



SCOTTS VALLEY WATER DISTRICT

AGENDA PACKET

REGULAR BOARD MEETING

08/13/20 at 5:00 p.m.

The Board of Directors meeting on 08/13/20 will be conducted exclusively in remote access format in compliance with Executive Order N-29-20

Join the meeting

Access the meeting from a computer, tablet or smartphone at the link below

<https://global.gotomeeting.com/join/691084965>

Dial in using by phone [\(646\) 749-3122](tel:6467493122) Access Code: 691-084-965

Remote access will be open 15 minutes before the start of the meeting.

BOARD OF DIRECTORS

Wade Leishman, President

Bill Ekwall, Vice President

Chris Perri, Director

Danny Reber, Director

Ruth Stiles, Director

Noelle Downing, Associate Director

Annie Finch Associate Director

Piret Harmon, General Manager

Water Industry Acronyms

AF – Acre Foot	RWQCB – Regional Water Quality Control Board
AFY – Acre Foot per Year	SCWD – Santa Cruz Water Department (City of)
ACWA – Association of California Water Agencies	SDWA – Safe Drinking Water Act
ACWA JPIA – ACWA Joint Powers Insurance Authority	SGMA – Sustainable Groundwater Management Act
AWWA – American Water Works Association	SLVWD – San Lorenzo Valley Water District
BMP – Best Management Practices	SMGWA – Santa Margarita Groundwater Agency
CCR – Consumer Confidence Report	SqCWD – Soquel Creek Water District
CD – Certificate of Deposit	SWRCB – State Water Resources Control Board
CEQA - California Environmental Quality Act	TP – Treatment Plant
CSDA – California Special District Association	
DHS - Department of Health Services	
DWR – Department of Water Resources	
EIR – Environmental Impact Report	
EPA – Environmental Protection Agency	
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	



SCOTTS VALLEY WATER DISTRICT

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

ASSOCIATE DIRECTORS
Noelle Downing
Annie Finch

GENERAL MANAGER
Piret Harmon

Board of Directors
Regular Meeting
08/13/20 at 5:00 p.m.

Agenda

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Join the meeting

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Remote access will be open 15 minutes before the start of the meeting.

1. Convene

- 1.1. Call to Order and Roll Call
- 1.2. Pledge of Allegiance and Invocation
- 1.3. Closed Session Report (No closed session on 07/09/20)
- 1.4. Additions/Deletions to the Agenda
- 1.5. Oral Communications

2. Administrative

- 2.1. [Approval of Minutes](#)
07/09/20 Regular Board Meeting
- 2.2. [Committee and other Agency Meeting Reports](#)
Executive & Public Affairs Committee 07/27/20
Finance & Personnel Committee 07/21/20
Water Resources & Engineering Committee 07/20/20
Interagency Committee (none)
Santa Margarita Groundwater Agency (SMGWA) Board – 06/25/20 and 07/23/20
- 2.3. Presentations (none)

3. Consent (none)

4. Public Hearings (none)

5. Business

5.1. Leak Adjustment Appeal 174 Oak Creek Blvd

Recommendation: Grant or deny the leak adjustment for 174 Oak Creek Blvd.

5.2. Hacienda Pump Station Improvements Contract Award

Recommendation: Award contract and authorize the General Manager to execute all related documents with William A. Thayer Construction, Inc. in the amount of \$152,767 for the Hacienda Pump Station Improvements project.

5.3. Board Best Practices

Recommendation: Approve the Board Best Practices, July 2020 revision.

5.4. Compensation Adjustment for Exempt Classifications

Recommendation: Approve the compensation adjustments for Finance and Customer Service Manager, Operations Manager and Assistant to General Manager classifications.

6. Staff Reports

6.1. Legal

District Counsel - oral

6.2. Administrative

General Manager - oral

6.3. Finance

Financial Reports 07/01/19 through 06/30/20 Preliminary

6.4. Operations

Operations Report -oral

Production, Demand and Rainfall Data through 07/31/20

Leak Adjustment Program Report 07/01/19 through 06/30/20

7. Directors Reports

Travel and Meetings

ACWA and ACWA/JPIA Updates

Other

8. Written Correspondence

SVWD COVID-19 Social Distancing, Sanitation and Safety Protocols Revised July 2020
Grant Award: ACWA JPIA 2020 Wellness Grant

9. Community Relations

Newsletter, Scotts Valley Water District 07/15/20

How COVID-19 Has, and Is Affecting Business, Scotts Valley Times, July 2020

10. Closed Session

10.1. Pursuant to Government Code Section §54957
Public Employee Performance Evaluation
Title: General Manager

11. Report on Closed Session and Additional Items

11.1. Employment Agreement with General Manager

Recommendation: Approve terms of the employment agreement with General Manager.

12. Future Items

13. Meetings and Event Calendar

Regular Board Meetings

09/10/20

10/08/20

11/12/20

Committee Meetings

08/17/20 Executive & Public Affairs

08/18/20 Finance & Personnel

08/17/20 Water Resources & Engineering

09/03/20 Interagency

Santa Margarita Groundwater Agency Board

Regular Board Meetings

08/27/20

09/23/20

10/22/20

Event Calendar

12/01/20 – 12/04/20 ACWA Fall Conference Indian Wells

14. Adjourn

The next regular meeting of the Scotts Valley Board of Directors is scheduled for 09/10/20.

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.

Scotts Valley Water District
Board of Directors
Regular Meeting
07/09/20 at 6:00 p.m.
Minutes

The meeting on 07/09/20 was conducted exclusively in a remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom, and the County of Santa Cruz Health Services Agency Shelter-in-Place Order. The meeting was available from computer, tablet or smartphone at <https://global.gotomeeting.com/join/886078413>

1. Convene

1.1. Call to Order and Roll Call

President Leishman called the meeting to order at 6:02 p.m.

Director Perri led the pledge of allegiance and Director Reber provided the invocation.

Directors

Bill Ekwall

Wade Leishman

Chris Perri

Danny Reber

Ruth Stiles

Staff

Bob Bosso, Legal Counsel

Piret Harmon, General Manager

David McNair, Operations Manager

Donna Paul, Assistant to General Manager

Associate Directors

Noelle Downing

Annie Finch

Audience

None

1.2. Closed Session Report

None.

1.3. Additions/Deletions to the Agenda

None.

1.4. Oral Communications

None.

2. Administrative

2.1. Approval of Minutes

MOTION carried to approve the minutes of the 06/11/20 Regular Board Meeting by unanimous roll call vote.

2.2. Committee and other Agency Meeting Reports

Executive & Public Affairs Committee

None.

Finance & Personnel Committee 06/16/20

There was nothing to add to the written report.

Interagency Committee 06/04/20

There was nothing to add to the written report.

Water Resources & Engineering Committee 06/16/20

There was nothing to add to the written report.

Santa Margarita Groundwater Agency (SMGWA) Board 05/28/20

Director Perri reported that the Board discussed lowering of groundwater levels and the methodology for developing thresholds and management actions. Director Stiles added that a surface water technical advisory group has been formed to discuss the relationship between surface and groundwater.

2.3. Presentations

None.

3. Consent

None.

4. Public Hearings

None.

5. Business

5.1. Leak Adjustment Program

General Manager Harmon provided the staff report.

MOTION carried to approve the Leak Adjustment Program by unanimous roll call vote.

5.2. Orchard Run Water Treatment Plant Improvements Project – Contract Award

Operations Manager McNair provided the staff report.

MOTION carried to approve the filing of the notice of exemption for the Orchard Run Water Treatment Plant Improvements Project by unanimous roll call vote.

MOTION carried to award contract and authorize the General Manager to execute all related documents with GSE Construction, Inc. in the amount of \$2,818,600 for the Orchard Run Water Treatment Plant Improvements Project.

5.3. Fee Schedule for Bulk, Temporary and Miscellaneous Services

General Manager Harmon provided the staff report.

MOTION carried to adopt Resolution No. 06-20 updating the Fee Schedule for Bulk, Temporary and Miscellaneous Services and rescinding Resolution No. 10-19 by unanimous roll call vote.

6. Staff Reports

6.1. Legal

District Counsel Bosso reported on a recent California Supreme Court ruling regarding initiatives under Prop 218 not requiring a two-thirds majority.

6.2. Administrative

The General Managers report is appended.

6.3. Finance

Financial Reports 07/01/19 through 05/31/20

The financial reports were accepted without comment.

6.4. Operations

Production, Demand and Rainfall Data

None.

Leak Adjustment Program Report 07/01/19 through 04/30/20

The leak adjustment program report was accepted without comment.

Development Projects Status Report through 06/30/20

The Board briefly discussed the development project status report.

Operations Manager McNair reported on:

District projects, Sequoia Tank Rehabilitation, Hacienda Booster;

Development Projects at the Cove, Oak Creek and Erba Lane (Bay Village);

Announced that Water Operations Supervisor Mike Legg will be retiring by year end.

7. Directors Reports

Director Stiles and Leishman reported on the recent virtual WaterReuse Conference.

8. Written Correspondence

Letter of Support City of Santa Cruz Grant Application for WaterSMART Drought Response Program Drought Resiliency Projects for FY 2021, SVWD 6/17/20

The written communication was accepted without comment.

9. Community Relations

Newsletter, Scotts Valley Water District 06/11/20

The community relations item was accepted without comment.

10. Closed Session

None.

11. Report on Closed Session and Additional Items

None.

12. Future Items

Compensation Adjustment for Exempt Classifications
Performance Evaluation: General Manager

13. Meetings and Event Calendar

Regular Board Meetings

Remote Access Only

08/13/20

09/10/20

10/08/20

Committee Meetings

Remote Access Only

07/27/20 Executive & Public Affairs

07/21/20 Finance & Personnel

07/20/20 Water Resources & Engineering

09/03/20 Interagency

Santa Margarita Groundwater Agency Board

Regular Board Meetings

Remote Access Only

07/23/20
08/27/20
09/23/20

Events Calendar

07/28/20 – 07/31/20 ACWA Virtual Summer Conference
12/01/20 – 12/04/20 ACWA Fall Conference Indian Wells

14. Adjourn

The meeting adjourned at 6:39 p.m.

Approved:

Attest:

Wade Leishman,
Board President

Piret Harmon,
General Manager

DRAFT

STAFF REPORT – General Items

Scotts Valley Water District

Date: July 9, 2020

To: Board of Directors

From: General Manager

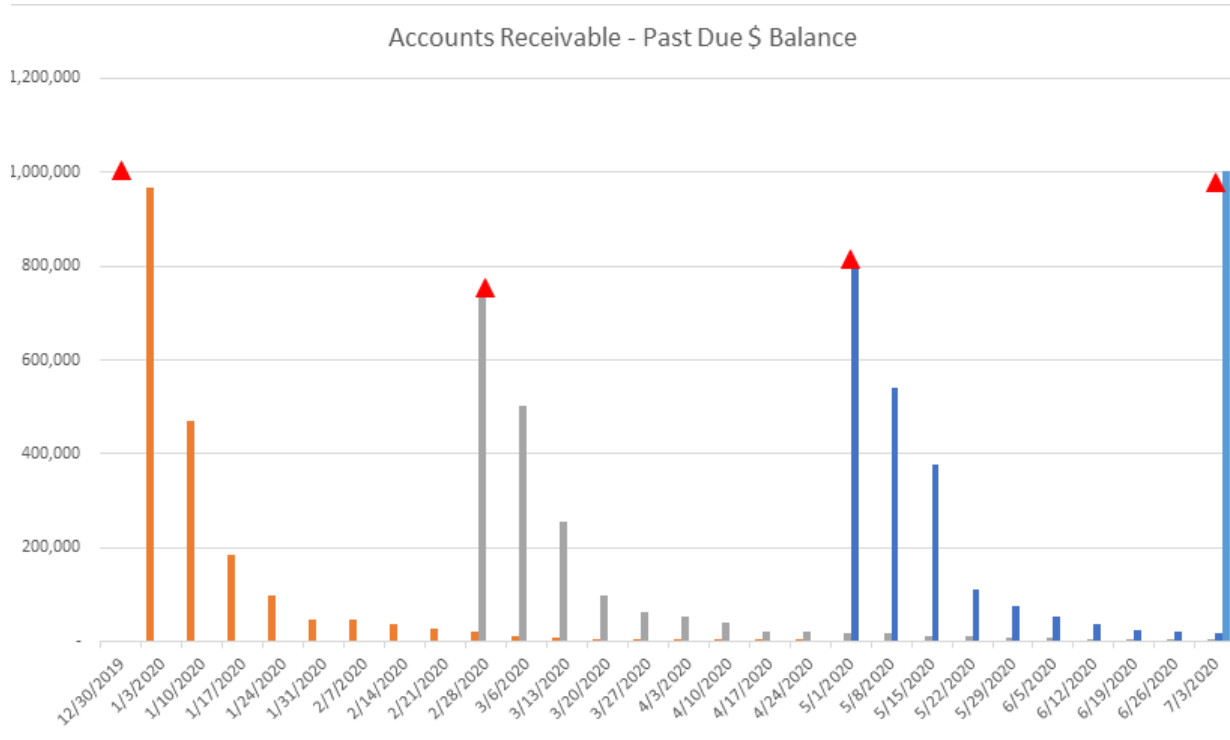
1. COVID-19 Impact and Recovery Update:

- Lobby is opened as of 7/6/20. Guard shields are installed at the customer service counter and customers are required to wear masks.
- Santa Margarita Community Room remains closed for public use.
- Accounts currently on payment plans: 13 (includes 1 COVID-19 Payment Plan which extend past the current billing period).
- Delinquent accounts (as of Friday 7/3)

April bills: 92 accounts Balance: \$16,645

Feb bills: 32 accounts Balance: \$3,889 (104 days delinquent – would typically be shutoff)

Dec bills: 8 accounts Balance: \$1,963 (164 days delinquent – would typically be shutoff)



2. All office employees switched to 9/80 summer schedule. Office is closed every other Friday starting 7/10 through 9/4. Field staff remains on the regular schedule. The schedule will be evaluated after the Labor Day and possibly extended.

In order to comply with America's Water Infrastructure Act of 2018 (AWIA), the District needs to conduct a Risk and Resilience Assessment by 6/30/21 and subsequently review the assessment and submit a recertification to the U.S. EPA every five years. Water Systems Consulting (WSC) is presenting a free webinar in July to inform the public water agencies about AWIA and its requirements. Directors are invited and encouraged to attend.



SCOTTS VALLEY WATER DISTRICT

svwd.org  svwater

Executive and Public Affairs Committee Meeting

07/27/20 – 4:00 p.m.

Meeting Report

1. Convene

The meeting convened at 4:02 p.m. and was conducted exclusively by video conferencing in compliance with Executive Order N-29-20 and the Santa Cruz County Health Service Agency Shelter-in-Place Order.

Present: Director Ekwall and Director Leishman

Staff: General Manager Harmon

Others: Bill Maxfield, Miller Maxfield

2. Discussion Items

2.1 Customer Survey

General Manager Harmon and Consultant Bill Maxfield presented the draft customer survey focused on the digital footprint of the District. Committee members discussed and provided input regarding content, timing and ways to promote it. Proposed to use SurveyMonkey and have it open from mid-August to mid-September.

2.2 Board Best Practices: Surviving Spouses

General Managers explained the need to revise the Board Best Practices including specific language about health benefits for surviving spouses of the Qualified Retired Directors.

3. Oral Communications

No items were discussed.

4. Future Agenda Items

No items were discussed.

5. Adjourn to Closed Session

The meeting adjourned at 4:49 p.m.

At 4:50 p.m., with Director Leishman, Director Ekwall and General Manager Harmon present, a Closed Session convened to conduct a performance evaluation of the General Manager. At 5:23 p.m. the Closed Session ended.

The next meeting is tentatively scheduled for 08/17/20.



SCOTTS VALLEY WATER DISTRICT

svwd.org  svwater

Finance and Personnel Committee

07/21/20 4:00 p.m.

Meeting Report

1. Convene

The meeting convened at 4:02 p.m. It was conducted exclusively in remote access format in compliance with Executive Order N-29-20 and the Santa Cruz County Shelter-in-Place Order

Present: Community Member Callahan, Director Leishman and Director Perri.

Staff: General Manager Harmon, Finance and Customer Service Manager Kurns and Assistant to General Manager Paul.

2. Business Items

2.1 Compensation Adjustment: Exempt Employees

The compensation adjustment matrix for exempt employees was reviewed and discussed.

Action: The Committees concurs with the General Manager's recommendations for the exempt employees compensation adjustments.

3. Discussion Items

3.1 Preliminary Financial Reports 07/01/19 through 06/30/20

The financial reports were reviewed and discussed.

4. Oral Communications

The Committee discussed how the District communicates with residents who are water users but not account holders of the District.

5. Future Agenda Items

Audit Entrance Conference

Program Review: Identity Theft Prevention Program

6. Adjourn

The meeting adjourned at 4:45 p.m.



SCOTTS VALLEY WATER DISTRICT

svwd.org  svwater

Water Resources and Engineering Committee

07/20/20 10:30 a.m.

Agenda

1. Convene

Director Reber called the meeting to order at 10:32 a.m. The meeting was conducted exclusively in remote access in compliance with compliance with Executive Order N-29-20 and the Santa Cruz County Shelter-in-Place Order.

Present: Community Member Krotcov, Director Reber and Director Stiles.

Staff: General Manager Harmon, Engineering Technician Knutson, Finance and Customer Service Manager Kurns, Operations Manager McNair, Assistant to General Manager Paul and Water Use Efficiency Coordinator Ravinale.

2. Business Items

2.1 Leak Adjustment Appeal 174 Oak Creek Blvd

Finance and Customer Service Manager Kurns provided information on the leak adjustment request and Water Use Efficiency Coordinator Ravinale provided comments.

Action:

The committee recommends that the Board deny the appeal for an exception to the five-year waiting period and not approve a leak adjustment credit for 174 Oak Creek Blvd.

3. Discussion Items

3.1 Leak Adjustment Program Report 07/01/19 through 06/30/20

The Committee reviewed and discussed the report.

4. Oral Communications

An update was provided on the availability of recycled water from the wastewater treatment plant and progress on the purified recycled water recharge project.

5. Future Agenda Items

New Formation Well: Property Acquisition
Acquisition of Monitoring Wells from Aviza Property
Urban Water Management Plan Update

6. Adjourn

The meeting adjourned at 11:06 a.m.

Board Meeting Recap: June 2020

SMGWA Board Discusses Goals for Groundwater Levels

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

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

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

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

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

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

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

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

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

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



**SCOTTS VALLEY
WATER DISTRICT**

Board Meeting Recap: July 2020

SMGWA Board Reviews Communication Plan

Santa Margarita Groundwater Agency's July Board meeting was held Thursday, July 23. The meeting, including public comment and participation on agenda items, again was conducted via all-remote, web- and phone-based access due to the coronavirus outbreak.

The draft Communications and Public Engagement Plan (C&E Plan) was presented to the Board for consideration. The document, developed by Miller Maxfield, Inc., is designed to be a tool to assist SMGWA in its efforts to inform and engage the public about the development of the Groundwater Sustainability Plan (GSP) and is intended to be updated over the course of the GSP development period. The C&E Plan includes a roadmap for GSP development and provides SMGWA Board members and staff with a guide to ensure consistent messaging about Sustainable Groundwater Management Act (SGMA) requirements.

The C&E Plan supports the following goals:

- Provide opportunities to educate local stakeholders about SGMA.
- Articulate strategies and channels to obtain ongoing stakeholder input to inform GSP development.
- Increase awareness and understanding among stakeholders of the challenges and opportunities that SMGWA faces to achieve and maintain groundwater sustainability.
- Increase engagement among stakeholders in support of the GSP development

The Board also received a presentation from Balance Hydrologics, Inc. about how surface water relates to the groundwater in Santa Margarita Groundwater Basin. SGMA requires the identification of the interconnected surface waters, priority species and Groundwater Dependent Ecosystems (GDE). GDEs comprise open waters, river and riparian areas, springs, and other wetlands such as quarry floors.

The Santa Margarita Aquifer is the main contributor to groundwater and surface water interactions in the basin, relative to the three other aquifers. SMGWA must assess the rate of depletion of surface water and determine if that rate is causing a significant and unreasonable negative impact to priority species and GDEs.

Surface water streams can be gaining or losing, meaning they contribute to groundwater or draw from groundwater to maintain flow. A valuable early step in assessing GDEs is to quantify the amount of water that would be in the streams if no groundwater were pumped. However, the impact of pumping on stream flow can be difficult to assess. Higher sustained base flow likely provides better environments for priority species to survive. Examples of priority species include steelhead trout, Coho salmon, lamprey fish, California red-legged frog, Chorsis popcorn flower and San Francisco popcorn flower.

As a required element of the GSP, the SMGWA Board must set minimum thresholds for depletion of interconnected surface water, as well as measurable objectives to ensure sustainability. The Board provided input that will be used to develop a draft statement of significant and unreasonable conditions for this sustainability criteria.

The next SMGWA Board meeting will be held Thursday, August 27 at 5:30 p.m. More information at smgwa.org.



SCOTTS VALLEY
WATER DISTRICT

AGENDA REPORT

Scotts Valley Water District

Date: 08/13/20

To: Board of Directors

Item: Business 5.1

Subject: **Leak Adjustment Appeal 174 Oak Creek Blvd**

Reason: Complies with District Administrative Code Section 1.20.010 District Designation

SUMMARY

Recommendation: Grant or deny the leak adjustment for 174 Oak Creek Blvd.

Fiscal Impact: If granted, the customer is eligible to receive a 75% credit (\$1,025) or a 50% credit (\$683) that will be applied to their account.

Previous Related Action: On 05/24/17 the customer received a leak adjustment credit of \$352.

On 07/20/20, the Water Resources and Engineering Committee reviewed the appeal and recommended that the appeal for an exception to the five-year waiting period requirement be denied.

BACKGROUND

The District's current Leak Adjustment Program was approved in September 2016. Among other stipulations, the program specifies that a leak adjustment credit will be granted not more than once in any five-year period per account.

A standing item, Leak Adjustment Report has been added to the Water Resources and Engineering Committee meeting agenda to create an efficient method for customers to appeal the decision by staff of a leak adjustment credit.

DISCUSSION

The customer had a leak occur on interior pipe in a crawl space during the April and June 2020 billing cycle. The leak adjustment request was received on 05/12/20 and was denied because of a prior leak adjustment on 05/24/17. The customer has i-meter technology installed and was sent the WaterSmart welcome letter via email and USPS letter in August 2019. WaterSmart leak alert email was sent on 01/31/20 with subsequent emails inviting to register with WaterSmart on 04/21/20, 04/22/20 and 05/15/20. Staff initiated contact with the customer and completed a site visit that found two potential leaks. Repairs were completed on 05/21/20.

Submitted,

Piret Harmon

General Manager

AGENDA REPORT

Scotts Valley Water District

Date: 08/13/20

To: Board of Directors

Item: Business 5.2

Subject: **Hacienda Pump Station Improvements Contract Award**

Reason: Complies with Administrative Code Chapter 3 Internal Functions of the District

SUMMARY

Recommendation: Award contract and authorize the General Manager to execute all related documents with William A. Thayer Construction, Inc. in the amount of \$152, 767 for the Haci-enda Pump Station Improvements project.

Fiscal Impact: The total amount of this contact is \$152,767. Funds are available in the FY 2021 Capital and Maintenance Projects budget as a carry-over from prior year.

Previous Related Action: None

BACKGROUND

The Hacienda Pump Station Improvements include construction of a new concrete split face block building, new 6 inch main to Hacienda Drive, replacement of existing pumps and controls and the addition of a propane powered generator.

DISCUSSION

The scope of work for this contract includes the construction of a new booster station pump building, underground utilities and street improvements. William A. Thayer Construction submitted a bid through the Sourcewell EZIQC construction contracting process which complies with the District's procurement guidelines.

Submitted,

Piret Harmon
General Manager

Enclosed: Scope of Work and Price Proposal

Detailed Scope of Work

To: William Thayer
 William A. Thayer Construction, Inc.
 20 J San Benancio Road
 Salinas, CA 93908
 No Data Input

From: David McNair
 Scotts Valley Water District
 2 Civic Center Drive
 Scotts Valley, CA 95066
 831-600-1903

Date Printed: July 08, 2020

Work Order Number: 080074.00

Work Order Title: Hacienda Pump enclosure SVWD

Brief Scope: Scott Valley Water District would like to have an enclosure provided for their future booster pump

Preliminary

Revised

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Scott Valley Water District would like to have an enclosure provided for their future booster pump . Proposal based upon drawings "Hacienda Booster Station Improvement Plans" dated 05.06.20. Plan sheets C0.1 through C3.2 Scope of work limited to complete new Booster Pump house and pad; underground utilities and street improvements. Existing Booster pump equipment, pad, and underground utilities will not be part of this contract.

Subject to the terms and conditions of JOC Contract **CA-07-CC-B-B-030618-WTC**.

