



**REVISED
BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER
DISTRICT
AGENDA
March 19, 2020**

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

Notice is hereby given that a meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on Thursday, March 19, 2020 at 6:30 p.m., SLVWD, 13057 Highway 9, Boulder Creek, CA 95006.

Teleconferencing will be made available for this meeting by dialing in to 1-800-308-1404 and entering passcode 213-612-7815. This is a special accommodation being made in light of public health concerns due to COVID-19 and pursuant to the Governor's Executive Order N-25-20 (Order). The Order at Paragraph 11 allows local legislative bodies to hold public meetings via teleconference and to make meetings accessible electronically to its members, agency personnel, and members of the public.

The use of teleconferencing technology as an alternative to in-person attendance is strongly encouraged but not required. This is a publicly held meeting and all members of the public are welcome to attend. During this Public Health Emergency please be mindful of yourself and those around you when choosing to attend public meetings.

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

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

1. Convene Meeting/Roll Call

2. Roll Call:

3. Additions and Deletions to Agenda:

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

4. Oral Communications:

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

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

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

5. Unfinished Business:

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

a. DRAFT FISCAL YEAR 2020/21 OPERATING REVENUE & EXPENSE BUDGET REVIEW

Discussion and possible action by the Board regarding Operating Revenue & Expense Budget Review FY 20-21.

b. COMMUNICATIONS OUTREACH

Discussion and possible action by the Board regarding the proposed process for Communications Outreach.

6. New Business:

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

a. FIRE MANAGEMENT PLAN CONTRACT

Discussion and possible action by the Board regarding award of contract for the Fire Management Plan.

b. NOVEL CORONAVIRUS (COVID-19) RESPONSE

Discussion and possible action by the Board regarding the response by the District to the Public Health Emergency.

7. 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 MARCH 5, 2020

8. District Reports:

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

- DEPARTMENT STATUS REPORTS
Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.
 - Engineering
 - Finance & Business
 - Legal
 - Operations
- COMMITTEE REPORTS
 - Future Committee Agenda Items
 - Committee Meeting Notes/Minutes
 - Facilities Committee Minutes - 2.18.20
 - Environmental Committee Minutes - 2.20.20
 - LADOC Minutes - 2.26.20
 - SMGWA Summary - 2.27.20
 - B & F Committee Minutes - 3.3.20
 - Admin Committee Minutes - 3.4.20
 - Engineering Committee Minutes - 3.10.20
- DIRECTORS REPORTS
 - Director's Communication
 - Future Board of Directors Meeting Agenda Items

9. Written Communication:

- Letter from Durst Trustee - 3.3.20

10. Informational Material:

- SLV Bolsters Water Supply Resiliency - SC Sentinel 3.7.20

11. Adjournment

Certification of Posting

I hereby certify that on March 16, 2020 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54954.2).

Executed at Boulder Creek, California on March 16, 2020.

Holly Hossack, District Secretary

M E M O

TO: Board of Directors

FROM: Director of Finance

SUBJECT: FY2020-21 Operating Revenue & Expense Budget

DATE: March 19, 2020

RECOMMENDATION:

It is recommended that the Board review, discuss and give any direction on the FY2020-21 Operating Revenue & Expense Budget.

BACKGROUND:

BUDGET

The budget is a financial tool to help plan and guide the District's revenue and expenses. It is slightly different than the audited financials, mainly in that the budget looks more to cash expenses and excludes depreciation and other non-cash events. It is a long process with a lot of discussions and revisions. This is the initial review of the FY2021 budget process for operating expenses and revenue.

HIGH LEVEL VIEW

	FY2021 Proposed Budget	FY1920 Adopted Budget	FY1920 Est. Actuals	Variance to FY1920 Budget	Variance to FY1920 Est. Actuals		
OPERATING REVENUE	\$ 11,304,715	\$ 10,817,670	\$ 10,820,000	\$ 487,045	5%	\$ 484,715	4%
OPERATING EXPENSES	8,343,387	7,817,156	7,609,928	526,231	7%	733,459	10%
OPERATING INCOME	2,961,328	3,000,514	3,210,072	(39,186)	-1%	(248,744)	-8%

Overall revenue is tracking as expected given the slatted rate increase and a slight reduction in consumption assumptions. Expenses will be reviewed at a more detailed level.

ADDITIONAL SUPPORT

The following support spreadsheets are a view of the full internal roll-up staff review. This is a deep dive and can look overwhelming at first.

There are multiple versions provided for the Operating Expenses to give a more high level and deep dive look. Hopefully one of the versions will suit what speaks to you. Overall they all roll-up to the same amounts. It goes from a Category view, similar to the monthly reports, to the account summary and lastly down to the individual department account detail.

This is a lot of detailed information that is meant to be fully discussed in the meeting. Sometimes providing this much detail can lead to a lot of questions. Please review, but understand we will be going over all of these in detail at the meeting.

DRAFT - FY2021 REVENUE PROJECTIONS

SEWER FUND REVENUE

# MONTHS	6	6		
BASIC \$	214.56	\$	257.47	
# CONNECTIONS	56	56		
X # MONTHS \$	72,092	\$	86,511	\$ 158,603 SEWER

WATER FUND REVENUE

BASIC FEE

RATE INCREASE		5%		
# MONTHS	4	8		
MO. RUN RATE \$	269,000	\$	282,450	
X # MONTHS \$	1,076,000	\$	2,259,600	\$ 3,335,600 BASIC

SANITY CHECK

SERVICE RATE	CONNECTIONS	1ST RATE	2ND RATE	EST.
5/8"	6,900	\$ 32.06	\$ 33.66	2,742,888
3/4"	247	\$ 32.06	\$ 33.66	98,187
1	643	\$ 48.05	\$ 50.45	383,099
1.5	36	\$ 88.03	\$ 92.43	39,296
2	31	\$ 136.00	\$ 142.80	52,278
3	4	\$ 263.92	\$ 277.12	13,091
4	1	\$ 407.84	\$ 428.23	5,057
	7,889			3,333,897
			% DIFF	0.05%

CONSUMPTION FEE

	1ST RATE	2ND RATE	
UNITS	273,255	376,745	650,000
PRICE PER \$	11.48	\$ 12.06	
\$	3,136,965	\$ 4,543,547	\$ 7,680,512 CONSUMPTION

EST. METERS, PENALTIES & FEES

\$ 130,000

TOTAL OPERATING REVENUE \$ 11,304,715

IMPACT OF NO RATE INCREASE

IMPACT ON FY 20-21	\$ (325,879)
ANNUALLY	\$ (538,049)

RATE STABILIZATION 0-10%

10% reduction	65,000		
	If @ \$11.48	If @ \$12.06	
Amount floated	\$ 746,200	\$ 783,900	
by District if consumption drops			

DRAFT - FY2021 OPERATING EXPENSES BOTTOM UP BRIDGE - EST. ACTUALS

OPERATING EXPENSE EST. ACTUALS FY1920 **\$ 7,609,928**

Payroll - COLA/Step Increase	\$ 150,000
Payroll - Pension related	\$ 100,000
Payroll - Vacant positions filled	\$ 60,000
Payroll - Full year new hire	\$ 40,000
Payroll - PSPS related	\$ 15,000
Payroll - medical benefit increases	\$ 30,000
Payroll - related taxes for increases	\$ 25,000

Total Payroll/Benefit Related **\$ 420,000**

Prof. Services - 2020 UWMP	\$ 80,000
Prof. Services - Fire Management Plan	\$ 80,000
Prof. Services - Election Fees	\$ 30,000
Prof. Services - Communication Consultant	\$ 20,000
Prof. Services - Water analysis fees	\$ 20,000
Prof. Services - Badger meter reading fees	\$ 20,000
Prof. Services - Legal fees	\$ 15,000
Prof. Services - SMGWA fees	\$ 10,000
Prof. Services - SB998 related	\$ 5,000
Prof. Services - BCEWW study	\$ (30,000)

Total Contract/Professional Services **\$ 250,000**

Facilities - PY credit from PG&E for PSPS	\$ (26,000)
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Total Facilities **\$ (26,000)**

Gen./Admin - Training, conferences	\$ 7,000
Gen./Admin - Drought Planning	\$ 5,000
Gen./Admin - Water Conservation Coalition	\$ 5,000
Gen./Admin - Postage	\$ 3,000
Gen./Admin - Rebate Program	\$ 2,000

Total General & Administrative **\$ 22,000**

TOTAL BOTTOM UP FY2021 BUDGET **\$ 8,275,928**

TOTAL SUBMITTED FY2021 BUDGET **\$ 8,343,387**

Diff. *0.82%*

DRAFT - FY2021 OPERATING EXPENSES BOTTOM UP BRIDGE - FY1920 BUDGET

OPERATING EXPENSE BUDGET FY1920 \$ 7,817,156

Payroll - COLA/Step Increase	\$ 150,000	
Payroll - Pension related	\$ 90,000	
Payroll - Full year new hire	\$ 45,000	
Payroll - PSPS related	\$ 45,000	
Payroll - Increase OT general	\$ 20,000	
Payroll - Variations in hire rate/assumptions	\$ 20,000	
Payroll - Medical benefit increases	\$ 20,000	
Payroll - Related taxes for increases	\$ 20,000	
Payroll - Savings from Env. Planner	\$ (40,000)	
Total Payroll/Benefit Related		\$ 370,000

Prof. Services - 2020 UWMP	\$ 60,000	
Prof. Services - Fire Management Plan	\$ 80,000	
Prof. Services - Election Fees	\$ 30,000	
Prof. Services - Communication Consultant	\$ 10,000	
Prof. Services - Badger meter reading fees	\$ 20,000	
Prof. Services - SMGWA fees	\$ 10,000	
Prof. Services - SB998 related	\$ 5,000	
Prof. Services - BCEWW study	\$ (25,000)	
Prof. Services - Operations run rate	\$ (20,000)	
Prof. Services - Legal	\$ (15,000)	
Prof. Services - Water analysis fees	\$ (10,000)	
Total Contract/Professional Services		\$ 145,000

Maintenance - Truck bed repair, TP flooring	\$ (30,000)	
Total Maintenance		\$ (30,000)

Gen./Admin - Insurance premiums	\$ 25,000	
Gen./Admin - Bank fees	\$ 10,000	
Gen./Admin - Drought Planning	\$ 5,000	
Gen./Admin - Water Conservation Coalition	\$ 5,000	
Gen./Admin - Postage	\$ 3,000	
Gen./Admin - Rebate Program	\$ 2,000	
Total General & Administrative		\$ 50,000

TOTAL BOTTOM UP FY2021 BUDGET \$ 8,352,156

TOTAL SUBMITTED FY2021 BUDGET \$ 8,343,387

Diff. -0.10%

DRAFT - FY2021 OPERATING EXPENSES BY CATEGORY

		[A]	[B]	[C]	[D]	[E]	[F]	[G]		
Category	Description	FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	BRIDGE FROM EST. ACTUALS	BRIDGE FROM FY1920 BUDGET
51XX	SALARIES & BENEFITS	\$ 5,547,687	\$ 5,119,791	\$ 5,164,975	\$ 427,896	\$ 382,712	8%	7%	\$150K COLA/Step Increases, \$100K pension related, \$60K vacant positions in FY1920, \$40K full year new hire, \$45K PSPS, \$30K medical benefit increases, \$25K PR related taxes etc.	\$150K COLA/Step increases, \$90K pension related, \$45K full year new hire, \$45K PSPS, \$20K higher OT, \$20K variations to hire rates and PR assumptions, medical \$20K, \$20K PR related taxes etc., (\$40K) savings from Enviro Planner
52XX	CONTRACT/PROF. SERVICES	\$ 1,201,600	\$ 941,377	\$ 1,070,711	\$ 260,223	\$ 130,889	28%	12%	\$80K 2020 UWMP, \$80K Fire Management Plan, \$30K Election fees, \$20K communications consultant, \$10K SMGWA, \$20K water analysis, \$20K Badger Meter Reading Fees, \$5K SB998 related, \$15K legal, (\$30K) BCEWW study	\$60K 2020 UWMP, \$80K Fire Management Plan, \$30K Election fees, \$10K communications consultant, \$10K SMGWA, \$20K Badger Meter Reading Fees, \$5K SB998 related, (\$25K) BCEWW study, (\$20K) operations run rate, (\$15K) legal, \$10K) water analysis
53XX	OPERATING EXPENSES	\$ 433,950	\$ 437,613	\$ 435,250	\$ (3,663)	\$ (1,300)	-1%	0%		
54XX	MAINTENANCE	\$ 185,750	\$ 186,689	\$ 218,850	\$ (939)	\$ (33,100)	-1%	-15%		(\$15K) prior year larger expenses like flooring etc.
55XX	FACILITIES	\$ 595,300	\$ 563,412	\$ 591,700	\$ 31,888	\$ 3,600	6%	1%	\$26K credit from PG&E from expenses incurred for PSPS	Increased pumping estimated from low rainfall
56XX	GEN. & ADMIN.	\$ 379,100	\$ 361,046	\$ 335,670	\$ 18,054	\$ 43,430	5%	13%	\$7K training, \$5K drought planning, \$5K water conservation coalition, \$3K postage, \$2K more in rebate program (suspended in March 2020)	\$25K increased insurance based on # of claims, \$10K bank fees, \$5K drought planning, \$2K more in rebate program (suspended in March 2020)
		\$ 8,343,387	\$ 7,609,928	\$ 7,817,156	\$ 733,459	\$ 526,231	10%	7%		

DRAFT - FY2021 OPERATING EXPENSES BY ACCOUNT SUMMARY

Account Number	Description	[A] FY2021 BUDGET REQUEST	[B] FY1920 EST. ACTUALS	[C] FY1920 BUDGET	[D] Diff to Prior Year Est Actuals	[E] Diff to Prior Year Budget	[F] % to PY Est Act	[G] % to PY Budg	BRIDGE FROM EST. ACTUALS	BRIDGE FROM FY1920 BUDGET
5100	REGULAR SALARIES	\$ 3,517,348	\$ 3,272,200	\$ 3,343,341	\$ 245,148	\$ 174,007	7%	5%	\$40K Full year of new hire, \$30K no temp for 4 month LOA, \$30K vacant positions, \$150K COLA/Step increases	\$45K full year of new hire, \$150K from COLA/Step increases, (\$40K) change to Enviro. Planner.
5101	DIRECTORS FEES	\$ 13,400	\$ 11,600	\$ 12,900	\$ 1,800	\$ 500	16%	4%		
5120	OVERTIME WAGES	\$ 189,700	\$ 174,841	\$ 120,500	\$ 14,859	\$ 69,200	8%	57%	Slightly higher run rate + PSPS \$10K	\$20K Higher runrate + \$35K PSPS
5130	STANDBY	\$ 65,000	\$ 63,000	\$ 60,000	\$ 2,000	\$ 5,000	3%	8%	Increase for PSPS	Increase for PSPS
5140	MEDICAL INSURANCE	\$ 601,468	\$ 574,900	\$ 590,408	\$ 26,568	\$ 11,060	5%	2%	Assumes 5% for medical increase	FY1920 was less than a 5% increase in plans
5141	DENTAL INSURANCE	\$ 68,657	\$ 64,692	\$ 59,775	\$ 3,964	\$ 8,882	6%	15%	Assumes 5% for medical increase	5% increase, plus changes in enrollement
5142	VISION INSURANCE	\$ 9,426	\$ 9,140	\$ 8,569	\$ 285	\$ 857	3%	10%	No plan increase, change in enrollement	Change in enrollement
5143	LIFE INSURANCE	\$ 6,993	\$ 7,250	\$ 6,894	\$ (257)	\$ 99	-4%	1%		
5144	LONG TERM DISABILITY	\$ 18,148	\$ 15,198	\$ 17,418	\$ 2,950	\$ 730	19%	4%		
5145	WORKERS COMPENSATION	\$ 71,933	\$ 67,400	\$ 68,329	\$ 4,533	\$ 3,604	7%	5%	Assumes 5% increase, based on PR	Assumes 5% increase, based on PR
5146	ASSISTANCE PROGRAM	\$ 300	\$ 258	\$ 200	\$ 42	\$ 100	16%	50%		
5147	RETIRED EMPLOYEE MEDICAL	\$ 23,000	\$ 24,691	\$ 22,800	\$ (1,691)	\$ 200	-7%	1%		
5150	PERS - RETIREMENT	\$ 657,429	\$ 553,400	\$ 567,758	\$ 104,029	\$ 89,671	19%	16%	UAL lump sum increase \$50K, changes to rates \$30K, PR increases \$20K	UAL lump sum increase \$50K, changes to rates \$30K, \$10K PR changes
5160	FICA - SOCIAL SECURITY	\$ 230,491	\$ 209,590	\$ 215,127	\$ 20,901	\$ 15,364	10%	7%	Related to PR increases	Related to PR increases
5161	MEDICARE	\$ 55,295	\$ 51,993	\$ 51,556	\$ 3,302	\$ 3,739	6%	7%	Related to PR increases	Related to PR increases
5170	OTHER PAYROLL CHARGES	\$ -	\$ 1,757	\$ -	\$ (1,757)	\$ -	-100%			
5171	UNIFORMS	\$ 17,600	\$ 16,852	\$ 17,750	\$ 748	\$ (150)	4%	-1%		
5172	CERTIFICATIONS	\$ 1,500	\$ 1,029	\$ 1,650	\$ 471	\$ (150)	46%	-9%		
5200	CONTRACT/PROFESSIONAL SERVICES	\$ 920,600	\$ 697,377	\$ 764,711	\$ 223,223	\$ 155,889	32%	20%	\$30K Election fees, \$20K communications consultant, \$10K SMGWA, \$20K Badger Meter Reading Fees, \$5K SB998 related, \$80K 2020 UWMP, \$80K Fire Management Plan, (\$30K) BCEWW study	\$30K Election fees, \$10K communications consultant, \$10K SMGWA, \$20K Badger Meter Reading Fees, \$5K SB998 related, \$60K 2020 UWMP, \$80K Fire Management Plan, (\$25K) BCEWW study, (\$40K) Operations services (\$20K Badger reads moved to Dept 200)
5201	AUDIT SERVICES	\$ 21,000	\$ 21,000	\$ 21,000	\$ -	\$ -	0%	0%		
5202	OUTSIDE WATER ANALYSIS	\$ 80,000	\$ 58,000	\$ 90,000	\$ 22,000	\$ (10,000)	38%	-11%	Varies annually based on requirements for that year	
5210	LEGAL SERVICES	\$ 180,000	\$ 165,000	\$ 195,000	\$ 15,000	\$ (15,000)	9%	-8%	Assumes \$15K/mo run rate	
5300	OPERATING SUPPLIES	\$ 226,750	\$ 221,160	\$ 226,750	\$ 5,590	\$ -	3%	0%		
5301	CHEMICALS	\$ 40,000	\$ 36,777	\$ 40,000	\$ 3,223	\$ -	9%	0%		
5302	LAB SUPPLIES	\$ 15,000	\$ 10,428	\$ 15,000	\$ 4,572	\$ -	44%	0%		
5310	EQUIP NON-CAP	\$ 45,000	\$ 38,000	\$ 45,500	\$ 7,000	\$ (500)	18%	-1%	Overall increase due to computer upgrades for Windows 10	
5311	SMALL TOOLS/MAINT & REPAIRS	\$ 19,000	\$ 13,048	\$ 17,000	\$ 5,952	\$ 2,000	46%	12%		
5320	RENTALS/LEASES/PERMITS	\$ 88,200	\$ 118,200	\$ 91,000	\$ (30,000)	\$ (2,800)	-25%	-3%	FY1920 had high rental fees for PSPS, purchased generators should be here so rentals are minimal	
5401	SAFETY EQUIPMENT	\$ 8,350	\$ 8,696	\$ 9,350	\$ (346)	\$ (1,000)	-4%	-11%		
5410	MAINT & OPERATIONS OF VEHICLES	\$ 142,900	\$ 153,094	\$ 147,000	\$ (10,194)	\$ (4,100)	-7%	-3%		
5420	BUILD MAINT-SERVICES & SUPPLIES	\$ 29,500	\$ 19,899	\$ 54,500	\$ 9,601	\$ (25,000)	48%	-46%	Increase for maintenance pushed out from FY1920	(\$13K) FY1920 for treatment plant floors
5430	ROAD MAINTENANCE	\$ 5,000	\$ 5,000	\$ 8,000	\$ -	\$ (3,000)	0%	-38%		
5500	UTILITIES - DISTRICT OFFICE	\$ 419,000	\$ 388,500	\$ 414,500	\$ 30,500	\$ 4,500	8%	1%	\$26K credit from PG&E from expenses incurred for PSPS	Increased pumping estimated from low rainfall
5510	TELEPHONE/COMMUNICATIONS	\$ 176,300	\$ 174,912	\$ 177,200	\$ 1,388	\$ (900)	1%	-1%		
5600	OFFICE SUPPLIES	\$ 21,750	\$ 18,782	\$ 25,000	\$ 2,968	\$ (3,250)	16%	-13%		
5610	BANK CHARGES	\$ 110,000	\$ 110,000	\$ 100,000	\$ -	\$ 10,000	0%	10%		
5611	BAD DEBTS	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ -	0%	0%		

DRAFT - FY2021 OPERATING EXPENSES BY ACCOUNT SUMMARY

		[A]	[B]	[C]	[D]	[E]	[F]	[G]		
Account Number	Description	FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	BRIDGE FROM EST. ACTUALS	BRIDGE FROM FY1920 BUDGET
5620	WATER CONSERVATION PROGRAM	\$ 10,000	\$ 3,000	\$ 3,000	\$ 7,000	\$ 7,000	233%	233%	\$5K drought planning, \$2K more in rebate program (suspended in March 2020)	\$5K drought planning, \$2K more in rebate program (suspended in March 2020)
5621	WATERSHED GRANTS DATA COLLECT	\$ -	\$ 500	\$ -	\$ (500)	\$ -	-100%			
5622	EDUCATION PROGRAM	\$ -	\$ 800	\$ -	\$ (800)	\$ -	-100%			
5630	TRAINING, CONFERENCES & MEETINGS	\$ 18,500	\$ 11,548	\$ 20,000	\$ 6,952	\$ (1,500)	60%	-8%	Not everyone was able to attend planned trainings	
5631	MEMBERSHIP & DUES	\$ 32,050	\$ 25,750	\$ 26,550	\$ 6,300	\$ 5,500	24%	21%	\$5K water conservation coalition	\$5K water conservation coalition
5632	SUBSCRIPTIONS/BOOKS	\$ 1,800	\$ 897	\$ 4,620	\$ 903	\$ (2,820)	101%	-61%		
5633	EMPLOYEE RECOGNITION PROGRAM	\$ 2,000	\$ 1,294	\$ 2,000	\$ 706	\$ -	55%	0%		
5634	AUTO ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -				
5640	ADVERTISING	\$ 10,000	\$ 8,000	\$ 8,000	\$ 2,000	\$ 2,000	25%	25%		
5650	POSTAGE	\$ 35,500	\$ 32,975	\$ 34,500	\$ 2,525	\$ 1,000	8%	3%		
5660	INSURANCE - PROPERTY	\$ 130,000	\$ 140,000	\$ 104,500	\$ (10,000)	\$ 25,500	-7%	24%	Had a \$25K deductible payout in FY2910	Increased expected based on # of claims
		\$ 8,343,387	\$ 7,609,928	\$ 7,817,156	\$ 733,459	\$ 526,231	10%	7%		

DRAFT - FY2021 OPERATING EXPENSES DETAIL BY DEPARTMENT

Account Number	Description	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	NOTES	[J]
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718		FY1920 BvA
01-100-5100	REGULAR SALARIES	\$329,877	\$328,000	\$339,897	\$1,877	-\$10,020	1%	-3%	\$345,714	\$283,670		-\$11,897
01-100-5101	DIRECTORS FEES	\$13,400	\$11,600	\$12,900	\$1,800	\$500	16%	4%	\$12,225	\$11,525		-\$1,300
01-100-5120	OVERTIME WAGES	\$7,200	\$6,000	\$5,500	\$1,200	\$1,700	20%	31%	\$6,010	\$3,897		\$500
01-100-5140	MEDICAL INSURANCE	\$32,065	\$31,000	\$30,680	\$1,065	\$1,385	3%	5%	\$31,619	\$39,577		\$320
01-100-5141	DENTAL INSURANCE	\$2,458	\$2,350	\$2,363	\$108	\$95	5%	4%	\$2,964	\$1,914		-\$13
01-100-5142	VISION INSURANCE	\$341	\$341	\$350	\$0	-\$9	0%	-2%	\$429	\$575		-\$9
01-100-5143	LIFE INSURANCE	\$400	\$457	\$400	-\$57	\$0	-13%	0%	\$433	\$400		\$57
01-100-5144	LONG TERM DISABILITY	\$1,469	\$1,163	\$1,349	\$306	\$120	26%	9%	\$1,128	\$1,018		-\$186
01-100-5145	WORKERS COMPENSATION	\$2,834	\$2,350	\$2,603	\$484	\$231	21%	9%	\$2,116	\$791		-\$253
01-100-5146	ASSISTANCE PROGRAM	\$300	\$258	\$200	\$42	\$100	16%	50%	\$197	\$0		\$58
01-100-5147	RETIRED EMPLOYEE MEDICAL	\$23,000	\$24,691	\$22,800	-\$1,691	\$200	-7%	1%	\$19,852	\$17,853		\$1,891
01-100-5150	PERS - RETIREMENT	\$62,753	\$53,000	\$52,155	\$9,753	\$10,598	18%	20%	\$43,774	\$31,930		\$845
01-100-5160	FICA - SOCIAL SECURITY	\$17,644	\$15,400	\$18,862	\$2,244	-\$1,218	15%	-6%	\$12,219	\$13,522		-\$3,462
01-100-5161	MEDICARE	\$5,082	\$5,130	\$5,239	-\$48	-\$157	-1%	-3%	\$3,730	\$4,322		-\$109
01-100-5170	OTHER PAYROLL CHARGES	\$0	\$1,757	\$0	-\$1,757	\$0	-100%		\$345	-\$14,202		\$1,757
01-100-5171	UNIFORMS	\$0	\$0	\$0	\$0	\$0			\$369	\$145		\$0
01-100-5172	CERTIFICATIONS	\$0	\$0	\$150	\$0	-\$150		-100%	\$0	\$60		-\$150
01-100-5200	CONTRACT/PROFESSIONAL SERVICES	\$240,000	\$190,000	\$199,100	\$50,000	\$40,900	26%	21%	\$108,641	\$72,987	See dept. detail	-\$9,100
01-100-5210	LEGAL SERVICES	\$180,000	\$165,000	\$195,000	\$15,000	-\$15,000	9%	-8%	\$315,606	\$441,741	Assumes ~\$15K per month	-\$30,000
01-100-5300	OPERATING SUPPLIES	\$500	\$1,500	\$0	-\$1,000	\$500	-67%		\$990	\$0		\$1,500
01-100-5310	EQUIP NON-CAP	\$2,000	\$5,000	\$0	-\$3,000	\$2,000	-60%		\$0	\$0		\$5,000
01-100-5320	RENTALS/LEASES/PERMITS	\$3,200	\$3,200	\$2,000	\$0	\$1,200	0%	60%	\$3,405	\$1,987		\$1,200
01-100-5410	MAINT & OPERATIONS OF VEHICLES	\$2,400	\$1,750	\$0	\$650	\$2,400	37%		\$0	\$0		\$1,750
01-100-5420	BUILD MAINT-SERVICES & SUPPLYS	\$14,000	\$13,125	\$16,000	\$875	-\$2,000	7%	-13%	\$18,553	\$13,607		-\$2,875
01-100-5500	UTILITIES - DISTRICT OFFICE	\$13,000	\$11,500	\$10,000	\$1,500	\$3,000	13%	30%	\$9,145	\$9,165		\$1,500
01-100-5510	TELEPHONE/COMMUNICATIONS	\$17,000	\$17,000	\$17,000	\$0	\$0	0%	0%	\$20,391	\$16,547		\$0
01-100-5600	OFFICE SUPPLIES	\$6,000	\$6,000	\$10,000	\$0	-\$4,000	0%	-40%	\$10,344	\$14,643		-\$4,000
01-100-5630	TRAINING,CONFERENCES &MEETINGS	\$5,000	\$2,500	\$4,000	\$2,500	\$1,000	100%	25%	\$5,255	\$5,249		-\$1,500
01-100-5631	MEMBERSHIP & DUES	\$25,000	\$25,000	\$25,000	\$0	\$0	0%	0%	\$21,429	\$36,942		\$0
01-100-5632	SUBSCRIPTIONS/BOOKS	\$500	\$500	\$1,000	\$0	-\$500	0%	-50%	\$846	\$0		-\$500
01-100-5633	EMPLOYEE RECOGNITION PROGRAM	\$2,000	\$1,294	\$2,000	\$706	\$0	55%	0%	\$1,309	\$0		-\$706
01-100-5634	AUTO ALLOWANCE	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-100-5640	ADVERTISING	\$10,000	\$8,000	\$8,000	\$2,000	\$2,000	25%	25%	\$8,209	\$11,672		\$0
01-100-5650	POSTAGE	\$500	\$2,500	\$5,000	-\$2,000	-\$4,500	-80%	-90%	\$4,401	\$9,309		-\$2,500
01-100-5660	INSURANCE - PROPERTY	\$130,000	\$140,000	\$104,500	-\$10,000	\$25,500	-7%	24%	\$99,004	\$69,568		\$35,500
ADMINISTRATION DEPARTMENT TOTALS		\$1,149,924	\$1,077,367	\$1,094,048	\$72,557	\$55,876	7%	5%	\$1,110,652	\$1,100,413		-\$16,681
01-200-5100	REGULAR SALARIES	\$795,347	\$719,000	\$757,308	\$76,347	\$38,039	11%	5%	\$719,283	\$700,668	Current year low from employee leave not backfilled	-\$38,308
01-200-5120	OVERTIME WAGES	\$1,000	\$500	\$2,500	\$500	-\$1,500	100%	-60%	\$943	\$923		-\$2,000
01-200-5130	STANDBY	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-200-5140	MEDICAL INSURANCE	\$184,911	\$180,000	\$179,581	\$4,911	\$5,330	3%	3%	\$168,808	\$173,133		\$419
01-200-5141	DENTAL INSURANCE	\$19,986	\$18,500	\$16,765	\$1,486	\$3,221	8%	19%	\$16,092	\$16,866		\$1,735
01-200-5142	VISION INSURANCE	\$2,646	\$2,000	\$2,387	\$646	\$259	32%	11%	\$1,668	\$1,704		-\$387
01-200-5143	LIFE INSURANCE	\$1,798	\$1,740	\$1,798	\$58	\$0	3%	0%	\$1,653	\$1,757		-\$58
01-200-5144	LONG TERM DISABILITY	\$4,181	\$3,600	\$4,044	\$581	\$137	16%	3%	\$3,284	\$3,394		-\$444
01-200-5145	WORKERS COMPENSATION	\$3,337	\$2,450	\$3,340	\$887	-\$3	36%	0%	\$1,601	\$6,418		-\$890
01-200-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-200-5150	PERS - RETIREMENT	\$102,323	\$80,600	\$84,238	\$21,723	\$18,085	27%	21%	\$82,454	\$80,520		-\$3,638
01-200-5160	FICA - SOCIAL SECURITY	\$48,383	\$44,200	\$46,064	\$4,183	\$2,319	9%	5%	\$42,058	\$41,809		-\$1,864
01-200-5161	MEDICARE	\$11,533	\$10,660	\$10,981	\$873	\$552	8%	5%	\$10,005	\$9,778		-\$321
01-200-5171	UNIFORMS	\$1,600	\$1,152	\$1,750	\$448	-\$150	39%	-9%	\$1,789	\$1,713		-\$598
01-200-5172	CERTIFICATIONS	\$0	\$103	\$0	-\$103	\$0	-100%		\$110	\$0		\$103

Account Number	Description	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	NOTES	[J]
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718		FY1920 BvA
01-200-5200	CONTRACT/PROFESSIONAL SERVICES	\$118,000	\$95,000	\$88,500	\$23,000	\$29,500	24%	33%	\$79,635	\$90,744	See dept detail	\$6,500
01-200-5201	AUDIT SERVICES	\$21,000	\$21,000	\$21,000	\$0	\$0	0%	0%	\$12,564	\$19,480		\$0
01-200-5300	OPERATING SUPPLIES	\$250	\$250	\$250	\$0	\$0	0%	0%	\$158	\$43		\$0
01-200-5310	EQUIP NON-CAP	\$8,000	\$2,000	\$1,500	\$6,000	\$6,500	300%	433%	\$1,268	\$2,677		\$500
01-200-5401	SAFETY EQUIPMENT	\$350	\$350	\$350	\$0	\$0	0%	0%	\$0	\$315		\$0
01-200-5410	MAINT & OPERATION OF VEHICLES	\$14,000	\$15,000	\$15,500	-\$1,000	-\$1,500	-7%	-10%	\$15,140	\$15,012		-\$500
01-200-5510	TELEPHONE/COMMUNICATIONS	\$1,300	\$1,200	\$1,500	\$100	-\$200	8%	-13%	\$1,296	\$0		-\$300
01-200-5600	OFFICE SUPPLIES	\$5,000	\$4,000	\$4,000	\$1,000	\$1,000	25%	25%	\$1,821	\$6,133		\$0
01-200-5610	BANK CHARGES	\$110,000	\$110,000	\$100,000	\$0	\$10,000	0%	10%	\$117,337	\$103,535	10% reduction in credit card fees, offsets the increase	\$10,000
01-200-5611	BAD DEBTS	\$7,500	\$7,500	\$7,500	\$0	\$0	0%	0%	\$9,256	\$14,623		\$0
01-200-5620	WATER CONSERVATION PROGRAM	\$5,000	\$3,000	\$3,000	\$2,000	\$2,000	67%	67%	\$0	\$0		\$0
01-200-5630	TRAINING, CONFERENCES & MEETINGS	\$2,500	\$4,000	\$4,000	-\$1,500	-\$1,500	-38%	-38%	\$1,289	\$430		\$0
01-200-5632	SUBSCRIPTIONS/BOOKS	\$500	\$397	\$520	\$103	-\$20	26%	-4%	\$220	\$459		-\$123
01-200-5650	POSTAGE	\$35,000	\$30,450	\$29,500	\$4,550	\$5,500	15%	19%	\$28,774	\$31,965		\$950
FINANCE DEPARTMENT TOTALS		\$1,505,443	\$1,358,651	\$1,387,876	\$146,792	\$117,567	11%	8%	\$1,318,504	\$1,324,097		-\$29,225
01-300-5100	REGULAR SALARIES	\$328,575	\$276,000	\$280,060	\$52,575	\$48,515	19%	17%	\$112,076	\$83,531	Full year of new hire	-\$4,060
01-300-5120	OVERTIME WAGES	\$2,500	\$0	\$0	\$2,500	\$2,500			\$0	\$0	"	\$0
01-300-5140	MEDICAL INSURANCE	\$21,377	\$12,300	\$25,567	\$9,077	-\$4,190	74%	-16%	\$9,289	\$9,080	"	-\$13,267
01-300-5141	DENTAL INSURANCE	\$4,105	\$3,300	\$1,924	\$805	\$2,181	24%	113%	\$1,142	\$739	"	\$1,376
01-300-5142	VISION INSURANCE	\$597	\$515	\$343	\$82	\$254	16%	74%	\$227	\$131	"	\$172
01-300-5143	LIFE INSURANCE	\$599	\$515	\$500	\$84	\$99	16%	20%	\$233	\$200	"	\$15
01-300-5144	LONG TERM DISABILITY	\$1,643	\$1,400	\$1,445	\$243	\$198	17%	14%	\$607	\$491	"	-\$45
01-300-5145	WORKERS COMPENSATION	\$3,238	\$2,400	\$2,687	\$838	\$551	35%	20%	\$1,228	\$235	"	-\$287
01-300-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0	"	\$0
01-300-5150	PERS - RETIREMENT	\$57,039	\$46,600	\$45,955	\$10,439	\$11,084	22%	24%	\$8,692	\$5,166	"	\$645
01-300-5160	FICA - SOCIAL SECURITY	\$19,598	\$16,500	\$16,475	\$3,098	\$3,123	19%	19%	\$6,819	\$4,855	"	\$25
01-300-5161	MEDICARE	\$4,801	\$4,400	\$4,061	\$401	\$740	9%	18%	\$1,595	\$1,135	"	\$339
01-300-5171	UNIFORMS	\$800	\$500	\$800	\$300	\$0	60%	0%	\$0	\$0		-\$300
01-300-5200	CONTRACT/PROFESSIONAL SERVICES	\$30,000	\$25,000	\$32,000	\$5,000	-\$2,000	20%	-6%	\$29,904	\$66,065	See dept detail	-\$7,000
01-300-5310	EQUIP NON-CAP	\$5,000	\$8,000	\$23,000	-\$3,000	-\$18,000	-38%	-78%	\$1,725	\$1,163		-\$15,000
01-300-5410	MAINT & OPERATIONS OF VEHICLES	\$1,000	\$1,000	\$1,000	\$0	\$0	0%	0%	\$0	\$0		\$0
01-300-5510	TELEPHONE/COMMUNICATIONS	\$2,000	\$1,000	\$2,500	\$1,000	-\$500	100%	-20%	\$489	\$1,281		-\$1,500
01-300-5600	OFFICE SUPPLIES	\$2,000	\$2,000	\$2,000	\$0	\$0	0%	0%	\$1,023	\$607		\$0
01-300-5630	TRAINING, CONFERENCES & MEETINGS	\$2,500	\$0	\$3,000	\$2,500	-\$500		-17%	\$1,709	\$1,074		-\$3,000
01-300-5631	MEMBERSHIP & DUES	\$800	\$0	\$800	\$800	\$0		0%	\$0	\$0		-\$800
01-300-5632	SUBSCRIPTIONS/BOOKS	\$800	\$0	\$2,000	\$800	-\$1,200		-60%	\$0	\$767		-\$2,000
ENGINEERING DEPARTMENT TOTALS		\$488,970	\$401,430	\$446,117	\$87,540	\$42,853	22%	10%	\$176,757	\$176,520		-\$44,687
01-400-5100	REGULAR SALARIES	\$969,075	\$937,000	\$886,081	\$32,075	\$82,994	3%	9%	\$867,008	\$903,598		\$50,919
01-400-5120	OVERTIME WAGES	\$75,000	\$75,300	\$55,000	-\$300	\$20,000	0%	36%	\$52,798	\$38,282		\$20,300
01-400-5130	STANDBY	\$28,000	\$27,000	\$26,000	\$1,000	\$2,000	4%	8%	\$25,216	\$26,286		\$1,000
01-400-5140	MEDICAL INSURANCE	\$225,862	\$220,000	\$216,135	\$5,862	\$9,727	3%	5%	\$213,966	\$199,983		\$3,865
01-400-5141	DENTAL INSURANCE	\$23,737	\$21,500	\$21,059	\$2,237	\$2,678	10%	13%	\$21,421	\$21,241		\$441
01-400-5142	VISION INSURANCE	\$3,222	\$4,005	\$2,978	-\$783	\$244	-20%	8%	\$4,016	\$3,949		\$1,027
01-400-5143	LIFE INSURANCE	\$2,118	\$2,420	\$2,118	-\$303	\$0	-12%	0%	\$2,138	\$2,105		\$302
01-400-5144	LONG TERM DISABILITY	\$5,240	\$4,253	\$5,005	\$987	\$235	23%	5%	\$3,787	\$3,866		-\$752
01-400-5145	WORKERS COMPENSATION	\$29,626	\$28,000	\$27,820	\$1,626	\$1,806	6%	6%	\$21,965	\$25,169		\$180
01-400-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-400-5150	PERS - RETIREMENT	\$197,435	\$187,200	\$167,865	\$10,235	\$29,570	5%	18%	\$152,064	\$134,709		\$19,335
01-400-5160	FICA - SOCIAL SECURITY	\$68,688	\$64,200	\$62,538	\$4,488	\$6,150	7%	10%	\$61,153	\$56,820		\$1,662
01-400-5161	MEDICARE	\$16,064	\$15,100	\$14,626	\$964	\$1,438	6%	10%	\$14,659	\$13,462		\$474
01-400-5171	UNIFORMS	\$8,000	\$8,000	\$8,000	\$0	\$0	0%	0%	\$9,084	\$8,228		\$0

		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]		[J]
Account Number	Description	FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718	NOTES	FY1920 BvA
01-400-5172	CERTIFICATIONS	\$750	\$506	\$750	\$244	\$0	48%	0%	\$265	\$340		-\$244
01-400-5200	CONTRACT/PROFESSIONAL SERVICES	\$100,000	\$100,000	\$140,000	\$0	-\$40,000	0%	-29%	\$88,324	\$94,757		-\$40,000
01-400-5300	OPERATING SUPPLIES	\$150,000	\$150,000	\$150,000	\$0	\$0	0%	0%	\$130,620	\$94,395		\$0
01-400-5310	EQUIP NON-CAP	\$10,000	\$0	\$0	\$10,000	\$10,000			\$0	\$0		\$0
01-400-5311	SMALL TOOLS/MAINT & REPAIRS	\$12,000	\$9,278	\$10,000	\$2,722	\$2,000	29%	20%	\$11,330	\$12,573		-\$722
01-400-5320	RENTALS/LEASES/PERMITS	\$20,000	\$60,000	\$12,000	-\$40,000	\$8,000	-67%	67%	\$13,076	\$10,567	FY1920 had high PSPS rentals	\$48,000
01-400-5401	SAFETY EQUIPMENT - MAINTENANCE	\$5,000	\$5,000	\$6,500	\$0	-\$1,500	0%	-23%	\$5,601	\$4,701		-\$1,500
01-400-5410	MAINT & OPERATIONS OF VEHICLES	\$85,000	\$81,344	\$80,000	\$3,656	\$5,000	4%	6%	\$73,596	\$60,805		\$1,344
01-400-5420	BUILD MAINT-SERVICES & SUPPLYS	\$10,000	\$5,000	\$20,000	\$5,000	-\$10,000	100%	-50%	\$7,690	\$17,854		-\$15,000
01-400-5500	UTILITIES - DISTRICT OFFICE	\$110,000	\$102,000	\$108,500	\$8,000	\$1,500	8%	1%	\$109,749	\$106,217		-\$6,500
01-400-5510	TELEPHONE/COMMUNICATIONS	\$90,000	\$86,000	\$90,000	\$4,000	\$0	5%	0%	\$90,128	\$84,540		-\$4,000
01-400-5600	OFFICE SUPPLIES	\$4,500	\$4,252	\$4,500	\$248	\$0	6%	0%	\$5,202	\$6,974		-\$248
01-400-5630	TRAINING,CONFERENCES &MEETINGS	\$3,500	\$2,894	\$4,000	\$606	-\$500	21%	-13%	\$1,537	\$1,752		-\$1,106
OPERATIONS DEPARTMENT TOTALS		\$2,252,817	\$2,200,252	\$2,121,475	\$52,566	\$131,342	2%	6%	\$1,986,391	\$1,933,171		\$78,777
01-500-5100	REGULAR SALARIES	\$80,627	\$74,200	\$122,661	\$6,427	-\$42,034	9%	-34%	\$175,631	\$162,225		-\$48,461
01-500-5120	OVERTIME WAGES	\$3,000	\$1,500	\$0	\$1,500	\$3,000	100%		\$3,551	\$176		\$1,500
01-500-5140	MEDICAL INSURANCE	\$10,688	\$12,600	\$26,589	-\$1,912	-\$15,901	-15%	-60%	\$38,867	\$33,195		-\$13,989
01-500-5141	DENTAL INSURANCE	\$800	\$1,226	\$1,594	-\$425	-\$794	-35%	-50%	\$3,495	\$2,146		-\$368
01-500-5142	VISION INSURANCE	\$134	\$141	\$213	-\$7	-\$79	-5%	-37%	\$424	\$363		-\$72
01-500-5143	LIFE INSURANCE	\$200	\$143	\$200	\$57	\$0	40%	0%	\$400	\$366		-\$57
01-500-5144	LONG TERM DISABILITY	\$403	\$348	\$613	\$55	-\$210	16%	-34%	\$941	\$877		-\$265
01-500-5145	WORKERS COMPENSATION	\$996	\$2,200	\$1,515	-\$1,204	-\$519	-55%	-34%	\$1,695	\$521		\$685
01-500-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$75	\$0		\$0
01-500-5150	PERS - RETIREMENT	\$21,554	\$24,000	\$30,279	-\$2,446	-\$8,725	-10%	-29%	\$29,708	\$23,357		-\$6,279
01-500-5160	FICA - SOCIAL SECURITY	\$5,185	\$4,290	\$7,605	\$895	-\$2,420	21%	-32%	\$11,217	\$9,663		-\$3,315
01-500-5161	MEDICARE	\$1,213	\$1,003	\$1,779	\$209	-\$566	21%	-32%	\$2,623	\$2,260		-\$776
01-500-5171	UNIFORMS	\$0	\$0	\$0	\$0	\$0			\$303	\$22		\$0
01-500-5200	CONTRACT/PROFESSIONAL SERVICES	\$312,600	\$144,000	\$160,111	\$168,600	\$152,489	117%	95%	\$196,962	\$304,262	See dept detail	-\$16,111
01-500-5300	OPERATING SUPPLIES	\$1,000	\$0	\$1,500	\$1,000	-\$500		-33%	\$743	\$2,562		-\$1,500
01-500-5310	EQUIP. NON-CAP	\$0	\$3,000	\$1,000	-\$3,000	-\$1,000	-100%	-100%	\$140	\$1,297		\$2,000
01-500-5320	RENTALS/LEASES/PERMITS	\$0	\$0	\$2,000	\$0	-\$2,000		-100%	\$0	\$3,474		-\$2,000
01-500-5410	MAINT & OPERATIONS OF VEHICLES	\$500	\$0	\$0	\$500	\$500			\$702	\$0		\$0
01-500-5430	ROAD MAINTENANCE	\$5,000	\$5,000	\$8,000	\$0	-\$3,000	0%	-38%	\$6,561	\$2,134		-\$3,000
01-500-5510	TELEPHONE/COMMUNICATIONS	\$0	\$601	\$1,200	-\$601	-\$1,200	-100%	-100%	\$1,626	\$897		-\$599
01-500-5600	OFFICE SUPPLIES	\$250	\$0	\$500	\$250	-\$250		-50%	\$194	\$1,288		-\$500
01-500-5620	WATER CONSERVATION PROGRAM	\$5,000	\$0	\$0	\$5,000	\$5,000			\$10,573	\$14,328		\$0
01-500-5621	WATERSHED GRANTS DATA COLLECT	\$0	\$500	\$0	-\$500	\$0	-100%		\$0	\$9,000		\$500
01-500-5622	EDUCATION PROGRAM	\$0	\$800	\$0	-\$800	\$0	-100%		\$2,563	\$30,300		\$800
01-500-5630	TRAINING,CONFERENCES &MEETINGS	\$3,000	\$2,000	\$2,000	\$1,000	\$1,000	50%	50%	\$3,464	\$3,578		\$0
01-500-5631	MEMBERSHIP & DUES	\$6,250	\$750	\$750	\$5,500	\$5,500	733%	733%	\$750	\$1,845		\$0
01-500-5632	SUBSCRIPTIONS/BOOKS	\$0	\$0	\$600	\$0	-\$600		-100%	\$0	\$0		-\$600
ENVIRONMENTAL DEPARTMENT TOTALS		\$458,400	\$278,303	\$370,709	\$180,097	\$87,691	65%	24%	\$493,207	\$610,134		-\$92,406
01-800-5100	REGULAR SALARIES	\$987,849	\$912,000	\$931,334	\$75,849	\$56,515	8%	6%	\$859,630	\$838,527		-\$19,334
01-800-5120	OVERTIME WAGES	\$100,000	\$91,300	\$55,000	\$8,700	\$45,000	10%	82%	\$63,704	\$40,070		\$36,300
01-800-5130	STANDBY	\$37,000	\$36,000	\$34,000	\$1,000	\$3,000	3%	9%	\$31,982	\$32,241		\$2,000
01-800-5140	MEDICAL INSURANCE	\$126,565	\$119,000	\$111,856	\$7,565	\$14,709	6%	13%	\$127,589	\$120,047		\$7,144
01-800-5141	DENTAL INSURANCE	\$17,570	\$17,817	\$16,070	-\$246	\$1,500	-1%	9%	\$15,816	\$13,795		\$1,747
01-800-5142	VISION INSURANCE	\$2,486	\$2,138	\$2,298	\$348	\$188	16%	8%	\$1,920	\$1,799		-\$160
01-800-5143	LIFE INSURANCE	\$1,878	\$1,975	\$1,878	-\$97	\$0	-5%	0%	\$1,792	\$1,758		\$97
01-800-5144	LONG TERM DISABILITY	\$5,212	\$4,433	\$4,962	\$779	\$250	18%	5%	\$3,928	\$3,843		-\$529
01-800-5145	WORKERS COMPENSATION	\$31,902	\$30,000	\$30,364	\$1,902	\$1,538	6%	5%	\$23,168	\$23,211		-\$364

