



BOARD OF DIRECTORS MEETING

AGENDA

February 6, 2025, 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 January 8, 2025 Regular Board Meeting.
- B. Approval of Operations Warrants/Online payments/EFT payments.

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

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

V. ADMINISTRATIVE

- A. Discussion/Action re Approval of Res 25-01, Contract with CDBG for the Wright Drive Project engineering design costs (*Est. time 10 min.*)
- B. Discussion/Action re Actual vs. Budgeted Report – FY 2024-25 2Q (*Est. time 15 min.*)
- C. Board Ad Hoc Committee Reports (standing item) (*Est. time 10 min.*)
 - Ad Hoc Committees:
 - 1. Recruitment/Retention
 - 2. Revenue Development
 - 3. Union Negotiations Planning
 - 4. FY 2025-26 Budget

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. Wright Drive
- 9. Master Plan

VII. BOARD MEMBERS’ ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. **PUBLIC EMPLOYMENT** (Gov Code Section 54957(b))
Title: Field 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: January 8, 2025

(*In order discussed)

January 8, 2025
4:00 p.m.

Board Members Present:

Tim Lipinski
Rich Holmer
Sukey Robb-Wilder
Gaylord Schaap

Board Members Absent:

Nance Jones

Staff in Attendance:

Eric Schanz, General Manager
Nicole King, Board Secretary

Others in Attendance:

Juliette Vaughn, Redwood Public Law
Lloyd Guccione (Arri. 4:20)

I. CALL TO ORDER (4:05 p.m.)

The properly agendized meeting was called to Order by President Holmer at 4:05 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (4:06 p.m.)

(None.)

III. CONSENT CALENDAR (4:06 p.m.)

President Holmer reviewed the items on the Consent Calendar. Brief discussion ensued. Director Robb-Wilder moved to approve the Consent Calendar. Director Lipinski seconded. Motion carried 4-0. The following items were approved:

- A. Approval of the Minutes of the December 5, 2024, Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (4:07 p.m.)

(None.)

V. ADMINISTRATIVE (4:07 p.m.) *

**in the order discussed*

- V-A. (4:07 p.m.) Discussion/Action re Approving a FY 2025-26 Budget Committee.**
The GM gave a brief overview of this item. Discussion ensued. Director Lipinski volunteered to be on the Budget Committee. Further discussion ensued.
- V-B. (4:12 p.m.) Discussion/Action re Flood Assistance.** The GM provided an overview of this item. Discussion ensued. No action was taken.
- V-C. (4:19 p.m.) Board Ad Hoc Committee Reports (standing item).**
Ad Hoc Committees:
- 1. Recruitment/Retention**
 - 2. Revenue Development**
 - 3. Union Negotiations Planning**

The Recruitment/Retention Ad Hoc Committee did not meet, therefore had nothing to report.

The Revenue Development Ad Hoc Committee did not meet, therefore had nothing to report.

The GM gave an update of the Union Negotiations Planning Ad Hoc Committee meeting. Brief discussion ensued. No action was taken.

VI. GENERAL MANAGER'S REPORT (4:22 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. Wright Drive
9. Master Plan

Discussion ensued.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (4:30 p.m.)

Director Holmer announced he would be absent for the February meeting.

*** Director Holmer briefly re-opened Public Comment at 4:30 p.m. No comments were made.*

VIII. ITEMS FOR THE NEXT AGENDA (4:31 p.m.)

1. Approval of resolution for Wright Drive
2. Ad Hoc Committee updates
3. Master Plan

Brief discussion ensued.

ADJOURN

The meeting adjourned at 4:33 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: February 6, 2025

SUBJECT: Community Development Block Grant (CDBG) Funding Agreement Approval

RECOMMENDED ACTION: Approve the funding agreement for CDBG grant funding in the amount of \$160,450 for the Wright Drive Pipeline and Edgehill Booster Station Replacement Design.

FISCAL IMPACT:

Design Cost: \$231,103

GDBG Grant: -\$160,450

District Cost: \$70,653

DISCUSSION:

The project includes the replacement of approximately 6,400 linear feet (LF) of water main serving approximately 65 low-income households and the replacement of the Edgehill Booster Station. The existing two-inch and six-inch galvanized mainlines will be replaced by six-inch high-density polyethylene (HDPE). The project work will occur in two pressure zones: the Wright Drive Upper Pressure Zone (Upper Zone) and the Wright Drive Main Pressure Zone (Main Zone).

