# SWEETWATER SPRINGS WATER DISTRICT

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

**FROM:** Steve Mack, General Manager

**Meeting Date: March 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 January were 17,693 units (40.6 AF, (Guerneville cycle) and production was 43.2 AF. Compared to one year ago, sales were higher and production this month was lower (37.9 AF and 56.3 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 January we had 7 total leaks and spent 25 man-hours on them. Those are more leaks and fewer man-hours compared to the prior month and the same number of leaks and fewer man hours compared to January one year ago (7 and 50). Figure 2 shows service and main leaks separately with a total leaks line as well.

3. **Guerneville Rainfall:** February has been a disappointing rain month - no measurable rain so far. If this keeps up it will be the driest rainy season since 1977. Apparently, because of the big year last year, the reservoirs remain 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**: Basically same report as February: the appraisal is being reviewed, which should be completed in February. The draft conservation easement, recreation covenant, and matching grant agreement have been prepared and will be forwarded to Russian River Recreation and Parks District for their review. 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. It still have strong support from Supervisor Hopkins.

6. **2018 CIP:** Bids will be opened February 27. Contract award will be scheduled for the April meeting or a special meeting in mid March.

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

8. **Gantt Chart:** Presentation of the draft Budget and USDA Bond approval are in the Gantt Chart for March - the draft Budget is on the agenda, approval of the bond documents will be at the April meeting or a special meeting in mid March.

**Figure 1. Water Production and Sales 12 Month Moving Averages**
**Sweetwater Springs Water District Since October 2013**