		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]		[J]
Account Number	Description	FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718	NOTES	FY1920 BvA
01-800-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-800-5150	PERS - RETIREMENT	\$216,325	\$162,000	\$187,266	\$54,325	\$29,059	34%	16%	\$170,261	\$152,315		-\$25,266
01-800-5160	FICA - SOCIAL SECURITY	\$70,993	\$65,000	\$63,583	\$5,993	\$7,410	9%	12%	\$59,219	\$56,203		\$1,417
01-800-5161	MEDICARE	\$16,603	\$15,700	\$14,870	\$903	\$1,733	6%	12%	\$14,122	\$13,274		\$830
01-800-5171	UNIFORMS	\$7,200	\$7,200	\$7,200	\$0	\$0	0%	0%	\$6,434	\$5,560		\$0
01-800-5172	CERTIFICATIONS	\$750	\$420	\$750	\$330	\$0	79%	0%	\$1,162	\$170		-\$330
01-800-5200	CONTRACT/PROFESSIONAL SERVICES	\$100,000	\$93,377	\$100,000	\$6,623	\$0	7%	0%	\$123,950	\$147,228		-\$6,623
01-800-5202	OUTSIDE WATER ANALYSIS	\$50,000	\$30,000	\$60,000	\$20,000	-\$10,000	67%	-17%	\$53,630	\$84,348	See dept detail	-\$30,000
01-800-5300	OPERATING SUPPLIES	\$65,000	\$64,410	\$65,000	\$590	\$0	1%	0%	\$47,288	\$75,151		-\$590
01-800-5301	CHEMICALS	\$40,000	\$36,777	\$40,000	\$3,223	\$0	9%	0%	\$38,825	\$27,310		-\$3,223
01-800-5302	LAB SUPPLIES	\$15,000	\$10,428	\$15,000	\$4,572	\$0	44%	0%	\$18,724	\$11,020		-\$4,572
01-800-5310	EQUIP. NON-CAP	\$20,000	\$20,000	\$20,000	\$0	\$0	0%	0%	\$34,348	\$0		\$0
01-800-5311	SMALL TOOLS/MAINT & REPAIRS	\$7,000	\$3,770	\$7,000	\$3,230	\$0	86%	0%	\$6,453	\$896		-\$3,230
01-800-5320	RENTALS/LEASES/PERMITS	\$50,000	\$40,000	\$60,000	\$10,000	-\$10,000	25%	-17%	\$39,768	\$47,826		-\$20,000
01-800-5401	SAFETY EQUIPMENT - MAINTENANCE	\$3,000	\$3,346	\$2,500	-\$346	\$500	-10%	20%	\$3,361	\$1,419		\$846
01-800-5410	MAINT & OPERATIONS OF VEHICLES	\$40,000	\$54,000	\$50,000	-\$14,000	-\$10,000	-26%	-20%	\$36,197	\$38,988		\$4,000
01-800-5420	BUILD MAINT-SERVICES & SUPPLYS	\$5,000	\$1,774	\$18,000	\$3,226	-\$13,000	182%	-72%	\$1,632	\$4,206		-\$16,226
01-800-5500	UTILITIES - DISTRICT OFFICE	\$290,000	\$270,000	\$290,000	\$20,000	\$0	7%	0%	\$263,194	\$278,080		-\$20,000
01-800-5510	TELEPHONE/COMMUNICATIONS	\$60,000	\$63,880	\$60,000	-\$3,880	\$0	-6%	0%	\$64,360	\$50,560		\$3,880
01-800-5600	OFFICE SUPPLIES	\$4,000	\$2,530	\$4,000	\$1,470	\$0	58%	0%	\$4,476	\$4,047		-\$1,470
01-800-5630	TRAINING, CONFERENCES & MEETINGS	\$2,000	\$154	\$3,000	\$1,846	-\$1,000	1199%	-33%	\$1,432	\$2,067		-\$2,846
01-800-5632	SUBSCRIPTIONS/BOOKS	\$0	\$0	\$500	\$0	-\$500		-100%	\$0	\$75		-\$500
01-800-5650	POSTAGE	\$0	\$25	\$0	-\$25	\$0	-100%		\$544	\$716		\$25
SUPPLY & TREATMENT DEPARTMENT TOTALS		\$2,373,333	\$2,159,454	\$2,256,431	\$213,879	\$116,902	10%	5%	\$2,118,907	\$2,076,752		-\$96,977
02-600-5100	REGULAR SALARIES	\$26,000	\$26,000	\$26,000	\$0	\$0	0%	0%	\$20,750	\$20,737		\$0
02-600-5120	OVERTIME WAGES	\$1,000	\$241	\$2,500	\$759	-\$1,500	315%	-60%	\$3,165	\$1,047		-\$2,259
02-600-5130	STANDBY	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5150	PERS - RETIREMENT	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5160	FICA - SOCIAL SECURITY	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5161	MEDICARE	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5171	UNIFORMS	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5200	CONTRACT/PROFESSIONAL SERVICES	\$20,000	\$50,000	\$45,000	-\$30,000	-\$25,000	-60%	-56%	\$10,730	\$10,461		\$5,000
02-600-5202	OUTSIDE WATER ANALYSIS	\$30,000	\$28,000	\$30,000	\$2,000	\$0	7%	0%	\$17,364	\$17,185		-\$2,000
02-600-5300	OPERATING SUPPLIES	\$10,000	\$5,000	\$10,000	\$5,000	\$0	100%	0%	\$6,761	\$8,005		-\$5,000
02-600-5320	RENTALS/LEASES/PERMITS	\$15,000	\$15,000	\$15,000	\$0	\$0	0%	0%	\$8,416	\$8,077		\$0
02-600-5410	MAINT & OPERATIONS OF VEHICLES	\$0	\$0	\$500	\$0	-\$500		-100%	\$0	\$0		-\$500
02-600-5420	BUILD MAINT-SERVICES & SUPPLYS	\$500	\$0	\$500	\$500	\$0		0%	\$0	\$0		-\$500
02-600-5500	UTILITIES - DISTRICT OFFICE	\$6,000	\$5,000	\$6,000	\$1,000	\$0	20%	0%	\$3,103	\$3,014		-\$1,000
02-600-5510	TELEPHONE/COMMUNICATIONS	\$6,000	\$5,231	\$5,000	\$769	\$1,000	15%	20%	\$4,685	\$4,245		\$231
02-600-5600	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5650	POSTAGE	\$0	\$0	\$0	\$0	\$0			\$29	\$0		\$0
SEWER DEPARTMENT TOTALS		\$114,500	\$134,472	\$140,500	-\$19,972	-\$26,000	-15%	-19%	\$75,003	\$72,772	DOES NOT INCLUDE INDIRECT ALLOCATIONS YET	-\$6,028
GRAND TOTALS		\$8,343,387	\$7,609,928	\$7,817,156	\$733,459	\$526,231	10%	7%	\$7,279,423	\$7,293,859		-\$207,228

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	NOTE/COMMENTS
100	ADMINISTRATIVE						
01-100-5200	CONTRACT/PROFESSIONAL SERVICES	240,000	180,395	199,100	108,641	72,987	
01-100-5210	LEGAL SERVICES	180,000	165,000	195,000	315,606	441,741	
	CONTRACT/PROFESSIONAL SERVICES	420,000	345,395	394,100	424,247	514,727	
01-100-5300	OPERATING SUPPLIES	500	1,500	-	990	-	
01-100-5310	EQUIP. NON-CAP	2,000	5,000	-	-	-	
01-100-5320	RENTALS/LEASES/PERMITS	3,200	3,200	2,000	3,405	1,987	
	OPERATING EXPENSES	5,700	9,700	2,000	4,395	1,987	
01-100-5410	MAINT & OPERATIONS OF VEHICLES	2,400	1,750	-	-	-	
01-100-5420	BUILD MAINT-SERVICES & SUPPLYS	14,000	13,016	16,000	18,553	13,607	
	MAINTENANCE	16,400	14,766	16,000	18,553	13,607	
01-100-5500	UTILITIES - DISTRICT OFFICE	13,000	11,500	10,000	9,145	9,165	
01-100-5510	TELEPHONE/COMMUNICATIONS	17,000	17,000	17,000	20,391	16,547	
	FACILITIES	30,000	28,500	27,000	29,536	25,712	
01-100-5600	OFFICE SUPPLIES	6,000	8,295	10,000	10,344	14,643	
01-100-5620	WATER CONSERVATION PROGRAM	-	-	-	-	-	
01-100-5622	EDUCATION PROGRAM	-	-	-	-	-	
01-100-5630	TRAINING, CONFERENCES & MEETINGS	5,000	2,500	4,000	5,255	5,249	
01-100-5631	MEMBERSHIP & DUES	25,000	25,000	25,000	21,429	36,942	
01-100-5632	SUBSCRIPTIONS/BOOKS	500	500	1,000	846	-	
01-100-5633	EMPLOYEE RECOGNITION PROGRAM	2,000	1,401	2,000	1,309	-	
01-100-5634	AUTO ALLOWANCE	-	-	-	-	-	
01-100-5640	ADVERTISING	10,000	8,000	8,000	8,209	11,672	
01-100-5650	POSTAGE	5,000	5,000	5,000	4,401	9,309	
01-100-5660	INSURANCE - PROPERTY	130,000	140,000	104,500	99,004	69,568	are we doing any mailers this year or next? Over for \$25K insurance claim
	GEN. & ADMIN.	183,500	190,696	159,500	150,799	147,382	
100	ADMINISTRATIVE	655,600	589,058	598,600	627,529	703,416	

% Change 11% 10%

If you have a large variance from FY1920 please be prepared

FY1920 % Change from estimated actuals -2%

This can be an indicator money is not being spent as planned.

ITEMIZED ACCOUNT DETAIL

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01-100-5200	BOD Video	11,000
01-100-5200	Website	5,000
01-100-5200	iHwy	300
01-100-5200	PDNC	6,900
01-100-5200	AP River	2,700
01-100-5200	Mail Chimp	720
01-100-5200	Pitney Bowes	1,900
01-100-5200	Dataflow	1,400
01-100-5200	NBS	7,500
01-100-5200	SMGWA	150,000
01-100-5200	Election	27,500
01-100-5200	Communication Consultant	20,000
01-100-5200	Misc appraisals	3,000
01-100-5200	Other Misc.	2,500
		<u>240,420</u>
01-100-5631	LAFCO	13,000
01-100-5631	CSDA	8,000
01-100-5631	AWWA	3,000
01-100-5631	SMALL MISC.	1,000
		<u>25,000</u>

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	NOTE/COMMENTS
200	FINANCE						
01-200-5200	CONTRACT/PROFESSIONAL SERVICES	118,000	95,000	88,500	79,635	90,744	Increase related to Badger meter reading fees
01-200-5201	AUDIT SERVICES	21,000	21,000	21,000	12,564	19,480	
	CONTRACT/PROFESSIONAL SERVICES	139,000	116,000	109,500	92,199	110,224	
01-200-5300	OPERATING SUPPLIES	250	250	250	158	43	New computers
01-200-5310	EQUIP NON-CAP	8,000	2,000	1,500	1,268	2,677	
	OPERATING EXPENSES	8,250	2,250	1,750	1,426	2,720	
01-200-5401	SAFETY EQUIPMENT	350	350	350	-	315	
01-200-5410	MAINT & OPERATION OF VEHICLES	14,000	15,000	15,500	15,140	15,012	
	MAINTENANCE	14,350	15,350	15,850	15,140	15,328	
01-200-5510	TELEPHONE/COMMUNICATIONS	1,300	1,200	1,500	1,296	-	
	FACILITIES	1,300	1,200	1,500	1,296	-	
01-200-5600	OFFICE SUPPLIES	5,000	4,000	4,000	1,821	6,133	Increase for SB998 mailings
01-200-5610	BANK CHARGES	110,000	110,000	100,000	117,337	103,535	
01-200-5611	BAD DEBTS	7,500	7,500	7,500	9,256	14,623	
01-200-5620	WATER CONSERVATION PROGRAM	5,000	3,000	3,000	-	-	
01-200-5630	TRAINING, CONFERENCES & MEETINGS	2,500	3,370	4,000	1,289	430	Increase for SB998 mailings
01-200-5632	SUBSCRIPTIONS/BOOKS	500	463	520	220	459	
01-200-5650	POSTAGE	32,000	30,500	29,500	28,774	31,965	
	GEN. & ADMIN.	162,500	158,833	148,520	158,697	157,145	
200	FINANCE	325,400	293,633	277,120	268,758	285,416	
	% Change		11%	17%			<i>If you have a large variance from FY1920 please be prepare</i>
	FY1920 % Change from estimated actuals		6%				<i>This can be an indicator money is not being spent as planned</i>

ITEMIZED ACCOUNT DETAIL		
ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01-200-5200	ERP Software	30,000
01-200-5200	Badger Meter Fees	42,000
01-200-5200	Bill Mailing Services	14,500
01-200-5200	Paychex	15,000
01-200-5200	IVR Notification Software	5,000
01-200-5200	UB Research Software	2,600
01-200-5200	Customer Portal Hosting	2,400
01-200-5200	Collection Service Fees	1,000
01-200-5200	Copier/Printer Support	1,000
01-200-5200	GASB Reports	2,200
01-200-5200	Document Shredding	500
01-200-5200	Misc. (IT server upgrade % share etc.)	1,800
		118,000
01-200-5610	Payment Portal Transaction Fees	20,000
01-200-5610	Payment Type Processing Fees	90,000
		110,000
01-200-5630	LinkedIn Lynda Training	360
01-200-5630	HR Seminar	1,000
01-200-5630	Misc	1,000
		2,360
		No seminar for Manager this year

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	NOTE/COMMENTS
300	ENGINEERING						
01-300-5200	CONTRACT/PROFESSIONAL SERVICES	30,000	4,686	32,000	29,904	66,065	
	CONTRACT/PROFESSIONAL SERVICES	30,000	4,686	32,000	29,904	66,065	
01-300-5310	EQUIP NON-CAP	5,000	7,961	23,000	1,725	1,163	
	OPERATING EXPENSES	5,000	7,961	23,000	1,725	1,163	
01-300-5410	MAINT & OPERATIONS OF VEHICLES	1,000	556	1,000	-	-	
	MAINTENANCE	1,000	556	1,000	-	-	
01-300-5510	TELEPHONE/COMMUNICATIONS	2,000	530	2,500	489	1,281	
	FACILITIES	2,000	530	2,500	489	1,281	
01-300-5600	OFFICE SUPPLIES	2,000	1,845	2,000	1,023	607	
01-300-5630	TRAINING,CONFERENCES &MEETINGS	2,500	-	3,000	1,709	1,074	
01-300-5631	MEMBERSHIP & DUES	800	-	800	-	-	
01-300-5632	SUBSCRIPTIONS/BOOKS	800	-	2,000	-	767	
	GEN. & ADMIN.	6,100	1,845	7,800	2,732	2,448	
300	ENGINEERING	44,100	15,578	66,300	34,851	70,957	
% Change			183%	-33%	If you have a large variance from FY1920 please be prepared		
FY1920 % Change from estimated actuals			-77%	This can be an indicator money is not being spent as planned			

ITEMIZED ACCOUNT DETAIL		
ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01-300-5200	Water Master Plan	10,000
01-300-5200	Esri	10,000
01-300-5200	Scanning Service	10,000
01-300-5310	Computer	5,000

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	NOTE/COMMENTS
400	DISTRIBUTION						
01-400-5200	CONTRACT/PROFESSIONAL SERVICES	100,000	100,000	140,000	88,324	94,757	Generator Service and Repairs, Portable Toilet Services, Data Flow Equipment Service and Repairs, Backflow Inspections, Badger Meter Monthly Reads, Software Support and Maintenance, Water Loss Audit Verification, First Alarm Support/Service/Repair
	CONTRACT/PROFESSIONAL SERVICES	100,000	100,000	140,000	88,324	94,757	
01-400-5300	OPERATING SUPPLIES	150,000	150,000	150,000	130,620	94,395	Inventory & Non Inventory Parts and Supplies, Asphalt Repairs, and Backfill Materials 5 Android tablets for GIS mapping capabilities and Two replacement computers.
01-400-5310	EQUIP NON-CAP	10,000	-	-	-	-	
01-400-5311	SMALL TOOLS/MAINT & REPAIRS	12,000	9,318	10,000	11,330	12,573	County Hazmat Permits for Propane Tanks, County Encroachment Permit, Air Pollution Control Permits, and Rental Equipment Needed
01-400-5320	RENTALS/LEASES/PERMITS	20,000	60,000	12,000	13,076	10,567	
	OPERATING EXPENSES	192,000	219,318	172,000	155,027	117,535	
01-400-5401	SAFETY EQUIPMENT - MAINTENANCE	5,000	5,000	6,500	5,601	4,701	
01-400-5410	MAINT & OPERATIONS OF VEHICLES	85,000	81,344	80,000	73,596	60,805	
01-400-5420	BUILD MAINT-SERVICES & SUPPLYS	10,000	5,000	20,000	7,690	17,854	
	MAINTENANCE	100,000	91,344	106,500	86,886	83,360	
01-400-5500	UTILITIES - DISTRICT OFFICE	100,000	102,000	108,500	109,749	106,217	
01-400-5510	TELEPHONE/COMMUNICATIONS	90,000	86,000	90,000	90,128	84,540	
	FACILITIES	190,000	188,000	198,500	199,877	190,757	
01-400-5600	OFFICE SUPPLIES	4,500	4,252	4,500	5,202	6,974	
01-400-5630	TRAINING,CONFERENCES &MEETINGS	3,500	2,894	4,000	1,537	1,752	
	GEN. & ADMIN.	8,000	7,146	8,500	6,740	8,726	
400	DISTRIBUTION	590,000	605,809	625,500	536,853	495,135	
% Change			-3%	-6%	If you have a large variance from FY1920 please be prepared		
FY1920 % Change from estimated actuals			-3%	This can be an indicator money is not being spent as planned			

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA NOTE/COMMENTS
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	
500	WATERSHED						
01-500-5200	CONTRACT/PROFESSIONAL SERVICES	312,600	144,000	160,111	196,962	304,262	
	CONTRACT/PROFESSIONAL SERVICES	312,600	144,000	160,111	196,962	304,262	
01-500-5300	OPERATING SUPPLIES	1,000	-	1,500	743	2,562	
01-500-5310	EQUIP. NON-CAP	-	3,000	1,000	140	1,297	
01-500-5320	RENTALS/LEASES/PERMITS	-	-	2,000	-	3,474	
	OPERATING EXPENSES	1,000	3,000	4,500	883	7,333	
01-500-5410	MAINT & OPERATIONS OF VEHICLES	500	-	-	702	-	
01-500-5430	ROAD MAINTENANCE	5,000	5,000	8,000	6,561	2,134	
	MAINTENANCE	5,500	5,000	8,000	7,263	2,134	
01-500-5510	TELEPHONE/COMMUNICATIONS		599	1,200	1,626	897	
	FACILITIES	-	599	1,200	1,626	897	
01-500-5600	OFFICE SUPPLIES	250	-	500	194	1,288	
01-500-5620	WATER CONSERVATION PROGRAM	5,000	-	-	10,573	14,328	Dry start to 2020
01-500-5621	WATERSHED GRANTS DATA COLLECT	-	500	-	-	9,000	
01-500-5622	EDUCATION PROGRAM	-	800	-	2,563	30,300	
01-500-5630	TRAINING, CONFERENCES & MEETINGS	3,000	2,000	2,000	3,464	3,578	
01-500-5631	MEMBERSHIP & DUES	6,250	-	750	750	1,845	Use WCC as water conservation resource
01-500-5632	SUBSCRIPTIONS/BOOKS	-	-	600	-	-	
	GEN. & ADMIN.	14,500	3,300	3,850	17,544	60,338	
500	WATERSHED	333,600	155,899	177,661	224,278	374,964	
	% Change		114%	88%			<i>If you have a large variance from FY1920 please be prepare</i>
	FY1920 % Change from estimated actuals		-12%				<i>This can be an indicator money is not being spent as planned</i>

ITEMIZED ACCOUNT DETAIL		
ACCOUNT NUMBER	DESCRIPTION	AMOUNT
5200	John Fio EKI - As Needed	\$ 55,000
5200	Mike Polech - Conjunctive Use	\$ 12,600 100% Grant Funded
5200	Mike Polech - Other as needed	\$ 10,000
5200	Stream Flow Monitoring	\$ 55,000
5200	UWMP	\$ 80,000 Estimate, will be RFP
5200	Olympia Patrol	\$ 5,000
5200	Fire Management Plan	\$ 80,000 Estimate, will be RFP
5200	County Fish Monitoring Program	\$ 12,000 (Don Alley)
5200	Misc. Unknown	\$ 3,000
		\$ 312,600
5631	Climate Registry	\$ 750
5631	Water Conservation Coalition	\$ 5,500
		\$ 6,250

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	NOTE/COMMENTS
800	SUPPLY & TREATMENT						
01-800-5200	CONTRACT/PROFESSIONAL SERVICES	100,000	93,377	100,000	123,950	147,228	Some significant sampling coming up. Running lower due to some sampling programs dropping off and a change in arsnic blend sampling at Paso wells from once a week to once a month granted by SWRCB. There will be and increase next year due to lead and copper and UCMR is back.
01-800-5202	OUTSIDE WATER ANALYSIS	50,000	30,000	60,000	53,630	84,348	
	CONTRACT/PROFESSIONAL SERVICES	150,000	123,377	160,000	177,580	231,577	
01-800-5300	OPERATING SUPPLIES	65,000	64,410	65,000	47,288	75,151	Anticipated Ipads for SCADA Control in the field and on-call. Possibly 2-4 new computers for replacement.
01-800-5301	CHEMICALS	40,000	36,777	40,000	38,825	27,310	
01-800-5302	LAB SUPPLIES	15,000	10,428	15,000	18,724	11,020	
01-800-5310	EQUIP. NON-CAP	20,000	20,000	20,000	34,348	-	
01-800-5311	SMALL TOOLS/MAINT & REPAIRS	7,000	3,770	7,000	6,453	896	
01-800-5320	RENTALS/LEASES/PERMITS	50,000	50,000	60,000	39,768	47,826	
	OPERATING EXPENSES	197,000	185,385	207,000	185,405	162,202	
01-800-5401	SAFETY EQUIPMENT - MAINTENANCE	3,000	3,346	2,500	3,361	1,419	
01-800-5410	MAINT & OPERATIONS OF VEHICLES	40,000	54,000	50,000	36,197	38,988	
01-800-5420	BUILD MAINT-SERVICES & SUPPLYS	5,000	1,774	18,000	1,632	4,206	
	MAINTENANCE	48,000	59,120	70,500	41,190	44,613	
01-800-5500	UTILITIES - DISTRICT OFFICE	290,000	270,000	290,000	263,194	278,080	
01-800-5510	TELEPHONE/COMMUNICATIONS	60,000	63,880	60,000	64,360	50,560	
	FACILITIES	330,000	333,880	350,000	327,554	328,640	
01-800-5600	OFFICE SUPPLIES	4,000	2,530	4,000	4,476	4,047	
01-800-5630	TRAINING,CONFERENCES &MEETINGS	2,000	154	3,000	1,432	2,067	
01-800-5632	SUBSCRIPTIONS/BOOKS	-	-	500	-	75	
01-800-5650	POSTAGE	-	2,064	-	544	716	
	GEN. & ADMIN.	6,000	4,748	7,500	6,452	6,906	
800	SUPPLY & TREATMENT	731,000	706,510	795,000	738,180	773,938	
% Change			3%	-8%	If you have a large variance from FY1920 please be prepared		
FY1920 % Change from estimated actuals			-11%	This can be an indicator money is not being spent as planned			

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA	
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	REVISED EST. ACTUALS	NOTE/COMMENTS
600	WASTEWATER							<i>Highlights below are suggestion, more can be updated</i>
02-600-5200	CONTRACT/PROFESSIONAL SERVICES	20,000	50,000	45,000	10,730	10,461	20,000	Was budgeted higher last year due to anticipated work for
02-600-5202	OUTSIDE WATER ANALYSIS	30,000	33,814	30,000	17,364	17,185	28,000	Estimated actuals was high due to invoices allocated to the
	CONTRACT/PROFESSIONAL SERVICES	50,000	83,814	75,000	28,094	27,646		
02-600-5300	OPERATING SUPPLIES	10,000	2,268	10,000	6,761	8,005	5,000	
02-600-5320	RENTALS/LEASES/PERMITS	15,000	22,320	15,000	8,416	8,077	15000	Estimated actuals was high due to invoices allocated to the
	OPERATING EXPENSES	25,000	24,588	25,000	15,177	16,082		
02-600-5410	MAINT & OPERATIONS OF VEHICLES		-	500	-	-		
02-600-5420	BUILD MAINT-SERVICES & SUPPLYS	500	-	500	-	-		
	MAINTENANCE	500	-	1,000	-	-		
02-600-5500	UTILITIES - DISTRICT OFFICE	6,000	6,772	6,000	3,103	3,014		
02-600-5510	TELEPHONE/COMMUNICATIONS	6,000	5,231	5,000	4,685	4,245	5,000	There are two big bills in September and October that ran actuals high. Not sure if those two charges are correct when looking at the consistency in every other month.
	FACILITIES	12,000	12,003	11,000	7,788	7,260		
02-600-5600	OFFICE SUPPLIES		-	-	-	-		
02-600-5650	POSTAGE		-	-	29	-		
	GEN. & ADMIN.	-	-	-	29	-		
02-600-5800	ALLOCATIONS		-	-	-	26,998		<i>Allocations now hit in the designated categories This will be input by Finance</i>
	WASTEWATER	87,500	120,405	112,000	51,088	77,985		
	% Change		-27%	-22%				<i>If you have a large variance from FY1920 please be prepare This can be an indicator money is not being spent as planned</i>
	FY1920 % Change from estimated actuals		8%					

MEMO

To: Board of Directors

From: District Manager

Prepared by: Environmental Planner

SUBJECT: Direction of Professional Services for Communications & Outreach

DATE: March 19, 2020

RECOMMENDATION

It is recommended that the Board of Directors review and discuss the direction the District should take with its outreach and communications. Staff recommends the Board authorize the District Manager to enter into contract with Chatterbox PR to carry out the District's communication and outreach needs.

BACKGROUND

In May 2018 the District released a Request for Qualifications (RFQ) for communication and outreach services. The District sought a professional consultant to help the District prepare press releases, manage social media outlets, engage its constituents, accurately and promptly engage the public with important District news, work with local media contacts, and ensure the District was meeting the public's need for access to pertinent information. The District received limited responses to the RFQ request but received a well-qualified applicant Chatterbox PR.

In 2018 & 2019 District staff met with Chatterbox PR to discuss the District's needs and the initial proposal. The initial proposal included a website design and audit. In 2020 the District met with Chatterbox PR to redesign scope (3rd reduction of scope) and received Exhibit A (attached). After staff's approval Chatterbox's proposal was brought to the Administrative Committee in March 2020. After much deliberation it was determined more direction from the Board of Directors was needed to move forward. As requested by the Administration Committee Chatterbox PR addressed the importance of "Phase 1" of their proposal in Exhibit B (attached).

Chatterbox PR is a small firm of 7 with local knowledge, an understanding of the District's needs, a well maintained reputation, and the motivation to help the District reach its communication needs. Over the past 2 years Chatterbox has volunteered over 50 hours.

It is recommended the Board of Directors review Chatterbox's qualifications and proposal. Then discuss the District's communication and outreach needs and determine if the District should move forward with Chatterbox PR or go out for another Request for Qualifications.

In any case the District should expect a period of onboarding with any consultant. For a PR firm to successfully support the District & create an effective outreach strategy the consultant will need to work with staff and constituents. Most firms will include a phase that allows for their staff to get an understanding of the District's needs, areas of improvement, outreach platforms, and style.

The District does not have the bandwidth to manage communications and outreach beyond urgent response. The District has been unable to release newsletters, press releases, work with media, or create new social media accounts (as requested by the Board). Currently, the Environmental Planner handles any urgent communication, but is only able to handle the bare minimum as more applicable work takes priority.



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Communication and Outreach Services

San Lorenzo Valley Water District

Proposal Updated 2.8.2020



Chatterbox PR Executive Summary

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

Service areas include:

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

Theory of Practice:

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

Management Process:

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



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

Methodology and Resources:

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

Social Media Expertise:

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

Non-Profit Experience:

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

The Giving Hour:

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

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

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



Identification of Prime Consultant



Marci Bracco Cain, Owner/Managing Partner

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

23 Orange Drive, Salinas CA 93901

marci@chatterboxpublicrelations.com (831) 747-7455

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

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

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

Identification of Sub Consultant



Andria Cambridge, Creative Director/Partner

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

3410 Merrill Road, Aptos, CA 95003

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

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



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

Identification of Additional Sub Consultants

Chatterbox PR Overview:

Company Founded:	9 Years Ago
Team Members:	7 (In addition to Marci Bracco Cain and Andria Cambridge) Mac McDonald/Lead Copywriter; Charlotte Web/Social Marketing; Alethea Cusimano/Account Executive; Jerrold Simon/Lead Designer; Chris Carothers/Team Designer; Paulette Tardio/Hospitality Outreach Coordinator; and Stephen Carrillo/Intern
Office:	23 Orange Drive Salinas CA 93901
Key Personnel:	Bios/Resumes Above
Primary Contact:	Marci Bracco Cain Owner Managing Partner Marci@ChatterboxPublicRelations.com (831) 747-7455
Company Details:	Chatterbox PR 23 Orange Drive Salinas, CA 93901 Marci@ChatterboxPublicRelations.com Phone: (831) 747-7455 There is no Fax Number



Assignment Organization and Experience of the Team

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

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

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

Deliverables

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

The District desires social outreach to the following key audiences:

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



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

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

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

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

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



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Proposed 12-Month Schedule and Cost Schedule

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

Phase 1:

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



Phase 2:

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

Phase 3:

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

Budget Updated 2.8.2020

Phase 1:

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

Phase 2:

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



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Phase 3:

- **Month 5- 12.**
 - **Approx. Hours: 265 spread over 8 months 30 - 33 hours per month**
 - **Budget: \$25,080 (Approx monthly fee \$3,135.00)**
 - **Billing date: Beginning June 25th and the 25th of each month thereafter for \$3562.50 per payment (Payments Net 15)**

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

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

Budget:

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

Chatterbox PR response to needs of Phase 1 as requested by Administrative Committee – March 2020

Phase I Overview

The term “Discovery” is not used universally, so let’s start with the obvious “what?” and “why?” questions.

What is discovery?

The term discovery graces a lot of agency process charts on pitches but what do we mean by it and what is its value? My view is that the purpose of the discovery stage of a project and the insight that is delivered from it ensures we produce marketing assets and campaigns that are relevant, engaging and effective for our (or our clients) audience and eventual customers.

Anthony Iannarino has a useful definition of agency client discovery:

“Discovery is about learning what your client needs, their strategic indicatives, their goals, and their outcomes. Discovery work is what allows you to neatly tie anything you propose to what your client needs and to tailor it to those specific needs”.

So, discovery is about collating and analyzing insights about brands, their competitors and most importantly, the characteristics, beliefs, behaviour and perceptions of their audiences. It should involve undertaking as thorough an investigation as possible (within real world constraints) of a range of research data that is pertinent to the engagement you are involved in.

By that I mean that if you have an open brief from a client (and subject to budget or your own pre-agreed time investment) you will look at ‘everything’, for example: the overall market, existing marketing initiatives and their efficacy, brand metrics, social network insights, existing customer, prospects or stakeholders and their personas

But more likely you will focus on discrete areas of discovery to serve a specific client brief or set of marketing objectives: ‘Market / marketplace discovery’, ‘social media landscape discovery’, ‘campaign effectiveness discovery’, ‘website /ecommerce efficacy discovery’ etc.

Why do discovery?

It’s simple, discovery enables agencies and consultants to formulate robust insights about the business of their clients that leads to well-written creative, content, technical and marketing (e.g. media / channel selection) briefs. This in turn should then lead to the best solutions possible, be they content strategies, SEO, website build initiatives or broader integrated marketing campaigns.

So, the aim of discovery is to eliminate hunches and subjective views and instead create sound, defensible rationale for the marketing approaches and proposals that will be subsequently discussed and implemented with clients.

The depth and breadth of activity undertaken within a discovery exercise should and will flex; depending on the requirement and timescales and budgets involved. But even if flex is involved you should always look to undertake discovery - even a ‘small’ site build or inbound marketing campaign requires some due diligence before launching.

Who should look after discovery?

The answer to “who?”, depends on the size and specialisation of the agency, but a Planner in larger agencies or a senior account handler will probably lead it with a good strategic (and organised!) head in smaller agencies. Their role is to act as the conductor of the orchestra, as it were, since will work with other team members to look at data / research sources, triangulate findings and ensure thinking is coordinated.

Whoever leads the process, they are looking to:

agree exactly what hypotheses or objectives are being addressed

manage who is looking at what within the team

triangulate the findings and resultant insight from the disparate research and data sources.

And are also keeping an eye on the timeframe and budget / resources that is being worked to, to create a robust, (and as mention earlier, defensible) rationale for the insights and proposals that will subsequently be discussed with client.

Discovery workstreams

‘Discovery’ is a bit of a catch-all term for a range of separate research gathering and data assimilation workstreams and can involve things like desk research, face to face or distance interviews with client teams or customer groups and the use of different software platforms to mine information. Each piece of work can be substantial and in a larger agency may be completed by different team members, hence ‘workstreams’.



Marci Bracco Cain

Owner | Managing Partner

MEMO

To: Board of Directors

From: District Manager

Prepared by: Environmental Planner

SUBJECT: Professional Services Contract for Fire Management Planning & Grant Writing

DATE: March 19, 2020

RECOMMENDATION

It is recommended that the Board of Directors review and authorize the District Manager to enter into contract with Panorama Environmental, Inc. to complete a District Fire Management Plan & begin implementation to harden lands and infrastructure.

BACKGROUND

Over the last decade fire risk throughout California has increased and risk is predicted to rise as climate changes. Additionally, Pacific Gas and Electric (PG&E) has been making significant changes in their fire safety protocols, which will have significant impacts on the District's operations. The District's emergency planning documents have limited information on fire and its potential effects on District property & infrastructure. In 2019 staff was directed to begin a fire management plan and implementation.

In January 2020 the District posted a request for qualifications (RFQ) seeking a consultant to identify District priorities, secure grant funding, collaborate with fire agencies, complete environmental permitting, and begin implementation. Two consultants applied and their qualifications were brought to the Environmental Committee in February 2020. The Environmental Committee agreed to move forward with Panorama Environmental Inc. with a redefined scope. Panorama Environmental Inc. provided an updated scope and budget; focusing in on the following three items the committee and staff determined to be detrimental to the plan:

1. An initial assessment to look at assets and defensible space/hardening recommendations for those - what can be accomplished this year. This task would involve identifying structures/pipelines/access to tanks, pumping facilities, water storage, etc. and complete an assessment of risk for each and define practices to protect them.
2. Dig deeper into grant opportunities - get in front of CALFIRE in-person and other grant agencies. Pull together grant applications and fund a larger planning effort (so the full scale modeling and hazard risks, full asset identification, and watershed-level protection project definition)

3. An effort to identify and lead a meeting with entities within the watershed to start a cross-jurisdictional planning effort. Finding grants to fully fund the planning effort, SLVWD can lead a multi-jurisdictional effort with your interests of water quality protection in mind.

Staff recommends the Board moves forward with Panorama Environmental Inc. as the District's fire management consultant and begins plan creation and implementation.

FISCAL IMPACT:

Total \$60,000 plus grant funding

2019/2020: 45K

2020/2020: 15K

STRATEGIC PLAN:

Strategic Element 2.1 Watershed Management Plan

Strategic Element 2.3 Climate Action Plan

Strategic Element 7.0 - Strategic Partners

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List of Attachments

Attachment A Resumes

1.COVER LETTER

December 19, 2019

Ms. Holly Hossack
District Secretary
13060 Highway 9
Boulder Creek, CA 95006

Dear Ms. Hossack,

Panorama Environmental, Inc. (Panorama) is excited to present our Statement of Qualifications (SOQ) to provide professional services to the San Lorenzo Valley Water District (District). We understand that the District is seeking a consultant for the development of a Fire Management Plan that addresses fire risks, identifies assets and resources to protect, and includes detailed fuel reduction prescriptions and mitigations, including costs and funding options to implement the activities on their lands within the San Lorenzo River Watershed.

We are very interested in this project because we believe that we can bring a highly qualified team with very relevant, diverse skills and experience to the District. Panorama has partnered with Spatial Informatics Group, LLC (SIG) to provide the requested services. We have prepared a detailed proposal that includes:

- **Background:** A summary of our firms' experience and expertise on wildfire management and planning and fire hazard mitigation; Our understanding of the project and an approach based on our experience on similar projects.
- **Firm Experience:** Our experience in the last 7 years on similar projects, including our work with the Midpeninsula Regional Open Space District on their Wildland Fire Resiliency Program.
- **Staff Experience:** A summary of our team organization and management and a brief summary of our key team members. Resumes are presented in an attachment.
- **Subconsultants:** A summary of our key subconsultants experience and expertise.
- **References:** A list of references.

I will be the contact on this proposal and am legally authorized to represent and enter contracts for Panorama. My contact information is provided in my signature line.

We are excited to propose on this project. Please feel free to contact me with any questions about our SOQ. We have included a rate schedule under separate cover. We look forward to hearing from you.

Sincerely,



Tania Treis, Principal and President
Panorama Environmental, Inc.
717 Market Street, San Francisco, CA
P: 650.340.4829 E: tania.treis@panoramaenv.com

2. BACKGROUND

Proposed Team

Panorama Environmental, Inc. (Panorama) is excited to present our team to the San Lorenzo Valley Water District (District) on this important project. Our team has exactly the experience required to prepare a Fire Management Plan for the District and is preparing a similar plan for the Midpeninsula Regional Open Space District (Midpen). Panorama would be responsible for the services rendered. We propose to partner with Spatial Informatics Group, LLC (SIG) as our primary subconsultant. SIG provides the technical expertise in wildland fire and fuels methods and practices, risk assessment, modeling, treatment design, and costing. Panorama provides the overall team and project management, expertise and skill in report writing, program development, planning and policy analysis, community outreach, and California Environmental Quality Act (CEQA) compliance. Panorama managed the preparation of a similar vegetation management plan; the Biodiversity, Fire, and Fuels Integrated Plan, for the Marin Municipal Water District (MMWD) and has extensive experience working with other California water districts including Santa Clara Valley Water District, East Bay Municipal Water District, and the San Francisco Public Utilities Commission.

We have also included a few other specialty subconsultants who would augment the capabilities of our team, including Prometheus Fire Consulting, LLC, Fire Poppy Consulting, LLC, Nomad Ecology, and Basin Research Group.

Primary Consultant: Panorama Environmental, Inc.

Panorama offers government agencies and private entities expertise in multi-disciplinary environmental services and planning. Panorama is a privately-owned California S-Corporation with two owners, Tania Treis and Susanne Heim, and

has been in business as Panorama Environmental, Inc. since 2011. Our firm's history, however, extends back to 1983, as MHA Environmental Consulting and to 2007 as RMT, Inc. Panorama is certified as a small business enterprise (SBE), woman-owned and minority-owned business enterprise (WBE/MBE), disadvantaged business enterprise (DBE), and woman-owned small business (WOSB). We have 23 employees and our headquarters is located at 717 Market Street, Suite 650, San Francisco, CA 94103. We also maintain a satellite office in Sacramento, CA, at 1722 J Street, Suite 218. Panorama's corporate structure includes two principals; six experienced project managers, each with 5 to 20 years of experience; several staff planners and analysts; a Geographic Information Systems (GIS) specialist; and administrative help. We also have in-house technical specialists in the areas of biology, visual resources, air quality, noise, fire ecology, and public facilitation.

Our key areas of expertise are California Environmental Quality Act (CEQA)/and National Environmental Policy Act (NEPA) compliance and permitting, but we have a special niche in strategic project definition and program development. We have managed and led the development of large-scale fire management plans, engineering and maintenance programs and plans, and water and groundwater programs. We utilize our expertise to integrate our partners' technical analyses into comprehensive, cohesive, and well-written documents. We provide the overall communication, tracking, and review to ensure the final deliverables exceed all expectations. Our team is particularly adept at describing complex technical information to stakeholders, the public, and decision makers.

Panorama's expertise for wildland fire programs and plans includes the development and preparation of fire management plans in high-fire-prone areas around the San Francisco Bay, including for 22,000 acres in Marin County for

MMWD, and on the over 64,000 acres on the San Francisco Peninsula for Midpen (a project with SIG). We have also prepared the controversial Environmental Impact Report (EIR) for the UC San Francisco's Vegetation Management Plan for the Mount Sutro Reserve and provided the revisions to the plan based on the EIR outcome. We recently provided the biological surveys and technical expertise for a fire management plan for the City of Redwood City and we are leading efforts with SIG to define a Wildland Fire Mitigation Plan for Alpine County. Our vegetation management and wildland fire planning experience is complemented by our extensive experience with water districts, including Marin Municipal Water District, East Bay Municipal Utility District, Montara Water and Sanitary District, Santa Clara Valley Water District (Valley Water), and the San Francisco Public Utilities Commission.

