



BOARD OF DIRECTORS MEETING

AGENDA

May 4, 2023, Regular Meeting
Monte Rio Community Center
20488 Highway 116
Monte Rio, CA 95462
6:30 p.m.

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

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

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

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

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

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

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

- A. Approval of the following Minutes of the April 6, 2023 Regular Board Meeting and the April 20, 2023 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.

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 Actual vs. Budgeted Report – FY 2022-23 3Q. (Est. time 10 min.)
- B. Discussion/Action re Draft FY 2022-23 Budget (Est. time 15 min.)
- C. Discussion/Action re Moscow Road project update (Est. time 10 min.)
- D. Discussion/Action re Neeley Road project update (Est. time 10 min.)
- E. Discussion/Action re Membership in the Sonoma County chapter of the California Special Districts Association (SCSDA) (SW/RH) (Est. time 10 min.)
- F. Discussion/Action re Muni-Link billing system update (Est. time 15 min.)
- G. Discussion/Action re Mid-Term Board Vacancy (Est. time 10 min.)
- H. Discussion/Action re Board Subcommittee Reports (standing item) *(Est. time 5 min.)*
 Subcommittees:Website/Billing System
- I. Discussion/Action re Approval of Resolution 23-08, Approving Union Side Letter to Add a New Classification and Salary Range for Account Clerk/Administrative Associate *(Est. time 15 min.)*

VI. GENERAL MANAGER’S REPORT

- 1. Laboratory Testing/Regulatory Compliance
- 2. Water Production and Sales
- 3. Leaks
- 4. In-House Construction Projects
- 5. Training
- 6. Grants
- 7. Willow Road Drainage Project
- 8. Gantt Chart

VII. BOARD MEMBERS’ ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Gov. Code §54956.9(d)(1)
Number of Potential Cases: 2

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: April 6, 2023

(*In order discussed)

April 6, 2023
6:30 p.m.

Board Members Present:

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

Board Members Absent:

None

Staff in Attendance:

Eric Schanz, General Manager
Julie Kenny, Secretary to the Board

Others in Attendance:

Erica Gonzalez, Meyers Nave et al.

I. CALL TO ORDER (6:30 p.m.)

The properly agendized meeting was called to Order by President Lipinski at 6:30 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:32 p.m.)

(None.)

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

President Lipinski reviewed the items on the Consent Calendar. Brief discussion ensued. Director Robb-Wilder and Director Spillane made minor modifications to the March 2 Minutes. Director Holmer moved to approve the Consent Calendar as amended. Director Robb-Wilder seconded. Motion carried 5-0.

- A. Approval of the following Minutes of the March 2, 2023 Regular Board Meeting and the March 9, 2023 Special Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (6:36 p.m.)

(None.)

V. ADMINISTRATIVE (6:37 p.m.) *

**in the order discussed*

- V-A. (6:51 p.m.) Discussion/Action re Approval of Resolution 23-04, Awarding Contracts for the Moscow Road Waterline Repair Project to Piazza Construction and Coastland Civil Engineering and Approving an Overall Project Budget of \$208,400.** The GM provided an overview of this item. Discussion ensued. Director Holmer moved to approve Resolution 23-04. Brief discussion ensued. Director Robb-Wilder seconded. Brief discussion ensued. Motion carried 5-0.
- V-B. (6:46 p.m.) Discussion/Action re Draft FY 2022-23 Budget.** The GM provided an overview of this item. Discussion ensued. Director Holmer moved to approve moving forward with Option 4 of the FY 2022-23 rate increase recommendations (7.5% increase with Tier 1 adjustment) and to increase the New Account Set-up Fee from \$20 to \$50. Discussion ensued. Director Spillane seconded.
- Further comments were made by the GM. Motion carried 5-0. Further discussion ensued. It was decided to reschedule the June 1 Regular Board Meeting to June 8.
- V-C. (7:42 p.m.) Discussion/Action re Muni-Link billing system update.** Administrative Manager Julie Kenny provided an overview of this item. Discussion ensued. No formal action was taken.
- V-D. (7:46 p.m.) Discussion/Action re Addition of AirMed Care benefit for District employees.** The GM provided an overview of this item. Board discussion ensued. Director Robb-Wilder moved to go forward with signing staff up for the AirMed Care Network (\$75 plan). Director Holmer seconded. Motion carried 5-0.
- V-E. (8:03 p.m.) Discussion/Action re Board Subcommittee Reports (standing item) Subcommittee: Website/Billing System.**

** At 8:03 p.m. the Board took a brief recess. The meeting reconvened at 8:16 p.m.

VI. GENERAL MANAGER'S REPORT (8:16 p.m.)

The GM provided a report on the following items:

1. Laboratory testing / Regulatory Compliance
2. Water production and sales
3. Leaks
4. In-House Construction Projects
5. Training
6. Grants
7. Dutch Bill Creek Bridge
8. FY 2022-23 Gantt Chart
9. Neeley Road emergency project

Discussion ensued.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (9:07 p.m.)

Director Robb-Wilder announced she and Director Holmer attended the CSDA chapter meeting for Sonoma County. Director Holmer provided further summary of that meeting.

Director Holmer announced outcomes of the LAFCO meeting on April 5.

Director Spillane announced he would be moving to Rohnert Park in July.

VIII. ITEMS FOR THE NEXT AGENDA (9:15 p.m.)

- 1. FY 2023-24 Draft Budget
- 2. Moscow Road project update
- 3. Neeley road project update
- 4. Subcommittee reports
- 5. Willow Road/Bay Lane project update
- 6. CSDA Sonoma County Chapter application

ADJOURN

The meeting adjourned at 8:55 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 MEETING MINUTES*

Meeting Date: April 20, 2023 (Special Meeting)

(*In order discussed)

April 20, 2023
3 p.m.

Board Members Present:

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

Board Members Absent:

None

Staff in Attendance:

Eric Schanz, General Manager

Others in Attendance:

Jack Bushgen, Field Manager

I. CALL TO ORDER (3:06 p.m.)

The properly agendized meeting was called to Order by President Tim Lipinski at 3:06 p.m.

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

(None.)

III. ADMINISTRATIVE (3:07 p.m.)*

**in the order discussed*

III-A. (3:07 p.m.) Discussion/Action re Approval of Resolution 23-03, Adopting Findings and Authorizing a Contract with Piazza Construction for Emergency Work to Replace Water Main on Neeley Road in Guerneville, CA for FY 2022-23 in the Amount of \$xx,xxx, with Authorization of Change Orders up to \$xx,xxx. The GM provided an overview of this item. Discussion ensued. Comments were made by Field Manager Jack Bushgen. Further discussion ensued. Director Holmer moved to approve Resolution 23-07, Awarding Contracts for the Neeley Road Emergency Water Line Repair Project to Piazza Construction and Coastland Civil Engineering and Approving an Overall Project Budget of \$527,409. Director Robb-Wilder seconded. Motion carried 5-0. Further discussion ensued.

ADJOURN

The meeting adjourned at 4 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU MARCH 31, 2023 (75%)

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

(None.)

DISCUSSION:

This report presents the 3rd quarter actual revenues and expenses. This comprises 75% of the year by time and so we compare the revenues and expenses to that standard.

Operating Budget:

3Q Revenue is less than 75% of budgeted amount.

Water Sales, the largest revenue line item, continues to lag budgeted amounts. As of the 3Q it is 3.96% behind the 75% schedule, compared to 1.03% behind as of last quarter. Actual water sold as of the 3Q remains less than last year by about 5%. Staff expects that we will end the year under budget.

The shortfall in Water Sales revenue has left overall operating revenues short of budgeted amounts by about 3% (\$66,415)

3Q Expenditures are less than 75% of budgeted amount.

3Q expenditures are less than budgeted by 5.55%.

Of note this quarter, operating expenditures allocated to improvements to Monte Rio Well 5 were not spent when this large project was moved to our capital budget due to it's inclusion with two other capital projects approved for grant funding by the DWR.

Also this quarter, the District was reimbursed by West America Bank in the sum of \$9800.70 for funds lost in the 1Q to check fraud.

For more detail on all the budget line items, please refer to the attached Actual vs. Budgeted breakdown provided with your packet.

Capital Budget:

The 3Q capital budget will revisit the new Capital Projects and Debt Budget spreadsheet introduced at April's meeting as part of the budget discussion. All line items are projections except for those items in **blue**, which are actual numbers. Activity since the last time this spreadsheet was presented (last month) is highlighted in **orange**. Of note since last month:

1. **Operating surpluses for CDR revenue** have been transferred to CIRF in the sum of \$349,022
2. **Interest** rates earned on our funds at the County are rising. This line item will likely exceed earlier projections.
3. **Neeley Road project costs** have increased over earlier projections. Contract obligations totaling \$527,509 are noted.
4. A **Sinking Fund allocation** in the sum of \$200,000 was transferred to our debt fund at the County. This transfer reduces annual debt transfer requirements by about \$36,000 for the next five years (from app. \$781,000/year to \$745,000/year) and is shown in the spreadsheet for this year and future years.

Our **funds at the County** show about \$1.6 million available in our Capital Improvements (CIRF) account as of March 31. The Capital Budget spreadsheet projects this balance will be reduced to \$1.18 million by FYE.

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of March 31, 2023 (75%)

Note: Document is cumulative. Changes to text made from previous reports are "d in the "Changed" column and underlined.

