



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
AGENDA  
August 16, 2018**

**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 16, 2018 at 5:00 p.m.**, SLVWD Operations Building, 13057 Highway 9, Boulder Creek, CA 95006

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

*Agenda documents, including materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents are also available on the District website at [www.slvwd.com](http://www.slvwd.com) subject to staff's ability to post the documents before the meeting.*

1. Convene Meeting/Roll Call

2. Additions and Deletions to Closed Session Agenda:

*Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).*

3. Oral Communications Regarding Items in Closed Session:

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

4. Adjournment to Closed Session

*At any time during the regular session, the Board may adjourn to Closed Session in compliance with, and as authorized by, California Government Code Section 54956.9 and Brown Act, Government Code Section 54950. Members of the public will be given the opportunity to address any scheduled item prior to adjourning to closed session.*

- a. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Vierra v. San Lorenzo Valley Water District, et al.  
(Santa Cruz Superior Court Case No. 18CV00890)
  
- b. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Holloway v. Showcase Realty Agents, Inc. et al.  
(Santa Cruz Superior Court Case No. CV180394; 6th District Court of Appeal Case Nos. H043704, H043492).
  
- c. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
DeBert v. San Lorenzo Valley Water District et al. (Santa Cruz County Superior Court Case No. 17CV02729).

Closed Session Note:

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

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

6. Report of Actions Taken in Closed Session

7. Additions and Deletions to Open Session Agenda:

*Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by a two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).*

8. Oral Communications:

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

*Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, communication must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications.*

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

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

9. 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. PROJECT LIST FOR UNITED STATES DEPARTMENT OF AGRICULTURE LOAN APPLICATION  
Discussion and possible action by the Board regarding the project list to be considered for the USDA loan application.
- b. 2017/18 GRAND JURY RESPONSE AND AD HOC COMMITTEE  
Discussion and possible action regarding the final draft response to Grand Jury Report and proposed term extension of the *Ad Hoc* Committee to oversee implementation of the recommendations.

10. New Business:

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

- a. JUVENILE SALMON AND STEELHEAD HABITAT MONITORING PROGRAM WEBSITE  
Discussion by the Board regarding the 2018 Esri Storytelling with Maps 3<sup>rd</sup> Place Award to JSSH Monitoring Program website.
- b. MULTIPLE VARIANCE FOR 2018/19  
Discussion and possible action by the Board regarding the 2018/19 Multiple User Variance.

- c. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2018 ANNUAL CONFERENCE  
Discussion and possible action by the Board regarding the attendance of Board members at the CSDA 2018 Annual Conference.
- d. RESOURCE CONSERVATION DISTRICT CONTRACT AMENDMENT  
Discussion and possible action by the Board regarding the contract amendment with the Resource Conservation District.
- e. LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEMBER APPOINTMENT  
Discussion and possible action by the Board regarding the appointment of a new member.
- f. AWARD CONTRACT FOR DESIGN SERVICES OF LOMPICO TANKS  
Discussion and possible action by the Board regarding the award of contract for design services of Lompico tanks.
- g. SELECTION OF VICE PRESIDENT TO THE BOARD OF DIRECTORS  
Discussion and possible action by the Board regarding the selection of the Vice President of the Board.
- h. 32<sup>nd</sup> ANNUAL RIVER & ROAD CLEAN UP  
Discussion and possible action by the Board regarding the District's participation in the River and Road Clean Up.
- i. APPOINTMENT OF INTERIM DISTRICT MANAGER  
Discussion and possible action by the Board regarding the appointment of an interim District Manager.

11. Consent Agenda:

*The Consent Agenda contains items which are considered to be routine in nature and will be adopted by one (1) motion without discussion. Any item on the consent agenda will be moved to the regular agenda upon request from individual Directors or a member of the public.*

- a. MINUTES FROM BOARD OF DIRECTORS MEETING JUNE 21, 2018.  
Consideration and possible action by the Board to approve minutes from the June 21, 2018 BoD meeting.
- b. MINUTES FROM BOARD OF DIRECTORS MEETING JULY 19, 2018.  
Consideration and possible action by the Board to approve minutes from the July 19, 2018 BoD meeting.



12. District Reports:

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

- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Administration/Engineering
  - Finance
  - Operations
  - Legal
  
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    1. Environmental Committee July 17, 2018
    2. Engineering Committee July 23, 2018
  
- DIRECTORS REPORTS
  - Director's Communication
  - Future Board of Directors Meeting Agenda Items

13. Written Communication: None

14. Informational Material:

- WHAT'S SO GREAT ABOUT SLV-Press Banner 7.13.18
- SLVWD BOARD MOVES FORWARD-Press Banner 7.25.18
- COURT RULES WATER RATES INVALID-SC Sentinel 7.31.18

15. Adjournment

**Certification of Posting**

I hereby certify that on August 10, 2018 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 August 10, 2018

\_\_\_\_\_  
Holly B. Hossack  
District Secretary

## MEMO

TO: Board of Directors

FROM: District Manager

DATE: August 16, 2018

SUBJECT: PROJECT LIST TO BE CONSIDERED FOR USDA LOAN APPLICATION

### RECOMMENDATION:

It is recommended that the Board of Directors review this memo and the information attached regarding the project list for the USDA loan application and approve the attached Resolution XX authorizing the District Manager to submit a loan application to USDA for up to \$8.5M in funding.

### BACKGROUND:

As part of the USDA Loan Application process, the projects included in the application package must be presented at a public meeting. All projects have been presented in previous meetings, this item is intended to provide a final, consolidated list of projects to be included in the final 2018 USDA Loan application package. These include Swim Tank, Hillside Drive Pipeline, Sequoia Drive Pipeline, Lyon Pipeline, Hihn Road Pipeline and California Drive Pipeline. Total project costs, inclusive of design, construction, environmental including permitting, and soft costs total \$8,184,000.

This application will not obligate funds; rather it will start the official USDA loan process. When the loan/grant is approved by USDA, staff will bring more details to the Board and the Board would have the option of entering into the loan/grant agreement with USDA or withdrawing

### STRATEGIC PLAN:

Element 3.1 - Capital Improvement Program

### FISCAL IMPACT:

TBD

## 2018 SLVWD USDA Application Package Projects

Details on the selected pipeline and tank replacement projects for the 2018 USDA loan application package are provided in Table 1 and Table 2. Total project costs, inclusive of design, construction, environmental including permitting, and soft costs total \$8,184,000.

**Table 1. Pipeline Replacement Project Details**

No.	Street	From	To	Length, ft	Diameter, in
1	Hihn Rd	Ridgeview Drive	University Booster	650	6
2	Lyon	Big Steel Tank	Highway 9	5,600	12
3	Sequoia Avenue	Margaret Drive	Hoot Owl Way	800	8
4	Hillside Drive	Fern Drive (South jct.)	End	1,900	6
5	California Drive	Riverside Drive	Highway 9	1,840	6

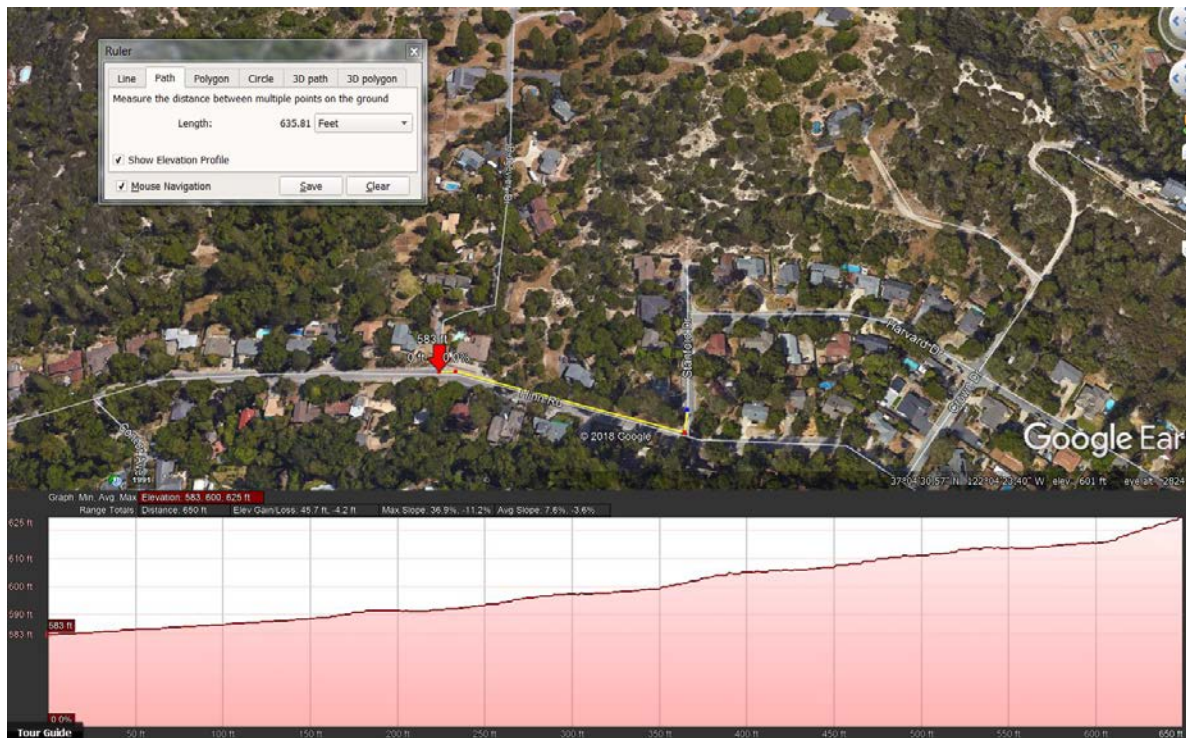
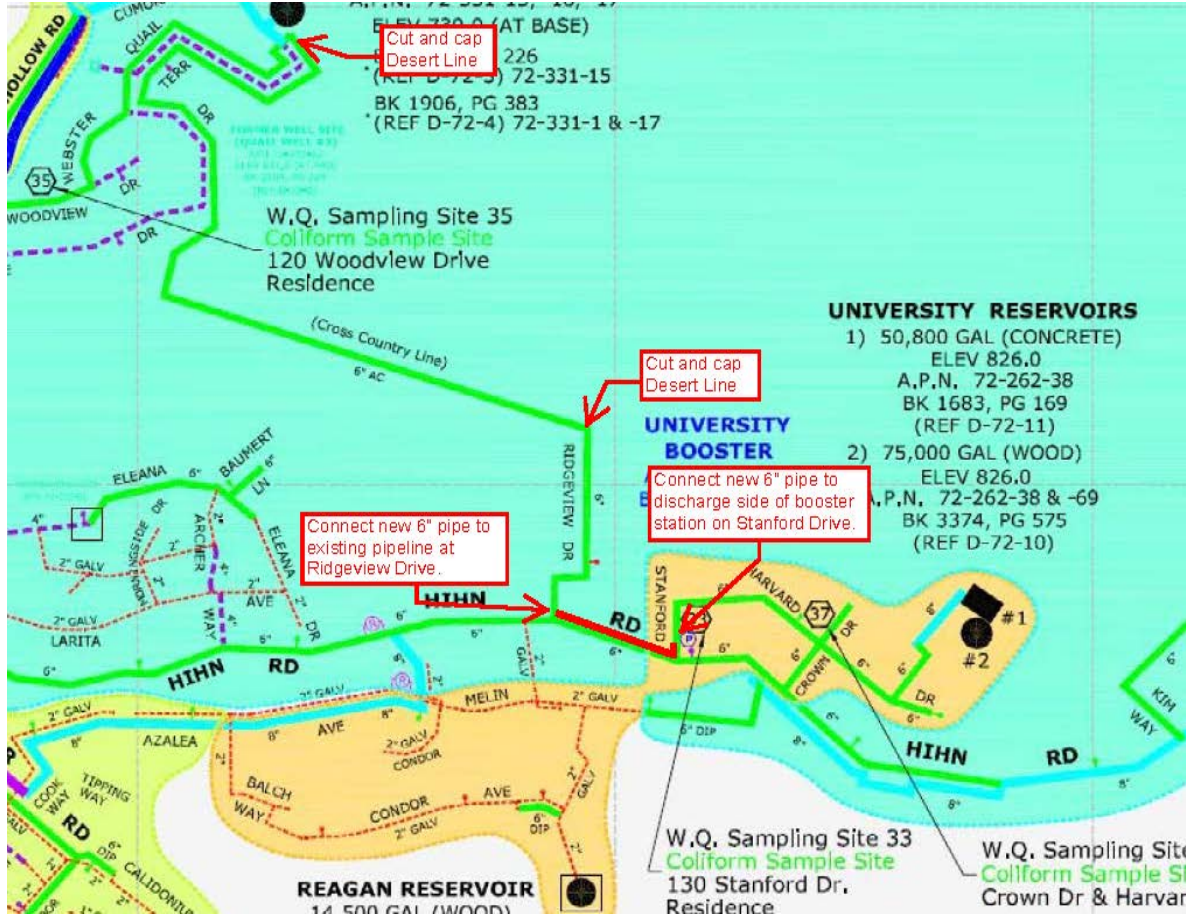
**Table 2. Tank Replacement Project Details**

No.	Name	Material	Number of Tanks	Capacity, gal	Height, ft	Diameter, ft
1	Swim Tank	Bolted Steel	1	U62,000	16	29.75

### Hihn Road Pipeline Project Description

The proposed Hihn Road Pipeline project consists of trenching and installing approximately 650 linear feet of new six-inch ductile iron water distribution pipeline and appurtenances thereto within the Hihn Road right-of-way. The new pipe will connect to the existing six-inch pipeline at the Ridgeview Drive intersection and to the existing six-inch pipeline on the discharge side of the booster station on Stanford Drive. Construction will also include 1-sack sand slurry trench backfill, closing the trench, and paving to the center of the road. This project extends the University Pressure Zone and will transfer the water supply distribution for approximately twelve (12) service connections from the Quail Pressure Zone to the University Pressure Zone. The project will result in adequate water pressure to the highest elevation homes along Ridgeview Drive.

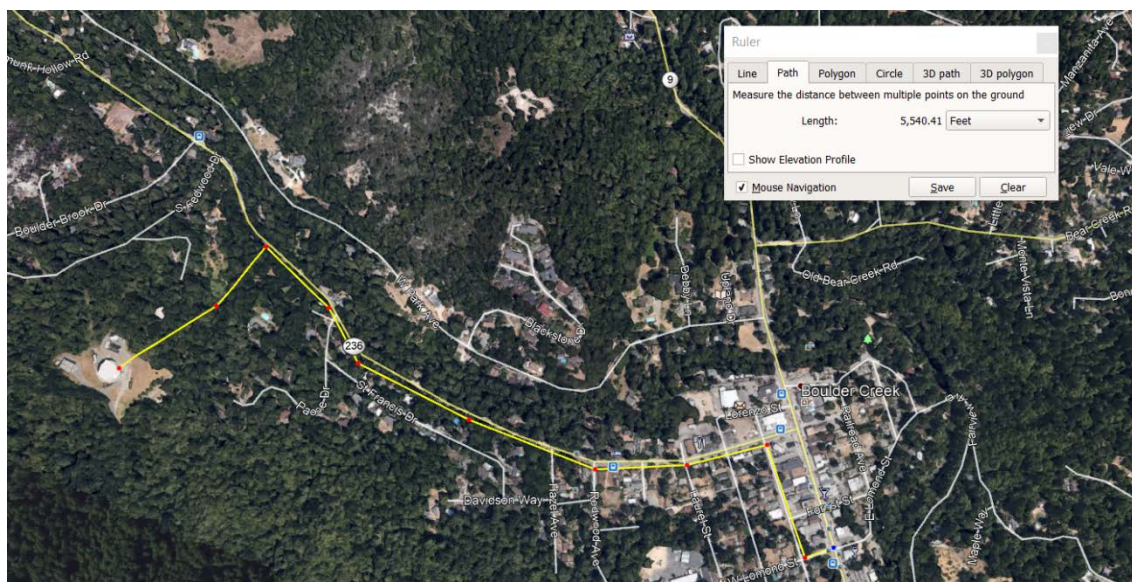
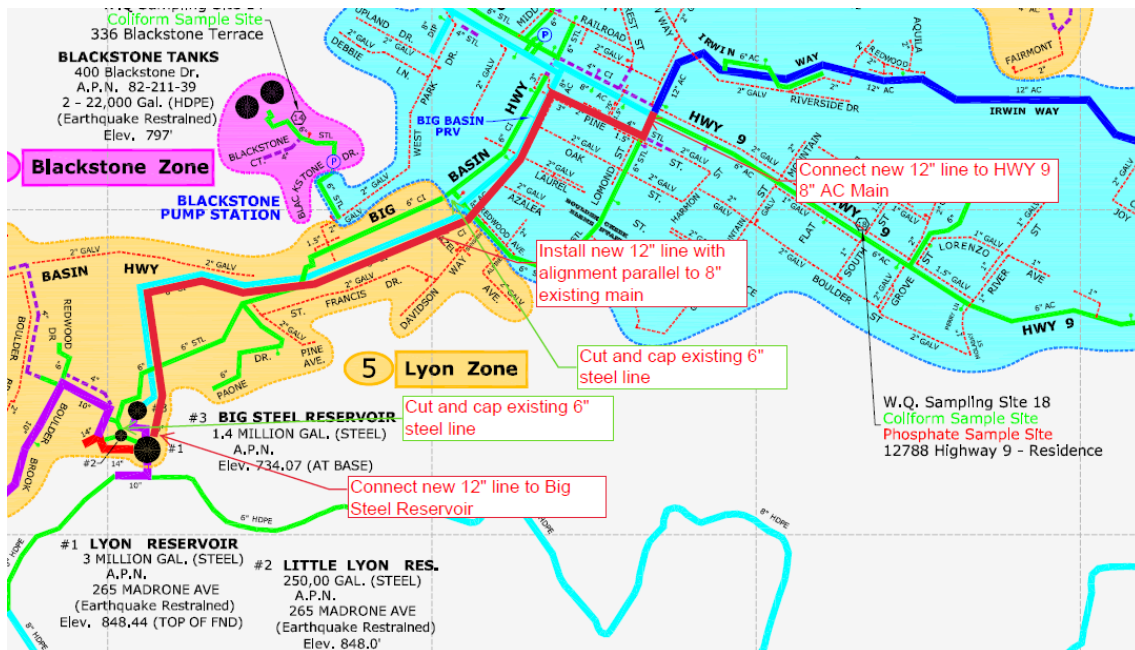
The proposed pipeline will be constructed in conjunction with abandoning the “Desert Line”; which is an existing six-inch asbestos cement water main installed above ground that traverses sensitive habitat. The Desert Line will be cut and capped at the North end of Ridgeview Drive and adjacent to the Quail Tanks, abandoning the line in place. Removing the Desert Line from service will reduce impacts to sensitive habitat that occurs during routine repair and maintenance activities.





## Lyon Zone Water Distribution System Project Description

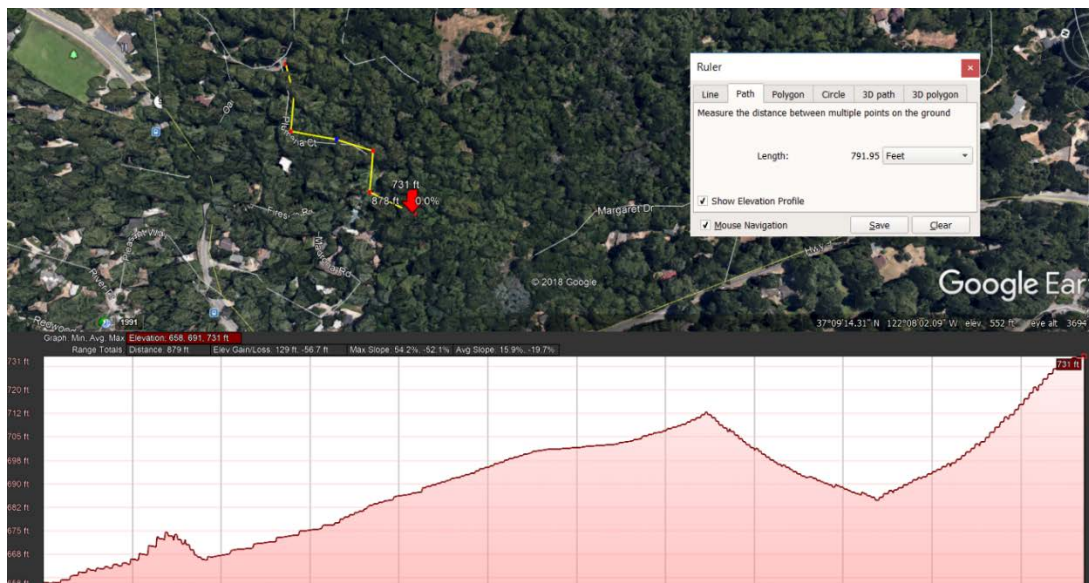
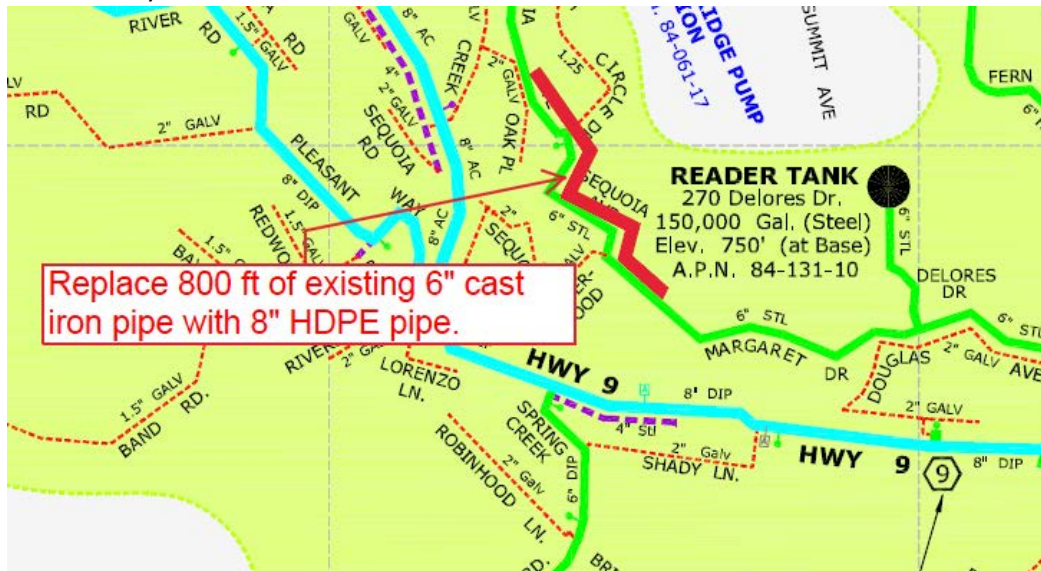
Lyon Zone Water Distribution System Project (Lyon Project) consists of replacing the existing 6" water distribution line in the Lyon and Big Steel Zones with approximately 5,600 linear feet of 12-inch ductile iron pipe. The new pipeline will parallel the existing 8" line preferably in the same easement, beginning at the Big Steel, Lyon, and Little Lyon Reservoirs and ending at the intersection of Central Avenue and Lomond Street in Boulder Creek, CA. The current pipeline goes through homeowner yards and under houses, making maintenance a challenge. Past analysis states that if the existing line was upsized, water could flow from Lyon and Big Steel Reservoirs to fill the Reader, Blackstone, and Bear Creek Reservoirs. This will add flexibility to utilize multiple supply sources throughout the District. PRVs will need to be installed.



## Sequoia Avenue Pipeline - Project Description

The Sequoia Avenue Pipeline Project (Project) will prevent water losses and service outages in the Reader Pressure Zone. The existing 6" cast iron pipe is in extremely poor condition, experiencing two breaks annually which results in major water loss. Several hundred customers' service is interrupted to fix these breaks. The proposed Project consists of the following:

- Remove 800 feet of existing 6" pipe located above ground and supported by aging redwood timbers along Sequoia Avenue.
- Install 800 feet of 8" HDPE water main and appurtenances to replace the existing above ground section of pipeline along Sequoia Avenue. The alignment of the new main will be in the Sequoia Avenue right-of-way. ROW Construction includes connections to existing service laterals, fire hydrants as requested by the Fire Department or District Standards, and other appurtenances as described by District standards.

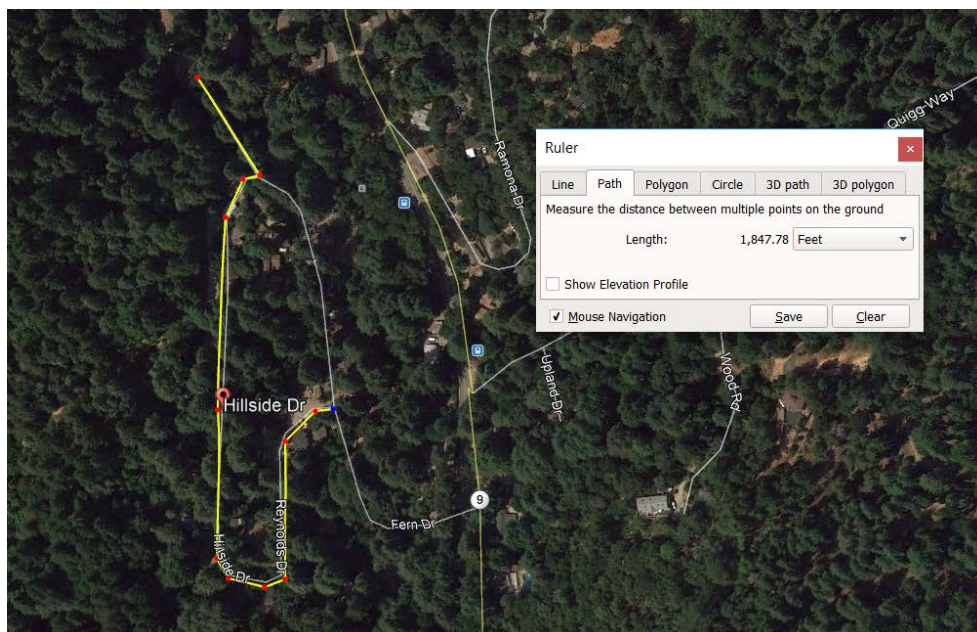
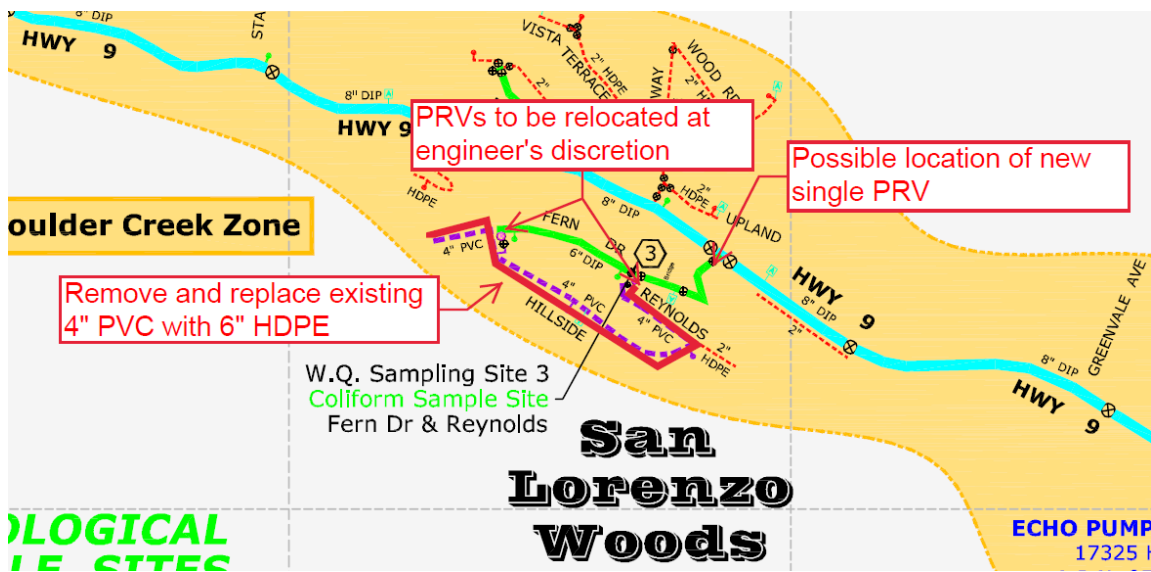




### Hillside Drive Water Distribution System Project Description

The Hillside Water Distribution System Project (Hillside Project) is located in the North Boulder Creek Zone off Hillside Drive between Fern Drive and Reynolds Drive to the West of Highway 9. The project consists of replacing the existing 4" PVC pipeline and two PRVs with approximately 1,900 linear feet of 6" HDPE line and two PRVs and other appurtenances. This replacement is due to unstable geologic conditions at the site that cause ground movement and the damage to the pipe. The Hillside Project will be completed using open trench construction.

The new pipeline will be HDPE to provide flexibility and resilience to shifting when future geologic instability occurs. Damage to the existing pipe causes annual leaks. Replacing the pipe with a more flexible HDPE pipe will reduce water loss in the future from pipeline damage due to major ground movement.



## California Drive Water Distribution System Project Description

The proposed project aims to increase water pressure, reduce water losses, protect environmentally sensitive habitat, and protect water distribution piping from physical damage by implementing the following actions:

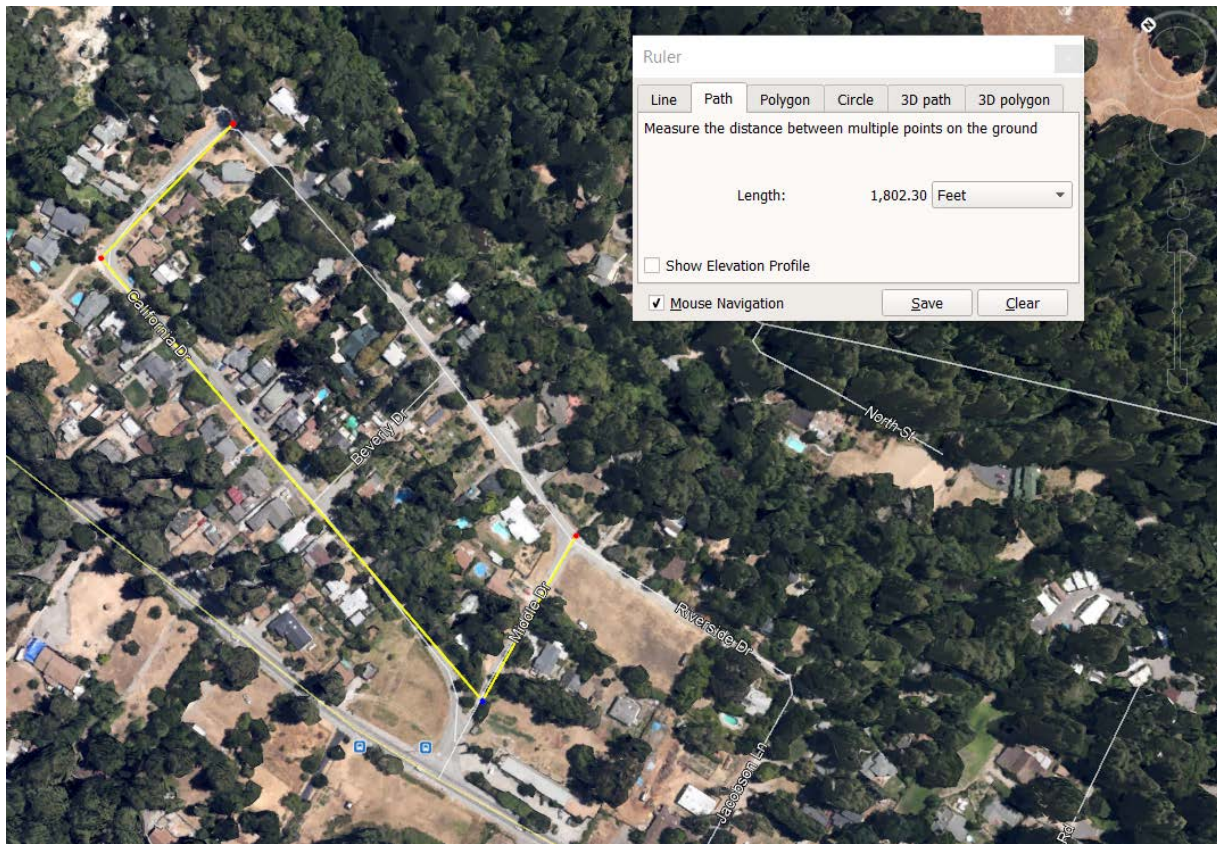
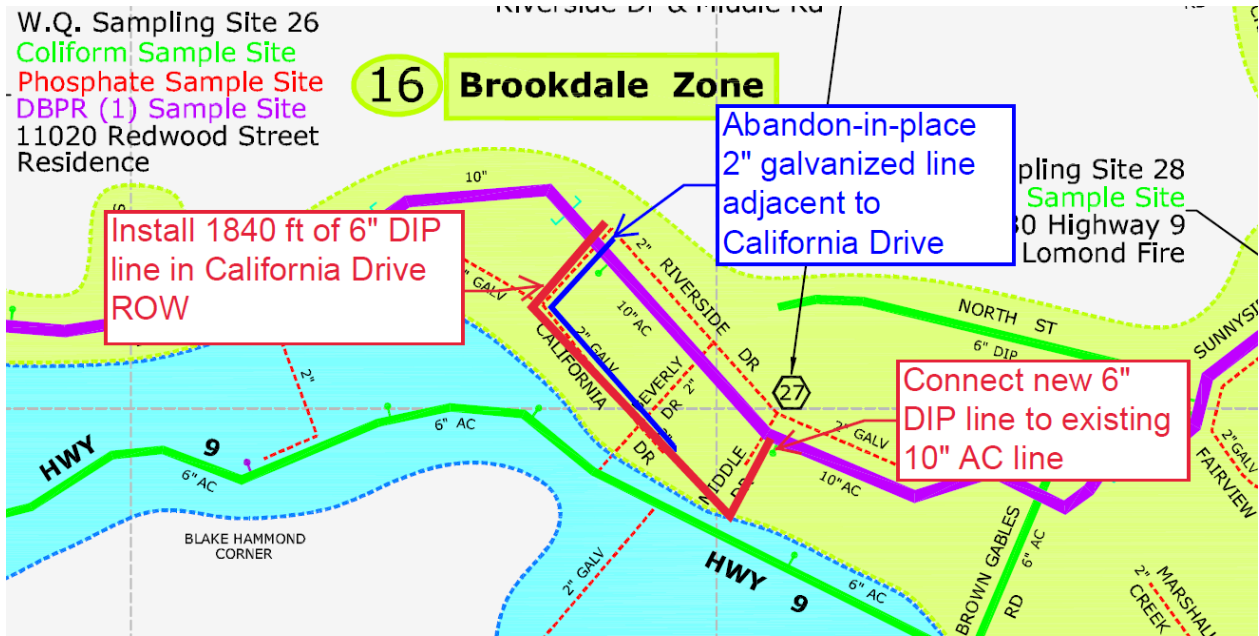
- Abandon-in-place the existing 2" galvanized pipe parallel to California Drive
- Install approximately 1,840 linear feet of 6" ductile iron pipe (DIP) and appurtenances; 1,460 feet in the California Drive right-of-way (ROW) and 380 feet in the Middle Drive ROW
- Connect to the existing 10" AC water main in the Riverside Drive ROW at Middle Drive

The proposed improvements were designed to improve fire flow requirements, reduce the amount of water loss due to leakage in the existing pipe, and protect environmentally sensitive habitat by abandoning the existing pipe in place and constructing the new pipe in the ROW. The existing 2" galvanized main that serves California Drive crossing a stream in a private yard, which would be abandoned and replaced with the 6" DIP main in the ROW.

The proposed construction of the new California Drive pipe would result in the California Drive and Middle Drive customers being served by a 6" DIP main loop with two connections to the 10" Riverside Drive AC main; one at California Drive and one at Middle Drive. This will provide adequate pressure and flow to customers both on California Drive and Middle Drive, prevent service interruptions during shut-downs, and prevent water losses in the existing main. The project will also bring the California Drive main into the ROW and out of private property.

The pipeline installation would take place in the California Drive and Middle Drive ROWs using open-trench construction. Construction would include a tap into the Riverside Drive 10" AC main at Middle Drive, installation of 1,840 linear feet of 6" DIP, connections to existing service laterals, fire hydrants as requested by the Fire Department or District standards, and other appurtenances as described by District standards. Construction will also include the abandonment of 955' of the existing 2" galvanized main that currently serves California Drive connections, and 100' of the existing 2" galvanized main that serves Middle Drive customers.





## **Swim Tank Project Description**

The proposed Swim Tank Project is located southwest of the intersection of Country Club Drive, Woodland Drive, and Scenic Way in Ben Lomond, southwest of the unincorporated town of Ben Lomond and west of Highway 9 and Highlands County Park. The proposed project consists of replacing two existing 20,000-gallon redwood storage tanks with one 62,000-gallon bolted steel storage tank. The new tank would be approximately 16 feet tall and 30 feet in diameter and located between and to the north of the current tank locations. The new tank will have a reinforced concrete ring foundation. A retaining wall will be constructed around three sides of the new tank to support excavations necessary to construct the new tank pad. Other project features include relocation of booster pumps to a new concrete pad and constructing a new 4-foot wide stairway from Country Club Drive to the tank site. A truck pullout will also be constructed at the intersection of Country Club Drive and Woodland Drive to accommodate service vehicles. A retaining wall will be constructed at the new roadside pullout. Grading for the project will consist of sub-excavation of soil in the tank pad and engineered fill placement and compaction for the tank pad, driveway, and associated improvements. The proposed project site is approximately 0.14-acres (6,081 square feet).

One existing wooden tank and the booster pump station will remain in operation during construction to maintain water service to the existing pressure zones. The second existing wooden tank will be removed after installation of the new steel tank is complete. Upon completing this project, the District will stop water loss due to tank leakage; and eliminate maintenance efforts with keeping the dated wooden tanks in service.

## **Schedule**

The package of projects is envisioned to be divided into four contracts spanning three years. Under this structure, it is estimated that Swim Tank, Hihn Pipeline, and Hillside Pipeline will be constructed in 2019, Lyon Zone Pipeline will be constructed in 2020, and California Pipeline and Sequoia Pipeline will be constructed in 2021.

**SAN LORENZO VALLEY WATER DISTRICT  
RESOLUTION NO. 4 (18-19)**

**SUBJECT: RESOLUTION AUTHORIZING DISTRICT MANAGER TO SUBMIT USDA LOAN APPLICATION**

WHEREAS, many of the District's capital facilities have reached the end of their design life;  
and

WHEREAS, the District has been diligently working on a list of needed capital replacement projects; and

WHEREAS, the District has secured future revenue to fund needed capital replacement projects through an appropriate rate structure; and

WHEREAS, the District lacks current reserves to pay for immediate capital replacement needs; and

WHEREAS, the United States Department of Agriculture (USDA) provides low interest loans for rural development, including water capital facilities; and

WHEREAS, the District has engaged WSC Engineering to develop a three-year list of capital project needs totaling approximately \$8.5M; and

WHEREAS, staff is requesting authorization to submit an application prepared with the assistance of WSC for USDA funding of approximately \$8.5;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Lorenzo Valley Water District authorizes the District Manger to submit a loan application to USDA for up to \$8.5M in funding.

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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 August, 2018, by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Holly B. Hossack  
District Secretary  
San Lorenzo Valley Water District



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

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

**DATE:** August 10, 2018

**RE:** Final Draft Response to Grand Jury Report and Proposed Term Extension  
of the *Ad Hoc* Committee  
502665-0001

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**RECOMMENDATION**

It is recommended to adopt the final draft response to the Grand Jury Report so that it may be submitted to the Grand Jury by the deadline of August 29, 2018.

Additionally, it is recommended to consider extending the term of the *ad hoc* committee for 6 months and directing it to oversee the District's implementation of the recommendations set forth in the Board's response to the Grand Jury Report.

**BACKGROUND**

The response to the 2017-18 Grand Jury Report has been edited by the *ad hoc* committee based upon discussion and public comments during the July 19, 2018 Board meeting. **Exhibit A** shows the proposed edits as redlines against the prior version. **Exhibit B** is a clean copy of the final draft response to the Grand Jury Report. **Exhibit C** is a copy of the Grand Jury Report.

The *ad hoc* committee is comprised of two members appointed by the Board, President Baughman and Director Hayes, to prepare the draft response to the Grand Jury Report. The *ad hoc* committee will be dissolved upon the Board's approval of the final response to the Grand Jury Report, unless its term is extended.

Because of its familiarity with the content of the response to the Grand Jury Report, the *ad hoc* committee is well-positioned to oversee implementation of the recommendations. Such an assignment could be revisited upon appointment of Board and/or staff liaisons to the Lompico Assessment District Oversight Committee as discussed under Recommendation No. 2 (R2).

**FISCAL IMACT:** N/A

**STRATEGIC PLAN:** N/A

# Exhibit A



**The 2017–2018 Santa Cruz County Civil Grand Jury  
Requires that the  
San Lorenzo Valley Water District Board of Directors  
Respond to the Findings and Recommendations  
Specified in the Report Titled  
San Lorenzo Valley Water District  
Encouraging the Flow of Information to the Public  
by August 29, 2018**

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When the response is complete, please

1. Email the completed Response Packet as a file attachment to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org), and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher  
Santa Cruz Courthouse  
701 Ocean St.  
Santa Cruz, CA 95060



## Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

### **Response Format**

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
  - a. **AGREE** with the Finding, or
  - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
  - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
  - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
  - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
  - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
  - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

### **Validation**

Date of governing body's response approval: \_\_\_\_\_

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org).

## Findings

**F1.** The lack of effective communication between the District and the community regarding the administration of the Assessment District has caused public concern regarding the timing and implementation of Assessment District projects.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

The San Lorenzo Valley Water District (District) and its Board of Directors (Board) appreciate the work of the Grand Jury and all of the diligence and time invested over the past term. We agree with the finding and believe “lack of effective communication” actually understates the nature of the broader Assessment District No. 16 (AD-16) concerns, which largely center on confusion about the mechanics of the assessment district and unaligned expectations. Much of the confusion relates to the unexpected direction the Lompico County Water District (Lompico) annexation took after the failure of the original attempt to approve a bond to finance it. We agree it is time to clear up the confusion and move forward with a clearer and broader consensus on the workings of AD-16 for the ratepayers in the assessment area.

Our plans to provide effective communications regarding AD-16 going forward are in our responses to R1 and R2. We have added a plan of attack addressing the larger issue of AD-16 mechanics in our response to R6.



- F2.** The District has not provided adequate authority, guidance, training, or support to the Lompico Assessment District Oversight Committee (LADOC) to ensure that the committee can fulfill its assessment district oversight responsibilities, thus reducing transparency and accountability to the public.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

We appreciate the work of the Grand Jury in highlighting the lack of a detailed Charter for LADOC and the need to provide additional guidance, training, and support to LADOC committee members. In light of the bond/assessment distinction and commonly held misconceptions about assessment districts generally and the specific function of this oversight committee, a one sentence charter for LADOC is clearly insufficient for communicating the responsibilities of LADOC.