KEY FIRM INFORMATION

Corporate Structure: Corporation

Year Founded: 2011

Ownership: Tania Treis and Susanne Heim

Headquarters: 717 Market Street, Suite 650, San Francisco, CA 94106

Operational Track Record: Panorama has an exceptional operational record. We have maintained a stable business from their first year, with a consistent annual revenue and profitability over the last 8 years. They easily manage, on average, over 40 projects of varying sizes at any one time. Panorama has operated profitably since our start. We maintain a formalized corporate financial system that includes an accounting system run by a corporate Controller.

Panorama has no bankruptcies and no contracts terminated, and no contracts in default or that resulted in litigation or arbitration in the last 5 years.

Partner: Spatial Informatics Group, LLC

While SIG would be primarily a subconsultant to Panorama, their technical expertise would be integral to the plan development, and as such, we see them as a partner firm in this effort. We have had a similar partnership in the preparation of the Alpine County Fire Hazard Mitigation Plan and Midpen's plan. SIG is a group of scientists with expertise in environmental fields ranging from ecology and forestry to natural resource economics. SIG provides a wide range of geospatial services and products

integrated with professional consulting services in areas such as ecology, forestry, soils science, risk and hazard management, environmental economics, and urban and regional planning. Their people are experts in using tools such as Geographic Information Systems (GIS), remote sensing (including LiDAR analyses and data collection using unmanned aerial vehicle [UAV]), spatial data mining, and dynamic spatial modeling. Their analysts are also specialists in relevant fields such as landscape ecology and forestry. With experience in closely integrating spatial analysis with substantive research, SIG's team offers an integrative analytical approach, combining spatial analysis with scientific, ecological, and economic knowledge to understand the cumulative effects of management choices on the short and long-term stability of natural resources and ecosystem functions.

SIG has completed several projects directly related to the proposed project, including preparation of over 22 Community Wildfire Protection Plans (CWPPs), on the ground planning and implementation of hazardous fuels reduction projects, and detailed assessments of fire risk and hazards for multiple projects across California. Regional experience includes vegetation management planning for fuel reduction projects for the University of California (UC) at Berkeley and for development of Midpen's comprehensive Wildland Fire Resiliency Program covering over 64,000 acres, which is just north of the District's service areas.

Members of their team work extensively with Fire Safe Councils, federal, and local government landowners to develop and seek funding for collaborative fuels reduction projects. Team members who would work on this project have both led and been co-authors on several peer reviewed publications related to fuel treatments, wildfire emissions, and fire hazard and risk mitigation. In addition, our Project Manager is a current Registered Professional Forester (RPF).

SIG would support the District with technical expertise, information, and other proficiencies in all areas of forestry and wildland fire risk assessment, planning, and mitigation. They would integrate our vast background in California forest research, management, and policy development to help the District develop a Fire Management Plan that identifies the wildfire risk to residents and cultural, biological, and water assets, and defines a process for mitigating those risk.

Project Understanding and Approach

Project Understanding

The San Lorenzo Valley Water District is a special district that supplies water in the San Lorenzo River Watershed in Santa Cruz County, as defined under Division 12, Chapter 5, of the California Water Code. The District owns and manages more than 2,000 acres of rural watershed land, including one contiguous piece of land of approximately 1,620 acres for water supply and watershed protection on Ben Lomond Mountain, 252 acres in the Felton/Fall Creek watershed, and another 325 acres in the Zayante Creek area.

Fire suppression has increased the chance of a major fire in the San Lorenzo River watershed, like many other areas of California. Within the last decade, fires have occurred in adjacent watersheds. Under the right conditions, a similar watershed-scale fire could occur in the San Lorenzo River watershed. Such a fire could impact watershed health and water quality from altered surface hydrology, increased sedimentation, chemical impacts from fire retardants, and result in habitat degradation. It could also severely damage infrastructure, structures, natural resources, cultural resources, life, and property.

The District's forested watershed lands have not been professionally assessed for fire hazard or for risk of ignition. Invasive populations of French broom and acacia, and sudden oak death (SOD) have increased the risk of catastrophic fire. CalFire has rated most land in the District's service area on the west side of the San Lorenzo River as high fire hazard.

The District currently has no formal fire management program for District-owned lands. The District's existing policies of controlling invasive exotic species and managing its forest lands toward old growth contribute toward reducing the risk of a catastrophic fire, but additional fire protection, particularly of ingress and egress routes is needed. Fire management on District-owned lands needs to be tailored to the different plant communities, slopes, slope aspects, neighboring properties, and soil types unique to its properties.

Existing stands of invasive exotic species have not been surveyed and mapped on District properties. The most serious infestations of invasive exotic species, especially acacia and French broom, occur on the District's Olympia watershed property, which is also home to the federally endangered sandhills and sand parkland communities. The combination of invasive exotic species and endangered species complicates fire management planning, yet the benefits of fire management are clear, both in terms of reducing the fuel load and in terms of enhancing the native habitats.

The District is looking to hire a consultant team to develop a Fire Management Plan in accordance with its Watershed Management Plan, Chapter 5: Fire Management Policies.

Project Approach

Overview

We reviewed the list of elements to be include in the Fire Management Plan, as presented in the RFQ. Based on our experience on similar, and nearby projects, we have divided the work into four components or tasks, each described here.

Component 1: Baseline and Fire Hazard Risk Assessment

The first component of the project will be to develop the fire hazard risk assessment by developing an understanding and inventory of the baseline conditions, including understanding where and how fire suppression has led to increased risks;

mapping standing SOD-killed tanoak and invasive species in locations where it poses an elevated fire risk; identifying the high value resources and assets (HVRAs) to protect under the plan (i.e., structures, roads and emergency access, water infrastructure and resources, biological resources, cultural resources); and modeling fire hazard risks and risks of ignition to identify where and the types of fuel reduction and treatments to be implemented to minimize risks.

The approach would start with baseline and existing data collection. Data collection would be accomplished through review of existing GIS data and documentation. Spatial data would be obtained from sources such as existing CWPPs, CALFIRE Hazard Severity Maps and other state level data, known or planned fuel reduction projects, available infrastructure (roads, utilities, water storage tanks, and hydrants), and structure locations. Where existing data is not available, and to inventory ecosystems, including SOD-deaths, our team can use unmanned aerial vehicle (UAV) flights and LiDAR analyses to collect cover data over large areas. SIG FAA licensed pilot(s) can take 360-degree overview shots of project sites. interest. Each flight will generate a 360 map that can be easily viewed and panned online. These images can generated in 1-2 hours. SIG maintains a fixed wing UAV which is capable of generating high resolution, high accuracy imagery and maps that are compatible with ESRI GIS software. See this video for more information: <https://www.youtube.com/watch?v=hSt9HRE7SnU>

SIG is able to process existing LiDAR image to generate detailed vegetation structure (canopy cover, height, density) and topography. SIG maintains a full suite of field inventory equipment and trained staff who can collect any type of vegetation and fuels data; this data collection can be integrated with UAV or satellite based imagery as well. SIG can help coordinate the acquisition of new LiDAR data, if desired.

Once we understand the resources, our team would collaboratively identify the HVRAs, work with the District and fire agencies to complete and prioritize

the most important assets to protect. Existing spatial data relevant to pre-fire planning, infrastructure, evacuations, and fuel treatments would be inventoried and aggregated into single GIS geodatabase.

We would then model the fire hazards and risks. Wildfire behavior modeling tools and techniques would be used, such as Calmapper, LANDFIRE, and FLAMMAP. FLAMMAP can be used to determine flame lengths, rate of spread, and fire type. Mapping of the HVRAs (including ingress/egress routes) would then examined against the fire hazards and behavior analysis to determine focus areas for fuel treatments to mitigate risks as part of component 2 of the project.

Component 2: Fuel Risk Reduction and Hazard Mitigations

Based on the areas of moderate and high fire risk, the type of land use and vegetation in those areas, and the resources or values to be protected (such as the rare sandhills plant communities, redwood communities, and listed animal species), the fuel risk reduction and hazard reduction practices to protect public health and safety, protect natural resources, and to reduce the impact of wildland fire would be identified.

The goals of fuels management would be determined and should generally address safe ingress/egress, defensible space (including standards for adequate fire clearance around District structures and facilities), ignition prevention and containment, and ecosystem health. Practices must also consider the environmental impacts. We would then identify projects and priorities. Treatment standards would be defined for each vegetation type and the treatment methods would be determined. Treatment methods could include manual removal, mechanical removal, use of grazing, prescribed fire, and herbicide use. Best management practices would also be identified to protect natural, water, and cultural resources and to ensure safety during the work.

An emergency access plan would also be prepared that identifies, with input from responsible fire agencies and neighboring public agencies, essential roads for wildland fire access and the recommended maintenance of those roads, including improvements such as surfacing, additional turnouts, and safety zones.

As part of this task, our team could also use Portal for ArcGIS to provide a web map interface for District staff to interact, display, and print their data. The Portal could display data from either an in-house GIS or a SIG managed GIS. Web maps are customized to display data tailored to a specific plan or task. Web maps can be made visible for select staff, visible to responsible fire agencies, or the public.

Component 3: Outreach and Collaboration, Grant Funding, and Defensible Space Clearance Permit System

Outreach to overlapping, neighboring, and partner agencies will be important to the plan's success. The outreach component of this project could include the development of an outreach plan/program that defines the methods to solicit and consider feedback and to document the process, as well as to coordinate with surrounding entities to identify fire issues on adjacent lands and access requirements. This task would include fostering and maintaining interagency fire management partnerships.

As part of this component our team would also identify the timing, costs, and sources of funding available or funding opportunities for implementation of the Fire Management Plan.

Our team would also develop a permit system for adjacent landowners to maintain defensible space clearance surrounding homes and qualifying structures. Our team is very familiar with such a system and would use Midpen's similar permit system for defensible space as a model.

Component 4: Documentation of Plan

Documentation of the background, modeling and methods, the recommendations for fuel reduction

and access road improvements (comprised of treatment recommendations and monitoring, as appropriate), the emergency response and post-fire response, and estimated costs and sources of funding, the outreach and collaboration that went into development of the plan, and the adjacent landowner permit system would be included in the Fire Management Plan. Our team has several models to help us shape this plan, including the plans that our team prepared for the MMWD, Midpen, and Alpine County.

OPTIONAL Component 5: CEQA Compliance

The Fire Management Plan would likely require review under CEQA before it can be adopted and implemented. Programs, like this one, are typically addressed through a programmatic CEQA document. The CEQA document would evaluate the elements of the program and specific projects and activities against the existing environment and would identify mitigation as needed to reduce the potential for environmental effects. A mitigation monitoring and reporting program would also be developed with the final CEQA document. Often, technical studies and surveys are required (e.g., biological, cultural) to understand the impacts. Our approach is to understand the constraints as we develop the plan, and to mitigate impacts to sensitive resources through design.

While programmatic, vegetation treatments can often still be performed at the completion of the CEQA process if enough detail on location and type of impact is provided. Our team has experience preparing the CEQA review for several fuel reduction/hazard mitigation projects covering large areas of land.

3. FIRM EXPERIENCE

Overview of Experience

The Panorama team, with SIG, brings the District a unique combination of experience in fire hazard risk assessment, **including for water districts**, and forestry to address fire hazards modeling, assessment, and design of hazard mitigations, as well as the experience with the environmental considerations needed to ensure resource values and legal requirements are met. Panorama and our primary subconsultant, SIG's, experience is synergistic and we have a well-established working relationship between the firms and the specific team members proposed here.

Our Experience on Fire Hazard Risk Reduction Assessments and Hazard Mitigations

Our team's most relevant experience is our current work with Midpen on their Wildland Fire Resiliency Program. Most of our proposed team members have a similar role in that program. Because of the program's geographic and contextual similarities to the District's plan, we have included a more in-depth description of our team's work on that project on the following page.

Other recent Bay Area experience for Panorama and our partner, SIG, includes for MMWD (another water district), UC Berkeley's Hill Campus in the East Bay, and UC San Francisco's Mount Sutro Reserve in the City of San Francisco. Our Panorama and SIG collaborative team is also currently providing very similar services to Alpine County for their Wildland Fire Hazards Mitigation Plan, where SIG is providing the risk assessment and defining the fuel treatments and Panorama is preparing the documentation, the outreach, and the CEQA and NEPA review documents.

Panorama, additionally, brings the experience of working with water districts that allows us to understand the mission of water supply, the

importance of wildfire planning to protect water supply and quality as well as water infrastructure, and the balancing of operations with sensitive resource protection.

SIG brings extensive technical experience, having worked directly with private land owners, large forest product companies, non-profits, federal, local, and state agencies assisting them in wildfire risk assessment, mitigation, and collaborative planning. SIG completed CWPPs for Nevada County and the communities of Applegate, Dorris, and all of El Dorado County. They also completed the 2008 assessment, "Preliminary Biomass Fuel Availability and Feasibility Review for Siting Biomass Power Facilities in El Dorado County, California" for the El Dorado Fire Safe Council. In this partnership, SIG completed all fire modeling, GIS, transportation network analysis, and geo-spatial summaries included in the reports. SIG also completed a detailed fire risk assessment for the entire Lake Tahoe Basin.

Both firms have provided services in the Santa Cruz area. SIG flew aerial imagery and is installing permanent research plots for the beginning of a long-term project with Save the Redwoods, Sempervirens Fund, and Hamey Woods Forestry. One project goal is to restore old-growth redwood characteristics. Due to topography, proximity to the ocean, elevation and plant communities, the micro-climate in this 120-acre parcel might allow redwoods to persist despite climate change. The SIG UAV team created a 360 degree aerial image of the site showing ecological characteristics that will help understand and manage the area, as shown here: <https://viewer.hangar.com/360?assetId=/mrpB9qpY>

Panorama's and SIGs relevant projects from the last 7 years are summarized on the following pages.

PROJECT HIGHLIGHT

Midpeninsula Regional Open Space District Wildland Fire Resiliency Program



Years: 2018– present
Contact: Coty Sifuentes-Winter
Phone: 650.691.1200
Email: csifuentes@openspace.org
Team: Jason Moghaddas, Scott Conway, Carl Rudeen, Tania Treis, Rita Wilke, Phil Dye, Sasha Berhleman, Heath Bartosh and Nomad Ecology, Colin Busby and Basin Research Associates

This comprehensive program covers over 64,000 acres of preserve wildlands managed by Midpen, including all 26 of the District’s preserves. SIG and Panorama were each selected for a 3-year contract to assist in defining and preparing the program and associated CEQA reviews. The program consists of several components, including a Vegetation Management Plan that includes the prescriptions for fuelbreaks and fuel reduction areas constructed along ingress-egress routes and key areas to protect infrastructure and assets; a Prescribed Fire Plan that defines prescribed fire units and methods; a Resource Advisory Map and Wildland Fire Pre-Plan; and a Monitoring Plan. The program identifies ingress/egress, emergency access, other constraints, sensitive natural and cultural resources, infrastructure, and important considerations for

firefighters during a fire. The program also includes revisions to the District’s Resource Management Policies to support the program. SIG is defining fuel management and prescribed burn units through extensive field mapping using unmanned aerial vehicles (UAVs) and is developing the prioritization tools to identify the projects to be implemented based on modeling. The program includes the habitat types, the methods used for fuel treatment in each habitat types, the implementation tools (including manual, mechanical, grazing, prescribed fire, and herbicides), an implementation plan and methodology to prioritize projects, and an estimated costing.

- ✓ Defining fuel treatments over a large area and prioritizing using modeling
- ✓ Coordinating input of multiple parties including fire districts, CALFIRE, and other jurisdictions with over 25 meetings scoped
- ✓ Defining and leading stakeholder and public outreach meetings and workshops
- ✓ Incorporating environmental considerations when defining and prioritizing fuel treatments
- ✓ Preparing CEQA documentation
- ✓ Collaborative effort of same staff from SIG and Panorama
- ✓ Midpen has an existing defensible space permit program for adjacent neighbors that our team understands

SIG and Panorama are working integrally with Midpen’s staff through all phases of development of the program, including numerous consultations with partner agencies, tribal entities to understand and integrate cultural burning practices, CALFIRE, and fire protection agencies. Work to-date has included developing a policy gap analysis and recommendations for revised policies that were presenting in a report to the Board of Directors; developing the Vegetation Management Plan through coordination with Midpen’s facilities teams for the Preserves, and presenting the plan to the Planning and Natural Resources Committee; developing the Monitoring Plan; developing the program-level Prescribed Burn Plan; designing and organizing three public outreach efforts with Midpen and numerous partner agencies to present the overall program and goals to the public and receive feedback; and defining the appropriate CEQA review and identifying the schedule that will drive the project. Panorama is preparing the documentation, including the Program, which will serve as the Project Description for the Program EIR. The Program EIR will address the vegetation management actions for public safety and ecosystem resiliency in enough detail that work can be carried out immediately upon completion of the EIR. A Tiered EIR will be prepared to address specific prescribed burn actions that have a longer planning horizon. Panorama has a team of biologists, soil scientist, hydrologists, recreation, and cultural resources specialists providing input for the prioritization of projects as well as to assess the impacts of the program, monitoring, and specific initial fuel treatments. Completion of the plan and EIR will allow Midpen to apply for grants to perform the work, potentially in collaboration with neighboring jurisdictions.

Marin Municipal Water District Biodiversity, Fire, and Fuels Integrated Plan and EIR



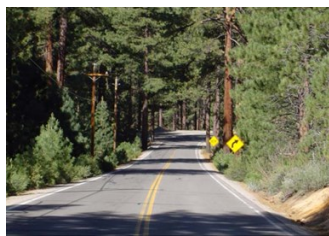
Panorama prepared the BFFIP in close collaboration with MMWD staff and prepared the associated EIR to address vegetation management activities on 22,000 acres of watershed lands in Marin County. The Final EIR was certified and the Plan approved in November 2019. The BFFIP includes definition of fuel management zones for both infrastructure (roads and structures) and for natural resources.

Panorama, with MMWD, identified 27 management actions, the locations where they would occur, and the prioritization of the actions. A detailed 5-year plan was included in the BFFIP, which included a costs analysis, total acreages to treat by zone, and performance criteria to measure the success of treatments annually with adaptive management as needed.

Extensive mapping was performed to understand biological, cultural, soil and slope, noise, visual and other constraints. The plan addressed areas of increased threat due to extensive invasion of French and scotch broom, among other weeds, and of SOD. The program included a program to map and treat SOD for forest resiliency. The EIR addressed impacts from these fuel treatments by habitat type and fuel management method. Panorama led outreach efforts for the plan and EIR. SIG is working with MMWD and it's partners to define projects for funding under the various grant programs and recently submitted a grant for fuel treatments in the latest CALFIRE grant cycle. The documents for this project are available here:

<https://www.marinwater.org/455/Biodiversity-Fire-and-Fuels-Integrated-P>

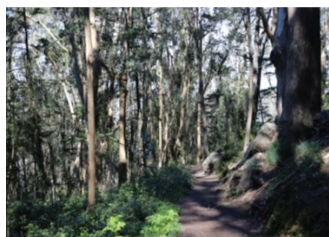
Alpine County Wildfire Hazards Mitigation Plan



Fuels reduction projects to reduce the risk of wildland fire are a high priority in Alpine County and several have been undertaken or are ongoing, including neighborhood fire breaks and larger scale fuels reduction projects on federal lands. Fuel reduction projects and priorities have also been developed in a CWPP for the County. The County received a grant to prepare a more detailed hazard mitigation plan.

SIG and Panorama were selected and are preparing the Wildfire Hazards Mitigation Plan for Alpine County. The plan includes an evaluation of fire hazard risks through modeling, identification and ranking of HVRAs through a collaborative process with a steering committee, identification of three priority projects including defining the specific fuel treatments, and defining the costs associated with those treatments. SIG is preparing the modeling and analyses and Panorama is leading the documentation, outreach effort strategy, and the CEQA and potentially, NEPA documentation for the project. The plan will include the modeling results and fire hazard risks, the important infrastructure and resources to be protected, and the detailed implementation plan of the projects.

UC San Francisco Mount Sutro Vegetation Management Plan and EIR



Panorama prepared the EIR for UCSF's vegetation management program for the Mount Sutro Reserve. The technical analysis included a detailed scenario of tree removal, based on the plan's fuel treatments, necessary to assess various types of impacts including fire hazards and carbon sequestration. Panorama provided revisions and updates to the Vegetation Management Plan prepared by the forester, and performed detailed fire behavior modeling using FLAMMAP.

UC Berkeley Hill Campus Vegetation Management Plan and EIR

SIG provided plan review for UC Berkeley's Hill Management Plan and EIR. This plan was focused on reducing fire risk on UC Berkeley owned lands by removing eucalyptus.

El Dorado County CWPP



SIG, working with the El Dorado Fire Safe Council, developed a comprehensive CWPP for the west slope of El Dorado County, California. The plan was based on the results of a landscape-scale community risk assessment and treatment prioritization strategy with emphasis on establishing local fuel management areas that are integrated with the existing treatment network. SIG established "logical" fuel management areas given the large area considered. Analytical tools were developed, similar to those proposed for this project, to prioritize projects. The goal was to provide maximum community protection at the lowest potential costs. CAL FIRE Fire Hazard Severity zone maps were assessed to identify the communities at risk, which included over 17 communities. All known, existing, and planned fuel treatments were mapped and a fire risk assessment was performed in order to identify and prioritize new fuel treatments. The fuel prescriptions were defined based on the team's extensive on-the-ground experience and knowledge of proven-effective methodologies. Once projects were identified, SIG identified the CEQA/NEPA and permitting considerations for the projects. SIG identified a stakeholder "map" to understand all of the participants and define what information was needed from each.

An Assessment of Fire Risk for Nevada City and Grass Valley, CA



SIG is working with CALFIRE on an assessment of wildfire risk to the communities of Nevada City and Grass Valley. The project includes developing potential fuel treatment locations for risk mitigation as well as an assessment of factors affecting structure loss during the 2018 Camp Fire.

California's 4th Climate Assessment: Fuel Treatments for Forest Resilience & Wildfire Mitigation

SIG has prepared reports for California's 4th Climate Assessment, published in 2018. For this report, SIG reviewed what is known about the effects of fuel treatments on stored forest carbon, wildfire risk and wildfire emissions in California's forests and summarized geo-spatial data gaps that need to be filled in order to make good fuel treatment decisions that both increase forest resilience and carbon sequestration. In addition to supporting the assessment, the report provides a scientific basis for developing carbon offset methodologies that could generate revenue to implement beneficial climate projects in California. The full report is available here: <http://www.climateassessment.ca.gov/techreports/forests-wildfire.html>

Assessing Extreme Fire Risk in California for the Public Utilities Commission

SIG scientists worked with CALFIRE to assess the top 2 percent worst fire weather conditions for the entire State of California. These conditions were then used to perform 1,000 unique, high-resolution wildfire simulations per cell; simulations were based on the USGS-supported LANDFIRE 1.3 dataset. In total, SIG scientists simulated over 100 million ignition events around the state of California under extreme historical weather conditions. This information was then used to create an updated public statewide fire threat map adopted by the Public Utilities Commission in December, 2017. The maps and other information are available here: <https://www.cpuc.ca.gov/firethreatmaps/>

4. STAFF EXPERIENCE

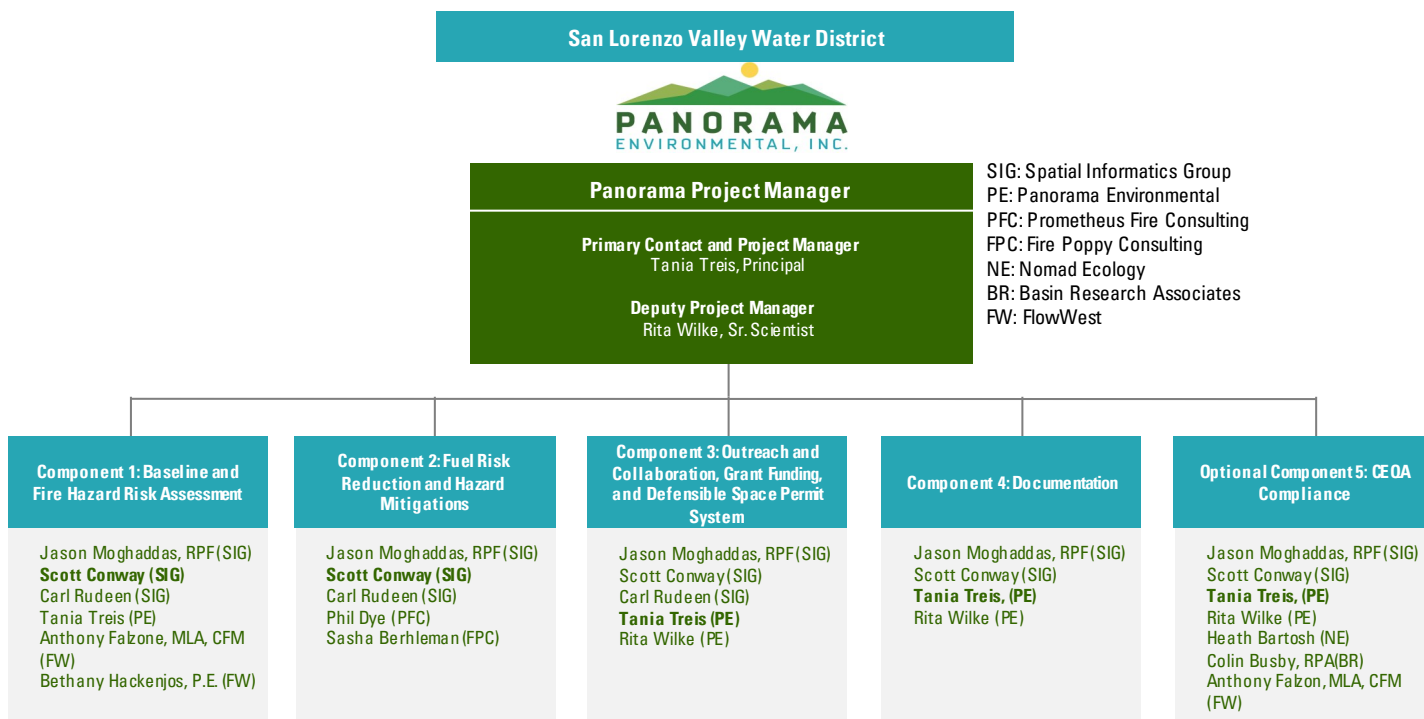
Key Members of the Consultant Development Team

Team Organization and Management

We have composed a Consultant Development Team that includes a Project Manager and key point of contact from Panorama, Tania Treis, and several key technical team members.

Each technical team member is responsible for certain components of the program, based on their area of expertise and experience. Tania would oversee all work products and be the primary contact and day-to-day manager for both the internal and client team. Tania would ensure that the workplan is implemented and that timelines and budgets are met. She would be the central intelligence of the project, ensuring that all team members receive the information that they need to complete their component. A brief description of each key team member (Tania Treis, Rita Wilke, Scott Conway, and Jason Moghaddas) is provided on the following page. Resumes for each team member are included in **Attachment A**. The resumes focus on their expertise, education, and, specifically, project experience that highlights why they were chosen for this project.

Organizational Chart by Task



Panorama and SIG KeyTeam Members

Tania Treis, MA, MS, Principal—Project Manager



Tania has 18 years of experience managing a wide range of projects across California. She is a Principal and owner of Panorama. She has particular expertise in leading the plan definition and environmental review for wildland fuels reduction projects. Tania's strength is in solidifying and motivating teams, leading the team through project definition, presenting complex ideas and analyses in a way that is concise and understandable to the reader and decision-maker, and leading outreach and agency consultation and coordination. Tania is the Project Manager for Panorama for the Midpen Wildland Fire Resiliency Program and is leading the documentation of the program. Tania also led the preparation of the Biodiversity, Fire, and Fuels Integrated Plan for MMWD, and the associated Program EIR. Tania is also the Project Manager for the Alpine County Fire Hazards Mitigation Plan. Tania has been working on wildland fire planning projects since 2011.

Rita Wilke, Senior Environmental Scientist—Deputy Project Manager



Rita has 10 years of experience in the environmental field and leads Panorama's Sacramento Office. She is a skilled project manager for projects requiring environmental review under and involving multiple agencies and technical studies. Rita has managed environmental compliance for a variety of projects including transmission, public works, in addition to working with Tania on various wildfire and fuels management projects (Midpen's Wildland Fire Resiliency Program, Alpine County's Fire Hazard Risk Mitigation Plan). Rita's strength is her ability to bring multiple parties and agencies together to come to a consensus on project direction, including federal, state, and local agencies. She has experience on projects all over California.

Scott Conway, Forest Ecologist—Lead Technical



Scott Conway brings a unique combination of natural resource education, training, and management experience to successfully navigate forest and fuels management challenges. Scott began his career with the Forest Service. He assimilated a range of practical management experience in everything from implementing complex timber sales to biological surveys to prescribed and wildland fire. More recently, Scott worked at the Pacific Southwest Region's Remote Sensing Lab where he pioneered LiDAR and geospatial dataset application solutions for managers and decision makers in California, Nevada, and the Pacific Islands. In his current capacity as a Forest Ecologist with Spatial Informatics Group, Scott continues to lean on his deep set of experiences, education, and training to perform careful forest project assessment, analysis, implementation, and monitoring so clients to create defensible communities and resilient forests.

Jason Moghaddas, RPF, Director of Natural Hazards Team—Technical Oversight and PM



Jason Moghaddas brings over 20 years of experience in forestry, fuels reduction, and natural resource project planning and management. Jason is a recognized leader in the field having worked for or on projects with SIG, the Feather River Land Trust, the Plumas National Forest, and El Dorado County Fire Safe Council. Jason has applied for and received Resource Advisory Committee funding for multiple fuel reduction projects. Through his on-going work on this and other studies, Mr. Moghaddas had been a lead or co-author on over 20 published scientific papers. In addition to a strong research background, Mr. Moghaddas brings the practical experience of being a current Registered Professional Forest (#2774) along with extensive experience as a wildland fire fighter and wildlife field technician.

5. SUBCONSULTANT'S EXPERIENCE

Subconsultant Model and Oversight

Panorama has included a few other technical subconsultants to augment our team's experience, capabilities, and capacity. These team members are all working with Panorama and SIG on the Midpen and Alpine County wildfire planning projects.

We have included additional expertise in fire planning, fire ecology and fuel treatment design; prescribed burning; biological resources review, including botany; hydrology and geomorphology; and all aspects of cultural, historic, and archaeological resources review and protection, including for fuel management projects. A very brief summary of the key staff from each of these firms is provided on the next page, and resumes are provided in **Attachment A**.

Subconsultants and Their Experience

Prometheus Fire Consulting, LLC

Prometheus Fire Consulting is a California Limited Liability Corporation owned and operated by Phil Dye. As professionals in fire planning and management, Prometheus assists a variety of landowners in recommending pre-wildfire mitigation measures as well as the use of fire as a resource management tool. They provide suggestions such as fire control line placement and design, infrastructure defense strategies, and proposed locations of fuels reduction work. Prometheus is working with SIG (and Panorama) on the Wildland Fire Resiliency Program for Midpen.

Fire Poppy Consulting, LLC

Fire Poppy Consulting, LLC is a dynamic fire and conservation management organization owned and operated by company principal Sasha Berleman, PhD. They are a leader in prescribed burn planning and coordination for diverse organizations and agencies, including burn plan development, outreach and communications, pre-fire mapping and assessment, and ecological monitoring/analysis. Their firm

provides expertise in fire ecology, wildland fire science, plans and maps development, and relationship management.

Nomad Ecology, LLC

Nomad Ecology, LLC (Nomad) is a biological and ecological consulting firm. Nomad provides a full suite of natural resource related surveys, products, and regulatory assistance to comply with all applicable state and federal environmental regulations. They conduct natural resource analyses ranging from due diligence to comprehensive biological resource assessments; impact analyses; and restoration, mitigation, and resource-management plans. They are also working with Panorama and SIG on the Midpen Wildland Fire Resiliency Program.

Basin Research Associates

Basin Research Associates (Basin) was founded in 1977 to provide cultural resources research and management expertise throughout California and Nevada and assists clients in complying with the regulatory requirements of NEPA, the National Historic Preservation Act (NHPA) and CEQA as well as agency-specific regulations and local requirements. Basin has worked with Panorama for nearly 2 decades, including on wildland fuel reduction plans.

FlowWest

FlowWest provides a wide array of services in watershed planning. They bring a wealth of relevant experience gained through extensive work managing and restoring West Coast rivers for two decades. FlowWest is especially well-known for their ability to translate ecological, hydrological, hydraulic, and fluvial geomorphic analyses into improved understanding and management of ecological functions and design of restoration projects.

Phil Dye, Principal



Phil Dye is the owner of Prometheus Fire Consulting. He is a 20-plus year veteran of the California fire service, serving on the City of Milpitas Fire Department (retired) and currently a member of the Spring Valley Volunteer Fire Department. He is qualified as a National Wildfire Coordinating Group (NWCG) Prescribed Fire Burn Boss. He has led over 50 prescribed fires across the nation. Currently Phil is helping on a range of projects in the San Francisco Bay Area, including pre-fire planning for Midpen.

Sasha Berleman, Principal, Wildfire Ecologist



Sasha earned her PhD in Wildland Fire Ecology at UC Berkeley. Sasha is currently an active member on the Redding Interagency Hotshot Crew and has extensive experience on the ground in fire management and prescribed fire. Sasha is currently providing consulting services across the Bay Area in ecologically applied fire and fuels management, prescribed fire, monitoring and outreach for clients including East Bay Regional Park District, Audubon Canyon Ranch, Sonoma County Forest Working Group, The Nature Conservancy, and the Fire Learning Network.

Heath Bartosh, MS, Senior Botanist and Principal



Heath is an owner of Nomad Ecology and a botanist with over 20 years of experience. Mr. Bartosh is considered an expert in the flora of the Bay Area and has conducted extensive botanical fieldwork throughout California, focusing on distribution, soil and geologic relationships, endemism, regional and local rarity, and habitat conservation. In 2009, he became a member of the 10-person Rare Plant Program Committee at the state level of the California Native Plant Society. In 2016 Mr. Bartosh became one of the first professional botanists to become a Certified Consulting Botanist in California through the Botanist Certification Program.

Colin Busby, RPA, Principal Cultural Resources Specialist



Colin Busby, owner of Basin Research Associates, has 40 years academic and cultural resources management experience involved with all aspects of cultural resource assessment and NEPA and CEQA regulatory compliance. Experience includes the design, direction and execution of the cultural resource components of EISs, EIRs, EAs and other investigations for federal, state and municipal governments, private industry, the military, and the scientific community in the western U.S. He has led over 600 projects throughout California and Nevada, including fuel management programs with Panorama.

6. REFERENCES

1. Shaun Horne, Watershed Resources Manager—Marin Municipal Water District
Phone: 415.945.1190
E-mail: shorne@marinwater.org
Projects: Biodiversity, Fire, and Fuels Integrated Plan and EIR; Ross Reservoir Slide Repair Project

2. Coty Sifuentes-Winter, Senior Resources Management Specialist—Midpeninsula Regional Open Space District
Phone: 650.691.1200
E-mail: csifuentes@openspace.org
Project: Wildland Resiliency Program

3. Brian Peters, Community Development Director—Alpine County
Phone: 530. 694.1361
E-mail: bpeters@alpinecountyca.gov
Projects: **Alpine Fire Hazard Mitigation Plan**

4. Diane Wong, Principal Planner—University of California, San Francisco
Phone: 415.502.5952
E-mail: Diane.Wong@ucsf.edu
Project: Mount Sutro Vegetation Management Plan

Attachment A: Resumes

Tania Treis, Principal



Tania has 18 years of experience managing the CEQA/NEPA and permitting process for a wide range of projects across California. She is a Principal and owner of Panorama. Tania's experience and knowledge spans all technical topics covered under CEQA and NEPA. She has particular expertise in leading the plan definition, policy analysis, and environmental review for wildland fuels reduction projects, such as for the University of California's Mount Sutro Reserve. Tania's strength is in solidifying and motivating teams, leading the team through project definition, presenting complex ideas and analyses in a way that is concise and understandable to the reader and decision-maker, and leading outreach and agency consultation and coordination. Tania is the Project Manager for Panorama for the Midpen Wildland Fire Resiliency Program and is leading the documentation of the program, including the policy analysis and the four individual plans that comprise the program. Tania also led the preparation of the Biodiversity, Fire, and Fuels Integrated Plan for MMWD, and the associated Program EIR. Tania is also the Project Manager for the Alpine County Fire Hazards Mitigation Plan. Tania has been working at the intersection of CEQA and wildland fire planning since 2011. Tania is currently the co-owner and a Principal at Panorama where she oversees company operations including the financial, administrative, and information.

Marin Municipal Water District, Biodiversity, Fire, and Fuels Integrated Plan (BFFIP), Marin County, CA

As project manager, Tania managed the preparation of the BFFIP, which is a vegetation management plan for fuel reduction that covers over 22,000 acres in Marin County. Tania worked closely with Marin Municipal Water District to ensure that the BFFIP adequately addressed public concerns, that it is concise and clear, and that it facilitates the environmental analysis for the CEQA document. Tania added in goals, actions, and projects related to forest sustainability and treating Sudden Oak Death impacted areas. Tania also led the preparation of the EIR. She led the technical team and reviewed all technical analyses to produce the Draft EIR and Final EIR and authored the water quality and geology sections.

Tania is currently helping the district with aspects of the mitigation monitoring plan and annual reporting.

Midpeninsula Regional Open Space District Wildland Fire Resiliency Program, San Mateo and Santa Clara Counties, CA

The Midpeninsula Regional Open Space District is creating the Wildland Fire Resiliency Program to address wildfire risk in the District's over 60,000 acres of open space preserves. Tania is defining the non-fire fuels management plan, a prescribed fire plan, wildland fire pre-plan/resource advisor maps, and a monitoring plan in coordination with staff from Spatial Informatics Group. Tania also designed the format and content of three public workshops to present the program. Tania participated in numerous collaborative agency meetings including with CALFIRE, tribes, and other groups. Tania's has taken the team member's analyses and information to prepare the documentation of the plan.

As project manager, Tania is also responsible for the preparation of two EIRs.

HIGHLIGHTS

- Deep understanding of CEQA/NEPA, and resource permitting
- Frequent expert speaker for groups such as AEP and San Francisco Bar Association
- Technical expertise in hydrology, geology, biology, cultural resources, visual

EMPLOYMENT

Firm: Panorama Environmental

Title: Principal

Years with Firm: 8, 2011– present

Past Employment:

MHA Environmental, Env. Scientist: 2002-2007

RMT Inc, Manager and Sr. PM: 2007-2011

Elan Pharmaceuticals, QA/QC, 2001-2002

Phone: 650.340.4829

E-Mail Address: tania.treis@panoramaenv.com

EDUCATION

- M.S., Geology, San Jose State University, 2011
- M.A., Biology, University of Pennsylvania, 2001
- B.A., Mathematical Biology, University of Pennsylvania, 2000

Coursework: Advanced coursework in ecology, statistics, geomorphology, geology

Scholarships and Awards:

University Scholar

PROFESSIONAL QUALIFICATIONS

- Wetland Delineation Training Program. 38-Hour, fulfilling U.S. Army Corps of Engineers Wetland Delineation Training Requirements
- Geographic Information Systems Analyst Certificate Program, Foothill College

MEMBERSHIPS AND AWARDS

- Association of Environmental Planners (AEP) Member
- Architecture and Engineering Business Leaders

University of California San Francisco Mount Sutro Reserve Vegetation Management Plan and EIR

UCSF initiated the process to develop a vegetation management plan for their 61-acre Mount Sutro Reserve since 2002. As project manager, Tania led the CEQA process for the project and oversaw the work of all technical experts including on issues pertaining to fire hazards, changes in slope stability and erosion, visual changes, changes to a historic landscape, and a detailed analysis of carbon sequestration from changes in tree cover in the forest. Tania worked closely with the RPF on the project to revise vegetation management prescriptions to address environmental concerns.

CPUC Santa Cruz 115kV Reinforcement Project Santa Cruz County, CA

This project involved the construction of a new 115kV transmission line in an existing corridor, to reinforce the line. Tania served as Project Manager. Tania provided advice on the appropriate CEQA review and designed and led several contentious public meetings. Tania oversaw the preparation of the Initial Study and then an EIR for the project. Key concerns included tree removal, impacts to listed and fully-protected species, and impacts to recreational areas, including regional parks.

Santa Clara Valley Water District Dam Maintenance Program (DMP) and Program EIR, Santa Clara County, CA

The project involved the development of the Dam Maintenance Program (DMP), which identified the full range of maintenance activities necessary for dam maintenance and described protocols and procedures for carrying out the activities, including inspections, repairs, surface maintenance including vegetation management, and preventative and corrective maintenance. Tania's work included preparing descriptions of 67 activities and the definition of flow by-pass systems. She also helped define the program implementation methods and the maintenance and environmental compliance process, which defined several measures and practices to protect the environment. Tania served as the major point of contact with the client and the biological and hydrological subconsultant teams. Preparation of the DMP required close coordination and possibly permitting under another project at the SCVWD called the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE), which involves restoration measures for Chinook salmon and steelhead trout spawning habitat. Tania led the preparation of the EIR sections.

Alpine County Wildfire Hazards Mitigation Plan and CEQA/NEPA Review, Alpine County, CA

Alpine County received funding to develop a Wildfire Hazard Mitigation Plan. Tania is servicing as the Project Manager, reviewing the data collection, modeling, and development of the high value resource assets tasks, designing the outreach program and materials, and leading the preparation of the documentation, including of the plan and overseeing the preparation of the CEQA and NEPA documents.

Mono County Walker Restoration Project Water Transfer Project EIR and Policy Review, Mono County, CA

Tania, as Project Director, is leading the preparation of the transfer program, and defined the policies to address the water transfer program and that will become General Plan amendments. Tania is preparing the hydrologic analysis and worked with the team's biologists to create a model to understand impacts to groundwater and surface water. She also reviewed the agricultural impacts of the project. One of the key concerns is the loss or changing of grazing patterns and agricultural character of the area from the transfers. She also addressed recreational impacts to fishing.

Santa Clara Valley Water District Pipeline Maintenance Program, Santa Clara and San Benito Counties, CA

The project involved development and environmental review of a Pipeline Maintenance Program (PMP), which outlined routine and preventative maintenance activities for 14 raw water pipelines and nine treated water pipelines spanning a total of 126 miles. Tania managed the preparation of the PMP and the Program Environmental Impact Report (Program EIR). She compiled existing information and interviewed SCVWD personnel and staff in order to define the PMP. She also played a key role in preparing the technical analysis for several sections of the Program EIR and defining best management practices and areas of applicability. Key issues included special status amphibian and fish species as well as cultural resources. Other roles include review and coordination of subconsultant work, performing field reconnaissance surveys, attending public scoping meetings, and preparing agency information. Tania also prepared permits with the California Department of Fish and Game (Streambed Alteration Agreement), the Army Corps of Engineers (Section 404 permit), and Section 401 certification and NPDES permits for discharge with low threat to water quality. All permits were received within four months of application.

Rita Wilke, Senior Environmental Scientist



Rita has 10 years of experience in the environmental field and leads Panorama's Sacramento Office. She is a skilled project manager for projects requiring environmental review under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) and involving multiple agencies and technical studies. Rita has managed environmental compliance and conducted impact analyses on all CEQA topics, for a variety of projects including transmission, public works, in addition to working with Tania on various wildfire and fuels management projects (Midpen's Wildland Fire Resiliency Program, Alpine County's Fire Hazard Risk Mitigation Plan).

Rita's strength is her ability to bring multiple parties and agencies together to come to a consensus on project direction, including federal, state, and local agencies. She has experience on projects all over California. Rita also has experience with the planning and implementation of public outreach programs.

Midpeninsula Regional Open Space District Ecosystem Resiliency Vegetation Management Program and Program EIR, Santa Clara and San Mateo Counties, CA

The Midpeninsula Regional Open Space District is creating a Wildland Fire Resiliency Program to address wildfire risk in the District's 65,000 acres of open space preserves. Rita is assisting with the development of the program, collecting and collating data and information and will prepare the noise analyses for the CEQA review for the program. Rita helped with the planning and preparation of materials for the initial public meetings for the project and will assist with preparation of the CEQA document.

East Bay Municipal Utility District Photovoltaic Renewable Energy Project, Contra Costa County, CA

The project involves construction of a 5-megawatt solar facility on EBMUD land. As a Senior Environmental Scientist, Rita was responsible for defining impacts to jurisdictional waters and preparing permit applications for USACE and the RWQCB. Rita also prepared wildlife take permit applications for USFWS and CDFW for impacts to California red-legged frog and Alameda whipsnake.

