

M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT
WEEK ENDING MAY 27, 2005

DATE: May 27, 2005

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending May 27, 2005.

BACKGROUND:

IRWIN BOOSTER PUMP STATION PROJECT

This project consists of the complete replacement and relocation of the existing Irwin Booster Pump Station electrical and control systems generally located along Irwin Way, Boulder Creek. Manufacturer representatives were on site the week of April 25, 2005 for final SCADA program installation. The new Irwin Booster Pump Station electrical and control system is in operational service. Minor additional SCADA program updates are scheduled for the week of June 6, 2005.

WATERSHED PROTECTION PLAN

This project involves the 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. Staff will complete editing changes and revisions prior to additional review. Final presentation will be scheduled for Fall 2005.

ORDINANCE 8

No activities on this project took place 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 30, 2005.

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 30, 2005.

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 has been revised to September 30, 2005.

BEAR CREEK WASTEWATER TREATMENT SYSTEM IMPROVEMENT PROJECT

Staff has completed all activities relative to construction of the treatment system portion of the Bear Creek Wastewater Treatment System Improvement Project. The new treatment system was placed into operation on May 12, 2005. Estimated final completion date, including all site work and solar energy improvements is scheduled for June 30, 2005.

BUDGET FISCAL YEAR 2005/2006

Staff has started preparation of a Draft Budget for Fiscal Year 2005/2006. Initial Departmental requests have been received by the District Manager. Presentation of the Preliminary Draft Budget is scheduled for June 16, 2005.

JAM/kas

James A. Mueller
District Manager