



BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER
DISTRICT
AGENDA
July 16, 2020

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

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on Thursday, July 16, 2020 at 6:30 p.m., via videoconference and teleconference.

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

To join the meeting click the link below, or type it into your web browser:
<https://us02web.zoom.us/j/87518463986f>

Or Telephone:
+1 669 900 6833
+1 253 215 8782
+1 346 248 7799
+1 312 626 6799
+1 929 436 2866
+1 301 715 8592

Webinar ID: 875 1846 3986

Agenda documents are available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

1. Convene Meeting
2. Roll Call:
3. Additions and Deletions to Agenda:
Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for

which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).

4. Oral Communications:

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

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

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

5. Unfinished Business:

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

a. PAST DUE PROCESS

Discussion and possible action by the Board regarding the Past Due process.

b. BOARD POLICY MANUAL

Discussion and possible action by the Board regarding revisions to the Board Policy Manual.

6. New Business:

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

a. CHATTERBOX CONTRACT EXTENSION

Discussion and possible action by the Board regarding an extension to the Chatterbox contract.

b. SALE OF SURPLUS PROPERTY

Discussion and possible action by the Board regarding the sale of Surplus Property.

7. Consent Agenda:

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

a. MINUTES FROM BOARD OF DIRECTORS MEETING JUNE 18, 2020

8. District Reports:

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

- DEPARTMENT STATUS REPORTS

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

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

- COMMITTEE REPORTS

- Future Committee Agenda Items
- Committee Meeting Notes/Minutes
 - Environmental Committee Minutes 6.18.20
 - Facilities Committee Minutes 6.25.20

- DIRECTORS REPORTS

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

9. Written Communication: None

10. Informational Material:

- SLVWD Secures Additional Generators - Press Banner 7.10.20

11. Adjournment

Certification of Posting

I hereby certify that on July 10, 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 July 10, 2020.

Holly Hossack, District Secretary

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: Past Due Process
DATE: July 16, 2020

RECOMMENDATION:

It is recommended the Board start up late fees as a way to 1) give incentive to those that can afford to pay their bill, and 2) encourage those that are not able to pay, to contact Customer Service and set-up a payment plan in accordance with District policy (up to 12 months).

Process: Begin to change the messaging that late fees will be starting soon.

- Cycle 2 bills go out on the 5th:
 - 8/5 bill will have message alerting to late fees starting and payment plan options.
 - After the 8/26 due date, send Courtesy Reminder on 8/27, with a due date of 9/4 to avoid late fee. The \$10 late fee would be applied to the 9/5 bill.
- Cycle 1 bills go out on the 20th:
 - 8/20 bill will have message alerting to late fees starting and payment plan options.
 - After the 9/10 due date, send Courtesy Reminder on 9/11, with a due date of 9/19 to avoid late fee. The \$10 late fee would be applied to the 9/20 bill.

It is suggested that when the full past due policy is reinstated, this subject be addressed again. At that time, the Board may want to allow one additional payment plan to accommodate customers still facing financial difficulties.

BACKGROUND:

The Budget & Finance Committee have been monitoring the past due balances since the past due process was suspended due to COVID-19. While the State still has a no turn off order in place, there is nothing preventing late fees or other means of collection or notifications. At a certain point the District does need to pursue attempting to collect on past due accounts. Accounts continuing to grow a past due balance will eventually make it very difficult to pay off. Past due reminders and late fees are ways to start communication with customers. The District does offer long term payment plans that can hopefully fit the customer's needs, and start to reduce account balances. Other Districts have begun to have similar discussions.

Courtesy IVR Notification:

- Customers must be signed up to receive the IVR notifications. They can sign up online: <https://www.slvwd.com/customer-service/webforms/past-due-notification-sign>
- The District does have a significant number of customers signed up to receive either a text, phone call or e-mail notifying them of a past due balance. There typically were 80%+ of customers that were past due that would receive a notice.
- Below is how the courtesy notice reads:
 - "This is a courtesy reminder from the San Lorenzo Valley Water District that account number {account number} bill is now past due. To avoid late fee please pay {balance} by {due date}. The written policy on residential water service for nonpayment is available on the District's website, www.slvwd.com under "Customer Service". Call the District's office at 831-338-2153 promptly before the due date if you would like to discuss options offered by the District. You can make a quick payment online any time or by calling 831-337-4128 for automated credit card payments."
- These prompts are not a quick turnaround process as it requires programing and recording on the third party end. It took 6 weeks to get the courtesy reminder created for the newer late fee.
 - We are able to create emergency alerts, but these would not have any of the customer info on account balances etc.



NOSSAMAN LLP

Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: July 16, 2020

RE: Board Policy Manual
502665-0001

RECOMMENDATION:

Review and approve Resolution No. 1 (20-21), which would add a new policy to the Board Policy Manual to make visual and written materials available prior to meetings of the Board of Directors.

Alternatively, the Board could:

1. Request additional changes to the Board Policy Manual;
2. Refer items to Committee for further discussion; or
3. Take no action.

These alternatives are not recommended. The changes presented here are based on a draft policy presented to the Board at the regular meeting conducted on June 4, 2020. The Board referred the matter to the Administration Committee. The proposed Resolution and attachments reflect policy recommendations made by the Administration Committee.

BACKGROUND:

The draft policy presented to the Board in June was written to address issues arising in the context of meetings being conducted virtually or remotely in light of COVID-19. Conducting meetings using Zoom brings new challenges for Brown Act compliance and transparency. One such challenge is the need to make documents and visual meeting materials available to the Board Members and public. The Administration Committee recommended expanding the policy to all regular Board meetings – not just remote or virtual meetings. Other Administration Committee recommendations include:

- In the usual course of business, written and visual meeting materials should be available when the agenda is posted and should be included in the packet.
- For meeting materials that could not be available in time for the regular Board agenda packet, the deadline to submit them to staff is 5 p.m. two days before the

Memorandum
July 16, 2020
Page 2

meeting. Staff will endeavor to post such materials to the District's website as soon as practicable before the meeting.

- Staff and consultant materials that miss the deadline will be posted to the District's website before the meeting if feasible, or posted to the website following the meeting. Public comment letters that miss the deadline will be included as "written communications" in a subsequent agenda packet.

ATTACHMENTS:

Attachment A – SLVWD 2020 Board Policy Manual (legal blackline showing proposed changes against prior version)

SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 1 (20-21)
BOARD POLICY MANUAL

WHEREAS, on February 6, 2020, the Board of Directors (“Board”) of the San Lorenzo Valley Water District (“District”) reviewed the Board of Directors Policy Manual (“Policy Manual”) and adopted it for 2020 pursuant to Resolution No. 17 (19-20); and

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

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

WHEREAS, the Board 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 hereby adopts and approves revisions to the 2020 Board of Directors Policy Manual, a copy of which revised Policy Manual 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 16th day of July 2020, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

Holly B. Hossack
District Secretary

Exhibit 1

[Insert Revised 2020 San Lorenzo Valley Water District
Board of Directors Policy Manual]

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 2020

ADOPTED

July 16, 2020

RESOLUTION NO. ___ (19-20)

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

Additional requirements for meeting materials (sections 9 and 10)

TABLE OF CONTENTS

	<u>Page</u>
1. Mission Statement.....	1
2. Authority of Board.....	1
3. Code of Ethics and Conduct.....	1
4. Ethics Training.....	3
5. Governing Laws	4
6. Election of Officers	4
7. Role of the Board Powers, Duties and Functions.....	4
8. Role of Individual Directors.....	6
9. Board of Directors Meetings	6
10. Technological Conferencing	13
11. President.....	13
12. Vice-President.....	14
13. Minutes.....	14
14. Committees	15
15. Meeting Stipends.....	17
16. Training, Educational Programs, Conferences and Meetings	18
17. Expenditure Reimbursement	20
18. Personnel Policies	21
19. Conflict of Interest Code	22
20. Resignations.....	23
21. Vacancies.....	23
22. Inconsistent, Incompatible and Conflicting Employment or Activities	23
23. Directors' Legal Liabilities	24
24. Investment Policy	24

25. Annual Disclosure of Reimbursements24

26. General Provisions25

27. Annual Review25

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) ADDITIONAL REQUIREMENTS FOR MEETING MATERIALS

In the usual course of business, most meeting materials should be available when the agenda is posted and should be included in the agenda packet.

For regular Board meetings, any materials to be presented that are not included with the agenda packet shall be provided to the District Secretary (or other designated staff member) by 5 p.m. two days before the meeting. Staff will arrange to have the materials posted to the District's website before the meeting. Any staff or consultant materials that miss this deadline will be posted to the District's website before the meeting if feasible, or will be posted following the meeting. Any public comment letters designated as such that miss this deadline will be included as Written Communications in a subsequent agenda packet.

For other meetings of any "legislative body" of the District including committee meetings, any staff or consultant materials that miss the applicable agenda packet deadline may be posted to the District's website before the meeting if feasible, or will be posted following the meeting.

This policy is intended to promote transparency and compliance with Government Code section 54957.5 by ensuring that Board Members and the public have access to meeting materials. This policy does not apply to confidential closed-session materials.

K) 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

L) 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.

M) 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.

N) 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.

O) 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.

P) 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.) For telephonic and other remote or virtual regular Board meetings, meeting materials that are not posted to the District's website before the meeting should not be shown to Board Members during the meeting.

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:
 - a. 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.
 - b. 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, CONFERENCES 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:
 - 1. a letter of interest, and
 - 2. 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

[Insert Redline Version Showing Proposed Revisions to the
2020 San Lorenzo Valley Water District Board of Directors Policy Manual]

SAN LORENZO VALLEY WATER DISTRICT



BOARD OF DIRECTORS POLICY MANUAL 2020

ADOPTED

July~~February~~ 16, 2020

RESOLUTION NO. 17 (19-20)

MODIFICATIONS TO POLICY MANUAL SINCE LAST FULL BOARD APPROVAL

~~Additional requirements for meeting materials (sections 9 and 10)~~

~~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).~~

TABLE OF CONTENTS

	<u>Page</u>	
1. Mission Statement	1	Field Code Changed
2. Authority of Board	1	Field Code Changed
3. Code of Ethics and Conduct	1	Field Code Changed
4. Ethics Training	33	Field Code Changed
5. Governing Laws	44	Field Code Changed
6. Election of Officers	44	Field Code Changed
7. Role of the Board Powers, Duties and Functions	44	Field Code Changed
8. Role of Individual Directors	66	Field Code Changed
9. Board of Directors Meetings	66	Field Code Changed
10. Technological Conferencing	1312	Field Code Changed
11. President	1312	Field Code Changed
12. Vice-President	1414	Field Code Changed
13. Minutes	1414	Field Code Changed
14. Committees	1514	Field Code Changed
15. Meeting Stipends	1717	Field Code Changed
16. Training, Educational Programs, Conferences and Meetings	1818	Field Code Changed
17. Expenditure Reimbursement	2019	Field Code Changed
18. Personnel Policies	2120	Field Code Changed
19. Conflict of Interest Code	2222	Field Code Changed
20. Resignations	2322	Field Code Changed
21. Vacancies	2322	Field Code Changed
22. Inconsistent, Incompatible and Conflicting Employment or Activities	2323	Field Code Changed
23. Directors' Legal Liabilities	2423	Field Code Changed
24. Investment Policy	2424	Field Code Changed

25. Annual Disclosure of Reimbursements 2424

26. General Provisions..... 2524

27. Annual Review 2524

Field Code Changed

Field Code Changed

Field Code Changed

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) ADDITIONAL REQUIREMENTS FOR MEETING MATERIALS

In the usual course of business, most meeting materials should be available when the agenda is posted and should be included in the agenda packet.

For regular Board meetings, any materials to be presented that are not included with the agenda packet shall be provided to the District Secretary (or other designated staff member) by 5 p.m. two days before the meeting. Staff will arrange to have the materials posted to the District's website before the meeting. Any staff or consultant materials that miss this deadline will be posted to the District's website before the meeting if feasible, or will be posted following the meeting. Any public comment letters designated as such that miss this deadline will be included as Written Communications in a subsequent agenda packet.

For other meetings of any "legislative body" of the District including committee meetings, any staff or consultant materials that miss the applicable agenda packet deadline may be posted to the District's website before the meeting if feasible, or will be posted following the meeting.

This policy is intended to promote transparency and compliance with Government Code section 54957.5 by ensuring that Board Members and the public have access to meeting materials. This policy does not apply to confidential closed-session materials.

J)K) 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\L 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\M 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)N) 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)O) 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)P) 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.) [For telephonic and other remote or virtual regular Board meetings, meeting materials that are not posted to the District's website before the meeting should not be shown to Board Members during the meeting.](#)

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:
 - a. 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.
 - b. 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, CONFERENCES 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:
 - 1. a letter of interest, and
 - 2. 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 ***

MEMO

To: Board of Directors
From: District Manager
Prepared by: Environmental Planner
SUBJECT: Chatterbox Contract Extension
DATE: July 16, 2020

RECOMMENDATION

It is recommended that the Board of Directors review and authorize the District Manager to extend the contract with Chatterbox PR to continue to carry out the District's communication and outreach needs in the amount of \$23,600.

BACKGROUND

In March 2020 the District entered into a partial contract with Chatterbox PR to begin establishing an Outreach and Communications Plan. Chatterbox completed a public survey in April, created a 3-month outreach plan, has been active (3+ postings a week) on all the District's social media accounts, released a campaign to promote online bill pay and launched the District on new social media platforms (Twitter & Instagram) to reach a wide variety of customers. An overview of their accomplishments can be found in the Environmental Planner's status report under "Public Outreach" (item 8.6).

The March contract split Chatterbox's proposal cost & scope in half. The reduced scope and budget included "Phase 1: market research" & "Phase 2: development of marketing plans & best practices" for \$20,000 (approximately 195 hours). For further detail attached is Chatterbox's initial proposal outlining their phases of execution and qualifications in detail (exhibit A).

The fiscal year 2020/2021 has \$25,000 allocated for outreach. The extended contract for \$23,600 will cover approximately 265 hours of work for implementing "Phase 3". Phase 3 includes execution of marketing plans, launching all marketing elements, weekly communications/reporting for marketing and monthly reporting for social media.

Chatterbox plans to continue its progress with its outreach planning in 3 month increments working with staff to keep information relevant to the month. Attached is the first 3-month plan currently in progress; June - August (Exhibit B).

It is recommended the Board authorize the District Manager to extend Chatterbox's contract in the amount of \$23,600.00

FISCAL IMPACT

\$23,600.00



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Communication and Outreach Services

San Lorenzo Valley Water District

Proposal Updated 2.8.2020



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Chatterbox PR Executive Summary

Chatterbox focuses on the unique qualities of your organization and the characteristics of your defined audience. We specialize in building and creating brands. Our team focuses on differentiating you from your competitors and developing a distinct brand identity. Combining proven creative excellence with solid marketing and strategic public relations plans, we help clients succeed in a competitive - and often crowded - marketplace. For over eight years, Chatterbox has been serving clients in fields as diverse as: art, health care, agriculture, writing, food and wine, legal, nonprofit, professional services, real estate, retail, tourism and more.

Service areas include:

1. Strategic Planning
2. Brand Experience
3. Consumer Marketing
4. Marketing Plan Development and Execution
5. Public Relations
6. Event Planning
7. Copywriting
8. Graphic Design
9. Social Media

Theory of Practice:

Chatterbox tells your story through a wide variety of traditional and nontraditional media channels to obtain results you want. You know what you want to achieve with your practice and what success means to you. We create integrated solutions that deliver that success with meaningful, positive and measurable impact on the performance of your organization. At Chatterbox, we think a little more deeply and respond more inventively than your average marketing agency. That's because we know people - not just from a marketing standpoint, but from a human one. Our capabilities reflect our understanding of what works for whom—and when and where. Let Chatterbox help you put a plan in place to achieve your desired outcomes.

Management Process:

We believe strongly that client communication is critical to the success of any campaign. We will provide you



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with weekly updates including progress reports on what has taken place over the past week and plans for the upcoming week. We also present a monthly recap and timeline for the next month's projects. We will schedule meetings based on your needs.

Methodology and Resources:

We own all of the resource directories necessary to execute a successful media outreach campaign and have cultivated relationships for over 20 years with local and national media.

Social Media Expertise:

Chatterbox has extensive experience managing a wide variety of social media accounts through various outlets. We are well versed in management tools and track analytics to achieve the goals of an organization. We take a strategy-oriented approach to isolate the outlets most beneficial to our objectives and focus on maximizing those efforts.

Non-Profit Experience:

The firm's principals, Marci Bracco Cain and Andria Cambridge, draw on their expertise and extensive network of contacts to deliver customized programs for nonprofits that help clients reach their business goals and objectives. While taking a hands-on approach with – and providing senior counsel on – all accounts, they employ a network of trusted and experienced communications professionals who can assist with projects when the need arises. Chatterbox PR's network includes writers, publicists, designers, video producers, advertising specialists, among others that help build a non-profits campaign. In addition, Chatterbox PR has taught classes through the Community Foundation for local nonprofits on marketing, public relations and social media.

The Giving Hour:

The Greek poet Homer once said, "The charity that is a trifle to us can be precious to others."

Chatterbox PR believes in giving back to the community, but that doesn't have to involve just monetary donations. We believe that giving of your time, energy, talents and expertise is just as important and has as much impact. And it doesn't have to be a lot of your time, it can be an hour a day, an hour a week or even an hour a month. Every little bit helps.

That's why we take to heart the concept of "The Giving Hour." Chatterbox has donated more than \$300,000 in the past five years, including time, energy and talents to the community and various charities we feel make a difference in people's lives. And we will continue to do so. "The Giving Hour" is not just a concept, but an everyday reality at Chatterbox.



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Identification of Prime Consultant



Marci Bracco Cain, Owner/Managing Partner

Marci Bracco Cain is a W9 Contractor (doing business as Chatterbox PR)

23 Orange Drive, Salinas CA 93901

marci@chatterboxpublicrelations.com (831) 747-7455

Anyone who has met Marci Bracco for more than a few minutes knows she wears her passions on her sleeve - an undeniable zest for life, animal welfare and a fierce dedication to her clients and their brand. Ask any of the clients who have enlisted her services. They always know she and her staff are in their corner and will champion them every step of the way. Passion. Commitment. Creativity. These are the directives for the Chatterbox team.

Marci, who grew up in Morgan Hill and has a Bachelor' in journalism with an emphasis in public relations from CSU Long Beach, has in eight short years built Chatterbox into the premier public relations, brand management and marketing firm on the Central Coast. After a stint with prominent national advertising agency Chiat-Day-Mojo and a few boutique advertising agencies in Southern California, where she honed her PR skills, Marci came to Monterey County to handle public relations for the Mills Family Farms and Monterra.

Marci specializes in building and creating brands, focusing on the unique qualities of a company, an organization, a product or service and the characteristics of their audience, to help them succeed in a competitive and often-crowded marketplace. Marci brings over 25 years of public relations and marketing experience to the table, of which she applies to all projects.



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Identification of Sub Consultant



Andria Cambridge, Creative Director/Partner

All billing and contractual details go through Marci Bracco Cain (see details above)

3410 Merrill Road, Aptos, CA 95003

andria@chatterboxpublicrelations.com | (619) 888-5520

Marci and Andria are two sides of the same coin. While Marci is the public, sociable face of Chatterbox, Andria likes to work her magic behind the scenes. In this way they perfectly complement each other to fulfill the needs of the client. Andria, who has a Bachelor's degree in business, is passionate about finding creative ways to achieve cohesive branding. Very detailed-oriented, Andria likes to focus in on a business' strengths, maximize their unique vision and come up with progressive solutions to engage their audience and develop their brand. She has extensive experience in hospitality, consumer and business-to-business marketing, and has developed and implemented marketing programs and events for a diverse range of clients. Andria has been working in a



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PR/Marketing capacity for the past 6+ years. She also owns a small tech company that works in conjunction with Chatterbox PR.

Identification of Additional Sub Consultants

Chatterbox PR Overview:

Company Founded: 9 Years Ago

Team Members: 7 (In addition to Marci Bracco Cain and Andria Cambridge)
Mac McDonald/Lead Copywriter; Charlotte Web/Social Marketing; Alethea Cusimano/Account Executive; Jerrold Simon/Lead Designer; Chris Carothers/Team Designer; Paulette Tardio/Hospitality Outreach Coordinator; and Stephen Carrillo/Intern

Office: 23 Orange Drive Salinas CA 93901

Key Personnel: Bios/Resumes Above

Primary Contact: Marci Bracco Cain Owner | Managing Partner
Marci@ChatterboxPublicRelations.com
(831) 747-7455

Company Details: Chatterbox PR
23 Orange Drive Salinas, CA 93901
Marci@ChatterboxPublicRelations.com
Phone: (831) 747-7455
There is no Fax Number



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Assignment Organization and Experience of the Team

Chatterbox is known for going above and beyond in terms of client communication. This is preformed regularly in email communication, reports sent in the form of PDF's, DropBox, Microsoft Office programs etc. Our references above can comment on our responsiveness and additional references may be provided upon request. For the management approach on this project, Marci would be the primary point of contact to streamline tasks; attend all meetings and coordinate all communications between the Chatterbox team and the District. Andria would be the secondary point of contact.

Marci would coordinate the projects needs with the internal team and present all final work to the District for edits and or approval. We have fond in the past this streamlines communications and helps strategically complete projects. Work will be done at Chatterbox PR Salinas office and or the District as needed.

This is the manner out team works on all projects. There is always a lead Team Manager that takes responsibility for client communication and strategy as well as keeping the timeline on task. That Team Manager handles communication to all Chatterbox Team Members and presents final products back to the client.

Deliverables

An initial branding session, an audit of all assets will be conducted. At that time, Chatterbox will take all findings, samples of past work and current needs listed below to develop a strategic marketing plan with a detailed 12-month timeline. The timeline will offer a proposed action items on how Chatterbox feels the District can achieve the desired goals for each Target Audience. We do not feel we can present a detailed timeline until a branding session has taken place.

The District desires social outreach to the following key audiences:

- District Customers
- Residences, Businesses and Organizations within the SLV Watersheds
- Individuals and Groups with connections to the SLV Watersheds



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The District desires social outreach utilizing the following tools, as a minimum:

- **District Website**
 - **The District will maintain the website but Chatterbox PR will offer recommendations as appropriate for website content and updates.**
- District Facebook Page
- Quarterly Newsletter
- Timely Press Releases; Press Conferences; Media Tours as needed
- Guest Articles in local publications
- Billing Inserts
- Participation in or support of local and regional events
- Public surveys or opinion polls
- Other media as agreed

The District desires to increase awareness about the challenges and complexities of water management through the following objectives:

- Elevate the public's awareness about water issues in the San Lorenzo Valley
- Advance the public's understanding of SLVWD's role in bringing reliable and sustainable water to valley residence
- Engage the public on the challenges and complexities of delivering reliable water to the Valley
- Regularly update the public regarding District activities
- Discuss District efforts regarding capital replacement projects
- Discuss District efforts with Santa Margarita Groundwater JPA
- Engage in constructive public conversations about water
- Promote the efficient use of water throughout the Valley and surrounding areas (water conservation)

The firm has the experience, resources and capacity to take on this project and feels it fits within our firms 18 – 24 month plans for growth. Our team is ready to take on this project effective March 1, 2020.



Proposed 12-Month Schedule and Cost Schedule

Note: This is a sample timeline of phases. Once we have an audit and develop all needs we would present a final timeline.

Phase 1:

- Months 1-2 (February kick off meeting February 11th. Gather all items to start March 1)
 - This includes putting together the outreach plan but is not limited to:
 - Branding Session
 - Collateral Audit
 - Market Analysis
 - Survey Monkey
 - Print Survey
 - Focus Groups; Phone interviews; Skype interviews as needed
 - Press release schedule
 - Social Media Outreach Plan
 - Collateral Schedule for the Year
 - Enewsletter and Print Newsletter Schedule
 - Develop a billing insert template and schedule
 - Public relations plan including guest articles in newspapers
 - Press conference schedule
 - Audit of local and regional events to support
 - Website audit – Removed from bid as website is completed.
 - Market research in each area after the main interview is completed with the key stakeholder or team of stakeholders
 - Gather up information
 - Put together initial fact finding data
 - Deliverables for this time period include:
 - Task 1- Review existing outreach efforts and provide written report identifying areas of weakness and strengths. Develop first draft of timeline for the year after audit and branding session.
 - Approx. Hours: 75



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Phase 2:

- Months 2-4(May and June 2020)
 - Market Research
 - Launch Survey's; Focus Group; Questionnaires as needed
 - Gather Data
 - Finalize timeline
 - Launch all marketing per timeline
 - Deliverables for this time period include:
 - Task 2- Develop written outreach plan with specific goals, including recommendations of best management practices and opportunities to enhance efforts.
 - Approx. Hours: 120

Phase 3:

- Month 5- 12 (July 2020 – January 2021)
 - Present Survey Results and Data Chart
 - Deliverables: Task: 3 Execute marketing plan; follow timeline; launch all marketing elements; 2 meetings per month; weekly communications/reporting for marketing; monthly reporting for social media. **This phase would include the development an RFP for the Districts website to enhance outreach and usability including the option for American with Disabilities (ADA) legal requirements. This has been removed and hours reduced.**
 - Approx. Hours: 265 spread over 8 months 30 - 33 hours per month

Budget Updated 2.8.2020

Phase 1:

- Months 1-2
 - Approx. Hours: 75
 - Budget: \$7,125
 - Billing date: February 25th and March 25th \$3,562.50 per payment (Payments Net 15)

Phase 2:

- Months 2-4
 - Approx. Hours: 120
 - Budget: \$11,400
 - Billing date: April 25th and May 25th \$5,700.00 per payment (Payments Net 15)



Phase 3:

• **Month 5- 12.**

- **Approx. Hours: 265 spread over 8 months 30 - 33 hours per month**
- **Budget: \$25,080 (Approx monthly fee \$3,135.00)**
- **Billing date: Beginning June 25th and the 25th of each month thereafter for \$3562.50 per payment (Payments Net 15)**

NOTE: Until we can review the project with the client it is difficult to estimate:

- **Design Needs**
- **Internal Needs**
- **What tools does San Lorenzo Valley Water District use in addition to letterhead and business cards?**
- **How many languages do the rebranded items need to be translated into?**
- **Note: Translation costs are not included in this proposal**
- **Note: This proposal can be reduced in fee once we learn the scope of work. Additionally, depending on actual design needs the proposal could also increase.**

Budget:

- **459 hours for a total of \$43,605.00 (not to exceed based off of the RFP)**
- **This estimate does not include the cost of printing, postage, ad buys or any out of pocket costs. Client will approve all costs prior to each phase.**



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San Lorenzo Valley Water District

Three Month Marketing Timeline



San Lorenzo Valley Water District Three Month Marketing Timeline

This is a draft of the timeline discussed at the Board Meeting. Note this is a mini marketing timeline so the team is aware of what we plan to work on for June, July and August.

Note our primary focus per our current contract (with these items below due July 25th) is to:

1. Launch and actively grow social media
 - a. Facebook
 - b. Twitter (connected to Facebook)
 - c. Instagram
 - d. Next Door
2. Develop a marketing timeline to present by July 25th

Additional Marketing Items will include:

1. Marketing Plan for Paying Online (June)
 - a. Sent draft for approval
2. Press Release Update on Construction and Capital Improvement (June/July)
 - a. Awaiting content from SLVWD
3. Additional Press Release Opportunities (June/July)
 - a. Library Exhibit - awaiting details
 - b. Farmers Market 20201
 1. This is a good press release and social media posts.
 - c. Fire Preparation Month (August)



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4. Enewsletter (June)
 - a. Develop Content Calendar
5. Enewsletter (July/ August)
 - a. Launch Monthly Enewsletter
6. Media Round Table/Tour (July/August)
 - a. Plan for July or August
7. Advertising (June/July)
 - a. Develop Budget
 - b. Present Ad Schedule
8. Direct Mail Postcards
 - a. Develop Draft of First Post Card

MEMO

TO: Board of Directors
From: District Manager
Subject: District Surplus Property
Date: July 16, 2020

Recommendation

It is recommended that the Board of Directors review this memo and perform the following:

- Review the attached list of District owned parcels that have been previously surplus by past Boards but remaining in ownership of the District.
- Review the attached list of District Parcels recommended to be surplus and give direction designating parcels as surplus, exempt surplus, or exempt surplus earmarked for disposal other than by auction.
- Review legal Counsel draft policy to govern the disposal process for Board approval (see attached memo).
- Direct the District Manager to facilitate a services contract with Bid4Assets, an online real estate auction site, for Board approval.
- Direct legal Counsel to prepare a resolution de-designating the Administration Building as surplus.
- Direct legal Counsel to prepare a resolution based on the Board's findings/direction, and policy in regard to these recommendations and return to the Board for adoption, to move forward with the surplus of district property by auction.

Background

The District owns approximately 172 parcels throughout District boundaries. An updated review finds twenty-three (23) parcels of which have been previous declared surplus, and continue to be owned by the District, and fifteen additional (15) parcels are being recommended for surplus, most of these parcels were obtained with the consolidation of Lompico Water and are no longer necessary to the District. In addition, there are seven (7) parcels that require further discussion regarding maintaining ownership. These parcels are commonly known as the Zayante Watershed, and at one time was the site of a proposed dam on Zayante Creek.

Individual parcel information and mapping can be reviewed by going to the Santa Cruz County GIS website at <https://gis.santacruzcounty.us/gisweb/> and enter individual Assessor Parcel Number's (APN) to review.

Some of the recommended surplus parcels may be problematic to surplus due to facilities on the parcels that will require abandonment. Some of the parcels are landlocked and these parcels will be designated as “exempt surplus earmarked for disposal other than by auction” as they have no legal access across joining parcels. One of the parcels is recommended to be exchanged for another property necessary to relocate/replace a water storage tank in the Crazy Acres Community.

Staff is trying to determine if the Board of Directors declared the District Administration Building as surplus. The District has had a change in direction and needs to adopt a resolution de-designating the Administration Building as surplus.

Requirements for declaring property surplus and disposing of the property are complicated. There are specific procedures for special districts, to catalogue their property, including surplus property, and to sell off this property. “Surplus land” means land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use. Land shall be declared either “surplus land” or “exempt surplus land,” as supported by written findings, before a local agency may take any action to dispose of it consistent with an agency’s policies or procedures. A local agency, on an annual basis, may declare multiple parcels as “surplus land” or “exempt surplus land.”

Staff has investigated the best way to dispose of surplus land either by realtor, sealed bid, or property auction. In the past the District has disposed of surplus property by sealed bid and handled the complete transfer of ownership. At times the cost of advertising and transfer of ownership was greater than high bid for the parcel.

City and Counties have moved to online auctions for selling tax delinquent property. The County of Santa Cruz for some time has been using Bid4Assets, an online real estate auction site for selling tax delinquent properties. The cost for this service is 10% of the auction price, paid by the buyer. Bid4Assets completes advertising with a 200,000 online bidders list. They complete all ownership transfers and collections of funds. There are non-refunded deposits that the buyer is responsible for.

Moving forward legal Counsel has developed a draft policy to govern the disposal process for Board approval. Attached is a list of District Parcels recommending to be surplus designating parcels as surplus, exempt surplus, or exempt surplus earmarked for disposal other than by auction.

At the July Administration Committee, the committee discussed this item and recommended moving it forward to the Board for disposal of surplus land by auction.



NOSSAMAN LLP

Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: July 16, 2020

RE: Proposed Policy for Disposal of Surplus Real Property
502665-0001

RECOMMENDATION:

Review the following information and the draft “Policy for Disposal of Surplus Real Property” (Attachment A), and provide direction.

Staff will bring a final version of the policy back to the Board for approval at a subsequent meeting.

BACKGROUND:

Surplus land refers to land owned by a local agency which is no longer necessary for that local agency’s use. The Legislature’s enactment in 2019 of Assembly Bill 1486 (Attachment B) expanded the responsibilities of special districts such as SLVWD under the Surplus Land Act.

Under the Surplus Land Act local agencies are required to prioritize the development of low-income housing when selling or leasing their surplus land. Non-exempt land must first be offered for sale or lease to affordable housing developers or for other vital public goods including parks and schools. Notices of availability must be submitted to the California Department of Housing and Community Development.

The Board must take formal action in a regular public meeting to declare land surplus, and the declaration must be supported by written findings.

Assembly Bill 1486 requires the California Department of Housing and Community Development to adopt additional reporting requirements to become effective after January 1, 2021.

ATTACHMENTS:

Attachment A - Draft Policy for Disposal of Surplus Real Property
Attachment B - Assembly Bill 1486

ATTACHMENT A
DRAFT

SAN LORENZO VALLEY WATER DISTRICT
POLICY FOR DISPOSAL OF SURPLUS REAL PROPERTY
August __, 2020

This policy is intended to provide specific procedures for the disposal of surplus real property and has been reviewed and approved by the San Lorenzo Valley Water District (“SLVWD”) Board of Directors (“Board”). Generally, real property disposal covered by this policy will be valued at fair market value as a minimum. The procedures are as follows:

1. Request for Disposal

The District Manager will consult with staff to determine whether there is still a need for the real property. The District Manager will determine if the real property is surplus, or if additional information is needed to make the determination. The District Manager will prepare a request and recommendation for Board review.

2. Determination by the Board

- a. The Board is required to take formal action by resolution, at a regular board meeting, supported by written findings, that the real property is either “exempt surplus land” as defined by Government Code Section 54221(f) or “surplus land” as defined by Government Code Section 54221(b).

