SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: July 5, 2018

SUBJECT: DISCUSSION/ACTION RE 2017 - 2018 ANNUAL REVIEW

RECOMMENDED ACTION: Receive a staff presentation regarding the 2017-2018 Annual Review.

FISCAL IMPACT: none

DISCUSSION:

The District does an annual review each year at the July meeting. This is the sixth year that we are using this format, and, as before, 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.

This past year has been dominated, for me, by my recovery from my injury. I thank everyone for working with me during this process. Another big issue that continues to affect this area is the aftermath of the October fires - that has affected all County-related activities and has spilled over onto everything related to the County, including us.

Exhibit A: Sweetwater Springs Water District Annual Review, Fiscal Year 2017-2018

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 2018 Achievements:

- Eighth year that 3% increase to Base Rate and Water Usage Charges was approved; Sixth Year of 3% increase to Capital Debt Reduction Charge.
- Reserve Policy met by FY 2018 Budget.
- Water sales picked up during FY 18; will this trend continue?
- Worked with USDA Bond process.

FY 2019 Projections:

- Investigate/monitor need for rate increase in May 2019, effective July 2019. This will be the ninth year of the nine year plan; need to review the plan. Is the $500,000 target for CIP funding still appropriate? State Loans paid off soon.
- Review financial planning model to ensure it is meeting current financial planning needs; revise where appropriate.
- Meet Reserve Policy with FY 2020 Budget.
- Complete USDA Bond process with completion of 2018 CIP

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

FY 2018 Achievements:

- Compliance with California Division of Drinking Water (formerly Department of Public Health (DPH)) regulations achieved. Annual report submitted according to schedule.
- The Drought is over but monthly reporting continues.
- 2017 CIP Phase 1 (River Road from Foothill to Rio Nido) completed.
- Award of contract for the 2018 CIP (completion of Old River Road/River Road Project) in April 2018.
- Total Leaks for calendar year 2016 at 111 (target was 100).
- System leakage at 18.4% (May 2018) (target was 20%).
- Completed validated water audit in November 2017.
- Urban Water Management Plan (UWMP) completed in October 2016, received letter of acceptance in FY18.
- Coastland modeling to evaluate Guernewood Park Resort impacts in progress.

FY 2019 Projections:

- 2018 CIP should be completed in fall 2018; James Piazza injury makes completion date uncertain.
- Small CIP project in 2019 - replacement of green sand filters at Monte Rio Treatment Plant.
- Total leaks for calendar year 2016 at 100.
- System leakage at 20%. Continue use correlation equipment on regular basis to identify and fix leaks. Review use of State Water Audit methodology to improve reporting of system losses; develop validation process
- Continue use of automated map. Become better at it; start making needed revisions.
- Conclude Guernewood Park Resort evaluation.

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

FY 2017 Achievements:

- Emergency Action Plan was reviewed and updated in October 2017.
- No flood preparation meeting this year because of the aftermath of October fires. Did have meeting with Cal Water on local emergency planning.
- 2nd year of flooding procedures went well; river was down mostly.

FY 2019 Projections:

- Update of Emergency Action Plan in October 2018.

- Participate in County Emergency Operations communications/meetings in 2018.
- Continue efforts to communicate with local agencies re emergency preparedness.
- Work with local efforts for specific plans (Wild Fire Preparation?)

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

FY 2017 Achievements:

- Field staff oversight of 2018 CIP.
- 35 in-house projects totaling 1969.75 man-hours (up from 20 projects and 851.5 hours).
- Staff participation in wild fire response - one active participant, two staff directly affected by fires.
- Third year of implementation of new MOU; it went well.
- Staff meetings on changes to vision and dental plans.

FY 2019 Projections:

- Continue staff training efforts.
- Oversee completion of 2018 CIP construction.
- Oversee replacement of green sand filters at Monte Rio facility.
- Continue focus on in-house projects.
- Participate in more webinars and workshops.

GOAL 5: PROVIDE EXCELLENT PUBLIC AND GOVERNMENTAL OUTREACH, INFORMATION AND EDUCATION

FY 2018 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.
- Making effort to provide outreach with local Chambers regarding the drought response.
- Making monthly reports to State on required drought response information.
- 2015 UWMP completed in October 2016, received letter of acceptance in 2018.

FY 2019 Projections:

- Get healthy
- Continue with meeting summaries.

- Look for opportunities to provide community leadership/participation on water-related issues.
- Continue to look for ways to make website more useful.

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION

FY 2018 Achievements:

- Communicated injury status and recovery progress.

FY 2019 Projections:

- Review sections of Policies and Procedures for revision.
- Evaluate facility tour opportunities.