Marin Municipal Water District Biodiversity, Fire and Fuels Integrated Plan, Marin County, CA

The project involves the preparation of the Biodiversity, Fire and Fuels Integrated Plan for the MMWD Mt. Tamalpais watershed. Panorama also prepared the Programmatic EIR for the Plan. As an environmental scientist, Rita was responsible for researching and analyzing different fuel management actions for impacts related to noise, hazards, and aesthetics.

Alpine County Wildfire Hazard Mitigation Plan and CEQA/NEPA Review, Alpine County, CA

Alpine County received funding to develop a Wildfire Hazard Mitigation Plan. Rita is servicing as the Deputy Project Manager coordinating the data collection, modeling, and development of the high value resource assets is complete, assisting with the outreach program design, and assisting with the preparation of the documentation, including of the plan and authoring the sections of the CEQA and NEPA documents. Rita has been integral in ensuring that multiple parties are coordinated and that deadlines are met on this project.

HIGHLIGHTS

- Deep understanding of CEQA/NEPA
- Extensive permitting experience with USACE, USFWS, CDFW, Waterboards
- Strong communication and coordination skills
- Manages Panorama's Sacramento office
- Noise technical analysis using RCNM and noise data collection

EMPLOYMENT

Firm: Panorama Environmental

Title: Senior Environmental Scientist

Years with Firm: 7, 2012– present

Past Employment:

San Francisco State University, Grant Program Coordinator: 2008-2012

Phone: 650.290.47214

E-Mail Address: rita.wilke@panoramaenv.com

EDUCATION

- B.S., Ecology (cum laude), San Francisco State University, 2010
- B.A., German (cum laude), San Francisco State University, 2009
- A.A., Humanities, Folsom Lake College, 2005

Coursework: Restoration ecology field methods, wetland ecology, genetics, biometry/statistics, physiology

PROFESSIONAL QUALIFICATIONS

- Wetland Delineation Training Program. 40-Hour, fulfilling U.S. Army Corps of Engineers Wetland Delineation Training Requirements
- Advanced CEQA Workshop, Association of Environmental Professionals
- Basic NEPA Workshop, Association of Environmental Professionals

East Bay Municipal Utilities District Briones Tower Retrofit Project, Contra Costa County, CA

The East Bay Municipal Utility District (EBMUD) Briones Tower Seismic Retrofit Project includes seismic retrofits on the Briones Reservoir inlet/outlet tower located within the reservoir. The project requires use of floating platforms to assist with construction on the inside of the tower. Panorama worked with project engineers and EBMUD staff to identify impacts and permits associated with various construction techniques. Rita prepared the Project Description for all environmental documents and permits. She provided guidance on avoidance and minimization of environmental impacts to support a Categorical Exemption from CEQA. Rita also prepared the 1600 permit application to CDFW and provided feedback and clarifications on the draft permit.

California Public Utilities Commission Fulton-Fitch Mountain Reconductoring Project, Sonoma County, CA

Panorama prepared the Initial Study/Mitigated Negative Declaration for reconductoring a 10-mile 230-kV transmission line in Sonoma County, CA. Rita conducted the noise impact analysis in coordination with the noise technical expert and identified noise impacts from project construction, including helicopter use. Rita prepared the outline for the Noise Technical Report and collaborated with the technical expert to identify representative noise monitoring locations to characterize ambient noise levels in the project vicinity.

Inyo County Public Works Emergency Road Reopenings, Inyo County, CA

Rita defined the project by identifying impacts of the July 2013 desert storms on eight affected Inyo County roads. Impact areas along eight desert roads were mapped using Google Earth imagery. Rita helped to prepare permit applications for California Department of Fish and Wildlife and Lahontan Water Quality Control Board. Rita also prepared Caltrans Preliminary Environmental Study (PES) forms for four impacted roads.

City of Sunnyvale Civic Center Modernization EIR, Sunnyvale, CA

The project involves construction of a new Civic Center and library in the same location as existing Civic Center and library facilities. Rita measured pre-project noise levels in the project vicinity and drafted the noise impact analyses for the demolition and construction of the project. Main concerns include construction near the occupied library and residences.

California Public Utilities Commission Santa Cruz 115-kV Reinforcement Project, Riverside County, CA

This controversial project involved conversion of approximately 7 miles of a power line to a double-circuit power line, construction of almost 2 miles of new power line, and modification of two substations in Santa Cruz County, CA. Rita provided administrative support for the project manager, including preparing progress reports and assisting with invoice review and team coordination. Rita researched biological resources in the project area. She managed public meeting logistics, including reserving the meeting location, security, and A/V equipment. Rita attended public meeting where she collected public comments and answered questions from the public regarding the CEQA process. Reviewed and summarized comments received on the project during scoping and incorporated public input into the EIR sections. Wrote web content for project website and worked with CPUC staff to coordinate updates. In 2015, the application for the project was dismissed without prejudice by the CPUC.

California Public Utilities Commission Riverside Transmission Reliability Project, Riverside County, CA

This project includes construction of a new 10-mile, 230-kilovolt overhead double-circuit transmission line. Rita, as Project Manager, managed Panorama staff and technical experts to develop the scope of and prepare the Subsequent EIR. The project was highly controversial and required extensive outreach to various regulatory and local agencies, which Rita coordinated and led. Rita presented the findings of the Draft Subsequent EIR to agencies and the public during two well-attended public informational workshops in Riverside County. A substantial number of comments on the Draft Subsequent EIR were received from agencies, tribes, organizations, and the public, and Rita is managing the preparation of the Final Subsequent EIR, which includes a response to each comment received on the Draft Subsequent EIR.

California Public Utilities Commission Crazy Horse Switching Station Project, Salinas, CA

The project involved preparation of an IS/MND for construction of a switching station and reconfiguration of two 115-kV power lines. Rita provided administrative support for the project manager, including preparing progress reports and assisting with invoice review. She prepared content for project website and collaborated with CPUC staff to update the website. As an approved environmental monitor, Rita conducted mitigation monitoring site visits and prepared inspection reports during project construction.

Jason Moghaddas, Forester RPF #2774



Mr. Moghaddas brings over 20 years of experience in forestry, fuels reduction, and natural resource project planning and management. Jason is a recognized leader in the field of wildland fire risk assessment and planning, having worked for or on projects with SIG, the Feather River Land Trust, the Plumas National Forest, and El Dorado County Fire Safe Council. As a Fire Ecologist on the Plumas National Forest, Jason worked as part of an U.S. Forest Service interdisciplinary team to conduct NEPA analyses for landscape level fuel treatments. Jason has applied for and received Resource Advisory Committee funding for multiple fuel reduction projects. As a project manager for the Fire and Fire Surrogate Study, Mr. Moghaddas successfully coordinated an interdisciplinary team of scientists for a study on the effects of fuel treatments on mixed conifer ecosystem process and structure. Through his on-going work on this and other studies, Mr. Moghaddas had been a lead or co-author on over 20 published scientific papers. In addition to a strong research background, Mr. Moghaddas brings the practical experience of being a current Registered Professional Forester (#2774) along with extensive experience as a wildland fire fighter and wildlife field technician. He worked as a wildland fire fighter (Plumas National Forest) on both engine and hand crews and has planned and implemented prescribed burns on both public and private lands and as a volunteer fire fighter with the Indian Valley Fire Department. As Conservation Director for the Feather River Land Trust, Mr. Moghaddas worked with large land owners to help develop and fund conservation easements on working ranches in Plumas County.

Jason is managing SIGs participation and work on Midpen's Wildland Fire Resiliency Program; UC Berkeley's Hill Campus Fire Hazard Reduction Program; work with MMWD on grant funding opportunities for their Biodiversity, Fire, and Fuel Integrated Plan; and on SIGs participation in the preparation of the Wildfire Hazards Risk Mitigation Plan for Alpine County. Jason has led the preparation of numerous Community Wildfire Protection Plans.

Midpen Ecosystem Resiliency Vegetation Management Program and Program EIR, Santa Clara and San Mateo Counties, CA

Jason is the Project Manager for SIG and is leading the preparation of the program content, including development of fuel treatment locations, the prescribed fire program, and the monitoring program. His work has included development of a prioritization system locating and implementing fuel treatments, coordination the GIS and field team to locate potential pre-fire infrastructure and evacuation routes, and document preparation. Jason has also participated in numerous outreach efforts to surrounding agencies and jurisdictions and presented to the public and lead stations at workshops to inform the public of the program.

El Dorado County Community Wildfire Protection Plan, El Dorado County CA

Jason served as the Project Manager and worked with the El Dorado County Fire Safe Council to develop a comprehensive Community Wildfire Protection Plan (CWPP) for the west slope of El Dorado County, California. The plan was based on the results of a landscape scale community risk assessment and modeling, with an emphasis on establishing fuel management areas that are integrated with the existing treatment network.

Fuel treatment project were designed with extensive community input from in person public meetings and online surveys. Jason also led efforts to provide the costing for fuel treatments in order to identify projects that maximized the benefit for the costs.

HIGHLIGHTS

- An experienced fire ecologist, with extensive forestry and natural resource related planning and implementation experience across Northern California

EMPLOYMENT

Firm: Spatial Informatics Group, LLC

Title: Director, Natural Hazards Division

Years with Firm: 9, 2010– present

Past Employment:

- Conservation Director, Feather River Land Trust: 2008-2012
- Fire Ecologist, Plumas National Forest, 2004-2008
- Fire Scientist, UC Berkeley Fire Science Lab, 2001-2005
- Wildland Fire Fighter, Plumas National Forest, 1996-1997

Phone: 530.927.8009

E-Mail Address: jmoghaddas@sig-gis.com

EDUCATION

- M.S., Environmental Science, Policy, and Management, UC Berkeley, 1999
- B.S., Natural Resource Management, 1995

PROFESSIONAL QUALIFICATIONS

- California Registered Professional Forester

An Assessment of Fire Risk for the WUI and Stream Environment Zones of the Lake Tahoe Basin, Lake Tahoe CA and NV

Jason lead a fire hazard and risk assessment for the entire Lake Tahoe Basin, with an analysis focused on potential fire behavior in Stream Environment Zones (SEZs) and the wildland urban interface (WUI). The project covered all lands within the Lake Tahoe Basin Management Unit, which included a 231,285 acre area. The general approach was to develop fire behavior and probability inputs within the Lake Tahoe Basin using LiDAR, WorldView-2 imagery and existing GIS layers. His worked included summarizing all data and authoring the final report.

An Assessment of Fire Risk for Nevada City and Grass Valley, Nevada City and Grass Valley, CA

Jason is the Project Manager for SIG and is working with CALFIRE on an assessment of wildfire risk to the communities of Nevada City and Grass Valley. The project includes developing potential fuel treatment locations for risk mitigation as well as an assessment of factors affecting structure loss during the 2018 Camp Fire.

UC California's 4th Climate Assessment: Fuel Treatments for Forest Resilience & Wildfire Mitigation, CA

Jason was the lead author for a report for California's 4th Climate Assessment, published in 2018. For this report, SIG reviewed what is known about the effects of fuel treatments on stored forest carbon, wildfire risk and wildfire and summarized geo-spatial data gaps that need to be filled in order to make good fuel treatment decisions that both increase forest resilience and carbon sequestration.

Alpine County Fire Hazards Mitigation Plan, Alpine County, CA

Jason is the lead for SIGs participation in this project. The plan includes an evaluation of fire hazard risks through modeling, identification and ranking of HVRAs through a collaborative process with a steering committee, identification of three priority projects including defining the specific fuel treatments, and defining the costs associated with those treatments. Jason is overseeing SIGs efforts in the development of the hazard risk map and in coordinating with the steering committee in Alpine County for this work.

Western Wildfire Assessment

Jason, as the Project Manager, led the SIG teams work. SIG worked with American Forest Foundation (AFF) to assess existing data and information resources on to high wildfire hazard risks on non-industrial private forest lands. They then modeled the potential impacts of those hazards on public goods, such as key water supplies, areas of high carbon sequestration value, and areas of high wildlife habitat importance. The assessment was performed across 11 western states: Washington, Oregon, California, Idaho, Nevada, Montana, Wyoming, Utah, Colorado, New Mexico, and Arizona.

Assessing Extreme Fire Risk in California for the California Public Utilities Commission

Jason was the Project Manager for SIG. SIG scientists worked with CALFIRE to assess the top 2 percent worst fire weather conditions for the entire State of California. These conditions were then used to perform 1000 unique, high-resolution wildfire simulations per cell; simulations were based on the USGS-supported LANDFIRE 1.3 dataset. In total, SIG scientists simulated over 100 million ignition events around the state of California under extreme historical weather conditions. This information was then used to create an updated public statewide fire threat map adopted by the Public Utilities Commission in December, 2017.

UC Berkeley Hill Campus Vegetation Management Plan and EIR, Berkeley, CA

Jason provided plan review for UC Berkeley's Hill Management Plan and EIR. This plan was focused on reducing fire risk on UC Berkeley lands. The plan covers fuel treatments to remove eucalyptus and to treat various other areas and types of habitats on the campus. The plan is very contentious and has been heavily litigated in the past. Jason is providing expert advice and technical support for the plan and how it benefits wildfire reduction and safety.

Scott Conway, Forest Ecologist



Scott Conway brings a unique combination of natural resource education, training, and management experience to successfully navigate forest and fuels management challenges. Scott began his career with the Forest Service after graduating from university. He assimilated a range of practical management experience in everything from implementing complex timber sales to biological surveys to prescribed and wildland fire.

In 2008, he transitioned into a head forester position where he co-led several large collaboration projects including the Sagehen Forest Project where he led implementation of a novel, multiple goal management approach to overcome previous project roadblocks. This accomplishment was recently highlighted in a New Yorker article. More recently, Scott worked at the Pacific Southwest Region's Remote Sensing Lab where he pioneered LiDAR and geospatial dataset application solutions for managers and decision makers in California, Nevada, and the Pacific Islands. He capped his Forest Service career off as the District Ranger for the Truckee Ranger District on the Tahoe National Forest. In his current capacity as a Forest Ecologist with Spatial Informatics Group, Scott continues to lean on his deep set of experiences, education, and training to perform careful forest project assessment, analysis, implementation, and monitoring so clients to create defensible communities and resilient forests. Scott is providing the high value resources and assets (HVRA) evaluation and fire risk and behavior modeling for the Alpine County Fire Hazard Mitigation Plan; a collaborative effort between SIG and Panorama.

Midpen Ecosystem Resiliency Vegetation Management Program and Program EIR, Santa Clara and San Mateo Counties, CA

Scott is leading an integrated analysis of UAV data for use in high resolution monitoring of vegetation management activities.

Fuel Treatment Prioritization For the Hat Creek Ranger District, Lassen County, CA

Scott is leading the fire risk assessment, fuel treatment location, and prioritization analysis for this project. This includes fire risk assessments using Scott is also conducting LiDAR based stand structure mapping and analysis on existing LiDAR data.

Fuel Treatment Prioritization For the Truckee Ranger District, Tahoe National Forest, CA

Scott lead multiple fuel treatment prioritization and fire risk assessment projects on the Truckee Ranger District of the Tahoe National Forest.

Alpine County Wildfire Hazards Mitigation Plan, Alpine County CA

Scott is leading the fire risk assessment, fuel treatment location, and prioritization analysis for this project. This includes fire risk assessments using The Interagency Fuel Treatment Decision Support System. This system integrates the FLAMMAP system and LANDFIRE Data to generate fire risk assessments. Scott is also conducting LiDAR based stand structure mapping and analysis on existing LiDAR data.

Best Management Practices Evaluation for WUI Treatments, Plumas County, CA

Scott will conduct a fire risk assessment and LiDAR and UAV based assessment of stand structure of existing WUI fuel treatments in Plumas County CA. The project will focus on long term effectiveness of WUI treatments and will provide information to the Plumas County Fire Safe Council on treatment maintenance needs

Spatial Informatics Group

HIGHLIGHTS

- An experienced fire modeler and LiDAR analyst
- Over 20 years of fire management, vegetation management, and fuel treatment experience.

EMPLOYMENT

Firm: Spatial Informatics Group, LLC

Title: Forest Ecologist

Years with Firm: 2019– present

Past Employment:

- Adjunct Forest Ecology Professor, Sierra Nevada College, Incline Village, NV, 2019-present
- District Ranger, Tahoe National Forest, Truckee, CA, 2019
- Spatial Ecologist, USDA Pacific Southwest Region, 2016-2018
- Vegetation Management Officer, Tahoe National Forest, Truckee, CA 2008-2016
- Forester and Wildland Fire Fighter, Tahoe National Forest, 2004-2008

Phone: 530.287.3010

E-Mail Address: sconway@sig-gis.com

EDUCATION

- B.S., Natural Resource Management/GIS, Colorado State U., 1998



Spatial Informatics Group

Carl Rudeen, Geospatial Analyst



Carl worked as a civilian geospatial analyst for 13 years with the U.S. Air Force. He brings significant experience as a biologist, project manager, and program manager. He has worked extensively in the high-deserts of the Pacific Northwest and subtropical forests of Okinawa, Japan. Notable among his strengths and experiences are his analysis of spatial natural resources datasets to make management decisions and knowledge of post-fire rehabilitation of rangelands. Carl worked

for the Upper Salmon Basin Watershed Project prior to working for the Air Force. He worked with local ranchers to implement salmon and steelhead conservation projects on private lands. Carl is providing all of the GIS support on the Midpen Wildland Fire Resiliency Program.

Midpen Ecosystem Resiliency Vegetation Management Program and Program EIR, Santa Clara and San Mateo Counties, CA

Carl lead all aspects of geospatial data aggregation, pre-fire planning summaries, map updates, and online map development for the project. This included using ESRI based software packages (Arc Pro and Portal) to summarize data and provide streamlined client online access to all project related geospatial information.

Fuel Treatment Prioritization For the Hat Creek Ranger District, Lassen County, CA

Carl worked as the geospatial data manager for the Hat Creek Ranger District Fuel Treatment Prioritization Project. This included locating and aggregating existing geospatial data, updating information generated via fire risk assessments, and providing the online access to data.

BMP Evaluation for WUI Treatments, Plumas County, CA

Carl will manage the geospatial data manager for a fire risk for an evaluation of existing WUI fuel treatments in Plumas County, CA. This included locating and aggregating existing geospatial data, and providing the project team online access to all project related geospatial information.

Alpine County Wildfire Hazards Mitigation Plan, Alpine County CA

Carl worked as the geospatial data manager for the Alpine County Wildfire Hazards Mitigation Plan. This included locating and aggregating existing geospatial data, updating information generated via fire risk assessments, and providing the client online access to all project related geospatial information.

UC Berkeley Hill Campus Vegetation Management Plan and EIR, Berkeley, CA

Carl worked as the geospatial data manager for the UC Berkeley Hill Management Plan and EIR. This plan was focused on reducing fire risk on UC. This included locating and aggregating existing geospatial data, and providing the project team online access to all project related geospatial information.

An Assessment of Fire Risk for Nevada City and Grass Valley, CA

Carl worked as the geospatial data manager for a fire risk assessment for Nevada City and Grass Valley, CA. This included locating and aggregating existing geospatial data, and providing the project team online access to all project related geospatial information.

HIGHLIGHTS

- An experienced fire Geospatial Analyst, with extensive ESIR GIS product line experience
- Wildlife biology experience with the United States Air Force in Idaho and Japan

EMPLOYMENT

Firm: Spatial Informatics Group, LLC

Title: Geospatial Analyst

Years with Firm: 2019– present

Past Employment:

Natura Resource Program Manager, US Air Force, Okinawa Japan and Mountain Home ID, 2010 -2019

Wildlife Biologist, US Air Force, Mountain Home, ID, 2007-2010

Wildlife Technician, US Air Force, Mountain Home, ID, 2005-2007

Phone: 208.249.6555

E-Mail Address: crudeen@sig-gis.com

EDUCATION

- M.S., Geographic Information Science, Idaho State University, 2012
- B.S., Wildlife Resources and Rangeland Ecology, U. of Idaho, 2001

PROFESSIONAL QUALIFICATIONS

- Post Baccalaureate Certificate in GIS



Phillip Dye, Fire Consultant



Mr. Dye is the found and owner of Prometheus Fire Consulting, LLC. He has over 20 years of experience working in fire management and prescribed burn planning. Phil has also served as Incident Commander for several NorCal Training Exchanges (TREX) as well as the inaugural Cascadia TREX. Phillip began his career in wildland fire in 1997 with a local government fire agency. Over the span of his 20 year career, he progressed through the ranks to

become a Fire Captain. In 2017, he retired from the fire agency, but remained active as a volunteer. He is a member of a number of associations, including the Association of Fire Ecology, the International Association of Wildland Fire, and the National Wildfire Suppressing Association. He is qualified as a National Wildfire Coordinating Group (NWCG) Prescribed Fire Burn Boss. He has led over 50 prescribed fires across the nation. Currently, Phil is helping on a range of projects in the San Francisco Bay Area, including pre-fire planning for Midpen.

Midpen Open Space District Wildland Fire Resiliency Program, CA

Phil is assisting in the development of wildfire response plans including an assessment of current conditions and infrastructure and have made recommendations for safe and effective response to wildfire. In addition, he is providing recommendations for fuel treatments.

2019 Klamath River Training Exchange (TREX), Klamath, CA

The TREX was operated using the Incident Command System and Phil provided technical expertise to support the project. Phil's support of the project helped to maintain community and landscape fire resiliency.

Spanish Language Training Exchange—The Forest Stewards Guild

Phil provided a qualified Burn Boss to lead a diverse group of Spanish language participants from around the world. The project helped build the participants' proficiency in fire management with the goal of returning to their home countries to augment or start their own programs. In addition Phil's work helped to enhance the safety and resiliency of the youth camp where the project was conducted.

North Orinda Shaded Fuel Break, Orinda County CA

The NOSFB is one of CAL FIRE's 35 top priority projects in the state. Phil is helping the District by designing prescribed fire projects that would complement and reinforce the shaded fuel break to augment its ability to slow fire spread and protect communities

S-212, Wildland Power Saws Class, Santa Clara County Parks, CA

In this 4-day hands-on class, Phil provided training to the department's ranger and maintenance staff to enhance their ability to complete fuel reduction work in order to reduce the impact of fire on agency lands.

Cocking Prescribed Fire—David and Penny Crocking

The Cockings have lived on their land for almost 40 years. During that time, they have been threatened by wildfire on several occasions. Phil designed and implemented a prescribed fire on their property to reduce the threat to their home as well as to enhance the biodiversity on their land.

HIGHLIGHTS

- An experienced prescribed burn planner and wildland fire manager, with over 20 years of work in the wildland fire industry
- Experience recommending pre-wildfire mitigation measures as well as the use of fire as a resource management tool, fire control line placement and design, infrastructure defense strategies, and proposed locations of fuels reduction work.

EMPLOYMENT

Firm: Prometheus Fire Consulting, LLC.

Title: Founder & CEO

Years with Firm: 5, 2014– present

Past Employment:

Fire Captain, Spring Valley

Volunteer Fire Department: 2017– present

Fire Captain/Paramedic, City of Milpitas: 1997–2017

Instructor, Sacred Heart

Preparatory: 1996–1997

Phone: 408 807 1963

E-Mail Address:

phil@prometheusfireconsulting.com

EDUCATION

- M.Sc., Biochemistry, University of Hawaii, 1988
- B.S., Psychology, University of Wyoming, 1985

PROFESSIONAL QUALIFICATIONS

- NWCG Prescribed Fire Burn Boss, Type 2
- Chief Fire Officer—California State Fire Marshal
- Wildland Fire Manager—Association for Fire Ecology
- Fire Prevention Officer I—California State Fire Marshal



Sasha Berleman, PhD., Fire Ecologist



Sasha is a dynamic conservation and fire management professional with outstanding analytical, planning, relationship management, and decision-making skills. She has extensive outreach and communications experience, team leadership experience, as well as interagency networking, partnership, and coordination. Sasha has experimental design and implementation, restoration, crew leadership and management skills. She also has experience

planning and coordinating complex cooperative burns with diverse agencies and stakeholders.

North Orinda Shaded Fuel Break Project Prescribed Burn Plan Development for the Moraga-Orinda Fire District

Sasha is co-lead on the development and preparation of prescribed burn plans for this project. The fuel break is a 14-mile long vegetation management effort along major roads, population centers, neighborhoods and critical infrastructure in the east bay area. Sasha's role on this project is assessing fuels treatment units across the numerous project areas throughout the fuel break and developing burn plans for each individual burn unit.

Pre-Fire Planning and Field Mapping and Public Outreach/ Presentation Development for Mid-Peninsula Open Space District

Sasha's role in this project is as a local fire specialist. This role translate to contribution of expertise in a variety of ways to assist the project, but includes field assessment and mapping of fire risk, expected fire behavior, and pre-fire mapping of infrastructure and fire-fighting points of interest such as lookouts, gates, shaded fuel breaks, and safety zones. This includes developing and providing public outreach and presentation materials to assist in communications of fire ecology, fire history, and fire management to the public. Sasha will also be involved in fuels treatment and prescribed fire plan and prescription development, as well as some monitoring development and implementation.

Fire Forward Program Consulting Director for North Bay Nature Conservation Non-Profit Audubon Canyon Ranch

As Consulting Director of the Fire Forward Program for Audubon Canyon Ranch, Sasha is leading a regional cooperative fire program in the North Bay Area. This position entails leading and managing the Fire Forward Program team and coordinating with the network of teams across the non-profit organization as well as diverse cooperating organizations and agencies across the Bay Area, including through the development of partnership MOAs. A key component of this position is the complete planning and coordination of fuels treatments and prescribed burns

Programmatic Burn Plan Template and Site- Specific Burn Plan Development for the East Bay Regional Park District

On this project, Sasha's role was to develop comprehensive and diligent modern burns for the East Bay Regional Park District to support a revitalization of the agencies prescribed burn program and to aid them in maintaining their existing fuels treatment units. In this position, Sasha developed two programmatic burn plan templates for the district, one for their grassland fuel models and one for their woodland/ mixed fuel models. To accompany these, Sasha then also developed a site-specific prescribed burn plan to go with each of the two templates.

HIGHLIGHTS

- An experienced fire management professional
- PhD in Wildland Fire Science from UC Berkeley
- Winner of numerous awards and scholarships throughout her educational and professional career
- Provides expertise on ecologically applied fire and fuels management, prescribed fire, monitoring and outreach

EMPLOYMENT

Firm: FirePoppy Consulting

Title: Owner

Years with Firm: 2, 2018– present

Past Employment:

Firefighter, Redding Interagency
Hotshot Crew, 2017-2018

Fire Ecologist/Fire Program
Director, Audubon Canyon Ranch,
2015- 2018

Graduate Student Instructor/
Researcher, Scott Stephens' Fire
Science Lab, 2012- 2016

Phone: 707 732 1586

E-Mail Address:

firepoppyconsulting@gmail.com

EDUCATION

- PhD., Wildland Fire Science, Fire Ecology and History, UC Berkeley, 2016
- B.S., Conservation and Resource Studies, UC Berkeley, 2011
- Associates with Honors: Liberal Arts, Humanities, Mt. San Jacinto College, 2009

PROFESSIONAL QUALIFICATIONS

- Fire Effects Monitor (FEMO)
- Incident commander type 5 (ICT5(t))
- Field Observer, Fire Effects Monitor S-290/S-244
- Member of Redding Hotshot Crew



Heath Bartosh, Principal/Botanist



Heath Bartosh is a senior botanist and rare plant specialist with over 20 years of experience working in natural resource and environmental related fields. Mr. Bartosh is considered an expert in the flora of the Bay Area and has conducted extensive botanical fieldwork throughout California, focusing on distribution, soil and geologic relationships, endemism, regional and local rarity, and habitat conservation. Recent surveys directed by Mr. Bartosh have uncovered new populations of species previously thought to be nearly extinct (Mt. Diablo buckwheat) and additional populations of species new to science (Lime Ridge navarretia). As Nomad's senior botanist Mr. Bartosh ensures survey methodologies utilized during botanical resource assessments, vegetation community identification, floristic studies, and both small and large-scale botanical studies conform to current guidelines and protocols endorsed and/or developed by trustee agencies. With this background he has managed both stewardship-based and CEQA/NEPA driven projects with efficiency and proficiency.

In 2009, he became a member of the 10-person Rare Plant Program Committee at the state level of the California Native Plant Society. His role on this committee is to ensure the programs continue to develop current, accurate information on the distribution, ecology, and conservation status of California's rare and endangered plants. For the past five years he has been a co-instructor of rare plant survey protocol workshops with CNPS and CDFW personnel. In 2016 Mr. Bartosh became one of the first professional botanists to become a Certified Consulting Botanist in California through the Botanist Certification Program (Certification # CCB-002). He also holds a Scientific Collecting Permit for Rare, Threatened, and Endangered Plant Species from the California Department of Fish and Wildlife (Permit # 09045).

Endangered Habitats League. State of California (23 million acres of wildlands throughout the state)

Heath reviewed the Program Environmental Impact Report (PEIR) that was developed by the California Board of Forestry and Fire Protection's for their Vegetation Treatment Program (VTP) and provided the client with a legal quality comment letter describing the PEIR's deficiencies, related to natural resources, under CEQA. The VTP is part of a comprehensive fire prevention strategy that implements strategic vegetation management activities as part of their mission to safeguard people and protect property and resources of California from the hazards associated with wildfire.

San Francisco Public Utilities Commission. Hetch Hetchy Water & Power Electric Transmission Line, Tuolumne and Stanislaus

Heath established baseline biological conditions; protocol-level rare plant and wildlife surveys; including pre and post-fire evaluation of affects from the Rim fire on special-status plants; preparation of a biological resources report and biological resources section of an EIR; and development of program and site specific-level mitigation measures for this long-term (20-30 year) vegetation management and culvert maintenance project.

HIGHLIGHTS

- Expertise in the flora of the San Francisco Bay Area and Diablo Range
- Managed On-call contracts for Midpen, the East Contra Costa County Habitat Conservancy, and EBPRD since 2011
- Co-Instructor with CDFW for the Rare Plant Survey Protocol Workshop.

EMPLOYMENT

Firm: Nomad Ecology, LLC
Years with Firm: 15, 2004– present
Past Employment:
Sycamore Associates, LLC
2002-2004
Phone: 925.228.3027
E-Mail Address:
hbartosh@nomadecology.com

EDUCATION

- B.S., Natural Resources Planning, Humboldt State University, 2001
- M.A., Biology, University of Pennsylvania, 2001
- B.A., Mathematical Biology, University of Pennsylvania, 2000

Coursework: Land-use and park planning focused on natural resources, CEQA / NEPA, and GIS
PROFESSIONAL QUALIFICATIONS

- Certified Consulting Botanist, California Native Plant Society, CCB-002.
- Research Associate of the University and Jepson Herbaria at the University of California, Berkeley
- State CNPS Rare Plant Program Committee Chair
- Board Member of the CNPS Botanist Certification Program

MEMBERSHIPS AND AWARDS

- California Botanical Society Member
- California Plant Society Member
- Northern California Botanists Member
- Southern California Botanists Member

Midpeninsula Regional Open Space District Wildland Fire Resiliency Program, San Mateo and Santa Clara Counties, CA

Nomad is a subconsultant to Panorama on this project. Heath is leading his team's work and taking a programmatic approach to biological resource evaluation to prepare a Biological Resources Assessment Technical Report. He is conducting a literature review, including fire history and describing existing data on the habitats and types of plant and animal communities found in each of Midpen's 26 preserves (covering over 64,000 acres). Where possible, animal populations (i.e., where breeding occurs) versus animal presence (transient individuals) are being identified. Heath is generating the species lists will indicate both confirmed species presence and those with potential to occur (habitat present). He is preparing the impact assessment and defining mitigation for projects on a condition-based assessment model. Heath is relying on existing data from the District's previous work and documentation, including the Biological Opinion for Species Recovery. Heath is also providing input into the pre and post-fire monitoring requirements and program and input into prescribed burn units and where ecological benefits could occur from prescribed fire.

Tri-Valley Conservancy North Livermore Resource Conservation Strategy, Alameda County, CA

Heath led the preparation of the North Livermore Resource Conservation Study for the 13,861-acre North Livermore Area in Alameda County for the Tri-Valley Conservancy. The purpose of the study was to prioritize lands for potential conservation efforts based on an evaluation of natural resources that Tri-Valley Conservancy identified as "Critical Conservation Resources" (CCR) and the goals developed for those CCRs. These goals included protecting biological resources in the study area; identifying migration corridors and linking existing and future protected lands; protecting the regionally significant Springtown Alkali Sink; identifying trail corridors; preserve agricultural lands; and buffer the urban growth boundary with open space. This study was intended to provide a long-term road map for Tri-Valley Conservancy's mission and interests through conservation action or acquisition.

San Francisco Public Utilities Commission CSPL2 Pipeline Replacement Project, San Mateo County, CA

SFPUC upgraded the 19 mile Crystal Springs San Antonio Pipeline No. 2 at several locations. Heath led the biological assessment and rare plant and wildlife surveys for the entire length of this project and presented the results of the surveys in a Biological Resources Assessment. Information from the BRA was incorporated into the CEQA document for this project.

Solano Land Trust Rockville Trails Resource Management Plan , Solano County, CA

Heath led Nomad's work to prepare a Resource Management Plan (Plan) for the 1,500-acre Rockville Trails property located in Solano County, California. The Plan is a living and guiding document to assist Solano Land Trust in the long-term stewardship of natural resources of the Rockville Trails acquisition. Heath's role on this project was to determine baseline conditions for natural resources for the property; review existing information, ground-truth and map existing biological resources using GIS systems; determine gaps in information and gather this information if possible; and prepare a property-wide management plan that includes research recommendations as well. Heath is also currently conducting research suggested in the management plan related to management and monitoring of rare plant species and an oak regeneration pilot project

Post-Fire Floristic Research after the 2013 Morgan Fire, Contra Costa County, CA

Heath designed and implemented a post-fire vegetation study on Mount Diablo State Park to assess vegetation recovery and floristic diversity after the 2013 Morgan. The goal of the study was to capture ecological and successional dynamics of the herbaceous layer in the post-fire environment in a variety of vegetation communities. Plot locations were chosen randomly and stratified by six vegetation types, including; chamise chaparral, serpentine chaparral, deciduous oak, deciduous oak woodland, live oak woodland, grassland/forb, and serpentine grassland/forb. A total of 55 permeant transects were installed. At these plot locations species cover and fire severity data were collected along a 50 meter transect. Data for this project were collected for three years after the fire during peak phenology in the spring from 2014-2016.

Following the data collection, data analysis was conducted evaluating the frequency of fire-following species, rare plants, and invasive species within the plots. Species richness across all plots was also analyzed. This work resulted in many presentations of the results to various groups throughout the state of California.

Bureau of Land Management. Berryessa Snow Mountain National Monument, CA

Heath led Nomad's work collecting baseline ecological data in chaparral ecosystems burned in the 2015 Rock and Jerusalem Fires. This study examined the distribution, diversity, and ecological drivers of fleeting annual and short-lived perennial plant species in post-fire chaparral vegetation communities. He produced a report of the study's methods and findings.



Colin Busby, Principal, Cultural Resources Specialist



Dr. Busby has 40 years archaeological experience in six states and three foreign countries. His cultural resources management experience has involved all aspects of NEPA and CEQA assessment and regulatory compliance. Experience includes the design, direction and execution of the cultural resource components of EISs, EIRs, EAs and other investigations for federal, state, and municipal governments, land developers, the U.S. military, and the scientific community in the western United States. Specialties include program management, Native American consultation, public liaison and regulatory agency coordination, research design development, field research, NHPA Section 106 and Section 110 compliance, and editing and report production. His experience with California Native American consultation has included SB 18 and

SFPUC Water System Improvement Projects—Various Counties

Dr Busby served as a Principal Archaeologist for San Francisco Public Utilities Commission (SFPUC) Water Improvement System Project (WISP) projects including New Crystal Springs Bypass Tunnel Project; BDPL 5 (Alameda); BDPL 5 (San Mateo); BDPL 3&4 (Alameda, Santa Clara); and, San Joaquin Pipeline System Project. He was tasked with meeting federal (NEPA) and state (CEQA) EIR/EIS mitigation requirements both pre-construction and construction. Compliance projects included archaeological inventory, site testing and evaluation, data recovery, development of Archaeological Monitoring Plans and mitigation monitoring, review of unexpected discoveries, and other projects.

South Bay Water Recycling Program, Santa Clara County, CH2M Hill, San Jose, CA

Dr. Busby was responsible for Section 106 compliance for recycled water pipelines associated with South Bay Water Recycling Program. He led the cultural resources identification, evaluation, and reporting program to meet NEPA/NHPA requirements of United States Bureau of Reclamation. Tasks included Native American consultation and coordination between USBR NEPA staff and client environmental and engineering staff.

Marin Municipal Water District Biodiversity, Fire, and Fuels Integrated Plan, Marin County, CA

Dr. Busby, as a consultant to Panorama, completed an archaeological literature and records search and mapped the locations of known resources for GIS use. Previous archaeological sensitivity studies had been performed for MMWD lands allowing the development of a project area specific qualitative model regarding archaeological sensitivity based on distance to water and elevation. Dr. Busby used the maps in the AB 52 consultations with the Graton Tribe, and in defining mitigation. Literature searches and surveys would be required prior to conducting work in new areas; however, the existing model and comprehensive map allowed for the easy identification of areas that would need surveys. Dr. Busby also identified when mitigation would not be required based on impacts of the activity.

Transportation Studies, Caltrans Compliance, Northern California

Dr. Busby led the completion of over 120+ cultural resources studies (1980 to present) to meet Caltrans requirements for both archaeology and historic architecture in 15 northern and central California counties. Clients have included both public and private entities with a focus on transportation improvements, mass transit, pedestrian and bicycle trails and bridge rehabilitation. Tasks have included program management, archival research, field studies including archaeological testing, coring and data recovery programs, sensitivity models, built environment assessments, Native American consultation and completion of cultural resources compliance documents (ASR, HRER, HPSR).

HIGHLIGHTS

- 40+ years of relevant experience in both large and small corporate environments
- Fully knowledgeable of NEPA/ NHPA & CEQA requirements for cultural and historic properties and AB 52
- Extensive local knowledge of archaeological and physical anthropology of NorCal
- Working relationship with and knowledge of federal, state and local transportation agencies and public works departments requirements and state OHP staff reviewers for

EMPLOYMENT

Firm: Basin Research Associates
Years with Firm: 38, 1981– present
Phone: 510 430 8441
E-Mail Address:
colinbusby@basinresearch.com

EDUCATION

- PhD., Anthropology, University of California, Berkeley, 1978

PROFESSIONAL QUALIFICATIONS

- Register of Professional Archaeologist (RPA #10186)

Anthony Falzone, MLA, CFM, Project Manager



Mr. Falzone is a geomorphologist and Certified Floodplain Manager (# US-12-06605) with extensive fluvial geomorphology, river ecology/ restoration, flood control, and hydrologic experience in California and nationally. He has over 18 years of consulting experience focused on developing, conducting, and compiling monitoring data to adaptively manage land use disturbances and restoration projects in river corridors. Mr. Falzone is also a leader in the application of advanced technology to the collection of field data and analysis of spatial data in river corridor ecosystems. This interdisciplinary expertise enables Mr. Falzone to develop innovative solutions to the most complex ecosystem management challenges. He is experienced in river restoration, flood management, watershed assessment, technical writing, and project management.

Try Creek Rancheria Climate Adaptation Plan, CEQA, and Stream Flow Enhancement

Mr. Falzone is the project manager for a \$5 million implementation project for stream flow enhancement and restoration on a tributary and a portion of the mainstem of the Russian River. Mr. Falzone helped the Tribe secure restoration funding by first leading the development of a Climate Adaptation Plan for the Dry Creek Rancheria (\$174,616). Mr. Falzone leveraged this initial study and CEQA to obtain \$3.4 million for implementation of stream flow enhancement and restoration actions on Rancheria Creek and the Russian River from the Wildlife Conservation Board Stream Flow Enhancement Program.

Wildcat Creek Watershed Erosion and Sediment Control Project, East Bay Regional Park District

Sediment periodically fills Jewel Lake in Tilden Regional Park, which requires costly dredging. FlowWest performed a constraint and opportunity analysis to produce a comprehensive set of recommendations, including a channel bypass for Jewel Lake. Mr. Falzone managed the collection of erosion and sediment source data through a systematic field effort and led the development of engineering design alternatives for erosion and sediment control implementation and long-term maintenance.

Upper Klamath Basin Watershed Action Plan and Restoration Opportunity Analysis;

FlowWest has conducted numerous projects for the Klamath Tribes that will be integrated into the Upper Klamath Basin Watershed Action Plan. The goal of the plan is to spatially prioritize restoration actions in the Upper Klamath Basin (UKB) to improve water quality and increase the population of endangered fish. Additionally, the Watershed Action Plan (WAP) will unify the community of aquatic restoration practitioners and managers in the UKB to improve restoration project planning and implementation that is expected to be funded as part of the effort to remove four dams on the Klamath River. Mr. Falzone is the project manager for development of the UKB WAP and other projects for the Klamath Tribes using GIS and R to ensure data driven decisions for restoration prioritization. Mr. Falzone directed Restoration Opportunities Analysis (ROA) I-III GIS projects to identify potential site-specific restoration actions. Mr. Falzone also managed the conversion of the Klamath Tribes 30-year water quality dataset to the EPA's Exchange Network framework.

HIGHLIGHTS

- Evaluates fluvial geomorphology, sediment transport, and hydrology of streams.
- Restoration and fish passage design experience.
- Field data collection using GPS and GIS analysis

EMPLOYMENT

- GM Kondolf, 1999-2001, Research Assistant
- Stillwater Sciences, Jr. Geomorphologist, 2001-2003
- CH2MHill, Sr. Geomorphologist, 2003-2009
- NewFields, River Basin, Co-Founder, and Geomorphologist 2009-2015
- FlowWest, Co-founder and Principal Geomorphologist, 2015-current

EDUCATION

- MLA, Environmental Planning, University of California, Berkeley, 2001
- BA, Economics, Minor in Forestry, University of California, Berkeley, 1996

TRAININGS

- Applied Fluvial Geomorphology
- Sediment Transport to Forecast Channel Change
- Stream Investigation, Stabilization, and Design Workshop: Innovative Approaches to Streambank Stabilization and Restoration,
- Trimble GPS Training

PROFESSIONAL QUALIFICATIONS

- Teaching experience: UC Berkeley, California Water Colloquia Seminar, Faculty Lecturer, Fall 2007
UC Berkeley, Hydrology for Planners, Reader, Spring 2000
UC Berkeley, Introduction to Environmental Sciences, Graduate Student Instructor,

1 Background

1.1 History and Need for Wildland Fire Management

The San Lorenzo Valley Water District (SLVWD or “District”) is a special district that supplies water in the San Lorenzo River Watershed in Santa Cruz County, as defined under Division 12, Chapter 5, of the California Water Code.

Fire exclusion over several decades has resulted in dense vegetative cover has increased the chance of a major fire in the San Lorenzo River watershed, like many other areas of California. Within the last decade, fires have occurred in adjacent watersheds. Under the right conditions, a similar watershed-scale fire could occur in the San Lorenzo River watershed. Such a fire could impact watershed health and water quality from altered surface hydrology, increased sedimentation, chemical impacts from fire retardants, and result in habitat degradation. It could also severely damage infrastructure, structures, natural resources, cultural resources, life, and property.

The District also owns and manages more than 2,000 acres of rural watershed land, including one contiguous piece of land of approximately 1,620 acres for water supply and watershed protection on Ben Lomond Mountain, 252 acres in the Felton/Fall Creek watershed, and another 325 acres in the Zayante Creek area. The District’s forested watershed lands have not been professionally assessed for fire hazard or for risk of ignition. Invasive populations of French broom and acacia, and sudden oak death (SOD) related mortality have increased the risk of catastrophic fire. CalFire has rated most land in the District’s service area on the west side of the San Lorenzo River as high fire hazard. The District currently has no formal fire management program for District-owned lands. The District’s existing policies of controlling invasive exotic species and managing its forest lands toward old growth contribute toward reducing the risk of a catastrophic fire, but additional fuels reduction, particularly of ingress and egress routes is needed. Fire and fuels management on District-owned lands needs to be tailored to the different plant communities, slopes, slope aspects, neighboring properties, and soil types unique to its properties.

The most serious infestations of invasive exotic species, especially acacia and French broom, occur on the District’s Olympia watershed property, which is also home to the federally endangered sandhills and sand parkland communities. The combination of invasive exotic species and endangered species complicates fire management planning, but the benefits of fuels management are clear, both in terms of reducing the fuel load and in terms of enhancing the native habitats.

1.2 Planning Efforts and Overview of Scope of Work

The District is interested in both wildland fire management planning on the lands it manages and around its infrastructure, and wildland fire management planning on a larger scale as a multi-jurisdictional effort to protect the entire San Lorenzo River watershed.

