctive Use - continue moving forward with conjunctive use using additional excess surface water
- Habitat Conservation Plan (HCP) Review and submit application to US Fish & Wildlife Service.

- Water Rights - Review Felton Water Rights
- Fall Creek Fish Ladder- Environmental review and construction
- Loch Lomond Water - discuss and review projects for use of Loch Lomond water
- Emergency Interties CEQA Review changing from emergency operations only to general use and groundwater sustainability requirements.
- SMGWA - informational and ongoing environmental review & discussion
- Educational Program- review existing Educational Ordinance and make recommendations.

The Engineering Committee met but did not have enough time to review all projects and set priorities.

Summary

It is recommended that the Board review the top priorities of the committees and make additions or deletions as the Board sees fit.

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: New Revenue Opportunities
DATE February 6, 2020

Recommendation:

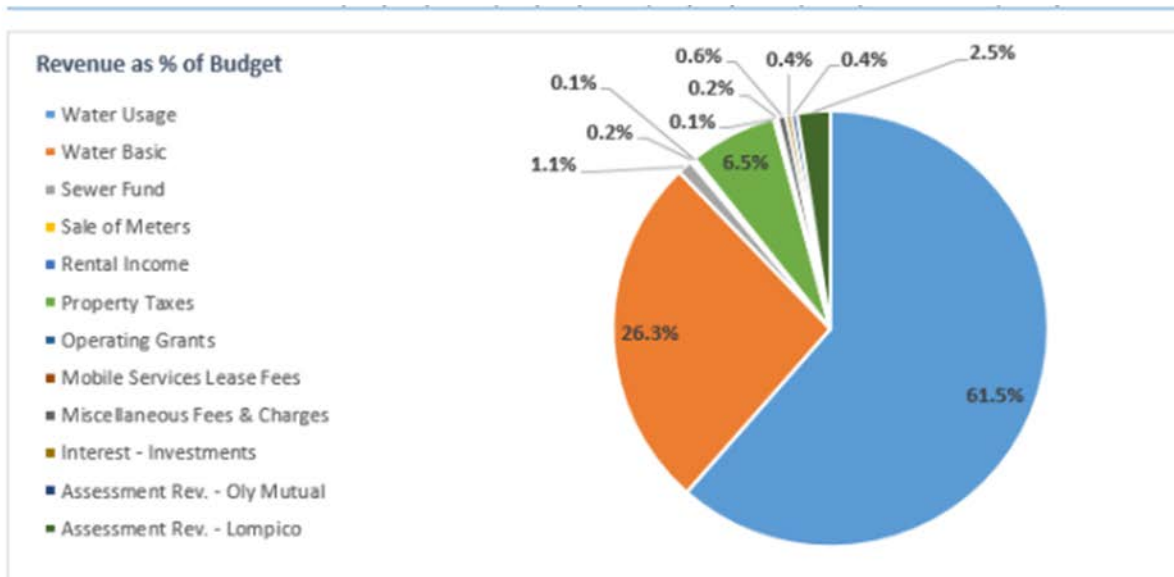
It is recommended that the Board of Directors review this memo regarding new revenue opportunities and direct staff on a methodology moving forward.

Background:

One of the District Managers Goals and Objectives currently under review is to explore new revenue opportunities beyond water rates.

The options available to the District in governing, managing finances and raising revenues to provide services needed by the District are limited. Voters have placed restrictions as well as protections in the state constitution. The state's voters and the California Legislature have acted in various ways, to support and provide, and to limit and withdraw financial powers and resources from cities, counties and special districts.

The Districts 2019/20 fiscal year budget breaks down revenue as follows:



There is a complex web of legal rules for collecting and using the variety of revenues available to municipal governments in California. These rules are derived from the state constitution, state statute and court cases further interpreting those laws.

A city, county or special district may impose fees, charges and rates for services and facilities it provides. Examples include fees for checking plans for new construction or for recreation classes. The amount of a fee may not exceed the cost of providing the service or granting a benefit or privilege. This cost may include overhead, capital improvements and debt service.

There are several options that could be consider to increase revenue. Below are a few of the more common revenue sources:

- **Development impact fees** - Impact or connection fees are imposed on new construction (like new houses, apartments or developments). They pay for improvements and facilities required to serve new development and to reduce the impacts of new development on a community. Development impact fees pay for amenities such as upgraded facilities, water mains, storage tanks, and fire hydrants. They may not be used for day-to-day operating expenses. The ordinance or resolution establishing the fee must explain the connection between the development project and fee. For example, a library impact fee must be connected to the demand for library services created by the construction of the development project. The amount of the fee must not exceed the cost of providing the service or improvement that the fee pays for.
- **Increase number of connections** - There are a number of existing homes with an alternative water source other than the District, such as private wells, springs, or private mutual. The District could reach out to these existing homes to discuss possible ways for providing service to them.
- **Conjunctive use** - The District is moving forward with increasing the amount of surface water production through conjunctive use. There may be a possibility that the district could increase revenue by selling excess available winter season surface water to neighboring water agencies in response to the SGWA requirements.
- **Fee charges** - The district provides a number of services that should be considered for possible fee charges. Services that the District performs, such as water service review, plan check, and inspection services, rarely cover the cost of these services.
- **Accessory Dwelling Units** - Santa Cruz County is facing a critical housing shortage and high housing costs, therefore the County is interested in expanding access to affordable housing for residents. Accessory Dwelling Units (ADUs), sometimes called Granny Units or second units, are housing units that can be built as accessory structures to existing single or multifamily dwelling(s). Starting January 1, 2020, new state laws went into effect making it even easier to construct ADUs. Santa Cruz County is in the process of being updated to comply with these new laws, which cover the topics of streamlined project review,

reduced fees, and more lenient development standards. ADU's could be an increase of revenue source for the District.

Summary

One of the District Manager's Goals and Objectives being reviewed is to explore new revenue opportunities other than water rates. There is a complex web of legal rules for collecting and using the variety of revenues available to municipal governments in California. This memo outlines several possibilities for increasing revenue other than water rates. Staff is looking for direction from the Board regarding ways to increase revenue, other than water rates, and how the Board wishes to proceed.

M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: CALIFORNIA SPECIAL DISTRICT ASSOCIATION 2020
CALL FOR NOMINATIONS: SEAT B - COASTAL
NETWORK

DATE: February 6, 2020

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and the attached information from CSDA and consider nominations for CSDA Board of Directors Seat B in the Coastal Network - Term 2020-2022.

BACKGROUND:

Each of CSDA's 6 networks has 3 seats on the CSDA Board. Each of the candidates is either a board member or management-level employee of a member district located in the network. As a *Regular Member in good standing* SLVWD is entitled to nominate 1 person, a board member or managerial employee, for election to the CSDA Board of Directors.

The deadline to submit our nomination is **5:00 p.m. on Friday, March 6, 2020.**



**California Special
Districts Association**
Districts Stronger Together

DATE: January 22, 2020

TO: CSDA Voting Member Presidents and General Managers –
Coastal Network

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS VACANCY –
CALL FOR NOMINATIONS: SEAT B – COASTAL NETWORK**

The California Special Districts Association Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers from the Coastal Network who are interested in leading the direction of CSDA by serving as a Director in Seat B, which is currently vacant, for the remainder of the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Coastal Network (see attached CSDA Network Map).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the summer/fall.
*(CSDA does **not** reimburse travel related expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however registration fees are covered)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



**California Special
Districts Association**
Districts Stronger Together

**2020-2022 BOARD APPOINTMENT
FOR SEAT B COASTAL NETWORK
NOMINATION FORM**

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____

District Telephone: _____

Candidate Direct Telephone: _____

Best Time to Arrange a Call: AM PM
Monday Tuesday Wednesday Thursday Friday Saturday

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax
amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 6, 2020



California Special Districts Association
DISTRICT NETWORKS





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

Thursday, January 9, 2020 at 5:30 p.m., SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

1. Convene Meeting: 5:30 p.m.
Roll Call: L. Farris, R. Moran, B. Fultz, S. Swan, L. Henry
2. Additions and Deletions to Closed Session Agenda: None
3. Oral Communications Regarding Items in Closed Session: None
4. Adjournment to Closed Session 5:31 p.m.
5. Convene to Open Session at 6:30 p.m.
6. Report of Actions Taken in Closed Session: None
7. Roll Call (Open Session): L. Farris, R. Moran, B. Fultz, S. Swan, L. Henry
8. Additions and Deletions to Open Session Agenda:
R. Rogers requested that item10b Board Policy Manual Changes to be deleted from the agenda. Staff will bring this item back at another agenda.
9. Oral Communications:
C. Dzendzel-Felton, thanked the Board. She asked to revisit the issue of rate payers that are not able to pay their water bill.
D. Herbst introduced himself to the Board.
E. Fresco said that she is not sure how an item gets on the agenda but there are a lot of people concerned about the issue of people not able to pay their water bill.
C. Baughman says that the Board can ask the Budget & Finance Committee to revisit the issue of people not able to pay their water bill.
Discussion by Board, staff and public regarding rate payers not able to pay. It was determined that a meeting will be set up between the District Manager, the Director of Finance, C. Dzendzel & E. Fresco to discuss this item.
10. Unfinished Business:
 - a. BOARD WORKSHOP - GOVERNANCE NORMS AND STANDARDS TRAINING

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

L. Henry said that there had been a lot of problems between ratepayers and the Board when Lompico first came on board. She thinks that things have gone well for the Board and public in the last year. She thinks that the Board itself has issues. She thinks this plan costs too much money. She said she has doubts about this working.

R. Moran questioned where the money would come from to have the training.

Discussion by the Board and staff regarding the source of funds for the training.

R. Moran continued that he would like to have this training with the Board and also to respond to the Grand Jury. He said he supports this training.

B. Fultz questioned a line in the statement that was submitted by MRG. It says that this person will “generate a shared vision/plan for the District”. He is not sure what that means.

