



BOARD OF DIRECTORS MEETING

AGENDA

March 7, 2024, Regular Meeting

Monte Rio Community Center

20488 Highway 116

Monte Rio, CA 95462

6:30 p.m.

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

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

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

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

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

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

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

- A. Approval of the Minutes of the February 1, 2024 Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payments

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

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

V. ADMINISTRATIVE

- A. Discussion/Action re Master Plan overview presentation by Coastland Engineering. *(Est. time 15 min.)*
- B. Discussion/Action re Other leasing use of District property. *(Est. time 10 min.)*
- C. Discussion/Action re District website. *(Est. time 10 min.)*
- D. Board Subcommittee Reports (standing item) *(Est. time 5 min.)*
Subcommittees: Recruitment/Retention
2024-25 Budget Committee

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. Harrison Tank Replacement Project

VII. BOARD MEMBERS' ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. Pursuant to Gov. Code Section 54957 – Public Employee Appointment
Title: General Counsel
- B. Pursuant to Gov. Code Section 54957.6 – Conference with labor negotiators
Agency designated representatives: General Manager Eric Schanz and Special Counsel Jennifer Faught.
Unrepresented employee: General Counsel

- C. Pursuant to Gov. Code Section 54957(b)(1) – Public Employee Performance Evaluation
Title: General Manager
- D. Pursuant to Gov. Code Section 54957.6 – Compensation of General Manager
District Negotiators: Board Members

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: February 1, 2024

(*In order discussed)

February 1, 2024
6:30 p.m.

Board Members Present:

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

Board Members Absent:

None

Staff in Attendance:

Eric Schanz, General Manager
Julie Kenny, Administrative Manager

Others in Attendance:

Erica Gonzalez, Meyers Nave et al.

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

The properly agendized meeting was called to Order by President Lipinski at 6:34 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:34 p.m.)

(None.)

III. CONSENT CALENDAR (6:35 p.m.)

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

- A. Approval of the following Minutes of the January 4, 2024, Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (6:38 p.m.)

(None.)

V. ADMINISTRATIVE (6:38 p.m.) *

**in the order discussed*

V-A. (6:39 p.m.) Discussion/Action re Resolution 24-02, Accepting the Final Audit for the Fiscal Year Ending June 30, 2023. The GM provided an overview of this item. Discussion ensued. Director Robb-Wilder moved to approve Resolution 24-02, Accepting the Final Audit for the Fiscal Year Ending June 30, 2023. Director Jones seconded. Motion carried 5-0.

V-B. (6:45 p.m.) Discussion/Action re FY 2024-25 Budget. The GM provided an overview of this item. Discussion ensued. Director Jones and Director Schaap were appointed to serve on an ad hoc Budget Committee. Comments were made by the GM. No further action was taken.

V-C. (6:50 p.m.) Discussion/Action re Actual vs. Budgeted Report for FY 2023-24 – 2Q. The GM provided an overview of this item. Comments were made by Administrative Manager Julie Kenny. Comments were made by the GM. Discussion ensued. No action was taken.

V-D. (7:14 p.m.) Discussion/Action re Discussion/Action re Resolution 24-03, Providing for Destruction of Certain District Records. Discussion ensued. The GM provided an overview of this item. Comments were made by Legal Counsel Erika Gonzalez. Director Jones moved to approve Resolution 24-03, Providing for Destruction of Certain District Records, amended as follows:

- (1) To amend the line item regarding Timesheets from 2 years to 3 years
- (2) On the line beginning BE IT FURTHER RESOLVED, to amend the words “within” to “older than”

Director Schaap seconded. Further discussion ensued. Motion carried 5-0.

**V-E. (7:28 p.m.) Board Subcommittee Reports (standing item).
Subcommittees: Recruitment/Retention**

Director Holmer provided an overview of the Recruitment/Retention subcommittee meeting. Discussion ensued. Director Lipinski agreed to replace Director Schaap as a committee member. Further discussion ensued. No further action was taken.

V-F. (7:38 p.m.) Discussion/Action re District Endorsement of Measure H (SW). Director Robb-Wilder provided an overview of this item. Extensive discussion ensued. Director Robb-Wilder moved to memorialize District endorsement of Measure H. Director Holmer seconded. Motion carried 3-1, with Director Jones voting against and Director Schaap abstaining.

VI. GENERAL MANAGER’S REPORT (8:01 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. FEMA Grant
8. Harrison Tank Replacement Project

Discussion ensued.

