

## M E M O

TO: District Manager

FROM: Director of Operations

SUBJECT: Operations Department Project Status Report  
Week Ending November 9, 2007

DATE: November 9, 2007

### **RECOMMENDATION:**

It is recommended that the District Manager review and file the Operations Department Project Status Report for the week ending November 09, 2007.

### **BACKGROUND:**

#### **Main Extension Spring Creek Road**

During the reporting period staff completed the Spring Creek Road Main Extension. The 300 feet extension will provide for a fire hydrant and two water services in the area of Spring Creek Road and Brimblecom Road.

#### **Drought Contingency Program**

During the reporting period Drought status continued at Phase 2. Water conservation flyers are continuing to be mailed out to customers along with there billing. Water storage is at 100% with the well field shutting down during low water demand time frames. Phase 2 will continue until adequate rainfall is experience. Staff held the first drought contingency planning meeting for calendar year 2008. Staff will be preparing a full contingency plan to be implemented by March 2008 if insufficient rainfall is not received.

#### **Non-Revenue Water**

Staff is continuing with an on-going aggressive non-revenue water audit of the District's facilities. Currently staff is auditing all facilities for leakage/operational uses of water that is non-metered. Staff will be conducting a full water audit in January 2008 for calendar year 2007.

#### **Meter Change Over Program**

During the reporting period staff spent time performing water meter change-outs in the Boulder Creek area. The meter change out program is behind schedule and it is intended to be on schedule by end of this fiscal year. Meters are changed out every fifteen years to ensure accuracy as water meter accuracy decreases with age.

#### **Meter Reading Reorganization**

During the reporting period staff held a kick-off meeting with staff on the reorganization of the District's water meeting reading procedures. With the meter change-out program coming to completion reorganization of meter reading from two employees to a one meter reader. As part of the meter change-out program meter were upgraded from pit readers to touch and radio readers allowing for unproblematic and less time consuming meter reading. The new meter reading truck has been purchased and should be in service within the week.

**Bear Creek Road Main Replacement**

During the reporting period staff started the installation of 700 lineal feet six-inch water main replacement project off Bear Creek Road. The new water main replaces a meter bank along Bear Creek Road with problematic long service lines. The installation will include two fire hydrants one on Bear Creek Road and the second at the end of the main extension.

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Rick Rogers  
Director of Operations