SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: February 3, 2011

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 December were 13,734 units (31.5 AF) and production was 56.7 AF. Compared to one year ago, sales and production are less (33.9 AF and 58.8 AF, respectively). The production amounts were affected by the extensive flushing program that started in October and continued into December. The attached Figure 1 has been changed - it shows the 12 month moving average since September 2006 to better show more recent trends.

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 December we had 12 total leaks and spent 45 man-hours on them. That's the same number of leaks but fewer man-hours than the prior month (November) and more leaks but same number of man-hours compared to December one year ago (10 leaks, 45 man-hours). Figure 2 shows leak history and man-hours spent dealing with leaks – this has also been changed to reflect data since September 2006.

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. January has been very dry and this year's line is now below the average line. This is holding to the preseason prediction which was early rain (which we received) and dry and cooler after the New Year, which the dry part we received in January.

5. **CIP IV-B, Project 1:** With the exception of cleanup and some paving, this project is essentially completed. The tanks are online.

6. **CIP IV-B, Project 2:** This project is essentially completed except for paving – still waiting for the weather. CIP IV-B Project 2 Addition, Rio Vista Terrace, is on hold until March.

7. **2012-2018 CIP**: The District has received the 65% design submittals for the 2012-2018 CIP, replacing 3,100 lf of existing main and appurtenances on Western, Eastern and Northern Avenues and Orchard Lane at the end of Drake Road, and installation 1,000 lf of new 8 – inch main and appurtenances from B Street northwesterly to end of existing 8 – inch main on Foothill and side streets in Monte Rio.

8. **Toilet Rebate Program:** 1 toilet rebate was issued in January at a total cost of $150.00. A total of 62 rebates have been approved, with $1,740 remaining from the original allocation of funds. We have requested the $10,000 of new funding from the SCWA agreement.

9. **In-House Construction Projects:** In January, staff did 4 in-house construction projects that required 259 estimated man-hours. The major element of this work was replacing 185 feet of 2 inch main on South Lane in Guerneville.

10. **Policies and Procedures Review:** Staff had planned on having this item on the February meeting agenda, but the work needed for this and the press of other business bumped it off the agenda.

11. **Gantt Chart:** February in the Gantt Chart shows construction for the CIP projects completed – progress on those projects has been noted above. The FY12 and water rates in particular on the agenda for this meeting. I am still waiting on information on the Urban Water Management Plan. The Gantt Chart is a good reminder to start lease negotiations.

Figure 1. Water Production and Sales 12 Month Moving Average Sweetwater Springs Water District Since September 2006

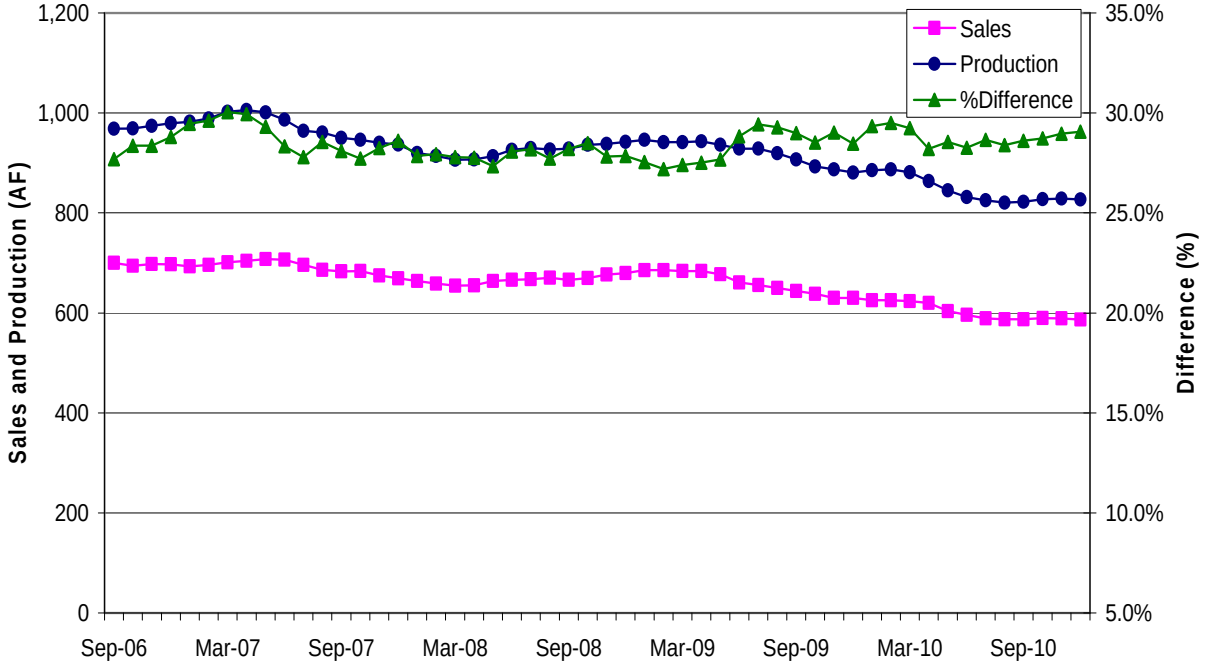

Figure 2. Sweetwater Springs Water District Total Pipeline Breaks and Hours Spent in Repair, Moving Annual Average Since September 2006

