SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-D**

FROM: Steve Mack, General Manager

Meeting Date : September 2, 2010

SUBJECT: DISTRIBUTING INSERTS FROM ANOTHER ENTITY IN DISTRICT WATER BILLS

RECOMMENDED ACTION: Discuss District policy on use of District water bills for inserts from another entity.

FISCAL IMPACT: none

DISCUSSION:

The District mails water bills on a bimonthly basis. On even months most of the Guerneville system is mailed a water bill; on odd months the bills go to the remainder of the Guerneville system and all of the Monte Rio system. The Monte Rio Wastewater Task Group has asked that a meeting announcement for a community meeting on Monte Rio wastewater be included in the September water bill for Monte Rio customers. Board Member have questioned whether including this kind of information would be an appropriate use of the District's water bill.

This particular situation is a good example for developing a District policy on use of District water bills by other entities. Several issues are involved:

- Should the water bill be eligible for information from other entities?
- If yes, which entities are eligible – governmental agencies, nonprofit organizations, for-profit organizations?
- Who determines what information goes into a water bill? Does the Board want to approve each non-District insert? Can we mix information from different sources in one insert? For example, District staff is preparing a flushing schedule insert for the September and October bills. Could the wastewater meeting information be included on the same piece of paper for the Monte Rio mailing?

I have found that the District has allowed other governmental entities to put information in water bills in the past. The one example I am aware of was information on a pest insect (Glassy Winged Sharpshooter?) supplied by Sonoma County.