



NOTICE OF LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING

Covering Lompico Assessment District

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a meeting of the LADOC to be held Tuesday, February 27, 2018 at 5:30 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. SCADA SYSTEM
Discussion and possible action by the Committee regarding the Lompico SCADA System.
 - B. METERS ORDERS
Discussion and possible action by the Committee regarding the number of each size or meter ordered and the costs.
 - C. TRACKING LINE REPLACEMENTS
Discussion and possible action by the Committee regarding the line replacements and costs.
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. LADOC MEETING AUDIO RECORDINGS
Discussion and possible action by the Committee regarding the LADOC meeting audio recording.
 - B. QUARTERLY FINANCIAL REPORT
Discussion and possible action by the Committee regarding the FY 17/18 2nd Quarter Financial report.

- 5. Informational Material:
 - A. MINUTES FROM 1.4.18 MEETING
EMAIL FROM L. HENRY
- 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.slwvd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on February 22, 2018, 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 72 hours in advance of the 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 22, 2018.

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

M E M O

TO: Lompico Assessment District Oversight Committee

PREPARED BY: Director of Finance & Business Services

SUBJECT: Q2 1718 LADOC Financial Report

DATE: February 27, 2018

RECOMMENDATION:

It is recommended that the Committee review and file the Q2 1718 LADOC Financial Report.

BACKGROUND:

The LADOC financial reports are to help monitor assessment revenue and expenditures. Revenue is typically related to the assessments placed on the annual property tax roll. Expenses are typically related to the capital projects identified and any administrative costs associated with the assessment district.

QUARTERLY ACTIVITY:

Revenues:

- The December 2017 assessment revenue received was ~\$147K.

Expenses:

- Q1 & Q2 NBS management fees were recognized in this report
- WO #525 – Service Line Replacements had a Q2 expense of ~\$13K recognized. This was for 10 service lines.
 - There are more being reconciled that relate to Q3

Balance:

- There is an available cash balance of ~\$227K in the assessment district fund

Outstanding:

- There are 38 parcels with approximately ~\$22K in delinquent installments past due.
 - The District is having NBS send out past due notifications.

LOMPICO ASSESSMENT DISTRICT CASH RECONCILIATION
SUB-FUND 76530200

| | 7/1/2017 | 7/31/2017 | 8/31/2017 | 9/30/2017 | 10/31/2017 | 11/30/2017 | 12/31/2017 | FY1718 YTD |
|--------------------------------------|--------------|----------------------|---------------------|---------------------|----------------------|---------------------|-----------------------------|-----------------------|
| BEG. CASH BALANCE | \$ 94,081.99 | | | | | | | \$ 28,930.00 |
| REVENUE | | | | | | | | |
| ASSESSMENT | | | | | | | \$ 147,368.12 | \$ 147,368.12 |
| INTEREST | | \$ 88.59 | \$ 88.00 | \$ 86.08 | \$ 90.10 | \$ 96.98 | \$ 104.38 | \$ 554.13 |
| TOTAL REVENUE | | \$ 88.59 | \$ 88.00 | \$ 86.08 | \$ 90.10 | \$ 96.98 | \$ 147,472.50 | \$ 147,922.25 |
| EXPENSES | | | | | | | | |
| NBS AD Services | | \$ (1,147.96) | | | \$ (1,145.41) | | | \$ (2,293.37) |
| WO 525 - Service Lines | | | | | | | \$ (12,825.70) | \$ (12,825.70) |
| TOTAL EXPENSES | | \$ (1,147.96) | \$ - | \$ - | \$ (1,145.41) | \$ - | \$ (12,825.70) | \$ (15,119.07) |
| CASH BALANCE | | \$ 93,022.62 | \$ 93,110.62 | \$ 93,196.70 | \$ 92,141.39 | \$ 92,238.37 | \$ 226,885.17 | \$ 226,885.17 |
| EFFECTIVE CASH BALANCE PER GL | | | | | | | <u>\$ 226,885.17</u> | |



