



BOARD OF DIRECTORS MEETING AGENDA

June 2, 2022 Regular Meeting
Monte Rio Community Center
20488 Hwy. 116
Monte Rio, CA
6:30 p.m.

NOTICE OF CHANGE IN LOCATION:

**DUE TO RECENT IMPACTS OF COVID-19 AND TO PROTECT
PUBLIC HEALTH AND SAFETY,
THIS MEETING WILL BE HELD REMOTELY.**

Meeting link:

<https://sweetwaterspringswaterdistrict.my.webex.com/sweetwaterspringswaterdistrict.my/j.php?MTID=mc3dbc6161c758155bc12e57e634e5259>

Meeting number: 2550 758 4348

Password: tNqSaubs323

OR

Join by phone: +1-415-655-0001 US Toll

Access code: 2550 758 4348

Password: 86772827

All guests that join the virtual meeting will be muted with their camera/ video turned off. Guest(s) will be unmuted and video turned on when they are speaking. Proper decorum including appearance is required.

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 5, 2022 Regular Board Meeting, the May 12, 2022 Special Board Meeting, and the May 26, 2022 Special 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.
 - D. Action to Reconfirm findings of Resolution 21-18 re continuation of remote meetings
 - E. Action to Approve Resolution 22-08, Ratifying the Fifth Amendment to the Agreement with Regional Government Services (RGS) for Interim General Manager Services

- 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. Discussion/Action re New Service request for 17538 Summit Avenue (Amaroli) *(Est. time 10 min.)*
 - B. Public hearing; Discussion/Action re Resolution 22-10, Adopting Water Rates for FY 2022-23 and Analysis of protests received *(Est. time 10 min.)*
 - C. Public hearing; Discussion/Action re Resolution 22-11, Adopting the FY 2022-23 Operating and Capital Improvement Budget *(Est. time 10 min.)*

- D. Discussion/Action re FY 2020-21 CIP Update (*Est. time 10 min.*)
- E. Discussion/Action re new website and billing system (*Est. time 10 min.*)
- F. Discussion/Action re Resolution 22-12 – Ordering an Election to be Held and Requesting Consolidation with the November 8, 2022, General District Election (*Est. time 10 min.*)
- G. Discussion/Action re Policies and Procedures related to General Manager during recruitment and transition. (RHundley) (*Est. time 10 min.*)
- H. Discussion/Action re Removing Ed Fortner as an authorized signer on the District's West America accounts (*Est. time 10 min.*)

VI. GENERAL MANAGER'S REPORT

VII. BOARD MEMBERS' ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency Designated Representative: Ed Fortner
Employee Organization: Stationary Engineers, Local 39
- B. PUBLIC EMPLOYMENT (Gov. Code, § 54957)
Title: General Manager
- C. PUBLIC EMPLOYMENT (Gov. Code, § 54957)
Title: Interim General Manager
- D. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency Designated Representative: Rachel Hundley
Title: General Manager
- E. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency Designated Representative: Rachel Hundley
Title: Interim General Manager
- F. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to § 54956.9(d)(2): Two cases

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

5087364.1



BOARD MEETING MINUTES*

Meeting Date: May 5, 2022

(*In order discussed)

May 5, 2022
6:30 p.m.

Board Members Present:

Tim Lipinski
Gaylord Schaap
Larry Spillane
Sukey Robb-Wilder
Rich Holmer

Board Members Absent:

(None.)

Staff in Attendance:

Ed Fortner, General Manager
Julie Kenny, Secretary to the Board

Others in Attendance:

Eddie Kreisberg, Legal Counsel
Ben Douglas
Bernard O'Brien
Victor Mendez
Keith McDonald
Andrea Crites
Ryan Wilson
Chung Park
Mark (unidentified)
Paul Amaroli (arr. app. 7:20 p.m.)

I. CALL TO ORDER (6:31 p.m.)

The properly agendized meeting was called to Order by President Schaap at 6:31 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:33 p.m.)

(None.)

III. CONSENT CALENDAR (6:33 p.m.)

President Schaap reviewed the items on the Consent Calendar. Director Robb-Wilder moved to approve the Consent Calendar. Director Holmer seconded the motion. Motion carried 5-0. The following items were approved:

- A. Approval of the following Minutes of the April 7, 2022 Regular Board Meeting

- B. Approval of Operations Warrants/Online payments/EFT payments
- C. Receipt of items of Correspondence
 - (1) Email received May 2, 2022 from Paul Amaroli regarding New Water Connection request for 17538 Summit Ave.
- D. Action to Reconfirm findings of Resolution 21-18 re continuation of remote meetings

IV. PUBLIC COMMENT (6:35 p.m.)

PC was made by Keith McDonald
 PC was made by Bernard O'Brien
 PC was made by Julie Kenny
 PC was made by Andrea Crites
 PC was made by Ryan Wilson

Brief discussion ensued.

V. ADMINISTRATIVE (6:55 p.m.) *

**in the order discussed*

- V-A. (6:55 p.m.) Discussion/Action re Actual vs. Budgeted Report.** The GM provided an overview of this item. Brief discussion ensued. No action was taken.
- V-B. (7:01 p.m.) Discussion/Action re Draft FY 2022-23 Budget and Direction on FY 2022-23 Water Rates.** The GM provided an overview of this item. Brief discussion ensued.
- V-C. (7:08 p.m.) Discussion/Action re Water Rights update.** The GM provided an overview of this item. Discussion ensued. No action was taken.
- V-D. (7:19 p.m.) Discussion/Action re FY 2020-21 CIP Update.** The GM provided an overview of this item. Board questions and discussion ensued. No action was taken.
- V-E. (7:26 p.m.) Discussion/Action re CSDA Sonoma County Chapter.** Director Holmer provided an update on this item. No action was taken.
- V-F. (7:28 p.m.) Discussion/Action re General Manager Transition Document.** The GM provided an overview of this item. Discussion ensued. No action was taken.
- V-G. (7:38 p.m.) Discussion/Action re District Security and Fires in Monte Rio.** The GM provided an overview of this item. Discussion ensued. Direction was given to staff to proceed with sale talks but to preserve the water rights for SSWD as part of the sale.
- V-H. (7:55 p.m.) Discussion/Action re Resolution 22-09 Covid Tests CalOES 130.** Director Holmer provided an overview of this item. Discussion ensued. Director Holmer moved to approve Resolution 22-09, Designation of applicant's Agent Resolution for Non-State Agencies. Director Robb-Wilder seconded. Motion carried 5-0.
- V-I. (7:59 p.m.) Discussion/Action re Ballot for Alternate Special District Representative for LAFCO.** Director Holmer provided an overview of this item and recommended Candidate Jerry Terman. Director Robb-Wilder concurred. There were no objections.

VI. GENERAL MANAGER'S REPORT (8:10 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. Wright Drive CDBG Grant Application
7. Gantt Chart
8. Website

Discussion ensued.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (8:18 p.m.)

(None.)

VIII. ITEMS FOR THE NEXT AGENDA (8:31 p.m.)

1. FY 2022-23 Budget
2. Board personnel committee
3. Water rights and property sales
4. CIP update
5. Website

IX. CLOSED SESSION (8:35 p.m.)

Legal Counsel Eddie Kriesberg announced he would serve as the designated representative in Closed Session items that name Rachel Hundley as representative. At 8:36 p.m. President Schaap announced the items in Closed Session. Public comment was made by Victor Mendez. Public Comment was made by Chung Park.

At 8:39 p.m. the Board took a brief recess. The meeting reconvened at 8:44 p.m. and the Board went into Closed session. At 10:15 p.m. the meeting reconvened and President Schaap announced that it would be adjourned until May 10 at 6:30 p.m.

The following action was announced:

- A. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Ed Fortner
Employee Organization: Stationary Engineers, Local 39
No action was taken.
- B. Pursuant to Gov. Code Section 54957 – Public Employment**
Title: General Manager
No action was taken.
- C. Pursuant to Gov. Code Section 54957(b)(1) – Public Employment**
Title: Interim General Manager
No action was taken.

- D. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: General Manager
 No action was taken.

- E. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: Interim General Manager
 No action was taken.

- F. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code Section 54957.6)**
Title: General Manager
 No action was taken.

ADJOURNED TO MAY 10, 2022

At 10:15 p.m. the meeting adjourned to May 10, 2022 at 6:30 p.m.

BOARD MEETING MINUTES (CONT.)

Meeting Date: May 10, 2022 (cont. from May 5 Adjourned Meeting)

The meeting re-opened on Tuesday, May 10, 2022 at 6:30 p.m. All Board members were present, as was General Manager Ed Fortner and Board Secretary Julie Kenny, and Gregory Ramirez (IEDA), and Eddie Kreisberg (Meyers Nave et al.).

IX. CLOSED SESSION (6:32 p.m.)

At 6:32 p.m. President Schaap announced the items in Closed Session. At 6:33 p.m. the Board went into Closed session. At 8 p.m. the meeting reconvened and President Schaap and the following action was announced:

- A. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Ed Fortner
Employee Organization: Stationary Engineers, Local 39
 No action was taken.

- B. **Pursuant to Gov. Code Section 54957 – Public Employment**
Title: General Manager
 No action was taken.

- C. **Pursuant to Gov. Code Section 54957(b)(1) – Public Employment**
Title: Interim General Manager
 No action was taken.

- D. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: General Manager
 No action was taken.

- E. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: Interim General Manager
No action was taken.

- F. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code Section 54957.6)**
Title: General Manager
No action was taken.

ADJOURN

At 8:15 p.m.* the meeting adjourned/

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

* Approximate time

APPROVED:

Gaylord Schaap:	_____
Sukey Robb-Wilder:	_____
Tim Lipinski:	_____
Rich Holmer	_____
Larry Spillane	_____



SPECIAL BOARD MEETING MINUTES*

Meeting Date: May 12, 2022

(*In order discussed)

May 12, 2022
3 p.m.

Board Members Present:

Tim Lipinski
Larry Spillane
Rich Holmer
Gaylord Schaap

Board Members Absent:

Sukey Robb-Wilder

Staff in Attendance:

Julie Kenny, Board Secretary

Others in Attendance:

Rachel Hundley, District Counsel
John Haig, RGS

I. CALL TO ORDER (3:00 p.m.)

The properly agendized meeting was called to Order by President Gaylord Schaap at 3 p.m.

II. PUBLIC COMMENT (3:04 p.m.)

(None.)

III. ADMINISTRATIVE (3:04 p.m.)

III-A. (3:04 p.m.) Discussion/Action re Authorization of Board President to negotiate and execute an Amendment to the Agreement with Regional Government Services (RGS) for Interim General Manager Services. District Counsel Rachel Hundley provided an overview of this item. Discussion ensued. Director Holmer moved to authorize the Board President to negotiate and execute a Fifth Amendment to the RGS contract. Director Robb-Wilder seconded. Motion carried 5-0. Further discussion ensued. President Schaap appointed himself and Director Spillane to an ad hoc committee to address General Manager transition matters.

ADJOURN

The meeting adjourned at 3:52 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

Gaylord Schaap: _____
Sukey Robb-Wilder: _____
Tim Lipinski: _____
Rich Holmer _____
Larry Spillane _____



SPECIAL BOARD MEETING MINUTES*

Meeting Date: May 26, 2022

May 26, 2022
3 p.m.

Board Members Present: Tim Lipinski
Larry Spillane
Rich Holmer
Gaylord Schaap
Sukey Robb-Wilder (arr. 3:08 p.m.)

Board Members Absent: (None.)

Staff in Attendance: Julie Kenny, Board Secretary

Others in Attendance: Rachel Hundley, District Counsel

I. CALL TO ORDER (3:00 p.m.)

The properly agendized meeting was called to Order by President Gaylord Schaap at 3:07 p.m.

II. PUBLIC COMMENT (3:07 p.m.)

(None.)

III. CLOSED SESSION (3:07 p.m.) *

At 3:07 p.m., President Schaap announced the Closed Session item for discussion. At 3:08 p.m. the Board went into Closed Session. At 4:34 p.m. the meeting reconvened and the following action was announced:

- A. PUBLIC EMPLOYMENT (Gov. Code Section 54957)**
Title: General Manager
No action was taken.

ADJOURN

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

Gaylord Schaap: _____
Sukey Robb-Wilder: _____
Tim Lipinski: _____
Rich Holmer _____
Larry Spillane _____



BOARD OF DIRECTORS MEETING

AGENDA

June 2, 2022 Regular Meeting
Monte Rio Community Center
20488 Hwy. 116
Monte Rio, CA
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VII. BOARD MEMBERS' ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

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Agency Designated Representative: Ed Fortner
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- B. PUBLIC EMPLOYMENT (Gov. Code, § 54957)
Title: General Manager
- C. PUBLIC EMPLOYMENT (Gov. Code, § 54957)
Title: Interim General Manager
- D. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency Designated Representative: Rachel Hundley
Title: General Manager
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Sweetwater Springs Water District Mission and Goals

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GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

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BOARD MEETING MINUTES*

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(*In order discussed)

May 5, 2022
6:30 p.m.

Board Members Present:

Tim Lipinski
Gaylord Schaap
Larry Spillane
Sukey Robb-Wilder
Rich Holmer

Board Members Absent:

(None.)

Staff in Attendance:

Ed Fortner, General Manager
Julie Kenny, Secretary to the Board

Others in Attendance:

Eddie Kreisberg, Legal Counsel
Ben Douglas
Bernard O'Brien
Victor Mendez
Keith McDonald
Andrea Crites
Ryan Wilson
Chung Park
Mark (unidentified)
Paul Amaroli (arr. app. 7:20 p.m.)

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(None.)

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IV. PUBLIC COMMENT (6:35 p.m.)

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 PC was made by Bernard O'Brien
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 PC was made by Andrea Crites
 PC was made by Ryan Wilson

Brief discussion ensued.

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- V-I. (7:59 p.m.) Discussion/Action re Ballot for Alternate Special District Representative for LAFCO.** Director Holmer provided an overview of this item and recommended Candidate Jerry Terman. Director Robb-Wilder concurred. There were no objections.

VI. GENERAL MANAGER'S REPORT (8:10 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. Wright Drive CDBG Grant Application
7. Gantt Chart
8. Website

Discussion ensued.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (8:18 p.m.)

(None.)

VIII. ITEMS FOR THE NEXT AGENDA (8:31 p.m.)

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2. Board personnel committee
3. Water rights and property sales
4. CIP update
5. Website

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The following action was announced:

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Agency Designated Representative: Ed Fortner
Employee Organization: Stationary Engineers, Local 39
No action was taken.
- B. Pursuant to Gov. Code Section 54957 – Public Employment**
Title: General Manager
No action was taken.
- C. Pursuant to Gov. Code Section 54957(b)(1) – Public Employment**
Title: Interim General Manager
No action was taken.

- D. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: General Manager
 No action was taken.

- E. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: Interim General Manager
 No action was taken.

- F. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code Section 54957.6)**
Title: General Manager
 No action was taken.

ADJOURNED TO MAY 10, 2022

At 10:15 p.m. the meeting adjourned to May 10, 2022 at 6:30 p.m.

