SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. VII**

FROM: Steve Mack, General Manager

Meeting Date: March 5, 2015

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

DISCUSSION:

1. **Laboratory Testing:** Water quality tests confirm that all SSWD water meets all known State and Federal water quality standards.

2. **Water Production and Sales:** Water sales in January were 17,770 units (40.2 AF, Guerneville cycle) and production was 49.9 AF. Compared to one year ago, sales and production were lower (48.1 AF and 53.6 AF, respectively). The water lost percentage increased to 23.0, a blip in the positive trend we had been seeing lately - we've had some largish leaks in the Guerneville system (Rio Nido) lately. The reduction from the prior year for production is 5.3% and 11.9% from January 2013 which is the State Board reporting standard.

3. **Leaks:** In January we had 17 total leaks and spent nearly 150 man-hours on them. Those are more leaks and man-hours compared to the prior month and compared to November one year ago (9 leaks, 68 man-hours). Figure 2 shows service and main leaks separately with a total breaks line as well.

4. **Guerneville Rainfall**. February started out strong but fizzled after the early storm. We have similar total amounts to two years ago when it mostly stopped raining after mid December. Lake Mendocino continues in the average range so we are ok for now, but hoping for more moderate rain.

5. **2015/2016 CIP:** The 2015 CIP is very near completion - we expect the notice of completion for the next Board meeting. We have received the 65% design of the 2016 CIP and are currently reviewing it. The GIS mapping project is operational; we are practicing with it as time allows.

6. **Toilet Rebate/Direct Install Program:** One toilet rebate was approved in February.

7. **In-House Construction Projects:** Two in-house construction projects were reported in February - installation of weather shield over electrical box at the Edgehill Booster (9 hours), and clean up of prior work at Drake Rd and Birkhoffer (5.5 hours).

8. **Mt. Jackson Lease Extension**: Our consultant, Nigel Paxson, and legal Counsel Robin Donaghue are working with Crown Castle to finish this item.

9. **ADA Water Rates:** I didn't have time to complete this for this Board meeting; I expect to have it on the April meeting agenda.

10. **Emergency Response Plan:** The regional flood meeting was held on February 17. Because of the late date, this was mostly a debriefing of the events related to the December 12 minor flooding. This was a practice for the new Incident Command Post at the Graton Firehouse. They are still working the bugs out. Most of the staff of the County Emergency Management Division are relatively new - they haven't participated in a Russian River Flood. There was much discussion on what needs to be improved.

11. **Gantt Chart:** The Gantt Chart for March includes design for the 2016 CIP which is on schedule, and introduction of the Draft FY 15-16 Budget which is on the agenda for this meeting.

Figure 1. Water Production and Sales 12 Month Moving Averages
Sweetwater Springs Water District Since September 2008