- i. For SLVWD’s purposes, “exempt surplus land” may include the following:

(A) Land that is (i) less than 5,000 square feet in area, (ii) less than the minimum legal residential building lot size for the jurisdiction in which the parcel is located, or 5,000 square feet in area, whichever is less, or (iii) has no record access and is less than 10,000 square feet in area; and is not contiguous to land owned by a state or local agency that is used for open space or low- and moderate-income housing purposes. *If the land is not sold to an owner of contiguous land, it is not considered exempt surplus land.*

(B) Land that SLVWD is exchanging for another property necessary for SLVWD’s use.

(C) Land that SLVWD is transferring to another local, state, or federal agency for that agency’s use.

(D) Land that is a former street, right of way, or easement, and is conveyed to an owner of an adjacent property.

(E) Land that is subject to valid legal restrictions that are not imposed by SLVWD and that would make housing prohibited.

(F) Land that was acquired by SLVWD by purpose or exchange for trust purposes, and for which disposal of the land is subject to conditions established by statute.

- b. The resolution should include a finding, if applicable, that the proposed disposal of surplus real property qualifies for an exemption from the California Environmental Quality Act ("CEQA"). Staff will be responsible for adequately documenting compliance with CEQA.

3. Sale Procedures

- a. For "surplus land," the District will comply with all the applicable requirements under Government Code sections 54221 et seq. If an applicable entity responds timely and properly to a legally required notice, the District Manager will order an appraisal before recommending to the Board whether or not to sell the land to such an entity. If no entity responds, the District Manager may dispose of the land by public auction with no further action by the Board. *Note: The California Department of Housing and Community Development is required to adopt additional requirements to become effective after January 1, 2021.*
- b. For "exempt surplus land," the District Manager will recommend to the Board whether to:
 - i. Dispose of the land by public auction with no further action by the Board.
 - ii. Offer to sell the land to a contiguous owner and retain the services of a real estate agent/broker for this purpose. The District Manager will order an appraisal before recommending Board approval of a sale to a contiguous owner.
 - iii. Offer to sell or donate the land to another public agency. The District Manager will order an appraisal before recommending Board approval of a sale to another public agency.
 - iv. Offer to exchange the land for another property necessary for SLVWD's use. The District Manager may, in his discretion, retain the services of a real estate agent/broker for this purpose. The District Manager will order an appraisal before recommending Board approval of an exchange with another public agency.
- c. Upon closing each surplus real property transaction, staff will obtain and file a copy of each recorded deed and any other transaction records, and update the land inventory and surplus list.
- d. SLVWD's approved Conflicts of Interest Code applies to dispositions of all surplus real property. Additionally, in an abundance of caution and in keeping with the highest standards of governmental ethics, SLVWD staff, board and committee members and their immediate family members including household members are prohibited from participating as a buyer in a public auction or other

sale or disposition of surplus real property by SLVWD. Any questions or concerns should promptly be brought to the attention of District Counsel.

- e. The District Manager may recommend that the Board approve a deviation from these sale procedures. However, any deviation from these procedures, whether or not approved by the Board, shall not be grounds to challenge, invalidate, set aside or otherwise attack or unwind any sale or disposition of surplus real property.

ATTACHMENT B

[Insert Copy of Assembly Bill 1486]

Assembly Bill No. 1486

CHAPTER 664

An act to amend Sections 54220, 54221, 54222, 54222.3, 54223, 54225, 54226, 54227, 54230.5, 54233, and 65583.2 of, and to add Sections 54230.6, 54233.5, 54234, 65400.1, and 65585.1 to, the Government Code, relating to surplus land.

[Approved by Governor October 9, 2019. Filed with Secretary of State October 9, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1486, Ting. Surplus land.

(1) Existing law prescribes requirements for the disposal of surplus land by a local agency. Existing law defines "local agency" for these purposes as every city, county, city and county, and district, including school districts of any kind or class, empowered to acquire and hold real property. Existing law defines "surplus land" for these purposes as land owned by any local agency that is determined to be no longer necessary for the agency's use, except property being held by the agency for the purpose of exchange. Existing law defines "exempt surplus land" to mean land that is less than 5,000 square feet in area, less than the applicable minimum legal residential building lot size, or has no record access and is less than 10,000 square feet in area, and that is not contiguous to land owned by a state or local agency and used for park, recreational, open-space, or affordable housing.

This bill would expand the definition of "local agency" to include sewer, water, utility, and local and regional park districts, joint powers authorities, successor agencies to former redevelopment agencies, housing authorities, and other political subdivisions of this state and any instrumentality thereof that is empowered to acquire and hold real property, thereby requiring these entities to comply with these requirements for the disposal of surplus land. The bill would specify that the term "district" includes all districts within the state, and that this change is declaratory of existing law. The bill would revise the definition of "surplus land" to mean land owned in fee simple by any local agency, for which the local agency's governing body takes formal action, in a regular public meeting, declaring, supported by written findings, that the land is surplus and is not necessary for the agency's use, as defined. The bill would provide that "surplus land" for these purposes includes land held in the Community Redevelopment Property Trust Fund and land that has been designated in the long-range property management plan, either for sale or for future development, as specified. The bill would also broaden the definition of "exempt surplus land" to include specified types of lands.

(2) Existing law requires a local agency disposing of surplus land to send, prior to disposing of that property, a written offer to sell or lease the property

to specified entities. Existing law requires that a local agency, upon a written request, send a written offer to sell or lease surplus land to a housing sponsor, as defined, for the purpose of developing low- and moderate-income housing. Existing law also requires the local agency to send a written offer to sell or lease surplus land for the purpose of developing property located within an infill opportunity zone, designated as provided, to, among others, a community redevelopment agency.

This bill would instead require, except as provided, the local agency disposing of surplus land to send, prior to disposing of that property or participating in negotiations to dispose of that property with a prospective transferee, a written notice of availability. The bill would make various related conforming changes. With regards to a housing sponsor, the bill would require that a notice of availability be sent if the housing sponsor has notified the Department of Housing and Community Development of its interest in the land, rather than upon written request. With regards to surplus land to be used for the purpose of developing property located within an infill opportunity zone, as described above, the bill would instead require that the written notice of availability be sent to a successor agency to a former redevelopment agency. The bill would require the Department of Housing and Community Development to maintain an up-to-date listing of all notices of availability throughout the state on its internet website.

(3) After the disposing agency has received a notice from an entity desiring to purchase or lease the land, existing law requires the disposing agency to enter into good faith negotiations to determine a mutually satisfactory sales price or lease terms.

This bill would prohibit the terms agreed to pursuant to these negotiations from doing certain things, including, among other things, disallowing residential use of the site as a condition of the sale or lease.

(4) Existing law requires a local agency to give priority to the development of affordable housing for lower income elderly or disabled persons or households, and other lower income households when disposing of surplus land.

This bill would remove that priority.

(5) If the local agency receives offers from more than one entity that agrees to meet specified requirements related to the provision of affordable housing on the surplus land, existing law requires the local agency to give priority to the entity that proposes to provide the greatest number of units that meet those requirements. Notwithstanding that requirement, existing law requires the local agency to give first priority to an entity in specified circumstances.

In the event that more than one entity proposes the same number of units that meet the above-described affordable housing requirements, this bill would require that priority be given to the entity that proposes the deepest average level of affordability for the affordable units. The bill would authorize a local agency to negotiate concurrently with all entities that provide notice of interest to purchase or lease land for the purpose of developing affordable housing.

(6) Under existing law, failure by a local agency to comply with these requirements for the disposal of surplus land does not invalidate the transfer or conveyance of real property to a purchaser or encumbrancer for value.

This bill would require a local agency, prior to agreeing to terms for the disposition of surplus land, to provide the Department of Housing and Community Development with a specified description of the process followed to dispose of the land and a copy of any recorded restrictions against the property, as specified, in a form prescribed by the Department of Housing and Community Development. The bill would require the Department of Housing and Community Development to, among other things, review the description and submit written findings to the local agency within 30 days of receiving the description if the proposed disposal of the land will violate specified provisions of law. The bill would require the Department of Housing and Community Development to provide the local agency a reasonable time, as specified, to respond to the department's findings prior to taking certain actions and would require the local agency to take specified actions in response.

This bill would, with certain exceptions, impose a penalty of 30% of the final sale price of the land upon a local agency that disposes of land in violation of specified provisions of law after receiving the notification from the Department of Housing and Community Development to that effect, and a 50% penalty for subsequent violations. The bill would authorize specified entities or persons to bring an action against a local agency to enforce these provisions and would allow a local agency 60 days to cure or correct an alleged violation before the action may be brought, except as specified. The bill would require a penalty assessed pursuant to these provisions to be deposited into a local housing trust fund or, in certain circumstances, the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund, as provided. The bill would make the expenditure of penalty moneys deposited into the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund pursuant to these provisions subject to appropriation by the Legislature.

This bill would require the department to implement these provisions commencing on January 1, 2021.

(7) If a local agency does not agree to price and terms with an entity to which notice and an opportunity to purchase or lease are given and disposes of the surplus land to an entity that uses the property for the development of 10 or more residential units, existing law requires the purchasing entity or a successor in interest to provide not less than 15% of the total number of units developed on the parcels at an affordable housing cost or affordable rent to lower income households.

This bill would revise this requirement to apply if the local agency does not agree to price and terms with an entity to which notice of availability of land was given, or if no entity to which a notice of availability was given responds to that notice, and 10 or more residential units are developed on the property.

This bill, if a local agency that is a district, except as specified, disposes of surplus land where local zoning permits development of 10 or more residential units or is rezoned within 5 years of the disposal to permit the development of 10 or more residential units, and 10 or more residential units are developed on the property, would require not less than 15% of the total number of residential units developed on the parcel to be sold or rented at affordable housing cost or affordable rent to lower income households.

(8) The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes, among other things, a housing element. That law requires the planning agency of a city or county to provide by April 1 of each year an annual report to, among other entities, the Department of Housing and Community Development that includes, among other specified information, the number of net new units of housing that have been issued a completed entitlement, a building permit, or a certificate of occupancy thus far in the housing element cycle, as provided.

This bill would require a city or county to include as a part of that report a listing of specified sites owned by the city or county that have been sold, leased, or otherwise disposed of in the prior year.

The Planning and Zoning Law requires that the housing element include, among other things, an inventory of land suitable for residential development to be used to identify sites that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need determined pursuant to specified law.

This bill would require the housing element to provide a description of nonvacant sites owned by the city or county and provide whether there are any plans to dispose of the property during the planning period and how the city or county will comply with specified provisions relating to the disposal of surplus land by a local agency.

(9) Existing law requires the Department of Housing and Community Development to notify a city or county and authorize notice to the Attorney General when a city or county has taken an action that violates the Housing Accountability Act, specified provisions relating to local housing elements, and the Density Bonus Law.

This bill would also require the Department of Housing and Community Development to notify the city or county and authorizes notice to the Attorney General when the city or county has taken an action that violates these provisions relating to surplus property.

(10) Existing law makes various findings and declarations as to the need for affordable housing and the use of surplus government land for that purpose.

This bill would revise these findings.

(11) This bill would incorporate additional changes to Section 65583.2 of the Government Code proposed by AB 957 to be operative only if this bill and AB 957 are enacted and this bill is enacted last.

(12) By adding to the duties of local officials with respect to the disposal of surplus land, and expanding the scope of local agencies subject to the bill's requirements, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 54220 of the Government Code is amended to read:

54220. (a) The Legislature reaffirms its declaration that housing is of vital statewide importance to the health, safety, and welfare of the residents of this state and that provision of a decent home and a suitable living environment for every Californian is a priority of the highest order. The Legislature further declares that a shortage of sites available for housing for persons and families of low and moderate income is a barrier to addressing urgent statewide housing needs and that surplus government land, prior to disposition, should be made available for that purpose.

(b) The Legislature reaffirms its belief that there is an identifiable deficiency in the amount of land available for recreational purposes and that surplus land, prior to disposition, should be made available for park and recreation purposes or for open-space purposes. This article shall not apply to surplus residential property as defined in Section 54236.

(c) The Legislature reaffirms its declaration of the importance of appropriate planning and development near transit stations, to encourage the clustering of housing and commercial development around such stations. Studies of transit ridership in California indicate that a higher percentage of persons who live or work within walking distance of major transit stations utilize the transit system more than those living elsewhere, and that lower income households are more likely to use transit when living near a major transit station than higher income households. The sale or lease of surplus land at less than fair market value to facilitate the creation of affordable housing near transit is consistent with goals and objectives to achieve optimal transportation use. The Legislature also notes that the Federal Transit Administration gives priority for funding of rail transit proposals to areas that are implementing higher density, mixed-use, and affordable development near major transit stations.

SEC. 2. Section 54221 of the Government Code is amended to read:

54221. As used in this article, the following definitions shall apply:

(a) (1) "Local agency" means every city, whether organized under general law or by charter, county, city and county, district, including school, sewer,

water, utility, and local and regional park districts of any kind or class, joint powers authority, successor agency to a former redevelopment agency, housing authority, or other political subdivision of this state and any instrumentality thereof that is empowered to acquire and hold real property.

(2) The Legislature finds and declares that the term “district” as used in this article includes all districts within the state, including, but not limited to, all special districts, sewer, water, utility, and local and regional park districts, and any other political subdivision of this state that is a district, and therefore the changes in paragraph (1) made by the act adding this paragraph that specify that the provisions of this article apply to all districts, including school, sewer, water, utility, and local and regional park districts of any kind or class, are declaratory of, and not a change in, existing law.

(b) (1) “Surplus land” means land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use. Land shall be declared either “surplus land” or “exempt surplus land,” as supported by written findings, before a local agency may take any action to dispose of it consistent with an agency’s policies or procedures. A local agency, on an annual basis, may declare multiple parcels as “surplus land” or “exempt surplus land.”

(2) “Surplus land” includes land held in the Community Redevelopment Property Trust Fund pursuant to Section 34191.4 of the Health and Safety Code and land that has been designated in the long-range property management plan approved by the Department of Finance pursuant to Section 34191.5 of the Health and Safety Code, either for sale or for future development, but does not include any specific disposal of land to an identified entity described in the plan.

(3) Nothing in this article prevents a local agency from obtaining fair market value for the disposition of surplus land consistent with Section 54226.

(c) (1) Except as provided in paragraph (2), “agency’s use” shall include, but not be limited to, land that is being used, is planned to be used pursuant to a written plan adopted by the local agency’s governing board for, or is disposed to support pursuant to subparagraph (B) of paragraph (2) agency work or operations, including, but not limited to, utility sites, watershed property, land being used for conservation purposes, land for demonstration, exhibition, or educational purposes related to greenhouse gas emissions, and buffer sites near sensitive governmental uses, including, but not limited to, waste water treatment plants.

(2) (A) “Agency’s use” shall not include commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development. Property disposed of for the sole purpose of investment or generation of revenue shall not be considered necessary for the agency’s use.

(B) In the case of a local agency that is a district, excepting those whose primary mission or purpose is to supply the public with a transportation system, “agency’s use” may include commercial or industrial uses or

activities, including nongovernmental retail, entertainment, or office development or be for the sole purpose of investment or generation of revenue if the agency's governing body takes action in a public meeting declaring that the use of the site will do one of the following:

- (i) Directly further the express purpose of agency work or operations.
- (ii) Be expressly authorized by a statute governing the local agency, provided the district complies with Section 54233.5 where applicable.
- (d) "Open-space purposes" means the use of land for public recreation, enjoyment of scenic beauty, or conservation or use of natural resources.
- (e) "Persons and families of low or moderate income" has the same meaning as provided in Section 50093 of the Health and Safety Code.
- (f) (1) Except as provided in paragraph (2), "exempt surplus land" means any of the following:
 - (A) Surplus land that is transferred pursuant to Section 25539.4.
 - (B) Surplus land that is (i) less than 5,000 square feet in area, (ii) less than the minimum legal residential building lot size for the jurisdiction in which the parcel is located, or 5,000 square feet in area, whichever is less, or (iii) has no record access and is less than 10,000 square feet in area; and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes. If the surplus land is not sold to an owner of contiguous land, it is not considered exempt surplus land and is subject to this article.
 - (C) Surplus land that a local agency is exchanging for another property necessary for the agency's use.
 - (D) Surplus land that a local agency is transferring to another local, state, or federal agency for the agency's use.
 - (E) Surplus land that is a former street, right of way, or easement, and is conveyed to an owner of an adjacent property.
 - (F) Surplus land that is put out to open, competitive bid by a local agency, provided all entities identified in subdivision (a) of Section 54222 will be invited to participate in the competitive bid process, for either of the following purposes:
 - (i) A housing development, which may have ancillary commercial ground floor uses, that restricts 100 percent of the residential units to persons and families of low or moderate income, with at least 75 percent of the residential units restricted to lower income households, as defined in Section 50079.5 of the Health and Safety Code, with an affordable sales price or an affordable rent, as defined in Sections 50052.5 or 50053 of the Health and Safety Code, for a minimum of 55 years for rental housing and 45 years for ownership housing, and in no event shall the maximum affordable sales price or rent level be higher than 20 percent below the median market rents or sales prices for the neighborhood in which the site is located.
 - (ii) A mixed-use development that is more than one acre in area, that includes not less than 300 housing units, and that restricts at least 25 percent of the residential units to lower income households, as defined in Section 50079.5 of the Health and Safety Code, with an affordable sales price or an affordable rent, as defined in Sections 50052.5 and 50053 of the Health and

Safety Code, for a minimum of 55 years for rental housing and 45 years for ownership housing.

(G) Surplus land that is subject to valid legal restrictions that are not imposed by the local agency and that would make housing prohibited, unless there is a feasible method to satisfactorily mitigate or avoid the prohibition on the site. An existing nonresidential land use designation on the surplus land is not a legal restriction that would make housing prohibited for purposes of this subparagraph. Nothing in this article limits a local jurisdiction's authority or discretion to approve land use, zoning, or entitlement decisions in connection with the surplus land.

(H) Surplus land that was granted by the state in trust to a local agency or that was acquired by the local agency for trust purposes by purchase or exchange, and for which disposal of the land is authorized or required subject to conditions established by statute.

(I) Land that is subject to Sections 17388, 17515, 17536, 81192, 81397, 81399, 81420, and 81422 of the Education Code and Part 14 (commencing with Section 53570) of Division 31 of the Health and Safety Code, unless compliance with this article is expressly required.

(J) Real property that is used by a district for agency's use expressly authorized in subdivision (c).

(K) Land that has been transferred before June 30, 2019, by the state to a local agency pursuant to Section 32667 of the Streets and Highways Code and has a minimum planned residential density of at least one hundred dwelling units per acre, and includes 100 or more residential units that are restricted to persons and families of low or moderate income, as defined in Section 50093 of the Health and Safety Code, with an affordable sales price or an affordable rent, as defined in Sections 50052.5 and 50053 of the Health and Safety Code, for a minimum of 55 years for rental housing and 45 years for ownership housing. For purposes of this paragraph, not more than 20 percent of the affordable units may be restricted to persons and families of moderate income and at least 80 percent of the affordable units must be restricted to persons and families of lower income as defined in Section 50079.5 of the Health and Safety Code.

(2) Notwithstanding paragraph (1), a written notice of the availability of surplus land for open-space purposes shall be sent to the entities described in subdivision (b) of Section 54222 prior to disposing of the surplus land, provided the land does not meet the criteria in subparagraph (H) of paragraph (1), if the land is any of the following:

(A) Within a coastal zone.

(B) Adjacent to a historical unit of the State Parks System.

(C) Listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places.

(D) Within the Lake Tahoe region as defined in Section 66905.5.

SEC. 3. Section 54222 of the Government Code is amended to read:

54222. Except as provided in Division 23 (commencing with Section 33000) of the Public Resources Code, any local agency disposing of surplus land shall send, prior to disposing of that property or participating in

negotiations to dispose of that property with a prospective transferee, a written notice of availability of the property to all of the following:

(a) (1) A written notice of availability for the purpose of developing low- and moderate-income housing shall be sent to any local public entity, as defined in Section 50079 of the Health and Safety Code, within whose jurisdiction the surplus land is located. Housing sponsors, as defined by Section 50074 of the Health and Safety Code, that have notified the Department of Housing and Community Development of their interest in surplus land shall be sent a notice of availability of surplus land for the purpose of developing low- and moderate-income housing. All notices shall be sent by electronic mail, or by certified mail, and shall include the location and a description of the property.

(2) The Department of Housing and Community Development shall maintain on its internet website an up-to-date listing of all notices of availability throughout the state.

(b) A written notice of availability for open-space purposes shall be sent:

(1) To any park or recreation department of any city within which the land may be situated.

(2) To any park or recreation department of the county within which the land is situated.

(3) To any regional park authority having jurisdiction within the area in which the land is situated.

(4) To the State Resources Agency or any agency that may succeed to its powers.

(c) A written notice of availability of land suitable for school facilities construction or use by a school district for open-space purposes shall be sent to any school district in whose jurisdiction the land is located.

(d) A written notice of availability for the purpose of developing property located within an infill opportunity zone designated pursuant to Section 65088.4 or within an area covered by a transit village plan adopted pursuant to the Transit Village Development Planning Act of 1994 (Article 8.5 (commencing with Section 65460) of Chapter 3 of Division 1 of Title 7) shall be sent to any county, city, city and county, successor agency to a former redevelopment agency, public transportation agency, or housing authority within whose jurisdiction the surplus land is located.

(e) The entity or association desiring to purchase or lease the surplus land for any of the purposes authorized by this section shall notify in writing the disposing agency of its interest in purchasing or leasing the land within 60 days after the agency's notice of availability of the land is sent via certified mail or provided via electronic mail.

(f) For the purposes of this section, "participating in negotiations" does not include the commissioning of appraisals, due diligence prior to disposition, discussions with brokers or real estate agents not representing a potential buyer, or other studies to determine value or best use of land, issuance of a request for qualifications, development of marketing materials, or discussions conducted exclusively among local agency employees and elected officials.

SEC. 4. Section 54222.3 of the Government Code is amended to read:
54222.3. This article shall not apply to the disposal of exempt surplus land as defined in Section 54221 by an agency of the state or any local agency.

SEC. 5. Section 54223 of the Government Code is amended to read:

54223. (a) After the disposing agency has received a notice of interest from the entity desiring to purchase or lease the land on terms that comply with this article, the disposing agency and the entity shall enter into good faith negotiations to determine a mutually satisfactory sales price and terms or lease terms. If the price or terms cannot be agreed upon after a good faith negotiation period of not less than 90 days, the land may be disposed of without further regard to this article, except that Section 54233 shall apply.

(b) Residential use shall be deemed an acceptable use for the surplus land for the purposes of good faith negotiations with a local agency conducted pursuant to this article. Nothing in this subdivision shall restrict a local jurisdiction's authority or discretion to approve land use, zoning, or entitlement decisions in connection with the surplus land. Except as provided in subdivision (c), terms agreed to pursuant to the negotiations shall not do any of the following:

(1) Disallow residential use of the site as a condition of the disposal.

(2) Reduce the allowable number of residential units or the maximum lot coverage below what may be allowed by zoning or general plan requirements.

(3) Require as a condition of disposal, any design standards or architectural requirements that would have a substantial adverse effect on the viability or affordability of a housing development for very low, low-, or moderate-income households, other than the minimum standards required by general plan, zoning, and subdivision standards and criteria.

(c) Terms agreed to pursuant to the negotiations required by subdivision (a) may include limitations on residential use or density if, without the limitations, the residential use or density would have a specific, adverse impact, supported by written findings, upon the public health or safety or upon the operation or facilities of a local agency, and there is no feasible method to satisfactorily mitigate the impact.

SEC. 6. Section 54225 of the Government Code is amended to read:

54225. Any public agency disposing of surplus land to an entity described in Section 54222 that intends to use the land for park or recreation purposes, for open-space purposes, for school purposes, or for low- and moderate-income housing purposes may provide for a payment period of up to 20 years in any contract of sale or sale by trust deed for the land. The payment period for surplus land disposed of for housing for persons and families of low and moderate income may exceed 20 years, but the payment period shall not exceed the term that the land is required to be used for low- or moderate-income housing.

SEC. 7. Section 54226 of the Government Code is amended to read:

54226. This article shall not be interpreted to limit the power of any local agency to sell or lease surplus land at fair market value or at less than

fair market value, and any sale or lease at or less than fair market value consistent with this article shall not be construed as inconsistent with an agency's purpose. No provision of this article shall be applied when it conflicts with any other provision of statutory law.

SEC. 8. Section 54227 of the Government Code is amended to read:

54227. (a) In the event that any local agency disposing of surplus land receives a notice of interest to purchase or lease that land from more than one of the entities to which notice of available surplus land was given pursuant to this article, the local agency shall give first priority to the entity or entities that agree to use the site for housing that meets the requirements of Section 54222.5. If the local agency receives offers from more than one entity that agrees to meet the requirements of Section 54222.5, then the local agency shall give priority to the entity that proposes to provide the greatest number of units that meet the requirements of Section 54222.5. In the event that more than one entity proposes the same number of units that meet the requirements of Section 54222.5, priority shall be given to the entity that proposes the deepest average level of affordability for the affordable units. A local agency may negotiate concurrently with all entities that provide notice of interest for the purpose of developing affordable housing that meets the requirements of Section 54222.5.

(b) Notwithstanding subdivision (a), first priority shall be given to an entity that agrees to use the site for park or recreational purposes if the land being offered is already being used and will continue to be used for park or recreational purposes, or if the land is designated for park and recreational use in the local general plan and will be developed for that purpose.

SEC. 9. Section 54230.5 of the Government Code is amended to read:

54230.5. (a) (1) A local agency that disposes of land in violation of this article after receiving a notification from the Department of Housing and Community Development pursuant to subdivision (b) that the local agency is in violation of this article shall be liable for a penalty of 30 percent of the final sale price of the land sold in violation of this article for a first violation and 50 percent for any subsequent violation. An entity identified in Section 54222 or a person who would have been eligible to apply for residency in any affordable housing developed or a housing organization as defined in Section 65589.5, or any beneficially interested person or entity may bring an action to enforce this section. A local agency shall have 60 days to cure or correct an alleged violation before an action may be brought to enforce this section, unless the local agency disposes of the land before curing or correcting the alleged violation, or the department deems the alleged violation not to be a violation in less than 60 days.

(2) A penalty assessed pursuant to this subdivision shall, except as otherwise provided, be deposited into a local housing trust fund. The local agency may elect to instead deposit the penalty moneys into the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund. Penalties shall not be paid out of funds already dedicated to affordable housing, including, but not limited to, Low and Moderate Income Housing Asset Funds, funds dedicated to housing for very low, low-, and

moderate-income households, and federal HOME Investment Partnerships Program and Community Development Block Grant Program funds. The local agency shall commit and expend the penalty moneys deposited into the local housing trust fund within five years of deposit for the sole purpose of financing newly constructed housing units that are affordable to extremely low, very low, or low-income households.

(3) Five years after deposit of the penalty moneys into the local housing trust fund, if the funds have not been expended, the funds shall revert to the state and be deposited in the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund for the sole purpose of financing newly constructed housing units located in the same jurisdiction as the surplus land and that are affordable to extremely low, very low, or low-income households. Expenditure of any penalty moneys deposited into the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund pursuant to this subdivision shall be subject to appropriation by the Legislature.

(b) (1) Prior to agreeing to terms for the disposition of surplus land, a local agency shall provide to the Department of Housing and Community Development a description of the notices of availability sent, and negotiations conducted with any responding entities, in regard to the disposal of the parcel of surplus land and a copy of any restrictions to be recorded against the property pursuant to Section 54233 or 54233.5, whichever is applicable, in a form prescribed by the Department of Housing and Community Development. A local agency may submit this information after it has sent notices of availability required by Section 54222 and concluded negotiations with any responding agencies. A local agency shall not be liable for the penalty imposed by subdivision (a) if the Department of Housing and Community Development does not notify the agency that the agency is in violation of this article within 30 days of receiving the description.

(2) The Department of Housing and Community Development shall do all of the following:

(A) Make available educational resources and materials that informs each agency of its obligations under this article and that provides guidance on how to comply with its provisions.

(B) Review information submitted pursuant to paragraph (1).

(C) Submit written findings to the local agency within 30 days of receipt of the description required by paragraph (1) from the local agency if the proposed disposal of the land will violate this article.

(D) Review, adopt, amend, or repeal guidelines to establish uniform standards to implement this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(E) Provide the local agency reasonable time, but not less than 60 days, to respond to the findings before taking any other action authorized by this section.

(3) (A) The local agency shall consider findings made by the Department of Housing and Community Development pursuant to subparagraph (B) of paragraph (2) and shall do one of the following:

(i) Correct any issues identified by the Department of Housing and Community Development.

(ii) Provide written findings explaining the reason its process for disposing of surplus land complies with this article and addressing the Department of Housing and Community Development's findings.

(B) If the local agency does not correct issues identified by the Department of Housing and Community Development, does not provide findings explaining the reason its process for disposing of surplus land complies with this article and addressing the Department of Housing and Community Development's findings, or if the Department of Housing and Community Development finds that the local agency's findings are deficient in addressing the issues identified by the Department of Housing and Community Development, the Department of Housing and Community Development shall notify the local agency, and may notify the Attorney General, that the local agency is in violation of this article.

(c) The Department of Housing and Community Development shall implement the changes in this section made by the act adding this subdivision commencing on January 1, 2021.

(d) Notwithstanding subdivision (c), this section shall not be construed to limit any other remedies authorized under law to enforce this article including public records act requests pursuant to Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1.

SEC. 10. Section 54230.6 is added to the Government Code, to read:

54230.6. The failure by a local agency to comply with this article shall not invalidate the transfer or conveyance of real property to a purchaser or encumbrancer for value.

SEC. 11. Section 54233 of the Government Code is amended to read:

54233. If the local agency does not agree to price and terms with an entity to which notice of availability of land was given pursuant to this article, or if no entity to which a notice of availability was given pursuant to this article responds to that notice, and 10 or more residential units are developed on the property, not less than 15 percent of the total number of residential units developed on the parcels shall be sold or rented at affordable housing cost, as defined in Section 50052.5 of the Health and Safety Code, or affordable rent, as defined in Section 50053 of the Health and Safety Code, to lower income households, as defined in Section 50079.5 of the Health and Safety Code. Rental units shall remain affordable to, and occupied by, lower income households for a period of at least 55 years for rental housing and 45 years for ownership housing. The initial occupants of all ownership units shall be lower income households, and the units shall be subject to an equity sharing agreement consistent with the provisions of paragraph (2) of subdivision (c) of Section 65915. These requirements shall be contained in a covenant or restriction recorded against the surplus land prior to land use entitlement of the project, and the covenant or restriction

shall run with the land and shall be enforceable, against any owner who violates a covenant or restriction and each successor in interest who continues the violation, by any of the entities described in subdivisions (a) to (f), inclusive, of Section 54222.5. A local agency shall provide a copy of any restrictions recorded against the property to the Department of Housing and Community Development on a form prescribed by the department.

SEC. 12. Section 54233.5 is added to the Government Code, to read:

54233.5. If a local agency that is a district, excepting those whose primary mission or purpose is to supply the public with a transportation system, disposes of surplus land where local zoning permits development of 10 or more residential units or is rezoned within five years of the disposal to permit the development of 10 or more residential units, and 10 or more residential units are developed on the property, not less than 15 percent of the total number of residential units developed on the parcel shall be sold or rented at affordable housing cost, as defined in Section 50052.5 of the Health and Safety Code, or affordable rent, as defined in Section 50053 of the Health and Safety Code, to lower income households as defined in Section 50079.5 of the Health and Safety Code. Rental units shall remain affordable to, and occupied by, lower income households for a period of at least 55 years for rental housing and 45 years for ownership housing. The initial occupants of all ownership units shall be lower income households, and the units shall be subject to an equity sharing agreement consistent with the provisions of paragraph (2) of subdivision (c) of Section 65915. These requirements shall be contained in a covenant or restriction recorded against the restriction and each successor in interest who continues the violation, by any of the entities described in subdivisions (a) to (f), inclusive, of Section 54222.5. This section shall not apply to projects as defined in subdivision (j) of Section 32121 of the Health and Safety Code. A local agency shall provide a copy of any restrictions recorded against the property to the Department of Housing and Community Development in a form prescribed by the department.

SEC. 13. Section 54234 is added to the Government Code, to read:

54234. (a) (1) If a local agency, as of September 30, 2019, has entered into an exclusive negotiating agreement or legally binding agreement to dispose of property, the provisions of this article as it existed on December 31, 2019, shall apply, without regard to the changes made to this article by the act adding this section, to the disposition of the property to the party that had entered into such agreement or its successors or assigns, provided the disposition is completed not later than December 31, 2022.

(2) The dates specified in paragraph (1) by which the disposition of property must be completed shall be extended if the disposition of property, the local agency's right or ability to dispose of the property, or a development project for which such property is proposed to be transferred, is the subject of judicial challenge, by petition for writ of mandate, complaint for declaratory relief or otherwise, to the date that is six months following the final conclusion of such litigation.

(b) (1) With respect to land held in the Community Redevelopment Property Trust Fund pursuant to Section 34191.4 of the Health and Safety Code, or that has been designated in a long-range property management plan pursuant to Section 34191.5 of the Health and Safety Code, either for sale or retained for future development, this article as it existed on December 31, 2019, without regard to the changes made to this article by the act adding this section which take effect on January 1, 2020, shall apply to the disposition of such property if both of the following apply:

(A) An exclusive negotiating agreement or legally binding agreement for disposition is entered into not later than December 31, 2020.

