



# **BOARD OF DIRECTORS MEETING**

## **AGENDA**

**January 8, 2025, Regular Meeting**  
District Offices, 17081 Hwy. 116, Ste. B  
Guerneville, California  
**4:00 p.m.**

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

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

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

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

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

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

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

- A. Approval of the Minutes of the December 5, 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 Appointing a FY 2025-26 Budget Committee (*Est. time 15 min.*)

B. Discussion/Action re Flood Assistance (RH) (*Est. time 10 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

**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**

**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: December 5, 2024**

**(\*In order discussed)**

December 5, 2024

6:30 p.m.

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff in Attendance:**

Eric Schanz, General Manager  
Julie Kenny, Board Secretary

**Others in Attendance:**

Juliette Vaughn, Redwood Public Law

### **I. CALL TO ORDER (6:34 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 (6:35 p.m.)**

(None.)

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

President Lipinski reviewed the items on the Consent Calendar. Brief discussion ensued. Director Robb-Wilder moved to approve the Consent Calendar. Director Jones seconded. Motion carried 5-0, except that Director Schaap abstained as Item V-A (Minutes of the November 7, 2024 Board Meeting) because he was absent from that meeting. The following items were approved:

- A. Approval of the Minutes of the November 7, 2024, Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

### **IV. PUBLIC COMMENT (6:37 p.m.)**

(None.)

**V. ADMINISTRATIVE (6:37 p.m.) \***  
*\*in the order discussed*

**V-A. (6:30 p.m.) Discussion/Action re 2025 Organization Meeting / Board Officers elections.** The GM gave a brief overview of this item. The following nominations were made:

- Director Schaap nominated Director Holmer to be President
- Director Robb-Wilder nominated Director Jones to be Vice President
- Director Schaap nominated Director Robb-Wilder to be Financial Coordinator

Discussion ensued. Director Jones volunteered to serve a second year as Financial Coordinator. Discussion ensued. There were no objections.

- Director Schaap withdrew his nomination of Director Robb-Wilder to be Financial Coordinator
- Director Robb-Wilder withdrew her nomination of Director Jones to be Vice President
- Director Schaap nominated Director Robb-Wilder to be Vice President.

Director Schaap made a motion to approve the nominations and the request of Director Jones to be Financial Coordinator. Director Holmer seconded. Motion carried 5-0.

**V-B. (6:41 p.m.) Discussion/Action re Res. 24-16, Accepting Lower Harrison Tank Project and Recording a Notice of Completion.** The GM provided an overview of this item. Discussion ensued. Director Jones moved to approve Resolution 24-16, Accepting the Lower Harrison Tank Project and Recording a Notice of Completion. Director Holmer seconded. Motion carried 5-0.

**V-C. (6:44 p.m.) Discussion/Action re Resolution 24-17, Approving MOU with WiConduit/North Bay Communication Cooperative (NBCC).** The GM provided an overview of this item. Discussion ensued regarding clerical amendments to the Resolution and the addition of requiring insurance coverage for volunteers to the MOU. Director Robb moved to accept Resolution 24-17, Approving the Memorandum of Understanding with WiConduit/North Bay Communication Cooperative (NBCC) subject to the following amendments:

1. **The title of Resolution 24-17 be amended to add the words “. . . to Install and Maintain a GMRS Radio Repeater on Mt. Jackson” at the end of the title; and**
2. **Exhibit A to Resolution 24-17 (the MOU between the District and North Bay Communications Cooperative) be amended in two sections:**
  - a. **Section 5.A.d.4 (Other Insurance Provisions) be amended to read “The Workers Compensation endorsement . . . waive all rights of subrogation against the District of injuries to employees and volunteers of the Insured...” (Underlined words added).**
  - b. **Section 5 .C. (Limitation of Liability) be amended to delete the words “Waiver of Subrogation.” at the end of the section.**

Director Jones seconded. Further discussion ensued and additional comments were made by Legal Counsel. Motion carried 5-0.

**V-D. (6:58 p.m.) Discussion/Action re Resolution 24-15, Accepting the FY 2023-24 Audit.** The GM gave a brief overview of this item. Discussion ensued. Director Jones moved to approve Resolution 24-15, Accepting the Final Audit for the Fiscal Year Ending June 30, 2024. Director Robb-Wilder seconded. Motion carried 5-0.

