PAJARO VALLEY WATER MANAGEMENT AGENCY

36 BRENNAN STREET • WATSONVILLE, CA. 95076
TEL: 831) 722-9292 FAX: 831) 722-3139
email: info@pvwater.org • https://www.pvwater.org

ADMINISTRATION & FINANCE COMMITTEE MEETING
Tuesday, November 8, 2022, 3:00 p.m.
via Teleconference

MEETING AGENDA

Due to COVID-19, Public access is limited to teleconference. Please see details below.

1. Call to Order and Roll Call:
   Committee Members: Bob Culbertson (Chair), Abel Sanchez (Vice-Chair), Amy Newell
2. Committee Member & Public Comments
3. Consider Approval of October 11, 2022 Administration & Finance Committee Meeting Minutes
4. Consider Agreement with Strategy Driver, Inc. for Strategic Plan Development
5. Consider Proposal for the Harkins Slough Facility 2022 Recovery Wells Project
6. Consider Amending the Procurement Policy
7. Consider Amending the Policy on Travel and Expense Reimbursement
8. Consider End of Year Schedule
9. Consider 2023 Board and Committee Meeting Dates
10. Consider Contract Commitments
11. Consider Accepting Financial Reports
    a. Activity Report
    b. Investment Report
    c. Budget to Actual Report
12. Consider Accepting Cash Flow Reports
    a. A/R Aging Update
    b. A/P Reports
13. Discuss future agenda items and next meeting date – Tuesday, December 13, 2022, 3:00 p.m.

Adjourn

PV Water is a state-chartered local Agency formed "to efficiently and economically manage existing and supplemental water supplies in order to prevent further increase in, and to accomplish continuing reduction of, long-term overdraft and to provide and insure sufficient water supplies for present and anticipated needs within the boundaries of the Agency. It is anticipated that long-term overdraft problems may not be solved unless supplemental water supplies are provided. The water management Agency should, in an efficient and economically feasible manner, utilize supplemental water and available underground storage and should manage the groundwater supplies to meet the future needs of the basin." This agenda is subject to revision and may be amended prior to the scheduled meeting. If amended, a Final Agenda will be posted at the PV Water offices at 36 Brennan Street, Watsonville, 72 hours prior to the meeting. Copies of the Final Agenda will be available at the Board Meeting. This Agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact PV Water at (831) 722-9292 during regular business hours, at least 24 hours prior to the time of the meeting.

TELECONFERENCE ACCESS INFORMATION

Join the Administration & Finance Committee meeting from your computer, tablet or smartphone.
https://www.gotomeet.me/PVWater/pv-water-administration-finance-committee
You can also dial in using your phone.
United States (Toll Free): 1 877 309 2073
Access Code: 392-853-285

Please note all meeting materials are posted to the Administration & Finance Committee web page:
https://www.pvwater.org/administration-finance

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ADMINISTRATION & FINANCE COMMITTEE
DRAFT MEETING MINUTES of
Tuesday, October 11, 3:00 p.m.
Teleconference Meeting due to COVID-19

The teleconference meeting was called to order at 3:00 p.m.

1. **Roll Call of Committee Members**:
   Committee Members Present: Bob Culbertson (Chair), Abel Sanchez (Vice Chair), Amy Newell
   Committee Members Absent: None
   Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Interim Finance & Administration Services Manager (IFASM)
   Others Present: None

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of September 13, 2022 Committee Meeting:**
   Action: Director Newell moved to approve the September 13, 2022 minutes; seconded by Director Sanchez.

   The motion carried following roll call vote:

   Ayes: **Culbertson, Newell, Sanchez**
   Noes: **None**
   Abstain: **None**
   Absent: **None**

5. **Review and Consider Accepting Quarterly Reports:**
   Action: Director Newell moved to accept the Quarterly Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

   The motion carried following roll call vote:

   Ayes: **Culbertson, Newell, Sanchez**
   Noes: **None**
   Abstain: **None**
   Absent: **None**

6. **Review and Consider Accepting Financial Reports:**
   Staff Reported on a recent compromised bank account.
   Action: Director Sanchez moved to accept the Financial Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Newell

   The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **None**

7. **Review and Consider Accepting Cash Flow Reports:**
Action: Director Newell moved to accept the Cash Flow Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **None**

8. **Discuss Future Agenda Items and Next Meeting Date:** Next meeting date set for Tuesday, November 8, 2022, 3:00 p.m.

Adjournment: 3:36 p.m.

MEMORANDUM

DATE: November 4, 2022
MEETING OF: November 8, 2022
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 4**: Consider Agreement with Strategy Driver, Inc. for Strategic Plan Development

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BACKGROUND

While PV Water has the Agency Act and the Basin Management Plan (BMP), which was recently updated to the BMP: Groundwater Sustainability Update 2022 (GSU22), it has never developed a formal strategic plan. Developing a strategic plan would have many benefits for the PV Water. A strategic plan would help PV Water by formally stating its mission, vision, and goals, and by providing guidance to proactively achieve those goals. The types of goals that would be included in the strategic plan would go beyond those documented in GSU22, but would include a larger, all-encompassing view of PV Water.

DISCUSSION

The attached draft agreement with Strategy Driver, Inc. (SDI), includes a scope of work that details the approach to developing a strategic plan. An abbreviated description of the tasks include:

- Refining the approach described in the scope
- Holding kick-off meeting with the Board
- Developing a survey and holding interviews
- Holding workshops with the Board
- Developing the strategic plan based on input received from the workshops

FISCAL IMPACT

The cost estimate for this work is not to exceed $60,000. The cost estimate for 100% remote meetings is approximately $50,000. Should the Board consider 100% remote workshops the cost is approximately $50,000. The cost increases to nearly $58,000 should the Board workshops be held in-person, which is recommended.

STAFF RECOMMENDATION

That the Administration & Finance Committee review the daft agreement and recommend that the Board consider approval.

ATTACHMENTS

- Agreement with SDI

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Strategy Driver, Inc.
Attn: Ellen Cross
email: crosse@strategydriver.com

Re: Agreement for Consultant Services

This letter sets forth the agreement between **Pajaro Valley Water Management Agency** ("PV Water") and **Strategy Driver, Inc.** ("Consultant") for professional services related to:

STRATEGIC PLANNING

1. **Scope of Services**: PV Water hereby engages Consultant for the services as more specifically described in Scope of Work attached hereto as Exhibit A, and made a part of, this letter agreement ("Agreement").

2. **Term of Agreement:** The term of this Agreement shall be effective on **November 16, 2022** and terminates on **December 31, 2023**. The Parties' authorized representatives shall have the authority to extend this term and/or increase payment amount by written amendment to this Agreement.

3. **Compensation:** The fee for services and fee estimate is attached hereto Exhibit A, and made a part hereof.

4. **Maximum Payment:** Payment for services rendered under this Agreement shall not exceed **Sixty Thousand Dollars ($60,000).**

5. **Method of Payment:** Consultant shall prepare and submit to PV Water a detailed invoice for the services described herein. PV Water shall pay the amount of the invoice within thirty (30) days after the receipt of the invoice, subject to a finding by PV Water that work performed has been satisfactory and that payment is for the work specified herein.

6. **Indemnification**: Consultant agrees to indemnify, and hold harmless PV Water, its directors, officers and employees from and against any and all claims, demands, actions, damages, or expenses, (including attorney's fees and costs) arising from the negligence, recklessness, or willful misconduct of the Consultant, Consultant's employees or agents in any way related to the obligations or in the performance of design professional services

under this Agreement, except where caused by the sole or active negligence, or willful misconduct of PV Water.

7. **Insurance Requirements:** Consultant agrees to procure and maintain the insurance coverages and limits as required by PV Water prior to the commencement of work, as specified in Exhibit "B".

8. **Amendment:** Except as otherwise provided in this Agreement, neither this Agreement nor any provision hereof may be waived, modified, amended, or discharged, or terminated except by an instrument in writing signed by the Parties, and then only to the extent set forth in such writing.

9. **Termination:** Either party may terminate this Agreement at any time, with or without cause, in its sole discretion, by giving written notice to the other party at least thirty days (30) prior to such termination. Upon notice of termination, both parties will immediately take action not to incur any additional obligations, costs or expenses, except as may be reasonably necessary to terminate its activities. PV Water's only obligation to the Consultant will be just and equitable payment for services authorized by, and received to the satisfaction of PV Water up to and including the effective date of termination. All finished or unfinished work or documents procured or produced under the Agreement will become property of PV Water upon the termination date.

10. **Dispute Resolution:** The Parties agree to act in good faith to resolve through negotiation any dispute, claim or controversy arising out of or relating to this Agreement. If no resolution is achieved, and if the parties mutually agree, then prior to pursuing formal legal action, the parties shall make a good faith effort to resolve the dispute by non-binding mediation. Notwithstanding the foregoing provisions, nothing contained in this Agreement shall impair the parties' right to pursue any and all legal remedies.

11. **Entire Agreement:** This Agreement, together with Exhibits and/or attachments and any agreements provided for herein, constitute the entire understanding between the Parties with respect to the matters set forth herein, and they supersede all prior or contemporaneous understandings or agreements between the Parties with respect to the subject matter hereof, whether oral or written.

12. **Consultant's Records:** Consultant shall maintain accurate accounting records and other written documentation pertaining to the costs incurred related to this Agreement. Such records and documentation shall be kept available at Consultant's office during the period of this Agreement, and after the term of this Agreement for a period of three years from the date of the final payment for Consultant's services.

13. **Independent Contractor:** In the performance of its work, it is expressly understood that Consultant, including Consultant's employees and agents, is an independent contractor solely responsible for its acts and omissions, and Consultant shall not be considered an employee of PV Water for any purpose.

14. **Consultant Not an Agent:** Except as PV Water may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of PV Water in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind PV Water to any obligation whatsoever.

15. **Construction:** Consultant acknowledges fully reviewing 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.

16. **Severability:** If any provision of this Agreement is invalid, illegal or unenforceable, such provision shall be deemed to be served or deleted from this Agreement and the balance of this Agreement shall remain in full force and effect notwithstanding such invalidity, illegality or unenforceability.

17. **Counterparts:** This Agreement may be executed in counterparts, which, together, shall constitute one and the same instrument. Electronic, facsimile and scanned pdf signatures and copies of this Agreement shall be accepted as originals.

Sincerely yours,
Pajaro Valley Water Management Agency

By: _____
Brian Lockwood, General Manager

Date: _____

"CONSULTANT"

The undersigned understands and agrees to the terms and conditions set forth in this Agreement and is duly authorized to enter into this Agreement.

Strategy Driver Inc.

By: _____
Ellen M. Cross, Owner

Date: _____

STRATEGY DRIVER INC
7015 Elverton Drive, Oakland, CA 94611
T 510 316 9657 www.strategydriver.com

EXHIBIT "A"

SCOPE OF SERVICES

Facilitation of Strategic Plan: Consultant will support CLIENT with facilitation of strategic priorities. Estimated costs for the anticipated Scope of Work are based on Time and Materials estimated cost not to exceed $60,000.00 with estimated hours presented below.

TASK 1. STRATEGIC PLAN PROCESS APPROACH

Task 1 will entail interaction with the Executive Team and key staff, and subsequently the Board of Directors, to better identify the details of the process to be implemented throughout the strategic planning project.

Strategic plans must be based on the critical input of Client including staff, Board of Directors, and other interested parties such as supporting agencies and the public. We will seek input from management staff and the Board to tailor a process that identifies how to optimize successful partnerships for delivery of the Strategic Plan, which will be implemented annually through the budgeting process. A key element of this approach will be to seek a shared understanding of what the Client wants to achieve through this process. During this task we will explore considerations such as:

- The use of surveys and one-on-one meetings to solicit input prior to facilitated sessions
- The roles and responsibilities for Board and staff in the planning process and implementation
- Whether and how to include non-management staff to achieve support for the plan
- Whether and how to include outside stakeholders (ratepayers, neighboring agencies, local officials, etc.) in the planning process
- Whether there are topics that are "not on the table" during the process

Task 1.1 – Internal Meeting: The Strategy Driver team will meet remotely with the Client's Executive team and key staff to confirm agreement on the scope of work for the project, and to design the Board Kick-off (below).

Task 1.2 – Board of Directors Kick-off: Strategy Driver will prepare for, conduct, and document the outcome of a remote project kick-off with the Board of Directors to seek their input to, and approval of, the strategic planning approach. The kick-off will take place as an agenda item at a regularly scheduled Board of Directors meeting.

Task 1.3 – Board of Directors' Surveys and Interviews: Strategy Driver will work with key management staff to develop a Board of Directors and staff survey to collect information in advance of plan development. We recommend conducting surveys because they are a cost-effective method to gather stakeholder input early in the process of defining the mission, vision, values, and goals in advance of workshops to facilitate a more robust discussion and outcome.

In addition, we recommend **interviewing** all Board Directors to have a more dynamic understanding of their perspectives and clarify their survey input prior to the workshops. These interviews will likely average 45-60 minutes in length and will be conducted remotely. The results of each interview will be summarized and added to the survey results. Interviews will include all seven directors.

Task 1.4 – Final Scope of Work: Strategy Driver will work with the Client's General Manager to revise the project scope, schedule, and budget per any further customization of the scope.

Task 1 Deliverables

- Agenda for conducting Kick-off Meeting with the Board
- Surveys and interviews summary
- Final Scope of Work

TASK 2. STRATEGIC PLAN DEVELOPMENT AND FACILITATION

Task 2 will include preparing for, conducting, and documenting the outcomes of a series of meetings and three strategic planning workshops with the Board, Executive staff, and the public. The meetings and workshops are envisioned to cover the following topics:

1. **Executive Staff Preparation:** Conduct meetings with the Executive team to optimize the project approach and develop materials for the Board Workshops.

2. **Workshop 1:** Describe the project methodology, approach, and schedule. Begin review of mission, vision, and core values. Seek Board input and concurrence on priority areas for the Strategic Plan.

3. **Workshop 2:** Finalize mission, vision, and core values. Begin development of goals and actions to address critical issues.

4. **Workshop 3:** Finalize development of goals and actions.

Task 2.1 Executive Staff Preparation Meetings: Strategy Driver will meet remotely with management staff to prepare for each of a series of three workshops with the Board. These meetings will include agenda development to drive strategic plan content as well as key information necessary to engage discussion at each workshop. In addition, staff will use the survey and interview results to develop draft mission, vision, and core values prior to the workshops.

Task 2.2 Strategic Planning Workshops: Strategy Driver will prepare for and conduct three strategic planning workshops with Board, as listed above. Each 2.5 hour workshop is envisioned to be a publicly noticed special meeting of the Board and will include some of the Client's staff and potentially other participants such as the public. These meetings will be conducted in person but may be conducted remotely if deemed necessary due to future COVID-19 conditions.

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7015 Elverton Drive, Oakland, CA 94611
T 510 316 9657 www.strategydriver.com

Task 2.3 Workshop Documentation: Strategy Driver will compile a summary of the discussion and outcomes of each of the Strategic Planning Workshops to aid in the preparation of subsequent workshops and provide the content for the Strategic Plan (Task 3).

Task 2 Deliverables

- Board Workshop materials
- Documentation of outcomes and agreements from workshops

TASK 3. PREPARE STRATEGIC PLAN

In Task 3, Strategy Driver will prepare formal documentation of the strategic planning efforts – the written Strategic Plan document. The Strategic Plan will lay out the mission, vision, and values of the Client as well as the goals and priority actions agreed upon during the workshops. This document will serve as a clear and implementable road map for the future for the Board, management, and staff.