 Contractor Date

 Scotts Valley Water District Date

Contractor's Price Proposal - Summary

Date: July 08, 2020

Re: IQC Master Contract #: CA-07-CC-B-B-030618-WTC
Work Order #: 080074.00
Owner PO #:
Title: Hacienda Pump enclosure SVWD
Contractor: William A. Thayer Construction, Inc.
Proposal Value: \$152,767.35

Section - 01	\$55,517.04
Section - 03	\$11,517.98
Section - 04	\$24,394.06
Section - 06	\$2,729.55
Section - 07	\$7,959.00
Section - 08	\$3,446.35
Section - 23	\$1,954.07
Section - 31	\$14,847.16
Section - 32	\$8,146.97
Section - 33	\$22,255.17
Proposal Total	\$152,767.35

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

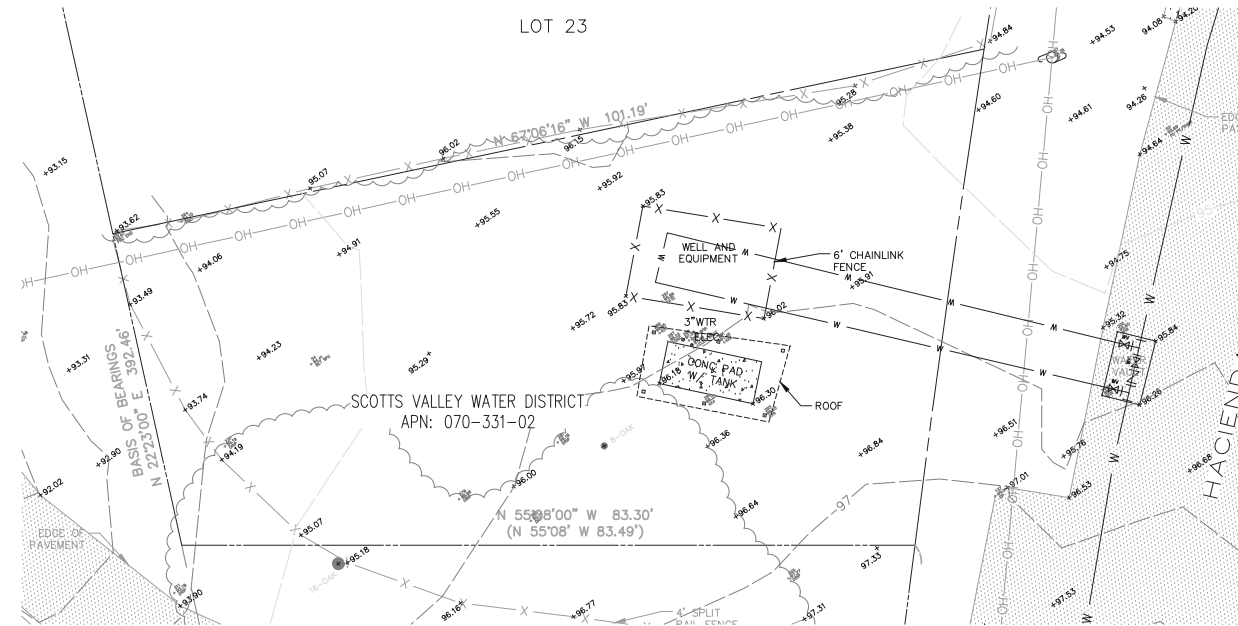
HACIENDA BOOSTER STATION IMPROVEMENT PLANS

SCOTT'S VALLEY WATER DISTRICT

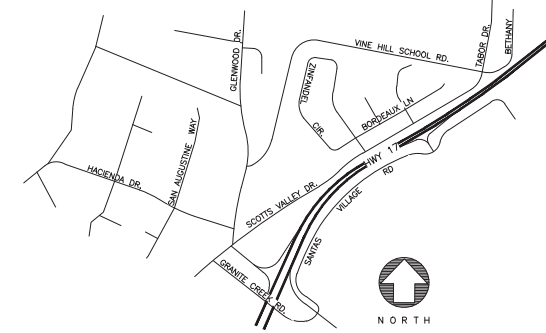
SCOTT'S VALLEY, CALIFORNIA



SCALE: 1"=30'



SITE MAP
SCALE: 1"=10'



VICINITY MAP
SCALE: N.T.S.

CIVIL SHEET INDEX

- C0.1 - COVER SHEET
- C1.1 - EXISTING SITE/DEMOLITION PLAN
- C2.1 - SITE IMPROVEMENT PLAN
- C3.1 - CONSTRUCTION DETAILS
- C3.2 - CONSTRUCTION DETAILS

CIVIL ENGINEER:

C2G/CIVIL CONSULTANTS GROUP, INC.
4444 SCOTT'S VALLEY DRIVE, STE. 6
SCOTT'S VALLEY, CA 95066
OFFICE: 831.438.4420

SURVEYOR:

ALPHA SURVEY
4444 SCOTT'S VALLEY DRIVE
SCOTT'S VALLEY, CA 95066
OFFICE: 831.438.4420

CONTRACTOR RESPONSIBILITY

CONTRACTOR AGREES THAT HE SHOULD ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY, DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, AND THAT REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED DURING WORKING HOURS. THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE DESIGN PROFESSIONALS HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR DESIGN PROFESSIONAL.

DISCREPANCIES

IF THERE ARE ANY DISCREPANCIES BETWEEN THE CONSTRUCTION DOCUMENTS AND EXISTING CONDITIONS WHICH WILL AFFECT THE WORK, THE CONTRACTOR SHALL BRING SUCH DISCREPANCIES TO THE DESIGN PROFESSIONAL FOR ADJUSTMENT BEFORE PROCEEDING WITH THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER FITTING OF ALL WORK AND FOR THE COORDINATION OF ALL TRADES, SUBCONTRACTORS, AND PERSONS ENGAGED UPON THIS CONTRACT.

EROSION CONTROL NOTE

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE AND MAINTAIN EROSION CONTROL MEASURES AS REQUIRED THROUGHOUT THE LIFE OF THE PROJECT IN CONFORMANCE WITH THE CITY OF SCOTT'S VALLEY AND THE ASSOCIATION OF BAY AREA GOVERNMENTS
2. CONTRACTOR TO PROVIDE BACK-UP EROSION PREVENTION MEASURES (SOIL STABILIZATION) WITH SEDIMENT CONTROL MEASURES SUCH AS STRAW WATTLES, SILT FENCE, GRAVEL INLET FILTERS, AND/OR SEDIMENT TRAPS OR BASINS. ENSURE CONTROL MEASURES ARE ADEQUATE, IN PLACE, AND IN OPERABLE CONDITIONS. SEDIMENT CONTROLS, INCLUDING INLET PROTECTION, ARE NECESSARY BUT SHOULD BE A SECONDARY DEFENSE BEHIND GOOD EROSION CONTROL MEASURES.
3. ALL EROSION PREVENTION AND SEDIMENT CONTROL MEASURES SHALL BE MAINTAINED AND REPAIRED THROUGHOUT THE SEASON. REPLACEMENT SUPPLIES SHOULD BE KEPT ON SITE.
4. SITE INSPECTIONS SHALL BE CONDUCTED BEFORE AND AFTER EACH STORM EVENT, AND EVERY 24 HOURS FOR EXTENDED STORM EVENTS, TO IDENTIFY AREAS THAT CONTRIBUTE TO EROSION AND SEDIMENT PROBLEMS OR ANY OTHER POLLUTANT DISCHARGES. IF ADDITIONAL MEASURES ARE NEEDED, REVISE THE EROSION CONTROL PLAN AND IMPLEMENT THE MEASURES IMMEDIATELY. DOCUMENT ALL INSPECTION FINDINGS AND ACTIONS TAKEN.
5. CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICES DURING CONSTRUCTION FOR CONTROL OF STORM WATER RUNOFF (E.G. GRAVEL BAGS AT CATCH BASIN INLETS).

UNDERGROUND NOTES

1. STORMDRAIN PIPE SHALL BE SDR-26 P.V.C., A.D.S. N-12 SMOOTH INTERIOR CORRUGATED POLYETHYLENE PIPE OR APPROVED SUBSTITUTE, OR AS NOTED ON PLAN. ALL DRAINAGE PIPE SHALL BE SHIPPED, STORED, AND INSTALLED PER THE PIPE MANUFACTURER'S RECOMMENDATIONS.
2. ALL CONCRETE DRAINAGE INLETS CALLED OUT ON THE PLANS SHALL BE CHRISTY BRAND PRECAST CONCRETE OR EQUIVALENT. ALL STRUCTURES SHALL BE STORED, HANDLED, AND INSTALLED PER THE MANUFACTURER'S RECOMMENDATIONS. ALL GRATES IN PAVEMENT AREAS SHALL BE ADA COMPLIANT.
3. ALL CONCRETE DRAINAGE INLETS CALLED OUT ON THE PLANS SHALL HAVE A HEAVY RATED FRAME WITH A ADA COMPLIANT GRATE. CATCH BASINS THAT HAVE SILT AND GREASE TRAPS SHALL BE INCLUDED IN THE PROJECT MONITORING AND MAINTENANCE PLAN.
4. SANITARY SEWER TRENCH BACKFILL SHALL CONFORM TO CITY OF SANTA CRUZ SEWER PIPE TRENCH DETAIL.
5. JETTING OF BACKFILL MATERIALS TO ACHIEVE COMPACTION IS NOT ALLOWED.
6. ALL THE WATER PIPING SHALL BE AWWA CLASS 150 OR APPROVED EQUAL, ALL VALVES, ANGLES, AND THRUST BLOCKS SHALL BE INSTALLED PER CURRENT CPC SPECIFICATIONS.
7. ALL FIRE SERVICE PIPING AND APPURTENANCES SHALL CONFORM TO NFPA STANDARDS AND SPECIFICATIONS
8. ANY EXISTING UTILITIES THAT ARE REQUIRED TO BE RELOCATED AS A PART OF THIS CONSTRUCTION SHALL BE RELOCATED AT THE DEVELOPER'S EXPENSE.

CONSTRUCTION SURVEYING / STAKING

CONTRACTOR IS RESPONSIBLE TO PROVIDE ALL SURVEYING AND OR STAKING BY A LICENSED SURVEYOR FOR ALL CONSTRUCTION PURPOSES.

NOTE:

CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS. CALL USA (800) 227-2600. CONTRACTOR TO NOTIFY ENGINEER OF ANY APPARENT CONFLICTS FOR RESOLUTION PRIOR TO START OF CONSTRUCTION.

UNAUTHORIZED CHANGES AND USES

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THE PLANS

THE WITHIN PLANS ARE COPYRIGHTED AS AN UNPUBLISHED WORK BY C2G/CIVIL CONSULTANTS GROUP, INC. ALL IDEAS, DESIGNS, ARRANGEMENTS AND PLANS INDICATED OR REPRESENTED BY THESE DRAWINGS ARE OWNED BY, AND THE PROPERTY OF C2G/CIVIL CONSULTANTS GROUP, INC. AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON, AND IN CONNECTION WITH, THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF C2G/CIVIL CONSULTANTS GROUP, INC.

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GENERAL NOTES

1. NO CHANGE TO THE PLANS SHALL BE PERMITTED WITHOUT PRIOR WRITTEN APPROVAL BY THE OWNER OR OWNERS REPRESENTATIVES AND THE CITY OF SCOTT'S VALLEY.
2. CONTRACTOR SHALL VERIFY LOCATIONS, ELEVATIONS AND INVERTS OF EXISTING UTILITY PRIOR TO COMMENCEMENT OF WORK AND SHALL NOTIFY OWNER OR OWNERS REPRESENTATIVES OF VARIANCE FROM THOSE SHOWN ON THE PLANS.
3. UNDERGROUND FACILITIES AND UTILITIES HAVE BEEN SHOWN BASED ON RECORD DRAWINGS AND VISIBLE EVIDENCE FOUND IN FIELD. NO WARRANTY IS MADE REGARDING THE COMPLETENESS OR ACCURACY OF SUCH INFORMATION. PRIOR TO CONSTRUCTION, DETERMINE THE EXACT LOCATION OF UNDERGROUND FACILITIES AND UTILITIES, AND PRESERVE SAME FROM DAMAGE. PRIOR TO CONSTRUCTION, VERIFY LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES AT THE CROSSING POINTS WITH PROPOSED UTILITIES. THE CONTRACTOR SHALL NOTIFY THE OWNER OR OWNERS REPRESENTATIVES IF CONDITIONS DIFFER FROM THOSE SHOWN ON THE DRAWINGS AND SHALL NOT BEGIN CONSTRUCTION UNTIL THE CHANGED CONDITION HAS BEEN EVALUATED. CONTACT UNDERGROUND SERVICES ALERT (USA) (1-800-227-2600) TWO (2) WORKING DAYS PRIOR TO DIGGING. REPAIR UNDERGROUND UTILITIES DAMAGED BY CONSTRUCTION OPERATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGES ASSOCIATED WITH CONTRACTOR'S FAILURE TO EXACTLY LOCATED AND PRESERVE UNDERGROUND FACILITIES AND UTILITIES.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COORDINATION WITH THE APPROPRIATE UTILITY COMPANIES AND/OR AGENCIES TO VERIFY THE EXISTENCE AND/OR LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO COMMENCEMENT OF WORK. AND SHALL NOTIFY U.S.A. @ (800) 227-2600 AT LEAST 48-HOURS IN ADVANCE OF EXCAVATION.
5. IF ANY INDICATIONS OF ARCHEOLOGICAL REMAINS ARE ENCOUNTERED DURING GRADING ACTIVITIES FOR ANY DEVELOPMENT WITHIN THE PROJECT SITE, ALL WORK SHALL BE HALTED WITHIN 200 FOOT RADIUS OF THE FIND. OWNER SHALL RETAIN A QUALIFIED ARCHEOLOGIST RETAINED TO DETERMINE THE NATURE OF THE DISCOVERY AND RECOMMEND APPROPRIATE EVALUATION PROCEDURES.



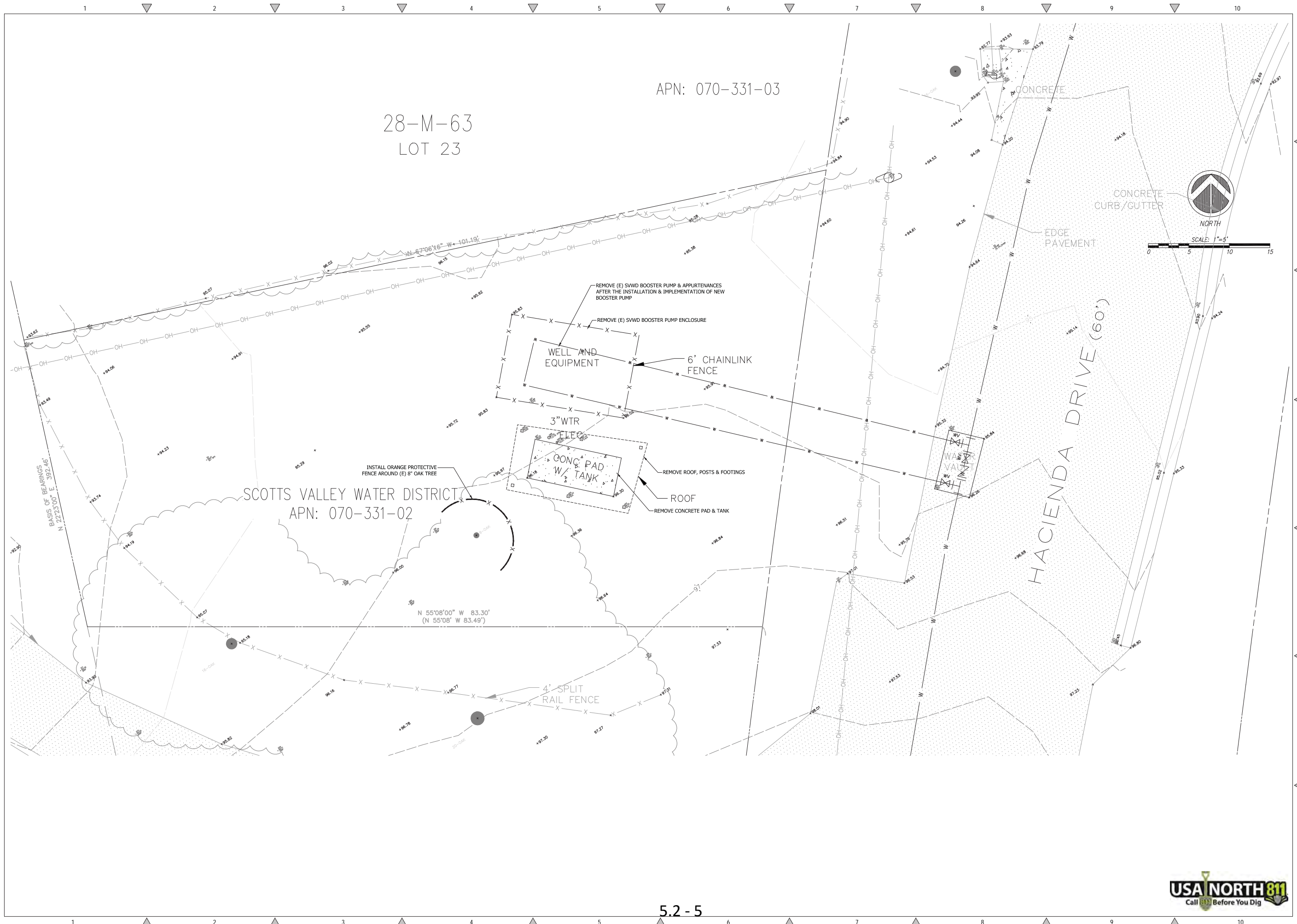
REVISIONS	BY

COVER



SCOTT'S VALLEY WATER DISTRICT
HACIENDA BOOSTER PUMP STATION
SCOTT'S VALLEY, CALIFORNIA

Date:	12.11.19
Scale:	1" = 10'
Drawn:	TC/DD
Job:	165-87
Sheet:	C0.1
Of	5 Sheets



APN: 070-331-03

28-M-63
LOT 23

SCOTTS VALLEY WATER DISTRICT
APN: 070-331-02

N 55°08'00" W 83.30'
(N 55°08' W 83.49')

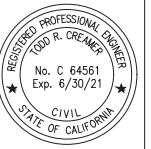
HACIENDA DRIVE (60')



SCALE: 1" = 5'

REVISIONS	BY

**EXISTING SITE &
DEMOLITION PLAN**

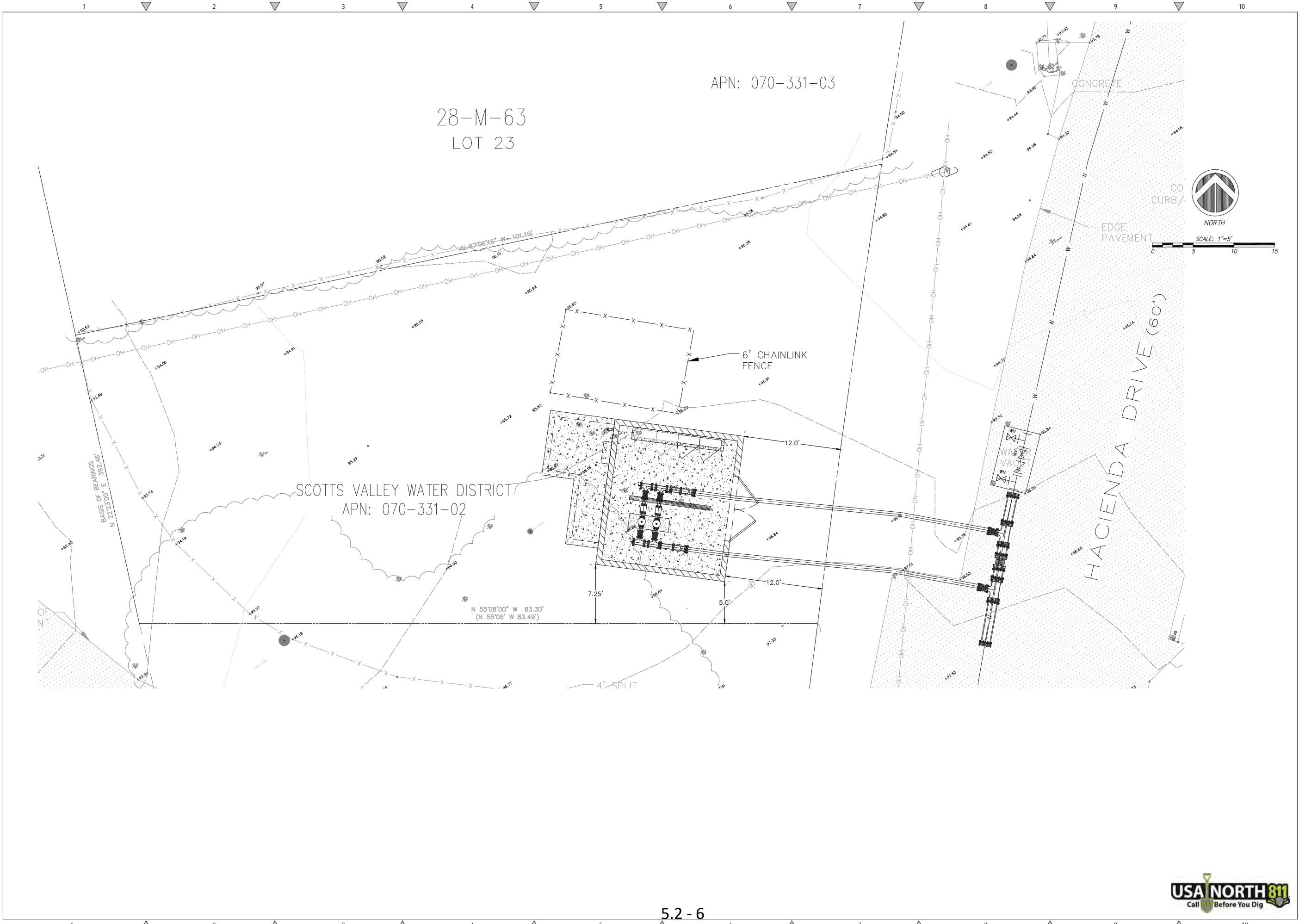


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5444 Scotts Valley Drive / Suite 6
SCOTT'S VALLEY, CA 94553
T (931) 438-4420 F (931) 438-4420

**SCOTTS VALLEY WATER DISTRICT
HACIENDA BOOSTER PUMP STATION
SCOTT'S VALLEY, CALIFORNIA**

Date:	12.11.19
Scale:	1" = 5'
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Of	5 Sheets