A challenge faced by the District in providing more structure for LADOC is the limited availability of precedent for the specific function of this oversight committee. Most of the precedent that is available is for bond oversight, especially school bond oversight, which is governed by detailed requirements set forth in Proposition 39 and the Education Code. Though LADOC originally was conceived of as a bond oversight committee, it is not exactly the same as a bond oversight committee, although many of the same best practices can be adapted or applied.

Our plan and commitment to create a more detailed Charter for LADOC is in our response to R3.

**F3.** Lack of effective District communication practices has reduced public access to the decision-making process, and contributed to acrimony and on-going relationship challenges with the community, causing stress on elected officials and staff, as well as frustration among ratepayers.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

We appreciate the work of the Grand Jury and agree with this finding because it highlights an unusual level of acrimony and strained relationships that exist within the District. These issues present significant challenges for all members of the community, including ratepayers, elected officials and staff. ~~We partially disagree with this finding to the extent it points to the District's communication practices as the root cause of these challenges.~~

We recognize that a high level of public engagement is desirable in light of public interest and concern regarding the District's activities. Over the past couple of years the District has experimented with a number of ways to try to improve community relations and engagement. These include contracting with Community TV to record regular Board meetings and making these recordings available online. Also, the District switched to action minutes, consistent with best practices, in response to numerous complaints from members of the public resulting from the District's former reliance on detailed meeting minutes.

Not all of the District's efforts to improve communications have been successful. In fact, most efforts have met with mixed reactions. A key challenge is that procedural changes to provide more equal and fair access to all members of the community may be perceived as limiting the participation of others. For example, limiting the time for each speaker at public meetings to three minutes per oral communication period helps to ensure that everyone who wishes to speak gets an equal opportunity to do so. Also, time limitations help prevent meetings from running so long into the night that meaningful attendance becomes prohibitive for some. On the other hand, time limits mean that people who wish to provide more detailed comments or to engage in back and forth dialogue may not have the opportunity to fully engage. There are reasonably held views on both sides of this issue, just as with many other communication challenges. Because of these kinds of challenges, at times the District has vacillated in terms of how best to facilitate communications.

There is no one-size-fits-all solution for these kinds of tensions. The District remains open to new ideas and is willing to experiment and try new things. The ultimate goal shared by all members of the Board is to maximize public engagement in a manner that is workable, legal and fair.

Our plan and commitment to address these issues in a manner that is responsive to the Grand Jury report is in our response to R7 and R8.

## Recommendations

R1. LADOC should produce an annual report detailing the status of Assessment District revenues and expenditures.(F1, F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

### Response explanation, summary, and timeframe:

We are committed to developing a process and format for a LADOC annual report.

The revised Charter and/or new Bylaws for LADOC (see response to R3) will describe the timeframe and process for producing an annual report. The contents of the annual report should be defined jointly by the District and LADOC.

As soon as possible Within the next 6 months, staff will help jump start the process of implementing this recommendation by generating a template to help facilitate the first annual report, giving consideration to the California League of Bond Oversight Committees (CaLBOC) best practices for preparation of an annual report regarding school bond oversight. Staff may consider other relevant guidance and samples available from other sources. It will be up to LADOC to develop and write the substantive content of the report. Based on a cursory review of samples, it looks like oversight committee annual reports often have less than 10 substantive pages, such that writing the report need not be an onerous task for LADOC members.

**R2.** The District should schedule annual public study sessions or workshops to review the LADOC annual report and discuss the administration of the Assessment District (AD), in order to provide in depth information to the public about the timing, funding, and execution of AD projects. (F1, F3)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We are committed to scheduling annual workshop-style meetings to review the LADOC annual reports, which will include discussion of current information about the timing, funding, and execution of AD-16 projects.

Upon completion by LADOC of its annual report, the District will make the report available on the LADOC page of the District's website. Also, the District will schedule a joint meeting of the Board and LADOC for the purpose of having LADOC present its report. The format will include a public-workshop style discussion with Q&A.

We will go further than the Grand Jury's recommendation by creating high-level project summaries for each discrete AD-16 project. Our goal is to post these summaries on the LADOC web page within the next year. The format and initial content should be reviewed and approved by the Board. The summaries will serve an informational function only. They will not create any new or additional commitments on the part of the District. The summaries will be living documents to be updated periodically as circumstances change.

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

We believe it is important to note that comments and questions about the implementation of AD-16 projects, including priority, timeline, bidding and design considerations etc., are within the purview of the Engineering Committee and ultimately the Board. We encourage members of the public to bring these types of issues to the Engineering Committee rather than LADOC.

**R3.** The Board and LADOC should work in concert to create a charter for LADOC that describes in detail the committee’s responsibilities and its authority to fulfill its oversight role. (F1, F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We are committed to creating a revised Charter that describes in more detail LADOC’s responsibilities and its authority to fulfill its oversight role.

As soon as possible ~~W~~within the next 6 months we will revise the LADOC Charter to replace its current Charter. A draft will be presented to LADOC for its review and comment and to the Board for approval. The revised Charter will be more specific than the current Charter, keeping in mind that a Charter is intended to be a broad statement of purpose and authority, and the core purpose of a citizens’ oversight committee to advise the public as to whether the assessment district funds are being managed in accordance with law.

We will go further than the Grand Jury’s recommendation by including information in the Charter about LADOC membership, meetings, procedures and functions if such information is not provided by other documents such as the Board Manual or new LADOC Bylaws.

**R4.** The Board should ensure that LADOC receives adequate professional, technical, and administrative support from the District, as well as the authority to carry out its oversight responsibilities. (F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Our plan and commitment is described under R3 to produce a revised Charter as soon as possible within the next 6 months that defines the authority of LADOC to carry out its oversight responsibilities.

We are committed to making adequate professional, technical and administrative support available to LADOC from the District. The bond/assessment distinction presents a challenge because many of the professional resources that exist for bond oversight do not translate perfectly to non-bond assessment oversight. We believe the District has professional expertise up to the task of locating appropriate resources, adapting existing resources, or creating new materials as necessary.

**R5.** The District should provide formal training for all LADOC citizen committee members in governance, meeting management, and the Brown Act. (F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We are committed to improving the training regimen for Board members and creating one for public members of committees including LADOC.

As soon as possible ~~W~~within the next 6 months, we will make governance, meeting management, and Brown Act training available to all members of the Board and the District's public committee members. Within a year, we will evaluate and select a means of making such training available on a recurring or ongoing basis. For example, staff may consider creating tailored training materials for in-house use and reproduction versus hiring consultants and/or procuring online subscriptions, etc.

We will go further than the Grand Jury's recommendation by including government ethics training for public members of committees as part of the training regimen. Ethics training already is a required and made available for Board members.

**R6.** The District should provide formal training about assessment districts to LADOC members and all others involved in the administration of the Assessment District.  
(F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe  
(not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Our plan and commitment is described under R5 to make training on key topics available to all Board and public committee members, including LADOC members. For Board and LADOC members, we will have additional training about assessment districts.

The bond/assessment distinction presents a challenge because the formal training that exists for bond oversight does not translate perfectly for non-bond assessment district oversight. We believe the District has professional expertise up to the task of locating or adapting existing training, or creating new materials as necessary.

We will go further than the Grand Jury's recommendation by coming up with a mechanism for posing questions about, e.g., the implications of changes to AD-16 projects, and addressing them.



R7. The District should record all Board and committee meetings, and post the recordings online for public access. (F3)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We recognize that interested members of the public cannot always attend Board and committee meetings. Accordingly, we are committed to going above and beyond open meeting requirements by recording all Board and committee meetings and posting the recordings online to maximize public access.

As indicated in the Grand Jury report, the District has been experimenting with a technology solution that embeds links to audio recordings of public meetings into the action minutes. This is an elegant solution that couples the clarity of action minutes with detailed information about what was said during the proceedings. Notwithstanding some technical difficulties encountered by the District in rolling out this new technology, it is very close to being implemented. We believe that this can be done within 6 months to a year.

- R8.** The District should provide formal training to all Board and committee members and senior staff on how to communicate with the public on contentious issues.  
(F1, F3)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe  
(not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Our plan and commitment is described under R5 and R6 to make training on key topics available to all Board and public committee members. For all Board and committee members and senior staff, we will add training on how to communicate with the public on contentious issues.

A challenge is that the District has previously expressed interest in this type of training but did not locate appropriate resources. With additional effort, we believe that something can be located or adapted for this purpose. Ideally the training would be provided by someone familiar with the local community.

# Exhibit B



**The 2017–2018 Santa Cruz County Civil Grand Jury  
Requires that the  
San Lorenzo Valley Water District Board of Directors  
Respond to the Findings and Recommendations  
Specified in the Report Titled  
San Lorenzo Valley Water District  
Encouraging the Flow of Information to the Public  
by August 29, 2018**

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When the response is complete, please

1. Email the completed Response Packet as a file attachment to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org), and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher  
Santa Cruz Courthouse  
701 Ocean St.  
Santa Cruz, CA 95060

## Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

### **Response Format**

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
  - a. **AGREE** with the Finding, or
  - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
  - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
  - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
  - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
  - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
  - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

### **Validation**

Date of governing body's response approval: \_\_\_\_\_

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org).

## Findings

**F1.** The lack of effective communication between the District and the community regarding the administration of the Assessment District has caused public concern regarding the timing and implementation of Assessment District projects.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

The San Lorenzo Valley Water District (District) and its Board of Directors (Board) appreciate the work of the Grand Jury and all of the diligence and time invested over the past term. We agree with the finding and believe “lack of effective communication” actually understates the nature of the broader Assessment District No. 16 (AD-16) concerns, which largely center on confusion about the mechanics of the assessment district and unaligned expectations. Much of the confusion relates to the unexpected direction the Lompico County Water District (Lompico) annexation took after the failure of the original attempt to approve a bond to finance it. We agree it is time to clear up the confusion and move forward with a clearer and broader consensus on the workings of AD-16 for the ratepayers in the assessment area.

Our plans to provide effective communications regarding AD-16 going forward are in our responses to R1 and R2. We have added a plan of attack addressing the larger issue of AD-16 mechanics in our response to R6.

- F2.** The District has not provided adequate authority, guidance, training, or support to the Lompico Assessment District Oversight Committee (LADOC) to ensure that the committee can fulfill its assessment district oversight responsibilities, thus reducing transparency and accountability to the public.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

We appreciate the work of the Grand Jury in highlighting the lack of a detailed Charter for LADOC and the need to provide additional guidance, training, and support to LADOC committee members. In light of the bond/assessment distinction and commonly held misconceptions about assessment districts generally and the specific function of this oversight committee, a one sentence charter for LADOC is clearly insufficient for communicating the responsibilities of LADOC.

A challenge faced by the District in providing more structure for LADOC is the limited availability of precedent for the specific function of this oversight committee. Most of the precedent that is available is for bond oversight, especially school bond oversight, which is governed by detailed requirements set forth in Proposition 39 and the Education Code. Though LADOC originally was conceived of as a bond oversight committee, it is not exactly the same as a bond oversight committee, although many of the same best practices can be adapted or applied.

Our plan and commitment to create a more detailed Charter for LADOC is in our response to R3.

**F3.** Lack of effective District communication practices has reduced public access to the decision-making process, and contributed to acrimony and on-going relationship challenges with the community, causing stress on elected officials and staff, as well as frustration among ratepayers.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

We appreciate the work of the Grand Jury and agree with this finding because it highlights an unusual level of acrimony and strained relationships that exist within the District. These issues present significant challenges for all members of the community, including ratepayers, elected officials and staff.

We recognize that a high level of public engagement is desirable in light of public interest and concern regarding the District's activities. Over the past couple of years the District has experimented with a number of ways to try to improve community relations and engagement. These include contracting with Community TV to record regular Board meetings and making these recordings available online. Also, the District switched to action minutes, consistent with best practices, in response to numerous complaints from members of the public resulting from the District's former reliance on detailed meeting minutes.

Not all of the District's efforts to improve communications have been successful. In fact, most efforts have met with mixed reactions. A key challenge is that procedural changes to provide more equal and fair access to all members of the community may be perceived as limiting the participation of others. For example, limiting the time for each speaker at public meetings to three minutes per oral communication period helps to ensure that everyone who wishes to speak gets an equal opportunity to do so. Also, time limitations help prevent meetings from running so long into the night that meaningful attendance becomes prohibitive for some. On the other hand, time limits mean that people who wish to provide more detailed comments or to engage in back and forth dialogue may not have the opportunity to fully engage. There are reasonably held views on both sides of this issue, just as with many other communication challenges. Because of these kinds of challenges, at times the District has vacillated in terms of how best to facilitate communications.

There is no one-size-fits-all solution for these kinds of tensions. The District remains open to new ideas and is willing to experiment and try new things. The ultimate goal shared by all members of the Board is to maximize public engagement in a manner that is workable, legal and fair.

Our plan and commitment to address these issues in a manner that is responsive to the Grand Jury report is in our response to R7 and R8.



## Recommendations

**R1.** LADOC should produce an annual report detailing the status of Assessment District revenues and expenditures.(F1, F2)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

### Response explanation, summary, and timeframe:

We are committed to developing a process and format for a LADOC annual report.

The revised Charter and/or new Bylaws for LADOC (see response to R3) will describe the timeframe and process for producing an annual report. The contents of the annual report should be defined jointly by the District and LADOC.

As soon as possible within the next 6 months, staff will help jump start the process of implementing this recommendation by generating a template to help facilitate the first annual report, giving consideration to the California League of Bond Oversight Committees (CaLBOC) best practices for preparation of an annual report regarding school bond oversight. Staff may consider other relevant guidance and samples available from other sources. It will be up to LADOC to develop and write the substantive content of the report. Based on a cursory review of samples, it looks like oversight committee annual reports often have less than 10 substantive pages, such that writing the report need not be an onerous task for LADOC members.

**R2.** The District should schedule annual public study sessions or workshops to review the LADOC annual report and discuss the administration of the Assessment District (AD), in order to provide in depth information to the public about the timing, funding, and execution of AD projects. (F1, F3)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We are committed to scheduling annual workshop-style meetings to review the LADOC annual reports, which will include discussion of current information about the timing, funding, and execution of AD-16 projects.

Upon completion by LADOC of its annual report, the District will make the report available on the LADOC page of the District's website. Also, the District will schedule a joint meeting of the Board and LADOC for the purpose of having LADOC present its report. The format will include a public-workshop style discussion with Q&A.

We will go further than the Grand Jury's recommendation by creating high-level project summaries for each discrete AD-16 project. Our goal is to post these summaries on the LADOC web page within the next year. The format and initial content should be reviewed and approved by the Board. The summaries will serve an informational function only. They will not create any new or additional commitments on the part of the District. The summaries will be living documents to be updated periodically as circumstances change.

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

We believe it is important to note that comments and questions about the implementation of AD-16 projects, including priority, timeline, bidding and design considerations etc., are within the purview of the Engineering Committee and ultimately the Board. We encourage members of the public to bring these types of issues to the Engineering Committee rather than LADOC.

**R3.** The Board and LADOC should work in concert to create a charter for LADOC that describes in detail the committee’s responsibilities and its authority to fulfill its oversight role. (F1, F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We are committed to creating a revised Charter that describes in more detail LADOC’s responsibilities and its authority to fulfill its oversight role.

As soon as possible within the next 6 months we will revise the LADOC Charter to replace its current Charter. A draft will be presented to LADOC for its review and comment and to the Board for approval. The revised Charter will be more specific than the current Charter, keeping in mind that a Charter is intended to be a broad statement of purpose and authority, and the core purpose of a citizens’ oversight committee to advise the public as to whether the assessment district funds are being managed in accordance with law.

We will go further than the Grand Jury’s recommendation by including information in the Charter about LADOC membership, meetings, procedures and functions if such information is not provided by other documents such as the Board Manual or new LADOC Bylaws.

**R4.** The Board should ensure that LADOC receives adequate professional, technical, and administrative support from the District, as well as the authority to carry out its oversight responsibilities. (F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Our plan and commitment is described under R3 to produce a revised Charter as soon as possible within the next 6 months that defines the authority of LADOC to carry out its oversight responsibilities.

We are committed to making adequate professional, technical and administrative support available to LADOC from the District. The bond/assessment distinction presents a challenge because many of the professional resources that exist for bond oversight do not translate perfectly to non-bond assessment oversight. We believe the District has professional expertise up to the task of locating appropriate resources, adapting existing resources, or creating new materials as necessary.

**R5.** The District should provide formal training for all LADOC citizen committee members in governance, meeting management, and the Brown Act. (F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We are committed to improving the training regimen for Board members and creating one for public members of committees including LADOC.

As soon as possible within the next 6 months, we will make governance, meeting management, and Brown Act training available to all members of the Board and the District's public committee members. Within a year, we will evaluate and select a means of making such training available on a recurring or ongoing basis. For example, staff may consider creating tailored training materials for in-house use and reproduction versus hiring consultants and/or procuring online subscriptions, etc.

We will go further than the Grand Jury's recommendation by including government ethics training for public members of committees as part of the training regimen. Ethics training already is a required and made available for Board members.

**R6.** The District should provide formal training about assessment districts to LADOC members and all others involved in the administration of the Assessment District.  
(F2)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe  
(not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Our plan and commitment is described under R5 to make training on key topics available to all Board and public committee members, including LADOC members. For Board and LADOC members, we will have additional training about assessment districts.

The bond/assessment distinction presents a challenge because the formal training that exists for bond oversight does not translate perfectly for non-bond assessment district oversight. We believe the District has professional expertise up to the task of locating or adapting existing training, or creating new materials as necessary.

We will go further than the Grand Jury's recommendation by coming up with a mechanism for posing questions about, e.g., the implications of changes to AD-16 projects, and addressing them.

R7. The District should record all Board and committee meetings, and post the recordings online for public access. (F3)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

We recognize that interested members of the public cannot always attend Board and committee meetings. Accordingly, we are committed to going above and beyond open meeting requirements by recording all Board and committee meetings and posting the recordings online to maximize public access.

As indicated in the Grand Jury report, the District has been experimenting with a technology solution that embeds links to audio recordings of public meetings into the action minutes. This is an elegant solution that couples the clarity of action minutes with detailed information about what was said during the proceedings. Notwithstanding some technical difficulties encountered by the District in rolling out this new technology, it is very close to being implemented. We believe that this can be done within 6 months to a year.

- R8.** The District should provide formal training to all Board and committee members and senior staff on how to communicate with the public on contentious issues.  
(F1, F3)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe  
(not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Our plan and commitment is described under R5 and R6 to make training on key topics available to all Board and public committee members. For all Board and committee members and senior staff, we will add training on how to communicate with the public on contentious issues.

A challenge is that the District has previously expressed interest in this type of training but did not locate appropriate resources. With additional effort, we believe that something can be located or adapted for this purpose. Ideally the training would be provided by someone familiar with the local community.



# Exhibit C



## **San Lorenzo Valley Water District**

### **Encouraging the Flow of Information to the Public**

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#### **Summary**

Since mid-2016 the San Lorenzo Valley Water District (SLVWD or District) has struggled to address public concerns about a number of controversial issues. The administration of the Lompico surcharge and capital projects, use of glyphosate in the watershed, and a lawsuit involving a former Board member, were among the issues that drew sharp criticism from citizen groups and the press. The criticisms tested the capacity of the District's representatives to maintain productive and civil interactions with the community and, at times, with one another.

Although the Lompico surcharge has now been eliminated, other disputes and communication challenges remain. Issues such as the District's handling of legal matters, management of the Lompico Assessment District and capital projects, and support for the Lompico citizen oversight committee continue to be divisive. In addition, District changes to meeting practices in 2017 have reduced public access to the debate and decision-making process and compromised the community's understanding of the issues.

Better communication on difficult matters, an informed and effective Assessment District oversight committee, and an unwavering commitment to public access, will enable greater transparency and may restore trust and foster better relationships within the SLVWD community.

## Role of the Grand Jury

A special note: The Grand Jury conducts all investigations in a confidential manner. Witnesses are admonished not to disclose their contacts with the Grand Jury. In the course of this investigation, however, several interested parties made public statements asserting that an investigation was underway, including speculation about the likely focus and outcome. Thus, it is appropriate to clarify the proper role of the Grand Jury, including its statutory limitations.

The primary function of a civil grand jury is to investigate the function of local government agencies, publish its findings, and recommend ways to improve governmental operations.<sup>[1]</sup>

The Grand Jury has no power to remedy individual situations. It cannot vindicate the positions of aggrieved parties nor right past wrongs. The strength of a grand jury investigative report comes from informing the public about the practices of local governmental bodies, with the expectation that an informed public will ensure effective government.

## Background

The Santa Cruz County Civil Grand Jury issued a report in 2014 regarding the San Lorenzo Valley Water District's lack of transparency in dealing with the public.<sup>[2]</sup> In the wake of that report, the District made a number of positive changes to expand access to the workings of the District, including providing better information in its annual reports and arranging for Community Television of Santa Cruz County (CTV) to record video of all regular Board of Directors meetings. It also made notable organizational and administrative changes. It brought in new senior staff in 2015; it completed its annexation of the Lompico County Water District in 2016; and in the Fall of 2017, it obtained a significant increase in water rates, paving the way for a 10-year capital improvement program to upgrade infrastructure throughout the District.

Since 2016 the District has come under fire again for its lack of transparency. The key issues concern the administration of the conditions of the Lompico merger, as well as the District's handling of several controversial matters. The Grand Jury sought to understand public concerns and to investigate the District's current standards for accountability and transparency.

## **LCWD-SLVWD Merger**

Financial problems, an aging infrastructure, and the threat of state intervention obliged the Lompico County Water District (LCWD) to look to SLVWD for help in 2013. After two years of complex negotiations, SLVWD agreed to annex LCWD if Lompico ratepayers would pass a bond issue to fund infrastructure improvements, and agree to pay a surcharge to cover extra costs related to integrating Lompico operations into SLVWD. The conditions were laid out formally in [Resolution 953-A](#), which all parties refer to as the “merger agreement.” Similarly, while the transaction is more correctly termed an annexation, all parties refer to it as the “merger.”

A bond issue to provide SLVWD with immediate funding for the Lompico infrastructure projects failed by a narrow margin in 2015. The parties then agreed to the formation of an assessment district as a “similar revenue instrument” which would collect the required funds over a 10-year period. In addition, the parties retained the requirement that SLVWD would create a “Lompico oversight committee.”<sup>[3]</sup> The assessment district passed in a new ballot measure in March 2016, clearing the way for the merger on June 1, 2016.

By October 2016, Lompico ratepayers were already arguing that changed financial circumstances had reduced the need for the surcharge specified in Resolution 953-A. First, during the year between the failure of the bond initiative vote and the success of the assessment district vote, LCWD passed a significant rate hike, which put it in better financial shape than the merger agreement had contemplated.<sup>[4]</sup> Second, SLVWD decided to immediately install a temporary supervisory control and data acquisition (SCADA) system and replace water meters. Those actions substantially reduced the financial burden of integrating and operating the Lompico service area by eliminating the need for workers to monitor water storage tank levels and read the meters in Lompico manually.<sup>[5]</sup>

Lompico ratepayers requested a speedy review of the 5-year surcharge, with the goal of bringing the surcharge to an early end. For its part, the District asserted that it needed time to understand the Lompico audited financial statements and future demands. The surcharge review process began ten months later, in April 2017. Over the months of discussions about the surcharge, the public and the District traded accusations that the other was not listening. Civility declined.

While the surcharge involved several hundred thousand dollars over five years, an early controversy arose over a set of mapping charges for three Zayante parcels totalling just \$20,847.<sup>[6] [7] [8]</sup> The charges were not part of the Lompico merger, but the District included them in the original computation of LCWD’s transferred liabilities anyway.<sup>[9] [10] [11]</sup> Including these mapping charges meant that Lompico ratepayers would pay for them indirectly through the monthly surcharge. Later, in the course of forecasting whether the surcharge was still needed, the District removed the mapping charges, but did not publicize the change to concerned citizens. The surcharge issue eventually came to a resolution, but because of communication issues, like the Zayante mapping charges, mistrust and dialog problems remained.

Another condition of the merger, the 10-year Assessment District, provided \$2.75 million to fund a set of capital improvement projects specified in the accompanying Engineer's Report.<sup>[12]</sup> It also provided for the collection of an additional \$183,000 for interest payments on anticipated loans taken against future Assessment District collections. The Engineer's Report lists the Lompico capital improvement projects and the estimated cost of each project. It contains few other details about the projects or their implementation.

Since the merger, District representatives and members of the public have raised financial issues not addressed in either the merger agreement or the Engineer's Report. These concerns include questions about what adjustments are possible under the Assessment District (AD) if some projects come in substantially over or under budget, or if the District obtains grants to fund any of the listed projects.<sup>[13]</sup><sup>[14]</sup> Other questions have focused on the disposition of the funds collected over the years for loan interest if no loans are obtained.<sup>[15]</sup> Still other financial concerns are centered on what would happen with the designated AD funds if a listed project is later determined to be unnecessary.<sup>[16]</sup>

The construction timeline has been another area of concern. Public discussions and presentations before the merger had laid out the District's plans to start the Lompico projects shortly after the merger, with funding coming from loans taken out against the AD.<sup>[17]</sup><sup>[18]</sup> After the merger however, the District staff investigated loan funding and reported back that it found fewer acceptable loan opportunities than it had anticipated. Instead, the District opted for pay-as-you-go construction funding for most years, with a possible bridge loan in years four through seven.<sup>[19]</sup><sup>[20]</sup>

In September 2017 the District was successful in obtaining substantial increases in water rates for the next five years to fund capital improvements. This success allowed the District to update its Capital Improvement Program (CIP) to go forward on several critical, long-delayed pre-merger projects.

The new CIP, introduced in November 2017, specifies all District projects for the next 10 years, including all of the Lompico projects identified in the Assessment District Engineer's Report.<sup>[21]</sup> The CIP assigns priority rankings to each project. Under this new plan, Lompico projects are still scheduled to be completed within 10 years, but have a lower priority for completion than a number of projects in other service areas.<sup>[22]</sup>

Lompico ratepayers have expressed their concerns that the lower priority ranking of the Assessment District projects might lead to delays and higher construction costs, with a possible consequence that some of the AD projects might not be done.

### ***Lompico Assessment District Oversight Committee (LADOC)***

The LCWD-SLVWD merger agreement required the formation of a "bond oversight committee." To address that requirement, the District created an oversight committee, later named the Lompico Assessment District Oversight Committee (LADOC), consisting of five citizens from the Lompico service area. The responsibilities and boundaries of LADOC's role were the subject of early debate.

SLVWD updated its policy manual to add the new oversight committee.<sup>[23]</sup> It then solicited applicants.<sup>[24]</sup> The policy manual described the committee's role in broad terms:

*The Committee shall be responsible to review matters of stewardship, design, construction, replacement, and repair of the District facilities and property directly related to Assessment District 2016-1, the Lompico Service Area.*<sup>[25]</sup>

LADOC's opening meeting was August 23, 2016. At its second meeting, held on October 6, 2016, the committee decided to pursue several open questions and issues that appeared to fall under its purview. Less than two weeks later, at the October 16, 2016 Board of Directors meeting, the Board debated the reduction of LADOC's duties,<sup>[26]</sup> by changing the description of its role to one which it said more closely resembled the wording of the merger agreement.<sup>[27]</sup> At the next Board meeting, the SLVWD policy manual was amended to read:

*The Committee shall be responsible to review matters of revenue and expenses directly related to Assessment District 2016-1 projects.*<sup>[28] [29]</sup>

District representatives refer to this one sentence description of the responsibilities of LADOC as the LADOC "charter."<sup>[30]</sup> The responsibilities of LADOC continue to be the subject of discussion and disagreement.<sup>[31]</sup>

### **Public Meetings and Other Communication Practices**

SLVWD is responsible for setting the tone for communications with the public.<sup>[32]</sup> The communication environment includes the policies and procedures for Board meetings and other interactions with the public. The communication environment also encompasses the care the District takes to provide an atmosphere conducive to public engagement.

Communication problems came to the forefront in 2017. The District received public criticism not only for its handling of several controversial matters, but also for its handling of the resulting public fallout. During the same period, the District also instituted changes to its meeting practices that had the effect of reducing public participation and understanding. Among other changes, the District switched from holding mostly regular meetings of the Board to holding mostly special meetings of the Board, which were far less likely to be video recorded by Community TV.<sup>[33] [34]</sup> It also switched from detailed minutes to brief "action minutes."<sup>[35]</sup>

## Scope of Grand Jury Investigation

From July 2017 through April 2018, the Grand Jury looked into SLVWD interactions with the public in three broad areas:

- Assessment District 2016-1, including:
  - the planning and execution of the capital improvement projects for the Lompico service area pursuant to the LCWD-SLVWD merger agreement
  - the ranking and integration of Assessment District projects into the District-wide CIP plan
- Lompico Assessment District Oversight Committee (LADOC):
  - the responsibilities of the committee established to oversee the Assessment District collections and project expenditures
  - District support of the oversight committee
- the communication environment, including:
  - District practices related to public access, transparency, financial oversight, civility and decorum, and
  - handling of controversial matters

## ***Methodology and Approach***

The Grand Jury:

- conducted a series of interviews with individuals affiliated with SLVWD as well as with District ratepayers and others with relevant knowledge
- reviewed internal SLVWD documents and communications among SLVWD Board and staff, as well as SLVWD communications with the public
- reviewed agendas, minutes, meeting notes, and where available, videos and audios of the meetings of the SLVWD Board of Directors and its five committees
- attended meetings of the SLVWD Board and its committees
- reviewed documents and other materials related to the merger of LCWD and SLVWD
- reviewed SLVWD policy and procedure manuals, as well as resolutions and proposals concerning changes to these documents
- reviewed audited financial statements, forecasts, interim financial reports, bill lists, studies (e.g. water rates), and similar financial materials
- reviewed strategic plans, capital improvement project plans, requests for proposals (RFPs), engineering reports, [Gantt charts](#), and similar technical materials
- conducted online research about SLVWD, LCWD, and other local water districts, as well as research about assessment districts and oversight committees
- reviewed applicable California codes and regulations



## Investigation

### **Assessment District 2016-1**

In its investigation of the Assessment District (AD), the Grand Jury found notable differences in understanding among District representatives regarding the construction strategy for the AD's projects, including District plans in the event of project delays, cost differences, or possible changes in projects undertaken.

While the District recognizes that AD funds may be used only for the benefit of Lompico, understandings differ among decision makers on what flexibility exists under the AD as written. Varying interpretations of the Assessment District terms have, in several cases, led to conflicting assertions made to the Grand Jury or to the public, about:

- the process for changing or removing projects from the Engineer's Report list<sup>[36]</sup>
- the possibility of reducing Assessment District collections in later years<sup>[37]</sup>
- ending the Assessment District early<sup>[38] [39] [40]</sup>
- whether the AD is collecting interest on a future loan<sup>[41]</sup>
- whether obtaining a loan against the AD is required<sup>[42]</sup>
- using the \$183,000 collected for loan interest for other AD expenses<sup>[43]</sup>
- returning unused funds to the ratepayers<sup>[44] [45]</sup>
- postponing the completion of Assessment District capital projects beyond ten years<sup>[46]</sup>

The Grand Jury has found that, nearly two years after the merger, District representatives still communicate differing views of the AD and its projects. The varying interpretations have caused public concern, and warrant serious and sustained discussion.

### **Capital Improvement Program (CIP)**

The District-wide Capital Improvement Program introduced in November 2017 has presented another communication challenge. The District used a priority rating system to rank each capital project, which resulted in a timetable for the execution of each project on the list. The CIP assumes, however, that there are no differences between Lompico and non-Lompico projects except for the funding source; that is, that the projects for which Lompico ratepayers pay an extra assessment have no special status. In contrast, Lompico ratepayers contend that they gave their vote to accept the Assessment District in exchange for the District's promise to complete the specific projects listed in the Engineer's Report in an expeditious manner.<sup>[47]</sup>

The November 2017 Capital Improvement Program still meets expectations to do all AD projects and to do them within 10 years of the merger, but it also incorporates delays of five months to three years for several AD projects. (See Table A below.) The substantial increase in water rates, passed in September 2017, has allowed several pre-merger capital projects to go forward immediately. Now those projects and the AD projects must vie for the time and attention of the small professional staff who will manage the District strategy for permitting, planning, construction, and financing of multiple projects.



The following table, Table A, shows the original and changed estimated start dates for all of the Assessment District projects listed in the Engineer’s Report.

**Table A: Scheduled Start Dates for AD Projects in 2017 District Gantt Charts**

Assessment District Projects <sup>[48]</sup>	Cost (\$)	Project Timeline (Gantt) 2/01/17 <sup>[49]</sup>	Project Timeline (Gantt-CIP) 11/16/17 <sup>[50]</sup>	Approximate Months early / (delayed)
Service Line and Meter Replacements	862,500			
Meters & Private PRVs		7/1/16	7/1/16	0
Laterals		4/3/17	4/3/17	0
Tank Replacement	682,500			
Lewis		1/18/17	11/13/17	(10)
Madrone		7/20/20	12/7/20	(5)
Kaski		7/10/23	6/19/23	1
PRV Replacement	358,000	4/3/17	1/1/18	(8)
Refurbish Mill Creek WTP	105,000	7/19/21	7/15/24	(36)
Distribution System Interconnection	301,000	7/17/17	8/6/18	(13)
SCADA System	441,000*	7/22/19	7/22/19	0

\*Includes \$19,540 for a temporary SCADA, not addressed in the Engineer's Report, installed in 2016 <sup>[51]</sup>

***Lompico Assessment District Oversight Committee (LADOC)***

The parties to the merger of LCWD and SLVWD agreed to keep the original wording of the merger agreement, Resolution 953-A, to avoid renegotiations that would have delayed the merger.<sup>[52]</sup> <sup>[53]</sup> Instead, the stakeholders relied on one another to honor the intent of the merger agreement, even if the words did not fully match the actual elements of the merger.<sup>[54]</sup> <sup>[55]</sup>

A condition of the merger, Section 7(B) of Resolution 953-A, required the formation of a “bond oversight committee.”<sup>[56]</sup> A bond oversight committee has clearly recognized duties and responsibilities. The California Taskforce on Bond Accountability identifies guidelines for local agencies to follow<sup>[57]</sup> regarding the establishment and maintenance of “internal control systems to account for and report on the expenditure of funds.”<sup>[58]</sup>

By requiring the formation of a bond oversight committee, the merger agreement, in effect, required a formal control system to ensure fiduciary care of the funds collected. The parties agreed that the Assessment District was a “similar revenue instrument” to a bond. The Grand Jury found no evidence to suggest that the parties agreed to a lower standard of oversight and fiduciary care for the Assessment District than the accepted standards for oversight of the proceeds of a bond issue.

Guidelines, charters, and bylaws from a variety of organizations addressing both bonds<sup>[59] [60] [61]</sup> and assessment districts<sup>[62] [63]</sup> show oversight responsibilities and practices that reflect the same concerns for the fiduciary care of funds. The state Taskforce on Bond Accountability describes several responsibilities for bond oversight, including creating a transparent control environment; assessing, monitoring and mitigating risk; and maintaining internal controls to ensure that the agency is “properly receiving, managing, and disbursing bond funds.”<sup>[64]</sup>

Creating the control environment is key to all of the oversight responsibilities. The control environment prescribes seating qualified people, providing them with appropriate policies and procedures to direct their efforts, and granting them the authority they need to perform the oversight role.

Experts on oversight committees advise that members of these committees receive training, along with others in their agency who will play a role in the administration of the funds.<sup>[65] [66]</sup> LADOC members have not received formal training in assessment districts, or in other key areas, such as special district governance and meeting management.<sup>[67]</sup> For the first 14 months of its existence, the committee also did not receive support from senior financial staff, who might have provided valuable guidance in the absence of relevant formal training.<sup>[68]</sup>

The District policy manual describes LADOC’s responsibilities in one sentence, without supporting details. In contrast, expert groups provide detailed guidelines for oversight efforts.<sup>[69]</sup>

#### *Oversight Committee Duties and Support* <sup>[70] [71] [72] [73] [74]</sup>

At minimum, adequate guidance and support for LADOC would include:

- Comprehensive orientation prior to beginning work
- Members handbook of key documents, including items such as a LADOC charter (description of duties), the Engineer’s Report, relevant resolutions,<sup>[75] [76] [77] [78]</sup> relevant District policies and procedures, project descriptions, budgets and schedules, financial reports, minutes of prior meetings, guides to Brown Act and parliamentary procedures
- Regular meeting schedule, at least quarterly

Expected duties of the oversight committee would include:

- Tracking expenditures of assessment proceeds back to the capital improvement plan
- Actively reviewing and reporting on the proper expenditure of assessment money for the Lompico construction and replacement projects listed in the Engineer’s Report
- Maintaining a committee webpage with (1) detailed information about the progress of each project, (2) committee minutes, and (3) materials it has received
- Preparing and publishing an annual report for ratepayers

Expected duties of the District would include:

- Providing timely, comprehensive data to the oversight committee, including financial reports that display original budget, current budget, actual expenditures, budget balance, and approved commitments to projects to date across all fiscal years
- Providing technical and administrative assistance

As listed above, one of the expected duties of an oversight committee is the production of an annual report. LADOC did not produce such a report, nor did the Board request that LADOC produce one.

In April 2017 the Board received a staff memo indicating that it would be “appropriate for the full Board to periodically review progress” of LADOC and to “provide guidance regarding committee functions, goals and objectives.”<sup>[79]</sup> Other communications indicated that senior staff declined to attend LADOC meetings beginning in April 2017.<sup>[80]</sup> LADOC meeting notes and internal emails from April 2017, and subsequent Grand Jury interviews, confirm that LADOC sought more support from the Board and staff, but the District did not have the resolve to provide effective support.<sup>[81]</sup> <sup>[82]</sup> <sup>[83]</sup> The Grand Jury also determined that opinions differ within the District concerning the utility of LADOC and its appropriate responsibilities as a standing committee.<sup>[84]</sup>

In October 2017, the Board considered a staff memo proposing to restrict LADOC meetings and responsibilities further -- that is, to a once-a-year, after-the-fact review of AD project expenditures.<sup>[85]</sup> While the Board did not accept the proposal, the ensuing debate made clear that the District has not granted LADOC the authority to perform the oversight role that Resolution 953-A required. The debate also illustrated the District’s lack of recognition that it has an obligation to support a fully functioning oversight committee.<sup>[86]</sup>

In sum, the Grand Jury found that the lack of consensus about the role of LADOC, combined with insufficient training and lack of effective support, prevented LADOC from fulfilling its responsibilities in its first year of existence.

### ***Public Meetings and Other Communications***

Meeting practices are key communication elements. Policies and procedures that promote public understanding and participation in Board and committee meetings create a trust environment. Policies and procedures that tend to restrict public understanding and participation risk public complaints and a breakdown in civility and decorum in times of controversy.

The Grand Jury looked at meeting and communication practices of nearby water districts and compared them to SLVWD’s practices in 2016 and 2017. It found that in 2016, the District excelled in practices such as publishing comprehensive minutes and arranging for Community TV filming of regular Board meetings. Unfortunately, in 2017, both the written and electronic recording of District meetings took a step backwards.

*Recording Board Proceedings – Videos and Published Minutes*

In 2016 the District held 24 Board of Directors meetings – 21 regular Board meetings and four special Board meetings with limited agendas. Of those 24 meetings, Community Television of Santa Cruz County (CTV) recorded 19. In contrast, in 2017 the District held 30 Board of Directors meetings – 10 regular Board meetings and 20 special Board meetings. CTV recorded just 13 of the 30 Board meetings, mostly the regular Board meetings.

As Table B shows, CTV recorded only three of the 20 special Board meetings in 2017. Two of the unrecorded special meetings had multi-item agendas indistinguishable from regular meeting agendas. The relative lack of CTV coverage of special meetings reduced access to ratepayers who could not attend those meetings.

**Table B: Regular and Special Board of Directors Meetings, 2016 and 2017**

	2016	2017
<b>Regular Board of Directors Meetings</b>	21	10
-- Minutes Posted on SLVWD website	21	10
-- CTV Videos Posted on SLVWD website	18	9
-- CTV Videos Available at CTV	18	10
<b>Special Board of Directors Meetings</b>	4	20
-- Limited Agenda	4	15
-- Full (multi-item) Agenda	0	5
-- Minutes Posted on SLVWD website	3	19
-- CTV Videos Posted on SLVWD website	0	2
-- CTV Videos Available at CTV	1	3
<b>Total Board of Directors Meetings</b>	24	30
CTV Videos Available at CTV	19	13
% of Meeting Videos	79%	43%

In 2016 the District produced detailed minutes of the Board of Directors meetings. With the January 17, 2017 Board of Directors meeting, the District switched to “action minutes,” which do not provide any insight into the decisions because they omit the Board discussions and details of public input.

The 2017 elimination of detailed minutes, combined with the relative lack of CTV coverage of the numerous special meetings, reduced publicly available sources of information about District issues for all ratepayers not in attendance at the meetings.

*Recording Board Proceedings -- Audio recordings*

In late 2017, the District began recording audios of all Board and committee meetings. While the District currently has no written retention policy for audios, it informed the Grand Jury that it destroys all audios after 30 days pursuant to Government Code section 54953.5, subdivision (b). That section provides for a minimum retention period of 30 days; it does not *require* destruction of the media after 30 days or at any particular time in the future.<sup>[87]</sup>

The Board of Directors meeting of November 9, 2017 illustrates the communication problems that the stated destruction practice creates.<sup>[88]</sup> CTV did not record that meeting. The meeting included a discussion of proposed changes to rates and charges for the Bear Creek Wastewater Enterprise. In the absence of either a recording of the proceedings or detailed meeting minutes, ratepayers not in attendance are unable to access the important discussions that took place.

In the same November 9, 2017 meeting, an exchange among Board members arose over a procedural point addressed in the policy manual. The issue was whether an individual Board member could direct the District Manager to perform an administrative task, or if the task request required Board authorization. Two Board members asserted that Board authorization was not required; the remaining Board members did not challenge the assertion.<sup>[89]</sup> The Grand Jury could verify this exchange on its copy of the audio. In the January 18, 2018 Board of Directors meeting, the procedural issue surfaced again. In this instance however, two other directors made the opposite assertion about policy; that is, that an individual Board member could *not* task the District Manager without Board authorization.<sup>[90]</sup> Without a publicly-available recording of the November 9, 2017 meeting, interested parties cannot verify, or challenge with confidence, possible contradictory assertions or misstatements.

The District's stated destruction practice for audios implies that community members not only need to make a Public Records Request (PRR) for a recording, but need to make it within 30 days. Having to make a PRR creates an impediment to accessing the discussions and information from the meetings.

In February 2018, the Grand Jury observed that the District began a new project to embed the District's official audios in the pdf files of the action minutes which are posted on the SLVWD website. Unfortunately, the embedded recordings do not function consistently across browsers and devices. The current system leaves out the many users of unsupported devices. If the new system can be made more universally accessible, then it could make a positive contribution to public engagement.

