BOARD OF DIRECTORS
Regular Meeting Agenda
November 12th, 2026, 6:30 p.m.
Board Room
19039 Bay Street, El Verano
(707) 996-1037

Board of Directors
Steve Caniglia, President
Gary Bryant, Vice President
Jon Foreman
David Williams
Colleen Yudin-Cowan

PUBLIC NOTICE

Members of the public may participate in this open, public meeting in person.

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

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

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

1. CALL TO ORDER – PLEDGE – ROLL CALL

2. PUBLIC COMMENTS:

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

3. CONSENT CALENDAR

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

Item 3.A Minutes of October 1st, 2026, Board of Directors Regular Meeting

4. PUBLIC PRESENTATION, HEARING OR WORKSHOP

Item 4.A Consider introduction and adoption of Ordinance No. 1018 Amending Sections 6 and 8 of the District Code

5. FINANCE, ADMINISTRATIVE & OPERATIONAL REPORTS

Item 5.A Monthly Financial Reports & Disbursements
Staff Recommendation: Receive and approve by roll call vote the monthly financial reports & disbursements for the month of September 2026 in the amount of $627,314.98.

Item 5.B Administrative Report

Item 5.C Water Source Report

Item 5.D Operational Updates

6. DIRECTORS' & COMMITTEE REPORTS

Item 6.A Director Foreman's Reports on the October 26th SVGSA Board Meeting and an ACWA Webinar for Constituents to Meet the New ACWA CEO, Karla Nemeth

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

Item 7.A October 5th Technical Advisory Committee (TAC) Meeting and November 2nd Water Advisory Committee (WAC) and TAC Meeting Update

Item 7.B Pedroncelli Property Due-Diligence Update

8. DISCUSSION AND ACTION (GENERAL BUSINESS)

Item 8.A Consider Adoption of Resolution No. 261101, Updating the District's Conflict of Interest Code

Item 8.B Consider Adoption of Resolution No. 261102, Updating the Board of Directors Policies and Procedures Manual

9. CLOSED SESSION

Item 9.A Conference with Labor Negotiator
Pursuant to government code section 54957.6 Negotiator: Allison Hernandez, Counsel Employee organizations: International Union of Operating Engineers, Stationary Engineers Local 39.

10. REQUEST FOR FUTURE AGENDA ITEMS

11. ADJOURNMENT

The next scheduled Board meeting is a regular meeting at 6:30 p.m. on December 3rd, 2026. Posted this 9th day of November 2026, online and in three public places.

Amanda Hudson

Amanda Hudson, Board Secretary

VALLEY OF THE MOON WATER DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
October 1, 2026

A Regular Meeting of the Board of Directors of the Valley of the Moon Water District was held on October 1, 2026. **Members of the public were provided the opportunity to participate in this open, public meeting in person.**

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL

President Caniglia called the meeting to order at 6:30 P.M. PST.

Roll Call by **Secretary Hudson** noted the following present:

Directors:	Gary Bryant Steve Caniglia Jon Foreman David Williams Colleen Yudin-Cowan
District Personnel:	Matt Fullner, General Manager Clayton Church, Water System Manager Amanda Hudson, Administration Manager Oscar Madrigal, Finance Manager
District Counsel:	Allison Hernandez
Public:	See sign-in sheet

2. PUBLIC COMMENTS

None

3. CONSENT CALENDAR

Item 3.A Minutes of September 1st, 2026, Board of Directors Regular Meeting

Item 3.B Minutes of September 23rd, 2026, Board of Directors Special Meeting

Director Yudin-Cowan made a motion, seconded by **Director Bryant**, to approve the Consent Calendar.

A roll call vote was taken:

Director Bryant	Aye
Director Caniglia	Aye
Director Foreman	Aye
Director Williams	Aye
Director Yudin-Cowan	Aye

Ayes 5 Noes 0 Absent 0 Abstain 0

4. PUBLIC PRESENTATION, HEARING OR WORKSHOP

President Caniglia opened the Public Hearing at 6:32 PM.

Item 4.A Consider introduction and adoption of Ordinance No. 1017 Amending and Restating Section 12 of the District Code

No public comment.

President Caniglia closed the Public Hearing at 6:34 PM.

Director Bryant made a motion, seconded by Director Yudin-Cowan, to adopt Ordinance 1017 amending and restating Section 12 of the District Code regarding Water Waste and the Use of Potable Water to Irrigate Nonfunctional Turf.

A roll call vote was taken:

Director Bryant	Aye
Director Caniglia	Aye
Director Foreman	Aye
Director Williams	Aye
Director Yudin-Cowan	Aye

Ayes 5 Noes 0 Absent 0 Abstain 0

5. FINANCE, ADMINISTRATIVE & OPERATIONAL REPORTS

Item 5.A Monthly Financial Reports & Disbursements

Staff Recommendation: Receive and approve by roll call vote the monthly financial reports & disbursements for the month of August 2026 in the amount of $801,998.86.

Water System Manager Church said that transmission replacement was the reason for the expense allocated to the Ranger. It had approximately 54,300 miles at time of failure and 4,000 miles outside of warranty. It was not as a result of carrying too much weight.

Director Foreman made a motion, seconded by Director Yudin-Cowan, to receive and approve by roll call vote the monthly financial reports & disbursements for the month of August 2026 in the amount of $801,998.86.

A roll call vote was taken:

Director Bryant	Aye
Director Caniglia	Aye
Director Foreman	Aye
Director Williams	Aye
Director Yudin-Cowan	Aye

Ayes 5 Noes 0 Absent 0 Abstain 0

Item 5.B Administrative Report

Item 5.C Water Source Report

Item 5.D Operational Updates

6. DIRECTORS' COMMITTEE REPORTS

Item 6.A Water Advisory Committee Chair Report on Washington, DC Lobby Meetings and New York City Climate Week

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

8. DISCUSSION AND ACTION (GENERAL BUSINESS)

Item 8.A Consider Adoption of Resolution No. 261001, Updating the District's Conflict of Interest Code

Director Yudin-Cowan made a motion, seconded by Director Bryant, to adopt Resolution No. 261001 approving the proposed update to the District Conflict of Interest Code, subject to approval by the Sonoma County Board of Supervisors, and authorize staff to submit the code and supporting materials for that review.

A roll call vote was taken:

Director Bryant	Aye

Director Caniglia	Aye
Director Foreman	Aye
Director Williams	Aye
Director Yudin-Cowan	Aye

Ayes 5 Noes 0 Absent 0 Abstain 0

Item 8.B Consider Approval of PFAS-Affected Well Lease Agreement Extensions

Director Bryant made a motion, seconded by **Director Williams**, approve Bridge Amendment No. 1 with Water Farm LLC for the Craig Well; approve Bridge Amendment No. 3 with Triple C Water Ranch LLC for the Pedroncelli Well; approve the Interim Water Well Easement and Water Purchase Agreement with Suzanne Larbre, Trustee of the October 1990 Trust, for the Larbre Well; and authorize the Board President to execute the agreements and the Board Secretary to attest, subject to minor, non-substantive revisions approved by the General Manager and District Counsel.

A roll call vote was taken:

Director Bryant	Aye
Director Caniglia	Aye
Director Foreman	Aye
Director Williams	Aye
Director Yudin-Cowan	Aye

Ayes 5 Noes 0 Absent 0 Abstain 0

President Caniglia moved to closed session at 7:01 PM.

9. CLOSED SESSION

Item 9.A Conference with Labor Negotiator
Pursuant to government code section 54957.6 Negotiator: Allison Hernandez, Counsel
Employee organizations: International Union of Operating Engineers, Stationary Engineers Local 39.

President Caniglia moved to open session at 7:12 PM with nothing to report.

10. REQUEST FOR FUTURE AGENDA ITEMS

None

11. ADJOURNMENT

President Caniglia adjourned the meeting at 7:13 P.M. PST.

Amanda Hudson, Board Secretary

Steve Caniglia, Board President

November 12th, 2026
Item: 4.A

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Consider Introduction and Adoption of Ordinance No. 1018 Amending Sections 6 and 8 of the District Code

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Background:

Staff periodically reviews the District Code to identify provisions that require clarification, correction, or updates for consistency with current District policies and practices. During this review, staff identified several minor typographical, clerical, and terminology inconsistencies in Sections 6 and 8, as well as provisions related to backflow prevention assemblies and the capacity charge tables that require amendment.

The District's Cross-Connection Control Plan, adopted September 2, 2025, establishes a thirty (30) day timeframe for the repair or replacement of failed backflow prevention assemblies. The District Code currently provides a forty-five (45) day timeframe. The proposed amendment changes the timeframe in the District Code from forty-five (45) days to thirty (30) days to maintain consistency with the adopted Cross-Connection Control Plan.

The proposed amendments also correct the maximum gallons per billing amounts shown in the capacity charge tables in Section 8-3.3. These corrections do not modify the capacity fees or equivalent meter factors established in the tables.

Section 8-2.22 currently includes a table establishing backflow prevention assembly replacement costs by size. The proposed amendment removes this table and revises the provision to allow customers requiring replacement of a failed assembly to perform the work, select a contractor of their choosing, or request that the District coordinate the work with its contractor(s). When the District coordinates the work, the District will provide the lowest quote from its contractor(s).

The proposed amendment also clarifies how fees and charges for backflow prevention assembly testing, repair, replacement, and related contractor services are established. These services are performed by outside contractors, and the amendment provides that the associated fees and charges are pass-through costs based on the rates established in the District's applicable contracts. This will allow the charges to reflect current contracted rates when contracts are awarded, renewed, amended, or negotiated without requiring a subsequent amendment to the District Code solely to update those amounts.

The remaining proposed changes to Sections 6 and 8 are minor typographical, clerical, and terminology corrections, including standardizing references to “backflow prevention assembly” throughout the affected sections. All proposed amendments are shown in markup in Exhibit A to Ordinance No. 1018.

Following adoption, staff will complete the required publication and posting and incorporate the approved amendments into the District Code.

Recommendation:

Staff recommends that the Board introduce, waive further reading, and adopt Ordinance No. 1018 amending Sections 6 and 8 of the District Code to make minor corrections and revise provisions related to backflow prevention assemblies; direct staff to complete required publication and posting; and authorize the General Manager to make non-substantive corrections consistent with Board action and counsel review.

Attached:

- Ordinance No. 1018
- Exhibit A – Markup of Amended District Code Sections 6 and 8

ORDINANCE NO. 1018

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON WATER DISTRICT AMENDING SECTIONS 6 AND 8 OF THE DISTRICT CODE TO MAKE MINOR CORRECTIONS AND REVISE PROVISIONS RELATED TO BACKFLOW PREVENTION ASSEMBLIES

WHEREAS, minor typographical, clerical, and terminology inconsistencies have been identified in Sections 6 and 8 of the Valley of the Moon Water District Code; and

WHEREAS, the District's Cross-Connection Control Plan, adopted September 2, 2025, establishes a thirty (30) day timeframe for the repair or replacement of failed backflow prevention assemblies, and the corresponding provision of Section 6 of the District Code should be amended from forty-five (45) days to thirty (30) days for consistency with the adopted Plan; and

WHEREAS, the capacity charge tables in Section 8-3.3 require correction to accurately reflect the maximum gallons per billing associated with applicable meter sizes; and

WHEREAS, the backflow prevention assembly replacement cost table in Section 8-2.22 should be removed and the provision revised to reflect the District's current process for customers requiring replacement of a failed backflow prevention assembly; and

WHEREAS, the District contracts with outside service providers for backflow prevention assembly testing, repair, replacement, and related services, and the Board desires that the provisions of Section 8 regarding fees and charges for such services reflect the applicable contracted rates without requiring amendment of the District Code each time those contractual rates change; and

NOW, THEREFORE, **the Board of Directors of the Valley of the Moon Water District does ordain as follows:**

SECTION 1. Findings. The foregoing recitals are true and correct and are incorporated into this Ordinance as findings of the Board of Directors.

SECTION 2. Amendment of District Code Sections 6 and 8. Sections 6 and 8 of the Valley of the Moon Water District Code are amended as shown in Exhibit A, attached hereto and incorporated herein by this reference. Exhibit A identifies the amendments to the District Code by markup, including minor typographical and clerical corrections and terminology updates for consistency; revision of the required timeframe for repair or replacement of a failed backflow prevention assembly from forty-five (45) days to thirty (30) days; corrections to the capacity charge tables in Section 8-3.3; removal of the backflow prevention assembly replacement cost table and revision of the related replacement provisions in Section 8-2.22; and provisions regarding fees and charges associated with backflow prevention assembly testing, repair, replacement, and related contractor services.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase, or application of this Ordinance is held invalid or unconstitutional, that decision shall not affect the validity of the remaining portions or applications. The Board declares that it would have adopted each portion irrespective of the invalidity of any other portion.

SECTION 4. Effective Date. This Ordinance shall take effect immediately upon adoption pursuant to Water Code section 31027, subject to completion of the publication or posting required by law.

SECTION 5. Publication and Codification. The Secretary of the Board is directed to cause this Ordinance or a summary to be published or posted as required by Water Code section 31027. The General Manager is authorized to incorporate the amendments adopted by this Ordinance into the District Code, correct typographical and numbering errors, and make conforming cross-reference changes that do not alter the substance approved by the Board.

On the Motion of Director _____ and second by Director _____, the Ordinance was PASSED, APPROVED, AND ADOPTED this 12th day of November 2026, by vote as follows:

Director Caniglia _____

Director Bryant _____

Director Foreman _____

Director Yudin-Cowan _____

Director Williams _____

By: _____
President

By: _____
Secretary

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

CERTIFICATION

I HEREBY CERTIFY that the foregoing Ordinance was duly adopted at a regular meeting of the Board of Directors of Valley of the Moon Water District, held on the 12th day of November 2026, of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By: _____
Secretary

Attached

Exhibit A – Markup of Amended District Code Sections 6 and 8

SECTION 6 – CROSS CONNECTION CONTROL

6-1 GENERAL

Valley of the Moon Water District (District) furnishes potable water service under permits issued by the State of California Department of Water Resources. In order to comply with the terms of these permits and all State regulations intended to protect the potable public water supply from contamination, an appropriate backflow prevention assembly (BPA) shall be installed at every service connection where one is required by regulations of the State Water Resources Control Board (SWRCB) set forth in the Cross Connection Control Policy Handbook (CCCPH)-. Some examples of State-mandated sites needing devices are: locations with an auxiliary water supply (such as a private well), locations handling pressurized fluids, locations served by recycled water, locations with fire protection system, locations deemed high or low hazard per the results of hazard assessment, and locations with plumbing connections to non-potable piping.

This regulation supplements and does not supersede local plumbing regulations, codes or ordinances, or State regulations related to water supply.

6-2 DEFINITIONS

The following words or phrases shall, for the purpose of this Article, have the meanings respectively ascribed to them in this Section:

"Air-gap separation" or "AG" means a physical vertical separation of at least two (2) times the effective pipe diameter between the free-flowing discharge end of a potable water supply pipeline and the flood level of an open or non-pressurized receiving vessel, and in no case less than one (1) inch.

"Approved water supply" means a water source that has been approved by the State Water Board for domestic use in a public water system and designated as such in a domestic water supply permit issued pursuant to section 116525 of the CHSC.

"Auxiliary water supply" means a source of water, other than an approved water supply, that is either used or equipped, or can be equipped, to be used as a water supply and is located on the premises of, or available to, a water user.

"Backflow" means an undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a public water system's distribution system or approved water supply.

"Backflow prevention assembly" or "BPA" means a mechanical assembly designed and constructed to prevent backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected and evaluated.

"Backflow prevention assembly tester" means a person who is certified as a backflow prevention assembly tester.

*"*Community water system**"** means a public water system that serves at least 15 service connections used by yearlong residents or regularly serves at least 25 yearlong residents of the area served by the system.

"Cross-connection" means any actual or potential connection or structural arrangement between a public water system, including a piping system connected to the public water system and located on the premises of a water user or available to the water user, and any source or distribution system containing liquid, gas, or other substances not from an approved water supply.

"Cross-connection control specialist" means a person who is certified as a cross- connection control specialist.

"Distribution system" has the same meaning as defined in section 63750.50 of CCR, Title 22, Division 4, Chapter 2.

"Double check detector backflow prevention assembly" or "DCDA" means a double check valve backflow prevention assembly that includes a bypass with a water meter and double check backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 1, Appendix C.

"Double check detector backflow prevention assembly – type II" or "DCDA-II" means a double check valve backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 2, Appendix C.

"Double check valve backflow prevention assembly" or "DC" means an assembly consisting of two independently-acting internally-loaded check valves, with tightly closing shut-off valves located at each end of the assembly (upstream and downstream of the two check valves) and fitted with test cocks that enable accurate field testing of the assembly. This type of assembly may only be used to isolate low hazard cross- connections. See Diagram 3, Appendix C.

"Hazard Assessment" means an evaluation of a user premises designed to evaluate the types and degrees of hazard at a user's premises.

"High hazard cross-connection" means a cross-connection that poses a threat to the potability or safety of the public water supply. Materials entering the public water supply through a high hazard cross-connection are contaminants or health hazards.
See Appendix D for some examples.

"Low hazard cross-connection" means a cross-connection that has been found to not pose a threat to the potability or safety of the public water supply but may adversely affect the aesthetic quality of the potable water supply. Materials entering the public water supply through a low hazard cross-connection are pollutants or non-health hazards.

"Non-transient noncommunity water system" means a public water system that is not a community water system and that regularly serves at least 25 of the same persons over six months per year.

"Premises containment" means protection of a public water system's distribution system from backflow from a user's premises through the installation of one or more air gaps or BPAs, installed as close as practical to the user's service connection, in a manner that isolates the water user's water supply from the public water system's distribution system.

"Pressure vacuum breaker backsiphonage prevention assembly" or "PVB" means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with test cocks and tightly closing shutoff valves located at each end of the assembly that enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure. See Diagram 4, Appendix C.

"Public water system" or "PWS" has the same meaning as defined in section 116275(h) of the CHSC.

"Recycled Water" is a wastewater which as a result of treatment is suitable for uses other than potable use.

"Reduced pressure principle backflow prevention assembly" or "RP" means an assembly with two independently acting internally-loaded check valves, with a hydraulically operating mechanically independent differential-pressure relief valve located between the check valves and below the upstream check valve. The assembly shall have shut-off valves located upstream and downstream of the two check-valves, and test cocks to enable accurate field testing of the assembly. See Diagram 5, Appendix C.

Reduced pressure principle detector backflow prevention assembly" or "RPDA" means a reduced pressure principle backflow prevention assembly that includes a bypass with a water meter and reduced pressure principle backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. See Diagram 6, Appendix C.

"Reduced pressure principle detector backflow prevention assembly – type II" or "RPDA-II" means a reduced pressure principle backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. See Diagram 7, Appendix C.

"Spill-resistant pressure vacuum breaker backsiphonage prevention assembly" or "SVB" means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with shutoff valves at each end and a test cock and bleed/vent port, to enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure. See Diagram 8, Appendix C.

"State Water Board", unless otherwise specified, means the State Water Resources Control Board or the local primacy agency having been delegated the authority to enforce the requirements of the CCCPH by the State Water Resources Control Board.

"User premises" means the property under the ownership or control of a water user and is served, or is readily capable of being served, with water via a service connection with a public water system.

"User's service connection" means either the point where a water user's piping is connected to a water system or the point in a water system where the approved water supply can be protected from backflow using an air gap or backflow prevention assembly.

"User Supervisor" means a person designated by a water user to oversee a water use site and responsible for the avoidance of cross-connections.

"Water supplier" means a person who owns or operates a public water system.

"Water user" means a person or entity who is authorized by the PWS to receive water.

6-3 WHERE BACKFLOW PROTECTION IS REQUIRED

1. Each service connection from the District water system for supplying water to the premises having an auxiliary water supply shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by District, and is approved by the Public Health agency having jurisdiction.
2. Each service connection from the District water system for supplying water to any premises on which any substances are handled in such fashion as may allow its entry into the public water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of process water and waters originating from the public water system which has been subjected to deterioration in sanitary quality.

3. Backflow prevention assemblies -shall be installed on the service connection to any premises having (a) internal cross-connections that cannot be permanently corrected and controlled to the satisfaction of the health agency and the District; or (b) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impractical or impossible to ascertain whether or not cross-connections exist.
4. Each service connection from the District supplying a structure where there exists a fire sprinkler/fire suppression system.
5. Each service user premises served by the District is subject to hazard assessments at the District's discretion in accordance with the CCCPH and various sections of this Code (4-2.2, 6-7, and 6-9, for example).

6-4 TYPE OF BACKFLOW Prevention Assemblies (BPA) REQUIRED

The District shall determine the general type of BPA installed so that it is no less protective that that which is commensurate with the degree of hazard at a users premises, as specified and determined based on the results of the hazard assessment conducted pursuant to CCCHP section 3.2.1. and applicable State regulations. The general type of backflow prevention assemblies the District may require in decreasing order of protection are: Air Gap (AG), Reduced Pressure Principle device (RP) and double check valve (DCV). The District shall approve of the specific model of device prior to installation.

6-5 INSTALLATION

The manner and location of installation shall be in accordance with District standards and specifications, and shall be subject to District approval. The BPA- may be installed by the District or others at the discretion of the District. The District shall inspect all installations. Installation and inspection of all BPAs- shall be at the customer's expense.

6-6 INSPECTION AND TESTING OF BACKFLOW PREVENTION ASSEMBLIES

A certified inspection and performance test of all backflow prevention assemblies shall be performed annually or more often in those instances where successive inspections indicate repeated failure or on such other schedule deemed necessary by the District. Installed devices may be tested by the District or others at the sole discretion of the District. Inspection and testing will be at the customer's expense and, where the District deems appropriate, will be included as a "backflow prevention" fee on the regular water bill. Inspections will be conducted only by individuals certified by AWWA (American Water Works Association) as backflow prevention assembly testers. A report of a certified inspection will be submitted to the District within 30 days of notice that an inspection is due.

6-7 ACCESS FOR INSPECTION

District personnel and representatives of any governmental health agency shall have the right of ingress to and egress from the customer's premises at all reasonable hours without prior notification for the purpose of investigating compliance with this regulation and State Water Boards' requirements.

6-8 REPAIRS OR REPLACEMENT OF BACKFLOW PREVENTION ASSEMBLIES

Backflow prevention assemblies that fail a performance test will be repaired at the customer's expense and retested to ensure that the repairs have worked as intended. If the Device needs to be replaced, the District will notify the customer and the customer will have ~~45~~ 30 days to replace the device. If a customer fails to replace the device within the ~~45~~30-day notice period as required, District staff or representatives shall be entitled to replace the device and include the actual cost of the work on the customer's next water bill.

6-9 NONCOMPLIANCE

If a customer fails to comply with provisions regarding the Hazard Assessment, or installation, inspection, field testing, or maintenance of BPAs required pursuant Chapter 3 of the CCCPH, the District shall have the right to refuse or discontinue water service and, if it deems necessary, physically disconnect the customer's piping from the District's distribution system.

Any customer who willfully fails to install a backflow prevention ~~device~~ assembly as required herein, or who willfully bypasses or alters such a device is guilty of a misdemeanor, and will be subject to prosecution and, upon conviction thereof, shall be punishable by a fine not exceeding $500.00 or by imprisonment, not

exceeding 30 days, in the County jail or by both fine and imprisonment (California Health and Safety Code section 116820).

6-10 LIABILITY

The District shall not be liable for any injury to persons or damage to property that may result directly or indirectly from the installation, malfunction, testing, or repair of any backflow prevention assembly.

6-11 ENFORCEMENT, REMEDIES

The remedies provided for or specified in this Article shall be cumulative and not exclusive, and shall be in addition to and do not supersede or limit any other civil or criminal remedies available to the District in the exercise of its powers.

SECTION 7 – MISCELLANEOUS

7-1 PLUMBERS DEPOSITS

A licensed plumber may deposit with District the amount shown in the Schedule of Fees and Charges a security bond as guarantee of payment for any damages done to District's facilities during the course of said plumber's work in making repairs to or installation of any water facilities within the District. Upon receipt of said security bond, District will waive the requirement that only a District employee can turn a District water meter/service on or off as to that plumber, but only during the period that the bond is in effect. In addition to the deposit, an agreement covering these stipulations must also be signed by the plumber, and the plumber's signature must be notarized.

SECTION 8 – SCHEDULE OF FEES AND CHARGES

8-1 GENERAL

District charges are divided into two groups; rates and miscellaneous charges associated with providing water service and conducting the day-to-day business of the District; and, connection fees and capacity charges.