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS
(8:06 p.m.)**

Director Lipinski commented on the Governance meeting summary. Discussion ensued.
Director Holmer announced that he would be out of town April 3-10.
Director Jones announced she would be out March 18 to April 6.

The Board agreed to tentatively reschedule the April meeting to Friday, April 12

VIII. ITEMS FOR THE NEXT AGENDA (8:20 p.m.)

1. Other leasing use of District property
2. Budget Committee report
3. District website

***At 8:25 p.m. the Board took a brief recess. The Meeting reconvened at 8:30 p.m.*

IX. CLOSED SESSION (8:30 p.m.)

At 8:30 p.m. President Lipinski announced the items in Closed Session. There was no public comment. At 8:38 p.m. the Board went into Closed Session. At 9:17 p.m. the meeting reconvened from Closed Session and the following action was announced:

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

Title: General Manager

No reportable action.

ADJOURN

The meeting adjourned at 9:18 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Coastland Civil Engineering

Meeting Date: March 7, 2024

Subject: Overview Presentation of the Master Plan

RECOMMENDED ACTION:

Discussion/Action overview presentation of the District Master Plan by Coastland Engineering.

FISCAL IMPACT:

None

DISCUSSION:

Coastland Civil Engineering will provide an overview presentation of the Master Plan. This is an opportunity for the Board, Staff and the Public to learn more about the project and ask questions.

The District's previous Master Plan was prepared in the 2000's and is outdated. There have been a number of changes that have taken place, including a number of capital projects. In addition to the outdated Master Plan, no complete hydraulic model exists for the overall District. A model was completed of the Guerneville system in 2018 to determine the adequacy of existing infrastructure and possible upgrades to support the Guerneville Park Resort Project; however, the model did not include the Monte Rio water system. Accordingly, modeling of the Monte Rio system is needed, and one overall model of the entire system needs to be developed. The model will include usage from all existing and known development within the District boundaries, as well as desired future redundancy projects.

The end result of the update to the Master Plan will include a final report that will address the following:

- Description of existing system.
- Background research findings.
- Outline of historical system issues.
- Listing of Capital Projects needed to support existing uses.
- Existing production capabilities.

- System modeling of water system for the existing conditions.
- Mapping of existing system.
- Cost estimates for all identified Capital Projects.
- Prioritization of identified projects.

In addition to the Master Plan update, the District has asked Coastland to include a scope of work to develop an overall GIS system for all of the District's distribution system, tanks, wells and other appurtenances. Although the District had contracted with a firm several years ago to do some mapping, District staff have not been able to utilize the mapping that was produced in a way that is useful for District staff. The GIS system to be developed by Coastland allow both office and field personnel to easily access data from the map. Due to budget constraints, the GIS system will be completed in phases. This first phase will create the GIS system that will include all distribution mains, system valves, hydrants, blow-offs, pumps, wells, tanks, Sonoma County tax parcels, District boundary, LiDAR contours, and aerial imagery. Records as-built drawings will also be made available as links through the GIS portal.

With the update of the master plan, there will be a few critical issues that need to be closely analyzed. One of the critical issues will be water usage data and consideration of water conservation measures. Due to drought conditions in California over the last 10 years there have been a number of voluntary and mandatory measures implemented state wide that have resulted in lower water consumption patterns on a per capita basis. Water conservation experienced within the District will most likely lower the storage requirements for domestic water. Another critical issue will be fire protection. Since 2017, fire protection has become a major issue in Sonoma County and throughout the State. This increased awareness of fire protection may result in increasing watermain sizes in portions of the District, as well as a potential increase in storage or pumping capacities. The updated Master Plan will look closely at both of these critical issues.