	FY 2022-23 Actual	2022-23 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
Ordinary Income/Expense						
Income						
OPERATING REVENUE						
4031 · Water Sales						
4031.10 · Base Rate	1,417,178	1,905,526	-488,348	74.37%		
4031.11 · Current Charges	472,938	772,346	-299,408	61.23%		
4031.12 · Capital Debt Reduction Charge	260,324	349,022	-88,698	74.59%		
Total 4031 · Water Sales	2,150,441	3,026,894	-876,453	71.04%	In the 1Q this item is underbudget, which is unusual during the summer season. <u>This line item will likely be underbudget for the year.</u>	*
Total OPERATING REVENUE	2,150,441	3,026,894	-876,453	71.04%		
NON-OPERATING REVENUE						
1700 · Interest	9,266	3,500	5,766	264.75%		
3600 · Construction New Services	3,006	8,000	-4,994	37.57%		
3601 · Construction - Service Upgrades	5,375	6,000	-625	89.58%		
4032 · Rent	101,526	121,500	-19,974	83.56%		
4445 · Grant Proceeds	20,000	0	20,000	100.0%	In the 1Q the District received a FEMA/OES Grant in the sum of \$20,000 for Covid-related expenses incurred last year.	
4040 · Miscellaneous Income	19,741	1,500	18,241	1,316.05%		
Total NON-OPERATING REVENUE	158,914	140,500	18,414	113.11%		
Total Income	2,309,355	3,167,394	-858,039	72.91%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 · Wages	648,909	911,550	-262,641	71.19%		
5912 · Overtime	29,648	37,000	-7,352	80.13%		
5916 · On-Call Pay	33,156	37,000	-3,844	89.61%	In the 1Q the District incurred extra On-Call expenses as we continue to train in our newer hires and await their licensing.	
5918 · Extra help - Contract	0	37,000	-37,000	0.0%		
Total Salary	711,713	1,022,550	-310,837	69.6%		
Benefits						
5500 · Flex Spending (Flex spending monies)	-2,327	0	-2,327	100.0%		
5920 · Retirement net employee share	47,151	72,000	-24,849	65.49%		
5920.4 · Retirement - UL Mandatory	3,001	1,400	1,601	214.36%	In the 1Q, this line item was paid for the year.	
5922 · Payroll Taxes - Employer Paid	12,225	16,000	-3,775	76.41%		
5930 · Health/Dental/Vision/AFLAC Ins.	197,297	260,000	-62,703	75.88%		
5931 · Retiree Health	11,082	14,000	-2,918	79.16%	In the 1Q, annual contribution to CERBT (\$3,000) made.	
5941 · Life insurance - GM	0	1,000	-1,000	0.0%		
5940 · Workers Comp Insurance	23,829	23,000	829	103.61%	In the 1Q, workers' compensation insurance was paid for the year.	
Total Benefits	292,259	387,400	-95,141	75.44%		
Total SALARY & BENEFITS	1,003,972	1,409,950	-405,978	71.21%		
SERVICES & SUPPLIES						
Communications						
6040-I · Internet service	3,473	2,700	773	128.61%	<u>This line item is likely underbudgeted.</u>	*
6040-C · Cell Phones	6,245	6,300	-55	99.12%	<u>This line item is likely underbudgeted.</u>	*
6040-P · Pagers & Radios	0	0	0	0.0%		

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of March 31, 2023 (75%)

Note: Document is cumulative. Changes to text made from previous reports are "d in the "Changed" column and underlined.

	FY 2022-23 Actual	2022-23 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
6040-T · Telephones	24,227	30,000	-5,773	80.76%	-	
Total Communications	33,945	39,000	-5,055	87.04%		
Insurances						
6101 · Gen. Liability	45,266	50,000	-4,734	90.53%	In the 1Q, paid for the year.	
Total Insurances	45,266	50,000	-4,734	90.53%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	10,343	18,000	-7,657	57.46%	-	
6151 · Office Maintenance	3,042	5,000	-1,958	60.83%		
Total Maint/Rep - Office & Vehicles	13,385	23,000	-9,615	58.2%		
Maint/Repair - Facilities						
6085 · Janitorial Services	8,706	11,000	-2,294	79.15%		
6100 · SCADA system	4,908	6,500	-1,592	75.51%		
6180 · Distribution System Repairs	39,329	50,000	-10,671	78.66%	-	
6235 · Treatment Sys/Well Repairs	7,240	75,000	-67,760	9.65%	<u>This line item is likely overbudgeted. Funds budgeted herefor MR Well 5 were reclassified as a capital project due to the availability of grant funding.</u>	*
6143 · Generator Maintenance	467	5,000	-4,533	9.34%		
Total Maint/Repair - Facilities	60,650	147,500	-86,850	41.12%		
Miscellaneous Expenses						
6280 · Memberships	10,906	11,000	-94	99.15%		
6303 · Claims	0	1,500	-1,500	0.0%		
6593 · Governmental Fees	30,804	22,000	8,804	140.02%	<u>In the 3Q system fees were more than anticipated by about \$10,000 due to the removal of the Guerneville system as a disadvantaged community.</u>	*
Total Miscellaneous Expenses	41,711	34,500	7,211	120.9%		
Office Expense						
6410 · Postage	10,445	20,000	-9,555	52.22%		
6430 · Printing Expense	4,179	9,000	-4,821	46.43%	-	
6461 · Office Supplies	5,142	6,000	-858	85.69%	-	
6800 · Subscriptions/Legal Notices	1,045	3,000	-1,955	34.82%		
6890 · Computers/Software	2,534	4,500	-1,966	56.31%	-	
6895 · Billing System	12,195	27,600	-15,405	44.19%		
6897 · Website	1,800	2,400	-600	75.0%		
Total Office Expense	37,339	72,500	-35,161	51.5%		
Operating Supplies						
6300 · Chemicals	16,079	15,000	1,079	107.2%	-	
6880 · Tools and Equipment	3,301	7,500	-4,199	44.02%		
6881 · Safety Equipment	2,240	2,500	-260	89.6%		
Total Operating Supplies	21,620	25,000	-3,380	86.48%		
Professional Services						
6514 · Lab/Testing Fees	12,726	15,000	-2,274	84.84%		
6570 · Consultant Fees	24,778	50,000	-25,222	49.56%	In the 1Q, \$10,382 paid to RGS Consulting.	
6590 · Engineering	4,257	10,000	-5,743	42.57%	-	
6610 · Legal	20,080	60,000	-39,920	33.47%	-	
6630 · Audit/Accounting	34,922	38,000	-3,078	91.9%	<u>In the 1Q, the District was the victim of check fraud in the sum of \$9800.70, which we expect West America will reimburse. In the 3Q the District was reimbursed by WestAmerica Bank for the full sum (\$9800.70).</u>	*
Total Professional Services	96,763	173,000	-76,237	55.93%		
Rents & Leases						
7913 · Policy Reserve Loan	135,000	135,000	0	100.0%	In the 1Q this line item was paid for the year.	

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of March 31, 2023 (75%)

Note: Document is cumulative. Changes to text made from previous reports are "d" in the "Changed" column and underlined.

	FY 2022-23 Actual	2022-23 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
6820 · Equipment	1,252	3,600	-2,348	34.79%		
6840 · Building & Warehouse	26,063	32,000	-5,937	81.45%	1Q Bldg. rent paid thru October.	
Total Rents & Leases	162,315	170,600	-8,285	95.14%		
Transportation & Travel						
7120 · Seminars & related travel	1,526	5,000	-3,474	30.52%		
7201 · Vehicle Gas	29,391	40,000	-10,609	73.48%		
7300 · Travel Reimbursements	3,290	6,500	-3,211	50.61%		
Total Transportation & Travel	34,206	51,500	-17,294	66.42%		
Uniforms						
6021.1 · Boots	1,205	1,500	-295	80.34%		
6021.3 · T-shirts	407	1,800	-1,393	22.6%	In the 1Q, t-shirts were purchased for the year.	
6021.4 · Jackets	458	250	208	183.16%		
Total Uniforms	2,070	3,550	-1,480	58.31%		
Utilities						
7320 · Electricity	104,433	126,000	-21,567	82.88%		
7321 · Propane	3,013	3,500	-487	86.1%		
Total Utilities	107,447	129,500	-22,053	82.97%		
Total SERVICES & SUPPLIES	656,717	919,650	-262,933	71.41%		
Total OPERATING EXPENSES	1,660,689	2,329,600	-668,911	71.29%		
FIXED ASSET EXPENDITURES						
8511.1 · Tank/Facilities Sites	11,980	24,000	-12,020	49.92%	In the 1Q, budgeted \$11,980 spent on a tank liner for the Cyn 6 tank.	
8511.2 - Leasehold Improvements	0	0	0	0.0%		
8517 · Field/office equipment	0	5,000	-5,000	0.0%		
8573 · Vehicles	0	50,000	-50,000	0.0%		
Total FIXED ASSET EXPENDITURES	11,980	79,000	-67,020	15.16%		
Total Expense	1,672,668	2,408,600	-735,932	69.45%		
Net Ordinary Income	636,687	758,794	-122,107	83.91%		
Other Income/Expense						
Other Expense						
TRANSFERS TO OTHER FUNDS						
8620.7 · Tfers to CIRF for CDR Revenue	349,022	349,022	0	100.0%		
8620.3 · Tfers to CIRF	0	365,000	-365,000	0.0%		
8620.5 · Tfers to Building Fund	15,000	15,000	0	100.0%		
8620.2 · Tfers to In-House Constr	25,000	25,000	0	100.0%		
Total TRANSFERS TO OTHER FUNDS	389,022	754,022	-365,000	51.59%		

Capital Projects and Capital Debt Budget (Cash)

