



# SCOTTS VALLEY WATER DISTRICT

## **AGENDA PACKET**

### **REGULAR BOARD MEETING**

**04/14/22 at 6:00 p.m.**

Santa Margarita Community Room  
2 Civic Center Drive, Scotts Valley, California

This meeting is being conducted in a hybrid setting.

Public participation is encouraged. Members of the public may attend in person or remotely through this link <https://us06web.zoom.us/j/86757235890> or by phone: 253-215-8782 Meeting ID: 867 5723 5890.

The public has opportunities to make comments throughout the meeting: to comment online, use the raise hand option, by phone press \*9.

#### **BOARD OF DIRECTORS**

**Ruth Stiles, President**

**Chris Perri, Vice President**

**Bill Ekwall, Director**

**Wade Leishman, Director**

**Danny Reber, Director**

**Noelle Downing, Associate Director**

**Annie Finch, Associate Director**

**Piret Harmon, General Manager**

## Water Industry Acronyms

AF – Acre Foot

AFY – Acre Foot per Year

ACWA – Association of California Water Agencies

ACWA JPIA – ACWA Joint Powers Insurance Authority

AWWA – American Water Works Association

BMP – Best Management Practices

CCR – Consumer Confidence Report

CD – Certificate of Deposit

CEQA - California Environmental Quality Act

CSDA – California Special District Association

DHS – Department of Health Services

DWR – Department of Water Resources

EIR – Environmental Impact Report

EPA – Environmental Protection Agency

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

IRWM – Integrated Regional Water Management

JPA – Joint Powers Agreement

LAIF – Local Agency Investment Fund

LAFCO – Local Agency Formation Commission

LID – Low Impact Development

MCL – Maximum Containment Level

MGD – Million Gallons per Day

MGY – Million Gallons per Year

MOU – Memorandum of Understanding

O&M – Operations and Maintenance

PERS – Public Employees Retirement System

PHG – Public Health Goal

PPB – Parts Per Billion

PRV – Pressure Relief Valve

PVC Pipe – Polyvinyl Chloride Pipe

RWMF – Regional Water Management Foundation

RFP – Request for Proposals

ROW – Right-of-way

RWQCB – Regional Water Quality Control Board

SCWD – Santa Cruz Water Department (City of)

SDWA – Safe Drinking Water Act

SGMA – Sustainable Groundwater Management Act

SLVWD – San Lorenzo Valley Water District

SMGWA – Santa Margarita Groundwater Agency

SqCWD – Soquel Creek Water District

SWRCB – State Water Resources Control Board

TP – Treatment Plant

WY – Water Year



# SCOTTS VALLEY WATER DISTRICT

BOARD OF DIRECTORS  
PRESIDENT Ruth Stiles  
VICE PRESIDENT Chris Perri  
Bill Ekwall  
Wade Leishman  
Danny Reber

ASSOCIATE DIRECTORS  
Noelle Downing  
Annie Finch

GENERAL MANAGER  
Piret Harmon

Board of Directors  
**Regular Meeting**  
**04/14/22 at 6:00 p.m.**  
Santa Margarita Community Room  
2 Civic Center Drive, Scotts Valley, California

## Agenda

This meeting is being conducted in a hybrid setting.

Public participation is encouraged, members of the public may attend in person, remotely through this link <https://us06web.zoom.us/j/86757235890> or by phone: 253-215-8782 Meeting ID: 867 5723 5890. The public has opportunities to make comments throughout the meeting. To comment online, use the raise hand option, by phone press \*9. If experiencing technological difficulties online, then join the meeting via phone.

### 1. Convene

- 1.1. Call to Order and Roll Call
- 1.2. Pledge of Allegiance and Invocation
- 1.3. Closed Session Report - none
- 1.4. Additions/Deletions to the Agenda
- 1.5. Oral Communications

### 2. Presentations

Annual Groundwater Report for Water Year 2021 – Montgomery and Associates  
Annexation of Parcels within the District Sphere of Influence – Santa Cruz LAFCO

### 3. Administrative

*Items are informational in nature and do not include an agenda report.*

- 3.1. [Approval of Minutes – Regular Board Meeting 03/10/22](#)
- 3.2. [Committee and Other Agency Meeting Reports](#)  
Engineering and Water Resources Committee 03/28/22  
Finance & Personnel Committee 03/23/22  
Executive & Public Affairs Committee 03/23/22  
Santa Margarita Groundwater Agency (SMGWA) Board 03/24/22

### 4. Consent

*Items are routine in nature, may be approved by one motion and each item includes an agenda report.*

- 4.1. Service Application with Main Extension Agreement: Apple Homes Development, Inc. – The Encore, Scotts Valley Drive APNs 022-732-01 & 022-732-48

Recommendation: Approve the terms and authorize the General Manager to execute the Main Extension Agreement for the Encore at 4104 Scotts Valley Drive (APNs 022-732-01 & 48).

- 4.2. Potable Water Mains Replacement Project Change Order No. 1

Recommendation: Authorize the General Manager to execute Change Order No. 1 with Durden Construction, Inc. in the amount \$179,500 for the Sunset Terrace Water Main Replacement.

**5. Public Hearings (none)**

*Items include an agenda report with recommendation, an oral staff report or presentation.*

**6. Business**

*Items are complex in nature, considered individually, and each item includes an agenda report with recommendation and an oral staff report or presentation.*

- 6.1. [Water Use Efficiency Program Think Twice 2022 Update and Rebate Program 2022 Update](#)

Recommendation: 1) Approve the Think Twice Program; and 2) Approve the Rebate Program.

- 6.2. [Budget Assumptions FY 2023](#)

Recommendation: Receive information and provide input.

- 6.3. [District Work Plan FY 2023](#)

Recommendation: Approve the updated Management Objectives and accept the FY 2023 Draft Work Plan.

- 6.4. [Records Retention Policy](#)

Recommendation: Adopt resolution 04-22 establishing Policy P100-22-1 Records Retention.

**7. Staff Reports**

- 7.1. Legal

District Counsel - oral

- 7.2. Administrative

General Manager - oral

**7.3. Finance**

Financial Reports 07/01/21 through 02/28/22

**7.4. Operations**

Operations Report - oral

Production, Demand and Rainfall Data through 03/31/22

Leak Adjustment Program Report 07/01/21 through 02/28/22

**8. Directors Reports**

Travel and Meetings

Other

**9. Written Correspondence**

[California Department of Water Resources Notification Award Letter](#)

[ACWA News 03/18/22](#)

[Extraterritorial Service Agreement](#)

[Executive Order N-7-22](#)

**10. Community Relations**

[March Newsletters](#)

**11. Closed Session (none)**

**12. Report on Closed Session and Additional Items (none)**

**13. Future Items**

Notice of Election

Biennial Review Conflict of Interest Code

**Meetings and Event Calendar**

Board Meetings

05/12/22

06/09/22

07/14/22

Committee Meetings

04/25/22 Engineering & Water

Resources TBD Executive & Public

Affairs 04/27/22 Finance & Personnel

**Santa Margarita Groundwater Agency**

Board Meeting 04/28/22

**Events**

ACWA Spring Conference and Exhibition 05/03/22 - 05/06/22 Sacramento

WaterReuse California Annual Conference 09/11/22 – 09/13/22 San Francisco

**14. Adjourn**

The next regular meeting of the Scotts Valley Board of Directors is scheduled for 05/12/22.

AVAILABILITY OF PUBLIC RECORDS PROVIDED TO THE BOARD OF DIRECTORS: THE DISTRICT WILL MAKE AVAILABLE FOR PUBLIC REVIEW ANY PUBLIC RECORDS FURNISHED TO THE BOARD OF DIRECTORS AT THE SAME TIME SUCH RECORDS ARE FURNISHED TO THE BOARD OF DIRECTORS. **SUCH RECORDS SHALL BE AVAILABLE AT [WWW.SVWD.ORG](http://WWW.SVWD.ORG) AND AT THE DISTRICT OFFICE DURING NORMAL BUSINESS HOURS.**

PUBLIC ACCESS – ACCOMMODATIONS UNDER THE ADA: PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990, THE SCOTTS VALLEY WATER DISTRICT REQUESTS THAT ANY PERSON IN NEED OF ANY TYPE OF SPECIAL EQUIPMENT, ASSISTANCE OR ACCOMMODATION(S) IN ORDER TO EFFECTIVELY COMMUNICATE AT THE DISTRICT'S PUBLIC MEETING PLEASE MAKE SUCH A REQUEST TO THE DISTRICT OFFICE AT THE ABOVE ADDRESS OR BY CALLING (831) 438-2363 A MINIMUM OF THREE (3) WORKING DAYS PRIOR TO THE SCHEDULED MEETING. ADVANCE NOTIFICATION WITHIN THIS GUIDELINE WILL ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY.

Board of Directors

**Regular Meeting**

**03/10/22 at 6:00 p.m.**

Santa Margarita Community Room  
2 Civic Center Drive, Scotts Valley, California

**Minutes**

**1. Convene**

1.1. Call to Order and Roll Call

President Stiles called the meeting to order at 6:01 p.m. in the Santa Margarita Community Room. The meeting was conducted in a hybrid setting.

Directors

Bill Ekwall  
Wade Leishman  
Chris Perri  
Danny Reber, absent  
Ruth Stiles

Staff

Bob Bosso, Legal Counsel  
Piret Harmon, General Manager  
Nick Kurns, Finance & Customer Service Manager  
David McNair, Operations Manager  
Donna Paul, Assistant to General Manager

Associate Directors

Noelle Downing, absent  
Annie Finch, absent

Guests

Mat Gafke, Exceedio  
Jeff Reese, Exceedio

1.2. Pledge of Allegiance and Invocation

Director Perri led the pledge and Director Leishman the invocation.

1.3. Closed Session Report

None.

1.4. Additions/Deletions to the Agenda

None.

1.5. Oral Communications

None.

**2. Presentations**

Jeff Reese and Mat Gafke, Exceedio, Inc. provided a Cybersecurity briefing and responded to Board questions.

**3. Administrative**

3.1. Approval of Minutes – Regular Board Meeting 02/10/22

MOTION carried to approve the minutes of the 02/10/22 Board meeting by unanimous voice vote with Director Reber absent.

3.2. Committee and other Agency Meeting Reports

Engineering and Water Resources Committee 02/28/22

There was nothing further to add to the written report.

Finance & Personnel Committee 02/23/22

In addition to the written report, Director Leishman reported on an interesting discussion on District master meter accounts.

Executive & Public Affairs Committee (none)

Santa Margarita Groundwater Agency (SMGWA) Board 02/24/22

Director Perri reported that the Board adopt a new policy regarding letters of support.

3.3. Form 700 Statement of Economic Interests Notice

Information only, no action taken.

**4. Consent**

4.1. Portable Emergency Generator Purchase

Recommendation: Authorize the General Manager to execute a purchase order for a 140kw Generac Mobile Generator from West Coast Energy Systems in the amount of \$101,467.

4.2. Limited Term Projects and Programs Assistant Position

Recommendation: Authorize a full time (1.0 FTE) limited term Projects and Programs Assistant Position.

MOTION carried to approve the consent agenda by unanimous voice vote with Director Reber absent.

**5. Public Hearings (none)**

**6. Business**

6.1. Water Supply Conditions WY 2022

General Manager Harmon provided the staff report and responded to Board questions.

Information only, no action taken.

6.2. Collaboration Strategies for Soquel Creek Water District (SqCWD) and Scotts Valley Water District (SVWD)

General Manager Harmon provided the staff report and responded to Board questions.

MOTION carried to form an ad-hoc committee between SqCWD and SVWD contingent upon concurrence of the Soquel Creek Water District’s Board of Directors to explore collaborative activities and shared resources that may provide additional value for the customers of both districts and, if supported by findings, develop a recommendation for an enhanced strategic partnership by unanimous voice vote with Director Reber absent.

MOTION carried to appoint Director Ekwall, Vice President Perri, and alternate Director Leishman to represent SVWD on the ad-hoc committee and to allocate appropriate staff support by unanimous voice vote with Director Reber absent.

6.3. Delinquent Accounts Policy

Finance and Customer Services Manager Kurns provided the staff report and responded to Board questions.

MOTION carried to adopt Resolution 03-22 updating the Delinquent Accounts Policy and rescinding Resolution 08-19 by unanimous roll call vote with Director Reber absent.

**7. Staff Reports**

7.1. Legal

Legal Counsel Bosso reported that the water conservation emergency measures adopted by the State Water Board are not really any different from what the District is already doing.

7.2. Administrative

None.

7.3. Finance

Financial Reports 07/01/21 through 01/31/22

The financial reports were received without comment.

7.4. Operations

Operations Report - oral

Production, Demand and Rainfall Data through 02/28/22

Leak Adjustment Program Report 07/01/21 through 01/31/22

Operations Manager McNair reported that the recycled water plant was out of

service for 10 days and will be out of service again in the next month for more repairs; he took new staff and committee members on a tour of District water facilities; annual report to the Drinking Water Program is being compiled and the annual flushing program begins next week.

**8. Directors Reports**

None.

**9. Written Correspondence (none)**

**10. Community Relations**

February Newsletter

**11. Closed Session (none)**

**12. Report on Closed Session and Additional Items (none)**

**13. Future Items**

Annexation of Parcels in SVWD Sphere of Influence

Think Twice: Water Use Efficiency Program

Rebates Program

Proposed Projects Budget FY 2023 - 2027

Draft Workplan FY 2023

Notice of Election

**Meetings and Event Calendar**

**Board Meetings**

04/14/22

05/12/22

06/09/22

**Committee Meetings**

03/28/22 Engineering & Water Resources

03/23/22 Executive & Public Affairs

03/23/22 Finance & Personnel

**Santa Margarita Groundwater Agency**

Board Meeting 03/24/22

**Association of California Water Agencies (ACWA) Events**

2022 Spring Conference and Exhibition 05/03/22 – 05/06/22 Sacramento

**14. Adjourn**

The meeting adjourned at 7:15 p.m.

Approved:

Attest:

\_\_\_\_\_  
Ruth Stiles, Board President

\_\_\_\_\_  
Piret Harmon, Board Secretary

DRAFT



# SCOTTS VALLEY WATER DISTRICT

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## Engineering and Water Resources Committee

3/28/22 4:00 p.m.

### Meeting Report

#### 1. Convene

The meeting convened in the District Conference Room at 4:01 p.m. and was conducted in a hybrid setting.

#### Present:

Members: Director Leishman, Director Reber, Committee Member Shulman (in person) and Committee Member Violante (remote).

Staff: General Manager Harmon (in person), Finance and Customer Service Manager Kurns (in person), Operations Manager McNair (in person) and Administrative Office Assistant Wallace (remote).

Guests: none.

#### 2. Business Items

##### 2.1. Service Application with Main Extension Agreement – The Encore, Scotts Valley Dr. APNs 022-732-01 & 022-732-48

Action: Recommend Board approval of the service application and main extension agreement for The Encore, Scotts Valley Dr. APNs 022-732-01 & 022-732-48.

General Manager (GM) Harmon reported on the proposed Main Extension Agreement and responded to questions. The Committee discussed the proposed development. The Committee recommended that the service application and main extension agreement be approved by the Board of Directors at its next scheduled meeting.

#### 3. Discussion Items

##### 3.1. Program Review: Think Twice

Finance Manager Kurns reported on updates to the Think Twice Program, water use reduction targets and 2021 outreach strategies and responded to questions. The Committee discussed the education and outreach aspects of the program.

- 3.2. Program Review: Rebates  
Finance Manager Kurns reported on proposed changes to the Rebate Program including raising the rebate for turf removal to \$2/sq. ft. and adding a rebate for water monitoring devices. The Committee discussed the proposed changes and process updates for rebate processing.
- 3.3. Policy Review: P500-15-2 Water Management Strategies for Demand Reduction  
GM Harmon reported on revised demand reduction figures in the new Water Shortage Contingency Plan and Urban Water Management Plan and responded to questions. The Committee discussed the information and alternative strategies for demand reduction.
- 3.4. Projects Budget FY2023 – 2027 Projections  
GM Harmon, Operations Manager McNair and Finance Manager Kurns reviewed the 2023 – 2027 project budget projections and responded to questions. The Committee Discussed the information.
- 3.5. Leak Adjustment Program Report 07/01/21 through 02/28/22  
Finance Manager Kurns reported on lower overall volume and cost of the Leak Adjustment program, updated office procedures for curtesy notifications and responded to questions.
4. Oral Communications  
The Committee requested staff ask WaterSmart to create a mobile app for the customer portal.
5. Future Agenda Items  
Groundwater Report WY 2021  
City District Recycled Water Allocation  
  
GM Harmon reported that SMGWA will produce the Groundwater Report for WY 2021 and that there is a meeting scheduled with the District and staff from the City of Scotts Valley and the City of Santa Cruz about regional water and wastewater planning. The Committee received the information without comment.
6. Adjourn  
The meeting adjourned at 5:08 p.m. The next meeting is scheduled for April 25<sup>th</sup>.



# SCOTTS VALLEY WATER DISTRICT

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Finance and Personnel Committee  
District Conference Room  
2 Civic Center Drive, Scotts Valley, California

03/23/22 4:00 p.m.

## Meeting Report

### 1. Convene

The meeting convened at 4:02 p.m. in the District Conference Room and was conducted in a hybrid format.

Present: Committee Member Callahan (in person), Director Leishman (in person), and Director Stiles (in person).

Staff: General Manager Harmon (in person), Operations Manager McNair (in person), and Assistant to General Manager Paul (remote).

Guests: Director Ekwall (observer).

### 2. Discussion Items

#### 2.1. Budget FY 2023 Assumptions

The committee received information and provided feedback on the revenue, expense and projects projections for the FY 2023 Budget.

#### 2.2. Financial Reports 07/01/21 through 02/28/22

The committee reviewed and discussed the financial reports.

### 3. Oral Communications

### 4. Future Agenda Items

Budget FY 2023 Summary

Qualifying Medical Need Rate Policy

Rate Assistance Program

### 5. Adjourn

The meeting adjourned at 4:51 p.m. The 04/27/22 and 05/22/22 meetings will begin at noon.



# SCOTTS VALLEY WATER DISTRICT

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Executive and Public Affairs Committee  
District Conference Room  
2 Civic Center Drive, Scotts Valley, California

03/23/22 12:00 p.m.

## Meeting Report

### 1. Convene

The meeting convened at 12:04 p.m. in the District Conference Room. It was conducted in a hybrid setting.

Members: Director Perri and Director Stiles.

Staff: General Manager Harmon, Operations Manager McNair, Assistant to General Manager Paul.

Guests: Director Ekwall (observer).

### 2. Discussion Items

#### 2.1. Committee Objectives and Board President Initiatives 2022

The committee discussed the following objectives and initiatives: succession planning, collaborative efforts, water energy nexus and networking opportunities between agencies.

#### 2.2. Records Retention Schedule

The committee received information and provided feedback on the records retention schedule.

#### 2.3. Strategy for Collaborative Activities with SqCWD

The committee suggested that initial areas for exploration are contracts, cooperative purchasing and staffing.

### 3. Oral Communications

General Manager Harmon reported that the District received preliminary grant award notification.

### 4. Future Agenda Items

GM Transition Approach

Administrative Code

### 5. Adjournment

The meeting adjourned at 12:53 p.m.

## **AGENDA REPORT**

Scotts Valley Water District

**Date:** 4/14/22

**To:** Board of Directors

**Item:** Consent 4.1

**Subject:** **Service Application with Main Extension Agreement: Apple Homes Development, Inc. – The Encore at 4104 Scotts Valley Dr, APNs 022-732-01 & 48**

**Reason:** Complies with SVWD Administrative Code, Section 5.30.020

### **SUMMARY**

**Recommendation:** Approve the terms and authorize the General Manager to execute the Main Extension Agreement for The Encore at 4104 Scotts Valley Drive (APNs 022-732-01 & 48).

**Fiscal Impact:** The engineering estimate for the to-be-built water system is \$147,396 that will be booked as District assets after the completion of the project. Connection fee revenue from this project is estimated to be approximately \$237,391. Expected water sales revenue after the completion of the project and at full occupancy is in the range of \$14,000 - \$18,000/year.

**Previous Related Action:** On 03/28/22, the Water Resources and Engineering Committee reviewed the project specifications and conditions and recommended the approval of the Main Extension Agreement.

### **BACKGROUND**

The properties in discussion at 4104 Scotts Valley Drive are two vacant parcels that have been under consideration for development. The District has reviewed the plans and project specifications and provided comments to be included in the City's Conditions of Approval.

### **DISCUSSION**

The owner, Apple Homes Development, Inc. is proposing to build one (1) 16-unit condominium. The owner will be required to construct a water system comprising of approximately 23 linear feet (LF) of 8-inch (8") potable water main, 284 linear (LF) of 4-inch (4") potable water main, two (2) potable water blow-off assemblies and two (2) potable water air release valves, and other appurtenances valued at \$147,396.