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

In the Main Zone, approximately 1,400 LF of existing mainline and 18 associated services along Wright Drive and Wright Lane will be replaced. The existing mainlines in this zone are comprised of two-inch steel water main (30 percent), six-inch asbestos cement pipe (30 percent), and two-inch polyvinyl chloride (PVC) water main that has already been replaced (40 percent). Like

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: February 6, 2025

**SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU
DECEMBER 31, 2024 (50%)**

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

(None.)

DISCUSSION:

This report presents actual revenues and expenses thru the 2nd quarter. This comprises 50% of the year by time and so we compare the revenues and expenses to that standard.

Operating Budget:

2Q Revenue is more than 50% of budgeted amount.

2Q revenue came in at 4% more than budgeted, mostly due to excellent water sales.

Last year's water sales thru the 2Q were 121,180 units (each unit = 748 gallons). This year we've sold 145,465 units for this same period, significantly more than last year. Translated to dollars, the water sales portion of District revenue (not the Base Rate or CDR) is already at 70.7% of budgeted amounts, or about \$155,042 more revenue than budgeted for this line item as of the 2Q.

2Q Expenditures are higher than 50% of budgeted amount.

Expenditures thru the 2Q expenditures are higher (4.1%, or \$106,821) than budgeted. This is typical because certain District bills -- such as insurance -- are paid in full at the beginning of the fiscal year.

Some good news: One of the most expensive line items on the Operations budget – employee health insurance – was likely overbudgeted this fiscal

year. Health insurance rates increased on January 1, 2025, so it is unknown how underbudget we will be at fiscal year end.

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 Capital Projects and Capital Debt Budget updated thru the 2Q is attached. On this spreadsheet (a cash spreadsheet), budgeted estimates for the year are in **grey**, actual expenditures year to date are in **blue**, and notable items for the quarter are highlighted in **orange**.

The completion of the NEPA process in December allows for the Funding Agreement to be initiated between the District and CDBG. With the approval of the funding agreement the design portion of the Wright Drive Pipeline and Edgehill Booster Station Replacement Project can continue. Grant funding in the amount of \$160,450 is now available.

The Master Plan and GIS project are still in progress. Coastland Engineering has met with staff and is expected to have a draft for review by the Board shortly. The project is behind schedule, however, there has been good progress.

The District replaced one utility truck and purchased a vacuum trailer during the first quarter with an additional truck purchased in October 2Q. This helps to get the District back on track with much-needed fleet replacements and provides equipment that will allow the crew to more efficiently and safely perform repairs in the water system.

The Bohemian Hwy Boring Project will be delayed and most likely not completed in this fiscal year. A more detailed alternatives analysis was conducted by Coastland Engineering and the costs are much higher than expected. Coastland Engineering is addressing the creek crossings in the Master Plan and the project will be added as a Capital Project.

The Harrison Tank project has been finalized and there is additional closeout work to complete for the CDWR Grant. Additional retention funding will be released upon grant closeout.

The FEMA/CA OES grant disbursement for the 2023 Moscow Road Pipeline Repair was received in the amount of \$185,181.

FUNDS AT THE COUNTY

Attached is the County Fund Balances for the 2nd Quarter. County Fund Balances include the funds at PARS and CERBT. At the end of the quarter, Total District Reserves were \$3,701,234 and of this 1,018,212 are designated as Reserves on Hand.

Sweetwater Springs Water District
FY 2024-25 Operating Budget Variances as of December 31, 2024 (50%)