Discussion by Board and staff regarding Director Fultz’s question.

B. Fultz said that he imagined this training would also include discussion around the Strategic Plan. He said he thought there would be an opportunity for the community to participate.

R. Rogers responded that this is mainly for the Board to work on. This will be a publically noticed meeting but it is for the Board.

Discussion by the Board and staff regarding this training.

L. Farris made a motion to accept the recommendation from the District Manager regarding a Board workshop and authorize the District Manager to execute a contract in the amount of \$9,750. The motion was seconded.

B. Fultz made an amendment to say subject to clarification of the line “generate a shared vision/plan for the District”. The amended motion was seconded.

E. Fresco said it isn’t clear if this training is just for Board or will it include volunteer committee members.

R. Rogers said this training is tailored to the Board, Dist. Manager & Dist. Counsel.

R. Moran said he sees this as a first step.

Discussion by the Board and staff regarding the public inclusion in the process.

L. Ford, Felton-questioned how you will measure the effectiveness of this training. The specific deliverables should be part of the contract.

L. Farris said to look at the scope of work #6 speaks directly towards the measureable outcomes. There should be some commitments out of this from Board.

R. Rogers inserted that there is a follow up in 6 weeks.

L. Henry said she is concerned about the results of this training.

Discussion by the Board regarding L. Henry’s concerns.

C. Baughman pointed to the 4th bullet point, “identify contentious issues and work toward collaborative resolutions”. He said the Board should be careful that anything discussed in that process needs to be agendized.

Discussion by the Board and staff regarding the process.

M. Dolson questioned the process.

R. Rogers explained that the facilitator will first meeting with each Board member, District Counsel and Dist. Manager. Then there will be a workshop with the full Board and the public can be present.

L. Henry said we shouldn't talk about specifics in the meeting.
Discussion by the Board regarding the motion.
All present voted in favor of the amended motion. Motion passed.

11. New Business:

a. PUBLIC COMMITTEE MEMBERS FOR 2020

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

H. Hossack explained the additional application that was handed out to the Board.

S. Swan asked how many people in the public have applied for committees.

D. Herbst reintroduced himself and stated his qualifications.

R. Moran supports D. Herbst.

E. Fresco served on Enviro and stated her interests.

G. Mahood introduced herself and said that she was appointed late last year to the Engineering Committee. She is now retired and ready to serve.

Dave Ladd introduced himself and stated his qualifications.

Discussion by the Board and staff regarding the appointments and quorum.

G. Nicholls noted that where there is an even number of members on a committee you need $\frac{1}{2} + 1$ for a quorum.

Discussion by the Board and staff regarding the committee members.

E. Fresco said she likes the idea of larger committees.

C. Baughman agreed.

S. Swan said that he heard that the Board is approving the #1 choice of committee for every applicant and expanding or reducing the size of every committee as needed.

G. Nicholls based on the consensus that Pres. Swan identified is that the Administrative Committee will consist of a total of 4 members, the Budget & Finance Committee will have 3 members, the Engineering Committee will have 6 members, the Environmental Committee will have a total of 6 members, and LADOC will have a total of 4 members.

B. Fultz made a motion that the Board accept the appointments as listed by Counsel. The motion was seconded.

L. Farris questioned the choice of chair of the committees.

R. Rogers said that the committees choose the chair.

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

Discussion by the Board and staff to set the days and times of the meetings. The District Secretary will poll all committee members for a day and time that works for everyone for the first meeting of the year, regular meetings will be set at that meeting.

b. AWARD OF DESIGN CONTRACT FOR THE GLEN ARBOR BRIDGE PROJECT

R. Rogers introduced this item.

D. Langfield read from the staff memo.

S. Swan asked how this is usually handled.

G. Nicholls offered clarification on Board discussion in relation to public comments.

C. Baughman says that polling the Board first is a really good idea.

B. Fultz noticed that there is a big difference in prices.

D. Langfield responded.

Discussion by Board and staff regarding price difference and the chosen design contractor.

L. Farris noted that the Engineering Committee has seen these bids and commended the Engineering Manager for checking with all bidders.

L. Henry noted that sometimes Freitas doesn't meet deadlines.

D. Langfield responded.

R. Moran asked if Freitas + Freitas could wind up doing the work.

Discussion by Board and staff regarding design of the project.

R. Rogers said that they need a motion authorizing the Dist. Manager to execute the agreement.

G. Nicholls said the in the motion it should specifically authorize the Dist. Manager to execute the contract with Freitas + Freitas.

L. Henry made a motion to authorize the Dist. Manager to execute the contract with Freitas + Freitas. The motion was seconded.

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

c. VEHICLE PURCHASE AWARD OF BID

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

Discussion by the Board and staff regarding the item.

G. Nicholls because the response was a week late you don't have to accept the bid.

Discussion by the Board and staff regarding the item.

L. Farris made a motion to accept the recommendation of the District Manager and award North Bay Ford with the purchase of 3 vehicles and authorize the Dist. Manager to purchase. The motion was seconded.

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

d. APPOINTMENT OF BOARD LIAISON TO THE LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE

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

G. Nicholls clarified this item.

Discussion by Board and staff regarding this item.

S. Swan said he would accept the position of Board Liaison to the LADOC.

Discussion by the Board and staff regarding the appointment.

R. Moran volunteered to serve as the liaison.

C. Baughman said it looks good for Pres. of the Board to be the liaison.

F. Fultz moved to appoint the Board President as the LADOC Liaison. The motion was seconded.

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

e. THE PROBATION TANK RIBBON-CUTTING EVENT

R. Rogers read from the memo.

Discussion by Board and staff regarding a date for the event.

March 5th 2:00 was determined to be the date of the event.

Discussion by Board and staff regarding the event.

C. Baughman said it's not that long of a walk.

Discussion by the Board and staff regarding the event.

G. Nicholls confirmed that this is a ceremonial event and does not have to be conducted as a noticed meeting.

12. Consent Agenda:

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

G. Nicholls explained that Pres. Swan should ask if any Board member or member of the public would like to pull any item from the Consent Agenda for discussion. If so, the item(s) will be pulled and discussed. If not, then no action is necessary.

S. Swan asked if anybody would like to pull an item from the Consent Agenda. No response.

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
- Operations

S. Hill noted that her report has the PG&E reconciliation.

Discussion by Board and staff regarding cost of the PG&E shut offs.

G. Nicholls asked if the Board would like for her to propose a method of communication in this matter.

Discussion by Board and staff regarding PG&E shut offs impact on our District.

L. Farris questioned well work on Quail Well.

J. Furtado gave information on the Quail Well.

Discussion by the Board and staff regarding output of the well.

B. Fultz said he is interested in the Bear Creek Estates Wastewater project.

D. Langfield and staff updated the BCE progress.

D. Langfield stated the Lompico Tanks construction and construction management RFPs are out to bid.

Discussion by Board and staff regarding Lompico projects.

Discussion by the Board and staff regarding poly tanks.

G. Nicholls explained that all of the reports have been grouped together for purposes of public comment. You can take public comment at any time.

S. Swan asked if the public has any comments with respect to the status reports.

L. Farris congratulated James on Fall Creek.

- 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
 - R. Moran reported on the Invasive Weed Symposium he attended.
 - 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
- L. Farris noted the letter from B. McPherson.

15. Informational Material

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

16. Adjournment 8:30 p.m.



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

Thursday, January 16, 2020 at 5:30 p.m., SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

1. Convene Meeting 5:30p.m.
Roll Call: B. Fultz, R. Moran, S. Swan, L. Henry & L. Farris were all present.
Staff: R. Rogers and H. Hossack were also present
2. Additions and Deletions to Closed Session Agenda: R. Rogers requested that the Naccari Property item be deleted from the agenda.
3. Oral Communications Regarding Items in Closed Session: None
4. Adjournment to Closed Session 5:31p.m.
5. Convene to Open Session at 6:30 p.m.
6. Report of Actions Taken in Closed Session
Pres. Swan reported there were no actions taken in Closed Session.
7. Roll Call (Open Session):
Dir. Fultz, Dir. Moran, Pres. Swan, Dir. Henry, Dir. Farris were all present.
Staff: R. Rogers, J. Furtado, S. Hill, D. Langfield, H. Hossack were also present.
8. Additions and Deletions to Open Session: None
9. Oral Communications: None
10. Unfinished Business:
 - a. DISTRICT LOGO
R. Rogers introduced this item and read the memo.
Discussion by the Board regarding the logo.
E. J. Armstrong, said he has worked as graphic artist and gave his opinion on the logo.
C. Baughman-Boulder Creek, said he like the last one the best.
Discussion by the Board, staff and public regarding the logo selection.
B. Fultz made a motion to adopt option #4. The motion was seconded.
R. Moran appreciated the input.
S. Swan asked if the Board will be ignoring the democratic process by opening this up to the people of the Valley and now we are voting on #4.
B. Fultz, R. Moran, L. Henry and L. Farris voted for yes. S. Swan voted no.

11. New Business:

a. INFORMATIONAL STUDY SESSION - SANTA MARGARITA
GROUNDWATER AGENCY (SMGWA)

R. Rogers introduced this item and introduced John Fio, the District's
Hydrogeologist.

J. Fio gave his presentation. He explained what SMGA is.

Paused for questions from the public.

J. Fio continued with his presentation.

Discussion by Board, presenter and public regarding the reporting to the
DWR.

J. Fio continued.

Discussion by Board and public regarding the SMGW in 1995 (AB3030).

J. Fio continued.

Paused for questions from the Board and public.

J. Fio continued.

Paused for questions

J. Fio continued.

Discussion by Board, staff, presenter and public.

J. Fio continued.

Discussion by the Board, staff and public regarding the SMGWA.