**V-E. (7:01 p.m.) Discussion/Action re Flood Assistance (RH).** Director Holmer provided an overview of this item. Discussion ensued. Direction was given to gather staff input. Further discussion ensued. No formal action was taken, but this item was calendared for the January Board meeting.

**V-F. (7:31 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.

Director Schaap gave an update of the Revenue Development Ad Hoc Committee meeting, and Director Jones provided further comments. Discussion ensued.

Director Jones provided an update of the Union Negotiations Planning Ad Hoc Committee meeting. Brief discussion ensued. No action was taken.

## **VI. GENERAL MANAGER'S REPORT (7:38 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
10. Flood Response

Discussion ensued.

## **VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (7:51 p.m.)**

1. The GM commented that perhaps the January 2 Board meeting should be rescheduled due to the holidays. Discussion ensued. It was agreed to reschedule the January 2, 2025 Board meeting to Wednesday, January 8, 2025 at 4 p.m.

## **VIII. ITEMS FOR THE NEXT AGENDA (7:56 p.m.)**

1. Flood Assistance
2. Ad Hoc Committee updates
3. Appointing a FY 2025-26 Budget Committee

Brief discussion ensued.

**ADJOURN**

The meeting adjourned at 8:01 p.m.

Respectfully submitted,

Julie Kenny  
Clerk to the Board of Directors

APPROVED:

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

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-A**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: January 8, 2025**

**Subject: FY 2025-26 Budget**

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**RECOMMENDED ACTION:**

Discussion/Action by the Board of Directors for the preparation of FY 2025-26 Budget. Staff is recommending the formation of the Budget Ad Hoc Committee to start work on the draft FY 2025-2026 budget and review water rates.

**FISCAL IMPACT:**

Provides financial direction for FY 2025-2026.

**DISCUSSION:**

Staff is currently in the review process for the FY 2025-26 budget. In past years the Board has appointed two Board Members to the Ad Hoc Budget Committee to assist staff in the development of the budget and review water rates.

Board Appoints Ad Hoc Budget Committee	January 8, 2025
Budget Committee meetings	February/March - 2025
Draft Budget to Board for Discussion/Action, including direction on Water Rates	April 3, 2025
Prop 218 Mailing for Water Rate Increase. 45-day notice before Public Hearing.	April -2025
Draft Budget to Board for Discussion/Action	May 1, 2025
Approve Budget <ul style="list-style-type: none"><li>Prop 218 Public Hearing on Water Rates.</li></ul>	June 5, 2025



# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-B**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: January 8, 2025**

**Subject: Flood Assistance**

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**RECOMMENDED ACTION:** Discussion/ Action Flood Assistance

**FISCAL IMPACT:**

Varies depending on applicants and amount of assistance offered.

**DISCUSSION:**

This is a continuation item from the December Board meeting. During the December meetings discussion, the Board directed staff to investigate and make recommendations on what types of flood assistance the District could offer that would be effective and did not involve too much extra staff time to implement and maintain.

Currently the District does not offer assistance for water used for cleaning up after flooding.

The cost to implement an assistance program is unknown and would largely depend on the number of people requesting assistance and the type of assistance the District would provide.

Generally, the amount of water used for flood cleanup is relatively small. If two units (1,500 Gallons) of water were used that would be about ten dollars. Even a large cleanup operation would be very low in actual cost to the customer compared to the cost of labor and debris removal. The District would have to extend this assistance to all customers and administer the program and track water used for cleanup versus water used for normal consumption.

District Staff believe that the work we do to provide continued safe drinking water during flooding events is the most significant assistance that the District provides to its customers. The type of post-flood assistance that is most beneficial to our customers is already provided by County, State and Federal

agencies that provide flood cleanup and financial assistance. Staff is recommending that no policy be adopted at this time.

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-C**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: January 8, 2025**

**Subject: Board Committee Reports**

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**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

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. VI**

**FROM:** Eric Schanz, General Manager

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**Meeting Date:** January 8, 2025

**Subject:** GENERAL MANAGER'S REPORT

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**RECOMMENDED ACTION:** Receive report from the General Manager.

