



BOARD OF DIRECTORS MEETING

AGENDA

November 3, 2022 Regular Meeting
6:30 p.m.

Meeting link:

<https://sweetwaterspringswaterdistrict.my.webex.com/sweetwaterspringswaterdistrict.my/j.php?MTID=me7c935082716df6a37c229c1a38599e9>

Meeting number: 2559 960 2246

Password: yZXZjFCp556

OR

Join by phone: +1-415-655-0001 US Toll

Access code: 2559 960 2246

Password: 99995327

All guests that join the virtual meeting will be muted with their camera/ video turned off. Guest(s) will be unmuted and video turned on when they are speaking. Proper decorum including appearance is required.

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

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

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

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

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

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

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

- A. Approval of the following Minutes of the October 6, 2022 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.
- D. Action to Reconfirm findings of Resolution 21-18 re continuation of remote meetings

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

V. ADMINISTRATIVE

- A. Discussion/Action re Actual vs. Budgeted Report – FY 2022-23 1Q (Est. time 15 min.)
- B. Discussion/Action re Muni Link Billing System update (Est. time 10 min.)
- C. Discussion/Action re Contract Meter Reader (Est. time 10 min.)
- D. Discussion/Action re Monte Rio Community Center as an in-person meeting site (SW)(Est. time 15 min.)
- E. Discussion/Action re Identifying the charge and approximate duration for active Board Subcommittees (SW)(Est. time 15 min.)
- F. Discussion/Action re Board Subcommittee Reports (standing item) *(Est. time 5 min.)*
Subcommittees: General Manager Transition
Website/Billing System

VI. GENERAL MANAGER’S REPORT

- 1. Laboratory Testing/Regulatory Compliance
- 2. Water Production and Sales
- 3. Leaks
- 4. In-House Construction Projects
- 5. CIP 2020-21 Old River Road/Woodland Drive

6. Grants
7. Curtailments Update
8. PFAS Sampling Requirement
9. Gantt Chart

VII. BOARD MEMBERS' ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- B. 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

5087364.1



BOARD MEETING MINUTES*

Meeting Date: October 6, 2022

(*In order discussed)

October 6, 2022
6:30 p.m.

Board Members Present:

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

Board Members Absent:

(None)

Staff in Attendance:

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

Others in Attendance:

Eddie Kreisberg, Legal Counsel
David F.

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

The properly agendized meeting was called to Order by President Schaap at 6:32 p.m.

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

(None.)

III. CONSENT CALENDAR (6:34 p.m.)

President Schaap reviewed the items on the Consent Calendar and noted that a handout regarding LAFCO nominations had been received. Director Holmer moved to approve the Consent Calendar. Director Robb-Wilder seconded. Discussion ensued. Motion carried 5-0 on the following items:

- A. Approval of the following Minutes of the September 1, 2022 Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (No correspondence this month.)
- D. Action to Reconfirm findings of Resolution 21-18 re continuation of remote meetings

IV. PUBLIC COMMENT (6:40 p.m.)

None.

V. ADMINISTRATIVE (6:41 p.m.) *

**in the order discussed*

V-A. (6:41 p.m.) Discussion/Action re Board Subcommittee Reports (standing item).
Subcommittees: General Manager Transition
Website/Billing System

Director Schaap reported on Transition Committee updates. Director Spillane reported on Website/Billing System Committee updates. Discussion ensued. No action was taken.

VI. GENERAL MANAGER'S REPORT (6:52 p.m.)

The GM provided a report on the following items:

1. LAFCO nominations. Discussion ensued. Director Robb-Wilder moved to nominate Director Rich Holmer for a Class II LAFCO Seat. Director Lipinski seconded. Motion carried 5-0.
2. Laboratory testing / Regulatory Compliance
3. Water production and sales
4. Leaks
5. In-House Construction Projects
6. Earthquake September 13, 2022
7. CIP 2020-21 Old River Road/Woodland Drive
8. Grants / Cal OES/FEMA Grant
9. Curtailments Update
10. New Website
11. Muni-Link Billing System
12. Union Local 39 Update
13. Gantt Chart

Discussion ensued on various items. No further action was taken.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS

(8:04 p.m.)

Director Robb-Wilder announced she would be out of town from 10/18 – 10/29.

Director Lipinski announced two articles he had read that he would forward to the GM.

VIII. ITEMS FOR THE NEXT AGENDA (8:05 p.m.)

1. Website (possibly in December)
2. Muni-Link billing system update
3. Draft Audit
4. Contract meter reader position

IX. CLOSED SESSION (8:14 p.m.)

At 8:14 p.m. President Schaap announced the items in Closed Session.

At 8:14 p.m. the Board took a brief recess.

At 8:22 p.m. the meeting reconvened and the Board went into Closed Session. At 9:24 p.m. the meeting reconvened from Closed Session and the following action was announced:

- A. Pursuant to Gov. Code Section 94957(b)(1) – Public Employee Performance Evaluation**
Title: General Manager
No action was taken.

ADJOURN

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: November 3, 2022

**SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU
SEPTEMBER 30, 2022 (25%)**

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

(None.)

DISCUSSION:

This report presents the 1st quarter actual revenues and expenses. This comprises 25% of the year by time and so we compare the revenues and expenses to that standard.

Operating Budget:

1Q Revenue is slightly less than 25% of budgeted amount.

Water Sales, the largest revenue line item, came in at 1.74% less than the 25% schedule. This is unusual because the first quarter of the fiscal year occurs during our peak sales months. One reason for the shortfall, however, is that we sold 9.61% less water this year than last year during the same period. That translates to 6,474 units, or 4.8 million gallons less water sold. Also, as we discussed last year, water sales represent cash collected and deposited in the bank during the period, not billings. If deposits are delayed around the end of the quarter it will impact reaching water sales and reaching budgeted goals. As was also discussed last year, the impact of when water payments hit our bank account will likely smooth as the year goes on.

Overall revenues are also slightly below budgeted amounts due to reduced Water Sales. Of note, however, is the boost to non-operating revenues from receipt of \$20,000 in FEMA grant funding for Covid-related expenses incurred last year.

1Q Expenditures are higher than 25% of budgeted amount.

1Q expenditures are higher (5.5%) than budgeted. This is typical because certain District bills -- such as insurance -- are paid in full at the beginning of the fiscal year.

There are two expenses of note this quarter:

(1) Consultant Fees: The District paid the last of the RGS Consulting Fees - \$10,382.

(2) Audit Accounting: The District was the victim of check fraud this quarter. One of our checks was cashed in the sum of \$9800.70 after having both the vendor and amount altered. Staff filed a police report and expects the loss to be reimbursed by WestAmerica Bank.

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 1Q Capital Budget is typical for the 1st Quarter. Most revenues -- annual assessment, Capital Debt Reduction Charge (CDR) and transfers to in-house construction - will not come in until later in the year. The same is true of expected grant proceeds due to delays in the completion of CIP 2021.

Timing miscues will result in a mismatch of actual project expenses compared to budgeted expenses this year. This is not unusual. For example, last year \$1,280,000 was budgeted for CIP 2021, but the project was delayed and the District only spent \$608,065 on this project. This year, \$0 was budgeted for CIP 2021, but the District will likely spend close to \$1 million on the project. This mismatch is just an annual budget miscue on multi-year projects and does not impact the District's ability meet our contracted financial obligations for the projects as a whole.

