

BOARD OF DIRECTORS
Regular Meeting Agenda
May 4th, 2021, 6:30 p.m.
19039 Bay Street, El Verano
(707) 996-1037

Board of Directors
Steve Rogers, President
Jon Foreman, Vice President
Colleen Yudin-Cowan
Gary Bryant

PUBLIC NOTICE

Pursuant to Governor Newsom's Executive Orders N-25-20, N-29-20 and N-33-20, this meeting may be conducted telephonically or by other electronic means.

Directors and the public may participate in this open, public meeting remotely: Join Zoom Meeting

<https://us02web.zoom.us/j/2135226170?pwd=R1lra2FZWVWNmdrVk16ZTFweIFsUT09>

Meeting ID: 213 522 6170

Password: VOMWD

Dial in

+1 669 900 6833 US

Meeting ID: 213 522 6170

Find your local number: <https://us02web.zoom.us/j/2135226170?pwd=R1lra2FZWVWNmdrVk16ZTFweIFsUT09>

Time will be provided for public comment. Any member of the public wishing to speak will be allowed 3 minutes to make a statement. Board President will call for comments prior to the Board deliberating on pending action. However, please note that no action can be taken on any item unless printed on the agenda and included with the meeting notice. Therefore, any item discussed by members of the public and not shown on the agenda will only be received for information. The Board of directors may choose to set such item for future discussion and staff report. A full agenda packet is available at the District office for public view. A fee may be charged for copies. During the meeting, information and supporting materials are available in the Boardroom. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District as soon as possible, but at least two days prior to the meeting.

All open meetings are recorded. Recordings for each meeting are retained for a minimum of 90 calendar days and may be heard upon request, at no cost. Please contact a member of the District staff for assistance. ITEMS ON THIS AGENDA MAY BE TAKEN OUT OF THE ORDER SHOWN.

Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection in the VOMWD office located at the above address during normal business hours.

1. CALL TO ORDER – PLEDGE – ROLL CALL

2. PUBLIC COMMENTS:

This section of the agenda is provided so that the public may express comments on any item within the District's jurisdiction not listed on the agenda. Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or follow Board procedures to direct staff to place a matter of business on a future agenda. The public may express comments on agenda items at the time of Board consideration.

3. CONSENT CALENDAR

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Agenda for discussion, it will be considered separately. The consent calendar may be approved by a single motion.

Item 3.A Minutes of the April 6, 2021 Board of Directors Regular Meeting

4. PUBLIC HEARING

Item 4. Declaration of water shortage emergency, implementation of Stage 1 of the District's Water Shortage Contingency Plan and calling for specific voluntary measures with a goal of attaining 20% overall reduction in use.

Item 4.A Conduct Public Hearing

Item 4.B Consider adoption of Resolution No. 210501 declaring that a water shortage emergency condition exists, implementing Stage 1 of the District's Water Shortage Contingency Plan and calling for specific voluntary conservation measures with a goal of attaining 20% overall reduction in use.

5. FINANCE & OPERATIONAL REPORTS

Item 5.A Monthly Financial Reports & Disbursements

Staff Recommendation: Receive, and approve by roll call vote, the monthly financial reports & disbursements for the month of March 2021 in the amount of \$374,155.55.

Item 5.B Water Source Report

Item 5.C Operational Updates

6. DIRECTORS' COMMITTEE REPORTS

Item 6.A Sonoma Valley Groundwater Sustainability Agency (SVGSA) April 26, 2021 Meeting

7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS

Item 7.A Technical Advisory Committee (TAC) and Water Advisory Committee (WAC) Meeting Update

Item 7.B Local Hazard Mitigation Plan Update

Item 7.C Urban Water Management Plan Update

8. DISCUSSION AND ACTION

Item 8.A Local Agency Formation Commission (LAFCO) Special District Representative Vote Authorization

- Item 8.B Consider adoption of Resolution No. 210502 Thanking Ronald F. Prushko for His Service to the District and Resolution No. 210503 Declaring a Vacancy on the Board of Directors
- Item 8.C Possible Board Support for Examination of Drought Surcharges, Presentation by President Rogers
- Item 8.D Closed Session: Conference with labor negotiator pursuant to Government Code section 54957.6; Agency Negotiator: Board President; Negotiating Party: General Manager Candidate
- Item 8.E Public Employee Appointment: General Manger
- a. Consider Appointment of Interim General Manager Matt Fullner as General Manager
 - b. Consider Approval of General Manager Employment Agreement
 - c. Consider Approval of Letter of Commitment

9. ADJOURNMENT

The next scheduled Board meeting is a regular meeting at 6:30 p.m. on June 1st, 2021.
Posted this 29th, day of April 2021, online and in three public places.



Matt Fullner, Interim Board Secretary

**VALLEY OF THE MOON WATER DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
For: April 6, 2021**

A Regular Meeting of the Board of Directors of the Valley of the Moon Water District was held on April 6, 2021. Pursuant to Governor Newsom's Executive Orders N-25-20 and N-29-20 this meeting was conducted openly by remote means using the Zoom teleconference service. Directors and the public were provided the opportunity to participate, observe, and comment.

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL
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President Rogers called the meeting to order at 6:31 P.M. PST.

Roll Call by **Interim Secretary Fullner** noted the following present:

Directors:	Gary Bryant Jon Foreman Ron Prushko Steve Rogers Colleen Yudin-Cowan
District Counsel:	Morgan Biggerstaff
District Personnel:	Matthew Fullner, Interim General Manager Amanda Hudson, Acting Admin & Finance Manager
Public:	Larry Bienati Samantha Morales Brandon Steiner Chris Zdenek

2. PUBLIC COMMENTS

None

3. CONSENT CALENDAR

Item 3.A Minutes of the March 2nd, 2021 Board of Directors Regular Meeting

Item 3.B Declaration of Surplus Material - Old Small Tools and Equipment from Shop/Yard Cleaning

Director Bryant made a motion, seconded by **Director Foreman**, to adopt the Consent Calendar.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Prushko	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5 Noes 0 Absent 0 Abstain 0

4. PUBLIC HEARING – NONE

5. FINANCE AND OPERATIONAL REPORTS

Item 5.A Monthly Financial Reports & Disbursements

Director Foreman made a motion, seconded by **Director Yudin-Cowan**, to approve the monthly financial reports and disbursements for the month of February 2021 in the amount of \$447,550.40.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Prushko	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5 Noes 0 Absent 0 Abstain 0

Item 5.B Water Source Report

Interim General Manager Fullner reported record low water storage in Lake Mendocino and Lake Sonoma. Staff will likely bring a resolution to the Board at the May meeting for a 20% voluntary conservation reduction.

Item 5.C Operational Updates

Interim General Manager Fullner reported on projects with significant upcoming payments: Donald Hillside Stabilization for a \$350,000 contract, Boyes Bridge Mainline project \$230,000, and AMI meter installation which is mostly labor.

6. DIRECTORS' COMMITTEE REPORTS

Item 6.A Sonoma Valley Groundwater Sustainability Agency Meeting

President Rogers said they have not yet finalized the budget but did a presentation. This is the last year the District contributes. Sometime in next fiscal year the plan will be set for it to be self-determining.

Item 6.B Association of California Water Agencies (ACWA) Meeting

Director Foreman said there are ten regions in the state, he is on the board of one. From the meeting the District should expect a lot of regulations regarding drought in the next few months. The drought is being described as a dire, drastic water shortage.

7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS
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Item 7.A Technical Advisory Committee (TAC) Update

Interim General Manager Fullner reported that Sonoma County Water Agency shared their budget for water transmission at a 4% increase; WAC unanimously passed that budget. Cost of water from the agency is under 1/3 penny per gallon. The temporary agency change order due to water shortage conditions was discussed as well as the possibility of Lake Mendocino going dry for the first time ever. Conservation efforts from 2013-2020 had a directive from the state to conserve 20% by 2020. As a group of contractors, 32% was saved. It will be difficult to lessen usage more. TAC is working on a resolution that staff will bring at the next meeting.

Item 7.B Local Hazard Mitigation Plan Update

Item 7.C Risk and Resilience Assessment Update

8. DISCUSSION AND ACTION

Item 8.A Adoption of Resolution Number 210401 approving the 2021 Staffing and Organizational Improvement Study By Bienati Consulting Group, Inc. and adopting the recommendations contained therein, eliminating the Administration & Finance Manager Position, creating an Administration Manager Position, a Finance Manager Position, and a Deputy Board Secretary, effective July 1, 2021, and directing the Interim General Manager to begin recruitment to fill the new management positions.

Director Foreman said the study was thorough and detailed. **President Rogers** asked if it is the same number of employees as previously budgeted. **Interim General Manager Fullner** said that is correct, one part-time position is exchanged for a full-time position. **President Rogers** said he would like the Secretary of the Board job description should be separate and delegated to a

position as fit in the future. **Director Prushko** said there have been few new connections to the system, the county increased water by 4%, PG&E is raising their rate 4.5%, property taxes are increasing by 2%, the price of gasoline increased a dollar per gallon, and social security recipients received 1.3% of an increase. Overwhelmed ratepayers will increase, and the number of unpaid bills will increase. **President Rogers** said this study proposes an initial savings in salaries.

Director Foreman made a motion, seconded by **Director Yudin-Cowan**, to adopt Resolution 210401 approving the 2021 Staffing and Organizational Study by Bienati Consulting Group, Inc. and adopting the recommendations therein, eliminating the Administration & Finance Manager position, creating an Administration Manager position, a Finance Manager position, and a Deputy Board Secretary, effective July 1, 2021, and directing the Interim General Manager to begin recruitment to fill the new management positions.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Prushko	<u>No</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 4 Noes 1 Absent 0 Abstain 0

Item 8.B Discussion and Direction Regarding Prop 218 Notices for Proposed Rate Increases

Interim General Manager Fullner presented options for rate increase. Existing rate, proposed 21/22 FY rate, volumetric rate increase only, and a hybrid rate increase with the first quarter of the year at the existing rate followed by a rate increase to the proposed 21/22 FY rate were all discussed. **President Rogers** said that currently the District has \$2.9 million in reserves and \$600,000 in undesignated reserves. The District is entering the fifth year of adjustments from the initial rate study. Next year's budget has \$1.8 million budgeted for engineering projects. Everything revolves around new wells and FEMA. **Interim General Manager Fullner** said that FEMA funding does affect the cash flow. If FEMA funds are received later in the year, Board designated reserves would be needed to cover cashflow. **District Counsel Biggerstaff** said regarding the rate increase model that changes volumetric rate only, the rate study proposed fixed charges change from 20% toward 30% for revenue stability. When the District engages another rate consultant, they will take the factors of COVID and other changes into account when proposing new rates. **President Rogers** said the previous rate study transferred about \$600,000 from high use water users to low use water users. Over the five years, a low water user could see about a 60% increase in their rates over the five years. Applying the 21/22 FY proposed rates, low water users that use approximately 24,000 gallons a year would see an 11.6% increase to their water bill. A middle water user that uses approximately 60,000 gallons a year would see a 7.5% increase in cost. The top ten water users will see an increase of 3.89%. Lower water users are seeing the greatest increases. Having two significant increases within six months would probably not go over well.

Waiting until September to increase rates is probably the best thing to do. **Director Yudin-Cowan** waiting until September is the best idea. **District Counsel Biggerstaff** a lot of districts and cities are struggling with this same concept. Reserves are often used to help most impacted groups. The District needs to be careful in offering relief to one group of customers and not another. Relief can be made through non-rate revenue. The District does not have much non-rate revenue. These are questions the Board should bring up with the next rate consultant. **Director Foreman** said waiting on the increase would be best. **Director Bryant** said waiting until September for the rate increase would be best and would like to see other options for offering customers relief. **Director Prushko** agrees waiting on a rate increase is best. **Interim General Manager Fullner** asked if the Board would like a draft for Prop 218 notice to be brought back in July and **President Rogers** said yes.

President Rogers opened the closed session at 7:41 P.M. PST.

9. CLOSED SESSION

Item 9.A Conference with real property negotiators pursuant to Government Code section 54956.8. Properties: Assessor's Parcel Number (APN) 052-521-037; and APN 052-521-035. Agency Negotiators: Matthew Fullner, Interim General Manager; Steve Rogers, Board President; and Colleen Yudin-Cowan, Director. Negotiating Parties: Mike Larbre and PJ Pedroncelli. Under negotiation: Price and Terms of Water Supply

Item 9.B Consideration of initiation of litigation pursuant to paragraph (4) of Government Code section 54956.9(d): (one case)

Item 9.C Pursuant to Government Code section 54957: Public Employment: General Manager

Item 9.D Conference with labor negotiator pursuant to Government Code section 54957.6; Agency Negotiator: Board President; Negotiating Party: General Manager Candidate

President Rogers reported the Board will not recruit for a new General Manager. Nothing else to report.

Director Yudin-Cowan reported that the Board has begun the search for new legal counsel.

10. ADJOURNMENT

President Rogers adjourned the meeting at 8:21 P.M. PST. The next scheduled meeting is a Regular Meeting on May 4, 2021.

Matthew Fullner, Board Secretary

Stephen Rogers, Board President

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, Interim General Manager

SUBJECT: Adoption of Resolution No. 210501 declaring a water shortage emergency condition exists, implementing Stage 1 of the District's Water Shortage Contingency Plan, and calling for specific voluntary conservation measures with a goal of attaining 20% overall reduction in use.

Background

On March 22, 2021 the State Water Resources Control Board reported that 95% of California is experiencing Moderate to Exceptional Drought and called upon all water users to prepare for drought impacts.

