



BOARD OF DIRECTORS MEETING

AGENDA

July 2, 2024, Regular Meeting
District Offices, 17081 Hwy. 116, Ste. B
Guerneville, California
3:00 p.m.

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

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

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

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

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

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

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

- A. Approval of the Minutes of the June 6, 2024 Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payments

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

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

V. ADMINISTRATIVE

- A. Discussion/Action re Approval of Resolution 24-09 Wright Drive Design Contract with Coastland. *(10 min.)*
- B. Discussion/Action re Resolution 24-10 Establishing Salary Ranges of Administrative Manager and Field Manager Employed by District Beginning July 1, 2024 *(5 min.)*
- C. Discussion/Action re Other leasing use of District property. *(Est. time 5 min.)*
- D. Discussion/Action re Responding to Protest Letters. *(Est. time 5 min.)*
- E. Board Subcommittee Reports (standing item) *(Est. time 5 min.)*
Subcommittees: Recruitment/Retention

VI. GENERAL MANAGER'S REPORT

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

VII. BOARD MEMBERS' ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. Pursuant to Gov. Code Section 54957(b)(1) – Public Employee Performance Evaluation.
Title: General Manager

ADJOURN

Sweetwater Springs Water District Mission and Goals

The mission of the Sweetwater Springs Water District (SSWD) is to provide its customers with quality water and service in an open, accountable, and cost-effective manner and to manage District resources for the benefit of the community and environment. The District provides water distribution and maintenance services to five townships adjacent to the Russian River:

- Guerneville
- Rio Nido
- Guernewood Park
- Villa Grande
- Monte Rio

GOAL 1: IMPLEMENT SOUND FINANCIAL PRACTICES TO ENSURE EFFECTIVE UTILIZATION OF DISTRICT RESOURCES

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

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

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION



BOARD MEETING MINUTES*

Meeting Date: June 6, 2024

(*In order discussed)

June 6, 2024
6:40 p.m.

Board Members Present:

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

Board Members Absent:

(None)

Staff in Attendance:

Eric Schanz, General Manager
Julie Kenny, Board Secretary

Others in Attendance:

Erica Gonzalez, Redwood Public Law

I. CALL TO ORDER (6:32 p.m.)

The properly agendized meeting was called to Order by President Lipinski at 6:32 p.m.

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

(None.)

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

President Lipinski reviewed the items on the Consent Calendar. Brief discussion ensued. Director Holmer moved to approve the Consent Calendar. Director Robb-Wilder seconded. Motion carried 5-0.

- A. Approval of the following Minutes of the May 2, 2024, Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (6:33 p.m.)

(None.)

V. ADMINISTRATIVE (6:34 p.m.) *

**in the order discussed*

- V-A. (6:34 p.m.) Public Hearing: Discussion/Action re Resolution 24-06, Adopting Water Rates for FY 2024-25 and Analysis of protests received.** The GM gave an overview of this item and made a PowerPoint presentation. Discussion ensued. Comments were made by Legal Counsel Erika Gonzalez. Further discussion ensued. At 6:58 p.m., President Lipinski opened the Public hearing. There were no members of the public. He closed the Public Hearing at 6:58 p.m. Director Holmer moved to approve Resolution 24-06, Adopting Water Rates for FY 2024-25. Director Robb-Wilder seconded. Motion carried 5-0. No action was taken.
- V-B. (6:59 p.m.) Discussion/Action re Resolution 24-07, Adopting the FY 2024-25 Operating and Capital Improvement Budget.** The GM gave an overview of this item and made a PowerPoint presentation. Discussion ensued. At 7:09 p.m., President Lipinski opened the Public hearing. There were no members of the public. He closed the Public Hearing at 7:09 p.m. Director Jones moved to approve Resolution 24-07, Adopting the FY 2024-25 Operating and Capital Improvement Budget. Director Holmer seconded. Motion carried 5-0. No action was taken.
- V-C. (7:10 p.m.) Discussion/Action re Resolution 24-08, Ordering an Election to be Held and Requesting Consolidation with the November 5, 2024, Consolidated District Election.** The Administrative Manager provided an overview of this item. Discussion ensued. Director Robb-Wilder moved to approve Resolution 24-08, Ordering an Election to be Held and Requesting Consolidation with the November 5, 2024 Consolidated District Election. Director Jones seconded. Motion carried 5-0.
- V-D. (7:14 p.m.) Discussion/Action re Continuing Use of the Monte Rio Community Center for Board Meetings.** The GM provided an overview of this item. Discussion ensued. Director Jones made a motion that District Board meetings be held at the District offices. Director Holmer seconded. Motion carried 5-0.
- V-E. (7:18 p.m.) Discussion/Action re Other leasing use of District property.** Director Lipinski gave an overview of this item. Discussion ensued. Comments were made by Legal Counsel Erika Gonzalez. Further discussion ensued. No action was taken.
- V-F. (7:34 p.m.) Board Subcommittee Reports (standing item).
Subcommittees: (1) Recruitment/Retention**
- Brief discussion ensued. No action was taken.
- V-G. (7:39 p.m.) Discussion/Action re Rescheduling the July 4 Board Meeting.** Discussion ensued. Direction was given to staff to reschedule the July 4 Board meeting to July 2, 2024 at 3 p.m. at the District offices.

VI. GENERAL MANAGER'S REPORT (7:39 p.m.)

The GM provided a report on the following items:

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

- 8. Harrison Tank Replacement project
- 9. LRCC Project

Discussion ensued.