Task 3.1 Prepare Draft Strategic Plan Document: Strategy Driver will synthesize all of the input received through the strategic planning process and incorporate it into a comprehensive written form. A Preliminary Draft will be developed for review by management staff, and comments will be incorporated into a Public Draft for consideration by the Board. This is envisioned to occur remotely during regular Board Meetings. The Public Draft will include the written content of the Strategic Plan for Board Adoption, including the following:

- Background information on the Client
- Overview of the strategic planning process
- Mission, vision, and core values
- Identification of priority issues
- Goals and priority actions

Task 3.2 Prepare Final Strategic Plan Document: After incorporating Board feedback, Strategy Driver will deliver a Final Draft Strategic Plan for review by staff. The Final Draft will present the Board-approved content.

Task 3 Deliverables

- Draft and Final Strategic Plan Documents

TASK 4. PROJECT MANAGEMENT

Task 4 includes all activities associated with managing the work as well as the project budget and schedule to ensure the project is completed in a timely and cost-effective manner. It also includes regular meetings with the General Manager.

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Project Assumptions

The scope and budget proposed is for the development, implementation, and documentation of the strategic planning process as identified above. The scope does not include any direct technical, legal, or policy analysis of issues. If such analysis is needed to support the planning process, we assume that this work will be conducted by Client staff.

Strategy Driver will plan, conduct, and document all meetings and meeting content directly related to development of the Strategic Plan. It is assumed that the Client will provide meeting facilities, assure proper public noticing of meetings as required, and document the formal minutes of public-noticed meetings of the Board.

Executive Staff Preparation Meetings and all interviews will be conducted as remote, online meetings or phone calls to reduce cost. Board Workshops are anticipated to be conducted in person, barring any complications arising from COVID-19. If circumstances surrounding the COVID-19 pandemic change, Strategy Driver is prepared to conduct the workshops remotely as necessary.

The Client staff will support the writing of the final Strategic Plan by providing background materials about the organization.

Given the difficulties created by the ongoing COVID-19 crisis, the performance of the services included in this Proposal as well as the satisfaction of the schedule described herein, are contingent and conditioned upon Strategy Driver having the ability to deploy the required resources as well as having access to the required site and data/documents to complete the services. These resources include, but are not limited to, Strategy Driver and subconsultant staff. Strategy Driver will immediately notify the Client in the event it becomes aware that services will be interrupted or otherwise delayed as discussed herein.

Estimated costs for the scope described are shown in **Table 1**. The estimates are on time and materials basis of Ellen Cross' billing rate at $290/ hour and Maria Pascoal at $225 / hour. Tasks represent not-to-exceed amounts for the identified scope(s).

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TABLE 1. Cost Estimate

Task/Subtask	Hours	Cost
TASK 1 – Strategic Plan Process Approach		
1.1 Internal Meetings *(remote)*	8	$2,060
1.2 Board Kick-off *(remote, during regular Board mtg)*	8	$2,060
1.3 Board Survey and Interviews (7)	20	$5,215
1.4 Final Scope of Work	2	$515
Subtotal	**38**	**$9,850**
TASK 2 – Strategic Plan Development and Facilitation		
2.1 Executive Staff Preparation Meetings *(remote)*	20	$5,150
2.2 Strategic Planning Workshops (3)*	60	$15,450
2.3 Workshop Documentation	12	$3,090
Subtotal	**92**	**$23,690**
--or-- Subtotal *with* In-Person Workshops	**(+30)**	**$31,220**
TASK 3 – Prepare Strategic Plan		
3.1 Prepare Draft Plan	28	$7,210
3.2 Prepare Final Plan	14	$3,540
Subtotal	**42**	**$10,750**
TASK 4 – Project Management		
4.1 Project Management	10	$2,640
4.2 Meetings with General Manager (6)	12	$3,090
Subtotal	**22**	**$5,730**
Total Project Cost		**$50,020**
--or-- Total Project Cost *with In-Person Workshops*		**$57,550**

EXHIBIT "B"

Insurance Requirements

Consultant shall procure and maintain insurance as follows:

1. Commercial General Liability Insurance. Commercial general liability insurance, including products and completed operations, property damage, bodily injury, personal and advertising injury with limits of not less than $1,000,000 each occurrence and $1,000,000 aggregate.

2. Professional Liability Insurance. Limits of liability in amounts not less than $1,000,000 per occurrence or claim and $1,000,000 aggregate, insuring Consultant and its employees against liabilities arising out of or in connection with the negligent acts, errors, or omissions of any of the foregoing in connection with the carrying out of their professional responsibilities relating to this Agreement. Consultant shall renew continuous coverage or extend the reporting period, to the extent available, by endorsement or otherwise, for claims five (5) years from the date this Agreement is terminated.

3. Other Requirements.

   a. Additional Insured Endorsement. The general liability and automobile liability policies are to contain, or be endorsed to contain the following provisions: **The Pajaro Valley Water Management Agency, its directors, officers, employees, and authorized volunteers are to be additional insured**. The coverage shall contain no special limitations on the scope of protection afforded to PV Water, its directors, officers, employees, or authorized volunteers.

   b. Primary Insurance. For any claims related to this Agreement, Consultant's insurance shall be primary insurance as respects PV Water, its directors, officers, employees, and authorized volunteers, individually and collectively. Any insurance, self-insurance, or other coverage maintained by PV Water, its directors, officers, employees, or authorized volunteers shall be in excess of Consultant's insurance and shall not contribute to it.

   c. Cancellation. The policies specified above are to state or be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days (10 days for non-payment of premium) prior written notice by U.S. mail has been given to PV Water.

   d. Changes. If any change is made in the insurance carrier, scope of coverage or retroactive date of professional liability coverage required under this Agreement, Consultant shall notify the PV Water within three (3) working days.

e. Evidence of Insurance. Prior to execution of this Agreement, Consultant shall file with PV Water, on forms acceptable to PV Water, certificate(s) of insurance and additional insured endorsements, as specified above.

f. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by the PV Water. At the option of PV Water, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

g. Acceptability of Insurers. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-VII or equivalent or as otherwise approved by PV Water.

h. Special Risks or Circumstances.
PV Water reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

MEMORANDUM

DATE: November 4, 2022
MEETING OF: November 8, 2022
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 5:** Consider Bid for the Harkins Slough Facility 2022 Recovery Wells Project

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INTRODUCION

During this item, the Committee will receive a summary of the bid results following PV Water's call for competitive bids to construct three (3) additional recovery wells in order to increase the yield of the Harkins Slough Facility and further the understanding of the hydrogeologic system.

DISCUSSION

In January 2021, the Pajaro Valley Water Management Agency (PV Water) Board of Directors (Board) adopted *Resolution 2021-03, Certifying the Final Environmental Impact Report, Adopting Findings Pursuant to the California Environmental Quality Act, Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring and Reporting Program for the Watsonville Slough System Managed Aquifer Recharge and Recovery Projects*, and *Resolution 2021-04, Selecting, Approving, and Adopting the Watsonville Slough System Managed Aquifer Recharge and Recovery Projects*. Activities related to advancing these projects have included the preparation and submittal of a water right application to appropriate up to 4,000 acre-feet of water from Struve Slough, and meetings with the California Department of Fish and Wildlife, the National Marine Fisheries Services, and the State Water Resources Control Board (SWRCB) regarding the water right application. The SWRCB received no protests in response to the water right application.

Modeling and data analysis work conducted by EKI Environmental & Water Inc. (EKI) supported requests for information from the SWRCB and led to a proposal for a 3-phased approach to increase the recovery of water diverted from Harkins Slough and infiltrated into the shallow aquifer system of the San Andreas Terrace via the Harkins Slough Recharge Basin. The proposal, which the Projects and Facility Operations Committee endorsed in September 2021 (presentation available online here and attached, below), included: 1) Conducting pump tests of existing recovery wells to determine if installation of higher horsepower pumps would increase yield, 2) Constructing additional recovery wells proximate to existing wells, and 3) Constructing new, "far-field" wells to conduct aquifer tests of the gravel layer. On July 27, 2022, the Projects and Facility Operations Committee received a memorandum summarizing the design, implementation and assessment of pumping tests conducted on active Harkins Slough Facility recovery wells (HSPRWs) along with a presentation from staff and consultants. Following discussion, the Committee voted to approve the staff recommendation that larger pumps be installed in recovery

wells HSPRW3 and HSPRW11, and to proceed with planning, constructing, and documenting three (3) new recovery wells in the gravel layer of the San Andreas Terrace.

On August 17, 2022, the Board directed the General Manager to call for competitive bids for the construction of three (3) additional recovery wells. The wells are to be constructed as soon and possible, developed, and ideally pump tested while the recharge basin is full and groundwater levels are at seasonal highs. The wells will be instrumented to monitor water levels within the gravel layer. While the monitoring is taking place, staff and consultants will develop designs to equip the wells with power and connect them to the Coastal Distribution System. Pump test data indicate the potential for approximately 100 gallons per minute (gpm) from each new recovery well which would significantly augment the existing cumulative recovery well production rates of approximately 650 gpm following recharge operations and about 350 gpm during periods of minimal recharge.

Staff issued a notice inviting bids and the associated bid documents on August 29, 2022. Following an investigation of an electrical event that damaged four (4) recovery pumps, staff elected to issue an addendum to include the removal of the damaged pumps and replacement with new pumps. Addendum No. 1 to the bid package was issued on September 30, 2022 and included the seven (7) revisions as listed below:

1. Work includes the removal and installation of two (2) new 15-horsepower submersible pumps in the two (2) wells, HSPRW3 and HSPRW11.
2. Work includes the removal of the existing submersible pump from the well, HSPRW11, and install of the submersible pump in well HSPRW2.
3. Work includes the removal and installation of two (2) new 10-horsepower submersible pumps in the two (2) wells, HSPRW4 and HSPRW12.
4. Work includes the removal and installation of sounding tubes in kind (2 per each well) for the five (5) wells.
5. The bid submittal deadline has been extended two weeks to 10/19/2022 at 10:00 A.M.
6. All work shall now be completed within ninety (90) working days from the issuance of the Notice-to-Proceed.
7. All work must be completed by April 28, 2023.

Staff received a single proposal in response to the call for bids. Maggiora Bros. Drilling Inc. submitted the proposal in the amount of $378,980.

FISCAL IMPACT

Maggiora Bros. Drilling Inc. submitted a proposal in the amount of $378,980.00. The Fiscal Year 2022-23 Budget includes $800,000 for licensed contractors.

STAFF RECOMMENDATION

Staff recommend the Committee advise the Board to approve the proposal, including any change orders increasing the contract amount by not more than 10% of the contract award amount. Note that the Projects & Facility Operations Committee, on October 26, voted in favor of recommending the Board approve the proposal.

ATTACHMENTS

- Maggiora Bros. Drilling Inc. Proposal
- Letter from Pacific Coast Well Drilling Dated October 31, 2022

MAGGIORA BROS. DRILLING, INC.

DRILLING CONTRACTORS - PUMP SALES & SERVICE

CALIFORNIA CONTRACTOR'S LICENSE NO. 249957

Corporate Office
595 Airport Blvd.
Watsonville, CA 95076

Tel: (831) 724-1338
Tel: (800) 728-1480
Fax: (831) 724-3228

Mr. Casey Meusel
Associate Hydrologist
Pajaro Valley Water
36 Brennan St.
Watsonville, CA 95076

November 1, 2022

Re: Harkins Slough Recovery Wells 2022

1	Mobilization, includes permit	LS	1	$15,000.00	$15,000.00
2	well permits	EA	3	$3,800.00	$11,400.00
3	borehole drilling	LF	480	$165.00	$79,200.00
3A	borehole drilling	LF	0	$165.00	$0.00
4	Logging & caliper	EA	3	$4,500.00	$13,500.00
4A	Logging & caliper	EA	0	$4,500.00	$0.00
5A	8" SDR 17 PVC blank casing	LF	390	$60.00	$23,400.00
5B	8" SDR 17 PVC perf casing	LF	90	$75.00	$6,750.00
6	F & I Gravel Pack	LF	165	$105.00	$17,325.00
7A	F & I sanitary seal	LF	300	$125.00	$37,500.00
7B	F & I sanitary seal - bentonite	LF	15	$125.00	$1,875.00
8A	Well Development	HR	36	$630.00	$22,680.00
8B	Pump development	HR	24	$425.00	$10,200.00
8C	Pump rental	Day	9	$2,500.00	$22,500.00
9	Chlorination	EA	3	$1,300.00	$3,900.00
10	Clean -up	LS	1	$10,000.00	$10,000.00
11	Standby Time	HR	0	$650.00	$0.00
12	HSPRW11 Pump	LS	1	$16,250.00	$16,250.00
12a	Labor & Equipment	LS	1	$1,750.00	$1,750.00
13	HSPRW12 Pump	LS	1	$16,925.00	$16,925.00
13a	Labor & Equipment	LS	1	$1,825.00	$1,825.00
14	HSPRW2 Pump	LS	1	$17,675.00	$17,675.00
14a	Labor & Equipment	LS	1	$1,825.00	$1,825.00
15	HSPRW3 Pump	LS	1	$19,175.00	$19,175.00
15a	Labor & Equipment	LS	1	$1,825.00	$1,825.00
16	HSPRW4 Pump	LS	1	$21,050.00	$21,050.00
16a	Labor & Equipment	LS	1	$1,950.00	$1,950.00
17	Install Sounding Tubes	LS	1	$3,500.00	$3,500.00

Price: including labor, equipment, applicable taxes: $378,980.00

Please note, that on Item 14 we priced in the cost of a new pump & motor, etc. That was an error on our part while putting the original pricing together. Therefore an additional pump will not be required and is covered in our original bid proposal.

If you have any questions, feel free to contact us!

Sincerely,

Michael Maggiora

PROPOSAL
for
HARKINS SLOUGH FACILITY 2022 RECOVERY WELLS

Bids due by October 19, 2022 at 10:00 AM

TO: Brian Lockwood, General Manager
Pajaro Valley Water Management Agency (or "PV Water")

The undersigned, hereinafter called the Bidder, declares that the only person or parties interested in the Proposal are those named herein; that this Proposal is in all respects fair and without fraud; that it is made without collusion with any official or employee of the Pajaro Valley Water Management Agency and that the Proposal is made without any connection or collusion with any person making another proposal on this Contract.

The Bidder further declares that he has carefully examined the Contract Documents for the construction of the proposed Work; that the Contractor has satisfied himself as to the quantities of materials, equipment and conditions of Work involved, including the fact that the description of the materials and Work as included herein is brief and is intended only to indicate the general nature of such items and to identify the said quantities with the detailed requirements of the Contract Documents; that this Proposal is made according to the provisions and under the terms of the Contract Documents, which documents are hereto attached and are hereby made a part of this Proposal.

The Bidder agrees that if this Proposal is accepted, he will, within ten (10) working days after notification of award, execute the Contract with the Pajaro Valley Water Management Agency with the form of Contract attached hereto. The Bidder will deliver to the Pajaro Valley Water Management Agency the insurance certificates, performance and payment bonds herein required within ten (10) working days after the bidder has received the Notice of Award. The Bidder will to the extent of the Proposal, furnish all labor, tools, equipment, and other means of construction to do the Work and to furnish all materials necessary to complete the Work in the manner, in the time, and according to the methods as specified in the Contract Documents and as may be required by the Hydrogeologist there under.

Upon receipt by the Pajaro Valley Water Management Agency of the satisfactorily executed Contract, insurance certificates, performance and payment bonds, a written Notice-to-Proceed will be sent to the Contractor.

