



NOTICE OF SPECIAL MEETING  
BOARD OF DIRECTORS  
SAN LORENZO VALLEY WATER  
DISTRICT  
AGENDA  
December 7, 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 special meeting of the Board of Directors of the San Lorenzo Valley Water District will be held on Monday, December 7, 2020 at 4:00 p.m.

There will not be a physical location for this meeting. Pursuant to the Governor's Executive Order N-29-20 this meeting will be conducted by video/teleconference. The meeting access information is as follows:

To join the meeting click the link below, or type it into your web browser:  
<https://us02web.zoom.us/j/87528800963>

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

Webinar ID: 875 2880 0963

*Agenda documents are available on the District website at [www.slvwd.com](http://www.slvwd.com) subject to staff's ability to post the documents before the meeting.*

**AGENDA**

1. Special Order of the Day

- a. OATH OF OFFICE  
Administration of Oath of Office for the New Board Members by the District Secretary.
- b. ELECTION OF OFFICERS FOR 2021  
Discussion and possible action by the Board regarding the election of President and Vice President of the Board of Directors for 2021.

2. Convene Meeting/Roll Call

3. Oral Communications:

*This portion of the agenda is reserved for Oral Communications by the public on any subject that lies within the jurisdiction of the District and is not on the agenda. Any person may address the Board of Directors at this time. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once. Please state your name and town/city of residence for the record at the beginning of your statement. Please understand that the Brown Act limits what the Board can do regarding issues not on the agenda. No action or discussion may occur on issues outside of those already listed on today's agenda. Any Director may request that a matter raised during Oral Communication be placed on a future agenda.*

4. New Business:

- a. BOARD OF DIRECTORS MEETING DATES AND TIMES FOR 2021  
Discussion and possible action by the Board regarding the dates and time for regularly scheduled BoD meetings for 2021.
- b. STANDING COMMITTEES COMPOSITION  
Discussion and possible action by the Board regarding the possible combining of committees.
- c. BOARD MEMBER COMMITTEE APPOINTMENTS, BOARD LIAISON TO THE LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE AND SLVWD MEMBERS REPRESENTING THE SANTA MARGARITA GROUNDWATER AGENCY FOR 2021  
Discussion and possible action by the Board regarding the committee appointments of Board members, the Board Liaison to LADOC and representatives to SMGWA for 2021.
- d. PUBLIC COMMITTEE MEMBERS FOR 2021  
Discussion and possible action by the Board regarding the appointment of Public Committee Members and setting the first committee meetings for 2021.
- e. PERSONNEL SYSTEM RULES & REGULATIONS  
Discussion and possible action by the Board regarding changes to the District's Personnel System Rules and Regulations for 2021.
- f. RESPECTFUL WORKPLACE POLICY  
Discussion and possible action by the Board regarding changes to the District's Respectful Workplace Policy for 2021.

5. Adjournment

**Certification of Posting**

I hereby certify that on December 3, 2000, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, CA, 24 hours in advance of the special meeting of the Board of Directors of the San Lorenzo Valley Water District (Government Code Section 54956).

Executed at Boulder Creek, California on December 3, 2020.

\_\_\_\_\_  
Holly Hossack, District Secretary  
San Lorenzo Valley Water District

## MEMO

TO: BOARD OF DIRECTORS

FROM: DISTRICT MANAGER

SUBJECT: BOARD OF DIRECTORS' MEETING DATES, TIMES AND LOCATION FOR 2021

DATE: December 7, 2020

### RECOMMENDATION

It is recommended that the Board of Directors discuss and adopt a meeting schedule for 2021. The recommendation of staff is to hold the regularly scheduled Board of Directors meetings via video/teleconference facilitated by Community Television until Santa Cruz County COVID-19 restrictions have been lifted. The Board will revisit this issue when the time comes. It is also recommended that the regularly scheduled meeting continue to be on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month at 5:30 p.m., Open Session convening at 6:30 p.m., unless holidays or other unforeseen events cause a change.

### BACKGROUND

Since January 2019, the regular meeting dates for the Board of Directors was determined to be the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, except when a holiday or other unforeseen events cause a change. The time of the meetings have been 5:30 p.m., with Open Session convening at 6:30 p.m. The location of meetings were at the Operations Building, unless a larger venue was required until Santa Cruz County COVID-19 restrictions required that we conduct virtual meetings. Please consider the attached schedule for Board of Directors meetings in 2021.



## SAN LORENZO VALLEY WATER DISTRICT

### RESOLUTION NO. 11 (20-21)

SUBJECT: SETTING REGULAR BOARD OF DIRECTORS MEETING DAYS FOR 2021 AS THE FIRST AND THIRD THURSDAY OF EVERY MONTH

WHEREAS, California Government Code, Section 54954, establishes that the Board of Directors shall provide the time and place for holding regular meetings; and

WHEREAS, in the past the Board of Directors has determined regular meeting days based upon the availability of Board members; and

WHEREAS, the Board desires to continue the regular meeting days as the first and third Thursday of each month, unless holidays or other unforeseen events cause a change; and

WHEREAS, Santa Cruz County COVID-19 restrictions require that the Board meetings be virtual meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that effective January 1, 2021 the time and place for regular Board of Directors meeting is set for 5:30 p.m. on the first and third Thursday of every month via video/teleconference facilitated by Community Television.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of, California, on the 7th day of December, 2020, by the following vote of the members thereof:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Holly B. Hossack, District Secretary  
San Lorenzo Valley Water District

# 2021

## SAN LORENZO VALLEY WATER DISTRICT

### SCHEDULE OF HOLIDAYS & BOARD MEETINGS

**January 2021**

S	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February 2021**

S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March 2021**

S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April 2021**

S	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2021**

S	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 2021**

S	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**July 2021**

S	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August 2021**

S	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**September 2021**

S	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**October 2021**

S	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November 2021**

S	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**December 2021**

S	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## BOARD MEETINGS

## HOLIDAYS

Jan 1 New Year's Day  
 Jan 18 Martin Luther King Day  
 Feb 15 Presidents' Day  
 May 31 Memorial Day  
 July 5 Independence Day  
 Sept 6 Labor Day

Nov 11 Veterans' Day  
 Nov 25 Thanksgiving  
 Nov 26 Friday after Thanksgiving  
 Dec 23 Christmas Eve  
 Dec 24 Christmas  
 Dec 30 New Year's Eve Holiday  
 Dec 31 New Year's Eve

## MEMO

To: Board of Directors  
From: District Manager  
Subject: District Committees  
Date: December 7, 2020

### Recommendation:

It is recommended that the Board of Directors review this memo and take the possible action of combining the Administrative and Budget & Finance Committees and the Engineering and Environmental Committees. Making two Committees instead of four.

### Background:

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

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

#### Administrative Committee

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

#### Budget and Finance Committee

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

#### Engineering Committee

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

### Environmental Committee

The Committee shall be responsible for matters of stewardship of the District's property including Urban Water Management Plans; Water Conservation Programs; Classis Watershed Education Grants; Watershed Management; Resource Management and other environmental-related matter.

### Lompico Assessment District Oversight Committee (No changes are being proposed at this time)

Committees are encouraged to meet at least monthly requiring staff to prepare four agendas and background information. In addition to monthly committee meetings, the District has two regular Board of Directors meetings each month bringing the total monthly regular meetings to six (6). Staff is requesting that the Board consider combining the Budget & Finance Committee with the Administrative Committee and the Engineering Committee with the Environmental Committee, reducing committees from four down to two. This could require extra time for the two meetings but it will reduce the amount of staff time required for the preparation and the number of meetings every month.

## MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Board Member Committee Appointments 2021  
DATE: December 7, 2020

### RECOMMENDATION:

Staff recommends that the Board of Directors review membership assignments of the existing committees and by motion of the board, approve Board committee assignments for 2021.

### BACKGROUND:

2020 Committees are as follows:

#### Standing Committees

Administrative Committee – B. Fultz, L. Henry  
Budget and Finance Committee – B. Fultz, L. Henry  
Engineering Committee – L. Farris, R. Moran  
Environmental Committee – L. Farris, R. Moran

#### Multi-Agency Body

Santa Margarita Groundwater Agency – L. Farris, L. Henry, R. Moran (alternate)

Section 1.14 of the Policies and Procedures Manual establishes that review of committee assignments will occur during the December meeting of each year, or as soon thereafter as practical.

Staff's experience with Board Committee Assignments is that the Board President would present his or her suggestions for full Board deliberation. At that time, the full Board would discuss and vote on committee assignments for the next year.

M E M O

TO: Board of Directors  
FROM: District Manager  
SUBJECT: PUBLIC COMMITTEE MEMBERS FOR 2020  
DATE: December 7, 2020

RECOMMENDATION:

It is recommended that the Board review the current applications and appoint public committee members to the standing committees, review the number of public committee members in each committee and set the first committee meetings in 2020.

BACKGROUND:

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

*Regardless of the start date, the terms of public member(s) of the Administrative, Budget & Finance, Engineering and Environmental Committees shall end on December 31<sup>st</sup> of each year.*

The District's 2020 standing committees (excluding LADOC):

- Administration Committee - 2 Board members and 3 public members
- Budget & Finance Committee - 2 Board members and 2 public members
- Engineering Committee - 2 Board members and 3 public members
- Environmental Committee - 2 Board members and 3 public members

The District advertised openings for public members to the standing committees on October 2 - November 20, 2020. Following is a listing of the applicant's choices and current committee assignments. Attached are the applications that were received.

## COMMITTEE CHOICES

Name	Admin	B & F	Eng	Enviro
Bounds	1*			
DeJesus	1	2		3
Dolson	1			
Fresco				1*
Herbst				1*
Hickey	1			
Hill	2	1		
Ladd			1*	
Lande			1*	
Layng		2	3	1
Lund		1*		
Murphy		3	1	2
O'Connor				1*
Smolley			1*	
Winegarden	2	1*		

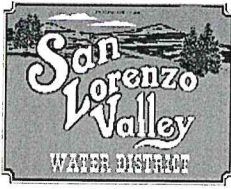
\* current member

1 of 2 reapplied

2 of 2 reapplied

3 of 4 reapplied

3 of 4 reapplied



Admin - current member

2021

# Committee Application Form

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hossack@slvwd.com](mailto:hossack@slvwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged)

## Personal Details

Name: M'Liss Jarvis Bounds Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 16095 Kings Creek Rd., Boulder Creek, CA 95006

Mail Address (please include town): Same

Telephone: (Home) None (Mobile) 831-331-7959

E-Mail: boundses@gmail.com

RECEIVED

OCT 03 2020

SAN LORENZO VALLEY  
WATER DISTRICT

## The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- Budget & Finance Committee  
The Committee is responsible for the review of District finances including rates, fees, charges, and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.
- Engineering Committee  
The Committee is responsible to review matters of design, construction, replacement, and repair of District facilities including the Capital Improvement Program; Master Plans; and other engineering/operational and planning-related matters.
- Environmental Committee  
The Committee is responsible to review matters of stewardship of the District property, including; Urban Water Management Plans; Water Conservation Programs; Classic Watershed Education Grants; watershed management; resource management; and other environmentally related matters.
- Lompico Assessment District Oversight Committee (LADOC)  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Administrative 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.



Attachment to Administrative Committee Application.

Dear Board:

I am submitting my application to serve another term on the Administrative Committee. While I was unable to attend several meetings during 2020 because of a job change, I am now able to more fully participate in the meetings.

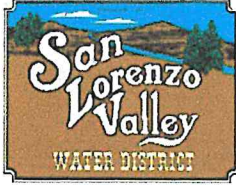
As some of you know, I have been a paralegal for the past 42 years. For the past 16 years I was a civil litigation, employment and real estate law paralegal at the law firm of Hoge, Fenton, Jones & Appel. In May 2020, I made the move back to "this side of the hill" and now work as a paralegal for attorney Dana Scruggs of Scruggs, Spini & Fulton. I believe that my skills as a paralegal could be beneficial to my work on the Administrative Committee.

I would greatly appreciate the opportunity to serve on the Administrative Committee for another term and appreciate your consideration.

Best Regards,

M'Liss Jarvis Bounds

**RECEIVED**  
**OCT 03 2020**  
SAN LORENZO VALLEY  
WATER DISTRICT



RECEIVED

Agenda: 12.7.20  
Item: 4d

NOV 19 2020 2021

SAN LORENZO VALLEY  
WATER DISTRICT

# Committee Application Form

Thank you for your interest in participating in an SLWWD Committee.

