SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: July 10, 2013

SUBJECT: DISCUSSION/ACTION RE 2012 - 2013 ANNUAL REVIEW

RECOMMENDED ACTION: Receive a staff presentation regarding the 2013 Annual Review.

FISCAL IMPACT: none

DISCUSSION:

For some time the District has made an effort to do an annual review of some sort. Recently this has been review of the District Goals and Objectives which were first drafted in 2007. At last year's review of this document, the Board was in agreement that the format of the Goals and Objectives was not appropriate for current conditions and formed an ad hoc Formatting Committee to attempt to come up with something better. This committee met a number of times and agreed that an annual review of District activities was appropriate, but the old format was not. The attached Annual Review (Exhibit A) is an attempt to make the annual review document more readable, relevant, and practical to maintain. It is still a work in progress and comments and suggestions are welcome. As always, 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 2012-2013

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 2013 Achievements:

- Third year that 3% increase to Base Rate and Water Usage Charges was approved; 3% increase to Capital Debt Reduction Charge as well.
- Investigated USDA Bonds and current bonds retirement.
- Initiated refinancing of USDA Bonds – to be completed in July 2013.
- Reserve Policy met by FY 2014 Budget.

FY 2014 Projections:

- Refinancing of USDA Bonds will be completed in July.
- Investigate/monitor need for rate increase in May 2014, effective July 2014.
- 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 2013 Achievements:

- Compliance with California Department of Public Health (DPH) regulations achieved. Annual report submitted according to schedule. DPH Inspection of Monte Rio System in June.

- 2013 CIP (Starrett Hill Road and Middle Terrace in Monte Rio, Lovers Lane in Guernewood Park, and Canyon Seven Rd in Rio Nido) completed.
- 2014 CIP (Hidden Valley Road and Guernewood Lane) contract awarded in June 2013.
- 2015 CIP (Old Monte Rio Road) in design; award of contract in June 2014.
- Review of long-term CIP done; approved 2014-2019 CIP;
- 2013 CIP.
- Investigation of Rio Vista Project failed service saddles completed with replacement of all saddles completed; payment issues with contractor resolved.
- Total Leaks for calendar year 2012 at 191.
- System leakage at 26% (May 2013).

FY 2014 Projections:

- FY 2015 CIP (Old Monte Rio Road) in design for construction in summer/fall of 2014.
- Total leaks for calendar year 2013 at 175.
- System leakage at 24%.

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

FY 2013 Achievements:

- Emergency Action Plan was reviewed and updated in October 2012.
- Participated in County Emergency Operations communication exercise in October 2012.

FY 2014 Projections:

- Update of Emergency Action Plan in October 2013.
- Participate in County Emergency Operations communications/meetings in 2013.

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

FY 2013 Achievements:

- Continued low turnover in overall staff indicating healthy workplace.
- Field staff fully involved with Rio Vista Project investigation and repair.
- Field staff oversight of 2013 CIP.
- 42 in-house projects totaling 1245 man-hours.

- Moved Water Treatment Operator duties to a rotating effort among 3 certified Maintenance Workers and Crew Supervisors.

FY 2014 Projections:

- Continue staff training efforts.
- Oversee completion of 2014 CIP.
- Continue focus on in-house projects.

GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

FY 2013 Achievements:

- Meeting summary sent to local media on monthly basis. One local media (KGGV radio) added.
- Provided time for Sonoma County Water Agency to do presentation and answer questions on Russian River low flow situation.
- Website updated on at least monthly basis.

FY 2014 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.

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION

FY 2013 Achievements:

- Policy updates on purchasing and conflict of interest underway.
- Website section for Board members begun; needs refinement.
- Attended Successor Agency Oversight Committee meetings.
- June tour of Monte Rio system facilities.

FY 2014 Projections:

- Complete purchasing conflict of interest policy revisions. Review other sections for revision.
- Evaluate facility tour opportunities.
- Refine Board Member website section; put into use.