BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER DISTRICT
AGENDA
AUGUST 6, 2020

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

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on **Thursday, August 6, 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:
Agenda documents are available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

https://us02web.zoom.us/j/84144861695

Or Dial:

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

Webinar ID: 841 4486 1695
Participant ID: 435935

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 agendum.

   a. GOVERNANCE TRAINING DEBRIEFING
   Discussion and possible action by the Board regarding the Governance Training on July 22, 2020.

   b. RATE ASSISTANCE PROGRAM (RAP) – UPDATE
   Discussion and possible action by the Board regarding the RAP update.

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. PUBLIC COMMITTEE MEMBER(S) – BUDGET & FINANCE COMMITTEE
   Discussion and possible action by the Board regarding the opening on the B & F Committee for a public member(s).

   b. MEMORANDUM OF UNDERSTANDING – CLASSIFIED AND MANAGEMENT, SUPERVISORY & CONFIDENTIAL EMPLOYEES
   Discussion and possible action by the Board regarding MOUs for staff.

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 JULY 16, 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.

- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    - SMGWA Recap 6.25.20
    - Administration Committee Minutes 7.1.20
    - Engineering Committee Minutes 7.2.20
    - Budget & Finance Committee Minutes 7.7.20
    - Environmental Committee Minutes 7.16.20

9. Written Communication: None

10. Informational Material:
    - SLVWD Offering Financial Assistance – SCMountain Bulletin 7.16.20

11. Adjournment

Certification of Posting

I hereby certify that on July 31, 2020 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on July 31, 2020.

_____
Holly Hossack, District Secretary

M E M O

TO: Budget & Finance Committee

FROM: District Manager

PREPARED BY: Director of Finance & Business Services

SUBJECT: Update on Rate Assistance Program

DATE: August 6, 2020

RECOMMENDATION:

No recommendation, this is only an informational item.

BACKGROUND:

Effective 7/15/2020, the Board approved a Rate Assistance Program for water customers.

As of 7/28/2020 there are 14 approved applications and 6 applications pending additional paperwork.

M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: PUBLIC COMMITTEE MEMBER-BUDGET AND FINANCE COMMITTEE

DATE: August 6, 2020

RECOMMENDATION:

It is recommended that the Board review the current applications and appoint public committee member(s) to the Budget & Finance standing committee.

BACKGROUND:

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

On June 25, 2020 the District Secretary received an email from Steve Architzel resigning from the Budget & Finance Committee as the public member of the committee.

The District advertised the opening for public member(s) to the Budget & Finance Committee July 13 – 30, 2020. Attached are the 2 applications that were received.

RECEIVED
JUL 14 2020
SAN LORENZO VALLEY
WATER DISTRICT

San Lorenzo Valley
WATER DISTRICT

2020 Committee Application

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hhossack@slvwd.com by July 30, 2020 at 3:00 pm

Personal Details

Name: Rivka Lund Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☑

Postal Address: 1303 Highland Drive, Boulder Creek, CA 95006

Telephone: (Home) 831-703-4148 (Mobile) _____

E-Mail: rivkalund@gmail.com

The Committee

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

Please tell us below why you would like to participate and/or attach a resume.

I'm a relatively new resident to the valley, but I have a passion for finance and water conservation. As such, I would love to participate in the SLVWD Budget Committee. Additionally, I have experience in budget building/tracking and believe I can be useful in the committee discussions. My resume has been provided via email with my application for reference.

RIVKA LUND

rivkalund@gmail.com | (831) 703-4148 | 1303 Highland Drive, Boulder Creek, CA 95006

EXPERIENCE

DEVICES & SERVICES, BUSINESS INTELLIGENCE & AUTOMATION PROGRAM MANAGER
GOOGLE, LLC

November 2019 -Present

- Manage business intelligence (BI) and related automation projects for the Devices & Services (D&S) Global Controllership team. Automation projects to date have included:
  - Warranty and contra-revenue reserves;
  - Product code hierarchy reporting;
  - Forecast vs actuals reporting;
  - Contractual terms change management;
  - Hardware promotion tracking;
- Super User in Google's Global ERP transformation. Responsibilities include:
  - Managing the retrofit of D&S Global Controllership SQL scripts from Oracle to SAP backend data sources;
  - Testing new ERP for system errors, access issues and other related activities;
  - Coordinating with core ERP development team on cross-company resources and training material;
  - Training and support for the Devices & Services Controllership team;
- Created internal dashboarding and tracking of team projects for end user review and metric reporting, including re-designing executive level communication formats;

HEAD OF FINANCE & ADMINISTRATION
NOON HOME, INC.

