

MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT
WEEK ENDING JANUARY 29, 2010

DATE: January 28, 2010

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending January 29, 2010.

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. The Facilities and Planning Committee reviewed the Draft CIP on December 18, 2009. Additional Facilities and Planning Committee review is scheduled for January 29, 2010.

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. To date two (2) oil companies have funded their share of the requested funds. Special legal council has submitted an additional request for funding to the outstanding oil companies.

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

This project consists of the development and adoption of a mutual agreement regarding fire hydrants with 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. Staff has updated the draft agreement for review and discussion with the fire protection districts. Estimated completion date for a draft agreement has been scheduled for March 2010.

URBAN WATER MANAGEMENT PLAN

No activities on project during this reporting period.

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. Staff has completed base mapping necessary for this project. A meeting was conducted on January 21, 2010 with the City of Santa Cruz to discuss District options for utilization of Loch Lomond allocation. 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.

STRATEGIC PLANNING MEETING

A Strategic Planning Meeting is scheduled for Thursday, February 11, 2010 at 7:30 p.m. The purpose of this meeting is to discuss directional planning and strategic goals/actions.



James A. Mueller
District Manager

JAM/bsb