



BOARD OF DIRECTORS MEETING

AGENDA

June 6, 2024, Regular Meeting
Monte Rio Community Center
20488 Highway 116
Monte Rio, CA 95462
6:30 p.m.

NOTICE TO PERSONS WITH DISABILITIES: It is the policy of the Sweetwater Springs Water District to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request made at least 48 hours in advance of the need for assistance, this Agenda will be made available in appropriate alternative formats to persons with disabilities. This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).

Any person who has any questions concerning any agenda item may call the General Manager or Assistant Clerk of the Board to make inquiry concerning the nature of the item described on the agenda; copies of staff reports or other written documentation for each item of business are on file in the District Office and available for public inspection. All items listed are for Board discussion and action except for public comment items. In accordance with Section 5020.40 et seq. of the District Policies & Procedures, each speaker should limit their comments on any Agenda item to five (5) minutes or less. A maximum of twenty (20) minutes of public comment is allowed for each subject matter on the Agenda unless the Board President allows additional time.

I. CALL TO ORDER *(Est. time: 2 min.)*

- A. Board members Present
- B. Board members Absent
- C. Others in Attendance

II. CHANGES TO AGENDA and DECLARATIONS OF CONFLICT *(Est. time: 2 min.)*

III. CONSENT CALENDAR *(Est. time: 5 min.)*

(Note: Items appearing on the Consent Calendar are deemed to be routine and non-controversial. A Board member may request that any item be removed from the Consent Calendar and added as an "Administrative" agenda item for the purposes of discussing the item(s).)

- A. Approval of the Minutes of the May 2, 2024 Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payments

- C. Receipt of Item(s) of Correspondence.
Note: Correspondence received regarding an item on the Administrative Agenda is not itemized here, but will be attached as back-up to that item in the Board packet and addressed with that item during the Board meeting.

IV. PUBLIC COMMENT: The District invites public participation regarding the affairs of the District. This time is made available for members of the public to address the Board regarding matters which do not appear on the Agenda, but are related to business of the District. Pursuant to the Brown Act, however, the Board of Directors may not conduct discussions or take action on items presented under public comment. Board members may ask questions of a speaker for purposes of clarification.

V. ADMINISTRATIVE

- A. Public Hearing; Discussion/Action re Resolution 24-06, Adopting Water Rates For FY 2024-25 and Analysis of protests received (Est. time 10 min.)
- B. Public Hearing; Discussion/Action re Resolution 24-07, Adopting the FY 2024-25 Operating and Capital Improvement Budget (Est. time 15 min.)
- C. Discussion/Action re Resolution 24-08 – Ordering an Election to be Held and Requesting Consolidation with the November 5, 2024, Consolidated District Election (Est. time 10 min.)
- D. Discussion /Action re Continuing Use of the Monte Rio Community Center for Board Meetings. (Est. time 10 min)
- E. Discussion/Action re Other leasing use of District property. (Est. time 5 min.)
- F. Board Subcommittee Reports (standing item) (Est. time 5 min.)
Subcommittees: Recruitment/Retention
Leasing District property
- G. Discussion/Action re Rescheduling July 4 Board Meeting (Est. time 10 min.)

VI. GENERAL MANAGER’S REPORT

- 1. Laboratory Testing/Regulatory Compliance
- 2. Water Production and Sales
- 3. Leaks
- 4. Guerneville Rainfall
- 5. In-House Construction Projects
- 6. Gantt Chart
- 7. Grants
- 8. Harrison Tank Replacement Project

VII. BOARD MEMBERS’ ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. Conference with Labor Negotiators pursuant to Gov. Code Section 54957.6
SSWD Negotiator: Eric Schanz
Unrepresented Positions: Field Manager and Administrative Manager

ADJOURN

Sweetwater Springs Water District Mission and Goals

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

GOAL 2: PROVIDE RELIABLE AND HIGH QUALITY POTABLE WATER WITH FACILITIES THAT ARE PROPERLY CONSTRUCTED, MANAGED AND MAINTAINED TO ASSURE SYSTEM RELIABILITY

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

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION



BOARD MEETING MINUTES*

Meeting Date: May 2, 2024

(*In order discussed)

May 2, 2024
6:40 p.m.

Board Members Present:

Tim Lipinski
Rich Holmer
Gaylord Schaap
Nance Jones

Board Members Absent:

Sukey Robb-Wilder

Staff in Attendance:

Eric Schanz, General Manager
Nicole King, Administrative Assistant

Others in Attendance:

Erica Gonzalez, Redwood Public Law

I. CALL TO ORDER (6:40 p.m.)

The properly agendized meeting was called to Order by President Lipinski at 6:40 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:41 p.m.)

(None.)

III. CONSENT CALENDAR (6:42 p.m.)

President Lipinski reviewed the items on the Consent Calendar. Brief discussion ensued. Director Jones moved to approve the Consent Calendar. Director Holmer seconded. Motion carried 4-0.

- A. Approval of the following Minutes of the April 12, 2024, Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (6:44 p.m.)

(None.)

V. ADMINISTRATIVE (6:44 p.m.) *

**in the order discussed*

- V-A. (6:44 p.m.) Discussion/Action re Actual vs. Budgeted Report – FY 2023-24 3Q.** The GM gave an overview of this item. Discussion ensued. No action was taken.
- V-B. (6:54 p.m.) Discussion/Action re Draft FY 2024-25 Budget.** The GM gave an overview of this item. Discussion ensued. No action was taken.
- V-C. (7:10 p.m.) Discussion/Action re Other leasing use of District property.** Director Lipinski and Director Holmer gave an overview of this item. Discussion ensued. No action was taken.
- V-D. (7:31 p.m.) Board Subcommittee Reports (standing item).**
Subcommittees: (1) Recruitment/Retention

The GM reported on the Recruitment Retention committee meeting held May 9, 2024. Discussion ensued. No action was taken.

After Item D, a brief discussion ensued about Item B. No action was taken.

VI. GENERAL MANAGER'S REPORT (7:45 p.m.)

The GM provided a report on the following items:

1. Laboratory testing / Regulatory Compliance
2. Water production and sales
3. Leaks
4. Guerneville Rainfall
5. In-House Construction Projects
6. Gantt Chart
7. Grants
8. Harrison Tank Replacement project

Discussion ensued.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (7:55 p.m.)

None, but there was a brief discussion.

VIII. ITEMS FOR THE NEXT AGENDA (7:58 p.m.)

1. FY 2024-25 Budget
2. Other leasing use of District property
3. Subcommittee Reports
4. July meeting
5. GM evaluation (Closed Session)
6. Unrepresented employee contract negotiations (Closed Session)

VII. CLOSED SESSION (8:02 p.m.)

At 8:02 p.m. President Lipinski announced the items in Closed Session. There was no public comment.

At 8:05 p.m. the Board went into Closed Session. At 8:14 p.m. the meeting reconvened from Closed Session and the following action was announced:

A. Pursuant to Gov. Code Section 54957(b)(1) – Public Employee Performance Evaluation

Title: General Manager

No reportable action.

ADJOURN

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Nicole King
Clerk to the Board of Directors

APPROVED:

Gaylord Schaap:	_____
Sukey Robb-Wilder:	_____
Tim Lipinski:	_____
Rich Holmer	_____
Nance Jones	_____

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: June 6, 2024

SUBJECT: APPROVAL OF FISCAL YEAR 2024-2025 WATER RATES

RECOMMENDED ACTION:

- A. Hold a public hearing on the proposed Fiscal Year 2024-2025 Water Rates.
- B. Approve Resolution 24-06, which establishes water rates for FY 24-25.

FISCAL IMPACT: Increases revenues to the District by an estimated \$282,670 for District operations for FY 2024-2025.

DISCUSSION:

The proposed 9% increase in water rates with a volumetric increase for FY 2024-2025 was discussed in the April and May meetings of the Board, and the Board set a Prop 218 Public Hearing on the rate increase for this date. The proposed increase was discussed as a part of budget discussions and the funding to be derived from the proposed rate increase is an important factor in the proposed budget for FY 2024-2025.

Fees: No increase or changes to fees are recommended for this fiscal year budget. District staff and the ad hoc Budget Subcommittee will review the fee schedule and make recommendations for the next fiscal budget year 2025-2026.

Proposition 218 Notice

Notice for proposed water rate increases were mailed to all property owners by April 19, 2024. Three thousand six hundred notices were mailed. The Notice provided for an increase to the Base Rate, Water Usage, and Capital Debt Reduction Charges of up to 9% for FY 2024-2025 and included the proposed rate schedules and a protest form. At the time of this agenda report writing (May 29, 2024), 98 protests have been received.

Below are specific comments received with the protest votes:

"The rates as structured offer no incentive to conserve."

"Have a maintained tank feed by spring-USE IT Been there since I was 2yrs old now 60".

"Unable to drink the water and do not want to use for cooking"

"Summer rates for summer people. Thank you".

"I pay the bill for 18 yrs.!!"

"Do you really look at these?"

"Cost of living is out of control. Gas prices way too high. PGE rates soaring away food prices. Can't take another utility hit."

"9% is too much!! Wow!"

Letters received attached:

Is there ever a chance
that a budget be
created and laid
within??