REVISIONS	BY

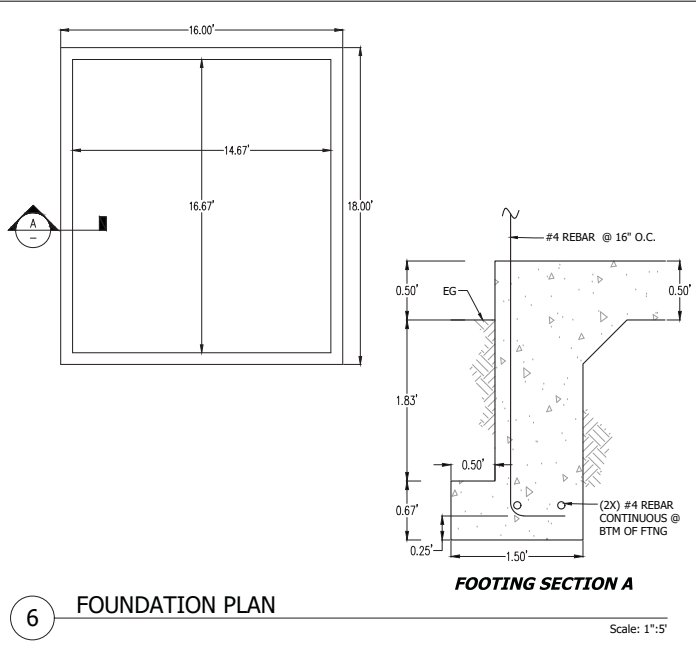
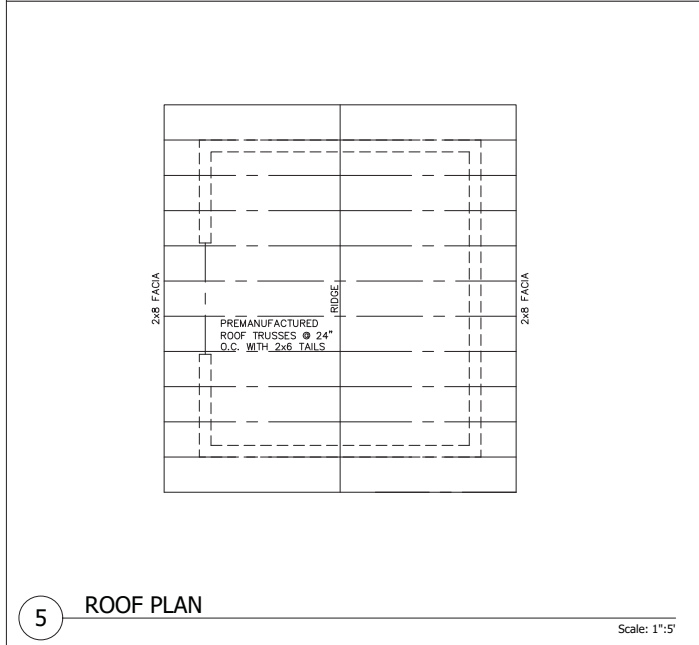
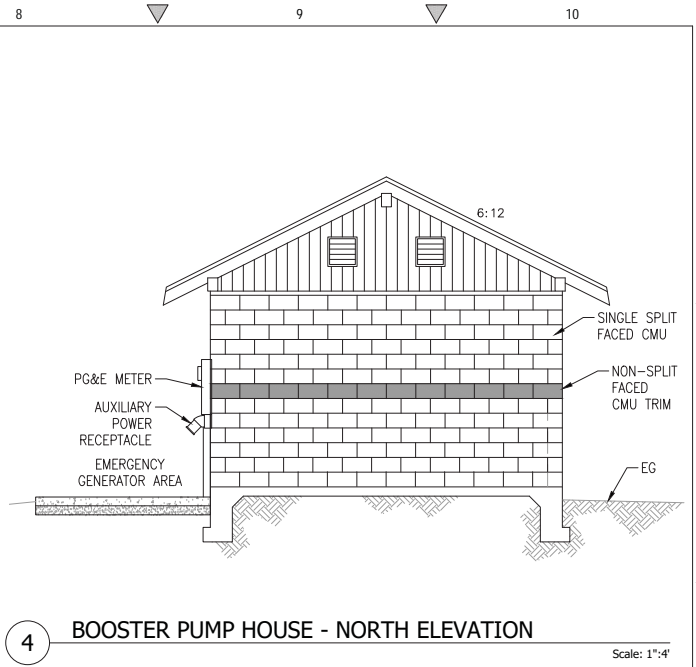
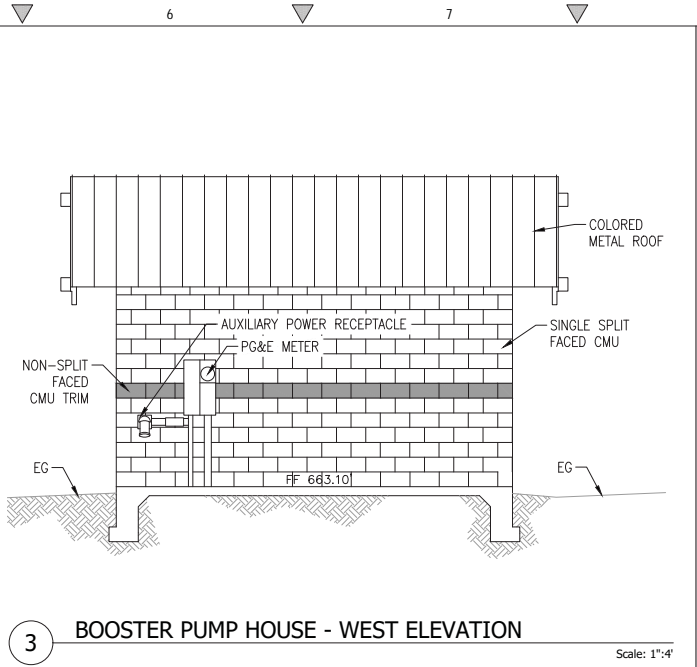
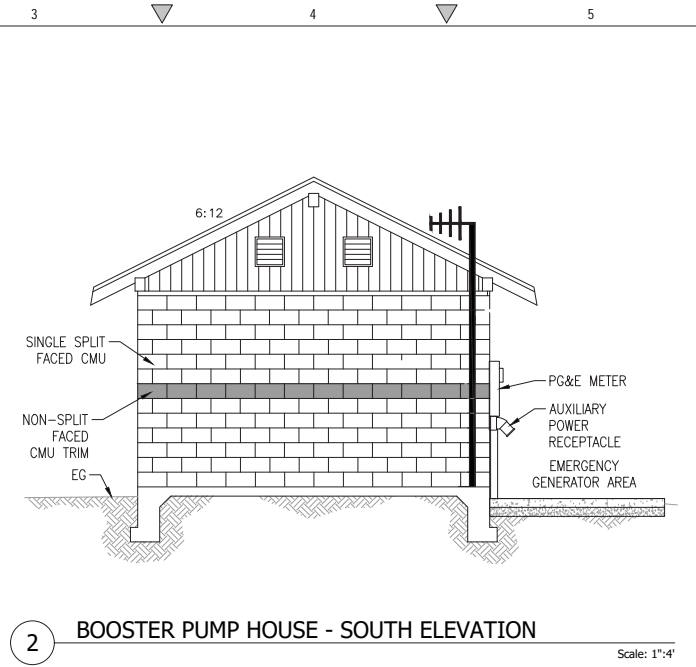
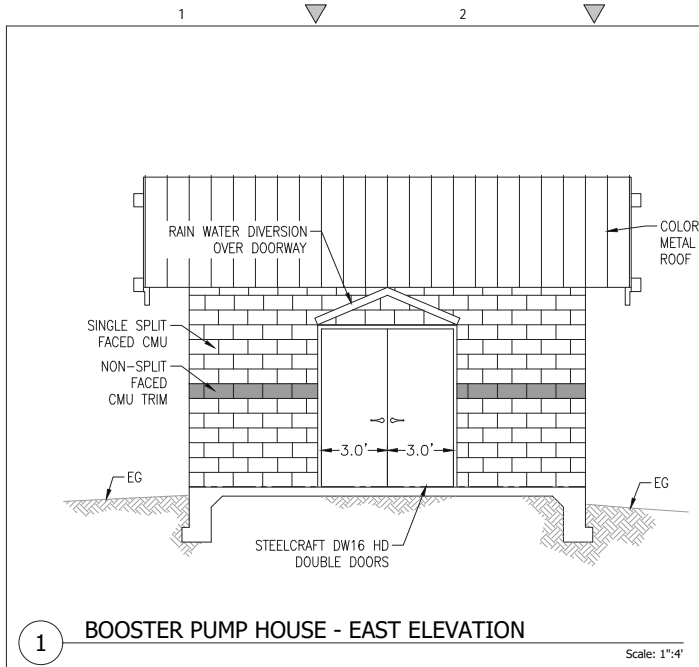
**SITE IMPROVEMENT
PLAN**



**SCOTTS VALLEY WATER DISTRICT
HACIENDA BOOSTER PUMP STATION
SCOTT'S VALLEY, CALIFORNIA**

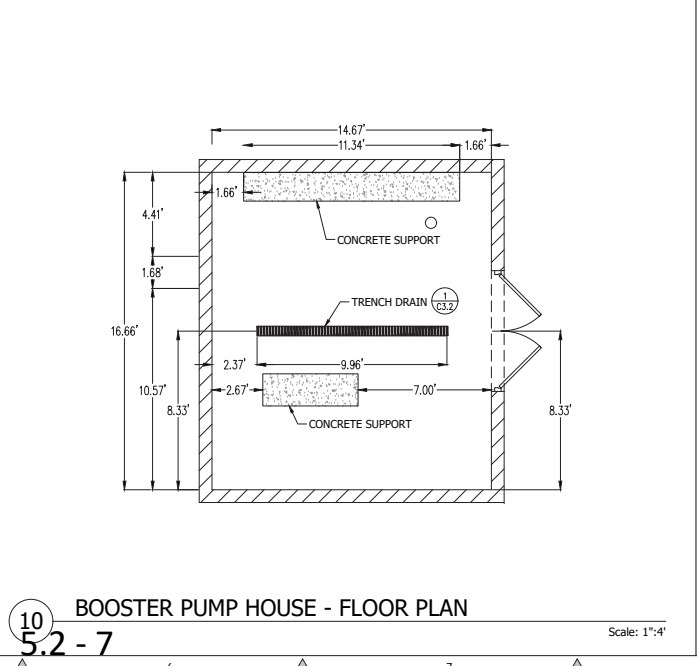
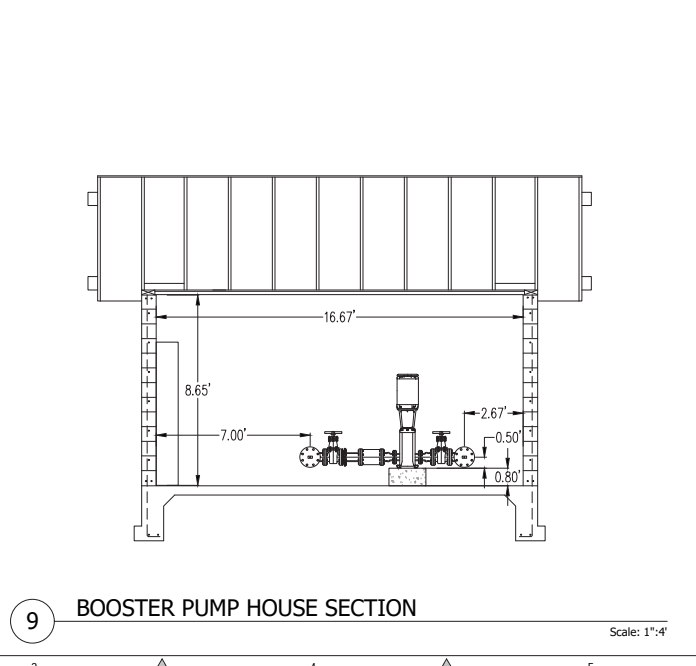
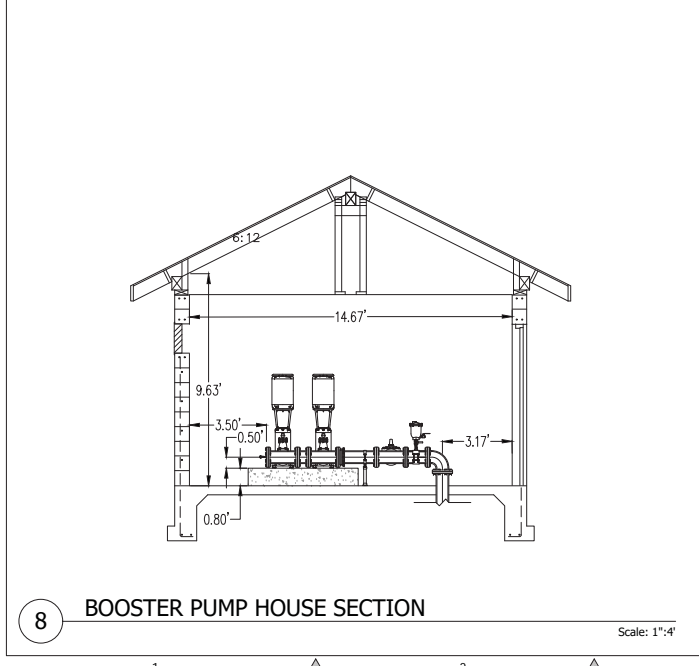
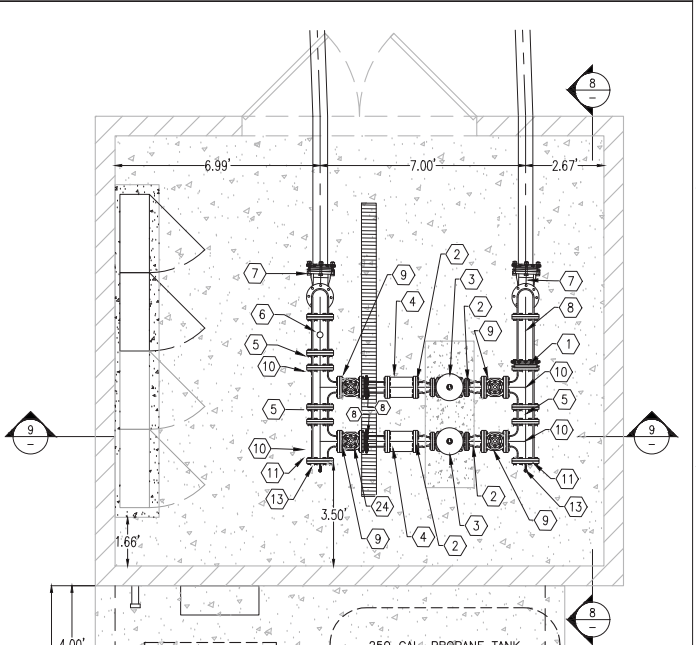
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Job:	165-87
Sheet:	C2.1
Of	5 Sheets





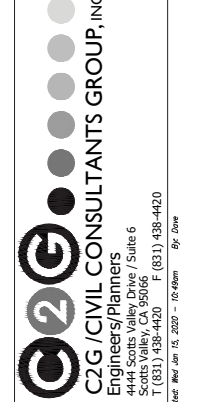
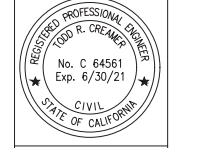
MECHANICAL SCHEDULE

ID	DESCRIPTION
1	6" Mega-Lug
2	4" x 3" HOLZ 300TC EXPANSION JOINT (CONTACT MANUFACTURER FOR SPECIFICATIONS)
3	BoosterpaQ Pumps (Grundfos Model 2CR64-4, 50-HP, 480-VAC, 3-Ø)
4	4" Surgebuster (Valmatic w/Mechanical Indicator & Backflow Actuator)
5	Minimum 6 inch length 6" Spool (FLxFL)
6	6" Mag Meter
7	6" 90° Elbow (FLxMU)
8	6"D.J.P. (FLxPE) (BY SWD)
9	4" Gate Valve W/ HAND WHEEL (058Y)
10	6"x4" TEE (FLxFL)
11	Blind Flange
12	4" Mega-Lug



REVISIONS	BY

**CONSTRUCTION
DETAILS**

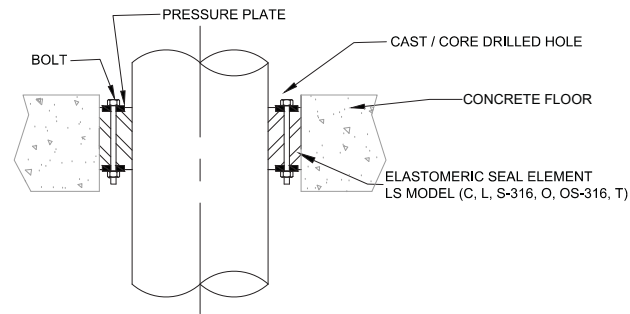


**SCOTT'S VALLEY WATER DISTRICT
HACIENDA BOOSTER PUMP STATION
SCOTT'S VALLEY, CALIFORNIA**

Date: 12.11.19
 Scale: AS SHOWN
 Drawn: TC/DD
 Job: 165-87
 Sheet: C3.1
 Of 5 Sheets



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LS Model	Seal Element	Bolts/Nuts	Pressure Plate
C	EPDM (Black)	Zinc Dichromate/Organic Coated Carbon Steel Bolt	Reinforced Nylon Polymer
L	EPDM (Blue)	Zinc Dichromate/Organic Coated Carbon Steel Bolt	Reinforced Nylon Polymer
O	Nitrile	Zinc Dichromate/Organic Coated Carbon Steel Bolt	Reinforced Nylon Polymer
T	Silicone	Zinc Dichromate/Organic Coated Carbon Steel Bolt	Steel Zinc Dichromate
(C,L,O)+S-316	(see model options)	316 Stainless Steel	Reinforced Nylon Polymer

Sleeve Model	Description	Material
CS	Century-Line Sleeve	HDPE
WS	Steel Wall Sleeve	Steel

For more Material Property Information, see literature at www.linkseal.com

1 LINK-SEAL

Scale: NTS

Full Circle Clamp Supports are to be factory fabricated units. No contractor fabricated supports are allowed. Material to be A36 steel with a galvanized finish unless indicated otherwise in specifications. Upper and lower matching saddles are each to encompass 180° of pipe, and are to be formed to actual pipe diameter. Base is to be anchored to floor, and installer is to weld extension pipe to base and collar after installation. A neoprene liner is required when supporting steel or PVC pipe. Support design shall have been tested to withstand a minimum of 10,000 pounds compressive load. Test certification must be available. Supports shall be STANON MODEL C92 as manufactured by MATERIAL RESOURCES INC., HILLSBORO OR. tel (503) 533.5256 fax (503) 533.5501

Accepts standard IPS pipe - No threading required. Comes complete with over-sized anchorable base plate. Available in sizes 2" through 36". Galvanized finish for extra protection.

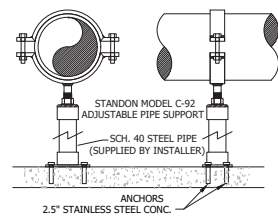
MATERIAL
 Saddle Strap: ASTM A36
 Collar/Base Cups: ASTM A53 D.O.M. tubing
 Threaded Stud: ASTM A36; rolled thread; Grade ASTM A307
 Base Plate: ASTM A36 Sheet Steel - .25" plate
 Optional Material: 100% 304 Stainless Steel

FABRICATION
 All welds: 100% MIG welding, electrode E70XX
 Saddles: Formed to Ductile iron radius

FINISH
 All supports have a corrosion resistant, galvanized finish.

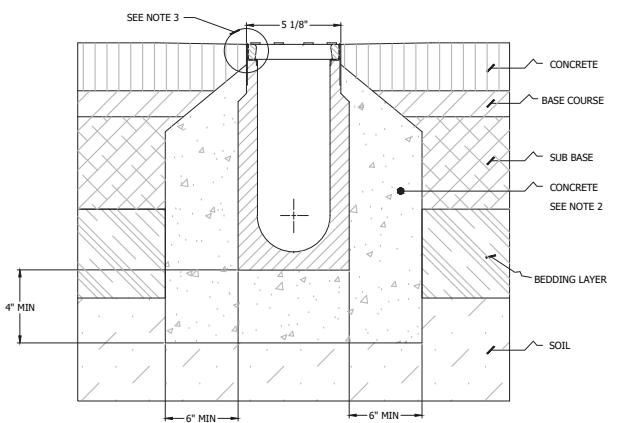
DIMENSIONS

SUPPORT SIZE	PIPE O.D.	STRAP SIZE	THREAD STUD	BASE PLATE	EXTENSION PIPE REQ'D	MINIMUM DIST TO FLOOR
4"	4.80"	0.5"x2"	1"x6"	8"x8"x.25"	2" SCH. 40	7"
6"	6.50"	0.5"x2"	1"x6"	8"x8"x.25"	2" SCH. 40	7"
8"	9.05"	0.5"x2"	1"x6"	8"x8"x.25"	2" SCH. 40	7"



2 STANON FULL CIRCLE CLAMP SUPPORT

Scale: NTS



- NOTES:**
- IT IS NECESSARY TO ENSURE THE MINIMUM DIMENSIONS SHOWN ARE SUITABLE FOR THE EXISTING GROUND CONDITIONS. ENGINEERING ADVICE MAY BE REQUIRED.
 - A MINIMUM CONCRETE STRENGTH OF 3000 PSI IS RECOMMENDED. THE CONCRETE SHOULD BE VIBRATED TO ELIMINATE AIR POCKETS.
 - THE FINISHED LEVEL OF THE CONCRETE SURROUND MUST BE APPROX. 1/8" ABOVE THE TOP OF THE CHANNEL EDGE.
 - REFER TO ACO'S LATEST INSTALLATION INSTRUCTIONS FOR COMPLETE DETAILS.

3 ACO 4000 SERIES TRENCH DRAIN

Scale: NTS



REVISIONS	BY

CONSTRUCTION DETAILS



C2G CIVIL CONSULTANTS GROUP, INC.
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SCOTT'S VALLEY WATER DISTRICT
 HACIENDA BOOSTER PUMP STATION
 SCOTT'S VALLEY, CALIFORNIA

Date:	12.11.19
Scale:	AS SHOWN
Drawn:	TC/DD
Job:	165-87
Sheet:	C3.2
Of	5 Sheets

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AGENDA REPORT

Scotts Valley Water District

Date: 08/13/20
To: Board of Directors
Item: Business 5.3
Subject: **Board Best Practices**
Reason: Supports District Mission, Vision and Values

SUMMARY

Recommendation: Approve the Board Best Practices, July 2020 revision.

Fiscal Impact: None

Previous Related Action: On 06/20/19 the Board approved the Board Best Practices June 2019 revision.

On 07/27/20 the Executive and Public Affairs Committee received information on necessary language update about health benefits for surviving spouses of the qualified retired Directors and directed staff to incorporate it in the Board Best Practices.

BACKGROUND

The Board Best Practices document, adopted in July 2014, affirms the role of the Board to establish policies that guide the District to fulfill its mission, oversee the fiscal health of the District, and hire and evaluate a General Manager to manage the day-to-day operations of the district.

DISCUSSION

The enclosed document incorporates the health benefits for surviving spouses of the qualified retired Directors.

Submitted,

Piret Harmon
General Manager

Enclosed: Board Best Practices July 2020 revision (redline)



Scotts Valley Water District Board Best Practices

Adopted July 10, 2014

Revised June 20, 2019

Revised August 13, 2020

1. Introduction

The Scotts Valley Water District (District) Board of Directors (Board) and the General Manager understand the importance and value of a positive and constructive culture to the overall performance of the District. This culture in large part is a product of the District's strategic vision and the goal of performing as a "Best of Class," both individually and organizationally. Whether in the capacity of a Director or as an employee, our primary responsibilities are to serve the District's customers and support the community.

The Board has adopted District mission, vision, and strategic goals to set the direction for operating activities, which are guided by policies and procedures including the Board Best Practices. In order for the Board to function in an effective manner, it is important that Directors understand their respective roles and relationship to other Directors and the General Manager. This also requires an understanding of the level of performance necessary to carry out the duties of a Director.

This document is intended to serve as an internal document to provide general guidelines and principles relating to the activities of the Board and the Directors.

2. Role of the Board

The primary role of the Board is to establish policies that guide the District to fulfill its mission. The policy decisions of the Board constitute the "action" of the Board. As such, each Director is strongly encouraged to support the actions of the collective Board even when there may be individual opinions.

The Board has three (3) major responsibilities:

- (1) Promoting the interests of the District's customers by establishing policies that support the vision and mission of the District and by ensuring the implementation of those policies. Policies include the governing principles, plans, programs, and other overarching actions of the organization. Policy-making is the process of visionary planning and should reflect the

broadest possible principles and provide parameters within which staff can operate. Policy-making sets the overall direction for the District.

- (2) Overseeing the fiscal health of the District. The Board establishes policies that support fiscal stability and the effective use of District funds. In order to achieve this, each fiscal year the Board approves a budget covering the anticipated revenues and expenditures of the District. In addition, the Board establishes and monitors cash reserves and investment policies.
- (3) Hiring a General Manager to manage the day-to-day operations of the District. The Board holds the General Manager accountable for the effective operational management of the District. It also has a responsibility to properly evaluate the General Manager on a periodic basis.

General Guidelines

- The Board provides policy direction and leadership for the District.
- The Board supports decisions (from a policy perspective) which are in line with a progressive, innovative, and well-managed organization.
- The Board exercises authority only as a Board.
- The Board understands and provides leadership in regional, state, and national issues affecting the operation and management of the District. Board action is supported by the General Manager as required.
- The Board respects the role of constituents in the governance of the District, encourages their participation, and consults with key stakeholders when and where appropriate.
- Directors recognize and respect the distinctions between the policy-setting role and the day-to-day implementation of policy by staff.
- Directors represent the District in various community and water industry events.
- Directors maintain a high level of communication with the General Manager and notify the General Manager of their unavailability in a timely manner.
- Directors have equal access to information authored and received by the District.
- Directors inform the General Manager of any specific information they want to receive from outside agencies or organizations and are provided such information in a timely manner.
- Directors may request information from District staff by notifying the General Manager of such request provided such request does not cause significant disruption in staff workload. The General Manager determines if it is warranted to include the requested information on the Board or Committee meeting agenda.

3. Principles and Performance Expectations of the Board

- The Board and the General Manager function as a participatory team.
- The Board values a visionary, constructive, and high-energy work environment.
- The Board values open and honest communication with transparent agendas.

- The Board works for the common good of its customers and stakeholders and not for any private or personal interest.
- Directors are expected to review agenda packets and attend Board and Committee meetings prepared to take action as needed.
- Directors practice continued professional development.
- Directors are respectful of each other, District staff, and Board traditions.

The Board recognizes the value of diverse representation as well as shared knowledge and continuity of experience. The District is committed to providing the Directors with appropriate resources to maximize their contributions for the benefit of the District and larger water community. Board Development Guidelines (Appendix A) is a document that delineates the expectations to the Directors along with compensation parameters.

4. Board Compensation

Pursuant to the District Administrative Code, the Directors are entitled to the following:

- Directors fee for attending meetings and events related to District business. The fee amount is consistent with provisions contained in California Water Code and is established by an ordinance of the Board.
- Reimbursement of expenses incurred in connection with carrying out their official duties in accordance with District regulations.

