



SCOTTS VALLEY WATER DISTRICT

AGENDA PACKET

REGULAR BOARD MEETING

11/09/23 at 6:00 p.m.

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

This meeting is conducted in a hybrid setting.

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

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

BOARD OF DIRECTORS

Chris Perri, President

Wade Leishman, Vice President

Bill Ekwall, Director

Danny Reber, Director

Ruth Stiles, Director

David McNair, General Manager

Water Industry Acronyms

AF – Acre Foot

AFY – Acre Foot per Year

ACWA – Association of California Water Agencies

ACWA JPIA – ACWA Joint Powers Insurance Authority

AWWA – American Water Works Association

BMP – Best Management Practices

CCR – Consumer Confidence Report

CD – Certificate of Deposit

CEQA - California Environmental Quality Act

CSDA – California Special District Association

DHS – Department of Health Services

DWR – Department of Water Resources

EIR – Environmental Impact Report

EPA – Environmental Protection Agency

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

IRWM – Integrated Regional Water Management

JPA – Joint Powers Agreement

LAIF – Local Agency Investment Fund

LAFCO – Local Agency Formation Commission

LID – Low Impact Development

MCL – Maximum Containment Level

MGD – Million Gallons per Day

MGY – Million Gallons per Year

MOU – Memorandum of Understanding

O&M – Operations and Maintenance

PERS – Public Employees Retirement System

PHG – Public Health Goal

PPB – Parts Per Billion

PRV – Pressure Relief Valve

PVC Pipe – Polyvinyl Chloride Pipe

RWMF – Regional Water Management Foundation

RFP – Request for Proposals

ROW – Right-of-way

RWQCB – Regional Water Quality Control Board

SCWD – Santa Cruz Water Department (City of)

SDWA – Safe Drinking Water Act

SGMA – Sustainable Groundwater Management Act

SLVWD – San Lorenzo Valley Water District

SMGWA – Santa Margarita Groundwater Agency

SqCWD – Soquel Creek Water District

SWRCB – State Water Resources Control Board

TP – Treatment Plant

WY – Water Year



SCOTTS VALLEY WATER DISTRICT

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

GENERAL MANAGER
David McNair

Board of Directors

Regular Meeting

11/09/23 at 6:00 p.m.

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

Agenda

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

1. Convene

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

2. Presentation (None)

3. Administrative

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

3.1. Committee and Other Agency Meeting Reports

Engineering and Water Resources Committee 10/23/23

Finance & Personnel Committee 10/25/23

Executive & Public Affairs Committee 10/25/23

Santa Margarita Groundwater Agency Board 10/26/23

4. Consent

Items are routine in nature, may include agenda reports and be approved by one motion.

4.1. Approval of Minutes – Regular Board Meeting 10/12/23

Recommendation: Approve the minutes of the 10/12/23 Regular Board Meeting.

4.2. Public Involvement in Board Activities Agenda Report

Recommendation: Approve the Junior Associate Board Member Program and the

Community Members on Board Committees Program.

5. Public Hearings (none)

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

6. Business

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

6.1. Water Rate Increase Consideration

Recommendation: Determine appropriate potable water rate increase to go into effect 01/01/24 by choosing one of the following actions: 1) Implement the next rate/fee increase as established by Resolution 08-21; 2) Adopt Resolution 05-23 approving rate increase less than established by Resolution 08-21.

6.2. Phase 2 Transit Center Low Impact Development Contract

Recommendation: Approve and authorize the General Manager to execute an agreement with Kennedy/Jenks Consultants, in the amount of \$350,270 for Engineering Services for Construction Design Updates, CEQA Updates, Bid/Award Services, & Engineering Support Services during construction of the Transit Center Low Impact Demand (LID) Retrofit Phase 2 Project.

7. Staff Reports

7.1. Legal

District Counsel - oral

7.2. Administrative

General Manager – oral

7.3. Finance

Q1 Financial Reports 07/01/23 through 09/30/23

7.4. Operations

Operations Report - oral

Production, Demand and Rainfall Data

8. Directors Reports

Travel and Meetings

9. Written Correspondence (None)

10. Community Relations

[October Newsletter](#)

11. Closed Session (none)

12. Report on Closed Session and Additional Items (None)

13. Future Items

Annual Comprehensive Financial Report (November/December)

Election of Officers (December)

Ratify Contract Award 2023 Water Main Replacement (December)

14. Meetings and Event Calendar

Board Meetings

12/14/23

01/11/24

02/08/24

Committee Meetings

11/15/23 Finance and Personnel

TBD Engineering and Water Resources

1/24/24 Executive and Public Affairs

Santa Margarita Groundwater Agency

Board Meeting 02/29/24

15. Events

ACWA Fall Conference 11/28/23 – 11/30/23, Indian Wells

16. Adjourn

AVAILABILITY OF PUBLIC RECORDS PROVIDED TO THE BOARD OF DIRECTORS: THE DISTRICT MAKES ANY PUBLIC RECORD PROVIDED TO THE BOARD OF DIRECTORS AVAILABLE FOR PUBLIC REVIEW AT WWW.SVWD.ORG AND AT THE DISTRICT OFFICE DURING NORMAL BUSINESS HOURS AT THE SAME TIME IT IS PROVIDED TO THE BOARD OF DIRECTORS.

PUBLIC ACCESS – ACCOMMODATIONS UNDER THE ADA: PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990, THE DISTRICT REQUESTS THAT ANY PERSON IN NEED OF ANY TYPE OF SPECIAL EQUIPMENT, ASSISTANCE OR ACCOMMODATION(S) IN ORDER TO EFFECTIVELY COMMUNICATE AT THIS MEETING MAKE A REQUEST AT THE ABOVE ADDRESS OR BY CALLING (831) 438-2363 AT LEAST THREE (3) WORKING DAYS BEFORE THE MEETING TO ALLOW TIME TO MAKE ARRANGEMENTS.



SCOTTS VALLEY WATER DISTRICT

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Engineering and Water Resources Committee

Santa Margarita Community Room

2 Civic Center Drive, Scotts Valley, California

10/23/23 at 4:00 p.m.

Meeting Report

1. Convene

The meeting convened at 4:05 p.m. in the Santa Margarita Community Room. It was conducted in a hybrid format.

Present: Committee Members Michael Shulman, Ruth Stiles and Wade Leishman (alternate).

Staff: Operations Manager Nate Gillespie, General Manager David McNair and Assistant to General Manager Donna Paul

2. Oral Communications

None.

3. Business Items

None.

4. Discussion Items

4.1 District Projects Status Report

Operations Manager Gillespie reported on termination of the drilling contract for the Sucinto Well, status of the slide on City property below the Glenwood Tank, Bethany Tank design and the water main replacement project on Bethany and Belair bid opening.

5. District Updates

None.

6. Committee Member Reports

None.

7. Future Agenda Items

None.

8. Adjourn

The meeting adjourned at 4:33 p.m.



SCOTT'S VALLEY WATER DISTRICT

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

10/25/23 12:00 p.m.

Meeting Report

1. Convene

The Executive and Public Affairs committee did not convene due an error related to the hybrid meeting link.



SCOTTS VALLEY WATER DISTRICT

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Finance and Personnel Committee
District Conference Room
2 Civic Center Drive, Scotts Valley, California
10/25/23 4:00 p.m.
Meeting Report

1. Convene
The meeting convened at 4:19 p.m. in the District Conference Room. It was conducted in a hybrid setting

Present: Director Wade Leishman and Director Ruth Stiles.

Staff: Finance and Customer Service Manager Nick Kurns, General Manager David McNair and Assistant to General Manager Donna Paul.
2. Oral Communications
None.
3. Business Items
 - 3.1 Scheduled Water Rate Increase Review
The committee discussed several rate increase / fund balance scenarios.

The Committee recommends that the full Board consider a 3% rate increase effective 01/01/24.
4. Discussion Items
 - 4.1 Financial Reports 07/01/23 through 09/30/23
The 07/01/23 through 09/30/23 financial reports were reviewed and discussed.
 - 4.2 Reschedule November Meeting
The next meeting is rescheduled for 11/15/23 at 4:00 p.m.
- 4 District Updates
General Manager McNair reported that Rahni Jensen has accepted the Executive Assistant / Board Clerk position and Claudia DuVernois the Utility Service Technician position effective 10/31/23.
6. Reports or Information from Committee Members
None.
7. Future Agenda Items
Draft Annual Comprehensive Financial Report (October/November)
8. Adjourn
The meeting adjourned at 5:09 p.m.

Board of Directors

Regular Meeting

10/12/23 at 6:00 p.m.

Santa Margarita Community Room

2 Civic Center Drive, Scotts Valley, California

Minutes

1. Convene

1.1. Call to Order and Roll Call

President Perri called the meeting to order at 6:00 p.m. in the Santa Margarita Community Room. The meeting was conducted in a hybrid setting.

Directors

Bill Ekwall

Wade Leishman (absent)

Chris Perri

Danny Reber

Ruth Stiles

Staff

Robert Bosso, Legal Counsel

Nate Gillespie, Operations Manager

Nick Kurns, Finance and Customer Service Manager

David McNair, General Manager

Donna Paul, Assistant to General Manager

Guests

Jennifer Murray, Miller Maxfield

1.2. Pledge of Allegiance and Invocation

President Perri led the pledge and Director Reber the invocation.

1.3. Closed Session Report

President Perri reported that in closed session on 08/10/23 the Board conducted a performance evaluation for the General Manager and in open session approved the terms and conditions on the employment agreement.

1.4. Additions/Deletions to the Agenda

None.

1.5. Oral Communications

None.

2. Presentation

Communications and Community Outreach Update

Jennifer Murray, Miller Maxfield presented an update on communication and community outreach activities. The presentation is available at www.svwd.org/meetings.

3. Administrative

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

3.1. Committee and Other Agency Meeting Reports

Engineering and Water Resources Committee 09/25/23

There was nothing further to add to the written report.

Finance & Personnel Committee 09/27/23

There was nothing further to add to the written report.

Executive & Public Affairs Committee (none)

Santa Margarita Groundwater Agency

President Perri reported that staff has met and discussed ways to cut costs.

4. Consent

Items are routine in nature, may include agenda reports and be approved by one motion.

4.1. Approval of Minutes – Regular Board Meeting 08/10/23

Approved the minutes of the 08/10/23 Regular Board Meeting.

MOTION Reber/Ekwall carried to approve the Consent agenda as submitted by unanimous voice vote (Leishman absent).

5. Public Hearings (none)

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

6. Business

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

6.1. Annual Reimbursements Disclosure

MOTION Stiles/Ekwall carried Accept the Fiscal Year (FY) 2023 Reimbursements Disclosure Report by unanimous voice vote (Leishman absent).

7. Staff Reports

7.1. Legal

District Counsel Bosso reported that he worked with staff on the Sucinto Well project and on an action by Marina Coast Water District against CalAM.

7.2. Administrative

General Manager McNair reported that AB1954 was signed by the Governor, Maggiora Brothers contract for drilling the Sucinto Well has been terminated, he spoke at the recent State of the City event, WaterSmart training conducted by staff, met with the Fire District regarding an offer to purchase an easement.

7.3. Finance
Financial Reports 07/01/23 through 08/31/23
There was nothing further to add to the written report.

7.4. Operations
Operations Report
Production, Demand and Rainfall Data
Operations Manager Gillespie reported on completion of the triennial Lead and Copper testing, Glenwood Tank slide, Lead Service Line Survey, completion of the Grace Way Well borehole and 2023 Water Main Replacement Project.

8. Directors Reports

Director Stiles reported on a recent service line leak at her residence.

9. Written Correspondence

AB 1594 Support CARB Advanced Clean Fleets Regulation
ACWA Advisory, State Water Board Releases Draft Regulation for Making Conservation a California Way of Life
Certificate of Completion, Scotts Valley Water District Sphere Annexation Project No. DA-13-22

10. Community Relations

August and September Newsletters

11. Closed Session (none)

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

13. Future Items

Award Contract Water Main Replacement Project (November)
Annual Comprehensive Financial Report (November/December)
Election of Officers (December)

14. Meetings and Event Calendar

Board Meetings	Committee Meetings
11/09/23	10/25/23 Finance & Personal
12/14/23	10/23/23 Engineering & Water Resource
01/11/23	10/25/23 Executive & Public Affairs

Santa Margarita Groundwater Agency

Board Meeting 10/26/23

15. Events

ACWA Fall Conference 11/28/23 – 11/30/23, Indian Wells

16. Adjourn

The meeting adjourned at 7:03 p.m.

Approved:

Attest:

Chris Perri, Board President

David McNair, Board Secretary

AGENDA REPORT

Scotts Valley Water District

Date: 11/09/23

To: Board of Directors

Item: Consent 4.2

Subject: **Public Involvement in Board Activities**

Reason: Supports Strategic Goal No. 4 Public Outreach: Foster relationships and communications with District's stakeholders and the community

SUMMARY

Recommendation: Approve the Junior Associate Board Member Program and the Community Members on Board Committees Program.

Fiscal Impact: The proposed fee for Junior Associate Board Members is \$50 per meeting and for Community Members on Board Committees \$25 per meeting. Total annual cost is estimated to be in the range of \$2000-\$3000 and the funds are available in the FY 2024 budget.

Previous Related Action: On 03/21/17, the Board discussed ways to advance the awareness on District's activities among the District's stakeholders, considered including community members on Board committees, and directed staff to develop a process for such appointments.

On 09/12/19 the Board approved the Junior Associate Board Member Pilot Program and the Community Members on Board Committees Pilot Program.

On 11/12/20 the Board decided to continue the Junior Associate Board Member Pilot Program and the Community Members on Board Committees Pilot Program and extended the terms of the current public members on the Board and two committees.

On 10/25/21 the Executive and Public Affairs Committee discussed the programs and made a recommendation for the Board to transition from pilot programs to standing programs and revise the terms incorporating proposed changes.

On 11/10/21 the Board approved the Junior Associate Board Member Program and the Community Members on Board Committees Program.

BACKGROUND

The District is continually looking for ways to increase awareness about its activities, engage the community and include diversity of opinions in the decision-making process. One way to achieve this is to involve community representatives in board activities. The board approved the Junior Associate Board Member Pilot Program and Community Members on Committees Pilot Program in the Fall of 2019. The assessment of the pilot programs was completed by the Executive and Public Affairs Committee in October 2021 with proposed changes geared towards

increasing the engagement of public members, enhancing diversity and keeping the administrative burden to a minimum. The Board approved both programs in November 2021 with two-year review cycle.

DISCUSSION

If the programs are approved, staff will proceed with opening the application process for Junior Associate Board Member and Community Members on Board Committees with the goal for the Board appointments in early 2024.

Submitted,

David McNair
General Manager

Enclosed: Junior Associate Board Member Program
Community Members on Board Committees Program



Program

Type:	Board of Directors		
Title:	Community Members on Board Committees		
Description:	Establishes guidelines for including Community Member Representatives on Finance and Personnel Committee, and Engineering and Water Resources Committee		
Review Date:	11/10/23	Initial Date:	09/12/19
Review Cycle:	2 Years		

The Scotts Valley Water District Board of Directors (Board) uses a committee format for in-depth discussion, debate, and deliberation to occur on matters which the Board must decide. The committee does not vote on matters rather makes recommendations for full Board consideration.

The committees are composed to review, study and discuss proposals, reports and issues in the specific area of expertise; advise and recommend actions to the Board of Directors on these topics; and to provide feedback to the General Manager and staff.

To engage the community, increase the awareness about District’s activities and provide education on water matters, the District includes Community Member Representatives on the following Board committees:

- Engineering and Water Resources Committee -
Reviews issues related to water supply, water quality, water use efficiency, capital and maintenance projects (infrastructure and facilities), property acquisition and disposition, and regulations pertinent to the Operations, Engineering and Water Use Efficiency divisions.
- Finance and Personnel Committee –
Reviews issues related to fiscal policies, financial reporting, audits, rates and fees, personnel policies, new positions, compensation adjustments, and potential disciplinary action.

Community Member Representative is expected to attend all respective committee meetings that are typically held once a month. They are also encouraged to attend Board meetings, especially when items, which fall under their committee’s jurisdiction, are being discussed.

Community Member Representative understands the importance and value of a positive and constructive culture to the overall performance of the District and agrees to uphold and follow the Code of Conduct.

Eligibility:

- Reside or work in the District service area
- Age 18 or over
- Interest in local government and civic service
- Availability to attend evening and afternoon meetings
- Willingness to commit to a 2-year term

Terms:

- 2-years starting at the beginning of each even year
- Eligible individuals may serve multiple terms but must re-apply
- If a vacancy is filled mid-term, the appointed individual finishes the current 2-year term if more than 1 year is remaining; or has their 2-year term extended by the months left in current term if less than 1 year is remaining
- Maximum two (2) Community Member Representatives may be selected for each committee
- No more than one (1) member from a household

Stipend: \$25.00 per committee meeting

The application period is typically in the Fall of each odd year. All individuals meeting the eligibility requirements are invited to apply. The Board reviews the applications and makes the appointments. The Board may release the Community Member Representative who does not meet the eligibility requirements or fails to follow the Code of Conduct.



Program

Type:	Board of Directors		
Title:	Junior Associate Board (JAB) Members		
Description:	Establishes guidelines for including Junior Associate Board Members on Board of Directors.		
Review Date:	11/10/23	Initial Date:	09/12/19
Review Cycle:	2 Years		

The Scotts Valley Water District Board of Directors (Board) is composed of 5 individuals who are elected to four-year staggered terms by the voters in the District service area.

The Board has three 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; 2) Overseeing the fiscal health of the District; and 3) Hiring a General Manager to manage the day-to-day operations of the District.

To engage the community, increase the awareness about District’s activities and provide education on water matters, the District creates a Junior Associate Board Member position.

Junior Associate Board Member is expected to attend all Board regular meetings that are typically held once a month and review the agenda packets in advance of the meetings. They do not attend the closed sessions of the Board. JAB Member is also encouraged to attend special Board meetings and Board Committee meetings as appropriate.

Junior Associate Board Member is a non-voting member of the Board. They are invited to participate in board discussions but will not vote on matters coming before the Board for action. Since the District is very interested in receiving a wide variety of input and perspectives, the Junior Associate Board Member may be asked to prepare and present short oral reports at the Board meetings on topics of interest. The District is committed to providing appropriate resources for the JAB Members that allows them to gain a meaningful experience while contributing to the success of the District. The resources may include but are not limited to: mentor-mentee relationship with a designated Board member, access to Executive staff members of the District, participation in water industry events and relevant educational opportunities.

Junior Associate Board Member understands the importance and value of a positive and constructive culture to the overall performance of the District and agrees to uphold and follow the Code of Conduct.

Eligibility:

- Reside or work in the District service area
- Age 16 to 30
- Interest in local government and civic service
- Availability to attend evening and afternoon meetings
- Willingness to commit to a 2-year term

Terms:

- 2-years starting December of each even year
- Eligible individuals may serve multiple terms but must re-apply
- If a vacancy is filled mid-term, the appointed individual finishes the current 2-year term if more than 1 year is remaining; or has their 2-year term extended by the months left in current term if less than 1 year is remaining
- Maximum two (2) Junior Associate Board Members may be selected for each term
- No more than one (1) member from a household

Stipend: \$50.00 per meeting or ½ day (pre-authorized) event, \$100.00 per full day (pre-authorized) event

The application period is typically in the Fall of each even year. All individuals meeting the eligibility requirements are invited to apply. The Board reviews the applications and makes the appointments. The Board may release the Junior Associate Board Member who does not meet the eligibility requirements or fails to follow the Code of Conduct.

AGENDA REPORT

Scotts Valley Water District

Date: 11/09/23

To: Board of Directors

Item: Business 6.1

Subject: **Water Rate Increase Consideration**

Reason: Supports Strategic Goal No. 3 Financial and Customer Service Stewardship

SUMMARY

Recommendation: Determine appropriate potable water rate increase to go into effect 01/01/24 by choosing one of the following actions: 1) Implement the next rate/fee increase as established by Resolution 08-21; 2) Adopt Resolution 05-23 approving rate increase less than established by Resolution 08-21.

Fiscal Impact: The projected additional revenue in Fiscal Year 2024 from the adopted five percent rate increase in January 2024 is \$394,400. Additional revenue from a reduced rate increase of three percent is projected to be approximately \$318,400.

Previous Related Action: On 10/14/21, the Board accepted the 2021 Water and Recycled Water Rate Study prepared by Raftelis Financial Consultants as final, and adopted Resolution 08-21 establishing a new rate structure, setting rates for potable and recycled water effective on 01/01/21 through 01/01/26.

On 10/14/21, the Board approved the Rate Implementation Program.

On 10/25/23, the Finance and Personnel Committee recommended that the Board consider a lesser increase than the approved 5%, which would go into effect on 01/01/24.

BACKGROUND

The District recognizes the challenge of providing essential services to the community, fully funding the costs of providing and sustaining good service, while keeping rates and fees fair and affordable. Raftelis Financial Consultants, Inc. (RFC) prepared a comprehensive rate and fee study in 2021 and completing the following tasks:

- Develop a financial plan to determine the District's potable and recycled water revenue requirements.
- Conduct potable and recycled water cost of service and associated tiered rate analyses.

