SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: February 1, 2018

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

DISCUSSION:

1. **Water Production and Sales:** Water sales in December were 14,146 units (32.5 AF, (Monte Rio cycle) and production was 44.6 AF. Compared to one year ago, sales were lower and production this month was higher (31.3 AF and 51.8 AF, respectively). The water lost percentage has dropped somewhat, but it's higher than we want. Figure 1 shows sales, production and % difference for the two systems.

2. **Leaks:** In December we had 5 total leaks and spent 28 man-hours on them. Those are fewer leaks and man-hours compared to the prior month and to December one year ago (7 and 45). Figure 2 shows service and main leaks separately with a total leaks line as well.

3. **Guerneville Rainfall:** Rain picked up in January - near short-term average for the month. This month's rain does not make up for the December deficit, but we had such a big year last year that the reservoirs are in good shape. Figure 3 shows monthly rainfall compared to prior years, the long-term average and the recent average.

4. **River Lane Property Sale**: My understanding is that the appraisal is being reviewed, which should be completed in February. Assuming a favorable review, the next steps are preparing the conservation easement, recreation covenant, and matching grant agreement. Once these documents have been approved by both parties (I don't think we are included in this, but we certainly can review the easement and covenant if we so choose), the process moves on to Board approvals.

5. **Monte Rio Trails Project:** No new news **-** The project with the proposed parcels have been submitted to Open Space; I understand this project is in their review process.

6. **2018 CIP:** We expect advertising for this project to begin in January with award of contract in April or May.

7. **District Urban Water Management Plan:** the Plan has been informally approved. I was told of some minor corrections that were needed, given the errata form process and submitted the minor corrections - background information on the population estimation procedure, description of the groundwater basin and corrections to two tables - to the DWR webpage. Formal approval, in the form of an approval letter, should arrive soon.

8. **In-House Construction Projects:** No in-house construction projects were reported for January.

9. **District Surplus Lands Strategy:** This item was supposed to be on the Administrative Agenda for discussion but I have not been able to develop enough information. I intend to have it on the March agenda.

10. **Gantt Chart:** Review of the Budget by the ad hoc Budget Committee is in the Gantt Chart for February - first meeting scheduled for February 1.