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slwwd.com](mailto:hhossack@slwwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged)

## Personal Details

Name: Amanda De Jesus Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 189 Woodland Dr. Ben Lomond

Mail Address (please include town): same

Telephone: (Home) n/a (Mobile) 916 212 9521

E-Mail: amanda47michele@gmail.com

## The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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The Committee is responsible to review matters of design, construction, replacement, and repair of District facilities including the Capital Improvement Program; Master Plans; and other engineering/operational and planning-related matters.
- Environmental Committee  
The Committee is responsible to review matters of stewardship of the District property, including; Urban Water Management Plans; Water Conservation Programs; Classic Watershed Education Grants; watershed management; resource management; and other environmentally related matters.
- Lompico Assessment District Oversight Committee (LADOC)  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Admin 2. Budget & Finance 3. Environmental

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

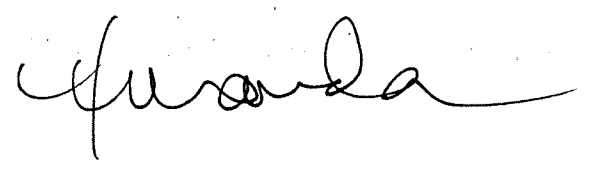
I strongly believe in the power of the people and local government/agencies. One of my interests in serving on the Administration Committee is to support the District's public communications. In my current role as the Communications & Community Engagement Analyst for the City of Redwood City, I manage the City's social media and website; plus, the communication needs for Silicon Valley Clean Water (SVCW). I would love to use my expertise to support my own community and the San Lorenzo Valley Water District.

As a Master of Public Policy, I also have background in policy analysis. Serving on the Administration Committee I would be able to provide analysis of relevant county, state & federal policy analysis, or other supportive policy work.

I love working w/people. As a previous grassroots organizer - and in many roles since - I've developed strong interpersonal skills. Working across agencies to build relationships is also something I'm interested to do w/the District.

Ultimately, I want to be more involved in my local community and this opportunity sounds like something that would be mutually beneficial. I'm excited to learn about and support the Water District.

Thank you for your consideration.







RECEIVED

NOV 10 2020 2021

SAN LORENZO VALLEY WATER DISTRICT Application Form

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

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

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Personal Details

Name: Mark Dolson Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 235 El Solyo Avenue, Ben Lomond, CA 95005

Mail Address (please include town): 235 El Solyo Avenue, Ben Lomond, CA 95005

Telephone: (Home) 831-336-0836 (Mobile) 831-246-6003

E-Mail: mbdolson@gmail.com

The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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1. Administration 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

*Mark Dolson*

## **Application to Serve as a Public Member of the 2021 SLVWD Administration Committee**

### **Mark Dolson**

I am a long-time resident of Ben Lomond who is recently retired and seeking to make a contribution to our local community. I have been attending Water District Board meetings for the past year and have taken great interest in the evolving challenges currently facing our District. I have written about these and have also engaged in extended discussions with specific Board members. My guiding philosophy has been to approach all issues with an open mind, to pursue the fullest possible understanding of all relevant information and points of view, and to promote the use of best practices in seeking solutions that optimally serve the District.

I have a particular interest in the Administration Committee because of my many years as a Director of Engineering and Research in various local companies where I discovered a passion for working collaboratively to build maximally effective teams under varying constraints. I believe that the skills that I developed in these roles can be most usefully applied in the context of the Administration Committee because of its focus on matters relating to organizational operation.

Experience: I received my Ph.D. in Electrical Engineering from Caltech and spent the next ten years as a Research Scientist at the University of California, San Diego collaborating with faculty in the Music, Psychology, and Cognitive Science departments. I worked for 14 years at the Creative Labs Advanced Technology Center in Scotts Valley where I served as Director of Research. I subsequently served as Director of Engineering for Audience (a start-up in Mountain View) and for Plantronics in Santa Cruz. I have also consulted widely.



RECEIVED 2021  
NOV 16 2020  
SAN LORENZO VALLEY WATER DISTRICT  
Committee Application Form

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged)

Personal Details

Name: ELAINE FRESCO Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 1221 FETHERSTON WAY, FELTON

Mail Address (please include town): Same

Telephone: (Home) 831-335-0246 (Mobile) 213-503-8503

E-Mail: ecfresco@gmail.com

The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
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List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Environmental 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

I have been pleased to serve on the Environmental Committee for the last two years, although this last year did not follow the usual schedule of meetings due to the CZU Complex fires. Nevertheless, the experience has been positive and I have learned a lot about the District and its unique challenges and I would like to continue. My goal is to continue to support the District in rebuilding its infrastructure after the fires and in repairing the damage to our watershed. I also want to encourage the District to provide more information and education to the ratepayers.

Early in the year, I was gratified that the Board accepted a proposal for a Low Income Rate Assistance Program. I am proud to have worked on that proposal.

I look forward to another productive year serving on the Environmental Committee.

*Elaine Fresco*  
*November 13, 2020*





Environmental - current member

2021

# Committee Application Form

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

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Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged)

## Personal Details

Name: David Herbst Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 8245 Hihn Road, Ben Lomond CA 95005

Mail Address (please include town: Same

Telephone: (Home) \_\_\_\_\_ (Mobile) 760-258-6066

E-Mail: dherbst@ucsc.edu

RECEIVED

OCT 15 2020

SAN LORENZO VALLEY  
WATER DISTRICT

## The Committees

- **Administration Committee**  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- **Budget & Finance Committee**  
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- **Engineering Committee**  
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List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Environment 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.





2021

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OCT 16 2020

SAN LORENZO VALLEY  
WATER DISTRICT

Committee Application Form

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Personal Details

Name: Michael Hickey Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 725 Creech Dr. Boulder Creek CA 95006

Mail Address (please include town): same

Telephone: (Home) 831-338-3505 (Mobile) (408) 839-8255

E-Mail: mcmphickey@yahoo.com

The Committees

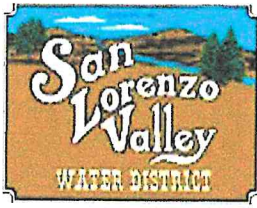
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1. Administration 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to

Public service in my community has always been a priority for me. I was a public school elementary teacher for over a decade and have continued to work as an advocate for public schools. I've been a resident of Boulder Creek for 16 years and have two sons who both attend schools in San Lorenzo Valley (Boulder Creek Elementary and SLVMS). I love this community and am looking to increase my involvement in it. As a member of the Administration Committee, I would utilize my strong communication skills to work with my colleagues on the committee and with the SLVWD board and staff in furthering the goals and mission of the district in providing water to the San Lorenzo Valley community.



# 2021 Committee Application Form

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## Personal Details

Name: Jeffrey W. Hill Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 105 Blueberry Dr. Scotts Valley, CA 95066

Mail Address (please include town): 105 Blueberry Dr. Scotts Valley, CA 95066

Telephone: (Home) 831-438-5735 (Mobile) 408-859-2103

E-Mail: jhill@cruzio.com

**RECEIVED**  
**OCT 18 2020**  
SAN LORENZO VALLEY  
WATER DISTRICT

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1. Budget & Finance      2. Administration      3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to

## Resume of Jeffrey W. Hill

BA - Advertising, Michigan State, 1968, MBA - Marketing, University of Colorado, 1972

Age 74, retired

### Former Business Positions

Director of Product Management, Blue Arc Corp in San Jose., Computer Storage Systems, 7 years (changed direction of product line, resulting in acquisition of company by Hitachi Data Systems at a substantial profit)

Global Director of Product Marketing, Storage Hardware, Hitachi Data Systems, 1 year

VP Products, Powerfile, Inc. (storage startup) (developed new product concept resulting in this being acquired by the 2nd largest VC firm in Silicon Valley.), 2 years, left when acquired

VP Marketing, Intransa Inc. (unsuccessful storage startup), 1 year

Director, Product Marketing, Snap Server Division, Quantum Corp (storage company), 2 years

VP Product Management, Meridian Data Corp. (managed concept and development of Snap Server product line, resulting in acquisition by Quantum Corp at a substantial profit.), 5 years

Prior positions at Frye-Sills Advertising (Denver – 3 years), H. J. Heinz (Product Manager, Pittsburgh, PA, 3 years), Hill & Associates (Partner, Owner, 10 years, Chicago), Santa Cruz Operation (Santa Cruz, CA, Mgr. of Services Marketing, 4 ½ years)

### Volunteer Work

2 years Scotts Valley General Plan Advisory Board - current, work is coming to an end

6 years treasurer, Scotts Valley Sportsmen's Club – current

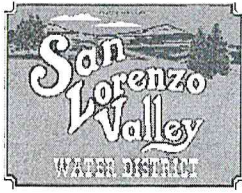
2 years Santa Cruz County Sheriff's Citizen Advisory Board - timed out after 2 year, first 2 years of Sheriff Hart's first term.

4 years treasurer, Monterey Bay Area Michigan State Alumni Club - current

9 years, committee chairman for Boy Scout troop 214 in Scotts Valley - 1988 - 1997

Precinct captain, area chairman and executive board member, Wheeling Township Illinois Republican Party-1980s (I am not currently politically active.)





Engineering - Current member

2021

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## Personal Details

Name: DAVID LADD Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 5324 PLATEAU DRIVE, FELTON

Mail Address (please include town): SAME

Telephone: (Home) \_\_\_\_\_ (Mobile) 831-246-4586

E-Mail: DJLADDSKI@GMAIL.COM

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OCT 13 2020

SAN LORENZO VALLEY  
WATER DISTRICT

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1. ENGINEERING 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.



Having served on the Engineering Committee in 2020 prior to the COVID-19 pandemic, I am interested in continuing my participation on this committee.

I am a retired Engineering Manager who has lived in Felton now for over 35 years. My background includes electronics, mechanics and some hydraulics.

I plan on living here for many more years and am still very interested and concerned about the state of the infrastructure of our water system

Therefore, I believe I can continue to be a valuable addition to this volunteer group and look forward to being able to assist in its endeavors.

If needed, I can provide a more detailed resume that shows my ~50 years technical and engineering background.

Thank you,

***Ken Lande***

10/8/20



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NOV 19 2020



SAN LORENZO VALLEY  
WATER DISTRICT 2021

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## Personal Details

Name: Alina Layng Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 14735 Virginia AVE Boulder Creek CA 950

Mail Address (please include town): same as above

Telephone: (Home) \_\_\_\_\_ (Mobile) 541-602-4471

E-Mail: alinalayng@gmail.com

## The Committees

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1. Environmental 2. Administration 3. Engineering

Please use the back of this form to tell us why you would like to



Dear Board of Directors,

I am writing to you to express my interest in becoming part of the Environmental Committee. I received my Bachelor of Science in Biology with a Marine Biology emphasis from Oregon State University. I have gained a strong understanding of the needs for a healthy ecosystem through my education and my professional experiences working in watersheds at National Marine Fisheries Services, US Army Corps of Engineers, Pacific States Marine Fisheries Commission, Washington Department of Fish and Wildlife, and Oregon Department of Fish and Wildlife which qualifies me for this position. Enclosed is a copy of my resume entailing additional information about my qualifications.

My critical skill set includes directing field operations, permitting with state and federal agencies, collaborating with multiple entities, and analyzing data. Recently, I applied this skillset to develop recommendations for an innovative pilot study to cultivate new technology allowing the monitoring of salmonids in the Bay Delta. This project has the potential to close critical data gaps by piggybacking on existing studies. For this study, I was the primary resource and guidance for all technical and field operation decisions. I was tasked with establishing and maintaining relationships with private landowners and government agencies to allow site access and build partnerships among agencies. I followed the project through the analysis, report writing, and presentation of the results.

My experience conducting topographic land surveys utilizing RTK for the Carmel dam removal geomorphological study translates well in this post fire landscape. I am familiar with the effects of ash in the watershed and the impact it has on our local flora and fauna from seeing the devastation the previous fire had on the salmonid rearing at the Scotts Creek Hatchery. The CZU fire being a much larger fire we will see these devastating effects linger if mitigation is not implemented. I have a unique perspective in understanding the challenges of decreased canopy coverage near streams causing summer water temperatures to increase, winter mudslides and debris flows impacting channel navigability as well as fluctuating water quality throughout the season.

I was asked to come to California to apply my expertise in passive integrated transponder technology to help better understand how drought conditions affect salmonid migration. When searching for a home I fell in love with Boulder Creek and eventually bought a fixer upper here in the mountains. The research I was conducting was published and I spent the last few years as the project manager and participant in the re-construction of the property gaining essential skills from electrical, general construction, plumbing, drainage, and carpentry proving that any challenge I am met with I can overcome.

I am also proficient at data management, quality assessment and quality control, and file management using Excel, Access, SQL, and GIS. I have leadership experience through training and managing field biologists for NMFS and ODFW. My past experience conducting monitoring and restoration projects make me an ideal candidate for this position. Thank you for your consideration and I look forward to serving our community.