The Bidder further agrees to commence Work within ten (10) calendar days after the Notice to Proceed. All Work shall be completed within ninety (90) working days from the Notice-to-Proceed. The Notice-to-Proceed is anticipated to be issued on or before December 1, 2022. All work must be completed by April 28, 2023.

While the sites are not accessible directly on paved roads, the sandy conditions at the project site drain quickly and access to the site is expected during wet weather conditions.

In the event the Bidder is awarded a Contract and should fail to perform the Work herein specified,

within the time specified for completion, liquidated damages shall be paid to the Pajaro Valley Water Management Agency in the amount of five hundred dollars ($500.00) for each calendar day beyond the time herein provided for the completion of such Work. Sundays and legal holidays will be excluded in determining the number of days in default.

All items of Work shall be considered complete, in place and no additional compensation shall be granted. All the Work required to provide a complete and operational system shall be considered to be included in the listed tasks and no compensation shall be granted for additional items. Compensation for any item of Work required by these Contract Documents but not specifically described in any Bid Item shall be included in the Bid Item most clearly related to said item of Work.

The bidder shall complete the bid schedule in clearly legible figures, the unit price and an item total for the item in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth under the "TOTAL" column shall be in the extension of the unit price bid on the basis of the estimated quantity for the item.

In case of a discrepancy between the unit price and total set forth for the item, the unit price shall prevail and the total for the item, and therefore the "TOTAL BASE BID AMOUNT", shall be adjusted accordingly, and the bid award shall be made on the basis of the corrected total base bid amount.

This is a unit price contract. Each unit price bid by the Contractor shall be considered as binding unless the actual quantity installed for that item of Work varies from the quantity shown in the bidding schedule by more than twenty-five percent (25%) in which case the unit price bid for that specific item of Work only may be negotiated as provided herein.

BIDS ARE REQUIRED FOR THE ENTIRE WORK. THE AMOUNT OF THE BID FOR COMPARISON PURPOSES WILL BE THE "TOTAL BASE BID AMOUNT" (OR ADJUSTED "TOTAL BASE BID AMOUNT" IN THE CASE OF ANY ADJUSTMENTS AS PROVIDED FOR HEREIN).

The Pajaro Valley Water Management Agency reserves the right to: (1) reject any or all bids; (2) waive minor irregularities in the bid documents or minor variances from the bid specification; and (3) correct arithmetic errors on Bid Schedule.

All bids must be submitted in ink on the bid forms. Erasures are not acceptable. Changes must be lined out and corrections inserted adjacent and initialed by the bidder's authorized representative. Bid modifications, corrections or additions received beyond the bid deadline shall not be considered. Telephone or facsimile bids shall not be accepted. Signatures must be original signatures and be notarized where required.

BID SHEET
HARKINS SLOUGH FACILITY 2022 RECOVERY WELLS
DRILLING, WELL CONSTRUCTION, AND PUMP REPLACEMENT SERVICES

Item	Title	Unit	Estimated Quantity	Unit Price	Total
1	Mobilization	Lump Sum	1	$15,000	$15,000.00
2	Well Permits	Lump Sum	3	$3,800	$11,400.00
3a	Borehole Drilling	Linear Feet	480	$165	$79,200
3b	Additional Borehole Drilling	Linear Feet	XXXX	$165	XXXX
4a	Geophysical Logging	Lump Sum	3	$4,500	$13,500.00
4b	Additional Geophysical Logging	Lump Sum	1	$4,500	XXXX
5a	8-inch Diameter SDR 21 PVC Blank Well Casing, Installed	Linear Feet	390	$60	$23,400.00
5b	8-inch Diameter SDR 21 PVC Well Screen, Installed	Linear Feet	90	$75	$6,750.00
6	Gravel Pack	Linear Feet	165	$105	$17,325.00
7a	Cement Seal	Linear Feet	300	$125	$37,500.00
7b	Bentonite Seal	Linear Feet	15	$125	$1,875.00
8a	Well Development, Zone-Pumping	Hourly	36	$630	$22,680.00
8b	Well Development, Pumping	Hourly	24	$425	$10,200.00
8c	Pump Rental for Testing	Daily	9	$2,500	$22,500.00
9	Chlorination	Lump Sum	3	$1,300	$3,900.00
10	Cleanup	Lump Sum	1	$10,000	$10,000.00
11	Standby Time	Hourly	XXXX	$650	$0.00
12	Remove and Install HSPRW11 Pump	Lump Sum	1	$18,000	$18,000.00
13	Remove and Install HSPRW12 Pump	Lump Sum	1	$18,750	$18,750.00
14	Remove and Install HSPRW2 Pump	Lump Sum	1	$19,500	$19,500.00
15	Remove and Install HSPRW3 Pump	Lump Sum	1	$21,000	$21,000.00
16	Remove and Install HSPRW4 Pump	Lump Sum	1	$23,000	$23,300.00
17	Remove and Install Sounding Tubes In-Kind (2 per each well)	Lump Sum	5	$700	$3,500.00
Total Base Bid (in words & numbers): Threehundred seventyeight thousand, ninehundred eighty dollars					$378,980.00

Proposal is assumed to be valid for 60 days unless otherwise noted. Upon award, this bid form shall become a part of the final contract.

The undersigned has had the opportunity to examine the location of the proposed work and/or is familiar with the specifications and the local conditions in the place where the work is to be performed. The undersigned has checked carefully all the above figures and understands that PV Water shall not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

Bidder: Maggiora Bros. Drilling Inc. Tax I.D. Number: 94-163547

Business Address: 595 Airport Blvd. Watsonville, Ca 95076

Contractor's License No.: C57-249957 Telephone: (831) 724-1338

By: Michael F. Maggiora Dated: 10/18/22

ADDENDA

FOR

HARKINS SLOUGH FACILITY 2022 RECOVERY WELLS

The Bidder has examined all addenda (if any) during the bid period and acknowledges receipt of the following:

ADDENDUM NO. 1	DATE RECEIVED: 9/30/22
ADDENDUM NO.	DATE RECEIVED:
ADDENDUM NO.	DATE RECEIVED:
ADDENDUM NO.	DATE RECEIVED:
ADDENDUM NO.	DATE RECEIVED:

DESIGNATION OF SUBCONTRACTORS

In compliance with the provisions of Section 4100-4113 of the Public Contracts Code of the State of California, and any amendments thereof, the undersigned bidder has set forth below the name and location of the place of business of each subcontractor who will perform work or labor or render service to the undersigned in or about the construction of the work, and each subcontractor who, under subcontract will specially fabricate and install a portion of the work or improvement according to detailed drawings contained in the plans and specifications, for such work to be performed under the project documents to which the attached bid is responsive, and the portion of the work which will be done by each subcontractor and for each subcontract in excess of one-half of one percent of the undersigned's total aggregate bid. Bids submitted without this form will be considered non-responsive. If the bidder does not intend to use any subcontractors, write "none" in the first row provided in the "Name of Subcontractor" column.

NAME OF SUBCONTRACTOR	LOCATION ADDRESS AND TELEPHONE	DIVISION OF WORK
1. NA		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

NOTE: The Contractor shall not, without the consent of the Pajaro Valley Water Management Agency:

(a) Sublet or subcontract in excess of fifty (50) percent of his total bid proposal.

(b) Substitute any persons or subcontractors in place of the subcontractors designated on the original bid.

(c) Permit any subcontract to be assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the bid.

(d) Sublet or subcontract any portion of the work in excess of one-half of one percent (0.5%) of his bid for which his original bid did not designate a subcontractor.

The Contractor's attention is invited to other provisions of Public Contracts Code related to the imposition of penalties for a failure to observe its provisions by using unauthorized subcontractors or by making unauthorized substitutions.

This completed proposal includes all sheets numbered "P-1 through P-14" at the bottom which include the following required and properly executed attachments:

Contained within this Proposal:

a. Bid Schedule (P-3)
b. Acknowledgment of Addenda (P-4)
c. Designation of Subcontractors (P-5)
d. Notarized Signature (P-6)

Attached to this Proposal:

e. Affidavit of Non-Collusion with notarized signature (P-7)
f. Certificates of Non-Discrimination and Intent (P-8)
g. Bidder's Bond with notarized signatures (P-9)
h. Bidder's Information Sheet (P-10)
i. Certification of Bidder's Experience and Qualifications (P-11 through P-14)

IN WITNESS WHEREOF, the Proposal has been duly executed by the bidder named herein on the date affixed hereto.

BIDDER: *Maggiora Bros. Drilling, Inc.*

By _____ Corporate Secretary
Authorized Signature Title

Print Name: Michael F. Maggiora

Address: 595 Airport Blvd.
Watsonville, CA 95076

Please see attached Notary Certificate

Attest: _____
Notary Public, State of California

Date: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Santa Cruz)

On October 18 2022 before me, S. Isidro-Diaz, A Notary Public
Date *Here Insert Name and Title of the Officer*

personally appeared Michael Frank Maggiora
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

S. ISIDRO-DIAZ
Commission # 2367195
Notary Public - California
Santa Cruz County
My Comm. Expires March 16, 2026

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: Harkins Slough Facility 2022 Proposal
Document Date: _____ Number of Pages: _____
Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

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NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

State of California)
) ss.
County of Santa Cruz)

Michael F. Maggiora, being first duly sworn, deposes and says that he or is Corporate Secretary
(sole owner, a partner, president, secretary, etc.)
of Maggiora Bros. Drilling, Inc.

the party making the foregoing bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the Contract or anyone interested in the proposed Contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly, or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Signature of Representative of Bidder

Subscribed and sworn to before me, a Notary Public in and for the State of California, County of _____, this _____ day of _____ 20___.

Signature of Notary Public (Seal)

Please see attached Notary Certificate

My commission expires _____, 20___.

CALIFORNIA JURAT WITH AFFIANT STATEMENT **GOVERNMENT CODE § 8202**

☑ See Attached Document (Notary to cross out lines 1–6 below)
☐ See Statement Below (Lines 1–6 to be completed only by document signer[s], *not* Notary)

Signature of Document Signer No. 1 *Signature of Document Signer No. 2 (if any)*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Santa Cruz

Subscribed and sworn to (or affirmed) before me on this 18 day of OCT., 2022, by
Date *Month* *Year*
(1) MICHAEL F. MAGDONA
(and (2)),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

XAVIER NATHANIEL REYES
Commission # 2309472
Notary Public - California
Santa Cruz County
My Comm. Expires October 20, 2023

Signature
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: NON-COLLUSION AFFIDAVIT Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

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CERTIFICATION OF NON-DISCRIMINATION

We are in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, and any other Federal, State, or local laws relating to equal employment opportunity.

We will not discriminate against any employee or applicant for employment based on race, religion, color, national origin, ancestry, or sex. This pertains to the areas of recruitment, hiring, training, upgrading, transfer, compensation and termination.

CERTIFICATION OF INTENT

We will maintain or develop and implement, during the course of the work concerned, an Affirmative Action Program of hiring and employment conducted without regard to race, religion, color, national origin, ancestry or sex of the applicants. With this certification we shall submit any and all information, which may be required by the County in connection with this program.

10/18/2022
Date

Authorized Signature of Bidder

Corporate Secretary
Title

BIDDER INFORMATION SHEET

FOR

HARKINS SLOUGH FACILITY 2022 RECOVERY WELLS

Legal Name of Firm: Maggiora Bros. Drilling, Inc.

Business Address: 595 Airport Blvd. Watsonville, CA 95076

Telephone Number: (831 724-1338

Contractors License No. 249957 Class C-57

Type of Organization: ( ) Individual ( ) Partnership: (X) Corporation

Joint Venture Proposal? ( ) Yes ( ) No

For a partnership, name all co-partners below. For a corporation, name president, secretary, treasurer, manager and the state in which chartered. List business address for each person.

NAME	TITLE	ADDRESS
David T. Maggiora	President	same
Mark D. Maggiora	Treasurer	same
Michael F. Maggiora	Secretary	same

Corporate Seal: Chartered in the State of: California

PROPOSAL GUARANTEE

"BID BOND"
FOR
HARKINS SLOUGH FACILITY 2022 RECOVERY WELLS

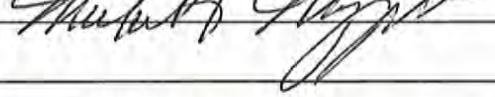
KNOW ALL PERSONS BY THESE PRESENTS that

Maggiora Bros. Drilling, Inc., as BIDDER, and Hudson Insurance Company, as SURETY, are held and firmly bound unto Pajaro Valley Water Management Agency, as Owner, in the penal sum of Ten Percent of the Amount Bid--- dollars ($ 10%) which is ten percent of the total amount bid by BIDDER to Owner for the above stated project. For the payment of which sum, BIDDER and SURETY agree to be bound, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, WHEREAS, Bidder has submitted a Bid for the above-described work, if Bidder shall not withdraw said Bid within the time period specified after the Bid Deadline, as defined in the Bid Documents, or within 60 days after the Bid Deadline if no time period be specified, and, if selected as the apparent lowest responsible bidder, Bidder shall, within the time period specified in the Bid Documents, do the following:
(1) Enter into a written agreement, in the prescribed form, in accordance with the Bid.
(2) File two bonds with Owner: one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by the Bidding Documents.
(3) Furnish certificates of insurance and all other items as required by the Bid Documents.
In the event of the withdrawal of said Bid within the time period specified, or within 60 days if no time period be specified, or the disqualification of said Bid due to failure of Bidder to enter into such agreement and furnish such bonds, certificates of insurance, and all other items as required by the Bid Documents, if Bidder shall pay to Owner an amount equal to the difference, not to exceed the amount hereof, between the amount specified in said Bid and such larger amount for which Owner procures the required work covered by said Bid, if the latter be in excess of the former, then this obligation shall be null and void, otherwise to remain in full force and effect.
In the event suit is brought upon this bond by Owner, Surety shall pay reasonable attorneys' fees and costs incurred by Owner in such suit.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 9th day of September, 20 22.

BIDDER Maggiora Bros. Drilling, Inc.

By: 

SURETY Hudson Insurance Company

By:

Catherine A. Pinney, Attorney in Fact

Subscribed and sworn to this _____ day of _____, 20____.

NOTARY PUBLIC _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Sonoma)

On September 9, 2022 before me, Stacy M. Clinton, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Catherine A. Pinney
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

STACY M. CLINTON
Notary Public - California
Sonoma County
Commission # 2308039
My Comm. Expires Nov 3, 2023

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer — Title(s): _____	☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☒ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer Is Representing: _____	Signer Is Representing: _____

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HUDSON INSURANCE GROUP

Bond Number: Bid Bond

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Catherine A. Pinney
of the State of CA

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of **Twenty Five Million Dollars (25,000,000.00).**

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 2nd day of June, 2022 at New York, New York.

(Corporate seal)

HUDSON INSURANCE COMPANY

Attest.....
Dina Daskalakis No. 01MU6067553
Corporate Secretary

By.....
Michael P. Cifone
Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK. SS.

On the 2nd day of June, 2022 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of **HUDSON INSURANCE COMPANY**, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)

ANN M. MURPHY
NOTARY PUBLIC
STATE OF NEW YORK

.....
ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2025

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK. SS.

The undersigned **Dina Daskalakis** hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 9th day of September, 2022.

(Corporate seal)

By.....
Dina Daskalakis, Corporate Secretary

CERTIFICATION OF BIDDER'S EXPERIENCE AND QUALIFICATIONS

The undersigned Bidder certifies that it is, at the time of bidding, and shall be, throughout the period of the Contract, licensed under the provisions of the Business and Professions Code Section 7000 et seq., to do the type of work contemplated in the Contract Documents. Bidder further certifies that it is skilled and regularly engaged in the general class and type of work called for in the Contract Documents. In accordance with Public Contract Code Section 7028.15, any Bidder not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractor's State License Board.

