

M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT
WEEK ENDING SEPTEMBER 28, 2007

DATE: September 28, 2007

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending September 28, 2007.

BACKGROUND:

WATERSHED PROTECTION PLAN

This project consists of a complete review and update of the District's Watershed Protection Plan which was adopted November 4, 1985. Staff has completed the administrative draft for part one of the Watershed Protection Plan; General Description of the Watershed and Existing conditions. The Administrative Draft for this section of the report has been reviewed by the Environmental Committee at their January 25, 2007, March 1, 2007, March 15, 2007, April 19, 2007, May 3, 2007, May 24, 2007, June 11, 2007, July 19, 2007, August 16, 2007 and September 6, 2007 meetings. The Final Administrative Draft is scheduled for presentation to your Board on November 15, 2007. An Environmental Committee meeting is scheduled for October 25, 2007 relative to this project. Staff continues work activities associated with part two of the Watershed Protection Plan; Policies, Practices and Recommendations. See Environmental Programs Status Reports.

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 is scheduled for December 1, 2007.

MANANA WOODS MUTUAL WATER COMPANY

District staff continued working with representatives of Manana Woods relative to transition activities. The District entered into a License Agreement with Manana Woods which provides for District operation and management of all aspects of water service in Manana Woods effective July 1, 2006. Staff is working on the obtainment of additional rights-of-way needed for operation and maintenance of the Manana Woods distribution system. Final fee title and grant transfer of all Manana Woods facilities has been revised to November 15, 2007.

ADMINISTRATION/OPERATIONS CAMPUS PROJECT

This project consists of the development of plans necessary for the conversion of District property located at 12788 Highway 9 (Johnson) and 12804 Highway 9 (Prosser), Boulder Creek into the District's primary administration and operations facilities. Staff has engaged the service of Daniel Silvernail Architect to develop preliminary program and design alternatives. The Facilities and Planning Committee discussed preliminary program and design alternatives at their January 19, 2007 and May 31, 2007 meeting. The architect is preparing a final draft report of the preliminary program and design alternatives. An administrative draft of the final report was delivered to staff on September 26, 2007. Staff will review the administrative draft. A Facilities and Planning Committee meeting is tentatively scheduled for October 26, 2007 to review the final report.

WATER SUPPLY MASTER PLAN

This project consists of the development of an integrated Water Supply Master Plan for the District's existing ground and surface water sources. Staff has engaged the services of Nicholas M. Johnson, Water Resources Consultant to develop the Water Master Plan. Staff is currently reviewing various sections of the Administrative Draft. Estimated completion date for this project has been rescheduled for November 15, 2007.

NORTH/SOUTH INTERTIE PROJECT

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.

SANTA MARGARITA GOUNDWATER BASIN ADVISORY COMMITTEE

The next meeting of the Santa Margarita Groundwater Basin Advisory Committee will be held on Thursday, October 25, 2007, 7:00 p.m. at Scotts Valley Water District Board Room, Two Civic Center Drive, Scotts Valley.

ORDINANCE 8

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 December 2007.

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 November 15, 2007.

URBAN WATER MANAGEMENT PLAN

Engineering Department has consolidated all work completed to date and forwarded this project to Administration. Staff has reviewed the project work to date, and forwarded this project to Nicholas M. Johnson, Water Resources Consultant for final review and completion. Further activities relative to this project are pending completion of the Water Supply Master Plan.

James A. Mueller
District Manager

JAM/bsb