Sincerely,  
Alina Layng  
14735 Virginia Avenue  
Boulder Creek, CA 95006  
(541) 602-4471  
alinalayng@gmail.com

**Alina Layng**  
**(541) 602-4471 alinalayng@gmail.com**

---

**Education**

2009 B.S. Biology *specialization Marine Biology*  
2012 GIS coursework

Oregon State University  
University of Washington

**Experience** ([www.linkedin.com/in/alinamontgomery](http://www.linkedin.com/in/alinamontgomery))

**Delta PIT Technical Lead**

**August 2015-December 2016**

**National Marine Fisheries Services**

**Santa Cruz, CA**

Coordinator of technical phases for pilot study to develop a deep water PIT array

- Primary resource and guidance for all technical and field operation decisions
- Oversaw the development of prototype array
- Utilized GIS for bathymetry analysis and map creation
- Created and managed databases
- Managed field deployment of acoustic receivers and PIT arrays
- Boat operation and maintenance
- Contributed to analysis and report writing
- Topographic land surveys utilizing RTK for dam removal geomorphological study
- Estuary aquatic sampling of salmonids, invertebrates, and water quality
- Performed snorkel surveys and electrofishing in streams
- Collaborated with multiple government agencies, private citizens, and companies

**Biological Science Technician**

**January-May 2015**

**US Army Corps of Engineers**

**Bonneville Lock and Dam**

Monitored and evaluated marine mammal predation in the vicinity of Bonneville Dam

- Established new sampling/statistical design from census collection to sub sampling
- Collected field data on surface observations of marine mammal predation on salmonids and other fish including camera analysis
- Input of field data into computers
- Analyzed and interpreted data to make recommendations to Project Leader regarding monitoring program

**Fisheries Technician 2**

**August-December 2014**

**Washington Department of Fish and Wildlife**

**Vancouver, WA**

Development of alternative commercial fishing gear to move to a mark selective fishery

- Survival rates of released unmarked salmonids from beach and purse seine fishery
- Collected catch data from seine and tangle net fisheries
- Updated, maintained, and error checked Access database
- Operated boats
- Ran Lotek SRX-400 for mobile radio telemetry to study
- Coordinated with buyers, tribal, and commercial fisheries to take biological samples from the gill net fishery
- Ran handheld data loggers and produced summaries
- Spawning ground surveys
- Land owner contacts

**Fishery Biologist 1**

**April-July 2013, March-August 2014**

**Pacific Northwest National Laboratory**

**North Bonneville, WA**

Juvenile Salmon Acoustic Telemetry System (JSATS) Dam Survival Studies

- Led deployment and troubleshooting of YSI monitoring systems for holding tanks

- Program and replace internal batteries for Biomark equipment
- Soldering, wiring, activation of lithium batteries and acoustic transmitters
- Fish condition, diagnose disease and physiological issues
- Necropsy of fish for surgeon and condition evaluation
- Anesthesiologist for production tagging (21,000 fish per 60 days)
- Collected fish via Juvenile Bypass System and fish husbandry
- Surgically implanted acoustic transmitters and PITs
- Implemented protocols ranging from collections through release
- Conducted image analyses to create catalogue with metadata

**Fisheries Technician 1**

**September-December 2013**

**Washington Department of Fish and Wildlife**

**Pasco, WA**

Monitored fall Chinook sport fishery, spawning stream surveys, and hatchery returns

- Navigated Yakima and Columbia Rivers using various vessel types
- Operated and maintained boats and motor vehicles
- Entered data in agency-wide database
- Collected and identified native fish
- Recorded condition, sampled relevant tissue/otolith, recovered and read CWTs
- Assessed spawning and fecundity at Priest Rapids Hatchery

**Field and Data Entry Assistant**

**July-September 2013**

**Oregon Department of Fish and Wildlife**

**John Day, OR**

IMW and CHaMP fish and habitat monitoring projects in the John Day River Basin

- Designed and implemented shed and spawned tag recovery project
- Tested spawned salmon for bacterial kidney disease (BKD)
- PIT array maintenance and tagging software operation
- Electro-fishing and snorkel herding for juvenile salmonid population estimate
- Identified juvenile and adult salmonids for mark and recapture study (PIT, fin clip)
- Scale analysis including prep, mounting, and final determination
- Navigated and hiked 3-5 miles, 40lb packs, creating way points for survey sites
- Visual spawning ground surveys for redds and carcasses
- Habitat surveys

**Inspection Technician**

**November 2012- April 2013**

**Genentech**

**Hillsboro, OR**

Quality control for commercial pharmaceutical products and components

- Executed manual visual inspection of empty vials, diluents, and drug products with a focus on quality and efficiency
- Accurately completed detail-oriented process-related documentation
- Operated all formulation, sterile filling, inspection, and final vial packaging equipment

**North Pacific Groundfish and Hake Lead Observer**

**May 2010 – November 2012**

**National Marine Fisheries Services**

**Dutch Harbor, AK**

Assembled fishery management data living aboard domestic fishing vessels

- Lead biologist responsible for daily duties, sampling designs, and dataset QC/QA
- Sampled catches for composition and the incidence of sensitive species
- Obtained fish tickets, accumulated logbook data, and monitored plant offload
- Documented fishery interactions with marine mammals and avian species
- Collected scales, otoliths, vertebrae, stomach, and isotope samples

Alina Layng

- Identified Bering Sea and Gulf of Alaska fish to species

**Black Rockfish Research Technician  
Oregon Department of Fish and Wildlife**

**January-May 2010  
Newport, OR**

Conducted PIT population study tagging approximately 4,000 black rockfish at sea

- Developed code to digitize and streamline data collection
- Field equipment maintenance and operation
- Gathered sex, maturity, length, and effects of barotrauma
- Organized field data using Access into datasets for fisheries management
- Herring spawn inventory and assessment survey using handheld GPS
- Obtained and processed estuary core samples to determine biological impact of NOAA's dock construction

**Ocean Sport Salmon Surveyor  
Oregon Department of Fish and Wildlife**

**Summer 2007 and 2009  
Newport, OR**

Administered interviews with sport anglers to compile fish stock data

- Strengthened field crews through training new field biologists
- Identified adult salmonids and west coast sport fish
- Scanned for PITs, accumulated scales for aging, and snouts for Coded Wire Tags
- Efficiently worked on handheld data loggers
- Observed on ocean salmon charters to assemble catch and release data
- Small boat operation

**Culvert Surveyor Volunteer  
Benton Fish Passage Improvement Program**

**Summer 2008  
Corvallis, OR**

Surveyed culverts to collect a comprehensive database of potential fish passages

- Skillfully operated laser level tri-pod to obtain culvert heights
- Produced map locations points using ArcPad
- Generated gradient measurements with use of clinometers

**Publications**

Rundio DE, **Montgomery AN**, Nesbit MG, Morris MS, Brooks GT, Axel GA, Lamb JJ, Zabel RW, Ferguson J, Lindley ST. 2017. Central Valley passive integrated transponder (PIT) tag array feasibility study. NOAA Technical Memorandum NOAA-TM-NMF-SWFSC-573.

**Special Skills**

Padi Certified Rescue Diver  
First Aid Certified

Cold Water Safety Survival Training  
Boat Operation (catacraft, jet, outboard)

**SOFTWARE (Proficient)**

PTAGIS	ArcGIS	MS Office including Access	ATLAS
FishSuite	ArcView	Handheld Data loggers	Digitizer board

Alina Layng



B & F - current member  
2021

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## Personal Details

Name: Rivka Lund Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 1303 Highland Drive, Boulder Creek, CA 95006

Mail Address (please include town): 1303 Highland Drive, Boulder Creek, CA 95006

Telephone: (Home) 831-703-4148 (Mobile) \_\_\_\_\_

E-Mail: rivkalund@gmail.com

RECEIVED  
NOV 03 2020  
SAN LORENZO VALLEY  
WATER DISTRICT

## The Committees

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**EXPERIENCE****DEVICES & SERVICES, BUSINESS INTELLIGENCE & AUTOMATION PROGRAM MANAGER  
GOOGLE, LLC***November 2019 - Present*

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

**HEAD OF FINANCE & ADMINISTRATION  
NOON HOME, INC.***May 2018 - November 2019*

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

**HEAD OF FINANCE & ACCOUNTING  
NOON HOME, INC. (fka LOCOROLL, INC.)***July 2017 - April 2018*

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

## RIVKA LUND

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

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### SENIOR ACCOUNTANT

NEST LABS, INC. (GOOGLE, INC., GOOGLE UK LIMITED)

*June 2015–June 2017*

- Managed cost accounting operations globally, including monitoring 3PL inventory, warranty, coordination of month close reconciliations and other activities with the revenue, logistics and sales teams;
- Managed accounting for Nest's largest contract manufacturer including coordination with engineering business operations for accounts payable, accrual tracking, contract reviews and payment negotiations;
- Managed accounting for global fixed assets including CIP tracking, fixed asset enrollment and depreciation analyses;
- Supervised, counseled, trained and evaluated internal and outsourced professional accounting staff;
- Provided internal guidance and training for both Google and Nest financial systems and processes;
- Built and improved current cost accounting processes, including:
  - Enhancement and automation of Nest's ERP system,
  - Expansion of logistics automation and accounting practices,
  - Creation of internal sample request and approval processes
  - Development of freight accrual and capitalization models, and
  - Contract manufacturer cost tracking.

### ACCOUNTANT

NEST LABS, INC.

*July 2013–May 2015*

- Managed, improved and expanded global accounts payable and accrued liabilities processes including invoice receiving, invoice approvals, customer refunds, supplier payment runs, treasury operations and accrued liability tracking;
- Supervised, counseled, trained and evaluated outsourced professional accounting staff;
- Participated in the preparation and review of financial statements for Nest's acquisition by Google, Inc. in February 2014;
- Managed the integration of non-inventory related accounts payable into Google's systems and processes as well as the creation and transition of Nest's entity codes in Google's ERP system.

### SENIOR AUDITOR

ERNST & YOUNG LLP

*September 2010 –July 2013*

- Planned and supervised GAAP financial statement audit engagements, assurance services and financial guidance for entities ranging in size from developmental stage companies to multi-billion dollar public companies including:
  - salesforce.com – enterprise cloud computing leader
  - Oracle – optimizes and integrates business hardware and software systems
  - Cloudmark, Inc. – carrier-grade messaging infrastructure and security solutions
- Supervised, counseled, trained and evaluated professional staff on each engagement team;
- Coordinated and collaborated with internal and external tax and IT specialists on each engagement team for the purposes of transfer pricing reporting and auditing;
- Provided clients with financial reporting guidance pursuant to technical pronouncements and industry standards, including revenue recognition in accordance with SAB 104, ASC 605-25 – Multiple Element Arrangements and ASC 985-605 – Software Revenue and legal accrual assessments in accordance with ASC 450-20.

**EDUCATION**

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

**SOFTWARE SKILLS**

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

**LICENSES/CERTIFICATIONS**

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



## Holly Hossack

---

**From:** Rivka Lund <rivkalund@gmail.com>  
**Sent:** Tuesday, November 03, 2020 12:59 PM  
**To:** Holly Hossack  
**Subject:** Re: SLVWD 2021 Committees  
**Attachments:** Rivka Lund Resume.pdf; 2021 Committee Application.pdf

Hi Holly,

Please see attached for my application and resume.

In regards to my application, I would love to continue on the committee into the next year for similar reasons from my last application:

- (1) My passion for water conservation and finance
- (2) Be involved in an important part of our community
- (3) Use my accounting and operation knowledge to drive efficiency and cost savings in our district.

Please let me know if you need the details above included in a separate document to include in the board meeting minutes.

Thanks!  
Rivka

On Thu, Oct 8, 2020 at 10:15 AM Holly Hossack <[hhossack@slvwd.com](mailto:hhossack@slvwd.com)> wrote:

Dear SLVWD Committee Members,

We are recruiting for 2021 SLVWD Committee members. We would like to start by inviting you to re-apply for the committee that you are currently serving on or for any other committee you are interested in. The Board realizes that you were cheated out of a full year on your committee by the pandemic and then the CZU fire and they hope that you will consider re-applying.

Please find attached a copy of the announcement, an application, and more information about the committees.

Contact me if you have any questions.

Thank you,

Holly Hossack | Administrative Assistant/District Secretary  
San Lorenzo Valley Water District | 13060 Highway 9 | Boulder Creek | CA | 95006



RECEIVED

NOV 23 2020

2021

Committee Application Form  
SAN LORENZO VALLEY WATER DISTRICT

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged)

Personal Details

Name: Mike Murphy Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 12785 hwy 9, Boulder Creek, 95006

Mail Address (please include town): PO Box 1882, Boulder Creek, CA, 95006

Telephone: (Home) 831-338-6621 (Mobile) 831-246-3069

E-Mail: bouldercrkMurph@gmail.com

The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- Budget & Finance Committee  
The Committee is responsible for the review of District finances including rates, fees, charges, and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.
- Engineering Committee  
The Committee is responsible to review matters of design, construction, replacement, and repair of District facilities including the Capital Improvement Program; Master Plans; and other engineering/operational and planning-related matters.
- Environmental Committee  
The Committee is responsible to review matters of stewardship of the District property, including; Urban Water Management Plans; Water Conservation Programs; Classic Watershed Education Grants; watershed management; resource management; and other environmentally related matters.
- Lompico Assessment District Oversight Committee (LADOC)  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Engineering Comm. 2. Environmental Comm. 3. Administration Comm.