8-2 RATES AND MISCELLANEOUS CHARGES

Effective 7/1/2026 CPI 2.48%

8-2.1	Misc charges				
	A. Public Copies of District Documents	<u>per page</u>		<u>(two-sided copies)</u>	
		$	0.21	$	0.41
	B. District Boardroom Rental	$	108.00	per meeting (4 hr. max)	
8-2.2	Permit Application or Meter Right-Sizing Reclassification Petition Processing Fee	$	228.00		
	A. Onsite Water Audits	$	118.00	per hour	
8-2.3	Project Inspection Fees	Actual cost to District			
8-2.4	Plan Review Fees	Actual cost to District			
8-2.5	Agreement Preparation Fee	$	595.00		

8-2.6	Meter Testing Fee - At the request of a customer: fee refunded if meter is faulty forfeited if meter is within 2% accuracy.	$	320.00	
8-2.7	Fire Flow Test (Calculation)	Actual cost to District		
8-2.8	Set Pressure Recorder	$	282.00	
8-2.9	Start of Service	$	29.00	
8-2.10	Construction Meter Deposit	$	412.00	
	+ installation fee	$	119.00	
	Water Rate/Service Charge	Reg. Rate		
8-2.11	Hydrant Meter Deposit	$	2,173.00	
	+ installation fee	$	172.00	
	+Water Rate commercial water rate per sec 8-2.18			
	+Bi-Monthly Service Charge (minimum 1-week charge $83.78)	$	670.00	
8-2.12	Returned Check Handling Fee	$	18.00	
8-2.13	Unauthorized Turn on @ existing metered service location	$	361.00	plus materials
	Lock replacement & locking device			
8-2.14	Unauthorized hook-up to unmetered service	$	595.00	+ estimated water usage 1 1/2 x reg. rate
8-2.15	Unauthorized use of fire hydrant	$	1,499.00	+ estimated water usage 1 1/2 x reg. rate
8-2.16	Notice Delivery/Customer Service/After Hours Fees			
	A. Notice Delivery Fee (includes: Cut off Notices, Backflow Test, Misc. Delivery)	$	23.00	
	B. Failure to sign up	$	93.00	
	C. Turn off due to Non-Payment of bill	$	93.00	
	Low-income turn off due to Non-Payment of bill	$	61.00	
	Low-income After-Hours reconnection fee for turn off due to Non-Payment of bill (includes turn off fee of $61.00)	$	182.00	
	D. After-Hours Service Charge (to be added to all other applicable charges)	$	290.00	
	E. Unable to access meter	$	23.00	

	F. Meter tampering (i.e. damage to meter register, wires, (endpoints, etc.)	$	118.00	plus materials
	G. Customer service request for same issue (1st visit no charge)	$	118.00	
8-2.17	H. Fire Hydrant Agreements			
	Valley of the Moon Fire District & Glen Ellen Fire	New agreement as of Dec. 11, 2001		
	City of Sonoma	New agreement as of Feb. 6, 2002		
		Effective 7/1/26		
8-2.18	Commercial / Industrial / Multi-Family Residential 4+ Units / Institutional Uniform / Irrigation / Commodity Rate	$	9.06	per 1,000 gallons

Single Family Residential & Multi-Family Residential 2- & 3-Units Tiered Rates - usage per billing period	0-4	over 4
per 1,000 gallons	$ 5.83	$ 10.07

8-2.19	Outside District Water Usage Rate	1.5 x water usage charge plus twice the monthly service charge

8-2.20 Service Charges (Effective 7/1/26)

Bi-Monthly Charge

Meter Size	Residential	Commercial and MFR (4+ units)	Institutional	Irrigation	Fireline
5/8"	$ 44.04	$ 84.09	$ 81.05	$ 115.91	NA
3/4"	$ 64.33	$ 124.41	$ 119.85	$ 172.14	NA
1"	$ 104.91	$ 205.05	$ 197.44	$ 284.59	NA
1 1/2"	$ 206.37	$ 406.65	$ 391.43	$ 565.73	NA
2"	$ 328.12	$ 648.57	$ 624.22	$ 903.09	$ 33.20
3"	NA	$ 1,293.68	$ 1,244.98	$ 1,802.73	$ 68.52
4"	NA	$ 2,019.43	$ 1,943.34	$ 2,814.83	$ 133.58
6"	NA	$ 4,035.40	$ 3,883.23	NA	$ 300.89
8"	NA	NA	NA	NA	$ 523.97
10"	NA	NA	NA	NA	$ 784.22
12"	NA	NA	NA	NA	$ 988.71

8-2.20(a) Resolution No. 180402 effective July 1, 2018 residential water meters that are 1 ½" or smaller and have a joint domestic and fire flow line, will have their Bi-Monthly Service Charge based on the sites two year, peak bi-monthly water demands. Per Resolution No. 230801 effective August 10, 2023, peak bi-monthly demand breakpoints are outlined in Section 8-3.3.

8-2.20(b)

Meter Right-Sizing Charges:

Under the Meter Right-Sizing Charge, the fixed bi-monthly meter charges are based on the meter size that corresponds to the user's actual water usage based on the maximum throughput for each meter size, shown in the Meter Right-Sizing Table below, and the user's customer class. The appropriate charge shall be the actual use and meter size per the chart below, minus the regular service charge in section 8-2.20 above associated with the user's physical meter connection. These charges are a temporary additional charge in that, they only last until either (1) the correct size meter is installed (either at the request and with the payment of applicable fees by the customer or during the regular maintenance and capital replacement performed by the District); or (2) an annual audit shows that the customer's usage is reduced to levels appropriate for the size of the user's actual, physical meter connection.

The below chart outlines the maximum throughput that should be associated with each meter size in the peak billing cycle of a given year. An audit shall be performed each January and will evaluate usage data from the preceding calendar year (January through December). After the annual usage audit is performed, the Meter Right-Sizing Charge will be applied to any meter which exceeded the maximum water unit throughput assigned to their physical meter connection in any two billing cycles during that time, beginning July 1st of that year. The rate shall remain in effect for one year, until the next audit is performed in January and the new rates are put into effect in July. If the audit determines that only one billing cycle is above of the allowable range for the given meter size, it shall be considered an anomaly and the charges shall not be applied.

New customers only, (i.e. customers that take over an account that has an existing right-sizing charge in effect) shall have the right to petition to have the charge reduced or removed, provided they submit an application on a form provided by the District and pay any applicable fees. The application shall include:

1.) An onsite water audit (per fee above) substantiating that less water will be used, or
2.) A detailed irrigation plan (plan carried out before a change to the right-sizing charge is made); or
3.) Pass the historic peak period/s with appropriate/lower usage. The customer shall apply to the District to verify this, and the charge can fall off immediately rather than the regular cycle (i.e., instead of the charge coming off after the next audit/rate adjustment cycle)

Meter Right-Sizing Table	
Meter Size	Max Units (1,000 Gallons) per Billing Cycle
5/8 inch	29
¾ inch	44
1 inch	74
1 ½ inch	147
2 inch	235
3 inch	470
4 inch	735
6 inch	1,470

8-2.21

Backflow Prevention Charges by Size and Type			
Size/Type	Bi-Monthly Charge	Notes	Annual Total
¾" and 1" in 4 HOAs*	$4.50**	Testing and maintenance	$27
All other ¾" and 1" (DC and RP)	$5.00**	Testing and maintenance	$30
All 1 ½" and 2" (DC and RP)	$5.00***	Test only	$30
3" and up DC and RP	$5.84***	Test only	$35
All DCDAs	$13.34***	Test only	$80

All AG inspections	$8.34***	Inspection Only	$50

*The four (4) qualifying HOAs in the District's service area are: Sonoma Greens, Temelec, Chantarelle, and Creekside Village.
**Charge includes testing, maintenance, and retesting of the device - NOT including parts. Any repair parts needed are charged to the customer via the regular water bill.
***Charge is for testing/inspection and retesting after repairs only. Any repairs needed are performed by the contractor and charged to the customer on a time and materials basis via the regular water bill. Please see ~~a~~ the table of contractor hourly rates below:

Regular hourly rate for repairs	1/4 hour extension	1/2 hour extension	Business hours service fee (call out)	After hours service (hourly)
$ 100.00	$ 25.00	$ 50.00	$ 150.00	$ 150.00

Most repairs will fall into the ¼ hour or ½ hour category, especially for smaller devices. Repair parts are charged in addition to these rates and vary depending on make and model of the device.

8-2.22 If a backflow prevention ~~device~~ assembly fails the test and is in need of replacement, the customer will have the choice to perform the work or have the work performed by a contractor of their choosing. Alternatively, the customer may request that the District coordinate the work with its contractor(s), in which case~~.~~ ~~per the below table. These costs are for replacement only, and not new installations.~~ t~~T~~he District will provide the lowest quote from its contractor(s). All new or replaced devices shall be tested upon installation and the passing results shall be presented to the District immediately~~:~~.

~~Device Replacement Cost by Size~~	~~Cost~~
~~¾" RP~~	~~$ 650.00~~
~~¾" DC~~	~~$ 400.00~~
~~1" RP~~	~~$ 675.00~~
~~1" DC~~	~~$ 425.00~~
~~1 ½" RP~~	~~$ 1,400.00~~
~~1 ½" DC~~	~~$ 1,000.00~~
~~2" RP~~	~~$ 1,500.00~~
~~2" DC~~	~~$ 1,100.00~~
~~3" RP~~	~~$ 3,750.00~~
~~3" DC~~	~~$ 3,250.00~~
~~4" RP~~	~~$ 4,250.00~~
~~4" DC~~	~~$ 4,200.00~~
~~4" DCDA~~	~~$ 4,800.00~~
~~6" RP~~	~~$ 7,500.00~~
~~6" DC~~	~~$ 6,200.00~~
~~6" DCDA~~	~~$ 6,500.00~~
~~8" DCDA~~	~~$ 10,000.00~~
~~10" DCDA~~	~~$ 14,300.00~~

All fees and charges associated with backflow prevention assembly testing, repair, replacement, and related contractor services shall be pass-through costs based on the rates established in the District's applicable contracts for such services. Such fees and charges may be adjusted from time to time upon the award, renewal, amendment, or negotiation of District contracts without further amendment to this Code.

8-2.23 Resolution No. 200601 mandates the use of AMI Meters and prohibits opt outs.

8-2.24 Interruptible Surplus Water Rates: Volumetric is per the Irrigation Rate in Section 8-2.18 and the Service Charge is per Section 8-2.20.

8-3 CONNECTION FEES AND CAPACITY CHARGES

Annual increase per the Engineering News Record Construction Cost Index (CCI) reported for each March in the Engineering News Record magazine for the City of San Francisco. Resulting values shall be rounded to the nearest whole dollar.

Fee Schedule Calculations Effective 7/1/2026 Construction Cost Index: 0.5%

The connection charge for a new service connection shall be the sum of the meter and service line charge plus the capacity charge.

8-3.1 Front Footage Removed with the 2017 Rate Study.

8-3.2 Meter and Service Line Charge (excludes the cost of paving)

Meter Size	Service Line Size	Meter Charge	Service Line Charge	Meter & Service Line Charge	
5/8"	1"	$ 441	$ 5,444	$ 5,884	
3/4"	1"	$ 456	$ 5,444	$ 5,900	
1"	1"	$ 526	$ 5,444	$ 5,970	
1-1/2"	1-1/2"	$ 843	$ 6,260	$ 7,103	
2"	2"	$ 1,039	$ 6,885	$ 7,923	
3"	3"	$ 3,353	**	$ 3,353	plus service line
4"	4"	$ 5,050	**	$ 5,050	plus service line
6"	6"	$ 6,543	**	$ 6,543	plus service line
FSA	all sizes	$ 441*	**	$ 441 + **	
Backflow**	all sizes				

FSA Fire Service Assembly
* FSA requires a 5/8" meter
** Actual cost based on time and materials

8-3.3 Capacity Charge

The capacity charge shall be calculated in terms of the demand of a Unit of Capacity. Unit of capacity is defined as the water demand for the average day of the maximum month for a typical single-family detached home served by the District. The value of a Unit of Capacity has been determined by the District to be 490 gallons per day. Capacity charges for residential customers and commercial, institutional and industrial customers are calculated as shown in 8-3.3

8-3.3(a) For Residential Customers, the Capacity Charge is as follows:

Meter Size	Capacity Fee per Meter	Equivalent 5/8" Meter Factor	Max Gallons per Billing	AWWA Max Flow in GPM
5/8 inch	$14,660	1	29,~~400~~000	20
¾ inch	$21,991	1.5	44,~~100~~000	30

1 inch	$36,651	2.5	~~73,500~~74,000	50
1 ½ inch	$73,302	5	147,000	100
2 inch	$117,285	8	235,~~200~~000	160
3 inch	$234,568	16	470,~~400~~000	320
4 inch	$366,514	25	735,000	500
6 inch	$733,028	50	1,470,000	1,000
8 inch	$1,172,844	80	2,352,000	1,600

*Note, if at any time a customer's use exceeds the estimate used in determining the capacity charge, the District may require that the customer pay an additional capacity charge at the rate then in effect for each Unit of Capacity of such excess.
The Board may from time to time make determinations for properties affected by natural disasters as declared by the County, State or the Federal Government and affirmed by Board Resolution, whether single-family residential unit(s) requiring a 1" meter that otherwise as determined by the General Manager or designee using current AWWA Standards for determining Capacity and Meter Sizing could be met through a 5/8-inch meter but are required by building code, local fire protection District or fire department to have a fire suppression system.

8-3.3 (b) Commercial, Institutional and Industrial Customers the Capacity Charge is as follows:

Meter Size	Capacity Fee per Meter	Equivalent 5/8" Meter Factor	Max Gallons per Billing	AWWA Max Flow in GPM
5/8 inch	$14,660	1	29,~~400~~000	20
¾ inch	$21,991	1.5	44,~~100~~000	30
1 inch	$36,651	2.5	~~73,500~~74,000	50
1 ½ inch	$73,302	5	147,000	100
2 inch	$117,285	8	235,~~200~~000	160
3 inch	$234,568	16	470,~~400~~000	320
4 inch	$366,514	25	735,000	500
6 inch	$733,028	50	1,470,000	1,000
8 inch	$1,172,844	80	2,352,000	1,600

In the event the required design fire flow for a given application exceeds 1,000 gallons per minute, the capacity charge shall be increased by $852 per 100 gallons per minute of such excess. In cases where only fire service is applied for, the applicant shall pay a capacity charge of $852 per 100 gallons per minute of fire flow required.

8-4 ESCALATION OF CHARGES

To account for inflation, escalation of charges are authorized and incorporated in the values shown in the Section as follows:

1. Applicable to Section 8-2 Charges: On July 1 of each year, charges contained in Section 8-2 shall be escalated in proportion to the annual increase in the Consumer Price Index (CPI) published by the State of California, Department of Industrial Relations, Division of Labor and Statistics and Research and calculated for the City of

San Francisco, Oakland and San Jose, all urban customers. Resulting values shall be rounded to the nearest whole dollar. Said escalation shall not be applied to Items 8-2.18, 8-2.19, 8-2.20, 8-2.21, and 8-2.22.

2. Applicable to Section 8-3 Charges: On July 1 of each year commencing with July 1, 2010, charges contained in Section 8-3 shall be escalated in proportion to the annual increase in the Engineering News Record Construction Cost Index (CCI) reported for each March in the Engineering News Record magazine for the City of San Francisco. Resulting values shall be rounded to the nearest whole dollar.

Meeting Date: November 12, 2026
Agenda Item: 5.A

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Oscar Madrigal, Finance Manager

SUBJECT: Monthly Financial Reports & Disbursements for September 2026

Revenue

- September's operating revenue was $888,012, which was under budget by $28,752 when periodized, and over budget by $51,615 when using a straight-line average. September's operating revenue was $58,494, higher than the same period last fiscal year.
- Water deliveries decreased and were below the estimated projections.

Salaries

- Salaries were under budget by 5% ($49,108) in September. Salaries are periodized to account for employees' step increases and other earnings paid at set times throughout the year.

Purchased Water

- Purchased water for September was under budget by $196,519 when periodized.
- Water production continued to decrease in September. Well-water production increased, and agency-purchased water decreased in September compared to August.

Transfer to/from Reserves

- The annual O&M allocation to CIP is $4,504,080. Year to date, the District has transferred $1,126,020 to the CIP.
- O&M is anticipated to have a budget deficit of $2,065,069 at the end of the fiscal year. A budgeted transfer from undesignated reserves will cover the O&M deficit.

CIP

- YTD expenditures for CIP as of September 30, 2026, are $213,943. This includes $135,889 in expenditures for rollover CIP projects from FY 2025/26.

Report of Investment

- The Undesignated Reserves are positive at $2,056,982
- There is $10,000 in retention funds pending from the grant.
- The Undesignated Reserves will help cover the anticipated O&M budget deficit and fund the capital plan for the next fiscal year.

Expenses

- Expenses without purchased water were over budget by 1%. Some expense accounts are over budget because we purchased budgeted items early in the fiscal year or due to unforeseen expenses. Overall total expenses are under budget by 2%.

Audit Update

- Staff continues to work through the outstanding reconciliations and supporting documentation necessary to complete the FY 2021–2022 audit, with particular focus on fixed assets and inventory. These efforts also aim to establish accurate beginning balances and support completion of subsequent fiscal year audits. Staff remains focused on resolving outstanding items and moving the audit process forward, while also working toward providing a more definitive completion timeline in the near future.

Recommendation:
Receive and approve, by roll call vote, the monthly financial reports and disbursements totaling $627,314.98 for the month of September.

Attachments:
Monthly Financial Disbursements
Board of Directors Disbursements
Monthly Revenue & Expense Comparison Report
Report of Investments
Capital Improvement Project Summary

VALLEY OF THE MOON WATER DISTRICT

Monthly Financial Disbursements

September 2026

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

CK #	Vendor Name	Invoice Description	Amount
1187	ACWA/JPIA	GROUP INSURANCES (OCT)	3,019.83
1188	AT&T	TELEPHONE - ADMIN OFFICES 07/22/26-08/21/26	53.98
1189	AWWA, CA-NV SECTION	CROSS-CONNECTION SPECIALIST - CW CERT#3242	140.00
1190	CDW GOVERNMENT, INC.	DIGI 360 CELLULAR SOLUTION PACKAGE	6,937.62
1191	CERVANTES LANDSCAPE, LLC	LANDSCAPING SERVICES (AUGUST)	250.00
1192	CINTAS	AED LEASE AGREEMENT	239.21
1193	CORE UTILITIES, INC.	CONSULTING SERVICES	2,757.50
1194	CSW/ST2 ENGINEERING GROUP, INC	PROF SRVCS RENDERED - DESIGN & DOC PREP	784.00
1195	DEWITT'S TIRE & BRAKE	FRONT BACKHOE TIRES	961.17
1196	FRIEDMAN'S HOME IMPROVEMENT	NEW SERVER SHELF AND BRACKET; SEALANT ASPHALT REPAIR; BATTERIES; AC GENERATOR REDUCING COUPLING GALV	145.36
1197	JILL GOLDEN	WASHING MACHINCE REBATE	50.00
1198	HILDEBRAND CONSULTING, LLC	VOMWD 2026 WATER RATE STUDY	4,250.00
1199	INFOSEND, INC	AUGUST STATEMENT : POSTAGE & BILL PROCESSING	2,602.49
1200	JD STRAND TRUCKING, INC.	HAULING SERVICES	1,518.00
1201	MARIN POOL SERVICE	CHLORINE ; 1 PALLET	2,285.34
1202	BRETT NOTARIUS	CASH FOR GRASS	600.00
1203	O'REILLY AUTO PARTS	EQUIP MTNC/REPAIR - 5 GAL TRACTRFL	88.19
1204	OIL CHANGERS	OIL CHANGE : TRUCK #40	78.41
1205	PACE SUPPLY CORP.	INVENTORY SUPPIES; GATE VALVE; FILLER FLANGE; FIRE HYDRANT; PORTABLE LARGE METER TESTER W/HANDLE	18,659.66
1206	PARSONS LUMBER & HARDWARE	READY MIX; BRASS NIPPLE, COMP ADAPT, BRASS BRUSHING; SCREWS, COAST FLASHLIGHT; VINYL LETTERS	158.61
1207	PITNEY BOWES, INC	INV#108041499 POSTAGE MACHINE 06/30/26-09/29/26	178.75
1208	RECOLOGY SONOMA MARIN	TRASH DISPOSAL (AUG)	574.15
1209	THE RENTAL PLACE	RENTAL : CHIPPER 10"-12"	440.00
1210	SHIELDS, HARPER & CO	FUEL POLISHER UNIT	12,298.39
1211	NEW ANSWERNET, INC.	ANSWERING SERVICES	80.00
1212	NAPA AUTO PARTS	DIESEL EXHAUST FUNNEL, WASHER SOAP, GLASS CLEANER; O-RING; WRENCH ADJUSTABLE, HAND NAIL BRUSH	416.27
1213	SONOMA CO. WATER AGENCY	WATER PURCHASES 07/30/26-08/31/26	266,102.34
1214	UNDERGROUND SERVICE ALERT OF N	INV#181235USB26CA FEE REGULATORYCOST 7/1/26-6/30/27	1,056.43
1215	USA BLUEBOOK	KINK-PROOF SUCTION HOSE 4"	2,116.64
1216	JACOB VAVRICKA	NEW SERVICE : BF TEST, NEW INSTALLATION & BF INSTALLATION	2,430.00
1217	W.K. MCLELLAN COMPANY	PAVING FOR NEW SERVICES, SERVICE REPAIRS, AND MAIN REPAIR (11 INVS)	45,863.56
1218	JOE BASUINO	CUSTOMER REFUND	56.76
1219	LAUREN SLOAN	CUSTOMER REFUND	76.80
1220	AFLAC	AFLAC PREMIUM (SEPT)	1,602.04
1221	AT&T	TELEPHONE - ADMIN OFFICES 08/22/26-09/21/26	59.10
1222	BAY ALARM COMPANY	CORP YARD - DEPOSIT FOR ALARM INSTALLATION & OFFICE - DEPOSIT FOR ALARM INSTALLATION	2,776.58
1223	CALTEST LABORATORY	ROUTINE WATER TESTING (AUGUST)	5,411.20
1224	CAL-WEST RENTALS INC.	RENTAL : EXCAVATOR, BUCKET 24"	877.00
1225	CINTAS	SERVICE TO REPLENISH EMERGENCY SUPPLIES	34.61
1226	COMCAST	INTERNET SERVICES (SEPT)	401.11
1227	NICK CREWS	CCCS RENEWAL - REIMBURSEMENT	165.00
1228	CORBIN WILLITS SYSTEMS, INC.	MONTHLY ACCOUNTING & BILLING SOFTWARE (OCT)	1,088.28
1229	EKI ENVIRONMENT & WATER	PROJ#C50208.00 - 2025 URBAN WATER MANAGEMENT PLAN	1,502.77
1230	DENISE OLAZAR	CASH FOR GRASS: 16771 CALLE DE LA LUNA	978.00
1231	PITNEY BOWES BANK INC RESERVE	PREPAID POSTAGE	500.00
1232	SMILE BUSINESS PRODUCTS	MONTHLY PRINTER LEASE 09/10/26-10/09/26	41.83
1233	SONOMA VALLEY PEST CONT.	PEST CONTROL - MONTHLY SERVICE (COC)	110.00
1234	STATIONARY ENGINEERS, LOCAL 39	UNION DUES FOR O&M (SEPT)	968.93
1235	STAPLES ADVANTAGE DEPT SNA	OFFICE SUPPLIES	153.38
1236	VERIZON WIRELESS	CELLPHONE SERVICE 08/04/26-09/03/26	582.12
1237	VERIZON WIRELESS	MACHINE TO MACHINE 08/13/26-09/12/26	189.04
1238	JACOB VAVRICKA	ANNUAL BACKFLOW TESTING 2026 (SONOMA GREEN HOA)	9,980.00
1239	SONOMA VALLEY PEST CONT.	OUTSIDE SERVICES - PEST CONTROL (QRTLY)	125.00
ACH	CALIFORNIA EMPLOYMENT DEVELOPM	STATE PAYROLL TAXES 09/03/26	4,276.19
ACH	CALIFORNIA EMPLOYMENT DEVELOPM	STATE PAYROLL TAXES 09/17/26	4,547.02
ACH	EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES 09/03/26	19,287.42
ACH	EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES 09/17/26	20,218.50
ACH	EXPERTPAY.COM	PERSONNEL-RELATED PAYROLL DISBURSEMENT 09/03/26 & PAYMENT FEE	139.04
ACH	EXPERTPAY.COM	PERSONNEL-RELATED PAYROLL DISBURSEMENT 09/17/26 & PAYMENT FEE	139.04
ACH	FIRST BANKCARD CENTER	OFFICE : DUES AND SUBSCRIPTIONS; BUILDING MTNC	1,856.85
ACH	PAYMENTUS CORPORATION	TRANSACTION FEES FOR SEPT 2026	1,330.30
ACH	PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 09/03/26	1,900.50

VALLEY OF THE MOON WATER DISTRICT

Monthly Financial Disbursements

September 2026

CK #	Vendor Name	Invoice Description	Amount
ACH	PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 09/17/26	1,900.50
ACH	PERS	DEFERRED COMP CONTRIBUTION PAYROLL 09/03/26	2,150.00
ACH	PERS	DEFERRED COMP CONTRIBUTION PAYROLL 09/17/26	2,150.00
ACH	PERS	FEES FOR GASB-68 REPORTS AND SCHEDULES	350.00
ACH	PERS	HEALTH INSURANCE PREMIUM (SEPT)	34,947.05
ACH	PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 09/03/26	10,002.94
ACH	PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 09/17/26	10,201.74
ACH	PERS	SSA 218 - ANNUAL FEE	70.00
ACH	RETIREES	RETIREES BENEFITS (SEPT)	144.23
ACH	RETIREES	RETIREES BENEFITS (SEPT)	37.05
ACH	RETIREES	RETIREES BENEFITS (SEPT)	52.36
ACH	RETIREES	RETIREES BENEFITS (SEPT)	1,296.50
ACH	RETIREES	RETIREES BENEFITS (SEPT)	403.68
ACH	RETIREES	RETIREES BENEFITS (SEPT)	144.23
ACH	RETIREES	RETIREES BENEFITS (SEPT)	891.67
ACH	RETIREES	RETIREES BENEFITS (SEPT)	144.23
ACH	RETIREES	RETIREES BENEFITS (SEPT)	403.68
ACH	VALIC	401A CONTRIBUTION PAYROLL 09/03/26	250.00
ACH	VALIC	401A CONTRIBUTION PAYROLL 09/17/26	250.00
ACH	VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 09/03/26	700.00
ACH	VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 09/17/26	700.00
ACH	WESTAMERICA BANK	AMAZON:OFFICE SUPPLIES, SURGE PROTECTORS, RIPSAW NOZZLE; CCC CLASS; SUMMER STAFF BBQ; NEW FRIDGE; SUBS	5,237.41