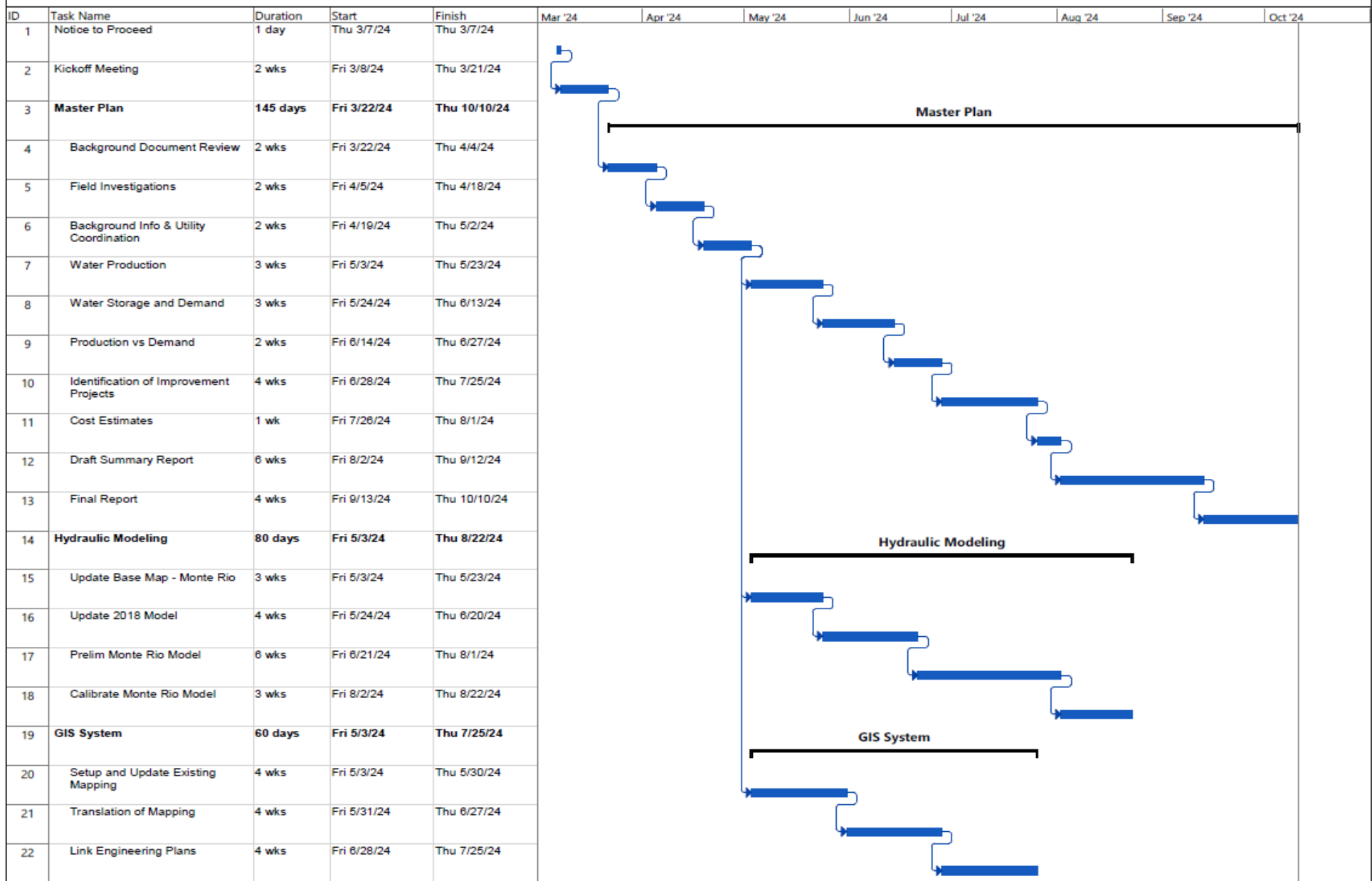
The proposed scope of work is a comprehensive update to the master plan that includes analysis of the existing system, documents production capabilities of the existing wells, calculates the demands from the existing population, updates the computerized District wide water model to incorporate the Monte Rio system, determines needed infrastructure to support existing users and presents all of the analyses and findings in a report to be presented to and adopted by the District Board. Once the master plan is completed, it is anticipated that the projects recommended in the report will ultimately be incorporated into a Capital Improvement Program that will assist the District with priorities and match funding and needs for the next several years.

**District Master Plan Update and GIS Mapping Cost
Summary**

Master Plan	
Meetings With District Representatives	\$ 2,670
Background Document Review	\$ 2,660
Staff Interviews	\$ 2,310
Field Investigations	\$ 8,480
Water Production	\$ 1,220
Water Storage and Demand	\$ 19,400
Production vs Demand and Storage Analysis	\$ 10,320
Identification of Improvement Projects	\$ 11,240
Cost Estimates	\$ 9,150
Summary Report	\$ 40,930
<i>Subtotal</i>	\$ 108,380
Hydraulic Model	
Update Base Map	\$ 9,840
District Wide Hydraulic Model	\$ 56,100
<i>Subtotal</i>	\$ 65,940
GIS Mapping	
Review of Existing Digital Mapping	\$ 23,680
Maps and Applications	\$ 8,080
Engineering Plans	\$ 12,260
<i>Subtotal</i>	\$ 44,020
Direct Costs (mileage, plotting, etc)	\$ 500
Total	\$ 218,840

Sweetwater Master Plan & GIS Preliminary Schedule

Tue 2/13/24



SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: March 7, 2024

Subject: Other Lease Use of District Property

RECOMMENDED ACTION:

This Item was requested by Board President Lipinsky to be placed on the March 7, 2024, meeting agenda to allow for further discussion/action of other leased use of District property.

