

# MEMO

TO: Board of Directors  
FROM: District Manager  
SUBJECT: Administration/Engineering Departments Status Report  
DATE: February 4, 2016

## RECOMMENDATION:

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

## BACKGROUND:

### MEETINGS OF NOTE

- DM attended Lompico Board Meeting on Wednesday, January 20 to discuss merger.
- DM attended 'Connecting the Drops' on January 28.

### ENTERPRISE WIDE COST-OF-SERVICE STUDY

District received three proposals for the cost-of-service study. Budget and Finance committee are reviewing and will bring a recommendation to the full Board on February 18 or soon thereafter.

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. The District's Environmental Consultant has been in contact with the State and confirmed that the Probation Tank HCP is next-in-line on their schedule. State permitting is expected to take 18 months from submittal of the HCP (August 2015). 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 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. Staff is currently coordinating final permit requirements with the State and design/permit team.~~

Staff recently was informed by Federal Fish and Wildlife (FFW) that the Fall Creek Diversion and Fish Ladder do not qualify for streamlined permitting. This is a change of direction from past conversations over the last three years. Individual consultation will be required and the District will be submitting a request to the Army Corp of Civil Engineers. This new information will delay the project at least a year, if not longer.

## INTERTIES 2, 3, 4

~~Project is under construction. Construction should be finished by end of calendar year 2015-February~~ early March 2016 or soon thereafter.

County has rejected all paving on Graham Hill Road. Paving, in particular the saw-but grooving, is unraveling. District is investigating to determine cause and how to correct. Staff is looking to hire a third-party independent 'paving expert' to provide consultation.

## 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.

## CAPITAL IMPROVEMENT PROGRAM

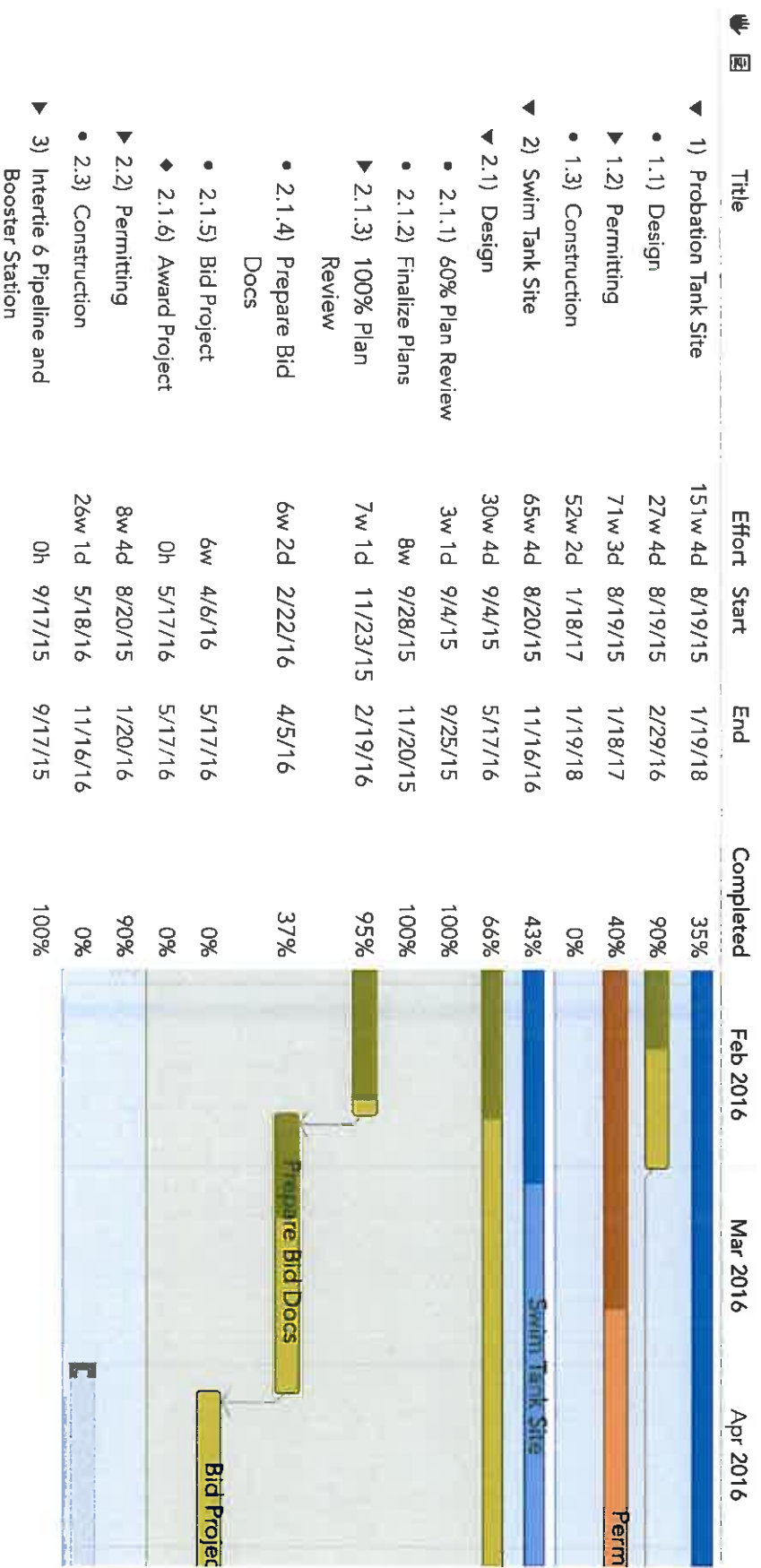
The first workshop was held on Saturday, May 9 at the Felton Community Hall. Staff considers it a successful meeting with approximately 16 public members in attendance. A list of criteria was developed and formal prioritizing of said list has begun.

