

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: Administration/Engineering Departments Status Report
DATE: January 7, 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 a meeting of the Integrated Regional Water Management Steering Committee on December 14.

DM attended lunch with the Santa Cruz Water Managers Group on December 17, 2015.

DM met with Lois Henry and Chris St. Germain (Lompico Board Members) on January 6, 2016 to discuss upcoming Assessment District Vote and schedule of events leading to merger upon successful AD vote. Lompico is planning to conclude the AD vote by March 16, 2016. Staff, in consultation with LAFCO and Lompico, is currently estimating approximately two months from the closure of a successful vote to complete the merger.

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. Staff has contacted a second lawyer to see if we can speed this thing up and get closure.

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. 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.

INTERTIES 2, 3, 4

Project is under construction. Construction should be finished by end of ~~calendar year 2015~~ January 2016 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.~~ Demolition was completed in December 2015.

ADMINISTRATION BUILDING HVAC SYSTEM

~~Project should be completed by the first week in November end of December.~~ Project was completed in December 2015.

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.

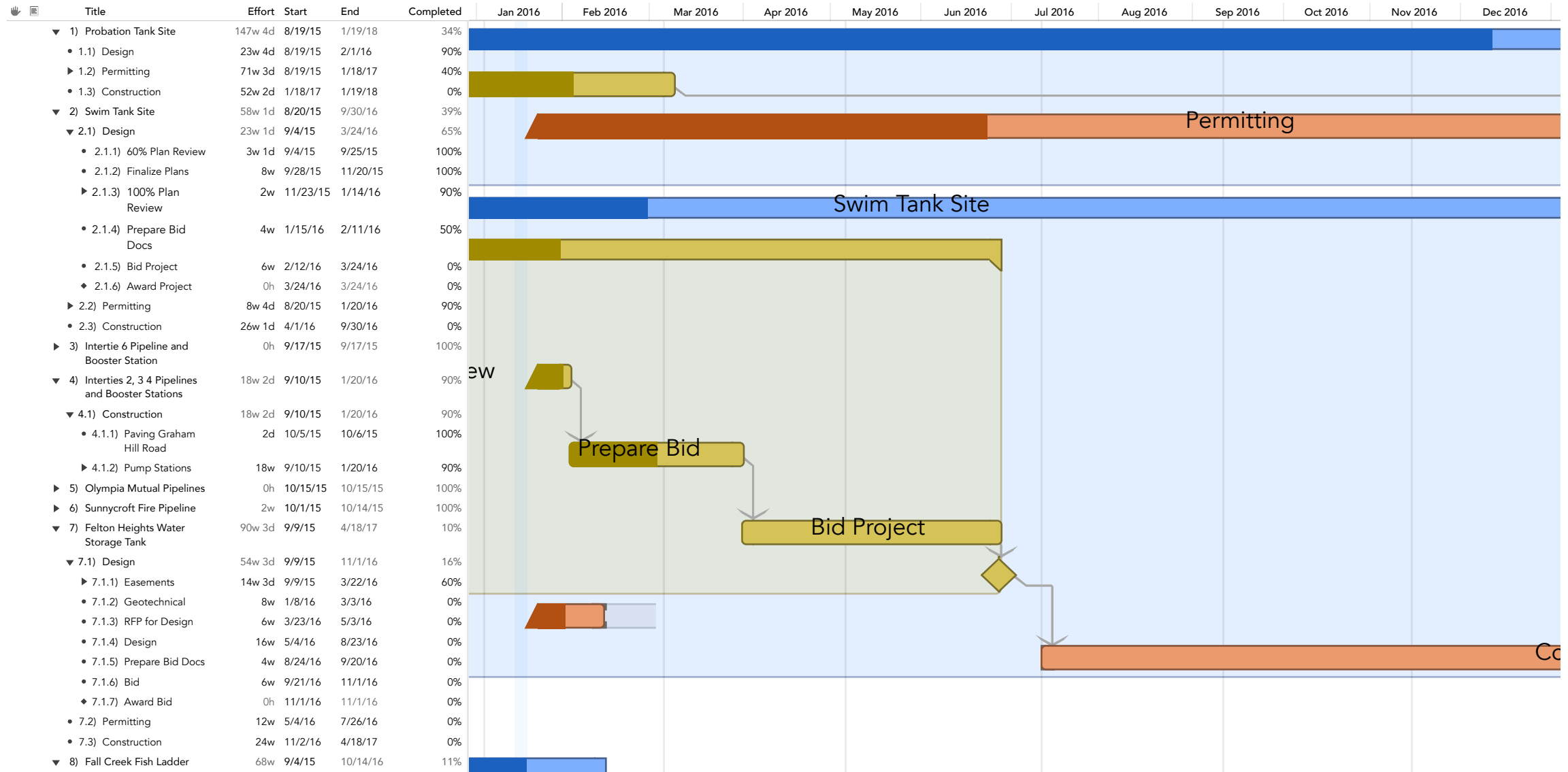
The fourth workshop (Currently planned for February 25 @ District's Board Room) is to review and discuss how the ranking and prioritizing applies to proposed individual CIP projects.