Health and Welfare Benefits for Directors

- Group life insurance in the amount of \$10,000.
- Group dental and vision coverage for the Director and his/her dependents.
- Reimbursement of medical insurance premiums for the Director and his/her dependents in an amount not to exceed the District's employees lowest group rate determined annually. This benefit is only available to current Directors seated on the Board as of June 20, 2019 and expires at the end of the current term for each individual Director.
- Reimbursement of medical insurance premiums for the Director and his/her dependents in an amount not to exceed the District's employees lowest group rate for single party plus 50% of either the two-party or family group rate surcharge respectively if the Directors insurance covers a spouse or family.

Qualified Retired Directors

- A qualified retired Director is a Director who served in office between 01/01/1981 and 12/31/1994, whose service at the time of termination was not less than 12 years, and whose age at termination is not less than 55 years old.
- Group dental and vision coverage for the qualified retired Director and spouse.
- Reimbursement of medical insurance premiums not to exceed the District's employees lowest group rate determined annually for the qualified retired Director and spouse.

- A surviving spouse of a qualified retired Director will continue to receive reimbursement of medical premiums and group dental and vision coverage.

5. Board Interaction and Communication

- Directors maintain informal and professional relationships among each other.
- Directors refrain from personal attacks against other Directors and District staff.
- Business attire is appropriate at Board meetings and attire appropriate to the event when representing the District at public events.
- Directors are representatives of the District's culture and values at all times, and lead by example in their interactions.
- Directors are knowledgeable of and adhere to the District's policies.
- When attending meetings or conferences, Directors act as ambassadors and representatives of the District and conform to behavior that always places the District in a positive light.
- Directors will apply the rules governing communications among Directors in compliance with the Brown Act.
- Directors function as a team and are not exclusive in their communications and interactions.

6. Role of the General Manager and Legal Counsel

Role of the General Manager

The most vital relationship in the District is between the Board and the General Manager. The General Manager is the primary agent of the Board and is the individual to whom the Board delegates its authority to manage and administer the District's daily operations in accordance with policies approved by the Board. This position is important because the District requires leadership and vision that supports the Board's guidance in order to be successful. In this capacity, the General Manager has two roles: Chief Executive Officer, and principal advisor to the Board. As the most visible employee, the General Manager represents the District to its many constituents.

The success of the strong relationship between the Board and the General Manager depends on a shared sense of purpose, open communication, honesty, and mutual support. Both parties must also understand that the relationship itself is paradoxical with inherent tensions. The General Manager is hired to carry out Board policy directives, while at the same time looks to the Board for guidance and leadership.

One of the most important decisions a Board makes is the selection of a General Manager in whom the Board has confidence. The Board must be able to support the decisions of the General Manager and grant the authority to manage and lead the District.

It is the General Manager's responsibility to ensure that Directors have the information needed to make Board-level decisions. The General Manager provides the same information to all

Directors and will promptly alert them about problems and issues to prevent surprises. Directors expect the General Manager to provide a recommendation on items before the Board.

Board Interaction with the General Manager

- The General Manager devises and proposes periodic performance goals for approval by the Board as a part of the formal performance review process.
- The Board provides the General Manager with constructive feedback during his/her periodic performance evaluation.
- Directors are encouraged to contact the General Manager about any subject related to the operations of the District. Similarly, the General Manager may discuss any District related issue with any Director.
- The Board's questions or concerns regarding overall District operations, specific division issues, or problems with District staff are directed to the General Manager.
- The General Manager implements the Board's policy directions concerning District matters.
- The General Manager informs the Board when he/she will not be available for work-related duties.

Board Interaction with District Staff

- Directors do not direct staff to take a particular action. Requests are made through the General Manager.
- Directors may contact members of the District's executive team with questions related to pertinent District activities. When a Director makes direct contact with staff, the General Manager is advised by staff of the communication. The General Manager is responsible for ensuring that requests initiated by Directors are handled promptly and accurately.
- Critical information about District operations is provided to all Directors in verbal or written (electronic) format by an appropriate staff person with the knowledge of the General Manager.
- Directors make every effort to contact staff prior to a board meeting regarding questions related to agenda items so that staff can provide the most accurate and prepared response. The Board and staff operate by the "No Surprise Rule" regarding information sharing.

District Legal Counsel

- The District's Legal Counsel is selected by the Board and operates as an extension of and in collaboration with the Board, the General Manager, and District staff.
- The Legal Counsel's primary point of contact is the General Manager.
- The Legal Counsel regularly consults with the Board and the General Manager on items of legal concern relating to District operations.
- The District's Legal Counsel may be consulted prior to board agendas being posted publicly.

- When specialized legal expertise is needed, the District’s Legal Counsel may recommend the services of an expert legal counsel and oversee the work when necessary.
- The Legal Counsel is proactive in informing and protecting the District and the Board in the performance of its duties and compliance with its legal obligations.
- The Legal Counsel meets with General Manager and Board President periodically to review the performance of the Legal Counsel, establish goals, and review its contract.

7. Selection and Role of the President and Vice President

President of the Board

- The President of the Board is selected by a majority vote of the Board at the last public Board meeting of each calendar year, unless otherwise modified. The newly elected President’s term begins at the close of that Board meeting.
- The President remains as one member of the Board and has no rights or authority different from any other Director. The President votes with the Directors and votes last on a Roll Call vote.
- Each President’s individual style is unique. Diversity is encouraged.
- The President chairs the meeting of the Board; calls the meeting to order, presides over the meeting, including the conduct of Directors and those in attendance, entertains and repeats all motions properly before the Board, puts motions to a vote, and announces the result.
- The President acts as the ceremonial head or representative of the District at various civic functions.
- The President is the designated spokesperson for the Board to the general public. The President may elect to appoint another Director to serve in this capacity.
- The President makes appointments to all Board Committees.
- To the extent possible, the President advises the Board of any informal communication or correspondence sent or received regarding District business.
- The President regularly communicates with the General Manager and keeps other Directors fully informed on matters of District business.
- The President provides guidance to the Board fairly and impartially.
- The President personally addresses any issues between Directors. Directors and the General Manager will inform the President on any issue or concern brought to their attention.

Vice President of the Board

- The Vice President of the Board is selected by a majority vote of the Board at the last public Board meeting of each calendar year, unless otherwise modified. The newly elected Vice President’s term begins at the close of that Board meeting.
- The Vice President remains as one member of the Board and has no rights or authority different from any other Director.

- In the event the position of the President is vacated prior to the expiration of the term, the Vice President becomes the President for the remaining term, unless otherwise directed by the Board.
- In the event of an early vacancy in the position of Vice President, the Board determines, by vote, a replacement for the remaining term.
- The Vice President serves in the capacity of the President of the Board in the absence of the President.

8. Public Interaction

- All customer concerns and inquiries are referred to the General Manager or an appropriate staff member.
- Staff provides the Board with a verbal or written report of all significant customer concerns or inquiries which cannot be handled in a routine manner, along with any response to the concern or inquiry.
- The Board is informed of significant, politically sensitive, urgent and/or repetitive communication inquiries. Staff researches the request as soon as possible and provides the General Manager with the appropriate follow-up and response. The General Manager will review the communication prior to dissemination to the Board.
- Information on an issue that may expose the District to liability is shared with District Counsel and the Board promptly at a properly-noticed closed session meeting.

9. Board Meetings

General

- All noticed meetings are conducted using Robert's Rules of Order. Robert's Rules contemplate constructive meetings and a fair, democratic process.
- The General Manager is responsible for setting the agenda. Any Director may request that an item be placed on the agenda through notification to the General Manager and the President. If a member of the public requests that a matter be placed on the agenda, the General Manager and the President will determine if the item is placed on the agenda or referred to staff or an appropriate committee.
- The General Manager meets with the President to review the agenda and prepare for the upcoming meeting.
- Oral communications are allowed for items not on the agenda, provided that a final decision of the Board on a matter is subject to the agenda requirements set forth in the Brown Act.
- Directors give due respect to all public comments; however they will not respond in a manner that suggests a decision has been made. The President will refer matters that need a decision to the General Manager for follow-up. Directors may ask clarifying questions so that staff are able to provide an appropriate and relevant response. Occasionally, a prompt response may

be offered when an obvious answer or resolution is available. Directors will refrain from debating or making decisions in response to public comments.

- The President is responsible for maintaining an orderly progression of business before the Board, and to the extent possible regulates the amount and type of input from the public and from Directors and staff.
- Each Director may speak on an item prior to the vote being taken.
- The Board works diligently to achieve unanimity on all action items. At the request of a Director, and the discretion of the President, prior to a vote where unanimity may not be achieved, the item may be referred back to a committee to consider a resolution to the issue.
- Once an agenda item has been voted on, the disposition is considered as the “action” of the Board and is subsequently supported by individual Directors.
- Directors on the minority side where a less than unanimous vote is cast cannot bring back an item for consideration for one year. A majority of the Board may bring a matter back for reconsideration at any time.

Consent Agenda

- The District utilizes a Consent Agenda to approve routine business matters and previously approved budgetary items.
- If a Director has a question on a Consent Agenda item they are encouraged to contact a staff member for clarification prior to the official meeting, rather than having it pulled for separate discussion during the meeting.
- Written staff reports are prepared for all Consent Agenda items, and staff is prepared to provide a verbal report on any item when necessary.

Closed Session

- All Closed Session discussions and materials are considered legal and confidential information and as such, are not shared outside the Closed Session Conference unless specific action is taken, and then must be reported out of Closed Session. Closed Session staff reports are returned to the General Manager immediately following the meeting. Electronic copies of the reports will not be provided.
- Closed Session meetings may be held at times other than the regular meetings of the Board so long as the meeting is posted pursuant to the Brown Act.
- A Director is expected to refer a request for information regarding a Closed Session item to the General Manager who, in concert with Legal Counsel, will prepare an appropriate response.

10. Role and Responsibility of Standing and Special Committees

- Board committees are given the authority to obtain more information, investigate, and provide a report or recommendation to the Board. The committee format allows the Board to

conduct its business more efficiently. Committees serve in an advisory capacity to the Board, except when the Board delegates a matter to a committee for final action.

- A standing committee may be formed, renamed, or have functions changed or terminated with approval of the Board.
- An ad-hoc committee may be formed with approval of the Board and its term expires upon completion of the project or issue for which the ad hoc committee was formed.
- A standing committee consists of two Directors. A committee chair is appointed from the members of the standing committee. Standing committee meetings are open to the public and subject to provisions of the Brown Act.
- Other Directors may attend the meetings of the standing committees; however, the Brown Act prohibits their participation in the meeting because this constitutes a quorum of the Board.
- Upon request of the committee members, the General Manager, or the President, a committee meeting may be scheduled to address an issue requiring attention.
- Staff assists members of standing committees by preparing agendas, staff reports, distributing materials, and performing other support functions as required. Committee members may request staff assistance through the General Manager.
- Copies of committee agendas are made available to the entire Board.
- The committee chair is responsible for providing a report of items discussed and/or recommendations to the entire Board at the next available Board meeting.
- If committee members are in disagreement on a recommendation, the issue is brought to the full Board for consideration.

Appendix A:

Scotts Valley Water District Board Development Guidelines

Purpose

To attract a diverse pool of individuals to serve on the Board of Directors and provide them with appropriate resources to maximize their contributions for the benefit of the District and larger water community.

Expectations to Directors

Anticipated level of commitment, engagement, effort, and energy

Required

- Participate in the New Director Orientation and District Tour in the first 3 months of assuming the office
- Attend Board Committee meetings (typically monthly) as assigned
- Attend Board President Retreat
- Attend other agency/committee meetings (such as Santa Margarita Groundwater Agency, Scotts Valley General Plan Advisory Committee, etc.) as assigned
- Attend Association of California Water Agencies (ACWA), WaterReuse and other industry events (at minimum 1 per year)
- Participate in water related education and training opportunities

Desired

- Attend ACWA Joint Powers Insurance Authority's conference as the District's representative
- Get involved in ACWA Region 5 and ACWA committees
- Attend community events on behalf of the District

Minimum anticipated annual time commitment: 12 evening meetings (2 hours each, not counting preparation), 6-12 late afternoon meetings (1 hour each), 1 day meeting (4-8 hours), 1 out-of-town conference (3-4 days), other events and training (1-2 hours each)

Attributes and Qualities of Directors

- Deliberate
- Insightful
- Flexible/Adaptive
- Empathetic
- Analytical
- Dedicated
- Respectful
- Community minded
- Consensus builder

Compensation Considerations

- In alignment with District vision and values
- Driven by the expectations to the Directors
 - Sense of responsibility/accountability
 - Prioritization of time
- Support succession planning and reduce barriers to entry
- Provide internal parity and external parity

AGENDA REPORT

Scotts Valley Water District

Date: 08/13/20

To: Board of Directors

Item: Business 5.4

Subject: **Compensation Adjustment for Exempt Classifications**

Reason: Supports Strategic Goal No. 5 Organizational Vitality

SUMMARY

Recommendation: Approve the compensation adjustments for Finance and Customer Service Manager, Operations Manager and Assistant to General Manager classifications.

Fiscal Impact: The total annual salary adjustment is \$23,877 that represents a 6.6% increase. The increase in FY 2021 salary expense is \$21,122 and the funds are available in the FY 2021 budget.

Previous Related Action: On 08/08/19 Board meeting the Board approved compensation adjustments for the positions in exempt classifications.

On 07/21/20 the Finance and Personnel Committee received the report from the General Manager on accomplishments and proposed compensation adjustments for the three exempt classifications. The Committee concurred with the General Manager's recommendation for the compensation adjustment effective 08/11/20.

BACKGROUND

Operations Manager, Finance and Customer Service Manager and Assistant to General Manager are District's at-will classifications which employment terms and conditions are set by the employment agreement with each individual hired to fill these positions. Annually, the General Manager conducts performance reviews with the at-will employees and may recommend compensation adjustments.

To support the District's strategic goals and introduce greater level of accountability, effective FY 2015 the reviews for all exempt employees are conducted following the close of the District's fiscal year. This allows for alignment of the District's annual work plan with the objectives of the executive management team, creates a more cohesive allocation of the tasks and enables each individual to more directly contribute to the success of the organization. Reviewing the performance of the individuals in light of the collective accomplishments of the District provides for more transparent, objective and fair assessment.

DISCUSSION

The executive team that is made up of Operations Manager, Finance and Customer Service Manager, and Assistant to General Manager is the driving force behind carrying out the work plan and ensuring that the District is accomplishing tasks to meet the strategic goals set by the Board of Directors. They are the ones responsible for not only completing the noteworthy projects and implementing innovative ideas but also for making sure that the necessary routine tasks get done in a timely manner no matter what obstacles the District is facing.

The attached FY 2020 Work Plan Status presents a detailed overview of the last year's accomplishments by each Division.

The proposed compensation adjustments for the at-will employees are based on their individual contributions in support of the District's strategic goals, their management/leadership competencies and salary competitiveness for the respective classifications.

Based on the performance and market analysis, the new proposed salary for the Operations Manager is \$161,742, Finance and Customer Service Manager \$138,526 and Assistant to General Manager \$84,823.

The at-will employees pay the full cost of the employee contribution of the PERS retirement benefit and are entitled to receive all other employee benefits as provided to the regular full-time District employees, but not including overtime or compensatory time off benefits.

If approved the compensation adjustments will go into effect on 08/11/20.

Submitted,

Piret Harmon
General Manager

Enclosed: FY 2020 Work Plan Status
 Compensation Adjustment Matrix

SCOTT'S VALLEY WATER DISTRICT STRATEGIC WORK PLAN FY 2020 STATUS				
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2020 TASKS	ADMINISTRATION ACCOMPLISHMENTS	FINANCE ACCOMPLISHMENTS	OPERATIONS ACCOMPLISHMENTS
1. Water Resource Management: Meet the current and future water supply needs of its customers				
1.1 Utilize the additional recharge capacity in the groundwater basin by				
1.1.1 Maximizing the potential use of recycled water	Complete environmental report for purified recycled water recharge. Consider regional partnerships in implementing the project, identifying opportunities and addressing potential hurdles	Designed a roadmap for reliable source of recycled water. Work under way with Kennedy Jenks Consultants to develop alternative scenarios of Purified RW Recharge project. Continued reaching out to the City of SV to engage them in finding mutually viable solution for reliable recycled water supply.		Participated in the meetings with Kennedy Jenks, City of Scotts Valley, Santa Cruz Water Department with an intent to develop viable alternatives to the current Purified Recycled Water Recharge project scope and alignment. Draft study (KJ) is underway.
1.1.2 Identifying and implementing regionally beneficial conjunctive use projects	Carry out the work plan under MOA with SCWD and SLVWD evaluating the feasibility of conjunctive use with those agencies	On hold, pending completion of the Conjunctive Use Evaluation conducted by SLVWD and County.		On hold, pending completion of the Conjunctive Use Evaluation conducted by SLVWD and County.
	Provide leadership and ensure active participation and productive involvement in Santa Margarita Groundwater Agency (SMGWA) which goal is development of the groundwater sustainability plan by 2022	Provide timely administrative support to SMGWA. Coordinated all governance, administrative, budgetary and grant activities. Swiftly and smoothly transitioned to virtual board meetings in response to Covid-19 SIP mandate.		Provided technical data to Montgomery & Associates to assist in the GSP work.
1.1.3 Achieving maximum feasible water conservation and efficient use	Complete production meter testing at all treatment plants (c/o from 2019)			No progress, will be completed in FY 2021.
	Carry out Water Use Efficiency Program (Think Twice) with a goal of offsetting the additional demand from new connections by deploying various water use efficiency measures		118 rebates issued, generating water savings of 879,293 gallons/year for a total cost of \$30,242. 193 leak adjustments processed. Rebate and Leak Adjustment Programs were evaluated. Analyzed the impact of WaterSmart on leak data (cost as well as water savings).	
	Develop and carry out rebate programs that are supported by ROI metrics and/or community values.		Enhanced the Water Use Efficiency Biannual report format to include more data, including quantified water savings from the rebate program.	
	Leverage WaterSmart Customer Engagement Portal to reduce inefficient use and water waste.		Activated leak alerts in WaterSmart; monitored and modified correct notification settings that resulted in total excess water tracked through Leak Adjustment Program to be reduced by about 50% (from 7MG to 3.5MG). Have received very positive feedback from customers for offering the leak alerts through WaterSmart.	
	Evaluate the processes and recommend process improvements for accurately tracking unaccounted for water.		Performed variance analysis of billed consumption vs. calculated demand. Identified the timing and system challenges that create issues with the data.	No progress was made this year.

SCOTTS VALLEY WATER DISTRICT STRATEGIC WORK PLAN FY 2020 STATUS				
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2020 TASKS	ADMINISTRATION ACCOMPLISHMENTS	FINANCE ACCOMPLISHMENTS	OPERATIONS ACCOMPLISHMENTS
	Improve on 2017 Validated Water Loss Audit score of 53			Received score of 60 in the 2018 Validated Water Loss Audit - a noteworthy 7 point improvement from 2017 score of 53.
1.2 Improve the esthetics of the drinking water	Complete the improvements to Orchard Run Water Treatment Plant: construction of the reclaim tank, replacement of the air scrubber, and addition of the GAC filter.			Completed the engineering design and construction documents in April, conducted bid solicitation in June and awarded the contract in July. Construction is scheduled to begin in December and be completed in Spring of 2021.
2. Infrastructure Integrity: Provide continual investment in District's infrastructure and process improvements				
2.1 Maintain all assets within their useful life threshold	Replace 250 ft of potable main at Vine Hill School Rd.			The project is bundled with 4 other small water main projects and moved into the FY 2021.
	Replace 800-1000 meters			Replaced 1200 meters.
	Well 3B/ Results from the April 9th Magnetic Resonance testing will determine a scope of work on how to best rehab this well			Completed in FY 2019
	Sequoia Tank Rehabilitation project recoating work to be completed in FY 2020.			Completed the final design and conducted bid solicitation. Construction began in mid February 2020. Major corrosion of the center column roof support system was discovered in March requiring a contract amendment. Project was completed in early July.
	Construct recycled water main under Hwy 17 to provide adequate supply on east side			No longer needed.
	Continue work on Bethany Tank rehabilitation - design and temporary storage in FY 2020, construction in FY2021			Completed preparing the site for the installation of maintenance tanks. Tanks have been ordered and estimated to be installed and online by end of August 2020.
	Complete installation of replacement filter control system at El Pueblo Water Treatment Plant			Performed assessment and repair of the Well 11B that provides source water to El Pueblo WTP. Project is expanded to include full plant control updates. The control panel has been ordered and installation will be completed in FY 2021.

SCOTTS VALLEY WATER DISTRICT STRATEGIC WORK PLAN FY 2020 STATUS				
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2020 TASKS	ADMINISTRATION ACCOMPLISHMENTS	FINANCE ACCOMPLISHMENTS	OPERATIONS ACCOMPLISHMENTS
2.2 Utilize technology and other resources to realize increased operational efficiencies	Complete installation of AMI equipment on 1300 meters			Completed installation of over 1200 meters and AMI endpoints. Project is on track to be finished by end of 2020.
	Carry out the adoption of WaterSmart Customer Engagement Portal: implementation, training, optimization and integration with existing systems.		Ongoing, this initiative stalled with the absence of the USR, Field. Staff identified WaterSmart features and assessed reports to assist with customer communication (welcome letters) and tools to assist the billing cycle.	
	Investigate best practices and innovative solutions for reducing the District's "energy footprint"	Authored a letter to the Monterey Bay Community Power Community Advisory Council (via water agencies' representative) proposing to conduct a comprehensive energy assessment of all facilities and processes for water and waster sector in Santa Cruz County.		On hold, not much has been happening on this front.
2.3 Optimize the redundancy and effectiveness of the system and facilities	Rehabilitate Orchard Run Pump Station by installing new efficient pumps.			Replaced all pumps and motors.
	Rehabilitate Hacienda Pump Station by replacing plumbing and installing new building.			Completed the design and circulated for bids through the Gordian bid system. Anticipate the contract award in August with the construction to be completed in 2020.
	Replace Well 9 with new well that draws from the Lompico formation	Sent a letter of interest to SLVWD for acquisition of the Manana Woods well site. SLVWD is in favor and proceeded with ordering an appraisal report for the parcel - currently in works.		Contracted with Kennedy Jenks for water treatment preliminary design and Montgomery & Associates for well design. Reviewed a treatment plant and process schematic and tech memo for siting the well. Discussions are underway with SLVWD to purchase the Manana Woods well site.
	Improve service application and developer main extension agreement processes.			Streamlined the SA/MXA process, revised process documents and developed a template for reporting active and past 5-year development projects. Worked with Finance met twice this past year to bill SA's accounts and close dormant SA's accounts and refund deposits.

SCOTTS VALLEY WATER DISTRICT STRATEGIC WORK PLAN FY 2020 STATUS				
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2020 TASKS	ADMINISTRATION ACCOMPLISHMENTS	FINANCE ACCOMPLISHMENTS	OPERATIONS ACCOMPLISHMENTS
3. Financial and Customer Service Stewardship: Manage District's financial resources in a responsible manner while being committed to customer satisfaction				
3.1 Strive for maximum efficiency and transparency	Effectively support the engagement with the District's new audit firm, and establish an effective working relationship with audit staff.		Developed relationship with auditor that has enabled exchanging of ideas and advice. Implemented changes related to SMGWA contributions and long-term debt payments.	
	Continue the 3-year process to achieve a CAFR (FY 2020) that meets GFOA Excellence in Financial Reporting Award criteria by Dec 2020		Received an unmodified opinion from the auditors on our financial statements. Made considerable additions to the Statistical section.	
	Prepare FY 2021 budget that incorporates visual enhancements and compelling narratives	Conducted series of Strategic Planning workshops resulting in revised Mission, Values, Vision and Strategic Goals that were approved by Board in February.	Prepared a budget document that clearly articulates the direction of the District, is easier to follow and understand by various audiences.	
	Evaluate deploying technology devices as on-site payment processors and as hands-on demo tool for customer engagement portal.	Completed the office reconfiguration using existing DIRTT products to make front desk, drop in and huddle more efficient.	Evaluated and procured compatible on-site payment processors (Paypads). Initiated broader evaluation of payment solutions / platforms compatible with Springbrook.	
	Explore and utilize ways to present financial data in a user friendly online format	Not much progress was made on this.	Created and improved reports that present the financial data in a more visual and narrative format: Account Type Report, Quarterly Financial Reports.	
	Deploy WaterSmart as a functional and user friendly tool for empowering customers to understand and access their water use and billing		Reached almost 20% registration rate on WaterSmart customer engagement portal - this exceeds industry benchmark. Promoted the tool via direct letter to customers, and all other media channels. Incorporated WaterSmart portal registration into other relevant customer service processes (Leak Adjustment Program and Start Service Application).	
	Integrate the results from capital assets valuation report into Springbook		Project remains incomplete. Report is in draft pending details that require	
	Evaluate options for a comprehensive customer survey that develops baseline and builds a foundation for regular assessment and review	Researched methods used in the industry, evaluated the topics appropriate for the District and developed a draft survey content for PA Committee review in August 2020.	Draft survey is under development. Customer Service input anticipated in FY 2021	

SCOTTS VALLEY WATER DISTRICT STRATEGIC WORK PLAN FY 2020 STATUS				
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2020 TASKS	ADMINISTRATION ACCOMPLISHMENTS	FINANCE ACCOMPLISHMENTS	OPERATIONS ACCOMPLISHMENTS
3.2 Maintain fair, effective and legitimate rates and fees that are sufficient for meeting operating and capital needs while providing for adequate reserves	Review and update if necessary District Miscellaneous Fee Schedule	Conducted an assessment and presented a revised fee schedule for Board approval.	Performed evaluation of all fees, considering cost recovery levels and meeting the goal of affecting certain customer behaviors. Revised fee schedule presented to Board for approval in July 2020.	
	Develop and implement the policy for "Discontinuation of Residential Water Service" to comply with SB988 by February 2020.		Established Delinquent Accounts Policy in compliance with SB 998. Developed procedures for implementation that went into effect in February 2020.	
	Build up the reserve funds with the target of \$4M by the end of FY 2020		Monitored and reported District financial condition monthly. On track to achieve the \$4.0 M reserve fund balance by 6/30/20.	
	Develop SOPs for Low Income Rate Program (if Board decided to go forward)		Established a Rate Assistance Program and developed procedures that include the process for annual evaluations and clarify the water use efficiency expectations.	
4. Public Outreach: Foster relationships and communications with District's stakeholders and the community				
4.1 Engage the community to increase visibility of District activities and advance public awareness on water matters	Host a booth at SV Art Wine Beer Festival, potentially focused on water supply reliability and resiliency	Promoted the event focusing on District's role as a community member and water provider.	Organized District participation (finding volunteers) and booth display; staff volunteered at the event.	
	Participate in SV Farmers Market utilizing the contact developed prior year and update it as needed	Managed the promotion of the event focusing on District's role as a community member and water provider. Achieved 100% Director participation in volunteering and staffing the booth.	Coordinated the scheduling and setup of District Booth at the SV Farmers Market once a month in July through October.	
	Maximize direct customer engagement in illustrating how the services provided by the District benefit the community	Developed and implemented pilot programs for including public members in board activities. Created and executed a recruitment plan attracting a diverse pool of applicants and increasing the awareness of the District's commitment to test new ideas. Conducted orientation and onboarding to Associate Board Members and two Public Committee Members.		
	Produce 3-5 short videos to highlight the District and its services to be used across multiple platforms	Coordinated the resources and the activities for video production. Posted final production on District website and used the videos promoting respective content throughout the year.	Contributed to the production of the promotional video by reviewing content, providing materials and participating in the video shoots.	Contributed to the production of the promotional video by reviewing content, providing materials and participating in the video shoots.