FUNDS AT THE COUNTY

Attached is the County Fund Balances for the 1st Quarter. County Fund Balances include the funds at PARS and CERBT. At the end of the quarter, Total District Reserves were \$2,189,548 and Reserves Above Policy were \$1,407,865. Of note, market declines are impacting our balances at PARS and CERBT. Our funds at the County, on the other hand, are earning a little more interest than they have in recent years.

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of September 30, 2022 (25%)

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

	FY 2022-23 Actual	2022-23 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
Ordinary Income/Expense						
Income						
OPERATING REVENUE						
4031 · Water Sales						
4031.10 · Base Rate	429,310	1,905,526	-1,476,216	22.53%		
4031.11 · Current Charges	190,233	772,346	-582,113	24.63%		
4031.12 · Capital Debt Reduction Charge	84,443	349,022	-264,579	24.19%		
Total 4031 · Water Sales	703,986	3,026,894	-2,322,908	23.26%	<u>In the 1Q this item is underbudget, which is unusual during the summer season.</u>	*
Total OPERATING REVENUE	703,986	3,026,894	-2,322,908	23.26%		
NON-OPERATING REVENUE						
1700 · Interest	1,396	3,500	-2,104	39.87%		
3600 · Construction New Services	200	8,000	-7,800	2.5%		
3601 · Construction - Service Upgrades	0	6,000	-6,000	0.0%		
4032 · Rent	39,489	121,500	-82,011	32.5%		
4445 · Grant Proceeds	20,000	0	20,000	100.0%	<u>In the 1Q the District received a FEMA/OES Grant in the sum of \$20,000 for Covid-related expenses incurred last year.</u>	*
4040 · Miscellaneous Income	269	1,500	-1,231	17.91%		
Total NON-OPERATING REVENUE	61,353	140,500	-79,147	43.67%		
Total Income	765,339	3,167,394	-2,402,055	24.16%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 · Wages	229,898	911,550	-681,652	25.22%		
5912 · Overtime	10,547	37,000	-26,453	28.51%		
5916 · On-Call Pay	11,050	37,000	-25,950	29.87%	<u>In the 1Q the District incurred extra On-Call expenses as we continue to train in our newer hires and await their licensing.</u>	*
5918 · Extra help - Contract	0	37,000	-37,000	0.0%		
Total Salary	251,496	1,022,550	-771,054	24.6%		
Benefits						
5500 · Flex Spending (Flex spending monies	-728	0	-728	100.0%		
5920 · Retirement net employee share	17,276	72,000	-54,724	24.0%		
5920.4 · Retirement - UL Mandatory	3,001	1,400	1,601	214.36%	<u>In the 1Q, this line item was paid for the year.</u>	*
5922 · Payroll Taxes - Employer Paid	3,716	16,000	-12,284	23.23%		
5930 · Health/Dental/Vision/AFLAC Ins.	61,055	260,000	-198,945	23.48%		
5931 · Retiree Health	5,682	14,000	-8,318	40.59%	<u>In the 1Q, annual contribution to CERBT (\$3,000) made.</u>	*
5941 · Life insurance - GM	0	1,000	-1,000	0.0%		
5940 · Workers Comp Insurance	24,956	23,000	1,956	108.5%	<u>In the 1Q, workers' compensation insurance was paid for the year.</u>	*
Total Benefits	114,958	387,400	-272,442	29.67%		
Total SALARY & BENEFITS	366,453	1,409,950	-1,043,497	25.99%		
SERVICES & SUPPLIES						
Communications						
6040-I · Internet service	1,081	2,700	-1,619	40.04%		
6040-C · Cell Phones	3,568	6,300	-2,732	56.63%		
6040-P · Pagers & Radios	0	0	0	0.0%		
6040-T · Telephones	9,333	30,000	-20,667	31.11%		

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of September 30, 2022 (25%)

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

	FY 2022-23 Actual	2022-23 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
Total Communications	13,982	39,000	-25,018	35.85%		
Insurances						
6101 · Gen. Liability	44,276	50,000	-5,724	88.55%	<u>In the 1Q, paid for the year.</u>	*
Total Insurances	44,276	50,000	-5,724	88.55%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	3,518	18,000	-14,482	19.54%	-	
6151 · Office Maintenance	1,378	5,000	-3,622	27.56%		
Total Maint/Rep - Office & Vehicles	4,896	23,000	-18,104	21.29%		
Maint/Repair - Facilities						
6085 · Janitorial Services	2,102	11,000	-8,898	19.11%		
6100 · SCADA system	1,354	6,500	-5,146	20.83%		
6180 · Distribution System Repairs	15,372	50,000	-34,628	30.75%	-	
6235 · Treatment Sys/Well Repairs	1,999	75,000	-73,001	2.67%		
6143 · Generator Maintenance	25	5,000	-4,975	0.51%		
Total Maint/Repair - Facilities	20,853	147,500	-126,647	14.14%		
Miscellaneous Expenses						
6280 · Memberships	1,062	11,000	-9,938	9.66%		
6303 · Claims	0	1,500	-1,500	0.0%		
6593 · Governmental Fees	7,141	22,000	-14,859	32.46%		
Total Miscellaneous Expenses	8,203	34,500	-26,297	23.78%		
Office Expense						
6410 · Postage	2,247	20,000	-17,753	11.24%		
6430 · Printing Expense	1,770	9,000	-7,230	19.67%	-	
6461 · Office Supplies	1,005	6,000	-4,995	16.76%	-	
6800 · Subscriptions/Legal Notices	946	3,000	-2,054	31.52%		
6890 · Computers/Software	1,301	4,500	-3,199	28.92%	-	
6895 · Billing System	0	27,600	-27,600	0.0%		
6897 · Website	600	2,400	-1,800	25.0%		
Total Office Expense	7,870	72,500	-64,630	10.86%		
Operating Supplies						
6300 · Chemicals	1,727	15,000	-13,273	11.51%	-	
6880 · Tools and Equipment	209	7,500	-7,291	2.79%		
6881 · Safety Equipment	1,170	2,500	-1,330	46.81%		
Total Operating Supplies	3,106	25,000	-21,894	12.42%		
Professional Services						
6514 · Lab/Testing Fees	6,660	15,000	-8,340	44.4%		
6570 · Consultant Fees	10,925	50,000	-39,075	21.85%	<u>In the 1Q, \$10,382 paid to RGS Consulting.</u>	*
6590 · Engineering	798	10,000	-9,203	7.98%	-	
6610 · Legal	11,832	60,000	-48,168	19.72%	-	
6630 · Audit/Accounting	17,284	38,000	-20,716	45.48%	<u>In the 1Q, the District was the victim of check fraud in the sum of \$9800.70, which we expect West America will reimburse.</u>	*
Total Professional Services	47,498	173,000	-125,502	27.46%		
Rents & Leases						
7913 · Policy Reserve Loan	135,000	135,000	0	100.0%	<u>In the 1Q this line item was paid for the year.</u>	*
6820 · Equipment	417	3,600	-3,183	11.6%		
6840 · Building & Warehouse	10,425	32,000	-21,575	32.58%	<u>1Q Bldg. rent paid thru October.</u>	*
Total Rents & Leases	145,843	170,600	-24,757	85.49%		
Transportation & Travel						

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of September 30, 2022 (25%)