In total, the project will require water services consisting of 16 five-eighths inch (5/8") domestic service connections, one (1) five-eighths inch (5/8") recycled water landscape service connection, one (1) four-inch (4") fire service connections, and one (1) fire hydrant.

As part of the Main Extension Agreement, the project will be subject to the following conditions:

- 1) Project grading and site improvements to be designed, scheduled and constructed to meet the District's requirements; potable water mains to be constructed in accordance with District's standard specifications and will become the property of the District upon system acceptance.
- 2) Construction and installation of a fire hydrant that will become the property of the District upon completion of construction.
- 3) Installation of the recycled water system, all landscaped areas to be irrigated with recycled water.
- 4) Owner is responsible for the management and supervision of the recycled water system in accordance with the Scotts Valley Water District Recycled Water Rules and Regulations.

The demand projections for potable water for the development are estimated to be about 657,000 gallons per year (GPY) that amounts to 0.17% of the current system demand. The demand projections for recycled water are estimated to be about 200,000 gallons per year (GPY) that amounts to 0.37% of the current system demand.

The revenue estimation for the connection fees is based on the fee schedule in effect 1/1/22. The projected future water sales revenue is based on the rate schedule effective 1/1/22.

Submitted,

Piret Harmon  
General Manager

## **AGENDA REPORT**

Scotts Valley Water District

**Date:** 04/14/22

**To:** Board of Directors

**Item:** Consent 4.2

**Subject:** **Potable Water Main Replacement Project Change Order No. 1**

**Reason:** Complies with District Administrative Code, Chapter 3.20 Public Works Projects

### **SUMMARY**

**Recommendation:** Authorize the General Manager to execute Change Order No. 1 with Durden Construction, Inc. in the amount of \$179,500 for the Sunset Terrace Water Main Replacement Project.

**Fiscal Impact:** The total amount of this change order is \$179,500. Funds are available in the FY 2022 Capital and Maintenance Projects Program budget.

**Previous Related Action:** On 06/10/21 the Board approved the FY 2022 Budget that included funding for the Potable Water Main Replacement Project. On 12/09/21 the Board awarded the contract for the Potable Water Main Replacement Project to Durden Construction in the amount of \$299,800.

### **BACKGROUND**

The Potable Water Main Replacement Project includes the replacement of 220' of 8" main on Vine Hill School Road, 400' of 6" main on Johnston Way, 175' of 6" main on Scott Court, 6" tee and valve removal on Grace Way.

### **DISCUSSION**

The Sunset Terrace Water Main Replacement Project includes 320 of 4" Bluebell PVC to 6" C900 PVC. The engineering and design was completed in September 2021 as part of the Potable Water Main Replacement Project. This project is scheduled to be completed by May 31, 2022.

Submitted,

David McNair  
Operations Manager

Enclosed: Change Order No. 1



## Change Order

### Owner Info

Scotts Valley Water Department  
 2 Civic Center Drive  
 Scotts Valley, CA 95066  
 Phone: (831) 600-1905  
 Cell: (831) 600-1905

### Job Info

Scotts Valley, Ca

### Change Order ID

1604.21-0002

## SVWD Main 1604.21

CO ID	Created / Approved Date	Price
1604.21-0002	Created: Mar 25, 2022	\$179,500.00

Description
<p>Sunset Terrace Water Main Replacement</p> <ol style="list-style-type: none"> <li>1. Pothole for existing utilities</li> <li>2. Install 6" water main and water services per plan</li> <li>3. Place 12" of sand over top of pipe, balance to be 2 sack slurry</li> <li>4. Export excess materials</li> <li>5. Pave back trench line 6' wide</li> <li>6. Flush and test</li> </ol> <p><b>Note:</b> Residents that are affected due to construction must have cars out by 8:00 am and can come back by 5:00 pm</p> <p><b>Note:</b> Survey markings provided by others</p> <p><b>All specifications and obligations to be equal to and considered additional work as part of</b></p> <p><b>4.8 AGREEMENT</b></p> <p>This agreement, dated this 28th day of January, 2022, by and between Durden Construction whose place of business is located at PO Box 955, San Juan Bautista, CA. 95045. Durden Construction and the Scotts Valley Water District ("Owner"), acting under and by virtue of the authority vested in Owner by the laws of the State of California.</p> <p>WHEREAS, Owner, on the 28th day of January 2022 awarded to Contractor the following Contract:  <b>POTABLE WATER MAIN IMPROVEMENTS at VINE HILL SCHOOL ROAD, JOHNSTON WAY, GRACE WA</b></p>

Cost Code	Title	Description	Qty/Unit	Unit Cost	Price
33-1100 Offsite Water			1.00 LS	\$179,500.00	\$179,500.00
					<b>\$179,500.00</b>

Approval Comments

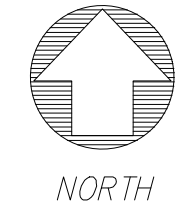


## DOMESTIC WATER NOTES X

1. POINT OF CONNECTION TO EXISTING DOMESTIC WATER PIPE. CONTRACTOR SHALL POT HOLE TO VERIFY EXACT LOCATION, DEPTH, SIZE, AND MATERIAL PRIOR TO THE START OF CONSTRUCTION.
2. POINT OF CONNECTION TO EXISTING DOMESTIC WATER LATERAL. CONTRACTOR SHALL POT HOLE TO VERIFY EXACT LOCATION, DEPTH, SIZE, AND MATERIAL OF LATERAL PRIOR TO THE START OF CONSTRUCTION.
3. POINT OF CONNECTION TO EXISTING DOMESTIC WATER SERVICE MANIFOLD. CONTRACTOR SHALL POT HOLE TO VERIFY EXACT LOCATION, DEPTH, SIZE, AND MATERIAL PRIOR TO THE START OF CONSTRUCTION.
4. SAWCUT EXISTING AC PAVEMENT
5. REMOVE & REPLACE EXISTING AC PAVEMENT IN KIND WITHIN TRENCHING LIMITS (MIN. PER SVWD DETAIL 14 ON SHEET C5.5)
6. N/A
7. 6" - 45° BEND
8. 6" - 22.5° BEND
9. 6" - 11.25° BEND
10. 6" GATE VALVE
11. 6" TEE WITH BLIND FLANGE FOR BLOW OFF CONNECTION
12. CUT & CAP END OF EXISTING PIPE WITH BLIND FLANGE.
13. EXISTING FIRE HYDRANT TO REMAIN
14. EXISTING GATE VALVE TO REMAIN
15. EXISTING WATER MAIN TO BE ABANDONED IN PLACE
16. BLOW OFF WITH METER BOX (PER DETAIL 23 ON SHEET C5.8)

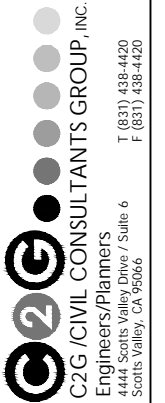
## DOMESTIC WATER PIPE DATA X

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. 14 LF OF 6" PVC C900</li> <li>2. 14 LF OF 6" PVC C900</li> <li>3. 22 LF OF 6" PVC C900</li> <li>4. 25 LF OF 6" PVC C900</li> <li>5. 25 LF OF 6" PVC C900</li> <li>6. 20 LF OF 6" PVC C900</li> <li>7. 25 LF OF 6" PVC C900</li> <li>8. 147 LF OF 6" PVC C900</li> <li>9. 10 LF OF 6" PVC C900</li> <li>10. 18 LF OF 6" PVC C900</li> </ol> | <p><b>PIPE LENGTH TOTAL:</b></p> <p>- 320 LF OF 6" PVC C900</p> |
|--|---|



BY	DATE	REVISIONS

**SUNSET TERRACE  
 EXISTING SITE &  
 IMPROVEMENT PLAN**



**WATER MAIN IMPROVEMENTS  
 SCOTT'S VALLEY WATER DISTRICT  
 SCOTT'S VALLEY, CA**

Date: 04/05/2021  
 Scale: 1" = 30'  
 Drawn: IH  
 Job: 165-89  
 Sheet:

**C4.2**  
 Of 18 Sheets



## DOMESTIC WATER NOTES X

1. POINT OF CONNECTION TO EXISTING DOMESTIC WATER PIPE. CONTRACTOR SHALL POT HOLE TO VERIFY EXACT LOCATION, DEPTH, SIZE, AND MATERIAL PRIOR TO THE START OF CONSTRUCTION.
2. POINT OF CONNECTION TO EXISTING DOMESTIC WATER LATERAL. CONTRACTOR SHALL POT HOLE TO VERIFY EXACT LOCATION, DEPTH, SIZE, AND MATERIAL OF LATERAL PRIOR TO THE START OF CONSTRUCTION.
3. POINT OF CONNECTION TO EXISTING DOMESTIC WATER SERVICE MANIFOLD. CONTRACTOR SHALL POT HOLE TO VERIFY EXACT LOCATION, DEPTH, SIZE, AND MATERIAL PRIOR TO THE START OF CONSTRUCTION.
4. SAWCUT EXISTING AC PAVEMENT
5. REMOVE & REPLACE EXISTING AC PAVEMENT IN KIND WITHIN TRENCHING LIMITS (MIN. PER SVWD DETAIL 14 ON SHEET C5.5)
6. N/A
7. 6" - 45° BEND
8. 6" - 22.5° BEND
9. 6" - 11.25° BEND
10. 6" GATE VALVE
11. 6" TEE WITH BLIND FLANGE FOR BLOW OFF CONNECTION
12. CUT & CAP END OF EXISTING PIPE WITH BLIND FLANGE.
13. EXISTING FIRE HYDRANT TO REMAIN
14. EXISTING GATE VALVE TO REMAIN
15. EXISTING WATER MAIN TO BE ABANDONED IN PLACE
16. BLOW OFF WITH METER BOX (PER DETAIL 23 ON SHEET C5.8)

## DOMESTIC WATER PIPE DATA X

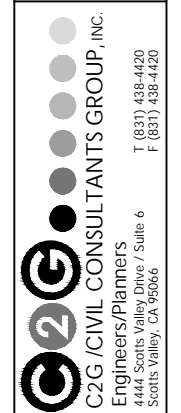
- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. 14 LF OF 6" PVC C900</li> <li>2. 14 LF OF 6" PVC C900</li> <li>3. 22 LF OF 6" PVC C900</li> <li>4. 25 LF OF 6" PVC C900</li> <li>5. 25 LF OF 6" PVC C900</li> <li>6. 20 LF OF 6" PVC C900</li> <li>7. 25 LF OF 6" PVC C900</li> <li>8. 147 LF OF 6" PVC C900</li> <li>9. 10 LF OF 6" PVC C900</li> <li>10. 18 LF OF 6" PVC C900</li> </ol> | <p><b>PIPE LENGTH TOTAL:</b></p> <p>- 320 LF OF 6" PVC C900</p> |
|--|---|



4.2 - 4

BY	REVISIONS

**SUNSET TERRACE  
 EXISTING SITE &  
 IMPROVEMENT PLAN**



**WATER MAIN IMPROVEMENTS  
 SCOTT'S VALLEY WATER DISTRICT  
 SCOTT'S VALLEY, CA**

Date:	04/05/2021
Scale:	1" = 30'
Drawn:	IH
Job:	165-89
Sheet:	C4.1
Of 18 Sheets	

## **AGENDA REPORT**

Scotts Valley Water District

**Date:** 04/14/22

**To:** Board of Directors

**Item:** Business 6.1

**Subject:** **Water Use Efficiency Program Think Twice 2022 Update and Rebate Program 2022 Update**

**Reason:** Supports District's Strategic Goal – Water Resource Management

### **SUMMARY**

**Recommendation:** 1) Approve the Think Twice Water Use Efficiency Program; and 2) Approve the Rebate Program.

**Fiscal Impact:** Direct cost of the activities in the 2022 Think Twice Program and 2022 Rebate Program is approximately \$50,000. The majority of this is to fund the Turf's Up 2x lawn replacement rebate program. Funding is available as part of both the FY 2022 budget and the proposed FY 2023 budget.

**Previous Related Action:** On 05/14/21, the Board approved the Think Twice Program 2021 Update and the Rebate Program 2021 Update.

On 03/10/22 the Board received information on 2022 Water Supply Outlook for Water Year 2022.

On 03/28/22 the Engineering and Water Resources Committee reviewed the proposed 2022 Think Twice Program and 2022 Rebate Program and recommended both programs for the Board approval.

### **BACKGROUND**

The District has been persistently and continuously promoting water use efficiency for years. In 2020 the District collaborated with San Lorenzo Valley Water District (SLVWD) to prepare a regional Urban Water Management Plan (UWMP) since the two adjacent agencies rely on the shared groundwater basin.

The joint 2020 UWMP includes a Water Shortage Contingency Plan (WSCP) which stipulates a five-stage demand reduction plan with corresponding actions to address the gap between supply and demand.

## **DISCUSSION**

The District's Think Twice Program and Rebates Program are the main tools that guide District activities in support of maximizing the efficient use of water and achieving the demand reduction goals as determined by the Water Shortage Contingency Plan.

The 2021 Think Twice Program included two successful initiatives in the Water Savings Challenge and the Turf's Up special turf removal rebate (\$2 per square foot) which are continued as part of the 2022 Think Twice Program. In addition, the District will enhance the outreach and customer support service at the SVWD Pop-up station. The goal behind these initiatives is to entice customers to participate and voluntarily reduce water consumption, rather than setting strict mandates. As always, decreasing wasteful use of water is the topmost goal and the District is focused on optimizing the WaterSmart customer engagement portal to reduce leaks. The Water Savings Challenge will run through the summer with the goal of reducing water consumption by 15%. The challenge offers improved understanding of water use at an account level, a friendly competitive spirit, and an opportunity to win raffle prizes.

Submitted,

Piret Harmon  
General Manager

Enclosed: Think Twice Water Efficiency Program 2022  
Rebate Program 2022



<b>Type:</b>	Water Use Efficiency		
<b>Title:</b>	Think Twice		
<b>Description:</b>	Establishes a set of activities to support the District's long-term sustainable water supply planning efforts and its Water Shortage Contingency Plan		
<b>Review Date:</b>	04/14/22	<b>Initial Date:</b>	05/14/15
<b>Review Cycle:</b>	1 Year		

The program outlines a multi-pronged approach that increases awareness about water use, promotes water efficient behaviors, and continuously reduces water waste.

Program Components:

### 1. Education & Outreach

- Water Savings Challenge
  - o Call for 15% less usage each month: June through September
  - o Eligible customers invited to participate in the raffle
  - o Raffle prizes from local vendors drawn monthly
- Optimize WaterSmart data and features for catching and stopping leaks early
- Create community "billboards" for awareness building
- Use social and local media placements to promote efficient water use and Think Twice 2022

### 2. Rebates

Offer rebates on a variety of activities and equipment and free devices, which enhance water use efficiencies, that are available to District's customers in good standing (see Rebate Program). Include the Turf's Up 2 x Lawn Replacement rebate and a new rebate for water use monitoring devices.

### 3. Restrictions & Prohibitions

- Institute two times per week watering schedule
- Mandatory pool covers
- Promote requirements for restaurants to serve water only per request and hotels to offer an option to reuse bedding

### 4. Water Waste Policy

Implement and enforce District Policy on Water Waste (P500-15-1)

### 5. SVWD Pop-up Station

Activate the POP-UP Station with dual purpose:

- Recycled Water Fill Station

- Outreach and customer support services:
  - Providing (flavorful and cold) drinking water to go
  - Promoting Water Savings Challenge
  - Encouraging WaterSmart Deeper Engagement
  - Offering information about the Rebate Program with focus on Turf's Up 2X
  - Making free devices available (for customers)



# Program

<b>Type:</b>	Water Use Efficiency		
<b>Title:</b>	Rebates		
<b>Description:</b>	Establishes guidelines for indoor and outdoor water efficiency rebates		
<b>Review Date:</b>	04/14/22	<b>Initial Date:</b>	05/04/15
<b>Review Cycle:</b>	1 Year		

Available to District potable water service customers in good standing. Rebates may be carried out as account credit and/or cash rebate. Annual budget amounts are used as default program funding limits unless Board approves maximum allowances for specific rebates or for the overall program.

Before purchasing any materials or services for rebates, it is the customer’s responsibility to contact the District (website, email or phone) for specific eligibility requirements.

**Lawn** - \$2.00 per square foot

For replacement of existing irrigated lawn with any combination of low water use plants, mulch, artificial turf, or pervious hardscape.

Existing high-volume irrigation must be permanently disabled or converted to low volume or sub-surface irrigation. District will also consider low water turf blends or low water groundcover if paired with subsurface or rotary small-stream spray irrigation. Rebate cannot be combined with spray irrigation rebate.

**Spray Irrigation** - \$0.50 per square foot

For replacement of existing high-volume sprinkler system with low-volume irrigation such as drip, micro-spray, or bubbler emitters. Sprinkler valves and heads no longer in use must be removed and capped. Low volume and high-volume irrigation may not be mixed on the same valve.

**Spray to Rotator Nozzle** - \$10 per nozzle

For replacement of existing high-volume overhead sprayers with small stream rotary/rotator nozzles. Existing spray head body must be same manufacturer as new rotator nozzle. Low volume and high-volume irrigation may not be mixed on the same valve.

<p><b>Weather Based Irrigation Controller</b> - up to \$100 per controller</p> <p>For installation of new irrigation controller that utilizes local weather data for setting irrigation schedules. Stand-alone rain sensors not eligible.</p> <p>New controllers must be US EPA WaterSense Certified.</p>
<p><b>Pool Cover</b> – 50% of cost, maximum of \$1,000 per pool every 3 years</p> <p>For purchase and installation of pool cover.</p>
<p><b>Hardscape</b> - \$1 per square foot, maximum of \$2,500 per account</p> <p>For replacement of impermeable hardscape or pools with permeable, low or no water use material.</p>
<p><b>Greywater Irrigation</b> - up to \$150 per plumbing fixture</p> <p>For directing water from showers, bathtubs, and washing machines to irrigation, installed to California Universal Plumbing Code (CA UPC) standards.</p>
<p><b>Rainwater Cistern</b> - \$0.25 per gallon of cistern, maximum of \$750 per account</p> <p>For installation of rainwater collection cisterns. Cisterns must be installed to CA UPC standards, adhere to all building regulations, and may not be connected to a potable water supply.</p>
<p><b>Downspout Diversion</b> - \$75 per diversion, maximum of \$300 per account</p> <p>For installation of downspout diversion that directs flow to an on-site landscape feature such as rain garden, swale, dry well, dry creek bed, or infiltration basin.</p>
<p><b>Pressure Regulator</b> - \$50 per regulator, maximum of \$100 per account every 5 years</p>
<p><b>Toilet</b></p> <p>\$125 for replacing a higher than 1.6 gallons per flush (gpf) toilet with a lower than 1.28 gpf toilet</p> <p>\$100 for replacing a higher than 1.6 gpf toilet with a 1.28 gpf toilet</p> <p>\$50 for replacing a 1.6 gpf toilet with a lower than 1.28 gpf toilet</p> <p>\$25 for replacing a 1.6 gpf toilet with a 1.28 gpf toilet</p> <p>New toilets must be US EPA WaterSense Certified.</p>
<p><b>Urinal</b> - \$75 for replacing any urinal requiring water with a waterless urinal</p>
<p><b>Water Monitoring Devices</b> - \$50 per device every 5 years. Only users served by master meters are eligible.</p>

## **AGENDA REPORT**

Scotts Valley Water District

**Date:** 04/14/22

**To:** Board of Directors

**Item:** Business 6.2

**Subject:** **Budget Assumptions FY 2023**

**Reason:** Supports District Mission and Strategic Goals

### **SUMMARY**

**Recommendation:** Receive information and provide input.

**Fiscal Impact:** No direct impact from this action.

**Previous Related Action:** On 03/23/22 the Finance and Personnel Committee received a report on the FY 2023 budget assumptions.

### **BACKGROUND**

The District follows an annual budget cycle with a balanced budget adopted at the June board meeting. The Budget is comprised of the Operating Budget, Debt Service Budget and Projects Budget. The Operating Budget is a line item budget that is organized in functional divisions and major expense categories.

### **DISCUSSION**

One of the first steps of the budget preparation process is to develop a set of assumptions that will be used in generating revenue and expenditure projections. Below are the assumptions for the upcoming fiscal year.