FISCAL IMPACT:

Varies depending on lease use.

DISCUSSION:

For discussion is the other lease use of District property. Board President Lipinski requested that the board take up further conversation regarding possible revenue generating uses of District properties.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: March 7, 2024

SUBJECT: Discussion/Action re District Website

RECOMMENDED ACTION:

Discussion/Action re District Website

FISCAL IMPACT:

None

DISCUSSION:

Discuss progress of website development. Seek feedback and guidance from the Board regarding website content. Due to the new billing system rollout and being short staffed further development of the website has been status quo for the time being. Generally, the website is functional and usable for our customers and visitors to the site. Board Directors have expressed a desire to develop the website further to help with transparency and provide more content. The director portal was not finalized, more discussion and direction is needed to help facilitate the development of the portal. The Ad Hoc Website Committee is short a member since Director Larry Spillane resigned from the Board.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: March 7, 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.

Subcommittees: Recruitment and Retention
2024-25 Budget Committee

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: March 7, 2024

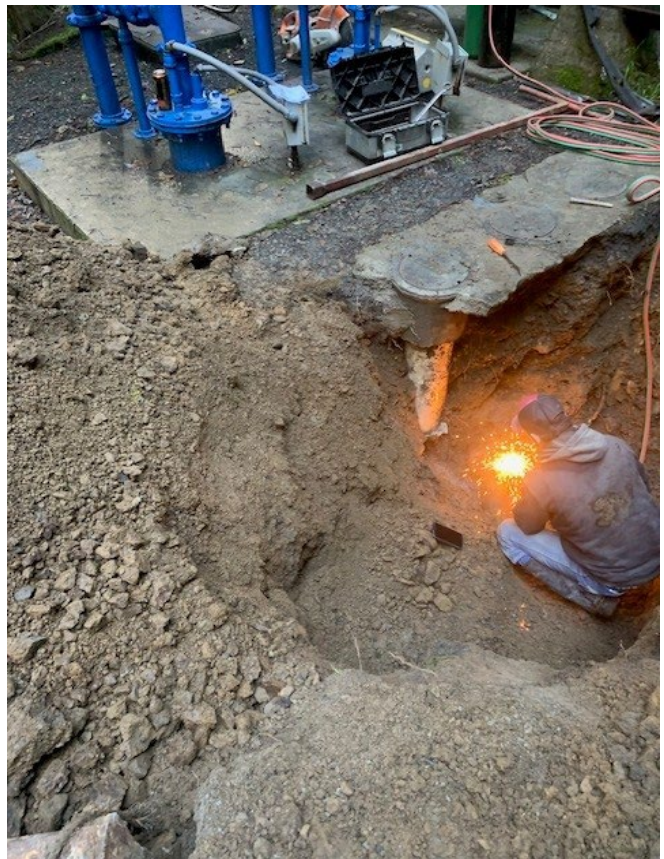
Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