President Swan thanked J. Fio for his presentation

12. Adjournment 8:00 p.m.

 **NOSSAMAN** LLP | Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: January 31, 2020

RE: Legal Department Status Report
502665-0001

I have been asked by the San Lorenzo Valley Water District (“District”) to provide information about the District’s legal expenditures in a format that is suitable for public disclosure.¹ Since the last legal department status report dated December 5, 2019, the most significant broad categories of expenses arise from providing legal advice and support in the following areas, listed in descending order of their approximate significance in terms of cost to the District:²

- Board meetings
- District policies & procedures
- Real property
- Personnel & employment matters
- Other

The most significant areas of effort over the next month are likely to include the following:

- Board meetings
- District policies & procedures
- Real property

¹ Legal work performed for the District is confidential and privileged. Accordingly, the information provided herein is written in broad and general terms to avoid waiver and any disclosures that might compromise the District’s interests in pending or future legal matters.

² List includes general and special counsel work by Nossaman and other law firms, if any, representing the District; however, it excludes any such work performed by counsel appointed and paid by the District’s insurance providers (i.e., counsel not paid by the District).

MEMO

TO: District Manager
FROM: Director of Operations
SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT
DECEMBER 2019
DATE: FEBRUARY 06, 2020

RECOMMENDATION:

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

BACKGROUND:

LOMPICO PRV'S

Construction of the PRV stations in Lompico was completed in December 2019. Construction and installation of the PRV stations began in mid-September 2019. Final walk through and inspection was completed by the contractor and District staff. A small punch list was compiled and the contractor completed all items in the beginning of January 2020. The District is now in beneficial use of the new PRV's.

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.

DISTRICT WIDE FLUSHING

In January 2020 District staff has been gearing up for the District's flushing program. We have been reviewing flushing procedures, acquiring materials and equipment, and testing/inspecting existing equipment.

Flushing begins Monday February 3, 2020 starting on Quail Hollow Rd. and continuing down to East Zayante Road the first week. In the following weeks flushing will be done throughout the West Zayante Road and Hihn Road areas. There will be another update to follow at the board of directors meeting on February 20, 2020 in this section of the operations status report.

MASTER PLAN AND MODEL

District staff completed a six week long recording of pressures throughout the District. This information was need by the District's consultant AKEL to calibrate the system model. This was an extensive, strategic process that was submitted with data that was mined out of the SCADA system during the concurring time period.

In August 2019 the District entered into a contract with the consulting firm AKEL to complete a District Mater Plan and System GIS Model. Expected completion of the project is September 2020.

DISTRICT WATERSHED ROAD MAINTENANCE

District staff along with certified forester Steve Butler completed watershed road maintenance. Cutting in and cleaning water bars, and clearing the roads of debris.

Every year District staff gets together with Mr. Butler a steward of our watershed, to complete the process of watershed road maintenance to ensure passage and drainage.

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.

MAINTENANCE ISSUES

System Wide

- Six inch main break Orchard Road Felton.
- Located and repaired a main line blow-off Lenore Street Lompico.
- Charlie zone leak repair on a two inch main in Manana Woods.
- Full service line replacement 498 Ralston Ridge Boulder Creek.
- Two inch mainline repair hit by contractor 120 Nellie Ln. Boulder Creek.
- Four inch main break 580 Whispering Pines Drive Scott's Valley.
- Hydrant repair after being hit by a car on Condor Ave. Ben Lomond.
- Four inch main repair Jackson Ave. Ben Lomond.
- Relocated customer meter 580 El Solyo Height Dr. Felton.
- Installation of new service 280 River Street Boulder Creek.
- Pumped out septic system Bear Creek Waste Water.
- Repaired approximately 22 various leaks system wide.

James Furtado

Director of Operations

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	December-19	November-19	December-13	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	4,958,854	3,700,551	718,000	
Peavine Creek + Hydro	611,431	673,248	1,552,000	
Clear Creek	11,081,829	4,290,721	987,000	
Sweetwater Creek	7,387,886	2,860,480	658,000	
Sub-Total (Streams)	24,040,000	11,525,000	3,915,000	514.05%
Wells (North)				
Olympia No. 2	1,886,000	9,991,000	9,203,000	
Olympia No. 3	-	-	4,771,000	
Quail Well No. 4-A	1,782,000	9,162,000	8,863,000	
Quail Well No. 5-A	3,439,700	2,968,000	5,349,000	
Sub Total North Wells	7,107,700	22,121,000	28,186,000	-74.78%
South System Wells				
Pasatiempo 5A	4,582,000	7,292,200	N/A	
Pasatiempo 6	-	-	5,975,000	
Pasatiempo 7	2,144,000	1,562,000	2,493,000	
Pasatiempo 8	1,184,920		N/A	
Sub Total Pasatiempo Wells	6,726,000	8,854,200	8,468,000	-20.57%
North South All Sources Combined	37,873,700	42,500,200	40,569,000	-6.64%
Felton System - Surface Water				
Fall Creek	3,699,619	5,435,430	5,707,580	
Bennett Spring	2,710,004	2,718,980	2,438,500	
Bull 1 & 2	1,241,680	1,058,420	0	
Total Felton System Sources	7,651,303	9,212,830	8,146,080	-6.07%
Manana Woods System				
Well 1	-	-	507,775	
Total Manana Woods Sources	-	-	507,775	
Sub - Total Production				
North / Felton / Manana	45,525,003	51,713,030	49,222,855	-7.51%
Surface	31,691,303	20,737,830	12,061,080	162.76%
Wells	13,833,700	30,975,200	37,161,775	-62.77%
Total Surface Water Percentage	69.61	40.10	24.50	184.10%
Total Wells Percentage	30.39	59.90	75.50	-59.75%

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

North System All Sources	<u>37,873,700</u>
Interties IN +	<u>514,078</u>
Interties OUT -	<u>1,946,366</u>
TOTAL NORTH SYSTEM	<u>36,441,412</u>
Felton Water system All Sources	<u>7,651,303</u>
Interties IN +	<u>0</u>
Interties OUT -	<u>0</u>
TOTAL FELTON SYSTEM	<u>7,651,303</u>
Manana Woods System	
Manana Woods Well 1	<u>0</u>
Interties IN +	<u>0</u>
TOTAL MANANA WOODS	<u>0</u>

**SAN LORENZO VALLEY WATER DISTRICT
INTERTIE USAGE
December 2019**

INTERTIE 2

SLVWD to SVWD 0

SVWD to SLVWD 0

INTERTIE 3

SLV SOUTH to SLV NORTH 514,078

SLV NORTH to SLV SOUTH 3

INTERTIE 4

SLVWD to MHWD 0

MHWD to SLVWD 0

INTERTIE 6

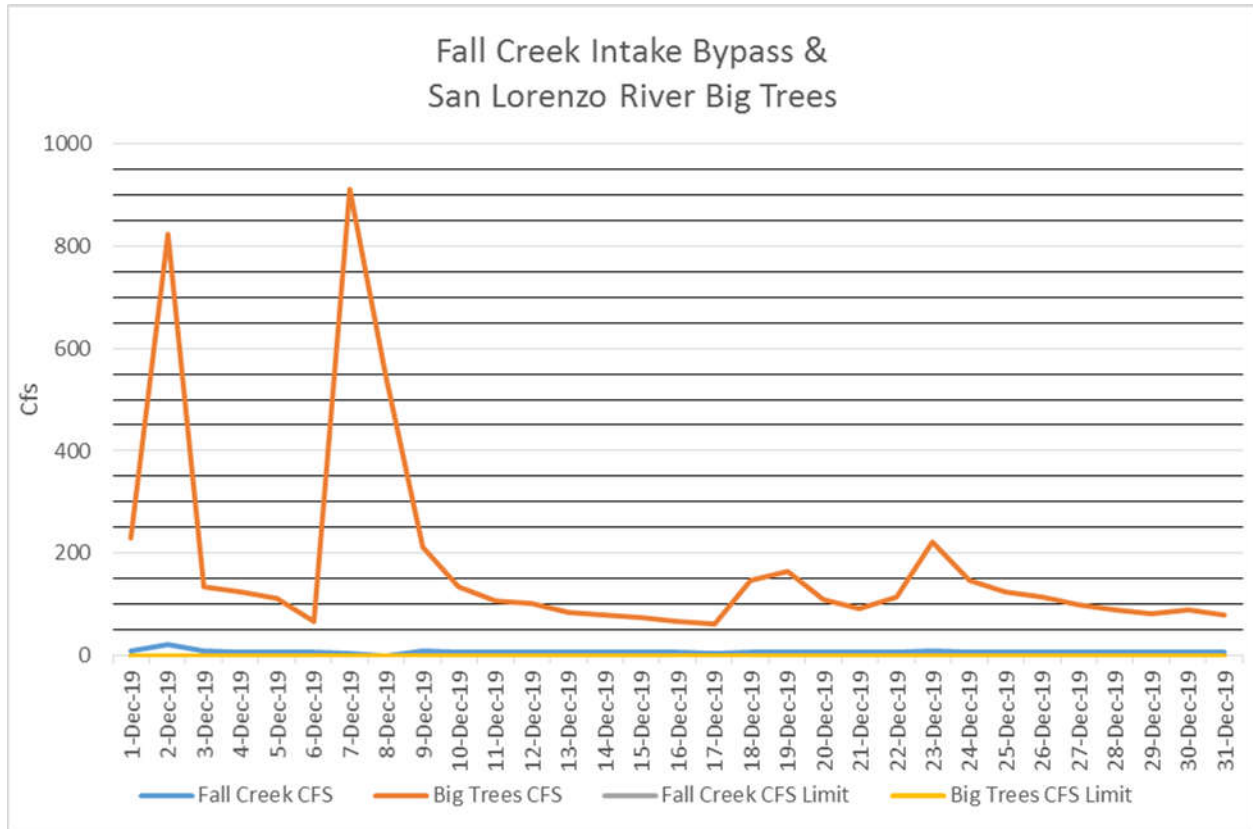
SLV NORTH to SLV FELTON -

SLV FELTON to SLV NORTH -

LOMPICO INTERTIE

SLV NORTH to LOMPICO 1,946,363

Fall Creek Intake December 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 December 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