Net Payroll (After Deductions) 96,377.40

627,314.98

BOARD PRESIDENT

GENERAL MANAGER

Board of Directors
September Disbursement

	Pay Date	Bryant	Caniglia	Foreman	Williams	Yudin-Cowan
Regular Board Meeting 09/01/2026	9/17/2026	233.00	233.00	233.00	233.00	233.00
Total		233.00	233.00	233.00	233.00	233.00

VALLEY OF THE MOON WATER DISTRICT
MONTHLY REVENUE AND EXPENSE COMPARISON
PERIOD ENDING SEPTEMBER 30, 2026

75% of year remaining

	Actual	Actual	Approved Budget	Approved Budget (Monthly)	Current Month Actual	Variance (Mo)	Budget (YTD)	Fiscal Year To Date Actual	Variance (YTD)	Budget Remaining	% Remaining	Forecasting Notes & Significant Changes for 2026-2027
	24-25	25-26	26-27	SEPTEMBER	SEPTEMBER	SEPTEMBER	07/26-06/27	07/26-06/27	07/26-06/27	26-27	26-27	
Revenues												
Interest Income	$ 213,965	$ 268,144	$ 262,521	$ 21,877	15,598	(6,279)	$ 65,630	84,815	$ 19,185	$ 177,707	68%	
Gain on Sale of Assets	-	-	-	$ -	-	-	$ -	-	$ -	-	-	
Operating Revenue	8,798,103	9,104,598	10,036,773	$ 916,764	888,012	(28,752)	$ 2,954,411	2,861,460	$ (92,951)	7,175,313	71%	
Backflow Testing Revenue	46,500	60,437	52,628	$ 4,386	4,759	373	$ 13,157	12,754	$ (403)	39,874	76%	This account offsets the backflow outside service expense account
Customer Penalties & Fees	62,408	70,541	23,640	$ 1,970	5,477	3,507	$ 5,910	17,755	$ 11,845	5,885	25%	
Misc. Income	32,811	86,558	12,000	$ 1,000	1,584	584	$ 3,000	2,682	$ (318)	9,318	78%	
Leak Adjustments	(9,601)	(9,004)	(9,613)	$ (878)	(3,468)	(2,590)	$ (2,830)	(5,614)	$ (2,784)	(3,999)	42%	
Total Revenue	**9,144,186**	**9,581,274**	**10,377,949**	**945,119**	**911,962**	**(33,157)**	**3,039,279**	**2,973,852**	**(65,427)**	**7,404,098**	**71%**	
Expenses												
Salaries:												
O&M - Operating Wages	929,744	1,097,732	1,203,925	$ 92,235	81,351	(10,884)	$ 276,705	237,123	(39,583)	966,803	80%	
Stand-By	35,371	35,192	35,354	$ 2,946	2,725	(221)	$ 8,839	8,118	(721)	27,236	77%	
Net O&M Operating Wages	**965,115**	**1,132,924**	**1,239,279**	**95,181**	**84,076**	**(11,105)**	**285,544**	**245,241**	**(40,303)**	**994,039**	**80%**	
Administration	760,806	833,790	967,897	74,412	66,981	(7,431)	$ 222,207	197,270	(24,937)	770,627	80%	
Temporary Employees	-	-	-	-	-	-	$ -	-	-	-		
Total Salaries	**1,725,921**	**1,966,714**	**2,207,177**	**169,593**	**151,057**	**(18,536)**	**507,751**	**442,511**	**(65,240)**	**1,764,666**	**80%**	
Weighted Wages Transferred to Capital Projects	(431,480)	(491,679)	(551,794)	(42,339)	(37,764)	4,575	$ (126,759)	(110,628)	16,132	(441,167)	80%	
Net Operating Wages	**1,294,441**	**1,475,036**	**1,655,383**	**127,254**	**113,293**	**(13,961)**	**380,991**	**331,883**	**(49,108)**	**1,323,500**	**80%**	*Net Wages used to calculate Net Position*

VALLEY OF THE MOON WATER DISTRICT
MONTHLY REVENUE AND EXPENSE COMPARISON
PERIOD ENDING SEPTEMBER 30, 2026

75% of year remaining

	Actual 24-25	Actual 25-26	Approved Budget 26-27	Approved Budget (Monthly) SEPTEMBER	Current Month Actual SEPTEMBER	Variance (Mo) SEPTEMBER	Budget (YTD) 07/26-06/27	Fiscal Year To Date Actual 07/26-06/27	Variance (YTD) 07/26-06/27	Budget Remaining 26-27	% Remaining 26-27	Forecasting Notes & Significant Changes for 2026-2027
Benefits:												
O&M - Operating & Maintenance	249,413	260,798	282,459	23,538	22,306	(1,232)	$ 70,615	66,919	(3,696)	215,540	76%	
Administration	131,384	140,584	178,473	14,873	12,022	(2,851)	$ 44,618	36,066	(8,552)	142,407	80%	
Retirees	65,186	69,743	70,479	5,873	5,414	(459)	$ 17,620	16,646	(974)	53,833	76%	
Total Benefits	**445,983**	**471,125**	**531,411**	**44,284**	**39,742**	**(4,542)**	**132,853**	**119,631**	**(13,222)**	**411,780**	**77%**	
Mandatory Costs												
Workers Comp:												
Operating & Maintenance	27,745	51,806	43,216	3,601	12,567	8,966	$ 10,804	12,567	1,763	30,649	71%	
Acct/Administration	4,225	8,203	7,095	591	2,014	1,423	$ 1,774	2,014	240	5,081	72%	
FICA/Medicare:						-	$ -		-			
Operating & Maintenance	83,768	86,240	93,887	7,824	6,336	(1,488)	$ 23,472	18,869	(4,603)	75,018	80%	
Administration	52,032	57,470	67,209	5,601	5,185	(416)	$ 16,802	15,323	(1,479)	51,886	77%	
District Portion/Retirement:						-	$ -		-			
Operating & Maintenance	95,651	99,654	105,440	8,787	7,269	(1,518)	$ 26,360	21,783	(4,577)	83,657	79%	
Administration	83,851	89,620	100,516	8,376	7,338	(1,038)	$ 25,129	21,690	(3,439)	78,826	78%	
CalPERS Accrued Liability	271,613	311,177	342,323	28,527	28,527	0	$ 85,581	85,581	0	256,742	75%	
Total Mandatory Costs	**618,885**	**704,170**	**759,686**	**63,307**	**69,236**	**5,929**	**189,921**	**177,827**	**(12,095)**	**581,859**	**77%**	
Travel & Training												
Operating & Maintenance	13,270	7,227	29,933	2,494	1,602	(892)	$ 7,483	5,260	(2,223)	24,673	82%	
Administration	12,998	7,264	12,750	1,062	1,450	388	$ 3,187	3,440	253	9,310	73%	
Total Travel & Training	**26,268**	**14,491**	**42,683**	**3,557**	**3,052**	**(505)**	**10,671**	**8,700**	**(1,971)**	**33,983**	**80%**	
Board of Directors:												
Meeting Compensation	15,939	19,581	19,572	1,631	1,165	(466)	$ 4,893	5,353	460	14,219	73%	
Travel & Training	592	3,560	4,587	382	20	(362)	$ 1,147	116	(1,031)	4,471	97%	
Total Board Expenses	**$ 16,531**	**$ 23,141**	**$ 24,159**	**$ 2,013**	**1,185**	**(828)**	**6,040**	**5,469**	**(571)**	**18,690**	**77%**	
Purchased Water												
Purchased Water	$ 2,553,322	$ 1,648,765	$ 3,228,684	338,065	141,546	(196,519)	$ 1,238,587	750,896	(487,691)	2,477,788	77%	
GSA Fee	15,383	17,873	$ 21,958	1,830	1,671	(159)	$ 5,489	5,013	(476)	16,945	77%	
Total Purchased Water	**$ 2,568,705**	**$ 1,666,638**	**$ 3,250,642**	**$ 339,895**	**$ 143,217**	**$ (196,678)**	**$ 1,244,076**	**$ 755,909**	**$ (488,167)**	**$ 2,494,733**	**77%**	

VALLEY OF THE MOON WATER DISTRICT
MONTHLY REVENUE AND EXPENSE COMPARISON
PERIOD ENDING SEPTEMBER 30, 2026

75% of year remaining

	Actual	Actual	Approved Budget	Approved Budget (Monthly)	Current Month Actual	Variance (Mo)	Budget (YTD)	Fiscal Year To Date Actual	Variance (YTD)	Budget Remaining	% Remaining	Forecasting Notes & Significant Changes for 2026-2027
	24-25	25-26	26-27	SEPTEMBER	SEPTEMBER	SEPTEMBER	07/26-06/27	07/26-06/27	07/26-06/27	26-27	26-27	
Services & Supplies												
Safety & Clothing Allowance	8,155	6,896	16,366	1,364	352	(1,012)	$ 4,091	1,948	(2,143)	14,418	88%	
Vehicle Maintenance	13,915	23,711	21,709	1,809	577	(1,232)	$ 5,427	13,140	7,713	8,569	39%	Ranger Repairs
Election Costs	21,598	-	32,800	2,733	-	(2,733)	$ 8,200	-	(8,200)	32,800		
Employee Relations	5,945	4,595	6,171	514	389	(125)	$ 1,543	1,440	(103)	4,731	77%	
Legal Fees	78,884	83,168	92,250	7,688	13,487	5,800	$ 23,063	28,501	5,439	63,749	69%	
SDC Expenses	11,311	84,873	82,000	6,833	-	(6,833)	$ 20,500	485	(20,015)	81,515	99%	
HR Expenses	2,943	37,170	15,375	1,281	4,199	2,917	$ 3,844	16,930	13,087	(1,555)	-10%	Labor Negotiations
Engineering General Support	-	-	2,770	231	-	(231)	$ 693	-	(693)	2,770	100%	
Advertising	19	694	1,051	88	-	(88)	$ 263	-	(263)	1,051	100%	
Outside Services	26,722	42,769	86,689	7,224	1,340	(5,884)	$ 21,672	5,640	(16,032)	81,049	93%	
Outside Services Backflow	37,299	38,601	52,628	4,386	22,265	17,879	$ 13,157	43,910	30,753	8,718	17%	This account offsets the backflow testing revenue account
Annual Audit	10,427	830	22,227	1,852	-	(1,852)	$ 5,557	-	(5,557)	22,227	100%	
Bad Debts/Collections	20,686	20,774	17,881	1,490	-	(1,490)	$ 4,470	(51)	(4,521)	17,932	100%	
Building MTNC.	25,079	45,392	53,260	4,438	3,169	(1,269)	$ 13,315	3,339	(9,976)	49,921	94%	
Dues and Subscriptions	29,193	30,843	29,447	2,454	1,847	(607)	$ 7,362	5,671	(1,691)	23,776	81%	
Equipment MTNC./Repairs	29,560	50,307	48,125	4,010	1,884	(2,126)	$ 12,031	4,637	(7,394)	43,488	90%	
Fees (County/State)	73,168	70,769	76,687	6,391	3,171	(3,220)	$ 19,172	16,875	(2,297)	59,812	78%	
Fuel	33,858	38,047	35,756	2,980	2,067	(913)	$ 8,939	6,023	(2,916)	29,733	83%	
Bank Charges	19,432	16,108	16,952	1,413	1,333	(80)	$ 4,238	4,085	(153)	12,867	76%	
Liability Ins. (Incl. Losses)	99,918	123,666	143,479	11,957	10,998	(959)	$ 35,870	32,993	(2,877)	110,486	77%	
Postage	24,325	25,372	26,600	2,217	2,838	621	$ 6,650	7,399	749	19,201	72%	
Public Information	5,218	10,227	21,736	1,811	-	(1,811)	$ 5,434	-	(5,434)	21,736	100%	
Service Contracts	77,032	103,598	99,020	8,252	7,142	(1,110)	$ 24,755	22,143	(2,612)	76,877	78%	
Office Supplies	9,838	18,554	15,845	1,320	1,256	(64)	$ 3,961	12,226	8,265	3,619	23%	Computer upgrades
Telephone-Internet	23,888	23,565	23,853	1,988	1,877	(111)	$ 5,963	5,746	(217)	18,107	76%	
Small Tools & Equipment	24,182	12,015	21,279	1,773	529	(1,244)	$ 5,320	13,385	8,065	7,894	37%	Rigid Threading Machine
Trash Disposal	9,116	6,982	7,402	617	574	(43)	$ 1,851	1,723	(128)	5,679	77%	
Utilities - PG&E	215,324	201,422	213,191	17,766	20,031	2,265	$ 53,298	57,248	3,950	155,943	73%	
Professional Services	30,469	143,688	130,559	10,880	40,365	29,485	$ 32,640	59,893	27,253	70,666	54%	LHMP, AWSDA, Water Rate Study
Water Testing	59,870	78,544	68,449	5,704	3,525	(2,179)	$ 17,112	19,486	2,374	48,963	72%	
Water Main Maintenance	38,089	23,106	39,710	3,309	759	(2,550)	$ 9,927	18,391	8,464	21,319	54%	Paving
Service Line Maintenance	8,938	11,976	11,514	959	1,936	977	$ 2,878	8,123	5,245	3,391	29%	Paving
Hydrant Repairs	262	1,561	2,101	175	158	(17)	$ 525	158	(367)	1,943	92%	
Misc. System Maintenance	9,245	8,016	5,805	484	1,362	878	$ 1,451	1,437	(14)	4,368	75%	
Wells Maintenance	12,354	44,281	52,489	4,374	592	(3,782)	$ 13,122	2,074	(11,048)	50,415	96%	
Pump Maintenance	9,399	11,303	12,417	1,035	-	(1,035)	$ 3,104	-	(3,104)	12,417	100%	
Storage Tank Maintenance	6,388	21,156	33,825	2,819	-	(2,819)	$ 8,456	3,843	(4,613)	29,982	89%	
Water Conservation Program	23,669	41,323	32,390	2,699	1,691	(1,008)	$ 8,098	12,936	4,839	19,454	60%	Large Meter Tester
Equipment Replacement	2,631	1,374	3,169	264	(99)	(363)	$ 792	5	(787)	3,164	100%	
Total Services & Supplies	**1,138,349**	**1,507,276**	**1,674,975**	**139,581**	**151,614**	**12,032**	**418,744**	**431,783**	**13,039**	**1,243,193**	74%	
Total Expenses	6,109,161	5,861,876	7,938,939	719,892	521,339	(198,553)	2,383,296	1,831,201	(552,094)	6,107,738	77%	
Revenues Less Expenses	**3,035,024**	**3,719,398**	**2,439,011**	**225,226**	**390,623**	**165,396**	**655,983**	**1,142,651**	**486,668**	**1,296,360**	53%	
O&M Allocation to CIP	(2,069,401)	(2,702,995)	(4,504,080)	(375,340)	(375,340)	-	$ (1,126,020)	(1,126,020)	-	(3,378,060)	75%	
Transfer to/from Undesignated Reserves	**$ 965,623**	**$ 1,016,403**	**$ (2,065,069)**	**$ (150,114)**	**$ 15,283**		**$ (470,037)**	**$ 16,631**		**$ (2,081,700)**	**101%**	

VALLEY OF THE MOON WATER DISTRICT
REPORT OF INVESTMENTS AND RESERVES
For the Month Ended September 2026

Start of Fiscal Year		
LAIF	$	2,915,437
SCIP		139,517
TVI		2,252,651
Westamerica Bank Checking/Petty Cash		36,935
Five Star Bank Checking/Money Market		2,784,911
Total Beginning Cash	$	8,129,451

Year To Date			Average Rate of Interest
LAIF	$	2,915,437	3.908%
SCIP		139,517	4.106%
TVI		2,273,273	4.120%
Westamerica Bank Checking/Petty Cash		36,736	
Five Star Bank Checking/Money Market		3,204,769	3.908%
Total ending Cash	$	8,569,732	

Outstanding Payments	$	(29,753)
Adjusted Cash/Investment Balance		8,539,978
(1) Board Designated Reserves (Board Approved with 26/27 Budget)		
(a) Operations & Maintenance Reserve (3 Months Operations)		(1,984,735)
(b) Rate Stabilization Reserve		(836,398)
(c) Capital Improvement Program		(1,010,000)
Total Board Designated Reserves		(3,831,133)
Remaining Cash/Investment Balance	$	4,708,845
Previous Capacity Fees Balance		(418,068)
(2) Year To Date Capacity Fees Collected FY 26/27		(43,982)
Capacity Fees to CIP FY 26/27		389,376
Total Capacity Fees Restricted Funds		(72,674)
(3) FY 2026-2027 Board Approved Capital Projects		(4,893,457)
Year to Date Capital Project Disbursements		78,054
Remaining Transfer of Current Year Revenues to Capital Project Fund		3,670,092
Rollover Projects FY25-26		(1,569,768)
Year to Date Rollover Projects Disbursements		135,889
YTD Capital Project Unexpended funds		(2,579,190)
Undesignated Reserves- funding for remaining 5-Year Capital Plan	$	2,056,982
Pending Grant Expense Reimbursements	$	10,000
Adjusted Undesignated Reserves	$	2,066,982
Remaining 5-Year Capital Plan	$	14,747,114

Project #	Project	Improvement Description	CIP Roll Over	Current CIP Budget	Total CIP Budget	Current Month - SEP	YTD Expenditures	Budget Remaining	% Remaining
			2025/26	2026/27	2026/27				
Facilities and Maintenance Projects									
CIP-5107	County of Sonoma Paving Projects requiring adjustments and or relocation of District facilities	Work done by the County of Sonoma affecting District facilities on Cherry Avenue and Riverside Drive.	-	57,971	57,971	-	-	57,971	100%
CIP-6001	New Services	Customer pays 100%.	-	-	-	(19,991)	3,561		
CIP-6004	All Service Replacements	All service replacements combined.	-	59,000	59,000	11,029	22,510	36,490	62%
CIP-8100	Valve Replacement Program	Valve replacement for system reliability and control.	-	59,000	59,000	339	7,504	51,496	87%
CIP-9300	Meter Replacement Program	Fiscal year 2025/26 represents replacing the AMI servers to keep the existing system operational. Beginning in year FY2028/29, the district will pilot a new AMI system and begin replacing all meters and end-points in subsequent years.	77,653	300,000	377,653	1,209	61,045	316,608	84%
CIP-3078	Replace Vac Truck	The Vac trucks are critical emergency and leak response vehicles. It is important to replace them while they are still very reliable (est. 15 years). F600 with new or rebuilt pacific tech.		342,553	342,553	-	-	342,553	100%
CIP-3072	Facility assessment and cameras replace all/ same brand	Year 1 system-wide security assessment. Year 2 equipment upgrades ($50K place holder, actual cost TBD)	14,607	52,701	67,308	268	17,599	49,709	74%
CIP-2991	GPS Facilities	Finish GPSing the meters and valves. Assumes $50 per location.	-	41,324	41,324	1,885	10,237	31,087	75%
CIP-3060	SDC Evalution	Evalute water treatment plant and transmission systems for needed upgrades and provide OPC for construction.	314,108	-	314,108	-	-	314,108	100%
CIP-3079	District Metered Area 2 (PZ-1G)	Install new 8-inch PRV station with flow metering at the intersection of Kearney Avenue and East Agua Caliente Road, running parallel to the existing zone separating closed valve, and new 12-inch PRV stations with flow metering (1) on West Agua Caliente Road east of the roundabout (2) on Highway 12 between Vailetti Drive and Sunnyside Avenue to create new pressure zone 1G in the Agua Caliente Knolls area.	-	121,211	121,211	-	-	121,211	100%
CIP-3080	Temelec Tank Road	Grade and pave tank road and repave tank rings	-	126,481	126,481	12,564	13,451	113,031	89%
CIP-3077	Fuel System upgrades and fuel polishing	Diesel issues in generators see attached. Combination of treatment and polishing of existing tanks. Filter and treatments for existing equipment.	-	55,863	55,863	-	12,298	43,564	78%
CIP-3081	Replace 10 C-More HMI units to upgraded model. Fuel level sensors for gensets, SCADA. Engineer back-up plans for both hydro pneumatic sites	Current C more HMIs discontinued. New models can be more customized for each site. 10 total this year. Allow for viewing fuel tank levels at all of our backup gensets via SCADA. Develop thorough plans to follow in event of pumping station failure at either Donald or Chestnut Hydro systems. Develop a backup system to be deployed when repairs need to be made on either hydro tank or related system.	-	36,890	36,890	5,501	5,501	31,389	85%
CIP-3082	Replace Generac 30kw genset at Chestnut and Electrical Upgrades	This genset is unreliable and a more robust model would protect against power outages. Reaplce old components (10k)	-	52,701	52,701	-	-	52,701	100%
Total Facilities and Maintenance Projects			**406,368**	**1,305,695**	**1,712,063**	**12,804**	**153,706**	**1,558,357**	**91%**
Pipeline Projects									
CIP-3022	WMP: P-7. Altamira Middle School Fire Flow Improvement and P-31 Arnold Drive and Agua Caliente Road Roundabout Improvement	Replace existing 6-inch and 8-inch PVC and ACP water mains with new 12-inch PVC water mains along Arnold Drive, replace existing 6-inch pipe with new 8 and 12-inch pipe adjacent to Altimira Middle School, replace 15 existing service connections, and replace three existing fire hydrants. This project will be combined with P-31 for efficiency. Replace existing 8-inch ACP water mains with new 12-inch PVC water mains and relocate the existing Hannah Lower PRV out of the center of the new roundabout. This project has been identified as high priority due to the safety concerns with operating this PRV. This project could be combined with P-7 for efficiency.	1,131,663	3,129,900	4,261,563	24,468	57,569	4,203,995	99%
CIP-3069	Lomita Avenue Commercial Fire Flow Improvement	Replace existing 6-inch ACP water main with new 12-PVC water main along Lomita Avenue, replace two service connections, and replace one hydrant.	31,737	247,060	278,797	1,884	2,668	276,129	99%
Total Pipeline Projects			**1,163,400**	**3,376,960**	**4,540,360**	**26,352**	**60,237**	**4,480,124**	**99%**

Project #	Project	Improvement Description	CIP Roll Over	Current CIP Budget	Total CIP Budget	Current Month - SEP	YTD Expenditures	Budget Remaining	% Remaining
			2025/26	2026/27	2026/27				
Wells, Pumping, & Supply									
CIP-3083	Agua Caliente Well PFAS Treatment	Design and build treatment system for the removal of PFAS & re-permit the well	-	52,701	52,701	-	-	52,701	100%
CIP-3084	Craig Well PFAS Treatment	Design and build treatment system for the removal of PFAS & re-permit the well	-	52,701	52,701	-	-	52,701	100%
CIP-3085	Larbre Well PFAS Treatment	Design and build treatment system for the removal of PFAS & re-permit the well	-	52,701	52,701	-	-	52,701	100%
CIP-3086	Pedroncelli Well PFAS Treatment	Design and build treatment system for the removal of PFAS & re-permit the well	-	52,701	52,701	-	-	52,701	100%
Total Wells			**-**	**210,802**	**210,802**	**-**	**-**	**210,802**	**100%**
Tanks									
				-	-	-	-	-	
Total Tanks			**-**	**-**	**-**	**-**	**-**	**-**	
		Total	**2025/26**	**2026/27**	**2026/27**	**Current Month - SEP**	**YTD Expenditures**	**Budget Remaining**	**% Remaining**
		Total Water System Improvements:	**$ 1,569,768**	**$ 4,893,457**	**$ 6,463,225**	**$ 39,156**	**$ 213,943**	**$ 6,249,282**	**97%**

Agenda Item: 5.B

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Amanda Hudson, Administration Manager

SUBJECT: Administrative Report

The following are some areas the Administrative Department has been focusing on:

Alarm System Upgrade

The alarm system at the District office and operations building has been successfully upgraded. The previous system was quite outdated and was budgeted to be updated this fiscal year. Staff were able to source a system replacement and upgrade while coming in approximately $10,000 under budget.

Collections Company Change

The District's previous collections company is no longer in service. Staff successfully sourced and negotiated a contract with a new collections company in October.

ACWA JPIA Risk Assessment

Robin from ACWA JPIA completed the District's annual risk assessment on November 3. She visited the Madrone PRV, Glen Ellen Pump Station, Glen Ellen Tank, and Saddle Tank sites. In an attempt to leverage the most resources from ACWA JPIA, we have scheduled a workers' comp review and are moving toward a Commitment to Excellence agreement with ACWA JPIA to implement best practices that may help reduce losses. Additionally, this fiscal year we are looking to submit to ACWA JPIA nominations for the H.R. LaBounty Safety Awards, which is designed to recognize safe workplace behavior, operational practices, and reward employees who participate in proactive activities or engage in risk-reducing actions.

Grants

DWR

Urban and Multibenefit Drought Relief Grant

- The District is still awaiting the final retention billing check ($10,914.14)
- Staff reached out to DWR regarding final retention billing. As of September 15, they have rectified the issue on their side, and the final check is being processed.