(B) The disposition is completed not later than December 31, 2022.

(2) If land described in paragraph (1) is the subject of litigation, including, but not limited to, litigation challenging the disposition of such property, the right or ability to dispose of the property, or a development project for which such property is proposed to be transferred, the dates specified in paragraph (1) shall be extended to the date that is six months following the final conclusion of such litigation.

(c) Nothing in this section shall authorize or excuse any violation of the provisions of this article as it existed on December 31, 2019, in the disposition of any property to which such provisions apply pursuant to subdivision (a) or (b).

SEC. 14. Section 65400.1 is added to the Government Code, to read:

65400.1. In the annual report provided by the planning agency to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development required pursuant to paragraph (2) of subdivision (a) of Section 65400, the planning agency shall also include a listing of sites owned by the city or county and included in the inventory prepared pursuant to Section 65583.2 that have been sold, leased, or otherwise disposed of in the prior year. The list shall include the entity to whom each site was transferred and the intended use for the site.

SEC. 15. Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city's or county's inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, "land suitable for residential development" includes all of the sites that meet the standards set forth in subdivisions (c) and (g):

(1) Vacant sites zoned for residential use.

(2) Vacant sites zoned for nonresidential use that allows residential development.

(3) Residentially zoned sites that are capable of being developed at a higher density, including the airspace above sites owned or leased by a city, county, or city and county.

(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary, rezoned for, to permit residential use, including sites owned or leased by a city, county, or city and county.

(b) The inventory of land shall include all of the following:

(1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan, for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing

need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. A city that is an unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583, the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, "site" means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of

the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) (1) Except as provided in paragraph (2), a jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(2) (A) (i) Notwithstanding paragraph (1), if a county that is in the San Francisco-Oakland-Fremont California MSA has a population of less than 400,000, that county shall be considered suburban. If this county includes an incorporated city that has a population of less than 100,000, this city shall also be considered suburban. This paragraph shall apply to a housing element revision cycle, as described in subparagraph (A) of paragraph (3) of subdivision (e) of Section 65588, that is in effect from July 1, 2014, to December 31, 2028, inclusive.

(ii) A county subject to this subparagraph shall utilize the sum existing in the county's housing trust fund as of June 30, 2013, for the development

and preservation of housing affordable to low- and very low income households.

(B) A jurisdiction that is classified as suburban pursuant to this paragraph shall report to the Assembly Committee on Housing and Community Development, the Senate Committee on Housing, and the Department of Housing and Community Development regarding its progress in developing low- and very low income housing consistent with the requirements of Section 65400. The report shall be provided three times: once, on or before December 31, 2019, which report shall address the initial four years of the housing element cycle, a second time, on or before December 31, 2023, which report shall address the subsequent four years of the housing element cycle, and a third time, on or before December 31, 2027, which report shall address the subsequent four years of the housing element cycle and the cycle as a whole. The reports shall be provided consistent with the requirements of Section 9795.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for “suburban area” above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction’s population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city’s or county’s past experience with converting existing uses to higher density residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low

or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c) and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.

(i) For purposes of this section and Section 65583, the phrase "use by right" shall mean that the local government's review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that "use by right" does not exempt the use from design review. However, that design review shall not constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) Notwithstanding any other provision of this section, within one-half mile of a Sonoma-Marín Area Rail Transit station, housing density requirements in place on June 30, 2014, shall apply.

(k) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(l) This section shall remain in effect only until December 31, 2028, and as of that date is repealed.

SEC. 15.5. Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city's or county's inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, "land suitable for residential development" includes all of the sites that meet the following standards set forth in subdivisions (c) and (g):

(1) Vacant sites zoned for residential use.

(2) Vacant sites zoned for nonresidential use that allows residential development.

(3) Residentially zoned sites that are capable of being developed at a higher density, including sites owned or leased by a city, county, or city and county.

(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary, rezoned for, to permit residential use, including sites owned or leased by a city, county, or city and county.

(b) The inventory of land shall include all of the following:

(1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water,

sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan, for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. An unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583,

the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, “site” means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other

counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) (1) Except as provided in paragraph (2), a jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(2) (A) (i) Notwithstanding paragraph (1), if a county that is in the San Francisco-Oakland-Fremont California MSA has a population of less than 400,000, that county shall be considered suburban. If this county includes an incorporated city that has a population of less than 100,000, this city shall also be considered suburban. This paragraph shall apply to a housing element revision cycle, as described in subparagraph (A) of paragraph (3) of subdivision (e) of Section 65588, that is in effect from July 1, 2014, to December 31, 2028, inclusive.

(ii) A county subject to this subparagraph shall utilize the sum existing in the county's housing trust fund as of June 30, 2013, for the development and preservation of housing affordable to low- and very low income households.

(B) A jurisdiction that is classified as suburban pursuant to this paragraph shall report to the Assembly Committee on Housing and Community Development, the Senate Committee on Housing, and the Department of Housing and Community Development regarding its progress in developing low- and very low income housing consistent with the requirements of Section 65400. The report shall be provided three times: once, on or before December 31, 2019, which report shall address the initial four years of the housing element cycle, a second time, on or before December 31, 2023, which report shall address the subsequent four years of the housing element cycle, and a third time, on or before December 31, 2027, which report shall address the subsequent four years of the housing element cycle and the cycle as a whole. The reports shall be provided consistent with the requirements of Section 9795.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city's or county's past experience with converting existing uses to higher density

residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c) and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent

residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.

(i) For purposes of this section and Section 65583, the phrase “use by right” shall mean that the local government’s review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that “use by right” does not exempt the use from design review. However, that design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) Notwithstanding any other provision of this section, within one-half mile of a Sonoma-Marín Area Rail Transit station, housing density requirements in place on June 30, 2014, shall apply.

(k) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(l) This section shall remain in effect only until December 31, 2028, and as of that date is repealed.

SEC. 16. Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city’s or county’s inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction’s share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, “land suitable for residential development” includes all of the sites that meet the standards set forth in subdivisions (c) and (g):

- (1) Vacant sites zoned for residential use.
- (2) Vacant sites zoned for nonresidential use that allows residential development.
- (3) Residentially zoned sites that are capable of being developed at a higher density, and sites owned or leased by a city, county, or city and county.
- (4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the sites, as necessary, to permit residential use, including sites owned or leased by a city, county, or city and county.

(b) The inventory of land shall include all of the following:

- (1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are

affordable to lower income households. A city that is an unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583, the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, "site" means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) A jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city's or county's past experience with converting existing uses to higher density residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or

other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c), and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed uses project.

(i) For purposes of this section and Section 65583, the phrase "use by right" shall mean that the local government's review of the owner-occupied

or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that “use by right” does not exempt the use from design review. However, that design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(k) This section shall become operative on December 31, 2028.

SEC. 16.5. Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city’s or county’s inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction’s share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, “land suitable for residential development” includes all of the following sites that meet the standards set forth in subdivisions (c) and (g):

(1) Vacant sites zoned for residential use.

(2) Vacant sites zoned for nonresidential use that allows residential development.

(3) Residentially zoned sites that are capable of being developed at a higher density, and sites owned or leased by a city, county, or city and county.

(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary, to permit residential use, including sites owned or leased by a city, county, or city and county.

(b) The inventory of land shall include all of the following:

(1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. A city that is an unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall

determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583, the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, "site" means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) A jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city's or county's past experience with converting existing uses to higher density residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to

additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c), and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.

(i) For purposes of this section and Section 65583, the phrase "use by right" shall mean that the local government's review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that "use by right" does not exempt the use from design review. However, that design review shall not constitute a

“project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(k) This section shall become operative on December 31, 2028.

SEC. 17. Section 65585.1 is added to the Government Code, to read:

65585.1. (a) The department shall notify the city, county, or city and county and may notify the office of the Attorney General that the city, county, or city and county is in violation of state law, as provided in subdivision (j) of Section 65585, as amended by Chapter 159 of the Statutes of 2019, if the department finds that any local government has taken an action in violation of Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(b) Subdivisions (k), (l), (m), and (n) of Section 65585, as amended by Chapter 159 of the Statutes of 2019, shall apply for any violation of Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5. Any fines imposed pursuant to subdivision (l) of Section 65585 for a violation of Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5 and deposited into the Building Homes and Jobs Trust Fund shall be available for expenditure upon appropriation by the Legislature.

SEC. 18. (a) Section 15.5 of this bill incorporates amendments to Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, proposed by this bill and Assembly Bill 957. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2020, (2) each bill amends Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, and (3) this bill is enacted after Assembly Bill 957, in which case that code section, as amended by Assembly Bill 957, shall remain operative only until the operative date of this bill, at which time Section 15.5 of this bill shall become operative, and Section 15 of this bill shall not become operative.

(b) Section 16.5 of this bill incorporates amendments to Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, proposed by this bill and Assembly Bill 957. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2020, (2) each bill amends Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, and (3) this bill is enacted after Assembly Bill 957, in which case that code section, as amended by Assembly Bill 957, shall remain operative only until the operative date of this bill, at which time Section 16.5 of this bill shall become operative, and Section 16 of this bill shall not become operative.

SEC. 19. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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91

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
31	UNKNOWN	Madrona Ave, Felton	065-234-16	0.17	Surplus Property Resolution No. XX (09-10) August 6, 2009
34	HIDDEN GLEN WELL	Spreading Oaks Drive, Scotts Valley	067-532-30	0.05	Surplused Resolution No. 23 (06-07) April 5, 2007
39	UNKNOWN	Highway 9, Felton @ Fall Creek	071-161-16	0.13	Surplus Property Resolution No. XX (09-10) August 6, 2009

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
40	MEDINA TANK	Park Drive near Crest Drive, Ben Lomond	072-042-43	0.04	Surplused Resolution No. 23 (06-07) April 5, 2007
41	CONDOR TANK	Condor Avenue near Hihn Road, Ben Lomond	072-241-23	0.04	Surplused Resolution No. 23 (06-07) April 5, 2007
44	COON TANK	Elena Drive, Ben Lomond	072-272-01	0.23	Surplused Resolution No. 23 (06-07) April 5, 2007
63	UNKNOWN	Zayante Drive Valley View Drive, Felton	074-131-11	0.13	Surplused Resolution No. 23 (06-07) April 5, 2007
	LOST ACRES TANK SITE	Valhalla Way, Felton	064-351-19	0.02	Surplus
66	VACANT LOT VOLVER	Lompico	075-042-15	0.1	Surplus
68	VACANT ACROSS CREEKWOOD	Lompico	075-171-26	0.1	Surplus
71	VACANT	Lompico	075-172-28	0.34	Surplus
72	WELL BUILDING NEXT TO FIRE	Lompico Water Well ZFD May want parcel	075-173-01	0.04	Surplus
73	WELL BELOW LEWIS TANK	Lompico Water Well	075-311-04	0.5	Surplus
74	VACANT LOT LEWIS	Lompico	075-321-02	0.71	Surplus
76	VACANT PAST OFFICE	Lompico	075-361-08	0.21	Surplus
77	OFFICE & DIVERSION	Lompico instream diversion Fish/Wildlife Review	075-361-09	0.26	Surplus
78	MILL CREEK WTP	Lompico	075-361-10	0.14	Surplus
79	MILL CREEK WTP	Lompico	075-361-11	0.31	Surplus

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
80	MILL CREEK WTP	Lompico	075-361-12	0.19	Surplus
81	UPPER LEWIS TANK SITE	Lompico	076-301-02	0.5	Surplus
82	WELL SITE	Lompico Water Well	076-301-06	0.55	Surplus
	VACANT LOT	Lompico	092-055-03	0.18	Surplus
83	ESTATES DRIVE TANK	Estates Drive Brookside Avenue, Ben Lomond	077-062-15	0.23	Surplused Resolution No. 23 (06-07) April 5, 2007
84	ESTATES DRIVE BOOSTER	Estates Drive Brookside Avenue, Ben Lomond	077-062-30	0.04	Surplused Resolution No. 23 (06-07) April 5, 2007
85	BEN LOMOND TOLL ROAD	Ben Lomond Toll Road Highway 9, Ben Lomond	077-141-13	3.04	Surplused Resolution No. 23 (06-07) April 5, 2007
86	BOYKIN TANK	Alba Road Buster Road, Ben Lomond	078-041-15	0.01	Surplused Resolution No. 23 (06-07) April 5, 2007
89	JACKSON AVE	Vacant Lot	078-236-01	0.18	Surplus Property Resolution No. XX (09-10) August 6, 2009
94	ROBERTS TANK	Country Club Drive Caledonia Avenue, Ben Lomond	078-236-23	0.098	Surplused Resolution No. 23 (06-07) April 5, 2007
95	REDWOOD PARK BOOSTER (former)	Highway 9 Woodland Drive, Ben Lomond	078-252-07	0.12	Surplused Resolution No. 23 (06-07) April 5, 2007
98	REDWOOD PARK BOOSTER (former)	Highway 9 Woodland Drive, Ben Lomond	078-252-13	0.17	Surplused Resolution No. 23 (06-07) April 5, 2007
99	ADMINISTRATION BUILDING	13060 Highway 9, Boulder Creek	081-132-09	0.13	Pending additional review
114	CRELIN TANK	Redwood Way off Irwin Way, Boulder Creek	081-233-02	0.03	Surplused Resolution No. 23 (06-07) April 5, 2007

**SLVWD APN
 INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
120	HUCKLEBERRY TANK (former)	Middleton Drive Bear Creek Road, Boulder Creek	082-331-05	0.02	Surplused Resolution No. 23 (06-07) April 5, 2007
137	BLUE RIDGE SLIDE	Blue Ridge Short Street, Boulder Creek	084-091-13	0.46	Surplused Resolution No. 23 (06-07) April 5, 2007
141	UNKNOWN	Fern Drive, Two Bar Road, Boulder Creek	084-131-06	0.01	Surplused Resolution No. 23 (06-07) April 5, 2007
142	CLARK TANK	Wildrose Terrace River Road, Boulder Creek	085-121-03	0.07	Surplused Resolution No. 23 (06-07) April 5, 2007
147	OVERLOOK TANK	Hiawatha Road Bear Creek Road, Boulder Creek	089-201-08	0.05	Surplused Resolution No. 23 (06-07) April 5, 2007



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131

Basic Zone Districts – Summary of Uses

The following list is provided to give a general idea of the uses allowed in each zone district. Most non-residential uses are allowed only with a development permit (use approval), approved by the County. A building permit is also required for a use involving new construction or structural additions and remodels. For a complete list of uses allowed in any given zone district and the level of review required, contact the Zoning Counter at (831) 454-2130, between the hours of 1:00 p.m. and 4:00 p.m.daily or refer to the online Santa Cruz County Code (<http://www.sccoplanning.com>) Section 13.10.

Zone District	Allowed Uses
"CA" Commercial Agriculture	Commercial agriculture, farm buildings, livestock raising, greenhouses, farm worker camps. One single-family dwelling.
"A" Agriculture	Agriculture, farm buildings, livestock raising, lumber mills, visitor accommodations, zoos & natural science museums. One single-family dwelling.
"AP" Agricultural Preserve	Similar to "CA" zone; applies to parcels under agricultural preserve contracts with the County.
"RA" Residential Agricultural	One single-family dwelling, one second dwelling unit, home occupations, small-scale agriculture, greenhouses, wineries, private stables and paddocks, schools, community facilities, open space and recreational uses.
"RR" Rural Residential	One single-family dwelling, one second dwelling unit, home occupations, and horses with a use approval.
"R-1" Single-Family Residential	One single-family dwelling, one second dwelling unit, home occupations, not more than 2 cats and 2 dogs, community facilities.
"RB" Single-Family Ocean Beach Residential	One single-family dwelling, one second dwelling unit, home occupations, not more than 2 cats and 2 dogs.
"RM" Multi-Family Residential	Single- and multi-family dwellings and dwelling groups, mobile home parks, home occupations, 2 cats and 1 dog per dwelling.

"PA" Professional-Administrative Office	Banks, community facilities, travel agencies, medical, insurance, real estate and executive offices, nursing homes, and conference facilities.
"VA" Visitor Accommodations	Hotels, motels, inns, conference centers, organized camps, vehicle and tent camping parks.
"CT" Tourist Commercial	Gas stations, restaurants, and visitor accommodations.
"C-1" Neighborhood Commercial	Animal grooming, banks, barber & beauty shops, small repair shops, print shops, shoe repair, offices (not exceeding 50% of the building area), fitness centers, restaurants, bookshops, bicycle shops, hardware stores, jewelry stores, pet shops, clothing stores, and stationary stores. Multi-family residential as a mixed use up to 50% of floor area.
"C-2" Community Commercial	All uses permitted in the "C-1" zone plus veterinary clinics (without overnight boarding), offices, indoor theaters, and retail sales involving large areas such as appliance showrooms, automobile supply stores, department stores, and garden supply stores. Plus hotels, motels, and inns. Multi-family residential as a mixed use up to 50% of floor area.
"C-4" Commercial Services	Boat building, sales, and storage, nightclubs, bowling alleys, indoor theaters, flea markets, skating rinks, sports arenas, contractor's shops, mini-storage buildings, automobile repair shops, contractors' storage yards, shipping terminals, automobile sales, building materials yards, nurseries, feed and farm supply stores, and all allowed uses in the "M-1" zone with certain restrictions.
"M-1" Light Industrial	Agricultural service establishments, poultry hatcheries, light manufacturing, assembly, or processing.
"M-2" Heavy Industrial	Large factories involving hazardous chemicals such as manufacture of construction materials or household goods, glass, carpets, pharmaceuticals, petroleum processing, and wood processing.
"M-3" Mineral Extraction Industrial	Quarries and mining.
"PR" Parks, Recreation and Open Space	Community centers, open space uses, recreational facilities, visitor accommodations, and timber harvesting.
"PF" Public and Community Facilities	Administrative offices, cemeteries, churches, community centers, fire stations, hospitals, libraries, nursing homes, parks, and schools and colleges.
"TP" Timber Production	Growing and harvesting of timber and other forest products, agriculture. One single-family dwelling.
"SU" Special Use	All uses allowed in the "RA" or "R-1" zone district provided the use is consistent with the General Plan. All other permitted or conditionally permitted uses provided they are consistent with the General Plan and a Level 5 use approval is obtained.

Combining Zone Districts

The following combining districts have been applied to the basic zone districts in order to impose specific limitations or exercise some form of land use regulation.

Overlay Zone	Summary of Limitations Imposed
“AIA” Airport	Denotes parcels within two miles of the boundary of the Watsonville Municipal Airport. Use and development is subject to the Airport Combining Zone District ordinance.
“D” Designated Park Site	Designates land as a potential County park site.
“GH” Geologic Hazards	Denotes the presence of physical hazard to development and that any use is subject to the Geologic Hazards Ordinance.
“H” Assisted Housing	Denotes where affordable housing priority site regulations apply.
“I” Statement of Intention	Board of Supervisors has agreed not to rezone the property in the foreseeable future.
“L” Historic Landmark	The property or structure has been designated a historic landmark and is subject to the Historic Resources Ordinance.
“MH” Mobile Home Park	Denotes the location of a legal mobile home park.
“O” Open Space Easement	Owner has executed an open space easement contract with the County to maintain the land in its natural state for 10-years.
“P” Agricultural Preserve	has an Agricultural Preserve or Farmland Security contract with the County to maintain the land in its natural state for 10-years.
“PP” Pleasure Point Design	Denotes parcels subject to special residential design standards and guidelines specific to the Pleasure Point Neighborhood.
“R” Regional Housing Need	Designated sites for development at 20 units per acres in order to meet the requirements of the Regional Housing Needs
“PRH” Permanent Room Housing	Denotes parcels with structures originally in use as visitor accommodations or care facilities, which may be used as permanent multifamily rental housing in multifamily structures or dwelling groups, with specific use and development standards.
“SBE” Seascape Beach Estates	Denotes parcels in the Seascape Beach Estates neighborhood with special residential development standards intended to maintain characteristics of the existing built environment and ensure protection of the public viewshed.
“SP” Salamander Protection	Denotes areas where special site standards apply to protect endangered species and that uses are subject to the Sensitive Habitat Protection Ordinance.
“W” Watsonville Utility Prohibition	Designated to prevent the provision of urban services to undeveloped/rural areas west of the City of Watsonville, to discourage urban development in the farmlands, wetlands, and other environmentally sensitive areas in the Coastal Zone west of Watsonville.

M E M O

TO: Board of Directors
 FROM: District Manager
 SUBJECT: INVENTORY OF DISTRICT PARCELS
 DATE: July 27, 2009

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and approve the attached resolution declaring five (5) District owned parcels as surplus property.

BACKGROUND:

In March 2007 your Board received an inventory of all lands owned by the District. Based upon your Boards review and staff recommendations, at the April 5, 2007 Board of Directors meeting, your Board approved Resolution No. 23 (06-07) declaring nineteen (19) District parcels as surplus property.

At the July 16, 2009 Board of Directors meeting, your Board received and reviewed an updated inventory of all District lands owned by the District. The updated report incorporated properties acquired with the acquisition of the Felton Water System and other transactions. The updated Parcel Inventory Report dated July 2009 indicated that the District currently owns 150 individual parcels, nineteen (19) of which have been previously declared surplus property (Resolution No. 23 (06-07)). Staff recommended that five (5) additional parcels be considered for designation as surplus property. See Attachment 1.

At the July 16, 2009 Board of Directors meeting, your Board directed staff to move forward with actions associated with disposal of five (5) additional parcels. The specific parcels recommended for a declaration of surplus property are as follows:

<u>ID NO.</u>	<u>APN</u>	<u>LOCATION</u>
31	APN 065-202-15	Redwood Drive, Felton
32	APN 065-234-16	Madrona Avenue, Felton
40	APN 071-161-16	Highway 9, Felton
78	APN 078-236-01	Jackson Avenue, Ben Lomond
140	APN 089-441-24	Ralston Ridge Drive, Boulder Creek

The attached resolution declares the aforementioned parcels as surplus District property and directs staff to dispose of said properties.

It is recommended that the Board of Directors review this memo and approve the attached resolution declaring five (5) District owned parcels as surplus property.

A handwritten signature in black ink, appearing to read 'James A. Mueller', written over a horizontal line.

James A. Mueller
District Manager

JAM/bsb

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. (09-10)

**SUBJECT: DECLARATION OF SURPLUS DISTRICT PROPERTY;
VARIOUS APN'S**

WHEREAS, pursuant to California Water Code Section 31041, the San Lorenzo Valley Water District is empowered to dispose of District property; and

WHEREAS, pursuant to California Government Code Section 54220 et seq. under certain circumstances the District is required to provide written notice of its intent to dispose of surplus property and offer such property at fair market value to certain enumerated public entities; and

WHEREAS, the District is the owner of certain real property located in an unincorporated area of the County of Santa Cruz, California; and

WHEREAS, said real property is described in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, the Board of Directors has considered a report from the District Manager and has determined and hereby declares that said property is not necessary for the District's use;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District as follows:

1. The Board of Directors hereby declares that the District property, described in Exhibit "A" is surplus property, and authorizes the District Manager to dispose of said surplus property.
2. The District Manager is hereby directed to provide written notice of the District's intent to dispose of said surplus property to those certain public agencies as prescribed in California Government Code Section 54220 et seq. Such notice shall offer said property for sale to the public agencies at fair market value, and shall request written notification of the intent to purchase said property be submitted to the District within 60 days.
3. If the District does not receive written notification of the intent to purchase said property from any public agency pursuant to Section 2 of this Resolution, the District Manager is hereby authorized to proceed with the disposal of said property in accordance with recommendations contained in the Parcel Inventory Report dated July 2009. For all parcels to be disposed of by sealed bidding procedures, said bidding procedures shall include written notification to the owners of each contiguous property of the District's intent to sell said surplus property.

4. The Board hereby directs the District Manager to establish a minimum purchase price for subject parcels to be disposed of by sealed bidding procedures.

5. The District Manager is directed to bring all offers and bids on said surplus property to the Board for approval and award of bid.

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 August, 2009, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

B. Barchi, District Secretary
San Lorenzo Valley Water District

RESOLUTION NO. (09-10)

EXHIBIT "A"

<u>ID NO.</u>	<u>APN</u>	<u>NAME</u>	<u>LOCATION</u>
31	065-202-15	UNKNOWN	Redwood Drive, Felton
32	065-234-16	UNKNOWN	Madrona Avenue, Felton
40	071-161-16	UNKNOWN	Highway 9, Felton
78	078-236-01	JACKSON AVE	Jackson Avenue, Ben Lomond
140	089-441-24	RALSTON TANK (old)	Ralston Ridge Drive, Boulder Creek

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	AFN	Lot Acreage	Recommendation
1	ESTRELLA WELL	Estrella Drive Pinecone Drive, Scotts Valley	021-071-05	0.02	Retain Ownership
2	UPPER PASATIEMPO TANK	Whispering Pines Drive, Scotts Valley	021-101-12	0.24	Retain Ownership
3	UPPER PASATIEMPO TANKS ACCESS ROAD	Whispering Pines Drive, Scotts Valley	021-101-13	0.18	Retain Ownership
4	UPPER AND LOWER PASATIEMPO TANKS ACCESS ROAD	Whispering Pines Drive, Scotts Valley	021-101-20	0.17	Retain Ownership
5	LOWER PASATIEMPO TANK	Whispering Pines Drive, Scotts Valley	021-101-21	0.12	Retain Ownership
6	BENNETT/BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-011-01	126.79	Retain Ownership
7	BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-011-02	31.47	Retain Ownership
8	BENNETT CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-021-04	2.75	Retain Ownership
9	BENNETT CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-021-07	0.31	Retain Ownership
10	BENNETT CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-021-18	0.61	Retain Ownership
11	BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-021-22	0.81	Retain Ownership
12	BENNETT CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-021-23	0.85	Retain Ownership
13	FETHERSTON WAY UNKNOWNED	Fetherston Way, Off Empire Grade Road, Felton	064-031-23	0.04	Retain Ownership Further Investigation Needed
14	FETHERSTON WAY WATER LINE CROSSING	Fetherston Way, off Empire Grade Road, Felton	064-031-28	0.1	Retain Ownership, Further investigation needed
15	LEY ROAD WATERLINE	Ley Road off Empire Grade Road, Felton	064-031-37	0.05	Retain Ownership/further investigation needed
16	MC CLOUD TANK	Plateau Drive, Felton	064-041-18	0.53	Retain Ownership
17	HILLCREST BOOSTER PUMP STATION	Hillcrest Drive, Felton	064-051-03	0.55	Retain Ownership
18	HILLCREST DRIVE WATERLINE CROSSING	Hillcrest Drive, Next to 867 Hillcrest Drive	064-052-18	0.06	Retain Ownership
19	FELTON ACERS WATER STORAGE TANK, WELL AND STORAGE FACILITY	San Lorenzo Ave, Felton	064-083-05	0.4	Retain Ownership
20	UNKNOWN	Felton Quarry Road	064-201-22	0.2	Retain Ownership Furthurs Information Needed

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
21	PINE DRIVE TANK	Pine Drive, Felton	064-201-33	0.17	Retain Ownership
22	BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-201-34	10.33	Retain Ownership
23	BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-201-35	4.53	Retain Ownership
24	BENNETT SPRING DISTRIBUTION PIPING	Empire Grade, Ben Lomond Mountain	064-381-05	0.5	Retain Ownership
25	BENNETT SPRING WATERSHED	Empire Grade, Ben Lomond Mountain	064-381-06	3.64	Retain Ownership
26	BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-381-16	8.13	Retain Ownership
27	BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-381-17	1.09	Retain Ownership
28	BULL CREEK WATERSHED	Empire Grade, Ben Lomond Mountain	064-381-20	60.92	Retain Ownership
29	BLAIR TANK	Blair Drive, Felton	065-013-12	1.3	Retain Ownership
30	FALL CREEK INTAKE & PUMP STATION	Fall Creek Road	065-013-34	0.17	Retain Ownership
31	UNKNOWN	Redwood Drive, Felton	065-202-15	0.04	Surplus Property Resolution No. XX (09-10) August 6, 2009
32	UNKNOWN	Madrona Ave, Felton	065-234-16	0.17	Surplus Property Resolution No. XX (09-10) August 6, 2009
33	KIRBY WATER TREATMENT PLANT	Kirby Street	065-281-03	2.07	Retain Ownership
34	LOWER PASATIEMPO TANK	Whispering Pines Drive, Scotts Valley	067-531-31	0.03	Retain Ownership
35	HIDDEN GLEN WELL	Spreading Oaks Drive, Scotts Valley	067-532-30	0.05	Surplused Resolution No. 23 (06-07) April 5, 2007
36	LOWER EL SOLYO BOOSTER	El Solyo Heights, Felton	071-031-03	0.03	Retain Ownership
37	ZAYANTE CREEK WATERLINE CROSSING	East & West Zayante Road, Felton	071-131-03	0.28	Retain Ownership
38	OLYMPIA BOX GULCH	East Zayante Road, Felton	071-141-02	37.24	Retain Ownership
39	OLYMPIA BOX GULCH	East Zayante Road, Felton	071-141-14	22.25	Retain Ownership
40	UNKNOWN	Highway 9, Felton @ Fall Creek	071-161-16	0.13	Surplus

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
41	MEDINA TANK	Park Drive near Crest Drive, Ben Lomond	072-042-43	0.04	Surplused Resolution No. 23 (06-07) April 5, 2007
42	CONDOR TANK	Condor Avenue near Hihn Road, Ben Lomond	072-241-23	0.04	Surplused Resolution No. 23 (06-07) April 5, 2007
43	REAGON TANK	Condor Ave, Ben Lomond	072-242-09	0.054	Retain Ownership
44	LIEBENBERG TANKS	Hihn Road near Ridgeview Drive, Ben Lomond	072-262-07	0.06	Retain Ownership/Additional Review Required
45	COON TANK	Elena Drive, Ben Lomond	072-272-01	0.23	Surplused Resolution No. 23 (06-07) April 5, 2007
46	QUAIL WELL 4A	Cumora Lane near Quail Hollow Road, Ben Lomond	072-331-14	0.88	Retain Ownership
47	QUAIL TANKS	Quail Terrace near Webster Drive, Ben Lomond	072-331-15	0.2	Retain Ownership
48	QUAIL TANKS	Quail Terrace near Webster Drive, Ben Lomond	072-331-16	0.41	Retain Ownership
49	QUAIL TANKS	Quail Terrace near Webster Drive, Ben Lomond	072-331-17	0.56	Retain Ownership
50	QUAIL WELL 3	Quail Terrace near Webster Drive, Ben Lomond	072-331-22	0.1	Retain Ownership/ Additional Review
51	QUAIL WELL 5A	Quail Hollow Road at Cumora Lane, Ben Lomond	072-331-38	2.02	Retain Ownership
52	UNIVERSITY BOOSTER	Stanford Drive, near Harvard Drive, Ben Lomond	072-354-13	0.01	Retain Ownership
53	UNIVERSITY TANK No. 1	Crown Drive near Hihn Road, Ben Lomond	072-431-04	0.01	Retain Ownership
54	UNIVERSITY TANK No. 2	Crown Drive near Hihn Road, Ben Lomond	072-431-05	0.09	Retain Ownership
55	QUAIL STORAGE FACILITY	Quail Hollow Road near Zayante Road, Felton	073-031-01	0.58	Retain Ownership
56	UNKNOWN	Off of Crown Drive near Hihn Road, Ben Lomond	073-071-29	0.66	Retain Ownership/ Additional Review
57	OLYMPIA WATERSHED	East Zayante Road, Felton	073-101-03	61.42	Retain Ownership
58	OLYMPIA WATERSHED	East Zayante Road, Felton	073-101-07	7.3	Retain Ownership
59	OLYMPIA WATERSHED	East Zayante Road, Felton	073-101-08	7.4	Retain Ownership
60	OLYMPIA WATERSHED	East Zayante Road, Felton	073-101-09	2.19	Retain Ownership