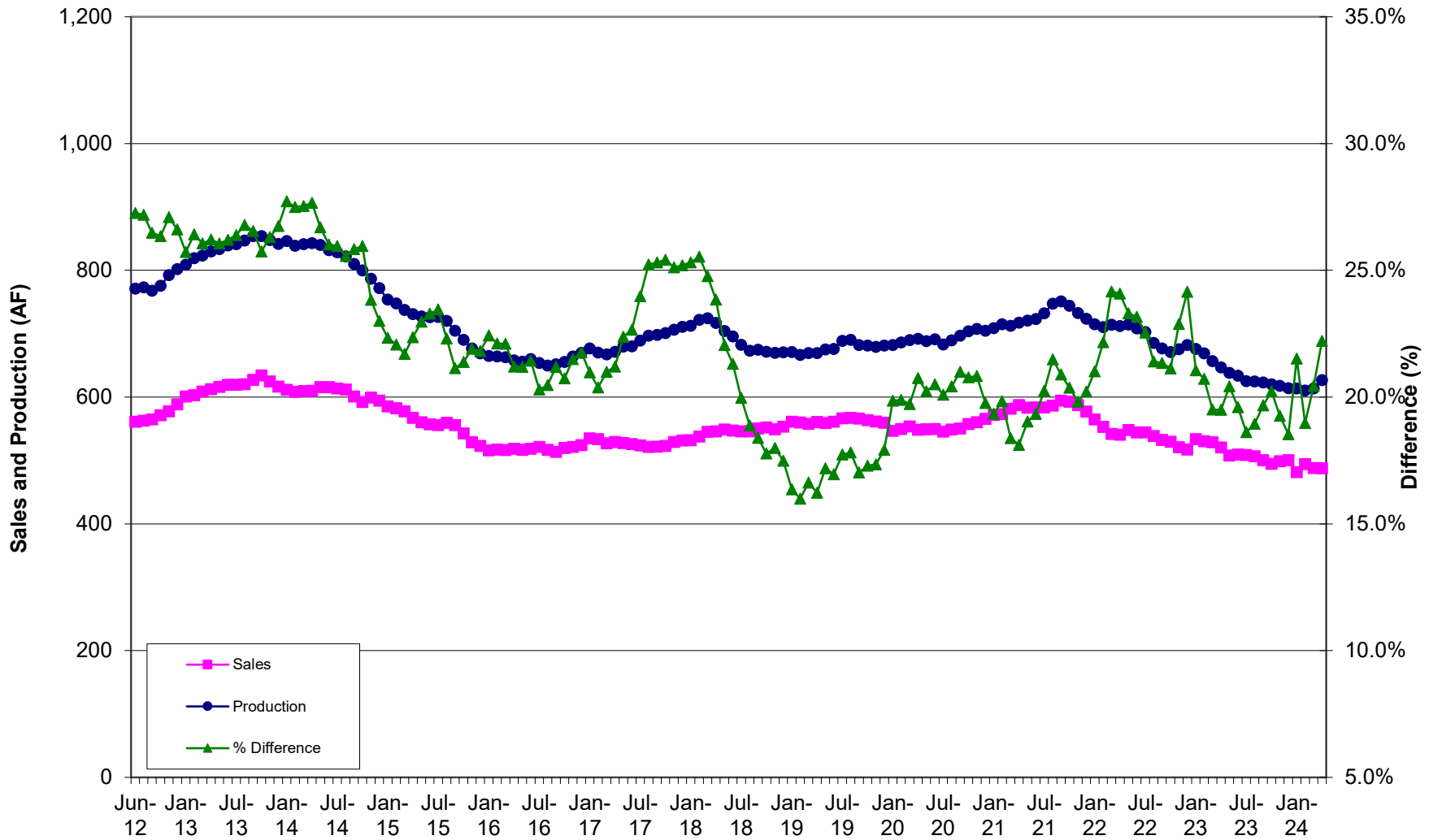
FISCAL IMPACT: None

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 January were 11,270 units (Monte Rio cycle). Water Sales for January are lower than last year at this time and are the lowest for the month of January overall compared to previous years. Total combined Monte Rio and Guerneville water production for January was 52.51 AF.
- 3. Leaks:** There were a total of 2 water main repairs in January requiring 33 work hours total, and 3 service line leaks requiring 17 work hours total (Figure 2). There were 2 water main repairs in Guerneville. There were 2 service line repairs in Guerneville and 1 in Monte Rio.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of January was 21.64 inches (Figure 3).
- 5. In-House Construction Projects:** January projects included a new fire hydrant installation at Foothill Close and Church Street in Monte Rio and flood testing of the well vaults at El Bonita well field in Guerneville.
- 6. Gantt Chart:** The Gantt Chart is updated for February 2024 (Figure 4).
- 7. Harrison Tank Replacement:** Demolition of the Lower Harrison Tank is completed. The tank and tank slab have been removed and site work has started on the retaining wall and drainage. See attached demo pictures below.