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

Hello,

I would like to participate on a committee because I am a resident and customer of SCLWD. I am currently a Water Treatment Plant Operator for the San Francisco Public Utilities Commission and have my T4, D2, WW2, and CWEA EIT2 certifications.

I believe as an operator I will provide a needed perspective to any of the committees. Coming from the operations perspective, I feel that my experience can help bring light to areas the general public may not consider.

Thank you for your consideration.

Mike Mungy

**Michael Garret Murphy**  
**PO Box 1882**  
**Boulder Creek, CA 95006**  
**831-246-3069**  
[bouldercrkmurph@gmail.com](mailto:bouldercrkmurph@gmail.com)

---

### **Certifications/Licenses**

- Local 39 Apprenticeship Certification for Journeyman Stationary Engineer
- SWRCB Water Treatment Operator Certificate T4, #33796
- SWRCB Water Distribution Operator D2, #40161
- SWRCB Waste Water Treatment Plant Operator Grade 2, #41214
- CWEA Electrical Instrumentation Technician Grade 2, #90972006
- Local 39, EPA Technician Certification, type Universal.

### **Technical Skills**

- Maintenance and Operation of various water treatment systems, such as, groundwater wells and surface water treatment plants, including Conventional filter plants, ultraviolet treatment, direct filtration vessels, Micro-filtration, and Triple-O Ozone systems.
- Operation of the SFPU Regional Water System and appurtenances.
- Maintenance and operation of drinking water distribution systems.
- Installation, calibration, and maintenance of hand held and online instrumentation equipment such as flow meters, turbidimeters, chlorine residual, ultrasonic level indicators, and toxic gas detectors.
- Maintenance and operation of sewer treatment plants, lagoons, lift stations, and air injection equipment.
- Maintenance and operation of heating, ventilation, air conditioning, and refrigeration equipment.
- SCADA system installation, operation, and maintenance, including control panels and radio telecommunication equipment.
- Taking samples for compliance with SWRCB DDW monthly/quarterly/annual reporting.
- Scheduling and completing monthly and annual reports to stay in compliance with state and federal drinking water compliance rules and regulations.
- Installation, operation, and maintenance of electrical equipment such as variable frequency drives, motor control centers, blowers, air compressors, and hydraulic equipment.
- Plumbing system installation, maintenance and repair.

### **Management Skills**

- Past President of Forest Springs Improvement Association, a local mutual water, road, and pool association, delegation of duties to various committees within association.
- Selected and managed private contractors.
- Interfaced with State and Local regulatory agencies.



- Organized and facilitated the monthly and yearly Association meetings.
- Organized and facilitated the completion and distribution of the yearly Consumer Confidence Report for the drinking water system.
- Coordinate with water quality lab on maintaining sampling schedules.
- Supervise and train employees on duties and maintenance of water system.

### Administrative Skills

- Generate monthly and annual compliance reports for the SWRCB various divisions.
- Generate Purchase Orders and Requisitions.
- Comply with current accounting and purchasing requirements with CCSF.
- Ability to use Microsoft Word, Excel, and Outlook.
- Completed applications for Prop 50 and Prop 84 water treatment plant upgrade project.

### Work History

- 05/05/2018-Present: **7341 Stationary Engineer, Water Treatment Plant, WST Division**
- 8/2016-05/04/2018; **7341 Stationary Engineer, Water Treatment Plant, Designated Chief Water Treatment Plant Operator, City and County of San Francisco, Juvenile Probation Department, Log Cabin Ranch.**
- 8/2005-8/2016: **Electrical Instrumentation Technician 2, Public Works Water and Waste Water Operations, County of Santa Cruz.**
- 8/1998-8/2005: **Stationary Engineer, SAP Center, Home of the National Hockey League San Jose Sharks, San Jose, CA.**

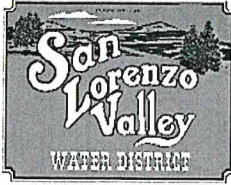
### Education

**Cal Poly State University, San Luis Obispo, CA**  
Bachelor of Science Agricultural Business 1995

**Local 39 Apprenticeship, San Francisco, CA**  
Certificate of Apprenticeship, 2003

**Gavilan Community College, Gilroy, CA**  
Associate of Science, Water Treatment Technology,  
In Progress

### References available upon request



Environmental - current member

2021

# Committee Application Form

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged)

## Personal Details

Name: Kevin O'Connor Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 311 Fall Creek Dr. Felton 95018

Mail Address (please include town): 311 Fall Creek Dr. Felton 95018

Telephone: (Home) \_\_\_\_\_ (Mobile) 831-421-2396

E-Mail: kevincoconnor@hotmail.com

**RECEIVED**  
**OCT 26 2020**  
SAN LORENZO VALLEY  
WATER DISTRICT

## The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- Budget & Finance Committee  
The Committee is responsible for the review of District finances including rates, fees, charges, and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.
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The Committee is responsible to review matters of stewardship of the District property, including; Urban Water Management Plans; Water Conservation Programs; Classic Watershed Education Grants; watershed management; resource management; and other environmentally related matters.
- Lompico Assessment District Oversight Committee (LADOC)  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Environmental 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.



Engineering - current member  
2021  
Committee Application Form

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

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged) **Personal Details**

Name: Mr.  Mrs.  Miss  Ms.  Mark Smolley

Actual Address (please include town): 5933 Valley Drive, Felton Mail Address (please include town):

Telephone: (Home) (Mobile) 650-815-5840

E-Mail: [mdsmolley@gmail.com](mailto:mdsmolley@gmail.com)

### The Committees

- Administration Committee  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- Budget & Finance Committee  
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- Lompico Assessment District Oversight Committee (LADOC)  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Engineering 2. \_\_\_\_\_ 3. \_\_\_\_\_

participate and/or attach a resume.

I have been involved with the District's Engineering Committee for the past two years and am interested in continuing my participation. I feel that with my experience as a Construction Manager and background as a Professional Geologist I can assist the District with infrastructure improvements and wild-fire recovery efforts.





Budget & Finance - current member

2021

# Committee Application Form

Thank you for your interest in participating in an SLWWD Committee.

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

Please send your completed application to the District Secretary, 13060 Hwy. 9, Boulder Creek, CA 95006 or to [hhossack@slvwd.com](mailto:hhossack@slvwd.com) by November 20, 2020, at 3:00 pm (receipt of your application will be acknowledged)

## Personal Details

Name: Stephanie Winegarden Mr.  Mrs.  Miss  Ms.

Actual Address (please include town): 14591 Big Basin Way, Boulder Creek

Mail Address (please include town): 14591 Big Basin Way, Boulder Creek

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

E-Mail: s.wine@comcast.net

**RECEIVED**  
**OCT 26 2020**  
SAN LORENZO VALLEY  
WATER DISTRICT

## The Committees

- **Administration Committee**  
The Committee is responsible for matters of internal and external administrative matters including communications, staffing, and staff support; District's data gap grant programs; interagency relations; codes and policies; pending State and Federal legislation; and other administrative programs.
- **Budget & Finance Committee**  
The Committee is responsible for the review of District finances including rates, fees, charges, and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.
- **Engineering Committee**  
The Committee is responsible to review matters of design, construction, replacement, and repair of District facilities including the Capital Improvement Program; Master Plans; and other engineering/operational and planning-related matters.
- **Environmental Committee**  
The Committee is responsible to review matters of stewardship of the District property, including; Urban Water Management Plans; Water Conservation Programs; Classic Watershed Education Grants; watershed management; resource management; and other environmentally related matters.
- **Lompico Assessment District Oversight Committee (LADOC)**  
This committee consists of 5 individuals interested in assisting in an advisory role to review matters of revenue and expenses directly related to Assessment District 2016-1 projects. The District requires that you be a resident of AD 2016-1.

List the Committee(s) you are interested in participating in: A Public Member can only serve on one standing committee at a time.

1. Budget and Finance Committee 2. Administration Committee 3. \_\_\_\_\_

Please use the back of this form to tell us why you would like to participate and/or attach a resume.

I have lived in Boulder Creek for 14 years with my husband and our two daughters, who attend Boulder Creek Elementary and SLV Middle School. I believe my background in banking, which includes finance, operations, and audit, will allow me to assist the committee in meeting its objectives. Please see my attached resume.

Thank you for your consideration.

Stephanie Winegarden

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

## Stephanie Winegarden

---

<b>Experience</b>	2011 to 2019	Santa Cruz Community CU	Santa Cruz, CA
	<b>VP of Operations</b>		
	<ul style="list-style-type: none"><li>▪ Monitor and manage electronic services; ACH, wire transfers, home banking, ATM balancing, and card services</li><li>▪ Manage Credit Union operations and quality control activities; including member contact center and 2 branch offices</li><li>▪ Manage Bank Secrecy Act filing and high-risk account review; BSA Officer</li><li>▪ Manage Business Continuity Plan and disaster recovery testing for Credit Union</li><li>▪ <i>Account Services Manager 2014 to 2016 – managed and supported all member account related operations</i></li><li>▪ <i>Assistant Branch Manager 2011 to 2014 – supported branch and member service operations, including consumer loan origination and funding</i></li></ul>		
	2007 to 2011	Wells Fargo Bank	Santa Cruz, CA
	<b>Service Manager</b>		
	<ul style="list-style-type: none"><li>▪ Coached team to exceed sales and service goals 4 consecutive quarters</li><li>▪ Conducted regular audits of branch logs and documentation</li><li>▪ Supported large safe deposit box migration project</li></ul>		
	2006 to 2007	LaSalle Bank	Grand Rapids, MI
	<b>Branch Operations Supervisor</b>		
	<ul style="list-style-type: none"><li>▪ Coordinated compliance to security and audit procedures</li><li>▪ Examined and submitted BSA documents</li><li>▪ Spearheaded customer driven staffing efforts</li></ul>		
	2003 to 2005	National City Bank	Grand Rapids, MI
	<b>Assistant Branch Manager</b>		
	<ul style="list-style-type: none"><li>▪ Assisted in bank-wide teller system conversion</li><li>▪ Directed daily branch activities and customer service goals</li><li>▪ Originated and funded consumer loans, including HELOC products</li><li>▪ Obtained insurance and securities license series 6 and 63</li></ul>		
<b>Education</b>	2002	Davenport University	Grand Rapids, MI
	Business Management ( <i>Highest Honor</i> )		
	<ul style="list-style-type: none"><li>▪ Certified Manager</li></ul>		
<b>Certifications</b>	Certified Anti-Money Laundering Specialist – <i>Association of Certified Anti-Money Laundering Specialists (ACAMS)</i>		



NOSSAMAN LLP

Memorandum

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

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

**DATE:** December 7, 2020

**RE:** Review of Personnel System Rules and Regulations for 2021  
502665-0001

---

**SUMMARY:**

According to the Board Policy Manual (Section 18.A), the District's Personnel System Rules and Regulations (Rules and Regulations, Attachment A) are to be reviewed at a meeting of the Board of Directors in December of each calendar year or as soon thereafter as reasonable.

Revisions appear to be needed to the Rules and Regulations in order to make them internally consistent and ensure they are consistent with current law. For example, the Rules and Regulations do not address laws and regulations that may be applicable to the District including certain leave laws and consumer reporting acts related to background checks. Additionally, the competitive service examination and eligibility provisions should be reviewed to ensure they continue to meet the needs of the District, within the bounds established by applicable law and District Ordinance No. 99 (Attachment B).

**RECOMMENDATION:**

By motion of the Board, direct District Counsel to review the Personnel System Rules and Regulations with staff, to ensure they are internally consistent and consistent with current law, and bring them back to the Board for review and re-adoption no later than the next regular Board meeting.

Alternatively, the Board could direct that additional changes be considered and/or made to the Rules and Regulations.

Alternatively, the Board could refer the matter to committee.

Alternatively, the Board could direct that no changes be made to the Rules and Regulations, or the Board could take no action. This alternative is not recommended because updates appear to be needed to ensure consistency with current law.

**ATTACHMENTS:**

Attachment A – Personnel System Rules and Regulations

Attachment B – District Ordinance No. 99



# Attachment A

SAN LORENZO VALLEY WATER DISTRICT  
PERSONNEL SYSTEM  
RULES AND REGULATIONS 2017

ADOPTED  
DECEMBER 15, 2016  
RESOLUTION NO. 17 (16-17)

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## SAN LORENZO VALLEY WATER DISTRICT PERSONNEL SYSTEM RULES AND REGULATIONS

### SECTION 1-GENERAL PROVISIONS

#### 1.1 General Provisions.

These Personnel System Rules and Regulations of the San Lorenzo Valley Water District are adopted pursuant to District Ordinance No. 99 dated November 16, 2000 and shall be known as the "Personnel System Policy" (hereinafter referred to as "Policy"), and may be cited and referred to herein as such.