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS
(7:49 p.m.)**

VIII. ITEMS FOR THE NEXT AGENDA (7:49 p.m.)

- 1. Other leasing use of District property
- 2. Subcommittee Reports
- 3. GM evaluation (Closed Session)
- 4. Responding to protest letters

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

At 7:53 p.m. President Lipinski announced the items in Closed Session. There was no public comment.

** At 7:53 p.m. the Board took a brief recess. At 8:05 p.m. the meeting reconvened.

At 8:05 p.m. the Board went into Closed Session. At 8:30 p.m. the meeting reconvened from Closed Session and the following action was announced:

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

No action was taken.

ADJOURN

The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date : July 2, 2024

Subject: AWARD OF WRIGHT DRIVE WATER MAIN REPLACEMENT PROJECT ENGINEERING DESIGN CONTRACT

RECOMMENDED ACTION: Approve Resolution 24-09 authorizing the General Manager to sign an amendment to 2020 On-Call Professional Services Agreement with Coastland Civil Engineering to provide design services for the Wright Drive Water Main Replacement Project.

FISCAL IMPACT: The fiscal impact of the proposed Professional Services Agreement is \$231,103.

DISCUSSION:

The District is continuing its ongoing program to replace aging and undersized water system infrastructure. The proposed project includes the replacement of approximately 6,400 linear feet (LF) of water main serving approximately 65 households and the replacement of the Edgehill Booster Station. The existing two-inch and six-inch galvanized mainlines will be replaced by six-inch high-density polyethylene (HDPE). The project work will occur in two pressure zones: the Wright Drive Upper Pressure Zone (Upper Zone) and the Wright Drive Main Pressure Zone (Main Zone).

In the Upper Zone, approximately 5,000 LF of existing mainline and 47 associated services along Wright Drive, Glenda Drive, and Natoma Drive will be replaced. The existing mainlines in this zone are comprised of two-inch steel water main (85 percent) and six-inch asbestos cement water main (15 percent). New fire hydrants will also be installed approximately every 300 feet within the project boundaries. Project work in the Upper Zone will also include the replacement of the Edgehill Booster Station, which is anticipated to be placed in the same location as the existing station.

In the Main Zone, approximately 1,400 LF of existing mainline and 18 associated services along Wright Drive and Wright Lane will be replaced. The existing mainlines in this zone are comprised of two-inch steel water main (30 percent), six-inch asbestos cement pipe (30 percent), and two-inch polyvinyl chloride (PVC) water main that has

already been replaced (40 percent). Like the Upper Zone, fire hydrants will be installed approximately every 300 feet within the project boundaries. Within the Main Zone, there are three existing cross country water mains that run through private property that need to be replaced. These three sections of main will be rerouted and installed within the existing roadway to allow better access for future maintenance for District staff.

The District will likely construct the proposed improvements in two phases dependent upon funding availability. The first phase would include the Main Zone and the second phase would include the Upper Zone.

The District will be receiving a CDBG grant in the amount of \$160,450 to help fund the engineering design of this project. Currently the District is under contract with WRA Environmental Consultants who are preparing the environmental clearance documents for this project.

Resolution No. 24-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT AMENDMENT WITH COASTLAND CIVIL ENGINEERING FOR THE WRIGHT DRIVE WATER MAIN REPLACEMENT PROJECT ENGINEERING DESIGN CONTRACT AND APPROVING AN OVERALL BUDGET OF \$231,103

WHEREAS, the District has identified the Wright Drive neighborhood water infrastructure as needing to be replaced as part of the ongoing program to replace aging and undersized water system infrastructure; and

WHEREAS, Coastland Civil Engineering, as the District’s Engineer, has provided a scope and fee for engineering design and preparation of construction bid documents work; and

WHEREAS, District staff has reviewed the proposal from Coastland Civil Engineering and found it to be acceptable and in line with industry standards.

NOW, THEREFORE BE IT RESOLVED, that the District Board of Directors of the Sweetwater Springs Water District hereby authorizes and directs the General Manager to execute on the behalf of the District a contract amendment with Coastland Civil Engineering to perform the work described in Exhibit “A” attached for a not to exceed amount of \$231,103.

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 July 2, 2024, by the following vote.

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

Tim Lipinski
President of the Board of Directors

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

[END OF RESOLUTION]

**PROJECT SPECIFIC SUPPLEMENTAL AGREEMENT
FOR WRIGHT DRIVE WATER MAIN REPLACEMENT
PROJECT**

WHEREAS, the Sweetwater Springs Water District (herein referred to as “Agency”) entered into an On-Call Professional Services Agreement on October 5, 2020, with Coastland Civil Engineering, LLP. (herein referred to as “Consultant”) to provide On-Call Engineering Services; and

WHEREAS, said On-Call Professional Services Agreement for Engineering allows for the addition of project specific engineering services via task order; and

WHEREAS, the Agency has determined that the Agency needs additional Professional Engineering Services for the Wright Drive Water Main Replacement (hereinafter referred to as “Project”); and

WHEREAS, the Agency does not have the current staff with expertise to provide these services and needs to retain a consultant with the appropriate experience for this work; and

WHEREAS, Consultant has experienced staff with the proper experience and background to carry out the duties involved for this work; and

WHEREAS, Agency wishes to retain Consultant for the performance of the additional services associated with said Project, subject to all the terms and conditions as set for in the original Public Agency Agreement with Consultant.

THEREFORE, Agency and Consultant mutually agree to the scope of work and additional fee as follows:

Scope of Work

All additional work associated with the Project shall be per the scope of work attached as Exhibit “A”.

Payment Terms

For Consultant Services associated with the Project, Agency agrees to pay Consultant in accordance with the payment terms provided on Exhibit “B” attached hereto and incorporated herein by this reference.