FEMA

Saddle Tank project $659,422

- On 4/29/2026, staff received a letter rejecting the additional funds requested for the construction of Saddle Tank. FEMA is **not** de-obligating from the $659,422, but is rejecting the request for the additional $463,023.91.
- Next steps: staff has to respond to the letter sent by FEMA to move forward with the closeout request for the $659,422. On 5/6/2026, the District's CalOES closeout specialist confirmed that

the CalOES team would confirm with FEMA at their biweekly meeting what an appropriate response to the letter would be.

- The task has been added to the high-priority list for FEMA leadership review. As of October 20, 2026, CalOES said that there is no update.

Admin time toward FEMA projects $56,291.68

- As of August 26, 2026, staff fulfilled the entirety of the FEMA request.

Donald Hillside Stabilization project $8,543.60

- On January 26th, 2026, CalOES forwarded a response from FEMA stating that they approved the total eligible funding request for the District's disaster application submitted in December 2017.

Agenda Item: 5.C

M E M O R A N D U M

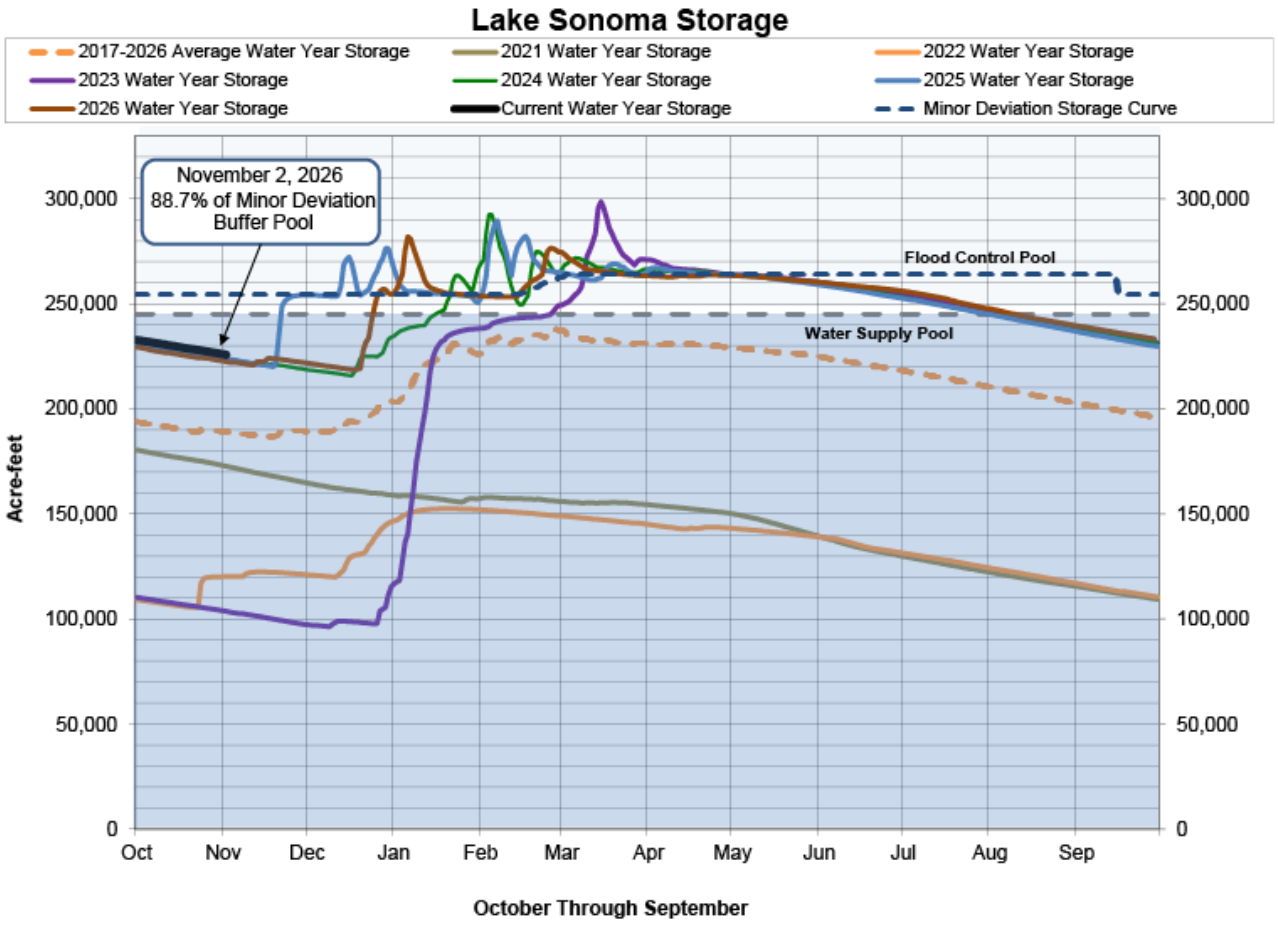
TO: Valley of the Moon Water District Board of Directors

FROM: Clayton Church, Water System Manager

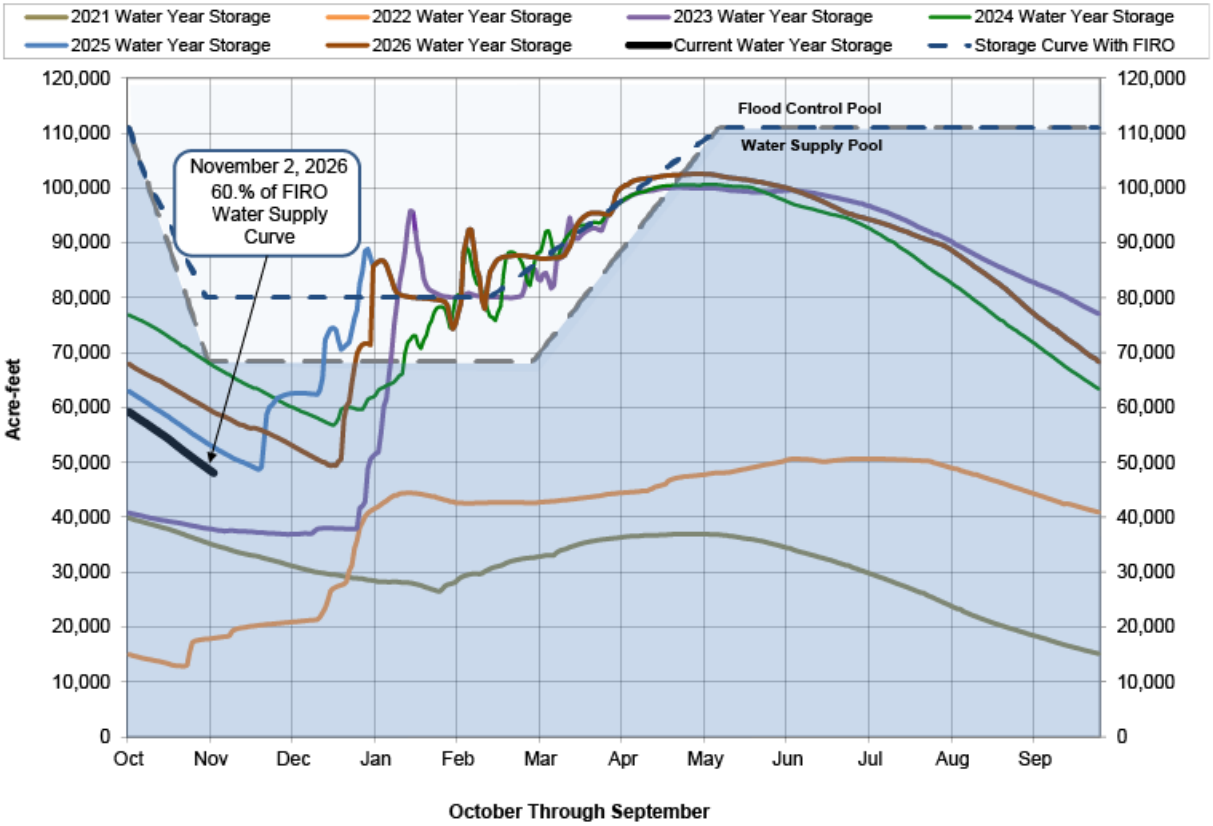
SUBJECT: Water Supply & Water Source Update

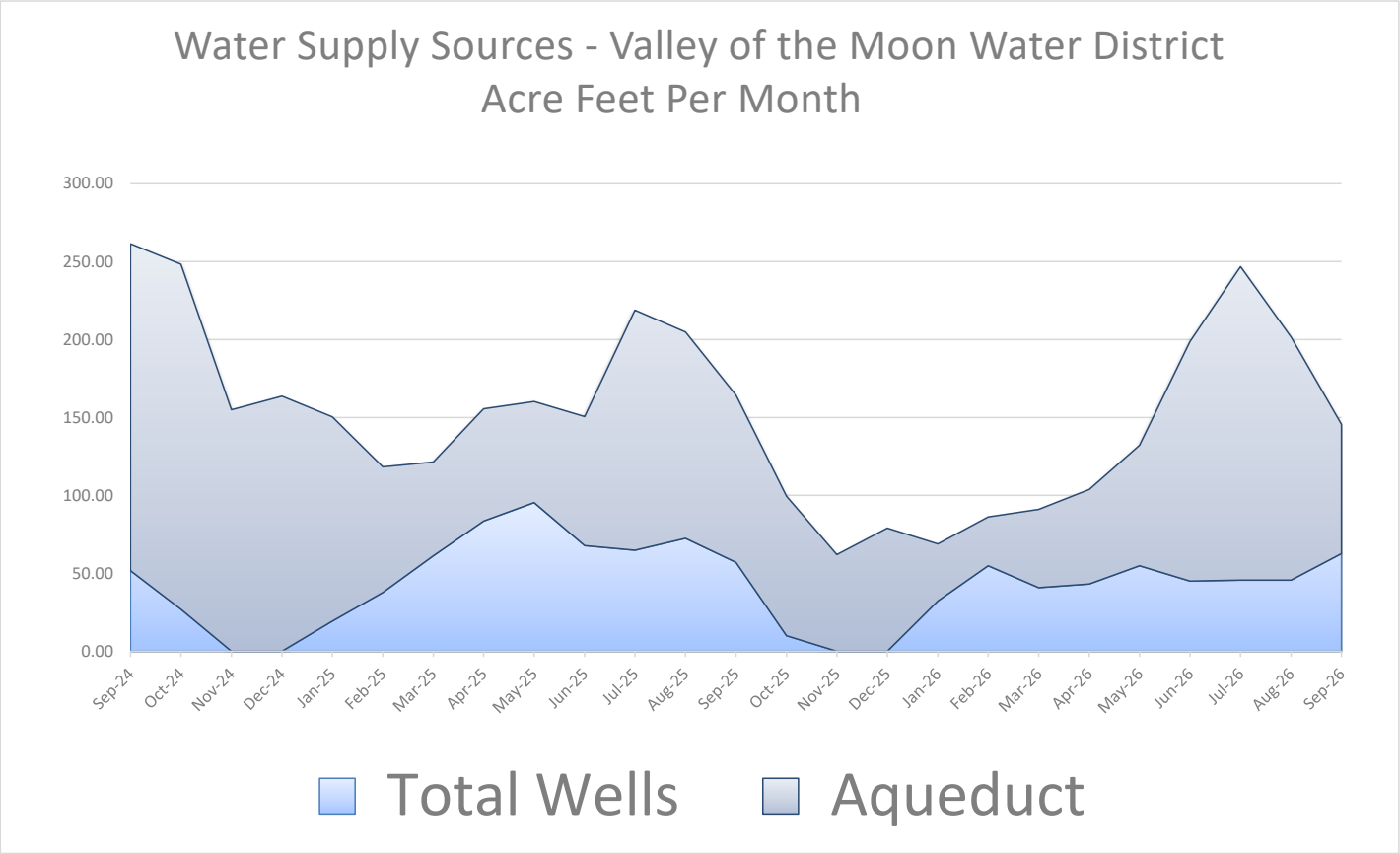
Water source report:
The wells produced 42.99% of the District's overall demand for the month of September 2026.

Lake Sonoma was at 88.7% of the minor deviation buffer pool, and Lake Mendocino was at 60% of the FIRO Target Curve as of November 2, 2026.

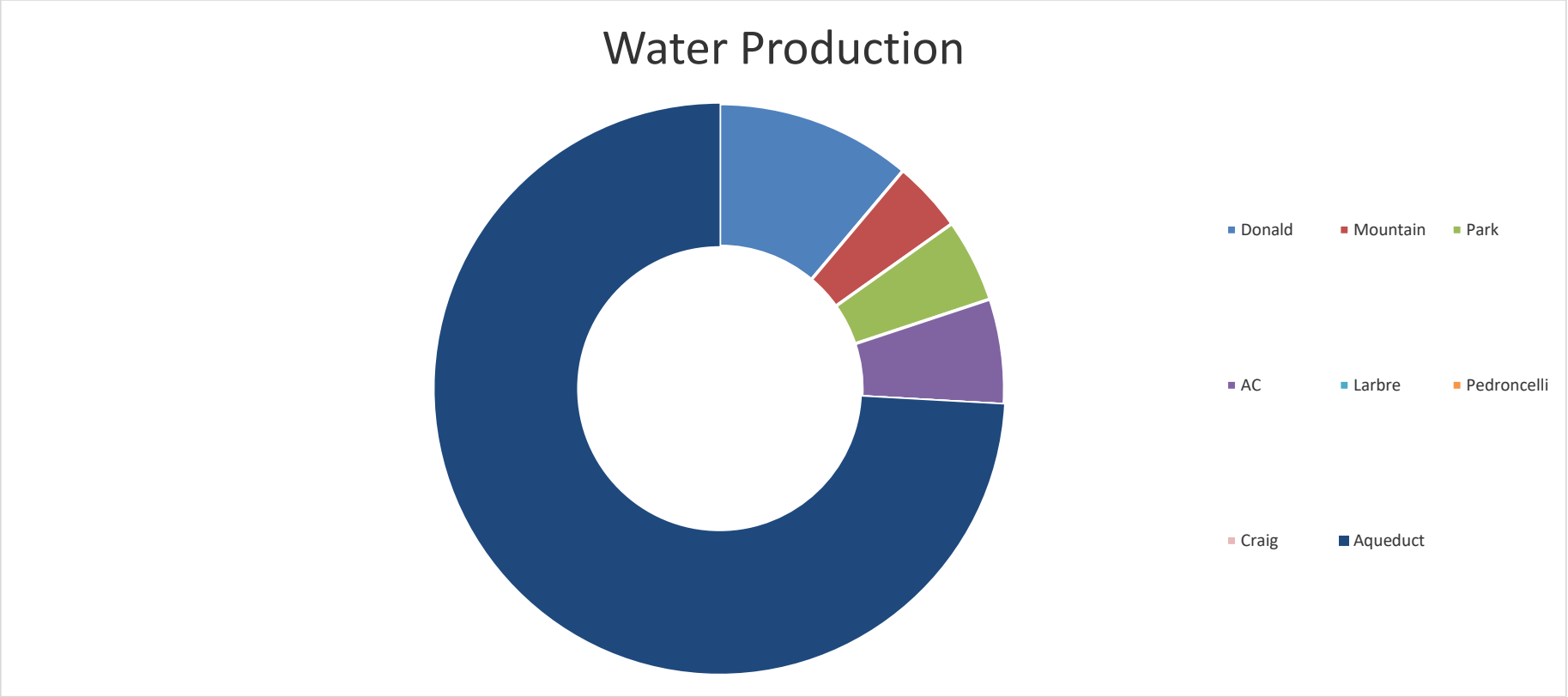


Lake Mendocino Storage





Month	Donald	Mt Ave	Park Ave	Agua Cal	Larbre	Pedroncelli	Craig	Aqueduct	Total Wells	Wells %	Total AF Produced	Total AF Deliveries
Sep-24	12.97	4.15	5.74	10.95	10.43	0.00	7.52	209.67	51.76	19.80%	261.43	231.01
Oct-24	6.32	3.86	3.37	5.41	4.64	0.00	3.35	221.38	26.96	10.86%	248.33	262.02
Nov-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	154.90	0.00	0.00%	154.90	195.76
Dec-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	163.67	0.00	0.00%	163.67	172.44
Jan-25	0.00	4.93	0.00	7.97	0.00	0.00	6.42	131.10	19.32	12.84%	150.42	119.90
Feb-25	0.00	4.72	0.00	12.38	2.09	4.66	13.77	80.67	37.62	31.80%	118.28	118.01
Mar-25	10.01	8.73	0.00	8.17	5.13	14.13	15.10	60.05	61.27	50.50%	121.32	106.81
Apr-25	15.93	8.78	5.45	12.00	12.38	15.40	13.50	72.06	83.44	53.66%	155.50	116.02
May-25	19.05	8.55	10.68	16.54	12.42	19.17	8.89	64.86	95.30	59.50%	160.16	138.45
Jun-25	15.07	7.52	8.57	12.76	9.08	8.34	6.47	82.69	67.80	45.05%	150.50	212.05
Jul-25	14.70	7.56	8.54	12.34	8.59	7.34	5.71	154.14	64.78	29.59%	218.92	188.41
Aug-25	17.67	7.35	10.18	14.53	10.04	6.38	6.25	132.48	72.39	35.34%	204.87	272.82
Sep-25	13.70	7.61	8.42	11.38	8.17	3.13	4.57	107.37	56.98	34.67%	164.35	212.50
Oct-25	2.50	1.32	1.48	2.04	1.40	0.41	0.74	89.55	9.89	9.94%	99.44	262.54
Nov-25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.95	0.00	0.00%	61.95	177.37
Dec-25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.03	0.00	0.00%	79.03	132.98
Jan-26	10.23	0.00	0.00	8.04	8.18	5.73	0.00	36.69	32.18	46.72%	68.87	120.94
Feb-26	18.27	6.63	0.00	11.72	11.34	6.93	0.00	31.26	54.89	63.72%	86.15	118.34
Mar-26	21.18	8.05	0.00	11.61	0.00	0.00	0.00	50.13	40.83	44.89%	90.96	103.79
Apr-26	25.30	6.34	0.00	11.46	0.00	0.00	0.00	60.72	43.10	41.52%	103.82	157.54
May-26	32.42	8.07	0.00	14.31	0.00	0.00	0.00	77.31	54.79	41.48%	132.11	156.41
Jun-26	25.42	8.31	0.00	11.23	0.00	0.00	0.00	153.75	44.97	22.63%	198.71	206.88
Jul-26	25.36	8.53	0.00	11.67	0.00	0.00	0.00	201.17	45.56	18.47%	246.74	161.81
Aug-26	16.12	7.76	9.91	11.80	0.00	0.00	0.00	155.96	45.59	22.62%	201.55	276.63
Sep-26	24.65	7.68	18.21	12.01	0.00	0.00	0.00	82.96	62.56	42.99%	145.52	211.66
FY to date (Acre Feet)	66.13	23.98	28.12	35.49	-	-	-	440.09	153.71	25.89%	593.80	650.10



Actual	Wells											Aqueduct
Month	Donald	Mountain	Park	AC	Larbre	Pedroncelli	Craig	Total	Aqueduct	Total	Wells %	flow rate*
Jul-26	25.36	8.53	0.00	11.67	0.00	0.00	0.00	46	201.17	247	18%	2.11
Aug-26	16.12	7.76	9.91	11.80	0.00	0.00	0.00	46	155.96	202	23%	1.64
Sep-26	24.65	7.68	18.21	12.01	0.00	0.00	0.00	63	82.96	146	43%	0.90
Oct-26								0		0	0%	0.00
Nov-26								0		0	0%	0.00
Dec-26								0		0	0%	0.00
Jan-27								0		0	0%	0.00
Feb-27								0		0	0%	0.00
Mar-27								0		0	0%	0.00
Apr-27								0		0	0%	0.00
May-27								0		0	0%	0.00
Jun-27								0		0	0%	0.00
Sub-Total	66	24	28	35	0	0	0	154	440	594	26%	
* Average daily rate of flow during the month (in millions of gallons per day)												
Annual Target	94	55	119	0	0	0	0	268	1,892	2,161	12%	
% of Target	70%	44%	24%					57%	23%	27%		

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Clayton Church, Water System Manager

SUBJECT: Operations Update

Background:

The month of October was focused on completing and mobilizing for O&M and in-house CIP projects. Project and routine maintenance for the year continue. Below, please see a brief list and description of these items.

- **CIP 3022 Altimira Fire Flow Improvement:** Staff continues to meet weekly for preparation for inspection and contract management of CIP 3022. The District has received the Tree Protection Plan for the project. The County Encroachment permit has still not been issued; however, the contractor has begun work on the Hanna property where the District was able to obtain easements. The County has also allowed the contractor to begin investigative "potholing" under the District's blanket encroachment permit. It is anticipated that the County permit for the job will be issued very soon.
- **CIP 3072 Facility Security Camera Assessment:** Staff has installed new Cat 6 wire at all sites requiring new wiring. All parts are on hand, and camera hardware and communications hardware installation continues.
- **CIP 3069 Lomita Fire Flow Improvement:** The District has received 100% plans for the project. The engineering consultant CSW has started preparing the project specifications and bid package. The District's tentative schedule is to complete final review of the plans and bid package in November 2026, with bidding anticipated for February–March 2027.
- **CIP 3080 Temelec Tank Road:** Progress continues at the Temelec Road Rehab. Staff has cleaned and maintained all drainage and addressed undulated road conditions. Compaction of the tank pad and placement of BMPs have been completed in prep for winter. Staff will cut and prep for paving in the coming spring and early summer.
- **CIP 3081 Replace 10 C more unit, Fuel Sensors, Ect:** Staff has completed planning for the project, and ordering parts has begun. There are considerable lead times for some components. Staff will begin at the District BPS stations replacing HMIs and integrating fuel sensors into SCADA.
- **CIP 3082 Replace Chestnut 30kW Generator**: Staff has begun to reach out to vendors for updated quotes to replace the emergency power generator at Chestnut Booster Station.
- **CIP 3077 Fuel Tank Conditioning and Fuel Polishing:** All tanks continue to be monitored weekly. Fuel condition has improved in all tanks. Scheduled conditioning and polishing will continue.
- **Safety:** The focus of the training calendar for 2026 is to satisfy all JPIA's commitment to excellence criteria. This month's training focuses on Asbestos Concrete Pipe (ACP) training and Excavation Safety.

The month of November will continue with a focus on various CIP projects and progress on numerous preventative maintenance projects and programs. Water Professionals Appreciation Week District award recipient this year was Taylor Clark. GPS, MMS, and CCCP activities will continue with coordination supporting the mobilization of the Cross-Connection Control Program and asset tracking of all District assets. Fuel Polishing and Conditioning progress continues; the District continues to coordinate with outside agencies on results and best practices. The District Cross-Connection Control Program has finished its first round of self-assessments, and testing continues to progress with contract testing. Numerous staff members are pursuing advanced certification; staff and management alike take the time to support and encourage advanced certification and

education. Staff continue to gain ground on work orders, catch up on equipment maintenance, and manage various RFIs the District is currently engaged in.

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

Project Number and Description	Percent Complete
Project 2991: GPS Facilities	**15%**
Project 3022: Altamira Fire Flow Improvement & P-31 Arnold Dr & Aqua Caliente Rd Roundabout Improvement	**15%**
Project 3014: Craig Well Tow Behind Gen	**15%**
Project 3078: Replace Vac Truck	**10%**
Project 3069: Temelec Tank Road	**25%**
Project 3077: Fuel System Upgrades and Fuel Polishing	**15%**
Project 3057: 1-1/2 & 2" PB service line replacement	**10%**
Project 3060: SDC Evaluation	**50%**
Project 3069: Lomita Ave Commercial Fire Flow Improvement	**20%**
Project 3081: Replace HMI units various SCADA Upgrades	**0%**
Project 3082: Replace Generac 30kW	**15%**
Project 3072: Facility Assessment security camera assessment	**5%**
Project 3083: AC Well PFAS Treatment	**5%**
Project 3084: Craig Well PFAS Treatment	**0%**
Project 3085: Labre Well PFAS Treatment	**0%**
Project 3086: Pedroncelli Well PFAS Treatment	**0%**
Project 5107: County of Sonoma Paving Project requiring adjustment and/or relocation of District facilities	**0%**
Project 8100: Valve Replacement Program	**20%**
Average Percent Complete	**12%**

November 12th, 2026
Item: 6.A

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Jon Foreman, Director

SUBJECT: Director Foreman's Reports on the October 26th SVGSA Board Meeting and an ACWA Webinar for Constituents to Meet the New ACWA CEO, Karla Nemeth

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Background:

Director Foreman attended the October 26th Sonoma Valley Groundwater Sustainability Agency Board meeting and a Webinar hosted by ACWA, for constituents to meet the new ACWA CEO, Karla Nemeth. His notes from both meetings are attached.

Attached:

- Director Foreman's notes from the October 26th SVGSA Board Meeting and ACWA Webinar.

Periodic Evaluation

Much progress – Better Data due to added wells and voluntary meter readings and flow meters

Identified two small problem areas within the GSA boundary, Verano and Eastside Sonoma

Permits for 12 new, deeper wells 2023-2025 in those two subbasins

Problems in lower aquifer only, upper aquifer replenishes yearly

Testing has found no issues with Ground Water Quality, with no areas exceeding Minimum Thresholds (MTs) of nitrate, arsenic, or salinity (distilled solids)

Testing has found no sea water intrusion, with no areas exceeding MTs. Might need to lower MTs

No land subsidence found

Programs in place now:

1. Level Up: Voluntary well monitoring
2. Flow Smart: Voluntary flow metering
3. Well Aware: Outreach and education
4. Water Use Reporting: In progress collaboration with the Farm Bureau
5. Other: Partner led program

Bottom line: Estimates of pumping in the subbasin are 6429 – 6768 AFY, higher amounts in dry years. Estimates for sustainable pumping is 5400 AFY, in wet years over pumping 1029 AFY. Hope is to curb pumping by 15%.