#### Revenue

1. Water sales and water service from existing connections
  - FY 2023 consumption projected based on the 5-year average (FY 2017- FY 2021)
  - Anticipate 10 percent target consumption reduction (water shortage contingency plan) to be offset by 5 percent rate increase and drought surcharge to recover appx. 5 percent
2. Water sales and water service from new connections
  - Water services revenue will include accounts that connected in FY 2022
3. Rate increases (Basic Meter Charge and Consumption Rates)
  - 5% increase in January 2023
4. Capacity and meter fees from new connections

- Approximately \$0.5 M anticipated from Polo Ranch
5. Property tax
    - 2.5% increase from FY 2022 Estimated Actual (per the Auditor-Controller's Office)
  6. Grants
    - DWR Urban & Multibenefit Drought Relief Grant - \$9.5 M (anticipated project schedule FY 2023 – FY 2026)

Expense: Salaries and Benefits

1. Salaries
  - Non-exempt employees (MOU terms).
    - o 3.38% COLA
    - o Step increases are budgeted
  - Exempt employee's compensation adjustment of 5%
2. Health Benefits
  - Medical insurance estimated to increase 3.3% based on the 5-year average
    - o 2017: 11.9%; 2018: 4.5%; 2019: 0%; 2020: 0%; 2021: 0%; 2022: -5%
  - Dental, Vision, Life estimated to increase by 3.5% inflation factor
3. Retirement Benefits
  - Change to the Required Employer Contribution percentages from FY 2022
    - o Tier 1 (2.7 at 55): 14.3% (no change)
    - o Tier 2 (2 at 55): 10.3% (no change)
    - o PEPRA (2 at 62): 7.5% (down by 0.1%)
  - Unfunded Liability payment of \$244 K (up by 14%)

Debt Service

Total debt service payments: principal of \$1,071,991 and interest of \$157,384. Estimated Debt Service Coverage Ratio of 2.75 will exceed goal of 1.20. Calculated as net revenue (total revenue less operation and maintenance costs) over debt service payments.

Project Expenditures

Initial proposal of \$2.1 M in new appropriation and \$1.0 M of carryover funding from FY 2022.

Submitted,

Piret Harmon  
General Manager

## **AGENDA REPORT**

Scotts Valley Water District

**Date:** 04/14/22

**To:** Board of Directors

**Item:** Business 6.3

**Subject:** **District Work Plan FY 2023**

**Reason:** Supports District Mission and Strategic Goals

### **SUMMARY**

**Recommendation:** Approve the updated Management Objectives and accept the FY 2023 Draft Work Plan.

**Fiscal Impact:** The impact is unknown at this phase of planning. Final FY 2023 Work Plan will be matched with the proposed balanced budget for the upcoming fiscal year.

**Previous Related Action:** On 02/13/14 the Board adopted the District Mission, Values, Vision and Strategic Goals.

On 02/13/20 the Board approved revisions to the District Mission, Values, Vision and Strategic Goals.

On 03/12/20 the Board approved the Management Objectives that support the District Strategic Goals in the next 2-year timeframe.

On 04/08/21 the Board reviewed and accepted the Draft FY 2022 Work Plan.

On 06/10/21 the Board approved the FY 2022 Budget including the FY 2022 Work Plan.

### **BACKGROUND**

At the strategic planning workshops in early 2020, the Board reviewed and revised the Mission, Core Values, Vision and Strategic Goals that were adopted in 2014 and slightly modified in 2017. The main focus was on considering any potential changes in the context of the utilities industry and economic drivers around us, including changes in technology and in consumer behavior. They discussed trends that could be turned into economic opportunities in the future trying to imagine not only how the District will operate in the future but how the industry will evolve and how new partnerships will emerge.

The Executive Team and the Board conducted a Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis, which resulted in ranking proposed initiatives and assigning priorities based on expected benefits, resource availabilities, internal capabilities and external drivers. The final prioritization ranking was used to develop management objectives by ensuring that all Priority A (1-2 years) initiatives are captured in the updated strategic plan.

## **DISCUSSION**

As in the prior years, the General Manager and the executive staff used the Strategic Goals and Management Objectives as a springboard for outlining the major initiatives and projects that support the District's Mission and Vision in the upcoming fiscal year. The Draft Work Plan includes capital improvement projects, maintenance related activities and major administrative and operational undertakings. The main goal is to ensure optimal alignment between the individual, team and organizational efforts, to reduce redundancies and maximize the use of limited resources.

The staff is proposing a slight modification to the Management Objectives in:

Strategic Goal #5, Organizational Vitality by merging objectives 5.1 and 5.3 that are quite similar in nature. The current version reads: 1) Provide meaningful and feasible career growth tools and opportunities, 2) Cultivate productive work conditions and positive workforce culture, 3) Support continuous training and knowledge transfer. The proposed version is: 1) Value and reward competence, team spirit and creativity, 2) Cultivate productive work conditions, positive workforce culture and work environment.

Each of the tasks listed in the plan requires monetary and staff resources. Dependent on the budgetary constraints, some of the activities might be modified, postponed or eliminated. The Work Plan will be finalized in parallel with FY 2023 budget preparation.

Submitted,

Piret Harmon  
General Manager

Enclosed:     FY 2023 Draft Work Plan

<b>SCOTTS VALLEY WATER DISTRICT WORK PLAN FY 2023 DRAFT</b>		
STRATEGIC GOALS MANAGEMENT OBJECTIVES	<b>FY 2023 TASKS</b>	<b>P/O</b>
<b>1. Water Resource Management: SVWD meets the water supply needs of its customers by developing new, sustainable sources and maximizing the use of existing sources.</b>		
1.1 Pursue the potential of wastewater for beneficial uses	Work with SCWD and SqCWD in developing a strategic direction for maximizing wastewater utilization in the region	O
	In support of SMGWA GSP implementation, conduct further assessment of a potential IPR recharge project in the basin	O/P
	Work with City of Scotts Valley staff in evaluating the condition of the Tertiary Treatment Plant and determining the necessary and optimum improvements	O
	Assist the City of Scotts Valley with finding a mutually advantageous solution for wastewater operations in the long run	O
1.2 Identify and implement conjunctive use projects in the region	Be responsive to in-lieu project evaluation proposals from SCWD and SLVWD	O
	Coordinate the intertie project with SCWD in support of conjunctive use	P
1.3 Optimize the efficient use of water	Improve on 2020 Validated Water Loss Audit score of 63	O
	Utilize a set of metrics for measuring effectiveness of WaterSmart Portal (reducing inefficient use and loss) and develop management reports based on these metrics	O
	Develop a pressure reduction program for the distribution system	O
	Conduct an assessment of production/consumption data collecting practices and develop guidelines that ensure consistency and result in clean synchronized reports	O
	Develop a work plan to comply with SB606 and AB1668 by 1/1/24	O
	Implement Think Twice WUE Program to achieve appropriate demand reduction targets per Water Shortage Contingency Plan	O
<b>2. Infrastructure Integrity: SVWD provides continuous investment in its infrastructure and process improvements to ensure the efficiency of its operations.</b>		
2.1 Maintain all assets within their useful life threshold	Develop a service line replacement program for Montevalle and commence work on at least a portion of it (25-30%)	O/P
	Depending on the necessary improvement recommendations, finalize the design, develop bid document and award the contract on Bethany Tank rehabilitation	P
	Complete upgrades at El Pueblo Water Treatment Plant: installation and programming of plant control panel	P
	Replace Well 3B: commence and complete construction	P
	Commence work on highest priority tasks on HQ building repairs/replacement.	P
2.2 Utilize technology and innovative solutions for improving operational efficiencies	Complete the assessment and development of the master plan for SCADA improvements	O
	Evaluate online agenda management solutions and coordinate the migration to new platform if determined superior and value added	O
	Improve the process of conducting the RW site supervisor training, consider and evaluate third party solutions	O

<b>SCOTTS VALLEY WATER DISTRICT WORK PLAN FY 2023 DRAFT</b>		
STRATEGIC GOALS MANAGEMENT OBJECTIVES	<b>FY 2023 TASKS</b>	<b>P/O</b>
2.3 Optimize the redundancy and effectiveness of the system and facilities	Construct a new production well: design, environmental review and bid documents	P
	Coordinate joint ad-hoc committee activities exploring shared resources and collaborative strategies for SVWD and SqCWD. Implement any appropriate committee/board recommendations	O
	Explore and implement if feasible a pressure reduction solution at Granite Creek Estates neighborhood.	O/P
	Develop a plan to install solar systems at various District facilities	O
<b>3. Financial Stewardship: SVWD manages its financial resources in a manner that ensures the reliability of its operations and provides the greatest value to its customers.</b>		
3.1 Provide seamless customer experience	Assess the process and effectiveness of the storing the information submitted via web forms	O
	Improve the customer engagement on WaterSmart portal by increasing the customer profile updates and number of returning visits.	O
	Pilot and evaluate using technology tools in the HQ customer lobby	O
3.2 Exploit integrated data management for maximum efficiency and transparency	Evaluate, and implement if viable, using WaterSmart as a primary customer gateway for multiple digital services	O
	Evaluate production data collection and storing system and propose recommendations for improvement (internal process or outside solutions)	O
3.3 Design and manage balanced and fair revenue sources that are sufficient for meeting operating and capital needs while providing for adequate reserves	Investigate the feasibility and process of updating the drought rate schedule	O
	Review current Connection Fee schedule and determine if the structure and fees are still appropriate	O
	Coordinate activities in support of DWR Urban and Multibenefit Drought Relief Grant	O/P
<b>4. Community Engagement: SVWD proactively creates opportunities for strategic alliances and mutually beneficial relationships with its customers and partners.</b>		
4.1 Use creative approaches and technology for engaging the community	Participate in SV Art Wine Beer Festival	O
	Organize a series of in person Water System Field Trips for public	O
	Hold a SVWD Pop-up Station joint with the RW Fill Station in Summer 2022.	O
	Improve the digital format of hosting Board meetings and other public meetings	O
4.2 Increase youth involvement and education on water matters	Promote the Junior Associate Board Member Program with a goal to attract diverse pool of applicants for 2023-2024 term	O
	Partner with Scotts Valley High School in implementing their Career Exploration Program if determined to reconvene the activities	O
	Continue managing the Youth Outreach Program (internship) for Santa Margarita Groundwater Agency	O
4.3 Identify, develop and strengthen strategic alliances, both private and public	Explore collaborative activities and shared resources that may provide additional value for the customers of SqCWD and SVWD and develop a recommendation for an enhanced strategic partnership.	O
	Create opportunities for GM and Board President to connect with the community	O

SCOTTS VALLEY WATER DISTRICT WORK PLAN FY 2023 DRAFT		
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2023 TASKS	P/O
<b>5. Organizational Vitality: SVWD recruits and retains the highest quality employees and board members by offering a work environment in which they can thrive and succeed.</b>		
5.1 Value and reward competence, team spirit and creativity	Successfully conclude negotiations with the SVWD Employees Union resulting in mutually beneficial terms of the MOU.	O
	Conduct a comprehensive compensation study	O
	Offer project based opportunities and job shadowing for staff to acquire broadbase knowledge of different disciplines in collaboration with SqCWD	O
	Include various staff members in community educational events such as live system tours	O
	Propose and coordinate regular meetings between City of Scotts Valley Wastewater and District staff	O
	Identify relevant opportunities for each employee and Director to attend at minimum 1 training and/or professional event annually	O
	Achieve 100% participation for each employee and Director to volunteer at a community event at least once a year	O
	Sponsor 1 employee and/or Director to participate in Leadership Santa Cruz County civic program	O
5.2 Cultivate productive work conditions, positive workforce culture and work environment	Offer our location to ACWA JPIA to hold safety training sessions with the goal of quarterly trainings that are also made available for employees of other agencies in the region	O
	Complete at least 50% of the safety training requirements for each employee	O
	Organize and host at least one annual employee non-work event	O
	Develop a facilities improvement plan for El Pueblo yard	O
	Complete the records management action plan	O
P/O - Project or Operations Budget		

## **AGENDA REPORT**

Scotts Valley Water District

**Date:** 04/14/22

**To:** Board of Directors

**Item:** Business 6.4

**Subject:** **Records Retention Policy**

**Reason:** Supports Strategic Goal No. 5 Organizational Vitality

### **SUMMARY**

**Recommendation:** Adopt Resolution 04-22 Establishing Policy P100-22-1 Records Retention.

**Fiscal Impact:** No direct costs from this action.

**Previous Related Action:** On 03/23/22, the Executive and Public Affairs Committee received information on the on the records retention schedule.

### **BACKGROUND**

The District is obligated to manage and maintain its records in accordance with government laws and accepted records management practices.

### **DISCUSSION**

Records retention schedules are commonly used by local public agencies across the State and are the appropriate mechanism to proactively determine when various categories of records are no longer necessary or required.

The enclosed policy sets the principles for effective and efficient management of District records and the retention schedule will allow staff to organize all record types including paper, electronic and imaged copies. The retention schedule will also ensure that records are retained for the proper amount of time.

Submitted,

Piret Harmon  
General Manager

Enclosed: Policy P100-22-1 Records Retention  
Resolution No. 04-22



<b>Policy No.:</b> P100-22-1	<b>Type of Policy:</b> Administration	
<b>Policy Title:</b>	Records Retention	
<b>Policy Description:</b>	Establishes framework for managing the retention and disposition of District records in compliance with Government Code 60200	
<b>Original Adoption:</b>	04/14/22	<b>Reviewed:</b>
<b>Review Cycle:</b>	5 Years	<b>Resolution No.:</b>

It is the policy of the Board of Directors of the Scotts Valley Water District to properly manage the retention and disposition of District records. Proper management of District records ensures prompt and accurate retrieval of records and compliance with legal and regulatory requirements.

The term “record” is defined as any document, report, paper, exhibit and electronic file including email and other documentation as identified by Federal and State law.

The term “non-record” is defined as documentation that is not retained in the normal course of business, such as acknowledgements, drafts, copies or duplicates, preliminary reports, notes or working papers used in the preparation or analysis of other records. Non-records may be disposed of at any time.

Records that do not contain confidential information are open for public review and are disclosed upon request. Any record provided to the public will have all confidential information (e.g. personal contact information) redacted.

### **Records Retention Schedule**

The records retention schedule serves as the framework for the proper management, retention and disposition of District records and will be used throughout the District.

The records retention schedule is applied to all record types, including paper records, electronic records and imaged copies archived and managed in an electronic format.

### **Records Disposal**

District records will not be disposed of before the end of the required retention period. A records disposition form that identifies the record series, description and date of the record will be completed and retained.

# Scotts Valley Water District Records Retention Schedule

Series Number - Category	Subject	Description	Retention
100 Agency Administration	Agreements Contracts (Non-CIP)	Original agreements and back up materials for leases, license, reimbursement, interagency, maintenance, services	CL + 4
100 Agency Administration	California Public Records Act	Request, acknowledgment, response	CY + 3
100 Agency Administration	Formation Records	Formation, incorporation, mergers, organizational, historical	P
100 Agency Administration	Policies and Programs	District policies and programs	S + 5
100 Agency Administration	Record Destruction	Approved destruction records	P
100 Agency Administration	Records Inventories and Indexes	Tracking logs, indexes of records	S + 5
100 Agency Administration	Strategic Planning	Mission, values and vision, strategic work plan	S + 5
110 Annexation Service Area	Annexations	Reports, public notices, certifications	P
110 Annexation Service Area	Service and Sphere of Influence	Reports, public notices, certifications	P
120 Community Relations	Community Information Historical	Records with historical value	P
120 Community Relations	Community Information General	Advertising, bill inserts, brochures, correspondence, fact sheets, media, newsletters, photos, press releases, social media, special events, video	CY + 2
120 Community Relations	Correspondence General	Letters, emails, texts, voicemails, social media, invitations not related to another record series	CY + 2
130 Emergency Planning	Emergency Planning, Response, Recovery	Emergency preparedness, response, and disaster recovery, including evacuation plans, emergency response requirements	S + 10
140 Grants	Funded	Applications, reports, contracts, project files, statements	CL + 5
140 Grants	Unfunded	Proposals	CL + 2
150 Human Resources	Employee Employer Relations	ASFCME, exempt contracts, employee handbook, MOU, policies	S + 7
150 Human Resources	Compensation and Benefits	CalPERS retirements, COBRA, compensation plans and studies, health and welfare benefits, retirement, salary schedules	S + 7
150 Human Resources	Employee Development	Performance evaluations, education, awards, discipline, promotion, training	T + 7
150 Human Resources	Labor Law and Legal Compliance	FSLA, NLRA, CFMLA, compliance, reporting, training	T + 7
150 Human Resources	Recruitment and Selection	Job descriptions, internship, community service, onboarding, recruitment, selection	CY + 5
150 Human Resources	Workplace Safety	Safety program, OSHA, CalOSHA, DMV pull notice, security	CY + 5

**Legend:** AU = Audit      CL = Closed/Completed      CM = Current Month      CY = Current Year      E = Election  
 L = Life      P = Permanent      S – Superseded      T = Terminated

# Scotts Valley Water District Records Retention Schedule

Series Number - Category	Subject	Description	Retention
160 Information Technology	Hardware, Software, Telecommunications, Cybersecurity	Assessments, inventory, documentation, backups, logs, voice mail, operations manuals	CY + 2
170 Legal Service	Legal Opinions	Confidential attorney client privilege	CY + 5
170 Legal Services	Litigation – Arbitration	Litigation and arbitration files	CL + 7
180 Real Property	District Real Property	Title, grant deeds, easements, quit-claims, acquisition, appraisals, surplus	P
<b>200 Financial</b>			
200 Accounting	Audit	Annual Comprehensive Financial Report	P
200 Accounting	Audit Reports	Financial services, internal and external reports, independent auditor analysis, management letters	AU + 5
200 Accounting	Journals, Registers, Ledgers	Journals: general, payroll; Registers: cash receipts, cash disbursements, accounts receivable, accounts payable, check; Ledgers: general, payroll	AU + 5
200 Accounting	Accounting Reports, Statements	Monthly budget status, revenue, expense, balance sheet, quarterly reports	AU + 5
200 Accounting	Purchase Orders	Purchase Orders	AU + 5
200 Accounting	Purchasing Vendor Information	Vendor information, I-9	AU + 5
200 Accounting	Purchasing Bid, RFQs, RFPs	Bids, RFP, RFQ not related to projects	AU + 5
200 Accounting	Source Records	Invoices, checks, vouchers, receipts, claims, bills	AU + 5
210 Banking-Investments	Banking, Certificates of Deposit (CDS)	Statements, reconciliation, transactions, earnings reports	AU + 5
210 Banking-Investments	Local Agency Investment Fund (LAIF)	Statements, transactions, earnings report	P
220 Budget	Operating and Projects	Annual operating and project budget	P
230 Debt	Bonds: Refunding Revenue and Certificate of Participation Bonds	Authorizations, public hearing records, prospectus, certificates, notices, transcripts, reporting, statements	CL + 10
230 Debt	Loans: State, Federal, Bank, or Financial Institutions	Authorizations, public hearings, prospectus, certificates, notices, transcripts, reporting, statements	CL + 10
240 Fixed Assets	Inventory	Purchase date, cost, depreciation	AU + 5
240 Fixed Assets	Surplus Property	Disposition, listing of property	AU + 2
240 Fixed Assets	Vehicles and Equipment	Titles, related records	L + 2
250 Insurance-Risk Management	Certificates of Commercial Liability	Consultants, contractors, vendors	CL + 5

**Legend:** AU = Audit      CL = Closed/Completed      CM = Current Month      CY = Current Year      E = Election  
 L = Life                      P = Permanent                      S – Superseded                      T = Terminated

# Scotts Valley Water District Records Retention Schedule

Series Number - Category	Subject	Description	Retention
250 Insurance-Risk Management	Liability, Property, Workers' Comp	Liability, performance bonds, employee bonds, property, insurance certificates	CY + 2
250 Insurance-Risk Management	Accident - Damage Reports	Reports and related records	CL + 5
250 Insurance-Risk Management	Incident Reports	Theft, arson, vandalism, property damage	CY + 2
250 Insurance-Risk Management	Claims	Paid or denied, supporting records, settlements	CL + 5
260 Payroll	CalPERS Employee Deduction Reports	Record of CalPERS deductions	T + 4
260 Payroll	Registers	Labor cost and employee program	P
260 Payroll	Reports District Level	W-2, Federal 941s, CA DE6's, CA DE7	AU + 5
260 Payroll	Reports Employee Level	Dates and hours worked, gross pay, net pay, and all related taxes, deductions, benefits, adjustments, etc.	AU + 5
260 Payroll	Salary Records	Deduction authorizations, paid time off, beneficiary, garnishments, unemployment claims	T + 5
260 Payroll	Timecard Data	Record of employee attendance	AU + 5
270 Reporting	State Controller	Financial transaction report government compensation	P
270 Reporting	State Water Resources Control Board	Water arrearage payment program	AU + 5
270 Reporting	Secretary of State	SVWD Public Facilities Dissolution	P
270 Reporting	Employment Development Department	Unemployment, disability, independent contractor	CY + 4
270 Reporting	Department of Tax and Fee Administration	Diesel fuel tax return	CY + 4
270 Reporting	Office of State Controller	Unclaimed property	CY + 4
270 Reporting	United States Census Bureau	Public employment payroll survey	CY + 4
280 Revenue	Water Consumption, Meter Charges	Water consumption, meter fees, late charges	AU + 5
280 Revenue	New Connections	Meters, capacity, will serve, project review	AU + 5
280 Revenue	Other Revenue	Property tax, interest	AU + 5
280 Revenue	Water Rate Study	Rate and fees study, rate models	P
280 Revenue	Proposition 218	Notice, protest letters	CY + 4
280 Revenue	Rate Implementation	Rate sheets, annual review	AU + 6
290 Utility Billing	Billing Past Due, Disconnect	Notices to customers for delinquent accounts and shut offs	CY + 1
290 Utility Billing	Connection Records	Service order (SO) related records	P
290 Utility Billing	Customer Requests	Start-stop service, name change, meter reading, usage, payment, disconnect, shutoff	CY + 2