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
61	OLYMPIA WATERSHED	East Zayante Road, Felton	073-101-10	11.88	Retain Ownership
62	OLYMPIA WATERSHED	East Zayante Road, Felton	073-101-11	2.4	Retain Ownership
63	OLYMPIA WATERSHED	East Zayante Road, Felton	073-101-12	27.79	Retain Ownership
64	ZAYANTE WATERSHED	East Zayante Road, Felton	074-011-03	45.06	Retain Ownership/ Additional Review Required
65	ZAYANTE TANK #9	Rose Bloom Avenue, East Zayante Road, Felton	074-071-06	1	Retain Ownership/ Additional Review Required
66	ROSEBLOOM TANK	Zayante Drive East Zayante Drive, Felton	074-111-02	0.76	Retain Ownership/ Additional Review Required Surplused Resolution No. 23 (06-07) April 5, 2007
67	UNKNOWN	Zayante Drive Valley View Drive, Felton	074-131-11	0.13	Surplused Resolution No. 23 (06-07) April 5, 2007
68	ESTATES DRIVE TANK	Estates Drive Brookside Avenue, Ben Lomond	077-062-15	0.23	Surplused Resolution No. 23 (06-07) April 5, 2007
69	ESTATES DRIVE BOOSTER	Estates Drive Brookside Avenue, Ben Lomond Ben Lomond Toll Road Highway 9, Ben Lomond	077-062-30	0.04	Surplused Resolution No. 23 (06-07) April 5, 2007
70	BEN LOMOND TOLL ROAD	Quail Hollow Road Marion Avenue, Ben Lomond	077-141-13	3.04	Surplused Resolution No. 23 (06-07) April 5, 2007
71	QUAIL WELL 8		077-361-03	0.112	Retain Ownership
72	SWEETWATER INTAKE	Alba Road Sweetwater Road, Ben Lomond	078-011-20	0.2	Retain Ownership Surplused Resolution No. 23 (06-07) April 5, 2007
73	BOYKIN TANK	Alba Road Buster Road, Ben Lomond	078-041-15	0.01	Retain Ownership
74	SPRING TANKS (former)	Caledonia Country Club Drive, Ben Lomond	078-201-03	0.31	Retain Ownership
75	SPRING TANKS (former)	Caledonia Country Club Drive, Ben Lomond	078-201-04	0.06	Retain Ownership
76	SPRING TANKS (former)	Caledonia Country Club Drive, Ben Lomond	078-201-20	0.12	Retain Ownership
77	SPRING TANK	Caledonia Ave Country Club Drive, Ben Lomond	078-201-22	0.51	Retain Ownership Surplus Property Resolution No. XX (09-10) August 6, 2009
78	JACKSON AVE	Vacant Lot Country Club Drive Caledonia Avenue, Ben Lomond	078-236-01	0.18	Surplused Resolution No. 23 (06-07) April 5, 2007
79	ROBERTS TANK		078-236-23	0.098	Retain Ownership
80	PIPELINE ROUTE REDWOOD PARK BOOSTER TO SWIM TANKS	Hillcrest Drive Scenic Way, Ben Lomond	078-251-07	0.13	Retain Ownership

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
81	REDWOOD PARK BOOSTER	Highway 9 Scenic Way, Ben Lomond	078-252-01	0.22	Retain Ownership Surplused Resolution No. 23 (06-07) April 5, 2007
82	REDWOOD PARK BOOSTER (former)	Highway 9 Woodland Drive, Ben Lomond	078-252-07	0.12	Surplused Resolution No. 23 (06-07) April 5, 2007
83	REDWOOD PARK BOOSTER (former)	Highway 9 Woodland Drive, Ben Lomond	078-252-13	0.17	Surplused Resolution No. 23 (06-07) April 5, 2007
84	SWIM TANKS	Country Club Drive Scenic Way, Ben Lomond	078-261-07	0.14	Retain Ownership
85	MALOSKY CREEK WATERSHED	Highway 9 Boulder Street, Boulder Creek	079-011-01	39.96	Retain Ownership
86	MALOSKY CREEK WATERSHED	Highway 9 Boulder Street, Boulder Creek	079-011-02	40.16	Retain Ownership
87	CLEAR CREEK WATERSHED	Clear Creek Road Highway 9, Brookdale	079-011-11	0.11	Retain Ownership
88	MALOSKY CREEK WATERSHED	Highway 9 Boulder Street, Boulder Creek	079-011-22	125.64	Retain Ownership
89	CLEAR CREEK WATERSHED	Clear Creek Road Alba Road, Ben Lomond/Brookdale	079-011-26	341.29	Retain Ownership
90	BROOKDALE TANK	Annie's Way Larkspur Drive, Brookdale	079-291-17	3.03	Retain Ownership
91	SOUTH RESERVOIR	Sweetwater Lane Alba Road, Ben Lomond	079-341-02	0.53	Retain Ownership
92	FOREMAN CREEK	Boulder Brook Drive Big Basin Way, Boulder Creek	080-021-15	65.19	Retain Ownership
93	CLEAR CREEK WATERSHED	Alba Road, Brookdale	080-031-23	41.62	Retain Ownership
94	FOREMAN CREEK WATERSHED	Madrone Drive Big Basin Way, Boulder Creek	081-011-05	582.8	Retain Ownership
95	HARMON CREEK WATERSHED	Lomond Avenue Hillside Terrace, Boulder Creek	081-101-03	49.43	Retain Ownership
96	HARMON CREEK WATERSHED	Lomond Avenue Hillside Terrace, Boulder Creek	081-101-07	48.73	Retain Ownership
97	OPERATIONS BUILDING	13067 Highway 9, Boulder Creek	081-125-05	0.34	Retain Ownership
98	ADMINISTRATION BUILDING	13060 Highway 9, Boulder Creek	081-132-09	0.13	Retain Ownership
99	ADMINISTRATION/OPERATIONS CAMPUS	Mountain Street, Boulder Creek	081-204-01	0.22	Retain Ownership
100	ADMINISTRATION/OPERATIONS CAMPUS	Hwy 9, Boulder Creek	081-204-03	0.32	Retain Ownership

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
101	ADMINISTRATION/OPERATIONS CAMPUS	Hwy 9, Boulder Creek	081-204-04	0.32	Retain Ownership
102	ADMINISTRATION/OPERATIONS CAMPUS	Hwy 9, Boulder Creek	081-204-06	0.33	Retain Ownership
103	ADMINISTRATION/OPERATIONS CAMPUS	Hwy 9, Boulder Creek	081-204-07	0.32	Retain Ownership
104	CRELIN TANK	Redwood Way off Irwin Way, Boulder Creek	081-233-02	0.03	Surplused Resolution No. 23 (06-07) April 5, 2007
105	MALOSKY CREEK WATERSHED	Boulder Creek	081-241-08	22	Retain Ownership
106	LYON TANK WTP	Madrone Ave Big Basin Way, Boulder Creek	081-351-01	0.64	Retain Ownership
107	LYON TANK WTP	Madrone Ave Big Basin Way, Boulder Creek	081-351-02	3.23	Retain Ownership
108	MALOSKY CREEK WATERSHED	Boulder Creek	081-361-01	22.1	Retain Ownership
109	FOREMAN CREEK WATERSHED	Ben Lomond Mountain, Empire Grade	081-361-02	22	Retain Ownership
110	MALOSKY CREEK WATERSHED	Boulder Creek	081-361-03	23.9	Retain Ownership
111	MALOSKY CREEK WATERSHED	Boulder Creek	081-361-04	23	Retain Ownership
112	MALOSKY CREEK WATERSHED	Boulder Creek	081-361-05	25	Retain Ownership
113	MALOSKY CREEK WATERSHED	Boulder Creek	081-361-06	25.1	Retain Ownership
114	MALOSKY CREEK WATERSHED	Boulder Creek	081-361-07	23.2	Retain Ownership
115	MALOSKY CREEK WATERSHED	Boulder Creek	081-361-08	23.9	Retain Ownership
116	ECKLEY BOOSTER	Ridge Drive West Park Avenue, Boulder Creek	082-021-08	0.04	Retain Ownership
117	ECKLEY TANK	Ridge Drive West Park Avenue, Boulder Creek	082-021-13	0.08	Retain Ownership
118	BLACKSTONE TANK	Blackstone Terrace West Part Avenue, Boulder Creek	082-211-39	0.13	Retain Ownership
119	HUCKLEBERRY WOODS PUMP STATION	East Road Bear Creek Road, Boulder Creek	082-241-13	0.02	Retain Ownership
120	HUCKLEBERRY WOODS SPRING	East Road past existing Huckleberry Booster, Bear Creek Road	082-241-20	0.01	Retain Ownership

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
121	HUCKLEBERRY TANK (former)	Middleton Drive Bear Creek Road, Boulder Creek	082-331-05	0.02	Surplused Resolution No. 23 (06-07) April 5, 2007
122	HUCKLEBERRY TANK SITE (new)	Middleton Drive Bear Creek Road, Boulder Creek	082-401-07	1.02	Retain Ownership
123	FAULKNER TANK	Alder Road Pleasant Way, Boulder Creek	083-073-21	0.03	Retain Ownership
124	BLUE RIDGE BOOSTER	Blue Ridge Drive Kings Creek Road, Boulder Creek	084-061-17	0.23	Retain Ownership
125	BLUE RIDGE SLIDE	Blue Ridge Short Street, Boulder Creek	084-091-13	0.46	Surplused Resolution No. 23 (06-07) April 5, 2007
126	UNKNOWN	Fern Drive, Two Bar Road, Boulder Creek	084-131-06	0.01	Surplused Resolution No. 23 (06-07) April 5, 2007
127	READER TANK	Dolores Ave Highway 9, Boulder Creek	084-131-10	0.39	Retain Ownership
128	BLUE RIDGE TANK	Short Street Blue Ridge Drive, Boulder Creek	084-261-13	0.1	Retain Ownership
129	BLUE RIDGE TANK	Short Street Blue Ridge Drive, Boulder Creek	084-261-14	0.24	Retain Ownership
130	RIVERSIDE GROVE BOOSTER	Redwood Drive Teilh Drive, Boulder Creek	085-041-18	0.12	Retain Ownership
131	CLARK TANK	Wildrose Terrace River Road, Boulder Creek	085-121-03	0.07	Surplused Resolution No. 23 (06-07) April 5, 2007
132	RIVERSIDE GROVE TANK	Pinecrest Drive Teilh Drive, Boulder Creek	085-291-05	0.24	Retain Ownership
133	ECHO TANKS	Echo Lane Sylvan Way, Boulder Creek	087-111-17	0.16	Retain Ownership
134	BEAR CREEK TANK	Forest Hill Drive Bear Creek Road, Boulder Creek	089-121-63	0.94	Retain Ownership
135	OVERLOOK TANK	Hiawatha Road Bear Creek Road, Boulder Creek	089-201-08	0.05	Surplused Resolution No. 23 (06-07) April 5, 2007
136	GOOCH TANK	Ancient Oaks Way Bear Creek Road, Boulder Creek	089-211-46	0.01	Surplused Resolution No. 23 (06-07) April 5, 2007
137	BEAR CREEK WATER WORKS	Forest Hill Drive Bear Creek Road, Boulder Creek	089-261-05	0.67	Retain Ownership
138	WASTEWATER INLET PUMP STATION	Oakwood Drive Bear Creek Road, Boulder Creek	089-282-14	0.1	Retain Ownership
139	WASTEWATER LIFT STATION	Fernwood Drive Bear Creek Road, Boulder Creek	089-291-09	0.17	Retain Ownership
140	RALSTON TANK	Ralston Ridge Drive Bear Creek Road, Boulder Creek	089-441-24	0.05	Surplus Property Resolution No. XX (09-10) August 6, 2009

**SLVWD APN
INVENTORY INDEX**

ID	Nomenclature	Location	APN	Lot Acreage	Recommendation
141	HIGHLAND TANK	Highland Drive Fairmount Drive, Boulder Creek	090-041-15	0.29	Retain Ownership
142	FAIRVIEW BOOSTER	Fairview Drive Irwin Way, Boulder Creek	090-064-02	0.01	Retain Ownership
143	NINA TANK	Rebecca Drive Fairmount Drive, Boulder Creek	090-194-07	0.04	Retain Ownership
144	NINA TANK	Rebecca Drive Fairmount Drive, Boulder Creek	090-194-12	0.01	Retain Ownership
145	ZAYANTE WATERSHED	East Zayante Road, Felton	093-041-07	1.9	Retain Ownership/ Additional Review Required
146	ZAYANTE WATERSHED	East Zayante Road, Felton	093-041-10	24.55	Retain Ownership/ Additional Review Required
147	ZAYANTE WATERSHED	East Zayante Road, Felton	093-041-11	8.56	Retain Ownership/ Additional Review Required
148	ZAYANTE WATERSHED	East Zayante Road, Felton	093-041-12	37.67	Retain Ownership/ Additional Review Required
149	ZAYANTE WATERSHED	East Zayante Road, Felton	093-041-13	64.64	Retain Ownership/ Additional Review Required
150	ZAYANTE WATERSHED	East Zayante Road, Felton	093-041-14	0.18	Retain Ownership/ Additional Review Required
150 Total Parcels				2196.064	Total Acres

19 Surplus Parcels Resolution No. 23 (06-07) April 5, 2007

5 Surplus Parcels Resolution No. XX (09-10) August 6, 2009

M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: DECLARATION OF SURPLUS DISTRICT PROPERTY

DATE: March 20, 2007

RECOMMENDATION

It is recommended that the Board of Directors review this memo and approve the attached resolution declaring nineteen (19) District owned parcels as surplus property.

BACKGROUND:

At the March 15, 2007 Board of Directors meeting, your Board received the Parcel Inventory Report dated March 2007. The Parcel Inventory Report reviewed each of the District's 114 individual parcels, and provided a description of current and foreseeable usage. Based upon said review, Staff recommended nineteen (19) District parcels be considered no longer necessary for District use in the foreseeable future. At the March 15, 2007 meeting, your Board directed Staff to move forward with actions associated with disposal of the nineteen (19) parcels recommended as surplus property. The first required action is for your Board to declare the parcels as surplus property.

The specific parcels recommended for a declaration of surplus District property are as follows:

<u>#</u>	<u>APN</u>	<u>NAME</u>	<u>LOCATION</u>
1	067-532-30	Hidden Glen Well	Spreading Oaks Drive, Scotts Valley
2	072-042-43	Medina Tank	Park Drive, Ben Lomond
3	072-241-23	Condor Tank	Condor Avenue, Ben Lomond
4	072-272-01	Coon Tank	Elena Drive, Ben Lomond
5	074-131-11	N/A	Zayante Drive, Felton
6	077-062-15	Estates Drive Tank	Estates Drive, Ben Lomond
7	077-062-30	Estates Drive Booster	Estates Drive, Ben Lomond
8	077-141-13	Ben Lomond Toll Road	Ben Lomond Toll Road, Ben Lomond
9	078-041-15	Boykin Tank	Alba Road, Ben Lomond
1	078-236-23	Roberts Tank	Country Club Drive, Ben Lomond
0			
1	078-252-07	Redwood Park Booster	Highway 9, Ben Lomond
1			
1	078-252-13	Redwood Park Booster	Highway 9, Ben Lomond

2			
1	081-233-02	Crelin Tank	Redwood Way, Boulder Creek
3			
1	082-331-05	Huckleberry Tank	Middleton Drive, Boulder Creek
4			
1	084-091-13	Blue Ridge Slide	Short Street, Boulder Creek
5			
1	084-131-06	N/A	Fern Drive, Boulder Creek
6			
1	085-121-03	Clark Tank	Wildrose Terrace, Boulder Creek
7			
1	089-201-08	Overlook Tank	Hiawatha Road, Boulder Creek
8			
1	089-211-46	Gooch Tank	Ancient Oaks Way, Boulder Creek
9			

The attached resolution declares the aforementioned assessor parcels as surplus District property and directs Staff to dispose of said property.

It is recommended that the Board of Directors review this memo and approve the attached resolution declaring nineteen (19) District owned parcels as surplus property.

James A. Mueller
District Manager

JAM/bsb

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. (06-07)

**SUBJECT: DECLARATION OF SURPLUS DISTRICT PROPERTY;
VARIOUS APN'S**

WHEREAS, pursuant to California Water Code Section 31041, the San Lorenzo Valley Water District is empowered to dispose of District property; and

WHEREAS, pursuant to California Government Code Section 54220 et seq. under certain circumstances the District is required to provide written notice of its intent to dispose of surplus property and offer such property at fair market value to certain enumerated public entities; and

WHEREAS, the District is the owner of certain real property located in an unincorporated area of the County of Santa Cruz, California; and

WHEREAS, said real property is described in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, the Board of Directors has considered a report from the District Manager and has determined and hereby declares that said property is not necessary for the District's use;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District as follows:

1. The Board of Directors hereby declares that the District property, described in Exhibit "A" is surplus property, and authorizes the District Manager to dispose of said surplus property.
2. The District Manager is hereby directed to provide written notice of the District's intent to dispose of said surplus property to those certain public agencies as prescribed in California Government Code Section 54220 et seq. Such notice shall offer said property for sale to the public agencies at fair market value, and shall request written notification of the intent to purchase said property be submitted to the District within 60 days.
3. If the District does not receive written notification of the intent to purchase said property from any public agency pursuant to Section 2 of this Resolution, the District Manager is hereby authorized to proceed with the disposal of said property in accordance with recommendations contained in the Parcel Inventory Report dated March 2007. For all parcels to

be disposed of by sealed bidding procedures, said bidding procedures shall include written notification to the owners of each contiguous property of the District's intent to sell said surplus property.

4. The Board hereby directs the District Manager to establish a minimum purchase price for subject parcels to be disposed of by sealed bidding procedures.

5. The District Manager is directed to bring all offers and bids on said surplus property to the Board for approval and award of bid.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 5th day of April, 2007, by the following vote of the members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

District Secretary
San Lorenzo Valley Water District

RESOLUTION NO. (06-07)

EXHIBIT "A"

<u>#</u>	<u>APN</u>	<u>NAME</u>	<u>LOCATION</u>
1	067-532-30	Hidden Glen Well	Spreading Oaks Drive, Scotts Valley
2	072-042-43	Medina Tank	Park Drive, Ben Lomond
3	072-241-23	Condor Tank	Condor Avenue, Ben Lomond
4	072-272-01	Coon Tank	Elena Drive, Ben Lomond
5	074-131-11	N/A	Zayante Drive, Felton
6	077-062-15	Estates Drive Tank	Estates Drive, Ben Lomond
7	077-062-30	Estates Drive Booster	Estates Drive, Ben Lomond
8	077-141-13	Ben Lomond Toll Road	Ben Lomond Toll Road, Ben Lomond
9	078-041-15	Boykin Tank	Alba Road, Ben Lomond
1	078-236-23	Roberts Tank	Country Club Drive, Ben Lomond
0			
1	078-252-07	Redwood Park Booster	Highway 9, Ben Lomond
1			
1	078-252-13	Redwood Park Booster	Highway 9, Ben Lomond
2			
1	081-233-02	Crelin Tank	Redwood Way, Boulder Creek
3			
1	082-331-05	Huckleberry Tank	Middleton Drive, Boulder Creek
4			
1	084-091-13	Blue Ridge Slide	Short Street, Boulder Creek
5			
1	084-131-06	N/A	Fern Drive, Boulder Creek
6			
1	085-121-03	Clark Tank	Wildrose Terrace, Boulder Creek
7			
1	089-201-08	Overlook Tank	Hiawatha Road, Boulder Creek
8			
1	089-211-46	Gooch Tank	Ancient Oaks Way, Boulder Creek
9			



**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER
DISTRICT
AGENDA
June 18, 2020**

Thursday, June 18, 2020 at 6:30 p.m., via videoconference and teleconference.

1. Convene Meeting 6:43 p.m.
2. Roll Call: R. Moran, L. Henry, B. Fultz., S. Swan, L. Farris were all present.
Staff: R. Rogers-District Manager, G. Nicholls-District Counsel, S. Hill-Director of Finance and Business Services, D. Langfield-Engineering Manager, H. Hossack-District Secretary
3. Additions and Deletions to Agenda: none
4. Oral Communications:
Pres. Swan announced that oral communications by the public will be limited to 3 minutes.
5. Unfinished Business:
 - a. **LOW INCOME RATE ASSISTANCE (LIRA) RECOMMENDATION FROM THE BUDGET & FINANCE COMMITTEE**
R. Rogers introduced this item and read from the staff memo.
S. Hill described the pilot LIRA that was recommended by the Budget and Finance Committee.
L. Henry said that the Budget & Finance Committee reviewed this item and recommend the pilot program as presented by S. Hill.
B. Thomas said that she supports the program but she doesn't think this recommendation is meaningful enough.
J. Mosher echoed B. Thomas' comments.
L. Ford added his endorsement to the program.
Discussion by the Board and staff regarding the program.
B. Thomas questioned if the intention is to go beyond the pilot year will it be part of the budget and if there is a way to identify the lowest income customers.
S. Swan said that a long term program has not been worked out yet. This is a pilot program to see how it works.
M. Lee appreciated the suggestion of a State run program, he doesn't like the lottery idea and he likes the idea of a pilot program.
Discussion by Board and staff regarding the, pilot program, State program, changes to recommended program, revenue source for the program, disputes, and launch date for the program.

L. Henry made a motion to approve Resolution No. 25 (19-20) establishing a rate assistance program for eligible customers. She added that a launch date of July 15, 2020 be added to the motion. The motion was seconded.

Discussion by Board regarding the AB401 letter.

Dir. Farris was not able to vote so on the motion so Dist. Counsel recommended that the vote be called again after the discussion regarding the AB401 letter.

Roll Call on the motion was called again with all Board members present. Four voted in favor of the motion, Dir. Fultz voted no. Motion passed.

Dist. Counsel introduced and explained the Draft AB401 letter.

Discussion by Board and staff regarding the AB401 letter.

L. Henry made a motion to agree to sent this letter regarding AB401 to the State Legislature. The motion was seconded.

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

b. STRATEGIC PLAN

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

L. Henry said that she asked for this item to be on the agenda because S. Hill has asked many times for the Strategic Plan to be completed to help with a multi-year budget. She believes that staff and the public should be involved in the process and that the Dist. Manager can draft a Strategic Plan using the goals and objectives that the Board voted on for the Dist. Manager.

L. Henry made a motion that the Board direct the District Manager to prepare a draft Strategic Plan based on his goals and objectives established by the Board. The motion was seconded.

Discussion by the Board and staff regarding contentious issues, governance training and the Strategic Plan timeline.

Farris. M. Lee said that the Strategic Plan should move forward with Fultz and

B. Thomas had concerns about having one person prepare the Strategic Plan.

L. Summers said she thinks R. Rogers is an excellent choice to prepare the draft Strategic Plan.

L. Ford said that he agrees with L. Summers, R. Rogers is an excellent choice.

R. Rogers clarified the process, the management team would be brought into the process and use the Fultz/Farris plan and bring it back to the Board and public for input.

Discussion by Board and staff regarding the Strategic Plan process.

L. Farris made a motion to direct the District Manager to come up with a revised draft of the Strategic Plan based on the third revision of the Fultz/Farris plan and that the draft should be part of the August 20, 2020 Board of Directors meeting, followed by a one month period of review by Board, staff and public. Approval of the Strategic Plan to be scheduled for the October 15, 2020 BoD meeting. The motion was seconded.

R. Moran liked the motion because it doesn't use consultants.

Four Board members voted in favor of the motion, Dir. Fultz abstained.
Motion passed.

Discussion by Board and staff regarding the Governance Training.

District Counsel reminded everyone that the chat feature is not being used or monitored. If you want to provide comments please raise your hand.

c. OPERATIONAL & ECOLOGICAL GAGING CONTRACT

R. Rogers introduced this item.

C. Blanchard described the item and read from the staff memo.

B. Fultz questioned the permanence of this gauging.

R. Rogers said that the SMGWA has just been having discussions regarding this issue.

Discussion by Board and staff regarding the monitoring.

M. Lee questioned other creeks besides Fall Creek.

R. Rogers explained the process.

S. Swan made a motion to direct the Dist. Manager to enter into the contracts with Balance Hydrologics to monitor the operational and ecological gauging. The motion was seconded.

Dir. Farris was unable to vote so the vote will be taken again later.

d. REVENUE UPDATE

R. Rogers introduced this item.

S. Hill presented information regarding a revenue update related to COVID-19 shut downs. The District is not negatively effected for the most part as we are mostly residential. Past due accounts are roughly \$50,000 higher than usual.

Discussion by Board and staff regard the revenue update.

M. Lee said it looks like we have the money for the LIRA program now.

e. GRAND JURY RESPONSE UPDATE

R. Rogers introduced this item.

G. Nicholls presented this item. Staff is seeking direction by the Board as to how to move forward.

Discussion by the Board and staff regarding the response to the Grand Jury.

c. OPERATIONAL & ECOLOGICAL GAGING CONTRACT (continued)

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

G. Nicholls noted in the case of a Director dropping off of the meeting we can mark the Director absent for a vote.

f. REQUEST FOR INFORMATION - DIRECTOR FULTZ

R. Rogers introduced and described this item.

S. Hill presented her Roadmap for the Future.

B. Fultz explained his reasons for wanting this information on the agenda.

Discussion by Board and staff regarding this item.

M. Lee said that staff is leaving out the most important information and that's the gross income of our rate payers.

S. Swan said that this information should go back to the Committee.

G. Nicholls said that no vote or motion is required as long as the District Manager is clear as to what is being referred to the Budget & Finance Committee.

R. Rogers asked S. Hill if she has any comments.

S. Hill said she will take her presentation to the B & F Committee.

6. New Business: None

7. Consent Agenda:

a. MINUTES FROM BOARD OF DIRECTORS MEETING JUNE 4, 2020

S. Swan asked if the minutes should be pulled for discussion. No response.

8. District Reports:

- DEPARTMENT STATUS REPORTS

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

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

R. Rogers announced that this is D. Langfield's last BoD meeting. He will be retiring. He will be missed. He has done a lot for the District in a short time.

S. Swan agreed and thanked him for his efforts.

- COMMITTEE REPORTS

- Future Committee Agenda Items
- Committee Meeting Notes/Minutes
 - Special Environmental Committee Minutes 5.28.20
 - SMGWA Recap 5.28.20
 - Budget & Finance Committee Minutes 6.2.20
 - Administration Committee Minutes 6.3.20
 - Engineering Committee Minutes 6.4.20

R. Moran said there was an Environmental Committee today and there was a presentation on Conjunctive Use.

- DIRECTORS REPORTS

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

9. Written Communication:

- LETTER FROM PG&E IN RESPONSE TO OUR LETTER - 6.9.20
10. Informational Material:
- UPDATE ON SLVWD - Press Banner 5.22.20
11. Adjournment 9:55 p.m.

MEMO

To: District Manager
From: Engineering Manager
Subject: July 2020 Engineering Department Monthly Report
Date: July 16, 2020

Recommendation:

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

Projects in Construction:

Lompico Tank Replacement: Work on the Lompico Tank Replacement Project with our contractor, Anderson Pacific, is continuing. Our construction management firm, MME, has reported some issues with errors in the construction drawings. Further review is necessary to determine the impacts on the project and is ongoing.

2020 Pipeline Replacement Project: Contracts and bonds have been approved by District council. A Notice to Proceed letter has been issued to the construction management firm, MME. MME has requested that the Notice to Proceed to the construction contractor, Anderson Pacific, be held till after the pre-construction meeting.

Projects in Design:

Water Master Plan: Akel Engineering is making slow progress with the District Water Master Plan. We are currently trying to finish the collection of District wide data but are being slowed by the Corvid 19 limitations. As a result of the extended data collection process, completion of the Water Master Plan has been delayed to December 2020.

Bear Creek Estates Wastewater Alternatives Analysis: Work on the wastewater alternative analysis is now complete. A Final Report has been submitted to the District and was reviewed by the Engineering Committee at the March 10th meeting. It was the recommendation of the Engineering Committee that the report be submitted to the Bear Creek Estates property owners and that a meeting with District staff be arranged shortly thereafter. A meeting with the

property owners has been delayed due to Corvid 19, but is currently in the process of being scheduled.

Glen Arbor Bridge Water Main Replacement Project: Work on the design of the Glen Arbor Pipeline is continuing. Preliminary alignment plans have been submitted by the designer and reviewed by staff. The consultant is working with County and State personnel regarding encroachment permits.

Redwood Park (Swim) Tank Replacement: Survey, geotechnical and appraisal work has been completed. The General Manager and District attorney have reached an agreement with the property owner that requires completion of the environmental review for the tank project before purchase of the property. The District has retained Rincon Environmental to complete the environmental review for the new Redwood Park Tank Project. Work is underway.

Fall Creek Fish Ladder Project: Work on the design of the Fall Creek Fish Ladder is continuing. Staff are working with WaterWays Consulting, the RDC and the resource agencies regarding environmental review and permits for the project.

Lyon Slide Project: Contracts have been signed and a Notice to Proceed has recently been issued to Rincon Environmental for the environmental review of the Lyon Slide Project. Work is underway.

M E M O

TO: Board of Directors
FROM: District Manager
PREPARED BY: Environmental Planner
SUBJECT: Environmental Department Status Report
DATE: July 16, 2020

RECOMMENDATION:

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

SUSTAINABLE WATER SUPPLY PLANNING (ONGOING)

The District is working on a multi-tier effort to optimize operations, sustainably manage water supply and diversify the District's water supply portfolio to ensure a resilient water supply as we adapt to a changing climate through the following efforts:

- Water Conservation
- Improving System Efficiencies through Conjunctive Use (Using surface water when available to rest and recharge groundwater sources)
- Capital Improvement (increasing pipeline sizes, reducing leaks, and increasing storage tank capacities)
- Permit Intertie Pipelines to optimize operations and sustainably manage water supply.
- Sustainable Groundwater Management (SMGWA.ORG)
- Climate Adaptation and Mitigation (The Climate Registry)
- Exploring New Groundwater Supplies

CONJUNCTIVE USE GRANT

- Fisheries assessment complete - available on website [here](#).
- Public engagement Workshop with Mike Podlech (aquatic ecologist) on the fisheries assessment was completed at the June Environmental Committee meeting.
- Water right changes in beginning stages; working with legal
- Draft Conjunctive Use Plan underway - working deadline July 2020
- CEQA internally being discussed. Aiming to have final CEQA direction by end of July.
- The complete Conjunctive Use Plan is 80% complete and should be available for public review by end of August.

URBAN WATER MANAGEMENT PLAN (UWMP)

The UWMP is a public planning document required of urban water suppliers every five years to ensure that adequate water supplies are available to meet existing and future water demands.

Request for Proposals (RFP) released in July 2020. The RFP should close in August and will be brought to the BOD for approval in September.

STREAMFLOW, TEMPERATURE AND RELATED OBSERVATIONS FOR THE SAN LORENZO VALLEY WATER DISTRICT'S SURFACE SOURCES OF COMMUNITY WATER SUPPLY WATER

WATER YEAR 2020

BOD approved WY 2020 monitoring of stream flow in water supply streams in June. Staff is working on a water right agreement with the SWRCB for the Lompico Creek water right; using this data.

BALANCE HYDROLOGICS DATA

Monitoring has supported the Fall Creek fish ladder project, conjunctive use studies and various agency compliance in WY2019. Staff is internally reviewing the water year 2018 & 2019 data reports. Once finalized these reports will be available for the public.

SANTA MARGARITA SUSTAINABLE GROUNDWATER MANAGEMENT AGENCY (SMGWA.ORG)

Montgomery and Associates the Technical Consultant has been working on the following:

- Correct the deficiencies identified in the hydrologic model.
- Assist with the technical writing of the Sustainable Groundwater Management Plan.
- Explore the concept of Management Areas.
- Determine Sustainability Criteria.

Agency staff is working on reviewing the GSP sec 2: Plan Area and Basin Settings.

Office hours with agency staff are being offered to the BOD

The District will begin to incorporate SMGWA updates on its social media pages, newsletters and BOD agenda packets monthly.

The next SGMWA Meeting is scheduled for July, 23rd at 5:30 PM. For more information <http://smgwa.org/>. Due to the circumstances regarding the ongoing shelter-in-place orders all Agency meetings will be held in an exclusively remote-access format until further notice.

ENVIRONMENTAL COMPLIANCE - CAPITAL IMPROVEMENT PROGRAM

SANDHILLS HABITAT CONSERVATION PLAN FOR THE SAN LORENZO VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PLAN

District is preparing a Habitat Conservation Plan to mitigate the impacts to listed species in sandhills habitat which result from the District's Capital Improvement Projects. This approach will greatly reduce the timeline and cost for project permitting compared to preparing individual HCPs for each project or site. As of December 2019 chapter 3 was completed.

The Olympia Conservation Area Management Plan was completed by May 31st 2020 and is available for public review as of July 18th, 2020. Staff has reviewed and provided feedback. Jodi McGraw will present the plan to the Environmental Committee in July.

An end of fiscal year invasive vegetation removal was completed by Environmental & Operations staff in June in the establish Olympia Conservation Area.

CIP PROJECT PERMITTING

Staff is working to secure permits for the following Projects:

Fall Creek Fish Ladder Project (all permits in process - awaiting CDFW's determination)
Lyon Treatment Plant Access Road Slide (FEMA funded)
Swim Tanks Replacement (Redwood Park Tank)
5 Pipeline Project
Tank Recoatings

WATERSHED MANAGEMENT/ STEWARDSHIP

FIRE MANAGEMENT PLANNING ON DISTRICT WATERSHED LANDS

Staff is working to prepare a Fire Management Plan through partnership with Panorama Environmental INC. The plan will improve mapping, road access for fire personnel and improve communications with Fire Prevention Agencies. Staff is also working to create a post-fire plan to ensure the most efficient recovery of District's water resources following a fire event.

Contract with Panorama awarded in March 2020.

Panorama has begun mapping priority infrastructure and lands. Next steps will include securing grants and begin plan preparation.

All data for GIS mapping received by consultant in April 2020. Internal mapping data portal initiated. Panorama & staff have begun to work with local agencies & organizations to secure regional grants. Panorama & staff will be submitting an application for CalFire's CFIP grant program and submit projects for Coastal Regional Prioritization Group (CRPG) Regional Prioritization Plan Survey. CFIP application should be ready for submission by end of July.

Prometheus Fire Consulting (sub-contractor) began site visits on June 9, 2020 starting with the District's most vulnerable poly & redwood tanks. These site visit will continue throughout July; including vulnerable pipelines.

INTERGRATED PEST MANGEMENT POLICY (IPMP)

First draft of IPMP was reviewed by staff March 2020.

Second draft completed in April 2020. The Environmental committee approved the draft at the May Committee meeting to be brought to the Board of Directors (BOD).

