

MEMO

TO: Board of Directors
FROM: District Manager
SUBJECT: Administration/Engineering Departments Status Report
DATE: December 9, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Administration/Engineering Departments status report.

BACKGROUND:

MEETINGS OF NOTE

On November 10 the District participated in Career Day at San Lorenzo Valley High School. The District hosted a table at an open forum, allowing students to come and ask questions about careers in the water industry. The DM, Env. Program Manager, Finance Manger and Water Treatment Supervisor participated.

OLYMPIA ASSESSMENT DISTRICT

Staff has been working with our legal consultant and the State of California to issue a revised SRF contract that better defines the Assessment District Obligations versus District wide obligations.

ENTERPRISE WIDE COST-OF-SERVICE STUDY

The District has released a Request-for-Proposals to conduct a Cost-of-Service study (available on the District's website). Proposals are due January 15. Staff anticipates bringing a recommendation to the Board at the second meeting in February.

The intent of this study is to determine what the true cost of providing water and sewer service includes; watershed protection, water rights management, infrastructure, staffing and administration. These issues will be studied both from a geographical and seasonal standpoint.

PROBATION TANK REPLACEMENT PROJECT

The 90% Plan Review is currently in progress. The Project's Habitat Conservation Plan (HCP) was approved in late summer and has been submitted to the State for review. State permitting is expected to take 18 months from submittal of the HCP. Construction is expected to take an additional 6 months. Project is scheduled for bidding in mid-2016 and construction is expected to be completed in early 2017.

SWIM TANKS REPLACEMENT PROJECT

100% Design Drawings have been reviewed, including draft Mitigated Negative Declaration (MND) documentation. Final plans and specs are expected within the next few weeks. Project is scheduled for bidding in ~~late 2015~~ early 2016 and construction is expected to be completed in mid-2016.

FALL CREEK FISH LADDER

100% plans and specifications are under staff review. Current schedule is to bid in winter of 2016 for construction in summer of 2016.

INTERTIES 2, 3, 4

Project is under construction. Construction should be finished by end of calendar year 2015 or soon thereafter.

FELTON HEIGHTS WATER STORAGE TANK

Staff is working to obtain necessary easements on neighboring property. Design is expected for winter of 2016 with construction occurring in summer 2016.

JOHNSON BLDG / PROSSER PROPERTY

Permits have been obtained. Contractor is scheduling the work. Demolition should be completed in ~~November~~ December 2015.

ADMINISTRATION BUILDING HVAC SYSTEM

Project should be completed by the ~~first week in November~~ end of December.