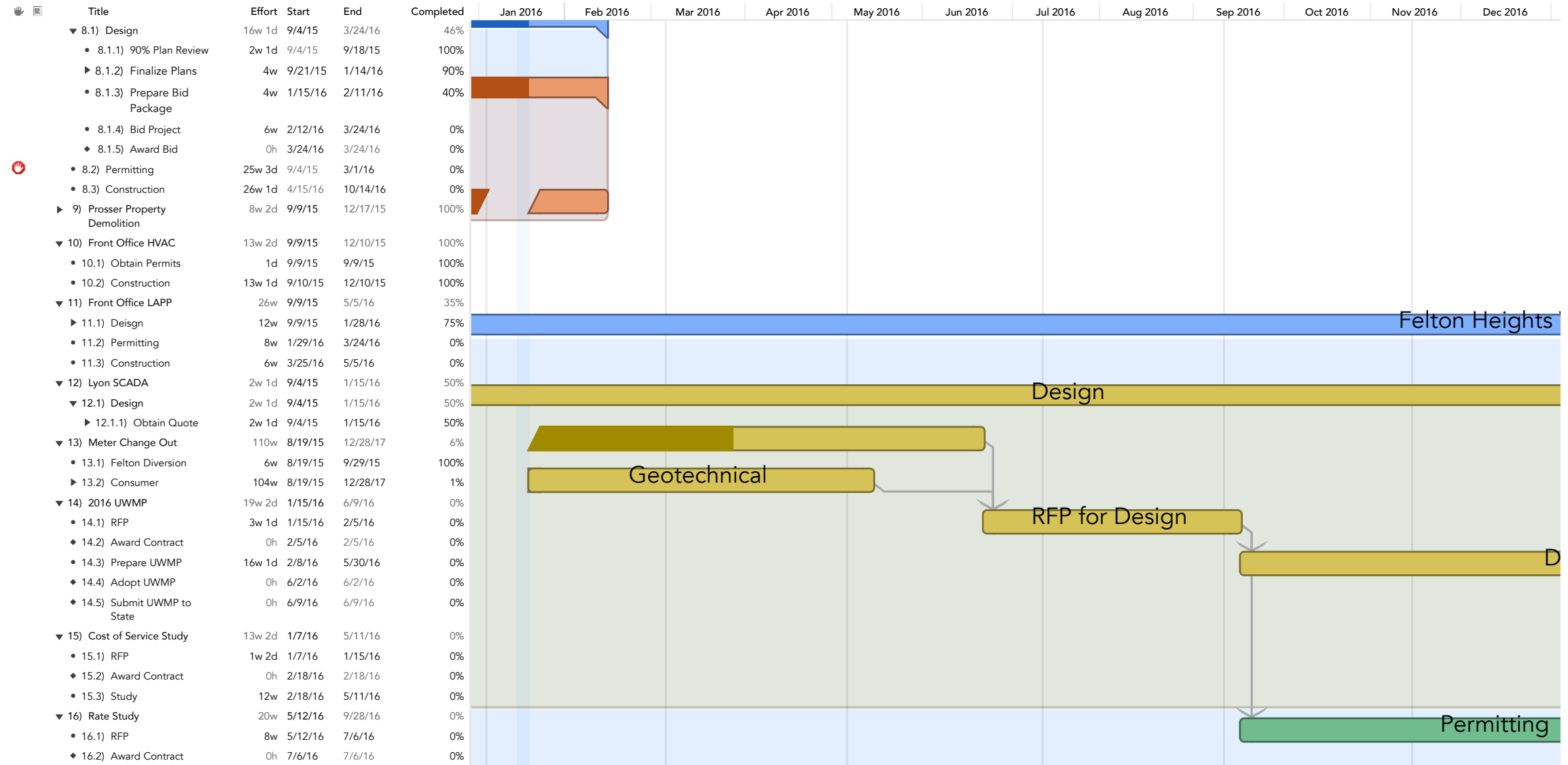
After the fourth workshop is held staff anticipates that the developed five year CIP will be used to model capital expenditures in the upcoming 2016 Rate Study (expected to start in the fall of 2016).