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# Scotts Valley Water District Records Retention Schedule

Series Number - Category	Subject	Description	Retention
290 Utility Billing	Journals	Monthly activity, meter reading	AU+2
290 Utility Billing	Leak Adjustments	Program related records including administrative and requests	CY + 5
290 Utility Billing	Qualifying Medical Needs	Program related records including administrative and requests	CY + 5
290 Utility Billing	Rate Assistance	Program related records including administrative and requests	CY + 5
290 Utility Billing	Rebates	Program related records including administrative and requests	CY + 5
290 Utility Billing	Receivables Payments	Payment records	CM + 5
290 Utility Billing	Reconciliations	Daily work for cashiering; daily journal tape from register and payment receipts	AU + 2
290 Utility Billing	Temporary Connections	Contractor and developer records, temporary fire hydrant meters for construction	CL + 2
290 Utility Billing	Water Waste	Violation records including administrative and requests	CY + 5
<b>300 Operations</b>			
300 Operations	Bacteriological Analysis	Compliance records include location, date, method used and results; corrections analysis of chemical content	CY + 12
300 Operations	Chemical Analysis	Compliance records include location, date, method used and results; corrections analysis of bacterial content	CY + 12
300 Operations	Consumer Confidence Report	Annual Report on Drinking Water Quality	CY + 7
300 Operations	Corrosion Control	Compliance records	CY + 12
300 Operations	Discharge Monitoring	Pollution discharges	CY + 5
300 Operations	Laboratory Quality Assurance	Records quality control and assurance records procedures	S + 12
300 Operations	Maintenance/Repair Records	Equipment	L + 2
300 Operations	Permits: NPDES	Compliance with Clean Water Act re: pollutants	P
300 Operations	Sanitary Surveys	Statistics, reports, correspondence	CY + 10
300 Operations	State Certification	Compliance records	CY + 12
300 Operations	Testing, Lead and Copper	Date, methodology, results; corrections, analysis	CY + 18
300 Operations	Treatment Plant	Compliance records and reports	CY + 8
300 Operations	Water Outages and Customer Complaints Log	Color, leaks, pressure, taste, order, turbidity, water borne illness and other organisms	CY + 5
300 Operations	Water Quality	Compliance records including sampling data, analysis, reports, surveys, records, evaluation, schedules, valves.	CY + 12
<b>400 Engineering</b>			

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# Scotts Valley Water District Records Retention Schedule

Series Number - Category	Subject	Description	Retention
400 As Built-Drawings	As Build Drawings	Revised construction drawings submitted by contractors	P
410 Backflow Prevention	Backflow Prevention Program	Inspections, test records, approved testers	CY + 3
420 Construction Projects	Capital Improvement and Construction Projects	Final planning, design, construction records for facilities, structures and systems	P
430 New Connections	Developer Project Files	Will serve letters, main extension agreements, service applications, fire services, deposit summaries	CL + 10
440 GIS Mapping-	Maps, Geographic Information	System maps, distribution, sampling	S + 10
450 Meter Operation	Meter Reading, Maintenance, Testing	Meter reading reports, maintenance, specifications, testing	CY + 2
460 Standard Specifications	Water System Standard Specifications	Design, construction, testing of water mains and appurtenances	S + 10
<b>500 Board of Directors</b>			
500 Board Appointments	Board Committees	Committee Assignments	CY + 5
500 Board Appointments	Other Agency Board, Committees	SMGWA, Interagency, ACWA Board and Committees, ACWA JPIA Board	CY + 5
510 Board Meetings	Board Meetings, Regular, Special	Agenda Packets, Minutes	P
520 Committees	Board Committees	Agendas, Meeting Reports	CY + 3
530 Compensation	Compensation and Benefits	Benefits, benefits reimbursement, meeting attendance for active and retired Directors, Associated Directors and Committee Members	CY + 5
540 Compliance	Mandatory Training	Certificate of Completion for AB 1234 Ethics, AB1661 Harassment Prevention	CY + 5
530 Compliance	Fair Political Practices Commission (FPPC) Filings	Form 700, Statement of Economic Interest public and elected officials	CY + 5
540 Elections	Board of Directors	Administrative record of election conducted by County Elections	E + 10
550 Elections	Initiative and Measure	Administrative record of the election conducted by County Elections	E + 10
550 Elections	Oath of Offices	Elected official before assuming office after successful election	T + 10
550 Elections	ACWA	Region 5 Board of Directors	E + 10
550 Elections	ACWA JPIA	Executive Committee, Captive Water Insurance Fund	E + 10
550 Elections	LAFCO	Special District Representative	E + 10
560 Legislation	Administrative Code, Resolutions	Legislative actions	P
560 Legislation	Ordinances	Legislative actions	P
560 Legislation	Resolutions	Legislative actions	P
570 Reporting	FPPC Form 801	Gifts to Agency Report	CY + 5
570 Reporting	FPPC Form 806	Public Official Appointments.	CY + 7

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RESOLUTION No. 04-22

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SCOTTS VALLEY WATER DISTRICT  
ESTABLISHING POLICY P100-22-1 RECORDS RETENTION

WHEREAS:

1. Scotts Valley Water District has an obligation to maintain its records in accordance with government laws and regulations and accepted records management practices.
2. Government Code Section 60200 provides the relevant procedures for managing and disposition of District records.
3. Policy P100-22-1 Records Retention establishes the principles for orderly maintenance and destruction of records and the retention schedule.
4. The Records Retention Schedule serves as the framework to ensure for proper management and retention of the District paper and electronic records.
5. Policy P100-22-1 Records Retention will be reviewed on a regular schedule and revised as necessary.

THEREFORE BE IT RESOLVED by the Board of Directors of the Scotts Valley Water District that it:

1. Establishes Policy P100-22-1 Records Retention effective immediately.

PASSED AND ADOPTED this 14<sup>th</sup> day of April 2022, by the following vote:

AYES:

NOES:

ABSENT:

---

Ruth Stiles, President  
Board of Directors

Attest: \_\_\_\_\_  
Piret Harmon, General Manager

## **STAFF REPORT - Finance**

Scotts Valley Water District

**Date:** 04/14/22

**To:** Board of Directors

**From:** General Manager

**Item:** Staff Reports 7.3

**Subject:** **Financial Reports 07/01/21 through 2/28/22**

### **Summary**

Fiscal Year-to-Date (YTD) figures reflect the period of 07/01/21 through 2/28/22. YTD revenues total \$5.7M and expenses total \$5.0M.

### **Revenue**

February is the eighth month of the fiscal year. YTD potable water sales revenue is \$2.8M, water services revenue is \$1.6M and new connections revenue is \$179K. Total YTD revenue in the potable water fund is \$5.2M, equal to 60% of the budget and flat from the same period last year.

YTD recycled water sales revenue is \$380K, water services revenue is \$52K, and \$52K in revenue from new connections for the period. Total YTD revenue of \$486K in the recycled water fund equals 80% of the budget, which is 32% higher than for the same period of last fiscal year.

### **Expenses**

Combined YTD operating expenses are below budget, with expenses of \$3.7M representing 60% of the budget. Project expenditures total \$691K and the debt service principal payment of \$567K was made.

### **Fund Balance**

Cash reserves at the end of February were approximately \$5.5M with another \$0.8M booked in Accounts Receivable.

### **Enclosed**

Budget Status Balance 07/01/21 – 02/28/22

Budget Status Revenue 07/01/21 – 02/28/22

Budget Status Expense 07/01/21 – 02/28/22

Projects Expense 07/01/21 – 02/28/22

Balance Sheet 02/28/22

Check Register 02/01/22 - 02/28/22

# Budget Status - Balance



Period: 07/01/21 - 02/28/2022

FY Remain: 33%

	FY 2021 YTD Actual	FY 2022 YTD Actual	FY 2022 vs. FY 2021	YOY % change	FY 2022 Budget	FY 2022 Remaining Balance	%
<b>Period: 07/01/21 - 02/28/22 (8 months)</b>							
<b>Potable Water - Fund 01</b>							
Water Sales & Services (R10, R20)	\$ 4,111,614	\$ 4,404,509	\$ 292,894	7%	\$ 6,984,185	\$ 2,579,676	37%
New Connections (R25)	\$ 499,850	\$ 183,877	\$ (315,974)	-63%	\$ 528,322	\$ 344,445	65%
Other Revenue (R30, R40)	\$ 570,451	\$ 633,973	\$ 63,522	11%	\$ 1,133,340	\$ 499,367	44%
<b>Potable Water Total</b>	<b>\$ 5,181,916</b>	<b>\$ 5,222,359</b>	<b>\$ 40,443</b>	<b>1%</b>	<b>\$ 8,645,847</b>	<b>\$ 3,423,488</b>	<b>40%</b>
<b>Recycled Water - Fund 02</b>							
Water Sales & Services (R10, R20)	\$ 365,906	\$ 432,284	\$ 66,379	18%	\$ 568,600	\$ 136,316	24%
New Connections (R25)	\$ -	\$ 51,684	\$ 51,684	-	\$ 19,083	\$ (32,601)	-171%
Other Revenue (R30, R40)	\$ 2,761	\$ 1,996	\$ (764)	-28%	\$ 19,575	\$ 17,579	90%
<b>Recycled Water Total</b>	<b>\$ 368,667</b>	<b>\$ 485,965</b>	<b>\$ 117,298</b>	<b>32%</b>	<b>\$ 607,258</b>	<b>\$ 121,293</b>	<b>20%</b>
<b>TOTAL REVENUE</b>	<b>\$ 5,550,582</b>	<b>\$ 5,708,323</b>	<b>\$ 157,741</b>	<b>3%</b>	<b>\$ 9,253,105</b>	<b>\$ 3,544,782</b>	<b>38%</b>
<b>Expenses - Fund 01 and Fund 02 Combined</b>							
Salaries & Benefits (E01)	\$ 1,919,779	\$ 1,974,192	\$ 54,412	3%	\$ 3,142,082	\$ 1,167,890	37%
Services & Supplies (E03-E80)	\$ 1,579,812	\$ 1,718,953	\$ 139,141	9%	\$ 3,063,775	\$ 1,344,822	44%
Project Expenses	\$ 1,285,396	\$ 691,107	\$ (594,289)	-46%	\$ 2,678,934	\$ 1,987,827	74%
Debt Service - Principal	\$ 460,030	\$ 567,298	\$ 107,268	23%	\$ 567,298	\$ -	0%
<b>TOTAL EXPENSES *</b>	<b>\$ 5,245,018</b>	<b>\$ 4,951,550</b>	<b>\$ (293,468)</b>	<b>-6%</b>	<b>\$ 9,452,089</b>	<b>\$ 4,500,539</b>	<b>48%</b>
<b>NET REVENUE</b>	<b>\$ 305,565</b>	<b>\$ 756,774</b>	<b>\$ 451,209</b>		<b>\$ (198,984)</b>	<b>\$ (955,758)</b>	
<b>Period: 07/01/21 - 02/28/22 (8 months)</b>							
Total Revenue	\$ 5,550,582	\$ 5,708,323	\$ 157,741	3%	\$ 9,253,105	\$ 3,544,782	38%
Total Expenses *	\$ 5,245,018	\$ 4,951,550	\$ (293,468)	-6%	\$ 9,452,089	\$ 4,500,539	48%
<b>Net Revenue</b>	<b>\$ 305,565</b>	<b>\$ 756,774</b>	<b>\$ 451,209</b>		<b>\$ (198,984)</b>		
<b>Period: 07/01/21 - 01/31/22 (7 months)</b>							
Total Revenue	\$ 5,090,224	\$ 5,191,469	\$ 101,245	2%	\$ 9,253,105	\$ 4,061,636	44%
Total Expenses *	\$ 4,731,654	\$ 4,537,534	\$ (194,121)	-4%	\$ 9,452,089	\$ 4,914,555	52%
<b>Net Revenue</b>	<b>\$ 358,570</b>	<b>\$ 653,935</b>	<b>\$ 295,366</b>		<b>\$ (198,984)</b>		

\* Expense totals do not include depreciation expense

# Budget Status - Revenue



Period: 07/01/21 - 02/28/2022

FY Remain: 33%

		FY 2021 YTD Actual	FY 2022 YTD Actual	FY 2022 vs. FY 2021	YOY % change	FY 2022 Budget	FY 2022 Remaining Balance	%
<b>Fund 01</b>	<b>Potable Water</b>							
R10	Operating Revenue - Water Sales							
01-000-41101	Residential Consumption - SF	\$ 1,620,109	\$ 1,604,834	\$ (15,275)	-1%	\$ 2,594,087	\$ 989,253	38%
01-000-41102	Residential Consumption - MF	\$ 123,976	\$ 119,761	\$ (4,215)	-3%	\$ 200,886	\$ 81,125	40%
01-000-41103	CII Consumption	\$ 633,680	\$ 718,471	\$ 84,791	13%	\$ 1,343,116	\$ 624,645	47%
01-000-41106	CII Consumption - Other	\$ 52,031	\$ 66,387	\$ 14,356	28%	\$ -	\$ (66,387)	
01-000-41105	Irrigation Consumption	\$ 243,089	\$ 270,575	\$ 27,486	11%	\$ 374,031	\$ 103,456	28%
01-000-41200	Other - Bulk Water	\$ 14,940	\$ 11,731	\$ (3,209)	-21%	\$ 23,090	\$ 11,359	49%
	R10 Sub Totals:	\$ 2,687,825	\$ 2,791,759	\$ 103,934	4%	\$ 4,535,210	\$ 1,743,451	38%
R20	Operating Revenue - Water Services							
01-000-41300	Other - Late Penalty	\$ 10,150	\$ 10,710	\$ 560	6%	\$ 9,000	\$ (1,710)	-19%
01-000-42100	Standby Basic Meter Charge	\$ 1,367,589	\$ 1,551,121	\$ 183,532	13%	\$ 2,370,833	\$ 819,712	35%
01-000-42121	Standby FP Basic Meter Charge	\$ 40,351	\$ 45,594	\$ 5,243	13%	\$ 62,342	\$ 16,748	27%
01-000-43300	Other Operating Revenue	\$ 5,700	\$ 5,325	\$ (375)	-7%	\$ 6,800	\$ 1,475	22%
	R20 Sub Totals:	\$ 1,423,790	\$ 1,612,750	\$ 188,960	13%	\$ 2,448,975	\$ 836,225	34%
R25	Operating Revenue - New Connections							
01-000-42101	Other Meter Fee	\$ 6,025	\$ 2,394	\$ (3,631)	-60%	\$ 12,500	\$ 10,106	81%
01-000-42102	Other Capacity Fee	\$ 490,562	\$ 179,091	\$ (311,471)	-63%	\$ 508,022	\$ 328,931	65%
01-000-42120	Other FP Meter Fee	\$ 472	\$ 711	\$ 239	51%	\$ 800	\$ 89	11%
01-000-43100	Other Will Serve	\$ 625	\$ 875	\$ 250	40%	\$ 1,000	\$ 125	13%
01-000-43200	Other Dev Proj Review	\$ 2,166	\$ 806	\$ (1,360)	-63%	\$ 6,000	\$ 5,194	87%
	R25 Sub Totals:	\$ 499,850	\$ 183,877	\$ (315,974)	-63%	\$ 528,322	\$ 344,445	65%
R30	Non-Operating Revenue - Other							
01-000-46000	Property Taxes	\$ 542,334	\$ 625,841	\$ 83,507	15%	\$ 1,071,830	\$ 445,989	42%
01-000-47110	Interest & Dividend	\$ 8	\$ 34	\$ 26	351%	\$ 10	\$ (24)	-239%
01-000-47120	Interest - LAIF	\$ 10,861	\$ 2,544	\$ (8,317)	-77%	\$ 21,700	\$ 19,156	88%
01-000-47520	Misc. Non-Operating Revenue	\$ (3,918)	\$ (3,199)	\$ 719	-18%	\$ 39,800	\$ 42,999	108%
01-000-47540	Third-Party Reimbursements	\$ 20,657	\$ 8,754	\$ (11,903)	-58%	\$ -	\$ (8,754)	
	R30 Sub Totals:	\$ 569,941	\$ 633,973	\$ 75,935	11%	\$ 1,133,340	\$ 508,121	45%
R40	Non-Operating Revenue - Grants							
01-000-45260	Local Grant - ACWA JPIA	\$ 510	\$ -	\$ (510)	-100%	\$ -	\$ -	
	R40 Sub Totals:	\$ 510	\$ -	\$ (510)	-100%	\$ -	\$ -	
	<b>Fund 01 Revenue:</b>	<b>\$ 5,181,916</b>	<b>\$ 5,222,359</b>	<b>\$ 52,346</b>	<b>1%</b>	<b>\$ 8,645,847</b>	<b>\$ 3,432,242</b>	<b>40%</b>
	Fund 01 Rev Excl Grants & Cap Contributions	\$ 5,181,406	\$ 5,222,359	\$ 52,856	1%	\$ 8,645,847	\$ 3,432,242	40%

# Budget Status - Revenue



Period: 07/01/21 - 02/28/2022

**FY Remain: 33%**

		FY 2021 YTD Actual	FY 2022 YTD Actual	FY 2022 vs. FY 2021	YOY % change	FY 2022 Budget	FY 2022 Remaining Balance	%
<b>Fund 02</b>	<b>Recycled Water</b>							
R10	Operating Revenue - Water Sales							
02-000-41105	Irrigation Consumption	\$ 313,035	\$ 346,368	\$ 33,333	11%	\$ 501,700	\$ 155,332	31%
02-000-41200	Other - Bulk Water	\$ 13,359	\$ 33,520	\$ 20,161	151%	\$ -	\$ (33,520)	
	R10 Sub Totals:	\$ 326,394	\$ 379,888	\$ 53,494	16%	\$ 501,700	\$ 121,813	24%
R20	Operating Revenue - Water Services							
02-000-42100	Standby Basic Meter Charge	\$ 39,437	\$ 52,272	\$ 12,835	33%	\$ 66,900	\$ 14,628	22%
02-000-43300	Other Operating Revenue	\$ 75	\$ 125	\$ 50	67%	\$ -	\$ (125)	
	R20 Sub Totals:	\$ 39,512	\$ 52,397	\$ 12,885	33%	\$ 66,900	\$ 14,503	22%
R25	Operating Revenue - New Connections							
02-000-42101	Other Meter Fee	\$ -	\$ 797	\$ 797		\$ 19,083	\$ 18,286	96%
02-000-42102	Other Capacity Fee	\$ -	\$ 50,887	\$ 50,887		\$ -	\$ (50,887)	
	R25 Sub Totals:	\$ -	\$ 51,684	\$ 51,684		\$ 19,083	\$ (32,601)	-171%
R30	Non-Operating Revenue - Other							
02-000-47110	Interest & Dividend	\$ 2,341	\$ 1,996	\$ (344)	-15%	\$ 4,575	\$ 2,579	56%
02-000-47520	Other Non-Operating Revenue	\$ 420	\$ -	\$ (420)	-100%	\$ -	\$ -	
	R30 Sub Totals:	\$ 2,761	\$ 1,996	\$ (764)	-28%	\$ 19,575	\$ 17,579	90%
	<b>Fund 02 Revenue:</b>	<b>\$ 368,667</b>	<b>\$ 485,965</b>	<b>\$ 117,298</b>	<b>32%</b>	<b>\$ 607,258</b>	<b>\$ 121,293</b>	<b>20%</b>
	Fund 02 Rev Excl Grants & Cap Contributions	\$ 368,667	\$ 485,965	\$ 117,298	32%	\$ 607,258	\$ 121,293	20%
<b>Revenue Totals:</b>		<b>\$ 5,550,582</b>	<b>\$ 5,708,323</b>	<b>\$ 169,644</b>	<b>3%</b>	<b>\$ 9,253,105</b>	<b>\$ 3,553,535</b>	<b>38%</b>
	Revenue Total Excl Grants & Cap Contributions	\$ 5,550,072	\$ 5,708,323	\$ 170,154	3%	\$ 9,253,105	\$ 3,553,535	38%



