



BOARD OF DIRECTORS MEETING

AGENDA

August 1, 2024, Regular Meeting
District Offices, 17081 Hwy. 116, Ste. B
Guerneville, California
6:30 p.m.

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

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

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

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

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

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

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

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

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

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

V. ADMINISTRATIVE

- A. Public Hearing; Discussion/Action re Resolution 24-11, Overruling Protests and Confirming Report on Annual Flat Charge for Sweetwater Springs Water District. *(Est. time 15 min.)*
- B. Discussion/Action re Actual vs. Budgeted report – FYE 2023-24 *(Est. time 10 min.)*
- C. Discussion/Action re Resolution 24-12, Approving Contract Amendments with the Administrative Manager and Field Manager and Authorizing the General Manager to Sign Said Contract Amendments
- D. Discussion/Action re Other leasing use of District property. *(Est. time 5 min.)*
- E. Discussion/Action re Public Communications. *(Est. time 5 min.)*
- F. Board Subcommittee Reports (standing item) *(Est. time 5 min.)*
 - Subcommittees: Recruitment/Retention
 - Ad Hoc Budget
 - Finance
 - Communications

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: July 2, 2024

(*In order discussed)

July 2, 2024
3:07 p.m.

Board Members Present:

Tim Lipinski
Rich Holmer
Sukey Robb-Wilder

Board Members Absent:

Gaylord Schaap
Nance Jones

Staff in Attendance:

Eric Schanz, General Manager
Nicole King, Board Secretary

Others in Attendance:

Erica Gonzalez, Redwood Public Law

I. CALL TO ORDER (3:07 p.m.)

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

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (3:08 p.m.)

(None.)

III. CONSENT CALENDAR (3:08 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 3-0.

- A. Approval of the following Minutes of the June 6, 2024, Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (3:09 p.m.)

(None.)

V. ADMINISTRATIVE (3:09 p.m.) *

**in the order discussed*

V-A. (3:09 p.m.) Discussion/Action re Resolution 24-09, Wright Drive Design Contract with Coastland. The GM gave an overview of this item. Discussion ensued. Director Robb-Wilder moved to approve Resolution 24-09, Authorizing the General Manager to Sign a Contract Amendment with Coastland Civil Engineering for Wright Drive Water Main Replacement Project Engineering Design Contract and Approving an overall budget of \$231,103. Director Holmer seconded. Motion carried 3-0.

V-B. (3:17 p.m.) Discussion/Action re Resolution 24-10, Establishing Salary Ranges of Administrative Manager and Field Manager Employed by District Beginning July 1, 2024. Legal Counsel Erica Gonzalez provided an overview of this item. Discussion ensued.

Director Holmer moved to approve Resolution 24-10, 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, amended as follows:

- (1) At the middle of the second "Whereas", changed +0.5% to 5%, and
- (2) At "Now, Therefore, Be It Resolved" "2.", removed "Stege Sanitary", and
- (3) At "Salary Ranges of Employees Employed By Sweetwater Springs Water District Beginning, July 1, 2024" added the salary range for the Crew Supervisor and the General Manager positions.

Director Robb-Wilder seconded as amended. Motion carried 3-0.

V-C. (3:32 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 Erica Gonzalez. Further discussion ensued. No action taken.

V-D. (3:38 p.m.) Discussion/Action re Responding to Protest Letters. Director Robb-Wilder provided an overview of this item. Discussion ensued. Comments were made by Legal Counsel Erica Gonzalez. Further discussion ensued. No action taken.

**V-E. (3:57 p.m.) Board Subcommittee Reports (standing item).
Subcommittees: (1) Recruitment/Retention**

The Recruitment/Retention subcommittee did not meet; therefore, they did not have anything to report.

VI. GENERAL MANAGER'S REPORT (4:00 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
(4:25 p.m.)**

Director Holmer announced he went to the Monte Rio Wastewater meeting. Discussion ensued.

VIII. ITEMS FOR THE NEXT AGENDA (4:34 p.m.)

1. Subcommittee Reports
2. Public Communications
3. Ending Ad Hoc Budget Committee

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

At 4:36 p.m. President Lipinski announced the items in Closed Session. There was no public comment.

At 4:39 p.m. the Board went into Closed Session. At 5:04 p.m. the meeting reconvened from Closed Session and the following action was announced:

- A. Pursuant to Gov. Code Section 54957(b)(1) – Public Employee Performance Evaluation**
Title: General Manager
- No action was taken.

ADJOURN

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Nicole King
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: August 1, 2024

SUBJECT: RES. 24-11; PUBLIC HEARING RE ANNUAL FLAT CHARGE

RECOMMENDED ACTION:

- Open Public Hearing, hear comments, close public hearing
- Adopt Resolution 24-11, Overruling Protests and Confirming Report on the annual Flat Charge at the same level (\$198 per connection) as recent years

FISCAL IMPACT:

The FY 2023-24 assessment generated \$741,248 in annual revenues, plus an additional \$24,429 in flat charges from new service construction.

DISCUSSION:

On an annual basis since July 1992, the District has imposed a flat charge for each separate water connection or meter to a property. The flat charge is \$198 per meter, an amount unchanged since FY 2002-03.

Resolution 24-11 keeps the Flat Charge at \$198 per connection. The flat charge is added to the tax bill and collected by the County, along with all other county property taxes and assessments.

The funds collected together with CDR revenue have traditionally been used to pay for annual debt service incurred for the original purchase of the water system and subsequent capital projects. However, in recent years as the District has both retired and refinanced debt and set up a sinking fund a portion of this revenue can now be used as sustainable funding for ongoing and future capital projects. The 2020 Rate Study projected approximately \$750,000 a year in capital funding needed to finance targeted District capital projects. In FY 2023-24, self-funded capital funding revenue totalled \$1,032,455. This level of sustainable, in-house capital funding is realistic and perhaps even conservative as the cost of capital projects has gone up since the 2020 Rate Study and the District has expanded the use of capital funding sources to purchase much needed field equipment. It should also be noted that the District has been fortunate to have been approved and have actually received grant funding in recent years to supplement in-house capital funding sources.

The table on the next page shows progress made towards sustainable in-house capital funding, with budgeted numbers for FY 2024-25.