Fall Creek Weir Measurement

Agenda: 2-6-20

Item: 13.2

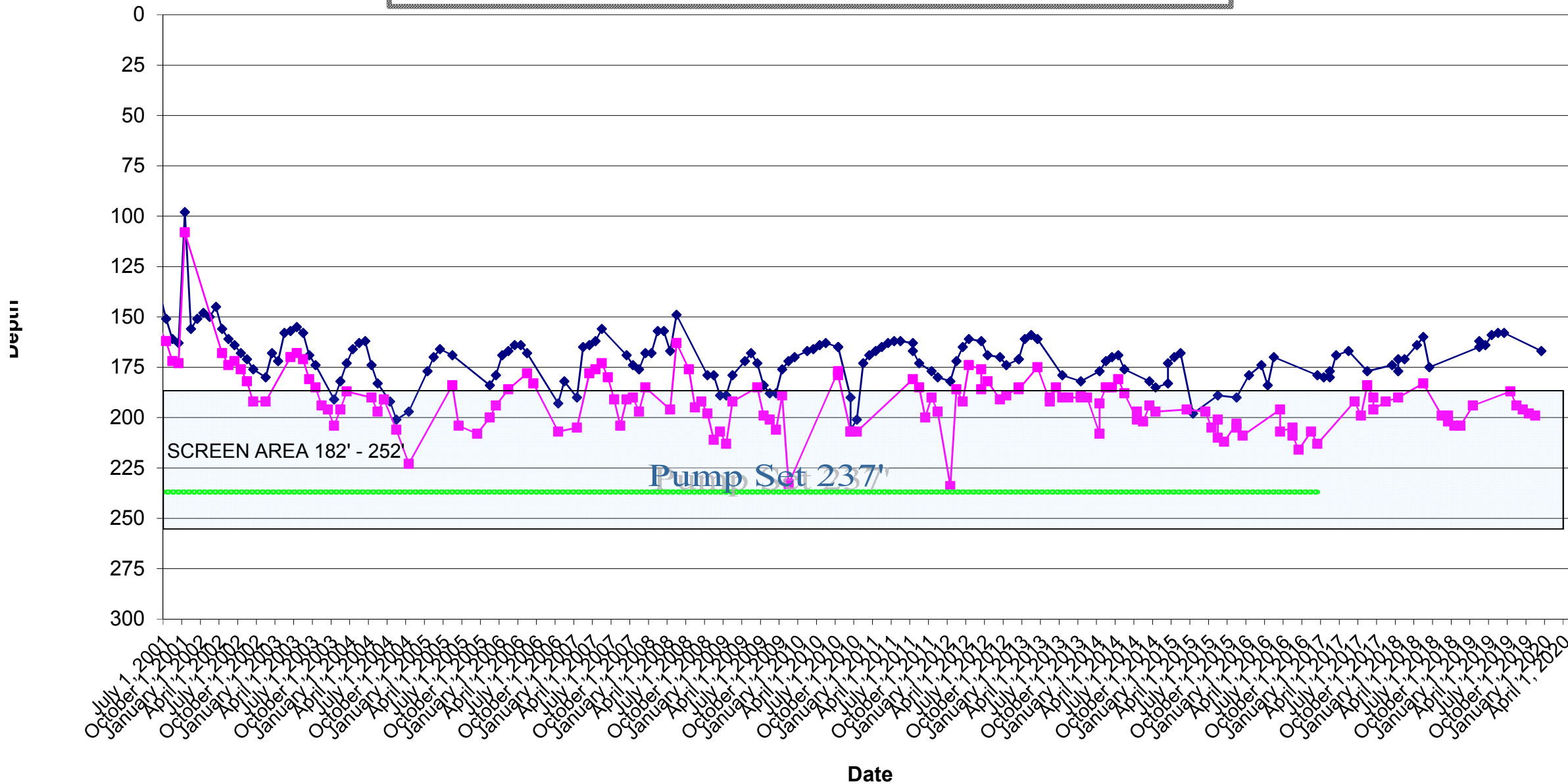
Month:	December	Year:	2019	Big Trees > 26,500 Acre-ft Oct-Feb Normal Year				Big Trees <26,500 Acre-ft Oct-Feb Dry Year			
				<input checked="" type="checkbox"/>				<input type="checkbox"/>			
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height (inches)	Fall Creek Bypass (CFS)	Big Trees Bypass (CFS)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs; Nov 1 - March 31 1.5 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 20cfs Sept 10 cfs Oct 25 cfs (yes/no)	Notes
1	0800	TH	1	73	25	9.042	229	2.71	yes	yes	
2	0840	TH	1	72	25	21.90	823	6.79	yes	yes	
3	0826	TH	1	71	25	8.729	135	0.35	yes	yes	
4	0915	TH	1	94	25	7.429	125	0.7	yes	yes	
5	0820	TH	1	100	25	7.120	113	0.87	yes	yes	
6	1000	JG	2	151	25	7.200	65.7	0.05	yes	yes	
7	0930	JG	2	0	25	3.410	911	1.7	yes	yes	Weir pulled @2pm-storm
8	1000	HO	2	0	*0	*0.007	548	1.09	yes	yes	*Weir pulled-storm
9	0830	TH	2	98	25	9.814	213	0.19	yes	yes	
10	0730	HO	2	126	25	8.094	134	0.02	yes	yes	
11	0830	TH	2	148	25	7.185	107	0.21	yes	yes	
12	0730	HO	2	90	25	7.480	103	0.5	yes	yes	
13	0745	HO	2	125	25	6.823	84.4	0.04	yes	yes	
14	1515	JG	2	113	25	6.344	80.3	0.05	yes	yes	
15	1045	JG	2	127	25	6.011	75.3	0	yes	yes	
16	0750	HO	2	103	25	5.758	67.2	0.03	yes	yes	
17	0745	HO	2	111	25	5.474	62.4	0	yes	yes	
18	1050	HO	2	93	25	7.165	147	0.41	yes	yes	
19	0745	HO	2	98	25	7.507	164	0.55	yes	yes	
20	0800	HO	2	105	25	6.706	109	0.02	yes	yes	
21	0740	JT	2	112	25	6.440	92.9	0	yes	yes	
22	0700	JT	2	0	25	7.820	114	0.57	yes	yes	
23	0810	HO	2	85	25	8.123	223	0.5	yes	yes	
24	0730	JT	2	103	25	7.550	148	0	yes	yes	
25	1500	JT	2	88	25	7.320	124	0.32	yes	yes	
26	0820	HO	2	73	25	6.950	115	0.29	yes	yes	
27	0805	HO	2	85	25	6.500	98.5	0	yes	yes	
28	0930	HO	2	91	25	6.149	88.6	0	yes	yes	
29	0955	HO	2	100	25	5.934	82.3	0.02	yes	yes	
30	0730	TH	2	80	25	6.012	90.7	0.33	yes	yes	
31	0830	HO	2	99	25	5.738	78.3	0	yes	yes	

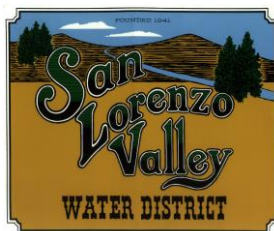
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 4-A

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



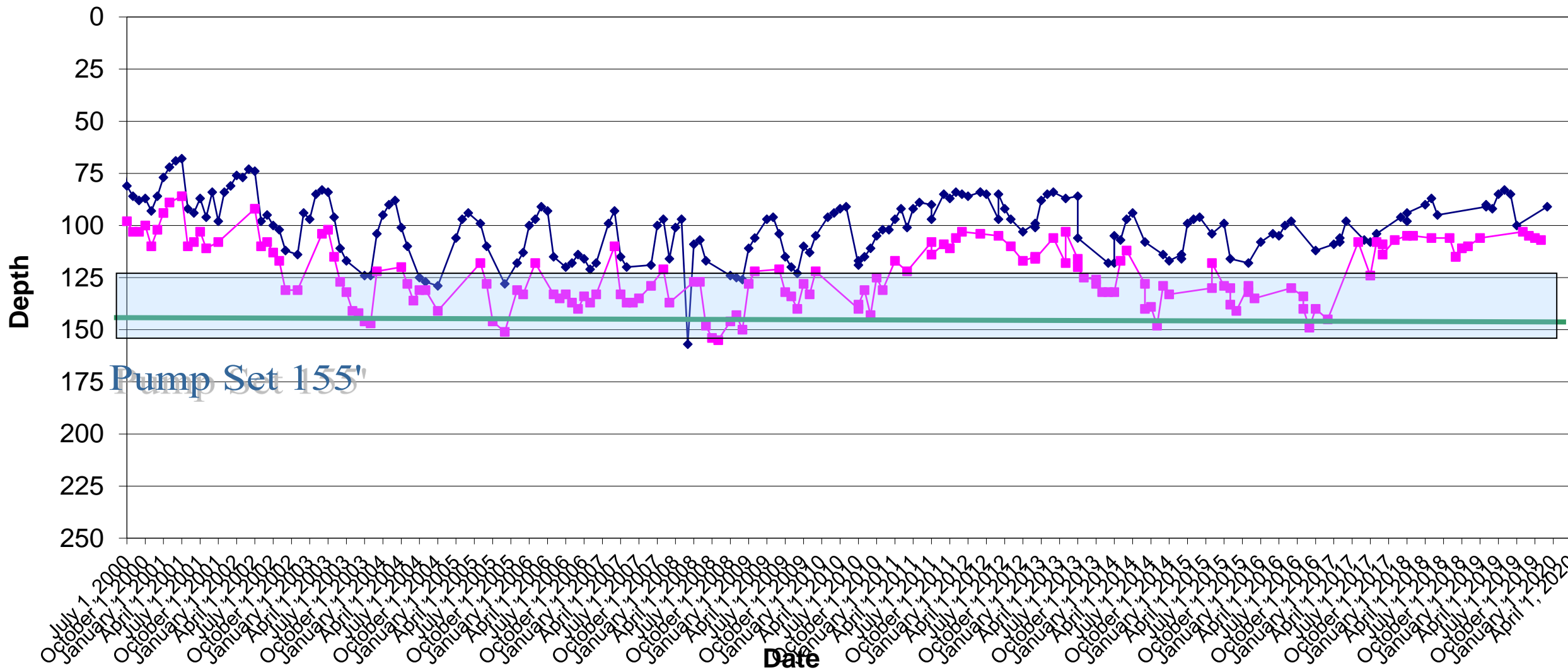
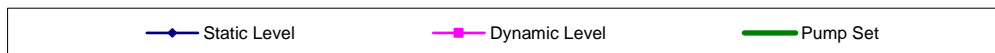