#### 1.2 Statement of Purpose.

The purpose of this Policy is to provide orderly, equitable and uniform procedures for administration of the personnel system.

#### 1.3 Effect of Policy on Past Actions and Obligations.

This Policy which establishes rules and regulations for the administration of the personnel system completely supersedes and cancels all prior practices, policies and agreements whether written or oral, howsoever the same may be expressed, which are contrary to or in conflict with this Policy, including resolutions and ordinances of the Board of Directors, unless expressly stated to the contrary herein or expressly stated within a duly authorized and fully executed collective bargaining agreement by and between the District and a duly recognized employee organization prepared pursuant to the Government Code of the State of California (Section 3500 et. seq.). Notwithstanding the provisions of this Section, this Policy constitutes the complete and entire rules and regulations relative to this subject matter.

#### 1.4 Severability.

If any provision, sentence, clause or phrase of this policy or the application of said provision, sentence, clause or phrase to any person or circumstance is for any reason held to be invalid or not in accordance with applicable provisions of Federal, State or local laws or regulation, the remainder of this policy, or the application thereof to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

1.5 Effect of Memorandum of Understanding.

Whenever the provisions of this Policy conflict with the provision of a duly authorized and fully executed collective bargaining agreement by and between the District and a duly recognized employee organization pursuant to the Government Code of the State of California (Section 3500 et. seq.), the provisions of the agreement shall prevail.

1.6 Fair Employment Practices.

All techniques or procedures used in recruitment and selection of employees shall be designed to measure only the job-related qualifications of applicants. No recruitment or selection technique shall be used which is not justifiably linked to successful job performance. The District Manager shall have the sole authority to make the final determination regarding which recruitment and/or selection techniques will be utilized for any given position or class.

1.7 District Manager Authority.

The District Manager shall have the authority to administer this Policy and may delegate any or all of the authorized powers and duties to his/her duly authorized representative(s) or designee(s), or may recommend that such powers and duties be performed under contract. The authority to appoint all officers and employees except those specifically excluded by Ordinance, to remove same and have general control and supervision over same is vested in the District Manager.

1.8 Definitions.

As used in this Policy, the following terms shall have the meanings indicated:

- a. "Advancement, means a salary increase within the limits of a pay range established for a class.
- b. "Allocation" means the assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibilities exercised.
- c. "Class" means all positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application with equity of common standards of selection, transfer, demotion and salary.

- d. "Competitive Service" means all positions of employment in the service of the District except those excluded by the personnel system ordinance.
- e. "Continuous Service" means an employee's length of continuous regular full-time or regular part-time service since their last date of hire, less any adjustments due to lay off, approved leaves of absence without pay or other breaks in service
- f. "Days" means calendar days unless otherwise stated.
- g. "Demotion" means the movement of an employee from one class to another class having a lower maximum base rate of pay.
- h. "Disciplinary Action" means the demotion, discharge, reduction in pay and/or written suspension or reprimand of a regular employee for just cause(s).
- i. "District" means the San Lorenzo Valley Water District, and, where appropriate herein, refers to any duly authorized representative(s) as herein defined.
- j. "District Manager" means the District Manager or his/her duly authorized representative or agent.
- k. "Eligible" means a person whose name is on an employment list.
  - 1. Eligible List:
    - (1) "Open Eligible List" means a list of names of persons who have taken an open competitive examination for a class in the competitive service and have qualified.
    - (2) "Promotional Eligible List" means a list of names of persons who have taken a promotional examination for a class in the competitive service and have qualified.
- m. Examination:

- (1) "Open Competitive Examination" means an examination for a particular class which is open to all persons meeting the qualifications for the class.
  - (2) "Promotional Examination" means an examination for a particular class which is open only to employees of the District meeting the qualifications for the class.
  - (3) "Continuous Examination" means an open competitive examination which is administered periodically and as a result of which names of qualified candidates are placed on an employment list, in order of final scores, for a period of not more than one (1) calendar year.
- n. "Lay-Off" means the separation of employees from the active work force due to lack of work or funds, or to the abolition of positions by the Board of Directors for the above reasons or due to organization changes.
- o. "Personnel Ordinance" means District Ordinance No. 99 which created a personnel system for the District.
- p. "Position" means a group of duties and responsibilities in the competitive service requiring the full-time or part-time employment of one person.
- q. "Probationary Period" means a period to be considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position.
- r. "Promotion" means the movement of an employee from one class to another class having a higher maximum base rate of pay.
- s. "Provisional Appointment" means an appointment of a person who possesses the minimum qualifications established for a particular class and who has been appointed to a position in that class in the absence of available eligibles. In no instance shall a

provisional appointment exceed one (1) calendar year unless otherwise approved by the District Manager.

t. "Regular Employee., means an employee in the competitive service who has successfully completed the probationary period and has been retained as hereafter provided in these rules and regulations.

u. "Re-employment" means the restoration without examination of a former regular employee or probationary employee to a classification in which the employee formerly served and resigned with good standing.

v. "Reinstatement" means the restoration without examination of a former regular employee or probationary employee to a classification in which the employee formerly served and was laid off or demoted in accordance with the provisions of Section 11.

w. "Relief of Duty, means the temporary assignment of an employee to a status of leave with pay.

x. "Separation of Service" means the termination of employment by means of layoff, resignation or discharge.

y. "Suspension" means the temporary separation from service of an employee without pay for disciplinary purposes.

z. "Temporary Employee" means an employee who is appointed to a non-regular position for a limited period of time and/or fixed by the duration of a specific project or an employee appointed to fill a position in the competitive service for a limited period of duration not to exceed one (1) calendar year unless otherwise approved by the District Manager.

aa. "Transfer" means the reassignment of an employee from one position to another position in the same class or in a comparable class.



## **SECTION 2- CLASSIFICATION**

### 2.1 Preparation of Plan.

The District Manager or a person or agency employed for that purpose, shall ascertain and record the duties and responsibilities of all positions in the competitive service and shall recommend a classification plan for such positions. The classification plan shall consist of classes of positions in the competitive service defined by class specifications, including the title. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same class, and that the same schedules of compensation may be made to apply with equity under similar working conditions to all positions in the same class.

### 2.2 Adoption, Amendment and Revision of Plan.

The classification plan shall be adopted by the District Manager and may be amended from time to time. During the process of adoption and consideration of amendment and revision of the classification plan all recognized employee organizations affected shall be advised. Amendments and revisions of the plan may be suggested by any interested party, including any recognized employee organization, and shall be submitted in writing to the District Manager.

### 2.3 Allocation of Positions.

Following adoption of the classification plan and consultation with any recognized employee organization affected, the District Manager shall allocate every position in the competitive service to one of the classes established by the classification plan.

### 2.4 New Positions.

A new position in the competitive service shall not be created until the classification plan has been amended to provide therefore and shall not be filled until an appropriate employment list has been established for such position.

### 2.5 Reclassification.

The District Manager may make periodic studies of the classification plan and make any changes deemed desirable. When the assigned duties and responsibilities of a position have changed

significantly so as to necessitate reclassification, whether new or already created, the position may be reclassified by the District Manager to a more appropriate class. Reclassifications shall not be used for the purpose of avoiding restrictions concerning demotions and promotions, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities.

2.6 Status of Reclassified Employees.

When occupied position(s) are reclassified pursuant to this Section the incumbent(s) shall be affected as follows:

- a. When the incumbent's status is regular employee, the incumbent(s) shall assume regular employee status in the new classification on such effective date without qualifying tests or probationary period.
- b. When the incumbent's status is probationary employee, the incumbent(s) must successfully serve the remainder of the probationary period to attain regular employee status.

**SECTION 3-APPLICATIONS AND APPLICANTS**

3.1 Announcement.

All examinations for classes in the competitive service shall be publicly advertised either by posting, by publication, or such other methods as the District Manager deems appropriate. Special recruiting shall be conducted, if necessary, to insure that all segments of the community are aware of the forthcoming examinations. The announcements shall specify the title and pay of the class for which the examination is announced; the nature of the work to be performed; preparation desirable for the performance of the work of the class; the manner of making application; and other pertinent information.

3.2 Application Forms.

Applications shall be made in the manner as prescribed on the examination announcements and on such application forms designated by the District. Application forms may require information covering education, training, experience, references and other pertinent information. All applications must be signed by the person applying.

3.3 Qualification of Applicants.

All applicants for examination must meet the qualification standards set forth in the announcement.

3.4 Disqualification.

The District Manager shall have the authority to disqualify applicants, candidates, or eligibles consistent with the provisions of these rules. The following shall constitute grounds for disqualification of an applicant, candidate or eligible:

- a. Failure to meet any of the requirements or qualifications, as published in the announcement
- b. Fraudulent conduct or false statements by an applicant, or by others with his/her concurrence, on any application or any selection procedure.
- c. Conviction (including pleas of guilty or nolo contendere) of a felony if the District Manager determines that the conviction has a rational relationship to the position for which applicant is made. In making the determination, the District Manager shall consider the duties and responsibilities of the position, the nature of the conviction, and the circumstances surrounding the crime, and the candidate's record since the conviction. Any applicant who is disqualified for employment under this subsection may appeal the determination of disqualification. Such appeal shall be in writing and filed with the District Manager within fourteen (14) calendar days of the date of the notice of disqualification. The District Manager shall hear and determine the appeal within thirty (30) calendar days after it is filed. The determination of the District Manager on the appeal is final.

3.5 Notice of Qualification.

All applicants and candidates shall be sent written notice of acceptance or rejection of their application and the results of their examination. Said notice shall be mailed to the address of record on the application filed for the examination.

## **SECTION 4- EXAMINATIONS**

### 4.1 Examination Process.

The selection techniques used in the examination process shall be impartial and related solely to those subjects which will test fairly the qualifications of candidates and fairly measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Examinations shall be designed to provide equal opportunity to all candidates by being based on an analysis of the essential job requirements of the class, covering only factors related to such job requirements. The District Manager shall have the sole authority to make the final determination regarding which test or combination of tests will be utilized in the examination process for any given position or class. Examinations shall consist of job related selection techniques such as, but not necessarily limited to, achievement tests, written tests, performance tests, oral tests, physical agility tests, evaluation of daily work performance, work samples, or any combination of these or other tests. The probationary period shall be considered as a portion of the examination process.

### 4.2 Examination Administration.

The District Manager shall be responsible for the administration and scoring of all selection examinations. The District Manager shall have the sole authority to set minimum qualifying scores for each phase of the selection examination process. Applicants or candidates failing to achieve the qualifying score in any phase of the examination process shall be disqualified from further participation in the examination process. The final score of a candidate shall be based upon the compilation of all examinations in the selection examination process. Two or more candidates with the same final score shall be given the same rank on the eligibility list. The rank following the tie shall be left vacant.

### 4.3 Promotional Examinations.

Promotional examinations may be conducted whenever the needs of the service require. Promotional examinations may include any of the selection techniques mentioned in Section 4.1 of this Policy or any combination thereof. Only regular, probationary, provisional or temporary employees of the District who meet the requirements set forth in the promotional examination announcements may compete in promotional examinations. The District Manager shall have the sole

authority to make the final determination when the services of a promotional examination will be utilized for any given position or class.

4.4 Open Competitive Examinations.

Open competitive examinations may be administered for a single position or class, as the needs of the service require. Names of qualified candidates may be placed on an eligible list, and shall remain on said list, as prescribed in Section 5 of this policy.

4.5 Continuous Examinations.

At the discretion of the District Manager open or promotional continuous examinations may be administered periodically, as the needs of the service require. Names of qualified candidates may be placed on an eligible list in the order of final scores and shall remain on said lists for a period of not more than one (1) year.

4.6 Contract For Examinations.

The District may contract with any competent public or private agency or qualified individual(s) for the preparing and/or administering of examinations. In the absence of such a contract, the District Manager shall see that such duties are performed. The District Manager shall arrange for the use of public buildings and equipment for the conduct of examinations.

4.7 Review of Examinations.

All candidates and eligibles shall have the right to inspect their own test answer sheet within seven (7) calendar days after the notifications of examination results. Any error in computation, if called to the attention of the District Manager within this period, shall be corrected. Such corrections shall not, however, require invalidation of appointments previously made.

## **SECTION 5-ELIGIBLE LISTS**

5.1 Eligible Lists.

As soon as possible after the completion of an examination, the District Manager shall prepare and maintain an eligible list consisting of the names of candidates who qualified in the examination.