BOD & Public received the draft at the June 4, 2020 BOD and approved the policy.

Staff is working on final edits to release to website and begin implementation.

PG&E

PG&E letter was approved at the May 7th Special BOD meeting & was sent to the approved contacts by end of May 2020.

PG&E has responded to the letter and it was included in June's BOD agenda.

OLYMPIA PATROL

The Land Trust of Santa Cruz County alerted the District of the upper equestrian loop being overgrown at the Olympia property. Operations is working with a consultant to clear the over-growth and maintain the trail.

New fencing and cameras were installed in April 2020 to prevent mountain biking destruction on the Olympia property.

WATER CONSERVATION

REBATES

Funding for the District's rebate Program has been fully committed for fiscal year 2019/2020.

On July 1st (new fiscal year) customers are able to apply for the rebate program.

SANTA CRUZ COUNTY WATER CONSERVATION COALITION

Value of water campaign - focus on importance of infrastructure underway. Radio ads planned for June 2020. Outreach materials to be provided.

District staff provide photos and facts on infrastructure for the Value of Water campaign. Website is being updated with provided information.

Updated shared website - watersavingtips.org

PUBLIC OUTREACH

CHATTERBOX PR

Chatterbox is reviewing and plans to submit results from the April 2020 customer survey May 25, 2020. Chatterbox will also be advising the District on its completed outreach and social media plan in June. Chatterbox presented its findings and plan to the BOD & public on June 4.

July outreach planned (as of July 7) includes:

- Lompico Assessment District Annual Report
- July E-newsletter
- Auto-pay & online billing campaign
- Low-income program
- Lewis Tank Project Updates
- District Public meeting social media posts (on-going)
- Leak detection
- Water quality - switching to wells post

June outreach includes:

- Creation of District Twitter
- Auto-pay signup campaign
- Survey Results press release
- PG&E PSPS - generators press release
- Aerator Donation 'thank you' Social media post
- Various social media updates
- Committee meeting summaries
- COVID update video
- BCBA Facebook feature
- PSPS & generator update
- District Public meeting social media posts (on-going)
- Infrastructure project update
- Prepared Not Scared - fire preparation mailer (paid by Fire Safe Council)

May outreach includes:

- COVID-19 Updates
- Customer Survey
- Customer Confidence Report
- Santa Margarita Groundwater Agency Update
- System Flushing
- Earth day

April Outreach included:

- COVID-19 Updates (including article in Press Banner April 3rd,2020)
- Bear Creek Slide Construction Update
- Customer Survey
- Customer Confidence Report

March outreach included:

- COVID-19 Updates

UPCOMING EVENTS

None - due to Shelter in Place Order

CLIMATE ADAPTATION

The District renewed its membership with the Climate Registry

NETWORKING & COLLABORATIONS

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

Under the Sustainable Groundwater Management Act of 2014, over-drafted groundwater basins need to be sustainably managed by a Groundwater Sustainability Agency (GSA) through the development of a Groundwater Sustainability Plan (GSP). The GSP must be completed by 2022, and the basin must reach sustainability by 2040.

FIRE SAFE COUNCIL OF SANTA CRUZ COUNTY <https://www.firesafesantacruz.org/>

Staff represents SLVWD and participates as one of the Directors on the Community Outreach Committee.

District Environmental Planner represents SLVWD on the Board of Directors

WEED MANAGEMENT AREA OF SANTA CRUZ (WMA)

The Weed Management Area of Santa Cruz (WMA) meets 4 times annually. The group is working on the Strategic Plan, and prioritizing efforts for Santa Cruz County, and working to acquire resources to achieve the goal of fighting invasive species that impact biodiversity.

SAN LORENZO 2025

San Lorenzo River 2025 is a collaborative effort focused on addressing the risks facing the San Lorenzo River over the next ten years. Through a partnership between local governments, water districts, the Resource Conservation District and local nonprofits, San Lorenzo River 2025 seeks to achieve **reliability** of water, **restoration** of watershed habitats, and a **resilient and safe** community resource. This effort will increase both the pace and the scale of investment into the San Lorenzo Watershed.

WATER CONSERVATION COALITION

<http://watersavingtips.org/>

The Water Conservation Coalition is a partnership between all the local Water Districts in Santa Cruz County as well as the County Water Resources Division, Ecology Action and other groups who share a passion for water conservation and public education. Our goal is to combine efforts and share resources to provide a common message about water conservation issues to residents throughout Santa Cruz County.

SANTA CRUZ STEWARDSHIP NETWORK (SCSN)

<http://scmsn.net/>

The Santa Cruz Mountains Stewardship Network is a region-wide and cross-sector collaboration of independent individuals and organizations who are committed to practicing effective stewardship on their own lands and coordinating their efforts with other land stewards to enhance stewardship on a regional level.

Working with network to facilitate fire management grants.

The District's Environmental Planner represents the District.

M E M O

TO: Board of Directors

FROM: District Manager

PREPARED BY: Director of Finance & Business Services

SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT

DATE: July 16, 2020

RECOMMENDATION:

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

BACKGROUND:

BUDGET

The adopted budget has been posted to the website.

CUSTOMER SERVICE SUPPORT

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

REVENUE STABILIZATION RATE ANALYSIS

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of May 2020 consumption, the cumulative consumption is 2% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

COVID-19

The front office has been closed to the public since 3/17. For the most part business has been able to be conducted as usual. Cash payments have the most limitations, being no change can be provided. Some customers are still placing cash in the drop box during office hours and letting staff know through the window. There are a few employees working from home to provided better spacing of staff in the office, as well as to ensure business could continue to be conducted if someone did fall ill. The past due process has been temporarily suspended, however it is on this agenda to be reviewed. The front

office has been working on a re-opening plan. Safety glass has been installed and additional safety precautions will be in place. Office hours have changed to be open to the public for phone calls (and eventual walk-ins) from 9am-12pm, 1pm-4pm. Some agencies are considering no longer having office hours. We have reduced it to be two 3 hour blocks. This allows staff more flexibility and efficiencies for having uninterrupted work.

AUDIT

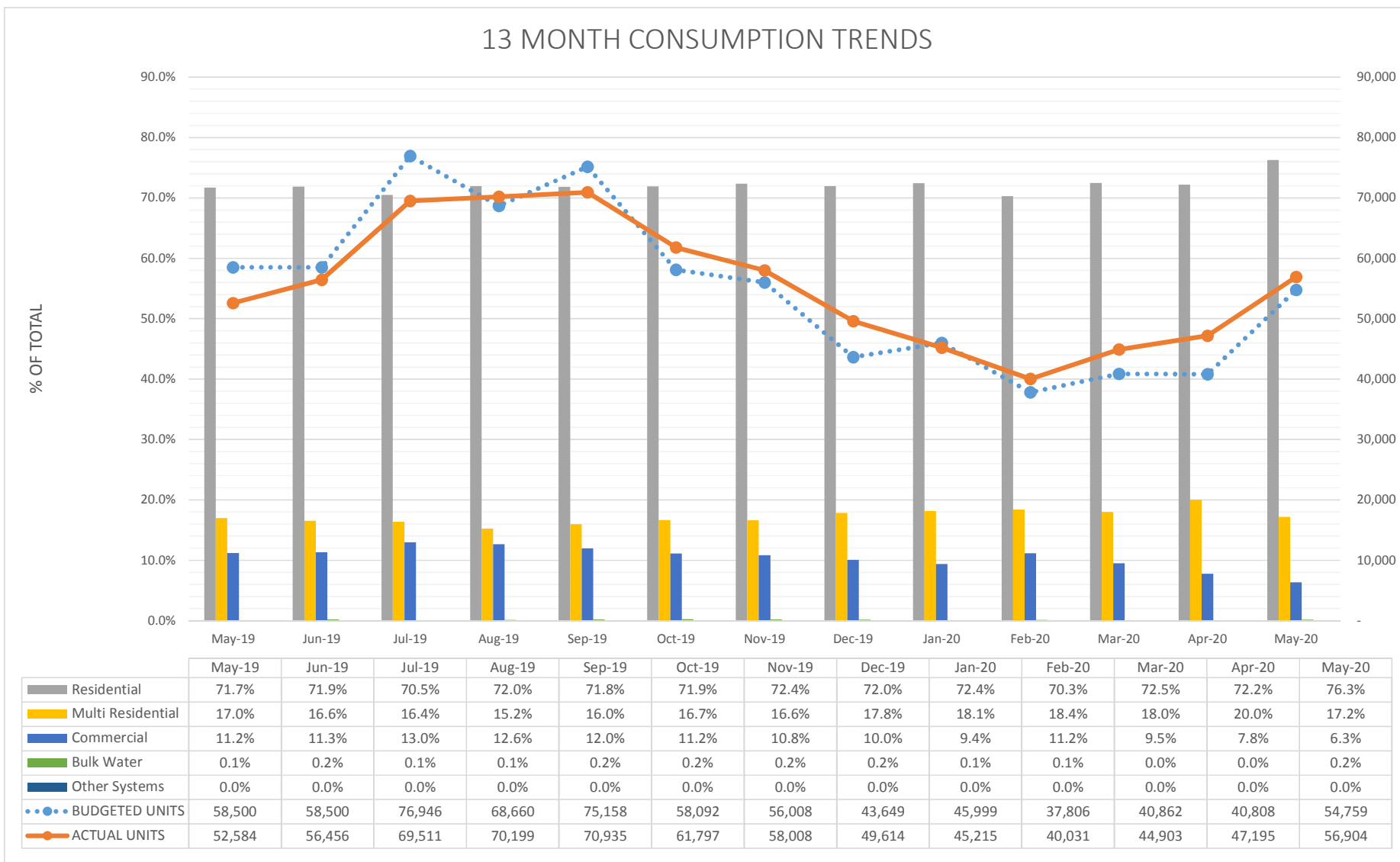
Interim audit work will be performed remotely. We are in the process of preparing the support for the auditors. Final fieldwork (likely remotely as well) will be in September.

FINANCIAL SUMMARY

May YTD is tracking higher than expected, this is likely due to more people working from home and low rainfall. Consumption has balanced back out to be similar to expected, there has been a slight up-tick in usage during March-May due to more people working from home. As identified through the budget process, expenses are expected to come in slightly better than budget. June typically carries higher expenses and year end accruals. Please see the Financial report for further detail.

- Operating Revenue: Consumption is tracking slightly higher than budgeted, mainly attributed to the higher than usual usage in March – May.
- Operating Expenses: Expenses are in line with expectations, given the large volume of annual invoices typically paid in July of each year. While there will be some savings from timing of new hires, the PG&E PSPS events were unanticipated increased expenditures.
- Operating Income (loss): Summer months typically carry a higher operating income, that helps carry us through the lower winter consumptions months.
- Overall Outlook: The numbers are in line with expectations. We will continue to monitor consumption trends for any significant shifts from expectations.

	May		Full Year	
	Current Month	YTD	Budget	% of Budget
Operating Revenue	\$ 924,721	\$ 9,591,602	\$ 10,817,670	89%
Operating Expenses	\$ 487,078	\$ 6,515,448	\$ 7,817,156	83%
Operating Income	\$ 437,643	\$ 3,076,154	\$ 3,000,514	103%



CUSTOMER SERVICE DEPT SUMMARY

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

Monthly Stats:	Jun-20	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19*	Sep-19*	Aug-19	Jul-19	Jun-19*
Cut In/Outs	49	29	34	21	32	36	48	48	42	58	83	142	97
Tags	0	0	0	0	0	154	222	151	90	120	184	169	95
Turn-offs	0	0	0	0	0	42	40	33	14	30	38	23	21

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

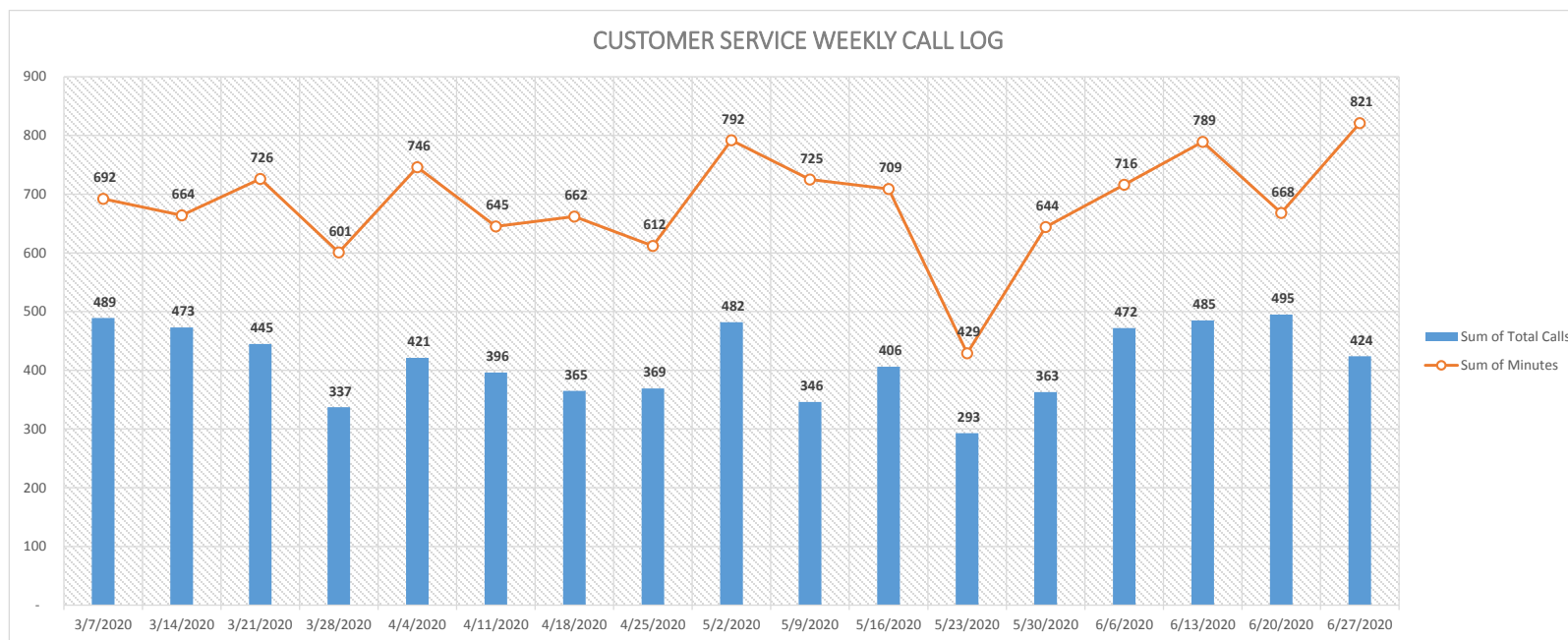
Online / Going Green [1]

As of 07/7/2020

Online Sign-ups	4,962	4,911	4,862	4,806	4,748	4,706	4,649	4,646	4,589	4,504	4,439	4,414	4,334
E-Bills	1,933	1,907	1,880	1,861	1,836	1,806	1,794	1,781	1,763	1,727	1,697	1,686	1,624
Auto Pay	3,125	3,095	3,076	3,051	3,015	2,987	2,962	2,943	2,901	2,874	2,778	2,707	2,518

* Due to timing, had abnormal tag periods

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



Week Ending	Incoming Calls		Outgoing Calls		Total Calls	
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes
3/7/2020	278	537	211	155	489	692
3/14/2020	271	503	202	161	473	664
3/21/2020	245	429	200	297	445	726
3/28/2020	243	503	94	98	337	601
4/4/2020	331	692	90	55	421	746
4/11/2020	280	533	116	113	396	645
4/18/2020	290	612	75	50	365	662
4/25/2020	264	562	105	50	369	612
5/2/2020	337	676	145	116	482	792
5/9/2020	251	594	95	131	346	725
5/16/2020	292	632	111	77	406	709
5/23/2020	213	372	80	57	293	429
5/30/2020	269	571	94	73	363	644
6/6/2020	308	576	164	139	472	716
6/13/2020	332	651	153	139	485	789
6/20/2020	297	500	198	168	495	668
6/27/2020	285	684	139	137	424	821

Weekly Notes
Flushing South System, 212 Riverside Park Dr., 365 Felton Empire, 750 Park Dr., 12489 Coleman Ave.
Flushing, Scenic Way & Hillcrest, 440 Orman, Lockwood Ln, 14401 Bear Creek Rd.
Flushing Lompico Eastside, past due notices.
Flushing Lompico Eastside
Flushing Manana Woods, Main Breaks: 9430 Manzanita Ave., Woodston Way
Flushing Lompico, Main Breaks: 2001 River Rd., 255 Zayante School Rd.
Flushing Lompico, Main Breaks: 155 Creek Ct., 15 Brimblecom Rd., 119 Royal Oak Ct., 1141 Laurel Ave., 10408 Railroad Ave., 250 Keller Dr.
Main Breaks: 13220 Railroad Ave., Crescent Dr., 140 Apple Knoll
Main Breaks: Rancho Rio Ave., 490 Huckleberry Ln., 200 Caledonium Ave., 515 Middleton Dr., 850 Block of Hwy 9, 10578 Visitar St., 266 Blue Ridge Dr., 1299 La Lana St.,
Main Breaks: 320 Blue Ridge Dr., 1090 Dundee Ave., 490 Huckleberry Ln., 14630 Two Bar Rd., 231 Main St., Juanita Wood & Apple Knoll.
Main Breaks: 820 River Dr., Love Creek, Rancho Rio Bridge, 8195 Oak & Hermosa, 8050 Hermosa.
Main Breaks: 135 Coon Heights Rd., 231 Main St.
Closed for Memorial Day, Main Breaks: 300 Riverside Park Dr., Booth Ln, Glen Arbor Rd., 6205 Hwy 9.
Main Breaks: 12605 Boulder St., 11409 Utility Pole, Juanita Rd., 14401 Hiwatha Rd., Glen Arbor Rd., 151 S Redwood Dr., 400 Berts Dr.
Main Breaks: 417 Bahr Dr., 360 BlueRidge Dr., 15675 Hwy 9, Glenwood Rd., 600 Spring Creek Rd., Bear Creek & Hiwatha, 170 Brier Dr., 320 Jaunita Rd.
Main Breaks: 1079 Pine Dr., 15115 Hwy 9, Manzanita Rd. & River Dr., End of Sunbeam Ave., 134 Russel Dr.
Main Breaks: 241 Mitchell Dr., 15900 Kings Creek Rd., 5390 McKinley Way, 9914 E. Zayante Rd., 12972 Pine St.

OPERATING ANALYSIS - May 2020

REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 642,895	69.5%	\$ 559,418	\$ 83,477	15%	9%	\$ 7,395,500	68%
BASIC CHARGES	269,251	29.1%	253,686	15,565	6%	9%	3,163,000	29%
METERS, PENALTIES & OTHER	560	0.1%	7,720	(7,160)	-93%	0%	127,000	1%
SEWER CHARGES	12,015	1.3%	10,013	2,003	20%	9%	132,170	1%
TOTAL OPERATING REVENUE	\$ 924,721	100.0%	\$ 830,837	\$ 93,884	11%	9%	\$ 10,817,670	100%

REVENUE COMMENTS

Water Usage: May 2020 was 8% higher the same time of the prior year. Remaining basic charge increase was due to the rate increase.

Sewer Charges: New rates went into effect Dec 19.

EXPENSES BY CATEGORY

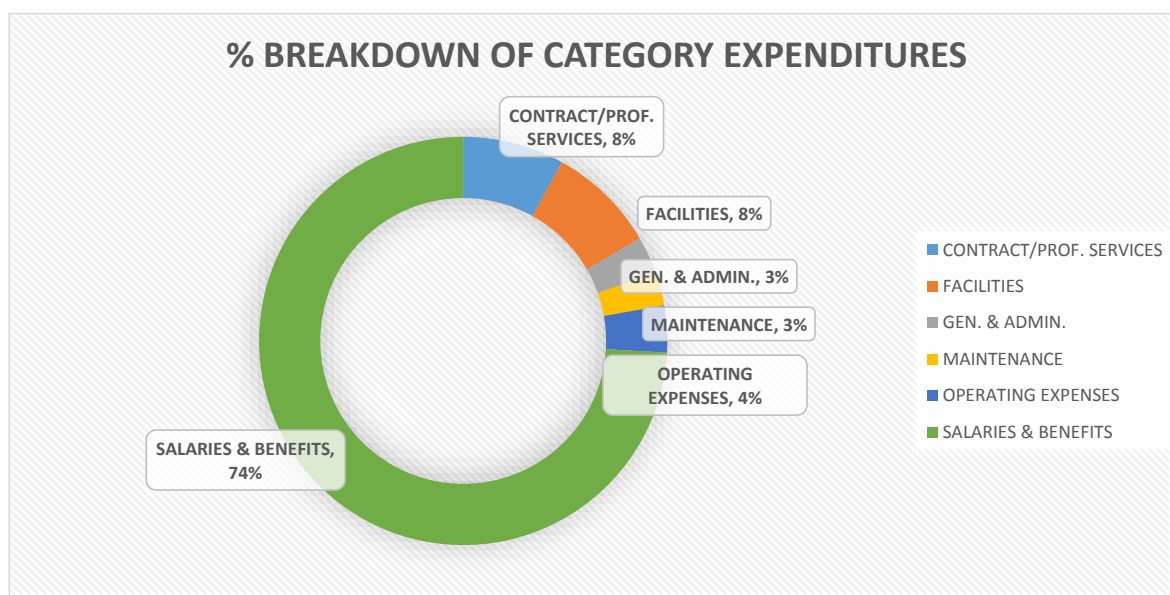
DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 360,847	74.1%	\$ 343,963	\$ 16,884	5%	7%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	39,137	8.0%	80,559	(41,422)	-51%	4%	1,070,711	14%
OPERATING EXPENSES	18,068	3.7%	21,674	(3,606)	-17%	4%	435,250	6%
MAINTENANCE	12,792	2.6%	16,167	(3,374)	-21%	6%	218,850	3%
FACILITIES	41,904	8.6%	39,769	2,135	5%	7%	591,700	8%
GEN. & ADMIN.	14,329	2.9%	14,215	114	1%	4%	335,670	4%
TOTAL OPERATING EXPENSES	\$ 487,078	100%	\$ 516,347	\$ (29,269)	-6%	6%	\$ 7,817,156	100%

EXPENSE COMMENTS

Sal.&Ben.: Overall expenses tracked similar to prior year.

Prof. Serv: Legal was \$20K lower than prior year.

Legal Bills: Legal bill was \$15K compared to \$37K prior year (timing of invoices)



OPERATING ANALYSIS - YTD FY1920 (JULY-MAY)

REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 6,441,984	67.2%	\$ 5,932,999	\$ 508,984	9%	87%	\$ 7,395,500	68%
BASIC CHARGES	2,906,501	30.3%	2,731,973	174,528	6%	92%	3,163,000	29%
METERS, PENALTIES & OTHER	120,985	1.3%	72,545	48,440	67%	95%	127,000	1%
SEWER CHARGES	122,133	1.3%	101,807	20,326	20%	92%	132,170	1%
TOTAL OPERATING REVENUE	\$ 9,591,602	100.0%	\$ 8,839,324	\$ 752,278	9%	89%	\$ 10,817,670	100%

REVENUE COMMENTS

YTD revenues are higher due to the rate increase compared to prior year. Water sales are 2% higher than prior YTD. Water and Sewer revenues are tracking according to budget.

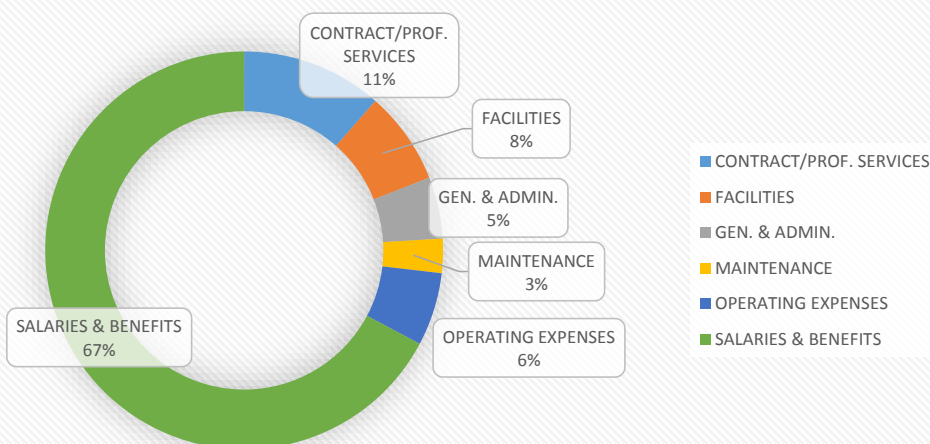
EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 4,369,525	67.2%	\$ 4,195,238	\$ 174,287	4%	85%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	746,312	11.5%	967,410	(221,097)	-23%	70%	1,070,711	14%
OPERATING EXPENSES	386,610	5.9%	335,127	51,483	15%	89%	435,250	6%
MAINTENANCE	180,889	2.8%	139,406	41,483	30%	83%	218,850	3%
FACILITIES	491,754	7.6%	466,745	25,008	5%	83%	591,700	8%
GEN. & ADMIN.	325,931	5.0%	317,956	7,976	3%	97%	335,670	4%
TOTAL OPERATING EXPENSES	\$ 6,501,022	100%	\$ 6,421,882	\$ 79,140	1%	83%	\$ 7,817,156	100%

EXPENSE COMMENTS

Contract/Prof. Serv.: Legal prior year was \$54K higher. Enviro programs \$66K less than PY
 Operating Expenses were higher due to generator rentals for the PG&E PSPS
 Maintenance was high due to major truck bed repair, this was budgeted for.
 Facilities were higher due to timing of bills yr over yr
 Gen&Admin: \$18K increase to liability insurance year over year.

% BREAKDOWN OF CATEGORY EXPENDITURES



OPERATING ANALYSIS - YTD TREND FY1920

REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	769,863	682,882	663,649	563,770	498,458	457,376	508,205	542,404	642,895	6,441,984	7,395,500	87%
BASIC CHARGES	253,518	253,941	254,187	260,905	269,295	268,982	268,955	269,341	268,906	269,219	269,251	2,906,501	3,163,000	92%
METERS, PENALTIES & OTHER	5,620	9,985	3,620	6,080	5,865	5,555	6,350	715	76,460	175	560	120,985	127,000	95%
SEWER CHARGES	10,013	9,857	10,174	10,012	10,013	11,801	12,238	12,015	12,015	11,980	12,015	122,133	132,170	92%
TOTAL OPERATING REVENUE	627,395	1,028,021	1,037,844	959,879	948,822	850,108	786,001	739,448	865,587	823,777	924,721	9,591,602	10,817,670	89%

EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	764,139	305,763	357,510	335,364	353,677	360,808	500,042	304,598	360,615	366,162	360,847	4,369,525	5,164,975	85%
CONTRACT/PROF. SERVICES	21,644	34,367	44,713	161,807	43,290	56,616	33,532	137,103	127,247	61,280	39,137	760,738	1,070,711	71%
OPERATING EXPENSES	20,127	30,756	32,644	26,514	76,847	42,409	65,935	31,722	25,440	16,147	18,068	386,610	435,250	89%
MAINTENANCE	6,890	25,710	14,630	12,671	21,182	10,467	19,863	18,941	15,957	21,786	12,792	180,889	218,850	83%
FACILITIES	11,977	52,999	55,767	58,349	52,967	47,950	42,119	46,221	40,759	40,743	41,904	491,754	591,700	83%
GEN. & ADMIN.	131,372	18,702	14,045	27,839	15,178	33,971	17,172	13,479	23,939	15,905	14,329	325,931	335,670	97%
TOTAL OPERATING EXPENSES	956,149	468,298	519,309	622,545	563,141	552,220	678,663	552,064	593,957	522,024	487,078	6,515,448	7,817,156	83%
OPERATING INCOME (LOSS)	(328,754)	559,723	518,535	337,334	385,680	297,887	107,338	187,383	271,630	301,754	437,643	3,076,154	3,000,514	103%

COMMENTS

REVENUE/EXPENSES:

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

GENERAL/PROCESS:

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

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

REVENUE STABILIZATION RATE ANALYSIS FY1920

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

MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

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

ACTUAL FY1920 CONSUMPTION

FY1920	69,511	70,199	70,935	61,797	58,008	49,614	45,215	40,031	44,903	47,195	56,904		614,313
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CUMULATIVE ANALYSIS

<i>% Above or Below Average</i>	-7%	-8%	-3%	-1%	9%	9%	-2%	4%	11%	13%	8%		
Cumulative %	-7%	-8%	-6%	-5%	-3%	-1%	-1%	-1%	0%	1%	2%		

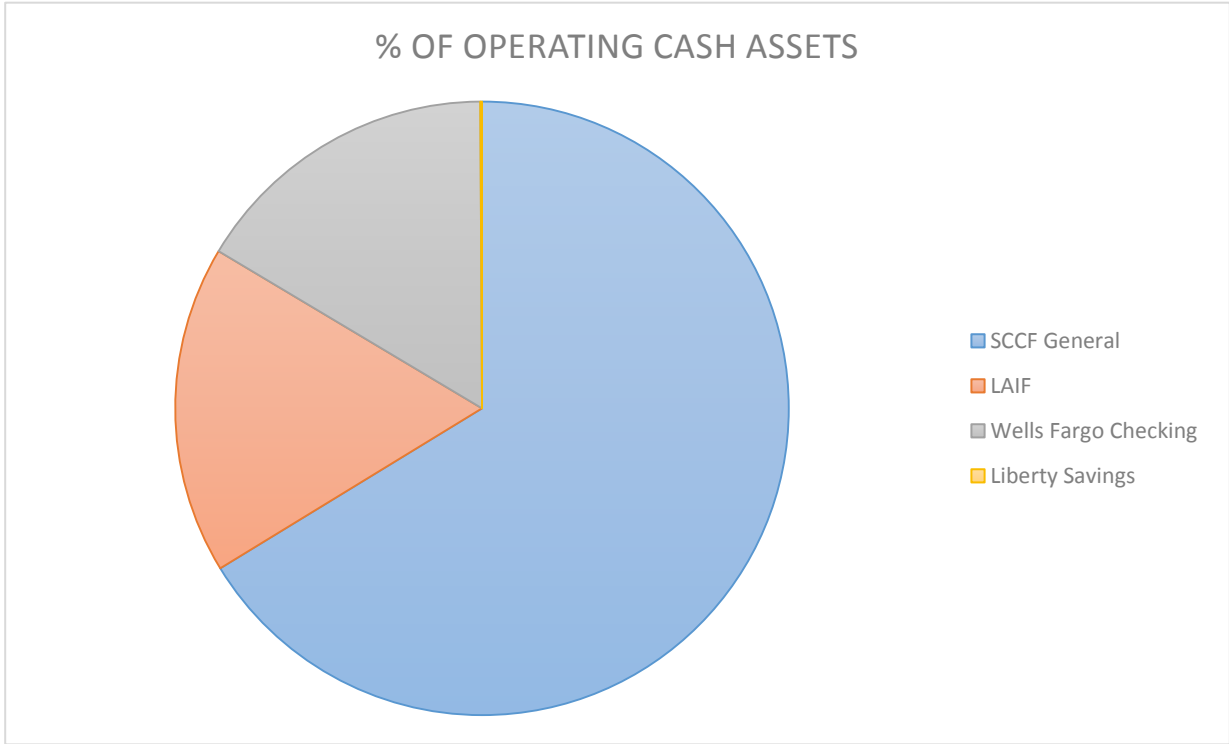
NOTES:

Consumption is cumulatively slightly below the prior three year average baseline. As of May 2020 consumption, the cumulative consumption is 2% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

CASH BALANCES AS OF

5/31/2020

	CASH BALANCE	Ave Interest Rate
OPERATING ACCOUNTS		
Wells Fargo Checking	\$ 830,550	0.35%
Liberty Savings	\$ 4,523	0.15%
LAIF	\$ 878,742	1.65%
SCCF General	<u>\$ 3,367,063</u>	1.59%
OPERATING BALANCE	\$ 5,080,878	
RESTRICTED ACCOUNTS		
SCCF Lompico Assessment District	\$ (81,497)	1.59% <i>For AD Projects</i>
SCCF Olympia Assessment District	\$ 79,906	1.59% <i>For Debt Repayment</i>
SCCF Probation Tank Loan Proceeds	\$ -	1.59% <i>Loan Proceeds</i>
SCCF \$14.5M COP Proceeds	\$ 14,546,084	1.59% <i>Loan Proceeds</i>
Watershed Endowment	\$ 4,426	0.35% <i>Watershed maint.</i>
CB&T Escrow Fund SRF	\$ 166,668	0.09% <i>For Debt Repayment</i>
CB&T Escrow Fund DOWR	<u>\$ 246,806</u>	0.09% <i>For Debt Repayment</i>
RESTRICTED BALANCE	\$ 14,962,394	



California State Treasurer *Fiona Ma, CPA*



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

June 10, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER
13060 HIGHWAY 9
BOULDER CREEK, CA 95006

[Tran Type Definitions](#)

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May 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	878,741.96
Total Withdrawal:	0.00	Ending Balance:	878,741.96

