

## MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT  
WEEK ENDING DECEMBER 12, 2008

DATE: December 12, 2008

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending December 12, 2008.

### **BACKGROUND:**

#### CAPITAL IMPROVEMENT PLAN

No activities on project during this reporting period.

Staff continues with activities associated with the review and update of the District's Capital Improvement Plan. The Capital Improvement Plan will identify and prioritize the District's future needs for capital improvement projects. Estimated completion date for this project has been rescheduled to January 2009.

#### MANANA WOODS MUTUAL WATER COMPANY

District staff continued working with representatives of Manana Woods relative to transition activities. Staff is working on the obtainment of additional rights-of-way needed for operation and maintenance of the Manana Woods distribution system. District staff is working with representatives of the Hidden Glen Property Owners Association to acquire the final easement for a proposed storage tank to service four (4) homes in the area of upper Blueberry Drive. Staff is submitting a request for funding and payment of outstanding reimbursable operation and maintenance expenses.

#### WATER SUPPLY MASTER PLAN

This project consists of the development of an integrated Water Supply Master Plan for the District's existing ground and surface water sources. Staff has engaged the services of Nicholas M. Johnson, Water Resources Consultant to develop the Water Master Plan. Estimated completion date for an Administrative Draft is scheduled for January 2009.

#### NORTH/SOUTH INTERTIE PROJECT

No activities on project during this reporting period.

This project consists of the planning and design of a distribution system pipeline to interconnect the District's Northern and Southern distribution systems. Staff is work on a preliminary design for the proposed pipeline and required rights-of-way. Staff is preparing a RFP for the procurement of the services of an environmental consultant to perform an environmental assessment of the proposed project. Further activities relative to the project are pending completion of the Water Supply Master Plan.

#### ORDINANCE 8

No activities on project during this reporting period.

This project consists of the review and revisions of Ordinance 8. Upon complete review, the amended Ordinance 8 will be presented to your Board for review and adoption. Estimated completion date for this project has been revised to March 2009.

#### AGREEMENT FOR FIRE HYDRANTS

No activities on project during this reporting period.

Staff met with representatives of the five (5) fire protection districts (Boulder Creek, Ben Lomond, Zayante, Felton and Scotts Valley) which operate within the boundaries of the San Lorenzo Valley Water District. The purpose of said meeting was to discuss the development of a mutual agreement regarding fire hydrants. A draft agreement will be prepared for consideration and possible adoption. Estimated completion date for a draft agreement has been rescheduled for February 2009.

#### URBAN WATER MANAGEMENT PLAN

No activities on project during this reporting period.

Engineering Department has consolidated all work completed to date and forwarded this project to Administration. Staff has reviewed the project work to date, and forwarded this project to Nicholas M. Johnson, Water Resources Consultant for final review and completion. Further activities relative to this project are pending completion of the Water Supply Master Plan.

#### STRATEGIC PLANNING MEETING

A Special Meeting of the Board of Directors is scheduled for Saturday, January 10, 2009, 9:00 a.m., District Operations Building. The purpose of this meeting is to review and establish District goals and priorities for 2009. This meeting will also include a tour of Felton and Manana Woods facilities.



James A. Mueller  
District Manager

JAM/bsb