5.2 Duration of Lists.

Eligible lists shall become effective on the date certified by the District Manager and shall remain in effect for a period of one (1) calendar year from said date unless exhausted or abolished by the District Manager, whichever occurs first. The District Manager may establish a new eligible list pursuant to the provision of Section 6.3 of this Policy.

5.3 Removal of Names from Lists.

The name of any person appearing on an eligible, re-employment or promotional list shall be removed by the District Manager if the eligible candidate requests in writing that the name be removed or if the eligible candidate fails to respond within seven (7) calendar days to a notice mailed to the last designated address. The person affected shall be notified of the removal of the name by a notice mailed to the last known address. The names of persons on promotional employment lists who resign from the service of the District shall automatically be dropped from such lists.

**SECTION 6- FILLING OF VACANCIES**

6.1 Types of Appointment.

The District Manager may fill a vacancy in the competitive service by transfer, demotion, reinstatement, or re-employment, or from persons from an appropriate eligible list, if available. In the absence of persons eligible for appointment in these ways the District Manager may make a provisional appointment pursuant to Section 6.5 of this Policy. The District Manager may make a temporary appointment pursuant to Section 6.6 of this Policy. All vacancies shall be filled in accordance with the provisions of this Section.

6.2 Competitive Service Vacancy.

When a vacancy exists in the competitive service the District Manager shall fill the vacancy in the following order:

- 1) From eligibles on a reinstatement list, if available.
- 2) From eligibles on an existing promotional eligible list, if available.
- 3) From eligibles on an existing open employment list, if available.
- 4) Announcement and examination process.



6.3 Certification of Eligibles.

When a vacancy is to be filled by appointment from an open eligible list or from a promotional eligible list, the District Manager shall certify from the specified list the names of the three (3) most highly qualified candidates available for appointment. If there are fewer than three (3) names available for appointment the District Manager may make an appointment from among such certified eligibles or may establish a new list. When a new list is to be established the District Manager shall conduct a new announcement and examination process.

6.4 Appointment.

After interview and inquire, the District Manager shall make appointments from among those certified. The person accepting appointment shall report to the District Manager, or the District Manager's duly designated representative(s), for processing on or before the date of appointment. If the applicant accepts the appointment and reports for duty within the prescribed time the applicant shall be deemed to be appointed; otherwise, the applicant shall be deemed to have declined the appointment.

6.5 Provisional Appointment.

In the absence of there being names of individuals willing to accept appointment from appropriate eligible lists, the District Manager may make a provisional appointment of a person meeting the minimum training and experience qualifications for the position. Such an appointment may be made during the period of suspension of an employee or pending final action on proceedings to review suspension, demotion or discharge of an employee. A provisional employee may be removed at any time without cause and without the right of grievance, hearing, or appeal. No provisional appointment shall exceed a time period of one (1) calendar year, unless otherwise approved by the District Manager.

6.6 Temporary Appointment.

Temporary appointments may be made by the District Manager to fill a non-regular employment status position for a limited period of time and/or fixed by the duration of a specific project; or to fill a position in the competitive service for a limited period of duration not to exceed on (1) calendar year, unless otherwise approved by the District Manager.

## **SECTION 7- PROBATIONARY PERIOD**

### 7.1 Probationary Period.

All original and promotional appointments in the competitive service shall be tentative and subject to a probationary period of not less than six (6) calendar months of actual service. The probationary period shall be regarded as part of the examination process and shall be utilized for closely observing the employee's work, the employee's ability to work with other employees, and for securing the most effective adjustment of a new employee to their position. Time spent on leave without pay shall not count toward completion of the probationary period. The probationary period may be extended at the discretion of the District Manager. Extension of the probationary period shall be for appropriate circumstances and for a specific period of time up to and including six (6) months. No such extension shall exceed six (6) additional months, and no further extensions shall be granted. If the service of a probationary employee has been satisfactory said employee shall be certified in writing for regular employee status. Regular employee status shall begin with the day following the expiration date of the probationary period. During the probationary period an employee may be recommended for rejection at any time without cause and without right of grievance, hearing or appeal. The District Manager shall provide all probationary employees with written notification regarding the status of the probation period.

### 7.2 Rejection Following Promotion.

Any employee rejected during the probationary period following a promotional appointment shall be given the opportunity to be reinstated to a position in the class from which the employee was promoted. If there is no vacancy in such position, the employee may request to be placed on a reinstatement list. Such opportunity will not be given if the employee is discharged pursuant to disciplinary action under these rules and regulations.

## **SECTION 8- COMPENSATION**

### 8.1 Preparation of Compensation Schedule.

The District Manager, or a person or agency employed for that purpose, shall prepare a compensation schedule consisting of a schedule of salary ranges allocated to each class in the position classification plan.

The compensation schedule shall also include a schedule of hourly wage rates applicable to positions which are not in the competitive service.

8.2 Adoption, Amendment and Revision of Compensation Schedule.

The compensation schedule shall be adopted and may be amended or revised from time to time by resolution of the Board of Directors. Amendments or revisions to the compensation schedule may be suggested by any interested party and shall be submitted in writing to the District Manager.

8.3 Schedule of Salary Ranges.

The compensation schedule shall be an integrated schedule consisting of seven (7) step salary ranges with a five percent (5%) differential between steps in each range.

**SECTION 9- TRANSFER, PROMOTION, DEMOTION, SUSPENSION AND REINSTATEMENT**

9.1 Transfer.

Transfer is defined as the reassignment of an employee from one position to another position in the same or in a comparable class. The District Manager may transfer an employee from one position to another position in the same class or in a comparable class. For transfer purposes, a comparable class is one with the same maximum salary, involves the performance of similar duties, and requires substantially the same basic qualifications. Transfer shall not be used to effectuate a promotion, demotion, advancement, or reduction, each of which may be accomplished only as provided in the personnel ordinance or these rules and regulations. No person shall be transferred to a position for which that person does not possess the minimum qualifications.

9.2 Promotion.

Promotion is defined as the movement of an employee from one class to another class having a higher maximum base rate of pay. Insofar as consistent with the best interests of the District all vacancies in the competitive service may be filled by promotion from within the competitive service, after a promotional examination has been given and a promotional list established.

The District Manger may fill a vacancy in the competitive service by an open competitive examination instead of promotional examination, in which event the District Manger shall arrange for an open competitive examination and for the preparation and certification of an open competitive eligible list.

9.3 Demotion.

Demotion is defined as the movement of an employee from one class to another class having a lower maximum base rate of pay. The District Manager may demote an employee for disciplinary purposes in accordance with Section 10 of this Policy. In addition, upon written request of an employee, and with written approval of the District Manager a voluntary non-disciplinary demotion may be made to a vacant position. No employee shall be demoted to a position who does not possess the minimum qualifications.

9.4 Suspension.

The District Manager may suspend an employee from a position for a disciplinary purpose in accordance with Section 10 of this policy. Suspension without pay shall not exceed thirty (30) calendar days.

9.5 Re-employment.

With approval of the District Manager, a regular employee who has resigned with good standing may be re-employed within one (1) year of the effective date of resignation, to a vacant position in the same or comparable class. Upon re-employment, the employee may be subject to the probationary period prescribed for the class. No credit for former employment shall be granted in computing salary, annual leave, or other benefits except on the specific recommendation of the District Manager at time of re-employment.

## **SECTION 10- DISCIPLINARY ACTION**

10.1 Policy.

Prior to demotion, discharge, reduction in pay, reprimand or suspension of a regular employment status employee for disciplinary purposes, the District Manager shall comply with the procedures set forth in this Policy.

## 10.2 Notification of Disciplinary Action.

The District Manager may take disciplinary action for just cause against any employee who has completed their probationary period by notifying the employee of the action in writing. Employees who have not completed their probationary period pursuant to Section 7 of this Policy may be terminated at any time for any cause, without prior notice and without right of grievance, hearing or appeal. Notification of intended disciplinary action must be in writing and served on the employee in person or by registered mail at least seventy-two (72) hours prior to the effective date of the intended disciplinary action, except in an emergency situation. The notice must be included in the employee's personnel file, and shall include:

- a. Nature of Action. A statement of the nature of the disciplinary action. Disciplinary action is defined as demotion, discharge, reduction in pay, letters of reprimand and/or suspension.
- b. Effective Date. The effective date of action, which shall be at least seventy-two (72) hours after notice of intended discipline, is served on the employee, except in an emergency situation.
- c. Basis for Action. A statement in ordinary and concise language of the act or the omissions upon which the disciplinary action is based.
- d. Representation. A statement that any employee may be represented by any representative of the employee's choosing relative to disciplinary action. The employee shall provide written notice to the District Manager relative to designated representation.
- e. Entitlement to Meet with District Manager. A statement that the employee has the right to respond orally or in writing to the charges prior to said disciplinary action being taken. The employee shall advise the District Manager of the request for a meeting within seventy-two (72) hours after receiving the notice. If, at the employee's option, there is no meeting, the District Manager shall advise the employee in writing within five (5) calendar days after the seventy-two (72) hour period expires, of his/her decision regarding the intended disciplinary action.

## 10.3 Employee Review.

The employee shall be given an opportunity to review the documents or materials upon which the proposed disciplinary action is based, and, if practicable, the employee shall be supplied with a copy of the documents.



10.4 Relief of Duty.

Notwithstanding the provisions of this Section, the District Manager may approve the temporary assignment of an employee to a status of leave with pay pending conduct or completion of such investigations or opportunity to respond as may be required to determine if disciplinary action is to be taken.

**SECTION 11 -LAYOFF POLICY AND PROCEDURE**

11.1 Statement of Intent.

The District shall have the sole right and authority to determine when it is necessary to abolish any position(s) or employment in the interest of economy or efficiency, changes in duties or organization or any other reasons determined to be in the best interest of governmental operations. The Board of Directors may abolish any position(s) or employment for the purposes stated herein and the District Manger shall have the authority to layoff, demote or transfer the employee(s) holding such position(s) or employment pursuant to this Section without disciplinary action and without right of grievance, hearing or appeal.

11.2 Notification.

Employees to be laid off or displaced pursuant to this Section shall be given, whenever possible, at least thirty (30) calendar days prior written notice.

11.3 Order of Separation.

Layoffs and/or reductions in employment shall be made by classification. A classification is defined as a position or number of positions having the same title, job description and salary. Whenever in the judgment of the District layoffs and/or a reduction in employment are deemed necessary, the order of layoff within the affected layoff classification(s) shall be as follows:

- (a) Temporary employees;
- (b) Provisional employees;
- (c) Part time employees;
- (d) Probationary employees; and

- (e) In the event of further layoff(s) or reduction in employment, employees will be laid off from the affected classification(s) in accordance with seniority pursuant to this Section.

11.4 Demotion Procedures Due to Reduction in Force.

Except as otherwise provided pursuant to this Section, whenever there are layoffs or reductions in employment, the District Manger shall first demote to a vacancy if any, in the same or lower classification in the same class series which the employee(s) who are scheduled for layoff meet the minimum employment standards. Employees with the least seniority pursuant to Section 11.7 shall be demoted first. All employees demoted pursuant to this Section shall have their names placed on the classification reinstatement eligible list.

11.5 Displacement Due to Reduction in Force.

Displacement is defined as the movement in layoff(s) or reduction(s) in employment of an employee to an equal or lower classification (as determined by maximum base rate of pay) on the basis of seniority. An employee cannot displace to a higher classification. Any employee in the competitive service affected by layoff(s) or reduction(s) in employment shall have the right to displace an employee who has less seniority in the same classification or in a lower classification in the same class series. Any employee displaced pursuant to the Section if applicable may in the same manner displace another employee within the same classification or in a lower classification in the same class series.

11.6 Displacement Procedures.

In order to exercise displacement rights, an employee must have more seniority than at least one of the incumbent employees in the retreat classification(s) and request displacement action in writing to the District Manager within seven (7) calendar days of receipt of notice of layoff or reduction of employment. Employees who exercise displacement rights and retreat to an equal or lower classification shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the classification from which the employee was laid off. Employees who retreat to a lower classification in the same class series shall serve a probationary period pursuant to Section 7.1 of this Policy unless they have previously successfully completed a probationary period for said classification.

11.7 Seniority for Purpose of Reduction in Force.

For the purpose of this Section seniority shall be defined as an employee's length of continuous regular full time service and/or part time service (pro-rated) at or above the classification level where layoff is to occur. If the above factor is equal, the date regular employment status with the District is achieved shall be determinative. If the foregoing factor is equal, the employee's position on the eligible list shall be determinative.

11.8 Reinstatement List.

The names of persons laid off or demoted in accordance with provisions of this Section shall be entered upon a reinstatement list. Lists from different departments or at different times for the same class of position shall be combined into a single list. The District Manager shall use such list when a vacancy arises in the same or lower classification in the same series before certification is made from an eligible list. Names shall be placed on reinstatement lists in order of their seniority in the classification with the highest seniority in the class being at the top of the reinstatement list.