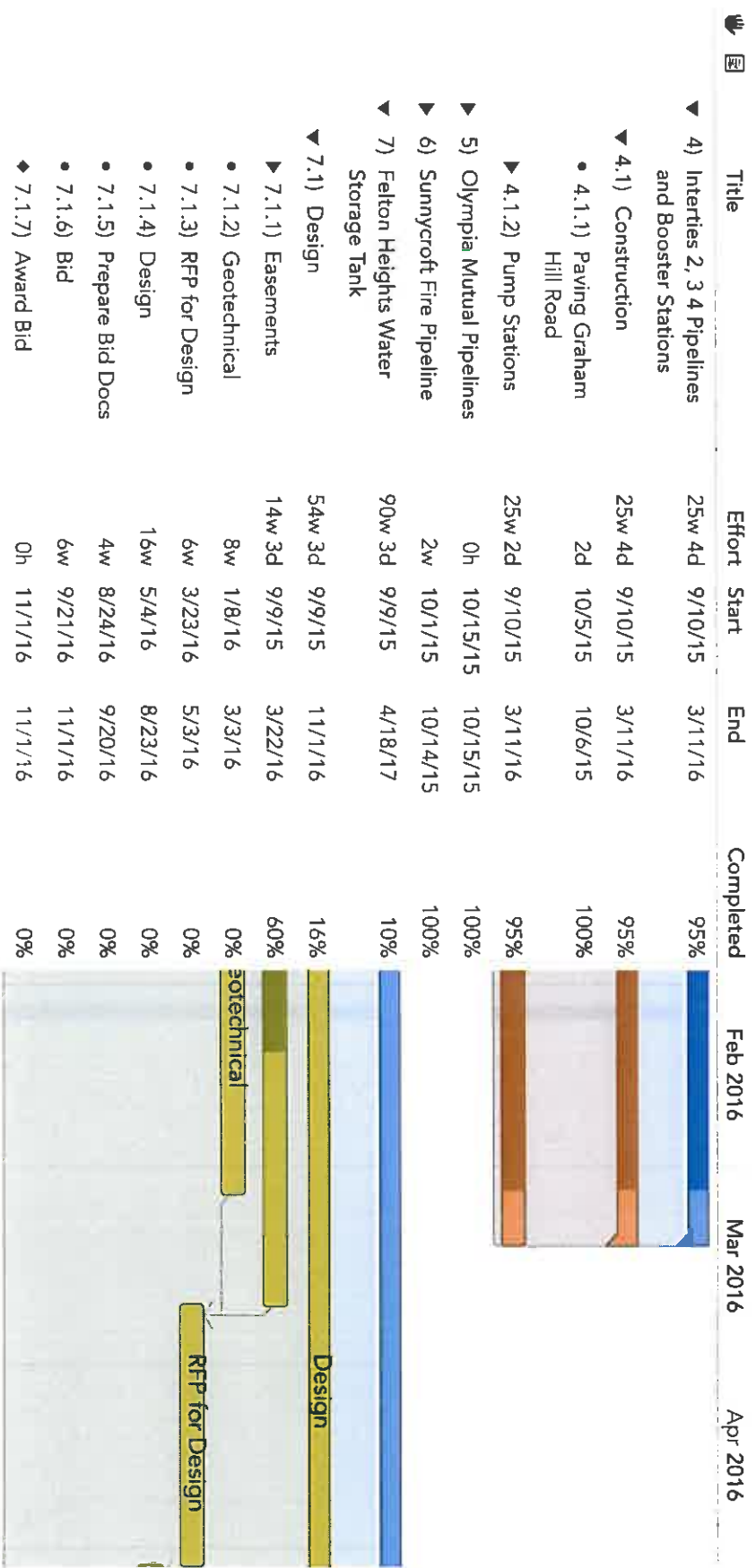
The second workshop was held June 25<sup>th</sup> (San Lorenzo Valley Unified School District offices, 325 Marion Ave., Ben Lomond, CA) and finalized the prioritization of criteria. Approximately 30 people attended.