SCOTT'S VALLEY WATER DISTRICT STRATEGIC WORK PLAN FY 2020 STATUS				
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2020 TASKS	ADMINISTRATION ACCOMPLISHMENTS	FINANCE ACCOMPLISHMENTS	OPERATIONS ACCOMPLISHMENTS
	Launch a pilot project for holding digital board meetings	Developed a road map for digital board meetings (objective, audience, elements). Researched and tested various technologies. Developed and documented the process for the final format. Soft launch scheduled for April was put on hold and converted to remote access due to Covid-19 - ready to proceed when the pandemic restrictions are lifted.		
4.2 Identify, develop and strengthen strategic alliances, both private and public	Coordinate the Interagency Committee activities by developing and implementing a work plan	Completed and make available to the public visual tool that describes the integrated process of community building development. Facilitated information sharing (projects, activities, challenges) between public agency representatives to determine the long term commitment based on benefits received. Provided administrative support to the Interagency Committee Meetings in October, March, June.		
	Spearhead regional efforts and activities increasing awareness on various water matters such as supply resiliency and value of water	Represented County water agencies on the RWMF board and steering committee. GM applied and was appointed to ACWA Business Development and Local Government Committees. Director Perri continues to serve on ACWA Energy, Groundwater and Membership Committees. Business Development Committee held 2 meetings.		
5. Organizational Vitality: Commit to recruiting and retaining the highest quality employees and board members				
5.1 Value and reward competence, team spirit and creativity	Develop and carry out an employee recognition/appreciation program	The activity is suspended for now.		
	Achieve 100% participation at SV AWB Festival for each employee	Achieved 100% participation at SV AWB Festival for Administration Division	Achieved 75% staff participation in the SV AWB Festival. WUE Coordinator responsible for organizing, scheduling shifts and setup.	Achieved 50% staff participation in the SV AWB Festival.
	Finalize the overhaul of Employee Safety Program and do a presentation to employees.	Not much progress was made on this.		Nothing was submitted to the Safety Awards this year.
	Complete Safety Training schedule and have at least 50% of the training requirements completed for each employee	Due to Covid-19, the focus was switched to health and safety of the employees during the pandemic by establishing pertinent procedures, disseminating information to employees and making changes to specific work activities.		All Operations staff attended Defensive Driving and Silica Awareness classes.

SCOTTS VALLEY WATER DISTRICT STRATEGIC WORK PLAN FY 2020 STATUS				
STRATEGIC GOALS MANAGEMENT OBJECTIVES	FY 2020 TASKS	ADMINISTRATION ACCOMPLISHMENTS	FINANCE ACCOMPLISHMENTS	OPERATIONS ACCOMPLISHMENTS
5.2 Cultivate productive work conditions and positive workforce culture	Create a system for ensuring that all employees comply with regulatory and mandatory training requirements (c/o from FY 2019)	Implemented tracking for regulatory and mandatory training utilizing ADP HRB software. All water operator certifications and drivers licenses have been entered.		
	Carry out at least 40% of the records management action plan	Developed a draft records retention policy. The retention schedule s currently under review. Work on organizing and cleanup of the electronic shared folder under way with 50% of the Administration folder completed. Completed 30% of document storage cleanup and organization in the basement.	Work under way to reorganize and clean up Finance, Customer Service and Water Use Efficiency folders on electronic shared drive.	No measurable progress was made
	Organize and host at least one annual employee non-work event	Coordinated holiday celebration in December.		
		Coordinated reconstruction and remodel of Santa Margarita Community Room		
5.3 Boost opportunities for continuous training and knowledge transfer	Identify relevant opportunities for each employee and Director to attend at minimum 1 training and/or professional event annually	Admin Office Assistant attended CSDA Board Secretary/ Clerk Program. Assistant to GM attended numerous professional development webinars on HR, Records Management, IT Security, Social Media, Digital Meetings,Website, Safety and COVID-19. GM attended CUEMA Leadership Summit, ACWA Fall Conference, GRAC GSA Summit (also participating on a speaker panel) and participated in several online webinars. Director Perri attended GRAC GSA Summit and Director Stiles attended WaterReuse Conference.	Accounting Specialist attended Rate Setting training, WUE Coordinator attended Water Leadership Training; Finance Manager attended CSMFO conference; USR-Office participated in multiple technical trainings for Springbrook Utility Billing	Four Water Operators attended certification training classes. Engineering Technician attended a hydraulic modeling class. Three Operators attended a leadership training class. Operations Manager was registered to attend the WateReuse and Spring ACWA conference that were cancelled due to Covid-19.
	Sponsor 1 employee and/or Director to participate in Leadership Santa Cruz County program and Water Education Foundation Water Tours	Sponsored Hugo Rivera, Lead Water Operator participation in Leadership Santa Cruz County civic program.		Lead Water Operator Rivera attended the LSCC program until it was cancelled by Covid-19. No one attended a WEF Water Tour.
	Optimize using volunteers and interns for various tasks that allow District to promote careers in water industry	Conducted a recruitment for Water Operations intern in February 2020 targeting Gavilan College Water Program Students. Coordinated 2 high school community service volunteers (3 days/15 hours) and summer internship of 1 high school student. Participated in the SV Chamber Career Exploration Program as one of the host organizations - actual program implementation suspended until end of Covid-19.		



**Compensation Adjustment Matrix
At-Will Employees**

Work Plan Tasks Completed

Accomplishments Base (AB)

75% of Work Plan Tasks:

Equal to MOU CPI-U

+4% for 100%+

+2% for >80%

-2% for <70%

-4% for <50%

Accomplishments: +/-

Accomplishments Total (AT)

Competency Assessment

Competencies Base (CB)

Proficient: Equal to MOU CPI-U

+1% for each exceptional, +0.5% for each highly effective; -0.5% for each inconsistent, -1% for each unsatisfactory

Competencies: +/-

Competencies Total (CT)

Performance Total (PT)

Average of AT and CT

Market Median Delta - before Performance Adjustment

Market Median Delta - after Performance Adjustment

Market Base (MB)

None if < 5% Market Median after applying Performance Adjustment
0% of the gap to -5% if >5% below

Market Adjustment:
Low Performer (MA)

Market Median after applying Performance Adjustment

Market Adjustment: Proficient Performer (MA)

25% of the gap to -5% if >5% below

Market Median after applying Performance Adjustment

Market Adjustment:
High Performer (MA)

50% of the gap to -5% if >5% below

Market Median after applying Performance Adjustment

Compensation Adjustment Total (PT+MA)

STAFF REPORT - Finance

Scotts Valley Water District

Date: 08/13/20
To: Board of Directors
From: General Manager
Item: Staff Reports 6.3
Subject: **Preliminary Financial Reports 07/01/19 through 6/30/20**

Summary

Fiscal Year-to-Date (YTD) preliminary figures reflect the period of 07/01/19 through 6/30/20. YTD revenues total \$8.7 M and expenses total \$7.1 M.

Revenue

June is the last month of the fiscal year and the second month of the May-June potable water billing period. Preliminary YTD potable water sales revenue is \$4.0 M, water services revenue is \$2.0 M, and new connections revenue is \$729 K. Total YTD revenue in the potable water fund is \$7.9 M, equal to 93% of the budget and 10% higher than the same period last year.

YTD recycled water sales revenue is \$505 K, water services revenue is \$44 K, and revenue from new connections of \$44 K. Total YTD revenue of \$765 K in the recycled water fund equals 96% of the budget, which is 6% higher than for the same period of last fiscal year.

Expenses

Preliminary combined operating expenses YTD are below budget, with expenses of \$5.2 M representing 92% of the budget. Project expenditures total \$1.43 M and the debt service principal payment of \$468K has been made.

Fund Balance

Cash reserves at the end of June were approximately \$4.4 M with another \$1.6 M booked in Accounts Receivable.

Enclosed

Quarterly Financial Report - Q4 of FY 2020
Budget Status Balance 07/01/19 – 6/30/20
Budget Status Revenue 07/01/19 – 6/30/20
Budget Status Expense 07/01/19 – 6/30/20
Projects Expense 07/01/19 – 6/30/20
Balance Sheet 6/30/20
Check Register 6/01/20 – 6/30/20
Investment Summary – 6/30/20

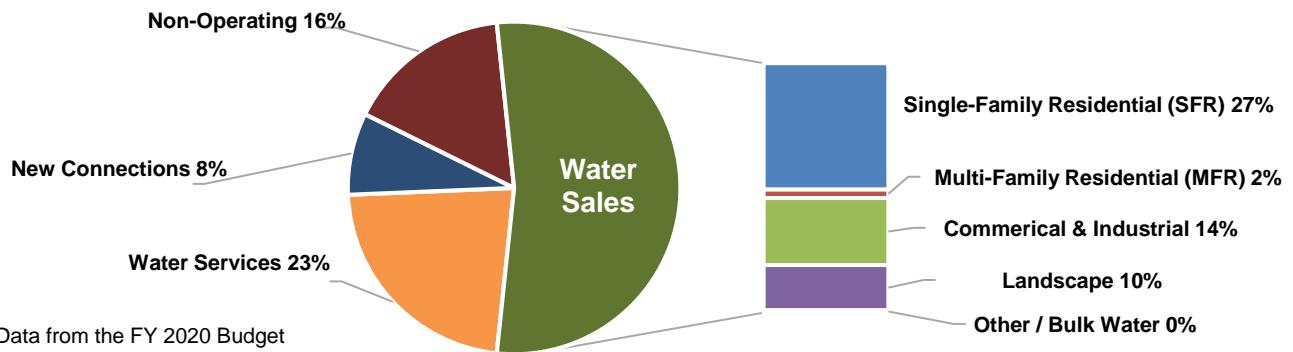


FY 2020 – Q4 Financial Report

July 1, 2019 – June 30, 2020

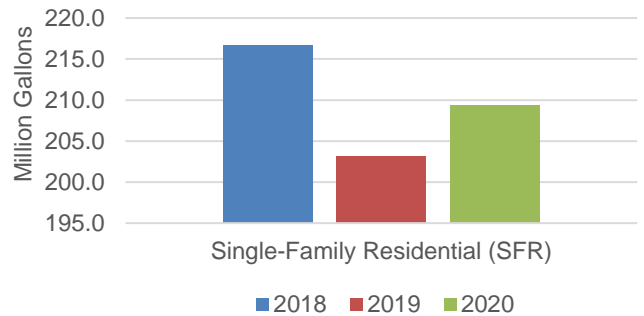
Revenues

Scotts Valley Water District revenues come from four main sources: Water Sales, Water Services (Ready-to-Serve), New Connections, and Non-Operating*.



The District's largest revenue category is Single Family Residential (SFR) Water Sales. Revenue from SFR Water Sales for the period of July 2019 through June 2020 is up 10.2% from the same period in the prior year. This increase in revenue is the result of water rate increases and an increase in consumption from the prior year.

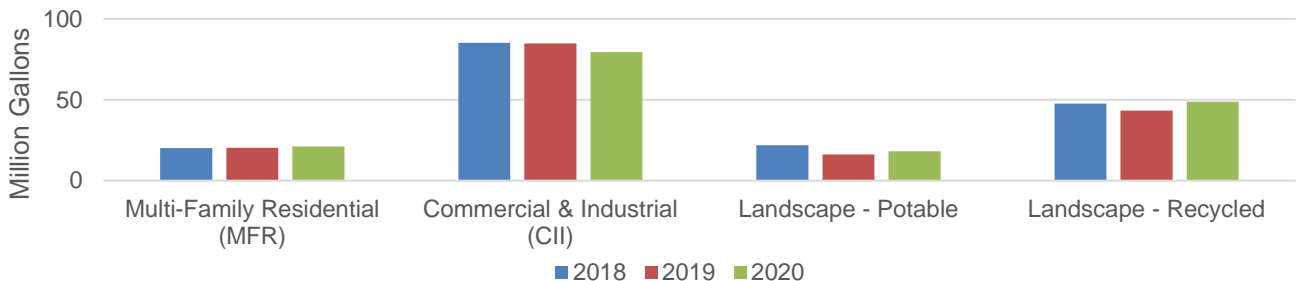
Consumption 3 Year History : SFR (July 2019 through June 2020)



Consumption

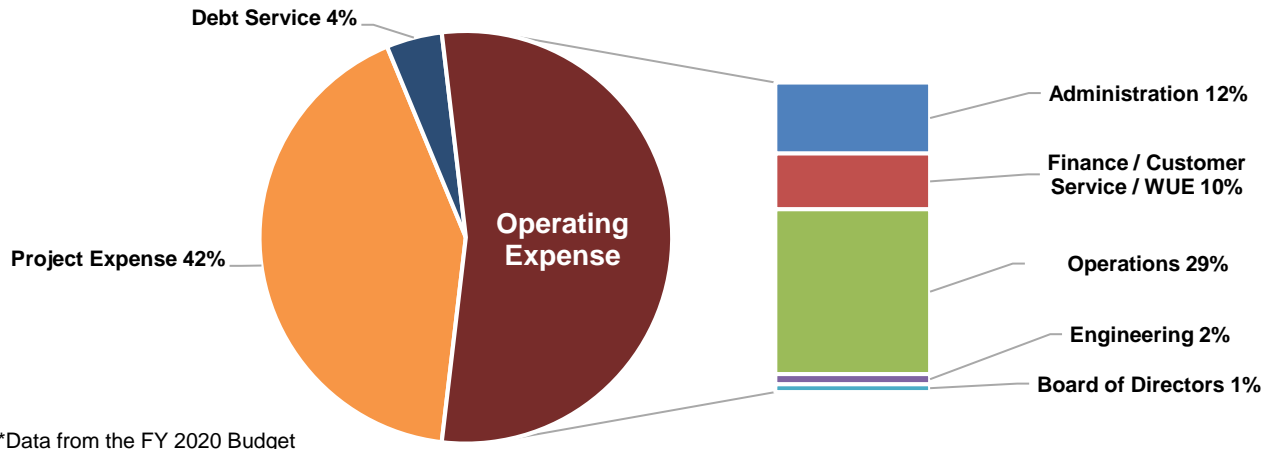
Water consumption by SFR customers from the beginning of the fiscal year through the fourth quarter is 209 million gallons, up 3.1% from water consumption in the same period of FY 2019.

Consumption 3 Year History : MFR, CII, Landscape (July 2019 through June 2020)



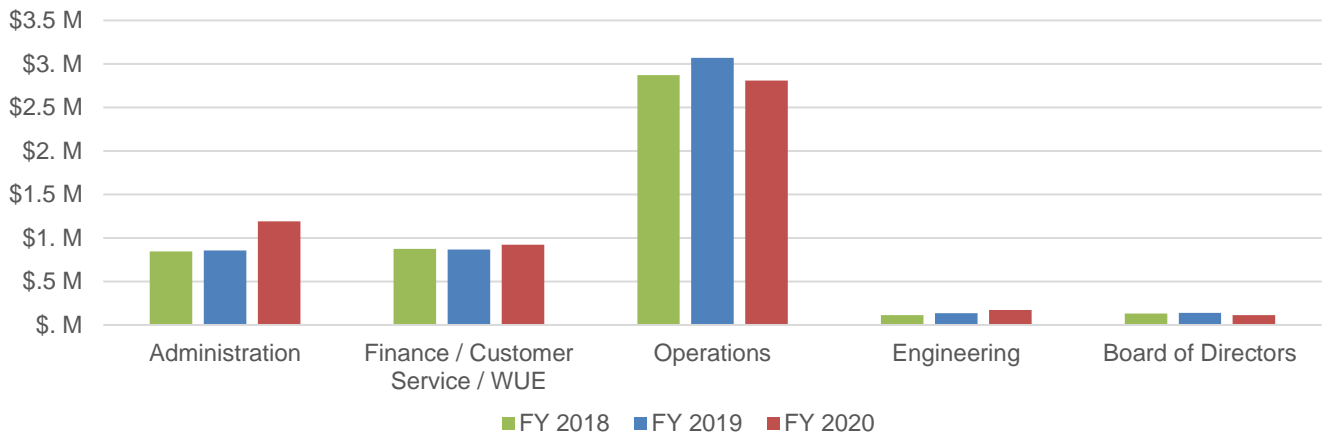
Expenses

District expenses are comprised of three major categories: Operating Expenses, Project Expenses, and Debt Service. The chart below presents the FY 2020 Budget by expense category, with Operating Expenses broken down by Division*.



Operating expenses are the organization's largest expense category. District operating expenses reflect the cost to provide high quality water service consistently across the district service area. Operating expenses through Q4 of FY 2020, which accounts for activity from July 2019 through June 2020, are below budget. Total operating expenses in FY 2020 exceed the FY 2019 total by 6.4%. The chart below compares Operating Expenditures by Division for each of the past three fiscal years.

**Operating Expenses 3 Year History by Division
(July 2019 through June 2020)**



Budget Status - Balance



Period: 07/01/19 - 6/30/20

FY Remain: 0%

	FY 2019 YTD Actual	FY 2020 YTD Actual	FY 2020 vs. FY 2019	YOY % change	FY 2020 Budget	FY 2020 Remaining Balance	%
Period: 07/01/19 - 6/30/20 (12 months)							
Potable Water - Fund 01							
Water Sales & Services (R10, R20)	\$ 5,526,331	\$ 6,064,050	\$ 537,719	10%	\$ 6,127,742	\$ 63,692	1%
New Connections (R25)	\$ 620,059	\$ 750,237	\$ 130,178	21%	\$ 1,468,132	\$ 717,895	49%
Other Revenue (R30, R40)	\$ 1,053,977	\$ 1,112,087	\$ 58,109	6%	\$ 940,352	\$ (171,735)	-18%
Potable Water Total	\$ 7,200,367	\$ 7,926,374	\$ 726,006	10%	\$ 8,536,226	\$ 609,852	7%
Recycled Water - Fund 02							
Water Sales & Services (R10, R20)	\$ 476,124	\$ 548,906	\$ 72,782	15%	\$ 535,301	\$ (13,605)	-3%
New Connections (R25)	\$ 72,922	\$ 45,104	\$ (27,818)	-38%	\$ 90,869	\$ 45,765	50%
Other Revenue (R30, R40)	\$ 172,680	\$ 171,344	\$ (1,336)	-1%	\$ 170,617	\$ (727)	0%
Recycled Water Total	\$ 721,726	\$ 765,355	\$ 43,629	6%	\$ 796,787	\$ 31,432	4%
TOTAL REVENUE	\$ 7,922,093	\$ 8,691,728	\$ 769,635	10%	\$ 9,333,013	\$ 641,285	7%
Expenses - Fund 01 and Fund 02 Combined							
Salaries & Benefits (E01)	\$ 2,733,943	\$ 2,810,830	\$ 76,887	3%	\$ 2,912,312	\$ 101,482	3%
Services & Supplies (E03-E80)	\$ 2,335,356	\$ 2,398,105	\$ 62,749	3%	\$ 2,746,154	\$ 348,049	13%
Project Expenses	\$ 859,175	\$ 1,430,892	\$ 571,717	67%	\$ 4,412,000	\$ 2,981,108	68%
Debt Service - Principal	\$ 460,030	\$ 468,579	\$ 8,549	2%	\$ 468,579	\$ -	0%
TOTAL EXPENSES *	\$ 6,388,504	\$ 7,108,407	\$ 719,903	11%	\$ 10,539,045	\$ 3,430,638	33%
NET REVENUE	\$ 1,533,589	\$ 1,583,322	\$ 49,732		\$ (1,206,032)	\$ (2,789,354)	
Period: 07/01/19 - 6/30/20 (12 months)							
Total Revenue	\$ 7,922,093	\$ 8,691,728	\$ 769,635	10%	\$ 9,333,013	\$ 641,285	7%
Total Expenses *	\$ 6,388,504	\$ 7,108,407	\$ 719,903	11%	\$ 10,539,045	\$ 3,430,638	33%
Net Revenue	\$ 1,533,589	\$ 1,583,322	\$ 49,732		\$ (1,206,032)		
Period: 07/01/19 - 5/31/20 (11 months)							
Total Revenue	\$ 6,976,539	\$ 7,652,308	\$ 675,769	10%	\$ 9,333,013	\$ 1,680,705	18%
Total Expenses *	\$ 6,030,495	\$ 6,183,907	\$ 153,411	3%	\$ 10,539,045	\$ 4,355,138	41%
Net Revenue	\$ 946,043	\$ 1,468,401	\$ 522,358		\$ (1,206,032)		