BOARD MEETING MINUTES (CONT.)

Meeting Date: May 10, 2022 (cont. from May 5 Adjourned Meeting)

The meeting re-opened on Tuesday, May 10, 2022 at 6:30 p.m. All Board members were present, as was General Manager Ed Fortner and Board Secretary Julie Kenny, and Gregory Ramirez (IEDA), and Eddie Kreisberg (Meyers Nave et al.).

IX. CLOSED SESSION (6:32 p.m.)

At 6:32 p.m. President Schaap announced the items in Closed Session. At 6:33 p.m. the Board went into Closed session. At 8 p.m. the meeting reconvened and President Schaap and the following action was announced:

- A. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Ed Fortner
Employee Organization: Stationary Engineers, Local 39
 No action was taken.

- B. **Pursuant to Gov. Code Section 54957 – Public Employment**
Title: General Manager
 No action was taken.

- C. **Pursuant to Gov. Code Section 54957(b)(1) – Public Employment**
Title: Interim General Manager
 No action was taken.

- D. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: General Manager
 No action was taken.

- E. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: Interim General Manager
No action was taken.

- F. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code Section 54957.6)**
Title: General Manager
No action was taken.

ADJOURN

At 8:15 p.m.* the meeting adjourned/

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

* Approximate time

APPROVED:

Gaylord Schaap: _____
Sukey Robb-Wilder: _____
Tim Lipinski: _____
Rich Holmer _____
Larry Spillane _____



SPECIAL BOARD MEETING MINUTES*

Meeting Date: May 12, 2022

(*In order discussed)

May 12, 2022
3 p.m.

Board Members Present:

Tim Lipinski
Larry Spillane
Rich Holmer
Gaylord Schaap

Board Members Absent:

Sukey Robb-Wilder

Staff in Attendance:

Julie Kenny, Board Secretary

Others in Attendance:

Rachel Hundley, District Counsel
John Haig, RGS

I. CALL TO ORDER (3:00 p.m.)

The properly agendized meeting was called to Order by President Gaylord Schaap at 3 p.m.

II. PUBLIC COMMENT (3:04 p.m.)

(None.)

III. ADMINISTRATIVE (3:04 p.m.)

III-A. (3:04 p.m.) Discussion/Action re Authorization of Board President to negotiate and execute an Amendment to the Agreement with Regional Government Services (RGS) for Interim General Manager Services. District Counsel Rachel Hundley provided an overview of this item. Discussion ensued. Director Holmer moved to authorize the Board President to negotiate and execute a Fifth Amendment to the RGS contract. Director Robb-Wilder seconded. Motion carried 5-0. Further discussion ensued. President Schaap appointed himself and Director Spillane to an ad hoc committee to address General Manager transition matters.

ADJOURN

The meeting adjourned at 3:52 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

Gaylord Schaap: _____
Sukey Robb-Wilder: _____
Tim Lipinski: _____
Rich Holmer _____
Larry Spillane _____



SPECIAL BOARD MEETING MINUTES*

Meeting Date: May 26, 2022

May 26, 2022
3 p.m.

Board Members Present: Tim Lipinski
Larry Spillane
Rich Holmer
Gaylord Schaap
Sukey Robb-Wilder (arr. 3:08 p.m.)

Board Members Absent: (None.)

Staff in Attendance: Julie Kenny, Board Secretary

Others in Attendance: Rachel Hundley, District Counsel

I. CALL TO ORDER (3:00 p.m.)

The properly agendized meeting was called to Order by President Gaylord Schaap at 3:07 p.m.

II. PUBLIC COMMENT (3:07 p.m.)

(None.)

III. CLOSED SESSION (3:07 p.m.) *

At 3:07 p.m., President Schaap announced the Closed Session item for discussion. At 3:08 p.m. the Board went into Closed Session. At 4:34 p.m. the meeting reconvened and the following action was announced:

- A. PUBLIC EMPLOYMENT (Gov. Code Section 54957)**
Title: General Manager
No action was taken.

ADJOURN

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

Gaylord Schaap: _____
Sukey Robb-Wilder: _____
Tim Lipinski: _____
Rich Holmer _____
Larry Spillane _____

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. III-E

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

SUBJECT: DISCUSSION/ACTION RE RATIFICATION OF FIFTH AMENDMENT OF CONTRACT WITH REGIONAL GOVERNMENT SERVICES (RGS)

RECOMMENDED ACTION: Approval of Resolution 22-08, ratifying the Fifth amendment to the Agreement with RGS for human resource services.

FISCAL IMPACT: \$150/hr, not to exceed \$54,000.

DISCUSSION:

The District is under contract with Regional Government Services Authority (RGS) for various human resources services. In the past the original contract with RGS has been amended four times. At the May 12, 2022 Special Board Meeting, the Board of Directors authorized the Board President to execute a Fifth Amendment to the RGS Agreement. The Fifth Amendment provides for additional services for hourly work at a rate of \$150/hr. to assist the Board and District staff with a range of operational and administrative duties consistent with the role of an Interim General Manager

Resolution No. 22-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SWEETWATER SPRINGS WATER DISTRICT RATIFYING THE FIFTH
AMENDMENT TO THE AGREEMENT FOR HUMAN RESOURCES CONSULTING
SERVICES WITH REGIONAL GOVERNMENT SERVICES AT A RATE OF
\$150/HR. NOT TO EXCEED \$54,000**

WHEREAS, Sweetwater Springs Water District (“District”) entered into an Consulting Services Agreement for certain human resources consulting services with Regional Government Services (“RGS”), a joint powers authority (“Agreement”) dated October 18, 2021; and

WHEREAS, at a May 12, 2022 special meeting, the District Board of Directors authorized the Board President to execute a Fifth Amendment to the Agreement, this amendment for hourly consultant services to perform operational and administrative duties consistent with the role of an Interim General Manager; and

WHEREAS, the Board President executed the Fifth Amendment, attached hereto as Exhibit A; and

WHEREAS, for the purposes of transparency and clarity, the Board of Directors now desires to ratify the Fifth Amendment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sweetwater Springs Water District hereby ratifies the Fifth Amendments to the Consulting Services Agreement Between the Sweetwater Springs Water District and Regional Government Services for Human Resources Consulting Services attached hereto as Exhibit A and incorporated herein and authorizes the Board President and General Manager to take such actions necessary and convenient to fulfill the purposes of the Agreement.

[Continued on following page]

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 3, 2022, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Larry Spillane	_____	_____

Gaylord Schaap
President of the Board of Directors

Attest: Julie A. Kenny
Clerk of the Board of Directors

EXHIBIT A
FIFTH AMENDMENT TO AGREEMENT FOR
HUMAN RESOURCES CONSULTING SERVICES WITH
REGIONAL GOVERNMENT SERVICES

[Attach amendments]

**FIFTH AMENDMENT TO THE
CONSULTING SERVICES AGREEMENT BETWEEN THE
SWEETWATER SPRINGS WATER DISTRICT (SSWD) AND
REGIONAL GOVERNMENT SERVICES AUTHORITY (RGS) FOR
HUMAN RESOURCES CONSULTING SERVICES**

This Fifth Amendment (“Fifth Amendment”) to the Consulting Services Agreement Between the Sweetwater Springs Water District and Regional Government Services Authority (RGS) for Human Resources Consulting Services dated October 18, 2021 (the “Agreement”) is made and entered into this 12th day of May, 2022 by and between the Sweetwater Springs Water District, (“District”) and Regional Government Services Authority (“Consultant”), and is effective as of the date of this Amendment.

RECITALS

WHEREAS, the District and RGS entered into the Agreement for the performance of human resources services described therein, which RGS has completed such services; and

WHEREAS, the District and RGS entered into a First, a Second, Third and Fourth Amendment for the performance of certain additional services; and

WHEREAS, the District now desires RGS to perform, and RGS desires to perform for the District, certain additional administrative services described in Exhibit A-5, “Scope of Work, A-5” attached hereto and incorporated herein, pursuant to the terms of the Agreement as amended by the First, Second, Third and Fourth Amendments and this Fifth Amendment.

THEREFORE, the parties agree to amend the Agreement as follows:

1. The recitals above are incorporated herein as set forth in full.
2. The first paragraph of Section 2, Compensation, is hereby amended as follows (additions in underlined italics, deletions in double-strikethrough):

District hereby agrees to pay Consultant a sum not to exceed including reimbursable costs incurred:

Fifteen Thousand Dollars and No Cents (\$15,000.00) for the performance of Work described in Exhibit A-3; and
Ten Thousand Dollars and No Cents (\$10,00.00) for the performance of Work described in Exhibit A-4; and
Fifty-Four Thousand Dollars and No Cents (\$54,000.00) for the performance of Work described in Exhibit A-5.

notwithstanding any contrary indications that may be contained in any proposal by Consultant. In the event of a conflict between this Agreement and any proposal by Consultant, including those attached as Exhibit A, regarding the amount of compensation, this Agreement shall prevail. District shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from District to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to District in the manner specified herein. Except as specifically authorized by District in writing, Consultant shall not bill District for duplicate services performed by more than one person.

3. Exhibit A of the Agreement is hereby amended to add Exhibit A-5, "Scope of Work, A-5."

Except as set forth above, each and every provision of the Agreement between the parties shall remain in full force and effect.

SWEETWATER SPRINGS WATER
DISTRICT

REGIONAL GOVERNMENT
SERVICES AUTHORITY

Gaylord Schaap
Board President

Richard Averett
Executive Director

Approved as to Form:

Rachel Hundley
District Counsel

**[ATTACH TO EXHIBIT A]
EXHIBIT A-5, SCOPE OF WORK A-5**

**RGS SERVICES for SWEETWATER SPRINGS WATER DISTRICT
May 2022 - JULY 2022**

Scope of Services: Provide consultant to:

Prepare Board agendas and supporting materials.

Take such actions necessary to implement the policies of the Board.

Assign and monitor work performed by employees and contractors to the Agency.

Monitor revenues and expenditures for consistency with the adopted budget.

As needed, maintain communications with the administrative heads of the various agencies and organizations with whom the District does business to assist in fulfilling the mission of the Agency.

Provide a range of operational and administrative duties and advice.

Project Leader: John Haig, Senior Advisor, will serve as Project Leader for this Work.

Location: Hybrid (onsite and offsite): At District office at least one day per week subject to identified needs and existing travel plans; scheduling information will be provided in writing by consultant to the District Board President.

Schedule: Up to thirty (30) hours per week or as mutually agreed in writing by consultant and the District Board President

Compensation: For this service, RGS provides services on an hourly basis, plus direct costs. Work is performed as agreed, and subsequently billed each month based on hours actually worked. Bill rates are as follows:

RGS Consultant	Hourly Rate
Senior Advisor	\$150

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

**SUBJECT: DISCUSSION/ACTION RE NEW SERVICE REQUEST AT 17538
SUMMIT AVENUE (AMAROLI)**

RECOMMENDED ACTION: Deny request for a new service.

FISCAL IMPACT: N/A

DISCUSSION:

This item appears was placed Board Agenda at the request of customer Paul Amaroli, who submitted correspondence to the Board at the May meeting (copy attached).

Staff has investigated the possibility of an additional service on the main line servicing Mr. Amaroli's property at 17538 Summit Avenue. Unfortunately, the main is undersized and the storage is inadequate to provide service and fire protection for an additional service without unduly compromising the existing services on this line.

The District has denied service to several other potential customers in this area for the same reasons.

Julie Kenny

From: Paul Amaroli <pamaroli@gmail.com>
Sent: Monday, May 02, 2022 11:21 AM
To: info@sweetwatersprings.com
Cc: Jacqueline Kennedy; Lisa Amaroli
Subject: Appeal for a single-family-home water connection at 17538 Summit Ave.

Follow Up Flag: Follow up
Flag Status: Flagged

Board of Directors
Sweetwater Springs Water District
P.O. Box 48
Guerneville, CA 95446
Email: info@sweetwatersprings.com

Paul Amaroli
2810 Laguna Rd
Santa Rosa, CA 95401
Email: pamaroli@gmail.com
Mobile: 707-291-3113

May 2, 2022

Re: Appeal to grant a waiver for a single-family-home water connection for 17538 Summit Ave.

Dear Board of Directors:

I am writing on behalf of the trust that owns the lot located at 17538 Summit Avenue (APN 072-173-011). In addition to myself, the beneficiaries of the trust are my sisters, Jacqueline Kennedy and Lisa Amaroli.

The lot is part of a subdivision and is surrounded by houses which have been built over the years. In 1957, when owned by Edward Bird, it had a cabin and a permit was approved for a septic system, which must have had a water connection. We do not know what happened to that cabin, but later the property was acquired by our father and in the 1980s he was granted a building permit for the lot but did not continue with that project.

We are trying to sell the lot but, as you will understand, the lack of a water connection is a major obstacle. We have been told that there is a moratorium for 5 years or more on new connections.

We appeal to you, the Board of Directors, to grant a waiver to allow a single-family-home water connection for this property.

The approval of a connection would remove the main obstacle to our sale of the lot. The lot is the only undeveloped land on the street, and it would improve the overall appearance of the community were a home to be built on it. Development and upkeep of the parcel would also ensure close management of vegetation and keep rodents and other pests to a minimum for the sake of surrounding homes.

Many thanks for your consideration of our appeal. In addition to this email, I am sending the same text via regular mail.

Cordially,

Paul Amaroli, Trustee
Ralph and Theodora Amaroli Trust

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

SUBJECT: APPROVAL OF FISCAL YEAR 2022-2023 WATER RATES

RECOMMENDED ACTION:

- A. Hold a public hearing on the proposed Fiscal Year 2022-2023 Water Rates;
- B. Approve Resolution 22-10, which establishes water rates for FY 23, increasing the Base Rate, Water Usage Charge, and Capital Debt Reduction Charges by 5%.

FISCAL IMPACT: Increases revenues to the District by an estimated \$144,138 for District operations for FY 2022-2023.

DISCUSSION:

The proposed 5% water rate increase for FY 2022-2023 was discussed in the May meeting of the Board, and the Board set a 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 2022-2023.

The Proposition 218 notices were mailed by April 18, 2022. Approximately 3,600 notices were mailed to all District property owners. As of May 26, 113 protests have been received.

The District received comments from some ratepayers as follows;

“This will be a hardship for me.”

“Everywhere prices have increased. Sweetwater Springs should stem the tide and postpone a rate hike.”

Two ratepayers wrote letters and District staff responded by telephone to both customers who wrote in.

Resolution No. 22-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT ADOPTING WATER RATES FOR FISCAL YEAR 2022-2023

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 the notices to property owners mailed out by April 18, 2022; 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 2022, District staff sent formal notices of the public hearing on the proposed rate structure for the Fiscal Year 2022-2023 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 2, 2022, to hear public testimony on the proposed water rate structure for FY 2022-2023 and heard all testimony regarding the proposed water rates, and accepted all related comments and protests for FY 2022-2023, 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 2022-2023; 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, 2022, 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 Reduction. Effective on all bills issued on or after July 1, 2022, 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, 2022.

