



NOTICE OF SPECIAL ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community
Relations/Communications

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a Special meeting of the Administration Committee to be held Wednesday, February 8, 2017 at 12:00 pm at the Operations Building, 13057 Highway 9, Boulder Creek, California.

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications
This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of this committee. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.
3. Old Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - A. DISTRICT COUNSEL PROPOSALS REVIEW/SCORING
Discussion and possible action by the Committee regarding the District Counsel proposals.
4. New Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - A. SAN LORENZO VALLEY WATER DISTRICT COLLABORATION WITH SCOTTS VALLEY WATER DISTRICT AND CITY OF SANTA CRUZ ON CONJUNCTIVE USE
Discussion and possible action by the Committee regarding a draft Memorandum of Agreement for collaboration with SLVWD, SVWD and the City of Santa Cruz.
 - B. DISTRICT SECRETARY'S BOARD MEETING MINUTES GUIDELINES
Discussion and possible action by the Committee regarding District Secretary's BoD meeting minutes guidelines.
 - C. LEAK ADJUSTMENT POLICY
Discussion and possible action by the Committee regarding the Leak Adjustment Policy.
5. Informational Material: None.
6. Adjournment

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Office at (831) 338-2153 a minimum of 72 hours prior to the scheduled meeting.

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on February 3, 2017, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 24 hours in advance of the Special meeting of the Administration Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on February 3, 2017.

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

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MEMO

TO: Administrative Committee
FROM: District Manager
PREPARED BY: Finance Manager
SUBJECT: Water Bill Adjustment for leak
DATE: February 2, 2017

RECOMMENDATION:

It is recommended that the Administrative Committee adopt the change to section 10.4 Water Bill Adjustment in the Rules and Regulations.

BACKGROUND:

A customer may request in writing a one-time adjustment per water account, stating that the amount for water usage was excessive due to the loss of water beyond the meter outlet as a result of a faulty fixture, broken or damaged pipe.

Currently, it is only allowed to be applied to one billing period. A previous Administrative Committee meeting approved changing it to be an event based, spanning no more than 2 billing periods. The change is meant to cover the event and not penalize the customer due to timing of their bill. Attached is the revised section for adoption.

STRATEGIC PLAN: Element 6.0 – Public Affairs

FISCAL IMPACT: Unknown, but is expected to be minimal.

Section 10.04 Water Bill Adjustment

A customer may request in writing an adjustment on their water bill(s), stating that the amount for water usage was excessive due to the loss of water beyond the meter outlet as a result of a faulty fixture or broken or damaged pipe. Upon making a finding and determination that the customer's account for water usage is excessively high, that the customer exercised timely and reasonable diligence in correcting the problem, and that the consumption could have reasonably gone unnoticed, the District Manager may authorize an adjustment of the customer's account to cover the event, spanning no more than two billing cycles.

Whenever the District approves a customer's request for adjustment due to loss of water beyond the meter, the consumptive tier charge applicable to the last unit of usage for the customer's annual average monthly usage shall be utilized and applied to all units of consumption in excess of the customer's monthly annual usage.

The customer's actual total water charges due the District for said period will be recalculated based upon the aforementioned procedure. The customer's account shall be adjusted by 50% of the usage in excess of the customer's annual average monthly usage. Excluded from the adjustment will be any and all amounts in excess of \$2,500.

Said adjustment may only be administered one time per customer account. In addition, the District Manager may enter into an arrangement for repayment of such excessive bill(s), providing all unpaid charges are paid within 24 months. The customer shall pay the adjusted water bill.

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