Reservoir water supply levels as of April 26, 2021:

- Lake Mendocino: 43% of water supply capacity
- Lake Sonoma: 62% of water supply capacity

The water year type for the Upper Russian River water supply system is now "critical" based on the February Lake Mendocino storage threshold. After applying for and receiving a Temporary Urgency Change Order (TUCO), Sonoma Water was able to drop stream flows to 25 cubic feet per second (CFS) in the upper Russian River from 75 CFS, or the "Dry Year" classification, to save as much water in the reservoir as possible.

On April 21, 2021 Governor Gavin Newsom proclaimed a regional drought emergency for the Russian River watershed in Sonoma and Mendocino counties, where reservoirs are at record lows following two consecutive critically dry years.

Recommendation

Hold the public hearing and adopt Resolution No. 210501 declaring a water shortage emergency condition exists, implementing Stage 1 of the District's Water Shortage Contingency Plan and calling for specific voluntary conservation measures with a goal of attaining 20% overall reduction in use.

Attached

Resolution No. 210501

RESOLUTION NO. 210501

RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY OF THE MOON WATER DISTRICT DECLARING THAT A WATER SHORTAGE EMERGENCY CONDITION EXISTS, IMPLEMENTING STAGE 1 OF THE DISTRICT WATER SHORTAGE CONTINGENCY PLAN AND CALLING FOR SPECIFIC VOLUNTARY CONSERVATION MEASURES WITH A GOAL OF ATTAINING 20% OVERALL REDUCTION IN WATER USE

WHEREAS, pursuant to California Water Code Sections 350-352, the Valley of the Moon Water District ("District") is authorized to declare a water shortage emergency condition exists at a duly noticed public hearing; and

WHEREAS, on March 22, 2021 the State Water Resources Control Board reported that 95% of California is experiencing Moderate to Exceptional Drought and called upon all water users to prepare for drought impacts; and

WHEREAS, Sonoma County has experienced two successive dry winters; and

WHEREAS, the District relies on Sonoma Water for approximately 80% of its water supply; and

WHEREAS, the historical dry conditions have resulted in severely low storage levels in Lake Mendocino (43% of capacity) and Lake Sonoma (62% of capacity) as of April 26, 2021, which required Sonoma County Water Agency ("Sonoma Water") to seek and receive a Temporary Urgency Change Order from the State Water Resources Control Board enabling lower in stream releases to the Russian River and preserving lake storage and is considering seeking additional changes as water supply conditions require; and

WHEREAS, on April 21, 2021 the Governor proclaimed a regional drought emergency for the Russian River watershed in Sonoma and Mendocino counties, where reservoirs are at record lows following two critically dry years and accelerated action may be needed to protect public health, safety and the environment; and

WHEREAS, on April 27, 2021, the District issued notice of this public hearing to consider declaring that a water shortage emergency condition exists, implementing Stage 1 of the District's Water Shortage Contingency Plan and calling for voluntary conservation measures with a goal of 20% reduction in overall water use.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Valley of the Moon Water District hereby:

1. Declares that a water shortage emergency condition exists and that the ordinary demands and requirements of the water consumers cannot be met and satisfied by the water supplies available to this District without depleting the water supply to the extent

that there would be insufficient water for human consumption, sanitation and fire protection.

2. Enacts Stage 1 of its Water Shortage Contingency Plan as outlined in the 2015 Urban Water Management Plan, and calls for specific voluntary conservation measures, as indicated below, with a goal of attaining 20% reduction in overall water use.

- Stage 1: Voluntary program with the goal of up to 25% overall reduction
 - Irrigation is limited to the hours between 8:00 pm to 6:00 am.
 - Use of any garden or utility hose without a hose-end shut-off nozzle is prohibited.
 - Washing sidewalks, patios, driveways and other hardscapes with potable water is prohibited, unless required for public health and safety.
 - Use of potable water for street washing is prohibited.
 - Recycled water must be used for construction dust control and the use of potable water for such purposes is prohibited.

THIS RESOLUTION PASSED AND ADOPTED THIS 4th DAY OF MAY, 2021, by the following votes:

Director Rogers _____

Director Foreman _____

Director Yudin-Cowan _____

Director Bryant _____

By _____
President

By _____
Secretary

AYES _____ NOES _____ ABSENT _____ ABSTAIN _____

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the board of Directors of Valley of the Moon Water District, held on the 4th day of May, 2021, of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By _____
Secretary

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Amanda Hudson, Acting Administration & Finance Manager

SUBJECT: Monthly Financial Reports & Disbursements for March 2021

Revenue

- March Revenue was \$392,518 and YTD is \$5,325,426 which is consistent with previous years.

Salaries

- Overall, March Salaries appear on track for the year. Total salaries are 5% over budget YTD as of March 31, 2021.

Purchased Water

- Purchased Water is relatively consistent with prior years.
- Water purchases appear to be aligning for the year despite earlier projections that water purchases would be significantly over budget due to two wells being offline in 2020. This may be due to running the wells as late as possible into the 2021 summer to make up the difference from earlier in the year.

Expenses

- Expenses without Purchased Water and Salaries is over budget with only 5% of budget remaining against 25% of the year remaining. The categories that are causing this are most notably: Legal fees & Professional Services. A FEMA reimbursement request for \$30,000 has been submitted to reimburse Professional Services expense (LHMP) but will not be received until next fiscal year.

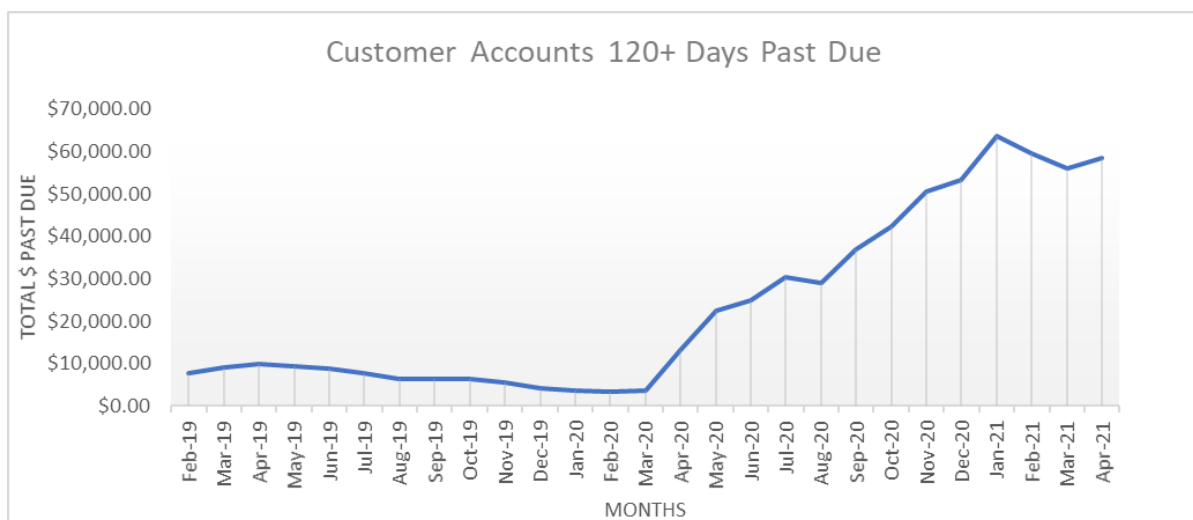
Transfer to/from reserves

- The annual budgeted amount to reserves is \$46,834 and YTD the District is negative \$307,085.

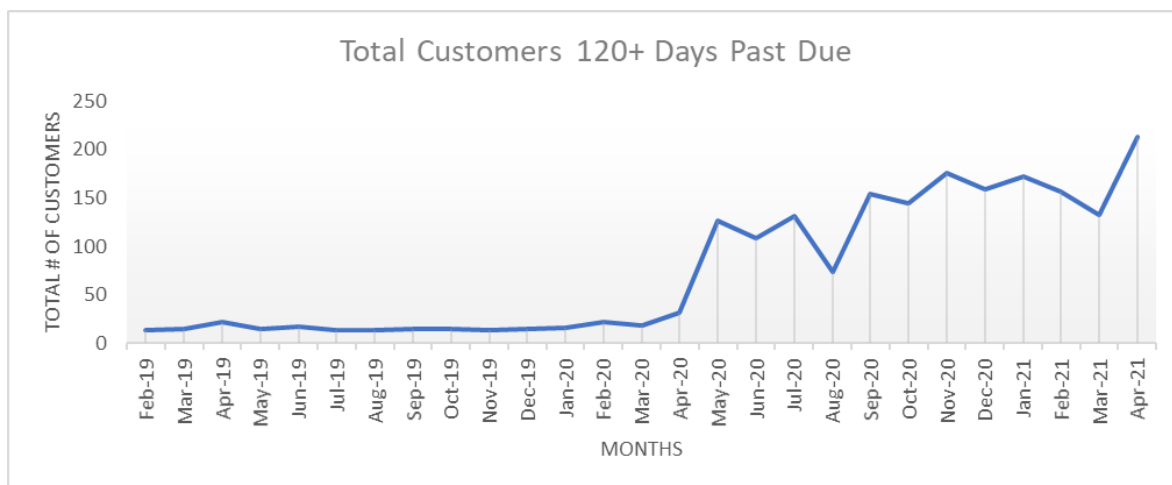
CIP

- YTD expenditures for CIP as of March 31, 2021, is \$1,813,978. It is expected that the District will expend an additional \$650,000 by the end of the fiscal year.
- Main replacement project CIP-2984 is \$42,542 over budget. We are waiting on a final paving invoice for this project.
- All service replacements project CIP-6004 is currently \$21,176 over budget.

Delinquent Payments



- This chart represents total past due dollars (120+ days past due) for active customer accounts from February 2019 – April 2021.
- It is important to note that February 1, 2020, late notices and shut off for non-pay timelines were extended due to SB 998. Shortly after, turn offs were suspended due to COVID-19.
- Since year 2021, one office staff makes phone calls and resends bills weekly.



Recommendation:

Receive and approve, by roll call vote, the monthly financial reports and disbursements in the amount of \$374,155.55 for the month of March.

Attachments:

Monthly Financial Disbursements

Monthly Revenue & Expense Comparison Report

Report of Investments

Capital Improvement Project Summary

VALLEY OF THE MOON WATER DISTRICT

Monthly Financial Disbursements

March 2021

The following demands made against the District are listed for approval and authorization to pay, in accordance with Section 31302 of the California Water Code, being a part of the County Water District Law:

CK # Vendor Name	Invoice Description	Amount
38404 ACOUNTEMPs	TEMP LABOR WEEK ENDING 2/19/21 & 2/26/21	8,402.75
38405 AT&T	TELEPHONE - ADMIN OFFICE 01/22/21 - 02/21/21	45.29
38406 BSK ASSOCIATES	WATER QUALITY TESTING	472.50
38407 CALTEST LABORATORY	ROUTINE WATER TESTING (DECEMBER)	1,339.09
38408 CAL-WEST RENTALS INC.	EXCAVATOR RENTAL - MAIN PROJECT	2,157.22
38409 CORBIN WILLITS SYS'S, INC	MONTHLY ACCOUNTING & BILLING SOFTWARE (MARCH)	850.60
38410 DEWITT'S TIRE RECYCLE & AUTO R	FLAT REPAIR - #32	30.00
38411 EKI ENVIRONMENT & WATER	UWMP SERVICES 12/26/20 - 01/22/21	6,278.74
38412 FEDEX	SHIPPING SAMPLES	177.02
38413 FRIEDMAN'S HOME IMPROVEMENT	MAIN REPLACEMENT PROJECT & O&M SUPPLIES	597.78
38414 GRAINGER	BLAST MEDIA, GLASS BEADS, COARSE MANUFACTURER	217.34
38415 HONEY BUCKET NORTH BAY	TRAILER UNIT SERVICE/RENTAL WEEKS 2/17- 03/16	188.89
38416 INFOSEND, INC	FEBRUARY STATEMENT : BILL PROCESSING & POSTAGE	1,925.06
38417 NORRBOM TOW SERVICE	TRUCK & EQUIPMENT REPAIR	135.00
38418 NORTH BAY PETROLEUM	FUEL	194.99
38419 VOID	VOID	0.00
38420 PARSONS LUMBER & HARDWARE	O&M SUPPLIES & MAIN REPLACEMENT PROJECT	445.98
38421 PARK LANDSCAPE MAINTENANCE	LANDSCAPE MAINTENANCE	189.00
38422 THE RENTAL PLACE	STRETCH WRAP, WARDROBE BOX, BUBBLE WRAP	60.53
38423 REPUBLIC SERVICES OF SONOMA CO	YARD CLEAN UP	84.00
38424 SONOMA AUTO PARTS, INC.	TRI BALL REC HITCH/PIN CLIP	113.49
38425 SONOMA MATERIALS	O&M SUPPLIES	216.50
38426 STATIONARY ENGINEERS, LOCAL 39	UNION DUES FOR O&M (FEBRUARY)	813.14
38427 STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	18.12
38428 SOILAND CO., INC.	DRAIN ROCKS MAIN PROJECT	69.31
38429 VERIZON WIRELESS	MACHINE TO MACHINE 01/13/21 - 02/12/21	329.55
38430 WESTERN TRUCK FABRICATION, INC	EQUIPMENT MTNC/REPAIRS	251.76
38431 WEBSOFT DEVELOPERS, INC.	PROJECT NO. 92100/PROJ COMPLETION - FINAL INVOICE	1,188.00
38432 PITNEY BOWES, INC	POSTAGE MACHINE LEASE 12/30/20-03/29/2021	101.28
38433 JOHN WOODWARD	CLOSED ACCOUNT - CUSTOMER REFUND	46.61
38434 ACWA/JPIA	O/M - GROUP INSURANCES (APRIL)	2,443.88
38435 CINTAS	AED (2) LEASE AGREEMENT	214.34
38436 EKI ENVIRONMENT & WATER	ONCALL HYDRAULIC MODEL P-11 12/26/20-01/22/21	334.10
38437 PACE SUPPLY CORP.	MAIN PROJECT SUPPLIES, O&M SUPPLIES, INVENTORY	15,361.62
38438 STATE WATER RESOURCES CONTROL	T3 CERTIFICATION - MATTHEW FULLNER	90.00
38440 CALIFORNIA STATE DISBURSEMENT	REMITTANCE ID 200000001139624	333.69
38441 VOID	VOID	0.00
38442 VOID	VOID	0.00
38443 W.K. MCLELLAN COMPANY	PAVING	50,732.72
38444 WOOD ENVIRONMENT & INFRASTRUCTURE	LHMP SERVICES THRU 02/26/2021	1,658.00
38445 VOID	VOID	0.00
38446 CALTEST LABORATORY	ROUTINE WATER TESTING (FEBRUARY)	1,316.00
38447 CAL-WEST RENTALS INC.	EXCAVATOR & HYDRO HAMMER RENTAL - MAIN PROJECT	2,126.80
38448 COMCAST	INTERNET SERVICE (MARCH) 3/11/21 - 04/10/21	154.96
38449 CORE UTILITIES, INC.	PROFESSIONAL FEES - FEBRUARY	1,230.00
38450 CSW/ST2 ENGINEERING GROUP, INC	AGREEMENT # P1 P-2	1,620.00
38451 FAUSTINO ENTERPRISES, INC	VEHICLE MAINTENANCE #31	328.22
38452 JD STRAND TRUCKING, INC.	MAIN REPLACEMENT	271.40
38453 NORTH BAY PETROLEUM	FUEL	1,268.63
38454 PACIFIC GAS & ELECTRIC CO	UTILITIES (FEBRUARY)	12,917.53
38455 PITNEY BOWES, INC.	MAIL STATION #2 - K7M0 RED INK CARTRIDGE	64.40
38456 QUINONEZ CLEANING SERVICE	JANITORIAL SERVICE FOR DISTRICT OFFICES (FEBRUARY)	600.00
38457 RAYMOND J AND SUZANNE LARBRE REVOCABLE TRUST	WATER PURCHASES: LARBRE WELL LEASE PMT (FEBRUARY)	3,291.13
38458 RECOLOGY	WASTE DISPOSAL (FEBRUARY)	440.64
38459 ANSWERNET	MONTHLY ANSWERING SERVICE (MARCH)	126.11
38460 COUNTY OF SONOMA	HAZARDOUS MATERIALS/WASTE/STORAGE FEES (ANNUAL)	920.00
38461 SONOMA CO. WATER AGENCY	WATER PURCHASES 01/28/21 - 02/25/21	79,364.58

VALLEY OF THE MOON WATER DISTRICT

Monthly Financial Disbursements

March 2021

CK # Vendor Name	Invoice Description	Amount
38462 SONOMA HOT TUBS & POOL SUPPLIES	HASA ACID LIQUID & TEST STRIPS- MTN AVE WELL	37.62
38463 STUDIO 1515 LANDSCAPE ARCHITECTURE	LANDSCAPE SERV-SADDLE TANK 01/30/21-02/26/2021	273.75
38464 VERIZON WIRELESS	CELL PHONE SERVICE 02/04/21-03/03/21	290.49
38465 ACCOUNTEMPS	WEEK ENDING 3/5/21 & 3/12/21	7,377.76
38466 AFLAC	AFLAC PREMIUM (FEBRUARY)	1,010.80
38467 BOLD, POLISNER, MADDOW, NELSON & JUDSON	ATTORNEY FEES (FEBRUARY)	7,596.00
38468 CALIFORNIA RURAL WATER ASSOCIATION	ANNUAL CRWA MEMBERSHIP 4/2021-4/2022	1,367.00
38469 CALIFORNIA STATE DISBURSEMENT	REMITTANCE ID 200000001139624	333.69
38470 JIMMY SPRADLIN	CLOSED ACCOUNT - CUSTOMER REFUND	63.00
EFT621 WESTAMERICA BANK	8X8 OFFICE PHONE SYSTEM, EQUIPMENT REPAIR, O&M SUPPLIES	1,354.56
EFT270 PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 03/25/21	2,069.27
EFT279 PERS	DEFERRED COMP CONTRIBUTION PAYROLL 03/25/21	1,225.00
EFT301 RETIREES	RETIREES BENEFITS - MARCH	4,028.43
EFT306 PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 03/25/21	5,530.45
EFT311 CALIFORNIA EMPLOYMENT DEVELOPMENT	STATE PAYROLL TAXES PAYROLL 03/11/21	2,723.15
EFT312 EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES PAYROLL 03/11/21	13,868.10
EFT721 WESTAMERICA BANK	8X8 OFFICE PHONE SYSTEM, O&M VEHICLE MAINTENANCE, MMS CELL MONTHLY SERVICE	1,453.80
EFT375 EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES PAYROLL 03/25/21	13,859.28
EFT384 VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 03/25/21	1,300.00
EFT467 PERS	HEALTH INSURANCE PREMIUM (MARCH)	23,978.97
EFT646 FIRST BANKCARD CENTER	ACWA LEGISLATIVE SYMPOSIUM, ACWA SPRING CONFERENCE, NOTARY SERVICE	971.28
EFT768 CALIFORNIA EMPLOYMENT DEVELOPMENT	STATE PAYROLL TAXES PAYROLL 03/25/21	2,712.59
EFT808 VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 03/11/2021	1,300.00
EFT872 PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 03/11/21	5,530.45
EFT873 PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 03/11/21	2,069.80
EFT874 PERS	DEFERRED COMP CONTRIBUTION PAYROLL 03/11/21	1,125.00

Net Payroll (After Deductions) 66,557.02

BOARD PRESIDENT

\$374,155.55

GENERAL MANAGER

VALLEY OF THE MOON WATER DISTRICT
MONTHLY REVENUE AND EXPENSE COMPARISON
PERIOD ENDING MARCH 31, 2021

Page.: 1
25% of year remaining

	Actual 18-19	Actual 19-20	Approved Budget 20-21	Current Month March	Fiscal Year To Date 07/20-06/21	Budget Remaining	% Remaining	Forecasting Notes & Significant Changes for 2020/2021
Revenues								
Interest Income	\$ 100,174	\$ 103,320	\$ 105,805	-	\$ 43,922	\$ 61,883	58%	
Gain on Sale of Assets	-	-	-	-	-	-	-	
Operating Revenue	6,517,224	6,654,453	7,015,482	390,232	5,257,173	1,758,309	25%	
Customer Penalties & Fees	53,825	50,115	50,473	1,664	16,487	33,986	67%	
Misc. Income	71,800	25,641	26,000	622	7,844	18,156	70%	
Leak Adjustments	-	(9,614)	(9,613)	-	-	(9,613)	0%	
Total Revenue	6,743,023	6,743,023	7,188,147	392,518	5,325,426	1,862,721	26%	
Expenses								
Salaries:								
								WSM salary included in approved budget; recategorized to Administration salaries since 8/05/20
O&M - Operating Wages	681,708	746,270	956,226	62,668	636,986	319,240	33%	
Stand-By	28,836	29,731	29,526	2,430	24,561	4,965	17%	
Net O&M Operating Wages	710,544	776,001	985,752	65,098	661,547	324,205	33%	

Administration	477,019	477,145	499,907	36,879	421,172	78,735	16%	Not budgeted
Temporary Employees	-	-	-	17,841	106,863	(106,863)		
Total Salaries	1,187,563	1,253,146	1,485,659	119,817	1,189,582	296,077	20%	
Weighted Wages Transferred to Capital Projects	(234,151)	(226,389)	(608,485)	(49,074)	(487,220)	(121,265)	20%	
Net Operating Wages	953,412	1,026,757	877,174	70,743	702,362	174,812	20%	Net Wages used to calculate Net Position
Benefits:								
O&M - Operating & Maintenance	112,926	149,753	219,109	1,288	126,657	92,452	42%	
Administration	91,544	92,693	109,039	683	73,533	35,506	33%	
Retirees	126,611	86,604	78,704	4,765	50,088	28,616	36%	
Total Benefits	331,081	329,051	406,852	6,736	250,278	156,574	38%	
Mandatory Costs								
Workers Comp:								
Operating & Maintenance	33,472	31,452	31,500	5,149	23,234	8,266	26%	
Acct/Administration	4,356	4,594	4,600	696	3,282	1,318	29%	
FICA/Medicare:								
Operating & Maintenance	55,934	63,979	69,099	4,943	50,492	18,607	27%	
Administration	24,882	33,643	38,113	2,411	26,362	11,751	31%	
District Portion/Retirement:								
Operating & Maintenance	57,974	73,511	75,803	6,018	60,103	15,700	21%	
Administration	29,641	38,077	34,390	3,558	35,597	(1,207)	-4%	
CalPERS Accrued Liability	139,875	210,301	210,500	-	210,500	-	0%	
Total Mandatory Costs	346,134	455,556	464,004	22,775	409,570	54,434	12%	

Total Gross Employee Costs	1,864,778	2,037,753	2,356,515	149,328	1,849,430	507,085	22%	For display only, not used to calculate Net Position due to Estimated Transfer of wages & overhead to Capital
Travel & Training								
Operating & Maintenance	11,673	7,760	7,500	732	7,123	377	5%	Cross connection in-house specialist & Leadership Development course
Administration	10,569	12,121	12,000	375	1,155	10,845	90%	Minimal travel and cost. Virtual Meetings during current COVID-19 circumstances.
Total Travel & Training	22,242	19,881	19,500	1,107	8,278	11,222	58%	
Board of Directors:								
Meeting Compensation	9,313	15,403	17,500	3,740	23,200	(5,700)	-33%	
Travel & Training	1,228	5,479	14,834	520	520	14,314	96%	Minimal Travel during current COVID-19
Total Board Expenses	\$ 10,541	\$ 20,881	\$ 32,334	4,260	23,720	8,614	27%	
Services & Supplies								
Purchased Water	\$ 1,947,045	\$ 2,108,460	\$ 2,390,814	\$ 103,227	\$ 1,855,094	\$ 535,720	22%	Summer usage without wells. This will taper off and level after the winter.
Safety & Clothing Allowance	6,036	10,201	11,422	(332)	5,859	5,563	49%	
Vehicle Maintenance	8,729	10,357	8,800	1,490	5,153	3,647	41%	Minimal maintenance due to newer vehicles
Election Costs	10,871	-	16,307	-	-	16,307	100%	
Employee Relations	2,451	4,219	4,200	246	4,104	96	2%	
Legal Fees	45,932	103,981	75,000	9,675	173,621	(98,621)	-131%	Bold, Polisner, Maddow, Nelson & Judson
Engineering General Support	98,905	-	10,000	-	-	10,000	100%	
Misc. Expenses/Contributions	127,469	22,223	25,000	-	25,000	-	0%	Sonoma Valley Groundwater Sustainability Agency
Advertising	60	-	4,000	-	-	4,000	100%	
Outside Services	60,764	31,985	31,480	1,727	25,049	6,431	20%	
Annual Audit	7,771	12,867	9,650	-	-	9,650	100%	
Bad Debts/Collections	12,188	1,969	2,000	-	9,828	(7,828)	-391%	
Building MTNC.	2,211	16,024	10,973	80	6,631	4,342	40%	
Dues and Subscriptions	23,215	24,741	26,801	276	22,818	3,983	15%	ACWA 2021 Agency Dues and CALWEP & AWE in January
Equipment MTNC./Repairs	25,423	18,163	15,300	313	23,454	(8,154)	-53%	
Fees (County/State)	39,649	59,519	49,219	894	51,211	(1,992)	-4%	Annual Water System Fees in 12/2020