# Budget Status - Expense



Period: 07/01/21 - 02/28/2022

FY Remain: 33%

		FY 2021 YTD Actual	FY 2022 YTD Actual	FY 2022 vs. FY 2021	YOY % change	FY 2022 Budget	FY 2022 Remaining Balance	%
<b>Summary</b>								
E01	Salaries & Benefits	\$ 1,919,779	\$ 1,974,192	\$ 54,412	3%	\$ 3,142,082	\$ 1,167,890	37%
E03	General & Admin - Services	\$ 437,048	\$ 546,004	\$ 108,956	25%	\$ 1,017,807	\$ 471,803	46%
E05	General & Admin - Supplies	\$ 29,186	\$ 46,852	\$ 17,666	61%	\$ 58,900	\$ 12,048	20%
E07	General Production	\$ 76,385	\$ 91,190	\$ 14,805	19%	\$ 114,100	\$ 22,910	20%
E10	Source of Supply	\$ 306,115	\$ 130,454	\$ (175,661)	-57%	\$ 260,000	\$ 129,546	50%
E15	Pumping	\$ 241,493	\$ 264,478	\$ 22,985	10%	\$ 526,500	\$ 262,022	50%
E20	Water Treatment	\$ 134,026	\$ 226,607	\$ 92,581	69%	\$ 518,100	\$ 291,493	56%
E25	Transmission & Distribution	\$ 90,946	\$ 50,919	\$ (40,028)	-44%	\$ 142,600	\$ 91,681	64%
E35	Customer Accounts	\$ 125,996	\$ 187,766	\$ 61,769	49%	\$ 231,036	\$ (53,119)	-23%
E70	Other	\$ 100,714	\$ 120,378	\$ 19,664	20%	\$ 6,100	\$ (22,428)	-368%
E80	Debt Service - Interest	\$ 37,902	\$ 54,307	\$ 16,404	43%	\$ 174,732	\$ 120,425	69%
	Purchase Order Carryover					\$ 14,000		
<b>District Expense Total:</b>		<b>\$ 3,499,592</b>	<b>\$ 3,693,145</b>	<b>\$ 193,553</b>	<b>6%</b>	<b>\$ 6,205,957</b>	<b>\$ 2,494,274</b>	<b>40%</b>
<b>Fund 01 and 02 Combined</b>								
E01	Salaries & Benefits	\$ 1,919,779	\$ 1,974,192	\$ 54,412	3%	\$ 3,142,082	\$ 1,167,890	37%
E03-E80	Services & Supplies	\$ 1,579,812	\$ 1,718,953	\$ 139,141	9%	\$ 3,049,875	\$ 1,330,922	44%
	Purchase Order Carryover					\$ 20,000		
<b>District Expense Total:</b>		<b>\$ 3,499,592</b>	<b>\$ 3,693,145</b>	<b>\$ 193,553</b>	<b>6%</b>	<b>\$ 6,211,957</b>	<b>\$ 2,498,812</b>	<b>40%</b>

# Projects - Expense



Period: 07/01/21 - 02/28/2022

FY Remain: 33%

		FY 2022 YTD Actual	FY 2022 Budget *	FY 2022 Remaining Balance	%
<b>Fund 01 and Fund 02 Combined</b>					
<b>Project</b>	<b>Description</b>				
C15007	Lompico Formation Production Well (Well 9)	\$ 4,360	\$ 45,000	\$ 40,640	90%
C16023	Orchard Run WTP Water Quality Improvements	\$ 616,964	\$ -	\$ (616,964)	
C16024	Bethany Tank Rehabilitation	\$ 975	\$ 94,509	\$ 93,534	99%
M17011	Meters with AMI	\$ 20,444	\$ 20,000	\$ (444)	-2%
C17011	AMI Technology for Meters	\$ 19,990	\$ 5,000	\$ (14,990)	-300%
C17018	Specialized Operations Vehicle	\$ -	\$ 87,566	\$ 87,566	100%
C18033	Polo Ranch Booster Station Rehab	\$ 15,963	\$ -	\$ (15,963)	
C19020	El Pueblo WTP Improvements	\$ -	\$ 100,000	\$ 100,000	100%
C19030	Hacienda Pump Station Improvements	\$ 1,735	\$ 100,000	\$ 98,265	98%
C19070	Vehicle Replacement Program	\$ -	\$ 55,000	\$ 55,000	100%
C20010	Main Replacement Program - PW	\$ 4,170	\$ 606,944	\$ 602,774	99%
C20020	Treatment Facility for New Formation Well	\$ -	\$ 49,625	\$ 49,625	100%
C20040	Administrative Building Improvements	\$ -	\$ 15,290	\$ 15,290	100%
C22010	Well 3B Replacement	\$ 6,508	\$ 1,500,000	\$ 1,493,493	100%
<b>Projects Expense Totals:</b>		<b>\$ 691,107</b>	<b>\$ 2,678,934</b>	<b>\$ 1,987,827</b>	<b>74%</b>

# Balance Sheet



## Fund 01, Fund 02 and Fund 03 Combined

	2/28/21	2/28/22
<b>Assets</b>		
Cash	\$4,323,250	\$5,520,020
Accrued Interest	\$4,565	\$4
A/R Customer-Water	\$1,339,156	\$766,464
A/R - Other	\$195,967	\$93,499
Interfund Loan Receivable	\$888,040	\$888,040
Inventory	\$271,380	\$229,228
Prepaid Expense	\$70,323	\$80,347
Note Receivable	\$70,000	\$0
JPA Investment	\$387,112	\$398,572
Land & Right-of-ways	\$650,697	\$650,697
Construction-in-progress	\$1,824,342	\$1,373,038
Water Rights / Intangible Assets	\$5,267,833	\$5,267,833
Plant & Equipment	\$39,131,437	\$42,572,708
Depreciation/Amortization	(\$23,827,288)	(\$24,675,883)
Deferred Pension Outflows	\$694,399	\$1,691,330
Unfunded OPEB Liability	\$142,970	\$140,200
	<b>\$31,434,182</b>	<b>\$34,996,096</b>
<b>Liabilities</b>		
A/P & Accrued Expenses	\$34,529	\$215,344
Accrued Salaries & Wages	\$0	\$0
Accrued Interest Payable	\$0	\$0
Customer Deposits	\$41,210	\$407,210
Interfund Loans	\$888,040	\$888,040
LT Liabilities Due in 1 Yr	\$40,998	\$38,251
Unearned Revenue	\$62,293	\$69,125
Long-term Liabilities	\$8,773,238	\$10,730,176
Deferred Pension Inflows	\$215,460	\$116,480
	<b>\$10,055,768</b>	<b>\$12,464,625</b>
<b>Fund Balance</b>		
Investment in Capital Assets	\$17,684,486	\$17,684,486
Unrestricted Net Position	\$1,642,955	\$2,831,806
	<b>\$19,327,441</b>	<b>\$20,516,292</b>
Total Liabilities and Fund Balance:	\$29,383,209	\$32,980,917
Total Retained Earnings:	\$2,050,973	\$2,015,179
Total Fund Balance and Retained Earnings:	\$21,378,414	\$22,531,471
<b>Total Liabilities, Fund Balance, and Retained Earnings:</b>	<b>\$31,434,182</b>	<b>\$34,996,096</b>

Scotts Valley Water District

AP Check Register  
February 2022

Vendor Name	Check Date	Check No.	Check Amount	Description
4X4 AND MORE	2/3/2022	30665	119.44	Truck 28 - Oil Change
ACWA/JPIA	2/17/2022	30720	35,512.33	EE & Retiree Benefits - Mar 2022
AFLAC	2/3/2022	30666	222.72	EE Self-Funded Supplemental Benefits - Jan 2022
AFSCME COUNCIL 57	2/17/2022	30721	3,683.40	Union Dues - Oct 2021 - Jan 2022
AIRTEC SERVICE	2/17/2022	30722	813.00	Restroom Fan Repair
ALLQUIP UNIVERSAL	2/3/2022	30667	786.03	Tools - Transmitter Remote for Hydro-Excavator Boom
BADGER METER	2/3/2022	30668	4,030.81	Cell Charge for PW Meter Reads - Jan 2022
BADGER METER	2/3/2022	30668	64.08	Cell Charge for RW Meter Reads - Jan 2022
BADGER METER	2/17/2022	30723	3,336.40	Meter Purchases - Qty: 40
BATTERIES PLUS BULBS #314	2/3/2022	30669	14.18	Vac Truck - Key Fob Batteries
BAYSIDE EQUIPMENT COMPANY	2/3/2022	30670	1,550.00	Generator Rental - Bethany PS - Jan 2022
BAYSIDE EQUIPMENT COMPANY	2/3/2022	30670	858.00	Generator Rental - Hacienda Booster - Jan 2022
BAYSIDE EQUIPMENT COMPANY	2/3/2022	30670	317.56	Generator Rental - Hacienda Booster - Final
BRENNTAG PACIFIC INC	2/17/2022	30724	2,241.38	Water Treatment Chemicals
CARL OWENS	2/3/2022	30671	234.64	SA-168 Deposit Refund
CCP INDUSTRIES INC	2/17/2022	30725	347.09	Absorbal
CHESTNUT IDENTITY APPAREL	2/3/2022	30672	2,076.52	Safety Clothing w/ District Logos
CITY OF SCOTTS VALLEY	2/3/2022	30673	101.34	Bi-Monthly Sewer Service - 2 Civic Ctr
CITY OF SCOTTS VALLEY	2/3/2022	30673	2,820.23	Bi-Monthly Treatment Disposal - El Pueblo WTP
CITY OF SCOTTS VALLEY	2/3/2022	30673	2,046.00	Bi-Monthly Treatment Disposal - ORWTP
CITY OF SCOTTS VALLEY	2/3/2022	30673	722.30	Bi-Monthly Treatment Disposal - Well 10
CITY OF SCOTTS VALLEY	2/17/2022	30726	570.00	Bacti Samples - Jan 2022
CIVIL CONSULTANTS GROUP INC	2/3/2022	30674	515.00	General Engineering Services - Jan 2022
CIVIL CONSULTANTS GROUP INC	2/3/2022	30674	1,250.00	PW Main Improvements Task 4: Bidding / CA Phase
CIVIL CONSULTANTS GROUP INC	2/17/2022	30727	2,215.00	Well 10 WTP Improvements - Bid & Construction - Nov 2021
DASSELS PETROLEUM	2/3/2022	30675	2,133.69	Vehicle Fuel - Jan 2022
DAVID GLOVER	2/3/2022	30676	263.48	SA-165 Deposit Refund
DAVIS SAIDA	2/17/2022	30728	136.55	Refund Check 007546-000 102 ELZER DR
E & S TRUCKING	2/17/2022	30729	2,730.00	Orchard Run Waste Water - Jan 2022
EDWARD RIMMER	2/3/2022	30677	234.64	SA-169 Deposit Refund
EGGLETON BRUCE	2/3/2022	30678	565.00	Customer Rebates - Lawn/Turf Replacement
EMPLOYEE RELATIONS INC	2/17/2022	30730	55.22	Pre-Employment Background Check
EUROFINS EATON ANALYTICAL	2/17/2022	30731	1,340.00	Lab Testing for Water Quality
EVO STUDIOS INC.	2/17/2022	30732	2,400.00	Website Development - 2nd Installment
EXCEEDIO	2/3/2022	30679	5,374.35	Monthly Managed Services: HaaS/SaaS/ITaaS - Feb 2022
EXCEEDIO	2/3/2022	30679	1,035.85	Monthly Managed Services: SCADA - Feb 2022
EXOTIC PET CLINIC OF SANTA CRUZ	2/3/2022	30680	287.51	SA-179 Deposit Refund
FASTENAL COMPANY	2/3/2022	30681	74.14	OPS Supplies - Nuts & Washers
FASTENAL COMPANY	2/3/2022	30681	127.97	Safety Equipment - Gloves Bandages
FASTENAL COMPANY	2/3/2022	30681	759.25	Tools - Sawzall Grinder Batteries
GATEWAY BIBLE CHURCH	2/3/2022	30682	256.25	SA-176 Deposit Refund
GOVERNMENT FINANCE OFFICERS ASSOC	2/3/2022	30683	460.00	FY 2021 ACFR Award Application Fee
GRAINGER	2/3/2022	30684	173.80	Well 10 - Blower Maint Parts
GRAINGER	2/3/2022	30684	592.61	Well 10 - Booster Pump Maint Parts
GRANITE CONSTRUCTION CO	2/3/2022	30685	155.16	Main Maint - Agg Base
GRANITE CONSTRUCTION CO	2/17/2022	30733	631.93	Meter Maint - Agg Base
GRANITE ROCK COMPANY	2/3/2022	30686	181.49	Main Maint - Utility Trench Sand
GREEN WASTE RECOVERY INC	2/17/2022	30734	375.54	Monthly Trash Svc - El Pueblo - Jan 2022
GREGORY LEWIS - LANDSCAPE ARCHITECT	2/17/2022	30735	262.50	SA180 - Plan Review
GUTTERPATROL & WINDOWSHINE	2/17/2022	30736	500.00	Building Maint - Gutter Cleaning - 2 Civic Ctr
HARRINGTON INDUSTRIAL PLASTICS LLC	2/17/2022	30737	404.94	WTP Maint - Relief Valve
HEALTHQUITY INC	2/17/2022	30738	82.60	HSA Admin Fees - Jan 2022 - Feb 2022
HIDDEN OAKS HOMEOWNERS ASSOCIATION	2/3/2022	30687	8,950.00	Customer Rebates - PRV Replacements
ICONIX WATERWORKS (US) INC	2/3/2022	30688	7.25	Meter Maint - Gaskets
ICONIX WATERWORKS (US) INC	2/3/2022	30688	24.31	Tools - Hose Adapter
ICONIX WATERWORKS (US) INC	2/17/2022	30739	197.46	Main Maint - Brass Fittings
ICONIX WATERWORKS (US) INC	2/17/2022	30739	313.90	Main Maint - Repair Clamps
ICONIX WATERWORKS (US) INC	2/17/2022	30739	370.99	Meter Maint - Adapters
ICONIX WATERWORKS (US) INC	2/17/2022	30739	805.62	Meter Maint - Valves
ICONIX WATERWORKS (US) INC	2/17/2022	30739	49.27	WTP Maint - Hose Bibbs
ICONIX WATERWORKS (US) INC	2/17/2022	30739	547.72	WTP Maint - Pipe for Repairs
INDEPENDENT ELECTRIC SUPPLY	2/17/2022	30740	178.29	Well 10 Booster - Repair Parts
INFOSEND	2/17/2022	30741	350.00	UB Statements - Monthly Billing Programming Changes - Jan 2022
INFOSEND	2/17/2022	30741	1,657.62	UB Statements - Printing & Mailing - Jan 2022
IN-SITU INC	2/17/2022	30742	717.96	ENG Supplies - Water Level Logger
INSTRUMART	2/3/2022	30689	1,737.55	Replacement Tank Gauges for Stock
INTEGRITY AUTOMOTIVE	2/3/2022	30690	1,843.88	Truck 18 - Oil Change & Fuel Pump Replacement

Scotts Valley Water District

AP Check Register  
February 2022

Vendor Name	Check Date	Check No.	Check Amount	Description
INTEGRITY AUTOMOTIVE	2/3/2022	30690	266.17	Truck 19 - Oil Change
INTEGRITY AUTOMOTIVE	2/3/2022	30690	132.58	Truck 22 - Oil Change
INTEGRITY AUTOMOTIVE	2/3/2022	30690	188.56	Truck 29 - Oil Change
JACKSON LANDSCAPE	2/17/2022	30743	357.50	Landscape Maint -2 Civic Ctr - Jan 2022
KATHY BALLINGER - PETTY CASHIER	2/3/2022	30691	63.23	Petty Cash Replenishment - Jan 2022
KENNEDY/JENKS CONSULTANTS	2/3/2022	30692	20,920.90	2021 DWR Drought Grant Prep - Info Review App Prep Proj Mgmt
LAW OFFICE OF ROBERT E BOSSO	2/17/2022	30744	3,500.00	Legal Counsel Services - Jan 2022
LEWIS GREGORY	2/3/2022	30693	787.50	SA-188 - Plan Review
LLOYD'S TIRE SERVICE	2/3/2022	30694	1,505.19	Truck 12 - Tires & Alignment
MBH PAINTING	2/3/2022	30695	2,000.00	ORWTP - Clean & Touch Up Paint
MCSWANSON DAN	2/17/2022	30745	220.75	Customer Rebates - Lawn / Turf Replacement
MILLER MAXFIELD INC	2/17/2022	30746	10,478.75	Communication & Public Outreach Services - Jan 2022
MISSION UNIFORM SERVICE	2/3/2022	30696	471.84	Uniform Laundering / Rental Svc - Jan 2022
NAPA AUTO PARTS	2/3/2022	30697	58.80	Tools - Sockets
NATIONWIDE RETIREMENT SOLUTIONS	2/3/2022	30698	2,536.54	IRS 457 Plan - Payroll Date 01/28/2022
NGUYEN ERIC	2/3/2022	30699	50.00	Customer Rebates - Toilets
OLIVE SPRINGS QUARRY	2/3/2022	30700	229.55	Main Maint - Patch Asphalt
PACIFIC GAS & ELECTRIC	2/3/2022	30701	2,037.34	Electricity - 2 Civic Ctr - Jan 2022
PACIFIC GAS & ELECTRIC	2/3/2022	30701	61.47	Electricity - Polo Ranch - Jan 2022
PACIFIC GAS & ELECTRIC	2/3/2022	30701	28,002.38	Electricity - PW - Jan 2022
PACIFIC GAS & ELECTRIC	2/3/2022	30701	96.85	Electricity - RW - Jan 2022
PACIFIC GAS & ELECTRIC	2/3/2022	30701	69.50	Electricity - Skypark - Jan 2022
PALACE BUSINESS SOLUTIONS	2/3/2022	30702	57.81	Office Supplies - Binder Tabs Moistener
PALACE BUSINESS SOLUTIONS	2/3/2022	30702	160.34	OPS Office Supplies - Form Holders
PALACE BUSINESS SOLUTIONS	2/3/2022	30702	249.69	OPS Office Supplies - Printer Ink Pens
PETERSON POWER SYSTEMS INC	2/3/2022	30703	711.32	Backhoe Diagnosis
PHANGUREH GURTEJ	2/3/2022	30704	50.00	Customer Rebates - Toilets
PIED PIPER EXTERMINATORS	2/3/2022	30705	520.00	Pest Control @ Pump Buildings - Dec 2021 - Jan 2022
PIED PIPER EXTERMINATORS	2/17/2022	30747	260.00	Pest Control @ Pump Buildings - Feb 2022
RF MACDONALD CO	2/3/2022	30706	4,888.82	Monte Fiore - Remove Pump & Replace w/ Spare
RICHARD BAYER & LORI RUBIN	2/3/2022	30707	261.07	SA-171 Deposit Refund
RIDGECREST OF SCOTTS VALLEY OWNERS ASSOCIATIC	2/17/2022	30748	21,486.28	Service Abandonment - 0 Ridgecrest Dr #2
RODONI DONNA	2/3/2022	30708	228.08	AR Refund - Retiree Medical Overpayment
SALINAS PUMP CO	2/17/2022	30749	3,500.00	Well 10 - Remove Pump & Replace with Spare
SANDBAR	2/3/2022	30709	500.00	Recycle Tank Solar Consultation
SCARBOROUGH LUMBER & BUILDING SUPPLY	2/3/2022	30710	21.93	Meter Maint - Rope Caulk
SCARBOROUGH LUMBER & BUILDING SUPPLY	2/3/2022	30710	57.04	OPS Office Supplies - Batteries
SCARBOROUGH LUMBER & BUILDING SUPPLY	2/3/2022	30710	28.60	OPS Supplies - Surge Protector
SCARBOROUGH LUMBER & BUILDING SUPPLY	2/3/2022	30710	331.30	Pumps & Boosters - Sump Pump Hose Misc Repair Parts & Tools
SCARBOROUGH LUMBER & BUILDING SUPPLY	2/3/2022	30710	53.18	Safety Supplies - Masks
SCARBOROUGH LUMBER & BUILDING SUPPLY	2/3/2022	30710	79.33	Small Tools - Drill Bits Driver Lumber Crayons
SCARBOROUGH LUMBER & BUILDING SUPPLY	2/3/2022	30710	204.06	WTP Maint - Screws Chlorine Misc Hardware
SCHWAAB INC	2/17/2022	30750	40.34	Office Supplies - Address Stamp Ink
SCOTTS VALLEY SPRINKLER	2/3/2022	30711	56.46	ORWTP Supplies - Fittings Thread Sealer
SCOTTS VALLEY SPRINKLER	2/3/2022	30711	(19.73)	ORWTP Supplies - Return/Exchange
SHAY PATRICK	2/3/2022	30712	1,100.50	Customer Rebates - Lawn/Turf Replacement
SPRINGBROOK HOLDING COMPANY LLC	2/3/2022	30713	2,537.00	CC Payment Transaction Fees - Nov 2021 - Dec 2021
STATE WATER RESOURCES CONTROL BOARD	2/3/2022	30714	4,597.02	Return Unused Funds - State Water Arrearage Program
STEPHEN AND MARCY BRENKWITZ	2/3/2022	30715	256.26	SA-175 Deposit Refund
STEVENSON LANDSCAPING	2/3/2022	30716	650.00	Landscaping @ Misc Locations - Jan 2022
SWRCB	2/17/2022	30751	22,282.81	Large Water System Fees - FY 2022
SWRCB-DWOC	2/3/2022	30717	60.00	T2 Cert Renewal - Scott
SWRCB-DWOC	2/17/2022	30752	55.00	T1 Cert Renewal - Locatelli
SYCAL ENGINEERING INC	2/17/2022	30753	727.50	Engineering Svc for SCADA - Jan 2022
THE HOSE SHOP	2/3/2022	30718	171.15	ORWTP - GAC Caps & Plugs
U.S. BANK EQUIPMENT FINANCE	2/17/2022	30754	372.14	Copier Lease - Feb 2022
UNITED SITE SERVICES	2/17/2022	30755	121.84	Bethany 2nd Tank Addition - Fence Rental - Feb 2022
UNITED SITE SERVICES	2/17/2022	30755	262.57	Portable Toilet Rental - ORWTP - Feb 2022
UNITED SITE SERVICES	2/17/2022	30755	279.82	Portable Toilet Rental - Well 10 - Feb 2022
UNIVERSAL BUILDING SERVICES	2/17/2022	30756	532.00	Janitorial Service - 2 Civic Ctr - Jan 2022
UNIVERSAL BUILDING SERVICES	2/17/2022	30756	432.00	Janitorial Service - El Pueblo - Jan 2022
USABUEBOOK	2/3/2022	30719	1,472.27	ORWTP - Replacement Gauges Post GAC Cl2 Manifold
USABUEBOOK	2/3/2022	30719	629.53	Pipeline Markers
USABUEBOOK	2/17/2022	30757	837.60	ORWTP - Chlorine Injection System - Back Pressure Valves
WATERSYSTEMS CLEANING	2/17/2022	30758	6,050.00	ORWTP - Air Tower Cleaning