 	Title	Effort	Start	End	Completed
▼	1) Probation Tank Site	147w 4d	8/19/15	1/19/18	34%
•	1.1) Design	23w 4d	8/19/15	2/1/16	90%
▶	1.2) Permitting	71w 3d	8/19/15	1/18/17	40%
•	1.3) Construction	52w 2d	1/18/17	1/19/18	0%
▼	2) Swim Tank Site	58w 1d	8/20/15	9/30/16	39%
▼	2.1) Design	23w 1d	9/4/15	3/24/16	65%
•	2.1.1) 60% Plan Review	3w 1d	9/4/15	9/25/15	100%
•	2.1.2) Finalize Plans	8w	9/28/15	11/20/15	100%
▶	2.1.3) 100% Plan Review	2w	11/23/15	1/14/16	90%
•	2.1.4) Prepare Bid Docs	4w	1/15/16	2/11/16	50%
•	2.1.5) Bid Project	6w	2/12/16	3/24/16	0%
◆	2.1.6) Award Project	0h	3/24/16	3/24/16	0%
▶	2.2) Permitting	8w 4d	8/20/15	1/20/16	90%
•	2.3) Construction	26w 1d	4/1/16	9/30/16	0%
▶	3) Intertie 6 Pipeline and Booster Station	0h	9/17/15	9/17/15	100%
▼	4) Interties 2, 3 4 Pipelines and Booster Stations	18w 2d	9/10/15	1/20/16	90%
▼	4.1) Construction	18w 2d	9/10/15	1/20/16	90%
•	4.1.1) Paving Graham Hill Road	2d	10/5/15	10/6/15	100%
▶	4.1.2) Pump Stations	18w	9/10/15	1/20/16	90%
▶	5) Olympia Mutual Pipelines	0h	10/15/15	10/15/15	100%
▶	6) Sunnycroft Fire Pipeline	2w	10/1/15	10/14/15	100%
▼	7) Felton Heights Water Storage Tank	90w 3d	9/9/15	4/18/17	10%
▼	7.1) Design	54w 3d	9/9/15	11/1/16	16%
▶	7.1.1) Easements	14w 3d	9/9/15	3/22/16	60%
•	7.1.2) Geotechnical	8w	1/8/16	3/3/16	0%

 	Title	Effort	Start	End	Completed
	• 7.1.3) RFP for Design	6w	3/23/16	5/3/16	0%
	• 7.1.4) Design	16w	5/4/16	8/23/16	0%
	• 7.1.5) Prepare Bid Docs	4w	8/24/16	9/20/16	0%
	• 7.1.6) Bid	6w	9/21/16	11/1/16	0%
	◆ 7.1.7) Award Bid	0h	11/1/16	11/1/16	0%
	• 7.2) Permitting	12w	5/4/16	7/26/16	0%
	• 7.3) Construction	24w	11/2/16	4/18/17	0%
▼	8) Fall Creek Fish Ladder	68w	9/4/15	10/14/16	11%
▼	8.1) Design	16w 1d	9/4/15	3/24/16	46%
	• 8.1.1) 90% Plan Review	2w 1d	9/4/15	9/18/15	100%
	▶ 8.1.2) Finalize Plans	4w	9/21/15	1/14/16	90%
	• 8.1.3) Prepare Bid Package	4w	1/15/16	2/11/16	40%
	• 8.1.4) Bid Project	6w	2/12/16	3/24/16	0%
	◆ 8.1.5) Award Bid	0h	3/24/16	3/24/16	0%
	• 8.2) Permitting	25w 3d	9/4/15	3/1/16	0%
	• 8.3) Construction	26w 1d	4/15/16	10/14/16	0%
▶	9) Prosser Property Demolition	8w 2d	9/9/15	12/17/15	100%
▼	10) Front Office HVAC	13w 2d	9/9/15	12/10/15	100%
	• 10.1) Obtain Permits	1d	9/9/15	9/9/15	100%
	• 10.2) Construction	13w 1d	9/10/15	12/10/15	100%
▼	11) Front Office LAPP	26w	9/9/15	5/5/16	35%
	▶ 11.1) Design	12w	9/9/15	1/28/16	75%
	• 11.2) Permitting	8w	1/29/16	3/24/16	0%
	• 11.3) Construction	6w	3/25/16	5/5/16	0%
▼	12) Lyon SCADA	2w 1d	9/4/15	1/15/16	50%
	▼ 12.1) Design	2w 1d	9/4/15	1/15/16	50%
	▶ 12.1.1) Obtain Quote	2w 1d	9/4/15	1/15/16	50%
▼	13) Meter Change Out	110w	8/19/15	12/28/17	6%

 	Title	Effort	Start	End	Completed
•	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 UWMP	19w 2d	1/15/16	6/9/16	0%
•	14.1) RFP	3w 1d	1/15/16	2/5/16	0%
◆	14.2) Award Contract	0h	2/5/16	2/5/16	0%
•	14.3) Prepare UWMP	16w 1d	2/8/16	5/30/16	0%
◆	14.4) Adopt UWMP	0h	6/2/16	6/2/16	0%
◆	14.5) Submit UWMP to State	0h	6/9/16	6/9/16	0%
▼	15) Cost of Service Study	13w 2d	1/7/16	5/11/16	0%
•	15.1) RFP	1w 2d	1/7/16	1/15/16	0%
◆	15.2) Award Contract	0h	2/18/16	2/18/16	0%
•	15.3) Study	12w	2/18/16	5/11/16	0%
▼	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%





	Title	Effort	Start	End	Completed	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016
•	16.3) Study	12w	7/7/16	9/28/16	0%												