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

	FY 2024-25 Actual	2024-25 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	1,106,622	2,307,867	-1,201,245	48.0%		
4031.11 · Current Charges	528,796	747,509	-218,713	70.7%	<u>In the 2Q, the amount of water sold increased compared to this same period last year.</u>	*
4031.12 · Capital Debt Reduction Charge	202,232	401,984	-199,752	50.31%		
4031.15 · Water Bill Penalties (Delinquency Fees)	15,973					
4031.14 · Service Charges	14,316					
4031.4 · Del. Deposit Payments	150					
Total 4031 · Water Sales	1,868,089	3,457,360	-1,589,271	54.0%		
Total OPERATING REVENUE	1,868,089	3,457,360	-1,589,271	54.0%		
NON-OPERATING REVENUE						
1700 · Interest	20,709	22,000	-1,291	94.1%	In the 1Q, interest rates are higher. This line item was likely underbudgeted.	
3600 · Construction New Services	400	8,000	-7,600	5.0%		
3601 · Construction - Service Upgrades	1,677	6,000	-4,323	28.0%		
4032 · Rent	64,745	128,500	-63,755	50.4%		
4040 · Miscellaneous Income	1,665	1,500	165	111.0%		
Total NON-OPERATING REVENUE	89,196	166,000	-76,804	53.7%		
Total Income	1,957,285	3,623,360	-1,666,075	54.0%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 · Wages	515,541	1,052,814	-537,273	49.0%		
5912 · Overtime	24,153	45,000	-20,847	53.7%		
5916 · On-Call Pay	19,830	44,000	-24,170	45.1%		
Total Salary	559,524	1,141,814	-582,290	49.0%		
Benefits						
5920.0 · Retirement	84,984	88,000	-41,290	53.08%	In the 1Q, this was paid for the year. This line item is underbudgeted. Note that the District made a voluntary \$250,000 UL extra payment from the CIRF account in addition to the mandatory UL payment.	
5920.2 · Retirement - EE deferrals	-38,274					
5920.4 · Retirement - UL Mandatory	16,476	9,400	7,076	175.28%		
5920 · TOTAL RETIREMENT	63,186	97,400	64.87%			
5930.0 · Health/Dental/Vision	176,227	405,308	-234,809	42.1%		
5930.1 · Health - EE Deferrals	-5,728					
5930.2 · Retiree Health	7,710	14,500	-6,790	53.2%	In the 1Q, annual contribution to CERBT (\$3,000) made.	
5930.4 · Workers Comp Insurance	27,032	34,000	-6,968	79.5%	In the 1Q, workers' comp was paid for the year.	
5930 · TOTAL HEALTH	205,241	453,808	45.23%			
5922 · Payroll Taxes - Employer Paid	8,082	22,000	-13,918	36.7%		
5941 · Life insurance - GM	0	1,000	-1,000	0.0%		
Total Benefits	276,509	574,208	-297,699	48.2%		
Total SALARY & BENEFITS	836,033	1,716,022	-879,989	48.7%		
SERVICES & SUPPLIES						
Communications						
6040-I · Internet service	1,679	4,500	-2,821	37.3%		
6040-C · Cell Phones	3,278	5,500	-2,222	59.6%		
6040-P · Pagers & Radios	0	0	0	0.0%		
6040-T · Telephones	21,677	38,000	-16,323	57.0%		
Total Communications	26,633	48,000	-21,367	55.5%		
Insurances						
6101 · Gen. Liability	59,559	53,000	6,559	112.4%	In the 1Q, this was paid for the year. <u>In the 2Q, additional insurance costs were incurred due to two (2) fleet purchases.</u>	*
Total Insurances	59,559	53,000	6,559	112.4%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	16,125	25,000	-8,875	64.5%	In the 1Q, there was a large truck repair for \$10,574.01.	

Sweetwater Springs Water District
FY 2024-25 Operating Budget Variances as of December 31, 2024 (50%)