The Bidder represents that it is competent, knowledgeable, and has special skills and expertise on the nature, extent, and inherent conditions of the work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the particular facilities, which may create, during the construction program, unusual or peculiar unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the construction work with respect to such hazards.

The following statements as to the experience and financial qualifications of the bidder are to be submitted with the Contract Proposal, as a part thereof. The bidder guarantees the truthfulness and accuracy of the information.

1. The bidder has been engaged in the contracting business under the present business name for 60 years.

2. The bidder has experience in work of a nature similar to that covered in the Proposal that extends over a period of 50 years.

3. The bidder, as a Contractor, has never failed to satisfactorily complete a contract, except as follows: (name any and all exceptions and reasons therefore).

NA

4. The following are the most recent projects on which the Bidder has performed work of similar nature, size, complexity, rates of progress, and the names, addresses and phone numbers of the contracting agencies. Failure to provide this information with the Bid may render the Bid non-responsive and may be the basis for rejection of the Bid. The City shall determine in its sole discretion what projects are of size and complexity similar to the Work. (Name at least three)

A. Project Name: See attachment
Location: _____ Owner: _____
Owner's Representative: _____
Telephone Number: _____
Nature of Bidder's participation: _____
Total project cost: _____ Value of Bidder's work: _____
Completion date: _____ Contract time allotted: _____
Completed on time? _____

B. Project Name: _____
Location: _____ Owner: _____
Owner's Representative: _____
Telephone Number: _____
Nature of Bidder's participation: _____
Total project cost: _____ Value of Bidder's work: _____
Completion date: _____ Contract time allotted: _____
Completed on time? _____

C. Project Name: _____
Location: _____ Owner: _____
Owner's Representative: _____
Telephone Number: _____
Nature of Bidder's participation: _____
Total project cost: _____ Value of Bidder's work: _____
Completion date: _____ Contract time allotted: _____
Completed on time? _____

D. Project Name: _____
Location: _____ Owner: _____
Owner's Representative: _____

MAGGIORA BROS. DRILLING, INC.

DRILLING CONTRACTORS - PUMP SALES & SERVICE

CALIFORNIA CONTRACTOR'S LICENSE NO. 249957

Corporate Office
595 Airport Blvd.
Watsonville, CA 95076

Tel: (831) 724-1338
Tel: (800) 728-1480
Fax: (831) 724-3228

LIST OF REPRESENTATIVE PROJECTS

Name: Pure Water Monterey – Project No. 218106
Location: Seaside, CA
Owner: Pure Water Monterey
Owner Contact: Maureen Hamilton – 831-658-5652
Construction Manager: Michael F. Maggiora – 831-724-1338
Project Description: Reverse Rotary well construction 24" casing X 635 feet, monitoring wells to 700 feet, 500 HP turbine well pumps, and direct rotary 4" monitoring wells to 900 feet.
Final Cost of Project - $4,116,962.47
Completion Date: 09-01-20
Liquidated Damages: None

Name: Bay Point Regional Shoreline Bay Point Well Drilling Project – Project #175300
Location: Bay Point, CA
Owner: East Bay Regional Parks District
Owner Contact: Chris Barton – 510-544-2622
Project Description: Direct Rotary well construction 6" PVC X 110 feet, well pump and variable frequency drive control unit
Final Cost of Project - $101,818.50
Completion Date: 07-27-20
Liquidated Damages: None

Name: Twin Lakes Church Seawater Intrusion Project
Location: Capitola, CA
Owner: Soquel Creek Water Distict
Owner Contact: Taj Dufour 831-475-8501 Ex. 123
Construction Manager: Michael F. Maggiora – 831-724-1338
Project Description: Reverse rotary test hole, water sampling and well construction to 900 feet
Final Cost of Project – $1,133,847.50
Completion Date: 07-15-19
Liquidated Damages: None

Name: Pasatiempo Well #8
Location: Felton, CA
Owner: San Lorenzo Valley Water District
Owner Contact: Rick Rogers – 831-430-4624
Construction Manager: Michael F. Maggiora – 831-724-1338
Project Description: Reverse rotary well construction 12" X 790 feet
Final Cost of Project - $439,187.50
Completion Date: 01-31-19
Liquidated Damages: None

Name: Corporation Yard Emergency Well
Location: Menlo Park, CA
Owner: City of Menlo Park
Owner Contact: Eric Hinkley – 650-484-1358
Construction Manager: Michael F. Maggiora – 831-724-1338
Project Description: Reverse rotary well construction 16" X 500 feet
Final Cost of Construction: $445,124.00
Completion Date: 04-18-17

Liquidated Damages: None

Name: San Jose State Replacement Well Project (SJSU-349)
Location: San Jose, CA
Owner: San Jose State University
Owner Contact: Adam Salvadalena – 408-924-8011
Construction Manager: Michael F. Maggiora – 831-724-1338
Project Description: Reverse rotary well construction 16" X 700 feet
Final Cost of Construction: $437,985.00
Completion Date: 12-28-17
Liquidated Damages: None

Name: Sandhill Well(s) – 4 separate well projects Monterey County
Location: Marina, CA
Owner: Ramco
Owner Contact: Carlos Ramirez – 831-758-5272
Hydrologist – GeoConsultants Inc. – Jeremy Wire – 408-453-2541 Ex. 13
Construction Manager: Michael F. Maggiora – 831-724-1338
Project Description: Reverse Rotary, Drill, install and develop 18" X 1,800 foot wells w/500 HP turbine pump system
Final Cost of Construction: in excess of $1,000,000.00 per well

Name: Marvin Well(s) – 3 separate well projects Monterey County.
Location: Marina, CA
Owner: Ramco
Owner Contact: Carlos Ramirez – 831-758-5272
Hydrologist – GeoConsultants Inc. – Jeremy Wire – 408-453-2541 Ex. 13
Construction Manager: Michael F. Maggiora – 831-724-1338
Project Description: Reverse Rotary, Drill, install and develop 18" diameter well X 1,800 feet in depth
Final Cost of Construction: in excess of $1,000,000.00 per well

Telephone Number: _____

Nature of Bidder's participation: _____

Total project cost: _____ Value of Bidder's work: _____

Completion date: _____ Contract time allotted: _____

Completed on time? _____

E. Project Name: _____

Location: _____ Owner: _____

Owner's Representative: _____

Telephone Number: _____

Nature of Bidder's participation: _____

Total project cost: _____ Value of Bidder's work: _____

Completion date: _____ Contract time allotted: _____

Completed on time? _____

5. Within the past 5 years, has your firm, or any firm with which any of your firm's owners, officers, directors or managing employees was associated, been disqualified, debarred, or otherwise prevented from bidding on, any project for any reason?

YES NO X

If "Yes", provide the name of the firm, the name of the person who was associated with that firm (if applicable), the year of the incident, the name, address and telephone number of the owner and all relevant details about the incident.

6. Within the last 5 years, has your firm, or any firm with which any of your firm's owners, officers, director or managing employees was associated, been found guilty of violating any federal, state or local law, rule or regulation related to conduct of business as a contractor, or a false claims act?

YES NO X

If "Yes", give the name of the firm, the name of the person associated with that firm (if applicable), the year of the incident, and provide all relevant details about the incident including, but not limited to, the law, rule or regulation which the firm was convicted of violating, and the outcome of any proceedings, including any fine, penalties or jail sentences that were imposed.

7. Within the last five years, has your firm or any firm with which any of your firm's owners, officers, directors, or managing employees was associated been found by a public body not to be a responsible bidder?

YES NO X

If "Yes", provide the name of the firm, the name of the person associated with that firm (if applicable), and all details including, but not limited to, the year of the incident, the name of the awarding body, and the reasons given by that body for its actions.

8. Within the last five years, has your firm, or any firm with which any of your firm's owners, officers, directors or managing employees was associated, been terminated for default or defaulted on a construction contract?

YES NO X

If "Yes", provide the name of the firm, the name of the person associated with that firm, the year of the default, the location of the project, the full name and address of the owner of the project, the full name and address of the general contractor, the value of the contract, and the reasons given for the default.

Add reference to banks as to the financial responsibility of bidder

Bank Santa Cruz County Bank Branch Watsonville

Bank _____ Branch _____

Add reference to surety companies as to the financial responsibility and general reliability of bidder.

Surety USI Insurance Services Phone 628-201-9001

Surety _____ Phone _____

PACIFIC COAST
WELL DRILLING

P.O. Box 184, Templeton, California 93465-0184
Ph (805) 434-5543 - Fax (805) 434-5570

Drill – Construct – Develop - Test

Lic. #927400

October 31, 2022

Pajaro Valley Water Management Agency
36 Brennan St
Watsonville, CA 95076

Attn: Casey Meusel

Re: Harkins Slough Facility 2022 Recovery Wells Project

Pacific Coast Well Drilling, a Water Well Drilling and Pump Service Company is dedicated to supporting the ongoing needs of the Water Industry. Our well and pump professionals provide our customers with strong technical support and innovative solutions.

PCWD has reviewed the specifications for the Harkins Slough Recovery Well project and intended to provide a competitive bid as we feel that we are uniquely qualified for this type of project. Unfortunately, are unable to provide a competitive bid due to the timing of the project and our own backlog of projects.

We look forward to receiving future bid opportunities and to work with PV Water on future projects. If you have any questions or would like to discuss this project further, please do not hesitate to contact me.

Regards,
PACIFIC COAST WELL DRILLING

Will Hansen

MEMORANDUM

DATE: November 4, 2022
MEETING OF: November 8, 2022
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 6:** Consider Amending the Procurement Policy

INTRODUCTION

The Committee is being asked to review PV Water's Procurement Policy and consider adding language that states PV Water's desire to procure goods and services locally, when available.

BACKGROUND

In 2003, the Board of Directors approved Resolution 2003-09 "Adopting a Purchasing & Check Signing Policy" to establish efficient procedures for the purchase of supplies, equipment, materials, goods and services; to exercise positive financial control over such purchases; and to clearly define the authority for such purchasing. Board approval of Resolution 2012-09 amended the policy to increase the General Manager's contracting authority from $10,000 to $25,000, consistent with the long established and accepted practice of the Agency, as well as clarify other practices of the Agency. Board approval of Resolution 2016-17 further amended the policy to make clear that because Interim General Manager is responsible for performing the functions and duties of the General Manager, the Interim General Manager requires authorization to purchase supplies, equipment, materials, goods and services, and sign checks on behalf of the Agency.

On June 17, 2020, the Board adopted Resolution 2020-08, "Adopting the Procurement Policy." The new Procurement Policy establishes more comprehensive guidelines for buying, purchasing, leasing, and otherwise acquiring materials, supplies, equipment, and services, including construction matters when compared to the Purchasing policy. In addition, the Procurement Policy more clearly identifies the authority of the General Manager related to the above matters. It also defines and provides exceptions to the policy when specific criteria are met to allow for sole source procurement, in the case of emergencies, and otherwise as required by law.

DISCUSSION

Staff would like the Committee to consider adding language to state a desire to utilize local vendors and businesses when possible. A sentence could be added to the Section 1.0 "Introduction" that states something like "*When all else is approximately equal, PV Water desires to procure goods and services locally in order to support local businesses and to reduce greenhouse gas emissions. To the extent that federal funding is received in support of PV Water projects, PV Water will comply with 'build America, buy America'".*

FISCAL IMPACT

Amending the Procurement Policy will not have any significant fiscal impact on the Agency.

STAFF RECOMMENDATION

The Committee should discuss amending the Procurement Policy, and if an amendment is desired, consider making a recommendation to the Board.

ATTACHMENTS

- Resolution 2020-08 "Adopting the Procurement Policy"

Resolution 2020-08

A Resolution of the Board of Directors of the
Pajaro Valley Water Management Agency

Adopting the Procurement Policy

WHEREAS, on May 28, 2003, the Board of Directors (Board) of the Pajaro Valley Water Management Agency (Agency) adopted Resolution No. 2003-09 "Adopting a Purchasing & Check Signing Policy" (amended by Resolution No. 2012-09) in order to establish efficient procedures for the purchase of supplies, equipment, materials, goods and services, to exercise positive financial control over such purchases, and to clearly define the authority for such purchasing; and

WHEREAS, on December 21, 2016, the Board adopted Resolution No. 2016-17 "Amending the Purchasing and Check Signing Policy" to authorize the Interim General Manager to perform the same duties specified in the Purchasing and Check Signing Policy on behalf of the Agency; and

WHEREAS, the Board desires to amend and replace the former Purchasing Policy with a new Procurement Policy, which establishes more comprehensive guidelines for buying, purchasing, leasing, and otherwise acquiring of any materials, supplies, equipment, and services, including construction matters; and more clearly identifies the authority of the General Manager related to these matters, and also allows exceptions to the procurement policy when specific criteria are met to allow for sole source procurement, in the case of emergencies, and otherwise as required by law; and

WHEREAS, the Procurement Policy is intended to supersede and replace the prior Purchasing Policy in its entirety, without impacting the Check Signing Policy portion of the former policy, such that the Check Signing Policy will remain valid and in effect until otherwise amended or repealed;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Pajaro Valley Water Management Agency does hereby adopt the Procurement Policy, attached to this resolution as Exhibit A and incorporated herein by reference.

PASSED AND ADOPTED by the Pajaro Valley Water Management Agency, County of Santa Cruz State of California, this **17th** day of **June 2020**, by the following vote:

AYES:	Newell, Culbertson, Zamora, Bussey, Bannister, Broz
NOES:	None
ABSENT:	None
ABSTAIN:	None

Amy R. Newell

Amy Newell, Chair

Attest:

Laura R Taay

Laura R. Taay, Board Secretary

Procurement Policy

1.0 Introduction.

The purpose of this Procurement Policy of the Pajaro Valley Water Management Agency (PV Water or Agency) is to establish guidelines for buying, purchasing, leasing, and otherwise acquiring of any materials, supplies, equipment, and services, or construction, consistent with Government Code section 54201 et seq. This policy is intended to define the purchasing authority of the General Manager, the formal and informal monetary purchase limits, and to ensure compliance with the Agency Act, applicable state and federal laws and rules, and the terms and conditions of any grant or gift that is consistent with the law.

2.0. Materials/Supplies/Equipment/Goods.

The General Manager shall make a good faith effort to purchase or enter into a contract to procure (buy, purchase, lease, or otherwise acquire) materials, supplies, equipment, and goods at the "best value" on the basis of competitive prices, quality, suitability, timeliness and related considerations, provided there are funds in the approved budget, as follows:

a. If the amount is $5,000 or less, price comparisons are suggested but not required;
b. If the amount is greater than $5,000 and up to $10,000, price comparisons are required through an informal process (internet or phone calls);
c. If the amount is greater than $10,000 and up to $25,000, after appropriate price comparisons have been obtained; or
d. If the amount is greater than $25,000, with the prior approval of PV Water's Board of Directors.

Materials Supplies Equipment or Goods - Contract Summary Table

Amount	Contract Requirement	Authorization
≤$5,000	Quotes not required	General Manager
>$5,000 - $10,000	Informal Quotes*	General Manager
>$10,000 - $25,000	Informal Quotes*	General Manager
>$25,000	Informal Quotes*	Board of Directors Prior Approval

* After appropriate price comparisons

3.0 Professional Services.

The General Manager may enter into a contract for professional services under the following guidelines:

A. Expert and professional services are provided by independent consultants which involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, such as financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, certified laboratories, attorneys, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction management firms.