### *Communication Environment*

The approved policy manual for 2017 urges District representatives to "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."<sup>[91]</sup>

The November 2017 draft revised policy manual proposes similar language to encourage District representatives "(i) to use the Golden Rule (treating others as one would wish to be treated) as a guide in interactions with the media, the SLV community, District management and employees and other Board members and (ii) to speak candidly and forthrightly about the issues in front of the Board of Directors."<sup>[92]</sup>

Both the current and proposed policy manuals clearly encourage civility. In routine meeting settings, District representatives do interact civilly with one another and with the public. In the past two years, however, the District has had to address a number of

difficult and controversial matters. Criticism from the public, at times harsh and personal, and disagreements among the District representatives, created lapses in decorum and civility in a number of public meetings as well as on social media.<sup>[93] [94] [95] [96]</sup> These lapses have led, in turn, to public frustration, and the unwelcome prospect of continuing friction on issues of long-term concern to all parties.

Contentious matters that dominated 2017 and will be of ongoing concern include the following items:

Lompico Merger. After the June 2016 merger, the Lompico surcharge became a divisive issue for more than a year. Although the surcharge has ended, the administration of the Assessment District will be an ongoing activity for eight more years. The issues surrounding the administration and oversight of the Assessment District, especially the decisions necessary for successful completion of the required capital projects, are complex. While the District has the responsibility to create and execute the AD project strategy, transparency dictates regular and substantive communications about that strategy, including changes in timing, funding priorities, and regulatory hurdles.

Legal Fees. In each of the previous three fiscal years, legal fees were under \$100,000. In contrast, in the first four months of the 2017-2018 fiscal year, the District had already spent \$108,000 of its \$140,000 budget on legal fees, much of it related to a long-running set of legal actions involving a former Board member. In anticipation of additional litigation, the District raised its budget for legal fees by \$204,500, to a total of \$344,500.<sup>[97] [98]</sup> Legal fees now represent a material portion of the District's annual budget for administrative professional services. The confidential nature of legal work means that the District has a continuing challenge to explain and justify expensive and controversial legal strategies to an inquiring public.<sup>[99] [100]</sup>

Relationship with Citizen Groups and the Press. The local newspaper, along with other media outlets and citizen groups on social media, were critical of the comportment of District representatives at public meetings throughout 2017. The surcharge, the use of [glyphosate](#) in the watershed, and District spending on legal matters were especially controversial issues. While some critics may leave the scene, the District would be right to anticipate that the press, citizen groups, and new critics will continue to focus on difficult matters that have become contentious.<sup>[101] [102]</sup>

Disagreements among District Representatives. The work of the District cannot proceed effectively without robust discussion. When District representatives fail to maintain civil interactions, however, the public may fear that its interests are at risk. Ratepayers expect discussions at public meetings to focus solely on outcomes, not on personal differences.<sup>[103] [104]</sup>

Personal Expressions. District representatives have the right to put forth their personal views about SLVWD matters in public forums. The policy manual requires only that such expressions be clearly designated as an individual's opinions and not declarations of the District's official views. Regardless of whether that policy is followed, criticism of colleagues in social media may have a negative long-term impact on public perception of, and respect for, all representatives of the District.<sup>[105]</sup>



## Findings

- F1.** The lack of effective communication between the District and the community regarding the administration of the Assessment District has caused public concern regarding the timing and implementation of Assessment District projects.
- F2.** The District has not provided adequate authority, guidance, training, or support to the Lompico Assessment District Oversight Committee (LADOC) to ensure that the committee can fulfill its assessment district oversight responsibilities, thus reducing transparency and accountability to the public.
- F3.** Lack of effective District communication practices has reduced public access to the decision-making process, and contributed to acrimony and on-going relationship challenges with the community, causing stress on elected officials and staff, as well as frustration among ratepayers.

## Recommendations

- R1.** LADOC should produce an annual report detailing the status of Assessment District revenues and expenditures.(F1, F2)
- R2.** The District should schedule annual public study sessions or workshops to review the LADOC annual report and discuss the administration of the Assessment District (AD), in order to provide in depth information to the public about the timing, funding, and execution of AD projects. (F1, F3)
- R3.** The Board and LADOC should work in concert to create a charter for LADOC that describes in detail the committee's responsibilities and its authority to fulfill its oversight role. (F1, F2)
- R4.** The Board should ensure that LADOC receives adequate professional, technical, and administrative support from the District, as well as the authority to carry out its oversight responsibilities. (F2)
- R5.** The District should provide formal training for all LADOC citizen committee members in governance, meeting management, and the Brown Act. (F2)
- R6.** The District should provide formal training about assessment districts to LADOC members and all others involved in the administration of the Assessment District. (F2)
- R7.** The District should record all Board and committee meetings, and post the recordings online for public access. (F3)
- R8.** The District should provide formal training to all Board and committee members and senior staff on how to communicate with the public on contentious issues. (F1, F3)

## Required Response

<i>Respondent</i>	<i>Findings</i>	<i>Recommendations</i>	<i>Respond Within/ Respond By</i>
San Lorenzo Valley Water District Board of Directors	F1 – F3	R1 – R8	90 Days August 29, 2018

## Abbreviations and Definitions

- **CIP:** Capital Improvement Program (also called Capital Improvement Plan)
- **CTV:** Community Television of Santa Cruz County
- **Gantt Chart:** “A Gantt chart is a visual view of tasks scheduled over time.”<sup>[105]</sup>
- **Glyphosate:** “Glyphosate is an herbicide. It is applied to the leaves of plants to kill both broadleaf plants and grasses.”<sup>[106]</sup>
- **LADOC:** Lompico Assessment District Oversight Committee
- **LAFCO:** Local Agency Formation Commission for Santa Cruz County
- **LCWD:** Lompico County Water District
- **Resolution 953-A:** LAFCO resolution (also called the “merger agreement”) approving SLVWD’s annexation of LCWD (also called the “merger”)
- **SCADA:** Supervisory control and data acquisition system
- **SLVWD:** San Lorenzo Valley Water District, also referred to in this report as “the District”

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## **Websites**

Local Agency Formation Commission, Santa Cruz County:

<http://www.santacruzlafco.org/>

San Lorenzo Valley Water District: <http://www.slvwd.com/>



## MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: Juvenile Steelhead and Stream Habitat Monitoring Database & Website Awarded

DATE: August 16, 2018

### **RECOMMENDATION:**

It is recommended that the Board review this memo and celebrate the award to support the Santa Cruz County Resources Program monitoring efforts in the San Lorenzo River Watershed in partnership with other agencies.

### **BACKGROUND:**

For 20 years, the San Lorenzo Valley Water District has supported the effort to monitor fish in the San Lorenzo River Watershed with the intent to use collected data to develop restoration efforts. San Lorenzo Valley is a community that depends on local ecosystem services for water production. The District has long recognized and supported the effort to monitor fish, wildlife and habitat resources, and where feasible support restoration efforts to sustain and improve ecosystem services for future generations.

In January 2018, your Board elected to support the County in it's effort to create a new data base and interactive website that would make the 20 years of data more accessible to the public, and also continue to fund fish monitoring data collection.

We are thrilled to announce that Santa Cruz County's [Steelhead Monitoring Story](#) won 3<sup>rd</sup> place in the 2018 Esri Storytelling with Maps Contest. The story was considered under the Conservation/Environment/Sustainability category as one of "the best story maps to illustrate efforts aimed at protecting the planet's natural environments and ensuring a sustainable future for humankind." The story map was created by Austin Robey (GIS Department) and Kristen Kittleson (Environmental Health Services/Health Services Agency) to showcase over 20 years of environmental monitoring for steelhead in Santa Cruz County. D.W. ALLEY and Associates has been the long-time fishery consultant for the monitoring effort.

The Storytelling with Maps Contest is sponsored by Esri, the global market leader in GIS software. Contest entries were judged on the "effectiveness in making the subject matter interesting and understandable; their provision of an engaging user experience, and their overall design, impact and creativity." More than a thousand contest entries were submitted and sixteen prizes were awarded across five categories. More information about the contest can be found at: <https://www.esri.com/en-us/arcgis/products/esri-story-maps/contest/winners-gallery/2018-winners>.

Congratulations to Austin and Kristen, and thanks to all of the supporters of the steelhead monitoring program! To view the story, visit <http://scceh.com/steelhead/overview>. Also, check out <http://scceh.com/steelhead.aspx> for more information about steelhead monitoring in Santa Cruz County!

## M E M O

TO: Board of Directors

FROM: District Manager

PREPARED BY: Finance Department

SUBJECT: MULTIPLE USER VARIANCE RENEWALS FOR 2018/2019

DATE: August 16, 2018

**RECOMMENDATION:**

It is recommended that the Board of Directors review this memo and approve a one-year variance from Multiple User Status for the following property owners:

006179-000	006838-000	010856-000
006196-001	006855-000	010935-000
006282-000	006901-000	011384-000
006309-000	006933-000	012426-000
006337-000	006934-000	013174-000
006432-000	006966-000	013523-000
006497-000	006979-000	013855-000
006498-000	007194-000	014614-000
006512-000	007223-000	
006560-000	007704-000	
006643-000	008357-000	
006659-000	008684-000	
006696-000	009988-000	
006823-000	010183-000	

**BACKGROUND:**

The Customer Service Department has completed its annual review of the accounts that have been given a variance from Multiple User Status, as provided in Ordinances 43 and 47. Those who qualify for the exemption are charged the 5/8" monthly basic fee as a single-family dwelling, while those who are multiple users are charged 1" monthly basic service fee.

Seven (7) accounts were removed from the variance list because the property changed ownership, the unit was found to be a permanent single-family dwelling both units are occupied, or because the owner failed to send back the necessary compliance form. It is recommended that the accounts listed above and on the attached list be approved for a one-year variance from Multiple User Status. A resolution is attached.

**STRATEGIC PLAN:**

Element 1.0 – Water Supply Management

**FISCAL IMPACT:**

Less than \$7,000

**SAN LORENZO VALLEY WATER DISTRICT**

**RESOLUTION NO. 3 (18/19)**

**SUBJECT: MULTIPLE USER VARIANCE RENEWALS FOR 2018/2019**

WHEREAS, the Customer Service Department has completed its annual review of the accounts that have been given a variance from multiple user status as provided in Ordinance 43 and 47; and

WHEREAS, those accounts who qualify for the exemption are charged the 5/8" meter monthly basic fee as a single family dwelling, while those who are multiple users are charged a 1" meter monthly basic service fee; and

WHEREAS, the Board of Directors has reviewed the multiple users variance list and desires to grant approval of a one-year variance from multiple user status;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the accounts listed on the attached multiple user variance list be granted approval of a one-year variance from multiple user status.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of CA, on the 16th day of August, 2018 by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Holly Hossack, District Secretary  
San Lorenzo Valley Water District



**California Special  
Districts Association**  
*Districts Stronger Together*

**Sept. 24 - 27, 2018**

# 2018 CSDA Annual Conference & Exhibitor Showcase

Renaissance Indian Wells  
Resort & Spa





# Explore



## The one conference for you!

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! Cultivate new connections this September in Indian Wells.

Join 800-plus special district professionals and industry experts for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.

- Explore new ideas and best practices
- Learn about the latest in special district technology, management practices, and legal trends
- Discover new products and services to make your district more efficient



## Renaissance Indian Wells Resort & Spa

44400 Indian Wells Lane  
Indian Wells, CA 92210

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$169 plus tax and are based on availability. There is a \$5 resort fee (normally \$30) added to the CSDA rate. This fee includes self-parking and guestroom high speed internet access. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.

## What to Do?

With more than 300 days of sunshine each year, it's no wonder attendees love meeting in Greater Palm Springs. With nine cities in one beautiful oasis, Greater Palm Springs is rich in visitor experiences, from outdoor adventure, shopping and art to world-class events like Coachella Valley Music & Arts Festival and Modernism Week. Whether you spend a sun-soaked afternoon by the pool, play a round of golf or soak in healing mineral water, this Southern California destination knows how to chill.



### Attendance at the CSDA Annual Conference Qualifies for CIPs

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.



### **Pre-conference tour & more!**

(pre-registration/payment required)

10:15 a.m. – 3:00 p.m.

#### **Salton Sea Authority Tour**

Tour of the northern part of the Salton Sea: North Shore Yacht Club, State Recreation Area

On this tour you will learn how special districts, counties, and a Native American tribe are working together in partnership with the state and federal agencies to reverse the tragic decline of the Salton Sea, transforming the watershed to establish a healthy and prosperous future.

**\$48 per person includes transportation to/from the hotel, lunch, and tour**

**Early registration is encouraged. Limited to 48 attendees!**

3:45 p.m. – 5:15 p.m.

#### **Chapter Roundtable Discussion**

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. All attendees welcome.

**“The informational and educational level of the materials and presentations are very appropriate for seasoned veterans, as well as new and emerging leaders.”**

KARA RALSTON

CAMARILLO HEALTH CARE DISTRICT

# Conference Begins!

5:30 – 7:00 p.m.

#### **President's Reception with the Exhibitors**

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment provided.

**(all registered attendees welcome)**





# Tuesday, September 25, 2018



7:30 a.m. – 6:00 p.m.  
Exhibitor Showcase Open



7:30 – 8:45 a.m.  
Continental Breakfast with the Exhibitors (Raffle)

**// The staff from CSDA did an outstanding job, during the conference they were highly visible, friendly, knowledgeable and professional. I attend conferences sponsored by other groups and CSDA continues to “set the bar” by consistently delivering a high-quality conference! //**

TIM SHACKELFORD

FIRE CHIEF, CHINO VALLEY  
INDEPENDENT FIRE DISTRICT

## Keynote Speaker



11:00 a.m. – 12:15 p.m.  
OPENING KEYNOTE PRESENTATION

### Connie Podesta

#### Stand Out Leadership...Lead Like You Mean it!

In a perfect world all employees would be: high achieving, self-motivated, engaging, team players who see the big picture and always strive to do their best to get the job done on time without complaining. Does that sound like the Twilight Zone? Bottom Line: In the real world many employees: simply “meet expectations,” lack initiative, bring their personal life to work, stress over every change and whine about having to WORK...on the job! “Enough!” says Human Behavior and Leadership Development expert Connie Podesta, who has empowered thousands of leaders worldwide with the attitudes, mindsets and strategies necessary to create a team that’s willing, able and excited to get the job done THE RIGHT WAY! With her signature blend of comedy and “tell-it-like-it-is” delivery, Connie takes you inside the minds of even your most difficult employees so you can turn negative attitudes into positive, entitlement into accountability, complacency into productivity, complaining into solutions and “that’s not my job” into ownership.



11:00 a.m. – 12:15 p.m.  
CSDA Finance Corporation Board and Annual Meeting

Program 3-1818

## Conference Schedule

### Monday, September 24, 2018

**8:00 a.m. Shotgun Start**

SDLF Scramble for Scholarships Golf Tournament:  
Indian Wells Golf Resort\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: Special District Leadership  
Academy: Governance Foundations\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: Policy and Procedure Writing\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: So, You Want to Be a General  
Manager?\*

**10:15 a.m. - 3:00 p.m.**

Pre-Conference Tour: Salton Sea Authority Tour\*

**12:30 - 3:30 p.m.**

Pre-Conference Workshop: The Strategies of a Special District  
Strategic Plan\*

**1:30 - 3:30 p.m.**

Special District Leadership Foundation:  
Special District Administrator (SDA) Exam

**3:45 - 5:15 p.m.**

Chapter Roundtable Discussion

**5:30 - 7:30 p.m.**

**Conference Begins!** President's Reception with the Exhibitors

### Tuesday, September 25, 2018

**7:30 - 8:45 a.m.**

Continental Breakfast with the Exhibitors

**9:00 - 10:45 a.m.**

Opening General Session: Connie Podesta "Standout  
Leadership...Lead Like You Mean It!"

**11:00 a.m. - 12:15 p.m.**

Breakout Sessions

**12:15 - 1:45 p.m.**

Lunch with the Exhibitors

### Tuesday, September 25, 2018

#### (continued)

**2:00 - 3:15 p.m.**

Breakout Sessions

**3:30 - 4:30 p.m.**

Breakout Sessions

**4:30 - 6:00 p.m.**

Mix & Mingle in the Exhibit Hall

### Wednesday, September 26, 2018

**8:15 - 9:00 a.m.**

SDRMA Full Plated Breakfast

**9:00 - 10:45 a.m.**

SDRMA General Session/Safety Awards/Keynote:  
Derreck Kayongo "Harnessing Your Power to Create Change"

**11:00 a.m. - 12:15 p.m.**

Breakout Sessions

**12:30 - 1:45 p.m.**

Awards Luncheon

**2:00 - 3:30 p.m.**

Breakout Sessions

**3:45 - 5:00 p.m.**

Breakout Sessions

**5:30 - 7:30 p.m.**

SDLF Taste of the City: Casino Night

### Thursday, September 27, 2018

**8:30 - 10:30 a.m.**

CSDA Closing Breakfast: 2018 Legislative Impacts on Special  
Districts

\* = optional, advanced registration, additional fee



# Monday, September 24, 2018



## Pre-conference Workshops

(pre-registration/payment required)

9:00 a.m. – 3:30 p.m.

### So, You Want to Be a General Manager?

A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager; identifying general manager opportunities including positioning yourself for executive recruitment; developing positive relations with the board, staff and peer agency executives; and leadership practices.

**\$100 includes continental breakfast and lunch. Limited class size. register early!**



9:00 a.m. – 3:30 p.m.

### Special District Leadership Academy Module 1: Governance Foundations

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

**\$225 Member. \$340 Non-member**

EARN SDRMA CIPS

9:00 a.m. – 3:30 p.m.

### Policy and Procedure Writing

This course for managers, supervisors, and analysts will prepare you to plan and organize highly effective work systems through policy, procedure, and task development. Participants will learn and practice policy and procedure writing skills, and how to apply them in their workplace. Attendees are asked to bring a policy/procedure they are working on, with, or that is currently under their review, for classroom discussion and analysis. Course materials include templates for development of policy, procedure, and task descriptions in the future, and a textbook as a continuing framework for their development.

**\$225 Member. \$340 Non-member**

12:30 – 3:30 p.m.

### The Strategies of a Special District Strategic Plan

All public agencies should have a strategy that moves them in a certain direction into the future. While there are many ways to develop a strategic plan, there is also a strategy in the actual planning process as well. This important pre-conference workshop will examine the how and why for a properly conducted strategy planning effort. Each part of the process should be strategic in its own; come discover this and how to do it right.

**\$150 Member. \$225 Non-member**

1:30 – 3:30 p.m.

### Special District Administrator (SDA) Certification Exam, Special District Leadership Foundation

**(Optional - must be scheduled prior to conference).**

## Golf Tournament

(pre-registration/payment required)



### SDLF Scramble for Scholarships Golf Tournament

#### 8:00 a.m. Shotgun Start Indian Wells Golf Resort

(pre-registration / payment required)

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

**\$115 includes golf with cart, lunch, and prizes!**



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**BREAKOUT SESSIONS 9:00 – 10:45 A.M.**

**5 Things You Can Do to Build an Awesome Personal Brand**

CPS HR Consulting

Branding on a business-level is common, but today branding is becoming just as important on a personal level. Not many of us have consciously cultivated these brands, but they exist nonetheless. Developing your personal brand is the proactive way of controlling your career development and how you are perceived in the marketplace. The question is no longer IF you have a personal brand, but if you choose to guide and cultivate the brand or to let it be defined on your behalf. This session will focus on five things you can do to start building an awesome personal brand.

**Devices, Data, and Privacy: Legal Concerns, Risks, and Best Practices**

Nossaman, LLP

Now is the time for agencies to learn their rights under California and federal law when it comes to electronic devices, monitoring, and privacy concerning work-related data.

**You're Out of Order! Meeting Protocols that Best Serve the Public**

BHI Management Consulting

As we serve the public, little is more important and focused than the meetings we hold with our public. As such, it is important that we keep the public in mind as we construct and conduct our meetings and that we establish the how and why of each meeting element. This session will discuss meeting protocols and policy, the construct of our meeting agendas as well as our conduct in meetings with the public.

**Public Agency Advocacy: The Rules Regarding Lobbying and Ballot Measures**

Richards Watson & Gershon

Increasingly, public agencies need to influence legislative policy decisions to effectively carry out their missions. Lobbying and educating voters about critical issues are important tasks, but the laws and regulations that govern public agency activity in those areas are complex. This session will provide an overview of the most important areas of the law and help public agency employees know when to ask for legal advice.

**Up in the Air: Drones for Special Districts**

Aleshire & Wynder LLP

A presentation and follow up Q&A on drone technology, the current state of drone regulations, and steps special districts should consider before allocating funding.

**Welcome to the Fishbowl: Government Ethics Overview**

Hanson Bridgett, LLP

Come take a turn in the hot seat, try to stump your friends or just watch the show as we take a trip through Ethicsland and the unpredictability of local government. Join us as we practice applying rules concerning conflicts of interest, government transparency and more! This is not your grandma's ethics training. Does not meet the requirement for AB1234.

**Who Ya Gonna Call? Preparedness During an Emergency and in the Aftermath**

Panel Discussion: Sonoma County Water Agency, Casitas Water District, Montecito Fire Protection District

Moderated by: Rincon Consultants

A panel discussion with three special district representatives who have the responsibility of reaching out to constituents during an emergency, organize clean up in the aftermath, and who have to prepare to avoid future disasters.



**12:15 – 1:45 p.m.**

**Lunch with the Exhibitors**

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!

**Lunch is included in conference registration.**



**Tuesday, September 25, 2018**

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**BREAKOUT SESSIONS 2:00 – 3:15 P.M.**

**Converting from At-Large to By-District Elections Under the California Voting Rights Act: Understanding the “Safe Harbor” Process from Start to Finish**

Cota Cole & Huber, LLP

This session is intended to help attendees understand their district's options and be prepared in the event that their district receives a demand letter relating to their district's voting system. It describes the key features and standards of the CVRA as well as the (very tight) timelines that apply for considering whether to convert to a by-district election system and the process for doing so. This session offers practical guidance regarding the safe-harbor process from start to finish.

**“Dear Ratepayer:” Messaging for Rate Increase and Other Bummer News**

Communication Advantage

This interactive session is designed to refresh and elevate your talent for crafting great messages for tough issues -- especially focused on financial bad news for customers, such as: rate increases, new fees or assessments, and/or reduced services. The presenter has helped dozens of special districts, counties, cities and other local agencies develop messaging and communications strategies to cope with these and many related issues. Following a brief presentation, attendees will participate in developing messages for a sampling of their real such issues ahead, such as rate hikes, budget deficits, service reductions, and some of the organizational changes that might require such unpopular actions.

**More Bytes for Your Buck – Getting the Most Value from Your District's Technology Investment**

Panel Discussion

Information Technology (IT) is traditionally seen as a necessary evil in municipal government. IT often gets a bad rap with seemingly insatiable user expectations, ever-increasing budget and staff requests, exorbitant maintenance agreements, project backlogs, and questionable results. Learn about technology strategy, citizen engagement, the power of mobile, smart communities, Internet of Things, Geographic Information Systems, records and email retention and more. Experienced General Managers and CIOs share advice and experiences on how to make the most of technology investments.

**Required Ethics AB1234 Compliance Training (Part 1)**

Meyers Nave

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

**The Brown Act in Action: Navigating Pitfalls**

Renne Public Law Group, LLP

Brown Act issues frequently arise without warning during public meetings. Join this lively discussion of important Brown Act updates, and sharpen your skills in spotting and navigating Brown Act pitfalls as they arise during special district board meetings.

**Up in Smoke – Proposition 64 in the Workplace**

Lozano Smith

This presentation will cover the important aspects of Proposition 64 and the current state of legalization of marijuana in California. It will cover the impact of this legislation on the workplace as well as policy and safety considerations for public agencies.

**Setting the Stage for Success: How to Prepare for Capital Improvement Financing**

CSDA Finance Corporation

You may be ready to expand that facility, purchase that property, install those solar panels, or replace those pipes. But are you ready to access financing? If your district is planning to use debt to fund all or part of a mission-critical capital project, it is important to know what investors and lenders are looking for and what your options are. Join the expert consultants from the CSDA Finance Corporation in a discussion of funding structures, sources of repayment, credit analysis, and more.

**“ Good presentations of current problem areas by a special district. ”**

**ROBERT SILANO  
DIRECTOR, MENLO PARK FIRE PROTECTION DISTRICT**





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**BREAKOUT SESSIONS 3:30 – 4:30 p.m.**

**Beyond Post and Pray – How to Recruit the Right Pool of Candidates**

CPS HR Consulting

Recruiting the best talent is getting more and more challenging. Postings are producing pools of candidates that don't have the right skills or those that do have the right skills comprise a group that can hardly be called a pool, meaning we don't have enough good choices. This session will explore ways to tap into passive candidates and do more active outreach to broaden the pool of qualified and attractive candidates.

**Beyond the Basics: Advanced Harassment Prevention Training**

Burke, Williams & Sorensen, LLP

California law requires basic workplace harassment prevention training for managers and supervisors. This is not that training. In this session, we will take a deep dive into the more complicated and advanced questions employers face when dealing with workplace harassment issues, including: promoting a culture that focuses on the prevention of harassment; conducting or overseeing an investigation; proper interim measures and implementing effective remedial action; and privacy and confidentiality concerns.

**Gifts and Gifts for Travel: Navigating Through the Jungle of FPPC Rules and Regulations**

Churchwell White, LLP

The FPPC gift rules are designed to let 3rd parties help pay for your services and travel. But FPPC fines in this area are increasing. Join presenter Steven G. Churchwell, Former FPPC General Counsel to find out how to be a "gift guru" at your agency.

**Is Your District Engaged Effectively with Social Media? It is a Must These Days for Every District!**

Rauch Communication Consultants, Inc. and Hess Connect

Every District needs to be engaged where its public is – and in 2018 that is often on social media. Are you uncertain about how to use Facebook, Twitter or Instagram? This seminar will help. It will also provide tips and insights to districts on everything from: how to get started in social media to advanced techniques for gaining information and feedback from constituents; transforming public perception; driving citizen engagement with limited resources and budget. It will also discuss the importance of establishing a social media policy to guide implementation and keep your district out of trouble. We will share real-life examples and case studies, and there will be time for questions and answers.

**It CAN Be Easy Being Green – Sustainability Best Practices**

Institute for Local Government

Achieving financial stability and delivering excellent services starts with being a sustainable district. In this session we will discuss local roles, innovative collaborations and new funding opportunities specifically for special districts. Learn how your district can save money, resources, and green your operations.

**Prevailing Wage Updates: New Penalties Imposed on Public Agencies**

Contractor Compliance and Monitoring, Inc.

Prevailing wage continues to change each year. However, this year, the DIR has imposed fines on Public Agencies who are untimely in filing their PWC-100 forms or who hire unregistered contractors. Learn about this and other new laws impacting your agency.

**Required Ethics AB1234 Compliance Training (Part 2)**

Meyers Nave

See previous session description.

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**4:30 – 6:00 p.m.**

**Mix & Mingle in the Exhibit Hall: Grand Prize Drawings**

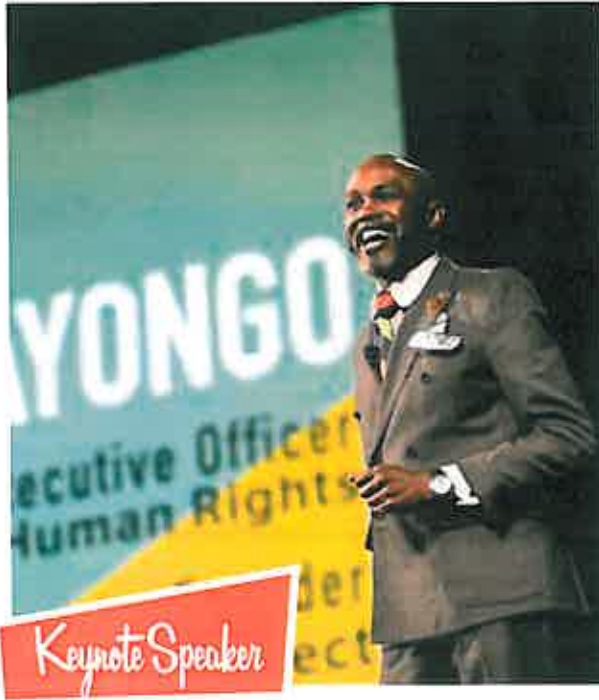
Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town for dinner. Be sure to enter for one last chance to win one of our fabulous prizes!

***Exhibit hall closes on Tuesday, September 25 at 6:00 p.m.***



Program Events

**Wednesday, September 26, 2018**



8:15 – 9:00 a.m.

**SDRMA Sponsored Full Plated Breakfast**

*All registered attendees and exhibitors welcome.*

9:00 – 10:45 a.m.

SDRMA GENERAL SESSION, SAFETY AWARDS, KEYNOTE

**Derreck Kayongo**

**Harnessing Your Power to Create Change**



As Founder of the Global Soap Project, Kayongo has built a multi-million-dollar venture which takes recycled soap and distributes it through global health programs to people who lack access to it around the world. He breaks down the key factors that have led to his personal success: (S.E.L.F.) Service, Education, Leadership and Faith and shares his account of life as a Ugandan refugee and the turning point which lead him to a brilliant transformation as a social entrepreneur. He calls upon audiences to stop complaining and to start taking responsibility, to consistently seek opportunities to improve, and most importantly, to maintain faith in yourself and your team to create an environment where everyone is empowered to thrive. He brings you on an emotional journey –there will be tears of joy; most of the time, laughter. But every time, the story is real.

**“ It was a great conference overall. Great information and great energy, good people dedicated to making a difference. I feel much more prepared to function well as a board member and have a greater understanding of districts functioning throughout California. I really enjoyed it and look forward to more. Thank you! ”**

**SARAH COOLIDGE**  
DIRECTOR, NORTH TAHOE PUBLIC UTILITY DISTRICT

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BREAKOUT SESSIONS 11:00 a.m. – 12:15 p.m.

**Back to Basics: Public Contracting**

Kronick, Moskowitz, Tiedemann & Girard

Review the legal requirements for the four standard procurement areas including goods, non-professional services, professional services and public projects. Learn how to avoid common purchasing pitfalls, and learn tips to protect your district from liability.

**Best Practices for Recruiting, Hiring, Negotiating, and Evaluating the Board’s General Manager**

Richard Pro Roda, Meyers Nave

The General Manager’s performance is critical to the success of every special district. The selection, development and retention of the right GM charged with leading the organization toward its strategic goals is of primary importance to the Board. Every governing body has among its primary responsibilities a thorough and professional evaluation of its GM through the use of effective tools that enable honest feedback and incorporate performance objectives and measures. The performance review process can be most effective when it goes beyond measuring performance and incorporates goal setting, sets expectations, provides for open dialogue, and has in place defined accountability standards. This session will give participants the tools to recruit, hire, negotiate with, and evaluate their General Manager that will help ensure that both the Board and the GM are aligned on the direction and goals of their organization.

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**BREAKOUT SESSIONS 11:00 a.m. – 12:15 p.m.**

**Cannabis Use and Local Governments**

Schlossberg & Umholtz and SDRMA

Can a public entity employer allow employees to use or be under the influence of marijuana in the workplace? Isn't the possession and use of marijuana legal in California? Should your agency review/revise its Cannabis policy?

**Effective Strategies to Reduce and Address OPEB and Pension Costs**

PARS

This session will discuss the latest funding strategies and trends to reduce OPEB liabilities and address rising pension costs.

**How to Write for the Web (or for the Newspaper, or for an Email Blast, or Even a Billboard!)**

Streamline

If you care about speaking to your "audience" in a form they will pay attention to, attend this talk! We'll go over various mediums and why different styles work for each, and talk about some of the best practices for writing in a way your readers will be willing to ... well ... read! Website content, email announcements, bill stuffers, press releases for the newspaper, advertising and billboards all have different "rules" that you can follow to help ensure your readers pay attention to what you have to say.

**Nightmare on Board Night**

Atkinson, Andelson, Loya, Ruud & Romo

You are at the board meeting and things are not going right. A quorum of board members is present, but one of the board members wants to conference call into the meeting. Also, the general manager is asking to add a new item to the agenda. To top all of this off, there is a member of the public who has exceeded his allotted time during public comment and won't yield the podium. When public meetings become challenging, you need to know how to respond. Come to this presentation and learn how the Brown Act, Robert's Rules of Order, and meeting decorum standards apply to these issues and others.

**Town Hall – Legal Eagles**

Liebert Cassidy Whitmore

Do you have questions? Well, we've got answers. Come get your questions answered while learning how to deal with legal issues important to your district in the ever-changing areas of labor, employment and governance. Special districts deal with a number of issues on a daily basis and it's best to be prepared. Share your questions with others who probably have the same problems, concerns and issues. This is a great opportunity to get some great legal answers - without those pesky billable hours!

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**12:30 – 1:45 p.m.**

**CSDA Annual Awards Luncheon**

Recognize and celebrate your peers! Join us as we celebrate the best of special districts with awards including: Board Member of the Year, General Manager of the Year, Staff Member of the Year, Special District Leadership Foundation (SDLF) awards, and more!

**CSDA Recognizes the Best Among Special Districts**

Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations.

*Visit the awards section of our conference website at [conference.csdanet.net](http://conference.csdanet.net) for more information.*

*CSDA Awards Luncheon (Guest Only, without a conference registration): \$45*

*If you have any questions regarding the awards or the awards process, please contact Vanessa Gonzales at 877.924.2732 or by email at [vanessag@csda.net](mailto:vanessag@csda.net).*

*Deadline for submissions is Friday, July 20, 2018. All applicants will be notified prior to the Annual Conference as to the winner.*





## Wednesday, September 26, 2018

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**BREAKOUT SESSIONS 2:00 – 3:30 p.m.**

### **Be a Cyber-Sleuth: Current Fraud Trends and Preventing Cybercrime in Special Districts**

CliftonLarsonAllen, LLP

Cybercrime is a threat to every organization and fraud remains a prevalent issue as well. This presentation discusses current trends in online crime and how to protect your special district.

### **Can't We All Just Get Along? Improving Board/Manager and Staff Roles and Relationships**

Rauch Communication Consultants, Inc.

No area is more fraught with downsides or full of potential for mutual success than board and manager roles and relationships. This session provides a structured opportunity for expert presentation and review of case studies, questions and answers, and sharing of experiences on this important topic. You will take home ideas for change and improvement, including: how to evaluate whether to have committee meetings and if so, how to structure them; tips on how to ensure your board is focusing on the right information and issues, and how to provide clear policy direction to the manager; and a pain free and productive method for evaluating the manager's performance. This is an interactive session full of examples and real-world ideas.

### **CEQA for Board Members and Staff: Basics and Hot Topics**

Best Best & Krieger, LLP and Albert A. Webb Associates

Special District actions must comply with fast-changing CEQA law. This panel will provide an overview of the CEQA process, provide an update related to the new CEQA Guidelines updates as well as break down the implications of recent legislation and court opinions for your agency.

### **Required Harassment Prevention Training (Part 1)**

Burke, Williams & Sorensen, LLP

Presented by two dynamic employment attorneys, this fun, informational, and interactive workplace harassment prevention training will teach Special District officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation and abusive conduct in order to avoid personal and agency liability in compliance with AB 1825/2053/1661.

### **How to Survive in a Unionized World**

Atkinson, Andelson, Loya, Ruud & Romo

The grievances are piling up, the unfair labor practice charges keep coming in, and the union shop steward is back on the phone. With a unionized workforce, public agencies are faced with a litany of obligations, including: meet and confer requirements, union access rights, requests for information, and employee representation issues. Join us for a lively discussion on the labor relations issues your agency needs to understand to survive in a unionized world.

### **Trial and Error: FEHA Litigation Pitfalls**

SDRMA and Devaney, Pate, Morris & Cameron

What are the protected classes under the Fair Employment & Housing Act (FEHA)? What is the critical exposure, general damages or attorney fees? We will discuss several cases in which the award of attorney fees exceeded the damages awarded to the plaintiff.

### **Virtual Leadership Academy: Providing a Training Alternative for Leadership Development**

Placer County Water Agency

This presentation will showcase Placer County Water Agency's recently launched Virtual Leadership Academy, a self-paced, self-managed training curriculum for leaders and aspiring leaders.

#### **SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)**

★★★★  
**TASTE**

**CASINO  
- NIGHT -**  
OF THE CITY

**(All registered attendees welcome)**

**5:30 – 7:30 p.m.**

### **Casino Night**

Sample local food and beverages while enjoying casino games, music from our DJ, and a silent auction.

This party has a purpose: Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships. A special wine raffle will also be held at 6:30 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully stocked. You must be present to win!

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.

.....  
**BREAKOUT SESSIONS 3:45 – 5:00 p.m.**

**Best Practices for a Successful Proposition 218 Rate Hearing**

Best Best & Krieger, LLP, Fallbrook Public Utility District, and Raftelis Financial Consultants

Proposition 218 gives the minimum legal requirements for adopting new or increased property related fees and charges. This session will provide tips and best practices for a successful rate hearing.

**Dangerous Condition of Public Property**

SDRMA

How to protect your agency from the most common claim being filed against public entities today.

**Don't Break the ICE (Internal Control Environment)**

Maze and Associates

Beware of thin ICE (Internal Control Environment)! This session will discuss the structure of a well-designed internal control structure. This includes not only operations, but also reporting and compliance. We will touch on COSO's five integrated components. The session will conclude with some real examples and some common areas of "thin ICE" and how you can navigate around it.

**From Managing Risk to Managing Reputation**

Hermocillo-Azevedo Strategic Communications

Effective communication during times of crisis is vital for special districts to protect public safety, build trust and protect reputation. How can special districts – especially districts without full-time spokespersons – best prepare themselves to manage communications in a crisis? In this session, consultants will discuss how a risk management approach to crisis communications planning can create the right team, process and tool for effectively managing threats to the operations and reputations of special districts.

**Governments Engaging Youth**

Institute for Local Government

Engaging today's youth in local government offers a variety of benefits for both the youth and local government staff involved. Youth-civic engagement programs offer youth real life civic learning opportunities, teach 21st century skills and expose them to public sector careers. This workshop will highlight successful youth-civic engagement programs and offer insight on how local governments can partner with their local school districts to replicate similar programs that actively engage youth.

**Required Harassment Prevention Training (Part 2)**

Burke, Williams & Sorensen, LLP

See previous session description.

**The Top Missteps Special Districts Should Avoid to Comply with Wage & Hour Laws**

Liebert Cassidy Whitmore

Understanding some of the most common issues agencies are facing with wage and hour law is critical to minimizing your risk. We will discuss common missteps that we see and the means by which you can identify and work to alleviate your liability. Special areas of focus include overtime calculations, work periods, off-the-clock work, and exemption analysis.

Program Events

**Thursday, September 27, 2018**

**8:30 – 10:30 a.m.**

**Closing Breakfast: 2018 Legislative Impacts on Special Districts**

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2018, as well as a sneak peak of what to expect in 2019. Get all the latest legislative results and learn what they mean for special districts going forward.

**10:30 a.m.**

**Conference ends**



**7:30 – 9:00 p.m.  
VIP After Party**

New this year, conference attendees can earn their way into our VIP After Party – immediately following the "Taste of the City." Don't let the party stop – enjoy desserts and more entertainment while mingling with your fellow VIPs. Check your pre-conference information for more details!



SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)



**TASTE**

**CASINO**  
**- NIGHT -**

**OF THE CITY**

**WEDNESDAY, SEPTEMBER 26, 2018**  
**5:30 - 7:30 p.m.**

Sample local food and beverages while enjoying casino games, music from our DJ, and a silent auction.



2018 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE • INDIAN WELLS, CA

# Attendee Registration Form

### Three Ways to Register:

1. **ONLINE** by visiting the CSDA Annual Conference website at [conference.csda.net](http://conference.csda.net).
2. **FAX** your registration form to 916-520-2465. All faxed forms must include payment.
3. **MAIL** to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrine1@csda.net](mailto:cathrine1@csda.net) or call toll-free 877-924-2732.

### Full conference registration fee includes:

- President's Reception with the Exhibitors Monday Evening
- Keynote Sessions and Breakout Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Breakfast on Thursday

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member			
Special Needs (include dietary):			
Emergency Contact:			
<b>Conference Registration Fees</b>		<b>Early Bird (on/before Aug. 24, 2018)</b>	<b>Regular (after Aug. 24, 2018)</b>
<input type="checkbox"/> CSDA Member - Full Conference		\$600.00	\$650.00
<input type="checkbox"/> Non-member - Full Conference		\$900.00	\$975.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$325.00 each day	\$350.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$485.00 each day	\$525.00 each day
<b>Separate Registration Fees</b>		<b>Member</b>	<b>Non-member</b>
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 24		\$225.00	\$340.00
<input type="checkbox"/> Pre-Conference Workshop: Policy and Procedure - Sept. 24		\$225.00	\$340.00
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager - Sept. 24		\$100.00	\$100.00
<input type="checkbox"/> Pre-Conference Workshop: The Strategies of a Special District Strategic Plan - Sept. 24		\$150.00	\$225.00
<input type="checkbox"/> Pre-Conference Tour: Salton Sea Authority Tour - Sept. 24		\$ 48.00 (includes transportation and lunch) (limited to 45 attendees)	
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Sept. 24		\$ 115.00 (includes lunch)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 26		\$ 45.00	
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 26		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest
		<b>TOTAL</b>	
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Friday, August 31, 2018. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 31, 2018. Substitutions are acceptable and must be done in writing no later than September 14, 2018 at 5:00 p.m. Please submit any cancellation notice or substitution request to [emilyc@csda.net](mailto:emilyc@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are)

## MEMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Analyst

SUBJECT: Discussion and Possible Action Regarding approving the Scope and Budget for a contract amendment with the Resource Conservation District

DATE: August 16, 2018

### RECOMMENDATION

It is recommended that the Board of Directors review this memo and approve the attached Scope and Budget for the Permit Requirements for the Fall Creek Fish Ladder Replacement Project and Operations & Maintenance Manual.

### BACKGROUND

Fall Creek is the primary source for drinking water delivered to the town of Felton. The diversion on Fall Creek is located one half mile up-stream of the confluence with the San Lorenzo River. In 1979 at the diversion site, a fish ladder was constructed by Citizens Utilities to allow salmon and steelhead to migrate into upstream habitat for spawning. In 2013, the District completed an emergency temporary repair on the Fall Creek Fish Ladder, with the agreement with California Department of Fish and Wildlife (CDFW) that the District would construct a ladder that is passable for all life stages of Salmon and Steelhead as soon as possible.

The District completed the design for the fish ladder with 6 inch jump heights as required by National Oceanic and Atmospheric Administration (NOAA), and were prepared to go to bid when NOAA notified the District that the project would not be eligible to be permitted under the Resource Conservation District's (RCD) programmatic umbrella permit. The District was notified that a Biological Opinion would be required to evaluate the Districts diversion and bypass flows on Fall Creek before a permit to proceed with the construction of the Fish Ladder Repair would be issued. This change in requirement also means that the District would have to acquire 8 separate permits instead of one umbrella permit.