11.9 Duration of Reinstatement List.

Names of persons laid off or demoted shall be carried on a reinstatement list for a period of one (1) calendar year, except that persons appointed to permanent positions of the same level as that which laid off, shall, upon such appointment, be dropped from the list. Persons who refuse reinstatement shall be dropped from the list. Persons reinstated in a lower class, or on a temporary basis, shall be continued on the reinstatement list for the higher position for the one (1) year period.

**SECTION 12-SEPARATION FROM SERVICE**

12.1 Discharge.

An employee in the competitive service may be discharged at any time by the District Manager. Disciplinary discharge action shall be in accordance with Section 10 of this policy.

12.2 Resignation.

An employee wishing to leave the competitive service in good standing shall file with the District Manager a written resignation stating the effective date and reasons for leaving at least fourteen (14) calendar

days before leaving the service, unless such time limit is waived by the District Manager.

## **SECTION 13-ADMINISTRATIVE LEAVES, REPORTS AND RECORDS**

### 13.1 Attendance.

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees which shall be reported to the District Manager in the form and on the dates so specified.

### 13.2 Military Leave.

Military leave and regulations for payment pertaining thereto shall be in accordance with the provisions of the Military and Veterans Code of the State of California.

### 13.3 Leave of Absence Without Pay.

The District Manager, at his/her sole discretion, may grant a regular or probationary employee a leave of absence without pay for a period of time not to exceed six (6) months. No such leave of absence without pay shall be granted except upon written request of the employee setting forth the reason for the request, and the written approval of the District Manager. Upon expiration of an approved leave of absence without pay, the employee shall be reinstated in the position held at the time leave was granted.

### 13.4 Failure to Return.

Any employee who fails to return to duty at the time specified on application of authorized annual, sick, maternity, or other leaves of absence shall be considered to have resigned from service with the District in the absence of evidence of extenuating circumstances.

### 13.5 Jury Duty.

Every employee in the competitive service of the District who is called or required to serve as a trial juror, upon notification and appropriate verification submitted to his/her supervisor, shall be entitled to be absent from his/her duties with the District during the period of such service or while necessarily being present in court as a result of such call.

The employee's normal pay shall be lowered by the amount of pay received for jury duty.

13.6 Personnel Records.

The District Manager shall maintain a service or personnel record for each employee in the service of the District showing the name, title of position held, the department to which assigned, salary, changes in employment status and such other information as maybe considered pertinent by the District Manager.

13.7 Change of Status Report.

Every appointment, transfer, promotion, demotion, change of salary rate, or any other temporary or permanent change in status of an employee shall be reported in writing to the employee by the District Manager in such manner as he/she may prescribe.

**SECTION 14- MISCELLANEOUS**

14.1 Safety.

All employees of the District shall be responsible for following the general safety guidelines of the District, as well as any additional safety regulations which are defined by the employees' work area or position. Any variance or refusal to comply with these guidelines shall result in disciplinary action up to, and including, discharge, in accordance with these rules and regulations.

14.2 Identification Cards, Badges, or Insignia.

No employee in the service of the District who uses an identification card, badge, or insignia as either evidence of the employee's position or authority shall allow it to be used by any other individual nor shall the employee use it in any way to advance a private interest. All identification cards, badges, or insignia issued by the District shall be turned in to the District Manger upon change of status within the competitive service or termination of employment.

- END-

# Attachment B



SAN LORENZO VALLEY WATER DISTRICT

**ORDINANCE NO. 99 (00-01)**

SUBJECT: ESTABLISHMENT OF PERSONNEL SYSTEM

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District desires to establish a personnel system; and

WHEREAS, the purpose of said personnel system is to facilitate and provide for an efficient, fair and equitable system of personnel administration and management within the District organization;

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

Section 1. Adoption of Personnel System: The following personnel system is hereby adopted in order to establish an equitable and uniform system for dealing with personnel matters, and to comply with applicable laws relating to the administration of the personnel process,

Section 2. Definitions: The terms used to administer the personnel system shall be defined in the personnel rules and regulations.

Section 3. Administration: The District Manager shall administer the District's personnel system and may delegate any or all of the powers and duties granted herein to his/her duly authorized representative(s) or designee(s), or may recommend that such powers and duties be performed under contract as provided in Section 13 of this ordinance. The District Manager shall:

- (a) Have the authority to appoint all employees of the District except those specifically excluded, to remove same and have general control and supervision over same.
- (b) Have the authority to administer all the provisions of this ordinance and of the personnel rules and regulation not specifically reserved to the Board of Directors.
- (c) Prepare or cause to be prepared personnel rules and regulations and revisions and amendments to such personnel rules and regulations.

- (d) Prepare or cause to be prepared a position classification plan, including class specifications, and revisions and amendments to such position classification plan.
- (e) Prepare or cause to be prepared a salary compensation schedule and revisions and amendments to such salary compensation schedule.
- (f) Have the authority to discipline employees in accordance with this ordinance and the personnel rules and regulations of the District.
- (g) Provide for the publishing or posting of notices of tests for positions in the competitive service; the receiving of applications thereof; the conducting and grading of tests; and the certification of lists of persons eligible for appointment to the appropriate positions in the competitive service.
- (h) Have the authority to contract for the performance of technical services in connection with the establishment or administration of the personnel system.
- (i) Have the authority to perform any other duties that may be required to administer the personnel system.

Section 4. Competitive Service: The provisions of this ordinance shall apply to all appointments in the competitive service. The competitive service shall comprise all officers, positions and employments in the service of the District except the following:

- (a) All Elective Officers.
- (b) District Manager.
- (c) District Legal Council.
- (d) Members of appointive boards, commissions, and committees.
- (e) Persons engaged under contract to supply expert, professional, technical or any other services.
- (f) Volunteer personnel.
- (g) All Board of Directors appointed District Officers.
- (h) Emergency employees who are hired to meet the immediate requirements of an emergency condition, such as extra ordinary fire, flood, or earthquake which threatens life or property.
- (i) Employees, other than those listed elsewhere in this section, who are not regularly employed in permanent positions. "Regularly employed in permanent positions" means an employee hired for an indefinite term into a budgeted position, who is regularly scheduled to work no less than one thousand forty (1040) hours per year, and has successfully completed the probationary period and been

retained as provided in this ordinance and the personnel rules and regulations of the District.

- (j) Employees with temporary appointments.
- (k) Any position primarily funded under a state or federal employment program.
- (l) Employees not included in the competitive service under this section shall serve at the pleasure of their appointing authority.

Section 5. Adoption and Amendment of Rules: Personnel rules and regulation and amendments or revision thereof shall be adopted by resolution of the Board of Directors. The personnel rules and regulations may establish regulations governing the personnel system, including, but not limited to the following:

- (a) Preparation, installation, revision, and maintenance of a position classification plan covering all positions in the competitive service, including employment standards and qualifications for each class.
- (b) Appropriate announcement of the selection process and acceptance of applications for employment.
- (c) Preparation and conduct of tests and the establishment and use of resulting employment lists containing names of persons eligible for appointment.
- (d) Certification and appointment of persons from employment lists.
- (e) Establishment of probationary testing periods.
- (f) Evaluation of employees during the probationary testing period and thereafter.
- (g) Transfer, promotion, demotion, reinstatement, disciplinary action and layoff of employees in the competitive service.
- (h) The making of provisional and temporary appointments.
- (i) Separation of employees from District service.
- (j) The establishment and maintenance of adequate personnel records for purposes of accounting and legal requirements.
- (k) Training of employees.

Section 6. Appointments: Appointments to vacant positions in the competitive service shall be made in accordance with the personnel rules and regulations. Appointments and promotions in the competitive service shall be based on merit and fitness to be ascertained so far as practicable by competitive examination. Examinations which test fairly the job related qualifications of candidates may be used and conducted to aid the selection of qualified employees. Examinations may consist of selection techniques such as

achievement tests, written tests, performance tests, oral tests, physical agility tests, evaluation of daily work performance, work samples or any combinations of these or other tests. In any examination the District Manager or his/her duly authorized representative(s) or other designee(s) may include, in addition to competitive tests, a qualifying test or tests, and set minimum standards therefore. The probationary period shall be considered an extension of the examination process. Physical and medical examinations may be given as a part of any appointment process.

The appointing authority of employees in the competitive service is the District Manger. All appointments to positions in the competitive service shall be made by and at the discretion of the District Manager. The District Manager may delegate the appointing authority to any other duly authorized officer or employee of the District.

Section 7: Status of Present Employees: Any person holding a position in the competitive service who, on the effective date of this ordinance, shall have served continuously in such position, or in some other position in the competitive service, for a period equal to the probationary period prescribed in the rules and regulations, shall assume regular employee status in the competitive service in the position held on such effective date without qualifying test, and shall thereafter be subject in all respects to the provisions of this ordinance and the personnel rules and regulations adopted pursuant to this ordinance.

Any other persons holding positions in the competitive service shall be regarded as probationary employees who are serving out the balance of their probationary periods as prescribed in the personnel rules and regulations before obtaining regular employee status. The probationary period shall be computed from the date of appointment or employment.

Section 8: Demotion, Discharge, Reduction in Pay, Reprimand, Suspension: The District Manger shall have the authority to demote, discharge, reduce in pay, reprimand or suspend any regular employee for just cause in accordance with procedures included in the personnel rules and regulations.

Section 9. Right of Appeal: Any employee in the competitive service shall have the right to appeal a demotion, discharge, reduction in pay, reprimand or suspension for disciplinary reasons except in those instances where the right of appeal is specifically prohibited by the personnel rules and regulations adopted

pursuant to this ordinance. All appeals shall be processed in accordance with the requirements and procedures as set forth in the personnel rules and regulations adopted pursuant to this ordinance.

Section 10. Lay-Off and Re-Employment: Lay-off and re-employment actions shall follow the procedures outlined in the personnel rules and regulations adopted pursuant to this ordinance.

Section 11: Political Activity: The political activities of District employees shall conform to pertinent provisions of applicable state law and any local provisions adopted pursuant to state law.

Section 12. Fair Employment Practices: No person in the employment of the District, or seeking admission thereto, shall be employed, promoted, disciplined or discharged, or in anyway favored, harassed or discriminated against because of/or based on race, color, religion, creed, sex, national origin, marital status, age, physical or mental disability, medical condition or sexual orientation.

Section 13. Contracts for Special Services: The District Manager shall have the authority to contract for the performance of technical services in connection with the establishment or operation of the personnel system. The District may contract with any qualified person or public or private agency for the performance of any or all of the following responsibilities and duties imposed by this ordinance.

- (a) The preparation of personnel rules and regulations and subsequent revisions and amendments thereof.
- (b) The preparation of a position classification plan, and subsequent revisions and amendments thereof.
- (c) The preparation of a salary compensation schedule, and subsequent revisions and amendments thereof.
- (d) The preparation, conduct and grading of competitive tests.
- (e) The conduct of employee training programs.
- (f) Special and technical services of advisory or informational character on matters relating to personnel administration.

Section 14. Severability: If any provision, sentence, clause or phrase of this ordinance or the application of said provision, sentence, clause or phrase to any person or circumstance is for any reason held to be invalid or not in accordance with applicable provisions of Federal, State or local laws or regulation, the



remainder of this ordinance, or the application thereof to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

Section 15. Conflict: Whenever the provisions of this ordinance or the provisions of personnel rules and regulations adopted pursuant to this ordinance, conflict with the provisions of a duly authorized collective bargaining agreement, the provisions of the agreement shall prevail.

Section 16. Effective Date: The ordinance shall become effective immediately.

Section 17. Publication: The District Secretary is hereby directed to publish this ordinance within ten (10) days of its adoption, in the manner prescribed by law.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the ~~16<sup>th</sup>~~ <sup>November 2, 2000</sup> day of, by the following votes of the members thereof:

AYES: Rapoza, Nelson, Prather, Ross, Vierra

NOES: None

ABSENT: None

BY: Terry Vierra  
Terry Vierra, President  
Board of Directors  
San Lorenzo Valley Water District

ATTEST: Kelly Stephens  
Kelly Stephens  
District Secretary



NOSSAMAN LLP

Memorandum

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

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

**DATE:** December 7, 2020

**RE:** Review of Respectful Workplace Policy for 2021  
502665-0001

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**SUMMARY:**

Several years ago, the District adopted a Respectful Workplace Policy (RW Policy) that has been reviewed and re-adopted by the Board of Directors (Board) for subsequent calendar years. This review and re-adoption has been conducted, in part, to qualify for incentive credits formerly offered by the District's risk management carrier, SDRMA. Attachment A is a copy of the RW Policy.

Last month, the Board adopted a Discrimination, Harassment, and Retaliation Prevention Policy (Prevention Policy) consistent with current law. Attachment B is a copy of the Prevention Policy.