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

	FY 2022-23 Actual	2022-23 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
7120 · Seminars & related travel	284	5,000	-4,716	5.68%		
7201 · Vehicle Gas	10,254	40,000	-29,746	25.64%		
7300 · Travel Reimbursements	969	6,500	-5,531	14.91%		
Total Transportation & Travel	11,507	51,500	-39,993	22.34%		
Uniforms						
6021.1 · Boots	965	1,500	-535	64.34%		
6021.3 · T-shirts	407	1,800	-1,393	22.6%	In the 1Q, t-shirts were purchased for the year.	*
6021.4 · Jackets	0	250	-250	0.0%		
Total Uniforms	1,372	3,550	-2,178	38.65%		
Utilities						
7320 · Electricity	46,813	126,000	-79,187	37.15%	-	
7321 · Propane	53	3,500	-3,447	1.52%		
Total Utilities	46,867	129,500	-82,633	36.19%		
Total SERVICES & SUPPLIES	356,272	919,650	-563,378	38.74%		
Total OPERATING EXPENSES	722,726	2,329,600	-1,606,874	31.02%		
FIXED ASSET EXPENDITURES						
8511.1 · Tank/Facilities Sites	11,980	24,000	-12,020	49.92%	In the 1Q, budgeted \$11,980 spent on a tank liner for the Cyn 6 tank.	*
8511.2 · Leasehold Improvements	0	0	0	0.0%	-	
8517 · Field/office equipment	0	5,000	-5,000	0.0%	-	
8573 · Vehicles	0	50,000	-50,000	0.0%	-	
Total FIXED ASSET EXPENDITURES	11,980	79,000	-67,020	15.16%		
Total Expense	734,706	2,408,600	-1,673,894	30.5%		
Net Ordinary Income	30,634	758,794	-728,160	4.04%		
Other Income/Expense						
Other Expense						
TRANSFERS TO OTHER FUNDS						
8620.7 · Tfers to CIRF for CDR Revenue	0	349,022	-349,022	0.0%		
8620.3 · Tfers to CIRF	0	365,000	-365,000	0.0%		
8620.5 · Tfers to Building Fund	0	15,000	-15,000	0.0%		
8620.2 · Tfers to In-House Constr	0	25,000	-25,000	0.0%		
Total TRANSFERS TO OTHER FUNDS	0	754,022	-754,022	0.0%	-	

Sweetwater Springs Water District
FY 2022-23 Capital Budget Variances as of September 30, 2022 (25%)

	<u>7/1 thru 9/30/2022</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Notes</u>
Income					
New Construction flat charges revenue	0.00	30,000.00	-30,000.00	0.0%	
CY Direct Charges	0.00	710,000.00	-710,000.00	0.0%	
PY Direct Charges	0.00	40,000.00	-40,000.00	0.0%	
Interest Revenue	4,031.97	10,000.00	-5,968.03	40.32%	
Grant Proceeds	0.00	635,000.00	-635,000.00	0.0%	
Tfer from Operations - CDR	0.00	349,022.00	-349,022.00	0.0%	
Tfer from Operations - In House Constr.	0.00	25,000.00	-25,000.00	0.0%	
Tfer from Operations - Surplus Income	0.00	395,000.00	-395,000.00	0.0%	
Total Income	<u>4,031.97</u>	<u>2,194,022.00</u>	<u>-2,189,990.03</u>	<u>0.18%</u>	
Expense					
In-House Construction	0.00	25,000.00	-25,000.00	0.0%	
CIP 2021 (Main repl: Old River Rd; Woodland)	417,701.74	0.00	417,701.74	100.0%	Partial grant funding expected
Lower Harrison Tank Repl.	3,410.00	592,818.00	-589,408.00	0.58%	Partial grant funding expected
Monte Rio Bridge	0.00	54,022.00	-54,022.00	0.0%	
MR Well 5 Pump/Rehab	11,326.75	100,000.00	-88,673.25	11.33%	Partial grant funding expected
Principal Pymt -USDA Bonds	29,637.00	54,950.00	-25,313.00	53.93%	
Principal - Priv. Placemnt Loan	88,451.24	167,650.00	-79,198.76	52.76%	
Principal-2013 Cap One Rev Bond	306,300.00	368,000.00	-61,700.00	83.23%	
Capital Interest	123,161.97	319,908.00	-196,746.03	38.5%	
Total Expense	<u>979,988.70</u>	<u>1,682,348.00</u>	<u>-702,359.30</u>	<u>58.25%</u>	
Net Capital Income	<u>-975,956.73</u>	<u>511,674.00</u>	<u>-1,487,630.73</u>	<u>-190.74%</u>	

Non-Operating Balances FY 2022-23 and Reserves Above Policy													
Beginning balances: (Note: Warrants requested in FP 12 for last fiscal year are not subtracted from Cash until FP 1 of the next year. They are instead recorded as "Vendors Payable")											TOTAL at COUNTY ↓	GRAND TOTAL: COUNTY + USDA + PARS/CERBT	FY 2022-23 Policy Reserves: \$1,376,683
NAME	CERBT (Contributions are part of Reserves)	PARS (Contributions are part of Reserves)	Operations	Bldg Fund (part of Policy Reserves)	FY 2022-23 POLICY RESERVES: \$1,376,683 In this fund (net of loans): \$536,165	In-house Construction	Capital Improvements	Guernewood Project Escrow Funds	Cap One Bonds and Citizens Bank Loan Debt	USDA Bond Debt (at WestAmerica)			Reserve Loans Outstanding: \$95,000 (Oct. 2019 loan) \$500,000 (Nov 2020 loan)
Fund	CONTRIBUTIONS: \$45,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76755	76756	76757	76762				POLICY RESERVES NET RESERVE LOANS: \$781,683
Dep't			7106 0100	7106 0200	7106 0300	7106 0500	7106 0600	7106 0700	7106 1200				Reserves Above Policy:
FP1-Jul	\$57,837.28	\$252,501.34	\$6,364.99	\$70,850.00	\$392,991.00	\$44,925.37	\$1,389,670.69	\$3,920.00	\$549,312.24	\$149,213.60	\$2,458,034.29	\$2,917,586.51	\$2,135,903.51
FP2-Aug	\$57,837.28	\$244,592.99	\$6,364.99	\$70,850.00	\$401,165.00	\$44,925.37	\$1,223,015.30	\$3,920.00	\$174,076.69	\$149,218.67	\$1,924,317.35	\$2,375,966.29	\$1,594,283.29
FP3-Sept	\$56,202.70	\$228,049.03	\$41,364.99	\$70,850.00	\$536,165.00	\$44,925.37	\$949,058.20	\$3,920.00	\$174,076.69	\$84,936.62	\$1,820,360.25	\$2,189,548.60	\$1,407,865.60
FP4-Oct											\$0.00	\$0.00	
FP5-Nov											\$0.00	\$0.00	
FP6-Dec											\$0.00	\$0.00	
FP7-Jan											\$0.00	\$0.00	
FP8-Feb											\$0.00	\$0.00	
FP9-Mar											\$0.00	\$0.00	
FP10-Apr											\$0.00	\$0.00	
FP11-May											\$0.00	\$0.00	
FP12-Jun											\$0.00	\$0.00	
FP 13 (FINAL)				xx							\$0.00	\$0.00	

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: November 3, 2022

SUBJECT: MUNI-LINK BILLING SYSTEM UPDATE

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

\$11,000 implementation fee; \$1,195 monthly thereafter. The first half of the implementation fee is due now and is included with this month's checks. The second half will be invoiced for payment with January's checks. The monthly software fee will begin 30 days before the "GoLive" date.