				2022-23 (Estimate) (Actual)	2023-24 Budget (7.5% incr.)	2024-25 Estimate					
Total CIRF Balance Beginning of Year				\$1,994,980	\$1,184,624	\$332,713					
REVENUE											
Assessments/New Services				\$750,000	\$750,000	\$750,000					
CDR Transfer from Operations				\$349,022	\$389,419	\$408,890					
Operating Surplus Transfer from Operations				\$365,000	\$535,000	\$545,000					
Interest				\$16,579	\$20,000	\$20,000					
New Construction				\$15,636	\$0	\$0					
Grants Received				\$701,360	\$0	\$0					
Total Revenue				\$2,197,597	\$1,694,419	\$1,723,890					
Total Available for Capital Projects				\$4,192,577	\$2,879,043	\$2,056,603					
EXPENDITURES											
				TOTAL PROJECT COST	PAID (PY)	OBLIGATED BUT NOT YET PAID	GRANT INFORMATION				
							GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D	
CIP Projects											
CIP 2021				\$1,790,551	\$124,411	\$0	\$0	\$818,280	\$701,360	\$116,920	\$0
Lower Harrison				\$581,675	\$8,200	\$62,255	\$0	\$581,675	\$0	\$0	\$581,675
MR Well 5				\$120,047	\$72,392	\$0	\$0	\$100,000	\$0	\$0	\$100,000
County	MR Bridge			\$854,000	\$0	\$25,000	\$0	\$53,325	\$0	\$0	\$53,325
County	Willow Rd Drainage (Rio Nido)			\$82,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County	Moscow Road 2019 slide			\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County	Moscow Road 2023 slide			\$240,000	\$4,545	\$194,987	\$0	\$0	\$0	\$0	\$0
County	Neeley Road Emergency Proj			\$527,509	\$0	\$527,509	\$0	\$0	\$0	\$0	\$0
	Wright Drive main pressure zone*			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Wright Drive upper pressure zone			\$3,087,093	\$0	\$0	\$0	\$160,450	\$0	\$0	\$160,450
	Natoma Tank			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Schoeneman pressure zone			\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Schoeneman tank			\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total CIP Projects				\$2,029,779	\$1,365,509	\$0					
Other Capital Expenses											
Annual transfer to Policy Reserves				\$8,174	\$35,821	\$0					
In-House Project/Site Improvements				\$25,000	\$120,000	\$0	Lower Summit Tank liner (\$15G); El Bo Well Rehab (\$80G); In-House projects				
District Master Plan				\$0	\$200,000	\$0					
Vehicle				\$0	\$80,000	\$0					
Total Other Capital Projects/Equipment				\$33,174	\$435,821	\$0					
Debt Payments (for next FY)											
Debt tfer (reduced by Sinking Fund adj.)				\$745,000	\$745,000	\$745,000					
Debt Sinking Fund				\$200,000	\$0	\$0					
Total Debt				\$945,000	\$745,000	\$745,000					
Total CIP/Debt Expenditures				\$3,007,953	\$2,546,330	\$745,000					
Total CIRF Balance End of Year (Est.)				\$1,184,624	\$332,713	\$1,311,603					

Applying Sinking Fund Contributions to Remaining Life of Citizens PPL

YRS Left on PPL		5.5	4.5	3.5	2.5	1.5	0.5
		FY 2022-23 tfer (for FY 2023-24 pymts)	FY 2023-24 tfer (for FY 2024-25 pymts)	FY 2024-25 tfer (for FY 2025-26 pymts)	FY 2025-26 tfer (for FY 2026-27 pymts)	FY 2026-27 tfer (for FY 2027-28 pymts)	FY 2027-28 tfer (for FY 2028-29 pymts)
Unreduced annual debt payments to tfer:		\$781,025	\$778,826	\$777,412	\$777,549	\$863,467	\$756,209
Sinking Fund Contribution FY 2022-23	\$200,000	5.5	(\$36,364)	(\$36,364)	(\$36,364)	(\$36,364)	(\$18,182)
Sinking Fund Contribution FY 2023-24		4.5	\$0	\$0	\$0	\$0	\$0
Sinking Fund Contribution FY 2024-25		3.5	\$0	\$0	\$0	\$0	\$0
Annual debt payment reduced by Sinking Fund:		\$744,661	\$742,462	\$741,049	\$741,186	\$827,104	\$738,027

* Last payment on Citizens Utilities Private Placement Loan (PPL) (3.1% interest).
Only one payment FY 2028-29

YEARS LEFT ON CITIZENS PPL FYE 2023	5.5	5.5	4.5	3.5	2.5	1.5	0.5
YEARS LEFT ON CAP ONE BOND FYE 2023	11	11	10	9	8	7	6

	\$441,160.78	\$439,568.95	\$437,774.18	\$437,551.45	\$524,121.55	\$524,565.16	Cap One
Annual Principal and Interest Payments	\$216,076.42	\$216,076.42	\$216,076.42	\$216,076.42	\$216,076.42	\$108,038.21	Citizens PPL
	\$59,501.25	\$58,893.75	\$59,275.00	\$59,633.75	\$58,981.25	\$59,317.50	GO 2019
	\$64,286.24	\$64,287.01	\$64,286.67	\$64,287.83	\$64,288.05	\$64,287.92	GO 2014
Unreduced annual debt payments to tfer:	\$781,024.69	\$778,826.13	\$777,412.27	\$777,549.45	\$863,467.27	\$756,208.79	

Non-Operating Balances FY 2022-23 and Reserves Above Policy

Beginning balances: (Note: Warrants requested in FP 12 for last fiscal year are not subtracted from Cash until FP 1 of the next year. They are instead recorded as "Vendors Payable")												TOTAL at COUNTY ↓	GRAND TOTAL: COUNTY + USDA + PARS/CERBT	FY 2022-23 Policy Reserves: \$1,376,683 <small>Reserve Loans Outstanding: \$95,000 (Oct. 2019 loan) \$500,000 (Nov 2020 loan)</small>
NAME	CERBT <small>(Contributions are part of Reserves)</small>	PARS <small>(Contributions are part of Reserves)</small>	Operations	Bldg Fund	FY 2022-23 POLICY RESERVES: \$1,376,683 <small>In this fund (net of loans): \$536,165</small>	In-house Construction	Capital Improvements	Guernewood Project Escrow Funds	Cap One Bonds and Citizens Bank Loan Debt	USDA Bond Debt (at WestAmerica)	POLICY RESERVES NET RESERVE LOANS:			
Fund	CONTRIBUTIONS: \$45,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76755	76756	76757	76762			Reserves Above Policy:		
Dep't			7106 0100	7106 0200	7106 0300	7106 0500	7106 0600	7106 0700	7106 1200					
FP1-Jul	\$57,837.28	\$240,141.08	\$6,364.99	\$70,850.00	\$392,991.00	\$44,925.37	\$1,994,979.83	\$3,920.00	\$657,343.45	\$149,213.60	\$3,171,374.64	\$3,618,566.60	\$2,135,903.51	
FP2-Aug	\$57,837.28	\$244,592.99	\$6,364.99	\$70,850.00	\$401,165.00	\$44,925.37	\$1,223,015.30	\$3,920.00	\$174,076.69	\$149,218.67	\$1,924,317.35	\$2,375,966.29	\$1,594,283.29	
FP3-Sept	\$56,202.70	\$228,049.03	\$41,364.99	\$70,850.00	\$536,165.00	\$44,925.37	\$949,058.20	\$3,920.00	\$174,076.69	\$84,936.62	\$1,820,360.25	\$2,189,548.60	\$1,407,865.60	
FP4-Oct	\$56,202.70	\$236,398.00	\$42,745.73	\$70,850.00	\$536,165.00	\$44,925.37	\$703,631.36	\$3,920.00	\$174,076.69	\$84,938.06	\$1,576,314.15	\$1,953,852.91	\$1,172,169.91	
FP5-Nov	\$56,202.70	\$247,714.45	\$192,745.73	\$70,850.00	\$536,165.00	\$39,266.05	\$1,266,594.62	\$3,920.00	\$174,076.69	\$84,939.06	\$2,283,618.09	\$2,672,474.30	\$1,890,791.30	
FP6-Dec	\$60,042.16	\$239,697.02	\$312,745.73	\$70,850.00	\$536,165.00	\$39,266.05	\$1,658,718.11	\$3,920.00	\$174,076.69	\$42,245.18	\$2,795,741.58	\$3,137,725.94	\$2,356,042.94	
FP7-Jan	\$60,042.16	\$252,320.91	\$515,679.26	\$70,850.00	\$536,165.00	\$37,482.33	\$1,662,603.50	\$3,920.00	\$66,031.48	\$42,245.90	\$2,892,731.57	\$3,247,340.54	\$2,465,657.54	
FP8-Feb	\$60,042.16	\$245,781.21	\$515,679.26	\$70,850.00	\$536,165.00	\$37,482.33	\$1,662,603.50	\$3,920.00	\$1,353.49	\$42,246.55	\$2,828,053.58	\$3,176,123.50	\$2,394,440.50	
FP9-Mar	\$62,858.27	\$250,129.58	\$126,657.26	\$85,850.00	\$536,165.00	\$57,727.65	\$1,639,363.34	\$3,920.00	\$1,353.49	\$42,247.27	\$2,451,036.74	\$2,806,271.86	\$2,024,588.86	
FP10-Apr											\$0.00	\$0.00		
FP11-May											\$0.00	\$0.00		
FP12-Jun											\$0.00	\$0.00		
FP 13 (FINAL)											\$0.00	\$0.00		

**** Available Funds: 76758 and 76759 (State Loan reserve funds); 76754 (Fed Loan); 76757 (Guernewood Park); 76761 (Cap and Debt policy reserve) (These columns are hidden)**
***** Starting FY 2017-18, Bldg Fund and PARS considered part of Reserves; Starting FY 2019-20, CERBT is also part of reserves, but only the contributions (not earnings) to PARS and CERBT are included**

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

SUBJECT: DRAFT FY 2023-2024 BUDGET

RECOMMENDED ACTION: Receive a report on the Draft Budget for FY 2023-2024 Budget.

FISCAL IMPACT: Provides financial direction for FY 2023-2024 budget.

DISCUSSION: The final draft Fiscal Year 2023-34 budget is attached for review and discussion.

FY 2023-2024 Water Rates

During the April 6, 2023, Board meeting, after reviewing the purposed budget options, the Board approved and directed staff to adopt a 7.5 percent rate increase and an increase to the Tier 1 volumetric rate for the FY 2023-24 budget. The Board took action to adjust the rate structure to be more in line with the Water Rate Study completed May 28, 2020. Water sales and growth have been lower than the projected revenues and growth from the Water Rates Study. Also, the current rate of inflation could not be anticipated when the Rate Study was completed.

Fees: In addition to water rates, The Board took action to adjust the District's current New Account Set-up Fee to be increased from \$20 to \$50. This brings the fee more in line with other district fees that require field staff to provide services.

FY 2023-2024 Operating Budget

The draft FY 2023-2024 Budget has been discussed by the Board at the April 6, 2023, meeting and by the *ad hoc* Budget Subcommittee in two meetings in March. Staff have met several times to develop the appropriate line-item amounts for the Budget.

Items discussed were used to develop the Operating section of the Draft FY 2023-2024 Budget include:

- Water usage has been trending lower and that trend is expected to continue.
- The effects of inflation on operating costs are noticeable, particularly in utilities charges, chemical costs, parts, materials and labor costs.