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

	FY 2024-25 Actual	2024-25 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
6151 · Office Maintenance	5,388	8,400	-3,012	64.1%		
Total Maint/Rep - Office & Vehicles	21,513	33,400	-11,887	64.4%		
Maint/Repair - Facilities						
6085 · Janitorial Services	7,072	12,000	-4,928	58.9%		
6100 · SCADA system	3,401	10,000	-6,599	34.0%		
6180 · Distribution System Repairs	48,706	65,000	-16,294	74.9%		
6235 · Treatment System	\$6,760.48	40,000	-33239.52	16.9%		
6143 · Generator Maintenance	825	4,000	-3,175	20.6%		
Total Maint/Repair - Facilities	66,766	131,000	-64,234	51.0%		
Miscellaneous Expenses						
6000 · Customer Refunds	67	0	67	100.0%		
6280 · Memberships	10,544	11,500	-956	91.7%		
6303 · Claims	0	1,000	-1,000	0.0%		
6593 · Governmental Fees	22,405	24,000	-1,595	93.4%	In the 1Q, LAFCO was paid for the year. In the 2Q, annual system fees were paid for the year.	*
Total Miscellaneous Expenses	33,015	36,500	-3,485	90.5%		
Office Expense						
6410 · Postage	6,390	20,000	-13,610	31.9%		
6430 · Printing Expense	3,441	5,000	-1,559	68.8%	In the 1Q, we ordered envelopes for the year.	
6461 · Office Supplies	7,278	12,000	-4,722	60.7%	In the 1Q, we ordered conference room furniture.	
6800 · Subscriptions/Legal Notices	993	1,500	-507	66.2%	In the 1Q, paid subscriptions for the year.	
6890 · Computers/Software	823	1,500	-677	54.9%		
6895 · Billing System	8,804	16,500	-7,696	53.4%		
6897 · Website	1,494	3,500	-2,006	42.7%		
Total Office Expense	29,224	60,000	-30,776	48.7%		
Operating Supplies						
6300 · Chemicals	3,347	22,000	-18,653	15.2%		
6880 · Tools and Equipment	3,715	7,500	-3,786	49.5%		
6881 · Safety Equipment	1,114	5,000	-3,886	22.3%		
Total Operating Supplies	8,175	34,500	-26,325	23.7%		
Professional Services						
6514 · Lab/Testing Fees	8,348	17,000	-8,652	49.1%		
6570 · Consultant Fees	17,963	27,000	-9,037	66.5%		
6590 · Engineering	2,305	10,000	-7,695	23.1%		
6610 · Legal	9,981	30,000	-20,019	33.3%		
6630 · Audit/Accounting	27,737	45,000	-17,263	61.6%	In the 1Q, we paid the auditor.	
Total Professional Services	66,334	129,000	-62,666	51.4%		
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	836	2,000	-1,164	41.8%		
6840 · Building & Warehouse	19,152	33,000	-13,848	58.0%	In the 1Q, bldg. rent paid thru October.	
Total Rents & Leases	154,988	170,000	-15,012	91.2%		
Transportation & Travel						
7120 · Seminars & related travel	269	2,000	-1,731	13.5%		
7201 · Vehicle Gas	20,792	49,000	-28,208	42.4%		
7300 · Travel Reimbursements	2,069	4,100	-2,031	50.5%		
Total Transportation & Travel	23,130	55,100	-31,970	42.0%		
Uniforms						
6021.1 · Boots	1,015	2,000	-985	50.8%		
6021.3 · T-shirts	0	1,500	-1,500	0.0%		
6021.4 · Jackets	0	250	-250	0.0%		
Total Uniforms	1,015	3,750	-2,735	27.1%		
Utilities						
7320 · Electricity	97,239	160,000	-62,761	60.8%		
7321 · Propane	332	4,000	-3,668	8.3%		
Total Utilities	97,571	164,000	-66,429	59.5%		

Sweetwater Springs Water District
FY 2024-25 Operating Budget Variances as of December 31, 2024 (50%)
*Note: Document is cumulative. Changes to text made from previous reports are *d in the "Changed" column and underlined.*

	FY 2024-25 Actual	2024-25 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
Total SERVICES & SUPPLIES	587,924	918,250	-330,326	64.0%		
Total OPERATING EXPENSES	1,423,957	2,634,272	-1,210,315	54.1%		
Net Ordinary Income	533,328	989,088	-455,760	53.9%		
Other Income/Expense						
Other Expense						
TRANSFERS TO OTHER FUNDS						
8620.7 · Tfers to CIRF for CDR Revenue	401,984	401,984	0	100.0%		
8620.3 · Tfers to CIRF	0	570,000	-570,000	0.0%		
8620.5 · Tfers to Building Fund	15,000	15,000	0	100.0%		
Total TRANSFERS TO OTHER FUNDS	416,984	986,984	-570,000	42.2%		

As of December 31, 2024

FY 2024-25 Capital Projects and Capital Debt Budget (Cash)

