SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: May 5, 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 February were 12,387 units (39.3 AF, Guerneville cycle) and production was 53.1.6 AF. Compared to one year ago, sales and production are less (40.4 AF and 57.3 AF, respectively). 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 March we had 23 total leaks and spent 129 man-hours on them. That's many more leaks and man-hours than the prior month and similar compared to March one year ago (25 leaks, 110 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. April rainfall was below average (approximately 1 inch) but the cumulative amount is still above the seasonal average. Because of the above average March rainfall, we still expect to have summer flows this year similar to last year, or greater.

5. **CIP IV-B, Project 1:** The transducer for the Middle Schoolhouse Tank has been replaced and the SCADA work is mostly done. After completion of the SCADA work, only a few other cleanup items remain.

6. **CIP IV-B, Project 2:** Paving for the original Project 2 was nearly completed by April 29, the date of the writing of this report. CIP IV-B

Project 2 Addition, Rio Vista Terrace, started on April 25 and most of the mainlining should be done by May 4. This project may be completed by the end of May.

7. **2012 CIP**: Award of contract to KAT Construction is on the agenda for this meeting.

8. **Toilet Rebate Program:** No toilet rebates were issued in April. A total of 63 rebates have been approved.

9. **In-House Construction Projects:** At the time of this report, this information was not available. I will have a verbal report at the meeting.

10. **Urban Water Management Plan (UWMP).** I have initiated work on the CUWCC reporting which needs to precede the UWMP. I am awaiting information from the CUWCC on how to proceed because we are a very recent member and I need some clarification on what to do.

11. **Gantt Chart:** May in the Gantt Chart shows construction for the CIP projects completed – progress on those projects has been noted above. The draft FY12 Budget is on the agenda for this meeting. Approval of the FY 2012 Budget is on the agenda. The Urban Water Management Plan is discussed above. Lease negotiations have been completed and approval of the addendum is on this Meeting agenda. The SCWA Permits Protest schedule has been added – we are expecting a response in May, and design of the 2013 CIP has been added.

12. **Vacation:** As a reminder, I will be gone on vacation from May 20 to June 5, 2011. Julie Kenny will be Acting General Manager while I am gone.

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

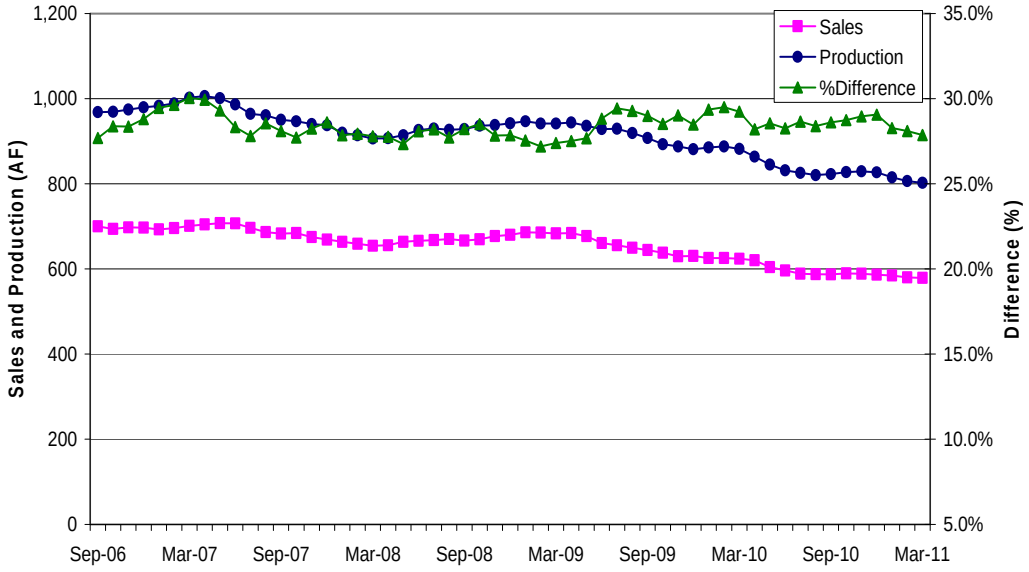

Figure 2. Sweetwater Springs Water District Total Pipeline Breaks and Hours Spent in Repair, Moving Annual Average Since September 2006