- The 2020 Water Rate Study does not account for predicted large purchases such as vehicles and equipment. Items that can be capitalized and depreciated have been moved from the operating budget and listed in the capital budget.
- Salaries and Benefits will increase due to a number of factors:
 - The District is in Year 3 of the 2020 Union Memorandum of Understanding, which provides for a 3% cost of living increase.
 - In addition to the cost of living, more than half the staff and the General manager are eligible for merit and/or licensing increases.
 - Succession Planning is critical. Steps to prepare for the future retirement of three (3) key employees as well as the past retirement of two seasoned water operators includes:
 - A. Creation of the Account Clerk/Admin Associate position.
 - B. Filling a vacant Crew Supervisor position.
 - C. Adding one full-time Maintenance Worker position in lieu of filling the Contract Meter Reader position.

Capital Improvement Planning

A new format for the Capital Budget spreadsheet has been adapted for the FY2023-24 Budget. The new spreadsheet covers multiple years and is designed to be a living document, amended as needed to reflect the frequent project and timing changes that can occur with our capital spending. It also includes information about grant funding.

A description of Capital Projects to be all or partially funded in FY 2023-2024 is included in the Budget report. Also, for FY 2023-24 in-house projects and fixed asset purchases – such as vehicles – have been moved from the Operating Budget to the Capital Budget Spreadsheet. In addition, the District has implemented a Sinking Fund to use a portion of grant funding to defray annual debt expenditures in future years. (It should be noted that grant funding will only be added to capital revenue when received; therefore, there is no grant funding included in the FY 2023-2024 budget.) Grant funding that has been approved but not yet received is provided as an information item on the spreadsheet.

Table 1 below recaps the FY 2023-2024 Budget calendar:

Table 1. FY 2023-2024 Budget Calendar	
Introduce Budget Process	March 2, 2023
Budget Committee meetings	March 2023

Final DRAFT FY 2023-2024 BUDGET
May 4, 2023

Draft Budget to Board for Discussion/Action, Including Direction on Water Rates	April 6, 2023
Prop 218 Mailing for Water Rate Increase	April 14, 2023
Draft Budget to Board for Discussion/Action	May 4, 2023
Public Hearing and approval of Final FY 2022-23 Operating and Capital Budget and Water Rate Increase	June 9, 2023

Sweetwater Springs WATER DISTRICT



Eric Schanz, General Manager

DRAFT

FY 2022-2023

Annual Operating & Capital Improvement Budget

Approved June 9, 2023

Resolution xx-xx

Board of Directors

Tim Lipinski, President
Larry Spillane, Vice President
Richard Holmer, Financial Coordinator
Sukey Robb-Wilder
Gaylord Schaap

The annual budget of the Sweetwater Springs Water District (SSWD) allows the District to accomplish its mission which is to provide its customers with quality water and service in an open, accountable, and cost-effective manner and to manage District resources for the benefit of the community and environment. The District achieves its mission of producing good quality water by pumping Russian River underflow from five wells – 3 located at the Guerneville El Bonita well site and 2 located at the Monte Rio well site. That water is then treated in two separate treatment facilities at the Highlands site for Guerneville and at the Monte Rio well site for Monte Rio and environs, and distributed through approximately 68 miles of distribution pipes and 3500 service laterals of varying lengths, and stored in 26 tanks and reservoirs. This system is managed and its operation administered by the District staff of 9 full time employees and 2 part-time employees.

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

FY 2023-2024 Budget Report
Sweetwater Springs Water District

Below is a table summarizing the FY 2023-2024 Combined Operating and Capital Budget. As shown in the table, total revenue is budgeted at \$4.1 million, and total expenses at \$4.9 million. This budget anticipates more expenses than revenues (approximately \$800,000). The District has been approved for grant funding which may lower this deficit, but grant funding can take time to be received. If it is not received at year end, District reserves will be used to cover expenses that are in excess of revenues.

Detailed spreadsheets of the FY 2022-2023 Operating Budget and of the Capital/Capital Debt Budget are included as attachments to this Budget report.

Combined Operating and Capital Budget Summary FY 2023-2024			
	Budget (FY)	2022-23 (Projected)	2023-24 (Budgeted)
REVENUE			
Operating			
Water Sales		\$2,853,000	\$3,212,285
Other		\$181,500	\$146,300
Total Operating Revenue		\$3,034,500	\$3,358,585
Capital			
Assessments		\$750,000	\$750,000
Grants Received		\$701,360	\$0
Other		\$32,215	\$20,000
Total Capital Revenue		\$1,483,575	\$770,000
Total Operating and Capital Revenue		\$4,518,075	\$4,128,585
EXPENDITURES			
Operating			
Salary & Benefits		\$1,417,695	\$1,548,800
Services and Supplies		\$851,726	\$869,320
Total Operating Expenses		\$2,269,421	\$2,418,120
Capital			
CIP Projects		\$2,029,779	\$1,365,509
Other Projects & Equipment		\$62,174	\$435,821
Capital Debt/Sinking Fund Contributions		\$945,000	\$745,000
Total Capital Expenses		\$3,036,953	\$2,546,330
Total Operating and Capital Expenditures		\$5,306,374	\$4,964,450
Surplus/Deficit		-\$788,299	-\$835,865

Operations Budget

The operating budget encompasses the “expenditures related to the operation, maintenance and repair of water facilities”, as well as the billing, collections, accounting, fiscal management and other overall administration. The total Operating Budget revenue in FY 2023-2024 is projected to be \$3,358,585. The total Operating Budget expenses are projected to be \$2,418,210. The difference -- \$940,465-- will be transferred to the Capital Improvement fund. A water rate increase of 7.5% was approved to meet increasing Operating expenses and to provide for increased allocations to Capital expenses.

FY 2023-2024 Budget Report
Sweetwater Springs Water District

District operating expenses are rising. Inflation has hit the cost of services and supplies and in particular labor costs as the District is in the midst of succession planning to replace an aging staff. It takes money and time to recruit, train, and retain qualified staff. On the administrative side, a promotional opportunity has been approved for FY 2023-2024 to provide in-house training opportunities for the Administrative Manager position. On the field side, an additional field operator is being added to staff in lieu of hiring contract meter readers. With experience, new field hires hired over the last two years are acquiring the licensing needed for promotions. Finally, the District is long overdue for technology investments in both its administrative and field operations. For FY 2023-2024, the District has invested in a new billing system that will provide a number of technological advancements for staff and customers, including a much-requested online customer portal. For the field, the District is beginning capital planning for a GIS system.

Capital/Capital Debt Budget

The Capital Fund is projected to have approximately \$1.1 million in reserves available for spending at the beginning of FY 2023-22. Operating surpluses of just over \$900,000 will assist Capital revenue budgeted at \$770,000 to bring total funds available to about \$2.8 million. Capital expenses including expenditures on capital projects and annual payments on capital debt are budgeted at about \$2.5 million, which will leave just over \$300,000 in reserves available for spending by fiscal year end. Reserves will increase if grants approved are actually received during the year. Grants totaling \$895,450 have been approved but have not yet been received.

The District is moving forward or in the midst of several projects in FY 2023-2024:

Project	Description	FY 2023-24	FY 2024-25	FY 2025-26
Lower Harrison Tank Replacement	Replace existing 130,000 gallon steel tank with new epoxy-coated bolted steel tank, with appurtenances and cathodic protection system	\$500,000		
Moscow Road 2023 slide	Install 15 lf 8" C-900 main that was damaged by mud slide, and 475 lf 8" main outside slide area. Main to be relocated to travel lane furthest from the river.	\$226,000		
Neeley Road Mainline replacement	This is an emergency project in response to a County paving project. Replaces 122 lf 2" galvanized water main with 6" C-900, and replace 17 service lines, plus one new fire hydrant	\$527,509		
Willow Road Drainage	This project is in response to a County infrastructure project. Relocate 100' of 2" main and 2 water services	\$82,000		
Wright Drive Mainline, Tank and Pump Station project	Replace and upgrade approx. 5800' mainline, replace 64 service lines, and replace water tank	\$211,840	TBD	TBD
Other Capital projects	El Bonita well rehab, Lower Summit tank liner, District Master Plan, New utility truck	\$435,821		
TOTAL CAPITAL PROJECTS		\$1,801,330		

The FY 2023-2024 Capital budget will also include in-house projects and capital equipment purchases for the first time. (These expenditures were included in the

FY 2023-2024 Budget Report
Sweetwater Springs Water District

Operating budget in past years). This year the District is also moving forward with a Master Plan to assist in identifying and prioritizing capital projects. The Master Plan will also include identifying wise technological advances to modernize day-to-day field operations.

Finally, the District debt load remains a significant capital expense, with annual payments at around \$780,000/year. When possible, the District will allocate funds to a designated Sinking Fund used to reduce annual payments over a number of years. A total of \$200,000 was allocated to the Sinking Fund in FY 2022-23, lowering the annual budgeted debt load to \$745,000/year in future years.

For more information, please refer to the attached detailed FY 2023-2024 Operating Budget spreadsheet and FY 2023-2024 Capital Projects/Capital Debt Budget spreadsheet.