The older RW Policy contains elements that overlap, and potentially conflict, with the newer Prevention Policy. Also, SDRMA no longer offers incentive credits based on annual review and re-adoption of the RW Policy. For both of these reasons, substantial revisions of the RW Policy are warranted at this time.

**RECOMMENDATION:**

By motion of the Board, direct District Counsel to work with staff to make the following proposed revisions to the Respectful Workplace Policy, and bring it back to the Board for review and possible re-adoption, no later than the next regular Board meeting:

1. Eliminate redundancies and potential conflicts between the older RW Policy and the newer Prevention Policy.
2. Clarify that the Prevention Policy is the primary tool for addressing potentially unlawful conduct within the District, whereas the RW Policy is an additional tool to help address other types of potentially undesirable or unlawful conduct.
3. Clarify the Special Reporting process by which District Counsel may be required to consult with the Board, in order to increase transparency of how the process will be conducted, while protecting the privacy of individuals.



Alternatively, the Board could direct that different or additional changes be made to the Respectful Workplace Policy.

Alternatively, the Board could rescind the Respectful Workplace Policy in its entirety.

Alternatively, the Board could refer the matter to committee.

Alternatively, the Board could direct that no changes be made to the Respectful Workplace Policy, or the Board could take no action. This alternative is not recommended because of the undesirability of maintaining overlapping and potentially conflicting policies addressing the same subject matter.

**ATTACHMENTS:**

Attachment A – Respectful Workplace Policy

Attachment B – Discrimination, Harassment, and Retaliation Prevention Policy

# Attachment A

## SAN LORENZO VALLEY WATER DISTRICT RESPECTFUL WORKPLACE POLICY 2017

Adopted: December 15, 2016  
Resolution No. 18 (16-17)

### Purpose

The intent of this policy is to provide and establish general guidelines about conduct that is, and is not appropriate in the workplace. San Lorenzo Valley Water District is committed to creating and sustaining a professional and respectful work and public service environment free from violence, discrimination, and other offensive or degrading remarks or conduct. A workplace which promotes and maintains an environment in which all members of the Board of Directors, employees, and the public are treated with respect and dignity. The District acknowledges that this policy cannot possibly predict all situations that might arise. The District also recognizes that conflicts or disagreements may occur. The District expects these issues to be resolved in a manner that contributes to a healthy and productive workplace.

### Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to District personnel including regular and temporary employees, volunteers, and Board of Directors.

### Abusive Customer Behavior

While the District has a strong commitment to customer service, the District does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including if necessary, ending the contact. If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

### Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful.

#### *Violent Behavior:*

Violent behavior includes the use of physical force, harassment, or intimidation.

#### *Discriminatory Behavior:*

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

*Disruptive and Disrespectful Behavior:*

Disruptive and disrespectful behavior is any conduct or behavior that disrupts civility and co-operation in the workplace and interferes with efficient and effective work flow. Disruptive behavior is any behavior in the form of hostile or unwanted conduct, verbal comments, actions or gestures that affect an employee's dignity and psychological or physical integrity. A single serious incident of such behavior that has a lasting harmful effect on an employee may also constitute disruptive and disrespectful behavior. Such behavior may include but is not limited to the following:

- Rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person.
- Abuse of authority where an employee uses authority unreasonably to interfere with another's performance.
- Non-constructive criticism addressed in such a way as to intimidate or undermine confidence.

Disruptive and disrespectful behavior is a serious offense, however it must be distinguished from an employee's legitimate right to:

- Express opinions freely and to support positions whether or not they are in agreement with those of other employees.
- Engage in honest differences of opinion with respect to work related issues that are discussed in appropriate forums.
- Engage in good faith constructive criticism of others.
- Comply with supervisory responsibilities to address concerns regarding the performance or competence of employees.

It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the District, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the District Manager.

*Sexual Harassment:*

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually

directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. The District encourages the prompt identification and resolution of alleged disrespectful workplace behavior by all involved and affected persons through collaborative efforts, but recognizes that such resolution may be impractical. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee shall immediately contact their supervisor or the District Manager.

**Resolution Procedures**

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior

how

you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or District Manager. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten (10) business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, District Manager or Santa Cruz County Sheriff's Department.

#### Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two (2) business days to the District Manager, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview.

The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the District Manager about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator

will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

### **Special Reporting Requirements**

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made directly to the District Manager who will assume the responsibility for investigation and discipline.

If the District Manager is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made directly to the District Counsel who will confer with the Board of Directors regarding appropriate investigation and action.

If a Board Member is perceived to be the cause of a disrespectful workplace behavior incident involving District personnel, the report will be made directly to the District Manager and referred to the District Counsel who will undertake the necessary investigation. The District Counsel will report his/her findings to the Board of Directors, which will take the action it deems appropriate.

Pending completion of the investigation, the District Manager may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

### **Confidentiality**

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

### **Retaliation**

Consistent with the terms of applicable statutes and District personnel policies the District may discipline any individual who retaliates against any person who reports alleged violations of this policy. The District may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

*- END OF POLICY-*



# Attachment B



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**SAN LORENZO VALLEY WATER DISTRICT  
DISCRIMINATION, HARASSMENT, AND RETALIATION  
PREVENTION POLICY**

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ADOPTED

November 5, 2020

RESOLUTION NO. 7 (20-21)

## POLICY REVISION HISTORY

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## **Policy: Discrimination, Harassment, and Retaliation Prevention Policy**

### **POLICY**

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San Lorenzo Valley Water District is an equal opportunity employer. San Lorenzo Valley Water District is committed to providing a professional work environment free from discrimination, harassment, and retaliation and disrespectful or other unprofessional conduct based on a protected category covered by this policy:

- Race
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- Religion or religious creed (including religious dress and grooming practices)
- National origin
- Ancestry
- Physical or mental disability
- Medical condition (including cancer)
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 years and over)
- Veteran and/or military status
- Political affiliation
- Any other status protected by state or federal law.

San Lorenzo Valley Water District prohibits discrimination, harassment, disrespectful or unprofessional conduct whether based on those protected categories/characteristics, or based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, San Lorenzo Valley Water District prohibits retaliation against a person who raises complaints of discrimination or harassment or who participate in workplace investigations.

**ALL SUCH CONDUCT VIOLATES DISTRICT POLICY.**

## **Scope of Protection**

This policy applies to all persons involved in the operation of the San Lorenzo Valley Water District including any and all employees, supervisors, managers, co-workers, officers and Board or Committee Members of the District. The Policy also applies to vendors, customers, independent contractors, volunteers, job applicants and other persons with whom you come into contact while working. In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from San Lorenzo Valley Water District's premises, such as field work, work on a customer's property, business-related meetings and business-related social functions.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that the District has an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. The District is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

## **Anti-Discrimination**

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations. The District prohibits unlawful discrimination against any job applicant, employee, unpaid intern or volunteer by any Board member or employee of the District, including managers, supervisors and coworkers.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior toward persons because of their protected category/characteristic; allowing the protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law,<sup>1</sup> and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information because of their protected category/characteristic.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the District is not obligated to disclose the wages of other employees.

San Lorenzo Valley Water District may implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of this policy--even if the violation does not rise to the level of unlawful conduct.

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<sup>1</sup> For example veterans preference is permitted under Government Code 18973.1.

## **Harassment Prevention**

Harassment is a form of discrimination that is prohibited by law including Title VII of the Civil Rights Act of 1964 and California Government Code Section 12940 et seq. Harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It is the policy of the San Lorenzo Valley Water District that harassment is unacceptable and will not be condoned or tolerated.

Prohibited harassment, disrespectful or unprofessional conduct, includes but is not limited to the following behavior:

- Verbal conduct such as slurs, derogatory jokes or comments, insults, epithets, gestures, teasing, or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as gestures, posting or distribution of derogatory, offensive and/or sexually oriented posters, symbols, cartoons, drawings, computer displays, emails, or messages or pictures via social media platforms;
- Physical conduct including assault, unwanted touching, physically threatening another person, intentionally blocking someone's normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by District policy.

Prohibited harassment is not just sexual harassment, but also harassment based on any protected category/characteristic.

## **Sexual Harassment**

Sexual harassment is a type of unlawful harassment. Sexual harassment is generally categorized into two types:

### **1. Quid Pro Quo ("this for that")**

- Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.



## 2. Hostile Work Environment

- Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples may include but are not limited to:
  - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
  - Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
  - Leering, obscene or vulgar gestures or making sexual gestures.
  - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
  - Impeding or blocking movement, unwelcome touching or assaulting others.
  - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
  - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the motivation is sexual desire.

### **Anti-Retaliation**

The District will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process and will not tolerate or permit retaliation by management, supervisors, employees or co-workers.

As used in this policy retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation may include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

## **Reasonable Accommodation**

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a District representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a District representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

The District will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

## **TRAINING REQUIREMENTS**

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Every two years, all employees must attend discrimination, harassment and retaliation prevention training and education as required by law. Non-managerial employees must attend 1 hour of training, and supervisory or managerial employees must attend 2 hours training. The District Manager shall designate supervisory and managerial employees for the purpose of this policy.

The training and education shall be aimed at increasing employees' understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in our workplace. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one is witness to behavior that is not in keeping with this policy. The training and education will include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

### **Publicizing:**

This policy and reporting process shall be readily available to all officers, employees, applicants and members of the general public utilizing the District's facilities and services.

All new District officers and employees shall be given a copy of this Discrimination, Harassment, and Retaliation Prevention Policy at the time of appointment or hiring. All employees shall be required to sign an acknowledgment of this Discrimination, Harassment, and Retaliation Prevention Policy stating that he or she has read the policy and understands and agrees that it is the employee's responsibility familiarize himself/herself with its contents, including reporting procedures.

At least annually, on or about January 15th of each calendar year, or whenever the Board of Directors adopts revisions to this Discrimination, Harassment, and Retaliation Prevention Policy, the District Manager shall promptly distribute a copy of the revised policy to all officers and employees of the District via the District's website or another lawful method.

## **ADDRESSING AND REPORTING VIOLATIONS OF THIS POLICY**

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Any person who experiences or is witness to behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior.

A complaint may be brought forward verbally or in writing. Supervisors must immediately refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to Human Resources and the District Manager so the District can try to resolve the complaint. If the alleged offender is the District Manager, the alleged violation should be reported to any other supervisor or manager.

When the District receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The District may assign the investigation of a report of alleged violation to an outside party. The District will reach reasonable conclusions based on the evidence collected.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

Even in the absence of a formal complaint, an investigation may be initiated where there is reason to believe that conduct that violates this policy has occurred. Anonymous complaints will also be investigated. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, the District may continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation.

The District will maintain confidentiality to the extent possible. However, the District cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.

If the District determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The District also will take appropriate action to deter future misconduct.

Any employee determined by the District to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. An employee who knowingly makes a false report will be subject to appropriate disciplinary actions, up to, and including termination.

If employees engage in unlawful harassment, they may be held personally liable for the misconduct.

**Contact information for the District Manager, Rick Rogers is:**

**Email: [rrogers@slvwd.com](mailto:rrogers@slvwd.com) or Phone: 831 430-4624**

## **FILING OF COMPLAINTS OUTSIDE THE DISTRICT**

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An individual may file a formal complaint of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

### **California Department of Fair Employment and Housing**

2218 Kausen Drive, Suite 100 Elk  
Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

[contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)

<https://www.dfeh.ca.gov>

### **U.S. Equal Employment Opportunity Commission**

450 Golden Gate Avenue

5 West, P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 1-844-234-5122 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

### **CALIFORNIA STATE AGENCIES ONLY:**

#### **State Personnel Board Appeals Division**

801 Capitol Mall Sacramento, CA  
95814

(916) 653-0799 or TDD Line (916) 653-1498

[appeals@spb.ca.gov](mailto:appeals@spb.ca.gov)

[www.spb.ca.gov](http://www.spb.ca.gov)

**SAN LORENZO VALLEY WATER DISTRICT  
DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY  
COMPLAINT FORM**

**COMPLAINANT INFORMATION**

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NAME:

WORK PHONE:

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the Discrimination, Harassment or Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact Human Resources.

CONFIDENTIAL



**PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY**

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**Person #1 - Name:                      Position:                      Work Location:**

**Person #2 - Name:                      Position:                      Work Location:**

**Person #3 - Name:                      Position:                      Work Location:**

**PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS**

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**Witness Name:                      Position:                      Work Location:**

**Witness Name:                      Position:                      Work Location:**

**Witness Name:                      Position:                      Work Location:**

**HAVE YOU COMPLAINED TO ANYONE AT SAN LORENZO VALLEY WATER DISTRICT ABOUT THIS MATTER?**

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If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to the District Manager and/or Human Resources, or as otherwise specified in the Policy.

**SAN LORENZO VALLEY WATER DISTRICT  
DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY**

**CONFIRMATION OF RECEIPT**

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I have received my copy of the District's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the District is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_