PASSED AND ADOPTED this 2nd day of June 2022.

Gaylord Schaap
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 2, 2022, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Larry Spillane	_____	_____

Attest: Julie Kenny
Clerk of the Board of Directors

Proposed Bimonthly Water Rates

	Base Rates \$/account	CDRC ¹ \$/account	Volume Rates (\$/hcf)	
			Tier 1	Tier 2
Single Family Residential			\$1.73	\$4.16
All Users	\$75.54	\$13.83	(0-8) hcf	9+ hcf
Multi Family (by # Dwelling Units)²				
2 DU's	\$117.08	\$21.45	(0-12.4)	12.5+
3 DU's	\$158.62	\$29.04	(0-16.8)	16.9+
4 DU's	\$200.17	\$36.58	(0-21.2)	21.3+
Commercial (by meter size)				
5/8"	\$75.54	\$13.83	(0-8)	9+
1"	\$188.86	\$34.61	(0-20)	21+
1 1/2"	\$376.52	\$69.16	(0-40)	41+
2"	\$604.29	\$110.67	(0-64)	65+

hcf = hundred cubic foot, 748 gallons

1 - Capital Debt Reduction Charge

2 - Multi Family unit multiplier = 0.55 for every extra unit; no meter multiplier

Exhibit A

**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, 2022

The rates indicated below shall be effective on all bills issued on or after July 1, 2022, and these fees, rates, and charges shall supersede and replace those in Resolution 21-13.

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-C

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

SUBJECT: APPROVAL OF THE FISCAL YEAR 2022-2023 OPERATING AND CAPITAL IMPROVEMENT BUDGET

RECOMMENDED ACTION:

- A. Hold a public hearing on the proposed Fiscal Year 2022-2023 Budget;
- B. Approve Resolution 22-11, which approves the FY 2022-2023 Budget including the District's proposed water rates based on a 5% increase.

FISCAL IMPACT: Provides financial direction for FY 2022-2023.

DISCUSSION:

The draft FY 2022-2023 Budget was presented at the April meeting and the May meeting. At the meetings we discussed budget issues, the proposed water rate increases, and the line item details of the proposed FY 2022-2023 Budget. During the discussion several items were highlighted, among them was the 5% rate increase and the FY 2020-2021 CIP. Highlights of the FY 2022-2023 Budget include:

- A 5% increase in the Water Usage, Base Rate and Capital Debt Reduction Charges. This is the third year of the five-year plan to increase capital funding to a sustainable level.
- Water sales are projected to be flat.
- FY 2020-2021 CIP, Water Main Replacement of ~5,400' on Old River Rd. and Woodland Drive at \$1,650,000.
- The transfer to the Capital Improvement Reserve Fund (CIRF) of \$395,000.

The Proposition 218 notices were mailed by April 18, ~3,600 notices were mailed to all property owners. As of May 26, 113 protests have been received.

Exhibit A is the FY 2022-2023 Budget. It includes the budget detail. This document plus information on the proposed 5% water rates increase will be on the District website.

Table 1. FY 2022-2023 Budget Preparation	
Reviewed/Approved Capital Improvement Program	February 2022
Introduce Budget Process	January 6, 2022
Budget Committee meetings	March 2022
Draft Budget to Board for Discussion/Action, Including Direction on Water Rates	March 3, 2022 April 7, 2022
Prop 218 Mailing for Water Rate Increase, if necessary	April 18, 2022
Draft Budget to Board for Discussion/Action	May 5, 2022
Approve Budget	June 2, 2022
<ul style="list-style-type: none">• Prop 218 Public Hearing on Rates, if necessary	

Resolution No. 22-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT ADOPTING THE FY 2022-2023 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 2022-2023; 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 2, 2022 regular meeting.

BE IT RESOLVED, that the Board of Directors of the Sweetwater Springs Water District hereby adopts the attached FY 2022-2023 Operating and Capital Improvement Budget and all schedules, exhibits, and policies contained therein.

PASSED AND ADOPTED this 2nd day of June 2022.

Gaylord Schaap
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 3, 2021, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Larry Spillane	_____	_____

Attest: Julie Kenny
Clerk of the Board of Directors

1 Exhibit A DRAFT FY 2022-2023 OPERATING AND CAPITAL BUDGET									
2									
3 FY 2022-2023 DRAFT OPERATING BUDGET									
				FY 20-21	FY21-22	FY 21-22	FY 22-23	Difference	
				FINAL	BUDGET	Projected	BUDGET	FY22-F23	FY 2022-2023
				(CASH)*				Budgets	
4 REVENUE									
5 OPERATING REVENUE									
6 4031 - Water Bill Revenue									
7 4031.1. - Capital Debt Reduction Charge 317,797 332,402 332,402 349,022 16,620 5% rate increase based on projected									
8 4031.1. - Water Sales - Base Rate 1,737,694 1,814,787 1,814,787 1,905,526 90,739 5% rate increase based on projected									
9 4031.1. - Water Sales - Usage Charges + Other 697,378 735,568 735,568 772,346 36,778 Flat sales, 5% increase based on projected									
10 4031.1. - Total Water Sales 2,752,869 2,882,757 2,882,757 3,026,895 144,138									
11 Total OPERATING REVENUE 2,752,869 2,882,757 2,882,757 3,026,895 144,138									
12 NON-OPERATING REVENUE									
13 4445 - Grant Proceeds 0 0 - - -									
14 4448 - Policy Reserve Loan proceeds 500,000 - - - - None.									
15 1700 - Interest 4,869 10,000 3,200 3,500 (6,500)									
16 3600 - Construction New Services 31,781 7,000 15,000 8,000 changes from year to year									
17 3601 - Construction Service Upgrades 14,615 5,000 5,000 6,000 changes from year to year									
18 4032 - Rent 119,915 112,970 121,000 121,500 8,530 Crystal \$1361/mo = \$16.322 AT&T \$8778.67/mo = \$105.344 USBank CC refunds So. City Credit									
19 4040 - Miscellaneous Income 14,920 1,500 1,500 1,500									
20 Total NON-OPERATING REVENUE 686,100 136,470 145,700 140,500 4,030									
21 Total Income 3,438,969 3,019,227 3,028,457 3,167,395 148,168									
22 EXPENSES									
23 OPERATING EXPENSES									
24 SALARY & BENEFITS									
25 Salary									
26 5910 - Wages 805,607 885,000 885,000 911,550 26,550 3% Wages increase as per MOU									
27 5912 - Overtime 40,184 34,000 40,000 37,000 3,000 3% Wages increase as per MOU									
28 5916 - On-Call Pay 39,030 36,000 39,000 37,000 1,000 as per MOU									
29 5918 - Extra help - Contract 37,030 37,000 37,000 37,000 - Contract									
30 Total Salary 921,851 992,000 1,001,000 1,022,550 30,550									
31 Benefits									
32 5500 - Flex Spending -5,374 0 0 0 JK: ER Rates: 2% @ 55: 10.32%; 2% @ 62: 7.47% Est biweekly total: \$2,746 (ER Rate only)									
33 5920 - Retirement net EE share 68,732 78,000 75,000 72,000 (6,000) 2% @ 55: \$0 2% @ 62: \$0									
34 5920.4 - Retirement UL 34,552 1,385 1,385 1,400 15									
35 5920.5 - Retirement UL 500,000 0 0 0 -									
36 5922 - Payroll Taxes - Employer Paid 14,018 16,761 16,000 16,000 (761)									
37 5930 - Health/Dental/Vision/AFLAC Ins. 239,043 237,000 255,000 260,000 23,000									
38 5931 - Retiree health 11,043 11,700 11,700 14,000 2,300 Includes contribution to CERBT of \$3000. Per JK cost per retiree 2022 \$149 Total retirees: 6 \$149X 6 X 12 + \$3000=\$13,728									
39 5940 - Workers Comp Insurance 20,508 25,000 22,842 23,000 (2,000) FY 2022-23 EMOD: 1.03; rates unknown									
40 5941 - Life Insurance (GM) 1,000 1,000 1,000 1,000 - Per EF contract.									
41 Total Benefits 883,522 370,846 382,927 387,400 16,554									
42 Total SALARY & BENEFITS 1,805,373 1,362,846 1,383,927 1,409,950 47,104									
43 SERVICES & SUPPLIES									
44 Communications									
45 6040-I - Internet service 3,315 3,500 2,700 2,700 (800) Comcast -\$127/month; \$1524 GatoMyPC \$88/mo = \$1056 Sonic.net \$72/mo = \$864									
46 6040-C - Cell Phones/Radios 4,634 5,200 5,700 6,300 1,100 Verizon \$100/mo: \$1200 Cell phone reimburse \$380/mo - \$4560 Misc.: \$500									
47 6040-T - Telephones 23,457 24,820 28,000 30,000 5,180 Ans. Service: \$2100 AT&T Phones: \$1,900/mo'; \$22,800 Mtel Phones: \$360/mo=\$4,320									
48 Total Communications 31,406 33,520 36,400 39,000 5,480									
49 Insurances									
50 6101 - Liability & Auto Ins. 65,391 65,000 39,000 50,000 -15,000									
51 Total Insurances 65,391 65,000 39,000 50,000 (15,000)									
52 Maint/Rep - Office & Vehicles									
53 6140 - Vehicle Maintenance 27,396 18,000 10,000 18,000 - trucks are getting up in age for more maintance									
54 6151 - Office Maintenance 5,173 5,000 5,300 5,000 Alarm System - \$145/yr=\$580 SR Computers - \$195/mo = \$2340/year Copy mach. maint - 1500/yr Landscaping - \$300/yr Misc./ Other - \$250									
55 Total Maint/Rep - Office & Vehicles 32,569 23,000 15,300 23,000 -									
56 Maint/Repair - Facilities									
57 6085 - Janitorial Services 8,784 9,600 9,600 11,000 1,400 Maria Reyes (office Janitorial): \$135/mo = \$1620 United Site Svces (port-o-lets): \$400/mo = \$4800 Recology Garbage \$175/mo=\$2100 Sewer - GVTP (\$1800)									
58 6100 - SCADA System 1,313 6,500 4,500 6,500 - will be getting new back up batteries for scada site									
59 6180 - Distribution System Repairs 37,995 50,000 50,000 50,000 -									
60 6235 - Treatment Sys/Well Repairs 55,593 75,000 75,000 75,000 -									
61 6143 - Generator Maintenance 3,766 5,000 5,000 5,000 -									
62 Total Maint/Repair - Facilities 107,451 146,100 144,100 147,500 1,400									
63 Miscellaneous Expenses									
64 6280 - Memberships 9,751 10,100 10,100 11,000 900 USA \$800 AWWA \$460 CSDA \$7,620 MR Chamber -\$50 RR Chamber -\$175 Cal Rural \$1400 WCWW \$200									
65 6303 - Claims 295 1,500 - 1,500 -									
66 6593 - Governmental Fees 18,982 18,500 18,500 22,000 3,500 Elections costs: \$2000 Notice of Determination \$230 Parcel List \$325 LAFCO \$6,400 Hazmat \$1300 Operator license fees \$500 System fees \$10500 Water Rights \$500									
67 Total Miscellaneous Expenses 29,028 30,100 28,600 34,500 4,400									

	FY 2022-2023 DRAFT OPERATING BUDGET			FY 20-21 FINAL (CASH)*	FY21-22 BUDGET	FY 21-22 Projected	FY 22-23 BUDGET	Difference FY22-F23 Budgets	FY 2022-2023
68	FY 2022-2023 DRAFT OPERATING BUDGET								
69	Office Expense								
70			6410 - Postage	15,404	19,000	19,000	20,000	1,000	Billing (2000 pieces @ \$.53.5 X 12 months) = \$12,840 Prop 218 mailing: 4000 X .53.5 = \$2,140 1 extra mailing: 3600 X .53.5 = \$1,926 Other mail
71			6430 - Printing Expense	10,185	7,000	7,000	9,000	2,000	Window Envelopes \$1540 Return Envelopes \$1000 Water Bills + Autopay \$1700 Doorhangers \$400 COIRs: \$1,200 Doorhangers: \$400 Prop 218 Notices/Envelopes: \$1,200 Fall notice: \$1,000 Checkblanks \$200 Tabbooks/Packet books \$0
72			6461 - Office Supplies	6,847	6,000	6,000	6,000		Supplies \$4500 Plants/Landscaping \$150 Christmas party \$400 Business lunches \$75 Paper products/coffee \$250 Furniture/Equip \$500
73			6800 - Subscriptions/Legal Notices	2,232	1,250	3,500	3,000	1,750	Press Democrat \$625 Legal Notices \$500 Ads (job): \$500 Sonoma West \$350 Safety Meeting Outlines \$100
74			6890 - Computers/Software	4,597	3,500	3,500	4,500	1,000	Antivirus software \$150 Battery backups: \$500 Misc \$400 Filemaker upgrade \$2000 Quickbooks upgrade \$0 Workstation upgrades - \$0 Office 365 subscription: \$850 Digital Ocean: \$6.20/mo = \$75 Cisco/Webay: \$170
75	Total Office Expense			39,265	36,750	39,000	42,500	5,750	
76	Operating Supplies								
77			6300 - Chemicals	14,911	18,000	5,000	15,000	(3,000)	no kmno4 being used anymore
78			6880 - Tools and Equipment	3,097	7,500	7,000	7,500.00		pipe finder \$4000 Mini Jack hammer \$550. Chain saw \$400 leaf blower \$300 gen 1,000
79			6881 - Safety Equipment	1,872	2,500	2,000	2,500		cones/work signs/ barricades
80	Total Operating Supplies			19,880	28,000	14,000	25,000	(3,000)	
81	Professional Services								
82			6514 - Lab/Testing Fees	7,532	12,500	12,000	15,000	2,500	no lead and copper samples this year IEDA \$13,000 SR Computers/Chris Meyers (online bill view) \$1500 SR Computers/Kim (website) \$2000 Filemaker: Online bill format \$1500 One Call Now (robocalls): \$300 Water Audit: \$3,300 New hire fitness/drop test: \$1,000
83			6570 - Consultant Fees	54,472	35,000	35,000	50,000	15,000	
84			6590 - Engineering	4,921	10,000	10,000	10,000		
85			6610 - Legal	23,630	30,000	60,000	60,000	30,000	
86			6630 - Audit/Accounting	35,033	36,000	36,000	38,000	2,000	ADP \$652 weeks = \$1690 W-2s, taxes: 1099s = \$500 Authorize.net \$130/mo = \$1560 Auditor \$8,500 TSYS: \$1600/mo = \$19,200 E-check fees = \$2800 West America fees \$230/mo = \$2760 County Accounting Fees = \$800
87	Total Professional Services			125,588	123,500	153,000	173,000	49,500	
88	Rents & Leases & Loans								
89			6820 - Equipment	1,408	3,300	3,300	3,600	300	Postage machine \$1600 Action rents: \$2000
90			6840 - Building & Warehouse	31,152	32,000	32,000	32,000		Rent: \$2,150/mo = \$2,000 (est based on new lease in May 2020)
91			Policy Reserve Loan	135,000	135,000	135,000	135,000		\$500,000 borrowed FY 2019-20, \$500,000 borrowed FY 2020-21. Year 3 of 7 years payback \$135,000 annually.
92	Total Rents & Leases			167,560	170,300	170,300	170,600	300	
93	Transportation & Travel								
94			7120 - Seminars & related travel	1,115	5,000	3,000	5,000		JK - \$250, EF-\$1,000 NK/AC - \$400 Field: \$1500
95			7201 - Vehicle Gas	23,909	24,000	34,000	40,000	16,000	
96			7300 - Travel Reimbursements	6,459	6,480	6,480	6,500	20	EF \$500/mo = \$6000 NK/JK \$40/mo = \$480
97	Total Transportation & Travel			31,483	35,480	43,480	51,500	16,020	
98	Uniforms								
99			6021.1 - Boots	1,618	1,500	1,500	1,800	300	\$245 X 7 = \$1715
100			6021.3 - T-shirts	1,618	1,800	1,200	1,500	(300)	
101			6021.4 - Jackets	92	240	240	250	10	
102	Total Uniforms			3,328	3,540	2,940	3,550	10	
103	Utilities								
104			7320 - Electricity	125,211	125,000	125,000	126,000	1,000	
105			7321 - Propane	3,358	3,000	3,000	3,500	500	
106	Total Utilities			128,569	128,000	128,000	129,500	1,500	
107	Total SERVICES & SUPPLIES			781,518	823,290	814,120	889,650	66,360	
108	Total OPERATING EXPENSES			2,586,891	2,186,136	2,198,047	2,299,600	113,464	
109	OPERATING SURPLUS/DEFICIT			\$852,078	\$833,091	\$830,410	\$867,795	\$ 34,704	
110	FIXED ASSET EXPENDITURES								
111			8517 - Field/Office equipment	6,170	5,000	500	5,000	5,000	
112			8573 - Vehicles	47,678	-	0	50,000		- postpone for two years
113			8511.1 - Tank/Facilities Sites	22,608	24,000	3,000	24,000	18,000	roofing repairs /foundation repairs /tank liner repairs to tank site.
114			8511.6 - Leasehold Improvements	0	0	0	-	-	
115	Total FIXED ASSET EXPENDITURES			76,456	29,000	3,500	79,000	50,000	
116	TRANSFERS TO OTHER FUNDS								
117			8620.7 - Tfers to CIRF for CDR Revenue	316,573	332,402	332,402	349,022	16,620	
118			8620.3 - Tfers to CIRF	270,000	430,000	450,000	395,000	(35,000)	
119			8620.5 - Tfers to Building Fund	15,000	15,000	15,000	15,000	-	
120			8620.2 - Tfers to In-House Constr	25,000	25,000	25,000	25,000	-	
121	Total TRANSFERS TO OTHER FUNDS			626,573	802,402	822,402	784,022	(18,380)	
122	SURPLUS/DEFICIT			149,049	1,689	4,508	4,773	3,084	
123									