Fuel	23,742	24,380	23,975	1,844	19,704	4,271	18%	
Bank Charges	9,117	39,074	39,074	41	7,616	31,458	81%	
Liability Ins. (Incl. Losses)	51,720	41,500	41,501	-	13,586	27,915	67%	
Postage	19,272	21,352	23,236	1,885	15,545	7,691	33%	
Public Information	671	6,969	4,500	-	1,379	3,121	69%	
Service Contracts	48,287	53,205	55,754	851	49,950	5,804	10%	
Office Supplies	8,546	11,031	7,800	390	6,614	1,186	15%	
Telephone-Internet	11,459	13,564	11,540	673	12,990	(1,450)	-13%	Lightning strike caused excessive data usage
Small Tools & Equipment	17,111	11,728	16,962	295	6,706	10,256	60%	
Trash Disposal	4,943	5,307	5,400	441	4,050	1,350	25%	
Utilities - PG&E	134,114	126,073	127,000	22,407	126,139	861	1%	
Professional Services	20,425	66,387	63,910	6,658	88,304	(24,394)	-38%	
Water Testing	35,740	32,320	37,250	4,135	30,515	6,735	18%	
Water Main Maintenance	(1,415)	10,787	11,000	-	10,957	43	0%	
Service Line Maintenance	9,999	5,073	2,500	-	11,461	(8,961)	-358%	
Hydrant Repairs	-	-	7,000	-	3,189	3,811	54%	
Misc. System Maintenance	54,050	3,388	5,430	10	4,540	890	16%	
Wells Maintenance	7,013	13,108	14,000	17	2,294	11,706	84%	
Pump Maintenance	7,799	6,421	7,000	586	7,887	(887)	-13%	
Storage Tank Maintenance	7,099	4,073	8,000	-	894	7,106	89%	
Water Conservation Program	4,172	32,719	4,500	50	1,736	2,764	61%	
Abandoned Projects	-	-	-	-	-	-	0%	
Interest Expense	46,991	51,645	28,151	-	29,426	(1,275)	-5%	Westamerica Annual Loan Interest
Equipment Replacement	1,466	1,861	5,000	-	-	5,000	100%	
Total Services & Supplies	2,941,040	3,006,675	3,241,449	157,879	2,663,304	578,145	18%	
Total Expenses	4,604,450	4,858,802	5,041,313	263,501	4,057,512	983,802	20%	
Revenues Less Expenses	2,138,573	1,965,112	2,146,834	129,017	1,267,915	878,920		
Allocation to CIP	(1,316,000)	(2,000,000)	(2,100,000)	(175,000)	(1,575,000)	(525,000)		
Transfer to/from Undesignated Reserves	\$ 822,573	\$ (34,888)	\$ 46,834	\$ (45,983)	\$ (307,085)			

VALLEY OF THE MOON WATER DISTRICT
REPORT OF INVESTMENTS AND RESERVES
For the Month Ended March 2021

Start of Fiscal Year

	LAIF	\$	1,167,264
	SCIP		4,073,863
Westamerica Bank Checking/Petty Cash			<u>324,962</u>
Total Beginning Cash	\$		<u><u>5,566,089</u></u>

Year To Date

	LAIF	\$	374,565
	SCIP		4,110,441
Westamerica Bank Checking/Petty Cash			<u>365,531</u>
Total ending Cash	\$		<u><u>4,850,537</u></u>

	LAIF	SCIP
Average Rate of Interest	0.357%	0.664%

Total Cash/Investment Balance \$ 4,850,537

(1) FY 2020-2021 Board Approved Capital Projects & Rollover Projects	(3,445,713)
Year to Date Capital Project Disbursements	1,813,978
Remaining Transfer of Current Year Revenues to Capital Project Fund	525,000
(2) Board Designated Reserves (Board Approved with 20/21 Budget)	
(a) Operations & Maintenance Reserve (3 Months Operations)	(1,295,000)
(b) Rate Stabilization Reserve	(555,000)
(c) Capital Improvement Program	(1,100,000)
Total Board Designated Reserves	<u><u>(2,950,000)</u></u>

Undesignated
Reserves-
funding for
remaining 5-Year
Capital Plan \$ 793,802

Remaining 5-
Year Capital Plan \$ 5,294,179

Capital Improvement Project Summary

March 2021

Project #	Project	Justification	Improvement Description	Total Amended Budget	Current Month - March	YTD Expenditures	Budget Remaining	% Remaining
				2020/21				
Facilities and Maintenance Projects								
CIP-2957	Equipment Replacement	Replacement of equipment that has exceeded its useful life or no longer meets district needs						
CIP-2957-3	Light tower	Nighttime road work Safety	<u>Significant improvement in available illumination</u> https://www.patriotequipment.us/product/wacker-neuson-ltv6l-new-6kw-light-tower-with-kohler-diesel-engine-item-5100028780/	9,000	-	9,567	(567)	-6%
CIP-2957-7	Replace #25 w/a larger utility truck, crane etc.	current trucks have exceed their useful life and are incurring maintenance costs that exceed current value. Replaces 2000 Ford.	This is truck #25, the District's oldest vehicle. The truck has a lot of hours on the engine due to the now non-operational air compressor which was used at nearly every jobsite from 2000 through about 2007 when the compressor became too dangerous to operate and was replaced by the V-MAC unit on #31. We would have replaced this vehicle two years ago, but made the decision to keep it longer because of the DPF filter that we were forced to install at a cost of \$15,000 by the BAAQMD a couple of years before that. These trucks do not run well with the filters. The filter will also shorten the life of the engine. The crane on the truck is also very old and was transferred from the previous service truck. The service body on the truck leaks during rainy weather due to	180,000	-	-	180,000	100%
CIP-2957-10	Water Buffalo	Help comply with new Fed OSHA silica standards for dust control	<u>Controlling dust is now an important safety issue. This unit is required to help comply.</u> https://www.singlecylinderstore.com/Multiquip-WT5C-Water-Trailer-500-Gal-TRLR70H-QP2H?language=en&currency=USD&vsrefdom=adwords&gclid=Cj0KCCQjAgKzwBRCjARIsABBBFug1IQ4BseFQsgidInTlcCyVP6cJoUIPb7s4ITcjOq8iWxxAdaYXfJEaAHeEALw_wcB	8,000	-	7,925	75	1%

Capital Improvement Project Summary

March 2021

Project #	Project	Justification	Improvement Description	Total Amended Budget	Current Month - March	YTD Expenditures	Budget Remaining	% Remaining
				2020/21				
CIP-2957-13	New Chloretech	The 5 tab-feeder systems that the District switched to several years ago are not well supported.	Necessary replacement due to changed ownership and continuing poor support for this mandatory system at all 5 Wells	54,000	7,573	26,074	27,926	52%
CIP-5107	County of Sonoma Paving Projects requiring adjustments and or relocation of District facilities	Relocation of county Paving projects	SONOMA COUNTY 2020 PAVEMENT PRESERVATION PROGRAM Center-Grove-Linden-Solano *2020-2021 Annual Budget did not have an "Estimated Roll Over" for CP-5107. Actual Roll Over is included here.	68,280	-	-	68,280	100%
CIP-6001	New Services		customer pays 100%		1,063	4,521	(4,521)	
CIP-6004	All Service Replacements	Planned and unplanned service replacements, higher than normal budget needed due to service replacements needed as a result of 9300 Meter Replacement Program	All service replacements combined	20,000	2,558	41,176	(21,176)	-106%
CIP-8100	Valve Replacement Program	Valves reaching end of service life or failing	Valve Replacement Program	25,000	1,725	14,428	10,572	42%
CIP-9300	Meter Replacement Program	current meters at end of service life for accuracy. Reduction of un-accounted for/non-revenue water.	Approx.. 1076 of 7100 (15%)remain OF ALMOST 7200 HAVE TO GO: 12-15 LARGE, IE 3" AND LARGER, 921 5/8, 26 %, 49 1", 10 1 1/2 ", 5 2" PLUSE 1025 ERTs (Receiving Prop 1 \$87,500 grant funding toward 19/20 installation)	502,095	7,905	454,217	47,878	10%
CIP-2991	GPS Facilities	Required for LHMP, UWMP	10,000 estimated assets to GPS locate approx.. 600 complete 2020	30,000	-	7,895	22,105	74%
Total Facilities and Maintenance Projects				896,375	20,823	565,803	330,572	37%

Capital Improvement Project Summary

March 2021

Project #	Project	Justification	Improvement Description	Total Amended Budget	Current Month - March	YTD Expenditures	Budget Remaining	% Remaining
				2020/21				
CIP-2947	Walnut Ave, Oak St. & Penny Ln. Water Main Replacement	Watermain insufficient for fireflow and has reached end of service life	PROJECT ABOUT 4,000'. ABOUT 900' LEFT TO GO. NEED ONE SOLID MONTH TO FINISH. EXPECT BY MID-JULY DEPENDING ON CV-19 AND OTHER URGENT MATTERS.	62,100	-	64,216	(2,116)	-3%
CIP-2967	Boyes Blvd. Bridge Pipeline Replacement	County replacing Boyes Bridge	Total commitment to the County and any additional funding needed to complete any VOMWD portion. What is completion date and when does county expect payment. Any progress payments. COMPLETION UP TO COUNTY. THEY'RE WORKING ON IT. NEW CONTRACT AMOUNT WITH OUR 1 CHANGE ORDER \$327,000. NO PROGRESS PAYMENTS. DOUBLE BUDGETED SO HAVE \$600K.	215,986	1,397	3,974	212,012	98%
CIP-2984	Gibson St., Riddle Rd Easement, Sobre Vista (near Lake Josephine), Brookview & Lomita Water Main Replacements	Watermain insufficient for fireflow and has reached end of service life	REPLACE WATERMAIN AND SERVICES. . TOTAL PROJECT 2960'. DONE 500'. TO GO 2400'	263,096	2,323	305,638	(42,542)	-16%
CIP-2993 (P-1)	Steel Pipe Replacement	Replace all remaining aging steel water mains in the distribution system.	Replace all remaining steel water mains and convert steel laterals to customer service connections throughout distribution system as detailed by Figure 9-2. Mainlines and service lines separate. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	18,500	-	18,500	-	0%
CIP-2996 (P-2)	Glen Ellen Transmission and Fire Flow Improvement	Replaces steel water mains, assists with addressing fire flow deficiency in PZ-1F, and increases transmission capability. Verify steel main to be replaced, if steel main is not present then project may be moved to Priority 2.	Replace existing 6-inch and 8-inch steel and ACP water mains with new 10-inch and 12-inch PVC water mains, replace existing service connections, and replace existing fire hydrants. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	18,500	285	1,581	16,919	91%
Total Pipeline Projects				578,182	4,005	393,908	184,274	32%

Capital Improvement Project Summary

March 2021

Project #	Project	Justification	Improvement Description	Total Amended Budget	Current Month - March	YTD Expenditures	Budget Remaining	% Remaining
				2020/21				
CIP-2949	Well No. 5A (Verano Well Replacement)		(\$539,767 rollover from 2018)	148,156	4,117	35,472	112,684	76%
CIP-2983	New Larbre/ Pedroncelli Well(S) Private	constriction of facilities to bring private well water into the district	Construction of District facilities, 2 Wellhouses & 2 chlorine injection systems, SCADA, security cameras at the Larbre/Pedroncelli wells on Arnold- (Was New Well No. 9 Engineering (construction to be loan financed) (Reallocated \$40,000 to exploratory Wells by Board Resolution 04/18/2019))	250,000	-	5,595	244,405	98%
Total Wells				398,156	4,117	41,067	357,089	90%
				2020/21				
CIP-2966	Hillside Stabilization at Donald Tank & Booster	Hillside collapsing on district facilities	Existing District CIP with a total remaining 5-year budget of \$200,000. CANNOT WAIT FOR LHMP DUE TO DANGER. Engineering underway Going out to bid.	363,000	158,200	173,534	189,466	52%
CIP-2978	Saddle	Existing District CIP.	Saddle Tank Replacement (\$33,667.96 submitted to FEMA for YTD engineering expenses on 06/30/19) (Total Commitment reflects \$630,571 reimbursement from FEMA)	650,000	46,030	634,760	15,240	2%
CIP-3001	Saddle Tank non-FEMA	Needed work that is non-FEMA reimbursable	The creation of a separate account keeps our funding cleaner for FEMA reimbursement on the tank construction	50,000	-	3,461	46,539	93%
CIP-3000 (P-11)	Pressure Zone 1F Tank Project Alternative #1 - London Ranch Road	Addresses storage deficiency in PZ-1F.	Install a new 0.2 MG welded steel tank and a new 10-inch PVC transmission main; replace 590 LF of existing 8-inch PVC with a 10-inch PVC water main. (LHMP FEMA?) Soils engineering, appraisal, lot-line-adj/permanent easement, property acquisition year 1.	510,000	-	1,444	508,556	100%
Total Tanks				1,573,000	204,230	813,199	759,801	48%
TOTAL WATER DISTRIBUTION SYSTEM IMPROVEMENTS				3,445,713	233,176	1,813,978	1,631,735	47%

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

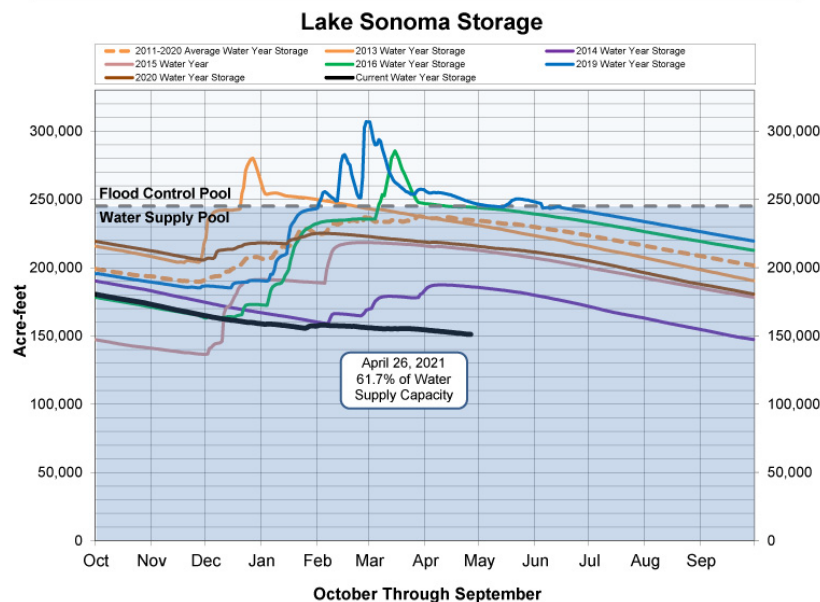
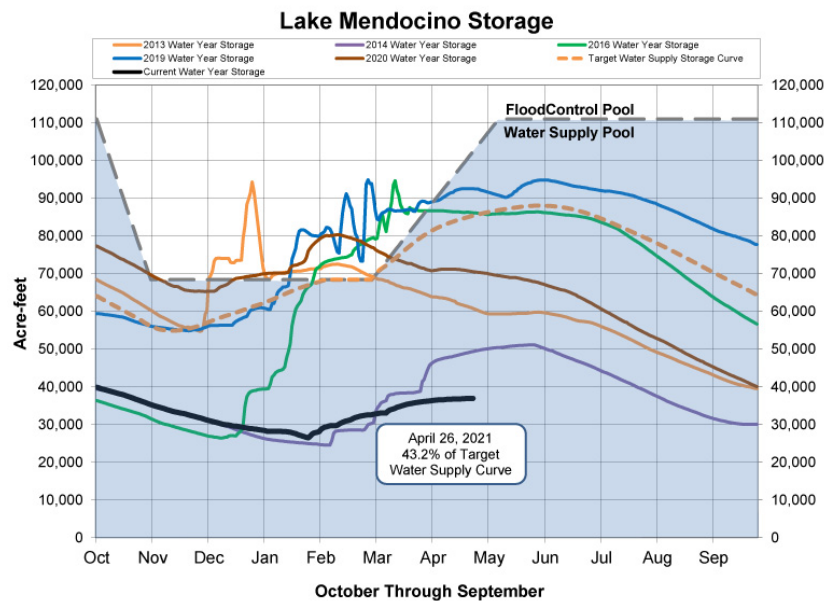
FROM: Brian Larson, Acting Water System Manager