CAPITAL IMPROVEMENT PROGRAM

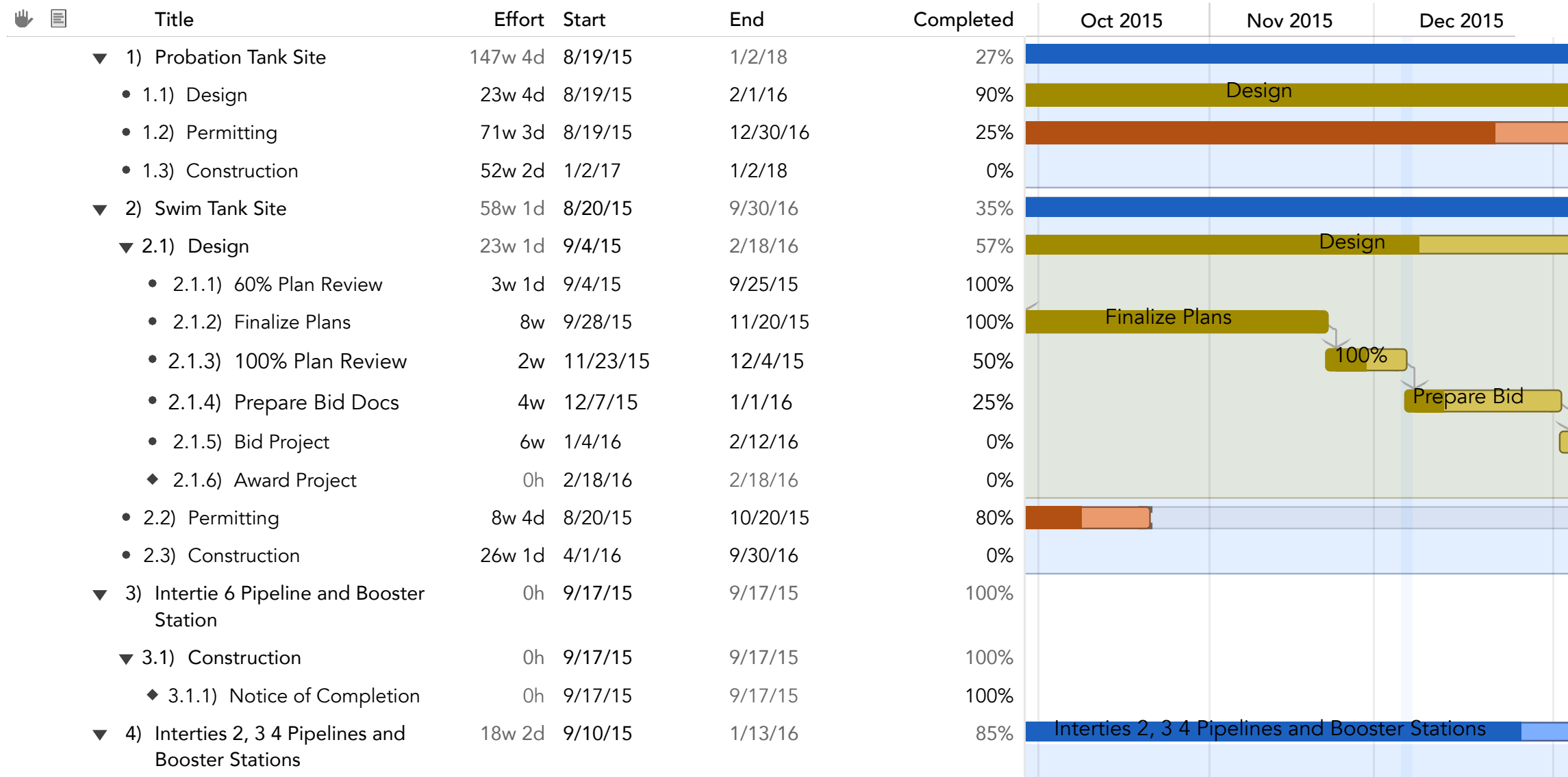
The first workshop was held on Saturday, May 9 at the Felton Community Hall. Staff considers it a successful meeting with approximately 16 public members in attendance. A list of criteria was developed and formal prioritizing of said list has begun.

The second workshop was held June 25th (San Lorenzo Valley Unified School District offices, 325 Marion Ave., Ben Lomond, CA) and finalized the prioritization of criteria. Approximately 30 people attended.

The third workshop was held September 23rd at Highland Park and develop internal ranking for each separate criteria previously identified. This is the last step before actual ranking of the projects occurs.

The fourth workshop (Date and time TBD) is to review and discuss how the ranking and prioritizing applies to proposed individual CIP projects.

After the fourth workshop is held staff anticipates that the developed five year CIP will be used to model capital expenditures in the upcoming 2015 Rate Study (expected to start in the fall of 2015).



Hand	Title	Effort	Start	End	Completed	Oct 2015	Nov 2015	Dec 2015
	▼ 4.1) Construction	18w 2d	9/10/15	1/13/16	85%	Construction		
	• 4.1.1) Paving Graham Hill Road	2d	10/5/15	10/6/15	100%			
	• 4.1.2) Pump Stations	18w	9/10/15	1/13/16	85%	Pump Stations		
	▼ 5) Olympia Mutual Pipelines	0h	10/15/15	10/15/15	100%			
	▼ 5.1) Construction	0h	10/15/15	10/15/15	100%			
	◆ 5.1.1) Notice of Completion	0h	10/15/15	10/15/15	100%			
	▼ 6) Sunnycroft Fire Pipeline	2w	10/1/15	10/14/15	100%	Sunny		
	▼ 6.1) Construction	2w	10/1/15	10/14/15	100%	Constr		
	• 6.1.1) Paving	2w	10/1/15	10/14/15	100%	Paving		
	▼ 7) Felton Heights Water Storage Tank	90w 3d	9/9/15	1/13/17	4%			
	▼ 7.1) Design	54w 3d	9/9/15	7/29/16	7%			
Hand	• 7.1.1) Easements	14w 3d	9/9/15	12/18/15	27%	Easements		
	• 7.1.2) Geotechnical	8w	9/9/15	11/3/15	0%	Geotechnical		
	• 7.1.3) RFP for Design	6w	12/21/15	1/29/16	0%			RFP
	• 7.1.4) Design	16w	2/1/16	5/20/16	0%			
	• 7.1.5) Prepare Bid Docs	4w	5/23/16	6/17/16	0%			
	• 7.1.6) Bid	6w	6/20/16	7/29/16	0%			
	◆ 7.1.7) Award Bid	0h	7/29/16	7/29/16	0%			