May 2018-November 2019

- Managed day-to-day administrative responsibilities for all office management, including:
  - Business systems management for G-Suite, Slack, Zenefits, Microsoft Office, Atlassian and other 3rd party platforms;
  - Coordination of all IT support with 3rd party IT provider including management of IT assets;
  - HR compliance including on/offboarding of employees, mandatory trainings and company disclosures;
  - The design, transfer and setup of company headquarters in Campbell, CA;
- Managed all accounting operations, including budget preparation and maintenance, coordination of month close procedures, payroll, tax preparation, vendor and customer contract reviews, and other activities with cross-functional teams in accordance with applicable ASC guidance;
- Prepared and managed financial statements and on-going forecasts for bank, debt and investor reporting;
- Managed enhancements of ERP system (NetSuite) for on-going operations including automation of month close procedures, logistics and sales processes and integrations with the Company's e-commerce site, EDI, tax engine, support tools and other internal programs.
- Managed and developed executive reporting dashboards (via Tableau) for sales, operations and financial analysis and planning.

HEAD OF FINANCE & ACCOUNTING
NOON HOME, INC. (fka LOCOROLL, INC.)

July 2017-April 2018

- Managed accounting operations, including budget preparation and maintenance, coordination of month close procedures, payroll, tax preparation, vendor and customer contract reviews, and other activities with cross-functional teams in accordance with applicable ASC guidance;
- Prepared and managed financial statements and on-going forecasts for bank, debt and investor reporting;
- Supervised, counseled, trained and evaluated internal and outsourced professional accounting staff;
- Developed ERP system (NetSuite) for launch readiness and on-going operations including integrations with the Company's e-commerce site, EDI, tax engine, support tools and other internal programs.
- Developed executive reporting dashboards (via Tableau) for sales, operations and financial analysis and planning.

RIVKA LUND

rivkalund@gmail.com | (831) 703-4148 | 1303 Highland Drive, Boulder Creek, CA 95006

EDUCATION

- **University of California, Santa Barbara:** BA Business Economics Emphasis in Accounting, December 2009.

SOFTWARE SKILLS

- Proficient in G-Suite, Microsoft Office, Tableau, salesforce.com, QuickBooks, Great Plains, NetSuite, Oracle, Outlook, SQL, Google Data Studio

LICENSES/CERTIFICATIONS

- California Certified Public Accountant, License #122376 (Inactive)

San Lorenzo Valley
WATER DISTRICT

RECEIVED
JUL 20 2020
SAN LORENZO VALLEY
WATER DISTRICT

2020 Committee Application

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hhossack@slvwd.com by July 30, 2020 at 3:00 pm

Personal Details

Name: Stephanie Winegarden Mr. ☐ Mrs. ☑ Miss ☐ Ms. ☐

Postal Address: 14591 Big Basin Way, Boulder Creek, CA 95006

Telephone: (Home) 831-703-4055 (Mobile) 831-278-1965

E-Mail: S.Wine@Comcast.net

The Committee

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

Please tell us below why you would like to participate and/or attach a resume.

I have lived in Boulder Creek for 14 years with my husband and our 2 daughters, who attend Boulder Creek Elementary School. I would like to utilize my background in banking, which includes finance, operations, and audit, to assist the Committee in meeting its objectives. Please see my attached resume.

Thank you for your consideration.

Stephanie Winegarden

14591 Big Basin Way, Boulder Creek, CA 95006
(831) 703-4055
s.wine@comcast.net

Stephanie Winegarden

Experience

2011 to 2019 — Santa Cruz Community CU — Santa Cruz, CA

VP of Operations

- Monitor and manage electronic services; ACH, wire transfers, home banking, ATM balancing, and card services
- Manage Credit Union operations and quality control activities; including member contact center and 2 branch offices
- Manage Bank Secrecy Act filing and high-risk account review; BSA Officer
- Manage Business Continuity Plan and disaster recovery testing for Credit Union
- *Account Services Manager 2014 to 2016 – managed and supported all member account related operations*
- *Assistant Branch Manager 2011 to 2014 – supported branch and member service operations, including consumer loan origination and funding*

2007 to 2011 — Wells Fargo Bank — Santa Cruz, CA

Service Manager

- Coached team to exceed sales and service goals 4 consecutive quarters
- Conducted regular audits of branch logs and documentation
- Supported large safe deposit box migration project