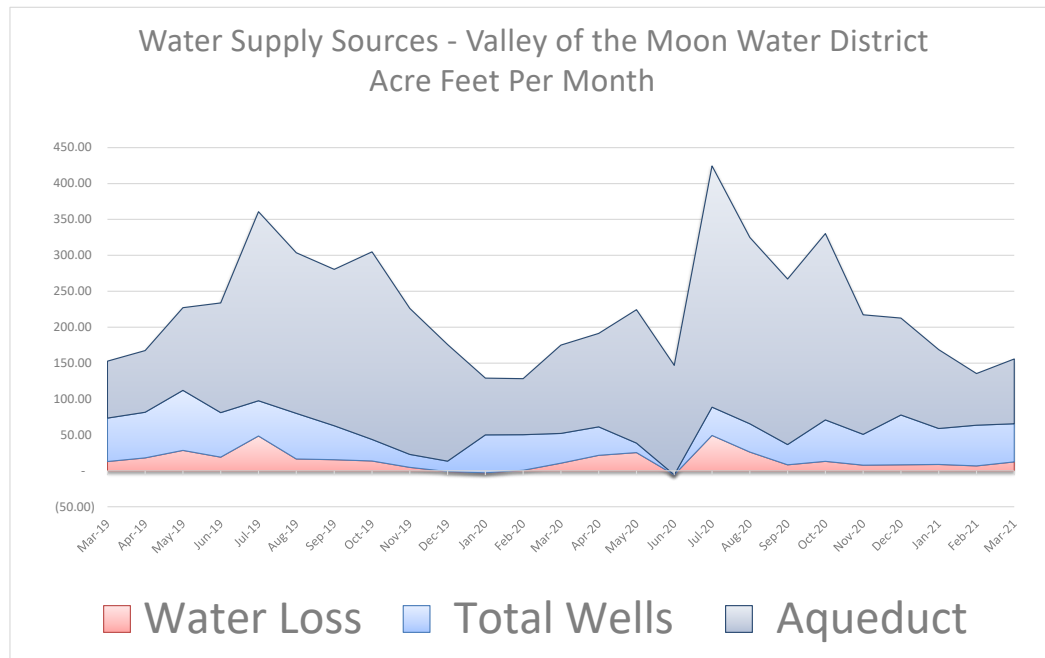
SUBJECT: Water Supply & Water Source Update

Water source report:

The wells produced 37% of our total water in March. This represents all five wells running for the month. Park Well began pulling up air and had to be shut down to rest the aquifer at the end of March. Due to our new VFD at Mountain well, we were able to reduce production and avoid producing air while keeping the well on-line.

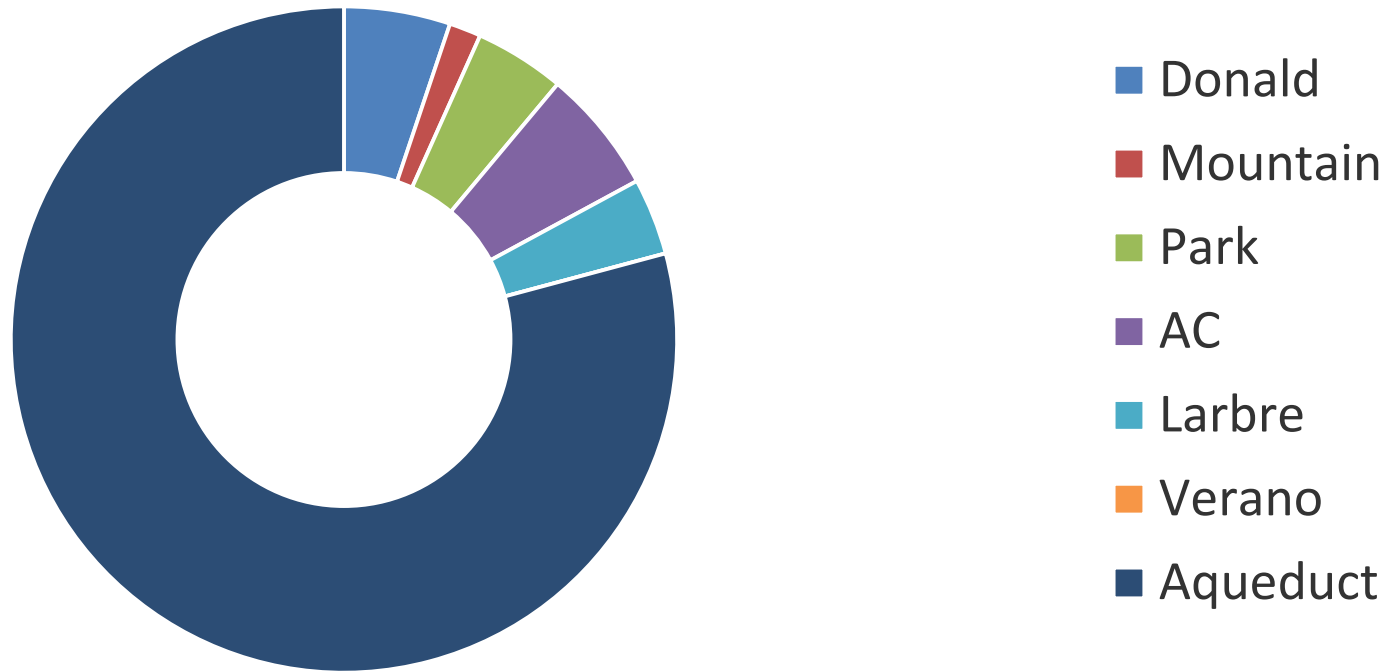
Lake Sonoma: 61.7 % full, Lake Mendocino: 43.2% of Target Curve as of April 26, 2021





Month	Donald*	Mt Ave*	Park Ave*	Agua Cal*	Larbre*	Aqueduct	Total Wells	Wells %	Total AF Produced	Total AF Deliveries	Water Loss (Rolling 3 month Avg)	Water Loss %
Mar-19	9.47	6.33	7.56	20.77	16.25	79.31	60.38	43.22%	139.69	111.50	12.98	12%
Apr-19	10.78	11.83	10.98	16.73	13.44	85.79	63.75	42.63%	149.55	114.81	17.88	16%
May-19	18.16	14.62	13.61	20.40	16.83	115.03	83.61	42.09%	198.64	144.18	28.44	20%
Jun-19	16.71	11.51	10.62	10.56	12.64	152.50	62.03	28.92%	214.53	203.64	19.07	9%
Jul-19	14.90	11.13	10.55	0.00	12.28	263.36	48.86	15.65%	312.22	213.96	48.59	23%
Aug-19	18.23	12.97	9.69	10.16	12.46	223.63	63.50	22.12%	287.13	305.41	16.46	5%
Sep-19	13.48	8.98	0.00	15.45	9.27	217.87	47.18	17.80%	265.05	283.67	15.48	5%
Oct-19	8.48	0.86	0.00	14.17	6.28	261.29	29.79	10.23%	291.08	281.62	13.80	5%
Nov-19	0.00	0.00	0.00	16.28	1.88	203.23	18.16	8.20%	221.39	236.60	4.69	2%
Dec-19	4.67	3.25	0.00	5.33	1.45	162.17	14.70	8.31%	176.86	198.78	(1.14)	-1%
Jan-20	13.15	11.49	9.70	18.70	0.00	78.95	53.04	40.18%	131.99	144.24	(2.90)	-2%
Feb-20	13.08	9.33	10.68	14.71	1.72	77.88	49.52	38.87%	127.40	120.87	0.83	1%
Mar-20	9.88	6.87	10.24	14.44	0.00	122.89	41.43	25.21%	164.32	130.35	10.63	8%
Apr-20	13.60	5.57	6.45	14.06	0.00	129.99	39.68	23.39%	169.67	116.49	21.55	18%
May-20	5.28	3.07	0.00	4.95	0.00	185.66	13.30	6.68%	198.96	208.03	25.40	12%
Jun-20	0.00	0.00	0.00	0.00	0.00	152.50	0.00	0.00%	152.50	216.22	(5.59)	-3%
Jul-20	1.05	13.43	11.33	13.43	0.00	335.91	39.23	10.46%	375.14	246.92	49.34	20%
Aug-20	13.66	2.31	9.50	13.95	0.00	259.36	39.41	13.19%	298.77	264.23	26.10	10%
Sep-20	10.17	0.00	7.83	10.30	0.00	230.45	28.30	10.94%	258.75	309.05	8.38	3%
Oct-20	15.32	0.00	11.44	16.81	13.95	259.45	57.52	18.15%	316.97	311.63	13.27	4%
Nov-20	11.69	0.00	9.02	12.26	10.11	166.51	43.07	20.55%	209.58	208.03	7.73	4%
Dec-20	18.48	0.10	14.26	20.10	16.28	134.97	69.24	33.91%	204.21	200.14	8.36	4%
Jan-21	11.95	4.90	8.76	13.47	10.86	109.95	49.94	31.23%	159.89	149.31	8.89	6%
Feb-21	12.75	7.40	9.96	12.95	13.73	71.68	56.79	44.21%	128.47	125.28	6.81	5%
Mar-21	13.04	4.24	9.73	12.76	13.25	90.36	53.02	36.98%	143.38	121.69	12.46	10%
FY to date (Acre Feet)	51.88	15.74	49.12	66.74	24.06	1,251.68	207.53	0.73	1,459.21	1,339.86	104.83	0.41

Water Production



Actual	Wells										Aqueduct
Month	Donald	Mountain	Park	AC	Larbre	Verano	Total	Aqueduct	Total	Wells %	flow rate*
Jul-20	1.05	13.43	11.33	13.43	0.00	0	39	335.91	375	10%	3.53
Aug-20	13.66	2.31	9.50	13.95	0.00	0	39	259.36	299	13%	2.73
Sep-20	10.17	0.00	7.83	10.30	0.00	0	28	230.45	259	11%	2.42
Oct-20	15.32	0.00	11.44	16.81	13.95	0	57.52	259.45	317	18%	2.73
Nov-20	11.69	0.00	9.02	12.26	10.11	0	43.07	166.51	210	21%	1.75
Dec-20	18.48	0.10	14.26	20.10	16.28	0	69.24	134.97	204	34%	1.42
Jan-21	11.95	4.90	8.76	13.47	10.86	0.00	49.94	109.95	160	31%	1.16
Feb-21	12.75	7.40	9.96	12.95	13.73	0.00	56.79	71.68	128	44%	0.75
Mar-21	13.04	4.24	9.73	12.76	13.25	0.00	53.02	90.36	143	37%	0.98
Apr-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0%	0.00
May-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0%	0.00
Jun-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0%	0.00
Sub-Total	108	32	92	126	78	0	437	1,659	2,095	21%	
* Average daily rate of flow during the month (in millions of gallons per day)											
Annual Target	105	81	80	100	134	0	500	1,854	2,354	21%	
% of Target	103%	40%	115%	126%	58%	NA	87%	89%	89%		

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Brian Larson, Acting Water System Manager

SUBJECT: Operations Update

Operations:

Our crew has responded to two leaks over the last month, one 2" main and one 1 ½", PB service line. The main was repaired with a clamp and is on the list of mains that will be replaced next fiscal year. The service line received a temporary repair to finish the final route of small AMI installations and was then replaced last week. The crew is now working on the last handful of large meter installations to bring the system to 100% AMI.

With the AMI project wrapping up, we have begun other system maintenance such as valve turning/operation, building maintenance, and maintenance to the chlorine systems at the well sites. We are also working on on-site clean-up to create fire breaks around our facilities. With the warm weather coming we are adjusting the PRV settings at our SCWA turnouts to meet the summer demand.

CIP Project Updates:

Saddle Tank Irrigation:

Staff has reached out to several landscape contractors and provided them with the irrigation plan. We are now waiting on quotes for the installation of the irrigation system and planting around the tank.

Donald Hillside Stabilization:

The Contractor, Advanced Geotechniques, has been working on Donald hillside since April 1. In that time, they have the hillside netted and about 95% of the block wall completed. The new main was constructed, pressured tested, and sampled for bacteria and already in operation supplying water to Michael Drive. The project is estimated to be complete as of Friday, April 30, 2021.

