SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: July 3, 2014

SUBJECT: DISCUSSION/ACTION RE 2013 - 2014 ANNUAL REVIEW

RECOMMENDED ACTION: Receive a staff presentation regarding the 2014 Annual Review.

FISCAL IMPACT: none

DISCUSSION:

The District does an annual review each year at about this time of the year. Last year we changed the annual review format attempting to make it more readable, relevant, and practical to maintain. This is our second iteration using the new format and, as always it is still a work in progress and comments and suggestions are welcome. Periodic review of District activities is a good check on what we are doing and with Board concurrence, we will continue the practice.

Exhibit A: Sweetwater Springs Water District Annual Review, Fiscal Year 2013-2014

The annual review is a look back of the achievements of the past fiscal year and a look forward to what we are expecting for the coming fiscal year.

The mission of the Sweetwater Springs Water District (SSWD) is to provide its customers with quality water and service in an open, accountable, and cost-effective manner and to manage District resources for the benefit of the community and environment. The District provides water distribution and maintenance services to five townships adjacent to the Russian River:

- Guerneville
- Rio Nido
- Guernewood Park
- Villa Grande
- Monte Rio

GOAL 1: IMPLEMENT SOUND FINANCIAL PRACTICES TO ENSURE EFFECTIVE UTILIZATION OF DISTRICT RESOURCES

FY 2014 Achievements:

- Fourth year that 3% increase to Base Rate and Water Usage Charges was approved; Second Year of 3% increase to Capital Debt Reduction Charge.
- 20 Years of USDA Bonds Refinanced; $45,000 annual savings; USDA is questioning result which may reduce annual savings.
- Reserve Policy met by FY 2014 Budget.

FY 2015 Projections:

- Investigate/monitor need for rate increase in May 2015, effective July 2015. District should be close to $500,000 target for CIP funding.
- Examine financial planning model to ensure it is meeting current financial planning needs; revise where appropriate.
- Meet Reserve Policy with FY 2015 Budget.

GOAL 2: PROVIDE RELIABLE AND HIGH QUALITY POTABLE WATER WITH FACILITIES THAT ARE PROPERLY CONSTRUCTED, MANAGED AND MAINTAINED TO ASSURE SYSTEM RELIABILITY

FY 2014 Achievements:

- Compliance with California Department of Public Health (DPH) regulations achieved. Annual report submitted according to schedule.
- 2014 CIP (Hidden Valley Road and Guernewood Lane) completed; NOC in June 2014.

- Mill Street Emergency Project completed in November 2013.
- 2015 CIP (Old Monte Rio Road) award of contract in June 2014.
- Review of 2014-2019 CIP done in November/December 2013 with no changes.
- Total Leaks for calendar year 2013 at 142 (target was 175) .
- System leakage at 26% (May 2014) (target was 24%).

FY 2015 Projections:

- FY 2016 CIP (Canyon One) in design for construction in summer/fall of 2015. Award of contract in May/June 2015.
- Total leaks for calendar year 2013 at 120.
- System leakage at 23%. Look for more action than words on this issue.
- Investigate, possibly implement mapping of District facilities.

GOAL 3: HAVE UPDATED EMERGENCY PREPAREDNESS PLANS FOR ALL REASONABLE, FORESEEABLE SITUATIONS

FY 2014 Achievements:

- Emergency Action Plan was reviewed and updated in October 2013.
- Attended 2013 Flood Preparation meeting in October 2013.

FY 2015 Projections:

- Update of Emergency Action Plan in October 2014.
- Participate in County Emergency Operations communications/meetings in 2014.

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

FY 2014 Achievements:

- Continued low turnover in overall staff indicating healthy workplace.
- Field staff oversight of 2014 CIP.
- 47 in-house projects totaling 1567 man-hours.
- Rotating Water Treatment Operator duties appears to be working very well.
- Pending retirement of one Maintenance Worker (Walter Hall).

FY 2015 Projections:

- Continue staff training efforts.
- Oversee completion of 2015 CIP construction, design of 2016 CIP.
- Continue focus on in-house projects.

- Hire new Maintenance Worker.
- Participate in more webinars and workshops.

GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

FY 2014 Achievements:

- Meeting summary sent to local media on monthly basis.
- Website updated on at least monthly basis.
- Continued display in lobby that shows examples of pipes that are being replaced by capital projects – good public response to this.

FY 2015 Projections:

- Continue meeting summary.
- Look for opportunities to provide community leadership/participation on water-related issues.
- Continue to look for ways to make website more useful.
- Participate in statewide and regional drought responses, if it continues.

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION

FY 2014 Achievements:

- Policy updates on purchasing and conflict of interest completed.
- Website section for Board members begun; needs refinement.
- Attended Successor Agency Oversight Committee meetings.
- Attended CSDA General Manager Leadership Summit in June.

FY 2015 Projections:

- Review sections of Policies and Procedures for revision.
- Evaluate facility tour opportunities.
- Refine Board Member website section; put into use.