2006 to 2007 — LaSalle Bank — Grand Rapids, MI

Branch Operations Supervisor

- Coordinated compliance to security and audit procedures
- Examined and submitted BSA documents
- Spearheaded customer driven staffing efforts

2003 to 2005 — National City Bank — Grand Rapids, MI

Assistant Branch Manager

- Assisted in bank-wide teller system conversion
- Directed daily branch activities and customer service goals
- Originated and funded consumer loans, including HELOC products
- Obtained insurance and securities license series 6 and 63

Education

2002 — Davenport University — Grand Rapids, MI

Business Management *(Highest Honor)*

- Certified Manager

Certifications

Certified Anti-Money Laundering Specialist – *Association of Certified Anti-Money Laundering Specialists (ACAMS)*

NOSSAMAN LLP | Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: August 6, 2020

RE: Employee MOUs
502665-0001

RECOMMENDATION:

Review the Employee Memoranda of Understanding (MOUs) and discuss whether to appoint negotiators on behalf of the District.

BACKGROUND:

The MOU for the Management, Supervisory Employees Unit is available on the District's website: https://www.slvwd.com/sites/g/files/vyhlif1176/f/uploads/2017-19_management_mou_w_salary_upd_2019.pdf

The MOU for the Classified Employee's Union is available on the District's website: https://www.slvwd.com/sites/g/files/vyhlif1176/f/uploads/2017-19_classified_mou_w_salary_upd_2019.pdf

Both MOUs provide that:

> "This Agreement shall . . . remain in full force and effect until and including the 31st day of December, 2019. This [MOU] shall be renewed automatically from year to year thereafter, unless either party gives written notice of a desire to modify, amend or terminate it at least 90 calendar days, but not more than 120 calendar days, before December 31, 2019 or any December 31st thereafter, if it is automatically renewed. If such notice is given, the [MOU] shall remain in full force and effect during the entire period of negotiations. The parties shall exhaust all administrative remedies available to them pursuant to the most recently adopted San Lorenzo Valley Water District Rules and Regulation for the Administration of Employer-Employee Relations, Section 4, Impasse, prior to termination of this [MOU]."

Accordingly, the window to give notice to open negotiations regarding the MOUs starts on Wednesday, September 2 and closes on Friday, October 2, 2020. If no party gives notice, each MOU will renew automatically for another year on the same terms and conditions.

Both employee groups have indicated that they do not intend to open the MOUs for negotiation this year. Accordingly, the Board of Directors should decide whether to open negotiations on behalf of the District and appoint negotiators for that purpose.

Negotiators on behalf of the District typically would include the District Manager and may include District Counsel. Once negotiators are appointed, the Board may meet in closed session to instruct the negotiators. (Gov. Code § 54957.6)

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

Thursday, July 16, 2020 at 6:30 p.m., via videoconference and teleconference.

1. Convene Meeting 6:30 p.m.

2. Roll Call: L. Henry, R. Moran, B. Fultz, S. Swan, L. Farris were present.
Staff: R. Rogers-District Manager, J. Furtado-Director of Operations, G. Nicholls-District Counsel, S. Hill-Director of Finance & Business Services, C. Blanchard-Environmental Planner, H. Hossack-District Secretary

3. Additions and Deletions to Agenda: None

4. Oral Communications: None

5. Unfinished Business:
   a. PAST DUE PROCESS
   R. Rogers introduced this item.
   S. Hill presented the report. The Budget & Finance Committee has been monitoring the past due balances and they recommend that the Board consider reinstating the late fees on past dues balances. They do not recommend that shut offs be reinstated. The late fee notification will trigger some customers that they are past due, there is concern that some customers are digging a hole they won't be able to get out of. Payment plans are available through the District.
   Discussion by the Board and staff regarding what other agencies are doing, one time waiver of late fees, promotion for auto-pay and the number of late customers.
   T. To said that the school will not be starting school in the fall. So this will be a problem for people on unemployment.
   J. Mosher said that he echoes what T. To said and that we should publicize the LIRA Program.
   Discussion by the Board and staff regarding the LIRA Program, District costs related to late fees and reporting on late fees to the Board bi-monthly.
   B. Fultz made a motion that the Board direct District staff to re-implement the late fees starting with the August bills. The motion was seconded.
   All present voted in favor of the motion. Motion passed.

   b. BOARD POLICY MANUAL
   R. Rogers introduced this item.