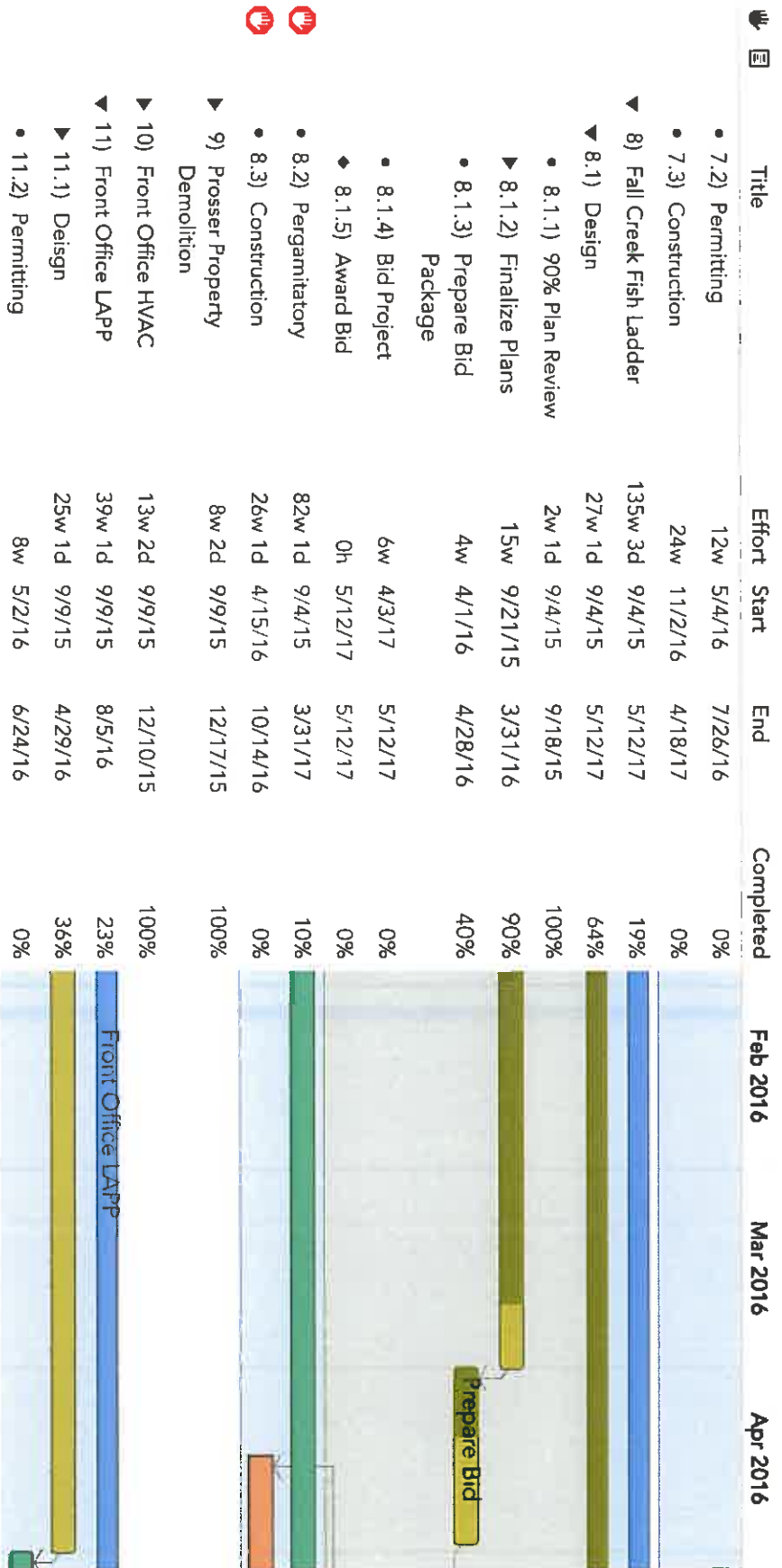
The third workshop was held September 23<sup>rd</sup> at Highland Park and develop internal ranking for each separate criteria previously identified. This is the last step before actual ranking of the projects occurs.