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

Subject: FY 2020-2021 CIP PROJECT UPDATE

RECOMMENDED ACTION: Receive report; give any needed direction.

FISCAL IMPACT: \$1,650,301.00

DISCUSSION:

Replacement of aging water main infrastructure is an important activity of the Sweetwater Springs Water District. Toward that end, the District has developed a multi-year capital improvement program that has prioritized the capital infrastructure that needs to be replaced or improved. The District is currently working on the FY 2020-2021 CIP, replacing approximately 5,400 ft of existing main and 58 services on Old River Rd and Woodland Drive, including 16 lead goosenecks. The new HDPE water main will replace old galvanized, steel, and cast iron pipe.

This construction project was advertised in December of 2021, and five bids were received and opened on January 18, 2022, at 2:30 pm, in accordance with bid instructions. The project had an Engineer's Estimate of Probable Cost of \$1,601,944. After careful review and analysis of the bid by Piazza Construction (Piazza), the bid was awarded to Piazza. Piazza has done good work for the District in the past, and the bid amount is below the Engineer's Estimate of Probably Cost.

The work authorized under this contract is scheduled to begin on March 30, 2022; according to the contract, it will be completed within 70 working days of the notice to proceed. The work involves repair, replacement and/or reconstruction of existing water main distribution lines, and the installation of water "services" and fire hydrants. The work is in the same general location as existing facilities and will result in no expansion of system capacity. The work is part of the District's Capital Improvement Program and will provide important and necessary improvements to the District distribution system.

The Board approved the award in the amount of \$1,353,421.00 by Piazza Construction, and authorization for the General Manager to approve up to \$135,000 in total change order authority for work not anticipated by the contract, and construction management and inspection costs by Coastland Engineering for the project estimated at \$161,880.00. This puts the entire project cost at \$1,650,301.00 including the total change order amount.

May 5, 2022

This project will be self-funded by the District and with CDBG funds of \$705,000. As such, the Project Award must be approved by CDC staff. District staff have been in communication with CDC and the District has informed the CDC of the award of the contract.

Piazza has submitted the fully executed contract and required supporting documentation. These have been distributed to our Engineers and CDC. A notice to proceed is being drafted by Coastland. Preconstruction meeting was held on March 8, attended by CDC staff, Piazza, Coastland, Jack, and I. Tentative start date was the second week of April 2022. Permit Sonoma was slow to issue the encroachment permit to Piazza so the project is now due to start March 2, 2022.

Construction of the project is underway. Piazza Construction has completed all of the potholing required on Old River Road and reports no additional lead issues as a result of the potholing. At this point, Piazza has bored and installed approximately 900 linear feet of 6 inch HDPE water main, installed 6 service saddles, and prepared 6 water services. No safety, traffic, or community concerns have been noted or reported. Coastland Engineering reports that the project is moving forward appropriately, in terms of schedule and budget, with the exception of some minor construction delay caused by conditions beyond the control of the contractor. It is anticipated that a small amount of additional time will be requested on the project schedule.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

SUBJECT: DISCUSSION/ACTION RE New website and billing system

RECOMMENDED ACTION: Move forward with staff's recommendations to update the website and billing system.

FISCAL IMPACT: Website: \$200/month; Billing system (Muni-Link)\$11,000 set-up, then \$1,195/month*

DISCUSSION:

For years now staff has discussed the need to update the website and the billing system. While it's difficult to abandon a billing system that works and runs free of charge as of February our software is outdated and no longer supported. More importantly, more and more of our customers are requesting the ability to view their bill online which would require updates to both our billing software and our website. "Outdated" is the recurring issue here. The pandemic put progress on both of these projects on hold and accelerated the desire and need for an updated online presence.

Updating the website. Staff has already contracted with Streamline to migrate our current website to an updated platform. Streamline was recommended by a Filemaker developer we recently retained for a small enhancement to our billing system, and after doing some research myself I was pleased with the look and functionality of the Streamline customer websites. Forestville Water District uses Streamline for their website and has been very happy with its features.

Streamline is overseeing the process of content migration from our current website, and has the platform needed to work with an upgraded billing system to provide a customer portal. Staff is also pleased that the new website will offer a private page for Board members. While Streamline will always be available for ongoing support and training, staff will be able to update website content in-house. Our monthly fee also includes monitoring our website's compliance with state requirements. Staff has already begun the process of building the new website and expects it to "go live" by the end of June.

Updating the billing system. Staff is recommending replacing our current system – a general database program called Filemaker – with utility billing software Muni-Link.

Muni-Link was the recommendation of our computer consultant Kim Martin at Santa Rosa computers, who staff asked to evaluate various utility billing programs to find a good fit for our needs. While Kim was researching utility billing software, staff pursued the feasibility and cost of enhancing our current software to provide the online bill view feature so desired by our customers as well as other upgrades. Office staff sat through webinars for both options. Both options offer impressive capabilities compared to our current billing system which has been built haphazardly piece by piece – much of it in-house -- since the District was formed in 1992.

Ultimately, office staff unanimously chose Muni-Link because it already has features we were looking for to modernize and consolidate our office functions AND had features we hadn't even considered to modernize our field crew's workorder system and access to billing system information (should we choose to do so). Furthermore, while subscription-based software of any kind constantly updates, by subscribing to utility-based software the updates and upgrades are geared specifically to the needs of utilities.

Staff is satisfied the enhanced customer features, time-saving staff functions, consolidation possibilities, and built-in features ready to accommodate future District modernization projects justify the monthly cost of Muni-Link. It's a huge and labor-intensive project to change billing systems, but the office is (finally) fully staffed with competent personnel right now. The timing is right and staff is willing.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-F

FROM: John Haig, RGS Consultant

Meeting Date : June 2, 2022

Subject: District Election – November 8, 2022

RECOMMENDED ACTION:

Approve Resolution 22-12, Ordering an Election to be Held and Requesting Consolidation with the November 8, 2022, 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. Staff has called the Sonoma County Registrar of Voters has not yet received a callback. However, based on costs provided for the last election in 2020, three District Director seats could range from \$25,000 – \$38,186 based on cost per voter range of \$4.00 to \$6.50. It should be noted that in recent years these costs were not incurred as an election was not necessary: the District had the same number of candidates as open seats.

Candidates will be required to pay for their own (optional) Statement of Qualifications at a not-to-exceed cost of \$656 based on a 200-word, English-only statement.

DISCUSSION:

The terms of Directors Schaap, Holmer and Robb-Wilder will expire in December. The nomination period for interested candidates in these open Board seats -- including incumbents -- is July 18 – August 12, 2022. Attached is the general informational letter 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. Get this form from the District, and payment for the Statement must be paid in the form of a "not-to-exceed" check to the District (the amount is not known yet but expect it to be at least \$200, not to exceed \$700 or more) 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.



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: ADMINISTRATION DIRECTOR

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: APRIL 7, 2022

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 8, 2022. Nominations for offices in your district open on July 18, and close on August 12, 2022. If any incumbent fails to file during the nomination period, there will be a five-day extension through 5 p.m. on August 17, 2022, 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. Filing dates for each of these documents are included on the election calendar enclosed.

We are including forms for submitting Candidates' Statements of Qualifications as well as guidelines for preparing the statement. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the Sonoma County Voter Information Guide.

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) 565-6808 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,

Troy Kennedy

RESOLUTION NO. 22-12

DATED 06-02-2022

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SWEETWATER SPRINGS WATER DISTRICT, COUNTY OF SONOMA
STATE OF CALIFORNIA, ORDERING AN ELECTION TO
BE HELD AND REQUESTING CONSOLIDATION
WITH THE NOVEMBER 8, 2022,
GENERAL DISTRICT ELECTION

WHEREAS, an election will be held on NOVEMBER 8, 2022, in the
SWEETWATER SPRINGS WATER DISTRICT DISTRICT for the purpose of electing District Directors to
fill positions that will expire in 2026;

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 SCHAAP Aye _____ No _____ Abstain _____

Director SPILLANE Aye _____ No _____ Abstain _____

Director ROBB WILDER Aye _____ No _____ Abstain _____

Director LIPINSKI Aye _____ No _____ Abstain _____

Director HOLMER Aye _____ No _____ Abstain _____

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

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

District Administrator

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-G

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

**Subject: POLICIES AND PROCEDURES RELATED TO THE GENERAL
MANAGER DURING RECRUITMENT AND TRANSITION**

RECOMMENDED ACTION: Discuss and take potential action on policies and procedures as recommended by District Counsel and approved by the Board

FISCAL IMPACT: N/A

DISCUSSION: District Counsel and staff will provide additional information during the meeting.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-H

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

**SUBJECT: DISCUSSION/ACTION RE REMOVING FORMER GENERAL
MANAGER AS A SIGNER ON WEST AMERICA ACCOUNTS**

RECOMMENDED ACTION: Make a Motion approving revoking former General Manager Ed Fortner as a signer on the West America accounts

FISCAL IMPACT: (None.)

DISCUSSION:

Typically the District adds and revokes signers to the West America account by way of Resolution, accompanied by re-signing a Signature Card provided by the bank. For this simpler task – only removing a signer – the bank is simply requiring action recorded in the Minutes. The more formal process will occur when a permanent General Manager is hired and we add that person as a signer to the accounts.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

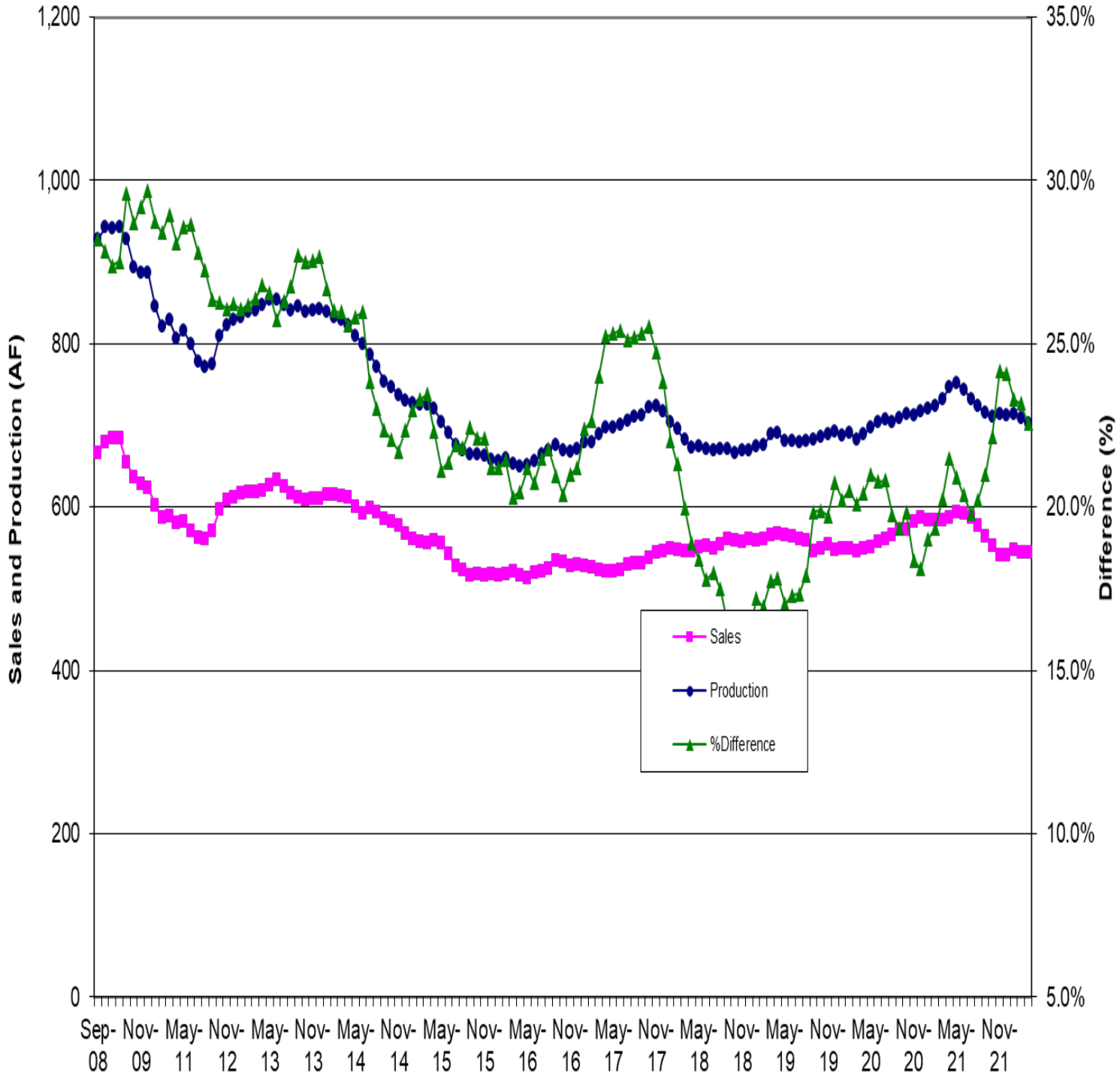
FISCAL IMPACT: None

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 17,024 units Drought restrictions and potential curtailments may become mandatory in this year. Looking at the data over the last ten years, water production has dropped approximately 29%, and sales have dropped 18%, although water sales and production are up during the COVID period.
- 3. Leaks:** We had two total main leak repairs in April requiring with fifty-nine hours on them, and 2 service leaks requiring 36 hours.
- 4. In-House Construction Projects:** There was no in-house construction project in April.
- 5. Wright Drive CDBG Grant Application:** We have applied for \$169,472.00 for the design and planning of the Wright Drive Capital project, with a match of \$42,368 of District funds. Our project is approved by the CDC and was approved by the Board of Supervisors for inclusion in the plan to be submitted to HUD. County staff advises that the CDBG allocation was somewhat smaller in actuality than previously estimated, so all projects to be funded will be recommended for a pro-rata reduction in funding of approximately 10 percent. Additional information is expected shortly.
- 6. Gantt Chart:** The Gantt Chart is as presented for May 2022.