I hope with this increase
the visible employees are not
sitting in a truck by a water
tank for extended periods (no
lunch lasts that long). Or.
4-5 workers observing a hole
in the ground. Jim

Sweetwater

The last time you asked for a
increase I agreed but this time I
protest.

I'm a disabled, widowed senior
living on a fixed income and simply
can't keep up with all these
increases. From P&G to trash
services, insurances, property taxes,
not to mention food and medications,
it's endless.

Some suggest selling. I'm 80 yrs.
old and have lived in my home
close to 40 years. I have a senior
dog and cat. Where does one at my
stage in life go?

I'm certain there are
thousands plus out there just like
me facing the same problems with
no answers but to deal the hand
delt us.

I'm simply taking the time
to write on behalf of all those
many, frustrated and scared
just like me. Barbara Kokalis

Hi Sweetwater Springs Water District,

I protest this latest increase in water rates. There is one more of an endless series of large rate increases from our tiny water district that may be one of the most expensive in the world. The District does nothing to reverse its economies of scale problem. How many homes are included in the District – clearly too few to make it an affordable entity? It is almost as if there were one district for each home. Wouldn't it be more practical for this district to combine with the Sonoma Water District.

In addition, the District has not properly budgeted or forecasted its future capex costs. Why is this the case, when standards for other public or non-profit organizations are required to do so? If the system is old, why haven't the ongoing replacement of the system been factored into its annual budget? To repeat, the main problem appears to be a reluctance or inability to combine this entity, so that repairs are borne by so few homes.

Let's look at the costs that are currently being paid. The annual bond charge for the Russian River Co Sanitation District is \$2,104.00. Also, the annual bond for Sweetwater is \$198.00. To there we are currently billed fixed annual charges of about \$600 plus a monthly usage charge. How can all these charges be supported or reasonable? Other homes nearby, for example those in Novato, or in Summer Home Park have no such comparable charges. Where are the financials that support these charges?

Clearly the constant, growing increases proposed by this District are not supported by provided financial, or by comparison with other nearby water districts.

Thank you,

Jim and Rita Morse
15462 Hay Lane
Guerneville, CA
(415) 898-7726 Land Line
(415) 577-7307 Cellphone

rita.morse@comcast.net

Hi Condominium Association,

Resolution No. 24-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT ADOPTING WATER RATES FOR FISCAL YEAR 2024-2025

WHEREAS, the Sweetwater Springs Water District (District) provides domestic water services to its residents; and

WHEREAS, the District collects from customers of this utility rates and charges to fund the operation and maintenance of the District, including rates and charges that are collected for providing water service and for repaying debt service; and

WHEREAS, pursuant to Water Code Section 31007, the District Board of Directors is authorized to establish rates and charges sufficient to pay for operating expenses, provide for repairs and depreciation of works and pay for the principal and interest on debt; and

WHEREAS, pursuant to Water Code Section 31025, the District shall fix and through the General Manager collect water rates; and

WHEREAS, Section 3900 of the Sweetwater Springs Policies and procedures provides for the setting of rates for water services by resolution; and

WHEREAS, the District Board of Directors undertook a rate study to analyze the revenue requirements and the recommended rate structure needed to proportionately allocate the costs of providing water service to its customers. The rate study was prepared by Bartle and Wells (2020 Rate Study) and has been on file at the District Office since 2020; and

WHEREAS, based on the 2020 Rate Study and other information provided to the Board of Directors, the Board of Directors has evaluated the anticipated revenues and expenditures necessary to operate the District and cover the costs of providing water services to customers of the District; and

WHEREAS, charges for local agency water service have been held to be "property related fees or charges" subject to the requirements of Article XIID of the California Constitution, also known as Proposition 218, pursuant to the holding in *Bighorn-Desert View Water Agency v. Verjil* (2006) 39 Cal.4th 205; and

WHEREAS, Section 6 of Article XIID of the California Constitution provides that imposing or increasing any property-related fee or charge requires identifying the parcels on which the fee or charge will be imposed and providing notice by mail of the proposed fee or charge to the record owner of each identified parcel indicating the amount of the fee or charge to be imposed on each parcel, the basis on which the amount of the proposed fee or charge was calculated, the reason for the fee or charge, and the date, time, and location of a public hearing on the proposed fee or charge; and

WHEREAS, Section 6 of Article XIID of the California Constitution further provides that hearings on proposed property-related fees or charges must be conducted at least forty-five (45) days after mailed notice to the owners of each identified parcel on which the fee or charge is proposed to be imposed, and that at the hearing, the local agency must consider all protests against the proposed fee or charge, and that if written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge; and

WHEREAS, in April of 2024, District staff sent formal notices of the public hearing on the proposed rate structure for the Fiscal Year 2024-2025 in accordance with the requirements of Article XIII-D, Section 6(a) of the California Constitution, and has included other rate information on the District's website; and

WHEREAS, the formal notices advised property owners of the new proposed rate structure and the process for submitting protests to said rate structure to the District, in accordance with the requirements of Article XIII-D, Section 6(a) of the California Constitution; and

WHEREAS, the District Board of Directors conducted a public hearing on June 6, 2024, to hear public testimony on the proposed water rate structure for FY 2024-2025 and heard all testimony regarding the proposed water rates, and accepted all related comments and protests for FY 2024-2025, including oral testimony, written materials, and written protests; and

WHEREAS, at the conclusion of the public hearing, the District Clerk tabulated the number of protests and reported that there was not a majority protest of the proposed water rate structure for FY 2024-2025; and

WHEREAS, based on the evidence and testimony provided at the time of the public hearing on this matter, the Board of Directors finds as follows:

1. The proposed rate increases set forth in Exhibit "A," attached hereto and incorporated herein, follow the recommendations of the 2020 Rate Study that was commissioned by the District Board of Directors as a basis for restructuring water rates commencing in July 2020.
2. Pursuant to the analysis and recommendations contained in the 2020 Rate Study, the revenues derived from the proposed water rates do not exceed the District's actual cost of providing water service, are not used for any purpose other than that for which the charges were imposed and are not levied for general revenue purposes.
3. Based on the 2020 Rate Study, the proposed water rates do not exceed the proportional cost of the service attributable to the properties receiving service, and the charges are imposed only on those properties actually receiving service or those for which service is immediately available.
4. Proper notice of the proposed rate structure and notice of a public hearing on the matter has been given to all owners of identified parcels within the District, in accordance with applicable law.
5. The proposed water rates, as described in Exhibit "A," attached, were not protested by a majority of the persons eligible to protest said rate structure; and

WHEREAS, this Resolution shall supersede all other previous resolutions that may conflict with, or be contrary to, this Resolution respecting the water services rates and charges described more particularly herein.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Sweetwater Springs Water District as follows:

Section 1. Recitals. The foregoing recitals are true and correct and made a part of this Resolution.

Section 2. Base Rate, Water Usage, and Capital Debt Reduction Charges. Effective on all bills issued on or after July 1, 2024, the bi-monthly Base Rate, Water Usage Rate, and Capital Debt Reduction Charges shall be as shown in Table 1 of Exhibit "A," attached hereto and incorporated herein.

Section 3. Tiers. Effective on all bills issued on or after July 1, 2024, the Water Usage Rate Tiers remain at two tiers, as reflected in Table 1 of Exhibit "A" attached.

Section 4. CEQA. The Board of Directors hereby finds that the levy of the proposed water service rates as supported by a water rate study prepared by Bartle and Wells, which is incorporated herein by reference, is exempt from CEQA review under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273 because the proposed water service rates are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the District's water system are necessary to maintain service within the District's existing service area, and will not result in expansion of the system. The Board of Directors

further finds that the action entails the creation of a government funding mechanism which is exempt from CEQA as not being a "project" pursuant to CEQA guidelines section 15378.

Section 5. General Authorization. The General Manager is hereby authorized and directed, for and in the name of and on behalf of the District, to execute and deliver any and all documents, to do any and all things and take any and all actions that may be necessary or advisable, in their discretion, in order to effect the purposes of this Resolution. All actions heretofore taken by officers, employees, and agents of the District that are in conformity with the purposes and intent of this resolution are hereby approved, confirmed, and ratified.

Section 6. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the Resolution. The District Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, and phrase thereof irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases may be held invalid or unconstitutional.

Section 7. Supersession and Repeal. Any and all other resolutions or ordinances and parts thereof in conflict with the provisions of this Resolution are superseded and repealed, effective on the effective date of this Resolution.

Section 8. Effective Date. This Resolution shall take effect immediately upon adoption. The water rates set by this Resolution shall become effective on all bills issued on or after July 1, 2024.

PASSED AND ADOPTED this 6th day of June 2024.

Tim Lipinski
President of the Board of Directors

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on June 6, 2024, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Nance Jones	_____	_____

Attest: Julie Kenny
Clerk of the Board of Directors

Sweetwater Springs Water District

Water Service Base Rate, Usage Charges, and Capital Debt Reduction Charge

Effective on all bills issued on or after July 1, 2024

The rates indicated below shall be effective on all bills issued on or after July 1, 2024, and these fees, rates, and charges shall supersede and replace those in Resolution 24-06.