G. Nicholls described this item and explained that it is to adopt Resolution No. 1 (20-21) allowing the District to take advantage of remote meetings and the distribution of materials for backup information.

Discussion by the Board and staff regarding this item, the recommendation by the Admin Committee and the scope of the resolution.

L. Henry made a motion to adopt Resolution No. 1 (20-21) to the Board Policy Manual. The motion was seconded.

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

G. Nicholls commented that we have an unusual circumstance where we have an item later in today's meeting where a spread sheet that was included in the packet wasn't fully reproduced.

6. New Business:

a. CHATTERBOX CONTRACT EXTENSION

R. Rogers introduce this item.

C. Blanchard presented this item. Staff is recommending that we move forward with phase III with Chatterbox for $23,000.

R. Rogers noted that since we started using Chatterbox we have had an increased presence on social media and other water districts have noticed.

Discussion by Board and staff regarding actionable information, targeting neighborhoods, mailers, press releases and cost.

S. Swan made a motion to authorize the District Manager to extend the contract with Chatterbox to continue to carry out the District's outreach needs in the amount of $23,600. The motion was seconded.

B. Fultz questioned the time frame for the extention.

C. Blanchard responded.

L. Henry, R. Moran, S. Swan and L. Farris voted in favor of the motion. B. Fultz voted no. Motion passed.

b. SALE OF SURPLUS PROPERTY

R. Rogers introduced this item. He explained that this is a 2 part presentation and no action is required this evening. He started by introducing the properties that are available for surplus. He read from the staff memo.

G. Nicholls suggested that the Board be allowed some discussion before moving on the next part of the presentation.

Discussion by the Board and staff regarding the Admin Bldg., the new law for surplus property, Bid-for-Auction, Zayante property and value of surplus property.

G. Nicholls presented her portion of the item. She said that staff is not looking for a formal agreement tonight. This is a draft policy to surplus land. She explained the 3 buckets that the properties will go into.

Discussion by the Board and staff regarding the 3 buckets and the description of each category.

J. Mosher said he supports getting rid of the small properties but is concerned about the watershed properties.

R. Rogers explained that the watershed in question is not the part of the Olympia Watershed. It is the Zayante Watershed and is not within the District.

C. Dzendzel also had concerns about the water rights and watershed.

Discussion by the public and staff regarding C. Dzendzel's concerns.

Discussion by the Board and staff regarding Lompico properties, Zayante Watershed, use of proceeds from sales and environmental issues.

S. Swan recommended that staff proceed with the disposing of property.

R. Rogers recapped that he heard that the Board wants to move ahead and develop the 3 buckets list and to further discuss the Zayante Watershed property. He suggested that the Zayante Watershed property be taken to the Environmental Committee.

Discussion by the Board and staff regarding concensus for moving ahead. The Board recommends moving ahead with the process as recommended as soon as possible.

7. Consent Agenda:
   a. MINUTES FROM BOARD OF DIRECTORS MEETING JUNE 18, 2020
      No requests for discussion, minutes accepted.

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
       L. Farris questioned the Operations overtime report for May.
       J. Furtado said he will check on it and if missing he will make sure it's in the next status report.
       Discussion by Board and staff regarding Environmental, Operations and Engineering status reports.

   - 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
       R. Moran reported on that day's Environmental Committee.
     - 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 9:01 p.m.

SANTA MARGARITA Groundwater Agency
smgwa.org

Board Meeting Recap: June 2020

SMGWA Board Discusses Goals for Groundwater Levels

Santa Margarita Groundwater Agency's June board meeting was held Thursday, June 25. The meeting, including time for public comment and participation on each agenda item, again was conducted via all-remote, web- and phone-based access due to the Santa Cruz County Shelter-in-Place Order response to the coronavirus outbreak.

The meeting focused on minimum thresholds and measurable objectives for the chronic lowering of groundwater levels in the basin, a discussion that was led by Georgina King of Montgomery & Associates. The board also received a presentation from Sierra Ryan (County of Santa Cruz) on introduction to projects and managements actions that might be utilized to achieve sustainability of the basin.

How minimum thresholds and measurable objectives are set for each representative monitoring point depends on what changes in groundwater levels are desired. When the goal is to maintain current levels, an historical average could be used. In areas where recovery is desired, an achievable goal will be determined utilizing the groundwater model, which can estimate the effects of various projects and management actions.