DISCUSSION:

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

Staff met with Muni-Link twice in October. The first meeting was a comprehensive discussion of each step in the implementation process. The second meeting was the first of three "Client Profile Sessions", designed to educate Muni-Link personnel on how we do business with our customers in great detail -- our rate and fee structure, billing practices, meter reading practices, delinquency procedures, and more. Implementation will not only include migrating our billing information to the Muni-Link software, but also includes 16 hours of formal hands-on training and the ability to use Muni-Link side-by-side with our current billing system before we go live.

Staff is impressed and – honestly – relieved at how thorough the Muni-Link implementation process is for this very important and sensitive migration. We have a designated implementation expert assigned to us, but he is part of a larger implementation team at Muni-Link, all ready to answer any questions we have. If we do our part, Muni-Link has already assigned a GoLive date of February 20, 2023.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C`

FROM: Eric Schanz, General Manager

Meeting Date: November 3, 2022

Subject: Contract Meter Reader

RECOMMENDED ACTION:

Staff is recommending that the Board of Directors authorize the General Manager to seek interested parties to fill the open contract meter reader position.

FISCAL IMPACT:

Approximately \$35,000 annually.

DISCUSSION:

The General Manager is seeking input from the Board of Directors on the contract meter reader position. From this discussion the General Manager will develop a Request for Proposal (RFP). The RFP and supporting documentation will be presented to the Board for approval at the next scheduled board meeting.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: November 3, 2022

Subject: In Person Meetings Monte Rio Community Center

RECOMMENDED ACTION:

Discussion/Action by the Board of Directors to resume in person meetings at Monte Rio Community Center.

FISCAL IMPACT:

Cost of rental.

DISCUSSION:

Director Robb-Wilder will provide information on availability and rental fees for resuming in person meetings at the Monte Rio Community Center.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Eric Schanz, General Manager

Meeting Date: November 3, 2022

Subject: Board subcommittee charge/duration

RECOMMENDED ACTION:

This item was requested to be placed on the November 3rd Board Meeting by Director Robb-Wilder for discussion/action regarding the charge and approximate duration of existing Board Subcommittees.

FISCAL IMPACT:

None

DISCUSSION:

Currently the sub committees do not have a set duration. The Board is requested to review the active sub committees current charge and establish a duration for the sub committees.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-F

FROM: Eric Schanz, General Manager

Meeting Date: November 3, 2022

Subject: Board subcommittee reports

RECOMMENDED ACTION:

Receive updates from active Board subcommittees.

FISCAL IMPACT:

Varies.

DISCUSSION:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: November 3, 2022

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

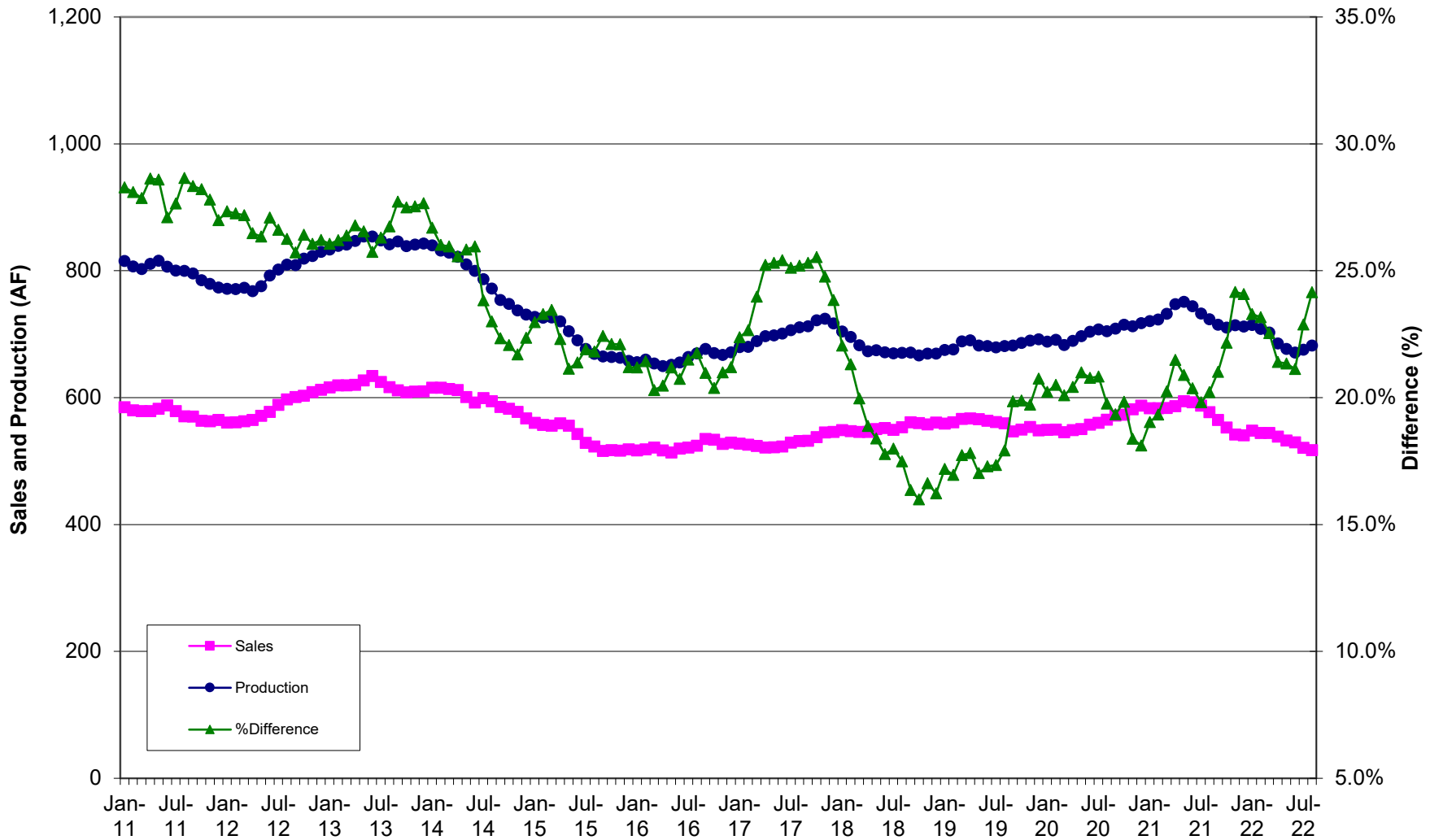
DISCUSSION:

- 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 September were 21,279 units (6.53 AF Monte Rio cycle). Water Sales have continued to trend down compared to previous years. Continued drought and conservation efforts are likely contributing to the decrease in water sales. Total combined Monte Rio and Guerneville water production for September were 57.70 AF.
- 3. Leaks:** Water main breaks and service breaks continue to trend down overall in September. (Figure2). However, the leak loss percentage has increased from 22.9% in July to 24.2% in August. There was a total of six water main leak repairs in September requiring 100 work hours total, and 3 service leaks requiring 10 work hours total.
- 4. In-House Construction Projects:** None.
- 5. CIP 2021 Old River Road/Woodland Drive:** Piazza Construction has finished up mainline installation on lower portion of Woodland Drive. Final paving is the last part of the project left to be completed.
- 6. Grants:** Grant reimbursement requests have been filed with and are in process with CDBG and CDWR.
- 7. Curtailments Update:** The Division of Water rights conducted a routine inspection on October 12, 2022, of the El Bonita wells. The inspection was conducted to update DWR

information and document existing points of diversion. License A024929 is no longer in curtailment status.