- Develop a rate structure that satisfies community objectives while ensuring adequate revenue to satisfy the utility’s cost requirements.
- Create an administrative report that explains the proportionality of the rates to meet the requirements of Proposition 218.

The cost of service study and rate development activities were conducted as a public process. The final report (2021 Water and Recycled Water Rate Study) is published and available for review at the District office and on www.svwd.org.

DISCUSSION:

The Board made a commitment to District’s constituents to evaluate the need for rate increases each year prior to the scheduled effective date each December.

The water rates are designed to sufficiently cover operating expenses, capital expenditures, debt service payments and maintain adequate reserves. The increases were designed using conservative financial assumptions and could be modified (reduced) if the actual revenues received and expenditures incurred by the District differ significantly from the assumptions.

District’s Current Financial Position

The FY 2023 Ending Fund Balance of \$11.4 million significantly exceeds the Target Fund Balance as calculated by the District Reserves Policy in the FY 2024 budget.

Potable water demand in FY 2023 decreased 11.4% from FY 2022 (from 333 MG to 295 MG). The FY 2023 budget assumed a 15 percent reduction of demand due to drought measures to be offset by drought surcharges. The net effect of not meeting the 15 percent reduction and implementation of the drought surcharge in FY 2023 caused actual revenue to be greater than projected. The FY 2024 budget was prepared assuming a slight demand increase to the recent three-year average and implementation of the full 5% adopted rate increase.

New connections revenue of \$1,552,920 was collected in FY 2023. This amount is attributable to several large development projections connecting to the system and paying the capacity fees earlier than anticipated. Staff anticipates that this revenue source will decline in FY 2024 and takes a conservative approach to projecting future new connections revenue.

Operational expenditures were slightly below budget in FY 2023 and are tracking under budget in FY 2024. Project expenditures in FY 2023 were also below budget due to the timing of project spending. Several projects were delayed, including the Well 3B replacement project, resulting in \$2.1 million in unspent project appropriations in FY 2023. The project funds are carried over to FY 2024.

Projects expenditures and new connections revenue are both volatile and can change significantly from year to year. The District monitors these parameters closely to ensure accurate reports and fiscal stability.

Rate Implementation

The Board has the authority to approve rate increases that are less than adopted pursuant to Proposition 218 and to be implemented as of 01/01/2024. The following table summarizes two rate increase scenarios (adopted 5%, proposed 3%) that are under consideration.

BASIC METER CHARGE	Adopted 1/1/2023	Adopted 1/1/2024	Proposed 3% Scenario 1/1/2024	Adopted 1/1/2025	Adopted 1/1/2026
Meter Size					
5/8"	\$46.28	\$48.59	\$47.67	\$51.02	\$53.57
5/8" Rate Assistance (Residential)	\$32.40	\$34.02	\$33.37	\$35.72	\$37.50
5/8" Fire Service (Residential/Commercial)	\$12.24	\$12.85	\$12.61	\$13.49	\$14.17
3/4" (Multi-Residential, incl Fire Service) *	\$58.51	\$61.44	\$60.27	\$64.51	\$67.74
3/4"	\$64.69	\$67.92	\$66.63	\$71.32	\$74.88
1"	\$101.65	\$106.73	\$104.70	\$112.07	\$117.67
1 1/2"	\$202.38	\$212.50	\$208.45	\$223.12	\$234.28
2"	\$325.75	\$342.04	\$335.52	\$359.14	\$377.10
3"	\$676.10	\$709.91	\$696.38	\$745.40	\$782.67
4"	\$1,195.48	\$1,255.25	\$1,231.34	\$1,318.01	\$1,383.91
6"	\$2,383.29	\$2,502.46	\$2,454.79	\$2,627.58	\$2,758.96
VOLUMETRIC RATES (Per 100 Gal)					
Tiers for Residential Units with Individual Meters					
0 TO 3,000	\$0.87	\$0.91	\$0.90	\$0.96	\$1.00
3,001 TO 6,000	\$1.39	\$1.46	\$1.43	\$1.53	\$1.61
6,001 TO 7,000	\$2.52	\$2.64	\$2.60	\$2.77	\$2.91
OVER 7,000	\$3.03	\$3.18	\$3.12	\$3.34	\$3.50
Tiers for Multi-Residential Units with Master Meters **					
0 TO 3,000	\$0.87	\$0.91	\$0.90	\$0.96	\$1.00
3,001 TO 3,200	\$1.39	\$1.46	\$1.43	\$1.53	\$1.61
3,201 TO 7,000	\$2.52	\$2.64	\$2.60	\$2.77	\$2.91
OVER 7,000	\$3.03	\$3.18	\$3.12	\$3.34	\$3.50
UNIFORM RATES (Per 100 Gal)					
Commercial, Industrial, Institutional (CII)	\$1.42	\$1.49	\$1.46	\$1.56	\$1.64
Landscape Potable	\$2.33	\$2.45	\$2.40	\$2.57	\$2.70
Qualifying Medical Needs Residential	\$1.39	\$1.46	\$1.43	\$1.53	\$1.61
Rate Assistance (Residential)	\$0.87	\$0.91	\$0.90	\$0.96	\$1.00

Each of the scenarios will impact FY 2024 and FY 2025 revenue. The enclosed Fund Balance Projection charts demonstrate the impact that each rate would have for the five-year planning horizon. With both scenarios, the adopted rates effective 01/01/2025 remain unchanged.

The impact to revenue in FY 2024 and FY 2025 is summarized below:

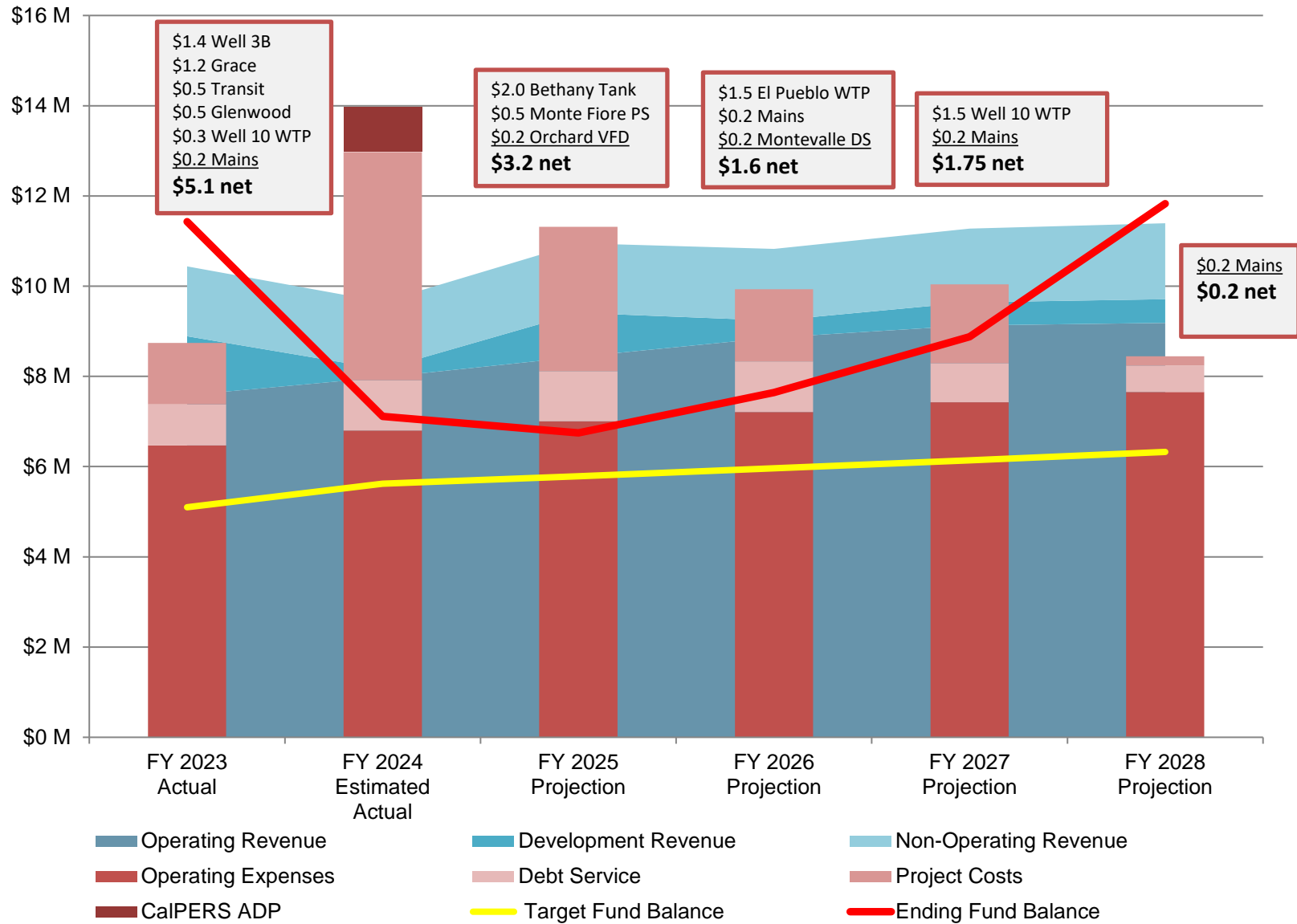
	Projected Revenue Growth		
Scenario	FY 2024	FY 2025	1 Yr Total
A - 5% rate increase	\$ 394,400	\$ 454,800	\$ 849,200
B - 3% rate increase	\$ 318,400	\$ 370,900	\$ 689,300
Fiscal Impact	\$ 76,000	\$ 83,900	\$ 159,900

Submitted,

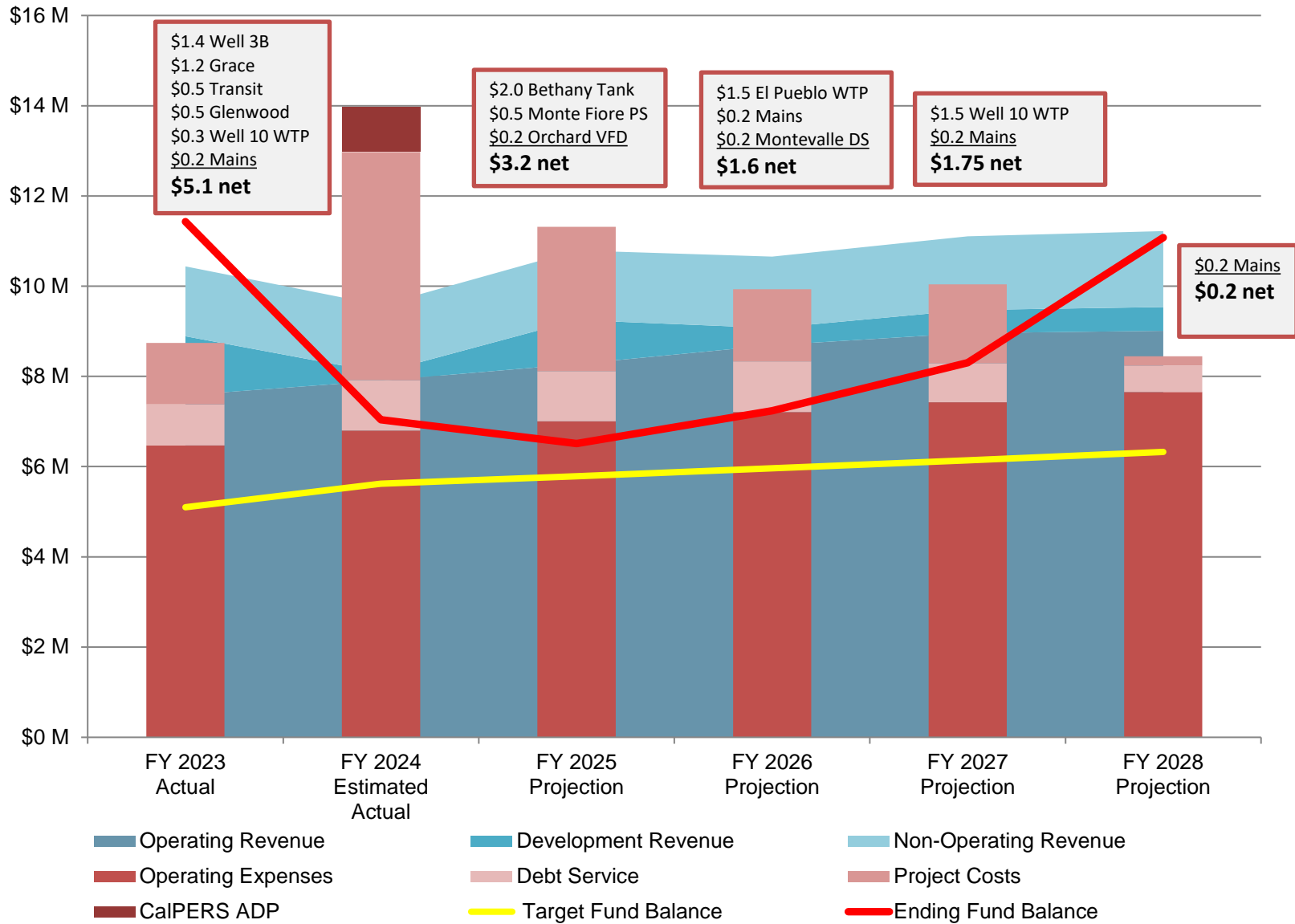
David McNair
General Manager

Enclosed: Fund Balance Projections
Current Rate Schedule
Resolution 05-23

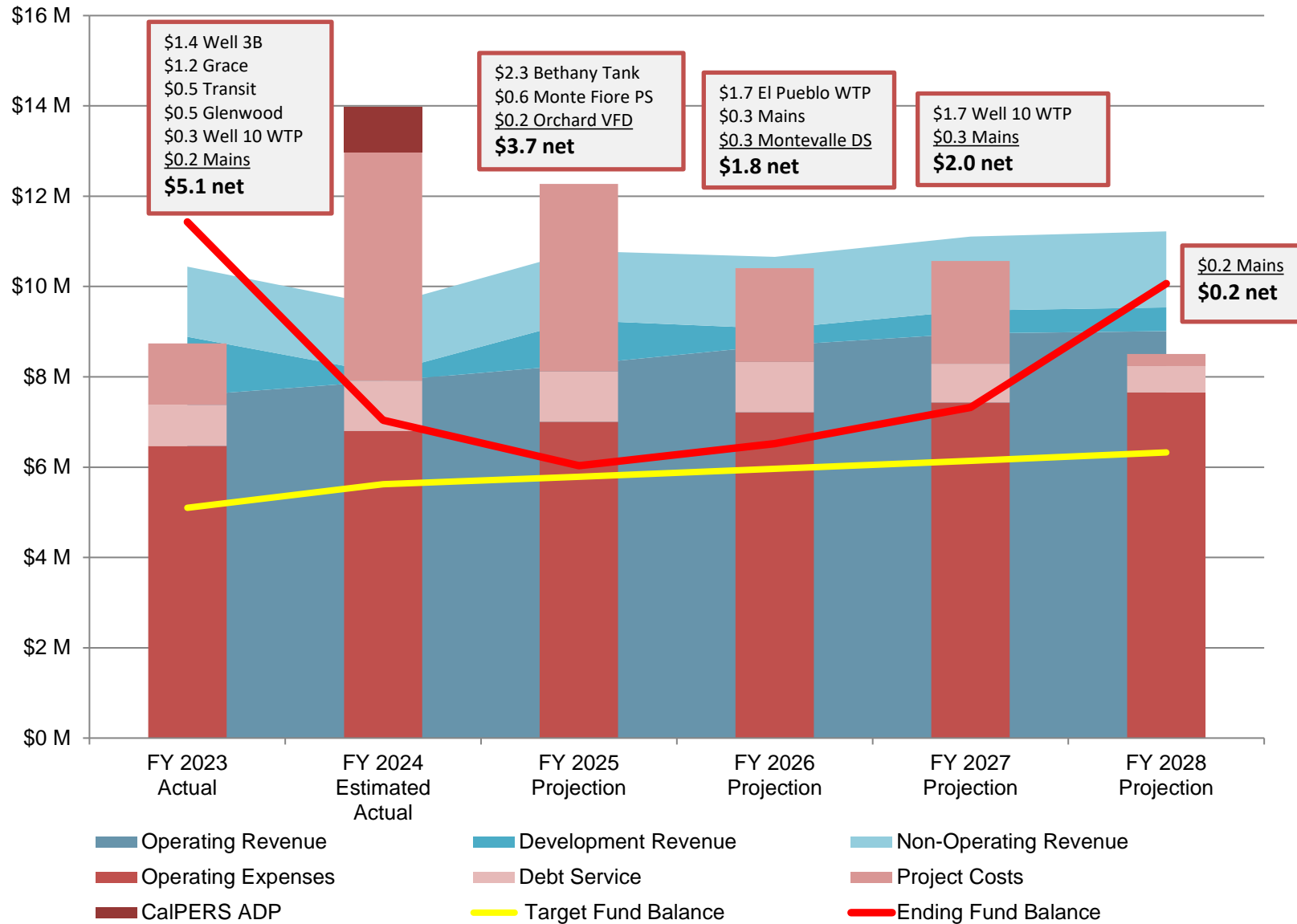
Scenario 1: 5% rate increase on 1/1/24



Scenario 2: 3% rate increase on 1/1/24



Scenario 3: 3% rate increase on 1/1/24 with 15% projects adjustment





MONTHLY RATE SCHEDULE - POTABLE WATER

BASIC METER CHARGE	Effective 1/1/2022	Adopted 1/1/2023	Adopted 1/1/2024	Adopted 1/1/2025	Adopted 1/1/2026
Meter Size					
5/8"	\$44.07	\$46.28	\$48.59	\$51.02	\$53.57
5/8" Rate Assistance (Residential)	\$30.85	\$32.40	\$34.02	\$35.72	\$37.50
5/8" Fire Service (Residential/Commercial)	\$11.66	\$12.24	\$12.85	\$13.49	\$14.17
3/4" (Multi-Residential, incl Fire Service) *	\$55.73	\$58.51	\$61.44	\$64.51	\$67.74
3/4"	\$61.61	\$64.69	\$67.92	\$71.32	\$74.88
1"	\$96.81	\$101.65	\$106.73	\$112.07	\$117.67
1 1/2"	\$192.74	\$202.38	\$212.50	\$223.12	\$234.28
2"	\$310.24	\$325.75	\$342.04	\$359.14	\$377.10
3"	\$643.91	\$676.10	\$709.91	\$745.40	\$782.67
4"	\$1,138.55	\$1,195.48	\$1,255.25	\$1,318.01	\$1,383.91
6"	\$2,269.80	\$2,383.29	\$2,502.46	\$2,627.58	\$2,758.96
VOLUMETRIC RATES (Per 100 Gal)	Effective 1/1/2022	Adopted 1/1/2023	Adopted 1/1/2024	Adopted 1/1/2025	Adopted 1/1/2026
Tiers for Residential Units with Individual Meters					
0 TO 3,000	\$0.83	\$0.87	\$0.91	\$0.96	\$1.00
3,001 TO 6,000	\$1.33	\$1.39	\$1.46	\$1.53	\$1.61
6,001 TO 7,000	\$2.40	\$2.52	\$2.64	\$2.77	\$2.91
OVER 7,000	\$2.88	\$3.03	\$3.18	\$3.34	\$3.50
Tiers for Multi-Residential Units with Master Meters **					
0 TO 3,000	\$0.83	\$0.87	\$0.91	\$0.96	\$1.00
3,001 TO 3,200	\$1.33	\$1.39	\$1.46	\$1.53	\$1.61
3,201 TO 7,000	\$2.40	\$2.52	\$2.64	\$2.77	\$2.91
OVER 7,000	\$2.88	\$3.03	\$3.18	\$3.34	\$3.50
UNIFORM RATES (Per 100 Gal)	Effective 1/1/2022	Adopted 1/1/2023	Adopted 1/1/2024	Adopted 1/1/2025	Adopted 1/1/2026
Commercial, Industrial, Institutional (CII)	\$1.35	\$1.42	\$1.49	\$1.56	\$1.64
Landscape Potable	\$2.22	\$2.33	\$2.45	\$2.57	\$2.70
Qualifying Medical Needs Residential	\$1.33	\$1.39	\$1.46	\$1.53	\$1.61
Rate Assistance (Residential)	\$0.83	\$0.87	\$0.91	\$0.96	\$1.00

* Meter at Multi-Residential Units that is upsized only to provide fire service (equivalent to 5/8" plus fire detection meter)

** Tier allocation is per unit

Note: Board will evaluate and determine the need prior to implementing increases in years 2023-2026

RESOLUTION No. 05-23
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SCOTTS VALLEY WATER DISTRICT
SETTING WATER RATES AND FEES EFFECTIVE JANUARY 01, 2024
AND AMENDING RESOLUTION No. 08-21

WHEREAS:

1. Pursuant to Water Code Section 31007, the Scotts Valley Water District is required to set water rates and charges at a level to sufficiently pay for the provision of water services;
2. On October 14, 2021 the Board of Directors adopted Resolution No. 08-21 setting water rates and fees consistent with the requirements of the California Constitution Article XIID;

AND WHEREAS:

1. The Board of Directors has made a commitment to consider the need for rate increases prior to implementing them each year from 2021-2026;
2. The evaluation of the revenue, operating expenses, debt service payments, project expenditures and their composite impact to the reserve balances, as set by District's Reserve Policy, concluded that it is feasible in 2024 to implement lesser potable water increases than adopted by Resolution 08-21.