IN WITNESS HEREOF, the parties have caused their authorized representative to execute this amendment on _____, 2024.

SWEETWATER SPRINGS WATER DISTRICT “AGENCY”

BY: _____

COASTLAND CIVIL ENGINEERING, LLP. “CONSULTANTS”

BY: _____
John L. Wanger, CEO

Exhibit “A”

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT, MEETINGS, AND FIELD REVIEWS

Project Management and Scheduling

Throughout the duration of the project our Project Manager will oversee the design team to ensure work is completed on time and within the established budget, including ensuring that invoices are accurate and timely. The Project Manager will also ensure that the proper quality control process is followed. A project design schedule will be created and updated at each design milestone or as requested.

Meetings with District Staff

After the Notice to Proceed is issued by the District, Coastland | DCCM will schedule a kick-off meeting with District staff to gather all background information and complete a thorough site review with District Staff to ensure we are aware of all project goals and constraints. Included in this task will be one (1) project kick-off / pre-design meeting to discuss project goals and coordination efforts and three (3) progress design review meetings.

Background Information

We will assemble the available District, County, and Sonoma Water information pertaining to the project including as-built drawings, benchmark information, utility information, base maps, and additional pertinent information for the project.

Field Reviews

We will perform a field visit and take digital photos of the site to identify any unusual or special conditions that may affect the project design or construction. Prior to bidding we will visit the project site up to two (2) times to assess any changes or improvements that may have occurred and observe potential plan conflicts with the final plans.

TASK 2 – AGENCY COORDINATION

We will coordinate with outside utility companies to ensure that all existing facilities, both underground and overhead, are identified accurately during the design phase. This task will include writing letters to PG&E, AT&T, Comcast, Ferrell Gas, Sonoma County (storm drain and retaining walls), and Sonoma Water (sanitary sewer) informing them of the project and requesting their facility drawings. Due to the proximity of the existing sewer main throughout the project, we also anticipate coordination with the Regional Water Board to obtain waivers for horizontal separation distances between the existing sewer and new water lines.

Under this task we will follow up with each utility provider by preparing submittal packages to each so they can verify the accuracy of their facilities and the need for relocation. In addition to the agencies listed above we will prepare a submittal to the fire chief at the Russian River Fire District for review of the proposed fire hydrant locations.

For work proposed within the County right-of-way, we will coordinate with the County of Sonoma to obtain an Encroachment Permit. The permit application will be submitted after the 90% design submittal package has been completed. We have included time for coordination via email and phone conversations, as well as one in-office meeting with the County of Sonoma.

TASK 3 – TOPOGRAPHICAL AND BOUNDARY SURVEYS

Cinquini & Passarino (CPI) will be a subconsultant to Coastland | DCCM and will complete a topographic survey to support the design efforts for this project. Topographic survey will include all necessary work to produce a topographic map, including features such as, but not limited to, building corners and elevations, curb lines, water meters, sewer cleanouts, valves, manholes (including rim, invert and pipe information), utility markings on the pavement, utility poles, driveway and doorway locations, sidewalks, trees four (4) inches and larger, retaining wall or decorative walls, and any other pertinent information that could apply to the project during design.

Topographic survey will be provided on North American Vertical Datum of 1988 and horizontally relate to California Coordinate System of 1983, Epoch 2017.50 as established by GNSS observations if we can achieve strong GNSS signals, otherwise the project will be placed on an assumed horizontal basis and vertical datum.

Additionally, CPI will perform a boundary survey of the area where the existing Edgehill booster pump station is located (Assessor Parcel Number 071-150-012) by performing records research and collecting field data in sufficient detail to locate the parcel boundaries. The efforts will include the following:

- Plot easements shown on latest title report (title report to be provided by the District).
- Locate fence lines, existing iron pipe property corners, and any features indicating lines of possession.
- This work to be used for the completion of a Record of Survey in accordance with Section 8762, of the Professional Land Surveyor's Act, Business and Professions Code, State of California.
- Preparation of a Record of Survey Map and file with the Sonoma County Surveyor.

TASK 4 – 50% PS&E

Following our background research, utility coordination, survey and field review, we will prepare a 50% PS&E submittal package that will include 50% plans, preliminary specifications and a preliminary engineer's estimate of probable construction cost. The plans will include all water main and services improvements, booster pump station replacement improvements and electrical controls. The improvement plans will be separated into 2 sets of plans (phase 1 and phase 2).

We will provide the District with two (2) sets of full size 50% plans (Phase 1 and Phase 2), preliminary specifications and a preliminary engineer's estimate of probable construction costs as well as electronic copies in PDF format. We will include submittals to the County and utility providers to ensure their respective facilities are accurately shown on the plans.

TASK 5 – 90% PS&E

Following the District's review of the 50% submittal, we will prepare the 90% PS&E submittal. The submittal will address District comments on the 50% submittal and will essentially be a complete design package. The plans will include details for all improvements including water main and services replacement, booster pump station replacement and electrical controls, and roadway improvement limits and profiles.

Our Construction Management Department will perform a constructability review of the contract documents. Through this review, we will help minimize claims and potential change orders.

We will provide the District with two (2) sets of full size 90% plans (Phase 1 and Phase 2), specifications and an engineer's estimate of probable construction costs, as well as electronic copies in PDF format.

TASK 6 – FINAL PS&E

Following the review of the 90% submittal, Coastland | DCCM will prepare the final construction drawings, specifications and estimate. We will provide a 100% submittal to the District for a final review to verify comments have been addressed prior to producing the final bid documents. Upon final District review, we will provide stamped and signed drawings and specifications for bidding purposes. We will provide the District with two (2) hard copy sets of the final bid documents (Phase 1 and Phase 2) as well as electronic copies in PDF format.