In response to a Request for Qualifications issued by the District, Panorama assembled a detailed proposal identifying the steps to prepare a Wildland Fire Management Plan (focused primarily on the District's approximately 2,000 acres of land ownership). Through the interview process, we understand that the District would like to identify work that can be completed in the near term to provide some protection in the 2020 wildfire season. We also understand that the overall wildland fire management planning effort should address District land ownership, areas within which District water infrastructure assets are located, and the greater multi-jurisdictional watershed lands where fire would greatly affect water quality and important ecosystems.

We understand that the funding to perform a large-scale modeling and planning effort is currently limited, and so we have modified our initial scope of services to focus on:

- Defining immediate actions to help protect existing assets in the 2020 fire season;
- Determining potential treatment locations to better protect infrastructure and facilitate equipment ingress and egress.
- Identifying and applying for grants for a planning effort that will include the fire behavior and hazard modeling effort needed to define vegetation management projects on SLVWD's lands and across the watershed; and,
- Starting some initial discussions with partners, including CALFIRE, Santa Cruz County, the Santa Cruz RCD, City of Santa Cruz, and others, that would be involved in a multi-jurisdictional effort to address fuel management in the San Lorenzo River watershed.

2 Scope of Work

2.1 Task 1: Data Collection and Definition of Initial Work to Protect Most Critical Infrastructure

2.1.1 Goal

The goal of this task is to understand the locations of SLVWD's water supply and other important infrastructure and properties, and to identify some initial areas where the District can focus their efforts to better protect those assets in the event of a wildland fire. It should be noted that given budget limitations at the District, our team will not be able to conduct fire behavior modeling and a fire hazard risk assessment for this initial task. We will assume a high fire hazard risk everywhere (based on the California Department of Forestry and Fire Protection's [CALFIRE] fire hazard modeling) with the goal of identifying some specific vegetation management and structure hardening activities or projects to protect the most critical infrastructure.

2.1.2 Subtask 1.1: Collect Existing Data and Review Background Data

Under this task our team will collect the files from the mapping of assets recently performed by the SLVWD. Our team will convert the files into geographic information system (GIS) files and save them in a spatial database (assuming existing data is in georeferenced CAD files). We will help to identify any data gaps, but we assume that our team will not need to digitize or collect any data on assets as all mapping and compiling will be performed and provided by the District.

DELIVERABLES: GIS database of important assets and properties

The Panorama team will also review other background information related to fuels management in the watershed, including the San Mateo and Santa Cruz County Community Wildfire Prevention Plan (CWPP). The CWPP has recommendations in the SLVWD service territory. Our team will identify any projects that would protect important SLVWD assets in the CWPP. This subtask will also involve researching any other ongoing or planned activities that may be undertaken for fuels management, such as by the County of Santa Cruz, or the Resource Conservation District (RCD) that may be applicable.

2.1.3 Subtask 1.2: Identify Areas for Infrastructure Protection including Defensible Space and Hardening

Our team will request that SLVWD identify their five to ten most critical assets, such as pipelines or storage tanks, pumping plants, structures, access to these facilities, etc. The location of this infrastructure will be reviewed against vegetation cover on arials and other available

datasets. Our team will evaluate if defensible space areas should be created through vegetation thinning, mastication, chipping, pruning and/or removal to protect the facilities, and we will identify the distance to which such work should be carried out. A site visit to east of the top five sites will also be performed by Phil Dye, Jason Moghaddas, and Tania Tries to understand the existing conditions in order to identify the right treatments, and to identify if structures could also benefit from additional hardening.

2.1.4 Subtask 1.2: Prepare a Memorandum Summarizing Defensible Space and Hardening Work Recommendations

A brief summary of the assessment methods, the existing conditions, including field photographs, and the recommended defensible space creation and recommended hardening around the top five assets will be presented in a memorandum. The methods for vegetation management will be identified, including equipment type and staffing needed. Rough estimates of time to perform the work (schedule) and costs will also be researched and included in the memorandum.

DELIVERABLES: Memorandum summarizing the recommendations for initial work to protect key assets.

2.1.5 Subtask 1.3: Identify and Implement CEQA Process to Allow for Initial Work

Panorama will identify the level of California Environmental Quality Act (CEQA) review that will be needed to address the initial work. We will prepare the appropriate documentation, if the work can be covered under the CALFIRE Vegetation Treatment Plan Environmental Impact Report (VTPEIR), or, preferably, can be covered under a Categorical Exemption or Statutory Exemption from CEQA. The preference will be to define projects that will qualify for an exemption. This task includes 2 days of fieldwork, each, for a biologist and cultural specialist to identify any sensitive resources and to identify avoidance measures, if needed.

DELIVERABLES: CEQA exemption documentation or documentation under the CALFIRE VTPEIR to address initial work

2.2 Task 2: Research and Apply for Grants for Planning and Vegetation Management Work

2.2.1 Goal

The goal of this task is to actively research grant opportunities to assist SLVWD with wildland fire management planning and implementation. Where possible, and time permitting, our team will assist the District in preparation of one or more grant applications. The grant research will focus on both planning grants to allow for development of a watershed-wide Wildland Fire Management Plan and grants to fund specific project-level vegetation management work to protect District assets.

2.2.2 Subtask 2.1: Research Grant Opportunities

Under this task our team will perform research to understand the grant opportunities available and the application guidelines and timing of each opportunity. Our approach will include the following steps:

DELIVERABLES: Memorandum summarizing grant opportunities

- Research the grant-funding entities through online searches; most of the grant funding appears to be through CALFIRE's programs.
- Contact CALFIRE directly to see if we can meet with grant specialists in-person to understand the grants available, including Fire Prevention Grants for development of a Wildland Fire Management Plan, and California Forest Improvement Program grants (which appear to be on quarterly cycles, with the next one ending May 30, 2020), among others.
- Contact other entities that have obtained grants, such as the Santa Cruz County RCD, to better understand ways they can assist or collaborate in obtaining grants.
- To inform any grant-writing efforts, obtain copies of previous successful grants applications (where publicly available), such as the recently awarded grants of over \$5.3M to the Santa Cruz RCD.

We will prepare a memorandum summarizing the grant options and opportunities, including the funder, if cost-sharing is required, the grant application timing and requirements, and the estimated level of effort to prepare the grant, should it be a fit for the District.

The focus will be on obtaining planning grants for preparation of a more comprehensive Wildland Fire Management Plan to cover fire behavior modeling and a fire hazard risk assessment, crossing jurisdictional and ownership boundaries, in addition to on District-owned lands.

2.2.3 Subtask 2.2: Assist with Grant Applications, as Applicable

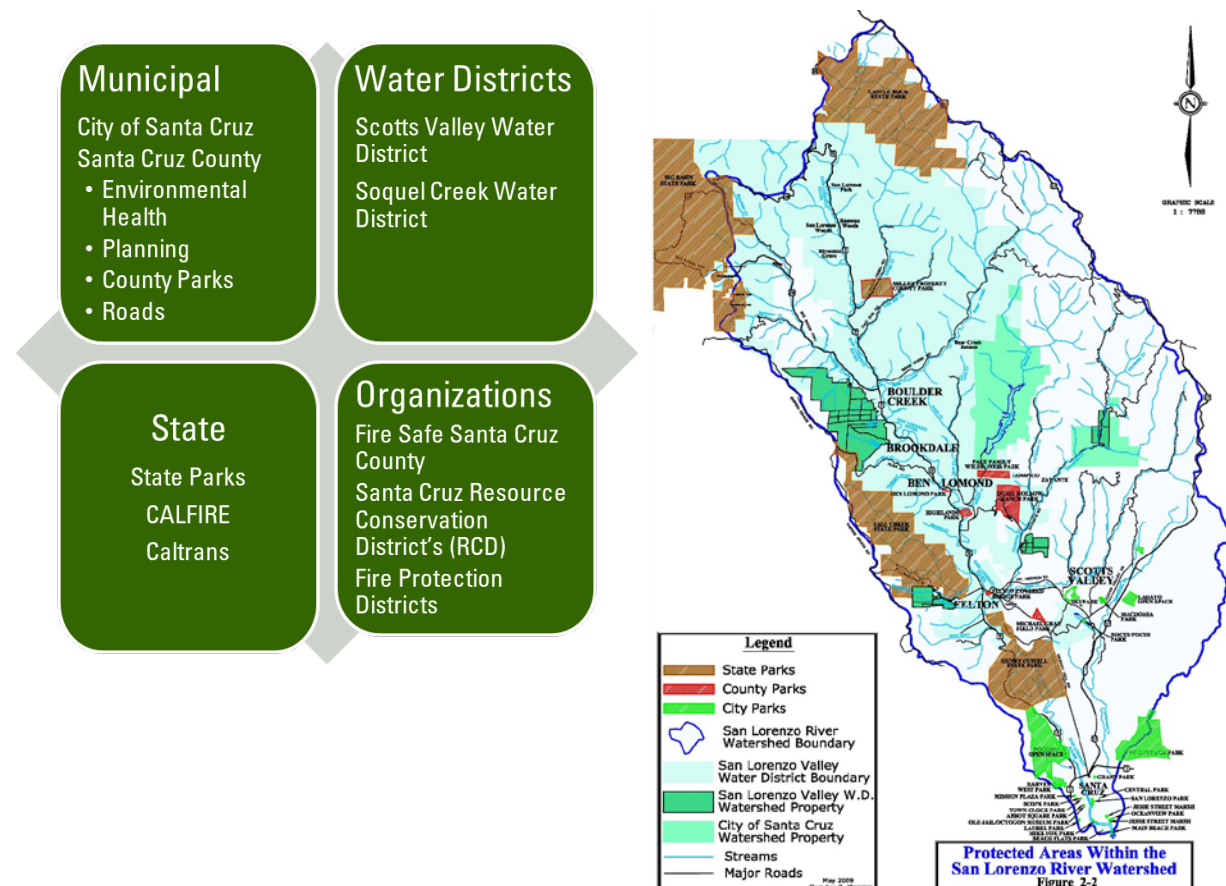
Different grants will require different levels of efforts. The Panorama team will assist in the preparation of a grant application, up to the level of effort defined in the budget.

DELIVERABLES: Grant application materials or portions thereof (within allocated budget)

2.3 Task 3: Meetings to Understand Potential for a Larger Collaborative Effort

2.3.1 Goal

The goal of this task is to start a conversation with the multiple entities that may become a part of a larger planning effort to protect the San Lorenzo River Watershed from catastrophic wildland fire that would impact water quality and resources. Given the District's interests in water supply and ecosystem health to support water supply, it may be desirable for the District to lead a regional planning effort, provided it can be grant-funded. The primary entities with a stake in the watershed are shown in the following graphic and map.



2.3.2 Subtask 3.1: Contact Potential Stakeholders to Identify Interests and Roles

Panorama would contact each of the key stakeholders, initially on an individual basis, to provide general information on a multi-jurisdictional integrated effort and

DELIVERABLES: Summary of parties interested in a larger effort and meeting

to see if each is interested in participating in a planning meeting. Information to be provided will include the reasons for a multi-jurisdictional effort given fire risks in the region, messaging on the benefits of an integrated effort, and grant opportunities for a planning effort focused on the overall San Lorenzo River watershed.

2.3.3 Subtask 3.2: Lead an Interagency Planning Meeting to Initiate a Larger Planning Effort

The purpose of this task will be to hold a roundtable meeting to discuss how a larger planning effort could be implemented, including through the acquisition of grants to fund the planning effort, establishment of a Technical Advisory Committee, and roles of each entity in the overall effort.

DELIVERABLES: Meeting materials and notes; memorandum summarizing outcome and next steps

3 Schedule

We would implement Tasks 1 through 3 on the following schedule.

Task	Start	End
1: Data Collection and Initial Work to Protect Most Critical Infrastructure		
1.1 Collect Existing Data and Review Background Materials	April 1, 2020	April 15, 2020
1.2 Identify Areas for Infrastructure Protection Including Defensible Space and Hardening	April 15, 2020	May 15, 2020
1.3 Prepare a Memorandum Summarizing Defensible Space and Hardening Work Recommendations	May 1, 2020	May 15, 2020
1.4 Identify CEQA Process to Allow for Initial Work	May 1, 2020	May 31, 2020
2: Research and Apply for Grants for Planning and Vegetation Management Work		
2.1 Research Grant Opportunities	April 1, 2020	June 1, 2020
2.2. Assist with Grant Applications	TBD (will depend on grant)	TBD
3: Meetings to Understand Potential Stakeholders to Identify Interest and Roles		
3.1 Contact Potential Stakeholders to Identify Interest and Roles	April 1, 2020	May 1, 2020
3.2 Lead an Interagency Planning Meeting to Initiate a Larger Planning Effort	June 1, 2020	June 30, 2020

4 Staff

The roles and qualifications of the key staff that would contribute to this effort are described below. The key staff that would contribute to each subtask are then presented in the table.

- **Tania Treis: Panorama**
 - **Role:** Overall project management, Tania will oversee the work and be the primary point of contact for the District.
- **Sean Pagnon: Panorama**
 - **Role:** Sean is an environmental planner and will assist Tania in performing research and authoring documents.
- **Jason Moghaddas and Scott Conway: SIG**
 - Jason and Scott are fire ecologists. Jason is a Registered Professional Forester. Jason and Scott will lead the identification of initial fuel treatments to protect critical infrastructure with the assistance of Scott Conway. Scott's role will be more involved at the grant application phase and if a grant is obtained under a future scope of work to implement fire modeling and hazard assessment.
- **Carl Rudeen and/or Corey Fong: SIG/Panorama**
 - **Role:** Carl and Corey are GIS experts and would provide GIS support and mapping.
- **Phil Dye, Prometheus Fire Consulting**
 - **Role:** Phil is a retired fire fighter with decades of municipal and wildland fire experience. He will help evaluate sites in the field for fuel treatment and other fire management related infrastructure needs or constraints.

Task	Key Staff
1: Data Collection and Initial Work to Protect Most Critical Infrastructure	
1.1 Collect Existing Data and Review Background Materials	Jason Moghaddas, Carl Rudeen, Scott Conway, Tania Treis
1.2 Identify Areas for Infrastructure Protection Including Defensible Space and Hardening	Jason Moghaddas, Phil Dye, Tania Treis, Scott Conway
1.3 Prepare a Memorandum Summarizing Defensible Space and Hardening Work Recommendations	Tania Treis, Sean Pagnon
1.4 Identify and Implement CEQA Process to Allow for Initial Work	Tania Treis, Sean Pagnon, Corey Fong

2: Research and Apply for Grants for Planning and Vegetation Management Work

2.1 Research Grant Opportunities	Tania Treis, Sean Pagnon, Jason Moghaddas
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2.2. Assist with Grant Applications	Tania Treis, Sean Pagnon, Jason Moghaddas, Scott Conway
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3: Meetings to Understand Potential Stakeholders to Identify Interest and Roles

3.1 Contact Potential Stakeholders to Identify Interest and Roles	Tania Treis, Sean Pagnon,
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3.2 Lead an Interagency Planning Meeting to Initiate a Larger Planning Effort	Tania Treis, Jason Moghaddas, Scott Conway, Sean Pagnon
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5 Budget

5.1 Estimated Costs

The estimated budget is shown in the following table, broken out by subtask.

Task	Estimated Costs
1: Data Collection and Initial Work to Protect Most Critical Infrastructure	
1.1 Collect Existing Data and Review Background Materials	\$2,500
1.2 Identify Areas for Infrastructure Protection Including Defensible Space and Hardening	\$17,500
1.3 Prepare a Memorandum Summarizing Defensible Space and Hardening Work Recommendations	\$1,600
1.4 Identify and Implement CEQA Process to Allow for Initial Work	\$10,000
2: Research and Apply for Grants for Planning and Vegetation Management Work	
2.1 Research Grant Opportunities	\$12,400
2.2. Assist with Grant Applications	\$8,500
3: Meetings to Understand Potential Stakeholders to Identify Interest and Roles	
3.1 Contact Potential Stakeholders to Identify Interest and Roles	\$2,500
3.2 Lead an Interagency Planning Meeting to Initiate a Larger Planning Effort	\$5,000
Total	\$60,000

5.2 Rates

Panorama Environmental, Inc., (Panorama) proposes to provide services on a time and materials basis. The rate sheet for Panorama staff is provided below and is followed by our subconsultant rates, and direct costs/other charges. Rates are identified by staff position. Our rates increase by approximately 4 percent (4%) per year. Rates here are for 2020. Note that for the scope of work included here, not all positions would be contributing to the effort. Section 4 identifies the team members that would participate in this initial scope of work.

5.2.1 Panorama

Position	Rate per Hour
Principal	\$200

Sr. Consultant/Director	\$195
Sr. Manager	\$190
Sr. Project Manager/Scientist (Planner) V/Project Manager	\$185
Environmental Scientist (Planner) IV/Project Manager	\$170
Environmental Scientist IV/Planner IV/Project Manager	\$165
Air Quality/Noise Specialist	\$165
Fire Ecologist	\$165
Environmental Scientist III/Planner III	\$155
Visual Resources Specialist	\$150
Environmental Scientist II/Planner II	\$145
Cartographer/GIS Specialist II	\$135
Environmental Scientist I/Planner I	\$125
Senior Biologist	\$125
Environmental Analyst III	\$120
Cartographer/GIS Specialist I	\$115
Environmental Analyst II	\$110
Document Production	\$100
Environmental Analyst I	\$100
Administration	\$90
Public Facilitator	\$215

5.2.2 Subconsultants

Spatial Informatics Group	Hourly Rate
Fire Ecologist	\$165
Forester	\$165
GHG Expert	\$150
GIS, Data Modeler, Technician	\$140

Prometheus Fire Consulting and Fire Poppy Consulting	Hourly Rate
Fire Ecologist	\$140
Fire Consultant	\$140

Nomad Ecology	Hourly Rate
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Principal	\$115
Project Manager/Permitting Specialist	\$125
Senior Biologists	\$115
Biologists	\$110
GIS Specialist	\$110

Basin Research Associates	Hourly Rate
President/Principal Archaeologist	\$150
Research Scientist	\$140
Historian	\$135
Paleontologist	\$125
Archaeologist	\$87-\$125
Archaeologist Technician	\$79-\$100
GIS/Graphics	\$97
Administrative Assistant	\$74

Other Charges

Mileage for standard vehicles (2WD) is charged at the IRS Standard Rates for the current year (\$0.57/mile). Mileage for off-road (4WD) vehicles is charged at \$0.75/mile. Travel expenses are billed at cost. UAV is charged only at the hourly technician's rate.

Outside services, equipment, and facilities not furnished directly by Panorama or our Subconsultants will be billed at cost plus 15% including, but not limited to:

Shipments and express delivery	Special fees, permits, insurance, etc.
Printing and photographic reproductions	Subcontractor rates
Rental of equipment	Supplies

Payment is net 30 days. Thereafter, one percent (1%) interest per month will be charged on the unpaid balance.

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Novel Coronavirus (COVID-19) Operational Plan and Board of Directors Meeting Schedule
DATE: March 19, 2020

Recommendation:

It is recommended that the Board of Directors review this memo in regard to the District's response to the Novel Coronavirus (COVID-19) pandemic. Staff is recommending that we reduce the Board of Directors meetings to one per month for April and May 2020. Consider canceling the April 2 and May 7, 2020 Board of Directors meetings.

Background:

As part of the California response to address the global COVID-19 Pandemic, on March 4, 2020 Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19. The proclamation comes as the number of positive California cases rise and following four COVID-19 deaths.

The County of Santa Cruz has declared a local health emergency in regard to COVID-19 as there has been four confirmed cases in Santa Cruz County.

While COVID-19 is non-lethal for the vast majority of patients and many do not require medical oversight, the disease does present a serious risk for medically vulnerable individuals, particularly those over 60 years old and people with certain pre-existing medical conditions.

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet). This occurs through respiratory droplets produced when an infected person coughs or sneezes (California Department of Public Health).

The California Department of Public Health also recommends that "gatherings of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people, while also following social distancing guidelines".

In regards to District staffing We have distributed memos to all staff for the purpose of providing information concerning the virus, resources available to staff, and planning considerations the District is taking to protect staff's health and safety while also preparing for continuity of District operations. As schools close and daycare becomes interrupted, outside of the box accommodations for staff may be necessary.

The District has moved forward implementing an Emergency Operations Plan with continual updates as information becomes available. Senior Staff are meeting as necessary updating and organizing plans.

Emergency Response Plan - Highlights

Posting on Social Media, Website and front door of the administration Building asking customers not to come into the office with any symptoms of COVID-19 (including the flu, fever or cough), has traveled or been in close contact with someone who has travelled to a high-risk country as identified by the US Centers for Disease Control in the last 14 days, or has been informed by public health officials or health care providers that you are suspected of or confirmed to have COVID-19.

Overall, customers are encouraged to make their payments online and contact the District by email or telephone.

Water Treatment

Water Treatment staff are reducing meetings with outside parties, canceling all Water Treatment Plant tours, increasing routine cleanings of the work space and emphasizing heightened awareness and avoidance of illness to the extent that they can. In the event we have a staff member become ill, we anticipate that we'll bring in an external cleaning contractor and do what we can to make the workplace as safe as possible for other staff.

We have created and implemented two (2) separate Water Treatment teams with the purpose of isolating each team in order to minimize the likelihood of infection to the entire Water Treatment Department. We have addressed external suppliers related to chemical deliveries etc. and have increased our chemical and mission critical supplies inventory to maintain water production and quality. The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as the District's, should remove or inactivate the virus that causes COVID-19 (State Department of Water Resources).

Customer Service/Finance

If disruption in customer payments are experienced or if there are customers that are not able to pay their bill because of their work closing (loss of income), we would suspend all aspects of the past due process and work closely with customers.

Accounts Payable would still need to continue. Utility bills, credit cards, gas cards etc. are turned off for non-payment. This realistically is an in office required job and cannot be completed remotely.

Distribution Department

The distribution department has implemented a plan isolating equipment to single staff use and a ridged disinfection process. In addition, separating and paring of staff has been implemented.

Board of Directors Meetings

There are telecommunicating options available and Governor Newsom issued an executive order further enhancing State and Local Government's ability to respond to COVID-19 suspending certain Brown Act Rules among other items. The order "Allows local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically" (state website).

In the short term staff is recommending that the Board cancel the April 2, 2020 and May 7, 2020 Board of Directors meetings, reducing Board of Directors Meeting to one per month for the next 2 months. District Council is reviewing the changes to the Brown Act with more recommendations to follow.

As more and more information becomes available and shutdown of services intensifies staff will adjust as needed. County wide water purveyors are working together sharing information and supporting one another.



**BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER
DISTRICT
MINUTES
MARCH 5, 2020**

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

1. Convene Meeting 5:32 p.m.
Roll Call: L. Farris, B. Fultz, R. Moran, S. Swan, L. Henry were all present.
Staff: R. Rogers, G. Nicholls, H. Hossack
2. Additions and Deletions to Closed Session Agenda: None
3. Oral Communications Regarding Items in Closed Session: None
4. Adjournment to Closed Session 5:34 p.m.
 - a. CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Section 54956.9(d)(2): One case
5. Convene to Open Session at 6:30 p.m.
6. Report of Actions Taken in Closed Session
7. Roll Call (Open Session): L. Farris, B. Fultz, R. Moran, S. Swan, L. Henry were all present.
Staff: R. Rogers, G. Nicholls, D. Langfield, J. Furtado, S. Hill, H. Hossack
8. Additions and Deletions to Open Session Agenda: None
9. Oral Communications: None
10. Unfinished Business:
 - a. SAN LORENZO VALLEY WATER DISTRICT WEBSITE
S. Hill introduced the new website. She explained that the new website is in transition. She described some of the features.
S. Swan congratulated staff for
R. Rogers said a lot of work went into the design by the Director of Finance, S. Hill. She is to be commended for effort in this process.
Discussion by the Board and staff regarding the website.

B. Holloway, Boulder Creek-said that he couldn't open the website.
Discussion by Board and staff regarding the transition time for the new website.

- b. NACCARI PROPERTY: APN 078-233-05
- R. Rogers introduced this item and explained the reason for acquiring the Naccari property.
- Discussion by the Board and staff regarding of size and gallons of the proposed tank.
- R. Rogers continued his presentation. He compared the current site and the Naccari property.
- G. Nicholls as co-negotiator for this property, she provided a brief recap of what happened.
- B. Fultz asked for the appraisal.
- G. Nicholls said that the property appraised at \$9500.
- Discussion by the Board and staff regarding the appraisal.
- G. Nicholls presented the alternatives going forward; 1) continue the negotiations - so far unsuccessful, 2) initiate steps to acquire the lot via eminent domain, 3) resolicit construction bids for the current site.
- R. Rogers said that the 3rd alternative not acceptable by the District.
- Discussion by the Board and staff regarding the 3rd alternative.
- G. Nicholls said it is difficult to put an exact dollar amount on this project. There are uncertainties because of environmental and geotechnical studies to be completed.
- Discussion by Board and staff regarding eminent domain.
- R. Rogers made a staff recommendation. He would like the negotiators to make a last, best and final written offer and if not accepted to go forward with eminent domain.
- L. Henry said that she feels that \$88,000 is agreeable, but not the other stipulations.
- N. Naccari requested longer than 5 minutes. He stated his position.
- Discussion between Board and Naccari regarding appraisals, time of construction, fire flow, road, water storage, location and size of the tank, vegetation.
- C. Wood, Ben Lomond-noted that there will be retaining walls needed. He was concerned about Dundee Ave. He thinks a pump station not good for property values.
- Kelly, Ben Lomond-said that he thinks the tank is way too large. He asked for story poles for the project.
- Discussion by the Board and neighbors regarding the pump station noise, set back from redwood trees, sight of tank, devaluation of property, and road repairs.
- B. Holloway, Boulder Creek-asked if the lot is on the corner, how big is the mainline.
- R. Gordon, Ben Lomond-asked about the road and traffic.
- R. Rogers said that will be the biggest impact to the neighborhood.
- Discussion by the staff and neighbors regarding the one-way traffic and water storage.
- P. Parker, Ben Lomond-asked where exactly the tank will be and the size of the tank. He would like a visual of the property. Wants to know why alternative 3 is being discounted.
- M. Naccari asked what is meant by time in and time out.
- Staff and Board discussed what time in, time out is.
- N. Naccari asked about emergency use of the road. He also liked \$88, 000 for 88,000 gallons.

Discussion by the Board, staff and public regarding the 2 inch pipes, parking at construction site and road repair.

C. Wood is concerned about the emergency use of the road.

Discussion by the Board and staff regarding sizing of tanks for fire flow.

R. Moran said that he was enthusiastic about this project.

B. Fultz said that he lives across from a tank on a one lane road and is facing the same situation. He is not in favor of \$88,000 and would like a lesser amount. Should be acquired without restraints.

N. Naccari said that is the only price he will accept.

S. Swan made a motion to direct the negotiators to continue to negotiate with Mr. Naccari on the terms and price.

L. Henry questioned how long are we going to continue negotiations.

G. Nicholls staff would request that if the Board is going to direct that course of action, to either approve the draft written offer or something close to it with modifications.

B. Fultz questioned if the Board approves the offer letter will there be a subsequent price on approval of a contract.

G. Nicholls said there will be a subsequent vote on the contract.

Discussion by the Board and staff regarding the offer, not including the size of the tank.

G. Nicholls described the offer as the last, best and final offer.

S. Swan said that is the motion. The motion was seconded.

Dir. Farris, Dir. Moran, Pres. Swan, Dir. Henry voted in favor of the motion.

Dir. Fultz voted no.

c. DECLARATION OF SURPLUS DISTRICT PROPERTY

R. Rogers introduced this item.

Discussion by the Board and staff regarding the appraisal of this property.

B. Fultz questioned the process for surplus property.

G. Nicholls said the property has to be offered to other agencies first.

Discussion by the Board and staff regarding possible agencies interested in the property.

R. Rogers said the District has no use for the property and described it.

C. Dzenzel asked about what SVWD plans to do with the property if acquired.

R. Rogers explained that he doesn't know what SVWD has in mind for the property.

N. Macy asked if SVWD would be allowed to use the existing well water.

R. Rogers said he believed so but it would have to be approved and permitted by the State.

Discussion by the Board and staff regarding the property and possible water production.

B. Holloway questioned the permit.

Discussion by the staff and public regarding the treatment of the water.

G. Nicholls said you have to offer it first to other agencies.

L. Ford, Felton-he assisted Rick in collecting documents on the potentially surplus property for the District. In general it's reasonable to surplus property. However this parcel was not in the documents he researched so he was not able to look into this property.

R. Rogers said those properties did not transfer over to the District until 2015 and the manual hasn't been updated since 2009.

Discussion by the Board, public and staff regarding injection wells.

C. Baughman said the District should hold on to the property until you know why they want to purchase it.

B. Fultz said it's so far off out Dist. property but we might be able to use it to negotiate something with the GSA, he thinks that is what Chuck is suggesting.

Discussion by the Board and staff regarding this property.

L. Henry made a motion to declare Manana Woods well site as surplus property, as per Resolution No. 19 (19-20). The motion was seconded.

R. Moran said he has heard other Board members wanting to sell surplus property to increase revenue. He supports the process; however we can get the best price.

Discussion by the Board and staff regarding putting the property to auction.

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

d. PUBLIC ADVISORY COMMITTEE ON FACILITIES

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

L. Henry heard that the Committee was only planning to meet for 1 hour once a month and she doesn't think that is enough time.

R. Rogers responded that they are a strong committee and they will be getting information ahead of meetings to do research on their own.

Discussion by the Board and staff regarding the Facilities Committee.

L. Farris said he has 6 comments for the Committee;

1. agrees with the accessibility to public transportation
2. believes that the Admin & Ops should be in close proximity
3. look closely at alternatives to renovate the Johnson Bldg.
4. move the Boardroom to the new location
5. should accommodate at least 20 years of growth
6. the current Admin Bldg. should be surplusd to partially fund expansion.

B. Fultz said

1. he is not set on one space for everything, he would like to decentralize
2. No Taj Mahal
3. Give the Committee latitude and let them do what they will

R. Rogers said one of the questions that came from the Committee was, does the Board have any "wants".

R. Moran we need to jet set where the old Chevrolet set.

B. Thomas, Facilities Chairperson, said this has been helpful. The Committee didn't want a deal breaker, no Taj Mahal. She said it is helpful to have leeway to be creative about approaching the solutions. Rick is a great resource.

e. AWARD OF BID-PURCHASE FOR GENERATORS

J. Furtado introduced this item and read from the staff memo.

Discussion by the Board and staff regarding the regarding the bid.

R. Moran questioned defensible space.

J. Furtado responded that there is a pad, of asphalt, base rock or dirt. The propane tank is always on a pad as well.

Discussion by Board and staff regarding solar, noise from the generators.

B. Fultz questioned the budgeting for the generators.

Discussion by the Board and staff regarding budgeting for the generators.

C. Dzenzel questioned use of these generators.

L. Ford noted that the generators could be going on for weeks.

Discussion by Board and staff regarding access, permitting, knowing if a generator isn't working.

S. Swan made a motion to award Watts On the contract for the 10 new generators as specified and authorize the District Manager to enter into a contract with Watts On totaling \$500,867.87. The motion was seconded. All present voted in favor of the motion. Motion passed.

f. FALL CREEK FISH LADDER CONSTRUCTION

D. Langfield introduced this item and read from the staff memo.

B. Fultz questioned the budget for this year on this item.

Discussion by the Board and staff regarding budgeting and amendments to the contracts.

R. Moran said he is happy this is finally getting done.

Discussion by the Board and staff regarding the Fish Ladder.

C. Dzenzel said she is encouraged because her husband was able to film steelhead spawning.

S. Swan made a motion to authorize the District Manager to enter into contract with Waterways Consulting and the Resource Conservation District. The motion was seconded.

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

11. New Business:

a. LETTER TO PACIFIC GAS & ELECTRIC

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

Discussion by Board and staff regarding the tree removal and locations of cutting.

N. Macy explained the PG & E wildfire plan and removal of trees.

Discussion by the Board, staff and public regarding best practices by PG&E. The letter should be taken to the Environmental Committee for edits.

B. Holloway referred to the letter and thinks that endangered is the wrong word to use for the salmonid.

S. Swan said that the Board has given direction to take the letter to the Environmental Committee.

12. Consent Agenda:

a. MINUTES FROM BOARD OF DIRECTORS MEETING FEBRUARY 20, 2019

13. Written Communication: None

14. Informational Material: None

15. Adjournment 9:46 p.m.

MEMO

To: District Manager
From: Engineering Manager
Subject: March 2020 Engineering Department Monthly Report
Date: March 19, 2020

Recommendation:

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

Projects in Construction:

Quail Well 5A & Olympia Well 3 Rehabilitation Project: Construction rehabilitation work on the wells is continuing. The Olympia Well 3 rehab was very successful. Pumping rates increased from 90 to 350 gallon per minute. Work on the Olympia Well is now complete and work is underway Quail Well 5A. Work is expected to be complete by the end of February.

Projects in Design:

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

2019 Pipeline Replacement Project: Work on the design of the 2019 Pipeline Project is continuing. Survey work is now complete. Based on the work product reviewed at the meeting, the Consultant is behind schedule. We are currently working on a plan to take advantage of the prime bidding months with a partial project of 2 of the pipelines (California and Hillside).

Bear Creek Estates Wastewater Alternatives Analysis: Work on the wastewater alternative analysis is complete. A report has been submitted and is being reviewed by staff and the Engineering Committee. We will be setting a meeting with the Bear Creek Estates Wastewater customers.

Glen Arbor Bridge Water Main Replacement Project: Work on the Glen Arbor Pipeline is underway. Preliminary alignment plans have been submitted by the designer and reviewed by staff.

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

Fall Creek Fish Ladder Project: Work on the design of the Fall Creek Fish Ladder continues. The 65% plans were recently delivered to our environmental consultant to begin resource agency permit acquisition. Staff are working to organize the project, establish a project schedule and coordinate any supplemental contacts necessary to complete the project.

Lyon Slide Project: After review and discussion at the Engineering Committee, staff are working on a RFP to retain an environmental consultant. This consultant will evaluate the two construction options included in the geotechnical reports from HKA and determine a preferred option after consultation with the resource agencies.

Lompico Tanks Replacement: The award of the construction bids was approved for Anderson Pacific and we have had a pre-construction meeting.

Lompico Tanks Replacement - Construction Management: The award of the Construction Management consultant contract went to MME and we have had a pre-construction 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: March 19, 2020

RECOMMENDATION:

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

BACKGROUND:

BUDGET

This Board meeting will have an in depth look at the operating revenue and expenses. This starts to show how the annual budget will be shaping up, any major changes or initiatives etc.

CUSTOMER SERVICE SUPPORT

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

REVENUE STABILIZATION RATE ANALYSIS

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of January 2020 consumption, the cumulative consumption is 1% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

WEBSITE

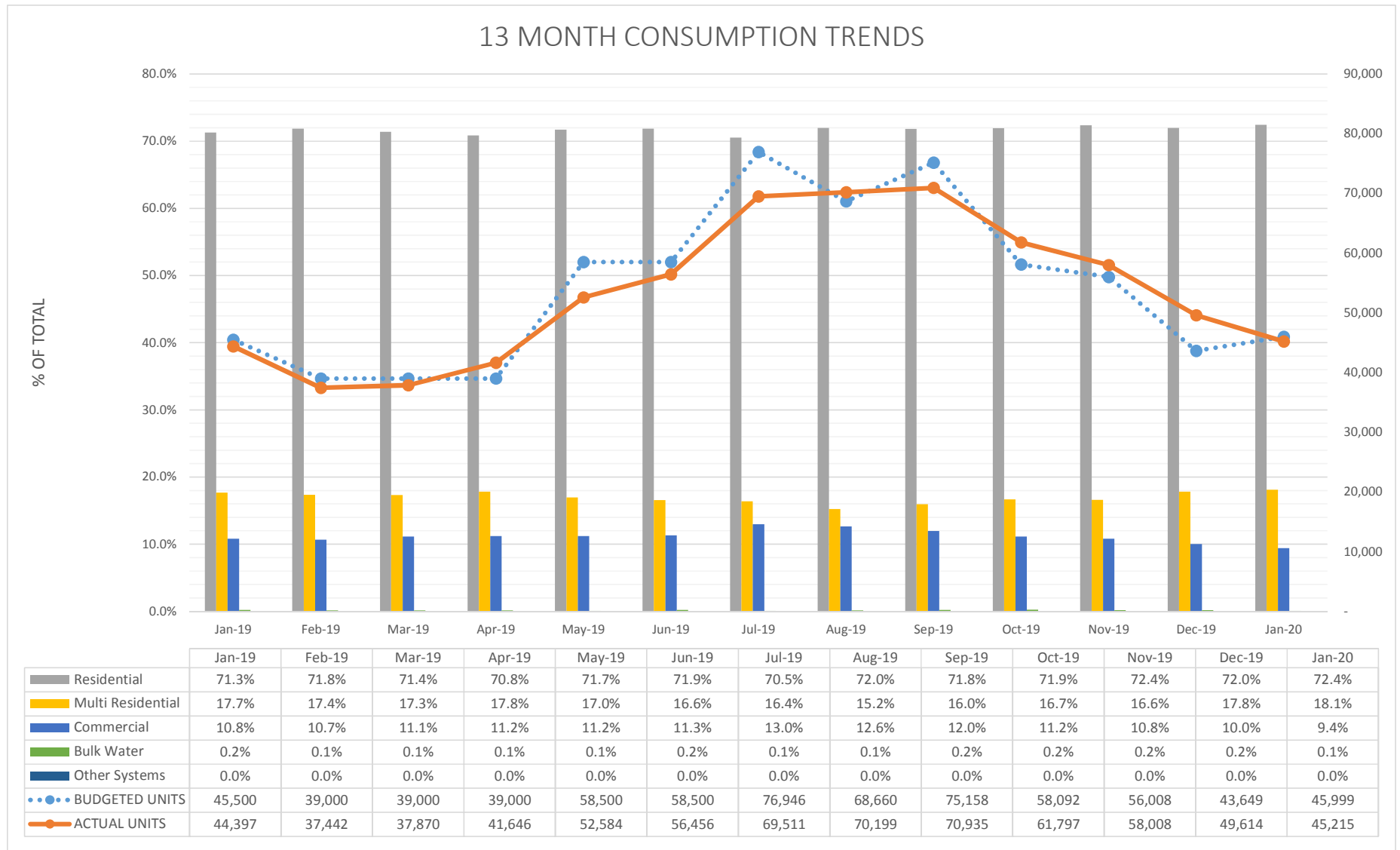
The new website launched on 3/5/2020. Over that first weekend we already began having customers utilize the web forms online, which is great to see! There will continue to be review and development of the new site.

FINANCIAL SUMMARY

January YTD is tracking relatively as expected. Consumption was lower in the summer months, yet higher in Nov/Dec, so we will continue to monitor. Expenses always track slightly higher the beginning of the year, this is due to a lot of once a year invoices being paid, such as the workman comp and liability insurances. Please see the Financial report for further detail.

- Operating Revenue: Consumption has been tracking slightly below prior years averages, but it is too early to tell how significantly it could impact the full year.
- Operating Expenses: Expenses are in line with expectations, given the large volume of annual invoices typically paid in July of each year. While there will be some savings from timing of new hires, the PG&E PSPS events were unanticipated increased expenditures.
- Operating Income (loss): Summer months typically carry a higher operating income, that helps carry us through the lower winter consumptions months.
- Overall Outlook: The numbers are in line with expectations. We will continue to monitor consumption trends for any significant shifts from expectations.

	January		Full Year	
	Current Month	YTD	Budget	% of Budget
Operating Revenue	\$ 786,001	\$ 6,238,070	\$ 10,817,670	58%
Operating Expenses	\$ 678,663	\$ 4,360,325	\$ 7,817,156	56%
Operating Income	\$ 107,338	\$ 1,877,744	\$ 3,000,514	63%



CUSTOMER SERVICE DEPT SUMMARY

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

					*	*			*	*	*	*		*
Monthly Stats:	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19
Cut In/Outs	32	36	48	48	42	58	83	142	97	105	83	60	38	58
Tags	0	154	222	151	90	120	184	169	95	256	95	238	124	210
Turn-offs	0	42	40	33	14	30	38	23	21	30	35	19	34	38

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

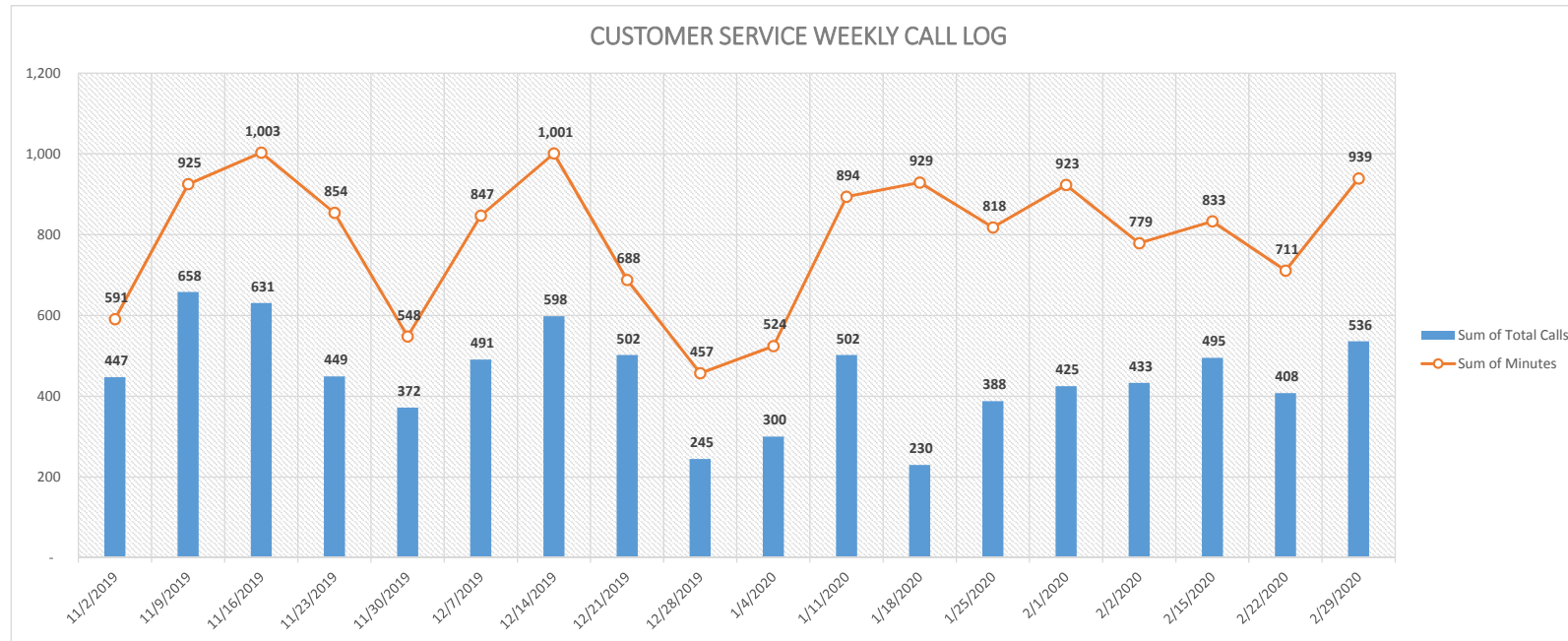
Online / Going Green [1]

As of 03/04/2020

Online Sign-ups	4,748	4,706	4,649	4,646	4,589	4,504	4,439	4,414	4,334	4,293	4,240	4,184	4,120	4,078
E-Bills	1,836	1,806	1,794	1,781	1,763	1,727	1,697	1,686	1,624	1,590	1,522	1,413	1,378	1,356
Auto Pay	3,015	2,987	2,962	2,943	2,901	2,874	2,778	2,707	2,518	2,551	2,725	2,706	2,659	2,716

* Due to timing, had abnormal tag periods

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



Week Ending	Incoming Calls		Outgoing Calls		Total Calls	
	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes
11/2/2019	228	499	159	92	447	591
11/9/2019	428	773	230	152	658	925
11/16/2019	368	869	163	134	631	1,003
11/23/2019	283	653	166	200	449	854
11/30/2019	257	462	115	86	372	548
12/7/2019	325	748	166	99	491	847
12/14/2019	367	817	231	184	598	1001
12/21/2019	297	564	205	124	502	688
12/28/2019	167	369	78	88	245	457
1/4/2020	209	476	91	48	300	524
1/11/2020	340	794	162	101	502	894
1/18/2020	317	716	213	213	230	929
1/25/2020	252	685	136	132	388	818
2/1/2020	284	821	141	102	425	923
2/2/2020	272	632	161	147	433	779
2/15/2020	284	647	211	186	495	833
2/22/2020	237	528	171	184	408	711
2/29/2020	342	724	194	215	536	939

Weekly Notes
No tags due to the power outages; 14660 West Park, 215 Ridge, 7766 Hwy 9, Park Dr., Scenic Dr.
Tags & Turn off, Main Breaks: 350 More Dr., 595 Romona Dr., Twin Pines Dr., Ralston Ridge, 100 Brookside Dr., 1120 Dundee Ave., Azuela Ave., Alameda, 530 Western,
Closed for Vetrans Day, Tags, Main Breaks: 105 East Rd., Flat St., Ralston Ridge, 10783 Vera Ave., Boulder St., 14830 Hwy 9, 403 Meadow Dr., 15610 Hwy 9, Kings Creek, Shadowbrook Ln.
Turn off, Main Breaks: Primavera Rd., Fireside, 10331 California Dr.
Closed for Thanksgiving two days, Main Breaks: 11392 Lake Dr., 155 Shadowbrook Ln., 12530 Boulder St., Zayante School Rd., Orchard Rd.
Tags, Main Breaks: 13374 Hwy 9, 1250 Country Club, Madrona Dr., Fernwood Ave., 498 Ralston Ridge.
Turn off & Tags, Main Breaks: 125 Blue Ridge Dr., Blackstone Dr., 9440 Mill St., Tressel Pass, 120 Nellie Ln, 340 River St., 710 Scenic Wy., 325 Ridge Dr., Behind Joes Bar near AT & T.
Turn off, Main Breaks: Condor Dr., 560 Whispering Pines, 11949 Lakeshore, 780 Condor, 1605 Jackson, 12145 Monan Way, 150 Lovers Ln, 9737 Manzanita,
Closed for Holiday, Main Breaks: Kings Creek Rd., 13335 Hwy 9, 126 Moonridge Dr., 15171 Hwy, 1315 Dundee, 10670 West Dr.
Closed for New Years, Main Breaks: 12734 Irwin Wy., 120 Sweet Pea Ln., Band Rd., 535 Valley View.
Tags, Main Breaks: 819 Hillcrest Dr., Sylvan Way, 13350 West Park.
Turn off, Main Breaks: 500 Block of Carrol.
Tags, Main Breaks: 428 Bar Dr.
Turn off, Main Breaks: 15177 Bear Creek Rd.,
Apple Knoll, Lorenzo Ave., E. Lomond.
Main break Hwy 9
Holiday, Flushing Begins, 113 Oak St., 222 Main St., 151 High St., Harmon
Flushing, 455 Hillview, 440 Orman, Willowbrook Dr., 1401 Bear Creek Rd. 13090 Pine St.,

REVENUE STABILIZATION RATE ANALYSIS FY1920

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

MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

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

ACTUAL FY1920 CONSUMPTION

FY1920	69,511	70,199	70,935	61,797	58,008	49,614	45,215						425,280
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CUMULATIVE ANALYSIS

% Above or Below Average	-7%	-8%	-3%	-1%	9%	9%	-2%
Cumulative %	-7%	-8%	-6%	-5%	-3%	-1%	-1%

NOTES:

Consumption is cumulatively slightly below the prior three year average baseline. As of January 2020 consumption, the cumulative consumption is 1% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

OPERATING ANALYSIS - JANUARY 2020

REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 498,458	63.4%	\$ 474,097	\$ 24,362	5%	7%	\$ 7,395,500	68%
BASIC CHARGES	268,955	34.2%	253,337	15,618	6%	9%	3,163,000	29%
METERS, PENALTIES & OTHER	6,350	0.8%	9,315	(2,965)	-32%	5%	127,000	1%
SEWER CHARGES	12,238	1.6%	10,018	2,220	22%	9%	132,170	1%
TOTAL OPERATING REVENUE	\$ 786,001	100.0%	\$ 746,768	\$ 39,234	5%	7%	\$ 10,817,670	100%

REVENUE COMMENTS

Water Usage: Jan 2020 was 2% higher the same time in Jan of the prior year. Remaining basic charge increase was due to the rate increase.