Proposed Bimonthly Water Rates

Table 1

	Base Rates \$/account	CDRC ¹ \$/account	1 unit of water = 1 hcf = 748 gallons Volumetric Rates (\$/unit)	
			Tier 1	Tier 2
Single Family Residential			\$2.29	\$4.87
All Users	\$88.52	\$16.21	(0-8) hcf	9+ hcf
Multi Family (by # Dwelling Units)²				
2 DU's	\$137.20	\$25.12	(0-12.4)	12.5+
3 DU's	\$185.89	\$34.04	(0-16.8)	16.9+
4 DU's	\$234.58	\$42.96	(0-21.2)	21.3+
Commercial (by Meter Size)				
5/8"	\$88.52	\$16.21	(0-8)	9+
1"	\$221.30	\$40.53	(0-20)	21+
1 1/2"	\$441.19	\$81.04	(0-40)	41+
2"	\$708.15	\$129.67	(0-64)	65+

1 - Capital Debt Reduction Charge
2 - Multi Family unit multiplier = 0.55 for every extra unit; no meter multiplier

The proposed bimonthly water rates represent an overall 9% rate increase for fixed rates. Volumetric rates have been restructured to meet the revenue projections of the 2020 Water Rate Study prepared by Bartle Wells Associates.

USER CLASSIFICATIONS. For the purposes of assessing water charges provided for in this exhibit; user classifications shall be as follows:

1. Residential Single-Family: Applicable to all accounts serving one detached dwelling unit.
2. Residential Multiple Family: Applicable to all accounts serving two or more living units, as defined by District Policy 3010.70.
3. Commercial and Public: Applicable, without regard to meter size, to all accounts serving mercantile buildings, motels, and other short-term lodging establishments, office buildings, institutional buildings, parks, schools, churches, and other commercial and public agency establishments.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: June 6, 2024

SUBJECT: APPROVAL OF THE FISCAL YEAR 2023-2024 OPERATING AND CAPITAL IMPROVEMENT BUDGET

RECOMMENDED ACTION:

- A. Hold a public hearing on the proposed Fiscal Year 2024-2025 Budget.
- B. Approve Resolution 24-07, which approves the FY 2024-2025 Budget.

FISCAL IMPACT: Provides financial direction for FY 2024-2025 budget.

DISCUSSION: The draft FY 2024-2025 Budget was presented at the April and May Board meetings. At the meetings we discussed budget issues, the proposed water rate increases, and the line-item details of the proposed FY 2024-2025 Budget.

FY 2024-2025 Water Rates

During the April and May Board meetings, after reviewing the purposed budget options, the Board approved and directed staff to adopt a 9 percent rate increase for the FY 2024-25 budget. The Board took action to adjust the rate structure to be more in line with the 2020 Water Rate Study revenue projections. Water sales and growth have been lower than projected in the Water Rate Study. Also, the current rate of inflation could not be anticipated.

Fees: No increase or changes to fees are recommended for this fiscal year budget. District staff and the ad hoc Budget Subcommittee will review the fee schedule and make recommendations for the next fiscal budget year 2025-2026.

FY 2024-2025 Operating Budget

Items discussed were used to develop the Operating section of the FY 2024-2025 Budget include:

The draft FY 2024-2025 Budget has been discussed by the Board at the April 12, 2024, and the May 2, 2024, meetings and by the *ad hoc* Budget Subcommittee in two meetings in February and March. Staff have met several times to develop the appropriate line-item amounts for the Budget.

Items discussed were used to develop the Operating section of the Draft FY 2024-2025 Budget include:

- Water usage has been trending lower and that trend is expected to continue.
- The effects of inflation on operating costs are noticeable, particularly in utilities charges, chemical costs, parts, materials and labor costs.
- Salaries and Benefits will increase due to several factors:
 - The District is in Year 5 of the 2020 Union Memorandum of Understanding, which provides for a 3% cost of living increase.
 - In addition to the cost of living, more than half the staff and the General manager are eligible for merit and/or licensing increases.
 - Health premiums have increased the FY 2024-2025 budget reflects that additional cost increase.
 - The MOU contract with Local 39 is up for renewal in July of 2025. The District is anticipating that negotiations will include changes to the salary schedule and negotiated COLA adjustments.

Capital Improvement Planning

A new format for the Capital Budget spreadsheet was adapted for last year's budget. The new spreadsheet covers multiple years and is designed to be a living document, amended as needed to reflect the frequent project and timing changes that can occur with our capital spending. It also includes information about grant funding.

A description of Capital Projects to be all or partially funded in FY 2024-2025 is included in the Budget report. In addition, the District has implemented a Sinking Fund to use a portion of grant funding to defray annual debt expenditures in future years. (It should be noted that grant funding will only be added to capital revenue when received; therefore, there is no grant funding included in the FY 2024-2025 budget.) Grant funding that has been approved but not yet received is provided as an information item on the spreadsheet.

Table 1 below recaps the FY 2024-2025 Budget calendar:

Table 1. FY 2024-2025 Budget Preparation	
Introduce Budget Process	March 7, 2024
Budget Committee meetings	February and March 2024
Draft Budget to Board for Discussion/Action, Including Direction on Water Rates	April 12, 2024
Prop 218 Mailing for Water Rate Increase	April 19, 2024
Draft Budget to Board for Discussion/Action	May 2, 2024
Approve Budget <ul style="list-style-type: none">• Prop 218 Public Hearing on Rates	June 6, 2024

Resolution No. 24-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT ADOPTING THE FY 2024-2025 OPERATING AND CAPITAL IMPROVEMENT BUDGET

WHEREAS, the General Manager of the Sweetwater Springs Water District, after consultation with the District Financial Coordinator, has submitted to the Board of Directors a Proposed Budget for the Fiscal Year 2024-2025; and

WHEREAS, the Board of Directors has reviewed the Proposed Budget; and

WHEREAS, the Board of Directors desires to adopt the Proposed Budget as submitted by the General Manager subject to any changes or amendments made by the Board of Directors at its June 6, 2024 regular meeting.

BE IT RESOLVED, that the Board of Directors of the Sweetwater Springs Water District hereby adopts the attached FY 2024-2025 Operating and Capital Improvement Budget and all schedules, exhibits, and policies contained therein.

PASSED AND ADOPTED this 6th day of June 2024.

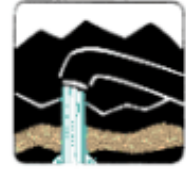
I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on June 6, 2024, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Nance Jones	_____	_____

Tim Lipinski
President of the Board of Directors

Attest: Julie Kenny
Clerk of the Board of Directors

Sweetwater Springs WATER DISTRICT



Eric Schanz, General Manager

FY 2024-2025

Annual Operating & Capital Improvement Budget

Approved June 6, 2024

Resolution 24-07

Board of Directors

Tim Lipinski, President
Richard Holmer, Vice President
Nance Jones, Financial Coordinator
Sukey Robb-Wilder
Gaylord Schaap

The annual budget of the Sweetwater Springs Water District (SSWD) allows the District to accomplish its mission which 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 begins its mission of producing good quality water by pumping Russian River underflow from five wells – 3 located at the Guerneville El Bonita well site and 2 located at the Monte Rio well site. That water is then treated in two separate treatment facilities at the Highlands site for Guerneville and at the Monte Rio well site for Monte Rio and environs and distributed through approximately 68 miles of distribution pipes and 3500 service laterals of varying lengths and stored in 26 tanks and reservoirs. This system is managed, and its operation administered by the District staff of 11 full-time employees and 1 part-time employee.

In addition to annual ongoing operating costs, the District plans for a Capital Improvement Program aimed at maintaining and improving the capital infrastructure to industry standards to deliver high quality water, reduce system water losses, and maintain adequate system pressure and fire flow. It is expected that the Board will – through the budget process – scrutinize expenses and then approve sufficient revenue to operate the District and fund approved capital projects. Most of the District year-to-year revenue is generated from Water Sales but the District also has an annual assessment on the property tax bill. In addition to ongoing sources of revenue, the District actively seeks out grant funding. Absent adequate revenue sources, in the past capital projects have also been financed through debt.

FY 2024-2025 Budget Report
Sweetwater Springs Water District

Below is a table summarizing the FY 2024-2025 Combined Operating and Capital Budget. As shown in the table, total revenue is budgeted at \$4.4 million, and total expenses at \$4.5 million. This budget anticipates more expenses than revenues (approximately \$110,000). The District has been approved for grant funding which may lower this deficit but grant funding can take time to be received. If it is not received at year end, District reserves will be used to cover expenses that are more than revenues.

Detailed spreadsheets of the FY 2024-2025 Operating Budget and of the Capital/Capital Debt Budget are included as attachments to this Budget report.