Leading GSA to develop a demand management program, much like our VOMWD drought stages to eliminate Undesirable Results (URs). URs are defined as 20% or more of Representative Monitoring Points (RMP) exceed the Minimum Threshold (MT) for three consecutive years for pumping and storage.

Planned Actions: Set Action Levels and their remedies through Demand Management Levels

1. Sustainable No URs
2. 20% or more RMPs exceed MTs one of the last three years
3. 20% or more RMPs exceed MTs three out of the previous five years
4. 20% or more RMPs exceed MTs five out of five previous years or three out of five having URs after implementing Level 3 measures.

Remedies for the first three levels are non-restrictive in nature, encouraging conservation, programs designed to increase monitoring and to teach changes in water usage habits. Level 3 includes incentives. At Level 4, mandatory metering and pumping limits will be instituted.

GSA Board wants it in the document that all voluntary means must be instituted before any mandatory actions.

Other News

Invited to webinar to meet new CEO of ACWA, Karla Nemeth, former Director of California Department of Water Resources. She is extremely knowledgeable and her history at DWR can only help ACWA. Everyone was invited to comment. Bruce Rupp, Humboldt Bay Municipal Water, said he can't get any fellow districts to sign up with ACWA due to the high dues, and suggested lowering or at least freezing dues at current prices. I put in my two cents, asking for help with PFAs, suggesting a state weather center, more grant funding for upgrades to infrastructure, and restated Bruce Rupp's reminder to Karla not to forget the smaller water districts in Northern California. A week later I attended another ACWA webinar that I was invited to after the first webinar, for the ACWA State Water Plan meeting. ACWA is planning to develop a California Water Plan to be given to the state in the first or second quarter of next year, which will help California in developing their own Water Plan, due to be released in 2028. The plan is to sell the idea to the incoming administration and work closely with the DWR. SB 72 set a goal of nine million additional AFY of storage by 2040. The California Water Plan of 2028 will provide a roadmap to accomplish these goals. ACWA hopes to establish a state revolving money fund for easier, simpler ways to distribute government funding. Permit reform is also high on the list.

Date: November 12th, 2026
Item 7.A

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: October 5th Technical Advisory Committee (TAC) Meeting and November 2nd Water Advisory Committee (WAC) and TAC Meeting Update

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Below, please find highlights from the October 5th TAC meeting:

Water Supply Conditions and Temporary Urgency Change Order:

- Lake Sonoma Storage: 232,000 AF – this is the highest ever storage level for this time of year, in spite of a below-average rainfall year, due to FIRO operations.
- Lake Mendocino Storage: 58,000 AF – storage is about average, but would be much lower if not for FIRO operations. Inflows from the Eel River via the Potter Valley Project have been lower due to lower volumes stored in Lake Pilsbury combined with lower precipitation than average this year.

Sonoma Marin Saving Water Partnership (SMSWP):

a. 2026 Water Production Relative to 2013 Benchmark

All SMSWP members: August = -16%, YTD = -21%

VOMWD: August = -41%, YTD = -47%

b. Water Use Efficiency Messaging

Please see the attached slide deck that was shared at the TAC meeting.

Biological Opinion Status Update:

There has been a significant amount of fieldwork this year, including snorkel surveys, electrofishing, PIT tagging, and seining. The camera is up and running at the Mirabel Dam Fish Ladder and has observed 38 Chinook as of Friday.

Eel Russian Project Authority (ERPA) and Potter Valley Project Update:

ERPA is conducting the New Eel Russian Facility (NERF) CEQA scoping meeting in December. The next regular Board meeting is scheduled for November 13th, and staff hopes to discuss the revenue strategy.

El Nino Preparedness and Coordination:

Sonoma Water staff presented on El Niño preparedness, including updating SOPs, risk review site assessments, resource acquisition and staging, staff training, coordination and communication with the water contractors, and plans to promote and support CalWARN if disaster strikes.

Below, please find highlights from the November 2nd WAC/TAC meeting:

Sonoma Water Operations and Maintenance Update:

A presentation on O&M was provided by Chris Pegg that spanned production and treatment, transmission and storage, billing and metering, and regulatory updates.

FY 2025/26 SCWA Water Transmission System Budget Year-End Review:

A presentation on the current and prior fiscal years was provided by Jake Spaulding. Subjects such as water deliveries, revenue, expenditures, O&M, CIP, and debt service funds were covered. All funds and expenses are generally within expected ranges. He also provided a planned budget adoption schedule for the coming fiscal year as follows:

- Draft Budget to TAC Ad Hoc Budget Subcommittee by ~January 18. Develop budget with Subcommittee in January and February
- TAC Vote on Monday, March 1
- Present Budget to City Councils/District Boards as requested during March
- Vote by WAC on Monday, April 5
- Adoption by Sonoma Water's Board – by April 30

Water Supply Conditions and Temporary Urgency Change Order:

Current storage levels: **Lake Sonoma:** 227 thousand acre-feet, **Lake Mendocino:** 48 thousand acre-feet.

On October 1st, the State Water Resources Control Board changed the water supply condition from "Dry" to "Normal". On November 1st, the condition was changed back to "Dry". These changes affect the minimum streamflows and therefore the amount of water that has to be released from the reservoirs. Under the Temporary Urgency Change Petitions (changes from Decision 1610), the flows would be as follows:

River Reach	"Normal" 2026 Adjusted (Via TUCP)	"Dry" Baseline (Decision 1610)
Upper Russian River (East/West Fork Confluence down to Dry Creek)	125 cfs (May 1 – Oct 15)	75 cfs (June–Dec) 150 cfs (Jan–March)

Lower Russian River (Dry Creek Confluence down to the Pacific)	70 cfs (May 1 – Oct 15)	85 cfs (Year-round)

Note: cfs stands for cubic feet per second.

We also learned that Sonoma Water is working on a "Change Petition" (as opposed to a temporary urgency change petition) that would allow the hydrologic conditions to be based on Lake Mendocino permanently, rather than petitioning for this change on a temporary basis every year.

Sonoma Marin Saving Water Partnership (TAC):

a. 2026 Water Production Relative to 2013 Benchmark

September: all: -21%, VOMWD: -52%

YTD: all: -21%, VOMWD: -47%

b. Water Use Efficiency Messaging

Please see the attached slide deck that was shared at the WAC/TAC meeting.

Biological Opinion Status Update:

David Manning provided an update on the Biological Opinion. The report was relatively short, but it did highlight that there have been great Chinook salmon counts this year. He provided an updated number of 1,919 Chinook thus far counted at the fish ladder camera.

Eel Russian Project Authority and Potter Valley Project Update:

David Manning provided the ERPA update and reported that: FERC is beginning the NEPA process; the Department of the Interior wrote a comment letter to FERC 5 days after the comment period closed; however, the letter was counted, and the November 13 ERPA Board meeting is being postponed in order to review funding analysis and open the CEQA process.

Sonoma Water General Manager Report:

Brad Sherwood provided a General Manager's report including updates on the following: there is a Tribal Liaison position open that will assist mostly with PVP/ERPA matters; he is interested in doing a Sonoma Water tour with the newly seated WAC next year; Sonoma Water is initiating a "Watershed Citizen's Academy" to cultivate spokespeople, and Sonoma Water is positioning for Prop 4 funding.

Closing:

Before closing the meeting, WAC Chair Foreman paused to recognize Director Rabbitt, who will not continue his service on the County Board of Supervisors next year, as well as any others who are not continuing service on the WAC. Several members of the WAC and TAC took the opportunity to make a few remarks on Director Rabbitt's service.



October 5, 2026
Agenda Item 4b

Public Outreach Update
TAC Meeting – October 5, 2026

2026 Summer Campaign

Less Lawn, More…

- 16 weekly social media posts focused on outdoor landscape transformations and non-functional turf outreach
- Before and After Photos, Testimonials and Case Studies
- Social media toolkit with weekly post graphics and text in English and Spanish
- Short form videos formatted for Instagram Reels and longer format for YouTube









2026 Summer Campaign

June-Aug Social Media

- NextDoor
  - **160,173** views
  - **578** interactions
- Facebook
  - **29,094** views
  - **376** interactions
- Instagram
  - **17,117** views
  - **533** interactions
- YouTube
  - **47,399** views
  - **167** subscribes



2026 Summer Campaign

September Social Posts:

- Less Lawn, More…
- Plus, Videos and Reels
  - Novato raingarden
  - Petaluma lawn transformation
  - Santa Rosa rainwater harvesting testimonial
  - Novato lawn transformation



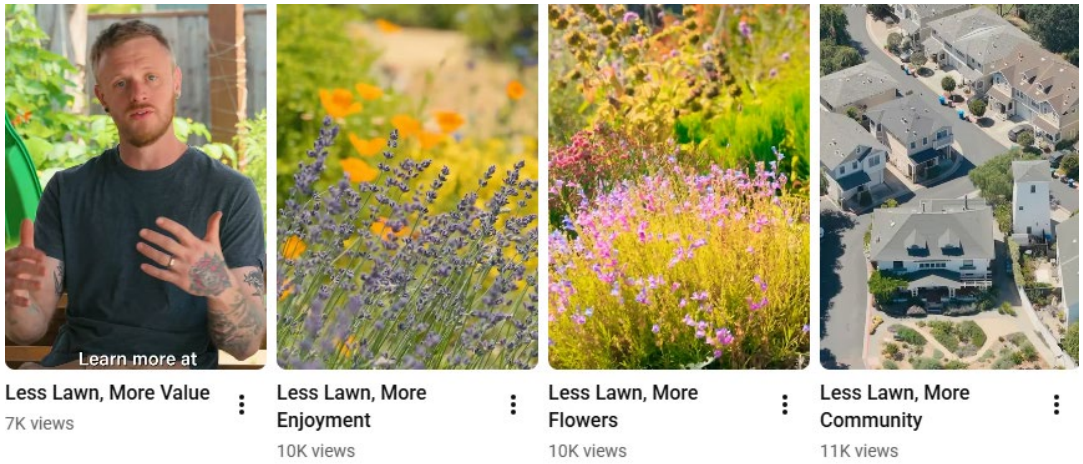


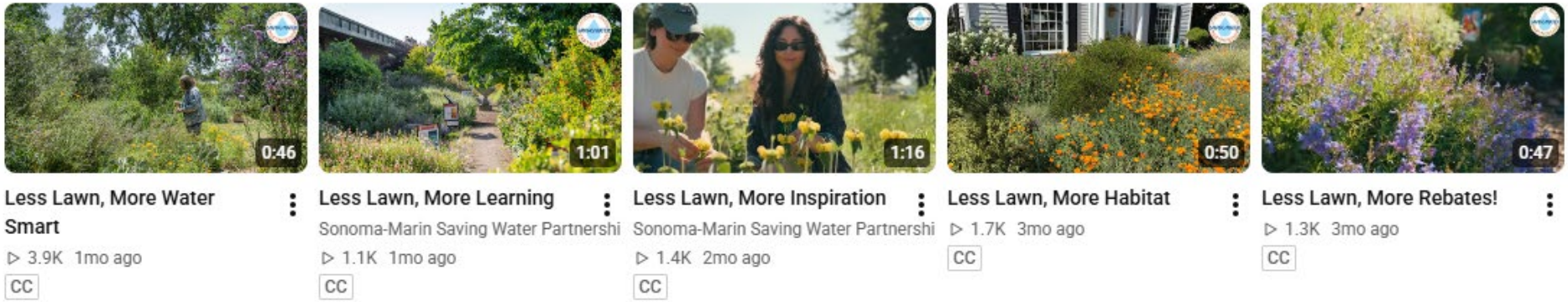




2026 Summer Campaign

- *Less Lawn, More Community* – nearly **12,000** views!
- Petaluma HOA nonfunctional turf conversion testimonial: https://www.youtube.com/shorts/7cAJA62_vXo





2026 Summer Campaign

Case Studies

- 3 HOA Nonfunctional Turf Conversions
- 2 Public Property Nonfunctional Turf Conversions



Novato HOA Lawn Conversion Case Study

This Novato, CA Homeowners Association converted over 22,000 square feet of nonfunctional lawn to a mix of colorful water smart shrubs, perennials and groundcovers—adding year-round interest to the landscape while decreasing maintenance needs.

HOA Case Study



Rohnert Park HOA Lawn Conversion Case Study

The first phase of this Rohnert Park, CA Homeowners Association landscape transformation converted 3,000 square feet of nonfunctional lawn around their clubhouse and tennis court to low water butterfly gardens and a community gathering space.

HOA Case Study



Petaluma HOA Lawn Conversion Case Study

This Petaluma, CA Homeowners Association transformed over 2,700 square feet of unused lawn into a beautiful water smart landscape with space for community events. They increased curb appeal and also added beneficial stormwater management features.

HOA Case Study



Petaluma Library Lawn Conversion Case Study

8,100 square feet of nonfunctional lawn behind the Petaluma Library was converted into a vibrant, water smart demonstration garden that also grows food, habitat and community.

Library Case Study



Petaluma Park Lawn Conversion Case Study

This public park turned over 12,000 square feet of thirsty nonfunctional lawn into a colorful, drought tolerant landscape with stormwater capture—saving water and mitigating flooding issues.

Public Park Case Study

2026 Summer Campaign

Case Studies

HOMEOWNERS ASSOCIATIONS

LESS LAWN MORE SAVINGS

Transforming Thirsty Lawn into a Low Maintenance Refuge



Lavender *Lavandula spp.*

Project Snapshot

Hamilton Park HOA

LOCATION: Novato, Marin County

WATER UTILITY: North Marin Water District

SUPPORT: Cagwin & Dorward Landscape Contractors, Integra Planning + Landscape Architecture

NORTH MARIN WATER DISTRICT

Project Overview

Hamilton Park Homeowners Association in Novato, CA had over 22,000 square feet of high maintenance nonfunctional lawn. With support from the North Marin Water District Cash-for-Grass turf replacement incentive, the HOA was able to convert their nonfunctional lawn into cohesive, low-water use and low maintenance landscaping featuring colorful plants for year-round interest.

Working with Integra Planning + Landscape Architecture consultants starting in 2022, Hamilton Park HOA began planning to convert their 56 buildings (112 units) with high water use lawns to low-water use and low maintenance landscapes.

Cagwin & Dorward Landscape Contractors removed the lawns and installed the updated landscape, protecting existing healthy trees and planting additional trees. They also provide regular maintenance for the updated landscape.

"The homeowners are thrilled because there's not the lawn mower going around all the time and the blowing is really to a minimum. So it's really changed the dynamic here once a week when it comes to the maintenance."

Jen Adelman,
Hamilton Park HOA Board President

BEFORE



AFTER: *7 MONTHS AFTER INSTALLATION*



Garden Features

Over 22,000 square feet of nonfunctional lawn were converted to low-water use plantings in a cohesive palette across this 112 unit HOA. California native plants as well as other drought adapted plants from around the world were included to provide year-round color and interest while reducing water use and maintenance needs.

Project Highlights

PROJECT FEATURE	DETAIL
Lawn Removed	22,788 square feet of nonfunctional turf.
Plant Palette	Colorful, water smart shrubs, perennials, and groundcovers, adding seasonal color and texture. Mix of California native and other Mediterranean climate plants.
Water Savings	Estimated 70% water savings in lawn conversion areas.
Irrigation System	Sprinkler converted to drip irrigation with weather-based irrigation controller.
Installation Approach	Planning began in 2022 with a professional design consultant and a survey of residents. A commercial landscaping contractor completed the installation and provides regular ongoing maintenance.
Project Cost	Estimated $8-14 per square foot. Cost varies by project area, planting density and sizes, material choices, etc.
Funding Sources	North Marin Water District Cash-For-Grass Rebate, HOA Reserves
Community Benefits	Significant reductions in noise through reduced maintenance needs. Cohesive landscape with added flowers, seasonal interest and butterfly habitat. Drought adapted plantings that continue to look good in the dry summer months.
Return on Investment	Reduced maintenance and irrigation needs.

Get Started in Your Community

1. Create long-term goals for sustainability efforts.
2. Identify lawn areas with no recreational use; consider maintenance costs and water use.
3. Explore funding from your water agency and other progams, including any restrictions.
4. Pay attention to trees and value their shade. Make sure they receive adequate irrigation during the landscape transition.
5. Engage the community through education and events.



SAVING WATER PARTNERSHIP
SavingWaterPartnership.org

CALIFORNIA WATER EFFICIENCY PARTNERSHIP
NonFunctionalTurfCA.org

Outreach Campaign
Sonoma County Fair

August 7 - 16, 2026

Theme: Botanical Rhapsody

- **635** visitors engaged
- Garden featured permeable hardscaping and a design focused on gathering—less lawn and more space to relax, connect, and enjoy the setting
- Main patio with potted succulents, decorative wall-sconce pots, along with in-ground low-water use perennials
- Partnership program resources onsite
- Earned media - KRCB radio spot



https://norcalpublicmedia.org/20260813101729/news-feed/water-wise-garden-featured-at-the-sonoma-county-fair

www.savingwaterpartnership.org

Outreach Campaign

17th Annual Fiesta de Independencia

Luther Burbank Center for the Arts

Sunday, September 13, 2026

- **~ 200** visitors engaged
- Families were excited to learn about water and energy saving tips and rebates and loved the new bilingual Sonoma Water Loteria giveaway.
- DIY Toolkit featured with free efficient showerheads, faucet aerators, drip irrigation repair kit, and more.



www.savingwaterpartnership.org

Outreach Campaign
Zero Waste Reuse and Repair Fair

Rohnert Park
Community Services Center

Saturday, October 17, 2026

10:00 AM - 1:00 PM

- Regional program information – rainwater and greywater reuse
- DIY Toolkit – leak diagnosis and repair



www.savingwaterpartnership.org

2026 Fall Campaign

October - November Social Posts:

- Rebates, lawn conversion, water smart programs, ready for rain
- Multi-image carousels, stills, and video reels



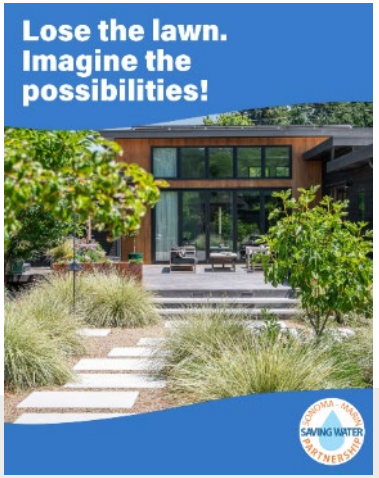






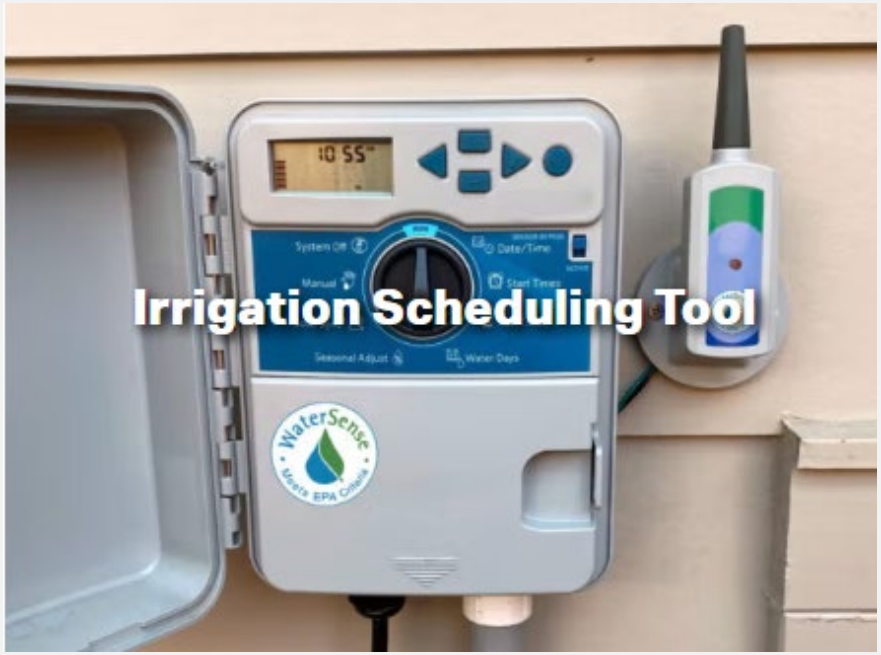






Outreach Campaign
Partnership Resources

- Irrigation Scheduling Tool
- Water Smart Plant Picker Database
- DIY Energy & Water Saving Toolkit
- Water Smart Gardens Maintenance Manual
- Regional and Local Program Lookup Tool
- Water Smart Plant Label Nurseries



www.savingwaterpartnership.org

Like, follow and share on social media platforms

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Sonoma-Marin-Saving-Water

Sonoma-Marin Saving Water Partnership

Paul Piazza
Water Use Efficiency Manager
paul.piazza@scwa.ca.gov

California American Water- Larkfield · City of Cloverdale · City of Cotati ·City of Healdsburg

Marin Municipal Water District · North Marin Water District · City of Petaluma · City of Rohnert Park

City of Santa Rosa · City of Sonoma · Sonoma Water · Valley of the Moon Water District · Town of Windsor

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November 2, 2026 WAC TAC Meeting
Agenda Item 10b

Public Outreach Update
WAC/TAC Meeting – November 2, 2026

2026 Summer Campaign

Wrap Up

Less Lawn, More…

- 16 weekly social media posts focused on outdoor landscape transformations and non-functional turf outreach
- Before and After Photos, Testimonials and Case Studies
- Social media toolkit with weekly post graphics and text in English and Spanish
- Short form videos formatted for Instagram Reels and longer format for YouTube







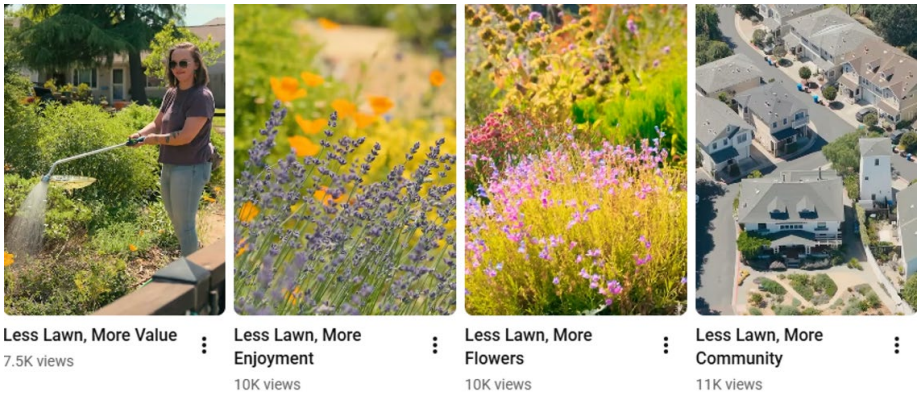


2026 Summer Campaign

Wrap Up

Social Media Stats: June 1 – Sept. 30:

- **Nextdoor**
  - Impressions: 200,500
  - Interactions: 780
- **Facebook and Instagram**
  - Views: 64,700
  - Interactions: 1,306
- **YouTube**
  - Views: 50,500
  - Subscribers: 251



2026 Summer Campaign

Wrap Up

Landing Page with Before and After Photos, Testimonials, Resources and **5 Case Studies**



Novato HOA Lawn Conversion Case Study

This Novato, CA Homeowners Association converted over 22,000 square feet of nonfunctional lawn to a mix of colorful water smart shrubs, perennials and groundcovers—adding year-round interest to the landscape while decreasing maintenance needs.

HOA Case Study



Rohnert Park HOA Lawn Conversion Case Study

The first phase of this Rohnert Park, CA Homeowners Association landscape transformation converted 3,000 square feet of nonfunctional lawn around their clubhouse and tennis court to low water butterfly gardens and a community gathering space.

HOA Case Study



Petaluma HOA Lawn Conversion Case Study

This Petaluma, CA Homeowners Association transformed over 2,700 square feet of unused lawn into a beautiful water smart landscape with space for community events. They increased curb appeal and also added beneficial stormwater management features.

HOA Case Study



Petaluma Library Lawn Conversion Case Study

8,100 square feet of nonfunctional lawn behind the Petaluma Library was converted into a vibrant, water smart demonstration garden that also grows food, habitat and community.

Library Case Study



Petaluma Park Lawn Conversion Case Study

This public park turned over 12,000 square feet of thirsty nonfunctional lawn into a colorful, drought tolerant landscape with stormwater capture—saving water and mitigating flooding issues.