There are three aquifers where chronic lowering of groundwater has occurred and increased water levels are desired:

- Santa Margarita Aquifer in the Pasatiempo area
- Monterey Formation in the Scotts Valley area
- Lompico Aquifer in the Scotts Valley area

Maintaining levels elsewhere in these aquifers and also in the Butano Aquifer are the measurable objectives the SMGWA board is currently considering. Developing sustainable management criteria is an iterative process where objectives, goals and necessary actions for achieving them can be adjusted if needed as more data becomes available.

The SMGWA board also reviewed the most-current version of the statement of significant and unreasonable for chronic lowering of groundwater levels: "Significant & unreasonable chronic lowering of groundwater levels occurs if lowered levels materially impair groundwater supply or cause undue financial burden for a significant number of the Basin's beneficial users or uses."

This statement, which is meant to be very general, was updated reflecting input received during the May Board meeting and written comments submitted by Board members after the meeting.

In other action, the SMGWA Board approved the agency's 2020-21 budget.

The next SMGWA Board meeting will be held Thursday, July 23 at 5:30 p.m. More information at smgwa.org.

San Lorenzo Valley WATER DISTRICT

THE COUNTY OF SANTA CRUZ · 1850 ·

SCOTTS VALLEY WATER DISTRICT

NOTICE OF ADMINISTRATION COMMITTEE MEETING MINUTES JULY 1, 2020

Covering Policy, Administration and Community Relations/Communications

Wednesday, July 1, 2020 9:15 am, via video/teleconference.

MINUTES

1. Convene Meeting 9:15 a.m.
Roll Call: B. Fultz, L. Henry, A. Benkert were present. M. Bounds was unavailable to attend.
Staff present: R. Rogers, H. Hossack

R. Roger requested that Records Retention be removed from the agenda.

2. Oral Communications: none

3. Old Business:
A. BOARD POLICY MANUAL
B. Fultz introduced this item as having been referred back to the Committee by the Board for further discussion.
G. Nicholls explained that this item is related to backup materials for virtual meetings. In the past Board and Committee meetings had to be in-person with some limited exceptions for teleconferencing. Due to COVID-19 the governor adopted an executive order, that takes advantage of the Brown Act, that suspends the requirement of an actual physical location for meetings. Also in the past, staff materials for the meetings could be brought to the meetings and handed out to everyone in attendance. Similarly, members of the public could provide written comments would be allowed to hand them out at the meeting. This isn't practical in a virtual meeting. She prepared a policy that would provide a deadline for the submission of these materials to be given to the District Secretary so that the materials could be posted to the website before the meetings so that all of the participants of the meeting would have access to the materials.
Discussion by the Committee and staff regarding this policy.
The Committee recommends the following:
- Late materials for Board and Committee meetings from the public will be added to the next agenda.
- Staff material for Board meetings must be received 2 days prior to the meeting before 5:00 p.m. to be added to the website. For Committee meetings they can be added up to the beginning of the meeting and will be added to the website or to the minutes of the meeting.
- Regardless of virtual or in-person meeting.

- The policy will be written with flexibility so that if staff or a consultant can't meet the deadline it will not absolutely preclude the materials from being presented.

B. RECORDS RETENTION-removed from the agenda

C. SURPLUS PROPERTY

R. Rogers introduced this item and read from the memo. In the past when the District had surplus property there was a sealed bid process. We followed a procedure recommended by Special Districts government code. After researching the County's procedure, staff is recommending an auction. The auction company he contacted does it all, right down to the transfer of ownership deeds. They charge the buyer a 10% fee for their services.

G. Nicholls explained some of the legal framework for a Special District.

- Make sure that they are getting a fair value for the property (no gift of public funds).
- Avoid conflicts of interest.

With the Surplus Land Act the District has to identify if they have to be offered to public agencies or if they are exempt public land. She recommends that the District adopt a short policy with 3 buckets.

1. Surplus land that has to be offered to public agencies (if no interest it can then be sold at public auction)
2. Exempt public land to be offered at auction
3. Exceptions to exempt public lands - to be offered to contiguous property owners or exchange.

Discussion by the Committee and staff regarding the auction process, exemptions, Zayante Creek property and liability.

B. Thomas said that she thinks that the auction process sounds like a good way to impartially sell surplus property. Look into other auction companies, due diligence.

The consensus is to move forward with the auction process.

B. Fultz questioned the surplus of the Admin Building.

R. Rogers said he is not ready to surplus the Admin Building at this time. He also said that there should be some discussion at Board level what to do with the proceeds from the auction.