TASK 7 – BID SUPPORT

Coastland | DCCM will provide the Notice to Bidders to the District for advertisement in local papers. We will also upload the construction documents to an online plan room for distribution to contractors. During the bidding process, we will answer questions that may arise. We will prepare up to two (2) addendums that may be necessary. Coastland | DCCM will also conduct the bid opening, tabulate results and review the apparent low bidder's bid package. As part of the bid

review, we will ensure the contractor is in good standing with the State Contractor's Licensing Board, verify that the prime contractor and all subcontractors are duly licensed with the Department of Industrial Relations, and verify necessary bonds are provided.

Once the review of the bid has been completed, we will prepare a bid summary and forward it to the District with our recommendation for contract award. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the other bidders, we can provide this as an additional service on a time and materials basis, as the time necessary to process the protest is unknown.

This task includes bid support for 2 separate bids (Phase 1 and Phase 2) assuming the District will need to split the project up due to funding availability.

Exhibit “B”

PROPOSED FEE

Based on our scope of work, we are proposing that the design services associated with this project be completed for a not-to-exceed amount of \$231,103. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.

Please also note that in the not-to-exceed amount we have included an estimated amount of \$1,725 for reimbursable expenses (i.e. mileage, printing, etc.). These reimbursable costs will be billed at cost plus 15%.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Erica Gonzalez, District Counsel

Meeting Date: July 2, 2024

SUBJECT: DISCUSSION/ACTION RE RESOLUTION ESTABLISHING SALARY RANGES OF ADMINISTRATIVE MANAGER AND FIELD MANAGER EMPLOYED BY DISTRICT BEGINNING JULY 1, 2024

RECOMMENDED ACTION: Approval of Resolution 24-10 establishing the salary ranges of District employees Administrative Manager and Field Manager to increase the current salary 5% effective July 1, 2024.

FISCAL IMPACT: The recommended salary range revision is a +5.0% increase to the current salaries of District employees Administrative Manager and Field Manager consistent with a cost-of-living adjustment based on the latest CPI-W figures. Expected cost to the District is \$16,000 annually. This has been accounted for in the fiscal year 2024-2025 budget.

DISCUSSION:

The District reviews its salary ranges for employees each year as part of the budget process. Current employees in the positions of Administrative Manager and Field Manager are at the ceiling of the current salary schedule. Recently, staff has raised for the Board's consideration the salaries and benefits of District employees to those of comparable positions at comparable neighboring agencies in consideration of competitive rates and employee retention.

Based upon comparative information, positive job performance and District efforts to provide a safe and rewarding work environment that recognizes the worth and value of its employees, staff recommends a 5.0% salary increase for the District Employees in the position of Administrative Manager and Field Manager. This increase is consistent with ranges for comparable employees which are typically adjusted each year by a cost-of-living adjustment based on the latest April CPI-W figures. Additionally, for reference, the increase is consistent with the cost of living increases as negotiated with Stationary Engineers Union Local 39, for represented employees.

DATE	CPI-W	% CHANGE
APR 2023	333.478	5.0 %
APR 2024	346.671	

The California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5.

Resolution No. 24-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT APPROVING AN AMENDMENT TO THE SALARY RANGES OF ADMINISTRATIVE MANAGER AND FIELD MANAGER EMPLOYEES BEGINNING JULY 1, 2024, IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS TITLE 2, SECTION 570.5

WHEREAS, Sweetwater Springs Water District ("District") job classifications are assigned to a salary range with a specified minimum and maximum level. The salary ranges are annually reviewed and adjusted, as necessary and appropriate, by Resolution; and

WHEREAS, a review of comparative agencies, positive job performance, and efforts to provide a safe and rewarding work environment that recognizes the worth and value of its longstanding employees, indicates a +0.5% increase to the salary ranges of the Administrative Manager and Field Manager employed by the District is consistent with the latest April CPI-W figures for a cost-of-living adjustment and appropriate effective as of July 1, 2024.; and

WHEREAS, the California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5; and

WHEREAS, the District desires to comply with CalPERS reporting requirement by amending the previously approved salary ranges to reflect compensation provided to Employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sweetwater Springs Water District, Sonoma County, California, that:

1. The foregoing recitals are true and correct and are hereby incorporated by reference.
2. The Directors hereby approve the amended monthly salary ranges for maintenance, technical, and administrative employees of the Stege Sanitary District effective as of July 1, 2024 as follows:

SALARY RANGES OF EMPLOYEES EMPLOYED BY SWEETWATER SPRINGS WATER DISTRICT BEGINNING, JULY 1, 2024

<u>CLASSIFICATION</u>	<u>HOURLY SALARY RANGE</u>
MAINTENANCE WORKER TRAINEE	\$23.28 to \$28.30
MAINTENANCE WORKER 1	\$25.63 to \$31.16
MAINTENANCE WORKER 2	\$26.91 to \$32.70
MAINTENANCE WORKER 3	\$29.59 to \$35.97
ACCOUNT CLERK 1	\$23.28 to \$28.30
ACCOUNT CLERK/ADMIN. ASSOC.	\$32.56 to \$39.56
SENIOR CREW SUPERVISOR	\$37.65 to \$45.79
FIELD MANAGER	\$50.42 to \$61.29
ADMINISTRATIVE MANAGER	\$50.42 to \$61.29

PASSED AND ADOPTED this 2nd day of July 2024.

Tim Lipinski
President of the Board of Directors

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on July 2, 2024, by the following vote.