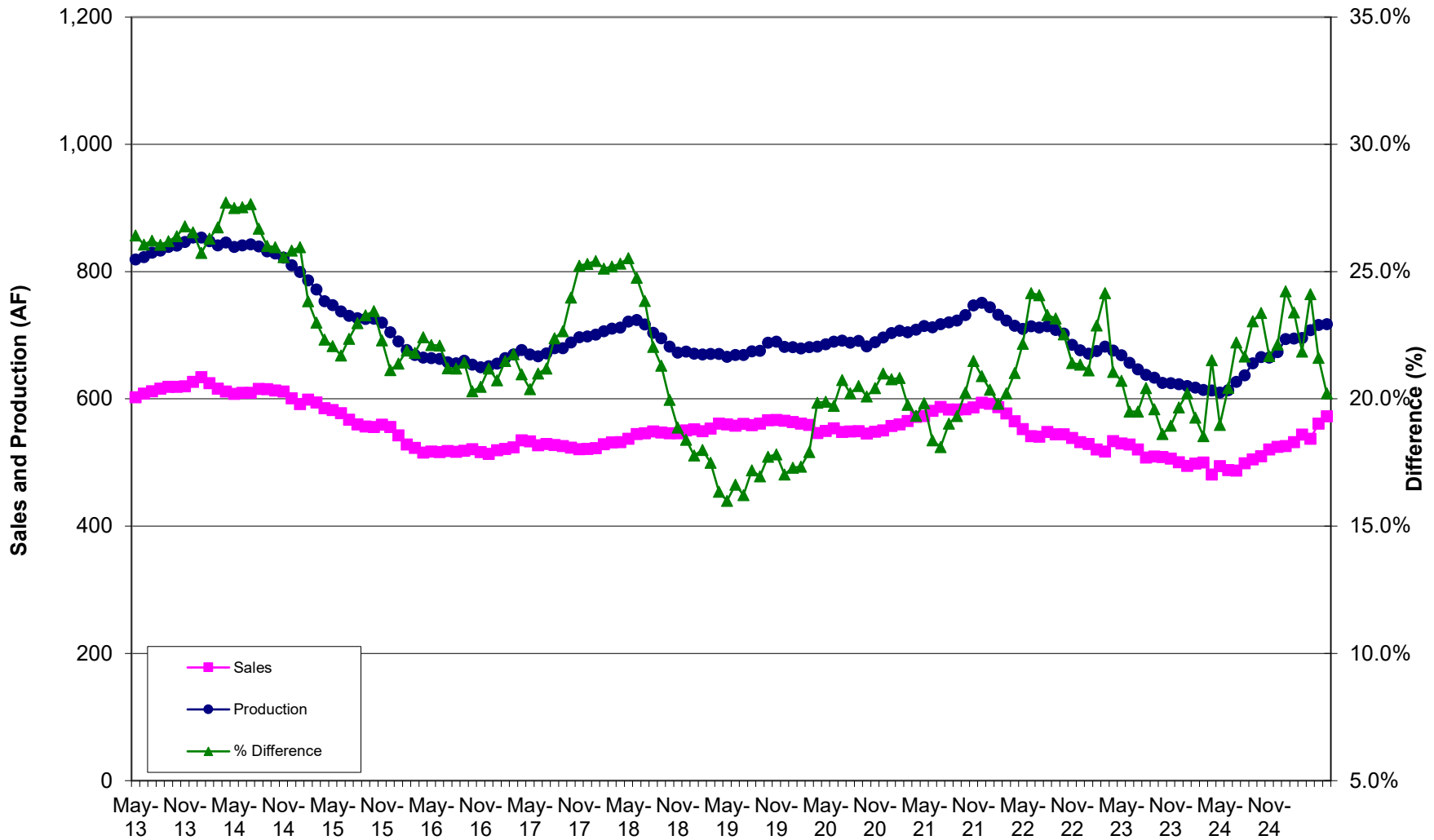
**FISCAL IMPACT:** None

**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 November were 22,606 units (Monte Rio cycle). Water Sales for November are significantly higher compared to last year. Total combined Monte Rio and Guerneville water production for November was 48.58AF.
- 3. Leaks:** There were a total of 5 water main repairs in November requiring 47 work hours total, and 3 service line leaks requiring 15 work hours total (Figure 2). There were 3 main water repairs in Guerneville and 2 in Monte Rio. There was 3 service line repairs in Guerneville.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of November was 16.92 inches (Figure 3). Last year cumulative rainfall was 2.89 inches by the end of November.
- 5. In-House Construction Projects:** None.
- 6. Gantt Chart:** The Gantt Chart is updated for December 2024 (Figure 4).
- 7. Grants:** Received the FEMA grant disbursement in the amount of \$185,181.18 for the Moscow Road Water Line Replacement Project.
- 8. Wright Drive:** The NEPA report has been approved and the funding agreement for the Wright Drive Design with CDBG will be sent to the Board for approval during the February Board meeting.