Funds for Self-Funded CIP* Goal					
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 (budgeted)
Flat Charge Revenue	\$755,043	\$764,662	\$756,495	\$741,248	\$750,000
New Service Flat Charges	\$93,155	\$32,919	\$15,635	\$24,429	\$0
CDR* Revenue	\$316,573	\$332,402	\$349,022	\$389,419	\$401,984
Interest Revenue	\$10,722	\$11,514	\$21,000	\$40,377	\$30,000
Equals Revenue Designated for Debt and Capital Projects	\$1,175,493	\$1,141,497	\$1,142,152	\$1,195,473	\$1,181,984
Less Debt Principal + Interest net of Sinking Fund	-\$1,141,570	-\$777,969	-\$744,661	-\$698,018	-\$698,000
Equals Flat Charge Revenue Available for Capital Projects	\$33,923	\$363,528	\$397,491	\$497,455	\$483,984
Plus Operations transfers to CIRF (Goal: \$500,000)	\$270,000	\$430,000	\$400,000	\$535,000	\$570,000
Equals TOTAL revenue available to self-fund capital projects	\$303,923	793,528	\$797,491	\$1,032,455	\$1,053,984
*CDR: Capital Debt Reduction revenue					

Resolution No. 24-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT OVERRULING PROTESTS AND CONFIRMING REPORT ON ANNUAL FLAT CHARGE OF \$198/CONNECTION FOR SWEETWATER SPRINGS WATER DISTRICT.

WHEREAS, this Board did on July 14, 1992, adopt Ordinance No. 8 which established an annual flat charge, and authorized collection of such charge on the tax roll of the County of Sonoma, and

WHEREAS, the District has prepared a written report containing a description of each parcel of real property receiving services and facilities from the District and the amount of the flat charge for each parcel for the 2024-25 fiscal year, and

WHEREAS, said written report has been on file with the Clerk of said District, and,

WHEREAS, notice appointing the time and place of hearing protests on said report was duly given in the manner provided by law; and

WHEREAS, all written protests and other written communications were publicly read at said meeting and all persons desiring to be heard were fully heard,

NOW, THEREFORE BE IT RESOLVED, as follows:

1. That all objections to and protests against said report, if any, have been heard by this Board and that said objections and protests be, and each of them is hereby overruled.

2. That said report be, and it is hereby adopted in full with the revisions to each charge as specified therein, and that said charges shall be collected on the tax roll of the County of Sonoma, in the manner provided by law.

3. That the Clerk of this District be hereby directed to file with the County Auditor of Sonoma County, on or before the 10th day of August, 2024, a copy of said report, upon which shall be endorsed over her signature a statement that the report has been adopted by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT.

4. That the County Auditor of Sonoma County, shall upon receipt of said report, enter the amount of the charges against the respective lots or parcels as they appear on the assessment roll.

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 August 1, 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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: August 1, 2024

SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU JUNE 30, 2024 (100%)

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

(None.)

DISCUSSION:

FY 2023-24 ended up slightly better than targeted:

Revenues: \$4,090 less than budgeted (99.9% of budget)

Expenses: \$106,568 less than budgeted (95.6% of budgeted)

Income exceeded budgeted amounts by \$102,478.

Our budget called for transferring a total of \$924,419 to our CIRF account for capital expenditures, and we were able to transfer the full amount, in addition to \$15,000 (budgeted) to our Building Fund.

Line items of note this year:

Good News \$\$:

Interest income: Earned \$23,078 more than budgeted as interest rates funds invested by the County rose. (Capital interest also was up.)

Wages: Spent \$77,111 less than budgeted. Two employees terminated in FY 2023-24, and it took some time to replace them.

Benefits: Spent \$70,751 less than budgeted, also due to the staffing shortage.

Treatment System/Well repairs: Spent \$38,790 less than budgeted.

Printing, Postage, and Accounting Expenses: Spent \$14,393 less than budgeted in these three expenses combined. These savings are being called out because they are attributable to the new billing system (Muni-Link). The E-bill feature reduced postage and printing expenses, and the new online payment system saved on online banking expenses. These kinds of savings go

Actual vs, Budgeted thru June 30, 2024 August 1, 2024

far to offset the annual cost of the billing system, which was \$15,216 in FY 2023-24.

Government Fees: Spent \$9,961 less than budgeted. The GM worked to restore the District's status as a disadvantaged community, reducing our annual system fees.

Bad News \$\$:

Water Sales: Revenue was \$78,184 less than budgeted. The District sold the same amount of water in FY 2023-24 compared to FY 2022-23, but – as we have been discussing all year – in FY 2023-24 be shifted to a new billing system and an accrual-based system of accounting for water sales. The adjustment to the new system may have triggered the slight earnings miss.

Tools and Equipment: Spent \$7,059 more than budgeted.

Office Supplies: Spent \$8,514 more than budgeted (new conference room furniture)

Electricity: Spent \$31,623 more than budgeted.

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

Capital Budget:

Our new Capital Budget spreadsheet has been updated to reflect actual figures (**in blue**) for FY 2023-24. In FY 2023-24 the Harrison Tank Replacement Project was mostly completed in the final quarter of FY 2023-24 with the expected final completion in July 2024. The Environmental portion of the Wright Drive project was initiated in FY 2023-24. CDBG is expected to give final environmental early in the first quarter of FY 2024-25. The completion of the Environmental Review will allow the District to move forward with the design phase of the Wright Drive Project. The Master Plan and GIS project will be completed in FY 2024-25. In addition, we committed \$400,000 to the debt sinking fund and paying down PERS UL. The actual balance of our CIRF account at the end of the year is \$1,196,074. With anticipated revenues and operating surplus, we are on track to have ample funds for our current year projects, which include the Wright Drive design, site improvements at Lower Summit (tank liner, generator and pump station improvements), Bohemian Boring project, a new vacuum trailer, a new truck, and a Master Plan for capital improvements. At FYE we also have \$940,401 in grant funding that has been approved but not yet received, most of which is for projects we anticipate completing in FY2024-25.

FUNDS AT THE COUNTY

Funds at both CERBT and PARS are up from the beginning of the fiscal year by approximately \$10,500. This would have been higher except for the \$25,000 withdrawal from the PARS account to pay down the PERS UL. Also, the District's

Actual vs, Budgeted thru June 30, 2024
August 1, 2024

conservatively invested funds at the County earned more this year as interest rates rose.

At FYE 2023-24, the District has more cash on hand available for capital spending than FYE 2022-23. This was anticipated. On the whole, our funds at the County and in particular our funds available for capital spending are just slightly behind projections in our Rate Study. Staff believes the FY 2024-25 rate increase together with receipt of approved grant funding will put us back on track with the Rate Study projections.