G/L Balances

Criteria: As Of = 5/31/2020; Fund = 76644, 76530

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 -- SLV-LOMPICO WTR, EFF 6/2/16					
Sub-Fund 76530001 -- SLV-WTR, EFF 6/2/16					
000	NOT APPLICABLE	0.00	633.35	(87,506.56)	(86,873.21)
101	EQUITY IN POOLED CASH	167,067.65	87,505.89	(632.68)	253,940.86
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(165,703.75)	0.00	0.00	(165,703.75)
Total Sub-Fund 76530001		0.00	88,139.24	(88,139.24)	0.00
Sub-Fund 76530200 -- SLV-LOMPICO WTR-ASSESSMENTS					
000	NOT APPLICABLE	0.00	700,625.38	(299,876.72)	400,748.66
101	EQUITY IN POOLED CASH	557,702.39	299,876.72	(700,625.38)	156,953.73
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 76530200		0.00	1,000,502.10	(1,000,502.10)	0.00
Total Fund 76530		0.00	1,088,641.34	(1,088,641.34)	0.00
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644001 -- SAN LORENZO VALLEY WATER TRUST					
000	NOT APPLICABLE	0.00	1,755,260.12	(2,852,888.85)	(1,097,628.73)
101	EQUITY IN POOLED CASH	1,681,679.61	2,852,883.39	(1,755,254.66)	2,779,308.34
201	VOUCHERS PAYABLE (VENDOR)	0.00	1,750,000.00	(1,750,000.00)	0.00
344	FUND BALANCE	(1,681,679.61)	0.00	0.00	(1,681,679.61)
Total Sub-Fund 76644001		0.00	6,358,143.51	(6,358,143.51)	0.00
Sub-Fund 76644100 -- SAN LORENZO VLY WTR-OLYMPIA MU					
000	NOT APPLICABLE	0.00	24,823.56	(47,779.98)	(22,956.42)
101	EQUITY IN POOLED CASH	81,310.01	47,779.98	(24,823.56)	104,266.43
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76644100		0.00	72,603.54	(72,603.54)	0.00
Sub-Fund 76644200 -- SLV WATER-SUBFD FOR LOAN CASH					
000	NOT APPLICABLE	0.00	1,851,179.01	(11,913.78)	1,839,265.23
101	EQUITY IN POOLED CASH	1,839,265.23	11,913.78	(1,851,179.01)	0.00
201	VOUCHERS PAYABLE (VENDOR)	0.00	565,157.38	(565,157.38)	0.00
344	FUND BALANCE	(1,839,265.23)	0.00	0.00	(1,839,265.23)
Total Sub-Fund 76644200		0.00	2,428,250.17	(2,428,250.17)	0.00

G/L Balances

Criteria: As Of = 5/31/2020; Fund = 76644, 76530

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance</u>	<u>Year-To-Date Debits</u>	<u>Year-To-Date Credits</u>	<u>End Balance</u>
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644300 -- SLV WATER 2019 COP-SUBFD					
000	NOT APPLICABLE	0.00	107,874.79	(14,724,962.81)	(14,617,088.02)
101	EQUITY IN POOLED CASH	0.00	14,724,962.81	(107,874.79)	14,617,088.02
Total Sub-Fund 76644300		0.00	14,832,837.60	(14,832,837.60)	0.00
Total Fund 76644		0.00	23,691,834.82	(23,691,834.82)	0.00

Accounts Payable

Checks by Date - Detail by Check Number

User: rachelmunoz
Printed: 7/7/2020 3:31 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10005 361303	ICMA RETIREMENT C/O M & T RETIRI PP ENDING_06/17/20 & 06/30/20	07/06/2020		48,161.00
				Total for this ACH Check for Vendor 10005:	0.00 48,161.00
ACH	00944 5119	PDNC, INC. SERVER SUPPORT	06/10/2020		562.68
				Total for this ACH Check for Vendor 00944:	0.00 562.68
ACH	00054 620_3658024062A 620_3658024062B 620_3658024062C 620_3658024062D	PACIFIC GAS AND ELECTRIC UTILITIES_ADMIN UTILITIES_OPS UTILITIES_WTP UTILITIES_BEAR CREEK ESTATES	06/18/2020		633.07 8,321.67 17,133.63 229.04
				Total for this ACH Check for Vendor 00054:	0.00 26,317.41
ACH	10005 353834	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	06/17/2020		4,165.00
				Total for this ACH Check for Vendor 10005:	0.00 4,165.00
ACH	00178 JULY2020.1 JULY2020.2 JULY2020.3 JULY2020.4 JULY2020.5 JULY2020.6 JULY2020.7 JULY2020.8 JULY2020.9	CALPERS HEALTH INS_ADMIN HEALTH INS_FINANCE HEALTH INS_ENG HEALTH INS_OPS HEALTH INS_ENVIRON HEALTH INS_RETIRED EMPLOYEE MEDIC HEALTH INS_WTP ADMIN FEE HEALTH INS	07/01/2020		2,405.96 14,653.39 1,536.98 18,685.85 768.49 900.00 11,379.07 149.03 1,541.96
				Total for this ACH Check for Vendor 00178:	0.00 52,020.73
ACH	00217 201191	CO. OF SANTA CRUZ PLANNING DEPT FALL CREEK FISH LADDER PROJECT_WO/	06/26/2020		4,661.70
				Total for this ACH Check for Vendor 00217:	0.00 4,661.70
19389	00268 12565 12566 12567	WATTS ON GENERATOR LOMPICO BOOSTER GENERATOR IRWIN BOOSTER GENERATOR FALL CREEK INTAKE BOOST	06/08/2020		31,419.12 31,159.70 34,168.10
				Total for Check Number 19389:	0.00 96,746.92
19390	00788 052620_0987198	COMCAST INTERNET_195 KIRBY STREET	06/10/2020		155.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19390:	0.00	155.87
19391	00265 2808	COMMUNITY TELEVISION MEETING COVERAGE_04.16.20	06/10/2020		365.50
			Total for Check Number 19391:	0.00	365.50
19392	00505 10392779157 10395385619	DELL MARKETING LP DELL LATITUDE 5500 LAPTOP_WATER QU. WEB CAMERAS	06/10/2020		1,475.59 644.06
			Total for Check Number 19392:	0.00	2,119.65
19393	00525 93839058	ESRI, INC. ENGINEERING SOFTWARE_04/28/20-04/27/2	06/10/2020		10,000.00
			Total for Check Number 19393:	0.00	10,000.00
19394	00080 1799016 1799903 1801429	GRANITE CONSTRUCTION CO OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES	06/10/2020		247.86 140.61 63.93
			Total for Check Number 19394:	0.00	452.40
19395	00550 11955834	HACH COMPANY LAB SUPPLIES	06/10/2020		548.86
			Total for Check Number 19395:	0.00	548.86
19396	00058 05699	IHWY SERVER SUPPORT_JUNE	06/10/2020		25.00
			Total for Check Number 19396:	0.00	25.00
19397	00367 171182A 171182B	INFOSEND, INC POSTAGE FEES MAILING FEES	06/10/2020		2,532.16 1,599.35
			Total for Check Number 19397:	0.00	4,131.51
19398	00775 903980082	NORTHERN SAFETY CO.,INC. DISPENSER PUMP	06/10/2020		17.39
			Total for Check Number 19398:	0.00	17.39
19399	10297 FINAL PYMT_LYON FINALPYMT_KIRBY	SAN LORENZO FLOORS & INTERIORS NEW FLOORS_LYON NEW FLOORS_KIRBY	06/10/2020		3,490.00 3,510.00
			Total for Check Number 19399:	0.00	7,000.00
19400	10184 275130 275131	THATCHER COMPANY, INC CHEMICALS CONTAINER REFUND	06/10/2020		3,137.55 -708.00
			Total for Check Number 19400:	0.00	2,429.55
19401	00566 1076805222020A 1076805222020B	SANTA CRUZ ANSWERING SERVICE ANSWERING SERVICE_WTP ANSWERING SERVICE_OPS	06/10/2020		184.14 184.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19401:	0.00	368.28
19402	00047	SOIL CONTROL LAB	06/10/2020		
	0040660	WATER ANALYSIS			39.00
	0050139	WATER ANALYSIS			117.00
	0050303	WATER ANALYSIS			145.00
	0050481	WATER ANALYSIS			29.00
	0050482	WATER ANALYSIS			145.00
			Total for Check Number 19402:	0.00	475.00
19403	00383	A TOOL SHED	06/18/2020		
	1423901-5	CONCRETE MIXER RENTAL			31.85
			Total for Check Number 19403:	0.00	31.85
19404	00565	DETLEF ADAM	06/18/2020		
	052220_565A	UNIFORM			113.35
	052220_565B	UNIFORM			170.03
			Total for Check Number 19404:	0.00	283.38
19405	00545	AFLAC	06/18/2020		
	164112	INSURANCE PREMIUMS_JUNE			221.77
			Total for Check Number 19405:	0.00	221.77
19406	10300	ALAN KROPP & ASSOCIATES INC.	06/18/2020		
	26968	BEAR CREEK SLIDE_WO#1679			15,156.35
	27013	BEAR CREEK SLIDE_WO#1679			2,653.75
			Total for Check Number 19406:	0.00	17,810.10
19407	00589	ALLARD'S SEPTIC SERVICE	06/18/2020		
	7927	KIRBY PLANT PUMP OUT			300.00
			Total for Check Number 19407:	0.00	300.00
19408	10023	AT & T CAPITAL SERVICES, INC	06/18/2020		
	3118173	MONTHLY PHONE LEASE			396.07
			Total for Check Number 19408:	0.00	396.07
19409	00055	AT&T	06/18/2020		
	620_9607360489A	PHONE_ADMIN			304.38
	620_9607360489B	PHONE_FINANCE			4,427.38
	620_9607360489C	PHONE_WTP			2,426.41
	620_9607360489D	PHONE_BCE WASTEWATER			482.44
			Total for Check Number 19409:	0.00	7,640.61
19410	00309	AT&T IP SERVICES	06/18/2020		
	6602815508	PHONE SYSTEM_KIRBY PLANT			274.49
			Total for Check Number 19410:	0.00	274.49
19411	00687	AT&T U-VERSE	06/18/2020		
	60520_137458730	UVERSE_13057 HWY 9			85.60
			Total for Check Number 19411:	0.00	85.60
19412	00687	AT&T U-VERSE	06/18/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	60620_132166881	UVERSE_MANANA WOODS			101.65
			Total for Check Number 19412:	0.00	101.65
19413	10025 80053823	BADGER METER, INC BEACON SERVICES_MAY	06/18/2020		21.78
			Total for Check Number 19413:	0.00	21.78
19414	00609 219018-0420	BALANCE HYDROLOGICS, INC WY19 STREAMFLOW & TEMP MONITORIN	06/18/2020		6,227.50
			Total for Check Number 19414:	0.00	6,227.50
19415	00145 P26635696 RA3026842	BATTERIES PLUS BATTERY_VE-249 PHONE SCREEN REPAIR	06/18/2020		130.19 108.95
			Total for Check Number 19415:	0.00	239.14
19416	UB*00734	AISLYN & HARRY PRUYME COLGAN Refund Check	06/18/2020		63.52
			Total for Check Number 19416:	0.00	63.52
19417	00788 060120_1236033	COMCAST INTERNET_215 BLACKSTONE DRIVE	06/18/2020		195.44
			Total for Check Number 19417:	0.00	195.44
19418	00788 060120_1368455	COMCAST INTERNET_345 QUAIL TERRACE	06/18/2020		115.01
			Total for Check Number 19418:	0.00	115.01
19419	00788 060320_0956185	COMCAST INTERNET_545 FALL CREEK	06/18/2020		178.20
			Total for Check Number 19419:	0.00	178.20
19420	00788 060420_0302438	COMCAST INTERNET_1075 WHISPERING PINES	06/18/2020		195.01
			Total for Check Number 19420:	0.00	195.01
19421	00788 060520_1236165	COMCAST INTERNET_280 BLUE RIDGE DRIVE	06/18/2020		195.44
			Total for Check Number 19421:	0.00	195.44
19422	00788 060620_1236017	COMCAST INTERNET_295 EAST ROAD	06/18/2020		195.44
			Total for Check Number 19422:	0.00	195.44
19423	00788 060620_1318955	COMCAST INTERNET_1150 REBECCA DRIVE	06/18/2020		145.01
			Total for Check Number 19423:	0.00	145.01
19424	00788 060720_1236124	COMCAST INTERNET_15819 FOREST HILL DR	06/18/2020		195.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19424:	0.00	195.44
19425	00788 060820_1323583	COMCAST INTERNET_365 MADRONE DRIVE	06/18/2020		267.52
			Total for Check Number 19425:	0.00	267.52
19426	00788 060820_1236058	COMCAST INTERNET_17277 HWY 9	06/18/2020		195.44
			Total for Check Number 19426:	0.00	195.44
19427	00788 060820_1323641	COMCAST INTERNET_365 MADRONE DR OFC	06/18/2020		267.52
			Total for Check Number 19427:	0.00	267.52
19428	00788 060920_1318922	COMCAST INTERNET_3652 GRAHAM HILL RD	06/18/2020		145.01
			Total for Check Number 19428:	0.00	145.01
19429	00273 30480685	CORELOGIC, INC. REALQUEST SERVICES_MAY2020	06/18/2020		206.00
			Total for Check Number 19429:	0.00	206.00
19430	00037 38116	CO. OF SANTA CRUZ DEPT OF PUBLIC WOODWASTE	06/18/2020		32.00
			Total for Check Number 19430:	0.00	32.00
19431	00450 L0513522 L0513966	EUROFINS OUTSIDE WATER ANALYSIS OUTSIDE WATER ANALYSIS	06/18/2020		400.00 1,000.00
			Total for Check Number 19431:	0.00	1,400.00
19432	00365 19018_APR_MAY	FREITAS + FREITAS GLEN ARBOR PIPELINE_WO#1366	06/18/2020		5,783.00
			Total for Check Number 19432:	0.00	5,783.00
19433	00080 1807771	GRANITE CONSTRUCTION CO OPERATING SUPPLIES	06/18/2020		99.52
			Total for Check Number 19433:	0.00	99.52
19434	00120 991529	GRANITEROCK WO#1679_8" WATER LINE REPLACEMENT	06/18/2020		115,173.47
			Total for Check Number 19434:	0.00	115,173.47
19435	00016 0004773154	GREENWASTE RECOVERY,INC MONTHLY DUMPSTER SERVICE	06/18/2020		413.08
			Total for Check Number 19435:	0.00	413.08
19436	00550 11970272	HACH COMPANY LAB SUPPLIES	06/18/2020		27.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19436:	0.00	27.41
19437	10274 060920_10274	TOM HAVLICK FORKLIFT PROPANE TANK	06/18/2020		25.51
			Total for Check Number 19437:	0.00	25.51
19438	00007 2012007	JOBS AVAILABLE ENGINEERING AD	06/18/2020		234.00
			Total for Check Number 19438:	0.00	234.00
19439	10294 1556764	MARCI BRACCO CAIN 2020/2021 OUTREACH REIMBURSEMENT	06/18/2020		1,044.00
			Total for Check Number 19439:	0.00	1,044.00
19440	00296 052004A 052011A 052011B 052011C 052012A 052012B 052012C 052013A 052013B 052013C	MESITI-MILLER ENGINEERING,INC WO#823_CONSTRUCTION ADMIN WO#1208_CONSTRUCTION MGMT WO#1209_CONSTRUCTION MGMT WO#1210_CONSTRUCTION MGMT WO#1208_LABOR COMPLIANCE MONITOR WO#1209_LABOR COMPLIANCE MONITOR WO#1210_LABOR COMPLIANCE MONITOR WO#1208_GEOTECH ENGINEERING WO#1209_GEOTECH ENGINEERING WO#1210_GEOTECH ENGINEERING	06/18/2020		1,741.20 5,649.33 5,649.33 5,649.34 286.00 286.00 286.00 363.00 363.00 363.00
			Total for Check Number 19440:	0.00	20,636.20
19441	10276 212438	MONRO INC TIRE REPAIR_VE-238	06/18/2020		183.21
			Total for Check Number 19441:	0.00	183.21
19442	00356 64378857	MR ROOTER PLUMBING HYDRO SCRUBBED MAIN LINE	06/18/2020		895.00
			Total for Check Number 19442:	0.00	895.00
19443	10151 197008	OSCAR RODAS BUILD MAINT_MAY2020	06/18/2020		250.00
			Total for Check Number 19443:	0.00	250.00
19444	10241 SB176185	SBC GLOBAL SERVICES, INC. AVAYA PHONE UPDATES	06/18/2020		210.00
			Total for Check Number 19444:	0.00	210.00
19445	UB*00731	SLV ELEMENTARY SCHOOL Refund Check Refund Check	06/18/2020		3,493.63 329.76
			Total for Check Number 19445:	0.00	3,823.39
19446	UB*00732	SLV UNIFIED SCHOOL DISTRICT Refund Check Refund Check	06/18/2020		1,373.69 130.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19446:	0.00	1,503.88
19447	00047 0050634	SOIL CONTROL LAB WATER ANALYSIS	06/18/2020		145.00
			Total for Check Number 19447:	0.00	145.00
19448	UB*00733	KATHLEEN STANYER Refund Check	06/18/2020		98.62
			Total for Check Number 19448:	0.00	98.62
19449	10119 061020_10119	TAYLOR TOCCALINO UNIFORM REIMBURSEMENT	06/18/2020		112.86
			Total for Check Number 19449:	0.00	112.86
19450	10217	UMPQUA BANK	06/18/2020		
	053120_10217A	AMAZON_MASKS			106.48
	053120_10217B	APPRIVER_TECH SUPPORT			319.45
	053120_10217C	AMAZON_MASKS CREDIT			-26.62
	053120_10217D	MEETING KING			39.95
	053120_10217E	LINKEDIN			29.99
	053120_10217F	BROWN & CALDWELL			200.00
	053120_10217G	ZOOM			14.99
	053120_10217H	MAIL CHIMP			59.99
	053120_10217I	WEST COAST CRANES_WO#1715			1,823.10
	053120_10217J	AMAZON			130.76
	053120_10217K	AMAZON			2.99
	053120_10217L	AMAZON			13.98
	053120_10217M	AMAZON			32.63
	053120_10217N	AMAZON			261.52
	053120_10217O	AMAZON			71.92
	053120_10217P	AMAZON			45.75
	053120_10217Q	MAKESTICKERS.COM			81.62
	053120_10217R	MAKESTICKERS.COM			94.84
	053120_10217S	HOMEDEPOT			1,530.65
	053120_10217T	FELTON PIT STOP_ICE FOR SAMPLE SHIPP			5.29
	053120_10217U	USPS_STAMPS			6.00
			Total for Check Number 19450:	0.00	4,845.28
19451	00721 114-10401393	UNITED SITE SVCS.,INC POTABLE	06/18/2020		247.83
			Total for Check Number 19451:	0.00	247.83
19452	00268	WATTS ON	06/18/2020		
	12570	GENERATOR MADRONE BOOSTER			49,019.35
	12573	WO#1715_BLUE TANK GENERATOR			375.00
	12577A	GENERATOR_WO#1732			41,062.35
	12577B	GENERATOR_WO#1730			41,062.35
	12577C	GENERATOR_WO#1731			41,062.35
			Total for Check Number 19452:	0.00	172,581.40
19453	00599	WEX BANK	06/18/2020		
	65762881A	FUEL_ADMIN			72.97
	65762881B	FUEL_FINANCE			727.66
	65762881C	FUEL_OPS			3,126.57
	65762881D	FUEL_WTP			2,075.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19453:	0.00	6,002.63
19454	10298 B1418	WHITLOW CONCRETE INC. WO#1517_EL SOLYO TANK CONCRETE PAI	06/18/2020		6,500.00
			Total for Check Number 19454:	0.00	6,500.00
19455	00057 JUN20_DUES	AFSCME COUNCIL 57 UNION DUES_JUNE2020	06/26/2020		998.66
			Total for Check Number 19455:	0.00	998.66
19456	00729 0062247 0063217	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES LAB FEES-ANALYTICAL SERVICES	06/26/2020		430.00 1,032.00
			Total for Check Number 19456:	0.00	1,462.00
19457	00162 000120273426	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL_07/01/20-0	06/26/2020		390.99
			Total for Check Number 19457:	0.00	390.99
19458	00767 0998612281	ANTHEM BLUE CROSS MEDICARE RX_07/01/20-08/01/20	06/26/2020		77.80
			Total for Check Number 19458:	0.00	77.80
19459	00309 0413205502A 0413205502B 0413205502C	AT&T IP SERVICES IP SERVICES_ADMIN IP SERVICES_OPS IP SERVICES_WTP	06/26/2020		252.12 252.12 252.12
			Total for Check Number 19459:	0.00	756.36
19460	00687 06720_132182018	AT&T U-VERSE INTERNET_345 QUAIL TERRACE	06/26/2020		85.60
			Total for Check Number 19460:	0.00	85.60
19461	00145 RA3048541	BATTERIES PLUS CELL PHONE REPAIR	06/26/2020		119.85
			Total for Check Number 19461:	0.00	119.85
19462	00220 33577_220	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES_JUNE2020	06/26/2020		524.42
			Total for Check Number 19462:	0.00	524.42
19463	00124 0104022	BRUCE BARTON PUMP, INC PUMP REPAIR	06/26/2020		1,209.78
			Total for Check Number 19463:	0.00	1,209.78
19464	00009 038715	CITY OF SANTA CRUZ FINANCE DEPT STEAM HABITAT & JUVENILE SALMONID	06/26/2020		11,749.43
			Total for Check Number 19464:	0.00	11,749.43
19465	00788 061220_1171123	COMCAST INTERNET_23 SUMMIT AVE	06/26/2020		155.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19465:	0.00	155.87
19466	00788 061520_1236074	COMCAST INTERNET_200 ANNIES WAY	06/26/2020		195.44
			Total for Check Number 19466:	0.00	195.44
19467	00788 061620_1018662	COMCAST INTERNET_264 ORCHARD ROAD	06/26/2020		150.01
			Total for Check Number 19467:	0.00	150.01
19468	00265 2820	COMMUNITY TELEVISION BOARD MEETING COVERAGE_MAY	06/26/2020		580.50
			Total for Check Number 19468:	0.00	580.50
19469	00172 062120_172	JOSEPH F. CONE UNIFORM REIMBURSEMENT	06/26/2020		472.66
			Total for Check Number 19469:	0.00	472.66
19470	00505 10397770830	DELL MARKETING LP 2- DELL MONITORS	06/26/2020		1,108.70
			Total for Check Number 19470:	0.00	1,108.70
19471	00409 061120_409	EASYPERMIT POSTAGE POSTAGE MACHINE	06/26/2020		500.00
			Total for Check Number 19471:	0.00	500.00
19472	00076 819287 819401 819427	ERNIE'S AUTO CENTER BATTERY_VE-155 FLOOR MATS_VE-230 FLOOR MATS_VE-230	06/26/2020		65.86 112.97 62.89
			Total for Check Number 19472:	0.00	241.72
19473	00343 84879 84950 85244 85329 85425	ERNIE'S SERVICE CENTER SERVICE_VE-236 SERVICE_VE-155 SERVICE_VE-222 SERVICE_VE-309 SERVICE_VE-181	06/26/2020		72.62 116.55 2,167.04 531.68 108.80
			Total for Check Number 19473:	0.00	2,996.69
19474	00450 L0515543	EUROFINS OUTSIDE WATER ANALYSIS	06/26/2020		160.00
			Total for Check Number 19474:	0.00	160.00
19475	00164 549041A 549041B 549041C	FIRST ALARM ALARM SERVICES_13057 HWY 9_07/01/20-(ALARM SERVICES_101 QUAIL HOLLOW_0 ALARM SERVICES_365 MADRONE DR_07/(06/26/2020		588.84 95.55 168.51
			Total for Check Number 19475:	0.00	852.90
19476	00164 551366A	FIRST ALARM ALARM SERVICES_195 KIRBY ST_07/01/20-	06/26/2020		339.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	551366B	ALARM SERVICES_600 SAN LORENZO AVI			172.20
	551366C	ALARM SERVICES_15900 BEAR CREEK RD			343.59
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				Total for Check Number 19476:	0.00 854.91
19477	00080	GRANITE CONSTRUCTION CO	06/26/2020		
	1812969	OPERATING SUPPLIES			512.62
	1814307	OPERATING SUPPLIES			391.74
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				Total for Check Number 19477:	0.00 904.36
19478	00550	HACH COMPANY	06/26/2020		
	11989707	WTP SUPPLIES			146.85
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				Total for Check Number 19478:	0.00 146.85
19479	00020	HARO, KASUNICH & ASSOCIATES	06/26/2020		
	2302	LYON TANK ENV REVIEW_WO#272			827.50
					<hr/>
				Total for Check Number 19479:	0.00 827.50
19480	00615	HOME DEPOT CREDIT SERVICES	06/26/2020		
	2900394	TABLES_KIRBY PLANT			43.58
	6010209	TABLES_KIRBY PLANT			31.59
					<hr/>
				Total for Check Number 19480:	0.00 75.17
19481	00367	INFOSEND, INC	06/26/2020		
	170783A	POSTAGE FEES			331.12
	170783B	MAILING FEES			394.31
	172797A	POSTAGE FEES			2,527.19
	172797B	MAILING FEES			1,039.68
					<hr/>
				Total for Check Number 19481:	0.00 4,292.30
19482	00231	JODI MCGRAW CONSULTING	06/26/2020		
	MARMAY20_231A	BIOLOGICAL SERVICES_WO#1208			15,123.48
	MARMAY20_231B	BIOLOGICAL SERVICES_WO#1209			13,879.31
	MARMAY20_231C	BIOLOGICAL SERVICES_WO#1210			4,745.60
					<hr/>
				Total for Check Number 19482:	0.00 33,748.39
19483	UB*00735	LINDEN LIVONI	06/26/2020		
		Refund Check			7.48
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				Total for Check Number 19483:	0.00 7.48
19484	10245	LOGMEIN USA, INC,	06/26/2020		
	1207997617	CONFERENCE CALL_AUDIO SERVICE_05/2			180.00
					<hr/>
				Total for Check Number 19484:	0.00 180.00
19485	00610	MAGGIORA BROS DRILLING	06/26/2020		
	11328	OLY 3 WELL/QUAIL 5A REHAB			5,137.50
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				Total for Check Number 19485:	0.00 5,137.50
19486	10294	MARCI BRACCO CAIN	06/26/2020		
	05112	2020/2021 OUTREACH & PR PLAN PHASE II			5,700.00
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				Total for Check Number 19486:	0.00 5,700.00
19487	00313	MET LIFE	06/26/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	061420_313A	DENTAL_ADMIN			99.91
	061420_313B	DISABILITY_ADMIN			84.83
	061420_313C	LIFE INS_ADMIN			33.30
	061420_313D	LIFE INS_FINANCE			737.80
	061420_313E	DISABILITY_FINANCE			287.45
	061420_313F	LIFE INS_FINANCE			138.19
	061420_313G	DENTAL_ENG			166.86
	061420_313H	DISABILITY_ENG			139.86
	061420_313I	LIFE INS_ENG			49.95
	061420_313J	DENTAL_OPS			924.70
	061420_313K	DISABILITY_OPS			310.11
	061420_313L	LIFE INS_OPS			176.49
	061420_313M	DENTAL_ENVIRON			32.54
	061420_313N	DISABILITY_ENVIRON			31.93
	061420_313O	LIFE INS_ENVIRON			16.65
	061420_313P	DENTAL_WTP			714.24
	061420_313Q	DISABILITY_WTP			356.60
	061420_313R	LIFE INS_WTP			156.50
			Total for Check Number 19487:	0.00	4,457.91
19488	00350	HOWARD OLIPHANT	06/26/2020		
	062120_350	SUMP PUMP_LYON BACK WASH			129.71
			Total for Check Number 19488:	0.00	129.71
19489	10295	PANORAMA ENVIRONMENTAL INC.	06/26/2020		
	101034A	TASK 1 - DATA COLLECTION & INTIAL WC			6,926.00
	101034B	TASK 2 - RESEARCH AND APPLY FOR GRA			5,270.00
	101034C	TASK 3 - MEETINGS TO UNDERSTAND STA			1,050.00
			Total for Check Number 19489:	0.00	13,246.00
19490	00569	PITNEY BOWES GLOBAL FIN.LLC	06/26/2020		
	3103980105	MAIL MACHINE LEASE_MAR-JUN			478.66
			Total for Check Number 19490:	0.00	478.66
19491	00001	ROYAL WHOLESALE ELECTRIC	06/26/2020		
	7719659836A	WO#1725_LOWER PASO			211.54
	7719659836B	WO#1726_LOMPICO BOOSTER			211.54
			Total for Check Number 19491:	0.00	423.08
19492	00142	SAN LORENZO LUMBER	06/26/2020		
	61-0162650	LOMPICO BOOSTER GENERATOR_WO#172			141.35
	61-0162954	LOWER PASO GENERATOR_WO#1725			298.23
			Total for Check Number 19492:	0.00	439.58
19493	10233	SCHAAF & WHEELER, CONSULTING C	06/26/2020		
	32809	BIOLOGICAL SURVEY_WO#1604			7,785.80
			Total for Check Number 19493:	0.00	7,785.80
19494	00746	SCOTTS VALLEY BANNER	06/26/2020		
	69843	SURVEY_04/24/20 RUN DATE			283.50
			Total for Check Number 19494:	0.00	283.50
19495	00047	SOIL CONTROL LAB	06/26/2020		
	0050635	WATER ANALYSIS			39.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0060100	WATER ANALYSIS			145.00
	0060101	WATER ANALYSIS			39.00
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Total for Check Number 19495:				0.00	223.00
19496	00555 53543431	STORDOK, INC. SHREDDING SERVICES	06/26/2020		45.00
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Total for Check Number 19496:				0.00	45.00
19497	00266 9380943_FY2021	TERMINIX PROCESSING CENTER PEST ONTROL SERVICE_08/01/20-08/31/202	06/26/2020		347.00
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Total for Check Number 19497:				0.00	347.00
19498	10119 061120_10119	TAYLOR TOCCALINO OVERTIME MEAL	06/26/2020		15.00
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Total for Check Number 19498:				0.00	15.00
19499	00721 114-10466486	UNITED SITE SVCS.,INC POTABLE SERVICES	06/26/2020		242.52
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Total for Check Number 19499:				0.00	242.52
19500	00011 9856642690A 9856642690B 9856642690C 9856642690D 9856642690E 9856642690F	VERIZON WIRELESS PHONE_ADMIN PHONE_FINANCE PHONE_ENG TABLET_WO#1518 PHONE_OPS PHONE_WTP	06/26/2020		50.22 94.51 46.64 431.69 335.90 397.35
					<hr/>
Total for Check Number 19500:				0.00	1,356.31
19501	00011 9856642691A 9856642691B 9856642691C	VERIZON WIRELESS PHONE_ADMIN PHONE_OPS PHONE_WTP	06/26/2020		22.56 387.43 98.77
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Total for Check Number 19501:				0.00	508.76
19502	10225 1152005	WATER DISTRICT JOBS RECRUITMENT AD	06/26/2020		175.00
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Total for Check Number 19502:				0.00	175.00
19503	00398 1508821	WATSONVILLE METAL CO.,INC DUMPSTER SERVICE	06/26/2020		600.00
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Total for Check Number 19503:				0.00	600.00
19504	10152 JUNE20_10152A JUNE20_10152B	WESTAMERICA BANK TRUCK LOAN_INTEREST TRUCK LOAN_PRINCIPAL	06/26/2020		133.49 1,967.19
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Total for Check Number 19504:				0.00	2,100.68
19505	10269 19523-10	AKEL ENGINEERING GROUP, INC. WO#1518_ENERGY ANALYSIS	07/02/2020		842.00
					<hr/>
Total for Check Number 19505:				0.00	842.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
19506	10177	ANDERSON PACIFIC ENGINEERING	07/02/2020		
	PAYMENT 3_A	LOMPICO TANK REPLACEMENT_WO#1208			86,030.10
	PAYMENT 3_B	LOMPICO TANK REPLACEMENT_WO#1209			107,160.00
	PAYMENT 3_C	LOMPICO TANK REPLACEMENT_WO#1210			4,085.00
			Total for Check Number 19506:	0.00	197,275.10
19507	00686	AT&T LONG DISTANCE	07/02/2020		
	061320_1186192	PHONE_LONG DISTANCE			40.27
			Total for Check Number 19507:	0.00	40.27
19508	10025	BADGER METER, INC	07/02/2020		
	1372384A	METER 5/8" X 3/4" BADGER MODEL 25			4,013.65
	1372384B	ORION CELLULAR ENDPOINTS			2,917.46
	1372384C	ORION CELLULAR ENDPOINTS			607.82
			Total for Check Number 19508:	0.00	7,538.93
19509	01077	JOSEPH B BEASLEY	07/02/2020		
	062320_1077	UNIFORM REIMBURSEMENT			77.73
			Total for Check Number 19509:	0.00	77.73
19510	00174	CARUS LLC	07/02/2020		
	10084309A	CHEMICALS			3,542.47
	10084309B	TAX ON MATERIALS USED			283.18
	10084309C	TAX WITHHOLDING			-283.18
			Total for Check Number 19510:	0.00	3,542.47
19511	01050	COLONIAL LIFE	07/02/2020		
	4377735-0613766	2020 INSURANCE PREMIUMS_PP ENDING 1			559.04
			Total for Check Number 19511:	0.00	559.04
19512	00703	DATAFLOW BUSINESS SYSTEMS, INC	07/02/2020		
	291154	CONTRACT SERVICES_SAVIN 917 SPF			49.55
	291155	CONTRACT SERVICES_OKIDATA ES8473X			99.89
	291156	CONTRACT SERVICES_KYOCERA FS-C262			81.49
	291157	CONTRACT SERVICES_HP 602DN			60.65
	291158	CONTRACT SERVICES_HP 5200			91.03
	291159	CONTRACT SERVICES_CANON 2525			17.74
			Total for Check Number 19512:	0.00	400.35
19513	00061	DHS PUBLIC HEALTH LAB	07/02/2020		
	2764A	TICK TEST_OPS			35.00
	2764B	TICK TEST_WTP			35.00
			Total for Check Number 19513:	0.00	70.00
19514	UB*00737	MATTHEW & JONI EDELMAN	07/02/2020		
		Refund Check			125.00
			Total for Check Number 19514:	0.00	125.00
19515	00120	GRANITEROCK	07/02/2020		
	991628	REPLACE 8" WATER LINE_WO#1679			9,400.00
			Total for Check Number 19515:	0.00	9,400.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
19516	00550 11994790	HACH COMPANY STIR BAR REMOVER	07/02/2020		47.05
					47.05
Total for Check Number 19516:				0.00	47.05
19517	10287	ICONIX WATERWORKS	07/02/2020		
	U2016028180A	PIPE DUCTILE IRON 6"(18')CL350			503.28
	U2016028180B	METER BOX LID B16 -BADGER ORION			395.77
	U2016028181A	CAP GALV 2"			33.70
	U2016028181B	BELL REDCR GALV 2" X 1-1/2"			6.65
	U2016028181C	BUSHING GALV 2" X 1"			25.98
	U2016028181D	TEE GALV 3/4"			2.21
	U2016028181E	TEE GALV 2"			130.80
	U2016028181F	ELL 90 GALV 2"			57.83
	U2016028181G	NIPPLE GALV 3/4" X 0"			2.16
	U2016028181H	NIPPLE GALV 3/4" X 6"			5.53
	U2016028181I	MTR VLV PIPE-MTR ANG 3/4X5/8"			251.04
	U2016028181J	CHECK VALVE METER SPUD 3/4"			191.43
	U2016028181K	COMPRESSION COUPLING 3/4" G/T			376.20
	U2016028181L	COMPRESSION COUPLING 1" G/T			253.16
					2,235.74
Total for Check Number 19517:				0.00	2,235.74
19518	UB*00730	LINDA & GINNY HELDEBRANT LARSI Refund Check	07/02/2020		22.96
					22.96
Total for Check Number 19518:				0.00	22.96
19519	UB*00736	KRISTY LOCATELLI Refund Check Refund Check	07/02/2020		10.13 6.92
					17.05
Total for Check Number 19519:				0.00	17.05
19520	10249 062620_10249	BRAD MACDONALD UNIFORM REIMBURSEMENT	07/02/2020		104.34
					104.34
Total for Check Number 19520:				0.00	104.34
19521	00142	SAN LORENZO LUMBER	07/02/2020		
	61-0163612	OPERATING SUPPLIES			7.84
	61-0163836	SUPPLIES_WO#1702			64.71
	61-0164143	OPERATING SUPPLIES			126.70
					199.25
Total for Check Number 19521:				0.00	199.25
19522	00125	SCARBOROUGH LUMBER	07/02/2020		
	1105	LYON PLANT			24.80
	1132	TRIMMER STRING_SHOVEL			32.03
	1139	BROOM_TRASH BAGS OPS			15.84
	1285	PROMOTIONAL			701.15
	354250	LOMPICO BOOSTER_WO#1726			109.71
	354351	LOMPICO BOOSTER_WO#1726			96.52
	354399	WEED WHIP REPAIR PARTS			71.71
	354578	CAR PHONE CHARGER			23.29
	354705	UPPER_LOWER PASO TANKS			36.67
	354707	LOMPICO BOOSTER_WO#1726			19.41
	354769	LOMPICO BOOSTER_WO#1726			32.63
	354795	OLY 3 REPAIR			62.42
	354814	KIRBY PLANT			24.65
	354835	TOOLS KRAIGS TRUCK			147.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	354837	LOMPICO BOOSTER_WO#1726			244.74
	355040	TREATMENT PLANT SUPPLIES			86.19
	355073	WELLS RD PRESSURE SYSTEM_WO#1702			107.90
	355156	LOMPICO BOOSTER_WO#1726			53.59
	355230	OPERATING SUPPLIES			59.54
	355236	OLY 3 PHOSPHATE LINE			27.28
	355426	MADRONE BOOSTER_WO#1728			206.29
	355570	MADRONE BOOSTER_WO#1728			94.03
	355629	MADRONE BOOSTER_WO#1728			138.65
	355670	KIRBY PLANT MISC.			106.71
	355684	SUPPLIES			8.62
	355765	SIGNAGE			69.95
	355896	MISC OPERATING SUPPLIES			18.36
	355905	OPERATING SUPPLIES			27.18
	355941	PRESSURE GAUGE			13.57
	409675	ZIPLOCK BAGS FOR SAMPLES			21.54
	409693	UPPER_LOWER PASO TANKS			26.14
	409833	LOWER PASO SEALING			68.82
	410504	OPERATING SUPPLIES			40.76
	595040	LOMPICO BOOSTER_WO#1726			244.74
	595068	LYON PLANT			91.71
	595072	BCE WASTEWATER RISER REPAIR			136.77
	595129	SAWZALL BLADES			127.28
	595542	FAIRVIEW BOOSTER STAIRS REPAIR			52.57
	595736	BATTERY_METER READING DEVICE			4.65
	595768	OPERATING SUPPLIES			40.76
	K96153	KIRBY PLANT			38.24
	K96423	LOWER PASO SEALING			88.36
			Total for Check Number 19522:	0.00	3,643.53
19523	00168	SCOTTS VALLEY SPRINKLER	07/02/2020		
	155713	OLY 3 PHOSPHATE LINE REPAIR			51.24
	155814	OPERATING SUPPLIES			39.95
			Total for Check Number 19523:	0.00	91.19
19524	00047	SOIL CONTROL LAB	07/02/2020		
	0060325	OUTSIDE WATER ANALYSIS			145.00
			Total for Check Number 19524:	0.00	145.00
19525	10255	SAM SPILMAN	07/02/2020		
	062520_10255A	D3 CERTIFICATION RENEWAL			90.00
	062520_10255B	T3 CERTIFICATION RENEWAL			90.00
			Total for Check Number 19525:	0.00	180.00
19526	UB*00738	FRANCES TANNER	07/02/2020		
		Refund Check			18.37
		Refund Check			13.69
			Total for Check Number 19526:	0.00	32.06
19527	10231	TIAA COMMERCIAL FINANCE, INC.	07/02/2020		
	7312504	KYOCERA TASKALFA			253.45
			Total for Check Number 19527:	0.00	253.45
19528	00510	TOM'S SEPTIC CONSTRUCTION	07/02/2020		
	47883	ADMIN BLDG SEPTIC INSPECTION			558.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 19528:	0.00	558.00
19529	00268	WATTS ON	07/02/2020		
	12588A	GENERATOR_WO#1733			106,597.51
	12588B	GENERATOR_WO#1734			106,602.96
			Total for Check Number 19529:	0.00	213,200.47
			Report Total (147 checks):	0.00	1,189,308.01