THEREFORE BE IT RESOLVED THAT:

The Scotts Valley Water District Board of Directors hereby:

1. Establishes the rate schedule for potable water as set forth on Exhibit A effectively amending Resolutions No. 08-21; and that said rate schedule will be effective January 01, 2024.
2. The previously adopted rates scheduled for January 01, 2025 and January 01, 2026 will remain unchanged until the Board of Directors makes a determination on the financial condition of the District in advance of those rate implementations.

Attest: _____
David McNair, General Manager

Chris Perri, President
Board of Directors

Resolution No. 05-23
Exhibit A Rate Schedule Potable



MONTHLY RATE SCHEDULE - POTABLE WATER

BASIC METER CHARGE	Adopted 1/1/2023	Adopted 1/1/2024	Proposed 3% Scenario 1/1/2024	Adopted 1/1/2025	Adopted 1/1/2026
Meter Size					
5/8"	\$46.28	\$48.59	\$47.67	\$51.02	\$53.57
5/8" Rate Assistance (Residential)	\$32.40	\$34.02	\$33.37	\$35.72	\$37.50
5/8" Fire Service (Residential/Commercial)	\$12.24	\$12.85	\$12.61	\$13.49	\$14.17
3/4" (Multi-Residential, incl Fire Service) *	\$58.51	\$61.44	\$60.27	\$64.51	\$67.74
3/4"	\$64.69	\$67.92	\$66.63	\$71.32	\$74.88
1"	\$101.65	\$106.73	\$104.70	\$112.07	\$117.67
1 1/2"	\$202.38	\$212.50	\$208.45	\$223.12	\$234.28
2"	\$325.75	\$342.04	\$335.52	\$359.14	\$377.10
3"	\$676.10	\$709.91	\$696.38	\$745.40	\$782.67
4"	\$1,195.48	\$1,255.25	\$1,231.34	\$1,318.01	\$1,383.91
6"	\$2,383.29	\$2,502.46	\$2,454.79	\$2,627.58	\$2,758.96
VOLUMETRIC RATES (Per 100 Gal)	Adopted 1/1/2023	Adopted 1/1/2024	Proposed 3% Scenario 1/1/2024	Adopted 1/1/2025	Adopted 1/1/2026
Tiers for Residential Units with Individual Meters					
0 TO 3,000	\$0.87	\$0.91	\$0.90	\$0.96	\$1.00
3,001 TO 6,000	\$1.39	\$1.46	\$1.43	\$1.53	\$1.61
6,001 TO 7,000	\$2.52	\$2.64	\$2.60	\$2.77	\$2.91
OVER 7,000	\$3.03	\$3.18	\$3.12	\$3.34	\$3.50
Tiers for Multi-Residential Units with Master Meters **					
0 TO 3,000	\$0.87	\$0.91	\$0.90	\$0.96	\$1.00
3,001 TO 3,200	\$1.39	\$1.46	\$1.43	\$1.53	\$1.61
3,201 TO 7,000	\$2.52	\$2.64	\$2.60	\$2.77	\$2.91
OVER 7,000	\$3.03	\$3.18	\$3.12	\$3.34	\$3.50
UNIFORM RATES (Per 100 Gal)	Adopted 1/1/2023	Adopted 1/1/2024	Proposed 3% Scenario 1/1/2024	Adopted 1/1/2025	Adopted 1/1/2026
Commercial, Industrial, Institutional (CII)	\$1.42	\$1.49	\$1.46	\$1.56	\$1.64
Landscape Potable	\$2.33	\$2.45	\$2.40	\$2.57	\$2.70
Qualifying Medical Needs Residential	\$1.39	\$1.46	\$1.43	\$1.53	\$1.61
Rate Assistance (Residential)	\$0.87	\$0.91	\$0.90	\$0.96	\$1.00

* Meter at Multi-Residential Units that is upsized only to provide fire service (equivalent to 5/8" plus fire detection meter)

** Tier allocation is per unit

Note: Board will evaluate and determine the need prior to implementing increases in years 2023-2026

AGENDA REPORT

Scotts Valley Water District

Date: 11/09/23

To: Board of Directors

Item: Business 6.2

Subject: **Agreement for Engineering Support Services for the Transit Center Low Impact Demand Retrofit Phase 2 Project**

Reason: Complies with SVWD Administrative Code, Chapter 3.10 Purchasing and Contracting

SUMMARY

Recommendation: Approve and authorize the General Manager to execute an agreement with Kennedy/Jenks Consultants, in the amount of \$350,270 for Engineering Services for Construction Design Updates, CEQA Updates, Bid/Award Services, & Engineering Support Services during construction of the Transit Center Low Impact Demand (LID) Retrofit Phase 2 Project.

Fiscal Impact: The total amount of the agreement is not to exceed \$350,270. Funds are available in the FY 2024 Capital and Maintenance Projects Program budget from the District's 25% cost share of the Department of Water Resources 2022 Urban and Multi-benefit Drought Relief Grant Award.

Previous Related Action: On 11/10/22, the Board adopted Resolution No 09-22 authorizing the 2022 Urban and Multi-benefit Drought Relief Grant application, acceptance, and execution for the Transit Center LID Retrofit Phase 2 Project. The Grant has a 25% (\$500,000) matching cost share requirement from the District.

On 06/08/23, the board approved the budget for FY 2024 including the capital and maintenance projects program that included funding for the Transit Center LID Retrofit Project.

BACKGROUND

In 2014 a Proposition 84 Stormwater Grant was awarded to the County for the purpose of implementing park and parking lot LID features within the Scotts Valley Water District to reduce stormwater volumes and improve water quality and groundwater recharge. The Transit Center site in Scotts Valley was identified as a feasible project and was awarded funding to construct the first phase of the LID project. In January 2016 Phase 1 of the Transit Center Lid Project was completed.

Kennedy/Jenks supported the District with planning, design and construction efforts for the Phase 1 LID Retrofit project. Phase I included construction of a vegetated swale to capture and convey the stormwater runoff from the northern end of the parking lot to the below-ground

infiltration basin as well as other LID improvements. The Phase II project will capture and convey storm water from the southern end of the parking lot to the infiltration basin as well as storm water from the nearby Town Center Development.

DISCUSSION

Kennedy/Jenks Consultants has provided consulting and engineering services for the District since August 2007. The firm has satisfactorily performed all services requested by District and has a superior knowledge of the local groundwater basin and the District's utility system and facilities.

Terms of the 2022 DWR Urban and Multi-benefit Drought Relief Grant requires project construction to be completed by February of 2025.

Submitted,

David McNair
General Manager

Enclosure: Proposal for engineering support services, Kennedy/Jenks Consulting

11 September 2023

Mr. David McNair
 General Manager
 Scotts Valley Water District
 2 Civic Center Drive
 Scotts Valley, CA 95066

Subject: Proposal for Professional Services
 Engineering Design and Engineering Services During Construction
 Scotts Valley Transit Center LID Retrofit Project – Phase 2

Dear Mr. McNair:

Per the request of the Scotts Valley Water District (District), Kennedy/Jenks Consultants (Kennedy Jenks) is pleased to provide this proposal for professional engineering services to prepare construction bid documents for Phase 2 of the Scotts Valley Transit Center Low-Impact Development (LID) Retrofit Project (Project) and engineering services during construction (ESDC) of the Project. The Project is a follow-on to stormwater treatment and capture improvements the District constructed at the Transit Center in 2016. The District has received approval of grant funding to construct the Phase 2 improvements from the California Department of Water Resources (Grant).

Scope of Work

The scope of work for our proposed services is attached as Exhibit A.

Schedule

Kennedy Jenks will initiate work on the Project following receipt of a written Notice to Proceed (NTP) from the District and execute the work per the following proposed schedule which is based on receiving an NTP by October 2, 2023. A more detailed schedule will be provided upon project initiation. This proposed schedule allows completion of construction before the Grant deadline of February 1, 2025, and District submission of Grant reimbursement requests before the Grant deadline of May 1, 2025.

Item	Estimated Timeline
Notice to Proceed	October 2, 2023
Engineering Services During Design and Construction Bid/Award	October 2023 thru March 2024
District Board Approval to Award the Construction Contract	March 2024
Engineering Services During Construction	April 2024 thru October 2024
Construction Completion	October 2024

Mr. David McNair
Scotts Valley Water District
11 September 2023
Page 2

Basis of Compensation

Kennedy Jenks will provide the proposed services on a time and expense reimbursement basis in accordance with the attached Schedule of Charges. Based on the attached Schedule of Charges, the estimated budget for the proposed Scope of Work is \$377,111 as summarized below and detailed in the attached Proposal Fee Estimate.

Engineering Services During Design and Construction Bid/Award	\$176,441
Engineering Services During Construction	\$173,829
Optional Services	<u>\$26,841</u>
Total	\$377,111

Thank you for considering us for this work. Please contact Don Ervin at 650-852-2821 or DonErvin@KennedyJenks.com if you have any questions. We look forward to our continued work with the District.

Very truly yours,

KENNEDY JENKS CONSULTANTS, INC.



Jamie E. Kolkey, PE
Operations Manager

Enclosures:

Exhibit A - Scope of Work
1 January 2023 Rate Schedule
Proposal Fee Estimate

cc: file

Exhibit A
Scope of Work
for
Professional Engineering Services for
Scotts Valley Transit Center LID Retrofit Project Phase 2

Project Understanding and Background

Kennedy Jenks completed design of the Scotts Valley Transit Center LID Retrofit Project (LID Project) in July 2015. The Scotts Valley Water District (SVWD or District) contracted the construction of a portion of the design (improvements delineated as the Base Bid on the LID Project bid documents) in July 2016. In October and December 2022, District pursued grant funding to allow construction of the remainder of the designed improvements (identified as Bid Add Alternates 1 through 4 on the LID Project bid documents). The District was awarded grant funding in early 2023 with requirements to complete construction by February 1, 2025 and submit final grant reimbursement requests by May 1, 2025.

The Transit Center is operated by the Santa Cruz Metropolitan Transportation Agency (Metro). Most of the land used for the Transit Center is owned by Metro but the southerly end of the Transit Center (a strip measuring approximately 72 feet in width) is owned by the Trustees of the Ow Trusts. SVWD has procured easements from Metro to allow construction of the LID Project improvements including those identified as Bid Add Alternates 1 through 4 that were not constructed in July 2016. SVWD is in the process of procuring easements from the Trustees of the Ow Trusts for construction of the planned improvements on the property owned by the Trustees of the Ow Trusts.

Scope of Work

Kennedy Jenks will provide professional engineering and technical services necessary to update the LID Project plans and specifications to facilitate competitive bidding and construction of the portions of the LID Project not previously constructed. This project is titled Scotts Valley Transit Center LID Retrofit Project Phase 2 (LID Project Phase 2). These services generally include reviewing the plans and specifications prepared for the LID Project; reviewing existing site conditions; updating the plans and specifications to clearly reflect the improvements to be constructed; reviewing previously approved CEQA documentation and assisting SVWD with related updates; assisting SVWD during bidding; providing professional engineering services during construction; and assisting the District with grant administration. The work involves completing the following tasks.

Engineering Services During Design and Construction Bid/Award

- Task 1: Project Management and Quality Control (Design Phase)
- Task 2: Meetings
- Task 3: Outreach Support
- Task 4: CEQA Support
- Task 5: Bid Documents

- Task 6: Support During Bidding
- Task 7: Conformed Documents
- Task 8: Grant Administration Support (Design Phase)

Engineering Services During Construction

- Task 9: Project Management and Quality Control (Construction Phase)
- Task 10: Meetings
- Task 11: Submittal Review
- Task 12: Responses to Requests for Information
- Task 13: Design Clarifications
- Task 14: Change Proposal Support
- Task 15: Site Visits
- Task 16: Assistance at Substantial Completion
- Task 17: Grant Administration Support (Construction Phase)
- Task 18: Record Drawings

Optional Services

- Task 19: Restoration of Existing Bioswale (Optional)
- Task 20: As-Requested Services (Optional)

The following are detailed descriptions of the proposed tasks.

Engineering Services During Design and Construction Bid/Award

Kennedy Jenks will provide professional engineering services during the design and construction bid/award phase of the project as follows:

Task 1: Project Management and Quality Control (Design Phase)

Kennedy Jenks will manage and coordinate its services during the project design and construction bid/award phases. This includes managing in-house staff and subconsultants, monitoring services provided and the related budget, and informing SVWD's project manager of progress and technical issues as they arise.

Task 1.1: Project Setup and Health & Safety

Under this task, Kennedy Jenks will establish a Project account in its project documentation and accounting system to organize project documentation and track Project costs. Additionally, Kennedy Jenks will negotiate and prepare agreements with subconsultants and prepare a Health Appraisal and Recognition Plan (HARP) for field activities.

Task 1.2: Project Oversight and Subconsultant Management

This task involves overseeing and managing work tasks performed by Kennedy Jenks in coordination with activities of Kennedy Jenks' subconsultants and SVWD. It also involves managing Kennedy Jenks' subconsultants, preparing an initial project schedule and as needed, preparing project schedule updates. Kennedy Jenks will engage Joni L. Janecki & Associates

(JLJA) for landscape architectural services and David J. Powers & Associates (DJP&A) for environmental engineering services.

Task 1.3: Project Quality Control Plan

This task includes preparing a Project Quality Plan (PQP) based on SVWD's standard template and providing a copy to SVWD's project manager. If SVWD does not have a PQP template, Kennedy Jenks will use its own format. This task also includes holding a Concept and Criteria Review (C&CR) meeting internal to Kennedy Jenks toward the beginning of providing design services. The meeting involves a presentation, review and discussion of the project concepts and services to be provided between the project team members and members of Kennedy Jenks' senior staff.

Task 1.4: Project Accounting and Progress/Status Activity Reporting

Kennedy Jenks will monitor the Project account in its project accounting system and prepare and electronically submit invoices for services to SVWD as well as monthly reports on progress. Invoicing for services shall generally be grouped by task and subtask as presented in this Scope of Work. Additionally, Kennedy Jenks will maintain a project decision log which will be submitted monthly concurrent with invoices.

Task 1 Deliverables:

1. Project schedule and updates, as needed
2. Project Quality Plan (PQP)
3. Monthly invoices and invoice summaries
4. Project Decision Log and updates

Task 2: Meetings

This task includes web-based Microsoft Teams meetings between Kennedy Jenks and SVWD's project team. Kennedy Jenks will prepare and distribute an agenda prior to each meeting and a summary after each meeting concludes. The agendas and summaries will be provided in electronic form for SVWD's review and records.

Kennedy Jenks shall prepare for and participate in the following meetings with SVWD. The meetings will be attended by up to three (3) Kennedy Jenks staff except as noted.

- Task 2.1: Project Kick-off Meeting
- Task 2.2: Bi-Weekly Check-in Calls
- Task 2.3: Draft Design Update Review Meeting

Task 2.1: Project Kick-off Meeting

Kennedy Jenks shall schedule, prepare for, and conduct one (1) virtual Project Kick-off Meeting with SVWD's Project Manager, others identified by SVWD's Project Manager, and up to three (3) Kennedy Jenks team members. For budgeting purposes, the meeting is anticipated to have a 2-hour duration. Agenda topics are anticipated to include confirmation of Project stakeholders; planned roles and responsibilities of SVWD and Kennedy Jenks staff; project scope, schedule,

and budget; project controls processes; deliverables; milestones and other key dates; and key technical issues.

Task 2.2: Bi-Weekly Check-in Calls

Kennedy Jenks shall prepare for and conduct bi-weekly check-in calls with SVWD's Project Manager and others identified by SVWD's Project Manager. Each call will generally include a review of progress; discussion of items requiring feedback; discussion of outstanding issues requiring resolution; and a review of the status of scope, schedule and budget as appropriate. For the purposes of this scope of work and the related budget, a total of ten (10) bi-weekly meetings during the project design phase are assumed. The calls are anticipated to have a 45-minute duration on average and will be attended by up to two (2) Kennedy Jenks staff. The project budget includes a total of thirty (30) hours for these services which includes effort for meeting preparation and the preparation of meeting agendas and summaries.

Task 2.3: Draft Design Update Review Meeting

Kennedy Jenks shall prepare for and hold one (1) meeting with SVWD related to the Draft Design Update documents. The meeting will be held toward the end of SVWD's review period. During the meeting Kennedy Jenks will facilitate a discussion of SVWD's comments on the Draft Design Update documents, update SVWD's project team on the overall status of the project including the preparation of CEQA support documents for SVWD's use, facilitate the making of key decisions that will allow the project to continue to progress, and record next steps and follow-up action items/communications. For budgeting purposes, the meeting is anticipated to be virtual and have a 2-hour duration.

Task 2 Deliverables:

1. Meeting Agendas
2. Meeting Summaries

Task 3: Outreach Support

Kennedy Jenks will support SVWD's outreach efforts related to the project. This will include preparing project descriptions, figures, and other supporting materials required for outreach to the public and other entities for SVWD's use. Kennedy Jenks will provide up to twenty (20) hours of services related to this task.

Task 4: CEQA Support

Kennedy Jenks, through its subconsultant David J. Powers & Associates (DJP&A), will provide environmental consulting services to SVWD related to CEQA compliance. DJP&A prepared the Initial Study/Mitigated Negative Declaration for the LID Project. Services will include determining whether additional CEQA documentation is needed prior to construction of the LID Project Phase 2. As needed, services also include preparing one (1) addendum to the Initial Study/Mitigated Negative Declaration previously adopted by SVWD.

Task 4 Deliverables:

1. Summary of need for additional CEQA documentation (electronic; e-mail format)
2. Initial Study/Mitigated Negative Declaration Addendum (Draft and Final)

Task 5: Bid Documents

Using the bid documents prepared for the original LID Project which included the Transit Center Phase 2 components, Kennedy Jenks, and our subconsultant, Joni L. Janecki and Associates will review and prepare updated plans and technical specifications suitable for public bidding of the construction of the following items:

1. Improvements at the southerly side of the Scotts Valley Transit Center including modular biofiltration units, conveyance pipeline and manholes, and hydrodynamic separator.
2. Landscape improvements between parking lot tiers and planting new trees to replace existing trees removed as part of the LID Project.

This task includes the following services, which are detailed below:

- Task 5.1: Site Visits
- Task 5.2: Draft Bid Documents
- Task 5.3: Final Bid Documents

Task 5.1: Site Visits

Services include conducting up to two (2) visits to the Scotts Valley Transit Center to observe existing conditions, compare existing conditions to the improvements documented in the plans and specifications for the LID Project, and assess and identify revisions to the LID Project plans and specifications needed to develop the plans and specifications for the LID Project Phase 2.

Task 5.2: Draft Bid Documents

Services include preparing draft updates to the plans and technical specifications for the LID Project needed to bid and construct the LID Project Phase 2.

Services also include reviewing SVWD's current standard front-end (Division 0 and Division 1) specifications for coordination of the technical specifications and to identify suggestions for tailoring the front-end specifications for the project. Suggested front-end specification revisions will be provided as comments and tracked revisions in a .DOC version of the specifications prepared and provided by SVWD. The project budget includes a total of fifty (50) hours for services related to SVWD's front-end specifications.

Kennedy Jenks will prepare an opinion of probable construction cost (OPCC) The OPCC will be a Class 2 Estimate as defined by AACE International. Additionally, Kennedy Jenks will prepare a conceptual construction schedule for the project. The purpose of the schedule will be to determine an allowable duration for construction.

Task 5.2 Deliverables:

1. Draft Plan Updates
2. Draft Technical Specification Updates
3. Suggested revision to SVWD's standard Division 1 specifications

4. Class 2 OPCC
5. Conceptual Construction Schedule

Task 5.3: Final Bid Documents

Services include preparing final versions of the following suitable for competitive public bidding. This shall include revising the draft documents submitted under Task 5.2 to address SVWD's comments and providing written responses to the comments received.

- Plan updates
- Technical specification updates
- Standard Division 0 and 1 Specifications
- OPCC
- Conceptual Construction Schedule

Task 5.3 Deliverables:

1. Final Design Drawings
2. Final Design Technical Specifications
3. Final Design Standard Division 0 and 1 Specifications
4. Final OPCC
5. Update to Conceptual Construction Schedule
6. Responses to comments on draft document updates

Task 6: Support During Bidding

Kennedy Jenks will provide up to twenty (20) hours of support to SVWD on an as-needed basis during construction bidding, bid review, contract award, and issuance of Notice to Proceed (NTP) for construction. Bidding support will include leading one (1) in-person combined pre-bid meeting and site walk coordinated by SVWD, responding to questions from prospective bidders, assisting SVWD with preparing up to two (2) addenda, and attending one (1) virtual bid opening led by SVCW. Kennedy Jenks will prepare an agenda for the pre-bid meeting.

Task 7: Conformed Documents

Kennedy Jenks will prepare conformed plans and specifications for the project by incorporating revisions made by addendum during the bid period into the bid documents. The project budget includes a total of forty (40) hours for preparing the conformed documents.

