

## M E M O

TO: Board of Directors

FROM: District Manager

SUBJECT: ADMINISTRATION DEPARTMENT STATUS REPORT  
WEEK ENDING December 1, 2006

DATE: December 1, 2006

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Administration Department status report for the week ending December 1, 2006.

### **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 will be submitted to the Environmental Committee for review and discussion. Staff continues work activities associated with part two of the Watershed Protection Plan; Policies, Practices and Recommendations.

#### 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 April 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. Final fee title and grant transfer of all Manana Woods facilities has been revised to March 1, 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 preliminary program and design alternatives will be reviewed by staff and the Facilities and Planning Committee. A Facilities and Planning Committee meeting was held on May 16, 2006 to review preliminary program and design alternatives. Estimated completion date for final presentation of the program and design has been revised for December 21, 2006.

#### POTENTIAL ACQUISITION OF CAL-AM FELTON

Staff is continuing with activities associated with the potential acquisition of Cal-Am Felton Water System.

#### 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 working with Mr. Johnson to provide data necessary for this project. Estimated completion date for this project has been revised to December 21, 2006.

#### STRATEGIC FINANCIAL PLAN

This project consists of the development of a long-term Strategic Financial Plan for the District. Staff has engaged the services of a financial consultant, Municipal Financial Services to assist in the planning and development of this project. The Strategic Financial Plan would be a comprehensive and systematic management tool to help the District assess the current financial condition of the District and develop policies and programs to ensure that the District is prepared for envisioned future conditions. The following elements would be included in the Strategic Financial Plan:

- a) Water Service Rates
- b) Reserve Funds Policies
- c) Integration of Capital Improvement Plan

The Board received a presentation of the draft model at their October 19, 2006 Board meeting. A final written report and the Financial Model prepared by Municipal Financial Services is scheduled for January 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. A proposed location for a pump station has been identified and staff is discussing site acquisition with the property owner. Upon completion of the preliminary design for the proposed pipeline and, the Water Supply Master Plan (est. December 2006), staff will begin an environmental assessment of the proposed project. Staff will procure the services of an environmental consultant to perform an environmental assessment of the proposed project.

#### DISTRICT PROPERTY INVENTORY

This project consists of a comprehensive inventory and analysis of all property owned by the District. Staff has completed an administrative draft report. The administrative draft report will be reviewed by the Facilities and Planning Committee in December 2006. A final report will be presented to the Board in January 2007.

#### SANTA MARGARITA GOUNDWATER BASIN ADVISORY COMMITTEE

The next scheduled meeting of the Santa Margarita Groundwater Basin Advisory Committee is Thursday, October 26, 2006, 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 March 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 March 2007.

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James A. Mueller  
District Manager

JAM/bsb