9. **Master Plan:** The preliminary Master Plan narrative is under review by District Staff. The base mapping for GIS is also under Staff review. Senior staff are reviewing and making corrections and providing additional information as needed to make sure the mapping is as up to date as possible and the Master Plan narrative is complete.

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



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

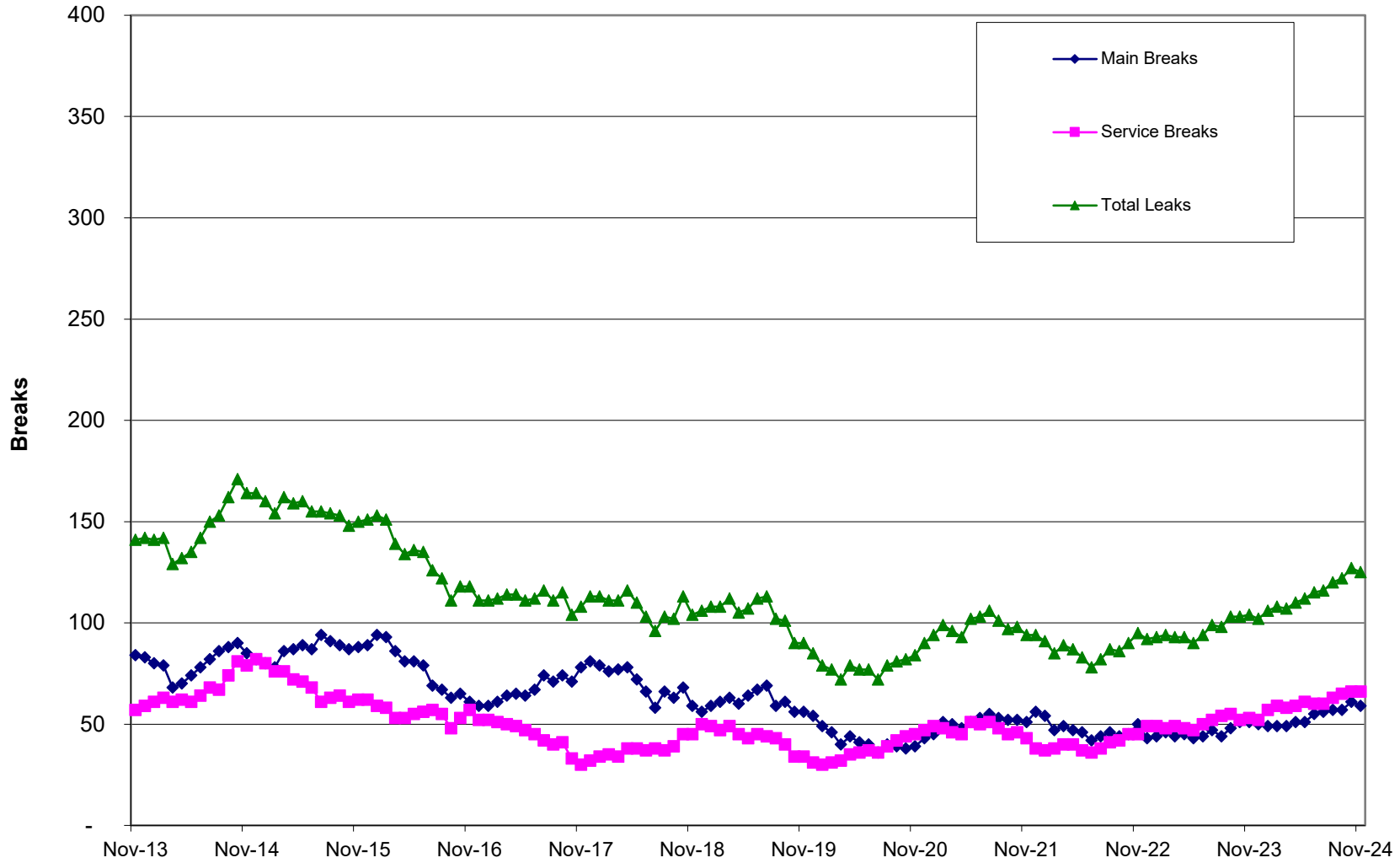
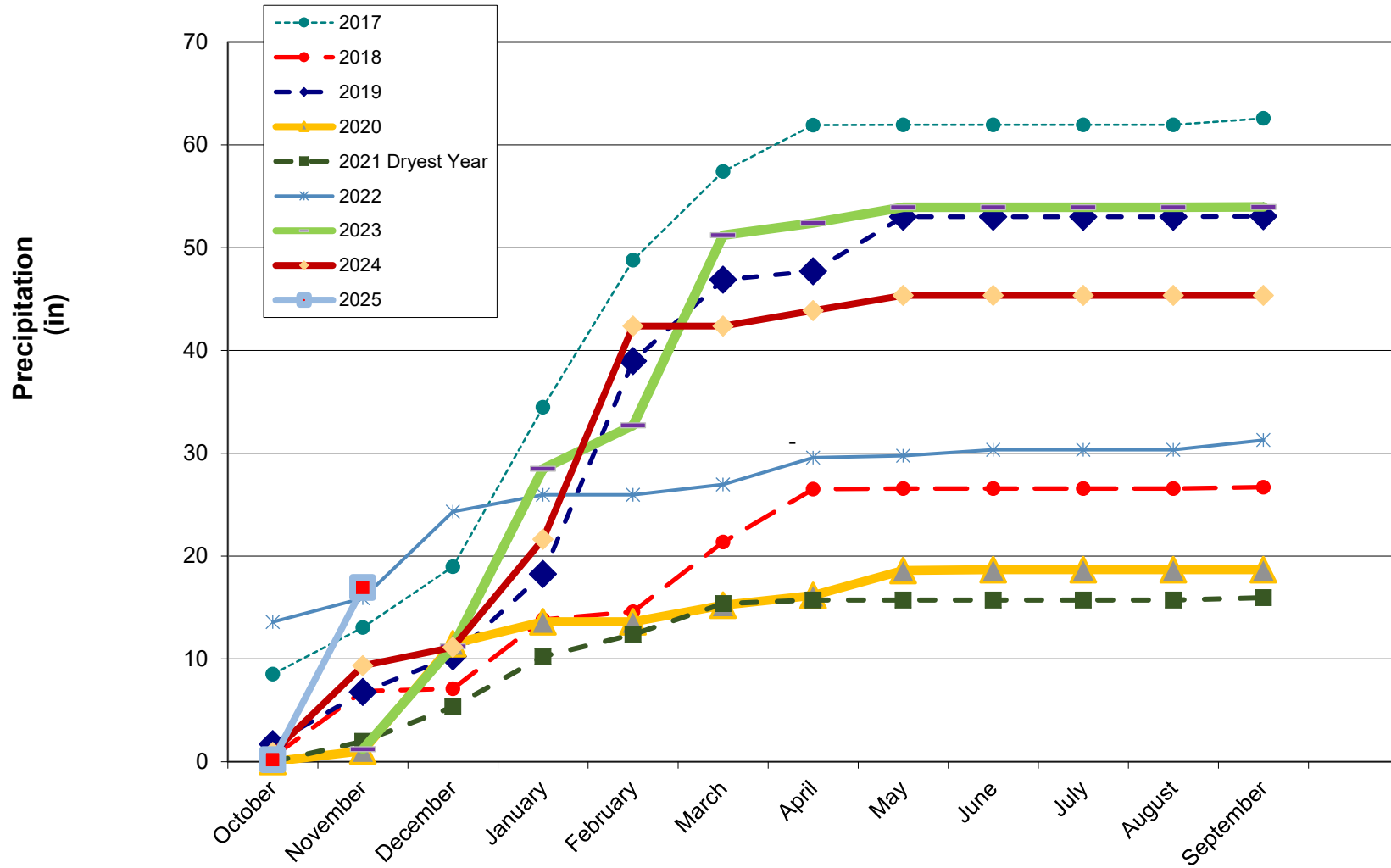


Figure 3. Guerneville Cumulative Monthly Rainfall







## 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	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	
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	
<b>Total</b>	<b>323,861</b>	<b>309,506</b>	<b>320,698</b>	<b>312,471</b>	<b>290,282</b>	<b>308,266</b>	<b>289,234</b>	<b>294,978</b>	<b>262,180</b>	<b>253,746</b>	<b>248,814</b>	<b>272,969</b>	<b>261,733</b>	<b>242,069</b>	<b>223,664</b>	<b>227,198</b>	<b>239,812</b>	<b>246,447</b>	<b>239,793</b>	<b>258,813</b>	<b>231,830</b>	<b>218,007</b>	<b>217,990</b>	<b>121,431</b>



# USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA

