

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT
WEEK ENDING NOVEMBER 27, 2009

DATE: November 25, 2009

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending November 25, 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 (CIP) will identify and prioritize the District's future needs for capital improvement projects. Staff has scheduled a Facilities and Planning Committee for December 18, 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. Special Counsel Zeppetello has submitted a written request to the four (4) oil companies for funding and payment of outstanding reimbursable operation and maintenance expenses associated with the Manana Woods Treatment Plant.

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 has completed the preliminary design layout and required rights-of-way for the proposed project. Staff is procuring engineering firms to proceed with preparation of conceptual engineering design for a North-South Intertie. Staff is procuring an environmental consultant to perform an environmental assessment of the proposed project. The estimated completion dates for these tasks are pending determination of the final work schedules.

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 scheduled for March 2010.

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 scheduled for December 2009.

URBAN WATER MANAGEMENT PLAN

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

SUPPLEMENTAL WATER SUPPLY

This project consists of preparation of a conceptual engineering design for receiving a supplemental supply of water under the District's entitlement to a portion of the yield of Loch Lomond (City of Santa Cruz). Staff has procured SPH Associates to proceed with the conceptual engineering design. The estimated completion date is scheduled for March 2010.

ADMINISTRATIVE CAMPUS PROJECT

This project consists of preparation of architectural design and drawings for a proposed Administrative Campus Project. The District submitted the proposed project plans to Santa Cruz County Planning Department on September 29, 2009 for a Discretionary Use Permit. Discretionary Use Permit processing time is estimated to be four (4) – six (6) months.



James A. Mueller
District Manager

JAM/bsb