SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: December 2, 2010

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

DISCUSSION:

1. **Laboratory Testing:** Water quality tests confirm that all SSWD water meets all known State and Federal water quality standards.

2. **Water Production and Sales:** Water sales in October were 24,160 units (55.5 AF) and production was 71.6 AF. Compared to one year ago, sales are less and production is more (53.1 AF and 66.7 AF, respectively). The production amounts were affected by the extensive flushing program that started in October and has continued into November. The attached Figure 1 shows the 12 month moving averages since 2001.

3. **Leaks:** The District spends much staff time addressing leaks and we have an extensive capital program to replace water mains to reduce leaks in the system. In October we had 24 total leaks and spent 70 man-hours on them. That's more leaks but fewer man-hours than the prior month (September) and similar to October one year ago (22 leaks, 83 man-hours). Figure 2 shows leak history and man-hours spent dealing with leaks since 2001.

4. **Rainfall:** Figure 3 shows the year-to-date rainfall for the Guerneville area, starting in October compared to the average rainfall and the two prior years. We now have two data points and a line, but the November data includes up to November 23 – there may be more rainfall left in the month. With the mild rain so far in November we are back on average.

5. **CIP IV-B, Project 1:** With the exception of the Middle Schoolhouse Tank, this project is essentially completed. Paving is needed for Bonita Terrace. For the Middle Schoolhouse Tank, the bolted steel tank elements arrived in mid November and are being assembled on site.

6. **CIP IV-B, Project 2:** This project is essentially completed except for cleanup and paving. For the CIP IV-b Project 2 addition, Rio Vista Terrace, the contractor is still waiting on the encroachment permit from the County.

7. **Toilet Rebate Program:** 4 toilet rebates were issued in November at a total cost of $600.00. A total of 58 rebates have been approved, with $1,890 remaining from the funds allocated. With SCWA agreement approved, the District can request funding for this program from SCWA.

8. **In-House Construction Projects:** In November, staff did 2 in-house construction projects that required 28 estimated man-hours, one project was subcontracted. Staff installed 2 new services.

9. **CUWCC:** The agreement was approved by the County and we are now waiting on formal acceptance by the CUWCC which should be a formality.

10. **Tank Accident:** The Summit Tank puncture accident was temporarily repaired for a cost of approximately $900. We have not yet identified who caused the puncture. The tank is still leaking and it may be prudent to line the tank.

11. **Gantt Chart:** December in the Gantt Chart shows construction for the CIP projects completed. With Project 1 completion may happen in December which is late and Project 2 should be completed in December. Review of the multiyear CIP is on the agenda for today's meeting. I am still waiting on information on the Urban Water Management Plan.

Figure 1. Water Production and Sales 12 Month Moving Average
Sweetwater Springs Water District