**256,982.07** \$

Scotts Valley Water District

Wire / ACH Payments

February 2022

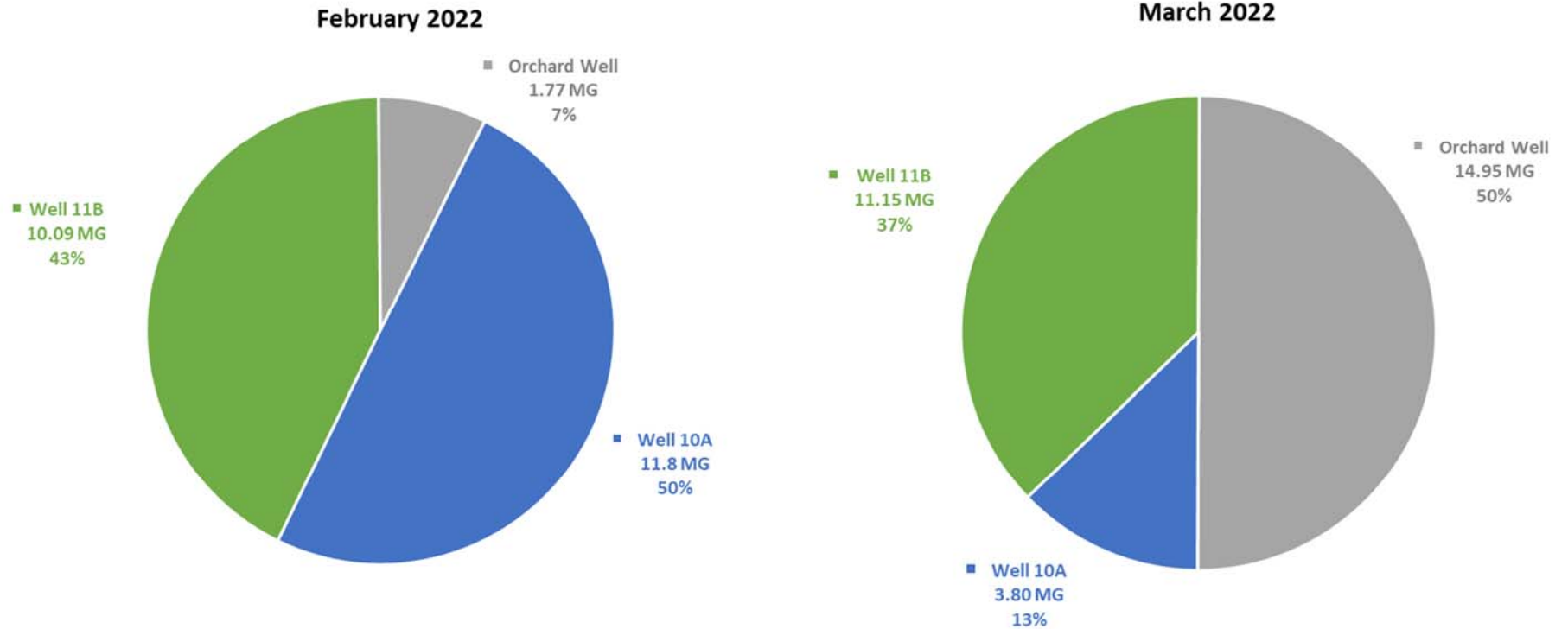
Vendor Name	Trans Date	Check No.	Trans Amount	Description
ADP	2/4/2022	n/a	205.70	ADP Workforce Now HR Fees - Jan 2021
ADP	2/4/2022	n/a	190.65	ADP Time & Attendance Fees - Jan 2021
ADP	2/4/2022	n/a	417.85	ADP PW02, PW04 Fees - Jan 2021
BlueFin	2/2/2022	n/a	7,531.58	Bluefin CC Processing Fees - Jan 2021
BlueFin	2/2/2022	n/a	96.80	Bluefin Civic PayPad Fees - Jan 2021
CalPERS	2/1/2022	n/a	12,025.00	CalPERS Retirement - PW04 Ended 01/24/2021
CalPERS	2/11/2022	n/a	12,079.89	CalPERS Retirement - PW06 Ended 02/07/2022
CalPERS	2/24/2022	n/a	12,382.24	CalPERS Retirement - PW08 Ended 02/21/2022
Wells Fargo CC	2/24/2022	n/a	14,592.80	WFB CC Payment - Feb 2022
			<b>59,522.51</b>	

WFB Credit Card Payment

February 2022

Vendor Name	Trans Date	Check No.	Trans Amount	Description
Amazon	1/2/2022	n/a	28.52	Safety Supplies - Masks
Amazon	1/2/2022	n/a	65.37	Office Supplies - Kleenex
Amazon	1/6/2022	n/a	83.38	Safety Supplies - Masks
Amazon	1/12/2022	n/a	98.65	OPS Safety Supplies - Covid Tests
Amazon	1/18/2022	n/a	65.77	Office Supplies - Cleaning Supplies, Headphones
Amazon	1/18/2022	n/a	143.35	Safety Supplies - Masks
Amazon	1/21/2022	n/a	49.76	OPS Office Supplies - Hand Sanitizer
Amazon	1/22/2022	n/a	187.68	OPS Safety Supplies - Masks
Amazon	1/22/2022	n/a	173.84	OPS Safety Supplies - Covid Tests
Amazon	1/23/2022	n/a	219.08	Safety Supplies - COVID Tests
Amazon	1/23/2022	n/a	32.91	OPS Office Supplies - Disinfectant Spray
Amazon	1/23/2022	n/a	27.26	Office Supplies - Coffee
Amazon	1/23/2022	n/a	19.95	Office Supplies - Coffee
Amazon	1/26/2022	n/a	20.30	Kitchen Bin
American Waterworks Association	1/27/2022	n/a	302.00	Annual Membership - AWWA - McNair
AT&T	1/3/2022	n/a	101.65	Backup Internet - El Pueblo - Sep 2021
AT&T	1/4/2022	n/a	160.50	Backup Internet - 2 Civic Ctr - Jul 2021
AT&T	1/8/2022	n/a	33.34	AT&T - Circuits Dec 2021
AT&T	1/13/2022	n/a	136.54	SCADA Auto Dialer Modem / Alarm - Dec 2021
CA DMV	1/26/2022	n/a	23.53	Truck 8 - Registration Renewal
CA DMV	1/26/2022	n/a	23.53	Truck 1 - Registration Renewal
Carhartt	1/13/2022	n/a	581.51	Uniform Clothing Order
Comcast	1/6/2022	n/a	305.76	Internet - 2 Civic Ctr - Feb 2022
Comcast	1/23/2022	n/a	305.76	Internet - El Pueblo - Feb 2022
eBay	1/7/2022	n/a	60.35	OPS Supplies - Air Compressor Pressure Switch
Environmental Sampling Supplies	1/11/2022	n/a	113.56	OPS Supplies - Sample Bottles
Icon Cloud Solutions	1/10/2022	n/a	338.90	Phone Service - 2 Civic Ctr - Jan 2022
Icon Cloud Solutions	1/10/2022	n/a	119.70	Phone Service - El Pueblo - Jan 2022
Industrial Parts & Electronics	2/1/2022	n/a	6,192.00	Pump Motors - Well 10 Booster
Labor Law Center	1/12/2022	n/a	69.13	Annual Subscription - Labor Law Posters
Larry's Auto Care	1/27/2022	n/a	477.77	Dodge Journey - Battery Replacement
MailChimp	1/3/2022	n/a	62.99	Monthly Mailchimp Digital Marketing / Promotional Services
Otterbox	1/10/2022	n/a	108.71	iPad Case
Pantheon Systems	1/22/2022	n/a	35.00	Monthly Website Hosting - svwd.org - Jan 2022
Planet Orange	1/14/2022	n/a	69.00	Monthly Pest Control - El Pueblo
Planet Orange	1/14/2022	n/a	104.00	Monthly Pest Control - 2 Civic Ctr
Press Banner	1/7/2022	n/a	265.00	Monthly Ad
Rite Aid	1/4/2022	n/a	11.43	Safety Supplies - COVID Tests
Rossi's Towing	1/26/2022	n/a	185.00	Dodge Journey - Towing
Safeway - Scotts Valley	1/6/2022	n/a	33.27	Board Meeting - Refreshments
Santa Cruz Sentinel	1/31/2022	n/a	12.00	Monthly Subscription - SC Sentinel - Feb 2022
Scarborough Lumber	1/17/2022	n/a	39.49	Safety Supplies - Masks
Sheraton Fourpoints	1/20/2022	n/a	1,559.51	Travel - Remote Employee Lodging
Southwest Airlines	1/18/2022	n/a	137.96	Travel - CSMFO - Kurns
Times Publishing Group	1/3/2022	n/a	178.50	Monthly Ad
Verizon	2/1/2022	n/a	1,189.59	Cell Phones/Tablets - Jan 2022 (1 New iPad, 1 New Phone)
Zoom	1/26/2022	n/a	40.00	Monthly Subscription - Zoom Cloud
			<b>14,592.80</b>	

## Well Production

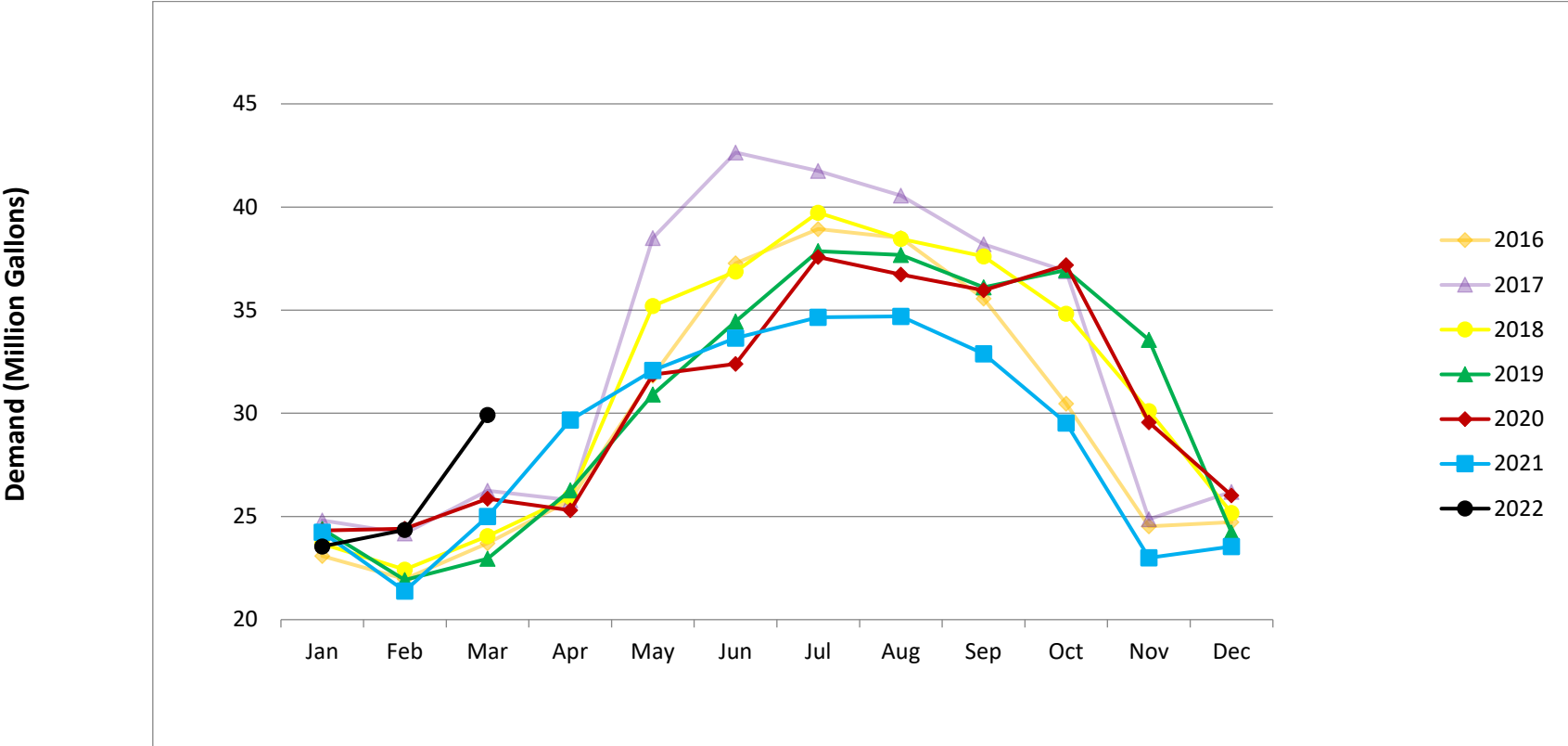


### Total Production (Million Gallons)

February 2022	23.66 MG	1.45% decrease from January
March 2022	29.90 MG	26.3 % increase from February

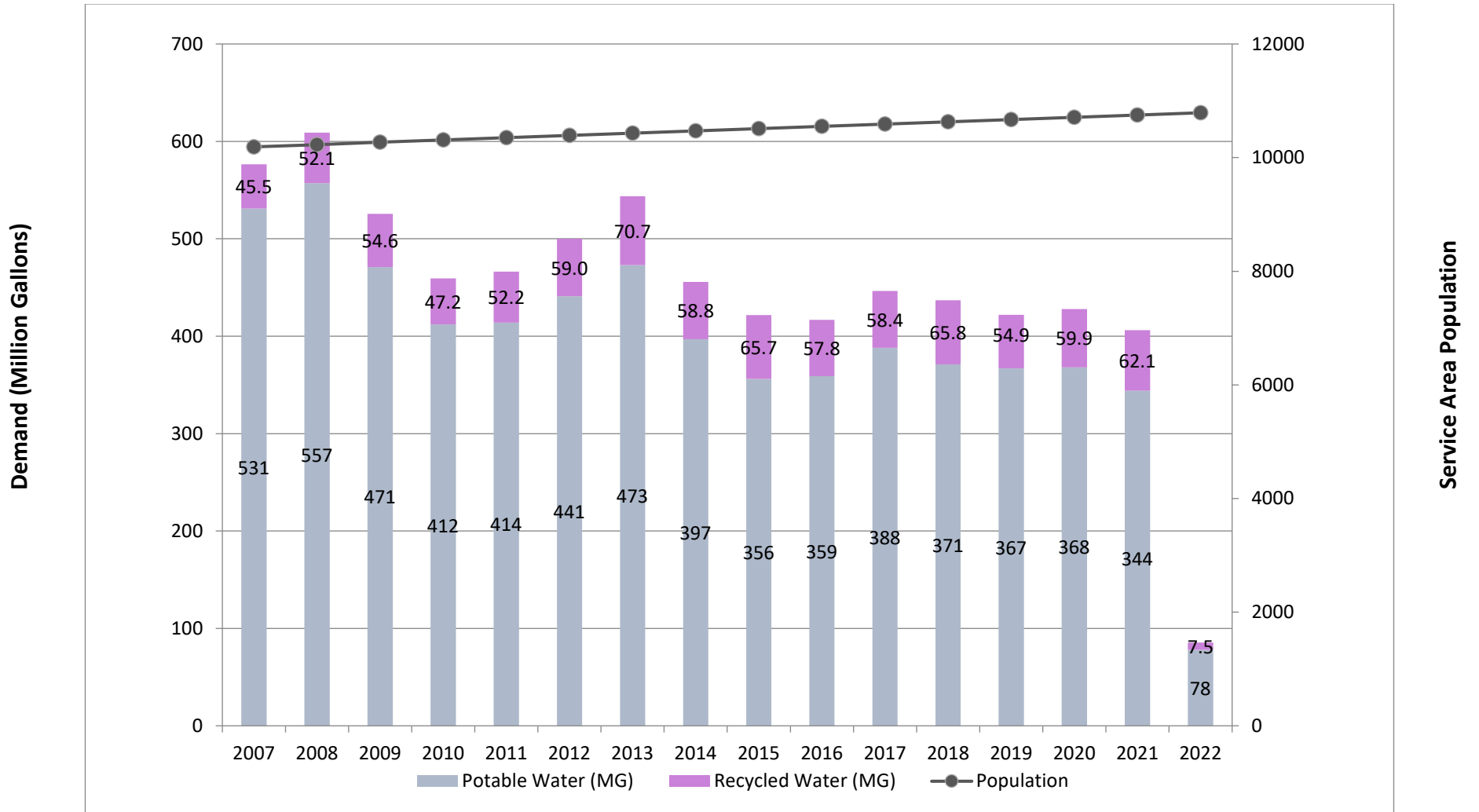
**Production is Water Pumped +/- Water used for Well Maintenance Activities**