		2023-24		2024-25						
		Actual		Budget/Actual						
		(7.5% incr.)		(9% incr.)						
Total CIRF Balance Beginning of Year		\$1,031,288		\$1,177,330						
REVENUE										
Assessments/New Services		\$741,248		\$750,000						
CDR Transfer from Operations		\$389,419		\$401,984						
Operating Surplus Transfer from Operations		\$535,000		\$570,000						
Close out In-House Construction acct		\$54,637		\$0						
Interest		\$60,181		\$32,085						
New Construction		\$24,429		\$0						
Grants Received		\$365,986		\$654,849						
Total Revenue		\$2,170,900		\$2,408,918						
Total Available for Capital Expenses		\$3,202,188		\$3,586,249						
EXPENDITURES										
		TOTAL PROJECT COST		PAID (PY)		GRANT INFORMATION				
						GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D	
CIP Projects										
County	Moscow Road 2019 slide	\$50,000	\$7,898	\$1,103	\$0	\$0	\$0	\$0	\$0	
County	Moscow Road 2023 slide	\$257,640	\$205,685	\$176	\$0	\$188,884	\$185,181	\$0	\$3,703	FEMAOES
County	Neeley Road Emergency Proj	\$489,790	\$339,860	\$42,359	\$0	\$0	\$0	\$0	\$0	
	Lower Harrison	\$941,775	\$808,698	\$748,375	\$193,400	\$871,654	\$469,668	\$280,587	\$121,399	DWR
	Wright Dr - Environmental	\$34,875	\$33,800	\$33,800	\$1,128	\$0	\$0	\$0	\$0	
	Wright Dr - Design	\$231,103	\$0	\$0	\$231,103	\$160,450	\$0	\$0	\$160,450	CDBG
	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	\$100,000	\$0	\$0	\$0	\$0	
	Misc. Paving and Valve costs			\$120,000		\$0	\$0	\$0	\$0	
Total CIP Projects				\$825,813		\$645,631		\$654,849.06		
Other Capital Expenses										
Annual transfer to Policy Reserves				\$32,821	\$65,708					
In-House Project/Site Improvements				\$43,681	\$175,000	FY 2024-25: Eagle Nest water line (\$20,000); Lower Summit equipment improvements (pump, generator, tank liner \$60,000); El Bo Well Rehab (\$80G); Bathroom/Kitchen remodel (\$2,400)				
District Master Plan		\$218,840	\$4,781	\$4,781	\$214,059					
Vehicle / Equipment				\$1,000	\$207,567	FY 2024-25: \$69,000 Vac trailer; \$80,000 truck; \$65,500 Used truck & 2 lift gates				
Total Other Capital Projects/Equipment				\$82,283						\$662,333
Capital Debt Payments (for next FY)										
Debt tfer (reduced by Sinking Fund adj.)				\$698,018	\$698,000					
Debt or UL Sinking Fund				\$400,000	\$500,000	FY 2023-24: \$200,000 UL; \$200,000 Debt FY 2024-25: \$250,000 UL; \$250,000 Sinking Fund				
Total Debt				\$1,098,018						\$1,198,000
Total CIP/Debt Expenditures				\$2,006,114		\$2,505,964				
Total CIRF Balance End of Year (Est.)				\$1,196,074		\$1,080,285				
Actual CIRF Balance End of Year:				\$1,177,330						

Non-Operating Balances FY 2024-25 and Reserves Above Policy

FY 2024-25 Policy Reserves: \$1,478,212

Reserve Loans Outstanding: \$325,000 (Nov 2020 loan)

Policy Reserves on Hand:: \$1,018,212

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")