B. Except as provided in subparagraph (C), when selecting professional or consulting consultants, the Agency representatives evaluating the proposals will consider the consultant's demonstrated experience and competence, insurability, understanding of the scope of work, financial ability, resources to perform the work, willingness to cooperate with Agency representatives and other consultants, and proposed methods to ensure timely and acceptable performance and management of the work. An award of a contract will be made to a qualified consultant whose proposal will be most advantageous to the Agency, with price and other factors considered.

C. The selection for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms will be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, pursuant to Government Code Section 4526.

D. Authorization Limits.

(1) If the amount is $25,000 or less, then the General Manager may contract with a qualified consultant based on the General Manager's discretion;

(2) If the cumulative amount in a fiscal year is greater than $25,000, with the prior approval of PV Water's Board of Directors.

Professional Services - Contract Summary Table

Amount	Authorization
≤$25,000	General Manager
>$25,000	Board of Directors Prior Approval

4.0 Public Works Contracts/Construction.

A. The General Manager may enter into a construction contract consistent with the Agency Act section 510(c):

(1) If the amount is $10,000 or less, and is budgeted, then by force account; or

(2) If the amount is $10,000 or less, and is unbudgeted, then by force account with the prior approval of PV Water's Board of Directors; or

(3) If the amount is greater than $10,000, then, pursuant to Chapter 2 (commencing with Section 22000) of Part 3 of Division 2 of the California Public Contract Code, with the prior approval of PV Water's Board of Directors.

B. For purposes of this policy, a construction contract is defined as a public works contract and/or public project involving the construction, erection, renovation, improvement, demolition or repair of any Agency owned, leased, or operated facility. Public Contract Code §§1101, 22002 It excludes projects for maintenance work to keep, operate and maintain Agency's property or facilities consistent with Public Contract Code section 22002(d).

C. For purposes of this policy, contracts for maintenance are subject to a competitive bidding process only if the cost is more than $25,000.

Public Works Construction Contract - Contract Summary Table

Amount	Contract Requirement	Authorization
≤$10,000 budgeted	Force account*	General Manager
≤$10,000, emergency circumstances	Force account*	General Manager with Board of Director approval at next regular meeting
≤$10,000 unbudgeted	Force account*	Board of Directors Prior Approval
>$10,000	Competitive Bid Process	Board of Directors Prior Approval
≤$25,000 budgeted Maintenance	Force account*	General Manager
>$25,000 budgeted or unbudgeted Maintenance	Competitive Bid Process	Board of Directors Prior Approval

* After appropriate price comparisons

D. Public works projects must comply with applicable prevailing wage requirements and Department of Industrial Relations reporting requirements consistent with state law.

5.0 Exceptions to Competitive Procurement Process.

A. Sole Source Procurement

1. This policy grants authority to the General Manager to enter into non-competitive contract, also known as sole source procurement, when one or more of the following conditions exist:

   (a) The item is available only from a single source: a preferred brand, like material, etc., to be procured; or
   (b) The commodity is unique, including, but not limited to, acquisition of data processing, telecommunications and word processing equipment, goods and services; or
   (c) The purchase of a specific brand name, make or model is necessary to match existing Agency equipment or facilitate effective maintenance and support; or
   (d) When it is in the best interest of the Agency to extend or renew a contract from a previous contract period, based on satisfactory service, reasonable prices, avoidance of start-up costs, avoidance of interruptions to Agency business, or good business practices.

2. PV Water must document why a particular item is unique, or why the individual or firm it has selected has the unique capability required, and the consequences if the sole source procurement is not made. Documentation must be retained for audit purposes.

B. Emergency Circumstances.

1. The General Manager may deem an emergency exists which requires an immediate and serious need for materials, supplies, equipment, goods, services, or construction that cannot be met through normal procurement methods, the lack of which would seriously threaten any of the following:
   (a) Essential services or operation of the Agency;
   (b) The preservation or protection of property;
   (c) The public health, safety, or welfare; or
   (d) Economic health of the Agency

2. All emergency purchases which would otherwise require formal solicitation must be submitted to the Board of Directors for ratification by resolution at the next regular Board meeting after the emergency procurement has been made. Such resolution shall state the facts constituting the emergency.

C. In the event grant or state or federal funding is utilized, the grant or state or federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from PV Water.

D. When competitive procurement would fail to produce an advantage or when the procurement process is undesirable, impractical, or impossible. Examples include situations when the Services or Supplies are to be performed in partnership with other public agencies or nonprofit organizations; or are to be paid for with private funds.

E. When the Services or Supplies are obtained by cooperative procurements or "piggyback" on the competitive procurement process of another agency, PV Water shall have the authority to join with other public jurisdictions in cooperative purchasing plans, programs or pricing agreements. PV Water may also contract for services and supplies at a price established by competitive procurement by another public jurisdiction in substantial compliance with that public agency's competitive procurement process. PV Water may also contract with any federal, state, municipality or other public agency.

F. In the event any of the exceptions to the competitive procurement process are used, the recommendation will be documented in writing and approved by the General Manager for procurements within the authority of the General Manager and by the Board of Directors for procurements requiring Board approval.

6.0 Conflict of Interest.

A. Board members, and District officers and employees shall not be financially interested in any contract made by them in their official capacity. (Government Code Section 1090). Board Members, officers and employees shall not participate in any way to influence a governmental decision in which he/she knows or has reason to know that he/she has a financial interest. (Government Code Section 87100)

B. All prospective bidders or those responding to a request for proposal or request for quotes (Proposer) shall be required to avoid any conflict of interest or any unfair competitive advantage over any other Proposer with respect to PV Water's procurement, and shall be required to disclose any financial or other conflict of interest relating to the procurement.

7.0 Compliance with All Laws. Purchasing activities must be performed in accordance with all applicable laws and PV Water policies. When a purchase is funded through a federal grant, the Agency must comply with the Federal procurement standards listed in the Code of Federal Regulations Sections 200.317 through 200.326 or as required by the grant document.

8.0 Additional Procedures. The General Manager has the discretion to establish practices and operational procedures to ensure compliance with this policy.

MEMORANDUM

DATE: November 4, 2022
MEETING OF: November 8, 2022
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 7:** Consider Amending the Policy on Travel and Expense Reimbursement

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BACKGROUND

The Board of Directors established a Policy on Travel and Expense Reimbursement (Policy) by approving Resolution 2006-04. Since establishment, the Board has approved Resolutions 2014-01, 2017-07, and 2019-16, each amending the Policy. The Policy applies to expenses incurred by Directors and Agency employees when on official Agency business, and furthermore sets forth the circumstances under which such expenses will be considered reimbursable.

DISCUSSION

The amendments to the Policy adopted as part of Resolution 2019-16 established guidelines pertaining to participation by directors and employees in Agency reimbursed conferences and workshops located outside the PV Water boundary. When directors would like to attend a conference or workshop outside of PV Water's boundary, staff add an item to the Board agenda for consideration and approval. However, due to the timing of Board meetings, and often limited hotel room availability, delaying registration and reserving rooms until after the Board meeting can be problematic.

PV Water belongs to several professional organizations and non-profits, and the Board approves fees associated with these organizations when it approves the budget each year. Also as part of the budget process, the Board approves budget for attending conferences, training, and associated travel. Organizations to which PV Water belongs includes, but is not limited to: the American Water Works Association, the Association of California Water Agencies, the California Special Districts Association, the Groundwater Resources Association, the Water Education Foundation, the Water Education Foundation, and WateReuse.

To simplify the process for Directors to attend out of area conferences and workshops, the Policy could be amended to authorize Directors to attend out of area workshops hosted by organizations to which PV Water belongs.

FISCAL IMPACT

There is no fiscal impact associated with the amending the Policy. Expenditures associated with travel and other Agency related expenses are considered in the budget, which requires Board approval.

RECOMMENDATION

The Committee should discuss amending the Policy, and if an amendment is desired, consider making a recommendation to the Board.

ATTACHMENTS

- Resolution 2019-16

Resolution 2019-16

A Resolution of the Board of Directors of the Pajaro Valley Water Management Agency

Amending the Policy on Travel and Expense Reimbursement

The Board of Directors of the Pajaro Valley Water Management Agency ("PV Water") does resolve as follows:

WHEREAS, the Board of Directors of PV Water (Board) approved Resolution 2006-04, Establishing an Expense Reimbursement Policy on April 19, 2006, creating general guidance for Directors and staff pertaining to the expenditures of Agency resources, and written policy for reimbursement of necessary expenses; and

WHEREAS, the Board approved Resolution 2014-01, Updating the Travel and Expense Reimbursement Policy on January 22, 2014; and

WHEREAS, the Board approved Resolution 2017-07, Updating the Travel and Expense Reimbursement Policy on May 17, 2017; and

WHEREAS, the Administrative and Finance Committee discussed the Policy on Travel and Expense Reimbursement during its July 9, 2019 and September 10, 2019 meetings, and voted in favor of amending the Policy attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Pajaro Valley Water Management Agency does hereby amend the Policy on Travel and Expense Reimbursement, attached hereto as Exhibit A and made a part hereof by reference.

PASSED AND ADOPTED by the Pajaro Valley Water Management Agency, County of Santa Cruz, State of California, the **18th** day of **September, 2019**, by the following vote:

AYES:	**Newell, Culbertson, Zamora, Bussey, Bannister, Broz**
NOES:	**None**
ABSENT:	**None**
ABSTAIN:	**None**

Amy R. Newell

Amy Newell, Chair

Attest:

Laura R Taay

Laura R. Taay, Board Secretary

EXHIBIT A

PAJARO VALLEY WATER MANAGEMENT AGENCY

Policy on Travel and Expense Reimbursement

1. PURPOSE. The purpose of this policy is to provide guidance to Directors and other Agency officials on the use and expenditure of Agency resources and to establish a written policy for reimbursement of necessary expenses by Directors and Agency employees. In addition:

   1.1. This policy satisfies the requirements of Government Code sections 53232.2 and 53233.3.

   1.2. This policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.

   1.3. This policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

   1.4. This policy also applies to any charges made to an Agency credit card, cash advance or other line of credit.

   1.5. This policy is in addition to and not in lieu of any existing expense reimbursement policy applicable to expenses incurred in connection with projects supported by grant funding.

2. AUTHORIZED EXPENSES. Agency funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized Agency business. Participation by Directors in Agency reimbursed conferences and workshops located outside the PV Water boundary require prior approval by the Board of Directors; and, by employees, the General Manager[1]. Expenses incurred in connection with the following types of activities may constitute authorized expenses:

   2.1. Communicating with representatives of local, regional, state and national government on Agency business or adopted policy positions;

   2.2. Attending educational seminars designed to improve officials' skills and information levels;

[1] For purposes of this Policy on Travel and Expense Reimbursement, the term "General Manager" shall be interpreted to include any Interim General Manager acting in place of the General Manager.

2.3. Participating in regional, state and national organizations whose activities affect the Agency's interests;

2.4. Recognizing service to the Agency;

2.5. Attending Agency events;

2.6. Any expenditures incurred by Directors for purposes other than those specified above require prior approval by the Board of Directors; and, by employees, the General Manager; and, by the General Manager, the Administration & Finance Committee.

3. Reports to Board. At the following Board meeting, a report shall be presented on meetings attended at Agency expense. If multiple officials attended, a joint report may be made.

4. Examples of personal expenses that the Agency will not reimburse include, but are not limited to:

4.1. The personal portion of any trip;

4.2. Political or charitable contributions or events;

4.3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;

4.4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage or golf-related expenses), or other cultural events;

4.5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline.

5. Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

6. To conserve Agency resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the Agency will be limited to the costs that fall within the guidelines, unless special circumstances are shown and reimbursement of the expense is approved in advance by the Board, in the case of Director expenses, and by the General Manager, in the case of employees; Administration & Finance Committee in the case of the General Manager.

7. Whenever possible, registration and travel arrangements shall be coordinated through the Agency Administrative Office.

8. Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one Agency official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such a determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (*see* www.irs.gov). Bridge and road tolls are reimbursable. Only receipted fuel expenses will be reimbursed for rental cars.

   8.1. Airfare. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (http://www.csac.counties.org/default.asp?id=635) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. These rates can be accessed from the state's website without being a member of these programs by going to http://www.catravelsmart.com/default.htm and clicking on "Discount Travel Fares for Official Business."

   8.2. Car Rental. Rental rates that are equal or less than those available through State of California's website (http://www.catravelsmart.com/default.htm) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

   8.3. Taxis/Shuttles. Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

9. Lodging. Lodging expenses will be reimbursed or paid for when travel on official Agency business reasonably requires an overnight stay. Lodging receipts are required for reimbursement.

   9.1. Lodging for Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, then comparable lodging may be used, subject to subsection 2, below.

9.2. Other Lodging. Travelers must request government rates, when available. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.expedia.com or an equivalent service shall be considered reasonable and hence reimbursable.

10. Meals/Incidentals. Each meal expenditure must comply with the limits and reporting requirements of local, state and federal laws. Meal expenses will be reimbursed based on the portion of each day as documented in the expense report. Receipts are required. Per Diem is a maximum allowance of money reimbursed to an individual per day to cover meals and incidentals when traveling for work. Pursuant to the Federal Travel Regulations Chapter 300, incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

10.1. A per diem for non-local travel, which requires an overnight stay, based on the current per diem rate schedule from the IRS. The General Services Administration's website at www.gsa.gov/mie serves as the source of the per diem rate schedule.

10.2. For travel of less than 24 hours, breakfast may be claimed if travel starts by 6:00 a.m. or ends by 9:00 a.m. Dinner may be claimed if travel begins by 4:00 p.m. or ends by 7:00 p.m. No lunch or incidentals may be claimed. Receipted lodging may be claimed.

11. Telephone/Fax/Cellular. Officials will be reimbursed for actual telephone and fax expenses incurred on Agency business. Telephone bills should identify which calls were made on Agency business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

12. Internet. Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed $15.00 per day, if internet access is necessary for Agency-related business.

13. Airport Parking. Long-term parking must be used for travel exceeding 24-hours.

14. Cash Advance Policy. From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the Agency's behalf. Such request for an advance should be submitted to Finance & Administrative Services Manager or General Manager 10 days prior to the need for the advance with the following information: the purpose of the expenditure(s); the benefits of such expenditure(s) to the residents of the Agency; the anticipated amount of the expenditure(s); and, the dates of the expenditure(s). Any unused advance must be returned to the Agency treasury within two business days of the official's return, along with an expense report and

receipts documenting how the advance was used in compliance with this expense policy. In the event the Finance & Administrative Services Manager is uncertain as to whether a request complies with this policy, such individual must seek resolution from the Agency Board.

15. Credit Card Use Policy. Agency does not issue credit cards to individual office holders but does have an agency credit card for selected Agency expenses. Agency office holders may use the Agency's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the Agency credit card and compliance with this policy must be submitted within five business days of use. Agency credit cards shall not be used for personal expenses, even if the official subsequently reimburses the Agency.

16. Expense Report Content and Submission Deadline. All cash advance expenditures and expense reimbursement requests must be submitted by requestor on an expense report form provided by the Agency, which must document that the expense in question meets the requirements of this policy, with copies of receipts. This report shall contain start and stop times for travel, applicable mileage reimbursement rate and requestor's signature of certification. Such forms and supporting documentation are public records subject to disclosure under the Public Records Act. Expense reports shall be submitted within 30 days of an expense being incurred.