Boyes Bridge Mainline:

The County's contractor found that one section of the District's mains, near the edge of the project area, is relatively shallow. County and District staff have been working to solve the potential paving problem as a result of this discovery. Updates will be provided as information becomes available.

The other water main portion of this project has been completed. Last week the main was completed, pressured tested, and bacteria sample taken. A punch list will be created to help clean up any last details. The District's portion of this project will be completed before the next Board meeting.

Verano Well:

The District received the proposed scope of work to zone test Verano Well from EKI. The purpose of the test is to find out if there is a single screened area that is causing some or all of the water quality problems that are keeping the District from operating the well. If this is discovered to be the case, we may be able to block that section and put the well into operation. The scope was shared with several contractors and we have selected the lowest quote of \$88,100 from Weeks Drilling and Pump Co. We are currently awaiting the required "work plan" for review by EKI.

The table below shows a subjective percentage complete for each of the CIP projects based on an estimate of the time requirement remaining. The percentage will not match the one shown on the CIP budget update, because that number accounts only for the budget remaining.

Project Number and Description	Percent Complete
Project 2957: Equipment purchases	95%
Project 5107: County paving/VOMWD facility inspection	100%
Project 9300: AMI meter installation	90%
Project 2991: Facility GPSing	23%
Project 2947: Water main installation	100%
Project 2967: Boyes Bridge main installation	99%
Project 2984: Water main installation	99%
Project 2993/2996: Engineering for P-1 and P-2	50%
*Project 2949: Verano Well Treatment/permit finalization	20%
*Project 2983: New Larbre/Pedroncelli Wells	5%
Project 2966: Donald Hillside Stabilization	70%
Project 2978: Saddle Tank Replacement	100%
Project 3001: Non-FEMA expenses	15%
*Project 3000: New Glen Ellen Storage property	0%
Average Percent Complete	62%
Average Percent Complete (no*)	76%

*Project is unlikely to be completed in this fiscal year due to reasons outside of District control.

Date: May 4, 2021
Item: 7.A

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, Interim General Manager

SUBJECT: Technical Advisory Committee (TAC) Update

Background

Staff will provide a verbal update during the Board meeting regarding matters discussed at the May 3rd, 2021 TAC meeting.

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, Interim General Manager

SUBJECT: Local Hazard Mitigation Plan Update

Update:

The District's consultant (Wood) has created the "Public Review Draft" of the Local Hazard Mitigation Plan (LHMP). Staff posted the draft to the District Website and put out a press release notifying the public that the draft is available for review on April 15th. The public review period was shortened to 21 days to get the plan back on schedule and will end Thursday, May 6th. The draft will then be submitted to Cal OES for review shortly thereafter.

Acting Administration and Finance Manager Hudson was able to get an extension on the completion timeline until December 5th, 2021 to ensure that all aspects of the planning and review processes will be completed within the allotted time. She was also able to submit a reimbursement request for \$30,000 from FEMA for the project. Staff will keep the Board informed of any funds when they come through.

Please see the schedule from Wood below:

Task	Anticipated Date
Project Kick-off Meeting	January 14, 2020
Submit HMPC Invite List and Community Engagement Strategy	June 11, 2020
District review Community Engagement Strategy	June 15, 2020
HMPC Meeting #1	June 25, 2020
Prepare Hazard Identification and Risk Assessment	September 18, 2020
HMPC Meeting #2	September 24, 2020
Community Workshop	October 20, 2020
Finalize Goals and Objectives	December 1, 2020
HMPC Meeting #3	December 10, 2020
Compile Mitigation Actions Worksheets	January 15, 2021
Submit 1 st Administrative Draft LHMP	February 19, 2021
District provides consolidated comments on 1 st Administrative Draft LHMP	March 15, 2021
Complete FEMA Region IX Review Tool	March 19, 2021
Submit 2 nd Administrative Draft LHMP	March 26, 2021
Circulate Public Review Draft LHMP (30-day public review)	March 31, 2021 to April 29, 2021
Submit LHMP to Cal OES for review (45 day review)	May 3, 2021
Submit LHMP to FEMA for Review (45 day review) ¹	June 16, 2021
District Board of Directors Hearing ¹	September 14, 2021

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, Interim General Manager

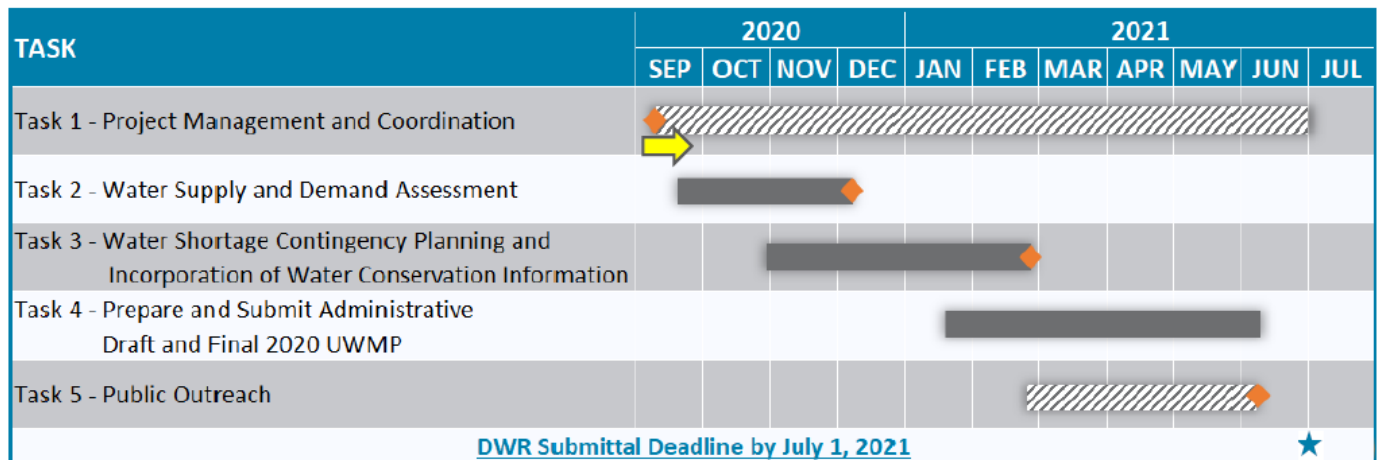
SUBJECT: Urban Water Management Plan Update


Update:


The draft of the final chapters (6-8) of the plan were reviewed and commented on by staff last month. Among the final chapters is the required “Water Shortage Contingency Plan” (WSCP). District staff felt that a unified approach to the WSCP in the greater Sonoma Valley was important to ensure a consistent message about water conditions and restrictions in the community in the event of a drought or other shortage. EKI and City of Sonoma staff graciously agreed to meet with District staff to hold a joint meeting to discuss the creation of parallel WSCPs in the two UWMPs in April. EKI is drafting the final WSCP now. A public review draft of the full plan will be published on May 18th with adoption planned for the June 1st regular Board Meeting. The plan will be submitted to DWR before July 1st, 2021.

Please see the schedule provided by EKI below:

SCHEDULE



 = Meeting/Workshop

 = DWR Submittal

SONOMA LOCAL AGENCY FORMATION COMMISSION

111 Santa Rosa Ave Suite 240, SANTA ROSA, CA 95404
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org



Date: April 23, 2021
To: All Independent Special Districts
Subject: Election of Special District Representative Class I

Attached please find the materials associated with an election to fill the position of Special District Representative Class I Regular Member to Sonoma LAFCO for the remainder of the term ending May 2024. As a result of an earlier notification by Sonoma LAFCO to special districts, two nominations were submitted by the March 15, 2021, deadline. Nominations for this position were restricted to board members of fire protection, community services, and life support districts

All independent special districts have the right to vote in the election.

The election process requires that Sonoma LAFCO send to each district copies of all applications received by the established deadline, a ballot and certification form, and voting instructions. In addition to these documents, I have included a stamped envelope for you to use to return the certified ballot.

All ballots should be returned to the LAFCO office by May 17, 2021. Ballots received by the deadline will be counted and the results announced within seven days.

Please note that ballots representing a majority of the districts must be received by the deadline date for the election to be considered valid. In the event a majority of districts have not cast ballots by the deadline, Sonoma LAFCO will extend the deadline date by 60 days to allow those districts that have not returned a ballot to do so.

On behalf of the Commission, I urge your district to participate in this election for special district representation to Sonoma LAFCO and to return the ballot by the May 17, 2021 deadline.

If you have any questions or need additional information, please contact me at 565-2855.

Sincerely,

Diana R. Wilson
Clerk to the Commission

Application

Date Submitted: Feb. 4, 2021

Name: Mark Hemmendinger

Address: 140 Sprauer Road, Petaluma, CA 94952

Phone(s): (415) 310-5405

Email: mh@rafd.org

Name of District You Represent: Rancho Adobe Fire Protection District

Date of Most Current Election/Appointment: November 3, 2020

Date Term Expires: 2024

Total years with District: 13

Total Years Associated with Government/ Community Service: 13

List any other agencies/special Districts you have been or are currently involved with: None

List Community Service Activities including Names of Organizations and Dates of Service: None

Have you attended LAFCO meetings? If yes, when? All meetings starting in late 2019

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO). I believe that an independent commission is the best method for resolving political boundary issues and maintaining efficient government services to the community.

From your perspective, explain the purpose of LAFCO: To provide an independent commission, supported by staff analysis such as MSR's, that can study community services; the degree to which they serve the community and the means for which to serve the community more effectively given boundary adjustments, spheres of influence, or changes in organization.

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

SPECIAL DISTRICT REPRESENTATIVE CLASS I & ALTERNATE APPLICATION FORM SPECIAL DISTRICTS

This application has been designed to provide pertinent information about each candidate applying for the position of Class I Special District Representative to LAFCO. Please read the application carefully and type or print your responses. Feel welcome to attach additional sheets if necessary.

Note: Class I districts include fire protection, community services, and life support districts.

Date Application Submitted: 2/16/2021

Name: WILLIAM NORTON

Address: 890 VERANO AVE, SONOMA, CA

Home Phone: (707) 996-8379 Cell: (707) 304-2170 Work: —

Name of District You Represent: SONOMA VALLEY FIRE

Date of Most Current Appointment or Election: 7-1-20

Date Term Expires: 2024 Total Years with District: 18

Indicate Involvement in Other Agencies/Special Districts:

S.C.F.D.A.

Total Years Associated with Government/ Community Service: 40 ~~35~~ YEARS
30 YEARS SFFD, RETIRED AS A LT.

List Community Service Activities including Names of Organizations and Dates of Service:

TICKET LONDON STATE HISTORIC PARK VOLUNTEERS - PRESIDENT

U.S. NAVY 1961-65 U.S.C.F. RESERVE 6 YEARS

PRESIDENT SFFD - MEMBER OF BOARD 18 YEARS

S.C.F.D.A. PAST PRESIDENT & VICE PRESIDENT

CHALLENGE SONOMA ADVENTURE ROPES COURSE INSTRUCTOR

Have you attended LAFCO meetings? If so, when?

YES - ONE MEETING IN 2020



Valley of the Moon Board of Directors
Bill Norton
Vice President

I have been a member of the Board of Directors of the Valley of the Moon Fire Protection District since 2003 and a resident of the District for 25 years. I am a retired Lieutenant of the San Francisco Fire Department after 30 years' experience. I have a BA magna cum laude in Geography from Sonoma State University and was a substitute teacher in the Sonoma Valley Unified School District and a past Sonoma Ropes Course leader.

I assisted the City of Sonoma and the Valley of Moon Fire District Chiefs and Captains in the development of Sonoma Valley Fire & Rescue Authority's "Standards of Response Coverage" a business plan for our combined fire departments. I developed a SVFRA, GIS computer-based Standards of Coverage senior project at Sonoma State University, including a model providing the optimum locations for Station 2. I have been a California certified Fire Training Officer, Fire Safety Director, EMT and Urban Search and Rescue member. Further qualifications include CPR instructor, lifeguard, advanced open water diver and USCG Search and Rescue Crewman and Boat Engineer.

I have organized and participated in various multiple-agency disaster drills in the San Francisco Bay Area. I keep current with fire district business by attending our monthly VOM Fire District meetings, Sonoma County Fire District Association bi-monthly meetings and annual conferences. I have the highest respect for the dedication and professionalism of our department members: officers, engineers, firefighters and paramedics.

SONOMA LOCAL AGENCY FORMATION COMMISSION

BALLOT

Special District Representative Class I Term of Office Ending May 2024

1. Vote for only one candidate for Special District Representative.
2. The presiding officer or his/her designated alternate, acting on behalf of the district, must cast the district's vote by marking the space to the right of a candidate's name and then complete, sign, and date the certification.
3. Place the marked ballot sheet and certification into the envelope provided and mail to Sonoma LAFCO, 111 Santa Rosa Ave Suite 240, SANTA ROSA, CA 95404. Ballot sheet and certification may be emailed to diana.wilson@sonoma-county.org, to meet deadline requirements. However, originals must be mailed to the LAFCO office as soon as possible thereafter.
4. **Submit ballot and certification by Monday, May 17, 2021**

VOTE

Mark Hemmendinger, Rancho Adobe Fire Protection District

William Norton, Sonoma Valley Fire District

CERTIFICATION

I certify, under penalty of perjury, that I, _____
(Print Name of Presiding Officer or Alternate)

I am the Presiding Officer of _____,
(Print Name of Special District)

or his/her designated alternate, and I am authorized by my district to cast the district's vote for Special District Representative to the Local Agency Formation Commission in this election.

