SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: January 6, 2011

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 November were 20,802 units (47.8 AF) and production was 58.8 AF. Compared to one year ago, sales are less and production is more (48.5 AF and 57.2 AF, respectively). The production amounts were affected by the extensive flushing program that started in October and continued into December. 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 November we had 12 total leaks and spent 72 man-hours on them. That's fewer leaks but similar man-hours than the prior month (October) and less than November one year ago (16 leaks, 94 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. December has been an above average month and so the line is staying above the average line. It will be interesting to see if rainfall keeps on this pace, or if the weather holds to the preseason prediction which was early rain (which we have received) and dry and cooler after the New Year.

5. **CIP IV-B, Project 1:** With the exception of the Middle Schoolhouse Tank, this project is essentially completed. Paving is needed for Bonita Terrace and that is being held up by the rainy weather – they need 3 dry days in a row. Middle Schoolhouse Tank is completed and is now being filled with

water and will be tested for water quality soon. It may go online in two weeks.

6. **CIP IV-B, Project 2:** This project is essentially completed except for paving – again, waiting for the weather. For the CIP IV-B Project 2 Addition, Rio Vista Terrace, the encroachment permit from the County was finally approved, but the contractor has requested that he be allowed to wait until Spring to start because of weather concerns. Because of the havoc rainy weather plays with schedules for all concerned, and because of safety issues, we have agreed to the delay. The Sonoma County Redevelopment Agency has been consulted and also agrees with the delay.

7. **Toilet Rebate Program:** 3 toilet rebates were issued in December at a total cost of $439.83. A total of 61 rebates have been approved, with $1,740 remaining from the funds allocated. With SCWA agreement approved, the District can request funding for this program from SCWA.

8. **In-House Construction Projects:** In December, staff did 3 in-house construction projects that required 167.75 estimated man-hours. The major element of this work was repair of a water line damaged by fallen trees near Santa Rosa Avenue on the weekend of December 17th.

9. **CUWCC:** The District has been formally approved by the CUWCC as a member.

10. **Policies and Procedures Review:** Patrice Doyle, legal intern under contract to the District, has completed her review and recommendations for the Policies and Procedures. We are going to focus on Section 2000 of the P&P, plus some general revisions, such as substituting language like "a fee approved by resolution" for the specific fees and charges in the P&P, most of which are currently outdated and will continually be outdated with time. We hope to bring this item to the Board for discussion and direction at the February meeting.

11. **Gantt Chart:** January in the Gantt Chart shows construction for the CIP projects completed – progress on those projects has been noted above. Approval of the multiyear CIP and introduction of the budget are on the agenda for the January meeting. I am still waiting on information on the Urban Water Management Plan.

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

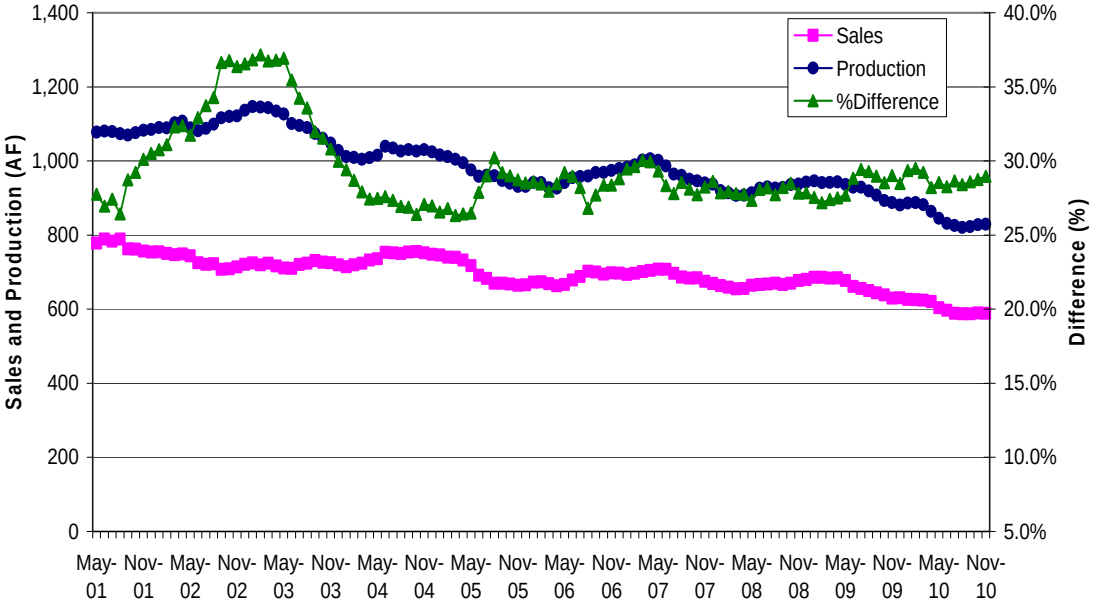

Figure 2. Sweetwater Springs Water District Total Pipeline Breaks and Hours Spent in Repair, Moving Annual Average