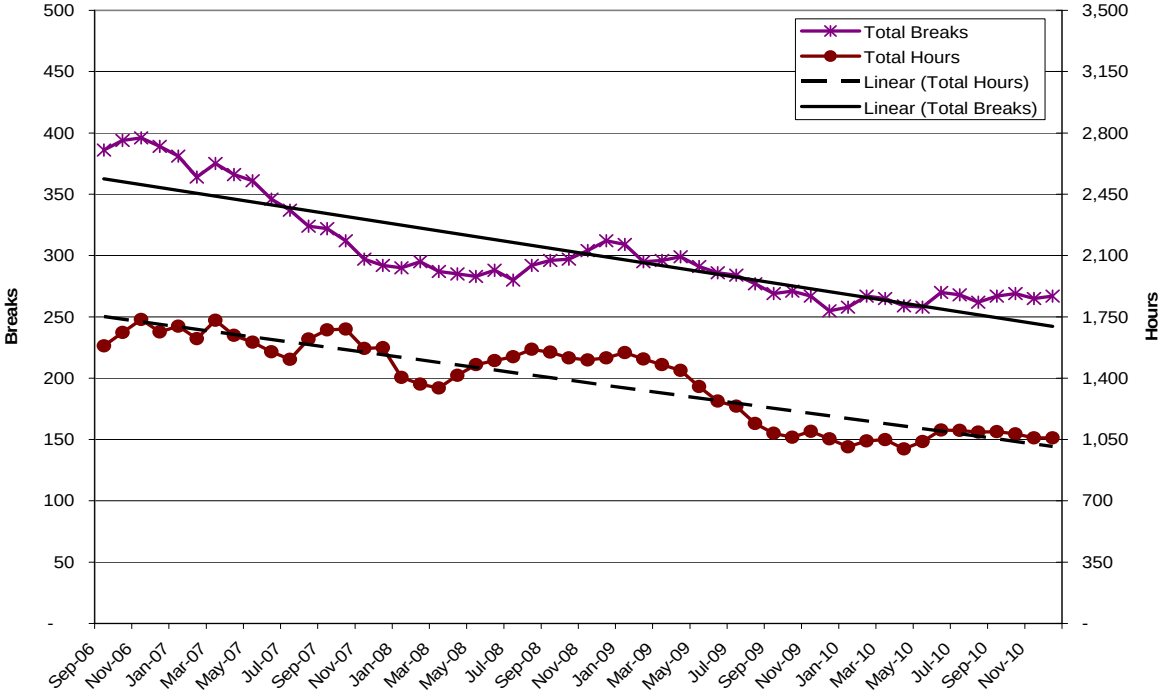

Figure 3. Guerneville Cumulative Monthly Rainfall

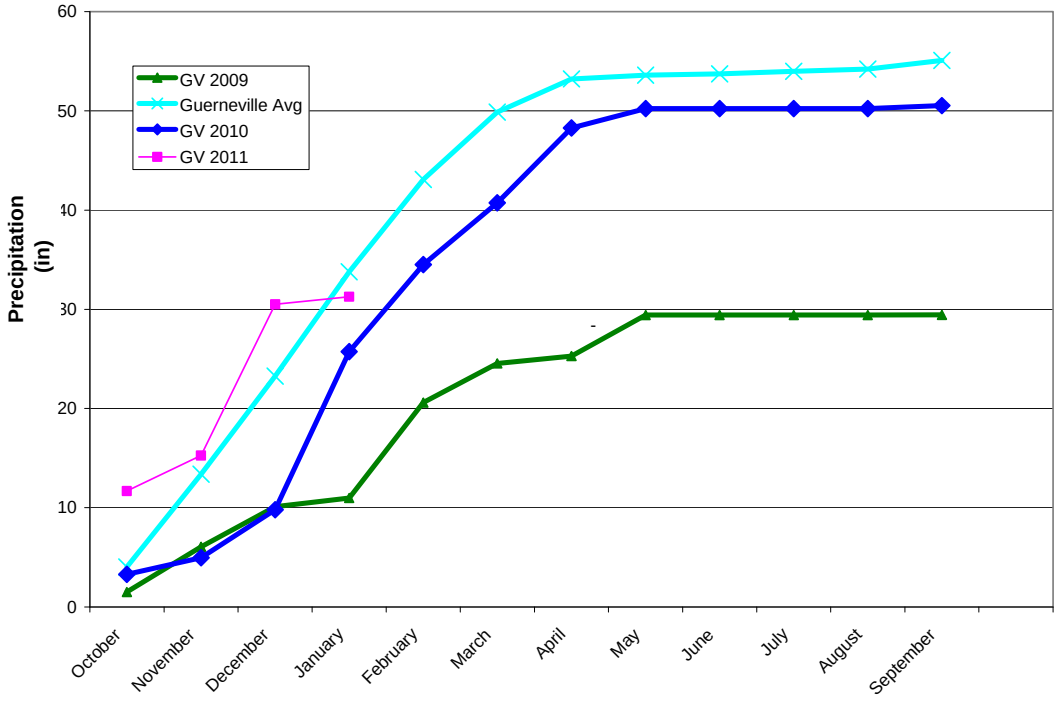

Table 1. Sweetwater Springs WD Calendar Gantt Chart		Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	2012
Ongoing Activity																					
Board Action																					
Other Milestone																					
Current 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																					