17. Audits of Expense Reports. All expenses are subject to verification that they comply with this policy.

18. Compliance with Laws. Agency officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

19. Violation of this Policy. Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: loss of reimbursement privileges; a demand for restitution to the Agency; the Agency's reporting the expenses as income to the elected official to state and federal tax authorities; civil penalties of up to $1,000 per day and three times the value of the resources used; and prosecution for misuse of public resources.

MEMORANDUM

DATE: November 4, 2022
MEETING OF: November 8, 2022
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 8**: Consider End of Year Schedule

BACKGROUND

The Employee Handbook states that December 24, December 25, December 31, and January 1 are among the holidays observed by the Agency. Per the Employee Handbook, holidays that fall on a Saturday are to be observed the Friday before, and holidays that fall on a Sunday are to be observed the Monday following the holiday.

DISCUSSION

In 2022, December 24 falls on a Saturday and December 25 falls on a Sunday. The following week, December 31 falls on a Saturday and January 1 falls on a Sunday. Staff propose to observe the December 24 holiday on Tuesday, December 27 (noting that the December 25 holiday will be observed on Monday, December 26). This change would keep the office open through Friday, December 23, which will help with completing billing. Staff propose to close the main office the week of December 26, however, individual could choose to work or utilize accrued time off to cover December 28 and December 29. The office would reopen for business on Tuesday, January 2, 2023.

As noted above, staff are able to work as needed, but closing the office means that internal coverage requirements will not need to be met. Operations would continue as normal, and staff would ensure December bills and the winter newsletter are distributed in a timely manner.

FISCAL IMPACT

None, employees who chose to not work would utilize accrued paid time off to cover December 28 and December 29, 2022.

STAFF RECOMMENDATION

That the Administration & Finance Committee review the proposed end of year schedule and recommend that the Board approve the proposed holiday schedule, shifting the December 24 holiday to December 27 and closing the Agency on December 28 and December 29, in addition to the regularly scheduled holidays.

MEMORANDUM

DATE: November 4, 2022
MEETING OF: November 8, 2022
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 9**: Consider 2023 Board and Committee Meeting Dates

BACKGROUND

Each year the Pajaro Valley Water Management Agency (PV Water) Board of Directors (Board) reviews and approves and annual meeting calendar. PV Water currently has two standing committees. The Administration & Finance Committee, which provides oversight of PV Water's administration and financial matters. The Projects & Facility Operations Committee, which is to advise the Board and staff on capital projects and programs related to water supply, quality and operations of facilities identified in the Basin Management Plan, including any new technologies that might become available. The Projects & Facility Operations Committee also serves to communicate issues and concerns regarding water quality and facility operations between the Agency, landowners and growers within PV Water's service area.

DISCUSSION

A proposed meeting calendar for 2023 is attached; it reflects the traditional meeting scheduled for the Board and its standing committees. The Administration & Finance Committee meets on the second Tuesday of each month. The Projects & Facility Operations Committee meets on the last Wednesday of each month. Regular meetings of the Board occur on the third Wednesday of the month.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

That the Administration & Finance Committee review the proposed 2023 Board and Committee meeting dates and recommend that the Board approve the proposed schedule.

ATTACHMENTS

- Proposed 2023 Board and Committee Schedule

PAJARO VALLEY WATER MANAGEMENT AGENCY

36 BRENNAN STREET • WATSONVILLE, CA 95076
TEL: (831) 722-9292 FAX: (831) 722-3139
info@pvwater.org • https://www.pvwater.org

2023 MEETING DATES*

MONTH	ADMIN & FINANCE 3:00 p.m. 2nd Tuesday Warren Koenig Conference Room	BOARD OF DIRECTORS 7:00 p.m.*** 3rd Wednesday City Council Chambers	PROJECTS & FACILITES 3:00 P.M. Last Wednesday of Month Water Resources Center
January	10	18	25
February	7**	15	22
March	7**	15	29
April	11	19	26
May	9	17	31
June	13	21	28
July	11	19	26
August	8	16	30
September	12	20	27
October	10	18	25
November	7**	15	-
December	12	20	13**

Notes:
* Dates & times are subject to change
** Meeting earlier than normal
***Closed session agenda items, if any, will be considered at 6:00 p.m.

DRAFT

FY2022-23 CONTRACT COMMITMENTS: Quarterly Activity for time period: July 1, 2022 - September 30, 2022

VENDOR	PROJECT	TERM START DATE	TERM END DATE	CONTRACT AMOUNT NOT TO EXCEED	AMOUNT PAID THROUGH 9/30/22	AMOUNT AVAILABLE
Balance Hydrologics	Watsonville Slough Monitoring: WY2021	11/19/20	06/30/22	63,100	63,094	6
Balance Hydrologics	Watsonville Slough Monitoring: WY2022 & WY2023	11/17/21	06/30/24	132,972	26,691	106,281
Carollo Engineers	BMP Implementation Program Management Services	01/18/17	12/31/23	6,463,226	6,083,471	379,755
Carollo Engineers	College Lake IRMP: Design & Bid Period Services	08/20/20	06/30/22	2,785,739	2,584,748	200,991
Carollo Engineers	WSS-MAR Preliminary and Final Engineering Design Services	09/21/22	06/30/24	2,454,000	0	2,454,000
cbec, inc. eco engineering	College Lake Hydrologic Monitoring Services: WY2021	11/19/20	06/30/22	128,425	85,281	43,144
cbec, inc. eco engineering	College Lake Weir Fish Passage Design Consultation & Modeling Services	10/22/20	12/31/23	81,715	41,192	40,523
cbec, inc. eco engineering	College Lake Hydrologic Monitoring Services: WY2022 & 2023	11/17/21	06/30/24	253,562	23,085	230,477
eki environment & water, Inc.	Harkins Slough Recharge Facility Improvements - Hydrogeologic Support Services	08/01/19	06/30/24	257,800	115,485	142,315
ESA Water	College Lake IRMP: Environmental Support Services	10/22/20	12/31/24	349,758	272,247	77,511
GEI	College Lake IRMP: Intake and Water Treatment Plant Facilities, Biddability and Constructability Review	06/23/22	10/01/22	20,000	16,695	3,305
Jacobs Engineering Group, Inc.	College Lake IRMP: Design & Bid Period Services	08/20/20	06/30/23	1,767,325	1,602,907	164,418
Kittleson Environmental Consulting	College Lake Bird Surveys WY2022	01/11/22	12/31/22	24,030	8,721	15,309
Mid Coast Engineers	CL & WSS-MARR Professional Surveying Services	11/01/21	06/30/22	15,000	11,235	3,765
Mike Podlech, Aquatic Ecologist	College Lake Fisheries & Planning Support	09/03/19	06/30/22	64,040	56,043	7,998
Mike Podlech, Aquatic Ecologist	College Lake Fisheries Support WY22-23	07/01/22	06/30/23	15,500	675	14,825
Miller Maxfield Inc.	Public Outreach and Community Engagement Services College Lake Intergrated Resources Management Project and Groundwater Sustainablity	05/01/22	12/31/23	200,000	10,832	189,168
MWH Construtors, Inc	College Lake IRMP: Treated Water Pipeline Biddability and Constructability Review	05/16/22	06/30/22	25,000	10,700	14,300
Smith and Associates	Real Property Appraisals for College Lake & Slough Project Areas	10/22/20	12/31/22	220,000	178,300	41,700
Telstar Instruments	Blend Well 1 & 2 VFD Replacement	04/07*22	04/30/24	240,461	0	0
Top Tier Grading LLC	Sewer Locating Service for the College Lake Project Tie-In Design	05/12/22	06/30/22	7,000	6,750	250

VENDOR	SERVICE	TERM START DATE	TERM END DATE	CONTRACT AMOUNT NOT TO EXCEED	AMOUNT PAID THROUGH 6/30/22	AMOUNT AVAILABLE
Ed Bogner Mechanical, Inc	Preventative Maintenance Services: Heating & Air Conditioning	12/01/20	12/31/23	5,000	1,184	3,816
Fedak & Brown, LLP	Financial Auditing Services	03/16/22	06/30/23	24,311	8,894	15,417
Flores, Beatriz	Translation Services	07/01/16	06/30/22	20,000	7,906	12,094
Gutierrez Consultants	Grant Support Services	01/01/18	06/30/23	162,000	142,800	19,200
Karas Technical Services	Graphic Design Services	07/15/20	06/30/22	25,000	5,169	19,831
Montgomery & Associates	BMP - Hydrologic & Facilitation Services	07/23/20	12/31/24	877,406	645,533	231,873
NHA Advisors	Continuing Disclosure and CDIAC Reporting Compliance Services	01/01/19	06/30/23	20,000	16,000	4,000
Belinda Platts	General Consultations on Water Quality and Agricultural Production	12/10/21	06/30/24	24,500	9,000	15,500
Resource Conservation District of Santa Cruz County (RCD)	BMP Agricultural Water Conservation Program Technical Assistance	01/07/21	12/31/23	946,671	389,728	556,943
Tree Top Web Design	Web Design Services	11/07/17	06/30/23	25,000	15,688	9,313
U.S. Geological Survey (USGS)	Hydrologic Modeling Update, Data Collection & Analysis for Sustainability	07/01/18	03/31/23	553,328	503,809	49,519
ZAG Technical Services	IT Managed Services & Support (MSA) FY2021-23	07/01/21	06/30/23	100,000	72,353	27,647
TOTAL				$18,351,869	$13,016,215	$5,067,545

PAJARO VALLEY WATER MANAGEMENT AGENCY

Account Activity Report per Bank Statement

	Date	Deposits	Withdrawals	Balance
CLEARING ACCOUNT - Mechanics				
Beginning Balance	9/1/2022			$140,644
Cash Receipts				
Disbursements			320,652	
Transfers		531,886		
Bank Fees				
Ending Balance	9/30/2022			$351,878
GENERAL FUND10-MMA Mechanics				
Beginning Balance	9/1/2022			$1,289,744
Cash Receipts		1,400		
Transfers			13,343	
Interest Earned		42		
Bank Fees				
Ending Balance	9/30/2022			$1,277,844
GENERAL FUND 10 - LAIF				
Beginning Balance	9/1/2022			$2,195,408
Transfers				
Interest Earned				
Ending Balance	9/30/2022			$2,195,408
GENERAL FUND 20 - LAIF				
Beginning Balance	9/1/2022			$8,061,595
Transfers				
Interest Earned				
Ending Balance	9/30/2022			$8,061,595
SPECIAL REVENUE FUND 20-ACH Clearing Acct Mechanics				
Beginning Balance	9/1/2022			$0
Cash Receipts				
Transfers				
Disbursments/ACH-Wire				
Bank Fees				
Ending Balance	9/30/2022			$0
SPECIAL REVENUE FUND 20-Operating Mechanics				
Beginning Balance	9/1/2022			$66,797
Cash Receipts		596,336		
Transfers		500,000	218,544	
Disbursments/ACH-Wire			927,995	
Bank Fees			2,877	
Interest Earned				
Ending Balance	9/30/2022			$13,717
SPECIAL REVENUE Fund 20 Cash Mgmt-FUND20MMN Mechanics				
Beginning Balance	9/1/2022			$5,652,628
Transfers			800,000	
Disbursments/ACH-Wire				
Bank Fees				
Interest Earned		174		
Ending Balance	9/30/2022			$4,852,802
Certificate of Deposit - DWR Loan Reserve Mechanics Fund 40				
Beginning Balance	9/1/2022			$254,364
Interest Earned				
Ending Balance	9/30/2022			$254,364
Certificate of Deposit - SRF-D1501023				
Beginning Balance	9/1/2022			$75,000
Transfers				
Interest Earned				
Ending Balance	9/30/2022			$75,000

Prior Month Ending Cash Balance:	Total Deposits:	Total Withdrawals:	Month End Cash Balance:
17,736,180	$1,629,838	$2,283,410	17,082,608
Cash Transfers	1,031,886	1,031,886	(0)
Actual Cash Receipts/Disbursements	597,952	1,251,523	

PAJARO VALLEY WATER MANAGEMENT AGENCY
INVESTMENT REPORT
ALL FUNDS
September 30, 2022

Description	Current Yield	Investment	% of Total Portfolio	Weighted Yield
MechanicsClearing Account	0.00%	**$351,878**	2.06%	0.00%
General Fund 10				
Mechanics General Fund 10 Money Market Account	0.04%	1,277,844	7.48%	0.00%
Local Agency Investment Fund	0.75%	2,195,408	12.85%	0.10%
		$3,473,252		
Special Revenue Fund 20				
Mechanics Special Revenue Fund 20-ACH Clearing Account	0.00%	0	0.00%	0.00%
Mechanics Special Revenue Fund 20 Operating Account	0.00%	13,717	0.08%	0.00%
Mechanics Special Revenue Fund 20 Money Market Account	0.04%	4,852,802	28.41%	0.01%
Local Agency Investment Fund	0.75%	8,061,595	47.19%	0.35%
		$12,928,115		
Long Term Debt Fund 40				
Mechanics Certificate of Deposit DWR Loan Reserve	0.08%	$254,364	1.49%	0.00%
Mechanics Certificate of Deposit SRF-D1501023	0.08%	$75,000	0.44%	0.00%
		329,364		
	Total:	**$17,082,608**	**100.0%**	

Total Funds Reserved	329,364
Total Funds Invested	16,387,649
Total Funds Non-interest Bearing	365,595.35
Total Funds	**$17,082,608**
Total Available Funds	16,753,244
Cash Reserve Policy Requirements (PV Water)	6,330,000
Surplus (Deficit) of Funds	**$10,423,244**