13060 Highway 9
Boulder Creek, CA 95006-9119
(831) 338-2153 phone
(831) 338-7986 fax

LOMPICO SERVICE LINE REPLACEMENT MASTER LIST OF PROJECTS

| Item # | Date Completed | Total Project Cost |
|---------------|-----------------------|---------------------------|
| 1 | 8/4/2016 | \$ 713.24 |
| 2 | 9/27/2016 | \$ 939.14 |
| 3 | 3/7/2017 | \$ 1,610.74 |
| 4 | 6/26/2017 | \$ 1,376.73 |
| 5 | 6/26/2017 | \$ 1,393.49 |
| 6 | 7/7/2017 | \$ 1,366.68 |
| 7 | 9/4/2017 | \$ 1,210.01 |
| 8 | 10/26/2017 | \$ 1,251.66 |
| 9 | 11/20/2017 | \$ 2,081.21 |
| 10 | 11/27/2017 | \$ 882.79 |
| | (1) | \$ 12,825.70 |

(1) These are unaudited numbers, still subject to full review before capitalization for year-end close.

LADOC Committee Meeting 1/4/17

CONVENE MEETING/ROLL: All Committee Members are present meeting convened at 1:00pm

Oral Communications: Email from Lois

MINUTES FROM LADOC 10/5 MEETING

Review and discuss recommended revisions to 10/5 minutes

- Update minutes to reflect that this comment and was a comment from the public. “no friends in SLVWD no friends on the Board”

John requested an audio copy of all meetings since the beginning. [Create item for next agenda with a link to all meeting recordings.](#)

MINUTES FROM LADOC 11/15/17 MEETING

Review and discuss LADOC 11/15/17 minutes

- Lydia and Toni discussed the agenda and minutes and making them more concise. Perhaps there was a miscommunication, more TBD.

OLD BUSINESS

REVIEW, DISCUSS AND POSSIBLY TAKE ACTION REGARDING FINANCE REPORTS PRESENTED AT 11/15 LADOC

- **Temporary SCADA system**-Discuss and possibly vote to take action regarding SLVWD's decision to charge Assessment for both Temporary and final permanent SCADA solution.
 - Decision to bill Lompico for both was made by Brian Lee, Rick Rogers, and Stephanie.
 - [Request a copy of the letter from Rick Rogers, from Stephanie](#), that documents the plan to buy a temporary system and a final and bill Assessment for both.
 - Assessment was set up to pay for one system how is the purchase of two systems justified?
 - Was the cost of purchasing both systems evaluated against cost of all projects required under the assessment and how will this affect the budget for the assessment.
 - Complete SCADA system budget is 400K
 - Ruth was told it was billed to operations
 - John has questions regarding Pg108 of board meeting packet from 12/21/17. John believes they are not using the meters we were charged for. Refer to Pg 27 item number 7 from 6/30/16 used for fire flow meter. [Need clarification on what this line item is.](#)
 - Was this installation or materials. Committee should seek clarification on this.
 - [Add this to the communication to Stephanie.](#)
 - Invoice S1072338.001 john shows 12 ordered. John wants to know if this was for 10 or 12. Pg 42 of today's packet
- [Group decided to ask Stephanie the above questions.](#) Communication regarding financial matters must be directed to Stephanie and make it clear what our questions (cite documents and page numbers) are so she can determine who needs to be communicated to. CC board Chair if you have concerns that are not being addressed.
- **Line Replacement Method**-Discuss and possibly take action regarding the SLVWD method of replacing and charging Assessment for Line Replacement costs. Currently the SLVWD's plan is to

replace them, when necessary, as they break. So far we have not seen any of these expenses. SLVWD is working on a method to identify and book these costs.

- Allocating labor hours has been challenging
- Toni would like all lines to be changed at once
- SLVWD has stated they have not documented the hours that has gone into line replacement to date.
- How many lines have been changed to date?
- How much has the assessment been billed for line replacement to date?
- Can they provide a list of the lines replaced by SLVWD. Refer to replaced lines by meter number to maintain privacy.
- How are they recording the previously replaced lines?
- Can they provide quarterly report on what has been completed?