7. The following charts have not been updated since May and are the most recent information available at this time.

**Figure 1. Water Production and Sales 12 Month Moving Averages
Sweetwater Springs Water District Since September 2008**



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since September 2008**

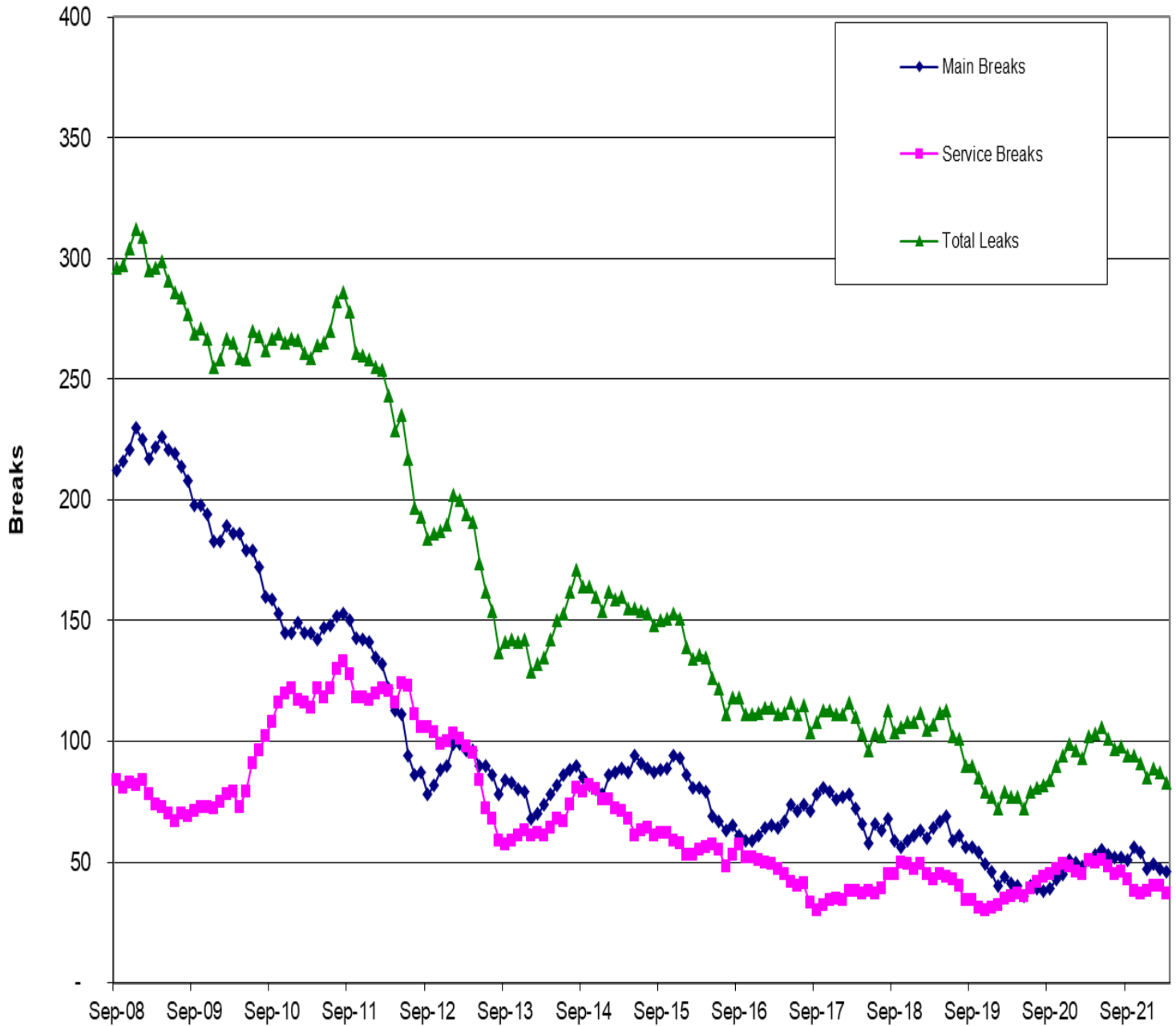
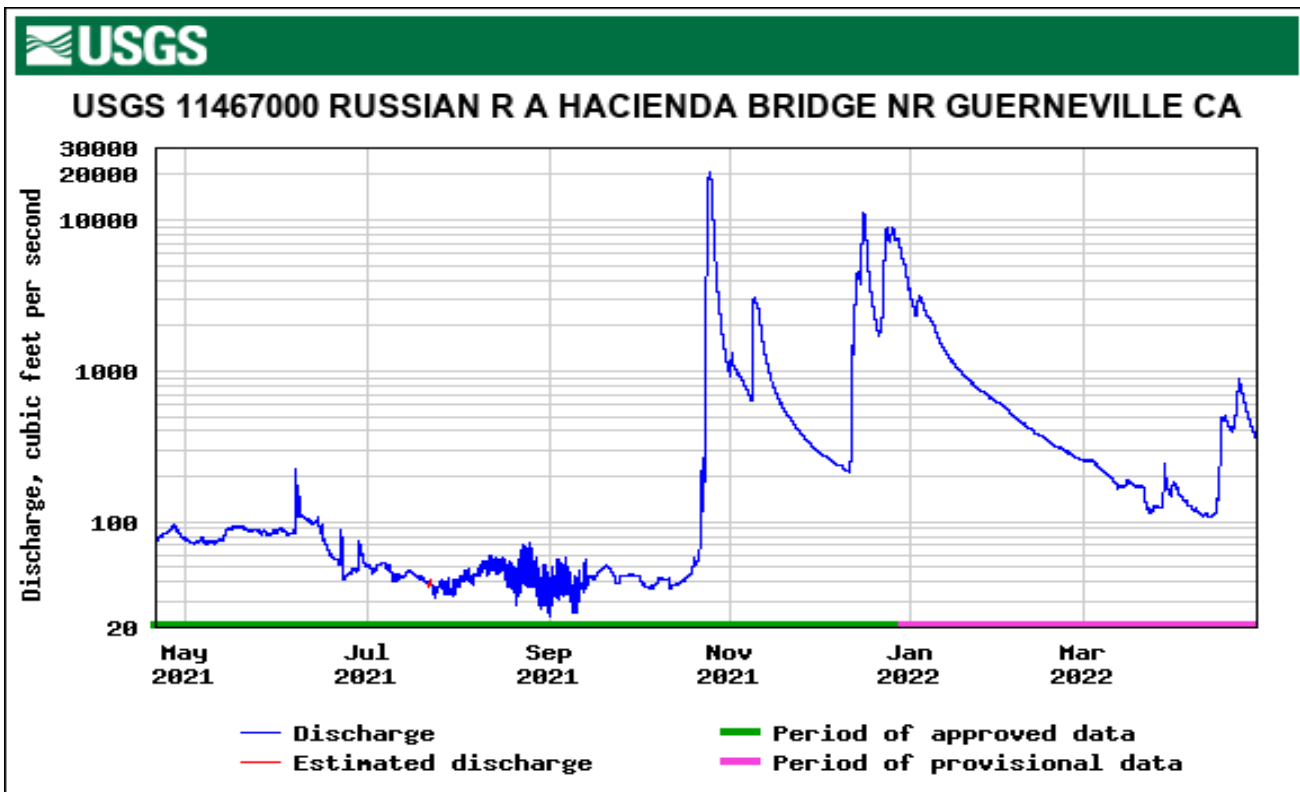
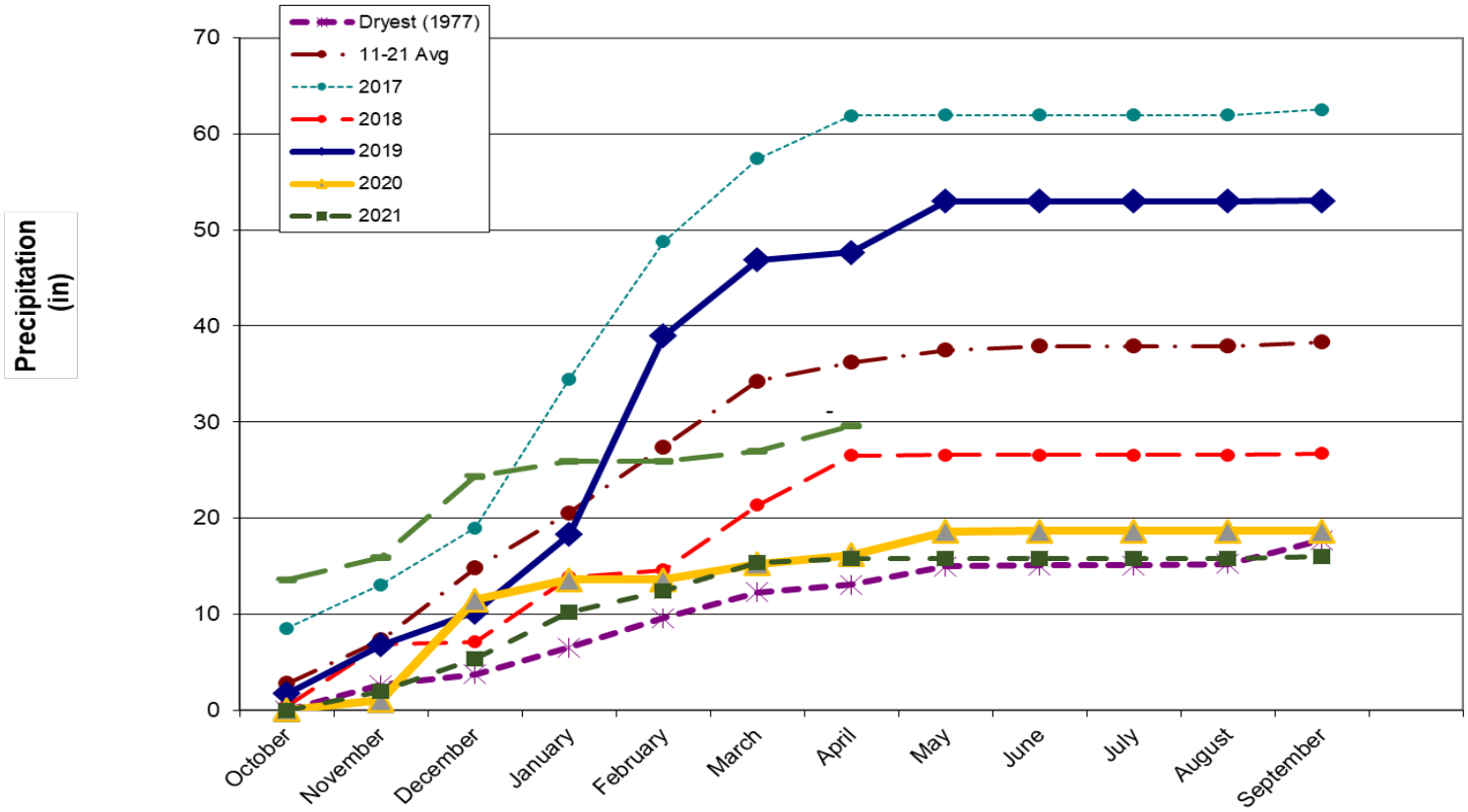


Figure 3. Guerneville Cumulative Monthly Rainfall



SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. III-E

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

SUBJECT: DISCUSSION/ACTION RE RATIFICATION OF FIFTH AMENDMENT OF CONTRACT WITH REGIONAL GOVERNMENT SERVICES (RGS)

RECOMMENDED ACTION: Approval of Resolution 22-08, ratifying the Fifth amendment to the Agreement with RGS for human resource services.

FISCAL IMPACT: \$150/hr, not to exceed \$54,000.

DISCUSSION:

The District is under contract with Regional Government Services Authority (RGS) for various human resources services. In the past the original contract with RGS has been amended four times. At the May 12, 2022 Special Board Meeting, the Board of Directors authorized the Board President to execute a Fifth Amendment to the RGS Agreement. The Fifth Amendment provides for additional services for hourly work at a rate of \$150/hr. to assist the Board and District staff with a range of operational and administrative duties consistent with the role of an Interim General Manager

Resolution No. 22-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SWEETWATER SPRINGS WATER DISTRICT RATIFYING THE FIFTH
AMENDMENT TO THE AGREEMENT FOR HUMAN RESOURCES CONSULTING
SERVICES WITH REGIONAL GOVERNMENT SERVICES AT A RATE OF
\$150/HR. NOT TO EXCEED \$54,000**

WHEREAS, Sweetwater Springs Water District (“District”) entered into an Consulting Services Agreement for certain human resources consulting services with Regional Government Services (“RGS”), a joint powers authority (“Agreement”) dated October 18, 2021; and

WHEREAS, at a May 12, 2022 special meeting, the District Board of Directors authorized the Board President to execute a Fifth Amendment to the Agreement, this amendment for hourly consultant services to perform operational and administrative duties consistent with the role of an Interim General Manager; and

WHEREAS, the Board President executed the Fifth Amendment, attached hereto as Exhibit A; and

WHEREAS, for the purposes of transparency and clarity, the Board of Directors now desires to ratify the Fifth Amendment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sweetwater Springs Water District hereby ratifies the Fifth Amendments to the Consulting Services Agreement Between the Sweetwater Springs Water District and Regional Government Services for Human Resources Consulting Services attached hereto as Exhibit A and incorporated herein and authorizes the Board President and General Manager to take such actions necessary and convenient to fulfill the purposes of the Agreement.

