# SWEETWATER SPRINGS WATER DISTRICT

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

**FROM:** Steve Mack, General Manager

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**Meeting Date: March 3, 2011**

**Subject:** GENERAL MANAGER'S REPORT

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**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 January were 18,386 units (42.2 AF, Guerneville cycle) and production was 54.8 AF. Compared to one year ago, sales and production are less (44.2 AF and 66.5 AF, respectively). The flushing program that had continued into December is finished and perhaps that is a reason for the improved water loss percentage. Figure 1 shows the 12 month moving average since September 2006, data are available back to May 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 January we had 13 total leaks and spent 74 man-hours on them. That's a similar number of leaks but more man-hours than the prior month (December) and compared to January one year ago (14 leaks, 59 man-hours). Figure 2 shows leak history and man-hours spent dealing with leaks 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. It started raining again in February (approximately 6 inches), but the month was still below average - this year's line is further below average. 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 and February.

5. **CIP IV-B, Project 1:** With the exception of cleanup and some paving, this project is essentially completed and we may be presenting a Notice of Completion at this meeting.

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 CIP**: The District has received the 65% design submittals for the 2012 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. Staff held a meeting with the Coastland Engineering to review the 65% submittals. A Notice of Exemption resolution is on the agenda for this meeting.

8. **Toilet Rebate Program:** No toilet rebates were issued in February. A total of 62 rebates have been approved, with $1,740 remaining from the original allocation of funds. We have received $10,000 in new funding from the SCWA agreement.

9. **In-House Construction Projects:** In February, staff did 3 in-house construction projects that required 78 estimated man-hours. The biggest project (28 hours) was installing 550 feet of one inch line on Eagle Nest Lane to address a low volume issue.

10. **Urban Water Management Plan (UWMP).** I went to a workshop on preparing the UWMP at the Sonoma County Water Agency Office on February 22, 2011. The meeting was very informative and helpful. It's curious that the Department of Water Resources is not meeting its milestones for completing the necessary information for doing this Plan, yet the deadline for completion is not changing. Participation in the California Urban Water Conservation Coalition (CUWCC) is helpful for completing the UPWP, but it's also apparent that there is some tension between CUWCC members and DWR staff – possibly turf issues? Or possibly just the result of one process being developed through negotiations (CUWCC) and the other developed like sausage. I foresee the biggest challenge in doing the plan is developing the appropriate population information to develop the gallons per capita per day baseline and targets needed to complete this effort. Plus finding and budgeting the time needed to put all the necessary elements together. I am hopeful that the 2005 UWMP can be helpful with baseline and background information.

11. **Gantt Chart:** March in the Gantt Chart shows construction for the CIP projects completed – progress on those projects has been noted above. The FY12 Budget and water rates (Prop 218 mailing in March) in particular are on the agenda for this meeting. The Urban Water Management Plan is discussed above. The Gantt Chart is (again) a good reminder to start lease negotiations – I need to contact Bob next door.

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

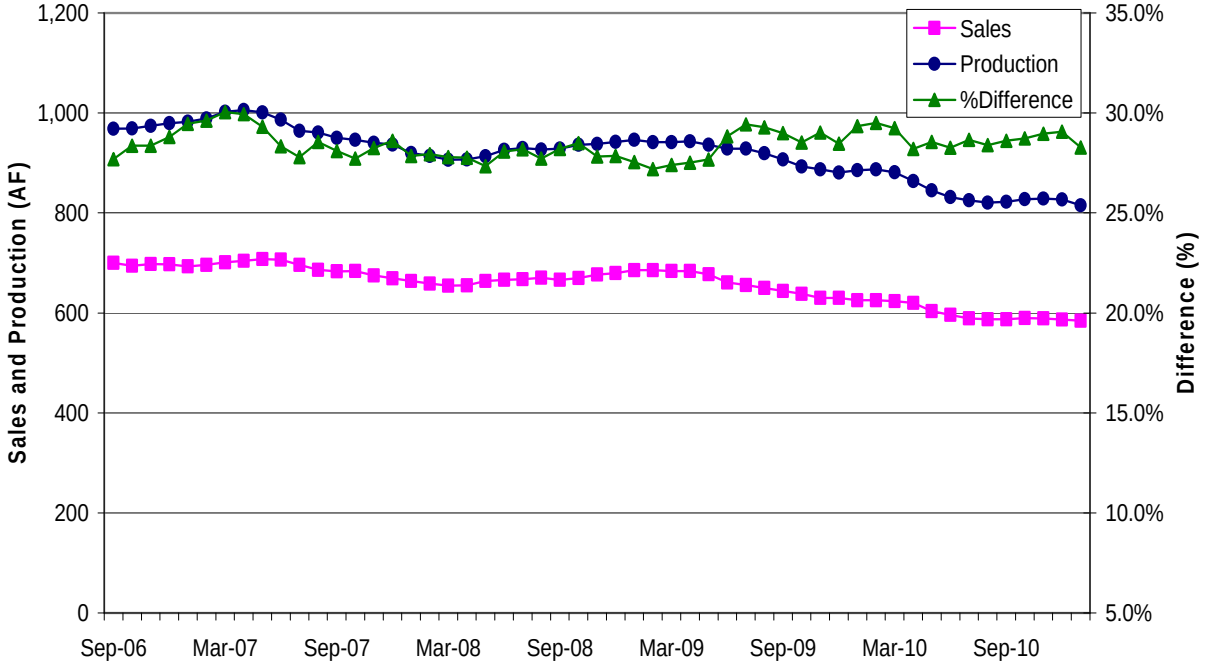



**Figure 2. Sweetwater Springs Water District Total Pipeline Breaks and Hours Spent in Repair, Moving Annual Average Since September 2006**