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

Attest: Nicole King
Acting Clerk of the Board of Directors

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: July 2, 2024

Subject: Other Lease Use of District Property

RECOMMENDED ACTION:

This Item is a continuation of the discussion from the June 6th meeting. Director Lipinsky requested that the item be placed on the meeting agenda to allow for further discussion/action of other leased use of District property.

FISCAL IMPACT:

Varies depending on lease use.

DISCUSSION:

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

Progress Update: During the June 6th meeting the Board asked the ad hoc Sub Committee to do more research into the services Lincus Inc. provides. Director Holmer and Director Lapinski will provide an update on their progress.

Lincus Inc. provides assistance through the State Wide Water Infrastructure and System Efficiency Program (SW WISE). Further discussion is needed to decide whether the district will sign an agreement with Lincus to allow for further analysis of pumping systems and review of electrical power use.

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Sukey Robb-Wilder, Director and Tim Lipinski, Director

Meeting Date: July 2, 2024

SUBJECT: Discussion/Action re Responding to Protest Letters

RECOMMENDED ACTION:

Discussion/Action re Responding to Protest Letters.

FISCAL IMPACT: None

DISCUSSION:

Directors Robb-Wilder and Lipinski will discuss responding to protest letters received from the Proposition 218 protest ballots. The two met at the District Office to review protest letters and to formulate a response to those property owners in the district that provided a written protest.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Eric Schanz, General Manager

Meeting Date: July 2, 2024

Subject: Board subcommittee reports

RECOMMENDED ACTION:

Receive updates from active Board subcommittees.

FISCAL IMPACT:

Varies.

DISCUSSION:

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

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: July 2, 2024

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

DISCUSSION:

- 1. Laboratory Testing/ Regulatory Compliance:** Water quality tests confirm that all SSWD water meets all known State and Federal water quality standards.
- 2. Water Production and Sales:** Water sales in May were 12,750 units (Monte Rio cycle). Water Sales for May were up compared to last year at this time but track lower when compared to the previous years of record. Total combined Monte Rio and Guerneville water production for May was 62.07AF.
- 3. Leaks:** There were a total of 10 water main repairs in May requiring 67 work hours total, and 7 service line leaks requiring 54 work hours total (Figure 2). There were 6 water main repairs in Guerneville, 2 water main repairs in Monte Rio and 2 water main repairs in Rio Nido. There were 4 service line repairs in Guerneville, 1 service line in Monte Rio and 2 service line repairs in Rio Nido. Typically, this is the time of year when there is an expected increase in water leaks due to changes in ground moisture levels.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of May was 45.35 inches (Figure 3). Last year cumulative rainfall was 53.94 inches by the end of May.
- 5. In-House Construction Projects:** New 1" inch service installation at 14930 Melody Ave. was completed for the month of May.
- 6. Gantt Chart:** The Gantt Chart is updated for May 2024 (Figure 4).
- 7. Grants:** The fourth disbursement from the DWR Grant for Harrison Tank was received in the amount of \$111,672.74. The fifth disbursement request is in process in the amount of \$473,731.

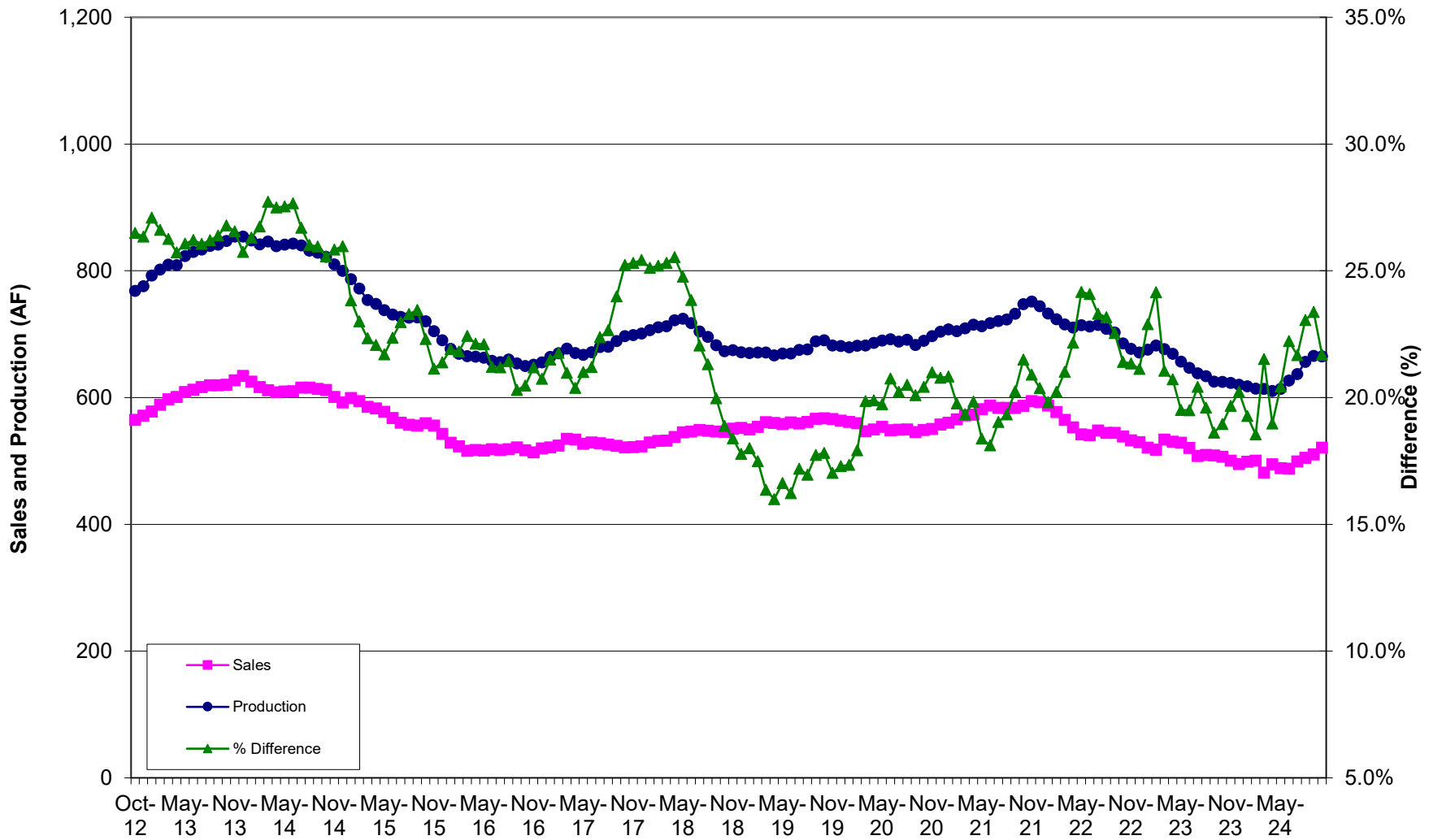
The FEMA grant is still being processed by CAL OES. Due to the high volume of FEMA grants received Cal OES processing is delayed. All required documentation has been provided to CAL OES for completing the grant process.