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of June 30, 2024 (100%)

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

	FY 2023-24 Actual	2023-24 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						
4031.13 · Base Rate	2,027,179	2,128,436	-101,257	95.2%	FY 2023-24 is the first year with the new billing system (Muni-Link). In the past, Water Sales figures were presented on a cash basis, but with the new billing system all Water Sales are presented on an accrual basis.	
4031.11 · Current Charges	678,475	697,430	-18,955	97.3%		
4031.12 · Capital Debt Reduction Charge	370,744	389,419	-18,675	95.2%		
4031.15 · Water Bill Penalties (Delinquency Fees)	38,047					
4031.14 · Service Charges	22,805					
4031.4 · Del. Deposit Payments	-150					
Total 4031 · Water Sales	3,137,101	3,215,285	-78,184	97.6%		
Total OPERATING REVENUE	3,137,101	3,215,285	-78,184	97.6%		
NON-OPERATING REVENUE						
1700 · Interest	29,078	6,000	23,078	484.6%	<u>Interest rates are higher. This line item was underbudgeted.</u>	*
3600 · Construction New Services	19,879	8,000	11,879	248.5%		
3601 · Construction - Service Upgrades	9,911	6,000	3,911	165.2%		
4032 · Rent	128,648	124,800	3,848	103.1%		
4442 · PARS Distribution Proceeds	25,000	0	25,000	100.0%	In the 3Q, the District took an unbudgeted distribution from our PARS account as part of an extra payment on our PERS UL.	
4040 · Miscellaneous Income	7,877	1,500	6,377	525.1%		
Total NON-OPERATING REVENUE	220,393	146,300	74,093	150.6%		
Total Income	3,357,495	3,361,585	-4,090	99.9%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 · Wages	914,308	999,600	-85,292	91.5%	In the 1Q, the District had several large leaks requiring overtime hours to fix them.	
5912 · Overtime	41,347	35,000	6,347	118.1%		
5916 · On-Call Pay	41,834	40,000	1,834	104.6%		
Total Salary	997,489	1,074,600	-77,111	92.8%	<u>This line item came in underbudget due to staffing shortages.</u>	*
Benefits						

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of June 30, 2024 (100%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
5500 · Flex Spending (Flex spending monies pd e	750	0	750	100.0%		
5920 · Retirement net employee share	83,196	85,600	-2,404	97.19%		
5920.4 · Retirement - UL Mandatory	0	1,500	-1,500	0.0%		
5920.5 · Retirement - UL Extra Payment	25,000	0	25,000	100.0%	In the 3Q, made an unbudgeted extra pymt on our PERS UL using PARS funds. The total UL extra payment was \$275,000: \$200,000 from CIRF, \$50,000 from the Bldg Fund, and \$25,000 from PARS.	
5922 · Payroll Taxes - Employer Paid	18,484	18,400	84	100.5%		
5930 · Health/Dental/Vision/AFLAC Ins.	304,091	321,600	-17,509	94.6%		
5931 · Retiree Health	13,617	14,100	-483	96.6%	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	35,422	32,000	3,422	110.7%	In the 1Q, workers' compensation insurance was paid for the year.	
Total Benefits	480,561	474,200	6,361	101.3%	<u>This line item came in underbudget due to staffing shortages.</u>	*
Total SALARY & BENEFITS	1,478,049	1,548,800	-70,751	95.4%		
SERVICES & SUPPLIES						
Communications						
6040-I · Internet service	4,325	4,600	-275	94.0%		
6040-C · Cell Phones	5,297	7,250	-1,953	73.1%		
6040-P · Pagers & Radios	0	0	0	0.0%		
6040-T · Telephones	34,401	35,000	-599	98.3%		
Total Communications	44,023	46,850	-2,827	94.0%		
Insurances						
6101 · Gen. Liability	51,149	50,000	1,149	102.3%	In the 1Q, paid for the year.	
Total Insurances	51,149	50,000	1,149	102.3%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	19,096	18,000	1,096	106.1%		
6151 · Office Maintenance	6,912	5,000	1,912	138.2%	This line item was underbudgeted.	
Total Maint/Rep - Office & Vehicles	26,008	23,000	3,008	113.1%		
Maint/Repair - Facilities						

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of June 30, 2024 (100%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
6085 · Janitorial Services	9,889	12,000	-2,111	82.4%		
6100 · SCADA system	66	8,000	-7,934	0.8%		
6180 · Distribution System Repairs	71,449	60,000	11,449	119.1%		
6235 · Treatment System	<u>\$6,210.42</u>	<u>\$45,000.00</u>	<u>(\$38,789.58)</u>	<u>\$0.14</u>	<u>Overbudgeted.</u>	*
6143 · Generator Maintenance	2,655	5,000	-2,345	53.1%		
Total Maint/Repair - Facilities	90,269	130,000	-39,731	69.4%		
Miscellaneous Expenses						
6000 · Customer Refunds	-746	0	-746	100.0%		
6280 · Memberships	9,368	11,500	-2,132	81.5%		
6303 · Claims	0	1,000	-1,000	0.0%		
6593 · Governmental Fees	21,794	31,755	-9,961	68.6%	<u>The GM was able to restore the District's status as a disadvantaged community mid-year, reducing annual system fees.</u>	*
Total Miscellaneous Expenses	30,416	44,255	-13,839	68.7%		
Office Expense						
6410 · Postage	18,502	20,000	-1,498	92.5%	<u>Overbudgeted. Despite postage rate increases, E-bill customers reducing the cost of billing</u>	*
6430 · Printing Expense	3,601	8,200	-4,599	43.9%	<u>Overbudgeted. E-bill customers and emailed CCRs are reducing the need for printed material</u>	*
6461 · Office Supplies	14,514	6,000	8,514	241.9%	<u>In the 2Q, the Christmas party was expanded to include Board members and spouses which will leave this line item underbudgeted for the year. In the 4Q new furniture was purchased for the</u>	*
6800 · Subscriptions/Legal Notices	346	1,400	-1,054	24.7%		
6890 · Computers/Software	2,697	2,500	197	107.9%		
6895 · Billing System	15,216	15,400	-184	98.8%		
6897 · Website	2,988	3,000	-12	99.6%		
Total Office Expense	57,864	56,500	1,364	102.4%		
Operating Supplies						
6300 · Chemicals	16,814	20,000	-3,186	84.1%		
6880 · Tools and Equipment	14,559	7,500	7,059	194.1%	In the 1Q, the field purchasd an unbudgeted boring machine (\$5,660).	
6881 · Safety Equipment	3,257	3,000	257	108.6%		
Total Operating Supplies	34,631	30,500	4,131	113.5%		
Professional Services						
6514 · Lab/Testing Fees	14,547	16,000	-1,453	90.9%		
6570 · Consultant Fees	22,499	23,000	-501	97.8%		
6590 · Engineering	5,175	10,000	-4,825	51.8%		