Combined Operating and Capital Budget Summary			
		FY2023-24 (Projected)	FY 2024-25 (Budgeted)
REVENUE			
Operating			
	Water Sales	\$3,171,890	\$3,457,360
	Other	\$168,800	\$166,000
	Total Operating Revenue	\$3,340,690	\$3,623,360
Capital			
	Assessments	\$750,000	\$750,000
	Grants Received	\$146,234	\$0
	Other	\$121,394	\$30,000
	Total Capital Revenue	\$1,017,628	\$780,000
	Total Operating and Capital Revenue	\$4,358,318	\$4,403,360
EXPENDITURES			
Operating			
	Salary & Benefits	\$1,520,366	\$1,716,018
	Services and Supplies	\$878,965	\$918,250
	Total Operating Expenses	\$2,399,331	\$2,634,268
Capital			
	CIP Projects	\$514,366	\$773,810
	Other Projects & Equipment	\$282,821	\$408,000
	Capital Debt/Sinking Fund Contributions	\$1,098,018	\$698,000
	Total Capital Expenses	\$1,895,205	\$1,879,810
	Total Operating and Capital Expenditures	\$4,294,536	\$4,514,078
	Surplus/Deficit	\$63,782	-\$110,718

Operations Budget

The operating budget encompasses the “expenditures related to the operation, maintenance and repair of water facilities,” as well as the billing, collections, accounting, fiscal management and other overall administration. The total Operating Budget revenue in FY 2024-2025 is projected to be \$3,623,360. The total Operating Budget expenses are projected to be \$2,634,268. The difference -- \$989,092-- will be transferred to the Capital Improvement fund. A water rate increase of 9% was approved to meet increasing Operating expenses and while maintaining allocations to Capital expenses.

FY 2024-2025 Budget Report
Sweetwater Springs Water District

District operating expenses are rising. The cost of services and supplies have seen a large increase due to inflation. The cost for health care increased more than expected. Labor cost will increase as our newer field staff acquire the necessary certifications and are qualified for promotion. At the same time the District is in the process of succession planning to fill positions opening due to staff retirements.

In 2025, the District will be entering into MOU Union negotiations. It is anticipated that the cost of labor will increase to be more in line with industry standards. Recruitment and retention of qualified applicants is critical to the operation of the District.

Capital/Capital Debt Budget

The Capital Fund is projected to have approximately \$1.17 million in reserves available for spending at the beginning of FY 2024-25. Operating surpluses of just over \$980,000 will assist Capital revenue budgeted at \$780,000 to bring total funds available to about \$2.9 million. Capital expenses including expenditures on capital projects and annual payments on capital debt are budgeted at about \$1.8 million, which will leave approximately \$1.05 in reserves available for spending by fiscal year end. Reserves will increase if grants approved are received during the year. Grants totaling about \$1.06 have been approved but have not yet been received. For FY 2024-2025 the Districts Master Plan is under development included in the plan is a GIS Mapping component. The Master plan will provide an engineered evaluation of the water system and provide guidance on future CIP projects.

The District is moving forward or in the midst of several projects in FY 2024-2025:

Project	Description	FY 2024-25	FY 2025-26	FY 2026-27
Lower Harrison Tank Replacement	Replace existing 130,000 gallon steel tank with new epoxy-coated bolted steel tank, with appurtenances and cathodic protection system. This project started in FY 2023-24.	\$430,000		
Master Plan/ GIS	Coastland is completing the district Master plan and GIS Component. This project started in FY 2023-2024. Total cost \$218,840.	\$145,000		
Wright Drive Design	Environmental and Design CDBG Grant Funding \$160,450	\$243,000		
Wright Drive Mainline and Pump Station project	Replace and upgrade approx. 5800' mainline, replace 64 service lines, and replace pump station		\$1,543,500	\$1,543,500
Bohemian Hwy Boring Project	Repair/Replace 500 Ft. water main line at creek crossing from Main Street to Bohemian Hwy.	\$100,000		
Other Capital projects	El Bonita well rehab, Lower Summit tank liner and Improvements, Eagles Nest water line, New utility truck.	\$175,000		
Total Capital Projects		\$1,093,000	\$1,543,500	\$1,543,500

FY 2024-2025 Budget Report
Sweetwater Springs Water District

Finally, the District debt load remains a significant capital expense, with annual payments at around \$780,000/year. When possible, the District will allocate funds to a designated Sinking Fund used to reduce annual payments over a number of years. A total of \$200,000 was allocated to the Sinking Fund in FY 2023-24, added with the prior year's sinking fund allocations the annual budgeted debt load is lowered to \$698,018/year in future years.

For more information, please refer to the attached detailed FY 2024-2025 Operating Budget spreadsheet and FY 2024-2025 Capital Projects/Capital Debt Budget spreadsheet.

SWEETWATER SPRINGS WATER DISTRICT
OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	APPROVED BUDGET 9% rate increase	+/- Change (from last year)
REVENUE		FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	
OPERATING REVENUE						
Water Sales						
	Base Rate	1,900,134	2,128,436	2,117,309	2,307,867	179,431
	Current Charges	493,571	697,430	685,788	747,509	50,079
	Capital Debt Reduction Charges	348,408	389,419	368,793	401,984	12,565
	TOTAL WATER SALES	2,742,113	3,215,285	3,171,890	3,457,360	242,075
	Total OPERATING REVENUE	2,742,113	3,215,285	3,171,890	3,457,360	242,075
NON-OPERATING REVENUE						
	Grant Proceeds	20,000	0		-	-
1700	Interest	15,168	6,000	27,000	22,000	16,000
3600	Construction New Services	3,206	8,000	8,000	8,000	
3601	Construction Service Upgrades	7,065	6,000	6,000	6,000	
4032	Rent	121,061	124,800	124,800	128,500	3,700
4040	Miscellaneous Income	19,859	1,500	3,000	1,500	-
	Total NON-OPERATING REVENUE	186,359	146,300	168,800	166,000	19,700
	Total OPERATING INCOME	2,928,472	3,361,585	3,340,690	3,623,360	261,775
EXPENSES						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910	Wages	831,242	999,600	964,558	1,052,814	53,214
5912	Overtime	36,600	35,000	40,000	45,000	10,000
5916	On-Call Pay	43,430	40,000	42,000	44,000	4,000
	Total Salary	911,272	1,074,600	1,046,558	1,141,810	67,210
Benefits						
5500	Flex Spending	-2,315	0	0	0	-

SWEETWATER SPRINGS WATER DISTRICT
OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	APPROVED BUDGET 9% rate increase	+/- Change (from last year)
5920	Retirement (District portion)	67,115	85,600	72,000	88,000	2,400
5920.4	Retirement - UL	3,001	1,500	1,385	9,400	7,900
5922	Payroll Taxes (District share)	15,010	18,400	20,000	22,000	3,600
5930	Health Benefits (District share)	266,803	321,600	330,000	405,308	83,708
5931	Retiree Health	13,800	14,100	14,000	14,500	400
5940	Workers Comp Insurance	23,829	32,000	35,423	34,000	2,000
5941	Life Insurance (GM)	0	1,000	1,000	1,000	-
	Total Benefits	387,243	474,200	473,808	574,208	100,008
	TOTAL SALARY & BENEFITS	1,298,515	1,548,800	1,520,366	1,716,018	167,218
SERVICES & SUPPLIES						
Communications						
6040-I	Internet service	5,714	4,600	5,500	4,500	(100)
6040-C	Cell Phones/Radios	7,490	7,250	6,000	5,500	(1,750)
6040-T	Telephones	32,196	35,000	40,000	38,000	3,000
	Total Communications	45,400	46,850	51,500	48,000	1,150
Insurances						
6101	Liability & Auto Ins.	45,266	50,000	50,150	53,000	3,000
	Total Insurances	45,266	50,000	50,150	53,000	3,000
Maintenance - Office & Vehicles						
6140	Vehicle Maintenance	16,218	18,000	25,000	25,000	7,000
6151	Office Maintenance	4,951	5,000	6,000	8,400	3,400
	Total Maintenance - Office & Vehicles	21,169	23,000	31,000	33,400	10,400
Maintenance - Facilities						
6085	Janitorial Services	10,562	12,000	12,000	12,000	-
6100	SCADA System	9,000	8,000	8,000	10,000	2,000
6180	Distribution System Repairs	40,951	60,000	60,000	65,000	5,000
6235	Treatment Sys/Well Repairs	42,435	45,000	40,000	40,000	(5,000)
6143	Generator Maintenance	467	5,000	3,000	4,000	(1,000)
	Total Maintenance - Facilities	103,415	130,000	123,000	131,000	1,000
Miscellaneous Expenses						

SWEETWATER SPRINGS WATER DISTRICT
OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	APPROVED BUDGET 9% rate increase	+/- Change (from last year)
6280	Memberships	10,906	11,500	11,500	11,500	-
6303	Claims	0	1,000	1,000	1,000	-
6593	Governmental Fees	32,203	31,755	22,000	24,000	(7,755)
	Total Miscellaneous Expenses	43,109	44,255	34,500	36,500	(7,755)
	Office Expense					
6410	Postage	17,545	20,000	20,000	20,000	-
6430	Printing Expense	4,333	8,200	5,000	5,000	(3,200)
6461	Office Supplies	9,368	6,000	11,000	12,000	6,000
6800	Subscriptions/Legal Notices	1,980	1,400	1,000	1,500	100
6890	Computers/Software	3,237	2,500	2,500	1,500	(1,000)
6895	Billing System	15,780	15,400	15,400	16,500	1,100
6897	Website	2,400	3,000	3,000	3,500	500
	Total Office Expense	54,643	56,500	57,900	60,000	3,500
	Operating Supplies					
6300	Chemicals	17,803	20,000	20,000	22,000	2,000
6880	Tools and Equipment	3,947	7,500	14,000	7,500.00	-
6881	Safety Equipment	2,468	3,000	4,000	5,000	2,000
	Total Operating Supplies	24,218	30,500	38,000	34,500	4,000
	Professional Services					
6514	Lab/Testing Fees	16,066	16,000	16,000	17,000	1,000
6570	Consultant Fees	25,231	23,000	20,000	27,000	4,000
6590	Engineering	9,346	10,000	8,000	10,000	-
6610	Legal	27,513	30,000	25,000	30,000	-
6630	Audit/Accounting	44,821	45,850	45,850	45,000	(850)
	Total Professional Services	122,977	124,850	114,850	129,000	4,150
	Rents & Leases & Loans					
6820	Equipment	1,670	3,800	2,000	2,000	(1,800)
6840	Building & Warehouse	31,275	32,000	32,000	33,000	1,000
7913	Policy Reserve Loan	135,000	135,000	135,000	135,000	-
	Total Rents, Leases & Loans	167,945	170,800	169,000	170,000	(800)
	Transportation & Travel					