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SWEETWATER SPRINGS WATER DISTRICT
DRAFT OPERATING AND CAPITAL BUDGET, 2019-20
DRAFT

FY 2023-24 BUDGET WORKSHEET

7.5% Rate Increase plus Tier 1 Adjustment

	YEAR END ACTUAL (CASH)	APPROVED BUDGET	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET	+/- Change (from last year)
REVENUE	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	
OPERATING REVENUE					
Water Sales					
Base Rate	1,789,021	1,905,526	1,883,000	2,125,436	219,910
Current Charges	693,963	772,346	625,000	697,430	(74,916)
Capital Debt Reduction Charges	328,459	349,022	345,000	389,419	40,397
TOTAL WATER SALES	2,811,443	3,026,894	2,853,000	3,212,285	185,391
Total OPERATING REVENUE	2,811,443	3,026,894	2,853,000	3,212,285	185,391
NON-OPERATING REVENUE					
Grant Proceeds	0	0	20,000	-	-
1700 Interest	3,674	3,500	7,000	6,000	2,500
3600 Construction New Services	16,924	8,000	8,000	8,000	
3601 Construction Service Upgrades	200	6,000	6,000	6,000	
4032 Rent	119,868	121,500	121,500	124,800	3,300
4040 Miscellaneous Income	1,635	1,500	19,000	1,500	-
Total NON-OPERATING REVENUE	142,301	140,500	181,500	146,300	5,800
Total OPERATING INCOME	2,953,744	3,167,394	3,034,500	3,358,585	191,191
EXPENSES					
OPERATING EXPENSES					
SALARY & BENEFITS					
Salary					
5910 Wages	959,019	911,550	920,000	999,600	88,050
5912 Overtime	32,029	37,000	40,000	35,000	(2,000)
5916 On-Call Pay	40,170	37,000	45,000	40,000	3,000
5918 Meter Reader	15,926	37,000	-	-	(37,000)
Total Salary	1,047,144	1,022,550	1,005,000	1,074,600	52,050
Benefits					
5500 Flex Spending	5,995	0	0	0	-
5920 Retirement (District portion)	66,612	72,000	72,000	85,600	13,600
5920.4 Retirement - UL	1,385	1,400	1,385	1,500	100
5922 Payroll Taxes (District share)	17,301	16,000	18,000	18,400	2,400
5930 Health Benefits (District share)	247,681	260,000	282,480	321,600	61,600
5931 Retiree Health	11,760	14,000	14,000	14,100	100
5940 Workers Comp Insurance	22,842	23,000	23,830	32,000	9,000
5941 Life Insurance (GM)	1,000	1,000	1,000	1,000	-
Total Benefits	374,576	387,400	412,695	474,200	86,800
TOTAL SALARY & BENEFITS	1,421,720	1,409,950	1,417,695	1,548,800	138,850
SERVICES & SUPPLIES					
Communications					
6040-I Internet service	3,383	2,700	4,500	4,600	1,900
6040-C Cell Phones/Radios	6,312	6,300	8,200	7,250	950
6040-T Telephones	29,311	30,000	31,000	35,000	5,000
Total Communications	39,006	39,000	43,700	46,850	7,850
Insurances					
6101 Liability & Auto Ins.	40,259	50,000	44,276	50,000	0
Total Insurances	40,259	50,000	44,276	50,000	-
Maintenance - Office & Vehicles					
6140 Vehicle Maintenance	19,103	18,000	17,000	18,000	-
6151 Office Maintenance	4,771	5,000	5,000	5,000	-
Total Maintenance - Office & Vehicles	23,874	23,000	22,000	23,000	-
Maintenance - Facilities					
6085 Janitorial Services	8,302	11,000	11,000	12,000	1,000
6100 SCADA System	3,737	6,500	6,000	8,000	1,500
6180 Distribution System Repairs	28,050	50,000	52,000	60,000	10,000
6235 Treatment Sys/Well Repairs	36,588	75,000	70,000	45,000	(30,000)
6143 Generator Maintenance	7,328	5,000	5,000	5,000	-

SWEETWATER SPRINGS WATER DISTRICT
DRAFT OPERATING AND CAPITAL BUDGET, 2019-20
DRAFT

	YEAR END ACTUAL (CASH)	APPROVED BUDGET	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET	+/- Change (from last year)
Total Maintenance - Facilities	84,005	147,500	144,000	130,000	(17,500)
Miscellaneous Expenses					
6280 Memberships	10,307	11,000	11,000	11,500	500
6303 Claims	0	1,500	1,000	1,000	(500)
6593 Governmental Fees	20,985	22,000	30,000	31,755	9,755
Total Miscellaneous Expenses	31,292	34,500	42,000	44,255	9,755
Office Expense					
6410 Postage	18,481	20,000	20,000	20,000	-
6430 Printing Expense	8,147	9,000	9,000	8,200	(800)
6461 Office Supplies	8,711	6,000	6,000	6,000	-
6800 Subscriptions/Legal Notices	3,078	3,000	3,500	1,400	(1,600)
6890 Computers/Software	2,304	4,500	4,000	2,500	(2,000)
6895 Billing System	0	27,600	16,000	15,400	(12,200)
6897 Website	0	2,400	2,400	3,000	13,000
Total Office Expense	40,721	72,500	60,900	53,500	(19,000)
Operating Supplies					
6300 Chemicals	15,541	15,000	15,000	20,000	5,000
6880 Tools and Equipment	6,258	7,500	7,500	7,500.00	-
6881 Safety Equipment	11,948	2,500	3,000	3,000	500
Total Operating Supplies	33,747	25,000	25,500	30,500	5,500
Professional Services					
6514 Lab/Testing Fees	13,532	15,000		16,000	1,000
6570 Consultant Fees	107,885	50,000	30,000	23,000	(27,000)
6590 Engineering	9,326	10,000	10,000	10,000	-
6610 Legal	107,072	60,000	40,000	30,000	(30,000)
6630 Audit/Accounting	37,421	38,000	38,000	45,850	7,850
Total Professional Services	275,236	173,000	118,000	124,850	(48,150)
Rents & Leases & Loans					
6820 Equipment	1,265	3,600	3,600	3,800	200
6840 Building & Warehouse	31,276	32,000	32,000	32,000	-
7913 Policy Reserve Loan	135,000	135,000	135,000	135,000	-
Total Rents, Leases & Loans	167,541	170,600	170,600	170,800	200
Transportation & Travel					
7120 Seminars & related travel	810	5,000	4,000	3,000	(2,000)
7201 Vehicle Gas	37,622	40,000	40,000	42,000	2,000
7300 Travel Reimbursements	4,468	6,500	5,000	4,100	(2,400)
Total Transportation & Travel	42,900	51,500	49,000	49,100	(2,400)
Uniforms					
6021.1 Boots	1,895	1,500	1,500	1,715	215
6021.3 T-shirts	2,675	1,800	500	1,500	(300)
6021.4 Jackets	0	250	250	250	-
Total Uniforms	4,570	3,550	2,250	3,465	(85)
Utilities					
7320 Electricity	126,478	126,000	126,000	139,000	13,000
7321 Propane	1,958	3,500	3,500	4,000	500
Total Utilities	128,436	129,500	129,500	143,000	13,500
Total SERVICES & SUPPLIES	911,587	919,650	851,726	869,320	(50,330)
FIXED ASSET EXPENDITURES					
8517 Field/Office equipment	0	5,000	5,000	-	
8573 Vehicles	0	50,000	0	-	(50,000)
8511.1 Tank/Facilities Sites	1,025	24,000	24,000	-	(24,000)
8511.6 Leasehold Improvements	0	0	0	-	-
Total FIXED ASSET EXPENDITURES	1,025	79,000	29,000	0	(79,000)
Total OPERATING EXPENSES	2,334,332	2,408,600	2,298,421	2,418,120	9,520
TRANSFERS TO OTHER FUNDS					
8620.7 Tfers to CIRF for CDR Revenue	332,402	349,022	349,022	389,419	40,397
8620.3 Tfers to CIRF	430,000	365,000	345,000	535,000	170,000
8620.5 Tfers to Building Fund	15,000	15,000	15,000	15,000	-
8620.2 Tfers to In-House Constr	25,000	25,000	25,000	-	(25,000)

SWEETWATER SPRINGS WATER DISTRICT
 DRAFT OPERATING AND CAPITAL BUDGET, 2019-20
 DRAFT

	YEAR END ACTUAL (CASH)	APPROVED BUDGET	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET	+/- Change (from last year)
Total TRANSFERS TO OTHER FUNDS	802,402	754,022	734,022	939,419	185,397
OPERATING SURPLUS/DEFICIT AFTER TFERS	-182,990	4,772	2,057	1,046	-3,726

Capital Projects and Capital Debt Budget (Cash)

				2022-23 (Estimate) (Actual)	2023-24 Budget (7.5% incr.)	2024-25 Estimate					
Total CIRF Balance Beginning of Year				\$1,994,980	\$1,184,624	\$332,713					
REVENUE											
Assessments/New Services				\$750,000	\$750,000	\$750,000					
CDR Transfer from Operations				\$349,022	\$389,419	\$408,890					
Operating Surplus Transfer from Operations				\$365,000	\$535,000	\$545,000					
Interest				\$16,579	\$20,000	\$20,000					
New Construction				\$15,636	\$0	\$0					
Grants Received				\$701,360	\$0	\$0					
Total Revenue				\$2,197,597	\$1,694,419	\$1,723,890					
Total Available for Capital Projects				\$4,192,577	\$2,879,043	\$2,056,603					
EXPENDITURES											
				TOTAL PROJECT COST	PAID (PY)	OBLIGATED BUT NOT YET PAID	GRANT INFORMATION				
							GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D	
CIP Projects											
CIP 2021				\$1,790,551	\$124,411	\$0	\$0	\$818,280	\$701,360	\$116,920	\$0
Lower Harrison				\$581,675	\$8,200	\$62,255	\$75,000	\$581,675	\$0	\$0	\$581,675
MR Well 5				\$120,047	\$72,392	\$0	\$37,798	\$0	\$0	\$100,000	
County	MR Bridge			\$854,000	\$0	\$25,000	\$25,000	\$30,000	\$0	\$53,325	\$53,325
County	Willow Rd Drainage (Rio Nido)			\$82,000	\$0	\$0	\$0	\$82,000	\$0	\$0	\$0
County	Moscow Road 2019 slide			\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County	Moscow Road 2023 slide			\$240,000	\$4,545	\$194,987	\$14,000	\$226,000	\$0	\$0	\$0
County	Neeley Road Emergency Proj			\$527,509	\$0	\$527,509	\$0	\$527,509	\$0	\$0	\$0
	Wright Drive main pressure zone*			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Wright Drive upper pressure zone			\$3,087,093	\$0	\$0	\$211,840	\$0	\$0	\$160,450	\$160,450
	Natoma Tank			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Schoeneman pressure zone			\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Schoeneman tank			\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total CIP Projects				\$2,029,779	\$1,365,509	\$0					
Other Capital Expenses											
Annual transfer to Policy Reserves				\$8,174	\$35,821	\$0					
In-House Project/Site Improvements				\$25,000	\$120,000	\$0	Lower Summit Tank liner (\$15G); El Bo Well Rehab (\$80G); In-House projects				
District Master Plan				\$0	\$200,000	\$0					
Vehicle				\$0	\$80,000	\$0					
Total Other Capital Projects/Equipment				\$33,174	\$435,821	\$0					
Debt Payments (for next FY)											
Debt tfer (reduced by Sinking Fund adj.)				\$745,000	\$745,000	\$745,000					
Debt Sinking Fund				\$200,000	\$0	\$0					
Total Debt				\$945,000	\$745,000	\$745,000					
Total CIP/Debt Expenditures				\$3,007,953	\$2,546,330	\$745,000					
Total CIRF Balance End of Year (Est.)				\$1,184,624	\$332,713	\$1,311,603					

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

Subject: Moscow Road Slide Repair

RECOMMENDED ACTION:

The General Manager will provide an update on the Moscow Road slide repair.