- 8. PFAS Sampling Requirement:** Starting in January 2023 Sweetwater Springs Water District will be required by the EPA to sample for per- and polyfluoroalkyl substances (PFAS). The district will conduct quarterly sampling for a one-year period. The results of the PFAS sampling will determine the need for additional sampling requirements in the future. Attached to this report is a PFAS informational flyer and sampling procedures document.
- 9. Gantt Chart:** The Gantt Chart is currently being updated for 2022-23 and will return to the Managers Report soon.

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



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since November 2009**

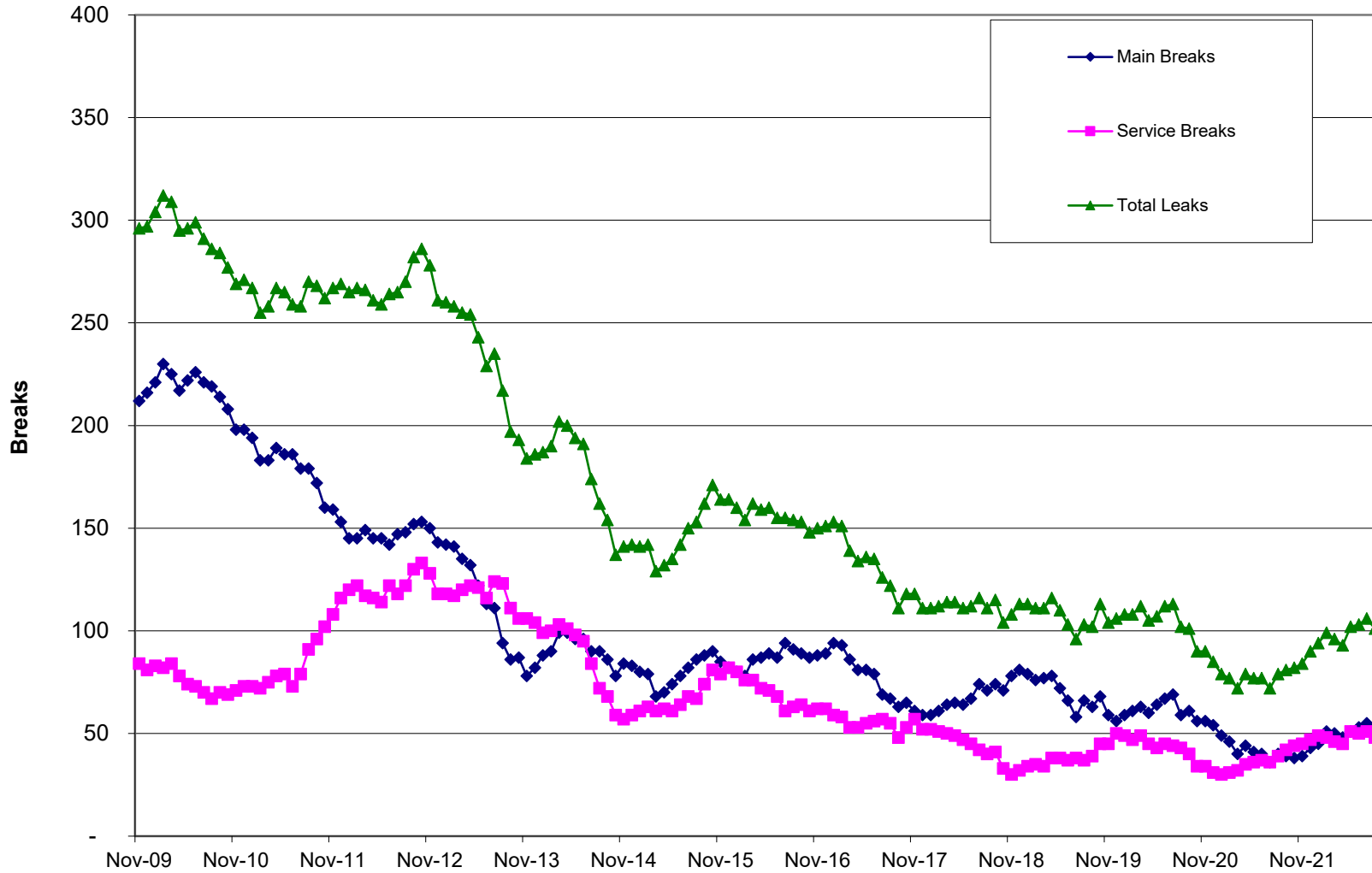
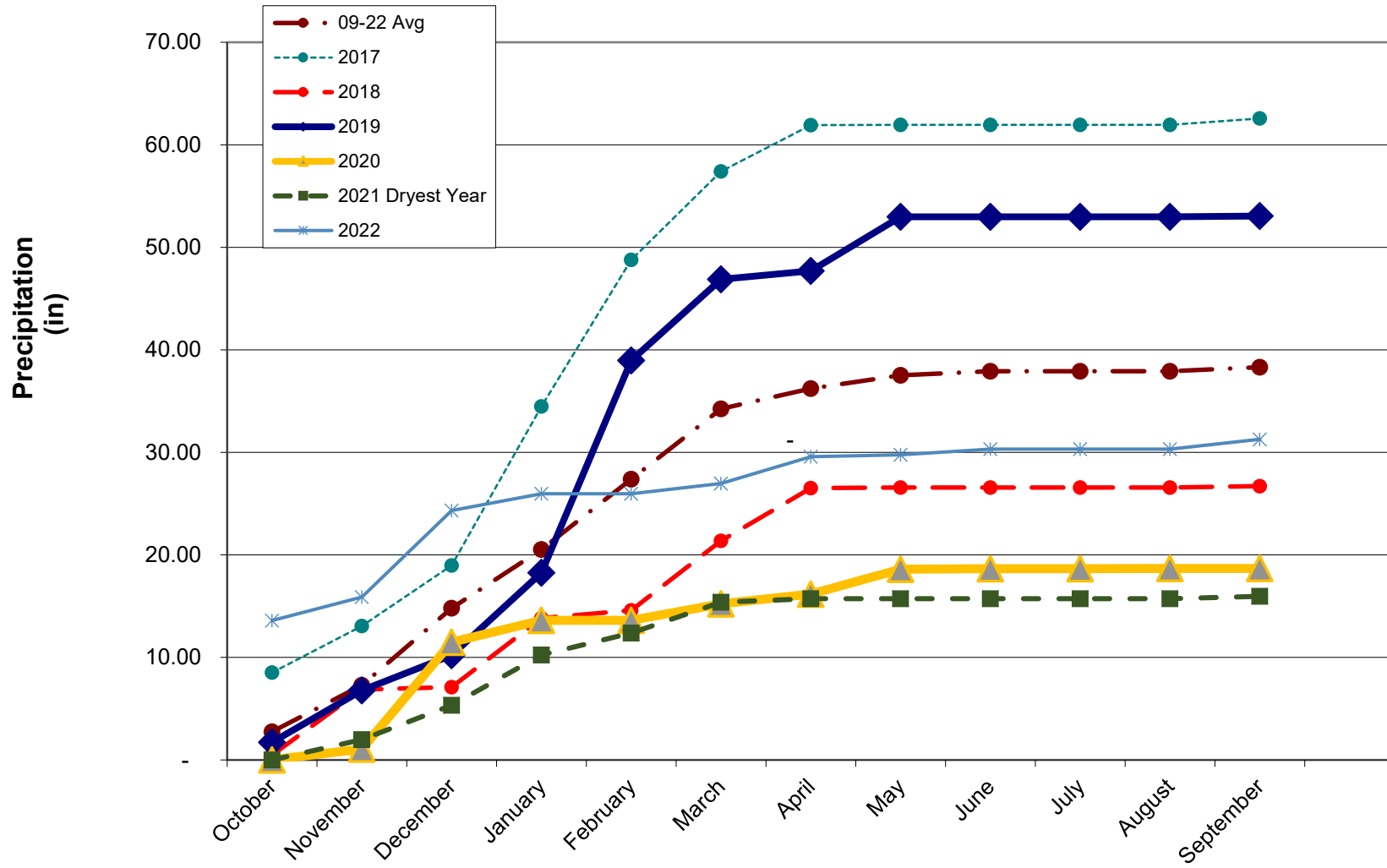
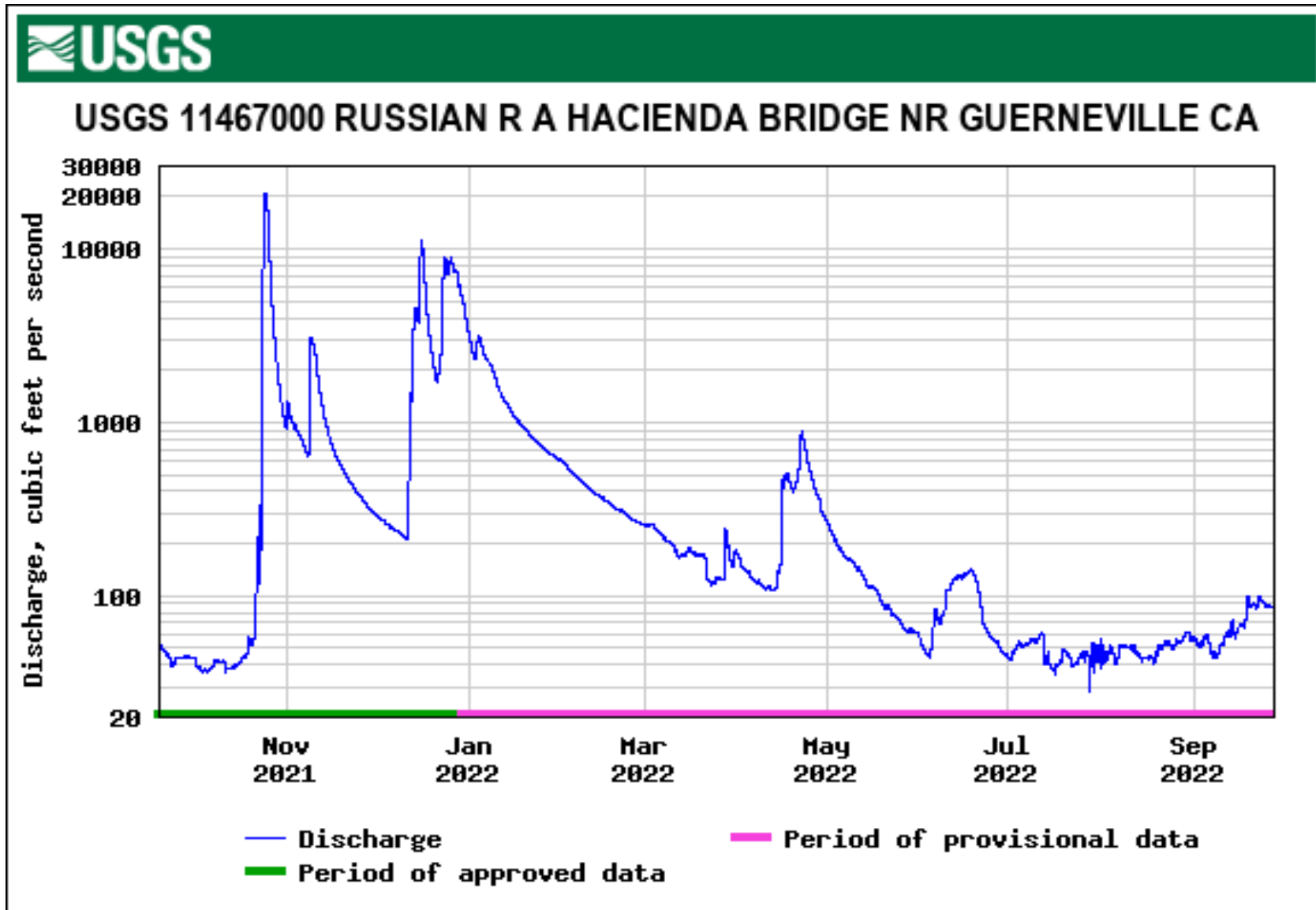