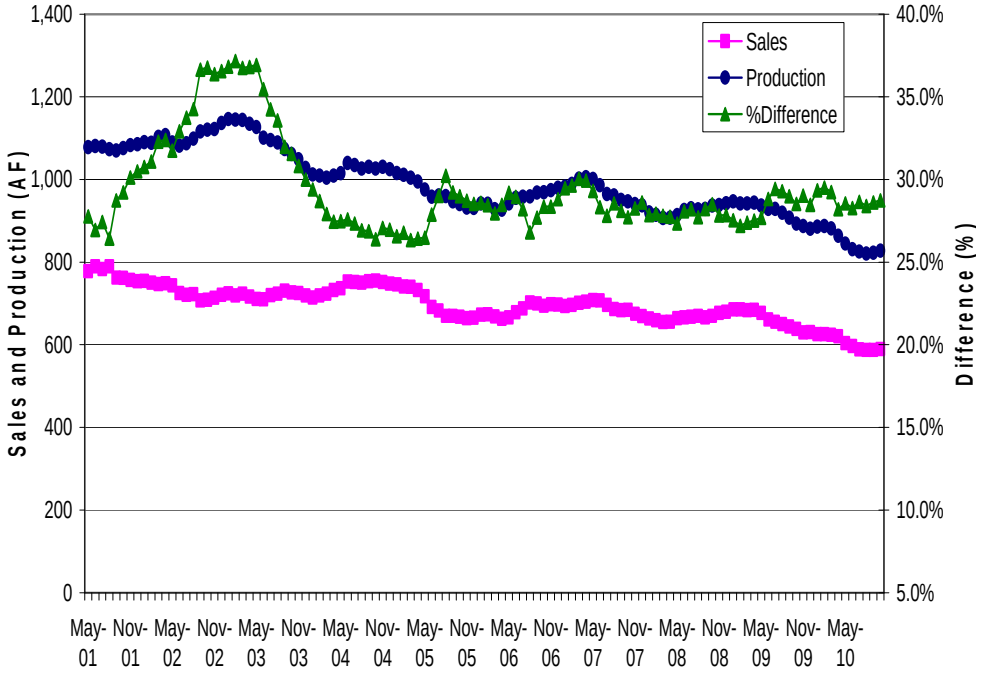

Figure 2. Sweetwater Springs Water District Total Pipeline Breaks and Hours Spent in Repair, Moving Annual Average