Sewer Charges: New rates went into effect Dec 19.

EXPENSES BY CATEGORY

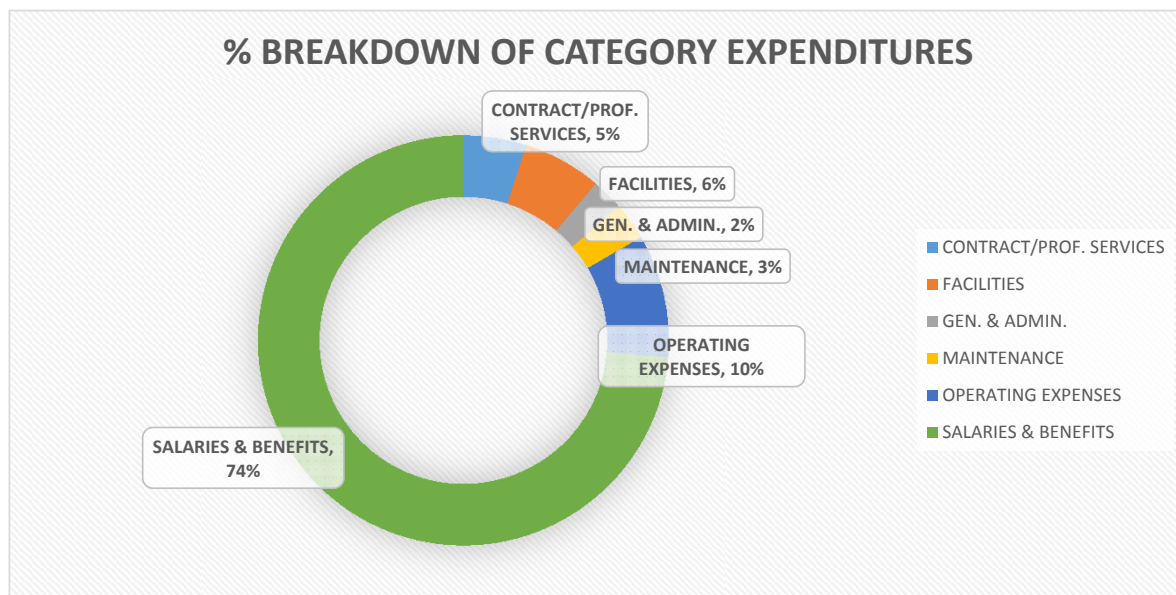
DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 500,042	73.7%	\$ 486,163	\$ 13,879	3%	10%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	33,532	4.9%	53,160	(19,628)	-37%	3%	1,070,711	14%
OPERATING EXPENSES	65,935	9.7%	48,946	16,988	35%	15%	435,250	6%
MAINTENANCE	19,863	2.9%	19,160	703	4%	9%	218,850	3%
FACILITIES	42,119	6.2%	42,726	(607)	-1%	7%	591,700	8%
GEN. & ADMIN.	17,172	2.5%	18,171	(999)	-5%	5%	335,670	4%
TOTAL OPERATING EXPENSES	\$ 678,663	100%	\$ 668,327	\$ 10,336	2%	9%	\$ 7,817,156	100%

EXPENSE COMMENTS

Overall expenses tracked similar to prior year.

Prof. Serv: Savings from lower environmental programs contractors compared to PY.

Legal Bills: Legal bill had not come in yet to post in January (was \$10K), prior year January legal was \$20K.



OPERATING ANALYSIS - YTD FY1920 (JULY-JANUARY)

REVENUE BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
WATER USAGE	\$ 4,291,104	68.8%	\$ 4,113,791	\$ 177,313	4%	58%	\$ 7,395,500	68%
BASIC CHARGES	1,829,783	29.3%	1,717,406	112,377	7%	58%	3,163,000	29%
METERS, PENALTIES & OTHER	43,075	0.7%	47,760	(4,685)	-10%	34%	127,000	1%
SEWER CHARGES	74,107	1.2%	61,756	12,351	20%	56%	132,170	1%
TOTAL OPERATING REVENUE	\$ 6,238,070	100.0%	\$ 5,940,714	\$ 297,356	5%	58%	\$ 10,817,670	100%

REVENUE COMMENTS

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

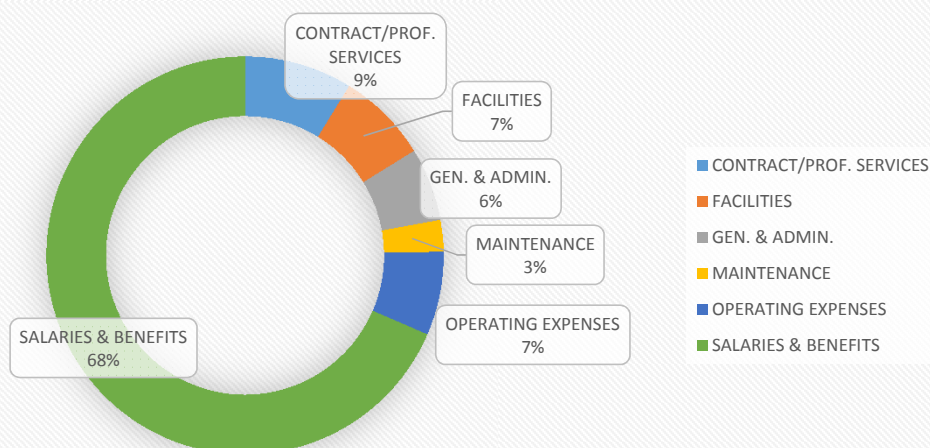
EXPENSES BY CATEGORY

DESCRIPTION	COMPARING AGAINST PRIOR YEAR					COMPARING AGAINST BUDGET		
	ACTUALS	% OF TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Act. % of Budget	ANNUAL BUDGET	% of Annual
SALARIES & BENEFITS	\$ 2,977,303	68.5%	\$ 2,828,727	\$ 148,576	5%	58%	\$ 5,164,975	66%
CONTRACT/PROF. SERVICES	381,544	8.8%	566,337	(184,793)	-33%	36%	1,070,711	14%
OPERATING EXPENSES	295,232	6.8%	242,891	52,342	22%	68%	435,250	6%
MAINTENANCE	111,413	2.6%	88,036	23,377	27%	51%	218,850	3%
FACILITIES	322,127	7.4%	312,386	9,741	3%	54%	591,700	8%
GEN. & ADMIN.	258,279	5.9%	236,251	22,028	9%	77%	335,670	4%
TOTAL OPERATING EXPENSES	\$ 4,345,899	100%	\$ 4,274,629	\$ 71,271	2%	56%	\$ 7,817,156	100%

EXPENSE COMMENTS

Contract/Prof. Serv.: Legal prior year was \$63K higher. Enviro programs \$95K less than PY
Operating Expenses were higher due to generator rentals for the PG&E PSPS
Maintenance was high due to major truck bed repair, this was budgeted for.
Facilities were higher due to timing of bills yr over yr
Gen&Admin: \$18K increase to liability insurance year over year.

% BREAKDOWN OF CATEGORY EXPENDITURES



OPERATING ANALYSIS - YTD TREND FY1920

REVENUE BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	769,863	682,882	663,649	563,770	498,458	4,291,104	7,395,500	58%
BASIC CHARGES	253,518	253,941	254,187	260,905	269,295	268,982	268,955	1,829,783	3,163,000	58%
METERS, PENALTIES & OTHER	5,620	9,985	3,620	6,080	5,865	5,555	6,350	43,075	127,000	34%
SEWER CHARGES	10,013	9,857	10,174	10,012	10,013	11,801	12,238	74,107	132,170	56%
TOTAL OPERATING REVENUE	627,395	1,028,021	1,037,844	959,879	948,822	850,108	786,001	6,238,070	10,817,670	58%

EXPENSES BY CATEGORY

DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	764,139	305,763	357,510	335,364	353,677	360,808	500,042	2,977,303	5,164,975	58%
CONTRACT/PROF. SERVICES	21,644	34,367	44,713	161,807	43,290	56,616	33,532	395,970	1,070,711	37%
OPERATING EXPENSES	20,127	30,756	32,644	26,514	76,847	42,409	65,935	295,232	435,250	68%
MAINTENANCE	6,890	25,710	14,630	12,671	21,182	10,467	19,863	111,413	218,850	51%
FACILITIES	11,977	52,999	55,767	58,349	52,967	47,950	42,119	322,127	591,700	54%
GEN. & ADMIN.	131,372	18,702	14,045	27,839	15,178	33,971	17,172	258,279	335,670	77%
TOTAL OPERATING EXPENSES	956,149	468,298	519,309	622,545	563,141	552,220	678,663	4,360,325	7,817,156	56%
OPERATING INCOME (LOSS)	(328,754)	559,723	518,535	337,334	385,680	297,887	107,338	1,877,744	3,000,514	63%

COMMENTS

REVENUE/EXPENSES:

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

GENERAL/PROCESS:

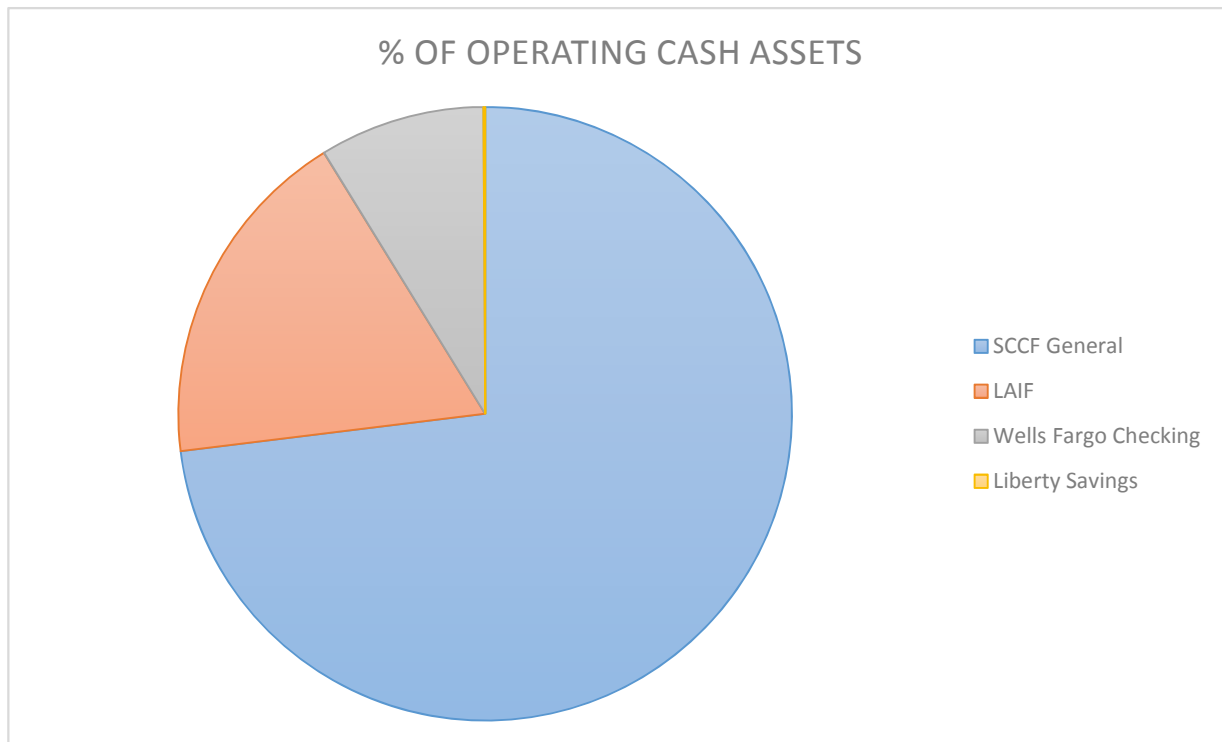
There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District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

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

CASH BALANCES AS OF

1/31/2020

		Ave Interest Rate
OPERATING ACCOUNTS	CASH BALANCE	
Wells Fargo Checking	\$ 419,561	0.35%
Liberty Savings	\$ 4,521	0.15%
LAIF	\$ 874,342	2.04%
SCCF General	\$ 3,519,435	2.10%
OPERATING BALANCE	\$ 4,817,858	
RESTRICTED ACCOUNTS		
SCCF Lompico Assessment District	\$ 146,497	2.10% For AD Projects
SCCF Olympia Assessment District	\$ 82,018	2.10% For Debt Repayment
SCCF Probation Tank Loan Proceeds	\$ 1	2.10% Loan Proceeds
SCCF \$14.5M COP Proceeds	\$ 14,604,373	2.10% Loan Proceeds
CB&T Escrow Fund SRF	\$ 111,692	0.09% For Debt Repayment
CB&T Escrow Fund DOWR	\$ 184,487	0.09% For Debt Repayment
RESTRICTED BALANCE	\$ 15,129,068	



G/L Balances

Criteria: As Of = 1/31/2020; Fund = 76644, 76530

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 -- SLV-LOMPICO WTR, EFF 6/2/16					
Sub-Fund 76530001 -- SLV-WTR, EFF 6/2/16					
000	NOT APPLICABLE	0.00	9.30	(47,523.82)	(47,514.52)
101	EQUITY IN POOLED CASH	167,067.65	47,523.18	(8.66)	214,582.17
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(165,703.75)	0.00	0.00	(165,703.75)
Total Sub-Fund 76530001		0.00	47,532.48	(47,532.48)	0.00
Sub-Fund 76530200 -- SLV-LOMPICO WTR-ASSESSMENTS					
000	NOT APPLICABLE	0.00	257,133.16	(163,300.62)	93,832.54
101	EQUITY IN POOLED CASH	557,702.39	163,300.62	(257,133.16)	463,869.85
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 76530200		0.00	420,433.78	(420,433.78)	0.00
Total Fund 76530		0.00	467,966.26	(467,966.26)	0.00
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644001 -- SAN LORENZO VALLEY WATER TRUST					
000	NOT APPLICABLE	0.00	700,079.41	(1,977,505.82)	(1,277,426.41)
101	EQUITY IN POOLED CASH	1,681,679.61	1,977,500.36	(700,073.95)	2,959,106.02
201	VOUCHERS PAYABLE (VENDOR)	0.00	700,000.00	(700,000.00)	0.00
344	FUND BALANCE	(1,681,679.61)	0.00	0.00	(1,681,679.61)
Total Sub-Fund 76644001		0.00	3,377,579.77	(3,377,579.77)	0.00
Sub-Fund 76644100 -- SAN LORENZO VLY WTR-OLYMPIA MU					
000	NOT APPLICABLE	0.00	24,603.98	(25,311.77)	(707.79)
101	EQUITY IN POOLED CASH	81,310.01	25,311.77	(24,603.98)	82,017.80
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76644100		0.00	49,915.75	(49,915.75)	0.00
Sub-Fund 76644200 -- SLV WATER-SUBFD FOR LOAN CASH					
000	NOT APPLICABLE	0.00	1,851,178.02	(11,913.78)	1,839,264.24
101	EQUITY IN POOLED CASH	1,839,265.23	11,913.78	(1,851,178.02)	0.99
201	VOUCHERS PAYABLE (VENDOR)	0.00	565,157.38	(565,157.38)	0.00
344	FUND BALANCE	(1,839,265.23)	0.00	0.00	(1,839,265.23)
Total Sub-Fund 76644200		0.00	2,428,249.18	(2,428,249.18)	0.00

Run: 3/6/2020 11:16 AM Includes transactions posted through: 3/6/2020

G/L Balances

Criteria: As Of = 1/31/2020; Fund = 76644, 76530

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance</u>	<u>Year-To-Date Debits</u>	<u>Year-To-Date Credits</u>	<u>End Balance</u>
Fund 76644 -- SAN LORENZO VALLEY WATER TRUST					
Sub-Fund 76644300 -- SLV WATER 2019 COP-SUBFD					
000	NOT APPLICABLE	0.00	10,450.75	(14,643,198.22)	(14,632,747.47)
101	EQUITY IN POOLED CASH	0.00	14,643,198.22	(10,450.75)	14,632,747.47
Total Sub-Fund 76644300		0.00	14,653,648.97	(14,653,648.97)	0.00
Total Fund 76644		0.00	20,509,393.67	(20,509,393.67)	0.00

California State Treasurer
Fiona Ma, CPA



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

February 12, 2020

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

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER
13060 HIGHWAY 9
BOULDER CREEK, CA 95006

[Tran Type Definitions](#)

January 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/15/2020	1/14/2020	QRD	1629340	SYSTEM	4,994.16

Account Summary

Total Deposit:	4,994.16	Beginning Balance:	869,347.40
Total Withdrawal:	0.00	Ending Balance:	874,341.56

Accounts Payable

Checks by Date - Detail by Check Number

User: rachelmunoz
Printed: 3/5/2020 11:03 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10005 290932	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	03/04/2020		4,215.00
Total for this ACH Check for Vendor 10005:				0.00	4,215.00
ACH	00054 120_3658024062A 120_3658024062B 120_3658024062C 120_3658024062D	PACIFIC GAS AND ELECTRIC UTILITIES_ADMIN UTILITIES_OPS UTILITIES_WTP UTILITIES_BCE WASTEWATER	02/18/2020		703.15 7,907.60 17,081.28 224.91
Total for this ACH Check for Vendor 00054:				0.00	25,916.94
ACH	10005 282863	ICMA RETIREMENT C/O M & T RETIRI RETIREMENT WITHHOLDING_PP ENDING	02/21/2020		4,265.00
Total for this ACH Check for Vendor 10005:				0.00	4,265.00
ACH	10261 5610645A 5610645B	CAPITAL ONE BANK PROBATION TANK LOAN_PRINCIPAL PROBATION TANK LOAN_INTEREST	02/24/2020		34,818.77 41,170.14
Total for this ACH Check for Vendor 10261:				0.00	75,988.91
ACH	00178 MAR_2020.1 MAR_2020.2 MAR_2020.3 MAR_2020.4 MAR_2020.5 MAR_2020.6 MAR_2020.7 MAR_2020.8 MAR_2020.9	CALPERS HEALTH INSURANCE_ADMIN HEALTH INSURANCE_FINANCE HEALTH INSURANCE_ENGINEERING HEALTH INSURANCE_OPS HEALTH INSURANCE_ENVIRON HEALTH INSURANCE_RETIRED EMPLOYE HEALTH INSURANCE_WTP HEALTH INSURANCE_ADMIN FEE HEALTH INSURANCE	03/01/2020		2,405.96 14,653.39 768.49 18,685.85 768.49 900.00 9,849.89 146.95 2,209.96
Total for this ACH Check for Vendor 00178:				0.00	50,388.98
18794	00383 1401588-5	A TOOL SHED RENTAL	02/19/2020		46.75
Total for Check Number 18794:				0.00	46.75
18795	00545 487481	AFLAC 2020 INSURANCE PREMIUMS	02/19/2020		221.77
Total for Check Number 18795:				0.00	221.77
18796	00767 0991391821	ANTHEM BLUE CROSS MEDICARE RX_03/01/20-04/01/20	02/19/2020		77.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18796:	0.00	77.80
18797	00055	AT&T	02/19/2020		
	220_9607380489A	PHONE_ADMIN			303.21
	220_9607380489B	PHONE_OPS			4,362.08
	220_9607380489C	PHONE_WTP			2,396.76
	220_9607380489D	PHONE_BCE WASTEWATER			480.82
			Total for Check Number 18797:	0.00	7,542.87
18798	00309	AT&T IP SERVICES	02/19/2020		
	0664523505	PHONE SYSTEM_195 KIRBY STREET			277.02
			Total for Check Number 18798:	0.00	277.02
18799	00687	AT&T U-VERSE	02/19/2020		
	20520_137458730	INTERNET_13057 HWY 9			85.60
			Total for Check Number 18799:	0.00	85.60
18800	00687	AT&T U-VERSE	02/19/2020		
	20620_132166881	INTERNET_MANANA WOODS			101.65
			Total for Check Number 18800:	0.00	101.65
18801	10025	BADGER METER, INC	02/19/2020		
	80046331	BEACON SERVICES			1,687.96
			Total for Check Number 18801:	0.00	1,687.96
18802	01077	JOSEPH B BEASLEY	02/19/2020		
	021020_1077	UNIFORM			190.36
			Total for Check Number 18802:	0.00	190.36
18803	00342	BRASS KEY LOCKSMITH	02/19/2020		
	93664	LOCKS FOR SAMPLE STATIONS			260.95
	93838	FM2 KEYS			21.20
			Total for Check Number 18803:	0.00	282.15
18804	00788	COMCAST	02/19/2020		
	2420_0302438	INTERNET_1075 WHISPERING PINES			195.01
			Total for Check Number 18804:	0.00	195.01
18805	00290	CONTRACTOR COMPLIANCE & MONI	02/19/2020		
	12458	COMPLIANCE SERVICES			500.00
			Total for Check Number 18805:	0.00	500.00
18806	00703	DATAFLOW BUSINESS SYSTEMS, INC	02/19/2020		
	283050	INK FOR TASK ALPHA			12.50
			Total for Check Number 18806:	0.00	12.50
18807	10286	DAVID SHANE ELLETT	02/19/2020		
	OFFICE REPAIR	JOHNSON BUILDING			90.85
			Total for Check Number 18807:	0.00	90.85
18808	00343	ERNIE'S SERVICE CENTER	02/19/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	82168	VE-228 SERVICE			401.13
			Total for Check Number 18808:	0.00	401.13
18809	00058 05519	IHWY MONTHLY SERVER SUPPORT	02/19/2020		25.00
			Total for Check Number 18809:	0.00	25.00
18810	00336 JAN2020	LAND TRUST OF SANTA CRUZ COUN OLYMPIA PATROLS	02/19/2020		312.40
			Total for Check Number 18810:	0.00	312.40
18811	10245 1207856670	LOGMEIN USA, INC, AUDIO SERVICE_JAN2020	02/19/2020		54.54
			Total for Check Number 18811:	0.00	54.54
18812	00082 243336	MID VALLEY SUPPLY KITCHEN_BATH SUPPLIES	02/19/2020		210.44
			Total for Check Number 18812:	0.00	210.44
18813	10158 505137A 505137B	NOSSAMAN, LLP PROFESSIONAL FEES DISBURSEMENTS	02/19/2020		9,287.00 402.44
			Total for Check Number 18813:	0.00	9,689.44
18814	00944 4621	PDNC, INC. MONTHLY SERVER SUPPORT	02/19/2020		562.68
			Total for Check Number 18814:	0.00	562.68
18815	00050 082-122-04	CO. OF SANTA CRUZ RECORDER'S OF LIEN RELEASE_082-122-04	02/19/2020 VOID	15.00	
			Total for Check Number 18815:	15.00	0.00
18816	00512 E155129	RIVERSIDE LIGHTING WELDER PLUG INSTALL_FELTON ACRES	02/19/2020		98.46
			Total for Check Number 18816:	0.00	98.46
18817	00001 7719-655831	ROYAL WHOLESALE ELECTRIC WELLS ROAD	02/19/2020		297.08
			Total for Check Number 18817:	0.00	297.08
18818	00125 348659 592281 592285 592308 592313 592360 592365 592406	SCARBOROUGH LUMBER SAMPLE STATION INSTALL ENGINEERING OFFICE ENGINEERING OFFICE ENGINEERING OFFICE ENGINEERING OFFICE ENGINEERING OFFICE ENGINEERING OFFICE PRESSURE GAUGE	02/19/2020		91.37 31.44 31.03 7.68 32.28 29.77 7.76 10.19
			Total for Check Number 18818:	0.00	241.52
18819	00047	SOIL CONTROL LAB	02/19/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0010679	WATER ANALYSIS			145.00
			Total for Check Number 18819:	0.00	145.00
18820	10118 7424	WINE COUNTRY BALANCE LAB SCALE CALIBRATION	02/19/2020		500.00
			Total for Check Number 18820:	0.00	500.00
18821	00687 020720_13218201	AT&T U-VERSE U-VERSE_345 QUAIL TERRACE	02/21/2020		85.60
			Total for Check Number 18821:	0.00	85.60
18822	00788 020820_1236058	COMCAST INTERNET_17277 HWY 9	02/21/2020		195.51
			Total for Check Number 18822:	0.00	195.51
18823	00788 020620_1318955	COMCAST INTERNET_1150 REBECCA DRIVE	02/21/2020		145.01
			Total for Check Number 18823:	0.00	145.01
18824	00788 020620_1236017	COMCAST INTERNET_295 EAST ROAD	02/21/2020		195.51
			Total for Check Number 18824:	0.00	195.51
18825	00788 020820_1323641	COMCAST INTERNET_365 MADRONE DR OFC	02/21/2020		267.75
			Total for Check Number 18825:	0.00	267.75
18826	00788 020620_1318922	COMCAST INTERNET_3652 GRAHAM HILL RD	02/21/2020		145.01
			Total for Check Number 18826:	0.00	145.01
18827	00788 020820_1323583	COMCAST INTERNET_365 MADRONE DRIVE	02/21/2020		267.75
			Total for Check Number 18827:	0.00	267.75
18828	00788 020520_1236165	COMCAST INTERNET_280 BLUE RIDGE DRIVE	02/21/2020		195.51
			Total for Check Number 18828:	0.00	195.51
18829	00788 020720_1236124	COMCAST INTERNET_15819 FOREST HILL DR	02/21/2020		195.51
			Total for Check Number 18829:	0.00	195.51
18830	10190 1014	SANTA MARGARITA GROUNDWATER REMAINDER OF FY 19-20 BUDGET	02/21/2020		73,955.25
			Total for Check Number 18830:	0.00	73,955.25
18831	UB*00705	JANMARIE SILVERA Refund Check	02/21/2020		33.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18831:	0.00	33.13
18832	UB*00706	RICK THOMAS Refund Check	02/21/2020		1.60
			Total for Check Number 18832:	0.00	1.60
18833	10134 46289_MAR2020A 46289_MAR2020B	WESTERN ALLIANCE BANK - LOAN P. REFUNDING BOND_PRINCIPAL REFUNDING BOND_INTEREST	02/24/2020		242,515.97 10,926.50
			Total for Check Number 18833:	0.00	253,442.47
18834	00162 000109012797	ANTHEM BLUE CROSS RETIRED EMPLOYEE MEDICAL_03/01/20-0	02/26/2020		390.99
			Total for Check Number 18834:	0.00	390.99
18835	00309 973492502A 973492502B 973492502C	AT&T IP SERVICES IP SERVICES_ADMIN IP SERVICES_OPS IP SERVICES_WTP	02/26/2020		252.91 252.91 252.91
			Total for Check Number 18835:	0.00	758.73
18836	10025 S1124033.001A S1124033.001B S1124033.001C S1124033.001D	BADGER METER, INC METER 1" BADGER MODEL 55 COMPLETE METER 3/4"X3/4" BADGER MODEL 35 METER 5/8" X 3/4" BADGER MODEL 25 CO ME ENDPOINT DRIVE-BY_NICOR CONNEC	02/26/2020		496.15 869.20 5,229.04 4,336.77
			Total for Check Number 18836:	0.00	10,931.16
18837	00034 MAR2020_34	DAVE BASLER CALPERS	02/26/2020		75.00
			Total for Check Number 18837:	0.00	75.00
18838	00145 P23015549 P23765154	BATTERIES PLUS RTU BATTERY REPLACEMENT LYON PLANT_BATTERY BACKUP	02/26/2020		19.57 121.86
			Total for Check Number 18838:	0.00	141.43
18839	00220 33223	BAY BUILDING JANITORIAL,INC JANITORIAL SERVICES_FEB 2020	02/26/2020		474.42
			Total for Check Number 18839:	0.00	474.42
18840	00342 952397	BRASS KEY LOCKSMITH SAMPLE STATION LOCKS	02/26/2020		260.95
			Total for Check Number 18840:	0.00	260.95
18841	00099 MAR2020_99	JOEL BUSA CALPERS	02/26/2020		125.00
			Total for Check Number 18841:	0.00	125.00
18842	10207 FEB20_2535A FEB20_2535B	CITI CARDS_COSTCO DOODLE.COM COSTCO	02/26/2020		72.00 60.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	FEB20_2535C	SAFEWAY			54.90
	FEB20_2535D	FAWCETT BOAT SUPPLIES			30.14
	FEB20_2535E	AMAZON			23.65
	FEB20_2535F	CALIFORNIA SPECIAL DISTRICT			104.00
	FEB20_2535G	EXPEDIA			248.68
	FEB20_2535H	EVITE, INC			59.99
			Total for Check Number 18842:	0.00	653.84
18843	00788	COMCAST	02/26/2020		
	021120_1171123	INTERNET_23 SUMMIT AVE			155.01
			Total for Check Number 18843:	0.00	155.01
18844	00788	COMCAST	02/26/2020		
	021520_1236074	INTERNET_200 ANNIES WAY			195.51
			Total for Check Number 18844:	0.00	195.51
18845	00788	COMCAST	02/26/2020		
	021620_1018662	INTERNET_264 ORCHARD ROAD			150.01
			Total for Check Number 18845:	0.00	150.01
18846	00273	CORELOGIC, INC.	02/26/2020		
	30462308	REALQUEST SERVICES			206.00
			Total for Check Number 18846:	0.00	206.00
18847	00037	CO. OF SANTA CRUZ DEPT OF PUBLIC	02/26/2020		
	37086A	REBATE PROGRAM			10.00
	37086B	DUMP FEES			97.17
			Total for Check Number 18847:	0.00	107.17
18848	00061	DHS PUBLIC HEALTH LAB	02/26/2020		
	2655	TICK_LYME TEST			35.00
			Total for Check Number 18848:	0.00	35.00
18849	00312	DOCTORS ON DUTY	02/26/2020		
	1188698	EMPLOYEE PHYSICAL			80.00
	1192754	EMPLOYEE PHYSICAL			80.00
			Total for Check Number 18849:	0.00	160.00
18850	00076	ERNIE'S AUTO CENTER	02/26/2020		
	809146	GAS CAP_VE-275			16.16
			Total for Check Number 18850:	0.00	16.16
18851	00343	ERNIE'S SERVICE CENTER	02/26/2020		
	82474	SERVICE_VE-155			334.53
	82632	ABS SENSOR_VE-280			1,965.18
	82665	SERVICE_VE-341			1,644.07
	82866	SERVICE_VE-264			1,041.71
	82914	SERVICE_VE-335			1,071.39
	82993	SERVICE_VE-224			98.44
	83087	SERVICE_VE-230			527.59
	83158	SERVICE_VE-380			76.58
			Total for Check Number 18851:	0.00	6,759.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
18852	00450	EUROFINS	02/26/2020		
	L0494611	WATER ANALYSIS			160.00
	L0497390	WATER ANALYSIS			40.00
Total for Check Number 18852:				0.00	200.00
18853	00118	FARMER BROTHERS COFFEE	02/26/2020		
	69829412	COFFEE SUPPLIES			217.15
Total for Check Number 18853:				0.00	217.15
18854	00210	FISHER SCIENTIFIC	02/26/2020		
	8546824	THERMOMETER			75.63
	9020014	LAB SUPPLIES			39.74
Total for Check Number 18854:				0.00	115.37
18855	00329	GRAINGER	02/26/2020		
	9433613883	PVC VALVES			322.69
Total for Check Number 18855:				0.00	322.69
18856	00080	GRANITE CONSTRUCTION CO	02/26/2020		
	1184728	CREDIT			-34.08
	1185621	CREDIT			-34.80
	1741991	BASE ROCK			76.85
	1747969	BASE ROCK			67.85
Total for Check Number 18856:				0.00	75.82
18857	00550	HACH COMPANY	02/26/2020		
	11829164	LAB SUPPLIES			1,770.13
Total for Check Number 18857:				0.00	1,770.13
18858	00208	LEONARD KUHNLEIN	02/26/2020		
	MAR2020_208	CALPERS			125.00
Total for Check Number 18858:				0.00	125.00
18859	10249	BRAD MACDONALD	02/26/2020		
	01282020_10249	AFTER HOURS MEALS			15.00
	021920_10249A	UNIFORMS			107.92
	021920_10249B	UNIFORMS			274.66
Total for Check Number 18859:				0.00	397.58
18860	10288	KRAIG MITCHELL	02/26/2020		
	02112020_10288	UNIFORM			185.71
Total for Check Number 18860:				0.00	185.71
18861	00662	JAMES A. MUELLER	02/26/2020		
	MAR20_662	CALPERS			50.00
Total for Check Number 18861:				0.00	50.00
18862	10246	OVISS LABS INCORPORATED	02/26/2020		
	15409	PASO WELLS CAMERA UPGRADE			1,888.77
Total for Check Number 18862:				0.00	1,888.77
18863	00302	POLLARDWATER.COM	02/26/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0159399	MAN HOLE COVER HOOK			51.45
			Total for Check Number 18863:	0.00	51.45
18864	00711 S1919141.001	ROBERTS & BRUNE CO. INVENTORY 6004-021_1102-440	02/26/2020		626.59
			Total for Check Number 18864:	0.00	626.59
18865	10151 827934	OSCAR RODAS MAINTENANCE	02/26/2020		250.00
			Total for Check Number 18865:	0.00	250.00
18866	00142 61-0155611 61-0156259	SAN LORENZO LUMBER SAMPLE STATION INSTALL RODENT CONTROL	02/26/2020		3.91 35.01
			Total for Check Number 18866:	0.00	38.92
18867	10233 32365A 32365B 32365C 32365D 32365E	SCHAAF & WHEELER, CONSULTING C PIPELINE PROJECT_WO#1234 PIPELINE PROJECT_WO#1235 PIPELINE PROJECT_WO#1284 PIPELINE PROJECT_WO#1286 PIPELINE PROJECT_WO#1604	02/26/2020		15,454.49 288.03 633.65 518.44 15,539.51
			Total for Check Number 18867:	0.00	32,434.12
18869	00746 67980	SCOTTS VALLEY BANNER FLUSHING NOTICE_01/31/2020	02/26/2020		160.00
			Total for Check Number 18869:	0.00	160.00
18870	00493 ACC50452	SPRINGBROOK SOFTWARE, INC TRANSACTION FEES	02/26/2020		1,506.50
			Total for Check Number 18870:	0.00	1,506.50
18871	10184 272489 272490	THATCHER COMPANY, INC SYSTEM CHLORINE DRUM CREDIT	02/26/2020		3,757.27 -640.00
			Total for Check Number 18871:	0.00	3,117.27
18872	00369 MAR2020_369	CAROLE TRIANTAFILLOS CALPERS	02/26/2020		125.00
			Total for Check Number 18872:	0.00	125.00
18873	00727 116704719	ULINE SHIPPING SUPPLIES NITRILE GLOVES	02/26/2020		253.26
			Total for Check Number 18873:	0.00	253.26
18874	00721 114-9807546A 114-9807546B	UNITED SITE SVCS.,INC SANITARY SERVICE SANITARY SERVICE	02/26/2020		107.66 107.66
			Total for Check Number 18874:	0.00	215.32
18875	00768 137570	USA BLUEBOOK REPLACEMENT PARTS FOR CHEMICAL FE	02/26/2020		2,497.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18875:	0.00	2,497.67
18876	00011	VERIZON WIRELESS	02/26/2020		
	9848368868A	CELL PHONE_ADMIN			24.65
	9848368868B	CELL PHONE_OPS			361.42
	9848368868C	CELL PHONE_WTP			103.07
			Total for Check Number 18876:	0.00	489.14
18877	10156	VORTEX INDUSTRIES, INC	02/26/2020		
	44-1412589	LYON PLANT AUTOMATIC GATE			895.00
			Total for Check Number 18877:	0.00	895.00
18878	10280	WATER WORKS ENGINEERS	02/26/2020		
	10382	BCE WASTEWATER_WO#842			9,939.02
			Total for Check Number 18878:	0.00	9,939.02
18879	01053	WATERWAYS CONSULTING, INC.	02/26/2020		
	13-054B-04	FISH LADDER FINAL DESIGN_WO#280			1,518.50
			Total for Check Number 18879:	0.00	1,518.50
18880	10152	WESTAMERICA BANK	02/26/2020		
	FEB2020_10152A	TRUCK LOAN_INTEREST			156.49
	FEB2020_10152B	TRUCK LOAN_PRINCIPAL			1,944.19
			Total for Check Number 18880:	0.00	2,100.68
18881	00011	VERIZON WIRELESS	02/26/2020		
	9848368867A	CELL PHONE_ADMIN			44.74
	9848368867B	CELL PHONE_FINANCE			94.63
	9848368867C	CELL PHONE_ENGIN			44.74
	9848368867D	CELL PHONE_OPS			553.81
	9848368867E	CELL PHONE_WTP			397.97
			Total for Check Number 18881:	0.00	1,135.89
18882	00313	MET LIFE	02/27/2020		
	021420_313A	DENTAL_ADMIN			199.82
	021420_313B	DISABILITY_ADMIN			84.83
	021420_313C	LIFE INSURANCE_ADMIN			33.30
	021420_313D	DENTAL_FINANCE			1,475.59
	021420_313E	DISABILITY_FINANCE			287.45
	021420_313F	LIFE INS_FINANCE			138.19
	021420_313G	DENTAL_ENG			268.65
	021420_313H	DISABILITY_ENG			96.24
	021420_313I	LIFE INS_ENG			33.30
	021420_313J	DENTAL_OPS			1,849.40
	021420_313K	DISABILITY_OPS			310.11
	021420_313L	LIFE INSURANCE_OPS			176.49
	021420_313M	DENTAL_ENVIR			65.07
	021420_313N	DISABILITY_ENVIR			31.93
	021420_313O	LIFE INS_ENVIR			16.65
	021420_313P	DENTAL_WTP			1,630.23
	021420_313Q	DISABILITY_WTP			400.22
	021420_313R	LIFE INSURANCE_WTP			173.16
			Total for Check Number 18882:	0.00	7,270.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
18883	00399	VISION SERVICE PLAN - (CA)	02/27/2020		
	808785234A	2020 INSURANCE PREMIUMS			28.44
	808785234B	2020 INSURANCE PREMIUMS			221.52
	808785234C	2020 INSURANCE PREMIUMS			38.58
	808785234D	2020 INSURANCE PREMIUMS			333.74
	808785234E	2020 INSURANCE PREMIUMS			22.28
	808785234F	2020 INSURANCE PREMIUMS			199.96
Total for Check Number 18883:				0.00	844.52
18884	00766	CA DEPT OF FISH & WILDLIFE	03/02/2020		
	022820_766	CDFW LSA PROGRAM_PERMIT FEES_WO#			5,430.50
Total for Check Number 18884:				0.00	5,430.50
18885	00057	AFSCME COUNCIL 57	03/04/2020		
	FEB20_57	UNION DUES_FEB2020			868.40
Total for Check Number 18885:				0.00	868.40
18886	00589	ALLARD'S SEPTIC SERVICE	03/04/2020		
	7854	KIRBY PLANT PUMP OUT			300.00
Total for Check Number 18886:				0.00	300.00
18887	00729	ALPHA ANALYTICAL LABS	03/04/2020		
	0021751-SLVWD	LAB FEES-ANALYTICAL SERVICES			430.00
	0023246-SLVWD	LAB FEES-ANALYTICAL SERVICES			1,032.00
Total for Check Number 18887:				0.00	1,462.00
18888	00055	AT&T	03/04/2020		
	0220_8313355273	PHONE_FELTON ACRES			187.92
Total for Check Number 18888:				0.00	187.92
18889	00309	AT&T IP SERVICES	03/04/2020		
	2847423504A	IP SERVICES_ADMIN			396.08
	2847423504B	IP SERVICES_OPS			396.08
	2847423504C	IP SERVICES_WTP			396.08
Total for Check Number 18889:				0.00	1,188.24
18890	00309	AT&T IP SERVICES	03/04/2020		
	21320_834287386	LONG DISTANCE_ADMIN			25.41
Total for Check Number 18890:				0.00	25.41
18891	10025	BADGER METER, INC	03/04/2020		
	1342884	BADGER ANNUAL METER READING SOFT			2,160.00
Total for Check Number 18891:				0.00	2,160.00
18892	10113	BANK MIDWEST	03/04/2020		
	MARCH20_10113A	SOLAR LOAN_INTEREST			712.56
	MARCH20_10113B	SOLAR LOAN_PRINCIPAL			2,537.34
Total for Check Number 18892:				0.00	3,249.90
18893	00145	BATTERIES PLUS	03/04/2020		
	P20453396	UPS BATTERY & INVERTER			282.11
	P20491342	PRESSURE RECORDER BATTERIES			31.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	RA2652413	PHONE SCREEN REPAIR			239.75
			Total for Check Number 18893:	0.00	553.14
18894	01077 021420_1077	JOSEPH B BEASLEY SHOE REPAIR	03/04/2020		20.00
			Total for Check Number 18894:	0.00	20.00
18895	10173 012320_10173	CARLY BLANCHARD VARIOUS TRAVEL EXPENSES	03/04/2020		232.11
			Total for Check Number 18895:	0.00	232.11
18896	UB*00697	KELLIE BRENDLEN Refund Check	03/04/2020		66.50
			Total for Check Number 18896:	0.00	66.50
18897	00415 MARCH20_415	CA BANK & TRUST/GOV SVC DEPT_10 1976 SAFE DRINKING WATER BOND	03/04/2020		15,581.43
			Total for Check Number 18897:	0.00	15,581.43
18898	UB*00709	YUCHIH CHIANG Refund Check	03/04/2020		139.89
			Total for Check Number 18898:	0.00	139.89
18899	00363 FEB20_363	CINCINNATI LIFE INSURANCE CO 2020 INSURANCE PREMIUMS_FEB2020	03/04/2020		28.00
			Total for Check Number 18899:	0.00	28.00
18900	01050 4377735-0213973	COLONIAL LIFE 2020 INSURANCE PREMIUMS	03/04/2020		559.04
			Total for Check Number 18900:	0.00	559.04
18901	00788 21920_1028380	COMCAST INTERNET_7400 HWY 9	03/04/2020		155.01
			Total for Check Number 18901:	0.00	155.01
18902	10271 B90116.00-04 B90116.00-05	EKI ENVIRONMENT & WATER AS NEEDED HYDROGEOLOGICAL CONSULTING AS NEEDED HYDROGEOLOGICAL CONSULTING	03/04/2020		6,459.95 10,530.25
			Total for Check Number 18902:	0.00	16,990.20
18903	00076 808814	ERNIE'S AUTO CENTER BATTERY FUNNEL	03/04/2020		21.89
			Total for Check Number 18903:	0.00	21.89
18904	00365 19018	FREITAS + FREITAS GLEN ARBOR BRIDGE_WO#1366	03/04/2020		9,332.10
			Total for Check Number 18904:	0.00	9,332.10
18905	10069 022720_10069	NATE GILLESPIE UNIFORM	03/04/2020		97.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 18905:	0.00	97.98
18906	00550 11767714	HACH COMPANY WTP SUPPLIES	03/04/2020		1,598.56
			Total for Check Number 18906:	0.00	1,598.56
18907	00212 IN0095952	CO. OF SANTA CRUZ HEALTH SERVIC HEALTH PERMIT_PASO WELLS	03/04/2020		1,290.00
			Total for Check Number 18907:	0.00	1,290.00
18908	00367 16453CM 165800 166056A 166056B	INFOSEND, INC CREDIT ADVERTISING POSTAGE FEES MAILING FEES	03/04/2020		-13.68 1,346.07 2,503.92 1,041.83
			Total for Check Number 18908:	0.00	4,878.14
18909	00233 76282	LADD'S AUTO BODY & TOWING SERVICE_VE-260	03/04/2020		125.00
			Total for Check Number 18909:	0.00	125.00
18910	00977 34897335	MCMASTER-CARR "D" RINGS	03/04/2020		56.37
			Total for Check Number 18910:	0.00	56.37
18911	UB*00708	FRANK MURPHY Refund Check	03/04/2020		9.62
			Total for Check Number 18911:	0.00	9.62
18912	UB*00711	SCOTT OSHA Refund Check	03/04/2020		16.03
			Total for Check Number 18912:	0.00	16.03
18913	00711 S1914352.001	ROBERTS & BRUNE CO. SOIL PROBES FOR LOCATING	03/04/2020		389.96
			Total for Check Number 18913:	0.00	389.96
18914	00001 7719-655992	ROYAL WHOLESALE ELECTRIC QUAIL BOOSTER_YARD LIGHTING	03/04/2020		1,107.21
			Total for Check Number 18914:	0.00	1,107.21
18915	00142 61-0156636	SAN LORENZO LUMBER WELLS ROAD_POWER POLE_WO#1702	03/04/2020		493.90
			Total for Check Number 18915:	0.00	493.90
18916	UB*00710	RICHARD SARGENT Refund Check Refund Check	03/04/2020		13.38 19.75
			Total for Check Number 18916:	0.00	33.13
18917	00125	SCARBOROUGH LUMBER	03/04/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	348489	MISC BATTERIES			32.00
	349252	PLUMBING FITTINGS			27.93
	349352	PAINT_SANDING DISC			31.92
	349396	FLUSHING SUPPLIES			15.54
	592127	CONSTRUCTION ADHESIVE			43.65
	592293	SITE_BUILDING MAINTENANCE			31.27
	592572	PROPANE FUEL_FORKLIFT VE-740			30.21
	592586	ENGINEERING OFFICE			2.42
	592598	TRACER WIRE			130.57
	592603	VAC TRUCK TIE DOWN			157.07
	592613	ABS GLUE			6.80
	592671	SAFETY EQUIP			26.30
Total for Check Number 18917:				0.00	535.68
18918	00746	SCOTTS VALLEY BANNER	03/04/2020		
	68181	NORTH FLUSHING_RUN DATE 02/07/20			160.00
	68355	NORTH FLUSHING_RUN DATE 02/14/20			160.00
	68356	SOUTH FLUSHING_RUN DATE 02/14/20			180.00
Total for Check Number 18918:				0.00	500.00
18919	00047	SOIL CONTROL LAB	03/04/2020		
	0020108	WATER ANALYSIS FOR REMAINDER OF FY			145.00
	0020271	WATER ANALYSIS FOR REMAINDER OF FY			145.00
	0020341	WATER ANALYSIS FOR REMAINDER OF FY			15.00
	0020476	WATER ANALYSIS FOR REMAINDER OF FY			145.00
Total for Check Number 18919:				0.00	450.00
18920	UB*00707	EDGARD TEJADA	03/04/2020		
		Refund Check			75.00
Total for Check Number 18920:				0.00	75.00
18921	10231	TIAA COMMERCIAL FINANCE, INC.	03/04/2020		
	6978671	5 YR LEASE NEW COPIER			253.45
Total for Check Number 18921:				0.00	253.45
18922	10119	TAYLOR TOCCALINO	03/04/2020		
	022720_10119	OVERTIME MEALS			14.06
Total for Check Number 18922:				0.00	14.06
18923	00721	UNITED SITE SVCS.,INC	03/04/2020		
	114-9848950	QUAIL HOLLOW YARD_SANITARY SERVIC			231.55
Total for Check Number 18923:				0.00	231.55
Report Total (134 checks):				15.00	676,871.31