EFT & DIRECT CHECK TRANSACTIONS

Jun-20



Date	Check No	Vendor	Description	Amount
6/2/2020	EFT	BLUEFIN	BANK FEES	\$ 4,150.05
6/11/2020	EFT	WELLS FARGO	BANK FEES	\$ 857.43
6/16/2020	EFT	T-TECH	BANK FEES	\$ 839.24
6/3/2020	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 242.75
6/3/2020	EFT	PAYCHEX	PAYROLL	\$ 120,906.24
6/3/2020	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 6,971.13
6/17/2020	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 257.75
6/17/2020	EFT	PAYCHEX	PAYROLL	\$ 122,868.42
6/17/2020	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 8,061.80
6/30/2020	EFT	PAYCHEX	PAYROLL	\$ 119,621.28
6/12/2020	EFT	PAYCHEX	PAYCHEX INVOICE	\$ 418.47
6/17/2020	EFT	CALPERS	RETIREMENT BENEFITS	\$ 40,265.70
			TOTAL EFT TRANSACTIONS	<u>\$ 425,460.26</u>



TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: July 16, 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 June 12, 2020, the most significant broad categories of expenses arise from providing legal advice and support in the following areas, listed in descending order of their approximate significance in terms of cost to the District:²

- Contracts & real property
- District policies & procedures
- Board meetings
- Issues related to COVID-19
- Personnel/employment
- Other

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

- Contracts & real property
- District policies & procedures

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).

Memorandum
July 16, 2020
Page 2

- Water rights
- Board meetings
- Issues related to COVID-19
- Personnel/employment

MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT
June 2020

DATE: July 16, 2020

RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of June 2020.

BACKGROUND:

COVID 19

Due to the continued pandemic, staff has been isolated and working separately out of District Vehicles, and separated into two crews. The District has an essential responsibility to keep safe drinking water flowing to the tap. Staff has continued to operate the water system in a safe manner.

GENERATORS

Staff has continued the process of installing and putting into service stand-by generators and propane tanks to supply power to five additional sites throughout the District. With an addition of four mobile generators that will be able to be deployed to multiple sites. With the new PSPS with PG&E this is going to allow the District to maintain water supply to the Districts customers. The installation of these generators will greatly reduce the overtime associated with power outages in the District.

METER CHANGE OUT FOR ACCURACY TESTING

District staff worked on changing out 25 meters for accuracy testing. The meters have been pulled and changed. They are waiting for acceptance to the meter testing facility. Due to the COVID 19 we are having to wait for a scheduled drop off.

FRENCH BROOM PULL OLYMPIA WATERSHED

District staff and consultants pulled French broom in the Olympia Conservation Area. This was to catch up on the maintenance for the Habitat Management and Monitoring Plan for this sensitive protected area.

DISTRICT INVENTORY

District staff completed fiscal year end inventory counting. This has to be done annually for District auditing.

MAINTENANCE ISSUES

451 La Questa Drive full service line replacement Scotts Valley Manana Woods

300 Riverside Park Drive full service line replacement Ben Lomond

Replaced 20 feet of 2 inch deteriorated main line

15675 Hwy 9 contractor drilled through the District's 8 inch main installing sign's

Madrone Avenue Boulder Creek tree contractor crushed a steel 8 inch main line

Installed repaired pump echo booster Boulder Creek

Replaced Broken Stairs Fairview Booster

Sewer lateral clogged Forest Hill Drive Bear Creek Estates

Abandon service 11049 Lake Blvd.

891 San Lorenzo Ave. meter relocation for installation of new driveway

5995 Glenn Arbor Road meter relocation for landscaping

District facilities site maintenance at multiple locations throughout the District

Installation of covers on Paso Well cages for sun and freeze protection

Repaired approximately 26 Leaks District wide

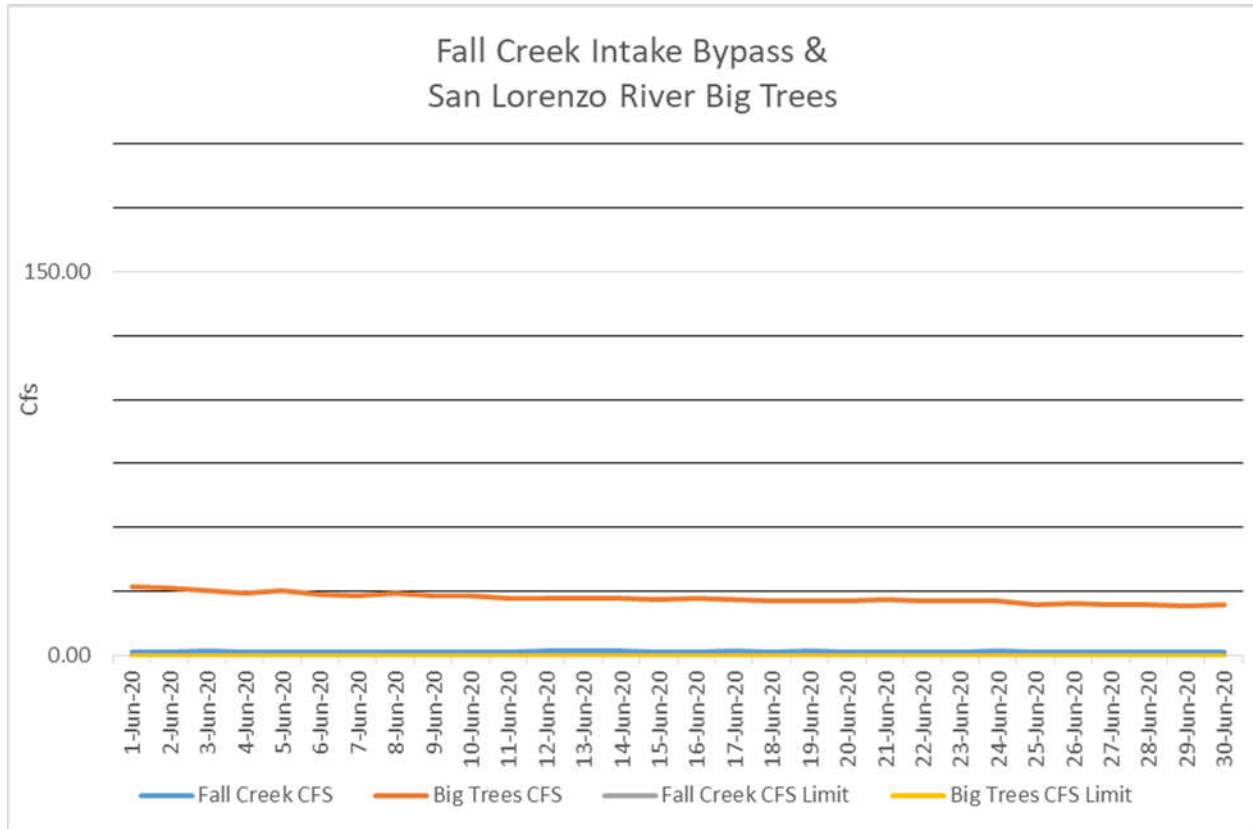
James Furtado

Director of Operations

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	June-20	May-20	June-13	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	7,107,579	10,123,990	16,483,000	
Peavine Creek + Hydro	2,262,820	3,129,910	2,974,000	
Clear Creek	4,075,561	5,461,560	0	
Sweetwater Creek	2,717,040	3,641,040	0	
Sub-Total (Streams)	16,163,000	22,356,500	19,457,000	-16.93%
Wells (North)				
Olympia No. 2	8,122,000	4,249,000	8,416,000	
Olympia No. 3	4,127,000	9,000	13,697,000	
Quail Well No. 4-A	9,673,000	8,749,000	0	
Quail Well No. 5-A	4,473,700	2,883,700	798,700	
Sub Total North Wells	26,395,700	15,890,700	22,911,700	15.21%
South System Wells				
Pasatiempo 5A	7,528,200	5,359,400	N/A	
Pasatiempo 6	-	-	10,420,000	
Pasatiempo 7	1,946,000	1,398,000	3,249,000	
Pasatiempo 8	4,714,870	3,519,210	N/A	
Sub Total Pasatiempo Wells	14,189,070	10,276,610	13,669,000	3.80%
North South All Sources Combined	56,747,770	48,523,810	56,037,700	1.27%
Felton System - Surface Water				
Fall Creek	7,518,921	6,540,339	10,380,000	
Bennett Spring	1,546,116	1,699,456	5,898,000	
Bull 1 & 2	1,795,948	1,797,444	1,989,900	
Total Felton System Sources	10,860,985	10,037,239	18,267,900	-40.55%
Manana Woods System				
Well 1	-	-	0	
Total Manana Woods Sources	-	-	0	
Sub - Total Production				
North / Felton / Manana	67,608,755	58,561,049	74,305,600	-9.01%
Surface	27,023,985	32,393,739	37,724,900	-28.37%
Wells	40,584,770	26,167,310	36,580,700	10.95%
Total Surface Water Percentage	39.97	55.32	50.77	-21.27%
Total Wells Percentage	60.03	44.68	49.23	21.94%

Fall Creek Intake June 2020



Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31 1.0 cubic feet per second

November 1 through March 31 1.5 cubic feet per second

Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31 0.5 cubic feet per second

November 1 through March 31 0.75 cubic feet per second

Number of Days in month 0.75 cfs or below, ZERO days

San Lorenzo River USGS Big Trees Flow Requirements

September 11 cubic feet per second

October 26 cubic feet per second

November 1 through May 31 21 cubic feet per second

June - August No Requirements

Fall Creek Intake June 2020

For the protection of fish and wildlife, during the period: (a) April 1 through October 31 bypass a minimum of 0.5 cfs; (b) November 1 through March 31 bypass a minimum of 1.5 cfs past the Fall Creek point of diversion. The natural streamflow shall be bypassed whenever it is less than 1.5 cfs; provided, however, that during a dry year, the bypass requirement shall be reduced from 1.5 to 0.75 cfs. A dry year is defined on a monthly basis of cumulative runoff beginning October 1 of each season in the San Lorenzo River at the USGS gage at Big Trees. These runoff figures are based on approximately 50 percent of normal runoff as the dividing level between normal and dry year runoff and are as follows:

- November 1 for the month of October 500 af
- December 1 for October-November, inclusive 1,500 af
- January 1 for October-December, inclusive 5,000 af
- February 1 for October-January, inclusive 12,500 af
- March 1 for October-February, inclusive 26,500 af

Fall Creek Weir Measurement

Agenda: 7.16.20

Item: 8.5

Month:	June	Year:	2020	Big Trees > 26,500 Acre-ft Oct-Feb Normal Year <input type="checkbox"/>				Big Trees <26,500 Acre-ft Oct-Feb Dry Year <input checked="" 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	730	KM	1	149	25	1.486	27	0	yes	yes	
2	750	TH	2	236	25	1.329	26.5	0	yes	yes	
3	745	KM	2	172	25	1.75	25.5	0	yes	yes	
4	945	JG	2	143	25	1.466	24.6	0	yes	yes	
5	1230	KM	2	142	25	1.476	25.5	0.02	yes	yes	
6	930	SS	2	140	25	1.525	24.1	0	yes	yes	
7	930	SS	2	154	25	1.466	23.6	0	yes	yes	
8	945	JG	2	141	25	1.457	24.6	0	yes	yes	
9	1000	JG	2	189	25	1.28	23.2	0	yes	yes	
10	800	KM	2	203	25	1.339	23.2	0	yes	yes	
11	830	KM	2	188	25	1.32	22.3	0	yes	yes	
12	830	JG	2	166	25	1.672	22.3	0	yes	yes	
13	900	JT	2	142	25	1.681	22.3	0	yes	yes	
14	830	JT	2	155	25	1.652	22.3	0	yes	yes	
15	800	TH	2	201	25	1.544	21.8	0	yes	yes	
16	1030	JG	2	177	25	1.564	22.3	0	yes	yes	
17	1115	KM	2	183	25	1.887	21.8	0	yes	yes	
18	730	JG	2	202	25	1.476	21.4	0	yes	yes	
19	800	KM	2	161	25	1.818	21.4	0	yes	yes	
20	730	HO	2	207	25	1.505	21.4	0	yes	yes	
21	815	HO	2	175	25	1.32	21.8	0	yes	yes	
22	815	TH	2	178	25	1.417	21.4	0	yes	yes	
23	910	TH	2	209	25	1.466	21.4	0	yes	yes	
24	800	JG	2	185	25	1.642	21.4	0	yes	yes	
25	733	TH	2	180	25	1.574	20.1	0	yes	yes	
26	800	KM	2	158	25	1.554	20.5	0	yes	yes	
27	805	TH	2	196	25	1.466	19.7	0	yes	yes	
28	830	TH	2	184	25	1.515	19.7	0	yes	yes	
29	900	TH	2	225	25	1.427	19.3	0	yes	yes	
30	745	TH	2	209	25	1.417	20.1	0	yes	yes	
31											

San Lorenzo Valley Water District
Loch Lomond Water Supply
June 2020

Loch Lomond Water Level



Week ending Wednesday 6 / 28 / 2020
(in feet above mean sea level; lake spills at 577.15 feet)

Currently:	574.15 ft
Percent of Capacity:	93.5%

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

Production Loch Lomond to SLVWD

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

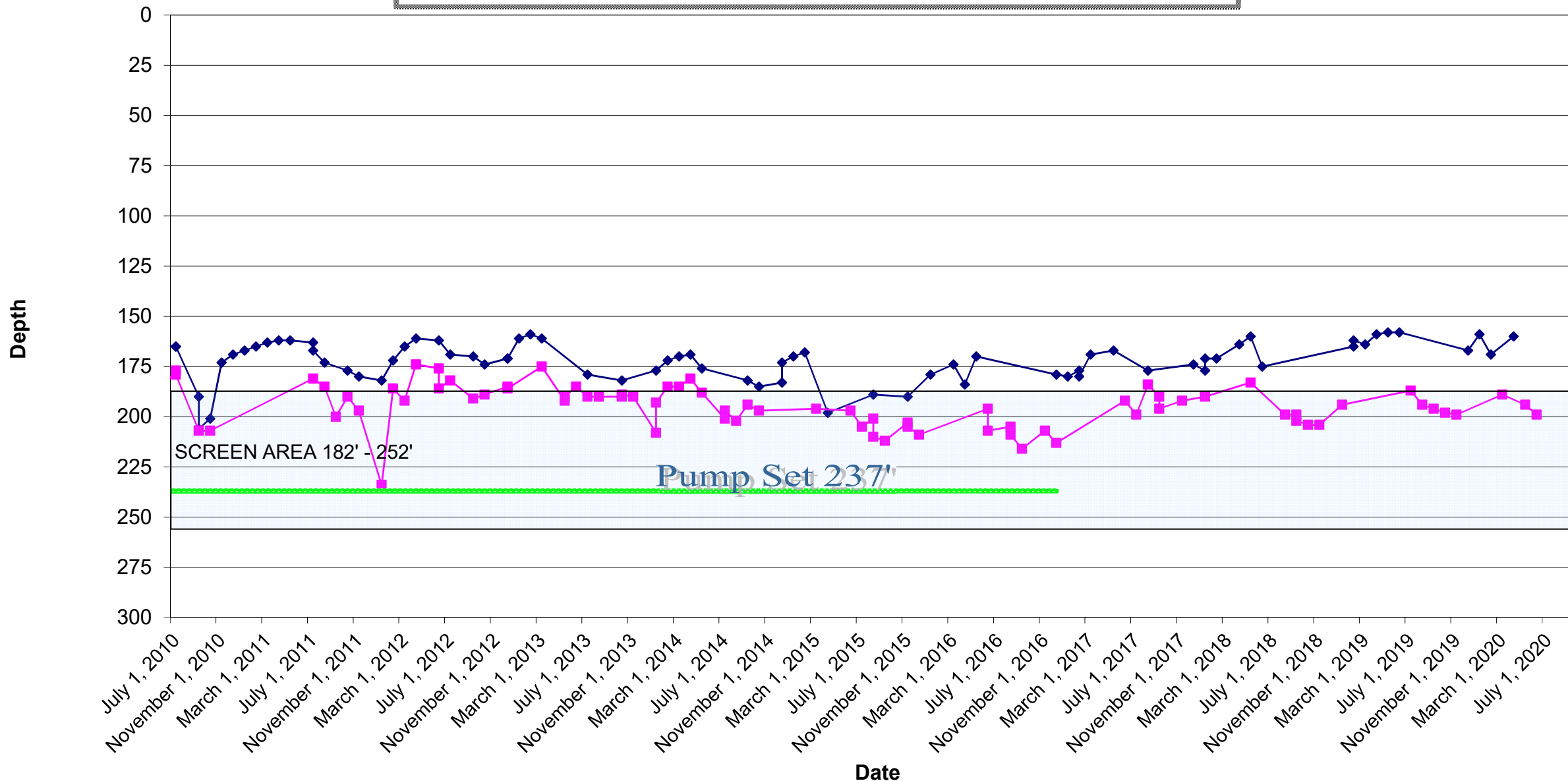
Last time District used Loch Lomond water was June 1977

SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 4-A

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



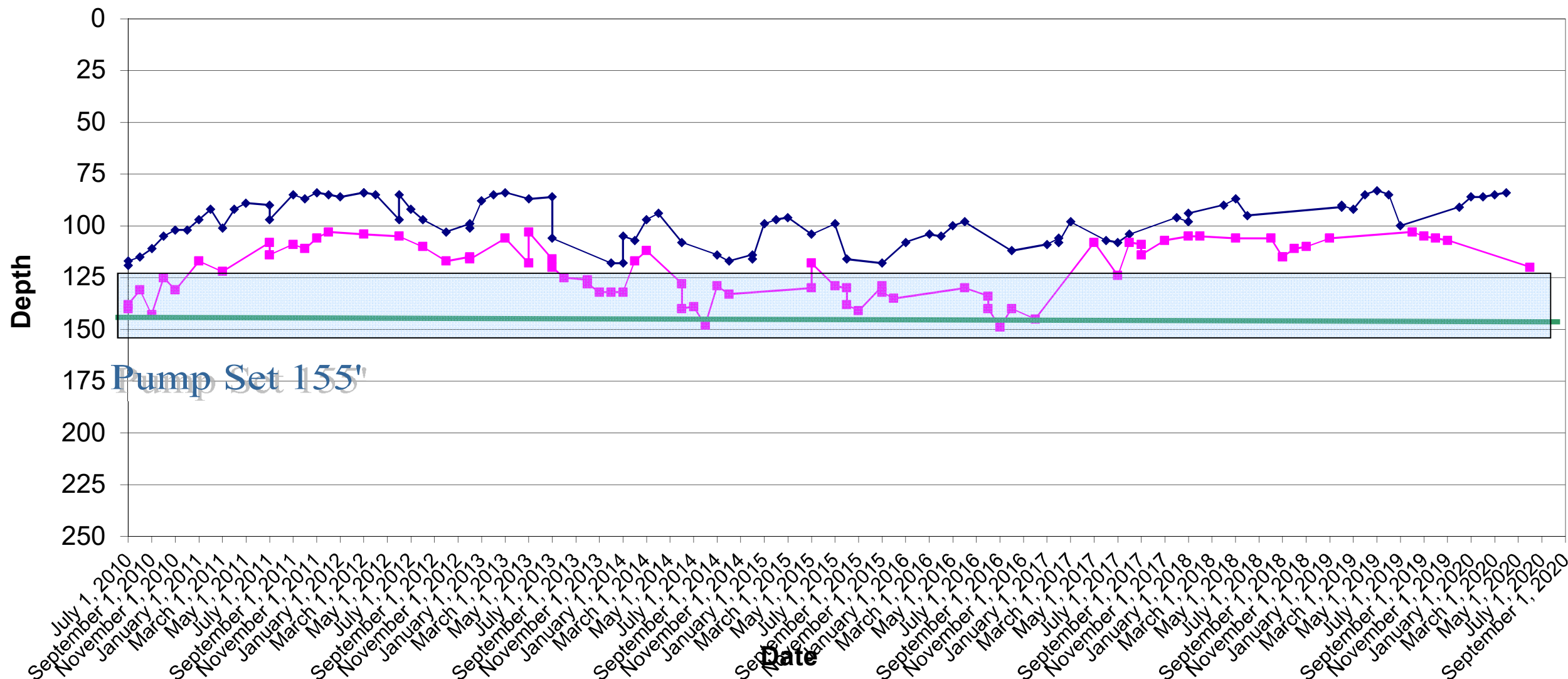
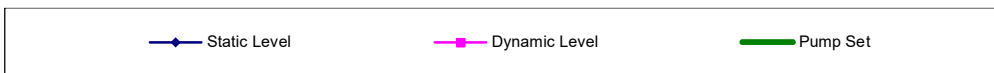


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 5-A

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



Pump Set 155'

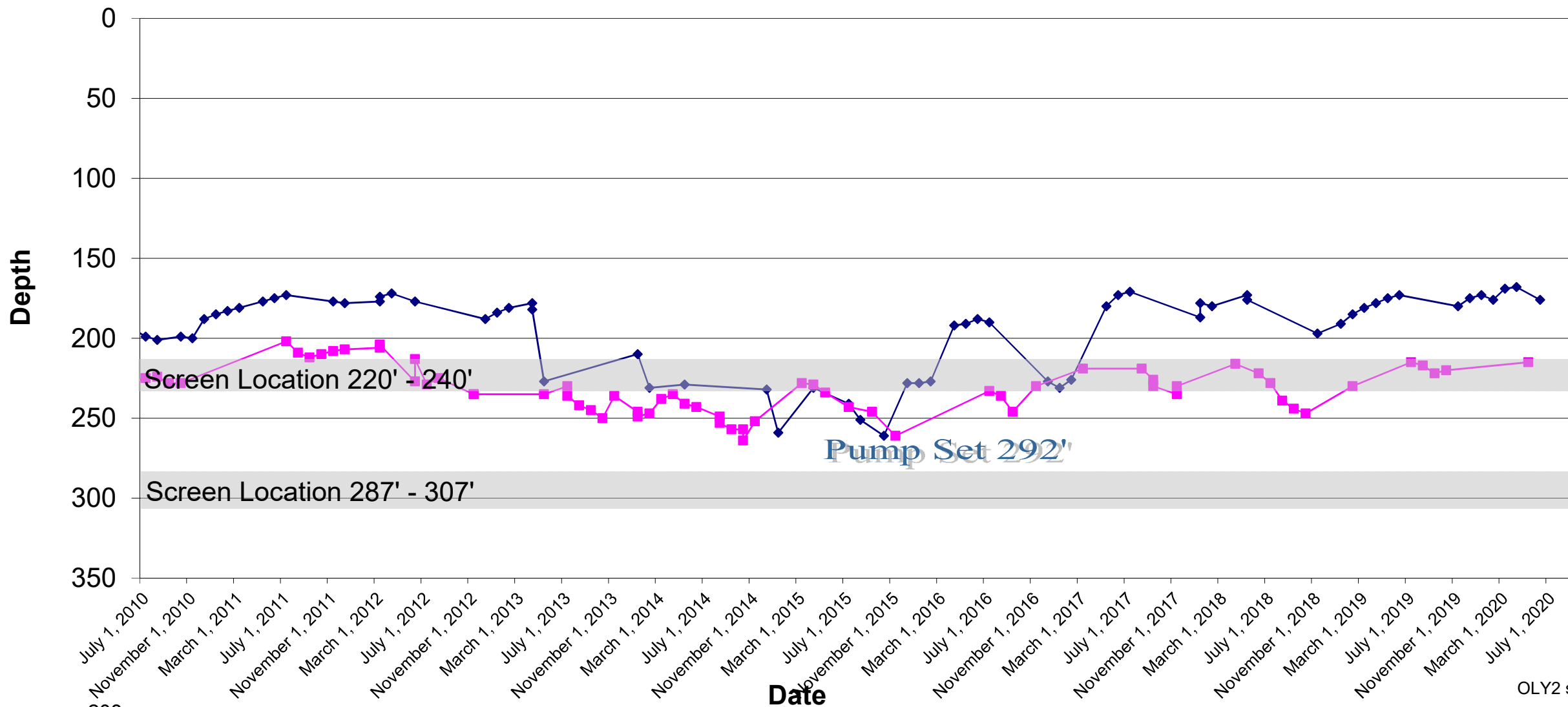
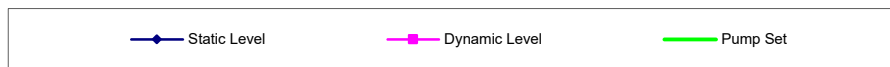