Figure 3. Guerneville Cumulative Monthly Rainfall





NUMBER OF WATER UNITS SOLD FY 22 - 23

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
JULY	34,371	26,447	26,355	33,578	22,195	27,469	27,147	28,091	21,035	17,808	20,061	22,850	25,890	22,074	16,377	19,044	19,608	20,255	19,273	22,297	21,558	20,306
AUGUS	39,803	37,750	42,080	41,615	37,799	41,863	37,202	37,907	34,878	32,328	28,486	33,190	29,163	32,208	26,070	26,811	29,485	28,325	27,419	28,582	26,302	22,555
SEPTEN	33,723	34,532	36,056	35,309	29,823	35,984	31,721	32,753	30,320	29,673	26,091	29,829	26,157	24,091	21,678	22,893	24,037	25,805	24,886	27,175	22,746	21,271
OCTOB	40,672	34,063	37,008	38,553	38,707	37,900	36,493	34,938	32,282	32,334	32,091	33,727	31,628	27,724	24,606	29,333	29,495	32,827	27,310	30,099	24,731	31,859
NOVEM	28,272	28,729	26,973	27,839	26,680	24,076	24,444	25,746	23,111	24,160	21,350	22,218	20,729	19,489	20,101	19,462	21,884	21,351	22,640	23,173	17,984	
DECEM	25,380	27,758	27,283	25,508	23,925	25,550	21,556	24,762	21,116	20,802	20,299	22,818	23,452	21,256	20,873	18,070	21,297	20,468	22,288	25,982	21,110	
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	
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	
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	
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	
MAY	19,118	16,237	19,793	16,372	13,921	15,402	15,721	15,861	14,273	14,134	14,880	15,075	14,514	16,120	14,217	13,083	13,011	13,319	14,602	15,866	13,375	
JUNE	29,799	27,074	28,882	22,512	24,108	25,457	29,211	26,259	19,143	20,871	23,765	26,850	22,092	20,436	19,020	19,198	21,220	20,612	21,453	24,720	21,975	
Total	323,861	309,506	320,698	312,471	290,282	308,266	289,234	294,978	262,180	253,746	248,814	272,969	261,733	242,069	223,664	227,198	239,812	246,447	239,793	258,813	231,830	95,991

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MENU

PFOA, PFOS and Other PFAS

CONTACT US <<https://epa.gov/pfas/forms/contact-us-about-pfoa-pfos-and-other-pfas>>

Our Current Understanding of the Human Health and Environmental Risks of PFAS

What EPA is Doing

Learn what EPA is doing to address PFAS. <<https://epa.gov/pfas/pfas-strategic-roadmap-epas-commitments-action-2021-2024>>

Per- and Polyfluoroalkyl Substances (PFAS) Are a Group of Manufactured Chemicals

PFAS are a group of manufactured chemicals that have been used in industry and consumer products since the 1940s because of their useful properties. There are thousands of different PFAS, some of which have been more widely used and studied than others.