Task 7:Deliverables:

1. Conformed Plans
2. Conformed Specifications

Task 8: Grant Administration Support (Design Phase)

Kennedy Jenks will support SVWD with administration of the DWR IRWM grant that will be used to fund the design phase of the project. The project budget includes a total of twenty-four (24) hours for these services.

Task 8:Deliverables:

1. Coordination call summaries (electronic, email format)

https://kjcnet.sharepoint.com/sites/WIBUMarketingStaff/Proposals/Scotts-Valley-Water-District_CA/2023_Transit_Center_Ph_2_Design/Sept_2023_proposal/SVWD-LID-Ph2_ExhibitA-ScopeOfWork_230908.docx
Kennedy/Jenks Consultants, Inc.

Engineering Services During Construction

Kennedy Jenks will provide professional engineering services during the construction phase of the project as follows:

Task 9: Project Management and Quality Control (Construction Phase)

Kennedy Jenks will manage and coordinate its services during the project construction phase. This includes managing in-house staff and subconsultants, monitoring services provided and the related budget, and informing SVWD's project manager of progress and technical issues as they arise.

Task 9.1: Project Oversight and Subconsultant Management

This task involves overseeing and managing work tasks performed by Kennedy Jenks in coordination with activities of Kennedy Jenks' subconsultants and SVWD. It also involves managing Kennedy Jenks' subconsultants.

Task 9.2: Project Accounting and Progress/Status Activity Reporting

Kennedy Jenks will monitor the Project account in its project accounting system during the project design phase and prepare and electronically submit invoices for services to SVWD as well as monthly reports on progress. Invoicing for services shall generally be grouped by task and subtask as presented in this Scope of Work.

Task 9 Deliverables:

1. Monthly invoices and invoice summaries

Task 10: Meetings

Kennedy Jenks will participate in the following meetings with SVWD and, as appropriate, SVWD's construction contractor, as detailed below:

- Task 10.1: Pre-Construction Meeting
- Task 10.2: Construction Progress Meetings
- Task 10.3: As-Needed Project-Specific Meetings

Task 10.1: Preconstruction Conference

Kennedy Jenks will participate in one (1) virtual/web-based Pre-construction Meeting with SVWD and the Contractor with up to two (2) Kennedy Jenks team members. For budgeting purposes, the meeting is anticipated to have a 2-hour duration. It is assumed that SVWD or its Construction Management (CM) Team will schedule and lead the meeting and develop the meeting agenda and summary. The meeting is anticipated to include discussions of the construction team's roles and responsibilities; project scope, schedule, and constraints; project control processes; deliverables; milestones and other key dates; and key technical issues. With the allocated budget, Kennedy Jenks will provide comments on the meeting agenda prepared

by SVWD or its designate, an overview of the project construction scope, and address project-related questions during the meeting.

Task 10.2: Construction Progress Meetings

Kennedy Jenks will attend virtual/web-based construction progress meetings scheduled, led, and facilitated by SVWD or its CM Team. It is assumed the meetings will be weekly throughout the construction duration (assumed to be seven (7) months) and that SVWD or its CM Team will prepare related agendas and summaries. For budgeting purposes, it is assumed meetings will be of 1-hour average duration and attended by up to two (2) Kennedy Jenks staff.

Task 10.3: As-Needed Project-Specific Meetings

This task includes Kennedy Jenks' attendance at virtual/web-based meetings convened by SVWD or its CM Team that are held in addition to the regularly scheduled Construction Progress Meetings to address project-specific issues. This may include meetings with various project stakeholders such as Metro, City of Scotts Valley, etc.; or meetings with the Contractor to address specific construction issues that require a forum outside of routine construction progress meetings. It is assumed SVWD or its CM Team will prepare related meeting agendas and summaries. The allocated budget allows for a total of ten (10) hours of Kennedy Jenks' staff time.

Task 10 Deliverables:

1. Written Comments on Agenda for Pre-Construction Conference Prepared by SVWD

Task 11: Submittal Review

Kennedy Jenks will receive, log, and review the construction submittals prepared by the contractor and forwarded by SVWD. Kennedy Jenks will provide SVWD written comments and a recommended review disposition on each submittal in the form of a shop drawing review letter (SDRL) for SVWD's (or its CM Team's) distribution to the contractor within an average of fifteen (15) working days of receipt of a submittal from SVWD. The allocated budget provides for the review of up to a combined total of fifty (50) submittals, including resubmittals allowing an average review time of five (5) hours for each submittal for receiving, logging, and reviewing and preparing an SDRL. Reviews shall be limited to submittals related to the project technical design developed by Kennedy Jenks and its subconsultants. It is expected that SVWD or its CM Team will review submittals related to specification Divisions 0 and 1.

Task 11 Deliverables:

1. Shop Drawing Review Letters (SDRLs): One (1) electronic copy for each submittal/resubmittal

Task 12: Responses to Requests for Information

Kennedy Jenks will receive, log, and respond to requests for information (RFIs) related to the technical design of the planned improvements. This includes requests generated by the Contractor ("formal" RFIs) and requests and inquires generated by SVWD and/or its CM Team ("informal" RFIs). Responses to formal RFIs will be formally documented whereas responses to

informal RFIs may or may not be documented (responses may be verbal or by e-mail). RFI responses shall be provided to SVWD or its CM Team for dissemination to the Contractor within an average of ten (10) working days of receipt of an RFI. This scope of work and the related budget includes addressing up to twenty (20) RFIs with an allotted average handling time of five (5) hours each for receiving, logging, reviewing, and preparing a response.

Task 12 Deliverables:

1. RFI Responses: One (1) electronic copy for each RFI

Task 13: Design Clarifications

Under this task, as needed, Kennedy Jenks will prepare documentation to clarify, amend, or supplement the technical design presented in the contract documents. Additionally, Kennedy Jenks will develop the design and details of possible additional construction work not included in the construction contract that may be determined desirable or necessary after construction commences. Kennedy Jenks will provide the related documentation to SVWD or its CM Team for distribution to the Contractor as a Change Order, Work Change Directive, Field Order, or other document of SVWD's choosing.

The budget allocated for this task provides for preparing documentation for up to two (2) design clarifications allowing up to twelve (12) hours to process and prepare designs, narratives, and sketches or drawings as necessary to support each clarification.

Task 13 Deliverables:

1. Design Clarification Memorandums: One (1) electronic copy for each memorandum

Task 14: Change Proposal Support

As requested, Kennedy Jenks shall assist SVWD or its CM Team in the evaluation of Change Proposals related to the project technical design prepared and submitted by the Contractor. Assistance will include reviewing notices and correspondence related to the Change Proposals, assessing whether the Change Proposal scope of work is part of the initial construction contract scope of work, and providing a written assessment of the purported change. Additionally, as requested, Kennedy Jenks will assist SVWD and its CM Team by providing a high-level assessment of the validity of the monetary value of the Change Proposal. It is assumed that SVWD and its CM Team will take primary responsibility for evaluating and responding to Change Proposals.

This task provides as-needed support to assist in the review of up to two (2) Change Proposals allowing for an average of four (4) hours for each. It is assumed that each Change Proposal will pertain to only one (1) change in the construction contract scope of work.

Task 14 Deliverables:

1. One (1) written assessment of each Change Proposal

Task 15: Site Visits

Kennedy Jenks staff will make up to four (4) visits to the project construction site. Visits will be coordinated with SVWD or its CM Team and durations will average approximately five (5) hours

each including travel to, from, and around the site. During the visits, Kennedy Jenks will observe the general quality and progress of the work, assess general adherence of the construction to the contract documents, and review and discuss specific construction issues with SVWD, its CM Team, and/or Contractor.

For each site visit, Kennedy Jenks shall prepare a site observation memorandum documenting the areas visited and summarizing general observations as they relate to conformance of the construction to the design documents. Kennedy Jenks' observations will not be exhaustive and therefore not considered an inspection of the work performed by the Contractor, in whole or in part, and shall be considered supplemental to SVWD's or its CM Team's observations.

Task 15 Deliverables:

1. Site observation memorandum: One (1) for each site visit

Task 16: Assistance at Substantial Completion

Services include assisting SVWD or its CM Team with assessments of the completeness of construction at Project Substantial Completion. This includes accompanying SVWD or its CM Team during one (1) onsite assessment of the construction completion at project substantial completion and assisting with the preparation of one (1) corrective work item list (punch list). The scope of work includes an allowance of up to ten (10) hours total for assisting with the onsite assessment and preparing a corrective work item list.

Task 16 Deliverables:

1. Corrective Work Item List (Punch List): One (1) electronic copy

Task 17: Grant Administration Support (Construction Phase)

Kennedy Jenks will support SVWD with administration of the DWR IRWM grant that will be used to fund the design phase of the project. The project budget includes a total of twenty-four (24) hours for these services.

Task 17 Deliverables:

1. Coordination call summaries (electronic, email format)

Task 18: Record Drawings

Kennedy Jenks will prepare Record Drawings of the Plan sheets originally prepared by the Kennedy Jenks team for the Project. The Record Drawings shall reflect changes to the 100% bid documents made through construction as marked/noted by the Contractor, SVWD, and/or its CM Team on a set of As-Built Mark-Ups. Services exclude researching RFIs, design clarifications, change orders, etc. issued for the Project to determine the changes to be captured on the Record Drawings. Kennedy Jenks shall provide one (1) electronic copy of the Record Drawing set. The allocated budget is based on an assumed 2-hour average of combined engineering and drafting effort to prepare each sheet of the Record Drawings.

Task 18 Deliverables:

1. Draft Record Drawings
2. Final Record Drawings

Optional Services

As determined necessary as the project design and construction progresses and as authorized by SVWD, Kennedy Jenks will provide additional professional engineering services.

Task 19: Restoration of Existing Bioswale (Optional)

The bioswale constructed at the northerly side of the Transit Center under the original LID Project exhibits deterioration by way of distressed vegetation, accumulation of debris on the surface of the biofiltration soil, and subterranean rodent activity. Metro plans to restore/rehabilitate the bioswale. However, SVWD may wish to implement improvements beyond those planned by Metro. This task includes the combined services of Kennedy Jenks and its landscape architect subconsultant, Joni L. Janecki & Associates, to incorporate bioswale improvements into the design of the LID Project Phase 2.

Task 20: As-Requested Services (Optional)

Kennedy Jenks understands that additional services may be required for the project. These services will be provided on a cost reimbursable basis when authorized by SVWD. A total of \$10,000 is assumed for these services for budgeting purposes. Additional services could include:

- Additional meeting support
- Additional construction oversight/observation
- Preparation of responses to additional submittals and/or RFIs and/or design clarifications

Assumptions

The Scope of Work is based on the following assumptions:

- Combined duration of services related to the project Design and Bidding/Award phases will not exceed six (6) months.
- Duration of services related to the project Construction phase will not exceed seven (7) months.
- Unless otherwise noted, all deliverables will be electronic, .PDF format. Final design drawings will also be provided in AutoCAD 2021 or newer format. Services exclude providing hardcopies of deliverables.
- Unless otherwise noted, SVWD and other stakeholders will provide comments on each draft deliverable within twenty (20) business days of receiving the deliverable.
- Comments generated by SVWD and other stakeholders regarding each deliverable will be provided to Kennedy Jenks as a single, consolidated set of comments in a tabular format and/or a single .DOC file with comments/revisions tracked. Disparities between comments will be resolved by SVWD prior to SVWD providing the comments to Kennedy Jenks.
- Unless otherwise indicated, meetings will be held as web-based video/conference calls using Microsoft Teams.
- SVWD will lead and coordinate public outreach efforts.
- SVWD will provide copies of its standard Division 0 and 1 specifications as .DOC documents. Review of the Division 0 and 1 specifications and the preparation of suggested revisions is limited to a total of seventy (70) hours.

- Conceptual construction schedules prepared by Kennedy Jenks will be general in nature (showing only major, high-level activities) and based on estimates of construction durations. Their purpose is to determine an allowable construction contract duration.
- Services exclude support related to encroachment permits or easements from Metro, City of Scotts Valley, and the Trustees of the Ow Trusts.
- Services include attending one (1) in-person combined pre-bid meeting and site walk.
- Construction submittal review provided under Engineering Services During Construction excludes the review of construction schedule updates, schedules at values, bills/lists of materials, progress reports, erosion control plans, and similar documents related to Specification Divisions 0 and 1 that are not related to the technical aspects of the project design. It is assumed these types of submittals will be reviewed by SVWD or its designated construction management consultant.
- Engineering Services During Construction exclude geotechnical engineering services during construction including soils sampling and testing.
- Services exclude topographic surveying during either design or construction.
- Engineering Services During Construction exclude materials sampling and testing during construction, e.g., concrete sampling/testing, pull testing of post-installed anchor bolts, etc.
- Services exclude preparing operation and/or maintenance manuals.
- Services exclude appraising, negotiating and/or acquiring rights to real property and real property purchases.

Client/Address: Scotts Valley Water District
 2 Civic Center Drive
 Scotts Valley, CA 95066

Contract/Proposal Date: September 8, 2023

Schedule of Charges

January 1, 2023

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	\$150
Engineer-Scientist-Specialist 2	\$180
Engineer-Scientist-Specialist 3	\$200
Engineer-Scientist-Specialist 4	\$220
Engineer-Scientist-Specialist 5	\$240
Engineer-Scientist-Specialist 6	\$260
Engineer-Scientist-Specialist 7	\$285
Engineer-Scientist-Specialist 8	\$305
Engineer-Scientist-Specialist 9	\$320
Senior CAD-Designer	\$185
CAD-Designer	\$170
Senior CAD-Technician	\$155
CAD-Technician	\$140
Project Assistant	\$140
Administrative Assistant	\$120
Aide.....	\$95

In addition to the above Hourly Rates, an Associated Project Cost charge of \$9.74 per hour will be added to Personnel Compensation for costs supporting projects including telecommunications, software, information technology, internal photocopying, shipping, and other support activity costs related to the support of projects.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

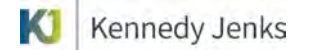
Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2023 through December 31, 2023. After December 31, 2023, invoices will reflect the Schedule of Charges currently in effect.

Proposal Fee Estimate



CLIENT Name: Scotts Valley Water District

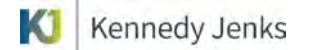
PROJECT Description: Engineering Services for Scotts Valley Transit Center LID Retrofit Project - Phase 2

Proposal/Job Number: _____

Date: 9/8/2023

Dwg Sht Row	Jan 3	Water	Eng-Sci-8 PIC	Eng-Sci-8 PM	Eng-Sci-8 Primary/Intend QC	Eng-Sci-7 PE	Eng-Sci-7 CEQA Coord	Eng-Sci-7 Struct QC	Eng-Sci-6 OPCI Lead	Eng-Sci-5 Engr Support (Genl)	Eng-Sci-5 Engr Support (LID)	Eng-Sci-4 Struct Lead	Eng-Sci-4	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Sr. CAD-Design CAD Manager	CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Escalation	KJ Assoc. Proj. Costs	Assn. Proj. Costs JL Jenecki & Assoc	Proj. Costs Sub Dj Powers	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:	Hourly Rate:		\$305	\$305	\$305	\$285	\$285	\$285	\$260	\$240	\$240	\$220	\$220	\$220	\$200	\$180	\$185	\$170	\$155	\$140	\$140	\$120	Hours	Fees	3%	\$9.74	Fees	Fees	10%	Fees	10%				Fees	
Engineering Services During Design and Construction Bid/Award																																				
Task 1: Project Management & Quality Control (Design Phase)																																				
T1.1: Project Setup and Health & Safety				6		2				4			2		2							4	20	\$4,760	\$143	\$195							\$4,903	\$195	\$5,098	
T1.2: Project Oversight and Subconsultant Management				27	1	3	1			7					1		1						41	\$11,745	\$352	\$399							\$12,097	\$399	\$12,497	
T1.3: Project Quality Control Plan			1	3	1	1	1			1					3								11	\$2,935	\$88	\$107							\$3,023	\$107	\$3,130	
T1.4: Project Accounting & Progress/Status Activity Repd				12		2										4						9	27	\$6,210	\$186	\$263							\$6,396	\$263	\$6,659	
Task 1 - Subtotal			1	48	2	8	2			12			2		6	4	1				13	99	\$25,650	\$770	\$964							\$26,420	\$964	\$27,384		
Task 2: Meetings																																				
T2.1: Project Kickoff Meeting				4		4						4											12	\$3,320	\$100	\$117							\$3,420	\$117	\$3,536	
T2.2: Bi-Weekly Check-in Calls				10		20																	30	\$8,750	\$263	\$292							\$9,013	\$292	\$9,305	
T2.3: Draft Design Update Review Meeting				3		4	2					4											13	\$3,585	\$108	\$127							\$3,693	\$127	\$3,819	
Task 2 - Subtotal				17		28	2					8											55	\$15,655	\$470	\$536							\$16,125	\$536	\$16,660	
Task 3: Outreach Support																																				
T3.1: Outreach Support				6						4						4					6		20	\$4,350	\$131	\$195							\$4,481	\$195	\$4,675	
Task 3 - Subtotal				6						4						4					6		20	\$4,350	\$131	\$195							\$4,481	\$195	\$4,675	
Task 4: CEQA Support																																				
T4.1: Compare past docs to current project						1	2			2													5	\$1,335	\$40	\$49		\$2,574	\$257				\$1,375	\$2,831	\$49	\$4,255
T4.2: Prepare CEQA Addendum						1	2			2													5	\$1,335	\$40	\$49		\$5,971	\$597				\$1,375	\$6,568	\$49	\$7,992
Task 4 - Subtotal						2	4			4													10	\$2,670	\$80	\$97		\$8,545	\$855				\$2,750	\$9,400	\$97	\$12,247
Task 5: Bid Documents																																				
T5.1: Site Visits				6								6											12	\$3,270	\$98	\$117				\$150	\$15	\$3,368	\$282	\$3,650		
T5.2: Draft Bid Documents					11	29		1	12	28	29	4		6		8	1				32		184	\$39,983	\$1,199	\$1,787	\$22,450		\$2,245				\$41,182	\$24,695	\$1,787	\$67,664
T5.3: Final Bid Documents					8	16		1	4	14	9	2		2		6	1				11		87	\$19,010	\$570	\$847	\$2,450		\$245				\$19,580	\$2,695	\$847	\$23,123
Task 5 - Subtotal				6	18	45		2	16	42	44	6		8		14	1				43		283	\$62,263	\$1,868	\$2,752	\$24,900		\$2,490	\$150	\$15	\$64,130	\$27,390	\$2,917	\$94,437	
Task 6: Support During Bidding																																				
T6.1: Support During Bidding				2		6				12													20	\$5,200	\$156	\$195	\$3,200			\$50	\$5	\$5,356	\$250	\$5,606		
Task 6 - Subtotal				2		6				12													20	\$5,200	\$156	\$195	\$3,200		\$50	\$5	\$5,356	\$250	\$5,606			
Task 7: Conformed Documents																																				
T7.1: Conformed Documents						7				13											12		40	\$7,793	\$234	\$385							\$8,026	\$385	\$8,411	
Task 7 - Subtotal						7				13											12		40	\$7,793	\$234	\$385							\$8,026	\$385	\$8,411	
Task 8: Grant Administration Support (Design Phase)																																				
T10.1: Grant Administration Support (Design Phase)				15						9													24	\$6,594	\$198	\$229							\$6,792	\$229	\$7,021	
Task 8 - Subtotal				15						9													24	\$6,594	\$198	\$229							\$6,792	\$229	\$7,021	
Engineering Services During Design and Construction Bid/Award (Task 1 through Task 8) - Subtotal			1	94	20	95	8	2	16	96	52	6	2	8	6	22	2		55	6	13	47	550	\$130,174	\$3,905	\$5,353	\$28,100	\$8,545	\$3,345	\$200	\$20	\$134,079	\$36,790	\$5,573	\$176,441	

Proposal Fee Estimate



CLIENT Name: Scotts Valley Water District

PROJECT Description: Engineering Services for Scotts Valley Transit Center LID Retrofit Project - Phase 2