	\$74,909.69	\$260,857.78	\$37,043.26	\$50,850.00	\$703,986.00	\$1,509,164.07	\$3,920.00	\$1,317.50	\$939,714.53	\$149,068.89			
NAME	CERBT <small>(Distributions limited to Retiree Health) (Contributions are part of Reserves)</small>	PARS <small>(Distributions limited to Retirement expenses) (Contributions are part of Reserves)</small>	Operations	Bldg Fund	FY 2024-25 POLICY RESERVES <small>In this fund (net of loans): \$904,694</small>	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)			
Fund	CONTRIBUTIONS: \$48,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76756	76757	76758	76762			TOTAL at COUNTY :	GRAND TOTAL: COUNTY + USDA + PARS/CERBT
Dep't			7106 0100	7106 0200	7106 0300	7106 0600	7106 0700	7106 0800	7106 1200				
FP1-Jul	\$77,030.10	\$268,279.99	\$117,043.26	\$50,850.00	\$703,986.00	\$1,177,330.37	\$ 3,920.00	\$517.50	\$911,676.32	\$69,075.19	\$2,965,323.45	\$3,379,708.73	
FP2-Aug	\$82,252.26	\$273,366.68	\$42,043.26	\$50,850.00	\$904,694.00	\$1,000,799.03	\$ 3,920.00	\$412.50	\$527,893.51	\$69,075.19	\$2,530,612.30	\$2,955,306	
FP3-Sept	\$84,104.03	\$278,270.75	\$127,043.26	\$50,850.00	\$904,694.00	\$1,073,964.44	\$ 3,920.00	\$412.50	\$527,893.51	\$4,795.76	\$2,688,777.71	\$3,055,948	
FP4-Oct	\$82,395.57	\$273,551.53	\$136,039.41	\$50,850.00	\$904,694.00	\$1,036,119.62	\$ 3,920.00	\$412.50	\$447,893.51	\$84,798.62	\$2,579,929.04	\$3,020,675	
FP5-Nov	\$83,897.35	\$283,461.05	\$336,039.41	\$50,850.00	\$904,694.00	\$565,931.28	\$ 3,920.00	\$412.50	\$697,893.51	\$84,803.40	\$2,559,740.70	\$3,011,903	
FP6-Dec	\$80,967.03	\$275,629.55	\$144,055.41	\$65,850.00	\$904,694.00	\$1,486,104.66	\$ 3,920.00	\$412.50	\$697,893.51	\$41,707.07	\$3,302,930.08	\$3,701,234	
FP7-Jan											\$0.00	\$0	
FP8-Feb											\$0.00	\$0	
FP9-Mar											\$0.00	\$0	
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	

* In Feb of FY 2023-24, withdrew \$25,000 from PARS 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: February 6, 2025

Subject: Board Committee Reports

RECOMMENDED ACTION:

Receive updates from active Board committees.

FISCAL IMPACT:

Varies.

DISCUSSION:

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

Ad Hoc Committees:

Recruitment and Retention
Revenue Development
Union Negotiations Planning
FY 2025-26 Budget

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: February 6, 2025

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 December were 24,034 units (Guerneville cycle). Water Sales for December are significantly higher compared to last year. Total combined Monte Rio and Guerneville water production for December was 47.11AF. The past few months has seen an increase in water sales.
- 3. Leaks:** There were a total of 2 water main repairs in December requiring 120 work hours total, and 2 service line leaks requiring 11 work hours total (Figure 2). There were 2 water main repairs in Guerneville. There was 1 service line repair in Guerneville and 1 service line repair in Rio Nido.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of December was 31.56 inches (Figure 3). Last year cumulative rainfall was 11.48 inches by the end of December.
- 5. In-House Construction Projects:** there was a Hydrant repair on Neely Road and Guerneville. Two service line repairs, one on Canyon 7 in Rio Nido and one on Guerneville Road in Guerneville.
- 6. Gantt Chart:** The Gantt Chart is updated for January 2024 (Figure 4).
- 7. Grants:** Funding Agreement Wright Drive Design: CDBG grant funding agreement in the amount of \$160,450.
- 8. Wright Drive:** The NEPA report has been approved and the funding agreement for the Wright Drive Design with CDBG is ready for Board approval at the February meeting.

9. **Master Plan:** The draft Master Plan is being prepared for the Board to review. District Staff has met with Coastland Engineering to review the draft and make edits. Coastland is working on final changes and updates to the document. Once received the Draft will be circulated for review and comment by the Board. Once the draft has been reviewed and comments have been addressed the final presentation of the Master Plan will be presented before the Board for approval.