In the storms of 2017 significant erosion filled the fish ladder with debris. In order to do the construction on the ladder, the debris must first be removed. The time to do both the debris removal and construction would take too long in the narrow instream construction window. Therefore the district has broken the effort into two phases. Phase 1 the debris removal is scheduled to begin in September 2018. Permits were acquired under the contract approved in January 2018 with the RCD. A second round of permits will be necessary to do the construction on the fish ladder, scheduled for August - October 2019. The original contract was to acquire permits for the full construction for \$60,000. Most of the work for the permits on the debris removal will be reused for the second round of permits, but they will need to be amended to fit the scope for the construction and resubmitted. Therefore the contract amendment is to increase the budget from \$59,822.04 to \$72,710.28

It is recommended that the Board of Directors review and approve the attached amended scope and budget for the Permit Requirements for the Fall Creek Fish Ladder Replacement Project and Operations & Maintenance Manual with the Resource Conservation District.

FISCAL IMPACT: additional \$12,888  
Account #: 01-000-1565 Task: CAP 1516007A

Scope of Work	Budget				Amendment 01	Revised Budget Total
	Est Qty	Units	Rate	Total		
Task 1. Draft USFWS BA and coordinate on BO						
Technical Program Director	50	\$ per hr	\$120.00	\$6,000.00	\$5,230.38	\$11,230.38
Biotic Resources Group					\$1,305.00	\$1,305.00
Chad Steiner				\$0.00	\$769.62	\$769.62
Task 2. Draft NMFS BA and coordinate on BO						
Technical Program Director	25	\$ per hr	\$120.00	\$3,000.00		\$3,000.00
Consultant, Mike Podlech		\$ per hr		\$9,720.00	\$3,240.00	\$12,960.00
Task 3. ACOE permit application (NWP/RGP)						
Technical Program Director	25	\$ per hr	\$120.00	\$3,000.00		\$3,000.00
Task 4. Coordinate with the County of Santa Cruz to obtain necessary permits. Draft IS.						
Technical Program Director	25	\$ per hr	\$120.00	\$3,000.00		\$3,000.00
Consultant, Brook Vinnedge				\$10,667.00		\$10,667.00
Task 5. Draft 401 Water Quality Certification, RWQCB						
Technical Program Director	40	\$ per hr	\$120.00	\$4,800.00		\$4,800.00
Task 6. Project Management tasks including ongoing project coordination/correspondence.						
Grant Administrator	36	\$ per hr	\$63.49	\$2,285.64		\$2,285.64
Grant Manager					\$329.64	\$329.64
Executive Director	40	\$ per hr	\$94.83	\$3,793.20		\$3,793.20
Technical Program Director	40	\$ per hr	\$120.00	\$4,800.00		\$4,800.00
Mileage	220	\$ per mi	\$0.530	\$116.60	\$152.26	\$268.86
INDIRECT (16.88%)				\$8,639.60	\$1,861.34	\$10,500.94
<b>TOTAL</b>				<b>\$59,822.04</b>	<b>\$12,888.24</b>	<b>\$72,710.28</b>



RESOURCE  
CONSERVATION DISTRICT  
OF SANTA CRUZ COUNTY

Agenda: 8.16.18  
Item: 10d

820 Bay Avenue, Suite 136  
Capitola, California 95010  
tel 831.464.2950  
www.rcdsantacruz.org

July 16, 2018

Jen Michelsen  
Environmental Programs Manager  
San Lorenzo Valley Water District  
(831) 430-4627  
[Jmichelsen@slvwd.com](mailto:Jmichelsen@slvwd.com)

Subject: *Scope of Work & Cost Estimate – Fall Creek Fish Ladder Improvement Project – Amendment 01*

Dear Jen,

Thank you for the opportunity to assist the San Lorenzo Valley Water District with preparation of permits for the proposed Fall Creek Fish Ladder Improvement Project. Based on changes to the project scope, which included developing separate permit application for the debris cleanout project in 2018 and permits for the project as previously outlined, we have amended the project scope of work and budget. The revised activities have been underlined for your convenience. Please let me know if you have any questions or comments.

The Resource Conservation District of Santa Cruz County (RCDSCC) is a special district organized under state law. The RCDSCC is also a public agency and has no enforcement or regulatory functions. The District works closely with the USDA Natural Resources Conservation Service, through a mutual agreement, in responding to the soil and water management needs of Santa Cruz County land users.

Sincerely,

A handwritten signature in cursive script, appearing to read "K Camara".

Kelli Camara  
Program Director

***Resource Conservation District  
of Santa Cruz County***

Enclosure



## Project Understanding

The San Lorenzo Valley Water District (SLVWD) proposes to construct a fish ladder, which will allow passage for all life stages of California Coast Steelhead in Fall Creek. The fish ladder was originally constructed as part of the water intake for the local water district in Felton called Citizens Utilities Company of California, and is now owned and operated by the San Lorenzo Valley Water District.

The proposed improvements were designed to provide hydraulic conditions that are conducive to fish passage and satisfy the California Department of Fish and Wildlife (CDFW) and National Marine Fisheries Service (NMFS) fish passage design criteria. The proposed improvements would result in a configuration that would have five “adult” weirs with twelve-inch drop heights between each adult weir, and four intermediate “juvenile” weirs, located between the adult weirs, which would provide six-inch drop heights during the juvenile salmonid flow regime. The proposed weir configuration would provide satisfactory hydraulic performance for passage of for both juvenile and adult salmonid species. The adult weirs would have four-foot wide flash boards while the juvenile weirs would have eight-foot flashboards designed to be removed during high flow regimes when it is anticipated that juvenile salmonids would not be moving upstream through the fish ladder. Removal of the eight-foot wide juvenile flashboards during winter months would allow for a greater dispersion of turbulence caused by plunging flow over the adult weirs into the downstream pools. The concrete grade control weir would be placed upstream of the intake screen location and is designed to prevent scour of the streambed upstream of the fish ladder that might otherwise result from lowering the profile through the ladder.

## Scope of Work

### Task 1. Prepare Biological Assessment (BA) for United States Fish and Wildlife Service (USFWS)

Under this task, the RCD will review all relevant background information (e.g., California National Diversity Database, biological studies, etc.). If it is determined that the project has the potential to impact federally protected species or their habitats, the RCD will coordinate with USFWS to discuss permitting options. Based on this discussion, the RCD will coordinate with USFWS to comply with the Endangered Species Act through the development of a draft BA or not likely to adversely affect determination.

In support of the 2018 construction activities, a technical memorandum summarizing the proposed project activities, avoidance and minimization measures, and potential effects to listed species will be prepared. This document will be supported by a wildlife assessment, conducted by Chad Steiner.

A field survey of the project area will be conducted in July 2018 to document plant species within the project area and map the distribution of plant communities. The survey will evaluate the project area to determine presence/absence of special status species. A list of special status plant species will be generated based on the CNPS Rare Plant Inventory, the CNDDDB, and the County records. Biotic Resources Group will conduct the field work and prepare the report of findings.

An administrative draft BA will be prepared for SLVWD review. The BA will evaluate potential construction-related and operational effects to federally listed species and include all relevant information required by USFWS such as a detailed project description, a summary of species and habitat potentially affected, a description of baseline conditions, and an effects determination. The BA will include an evaluation of the potential effects of existing operations on all life stages of listed species and their habitat. If potential adverse effects are identified, appropriate avoidance and minimization measures will be recommended.



Upon receiving SLVWD comments on the administrative draft BA, a draft BA for submittal to USFWS will be prepared. Submittal of a draft BA to USFWS for review prior to formal BA submittal to the U.S. Army Corps of Engineers (Corps) is recommended to solicit USFWS input on the adequacy of the proposed avoidance and minimization measures and avoid subsequent delays. This scope of work and cost estimate assumes that USFWS comments will be minor, requiring limited effort to finalize the BA for submittal to the Corps. Should USFWS require major changes in the effects analysis, a separate scope of work and cost estimate will be prepared.

**TOTAL COST: ~~\$6,000~~ \$13,305**

### **Task 2. Prepare Biological Assessment (BA) and Essential Fish Habitat Evaluation for National Marine Fisheries Service (NMFS)**

Under this task, Mike Podlech will review all relevant background information (e.g., water rights permits, existing operations, fish passage assessment, etc.) and a site visit to the project site will be conducted.

In support of the 2018 construction activities, a technical memorandum summarizing the proposed project activities, avoidance and minimization measures, and potential effects to listed salmonid species will be prepared.

An administrative draft BA (including EFH evaluation) will be prepared for SLVWD review. The BA will evaluate potential construction-related and operational effects to federally listed Central California Coast (CCC) steelhead and CCC coho salmon, and include all relevant information required by NMFS, such as a detailed project description, a summary of species and habitat potentially affected, a description of baseline conditions, and an effects determination. The BA will include an evaluation of the potential effects of existing operations, including permitted bypass requirements, on all life stages of listed species and their habitat. If potential adverse effects are identified, appropriate avoidance and minimization measures will be recommended.

Upon receiving SLVWD comments on the administrative draft BA, a draft BA for submittal to NMFS will be prepared. Submittal of a draft BA to NMFS for review prior to formal BA submittal to the U.S. Army Corps of Engineers (Corps) is recommended to solicit NMFS input on the adequacy of the proposed avoidance and minimization measures and avoid subsequent delays. This scope of work and cost estimate assumes that NMFS comments will be minor, requiring limited effort to finalize the BA for submittal to the Corps. Should NMFS require major changes in the effects analysis, a separate scope of work and cost estimate will be prepared.

**TOTAL COST: ~~\$12,720~~ \$15,960**

### **Task 3. Army Corps of Engineers Nationwide Permits (NWP) #3 and 33**

In support of the 2018 construction activities, a NWP will be submitted for debris removal activities.

Based on the direction of SLVWD, the RCD will prepare NWP #3, Maintenance and NWP #33, Temporary Construction, Access, and Dewatering. NWP applications will be prepared for SLVWD review. Upon receiving SLVWD comments, final applications will be provided to SLVWD for submittal with the NMFS BA and appropriate documentation for USFWS.

**TOTAL COST: \$3,000**



#### **Task 4. Prepare CEQA Certificate of Determination or Initial Study and permit applications for Santa Cruz County**

Section 21084 of the Public Resources Code provides a CEQA exemption for those projects which have been determined not to have a significant effect on the environment. It is anticipated that the proposed project may qualify for Categorical Exemption Section 15333, Small Habitat Restoration, as described in the CEQA guidelines. This exemption is for projects less than 5 acres in size that allow for the maintenance, restoration, enhancement, or protection of habitat for fish, plants, and/or wildlife. The determination as to whether the proposed activity would qualify for an exemption under CEQA would be made by the lead agency. Under this task, Vinnedge Environmental Consulting will prepare the documentation necessary to facilitate the decision-making process with the CEQA lead agency - Santa Cruz County (County) for both the 2018 debris removal activities as well as the 2019 project implementation.

Under this task, Brook Vinnedge will attend a single meeting either in person or by phone with the RCD and County representatives to discuss the CEQA approach for the project. If the RCD and County determine the project is not exempt from CEQA, an Initial Study (IS) checklist for the proposed project will be prepared. The project description will describe goals for the proposed project, as well as a description of the actions to be undertaken during construction and operation, with as much detail as is available.

The draft IS will be provided to SLVWD and County for review and comment, and then a final version will be prepared. Once the project impacts and the CEQA IS checklist are finalized, a recommended approach for moving forward with CEQA compliance for the project will be provided. Based on a selected approach, an administrative draft Mitigated Negative Declaration (MND) to meet the requirements contained in §15063(d) of the State CEQA Guidelines and the County's environmental procedures will be prepared. The 1st Administrative Draft IS/MND will consist of the following elements:

- Description of the proposed project;
- Description of the environmental baseline;
- Description of the environmental setting for each resource topic evaluated;
- Description of each of the environmental effects of the proposed project, including their level of significance. An explanation for each checklist answers, with the explanation more or less detailed depending upon the extent to which the proposed project affects a specific environmental topic;
- Identification and discussion of mitigation measures necessary to reduce identified significant effects to a less-than-significant level;
- A consistency evaluation of the proposed project with respect to state and local laws and regulations;
- A listing of all reference materials used in preparing the IS/MND, and;
- A listing of the preparers of the IS/MND.

It is assumed, that for efficiency, SLVWD and County will provide a single, consolidated set of comments on the administrative draft MND. The MND will be revised to produce a screen check draft IS/MND, which will be submitted for final review before submitting to the County. This final review is intended to capture minor inconsistencies and errors; it is not expected that substantial comments on the document will result from this review, nor that new analyses or substantial new text preparation will be required.





Vinnedge will incorporate any edits to the IS/MND resulting from the County’s review of the screen check draft IS/MND, and will prepare the public review version of the IS/MND. The County, as the CEQA lead agency, will be responsible for completing all required noticing, reproduction, and public circulation/distribution of the IS/MND.

Under this task, the RCD will attend meetings with the County of Santa Cruz and facilitate execution of the necessary permits, as determined by the County. All fees will be paid by SLVWD.

**TOTAL COST: \$13,667**

**Task 5. Regional Water Quality Control Board 401 Water Quality Certification**

Under this task, the RCD will prepare a 401 Water Quality Certification for review by SLVWD. Upon receiving SLVWD comments, a final application will be provided to SLVWD for submittal to RWQCB with the appropriate fees.

**TOTAL COST: \$4,800**

**Task 6. Project Management**

Under this task, the RCD will execute sub-contracts to Mike Podlech, Chad Steiner, and Vinnedge Environmental Consulting, prepare and process invoices, conduct project coordination between sub-consultants and SLVWD, coordinate with permitting agencies, and conduct project management.

**TOTAL COST: ~~\$10,995.44~~ \$11,477.34**

**Indirect Cost (16.88%): ~~\$8,639.60~~ \$10,500.94**

**Total Cost: ~~\$59,822.04~~ \$72,710.28**

**Assumptions**

This proposal assumes all technical studies necessary to evaluate impacts of project activities have been prepared or will be prepared prior to our environmental assessment. No additional studies are included in this scope and budget.

The RCD will provide the consultant team with all technical studies, engineering drawings, project figures, and project plans and other information about the proposed project necessary to complete the CEQA exemption compliance.

Protocol level surveys for federally endangered species will not be conducted under this scope of work. Cultural resource searches and/or surveys will not be completed in support of this scope of work.

If there are any significant changes to the proposed project then this scope and cost will be revised accordingly.

**Timeline**



RESOURCE  
CONSERVATION DISTRICT  
OF SANTA CRUZ COUNTY

Agenda: 8.16.18  
Item: 10d

820 Bay Avenue, Suite 136  
Capitola, California 95010  
tel 831.464.2950  
www.rcdsantacruz.org

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This proposal assumes that a contract will be executed between SLVWD and the RCD by January 17, 2018 with all work completed by ~~March 31, 2018~~ June 30, 2019.

M E M O

**TO:** Board of Directors  
**FROM:** District Manager  
**SUBJECT:** LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE  
(LADOC) APPLICATIONS  
**DATE:** August 16, 2018

RECOMMENDATION:

It is recommended that the Board review the attached applications and choose one to replace Andrew Rippert who resigned from the LADOC.

BACKGROUND:

The merger of Lompico County Water District and San Lorenzo Valley Water District was completed on June 1, 2016. The Local Agency Formation Commission (LAFCO) condition of the merger was that SLVWD create a Lompico Oversight Committee.

On May 19, 2016 the District modified Section 14 - 'Committees' of the Board Procedure Manual to include a Lompico Oversight Committee, later becoming the Lompico Assessment District Oversight Committee (LADCO).

The District appointed the five charter members of the LADOC.

1. April Crittenden
2. John Grunow
3. Lydia Hammack
4. Ruth Shaw
5. Antoinette (Toni) Norton

April Crittenden and John Grunow resigned from the LADOC at the beginning of 2018 and were replaced by Mary Ann LoBalbo and Andrew Rippert. Andrew Rippert resigned from the committee on June 5, 2018 to take a job in Oregon. The District advertised for applicants for the open position and received 2 applications (see attached). In the meantime, Ruth Shaw and Lydia Hammack also resigned from the committee, leaving 2 additional openings and therefore not a quorum. In order to achieve a quorum it is recommended that the Board appoint one of the two applicants. The District will continue to seek applications for the remaining 2 positions.

STRATEGIC PLAN:

Element 5.2 Funding Infrastructure Replacement  
Element 6.2 Increase Civic Understanding and Engagement

FISCAL IMPACT:

None

RECEIVED

JUN 25 2018

SAN LORENZO VALLEY  
WATER DISTRICT



# Lompico Assessment District Oversight Committee Application Form

Thank you for your interest in participating in LADOC.

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to hmorrison@slvwd.com by August 8, 2018 at 3:00 p.m.

---

## Personal Details

Name: Jennifer Gómez Mr.  Mrs.  Miss  Ms.

Postal Address: 288 Carrol Ave. Felton, CA 95018

Telephone: (Home) N/A (Mobile) (562)760-9892

E-Mail: jagomez173@gmail.com

## The Committee

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

## Why You Want to Participate

I have lived in Lompico for over 4 years and am a customer of the former Lompico County Water District. I also attended several LCWD meetings prior to the merger, and canvassed in support of the bond measure for the proposed merger.

I attended the last quarterly LADOC meeting, and am sorry to learn that there have been more resignations including a newly appointed member moving out of state. I believe my background in data analysis as well as my expanding knowledge of Lompico and the assessment district projects makes me a good candidate to serve on LADOC. I am also reliable and unlikely to move, and hope to bring continuity to the committee.

Currently I am serving on the SLVWD Environmental Committee, and I would appreciate the opportunity to continue to serve my neighborhood and the district.



# Lompico Oversight Committee Application Form

Thank you for your interest in participating in a Lompico Oversight Committee.

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

Please send your completed application to the District Secretary, 13080 Hwy. 9, Boulder Creek, CA 95006 or to [hmarison@slvwd.com](mailto:hmarison@slvwd.com)

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## Personal Details

Name: Debra A. Loewen Mr.  Mrs.  Miss  Ms.

Postal Address: PO Box 66165, Scotts Valley CA 95067

Telephone: (Home) 831 335-7963 (Mobile) \_\_\_\_\_

E-Mail: LFsolar@yahoo.com

## The Committee

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

## Why You Want to Participate

I'm very excited about potential changes to the Lompico Oversight Committee starting in 2018, to include training, analysis, preparing reports, and community outreach for AD-16. I'd love to be part of this team moving forward.

I have experience being a citizen member on two committees while a customer of Lompico County Water District (LCWD). I found this type of collaborative work on both committees with board members and other citizens greatly satisfying and rewarding.

My experience includes

2011-2015 Citizens Advisory Committee, LCWD. This committee was tasked by the board to provide reliable, fact-based information about the proposed SLVWD merger to Lompico customers. Included research, outreach, website posts, and organizing workshops.

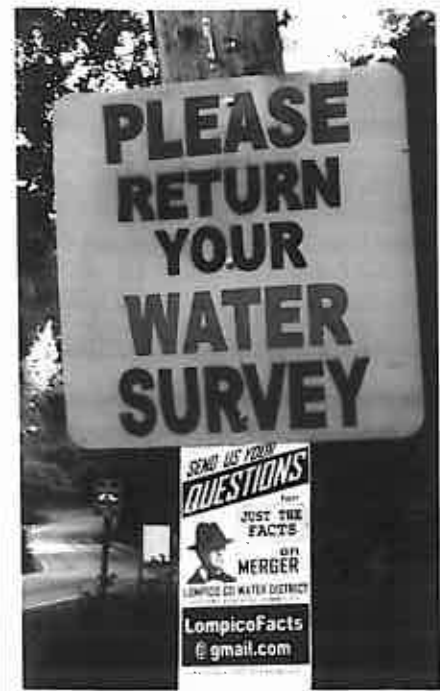
2013-2014 Citizen member, Grand & Loan Committee, LCWD, working with two board members, Shannar Abraham and Sherwin Gott; Research, prepare reports and make recommendations to the board; Attend workshops, gather info from State & Federal agencies.

My work on the Lompico Citizens Advisory Committee included making signs and creating graphics that would reach out to the community and invite participation.



I also contributed collaboratively to our website posts, answering ratepayer questions by interviewing experts and writing responses in a clear and concise factual form approved by the committee.

The Citizen's Advisory Committee organized a workshop at our local fire house, inviting San Lorenzo Valley Water District staff & experts from throughout the County to answer questions one-on-one with Lompico ratepayers, to help analyze this important decision to merge or remain independent. The committee provided written and visual tools, such as comparing "units", to answer common questions.



My work on the Grant & Loan committee included preparing graphics for identifying the committee at workshops (business cards for contacts), reports to the board, and overviews of potential projects for presentations to the board and potential funding agencies. As a member of the public I've attended several water district Brown Act and Board Training workshops sponsored by the California Rural Water Association.

Education: BA San Jose State University, Art.

Major Work Experience:

Civil Service, San Mateo County and City of San Jose, Public Library systems; public and technical services  
Graphics and Drafting business, self-employed in partnership with my husband; design services.  
Contractor, solar thermal water systems; Co-Owner, Field Technician and Office Manager 31 years

Retired

M E M O

**TO:** Board of Directors

**FROM:** District Manager

**SUBJECT:** Lompico Tanks

**DATE:** August 16, 2017

RECOMMENDATION:

Authorize District Manager to enter into a design services agreement for the design of the Lompico Tank replacements.

BACKGROUND:

Assessment District 16-1 includes replacement of three redwood tanks. Early this year the District selected three engineering firms based on submitted Statement of Qualifications, including the firm Schaaf and Wheeler.

Based on their qualifications, staff requested a proposal from Schaaf and Wheeler to prepare bidding documents for replacement of the Lompico tanks (proposal attached). Staff recommends moving forward with design services.

STRATEGIC PLAN:

Element 3.1 - Capital Improvement Program

FISCAL IMPACT:

\$124,700 in design services, cost to be funded through Assessment District 16-1.



**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS

3 Quail Run Circle, Suite 101  
Salinas, CA 93907  
831-883-4848  
FAX 831-758-6328

July 31, 2018

Mr. Brian Lee, PE  
District Manager  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

**Subject: Proposal for Lompico Water Tank Replacement Design**

Dear Brian:

Schaaf & Wheeler is pleased to propose engineering services for the **Lompico Water Tank Replacement Project**. The District desires to replace five redwood water tanks which have reached the end of their service life with new bolted steel water tanks. Our design team includes Pacific Crest Engineering to prepare the geotechnical studies required under AWWA standard D-103, Bolter Steel Water Tanks, and Denise Duffy & Associates to prepare the CEQA Initial Study and environmental permit applications.

Our detailed scope of work and fee estimate are attached. Our estimated fee for this project is \$124,700. Costs will be billed on a time and materials basis, with a not-to-exceed limit. We estimate that design and permitting will take approximately 12-months, although it may be less if environmental permits are not required. A project schedule is attached.

We thank you for this opportunity to propose services for the **Lompico Water Tank Replacement Project**. Should you need any further information, please contact Andy Sterbenz at (831) 883-4848 or [asterbenz@swsv.com](mailto:asterbenz@swsv.com).

Sincerely,  
**Schaaf & Wheeler**



Charles D. Anderson, PE  
President  
License C 43776

Encl.

## **Scope of Work: Lompico Water Tank Replacements**

### **Project Understanding**

The San Lorenzo Valley Water District serves the Lompico community in Santa Cruz County. The Lompico Water System consists of 5 redwood water tanks, 5 pressure zones (3 floating off tanks and two reduced by PRVs), and a network of 4-inch and 6-inch water mains serving approximately 500 residential connections. Water supply comes from the SLVWD North System, and the Lompico system also has three stand-by wells. Service elevations range from 600-ft to 1300-ft. SLVWD intends to replace the existing redwood water tanks with bolted steel tanks. We have confirmed that the existing site topography is available in AutoCAD from Paul Jensen Surveying.

The terrain is steep hillsides with single-lane roads. The narrow access roads will limit the size of the construction equipment accessing the sites. The tanks are located on ridgelines within the watersheds of Lompico Creek, Zayante Creek and/or Newell Creek. Habitat for the endangered Mount Herman June Beetle has been identified at the Lewis Tank Site. The Madrone and Kaski sites do not contain Zayante Sandhills<sup>1</sup> soils, but other endangered species may exist at those sites as well.

The tank replacement project will require civil design, an outage plan for system operations during construction, and environmental permitting. At the Madrone and Kaski sites, there are two 60,000 gallons tanks. The Engineer's Report and Assessment for Assessment District 2016-01, prepared by Freitas + Freitas, proposed replacing these with a single 125,000 gallon tank at each site. We will assess the option of replacement in kind vs. a single larger tank in a basis of design report.

### **Scope of Work**

The Schaaf & Wheeler team will provide design and permitting for the Lompico Water Tanks Replacement Project. Specific tasks are outlined below.

1. **Project Management and Meetings.** Schaaf & Wheeler will manage our sub-consultants and coordinate with the District staff and permitting agencies. We anticipate holding formal meetings at kick-off, 30%, 60% and 90% design review, and before the CEQA Initial Study is circulated for public review, which are included with the tasks below. Additional teleconferences will be scheduled as needed.
2. **Basis of Design Report.** Schaaf & Wheeler will prepare a basis of design report that considers the options of replacing tanks in kind or replacing two existing tanks with a single larger tank. Our analysis will consider cost, available space within the parcel, operational concerns, required seismic setbacks from slopes and the potential to increase fire storage. The report will identify proposed bolted steel tank sizes, list of tank accessories, piping type and sizes, and major systems (tank coating, mixing, cathodic protection, controls, and telemetry). Pacific Crest Engineering will prepare a geotechnical study of each site, meeting

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<sup>1</sup> Per NRCS Web Soil Survey, Kaski and Madrone do not contain Sandhill soil types.

the requirements of AWWA Standard D-103, Bolted Steel Water Tanks. Denise Duffy & Associates will prepare a biological reconnaissance of the sites to identify listed species. The report will contain site plans for the tank configurations considered, and a recommendation for the configuration to use on each site.

3. Plans, Specifications and Estimates. Schaaf & Wheeler will prepare project plans, technical specifications and construction cost estimates for the project. The existing tanks are on concrete ring foundations. We intend to have the tank supplier prepare the concrete ring foundation design for their tank, based upon the site information provided in the geotechnical report. This will prevent the need to amend the foundation design if the diameter of the supplied tank differs from that in the bid package. Plans will be on Arch-D sized sheets. Specifications will use the CSI standard numbering system and format, placed on the drawings. Plans will use the topographic surveys prepared by Paul Jensen Surveying as the project base map, and we will have the surveyor add the yard piping as part of the 60% design effort. Plans will be submitted at 60% and 90% complete for review by the District. Detailed plans will include site layouts, locations of tank accessories, water piping layout, tank drain/overflow piping layout, demolition plans, and construction phasing plans. Final plans will be sealed by California Registered Engineer.
4. Permitting support. The Schaaf & Wheeler team will meet with the regulatory agencies to initiate any required environmental permits. The most significant concern is the potential need to obtain an incidental take permit for the Mount Herman June Beetle, which may also require purchasing conservation credits. Denise Duffy & Associates will prepare a CEQA Initial Study for the project(s) based upon the 60% design plan set. An administrative draft IS and MMRP will be submitted for District staff to review. Once comments are addressed, a public draft will be submitted for approval by the District Board. We will prepare responses to public comments for inclusion in the final document. Once the Initial Study is adopted, formal permit applications will be submitted, as needed. If additional environmental effort is required, it will be scoped at that time.
5. Bid Phase Support. Schaaf & Wheeler will attend the pre-bid conference, respond to bidder requests for information and prepare clarifications or addenda as needed.
6. Construction Phase Support. Construction phase support will be scoped separately, based upon the final configuration of the project(s), since the level of effort will vary based upon whether the tanks are bid as one project or three.

### **Assumptions**

1. We have assumed that the tank sites will not require new communications service. Either existing telemetry will be used to convey signals from sensors on the new tanks, or there is no existing telemetry.
2. We assume that the 60% plan set will include all three sites. If it is determined at that point that the sites will be bid separately, we will split the set into component projects for the 90%

submittal. It is expected that Kaski and Madrone will be a single bid set due to the similarity of the sites and the tank sizes.

### **Services Not Included**

1. Preparing a formal Environmental Assessment and federal Environmental Impact Statement. If it is determined that the project cannot purchase conservation credits under an existing habitat conservation plan and it does not qualify for a Low Effect HCP, a separate scope and fee estimate will be prepared for obtaining a federal take permit.
2. Engineering services during construction. A separate scope and fee estimate will be prepared as part of the final design package, based upon the work being included in the bid documents.
3. Electrical design. If new electrical services are required for the sites, a separate scope and fee will be prepared by Fehr Engineering.

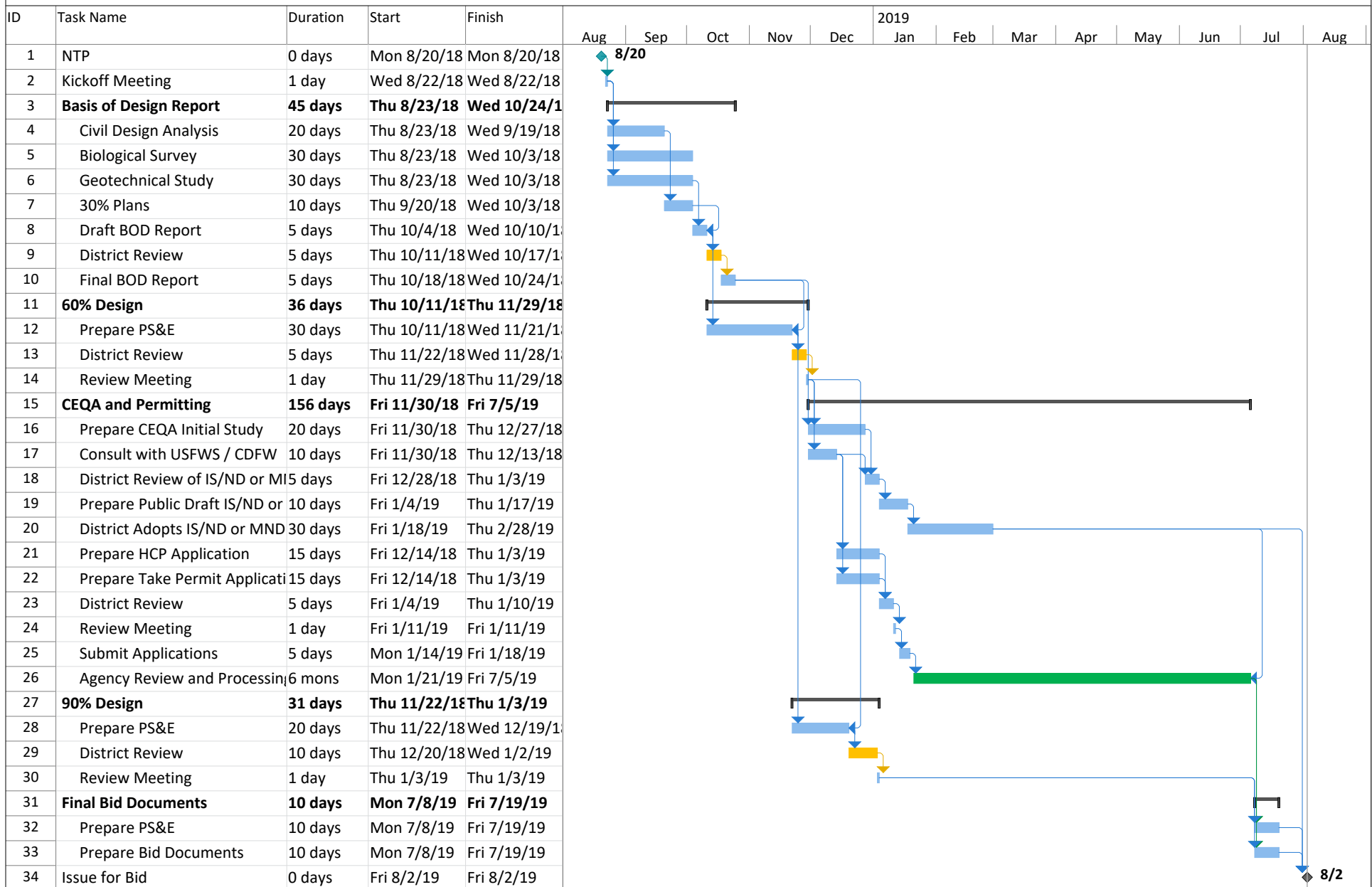
**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS

Client: San Lorenzo Valley Water District  
Project: Lompico Water Tanks  
Estimate Date: 7/30/2018

NO.	TASK ITEMS DESCRIPTION	PRINCIPAL PM \$230	SENIOR PM \$220	SENIOR ENG \$205	ASSOC ENG \$185	ASST ENG \$165	JUNIOR ENG \$155	SUBTOTAL M.H.'S	IN-HOUSE LABOR COSTS \$	IN-HOUSE MATERIAL COSTS \$	Pacific Crest Geotech	Denise Duffy CEQA	Paul Jensen Survey	TOTAL COSTS \$ W/ MARK-UP
<b>Task 1</b>	<b>Project Management</b>													
1.1	Meetings and Management		24		4			28	\$6,020					\$6,020
<b>Task 2</b>	<b>Preliminary Design</b>													
2.1	Design Kickoff Meeting		4		4			8	\$1,620					\$1,620
2.2	Visit Three Sites		6		6			12	\$2,430					\$2,430
2.3	Basis of Design Memorandum		4		16			20	\$3,840					\$3,840
2.4	Geotechnical Study				2			2	\$370		\$12,230			\$13,823
2.5	Biological Reconnaissance				2			2	\$370			\$3,820		\$4,572
<b>Task 3</b>	<b>60% Design Construction Documents</b>													
3.1	60% Design Plans with Specifications	2	8		72			82	\$15,540	\$50			\$5,000	\$21,095
3.2	60% Design Cost Estimate		2		8			10	\$1,920					\$1,920
3.3	Review Documents with District Staff		4					4	\$880					\$880
<b>Task 4</b>	<b>CEQA and Permitting</b>													
4.1	Prepare CEQA Initial Study		8					8	\$1,760			\$28,610		\$33,231
4.2	Resource Agency Coordination		4		4			8	\$1,620			\$4,000		\$6,020
<b>Task 5</b>	<b>90% Design Construction Documents</b>													
5.1	90% Design Plans with Specifications	2	8		68			78	\$14,800	\$50				\$14,855
5.2	90% Design Cost Estimate		2		8			10	\$1,920					\$1,920
5.3	Review Documents with District Staff		4					4	\$880					\$880
<b>Task 6</b>	<b>100% Design Construction Documents</b>													
6.1	Final Design Plans with Specifications		8		24			32	\$6,200	\$100				\$6,310
6.2	Final Design Cost Estimate		2		4			6	\$1,180					\$1,180
<b>Task 7</b>	<b>Bid Phase Services</b>													
7.1	Attend pre-bid conference		2		2			4	\$810					\$810
7.2	Repond to RFI's, prepare clarifications and addenda		8		8			16	\$3,240					\$3,240
	<b>Total</b>	<b>4</b>	<b>98</b>	<b>0</b>	<b>232</b>	<b>0</b>	<b>0</b>	<b>334</b>	<b>\$65,400</b>	<b>\$200</b>	<b>\$12,230</b>	<b>\$36,430</b>	<b>\$5,000</b>	<b>\$124,646</b>
<b>ROUNDED TOTAL</b>														<b>\$124,700</b>

Expense and Subconsultant Mark-up 10.0%

**San Lorenzo Valley Water District  
Lompico Water Tank Replacement Project**



Assumes all tanks in single bid package.

M E M O

**TO:** Board of Directors  
**FROM:** District Manager  
**SUBJECT:** Selection of Vice President  
**DATE:** August 16, 2017

RECOMMENDATION:

The Board President, Chuck Baughman, will entertain nominations for the position of Board Vice-President. The Board will review and vote on the election.

BACKGROUND:

The Board Policy Manual says; there shall be two (2) officers: a president and a vice president, who shall be members of the District Board of Directors. Due to the resignation of E. Hammer, the position of Vice President is open. The elected Vice President will serve out the remainder of the one (1) year term. Elections will conform to the applicable provisions of the Board Policy Manual.

STRATEGIC PLAN:

Element 9.0 - Administrative Management

FISCAL IMPACT:

None



## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: 2018 32nd ANNUAL RIVER & ROAD CLEAN-UP  
DATE: August 16, 2016

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file this memo and by motion of the Board approve the use of District staff and equipment for the 2018 32nd Annual River and Road Clean-up to be held Saturday, September 15, 2018.

### **BACKGROUND:**

On August 7, 2018 District Staff received a request from the Valley Women's Club for District participation in the 2018 32nd Annual River and Road Clean-up. The District will need to provide a dump truck and 2 staff members from 11:00 a.m. to 4:00 p.m. on Saturday, September 15, 2018.

### **STRATEGIC PLAN:**

Element - 7.2 Through Active Participation, Establish Strong Ties with Regional Planning Groups

### **FISCAL IMPACT:**

\$600

## Holly Hossack

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**From:** Nancy Macy <nbbm@cruzio.com>  
**Sent:** Tuesday, August 07, 2018 11:43 AM  
**To:** Brian Lee; Board of Directors; Rick Rogers  
**Cc:** Holly Hossack  
**Subject:** The 32nd Annual River & Road Clean up - Saturday, September 15th this year!  
**Attachments:** River&Road\_Cleanup\_poster-2018.pdf

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

Good Morning!

I apologize for the late notice, but our new grandson arrived two weeks early! And I drove down to LA quickly and am still there helping out.... So I haven't had the opportunity to contact you!

The Valley Women's Club will be holding the 32nd Annual River & Road Clean Up again this year (in conjunction with Save Our Shores in the morning), and are hoping that the SLV Water District can again provide the dump truck and wonderful workers to help haul the materials to the Transfer Station, from the recycling center in Boulder Creek and the Hwy 9 road-side check-in/weigh-in site (between the Tyrolean Inn and Fillmore Avenue).

The Clean Up starts at 9, but won't have enough accumulated until 11 for the truck to get a load, and the last load will go at - or just after - 3 so that it can get to the Transfer Station before it closes.

We are confident that the turn-out will be larger this year than last year (Boulder Creek was no where as busy as usual in 2017), due to expanded PR in our local papers, posters throughout the SLV and Scotts Valley, and we'll be expanding the Social Media effort as well. We are asking Save Our Shores to be sure to stress the three locations in the SLV for their volunteers as well.

We hope you can put the Clean up on your website and in any communications you have to SLVWD customers too!

I've requested 10 vouchers from the County for free disposal of trash brought in by SLVWD to the Transfer Station. Recyclables are free, of course.

Please let me know if you need any further information!... I'm attaching the photo of Ben Viramontes and Howard Oiphant from last year, and one of some other volunteers at the Boulder Creek site, plus the poster for this year with your logo on it, assuming the District can provide this assistance again.

Thank you so much for your support. We are so grateful!

Nancy Macy

Nancy Macy, Chair  
Environmental Committee  
for the SLV  
Valley Women's Club  
[www.valleywomensclub.org](http://www.valleywomensclub.org)  
831/338-6578 home

# Join this community effort and help keep our environment safe, clean, and beautiful!

32<sup>ND</sup>  
ANNUAL

## RIVER & ROAD CLEAN UP



Saturday

September 15<sup>th</sup>, 2018

9 am to 3 pm

For further information and to help us determine locations in need of cleanup call **(831) 338-6578**

Co-Sponsored by



### FOUR MEETING PLACES

*Come anytime  
Between 9 am to 3 pm*

#### Felton

Covered Bridge Park

#### Ben Lomond

Corner of Fillmore St. & Hwy 9

#### Boulder Creek

Hwy 9 @ SLV Redemption & Recycling Center  
*(behind Village Wash & Dry)*

#### Lompico

*(Only 9 to noon)*  
10734 Lompico Rd

### NEEDED!

Trucks & Winches

### BRING!

Work Gloves

### WEAR!

Shoes: Sturdy or Water Worthy  
Easy to see shirt or vest

### WE PROVIDE:

Trash Bags • Latex Gloves  
Suggested Cleanup Locations  
Trash Dumping Locations

### Got a Pickup Truck?

We need your help!  
Call **(831) 338-6578**

### HEY STUDENTS!

#### Earn Community Service Credit!

This event qualifies for Elementary, Middle & High School  
Community Service Requirements

**All Ages Welcome!**  
Children Under 12 **MUST** be  
accompanied by an adult.



M E M O

**TO:** Board of Directors  
**FROM:** District Manager  
**SUBJECT:** Appointment of Interim District Manager  
**DATE:** August 16, 2017

RECOMMENDATION:

The Board appoint an Interim District Manager.

BACKGROUND:

The District Manager has submitted his resignation. His last office day will be August 31, 2018. For continuity the Board should appoint an interim District Manager while determining how to fill the position permanently.

STRATEGIC PLAN:

Element 9.0 - Administrative Management

FISCAL IMPACT:

unknown.



**BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER DISTRICT  
MINUTES  
June 21, 2018**

Thursday, June 21, 2018 at 5:00 p.m., Highlands Park Senior Center, 8500 CA-9, Ben Lomond, CA.

A public teleconference site will be available for this meeting is as follows: Local Government Commission, 980 9th Street, 17th Floor, Suite #1700, Sacramento, CA 95814. One Board Member will participate in this meeting at the teleconference site. The teleconference location will be accessible to the public during the meeting and the public will be given an opportunity to address the Board at the teleconference location.

**1. 5:01 Convene Meeting**

**Roll Call.**

**Present:** Pres. Baughman, Dir. Bruce, Dir. Ratcliffe, Dir. Smallman.

Convene Meeting/Roll Call

**Staff:** B. Lee-District Manager, R. Rogers-Director of Operations, G. Nicholls-District Counsel, H. Hossack-District Secretary

**2. Additions and Deletions to Closed Session Agenda: None**

**3. Oral Communications Regarding Items in Closed Session: None**

**4. 5:02 Adjournment to Closed Session**

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: District Manager

b. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Vierra v. San Lorenzo Valley Water District, et al.  
(Santa Cruz Superior Court Case No. 18CV00890)

c. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATION OF LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4);  
One case

d. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATION OF LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4);  
One case

Potential initiation of lawsuit for injunction against Director Smallman to prevent future unauthorized disclosures of the District's confidential and legally protected information

- e. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Holloway v. Showcase Realty Agents, Inc. et al.  
(Santa Cruz Superior Court Case No. CV180394; 6th District Court of Appeal Case Nos. H043704, H043492).

5. Convene to Open Session at 6:35 p.m.

**Present:** Pres. Baughman, Dir. Bruce, Dir. Ratcliffe, Dir. Smallman.  
Convene Meeting/Roll Call

**Staff:** B. Lee-District Manager, R. Rogers-Director of Operations, G. Nicholls-District Counsel, J. Michelsen-Environmental Programs Manager, S. Hill-Director of Finance and Business Services, H. Hossack-District Secretary

6. Report of Actions Taken in Closed Session

The Board voted 3 directors in favor, with Dir. Smallman voting against, to approve a cost of living adjustment under Section 2 of the District Manager's Employment Agreement, a copy of which is available on the District's website.

Regarding Items 4b and 4c, the Board voted unanimously, 4 to 0, authorizing District Counsel to file a cross complaint naming former District Counsel, Marc Hynes, as cross defendant in the case brought by Terry Vierra.

7. Additions and Deletions to Open Session Agenda: None

8. Oral Communications:

Unidentified man addressed the Board.