Proposal/Job Number: _____

Date: 9/8/2023

Dwg Sht Row	Jan 3	Water	Eng-Sci-8 PIC	Eng-Sci-8 PM	Eng-Sci-8 Primary/Intend QC	Eng-Sci-7 PE	Eng-Sci-7 CEQA Coord	Eng-Sci-7 Struct QC	Eng-Sci-6 OPCC Lead	Eng-Sci-5 Engr Support (Genl)	Eng-Sci-5 Engr Support (LID)	Eng-Sci-4 Struct Lead	Eng-Sci-4	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Sr. CAD-Design CAD Manager	CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Escalation	KJ Assoc. Proj. Costs	Sub JL Jenecki & Assoc	Sub DJ Powers	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:			\$305	\$305	\$305	\$285	\$285	\$285	\$260	\$240	\$240	\$220	\$220	\$220	\$200	\$180	\$185	\$170	\$155	\$140	\$140	\$120	Hours	Fees	3%	\$9.74	Fees	Fees	10%	Fees	10%				Fees	
Engineering Services During Construction																																				
Task 9: Project Management & Quality Control (Construction Phase)																																				
T9.1: Project Oversight and Subconsultant Management				32						8														40	\$11,680	\$350	\$390							\$12,030	\$390	\$12,420
T9.2: Project Accounting & Progress/Status Activity Rep				13																		10	23	\$5,298	\$159	\$220								\$5,457	\$220	\$5,678
Task 9 - Subtotal				45						8												10	63	\$16,978	\$509	\$610							\$17,488	\$610	\$18,098	
Task 10: Meetings																																				
T10.1: Preconstruction Conference				4		6																		10	\$2,930	\$88	\$97				\$100	\$10	\$3,018	\$207	\$3,225	
T10.2: Construction Progress Meetings				28		28																		56	\$16,520	\$496	\$545						\$17,016	\$545	\$17,561	
T10.3: As-Needed Project-Specific Meetings				2		8																		10	\$2,890	\$87	\$97						\$2,977	\$97	\$3,074	
Task 10 - Subtotal				34		42																	76	\$22,340	\$670	\$740				\$100	\$10	\$23,010	\$850	\$23,860		
Task 11: Submittal Review																																				
T11.1: Submittal Review					13	9		1		105		15		15	75	2								235	\$53,823	\$1,615	\$2,284	\$9,400			\$940		\$55,437	\$10,340	\$2,284	\$68,061
Task 11 - Subtotal					13	9		1		105		15		15	75	2							235	\$53,823	\$1,615	\$2,284	\$9,400			\$940		\$55,437	\$10,340	\$2,284	\$68,061	
Task 12: Responses to Requests for Information																																				
T12.1: Responses to Requests for Information					5	3		1		36		12		12	30	2								101	\$22,945	\$688	\$984	\$3,100			\$310		\$23,633	\$3,410	\$984	\$28,027
Task 12 - Subtotal					5	3		1		36		12		12	30	2							101	\$22,945	\$688	\$984	\$3,100			\$310		\$23,633	\$3,410	\$984	\$28,027	
Task 13: Design Clarifications																																				
T13.1: Design Clarifications				2	2	4				10										6				24	\$5,690	\$171	\$234	\$900			\$90		\$5,861	\$990	\$234	\$7,084
Task 13 - Subtotal				2	2	4				10									6				24	\$5,690	\$171	\$234	\$900			\$90		\$5,861	\$990	\$234	\$7,084	
Task 14: Change Proposal Support																																				
T14.1: Change Proposal Support				2	2	2				2														8	\$2,270	\$68	\$78						\$2,338	\$78	\$2,416	
Task 14 - Subtotal				2	2	2				2														8	\$2,270	\$68	\$78						\$2,338	\$78	\$2,416	
Task 15: Site Visits																																				
T15.1: Site Visits										10	10													20	\$4,800	\$144	\$195	\$2,400		\$240	\$200	\$20	\$4,944	\$2,640	\$415	\$7,999
Task 15 - Subtotal										10	10													20	\$4,800	\$144	\$195	\$2,400		\$240	\$200	\$20	\$4,944	\$2,640	\$415	\$7,999
Task 16: Assistance at Substantial Completion																																				
T16.1: Assistance at Substantial Completion						10																		10	\$2,850	\$86	\$97				\$100	\$10	\$2,936	\$207	\$3,143	
Task 16 - Subtotal						10																		10	\$2,850	\$86	\$97				\$100	\$10	\$2,936	\$207	\$3,143	
Task 17: Grant Administration Support (Construction Phase)																																				
T17.1: Grant Administration Support (Construction Phase)					15					9														24	\$6,876	\$206	\$238						\$7,082	\$238	\$7,320	
Task 17 - Subtotal					15					9														24	\$6,876	\$206	\$238						\$7,082	\$238	\$7,320	
Task 18: Record Drawings																																				
T18.1: Record Drawings					3					3								18						24	\$4,695	\$141	\$234	\$2,500		\$250			\$4,836	\$2,750	\$234	\$7,820
Task 18 - Subtotal					3					3							18							24	\$4,695	\$141	\$234	\$2,500		\$250			\$4,836	\$2,750	\$234	\$7,820
Engineering Services During Construction (Task 9 through Task 18) - Subtotal				98	25	70		2		183	10	27		27	105	4		18	6		10		585	\$143,267	\$4,298	\$5,694	\$18,300		\$1,830	\$400	\$40	\$147,565	\$20,130	\$6,134	\$173,829	

Proposal Fee Estimate

CLIENT Name: Scotts Valley Water District

PROJECT Description: Engineering Services for Scotts Valley Transit Center LID Retrofit Project - Phase 2

Proposal/Job Number: _____

Date: 9/8/2023

Dwg Sht Row	Jan 3	Water	Eng-Sci-8 PIC	Eng-Sci-8 PM	Eng-Sci-8 Primary/Interd QC	Eng-Sci-7 PE	Eng-Sci-7 CEQA Coord	Eng-Sci-7 Struct QC	Eng-Sci-6 OPCC Lead	Eng-Sci-5 Engr Support (Genl)	Eng-Sci-5 Engr Support (LID)	Eng-Sci-4 Struct Lead	Eng-Sci-4	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Sr. CAD-Design CAD Manager	CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Escalation	KJ Assoc. Proj. Costs	Sub JL Jenecki & Assoc	Sub DJ Powers	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:	Hourly Rate:		\$305	\$305	\$305	\$285	\$285	\$285	\$260	\$240	\$240	\$220	\$220	\$220	\$200	\$180	\$185	\$170	\$155	\$140	\$140	\$120	Hours	Fees	3%	\$9.74	Fees	Fees	10%	Fees	10%				Fees
Optional Services																																			
Task 19: Restoration of (E) Bioswale (Optional)																																			
T19.1: Restoration of (E) Bioswale				2		6				12										16			36	\$7,680	\$230	\$351	\$7,800		\$780			\$7,910	\$8,580	\$351	\$16,841
Task 19 - Subtotal																																			
				2		6				12										16			36	\$7,680	\$230	\$351	\$7,800		\$780			\$7,910	\$8,580	\$351	\$16,841
Task 20: As-Requested Services (Optional)																																			
T20.1: As-Requested Services				10		10									10					9			39	\$9,337	\$280	\$383						\$9,618		\$383	\$10,000
Task 20 - Subtotal																																			
				10		10									10					9			39	\$9,337	\$280	\$383						\$9,618		\$383	\$10,000
Optional Services (Task 19 through Task 20) - Subtotal																																			
				12		16				12					10					25			75	\$17,017	\$511	\$733	\$7,800		\$780			\$17,528	\$8,580	\$733	\$26,841
All Tasks Total																																			
			1	204	45	181	8	4	16	291	62	33	2	35	121	26	2	18	86	6	23	47	1209	\$290,458	\$8,714	\$11,779	\$54,200	\$8,545	\$5,955	\$600	\$60	\$299,172	\$65,500	\$12,439	\$377,111

STAFF REPORT - Finance

Scotts Valley Water District

Date: 11/09/2023

To: Board of Directors

From: General Manager

Item: Staff Reports 7.3

Subject: **Preliminary Financial Reports 07/01/23 through 09/30/23**

Summary

Fiscal Year-to-Date (YTD) preliminary figures reflect the period of 07/01/23 through 09/30/23. YTD revenues total \$2.5M and expenses total \$2.8M.

Revenue

September is the third month of the fiscal year. YTD potable water sales revenue is \$1.4M, water services revenue is \$0.7M and new connections revenue is \$76K. Property tax revenue is \$14K and grant revenue for the period has not yet been recorded. Total YTD revenue in the potable water fund is \$2.3M, equal to 18% of the budget and 18% lower than the same period last year due to a decline in one-time revenue from new connections.

YTD recycled water sales revenue is \$233K, water services revenue is \$24K, and no revenue from new connections for the period. Total YTD revenue of \$257K in the recycled water fund equals 39% of the budget, which is 4% higher than for the same period of last fiscal year.

Expenses

Combined YTD operating expenses are in-line with the budget, with expenses of \$1.7M representing 26% of the budget. Net project expenditures total \$0.2M and the debt service principal payments of \$931K have been made.

Fund Balance

At the end of September, cash reserves were approximately \$10.1M with another \$1.3M booked in Accounts Receivable.

Enclosed

Quarterly Financial Report 07/01/23 – 09/30/23

Budget Status Balance 07/01/23 – 09/30/23

Budget Status Revenue 07/01/23 – 09/30/23

Budget Status Expense 07/01/23 – 09/30/23

Projects Expense 07/01/23 – 09/30/23

Balance Sheet 09/30/23

Check Register 09/01/23 – 09/30/23

Investment Summary 09/30/23

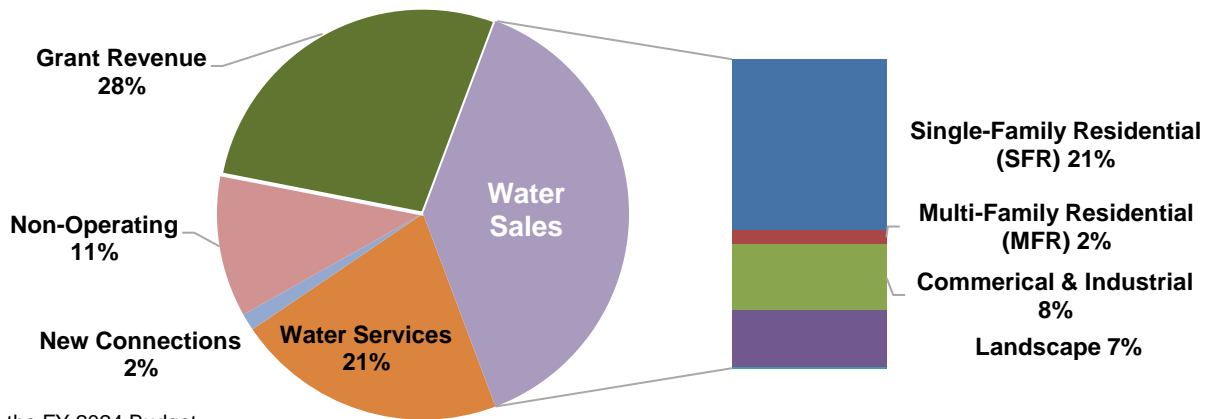


FY 2024 – Q1 Financial Report

July 1, 2023 – September 30, 2023

Revenues

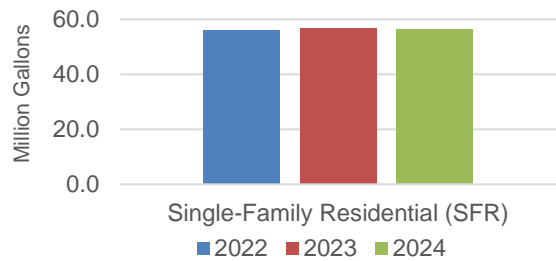
Scotts Valley Water District revenues come from four main sources: Water Sales, Water Services (Basic Service Charge), New Connections, and Non-Operating*.



*Data from the FY 2024 Budget

The District's largest revenue category is Single Family Residential (SFR) Water Sales. Revenue in the SFR category for the period July through September is down 1% from the same period in the prior year. Revenue includes drought surcharges.

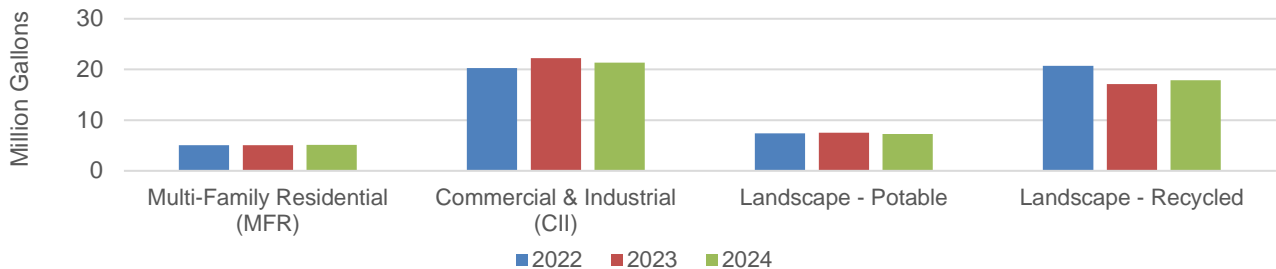
Consumption 3 Year History : SFR (July through September)



Consumption

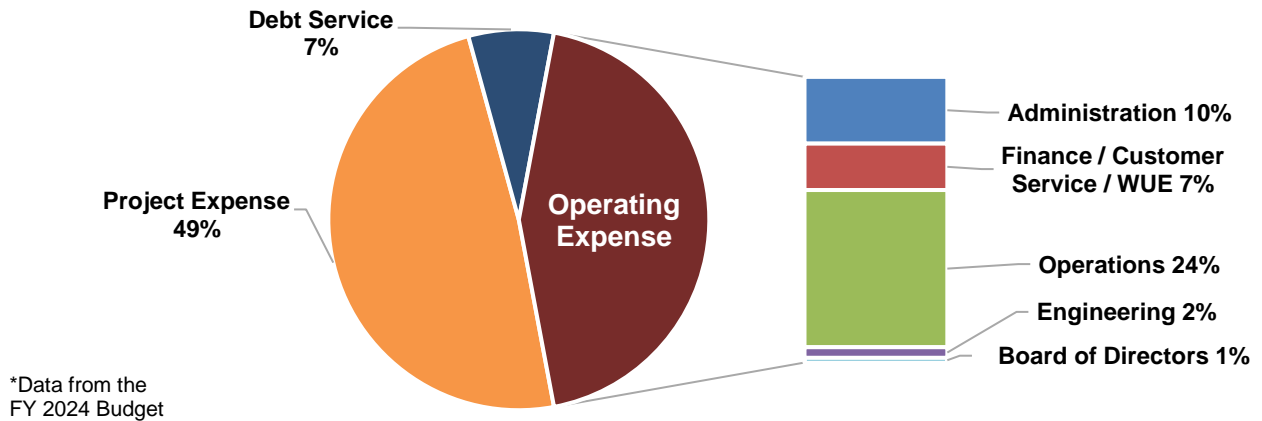
Water consumption by SFR customers in the first quarter is 56 million gallons, down 0.4 million gallons or 0.6% from FY 2023.

Consumption 3 Year History : MFR, CII, Landscape (July through September)



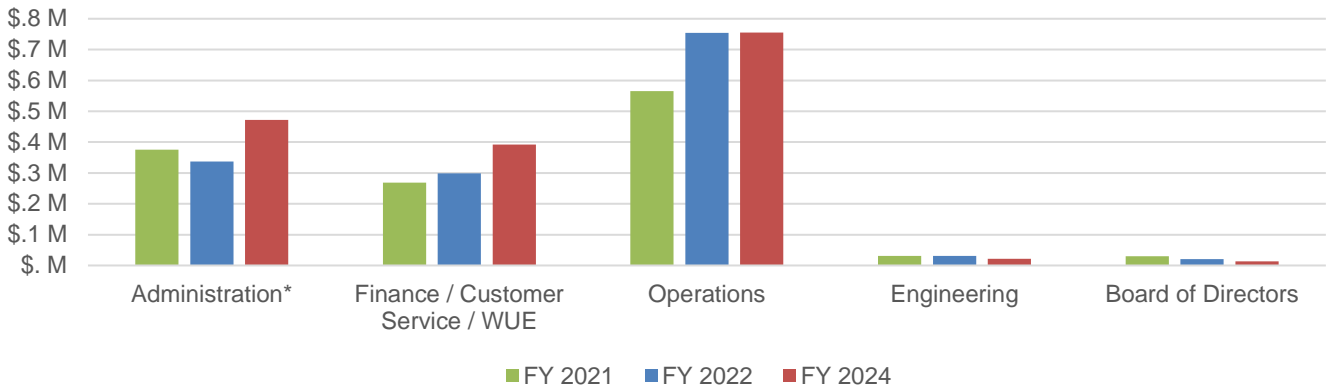
Expenses

District expenses are comprised of three major categories: Operating Expenses, Project Expenses, and Debt Service. The chart below presents the FY 2024 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 of providing uninterrupted high-quality water service across the service area. Operating expenses in Q1 of FY 2024, which accounts for activity from July 2023 through September 2023, are tracking in-line with the budget. Total operating expenses in FY 2024 exceed the FY 2023 total for the same period by 2.2%. The chart below compares Operating Expenditures by Division for each of the past three fiscal years. The Administration Division tracks high in FY 2023 due to the timing of the annual contribution to Santa Margarita Groundwater Agency.

**Operating Expenses 3 Year History by Division
July - September**

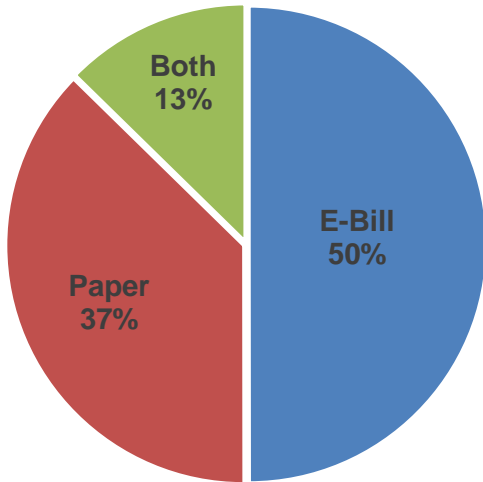


Customer Accounts

The charts below provide additional information on how customers interact with the District.

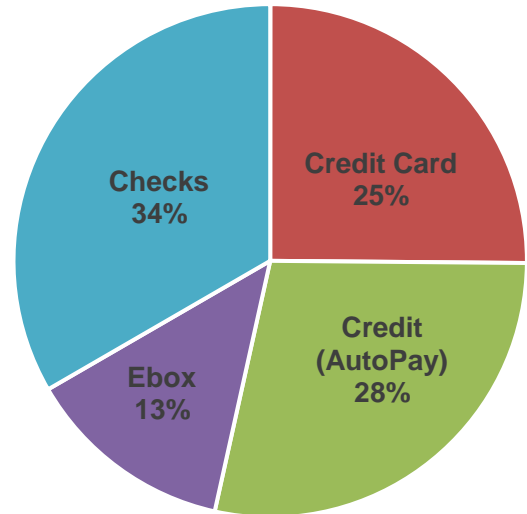
Total Accounts: 4,539

How do customers RECEIVE their bill?



	FY 23 Q4	FY 24 Q1	change
E-Bill	49.1%	50.0%	0.9
Paper	38.4	37.3	(1.1)
Both	12.5	12.7	0.2

How do customers PAY their bill?