PAJARO VALLEY WATER MANAGEMENT AGENCY
BUDGET vs. ACTUAL
BY EXPENSE TYPE
2022-23FY as of 09/30/22

#	Description	2022 One Year Prior Actual	2023 Budget	2023 Year to Date End Balance	Remaining YTD Budget (Over) Under Variance	% Var
	Revenue					
1	Management Fees	$ 369,706	$ 375,000	$ 370,098	$ 4,902	1.31%
2	Augmentation Charges	$ 4,914,296	$ 13,000,000	$ 5,497,421	$ 7,502,579	57.71%
3	Delivered Water Sales	$ 901,448	$ 2,200,000	$ 958,250	$ 1,241,750	56.44%
4	Grants & Loans	$ 71,321	$ 5,000,000	$ 50,000	$ 4,950,000	99.00%
5	Grant Funds Pass-through	$ -	$ -	$ -	$ -	0.00%
6	Rental Income	$ -	$ -	$ 27,906.48	$ (27,906)	0.00%
7	Interest Income	$ 7,051	$ 50,000	$ 619	$ 49,381	98.76%
8	Bond Revenue	$ -	$ 46,500,000	$ -	$ 46,500,000	100.00%
9	Other Revenue	$ 19,758	$ 35,000	$ 11,859	$ 23,141	66.12%
	Revenue Total:	**$ 6,283,580**	**$ 67,160,000**	**$ 6,916,153**	**$ 60,243,847**	**89.70%**
	Expenditures					
10	Salaries, Wages and Benefits	$ 586,018	$ 2,512,126	$ 541,998	$ 1,970,128	78.42%
11	Conferences and Training	$ 5,520	$ 20,000	$ 4,441	$ 15,559	77.80%
12	Travel/Meals	$ 300	$ 35,500	$ 578	$ 34,922	98.37%
13	Bank Charges	$ 14,105	$ 90,050	$ 7,437	$ 82,613	91.74%
14	Insurance	$ 10,833	$ 43,500	$ 11,703	$ 31,797	73.10%
15	Taxes & Fees	$ 7,385	$ 86,250	$ 14,192	$ 72,058	83.55%
16	Legal Notices & Ads	$ 1,802	$ 11,500	$ 190	$ 11,310	98.35%
17	Dues & Subscription	$ 6,853	$ 55,000	$ 10,275	$ 44,725	81.32%
18	Office Expense	$ 1,764	$ 19,500	$ 922	$ 18,578	95.27%
19	Postage	$ 521	$ 11,000	$ 3,091	$ 7,909	71.90%
20	Printing	$ 3,439	$ 36,750	$ 4,725	$ 32,025	87.14%
21	Utilities	$ 109,741	$ 343,200	$ 94,297	$ 248,903	72.52%
22	Telephone	$ 3,993	$ 28,000	$ 4,266	$ 23,734	84.76%
23	Office Equipment Leases	$ 2,104	$ 15,500	$ 2,225	$ 13,275	85.64%
24	Project Well Lease	$ 3,750	$ 200,000	$ 12,500	$ 187,500	93.75%
25	Field Supplies-Equipment	$ 22,075	$ 110,000	$ 16,791	$ 93,209	84.74%
26	Elections	$ 21,712	$ 60,000	$ 72	$ 59,928	0.00%
27	Uniforms	$ 1,835	$ 5,000	$ -	$ 5,000	100.00%
28	Legal Services	$ 30,060	$ 797,000	$ 94,049	$ 702,951	88.20%
29	Professional Services	$ 1,213,858	$ 6,161,000	$ 387,549	$ 5,773,451	93.71%
30	LAFCO District Fees	$ 3,836	$ 18,000	$ 3,836	$ 14,164	78.69%
31	Bad Debt	$ (1,647)	$ 10,000	$ (905)	$ 10,905	109.05%
32	Collection Fee	$ 5,120	$ 7,000	$ 3,458	$ 3,542	50.60%
33	Special Projects Outreach	$ 4,935	$ 25,000	$ 3,529	$ 21,471	85.88%
34	Facilities Maintenance	$ 4,265	$ 68,000	$ 15,996	$ 52,004	76.48%
35	Land	$ -	$ 6,675,000	$ 990,004	$ 5,684,996	85.17%
36	Information Technology	$ 24,017	$ 179,000	$ 34,141	$ 144,859	80.93%
37	Licensed Contractors	$ 39,671	$ 13,190,000	$ 625	$ 13,189,375	100.00%
38	Vehicle Purchase	$ 35,211	$ 100,000	$ -	$ 100,000	100.00%
39	Vehicle Maintenance	$ 13,403	$ 38,000	$ 4,744	$ 33,256	87.52%
40	Meters	$ 1,131	$ 170,000	$ 5,079	$ 164,921	97.01%
41	COW Reimb RWF O&M	$ 918,947	$ 2,500,000	$ -	$ 2,500,000	100.00%
42	Rebates	$ -	$ 150,000	$ 9,321	$ 140,679	93.79%
43	City Connection Water Charges	$ 195,141	$ 600,000	$ 177,151	$ 422,849	70.47%
44	Misc. (X-Band Radar Pledge)	$ -	$ 7,500	$ -	$ 7,500	100.00%
45	Water Sampling	$ 15,853	$ 87,000	$ 15,315	$ 71,685	82.40%
46	DWR Loan Pmt-CDSProp13	$ 125,708	$ 251,416	$ 125,708	$ 125,708	50.00%
47	SWRCB Loan	$ -	$ 74,964	$ -	$ 74,964	100.00%
48	Bond Administrative Fee	$ -	$ 8,000	$ 1,250	$ 6,750	84.38%
49	2015 Water Bond	$ 223,640	$ 2,294,850	$ 177,397	$ 2,117,453	92.27%
50	2016 Water Bond	$ 173,306	$ 803,213	$ 164,106	$ 639,107	79.57%
	Expenditures Total:	**$ 3,830,205**	**$ 37,897,819**	**$ 2,942,057**	**$ 34,955,762**	**92.24%**
	REVENUES LESS EXPENDITURES	**$2,453,375**	**$29,262,181**	**$ 3,974,096**		

PAJARO VALLEY WATER MANAGEMENT AGENCY
BUDGET vs. ACTUAL
BY DEPARTMENT
2022-23FY as of 09/30/22

#	Description	2022 One Year Prior Actual	2023 Budget	2023 Year To Date End Balance	Remaining YTD Budget (Over) Under Variance	% Var
	Revenue					
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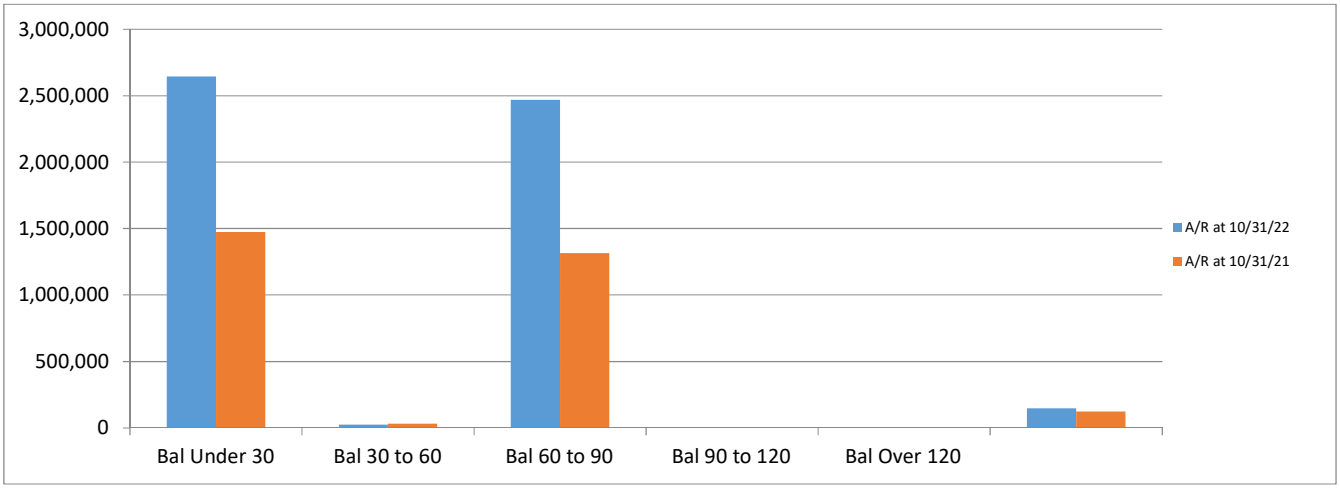
2	Augmentation Charges	$ 4,914,296	$ 13,000,000	$ 5,497,421	$ 7,502,579	57.71%
3	Delivered Water Sales	$ 901,448	$ 2,200,000	$ 958,250	$ 1,241,750	56.44%
4	Grants & Loans	$ 71,321	$ 5,000,000	$ 50,000	$ 4,950,000	99.00%
5	Grant Funds Pass-through	$ -	$ -	$ -	$ -	0.00%
6	Rental Income	$ -	$ -	$ 27,906	$ (27,906)	0.00%
7	Interest Income	$ 7,051	$ 50,000	$ 619	$ 49,381	98.76%
8	Bond Revenue	$ -	$ 46,500,000	$ -	$ 46,500,000	100.00%
9	Other Revenue	$ 19,758	$ 35,000	$ 11,859	$ 23,141	66.12%
	Revenue Total:	**$ 6,283,580**	**$ 67,160,000**	**$ 6,916,153**	**$ 60,243,847**	**89.70%**
	Expenditures					
10	Office Administration	$ 267,560	$ 1,309,159	$ 229,832	$ 1,079,327	82.44%
11	Board Support	$ 28,128	$ 101,104	$ 7,089	$ 94,016	92.99%
12	Education & Outreach	$ 35,631	$ 226,059	$ 46,011	$ 180,048	79.65%
13	Grant Administration	$ 27,068	$ 134,848	$ 15,623	$ 119,225	88.41%
14	Conservation	$ 12,310	$ 532,197	$ 22,236	$ 509,961	95.82%
15	BMP Network Improvements	$ 1,303	$ 2,219,443	$ 3,862	$ 2,215,581	0.00%
16	HS Recharge Facilities Optimization	$ 17,404	$ 2,965,915	$ 21,672	$ 2,944,243	99.27%
17	College Lake Project	$ 1,026,999	$ 18,577,698	$ 1,461,881	$ 17,115,817	92.13%
18	Loans & Bonds	$ 522,654	$ 3,424,443	$ 467,211	$ 2,957,232	86.36%
19	Harkins Slough Facility	$ 62,826	$ 339,843	$ 52,096	$ 287,747	84.67%
20	Coastal Distribution System	$ 343,769	$ 1,242,437	$ 294,480	$ 947,957	76.30%
21	Supplemental Water (In-Basin)	$ 156,742	$ 856,329	$ 104,379	$ 751,950	87.81%
22	Recycled Water Facility	$ 923,274	$ 2,648,516	$ 5,047	$ 2,643,469	99.81%
23	Metering Program	$ 93,652	$ 626,449	$ 98,850	$ 527,599	84.22%
24	Wats Slough & North Dunes Recharge	$ 26,171	$ 1,787,098	$ 19,024	$ 1,768,074	98.94%
25	Recycled Water Storage Project	$ 4,277	$ -	$ 1,581	$ (1,581)	0.00%
26	CDS F-Line Expansion	$ 27	$ -	$ 19	$ (19)	0.00%
27	Basin Modeling	$ 16,440	$ 186,829	$ 18,526	$ 168,303	90.08%
28	Basin Monitoring	$ 46,819	$ 264,464	$ 43,998	$ 220,466	83.36%
29	In-Basin Management Plan	$ 204,469	$ 168,052	$ 16,666	$ 151,386	90.08%
30	Regional Water Management Plan	$ 1,745	$ 34,936	$ 1,878	$ 33,058	94.62%
31	Out-of-Basin Funding	$ 4,381	$ 179,473	$ 5,711	$ 173,762	96.82%
32	In-Basin Funding	$ 6,558	$ 72,527	$ 4,384	$ 68,143	93.96%
	Expenditures Total:	$ 3,830,205	$ 37,897,819	$ 2,942,057	**$ 34,955,762**	**92.24%**
	REVENUES LESS EXPENDITURES	**$ 2,453,375**	**$29,262,181**	**$ 3,974,096**		

PV Water
Accounts Receivable Aging 3 Month Trend
As of 10/31/2022

	Balance Forward	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Accounts Receivable before credits	2,644,870	26,900	2,468,708	2,559	94	146,609
Credits	(1,032)					
Total Accounts Receivable at 10/31/22	2,643,838					
Accounts Receivable before credits	1,474,438	31,792	1,316,695	2,823	0	123,128
Credits	(24,497)					
Total Accounts Receivable at 10/31/21	1,449,941					
Accounts Receivable before credits	14,604	6,441,747	3,755	94	68,221	113,752
Credits	(585)					
Total Accounts Receivable at 09/30/22	6,626,984					
Accounts Receivable before credits	293,270	3,205	5,594	168,604	994	114,872
Credits	(22,228)					
Total Accounts Receivable at 9/7/22	271,042					



Accounts Payable

Checks by Date - Detail by Check Date

User: nancy
Printed: 10/31/2022 4:07 PM

Check No	Vendor No / Invoice No	Vendor / Description	Check Date / Reference	Check Amount
ACH	T359	THE STANDARD INSURANCE COMPANY	10/04/2022	
	00-649299-0087	Long Term Disability Benefits		574.14
Total for this ACH Check for Vendor T359:				574.14
Total for 10/4/2022:				574.14
44028	A190	ACE HARDWARE OF WATSONVILLE INC	10/06/2022	
	11995	CD's Field Supplies for 9/22		567.38
Total for Check Number 44028:				567.38
44029	A821	ANNETTE L. ESCOTO	10/06/2022	
	121021-300	Notary Services Escrow# 4408-6258502 for 12/21		150.00
Total for Check Number 44029:				150.00
44030	A910	ATCHINSON,BARISONE,CONDOTTI	10/06/2022	
	34039	College Lake Legal Services for 8/1 to 8/31/22		5,818.04
Total for Check Number 44030:				5,818.04
44031	C1099	CAROLLO ENGINEERS INC	10/06/2022	
	FB27836	BMP Program Mngmnt WSR Planning Prog. report for 8/22		829.50
	FB27836	BMP Program Mngmnt CL Planning Prog. report for 8/22		22,788.25
Total for Check Number 44031:				23,617.75
44032	E500	ESA Water	10/06/2022	
	176952	Updating CL Pipeline Project for 7/1-7/31/22		10,113.75
	178175	Updating CL Pipeline Project for 8/1-8/31/22		17,494.82
Total for Check Number 44032:				27,608.57
44033	UB*00582	TARA HOLCOMB	10/06/2022	
		Refund Check 020539-000, 334 MAHER RD		76.37
Total for Check Number 44033:				76.37
44034	K89	KARAS TECHNICAL SERVICES	10/06/2022	
	14931	Fall Newsletter Graphic files for 9/22		260.00
	14933	2500 Fall Newsletter for 9/22		879.46
Total for Check Number 44034:				1,139.46
44035	K185	KSBW	10/06/2022	
	2269516	Water Awareness Campaing Ad for 6/22		5,716.95
Total for Check Number 44035:				5,716.95
44036	M1060	MCE-MID COAST ENGINEERS, INC	10/06/2022	
	4269	PS CL services rendered for 8/22		4,280.00
Total for Check Number 44036:				4,280.00
44037	P1160	MIKE PODLECH	10/06/2022	
	2389	CL Fisheries Support Prof. Services for 8/1 to 9/30/22		2,525.00

Check No	Vendor No / Invoice No	Vendor / Description	Check Date / Reference	Check Amount
Total for Check Number 44037:				2,525.00
44038	M1175	MONTEREY BAY ANALYTICAL SERVICE INC	10/06/2022	
	220906-71	Water Samples CDS for 9/6/22		170.00
	220912-53	Water Samples Groundwater for 9/12/22		540.00
Total for Check Number 44038:				710.00
44039	M1871	MONUMENT LUMBER	10/06/2022	
	2209-084099	CD's Field supplies Holohan rd Bridge for 9/22		1,661.41
	2209-084353	CD's Field supplies Holohan rd Bridge for 9/22		264.15
	2209-084381	CD's Field supplies Holohan rd Bridge for 9/22		111.22
	2209-084687	CD's Field supplies Holohan rd Bridge for 9/22		-104.39
	2209-084688	CD's Field supplies Holohan rd Bridge for 9/22		-6.82
	2209-084695	CD's Field supplies Holohan rd Bridge for 9/22		25.78
Total for Check Number 44039:				1,951.35
44040	O217	OFFICE AND HOME CLEANING SERVICES	10/06/2022	
	1994	Monthly Office housekeeping for 9/1 to 9/30/22		600.00
Total for Check Number 44040:				600.00
44041	P500	PAJARO VALLEY LOCK SHOP LLC	10/06/2022	
	135600	5 Locks for gates CD's Padlocks for 9/22		89.04
Total for Check Number 44041:				89.04
44042	P510	PAJARO VALLEY PRINTING	10/06/2022	
	44780	3000 Window Envelopes for 9/22		431.54
Total for Check Number 44042:				431.54
44043	P629	PASILLAS TIRE SERVICES, INC	10/06/2022	
	41706	Veh. Maint. service on Truck#2 for 9/22		115.56
	41729	Veh. Maint. service on Truck#3 for 9/22		323.00
Total for Check Number 44043:				438.56
44044	P180	PENINSULA MESSENGER LLC	10/06/2022	
	394196	Monthly RaboBank Courier for		118.00
Total for Check Number 44044:				118.00
44045	P800	PG & E	10/06/2022	
	0688235687-3	Service at 76 Holohan Rd for 8/23 to 9/21/22		25.87
	2926809320-9	Service at 36 B Brennan St for 8/23 to 9/21/22		182.90
	3771390038-1	Service at Jensen Rd #3 for 8/19 to 9/19/22		30.78
	4291054495-8	Service at 475 San Andreas Rd for 8/22 to 9/20/22		60.04
	5290624576-7	Service at 2240 Beach Rd for 8/19 to 9/19/22		21.77
	5916054391-0	Service at 187C San Andreas Rd for 8/22 to 9/20/22		2,608.54
	9218085363-9	Service at 162 San Andreas Rd for 8/10 to 9/8/22		391.37
Total for Check Number 44045:				3,321.27
44046	P400	PVI PAJARO VALLEY IRRIGATION, INC.	10/06/2022	
	INV200062752	CD's Field Supplies for 9/22		13.11
Total for Check Number 44046:				13.11
44047	R111	REGIONAL WATER QUALITY CONTROL BOA	10/06/2022	
	RWQCB PROJ FEE	RWQCB 401 Project Fee CL Integrated Resources for 9/22		13,956.00
Total for Check Number 44047:				13,956.00
44048	S876	SANTA CRUZ SENTINEL	10/06/2022	
	1578005	Daily Office News paper 13 wks for 9/4 thru-12/11/22		85.33
Total for Check Number 44048:				85.33
44049	S1405	SC FUELS INC	10/06/2022	