* Expense totals do not include depreciation expense

Budget Status - Revenue



Period: 07/01/19 - 6/30/20

FY Remain: 0%

Fund 01	Potable Water	FY 2019 YTD Actual	FY 2020 YTD Actual	FY 2020 vs. FY 2019	YOY % change	FY 2020 Budget	FY 2020 Remaining Balance	%
R10	Operating Revenue - Water Sales							
01-000-41101	Residential Consumption - SF	\$ 1,972,442	\$ 2,261,670	\$ 289,227	15%	\$ 2,321,579	\$ 59,909	3%
01-000-41102	Residential Consumption - MF	\$ 154,190	\$ 180,248	\$ 26,058	17%	\$ 167,537	\$ (12,711)	-8%
01-000-41103	CII Consumption - Commercial	\$ 1,078,656	\$ 1,009,274	\$ (69,382)	-6%	\$ 1,231,742	\$ 222,468	18%
01-000-41106	CII Consumption - Other	\$ 96,826	\$ 128,751	\$ 31,925	33%	\$ -	\$ (128,751)	
01-000-41105	Irrigation Consumption	\$ 266,317	\$ 385,967	\$ 119,650	45%	\$ 324,929	\$ (61,038)	-19%
01-000-41200	Other - Bulk Water	\$ 36,747	\$ 57,076	\$ 20,329	55%	\$ 16,000	\$ (41,076)	-257%
	R10 Sub Totals:	\$ 3,605,178	\$ 4,022,986	\$ 417,808	12%	\$ 4,061,787	\$ 38,801	1%
R20	Operating Revenue - Water Services							
01-000-41300	Other - Late Penalty	\$ 26,520	\$ 15,980	\$ (10,540)	-40%	\$ 27,260	\$ 11,280	41%
01-000-42100	Standby Basic Meter Charge	\$ 1,831,625	\$ 1,958,322	\$ 126,697	7%	\$ 1,975,029	\$ 16,707	1%
01-000-42121	Standby FP Basic Meter Charge	\$ 51,159	\$ 57,013	\$ 5,854	11%	\$ 50,397	\$ (6,616)	-13%
01-000-43300	Other Operating Revenue	\$ 11,850	\$ 9,750	\$ (2,100)	-18%	\$ 13,269	\$ 3,519	27%
	R20 Sub Totals:	\$ 1,921,153	\$ 2,041,065	\$ 119,912	6%	\$ 2,065,955	\$ 24,890	1%
R25	Operating Revenue - New Connections							
01-000-42101	Other Meter Fee	\$ 9,505	\$ 10,839	\$ 1,334	14%	\$ 12,093	\$ 1,254	10%
01-000-42102	Other Capacity Fee	\$ 597,298	\$ 729,305	\$ 132,007	22%	\$ 1,448,187	\$ 718,882	50%
01-000-42120	Other FP Meter Fee	\$ 4,940	\$ 4,739	\$ (201)	-4%	\$ 4,946	\$ 207	4%
01-000-43100	Other Will Serve	\$ 500	\$ 1,000	\$ 500	100%	\$ 788	\$ (212)	-27%
01-000-43200	Other Dev Proj Review	\$ 7,816	\$ 4,354	\$ (3,462)	-44%	\$ 2,118	\$ (2,236)	-106%
	R25 Sub Totals:	\$ 620,059	\$ 750,237	\$ 130,178	21%	\$ 1,468,132	\$ 717,895	49%
R30	Non-Operating Revenue - Other							
01-000-46000	Property Taxes	\$ 975,085	\$ 945,563	\$ (29,521)	-3%	\$ 920,746	\$ (24,817)	-3%
01-000-47110	Interest & Dividend	\$ 5,080	\$ 23	\$ (5,057)	-100%	\$ 4,869	\$ 4,846	100%
01-000-47120	Interest - LAIF	\$ 15,771	\$ 31,865	\$ 16,094	102%	\$ 11,737	\$ (20,128)	-171%
01-000-47520	Misc. Non-Operating Revenue	\$ 51,652	\$ 110,477	\$ 58,825	114%	\$ 3,000	\$ (107,477)	-3583%
01-000-47530	Unrealized Gain/Loss on Investment	\$ 5,670	\$ 24,159	\$ 18,489	326%	\$ -	\$ (24,159)	
	R30 Sub Totals:	\$ 1,053,257	\$ 1,112,087	\$ 58,829	6%	\$ 940,352	\$ (171,735)	-18%
R40	Non-Operating Revenue - Grants							
01-000-45260	Local Grant - ACWA JPIA	\$ 720	\$ -	\$ (720)	-100%	\$ -	\$ -	
	R40 Sub Totals:	\$ 720	\$ -	\$ (720)	-100%	\$ -	\$ -	
	Fund 01 Revenue:	\$ 7,200,367	\$ 7,926,374	\$ 726,006	10%	\$ 8,536,226	\$ 609,852	7%
	Fund 01 Rev Excl Grants & Cap Contributions	\$ 7,199,647	\$ 7,926,374	\$ 726,726	10%	\$ 8,536,226	\$ 609,852	7%

Budget Status - Revenue



Period: 07/01/19 - 6/30/20

FY Remain: 0%

		FY 2019 YTD Actual	FY 2020 YTD Actual	FY 2020 vs. FY 2019	YOY % change	FY 2020 Budget	FY 2020 Remaining Balance	%
Fund 02	Recycled Water							
R10	Operating Revenue - Water Sales							
02-000-41105	Irrigation Consumption	\$ 428,379	\$ 501,350	\$ 72,971	17%	\$ 465,177	\$ (36,173)	-8%
02-000-41200	Other - Bulk Water	\$ 18,495	\$ 3,876	\$ (14,618)	-79%	\$ 25,000	\$ 21,124	84%
	R10 Sub Totals:	\$ 446,873	\$ 505,226	\$ 58,353	13%	\$ 490,177	\$ (15,049)	-3%
R20	Operating Revenue - Water Services							
02-000-42100	Standby Basic Meter Charge	\$ 29,126	\$ 43,606	\$ 14,480	50%	\$ 45,124	\$ 1,518	3%
02-000-43300	Other Operating Revenue	\$ 125	\$ 75	\$ (50)	-40%	\$ -	\$ (75)	
	R20 Sub Totals:	\$ 29,251	\$ 43,681	\$ 14,430	49%	\$ 45,124	\$ 1,443	3%
R25	Operating Revenue - New Connections							
02-000-42101	Other Meter Fee	\$ 448	\$ 1,125	\$ 677	251%	\$ -	\$ (1,125)	
02-000-42102	Other Capacity Fee	\$ 72,474	\$ 43,979	\$ (28,495)	-39%	\$ 90,869	\$ 46,890	52%
	R25 Sub Totals:	\$ 72,922	\$ 45,104	\$ (27,818)	-38%	\$ 90,869	\$ 45,765	50%
R30	Non-Operating Revenue - Other							
02-000-47110	Interest & Dividend	\$ 9,374	\$ 8,325	\$ (1,049)	-11%	\$ 7,598	\$ (727)	-10%
02-000-47560	Reduction of RW Entitlement	\$ 163,306	\$ 163,019	\$ (287)	0%	\$ 163,019	\$ -	0%
	R30 Sub Totals:	\$ 172,680	\$ 171,344	\$ (1,336)	-1%	\$ 170,617	\$ (727)	0%
	Fund 02 Revenue:	\$ 721,726	\$ 765,355	\$ 43,629	6%	\$ 796,787	\$ 31,432	4%
	Fund 02 Rev Excl Grants & Cap Contributions	\$ 721,726	\$ 765,355	\$ 43,629	6%	\$ 796,787	\$ 31,432	4%
Revenue Totals:		\$ 7,922,093	\$ 8,691,728	\$ 769,635	10%	\$ 9,333,013	\$ 641,285	7%
Revenue Total Excl Grants & Cap Contributions		\$ 7,921,373	\$ 8,691,728	\$ 770,355	10%	\$ 9,333,013	\$ 641,285	7%

Budget Status - Expense



Period: 07/01/19 - 6/30/20

FY Remain: 0%

		FY 2019 YTD Actual	FY 2020 YTD Actual	FY 2020 vs. FY 2019	YOY % change	FY 2020 Budget	FY 2020 Remaining Balance	%
Fund 01 and Fund 02 Combined								
Dept	Administration							
E01	Salaries & Benefits (2.5 FTE)	\$ 516,405	\$ 583,706	\$ 67,301	13%	\$ 571,864	\$ (11,842)	-2%
E03	General & Admin - Services	\$ 317,909	\$ 293,032	\$ (24,876)	-8%	\$ 326,074	\$ 33,042	10%
E05	General & Admin - Supplies	\$ 20,208	\$ 17,406	\$ (2,802)	-14%	\$ 17,550	\$ 144	1%
E10	Source of Supply	\$ 681	\$ 297,013	\$ 296,332	43521%	\$ 381,821	\$ 84,808	22%
	Dept 100 Sub Totals:	\$ 855,203	\$ 1,191,157	\$ 335,954	39%	\$ 1,297,309	\$ 106,152	8%
Dept	Finance/Customer Service							
E01	Salaries & Benefits (4 FTE)	\$ 407,473	\$ 534,373	\$ 126,900	31%	\$ 537,783	\$ 3,410	1%
E03	General & Admin - Services	\$ 111,191	\$ 122,222	\$ 11,031	10%	\$ 205,303	\$ 83,081	40%
E05	General & Admin - Supplies	\$ 3,011	\$ 2,459	\$ (552)	-18%	\$ 9,000	\$ 6,541	73%
E35	Customer Accounts	\$ 111,571	\$ 174,938	\$ 63,366	57%	\$ 180,138	\$ 5,200	3%
E70	Other	\$ 989	\$ 1,174	\$ 185	19%	\$ 1,000	\$ (174)	-17%
E80	Debt Service - Interest	\$ 94,956	\$ 86,262	\$ (8,694)	-9%	\$ 86,358	\$ 96	0%
	Dept 200 Sub Totals:	\$ 729,192	\$ 921,429	\$ 192,236	26%	\$ 1,019,582	\$ 98,153	10%
Dept	Operations							
E01	Salaries & Benefits (11 FTE)	\$ 1,510,764	\$ 1,493,812	\$ (16,952)	-1%	\$ 1,589,424	\$ 95,612	6%
E03	General & Admin - Services	\$ 145,692	\$ 163,525	\$ 17,833	12%	\$ 192,400	\$ 28,875	15%
E05	General & Admin - Supplies	\$ 37,771	\$ 33,915	\$ (3,856)	-10%	\$ 30,500	\$ (3,415)	-11%
E07	General Production	\$ 86,904	\$ 104,553	\$ 17,649	20%	\$ 86,100	\$ (18,453)	-21%
E10	Source of Supply	\$ 99,157	\$ 137,129	\$ 37,973	38%	\$ 130,000	\$ (7,129)	-5%
E15	Pumping	\$ 468,184	\$ 444,667	\$ (23,516)	-5%	\$ 386,930	\$ (57,737)	-15%
E20	Water Treatment	\$ 391,600	\$ 324,958	\$ (66,642)	-17%	\$ 448,000	\$ 123,042	27%
E25	Transmission & Distribution	\$ 95,432	\$ 86,377	\$ (9,055)	-9%	\$ 134,100	\$ 47,723	36%
E35	Conservation	\$ -	\$ -	\$ -	-	\$ 2,000	\$ 2,000	100%
E70	Other	\$ 235,856	\$ 21,619	\$ (214,237)	-91%	\$ -	\$ (21,619)	
	Dept 300 Sub Totals:	\$ 3,071,358	\$ 2,810,555	\$ (260,803)	-8%	\$ 2,999,454	\$ 188,899	6%
Dept	Engineering							
E01	Salaries & Benefits (1 FTE)	\$ 78,877	\$ 91,953	\$ 13,075	17%	\$ 95,241	\$ 3,288	3%
E03	General & Admin - Services	\$ 55,325	\$ 79,051	\$ 23,727	43%	\$ 90,210	\$ 11,159	12%
E05	General & Admin - Supplies	\$ 120	\$ 1,357	\$ 1,237	1031%	\$ 1,000	\$ (357)	-36%
	Dept 400 Sub Totals:	\$ 134,322	\$ 172,361	\$ 38,039	28%	\$ 186,451	\$ 14,090	8%
Dept	WUE/Conservation							
E01	Salaries & Benefits	\$ 103,171	\$ -	\$ (103,171)	-100%	\$ -	\$ -	-
E03	General & Admin - Services	\$ 5,624	\$ -	\$ (5,624)	-100%	\$ -	\$ -	-
E05	General & Admin - Supplies	\$ 31,038	\$ -	\$ (31,038)	-100%	\$ -	\$ -	-
	Dept 500 Sub Totals:	\$ 139,832	\$ -	\$ (139,832)	-100%	\$ -	\$ -	-
Dept	Board of Directors							
E01	Salaries & Benefits (7)	\$ 117,253	\$ 106,986	\$ (10,266)	-9%	\$ 118,000	\$ 11,014	9%
E03	General & Admin - Services	\$ 21,963	\$ 6,447	\$ (15,516)	-71%	\$ 22,820	\$ 16,373	72%
E05	General & Admin - Supplies	\$ 175	\$ -	\$ (175)	-100%	\$ 850	\$ 850	100%
	Dept 900 Sub Totals:	\$ 139,391	\$ 113,433	\$ (25,958)	-19%	\$ 141,670	\$ 28,237	20%

Includes 1.0 FTE Admin Office Assistant
(offset by Non-Operating Revenue)

FY 20 includes W.U.E. Coordinator &
Services/Supplies

Budget Status - Expense



Period: 07/01/19 - 6/30/20

FY Remain: 0%

		FY 2019 YTD Actual	FY 2020 YTD Actual	FY 2020 vs. FY 2019	YOY % change	FY 2020 Budget	FY 2020 Remaining Balance	%
Summary								
E01	Salaries & Benefits	\$ 2,733,943	\$ 2,810,830	\$ 76,887	3%	\$ 2,912,312	\$ 101,482	3%
E03	General & Admin - Services	\$ 657,703	\$ 664,277	\$ 6,574	1%	\$ 836,807	\$ 172,530	21%
E05	General & Admin - Supplies	\$ 92,323	\$ 55,138	\$ (37,186)	-40%	\$ 58,900	\$ 3,763	6%
E07	General Production	\$ 86,904	\$ 104,553	\$ 17,649	20%	\$ 86,100	\$ (18,453)	-21%
E10	Source of Supply	\$ 99,838	\$ 434,142	\$ 334,305	335%	\$ 511,821	\$ 77,679	15%
E15	Pumping	\$ 468,184	\$ 444,667	\$ (23,516)	-5%	\$ 386,930	\$ (57,737)	-15%
E20	Water Treatment	\$ 391,600	\$ 324,958	\$ (66,642)	-17%	\$ 448,000	\$ 123,042	27%
E30	Conservation	\$ -	\$ -	\$ -	-	\$ 2,000	\$ 2,000	100%
E25	Transmission & Distribution	\$ 95,432	\$ 86,377	\$ (9,055)	-9%	\$ 134,100	\$ 47,723	36%
E35	Customer Accounts	\$ 112,561	\$ 174,938	\$ 62,377	55%	\$ 181,138	\$ 5,026	3%
E70	Other	\$ 235,856	\$ 22,793	\$ (213,063)	-90%	\$ -	\$ (21,619)	
E80	Debt Service - Interest	\$ 94,956	\$ 86,262	\$ (8,694)	-9%	\$ 86,358	\$ 96	0%
	Purchase Order Carryover					\$ 14,000		
District Expense Total:		\$ 5,069,299	\$ 5,208,935	\$ 139,636	3%	\$ 5,658,466	\$ 435,531	8%
Fund 01 and 02 Combined								
E01	Salaries & Benefits	\$ 2,733,943	\$ 2,810,830	\$ 76,887	3%	\$ 2,912,312	\$ 101,482	3%
E03-E80	Services & Supplies	\$ 2,335,356	\$ 2,398,105	\$ 62,749	3%	\$ 2,732,154	\$ 334,049	12%
	Purchase Order Carryover					\$ 14,000		
District Expense Total:		\$ 5,069,299	\$ 5,208,935	\$ 139,636	3%	\$ 5,658,466	\$ 435,531	8%

Projects - Expense



Period: 07/01/19 - 6/30/20

FY Remain: 0%

		FY 2020 YTD Actual	FY 2020 Budget	FY 2020 Remaining Balance	%
Fund 01 and Fund 02 Combined					
Project	Description				
C15016	Accounting & UB S/W Replacement	\$ -	\$ 20,000	\$ 20,000	100%
C15021	Purified Recycled Water Recharge	\$ 12,552	\$ 525,000	\$ 512,448	98%
C16023	Orchard Run WTP Improvements	\$ 54,492	\$ 2,200,000	\$ 2,145,508	98%
C16024	Bethany Tank Rehabilitation	\$ 28,366	\$ 200,000	\$ 171,634	86%
M17011	Meter Replacement Program	\$ 198,861	\$ 150,000	\$ (48,861)	-33%
C17011	AMI Technology for Meters	\$ 116,808	\$ 200,000	\$ 83,192	42%
C17018	Specialized Operations Vehicle	\$ 3,650	\$ 230,000	\$ 226,350	98%
C18034	Pressure Regulator - Northridge	\$ 20,794	\$ -	\$ (20,794)	
C18035	Sequoia Tank Rehabilitation	\$ 855,039	\$ 400,000	\$ (455,039)	-114%
C19020	El Pueblo WTP Improvements	\$ 23,184	\$ 100,000	\$ 76,816	77%
C19030	Hacienda Pump Station Improvements	\$ 31,015	\$ 100,000	\$ 68,985	69%
C20010	Main Replacement Program - PW	\$ 1,107	\$ 150,000	\$ 148,893	99%
C20020	Treatment Facility for New Production Well	\$ 16,388	\$ 50,000	\$ 33,612	67%
C20040	Administrative Building Improvements	\$ 68,636	\$ 50,000	\$ (18,636)	-37%
tbd	FY 20 Vehicle Replacement Program	\$ -	\$ 37,000	\$ 37,000	100%
Projects Expense Totals:		\$ 1,430,892	\$ 4,412,000	\$ 2,981,108	68%

Balance Sheet



Fund 01 and Fund 02 Combined

	6/30/19	6/30/20
Assets		
Cash	\$2,981,853	\$4,411,823
Accrued Interest	\$3,002	\$2,549
A/R Customer-Water	\$1,353,694	\$1,583,863
A/R - Other	\$249,961	\$202,505
Interfund Loan Receivable	\$368,440	\$888,040
Inventory	\$211,827	\$232,601
Prepaid Expense	\$68,429	\$66,281
Note Receivable	\$230,792	\$71,393
JPA Investment	\$0	\$332,010
Land & Right-of-ways	\$650,697	\$650,697
Construction-in-progress	\$1,015,160	\$1,858,804
Water Rights / Intangible Assets	\$5,267,833	\$5,267,833
Plant & Equipment	\$37,471,983	\$38,053,522
Depreciation/Amortization	(\$21,672,284)	(\$22,757,538)
Loss on Defeasance of Debt	\$36,171	\$0
Deferred Pension Outflows	\$656,179	\$680,989
Deferred OPEB Liability	\$0	\$153,549
	\$28,893,737	\$31,698,921
Liabilities		
A/P & Accrued Expenses	\$120,988	\$403,685
Accrued Salaries & Wages	\$75,968	\$8,268
Accrued Interest Payable	\$0	\$43,179
Customer Deposits	\$56,200	\$57,210
Interfund Loans	\$368,440	\$888,040
LT Liabilities Due in 1 Yr	\$25,862	\$607,806
Unearned Revenue	\$73,896	\$56,411
Long-term Liabilities	\$10,168,744	\$9,011,708
Deferred Pension Inflows	\$183,523	\$212,281
	\$11,073,621	\$11,288,588
Fund Balance		
Investment in Capital Assets	\$16,700,288	\$16,974,413
Unrestricted Net Position	(\$1,338,284)	\$116,146
	\$15,362,004	\$17,090,559
Total Liabilities and Fund Balance:	\$26,435,625	\$28,379,147
Total Retained Earnings:	\$2,458,112	\$3,319,774
Total Fund Balance and Retained Earnings:	\$17,820,116	\$20,410,333
Total Liabilities, Fund Balance, and Retained Earnings:	\$28,893,737	\$31,698,921

Scotts Valley Water District
AP Check Register
June 2020

Vendor Name	Check Date	Check No.	Check Amount	Description
4X4 AND MORE	6/12/2020	28807	\$ 1,265.77	Vehicle Maint - Suspension Airbags Install - Truck #21
ACWA/JPIA	6/12/2020	28808	\$ 38,332.93	EE and Retiree Benefits - Jul 2020
AFLAC	6/26/2020	28865	\$ 380.18	EE Self-Funded Supplemental Benefits - Jun 2020
AFSCME COUNCIL 57	6/26/2020	28866	\$ 564.33	Union Dues - Jun 2020
AGUIRRE MARY	6/12/2020	28809	\$ 252.00	Customer Rebate - Lawn Replacement
AIRTEC SERVICE	6/26/2020	28867	\$ 972.00	HVAC Service - Replace Fuses & Clean Coils
AM CONSERVATION GROUP INC	6/12/2020	28810	\$ 792.85	WUE Supplies - Showerheads
BADGER METER	6/12/2020	28811	\$ 3,260.07	Cell Charge for PW Meter Reads - May 2020
BADGER METER	6/12/2020	28811	\$ 59.63	Cell Charge for RW Meter Reads - May 2020
BADGER METER	6/26/2020	28868	\$ 9,837.25	AMI Endpoints - Qty: 100
BADGER METER	6/26/2020	28868	\$ 43,670.40	Meter Purchases - Qty: 316
BATTERIES PLUS BULBS #314	6/26/2020	28869	\$ 218.39	Treatment Plant Maint - Generator Battery
BOYNTON MICHAEL J	6/26/2020	28870	\$ 400.00	Fence Repair - Southwood Tank
BRENNTAG PACIFIC INC	6/12/2020	28812	\$ 6,569.86	Water Treatment Chemicals
BUSINESS WITH PLEASURE	6/12/2020	28813	\$ 348.80	OPS Supplies - RW Signage
BUSINESS WITH PLEASURE	6/12/2020	28813	\$ 526.47	Labels for Water Quality Sampling
BUSINESS WITH PLEASURE	6/12/2020	28813	\$ 6.06	Office Supplies - Misc
CITY OF SANTA CRUZ	6/26/2020	28872	\$ 1,953.34	Stream Habitat & Juvenile Salmonid Monitoring - FY2020
CITY OF SCOTTS VALLEY	6/12/2020	28814	\$ 92.98	Bi-Monthly Sewer Service - 2 Civic Ctr
CITY OF SCOTTS VALLEY	6/12/2020	28814	\$ 210.21	Bi-Monthly Treatment Disposal - Well 10
CITY OF SCOTTS VALLEY	6/12/2020	28814	\$ 92.98	Bi-Monthly Sewer Service - El Pueblo
CITY OF SCOTTS VALLEY	6/26/2020	28873	\$ 420.00	Bacti Samples - May 2020
CIVIL CONSULTANTS GROUP INC	6/12/2020	28815	\$ 430.00	SA-170 Plan Review
CIVIL CONSULTANTS GROUP INC	6/12/2020	28815	\$ 1,035.00	Hacienda PS Improvements Task 8: Bid & Construction Phase
CIVIL CONSULTANTS GROUP INC	6/12/2020	28815	\$ 430.00	SA-172 Plan Review
CIVIL CONSULTANTS GROUP INC	6/12/2020	28815	\$ 480.00	General Engineering Services - May 2020
COUNTY OF SANTA CRUZ	6/12/2020	28816	\$ 347.41	Landfill Waste - May 2020
DASSELS PETROLEUM	6/12/2020	28817	\$ 827.75	Vehicle Fuel - May 2020
E&S TRUCKING	6/12/2020	28818	\$ 1,520.00	Orchard Run Wastewater - May 2020
ECOLOGY ACTION OF SANTA CRUZ	6/26/2020	28874	\$ 704.57	Professional Services - Water Conservation Coalition
EUROFINS EATON ANALYTICAL	6/26/2020	28875	\$ 790.00	Lab Testing for Water Quality
FASTENAL COMPANY	6/26/2020	28876	\$ 320.89	OPS Supplies - Misc
FASTENAL COMPANY	6/26/2020	28876	\$ 169.22	Safety Supplies - Masks & Gloves
GAZELEY MARY	6/12/2020	28819	\$ 100.00	Customer Rebate - Toilet
GERBER VERONICA	6/26/2020	28877	\$ 25.00	Customer Rebate - Toilet
GRAINGER	6/26/2020	28878	\$ 540.28	Treatment Plant Maint - Generator/Compressor Supplies
GRAINGER	6/26/2020	28878	\$ 840.20	Treatment Plant Maint - Solenoid Connectors
GRAINGER	6/12/2020	28820	\$ 2,098.34	Tank Maint - Recycle WEV Hardware / Enclosure
GRAINGER	6/12/2020	28820	\$ 157.50	OPS Supplies - Misc
GRAINGER	6/12/2020	28820	\$ 3,399.09	Treatment Plant Maint - Well 10 WTP Pneumatic Controls
GREEN WASTE RECOVERY INC	6/12/2020	28821	\$ 254.53	Trash Service - El Pueblo - May 2020
GRISWOLD INDUSTRIES	6/12/2020	28822	\$ 1,200.53	Main Maint - PRV Station Relief Valve
HAIGHT ROBERT	6/12/2020	28823	\$ 654.10	Retiree Medical - Jun 2020 w/ Corrections
HOFMANN NANCY	6/26/2020	28879	\$ 25.00	Customer Rebate - Toilet
HOSE SHOP	6/12/2020	28824	\$ 423.82	Treatment Plant Maint - Hoses & Adapters
ICON CLOUD SOLUTIONS LLC	6/12/2020	28825	\$ 118.03	Phone Service - OPS - Jun 2020
ICON CLOUD SOLUTIONS LLC	6/12/2020	28825	\$ 334.19	Phone Service - Jun 2020
ICONIX WATERWORKS (US) INC	6/12/2020	28826	\$ 77.60	Small Tools - Pressure Gauge
ICONIX WATERWORKS (US) INC	6/12/2020	28826	\$ 3,543.94	Service Line Maint - Stock
ICONIX WATERWORKS (US) INC	6/26/2020	28880	\$ 2,159.98	Meter Maint - Gaskets & Adapters
ICONIX WATERWORKS (US) INC	6/26/2020	28880	\$ 1,930.27	Sequoia Tank Rehab - Misc Hardware
ICONIX WATERWORKS (US) INC	6/26/2020	28880	\$ 286.06	Tank Maint - RW Tank WEV
ICONIX WATERWORKS (US) INC	6/26/2020	28880	\$ 2,679.86	Treatment Plant Maint - Filter Pump Check Valve Manifold
ICONIX WATERWORKS (US) INC	6/26/2020	28880	\$ 1,411.91	Treatment Plant Maint - Filter Pump Flanges & Hardware
INFOSEND	6/26/2020	28881	\$ 216.61	UB Past Due Printing & Mailing - May 2020
JACKSON LANDSCAPE	6/12/2020	28827	\$ 406.35	Landscape Maint - 2 Civic Ctr - May 2020
KASSIS WILLIAM	6/12/2020	28828	\$ 631.24	Retiree Medical - Jun 2020
KBA DOCUMENT SOLUTIONS LLC	6/26/2020	28882	\$ 193.98	Copier Maint & Printing Costs - Mar 2020
KBA DOCUSYS INC	6/26/2020	28883	\$ 394.18	Copier Lease - Jun 2020
KETELSEN SHANNAN	6/12/2020	28829	\$ 355.20	Customer Rebate - Lawn Replacement
LAW OFFICE OF ROBERT E BOSSO	6/12/2020	28830	\$ 3,000.00	Legal Counsel Services - May 2020
LEECE BRIAN	6/26/2020	28884	\$ 476.50	Customer Rebate - Lawn Replacement
LEWIS DESIGN BUILD	6/26/2020	28885	\$ 15,506.30	Renovate & Repair Comm Room - Site Protection/Demo, Drywall, Flooring & Baseboa
MACE SCOTT	6/12/2020	28832	\$ 338.00	Customer Rebate - Lawn Replacement
MATIASEVICH ROBERT	6/12/2020	28833	\$ 280.87	SA-94 Deposit - Refund Remainder
MESITI-MILLER ENGINEERING INC	6/12/2020	28834	\$ 2,075.70	Sequoia Tank Rehab - Corrosion Repair Design / Testing - May 2020
MESITI-MILLER ENGINEERING INC	6/12/2020	28834	\$ 16,000.90	Sequoia Tank Rehab - Construction Mgmt / Inspection - May 2020
MILLER MAXFIELD INC	6/12/2020	28835	\$ 3,856.25	Communication / Public Outreach Services - May 2020
MISSION UNIFORM SERVICE	6/12/2020	28836	\$ 384.84	Uniform Laundering & Rental Service - May 2020
MONTGOMERY & ASSOCIATES INC	6/26/2020	28886	\$ 4,665.00	New Production Well & WTP Site - Site Evaluation
MONTGOMERY & ASSOCIATES INC	6/26/2020	28886	\$ 6,830.50	New Production Well & WTP Site - Reporting
MONTGOMERY & ASSOCIATES INC	6/26/2020	28886	\$ 380.00	New Production Well & WTP Site - Project Management

