



BOARD OF DIRECTORS MEETING

AGENDA

November 2, 2023, Regular Meeting

Monte Rio Community Center

20488 Highway 116

Monte Rio, CA 95462

6:30 p.m.

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

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

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

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

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

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

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

- A. Approval of the Minutes of the October 5, 2023 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 Actual vs. Budgeted Report – FY 2023-24 1Q. *(Est. time 15 min.)*
- B. Discussion/Action re County projects on Moscow Road, Monte Rio Bridge, and Dutch Bill Creek Bridge. *(Est. time 10 min.)*
- C. Discussion/Action re District Unfunded Liability with CalPERS. *(Est. time 10 min.)*
- D. Discussion/Action re Lower Harrison Tank project bid results; Approve Resolution 23-16 Awarding the construction contract to Piazza Construction for Lower Harrison Tank Project. *(Est. time 10 min)*
- E. Discussion/Action re Board Subcommittee Reports (standing item) *(Est. time 5 min.)*
Subcommittees: Recruitment/Retention
- F. Discussion /Action re Letter of Support from Russian River Water Suppliers. *(Est. time 5 min.)*

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. Grants
- 7. Willow Road Drainage Project
- 8. Starrett Hill Property
- 9. Potter Valley Project
- 10. Gantt Chart

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: October 5, 2023

(*In order discussed)

October 5, 2023
6:30 p.m.

Board Members Present:

Tim Lipinski
Sukey Robb-Wilder
Gaylord Schaap
Richard Holmer

Board Members Absent:

(None.)

Staff in Attendance:

Eric Schanz, General Manager
Julie Kenny, Secretary to the Board (training)

Others in Attendance:

Erica Gonzalez, Meyers Nave et al.

I. CALL TO ORDER (6:30 p.m.)

The properly agendized meeting was called to Order by President Lipinski at 6:30 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:32 p.m.)

(None.)

III. CONSENT CALENDAR (6:32 p.m.)

President Lipinski resumed review of the items on the Consent Calendar. Director Holmer moved to approve the Consent Calendar as amended. Director Robb-Wilder seconded. Motion carried 4-0.

- A. Approval of the following Minutes of the September 7, 2023 Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (6:34 p.m.)

(None.)

V. ADMINISTRATIVE (6:35 p.m.) *

**in the order discussed*

- V-A. (6:35 p.m.) Discussion/Action re County projects on Moscow Road, Monte Rio Bridge and Dutch Bill Creek Bridge.** The GM provided an overview of this item. Discussion ensued. No action was taken.
- V-B. (6:43 p.m.) Discussion/Action re Approving Resolution 23-14, Contract with WRA Environmental Consultants for Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement project.** The GM provided an overview of this item. Discussion ensued. Director Robb-Wilder moved to approve Resolution 23-14, Awarding the Contract for Environmental Compliance Work for the Wright Drive Water Main, Natoma Tank and Edgehill Booster Station Replacement CIP Project to WRA Environmental Consulting and Approving a Project Budget of \$31,970. Director Holmer seconded. Motion carried 4-0.
- V-C. (6:48 p.m.) Discussion/Action re Approving Resolution 23-15, Authorizing and Revoking Signers to the West America Bank Accounts.** The GM provided an overview of this item. Director Holmer moved to adopt Resolution 23-15, Authorizing and Revoking Signers to the West America Bank Accounts. (Adding Director Nance Jones and Revoking Director Larry Spillane.) Director Robb-Wilder seconded. Motion carried 4-0.
- V-D. (6:50 p.m.) Discussion/Action re FY 2021-22 CalPERS Valuation Report and District Unfunded Liability report.** The Administrative Manager provided an overview of this item. Discussion ensued. No action was taken.
- V-E. (7:11 p.m.) Discussion/Action re Board Subcommittee Reports (standing item).
Subcommittees: Recruitment/Retention**

Director Holmer provided an overview of this item. The GM and Director Schaap provided further overview. Discussion ensued. No action was taken.

VI. GENERAL MANAGER'S REPORT (7:29 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. Grants
7. Willow Road Drainage Project
8. Lower Harrison Tank Project
9. Potter Valley Project Update
10. Muni-Link Billing System
11. Gantt Chart
12. Monte Rio Trail project

Discussion ensued.

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS
(8:12 p.m.)**

Director Holmer announced he would not be at the December Board meeting.

VIII. ITEMS FOR THE NEXT AGENDA (8:14 p.m.)

1. CalPERS UL placeholder
2. Ad Hoc committee report
3. Social Media policy
4. Lower Harrison Tank project bid results

ADJOURN

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

Julie A Kenny
Clerk to the Board of Directors (training)

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: November 2, 2023

**SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU
SEPTEMBER 30, 2023 (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 more than 25% of budgeted amount.

1Q revenue came in at .41% more than scheduled. However, it should be noted that our old billing system used cash-based accounting whereas the new billing system uses accrual-based accounting. With the changes in accounting due to our new billing system, we will use this year as a monitoring year, keeping a close eye on our numbers.

Billing system aside, last year's 1Q water sales were 64,132 units and this year's 1Q water sales were 63,997 units which are about the same. Both years are below normal compared to historical usage.

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

1Q expenditures are higher (7.5%) than budgeted. This is typical because certain District bills -- such as insurance -- are paid in full at the beginning of the fiscal year.

In the 1Q, the field purchased an unbudgeted boring machine for \$5,660.45 to assist in current and future projects.

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 the Harrison Tank Replacement project and the cancellation of the Monte Rio Bride Replacement project. Also, FEMA funding for the Moscow Slide Water Line Repair is currently under review and reimbursement is expected soon.

The Hay and Bay Water Line Replacement Project was removed as a capital project as the work was performed in house.