(Date)

(Signature)

Date: May 4, 2021

Item: 8.A

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, Interim General Manager

SUBJECT: Local Agency Formation Commission (LAFCO) Special District
Representative Vote Authorization

Background

On April 5th, the District received the attached letter and information regarding the election of a Special District Representative to LAFCO. As a special district, our Board has the right to cast a vote for one of the nominated candidates in the information packet.

The following is from the Sonoma LAFCO Website (<http://sonomalafco.org/About-the-Commission/>):

“The Local Agency Formation Commission (LAFCO) was created by State law in 1963 to regulate the boundaries of cities and special districts. There is a LAFCO in each of the 58 counties of California. Each LAFCO is an independent public agency. The objectives of LAFCO are:

- *To **encourage** the orderly formation of local government agencies and promote the efficient provision of public services*
- *To **preserve** agricultural land and open-space resources*
- *To **promote** orderly growth and discourage urban sprawl”*

The two candidates are Mark Hemmendiger of Rancho Adobe Fire Protection District and William Norton of Sonoma Valley Fire District.

Recommendation

Discuss the options, authorize and direct staff to vote for a candidate as directed, and return the ballot per the instructions.

Attached

LAFCO election notification letter, candidate information, and ballot.

Date: May 4, 2021

Item: 8.B

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, Interim General Manager

SUBJECT: Resolutions No. 210502 Thanking Ronald F. Prushko for His Service to the District and Number 210503 Declaring a Vacancy on the Board of Directors.

Background:

After a long and illustrious tenure as a member of the Board of Directors of Valley of the Moon Water District, Ronald F. Prushko has resigned. From his first meeting in December of 2000, Ronald Prushko has been an engaged member of the Board, offering his insight and wisdom and helping shape two decades of District policy.

Resolution No. 210502 expresses the District's sincere gratitude for Ronald Prushko's service to the community, District, and Board of Directors.

Resolution No. 210503 declares a Board vacancy and directs staff to notify the Sonoma County Elections Official, publish a notification in the paper and inform the Sonoma County Elections Official after the position has been filled.

Recommendation:

1. Consider creating an ad hoc subcommittee to review candidate letters and select the top two candidates for interviews by the Board.
2. Approve Resolution No. 210502 Thanking Ronald F. Prushko for his Service to the Community and District; and
3. Approve Resolution No. 210503 Declaring a Vacancy on the Board of Directors
4. Direct staff to frame the signed resolution No. 210502 and present it to former Director Ronald Prushko at a time and date to be determined.

Attached:

- Resolution No. 210502
- Resolution No. 210503
- Draft Vacancy Notice for publication

**VALLEY OF THE MOON WATER DISTRICT
RESOLUTION NO. 210502**

**EXPRESSING APPRECIATION FOR SERVICES RENDERED BY
OUTGOING DIRECTOR**

RONALD F. PRUSHKO

WHEREAS, Ronald F. Prushko served as a Director of the Valley of the Moon Water District (District) from 2000 to 2021; and

WHEREAS, Ronald F. Prushko has represented the District well throughout the community; and

WHEREAS, the District has had the benefit of Ronald F. Prushko's counsel and experience during the time he served as Director; and

WHEREAS, the Board of Directors wishes to take proper notice and express its sincere appreciation for the services Ronald F. Prushko has rendered to his community the District.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors and staff of the Valley of the Moon Water District hereby express their sincere appreciation to Ronald F. Prushko for his exemplary service on the Board of Directors of the Valley of the Moon Water District.

THIS RESOLUTION PASSED AND ADOPTED THIS 4TH DAY OF May 2021, by the following votes:

Director Rogers _____

Director Foreman _____

Director Yudin-Cowan _____

Director Bryant _____

By _____
President

By _____
Secretary

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a meeting of the Board of Directors in VALLEY OF THE MOON WATER DISTRICT held on the 4th day of May, 2021, of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By _____
Secretary

RESOLUTION NO. 210503

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON WATER DISTRICT DECLARING A VACANCY ON THE BOARD OF DIRECTORS AND DIRECTING APPROPRIATE STEPS TO FILL THE VACANCY

WHEREAS, Ronald F. Prushko submitted his resignation from the Valley of the Moon Water District (District) Board of Directors (Board); and

WHEREAS, the term of the position held by Director Prushko began in December 2020 and expires in December 2024; and

WHEREAS, California Water Code section 30504 and California Government Code section 1780 provide the procedures for filling the vacancy by the Board of Directors.

NOW, THEREFORE, the Board of Directors of the Valley of the Moon Water District hereby finds, determines, and directs as follows:

1. The position on the Board of Directors formerly held by Director Prushko is hereby found and declared to be vacant; and
2. The Board of Directors hereby determines to fill the position by appointment; and
3. District staff is directed to give notice of the vacancy to the County of Sonoma Elections Official no later than May 20, 2021; and
4. District staff is directed to promptly publish notice of the vacancy in the local newspaper. The notice shall also be promptly posted in three conspicuous locations within the District and shall specify that all persons interested in being considered for appointment to the vacant Board seat shall, no later than May 20, 2021, submit a letter briefly stating their qualifications and expressing their interest in serving on the Board of Directors; and
5. The Board may create an ad hoc subcommittee at the regular May 5, 2021 Board of Directors meeting to review the letters received and bring forward two candidates for interviews by the Board; and
6. The Board hereby sets June 1, 2021 as the date to interview candidates and to consider an appointment, which date may be changed, if necessary, without further action of the Board consistent with this Resolution; and

7. If the Board is unable to make an appointment by June 30, 2021, the Board shall at that time act by further resolution to call a special election to fill the vacancy as provided for by California Government Code section 1780; and
8. District staff is directed to notify the County Elections Official of an appointment or call for special election no later than fifteen (15) days after the appointment or call for special election; and
9. Pursuant to California Government Code section 1780, the individual appointed to the vacancy shall serve until December 2022 with the remaining two-years of the four-year term to be filled at the general district election to be held in November 2022; and
10. District staff is directed to take all such further action as appropriate and consistent with the District's by-laws and applicable law to implement the actions and directives of this Resolution.

THIS RESOLUTION PASSED AND ADOPTED THIS 4th DAY OF MAY 2021, by the following votes:

Director Rogers _____

Director Foreman _____

Director Bryant _____

Director Yudin-Cowan _____

By _____

President

By _____

Secretary

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of Valley of the Moon Water District held on the 4th day of May, 2021, of which meeting all Directors were notified and at which meeting a quorum was present at all times and acting.

By _____

Secretary

Notice Regarding Filling Vacancy on the Board of Directors of Valley of the Moon Water District

NOTICE IS HEREBY GIVEN that pursuant to California Water Code Section 30504 and California Government Code Section 1780, the vacancy on the Board of Directors of Valley of the Moon Water District (District), created by the resignation of Director Ronald F. Prushko, will be filled by the Board of Directors of the District by appointment.

Any person who is a resident and registered voter within the District that desires to be considered for appointment to the Board of Directors is encouraged to apply by submitting a letter to the Board of Directors setting forth their qualifications no later than May 20, 2021. The Board of Directors expects to make the appointment at its June 1, 2021, Regular Board Meeting.

If sent by mail, address to:

Valley of the Moon Water District
Attention: General Manager
PO Box 280
El Verano, CA 95433

Or hand-delivered to:

Valley of the Moon Water District
Attention: General Manager
19039 Bay St.
Sonoma, CA 95476

Please note, there is no postal delivery to the Bay Street address.

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, Interim General Manager

SUBJECT: Possible Board Support for Examination of Surcharges, Presentation by President Rogers

Background

In 2017 the District evaluated its rates namely due to new case law commonly referred to as “San Juan Capistrano” after that city was forced to restructure its tiered rates in such a way that they were directly attributable to real costs. After the District’s rate study was finalized in January of 2018, the District restructured from four tiers to two tiers: one for local groundwater and one for purchased water. In addition to reducing from four tiers to two tiers, the District also embarked on an increase in the level of fixed costs raising the meter/service charges to represent around 30% of total revenue. These two changes moved approximately \$600K of revenue from the highest water consumers to the lowest, resulting in a 60% increase in rates for customers using low amounts of water.

In addition, the District has a long-standing issue where some customers are exceeding the capacity limits for the meter size installed at their service. This issue was brought to the board at the August 6, 2019 meeting but due to complexities of resolving the issues the item was tabled and no action was taken.

Expanding on the idea of real costs associated with billing metrics, and ensuring that customers pay for their own level of cost, President Rogers has prepared a possible surcharge method based on paying the fixed (service) charge of a larger meter commensurate with the amount used. For example, if a customer with a 5/8” meter uses 40 units per billing cycle consistently in the summer, this puts their peak demand in the range of a ¾” meter. Under the surcharge model, that customer would pay the service fee of a ¾” meter rather than the 5/8” actually installed unless and until the customer reduced their demand down to the range of a 5/8” meter (30 units or less) for some pre-determined period of time.

Grossly undersized meters and service lines (so small as to reduce infrastructure life expectancy) would be given the same option, but with a timeframe to either bring the demand into reasonable ranges or replace the infrastructure with the correct size and at the customer’s expense. This may be phased in over the course of years depending on the severity of overuse. One action that may be investigated is using the sale of homes, (turn off and on of service) to install the proper meter size and collect the capacity charges at that time.

Staff and President Rogers are seeking Board input on the general idea of the model. If generally approved by the Board, staff will include its examination in any RFP for rate study services. A presentation will be shared at the meeting along with an opportunity to discuss and ask questions.

Recommendation

Observe the presentation by President Rogers and by roll call vote, indicate your support for or against the examination of surcharges in the District’s next rate study which will be budgeted for the upcoming fiscal year.

MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Steve Rodgers, Board President

SUBJECT: Appoint Matt Fullner as General Manager, Approve Employment Agreement, and Take Related Actions as Recommended

Background

Based upon the direction and parameters established by the Board, the Board President has completed negotiations with Interim General Manager Matt Fullner, to serve as General Manager. The attached employment agreement has been reviewed by labor counsel and District General Counsel.

The proposed employment agreement provides the following:

- Effective date: May 5, 2021
- Annual salary: \$164,000
- 80 hours of paid administrative leave per year
- Retention of Mr. Fullner's tenure with regard to earned benefits such as retirement, sick leave, vacation, etc.
- Use of a District vehicle for official purposes and up to 40 miles per month of incidental personal use

Also attached, is a draft letter of commitment by which the Board, via the Board President, agrees to negotiate with Mr. Fullner regarding additional compensation in the form of a payment of up to \$500 per month in matching funds into Mr. Fullner's Deferred Compensation 457 Plan pending review by legal counsel, or a comparable alternative payment.

Recommendation

By roll call vote:

1. Appoint Matt Fullner as General Manager; and
2. Approve General Manager Employment Agreement and authorize Board President to sign; and
3. Approve Letter of Commitment and authorize Board President to sign.

Attached

Draft Employment Agreement

Draft Letter of Commitment

EXECUTIVE EMPLOYMENT AGREEMENT

This EXECUTIVE EMPLOYMENT AGREEMENT is made and entered into this 5th day of May 2021 (the “Effective Date”), by and between the VALLEY OF THE MOON WATER DISTRICT, a California Special District formed under applicable provisions of the California Water Code Section 30000, et seq. (hereinafter referred to as “District”), and MATT FULLNER (hereinafter “Mr. Fullner”).

Recitals

WHEREAS, Mr. Fullner has been an employee of the District since March 1, 2007, and has been serving as the interim General Manager of the District since August 5, 2020;

WHEREAS, the District’s Board of Directors (the “Board”) wishes to enter into an executive employment agreement with Mr. Fullner to serve as General Manager of the District, and Mr. Fullner wishes to accept such position; and

WHEREAS, the District and Mr. Fullner desire by this Agreement to establish the new terms of their employment relationship.

NOW THEREFORE IT IS AGREED by the District and by Mr. Fullner as follows:

- I. DUTIES: Mr. Fullner shall perform all duties, assume all obligations, and constantly meet all qualifications of the office of General Manager as described below, and as may, from time to time, be amended by the Board. Mr. Fullner agrees he is governed by, and shall adhere to, all applicable policies, ordinances, resolutions, rules, regulations, and all other lawful orders and directives of the Board and the District. Mr. Fullner’s specific authority to carry out such duties is enumerated in Section 11.A of the Board’s Policies & Procedures Manual. Mr. Fullner agrees to perform the duties and obligations of the position of General Manager in an efficient and professional manner and in conformance with the standards for similar managerial positions.

Mr. Fullner understands and agrees that he shall perform all functions and responsibilities and duties of the General Manager position, including, but not limited to, the following:

- Provide overall executive direction of day-to-day and long-term operations and activities of the District by, e.g., organizing and assigning responsibilities, and directing and overseeing subordinate managers.
- Hire, train, discipline, and discharge the District’s employees, or effectively oversee those functions.
- Provide general direction on the design, construction, operation, and maintenance of all planned or proposed District facilities and activities.
- Within guidelines established by the Board, direct the establishment of overall strategic plans, long-term goals, and objectives.