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



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

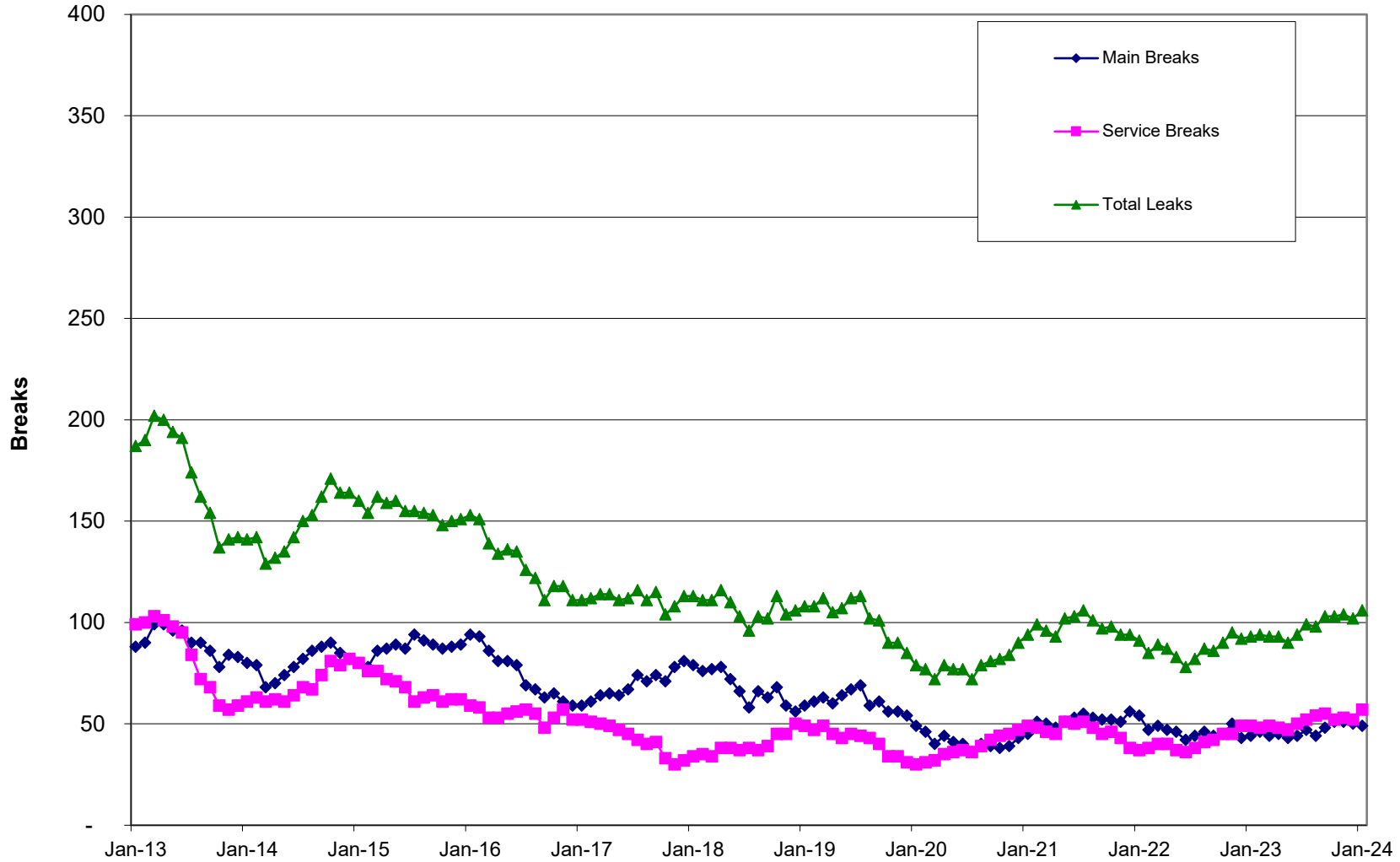
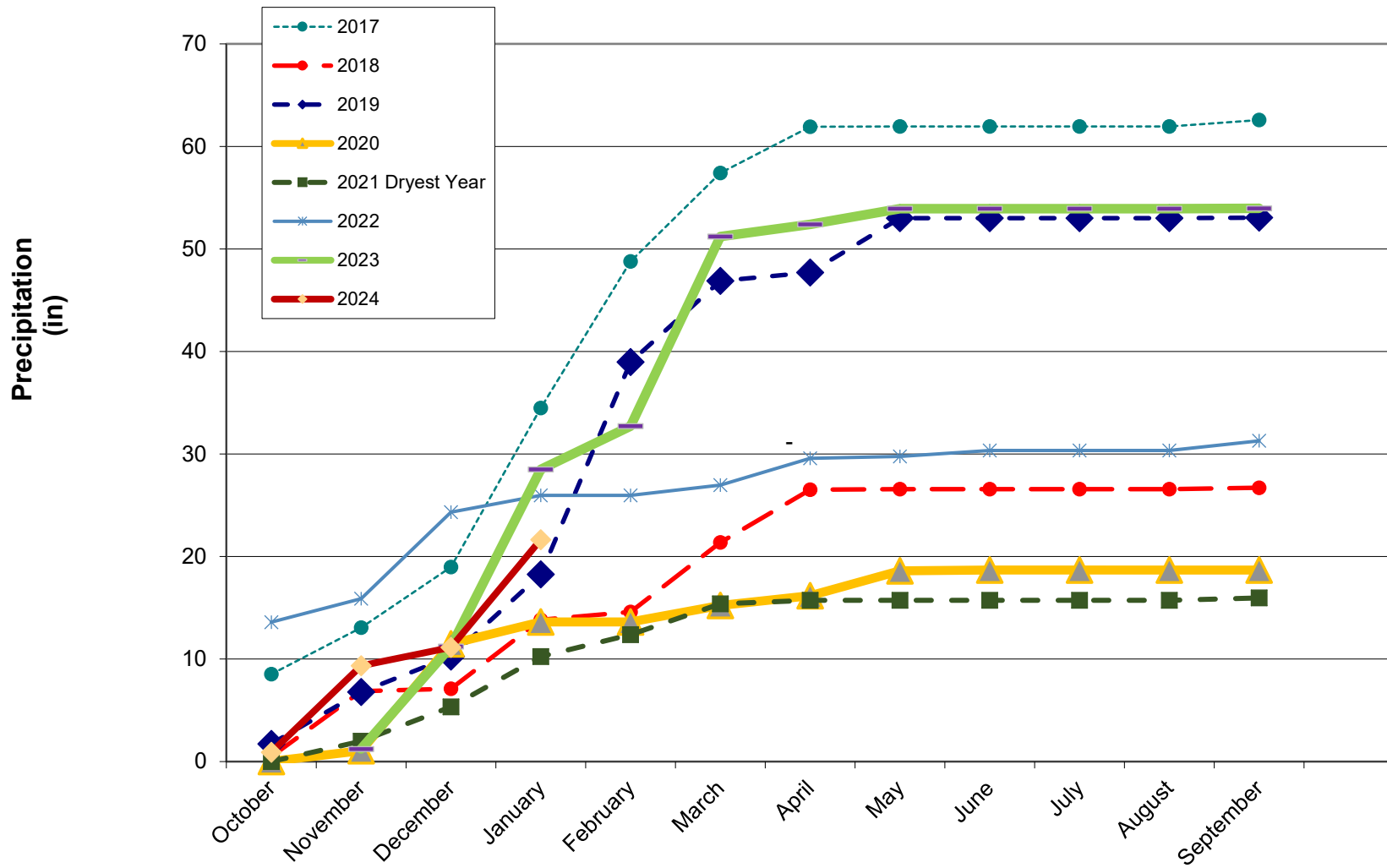
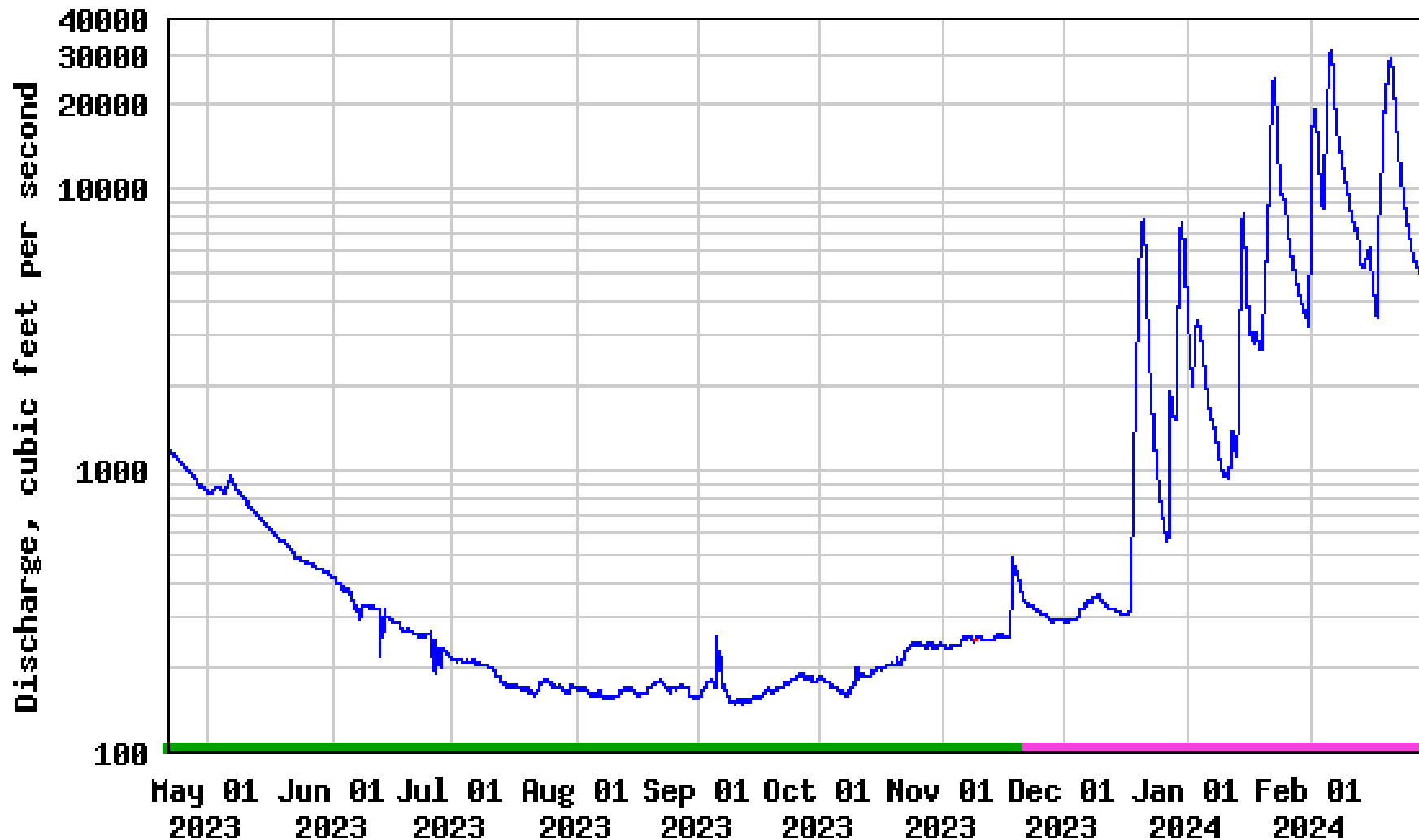