FISCAL IMPACT:

Total Combined District Construction and Construction Management cost:
\$208,400

DISCUSSION:

Piazza Construction has scheduled the first week of May for the start of construction.

May 5, 2023, FEMA will perform a site visit to the Moscow Road repair site.

April 20, 2023, The first FEMA Scoping meeting was held at the Sweetwater Springs Office.

April 6, 2023, the District Board of Directors passed Resolution 23-04 awarding the construction contract to Piazza Construction and the Construction Management to Coastland Engineering.

January 26, 2023, a virtual meeting was held with Sonoma County, Coastland Engineering and Sweetwater Springs Water District to discuss the repair plan for the eight-inch water main.

On January 20, 2023, FEMA, CAL OES, Sonoma County Roads Department and Sweetwater Springs Water District met at the slide. Also in attendance were the County's Engineer and our Engineer (Coastland).

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

Subject: Neeley Road Emergency Water Main Repair Project

RECOMMENDED ACTION:

The General Manager will provide an update on the project for the Neeley Road Water Main Replacement Project.

FISCAL IMPACT:

Estimated Project Cost: \$527,409.00

DISCUSSION:

The project replaces 1200 Linear feet of 2-inch Galvanized water main and 17 water services. Due to the age of the water main and having had multiple leaks the water main may fail at any time.

The water main will be replaced with 1200 feet of six-inch C-900 pipe and seventeen new water services. Also, one new fire hydrant will be added to provide additional fire protection to the area.

Construction is expected to start after the boring has been completed at the Moscow Road water main repair project.

On April 20, 2023, the Board of Directors approved Resolution 23-07 awarding contracts for the Neeley Road emergency water main repair to Piazza Construction and Coastland Engineering.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

SUBJECT: MEMBERSHIP IN THE SONOMA COUNTY CHAPTER OF CSCDA

RECOMMENDED ACTION:

Consider membership in the Sonoma County chapter of the California Special Districts Association (SCSDA)

FISCAL IMPACT:

Membership is free (for now).

DISCUSSION:

At our April Board meeting, Directors Robb-Wilder and Holmer announced that they had attended a meeting of the recently formed Sonoma County chapter of the California Special Districts Association (SCSDA). They will present this item to the Board.

Attached for your review is a sample copy of SCSDA Minutes (from September, 2022). Also attached are SCSDA Membership application documents:

- (1) SCSDA Membership application;
- (2) Sample Resolution of intent to participate
- (3) Certificate of Liability Coverage



Sonoma County Special Districts Association

Membership Meeting Minutes Thursday, September 22, 2022 2:00 – 3:30 p.m.

MEETING HELD VIRTUALLY THROUGH GO TO MEETING

I. Call to Order/Roll Call

President, Ramona Faith, called the meeting to order at 2:05 p.m. and welcomed everyone.

Members Present: Anneke Turbeville, Colleen Haley, Jennifer Crayne, Tamara Davis, Jennifer Bechtold, Ramona Faith, Cheryl Doran-Girard, Phil Smith, Valerie Quinto, Matt McDermott

Minutes conducted by: Jennifer Bechtold

II. Open Forum/Public Comment – Ramona Faith, President

Ramona asked if there was any comments from the group and there were none. She asked Colleen if there is a list of special districts who are not part of CSDA, that we can reach out to and encourage people to join our Chapter. Colleen will send us this list, though it may not be current.

Valerie mentioned that LAFCO has an opening for a special district and our Chapter may be a way to help them fill that seat. Ramona mentioned this opening to her Board last night. Tamara commented she is putting her name in for this position.

III. Approval of Minutes

A. Regular Meeting of June 23, 2022

Motion moved by Jennifer Crayne and seconded by Cheryl Doran-Girard

Motion Carried: Aye __9__ No __0__ Abstain__0__

IV. Introduction of Guest Speaker, Sean Hamlin, Third District Director, Office of Chris Coursey, Sonoma County Board of Supervisors – Jennifer Bechtold, Secretary

Jennifer Bechtold introduced Sean Hamlin.

Sean said the Supervisors don't have a lot of interaction with special districts but hear a lot about them. His wife is a public law attorney and she is the special district go to at the firm, so he hears a lot about the struggles of special districts.

Sean asked for input on challenges the special districts face. Ramona said the Petaluma Health Care District receives no tax dollars unlike most special districts. They are focused on health and while COVID is settling down, we'll always have this around and feel the impact for years to come. She said the impact to our seniors and youth is extremely troubling. In the past 12 months, 18% of south county youth has contemplated suicide. Substance and alcohol abuse is up 174% and 30% of students in Sonoma County are not up to date with immunizations. Ramona commented if we don't take care of this now, there will be more emergencies. Another struggle is mental health issues. We have crisis response team (SAFE), in Petaluma, Cotati, and Rohnert Park. Currently, Marriage and Family Therapists are only dealing with health crisis at this time. They are not dealing with stuff before crisis hits which means there will be more crisis in the near future.

Sean mentioned they are always busy at the County level. The Supervisors are so busy and not always available as much as the District Directors are. He suggests meeting and engaging with our Supervisors when possible, or least annually. He also feels it could be valuable to meet with Supervisors as a group when we have a common issue. There is power in numbers. All supervisors are willing to meet and it may be easy to go through the staffers as they are the gatekeepers. Sean will send us the name and email for the supervisors and their executive assistants.

Sean asked what the County or Supervisors could do better. Valerie asked that the County not duplicate or recreate the wheel on programs other entities are already doing. Jennifer Bechtold shared that there is a lack of communication in general, which can be frustrating. For instance, when the County received 96 million in COVID funds, no communications went out to special districts they could be eligible for these funds. When she reached out to the County about requesting a portion of those fund, the answer was just no, that we did not qualify. Yet all County employees received essential employee payouts. She felt the first responders and health care workers should have been eligible to also receive these funds as they have been on the front lines of COVID.

Cheryl said it's not just the funding issues but it can be the conduit for communication. It would be helpful to know when large things are impacting

Guest Speaker, Sean Hamlin, Continued:

communities, whether there is a town government or not. For instance the consolidation of volunteer fire districts and the little that has been communicated to those communities being affected.

V. Special District Spotlight – Featuring Marin/Sonoma Mosquito Vector Control District and the Rancho Adobe Fire Protection District

Jennifer Bechtold provided an overview of the Rancho Adobe Fire Protection District and shared their biggest struggles have been with finding new streams of revenue, keeping up with pay parity of neighboring districts and retention of employees. A recent push to consolidate with the Sonoma County Fire District failed because the County was unable to fund the \$2 million deficit created by the consolidation. This would have brought the districts together to share administrative and other services and help expedite the process of providing ALS paramedic to the Rancho Adobe citizens. The goal is to now hire a full-time Fire Chief and continue working towards consolidation in the future.

Phil Smith shared a video presentation and PowerPoint Presentation about the Marin/Sonoma Mosquito Vector Control District. They serve about 764,000 residents in Marin and Sonoma County and well over a million visitors. Primary prevention approach is education and outreach. MSMVCD can help businesses and citizens with mosquitos, yellow jackets and rodents/rats. Phil shared the greatest danger for our community is the West Nile virus. The District also tests ticks for Lyme disease.

VI. CSDA Update: CSDA Senior Public Affairs Field Coordinator, Colleen Haley

Colleen mentioned that the Chapter is doing great so far. Legislation this year is a state-wide initiative, the California Protection and Government Accountability Act. This limits the ability of voters and state and local governments to raise revenues for government services. This will affect small districts. This bill will be on the 2024 ballot. The CSDA is asking for districts to pass resolutions opposing this bill and make them public. Colleen will share the website where information is being circulated about this bill. There is a sample press release and sample resolution on the CSDA website.

Colleen also noted there will be a large legislative update at the end of the year.

VII. Overview and Update on Membership Process - Jennifer Crayne, Treasurer

Jennifer noted that we want to grow our voting membership and to do so, there is an application and then a board resolution to adopt. Once those are completed you need to send those documents along with a certificate of liability to the Executive Committee. Once approved, your district will be a regular voting member. The application and board resolution sample are available on our Chapter website. We are not collecting dues at this time, but as the Chapter grows, this may become an option.

Jennifer will send out a separate email to CSDA members with this information.

VIII. Good of the Order

- Ramona and Cheryl will be the next two districts in the spotlight for December.
- Jennifer C. congratulated Tamara for throwing her hat in the ring for LAFCO. She also congratulated Colleen on the birth of her daughter and welcomed her back.
- Next meeting date: January 26 from 2:00 p.m. – 3:30 p.m.

IX. Adjournment

With no further business to discuss, President Ramona Faith adjourned meeting at 3:33 p.m.

Next meeting: Commit to invite another special district to attend who are not already members.

Respectfully submitted,



Jennifer Bechtold, Secretary

Sonoma County Special Districts Association

Application

Note: Membership is currently free. There are no Chapter dues at this time.

Name of District: _____

Is your district a member of the California Special Districts Association? _____

Name of Applicant: _____

Email of Applicant: _____

Name of individual who will serve as Representative: _____

Email of individual who will serve as Representative: _____

Name of individual who will serve as Alternate: _____

Email of individual who will serve as Alternate: _____

District Address: _____

District Telephone Number: _____

Type of membership requested? *Regular or Partner?* _____

Eligibility for Regular Membership: Any independent special district whose boundaries, in whole or in part, are within the [County/Countries/Region] of Solano County may become a regular member of the Chapter upon a majority vote of the regular membership and upon payment of annual Chapter dues (if applicable).

Eligibility or Partner Membership: Any dependent special district whose boundaries, in whole or in part, are within the County of Solano may become a partner member upon majority vote of the regular membership and payment of Chapter dues (if applicable).

In addition, any person, government agency or organization that has evidenced interest in the purposes and goals of the Chapter, but is not a special district as defined above, may also become a partner member upon approval of membership and payment of Chapter dues (if applicable).

If applicant is a non-special district, what are your interests and purposes in common with the Chapter?

