SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: November 4, 2010

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 September were 32,334 units (74.2 AF) and production was 81.0 AF. Compared to one year ago, sales and production are similar (74.6 AF and 79.0 AF, respectively). The difference between production and sales is staying in the 28% range. The attached Figure 1 shows the 12 month moving averages since 2001.

3. **Leaks:** The District spends much staff time addressing leaks and we have an extensive capital program to replace water mains to reduce leaks in the system. In September we had 29 total leaks and spent 83 man-hours on them. That's more leaks but fewer man-hours than the prior month (August) and similar to September one year ago (24 leaks, 80 man-hours). Figure 2 shows leak history and man-hours spent dealing with leaks since 2001.

4. **Rainfall:** Figure 3 shows the year-to-date rainfall for the Guerneville area, starting in October compared to the average rainfall and the two prior years. October 2010 is shown as one data point and is circled. The October 23-24 storm gave us a nice start to the rainy season, and the rain at the end of the month has added to that and is not shown in this figure.

5. **CIP IV-B, Project 1:** Riverlands Road and Bonita Terrace are paved and essentially completed. The Handy Andy feed line work is mostly completed (see below). Regarding the Schoolhouse Tanks, the upper tank has been mostly completed and the contractor is scheduled to start with the bolted steel tank assembly for the lower tank in November.

The October rainstorm revealed some drainage issues with certain elements of these projects: drainage for the Handy Andy Feedline broke out of the feedline borehole and cause some slope damage, and runoff damages the Alpine Terrace road extension to the Schoolhouse Tank. Generally, we are finding that now that we are paving roads, the drainage of these roads needs to be better thought out than we anticipated.

6. **CIP IV-B, Project 2:** KAT has completed services for this project and is in the pressure and water quality testing phase. The Rio Vista Terrace Project contract was awarded to Forde Associates Construction and work should be beginning in early November.

7. **Toilet Rebate Program:** 2 toilet rebates were issued in October at a total cost of $289.84. A total of 54 rebates have been approved, with $2,490 remaining from the funds allocated.

8. **In-House Construction Projects:** In October, staff did 3 in-house construction projects that required 74 estimated man-hours. Staff replaced a fire hydrant damaged by accident and added bollards, replaced 3 services, and capped a 2 inch valve.

9. **CUWCC:** The application for joining the CUWCC was sent in on October 15. The CUWCC has a application review committee which will meet in November. There should be no issue with the District's application.

10. **Tank Accident:** On October 27, someone backed into the Summit Tank on Summit Avenue and punched a hole in the side, probably with some overhanging lumber or metal. The hole restricts water storage in the tank, normally 20,000 gallons at 14 feet, to about 4 feet, about 5,700 gallons. Staff has engaged a firm experienced in redwood tanks to fix the hole, plus we are investigating how the accident happened. The cost of repair is expected to be in the $1,000 range. Water supply to the affected zone is adequate for this season (and the current wet conditions) and the total storage should be restored during the week of November 1.

11. **Gantt Chart:** November in the Gantt Chart shows construction for the CIP projects which are ongoing and described above. The chart shows that Project 1 should have been completed in October, but that didn't happen because of timing issues with the bolted steel tank. A December completion is likely for Project 1. Project 2 should be completed during November. Staff did not start review of the multiyear CIP in October because of the press of other business. That will start in November.

Figure 1. Water Production and Sales 12 Month Moving Average
Sweetwater Springs Water District