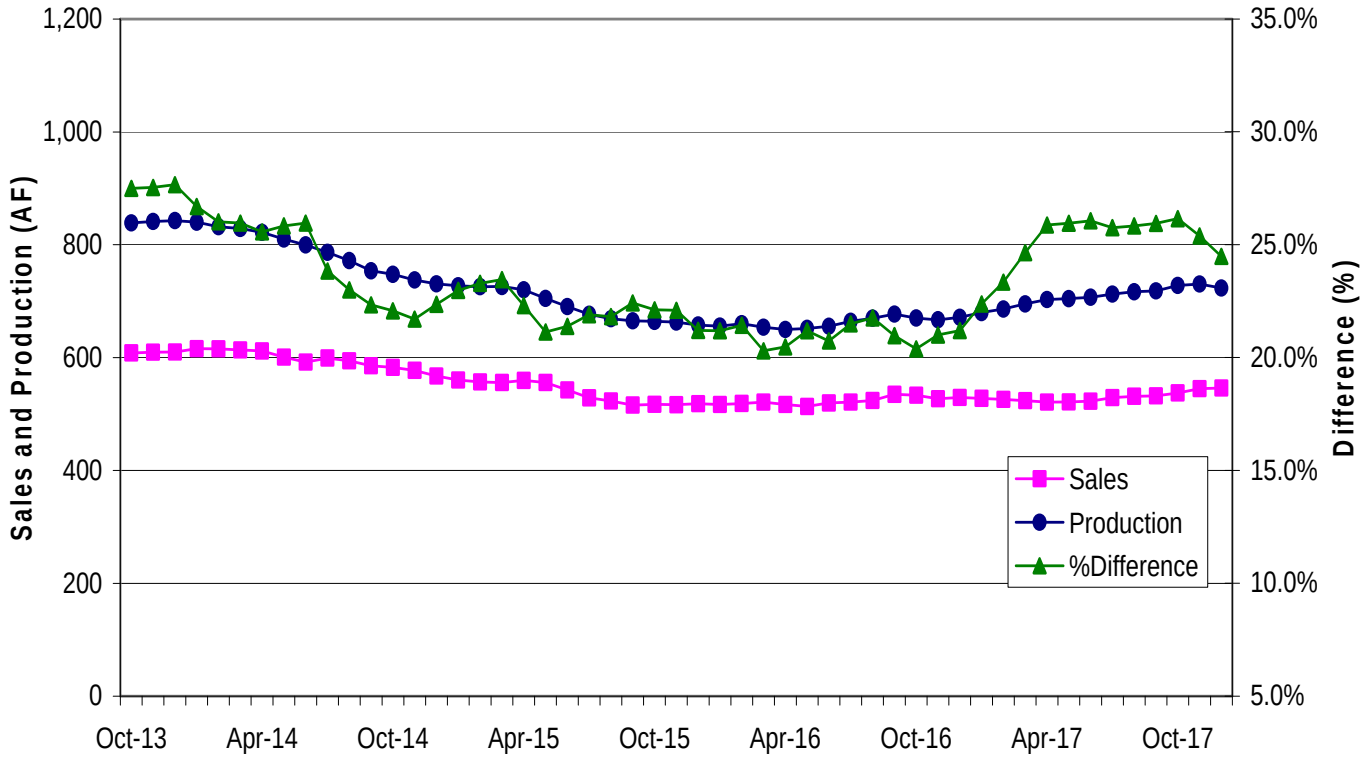


**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks**
**Moving Annual Average Since September 2008**

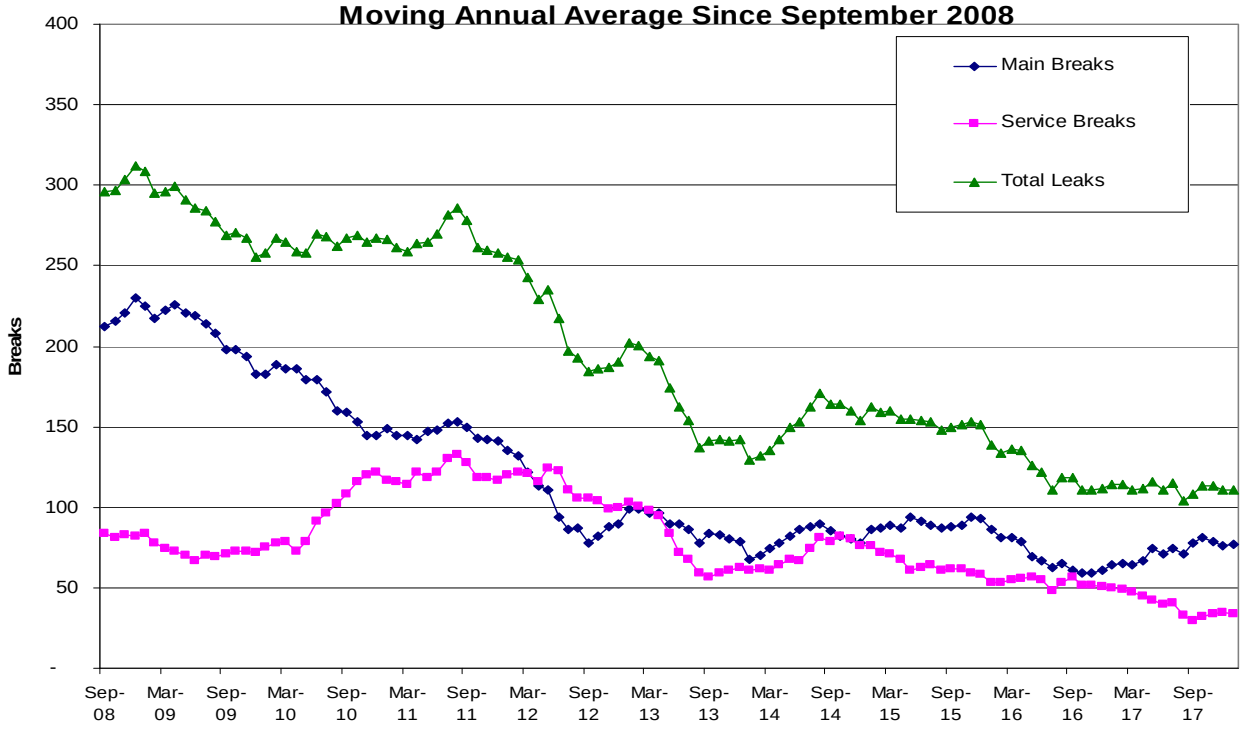
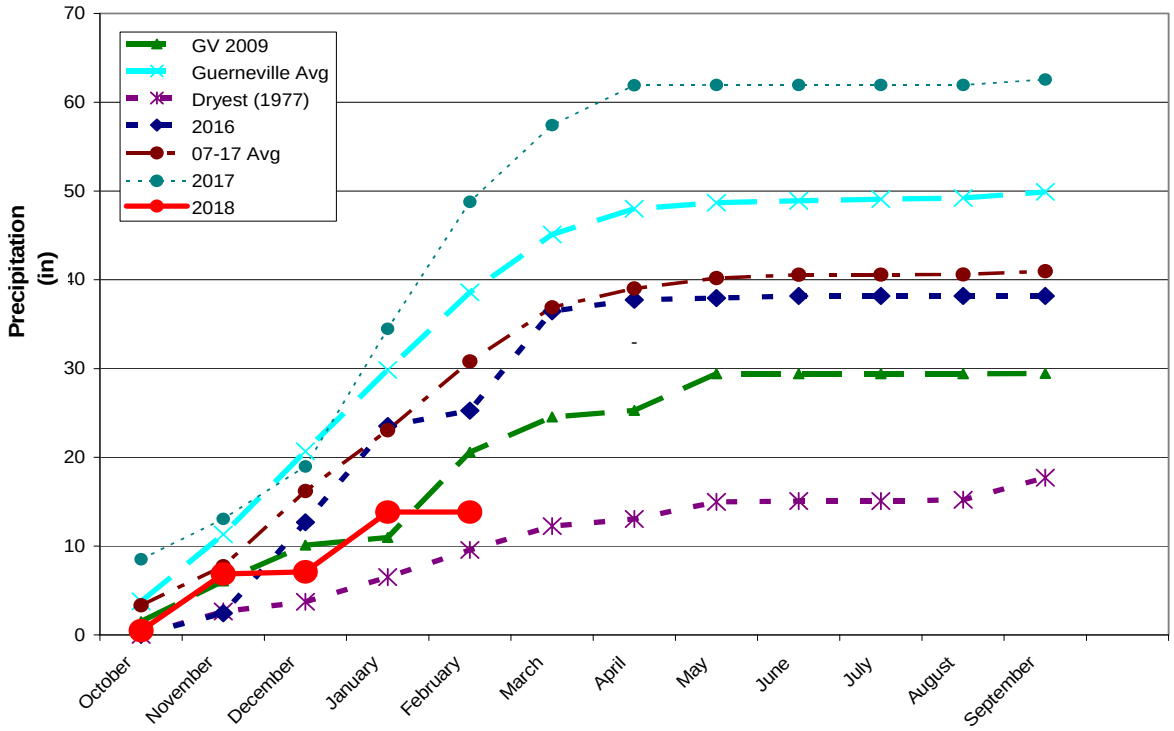



**Figure 3. Guerneville Cumulative Monthly Rainfall**



| 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** | | | | | | | | | | | | | | | |
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| **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 | | | | | | | | | | | | | | | |