	FY 23 Q4	FY 24 Q1	change
Credit Card	0.23	0.25	0.02
Credit (AutoPay)	0.39	0.28	(0.11)
Ebox	0.11	0.13	0.02
Checks	0.27	0.33	0.07

Delinquent Accounts

Billing	Reminder		
	Date	Accounts	Emails
July	3-Aug	549	418
August	31-Aug	807	609
Sept	3-Oct	583	443

Date	Late Payment Penalty	
	Accounts	Past Due Balance
8/9/2023	224	\$55,113.74
9/6/2023	307	\$90,491.33
10/6/2023	323	\$102,573.75

Rebates

Rebates Processed	# of Rebates	Total Amount
FY 2024 (July 2023 – September 2023)		
FY 2023 (July 2022 – September 2022)		
Lawn Removal	3/5	\$3,025/\$31,507
Low Volume Irrigation	0/0	\$0/\$0
Toilet Replacement	9/3	\$550/\$200
Pressure Regulators	3/5	\$200/\$600
Pool Covers	1/1	\$122/\$650
Smart Controllers	1/6	\$100/\$696
Small Stream Sprayers	0/0	\$0/\$0
Greywater Harvesting	0/0	\$0/\$0
Rainwater Harvesting	0/0	\$0/\$0
Downspout Diversion	0/0	\$0/\$0
Hardscape Replacement	0/0	\$0/\$0

Rebates / Give-Away Summary						
Rebate/Give Away	Rebate Offerings	Accounts	Units/ Gals/ Sq. ft	Cost	Water Saving s gal/year	Gallon s Saved per \$ Spent
High-Efficiency Toilet	\$50-\$150	3	3	\$200	1,643	8.21
Lawn Removal	\$2.00 / sq.ft.	5	15,754	\$31,507	280,400	8.90
Low Volume Irrigation	\$0.50 / sq.ft.	0	0	\$0	0	n/a
Smart Irrigation Controller	\$100	6	6	\$696	45,000	\$64.66
Shower Head	Free		3	0	.7 gpm	Average gallons saved per \$ spent
Faucet Aerator	Free		10	0	1.45 gpm	
Shut Off Nozzle	Free		4	0	Prevents waste	
Totals		14		\$32,403	327,043	10.09

Budget Status - Balance



Period: 07/01/23 - 09/30/2023

FY Remain: 75%

	FY 2023 YTD Actual	FY 2024 YTD Actual	FY 2024 vs. FY 2023	YOY % change	FY 2024 Budget	FY 2024 Remaining Balance	%
Period: 07/01/22 - 09/30/23 (3 months)							
Potable Water - Fund 01							
Water Sales & Services (R10, R20)	\$ 2,243,546	\$ 2,115,232	\$ (128,313)	-6%	\$ 7,352,100	\$ 5,236,868	71%
New Connections (R25)	\$ 566,419	\$ 78,812	\$ (487,607)	-86%	\$ 180,000	\$ 101,188	56%
Other Revenue (R30, R40)	\$ (31,386)	\$ 79,501	\$ 110,887	-353%	\$ 5,167,318	\$ 5,087,817	98%
Potable Water Total	\$ 2,778,578	\$ 2,273,545	\$ (505,033)	-18%	\$ 12,699,418	\$ 10,425,873	82%
Recycled Water - Fund 02							
Water Sales & Services (R10, R20)	\$ 236,479	\$ 257,143	\$ 20,664	9%	\$ 630,700	\$ 373,557	59%
New Connections (R25)	\$ 10,321	\$ -	\$ (10,321)	-100%	\$ -	\$ -	#DIV/0!
Other Revenue (R30, R40)	\$ 33	\$ 59	\$ 26	80%	\$ 21,600	\$ 21,541	100%
Recycled Water Total	\$ 246,833	\$ 257,202	\$ 10,369	4%	\$ 652,300	\$ 395,098	61%
TOTAL REVENUE	\$ 3,025,411	\$ 2,530,747	\$ (494,664)	-16%	\$ 13,351,718	\$ 10,820,971	81%
Expenses - Fund 01 and Fund 02 Combined							
Salaries & Benefits (E01)	\$ 814,885	\$ 775,294	\$ (39,591)	-5%	\$ 3,413,259	\$ 2,637,965	77%
Services & Supplies (E03-E80)	\$ 804,379	\$ 879,317	\$ 74,939	9%	\$ 3,584,909	\$ 2,705,592	75%
Project Expenses	\$ 256,764	\$ 220,723	\$ (36,041)	-14%	\$ 3,429,000	\$ 3,208,277	94%
Debt Service - Principal	\$ 976,991	\$ 931,320	\$ (45,671)	-5%	\$ 931,320	\$ -	0%
TOTAL EXPENSES *	\$ 2,853,019	\$ 2,806,654	\$ (46,365)	-2%	\$ 11,358,488	\$ 8,551,834	75%
NET REVENUE	\$ 172,392	\$ (275,907)	\$ (448,299)		\$ 1,993,230	\$ 2,269,137	
Period: 07/01/23 - 09/30/23 (3 months)							
Total Revenue	\$ 3,025,411	\$ 2,530,747	\$ (494,664)	-16%	\$ 13,351,718	\$ 10,820,971	81%
Total Expenses *	\$ 2,853,019	\$ 2,806,654	\$ (46,365)	-2%	\$ 11,358,488	\$ 8,551,834	75%
Net Revenue	\$ 172,392	\$ (275,907)	\$ (448,299)		\$ 1,993,230		
Period: 07/01/23 - 08/31/23 (2 months)							
Total Revenue	\$ 1,903,679	\$ 1,686,650	\$ (217,028)	-11%	\$ 13,351,718	\$ 11,665,068	87%
Total Expenses *	\$ 1,851,510	\$ 2,232,333	\$ 380,823	21%	\$ 11,358,488	\$ 9,126,155	80%
Net Revenue	\$ 52,169	\$ (545,683)	\$ (597,851)		\$ 1,993,230		

* Expense totals do not include depreciation expense

Budget Status - Revenue



Period: 07/01/23 - 09/30/2023

FY Remain: 75%

Fund 01	Potable Water	FY 2023 YTD Actual	FY 2024 YTD Actual	FY 2024 vs. FY 2023	YOY % change	FY 2024 Budget	FY 2024 Remaining Balance	%
R10	Operating Revenue - Water Sales							
01-000-41101	Residential Consumption - SF	\$ 1,011,703	\$ 871,460	\$ (140,243)	-14%	\$ 2,845,300	\$ 1,973,840	69%
01-000-41102	Residential Consumption - MF	\$ 61,048	\$ 59,526	\$ (1,523)	-2%	\$ 240,200	\$ 180,674	75%
01-000-41103	CII Consumption	\$ 315,929	\$ 274,779	\$ (41,151)	-13%	\$ 1,106,700	\$ 831,921	75%
01-000-41105	Irrigation Consumption	\$ 184,145	\$ 168,750	\$ (15,395)	-8%	\$ 398,600	\$ 229,850	58%
01-000-41106	CII Consumption - Other	\$ 33,036	\$ 28,114	\$ (4,923)	-15%	\$ -	\$ (28,114)	
01-000-41200	Other - Bulk Water	\$ 7,583	\$ 45,301	\$ 37,718	497%	\$ 21,900	\$ (23,401)	-107%
	R10 Sub Totals:	\$ 1,613,445	\$ 1,447,928	\$ (165,517)	-10%	\$ 4,612,700	\$ 3,164,772	69%
R20	Operating Revenue - Water Services							
01-000-41300	Other - Late Penalty	\$ 8,658	\$ 7,799	\$ (859)	-10%	\$ 18,100	\$ 10,301	57%
01-000-42100	Standby Basic Meter Charge	\$ 602,373	\$ 638,379	\$ 36,006	6%	\$ 2,639,400	\$ 2,001,021	76%
01-000-42121	Standby FP Basic Meter Charge	\$ 17,170	\$ 19,076	\$ 1,906	11%	\$ 75,000	\$ 55,924	75%
01-000-43300	Other Operating Revenue	\$ 1,900	\$ 2,050	\$ 150	8%	\$ 6,900	\$ 4,850	70%
	R20 Sub Totals:	\$ 630,101	\$ 667,304	\$ 37,204	6%	\$ 2,739,400	\$ 2,072,096	76%
R25	Operating Revenue - New Connections							
01-000-42101	Other Meter Fee	\$ 5,025	\$ 2,166	\$ (2,859)	-57%	\$ 1,700	\$ (466)	-27%
01-000-42102	Other Capacity Fee	\$ 556,370	\$ 76,146	\$ (480,224)	-86%	\$ 160,700	\$ 84,554	53%
01-000-42120	Other FP Meter Fee	\$ 4,029	\$ -	\$ (4,029)	-100%	\$ 10,600	\$ 10,600	100%
01-000-43100	Other Will Serve	\$ 620	\$ -	\$ (620)	-100%	\$ 1,000	\$ 1,000	100%
01-000-43200	Other Dev Proj Review	\$ -	\$ -	\$ -	-	\$ 6,000	\$ 6,000	100%
	R25 Sub Totals:	\$ 566,419	\$ 78,812	\$ (487,607)	-86%	\$ 180,000	\$ 101,688	56%
R30	Non-Operating Revenue - Other							
01-000-46000	Property Taxes	\$ 3,895	\$ 14,330	\$ 10,435	268%	\$ 1,361,456	\$ 1,347,126	99%
01-000-47110	Interest & Dividend	\$ 130	\$ 526	\$ 396	304%	\$ 718	\$ 192	27%
01-000-47120	Interest - LAIF	\$ 15,951	\$ 55,631	\$ 39,679	249%	\$ 91,700	\$ 36,069	39%
01-000-47520	Misc. Non-Operating Revenue	\$ 602.08	\$ 617	\$ 15	2%	\$ 20,200	\$ 19,583	97%
01-000-47530	Unrealized Gain/Loss on Invest	\$ (61,065)	\$ 8,397	\$ 69,461	-114%	\$ -	\$ (8,397)	
	R30 Sub Totals:	\$ (40,485)	\$ 79,501	\$ 50,525	-296%	\$ 1,474,074	\$ 1,402,970	95%
01-000-45230	State Grant - DWR 2021	\$ 9,099	\$ -	\$ (9,099)	0%	\$ 3,693,244	\$ 3,693,244	100%
	R40 Sub Totals:	\$ 9,099	\$ -	\$ (9,099)	-100%	\$ 3,693,244	\$ 3,693,244	100%
	Fund 01 Revenue:	\$ 2,778,578	\$ 2,273,545	\$ (574,494)	-18%	\$ 12,699,418	\$ 10,434,769	82%
	Fund 01 Rev Excl Grants & Cap	\$ 2,769,479	\$ 2,273,545	\$ (565,395)	-18%	\$ 9,006,174	\$ 6,741,525	75%

Budget Status - Revenue



Period: 07/01/23 - 09/30/2023

FY Remain: 75%

		FY 2023 YTD Actual	FY 2024 YTD Actual	FY 2024 vs. FY 2023	YOY % change	FY 2024 Budget	FY 2024 Remaining Balance	%
Fund 02	Recycled Water							
R10	Operating Revenue - Water Sales							
02-000-41105	Irrigation Consumption	\$ 211,258	\$ 231,904	\$ 20,646	10%	\$ 534,900	\$ 302,996	57%
02-000-41200	Other - Bulk Water	\$ 2,744	\$ 1,278	\$ (1,466)	-53%	\$ -	\$ (1,278)	
	R10 Sub Totals:	\$ 214,001	\$ 233,181	\$ 19,180	9%	\$ 534,900	\$ 301,719	56%
02-000-41300	Other - Late Penalty							
02-000-42100	Standby Basic Meter Charge	\$ 22,478	\$ 23,761	\$ 1,284	6%	\$ 95,800	\$ 72,039	75%
02-000-43300	Other Operating Revenue	\$ -	\$ 200	\$ 200		\$ -	\$ (200)	
	R20 Sub Totals:	\$ 22,478	\$ 23,961	\$ 1,484	7%	\$ 95,800	\$ 71,839	75%
R25	Operating Revenue - New Connections							
02-000-42101	Other Meter Fee	\$ 266	\$ -	\$ (266)	0%	\$ -	\$ -	
02-000-42102	Other Capacity Fee	\$ 10,055	\$ -	\$ (10,055)	-100%	\$ -	\$ -	
02-000-42130	GW Rep-Impact Fees	\$ -	\$ -	\$ -		\$ -	\$ -	
	R25 Sub Totals:	\$ 10,321	\$ -	\$ (10,321)	-100%	\$ -	\$ -	
R30	Non-Operating Revenue - Other							
02-000-47110	Interest & Dividend	\$ 33	\$ 59	\$ 26	80%	\$ 6,600	\$ 6,541	99%
02-000-47560	Notes Receivable Payments	\$ -	\$ -	\$ -		\$ 15,000	\$ 15,000	100%
	Fund 02 Revenue:	\$ 246,833	\$ 257,202	\$ 10,369	4%	\$ 652,300	\$ 395,098	61%
	Fund 02 Rev Excl Grants & Cap	\$ 246,833	\$ 257,202	\$ 10,369	4%	\$ 652,300	\$ 395,098	61%
Revenue Totals:		\$ 3,025,411	\$ 2,530,747	\$ (564,125)	-16%	\$ 13,351,718	\$ 10,829,868	81%
Revenue Total Excl Grants & Cap Contributions		\$ 3,016,312	\$ 2,530,747	\$ (555,026)	-16%	\$ 9,658,474	\$ 7,136,624	74%

Budget Status - Expense



Period: 07/01/23 - 09/30/2023

FY Remain: 75%

		FY 2023 YTD Actual	FY 2024 YTD Actual	FY 2024 vs. FY 2023	YOY % change	FY 2024 Budget	FY 2024 Remaining Balance	%
Fund 01 and Fund 02 Combined								
Dept	Administration							
E01	Salaries & Benefits	\$ 155,285	\$ 150,859	\$ (4,426)	-3%	\$ 816,906	\$ 666,047	82%
E03	General & Admin - Services	\$ 80,769	\$ 79,270	\$ (1,499)	-2%	\$ 414,770	\$ 335,500	81%
E05	General & Admin - Supplies	\$ 2,983	\$ 2,104	\$ (879)	-29%	\$ 16,900	\$ 14,796	88%
E10	Source of Supply	\$ 2,639	\$ 240,127	\$ 237,488	9000%	\$ 250,000	\$ 9,873	4%
E70	Other	\$ -	\$ -	\$ -		\$ 5,000	\$ 5,000	100%
	Dept 100 Sub Totals:	\$ 241,676	\$ 472,360	\$ 230,684	95%	\$ 1,503,576	\$ 1,031,216	69%
			SMGWA Contribution					
Dept	Finance/Customer Service							
E01	Salaries & Benefits	\$ 153,855	\$ 155,634	\$ 1,780	1%	\$ 553,829	\$ 398,195	72%
E03	General & Admin - Services	\$ 64,836	\$ 78,530	\$ 13,694	21%	\$ 150,242	\$ 71,712	48%
E05	General & Admin - Supplies	\$ 300	\$ -	\$ (300)	-100%	\$ 4,000	\$ 4,000	100%
E35	Customer Accounts	\$ 80,101	\$ 113,670	\$ 33,569	42%	\$ 291,764	\$ 178,094	61%
E70	Other	\$ 15	\$ 357	\$ 341	2212%	\$ 1,100	\$ 743	68%
E80	Debt Service - Interest	\$ 48,483	\$ 43,819	\$ (4,664)	-10%	\$ 141,100	\$ 97,281	69%
	Dept 200 Sub Totals:	\$ 347,590	\$ 392,010	\$ 44,420	13%	\$ 1,142,035	\$ 750,025	66%
Dept	Operations							
E01	Salaries & Benefits	\$ 453,048	\$ 436,446	\$ (16,602)	-4%	\$ 1,680,391	\$ 1,243,945	74%
E03	General & Admin - Services	\$ 52,023	\$ 64,502	\$ 12,479	24%	\$ 269,200	\$ 204,698	76%
E05	General & Admin - Supplies	\$ 9,343	\$ 18,139	\$ 8,796	94%	\$ 40,000	\$ 21,861	55%
E07	General Production	\$ 25,119	\$ 8,610	\$ (16,509)	-66%	\$ 129,300	\$ 120,690	93%
E10	Source of Supply	\$ 96,548	\$ 550	\$ (95,998)	-99%	\$ 120,000	\$ 119,450	100%
E15	Pumping	\$ 157,314	\$ 138,491	\$ (18,823)	-12%	\$ 542,300	\$ 403,809	74%
E20	Water Treatment	\$ 93,062	\$ 41,524	\$ (51,538)	-55%	\$ 510,700	\$ 469,176	92%
E25	Transmission & Distribution	\$ 87,368	\$ 46,835	\$ (40,533)	-46%	\$ 146,600	\$ 99,765	68%
E35	Conservation	\$ 755	\$ -	\$ (755)	-100%	\$ 5,000	\$ 5,000	100%
E70	Other	\$ -	\$ -	\$ -		\$ -	\$ -	
	Dept 300 Sub Totals:	\$ 974,580	\$ 755,097	\$ (219,483)	-23%	\$ 3,443,491	\$ 2,688,394	78%
Dept	Engineering							
E01	Salaries & Benefits	\$ 29,832	\$ 19,364	\$ (10,468)	-35%	\$ 120,368	\$ 101,004	84%
E03	General & Admin - Services	\$ 2,721	\$ 2,630	\$ (91)	-3%	\$ 116,400	\$ 113,770	98%
E05	General & Admin - Supplies	\$ -	\$ -	\$ -		\$ 600	\$ 600	100%
	Dept 400 Sub Totals:	\$ 32,552	\$ 21,994	\$ (10,558)	-32%	\$ 237,368	\$ 215,374	91%
Dept	Board of Directors							
E01	Salaries & Benefits	\$ 22,866	\$ 12,991	\$ (9,875)	-43%	\$ 101,623	\$ 88,632	87%
E03	General & Admin - Services	\$ -	\$ 160	\$ 160		\$ 28,300	\$ 28,140	99%
E05	General & Admin - Supplies	\$ -	\$ -	\$ -		\$ 800	\$ 800	100%
	Dept 900 Sub Totals:	\$ 22,866	\$ 13,151	\$ (9,715)	-42%	\$ 130,723	\$ 117,572	90%

Budget Status - Expense



Period: 07/01/23 - 09/30/2023

FY Remain: 75%

		FY 2023 YTD Actual	FY 2024 YTD Actual	FY 2024 vs. FY 2023	YOY % change	FY 2024 Budget	FY 2024 Remaining Balance	%
Summary								
E01	Salaries & Benefits	\$ 814,885	\$ 775,294	\$ (39,591)	-5%	\$ 3,273,117	\$ 2,497,823	76%
E03	General & Admin - Services	\$ 200,349	\$ 225,092	\$ 24,743	12%	\$ 978,912	\$ 753,820	77%
E05	General & Admin - Supplies	\$ 12,625	\$ 20,243	\$ 7,617	60%	\$ 62,300	\$ 42,057	68%
E07	General Production	\$ 25,119	\$ 8,610	\$ (16,509)	-66%	\$ 129,300	\$ 120,690	93%
E10	Source of Supply	\$ 99,187	\$ 240,677	\$ 141,490	143%	\$ 370,000	\$ 129,323	35%
E15	Pumping	\$ 157,314	\$ 138,491	\$ (18,823)	-12%	\$ 542,300	\$ 403,809	74%
E20	Water Treatment	\$ 93,062	\$ 41,524	\$ (51,538)	-55%	\$ 510,700	\$ 469,176	92%
E25	Transmission & Distribution	\$ 87,368	\$ 46,835	\$ (40,533)	-46%	\$ 146,600	\$ 99,765	68%
E35	Customer Accounts	\$ 80,856	\$ 113,670	\$ 32,814	41%	\$ 292,864	\$ 178,837	61%
E70	Other	\$ 15	\$ 357	\$ 341	2212%	\$ 6,100	\$ -	0%
E80	Debt Service - Interest	\$ 48,483	\$ 43,819	\$ (4,664)	-10%	\$ 141,100	\$ 97,281	69%
	Purchase Order Carryover					\$ 14,000		
District Expense Total:		\$ 1,619,264	\$ 1,654,611	\$ 35,347	2%	\$ 6,467,293	\$ 4,792,582	74%
Fund 01 and 02 Combined								
E01	Salaries & Benefits	\$ 814,885	\$ 775,294	\$ (39,591)	-5%	\$ 3,273,117	\$ 2,497,823	76%
E03-E80	Services & Supplies	\$ 804,379	\$ 879,317	\$ 74,939	9%	\$ 3,180,176	\$ 2,300,859	72%
	Purchase Order Carryover					\$ 20,000		
District Expense Total:		\$ 1,619,264	\$ 1,654,611	\$ 35,347	2%	\$ 6,473,293	\$ 4,798,682	74%

Projects - Expense



Period: 07/01/23 - 09/30/2023

FY Remain: 75%

		FY 2024 YTD Actual	FY 2024 Budget	FY 2024 Remaining Balance	%
Fund 01 and Fund 02 Combined					
Project	Description				
C15007	Grace Way Well	\$ 72,131	\$ 2,400,000	\$ 2,327,869	97%
---	<i>Grace Way Well- Grant Reimb</i>		\$ (1,200,000)	\$ (1,200,000)	100%
C15021	Purified Recycled Water Recharge		\$ 50,000	\$ 50,000	100%
C16024	Bethany Tank Rehabilitation			\$ -	
M17011	Meters with AMI	\$ 8,911	\$ 42,000	\$ 33,089	79%
C17011	AMI Technology for Meters		\$ 5,000	\$ 5,000	100%
C19020	El Pueblo WTP Improvements		\$ 82,000	\$ 82,000	100%
C19030	Hacienda Pump Station	\$ 9,538		\$ (9,538)	
C19070	Vehicle Replacement Program		\$ 75,000	\$ 75,000	100%
C20010	Main Replacement Program - PW	\$ 5,313	\$ 200,000	\$ 194,688	97%
C20040	Admin Building Improvements	\$ 2,323		\$ (2,323)	
C21010	Well 10 Water Quality Improvements	\$ 14,710	\$ 300,000	\$ 285,290	95%
C22010	Well 3B Replacement	\$ 103,091	\$ 250,000	\$ 146,909	59%
C22020	Specialized Operations Equipment		\$ 130,000	\$ 130,000	100%
C23010	SCWD-SVWD System Intertie		\$ 2,000,000	\$ 2,000,000	100%
---	<i>SCWD-SVWD System Intertie - Grant Reimb</i>		\$ (2,000,000)	\$ (2,000,000)	100%
C24000	SV Transit Center LID Retrofit - Phase 2		\$ 500,000	\$ 500,000	100%
C24010	Glenwood Tank Landslide Evaluation & Repair	\$ 4,705	\$ 500,000	\$ 495,295	99%
C24020	Monte Fiore Pump Station Rehab			\$ -	
C24030	System-Wide Pressure Reduction Program		\$ 60,000	\$ 60,000	100%
C24040	Service Line Replacement - Montevalle			\$ -	
C24050	Corp Yard Improvements		\$ 10,000	\$ 10,000	100%
C24060	Solar Installation		\$ 25,000	\$ 25,000	100%
Projects Expense Totals:		\$ 220,723	\$ 3,429,000	\$ 3,183,277	93%