### Potable Water Demand



Demand is Production +/- Change in Storage

### Potable and Recycled Water Demand vs. Population



Demand is Production +/- the Change in Storage

## Potable and Recycled Water Demand

Potable												
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Average
Jan.	31,165,560	27,764,580	33,252,872	24,822,615	23,085,736	24,789,618	23,674,051	24,378,894	24,319,853	24,231,996	23,549,899	25,912,334
Feb.	26,813,840	26,124,132	24,779,862	23,217,640	21,968,896	23,490,314	22,427,754	21,923,206	24,323,667	21,387,258	24,348,603	23,709,561
March	29,752,014	31,559,240	27,946,154	30,953,420	23,910,892	25,837,232	24,042,754	22,954,225	25,855,924	24,995,557	*29,924,806	27,066,565
April	29,234,622	35,621,370	28,875,831	29,909,260	28,400,861	25,477,561	25,992,670	26,027,391	25,297,107	29,671,141		28,450,781
May	43,581,989	49,525,756	38,675,936	30,478,823	31,995,591	38,043,826	33,751,004	30,912,986	31,885,131	32,077,872		36,092,891
June	46,553,850	47,432,970	39,525,236	32,726,825	36,842,416	42,310,983	36,786,677	34,451,155	32,393,746	33,647,606		38,267,146
July	48,634,940	49,192,762	41,957,386	34,544,613	38,892,200	41,757,891	39,648,922	37,857,926	38,411,455	34,662,207		40,556,030
Aug.	48,939,190	50,820,800	41,020,790	35,765,167	38,541,952	39,982,246	38,720,060	37,666,598	36,637,898	34,701,240		40,279,594
Sept.	42,936,210	45,489,360	36,533,116	33,498,030	35,653,167	38,190,535	35,202,216	36,106,611	35,968,389	32,885,092		37,246,273
Oct.	37,982,466	42,248,672	34,840,142	32,589,534	30,517,556	36,888,905	34,746,760	36,940,853	37,193,525	29,533,005		35,348,142
Nov.	28,714,236	34,868,300	25,524,197	24,110,286	24,388,656	24,864,436	30,389,575	33,566,905	29,565,349	23,000,320		27,899,226
Dec.	26,428,050	32,013,140	24,261,522	23,866,862	24,379,124	26,194,926	25,160,789	24,225,007	26,013,773	23,538,533		25,608,173
<b>Total</b>	<b>440,736,967</b>	<b>472,661,082</b>	<b>397,193,044</b>	<b>356,483,075</b>	<b>358,577,047</b>	<b>387,828,472</b>	<b>370,543,233</b>	<b>367,011,756</b>	<b>367,865,818</b>	<b>344,331,827</b>	<b>77,823,308</b>	<b>386,323,232</b>

Recycled												
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Average
Jan.	2,139,000	620,000	3,019,613	635,420	862,984	156,267	838,172	493,100	450,147	1,560,234	1,416,939	1,108,352
Feb.	2,352,000	2,268,000	1,248,862	1,545,957	1,813,868	94,521	2,589,717	366,055	2,714,767	1,331,033	3,460,316	1,798,645
March	1,054,000	2,723,665	1,579,882	4,231,231	972,360	544,666	1,141,831	322,464	2,109,739	2,709,295	**2,600,242	1,817,216
April	1,470,000	5,436,705	4,163,175	4,720,887	4,381,911	713,802	2,333,176	2,969,672	2,737,245	5,249,782		3,417,635
May	7,843,000	9,248,455	8,409,175	6,686,359	6,909,436	7,908,386	7,306,666	4,584,239	7,142,605	6,914,742		7,295,306
June	9,420,000	9,801,903	9,135,056	7,488,534	9,639,221	8,940,094	9,739,276	7,067,867	7,971,453	7,319,935		8,652,334
July	9,610,000	9,394,766	9,911,697	9,935,422	10,841,389	10,981,309	10,744,706	9,461,005	8,810,329	8,995,659		9,868,628
Aug.	10,199,000	9,875,446	8,542,111	10,471,389	8,767,020	9,618,897	10,078,073	9,594,307	6,760,659	10,595,314		9,450,222
Sept.	7,680,000	8,288,391	6,176,224	9,092,727	8,287,511	7,957,562	7,522,571	8,451,961	7,814,358	9,281,685		8,055,299
Oct.	4,960,000	6,537,840	5,282,253	7,233,408	3,956,097	7,557,695	6,967,548	6,228,883	7,236,784	5,554,683		6,151,519
Nov.	1,920,000	4,029,769	1,131,988	2,817,778	1,053,779	2,234,592	5,514,338	4,805,871	4,087,453	1,364,789		2,896,036
Dec.	341,000	2,453,395	236,228	1,119,017	529,158	1,670,966	994,336	544,650	2,075,116	1,282,474		1,124,634
<b>Total</b>	<b>58,988,000</b>	<b>70,678,335</b>	<b>58,836,264</b>	<b>65,978,129</b>	<b>58,014,734</b>	<b>58,378,757</b>	<b>65,770,410</b>	<b>54,890,074</b>	<b>59,910,655</b>	<b>62,159,624</b>	<b>7,477,497</b>	<b>61,360,498</b>

**Demand is Production +/- the Change in Storage**

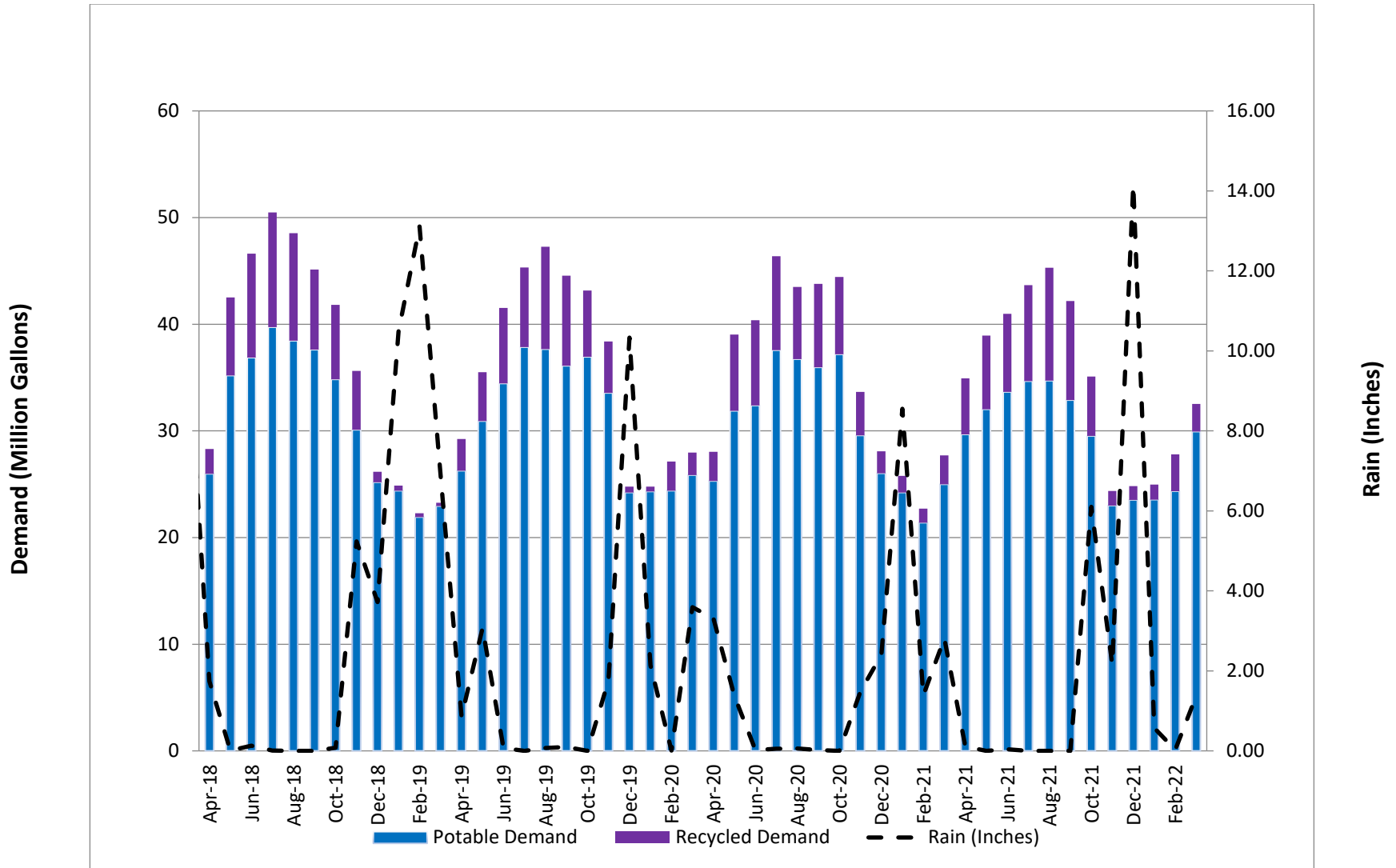
**\*Distribution System Flushing**

March 2022 = 1,501,505

**\*\*Potable Water Addition to Recycled Water System**

March 2022 = 227,400

### Potable and Recycled Water Demand vs. Rainfall



Demand is Production +/- the Change in Storage

**Rainfall**  
El Pueblo Weather Station

WATER YEAR		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	TOTAL	% of Avg.
<b>High Year</b>	1981-82	0.14	11.20	5.90	28.80	6.88	8.26	8.40	0.03	0.00	0.00	0.04	1.28	70.93	174%
	<b>1982-83</b>	<b>5.35</b>	<b>10.50</b>	<b>7.74</b>	<b>13.90</b>	<b>18.00</b>	<b>19.90</b>	<b>7.80</b>	<b>0.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.17</b>	<b>1.91</b>	<b>86.25</b>	<b>212%</b>
	1983-84	1.70	12.70	12.90	0.54	2.49	2.62	1.13	0.02	0.18	0.01	0.00	0.25	34.54	85%
	1984-85	2.80	13.80	2.95	1.72	4.20	7.92	0.73	0.11	0.15	0.09	0.02	0.54	35.03	86%
	1985-86	1.12	7.14	2.62	7.38	22.40	15.00	0.48	0.83	0.00	0.00	0.00	1.30	58.27	143%
	1986-87	0.03	0.05	2.47	4.51	9.06	6.31	0.70	0.00	0.02	0.00	0.00	0.00	23.15	57%
	1987-88	1.19	2.30	10.70	4.58	0.68	0.00	3.13	1.07	0.16	0.00	0.00	0.00	23.81	59%
	1988-89	0.19	5.90	8.89	2.06	1.39	10.60	0.67	0.08	0.03	0.00	0.03	0.83	30.67	75%
	1989-90	3.53	1.58	0.01	3.42	3.69	2.13	0.16	5.79	0.00	0.00	0.12	0.15	20.58	51%
	1990-91	0.50	0.24	1.65	0.61	5.39	17.19	0.51	0.06	0.40	0.00	0.02	0.07	26.64	65%
	1991-92	2.37	1.46	5.42	3.03	15.30	4.65	0.45	0.00	0.82	0.00	0.05	0.00	33.55	82%
	1992-93	3.41	0.20	11.54	18.51	10.22	3.17	1.37	0.96	0.68	0.00	0.00	0.00	50.06	123%
	1993-94	0.73	2.74	5.52	3.51	9.72	0.68	2.75	2.10	0.01	0.00	0.00	0.05	27.81	68%
	1994-95	1.79	8.29	4.78	23.88	0.65	13.62	3.79	0.89	1.04	0.01	0.00	0.00	58.74	144%
	1995-96	0.00	0.32	10.03	13.52	11.35	5.14	2.38	4.31	0.03	0.00	0.00	0.00	47.08	116%
	1996-97	2.89	6.95	22.43	12.33	0.17	1.50	0.58	0.16	0.12	0.00	0.54	0.00	47.67	117%
	1997-98	0.68	10.12	4.06	14.21	21.81	6.17	2.85	3.65	0.01	0.00	0.01	0.17	63.74	157%
	1998-99	1.02	9.11	1.85	9.25	11.08	5.22	2.58	0.03	0.36	0.00	0.02	0.14	40.66	100%
	1999-00	0.35	5.69	0.53	18.02	17.57	2.77	2.69	1.01	0.18	0.00	0.20	0.40	49.41	121%
	2000-01	5.14	1.38	0.94	8.68	10.65	4.05	2.67	0.00	0.07	0.00	0.00	0.16	33.74	83%
	2001-02	1.13	9.93	16.45	4.97	2.69	4.66	0.52	0.90	0.00	0.00	0.05	0.00	41.30	101%
	2002-03	0.00	5.80	21.40	2.77	2.95	2.54	5.75	1.09	0.16	0.00	0.00	0.00	42.46	104%
	2003-04	0.19	3.93	17.55	4.44	9.69	1.19	0.65	0.07	0.00	0.06	0.00	0.11	37.88	93%
	2004-05	7.24	3.25	14.39	8.30	7.20	10.01	3.79	2.13	0.94	0.02	0.00	0.08	57.35	141%
	2005-06	0.19	2.84	21.73	6.55	5.26	15.29	10.44	1.01	0.01	0.00	0.01	0.00	63.33	156%
	2006-07	0.25	3.30	5.67	0.89	9.24	0.30	2.17	0.46	0.00	0.10	0.01	0.33	22.72	56%
	2007-08	1.93	0.52	5.50	17.59	6.96	0.36	0.35	0.00	0.00	0.01	0.00	0.04	33.26	82%
	2008-09	1.59	4.80	4.38	1.80	15.28	3.47	0.52	1.42	0.01	0.00	0.00	0.26	33.53	82%
	2009-10	9.70	0.33	5.21	11.37	8.66	4.35	5.41	1.17	0.00	0.01	0.07	0.00	46.28	114%
	2010-11	3.92	5.13	15.36	1.97	10.59	13.40	0.75	3.42	3.40	0.00	0.04	0.02	58.00	143%
	2011-12	2.93	3.41	0.15	6.80	2.75	11.97	4.09	0.02	0.20	0.02	0.00	0.02	32.36	80%
	2012-13	1.61	11.32	13.25	1.31	0.47	2.66	0.43	0.01	0.11	0.00	0.00	0.70	31.87	78%
	2013-14	0.01	0.87	0.78	0.05	11.52	4.02	2.02	0.01	0.02	0.09	0.01	0.92	20.32	50%
	2014-15	0.44	4.36	16.52	0.00	4.69	0.47	2.13	0.19	0.04	0.00	0.03	0.02	28.89	71%
	2015-16	0.07	2.54	6.67	16.20	1.16	14.26	1.18	0.35	0.00	0.00	0.00	0.22	42.65	105%
	2016-17	8.66	3.29	10.77	26.13	19.56	7.09	4.47	0.06	0.07	0.00	0.00	0.04	80.14	197%
	2017-18	0.10	4.02	0.08	6.43	0.56	10.07	2.85	0.01	0.13	0.01	0.00	0.00	24.26	60%
	2018-19	0.08	5.24	3.72	10.49	13.11	6.91	0.86	3.07	0.07	0.00	0.07	0.10	43.72	107%
	2019-20	0.00	1.76	8.57	2.14	0.01	3.59	3.31	1.37	0.02	0.05	0.06	0.02	20.90	51%
<b>Low Year</b>	<b>2020-21</b>	<b>0.00</b>	<b>1.48</b>	<b>2.40</b>	<b>8.55</b>	<b>1.39</b>	<b>2.81</b>	<b>0.11</b>	<b>0.00</b>	<b>0.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.78</b>	<b>41%</b>
	2021-22	6.10	2.15	14.15	0.57	0.03	1.38	-	-	-	-	-	-	24.38	60%
Cumulative 2021-2022		<b>6.10</b>	<b>8.25</b>	<b>22.40</b>	<b>22.97</b>	<b>23.00</b>	<b>24.38</b>	-	-	-	-	-	-		
Monthly Average 1981-2022		1.98	4.68	7.99	8.09	7.72	6.29	2.44	0.97	0.24	0.01	0.04	0.25	40.70	
Cumulative Ave 1981-2022		1.98	6.66	14.65	22.74	30.46	36.75	39.19	40.16	40.39	40.41	40.45	40.70	40.70	

**DEPARTMENT OF WATER RESOURCES**

P.O. Box 942836  
Sacramento, CA 94236-0001  
(916) 653-5791



March 23, 2022

Piret Harmon  
General Manager  
Scotts Valley Water District  
2 Civic Center Drive  
Scotts Valley, CA 95066

**Award Notification for Phase 2 Urban and Multibenefit Drought Relief Grant Program**

Dear Piret Harmon:

***Congratulations!*** We are pleased to inform you that the Regional Drought Resiliency Project, filed by Scotts Valley Water District, has been awarded **\$9,449,783** by the Department of Water Resources (DWR) for the Urban and Multibenefit Drought Relief Grant Program. Costs incurred after March 18, 2022 (DWR approval date of the awards) will be eligible for grant reimbursement. This award is conditioned upon the execution of a Grant Agreement between DWR and your agency. Please see the [Agreement Template](#) for your reference.

***Your timely attention is directed to the following requirements:***

**Within 14 calendar days of the date of this award letter:**

**Award Acceptance** - Please submit a letter or e-mail signed by the authorized representative (agreement signatory) confirming your agency as the Grantee to accept the grant award in the amount of \$9,449,783. This letter/e-mail should also confirm the proper billing address for your organization (where reimbursement checks will be sent).

**Electronic Signatures** - DWR uses DocuSign to process signatures electronically to expedite all grant-related documents requiring a signature. In order for DWR to send documents to you via DocuSign, we need your permission and consent. If you consent to the use of DocuSign, please send DWR a letter on official letterhead signed by the authorized representative, consenting to the use of DocuSign for all transactions related to this award (see attached sample). If you prefer not to use electronic signatures, DWR can send documents for original (wet) signatures via email or mail, but this can delay the process significantly, especially during situations such as the COVID-19 public health emergency.

Following receipt of the award acceptance, DWR will provide you with a draft agreement and work with you to finalize and execute the agreement.

Your timely attention to these requirements is critical to execute the Grant Agreement; failure to do so may result in DWR revoking the grant award. Please submit the required information in the time periods specified to [urbandrought@water.ca.gov](mailto:urbandrought@water.ca.gov). The subject line of the email should include "Scotts Valley Water District ANL Items".

Please contact Ashley Gilreath at [ashley.gilreath@water.ca.gov](mailto:ashley.gilreath@water.ca.gov) or (916) 902-6717 or Stephanie Miura at [stephanie.miura@water.ca.gov](mailto:stephanie.miura@water.ca.gov) or (916) 902-7508 for any questions regarding the

required materials.

Again, congratulations to you on this well-deserved grant award. Our team appreciates your time and effort to respond to this grant solicitation process and we will be reaching out in coming months to get your feedback. We look forward to working with you to complete these drought relief projects to build water resilience in your communities.

Sincerely,

A handwritten signature in black ink that reads "Carmel K. Brown". The signature is written in a cursive style with a long horizontal flourish at the end.

Carmel Brown, P.E.,  
Manager, Financial Assistance Branch  
Division of Regional Assistance

## CASE STUDY

# ACWA Member Agency Acts on Engaging Next Generation Through New Board Program



Engaging the next generation ranks high on the California water community's crowded priority list. Finding and training enough workforce professionals to replace retiring baby boomers usually comes to mind, but what about the elected leadership that will guide public water agencies through the 21<sup>st</sup> Century?

At least one ACWA member agency is pursuing a novel approach to this question. Scotts Valley Water District started a Junior Associate Board Member Pilot Program in 2019 that sought out two people between the ages of 16 and 26 to serve as non-voting board members. Despite the challenges of the COVID-19 pandemic that quickly followed, the initiative demonstrated enough potential for board members to make it permanent in late 2021.

Today, two young women participate as junior associate board members at the local water agency in Santa Cruz County. Annie Finch, 24, is one of them. She heard about the pilot program from her mother, who receives Scotts Valley Water District's newsletter. Her experience reflects much of the impetus behind the program, as well as its promise.

"There's so much that goes into supplying water to Scotts Valley, both in the short-term and long-term, and I had never had any reason to learn about how this resource got to my tap," Finch explained in an email. "I'm not a homeowner. I am not the one who pays the bill that comes from the Scotts Valley Water District. Which is one of the reasons that I applied for the program."

For Scotts Valley General Manager Piret Harmon, the program's benefit is a two-way street, where young residents benefit from learning about their community's water management and the district gains value from receiving their fresh perspectives. This program also complements the district's public involvement effort of including community members on board committees.

During visits to area schools, Harmon learned that many students did not know a locally elected water district board even existed. While not necessarily surprising, it did help highlight an opportunity.

"Most of the decisions made by the board and implemented by the staff are going to

impact the next generations, but we're not getting their input," Harmon said.

Launching the Junior Associate Board Member Program has not been without challenges. The first was simply getting the word out and finding interested participants. Scotts Valley Water District announced the opportunity through bill inserts, ads in local newspapers, its newsletter and social media posts, asking applicants to commit to a one-year term. Three people applied, with Finch and another applicant, Noelle Downing, interviewed by the board and appointed. That was January, 2020.

"And then, you know what happened next," Harmon said.

Scotts Valley Water District was already looking at launching digital board

meetings before the COVID-19 shutdown hit, so it wasn't completely unfamiliar territory. Another challenge was helping the junior board members to understand the complexities of the water management and feel confident enough to share comments and ask questions during board meetings. To encourage more participation, they were paired with board members who served as mentors and discussed upcoming meetings in advance.

Outside of board meetings, Harmon and board members see the junior associate board members as district ambassadors who share information about Scotts Valley Water District's projects and activities with family members and their social network.

"I think we're going to start seeing the results five years down the road," Harmon said.

Meanwhile, the program's overall value and the logic behind it are obvious.