Public Park Case Study

www.savingwaterpartnership.org

2026 Fall Campaign

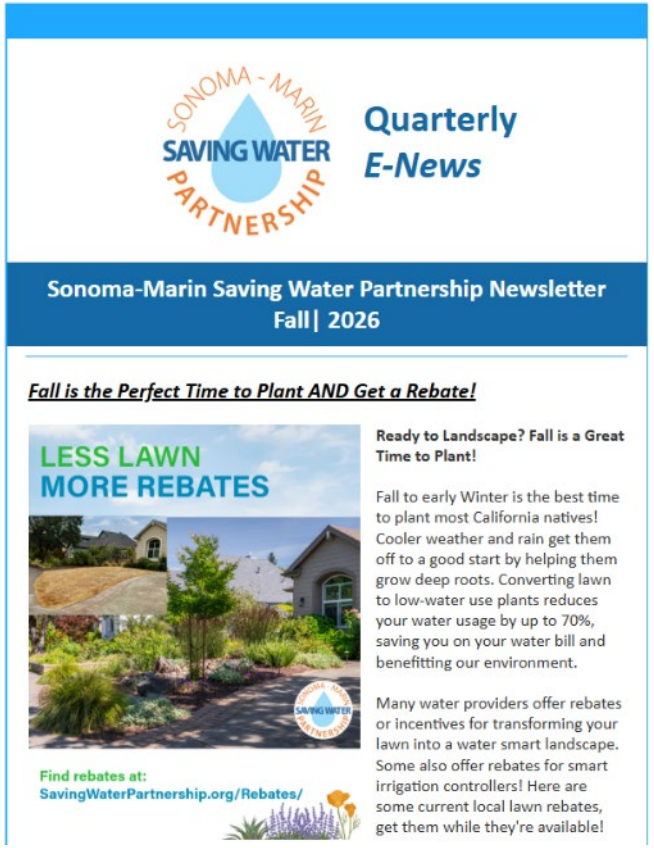
October - November Social Posts:

- Rebates, lawn conversion, water smart programs, ready for rain
- Multi-image carousels, stills, and video reels



2026 Fall Quarterly E-News

- **6,579** Subscribers
- **60%** Open Rate
- **219** Unique Clicks
- Promoting Lawn Conversion Rebates, Eco-Friendly Garden Tour – Call for Gardens, and Partner Events



SONOMA - MARIN SAVING WATER PARTNERSHIP

Quarterly *E-News*

Sonoma-Marin Saving Water Partnership Newsletter
Fall| 2026

Fall is the Perfect Time to Plant AND Get a Rebate!

Find rebates at:
SavingWaterPartnership.org/Rebates/

Ready to Landscape? Fall is a Great Time to Plant!

Fall to early Winter is the best time to plant most California natives! Cooler weather and rain get them off to a good start by helping them grow deep roots. Converting lawn to low-water use plants reduces your water usage by up to 70%, saving you on your water bill and benefitting our environment.

Many water providers offer rebates or incentives for transforming your lawn into a water smart landscape. Some also offer rebates for smart irrigation controllers! Here are some current local lawn rebates, get them while they're available!

www.savingwaterpartnership.org

Nonfunctional Turf Event

Save the Date!

Thursday, January 28, 2027,

Petaluma Community Center

- Targeting commercial and HOA property managers, board members and decision makers
- Opportunity to share case studies and success stories, promote rebates, connect with resources
- Survey link to gather event planning input from decision makers of Commercial/HOA properties:

  https://www.savingwaterpartnership.org/nonfunctional-turf-event-survey/



2027 Eco-Friendly Garden Tour

Call for Gardens

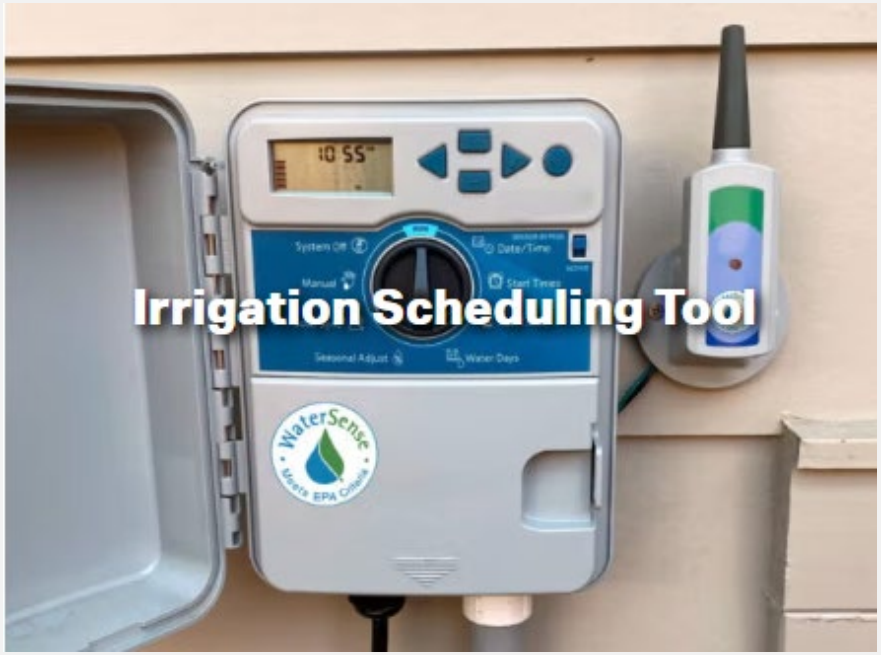
- The 17th annual tour is scheduled for Saturday, May 8
- A total of 16 gardens have registered so far.



www.savingwaterpartnership.org

Outreach Campaign
Partnership Resources

- Irrigation Scheduling Tool
- Water Smart Plant Picker Database
- DIY Energy & Water Saving Toolkit
- Water Smart Gardens Maintenance Manual
- Regional and Local Program Lookup Tool
- Water Smart Plant Label Nurseries



www.savingwaterpartnership.org

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City of Santa Rosa · City of Sonoma · Sonoma Water · Valley of the Moon Water District · Town of Windsor

www.savingwaterpartnership.org

Date: November 12th, 2026
Item 7.B

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Pedroncelli Property Due-Diligence Update

Staff continues to evaluate the potential acquisition of the Pedroncelli property, which contains an existing well the District has used as a supplemental water supply. The purpose of this review is to understand the property's value, identify any constraints on its use, and determine whether acquisition would support the District's long-term water supply needs.

Staff has received the preliminary title report, percolation test provided by the owner, and responses from legal counsel to the District's initial due diligence questions. The title report identifies recorded easements and other matters that staff is following up on to determine how they may affect a potential acquisition or future use of the property.

Two reports remain pending: the independent property valuation and a technical site analysis. The site analysis evaluates physical and environmental conditions. Staff will consider both reports alongside the title report and legal review before making a recommendation.

No Board action is requested at this time, and staff anticipates providing a recommendation at the December 3rd meeting, subject to receipt of the outstanding reports.

November 12th, 2026
Item: 8.A

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Consider Adoption of Resolution No. 261101, Updating the District's Conflict of Interest Code

---

Background:

As discussed at the October 1, 2026, regular Board meeting, updates to the District's Conflict of Interest Code are required to comply with Senate Bill 852, effective January 1, 2026.

Following the Board's approval, the updated Code was submitted to Sonoma County, the District's code-reviewing body, for approval. The County requested additional revisions, which District legal counsel determined were substantive enough to require further Board approval.

The proposed revisions include:

- Updates to the positions listed in Appendix A.
- Clarification that positions listed in Appendix A will file their Statements of Economic Interests (Form 700) with the District rather than the County.

Recommendation:

Adopt the attached resolution approving the proposed update to the District Conflict of Interest Code, subject to approval by the Sonoma County Board of Supervisors, and authorize staff to submit the code and supporting materials for that review.

Attached:

- Resolution No. 261101
- Proposed 2026 Conflict of Interest Code (Exhibit A to Resolution 261101).

Resolution No. 261101

A RESOLUTION OF THE BOARD OF DIRECTORS APPROVING THE 2026 UPDATE TO THE DISTRICT CONFLICT OF INTEREST CODE AND DIRECTING ITS SUBMISSION FOR REVIEW

WHEREAS, the Political Reform Act of 1974 (Government Code section 81000 et seq.) requires public agencies to adopt and maintain conflict of interest codes; and

WHEREAS, the District has reviewed its designated positions, disclosure categories, and filing procedures and determined that the updates to the Conflict of Interest Code, attached as Exhibit A, are necessary to reflect current conditions and comply with existing laws; and

WHEREAS, the District has determined that the Conflict of Interest Code should be revised to reflect changes to filing requirements established by Senate Bill 852, effective January 1, 2026, which requires public officials who manage public investments to file Statements of Economic Interests electronically with the Fair Political Practices Commission; and

WHEREAS, the District has identified additional staff positions that it has determined should be added to the list of positions designated by the District to file Statements of Economic Interests with the Secretary of the District; and

WHEREAS, the District has further determined that the Conflict of Interest Code should be revised to include a new section called "Financial Training Requirements" which explains the required biennial financial training established by Senate Bill 827 and those District positions subject to the training requirement; and

WHEREAS, District legal counsel has reviewed the proposed update;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Valley of the Moon Water District as follows:

1. The Board approves the proposed 2026 Conflict of Interest Code attached as Exhibit A and incorporated by this reference, subject to approval by the Sonoma County Board of Supervisors pursuant to Government Code section 87303.

2. The General Manager or designee is authorized and directed to submit the proposed code and any required supporting materials to the Sonoma County Board of Supervisors and to take the administrative steps necessary to implement the code upon its approval.

3. Upon approval by the Sonoma County Board of Supervisors, the updated code shall supersede the District's prior conflict of interest code. The District shall provide notice of applicable disclosure and filing procedures to persons serving in designated positions.

THIS RESOLUTION PASSED AND ADOPTED THIS 12TH DAY OF November 2026 by the following votes:

Director Caniglia _____

Director Bryant _____

Director Foreman _____

Director Yudin-Cowan _____

Director Williams _____

By _____
President

By _____
Secretary

AYES _____ NOES _____ ABSENT _____ ABSTAIN _____

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of Valley of the Moon Water District held on the 12th Day of November 2026, of which meeting all Directors were notified and at which meeting a quorum was present at all times and acting.

By _____
Secretary

Exhibit A: 2026 Valley of the Moon Water District Conflict of Interest Code (attached separately)

Exhibit A

Valley of the Moon Water District
19039 Bay Street
El Verano, CA 95433

CONFLICT OF INTEREST CODE
Valley of the Moon Water District
Month: _____, Day: _____,~~MONTH DAY~~, 2026

Incorporation of FPPC Regulation 18730 by Reference

The Political Reform Act, Government Code Section 81000 et seq, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations Title 2 section 18730 ("CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of CCR 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and along with the attached Appendices, in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Valley of the Moon Water District.

Place of Filing of Statements of Economic Interests

Filing through the ~~County Clerk~~District: The designated officials and employees listed on the attached **Appendix A** shall file statements of economic interests with the ~~County Clerk through its electronic NetFile system. The~~ Secretary of the District ~~and~~who shall make copies of the statements available for public inspection and reproduction. (Gov't Code § 81008.)

Filing through the FPPC: Pursuant to SB 852 which was signed into law in October 2025, the officials and employees who manage public investments must file Form 700 disclosure statements directly with the Fair Political Practices Commission using its electronic filing system, rather than filing forms with the County Clerk. For purposes of the District's Conflict of Interest Code, the following individuals are required to submit Form 700 disclosure statements directly to the FPPC:

- Members of the Board of Directors
- General Manager
- Finance Manager
- Administration Manager
- Water System Manager

- Counsel for the District

Filing Requirements for Candidates for the District Board of Directors

In addition to any other requirements of 2 California Code of Regulations Section 18730 and any amendments thereto, a candidate for the Board of Directors of Valley of the Moon Water District shall file, no later than the final filing date of a declaration of candidacy, a statement of economic interests, pursuant to Government Code section 87200 et seq.

Financial Training Requirements

Pursuant to SB 827 which became effective on January 1, 2026, certain District officials and employees are required to complete at least two hours of fiscal and financial training every two years. The goal of this requirement is to facilitate the strengthening of financial oversight for specific individuals involved in the budgetary process.

Timing of Initial Training: Each of the individuals listed below must complete an initial financial training as follows:

- Officials who began service to the District prior to January 1, 2026 must complete the initial training by January 1, 2028; and

- Officials who began service on or after January 1, 2026 must complete training within six months of the date they took office.

Individuals Required to Complete Financial Training: Following the initial training, each individual listed below must take the financial training at least every two years. For purposes of the District and this Conflict of Interest Code, the following individuals must complete the biennial financial training:

- Members of the Board of Directors
- General Manager
- Finance Manager
- Administration Manager
- Water System Manager
- Senior Accounting Specialist
- Senior Administrative Specialist
- All Finance Department Staff

_____
Steve Caniglia, President

APPENDIX A

DESIGNATED POSITIONS CATEGORY	DISCLOSURE
~~All Members of the Board of Directors*~~	~~1, 2, 3, and 4~~
~~General Manager*~~	~~1, 2, 3, and 4~~
~~Water Systems Manager~~	~~1, 2, 3, and 4~~
~~Administration Manager~~	~~1, 2, 3, and 4~~
Senior Administrative Specialist	1, 2, 3, and 4
~~Finance Manager~~	~~1, 2, 3, and 4~~
Senior Accounting Specialist	1, 2, 3, and 4
Consultants**	1, 2, 3, and 4
~~Attorney/General Counsel~~	~~1, 2, 3, and 4~~
Auditor	4

*Subject to the disclosure requirements of the Political Reform Act (Government Code Section 87200 *et seq*.) and shall disclose pursuant to the broadest disclosure category in the code.

**Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range-of-duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX B

General Provisions

An investment, interest in real property, income, or position of management is reportable if the business entity in which the investment is held, the interest in real property, the income or source of income, or position of management may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the employee's position.

Each designated employee shall disclose his or her financial interests pursuant to the appropriate disclosure category as indicated in Appendix B.

"Financial interests" are reportable only if located within or subject to the jurisdiction of the District, or if the business entity is doing business or planning to do business in the District, or has done business within the District at any time during the two (2) years prior to the filing of the statement. In addition to other activities, a business entity is doing business within the District if it owns real property within the District. Reportable real property interests include those located within two miles of the District or within two (2) miles of any land owned or used by the District.

A designated officer or employee required to disclose interests pursuant to disclosure Category 3 shall be disqualified from advising, recommending, or counseling the District on any matter wherein the advice, recommendations or counsel will foreseeably have a material effect, distinguishable from its effect on the public generally, on a client required to be listed under disclosure Category 3. The Board may, by motion duly recorded in its minutes, determine there are reasons why the designated officer or employee should not be so disqualified and, in the instance, allow the designated officer or employee to provide such advice, recommendations, or counsel.

Disclosure Categories

Category 1: Designated officers and employees in Category 1 must report:

(1) Investments, interests in real property, income, and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position in management, if such business entity is located in, or doing business with, the District.

Category 2: Designated officers and employees in Category 2 must report:

(1) Investments in any business entity and income from any source of the type which is subject to the regulation of the District which, within the previous two (2) years, was regulated by the District.

(2) His or her status as a director, officer, partner, trustee, employee or holder of any position of management in any business entity described in paragraph (1) above.

Category 3: Designated officers and employees in Category 3 must report:

(1) The name of each of its clients, including governmental agencies, which has had a matter subject to the regulation or recommendations of the Valley of the Moon Water District during the two (2) years prior to the filing of the statement.

(2) The name of each of its clients, including governmental agencies, which it is foreseeable to assume will be subject to the regulation of the Valley of the Moon Water District during the one (1) year subsequent to the filing of the statement.

Category 4:

Designated officers and employees in this category shall disclose all income from and investments in businesses that provide or sell services or supplies of the type associated with job assignment and utilized by the District.

November 12th, 2026
Item: 8.B

M E M O R A N D U M

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Consider Adoption of Resolution No. 261102, Updating the Board of Directors Policies and Procedures Manual

---

Background:

The proposed amendments clarify the Board's voting procedures, align related provisions throughout the Manual, update ordinance procedures, update teleconferencing procedures, and streamline claims administration. The changes are concentrated in Sections 11.A(13), 11.D, 14.A, 16, 18, 19, and 21. The revised Manual is proposed for adoption through a single resolution.

Section 11.A(13) adds authority, pursuant to Government Code Section 935.4, for the General Manager and Administration Manager to reject claims presented under the California Government Claims Act and execute and issue the corresponding notices of rejection. Claims administration must be coordinated with the District's liability insurance administrator. The delegation does not authorize the allowance, compromise, or settlement of claims.

Section 14 updates the Board's teleconferencing procedures to reflect recent changes to the Brown Act under Senate Bill 707. The revisions distinguish traditional teleconferencing requirements from alternative procedures available for specified circumstances, including disability, just cause, and declared emergencies. They also clarify public access, remote participation, and documentation requirements to guide Directors and staff in conducting meetings consistent with California law.

Section 16 requires roll-call votes for resolutions and ordinances; motions authorizing expenditures or transfers of District funds, including contracts, purchases, payments, and warrants; and motions approving financial statements, financial reports, budgets, budget amendments, or audited financial statements. Roll call is also required when requested by a Director or required by law. Other motions may be decided by voice vote. Unclear results or individual votes must be resolved by roll call.

Sections 18 and 19 refer to Section 16 for voting requirements. Section 19 also revises ordinance procedures to address advance preparation, legal review, public participation, publication and posting before and after adoption, and an effective date consistent with applicable law.

Section 21 aligns the minutes requirements with the voting procedures. Roll-call votes are recorded individually. Voice votes may be recorded as unanimous approval by all Directors present; nonunanimous votes identify the Directors voting in favor, opposed, or abstaining. Absences and recusals are also identified.

Recommendation:

Adopt Resolution No. 261102 approving amendments to the Board of Directors Policies & Procedures Manual and delegating limited claims administration authority to the General Manager and Administration Manager.

Attached:

- Resolution No. 261102
- Proposed BOARD OF DIRECTORS POLICIES & PROCEDURES MANUAL (Exhibit A to Resolution 261102).

Resolution No. 261102

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON WATER DISTRICT ADOPTING AMENDMENTS TO THE BOARD OF DIRECTORS POLICIES & PROCEDURES MANUAL AND DELEGATING LIMITED CLAIMS ADMINISTRATION AUTHORITY

WHEREAS, the Board of Directors maintains a Board of Directors Policies & Procedures Manual to guide the conduct of District business and define the responsibilities of Directors and appointed staff; and

WHEREAS, the Board desires to clarify voting and minutes requirements, coordinate related provisions, and update ordinance procedures; and

WHEREAS, California Government Code Section 935.4 authorizes a local public entity, by resolution or ordinance, to delegate specified claims functions to an employee of the entity; and

WHEREAS, the Board desires to delegate authority to reject claims and issue notices of rejection, with coordination through the District's liability insurance administrator, without delegating authority to allow, compromise, or settle claims;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Valley of the Moon Water District as follows:

1. Manual amendments. The Board adopts the revised Board of Directors Policies & Procedures Manual attached as Exhibit A and incorporated by reference. The amendments include Sections 11.A(13), 11.D, 14.A, 16, 18, 19, and 21. The revised Manual supersedes the prior Manual to the extent of any inconsistency.

2. Claims delegation. Pursuant to Government Code Section 935.4, the Board delegates authority to the General Manager and Administration Manager to reject claims presented against the District under the California Government Claims Act and to execute and issue the corresponding notices of rejection in accordance with applicable law. The General Manager shall coordinate, or cause to be coordinated, claims administration with the District's liability insurance administrator. This delegation does not include authority to allow, compromise, or settle claims.

3. Implementation. The General Manager and Board Secretary are directed to incorporate the adopted amendments into the official Manual, update the revision date and resolution reference, and distribute the revised Manual to Directors and appropriate staff. They may make clerical and formatting corrections that do not alter the substance of the Board's action.

4. Effective date. This resolution and the amendments adopted by it shall take effect immediately upon adoption.

THIS RESOLUTION PASSED AND ADOPTED THIS 12th DAY OF November, 2026, by the following votes:

Director Caniglia _____

Director Bryant _____

Director Foreman _____

Director Yudin-Cowan _____

Director Williams _____

By _____
President

By _____
Secretary

AYES _____ NOES _____ ABSENT _____ ABSTAIN _____

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of Valley of the Moon Water District held on the 12th Day of November 2026, of which meeting all Directors were notified and at which meeting a quorum was present at all times and acting.

By _____
Secretary

Exhibit A: BOARD OF DIRECTORS POLICIES & PROCEDURES MANUAL – Revised November 2026 (attached separately)

BOARD OF DIRECTORS POLICIES & PROCEDURES MANUAL

Revised ~~April 2023~~November 2026
Resolution No. ~~230401~~261102~~TBD~~

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SECTION 1 - HISTORY OF DISTRICT

The Valley of the Moon Water District encompasses a significant portion of the area known as "The Valley of the Moon". This well-known phrase supposedly comes from the Indian word "Sonoma". The Indian era ended in 1823 but the name "Sonoma" remained. The City of Sonoma, adjacent to Valley of the Moon Water District is the oldest town north of the San Francisco Bay, incorporated in 1850 and is also the site of the most northerly mission of the 21 California missions. In 1834, the Mexican government sent General Mariano Vallejo to colonize the Sonoma area. In 1836, he was named Commanding General of all Mexican military forces in California, and remained the ruler of lands north of the San Francisco Bay while California was under Mexican rule.

In 1846, while the United States was at war with Mexico, Sonoma and California became officially occupied by the United States. The City of Sonoma was incorporated as a City in 1850 and then unincorporated in 1862 over various boundary disputes. The City was then reincorporated in 1883 after the boundary disputes were settled. Since mid-1880, small unincorporated centers northwest of the City of Sonoma such as El Verano, Boyes Hot Springs, Agua Caliente and Fetters Hot Springs were established as spas and resorts around the natural mineral hot springs and promoted by the railroad companies. Those communities are now all within the service area of the Valley of the Moon Water District.

Water service in the Valley of the Moon and City of Sonoma area was originally provided by private water companies of which the Sonoma Water and Irrigation Company, incorporated in 1904, was one of the oldest. In 1921, a major consolidation of water companies took place. The Sonoma Water and Irrigation Company purchased the Sonoma Valley Water, Light and Power Company, the Sonoma Vista Water Company, and the Sonoma Water Works. The Sonoma Water Works system which basically served the area within the City of Sonoma boundaries was sold to the City of Sonoma in 1933. The Sonoma Water and Irrigation Company purchased the Boyes Hot Springs Company and the Agua Caliente Water Works in 1927, the Boyes Springs Park Company in 1943, and the Donaghy Water Company in 1959.

Another major water company serving this area was established in 1921 by the late Mr. N. M. Petersen, Sr. He bought four smaller water companies and combined them as the Mountain Avenue Water System. Acquisitions of other water systems by the Mountain Avenue Water System continued through 1935.

In 1957, the Valley of the Moon Fire District was evaluated by the Pacific Fire Board which at that time noticed the lack of a dependable water supply source. Subsequent inquiries of Fire District Board members, J. Udvic., T. Polidori, and F. Serres, revealed that many wells in the area were failing due to drops in the groundwater levels in the Valley. Early attempts to have Sonoma County build an aqueduct from Santa Rosa to the Sonoma Water and Irrigation Company failed due to the inability of the latter to deposit a $25,000 cash bond with the County.

Through the efforts of Mr. Tom Polidori, representing the Valley of the Moon Fire Commission, and Supervisor Mitchell, an election was scheduled for the purpose of organizing a public water District, and to authorize the issuance of bonds. Proceeds of the bond issue were to be used for the acquisition of the two major private water companies operating in the area, for installation of

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new mains connecting the distribution systems of the two companies and for providing a tie to the future Sonoma Aqueduct. The special election was held on May 24, 1960 and the formation of the District and the issuance of bonds were approved by the voters by a margin of 9 to 1. The first five-member Board of Directors consisted of the following: Thomas F. Polidori, President, A. L. Ford; Martin Carlson, Oscar M. Larson, and Arnold E. Griewe. The staff included: Wes Hill, General Manager; Alma Loyal, Secretary; Jack Coffey, Legal Advisor; and Richard Thomssen, Auditor.

Acquisition of the Sonoma Water and Irrigation Company and the Mountain Avenue Water System was completed in early 1962 and the Valley of the Moon County Water District started management and operation of the systems on June 1, 1962.

As was pointed out in an engineering report prepared at the time of formation of the Valley of the Moon County Water District, additional water supply sources needed to be developed to allow normal growth of the communities served. Many other communities in the Sonoma County had found themselves in a similar situation and in 1955, voters in the Sonoma County Water Conservation and Flood Control District issued bonds for projects to provide water to different parts of the County. The Sonoma County Water Conservation and Flood Control District, later called the Sonoma County Water Agency, awarded a construction contract for the first of those projects, the Santa Rosa Aqueduct in 1956. In 1963, the construction of the Sonoma Aqueduct project was completed. This project consisted of a booster pump in Santa Rosa, 17 miles of 16" and 20" diameter pipeline from Santa Rosa through the center of the Valley of the Moon and El Verano to the City of Sonoma and one 2.5 million gallon and two 2 million gallon tanks.

To the north of the service area of the then newly formed Valley of the Moon County Water District is the community of Glen Ellen. Water distribution in this area dates back to the 1890's when the Chauvet family agreed to supply some of their neighbors with drinking water. Different private parties operated water systems in this area until 1963 when the newly formed Valley of the Moon County Water District acquired the facilities of the Glen Ellen Water Company and annexed its service area.

Until 1979, Water Districts organized under the powers of Division 12, Section 30,000 *et seq.* of the California Water Code carried the term "County Water District" in their name. In late 1979, the legislation approved a change in Section 30,006 which allowed water Districts organized under this code to drop the word "County" from their titles. On January 21, 1980, the Board of Directors of the Valley of the Moon County Water District passed a resolution to change the name to Valley of the Moon Water District as provided for in this changed section of the California Water Code. Today, the District is a public agency that provides high-quality drinking water to more than 23,000 people in a 12 square-mile area in the Sonoma Valley.