- 8. Harrison Tank Replacement:** The tank build is completed. Leak testing and disinfection are currently in process. Piazza construction has installed the Cla-Valve assembly and is making the final pipe connections to the tank. After water testing has been completed the tank will go into service.





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



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

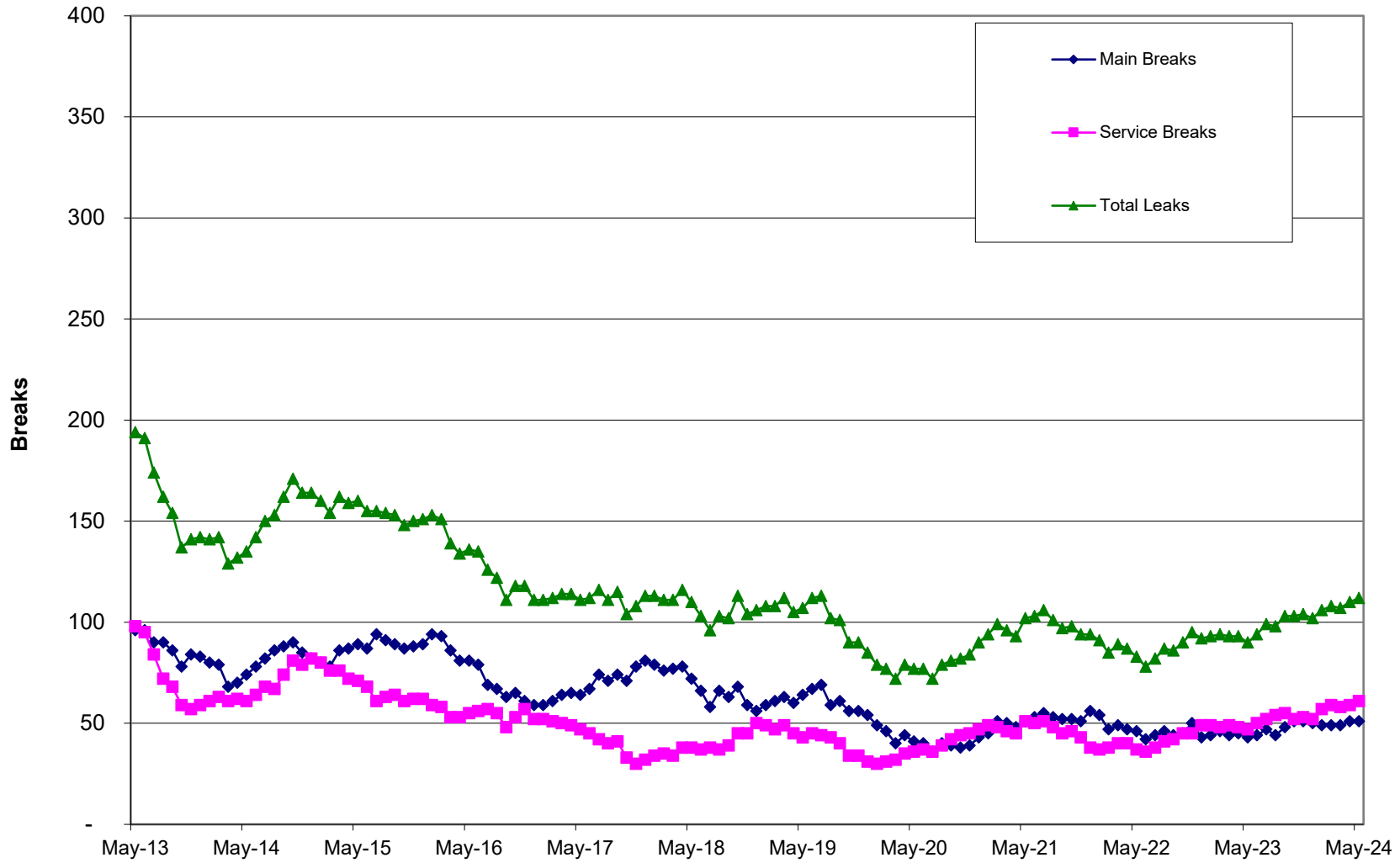
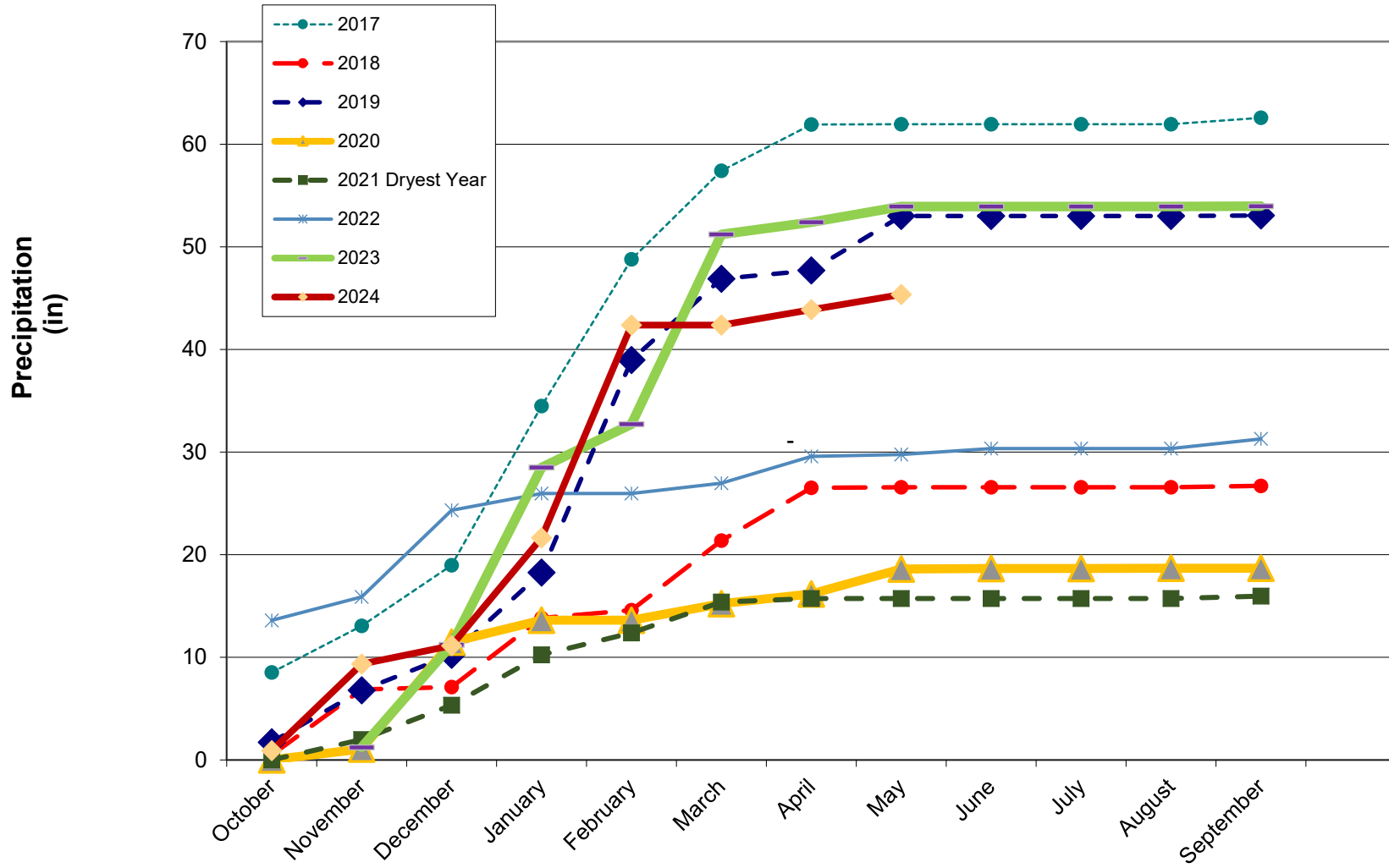