"The program has helped us to connect with a younger demographic at the start of their careers. We're planting seeds for civic engagement and greater understanding of our work," wrote Scotts Valley Water District Board President Ruth Stiles in an email. "It's wonderful to offer young people insight into how public agencies work. These are the leaders of tomorrow." ♦

For ACWA member agencies interested in learning more about the Junior Associate Board Member Program, contact Scotts Valley Water District General Manager Piret Harmon at (831) 600-1902 or [pharmon@svwd.org](mailto:pharmon@svwd.org).



"Most of the decisions made by the board and implemented by the staff are going to impact the next generations, but we're not getting their input." – *Scotts Valley Water District General Manager Piret Harmon*

**Opposite page:** An aerial photo of Scotts Valley Water District's Glenwood water storage tank overlooks part of its territory, where about 10,700 people are served within approximately six square miles north of Santa Cruz. The district has established a program that invites two young adults to serve on its board as non-voting members.

**Right:** Noelle Downing, second from left, serves on the Scotts Valley Water District Board of Directors as a Junior Associate Board Member. Other board members include (l-r) Danny Reber, Wade Leishman, President Ruth Stiles, Chris Perri and Bill Ekwall.

*Photos courtesy of Scotts Valley Water District*





March 17, 2022

Joe Serrano, Executive Officer  
Santa Cruz Local Agency Formation Commission  
701 Ocean Street, Room 318-D  
Santa Cruz, CA 95060

**RE: Extraterritorial Service Agreements**

Dear Mr. Serrano,

As we were notified in your letter from September 1, 2021, the Scotts Valley Water District (District) has extraterritorial service agreements (ESAs) for parcels APN 094-051-09 and APN 068-281-03, which the District has been serving since 2007 and 2008, respectively.

The District supports continuing the service to these properties and is interested in proceeding with annexing both parcels if there are no objections from the other interested parties. Furthermore, the District would like to request an annexation of all parcels that are in its sphere of influence but not currently included within the service area boundaries. We intend to conduct an information session about the LAFCO process for annexation at the board meeting on April 14, 2022, followed by a formal Board action to initiate the application at the subsequent meeting.

I look forward to working with you on this task with a goal of mutual benefits to the property owners and the District

Sincerely,

General Manager

cc: Scotts Valley Water District Board of Directors

EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

EXECUTIVE ORDER N-7-22

**WHEREAS** on April 12, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, I proclaimed states of emergency that continue today and exist across all the counties of California, due to extreme and expanding drought conditions; and

**WHEREAS** climate change continues to intensify the impacts of droughts on our communities, environment, and economy, and California is in a third consecutive year of dry conditions, resulting in continuing drought in all parts of the State; and

**WHEREAS** the 21st century to date has been characterized by record warmth and predominantly dry conditions, and the 2021 meteorological summer in California and the rest of the western United States was the hottest on record; and

**WHEREAS** since my October 19, 2021 Proclamation, early rains in October and December 2021 gave way to the driest January and February in recorded history for the watersheds that provide much of California's water supply; and

**WHEREAS** the ongoing drought will have significant, immediate impacts on communities with vulnerable water supplies, farms that rely on irrigation to grow food and fiber, and fish and wildlife that rely on stream flows and cool water; and

**WHEREAS** the two largest reservoirs of the Central Valley Project, which supplies water to farms and communities in the Central Valley and the Santa Clara Valley and provides critical cold-water habitat for salmon and other anadromous fish, have water storage levels that are approximately 1.1 million acre-feet below last year's low levels on this date; and

**WHEREAS** the record-breaking dry period in January and February and the absence of significant rains in March have required the Department of Water Resources to reduce anticipated deliveries from the State Water Project to 5 percent of requested supplies; and

**WHEREAS** delivery of water by bottle or truck is necessary to protect human safety and public health in those places where water supplies are disrupted; and

**WHEREAS** groundwater use accounts for 41 percent of the State's total water supply on an average annual basis but as much as 58 percent in a critically dry year, and approximately 85 percent of public water systems rely on groundwater as their primary supply; and

**WHEREAS** coordination between local entities that approve permits for new groundwater wells and local groundwater sustainability agencies is important to achieving sustainable levels of groundwater in critically overdrafted basins; and

**WHEREAS** the duration of the drought, especially following a multiyear drought that abated only five years ago, underscores the need for California to redouble near-, medium-, and long-term efforts to adapt its water management and delivery systems to a changing climate, shifting precipitation patterns, and water scarcity; and

**WHEREAS** the most consequential, immediate action Californians can take to extend available supplies is to voluntarily reduce their water use by 15 percent from their 2020 levels by implementing the commonsense measures identified in operative paragraph 1 of Executive Order N-10-21 (July 8, 2021); and

**WHEREAS** to protect public health and safety, it is critical the State take certain immediate actions without undue delay to prepare for and mitigate the effects of the drought conditions, and under Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Proclamation would prevent, hinder, or delay the mitigation of the effects of the drought conditions.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. The orders and provisions contained in my April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021 Proclamations remain in full force and effect, except as modified by those Proclamations and herein. State agencies shall continue to implement all directions from those Proclamations and accelerate implementation where feasible.
2. To help the State achieve its conservation goals and ensure sufficient water for essential indoor and outdoor use, I call on all Californians to strive to limit summertime water use and to use water more efficiently indoors and out. The statewide Save Our Water conservation campaign at [SaveOurWater.com](http://SaveOurWater.com) provides simple ways for Californians to reduce water use in their everyday lives. Furthermore, I encourage Californians to understand and track the amount of water they use and measure their progress toward their conservation goals.
3. By May 25, 2022, the State Water Resources Control Board (Water Board) shall consider adopting emergency regulations that include all of the following:
  - a. A requirement that each urban water supplier, as defined in section 10617 of the Water Code, shall submit to the Department of Water Resources a preliminary annual water supply and demand assessment consistent with section 10632.1 of the Water Code no later than June 1, 2022, and submit a final annual water

supply and demand assessment to the Department of Water Resources no later than the deadline set by section 10632.1 of the Water Code;

- b. A requirement that each urban water supplier that has submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, the shortage response actions adopted under section 10632 of the Water Code for a shortage level of up to twenty percent (Level 2), by a date to be set by the Water Board; and
- c. A requirement that each urban water supplier that has not submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, shortage response actions established by the Water Board, which shall take into consideration model actions that the Department of Water Resources shall develop for urban water supplier water shortage contingency planning for Level 2, by a date to be set by the Water Board.

To further conserve water and improve drought resiliency if the drought lasts beyond this year, I encourage urban water suppliers to conserve more than required by the emergency regulations described in this paragraph and to voluntarily activate more stringent local requirements based on a shortage level of up to thirty percent (Level 3).

- 4. To promote water conservation, the Department of Water Resources shall consult with leaders in the commercial, industrial, and institutional sectors to develop strategies for improving water conservation, including direct technical assistance, financial assistance, and other approaches. By May 25, 2022, the Water Board shall consider adopting emergency regulations defining “non-functional turf” (that is, a definition of turf that is ornamental and not otherwise used for human recreation purposes such as school fields, sports fields, and parks) and banning irrigation of non-functional turf in the commercial, industrial, and institutional sectors except as it may be required to ensure the health of trees and other perennial non-turf plantings.
- 5. In order to maximize the efficient use of water and to preserve water supplies critical to human health and safety and the environment, Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended, with respect to the directives in paragraphs 3 and 4 of this Order and any other projects and activities for the purpose of water conservation to the extent necessary to address the impacts of the drought, and any permits necessary to carry out such projects or activities. Entities that desire to conduct activities under this suspension, other than the directives in paragraphs 3 and 4 of this Order, shall first request that the Secretary of the Natural Resources Agency make a determination that the proposed activities are eligible to be conducted under this suspension. The Secretary shall use sound discretion in applying this Executive Order to ensure that the suspension serves the purpose of accelerating conservation projects that are necessary to address impacts of the drought, while at the same time

protecting public health and the environment. The entities implementing these directives or conducting activities under this suspension shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

6. To support voluntary approaches to improve fish habitat that would require change petitions under Water Code section 1707 and either Water Code sections 1425 through 1432 or Water Code sections 1725 through 1732, and where the primary purpose is to improve conditions for fish, the Water Board shall expeditiously consider petitions that add a fish and wildlife beneficial use or point of diversion and place of storage to improve conditions for anadromous fish. California Code of Regulations, title 23, section 1064, subdivisions (a)(1)(A)(i)-(ii) are suspended with respect to any petition that is subject to this paragraph.
7. To facilitate the hauling of water for domestic use by local communities and domestic water users threatened with the loss of water supply or degraded water quality resulting from drought, any ordinance, regulation, prohibition, policy, or requirement of any kind adopted by a public agency that prohibits the hauling of water out of the water's basin of origin or a public agency's jurisdiction is hereby suspended. The suspension authorized pursuant to this paragraph shall be limited to the hauling of water by truck or bottle to be used for human consumption, cooking, or sanitation in communities or residences threatened with the loss of affordable safe drinking water. Nothing in this paragraph limits any public health or safety requirement to ensure the safety of hauled water.
8. The Water Board shall expand inspections to determine whether illegal diversions or wasteful or unreasonable use of water are occurring and bring enforcement actions against illegal diverters and those engaging in the wasteful and unreasonable use of water. When access is not granted by a property owner, the Water Board may obtain an inspection warrant pursuant to the procedures set forth in Title 13 (commencing with section 1822.50) of Part 3 of the Code of Civil Procedure for the purposes of conducting an inspection pursuant to this directive.
9. To protect health, safety, and the environment during this drought emergency, a county, city, or other public agency shall not:
  - a. Approve a permit for a new groundwater well or for alteration of an existing well in a basin subject to the Sustainable Groundwater Management Act and classified as medium- or high-priority without first obtaining written verification from a Groundwater Sustainability Agency managing the basin or area of the basin where the well is proposed to be located that groundwater extraction by the proposed well would not be inconsistent with any sustainable groundwater management program established in any applicable Groundwater Sustainability Plan adopted by that Groundwater Sustainability

Agency and would not decrease the likelihood of achieving a sustainability goal for the basin covered by such a plan; or

- b. Issue a permit for a new groundwater well or for alteration of an existing well without first determining that extraction of groundwater from the proposed well is (1) not likely to interfere with the production and functioning of existing nearby wells, and (2) not likely to cause subsidence that would adversely impact or damage nearby infrastructure.

This paragraph shall not apply to permits for wells that will provide less than two acre-feet per year of groundwater for individual domestic users, or that will exclusively provide groundwater to public water supply systems as defined in section 116275 of the Health and Safety Code.

10. To address household or small community drinking water shortages dependent upon groundwater wells that have failed due to drought conditions, the Department of Water Resources shall work with other state agencies to investigate expedited regulatory pathways to modify, repair, or reconstruct failed household or small community or public supply wells, while recognizing the need to ensure the sustainability of such wells as provided for in paragraph 9.
11. State agencies shall collaborate with tribes and federal, regional, and local agencies on actions related to promoting groundwater recharge and increasing storage.
12. To help advance groundwater recharge projects, and to demonstrate the feasibility of projects that can use available high water flows to recharge local groundwater while minimizing flood risks, the Water Board and Regional Water Quality Control Boards shall prioritize water right permits, water quality certifications, waste discharge requirements, and conditional waivers of waste discharge requirements to accelerate approvals for projects that enhance the ability of a local or state agency to capture high precipitation events for local storage or recharge, consistent with water right priorities and protections for fish and wildlife. For the purposes of carrying out this paragraph, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division, and Chapter 3 (commencing with section 85225) of Part 3 of Division 35 of the Water Code and regulations adopted pursuant thereto are hereby suspended to the extent necessary to address the impacts of the drought. This suspension applies to (a) any actions taken by state agencies, (b) any actions taken by local agencies where the state agency with primary responsibility for the implementation of the directives concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b). The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.
13. With respect to recharge projects under either Flood-Managed Aquifer Recharge or the Department of Water Resources Sustainable

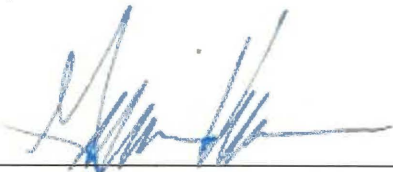
Groundwater Management Grant Program occurring on open and working lands to replenish and store water in groundwater basins that will help mitigate groundwater conditions impacted by drought, for any (a) actions taken by state agencies, (b) actions taken by a local agency where the Department of Water Resources concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b), Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended to the extent necessary to address the impacts of the drought. The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

14. To increase resilience of state water supplies during prolonged drought conditions, the Department of Water Resources shall prepare for the potential creation and implementation of a multi-year transfer program pilot project for the purpose of acquiring water from willing partners and storing and conveying water to areas of need.
15. By April 15, 2022, state agencies shall submit to the Department of Finance for my consideration proposals to mitigate the worsening effects of severe drought, including emergency assistance to communities and households and others facing water shortages as a result of the drought, facilitation of groundwater recharge and wastewater recycling, improvements in water use efficiency, protection of fish and wildlife, mitigation of drought-related economic or water-supply disruption, and other potential investments to support short- and long-term drought response.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 28th day of March 2022.



GAVIN NEWSOM  
Governor of California

**ATTEST:**

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SHIRLEY N. WEBER, PH.D.  
Secretary of State



## Water main flushing starts March 14

Water mains are underground pipelines that distribute water to various users including residences, businesses and fire hydrants.

Although the water entering the mains meets all state and federal standards, the pipelines must be regularly maintained to avoid deterioration of water quality.

[Water main flushing](#) is the process of

cleaning or “scouring” the inside of the pipes by sending a high-velocity flow of water through the system. This is conducted by opening hydrants and releasing water at the speed of up to 5 feet per second to remove deposits built up inside the mains.

Flushing is a crucial preventative measure that helps to maintain the capacity of the pipe and to protect water quality by removing minerals and sediment deposits from inside the mains.

Water main flushing is also necessary to comply with requirements set by the



California Department of Water Resources Control Board.

Due to the drought and the pandemic, complete system flushing has not been conducted by the Scotts Valley Water District since 2017. In consideration of the continuing dry spell, the District will be implementing a hybrid approach, which comprises of cleaning a portion of the system in addition to dead-end pipes.

Flushing will occur in the District service area starting Monday, March 14. A [street-by-street schedule](#) is posted below so customers can be informed of possible impacts to their water service, including reduced water pressure. Water is safe to drink, but customers are advised to keep water turned off during flushing. Customers are asked to avoid using hot water to prevent sediment from getting into the hot water tank and postpone doing laundry because the stirred-up sediments in water could discolor clothing.

Water used in flushing flows through equipment that removes chlorine before it is discharged into the storm drain system. The flushing uses approximately 2 million gallons of water, which is about 0.5% of the total annual water use in Scotts Valley Water District service area.

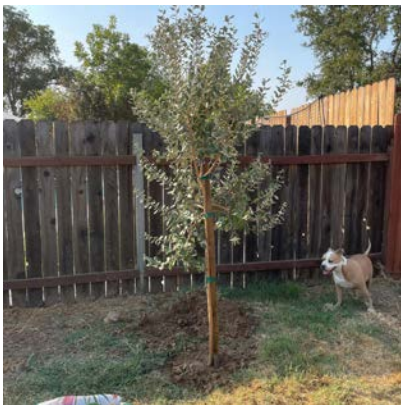
**FLUSHING SCHEDULE (8 a.m. to 4 p.m. daily)**

**Week 1, Monday to Friday, March 14-18:** Green Hills Rd, Sawbuck Ct, Single Spur Ct, Sidesaddle Ct, Glen Cary Ct, Gregory Ct, Glen Canyon, Sunridge Dr, Oak Creek Blvd, Lucia Ln, Kirkorian Ct, Kentwood Ct, Green Tree Wy, Angela Ct, Suzanne Ct, Kelly Wy, Quien Sabe Rd, Kelly Ct, Shasta Park Ct, Lassen Park Ct, Saddleback Ridge Rd, La Cuesta Dr, Torrey Oaks Ct, La Madrona Dr, El Pueblo Road, Cathy Ln, Siri Ln, Kent Ct, Woodhill Dr, Civic Center Dr, Erba Ln, Terrace View Dr, Terrace View Ct, Acorn Ct, Whispering Pines Dr, Arabian Wy, Carriage Ln, Morgan Ct, Appaloosa Ct, Quarterhorse Ln, Shadow Ct, Lundy Ln, Bluebonnet Ln, Oak Cir, Pine Ct, Azalia Ct, Mountain View Dr, Valley View Ct, Canyon Wy, Bean Creek Rd, Lockhart Gulch Rd, Green Valley Rd, Lucinda Ln, King's Village Shopping Center, Town Center HOA, Skypark Subdivision, Lockhart Gulch, Lockwood Ln.

**Week 2, Monday to Thursday, March 21-24:** Dunslee Wy, MacLeod Wy, Johnston Wy, Willis Rd, Butler Ln, Sunflower HOA, Coopers Hawk Ct, Tuscany Ct, Venice Wy, Milano Ct, Fox Sparrow Ct, Golden Eagle Ct, Fred Ct, Purple Hills Ct, Sageland Ct, San Augustine Rd, Hacienda Dr, Grace Wy, Nadia Ct, Country Ln, Deer Trail Wy, Ridgecrest Ln, Ridgecrest Dr, Meadow Wy, S. Navarra, 300 block of Southwood Drive, Sherman Ct, Scott Ct, Sucinto Ln, Sunset Terr, Skyforest Wy, Ginger Ln, Cider Ct, Hansen Ter Deerfield Dr, Kerry Ct, Elderberry Ct, Scotts Valley Dr, Cabernet Ct, Bordeaux Ln, Tabor Dr, Bethany Wy, Bethany Dr, Canham Rd, Summerhill Ln, Sandhill Rd, Glenwood Stables, Stonewood Dr, Shaketree Ln, Northridge Dr, Glenwood Dr, Woodlander Pl.

**Week 3, Monday to Wednesday, March 28-30:** Cielo Dr, Jonathon Wy, Gaffney Wy, Highgate Rd, Hilltop Wy, Sunset Terr, 200 block of Southwood Dr, Sramek Ln, Traci Ct, Granite Creek, Sawyer Ct, Hwy. 17, Crescent Drive, West Vine Hill Rd, Charles Hill Rd, and any areas missed due to emergencies.

## Plant of the Month: Pineapple Guava



#PlantOfTheMonth Does a pineapple guava taste like pineapple or guava? You'll have to plant one to find out! This tree only requires a moderate amount of water, while producing guava-like fruit that ripens in late autumn. The tree matures at 10 to 20 feet tall and 10 to 15 feet wide, featuring lush white flowers with showy red accents.

Photo credit: [@lizzyrelentless](#)



## Water main flushing finishes Wednesday



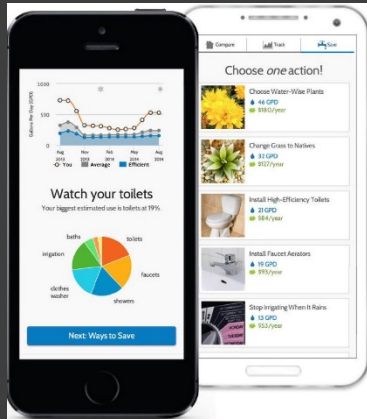
Water main flushing is almost done for this year. Crews expect to finish up Wednesday in the Skypark neighborhood.

Water mains are underground pipelines that distribute water to various users including residences, businesses and fire hydrants. Although the water entering the mains meets all state and federal standards, the pipelines must be regularly maintained to avoid deterioration of water quality.

[Water main flushing](#) is the process of cleaning or “scouring” the inside of the pipes by sending a high-velocity flow of water through the system. This is conducted by opening hydrants and releasing water at the speed of up to 5 feet per second to remove deposits built up inside the mains.

***FLUSHING SCHEDULE for Wednesday, March 30 (8 a.m. to 4 p.m. daily): Skypark neighborhood, Lockwood Lane and Lockhart Gulch***

Thanks to all the District customers who reduced water use during flushing in their neighborhoods this month!



## Take control of your water use!

All Scotts Valley Water District customers have “intelligent meters” that record and share water use data daily. This data is available for customers via the WaterSmart customer engagement portal. [Sign up today.](#)

The WaterSmart online platform helps customers monitor water usage to be more water-efficient

[Register now for WaterSmart](#)

## Orchard Run Well undergoes routine maintenance



The Orchard Run Well is the newest and highest-performing well in the District. It has been operating continuously since it was constructed in July 2018 so earlier this year, staff briefly took the well offline to perform routine maintenance. Orchard Run is running well and is now back online!

The well, on the north side of Scotts Valley, taps deep into the Butano Aquifer to extract water that is then treated at the Orchard Run Water Treatment Plant. Recent upgrades to the treatment plant resulted in improvements to the taste and odor of potable water for District customers.

Fun fact: The well is 1,600 feet deep and can produce more than one million gallons of water per day.