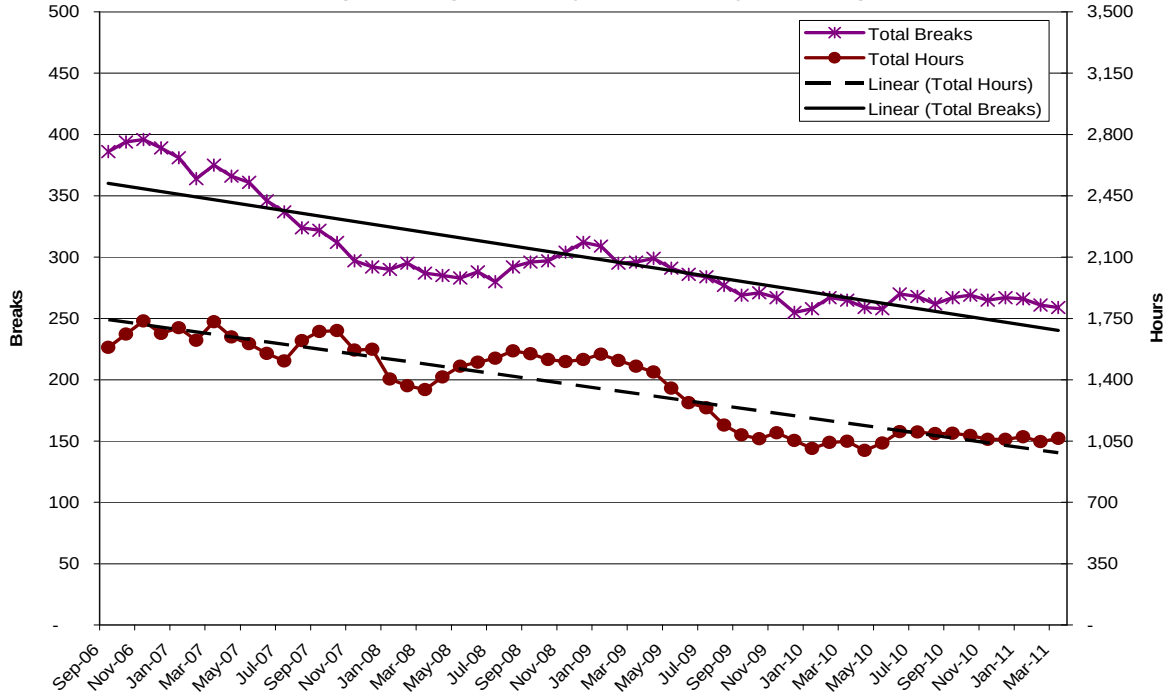

Figure 3. Guerneville Cumulative Monthly Rainfall

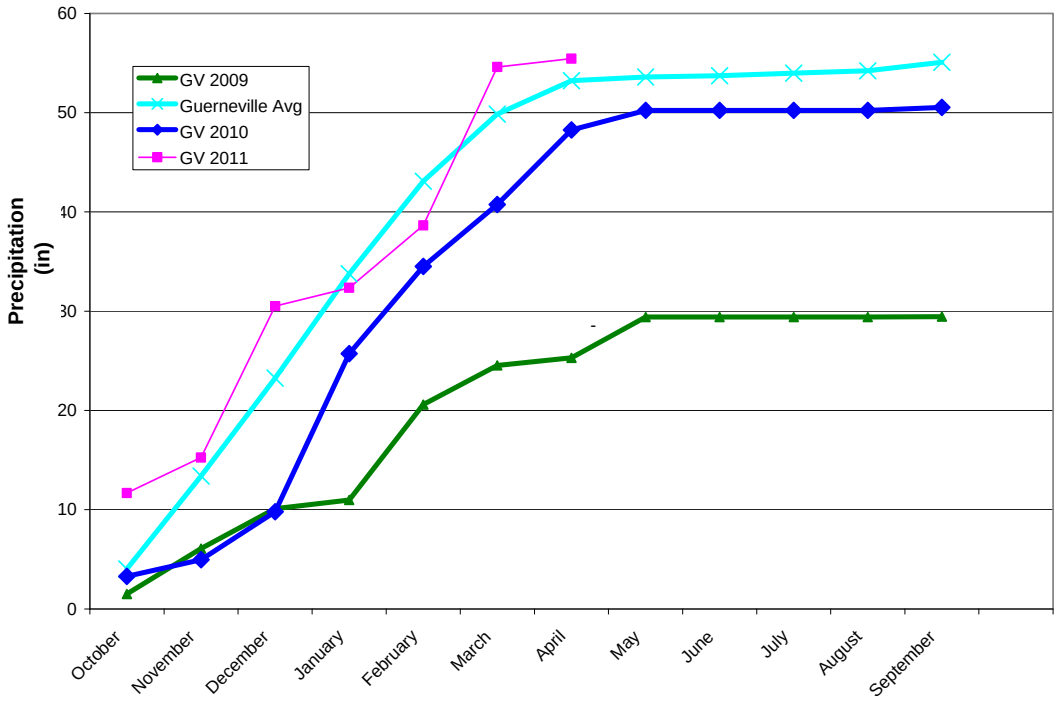

Table 1. Sweetwater Springs WD Calendar Gantt Chart		Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	2012
Ongoing Activity																					
Board Action																					
Other Milestone																					
Current Month																					
By Activity																					
Action Item/Milestone	**Projected Completion / Milestone Date**																				
Crystal Communications Lease	Completed																				
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																				
2012-13 Budget Preparation																					
• Capital Improvement Program Board Discussion																					
• Staff Budget Preparation Begins																					
• Ad Hoc Budget Committee Reviews Draft Budget																					
• Draft Budget to Board for Discussion/Action																					
• Approve Budget																					
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																					
• 2012 CIP Construction Award of Contract																					
• 2012 CIP Construction Starts																					
• 2012 CIP Construction Complete																					
• Update/Review District CIP																					
• 2013 CIP Design																					
2010 Urban Water Management Plan	July-11																				
Water Rights	SCWA Protest						SCWA Response				Response to State Board										
Building Lease																					
• Lease Ends	July-11																				
Policies and Procedures																					
• Other Policy																					
• Overall Review																					
Board and General Manager Goals and Objectives																					