If applicant is a special district, what are your primary functions and what is your enabling legislation under state law? (Feel free to just provide a link to where this information is located on your district website)

If applicant is a special district, what are the names of the current governing board members and the General Manager? (Feel free to just provide a link to where this information is located on your district website)

******Required:** Special districts MUST pass a resolution by their governing boards requesting membership within six months of submitting an application for Membership. If the resolution is not passed within six months, districts may have their membership revoked.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE _____ DISTRICT
STATING ITS INTENT TO PARTICIPATE IN THE ACTIVITIES OF THE _____
COUNTY SPECIAL DISTRICTS ASSOCIATION**

WHEREAS, the _____ District is a special district organized pursuant to the _____ (California Government Code) and

WHEREAS, the _____ District is a member of the California Special Districts Association (CSDA); and

WHEREAS, the Board of Directors deems that the participation by employees and members of the Board of Directors in the meetings and activities conducted by the _____ (Name of County) Chapter of the California Special Districts Association, known as the _____ County Special Districts Association, would provide a benefit to _____ District.

NOW, THEREFORE, BE IT RESOLVED that _____ District intends to be a member of _____ County Special Districts Association; and

BE IT FURTHER RESOLVED that the _____ District Board of Directors has selected _____ (Name and role of individual) to be the district's voting representative to and has selected _____ (Name and role of individual) to be the district's alternate voting representative to _____ County Special Districts Association.

The foregoing Resolution was duly and regularly passed and adopted by the Board of Directors of _____ District at a regular meeting of said Board duly noticed and held on the _____ day of _____, 20__.

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the _____ District following a roll call vote:

Ayes:
Nays:
Absent:

_____, Board President

Attest: _____, General Manager

Certificate for Liability Coverage

The undersigned, being duly authorized to execute this Certificate on behalf of the Board of Directors of the _____ (name of special district) (hereinafter the "District") hereby affirm the following:

- 1. That the participation by employees and members of the Board of Directors of District in the meetings and activities conducted by the _____ **Sonoma County Special Districts Association**, Chapter of the California Special Districts Association have been authorized by the District's Board of Directors; and that the Board of Directors has found such activities constitute activities in the course and scope of such individual's employment with or position of director with the District.

Name and Title

Signature and Date

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-F

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

SUBJECT: MUNI-LINK BILLING SYSTEM UPDATE

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

\$11,000 implementation fee (paid); \$1,195 monthly cost.

DISCUSSION:

At past meetings, the District approved moving forward with the Muni-Link billing system. Staff has added line items to our budget for the costs to implement the billing system, as well as the monthly software fees.

Since our last meeting staff has completed four (4) training sessions. A final training is scheduled for Friday, May 5 between the District, Muni-Link, and our online payment vendor (NCR) to look at the customer portal. We remain on track for a May 16th GoLive date.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-G

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

Subject: Board Vacancy

RECOMMENDED ACTION:

Discussion of future Board vacancy.

FISCAL IMPACT:

None

DISCUSSION:

At the April 6th meeting Director Spillane announced his upcoming resignation from the Board. The item has been agendize to allow further discussion of the Board vacancy and to discuss the process for filling the Board seat to complete Director Spillane's term of office.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-H

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

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.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-I

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

Subject: Res. 23-08, Approving Union Side letter to Add a new Classification and Salary Range for Account Clerk/Administrative Assistant

Staff report and related documents will be provided early next week.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

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 March were 11,980 Units (Monte Rio cycle) and in April were 16,685 units (Guerneville cycle). Water use in March continues to trend down overall. April water sales this year are more stable than previous years. Total combined Monte Rio and Guerneville water production for January were 42.62 AF.
- 3. Leaks:** There were a total of 2 water main repairs in March requiring 33 work hours total, and 3 service line leaks requiring 38 work hours total. (Figure2).
- 4. Guerneville Rainfall:** Cumulative rainfall for March was 51.21 inches compared to last year, the cumulative rainfall was only 26.97 inches in March (Figure 3).
- 5. In-House Construction Projects:** In-house projects included the installation of a new one inch service at 145950 Birkhofer Road and the replacement of a damaged pump at Hidden Valley Booster Station.
- 6. Grants:** On April 20, 2023, the 1st in person FEMA Scoping meeting was held at the District office to discuss the Moscow Road Project. FEMA and CA OES were in attendance. On May 5,2023 FEMA will conduct a site visit with CA OES to see the damage.

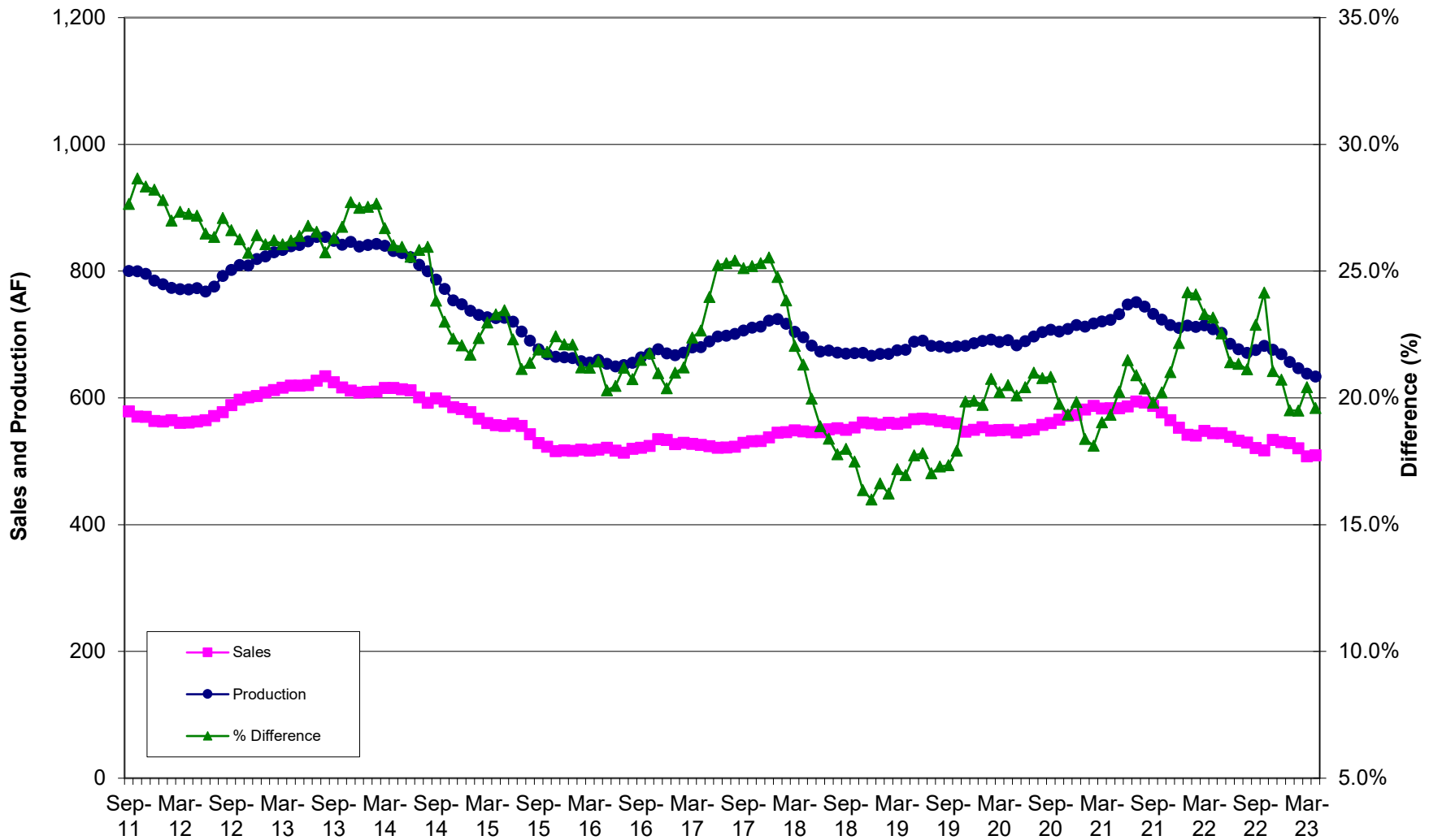
The CDWR grant first disbursement is still under review.

The FEMA Covid grant is in the final close out stage of the grant process. Grant funding in the amount of \$20,000 has already been received by the District.

7. Willow Road Drainage Project: Jack and I met with the county Engineer and the Construction Supervisor on site to discuss the final design of the project that involves the Districts infrastructure. Sonoma County Infrastructure plans to start the project in June.

8. Gantt Chart: The Gantt Chart is updated for May 2023 (Figure 4).

**Figure 1. Water Production and Sales 12 Month Moving Averages
 Sweetwater Springs Water District Since September 2011**