SWEETWATER SPRINGS WATER DISTRICT
OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	APPROVED BUDGET 9% rate increase	+/- Change (from last year)
7120	Seminars & related travel	2,006	3,000	1,500	2,000	(1,000)
7201	Vehicle Gas	37,541	42,000	46,000	49,000	7,000
7300	Travel Reimbursements	4,307	4,100	4,100	4,100	-
Total Transportation & Travel		43,854	49,100	51,600	55,100	6,000
Uniforms						
6021.1	Boots	2,108	1,715	1,715	2,000	285
6021.3	T-shirts	825	1,500	1,500	1,500	-
6021.4	Jackets	901	250	250	250	-
Total Uniforms		3,834	3,465	3,465	3,750	285
Utilities						
7320	Electricity	137,240	139,000	150,000	160,000	21,000
7321	Propane	4,157	4,000	4,000	4,000	-
Total Utilities		141,397	143,000	154,000	164,000	21,000
Total SERVICES & SUPPLIES		817,227	872,320	878,965	918,250	45,930
FIXED ASSET EXPENDITURES						
8517	Field/Office equipment	0	-	0	-	-
8511.1	Tank/Facilities Sites	11,980	-	0	-	-
8511.6	Leasehold Improvements	0	0	0	-	-
Total FIXED ASSET EXPENDITURES		11,980	0	0	0	-
Total OPERATING EXPENSES		2,127,722	2,421,120	2,399,331	2,634,268	213,148
TRANSFERS TO OTHER FUNDS						
8620.7	Tfers to CIRF for CDR Revenue	349,022	389,419	389,419	401,984	12,565
8620.3	Tfers to CIRF	400,000	535,000	535,000	570,000	35,000
8620.5	Tfers to Building Fund	15,000	15,000	15,000	15,000	-
8620.2	Tfers to In-House Constr	25,000	-	0	-	-
Total TRANSFERS TO OTHER FUNDS		789,022	939,419	939,419	986,984	47,565
OPERATING SURPLUS/DEFICIT AFTER TFERS		11,728	1,046	1,940	2,108	1,062

FY 2023-24 - 4Q Added DWR grants funds received (Lower Harrison \$108,124.52)

FY 2023-24 Capital Projects and Capital Debt Budget (Cash)

	2022-23 (Estimate) (Actual)	2023-24 Budget/Actual (7.5% incr.)	2024-25 Budget (9% incr.)							
Total CIRF Balance Beginning of Year	\$1,994,980	\$1,031,288	\$1,176,178							
REVENUE										
Assessments/New Services	\$781,634	\$750,000	\$750,000							
CDR Transfer from Operations	\$349,022	\$389,419	\$401,984							
Operating Surplus Transfer from Operations	\$400,000	\$535,000	\$570,000							
Close out In-House Construction acct	\$0	\$54,637	\$0							
Interest	\$16,579	\$40,377	\$30,000							
New Construction	\$15,636	\$16,304	\$0							
Grants Received	\$701,360	\$254,358	\$0							
Total Revenue	\$2,264,231	\$2,040,095	\$1,751,984							
Total Available for Capital Expenses	\$4,259,211	\$3,071,383	\$2,928,162							
EXPENDITURES							GRANT INFORMATION			
	TOTAL PROJECT COST	PAID (PY)					GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D
CIP Projects										
CIP 2021	\$1,790,608	\$1,790,608	\$1,650,342	\$0	\$0	\$818,280	\$0	\$818,280	\$0	
Lower Harrison	\$941,775	\$60,323	\$38,754	\$450,000	\$430,000	\$871,654	\$168,960	\$0	\$702,694	
MR Well 5	\$120,047	\$110,191	\$32,678	\$0	\$0	\$90,860	\$81,774	\$0	\$9,086	
County MR Bridge (CANCELLED)	\$4,028	\$4,028	\$1,373	\$0	\$0	\$4,028	\$3,625	\$0	\$403	
County Moscow Road 2019 slide	\$50,000	\$7,898	\$3,353	\$0	\$0	\$0	\$0	\$0	\$0	
County Moscow Road 2023 slide	\$257,640	\$205,685	\$192,079	\$1,298	\$0	\$188,884	\$0	\$0	\$188,884	
County Neeley Road Emergency Proj	\$489,790	\$339,860	\$339,860	\$42,164	\$0	\$0	\$0	\$0	\$0	

Wright Dr - Design	\$243,810	\$0		\$20,905	\$243,810	\$160,450	\$0	\$0	\$160,450
Wright Drive main pressure zone*		\$0		\$0	\$0	\$0	\$0	\$0	\$0
Wright Drive upper pressure zone	\$3,087,093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bohemian Hwy Boring Proj	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
Schoeneman pressure zone	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schoeneman tank	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total CIP Projects		OBLIGATIONS:	\$2,258,438	\$514,366	\$773,810				
Other Capital Expenses									
Annual transfer to Policy Reserves			\$8,174	\$32,821	\$88,000				
In-House Project/Site Improvements			\$15,289	\$105,000	\$95,000				FY 2023-24: El Bo Well Rehab (\$80G); In-House projects; Office carpeting)
District Master Plan	\$218,840	\$0	\$0	\$75,000	\$145,000				FY 2024-25: Eagle Nest water line (\$20,000; Lower Summit equipment improvements (pump, generator, tank liner \$60,000)
Vehicle / Equipment			\$0	\$70,000	\$80,000				FY 2023-24: \$69,000 Vac trailer; \$1,000 truck downpymt
Total Other Capital Projects/Equipment			\$23,463	\$282,821	\$408,000				
Capital Debt Payments (for next FY)									
Debt tfer (reduced by Sinking Fund adj.)			\$744,661	\$698,018	\$698,000				
Debt or UL Sinking Fund			\$200,000	\$400,000	\$0				FY 2023-24: \$200,000 UL; \$200,000 Debt
Total Debt			\$944,661	\$1,098,018	\$698,000				
Total CIP/Debt Expenditures			\$3,226,563	\$1,895,205	\$1,879,810				
Total CIRF Balance End of Year (Est.)			\$1,032,648	\$1,176,178	\$1,048,352				
Actual CIRF			\$1,031,288						

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date : June 6,2024

Subject: District Election – November 5, 2024

RECOMMENDED ACTION:

Approve Resolution 24-08, Ordering an Election to be Held and Requesting Consolidation with the November 5, 2024, General Election, and limiting the Statement of Qualifications to no more than 200 words with the costs to be paid by the candidate in advance to the District Secretary.

FISCAL IMPACT:

The estimated cost to the District is not yet known as it has been many years since the District has actually had any elections costs. That is because there is no election cost if the District has the same number of candidates filing as there are open seats.

Candidates will be required to pay for their own (optional) Statement of Qualifications at a not-to-exceed cost of \$929 based on a 200-word, English-only statement. This cost is refundable it is not necessary to be part of the election ballot.

DISCUSSION:

The terms of Directors Lipinski and Jones will expire in December. The filing period for interested candidates in these open Board seats -- including incumbents -- is July 5 – August 9, 2024. Attached is the general informational letter and timeline of election events from the County. Information about the filing process and forms required can be found at <https://sonomacounty.ca.gov/CRA/Registrar-of-Voters/Candidate-Filing/>

Candidates have the option of including a **Statement of Qualifications** at their own expense when they file their other candidacy papers at the County. The District has these forms, and payment for the Statement must be paid in the form of a "not-to-exceed" check to the District in the sum of \$929 (the cost range for the Statement of Qualifications is \$514 - \$929). You will need the District's receipt as part of your filing paperwork.

The recommended action is consistent with past Board policy on the election.

RESOLUTION NO. 24-08

DATED JUNE 6, 2024

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SWEETWATER SPRINGS WATER DISTRICT DISTRICT, COUNTY OF SONOMA
STATE OF CALIFORNIA, ORDERING AN ELECTION TO
BE HELD AND REQUESTING CONSOLIDATION
WITH THE NOVEMBER 5, 2024,
CONSOLIDATED DISTRICT ELECTION

WHEREAS, an election will be held on NOVEMBER 5, 2024, in the
SWEETWATER SPRINGS WATER DISTRICT for the purpose of electing
District Directors to fill positions that will expire in 2028;

BE IT RESOLVED THAT, the District Directors of said district hereby request consolidation with any
election that may be held on the same day, in the same territory or in territory that is in part the same.