Figure 3. Guerneville Cumulative Monthly Rainfall





USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA



- Discharge
- Estimated discharge
- Period of approved data
- Period of provisional data

NUMBER OF WATER UNITS SOLD FY 23 - 24

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
JULY	34,371	26,447	26,355	33,578	22,195	27,469	27,147	28,091	21,035	17,808	20,061	22,850	25,890	22,074	16,377	19,044	19,608	20,255	19,273	22,297	21,558	20,306	17,833
AUGUS	39,803	37,750	42,080	41,615	37,799	41,863	37,202	37,907	34,878	32,328	28,486	33,190	29,163	32,208	26,070	26,811	29,485	28,325	27,419	28,582	26,302	22,555	24,231
SEPTEN	33,723	34,532	36,056	35,309	29,823	35,984	31,721	32,753	30,320	29,673	26,091	29,829	26,157	24,091	21,678	22,893	24,037	25,805	24,886	27,175	22,746	21,271	21,933
OCTOBI	40,672	34,063	37,008	38,553	38,707	37,900	36,493	34,938	32,282	32,334	32,091	33,727	31,628	27,724	24,606	29,333	29,495	32,827	27,310	30,099	24,731	31,859	23,693
NOVEM	28,272	28,729	26,973	27,839	26,680	24,076	24,444	25,746	23,111	24,160	21,350	22,218	20,729	19,489	20,101	19,462	21,884	21,351	22,640	23,173	17,984	16,472	15,777
DECEMI	25,380	27,758	27,283	25,508	23,925	25,550	21,556	24,762	21,116	20,802	20,299	22,818	23,452	21,256	20,873	18,070	21,297	20,468	22,288	25,982	21,110	20,372	17,713
JANUA	16,091	19,287	16,799	15,416	16,127	15,862	13,309	14,631	14,764	13,734	14,645	16,242	16,316	11,914	12,727	13,676	14,146	15,335	12,925	15,529	15,062	11,588	11,270
FEBRU	21,697	23,010	20,689	19,695	22,716	20,963	18,647	21,199	19,233	18,386	16,641	18,372	20,967	17,770	17,189	16,504	17,693	16,950	17,284	15,506	18,727	13,139	
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	12,354	
JUNE	29,799	27,074	28,882	22,512	24,108	25,457	29,211	26,259	19,143	20,871	23,765	26,850	22,092	20,436	19,020	19,198	21,220	20,612	21,453	24,720	21,975	19,426	
Total	323,861	309,506	320,698	312,471	290,282	308,266	289,234	294,978	262,180	253,746	248,814	272,969	261,733	242,069	223,664	227,198	239,812	246,447	239,793	258,813	231,830	218,007	132,450