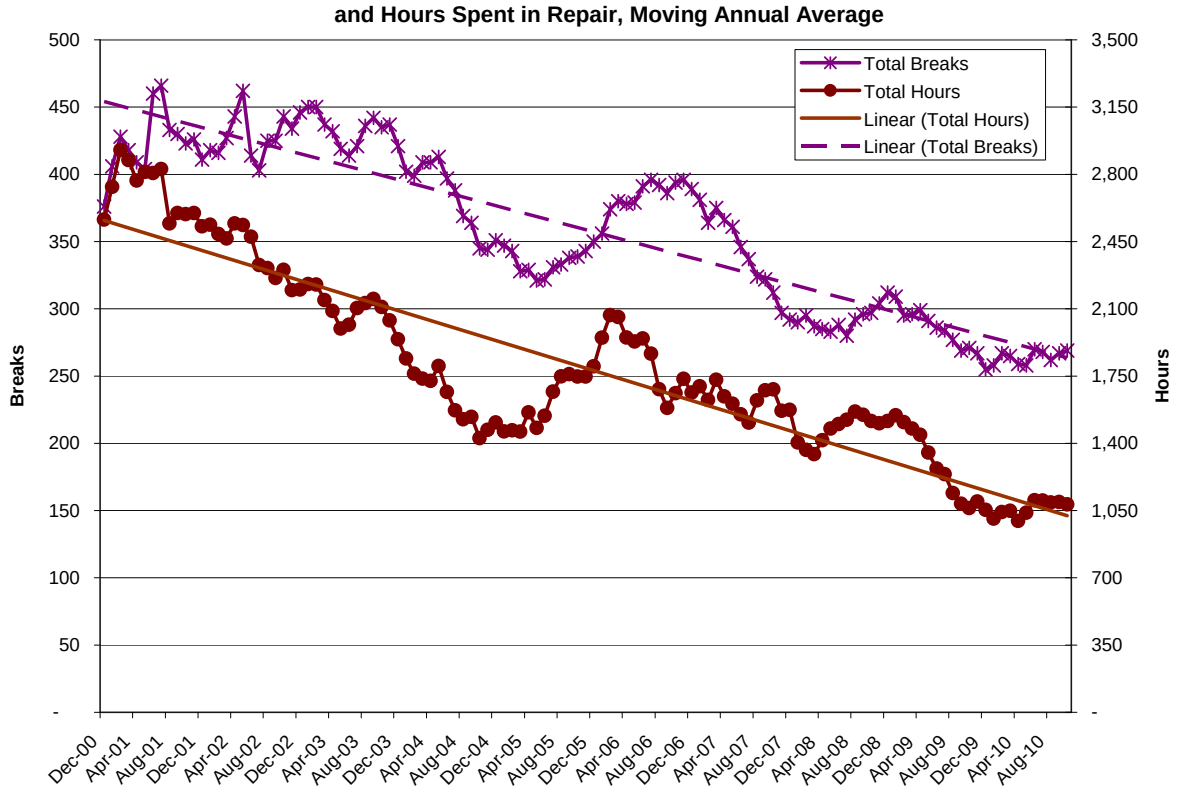

Figure 3. Guerneville Cumulative Monthly Rainfall

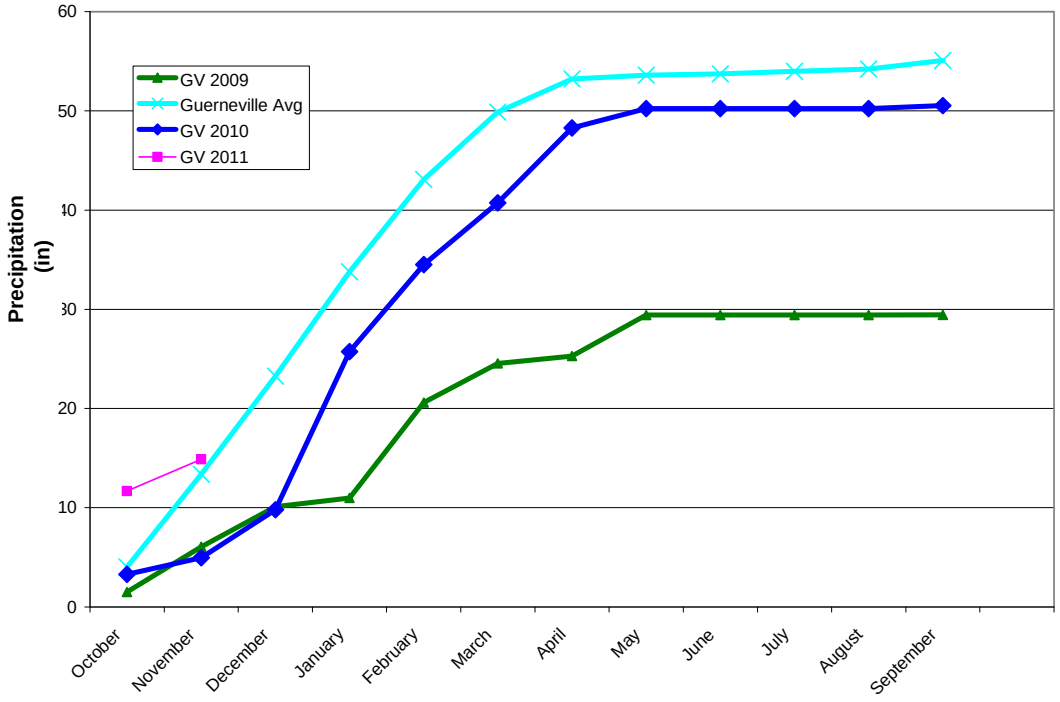

Table 1. Sweetwater Springs WD Calendar Gantt Chart		Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	2012
Ongoing Activity																					
Board Action																					
Other Milestone																					
Current Month																					
By Activity																					
Action Item/Milestone	**Projected Completion / Milestone Date**																				
Crystal Communications Lease	Completed																				
2009 Water Rates Revision	Completed																				
Water Rates Changes																					
• Board Direction on Rate Changes																					
• Prop 218 Mailing																					
• Public Hearing on Proposed Rates																					
• Adopt Rates with Budget																					
2010-11 BudgetPreparation																					
• Capital Improvement Program Board	December-10																				
• Staff Budget Preparation Begins																					
• Ad Hoc Budget Committee Reviews Draft																					
• Draft Budget to Board for Discussion/Action	April-10																				
• Approve Budget	May-10																				
2011-12 Budget Preparation																					
• Capital Improvement Program Board Discussion	December-11																				
• Staff Budget Preparation Begins																					
• Ad Hoc Budget Committee Reviews Draft Budget																					
• Draft Budget to Board for Discussion/Action	April-11																				
• Approve Budget	May-11																				
Capital Projects																					
• CIP Phase IV-B, Project 1 Construction Starts	April-10																				
• CIP Phase IV-B, Project 1 Construction Completed	October-10																				
• CIP Phase IV-B, Project 2 Construction																					
• CIP Phase IV-B, Project 2 Construction Completed																					
• Update District CIP																					
2010 Urban Water Management Plan	July-11																				
Water Rights	Completed, License June																				
Contract Negotiations																					
• Start Negotiations Preparation	December-09																				
• Negotiations Start	April-10																				
• End of Contract	June-10																				
Building Lease																					
• Lease Ends	July-11																				
Policies and Procedures																					
• Other Policy																					
• Overall Review																					
Board and General Manager Goals and Objectives																					