

## M E M O

TO: District Manager

FROM: Director of Operations

SUBJECT: Operations Department Project Status Report  
Week Ending November 14, 2008

DATE: November 14, 2008

### **RECOMMENDATION:**

It is recommended that the District Manager review and file the Operations Department Project Status Report for the week ending November 14, 2008.

### **BACKGROUND:**

#### Drought Contingency Plan

The Drought Contingency Plan, Phase Two is in full implementation. Drought flyers providing water conservation information are being mailed in the third water billing cycle. District staff is evaluating the Drought Contingency Plan with removal of the drought billboards and lowering the contingency plan to Phase 1 until more normal rainfall is experienced. Rainfall collected at the Districts Operations Building total to date is 7.09 inches. Rainfall totals this time last year was 2.74 inches, and normal to date this time is 7.25 inches. Although rainfall is starting the season strong it is still way to soon to predict if this year will be another drought rainfall year.

#### Felton Water System Operations

##### 1) Water Meter Reading

Preparations are underway for meter reading in the Felton Water System starting November 17, 2008. During the reporting period new software was installed on the Districts billing software system. Meter reading will begin the week of November 17 with first bills being mailed to customers starting November 21, 2008. Staff continued to familiarize themselves with meter locations and review of meter reading equipment.

##### 2) McCloud Tank Facility Cleaning

During the reporting period staff spent a considerable time cleaning the McCloud Tank Facility. The facility was overgrown with vegetation and debris making driving access difficult.

##### 3) Pine Tank

During the reporting period staff cleaned the Pine Tank Facility. The facility was overgrown with vegetation and debris making access difficult.

## Echo Tanks Repairs Tank 2

During the reporting period Echo Tank 2 was taken out of service for leak repairs. The tank was drained and preparation for sealing the floor is underway. An approved underwater sealer will be pored in placed to stop excessive leakage. The Echo Tank facility consists of four 25,000 gallon redwood tanks located in San Lorenzo Park North Boulder Creek.

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Rick Rogers  
Director of Operations