* Budget does not include carryover from FY 2023

Balance Sheet



Fund 01, Fund 02 and Fund 03 Combined

	9/30/22	9/30/23
Assets		
Cash	\$9,214,274	\$10,052,436
Accrued Interest	\$15,962	\$103,727
A/R Customer-Water	\$1,355,029	\$1,276,193
A/R - Other	\$23,585	\$259,246
Interfund Loan Receivable	\$888,040	\$888,040
Inventory	\$213,404	\$227,243
Prepaid Expense	\$7,472	\$6,799
Note Receivable	\$55,000	\$50,834
JPA Investment	\$398,572	\$153,923
Land & Right-of-ways	\$650,697	\$1,218,697
Construction-in-progress	\$698,125	\$1,071,371
Water Rights / Intangible Assets	\$5,267,833	\$5,267,833
Plant & Equipment	\$44,102,981	\$45,395,340
Depreciation/Amortization	(\$25,834,982)	(\$27,183,545)
Deferred Pension Outflows	\$2,441,687	\$2,020,105
Unfunded OPEB Liability	\$121,850	\$115,583
	\$39,619,529	\$40,923,826
Liabilities		
A/P & Accrued Expenses	\$60,826	\$261,676
Accrued Salaries & Wages	\$85,417	\$89,764
Accrued Interest Payable	\$48,483	\$43,819
Customer Deposits	\$297,610	\$92,878
Interfund Loans	\$888,040	\$888,040
LT Liabilities Due in 1 Yr	\$38,838	\$994,207
Unearned Revenue	\$78,845	\$76,694
Long-term Liabilities	\$12,243,360	\$10,089,764
Deferred Pension Inflows	\$1,263,330	\$1,712,349
	\$15,004,749	\$14,249,189
Fund Balance		
Investment in Capital Assets	\$20,391,522	\$20,391,522
Unrestricted Net Position	\$2,830,113	\$5,406,979
	\$23,221,635	\$25,798,501
Total Liabilities and Fund Balance:	\$38,226,384	\$40,047,690
Total Retained Earnings:	\$1,393,145	\$876,136
Total Fund Balance and Retained Earnings:	\$24,614,780	\$26,674,637
Total Liabilities, Fund Balance, and Retained Earnings:	\$39,619,529	\$40,923,826

Scotts Valley Water District
AP Check Register
September 2023

Vendor Name	Check Date	Check No.	Check Amount	Description
A T & T	9/28/2023	32358	99.68	SCADA Auto Modem/Dialer
ACWA/JPIA	9/28/2023	32359	33,412.21	EE & Retiree Benefits - Ocotber 2023
AFLAC	9/18/2023	32331	222.72	EE Self Funded Benefits - Aug 2023
AIRTEC SERVICE	9/18/2023	32332	605.00	HVAC Annual Preventative Maintenance
ALL BAY ENVIRONMENTAL LLC	9/28/2023	32360	4,050.00	Grace Way Well - Asbestos/Lead Inspection for Buildings
AT&T MOBILITY	9/18/2023	32333	85.68	SCADA 4G Modem - Aug 2023
AT&T MOBILITY	9/18/2023	32333	82.52	SCADA 4G Modem - July 2023
BADGER METER	9/18/2023	32334	4,187.46	Cell Charge for PW/RW Meter Reads
BADGER METER	9/28/2023	32361	3,639.63	Mobile Data Collection Kit - Meter Reads
BRENNTAG PACIFIC, INC	9/18/2023	32335	1,049.80	Water Treatment Chemicals
BRENNTAG PACIFIC, INC	9/28/2023	32362	1,110.64	Water Treatment Chemicals
CIVIL CONSULTANTS GROUP, INC	9/28/2023	32363	5,312.50	2023 Water Main Improvement Projects
CIVIL CONSULTANTS GROUP, INC	9/28/2023	32363	1,015.00	Genreal Engineering - August 2023
COUNTY OF SANTA CRUZ - DPW	9/28/2023	32364	1,956.72	Landfill Fees - August 2023
DASSELS PETROLEUM	9/18/2023	32336	2,108.33	Vehicle Fuel - August 2023
EUROFINS EATON ANALYTICAL	9/18/2023	32337	3,420.00	Lab Testing for Water Quality
EXCEEDIO	9/28/2023	32365	5,993.50	Monthly - Managed Services - ITaaS, HaaS, SaaS - October 2023
EXCEEDIO	9/28/2023	32365	1,398.55	Monthly - Managed Services - SCADA - Oct 2023
FEDEX FREIGHT	9/28/2023	32366	157.00	Freight Charges from ORWTP Const.
FINN DONALD	9/18/2023	32338	1,933.00	Customer Rebates - Lawn Replacement
GRAINGER	9/18/2023	32339	340.55	Drain Valve
GRAINGER	9/18/2023	32339	129.66	OPS Office Supplies
GRAINGER	9/18/2023	32339	335.60	Phase Monitor Relays
GRAINGER	9/18/2023	32339	2,410.45	Replacement Contact Kit
GRAINGER	9/28/2023	32367	19.20	Switch
GREENWASTE RECOVERY, LLC	9/18/2023	32340	421.63	Monthly - Trash Service - El Pueblo - August 2023
HEALTHEQUITY, INC	9/18/2023	32341	41.30	HSA Admin Fees - Aug 2023
HEALTHEQUITY, INC	9/18/2023	32341	41.30	HSA Admin Fees - Sep 2023
INFOSEND	9/28/2023	32368	1,769.17	PW/RW UB Statement Printing / Mailing - Aug 2023
LAS ANIMAS CONCRETE	9/28/2023	32369	971.07	Concrete Delivery - 223 Mt Hermon
LAW OFFICE OF ROBERT E BOSSO	9/28/2023	32370	3,500.00	Legal Counsel - August 2023
MISSION UNIFORM SERVICE	9/18/2023	32342	675.04	Uniform Rental / Laundering Service
MONTEREY BAY ANALYTICAL SERVICES	9/18/2023	32343	194.00	Lab Testing for Water Quality
MONTGOMERY & ASSOCIATES, INC	9/28/2023	32371	27,457.83	Task #1 - CEQA Documentation
MONTGOMERY & ASSOCIATES, INC	9/28/2023	32371	7,431.60	Task #7 - Borehole Construction Management (Amendment #2)
MONTGOMERY & ASSOCIATES, INC	9/28/2023	32371	2,304.40	Well 3b Replacement (Sucinto) Task 2 : Data Analysis & Reporting
MONTGOMERY & ASSOCIATES, INC	9/28/2023	32371	37,633.75	Well 3b Replacement (Sucinto) Task1 : Construction Management
MONTGOMERY & ASSOCIATES, INC	9/28/2023	32371	550.00	Well 11 Destruction - Proj Mgmt
MYERS MAYA	9/28/2023	32372	1,624.00	Customer Rebates - Lawn Replacement
NIGRO & NIGRO	9/18/2023	32344	8,000.00	Audit Service for FY2023
O'REILLY AUTOMOTIVE, INC	9/18/2023	32346	40.59	Antifreeze; Batteries
O'REILLY AUTOMOTIVE, INC	9/18/2023	32346	20.50	Tire Repair
O'REILLY AUTOMOTIVE, INC	9/18/2023	32346	9.35	Wiper Fluid
OLIVE SPRINGS QUARRY	9/18/2023	32345	166.70	Asphalt
PACIFIC GAS & ELECTRIC	9/18/2023	32347	133.37	Electricity - Polo Ranch - August 2023
PACIFIC GAS & ELECTRIC	9/18/2023	32347	127.59	Electricity - Skypark - August 2023
PACIFIC GAS & ELECTRIC	9/28/2023	32373	1,074.64	Electricity 2 Civic Center - Aug 2023
PACIFIC GAS & ELECTRIC	9/28/2023	32373	46,419.52	PW Electricity - Aug 2023
PACIFIC GAS & ELECTRIC	9/28/2023	32373	347.18	RW Electricity - Aug 2023
PALACE BUSINESS SOLUTIONS	9/28/2023	32374	37.49	ADM Office Supplies - Staples, Folders, Notes
PALACE BUSINESS SOLUTIONS	9/28/2023	32374	118.73	OPS Office Supplies - Ink Cartridges
PIED PIPER EXTERMINATORS	9/18/2023	32348	270.00	Pest Control @ Pump Building - Aug 2023
PRESS BANNER	9/18/2023	32349	322.00	Monthly Advertising
RED WING BUSINESS ADVANTAGE ACCOUNT	9/18/2023	32350	1,040.21	Work Boots - Flores; Ritchie; Rivera; Scott
SAFETY-KLEEN SYSTEMS	9/28/2023	32375	1,233.09	Diesel Waste Removal
SANTA CRUZ RECORDS MANAGEMENT	9/18/2023	32351	50.00	Document Destruction - Aug 2023
SCOTTS VALLEY SPRINKLER	9/18/2023	32352	41.19	PVC Fittings; Teflon Tape
SCOTTS VALLEY SPRINKLER	9/18/2023	32352	60.36	PVC Pipe
SECURITY SHORING & STEEL PLATES	9/28/2023	32376	498.00	SMGWA - Steel Plate Rental
SPRINGBROOK HOLDING COMPANY, LLC	9/18/2023	32353	4,487.00	Monthly CC Payment Transaction Fees
SPRINGBROOK HOLDING COMPANY, LLC	9/18/2023	32353	20,397.23	Springbrook Annual Maintenance
STEVENSON LANDSCAPING	9/28/2023	32377	300.00	Landscape Maint - 2 Civic Ctr
STEVENSON LANDSCAPING	9/28/2023	32377	750.00	Landscape Maint @ OPS Locations
SYCAL ENGINEERING, INC	9/18/2023	32354	1,002.50	Engineering for SCADA
THE HOSE SHOP	9/18/2023	32355	555.13	Suction / Discharge Hose
THE HOSE SHOP	9/28/2023	32378	351.41	Hose Fittings

AP Check Register cont.
September 2023

Vendor Name	Check Date	Check No.	Check Amount	Description
THE HOSE SHOP	9/28/2023	32378	107.32	Hoses; Fittings
U.S. BANK EQUIPMENT FINANCE	9/28/2023	32379	744.28	Copier Lease - Aug-Sep 2023
UNITED SITE SERVICES	9/18/2023	32356	325.48	Portable Toilet Rental - Well 10 - Aug 2023
UNITED SITE SERVICES	9/28/2023	32380	325.48	Portable Toilet Rental - Well 10 - Sep 2023
UNIVERSAL BUILDING SERVICES	9/18/2023	32357	280.22	ADM Bathroom Supplies
UNIVERSAL BUILDING SERVICES	9/18/2023	32357	561.00	Janitorial Service - 2 Civic Center - August 2023
UNIVERSAL BUILDING SERVICES	9/18/2023	32357	456.00	Janitorial Service - El Pueblo - August 2023
UNIVERSAL BUILDING SERVICES	9/28/2023	32381	2,115.00	Window & Carpet Cleaning - 2 Civic Ctr
VALERO FLEET	9/28/2023	32382	17.67	Vehicle Fuel - Sep 2023
WHITLOW CONCRETE	9/28/2023	32383	4,500.00	Concrete Sidewalk - 552 Bean Creek #56
			256,976.72	

Wire / ACH Payments
September 2023

Vendor Name	Trans Date	Check No.	Trans Amount	Description
ADP	9/8/2023	n/a	371.20	ADP Workforce Now / Time & Attendance Fees - Aug 2023
ADP	9/8/2023	n/a	432.94	ADP PW32, PW34 Fees
BlueFin	9/5/2023	n/a	88.54	Bluefin Civic PayPad Fees - Aug 2023
BlueFin	9/5/2023	n/a	12,594.46	Bluefin CC Processing Fees - Aug 2023
BlueFin	9/5/2023	n/a	174.33	Bluefin - Municipal Pay Fee - Aug 2023
CalPERS	9/7/2023	n/a	15,047.06	CalPERS Retirement PW 36
CalPERS	9/22/2023	n/a	15,107.26	CalPERS Retirement PW 38
Nationwide	9/7/2023	n/a	2,893.47	IRS 457 Plan - Payroll Dates 09/8/23
Nationwide	9/27/2023	n/a	3,293.47	IRS 457 Plan - Payroll Dates 09/22/23
Wells Fargo CC	9/25/2023	n/a	19,438.32	WFB CC Payment - Sep 2023
			69,441.05	

WFB Credit Card Payment
September 2023

Vendor Name	Trans Date	Check No.	Trans Amount	Description
A T & T	8/4/2023		85.60	Backup Internet - El Pueblo
A T & T	8/4/2023		101.65	Backup Internet - 2 Civic Ctr
A T & T	9/2/2023		85.60	Backup Internet - El Pueblo
A T & T	9/2/2023		101.65	Backup Internet - 2 Civic Ctr
ACWA	8/25/2023		815.00	T- ACWA Fall Conference Registration - McNair
ACWA	8/25/2023		940.00	T - ACWA Fall Conference Registration - Perri
ACWA	8/29/2023		(740.00)	ACWA Conference Registration Refund - Perri
ALOHI	9/1/2023		83.99	Annual Fax Service
AMAZON	8/5/2023		16.45	Amazon Prime Subscription
AMAZON	8/9/2023		27.41	Office Supplies - Sign Holder; Document Display
AMAZON	8/23/2023		39.59	Office Supplies - Coffee
AMERICAN WATER COLLEGE	8/28/2023		299.99	Training - D3 Test Prep Class - Flores
COMCAST	8/6/2023		448.12	Internet - 2 Civic Ctr
COMCAST	8/23/2023		448.12	Internet - El Pueblo
COSTCO WHOLESALE	8/30/2023		149.67	Ops Supplies - Kitchen Supplies
EVO STUDIOS INC.	8/22/2023		124.00	Website Maint / Support
FIRST ALARM	9/2/2023		340.41	Quarterly Alarm Service - 2 Civic Ctr
HILTON - SCOTTS VALLEY, CA	Var.		5,713.87	Sucinto Well - Customer Lodging - 315 Navarra
HILTON - SCOTTS VALLEY, CA	Var.		5,910.90	Sucinto Well - Customer Lodging - 11 Sucinto
HOME DEPOT	8/17/2023		52.70	Adm Building Maint - Weather Stripping; Post Light
INDIAN WELLS RESORT HOTEL	8/25/2023		254.70	T- ACWA Fall Conference Lodging - McNair
MAILCHIMP	8/4/2023		80.00	Digital Marketing Services
NATIONAL RURAL WATER ASSOCIATION	8/14/2023		49.00	Membership Fee Oct 2023-Sep 2024
NORLAB, INC	8/31/2023		334.75	WUE Supplies - Toilet Dye Packets
OWEN EQUIPMENT COMPANY	8/8/2023		1,821.98	Safety - Hard hats, Reflective Stickers
PLANET ORANGE	8/14/2023		69.00	Pest Control - El Pueblo
PLANET ORANGE	8/14/2023		104.00	Pest Control - 2 Civic Ctr
RITCHIE RYAN	8/4/2023		10.00	Suspense Account - Personal Charge - Ritchie
SANTA CRUZ SENTINEL	8/30/2023		12.00	Monthly Subscription
SOUTHWEST AIRLINES	8/25/2023		357.96	T - ACWA Fall Conference Flight - McNair
SOUTHWEST AIRLINES	8/28/2023		259.97	T - Springbrook Conference - Flight - Jensen
SOUTHWEST AIRLINES	8/28/2023		259.97	T - Springbrook Conference - Flight - Ballinger
TIMES PUBLISHING GROUP, INC	8/4/2023		175.00	Monthly Advertising
TIMES PUBLISHING GROUP, INC	9/1/2023		178.50	Monthly Advertising
VERIZON WIRELESS	9/1/2023		386.77	Cellphones/Tablets
ZOOM	8/25/2023		40.00	Zoom Cloud Recording
			19,438.32	

Scotts Valley Water District

Investment Summary

As of 9/30/2023

Institution	Investment	CUSIP	Purchased	Maturity	Purchase \$	Rate		Balance as of:		Market Value
						6/30/2023	9/30/2023	6/30/2023	9/30/2023	9/30/2023
Unrestricted Funds:										
LAIF	Local Agency Investment Fund		various			3.15%	3.59%	\$ 6,121,079	\$ 6,169,139	\$ 6,084,669
WFB	Checking - General		various			1.01%	1.09%	\$ 19,301	\$ 1,877	\$ 1,877
WFB	Checking - Payroll		various			1.01%	1.09%	\$ 14,602	\$ 14,973	\$ 14,973
WFB	Checking - Revenue		various			0.00%	0.00%	\$ 4,872,921	\$ 3,998,577	\$ 3,998,577
Subtotal for Unrestricted Funds:								\$ 10,328,805	\$ 10,184,565	\$ 10,100,096

Weighted Average Yield

2.18%

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.

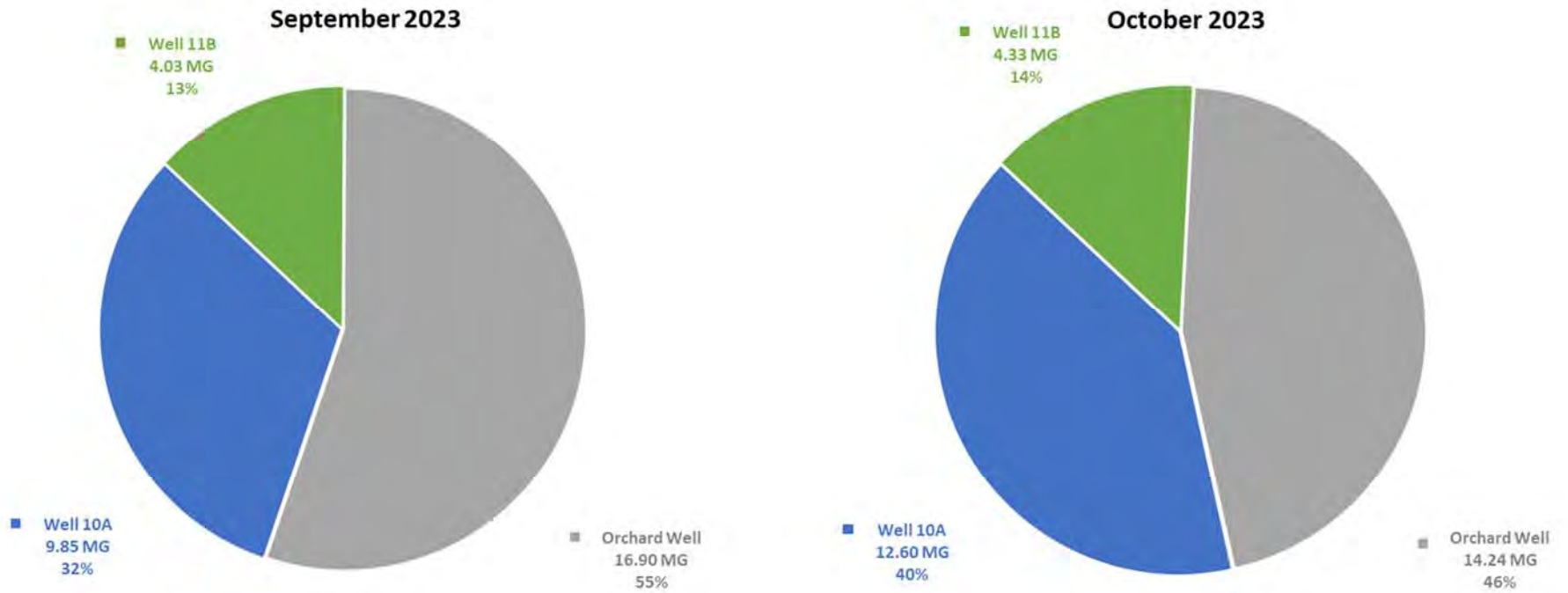
Cash Accounts Report

Wells Fargo Bank

Jul - Sep 2023

	Revenue	Payroll	General Checking
Beginning Balance	\$ 3,844,635.27	\$ 14,601.80	\$ 19,301.47
Cash Receipts	\$ 2,942,051.33	\$ 63.99	\$ 462.06
Payroll Transfers	\$ (487,000.00)	\$ 487,000.00	
General Checking Transfers	\$ (2,165,000.00)		\$ 2,165,000.00
Transfers to CalPERS	\$ (89,843.71)		
Credit Card Payments	\$ (43,867.25)		
Checks/ ACH Payments Issued	\$ (478.08)	\$ (3,040.93)	\$ (2,186,111.83)
Payroll		\$ (483,652.29)	
Void Checks			\$ 2,000.00
Other	\$ (1,920.35)		\$ 1,225.00
Ending Balance	<u>\$ 3,998,577.21</u>	<u>\$ 14,972.57</u>	<u>\$ 1,876.70</u>
	\$ 3,998,577.21	\$ 14,972.57	\$ 1,876.70
	\$ -	\$ -	\$ 0.00