Check No	Vendor No / Invoice No	Vendor / Description	Check Date / Reference	Check Amount
	0611506	Agency Vehicles Fuel for 9/16 to 9/30/22		1,033.12
Total for Check Number 44049:				1,033.12
44050	C1580	SPECTRUM BUSINESS COMMUNICATIONS	10/06/2022	
	0495564092322	LandLine & Internet services for 9/23 to 10/22/22		668.21
Total for Check Number 44050:				668.21
44051	U185	U.S. BANK EQUIPMENT FINANCE	10/06/2022	
	482529674	RICOH Office Copier for 9/22		207.62
	482845302	RICOH Office Copier (upstairs) for 9/22		79.19
Total for Check Number 44051:				286.81
44052	W80	WAGEWORKS INC.	10/06/2022	
	INV4242995	Mo. Admin & Compliance fee for 9/22		104.00
Total for Check Number 44052:				104.00
44053	W326	WATEREUSE ASSOCIATION	10/06/2022	
	D47186	Primary Membership for 9/22 thru 9/23		2,572.50
Total for Check Number 44053:				2,572.50
44054	Z100	ZAG TECHNICAL SERVICES, INC.	10/06/2022	
	127518	IT-Monthly Subscription Agreement-Datto for 9/22		815.00
	127599	IT-Professional Support Agreement for 9/22		195.00
	127600	IT-Agreement DR/IR Plan for 9/22		215.63
	127733	IT-Monthly Ruckus Wireless Watchdog Rnwal for 9/22		81.79
	127798	IT-Professional Support Agreement for 9/22		97.50
	127799	IT-Agreement DR/IR Plan for 9/22		790.63
Total for Check Number 44054:				2,195.55
Total for 10/6/2022:				100,648.05
ACH	A1250	AFLAC- FLEX ONE	10/07/2022	
	EE Deferrals	EE PR Deferrals		547.26
Total for this ACH Check for Vendor A1250:				547.26
ACH	A300	ACWA/JPIA	10/07/2022	
	0693881	EE PR Deferrals		26,662.52
Total for this ACH Check for Vendor A300:				26,662.52
ACH	N125	NATIONWIDE RETIREMENT SOLUTION	10/07/2022	
	EE Deferrals	EE PR Deferrals		1,900.00
Total for this ACH Check for Vendor N125:				1,900.00
ACH	P1300	PERS-Fiscal Services Division Cashier Unit	10/07/2022	
	EE Deferrals	ER/EE Retirement Contributions		8,839.15
	EE Deferrals	EE PR Deferrals		1,844.62
Total for this ACH Check for Vendor P1300:				10,683.77
ACH	P555	PVWMA-Cafeteria Account	10/07/2022	
	EE Deferrals	EE PR Deferrals		1,069.87
Total for this ACH Check for Vendor P555:				1,069.87
Total for 10/7/2022:				40,863.42
ACH	A351	ACWA/JPIA	10/20/2022	
	2022-2023	Premium Policy Yr. for 10/1/2022 to 9/30/23		46,994.00
Total for this ACH Check for Vendor A351:				46,994.00

Check No	Vendor No / Invoice No	Vendor / Description	Check Date / Reference	Check Amount
ACH	S2865	SWCA ENVIRONMENTAL CONSULT. INC.	10/20/2022	
	153826	CL. Integrated Resour. Mngmnt Project Veg. Surveys. thru	10/8/22	13,740.44
Total for this ACH Check for Vendor S2865:				13,740.44
44055	A800	A TOOL SHED EQUIPMENT RENTAL INC.	10/20/2022	
	1598795-G	Field Supplies/Hand Pipe Threader for 10/22		15.00
Total for Check Number 44055:				15.00
44056	A400	ACWA/JPIA WORKERS COMP	10/20/2022	
	7/1 to 9/30/22	Worker's Compensation Ins. for 7/1 to 9/30/22		5,661.21
Total for Check Number 44056:				5,661.21
44057	A910	ATCHINSON,BARISONE,CONDOTTI	10/20/2022	
	34064	College Lake Legal Services for 9/1 to 9/30/22		32,360.32
	34065	College Lake Legal Services for 9/1 to 9/30/22		5,616.80
	34066	P/S General Matters for 9/1-9/30/22		1,148.30
Total for Check Number 44057:				39,125.42
44058	A850	AVAYA FINANCIAL SERVICES.	10/20/2022	
	40935545	Phone/VM Lease Agreement for 10/1-11/1/22		433.14
Total for Check Number 44058:				433.14
44059	B102	BARTKIEWICZ, KRONICK & SHANAHAN INC	10/20/2022	
	8812-0005	Legal Prof. Service Watsonville Slough WSR for 9/22		77.50
	8812-0006	Legal Professional Services CL. Project for 9/22		310.00
Total for Check Number 44059:				387.50
44060	L563	BRIAN LOCKWOOD	10/20/2022	
	SEPT2022	GM. Cell reimb. For 8/14-9/13/22		80.00
Total for Check Number 44060:				80.00
44061	R40	CARDMEMBER SERVICE	10/20/2022	
	SEPT2022	Staff Lunch Mtg for 9/22		47.88
	SEPT2022	Assoc. of CA ACWA Reg. fee (Dir. Abel) for 9/22		100.00
	SEPT2022	Interest fee for 9/22		22.93
	SEPT2022	Office Supplies for 9/22		102.21
	SEPT2022	Assoc. of CA ACWA Reg. fee (Brian) for 9/22		775.00
	SEPT2022	Field CD's Supplies for 9/22		183.33
	SEPT2022	Facilities Maint. for 9/22		2,062.56
	SEPT2022	Telephone Conferencing on for 9/22		24.28
	SEPT2022	Returned Facilities Maint.supplies for 9/22		-111.21
	SEPT2022	Late fee for 9/22		39.00
	SEPT2022	USPS Postage NOI Mailing for 9/22		25.03
Total for Check Number 44061:				3,271.01
44062	C1099	CAROLLO ENGINEERS INC	10/20/2022	
	FB28684	PS/ PV Water CL WTP & Weir Design For 9/1 to 9/30/22		77,812.01
Total for Check Number 44062:				77,812.01
44063	C103	CBEC ECO ENGINEERING INC	10/20/2022	
	17-1003-6-9	CL/PS.Hydrologic Monitoring 2022-2023 for 9/1 to 9/30/22		1,143.25
	19-1024-2-12	CL Fishway Tech Support/ Env for 9/1 to 9/30/22		1,953.00
Total for Check Number 44063:				3,096.25
44064	W400	CITY OF WATSONVILLE UTILITIES	10/20/2022	
	ACC# 25586	CD's Potable City Connection Usage for Jul-Sept 2022		177,150.65
Total for Check Number 44064:				177,150.65
44065	W400	CITY OF WATSONVILLE UTILITIES	10/20/2022	

Check No	Vendor No / Invoice No	Vendor / Description	Check Date / Reference	Check Amount
	21173	PVWMA Operational Water Treatment Plant for 4/1 to 6/30/22		458,465.06
Total for Check Number 44065:				458,465.06
44066	D230	DIFFENBAUGH FAMILY FARMS, LLC	10/20/2022	
	REIMB-APPRAISAL	Reimb. of 2nd Appraisal APN 051-101-50 for 10/22		5,000.00
Total for Check Number 44066:				5,000.00
44067	E86	E and M ELECTRIC & MACHINERY, INC.	10/20/2022	
	409078	Scada Standard R-WW Rnwl and Tech Support for 10 /22 to10/23		5,885.80
Total for Check Number 44067:				5,885.80
44068	F199	FEDAK & BROWN LLP	10/20/2022	
	220935	Progress Billing on Audit for FS. For 9/22		1,450.00
Total for Check Number 44068:				1,450.00
44069	G330	GUTIERREZ CONSULTANTS, INC.	10/20/2022	
	1710	Grant Support-Funding Oppor. for 7/1-8/31/22		3,900.00
Total for Check Number 44069:				3,900.00
44070	J301	JACOBS ENGINEERING GROUP INC.	10/20/2022	
	W8Y08700-025	PS/ Integrated Project/CL Design for 8/27 to 9/30/22		43,916.05
Total for Check Number 44070:				43,916.05
44071	K310	KITTLESON ENVIRONMENTAL CONSULTING	10/20/2022	
	025.32	PVWMA CL Waterfowl Study for 5/14 to 10/14/22		4,981.96
Total for Check Number 44071:				4,981.96
44072	B200	MARY BANNISTER	10/20/2022	
	REIMB	Hotel to ACWA Region 5 Event for 10/22		332.77
Total for Check Number 44072:				332.77
44073	M1872	MICROSOFT	10/20/2022	
	E0400KJ7VY	IT-Hydrology 365 Support for 9/17-10/16/22		12.50
Total for Check Number 44073:				12.50
44074	M1875	MICROSOFT AZURE	10/20/2022	
	E0600KL933	IT-Support Pay as You go for 8/12 to 9/11/22		15.04
Total for Check Number 44074:				15.04
44075	M1086	MILLER MAXFIELD, INC.	10/20/2022	
	0922PV	Social Media County Fair Content for 9/22		5,651.60
Total for Check Number 44075:				5,651.60
44076	M1175	MONTEREY BAY ANALYTICAL SERVICE INC	10/20/2022	
	220914-82	Water Samples Groundwater for 9/14/22		1,530.00
	220916-72	Water Samples Groundwater for 9/16/22		720.00
	220919-62	Water Samples Groundwater for 9/19/22		90.00
	220919-63	Water Samples CDS for 9/19/22		170.00
	220921-38	Water Samples Groundwater for 9/21/22		180.00
	220926-41	Water Samples Groundwater for 9/26/22		270.00
Total for Check Number 44076:				2,960.00
44077	M1425	MONTEREY BAY PROFESSIONAL LANDSCAP	10/20/2022	
	37536	Building Mo. Landscape Maint. For 10/22		212.00
Total for Check Number 44077:				212.00
44078	O411	O'REILLY AUTO PARTS	10/20/2022	
	2912-219782	Vehicle #2 parts for 10/22		52.92
	2912-221621	Vehicle #11 parts for 10/22		38.23

Check No	Vendor No / Invoice No	Vendor / Description	Check Date / Reference	Check Amount
Total for Check Number 44078:				91.15
44079	P510	PAJARO VALLEY PRINTING	10/20/2022	
	44806	4000 Invoice Perforated paper for 10/22		534.23
Total for Check Number 44079:				534.23
44080	P800	PG & E	10/20/2022	
	1787734656-3	Service at 1859 Beach rd for 9/9 to 10/9/22		7,519.52
	9214983032-2	Service at 1931 Beach rd for 9/9 to 10/9/22		495.24
	9218085363-9	Service at 162 San Andreas Rd for 9/9 to 10/9/22		235.89
	9968544374-1	Service at 36 Brennan St for 9/9 to 10/9/22		100.83
	9968544374-1	Service at 36 Brennan St for 9/9 to 10/9/22		302.51
Total for Check Number 44080:				8,653.99
44081	P400	PVI PAJARO VALLEY IRRIGATION, INC.	10/20/2022	
	INV200062852	Ag Conservation Rebates for 9/22		768.80
	INV200063068	CD's Field Supplies for CREDIT $-13.11 for 10/22		73.83
Total for Check Number 44081:				842.63
44082	S1255	SANTA CRUZ Co. DEPT. OF PUBLIC WORKS	10/20/2022	
	Indx622385-2026	Encroachment Permit & SWRCB 401 Review for 10/22		21,590.10
Total for Check Number 44082:				21,590.10
44083	S1681	SHAMROCK OFFICE SOLUTIONS	10/20/2022	
	607953	Monthly Office Printer for 9/2--10/1/22		203.93
Total for Check Number 44083:				203.93
44084	S2400	STAPLES CREDIT PLAN	10/20/2022	
	665588	Office Supplies for 9/22		39.30
Total for Check Number 44084:				39.30
44085	V369	VERIZON WIRELESS	10/20/2022	
	9917062931	Agency Personnel Cell Phones & equipt. for 8/2 - 9/1/22		428.97
Total for Check Number 44085:				428.97
44086	W200	WATER EDUCATION FOUNDATION	10/20/2022	
	MEMCONT2220639	Annual Subscription Renewal for 10/22 to 10/23		1,000.00
Total for Check Number 44086:				1,000.00
44087	Z100	ZAG TECHNICAL SERVICES, INC.	10/20/2022	
	127979	IT-Agreement RMM-Patching & AV Managed for 10/22		1,452.00
	127998	IT-Professional Support Agreement for 10/22		390.00
	127999	IT-Monthly Agreement-KnowBe4 managed services for 10/22		164.88
	128029	IT-Monthly Subs. /base retention Agreement-Datto for 10/22		970.80
	128156	IT-Agreement DR/IR Plan for 10/22		71.88
	128338	IT-Annual Contract Monthly Subs/Agreement MS-CSP for 10/22		182.40
Total for Check Number 44087:				3,231.96
Total for 10/20/2022:				937,165.67
ACH	A1250	AFLAC- FLEX ONE	10/21/2022	
	EE Deferrals	EE PR Deferrals		611.76
Total for this ACH Check for Vendor A1250:				611.76
ACH	N125	NATIONWIDE RETIREMENT SOLUTION	10/21/2022	
	EE Deferrals	EE PR Deferrals		2,100.00
Total for this ACH Check for Vendor N125:				2,100.00

Check No	Vendor No / Invoice No	Vendor / Description	Check Date / Reference	Check Amount
ACH	P1300	PERS-Fiscal Services Division Cashier Unit	10/21/2022	
	EE Deferrals	EE PR Deferrals		840.00
	EE Deferrals	ER/EE Retirement Contributions		9,219.78
Total for this ACH Check for Vendor P1300:				10,059.78
ACH	P555	PVWMA-Cafeteria Account	10/21/2022	
	EE Deferrals	EE PR Deferrals		1,131.40
Total for this ACH Check for Vendor P555:				1,131.40
Total for 10/21/2022:				13,902.94
		Report Total (73 checks):		1,093,154.22