THE FOREGOING RESOLUTION was introduced by Director _____,
who moved its adoption, seconded by Director _____ and then adopted on
roll call by the following vote:

Director LIPINSKI Aye _____ No _____ Abstain _____

Director HOLMER Aye _____ No _____ Abstain _____

Director SCHAAP Aye _____ No _____ Abstain _____

Director ROBB-WILDER Aye _____ No _____ Abstain _____

Director JONES Aye _____ No _____ Abstain _____

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

WHEREUPON, the Chairperson declared the foregoing resolution adopted and SO ORDERED

District Administrator/Secretary



SONOMA COUNTY
Clerk-Recorder-Assessor
www.sonoma-county.org/cra

REGISTRAR OF
VOTERS DIVISION

P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843

MEMORANDUM

TO: DISTRICT ADMINISTRATOR/SECRETARY

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: APRIL 10, 2024

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 5, 2024. Nominations for offices in your district open on July 15, and close on August 9, 2024. If any incumbent fails to file during the nomination period, there will be a five-day extension through 5 p.m. on August 14, 2024, for anyone other than the incumbent officer. The Registrar of Voters Office would like to assist you in any way possible in meeting all of your filing deadlines. Enclosed is a sample Resolution form to request consolidation, a Notice of Offices to Be Filled and Statement of Responsibility for the Statement of Qualifications and a Notice of District Boundaries.

As a convenience to your candidates, we have enclosed forms for submitting Candidates' Statements of Qualifications. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the Sonoma County Voter Information Guide. In addition, please find enclosed a timeline of the November 5, 2024, Election as well as the roster for your district. **Please review the roster and let us know of any discrepancies.**

If your district requires payment in advance for printing statements, candidates must secure a receipt from your office as proof of payment before a statement will be accepted for filing by our office. We will send out cost estimates via email as soon as they are available.

Statements of Qualifications must be filed at the same time all other nomination documents are filed in the office of the Registrar of Voters. Statements may be withdrawn but not changed during the nomination period or extended nomination period if applicable.

If you have any questions regarding this or any other election related matters, you may call our office at (707) 565-6800 or write us at P.O. Box 11485, Santa Rosa, CA 95406. Your continued cooperation and assistance in the conduct of elections is greatly appreciated.

Thank you,

A handwritten signature in blue ink that reads "TKennedy".

Troy Kennedy

Simplified Timeline for November 5, 2024, General Election

Dates are based on information available as of mid-April 2023 and could still change if new legislation is enacted.

For most dates that fall on a Saturday, Sunday, or county holiday, use the next regular business day for transactions. County holidays during this period include July 4 (Independence Day), Sept. 2 (Labor Day), Nov. 11 (Veterans Day), Thanksgiving (Nov. 28), and Day After Thanksgiving (Nov. 29).

Notification deadline for special districts	July 3, 2024
Specifications deadline for school districts	July 5, 2024
Nominations filing period	July 15, 2024 - Aug. 9, 2024
Consolidation deadline, measures	Aug. 9, 2024
Tax rate statement deadline, bond measures	Aug. 9, 2024
Measure letter assignments	Aug. 12, 2024
Extended nominations filing period	Aug. 12, 2024 - Aug. 14, 2024
Deadline to amend/withdraw measures	Aug. 14, 2024
Random alpha drawing	Aug. 15, 2024
Argument deadline	Aug. 16, 2024
Impartial analysis deadline	Aug. 16, 2024
Rebuttal deadline	Aug. 23, 2024
Write-in period	Sept. 9, 2024 - Oct. 22, 2024
Deadline to send ballots to currently registered UOCAVAs*	Sept. 21, 2024*
Target date to begin mailing County Voter Information Guides	Sept. 26, 2024
Voting by mail opens	Oct. 7, 2024
First day to process Vote-by-Mail ballots	Oct. 7, 2024
Official Ballot Drop Boxes are open 24/7 from Oct. 8 until 8 p.m. on Election Day	Oct. 8, 2024 - Nov. 5, 2024
Standard voter registration deadline	Oct. 21, 2024
Conditional (a.k.a. "same day") voter registration is available until 8 p.m. on Election Day	Oct. 22, 2024 - Nov. 5, 2024
11-Day Vote Centers are open daily from 9 a.m. to 5 p.m.	Oct. 26, 2024 - Nov. 4, 2024
Last day to request a ballot be mailed	Oct. 29, 2024
4-Day Vote Centers are open daily from 9 a.m. to 5 p.m.	Nov. 2, 2024 - Nov. 4, 2024
Election Day: ALL Vote Centers (both 11-Day & 4-Day) are open from 7 a.m. to 8 p.m.	Nov. 5, 2024
Last day Vote-by-Mail ballots postmarked on or before Election Day can be accepted	Nov. 12, 2024
Deadline to transmit election results for presidential electors to SOS	Dec. 3, 2024
Deadline to certify election results	Dec. 5, 2024

*Unlike most dates that fall on a weekend or county holiday, this one does **not** move to the next business day.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: June 6, 2024

Subject: Discussion/Action re Continued Use of the Monte Rio Community Center For Board Meetings

RECOMMENDED ACTION:

Discuss and provide direction to staff.

FISCAL IMPACT:

The monthly cost of holding meetings at the Monte Rio Community Center is \$187.50/month.

DISCUSSION:

We paid to rent the Monte Rio Community Center through this meeting (June). Do we wish to continue meeting here? Staff is requesting direction as to whether we should continue to reserve the space, and, if so, for how long.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Eric Schanz, General Manager

Meeting Date: June 6, 2024

Subject: Other Lease Use of District Property

RECOMMENDED ACTION:

This Item is a continuation of the discussion from the May 2nd meeting. Director Lipinsky requested that the item be placed on the meeting agenda to allow for further discussion/action of other leased use of District property.

FISCAL IMPACT:

Varies depending on lease use.

DISCUSSION:

For discussion is the other lease use of District property. During the March 7th meeting Director Lipinski requested that the board take up further conversation regarding possible revenue generating uses of District properties. During the meeting ideas for leased use of district property were discussed. The Board approved a motion for the formation of an "ad hoc Leased Use Property Sub Committee" formation. Director Lipinski and Director Holmer were appointed to serve on the committee.

Progress Update: Director Holmer and Director Lapinski will provide an update on a meeting held on May 9th with Lincus Inc. The company provides assistance through the State Wide Water Infrastructure and System Efficiency Program (SW WISE). Further discussion is needed to decide whether the district will sign an agreement with Lincus to allow for further analysis of pumping systems and review of electrical power use.

The Statewide Water Infrastructure and System Efficiency (SW WISE) Program assists Water/Wastewater pumping customers in identifying energy efficiency solutions, securing incentives to help offset installation costs, and providing engineering services.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-F

FROM: Eric Schanz, General Manager

Meeting Date: June 6, 2024

Subject: Board subcommittee reports

RECOMMENDED ACTION:

Receive updates from active Board subcommittees.

FISCAL IMPACT:

Varies.

DISCUSSION:

This item is a standing placeholder for any Board subcommittee updates that have not been addressed in a separate item.

Ad Hoc Subcommittees: Recruitment and Retention
2024-25 Budget Committee
Leased Use of District Lands

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-G

FROM: Eric Schanz, General Manager

Meeting Date: June 6, 2024

Subject: Rescheduling the July 4,2024 Board Meeting

RECOMMENDED ACTION:

Discussion/Action on rescheduling the July 4th Board meeting.

FISCAL IMPACT:

None

DISCUSSION:

The July Board meeting falls on the 4th of July holiday this year. The Board needs to reschedule the July meeting.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: June 6, 2024

