

## M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT  
WEEK ENDING FEBRUARY 10, 2006

DATE: February 10, 2006

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending February 10, 2006.

### **BACKGROUND:**

#### WATERSHED PROTECTION PLAN

No activities this reporting period.

This project consists of a complete review and update of the District's Watershed Protection Plan which was adopted November 4, 1985. A Preliminary Administrative Draft of a revised Watershed Protection Plan has been completed. The Consultant (Al Haynes) completed a review of the Administrative Draft. District staff will complete editing changes and revisions prior to additional review. Final presentation has been rescheduled to June 2006.

#### ORDINANCE 8

No activities on this 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 June 2006.

#### 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 revised to June 2006.

## CAPITAL IMPROVEMENT PLAN

No activities on project during this reporting period.

Staff has started a 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 revised to June 2006.

## BEAR CREEK WASTEWATER TREATMENT SYSTEM IMPROVEMENT PROJECT

This project is substantially complete. Final fencing activities are scheduled to be completed during the period of November 28-December 9, 2005. Replacement of solar panels has been completed. Staff is scheduling a meeting with Bear Creek Estates customers for March 2006.

## ETHIC TRAINING COMPLIANCE

Ethic training for Board member in compliance with AB1234 has been scheduled for Friday, February 24, 2006 in South San Francisco.

## MANANA WOODS MUTUAL WATER COMPANY

On February 1, 2006, Santa Cruz LAFCO approved the District's application for annexation of Manana Woods Mutual Water Company. District Staff is working with representatives of Manana Woods to develop transition plans and schedule activities.

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James A. Mueller  
District Manager

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