[Continued on following page]

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 3, 2022, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Larry Spillane	_____	_____

Gaylord Schaap
President of the Board of Directors

Attest: Julie A. Kenny
Clerk of the Board of Directors

EXHIBIT A
**FIFTH AMENDMENT TO AGREEMENT FOR
HUMAN RESOURCES CONSULTING SERVICES WITH
REGIONAL GOVERNMENT SERVICES**

[Attach amendments]

**FIFTH AMENDMENT TO THE
CONSULTING SERVICES AGREEMENT BETWEEN THE
SWEETWATER SPRINGS WATER DISTRICT (SSWD) AND
REGIONAL GOVERNMENT SERVICES AUTHORITY (RGS) FOR
HUMAN RESOURCES CONSULTING SERVICES**

This Fifth Amendment (“Fifth Amendment”) to the Consulting Services Agreement Between the Sweetwater Springs Water District and Regional Government Services Authority (RGS) for Human Resources Consulting Services dated October 18, 2021 (the “Agreement”) is made and entered into this 12th day of May, 2022 by and between the Sweetwater Springs Water District, (“District”) and Regional Government Services Authority (“Consultant”), and is effective as of the date of this Amendment.

RECITALS

WHEREAS, the District and RGS entered into the Agreement for the performance of human resources services described therein, which RGS has completed such services; and

WHEREAS, the District and RGS entered into a First, a Second, Third and Fourth Amendment for the performance of certain additional services; and

WHEREAS, the District now desires RGS to perform, and RGS desires to perform for the District, certain additional administrative services described in Exhibit A-5, “Scope of Work, A-5” attached hereto and incorporated herein, pursuant to the terms of the Agreement as amended by the First, Second, Third and Fourth Amendments and this Fifth Amendment.

THEREFORE, the parties agree to amend the Agreement as follows:

1. The recitals above are incorporated herein as set forth in full.
2. The first paragraph of Section 2, Compensation, is hereby amended as follows (additions in underlined italics, deletions in double-strikethrough):

District hereby agrees to pay Consultant a sum not to exceed including reimbursable costs incurred:

Fifteen Thousand Dollars and No Cents (\$15,000.00) for the performance of Work described in Exhibit A-3; and
Ten Thousand Dollars and No Cents (\$10,00.00) for the performance of Work described in Exhibit A-4; and
Fifty-Four Thousand Dollars and No Cents (\$54,000.00) for the performance of Work described in Exhibit A-5.

notwithstanding any contrary indications that may be contained in any proposal by Consultant. In the event of a conflict between this Agreement and any proposal by Consultant, including those attached as Exhibit A, regarding the amount of compensation, this Agreement shall prevail. District shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from District to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to District in the manner specified herein. Except as specifically authorized by District in writing, Consultant shall not bill District for duplicate services performed by more than one person.

3. Exhibit A of the Agreement is hereby amended to add Exhibit A-5, "Scope of Work, A-5."

Except as set forth above, each and every provision of the Agreement between the parties shall remain in full force and effect.

SWEETWATER SPRINGS WATER
DISTRICT

REGIONAL GOVERNMENT
SERVICES AUTHORITY

Gaylord Schaap
Board President

Richard Averett
Executive Director

Approved as to Form:

Rachel Hundley
District Counsel

**[ATTACH TO EXHIBIT A]
EXHIBIT A-5, SCOPE OF WORK A-5**

**RGS SERVICES for SWEETWATER SPRINGS WATER DISTRICT
May 2022 - JULY 2022**

Scope of Services: Provide consultant to:

Prepare Board agendas and supporting materials.

Take such actions necessary to implement the policies of the Board.

Assign and monitor work performed by employees and contractors to the Agency.

Monitor revenues and expenditures for consistency with the adopted budget.

As needed, maintain communications with the administrative heads of the various agencies and organizations with whom the District does business to assist in fulfilling the mission of the Agency.

Provide a range of operational and administrative duties and advice.

Project Leader: John Haig, Senior Advisor, will serve as Project Leader for this Work.

Location: Hybrid (onsite and offsite): At District office at least one day per week subject to identified needs and existing travel plans; scheduling information will be provided in writing by consultant to the District Board President.

Schedule: Up to thirty (30) hours per week or as mutually agreed in writing by consultant and the District Board President

Compensation: For this service, RGS provides services on an hourly basis, plus direct costs. Work is performed as agreed, and subsequently billed each month based on hours actually worked. Bill rates are as follows:

RGS Consultant	Hourly Rate
Senior Advisor	\$150

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

**SUBJECT: DISCUSSION/ACTION RE NEW SERVICE REQUEST AT 17538
SUMMIT AVENUE (AMAROLI)**

RECOMMENDED ACTION: Deny request for a new service.

FISCAL IMPACT: N/A

DISCUSSION:

This item appears was placed Board Agenda at the request of customer Paul Amaroli, who submitted correspondence to the Board at the May meeting (copy attached).

Staff has investigated the possibility of an additional service on the main line servicing Mr. Amaroli's property at 17538 Summit Avenue. Unfortunately, the main is undersized and the storage is inadequate to provide service and fire protection for an additional service without unduly compromising the existing services on this line.

The District has denied service to several other potential customers in this area for the same reasons.

Julie Kenny

From: Paul Amaroli <pamaroli@gmail.com>
Sent: Monday, May 02, 2022 11:21 AM
To: info@sweetwatersprings.com
Cc: Jacqueline Kennedy; Lisa Amaroli
Subject: Appeal for a single-family-home water connection at 17538 Summit Ave.

Follow Up Flag: Follow up
Flag Status: Flagged

Board of Directors
Sweetwater Springs Water District
P.O. Box 48
Guerneville, CA 95446
Email: info@sweetwatersprings.com

Paul Amaroli
2810 Laguna Rd
Santa Rosa, CA 95401
Email: pamaroli@gmail.com
Mobile: 707-291-3113

May 2, 2022

Re: Appeal to grant a waiver for a single-family-home water connection for 17538 Summit Ave.

Dear Board of Directors:

I am writing on behalf of the trust that owns the lot located at 17538 Summit Avenue (APN 072-173-011). In addition to myself, the beneficiaries of the trust are my sisters, Jacqueline Kennedy and Lisa Amaroli.

The lot is part of a subdivision and is surrounded by houses which have been built over the years. In 1957, when owned by Edward Bird, it had a cabin and a permit was approved for a septic system, which must have had a water connection. We do not know what happened to that cabin, but later the property was acquired by our father and in the 1980s he was granted a building permit for the lot but did not continue with that project.

We are trying to sell the lot but, as you will understand, the lack of a water connection is a major obstacle. We have been told that there is a moratorium for 5 years or more on new connections.

We appeal to you, the Board of Directors, to grant a waiver to allow a single-family-home water connection for this property.

The approval of a connection would remove the main obstacle to our sale of the lot. The lot is the only undeveloped land on the street, and it would improve the overall appearance of the community were a home to be built on it. Development and upkeep of the parcel would also ensure close management of vegetation and keep rodents and other pests to a minimum for the sake of surrounding homes.

Many thanks for your consideration of our appeal. In addition to this email, I am sending the same text via regular mail.

Cordially,

Paul Amaroli, Trustee
Ralph and Theodora Amaroli Trust

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

SUBJECT: APPROVAL OF FISCAL YEAR 2022-2023 WATER RATES

RECOMMENDED ACTION:

- A. Hold a public hearing on the proposed Fiscal Year 2022-2023 Water Rates;
- B. Approve Resolution 22-10, which establishes water rates for FY 23, increasing the Base Rate, Water Usage Charge, and Capital Debt Reduction Charges by 5%.

FISCAL IMPACT: Increases revenues to the District by an estimated \$144,138 for District operations for FY 2022-2023.

DISCUSSION:

The proposed 5% water rate increase for FY 2022-2023 was discussed in the May meeting of the Board, and the Board set a 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 2022-2023.

The Proposition 218 notices were mailed by April 18, 2022. Approximately 3,600 notices were mailed to all District property owners. As of May 26, 113 protests have been received.

The District received comments from some ratepayers as follows;

“This will be a hardship for me.”

“Everywhere prices have increased. Sweetwater Springs should stem the tide and postpone a rate hike.”

Two ratepayers wrote letters and District staff responded by telephone to both customers who wrote in.

Resolution No. 22-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT ADOPTING WATER RATES FOR FISCAL YEAR 2022-2023

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 the notices to property owners mailed out by April 18, 2022; 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 2022, District staff sent formal notices of the public hearing on the proposed rate structure for the Fiscal Year 2022-2023 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 2, 2022, to hear public testimony on the proposed water rate structure for FY 2022-2023 and heard all testimony regarding the proposed water rates, and accepted all related comments and protests for FY 2022-2023, 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 2022-2023; 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, 2022, 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 Reduction. Effective on all bills issued on or after July 1, 2022, 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, 2022.

PASSED AND ADOPTED this 2nd day of June 2022.

Gaylord Schaap
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 2, 2022, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Larry Spillane	_____	_____

Attest: Julie Kenny
Clerk of the Board of Directors

Proposed Bimonthly Water Rates

	Base Rates \$/account	CDRC ¹ \$/account	Volume Rates (\$/hcf)	
			Tier 1	Tier 2
Single Family Residential			\$1.73	\$4.16
All Users	\$75.54	\$13.83	(0-8) hcf	9+ hcf
Multi Family (by # Dwelling Units)²				
2 DU's	\$117.08	\$21.45	(0-12.4)	12.5+
3 DU's	\$158.62	\$29.04	(0-16.8)	16.9+
4 DU's	\$200.17	\$36.58	(0-21.2)	21.3+
Commercial (by meter size)				
5/8"	\$75.54	\$13.83	(0-8)	9+
1"	\$188.86	\$34.61	(0-20)	21+
1 1/2"	\$376.52	\$69.16	(0-40)	41+
2"	\$604.29	\$110.67	(0-64)	65+

hcf = hundred cubic foot, 748 gallons

1 - Capital Debt Reduction Charge

2 - Multi Family unit multiplier = 0.55 for every extra unit; no meter multiplier

Exhibit A

**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, 2022

The rates indicated below shall be effective on all bills issued on or after July 1, 2022, and these fees, rates, and charges shall supersede and replace those in Resolution 21-13.

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-C

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

SUBJECT: APPROVAL OF THE FISCAL YEAR 2022-2023 OPERATING AND CAPITAL IMPROVEMENT BUDGET

RECOMMENDED ACTION:

- A. Hold a public hearing on the proposed Fiscal Year 2022-2023 Budget;
- B. Approve Resolution 22-11, which approves the FY 2022-2023 Budget including the District's proposed water rates based on a 5% increase.

FISCAL IMPACT: Provides financial direction for FY 2022-2023.

DISCUSSION:

The draft FY 2022-2023 Budget was presented at the April meeting and the May meeting. At the meetings we discussed budget issues, the proposed water rate increases, and the line item details of the proposed FY 2022-2023 Budget. During the discussion several items were highlighted, among them was the 5% rate increase and the FY 2020-2021 CIP. Highlights of the FY 2022-2023 Budget include:

- A 5% increase in the Water Usage, Base Rate and Capital Debt Reduction Charges. This is the third year of the five-year plan to increase capital funding to a sustainable level.
- Water sales are projected to be flat.
- FY 2020-2021 CIP, Water Main Replacement of ~5,400' on Old River Rd. and Woodland Drive at \$1,650,000.
- The transfer to the Capital Improvement Reserve Fund (CIRF) of \$395,000.

The Proposition 218 notices were mailed by April 18, ~3,600 notices were mailed to all property owners. As of May 26, 113 protests have been received.

Exhibit A is the FY 2022-2023 Budget. It includes the budget detail. This document plus information on the proposed 5% water rates increase will be on the District website.

Table 1. FY 2022-2023 Budget Preparation	
Reviewed/Approved Capital Improvement Program	February 2022
Introduce Budget Process	January 6, 2022
Budget Committee meetings	March 2022
Draft Budget to Board for Discussion/Action, Including Direction on Water Rates	March 3, 2022 April 7, 2022
Prop 218 Mailing for Water Rate Increase, if necessary	April 18, 2022
Draft Budget to Board for Discussion/Action	May 5, 2022
Approve Budget	June 2, 2022
<ul style="list-style-type: none">• Prop 218 Public Hearing on Rates, if necessary	

Resolution No. 22-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT ADOPTING THE FY 2022-2023 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 2022-2023; 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 2, 2022 regular meeting.

BE IT RESOLVED, that the Board of Directors of the Sweetwater Springs Water District hereby adopts the attached FY 2022-2023 Operating and Capital Improvement Budget and all schedules, exhibits, and policies contained therein.

PASSED AND ADOPTED this 2nd day of June 2022.