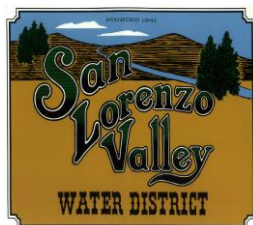
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 5-A

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



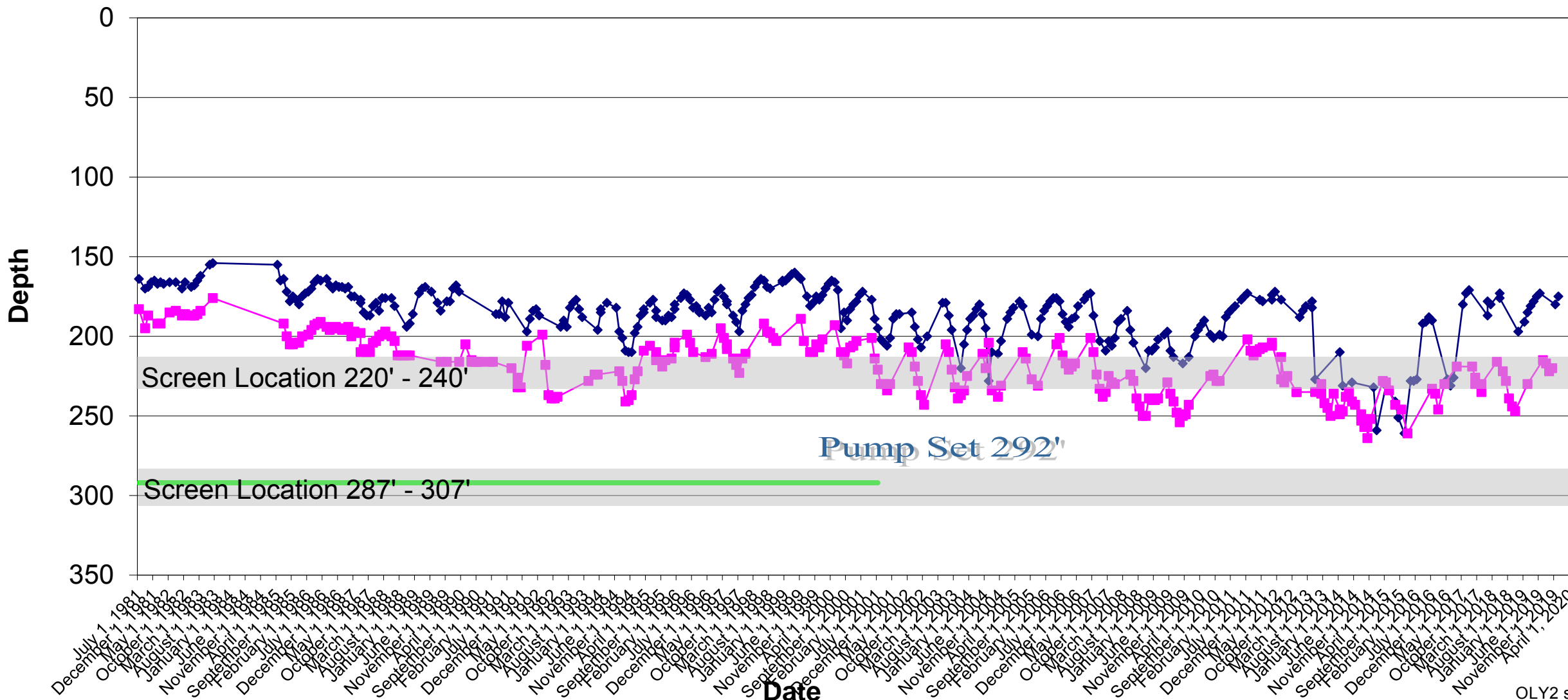
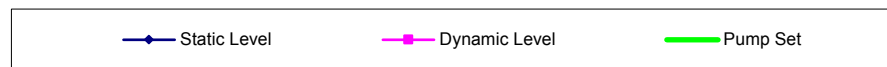


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 2

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



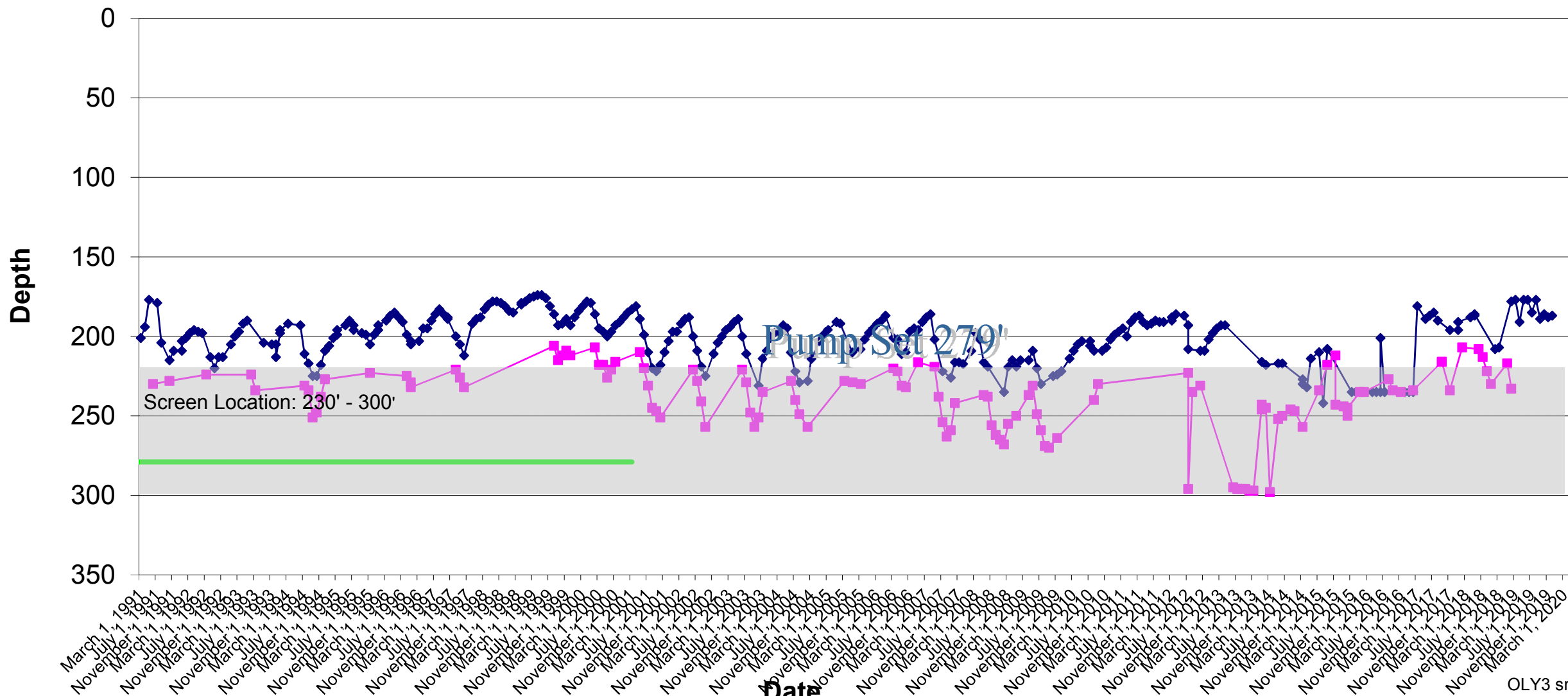
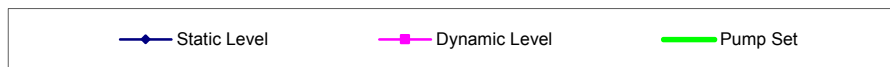