EFT & DIRECT CHECK TRANSACTIONS

Mar-20



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

Date	Check No	Vendor	Description	Amount
1/31/2020	EFT	BLUEFIN	BANK FEES	\$ 5,506.17
1/31/2020	EFT	WELLS FARGO	BANK FEES	\$ 871.28
1/31/2020	EFT	TTECH	BANK FEES	\$ 826.82
1/31/2020	EFT	MERCHANT TRANSACT	BANK FEES	\$ 0.45
2/26/2020	EFT	PAYCHEX	ADMIN & DELIVERY FEES	\$ 135.75
2/26/2020	EFT	PAYCHEX	PAYROLL	\$ 113,680.18
2/26/2020	DIRECT CHECK	PAYCHEX	PAYROLL	\$ 7,438.80
1/31/2020	EFT	PAYCHEX	PAYCHEX INVOICE	\$ 408.66
2/27/2020	EFT	CALPERS	RETIREMENT BENEFITS	\$ 19,383.60
TOTAL EFT TRANSACTIONS				\$ 141,046.99



NOSSAMAN LLP

Memorandum

TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: March 12, 2020

RE: Legal Department Status Report
502665-0001

I have been asked by the San Lorenzo Valley Water District (“District”) to provide information about the District’s legal expenditures in a format that is suitable for public disclosure.¹ Since the last legal department status report dated February 13, 2020, the most significant broad categories of expenses arise from providing legal advice and support in the following areas, listed in descending order of their approximate significance in terms of cost to the District:²

- Board meetings
- Anticipated litigation
- Real property
- District policies & procedures
- Other

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

- Board meetings
- Anticipated litigation
- Real property

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

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

- District policies & procedures
- Real property

MEMO

TO: District Manager

FROM: Director of Operations

SUBJECT: OPERATIONS DEPARTMENT STATUS REPORT
FEBRUARY 2020

DATE: MARCH 19, 2020

RECOMMENDATION:

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

BACKGROUND:

DISTRICT WIDE FLUSHING

In February 2020 District staff began the District's flushing program. Flushing began Monday February 3, 2020. The Flushing program is moving right along and staff has continued to see flushing moving along well with the extended period of time on surface water in 2019.

In the following weeks flushing will be done throughout the Manana Woods and Lompico areas. There will be another update to follow at the board of directors meeting on April 16, 2020 in this section of the operations status report.

BEAR CREEK ROAD SLIDE AND WATER MAIN BREAK

During the month of February 2020 staff has worked on plans and specifications for the relocation of the 8 inch main line. Coordination with the County Public Works department for layout and timeline of relocating the main line has been in process as well.

On January 28, 2020 District on-call staff was called out to a main break on Bear Creek Rd. Staff responded and found that a portion of Bear Creek Rd. had slid and 26 feet of 8 inch transite pipe was missing. Staff shut down the main line and made temporary repairs with a two inch polyethylene pipe as a jumper across the slide and break area. Estimated a total of 45,000 gallons of water were lost.

EL SOLYO TEMPORARY TANK

The District's redwood El Solyo tank has reached the end of its life expectancy and has been experiencing a rise in leakage and deterioration. Staff has been working on installing temporary 10,000 gallon poly water tanks and will be removing the redwood tank when the temporary is in place and ready for service

BLUE TANK GENERATOR SITE

During the month of February 2020 District staff worked on installation of the concrete pad and retaining wall for the installation of propane service for the stand by generator at this site. Work and coordination with the propane company will continue through the month of March 2020. The generator at this site is planned to be operational by the end of March 2020.

ENGINEERING OFFICES

Staff worked on cleaning out, painting and flooring two offices in the Engineering section of the Administrations building. Work was complete and the offices are in use.

FELTON WATER SYSTEM WATER METER REPLACEMENT

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

MAINTENANCE ISSUES

Hwy 9 and Lorenzo road Boulder Creek repaired a leak on the 6 inch main line.

440 Orman Road staff repaired a section of 4 inch main line.

Installed a new sample station sites on Hidden Glenn Drive Scotts Valley.

Staff had a critical facilities 2 day stand by due to county crossing the Districts Hud Line a 12 inch critical transmission line on Larkspur road.

Facility site maintenance multiple locations

Repaired approximately 23 leaks system wide

James Furtado

Director of Operations

SAN LORENZO VALLEY WATER DISTRICT PRODUCTION COMPARRISON

Source	February-20	January-20	February-13	Difference This Year To 2013
North System				
Surface Water Sources				
Foreman Creek	11,229,884	15,433,738	12,069,000	
Peavine Creek + Hydro	1,625,535	540,689	6,750,000	
Clear Creek	5,532,349	7,091,744	6,519,000	
Sweetwater Creek	3,688,232	4,727,829	4,346,000	
Sub-Total (Streams)	22,076,000	27,794,000	29,684,000	-25.63%
Wells (North)				
Olympia No. 2	1,413,000	162,000	254,000	
Olympia No. 3	149,000	-	219,000	
Quail Well No. 4-A	4,920,000	-	1,000	
Quail Well No. 5-A	-	-	6,200	
Sub Total North Wells	6,482,000	162,000	480,200	1249.85%
South System Wells				
Pasatiempo 5A	4,061,500	2,785,500	N/A	
Pasatiempo 6	-	-	4,942,000	
Pasatiempo 7	1,059,000	724,000	1,836,000	
Pasatiempo 8	2,549,220	1,611,000		
Sub Total Pasatiempo Wells	5,120,500	3,509,500	6,778,000	-24.45%
North South All Sources Combined	33,678,500	31,465,500	36,942,200	-8.83%
Felton System - Surface Water				
Fall Creek	4,258,068	4,023,419	3,751,890	
Bennett Spring	2,436,236	2,748,900	3,605,400	
Bull 1 & 2	1,142,196	1,216,996	3,994,500	
Total Felton System Sources	7,836,500	7,989,315	11,351,790	-30.97%
Manana Woods System				
Well 1	-	-	106,775	
Total Manana Woods Sources	-	-	106,775	
Sub - Total Production				
North / Felton / Manana	41,515,000	39,454,815	48,400,765	-14.23%
Surface	29,912,500	35,783,315	41,035,790	-27.11%
Wells	11,602,500	3,671,500	7,364,975	57.54%
Total Surface Water Percentage	72.05	90.69	84.78	-15.02%
Total Wells Percentage	27.95	9.31	15.22	83.67%

**SAN LORENZO VALLEY WATER DISTRICT
PRODUCTION BY SYSTEM
+/- INTERTIES
February 2020**

North System All Sources	33,678,500
Interties IN +	640,587
Interties OUT -	4
TOTAL NORHT SYSTEM	34,319,083
Felton Water system All Sources	7,836,500
Interties IN +	0
Interties OUT -	0
TOTAL FELTON SYSTEM	7,836,500
Manana Woods System	
Manana Woods Well 1	0
Interties IN +	
TOTAL MANANA WOODS	0

**SAN LORENZO VALLEY WATER DISTRICT
INTERTIE USAGE
February 2020**

INTERTIE 2

SLVWD to SVWD 0

SVWD to SLVWD 0

INTERTIE 3

SLV SOUTH to SLV NORTH 640,587

SLV NORTH to SLV SOUTH 4

INTERTIE 4

SLVWD to MHWD 0

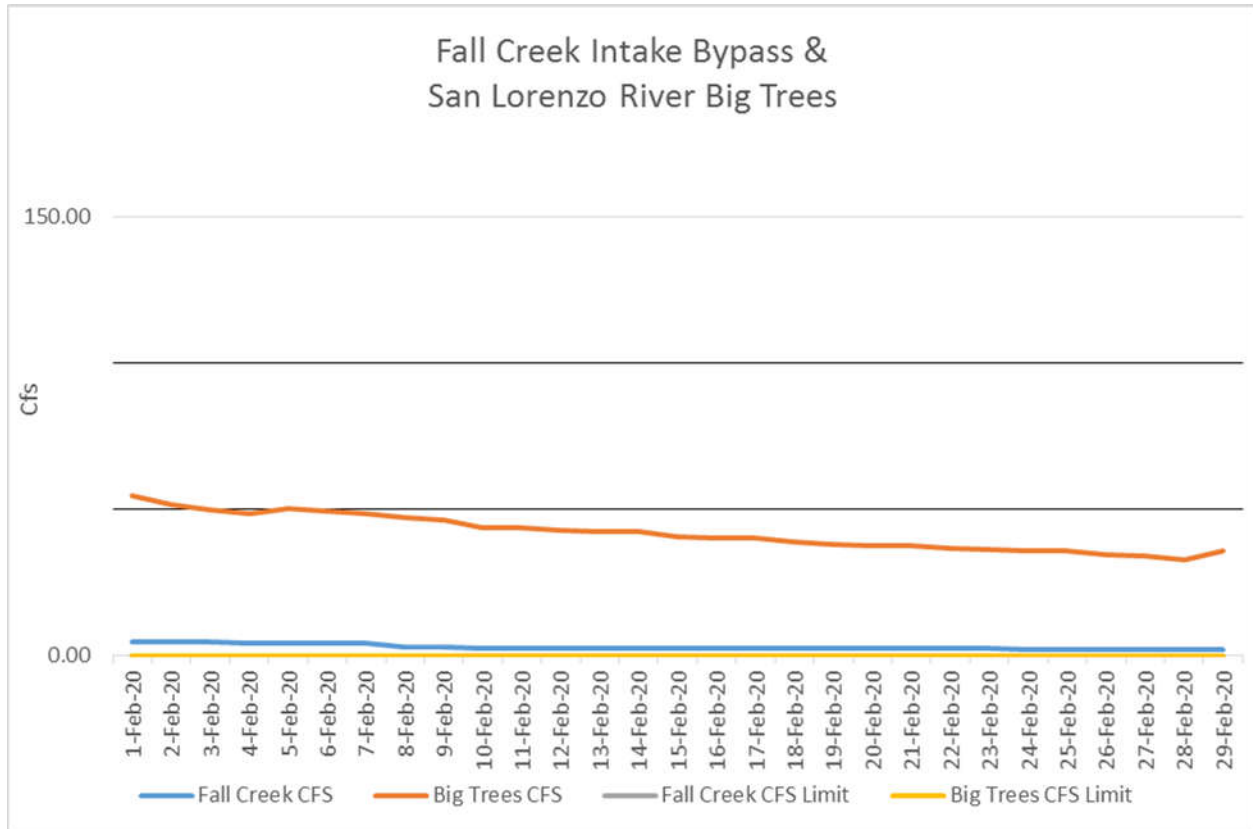
MHWD to SLVWD 0

INTERTIE 6

SLV NORTH to SLV FELTON -

SLV FELTON to SLV NORTH -

Fall Creek Intake February 2020



Normal Rainfall Fall Creek Intake Bypass Requirements

April 1 through October 31 1.0 cubic feet per second

November 1 through March 31 1.5 cubic feet per second

Dry Conditions Fall Creek Intake Bypass Requirements

April 1 through October 31 0.5 cubic feet per second

November 1 through March 31 0.75 cubic feet per second

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

San Lorenzo River USGS Big Trees Flow Requirements

September 11 cubic feet per second

October 26 cubic feet per second

November 1 through May 31 21 cubic feet per second

June - August No Requirements

Fall Creek Intake February 2020

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

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

Fall Creek Weir Measurement

Agenda: 3.10.20

Item: 8.4

	Month:	February		Year:	2020	Big Trees > 26,500 Acre-ft Oct-Feb Normal Year			Big Trees <26,500 Acre-ft Oct-Feb Dry Year		
								X			
Date	Time	Initials	Pump #	Fall Cr. GPM into Kirby plant	Weir Board Height (inches)	Fall Creek Bypass (CFS)	Big Trees Bypass (CFS)	Rainfall (Felton gauge)	Met Fall Cr, Bypass Requirement: Normal Year April 1 - Oct 31 1.0 cfs; Nov 1 - March 31 1.5 cfs Dry Year April 1- Oct 31 0.5 cfs Nov. 1 - March 31 0.75 cfs (yes/no)	Met Big Trees Requirement Nov-May 20cfs Sept 10 cfs Oct 25 cfs (yes/no)	Notes
1	0850	HO	1	63	25	4.761	54.7	0	yes	yes	
2	1040	HO	1	84	25	4.633	51.4	0	yes	yes	
3	1100	SS	1	83	25	4.497	49.9	0	yes	yes	
4	0730	SS	1	91	25	4.36	48.3	0	yes	yes	
5	0830	SS	2	124	25	4.242	50.2	0	yes	yes	
6	0740	SS	2	92	25	4.252	49.4	0	yes	yes	
7	0745	SS	2	61	25	4.321	48.7	0	yes	yes	
8	0930	SS	2	95	25	2.815	47.2	0	yes	yes	Fall Creek meter recalibrated
9	0900	SS	2	85	25	2.805	46.4	0	yes	yes	
10	0745	SS	2	104	25	2.708	43.6	0	yes	yes	
11	0745	SS	2	82	25	2.717	43.6	0	yes	yes	
12	1100	JG	2	97	25	2.649	42.9	0	yes	yes	
13	0800	JG	2	98	25	2.61	42.2	0	yes	yes	
14	0800	JG	2	85	25	2.639	42.2	0	yes	yes	
15	0910	TH	2	95	25	2.571	40.8	0	yes	yes	
16	0845	TH	2	103	25	2.522	40.2	0	yes	yes	
17	0915	TH	2	118	25	2.454	40.2	0	yes	yes	
18	0915	TH	2	145	25	2.336	38.8	0	yes	yes	
19	0945	JG	2	125	25	2.317	38.2	0	yes	yes	
20	1315	JG	2	110	25	2.336	37.5	0	yes	yes	
21	0815	JG	2	97	25	2.434	37.5	0	yes	yes	
22	1145	JG	2	109	25	2.297	36.9	0	yes	yes	
23	1130	JG	2	103	25	2.307	36.3	0	yes	yes	
24	0800	KM	2	111	25	2.277	35.7	0	yes	yes	
25	0830	JG	2	133	25	2.179	35.7	0	yes	yes	
26	0920	SS	2	113	25	2.141	34.5	0	yes	yes	
27	0730	SS	2	112	25	2.121	33.9	0	yes	yes	
28	0845	SS	2	112	25	2.141	32.7	0	yes	yes	
29	0835	JT	2	126	25	2.1	35.8	0	yes	yes	
30											
31											

San Lorenzo Valley Water District Loch Lomond Water Supply February 2020

Loch Lomond Water Level



Week ending Wednesday 3 / 11 / 2020
(in feet above mean sea level; lake spills at 577.15 feet)

Currently: 574.70 ft

Percent of Capacity: 94.6%

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

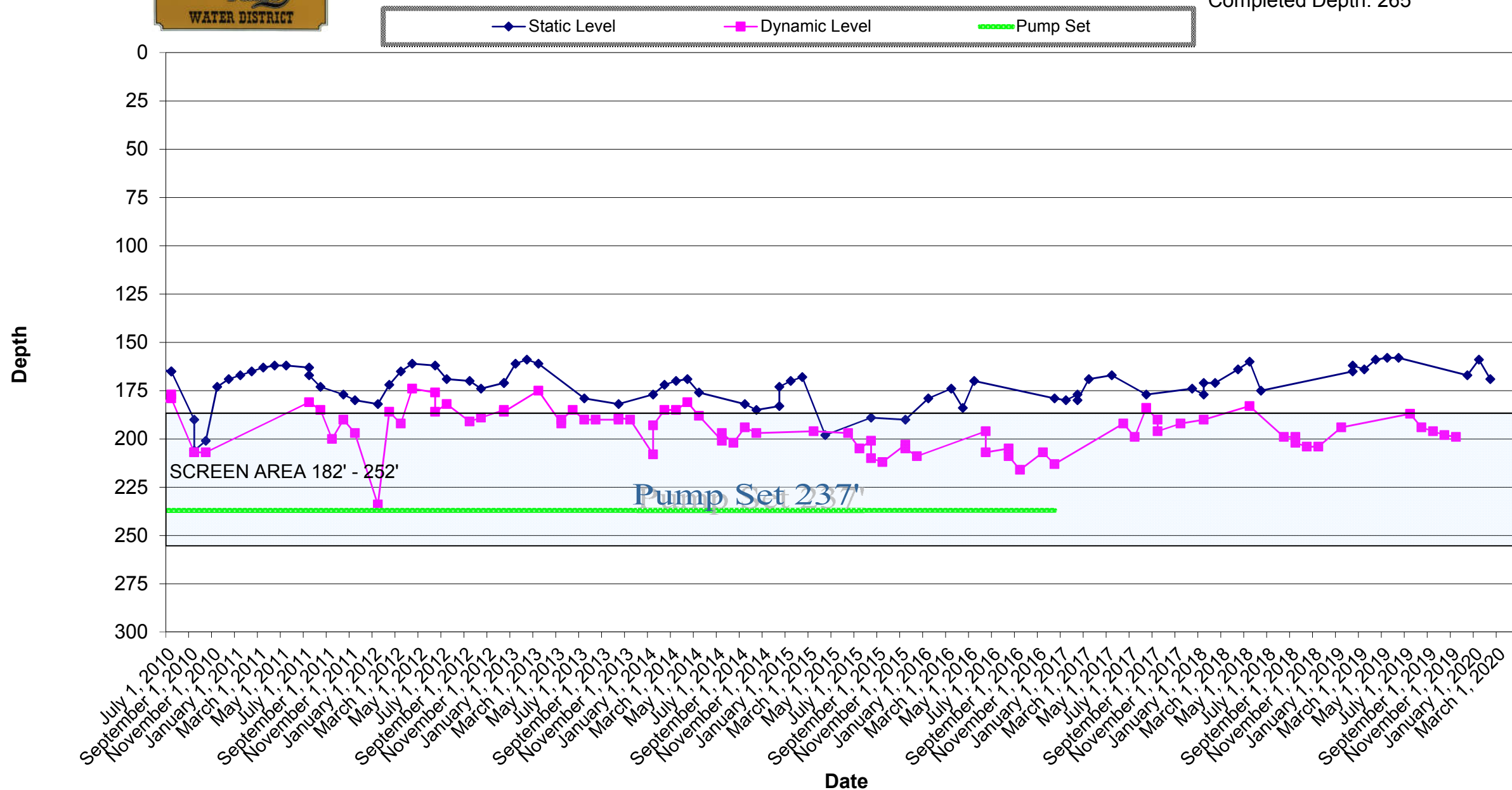


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Quail Well 4-A

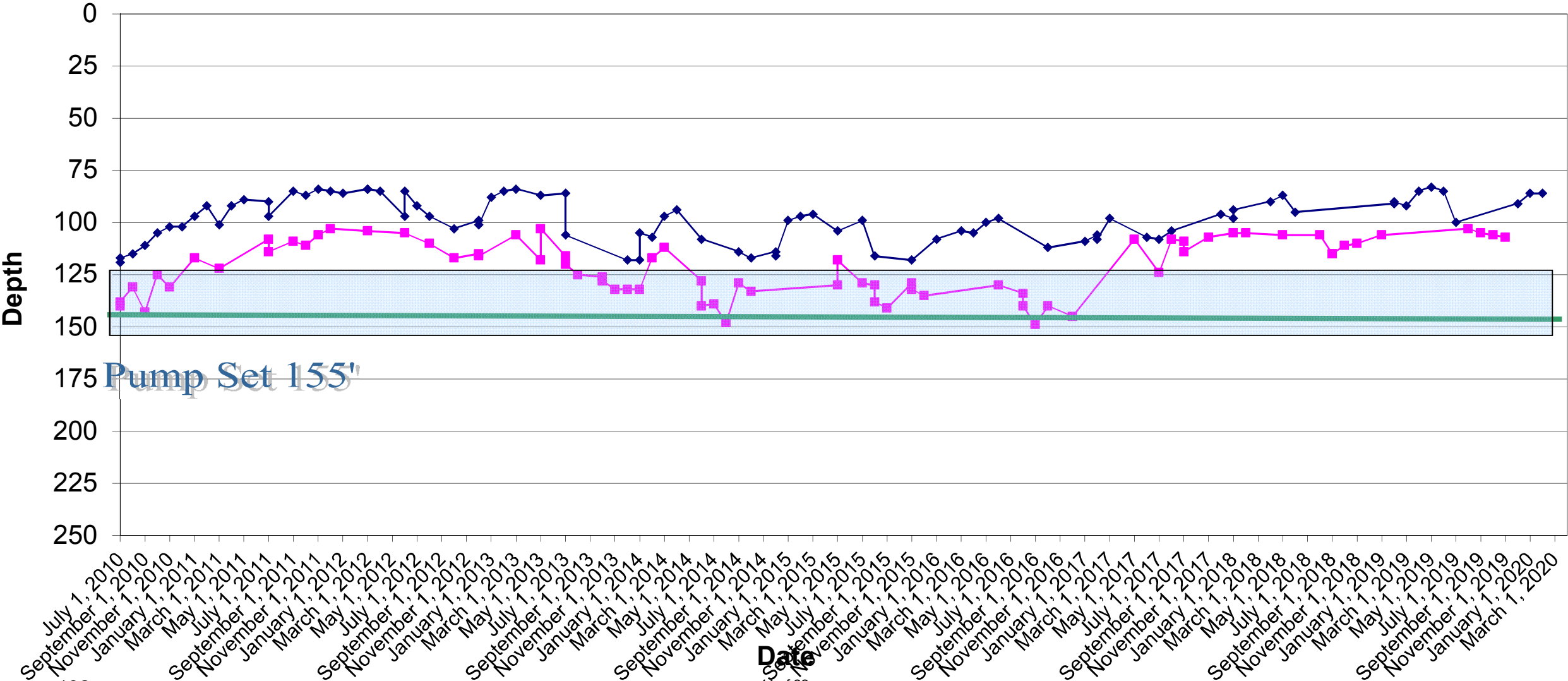
Location: Cumora Ln. Ben Lomond
Elevation: 596.54 ft @ Pad
Installed: 6-07-2001
State Well #: 4410014-026
Completed Depth: 265





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

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



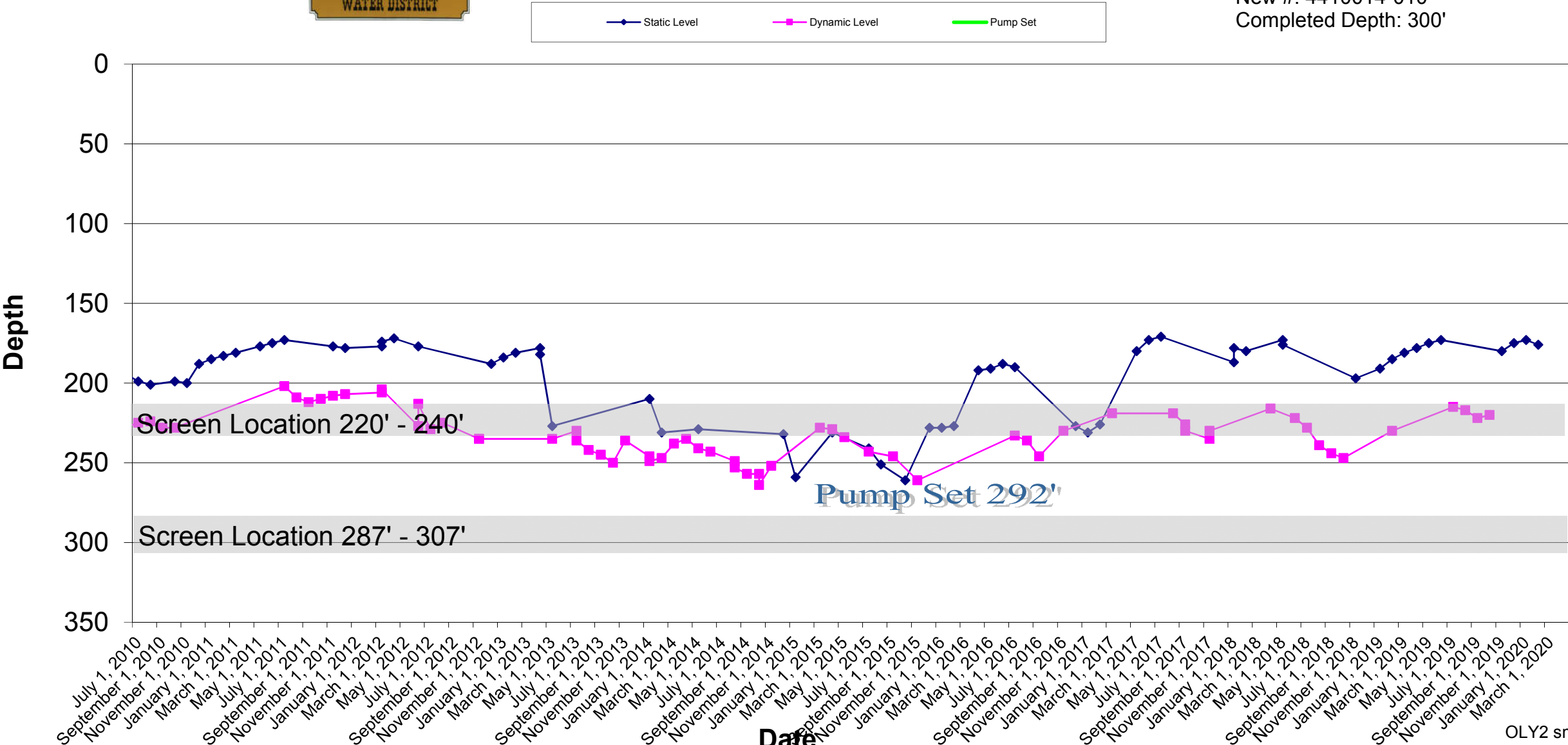


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 2

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



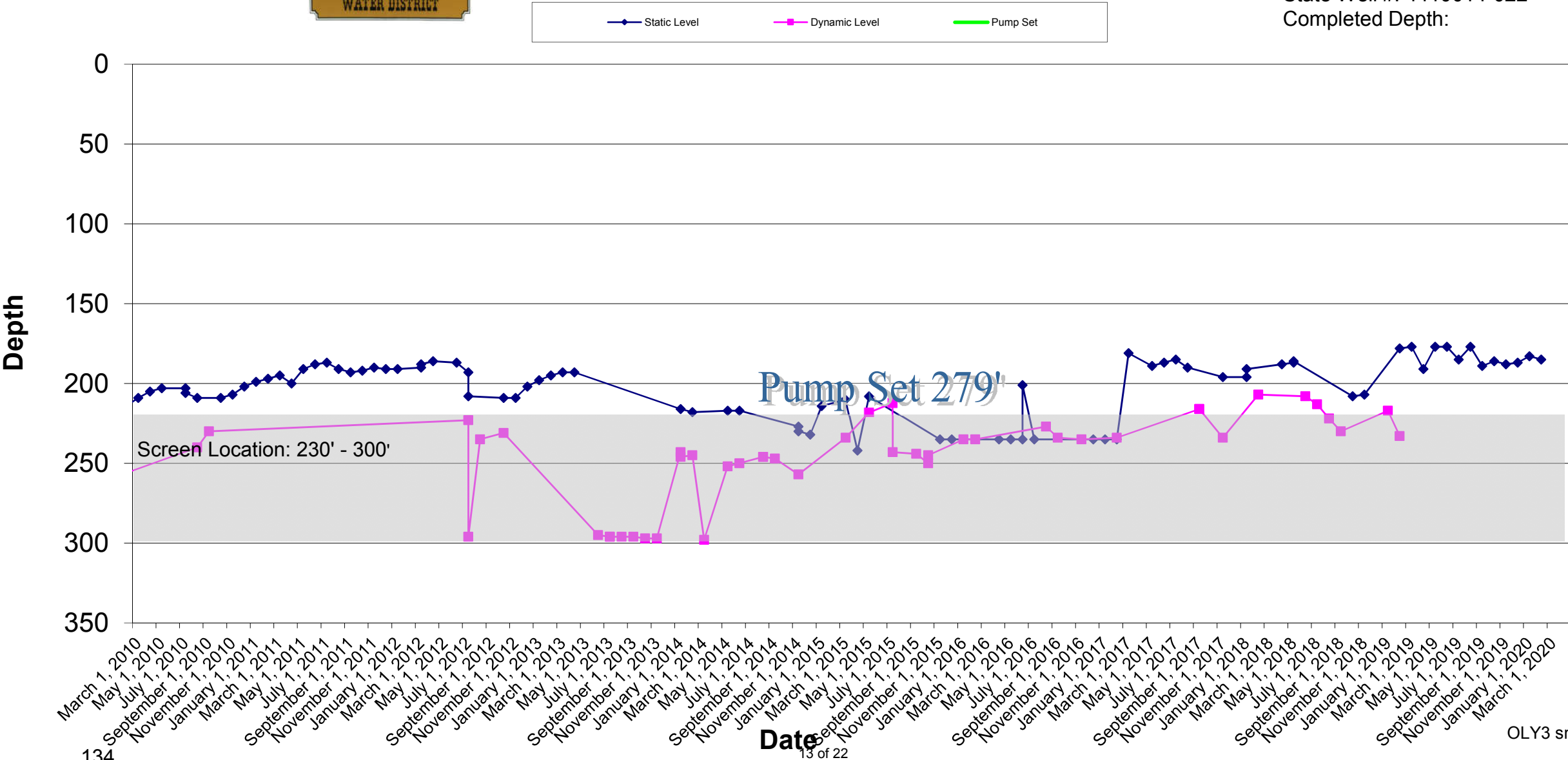


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Olympia 3

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



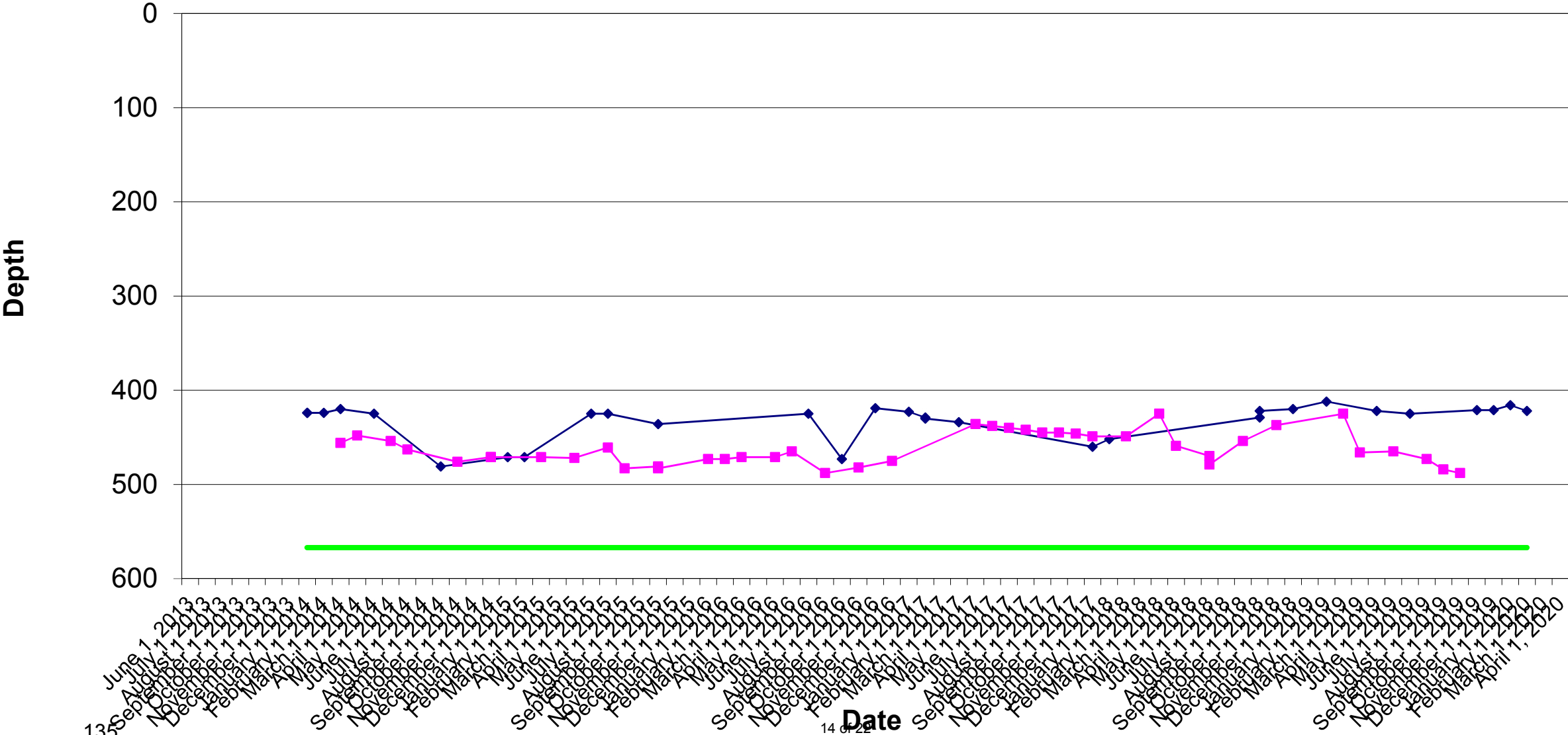
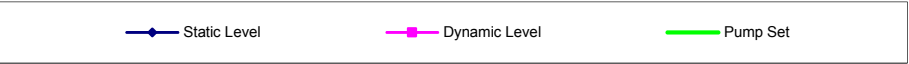


SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Pasatiempo 5-A

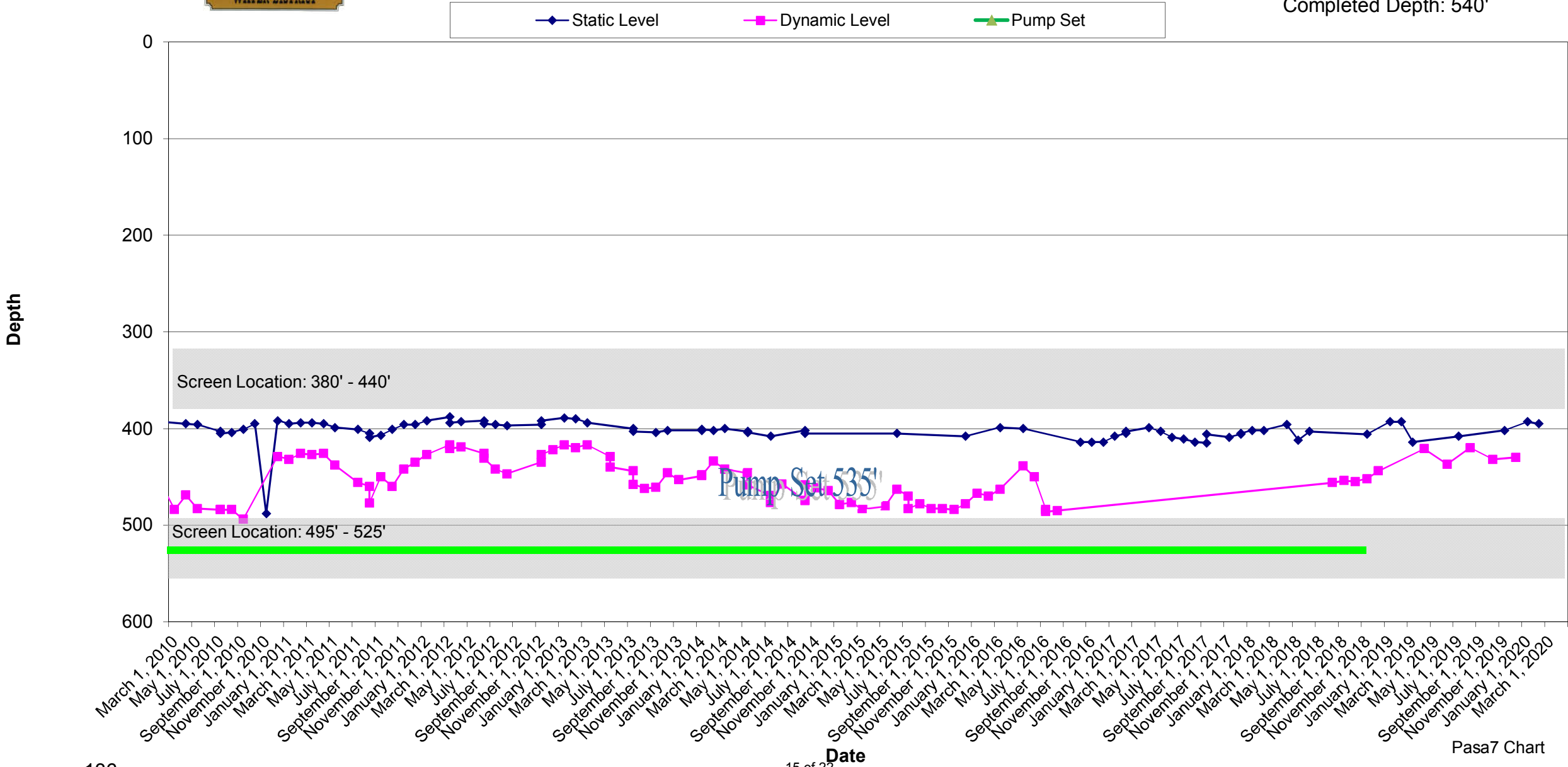
Location: So. Of 3650 Graham Hill Rd
Elevation: 752'
Installed 1-1-14
State Well #:4410014-014
Completed Depth: 710'