4. New Business: None

5. Informational Material: None

6. Adjournment 10:40 a.m.

ENGINEERING COMMITTEE MEETING

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

Tuesday, July 2, 2020 1:30 p.m., via video/teleconference.

MINUTES

1. Convene Meeting 1:30 p.m.
   Roll Call: L. Farris, R. Moran, M. Smolley, K. Lande, G. Mahood
   Staff: R. Rogers, J. Scianna, H. Hossack

2. Oral Communications: none

3. Old Business:
   A. CONSTRUCTION PROJECT UPDATES
   R. Rogers said that the District Engineer was not available for this meeting so he will be updating the Committee. He updated the Committee on the search for an Engineering Manager.
   K. Lande requested that the meeting minutes be included with the agenda.
   G. Mahood appreciated the quick work on the search for an Engineering Manager.
   J. Scianna – Assistant Engineer said he is available to answer questions if anyone want to contact him.
   R. Rogers updated the Construct Projects
   - Lompico Tanks-full construction underway on the foundation. Temporary tanks are in place and working.
   - Lyon Slide-need to reach out to Environmental
   - Bear Creek Estates Waste Water Alternatives-need to set up a meeting with the customers
   - Master Plan for District Facilities-underway
   - Glen Arbor Bridge-underway
   - Redwood Park Tank Replacement-CEQA review
   - Fall Creek Fish Ladder-permits should be in hand soon
   - Quail & Oly Wells Rehab-complete

   Discussion by Committee and staff requesting visual information and photos of projects, change order process, Lompico Tanks ribbon cutting event, Fall Creek pond for high school water recycling.

4. New Business: None

5. Informational Material: None.

6. Adjournment 2:00 p.m.

BUDGET & FINANCE COMMITTEE MEETING

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

Tuesday, July 7, 2020 9:00 am, via video/tele conference.

MINUTES

1. Convene Meeting 9:03 a.m.
   Roll Call: L. Henry, B. Fultz, S. Architzel
   Staff: S. Hill-Director of Finance & Business Services, R. Rogers-District Manager, H. Hossack-Dist. Secretary

2. Oral Communications: none

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

   A. SAN LORENZO VALLEY WATER DISTRICT ROADMAP FOR THE FUTURE

   S. Hill introduced this item and read the staff memo. Staff is asking the Committee to agree to this plan.

   B. Fultz recommends an update at least every other month. He questioned if the financial plan was intended to be a multi-year plan.

   S. Hill said this would make it so the District can have a long term financial plan. This is setting us up for a biennial budget next year.

   B. Fultz said that we should be looking at a 5-year budget.

   Discussion by Committee and staff regarding the Capital Asset Management Plan.

   G. Mahood agrees that our biggest expense is staff, the only way to reduce staff is to complete the Capital Projects. Interest rates are historically low; this is the time to take on capital projects. If we had $20 million would the District be able to manage the projects?

   R. Rogers staff is limited and we are close to capacity now. We're working on a healthy list now. We have 1-2 years of projects in progress. There is a lot of maintenance that is not being done.

   B. Fultz said that he would like the District to take out another $10-15 million loan to make further improvements.

   E. J. Armstrong questioned if there a policy for declaring an emergency. He thinks it's time to declare an emergency and prepare a bond issue for capital improvement.

   S. Architzel questioned what would be useful for the staff that the Committee can do today.

S. Hill said she is asking the B & F Committee to agree to the timeline and framework she has laid out.

S. Architzel says he likes the game plan that staff has put out.

L. Henry agreed.

B. Fultz said he thinks this plan will move us toward more quantitative numbers.

L. Henry says she's not into throwing out numbers that are possible, not fact. She thinks that the Committee should recommend that the District follow the roadmap that S. Hill has presented.

B. Fultz said he was confused. The numbers are actually known.

L. Henry said that we are not going to do $400 million in pipe replacement in the next couple of years.

Discussion by the Committee regarding the numbers and the timeline to repair all of the pipes.

B. Thomas said that the plan that the staff is putting together will be very useful.

L. Henry said that the staff needs the time to get the process in place.

S. Architzel thinks the Committee needs to get back to what we can actually do today. Everyone is agreed that an update every other meeting will be useful. Everyone sees the value in a long term capital and operational plan. There may be some disagreement on the short term versus long term planning. Let the staff proceed with this roadmap.