SECTION 2 - PURPOSE AND SCOPE

It is the intent of the Board that this Policies & Procedures Manual facilitates proper conduct of District business. The policy of The Valley of the Moon Water District (District) is to maintain the highest ethical standards for its Directors. The proper operation of the District requires that decisions and policy be made within the proper channels of governmental structure, that public

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office not be used for personal gain, and that Directors remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Directors and District employees will maintain the highest standard of personal honesty and fairness in carrying out their duties. If all or any portion of a policy is in conflict with federal or state law or regulations that apply to the District, said legislation or regulations shall prevail.

SECTION 3 - BASIS OF AUTHORITY

The District is a County Water District, organized and existing under the County Water District Law (Water Code section 30000 et seq.). The Board is the legislative body, and functions as the District's policymaking body. It can only function as a unit, where no individual Director has authority with regard to any aspect of District business, except as a collective Board.

As individuals, Directors may not commit the District to any policy, act, or expenditure without prior Board approval nor give direction to the General Manager, staff, contract personnel or consultants without prior Board approval. Directors do not represent any fractional segment or region of the community, but are part of a legislative body that represents and acts for the District as a whole. Since Directors are elected officials, no Director may delegate his or her authority to act as a Director, nor will any Director's vote be recorded in the proceedings of any Board meeting at which the Director is not present.

With the exception of certain matters where the law requires a four-fifths or unanimous vote, affirmative votes of three (3) Directors are required for the Board to act on any matter.

SECTION 4 - RESPONSIBILITIES OF PUBLIC OFFICE

The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the State's open meeting law for public agencies (the Brown Act).

Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Directors will strive to work in cooperation with other public officials unless prohibited from doing so by law or officially recognized confidentiality of their work (Gov. Code, §§ 54950 et seq., 54952.1 and 54959).

SECTION 5 - COMPOSITION/TERMS/VACANCY

The Board consists of five (5) Directors, each of whom has been elected or has been appointed to fill a vacancy. Four-year terms are normal, although in some circumstances terms are shorter. Terms of office are staggered, with elections held in November of every even numbered year. Each Director shall be a voter of the District, and elections are held at large, which means that all voters throughout the District have the opportunity to vote for any person seeking election.

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Pursuant to California Government Code Section 1770, a vacancy on the Board shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as otherwise authorized by statute and/or by the Board of Directors. In addition, a vacancy also occurs before the expiration of the term in the event of any reason stated by applicable law, including but not limited to any of the following:

1. The death, or physical or mental incapacity, of the incumbent.
2. Resignation or removal from office.
3. Place of residence moves from the District.
4. A conviction of a felony or any offense involving a violation of his or her official duties.
5. Refusal or neglect by the member to file the required oath or bond within the time prescribed.
6. The decision of a competent tribunal declaring the member's election or appointment void.

A vacancy may be filled by appointment by the Board pursuant to Government Code Section 1780, as indicated below:

1. The remaining members of a five (5) person board may fill a vacancy by appointment. The appointee will hold office until the District general election one-hundred thirty (130) days or more after the effective date of the vacancy. Appointments shall be made within sixty (60) days after the effective date of the vacancy. Notice of the vacancy shall be posted in three (3) or more conspicuous places within the District and published in a newspaper of general circulation at least five (5) days prior to an appointment. The remaining members may call an election to fill the vacancy within sixty (60) days of the vacancy, in lieu of an appointment, on the next available election date provided by Chapter 1 of Division 1 of the Election Code that is one-hundred thirty (130) days or more after the vacancy.
2. If the vacancy is not filled or an election called within sixty (60) days of the vacancy, the County Board of Supervisors may fill the vacancy within ninety (90) days of the vacancy or order the District to call an election to fill the vacancy.
3. If neither (a) or (b) has occurred within ninety (90) days, the District shall call an election to be held on the next available election date provided by Chapter 1 of Division 1 of the Election Code that is one-hundred thirty (130) days or more after the vacancy occurs.
4. If the remaining Board falls below a quorum, the Board of Supervisors may waive the sixty (60) day period provided in (a) and appoint immediately, or may call an election to fill the vacancy under Chapter 1 of the Election Code. The Board of Supervisors shall only fill enough vacancies to provide a quorum.
5. Appointees shall hold office until the next District general election. Electees shall hold office for unexpired balance of the term of office.

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SECTION 6 - CANDIDATE'S STATEMENT

A Director will not include false or misleading information in a candidate's statement for a general District election filed pursuant to Section 13307 of the Elections Code (Elec. Code. §13313).

SECTION 7 - SOLICITING POLITICAL CONTRIBUTIONS

Directors are prohibited from soliciting political funds or contributions at District facilities, or from District employees. A Director will not accept, solicit or direct a political contribution from (a) District employees, officers, consultants or contractors, or (b) vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law (Gov. Code, §3205).

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SECTION 8 - INCOMPATIBLE OFFICES

Another aspect of prohibited conflicts of interest is simultaneous holding of two incompatible public offices, unless simultaneous holding of the offices is compelled or expressly authorized by law. When public offices are incompatible, the public officer forfeits the first office upon taking the second.

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Under Government Code section 1099, offices are incompatible under any of the following circumstances unless the simultaneous holding of the office is compelled or expressly authorized by law:

- Either office may audit, overrule, remove members of, dismiss employees of, or supervise the other office or body;
- Based on the powers of jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices;
- Public policy considerations make it improper for one person to hold both offices.

The doctrine of incompatible offices does not apply to positions on government bodies that are solely advisory, or to positions of employment. (Gov. Code, § 1099; 83 Ops.Cal.Atty. Gen 153 (2000); 58 Ops.Cal.Atty.Gen 109 (1975).) However, the Attorney General has repeatedly held that certain positions, such as general manager of a water district and city manager, are public offices. (See, e.g., 82 Ops.Cal.Atty.Gen. 201 (1999); 67 Ops.Cal.Atty.Gen 409 (1984).)

Government Code section 53227 prohibits an employee of a special district from taking office as an elected or appointed member of the Board of the same special district unless he or she resigns as an employee.

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SECTION 9 - DUTIES AND RESPONSIBILITIES

The Board sets the policy for the District and therefore shall act in accordance with District Policies and Procedures. Directors are responsible for monitoring District progress in attaining its goals and objectives, while pursuing its mission. The Board establishes goals, objectives, expectations, and measurement criteria for the General Manager's performance.

In order to avoid undue interference with the daily District business, individual Directors' requests for information from staff or contract personnel/consultants shall always be made to the General Manager. If the General Manager's response is deemed inadequate, a Director may contact the Board President or raise the issue directly at a Board meeting, where the Board will determine whether or not the issue warrants attention and will schedule it for a future meeting.

Directors shall attend all meetings of the Board and of any Committee to which they may be assigned. Directors are required by law to abstain from participating in consideration of any item involving a personal or financial conflict of interest. Even the appearance of a conflict should be avoided. Unless such a conflict of interest exists, Directors should fully participate in the Board's decision-making responsibilities.

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SECTION 10 - OFFICERS

The Board's President and Vice President are elected by the Board at the last regular Board meeting in a given calendar year. The Board holds the election of officers at the end of the meeting, setting the roster for the following calendar year. Officers may be removed by two-thirds majority.

The President presides at all Board meetings. He or she has the same rights as other members of the Board in voting, introducing motions, resolutions and ordinances, and discussion. The President leads the Board in conducting its business. The President may refer items to committees prior to Board action. The Board President votes last in any roll call vote.

The President shall ensure that each Director is provided all necessary information pertaining to District business in sufficient time to participate in discussions and decisions in an informed manner. The President, or his or her designee, shall execute District documents, as directed by the Board. On occasion the Board will delegate to the President or to his or her designee, authority to represent the District at a meeting or event. When this occurs, the Director only has the authority that was specifically delegated by the Board.

In the absence of the President, the Vice President presides at all Board meetings. If the President and Vice President are both absent, the Secretary calls the meeting to order and acts as President until the remaining members select one of themselves to act as presiding officer.

SECTION 11 - APPOINTED STAFF AND OTHERS

Appointed Staff, as defined in this section, shall mean the General Manager and Board Secretary, who is appointed by the Board and reports to the Board as a whole.

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A. General Manager

The General Manager is appointed by the Board of Directors as the chief executive officer of the District, in accordance with Water Code sections 30540 et seq. and sections 30580 - 30582, and carries out Board policies, directs District operations, provides daily supervision to District staff, and controls District expenditures. Based on the Water Code and decisions made by the Board of Directors, the following summarizes the General Manager's specific authority:

1. Make and carry out day-to-day management decisions in conformity with District policies.
2. Employ, compensate, terminate, assign duties to, and direct the daily activities of all District employees. While recognizing that the appointments have been made by the Board of Directors, provide day-to-day directions and guidance to District Legal Counsel, Auditor, District Engineer, and other Board appointees, in conformance with established Board policies.
3. Establish District employee job classifications, description of duties, with corresponding salary ranges, subject to review and approval by the Board.
4. Define scope, select, dismiss and direct activities of contractors and consultants performing services for the District.
5. Manage District financial operations, in accordance with approved District policies and procedures.
6. Oversee the investment of District funds in accordance with the Board-approved Investment Policy, budget, and applicable laws. In compliance with section 53607 of the Government Code, the General Manager will be considered the "Treasurer" of the District if so appointed by the Board of Directors annually.
7. Expend, upon approval of the District's annual budget by the Board:
    a. District funds within the limits established in the operations, maintenance, and capital project budgets which are enumerated in the District's annual budgets;
    b. District funds in amounts not to exceed amount enumerated in Section 3.1 of the District's Purchasing Policy for each item not specifically enumerated in the District's annual budget, provided there are sufficient budgetary appropriations within the Operations and Maintenance budget and the Capital Improvement Projects budget.
8. Expend non-budgeted funds to meet an emergency which directly or potentially adversely affects the ability of the District to perform its services, which puts District personnel or property in jeopardy, or which may jeopardize public health or property of the community or its residents. The General Manager shall determine that an emergency exists and shall inform the Board, by the most expeditious method available, of the emergency, at the earliest opportunity, the steps taken and expenditures incurred to meet such emergency, and seek ratification of decisions if necessary.
9. Solely sign District checks in accordance with Section 4.4 of the District's Purchasing Policy. Any check which exceeds the specified dollar amount requires the signatures of the General Manager and one Director. In the event the General Manager is unavailable to sign checks, checks of any amount require the signatures of two Directors.
10. Execute time and cost Change Orders to the Capital Improvement Projects for amounts

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specified in each contract.

11. Appoint a Deputy Secretary, if the Board appoints the General Manager as Board Secretary.
12. Pursue grant funding opportunities.
13. Claims Administration. Pursuant to California Government Code Section 935.4, the Board of Directors ~~delegates authority to~~authorizes the General Manager and Administration Manager~~or designee~~ to reject claims presented against the District under the California Government Claims Act and to execute and issue the corresponding notices of rejection in accordance with applicable law.

~~12.~~ The General~~Administration~~ Manager shall coordinate, or cause to be coordinated, ~~-~~claims administration with the ~~General Manager and the~~ District's liability insurance administrator. This delegation does not include authority to allow, compromise, or settle claims.

Terms and conditions of the General Manager's employment shall be specified in an employment agreement between the General Manager and the Board and any amendment(s) thereto. The General Manager is an "at will" employee who serves at the pleasure of the Board.

B. Board Secretary

The Board Secretary is appointed by the Board, reports to the Board as a whole, and shall be responsible for the following:

1. Provide a record of all proceedings conducted at meetings of the Board and Standing Committees, to be retained at the District office.
2. Maintain accurate, up-to-date records of District documents in a safe location.
3. Post all legal notices.
4. Receive all correspondence or documents addressed to the Board, and serve as the District's agent for receipt of subpoenas, petitions or other legal documents that are served on the District.
5. Call meetings to order in the absence of President and Vice President and preside until the remaining members present select one of themselves to preside at the meeting.
6. Administer the Oath of Office to members of the Board.
7. Verify and attest signatures on all legal documents.

The Board Secretary shall have a reasonable understanding of the Ralph M. Brown Act and Robert's Rules of Order.

C. District Counsel

The District Counsel is a law firm that is appointed by and reports to the Board of Directors. District Counsel shall be the attorney for the District and its Board in all legal matters pertaining to operation, maintenance, and other business of the District. District Counsel shall perform such duties as the Board or General Manager may request, and shall, upon the request of the Board or General Manager, (1) review all Board actions to insure legality and acceptability under law; (2) prepare or review legal documents and provide legal counsel, as

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required by the Board or General Manager; and (3) attend and/or participate in Board meetings and management meetings as directed by the Board or the General Manager. District Counsel shall take charge of and handle all litigation to which the District is a party, including administrative proceedings of state or federal agencies, unless the Board designates special counsel for a particular matter.

D. District Auditor

The District's Auditor is a certified audit firm that is appointed by and reports to the Board, and that conducts the District's annual audit and prepares the District's annual audit report. The District's Auditor shall be rotated on a periodic basis.

E. Consultants

The Board may from time-to-time select, retain, compensate, define the scope and efforts of, and dismiss consultants to support or provide information to the Board in developing policy-level decisions or in implementing Board actions. In doing so, the Board shall delegate to the General Manager the responsibility for day-to-day direction of the work of the consultant.

SECTION 12 - DIRECTORS' COMPENSATION AND EXPENSE REIMBURSEMENT

A. Compensation for Attendance at Conferences and Meetings

Board members will be compensated at the daily rate (i.e., per diem) specified in Ordinance 1012 for attendance at meetings of the Board, including Board committee meetings, and for each day's service rendered as a member of the Board; provided, however, such compensation will not be paid for more than a total of six (6) days in any calendar month. Such compensation will be provided in addition to any reasonable and necessary reimbursement for meals, lodging and travel expenses incurred in attending any conference, meeting, or other event approved by the Board in advance.

For a Board member to be paid per diem or to be reimbursed for reasonable and necessary travel expenses to and from a meeting, the meeting must be: (1) a "meeting" as defined in Government Code section 54952.2 (a), (2) District Board or committee meetings, or (3) conferences, meetings, or events related to or intended to inform Board members on matters within the jurisdiction of the District, provided that such conferences, meetings or events deal with substantive issues and consume more than a minor amount of the Board member's time.

At the regular meeting of the Board following any meeting, conference, educational activity or other authorized event for which per diem compensation or reimbursement is requested, the Director attending the event shall give a brief report of the meeting or event. If more than one (1) Director of the District attended the same meeting or event, a joint report may be made. Reports may be written or oral, but in the event a written report is submitted, the Director shall give a brief oral summary of the report at the meeting following the event.

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B. Changes in the Compensation of the Directors

The following Water Code sections, as amended, govern compensation paid to the Directors and subsequent changes to such compensation, if any.

Water Code Section 30507 allows for maximum Directors' Compensation of one-hundred ($100.00) dollars for attendance at meetings of the Board, including Board committee meetings, and for each day's service rendered as a member of the Board; provided, however, that such compensation will not be paid for more than a total of six (6) days in any calendar month (Resolution 050603).

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Alternatively, if the District is to adopt an ordinance under Water Code Section 20202, the Directors may receive a compensation above the maximum amount of one-hundred ($100.00) per diem, stipulated under Water Code Section 30507, provided that such increase may not exceed an amount equal to five (5%) percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted. However, such compensation will not be paid for more than a total of ten (10) days in any calendar month. Changes, if any, in the compensation of Board members, paid under Water Code Section 20202, will require the approval of the Board during an open meeting of the Board held at least sixty (60) days prior to the effective date of the change. (Water Code Sections 20200 and following.)

C. Directors Expenses

1. General Principles. Each member of the Board of Directors is encouraged to participate in outside activities and organizations that in the judgment of the Board further the interests of the District. Actual expenses incurred by Board members in connection with such activities are reimbursable, where authorized in advance or, in exceptional cases, where subsequently ratified by the Board. The policies and rules apply:
    a. All expenses must be reasonable and necessary, and Directors are encouraged to exercise prudence in all expenditures.
    b. This policy is intended to result in no personal gain or loss to a Director
    c. Reimbursement will be made only for expenses that qualify as reimbursable under an Internal Revenue Service Accountable Plan[1]+.
    ~~d.~~ Upon incurring such expenses, Directors may submit a request for reimbursement, accompanied by written evidence of payment of such expenses, and/or by receipts for all amounts, consistent with the requirements of an IRS Accountable Plan, within four (4) weeks of incurring such expenditures.
    d.
    ~~e.~~ Liquor, entertainment, travel insurance, personal telephone calls, child, pet, or household care, losses relating to theft or casualty of personal effects, fines and penalties for actions or inactions of the traveler, laundry, dry cleaning, or pressing of personal items, and expenses of any other person accompanying a Director are not eligible for reimbursement.
    e.
    Expenditures that are improper or otherwise not properly accounted for, or that
    f. are not consistent with the prohibition against gifts of public funds set forth in the California Constitution, will not be reimbursed or accepted by the District.

~~+In general, an IRS Accountable Plan is an expenditure reimbursable plan that requires 1) employees to substantiate expenses as to the date, amount, and the business nature of each expense, 2) any amounts in excess of substantiated expenses to be returned to the employer, and 3) a business connection between the amounts advanced and the expenses incurred.~~

[1] In general, an IRS Accountable Plan is an expenditure reimbursable plan that requires 1) employees to substantiate expenses as to the date, amount, and the business nature of each expense, 2) any amounts in excess of substantiated expenses to be returned to the employer, and 3) a business connection between the amounts advanced and the expenses incurred

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g. To implement the reporting requirements of Government Code section 53065.55, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Director for the preceding fiscal year, which will be available to the public.
h. Officials will be reimbursed for actual telephone and fax expenses incurred to transact District business.
i. Long-term parking should be used for travel exceeding twenty-four (24) hours.
j. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the Director has announced his or her resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

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j.

~~[1]In general, an IRS Accountable Plan is an expenditure reimbursable plan that requires 1) employees to substantiate expenses as to the date, amount, and the business nature of each expense, 2) any amounts in excess of substantiated expenses to be returned to the employer, and 3) a business connection between the amounts advanced and the expenses incurred.~~

2. Travel / Transportation Expenses. The most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors will be reimbursed for expenses incurred in traveling to and from conferences, meetings and other events that are attended on behalf of the District in their capacity as Directors. Travel expense will include round-trip airfare, actual reasonable expenses for ground transportation to and from airports and hotels, car rental, and or mileage reimbursement (at the maximum allowable per mile established from time to time by the IRS) for use by the Directors of privately owned vehicles in the conduct of District business.
3. Overnight Accommodations. No reimbursement claim or request for overnight accommodation will be approved for expenses incurred within the District's service area, except upon approval of the Board. Reasonable accommodation expenses will be reimbursed only for the Directors, and such expenses will not be reimbursed for guests or family members of Directors. Where reasonably possible, accommodations will be obtained in proximity to the conference or meeting site.
4. Meal Expenses. Directors will be entitled to receive reimbursement for the reasonable cost of meals, including tips.

SECTION 13 - PRESENTATION AND APPEARANCE TO THE PUBLIC

In order to present a positive image to the public, customers and residents, Directors should strive to maintain a professional appearance while performing their duties as Directors. For example, and not by way of limitation, Directors should attend meetings and events in neat and clean attire and should strive to maintain a good personal appearance appropriate to the role of an elected official of a public agency.

SECTION 14 - BOARD MEETINGS, GENERAL

A. General Principles

The Board shall conduct the business of the District at meetings in conformance with the provisions of the Brown Act (Government Code Sections 54950 through 54962), federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. All meetings, including those held by teleconference, of the Board, Standing Committees, and Advisory Committees shall be open to the public, except for closed sessions held in accordance with the Brown Act.

All meetings of the Board shall be held in the District Office, 19039 Bay Street, El Verano, California unless it is anticipated that the number of public expected to attend would exceed

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the capacity of the facility. In such case, another facility within the District may be used.

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Regular meetings of the Board shall be held the first Tuesday of each calendar month with the following two exceptions:

1. If the first Tuesday coincides with a legal holiday, the regular meeting will be adjourned to a specified time and location, and will be held on the following business day; and
2. In an election year (i.e. even years), the December meeting shall be held on a date allowing certification of the November election and Oath of Office for new and returning Board members, typically the second Tuesday in December.

Regular Board meetings shall commence at 6:30 p.m. local time and end at 10:30 p.m. local time or earlier. Extension of time beyond 10:30 p.m. requires the approval of the majority of the Board.

Traditional Teleconferencing Requirements: Government Code Section 54953(b) of the Brown Act (California Government Code Sections 54950-54963) provides that in connection with a meeting, "the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body." Accordingly, the Board may opt to use teleconferencing for its meetings, so long as the following requirements are met:

- A quorum of the members of the Board must participate from locations within the agency's jurisdiction, even if participating remotely.
- Agendas must be posted at all teleconference locations where members of the Board will be present during the meeting. Each such location shall be identified in the agenda and accessible to the public.
- All votes taken during a teleconferenced meeting shall be by rollcall.

SB 707 Alternative Teleconferencing: As an alternative to the traditional conferencing guidelines, Government Code Sections 54953.8 through 54953.8.7 of the Brown Act authorize Board Member teleconferencing without the traditional quorum and location requirements when the following conditions and circumstances are met:

- A quorum of the members of the legislative body must participate from locations within the agency's jurisdiction.
- Any member who participates remotely in the meeting and the provision of law they relied on to participate shall be listed in the minutes of the meeting.
- For the purpose of counting a "meeting," a "meeting" is defined as "any number of meetings of the legislative body of a local agency that begin on the same calendar day."
- When a Board meeting is held pursuant to the SB 707 Alternative Teleconferencing procedures, public access shall be ensured as follows:
  1) The District shall provide the public with remote access through a two-way telephonic service or a two-way audiovisual platform.
  2) The Board will not require public comments to be submitted in advance and will allow real-time public comment.
  3) The District shall give notice of the time of the teleconference meeting, as well as the means by which members of the public may access the meeting and offer public comment.

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4) The agenda for the meeting shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option.
5) In the event of a disruption that prevents members of the public from attending, observing, or participating in a Board meeting through the remote access service, the Board shall adjourn or recess to attempt to restore services. If remote services have not been restored within one hour, the Board may reconvene the meeting if it adopts, by rollcall vote, a finding that it made a good faith effort to restore remote services and that the public interest in continuing the meeting outweighs the public interest in remote public access.

-A member may attend a meeting by teleconference pursuant to this section under the following specific circumstances:

1) The member has a disability, as defined in Section 12012 of Title 42 of the United States Code, that precludes the member's in-person attendance at the meeting and that is not otherwise reasonably accommodated pursuant to the federal Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 *et seq.*) A member attending a meeting via teleconferencing pursuant to this rule shall participate through both audio and visual technology unless a physical condition related to their disability results in a need to participate off camera. Members attending via teleconferencing under this rule must also disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any of those individuals.

2) The member has just cause for the remote appearance, as defined by the Government Code. A member may utilize the just cause provision no more than two times in a year. A member attending a meeting via teleconferencing pursuant to this rule shall participate through both audio and visual technology. The member must also notify the Board at the earliest opportunity possible, including at the start of a regular meeting of their need to participate remotely for just cause, and provide a general description of the circumstances relating to their need to appear remotely at the given meeting. The term "just cause" means:

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires the Board Member to participate remotely.
- A contagious illness that prevents a member from attending in person.
- A need related to a physical or mental condition that is not subject to subdivision (c) of Section 54953.
- Travel while on official business of the District or another state or local agency.
- An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.

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- A physical or family medical emergency that prevents a member from attending in person.

3) There is a proclaimed State or Local Emergency.
- A "State Emergency" is defined as a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act.
- A "Local Emergency" is defined as a condition of extreme peril to persons or property proclaimed by the governing body of Sonoma County or a local health emergency (declared pursuant to Health and Safety Code Section 101080) within the boundaries of Sonoma County.

~~The Brown Act allows a Board of Directors to use any type of teleconferencing in connection with any meeting. (Government Code section 54953(b).) Teleconference is defined as "a meeting of individuals in different locations, connected by electronic means, through either audio or video, or both." In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the law otherwise applicable. (Id.) Section 54953(b) contains the following specific requirements:~~

~~- Teleconferencing may be used for all purposes during any meeting.~~
~~- At least a quorum of the Board of Directors must participate from teleconferencing locations within the District's jurisdiction.~~
~~- Each teleconference location must be identified in the notice and agenda of the meeting.~~
~~- Agendas must be posted at each teleconference location.~~
~~- Each location must be accessible to the public.~~
~~- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.~~
- ~~All votes must be by rollcall~~.

The Board President and the General Manager shall ensure that appropriate information is available for the public at meetings of the Board, and that physical facilities for said meetings are functional and appropriate. Prior to the start of a meeting, the order of business (sequence of existing agenda only) may be amended.

Regular meetings require posting of the agenda a minimum of seventy-two (72) hours in advance and written notification to the Board, District Counsel, the local news media, and to any person requesting notice. The agenda must contain a brief general description of each item to be acted upon or discussed during the meeting. A quorum must be present at all meetings for any business to be conducted. A quorum consists of three (3) Board members. Only those items of business listed in the agenda shall be considered by the Board at any meeting, unless an emergency or urgency situation exists and additional items are added in the manner required by the Brown Act.

B. Closed Sessions

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At times during Board meetings, the Board may adjourn into closed session to discuss personnel matters, real estate negotiations, existing or anticipated litigation or other matters as specified in the exceptions set forth in the Brown Act (Government Code section 54954.3). Appropriate agenda descriptions are also required for closed session items.

C. Special Meetings

Special meetings of the Board may be called by the Board President or a majority of the Board, to discuss discrete items only. Notice of at least twenty-four (24) hours is required for a special meeting, and must describe the business to be transacted or discussed. All appropriate notices required by the Brown Act shall be posted.