**Figure 1. Water Production and Sales 12 Month Moving Averages
Sweetwater Springs Water District Since June 2013**

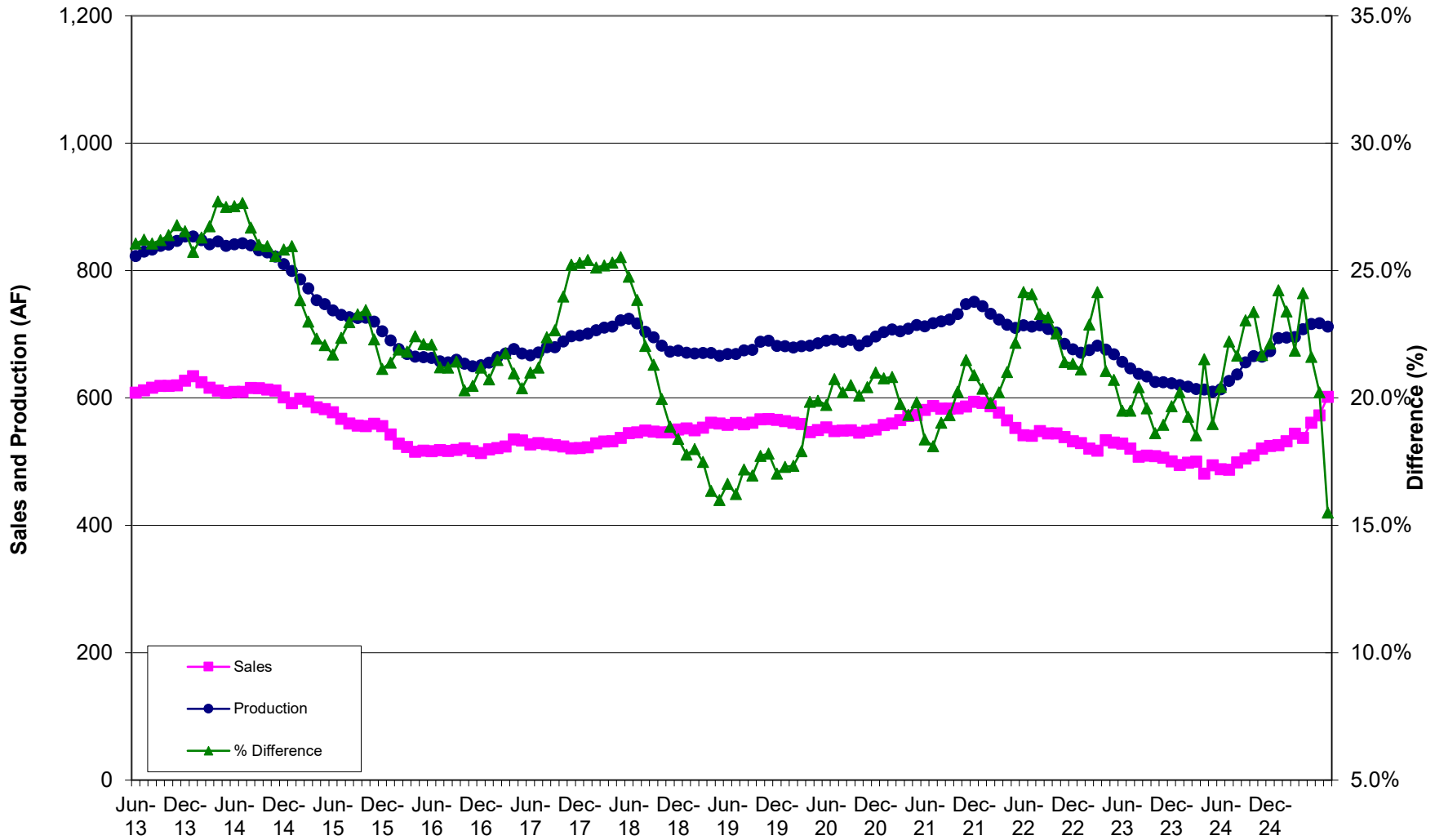
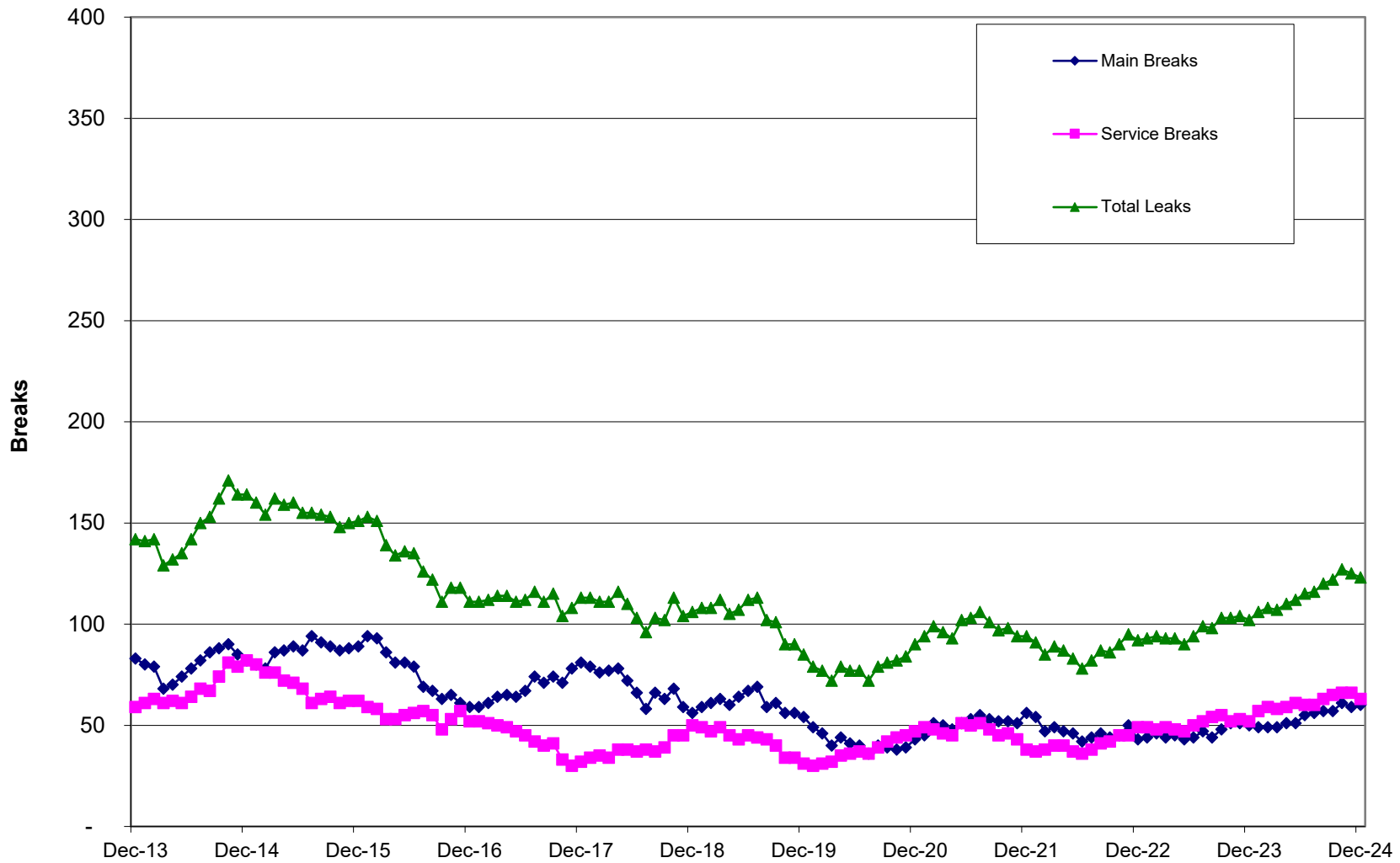


Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks Moving Annual Average Since December 2013



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	26,990
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	20,858
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	32,581
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	22,606
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	24,034
JANUA	16,091	19,287	16,799	15,416	16,127	15,862	13,309	14,631	14,764	13,734	14,645	16,242	16,316	11,914	12,727	13,676	14,146	15,335	12,925	15,529	15,062	11,588	11,270	
FEBRU	21,697	23,010	20,689	19,695	22,716	20,963	18,647	21,199	19,233	18,386	16,641	18,372	20,967	17,770	17,189	16,504	17,693	16,950	17,284	15,506	18,727	13,139	18,122	
MARCH	17,207	15,092	17,374	14,985	15,456	16,693	14,556	14,417	14,414	12,387	12,569	13,884	13,772	12,351	13,058	12,315	11,657	12,653	12,827	12,846	11,236	11,980	14,557	
APRIL	17,728	19,527	21,406	21,089	18,825	21,047	19,227	18,414	17,611	17,129	17,936	17,914	17,053	16,636	17,748	16,809	16,279	18,547	16,886	17,038	17,024	16,685	18,958	
MAY	19,118	16,237	19,793	16,372	13,921	15,402	15,721	15,861	14,273	14,134	14,880	15,075	14,514	16,120	14,217	13,083	13,011	13,319	14,602	15,866	13,375	12,354	12,750	
JUNE	29,799	27,074	28,882	22,512	24,108	25,457	29,211	26,259	19,143	20,871	23,765	26,850	22,092	20,436	19,020	19,198	21,220	20,612	21,453	24,720	21,975	19,426	21,153	



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