Perfluorooctanoic Acid (PFOA) and Perfluorooctane Sulfonate (PFOS), for example, are two of the most widely used and studied chemicals in the PFAS group. PFOA and PFOS have been replaced in the United States with other PFAS in recent years.

One common characteristic of concern of PFAS is that many break down very slowly and can build up in people, animals, and the environment over time.

PFAS Can Be Found in Many Places

PFAS can be present in our water, soil, air, and food as well as in materials found in our homes or workplaces, including:

- **Drinking water** – in public drinking water systems and private drinking water wells.
- **Soil and water at or near waste sites** - at landfills, disposal sites, and hazardous waste sites such as those that fall under the federal Superfund and Resource Conservation and Recovery Act programs.
- **Fire extinguishing foam** - in aqueous film-forming foams (or AFFFs) used to extinguish flammable liquid-based fires. Such foams are used in training and emergency response events at airports, shipyards, military bases, firefighting training facilities, chemical plants, and refineries.
- **Manufacturing or chemical production facilities that produce or use PFAS** – for example at chrome plating, electronics, and certain textile and paper manufacturers.
- **Food** – for example in fish caught from water contaminated by PFAS and dairy products from livestock exposed to PFAS.
- **Food packaging** – for example in grease-resistant paper, fast food containers/wrappers, microwave popcorn bags, pizza boxes, and candy wrappers.
- **Household products and dust** – for example in stain and water-repellent used on carpets, upholstery, clothing, and other fabrics; cleaning products; non-stick cookware; paints, varnishes, and sealants.
- **Personal care products** – for example in certain shampoo, dental floss, and cosmetics.
- **Biosolids** – for example fertilizer from wastewater treatment plants that is used on agricultural lands can affect ground and surface water and animals that graze on the land.

People Can Be Exposed to PFAS in a Variety of Ways

Due to their widespread production and use, as well as their ability to move and persist in the environment, surveys conducted by the Centers for Disease Control and Prevention (CDC) show that most people in the United States have been exposed to some PFAS. Most known exposures are relatively low, but some can be high, particularly when people are exposed to a concentrated source over long periods of time. Some PFAS chemicals can accumulate in the body over time.

Current research has shown that people can be exposed to PFAS by:

- Working in occupations such as firefighting or chemicals manufacturing and processing.
- Drinking water contaminated with PFAS.
- Eating certain foods that may contain PFAS, including fish.
- Swallowing contaminated soil or dust.
- Breathing air containing PFAS.
- Using products made with PFAS or that are packaged in materials containing PFAS.

Exposure to PFAS May be Harmful to Human Health

Current scientific research suggests that exposure to high levels of certain PFAS may lead to adverse health outcomes. However, research is still ongoing to determine how different levels of exposure to different PFAS can lead to a variety of health effects. Research is also underway to better understand the health effects associated with low levels of exposure to PFAS over long periods of time, especially in children.

What We Know about Health Effects

Current peer-reviewed scientific studies have shown that exposure to certain levels of PFAS may lead to:

- Reproductive effects such as decreased fertility or increased high blood pressure in pregnant women.
- Developmental effects or delays in children, including low birth weight, accelerated puberty, bone variations, or behavioral changes.
- Increased risk of some cancers, including prostate, kidney, and testicular cancers.

- Reduced ability of the body's immune system to fight infections, including reduced vaccine response.
- Interference with the body's natural hormones.
- Increased cholesterol levels and/or risk of obesity.

Additional Health Effects are Difficult to Determine

Scientists at EPA, in other federal agencies, and in academia and industry are continuing to conduct and review the growing body of research about PFAS. However, health effects associated with exposure to PFAS are difficult to specify for many reasons, such as:

- There are thousands of PFAS with potentially varying effects and toxicity levels, yet most studies focus on a limited number of better known PFAS compounds.
- People can be exposed to PFAS in different ways and at different stages of their life.
- The types and uses of PFAS change over time, which makes it challenging to track and assess how exposure to these chemicals occurs and how they will affect human health.

Certain Adults and Children May Have Higher Exposure to PFAS

Adults

Some people have higher exposures to PFAS than others because of their occupations or where they live. For example:

- Industrial workers who are involved in making or processing PFAS or PFAS-containing materials, or people who live or recreate near PFAS-producing facilities, may have greater exposure to PFAS.
- Pregnant and lactating women tend to drink more water per pound of body weight than the average person and as a result they may have higher PFAS exposure compared to other people if it is present in their drinking water.

Children

Because children are still developing, they may be more sensitive to the harmful effects of chemicals such as PFAS. They can also be exposed more than adults because:

- Children drink more water, eat more food, and breathe more air per pound of body weight than adults, which can increase their exposure to PFAS.
- Young children crawl on floors and put things in their mouths which leads to a higher risk of exposure to PFAS in carpets, household dust, toys, and cleaning products.

Breast milk from mothers with PFAS in their blood and formula made with water containing PFAS can expose infants to PFAS, and it may also be possible for children to be exposed in utero during pregnancy. Scientists continue to do research in this area. Based on current science, the benefits of breastfeeding appear to outweigh the risks for infants exposed to PFAS in breast milk [↗](https://www.atsdr.cdc.gov/pfas/health-effects/exposure.html) <https://www.atsdr.cdc.gov/pfas/health-effects/exposure.html>. To weigh the risks and benefits of breastfeeding, mothers should contact their doctors.

Where to Go for the Latest Information on PFAS

News Releases from EPA about PFAS

Sign up to receive EPA's press releases and alerts on PFAS related topics.

<https://epa.gov/newsroom>

Federal Government Resources

- U.S. Environmental Protection Agency (EPA) <https://epa.gov/pfas>
- Agency for Toxic Substances and Disease Registry (ATSDR) [↗](https://www.atsdr.cdc.gov/pfas/index.html) <https://www.atsdr.cdc.gov/pfas/index.html>
- National Institutes of Health (NIH) [↗](https://www.niehs.nih.gov/health/topics/agents/pfc/index.cfm) <https://www.niehs.nih.gov/health/topics/agents/pfc/index.cfm>
- Food and Drug Administration (FDA) [↗](https://www.fda.gov/food/chemicals/and-polyfluoroalkyl-substances-pfas) <https://www.fda.gov/food/chemicals/and-polyfluoroalkyl-substances-pfas>

- United States Department of Defense (DOD) [🔗](https://denix.osd.mil/dod-pfas/) <https://denix.osd.mil/dod-pfas/>
- United States Navy [🔗](https://www.secnav.navy.mil/eie/pages/pfc-pfas.aspx) <https://www.secnav.navy.mil/eie/pages/pfc-pfas.aspx>
- United States Air Force, Civil Engineering Center [🔗](https://www.afcec.af.mil/whatwedo/environment/perfluorinated-compounds/)
<https://www.afcec.af.mil/whatwedo/environment/perfluorinated-compounds/>

State Government Resources

- Association of State Drinking Water Administrators (ASDWA) [🔗](https://www.asdwa.org/pfas/)
<https://www.asdwa.org/pfas/>
- Interstate Technology and Regulatory Council (ITRC) [🔗](https://pfas-1.itrcweb.org/) <https://pfas-1.itrcweb.org/>
- Environmental Council of the States (ECOS) [🔗](https://www.ecos.org/pfas/) <https://www.ecos.org/pfas/>
- Environmental Research Institute of the States (ERIS) [🔗](https://www.eristates.org/projects/pfas-risk-communications-hub/)
<https://www.eristates.org/projects/pfas-risk-communications-hub/>

Information on How to Provide Input on Proposed Government Actions

What is a Regulation?


Under federal environmental laws, EPA and other federal agencies are authorized to help put those laws into effect by creating and enforcing regulations.


Regulations are mandatory requirements that can apply to individuals, businesses, state or local governments, non-profits, and others.

Federal agencies are required to provide an opportunity for public comment when proposing a new regulation and must consider the comments in revising the proposal and issuing a final rule. In carrying out our mission to protect human health and the environment, EPA develops regulations to prevent or to clean up hazardous chemicals released into our air, land, and water, some of which relate to PFAS.

Commenting on a proposed regulation is an important opportunity to make your voice heard. It is a way for you to provide decisionmakers with key information on any or all aspects of the proposed action, including:


- Pointing out key issues in the proposed regulation that you or your community are concerned about,
- Offering additional data and scientific evidence that may not have been considered,
- Identifying factual errors, and
- Proposing alternative solutions.

EPA's regulations will always be announced in the Federal Register and can be found at the following government websites: <https://www.federalregister.gov/> 

<<https://www.federalregister.gov/>>, and <https://www.regulations.gov/> 

<<https://www.regulations.gov/>>.

For some rules, EPA holds a public hearing where you can provide comments in person or remotely. The agency always accepts comments in writing. All comments – whether in person or written – get the same level of consideration. Below are additional resources to help you comment on EPA's proposed regulations related to PFAS.

- Learn how to get involved with EPA regulations <<https://epa.gov/laws-regulations/get-involved-epa-regulations>>.
- Read tips for submitting effective comments on EPA's proposed regulations <<https://epa.gov/dockets/commenting-epa-dockets>>.
- Watch a webinar on “Techniques and Skills for Providing Effective Input in the EPA Rulemaking Process.” 

[PFAS Home](https://epa.gov/pfas) <<https://epa.gov/pfas>>

PFAS Explained

[Action steps to reduce risk](https://epa.gov/pfas/meaningful-and-achievable-steps-you-can-take-reduce-your-risk) <<https://epa.gov/pfas/meaningful-and-achievable-steps-you-can-take-reduce-your-risk>>

EPA's current understanding

[Increasing our understanding](https://epa.gov/pfas/increasing-our-understanding-health-risks-pfas-and-how-address-them) <<https://epa.gov/pfas/increasing-our-understanding-health-risks-pfas-and-how-address-them>>

[EPA actions to address PFAS](https://epa.gov/pfas/epa-actions-address-pfas) <<https://epa.gov/pfas/epa-actions-address-pfas>>

[PFAS Strategic Roadmap <https://epa.gov/pfas/pfas-strategic-roadmap-epas-commitments-action-2021-2024>](https://epa.gov/pfas/pfas-strategic-roadmap-epas-commitments-action-2021-2024)

[Data and Tools <https://epa.gov/pfas/pfas-resources-data-and-tools>](https://epa.gov/pfas/pfas-resources-data-and-tools)

[State Information <https://epa.gov/pfas/us-state-resources-about-pfas>](https://epa.gov/pfas/us-state-resources-about-pfas)

[Contact Us <https://epa.gov/pfas/forms/contact-us-about-pfoa-pfos-and-other-pfas>](https://epa.gov/pfas/forms/contact-us-about-pfoa-pfos-and-other-pfas) to ask a question, provide feedback, or report a problem.

LAST UPDATED ON MARCH 16, 2022



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White House [↗](https://www.whitehouse.gov/) <https://www.whitehouse.gov/>

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General Information

Careful consideration must be taken to avoid potential cross contamination as PFAS are used extensively in applications to make items stain, grease, and water resistant and are also present in many plastic bags, bottles, detergents, cosmetic products, and many food packaging items. Additionally, with low laboratory detection limits (parts per trillion), any miniscule contamination could have a significant impact on the sample results.

Personal safety takes priority during all sampling. All samplers need to be properly trained to know about PFAS and potential contamination sources. The CA Waterboards offers a list of allowable Insect Repellants and Sunscreens that are currently PFAS free (https://www.waterboards.ca.gov/pfas/docs/march_pfas_sampling_guidelines.pdf).

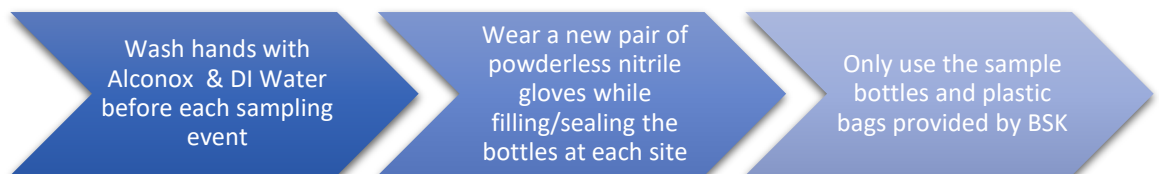
Prior to (up to 24 hours if possible) and during sampling, avoid interaction with the following:

PTFE (Teflon®)	Food packaging	New/unwashed clothing
PVDF (Kynar®)	Cosmetics / Personal care items	Clothing washed with fabric softeners
ETFE (Tefzel®)	Cigarette smoke	Water-resistant materials
PCTFE (Neoflon®)	Sunblock	Regular/Thick Markers
LDPE / Gasoline	Moisturizers / Fragrances	Post-It Notes / Chemical or Blue ice

Sampling Procedure - Prior to Sampling

- Coordinate with BSK
 - BSK will provide PFAS free containers, COC forms, ice chest, QC samples, powderless nitrile gloves, Alconox or Liquinox soap, and Plastic bags to be used for wet ice.
 - Verify you have enough bottles for your sites.
 - Each sampling site will have four bottles labeled “A”, “A-REP”, “B”, and “C”
 - Using new gloves, fill the plastic bags with wet ice (double bag to prevent leaking) **never use blue ice**.
 - Label bottles using a fine tip sharpie, gel or ball point pens; use **Uline Strapping Tape** (S-511 or Similar) as recommended by the Waterboards to seal the ice chest/box for return to the laboratory.
 - Avoid sampling during rain if possible.

Sample Collection



1. The sample tap should be flushed for a **minimum** of 5 minutes.
2. Reduce the flow to a slow laminar stream & uncap bottle “A” – **this container is your Field Sample**.
3. Do not place the bottle cap on any surface when collecting the sample.
4. Fill sample bottle to the neck of the bottle “A”, taking care not to flush out the preservative.
5. Cap bottle “A” and gently invert the bottle by hand until preservative is dissolved.
6. Place the bottle “A” in a provided plastic bag, and then into the ice chest.
7. Follow the same procedure for the bottle “A-REP” – **this container is your Field Sample Replicate**.
8. Right after collecting the Field Sample and Replicate, the Field Blank should be collected in the same location:
 - Bottle B – this container is your Reagent Water** **Bottle C – this container is your Field Blank**
 - a. Pour all the contents of bottle “B” into bottle “C”.
 - b. Return all bottles to the laboratory.