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of June 30, 2024 (100%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
6610 · Legal	21,598	30,000	-8,402	72.0%		
6630 · Audit/Accounting	42,153	45,850	-3,697	91.9%	In the 1Q, we paid the auditor. <u>This item is underbudget due to lower expenses with our new online payment system.</u>	*
Total Professional Services	105,972	124,850	-18,878	84.9%		
Rents & Leases						
7913 · Policy Reserve Loan	135,000	135,000	0	100.0%	In the 1Q, this line item was paid for the year.	
6820 · Equipment	1,670	3,800	-2,130	43.9%		
6840 · Building & Warehouse	32,832	32,000	832	102.6%	1Q Bldg. rent paid thru October.	
Total Rents & Leases	169,502	170,800	-1,298	99.2%		
Transportation & Travel						
7120 · Seminars & related travel	1,921	3,000	-1,079	64.0%		
7201 · Vehicle Gas	40,828	42,000	-1,172	97.2%		
7300 · Travel Reimbursements	4,096	4,100	-4	99.9%		
Total Transportation & Travel	46,845	49,100	-2,255	95.4%		
Uniforms						
6021.1 · Boots	2,215	1,715	500	129.2%		
6021.3 · T-shirts	3,429	1,500	1,929	228.6%	In the 1Q, t-shirts were purchased for the year.	
6021.4 · Jackets	65	250	-185	26.0%		
Total Uniforms	5,709	3,465	2,244	164.8%		
Utilities						
7320 · Electricity	170,623	139,000	31,623	122.8%	<u>This line item was underbudgeted.</u>	*
7321 · Propane	3,493	4,000	-507	87.3%		
Total Utilities	174,116	143,000	31,116	121.8%		
Total SERVICES & SUPPLIES	836,502	872,320	-35,818	95.9%		
Total OPERATING EXPENSES	2,314,552	2,421,120	-106,568	95.6%		
Net Ordinary Income	1,042,943	940,465	102,478	110.9%		
Other Income/Expense						
Other Expense						
TRANSFERS TO OTHER FUNDS						
8620.7 · Tfers to CIRF for CDR Revenue	389,419	389,419	0	100.0%		
8620.3 · Tfers to CIRF	535,000	535,000	0	100.0%		

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of June 30, 2024 (100%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
8620.5 · Tfers to Building Fund	15,000	15,000	0	100.0%		
Total TRANSFERS TO OTHER FUNDS	939,419	939,419	0	100.0%		

FY 2023-24 - 4Q Added DWR grants funds received (Lower Harrison \$108,124.52 + \$111,627.74); Added County paving valve raising projects (2) to In-House (\$18,964). Added a project for FY 2024-25 for Misc. paving and valve projects; Moved ElBo Well Rehab from FY 2023-24 to FY 2024-25; Separated Wright Dr. Environmental costs into own line item

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

	2022-23 (Estimate) (Actual)	2023-24 Budget/Actual (7.5% incr.)	2024-25 Budget (9% incr.)
Total CIRF Balance Beginning of Year	\$1,994,980	\$1,031,288	\$1,196,074
REVENUE			
Assessments/New Services	\$781,634	\$741,248	\$750,000
CDR Transfer from Operations	\$349,022	\$389,419	\$401,984
Operating Surplus Transfer from Operations	\$400,000	\$535,000	\$570,000
Close out In-House Construction acct	\$0	\$54,637	\$0
Interest	\$16,579	\$60,181	\$30,000
New Construction	\$15,636	\$24,429	\$0
Grants Received	\$701,360	\$365,986	\$0
Total Revenue	\$2,264,231	\$2,170,900	\$1,751,984
Total Available for Capital Expenses	\$4,259,211	\$3,202,188	\$2,948,058

EXPENDITURES

	TOTAL PROJECT COST	PAID (PY)			
CIP Projects					
CIP 2021	\$1,790,608	\$1,790,608	\$1,650,342	\$0	\$0
Lower Harrison	\$941,775	\$60,323	\$38,754	\$748,375	\$193,400
MR Well 5	\$120,047	\$110,191	\$32,678	\$0	\$0
County MR Bridge (CANCELLED)	\$4,028	\$4,028	\$1,373	\$0	\$0
County Moscow Road 2019 slide	\$50,000	\$7,898	\$3,353	\$1,103	\$0
County Moscow Road 2023 slide	\$257,640	\$205,685	\$192,079	\$176	\$0
County Neeley Road Emergency Proj	\$489,790	\$339,860	\$339,860	\$42,359	\$0

GRANT INFORMATION

GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D
\$818,280	\$0	\$818,280	\$0
\$871,654	\$280,587	\$0	\$591,067
\$90,860	\$81,774	\$0	\$9,086
\$4,028	\$3,625	\$0	\$403
\$0	\$0	\$0	\$0
\$188,884	\$0	\$0	\$188,884
\$0	\$0	\$0	\$0

Wright Dr - Environmental	\$34,875	\$0		\$33,800	\$1,082	\$0	\$0	\$0	\$0
Wright Dr - Design	\$231,103	\$0		\$0	\$231,103	\$160,450	\$0	\$0	\$160,450
Wright Drive main pressure zone*	\$3,087,093	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Wright Drive upper pressure zone		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bohemian Hwy Boring Proj	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
Schoeneman pressure zone	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schoeneman tank	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Paving and Valve costs			\$0		\$120,000	\$0	\$0	\$0	\$0
Total CIP Projects		OBLIGATIONS:	\$2,258,438	\$825,813	\$645,585				

Other Capital Expenses

Annual transfer to Policy Reserves			\$8,174	\$32,821	\$41,866				
In-House Project/Site Improvements			\$15,289	\$43,681	\$175,000				
District Master Plan	\$218,840	\$0	\$0	\$4,781	\$214,059				
Vehicle / Equipment			\$0	\$1,000	\$149,000				
Total Other Capital Projects/Equipment			\$23,463	\$82,283	\$579,925				
Capital Debt Payments (for next FY)									
Debt tfer (reduced by Sinking Fund adj.)			\$744,661	\$698,018	\$698,000				
Debt or UL Sinking Fund			\$200,000	\$400,000	\$0				
Total Debt			\$944,661	\$1,098,018	\$698,000				
Total CIP/Debt Expenditures			\$3,226,563	\$2,006,113	\$1,923,510				
Total CIRF Balance End of Year (Est.)			\$1,032,648	\$1,196,074	\$1,024,549				