9. Unfinished Business:

a. 2017 EDUCATION GRANT REPORTS

J. Michelsen introduced this item.

Discussion by the Board regarding the 2017 Education Grant final reports. A motion was made and seconded to accept the 2017 Education Grant final reports. All present voted in favor and the motion passed.

b. VACANCY IN OFFICE OF THE BOARD OF DIRECTORS

Pres. Baughman introduced this item.

Discussion by the Board regarding the selection of an appointee to fill the vacancy on the SLVWD Board of Directors.

J. Gomez-Lompico addressed the Board.



A motion was made and seconded to appoint John Hayes to the Board. Pres. Baughman, Dir. Bruce, Dir. Ratcliffe voted yes. Dir. Smallman voted no.

Oath of Office was given to J. Hayes by H. Hossack.

c. APPEAL TO BOARD FOR FURTHER ADJUSTMENT OF WATER BILL  
-L. FRASER

DM Lee introduced this item.

L. Fraser and R. Shaw addressed the Board.

Discussion by the Board regarding an appeal, in writing, to the Board to further adjust a water bill.

L. Fraser addressed the Board again.

DM Lee addressed the Board.

Discussion by Board and staff.

R. Shaw addressed the Board.

d. SANDHILLS MANAGEMENT AND MONITORING PLAN FOR THE  
DISTRICT'S CONSERVATION AREA WITHIN THE OLYMPIA  
WATERSHED PROPERTY

DM Lee introduced the item.

Discussion by the Board regarding Sandhills Management and Monitoring Plan.

J. Michelsen explained the Sandhills Management and Monitoring Plan.

Discussion by the Board.

A motion was made and seconded to approve the Sandhills Management and Monitoring Plan.

Discussion by the Board.

J. Gomez and M. Lee-Ben Lomond addressed the Board.

Staff addressed the Board.

Pres. Baughman, Dir. Bruce, Dir. Ratcliffe, Dir. Hayes voted yes. Dir. Smallman voted no. Motion passed.

10. New Business:

a. SAN LORENZO VALLEY WATER DISTRICT COMMITTEE OPENINGS

Pres. Baughman introduced this item.

DM Lee addressed the Board.

D. Loewen-Lompico and B. Holloway-Boulder Creek addressed the Board.

Discussion by the Board.

Motion was made and seconded to appoint Pres. Baughman be appointed to the Engineering Committee in the director position.

Pres. Baughman, Dir. Bruce, Dir. Hayes, Dir. Ratcliffe voted yes. Smallman voted no.

Discussion by the Board.

R. Shaw addressed the Board.

- b. RESOLUTION OF APPRECIATION FOR ERIC HAMMER  
Pres. Baughman introduced this item and read the Resolution.  
Discussion by the Board regarding a Resolution of Appreciation for E. Hammer.  
Motion was made and seconded to approve Resolution No. 23 (17-18) Appreciation of Eric Hammer.  
Pres. Baughman, Dir. Bruce, Dir. Hayes, Dir. Ratcliffe voted yes. Smallman voted no. Motion passed.
- c. AWARD OF CONTRACT - PASATIEMPO WELL 8  
DM Lee introduced this item.  
Discussion by the Board regarding award of contract for Pasatiempo Well 8.  
Motion was made and seconded to approve Resolution No. 24 (17-18) Award of Construction Contract  
All present voted in favor and the motion passed.
- d. WATER SERVICE AGREEMENT  
DM Lee introduced this item.  
Discussion by the Board regarding approval of a Water Service Agreement.  
M. Lee addressed the Board.  
Staff addressed the Board.  
Motion made and seconded to approve Resolution No. 27 (17-18) Agreement for Water Distribution System Improvements.  
All present voted in favor and the motion passed.
- e. 2017-18 GRAND JURY REPORT  
Pres. Baughman introduced this item.  
D. Loewen and M. Lee addressed the Board.  
Discussion by the Board regarding the 2017-18 Grand Jury Report.
- f. ORDERING AN ELECTION  
Pres. Baughman introduced this item  
M. Lee addressed the Board.  
Discussion by the Board.  
A motion was made and seconded to approve Resolution No. 26 (17-18) Ordering and Election.  
All present voted in favor and the motion passed.

11. Consent Agenda:

- a. MINUTES FROM BOARD OF DIRECTORS MEETING MAY 17, 2018.  
Consideration and possible action by the Board to approve minutes from the May 17, 2018 BoD meeting.
- b. MINUTES FROM SPECIAL BoD MEETING JUNE 1, 2018  
Consideration and possible action by the Board to approve minutes from the June 1, 2018 Special BoD meeting.

- c. MINUTES FROM SPECIAL BoD MEETING JUNE 11, 2018  
Consideration and possible action by the Board to approve minutes from the June 11, 2018 Special BoD meeting.

A motion was made to adopt minutes from Consent Agenda.  
All present voted in favor and the motion passed.

12. District Reports:

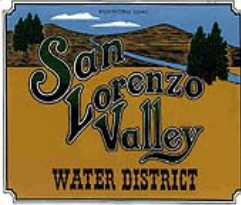
- DEPARTMENT STATUS REPORTS  
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
  - Administration/Engineering
  - Finance
  - Environmental
  - Operations
  - LegalD. Loewen and M. Lee addressed the Board.
  
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    1. Environmental Committee May 15, 2018
    2. Special Budget & Finance June 1, 2018
  
- DIRECTORS REPORTS
  - Director's Communication  
Dir. Ratcliffe addressed the Board.  
Pres. Baughman addressed the Board.
  - Future Board of Directors Meeting Agenda Items

13. Written Communication:

14. Informational Material:

- SLVWD WATER RESTRICTIONS-Sentinel 5.22.18
- CONSERVING WATER-Press Banner 5.25.18
- WATER DISTRICT PLANS-Sentinel 6.1.18
- GOVERNMENT CORNER Boulder Creek-Sentinel 6.2.18
- DIRECTOR RESIGNS-Press Banner 6.7.18

15. 8:39 Adjournment



## BOARD OF DIRECTORS SAN LORENZO VALLEY WATER DISTRICT MINUTES

July 19, 2018

### MINUTES:

Thursday, July 19, 2018 at 3:30 p.m., Spring Lakes Park, 225 Mt. Hermon Rd., Scotts Valley, CA 95066.

1. Convene Meeting

Roll Call:

**Present:** Dir. Hayes, Dir. Bruce, Pres. Baughman, Dir. Ratcliffe, Dir. Smallman

**Staff:** R. Rogers-Dir. Operations, S. Hill-Dir. Finance and Business Services, J. Michelsen-Environmental Programs Manager, B. Lee-District Manager, H. Hossack-Dist. Secretary

2. Additions and Deletions to Closed Session Agenda:

3. Oral Communications Regarding Items in Closed Session:

B. Holloway-Boulder Creek addressed the Board.

President Baughman explained the meeting agenda changes.

4. Adjournment to Closed Session

a. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Vierra v. San Lorenzo Valley Water District, et al.

(Santa Cruz Superior Court Case No. 18CV00890)

b. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Holloway v. Showcase Realty Agents, Inc. et al.

(Santa Cruz Superior Court Case No. CV180394; 6th District Court of Appeal Case Nos. H043704, H043492).

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

6. Report of Actions Taken in Closed Session

7. Additions and Deletions to Open Session Agenda:

8. Oral Communications:

Man from Brookdale, L. Henry-Lompico, addressed the Board.

B. Smallman arrived at 6:34 pm.

9. Unfinished Business:

- a. DISTRICT MANAGER'S MERIT INCREASE, GOALS & OBJECTIVES  
Pres. Baughman introduced this item.  
L. Henry addressed the Board. G. Nicholls explained the law.  
B. Holloway began speaking without being recognized. He was recognized and continued.  
D. Loewen-Lompico addressed the Board.  
Discussion by the Board and staff regarding the District Manager's merit increase, goals and objectives for 2018.  
Man from Brookdale addressed the Board.  
Discussion by the Board.  
B. Holloway addressed the Board again.  
Discussion by the Board.  
A motion was made and seconded to approve the merit increase for the District Manager. Three directors voted in favor, Dir. Smallman voted no and Dir. Hayes abstained. The motion passed.
- b. DRAFT RESPONSE TO THE GRAND JURY REPORT  
Pres. Baughman introduced the item.  
L. Henry, D. Loewen, B. Holloway and J. Gomez-Lompico addressed the Board.  
Discussion by the Board regarding the draft response to the Grand Jury report.  
B. Fultz-Boulder Creek, D. Loewen and L. Henry addressed the Board.  
Discussion by the Board.
- c. FALL CREEK FISH LADDER DEBRIS REMOVAL  
DM Lee introduced this item.  
J. Michelsen addressed the Board.  
A motion was made and seconded to authorize the DM to contract with California Conservation Corps not to exceed \$100,000, to cover labor and equipment.  
Discussion by the Board and staff regarding the removal of storm damage debris in the Fall Creek Fish Ladder by the California Conservation Corps.  
All present voted in favor of the motion. Motion passed.

10. New Business:

- a. RELOCATE FUTURE MEETINGS SCHEDULED AT THE BOULDER CREEK FIRE STATION  
Pres. Baughman introduced this item.  
DM Lee explained this item.  
Discussion by the Board regarding regularly scheduled Board of Directors meetings at the BCFD being relocated to the SLVWD Operations Building board room.

L. Henry, J. Gomez, unidentified man and D. Loewen addressed the Board.  
Discussion by the Board and staff.

A motion was made and seconded to reschedule the meetings on August 16<sup>th</sup> and November 15<sup>th</sup>, 2018 to the Zayante Fire Station contingent on its availability and if not available the meeting(s) will be held at the SLVWD Boardroom.

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

c. SCADA CONTROL SOFTWARE UPGRADE AND HARDWARE REPLACEMENT - SOLE SOURCE PROCUREMENT

Pres. Baughman introduced this item.

R. Rogers explained this item.

A motion was made and seconded to approve the SCADA upgrade and replacement sole source replacement.

Discussion by the Board regarding the SCADA upgrade.

L. Henry addressed the Board.

Discussion by the Board.

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

Discussion by the Board for meeting continuation. President Baughman said that the Board will adjourn the meeting and the remaining items will be brought to the next agenda.

b. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2018 ANNUAL CONFERENCE

Discussion by the Board regarding the attendance of Board members at the CSDA 2018 Annual Conference.

11. Consent Agenda:

***The Consent Agenda contains items which are considered to be routine in nature and will be adopted by one (1) motion without discussion. Any item on the consent agenda will be moved to the regular agenda upon request from individual Directors or a member of the public.***

a. MINUTES FROM BOARD OF DIRECTORS MEETING JUNE 21, 2018.

Consideration and possible action by the Board to approve minutes from the June 21, 2018 BoD meeting.

12. District Reports:

• DEPARTMENT STATUS REPORTS

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

- Administration/Engineering
- Finance
- Environmental

- Operations
- Legal
- COMMITTEE REPORTS
  - Future Committee Agenda Items
  - Committee Meeting Notes/Minutes
    1. Special Admin Minutes June 18, 2018
    2. Engineering Minutes June 25, 2018
    3. Budget & Finance Minutes July 3, 2018
    4. Admin Minutes July 11, 2018
- DIRECTORS REPORTS
  - Director's Communication
  - Future Board of Directors Meeting Agenda Items

13. Written Communication:

- Letter to Board from D. Loewen
- Letter to District Counsel re: Vierra Case

14. Informational Material:

- Highway 9 Slip Out-Press Banner 6.28.18
- Appointment of John Hayes-Press Banner 6.29.18
- SLVWD Urged to Agree-Press Banner 7.5.18

15. 8:18 Adjournment



## M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Administration/Engineering Departments Status Report  
DATE: August 16, 2018

Deleted: July 19

### RECOMMENDATION:

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

### BACKGROUND:

#### MEETINGS OF NOTE

- August 8, DM attended a special Budget and Finance Committee meeting to discuss, in part, the Bear Creek Estates Wastewater Treatment System Funding

Deleted: <#>June 28 – DM attended the Santa Margarita Groundwater JPA bimonthly meeting¶

#### COMMUNICATIONS OF NOTE

There were no press releases issued by the District since the last Board Meeting.

Deleted: it

Deleted: Attached to this report is an email exchange between the DM and rate payer.¶

#### BEAR CREEK ESTATES PROPOSED RATE INCREASE

Deleted: ¶

A special Budget and Finance Committee meeting was held on August 8 at the Bear Creek Estates Country Club to discuss funding the Wastewater Enterprise Fund. Staff will be working with volunteers of BCE to develop a final proposed rate structure. Staff anticipates presenting the proposed rate structure to the Board at its regular meeting on September 20, seeking authorization to conduct a 218 process.

Deleted: Staff has tentatively scheduled the next Bear Creek Estates public meeting on August 9<sup>th</sup>. Staff is reserving the Country Club room and notifying Bear Creek Estate residences of the upcoming meeting

#### ADMINISTRATION BUILDING

Staff is preparing an RFP for a Facility Assessment to determine if the current Ops Building is sufficient in size and shape to house the Administrative functions of the District. If the building is deemed sufficient, the District will proceed with determining if the Prosser property is sufficient in size and shape to house the Operations functions of the District. If the building is deemed insufficient, staff will return to the Board for a public discussion of remaining options.

## PROBATION TANK REPLACEMENT PROJECT

Contract has been awarded to Canyon Springs Enterprise for \$1,829,652 at the regular May 2018 Board Meeting.

Contracts have been fully executed. Preconstruction meeting was held with Engineer and Contractor. Construction schedules are currently being reviewed. PG&E has provided a tentative schedule to move their facilities in mid-august.

**Deleted:** and a pre-construction meeting will be scheduled in the next few weeks

## UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) RURAL DEVELOPMENT LOAN

On the agenda for tonight's meeting.

## SWIM TANKS REPLACEMENT PROJECT

Project is bid ready. WSC continues to work with staff in preparation for obtaining a federal USDA loan. Additionally, WSC has provided their planning level cost opinion for Swim Tank based on today's construction market. The original construction estimate was ~\$440,000. Today's estimate is \$1,863,000 (\$1,490,000 construction plus \$373,000 contingency). This is a sizable difference. The two estimates were provided by two different engineering firms and are representative of today's competitive bidding environment. The second estimate also benefitted from knowledge gained after the first bid opening where a single bid was received. The true construction cost will be known when bids are opened. Staff is hopeful that we will receive multiple competitive bids somewhere in the middle.

**Deleted:** District recently awarded a contract services extension to WSC for completion of environmental work for the projects listed below. Rancon Environmental has been subcontracted to complete environmental review of the projects for a late summer 2018 application submittal to USDA. Additionally, WSC was tasked with providing an updated Engineering Opinion of Probable Construction Cost for the USDA projects. The current EOOPCC's are shown below:¶

¶  
Hihn

## FALL CREEK FISH LADDER

100% plans and specifications for improvements are under staff review.

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

Funding for the improvement project is expected to be accomplished through low-interest USDA loans.

During the 2017 Winter Storms Fall Creek Fish Ladder experienced significant debris build-up and damage. The repair project has been submitted and approved by FEMA. Staff is scheduled to remove the storm debris with the assistance of the CCC, starting in late August.

**Deleted:**

**Deleted:** Staff bid the repair work in June/July of 2018. Bid notification included active contact with potential contractors and providing plans and specifications to two bid rooms. No bids were received. Staff is developing a plan to address the storm debris removal and will present at a future board meeting

#### FELTON HEIGHTS WATER STORAGE TANK

Staff is working to obtain necessary easements on neighboring property. Design is expected for winter of 2018 with construction occurring in Spring 2019. The delay is due to timing of the USDA loan.

Deleted: 2019

Deleted: Autumn 2019

#### LOMPICO ASSESSMENT DISTRICT

Staff has completed a district PRV standard and is working toward obtaining quotes for four of the eight PRV's scheduled for replacement in the Lompico Assessment District. In addition to the four PRV replacements, staff also expects the contractor to replace 60 service laterals. Staff anticipates bringing a recommendation to award a construction contract to the Board at the regular July meeting. Assuming a bid price of \$45k per PRV and \$1,500 per lateral, the total contract is estimated to be about \$240k.

After this project completion the Assessment District reserves will have about \$60,000 remaining. Prior to receipt of this year's tax assessments in Nov 2018 and April 2019, staff anticipates using the remaining funds to work on environmental and design services for the three AD reservoir sites (Lewis, Kaski and Madrone).

Staff is currently working with the engineering firm Schaaf and Wheeler to prepare a proposal for design of the three reservoir sites. Schaaf and Wheeler were one of three firms selected for on-call as-needed services. Staff anticipates bringing a proposal to the Board at its regularly scheduled August meeting.

## 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: August 16, 2018

### RECOMMENDATION:

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

### BACKGROUND:

#### **AUDIT**

We are very much in the thick of closing out the prior fiscal year. June has the most required entries for year end cut-off. Given we are in the middle of all these entries, renders the current ledger unavailable. The September report will have a draft FY1718 financial view. Along with the regular SLVWD audit, I am also working on closing the year for the Santa Margarita Groundwater Agency.

#### **BEAR CREEK ESTATES**

The District recently met with Bear Creek Estates customers on a proposed rate increase. By the end of the meeting we seemed to be on a good track. I will be meeting with some of the community members informally and then going back in September with some number revisions.

#### **LOANS - FEMA AND USDA**

We continue to reconcile FEMA projects and have been receiving some of the smaller project reimbursements. There is going to be a need in the near future to cover the more expensive projects, we will be presenting other loan possibilities to the Board at the September meeting.

We are also working on the financial package and discussions for the USDA loan. Semi similar to the FEMA projects, we will need to get a bridge loan to cover the USDA projects, as they are only reimbursed upon completion of the projects.

#### **CUSTOMER SERVICE SUPPORT**

Customer Service stats and information is included in this status report for review.

### **BILL LIST**

The Bill List is included in this status report for review.

### **FINANCIAL SUMMARY**

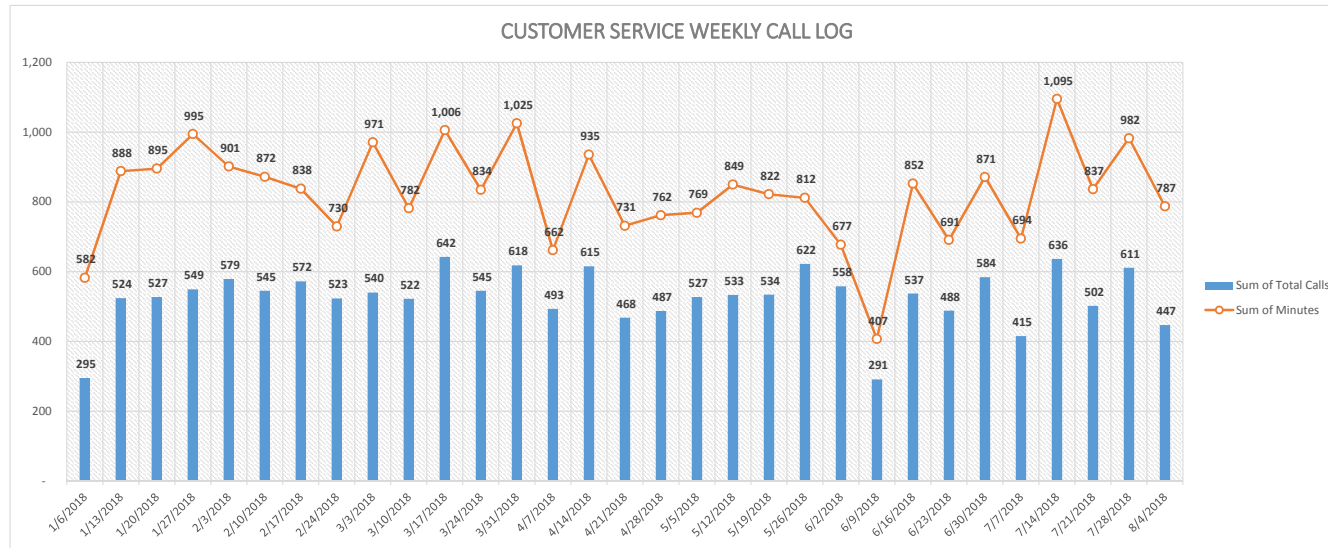
This packet contains a limited June Summary. The regular report will be presented in September to have the June, Q4 and FY1718 YTD draft numbers. Please see the Financial Summary for further detail.

### **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 June, 2018 consumption, the cumulative consumption is 8% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

### **Q4 FY1718 QUARTERLY LEAK ADJUSTMENT REPORT**

This packet contains the quarterly leak adjustment report.



Week Ending	Incoming Calls		Outgoing Calls		Total Calls		Weekly Notes
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes	
1/6/2018	219	485	76	98	295	582	Tags, Main Break: Blach Way, Oak Ave, Oak St, Blue Ridge Drive
1/13/2018	315	671	209	218	524	888	Turn offs, Main Break: Blue Ridge Dr, Old County HWY, McGaffigan Mill Rd, tank leak
1/20/2018	321	719	206	177	527	895	Tags, Main Break: Brookside Ave, 11995 Alta Via Rd, Kings Creek Rd, 11916 Alta Via Rd
1/27/2018	310	754	239	240	549	995	Turn offs, Main Break: San Lorenzo
2/3/2018	357	781	222	120	579	901	Tags
2/10/2018	293	668	252	204	545	872	Turn offs, Main Break: Bear Creek, Brackney & Bridge St., Riverview Dr.
2/17/2018	310	641	262	196	572	838	Tags, Main Break: Vera Ave, Hermosa Ave, La Lena St, Riverview Dr.
2/24/2018	294	554	229	176	523	730	Turn offs, Main Break: HWY 9
3/3/2018	332	772	208	198	540	971	Tags, Main Break: Mitchell Drive
3/10/2018	266	555	256	227	522	782	Turn offs, Main Break: Rambling Rd, Lake Blvd
3/17/2018	368	742	274	264	642	1,006	Tags, Main Break: La Lena St, Brimblecom rd
3/24/2018	288	588	257	247	545	834	Turn offs
3/31/2018	350	762	268	263	618	1,025	Tags, Main Break: Blackstone Drive, McKinley Way
4/7/2018	291	546	202	116	493	662	Turn offs, Main Break: Azalea Circle, Hartman Ave, Brookside Ave
4/14/2018	359	720	256	215	615	935	Tags, Main Break: Bear Creek Rd, Lomita Ave, El Solyo Ave, Camino Sinuoso
4/21/2018	242	530	226	201	468	731	Turn offs, Main Break: Highland Drive - Hydrant, Blue Ridge
4/28/2018	272	553	215	209	487	762	Old County Hwy, Blackstone - Hydrant, Apple Knoll, Pine Dr, Dana Ct, Cresta Dr, Bean Ave, Forest Way
5/5/2018	322	651	205	117	527	769	Tags, Main Break: Country Club Lane, Center St, Valley View Road
5/12/2018	305	586	228	264	533	849	Turn offs, Main Break: Summer Place, California Drive
5/19/2018	317	644	217	178	534	822	Tags, Main Break: Reynolds Dr., Whispering Pines, Pacific St., Hermosa & Oak, Big Basin Way
5/26/2018	356	629	266	183	622	812	Turn offs, Main Break: Blue Ridge Dr., Teilh Dr., Carrol Ave & Lompico Rd.
6/2/2018	311	541	247	136	558	677	Tags, Main Break: Two Bar Road, Douglas Ave.
6/9/2018	155	295	136	112	291	407	Turn Offs, Main Break: HWY 9, California Drive, Blue Ridge Drive
6/16/2018	344	703	193	149	537	852	Tags, Main Break: Oak Ave/Fernwood Ave, Kings Creeks/Sunbeam, Riverside Dr., 9730 Hwy 9, Glen Arbor, California Dr, Dundee, 9505 Hwy 9, Russell Ave.
6/23/2018	271	546	217	144	488	691	Turn offs, Main Break: High Street, Riverview, Lost Acre,
6/30/2018	345	700	239	171	584	871	Main Break: Azalea Ave
7/7/2018	279	589	136	105	415	694	Tags, Main Break: Highland Drive, Felton Safeway, Bear Creek Road
7/14/2018	394	887	242	208	636	1,095	Turn offs, Main Break: Fernwood Ave, Felton Watershed, West Park Ave, Kessler Dr, Pacific Ave, Oakwood Ln
7/21/2018	287	645	215	192	502	837	Tags, Main Break: Blueridge Dr, River Dr, Lomond St., 12805 Hwy 9, Alta Via Rd, Boulder Brook/Madrone Dr, Lorenzo Ave
7/28/2018	362	827	249	156	611	982	Turn offs, Main Break: Starview, Trinkling Creek, Madrone, Riverside Park Dr/Madrone, Booth Ln
8/4/2018	307	679	140	108	447	787	Tags: Main Break: Kessler Dr, Redwood Dr/Stewart, Forest Way, Graham Hill near Sims, 14850 Hwy 9

**CUSTOMER SERVICE DEPT SUMMARY**

				**				*		*			
<b>Monthly Stats:</b>	<b>Jul-18</b>	<b>Jun-18</b>	<b>May-18</b>	<b>Apr-18</b>	<b>Mar-18</b>	<b>Feb-18</b>	<b>Jan-18</b>	<b>Dec-17</b>	<b>Nov-17</b>	<b>Oct-17</b>	<b>Sep-17</b>	<b>Aug-17</b>	<b>Jul-17</b>
Cut In/Outs	86	59	68	58	30	42	61	62	55	81	59	114	52
Final Bills	40	66	71	42	34	58	57	66	50	79	79	58	49
Tags	176	121	232	72	312	198	194	118	240	128	260	264	163
Turn-offs	22	23	25	29	24	32	26	42	24	26	25	29	24

**Online / Going Green**

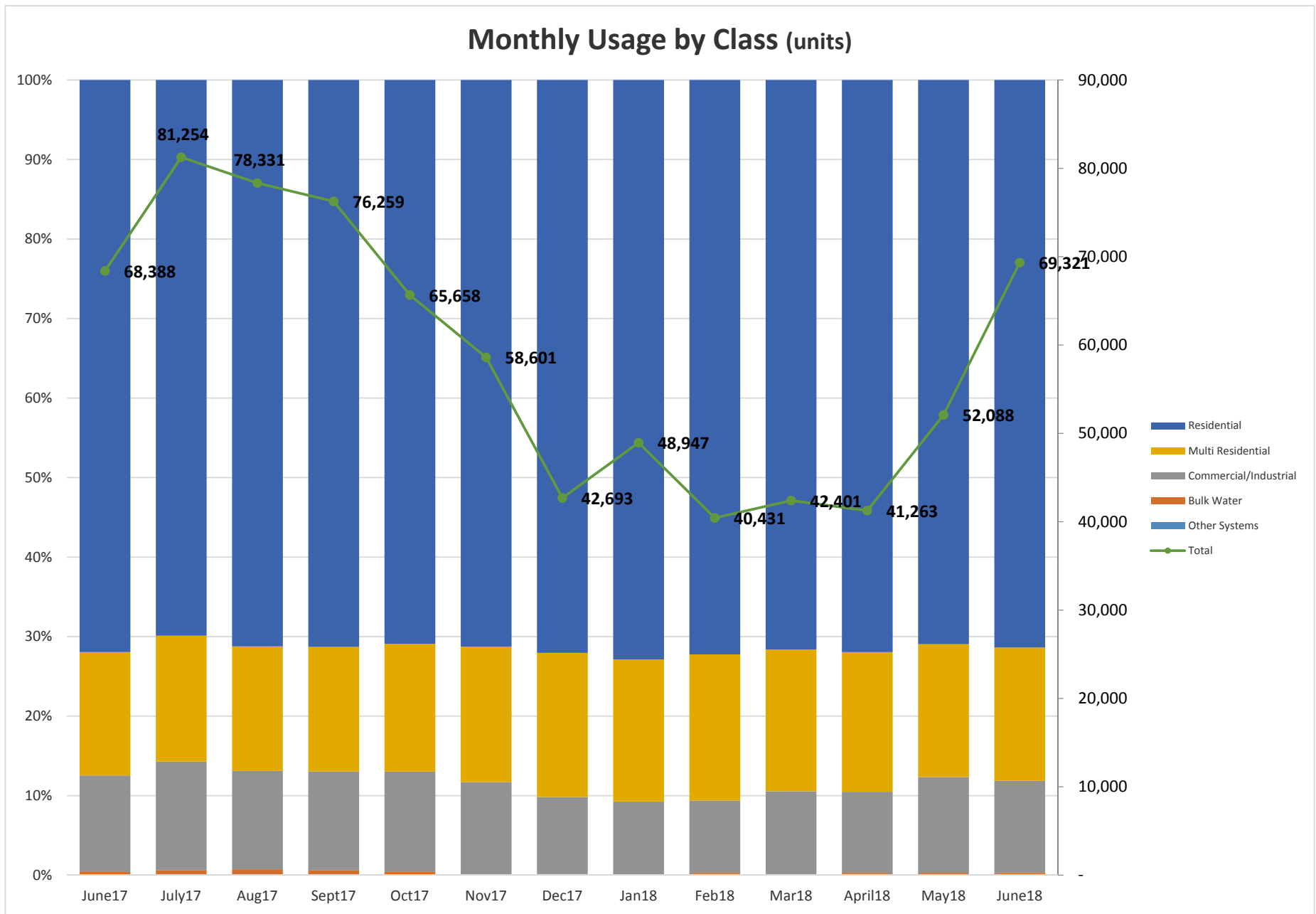
*As of 08/08/2018*

Online Sign-ups	3,779	3,726	3,680	3,636	3,599	3,543	3,499	3,443	3,398	3,331	3,283	3,244	3,201
E-Bills	1,210	1,193	1,174	1,157	1,145	1,120	1,092	1,064	1,043	1,018	998	979	957
Auto Pay	2,492	2,463	2,445	2,427	2,386	2,350	2,316	2,283	2,257	2,202	2,184	2,144	2,134

\* Due to timing, only had 1 tag/turn off cycle

\*\* Due to timing, had 3 tag/turn off cycle





# Accounts Payable

## Outstanding Invoices

User: KendraNegro  
 Printed: 8/10/2018 - 1:23 PM  
 Date Type: JE Date  
 Date Range: 07/11/2018 to 08/10/2018



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

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
<b>00011 - VERIZON WIRELESS</b>						
01-400-5510	8/8/2018	7/13/2018	9810919136	00061-02-2019	579.46	VERIZON_OPS
01-800-5510	8/8/2018	7/13/2018	9810919136	00061-02-2019	370.77	VERIZON_WTP
01-100-5510	8/8/2018	7/13/2018	9810919136	00061-02-2019	100.11	VERIZON_ADMIN
Total for Vendor 00011 - VERIZON WIRELESS:					1,050.34	
<b>00016 - GREENWASTE RECOVERY,INC</b>						
01-100-5420	8/8/2018	8/1/2018	3559857	00061-02-2019	395.14	TRASH/RECYCLE/YARDWASTE SERVICES_ADMIN
Task Label:		Type:	PO Number: 0000101094			
Total for Vendor 00016 - GREENWASTE RECOVERY,INC:					395.14	
<b>00054 - PACIFIC GAS AND ELECTRIC</b>						
01-400-5500	8/8/2018	7/30/2018	0718_2836470071	00061-02-2019	69.36	PG&E_LAZYWOODS_OPS
01-400-5500	8/8/2018	8/1/2018	0818_9754419334	00061-02-2019	2,038.94	PG&E_ROSEBLUM_OPS
Total for Vendor 00054 - PACIFIC GAS AND ELECTRIC:					2,108.30	
<b>00687 - AT&amp;T U-VERSE</b>						
01-800-5510	8/8/2018	7/19/2018	072018_25035402	00061-02-2019	55.00	UVERSE_365 MADRONE AVE_WTP
Total for Vendor 00687 - AT&T U-VERSE:					55.00	
<b>00788 - COMCAST</b>						
01-800-5510	8/8/2018	7/26/2018	072618_0987198	00061-02-2019	151.12	INTERNET_195 KIRBY_WTP
01-400-5510	8/8/2018	8/1/2018	080118_1236033	00061-02-2019	172.60	INTERNET_215 BLACKSTONE DRIVE_OPS
Total for Vendor 00788 - COMCAST:					323.72	
<b>UB*00464 - Devin Merchant</b>						
01-000-2100	8/10/2018	8/10/2018		00060-02-2019	3.98	Refund Check

**Vendor**

Account Number	JE Date	Invoice Date	Invoice No	Journal Entry	Amount	Description
UB*00464 - Devin Merchant						
Task Label:		Type:	PO Number:			
Total for Vendor UB*00464 - Devin Merchant:					3.98	
UB*00465 - MARK CANNELORA						
01-000-2100	8/10/2018	8/10/2018		00060-02-2019	28.27	Refund Check
Task Label:		Type:	PO Number:			
Total for Vendor UB*00465 - MARK CANNELORA:					28.27	
UB*00466 - STEVEN GUINEY						
01-000-2100	8/10/2018	8/10/2018		00060-02-2019	38.39	Refund Check
Task Label:		Type:	PO Number:			
Total for Vendor UB*00466 - STEVEN GUINEY:					38.39	
UB*00467 - MICHAEL RUGGIERO						
01-000-2100	8/10/2018	8/10/2018		00060-02-2019	6.84	Refund Check
Task Label:		Type:	PO Number:			
Total for Vendor UB*00467 - MICHAEL RUGGIERO:					6.84	
UB*00468 - MONICA MENARD						
01-000-2100	8/10/2018	8/10/2018		00060-02-2019	0.25	Refund Check
Task Label:		Type:	PO Number:			
Total for Vendor UB*00468 - MONICA MENARD:					0.25	
UB*00469 - DEVA PFLUEGER						
01-000-2100	8/10/2018	8/10/2018		00060-02-2019	0.11	Refund Check
Task Label:		Type:	PO Number:			
Total for Vendor UB*00469 - DEVA PFLUEGER:					0.11	
UB*00470 - Nathan Jones						
01-000-2100	8/10/2018	8/10/2018		00060-02-2019	74.85	Refund Check
Task Label:		Type:	PO Number:			
Total for Vendor UB*00470 - Nathan Jones:					74.85	



# Accounts Payable

## Checks by Date - Detail by Check Number

User: KendraNegro  
Printed: 8/9/2018 8:17 AM



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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	00178	CALPERS	08/01/2018		
	AUGUST 2018	HEALTH INSURANCE			3,006.53
	AUGUST 2018	HEALTH INSURANCE			1,549.36
	AUGUST 2018	HEALTH INSURANCE			3,113.62
	AUGUST 2018	HEALTH INSURANCE			130.36
	AUGUST 2018	HEALTH INSURANCE			18,553.27
	AUGUST 2018	HEALTH INSURANCE			600.00
	AUGUST 2018	HEALTH INSURANCE			779.86
	AUGUST 2018	HEALTH INSURANCE			13,777.76
	AUGUST 2018	HEALTH INSURANCE			11,395.93
Total for this ACH Check for Vendor 00178:				0.00	52,906.69
15353	00450	EUROFINS	07/12/2018		
	383739	WATER ANALYSIS_PASO WELLS			1,565.00
	387435	WATER ANALYSIS_PEAUVINE CREEK			150.00
Total for Check Number 15353:				0.00	1,715.00
15354	10018	HOLLY HOSSACK	07/12/2018		
	062818	REIMBURSEMENT FOR MILEAGE, NOTARY			82.72
Total for Check Number 15354:				0.00	82.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
15355	00054 7218_283647007 7218_283647007	PACIFIC GAS AND ELECTRIC MBC CHARGES_ZAYANTE/ROSEBLOOM ELECTRIC CHARGES_ZAYANTE/ROSEBLO	07/12/2018		626.74 1,046.89
			Total for Check Number 15355:	0.00	1,673.63
15356	00054 7218-3658024062	PACIFIC GAS AND ELECTRIC ELECTRIC CHARGES_GRAHAM HILL	07/12/2018		676.25
			Total for Check Number 15356:	0.00	676.25
15357	00054 7318_256996928 7318_256996928	PACIFIC GAS AND ELECTRIC MBC CHARGES_1150 REBECCA ELECTRIC CHARGES_1150 REBECCA	07/12/2018		10.60 32.00
			Total for Check Number 15357:	0.00	42.60
15358	00054 7318_3658024062 7318_3658024062	PACIFIC GAS AND ELECTRIC GAS CHARGES_SAN LORENZO DR GAS CHARGES_OLYMPIA CIRCLE	07/12/2018		12.99 61.56
			Total for Check Number 15358:	0.00	74.55
15359	00054 7318_6279346884 7318_6279346884	PACIFIC GAS AND ELECTRIC ELECTRIC CHARGES_19 SUMMIT AVE MBC CHARGES_19 SUMMIT AVE	07/12/2018		365.20 139.64
			Total for Check Number 15359:	0.00	504.84
15360	00129 157903301	UNITED RENTALS (NORTH AMERICA) REFUELING CHARGE	07/12/2018		95.06
			Total for Check Number 15360:	0.00	95.06
15361	00721 6970281	UNITED SITE SVCS.,INC QUAIL PORTABLE RESTROOM	07/12/2018		177.93
			Total for Check Number 15361:	0.00	177.93
15362	00599 54883842 54883842 54883842	WEX BANK FUEL_WTP FUEL_OPS FUEL_CS	07/12/2018		2,007.05 3,243.42 647.30
			Total for Check Number 15362:	0.00	5,897.77
15375	00309 6654232400	AT&T IP SERVICES IP SERVICE_KWTP	07/20/2018	VOID	
				266.57	
			Total for Check Number 15375:	266.57	0.00
15376	00788 7118_1236033	COMCAST INTERNET_215 BLACKSTONE DR	07/20/2018	VOID	
				172.56	
			Total for Check Number 15376:	172.56	0.00
15377	00788 7318_0956185	COMCAST INTERNET_545 FALL CREEK DR	07/20/2018	VOID	
				169.06	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15377:	169.06	0.00
15378	00788 7418_0302438	COMCAST INTERNET_1075 WHISPERING PINES	07/20/2018 VOID		
				191.20	
			Total for Check Number 15378:	191.20	0.00
15379	00788 7518_1236165	COMCAST INTERNET_280 BLUE RIDGE	07/20/2018 VOID		
				172.56	
			Total for Check Number 15379:	172.56	0.00
15380	00788 7718_1236124	COMCAST INTERNET_15819 FOREST HILL	07/20/2018 VOID		
				172.60	
			Total for Check Number 15380:	172.60	0.00
15381	00788 7818_1236058	COMCAST INTERNET_17227 HWY 9	07/20/2018 VOID		
				172.60	
			Total for Check Number 15381:	172.60	0.00
15382	00788 7818_1323583	COMCAST INTERNET_365 MADRONE	07/20/2018 VOID		
				261.79	
			Total for Check Number 15382:	261.79	0.00
15383	00788 7818_1323641	COMCAST INTERNET_365 MADRONE_OFFICE	07/20/2018 VOID		
				261.79	
			Total for Check Number 15383:	261.79	0.00
15384	10005 WO#27467	ICMA RETIREMENT C/O M & T RETIRI ICMA_PP END 7/4/18	07/20/2018 VOID		
				3,788.08	
			Total for Check Number 15384:	3,788.08	0.00
15385	01052 070918 070918 070918	SCOTT MATTOCH TAX @ 8.5% CELL CASE REIMBURSEMENT TAX @ 8.5%	07/20/2018 VOID		
				-4.93	
				58.00	
				4.93	
			Total for Check Number 15385:	58.00	0.00
15386	00350 070416	HOWARD OLIPHANT REIMBURSEMENT_MEAL	07/20/2018 VOID		
				12.67	
			Total for Check Number 15386:	12.67	0.00
15387	00309 6654232400	AT&T IP SERVICES INTERNET_195 KIRBY	07/17/2018 VOID		
				266.57	
			Total for Check Number 15387:	266.57	0.00
15388	00788 070118_0302438	COMCAST INTERNET_1075 WHISPERING PINES	07/17/2018 VOID		
				191.20	
			Total for Check Number 15388:	191.20	0.00
15389	00788 070118_1236033	COMCAST INTERNET_215 BLACKSTONE DR	07/17/2018 VOID		
				172.56	



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15389:	172.56	0.00
15390	00788 070318_0956185	COMCAST INTERNET_545 FALL CREEK	07/17/2018 VOID	169.06	
			Total for Check Number 15390:	169.06	0.00
15391	00788 1236165_070518	COMCAST INTERNET_280 BLUE RIDGE DRIVE	07/17/2018 VOID	172.56	
			Total for Check Number 15391:	172.56	0.00
15392	00788 7718_1236124	COMCAST INTERNET_15819 FOREST HILL	07/17/2018 VOID	172.60	
			Total for Check Number 15392:	172.60	0.00
15393	00788 7818_1236058	COMCAST INTERNET_17277 HWY 9	07/17/2018 VOID	172.60	
			Total for Check Number 15393:	172.60	0.00
15394	00788 7818_1323583	COMCAST INTERNET_365 MADRONE	07/17/2018 VOID	261.79	
			Total for Check Number 15394:	261.79	0.00
15395	00788 7818_1323641	COMCAST INTERNET_365 MADRONE_OFFICE	07/17/2018 VOID	261.79	
			Total for Check Number 15395:	261.79	0.00
15396	10005 WO #27467	ICMA RETIREMENT C/O M & T RETIRI ICMA_PP 07/04/18	07/17/2018 VOID	3,788.08	
			Total for Check Number 15396:	3,788.08	0.00
15397	01052 070918	SCOTT MATTOCH EMPLOYEE REMIBURSE_CELL PHONE CA	07/17/2018 VOID	58.00	
			Total for Check Number 15397:	58.00	0.00
15398	00350 070418	HOWARD OLIPHANT EMPLOYEE REIMBURSE_070418	07/17/2018 VOID	12.67	
			Total for Check Number 15398:	12.67	0.00
15399	10005 WO#30018	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	07/20/2018		3,788.08
			Total for Check Number 15399:	0.00	3,788.08
15400	00309 6654232400	AT&T IP SERVICES IP SERVICE_KWTP	07/20/2018		266.57
			Total for Check Number 15400:	0.00	266.57
15401	00788 7118_1236033	COMCAST INTERNET_215 BLACKSTONE DR	07/20/2018		172.56
			Total for Check Number 15401:	0.00	172.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
15402	00788 7318_0956185	COMCAST INTERNET_545 FALL CREEK DR	07/20/2018		169.06
				Total for Check Number 15402:	0.00 169.06
15403	00788 7418_0302438	COMCAST INTERNET_1075 WHISPERING PINES	07/20/2018		191.20
				Total for Check Number 15403:	0.00 191.20
15404	00788 7518_1236165	COMCAST INTERNET_280 BLUE RIDGE	07/20/2018		172.56
				Total for Check Number 15404:	0.00 172.56
15405	00788 7718_1236124	COMCAST INTERNET_15819 FOREST HILL	07/20/2018		172.60
				Total for Check Number 15405:	0.00 172.60
15406	00788 7818_1236058	COMCAST INTERNET_17227 HWY 9	07/20/2018		172.60
				Total for Check Number 15406:	0.00 172.60
15407	00788 7818_1323583	COMCAST INTERNET_365 MADRONE	07/20/2018		261.79
				Total for Check Number 15407:	0.00 261.79
15408	00788 7818_1323641	COMCAST INTERNET_365 MADRONE_OFFICE	07/20/2018		261.79
				Total for Check Number 15408:	0.00 261.79
15409	10005 WO#27467	ICMA RETIREMENT C/O M & T RETIRI ICMA_PP END 7/4/18	07/20/2018		3,788.08
				Total for Check Number 15409:	0.00 3,788.08
15410	01052 070918 070918 070918	SCOTT MATTOCH CELL CASE REIMBURSEMENT TAX @ 8.5% TAX @ 8.5%	07/20/2018		58.00 4.93 -4.93
				Total for Check Number 15410:	0.00 58.00
15411	00350 070416	HOWARD OLIPHANT REIMBURSEMENT_MEAL	07/20/2018		12.67
				Total for Check Number 15411:	0.00 12.67
15412	00362 40813 40813	ACCELA, INC #774375 WEB PAYMENTS_TRANSACTION FEES WEB PAYMENTS_BANK FEES	07/20/2018		2,553.00 185.00
				Total for Check Number 15412:	0.00 2,738.00
15413	00384 718-01	DON ALLEY BULL CREEK PIPELINE	07/20/2018		19,333.94
				Total for Check Number 15413:	0.00 19,333.94