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 3

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



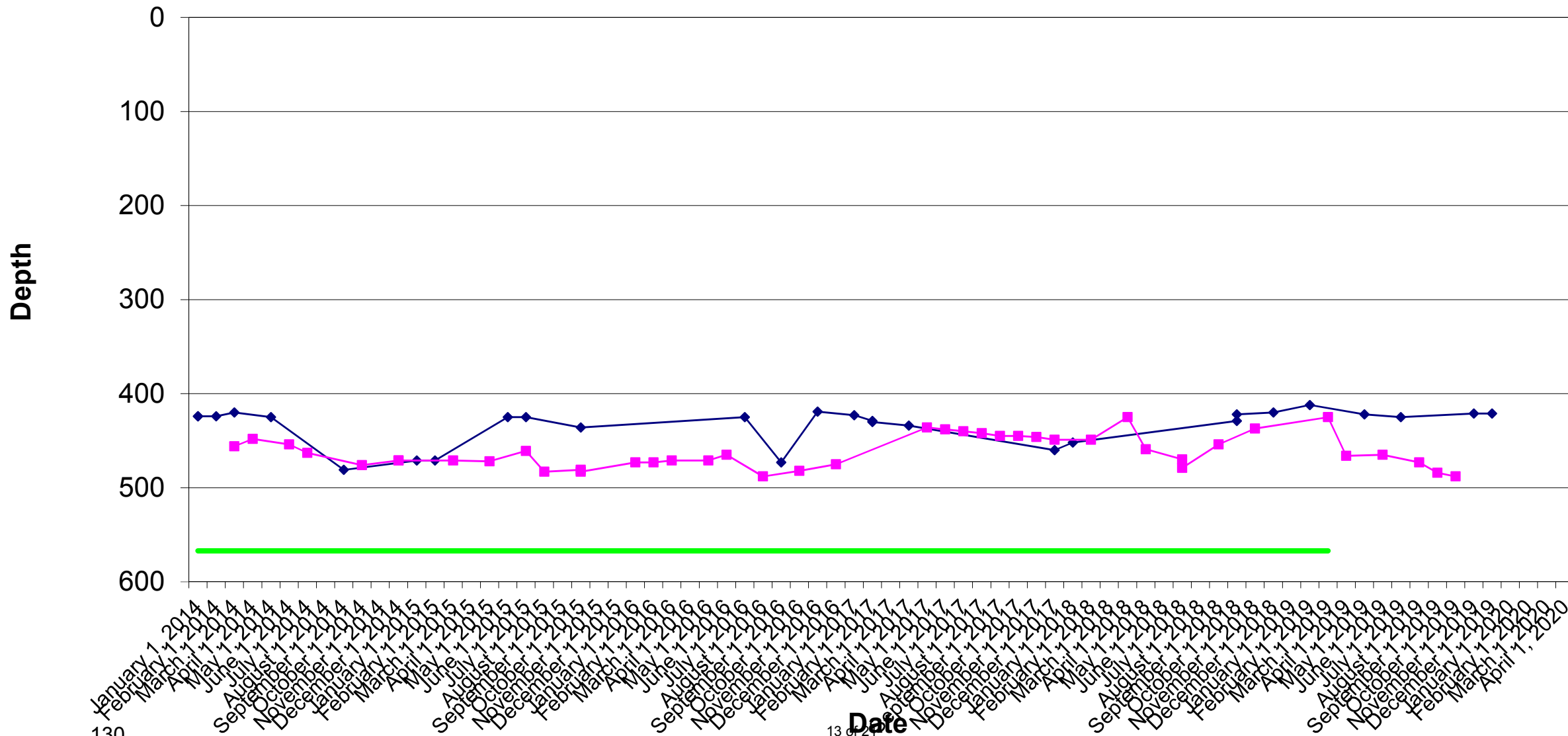


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Pasatiempo 5-A

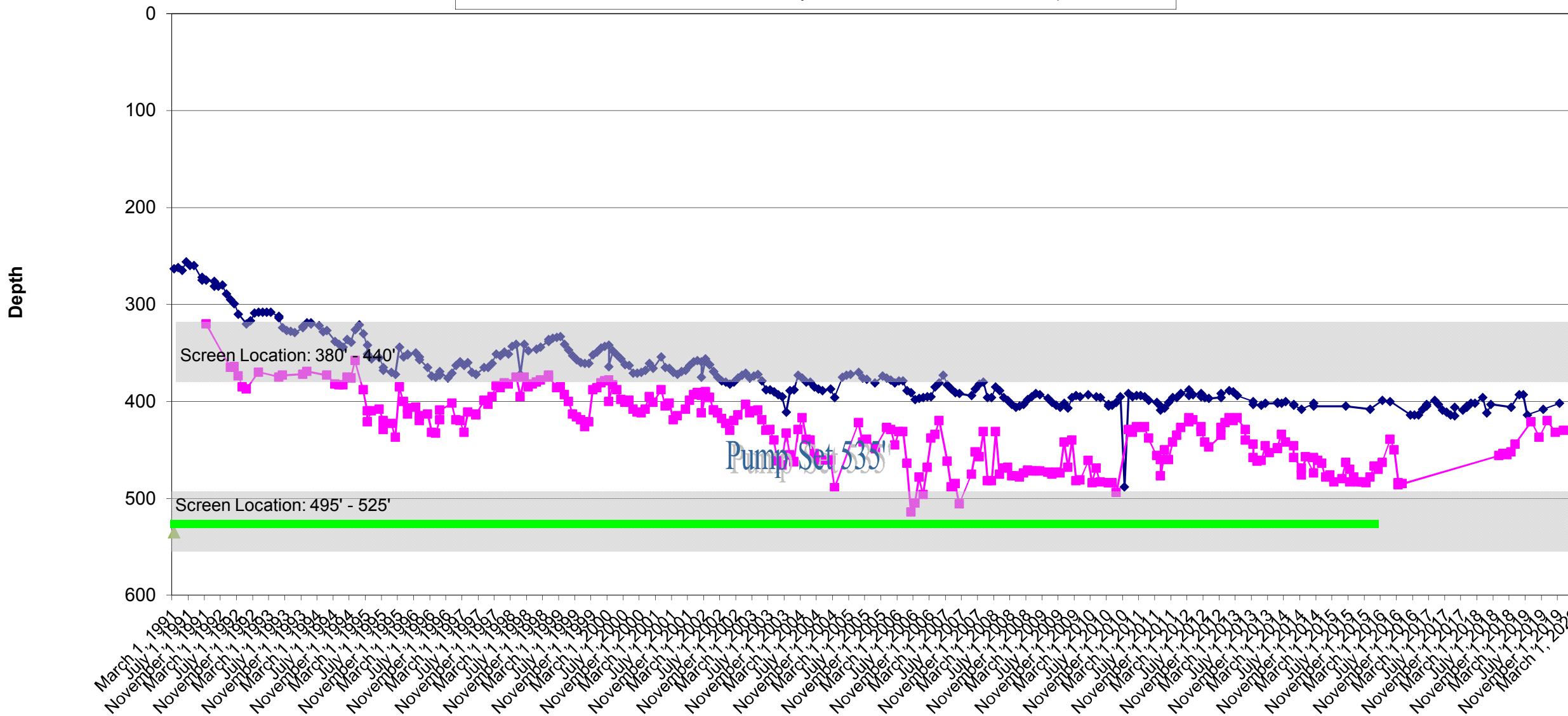
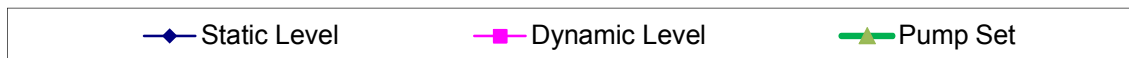
Location: So. Of 3650 Graham Hill Rd
Elevation: 752'
Installed 1-1-14
State Well #:4410014-014
Completed Depth: 710'





SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

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





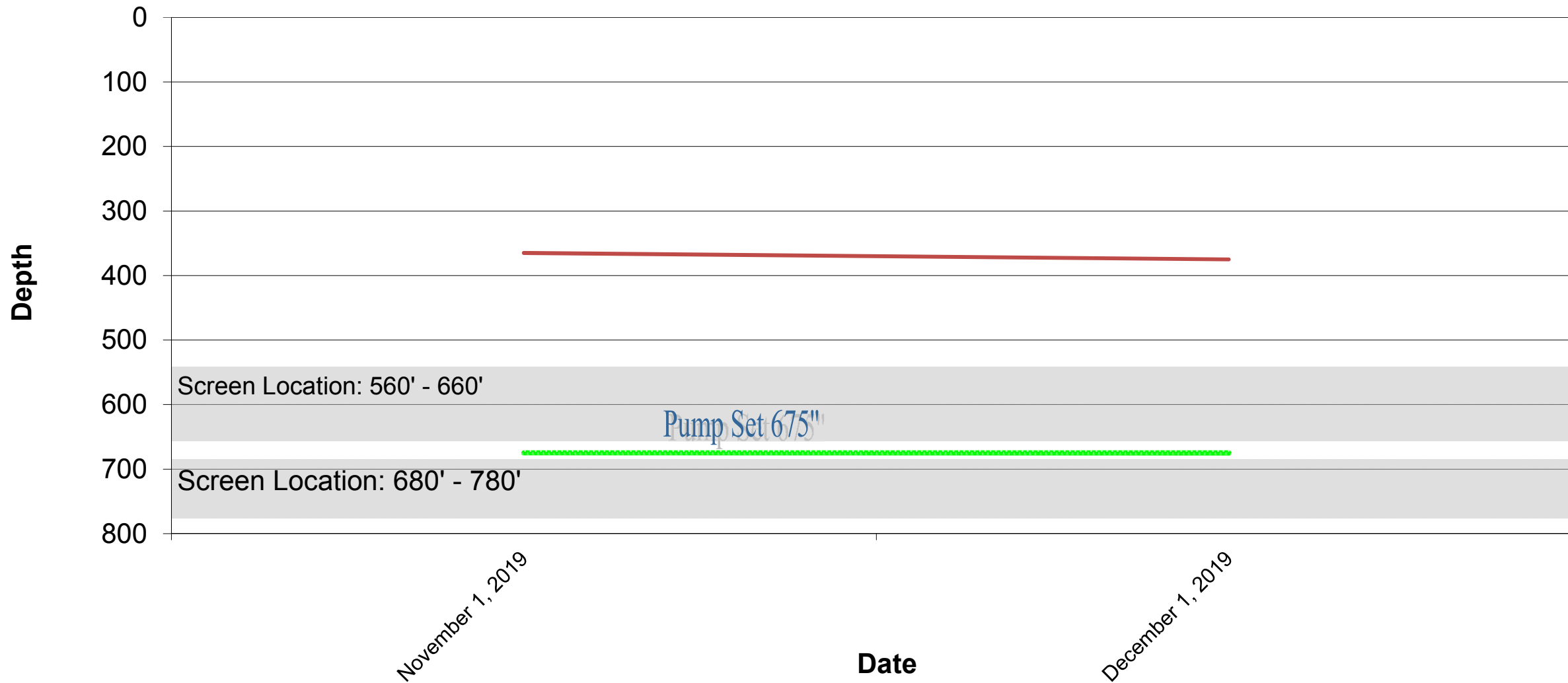
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