Actual CIRF Balance End of Year: \$1,031,288 \$1,175,828

Non-Operating Balances FY 2023-24 and Reserves Above Policy

												FY 2023-24 Policy Reserves: \$1,412,504		
												Reserve Loans Outstanding: \$460,000 (Nov 2020 loan)		
												Policy Reserves on Hand: \$952,504		
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")														
NAME	CERBT (Distributions limited to Retiree Health) <small>(Contributions are part of Reserves)</small>	PARS (Distributions limited to Retirement expenses) <small>(Contributions are part of Reserves)</small>	Operations	Bldg Fund	FY 2023-24 POLICY RESERVES <small>In this fund (net of loans): \$703,986</small>	In-house Construction	Capital Improvements ("CIRF") <small>(Basis of Capital Budget Spreadsheet)</small>	Guernewood Project Escrow Funds	George's Hideaway Escrow Funds	Cap One Bonds and Citizens Bank Loan Debt	USDA Bond Debt (at WestAmerica)			
			CONTRIBUTIONS: \$48,518	CONTRIBUTIONS: \$200,000										
Fund			76751	76752	76753	76755	76756	76757	76758	76762		TOTAL at COUNTY :	GRAND TOTAL: COUNTY + USDA + PARS/CERBT	\$952,504
Dep't			7106 0100	7106 0200	7106 0300	7106 0500	7106 0600	7106 0700	7106 0800	7106 1200				Funds in Excess of Policy Reserves:
FP1-Jul	\$64,477.09	\$263,734.32	\$132,454.24	\$85,850.00	\$536,165.00	\$54,636.65	\$1,040,884.96	\$3,920.00	\$0.00	\$822,114.49	\$149,636.96	\$2,676,025.34	\$3,153,874	\$2,201,370
FP2-Aug	\$64,477.09	\$258,604.11	\$132,454.24	\$85,850.00	\$568,986.00	\$0.00	\$1,032,438.05	\$3,920.00	\$0.00	\$333,198.30	\$149,639.50	\$2,156,846.59	\$2,629,567	\$1,677,063
FP3-Sept	\$64,886.73	\$249,032.37	\$157,454.24	\$85,850.00	\$703,986.00	\$0.00	\$1,108,147.16	\$3,920.00	\$0.00	\$333,198.30	\$85,357.29	\$2,392,555.70	\$2,791,832	\$1,839,328
FP4-Oct	\$64,886.73	\$242,243.04	\$323,033.50	\$85,850.00	\$703,986.00	\$0.00	\$1,118,998.57	\$3,920.00	\$0.00	\$333,198.30	\$85,358.79	\$2,568,986.37	\$2,961,475	\$2,008,971
FP5-Nov	\$67,866.45	\$259,729.89	\$3,614.50	\$100,850.00	\$703,986.00	\$0.00	\$1,508,417.57	\$3,920.00	\$0.00	\$333,198.30	\$85,360.19	\$2,653,986.37	\$3,066,943	\$2,114,439
FP6-Dec	\$71,804.92	\$272,741.60	\$53,614.50	\$100,850.00	\$703,986.00	\$0.00	\$1,940,560.44	\$3,920.00	\$0.00	\$333,198.30	\$41,958.40	\$3,136,129.24	\$3,522,634	\$2,570,130
FP7-Jan	\$71,266.91	\$246,975.96	\$156,277.29	\$50,850.00	\$678,986.00	\$0.00	\$1,753,654.90	\$3,920.00	\$0.00	\$333,198.30	\$41,960.19	\$2,976,886.49	\$3,337,090	\$2,384,586
FP8-Feb	\$74,372.70	\$252,367.84	\$306,277.29	\$50,850.00	\$703,986.00	\$0.00	\$1,742,299.97	\$3,920.00	\$0.00	\$164,877.29	\$41,962.22	\$2,972,210.55	\$3,340,913	\$2,388,409
FP9-Mar	\$74,372.70	\$258,277.73	\$356,277.29	\$50,850.00	\$703,986.00	\$0.00	\$1,679,235.97	\$3,920.00	\$2,000.00	\$164,877.29	\$41,964.25	\$2,961,146.55	\$3,335,761	\$2,383,257
FP10-Apr	\$71,635.77	\$249,510.72	\$29,456.58	\$50,850.00	\$703,986.00	\$0.00	\$1,553,458.73	\$3,920.00	\$2,000.00	\$939,714.53	\$165,149.51	\$3,283,385.84	\$3,769,681.84	\$2,817,178
FP11-May	\$73,929.23	\$257,822.28	\$29,456.58	\$50,850.00	\$703,986.00	\$0.00	\$1,542,839.12	\$3,920.00	\$1,317.50	\$939,714.53	\$165,159.46	\$3,272,083.73	\$3,768,994.70	\$2,816,491
FP12-Jun	\$74,909.69	\$260,857.78	\$29,456.58	\$50,850.00	\$703,986.00	\$0.00	\$1,487,858.08	\$3,920.00	\$1,317.50	\$939,714.53	\$149,068.89	\$3,217,102.69	\$3,701,939.05	\$2,749,435
FP 13 (FINAL)														

* In Feb of FY 2023-24, withdrew \$25,000 to pay down PERS UL
 ** Available Funds: 76758 and 76759 (State Loan reserve funds); 76754 (Fed Loan); ; 76761 (Cap and Debt policy reserve) (These columns are hidden)
 *** PARS and CERBT contributions only are included as part of Reserves

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date : August 1, 2024

SUBJECT: APPROVAL OF AMENDMENT TO ADMINISTRATIVE MANAGER AND FIELD MANAGER CONTRACTS

RECOMMENDED ACTION: Approve Resolution 24-12 authorizing the General Manager to sign amendments to the employment contracts with Administrative Manager Julie Kenny and Field Manager Jack Bushgen approving a 5% pay increase and classifying Julie Kenny as an hourly employee.

FISCAL IMPACT: Approximately \$16,000 through FY 2025.

DISCUSSION:

On July 3, 2024, at its regularly scheduled meeting, the Board adopted Resolution 24-10 approving a 5% increase to the salary ranges of current District employees in the positions of Administrative Manager (Julie Kenny) and Field Manager (Jack Bushgen) and amending their respective salary schedules. Julie and Jack are currently at the ceiling of their salary schedule. The salary increase is merit based.

On March 6, 2014, the Board adopted Resolution 14-04 converting the Administrative Manager position from an hourly employee to a salaried employee at the request of Julie Kenny. Julie also agreed to work at 80% of full-time employment. In return, the District agreed to fund her health care at 85%. All other cost items and leaves of absence, with the exception of administrative leave, are prorated at 80%. Julie Kenny has requested a return to hourly status, eligible for overtime. Overtime is regularly used for the monthly Board Meetings and special projects such as the implementation of the District's new billing system.

The proposed resolution amends the District's current employment agreements with Administrative Manager (Julie Kenny) and Field Manager (Jack Bushgen), to reflect the increased compensation and revised salary schedule, and classify Julie Kenny as an hourly employee. There are no other changes to the employment agreement with Jack Bushgen. These contracts were negotiated in good faith with affected employees. The contracts specifically run through the end of FY 2025 with automatic extensions, work well for the affected employees and the District. I recommend approval.

It is the intent of the General Manager to perform a more thorough review of District compensation as part of the 2025 MOU negotiations.