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
15414	00729 8072102-SLVWD	ALPHA ANALYTICAL LABS WASTWATER SAMPLING	07/20/2018		342.00
				Total for Check Number 15414:	0.00 342.00
15415	UB*00452	Anderson Pacific Eng. & Const. Inc. Refund Check	07/20/2018		75.00
				Total for Check Number 15415:	0.00 75.00
15416	00141 400514	B & B SMALL ENGINE WATER PUMP PARTS	07/20/2018		288.96
				Total for Check Number 15416:	0.00 288.96
15417	10025 80022003	BADGER METER, INC BEACON SERVICES_JUNE	07/20/2018		1,252.23
				Total for Check Number 15417:	0.00 1,252.23
15418	00378 062818 062818 062818 062818 062818 062818 062818 062818	BANKCARD CENTER BANK OF THE W KUBOTA RTV SERVICE OCTAVIO SAFETY CLOTHING CELL PHONE BELT CLIP INTERNET_FINANCE APP RIVER CLOUD SERVICES INTERNET_ENVIR JACK HAMMER BITS INDEED	07/20/2018		870.18 170.85 15.96 4.00 158.40 4.00 176.14 540.29
				Total for Check Number 15418:	0.00 1,939.82
15419	00342 76348	BRASS KEY LOCKSMITH KEYS/LOCKS	07/20/2018		272.06
				Total for Check Number 15419:	0.00 272.06
15420	10106 6821	CEL ANALYTICAL, INC WATER TESTING_JUNE	07/20/2018		943.00
				Total for Check Number 15420:	0.00 943.00
15421	00009 2383	CITY OF SANTA CRUZ FINANCE DEPT ANNUAL WEBSITE LICENSING_ENV	07/20/2018		586.03
				Total for Check Number 15421:	0.00 586.03
15422	10121 36142	COLANTUONO,HIGHSMITH & WHATL SERVICES THROUGH 06/30/18	07/20/2018		743.55
				Total for Check Number 15422:	0.00 743.55
15423	01050 0613777	COLONIAL LIFE SUPPLEMENTAL INS FOR 06/13/18, 06/28/18	07/20/2018		584.72
				Total for Check Number 15423:	0.00 584.72
15424	00273 30374552	CORELOGIC, INC. REALQUEST SERVICES	07/20/2018		200.00
				Total for Check Number 15424:	0.00 200.00
15425	00505	DELL MARKETING LP	07/20/2018		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10249722194	NINA RADIO ROOM INTERNET VPN			699.81
			Total for Check Number 15425:	0.00	699.81
15426	00037 33982 33982	CO. OF SANTA CRUZ DEPT OF PUBLIC SITE CLEAN UP_OPS WATER REBATES_ENV	07/20/2018		14.00 21.00
			Total for Check Number 15426:	0.00	35.00
15427	00343 69163	ERNIE'S SERVICE CENTER OIL CHNGE_V #341	07/20/2018		94.71
			Total for Check Number 15427:	0.00	94.71
15428	00450 400347	EUROFINS WATER ANALYSIS_OLY 2	07/20/2018		1,475.00
			Total for Check Number 15428:	0.00	1,475.00
15429	00750 062518	FEDAK & BROWN, LLP AUDIT SERVICES THROUGH 6/30/18	07/20/2018		5,600.00
			Total for Check Number 15429:	0.00	5,600.00
15430	00164 405871	FIRST ALARM LWTP ALARM REPAIR	07/20/2018		207.90
			Total for Check Number 15430:	0.00	207.90
15431	10208 SO04141	GOLDEN STATE COMMUNICATIONS, IN NEW DISTRICT TWO-WAY RADIO SYSTEM	07/20/2018		58,326.24
			Total for Check Number 15431:	0.00	58,326.24
15432	00080 1412831	GRANITE CONSTRUCTION CO BASE ROCK	07/20/2018		61.68
			Total for Check Number 15432:	0.00	61.68
15433	00589 7572	RONALD RAY GREENLY KIRBY PUMP OUT	07/20/2018		300.00
			Total for Check Number 15433:	0.00	300.00
15434	00016 41484	GREENWASTE RECOVERY,INC WEEKLY SPOIL REMOVAL	07/20/2018		395.14
			Total for Check Number 15434:	0.00	395.14
15435	00550 11019872	HACH COMPANY WTP SUPPLIES_BUFFER SOLUTION	07/20/2018		78.20
			Total for Check Number 15435:	0.00	78.20
15436	00231 070918 070918 070918 070918 070918	JODI McGRAW, Ph.D PASO WELL 8 PROJ_FEB 1-JUNE PROB TANK PROJECT_JULY 17 - JUNE 18 PASO WELL 7 PROJ_FEB 1-JUNE OLY WATERSHED_JULY 17 - JUNE 18 INTERTIE BIOLOGIST FEES_FEB-JUNE	07/20/2018		2,223.37 5,893.39 2,223.37 5,612.43 936.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15436:	0.00	16,888.86
15437	00336 6-2018	LAND TRUST OF SANTA CRUZ COUN Olympia Patrol Service_June	07/20/2018		693.90
			Total for Check Number 15437:	0.00	693.90
15438	10164 063018	GEORGE MCMENAMIN WATERSHED MANAGEMENT_JUNE 2018	07/20/2018		1,110.00
			Total for Check Number 15438:	0.00	1,110.00
15439	00296 0618033	MESITI-MILLER ENGINEERING,INC BLUE TANK	07/20/2018		1,856.00
			Total for Check Number 15439:	0.00	1,856.00
15440	00539 0618SLV	MILLER MAXFIELD, INC CONSULTING SERVICES_JUNE 2018	07/20/2018		1,131.25
			Total for Check Number 15440:	0.00	1,131.25
15441	00054 7518_7179253583 7518_7179253583 7518_7179253583 7518_7179253583 7518_7179253583	PACIFIC GAS AND ELECTRIC ELECTRIC CHARGES_11590 LAKESHORE I ELECTRIC CHARGES_END OF WEST DR ELECTRIC CHARGES_LOMPICO PUMP STA ELECTRIC CHARGES_11255 LOMPICO RD ELECTRIC CHARGES_CAROL AVE & LOMF	07/20/2018		179.94 21.03 160.21 157.61 23.91
			Total for Check Number 15441:	0.00	542.70
15442	00944 2755 2755 2773	PDNC, INC. MANAGED SERVER_JUNE MONTHLY SERVICE BACKUP 4 SERVERS_J FIELD TECHNICIAN_JUNE	07/20/2018		338.28 179.40 160.16
			Total for Check Number 15442:	0.00	677.84
15443	10214 2030 2030 2030	MIKE PODLECH TASK 3: DRAFT REPORT_JUNE TASK 1: DATA REVIEW_JUNE TASK 2: CONJUNCTIVE USE SCENARIOS_J	07/20/2018		67.50 1,890.00 270.00
			Total for Check Number 15443:	0.00	2,227.50
15444	10151 455903	OSCAR RODAS JUNE MAINTENANCE FOR JOHNSON BUIL	07/20/2018		250.00
			Total for Check Number 15444:	0.00	250.00
15445	00040 1137221	SANTA CRUZ SENTINEL ADVERTISING	07/20/2018		317.50
			Total for Check Number 15445:	0.00	317.50
15446	00746 53086	SCOTTS VALLEY BANNER VACANCY AD	07/20/2018		220.00
			Total for Check Number 15446:	0.00	220.00
15447	10217 062918	UMPQUA BANK UNIFORM JEANS_#216	07/20/2018		194.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	062918	TELESTREAM			9.99
			Total for Check Number 15447:	0.00	204.25
15448	00398 8424935	WATSONVILLE METAL CO.,INC OLY DUMPSTER FEES	07/20/2018		600.00
			Total for Check Number 15448:	0.00	600.00
15449	00141 400515	B & B SMALL ENGINE WATER PUMP PARTS	07/20/2018		15.39
			Total for Check Number 15449:	0.00	15.39
15450	00037 33982	CO. OF SANTA CRUZ DEPT OF PUBLIC COMBINED SPRINGS CLEAN UP_OPS	07/20/2018		75.75
			Total for Check Number 15450:	0.00	75.75
15451	00057 JULY 2018	AFSCME COUNCIL 57 UNION DUES_JULY 2018	07/20/2018		1,042.08
			Total for Check Number 15451:	0.00	1,042.08
15452	10023 3042026	AT & T CAPITAL SERVICES, INC V2 PHONE MAINTENANCE	07/20/2018		396.07
			Total for Check Number 15452:	0.00	396.07
15453	00055 7118_9607360489 7118_9607360489 7118_9607360489 7118_9607360489	AT&T TELEPHONE CHARGES_OPS TELEPHONE CHARGES_WTP TELEPHONE CHARGES_ADMIN TELEPHONE CHARGES_BCEWW	07/20/2018		3,813.35 2,054.41 191.19 366.39
			Total for Check Number 15453:	0.00	6,425.34
15454	00687 7518_137458730	AT&T U-VERSE INTERNET_13057 HWY 9	07/20/2018		75.00
			Total for Check Number 15454:	0.00	75.00
15455	00687 7618_132166881	AT&T U-VERSE INTERNET_MANANA WOODS	07/20/2018		85.00
			Total for Check Number 15455:	0.00	85.00
15456	00687 7718_132182018	AT&T U-VERSE INTERNET_345 QUAIL TERRACE	07/20/2018		75.00
			Total for Check Number 15456:	0.00	75.00
15457	00687 7818_250354021	AT&T U-VERSE INTERNET_365 MADRONE	07/20/2018		75.00
			Total for Check Number 15457:	0.00	75.00
15458	10173 071818	CARLY BLANCHARD REIMBURSEMENT_MILEAGE, MEALS	07/20/2018		90.36
			Total for Check Number 15458:	0.00	90.36
15459	00342	BRASS KEY LOCKSMITH	07/20/2018		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	949184	REKEY PADLOCKS_OPS			52.77
			Total for Check Number 15459:	0.00	52.77
15460	00124 0097074-IN	BRUCE BARTON PUMP, INC FELTON HEIGHTS EXTRA PUMP	07/20/2018		3,866.36
			Total for Check Number 15460:	0.00	3,866.36
15461	UB*00453	JUNE CHRISTMAN Refund Check	07/20/2018		0.94
			Total for Check Number 15461:	0.00	0.94
15462	00788 7618_1236017	COMCAST INTERNET_295 EAST RD	07/20/2018		172.56
			Total for Check Number 15462:	0.00	172.56
15463	00788 7618_1318955	COMCAST INTERNET_1150 REBECCA	07/20/2018		141.12
			Total for Check Number 15463:	0.00	141.12
15464	00788 7918_1318922	COMCAST INTERNET_3652 GRAHAM HILL	07/20/2018		141.12
			Total for Check Number 15464:	0.00	141.12
15465	00530 071718	JAMES FURTADO REIMBURSEMENT_MEALS	07/20/2018 VOID	123.00	
			Total for Check Number 15465:	123.00	0.00
15466	UB*00456	G & C SANCHEZ FAMILY LP Refund Check	07/20/2018		50.46
			Total for Check Number 15466:	0.00	50.46
15467	10069 071618	NATE GILLESPIE REIMBURSEMENT_CERTIFICATION	07/20/2018		90.00
			Total for Check Number 15467:	0.00	90.00
15468	UB*00455	LAYNE HOWARD Refund Check Refund Check	07/20/2018		8.81 15.69
			Total for Check Number 15468:	0.00	24.50
15469	00054 710_9655817646	PACIFIC GAS AND ELECTRIC ELECTRIC_140 ELENA	07/20/2018		9.64
			Total for Check Number 15469:	0.00	9.64
15470	10161 072018	WATERWISE PRO TRAINING WATER DISTR COURSE_BEASLEY, LONG	07/20/2018		300.00
			Total for Check Number 15470:	0.00	300.00
15471	00729 8072410	ALPHA ANALYTICAL LABS WASTEWATER SAMPLING	07/24/2018		78.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15471:	0.00	78.00
15472	10189 364922	EXPONENT, INC CONSULTING SERVICES THROUGH 6/30/18	07/24/2018		3,300.00
			Total for Check Number 15472:	0.00	3,300.00
15473	00164 407273	FIRST ALARM OPS_FIRE ALARM REPAIRS	07/24/2018		113.21
			Total for Check Number 15473:	0.00	113.21
15474	00367 138937 138937	INFOSEND, INC MAILING FEES POSTAGE FEES	07/24/2018		1,160.92 2,640.81
			Total for Check Number 15474:	0.00	3,801.73
15475	00610 M18-072	MAGGIORA BROS DRILLING PASO 7 WELL REHAB	07/24/2018		49,500.00
			Total for Check Number 15475:	0.00	49,500.00
15476	00296 0618032	MESITI-MILLER ENGINEERING, INC PROBATION TANK BIDDING SUPPORT	07/24/2018		5,014.40
			Total for Check Number 15476:	0.00	5,014.40
15477	00156 8309	STERLING WATER TECHNOLOGIES 300 LB DRUM POLYMER_KWTP	07/24/2018		5,042.55
			Total for Check Number 15477:	0.00	5,042.55
15478	10072 3263 3264	WATER SYSTEMS CONSULTING, INC FALL CREEK FISH LADDER DEBRIS REMO USDA PHASE 1 FUNDING	07/24/2018		1,785.00 27,874.50
			Total for Check Number 15478:	0.00	29,659.50
15479	00545 445063	AFLAC SUPPLEMENTAL INS_AUG 2018	07/24/2018		221.77
			Total for Check Number 15479:	0.00	221.77
15480	00162 55283545	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL_8/1/18 -8/2	07/24/2018		325.50
			Total for Check Number 15480:	0.00	325.50
15481	00767 963053781	ANTHEM BLUE CROSS MEDICARERX_8/1/18 - 9/1/18	07/24/2018		169.80
			Total for Check Number 15481:	0.00	169.80
15482	00309 3326772400 3326772400 3326772400	AT&T IP SERVICES INTERNET_OPS INTERNET_WTP INTERNET_ADMIN	07/24/2018		248.36 248.36 248.35
			Total for Check Number 15482:	0.00	745.07
15483	00686	AT&T LONG DISTANCE	07/24/2018		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	71318_832428738	LONG DISTANCE _OPS			222.03
			Total for Check Number 15483:	0.00	222.03
15484	10207	CITI CARDS_COSTCO	07/24/2018		
	071718	MAIL CHIMP SERVICE			50.00
	071718	MAIL CHIMP SERVICE			120.00
	071718	MOUNTAIN BULLETIN			678.00
	071718	OFFICE SUPPLIES_ADMIN			63.86
	071718	OFFICE SUPPLIES_ENV			34.68
			Total for Check Number 15484:	0.00	946.54
15485	00788	COMCAST	07/24/2018		
	71118_1171123	INTERNET_23 SUMMIT AVE			141.12
			Total for Check Number 15485:	0.00	141.12
15486	00788	COMCAST	07/24/2018		
	71518_1236074	INTERNET_200 ANNIE'S WAY			172.60
			Total for Check Number 15486:	0.00	172.60
15487	00788	COMCAST	07/24/2018		
	71618_1018662	INTERNET_264 ORCHARD RD			146.12
			Total for Check Number 15487:	0.00	146.12
15488	01039	ERA - A WATERS COMPANY	07/24/2018		
	870671	LAB TESTING/QUALITY CONTROL			746.27
			Total for Check Number 15488:	0.00	746.27
15489	00343	ERNIE'S SERVICE CENTER	07/24/2018		
	69268	VE-224 SERVICE			88.01
			Total for Check Number 15489:	0.00	88.01
15490	00450	EUROFINS	07/24/2018		
	L0399924	WATER ANALYSIS_LYONS WTP			475.00
	L0400129	WATER ANALYSIS_QUAIL WELL WTP			1,475.00
			Total for Check Number 15490:	0.00	1,950.00
15491	00530	JAMES FURTADO	07/24/2018		
	071918	CERTIFICATION REIMBURSEMENT			105.00
			Total for Check Number 15491:	0.00	105.00
15492	00329	GRAINGER	07/24/2018		
	840144240	HARD HATS, SUSPENSION RATCHET 6			344.37
	840144240	TRUCK 249			26.89
			Total for Check Number 15492:	0.00	371.26
15493	00713	GREG PATTERSON	07/24/2018		
	14450394	OPS. GATES			4,080.00
			Total for Check Number 15493:	0.00	4,080.00
15494	00550	HACH COMPANY	07/24/2018		
	11034237	AMPULE CALB KIT_WTP			229.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15494:	0.00	229.83
15495	00212 88415	CO. OF SANTA CRUZ HEALTH SERVIC KWTP HEALTH PERMIT	07/24/2018		1,054.00
			Total for Check Number 15495:	0.00	1,054.00
15496	00236 3033640250	IDEXX DISTRIBUTION CORP LAB SUPPLIES_WTP	07/24/2018		49.14
			Total for Check Number 15496:	0.00	49.14
15497	00058 12206	IHWY, INC. BUSINESS HOSTING	07/24/2018		25.00
			Total for Check Number 15497:	0.00	25.00
15498	00216 112194	B C AUTO PARTS, KATHLEEN GERRIT BELT, WRENCH	07/24/2018		50.05
			Total for Check Number 15498:	0.00	50.05
15499	10067 61800122 61800122	NBS QTLY ADMIN FEES_JULY-SEPT 30 QTLY ADMIN FEES_JULY-SEPT 30	07/24/2018		1,145.52 770.51
			Total for Check Number 15499:	0.00	1,916.03
15500	UB*00454	GREGORY NICHOLAS Refund Check	07/24/2018		0.25
			Total for Check Number 15500:	0.00	0.25
15501	00263 63018	RAYNE WATER CONDITIONING SERVICE JULY_WTP	07/24/2018		35.50
			Total for Check Number 15501:	0.00	35.50
15502	00370 2202	ROB CARLING OPS BLDG BACK DOOR	07/24/2018		835.00
			Total for Check Number 15502:	0.00	835.00
15503	00047 8060858 8060859 8070051 8070166	SOIL CONTROL LAB GENERAL PHYSICAL_WTP WATER TESTING_WTP GENERAL PHYSICAL_WTP GENERAL PHYSICAL_WTP	07/24/2018		145.00 37.00 145.00 87.00
			Total for Check Number 15503:	0.00	414.00
15504	00461 201864	SPECTOR INSTRUMENTS, INC ANNUAL MAINTENANCE	07/24/2018		495.00
			Total for Check Number 15504:	0.00	495.00
15505	00768 620031	USA BLUEBOOK_HD SUPPLY WELL MEASUREMENT EQUIPMENT	07/24/2018		1,111.20
			Total for Check Number 15505:	0.00	1,111.20
15506	00011	VERIZON WIRELESS	07/24/2018		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	9810919137	TABLET CHARGES_ENV			95.16
	9810919137	TABLET CHARGES_OPS			268.39
	9810919137	TABLET CHARGES_ENG			95.16
			Total for Check Number 15506:	0.00	458.71
15507	00399	VISION SERVICE PLAN - (CA)	07/24/2018		
	AUG 2018	VISION INSURANCE_ENG			11.14
	AUG 2018	VISION INSURANCE_ENV			38.58
	AUG 2018	VISION INSURANCE_WTP			157.50
	AUG 2018	VISION INSURANCE_OPS			357.72
	AUG 2018	VISION INSURANCE_ADMIN			44.74
	AUG 2018	VISION INSURANCE_FINANCE			128.06
			Total for Check Number 15507:	0.00	737.74
15508	00313	MET LIFE	07/30/2018		
	AUG 2018	LIFE INSURANCE_ENG			16.65
	AUG 2018	DISABILITY_OPS			342.98
	AUG 2018	LIFE INS_ENV			33.30
	AUG 2018	DENTAL_ENV			192.14
	AUG 2018	DENTAL_ENG			62.57
	AUG 2018	LIFE INS_ADMIN			33.30
	AUG 2018	DISABILITY_ENV			78.38
	AUG 2018	LIFE INSURANCE_OPS			186.48
	AUG 2018	DISABILITY_ENG			41.45
	AUG 2018	DISABILITY_ADMIN			84.83
	AUG 2018	DISABILITY_FINANCE			249.53
	AUG 2018	DISABILITY_WTP			320.28
	AUG 2018	DENTAL_ADMIN			325.32
	AUG 2018	DENTAL_OPS			1,945.38
	AUG 2018	DENTAL_WTP			1,202.00
	AUG 2018	DENTAL_FINANCE			1,300.46
	AUG 2018	LIFE INSURANCE_FINANCE			127.37
	AUG 2018	LIFE INS_WTP			146.52
			Total for Check Number 15508:	0.00	6,688.94
15509	10152	WESTAMERICA BANK	08/03/2018		
	071918	TRUCK LOAN_INTEREST			253.57
	071918	TRUCK LOAN_PRINCIPAL			1,847.11
			Total for Check Number 15509:	0.00	2,100.68
15510	00125	SCARBOROUGH LUMBER	08/03/2018		
	316069	ANCHORS			13.36
	316140	PARTS FOR TANK HATCH REPAIR			38.63
	573065	PARTS_TANK HATCH REPAIR			73.94
	573106	PARTS FOR LOMPICO HATCH			85.81
	573130	POWER STRIPS			15.02
			Total for Check Number 15510:	0.00	226.76
15511	00142	SAN LORENZO LUMBER	08/03/2018		
	0120201	MISC SUPPLIES			25.83
			Total for Check Number 15511:	0.00	25.83
15512	00125	SCARBOROUGH LUMBER	08/03/2018		
	316608	TRENCHING SHOVEL			37.68
	316735	WTP SUPPLIES			166.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	316898	PAINTING SUPPLIES			52.56
	316910	SUPPLIES FOR BLDG MAINT.			113.62
	573291	ECHO BOOSTER LIGHTING			29.35
	573343	TANK TARGET SUPPLIES			9.89
	573356	2 STROKE OIL, SHOVEL			53.68
			Total for Check Number 15512:	0.00	463.24
15513	00174 10067945	CARUS CORPORATION KWTP CHEMICALS	08/03/2018		3,297.90
			Total for Check Number 15513:	0.00	3,297.90
15514	00343 69371 69390	ERNIE'S SERVICE CENTER MAINT_V #747 MAINT_V #181	08/03/2018		541.37 120.82
			Total for Check Number 15514:	0.00	662.19
15515	00164 407298	FIRST ALARM OPS ALARM MAINT	08/03/2018		103.68
			Total for Check Number 15515:	0.00	103.68
15516	00236 3033746320	IDEXX DISTRIBUTION CORP QUANTI CULT	08/03/2018		241.11
			Total for Check Number 15516:	0.00	241.11
15517	00145 314-P3678811	BATTERIES PLUS TANK SOLAR BATTERIES	08/03/2018		88.19
			Total for Check Number 15517:	0.00	88.19
15518	00220 31224	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES_JULY 2018	08/03/2018		424.42
			Total for Check Number 15518:	0.00	424.42
15519	00124 0097130	BRUCE BARTON PUMP, INC MOTOR REPAIR_FELTON ACRES	08/03/2018		1,464.40
			Total for Check Number 15519:	0.00	1,464.40
15520	00475 071918	COASTAL WATERSHED COUNCIL FINAL 10%_ED GRANT	08/03/2018		250.00
			Total for Check Number 15520:	0.00	250.00
15521	00076 746525	ERNIE'S AUTO CENTER TAIL LIGHT BULBS	08/03/2018		12.68
			Total for Check Number 15521:	0.00	12.68
15522	00450 402158	EUROFINS WATER ANALYSIS_QUAIL 5A WELL	08/03/2018		1,475.00
			Total for Check Number 15522:	0.00	1,475.00
15523	00329 9844892100 9844892100	GRAINGER CARTRIDGE SAW KIT	08/03/2018		88.75 260.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15523:	0.00	349.21
15524	00216 112954	B C AUTO PARTS, KATHLEEN GERRIT V-BELT	08/03/2018		55.44
			Total for Check Number 15524:	0.00	55.44
15525	00235 25437	MICROWEST SOFTWARE SYSTEMS,IN ANNUAL MAINTENANCE/SUPPORT	08/03/2018		1,810.00
			Total for Check Number 15525:	0.00	1,810.00
15526	00082 227862 227862	MID VALLEY SUPPLY BATH TISSUE_OPS PAPER TOWELS_WTP	08/03/2018		33.50 110.67
			Total for Check Number 15526:	0.00	144.17
15527	00027 326709	NORTH BAY FORD MAINT_V #222	08/03/2018		165.00
			Total for Check Number 15527:	0.00	165.00
15528	00264 1229605	RAIN FOR RENT EQUIPMENT RENTAL_ PASO 8	08/03/2018		2,847.17
			Total for Check Number 15528:	0.00	2,847.17
15529	00318 071918	SC MUSEUM OF NATURAL HISTORY FINAL 10%_ED GRANT	08/03/2018		300.00
			Total for Check Number 15529:	0.00	300.00
15530	00746 53350	SCOTTS VALLEY BANNER COMMITTEE MEMBER AD	08/03/2018		220.00
			Total for Check Number 15530:	0.00	220.00
15531	10154 071918	SLV ELEMENTARY SCHOOL FINAL 10%_ED GRANT	08/03/2018		250.00
			Total for Check Number 15531:	0.00	250.00
15532	10169 071918	SLV MIDDLE SCHOOL FINAL 10%_ED GRANT	08/03/2018		250.00
			Total for Check Number 15532:	0.00	250.00
15533	00751 071918	SLVE BOBCAT CLUB FINAL 10%_ED GRANT	08/03/2018		250.00
			Total for Check Number 15533:	0.00	250.00
15534	00047 8060860 8070052 8070353 8070354 8070355 8070550 8070552	SOIL CONTROL LAB WATER ANALYSIS_OLY 2 WATER ANALYSIS_OLY 2 WATER ANALYSIS_677 WEST DR WATER ANALYSIS_OLY 2 WATER ANALYSIS_EL SERENO WATER ANALYSIS_CANEPA/ELENA WATER ANALYSIS_OLY 2	08/03/2018		39.00 78.00 145.00 78.00 29.00 145.00 58.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15534:	0.00	572.00
15535	00768 620032 620116	USA BLUEBOOK_HD SUPPLY CHEMICAL FEED PUMPS/PARTS CHEMICAL FEED PUMPS/PARTS	08/03/2018		399.43 783.68
			Total for Check Number 15535:	0.00	1,183.11
15536	UB*00461	SUZY BARR Refund Check	08/08/2018		1.88
			Total for Check Number 15536:	0.00	1.88
15537	UB*00463	LESLIE ERWIN Refund Check	08/08/2018		0.94
			Total for Check Number 15537:	0.00	0.94
15538	UB*00458	ALFRED FERRERIA Refund Check	08/08/2018		50.55
			Total for Check Number 15538:	0.00	50.55
15539	UB*00457	ASHLEY HUDSON Refund Check	08/08/2018		4.71
			Total for Check Number 15539:	0.00	4.71
15540	UB*00460	DOUGLAS JOHNSON Refund Check Refund Check	08/08/2018		28.21 201.40
			Total for Check Number 15540:	0.00	229.61
15541	UB*00462	SARAH MAPEL Refund Check	08/08/2018		62.75
			Total for Check Number 15541:	0.00	62.75
15542	UB*00459	JOHN WASSON Refund Check Refund Check	08/08/2018		10.12 15.08
			Total for Check Number 15542:	0.00	25.20
15543	00055 719_8313355273	AT&T PHONE_FELTON ACRES_WTP	08/08/2018		120.58
			Total for Check Number 15543:	0.00	120.58
15544	00309 7441792400 7441792400 7441792400	AT&T IP SERVICES IP SERVICES_OPS IP SERVICES_ADMIN IP SERVICES_WTP	08/08/2018		391.21 391.21 391.21
			Total for Check Number 15544:	0.00	1,173.63
15545	00687 71518_132338293	AT&T U-VERSE UVERSE_GRAHAM HILL	08/08/2018		75.00
			Total for Check Number 15545:	0.00	75.00

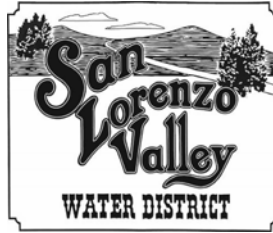


Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
15546	00788 71918_1028380	COMCAST INTERNET_7400 HWY 9	08/08/2018		151.12
			Total for Check Number 15546:	0.00	151.12
15547	00054 71918_365802406	PACIFIC GAS AND ELECTRIC ELECTRICAL CHARGES_232 KINGS VILLA	08/08/2018		230.52
			Total for Check Number 15547:	0.00	230.52
15548	00729 8072421-SLVWD 8073004-SLVWD	ALPHA ANALYTICAL LABS LAB FEES-ANALYTICAL SERVICES WASTWATER SAMPLING	08/08/2018		65.00 1,002.00
			Total for Check Number 15548:	0.00	1,067.00
15549	00146 237458	BLUEPRINT EXPRESS SCANS OF PLANS	08/08/2018		283.93
			Total for Check Number 15549:	0.00	283.93
15550	00342 949298	BRASS KEY LOCKSMITH 12 FM2 KEYS #47-58	08/08/2018		39.11
			Total for Check Number 15550:	0.00	39.11
15551	00566 180700059101	C S S C ANSWERING SERVICE_SERVICE PERIOD 0	08/08/2018		260.93
			Total for Check Number 15551:	0.00	260.93
15552	00363 AUG2018	CINCINNATI LIFE INSURANCE CO LIFE INSURANCE_AUG 2018	08/08/2018		28.00
			Total for Check Number 15552:	0.00	28.00
15553	00234 071818	CITY OF SCOTTS VALLEY MANANA WOOD PLANT SEWER	08/08/2018		79.00
			Total for Check Number 15553:	0.00	79.00
15554	01050 4377735-0713730	COLONIAL LIFE SUPPLEMENTAL INS FOR 07/13/18, 07/28/18	08/08/2018		584.72
			Total for Check Number 15554:	0.00	584.72
15555	00273 30378919	CORELOGIC, INC. REALQUEST SERVICES_JULY	08/08/2018		206.00
			Total for Check Number 15555:	0.00	206.00
15556	00757 080118	JOE DAVIS LUNCH FOR CREW	08/08/2018		46.97
			Total for Check Number 15556:	0.00	46.97
15557	10103 072418	OCTAVIO FERNANDEZ EMPLOYEE REIMBURSEMENT_UNIFORMS	08/08/2018		62.25
			Total for Check Number 15557:	0.00	62.25
15558	10069 072318	NATE GILLESPIE EMPLOYEE REIMB_JACKETS	08/08/2018		195.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 15558:	0.00	195.84
15559	00080 1429064	GRANITE CONSTRUCTION CO BASE ROCK/HOT MIX_QUAIL 5	08/08/2018		321.28
			Total for Check Number 15559:	0.00	321.28
15560	00550 11070481	HACH COMPANY REAGENT_EQUITRANSFERRANT PH7 BUF	08/08/2018		96.29
			Total for Check Number 15560:	0.00	96.29
15561	00212 IN0088585 IN0088637 IN0088643 IN0088644 IN0088645 IN0088646	CO. OF SANTA CRUZ HEALTH SERVIC PERMIT FEES_FOREST HILL DRIVE PERMIT FEES_NINA TANKS PERMIT FEES_ECHO BOOSTER PERMIT FEES_OLYMPIA WELLS PERMIT FEES_QUAIL WELL 4A PERMIT FEES_QUAIL WELL 5A	08/08/2018		676.00 845.00 419.00 676.00 676.00 676.00
			Total for Check Number 15561:	0.00	3,968.00
15562	10018 072518	HOLLY HOSSACK EMPLOYEE REIMBURSEMENT_BOARD & v	08/08/2018		547.66
			Total for Check Number 15562:	0.00	547.66
15563	10005 WO#32551	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	08/08/2018		3,988.08
			Total for Check Number 15563:	0.00	3,988.08
15564	00236 3033640262	IDEXX DISTRIBUTION CORP LAB SUPPLIES	08/08/2018		214.32
			Total for Check Number 15564:	0.00	214.32
15565	01052 072418	SCOTT MATTOCH EMPLOYEE REIMBURSEMENT	08/08/2018		86.78
			Total for Check Number 15565:	0.00	86.78
15566	10214 2037 2037 2037	MIKE PODLECH TASK 1: DATA REVIEW_JULY TASK 2: CONJUNCTIVE USE SCENARIOS_J TASK 3: PROJECT MANAGEMENT_JULY	08/08/2018		742.50 607.50 67.50
			Total for Check Number 15566:	0.00	1,417.50
15567	00302 0114210 0114211	POLLARDWATER.COM 2" TAPING MACHINE 1-7/8 DRILL MACH F/D-5 MACH	08/08/2018		2,102.36 559.87
			Total for Check Number 15567:	0.00	2,662.23
15568	00050 078-271-05	CO. OF SANTA CRUZ RECORDER'S OF LIEN RELEASE FEE	08/08/2018		14.00
			Total for Check Number 15568:	0.00	14.00
15569	00711 S1734964.006	ROBERTS & BRUNE CO. HYDRANT WHARF 2" X 2-1/2" NUTS	08/08/2018		989.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	S1762265.001	6X6 TAP SLEEVE_FAIRVIEW HYDRANT IN:			889.70
			Total for Check Number 15569:	0.00	1,879.50
15570	00746 53726 53727	SCOTTS VALLEY BANNER ADVERTISING VACANCY_WATER SHORTA ADVERTISING VACANCY_ADMIN	08/08/2018		220.00 220.00
			Total for Check Number 15570:	0.00	440.00
15571	00047 8070594 8070718	SOIL CONTROL LAB WATER ANALYSIS_OLYMPIA WELL 2 WATER ANALYSIS_5 LOCATIONS	08/08/2018		29.00 145.00
			Total for Check Number 15571:	0.00	174.00
15572	00148 1496322	SOQUEL CREEK WATER DIST WATER CONSERVATION PROGRAM_VIDEC	08/08/2018		235.94
			Total for Check Number 15572:	0.00	235.94
15573	10184 253969 253995	THATCHER COMPANY, INC CHEMICALS_195 KIRBY CHEMICALS_195 KIRBY	08/08/2018		-480.00 3,784.09
			Total for Check Number 15573:	0.00	3,304.09
15574	10119 072118	TAYLOR TOCCALINO EMPLOYEE REIMBURSEMENT_UNIFORMS	08/08/2018		34.09
			Total for Check Number 15574:	0.00	34.09
15575	00721 114-7095404	UNITED SITE SVCS.,INC QUAIL 5 TOILET SERVICE AND CLEANING	08/08/2018		187.12
			Total for Check Number 15575:	0.00	187.12
15576	00190 18070729	USA NORTH USA LOCATE_ANNUAL FEE	08/08/2018		2,094.12
			Total for Check Number 15576:	0.00	2,094.12
			Report Total (213 checks):	11,521.96	376,750.14

**EFT TRANSACTIONS**  
**JULY 2018**



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

<b>Date</b>	<b>Check No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
7/3/2018	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 222.35
7/3/2018	EFT	PAYCHEX	PAYROLL	\$ 97,392.99
7/3/2018	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 159.65
7/3/2018	EFT	PAYCHEX	PAYROLL	\$ 73,328.15
7/17/2018	EFT	CALPERS	UAL PREPAYMENT	\$ 247,885.00
7/18/2018	EFT	CALPERS	RETIREMENT BENEFITS 07/03/18 & 07/18/18	\$ 35,147.87
7/18/2018	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 256.15
7/18/2018	EFT	PAYCHEX	PAYROLL	\$ 99,940.00
<b>TOTAL EFT TRANSACTIONS</b>				<b>\$ 554,332.16</b>

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 07/03/18: \$114,672.07**

## TRANSACTION SUMMARY

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	97,392.99
	TOTAL NEGOTIABLE CHECKS	17,279.08
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>114,672.07</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	14,778.97
	CASH REQUIRED FOR CHECK DATE 07/03/18	129,451.04

## TRANSACTION DETAIL

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
07/02/18	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	61,533.87	61,533.87
07/02/18	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	7,424.21	
				Medicare	1,736.33	
				Fed Income Tax	11,921.15	
				CA Income Tax	4,468.85	
				CA Disability	1,147.99	
				<b>Total Withholdings</b>	<b>26,698.53</b>	
				Employer Liabilities		
				Social Security	7,424.26	
				Medicare	1,736.33	
				<b>Total Liabilities</b>	<b>9,160.59</b>	35,859.12
				<b>EFT FOR 07/02/18</b>		<b>97,392.99</b>
				<b>TOTAL EFT</b>		<b>97,392.99</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/03/18	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	17,279.08	
				<b>TOTAL NEGOTIABLE CHECKS</b>		<b>17,279.08</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/03/18	Refer to your records for account	Information	Payroll	Employee Deductions		
				Advance	12.23	
				Aflc/Col Post	55.34	

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 07/03/18: \$114,672.07**

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/03/18	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)		
				Aflc/Col Pre	347.92	
				Calper 457	925.00	
				DPer	7,679.21	
				ICMA	3,788.08	
				Life Ins	14.00	
				PXCMP EE PRE	774.61	
				PXDCA EE PRE	192.31	
				PXUME EE PRE	469.23	
				Union dues	521.04	
				<b>Total Deductions</b>	<b>14,778.97</b>	
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>						<b>14,778.97</b>

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		
07/09/18	Taxpay®	FED IT PMT Group	55,257.65	REPLACEMENT
07/09/18	Taxpay®	CA IT PMT Group	11,483.60	REPLACEMENT

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 07/03/18: \$81,384.08**

## TRANSACTION SUMMARY

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	73,328.15
	TOTAL NEGOTIABLE CHECKS	8,055.93
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>81,384.08</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	0.00
	CASH REQUIRED FOR CHECK DATE 07/03/18	81,384.08

## TRANSACTION DETAIL

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
07/02/18	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	42,446.02	<b>42,446.02</b>
07/02/18	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	4,687.27	
				Medicare	1,096.20	
				Fed Income Tax	13,448.43	
				CA Income Tax	5,110.76	
				CA Disability	756.00	
				<b>Total Withholdings</b>	<b>25,098.66</b>	
				Employer Liabilities		
				Social Security	4,687.25	
				Medicare	1,096.22	
				<b>Total Liabilities</b>	<b>5,783.47</b>	<b>30,882.13</b>
				<b>EFT FOR 07/02/18</b>		<b>73,328.15</b>
				<b>TOTAL EFT</b>		<b>73,328.15</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/03/18	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	8,055.93	
				<b>TOTAL NEGOTIABLE CHECKS</b>		<b>8,055.93</b>

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/09/18	Taxpay®	FED IT PMT Group	25,015.37



# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 07/03/18: \$81,384.08**

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/09/18	Taxpay®	CA IT PMT Group	5,866.76

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# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 07/18/18: \$115,815.01**

## TRANSACTION SUMMARY

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	99,940.00
	TOTAL NEGOTIABLE CHECKS	15,875.01
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>115,815.01</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	14,605.50
	CASH REQUIRED FOR CHECK DATE 07/18/18	130,420.51

## TRANSACTION DETAIL

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
07/18/18	WELLS FARGO BANK, NA	xxxxxx1358	Direct Deposit	Net Pay Allocations	63,944.91	<b>63,944.91</b>
07/18/18	WELLS FARGO BANK, NA	xxxxxx1358	Taxpay®	Employee Withholdings		
				Social Security	7,419.88	
				Medicare	1,735.29	
				Fed Income Tax	12,041.09	
				CA Income Tax	4,521.68	
				CA Disability	1,121.97	
				<b>Total Withholdings</b>	<b>26,839.91</b>	
				Employer Liabilities		
				Social Security	7,419.88	
				Medicare	1,735.30	
				<b>Total Liabilities</b>	<b>9,155.18</b>	<b>35,995.09</b>
				<b>EFT FOR 07/18/18</b>		<b>99,940.00</b>
				<b>TOTAL EFT</b>		<b>99,940.00</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/18/18	WELLS FARGO BANK, NA	xxxxxx1358	Payroll	Check Amounts	15,875.01	
				<b>TOTAL NEGOTIABLE CHECKS</b>		<b>15,875.01</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/18/18	Refer to your records for account	Information	Payroll	Employee Deductions		
				Aflc/Col Post	55.34	
				Aflc/Col Pre	347.92	

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 07/18/18: \$115,815.01**

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

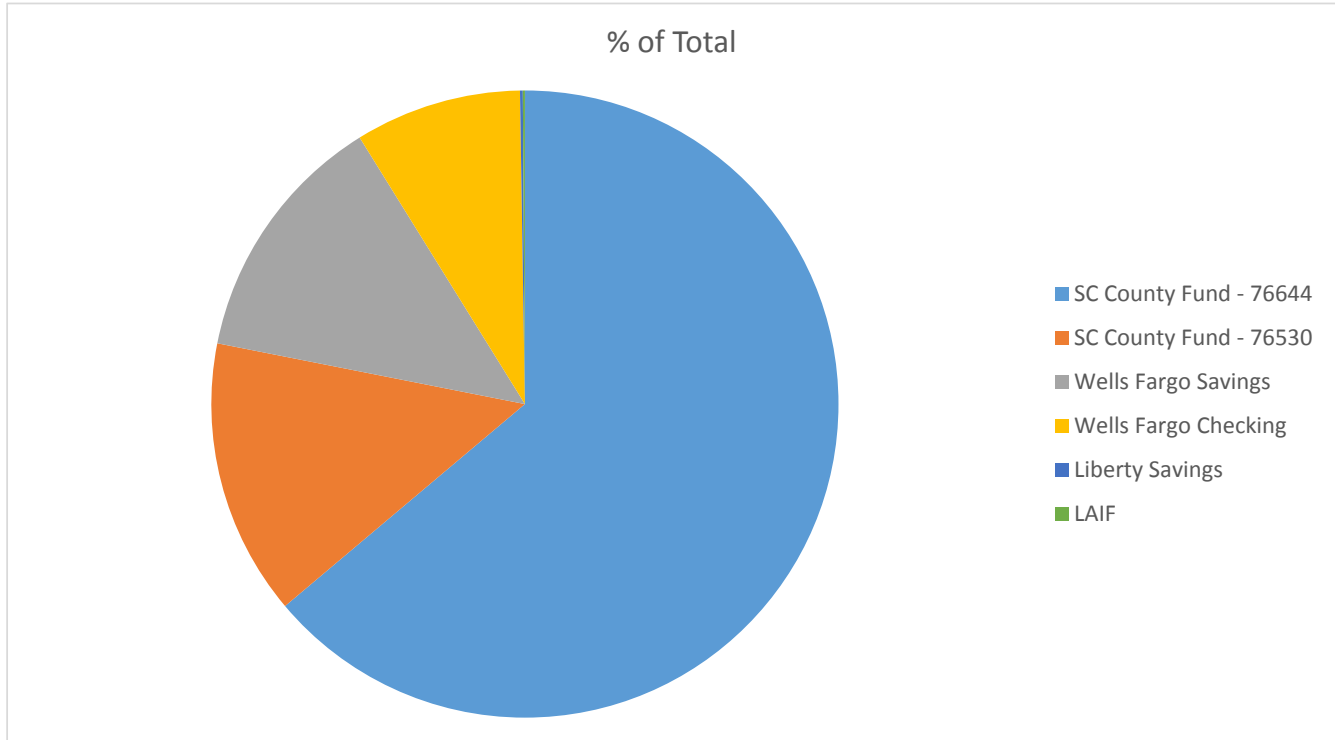
<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
07/18/18	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Calper 457	925.00
				DPer	7,517.97
				ICMA	3,788.08
				Life Ins	14.00
				PXCMP EE PRE	774.61
				PXDCA EE PRE	192.31
				PXUME EE PRE	469.23
				Union dues	521.04
				<b>Total Deductions</b>	<b>14,605.50</b>
<b>-----</b>					
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>					<b>14,605.50</b>

