

## MEMO

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT  
WEEK ENDING APRIL 30, 2010

DATE: April 30, 2010

### RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending April 30, 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) identifies and prioritizes the District's future needs for capital improvement projects. The Facilities and Planning Committee reviewed the Draft CIP on December 18, 2009 and January 29, 2010. Staff will complete the Draft CIP for the Boards review and consideration.

#### 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. The District has received notification that all four (4) oil companies have funded their share of the requested reimbursement. District staff will submit a request to the escrow officer for distribution of the funds.

#### 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. The estimated completion date for this project has been rescheduled for September 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 revised the draft agreement for review and discussion with the fire protection districts. The revised draft has been distributed to the fire protection districts with a request to schedule a meeting to review and discuss.

## 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. The next cycle of plans (2010) is due July 1, 2011. The 2010 Urban Water Master Plan Guidebook will be available in late 2010. Staff is holding activities on this project until the 2010 Guidebook is available.

## 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. A draft report is scheduled for April 2010 for staff review and comment. The estimated completion date for the final report is scheduled for May 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