RESOLUTION 24-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT APPROVING CONTRACT AMENDMENTS WITH THE ADMINISTRATIVE MANAGER AND FIELD MANAGER AND AUTHORIZING THE GENERAL MANAGER TO SIGN SAID CONTRACT AMENDMENTS

WHEREAS, on February 3, 2011, the Board approved by resolution a new Employment Agreement between the Sweetwater Springs Water District (District) and Julie Kenny for services as the Administrative Manager, subsequently amended. Julie Kenny has served as Administrative Manager (previously Office Manager) since 1998; and

WHEREAS, on November 14, 2019, the Board approved by resolution an Employment Agreement between the District and Jack Bushgen for services as the Field Manager, subsequently amended. Jack Bushgen has served as Field Manager since November 14, 2019; and

WHEREAS, on March 6, 2014, the Board adopted Resolution 14-04 converting the Administrative Manager position from an hourly employee to a salaried employee; and

WHEREAS, the Board desires to return the Administrative Manager position to an hourly employee with option for overtime; and

WHEREAS, the salaries of the Field Manager and Administrative Manager warrant an additional 5% increase due to increased job responsibilities due to significant staff turnover; and

WHEREAS, on July 3, 2024, the Board adopted Resolution 24-10 approving a 5% increase to the salary ranges of Administrative Manager Julie Kenny and Field Manager Jack Bushgen and amending their respective salary schedules; and

WHEREAS, the District Board of Directors finds that approving the proposed contract amendments is in the best interest of the District, its customers and its employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

The attached contract amendments for Administrative Manager, Julie Kenny and Field Manager, Jack Bushgen are hereby approved, and the provisions of the new contract amendments shall be effective as of July 1, 2024.

BE IT FURTHER RESOLVED, that Attachment A provides the salary schedules for the non-represented employees addressed by this resolution; and

Resolution 24-12, Administrative Manager and Field Manager Contract Amendments
2

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized to sign the contract amendments on behalf of the District.; and

BE IT FURTHER RESOLVED, that the General Manager is authorized to take such actions as are necessary to implement the provisions of this resolution.

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 August 1, 2024, by the following vote.

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

Tim Lipinski
President of the Board of Directors

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

THIRD AMENDMENT TO EMPLOYMENT AGREEMENT

Julie A. Kenny, Administrative Manager

This Third Amendment to Employment Agreement ("Third Amendment") is made between the SWEETWATER SPRINGS WATER DISTRICT ("District") and Julie A. Kenny ("Employee") with an effective date of the 1st day of July 2024 ("Effective Date").

Recitals

A. Employee started employment with the District and entered in an Employment Agreement in May of 1998 as the Office Manager.

B. On February 3, 2011, District and Employee entered into a new Employment Agreement ("Agreement"), whereby Employee agreed to serve the District in the position of Administrative Manager.

C. On March 13, 2014, the Parties amended the Agreement to authorize Employee's reduction in her work schedule to 80% of full time and converting Employee from an hourly employee to a salaried employee ("First Amendment").

D. On September 3, 2015, a Second Amendment provided for a 2% merit increase.

E. Based, in part, on the Board's assessment of Employee's performance and contributions to the District, the parties hereto ("Parties") wish to execute a Third Amendment to the Agreement which would provide for a 5% increase in salary compensation and return the employee to the classification as an hourly employee.

Based on the foregoing Recitals and other considerations, the Parties agree to amend the Original Agreement as follows:

1. SALARY

Employee's base salary as set forth in the Third Amendment shall be increased from the base salary in the Second Amendment by five- percent (5%). Furthermore, for purposes of compensation Employee's position shall be classified as hourly and subject to overtime.

2. AMENDMENTS

Except as otherwise modified by this Third Amendment, the terms and conditions of the Agreement and Amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be signed and executed to be effective as of the date first shown above.

EMPLOYEE

Julie A. Kenny

DISTRICT

Eric Schanz, General Manager

APPROVED AS TO FORM:

Erica Gonzalez, District Counsel

Attachment A

This salary schedule applies to both Field and Administrative Managers and includes a 5% salary increase as directed by the Board at the August 1, 2024 Meeting.

<u>Attachment A. Salary Schedule, Sweetwater Springs Water District Administrative and Field Managers</u>	
(FY July 1, 2024 through June 30, 2025)	
	Step 5
Hourly	\$61.29
Bi-weekly	\$4,903.20*
Monthly	\$10,623.60*
Annually	\$127,483.20*
*At 100% (fulltime)	

**First Amendment to Employment
Agreement, Management of
Jack Bushgen**

THIS FIRST AMENDMENT TO EMPLOYMENT AGREEMENT ("Agreement") is made by and between the SWEETWATER SPRINGS WATER DISTRICT ("District") and Jack Bushgen ("Employee") and shall be deemed effective as of July 1, 2024.

Recitals

A. District and Employee entered into an Employment Agreement dated November 14, 2019 ("Original Agreement"), whereby Employee agreed to serve the District in the position of Field Manager.

B. Based, in part, on the Board's assessment of Employee's performance and contributions to the District, the parties hereto ("Parties") wish to amend the Original Amendment to authorize a 5% increase in salary compensation.

Based on the foregoing Recitals and other considerations, the Parties agree to amend the Original Agreement as follows:

1. SALARY

Employee's base salary as set forth in the Original Agreement shall be increased by five-percent (5%). For purposes of compensation, this position is hourly and subject to overtime.

2. AMENDMENTS

Except as otherwise modified by this First Amendment, the terms and conditions of the Original Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be signed and executed to be effective as of the date first shown above.

EMPLOYEE

Jack Bushgen

DISTRICT

Eric Schanz, General Manager

APPROVED AS TO FORM:

Erika Gonzalez, District Counsel

Attachment A

This salary schedule applies to both Field and Administrative Managers and includes a 5% salary increase as directed by the Board at the August 1, 2024 Meeting.

<u>Attachment A. Salary Schedule, Sweetwater Springs Water District Administrative and Field Managers</u>	
(FY July 1, 2024 through June 30, 2025)	
	Step 5
Hourly	\$61.29
Bi-weekly	\$4,903.20*
Monthly	\$10,623.60*
Annually	\$127,483.20*
*At 100% (fulltime)	

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: August 1, 2024

Subject: Other Lease Use of District Property

RECOMMENDED ACTION:

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

FISCAL IMPACT:

Varies depending on lease use.

DISCUSSION:

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. During the last ad hoc subcommittee meeting on July 18th the idea of narrowing down the scope of the project to the Districts wells and treatment plants was discussed as the energy savings generated from the smaller booster systems in the water system would be minimal.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

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

Meeting Date: August 1, 2024

SUBJECT: Discussion/Action re Public Communications

RECOMMENDED ACTION:

Discussion/Action re Public Communications.

