

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT
WEEK ENDING MAY 29, 2009

DATE: May 29, 2009

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending May 29, 2009.

BACKGROUND:

CAPITAL IMPROVEMENT PLAN

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. The estimated completion date for this project has been rescheduled for July 16, 2009.

MANANA WOODS MUTUAL WATER COMPANY

No activities on project during this reporting period.

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.

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 September 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 June 2009.

URBAN WATER MANAGEMENT PLAN

Following acceptance of the Water Supply Master Plan, staff has again initiated work activities associated with updating the District's Urban Water Master Plan. The estimated completion date for this project is pending determination of the final work schedule.

DISTRICT PROPERTY INVENTORY

This project consists of revision of the District's Property Inventory to incorporate the Felton Water System and other recent property acquisitions. Estimated completion for this project is August 20, 2009.



James A. Mueller
District Manager

JAM/bsb