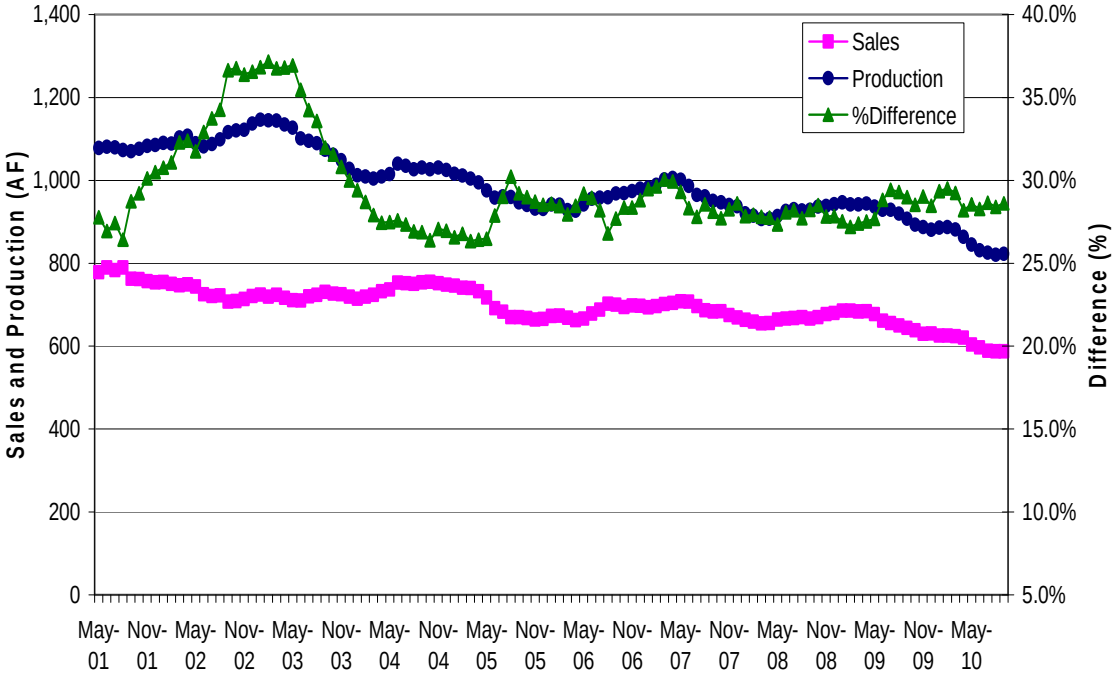

Figure 2. Sweetwater Springs Water District Total Pipeline Breaks and Hours Spent in Repair, Moving Annual Average