FISCAL IMPACT: None

DISCUSSION:

Directors Robb-Wilder and Lipinski will discuss options for better communications with the Districts customers. During the July 2nd meeting the Communications Ad Hoc Subcommittee was formed. There was discussion around response to Prop 218 protest letters that generated further interest from the Board on how the District can improve public communications with our customers. To allow further discussion from the Board this item has been placed as an item on the agenda.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-F

FROM: Eric Schanz, General Manager

Meeting Date: August 1, 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
Communications

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: August 1, 2024

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

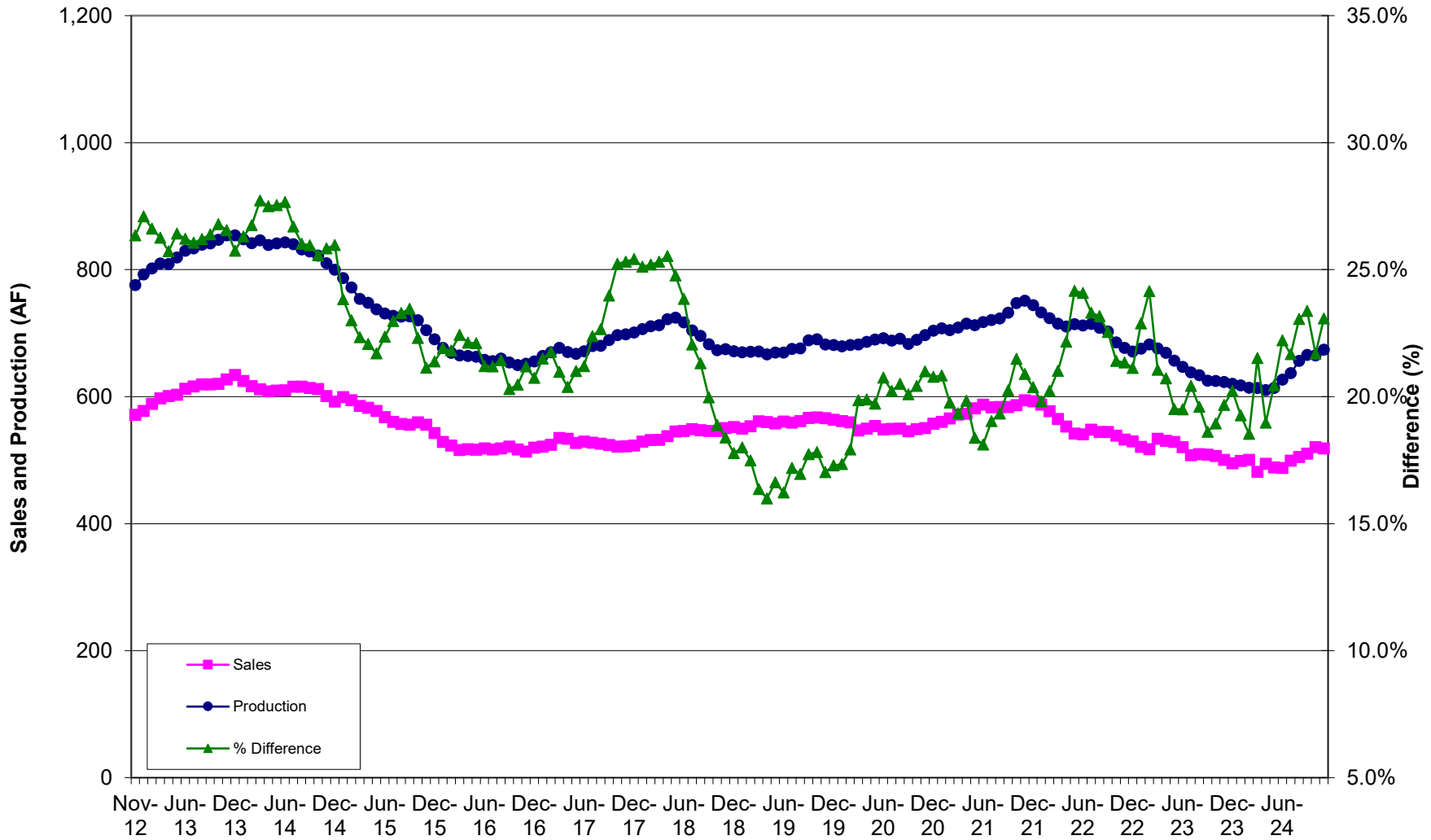
DISCUSSION:

- 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 June were 18,396 units (Monte Rio cycle). Water Sales for June 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 June was 75.87AF.
- 3. Leaks:** There were a total of 5 water main repairs in June requiring 33 work hours total, and 10 service line leaks requiring 93 work hours total (Figure 2). There were 3 water main repairs in Guerneville and 2 water main repairs in Monte Rio. There were 7 service line repairs in Guerneville, 2 service line repairs 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 June was 45.35 inches (Figure 3). Last year cumulative rainfall was 53.96 inches by the end of June.
- 5. In-House Construction Projects for June:** New 1" inch water service installation at 15144 Canyon Two. Replaced fire hydrant at intersection of Canyon 6 and Canyon 7.
- 6. Gantt Chart:** The Gantt Chart is updated for July 2024 (Figure 4).
- 7. Grants:** The fifth DWR grant disbursement request is in process in the amount of \$473,731.

8. Harrison Tank Replacement: The leak testing and disinfection process is completed, and Piazza construction is making the final water main connections to the tank. Also, site grading and paving work are in the process of completion.