- Keep the Board advised of District activities and of laws, issues, or concerns that may affect District operations.
- Review and implement District policies, including all personnel rules and regulations, adopted by the Board and make appropriate recommendations to the Board regarding same and regarding District operations generally.
- Represent the Board and the District in contacts with various federal, state and local government agencies, community groups and businesses, and other professional organizations.
- Negotiate a variety of contracts and agreements on the District's behalf in accordance with policy, direction, or delegation by the Board.
- Oversee preparation and implementation of the annual District budget.
- Respond to and resolve difficult and sensitive customer inquiries and complaints.
- Maintain and improve professional proficiencies of all District employees.
- Other duties as directed by the Board.

II. PERSONNEL MATTERS: Mr. Fullner understands and agrees that the General Manager's responsibilities with respect to personnel matters are limited by the fact that the Board must specifically approve the creation and authorization of any and all District positions, as well as the establishment and adjustment of pay scales for such positions.

III. EFFECTIVE DATE AND TERM: The initial term of this Agreement shall be for three (3) years from the Effective Date, beginning May 5, 2021, and terminating on May 5, 2024.

Notwithstanding any other provision herein, Mr. Fullner understands that, as General Manager, he serves at the pleasure of the Board and that he may be discharged at any time, with or without cause or reason, and with or without advance notice, subject only to Section XI of this Agreement.

IV. COMPENSATION: Mr. Fullner is to be paid the annual salary of \$164,000 for fulfilling the General Manager duties described herein, accruing neither overtime nor compensatory time. This annual salary will be prorated and paid bi-weekly in accordance with the District's standard payroll procedures, subject to the following possible adjustments:

- a. On about each anniversary of the Effective Date, and pursuant to Sections IX and X of this Agreement, the Board shall review Mr. Fullner's performance as the General Manager. Based upon this review, the Board will determine, in its sole discretion, if a merit-based salary increase, or other salary and/or benefit increase, is warranted and, if so, will act accordingly. Any such increases will be subject to a written amendment to this Agreement. There is no guarantee of a salary increase at any time.

VI. HOURS OF WORK: The regular business hours of the District are 8:00 AM to 5:00 PM, Monday through Friday. It is recognized that, as the General Manager, Mr. Fullner is

expected to devote, must devote, a great deal of time outside the normal hours of business. Accordingly, Mr. Fullner shall be allowed to establish an appropriate work schedule that meets the needs of the District and allows Mr. Fullner to perform effectively all assigned duties and responsibilities. Mr. Fullner is expected to maintain a continuous presence or means of communication with District staff at all times, either in person or via telephone, cell phone, or e-mail. When unavailable, Mr. Fullner is expected to ensure that duties have been properly and appropriately delegated to qualified District staff.

VII. BENEFITS: Mr. Fullner shall be afforded the following benefits package:

- a. Mr. Fullner shall receive and accrue the same group insurance, retirement, vacation, holiday, sick leave, and other benefits in accordance with District's personnel policies, rules, and regulations, as these may be amended from time to time, except as may be modified in this Agreement.
- b. On the Effective Date of this Agreement, Mr. Fullner shall be granted five (5) days, totaling forty (40) hours, of paid administrative leave. Thereafter, at the start of each subsequent calendar year, Mr. Fullner will be granted ten (10) paid administrative days (i.e., 80 hours total) for the year. At any time, if Mr. Fullner does not use the entirety of his paid administrative leave before the next Effective Date anniversary, he will be paid out the unused balance.
- c. In lieu of reimbursement for personal vehicle mileage expenses or a monthly vehicle allowance, Mr. Fullner shall be provided with an appropriate District-owned vehicle for use in the performance of official duties pursuant to this Agreement. For the convenience of the District, Mr. Fullner shall also have use of the vehicle for transit to and from the District. The District shall own and insure the vehicle and be responsible for fuel and maintenance. Provision of a vehicle for use as described in this paragraph may be subject to applicable government taxes. The vehicle may be used for family or personal use during trips to and from official duties; personal use not to exceed 40 miles per month while not on duty.
- d. In lieu of reimbursement for the use of a personal mobile telephone or similar device, Mr. Fullner shall be provided a District-owned mobile telephone or similar device with an appropriate access plan to ensure Mr. Fullner's accessibility and availability pursuant to this Agreement.
- e. Educational paid time-off (e.g. California Special Districts Association Certification or other study time) – up to ten (10) paid days per year for education as authorized in advance by the Board and when possible given workload.

VIII. GENERAL BUSINESS EXPENSES:

- a. Subject to prior written approval by the Board, Mr. Fullner will be reimbursed for the professional dues, memberships, and subscriptions as may be necessary for professional development, membership and participation in regional, state, and local associations, and other organizations, as deemed necessary and desirable for Mr. Fullner's continued professional participation, growth, and advancement as General Manager, and for the good of the District.

- b. Subject to the funds approved and available in the District's travel budget, Mr. Fullner will be reimbursed for necessary travel and subsistence expenses (alcoholic beverages excluded) for his professional and official travel as General Manager, and for his attendance at meetings, seminars, and other occasions in connection with his service and professional development as General Manager.

IX. PERFORMANCE OBJECTIVES: Mr. Fullner will meet annually with the Board on or before the anniversary of the Effective Date of this Agreement to identify the District's and General Manager's performance objectives for the following year. Performance objectives will be established jointly by Mr. Fullner and the Board, and will be consistent with Board policy, and with the duties and responsibilities set forth in this Agreement. For the first year of this Agreement, the Performance Objectives are set forth in **Exhibit A**, which is attached hereto and incorporated into this Agreement by this reference.

X. EVALUATION: The Board shall initially evaluate the performance of Mr. Fullner at approximately six (6) months from the Effective Date, and annually thereafter on or before the anniversary of the Effective Date of this Agreement. The Board reserves the right to evaluate Mr. Fullner's performance at any other time as it may, in its sole discretion, determine necessary or appropriate.

The evaluation shall be based on the duties identified in this Agreement and in the attached Exhibit as well as on the agreed-upon performance objectives developed in subsequent years. In its discretion, the Board may, following any evaluation pursuant to this Agreement and consistent with Section V, consider modification to the compensation or benefits provided herein.

Failure of the Board to engage in or complete the evaluation process shall not preclude the Board from terminating Mr. Fullner's employment in accordance with Section XI herein.

XI. TERMINATION AND DISMISSAL: As General Manager, Mr. Fullner serves at the will and pleasure of the Board and he may be terminated at any time, with or without cause or reason, and with or without advance notice. Nothing in this Agreement shall be construed to prevent the Board, in its sole discretion, from terminating this Agreement and the employment of Mr. Fullner. The following provisions shall apply to termination and dismissal:

- a. For Cause. The Board shall have the right to discharge Mr. Fullner and terminate this Agreement "for cause." In the event of his termination "for cause," Mr. Fullner shall not be entitled to any severance pay or paid COBRA continuation of health benefits as described in subsection (b) in connection with termination "without cause." "For cause" termination arises in the event of any one or more of the following:

- (i) any willful breach of duty as General Manager by Mr. Fullner;

- (ii) Mr. Fullner's habitual neglect of, or failure to perform, the duties as outlined in this Agreement, including but not limited to, any failure by Mr. Fullner to maintain a

continuous presence or means of communication with District staff at all times. The sole exception to the above is: if District is unable to contact Mr. Fullner in a reasonable time for reasons beyond his control (e.g., during on-duty or off-duty air travel, presence in areas without cellular phone service, email access, or international travel or other similar circumstances), Mr. Fullner's inability to maintain continuous availability shall not be considered a breach of this Agreement or grounds for termination for cause; or

(iii) conviction of a felony or a crime involving moral turpitude.

- b. Without Cause. If the Board terminates the employment of Mr. Fullner without cause, Mr. Fullner shall be entitled to: (1) severance pay in an amount equal to six (6) months of his then-current monthly base salary; and (2) payment for continuation of his health insurance coverage pursuant to COBRA for six (6) months. This severance payment shall be made in a lump sum payment, subject to all applicable withholding taxes, within thirty (30) days of the effective date of termination without cause.

This Agreement, Mr. Fullner's employment, and any obligations to compensate Mr. Fullner, excepting as specified in this Agreement or pursuant to law, shall cease on the effective date of Mr. Fullner's termination.

Mr. Fullner may terminate this Agreement at any time upon sixty (60) days' written notice to the Board. In the event that Mr. Fullner should exercise the option to resign, thereby terminating this Agreement, Mr. Fullner shall not be entitled to any severance pay or payment for COBRA health insurance continuation, as described in subsection (b), above, except as may apply in the event Mr. Fullner retires from the District.

- XII. APPLICABLE LAW: This Agreement shall be construed in accordance with, and governed by, the laws of the State of California. Should any provision of this Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall nevertheless be binding and effective.
- XIII. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between the District and Mr. Fullner with respect to his employment as the General Manager, and supersedes all prior agreements respecting the same subject, provided however, that all practices as described in the District's personnel rules and regulations, as they now exist or may hereafter be amended, shall apply to Mr. Fullner, unless contrary to specific provisions of this Agreement.

Each party agrees and acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or any one acting on behalf of any party, which are not included herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

- XIV. WAIVER OF RIGHTS: Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

- XV. INTERPRETATION: The parties acknowledge that each party has reviewed, negotiated, and had an opportunity to discuss with counsel this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement, or of any document executed and delivered by any party in connection with transactions contemplated by this Agreement.
- XVI. AMENDMENTS: Any modifications of this Agreement are effective only if in writing and signed by both Mr. Fullner and the Board on behalf of the District.
- XVII. NOTICE: Any notices required or permitted pursuant to this Agreement shall be given in person or by certified or registered mail, addressed as follows:

To District: President of the Board of Directors
 Valley of the Moon Water District
 P.O. Box 280
 El Verano, CA 95433

To Mr. Fullner: Matt Fullner
 1832 Milton Road
 Napa, CA 94559

- XVIII. COUNTERPARTS; ELECTRONIC SIGNATURES: This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall become effective when counterparts have been signed by each of the parties and delivered to the other parties.

IN WITNESS WHEREOF, the District and Mr. Fullner hereto have executed this Agreement as of the Effective Date.

Matt Fullner

Date

Steve Rogers, President, Board of Directors

Date

ATTEST:

By:_____

District Secretary

Date

EXHIBIT A

In approximately May 2022, the Board will review Mr. Fullner's performance for the period May 5, 2021, through May 5, 2022.

Performance objectives for this period:

- **Capital Improvement Plan (CIP) project completion** - as close to 100% as possible. Clear explanation should be provided to the Board timely by Mr. Fullner if a CIP project is not anticipated to be timely completed, or if any other projects are likely to come in over budget.
- **Adherence to the approved O&M budget.** Outside of extraordinary circumstances, the O&M budget should track with projections (within approximately 10% on a month-to-month basis) and line up within 5% of the budget at the end of the fiscal year. If it is expected that the finances will not be on-budget for any reason, Mr. Fullner must timely report these findings to the Board.
- **Customer complaints.** Complaints to the Board from customers about staff should be minimal. At a District the size of VOMWD, the Board expects fewer than 2-3 such customer complaints to the Board per year. Mr. Fullner should always be able to explain the circumstances of any such complaint clearly to the Board.
- **Plan completion.** In addition to timely completion of the capital projects, the Board expects Mr. Fullner to ensure that plans such as the staffing study, rate study, emergency response plan, urban water management plan, and other District plans are completed on schedule.
- **Regulated reports.** Mr. Fullner is required to ensure that reports such as the Consumer Confidence Report, Electronic Annual Report, Discharge Report, and Diversion Report are timely filed as required under various regulations. to avoid fines or other punitive regulatory actions.
- **Community engagement.** for Mr. Fullner must monitor and ensure the District maintains an online presence via the District's website and through social media to communicate important updates or changes such as emergencies or drought conditions. Mr. Fullner is also expected to speak effectively to the public or groups regarding water issues, and to garner support for the District and its interests.

Besides the above measurable matrices, Mr. Fullner is expected to demonstrate leadership, involvement, service, and commitment to the District, its staff, governing body, and customers. Mr. Fullner is expected to be approachable by members of staff, the Board, and the public, and he should possess a wide range of knowledge regarding current water issues as they relate to the District. These kinds of attributes are difficult to quantify, but are no less important to consider when evaluating their overall performance.



VALLEY OF THE MOON WATER DISTRICT

A Public Agency Established in 1962

19039 Bay Street · P.O. Box 280

El Verano, CA 95433-0280

Phone: (707) 996-1037

Fax: (707) 996-7615

April 29, 2021

Matt Fullner

1832 Milton Road

Napa, CA 94559

(Sent via email: mfullner@vomwd.org)

Re: Commitment to negotiate with General Manager Fullner regarding additional compensation in the form of payment of matching funds into District's payroll tax deferral plan known as "Deferred Compensation 457;" or a comparable alternative.

Dear Mr. Fullner,

The Valley of the Moon Water District (District) Board of Directors hereby agrees and commits to negotiate in good faith with General Manager Fullner regarding additional compensation in the form of a payment of up to \$500 per month in matching funds into General Manager Fullner's "Deferred Compensation 457" Plan (Plan), if such payments are determined by legal counsel specializing in employee benefits to be permissible under applicable IRS Code provisions and would not threaten the tax status of the Plan.

In the event that the proposed payment of matching funds into the Plan is not legally permissible or would threaten the tax status of the Plan, the Board of Directors will negotiate in good faith with General Manager Fullner to agree to a comparable alternative form of additional compensation.

Sincerely,

Steve Rogers, President
Board of Directors

DIRECTORS:
OFFICERS:

Jon Foreman - Ron Prushko - Steve Rogers - Colleen Yudin-Cowan - Gary Bryant
Matt Fullner, Interim General Manager - Robert B. Maddow, Esq., District Counsel