Well Production

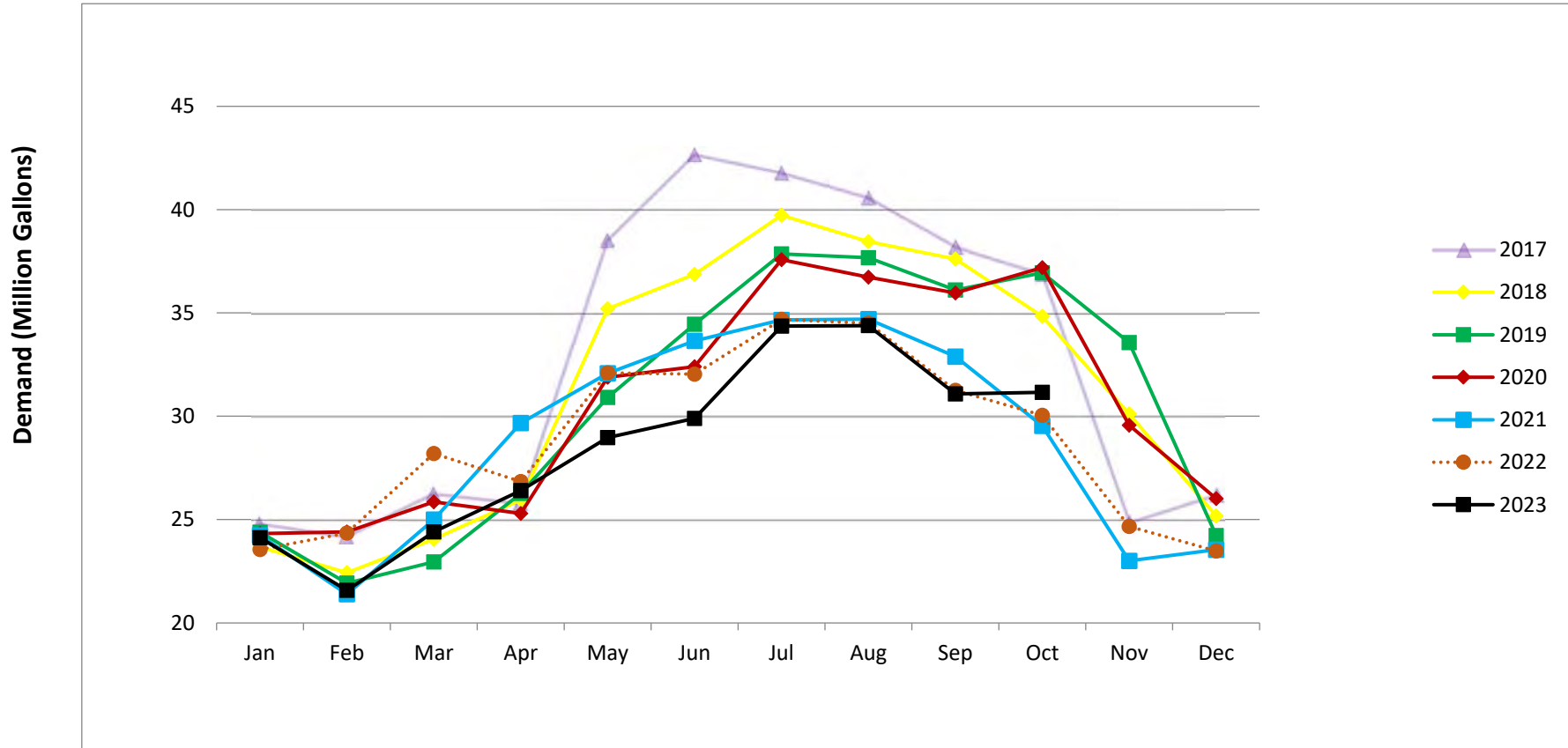


Total Production (Million Gallons)

September 2023	30.66 MG	11.03 % decrease from August
October 2023	31.17 MG	1.66 % increase from September

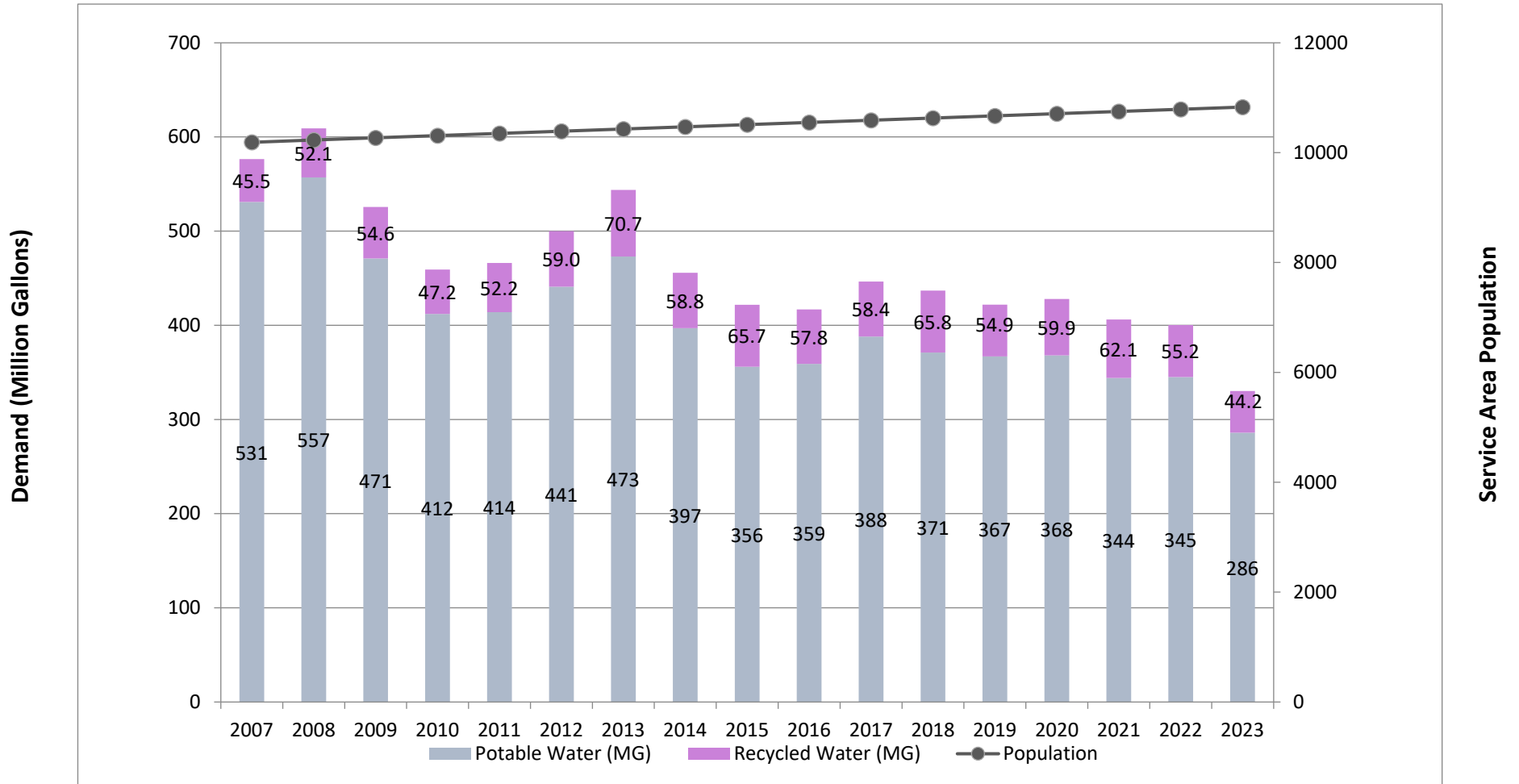
Production is Water Pumped +/- Water used for Well Maintenance Activities

Potable Water Demand



Demand is Production +/- Change in Storage

Potable and Recycled Water Demand vs. Population



Demand is Production +/- the Change in Storage

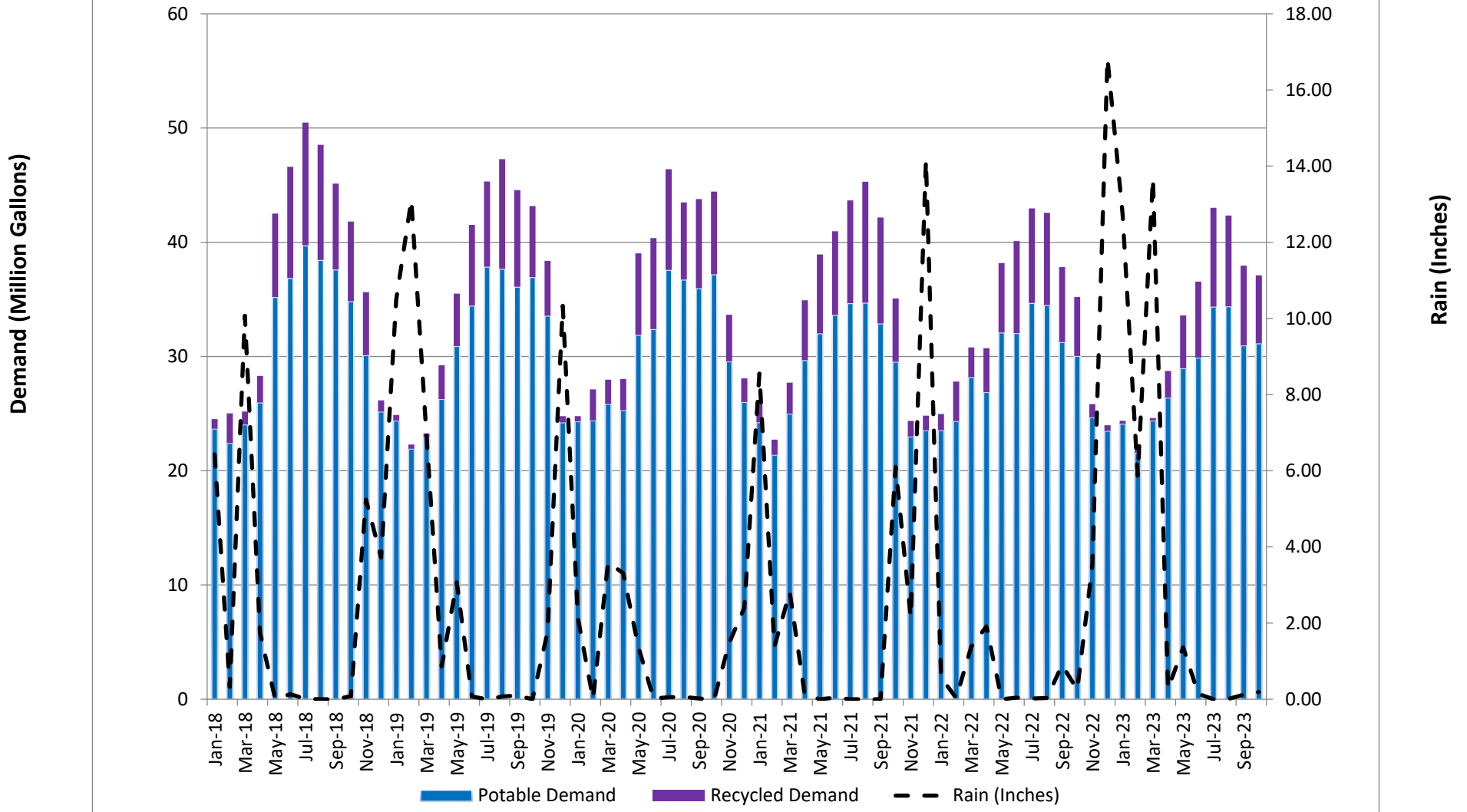
Potable and Recycled Water Demand

Potable Water Demand												
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Average
Jan.	27,764,580	33,252,872	24,822,615	23,085,736	24,789,618	23,674,051	24,378,894	24,319,853	24,231,996	23,549,899	24,119,305	25,762,915
Feb.	26,124,132	24,779,862	23,217,640	21,968,896	23,490,314	22,427,754	21,923,206	24,323,667	21,387,258	24,348,603	21,575,598	23,531,731
March	31,559,240	27,946,154	30,953,420	23,910,892	25,837,232	24,042,754	22,954,225	25,855,924	24,995,557	28,195,901	24,399,552	26,700,239
April	35,621,370	28,875,831	29,909,260	28,400,861	25,477,561	25,992,670	26,027,391	25,297,107	29,671,141	26,838,945	26,400,163	28,145,577
May	49,525,756	38,675,936	30,478,823	31,995,591	38,043,826	33,751,004	30,912,986	31,885,131	32,077,872	32,099,180	28,966,291	35,166,199
June	47,432,970	39,525,236	32,726,825	36,842,416	42,310,983	36,786,677	34,451,155	32,393,746	33,647,606	32,036,135	29,896,397	37,050,333
July	49,192,762	41,957,386	34,544,613	38,892,200	41,757,891	39,648,922	37,857,926	38,411,455	34,662,207	34,689,147	34,363,749	39,551,100
Aug.	50,820,800	41,020,790	35,765,167	38,541,952	39,982,246	38,720,060	37,666,598	36,637,898	34,701,240	34,501,423	34,386,798	39,754,306
Sept.	45,489,360	36,533,116	33,498,030	35,653,167	38,190,535	35,202,216	36,106,611	35,968,389	32,885,092	31,253,961	31,079,985	36,701,517
Oct.	42,248,672	34,840,142	32,589,534	30,517,556	36,888,905	34,746,760	36,940,853	37,193,525	29,533,005	30,045,717	31,153,726	34,866,103
Nov.	34,868,300	25,524,197	24,110,286	24,388,656	24,864,436	30,389,575	33,566,905	29,565,349	23,000,320	24,666,665		27,605,357
Dec.	32,013,140	24,261,522	23,866,862	24,379,124	26,194,926	25,160,789	24,225,007	26,013,773	23,538,533	23,479,712		25,414,676
Total	472,661,082	397,193,044	356,483,075	358,577,047	387,828,472	370,543,233	367,011,756	367,865,818	344,331,827	345,705,288	286,341,564	382,630,692

Recycled Water Demand												
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Average
Jan.	620,000	3,019,613	635,420	862,984	156,267	838,172	493,100	450,147	1,560,234	1,416,939	257,000	1,037,406
Feb.	2,268,000	1,248,862	1,545,957	1,813,868	94,521	2,589,717	366,055	2,714,767	1,331,033	3,460,316	556,474	1,695,131
March	2,723,665	1,579,882	4,231,231	972,360	544,666	1,141,831	322,464	2,109,739	2,709,295	2,600,242	211,737	1,683,426
April	5,436,705	4,163,175	4,720,887	4,381,911	713,802	2,333,176	2,969,672	2,737,245	5,249,782	3,856,106	2,324,685	3,363,095
May	9,248,455	8,409,175	6,686,359	6,909,436	7,908,386	7,306,666	4,584,239	7,142,605	6,914,742	6,081,095	4,632,368	6,972,210
June	9,801,903	9,135,056	7,488,534	9,639,221	8,940,094	9,739,276	7,067,867	7,971,453	7,319,935	8,066,685	6,663,896	8,437,827
July	9,394,766	9,911,697	9,935,422	10,841,389	10,981,309	10,744,706	9,461,005	8,810,329	8,995,659	8,277,840	8,655,000	9,634,927
Aug.	9,875,446	8,542,111	10,471,389	8,767,020	9,618,897	10,078,073	9,594,307	6,760,659	10,595,314	8,072,792	7,955,736	9,325,001
Sept.	8,288,391	6,176,224	9,092,727	8,287,511	7,957,562	7,522,571	8,451,961	7,814,358	9,281,685	6,569,246	6,989,264	7,920,203
Oct.	6,537,840	5,282,253	7,233,408	3,956,097	7,557,695	6,967,548	6,228,883	7,236,784	5,554,683	5,155,789	5,948,841	6,060,998
Nov.	4,029,769	1,131,988	2,817,778	1,053,779	2,234,592	5,514,338	4,805,871	4,087,453	1,364,789	1,171,421		2,739,253
Dec.	2,453,395	236,228	1,119,017	529,158	1,670,966	994,336	544,650	2,075,116	1,282,474	504,442		1,068,253
Total	70,678,335	58,836,264	65,978,129	58,014,734	58,378,757	65,770,410	54,890,074	59,910,655	62,159,624	55,232,913	44,195,001	60,803,445

Demand is Production +/- the Change in Storage

Potable and Recycled Water Demand vs. Rainfall



Demand is Production +/- the Change in Storage

Rainfall
El Pueblo Weather Station

WATER YEAR		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	TOTAL	% of Avg.
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	173%
	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	210%
	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	84%
	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	85%
	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	142%
	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	56%
	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	58%
	1988-89	0.19	5.90	8.89	2.06	1.39	10.60	0.67	0.08	0.03	0.00	0.03	0.83	30.67	75%
	1989-90	3.53	1.58	0.01	3.42	3.69	2.13	0.16	5.79	0.00	0.00	0.12	0.15	20.58	50%
	1990-91	0.50	0.24	1.65	0.61	5.39	17.19	0.51	0.06	0.40	0.00	0.02	0.07	26.64	65%
	1991-92	2.37	1.46	5.42	3.03	15.30	4.65	0.45	0.00	0.82	0.00	0.05	0.00	33.55	82%
	1992-93	3.41	0.20	11.54	18.51	10.22	3.17	1.37	0.96	0.68	0.00	0.00	0.00	50.06	122%
	1993-94	0.73	2.74	5.52	3.51	9.72	0.68	2.75	2.10	0.01	0.00	0.00	0.05	27.81	68%
	1994-95	1.79	8.29	4.78	23.88	0.65	13.62	3.79	0.89	1.04	0.01	0.00	0.00	58.74	143%
	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	115%
	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	116%
	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	155%
	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	99%
	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	120%
	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	82%
	2001-02	1.13	9.93	16.45	4.97	2.69	4.66	0.52	0.90	0.00	0.00	0.05	0.00	41.30	101%
	2002-03	0.00	5.80	21.40	2.77	2.95	2.54	5.75	1.09	0.16	0.00	0.00	0.00	42.46	104%
	2003-04	0.19	3.93	17.55	4.44	9.69	1.19	0.65	0.07	0.00	0.06	0.00	0.11	37.88	92%
	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	140%
	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	154%
	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	55%
	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	81%
	2008-09	1.59	4.80	4.38	1.80	15.28	3.47	0.52	1.42	0.01	0.00	0.00	0.26	33.53	82%
	2009-10	9.70	0.33	5.21	11.37	8.66	4.35	5.41	1.17	0.00	0.01	0.07	0.00	46.28	113%
	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	141%
	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	79%
	2012-13	1.61	11.32	13.25	1.31	0.47	2.66	0.43	0.01	0.11	0.00	0.00	0.70	31.87	78%
	2013-14	0.01	0.87	0.78	0.05	11.52	4.02	2.02	0.01	0.02	0.09	0.01	0.92	20.32	50%
	2014-15	0.44	4.36	16.52	0.00	4.69	0.47	2.13	0.19	0.04	0.00	0.03	0.02	28.89	70%
	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	104%
	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	195%
	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	59%
	2018-19	0.08	5.24	3.72	10.49	13.11	6.91	0.86	3.07	0.07	0.00	0.07	0.10	43.72	107%
Low Year	2019-20	0.00	1.76	8.57	2.14	0.01	3.59	3.31	1.37	0.02	0.05	0.06	0.02	20.90	51%
	2020-21	0.00	1.48	2.40	8.55	1.39	2.81	0.11	0.00	0.04	0.00	0.00	0.00	16.78	41%
	2021-22	6.10	2.15	14.15	0.57	0.03	1.37	1.91	0.00	0.04	0.02	0.03	0.90	27.27	66%
	2022-23	0.25	3.53	16.83	12.74	5.87	13.68	0.27	1.36	0.14	0.00	0.01	0.12	54.80	134%
	2023-24	0.19												0.19	0%
Cumulative 2023-2024		0.19													
Monthly Avg. 1981-2024		1.94	4.65	8.20	8.20	7.67	6.46	2.38	0.96	0.23	0.01	0.04	0.27	41.01	
Cumulative Avg. 1981-2024		1.94	6.59	14.79	22.99	30.67	37.13	39.51	40.46	40.69	40.71	40.74	41.01	41.01	



SCOTTS VALLEY
WATER DISTRICT

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OCTOBER 2023



California Water Professionals Appreciation Week: Thank you to all District workers

The first week of October marked California Water Professionals Appreciation Week! This special occasion honors the exceptional contributions of all District staff who ensure the availability and quality of water throughout Scotts Valley — that includes protecting the environment, maintaining critical water infrastructure and providing exceptional customer service. Thanks for all you do!



Rebates you won't be-leaf — now available through the free WaterSmart online platform

Now that it's fall in Scotts Valley, it's time for people to prepare for wetter weather, winterize pools and double check for leaks. Let the District help you with those preparations using available rebates that include:

- Pool Cover: Get reimbursed for 50% of the cost of a pool cover with a maximum of \$1,000 per pool. [Here's the form.](#)
- Rainwater Catchment: Earn \$0.25 per gallon of cistern, maximum of \$750 per account for installation of rainwater collection cisterns. [Learn more](#) about what type of cisterns qualify and other regulations.
Weather-Based Irrigation Controller: Receive up to \$100 per controller for installation of a new irrigation controller that utilizes local weather data for setting irrigation schedules. [Weather-Based Irrigation Controller Form](#)

[See more rebate options on the District website.](#) All rebate forms will be available on the free WaterSmart platform. If you haven't, sign up for [WaterSmart today!](#)



Learn about groundwater recharge from the refreshed interpretive signs at METRO station

Have you noticed the update at the Cavallaro Transit station? The District refreshed the interpretive signs at the station. The parking lots at the station are passive but key part of the local groundwater system. The parking lots are specially designed to collect stormwater runoff to recharge the aquifer, allowing it to percolate back into the ground.

Stop by the signs and learn more the next time you're in the neighborhood!