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



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

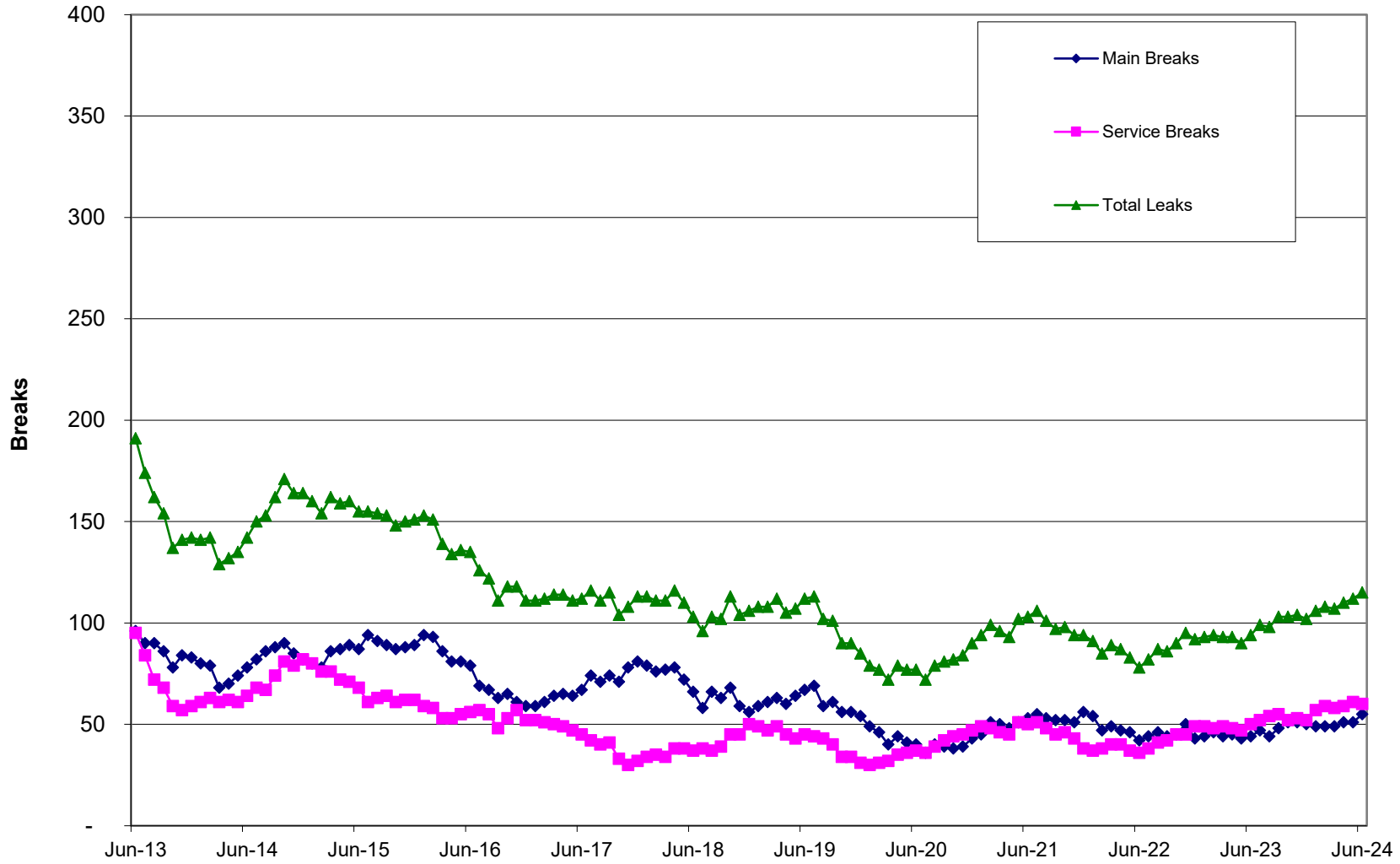
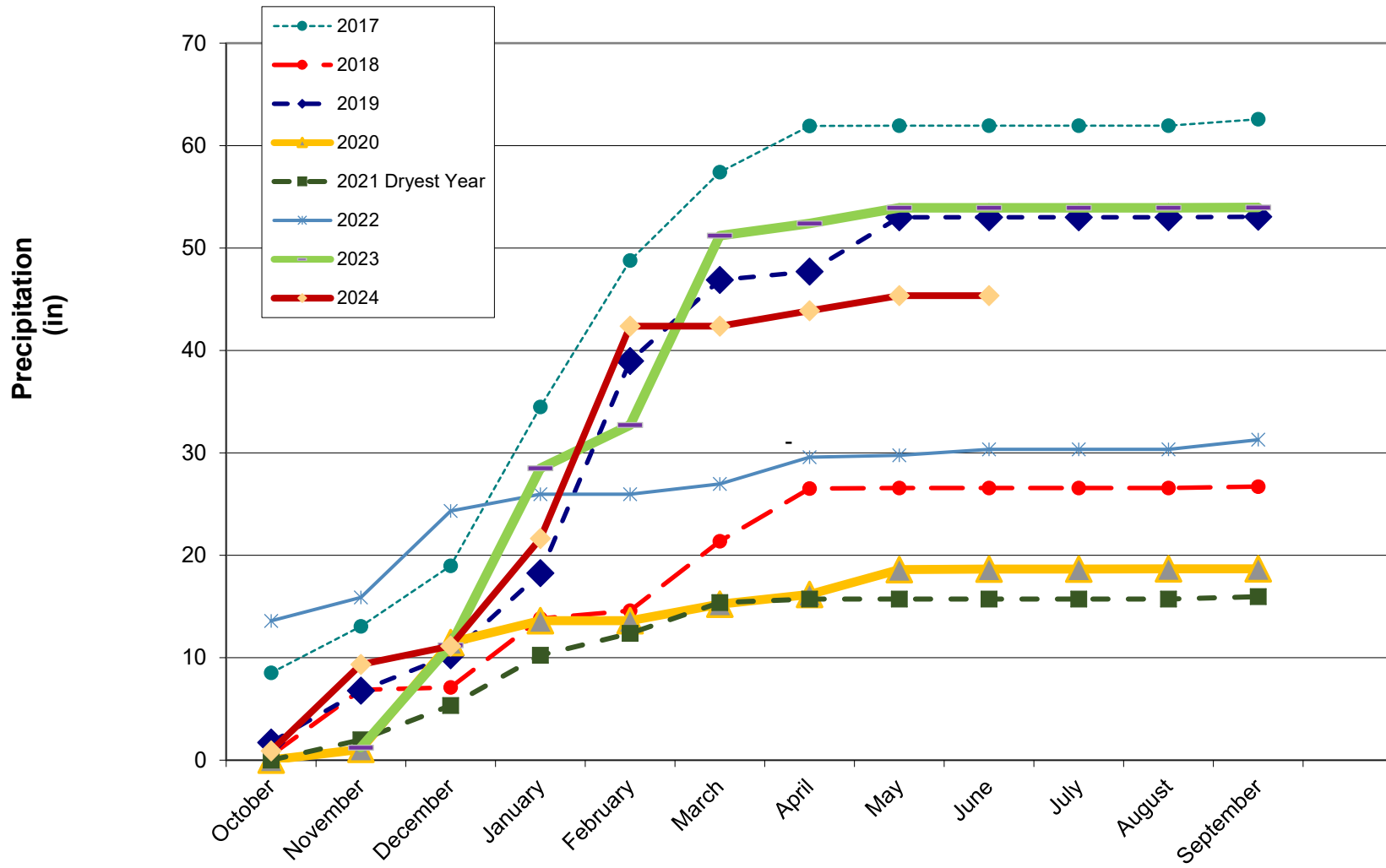


Figure 3. Guerneville Cumulative Monthly Rainfall



NUMBER OF WATER UNITS SOLD FY 24 - 25

	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	FY 24-25
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	18,396
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	
JANUAI	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	21,153	
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	217,990	18,396



USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA