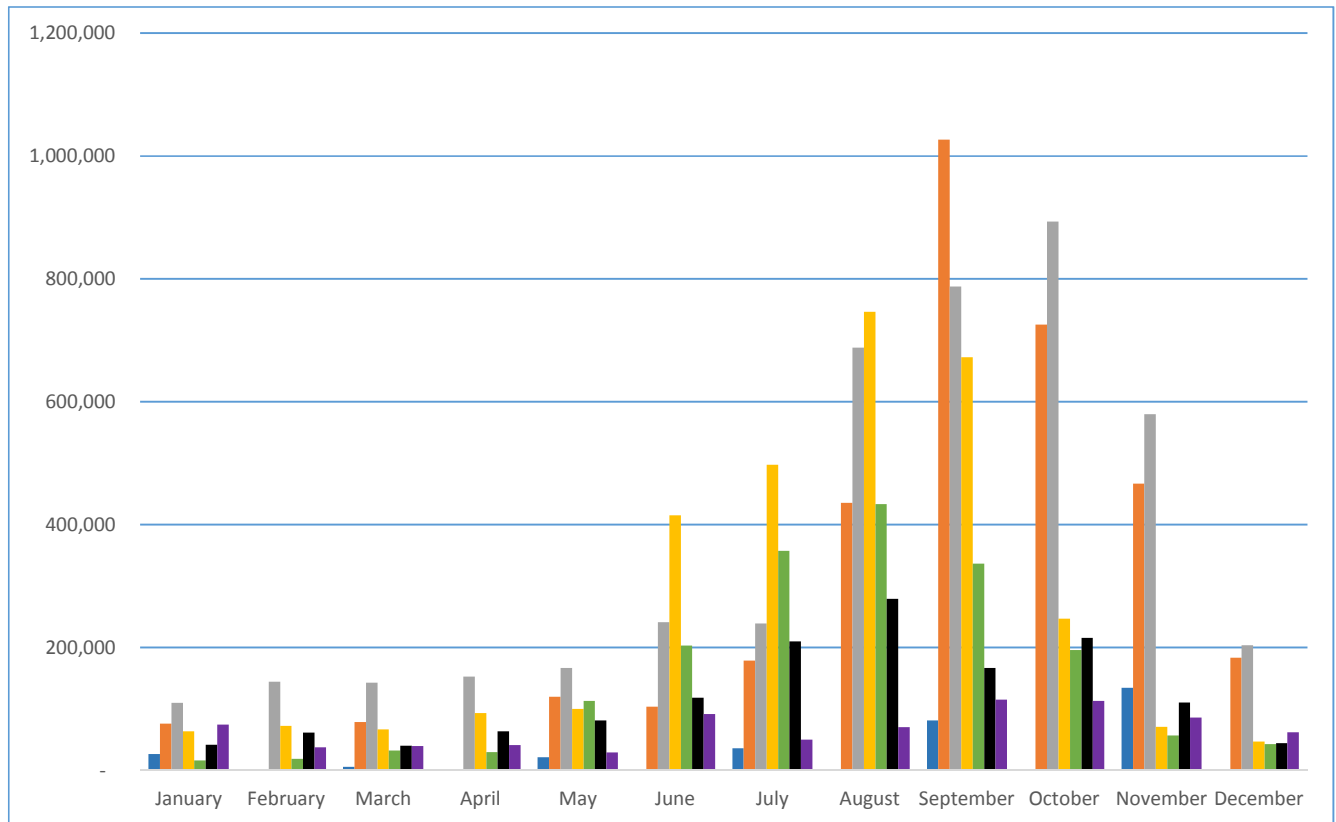
Pasatiempo 8

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

Pump Set STATIC DYNAMIC



SAN LORENZO VALLEY WATER DISTRICT
BULK WATER SALES
GALLONS
December 2019



<u>Month</u>	2013	2014	2015	2016	2017	2018	2019
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	62,084
Totals	306,500	3,394,424	4,349,008	3,092,981	1,836,033	1,433,198	810,832

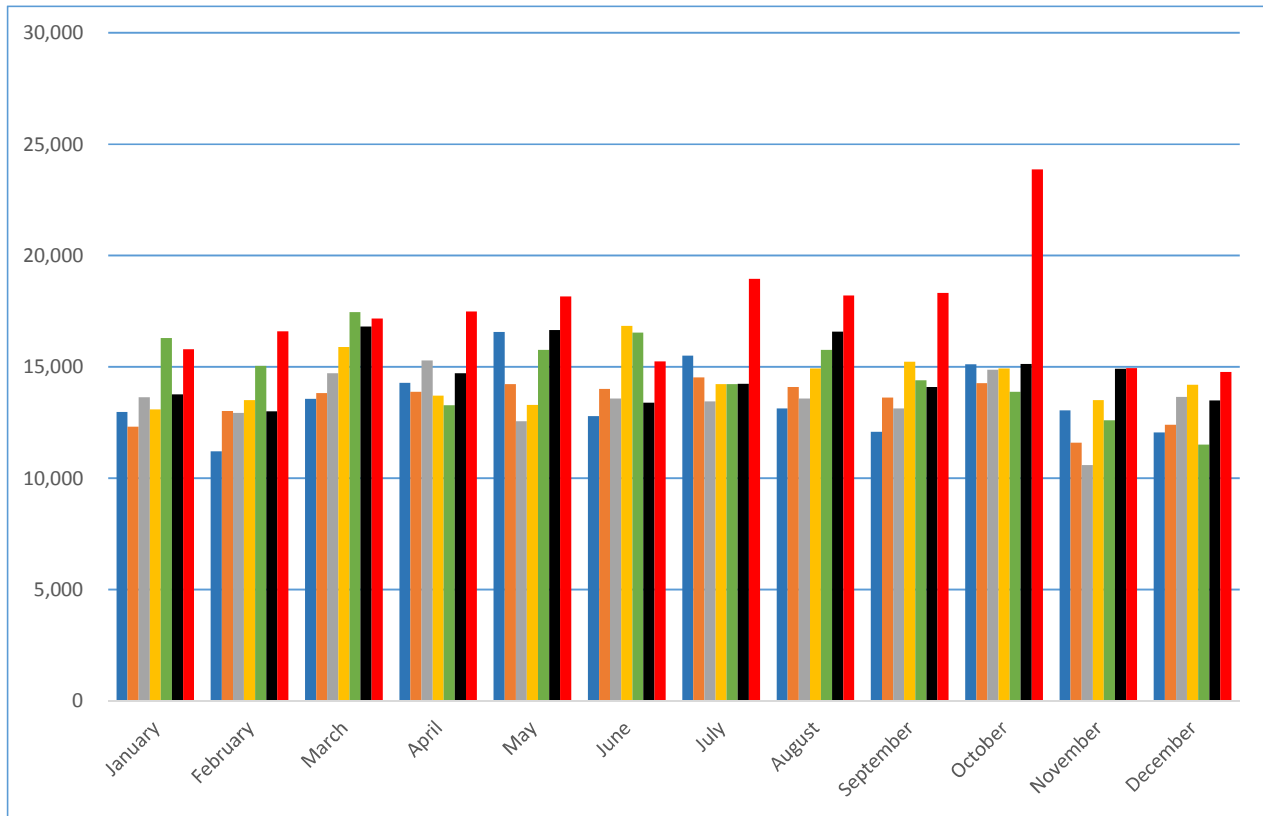
SAN LORENZO VALLEY WATER DISTRICT
MONTHLY LEAK REPORT
December 2019

Agenda: 2.6.20
Item: 13.2

Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	10331 CALIFORNIA DR.	BEN LOMOND	240
400 MAIN LEAKING	530 condor drive	BEN LOMOND	2,400
400 MAIN LEAKING	1315 DUNDEE	BEN LOMOND	1,440
400 MAIN LEAKING	ZAYANTE SCHOOL RD.	BEN LOMOND	10,000
400 MAIN LEAKING	155 SHADOWBROOK LN	BEN LOMOND	11,880
400 MAIN LEAKING	9737 MANZANITA AVE	BEN LOMOND	10800
400 MAIN LEAKING	1605 JACKSON	BEN LOMOND	40,320
400 MAIN LEAKING	710 SCENIC WAY	BEN LOMOND	2,160
400 MAIN LEAKING	BEHIND JOE'S BAR NEAR AT&T	BOULDER CREEK	21,600
400 MAIN LEAKING	BLACKSTONE DR	BOULDER CREEK	8,640
400 MAIN LEAKING	13374 HWY 9	BOULDER CREEK	12,960
400 MAIN LEAKING	12530 BOULDER ST	BOULDER CREEK	21,168
400 MAIN LEAKING	PRIMAVERA RD	BOULDER CREEK	5,400
400 MAIN LEAKING	340 RIVER ST.	BOULDER CREEK	900
400 MAIN LEAKING	15610 HWY 9	BOULDER CREEK	180
400 MAIN LEAKING	120 NELLIE LN	BOULDER CREEK	3,000
400 MAIN LEAKING	TRESSEL PASS	BOULDER CREEK	108,000
400 MAIN LEAKING	325 RIDGE DR.	BOULDER CREEK	720
400 MAIN LEAKING	10670 West Dr	BOULDER CREEK	1,440
400 MAIN LEAKING	150 LOVERS LANE	BOULDER CREEK	28,000
400 MAIN LEAKING	Charlie Hydro	BOULDER CREEK	11,500
400 MAIN LEAKING	110 JAUNITA WOODS RD	BOULDER CREEK	7,200
Total North			309,948
FELTON SYSTEM			
Total Felton			-
LOMPICO			
400 MAIN LEAKING	10783 VERA AVE	LOMPICO	100
Total Lompico			100
SCOTTS VALLEY			
400 MAIN LEAKING	560 WHISPERING PINES	SCOTTS VALLEY	18,900.00
Total Scotts Valley			18,900
Total All Systems			328,948