SAN LORENZO VALLEY WATER DISTRICT
Well Drawdown Report
Pasatiempo 7

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



Pasa7 Chart



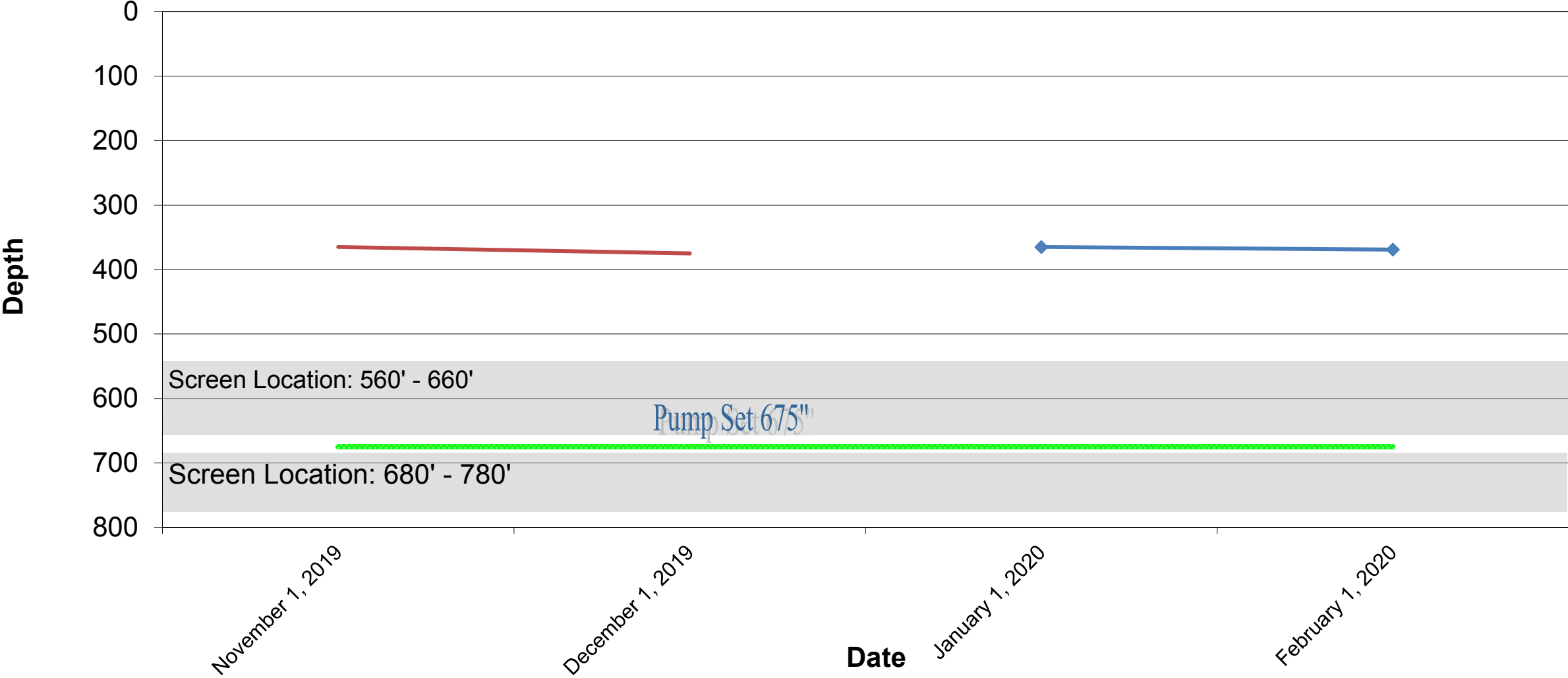
SAN LORENZO VALLEY WATER DISTRICT

Well Drawdown Report

Pasatiempo 8

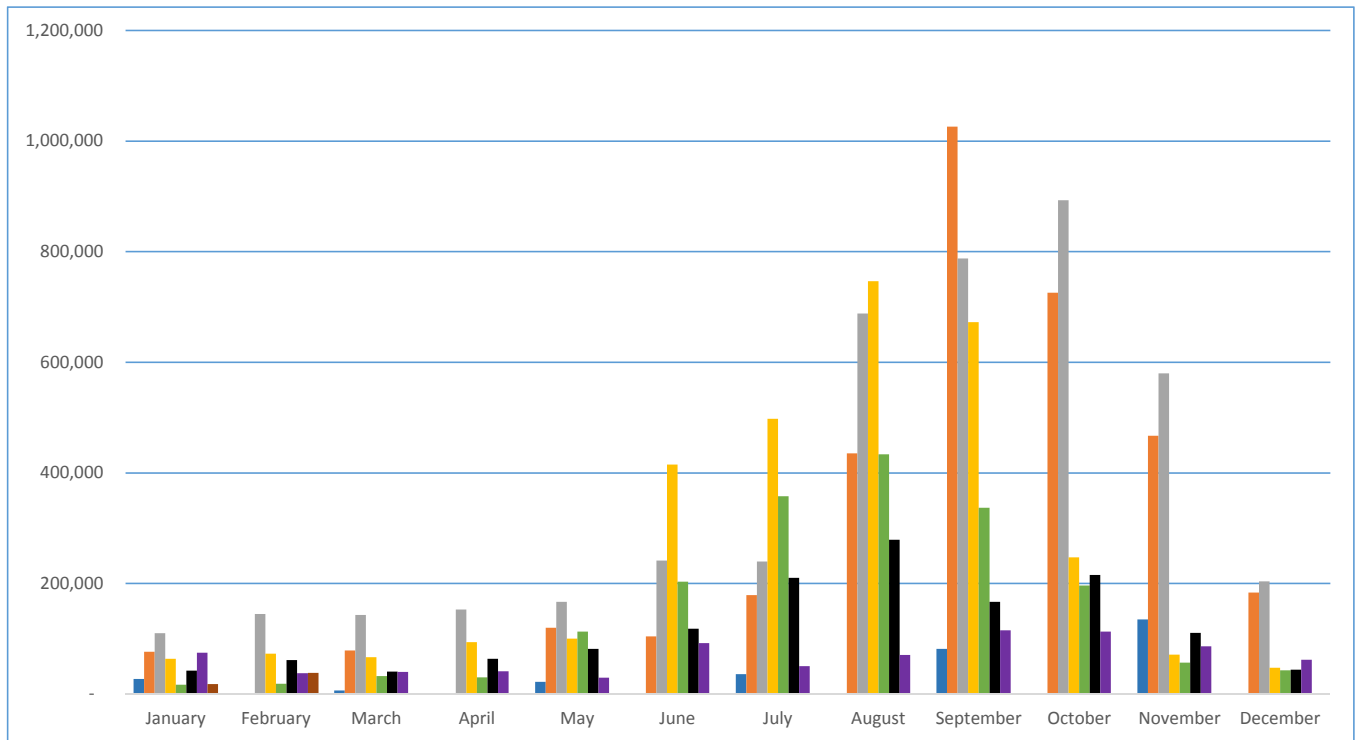
Location: Behind 3650 Graham Hill Rd.
Elevation: 775'
Installed: 11-20-2019
State Well #: 4410014-041
Completed Depth: 805'

Pump Set STATIC DYNAMIC



SAN LORENZO VALLEY WATER DISTRICT
BULK WATER SALES
GALLONS
February 2020

Agenda: 3.19.20
Item: 8.4



Month	2013	2014	2015	2016	2017	2018	2019	2020
January	26,928	76,296	109,965	63,850	16,456	41,888	74,800	17,952
February			144,364	72,556	18,700	61,366	37,400	38,148
March	5,984	78,540	142,868	66,572	32,164	40,392	39,644	
April			152,592	93,500	29,920	63,580	41,140	
May	21,692	119,680	166,804	100,232	112,948	81,532	29,172	
June		103,972	240,983	415,140	203,179	118,184	92,004	
July	35,904	178,772	239,360	497,420	357,544	210,188	50,116	
August		435,336	688,160	746,504	433,092	279,004	70,312	
September	81,352	1,026,256	787,644	672,183	336,570	166,804	115,192	
October		725,560	893,112	246,840	195,976	215,424	112,948	
November	134,640	466,752	579,700	71,060	56,848	110,704	86,020	
December		183,260	203,456	47,124	42,636	44,132	62,084	
Totals	306,500	3,394,424	4,349,008	3,092,981	1,836,033	1,433,198	810,832	56,100

SAN LORENZO VALLEY WATER DISTRICT
MONTHLY LEAK REPORT
February 2020

Agenda: 3.19.20
Item: 8.4

Leak Type	Location - NORTH SYSTEM	Town	Gallons Lost
400 MAIN LEAKING	WILLOWBROOK DR	BEN LOMOND	1,080
400 MAIN LEAKING	222 MAIN ST	BEN LOMOND	5,760
400 MAIN LEAKING	14401 BEAR CREEK RD	BOULDER CREEK	4,320
400 MAIN LEAKING	13090 PINE ST	BOULDER CREEK	10,800
400 MAIN LEAKING	Harmon	BOULDER CREEK	2,400
400 MAIN LEAKING	E. LOMOND	BOULDER CREEK	540
400 MAIN LEAKING	APPLE KNOLL	BOULDER CREEK	630
400 MAIN LEAKING	LORENZO AVE	BOULDER CREEK	10,000
400 MAIN LEAKING	113 OAK ST.	BROOKDALE	720
Total North			36,250
FELTON SYSTEM			
400 MAIN LEAKING	OLYMPIA WATERSHED	FELTON	3,600
400 MAIN LEAKING	5455 HWY 9	FELTON	2,880
Total Felton			6,480
LOMPICO			
Total Lompico			-
SCOTTS VALLEY			
Total Scotts Valley			-
Total All Systems			42,730

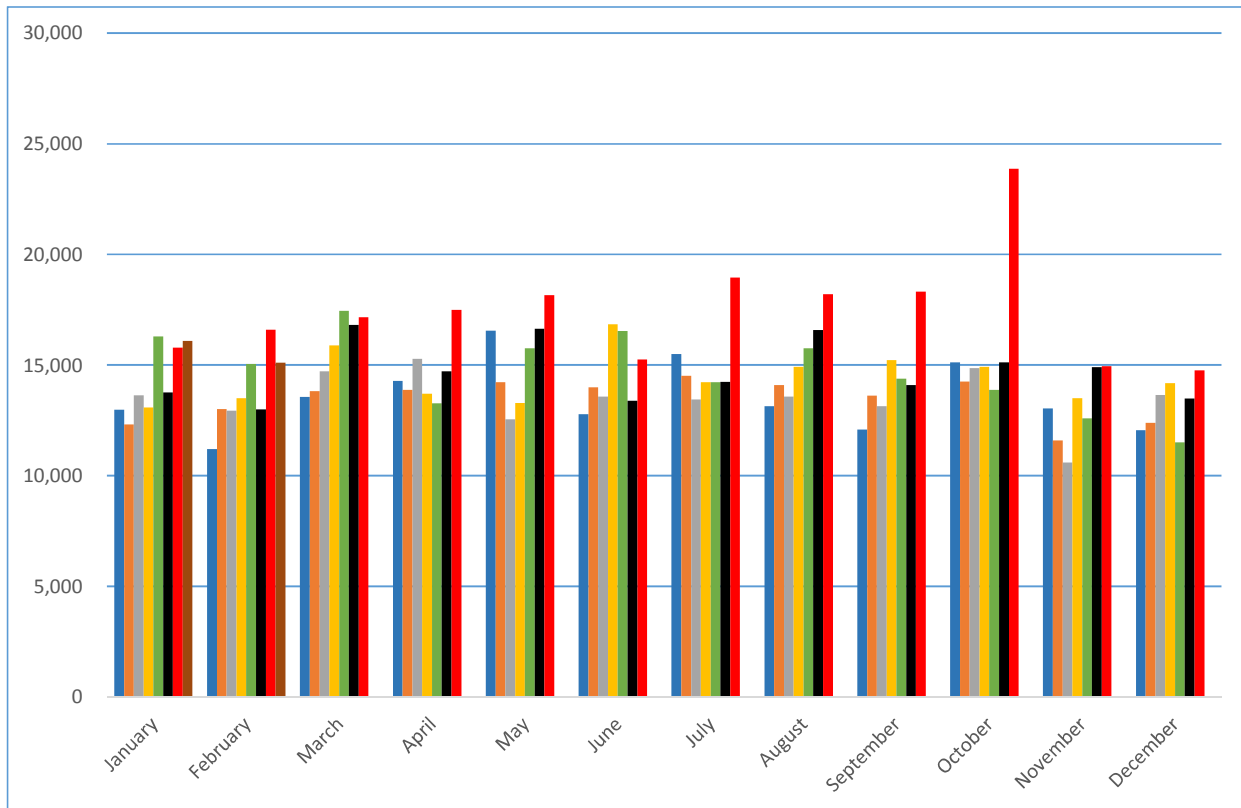
				Water Quality Complaint List						
Date Received	Type Of Complaint							Address	Conclusion	System
	Taste/ Odor	Color	Turbidity/ Particles	Worms/ Other Visible Organisms	Pressure (High/Low)	Illness (Waterborne)	Other (Specify)			
2/12/2020	X						Customer complained of Taste and Odor of water.	201 Hihn St	Upon investigation by SLVWD staff, water quality results appeared normal and within range at customers front hose bib. Free Cl2 was 0.9 mg/L, turbidity was 0.3 NTU and no odor was observed in a field odor test. Customer also agreed that there was no detectible odor at the front hose bib. Customer was advised to periodically flush internal plumbing. In addition, a sample was collected for total coliform bacteria as well as Threshold Odor Number Analysis at a contract lab. The bacteriological sample was absent of colifom bacteria, while the TON sample was non-detect for odor.	SLVWD-Felton

SAN LORENZO VALLEY WATER DISTRICT

VEHICLE MILEAGE

February 2020

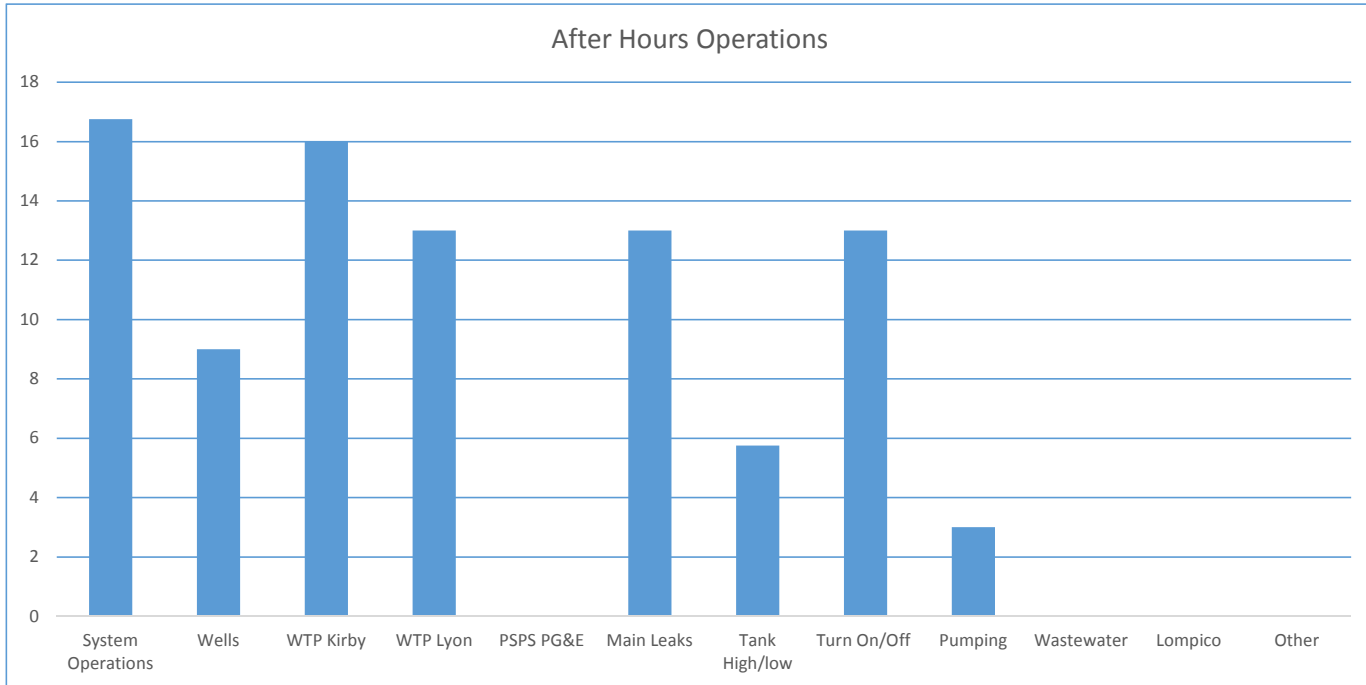
Agenda: 3.19.20
Item: 8.4



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	12,976	12,317	13,633	13,082	16,286	13,763	15,790	16,088
February	11,201	13,015	12,934	13,505	15,045	13,003	16,599	15,113
March	13,558	13,817	14,714	15,882	17,451	16,809	17,167	
April	14,283	13,883	15,279	13,704	13,270	14,711	17,488	
May	16,560	14,228	12,550	13,290	15,757	16,646	18,156	
June	12,780	14,000	13,582	16,841	16,534	13,390	15,249	
July	15,497	14,519	13,441	14,228	14,229	14,242	18,955	
August	13,136	14,096	13,569	14,923	15,761	16,576	18,194	
September	12,087	13,622	13,137	15,229	14,388	14,094	18,321	
October	15,120	14,261	14,868	14,924	13,880	15,126	23,864	
November	13,046	11,594	10,591	13,510	12,598	14,908	14,942	
December	12,060	12,394	13,648	14,187	11,512	13,492	14,763	
Totals	162,304	161,746	161,946	173,305	176,711	176,760	209,488	31,201

SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
February 2020

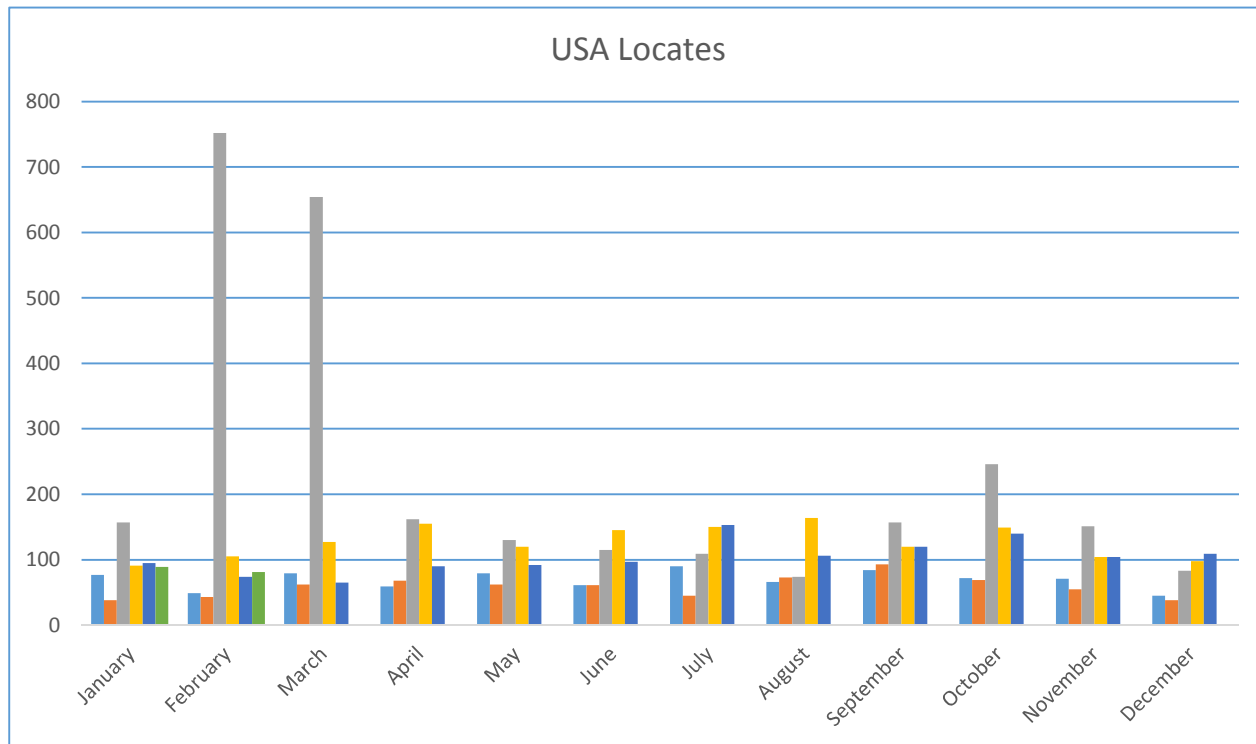
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Description	Hours		2015	2016	2017	2018	2019	2020
System Operations	16.75	January	N/A	145.00	280.75	90.50	96.50	109.00
Wells	9	February	N/A	86.50	192.25	72.00	180.00	89.50
WTP Kirby	16	March	N/A	153.75	105.75	80.25	106.25	
WTP Lyon	13	April	82.50	72.00	128.75	156.75	76.25	
PSPS PG&E	0	May					82.50	
Main Leaks	13	June	172.50	83.25	112.75	89.00	136.75	
Tank High/low	5.75	July	124.25	80.25	162.00	145.25	158.30	
Turn On/Off	13	August	111.75	81.25	141.25	134.5	119.75	
Pumping	3	September	230.25	175.00	201.25	155.25	133.00	
Wastewater	0	October	128.25	78.50	104.00	111.5	605.75	
Lompico	0	November	114.25	96.25	122.50	197.5	182.00	
Other	0	December	186.25	130.75	134.00	220.25	195.50	
Total	89.50		1150.00	1182.50	1685.25	1452.75	2072.55	

SAN LORENZO VALLEY WATER DISTRICT
OPERATIONS DEPARTMENT
February 2020

Agenda: 3.19.20
 Item: 8.4



Month	2015	2016	2017	2018	2019	2020
January	77	38	157	91	95	89
February	49	43	752	105	74	81
March	79	62	654	127	65	
April	59	68	162	155	90	
May	79	62	130	120	92	
June	61	61	115	145	97	
July	90	45	109	150	153	
August	66	73	74	164	106	
September	84	93	157	120	120	
October	72	69	246	149	140	
November	71	55	151	104	104	
December	45	38	83	98	109	
Total to Date	832	707	2,790	1528	1245	170





MINUTES OF PUBLIC ADVISORY COMMITTEE ON FACILITIES MEETING

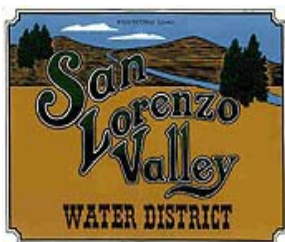
Review of District Administrative and Operational Facilities

Tuesday, February 18, 2020 2:30pm, at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 2:30 p.m.
Roll Call: B. Sprenger, S. Guiney, EJ Armstrong, B. Unger, S. Rintoul, B. Thomas and K. Lande were all present.
Staff: R. Rogers, H. Hossack
2. Oral Communications
R. Rogers explained that Oral Communications is when the Committee hears what the public has to say. It cannot be on the agenda and it should pertain to Facilities.
3. Old Business: None
4. New Business:
 - A. ELECTION OF COMMITTEE CHAIR
R. Rogers introduced himself and asked each member to introduce themselves.
The Committee requested that they first review the responsibilities and goals of the Committee.
 - C. REVIEW OF COMMITTEE RESPONSIBILITIES AND GOALS
R. Rogers introduced this item and explained the process and why we are here today. A previous Board started this process in the past but without a Public Advisory Committee. The previous Board directed that they wanted:
 - Location to be on the Highway 9 corridor
 - Location to be near public transportation
 - Location to be Central to the service areaR. Rogers explained some of the Brown Act requirements.
Discussion by Committee and staff regarding sharing info with the Committee.
R. Rogers said that the goal of Committee is to take a recommendation to the Board on how to move forward. He also described what some of the things that will be needed in the facilities.
Discussion by the Committee regarding ADA/Elevators.
R. Rogers continued with the presentation.
E J Armstrong suggested that he knows a great location.
R. Rogers continued with the presentation.
The Board wants a 1 year commitment with quarterly updates.
E J Armstrong said the work this Committee will do will result in a value to the District.
R. Rogers shared the timeline of how we got to this time and place.
Discussion by the Committee and staff regarding public information regarding this project. They also discussed what if the District does nothing?

- B. SET DAY AND TIME FOR COMMITTEE REGULARLY SCHEDULED MEETINGS
Discussion by Committee and staff regarding the day and time of regularly scheduled meetings.
The meeting was set for the 4th Thursday of the month at 3:00 p.m.
 - A. ELECTION OF COMMITTEE CHAIR
Beth Thomas was nominated and seconded for the chair. All present voted in favor.
- 5. Informational Material: None.
 - 6. Adjournment 3:51 p.m.



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.

Thursday, February 20, 2020 9:45am at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 9:45 a.m.
Roll Call: J. Supp, D. Herbst, R. Moran and E. Fresco were present. K. O'Connor and L. Farris were absent.
Staff: C. Blanchard, R. Rogers and H. Hossack
2. Oral Communications
E. Fresco requested that the Board or DM write a letter to PGE encouraging them to use insulated power lines in this high risk area.
R. Rogers said that this is not on the agenda so there can be no discussion. He said he will review the information and take to March 5th BoD meeting.
3. Old Business:
 - A. REVIEW STATEMENTS OF QUALIFICATIONS RECEIVED FOR FIRE MANAGEMENT
R. Moran introduced this item.
Tanya Treis, Panorama Environmental, introduced herself and presented Panorama's qualifications. (Scott Conway, Panorama participated by phone.)
S. Conway presented his qualifications.
T. Treis continued the presentation. She introduced the other Panorama team members.
Discussion by the Committee, staff and Panorama regarding the presentation.
L. Ford, Felton - Volunteer advisor to the District. Suggested that the District is concerned with urban wildfire. Modify the thinking for this plan.
Discussion by the Committee, staff, Panorama and public regarding the scope of this plan and wind-driven catastrophic fire.
C. Baughman, Boulder Creek - agreed with L. Ford. He said there is overlap with Integrated Pest Management.
T. Treis responded to the overlap with Integrated Pest Management.
B. Holloway, Boulder Creek - shared his thoughts.
T. Treis responded that he made a good point.
Discussion by the Committee, staff, Panorama and public regarding maps, water supply for firefighting and prevention of risk of fire.
R. Rogers said he thinks if we try to do too much we won't get very far.
R. Moran noted that the meeting was scheduled to end now but if everyone is okay with it the meeting can continue.
C. Baughman noted that the proposal listed invasive species that have not been survey in that property.
T. Treis responded that she had pulled that from a report on-line. The point was that there are invasive species that should be noted.
Discussion by the Committee, staff and public regarding the ban on glyphosate.
Discussion by the Committee, Panorama, staff and public on how to go forward.
R. Moran thanked T. Tries for her excellent presentation.

Discussion regarding strategy and direction to move ahead.

B. REVIEW OF PRIORITY ENVIRONMENTAL AGENDA ITEMS FOR FIRST QUARTER 2020

- Fire Management Plan
- Conjunctive Use/Interties
- 5 Pipelines
- Integrated Pest Management

R. Rogers introduced this item.

Discussion by the Committee and staff regarding the 5 Pipelines and priorities.

4. New Business: None

5. Written Communication:

- Email from T. Sweeney - 2.12.20

R. Moran noted the letter from T. Sweeney.

Discussion by the Committee, staff and public regarding the letter.

6. Informational Material: None.

7. Adjournment 11:24 a.m.



MINUTES OF LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING

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

Wednesday, February 26, 2020 at 5:30 pm at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 6:01
Roll Call: D. Loewen, T. Norton, M. LoBalbo were present. N. Hagen was absent.
Staff: S. Hill, H. Hossack
2. Oral Communications: None
3. Old Business: T. Norton said these items should go on a future meeting.
 - A. ANNUAL REPORT
 - B. ASSESSMENT DISTRICT MEMBER WELCOME PACKET
4. New Business:
 - A. QUARTERLY LADOC FINANCIAL REPORT
S. Hill gave her report.
D. Loewen questioned page 4 reconciliations.
S. Hill clarified.
D. Loewen said she would like the report to read right to left instead of left to right.
Discussion by the Committee and staff regarding the presentation of the data.
D. Loewen would like bar charts in the future.
Discussion by the Committee and staff regarding the charts.
D. Loewen questioned PRV labor costs.
Discussion by the Committee and staff regarding labor compliance.
The Committee thanked S. Hill for the report
 - B. ASSESSMENT DISTRICT UPDATE
R. Rogers was unable to attend due to sickness.
3. Old Business:
 - A. ANNUAL REPORT
Discussion by the Committee and Board regarding the Annual Report going forward.
5. Informational Material:
6. Adjournment 6:21



Board Meeting Recap — February 2020 —

SMGWA Board Considers Sustainability Criteria for Groundwater Quality

Understanding the elements of the Groundwater Sustainability Plan (GSP) was the primary focus of the Santa Margarita Groundwater Agency (SMGWA) meeting on Thursday, Feb. 27, at Scotts Valley City Council Chambers.

This included an informational session about Sustainable Management Criteria and Groundwater Quality, led by Georgina King of Montgomery & Associates, with a presentation by Rosemary Menard, Director of the Santa Cruz Water Department.

Sustainable Management Criteria (SMC) comprises Sustainability Goals, Measurable Objectives, Minimum Thresholds and Undesirable Results. SMC are developed by assessing which of the six sustainability indicators are applicable for this basin and understanding the historical groundwater conditions relevant to each indicator. After the minimum thresholds and measurable objectives are established, interim milestones can be set. Meeting these milestones will lead to the basin achieving its sustainability goals.

The SMC focus at the February meeting was on the Degraded Water Quality indicator. King and Menard spoke about water quality condition in the basin, and state and federal water policy framework. The GSP is not required to mitigate existing groundwater quality issues. However, SMGWA could address undesirable results from water quality degradation that has already occurred, but must present a means to achieve those objectives. Input from the board and public was collected for drafting a statement of significant and unreasonable conditions related to groundwater quality in the basin.

The final GSP for the Santa Margarita Basin is due to the State Department of Water Resources in January 2022.

The board also heard from Terry Rein, the SMGWA's legal counsel, regarding alternate board members' participation in public meetings. Rein advised the board that she will be consulting with the legal counsels of San Lorenzo Valley Water District and Scotts Valley Water District, and gather additional information before bringing to the board a recommendation for potential solution.

The next SMGWA Board of Directors meeting will be Thursday, March 26, at 5:30 p.m. More information at smgwa.org.



SCOTTS VALLEY
WATER DISTRICT



MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

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

Tuesday, March 3, 2020 9:00am, at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 9:00 a.m.
Roll Call: Dir. Fultz, Dir. Henry, S. Architzel were all present.
Staff: S. Hill, R. Rogers, H. Hossack
2. Oral Communications
B. Holloway, Boulder Creek-addressed the Committee. He questioned Dir. Fultz's suggestion at the last Board meeting that perhaps the scheduled rate increase wasn't necessary. Also, he questioned a list of assets in need of replacement.
3. Old Business:
 - A. DRAFT FISCAL YEAR 2020/21 OPERATING REVENUE & EXPENSE BUDGET REVIEW
S. Hill introduced this item. She compared the 2020/21 budget to the estimated actuals. She noted that the District is coming in a little under on expenses. This is partially due to headcount,
B. Fultz asked that she summarize the drivers of the \$700,000 under expenses.
S. Hill listed \$30,000 for upcoming elections, \$80,000 for the UWMP, \$80,000 for the Fire Management Plan, \$50,000 the Assistant Engineer, \$30,000 for the Accountant, CalPERS has a chunk of money, \$300,000 raises, \$50,000 overtime for PSPS outages, and communications consultant.
B. Fultz explained his personal goal for the budget process. He wants to take everything that is not strictly related to water delivery out of the budget and analyze it separately.
At 9:15 a.m. the recording started working.
Discussion by the Committee and staff regarding Dir. Fultz's budget plan.
S. Hill referred to the budget packet.
Discussion by the Committee and staff regarding Dept. 100 - Administration
S. Hill described Dept. 200 - Finance
Discussion by the Committee and staff regarding Dept. 200
S. Hill described Dept. 300 - Engineering
Discussion by the Committee and staff regarding Dept. 300
S. Hill described Dept. 400 - Operations
Discussion by the Committee and staff regarding Dept. 400
S. Hill described Dept. 500 - Watershed
Discussion by the Committee and staff regarding Dept. 500
S. Hill described Dept. 800 - Water Treatment

Discussion by the Committee and staff regarding Dept. 800

S. Hill described Dept. 900 - Sewer

Discussion by the Committee and staff regarding Dept. 900

S. Hill said that is the operating revenue & expenses,

Discussion by the Committee and staff regarding the Board meeting presentation last year.

S. Hill described the revenue projections.

Discussion by the Committee and staff regarding rates.

B. Holloway, Boulder Creek-questioned how does the Committee expect the public to participate if the information isn't on line or at the meeting. He was given the Public copy of the agenda. He also questioned the Urban Water Management Plan - change the word to Municipal Water Management Plan.

Discussion by the Committee and public regarding the Urban Water Management Plan.

B. Holloway, questioned the \$.89 per meter monthly phone call from the meter.

Discussion by the Committee, staff and public regarding the \$.89 monthly fee.

Discussion by the Committee and staff regarding the age of the meters.

Discussion by the Committee and staff regarding this information going to the 3.19.20 BoD meeting.

4. New Business:
 - A. PROPOSED RESCHEDULE OF APRIL 2020 BUDGET & FINANCE COMMITTEE MEETING
S. Hill said that she is not available for the April 7th^d B & F Committee meeting.
Discussion by the Committee and staff, The meeting was moved to April 3, 2020.
5. Informational Material: None.
6. Adjournment 10:30 a.m.



MINUTES OF ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community
Relations/Communications

Wednesday, March 4, 2020 9:15 am, at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 9:15 a.m.
Roll Call: M. Bounds, Dir. Fultz, Dir. Henry were present. A. Benkert was absent due to sickness.
Staff: S. Hill, C. Blanchard, R. Rogers, H. Hossack
2. Oral Communications: None
3. Old Business:
 - A. WEBSITE REVIEW
B. Fultz introduced this item.
S. Hill described the new website
Discussion by Committee and staff regarding the website.
 - B. UPDATE COMMITTEE ON THE UTILITY BILLING POLICY - SB998 COMPLIANT
S. Hill introduced this item.
Discussion by the Committee and staff regarding the owner/tenant water bill policy of the District with SB998.
Bring back to the Committee in 3 months after the new process has been working for a while.
 - C. PUBLIC OUTREACH REVIEW
R. Rogers introduced this item. District would like to improve communication with customers.
C. Blanchard explained the Freedom of Information Act and compliance.
Discussion by the Committee and staff regarding public outreach.
B. Fultz suggested that the Committee make recommendations to the full Board.
Discussion by the Committee and staff regarding recommendations to full Board.
4. New Business: None
5. Informational Material: None.
6. Adjournment 10:22 a.m.



MINUTES OF ENGINEERING COMMITTEE MEETING

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

Tuesday, March 10, 2020 1:30 p.m., at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting
Roll Call: M. Smolley, K. Lande, G. Mahood, Dir. Farris, Dir. Moran
Staff: D. Langfield, R. Rogers
2. Oral Communications: None
3. Old Business:
 - A. LOMPICO TANKS UPDATE
D. Langfield introduced this item. He read from the memo.
 - B. LYON SLIDE PROJECT UPDATE
D. Langfield introduced this item.
Discussion by the Committee and staff regarding the process.
G. Mahood questioned the choice vs. cost
D. Langfield responded.
Discussion by the Committee and staff regarding the cost.
Discussion by the Committee and staff regarding the receipt and forwarding of the proposals.
Discussion by the Committee and staff regarding FEMA deadline and this project.
G. Mahood questioned if one of the options to do nothing.
Discussion by the Committee and staff regarding the option of not doing anything.
Discussion by the Committee and staff regarding the timing of the construction and the CEQA process.
L. Farris questioned if everyone was comfortable in letting the process play out. He requested an update at the next Engineering Committee meeting.
4. New Business:
 - A. BEAR CREEK ESTATES WASTEWATER ALTERNATIVES ANALYSIS
D. Langfield explained this item.
R. Moran questioned if the report was from Waterworks.
Discussion by the Committee and staff regarding the summary of the report.
K. Lande asked for a summary on the report.
Discussion by the Committee regarding the interpretation of the report.
Discussion by the Committee and staff regarding the cost of the project.
Discussion by the Committee and staff regarding the public outreach to the BCEWW.

L. Farris stated that his take is that the BCEWW customers know it is going to be expensive but something has to be done.

Discussion by the Committee regarding guarantee for one of the options listed in the report.

K. Lande questioned if one of the options is abandoning the current system.

D. Langfield explained that input from the District wanted that to be an option although some the parcels are not large enough to accommodate a septic system.

Discussion by Committee and staff regarding size of parcels.

Discussion by the Committee and staff regarding the monthly cost of the system.

L. Farris suggested that this item be brought back to the next meeting.

D. Langfield made a recommendation to sit down with the BCEWW customers and review this report.

G. Mahood made a motion to instruct the staff to meet with the BCEWW customers and come back to the Committee and report. The motion was seconded. All present voted in favor of the motion by voice vote. Motion passed.

B. PIPELINE REPLACEMENT PROJECT

D. Langfield introduced this item. The consultant was supposed to have the project ready to go out to bid in June 2020. He contacted the consultant working on the design and found that it will not be ready until sometime in June, He asked them what can they prepare to go out to bid in March 2020. The projects that have completed environmental work, California St. & Hillside pipelines can go out to bid in March. Breaking up the project into Phase 1 & Phase 2 (the other 3 pipelines).

Discussion by Committee and staff regarding these projects.

5. Informational Material: None.

6. Adjournment 2:19

From: A H [mailto:nheaney@gmail.com]
Sent: Monday, March 02, 2020 3:20 PM
To: Holly Hossack <hhossack@slvwd.com>
Subject: Durst Forest Trust inquiry

Hi Holly.

Have you received the County code inspection results concerning the riparian corridor aggregate stockpiling violations along Forman creek? My code letter from them stated the trust is responsible for any violations concerning the area. According to the SLVWD legal reps note awhile ago those materials were removed after I asked Rick to do that. I was there last week and there are still piles of aggregate on the trust lands along the creek. According to the country they are in violation of the riparian corridor codes.

Also in the SLVWD legal reps note were references to easements that were in place in the early 1970s. Apparently the reps are not up to date as the SLVWD was sued for overreaching in their desire for an easement and attempted inverse condemnation of the entire property which has subsequently changed with the case settlement with the trust's grantor Susan E. Durst in the late 1980s.

The Operations men have been closing the posted new gate securing the area which is what I have asked them to do.
Therefore the Trust will not have to impose fees for permits to cover costs of securing the area. That would be a hassle for all. I have contacted an environmental consultant to develop a

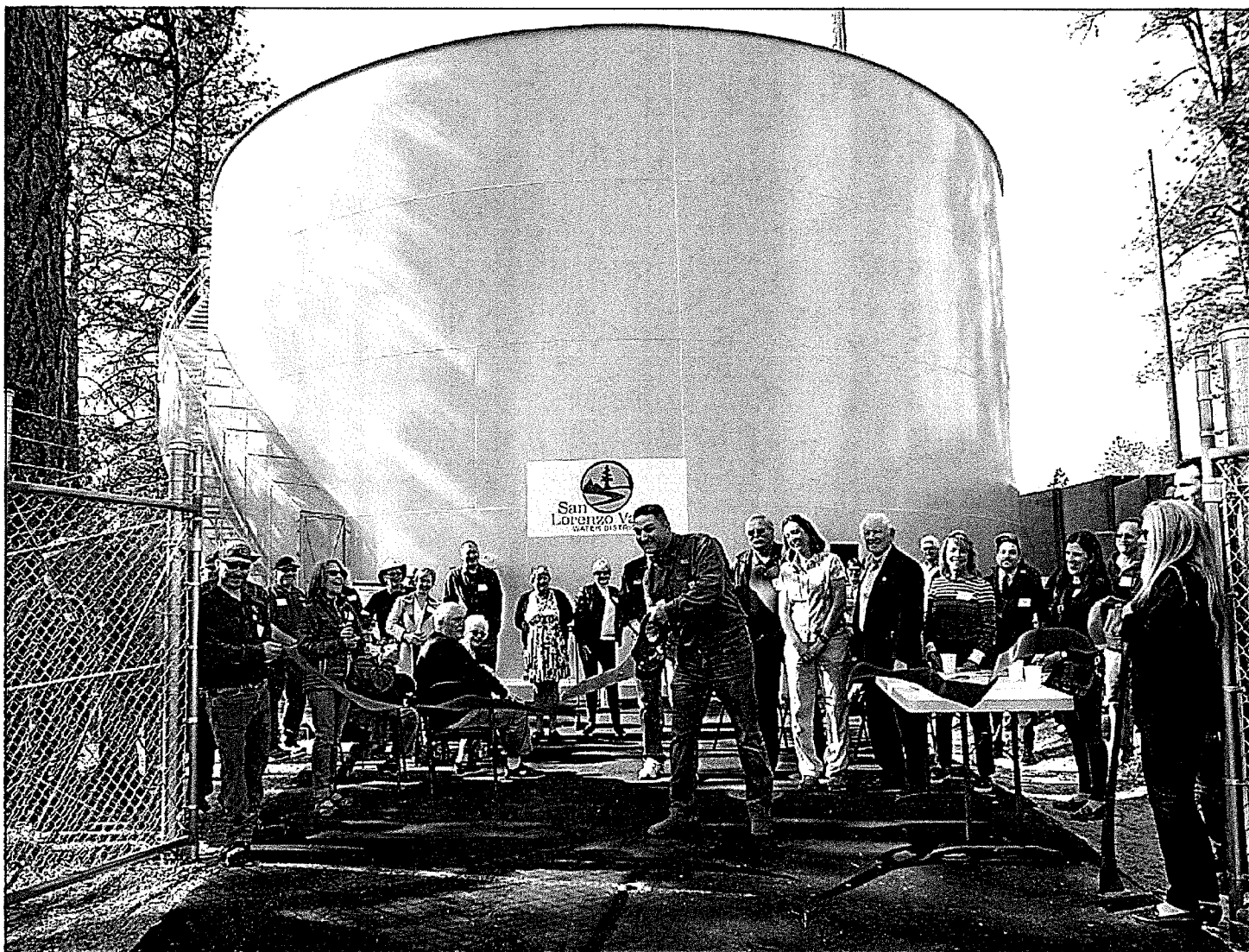
recovery plan for the area and hope that the SLVWD will cooperate in the recovery process. Please pass this information along to the board members in your upcoming meeting this week.

I will keep the department informed as information becomes available. It also would be helpful to have a board member as point coordinator with the Trust as requested earlier via email to members (who have not responded). Thanks Holly.

Durst Trustee

San Lorenzo Valley bolsters water supply resiliency

New 'probation tank' a five-fold increase over redwood predecessor



DAN COYRO — SANTA CRUZ SENTINEL

Jim Furtado, director of operations for the San Lorenzo Valley Water District, cuts the ribbon on their new 534,000-gallon tank which replaces a leaky 100,000-gallon redwood tank riddled with woodpecker holes.

By Jessica A. York
jyork@santacruzsentinel.com
@reporterjess on Twitter

FELTON » After years of negotiating, planning and saving, San Lorenzo Valley has taken a half-a-million-gallon weight off its mind.

The San Lorenzo Valley Water District on Thursday celebrated

completion of a new 500,000-gallon water tank, christened, like its immediate predecessor as "Probation Tank" in a nod to the facility's proximity to the Santa Cruz County Juvenile Probation / Juvenile Detention Facility off Graham Hill Road. This time, the water tank — with five times the capacity of the district's previous heavily leak-prone redwood tank

— is made of modern welded steel.

San Lorenzo Valley Water District board Vice Chairwoman Lois Henry said she and the board were "very proud of this 534,000-gallon-tank" serving some 700 households in the district's south system in need of about 300,000 gallons daily.

"Just look at how beautiful it

is. I don't know if tanks are called male or female or whatever, but this tank is definitely female," Henry said to audience chuckles. "It's beautiful, it's strong and it's gonna serve the community for many years to come."

5th District Santa Cruz County Supervisor Bruce McPherson commended the water district's

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DAN COYRO — SANTA CRUZ SENTINEL FILE

Water gushes from leaks in the San Lorenzo Valley Water District's then 40-year-old, 100,000-gallon redwood tank in 2013.

Tank

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"truly remarkable achievement" in upgrading the aging tank while earning an environmental construction award from the American Public Works Association Monterey Bay Chapter. In San Lorenzo Valley, where a secure water supply is paramount, he said, the new project also offers additional firefighting capacity and water redundancy opportunities. The tank pipeline connects San Lorenzo Valley Water District with Mount Hermon and the Scotts Valley Water District's regional water system emergency intertie in a collaborative partnership, he said. The larger tank also lowers power costs by allowing for Pacific Gas and Electric pumping, McPherson said.

"That redwood tank was constructed in '65 and it belonged to the Probation Center," McPherson said. "I guess it's about time that we did this. And you had some big hurdles to do this."

Rocky road

During opening statements at this week's ceremony, District Manager Rick Rogers summed up the challenges leading the district to unveil the nearly \$1.9 million drinking water storage project, saying, "It seems like it took forever to get to this point."

The former 100,000-gallon-capacity redwood Probation Tank, riddled with woodpecker holes and semi-continuously gushing water, was among the most visible symbols of the former Lompico

Water District's aging infrastructure. Years of drought-underscoring water shortages forced a hard lesson on the tiny former Lompico district in 2014, finally leading to the district's merger two years later with the neighboring San Lorenzo Valley district. Rogers said the replacement of an additional six Lompico redwood tanks with sealed containers was "basically shovel-ready" to begin next month.

In order to not only rebuild but expand the water tank amidst Mount Hermon's sandhills, the water district faced some environmental hurdles such as protecting endangered species and sensitive habitat, according to environmental consultant and ecologist Jodi McGraw.

Saving sandhills

"It's a unique ecosystem that's found only in Santa Cruz County on uplifted marine sediments that were laid down about 15 million years ago, when this area was underneath a vast sea," McGraw said. "The unique sand soil combines with the moist maritime climate that we have here to create unique conditions for plants

and animals that are found nowhere else in the world."

To offset environmental impacts, construction workers were restricted to strict work conditions and sandhill slope sites around the tank will be reseeded with native species, McGraw said. The district went above-and-beyond in setting aside 6.7 acres of permanently protected habitat in the Olympia Watershed property off East Zayante Road, via a conservation easement with the Land Trust of Santa Cruz County. The district also contributed to an endowment fund for ongoing management and monitoring of the habitat into perpetuity. The site will become a defacto "conservation bank" for the district's future construction projects.

"I regard it as a win-win for both the human communities and their need for a public water supply that's reliable and robust and also for the natural biological communities that we have at this site, with the sandhills that we're sort of unique stewards up here in Santa Cruz County," McGraw said.

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