The fourth workshop (Scheduled for February 25<sup>th</sup> from 6pm to 8pm @ District's Board Room) 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 2016 Rate Study (expected to start in the fall of 2016).







Title	Effort	Start	End	Completed	Feb 2016	Mar 2016	Apr 2016
• 11.3) Construction	6w	6/27/16	8/5/16	0%			
▼ 12) Lyon SCADA	8w 2d	9/4/15	2/29/16	75%			
▼ 12.1) Design	8w 2d	9/4/15	2/29/16	75%			
▶ 12.1.1) Obtain Quote	8w 2d	9/4/15	2/29/16	75%			
▼ 13) Meter Change Out	110w	8/19/15	12/28/17	6%			
• 13.1) Felton Diversion	6w	8/19/15	9/29/15	100%			
▶ 13.2) Consumer	104w	8/19/15	12/28/17	1%			
▼ 14) 2016 UWMMP	19w 2d	2/5/16	6/20/16	0%			
• 14.1) RFP	3w 1d	2/5/16	2/26/16	0%			
◆ 14.2) Award Contract	0h	2/26/16	2/26/16	0%			
• 14.3) Prepare UWMMP	16w 1d	2/29/16	6/20/16	0%			
◆ 14.4) Adopt UWMMP	0h	6/20/16	6/20/16	0%			
◆ 14.5) Submit UWMMP to State	0h	6/20/16	6/20/16	0%			
▼ 15) Cost of Service Study	16w 4d	1/7/16	5/11/16	26%			
• 15.1) RFP	4w 4d	1/7/16	2/9/16	90%			
◆ 15.2) Award Contract	0h	2/18/16	2/18/16	0%			
• 15.3) Study	12w	2/18/16	5/11/16	0%			

	Title	Effort	Start	End	Completed	Feb 2016	Mar 2016	Apr 2016
▼	16) Rate Study	20w	5/12/16	9/28/16	0%			
•	16.1) RFP	8w	5/12/16	7/6/16	0%			
◆	16.2) Award Contract	0h	7/6/16	7/6/16	0%			
•	16.3) Study	12w	7/7/16	9/28/16	0%			