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

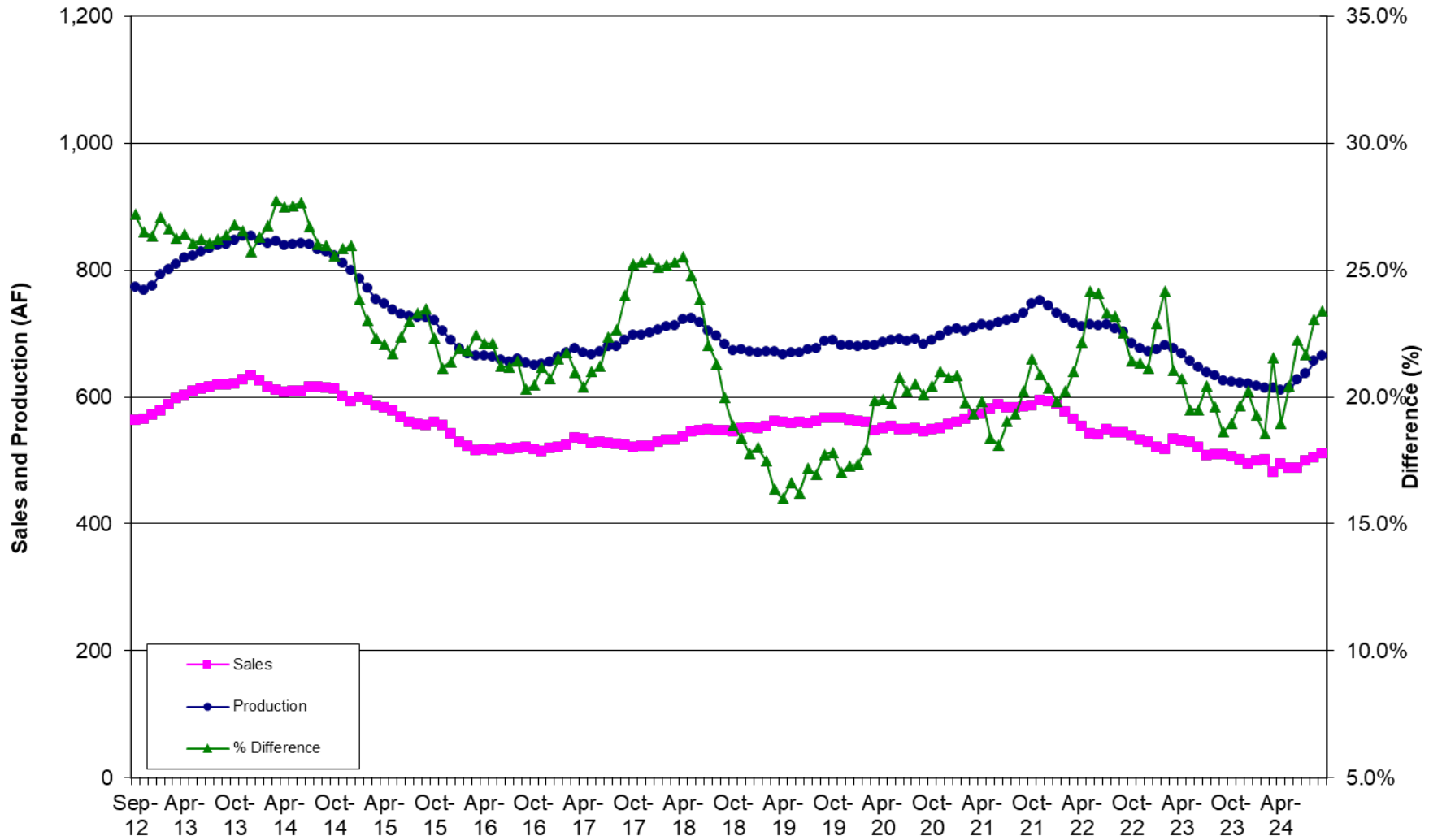
DISCUSSION:

- 1. Laboratory Testing/ Regulatory Compliance:** 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 April were 18,958 units (Guerneville cycle). Water Sales for April were up compared to last year at this time and track more in line with previous years. Total combined Monte Rio and Guerneville water production for April was 49.43 AF.
- 3. Leaks:** There were a total of 7 water main repairs in March requiring 32 work hours total, and 4 service line leaks requiring 19 work hours total (Figure 2). There were 3 water main repairs in Guerneville, 3 water main repairs in Monte Rio and 1 water main repair in Reo Nido. There were 2 service line repairs in Guerneville, 1 service line in Monte Rio and 1 service line repair in Rio Nido.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of April was 43.87 inches (Figure 3). Last year cumulative rainfall was 52.39 inches by the end of April.
- 5. In-House Construction Projects:** No In-House Construction projects were completed for the month of April.
- 6. Gantt Chart:** The Gantt Chart is updated for April 2024 (Figure 4).
- 7. Grants:** The Third disbursement from DWR Grant for Harrison Tank was received in the amount of \$108,124.52. The fourth Disbursement request is in process.

8. Harrison Tank Replacement: The tank ring has been completed with the expected delivery and assembly of the water tank in mid-June. Piazza construction is in the process of completing site work in preparation for the tank installation.