Scotts Valley Water District
AP Check Register
June 2020

Vendor Name	Check Date	Check No.	Check Amount	Description
NAPA AUTO PARTS	6/26/2020	28887	\$ 20.50	Small Tools - Tire Pressure Gauge
NAPA AUTO PARTS	6/12/2020	28837	\$ 198.66	Safety Supplies - Masks
NATIONWIDE RETIREMENT SOLUTIONS	6/12/2020	28838	\$ 2,643.48	IRS 457 Plan - Payroll Date 6/5/2020
NATIONWIDE RETIREMENT SOLUTIONS	6/26/2020	28888	\$ 2,643.48	IRS 457 Plan - Payroll Date 6/19/2020
NATURAL ORANGE INC	6/26/2020	28889	\$ 2,468.00	Termite Treatment - 2 Civic Ctr
NORTON PATRICIA	6/12/2020	28839	\$ 33.72	Retiree Dental - Jun 2020
NORTON PATRICIA	6/12/2020	28839	\$ 457.11	Retiree Medical - Jun 2020
NORTON PATRICIA	6/12/2020	28839	\$ 18.56	Retiree Vision - Jun 2020
PACIFIC GAS & ELECTRIC	6/12/2020	28840	\$ 62.72	Electricity - Skypark - May 2020
PERRI CHRISTOPHER	6/12/2020	28841	\$ 1,643.80	Director Medical - Jun 2020
PIED PIPER EXTERMINATORS	6/26/2020	28890	\$ 260.00	Facility Maint - Pest Control @ Pump Buildings
PITNEY BOWES INC	6/12/2020	28842	\$ 259.40	Postage Machine Ink
PLATT ELECTRIC SUPPLY	6/26/2020	28891	\$ 413.27	Admin Building Improvements - Comm Room Hardware
RAKELA JIM	6/12/2020	28843	\$ 3,151.00	Customer Rebate - Lawn Replacement
REBER DANIEL	6/12/2020	28844	\$ 2,163.71	Director Medical - Jun 2020
SANTA CRUZ SIGNS	6/12/2020	28845	\$ 283.90	Vehicle Maint - Decal Install - Truck #14
SANTENS TARA	6/12/2020	28846	\$ 50.00	Customer Rebate - Pressure Regulator
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 265.61	Small Tools - Utility Pump, Tape Measurers, Chisel & Pads
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 50.90	Office Supplies - Paper Towels
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 80.63	Meter Maint - Misc Supplies
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 379.00	Treatment Plant Maint - Generator Supplies
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 18.00	Finance Charge
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 131.30	Treatment Plant Maint - Air Compressor Supplies
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 47.60	Tapping Supplies - Crescent Booster ARV
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 116.97	Treatment Plant Maint - Misc
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 81.35	Safety Supplies - Knee Pads & Sanitizer
SCARBOROUGH LUMBER & BUILDING SUPPLY	6/26/2020	28892	\$ 185.80	OPS Supplies - Spray Bottles, Zipties, Misc
SCHWARTZ STEVE	6/12/2020	28847	\$ 50.00	Customer Rebate - Pressure Regulator
SCOTTS VALLEY BANNER - VALLEY PRESS	6/12/2020	28848	\$ 386.00	SV Banner Ad - Public Notice 5/29
SCOTTS VALLEY SPRINKLER	6/12/2020	28849	\$ 7.83	WUE Supplies - Misc
SCOTTS VALLEY SPRINKLER	6/12/2020	28849	\$ 185.13	Service Line Maint - Stock
SHETTY SACHENDRA	6/12/2020	28850	\$ 100.00	Customer Rebate - Smart Irrigation Controller
SHETTY SACHENDRA	6/12/2020	28850	\$ 25.00	Customer Rebate - Toilet
SHETTY SACHENDRA	6/12/2020	28850	\$ 340.00	Customer Rebate - Lawn Replacement
SOIL CONTROL LAB	6/26/2020	28893	\$ 555.00	Water Quality Testing
SOUTHWEST VALVE LLC	6/12/2020	28852	\$ 1,695.90	Tank Maint - Recycle Tank WEV
STEVENSON LANDSCAPING	6/12/2020	28853	\$ 855.00	Landscaping at Misc Locations - May 2020
STILES RUTH	6/12/2020	28854	\$ 821.90	Director Medical - Jun 2020
SWRCB-DWOPC	6/26/2020	28894	\$ 60.00	D2 Cert Renewal - DeBrito
SYCAL ENGINEERING INC	6/12/2020	28855	\$ 9,080.00	El Pueblo WTP Improvements - Panel Upgrades
SYCAL ENGINEERING INC	6/12/2020	28855	\$ 160.00	Engineering Services for SCADA - May 2020
TANSY MICHAEL	6/12/2020	28856	\$ 3,898.01	SA-3 Deposit - Refund Remainder
TAYLOR TERI	6/12/2020	28857	\$ 100.00	Customer Rebate - Toilet
TOTAL COMPENSATION SYSTEMS INC	6/12/2020	28858	\$ 1,350.00	GASB75 Valuation Services
UNITED SITE SERVICES	6/12/2020	28859	\$ 207.03	Portable Toilet Rental - 229 Mt Hermon - Jun 2020
UNITED SITE SERVICES	6/12/2020	28859	\$ 205.57	Portable Toilet Rental - Orchard Run WTP - Jun 2020
UNITED STATES POSTAL SERVICE	6/12/2020	28860	\$ 2,000.00	Refill Postage Meter
UNIVERSAL BUILDING SERVICES	6/12/2020	28861	\$ 473.00	Janitorial Service - 2 Civic Ctr - May 2020
UNIVERSAL BUILDING SERVICES	6/12/2020	28861	\$ 142.03	Bathroom Supplies - OPS
UNIVERSAL BUILDING SERVICES	6/12/2020	28861	\$ 385.00	Janitorial Service - El Pueblo - May 2020
USABLUEBOOK	6/12/2020	28862	\$ 1,039.11	Treatment Plant Maint - Corp Stop & Injection Quills
USABLUEBOOK	6/12/2020	28862	\$ 127.04	Safety Supplies - Sanitizer
USABLUEBOOK	6/12/2020	28862	\$ 511.46	Water Sampling Supplies
VALERO MARKETING & SUPPLY CO	6/12/2020	28863	\$ 40.74	Vehicle Fuel - May 2020
VERIZON WIRELESS	6/26/2020	28895	\$ 311.84	Cell Phones / Tablets - Jun 2020
WATER SYSTEMS CONSULTING INC	6/26/2020	28896	\$ 2,362.50	Capital Improvement Plan - Re-Calibrate Hydraulic Model
WATER SYSTEMS CONSULTING INC	6/26/2020	28896	\$ 247.50	Capital Improvement Plan - Project Management
WATER SYSTEMS CONSULTING INC	6/26/2020	28896	\$ 4,572.50	Capital Improvement Plan - Hydraulic & Operational Analysis
WATER SYSTEMS CONSULTING INC	6/26/2020	28896	\$ 852.50	Capital Improvement Plan - Water System CIP
WATT JOHN	6/26/2020	28897	\$ 50.00	Customer Rebate - Toilets
WEINGORD JERRY	6/12/2020	28864	\$ 1,316.00	Customer Rebate - Lawn Replacement / Low Volume Irrigation
			\$ 248,176.05	

Scotts Valley Water District
 AP Check Register
 June 2020

Vendor Name	Check Date	Check No.	Check Amount	Description
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Legend:

Abbreviation:	Meaning:
PW	Potable Water
RW	Recycled Water
WW	Waste Water
WTP	Water Treatment Plant
EE	Employee
ER	Employer
CO	Change Order
TO	Task Order
SA	Service Application
FY	Fiscal Year
OPS	Operations
Eng	Engineering
Adm	Administration
Fin	Finance
WUE	Water Use Efficiency
ENR	Engineering News Record
ACWA	Association of California Water Agencies
LID	Low Impact Development
UB	Utility Billing
AMI	Advanced Metering Infrastructure
PS	Pump Station

Scotts Valley Water District

Investment Summary

As of 6/30/2020

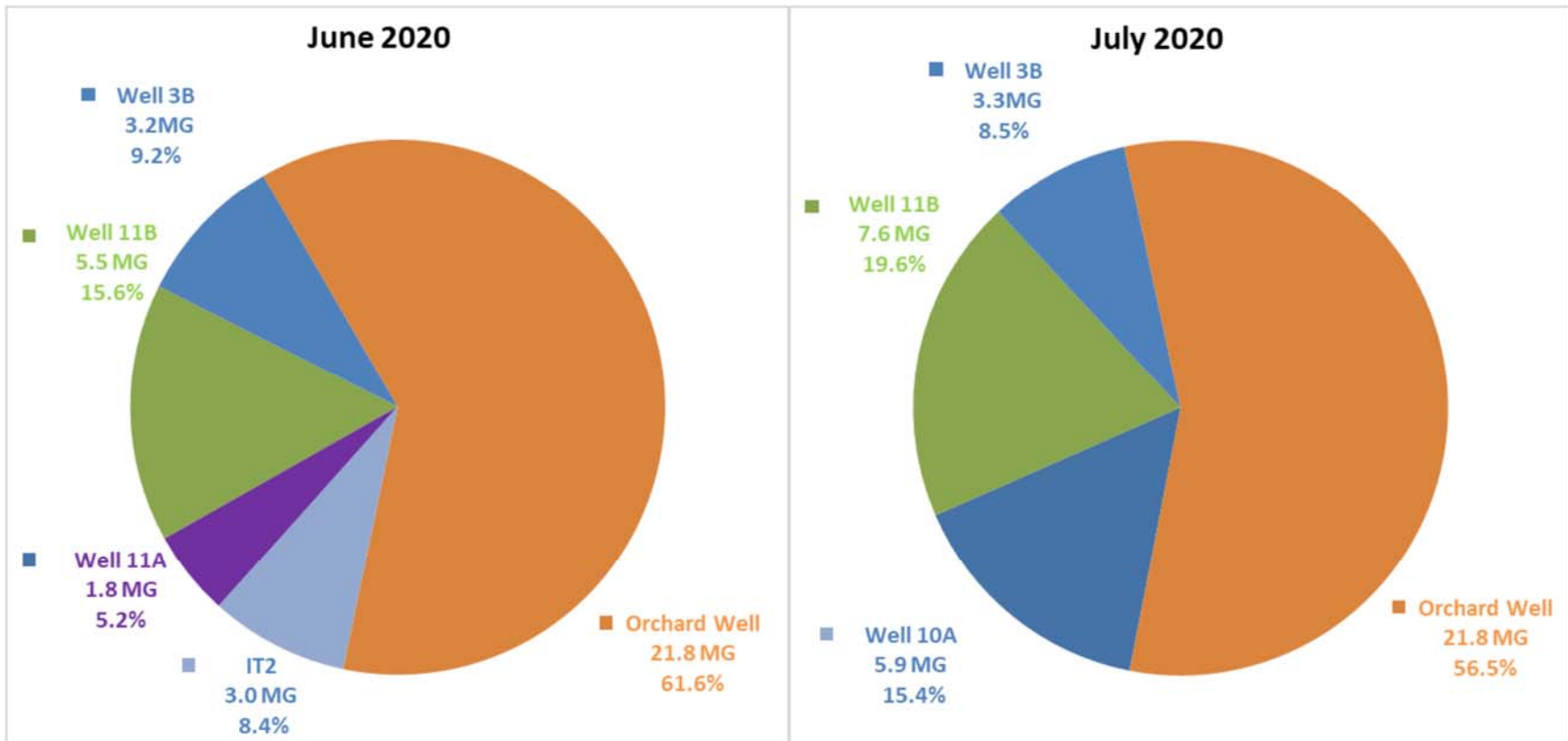
Institution	Investment	CUSIP	Purchased	Maturity	Purchase \$	Rate		Balance as of:		Market Value
						3/31/2020	6/30/2020	3/31/2020	6/30/2020	6/30/2020
Unrestricted Funds:										
LAIF	Local Agency Investment Fund		various			2.030%	1.360%	\$ 3,380,097	\$ 3,205,987	\$ 3,221,737
WFB	Checking - General		various			0.03%	0.03%	\$ 8,584	\$ 9,575	\$ 9,575
WFB	Checking - Payroll		various			0.03%	0.03%	\$ 9,265	\$ 5,304	\$ 5,304
WFB	Checking - Revenue		various			0.00%	0.00%	\$ 761,150	\$ 565,715	\$ 565,715
Subtotal for Unrestricted Funds:								\$ 4,159,096	\$ 3,786,581	\$ 3,802,331

Weighted Average Yield

1.15%

The current investments comply with the requirements of the Investment Policy (P200-14-1)
Sufficient cash is available to meet expected expenditure requirements for the next six months.

Well Production

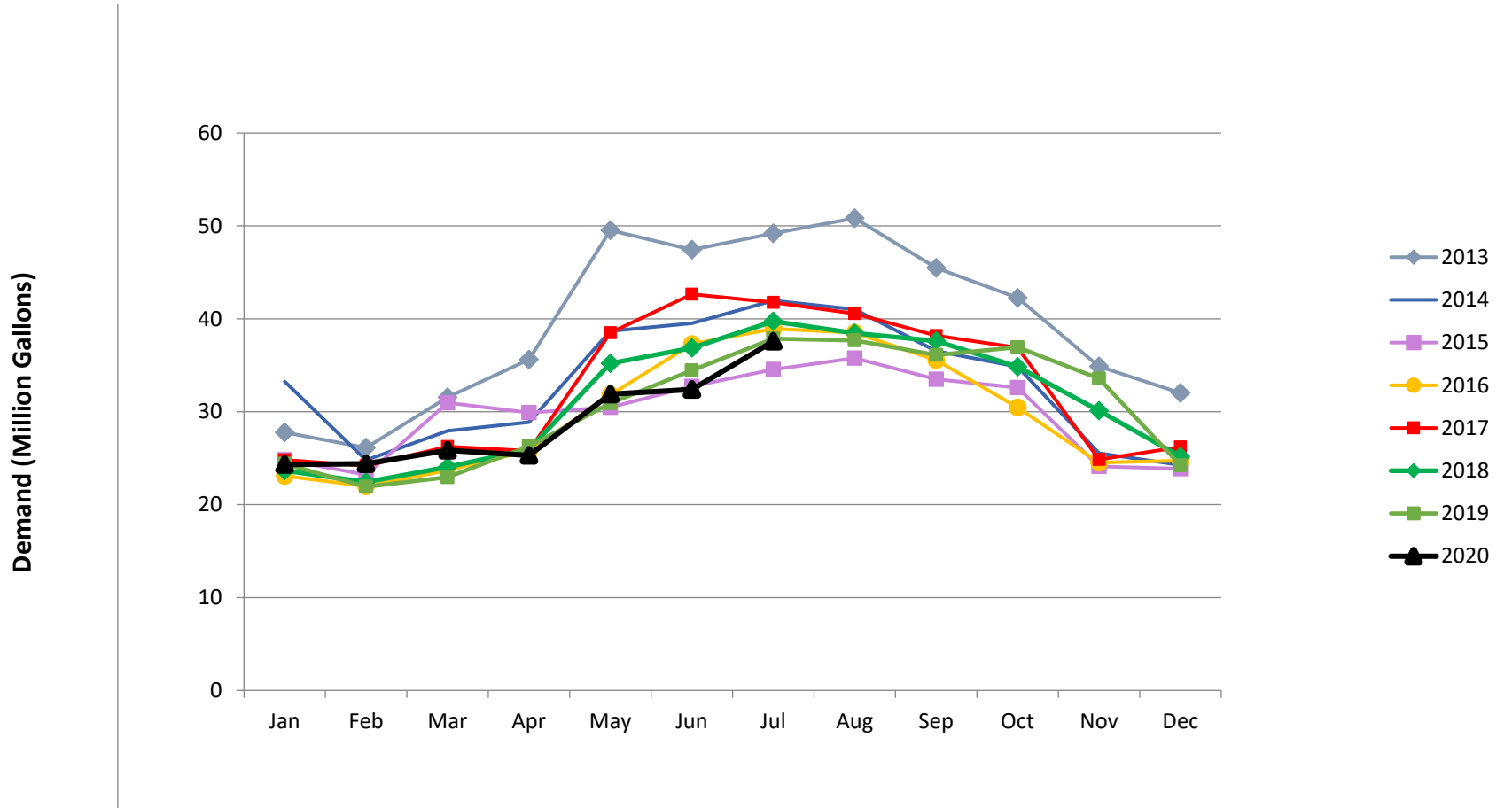


Total Production (Million Gallons)

June 2020	35.3 MG	7.86% increase from May
July 2020	38.6 MG	9.35% increase from June

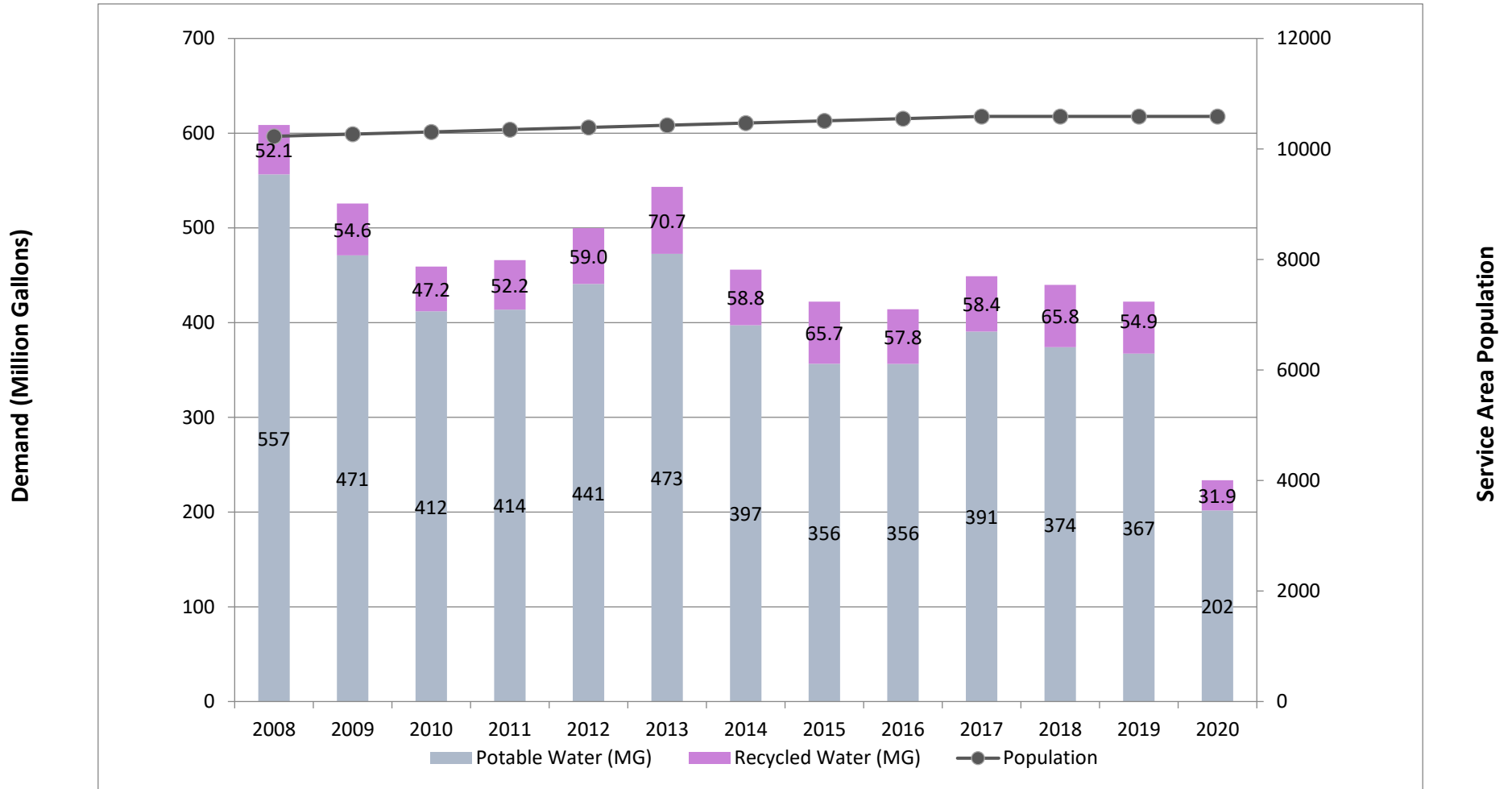
Production is Water Pumped +/- Water used for Well Maintenance Activities

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												
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Average
Jan.	27,190,550	23,129,510	31,165,560	27,764,580	33,252,872	24,822,615	23,085,736	24,789,618	23,674,051	24,389,215	24,319,853	26,144,015
Feb.	24,924,790	25,004,280	26,813,840	26,124,132	24,779,862	23,217,640	21,968,896	23,490,314	22,427,754	21,923,206	24,401,667	24,097,853
March	28,930,820	26,079,310	29,752,014	31,559,240	27,946,154	30,953,420	23,910,892	25,837,232	24,042,592	22,948,490	25,855,924	27,074,190
April	27,503,270	30,993,238	29,234,622	35,621,370	28,875,831	29,909,260	28,400,861	25,447,561	25,967,700	26,263,989	25,297,107	28,501,346
May	37,704,720	40,456,736	43,581,989	49,525,756	38,675,936	30,478,823	31,995,591	38,043,826	35,200,764	30,913,334	31,885,131	37,132,964
June	47,344,250	38,237,371	46,553,850	47,432,970	39,525,236	32,726,825	36,842,416	42,310,983	36,867,578	34,451,160	32,393,746	39,516,944
July	49,625,170	46,417,190	48,634,940	49,192,762	41,957,386	34,544,613	38,892,200	41,757,891	39,728,472	37,857,926	37,576,237	42,380,435
Aug.	49,668,620	45,665,550	48,939,190	50,820,800	41,020,790	35,765,167	38,541,952	40,076,059	38,756,447	37,674,398	-	42,692,897
Sept.	46,781,040	43,700,350	42,936,210	45,489,360	36,533,116	33,498,030	35,653,167	38,190,535	37,610,582	36,106,611	-	39,649,900
Oct.	37,889,760	34,771,130	37,982,466	42,248,672	34,840,142	32,589,534	30,517,556	36,888,905	34,839,533	36,940,583	-	35,950,828
Nov.	18,604,914	28,853,908	28,714,236	34,868,300	25,524,197	24,110,286	24,338,656	24,864,436	30,112,415	33,566,905	-	27,355,825
Dec.	15,762,610	30,451,180	26,428,050	32,013,140	24,261,522	23,866,862	24,379,124	26,194,926	25,169,209	24,225,007	-	25,275,163
Total	471,060,380	411,930,514	413,759,753	440,736,967	472,661,082	397,193,044	356,483,075	358,527,047	387,892,285	374,399,297	201,729,665	450,161,099