R. Rogers suggested that we wrap up this discussion for now.

L. Henry said that the Committee recommends that staff move forward and give updates.

B. PAST DUE WATER ACCOUNTS

S. Hill presented the past due process. When the District was communicating with customers it would trigger people to realize that their water bill was due and they would pay or set up a payment plan. We can't perform shut-offs but we can encourage people to pay before their bills get to high and unmanageable. Staff is looking for input from the Committee to move forward with encouraging customers to pay their bills.

R. Rogers said there's concern that people are going to get into a hole and can't get out with their water bills. We need to start addressing this.

L. Henry said once you get behind it's hard to catch up.

B. Fultz questioned if the folks that are delinquent the same folks that are typically delinquent.

S. Hill said a lot of the people that were typically delinquent are delinquent now but now we have a lot more. There hasn't been a drop in auto-pay. In fact, auto-pay has increased. We have about double our usual delinquency.

Discussion by the Committee and staff regarding delinquency and tenant vs. owner.

B. Thomas said she likes the idea of a courtesy notice. She questioned what policy will be seen on the website regarding this issue.

S. Hill said the policy on the website says that things are suspended so we will need to update that message.

B. Thomas said it seems that there are a lot of these are tenants and she thinks it would be good to include owners in the communication of delinquency.

S. Hill said that legal counsel has taken a hard look at this issue. Once you allow tenants to have accounts it brings in privacy laws. Owners can contact the District and find out if a tenant account is past due but we can't give any consumption information or exact bill amount. We sent out a letter to owners letting them know that we suspended the past due process.

G. Mahood said she thinks that S. Hill's plan is well-thought out and should go to the Board.

L. Henry said she thinks we are in agreement with the plan that is laid out and recommend it to the Board.

Discussion by the Committee and staff regarding the one-time payment plan not being in effect during the pandemic.

L. Henry restated the recommendation to the Board to agree with the plan laid out by S. Hill with the addition of a plan for adding to the payment plan during the pandemic.

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

A. RESIGNATION BY PUBLIC COMMITTEE MEMBER

L. Henry asked if S. Architzel will be available for the next B & F Committee meeting.

S. Architzel said that he will be available for the next meeting.

B. Fultz questioned if we can start advertising for a replacement immediately.

R. Rogers said that we can start advertising now.

B. Fultz said we might get more applicants and expand the Committee.

S. Architzel said he enjoyed his time on the Committee

L. Henry thanked Steve for his service.

5. Informational Material: None.

6. Adjournment 10:53 a.m.

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.

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a meeting of the Environmental Committee to be held on **Thursday, July 16, 2020 9:45am** via video/teleconference.

https://global.gotomeeting.com/join/669809437

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AGENDA

1. Convene Meeting 9:47 a.m.
   Roll Call: R. Moran, L. Farris, J. Supp, K. O'Connor, D. Herbst were present.
   E. Fresco was unavailable.
   Staff: C. Blanchard-Environmental Planner, R. Rogers-District Manager,
   H. Hossack-District Secretary

2. Oral Communications: none

3. Old Business:
   A. FIRE MANAGEMENT UPDATE
   C. Blanchard updated the Committee on Fire Management projects with Panorama. They have put together a map with pictures and infrastructure, to be shared with other agencies. We're making progress and there is a very good chance

of getting 70-90% of cost share with CalFire with the CPIF application.

J. Supp questioned if we get the money will implementation be staffed to achieve the goals.

C. Blanchard responded that there is a potential for our staff to complete it but most likely we will be working with a consultant to do most of the work.

L. Farris questioned if there is a progress report on what else Panorama is doing for us.

C. Blanchard responded right now they are finding grants and it is eating up a big chunk of what has been allocated for them. Their goal is to find more grants so that they can start implementation.

L. Farris questioned the Chatterbox update in relation to Fire Prevention. He would like the update in July instead of August.

C. Blanchard said that is possible.

R. Moran questioned the dollar amount of the grant.

C. Blanchard said they will be determining that today. She and Rick have a call with Panorama.

R. Moran also questioned defensible space at the Lompico Tanks sites.

C. Blanchard vegetation will be cleared and between the pump houses and tanks there is a good amount of space, everything going in is either steel or non-flammable.

R. Rogers added that we are removing ladder fuels but trying to keep it to a minimum because there are environmental issues at the sites.