Gaylord Schaap
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 3, 2021, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Larry Spillane	_____	_____

Attest: Julie Kenny
Clerk of the Board of Directors

1 Exhibit A DRAFT FY 2022-2023 OPERATING AND CAPITAL BUDGET									
2									
3 FY 2022-2023 DRAFT OPERATING BUDGET									
				FY 20-21	FY21-22	FY 21-22	FY 22-23	Difference	
				FINAL	BUDGET	Projected	BUDGET	FY22-F23	FY 2022-2023
				(CASH)*				Budgets	
4 REVENUE									
5 OPERATING REVENUE									
6 4031 - Water Bill Revenue									
7 4031.1. - Capital Debt Reduction Charge 317,797 332,402 332,402 349,022 16,620 5% rate increase based on projected									
8 4031.1. - Water Sales - Base Rate 1,737,694 1,814,787 1,814,787 1,905,526 90,739 5% rate increase based on projected									
9 4031.1. - Water Sales - Usage Charges + Other 697,378 735,568 735,568 772,346 36,778 Flat sales, 5% increase based on projected									
10 4031.1. - Total Water Sales 2,752,869 2,882,757 2,882,757 3,026,895 144,138									
11 Total OPERATING REVENUE 2,752,869 2,882,757 2,882,757 3,026,895 144,138									
12 NON-OPERATING REVENUE									
13 4445 - Grant Proceeds 0 0 - - -									
14 4448 - Policy Reserve Loan proceeds 500,000 - - - - None.									
15 1700 - Interest 4,869 10,000 3,200 3,500 (6,500)									
16 3600 - Construction New Services 31,781 7,000 15,000 8,000 changes from year to year									
17 3601 - Construction Service Upgrades 14,615 5,000 5,000 6,000 changes from year to year									
18 4032 - Rent 119,915 112,970 121,000 121,500 8,530 Crystal \$1361/mo = \$16.322 AT&T \$8778.67/mo = \$105.344 USBank CC refunds So. City Credit									
19 4040 - Miscellaneous Income 14,920 1,500 1,500 1,500									
20 Total NON-OPERATING REVENUE 686,100 136,470 145,700 140,500 4,030									
21 Total Income 3,438,969 3,019,227 3,028,457 3,167,395 148,168									
22 EXPENSES									
23 OPERATING EXPENSES									
24 SALARY & BENEFITS									
25 Salary									
26 5910 - Wages 805,607 885,000 885,000 911,550 26,550 3% Wages increase as per MOU									
27 5912 - Overtime 40,184 34,000 40,000 37,000 3,000 3% Wages increase as per MOU									
28 5916 - On-Call Pay 39,030 36,000 39,000 37,000 1,000 as per MOU									
29 5918 - Extra help - Contract 37,030 37,000 37,000 37,000 - Contract									
30 Total Salary 921,851 992,000 1,001,000 1,022,550 30,550									
31 Benefits									
32 5500 - Flex Spending -5,374 0 0 0 JK: ER Rates: 2% @ 55: 10.32%; 2% @ 62: 7.47% Est biweekly total: \$2,746 (ER Rate only)									
33 5920 - Retirement net EE share 68,732 78,000 75,000 72,000 (6,000) 2% @ 55: \$0 2% @ 62: \$0									
34 5920.4 - Retirement UL 34,552 1,385 1,385 1,400 15									
35 5920.5 - Retirement UL 500,000 0 0 0 -									
36 5922 - Payroll Taxes - Employer Paid 14,018 16,761 16,000 16,000 (761)									
37 5930 - Health/Dental/Vision/AFLAC Ins. 239,043 237,000 255,000 260,000 23,000									
38 5931 - Retiree health 11,043 11,700 11,700 14,000 2,300 Includes contribution to CERBT of \$3000. Per JK cost per retiree 2022 \$149 Total retirees: 6 \$149X 6 X 12 + \$3000=\$13,728									
39 5940 - Workers Comp Insurance 20,508 25,000 22,842 23,000 (2,000) FY 2022-23 EMOD: 1.03; rates unknown									
40 5941 - Life Insurance (GM) 1,000 1,000 1,000 1,000 - Per EF contract.									
41 Total Benefits 883,522 370,846 382,927 387,400 16,554									
42 Total SALARY & BENEFITS 1,805,373 1,362,846 1,383,927 1,409,950 47,104									
43 SERVICES & SUPPLIES									
44 Communications									
45 6040-I - Internet service 3,315 3,500 2,700 2,700 (800) Comcast -\$127/month; \$1524 GatoMyPC \$88/mo = \$1056 Sonic.net \$72/mo = \$864									
46 6040-C - Cell Phones/Radios 4,634 5,200 5,700 6,300 1,100 Verizon \$100/mo: \$1200 Cell phone reimburse \$380/mo - \$4560 Misc.: \$500									
47 6040-T - Telephones 23,457 24,820 28,000 30,000 5,180 Ans. Service: \$2100 AT&T Phones: \$1,900/mo: \$22,800 Mtel Phones: \$360/mo=\$4,320									
48 Total Communications 31,406 33,520 36,400 39,000 5,480									
49 Insurances									
50 6101 - Liability & Auto Ins. 65,391 65,000 39,000 50,000 -15,000									
51 Total Insurances 65,391 65,000 39,000 50,000 (15,000)									
52 Maint/Rep - Office & Vehicles									
53 6140 - Vehicle Maintenance 27,396 18,000 10,000 18,000 - trucks are getting up in age for more maintance									
54 6151 - Office Maintenance 5,173 5,000 5,300 5,000 Alarm System - \$145/yr=\$580 SR Computers - \$195/mo = \$2340/year Copy mach. maint - 1500/yr Landscaping - \$300/yr Misc./ Other - \$250									
55 Total Maint/Rep - Office & Vehicles 32,569 23,000 15,300 23,000 -									
56 Maint/Repair - Facilities									
57 6085 - Janitorial Services 8,784 9,600 9,600 11,000 1,400 Maria Reyes (office Janitorial): \$135/mo = \$1620 United Site Svces (port-o-lets): \$400/mo = \$4800 Recology Garbage \$175/mo=\$2100 Sewer - GVTP (\$1800)									
58 6100 - SCADA System 1,313 6,500 4,500 6,500 - will be getting new back up batteries for scada site									
59 6180 - Distribution System Repairs 37,995 50,000 50,000 50,000 -									
60 6235 - Treatment Sys/Well Repairs 55,593 75,000 75,000 75,000 -									
61 6143 - Generator Maintenance 3,766 5,000 5,000 5,000 -									
62 Total Maint/Repair - Facilities 107,451 146,100 144,100 147,500 1,400									
63 Miscellaneous Expenses									
64 6280 - Memberships 9,751 10,100 10,100 11,000 900 USA \$800 AWWA \$460 CSDA \$7,620 MR Chamber -\$50 RR Chamber -\$175 Cal Rural \$1400 WCWW \$200									
65 6303 - Claims 295 1,500 - 1,500 -									
66 6593 - Governmental Fees 18,982 18,500 18,500 22,000 3,500 Elections costs: \$2000 Notice of Determination \$230 Parcel List \$325 LAFCO \$6,400 Hazmat \$1300 Operator license fees \$500 System fees \$10500 Water Rights \$500									
67 Total Miscellaneous Expenses 29,028 30,100 28,600 34,500 4,400									

	FY 2022-2023 DRAFT OPERATING BUDGET			FY 20-21 FINAL (CASH)*	FY21-22 BUDGET	FY 21-22 Projected	FY 22-23 BUDGET	Difference FY22-F23 Budgets	FY 2022-2023
68	FY 2022-2023 DRAFT OPERATING BUDGET								
69	Office Expense								
70			6410 - Postage	15,404	19,000	19,000	20,000	1,000	Billing (2000 pieces @ \$.53.5 X 12 months) = \$12,840 Prop 218 mailing: 4000 X .53.5 = \$2,140 1 extra mailing: 3600 X .53.5 = \$1,926 Other mail
71			6430 - Printing Expense	10,185	7,000	7,000	9,000	2,000	Window Envelopes \$1540 Return Envelopes \$1000 Water Bills + Autopay \$1700 Doorhangers \$400 CDRs: \$1,200 Doorhangers: \$400 Prop 218 Notices/Envelopes: \$1,200 Fall notice: \$1,000 Checkblanks \$200 Tabbooks/Packet books \$0
72			6461 - Office Supplies	6,847	6,000	6,000	6,000		Supplies \$4500 Plants/Landscaping \$150 Christmas party \$400 Business lunches \$75 Paper products/coffee \$250 Furniture/Equip \$500
73			6800 - Subscriptions/Legal Notices	2,232	1,250	3,500	3,000	1,750	Press Democrat \$625 Legal Notices \$500 Ads (job): \$500 Sonoma West \$350 Safety Meeting Outlines \$100
74			6890 - Computers/Software	4,597	3,500	3,500	4,500	1,000	Antivirus software \$150 Battery backups: \$500 Misc \$400 Filemaker upgrade \$2000 Quickbooks upgrade \$0 Workstation upgrades - \$0 Office 365 subscription: \$850 Digital Ocean: \$6.20/mo = \$75 Cisco/Webay: \$170
75	Total Office Expense			39,265	36,750	39,000	42,500	5,750	
76	Operating Supplies								
77			6300 - Chemicals	14,911	18,000	5,000	15,000	(3,000)	no kmno4 being used anymore
78			6880 - Tools and Equipment	3,097	7,500	7,000	7,500.00		pipe finder \$4000 Mini Jack hammer \$550. Chain saw \$400 leaf blower \$300 gen 1,000
79			6881 - Safety Equipment	1,872	2,500	2,000	2,500		cones/work signs/ barricades
80	Total Operating Supplies			19,880	28,000	14,000	25,000	(3,000)	
81	Professional Services								
82			6514 - Lab/Testing Fees	7,532	12,500	12,000	15,000	2,500	no lead and copper samples this year IEDA \$13,000
83			6570 - Consultant Fees	54,472	35,000	35,000	50,000	15,000	SR Computers/Chris Meyers (online bill view) \$1500 SR Computers/Kim (website) \$2000 Filemaker: Online bill format \$1500 One Call Now (robocalls): \$300 Water Audit: \$3,300 New hire fitness/drop test: \$1,000
84			6590 - Engineering	4,921	10,000	10,000	10,000		
85			6610 - Legal	23,630	30,000	60,000	60,000	30,000	
86			6630 - Audit/Accounting	35,033	36,000	36,000	38,000	2,000	ADP \$652 weeks = \$1690 W-2s, taxes: 1099s = \$500 Authorize.net \$130/mo = \$1560 Auditor \$8,500 TSYS: \$1600/mo = \$19,200 E-check fees = \$2800 West America fees \$230/mo = \$2760 County Accounting Fees = \$800
87	Total Professional Services			125,588	123,500	153,000	173,000	49,500	
88	Rents & Leases & Loans								
89			6820 - Equipment	1,408	3,300	3,300	3,600	300	Postage machine \$1600 Action rents: \$2000
90			6840 - Building & Warehouse	31,152	32,000	32,000	32,000		Rent: \$2,150/mo = \$2,000 (est based on new lease in May 2020)
91			Policy Reserve Loan	135,000	135,000	135,000	135,000		\$500,000 borrowed FY 2018-20, \$300,000 borrowed FY 2020-21. Year 3 of 7 years payback \$135,000 annually.
92	Total Rents & Leases			167,560	170,300	170,300	170,600	300	
93	Transportation & Travel								
94			7120 - Seminars & related travel	1,115	5,000	3,000	5,000		JK - \$250, EF-\$1,000 NK/AC - \$400 Field: \$1500
95			7201 - Vehicle Gas	23,909	24,000	34,000	40,000	16,000	
96			7300 - Travel Reimbursements	6,459	6,480	6,480	6,500	20	EF \$500/mo = \$6000 NK/JK \$40/mo = \$480
97	Total Transportation & Travel			31,483	35,480	43,480	51,500	16,020	
98	Uniforms								
99			6021.1 - Boots	1,618	1,500	1,500	1,800	300	\$245 X 7 = \$1715
100			6021.3 - T-shirts	1,618	1,800	1,200	1,500	(300)	
101			6021.4 - Jackets	92	240	240	250	10	
102	Total Uniforms			3,328	3,540	2,940	3,550	10	
103	Utilities								
104			7320 - Electricity	125,211	125,000	125,000	126,000	1,000	
105			7321 - Propane	3,358	3,000	3,000	3,500	500	
106	Total Utilities			128,569	128,000	128,000	129,500	1,500	
107	Total SERVICES & SUPPLIES			781,518	823,290	814,120	889,650	66,360	
108	Total OPERATING EXPENSES			2,586,891	2,186,136	2,198,047	2,299,600	113,464	
109	OPERATING SURPLUS/DEFICIT			\$852,078	\$833,091	\$830,410	\$867,795	\$ 34,704	
110	FIXED ASSET EXPENDITURES								
111			8517 - Field/Office equipment	6,170	5,000	500	5,000	5,000	
112			8573 - Vehicles	47,678	-	0	50,000		- postpone for two years
113			8511.1 - Tank/Facilities Sites	22,608	24,000	3,000	24,000	18,000	roofing repairs /foundation repairs /tank liner repairs to tank site.
114			8511.6 - Leasehold Improvements	0	0	0	-	-	
115	Total FIXED ASSET EXPENDITURES			76,456	29,000	3,500	79,000	50,000	
116	TRANSFERS TO OTHER FUNDS								
117			8620.7 - Tfers to CIRF for CDR Revenue	316,573	332,402	332,402	349,022	16,620	
118			8620.3 - Tfers to CIRF	270,000	430,000	450,000	395,000	(35,000)	
119			8620.5 - Tfers to Building Fund	15,000	15,000	15,000	15,000	-	
120			8620.2 - Tfers to In-House Constr	25,000	25,000	25,000	25,000	-	
121	Total TRANSFERS TO OTHER FUNDS			626,573	802,402	822,402	784,022	(18,380)	
122	SURPLUS/DEFICIT			149,049	1,689	4,508	4,773	3,084	
123									

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

Subject: FY 2020-2021 CIP PROJECT UPDATE

RECOMMENDED ACTION: Receive report; give any needed direction.

FISCAL IMPACT: \$1,650,301.00

DISCUSSION:

Replacement of aging water main infrastructure is an important activity of the Sweetwater Springs Water District. Toward that end, the District has developed a multi-year capital improvement program that has prioritized the capital infrastructure that needs to be replaced or improved. The District is currently working on the FY 2020-2021 CIP, replacing approximately 5,400 ft of existing main and 58 services on Old River Rd and Woodland Drive, including 16 lead goosenecks. The new HDPE water main will replace old galvanized, steel, and cast iron pipe.

This construction project was advertised in December of 2021, and five bids were received and opened on January 18, 2022, at 2:30 pm, in accordance with bid instructions. The project had an Engineer's Estimate of Probable Cost of \$1,601,944. After careful review and analysis of the bid by Piazza Construction (Piazza), the bid was awarded to Piazza. Piazza has done good work for the District in the past, and the bid amount is below the Engineer's Estimate of Probably Cost.

The work authorized under this contract is scheduled to begin on March 30, 2022; according to the contract, it will be completed within 70 working days of the notice to proceed. The work involves repair, replacement and/or reconstruction of existing water main distribution lines, and the installation of water "services" and fire hydrants. The work is in the same general location as existing facilities and will result in no expansion of system capacity. The work is part of the District's Capital Improvement Program and will provide important and necessary improvements to the District distribution system.

The Board approved the award in the amount of \$1,353,421.00 by Piazza Construction, and authorization for the General Manager to approve up to \$135,000 in total change order authority for work not anticipated by the contract, and construction management and inspection costs by Coastland Engineering for the project estimated at \$161,880.00. This puts the entire project cost at \$1,650,301.00 including the total change order amount.

May 5, 2022

This project will be self-funded by the District and with CDBG funds of \$705,000. As such, the Project Award must be approved by CDC staff. District staff have been in communication with CDC and the District has informed the CDC of the award of the contract.

Piazza has submitted the fully executed contract and required supporting documentation. These have been distributed to our Engineers and CDC. A notice to proceed is being drafted by Coastland. Preconstruction meeting was held on March 8, attended by CDC staff, Piazza, Coastland, Jack, and I. Tentative start date was the second week of April 2022. Permit Sonoma was slow to issue the encroachment permit to Piazza so the project is now due to start March 2, 2022.

Construction of the project is underway. Piazza Construction has completed all of the potholing required on Old River Road and reports no additional lead issues as a result of the potholing. At this point, Piazza has bored and installed approximately 900 linear feet of 6 inch HDPE water main, installed 6 service saddles, and prepared 6 water services. No safety, traffic, or community concerns have been noted or reported. Coastland Engineering reports that the project is moving forward appropriately, in terms of schedule and budget, with the exception of some minor construction delay caused by conditions beyond the control of the contractor. It is anticipated that a small amount of additional time will be requested on the project schedule.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

SUBJECT: DISCUSSION/ACTION RE New website and billing system

RECOMMENDED ACTION: Move forward with staff's recommendations to update the website and billing system.