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)			
NONE										

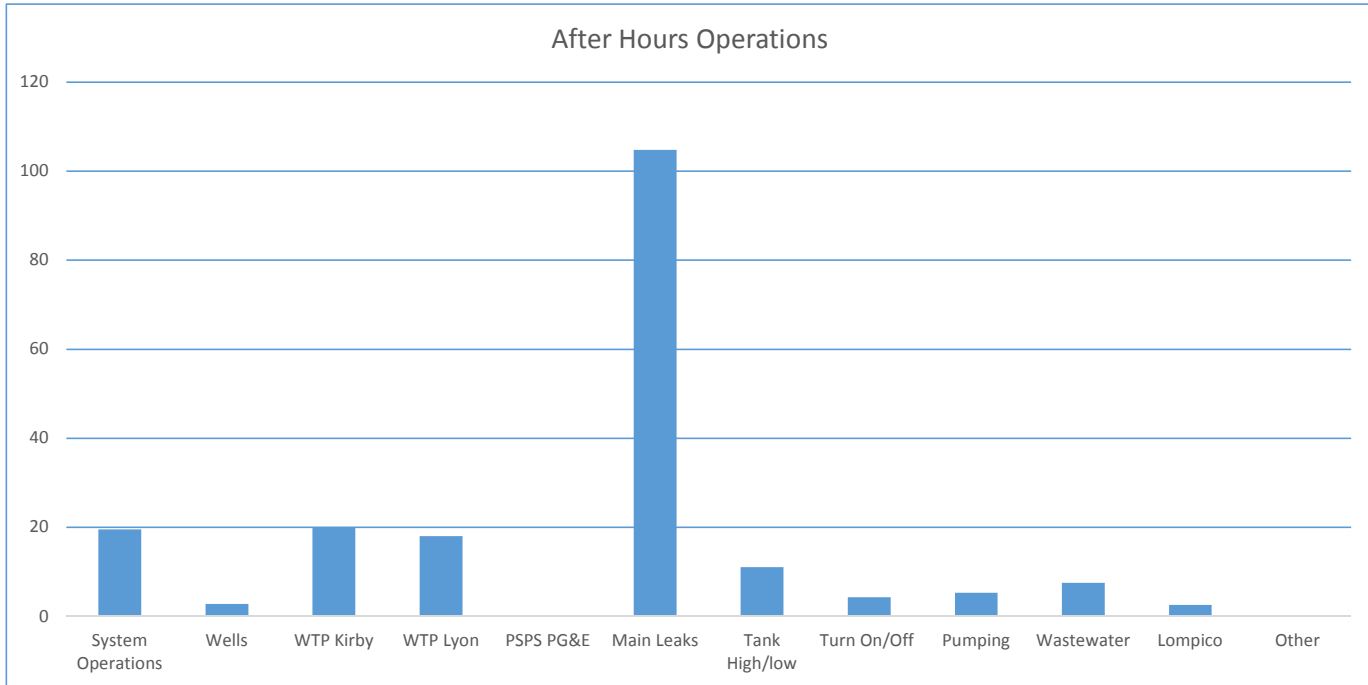
SAN LORENZO VALLEY WATER DISTRICT VEHICLE MILEAGE December 2019



<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	15,045	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	18,156
June	12,780	14,000	13,582	16,841	16,534	13,390	15,249
July	15,497	14,519	13,441	14,228	14,229	14,242	18,955
August	13,136	14,096	13,569	14,923	15,761	16,576	18,194
September	12,087	13,622	13,137	15,229	14,388	14,094	18,321
October	15,120	14,261	14,868	14,924	13,880	15,126	23,864
November	13,046	11,594	10,591	13,510	12,598	14,908	14,942
December	12,060	12,394	13,648	14,187	11,512	13,492	14,763
Totals	162,304	161,746	161,946	173,305	176,711	176,760	209,488

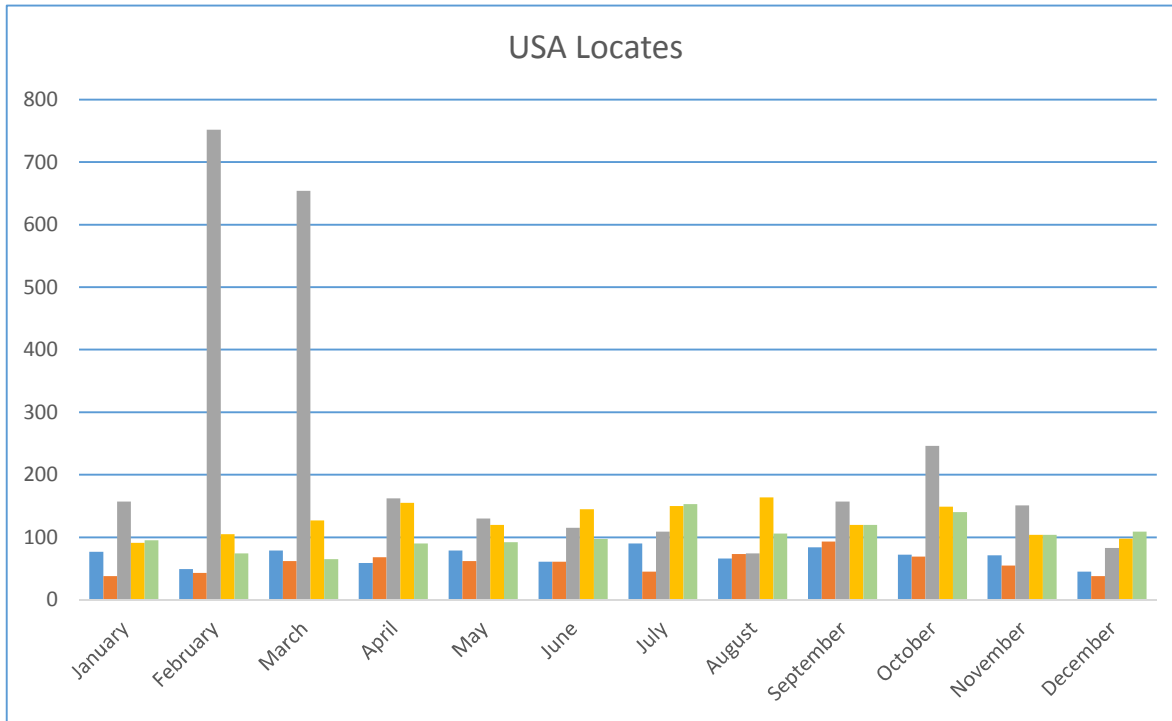
**SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
December 2019**

Agenda: 2.6.20
Item: 13.2



<u>Description</u>	<u>Hours</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
System Operations	19.5	January	N/A	145.00	280.75	90.50	96.50
Wells	2.75	February	N/A	86.50	192.25	72.00	180.00
WTP Kirby	20	March	N/A	153.75	105.75	80.25	106.25
WTP Lyon	18	April	82.50	72.00	128.75	156.75	76.25
PPSP PG&E	0	May					82.50
Main Leaks	104.75	June	172.50	83.25	112.75	89.00	136.75
Tank High/low	11	July	124.25	80.25	162.00	145.25	158.30
Turn On/Off	4.25	August	111.75	81.25	141.25	134.5	119.75
Pumping	5.25	September	230.25	175.00	201.25	155.25	133.00
Wastewater	7.5	October	128.25	78.50	104.00	111.5	605.75
Lompico	2.5	November	114.25	96.25	122.50	197.5	182.00
Other	0	December	186.25	130.75	134.00	220.25	195.50
Total	195.5		1150.00	1182.50	1685.25	1452.75	2072.55

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



<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	109
Total to Date	832	707	2,790	1528	1245



From: matt johnston <mateoveo@yahoo.com>
Sent: Tuesday, January 14, 2020 3:01 PM
To: Steve Swan <sswan@slvwd.com>
Subject: Glyphosate

Hello Mr. Swan,

I have discussed your letter of December 16, 2019 with both Paia Levine, my direct supervisor, and Kathy Molloy, our Planning Director, and they have no issue with the fact that I, as Environmental Coordinator, represented the County in passing on information to your Board regarding some of the false claims that have been made regarding glyphosate. As someone with a Master's degree in environmental science and 20 years experience as a Resource Planner overseeing invasive eradication and native restoration, I understand the threat to the environment and to people that this chemical poses. I also understand the threat to native habitat and species that some of the more aggressive invasive species pose, and I recognize that while never using this chemical again is a great goal, the reality is that in order to control some species, it is necessary to use this chemical, and so must be done in such a way that minimizes the potential for persistence in the environment and protects people from contact. That was the idea behind my email October 24, 2019, and that accurately represents the County's stance on pesticides.

I find it insulting that your response to my informational email was to report me to my superiors, and claim that I am misrepresenting the County's position on pesticides. In your letter you quote part of the first sentence of the statement of goals of the IPMP, as if that encompasses the goals of the policy. The full paragraph is printed below, and as you can see, the County recognizes complete elimination cannot be achieved immediately, and that *"even after dedicated review and exploration of all available options, it may not be possible to completely eliminate all pesticide use on County property. However, in those situations where pesticides cannot be completely eliminated, it is the Board's intention that the quantity and the risk level of pesticides which are used be reduced to the maximum degree possible."*

To claim that I misrepresented the County's position and then to claim that the county's position is the complete elimination of pesticides and nothing more is misleading and either intentionally deceptive or just ignorant. I am a San Lorenzo Valley resident and SLVWD customer, and am fully aware of the controversy around this pesticide and the role it played in the recent elections. It is unfortunate that our Water District is now being guided by people who misrepresent County Policy in this way.

It is the goal of the Santa Cruz County Board of Supervisors to eliminate the use of pesticides on County property. In establishing this policy, it is acknowledged that this is a long-term goal, which cannot be achieved instantaneously. It is also acknowledged that, even after dedicated review and exploration of all available options, it may not be possible to completely eliminate all pesticide use on County property. However, in those situations where pesticides cannot be completely eliminated, it is the Board's intention that the quantity and the risk level of pesticides which are used be reduced to the maximum degree possible.

Matt Johnston