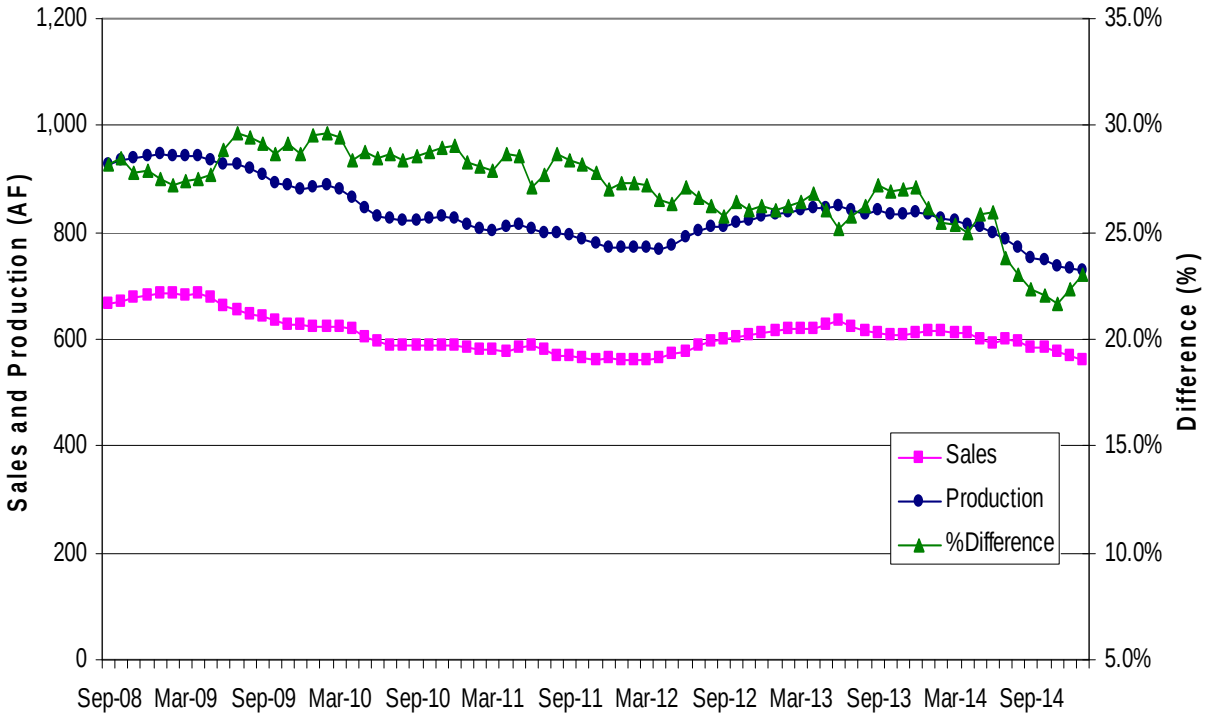

Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since September 2008

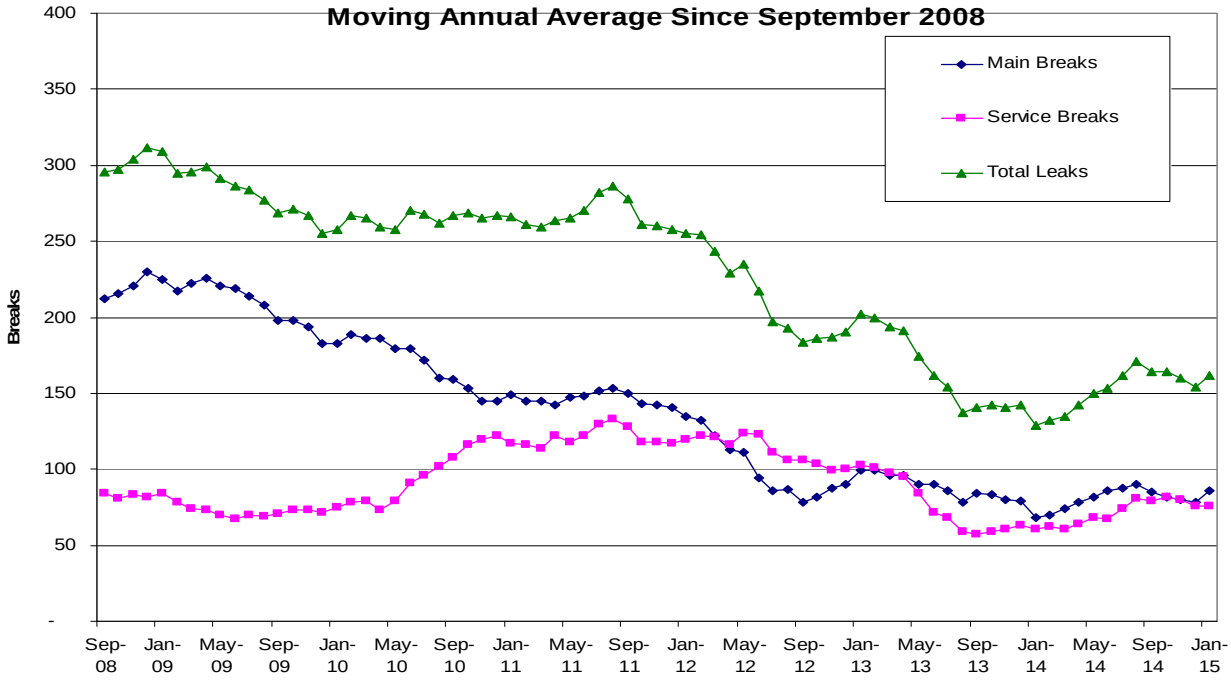

Figure 3. Guerneville Cumulative Monthly Rainfall

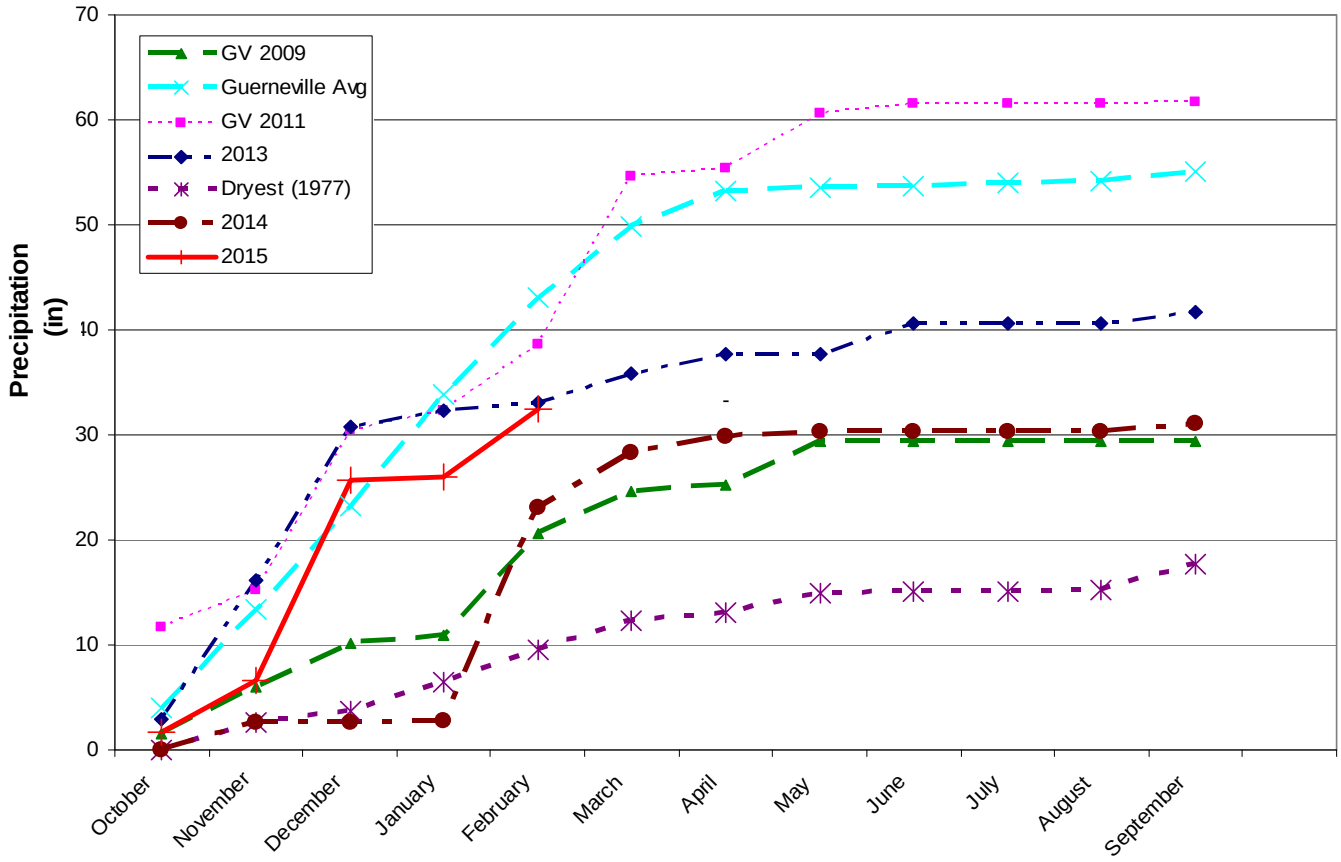

Figure 4. Sweetwater Springs WD Calendar Gantt Chart		Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	FY 15+
Ongoing Activity																
Board Action																
Other Milestone																
Current Month																
By Activity																
Action Item/Milestone	**Projected Completion / Milestone Date**															
Crystal Communications Lease																
2014-15 Budget Preparation																
• Capital Improvement Program Board Discussion																
• Staff Budget Preparation Begins																
• Ad Hoc Budget Committee Reviews Draft Budget																
• Draft Budget to Board for Discussion/Action																
• Approve Budget																
Capital Projects																
• Update/Review District CIP																
• 2015 CIP Construction Starts																
• 2016 CIP Design																
• 2016 CIP Award of Contract																
• 2016 CIP Construction Starts																
Urban Water Management Plan	Dec-15															
Water Rights	SCWA Protest															
Emergency Response Plan Review																
Building Lease																
• Lease Renewal	July-14															
Policies and Procedures																
• Other Policy																
• Overall Review																
Board and General Manager Annual Review																