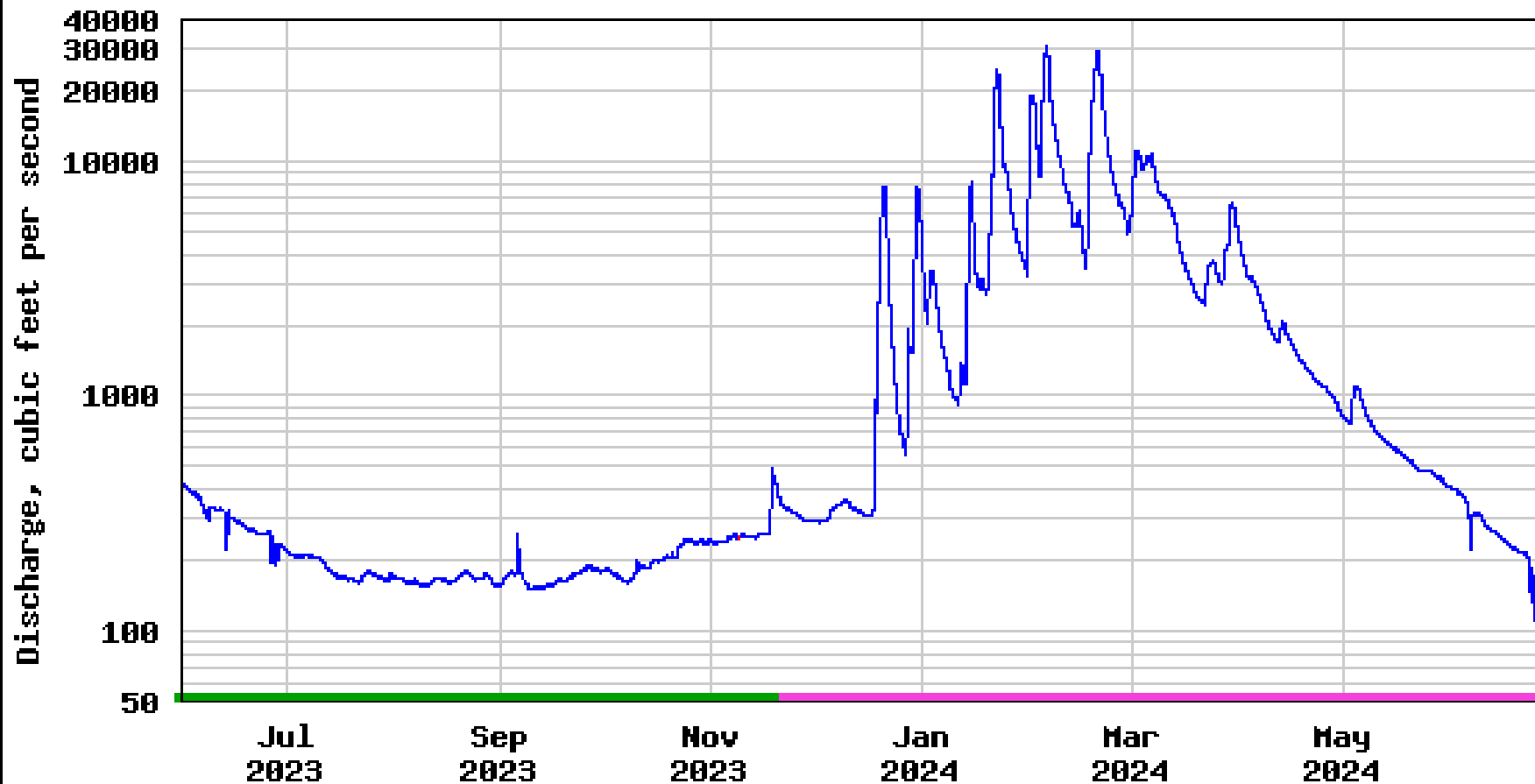
Figure 3. Guerneville Cumulative Monthly Rainfall



NUMBER OF WATER UNITS SOLD FY 23 - 24

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
JULY	34,371	26,447	26,355	33,578	22,195	27,469	27,147	28,091	21,035	17,808	20,061	22,850	25,890	22,074	16,377	19,044	19,608	20,255	19,273	22,297	21,558	20,306	17,833
AUGUS	39,803	37,750	42,080	41,615	37,799	41,863	37,202	37,907	34,878	32,328	28,486	33,190	29,163	32,208	26,070	26,811	29,485	28,325	27,419	28,582	26,302	22,555	24,231
SEPTEN	33,723	34,532	36,056	35,309	29,823	35,984	31,721	32,753	30,320	29,673	26,091	29,829	26,157	24,091	21,678	22,893	24,037	25,805	24,886	27,175	22,746	21,271	21,933
OCTOBI	40,672	34,063	37,008	38,553	38,707	37,900	36,493	34,938	32,282	32,334	32,091	33,727	31,628	27,724	24,606	29,333	29,495	32,827	27,310	30,099	24,731	31,859	23,693
NOVEM	28,272	28,729	26,973	27,839	26,680	24,076	24,444	25,746	23,111	24,160	21,350	22,218	20,729	19,489	20,101	19,462	21,884	21,351	22,640	23,173	17,984	16,472	15,777
DECEMI	25,380	27,758	27,283	25,508	23,925	25,550	21,556	24,762	21,116	20,802	20,299	22,818	23,452	21,256	20,873	18,070	21,297	20,468	22,288	25,982	21,110	20,372	17,713
JANUA	16,091	19,287	16,799	15,416	16,127	15,862	13,309	14,631	14,764	13,734	14,645	16,242	16,316	11,914	12,727	13,676	14,146	15,335	12,925	15,529	15,062	11,588	11,270
FEBRU	21,697	23,010	20,689	19,695	22,716	20,963	18,647	21,199	19,233	18,386	16,641	18,372	20,967	17,770	17,189	16,504	17,693	16,950	17,284	15,506	18,727	13,139	18,122
MARCH	17,207	15,092	17,374	14,985	15,456	16,693	14,556	14,417	14,414	12,387	12,569	13,884	13,772	12,351	13,058	12,315	11,657	12,653	12,827	12,846	11,236	11,980	14,557
APRIL	17,728	19,527	21,406	21,089	18,825	21,047	19,227	18,414	17,611	17,129	17,936	17,914	17,053	16,636	17,748	16,809	16,279	18,547	16,886	17,038	17,024	16,685	18,958
MAY	19,118	16,237	19,793	16,372	13,921	15,402	15,721	15,861	14,273	14,134	14,880	15,075	14,514	16,120	14,217	13,083	13,011	13,319	14,602	15,866	13,375	12,354	12,750
JUNE	29,799	27,074	28,882	22,512	24,108	25,457	29,211	26,259	19,143	20,871	23,765	26,850	22,092	20,436	19,020	19,198	21,220	20,612	21,453	24,720	21,975	19,426	
Total	323,861	309,506	320,698	312,471	290,282	308,266	289,234	294,978	262,180	253,746	248,814	272,969	261,733	242,069	223,664	227,198	239,812	246,447	239,793	258,813	231,830	218,007	196,837

USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA



— Discharge
— Estimated discharge

— Period of approved data
— Period of provisional data

Graph courtesy of the U.S. Geological Survey