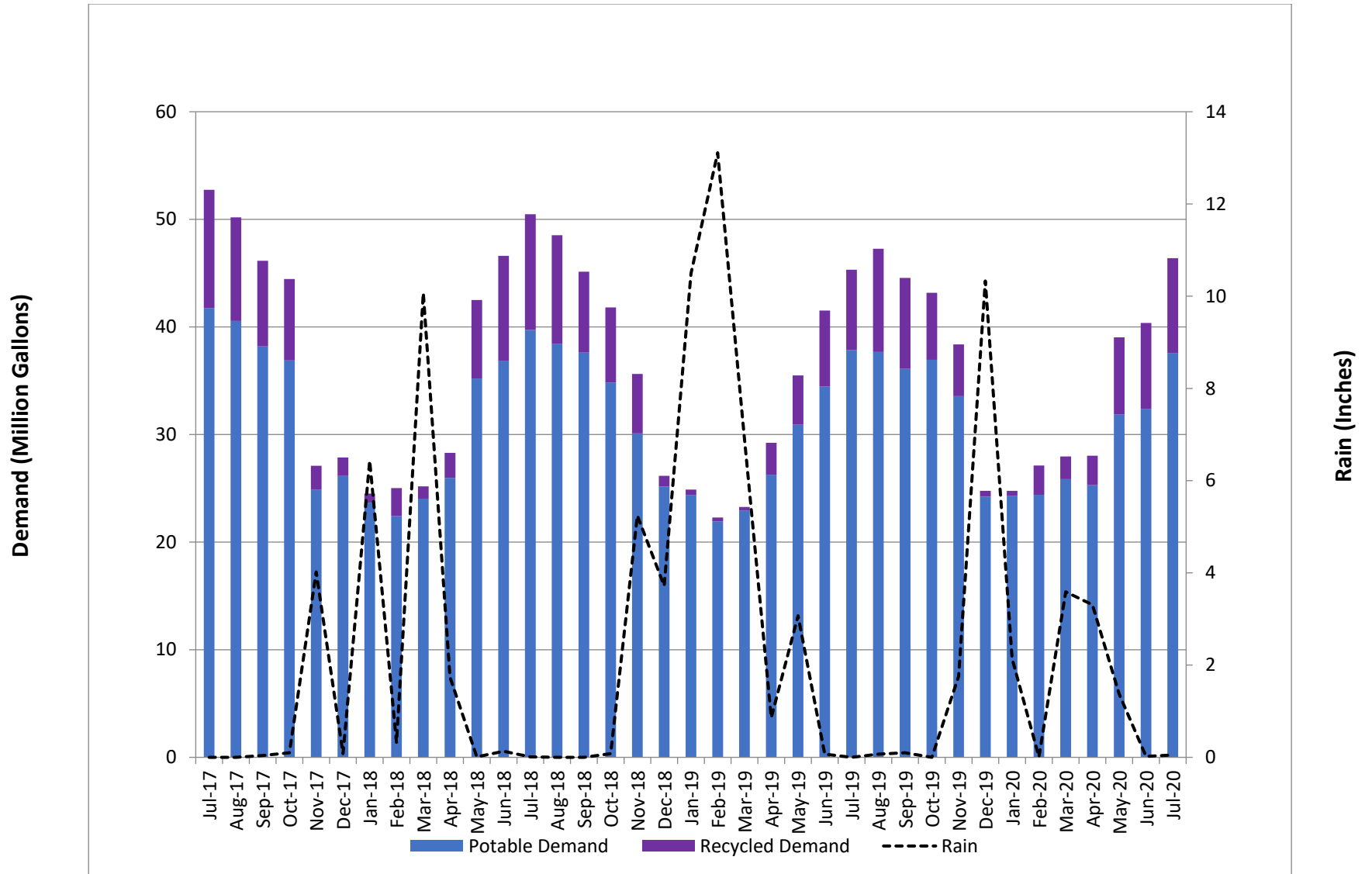
Recycled												
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Average
Jan.	62,000	496,000	2,139,000	620,000	3,019,613	635,420	862,984	156,267	838,172	493,100	450,147	888,428
Feb.	0	1,120,000	2,352,000	2,268,000	1,248,862	1,545,957	1,813,868	94,521	2,589,717	366,055	2,714,767	1,464,886
March	620,000	620,000	1,054,000	2,723,665	1,579,882	4,231,231	972,360	544,666	1,141,831	322,464	2,109,739	1,447,258
April	570,000	3,450,000	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	2,995,143
May	5,301,000	6,448,000	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	7,071,575
June	8,250,000	6,150,000	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	8,509,400
July	10,013,000	4,936,000	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	9,512,693
Aug.	8,680,000	9,207,000	10,199,000	9,875,446	8,542,111	10,471,389	8,767,020	9,618,897	10,078,073	9,594,307	-	9,503,324
Sept.	8,070,000	8,610,000	7,680,000	8,288,391	6,176,224	9,092,727	8,287,511	7,957,562	7,522,571	8,451,961	-	8,013,695
Oct.	4,681,000	4,185,000	4,960,000	6,537,840	5,282,253	7,233,408	3,956,097	7,557,695	6,967,548	6,228,883	-	5,758,972
Nov.	570,000	1,740,000	1,920,000	4,029,769	1,131,988	2,817,778	1,053,779	2,234,592	5,514,338	4,805,871	-	2,581,812
Dec.	403,000	2,201,000	341,000	2,453,395	236,228	1,119,017	529,158	1,670,966	994,336	544,650	-	1,049,275
Total	51,635,000	47,220,000	49,163,000	58,988,000	70,678,335	58,836,264	65,978,129	58,014,734	58,378,757	65,770,410	31,936,285	56,054,447

Demand is Production +/- the Change in Storage

*Potable Water Addition to Recycled Water System:

Feb. 2020 = 2,402,174
 Mar. 2020 = 1,651,680
 April 2020 = 0
 May 2020 = 347,000
 June 2020 = 0
 July 2020 = 52,000

Potable and Recycled Water Demand vs. Rainfall



Demand is Production +/- the Change in Storage

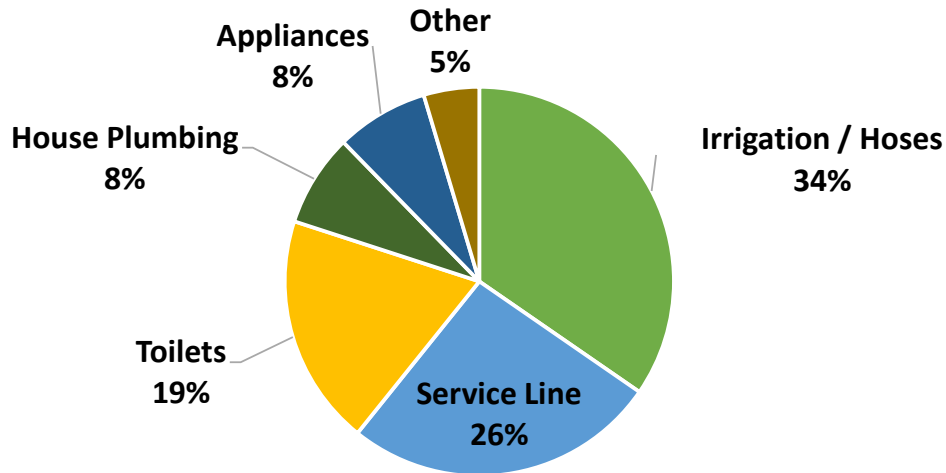
Rainfall
El Pueblo Weather Station

	WATER YEAR	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	TOTAL	% of Ave
High Year	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	168%
	1982-83	5.35	10.50	7.74	13.90	18.00	19.90	7.80	0.98	0.00	0.00	0.17	1.91	86.25	205%
	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	82%
	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	83%
	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	138%
	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	55%
	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	56%
	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	73%
	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	49%
	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	63%
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	80%	
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	119%	
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	66%	
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	139%	
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	112%	
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	113%	
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	151%	
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	96%	
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	117%	
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	80%	
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	98%	
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	101%	
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	90%	
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	136%	
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	150%	
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	54%	
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	79%	
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	80%	
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	110%	
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	138%	
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	77%	
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	76%	
Low Year	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	48%
	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	69%
	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	101%
	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	190%
	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	57%
	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	104%
	2019-20	0.00	1.76	8.57	2.14	0.01	3.59	3.31	1.37	0.02	0.05	-	-	20.82	49%
Cumulative 2019-2020		0.00	1.76	10.33	12.47	12.48	16.07	19.38	20.75	20.77	20.82	-	-		
Monthly Average 1981-2019		1.97	4.91	7.96	8.43	8.29	6.58	2.48	0.99	0.25	0.01	0.04	0.27	42.18	
Cumulative Ave 1981-2019		1.97	6.88	14.84	23.28	31.57	38.15	40.62	41.61	41.86	41.87	41.91	42.18	42.18	

Leak Adjustment Program Report FY 2020

	RES Requests	CII Requests	Approved	Denied	Appeals	Reason Denied	Total Adjust Credit	Total Excess Use (gallons)
JUL	1	1	2	0	0		\$774	71,847
AUG	9	0	8	1	0	< 5 years since last adjustment	\$4,889	324,089
SEPT	20	5	23	2	0	< 5 years since last adjustment	\$6,197	443,527
OCT	6	1	6	1	0	< 5 years since last adjustment	\$2,320	190,767
NOV	11	0	10	1	0	< 5 years since last adjustment	\$4,143	275,777
DEC	29	1	23	4	1	< 5 yrs(2), no repair(1), no inc.(1)	\$11,828	842,502
JAN	6	1	7	0	0		\$1,745	128,201
FEB	10	0	8	2	0	< 5 years since last adjustment	\$3,626	203,698
MAR	8	0	8	0	1		\$2,486	186,709
APR	8	1	9	0	2		\$4,796	353,025
MAY	6	0	6	0	0		\$2,295	165,614
JUN	5	0	4	1	1	< 5 years since last adjustment	\$1,807	134,174
Total	119	10	114	12	5		\$46,906	3,319,930

Sources of Leaks



Scotts Valley Water District
COVID-19 PANDEMIC: SOCIAL DISTANCING, SANITATION AND SAFETY PROTOCOLS
Revised JULY 2020

As Scotts Valley Water District reopens its office to public, the COVID-19 Pandemic Social Distancing, Sanitation and Safety Protocols have been revised in order to provide a safe low risk environment for our customers and employees.

Face Coverings:

In compliance with the California Department of Public Health mandate, a face covering must be worn by anyone entering the District office. A face covering (mask) will cover the nose and mouth and can be secured to the head or wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen and can be factory-made, sewn by hand or improvised from household items.

In additions, staff is required to wear a mask while:

- interacting in-person with any member of the public;
- working in any space visited by the public, regardless of whether anyone is present at the time;
- working in or walking through common areas such as hallways, stairways, and parking facilities;
- in any room or enclosed area where other people are present and unable to physically distance;
- while performing work off-site;
- when outdoors in public spaces when maintaining a physical distance of 6 feet is not feasible.

Signage:

The District office has signage informing anyone entering the building that masks are required; only one person is allowed in the lobby at a time and should not enter if they have a fever/chills, cough, loss of taste/smell, difficulty breathing, headache/fatigue, nausea/vomiting, body aches, runny/stuffy nose or diarrhea.

Operations facilities including the El Pueblo Yard are secured and not open to public access. Only essential deliveries are accepted by select suppliers such as treatment chemicals and supplies. Delivery personnel have been informed that they should not enter the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

Measures to Protect Employee Health:

The following measures have been deployed to ensure employee safety and combat the spread of COVID-19:

- Protective sneeze guard barriers have been installed at the Customer Service and Engineering counters.
- All employees have been instructed not to come to work if sick.
- All employees have been instructed to perform a self-screening including a temperature check and symptom check prior to arriving for each workday as detailed in Appendix A.
- All occupied desks or workstations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas (hard surfaces, e.g: switches, security keypads, fixtures, doorknobs, kitchen appliance handles, etc.) are being disinfected frequently, on the following schedule

Break Rooms:

Civic Center - throughout the day after use by on-site employees

El Pueblo - throughout the day after use by on-site employees

Scotts Valley Water District
COVID-19 PANDEMIC: SOCIAL DISTANCING, SANITATION AND SAFETY PROTOCOLS
Revised JULY 2020

Rest Rooms:

Civic Center - throughout the day after use by on-site employees

El Pueblo - throughout the day after use by on-site employees

Conference Rooms:

Civic Center – after the use by the employee who has occupied the room

- Disinfectant and related supplies are available to all employees at the following location(s):
Soap and water are available to all employees at the following location(s): Civic Center office bathrooms and breakroom; El Pueblo office bathrooms and breakroom
- Gloves are available and in use by employees collecting drop-box payments and mail.
- Office employees wear masks/facial coverings when in common area and when coming in close proximity with customers or other employees.
- Operations employees when working outside of individual vehicles wear masks/facial covering.
- Operations employees when necessary to work together closely at a job site wear N95 masks and gloves.
- Other measures: Outside cleaning services are continuing to provide general cleaning, with a directed focus on disinfection and mitigating spread of infection.

Measures to Prevent Crowds from Gathering:

- Santa Margarita Community Room continues to be closed for public access.
- Public meetings are conducted electronically, using remote access.
- Operations employees deploy to vehicles rather than gathering in office at the beginning of each day.
- Managers and Supervisors are conducting remote access meetings with employees as practicable.

Measures to Keep People at Least Six Feet Apart:

- Signs are posted on the public entrance requiring masks and allowing only one person to enter at a time.
- Employees are instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept, transfer or deliver items, goods or services, or as otherwise necessary.
- Operations employees are using individual vehicles with only one person in a vehicle at all times.

Measures to Prevent Unnecessary Contact:

- PAX S500 countertop payment terminals have been installed at customer service counter to offer a contactless payment experience for customers.
- Customers are provided information and encouraged to use contactless services: online, phone and mail in payments; online information and applications; customer service inquiries by phone and email.

Measures to Increase Sanitization:

- Disinfecting products that are effective against COVID-19 have been distributed within each Division and available in common areas.

Scotts Valley Water District
COVID-19 PANDEMIC: SOCIAL DISTANCING, SANITATION AND SAFETY PROTOCOLS
Revised JULY 2020

- On-site employees are assigned to disinfect high-touch areas regularly and outside cleaning service has been directed to focus on disinfection cleaning practices and mitigating potential spread of infection.
- Soap and water, hand sanitizer, and effective disinfectant products are available to employees at all facilities.
- Incoming mail including drop box payments and deliveries are being quarantined for 24 hours.
- Disinfecting all high-contact surfaces frequently.
- Disinfecting all vehicles after each use.
- Frequent disinfection of personal communications devices and technology tools (e.g: radios, laptops, tablets, cell phones, etc.) and daily at the end of shift.

Notification:

Copies of this Protocol have been distributed to all employees. You may contact the following person with any questions or comments about this protocol:

Name: Piret Harmon, General Manager. **Phone number:** (831) 600-1902 **Email:** pharmon@svwd.org

Scotts Valley Water District
SOCIAL DISTANCING, SANITATION AND SAFETY PROTOCOLS – COVID-19 PANDEMIC
Revised JULY 2020

Appendix A: SELF SCREENING GUIDELINES

The screening guidelines provide employees with instruction on how to perform a health check prior to leaving home for each workday. It is not intended for employees that are confirmed to be infected with COVID-19. The screening should take no more than 1-3 minutes to complete.

1. Before reporting to work, all employees complete the following daily activities:

A. Take their temperature using the digital thermometer provided by the District.

- Do not eat or drink anything hot or cold 10 minutes before taking your temperature.
- Clean the pointed end (probe) with soap and warm water or rubbing alcohol and rinse with cool water.
- With your mouth open, put the covered tip under your tongue.
- Close your lips gently around the thermometer.
- Keep the thermometer under your tongue until the digital thermometer beeps.
- Remove the thermometer when numbers show up in the "window"

B. If employee has a fever of greater than 100.4° and has any of the symptoms below, they must notify their supervisor, stay home and contact a medical provider for additional diagnosis and treatment.

- | | | |
|--|---|--|
| <input type="checkbox"/> chills | <input type="checkbox"/> difficulty breathing | <input type="checkbox"/> body aches |
| <input type="checkbox"/> cough | <input type="checkbox"/> headache/fatigue | <input type="checkbox"/> runny/stuffy nose |
| <input type="checkbox"/> loss of taste/smell | <input type="checkbox"/> nausea/vomiting | <input type="checkbox"/> diarrhea |

The employee must provide medical clearance from a medical provider in order to return to work.

2. Employee who is caring for someone who is ill

If an employee has a family member at home with a fever and any on the symptoms listed above they must notify their supervisor, stay home and contact a medical provider for additional diagnosis and treatment. The employee can return to work when a medical provider advises them that it is safe to do so.



July 31, 2020

Piret Harmon - pharmon@svwd.org
Donna Paul - dpaul@svwd.org
Scotts Valley Water District

RE: ACWA JPIA 2020 Wellness Grant

Dear Piret and Donna,

Congratulations! The 2020 Wellness Grant Application for Scotts Valley Water District has been approved in the amount of \$510. Due to an overwhelming response this year, it was necessary for us to reduce the 2020 amounts awarded to 85% of the amount requested. We will send a check directly to Scotts Valley Water District within the next 30 days.

Please follow the guidelines below to ensure proper use and documentation of wellness grant funds.

- Please save your receipts for your purchases. Once you have used all of the funds, submit them to the JPIA at jrech@acwajpia.com. All funds must be used by **June 30, 2021**.
- If you are interested in engaging a speaker from Anthem Blue Cross for your wellness program, please let me know and I will put you in touch with the appropriate contact at Anthem. You will pay the speaker directly using your wellness funds.
- Safety equipment, services, and training are not considered eligible wellness grant expenses. However, wellness grant funds may be used to purchase face masks/coverings for employees to help stop the spread of COVID-19. This does not include masks and respirators used by field employees that are required by OSHA for work safety.
- Teambuilding events, luncheons or food for staff will only be considered a reimbursable wellness grant expense if food or luncheon is composed of healthy food choices, and/or has a wellness component (e.g. a wellness speaker or wellness activity).

If you have any questions regarding your grant please contact me at (916) 474-1773. Thank you for your participation.

A handwritten signature in black ink, appearing to read 'Jackie Rech'.

Jackie Rech
Employee Benefits Account Manager



Annual report shows District water quality meets all State and Federal standards

The District's annual Consumer Confidence Report on water quality is [now available online](#).

The report shows that last year, as in years past, the District's water met all State and Federal primary drinking water standards. The report contains information about both source water quality and treated water quality. It also explains how the water is treated and tested to ensure that it is always safe and refreshing to drink.

Plant of the Month: Penstemon

Watch for our new Plant of the Month feature. We will be sharing recommendations on low-water-use, non-invasive plants and flowers that can make your space look great without a lot of work.

Our first plant is [Penstemon](#). Looking for a way to attract more hummingbirds to your yard? Penstemon is colorful way to attract those pollinators and it produces beautiful blooms to accent any garden.

Photo credits: @wildflowersofnm and @damosbeesandflora





Scotts Valley Water District office reopens!

The District office has reopened for those who need to conduct business that cannot be [completed online](#) or by phone. If you visit the office, please maintain a 6-foot distance and wear a face mask. Do not come in if you are feeling sick or having symptoms.

The office is at 2 Civic Center Drive. Hours are 8 am to 5 pm Monday to Friday. Call (831) 438-2363 with questions. Also, the office will be closed every other Friday this summer beginning July 10.

Meeting recap: SMGWA board discusses goals for groundwater levels

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

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

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

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

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

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

The SMGWA board also reviewed the most-current version of the statement of significant and unreasonable for chronic lowering of groundwater levels: “Significant

& unreasonable chronic lowering of groundwater levels occurs if lowered levels materially impair groundwater supply or cause undue financial burden for a significant number of the Basin’s beneficial users or uses.”

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

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

The next SMGWA Board of Directors meeting will be held Thursday, July 23 at 5:30 p.m. [More information.](#)

The Path to a Groundwater Sustainability Plan (GSP)

2016 MAR Establishment of SMGB Boundaries	2017 JUN Creation of the Joint Powers Authority	2017 JUL Appointment of Private Well Owners to the Board	2017 DEC Adoption of Bylaws and Code of Conduct	2018 APR \$1M Dept of Water Resources Matching Grant	2019 JAN Adoption of Guiding Principles	2019 JAN Beginning of Understanding Our Water Education Series	2019 MAR Hiring of GSP Development Consultant	2019 AUG Beginning of Public Santa Margarita Basin Tours
WE ARE HERE								
1 Development of GSP Section 1 Draft: Introduction	2 Development of GSP Section 2 Draft: Basin Setting	3 Development of GSP Section 3 Draft: Sustainability Measures	4 Development of GSP Section 4 Draft: Projects	5 Development of GSP Section 5 Draft: Implementation Plan	 Completion of Communication & Engagement Plan Subsection Draft	 Completion of Draft GSP	 Public Review of GSP	 Deadline for GSP Submission 2022 JAN

SANTA MARGARITA
Groundwater Agency

Groundwater sustainability is all our responsibility
smgwa.org

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Scotts Valley, Ca 95066 [Add us to your address book](#)

Scotts Valley Water District

Q & A With Piret Harmon About How COVID-19 Has, and Is, Affecting Business

By Erin K. Allhouse

The Scotts Valley Water District is an essential business, so it hasn't shut down through the COVID-19 pandemic, but commercial water use declined by 40 percent during Shelter In Place. How does that affect the operating budget?

Commercial sector makes up a relatively small portion of our customer base. We are projecting a \$140,000 revenue loss in this year (FY 2020, ending 6/30) and approximately \$330,000 in the next fiscal year. The District has rate stabilization reserves that we typically tap in case of revenue shortfall during droughts. These reserves will be used to balance our budget.

Have you had to cut hours for employees? Layoffs?

The District has not had to cut hours or reduce the workforce.

How many customers are having trouble paying their bills? Is that an issue?

We have seen a little uptick in delinquencies but not certain how much of this is contributed to the economic hardship related to Covid-19. It might be partially due to the fact that a good measure of customers rely on past due notices to pay their bills and because we temporarily suspended late fees and service disconnects, they are not receiving their usual "signal".

The District has a Rate Assistance Program that is available to eligible customers and we are also offering payment

plans. Only less than 20 customers are currently utilizing these offerings.

Are some employees working from home for their own safety?

No employees are working from home the type of work that most of us do, does not lend itself very well for conducting it remotely. The customer service lobby has been closed since mid-March and the District offers many online services. We have strict and thorough processes to

ensure the health and safety of employees and customers

Did you put projects on hold until revenue rebounds?

The "life cycle" of a typical water infrastructure project is quite long and it is impractical and often impossible to deploy stop-restart tactics. The District uses strategic planning tools and 5-year capital projects cycle that relies on pay-go funding (from current year revenue) as well as repair & replacement reserves and debt issuance when appropriate.

Any idea when revenue will rebound?

We anticipate some impacts to last through next fiscal year (July 2020 - June 2021). Although this global health and economic crisis was totally unpredictable, California water agencies are accustomed and therefore somewhat prepared to frequent variability of the climate conditions that is always accompanied by demand fluctuations and revenue variability.



SCOTTS VALLEY
WATER DISTRICT



What changes have you made due to COVID-19?

We temporarily suspended activities requiring direct customer contact and will implement appropriate protective measures when reactivate them. The District swiftly transitioned all meeting, including Board meetings, to virtual format and is planning to continue with digital Board meetings after the Covid-19 restrictions are lifted. Internally, we have set in place detailed procedures to ensure the health and safety of employees.

How do you comply with the social distancing requirement for customers in your office?

The office lobby has been closed since mid-March. We are planning to open it on July 6 and are making sure that all relevant and necessary safety measures are in place: 6ft distance, masks, hand sanitizer etc.

Have visits to the office dropped?

Having the in-person service temporarily suspended has allowed the District to promote the online services and solutions: start/stop service, bill payment, rebate application and usage tracking.

SV Water is using software from a 2009 SF startup with \$13 million called WaterSmart Software to help customers understand and manage their water use.

Why this software?

WaterSmart customer engagement portal is only one (the last) component of a complex system and enables the customers to view, manage and understand their water use. The District evaluated several vendors and choose WaterSmart as the best fit considering the

features, functionality, ease of use, and administrative structure.

The main elements of the Advanced Metering Infrastructure (AMI) are Orion Cellular LTE endpoints that are connected to the water meter in the existing meter boxes, capture readings and communicate with the encoder.

Did you consider the 2015 Santa Cruz startup Buoy Labs to help people manage household water use?

Buoy Labs offers a stand-alone add-on solution for those people who want to understand their indoor water use on more granular level. It requires installing an additional meter and connecting it to the local wifi network. It is more costly and from a water system perspective offers less value to the District.

What's the expected payback with WaterSmart? Months/years for the cost of software to start generating savings?

When might there be enough data to say how well it is working?

As mentioned earlier, WaterSmart is only the last layer of enabling the customers to manage their water use. The foundational component (i-Meter network) is much larger investment than the customer engagement portal that costs about \$2.50 per customer per year. It has already paid off by allowing the District and the customers to detect leaks much quicker (within 24 hrs vs 60 days).

In fiscal year 2019 the total amount of water lost through leaks tracked by Leak Adjustment Program was 7 million gallons. In fiscal year 2020, the same number is projected to be about half of that or 3.5 million gallons.