FISCAL IMPACT: Website: \$200/month; Billing system (Muni-Link)\$11,000 set-up, then \$1,195/month*

DISCUSSION:

For years now staff has discussed the need to update the website and the billing system. While it's difficult to abandon a billing system that works and runs free of charge as of February our software is outdated and no longer supported. More importantly, more and more of our customers are requesting the ability to view their bill online which would require updates to both our billing software and our website. "Outdated" is the recurring issue here. The pandemic put progress on both of these projects on hold and accelerated the desire and need for an updated online presence.

Updating the website. Staff has already contracted with Streamline to migrate our current website to an updated platform. Streamline was recommended by a Filemaker developer we recently retained for a small enhancement to our billing system, and after doing some research myself I was pleased with the look and functionality of the Streamline customer websites. Forestville Water District uses Streamline for their website and has been very happy with its features.

Streamline is overseeing the process of content migration from our current website, and has the platform needed to work with an upgraded billing system to provide a customer portal. Staff is also pleased that the new website will offer a private page for Board members. While Streamline will always be available for ongoing support and training, staff will be able to update website content in-house. Our monthly fee also includes monitoring our website's compliance with state requirements. Staff has already begun the process of building the new website and expects it to "go live" by the end of June.

Updating the billing system. Staff is recommending replacing our current system – a general database program called Filemaker – with utility billing software Muni-Link.

Muni-Link was the recommendation of our computer consultant Kim Martin at Santa Rosa computers, who staff asked to evaluate various utility billing programs to find a good fit for our needs. While Kim was researching utility billing software, staff pursued the feasibility and cost of enhancing our current software to provide the online bill view feature so desired by our customers as well as other upgrades. Office staff sat through webinars for both options. Both options offer impressive capabilities compared to our current billing system which has been built haphazardly piece by piece – much of it in-house -- since the District was formed in 1992.

Ultimately, office staff unanimously chose Muni-Link because it already has features we were looking for to modernize and consolidate our office functions AND had features we hadn't even considered to modernize our field crew's workorder system and access to billing system information (should we choose to do so). Furthermore, while subscription-based software of any kind constantly updates, by subscribing to utility-based software the updates and upgrades are geared specifically to the needs of utilities.

Staff is satisfied the enhanced customer features, time-saving staff functions, consolidation possibilities, and built-in features ready to accommodate future District modernization projects justify the monthly cost of Muni-Link. It's a huge and labor-intensive project to change billing systems, but the office is (finally) fully staffed with competent personnel right now. The timing is right and staff is willing.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-F

FROM: John Haig, RGS Consultant

Meeting Date : June 2, 2022

Subject: District Election – November 8, 2022

RECOMMENDED ACTION:

Approve Resolution 22-12, Ordering an Election to be Held and Requesting Consolidation with the November 8, 2022, 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. Staff has called the Sonoma County Registrar of Voters has not yet received a callback. However, based on costs provided for the last election in 2020, three District Director seats could range from \$25,000 – \$38,186 based on cost per voter range of \$4.00 to \$6.50. It should be noted that in recent years these costs were not incurred as an election was not necessary: the District had the same number of candidates as open seats.

Candidates will be required to pay for their own (optional) Statement of Qualifications at a not-to-exceed cost of \$656 based on a 200-word, English-only statement.

DISCUSSION:

The terms of Directors Schaap, Holmer and Robb-Wilder will expire in December. The nomination period for interested candidates in these open Board seats -- including incumbents -- is July 18 – August 12, 2022. Attached is the general informational letter 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. Get this form from the District, and payment for the Statement must be paid in the form of a "not-to-exceed" check to the District (the amount is not known yet but expect it to be at least \$200, not to exceed \$700 or more) 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.



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: ADMINISTRATION DIRECTOR

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: APRIL 7, 2022

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 8, 2022. Nominations for offices in your district open on July 18, and close on August 12, 2022. If any incumbent fails to file during the nomination period, there will be a five-day extension through 5 p.m. on August 17, 2022, 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. Filing dates for each of these documents are included on the election calendar enclosed.

We are including forms for submitting Candidates' Statements of Qualifications as well as guidelines for preparing the statement. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the Sonoma County Voter Information Guide.

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) 565-6808 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,



Troy Kennedy

RESOLUTION NO. 22-12

DATED 06-02-2022

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SWEETWATER SPRINGS WATER DISTRICT, COUNTY OF SONOMA
STATE OF CALIFORNIA, ORDERING AN ELECTION TO
BE HELD AND REQUESTING CONSOLIDATION
WITH THE NOVEMBER 8, 2022,
GENERAL DISTRICT ELECTION

WHEREAS, an election will be held on NOVEMBER 8, 2022, in the
SWEETWATER SPRINGS WATER DISTRICT DISTRICT for the purpose of electing District Directors to
fill positions that will expire in 2026;

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 SCHAAP Aye _____ No _____ Abstain _____

Director SPILLANE Aye _____ No _____ Abstain _____

Director ROBB WILDER Aye _____ No _____ Abstain _____

Director LIPINSKI Aye _____ No _____ Abstain _____

Director HOLMER Aye _____ No _____ Abstain _____

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

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

District Administrator

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-G

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

**Subject: POLICIES AND PROCEDURES RELATED TO THE GENERAL
MANAGER DURING RECRUITMENT AND TRANSITION**

RECOMMENDED ACTION: Discuss and take potential action on policies and procedures as recommended by District Counsel and approved by the Board

FISCAL IMPACT: N/A

DISCUSSION: District Counsel and staff will provide additional information during the meeting.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-H

FROM: John Haig, RGS Consultant

Meeting Date: June 2, 2022

**SUBJECT: DISCUSSION/ACTION RE REMOVING FORMER GENERAL
MANAGER AS A SIGNER ON WEST AMERICA ACCOUNTS**

RECOMMENDED ACTION: Make a Motion approving revoking former General Manager Ed Fortner as a signer on the West America accounts

FISCAL IMPACT: (None.)

DISCUSSION:

Typically the District adds and revokes signers to the West America account by way of Resolution, accompanied by re-signing a Signature Card provided by the bank. For this simpler task – only removing a signer – the bank is simply requiring action recorded in the Minutes. The more formal process will occur when a permanent General Manager is hired and we add that person as a signer to the accounts.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: John Haig, Senior Advisor

Meeting Date: June 2, 2022

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

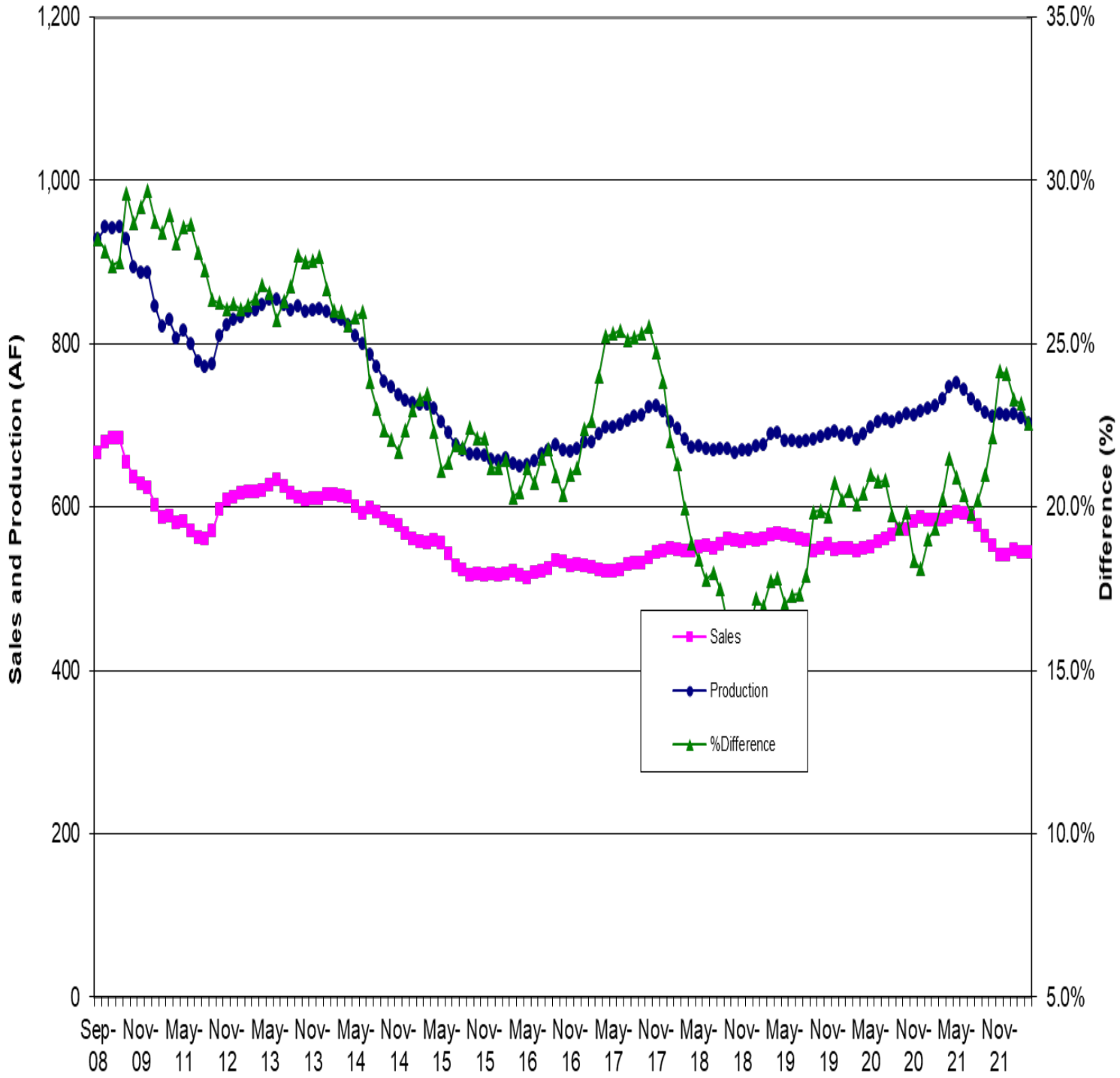
FISCAL IMPACT: None

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 17,024 units Drought restrictions and potential curtailments may become mandatory in this year. Looking at the data over the last ten years, water production has dropped approximately 29%, and sales have dropped 18%, although water sales and production are up during the COVID period.
- 3. Leaks:** We had two total main leak repairs in April requiring with fifty-nine hours on them, and 2 service leaks requiring 36 hours.
- 4. In-House Construction Projects:** There was no in-house construction project in April.
- 5. Wright Drive CDBG Grant Application:** We have applied for \$169,472.00 for the design and planning of the Wright Drive Capital project, with a match of \$42,368 of District funds. Our project is approved by the CDC and was approved by the Board of Supervisors for inclusion in the plan to be submitted to HUD. County staff advises that the CDBG allocation was somewhat smaller in actuality than previously estimated, so all projects to be funded will be recommended for a pro-rata reduction in funding of approximately 10 percent. Additional information is expected shortly.
- 6. Gantt Chart:** The Gantt Chart is as presented for May 2022.

7. The following charts have not been updated since May and are the most recent information available at this time.

**Figure 1. Water Production and Sales 12 Month Moving Averages
Sweetwater Springs Water District Since September 2008**



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since September 2008**

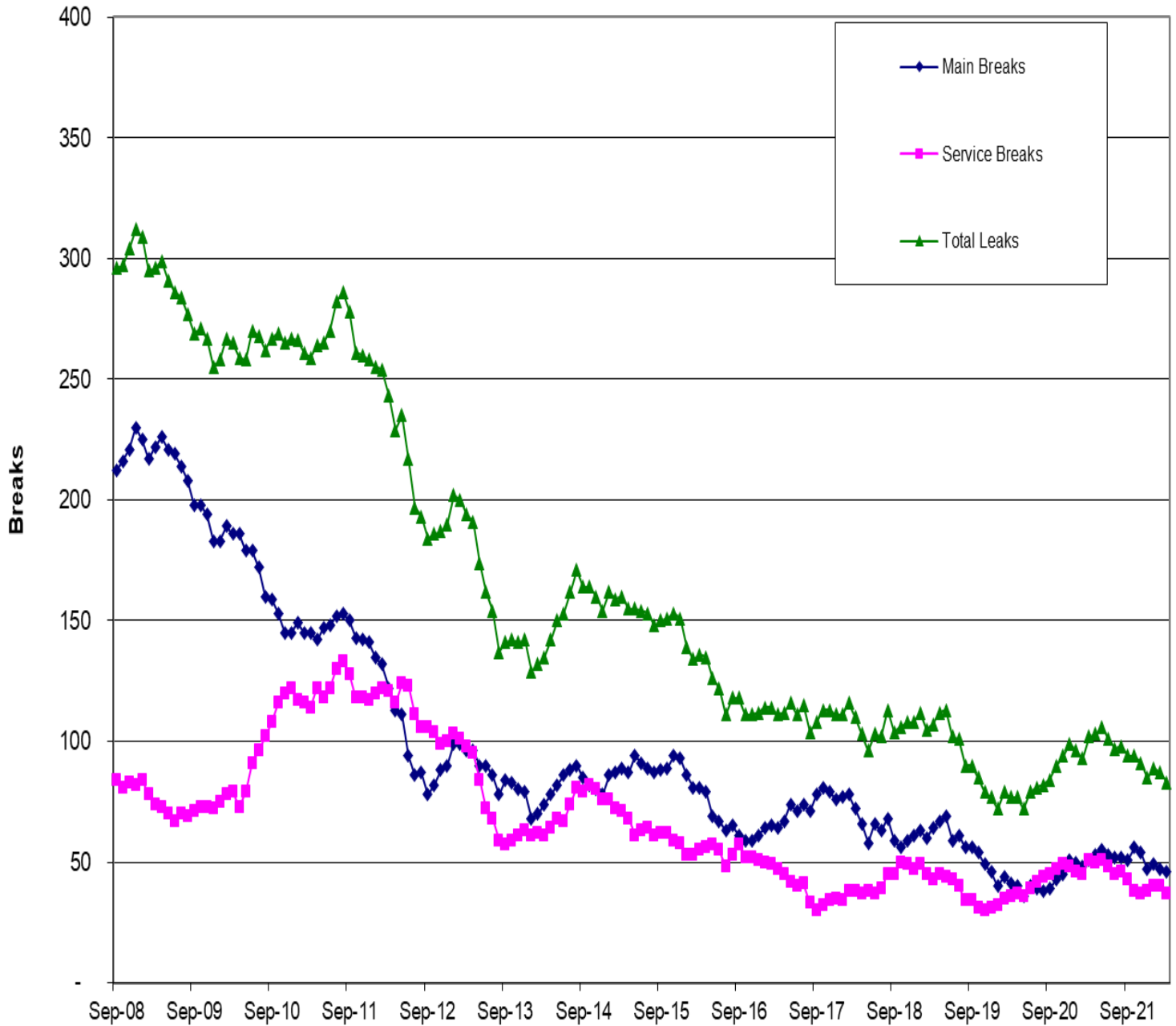


Figure 3. Guerneville Cumulative Monthly Rainfall