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 2

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



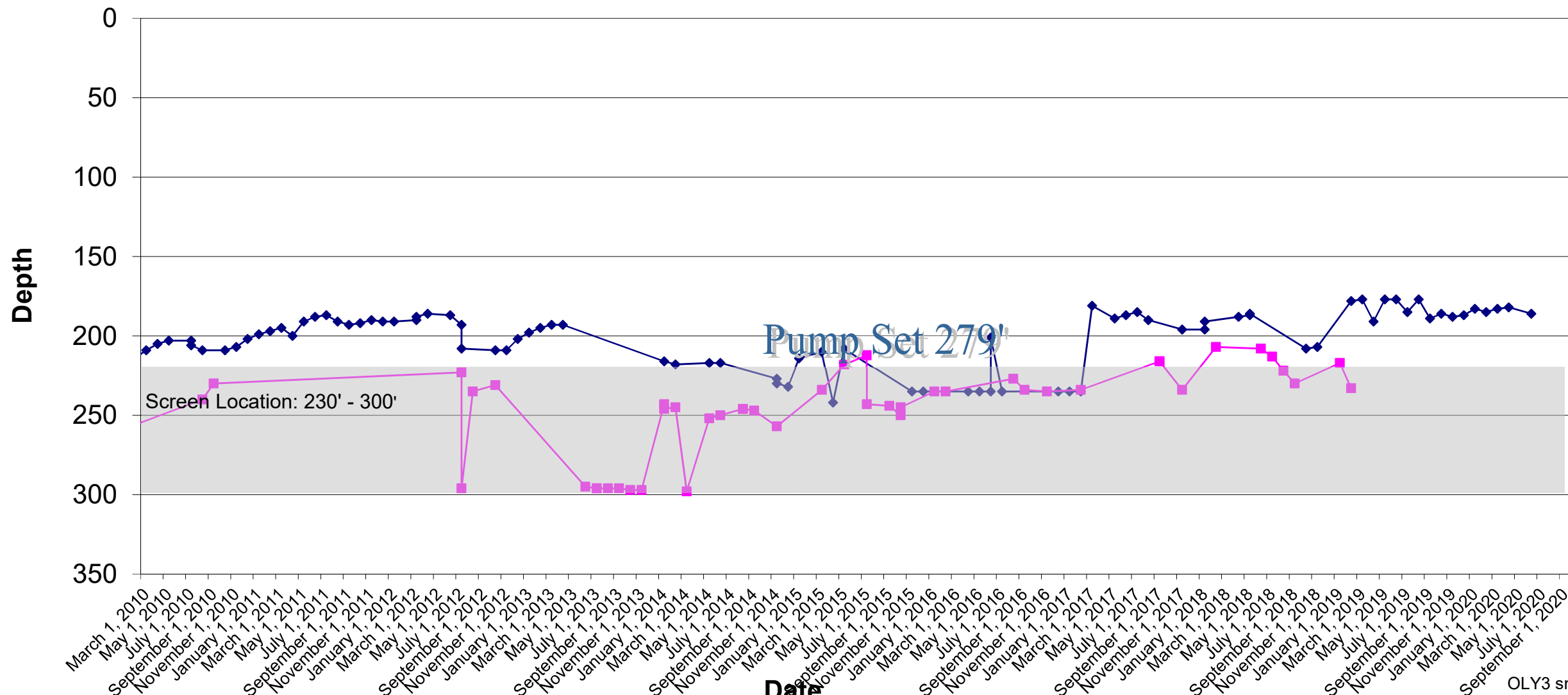
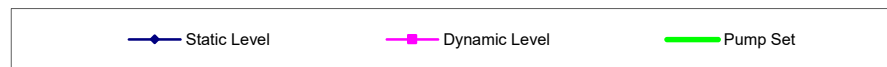


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 3

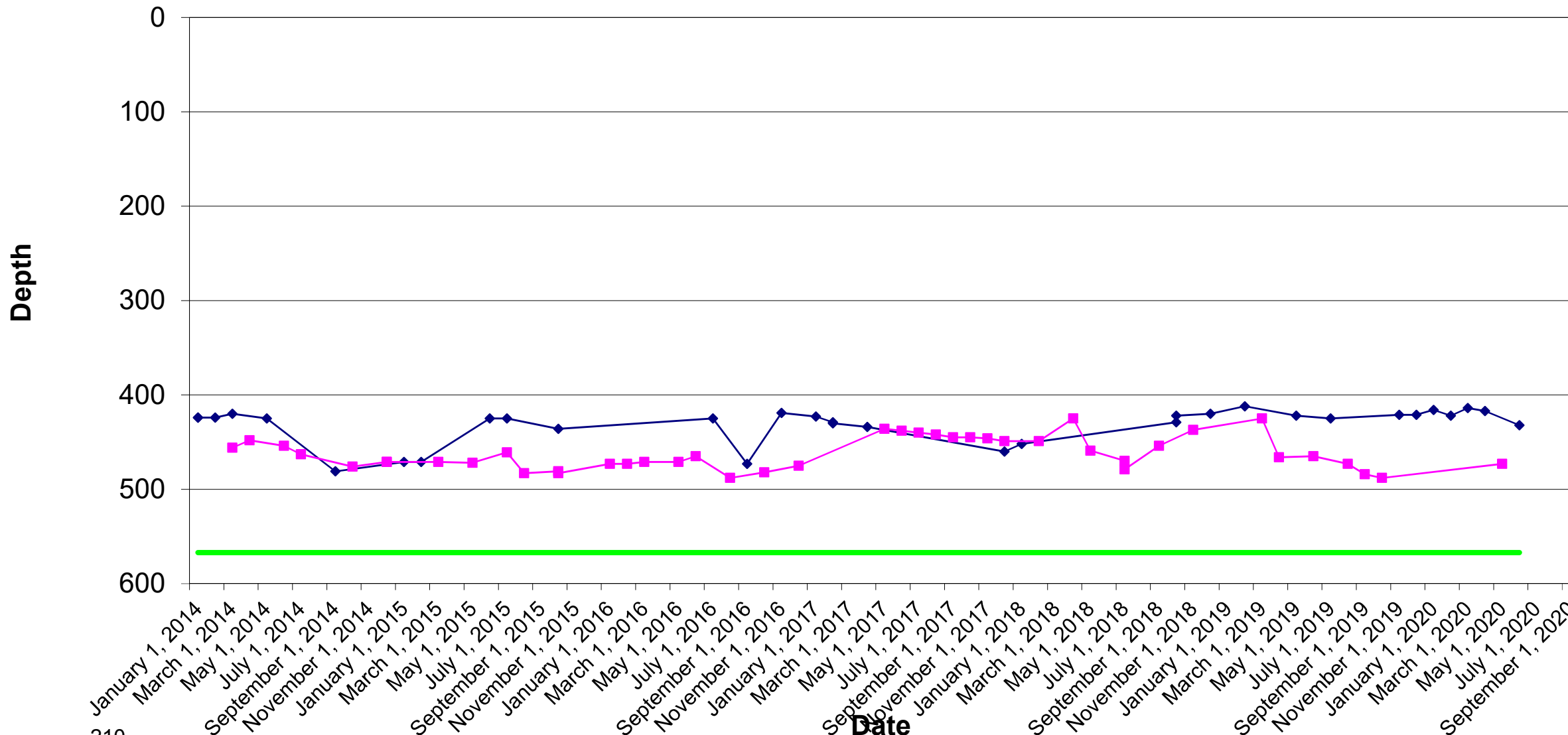
Location: 7701 E. Zayante Rd
Elevation: 538' Mean Sea Level
Installed: 8-15-90
State Well #: 4410014-022
Completed Depth:





SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 5-A

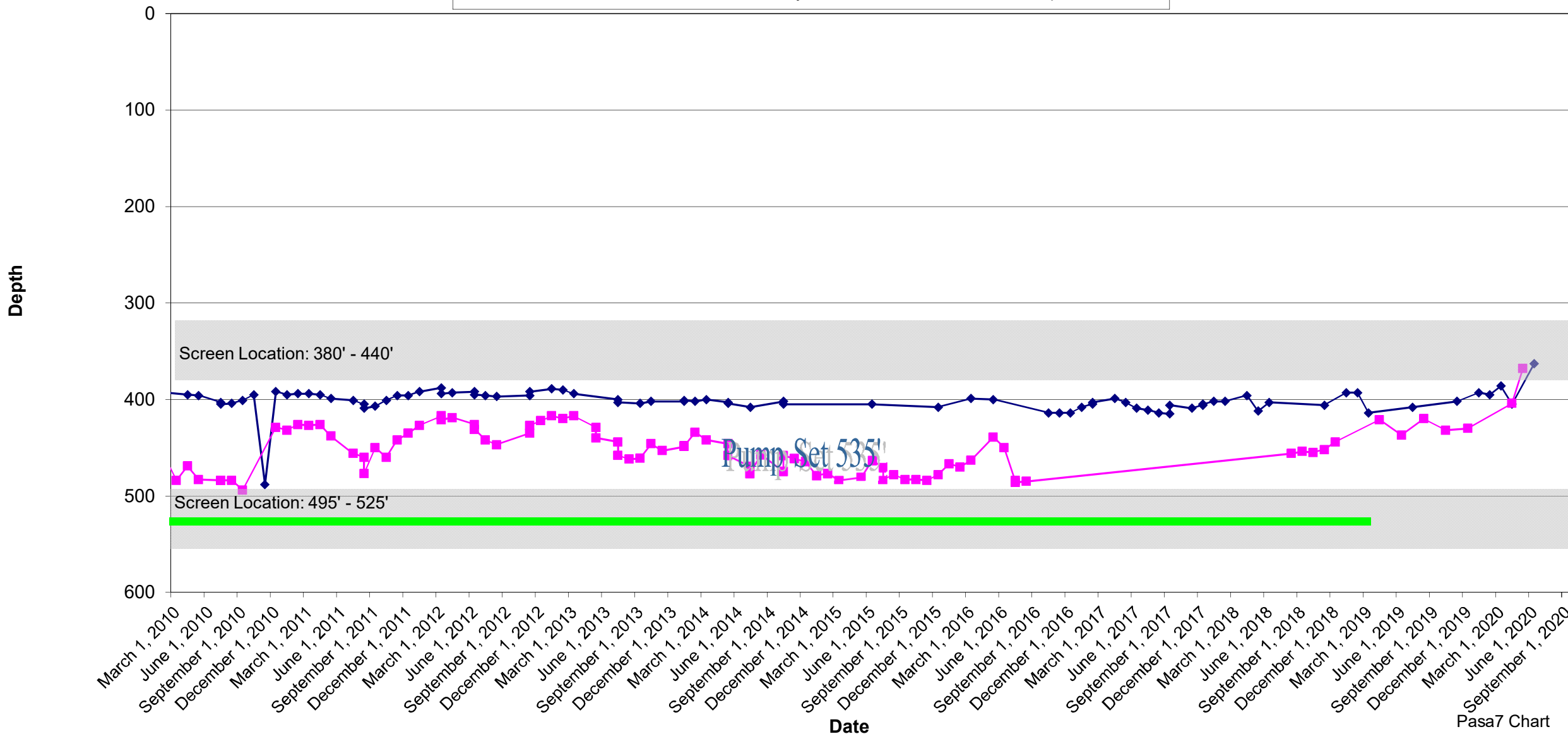
Location: So. Of 3650 Graham Hill Rd
Elevation: 752'
Installed 1-1-14
State Well #:4410014-014
Completed Depth: 710'





SAN LORENZO VALLEY WATER DISTRICT Well Drawdown Report Pasatiempo 7

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





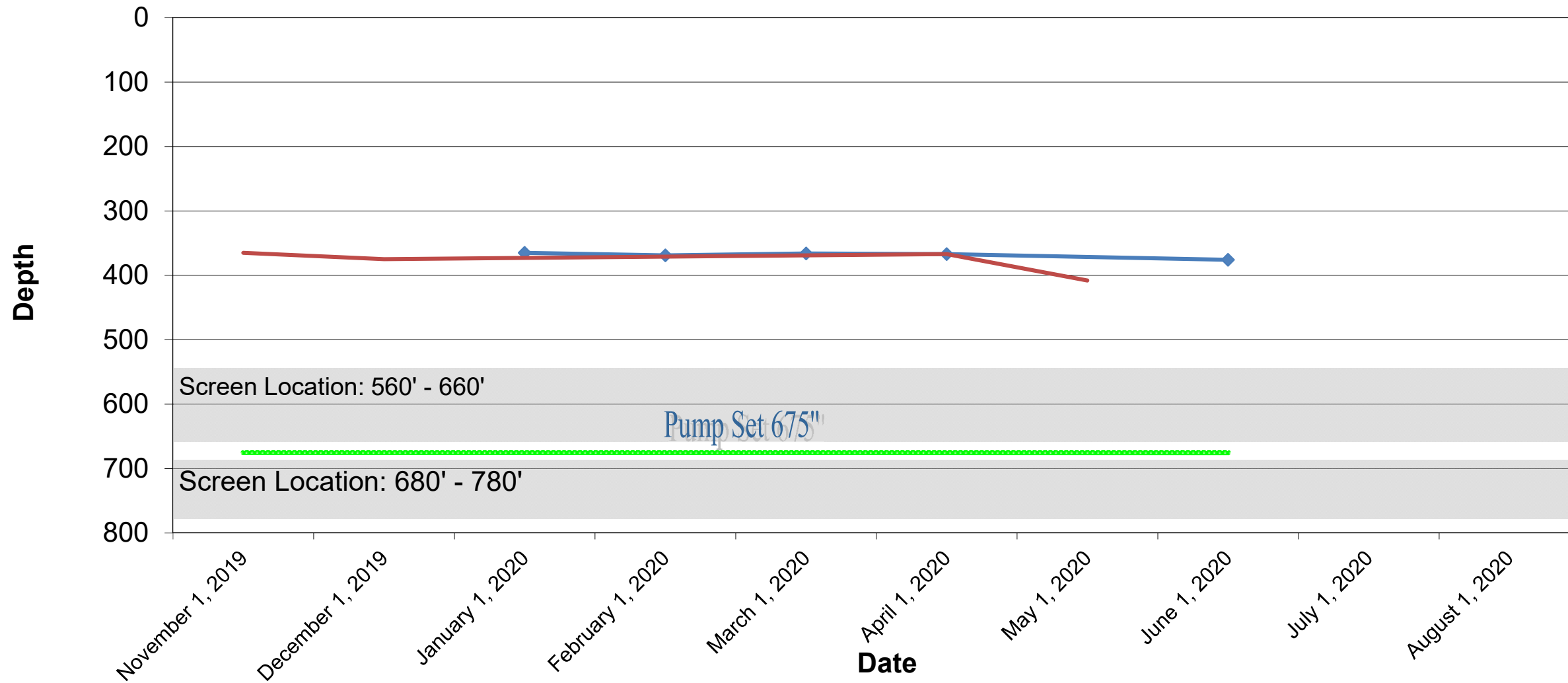
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

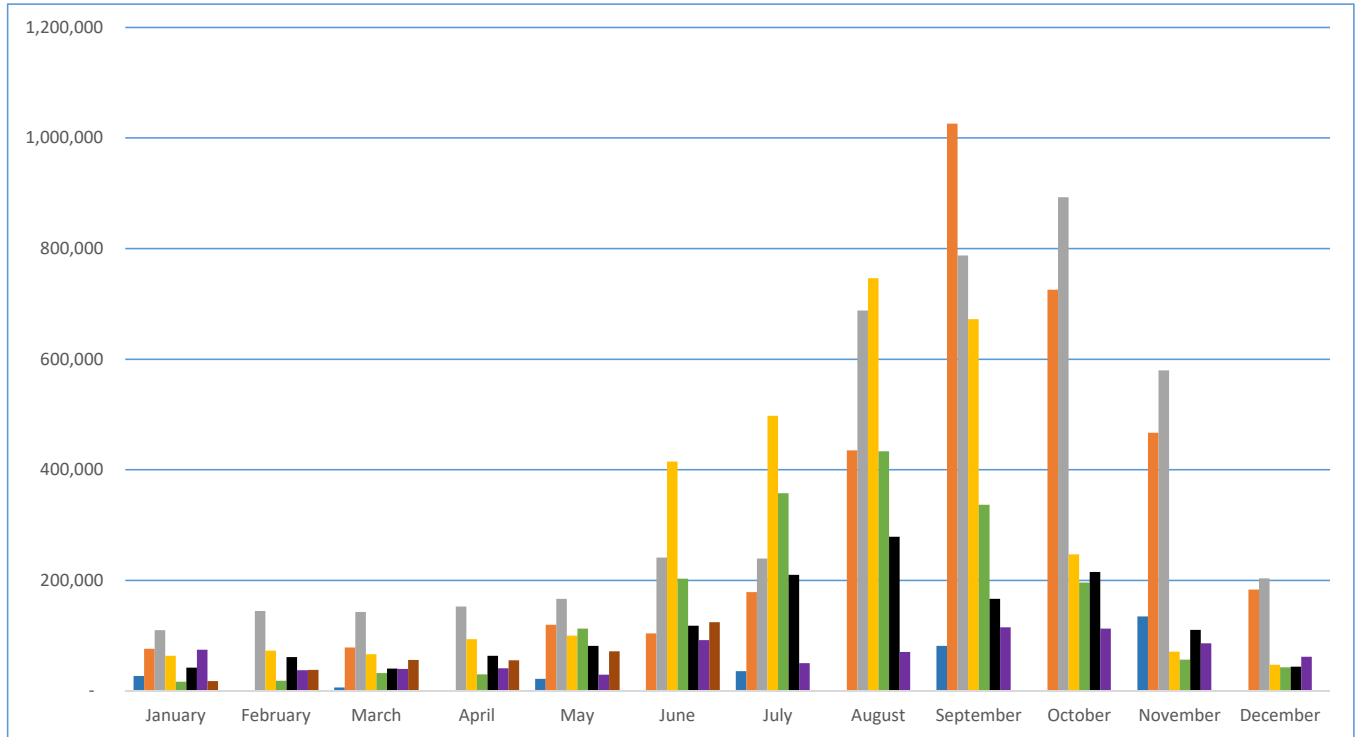
Pasatiempo 8

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

Pump Set STATIC DYNAMIC



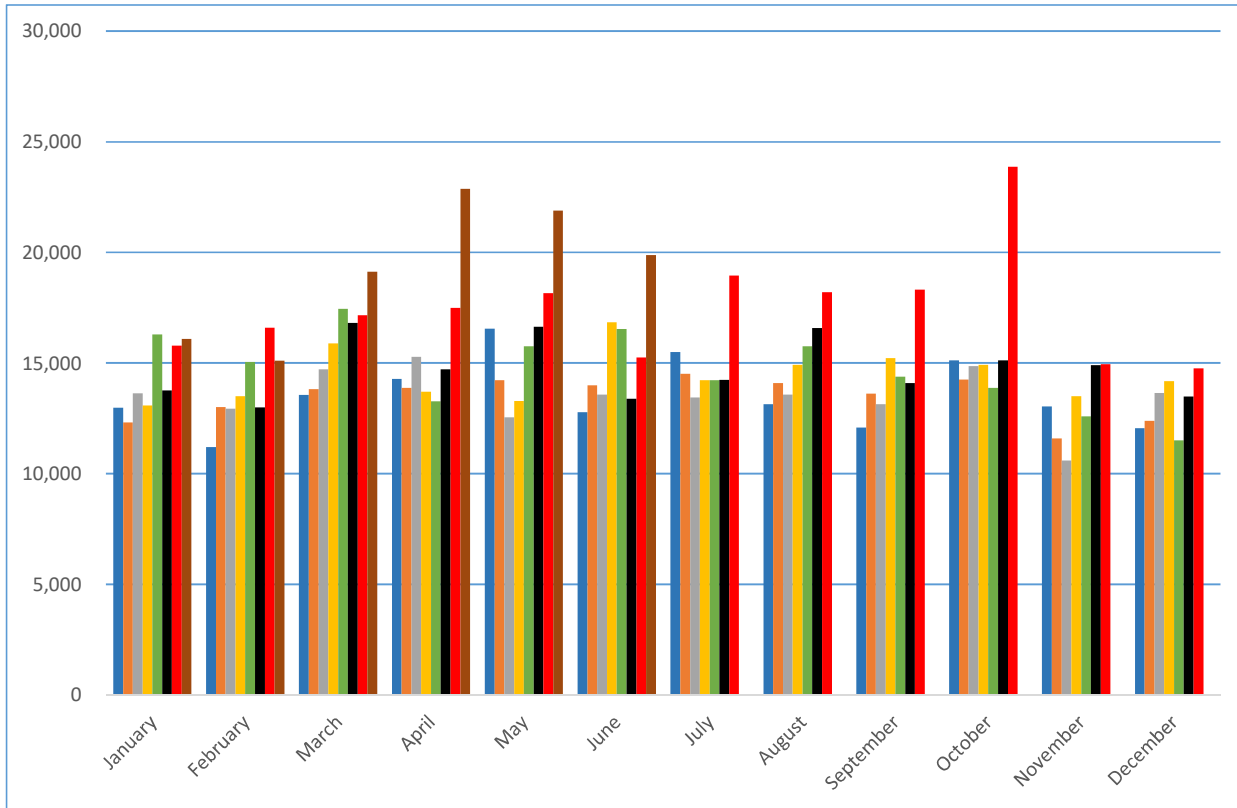
SAN LORENZO VALLEY WATER DISTRICT
BULK WATER SALES
GALLONS
June 2020



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	26,928	76,296	109,965	63,850	16,456	41,888	74,800	17,952
February			144,364	72,556	18,700	61,366	37,400	38,148
March	5,984	78,540	142,868	66,572	32,164	40,392	39,644	56,100
April			152,592	93,500	29,920	63,580	41,140	55,352
May	21,692	119,680	166,804	100,232	112,948	81,532	29,172	71,808
June		103,972	240,983	415,140	203,179	118,184	92,004	124,168
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	363,528

Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	400 BERTS DR	BEN LOMOND	5,760
400 MAIN LEAKING	417 BAHR DR.	BEN LOMOND	1,800
400 MAIN LEAKING	9737 MANZANITA AVE.	BEN LOMOND	1
400 MAIN LEAKING	GLEN ARBOR RD	BEN LOMOND	47,500
400 MAIN LEAKING	151 S. REDWOOD DR.	BOULDER CREEK	16,800
400 MAIN LEAKING	180 KELLER DR.	BOULDER CREEK	1,440
400 MAIN LEAKING	HIAWATHA	BOULDER CREEK	7,200
400 MAIN LEAKING	280 MESA DR.	BOULDER CREEK	7,200
400 MAIN LEAKING	BEAR CREEK RD & HIAWATHA	BOULDER CREEK	1,200
400 MAIN LEAKING	170 BRIER DR	BOULDER CREEK	240
400 MAIN LEAKING	320 JUANITA RD	BOULDER CREEK	100
400 MAIN LEAKING	15115 HWY 9	BOULDER CREEK	240
400 MAIN LEAKING	MANZANITA RD & RIVER DR	BOULDER CREEK	300
400 MAIN LEAKING	482 ALDER RD	BOULDER CREEK	11,520
400 MAIN LEAKING	END OF SUNBEAM AVE	BOULDER CREEK	5,040
400 MAIN LEAKING	241 MITCHELL DR	BOULDER CREEK	1,800
412 TANK LEAKING	360 BLUERIDGE DR.	BOULDER CREEK	10,080
400 MAIN LEAKING	15675 HWY 9	BOULDER CREEK	30,650
Total North			148,871
FELTON SYSTEM			
400 MAIN LEAKING	5390 MCKINLEY WAY	FELTON	10
412 TANK LEAKING	1079 PINE DR	FELTON	2.5
Total Felton			13
LOMPICO			
400 MAIN LEAKING	11409 UTILITY POLE	LOMPICO	1,440
400 MAIN LEAKING	12089 COLEMAN AVE.	LOMPICO	1,440
Total Lompico			2,880
SCOTTS VALLEY			
Total Scotts Valley			-
Total All Systems			151,764

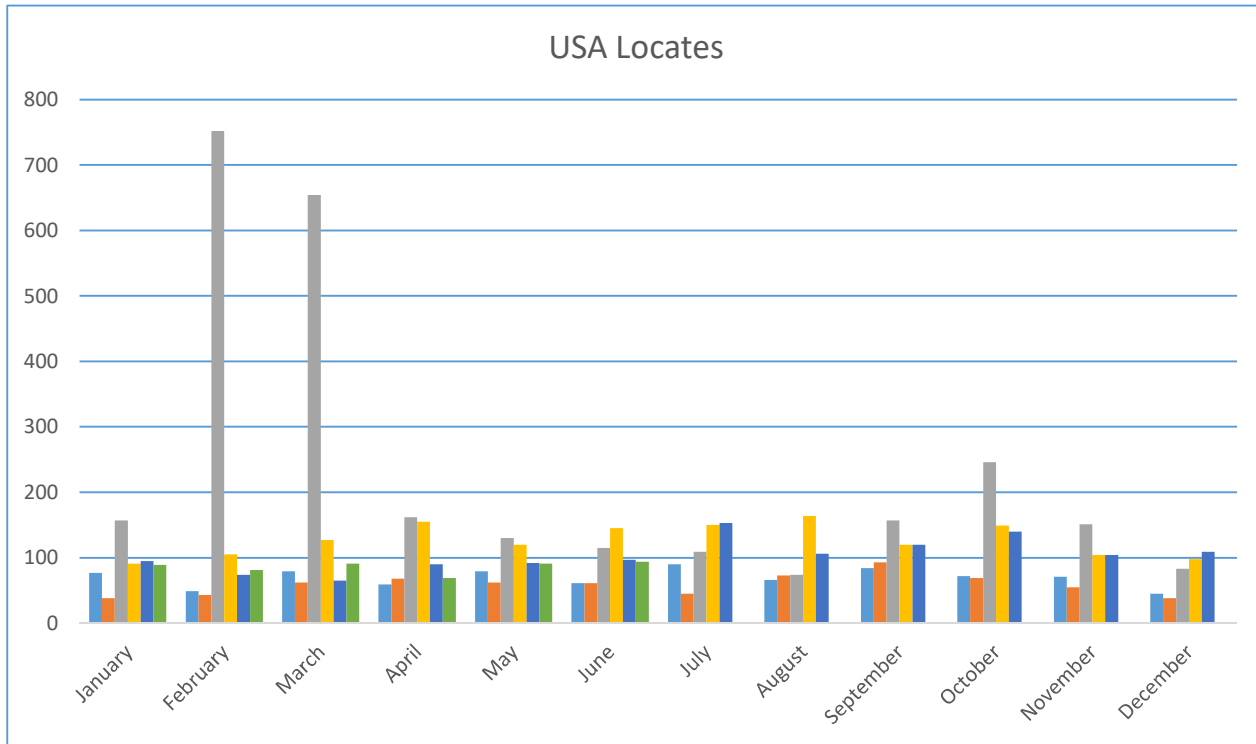
SAN LORENZO VALLEY WATER DISTRICT VEHICLE MILEAGE June 2020



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	12,976	12,317	13,633	13,082	16,286	13,763	15,790	16,088
February	11,201	13,015	12,934	13,505	15,045	13,003	16,599	15,113
March	13,558	13,817	14,714	15,882	17,451	16,809	17,167	19,132
April	14,283	13,883	15,279	13,704	13,270	14,711	17,488	22,868
May	16,560	14,228	12,550	13,290	15,757	16,646	18,156	21,879
June	12,780	14,000	13,582	16,841	16,534	13,390	15,249	19,882
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	114,962

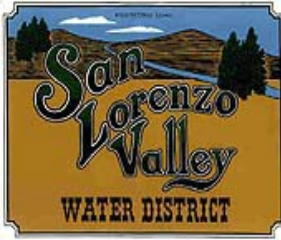
SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
 June 2020

Agenda: 7.16.20
 Item: 8.5



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	77	38	157	91	95	89
February	49	43	752	105	74	81
March	79	62	654	127	65	91
April	59	68	162	155	90	69
May	79	62	130	120	92	91
June	61	61	115	145	97	94
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	515





NOTICE OF ENVIRONMENTAL COMMITTEE MEETING

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

Thursday, June 18, 2020 9:45 am via video/teleconference.

MINUTES

1. Convene Meeting 9:47 a.m.
Roll Call: R. Moran, L. Farris, E. Fresco, K. O'Connor, J. Supp were present.
D. Herbst was not available.
Staff: R. Rogers, C. Blanchard, H. Hossack
2. Oral Communications: none
3. Old Business: none
4. New Business:
 - A. PRESENTATION ON CONJUNCTIVE USE PLAN-M. PODLECH
R. Moran introduced this item.
C. Blanchard introduced Mike Podlech, Aquatic Ecologist.
M. Podlech described the process for the Conjunctive Use Plan and shared his presentation.
L. Farris questioned if any of the 4 options can be used in any combination or are there some that don't work.
M. Podlech said that scenario 1f would use North System unused potential diversion and so would scenario 3d. But because scenario 1f is essentially ready to go immediately. Down the line a scenario like 3d would come on line replacing 1f. Scenario 3d assumes that scenario 2b would have been implemented.
E. Fresco questioned if Felton has a requirement that it's water not be diverted outside of Felton. Were the effects of climate change considered in the different scenarios.
M. Podlech said that Felton water rights includes what is called a "place of use" in terms of where that water is allowed to be used and is currently restricted to the Felton System. The State Water Board would have to be petitioned to expand the place of use for the water. Climate change was not considered in the scenarios.
D. Alley addressed M. Podlech's scenarios.
M. Podlech responded to questions. He suggested that anyone that wants to get into the weeds should read Nick Johnson's report first.

Discussion by D. Alley and M. Podlech.

N. Macy questioned if M. Podlech had collaborated with D. Alley. She also questioned if he had consulted with National Marine Fisheries, Fish and Wildlife and other agencies about the scenarios.

M. Podlech said that the studies were shared with the other agencies.

C. Dzendzel questioned if there are other water sources in Felton besides Fall Creek that have been abandoned. She is concerned about water rights in Felton.

M. Podlech said that none of the Felton sources have been abandoned. The entire system cannot be diverted if the San Lorenzo River is below certain thresholds.

L. Summers questioned the final report version of scenario 3d.

M. Podlech said there is nothing contradictory between the scenarios. He added a 4th scenario to the analysis in the November report.

M. Lee questioned hopes that we are in conversation with the City regarding Loch Lomond water rights. He also questioned Bull Creek obstructions. He questioned ASR with putting water into Olympia Wells. He continued to question the conversation with the City

M. Podlech responded that perhaps R. Rogers would be a better person to ask these questions. There has been conjunctive use discussion with the City.

L. Farris questioned if it is safe to say that you recommend taking some or all these scenarios and moving the over to the SMGWA plan.

M. Podlech said he couldn't answer that question.

R. Rogers said he thinks that you will see several of these scenarios will be part of the SMGWA plan. Our Water Master Plan needs to be completed.

R. Moran read some comments from D. Herbst, a public committee member that was not available for this meeting.

- Dry year conditions are a critical threat to aquatic life but the conjunctive use strategies may help with that aspect at least in the mainstream.
- Hydrologic extremes are going to increase in frequency.
- Lagoon habitat restoration is needed.
- Sediment is a key limiting factor to spawning and invertebrate food quality and availability.
- Flushing flows should be considered.
- Be sure that all fish surveys are comparable.

R. Rogers said that this report is informational. Perhaps this presentation should be shared with SMGWA. We should ask M. Podlech what the next step should be.

M. Podlech said that there are a lot of different entities are involved and need to be pulled in at the right time to be helpful.

R. Rogers said that the City of Santa Cruz has been contacted regarding our Loch Lomond allotment and taking it right into our South System.

R. Moran thanked M. Podlech for his presentation. He also thanked D. Alley. He thanked the public for asking great questions.

5. Written Communication: None

6. Informational Material: None.

7. Adjournment 11:20 a.m.



NOTICE OF PUBLIC ADVISORY COMMITTEE ON FACILITIES MEETING

Review of District Administrative and Operational Facilities

Thursday, June 25, 2020 3:00pm, via video/teleconference.

1. Convene Meeting 3:00 p.m.
Roll Call: E. J. Armstrong, S. Guiney, K. Lande, B. Sprenger, B. Thomas were present.
S. Rintoul and B. Unger were absent.
Staff: R. Rogers and H. Hossack
2. Oral Communications: None
3. Old Business:
 - A. WELCOME BACK - REVIEW
Discussion by the committee regarding the time extension of the meeting to 1½ hours to make up for the lost meetings and keep the commitment of ending the committee December 2020. All present agreed. The absent members will be contacted by the chair.
 - B. THE BOARD OF DIRECTORS RECOMMENDATIONS TO THE PUBLIC ADVISORY COMMITTEE ON FACILITIES
Discussion by the committee and staff regarding the Board recommendations for the committee. E. J. Armstrong noted that the Board had asked to find a way to increase revenue and he made a suggestion to turn the Johnson Bldg. into a water museum. R. Rogers suggested that the committee make a list of ideas. K. Lande suggested that the committee concentrate on one or two items at each meeting.
4. New Business:
 - A. UPCOMING MEETING TOPICS
Discussion by the committee and staff regarding the upcoming meeting topics. B. Thomas suggested that staff make their requirements for facilities known to the committee. R. Rogers said that he will ask the management staff to present their needs to the committee. R. Rogers described some of the things to think about when considering the location for the facilities; location, access, storage (parts, fuel, vehicles), combining admin and ops, availability of property, surplus water sales, etc. K. Lande requested a one-page summary from each department head prior to the meeting. R. Rogers suggested that they think about a Boardroom and parking.
 - B. TOUR OF DISTRICT ADMINISTRATION BUILDING, OPERATIONS BUILDING AND JOHNSON/PROSSER PROPERTY
Discussion by the committee and staff regarding the tour of the properties. It was determined that the tour will be held on Saturday, July 25th from 9:00 - 12:00. A motion was made by B. Sprenger to review the needs of the management staff for facilities at the July 23rd meeting followed by a tour of current facilities on July 25th. The motion was seconded. All present voted in favor of the motion.
5. Adjournment 3:58 p.m.

SLVWD Secures Additional Generators to Ensure Power During Future Outages



In 2019, Pacific Gas & Electric Co., and other California utilities instituted massive preemptive power shutoffs in 30 counties, designed to prevent wildfires during strong and dry winds.

Referred to as public *safety power shutoffs* (PSPS), these events affected more than 3 million Californians, including those in Santa Cruz County.

The San Lorenzo Valley Water District relies on PG&E power to run its facilities throughout the valley. However, to safeguard against future PSPS events, the district has launched capital improvement projects that include the installation of new generators to help ensure power to pump stations, treatment plants and wastewater facilities.

The district has installed six new stationary generators, bringing its total to 17 that supply power to two treatment plants, 11 pump stations, one wastewater facility, one intake facility, the District's operations building and administration building.

In addition, SLVWD has secured four new mobile generators, bringing its total mobile generators to seven. These are capable of supplying power to seven well sites and 15 different pump stations.

“During PSPS outages the District asks customers to implement strict water conservation measures to save water in case of fire”.

Website: slvwd.com, **Phone:** (831) 338-2153, **Fax:** (831) 338-7986, **Emergencies:** (831) 338-2153