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

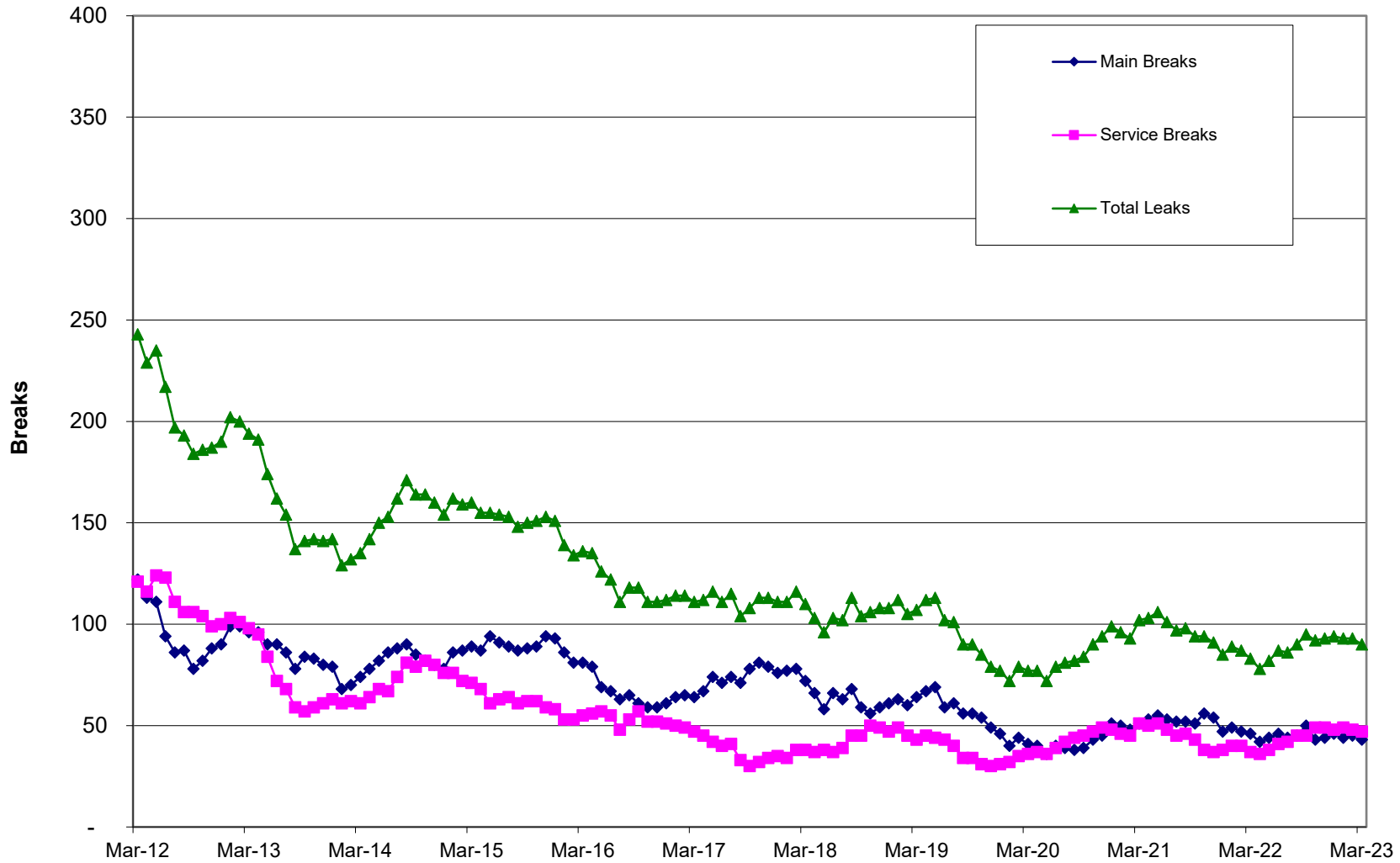
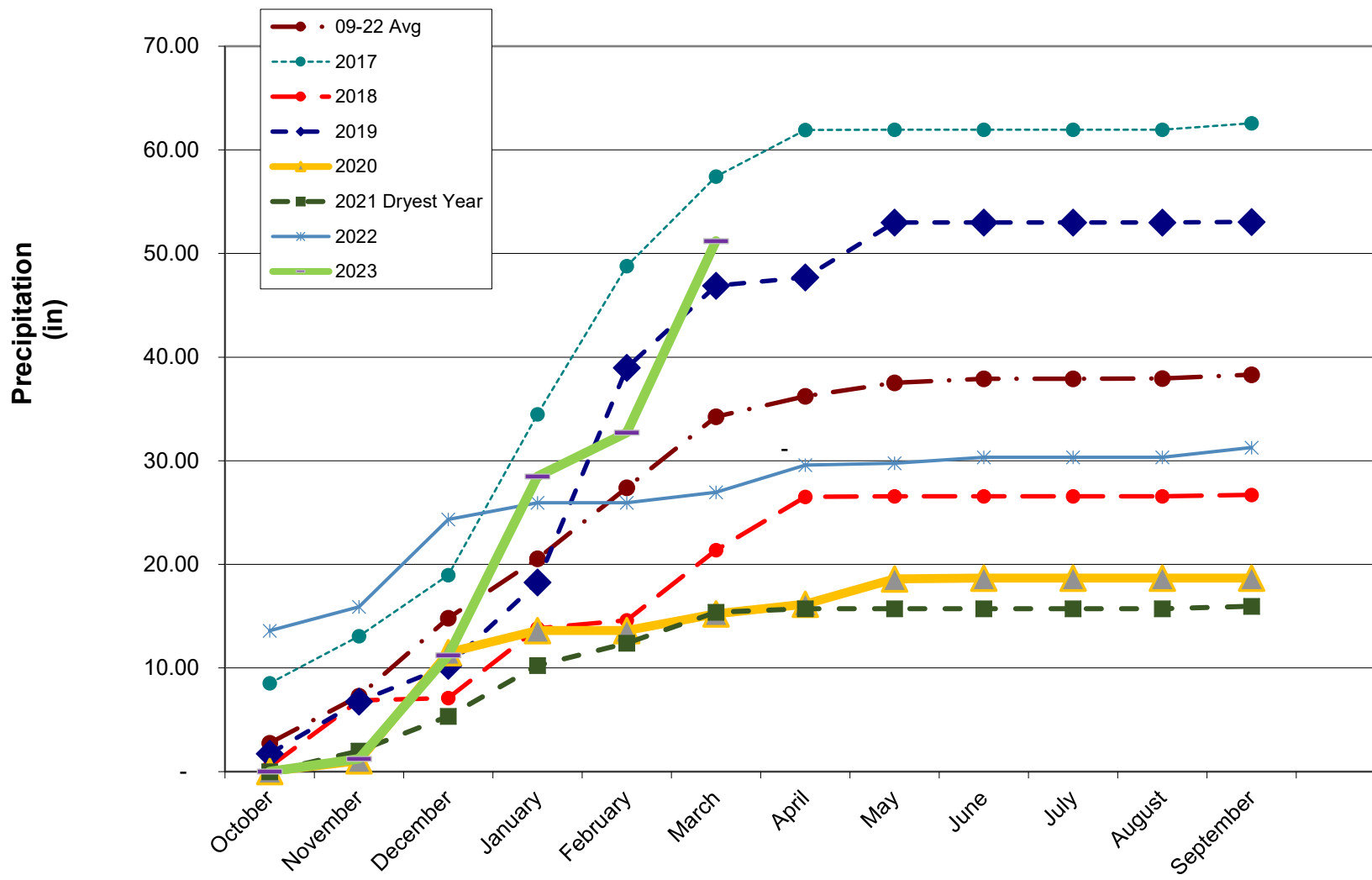
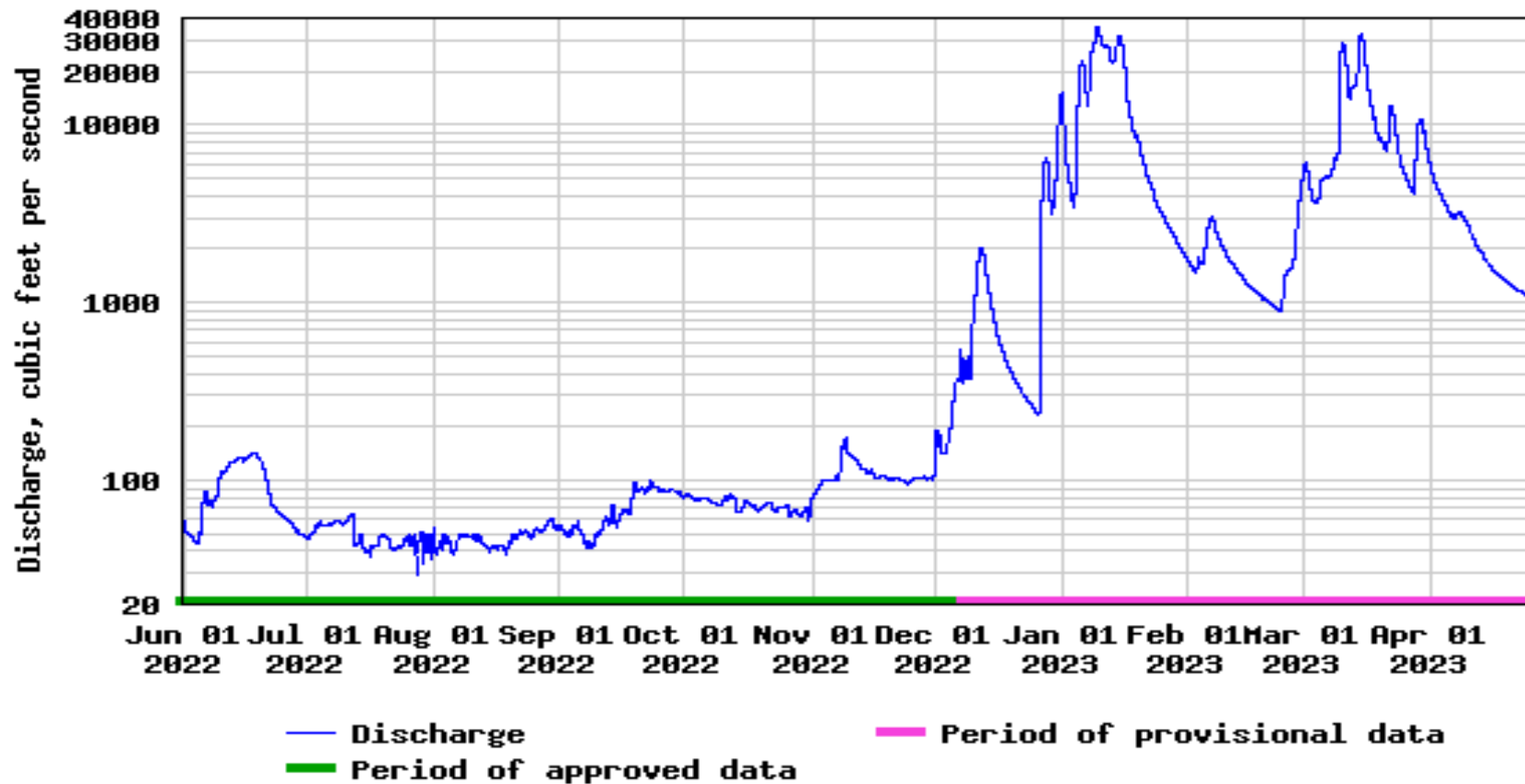


Figure 3. Guerneville Cumulative Monthly Rainfall





USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA



NUMBER OF WATER UNITS SOLD FY 22 - 23

	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
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
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
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
OCTOB	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
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
DECEM	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
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
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
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
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
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	
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	
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	186,227