5 minute break 2:10-2:15pm

- **Discrepancy between preliminary Finance Report and Final-post audit**
 - Lydia has concern about the term discrepancy in the agenda. "Variance" could be another word.
 - Labor cost difference from preliminary finance report and the final post audit.
 - Toni thought the first report showed 250 hours but on the Second report the 250 hours was gone but the total cost of labor was higher. Lydia & Ruth stated that the 250 hours was in the data dump and not in the first report.
 - 10% markup for insurance and benefits
 - 80 hours was the final report total labor cost

NEW BUSINESS

ELECTION OF OFFICERS

- Discussion and possible action by the Committee regarding election of officers.
- Does Toni want to step down from the role? She feels it has gotten to be too much and is impacting her life.
- April will be resigning from her committee position
- Ruth made a motion that Lydia become the Chairperson for the committee. April seconded the nomination. All committee member voted in favor of this change.
- John raised the motion that Ruth be the vice chair April seconded the motion and all committee member voted in favor of the Ruth being the vice chair.

POSSIBLY TAKE ACTION TO REVISE 10/5 MINUTES

- An objection to the verbiage that the LADOC has no friends on the SLVWD Board. Possibly delete or revise the verbiage.
- Already been discussed and April will update the 10/5 minutes and send to Holly.

DISCUSSION REGARDING OBTAINING EXPERT ADVICE OR ADDL KNOWLEDGE REGARDING ASSESSMENT DISTRICTS

- Discuss info obtained from Bruce McPherson's assistant regarding gaining Assessment District Expertise. Expert on assessment district retired and is no longer a resource.
- Possibly establish committee which can invest time in researching the information available at state and county websites.

- This was requested by the public. Committee voted to take no action on this request since no immediate resources are available and time does not permit to do this research.

DISCUSS SUGGESTION BY LADOC MEMBERS TO CHANGE FORMAT OF MINUTES

- Discuss Lydia and Ruth's recommendation to change format of LADOC minutes to "Action Items only.
- Lydia clarified that she did not want to change the minutes to action items.
- John moved to change the word "minutes" to agenda since Lydia's intention was agenda.
- Chairperson Lydia asked that committee member submit agenda items in a concise manner that has no combative language.
- Agenda items should be clear enough for the public to understand what the discussion will be about. Three lines is generally amount.

Next Meeting is the second Tuesday in February and is a Quarterly Meeting to be held at the SLVWD Office.

Lydia will check with Holly to see if 5:30pm on 2/27.

Meeting adjourned 3:05pm

i.hammack@att.net Send minutes to Lydia and Holly.



Toni Norton <lompicotoni@gmail.com>

letter to LADOC

1 message

Lois Henry <lannhenry@comcast.net>
To: Toni Norton <lompicotoni@gmail.com>

Wed, Jan 3, 2018 at 4:57 PM

Happy New Year to the LADOC Committee.

First and foremost, I'd like to remind you all that your job is to protect the people in Lompico by watching how the assessment money is spent. Your job is not to represent SLVWD.

As for changing the meeting minutes to only show action items let me remind you that your committee can not vote on action items you can only make request of the SLVWD board that you agree on as a committee. As for changing minutes to delete what a member of the public said come on you should know better than that. Do you really want to have minutes that say nothing? How can you represent the people of Lompico if when they want to see the minutes your minutes say nothing? I don't know what game some of you are playing but it will not work.

I heard some of you at the board meeting in December being all thrilled with the idea that SLV is going to get the Lompico projects done soon. I hope I am wrong but myself and lots of others don't think so. I'm not talking about people in Lompico but many people in the valley. You see I know a lot of people outside of Lompico. I also know a lot of people in government. I don't know if you noticed but the former mayor of Tracy who was the consultant talking about the changes to the SLV board policy walked up to me called me by name (I didn't say my name when I talked like I usually do) because he knew me from my years on the Lompico Board.

Some of you don't seem to get that BL is not to be trusted and Margaret Bruce is his right hand man. As for your meetings the committee should demand that they take place in Lompico. The SLVWD board is planning on holding board meetings in different places in the Valley so why do all members of your committee who live in Lompico have to go to Boulder Creek.

Frankly, I feel bad for Toni that some of you don't support her. Toni is trying to get information on the spending of the assessment projects. She doesn't play games.

Toni if you feel I'm out of line here I'm sorry but some of the committee members are not doing their job. I want to come to your meetings but at my age I'm having problems driving at night when lights hit my eyes making it hard to see. I have to have rides to any place outside of Lompico because I'm a danger to others and myself on the road at night. Old age is not the golden years.

Sincerely,
Lois Henry