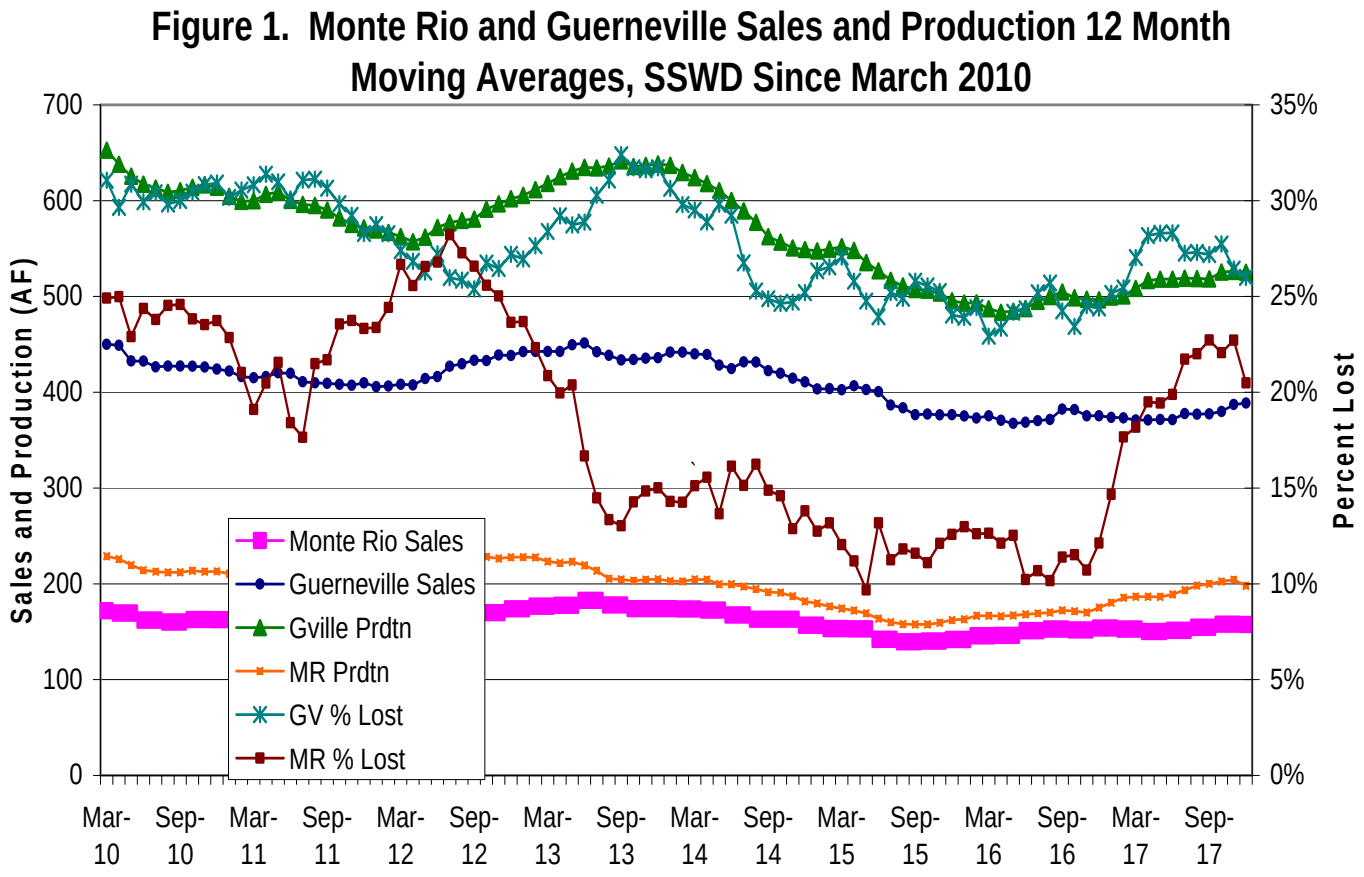

Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since September 2008

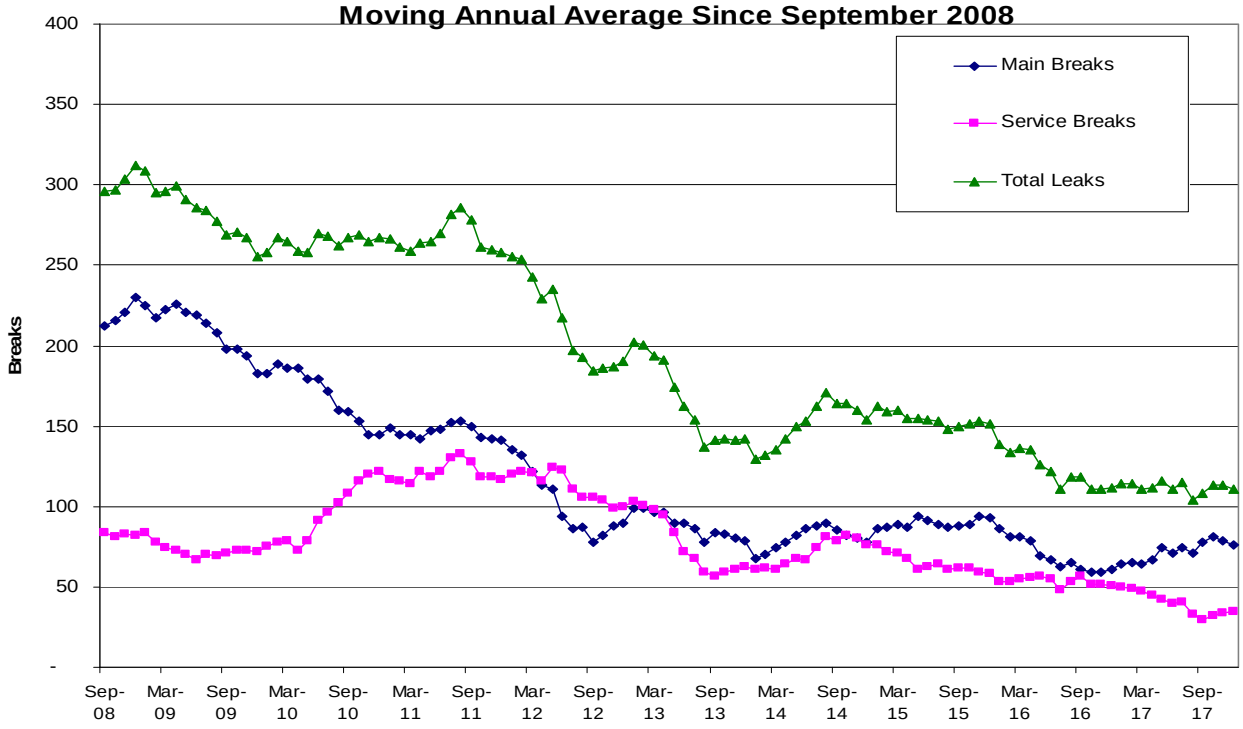

Figure 3. Guerneville Cumulative Monthly Rainfall

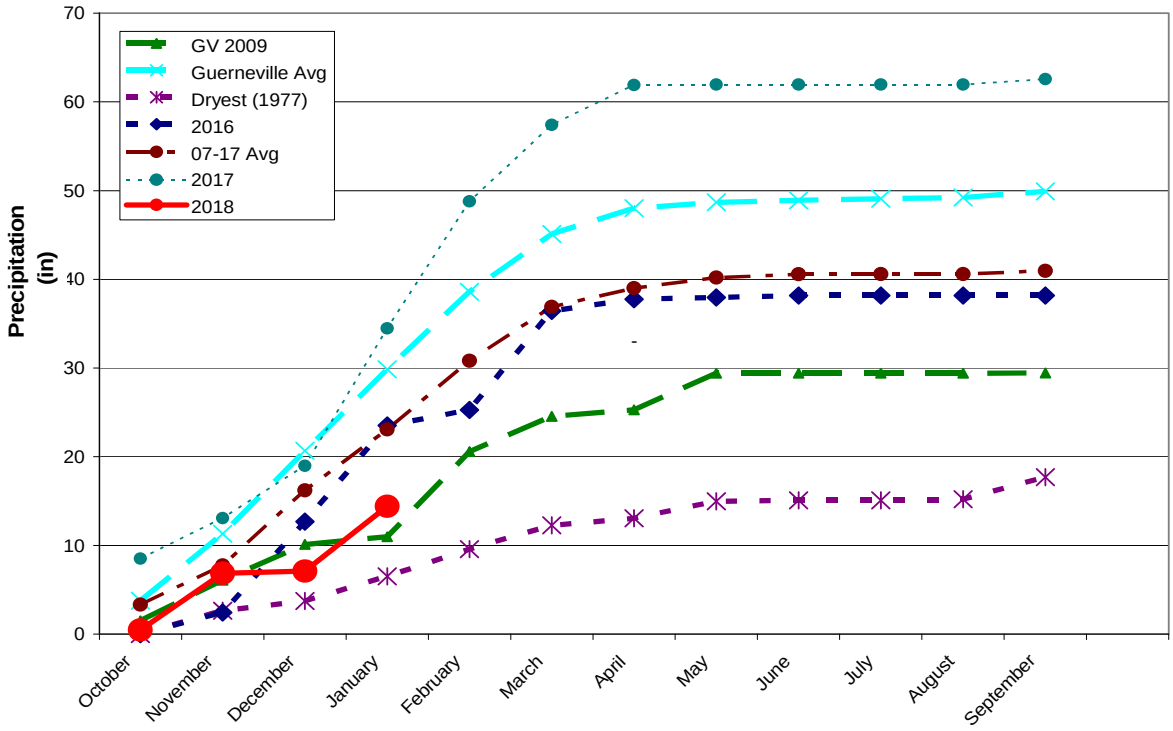

Figure 4. Sweetwater Springs WD Calendar Gantt Chart		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	FY18+
Ongoing Activity															
Board Action															
Other Milestone															
Current Month															
By Activity															
Action Item/Milestone	**Projected Completion / Milestone Date**														
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															
• 2017 CIP Phase 2&3 Award of Contract															
• 2017 CIP Construction Starts															
· USDA Bond															
Urban Water Management Plan	Oct-16														
Water Rights	SCWA Protest														
Emergency Response Plan Review															
Building Lease															
• Lease Renewal	August-17														
Policies and Procedures															
• Other Policy															
• Overall Review															
Board and General Manager Annual Review															