**Figure 1. Water Production and Sales 12 Month Moving Averages
Sweetwater Springs Water District Since September 2012**



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since April 2012**

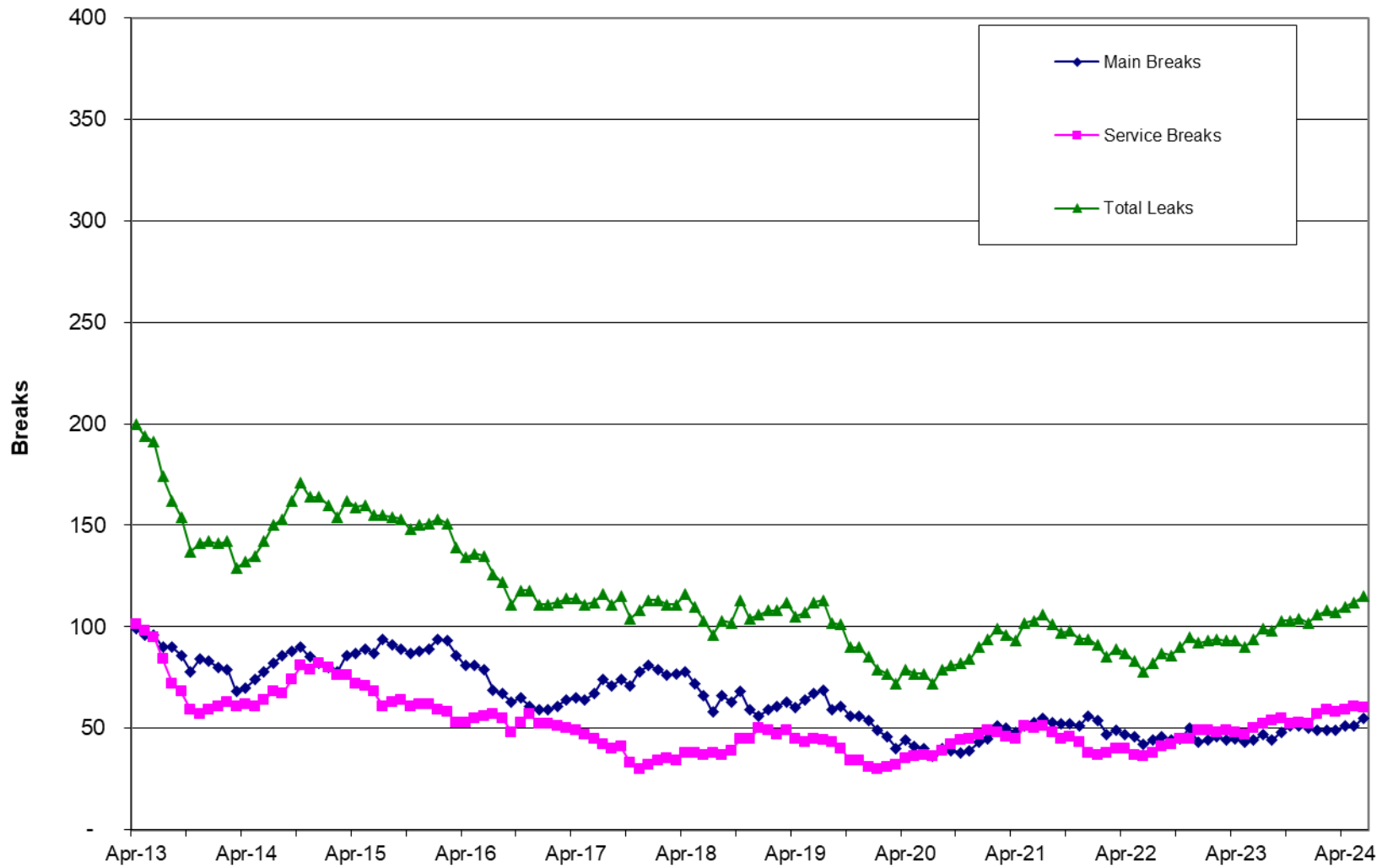
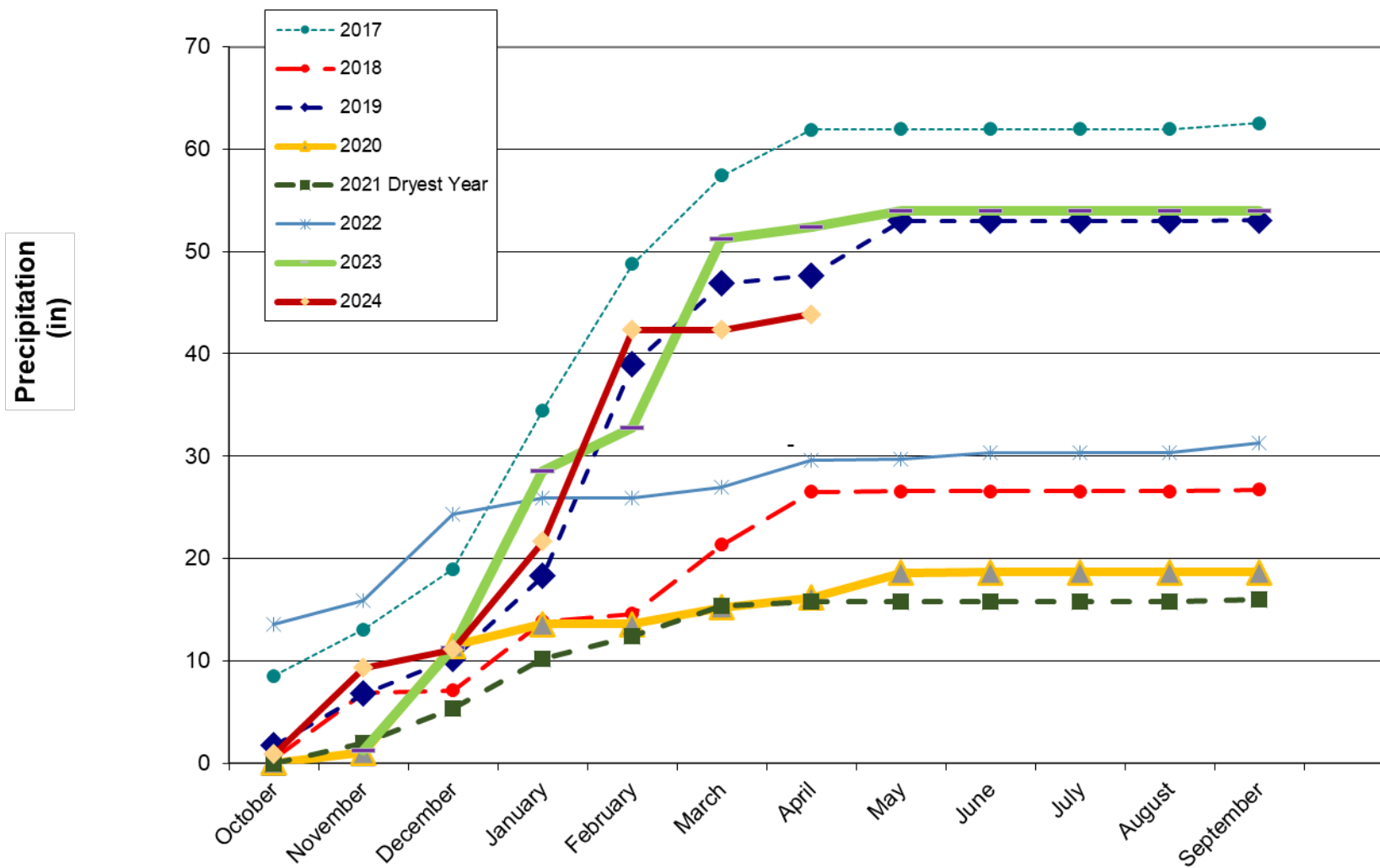
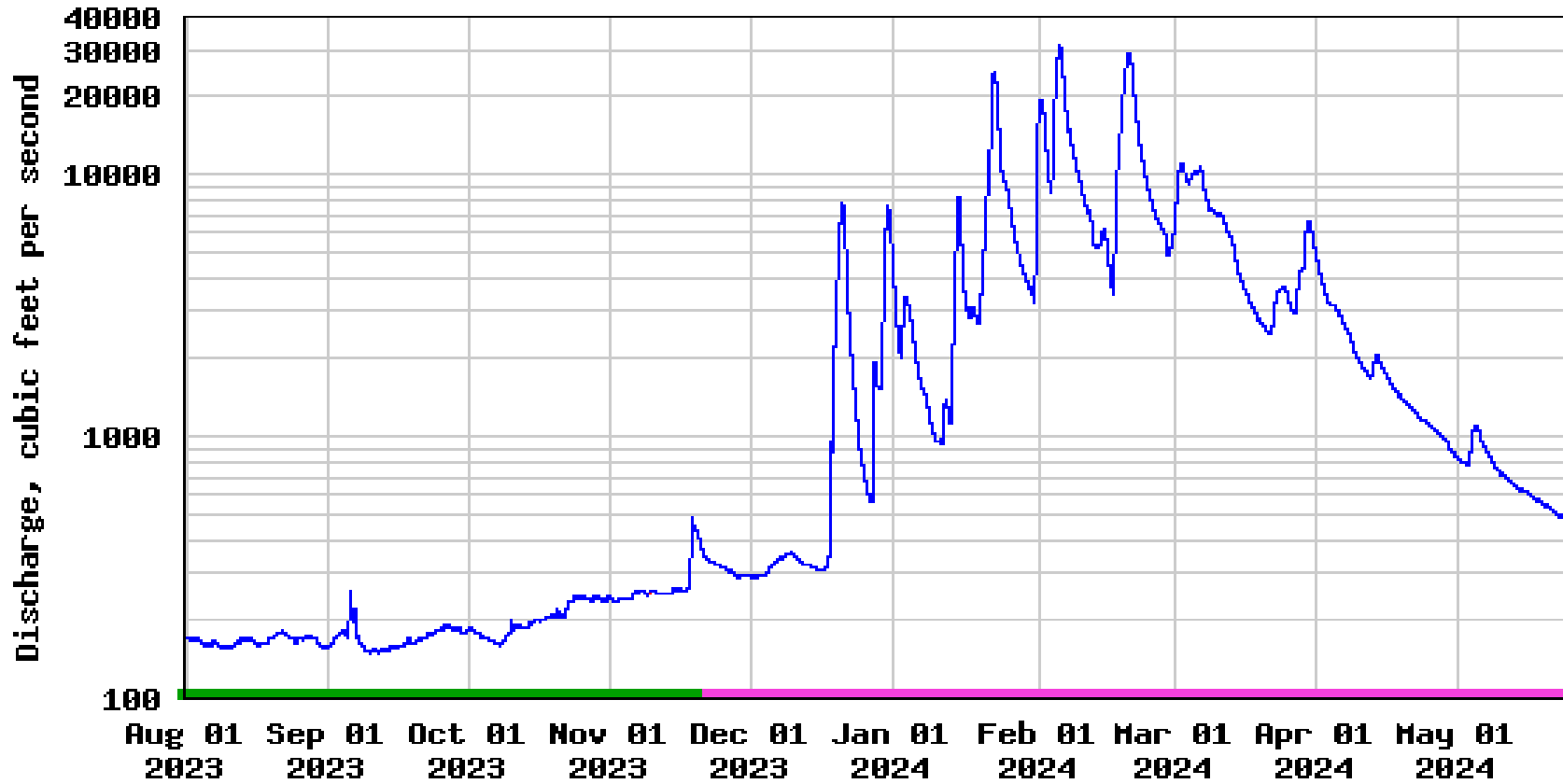


Figure 3. Guerneville Cumulative Monthly Rainfall





USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA



— Discharge
— Estimated discharge

— Period of approved data
— Period of provisional data

NUMBER OF WATER UNITS SOLD FY 23 - 24

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
JULY	34,371	26,447	26,355	33,578	22,195	27,469	27,147	28,091	21,035	17,808	20,061	22,850	25,890	22,074	16,377	19,044	19,608	20,255	19,273	22,297	21,558	20,306	17,833
AUGUS	39,803	37,750	42,080	41,615	37,799	41,863	37,202	37,907	34,878	32,328	28,486	33,190	29,163	32,208	26,070	26,811	29,485	28,325	27,419	28,582	26,302	22,555	24,231
SEPTEN	33,723	34,532	36,056	35,309	29,823	35,984	31,721	32,753	30,320	29,673	26,091	29,829	26,157	24,091	21,678	22,893	24,037	25,805	24,886	27,175	22,746	21,271	21,933
OCTOBI	40,672	34,063	37,008	38,553	38,707	37,900	36,493	34,938	32,282	32,334	32,091	33,727	31,628	27,724	24,606	29,333	29,495	32,827	27,310	30,099	24,731	31,859	23,693
NOVEM	28,272	28,729	26,973	27,839	26,680	24,076	24,444	25,746	23,111	24,160	21,350	22,218	20,729	19,489	20,101	19,462	21,884	21,351	22,640	23,173	17,984	16,472	15,777
DECEMI	25,380	27,758	27,283	25,508	23,925	25,550	21,556	24,762	21,116	20,802	20,299	22,818	23,452	21,256	20,873	18,070	21,297	20,468	22,288	25,982	21,110	20,372	17,713
JANUA	16,091	19,287	16,799	15,416	16,127	15,862	13,309	14,631	14,764	13,734	14,645	16,242	16,316	11,914	12,727	13,676	14,146	15,335	12,925	15,529	15,062	11,588	11,270
FEBRU	21,697	23,010	20,689	19,695	22,716	20,963	18,647	21,199	19,233	18,386	16,641	18,372	20,967	17,770	17,189	16,504	17,693	16,950	17,284	15,506	18,727	13,139	18,122
MARCH	17,207	15,092	17,374	14,985	15,456	16,693	14,556	14,417	14,414	12,387	12,569	13,884	13,772	12,351	13,058	12,315	11,657	12,653	12,827	12,846	11,236	11,980	14,557
APRIL	17,728	19,527	21,406	21,089	18,825	21,047	19,227	18,414	17,611	17,129	17,936	17,914	17,053	16,636	17,748	16,809	16,279	18,547	16,886	17,038	17,024	16,685	18,958
MAY	19,118	16,237	19,793	16,372	13,921	15,402	15,721	15,861	14,273	14,134	14,880	15,075	14,514	16,120	14,217	13,083	13,011	13,319	14,602	15,866	13,375	12,354	
JUNE	29,799	27,074	28,882	22,512	24,108	25,457	29,211	26,259	19,143	20,871	23,765	26,850	22,092	20,436	19,020	19,198	21,220	20,612	21,453	24,720	21,975	19,426	
Total	323,861	309,506	320,698	312,471	290,282	308,266	289,234	294,978	262,180	253,746	248,814	272,969	261,733	242,069	223,664	227,198	239,812	246,447	239,793	258,813	231,830	218,007	184,087