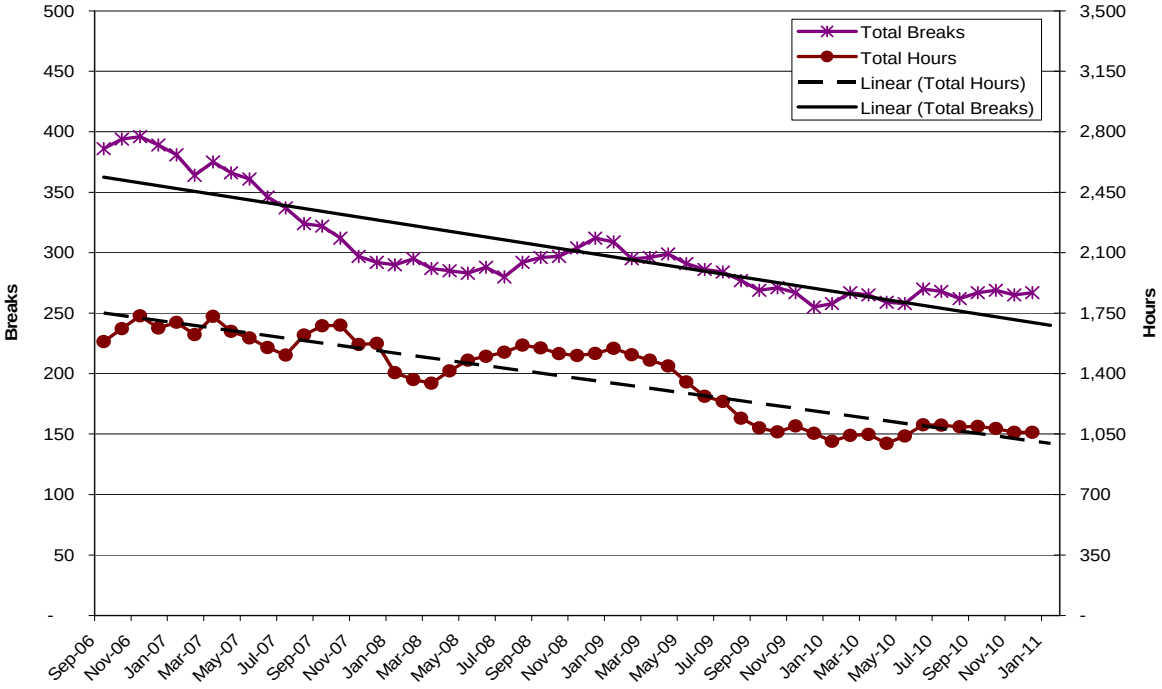
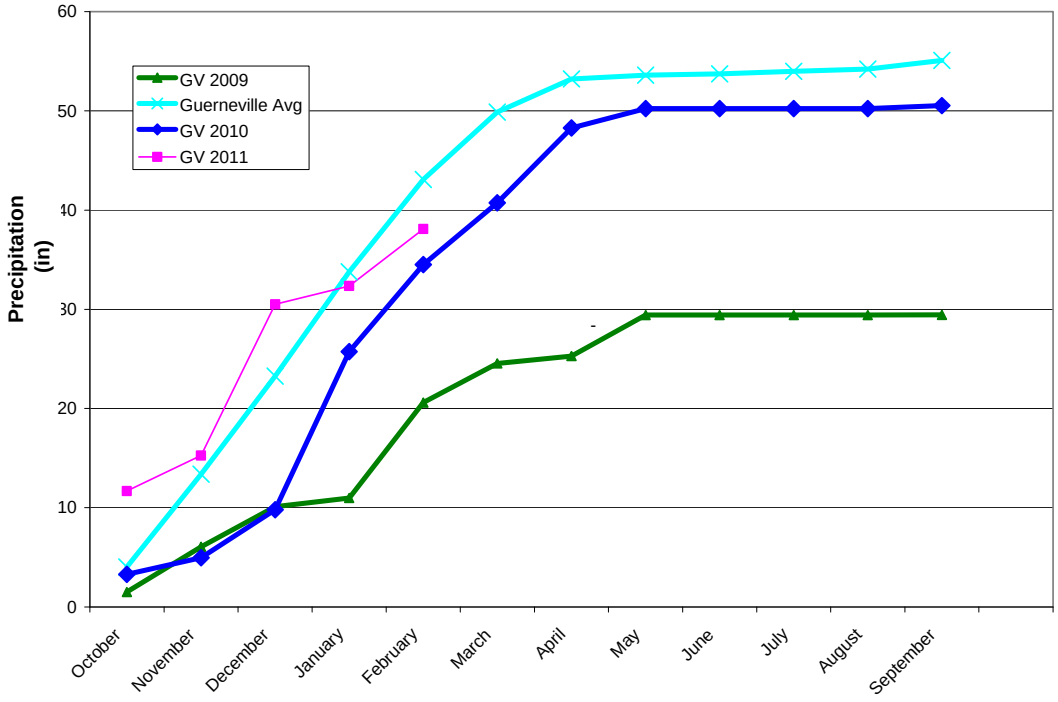


**Figure 3. Guerneville Cumulative Monthly Rainfall**



| 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** | | | | | | | | | | | | | | | | | | | | | |
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| **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 | | | | | | | | | | | | | | | | | | | | | |