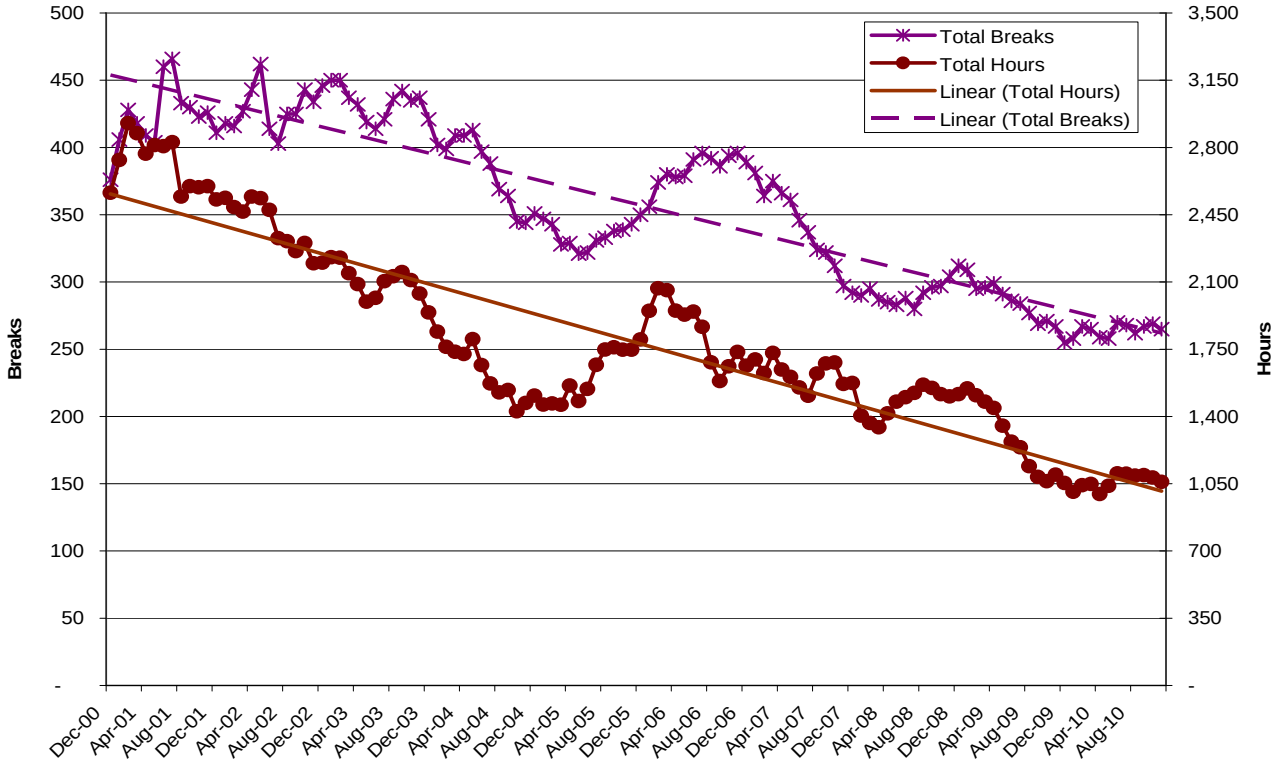

Figure 3. Guerneville Cumulative Monthly Rainfall

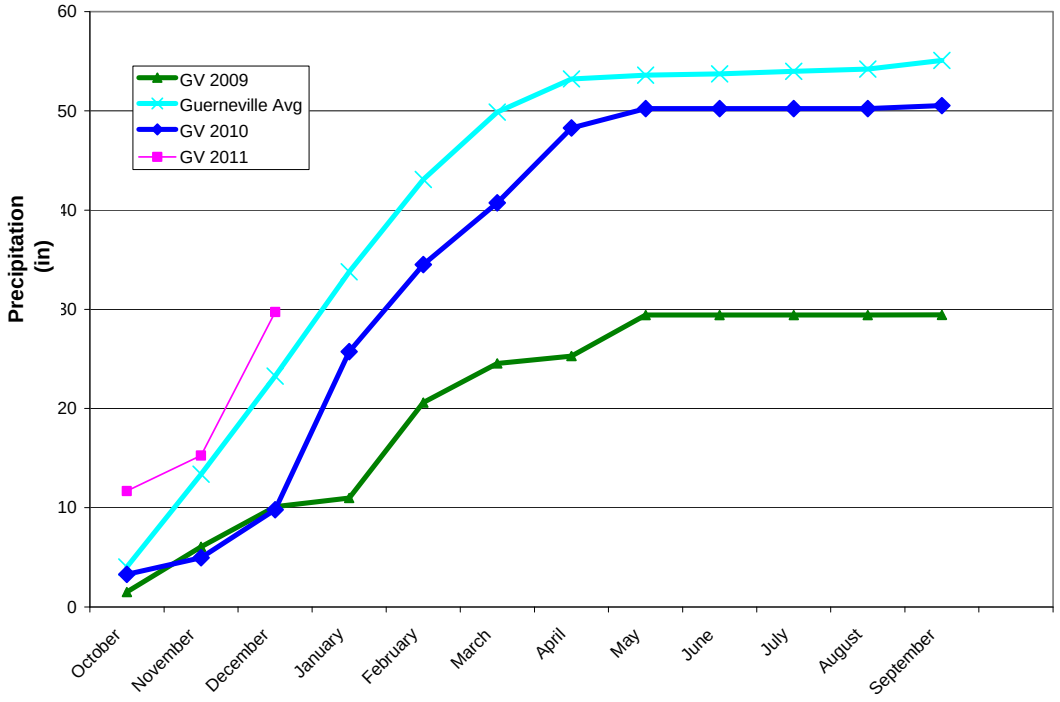

Table 1. Sweetwater Springs WD Calendar Gantt Chart		Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	2012
Ongoing Activity																					
Board Action																					
Other Milestone																					
Current 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																					