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/25/18	Taxpay®	FED IT PMT Group	30,351.44
07/25/18	Taxpay®	CA IT PMT Group	5,643.65

**AS OF 6/30/2018**

<b>LIQUID ASSETS</b>	<b>\$ Amount</b>	<b>% of Total</b>	<b>Ave Interest Rate</b>
Wells Fargo Checking	271,375	8.6%	0.35%
Wells Fargo Savings	412,955	13.1%	0.10%
Liberty Savings	4,510	0.1%	0.15%
SC County Fund - 76530	450,344	14.2%	1.51%
SC County Fund - 76644	2,019,014	63.9%	1.51%
LAIF	3,425	0.1%	1.90%
	<u>\$ 3,161,622</u>	<u>100%</u>	



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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
July 11, 2018

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER  
13060 HIGHWAY 9  
BOULDER CREEK, CA 95006

PMIA Average Monthly Yields

// Tran Type Definitions

June 2018 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	3,424.57
Total Withdrawal:	0.00	Ending Balance:	3,424.57

**G/L Balances**

Criteria: As Of = 6/30/2018; Fund = 76644, 76530

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 -- SLV- EFF 6/2/16					
101	EQUITY IN POOLED CASH	411,360.23	381,782.91	(342,798.90)	450,344.24
201	VOUCHERS PAYABLE (VENDOR)	0.00	300,000.00	(300,000.00)	0.00
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(409,996.33)	344,287.47	(383,271.48)	(448,980.34)
Total Fund 76530		0.00	1,026,070.38	(1,026,070.38)	0.00
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
101	EQUITY IN POOLED CASH	1,455,046.45	1,189,955.32	(625,987.98)	2,019,013.79
201	VOUCHERS PAYABLE (VENDOR)	0.00	200,000.00	(200,000.00)	0.00
220	DEFERRED CREDITS	(500,000.00)	500,000.00	0.00	0.00
344	FUND BALANCE	(955,046.45)	627,985.19	(1,691,952.53)	(2,019,013.79)
Total Fund 76644		0.00	2,517,940.51	(2,517,940.51)	0.00

## REVENUE STABILIZATION RATE ANALYSIS FY1718

*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
FY1415	72,137	70,653	69,617	60,931	52,275	40,785	49,486	40,781	41,301	53,193	50,988	51,218	<b>653,365</b>
FY1516	66,779	64,961	69,609	60,022	49,837	41,773	44,025	37,290	42,433	43,153	48,328	68,129	<b>636,340</b>
FY1617	74,199	73,414	71,825	59,518	41,777	45,698	45,401	37,667	41,173	42,898	52,932	68,388	<b>654,889</b>
<b>3 YR AVERAGE (BASELINE)</b>	<b>71,038</b>	<b>69,676</b>	<b>70,350</b>	<b>60,157</b>	<b>47,963</b>	<b>42,752</b>	<b>46,304</b>	<b>38,579</b>	<b>41,636</b>	<b>46,415</b>	<b>50,750</b>	<b>62,578</b>	<b>648,198</b>

### ACTUAL FY1718 CONSUMPTION

FY1718	81,254	78,331	76,259	65,658	58,601	42,693	48,947	40,431	42,401	41,263	52,088	69,321	<b>697,247</b>
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### CUMULATIVE ANALYSIS

% Above or Below Average	14%	12%	8%	9%	22%	0%	6%	5%	2%	-11%	3%	11%	
<b>Cumulative %</b>	<b>14%</b>	<b>13%</b>	<b>12%</b>	<b>11%</b>	<b>13%</b>	<b>11%</b>	<b>11%</b>	<b>10%</b>	<b>9%</b>	<b>8%</b>	<b>7%</b>	<b>8%</b>	

### NOTES:

Consumption is cumulatively higher than the prior three year average baseline. As of June 2018 consumption, the cumulative consumption is 8% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

Utility Billing  
Transactions by Date  
**LEAK ADJUSTMENT - Q4 2018**



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

Date Range: From: 04/01/2018 To: 06/30/2018  
Batch Type: Adj & Fees  
Billing Cycle: 001, 002, 999

Account No	Journal Entry Date	Amount	Units Used Total	Units Above Average	
Reference No	Tran Type		Consumption Charged	Cause of Leak	How Leak Was Detected
006973-000	04/09/2018	\$ (131.56)	85	77	
270004800	ADJUSTMENT		\$944.92	CUSTOMER SERVICE LINE LEAK	CUSTOMER INFORMED US OF LEAK
010352-000	04/09/2018	\$ (131.56)	28	26	SLVWD INFORMED CUSTOMER AFTER METER READING
650735000	ADJUSTMENT		\$311.63	LEAKY TOILET	CAME BACK WITH HIGH USAGE
011443-000	04/09/2018	\$ (177.10)	45	35	SLVWD INFORMED CUSTOMER AFTER METER READING
740687002	ADJUSTMENT		\$511.94	WATER HEATER & CUSTOMER SERVICE LINE	CAME BACK WITH HIGH USAGE
014618-000	04/09/2018	\$ (131.56)	26	26	
N/A	ADJUSTMENT		\$291.39	RODENTS CHEWED SERVICE LINE	CUSTOMER INFORMED US OF LEAK
013936-000	04/23/2018	\$ (227.70)	49	45	
181000000	ADJUSTMENT		\$552.42	TOILET AND GARDEN HOSE RUNNING	CUSTOMER INFORMED US OF LEAK
010092-000	05/02/2018	\$ (161.92)	37	32	SLVWD INFORMED CUSTOMER AFTER METER READING
640521010	ADJUSTMENT		\$402.71	CUSTOMER SERVICE LINE LEAK	CAME BACK WITH HIGH USAGE
006944-000	05/02/2018	\$ (355.47)	79.25	70.25	SLVWD INFORMED CUSTOMER AFTER METER READING
270003550	ADJUSTMENT		\$830.28	CUSTOMER SERVICE LINE LEAK	CAME BACK WITH HIGH USAGE
012097-000	05/10/2018	\$ (313.72)	102	62	SLVWD INFORMED CUSTOMER AFTER METER
830324003	ADJUSTMENT		\$1,116.96	CUSTOMER SERVICE LINE LEAK	READING CAME BACK WITH HIGH USAGE
015151-000	05/10/2018	\$ (116.38)	27	23	
N/A	ADJUSTMENT		\$321.57	CUSTOMER SERVICE LINE LEAK	CUSTOMER INFORMED US OF LEAK
009766-000	05/10/2018	\$ (526.24)	127	104	SLVWD INFORMED CUSTOMER AFTER METER READING
620313052	ADJUSTMENT		\$1,313.51	CUSTOMER SERVICE LINE LEAK	CAME BACK WITH HIGH USAGE
008557-000	05/10/2018	\$ (82.63)	26	24	CUSTOMER INFORMED US OF CONTINUATION OF
520234003	ADJUSTMENT		\$262.65	HIRED HELPER HAD LEFT WATER ON	PREVIOUS LEAK
012814-000	05/18/2018	\$ (217.58)	51	43	SLVWD INFORMED CUSTOMER AFTER METER READING
920062003	ADJUSTMENT		\$544.39	IRRIGATION LEAK	CAME BACK WITH HIGH USAGE
006733-000	05/25/2018	\$ (101.20)	32	20	SLVWD INFORMED CUSTOMER AFTER METER READING
260001800	ADJUSTMENT		\$380.38	CUSTOMER SERVICE LINE LEAK	CAME BACK WITH HIGH USAGE
005662-000	05/25/2018	\$ (116.38)	27	23	SLVWD INFORMED CUSTOMER AFTER METER READING
140651000	ADJUSTMENT		\$301.51	CUSTOMER SERVICE LINE LEAK	CAME BACK WITH HIGH USAGE
009167-000	05/25/2018	\$ (70.84)	20	14	SLVWD INFORMED CUSTOMER AFTER METER
560728000	ADJUSTMENT		\$230.67	CUSTOMER SERVICE LINE LEAK	READING CAME BACK WITH HIGH USAGE
009581-000	05/25/2018	\$ (273.24)	80	54	SLVWD INFORMED CUSTOMER AFTER METER
620195041	ADJUSTMENT		\$866.14	CUSTOMER SERVICE LINE LEAK	READING CAME BACK WITH HIGH USAGE
007348-000	06/05/2018	\$ (288.42)	69	57	SLVWD INFORMED CUSTOMER AFTER METER READING
280010250	ADJUSTMENT		\$754.82	UNEXPLAINED JUMP IN USAGE	CAME BACK WITH HIGH USAGE
009334-000	06/05/2018	\$ (187.22)	37	37	SLVWD INFORMED CUSTOMER AFTER METER
610003002	ADJUSTMENT		\$430.98	TOILET LEAK	READING CAME BACK WITH HIGH USAGE
005989-000	06/07/2018	\$ (131.56)	36	26	SLVWD INFORMED CUSTOMER AFTER METER
220198011	ADJUSTMENT		\$420.86	TOILET LEAK	READING CAME BACK WITH HIGH USAGE
011631-000	06/18/2018	\$ (263.12)	52	52	SLVWD INFORMED CUSTOMER AFTER METER
750842000	ADJUSTMENT		\$554.51	TOILET LEAK	READING CAME BACK WITH HIGH USAGE
005435-000	06/18/2018	\$ (172.04)	64	34	SLVWD INFORMED CUSTOMER AFTER METER
120162000	ADJUSTMENT		\$704.20	TOILET LEAK	READING CAME BACK WITH HIGH USAGE
008574-000	06/29/2018	\$ (263.12)	55	52	SLVWD INFORMED CUSTOMER AFTER METER
520250002	ADJUSTMENT		\$584.87	CUSTOMER SERVICE LINE LEAK	READING CAME BACK WITH HIGH USAGE
007519-000	06/29/2018	\$ (182.16)	64	36	SLVWD INFORMED CUSTOMER AFTER METER
290007050	ADJUSTMENT		\$704.22	CUSTOMER SERVICE LINE LEAK	READING CAME BACK WITH HIGH USAGE
015239-000	06/29/2018	\$ (101.20)	25	20	SLVWD INFORMED CUSTOMER AFTER METER
N/A	ADJUSTMENT		\$281.27	IRRIGATION LEAK	READING CAME BACK WITH HIGH USAGE
<b>LEAK Totals</b>		<b>\$ (4,723.92)</b>			
<b># Leak Adj</b>			<b>24</b>		
<b>FY 1718 YTD Totals</b>		<b>\$ (28,310.53)</b>			
<b># Leak Adj</b>			<b>109</b>		

In accordance with District Rules & Regulations, authorizing water bill adjustments, District staff has adjusted the above accounts for the period stated above.



## MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT JULY  
2018

DATE: August 16, 2018

### RECOMMENDATION:

It is recommended that the District Manager review and file the Operations Department Project Status Report for the month of July 2018.

### BACKGROUND:

#### STATE WATER BOARD SYSTEM INSPECTION

During the reporting period the California State Water Board conducted a three day inspection of the North, Lompico, and Manana Woods Water System. Written report should be received shortly. Inspection reports are conducted every two years by the State Water Board.

#### PG&E COMMUNITY WILDFIRE SAFETY PROGRAM

Staff met with PG&E regarding their new Community Wildfire Safety Program. The program may be necessary to temporarily turn off electricity power to neighborhoods or communities in or near high wildfire-threat areas when extreme fire conditions occur. The San Lorenzo Valley has been designated a high wildfire-threat areas.

#### BLUE TANK REPLACEMENT

Consultants have indicated that soils and the concrete foundation are of sound structural stability. Structural engineers are reviewing all reports and a foundation recommendation is expected shortly. During the reporting period soils and structural engineers met on site for further evaluation of the existing foundation. District staff verifies concrete slab thickness by drilling inspection holes at various locations in the slab. Outside contractor took cored concrete samples to verify structural steel in the slab.

During routine inspection it was discovered that the Districts Blue Tank in Manana Woods has experienced extensive corrosion to the upper ring of staves, roof and internal roof structure system. In addition to corrosion the tank experienced buckling damage from the 1989 Loma Prieta Earthquake.

## FELTON WATER SYSTEM WATER METER REPLACEMENT

Staff is continuing with the Felton Water System Meter Replacement Project. Domestic water meters are being replaced as existing metering has reached their life expectancy. Meters are being changed to the new Beacon "Eye on Water" system that will allow customers to monitor their water usage over the internet.

## HWY 9 & BROOKDALE STORM DAMAGE REPAIRS

Staff worked with the contractor to provide for pressure testing and main line disinfection for the main line replacement. Several hundred feet to main line washed out with Highway 9. The new main line has been placed in service.

## MAINTENANCE ISSUES

Service Line Replacement  
Service Line Replacement Visitor

Main Line Replacement  
Fire Hydrant repair Love Creek & Highway 9  
Main Line Repairs Creekside  
Main Repairs Kessler Ave

Water Tank Maintenance replaced access hatch weather striping  
Kaski Tank  
Madrone Tank  
Lewis Tank

System Wide  
14 Mainline leaks were repaired

Rick Rogers  
Director of Operations

## SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	July-18	June-18	July-13	Difference This Year To 2013
<b>North System</b>				
<b>Surface Water Sources</b>				
Foreman Creek	6,816,356	6,433,026	12,164,000	
Peavine Creek + Hydro	230,277	3,338,720	2,784,000	
Clear Creek	4,820,620	8,445,752	0	
Sweetwater Creek	3,213,747	5,630,502	0	
<b>Sub-Total (Streams)</b>	<b>15,081,000</b>	<b>23,848,000</b>	<b>14,948,000</b>	0.89%
<b>Wells (North)</b>				
Olympia No. 2	14,958,000	11,737,000	19,357,000	
Olympia No. 3	7,150,000	1,191,000	13,418,000	
Quail Well No. 4-A	7,989,000	7,069,000	7,419,000	
Quail Well No. 5-A	2,631,000	2,347,000	5,578,300	
<b>Sub Total North Wells</b>	<b>32,728,000</b>	<b>22,344,000</b>	<b>45,772,300</b>	-28.50%
<b>South System Wells</b>				
Pasatiempo 5A	9,483,700	9,792,800	N/A	
Pasatiempo 6	-	-	10,782,000	
Pasatiempo 7	-	-	3,378,000	
<b>Sub Total Pasatiempo Wells</b>	<b>9,483,700</b>	<b>9,792,800</b>	<b>14,160,000</b>	-33.02%
<b>North South All Sources Combined</b>	<b>57,292,700</b>	<b>55,984,800</b>	<b>74,880,300</b>	-23.49%
<b>Felton System - Surface Water</b>				
Fall Creek	8,369,500	8,138,421	11,378,831	
Bennett Spring	1,638,860	2,772,836	3,083,700	
Bull 1 & 2	1,795,200	840,752	0	
<b>Total Felton System Sources</b>	<b>11,803,560</b>	<b>11,752,009</b>	<b>14,462,531</b>	-18.39%
<b>Manana Woods System</b>				
Well 1	-	-	1,166,202	
<b>Total Manana Woods Sources</b>	<b>-</b>	<b>-</b>	<b>1,166,202</b>	
<b>Sub - Total Production</b>				
<b>North / Felton / Manana</b>	<b>69,096,260</b>	<b>67,736,809</b>	<b>90,509,033</b>	-23.66%
<b>Surface</b>	<b>26,884,560</b>	<b>35,600,009</b>	<b>29,410,531</b>	-8.59%
<b>Wells</b>	<b>42,211,700</b>	<b>32,136,800</b>	<b>61,098,502</b>	-30.91%
<b>Total Surface Water Percentage</b>	<b>38.91</b>	<b>52.56</b>	<b>32.49</b>	19.74%
<b>Total Wells Percentage</b>	<b>61.09</b>	<b>47.44</b>	<b>67.51</b>	-9.50%

**SAN LORENZO VALLEY WATER DISTRICT  
PRODUCTION BY SYSTEM  
+/- INTERTIES  
July 2018**

<b>North System All Sources</b>	<u>57,292,700</u>
Interties IN +	<u>39</u>
Interties OUT -	<u>2,740,428</u>
<b>TOTAL NORHT SYSTEM</b>	<u>54,552,311</u>
<b>Felton Water system All Sources</b>	<u>11,803,560</u>
Interties IN +	<u>0</u>
Interties OUT -	<u>0</u>
<b>TOTAL FELTON SYSTEM</b>	<u>11,803,560</u>
<b>Manana Woods System</b>	
Manana Woods Well 1	<u>0</u>
Interties IN +	<u>N/A</u>
<b>TOTAL MANANA WOODS</b>	<u>0</u>

**SAN LORENZO VALLEY WATER DISTRICT  
INTERTIE USAGE  
July 2018**

**INTERTIE 2**

SLVWD to SVWD 0

SVWD to SLVWD 0

**INTERTIE 3**

SLV SOUTH to SLV NORTH 39

SLV NORTH to SLV SOUTH 762,041

**INTERTIE 4**

SLVWD to MHWD 0

MHWD to SLVWD 0

**INTERTIE 6**

SLV NORTH to SLV FELTON -

SLV FELTON to SLV NORTH -

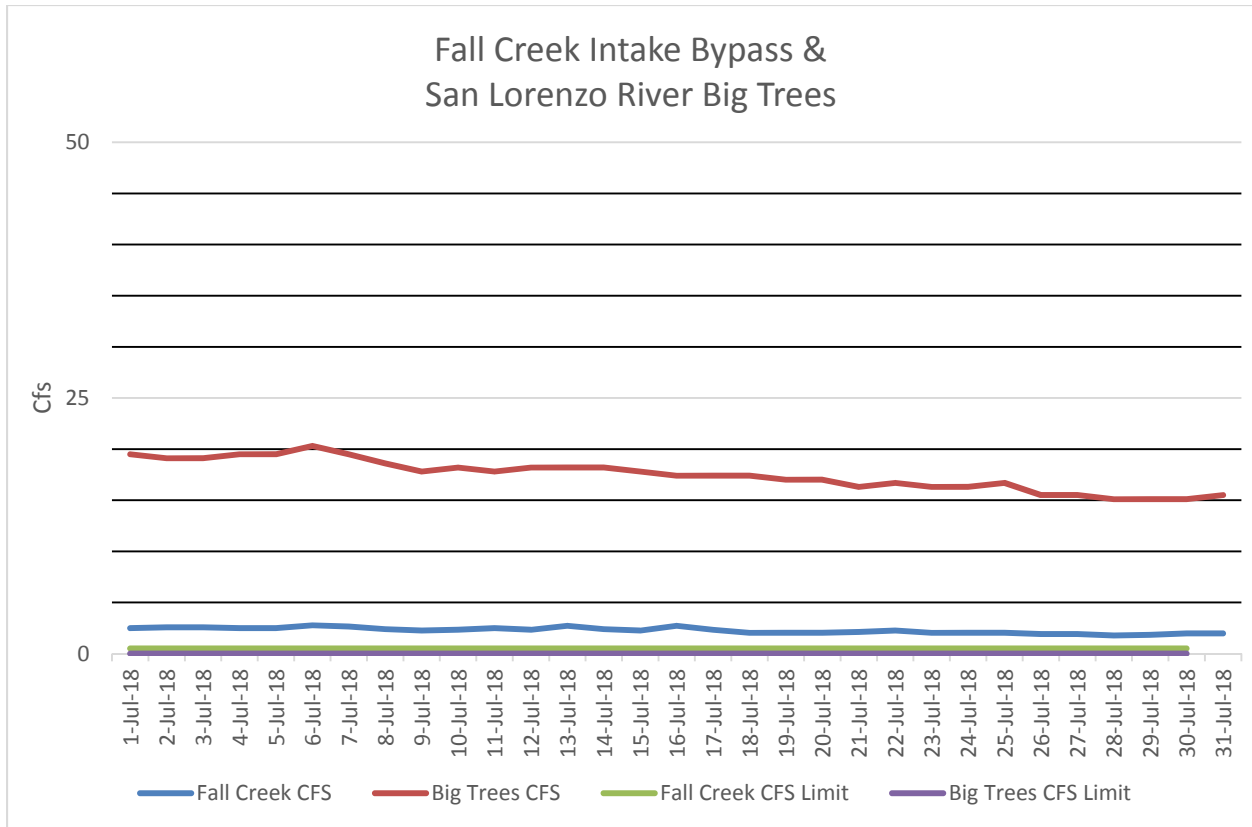
**LOMPICO INTERTIE**

SLV NORTH to LOMPICO 1,978,387

**MANANA WOODS INTERTIE**

SLVWD to MANANA WOODS N/A

## Fall Creek Intake July 2018



### 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 0.5 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

## Fall Creek Intake July 2018

June - August

No Requirements

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: 8.16.18

Month:	July	Year:	2018	Big Trees > 26,500 Acre-ft Oct-Feb Normal Yr	Big Trees <26,500 Acre-ft Oct-Feb Dry Yr							
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height	Weir Height Measurement	Fall Creek (Cubic Feet per Second)	Big Trees (Cubic Feet per Second)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 21cfs Sept 11 cfs Oct 26 cfs (yes/no)	Notes
1	9:50	ho	2	190	25.0	34.65	2.479	19.5	0	Yes	N/A	
2	14:35	ng	2	177	25.0	34.80	2.557	19.1	0	Yes	N/A	
3	9:05	db	2	190	25.0	34.70	2.557	19.1	0	Yes	N/A	
4	8:35	ho	2	200	25.0	34.65	2.479	19.5	0	Yes	N/A	
5	9:50	ho	2	165	25.0	34.65	2.479	19.5	0	Yes	N/A	
6	15:00	ho	1	160	25.0	35.04	2.772	20.3	0	Yes	N/A	
7	8:30	ks	1	151	25.0	34.84	2.636	19.5	0	Yes	N/A	
8	8:10	ks	1	154	25.0	34.46	2.389	18.6	0	Yes	N/A	
9	8:20	ho	1	160	25.0	34.26	2.253	17.8	0	Yes	N/A	
10	10:15	db	1	227	25.0	34.30	2.327	18.2	0	Yes	N/A	
11	11:25	jg	1	174	25.0	34.65	2.479	17.8	0	Yes	N/A	
12	8:25	db	1	193	25.0	34.30	2.327	18.2	0	Yes	N/A	
13	11:25	db	1	203	25.0	34.50	2.718	18.2	0	Yes	N/A	
14	10:20	jg	1	182	25.0	34.46	2.389	18.2	0	Yes	N/A	
15	11:10	jg	1	175	25.0	34.26	2.253	17.8	0	Yes	N/A	
16	13:10	db	1	214	25.0	34.50	2.718	17.4	0	Yes	N/A	
17	10:10	db	1	209	25.0	34.30	2.327	17.4	0	Yes	N/A	
18	9:15	ho	1	210	25.0	33.88	2.040	17.4	0	Yes	N/A	
19	8:20	ho	1	215	25.0	33.88	2.040	17.0	0	Yes	N/A	
20	8:15	ho	1	215	25.0	33.88	2.040	17.0	0	Yes	N/A	
21	7:35	ho	1	211	25.0	34.07	2.109	16.3	0	Yes	N/A	
22	13:35	ho	1	215	252.0	34.26	2.258	16.7	0	Yes	N/A	
23	11:20	db	1	228	25.0	33.90	2.040	16.3	0	Yes	N/A	
24	9:15	db	1	215	25.0	33.90	2.040	16.3	0	Yes	N/A	
25	10:10	db	1	228	25.0	33.90	2.040	16.7	0	Yes	N/A	
26	10:00	ho	1	230	25.0	33.68	1.905	15.5	0	Yes	N/A	
27	9:20	ho	1	230	25.0	33.68	1.905	15.5	0	Yes	N/A	
28	8:00	ks	1	178	25.0	33.38	1.765	15.1	0	Yes	N/A	
29	8:00	ks	1	184	25.0	33.49	1.823	15.1	0	Yes	N/A	
30	11:40	db	1	243	25.0	33.70	1.971	15.1	0	Yes	N/A	
31	9:25	db	1	200	25.0	33.70	1.971	15.5	0	Yes	N/A	



## San Lorenzo Valley Water District Loch Lomond Water Supply July 2018

### Loch Lomond Water Level



#### Week ending 8/01/2018

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

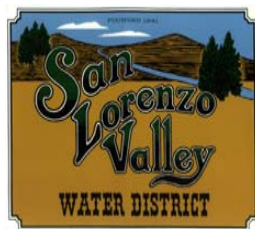
Currently:	575.00 ft
Percent of capacity:	95.2 %

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 deliveries of Loch Lomond water from the City in 1963. In 1965 the District constructed the Glen Arbor Water treatment plant for treating Loch Lomond water. Toward the end of the 1976-77 drought, the City stipulated that the District was not entitled to an allocation of 500 AF/yr, merely 12.5% of the safe yield. This decision based on a reduction to the estimated annual safe yield from the Newell Creek Reservoir, reduced the Districts contractual allocation. On June 7, 1977, the District filed a Complaint for Declaratory Relief, which requested the court to make a judicial determination of the respective parties' duties and rights. In June 1980 a court order fixed the estimated safe yield from Newell Creek Reservoir at reduced quantity, which resulted in a reduction to the Districts contractual allocation to 313 AF/yr.

#### Production Loch Lomond to SLVWD

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

Last time District used Loch Lomond water was June 1977

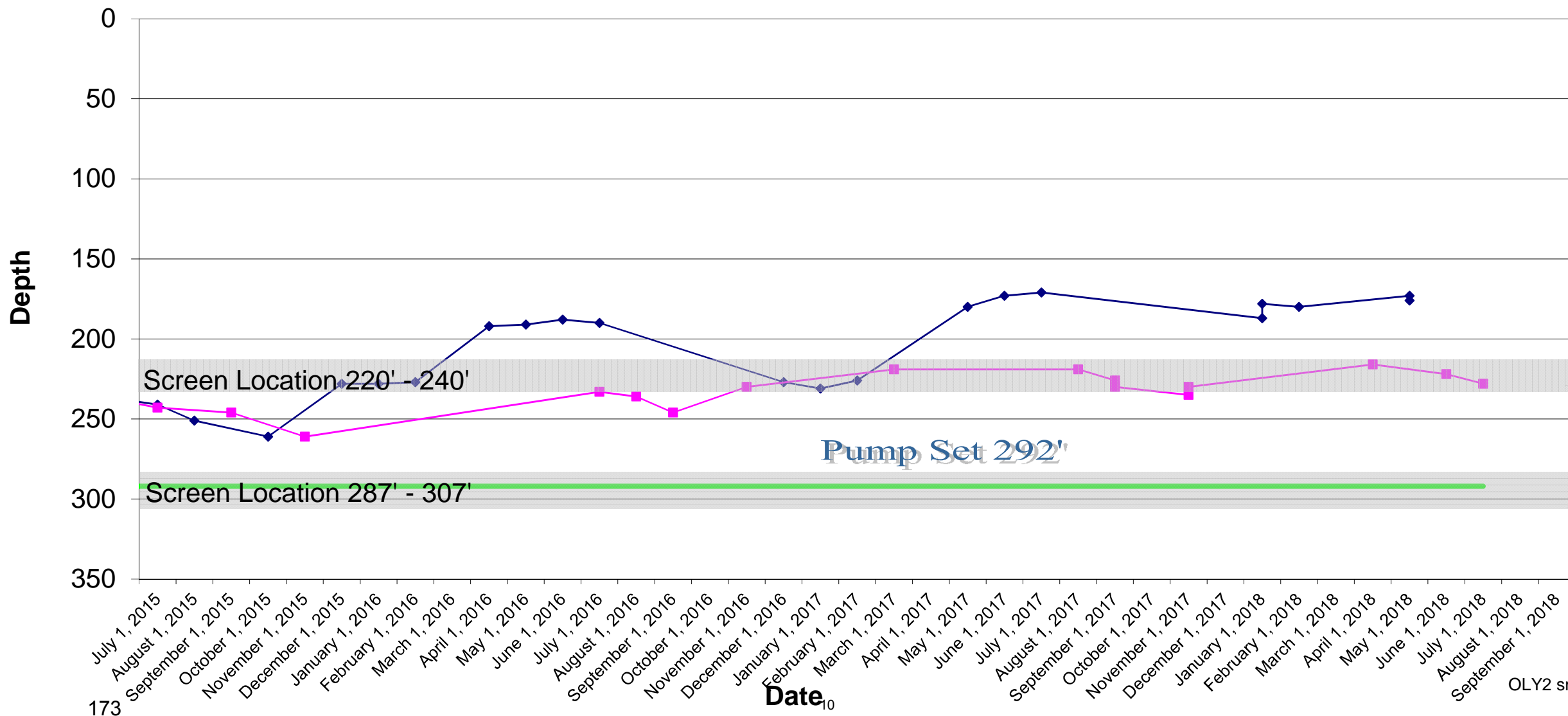
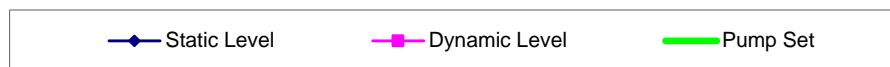


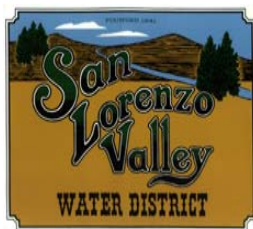
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 2

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



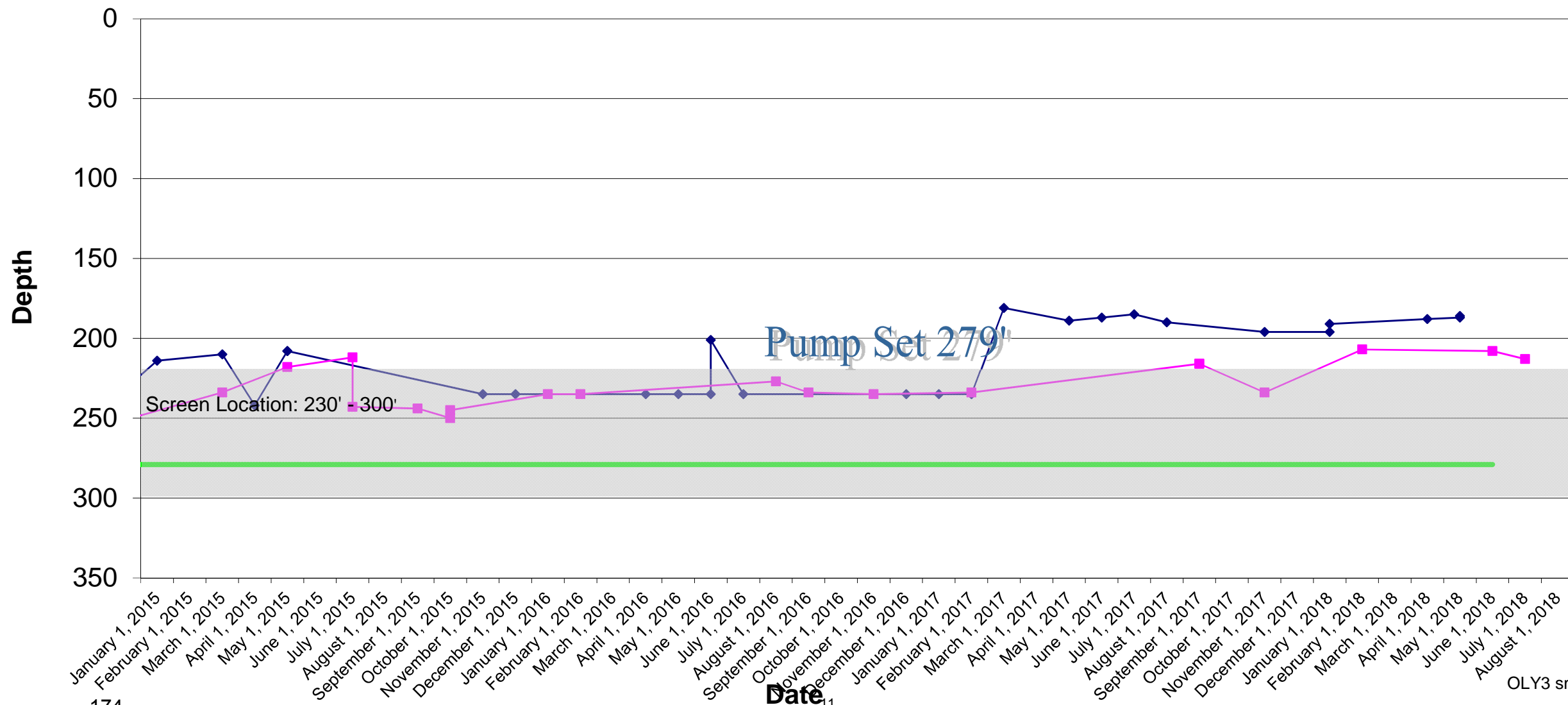
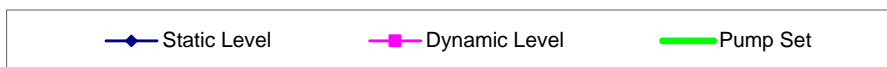


# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Olympia 3

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

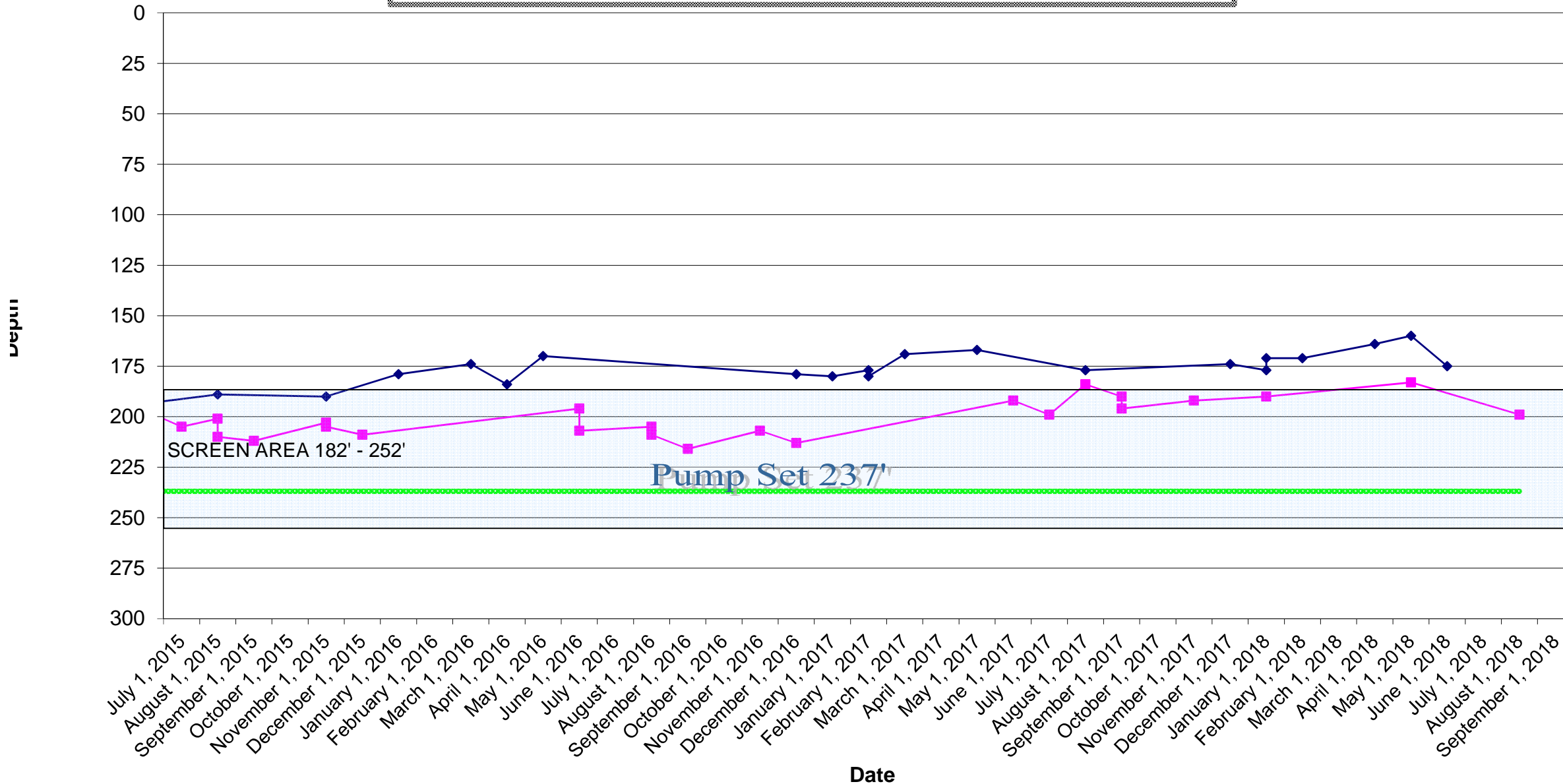


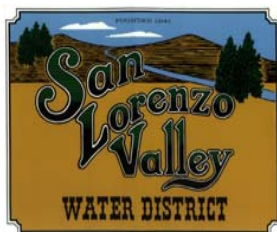
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 4-A

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



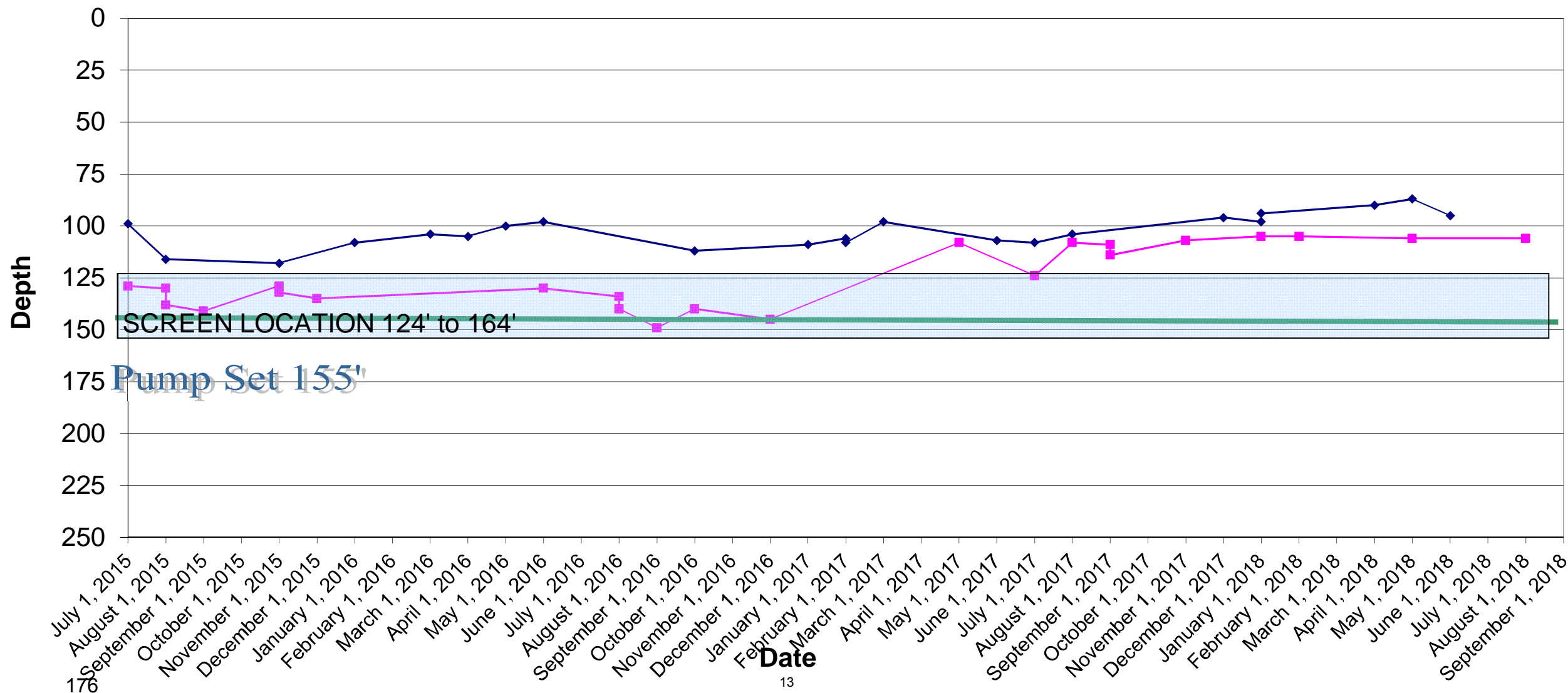
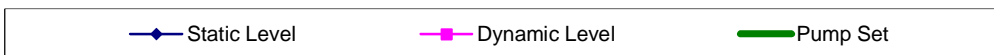


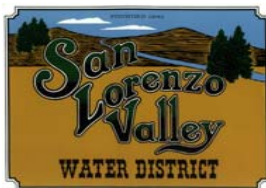
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Quail Well 5-A