D. Emergency Special Meetings

In the event of an emergency situation where prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency special meeting without complying with the twenty-four (24) hour notice required for special meetings of the Board. An emergency situation means a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of members of the Board. The General Manager, the President of the Board, or the Vice-President in the absence of the President, may determine that there is sufficient evidence to determine that an emergency exists and give notice of an emergency special meeting.

Newspapers of general circulation in the District, radio stations, and television stations which have requested notice of special meetings in accordance with the Brown Act shall be notified at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the one (1) hour notice requirement is waived, but the General Manager, or his or her designee, shall notify such newspapers, radio stations, or television stations of the holding of the meeting, and of any action taken by the Board, as soon after the meeting as possible.

All rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

E. Dire Emergencies

In the event of a dire emergency, which is defined as a crippling disaster, mass destruction, terrorist act, or planned terrorist activity that poses peril so immediate and significant that requiring one (1) hour notice before holding an emergency meeting may endanger public health, safety, or both, notice shall be given by telephone to the news media at or near the time that the Board President or his designee notifies the Directors of the need for an emergency meeting.

F. Adjournment

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A majority vote by the Board may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he or she shall cause a written notice of adjournment to be provided to the Board, District Counsel, and the local news media and also posted at the places specified in Section 17.

G. Legality of Proceedings

Any action taken by the Board which is subsequently ruled contrary to law by a decision of a court of competent jurisdiction shall be deemed revoked without further action by the Board.

SECTION 15 - BOARD MEETINGS, CONDUCT

Meetings of the Board shall be conducted by the President in a manner consistent with the policies of the District set forth in this Manual. The President shall take whatever actions are necessary and legally appropriate to preserve order and decorum during Board meetings, including public hearings.

Willful disruption of any meeting of the Board shall not be permitted. If the President finds that there is in fact willful disruption of a meeting which prevents the meeting from proceeding, he or she may eject any person, or persons, or order the room cleared and subsequently conduct the Board's business without the public present. In such an event, only matters appearing on the agenda may be considered in such a session. After clearing the room, the President may permit those persons who, in his or her opinion, were not responsible for the willful disruption to re-enter the meeting room. Duly accredited representatives of the news media shall be admitted to the remainder of the meeting.

The below items were developed and mutually agreed upon during a Board workshop in March 2015:

1. Remember our mission:

   It is the mission of the Valley of the Moon Water District to provide its customers with reliable, safe water at an equitable price, and to ensure the fiscal and environmental vitality of the District for future generations.
2. Respect others opinions
3. Listen and create respectful dialogue in the boardroom
4. President has the authority to use the gavel or other means to stop, interject, and change the direction of the meeting not in accordance with the code of conduct
5. Come prepared to every meeting having reviewed the materials and having questions ready
6. Stay on agenda topic
7. Communicate reason for leaving boardroom before leaving the meeting
8. Listen, debate, decide, and move forward together
9. Trust and respect everyone and their opinion
10. Have fun

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SECTION 16 - BOARD MEETINGS, RULES OF ORDER

The latest edition of Robert's Rules of Order, Revised shall be an advisory guideline for meeting protocol. District policies, or state or federal law, shall prevail whenever they conflict with Robert's Rules of Order, Revised. If a Director believes order is not being maintained or procedures are not adequate, he or she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, it may be appealed to the Board. A decision by a majority of the Board will determine the point of order.

By a motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or c) both.

Voting Procedures

Following a motion and second, and after allowing Board discussion and public comment as required by law, the President shall clearly state the motion before calling for a vote.

A roll-call vote shall be taken on:

a) All resolutions and ordinances;
b) Motions authorizing the expenditure or transfer of District funds, including approval of contracts, purchases, payments, and warrants;
c) Motions approving financial statements, financial reports, budgets, budget amendments, or audited financial statements;
d) Any matter for which a Director requests a roll-call vote; and
e) Any matter for which a roll-call vote is required by law.

For a roll-call vote, the Secretary shall call each Director's name and record the Director's vote or abstention.

Other motions may be decided by voice vote. The President shall ask for votes in favor, votes opposed, and abstentions. If the outcome or any Director's vote is unclear, the President shall direct the Secretary to conduct a roll-call vote.

Following each vote, the President shall announce whether the motion passed or failed~~ and publicly identify each Director's vote or abstention. For a unanimous vote, the President may announce that all Directors present voted in favor, identifying any Directors absent or recused~~.

The minutes shall record the motion, the Directors making and seconding the motion, whether it passed or failed, and each Director's vote, abstention, absence, or recusal. The method of voting does not change the number of affirmative votes required for approval under applicable law.

Numbering of Ordinances and Resolutions

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~~Motions, resolutions or ordinances shall be recorded as having passed or failed, and iIndividual votes will be recorded for resolutions and ordinances.~~ All ordinances adopted by the Board shall be numbered consecutively. All resolutions adopted by the Board shall be numbered consecutively by calendar year and month. For example, the third resolution passed in the month of January 2022 shall be numbered 220103.

Recesses

The President may declare a short recess during any meeting, with approval of the Board.

SECTION 17 - BOARD MEETINGS, AGENDAS

The General Manager, in cooperation with the Board President, shall prepare an agenda for each meeting of the Board and for all Standing Committee meetings. The General Manager will prepare written information on each item of business requiring action or scheduled for discussion by the Board, and make this information available to the Board and members of the public prior to all meetings.

An agenda and materials packet shall be prepared as specified for all Board meetings and shall be delivered to all Directors at least three (3) days prior to a regular meeting and at least twenty-four (24) hours prior to special meetings. A full agenda packet will be available in the District foyer for public review.

Agenda items must include a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed sessions. The purpose/objective is to give the public a fair chance to participate in matters of particular or general concern. The public can make standing requests for agenda materials.
Agenda should include information for requesting disability-related modifications or accommodations.
At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office and on the District's website www.vomwd.org. The District has the option of posting the agendas at other places as deemed

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useful in keeping the public informed. In addition to the District office, agendas are ordinarily posted at the Boyes Hot Springs and El Verano Post Offices. The agenda for special meetings shall be posted in the same locations at least twenty-four (24) hours before the meetings. Agendas shall generally use the following order of business:

1. Date, time and location of meeting and information on how the public may review agenda materials and request any special accommodations needed
2. Meeting type (i.e., Regular or Special Meeting)
3. Call to Order – Pledge of Allegiance – Roll Call
4. Public Comments
5. Consent Calendar
6. Public Presentations, Hearings and Workshops
7. Operational Reports
8. President and Directors' Reports or Comments
9. General Manager & District Counsel Reports
10. General Business (Old/New Business)
11. Closed Session
12. Reconvene in Open Session
13. Request for Future Agenda Items
14. Adjournment

Pursuant to Government Code section 54954.2 (b), the Board may take action on an item of business which did not appear on the posted agenda for the meeting if the Board determines that an emergency exists, or if by a two-thirds vote the Board determines that there is a need for immediate action on a matter that arose subsequent to the posting of the agenda.

The public has a right to comment on every agenda item during the Board's consideration of the item and on items not on the agenda but within the Board's subject matter jurisdiction. Each person who wishes to speak shall be given 3 minutes to speak on any agenda item. The Board reserves the right to modify time limits on public comment if necessary.

Any public comments on items listed on the agenda should be addressed at the time the agenda item is up. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters, which are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

SECTION 18 - BOARD ACTIONS AND DECISIONS

Actions typically taken by the Board include but are not limited to the following:

1. Adoption or rejection of District policies and regulations concerning the services provided by the District, adoption of rates and charges for District services, authorization of execution of contracts for professional and technical service, and authorization of execution of contracts for materials or supplies, or for design or construction of District facilities;

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2. Approval or rejection of proposals to commit District funds or facilities, including employment and dismissal of personnel;
3. Approval or disapproval of non-emergency matters which require or may require the District or its employees to take action and/or provide services; and
4. Direction given to the General Manager for implementation of those actions deemed by the Board to be necessary.

Three (3) Directors represent a quorum for the conduct of business. Action can only be taken by the vote of the majority of the Board. Actions taken at a meeting where only a quorum is present require all three votes to be effective (unless a 4/5 vote is required by policy or law).

A member who is present but does not vote on a matter is considered an abstention and recorded as such. Specific examples involving abstentions are given below:

1. At a Board meeting where only a quorum is present, if one (1) Director abstains on a particular action, the proposed action cannot be approved because all three Directors would have to vote in favor of the action.
2. At a Board meeting where all the Directors are present, if an action is proposed requiring a four-fifths (4/5^{ths}) vote and two (2) Directors abstain; the proposed action cannot be approved because four (4) of the five (5) Directors would have to vote in favor of the action.

Definition of Board Actions and appropriate uses thereof are indicated below:

1. A "Minute Order" or "Motion" is appropriate when the action is not of a penal nature or intended to be a local law, where an ordinance or resolution is not specifically required, or where a formal document reflecting the Board's action is not necessary. The only record of such action is in the minutes of the meeting at which the action is taken.
2. A "Resolution" generally constitutes an expression of policy or opinion concerning some particular item of business and often evidences a decision by the Board concerning the administrative business of the District.
3. An "Ordinance" means a local law. It prescribes a rule of conduct prospective in operation, applicable generally to person and things subject to the jurisdiction of the District.

Processing of Motions

When a motion is made and seconded, it shall be stated by the Board President before debate. A motion so stated and seconded shall not be withdrawn by the mover without the consent of the person seconding it.

Motions Out of Order

The Board President may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

Division of Question

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If the question contains two or more divisional propositions, the Board President may, and upon request of a member shall, divide the same.

Precedence of Motions

When a motion is before the Board, no other motion shall be entertained except the following, which shall have precedence in the following order:

a. Adjourn
b. Fix hour of adjournment
c. Table
d. Limit or terminate discussion
e. Substitute
f. Reconsider
g. Amend
h. Postpone

Motion to Adjourn – Not debatable

A motion to adjourn shall be in order at any time, except as follows:

a. When repeated without intervening business or discussion
b. When made as an interruption of a Member
c. When discussion has been ended and vote on motion is pending
d. When a vote is being taken

A motion to adjourn "to another time" shall be debatable **only** as to the time to which the meeting is adjourned.

Motion to Fix Hour of Adjournment–Not debatable

Such a motion shall be to set a definite time at which to adjourn and shall not be debatable and amendable except by unanimous vote.

Motion to Table–Not debatable

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the meeting.

Motion to Limit or Terminate Discussion – Not debatable

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

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Motion to Amend – Debatable

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

Motion to Continue – Debatable

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

Reconsideration – Debatable

Any Board Member who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for a reconsideration thereof shall be made without unanimous consent to the Board.

Voting Procedure

All votes shall be conducted in accordance with Section 16, including its requirements for roll-call votes on resolutions, ordinances, expenditures, transfers of funds, and financial approvals. The President shall announce the results, and the minutes shall record the action and voting results in accordance with Sections 16 and 21.

~~In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record.~~

Tie Votes

Tie votes shall be considered a no vote or denial.

SECTION 19 - PROCEDURES

1. Adopting a Resolution

Resolutions are to be prepared in advance. The procedure shall be:

A. Staff Presentation
B. Public Comment
C. Questions and discussion by the Board
D. Motion

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E. Second

~~F.~~ Additional discussion by the Board if warranted

F.

~~G.~~ Roll-call vote in accordance with Section 16 ~~Vote, pursuant to the methods set out for motions, as per section 10.21~~

G.

H. Result declared

When a resolution has not been prepared in advance, the general counsel or staff shall prepare a resolution for presentation at the next meeting.

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~~When a resolution has not been prepared in advance, the general counsel or staff shall prepare a resolution for presentation at the next meeting.~~

2. Adopting an Ordinance

Proposed ordinances shall be prepared in advance and reviewed by ~~General~~District Counsel. Introduction and adoption shall comply with applicable agenda, notice, public hearing, reading, and voting requirements. Each ordinance shall specify its effective date consistent with applicable law (typically upon adoption by the Board).

The procedure shall generally be:

A. Staff presentation.
B. Questions and discussion by the Board.
C. Public hearing or public comment, as applicable.
D. Introduction, reading, or waiver of reading, as applicable.
E. Motion and second.
F. Additional Board discussion, if warranted.
G. Roll-call vote in accordance with Section 16.
H. Announcement of the result.

However, if the Board requests substantive changes to the ordinance, the Board shall conduct a second reading of the ordinance at a subsequent meeting before adopting the ordinance. The Board shall also conduct two readings of ordinances when required by law and follow any other alternative passage procedures when required by law, including for rate and fee increases. District Counsel shall be consulted and advise on the appropriate adoption procedure.

At least five (5) days prior to the planned adoption: the Secretary shall arrange for publication of a summary of the proposed ordinance in a local newspaper, post the full text of the ordinance in a public space at the District's office, and obtain certification and proof of publication as required by applicable law.

Within fifteen (15) days of adoption by the Board: Publish adopted ordinance summary in local newspaper, including the names of Directors voting for and against the ordinance, and post the full certified text plus names of Directors voting for and against the ordinance in a public space at the District's office.

~~All ordinances shall be placed on the agenda for regular meetings by title and brief description of content. (An exception is an urgency ordinance, which may be adopted at a special meeting.)~~

~~A. Public Hearing~~
~~B. Discussion~~
~~C. Reading/Introduce the Ordinance~~
~~1. Motion to waive reading of entire ordinance and read by title and number only. Must be carried unanimously.~~
~~2. Reading by title by the President~~
~~3. Motion to introduce:~~
~~(a) Moved by:~~

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~~(b) Seconded:~~
~~(c) Carried by:~~

~~D. Publication~~

~~A summary of the ordinance should be prepared by the officer designated by the Board and published once in a newspaper published within the District, together with the names of the Board members who voted in favor of or against the order. (H&S Code Sec. 6490.) In addition, a certified copy of the full text of the order, again with the names of the members who voted for or against the ordinance, should be posted in the office of the Clerk of the Board for one week. No particular time is specified for the publication and posting. However, the order cannot become effective until one week after the publication and posting.~~

~~E. Proof of Publication~~

~~At the next regular meeting after adoption of the order, the Board should issue an order concluding that the foregoing publication and posting has been properly made, in accordance with Health and Safety Code Section 6490. (H&S Code Sec. 6490 (c).)~~

SECTION 20 - REVIEW OF ADMINISTRATIVE DECISIONS

An administrative decision is an action or decision made by the Board which is subject to review by a court of competent jurisdiction. Such decisions include: suspension, demotion, or dismissal of an officer or employee; revoking or denying an application for a permit, license or other entitlement; or imposing a civil or administrative penalty, fine, charge or cost.

Judicial review of all administrative decisions of the Board may be sought pursuant to the provisions of §1094.5 of the Code of Civil Procedure of the State of California. The procedural provisions of §1094.6 of said Code, including the time limitations, shall apply to any such proceeding. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District affecting the subject matter of

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an appeal. The purpose of these Code sections is to ensure efficient administration of the District by providing for the expeditious review of decisions rendered by the Board. §1094.6 specifically establishes a ninety (90) day time limit to initiate a lawsuit to challenge a District administrative decision. The short time period is intended to provide finality to Board decisions.

SECTION 21 - BOARD MEETINGS, MINUTES

The Secretary of the Board shall keep minutes of all regular and special Board meetings. Minutes of closed sessions are not subject to this provision in accordance with the Brown Act. Minutes are to record meaningful discussion and actions taken; they are not intended to be verbatim records. Anyone wishing for more information about a meeting shall be encouraged to listen to the recording made of each meeting. Draft minutes shall be distributed to Directors for adoption at the next regular meeting. The official records of the meetings are the District Board approved typed minutes. -Motions, resolutions, or ordinances shall be recorded as having passed or failed. For roll-call votes, each Director's vote shall be recorded individually. For voice votes, the minutes may record unanimous approval by all Directors present or, for nonunanimous votes, identify the Directors voting in favor and opposed and those abstaining. Any Directors absent or recused shall also be identified.

~~Motions, resolutions, or ordinances shall be recorded as having passes or failed. and iIndividual votes will be recorded for resolutions and ordinances.~~

The official minutes of Board meetings shall be kept in a fire-proof vault or in fire-resistant locked cabinets at the District office. Minutes may be approved as part of the Consent Calendar. An audio recording shall be made of all regular and special meetings of the Board and will be retained for ninety (90) days.

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the District office during regular business hours.

The District recognizes the right of any member of the public to inspect nonexempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by California State Law. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files, or by a staff member designated by the General Manager.

In accordance with the Public Records Law (Government Code Section 6250 et seq.), certain records, such as closed session minutes and personnel records, are not included in the category of records to which the right of access is to be granted by the District.

SECTION 22 - COMMITTEES

Committees of the Board may be Standing or Advisory (ad hoc). Committees are not empowered to act for the Board. Rather, they review, study, and consider issues in order to make recommendations to the full Board. Members of all Committees shall be appointed by and serve at the pleasure of the President of the Board.

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A. Standing Committees

A Standing Committee is a Board-created committee which has continuing jurisdiction over a particular subject matter and meets either on a scheduled basis or as directed by the Board President. Only District Directors may serve as members of Standing Committees. Standing Committee meetings are held in the District office, unless a special need arises to meet

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elsewhere within District boundaries, and shall be properly noticed under the provisions of the Brown Act.

The Board President shall appoint and publicly announce the members of any Standing Committees, consisting of two (2) Directors.

B. Advisory Committees

An Advisory Committee offers specific advice on a particular subject on an ad hoc basis, and meets as directed by the Board President. Directors and/or members of the public at large may serve as members of the Advisory Committee. The Board President or the Board will establish and publicly announce all Advisory Committees. The key distinguishing feature of Advisory Committees is that they are not "legislative bodies" as defined in the Brown Act, and therefore do not have to follow the notice and agenda provisions of that Act. Verbal or written reports by Advisory Committees shall be made periodically to the Board at a regular Board meeting. The Advisory Committee shall stand dissolved after the submission of the final report.

Any final reports or recommendations resulting from Standing or Advisory Committee work shall be submitted to the Board in written form.

SECTION 23 - BOARD OF DIRECTORS CODE OF ETHICS

A. Integrity

A Director must make every reasonable effort to avoid placing himself or herself under any financial or other obligation to any individual or organization that might reasonably be thought to influence the Director's performance of his or her duties.

B. Leadership

A Director has a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of the District.

C. Selflessness

A Director has a duty both ethically and legally to make decisions solely in the public interest. A Director must not act in order to gain financial or other benefits for himself or herself, his or her family, friends or business interests. This means making decisions because they benefit the District and the public it serves, not because they benefit the decision maker.

D. Objectivity

A Director must make decisions solely on merit, free from bias and in accordance with the Director's statutory and ethical obligations when carrying out public business.

~~E.~~ Accountability

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E.

A Director is accountable to the public for his or her decisions and actions, preparing and researching as necessary to understand matters before the Board, and must consider issues on their merits, taking into account the views of others.

F. Openness

A Director has a duty to be as open as possible about his or her decisions and actions and give reasons for decisions.

G. Honesty

A Director has a duty to act honestly. As required by law, a Director must disclose any private interests relating to his or her public duties and take steps to resolve any conflicts arising in such a way that protects the public interest and/or recuse/disqualify himself or herself from taking any action which would constitute a conflict of interest.

H. Respect

A Director must treat others with respect at all times, regardless of policy or personal disagreements, and observe the rights of other people. A Director must treat fellow Directors, officials, staff, customers and the public with courtesy and civility.

SECTION 24 - ETHICS TRAINING

Directors are required by law to take ethics training every two (2) years. No cost training is available on the Fair Political Practices Commission (FPPC) website. Note that there is a minimum two (2) hour training requirement before taking the accompanying FPPC website test. After completing the test, Directors must print out and sign the "Online Proof of Participation Certificate" and return to the Board Secretary or Deputy Secretary.

SECTION 25 - VIOLATION OF CODE OF ETHICS OR CONDUCT

An actual or perceived violation of this policy by a Director should be referred to the President of the Board or the full Board of Directors for investigation and consideration of any appropriate action. Appropriate action depends on the circumstances of the actual or perceived violation. Depending on the nature of the alleged violation, the Board may, as appropriate, determine a specific remedy or report the alleged violation to an appropriate authority. In all cases, the Board will pursue a course consistent with applicable legal requirements, the public interest, and the best interests of the Board and the District.

SECTION 26 - USE OF CONFIDENTIAL INFORMATION

A Director is not authorized, without approval of the Board of Directors, to disclose information

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that qualifies as confidential information to a person not authorized to receive it. Under

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applicable provisions of law, information qualifies as confidential if it (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under attorney/client or other evidentiary privilege, or (3) is not required to be disclosed, or disclosure is prohibited, under the California Public Records Act.

This section does not prohibit a Director from taking any of the following actions: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged unlawfulness of an action taken by the District, an elected official or employee, (2) expressing publicly an opinion concerning the propriety or lawfulness of any action taken or considered by the District in closed session, including disclosure of the general nature of the allegedly unlawful action, or (3) disclosing non-confidential information which may be acquired during a closed session. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Director will first bring the matter to the attention of the District's legal counsel, the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation, unless doing so would itself constitute a violation of law, court order, or any other statutory obligation.

A Director who willfully and knowingly discloses confidential information received in the course of his or her official duties for monetary gain may be guilty of a misdemeanor under Government Code section 1098.

SECTION 27 - IMPROPER ACTIVITIES AND THE REPORTING OF SUCH ACTIVITIES; PROTECTION OF "WHISTLE BLOWERS"

The General Manager has primary responsibility for (1) ensuring compliance with the District's Personnel Manual, and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities and reporting these allegations to the Board as appropriate, and (3) taking appropriate corrective and disciplinary actions and reporting these actions to the Board as appropriate. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not prohibited by law, court order, or other statutory obligation, any improper activities within their knowledge. Directors will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities and further determines to take additional actions as it deems appropriate to protect the District and the public interest.

A Director will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager of the Board any information that, if true, would constitute: a work-related violation by a Director or District employee of any law or regulation; gross waste of District funds; gross abuse of authority; a specified and substantial danger to public health or safety due to an act or omission of a District official or employee; use

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of a District office or position or of District resources for personal gain; or a conflict of interest of a District Director or District employee.

A Director will not use or threaten to use any official authority or influence to effect any action as retaliation against a District Director, District employee, or member of the public who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

(Gov. Code, §§ 53298 and 53298.5; Lab. Code, §§ 1102.5 et seq.)

SECTION 28 - FAIR AND EQUAL TREATMENT

Directors, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Director will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

SECTION 29 - PROPER USE AND SAFEGUARDING OF DISTRICT PROPERTY AND RESOURCES

The California Constitution prohibits a Director from making a "gift of public funds" by utilizing or permitting the use of District owned vehicles, equipment, telephones, materials or property for his or her personal benefit or for the benefit of third parties without legal authorization. A Director will not ask or require a District employee to perform services for the personal benefit or profit of a Director. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

SECTION 30 - CONFLICT OF INTEREST

It is unlawful for a Director to have a financial interest in a contract approved by the District, or be a purchaser at a sale by the District, or a vendor for a purchase made by the District, unless the Director's participation was authorized under Government Code sections 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 et seq., relating to conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonable foreseeable that the Board decision would have a material financial effect (as defined by FPPC regulations found at Cal. Code Regs., tit. 2, 18100 et seq.) that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations; (b) real property in which the Director has a direct or indirect investment interest, with a value in the amount specified in FPPC regulations; (c) a source of income for the Director in the amount specified in FPPC regulations,

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within twelve (12) months before the Board decision; (d) a source of gifts to the Director in an amount specified in FPPC regulations within twelve (12) months before the Board decision; or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten (10%) percent interest or greater. An elected official will not accept honoraria or gifts that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income and financial information as required under the Districts Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations.

The reporting provisions of the law are outlined in the Conflict of Interest forms. These forms are provided to the Board for completion on a calendar-year basis. Board members and designated employees shall file their statements with the Administration Manager. Upon receipt of the statements of the Directors and the General Manager, the Administration Manager shall make and retain a copy and forward the original of these statements to the Clerk of the Board of Supervisors of the County of Sonoma. The original statements for all other designated employees will be retained by the District.

If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will, at the earliest possible time, notify the District General Manager and District legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager and the District legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director (1) will publicly disclose the nature of the conflict of interest as required by FPPC regulations, (2) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes, and (3) will leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters or the Direct has been advised that specific FPPC exemption applies.

A Director will not recommend the employment of a relative by the District. A Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.

A Director who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70.

Effective July 1, 2006, no Director who leaves office with the District may represent another

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person or entity before that Agency for one year after leaving office. This prohibition is very broad and covers any appearance before the District or one of its committees or any written or oral communication with the Agency for the purpose of influencing any type of decision. This prohibition is the same as that for certain state officers. The limited exceptions are for the former Director to represent him or herself; represent another person or entity without compensation, or where the former Director is an employee, officer or Director of another public agency, and represents that other public agency. (However, be aware that a local public agency may adopt a stricter rule).

SECTION 31 - LIABILITY COVERAGE

The District maintains Public Officials Errors and Omissions Liability coverage that insures the District's Board and Officers against claims made against them for "breach of duty" occurring through negligence, error or unintentional omission in the performance of their official duties. However, Directors may be personally responsible for a willful misconduct or willful breach of District Policies and Procedures.

SECTION 32 - WORKERS COMPENSATION PROGRAM

The District offers a self-insured Workers' Compensation Program, which provides each member statutory limits as well as Employer's Liability Coverage. The program covers bodily injury by accident or disease, including death, of employees arising out of and in the course of employment.

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