4. New Business:

A. OLYMPIA HABITAT CONSERVATION PLAN & CONSERVATION AREA MANAGEMENT PLAN UPDATE – JODI McGRAW

C. Blanchard introduced Jodi McGraw, Ecologist, to the Committee.

J. McGraw presented District Sandhills Habitat Conservation Plan and Olympia Conservation Area.

R. Moran explained his relationship with the Sandhills Habitat going back 20 years to when he was an educator.

D. Herbst questioned the distribution of endangered species throughout the rest of the Sandhills Habitat.

J. McGraw said that as part of the management planning for the Olympia Conservation Area they worked in concert with Land Trust of Santa Cruz County and were able to reduce the costs because the Land Trust had already instituted a similar process to look at 6 of their properties. So we are looking at how this fits into the broader picture including adjacent lands.

D. Herbst questioned if the Olympia Conservation Area was intended originally to compensate for prior and potential projects.

J. McGraw said that the data has been collected and the District's HCP will address that.

L. Farris questioned are any thoughts given to groundwater dependent ecosystems as part of the conservation plan.

J. McGraw said that she would be interested in exploring that.

L. Sanders questioned if the Zayante Banded Winged Grasshopper still on the federal endangered species list. He also mentioned the Kangaroo Rat.

J. McGraw said no, they will be taking a look at it again but it hasn't changed at this time. The Kangaroo Rat has not been seen in the area for quite a while.

L. Summers questioned timelines in relation to French broom removal and the endowment.

J. McGraw said that the removal is TBD but it looks like they are getting ahead of the spreading of broom and she referred the endowment question to Carly.

C. Blanchard said that part of the mitigation the District will set aside a certain amount of funds to put into the endowment to build interest creating funding for the future.

R. Rogers said that the endowment comes out of the Operations operating funds.

L. Ford questioned the 2 monitoring categories and effectiveness of flaming on the broom.

J. McGraw explained the planned management of the OCA.

L. Ford said that he is worried that the budget is too small for the monitoring.

J. McGraw that the budget is just for the interim period, looking forward to the HCP.

Discussion by the Committee, staff and Dr. McGraw regard funding.

R. Moran asked what is next? Is any action needed.

R. Rogers said this is just informational.

J. McGraw described the process as working on 2 phases at once. The Olympia Conservation Area draft plan which is now with the Fish and Wildlife Service and pending feedback and the Habitat Conservation Plan.

R. Moran thanked Dr. McGraw for her great presentation.

5. Written Communication: None

6. Informational Material: None.

7. Adjournment 11:08 a.m.

San Lorenzo Valley Water District Offering Financial Assistance to Low-Income Water Service Customers

BY: WENDY SIGMUND

ON: JULY 16, 2020

Press Release

Boulder Creek, CA (July 15, 2020) — The San Lorenzo Valley Water District is implementing a low-income assistance program for up to 208 qualifying residential water customers starting July 15.

Income-eligible customers who currently receive a discounted rate through PG&E's CARE program may be eligible to receive $10 off their monthly water bill.

To see if your household qualifies, answer these three questions:

- Yes, I pay SLVWD for an individually metered residential water service AND
- Yes, I receive a discounted rate through PG&E's CARE program for the same address and in the same name AND
- Yes, I live at the property that receives these services and the SLVWD bill is in my name

If you said yes to all three of the required qualifications, you may apply by doing the following:

- Complete a web form available here https://www.slvwd.com/customer-service/webforms/rate-assistance-program
- Attach your most recent PG&E bill showing participation in the CARE program for the same address as the water bill.
- If you are a tenant, attach a copy of your lease agreement. If you do not have a lease agreement, contact Customer Service so SLVWD can send the owner a verification form.

Approved applications will be granted on a first-come, first-served basis.

Please click here to view the full policy, including continued eligibility requirements. https://www.slvwd.com/customer-service/webforms/rate-assistance-program

For more information, call (831) 338-2153, or go to www.slvwd.com.

About the District

The San Lorenzo Valley Water District was established in 1941 as an independent special district. The District is governed by a five-member Board of Directors, elected at-large from within the District's service area. A special district is a local government agency formed by voters to perform a needed service, such as water or sewer. The District's boundaries comprise approximately 60 square miles and 190 miles of pipeline. The District currently provides service to approximately 7,900 residential, commercial, and institutional connections. The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. The District owns, operates, and maintains two water systems from separate water sources. These sources are derived solely from rainfall within the San Lorenzo River watershed.

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

Website: slvwd.com

Phone: (831) 338-2153

Fax: (831) 338-7986

After-hour emergencies: (831) 338-2153