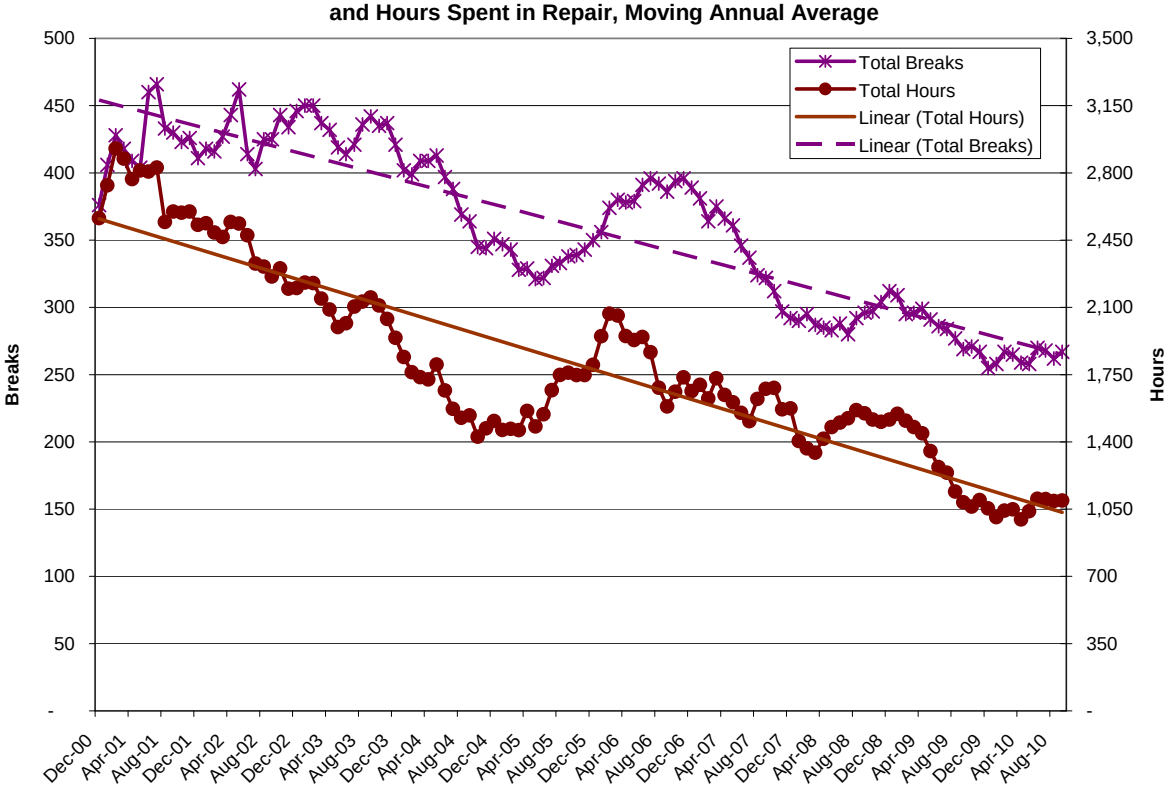

Figure 3. Guerneville Cumulative Monthly Rainfall

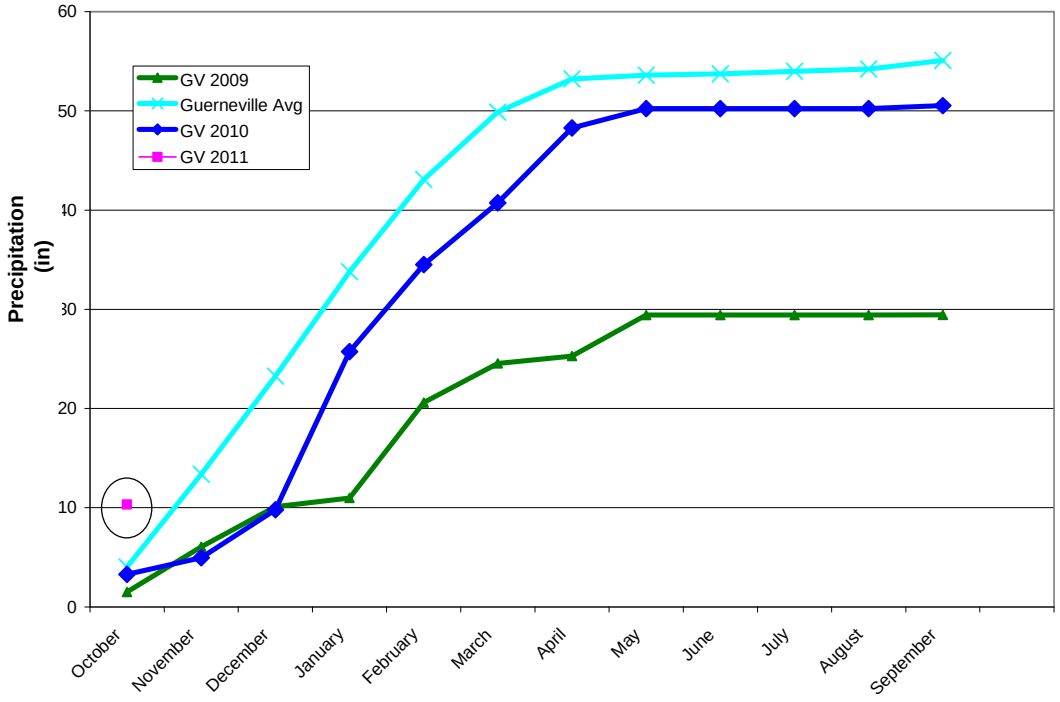

Table 1. Sweetwater Springs WD Calendar Gantt Chart		Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	2012
Ongoing Activity																					
Board Action																					
Other Milestone																					
Current Month																					
By Activity																					
Action Item/Milestone	**Projected Completion / Milestone Date**																				
Crystal Communications Lease	Completed																				
2009 Water Rates Revision	Completed																				
Water Rates Changes																					
• Board Direction on Rate Changes																					
• Prop 218 Mailing																					
• Public Hearing on Proposed Rates																					
• Adopt Rates with Budget																					
2010-11 BudgetPreparation																					
• Capital Improvement Program Board	December-10																				
• Staff Budget Preparation Begins																					
• Ad Hoc Budget Committee Reviews Draft																					
• Draft Budget to Board for Discussion/Action	April-10																				
• Approve Budget	May-10																				
2011-12 Budget Preparation																					
• Capital Improvement Program Board Discussion	December-11																				
• Staff Budget Preparation Begins																					
• Ad Hoc Budget Committee Reviews Draft Budget																					
• Draft Budget to Board for Discussion/Action	April-11																				
• Approve Budget	May-11																				
Capital Projects																					
• CIP Phase IV-B, Project 1 Construction Starts	April-10																				
• CIP Phase IV-B, Project 1 Construction Completed	October-10																				
• CIP Phase IV-B, Project 2 Construction																					
• CIP Phase IV-B, Project 2 Construction Completed																					
• Update District CIP																					
2010 Urban Water Management Plan	July-11																				
Water Rights	Completed, License June																				
Contract Negotiations																					
• Start Negotiations Preparation	December-09																				
• Negotiations Start	April-10																				
• End of Contract	June-10																				
Building Lease																					
• Lease Ends	July-11																				
Policies and Procedures																					
• Other Policy																					
• Overall Review																					
Board and General Manager Goals and Objectives																					