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



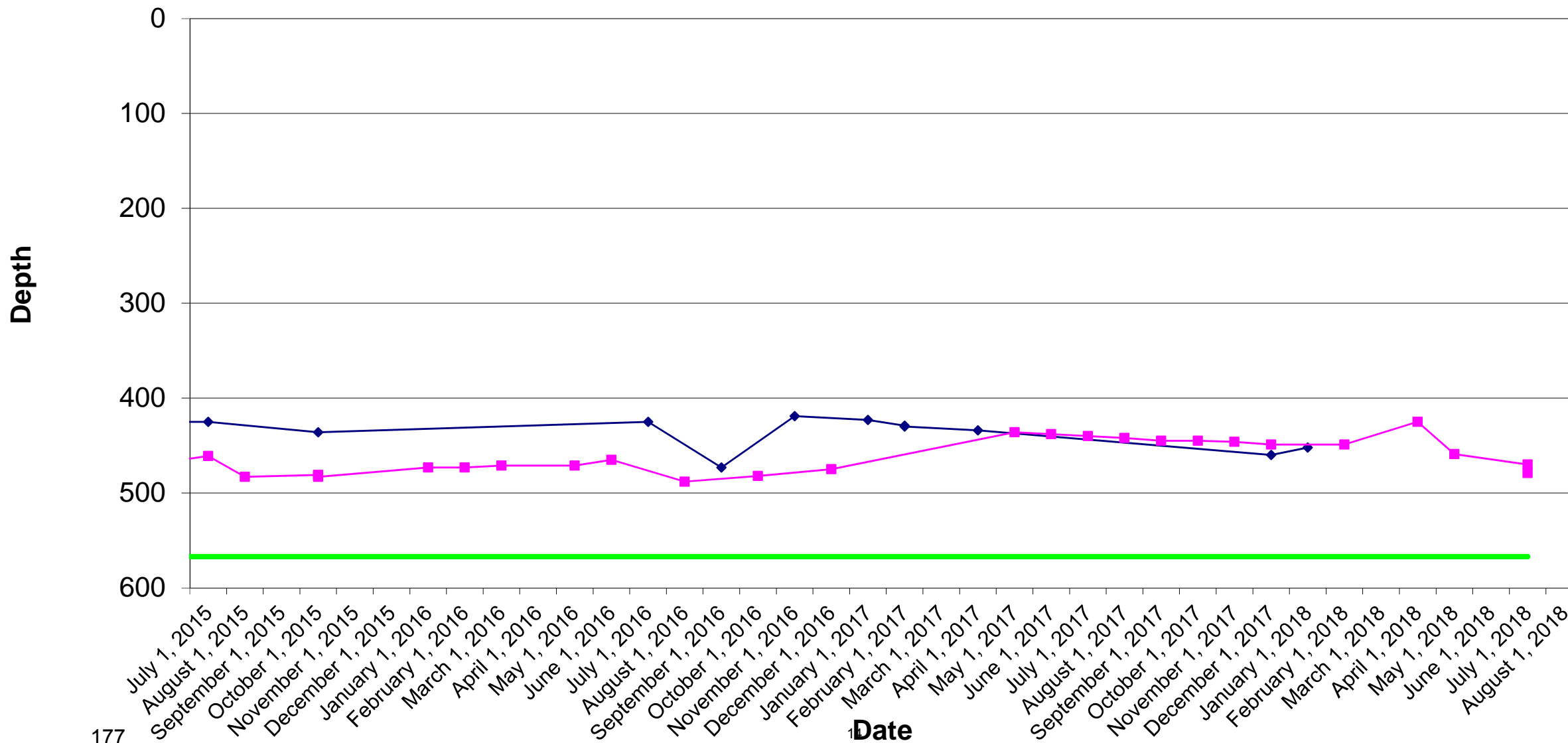
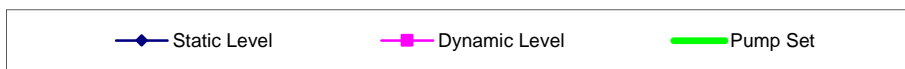


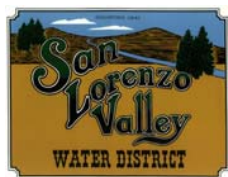
# SAN LORENZO VALLEY WATER DISTRICT

## Well Drawdown Report

### Pasatiempo 5-A

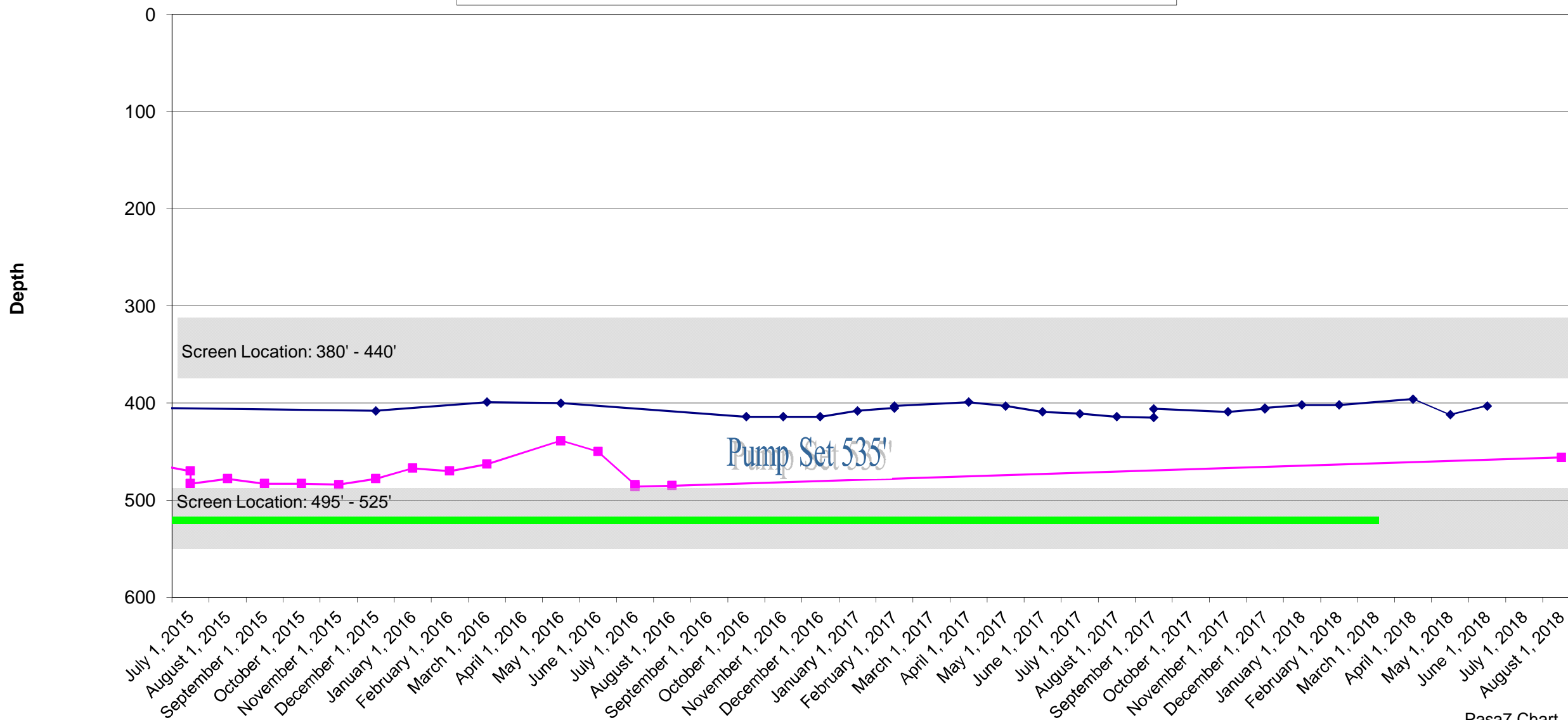
Location: So. Of 3650 Graham Hill Rd  
Elevation: 752'  
Installed 1-1-14  
State Well #:4410014-014  
Completed Depth: 710'





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

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



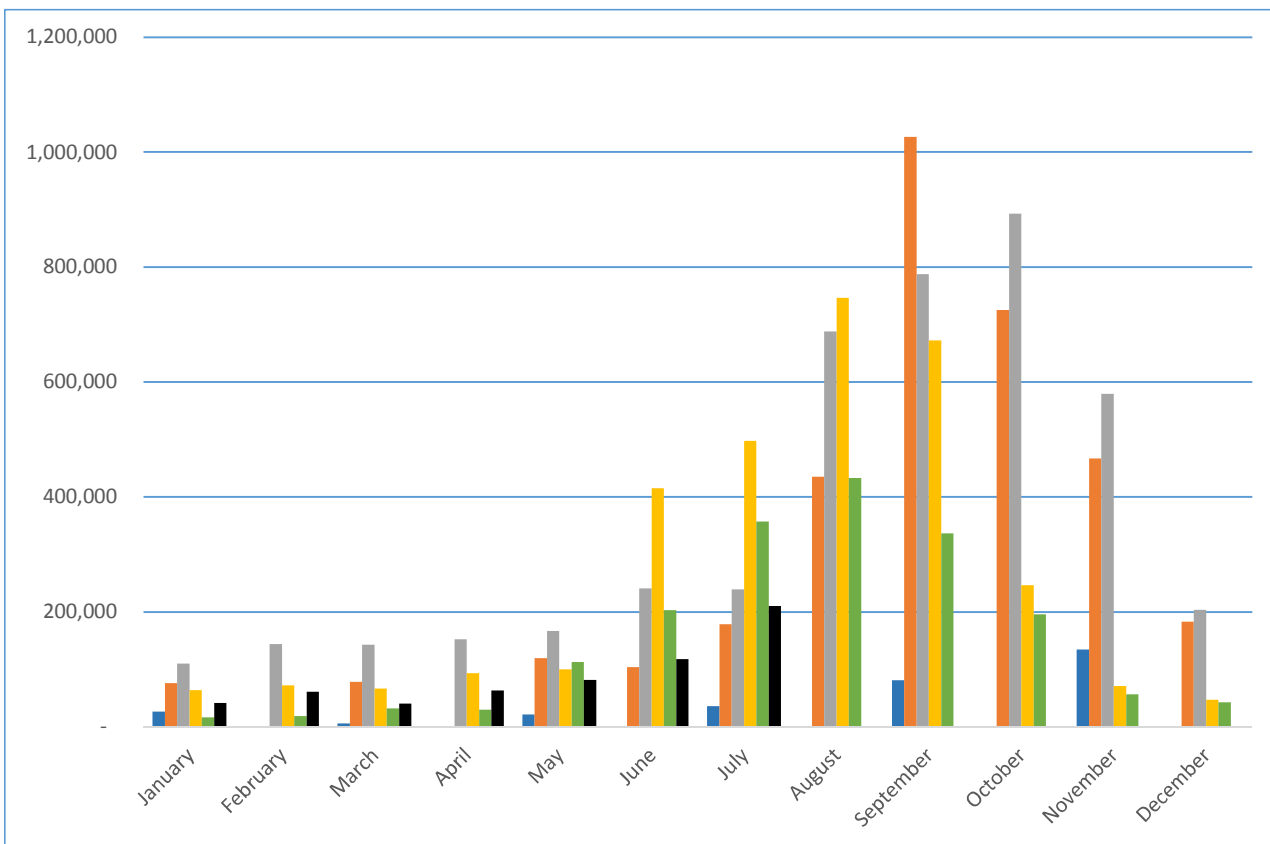
Agenda: 8.16.18  
Item: 12.3

# SAN LORENZO VALLEY WATER DISTRICT

## BULK WATER SALES

### GALLONS

### July 2018



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
January	26,928	76,296	109,965	63,850	16,456	41,888
February			144,364	72,556	18,700	61,366
March	5,984	78,540	142,868	66,572	32,164	40,392
April			152,592	93,500	29,920	63,580
May	21,692	119,680	166,804	100,232	112,948	81,532
June		103,972	240,983	415,140	203,179	118,184
July	35,904	178,772	239,360	497,420	357,544	210,188
August		435,336	688,160	746,504	433,092	
September	81,352	1,026,256	787,644	672,183	336,570	
October		725,560	893,112	246,840	195,976	
November	134,640	466,752	579,700	71,060	56,848	
December		183,260	203,456	47,124	42,636	
<b>Totals</b>	<b>306,500</b>	<b>3,394,424</b>	<b>4,349,008</b>	<b>3,092,981</b>	<b>1,836,033</b>	<b>617,130</b>



SAN LORENZO VALLEY WATER DISTRICT  
MONTHLY LEAK REPORT  
July 2018

Agenda: 8.16.18  
Item: 12.3

**NORTH SYSTEM**

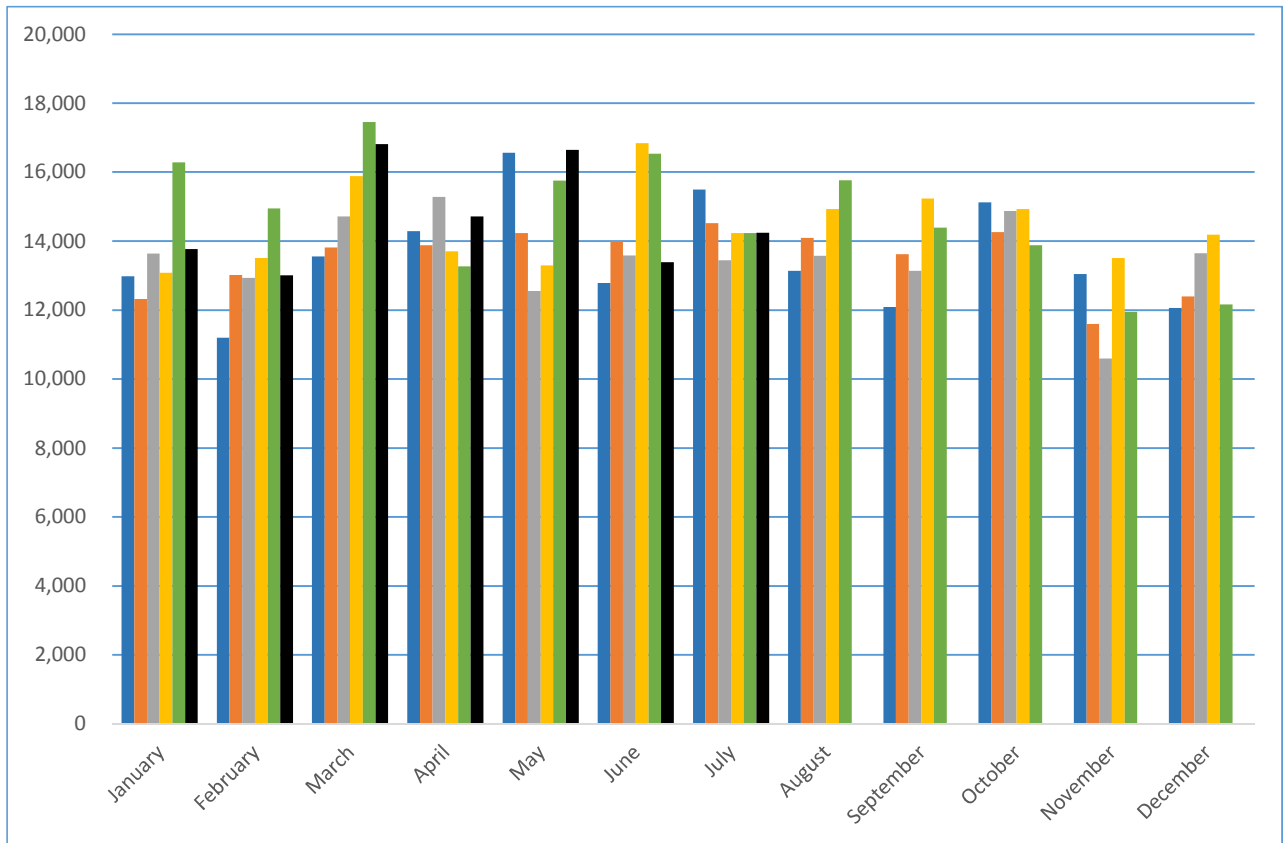
Leak Type	Location	Town	Gallons Lost
400 MAIN LEAKING	RIVERSIDE PARK DR. & MADRONE	BEN LOMOND	1440
400 MAIN LEAKING	HIGHWAY 9	BEN LOMOND	4752
400 MAIN LEAKING	272 KESSLER DR.	BEN LOMOND	1440
400 MAIN LEAKING	111 MADRONE AVE	BEN LOMOND	100
420 HYDRANT LEAKING	CORNER OF HWY 9	BEN LOMOND	50
400 MAIN LEAKING	8074 Fernwood Ave	BEN LOMOND	720
400 MAIN LEAKING	195 OAKWOOD LN	BOULDER CREEK	1440
400 MAIN LEAKING	13690 WEST PARK AVENUE	BOULDER CREEK	200
400 MAIN LEAKING	12805 HWY 9 ACCROSS FROM FOSTERS	BOULDER CREEK	720
400 MAIN LEAKING	100 STARVIEW	BOULDER CREEK	540
400 MAIN LEAKING	DRE REDWOOD DRIVE TURNS INTO STEWART	BOULDER CREEK	720
400 MAIN LEAKING	50 BLUERIDGE DR. (BETWEEN THIS ADDRESS)	BOULDER CREEK	1260
400 MAIN LEAKING	117 Booth Lane	BOULDER CREEK	720
400 MAIN LEAKING	TRINKLING CREEK	BOULDER CREEK	180
400 MAIN LEAKING	Bear Creek Rd	BOULDER CREEK	720
400 MAIN LEAKING	River Dr	BOULDER CREEK	1800
400 MAIN LEAKING	Lomond	BOULDER CREEK	360
400 MAIN LEAKING	175 PACIFIC AVENUE	BROOKDALE	50
400 MAIN LEAKING	ALTA VIA RD	BROOKDALE	720
Total North System			17,932
<b>FELTON SYSTEM</b>			
400 MAIN LEAKING	FELTON WATERSHED	FELTON	1000
400 METER LEAKING DISTRICT SIDE	BEHIND SAFEWAY IN THE FELTON FAIRE SHO	FELTON	900
Total Felton System			1,900
<b>SCOTTS VALLEY</b>			
Total Scotts Valley			-
<b>Total All Systems</b>			<b>19,832</b>

Water Quality Complaint List											
Date Received	Type Of Complaint							Address	Conclusion	System	
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)				
7/6/2018	X						Customer complained of strong chlorine taste.	11807 Clear Creek Rd	Upon investigation at customers residence by SLVWD staff; water quality results appeared normal and within range. Free chlorine was 0.9 mg/L at outside hose spigot. Customer was provided with results.	SLVWD-North	
7/6/2018	X						Customer complained of metallic taste.	151 Pine St.	Upon investigation at customers residence by SLVWD staff; water quality results appeared normal and within range. Free chlorine was 0.5 mg/L at outside hose spigot. Customer stated that this residence is a vacation home. Customer was provided with results and advised to flush internal plumbing for a few minutes after long periods of stagnation.	SLVWD-North	
7/25/2018		X					Customer observed brown water coming out of faucet	217 Melin Ave	Upon investigation at customers residence by SLVWD staff, front hose bib water appeared to have a brown color. SLVWD staff flushed hose bib for approximately 5 minutes, until the water ran clear. Customer stated they would call back if brown water returned. Further investigation revealed that a fire hydrant had been operated in proximity to this address on the evening of 7/24/18, and had most likely stirred up sediment in the main.	SLVWD-North	
7/28/2018		X					Customer stated their water was brown	232 Caledonium Ave	Upon investigation at customers residence by SLVWD Staff, water quality results appeared normal and within range at front hose bib. Free chlorine was 0.7 mg/L and no color was observed in a field color sample. Customer was informed of results and will call back if brown color is observed again.	SLVWD-North	
7/31/2018	X						Customer complained of yellow water	8091 Newton Dr	Upon investigation at customers residence by SLVWD staff, water quality results appeared normal and within range. Free chlorine was 1.3 mg/L and turbidity was 0.47 NTU. No color was detected in a field color sample. Speaking with customer further, she had stated that her pitcher carbon filter effluent had a yellow color to it. Customer was advised to replace carbon filter cartridge.	SLVWD-North	

# SAN LORENZO VALLEY WATER DISTRICT

## VEHICLE MILEAGE

### July 2018

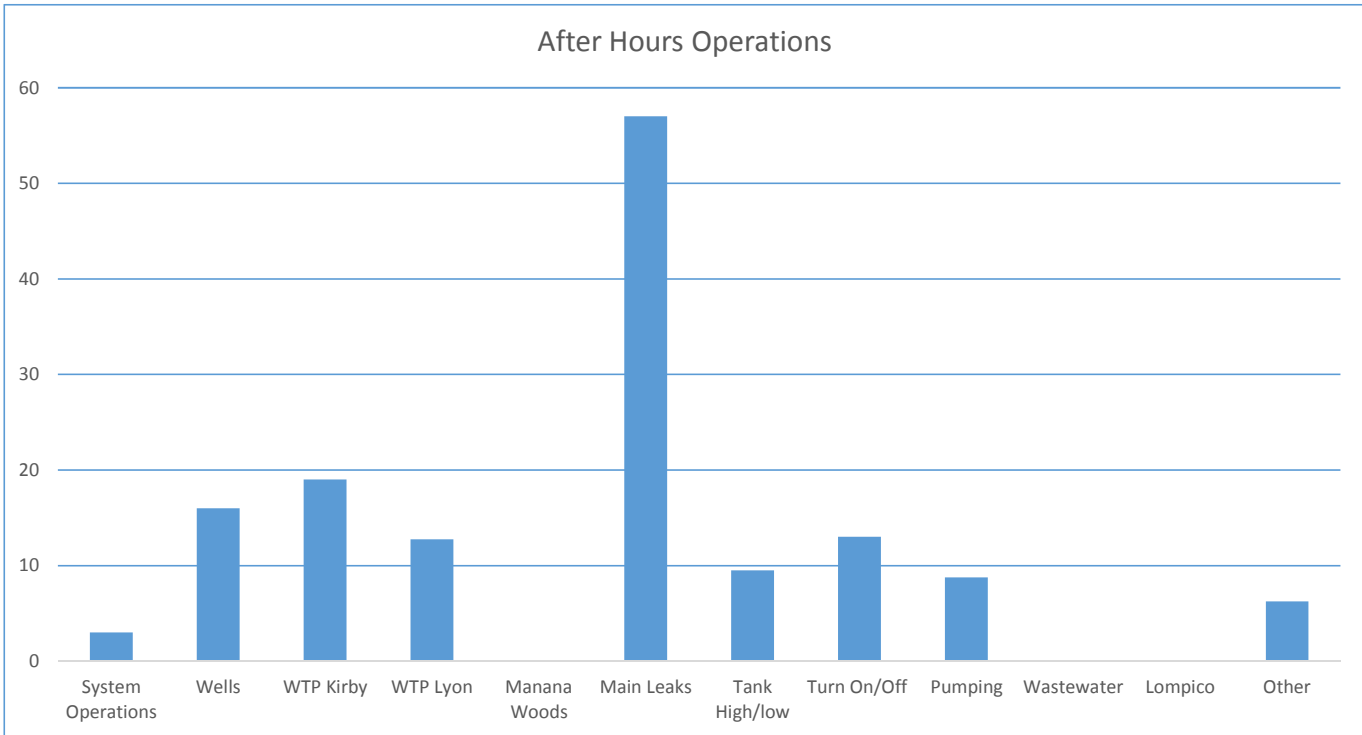


<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
January	12,976	12,317	13,633	13,082	16,286	13,763
February	11,201	13,015	12,934	13,505	14,945	13,003
March	13,558	13,817	14,714	15,882	17,451	16,809
April	14,283	13,883	15,279	13,704	13,270	14,711
May	16,560	14,228	12,550	13,290	15,757	16,646
June	12,780	14,000	13,582	16,841	16,534	13,390
July	15,497	14,519	13,441	14,228	14,229	14,242
August	13,136	14,096	13,569	14,923	15,761	
September	12,087	13,622	13,137	15,229	14,388	
October	15,120	14,261	14,868	14,924	13,880	
November	13,046	11,594	10,591	13,510	11,952	
December	12,060	12,394	13,648	14,187	12,158	
<b>Totals</b>	<b>162,304</b>	<b>161,746</b>	<b>161,946</b>	<b>173,305</b>	<b>176,611</b>	<b>102,564</b>

**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT**

Agenda: 8.16.18  
Item: 12.3

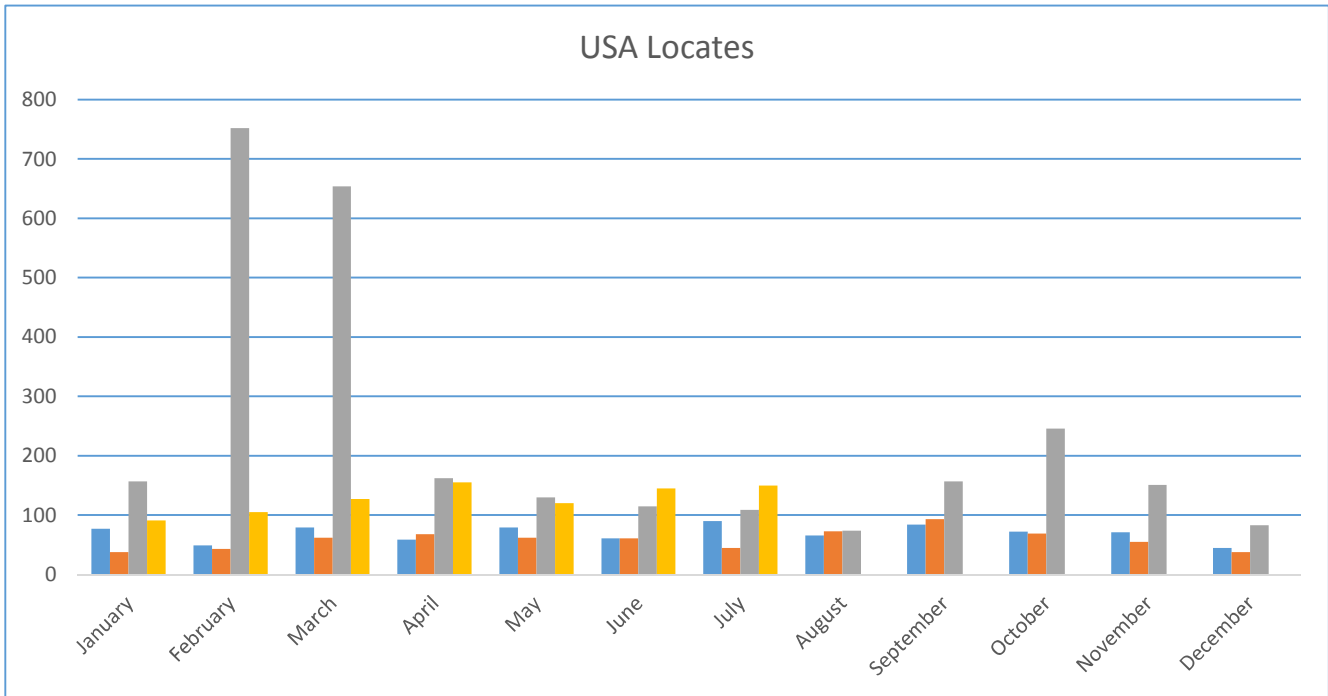
July 2018



<u>Description</u>	<u>Hours</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
System Operations	3	January	N/A	145.00	280.75	90.50
Wells	16	February	N/A	86.50	192.25	72.00
WTP Kirby	19	March	N/A	153.75	105.75	80.25
WTP Lyon	12.75	April	82.50	72.00	128.75	19.00
Manana Woods	0	May	104.75	49.25	132.75	105.5
Main Leaks	57	June	172.50	83.25	112.75	89.00
Tank High/low	9.5	July	124.25	80.25	162.00	145.25
Turn On/Off	13	August	111.75	81.25	141.25	
Pumping	8.75	September	230.25	175.00	201.25	
Wastewater	0	October	128.25	78.50	104.00	
Lompico	0	November	114.25	96.25	122.50	
Other	6.25	December	186.25	130.75	134.00	
<b>Total</b>	<b>145.25</b>		<b>1254.75</b>	<b>1231.75</b>	<b>1818.00</b>	<b>601.50</b>

**SAN LORENZO VALLEY WATER DISTRICT  
OPERATIONS DEPARTMENT  
July 2018**

Agenda: 8.16.18  
Item: 12.3



<u>Month</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
January	77	38	157	91
February	49	43	752	105
March	79	62	654	127
April	59	68	162	155
May	79	62	130	120
June	61	61	115	145
July	90	45	109	150
August	66	73	74	
September	84	93	157	
October	72	69	246	
November	71	55	151	
December	45	38	83	
<b>Total to Date</b>	<b>832</b>	<b>707</b>	<b>2,790</b>	<b>893</b>





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

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

**DATE:** August 10, 2018

**RE:** Legal Department Status Report  
502665-0001

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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.<sup>1</sup> Since the last legal department status report dated July 11, 2018, 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:<sup>2</sup>

- Pending litigation
- Third-party subpoenas
- Grand Jury report
- Employment issues
- Board meetings
- District policies and procedures
- Contracts and related issues
- Other

During the past month, pending litigation (3 cases against the District) has comprised roughly one-quarter of the legal work performed on behalf of the District. (This excludes work performed by counsel appointed by SDRMA, the District’s insurance provider, who are paid by SDRMA.)

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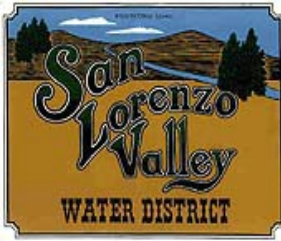
<sup>1</sup> Legal work performed for the District is confidential and privileged. Accordingly, the information provided herein is written in broad and general terms to avoid waiver and any disclosures that might compromise the District’s interests in pending or future legal matters.

<sup>2</sup> List includes general and special counsel work by Nossaman and other law firms, if any, representing the District.

Memorandum  
August 10, 2018  
Page 2

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

- Third-party subpoenas
- Pending litigation
- Board meetings
- Grand Jury report



## MINUTES OF ENVIRONMENTAL COMMITTEE MEETING

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

Tuesday, **July 17, 2018 at 10:00 a.m.** at the Operations Building, 13057 Highway 9, Boulder Creek, California.

### MINUTES:

1. 10:02 Convene Meeting

#### Roll Call

Present: G. Ratcliffe, M. Bruce, J. Gomez

Staff: J. Michelsen-Environmental Programs Manager, C. Blanchard-Water Conservation Specialist, H. Hossack-Dist. Secretary

2. Oral Communications: None

3. New Business:

#### A. WATER WISE HOUSE CALLS

C. Blanchard introduced this item.

Discussion by the Committee and staff regarding the Water Wise house calls.

B. Holloway-Boulder Creek addressed the Committee.

Discussion by the Committee and staff.

#### B. DO IT YOURSELF AUDIT

J. Michelsen introduced this item.

Discussion by the Committee regarding DIY Audit.

4. Old Business:

#### A. BLUE RIBBON PANEL TASK FORCE UPDATE

J. Michelsen introduced this item.

Discussion by the Committee and staff regarding the Blue Ribbon Panel Task Force.

#### B. FISH LADDER PERMITTING UPDATE

J. Michelsen introduced this item.

Discussion by the Committee and staff regarding the permits for the Fish Ladder.



B. Holloway addressed the Committee.

Discussion by Committee and staff.

C. CONJUNCTIVE USE PLANNING PROCESS (WILDLIFE CONSERVATION BOARD GRANT) UPDATE

J. Michelsen introduced this item.

Discussion by the Committee and staff regarding the Conjunctive Use Planning Process update.

B. Holloway addressed the Committee.

Discussion by the Committee and staff.

B. Holloway addressed the Committee again.

Discussion by the Committee and staff.

5. 11:04 Adjournment



# MINUTES OF ENGINEERING COMMITTEE MEETING

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

Monday, July 23, 2018 at 9:00 am at the Operations Building, 13057 Highway 9, Boulder Creek, California.

## MINUTES

1. Convene Meeting 9:00 am  
Roll Call  
Present: Dir. Baughman, B. Smallman, F. Stevens  
Staff: B. Lee-Dist. Mgr., R. Rogers-Dir. of Operations, C. Sladwick-Cust. Service, H. Hossack-Dist. Sec.
2. Oral Communications  
E. Frech-Lompico addressed the Committee.
3. New Business:
  - A. PROCESS FOR PLACING ITEMS ON COMMITTEE AGENDAS  
Dir. Baughman introduced this item.  
Discussion by Committee and staff regarding the process for by which staff and committee members may place items on the committee agenda.  
O. Hogsett-Bear Creek Estates (x2), B. Holloway-Boulder Creek (x2), D. Loewen-Lompico addressed the Committee.  
Discussion by the Committee and staff.  
E. Frech addressed the Committee.
  - B. ENGINEERING COMMITTEE WORK PLAN FOR 2018  
Dir. Baughman introduced this item.  
Discussion by Committee and staff regarding the development of a work plan for the Engineering Committee for the remainder of 2018.  
D. Loewen addressed the Committee.  
Discussion by Committee.
4. Old Business:
  - A. UPDATE ON THE DISTRICT'S CAPITAL IMPROVEMENT PROJECTS  
Dir. Baughman introduced this item.  
DM Lee addressed the Committee.  
Discussion by the Committee and staff regarding an update on the District's CIP.  
O. Hogsett addressed the Committee.  
Discussion by the Committee and staff.  
B. Holloway addressed the Committee.  
DM Lee addressed the Committee.  
D. Loewen addressed the Committee.
  - B. UPDATE LOMPICO ASSESSMENT DISTRICT PROJECTS  
Dir. Baughman introduced this item.  
Discussion by the Committee and staff regarding an update on the Lompico Assessment District projects.  
O. Hogsett and E. Frech addressed the Board.  
Discussion by the Committee.

5. Informational Material:
  - A. BILL SMALLMAN'S REPORTS
6. Future Agenda Items;  
Bear Creek Estates Wastewater System Update  
Outline Process for Placing Items on Committee agendas  
Engineering Committee Work Plan for 2018
7. 11:05 am Adjournment

PRESS BANNER – July 13, 2018

What's So Great About The San Lorenzo Valley?

In a word - Water!

The San Lorenzo Valley is blessed with abundant and delicious local water resources. The San Lorenzo Valley community gets all of its drinking water from the rain that falls here in our valley. Residents in the San Lorenzo Valley have long recognized the importance of protecting our watershed. This community, through the San Lorenzo Valley Water District, had the foresight to purchase thousands of acres of redwood forest and sandhills to protect our water resources. In the winter and spring, water is diverted from streams up in the watershed, treated and delivered to homes in the valley. During the summer months when the streams dry out groundwater is pumped and delivered to customers. The annual process of using water from streams and below the ground is called 'conjunctive use', currently regarded as the most sustainable way to manage water resources. The San Lorenzo Valley Water District has been actively managing the valley's water resources conjunctively since the seventies. Now we are partnering with other local agencies to restore strained groundwater sources and provide critical stream flow for fish by expanding conjunctive use into the south part of the District.

Since its inception the San Lorenzo Valley Water District has merged with many other local water systems. The District now provides service to neighborhoods including Felton, portions of Scott's Valley and most recently, Olympia Circle and Lompico. By joining the San Lorenzo Valley Water District, families in these neighborhoods enjoy clean water that meets all State and Federal water quality standards. New (and old) district customers have a full staff of licensed and trained professionals that work around the clock to ensure your water system is functioning properly. The District now has pipelines that connect all the water systems, which will allow us to provide emergency water supply in times of disaster.

Over time pipes, tanks and pumps age and fail. Historically, the District has attempted to balance customer's economic concerns against needed infrastructure replacement. Regrettably, those efforts have squeezed the District's financial resources leaving little money for needed infrastructure replacement. Recent changes to billing rates represent the District's latest effort to align household economics and conservation efforts with providing money for replacement of your District's aging pipes, pumps and tanks.

These are exciting times for the District. We are embarking on an aggressive capital program to replace six storage tanks and about 17,000 feet of pipeline within the next three to five years. We continue our efforts to adapt to climate change and rebuild an aging water system, balance the needs of our customers while protecting environment in the San Lorenzo Valley.

Your water district continues to move forward, ensuring clean water is available now while also protecting water resources for future generations. For more information visit [SLVWD.COM](http://SLVWD.COM).

- Your SLVWD Staff

# SLVWD board moves forward preparing response to grand jury report

By Libby Leyden | Posted: Wednesday, July 25, 2018 2:43 pm

Almost two months since the Santa Cruz County Civil Grand Jury released its findings about the San Lorenzo Valley Water District (SLVWD) board of directors, the public still remains critical of the response from the directors.

The board met at Spring Lakes Park, a mobile home park in Scotts Valley, on Thursday July 19. This was the first meeting of the board at this location. According to SLVWD District Manager Brian Lee, several months ago the board voted to host their meetings in a variety of places the district serves, in an effort to expand opportunities for the public to attend meetings.

However, in the instance of last week's meeting a clerical error was made. The closed session was listed on the meeting's agenda as 3:30 p.m. and open session was listed to start at 6:30 p.m. While the open session should have been held earlier, due to the Brown Act since the time was already listed as 6:30 p.m. it had to stay consistent with what had been released to the public. But in an effort to fill the time between the end of closed session and the start of open session, SLVWD staff held a question and answer session for members of the public that were present, addressing any issues or pressing questions.

Once open session started at 6:30 p.m., the first item the directors addressed was awarding District Manager Lee a merit increase, which has been a part of his contract since January 2016.

According to Lee's contract, at the discretion of the Board, the manager will also be eligible for up to a yearly five percent merit increase based on performance. This comes as an addition to an annual cost of living adjustment.

The board held a performance evaluation of Lee during a closed session in June. At the July meeting, the board voted in closed session, 3-1 (with 1 abstaining) to award Lee with a 2.5 percent merit increase, in addition to an already given increase of 3.6 percent given to management, supervisory and confidential employees at the start of the year for a cost of living adjustment.

There was some opposition to the news of the merit increase awarded to Lee from ratepayer Bruce Holloway, who is currently involved with two lawsuits involving the district.

"Brian Lee called me a liar and a thief; he deserves zero. He is not serving the district," said Holloway to the board of directors.

In response, board of director Gene Ratcliffe stated, "There are a very large number of different duties the general manager performs and we had some extremely good outcomes last year. There is more to the district



SLVWD board of directors meeting

manager's job than might be apparent."

In an interview with the Press Banner on the Monday after the board meeting, Lee explained his performance evaluation is done in closed session with the board of directors.

"The board gave me an honest discussion on my negatives and my strengths," Lee said.

The directors were asked by members of the public at the Thursday meeting how much of a raise was given to Lee. No board member responded to the question with the answer. However, the total amount that could possibly be given with the merit increase was listed on the agenda, which could have been used to find what 2.5 percent would be. Lee explained on Monday to the Press Banner why no answer was given from the board, "I cannot speak for the board." The 2.5 percent merit increase is equivalent to an additional \$4,887.5 yearly in compensation.

According to Holly Hossack, District Secretary, Lee's annual salary is \$200,500 after the 2.5 merit increase awarded and the yearly cost of living adjustment. Performance evaluations for the district manager are not available for public record.

The next item on the board's agenda was presenting a draft response to the grand jury findings. The SLVWD board of directors in June established an ad-hoc committee established with board chair Chuck Baughman and newly appointed director John Hayes to prepare a draft response.

In the draft response, the board either agreed or partially agreed with all the findings from the grand jury report. In each finding, the board provided a detailed response to what was agreed with and laid groundwork on how to address the issue.

"I read the draft response; this is your second grand jury report in four years," said ratepayer Lois Henry of Lompico. "I find this a joke."

"I think there is a lot of meat in here," director Hayes said at the meeting. "We strongly agree with the findings and we are taking what they said to heart and going beyond in addressing the issues they point out."

Director Bill Smallman responded critically of the draft response presented to the board and the public.

"We work for you (the public), you are the boss. You can take us out with your vote. We want to encourage more public involvement," Smallman said. "This district has seemed to forget this."

In response, director Ratcliffe stated that since the previous grand jury report was released and transparency was brought up as an issue, the district has worked to address it, citing the filming of meetings as one example.

"When I look at this process I get very sad," said Bob Fultz. "When actual changes happen is only when you get a lawsuit or a grand jury report, not from the feedback from the public. It is sad, you could have done a lot better."

While some members of the public were not in favor of the draft response, a few came to its defense.

Jennifer Gomez, of Felton, who is on the environmental committee, said "I thought the response was professional and well written. I hope we can be more issue and project focused."

After hearing the public comments to the draft response, it is now up to the ad-hoc committee to prepare a final draft response which will be presented at the August 16 regular board of directors meeting. The Board's final response to the Grand Jury report is due by August 29.

"It is hard to make edits with skepticism," Hayes said. "The proof will be in the pudding as we move forward with the recommendations."

Public members who still want to address the draft response can contact district manager Brian Lee or district secretary Holly Hossack at either [blee@slvwd.com](mailto:blee@slvwd.com) or [hmorrison@slvwd.com](mailto:hmorrison@slvwd.com).

## Court rules water district rates 'invalid'

### LITIGATION

Unrealized Soquel Creek Water District chromium 6 treatment plant at issue

By Jessica A. York

[jyork@santacruzsentinel.com](mailto:jyork@santacruzsentinel.com)  
*@ReporterJess on Twitter*

**SOQUEL >>** In the fallout of a recent civil lawsuit, Soquel Creek Water District could be forced to cut back customer bills.

Santa Cruz County Superior Court Judge Paul Burdick ruled this month that the water district's "tier 2" fees, charged to above-basic customers to help pay for a pending chromium 6 treatment plant, were unlawful and must be repealed.

At issue is the fact that the water district put on hold its efforts to build a new chromium 6 plant, meaning it has been charging for "services not actually rendered and costs not actually incurred," according to the judgment.

The lawsuit against the water district initially was filed on March 13, 2017 by Aptos resident Jon Cole, who has urged the district publicly to merge with neighboring city of Santa Cruz in order to reduce overall service costs. Cole represented his case in court.

Though the district completed a chromium 6 demonstration program, garnered environmental permits and installed new water transmission mains to treat at a centralized location, district leaders were forced to shelve plant design and construction

last year. The delay came in the wake of a Sacramento County Superior Court ruling that is forcing California to revise its maximum contaminant level for chromium



A web of pipes and hoses tangle through the new Soquel Creek Water District pilot plant where engineers are treating water containing Chromium 6 in a pilot program.

KEVIN JOHNSON — SANTA CRUZ SENTINEL FILE

6 and could affect Soquel Creek Water District's efforts. District legal counsel Bob Bosso said the district is awaiting the new parameters before moving forward.

Under state Proposition 218, approved by voters in 1996, local agencies' service charges cannot exceed the actual cost of providing that service. Soquel Creek Water District may employ tiered pricing if it can prove that customer bills correspond to the cost of providing their water.

"It's the first time any court in the state has ruled, basically that, after you adopt rates, if facts change and you don't spend all the money on

The immediate implications of the ruling are unclear, as the water district has 60 days from the July 10 ruling to consider appealing the judge's decision. In an interview Monday, District General Manager Ron Duncan said regardless of the district's next step, the dispute is still going through the legal process and it was too early for him to comment. The case's next hearing date is set for Sept. 13.

District customers' water bills are made up of two types of charges: the monthly fixed service charge and the tiered water quantity charge; Some pay an additional a private fire service charge. New district tiered rates were established

In a separate area of the legal suit against the district, Burdick ruled that private water protection line fees were placing an undue financial burden on ratepayers, due to a consultant's mistake. Due to the error, the ruling states, the district was not fairly distributing its water costs to all customers, with fire service customers taking on a larger part of the burden than they are due.

Cole, who brought what he described as a calculation error to the attention of the district board of directors in February 2016. The district has said that the calculation error would come out to ratepayer's benefit, but Burdick disagreed.



the items that you thought you were going to spend them on, then you have to stop imposing the rates," Bosso said.

Bosso said the ruling specifies repeal of tier 2 rates beginning July 1, but is not retroactive to when the new rate structure was first put in place.

in 2016 to escalate costs in line with expected increased water production and/or conservation needs: tier 2 pays for the chromium 6 plant; tier 3 pays for estimated conservation costs and tier 4 pays for supplemental water studies.

The water district board next meets Aug. 21.

tier 14