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 \$2,791,832.09 and Reserves Above Policy were \$2,010,149.09. 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 2023-24 Operating Budget Variances as of September 30, 2023 (25%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	\$ Variance	Notes (Underlined notes reflect changes since last report)	*=Ch ged
Ordinary Income/Expense							
Income							
OPERATING REVENUE							
4031 · Water Sales							
4031.13· Base Rate	497,385	2,128,436	-1,631,051	23.37%			
4031.11· Current Charges	206,708	697,430	-490,722	29.64%			
4031.12· Capital Debt Reduction C	91,086	389,419	-298,333	23.39%			
4031.15· Water Bill Penalties (Delin	11,611						
4031.14· Misc. Water Bill Charges (Fee:	10,466						
4031.4· Delinquent Deposit Paymen	-185						
Total 4031 · Water Sales	817,071	3,215,285	-2,398,214	25.41%	\$817,070.81		
Total OPERATING REVENUE	817,071	3,215,285	-2,398,214	25.41%	\$817,070.81		
NON-OPERATING REVENUE							
1700 · Interest	5,579	6,000	-421	92.99%	\$5,579.26		
3600 · Construction New Services	15,474	8,000	7,474	193.43%	\$15,474.36		
3601 · Construction - Service Upgrades	100	6,000	-5,900	1.67%	\$100.00		
4032 · Rent	43,265	124,800	-81,535	34.67%	\$43,264.64		
4445 · Grant Proceeds	0	0	0	0.0%	\$0.00		
4040 · Miscellaneous Income	241	1,500	-1,259	16.1%	\$241.44		
Total NON-OPERATING REVENUE	64,660	146,300	-81,640	44.2%	\$64,659.70		
Total Income	881,731	3,361,585	-2,479,854	26.23%	\$881,730.51		
Expense							
OPERATING EXPENSES							
SALARY & BENEFITS							
Salary							
5910 · Wages	257,483	999,600	-742,117	25.76%	(\$257,482.55)		
5912 · Overtime	18,104	35,000	-16,896	51.73%	(\$18,104.18)	<u>In the 1Q, the District had several large leaks requiring overtime hours to fix them.</u>	*
5916 · On-Call Pay	12,600	40,000	-27,400	31.5%	(\$12,600.00)		
Total Salary	288,187	1,074,600	-786,413	26.82%	(\$288,186.73)		
Benefits							
5500 · Flex Spending (Flex spendin	2,372	0	2,372	100.0%	(\$2,371.51)		
5920 · Retirement net employee sh	23,892	85,600	-61,708	27.91%	(\$23,891.64)		
5920.4 · Retirement - UL Mandator	0	1,500	-1,500	0.0%	\$0.00		
5922 · Payroll Taxes - Employer Pa	4,077	18,400	-14,323	22.16%	(\$4,077.32)		
5930 · Health/Dental/Vision/AFLAC	97,084	321,600	-224,516	30.19%	(\$97,084.38)		
5931 · Retiree Health	6,624	14,100	-7,476	46.98%	(\$6,624.00)	<u>In the 1Q, annual contribution to CERBT (\$3,000) made.</u>	*
5941 · Life insurance - GM	0	1,000	-1,000	0.0%	\$0.00		
5940 · Workers Comp Insurance	35,422	32,000	3,422	110.7%	(\$35,422.49)	<u>In the 1Q, workers' compensation insurance was paid for the year.</u>	*
Total Benefits	169,471	474,200	-304,729	35.74%	(\$169,471.34)		
Total SALARY & BENEFITS	457,658	1,548,800	-1,091,142	29.55%	(\$457,658.07)		
SERVICES & SUPPLIES							
Communications							
6040-I · Internet service	1,739	4,600	-2,861	37.82%	(\$1,739.49)		
6040-C · Cell Phones	1,230	7,250	-6,020	16.97%	(\$1,230.31)		
6040-P · Pagers & Radios	0	0	0	0.0%	\$0.00		
6040-T · Telephones	10,180	35,000	-24,820	29.09%	(\$10,180.22)		
Total Communications	13,150	46,850	-33,700	28.07%	(\$13,150.02)		
Insurances							
6101 · Gen. Liability	50,149	50,000	149	100.3%	(\$50,148.56)	<u>In the 1Q, paid for the year.</u>	*
Total Insurances	50,149	50,000	149	100.3%	(\$50,148.56)		
Maint/Rep - Office & Vehicles							
6140 · Vehicle Maintenance	1,455	18,000	-16,545	8.08%	(\$1,455.16)		
6151 · Office Maintenance	1,655	5,000	-3,345	33.1%	(\$1,654.78)		
Total Maint/Rep - Office & Vehicles	3,110	23,000	-19,890	13.52%	(\$3,109.94)		
Maint/Repair - Facilities							

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of September 30, 2023 (25%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	\$ Variance	Notes (Underlined notes reflect changes since last report)	*=Ch ged
6085 · Janitorial Services	1,693	12,000	-10,307	14.11%	#REF!		
6100 · SCADA system	1,279	8,000	-6,721	15.99%	(\$1,278.77)		
6180 · Distribution System Repairs	-5,458	60,000	-65,458	-9.1%	\$5,458.00		
6235 · Treatment Sys/Well Repairs	1,143	45,000	-43,858	2.54%	(\$1,142.50)		
6143 · Generator Maintenance	348	5,000	-4,652	6.96%	(\$348.02)		
Total Maint/Repair - Facilities	-996	130,000	-130,996	-0.77%	\$996.17		
Miscellaneous Expenses							
6280 · Memberships	434	11,500	-11,066	3.77%	(\$433.56)		
6303 · Claims	0	1,000	-1,000	0.0%	\$0.00		
6593 · Governmental Fees	4,582	31,755	-27,173	14.43%	(\$4,582.00)		
Total Miscellaneous Expenses	5,016	44,255	-39,239	11.33%	(\$5,015.56)		
Office Expense							
6410 · Postage	3,223	20,000	-16,777	16.12%	(\$3,223.19)		
6430 · Printing Expense	2,051	8,200	-6,149	25.01%	(\$2,050.76)		
6461 · Office Supplies	1,859	6,000	-4,141	30.99%	(\$1,859.39)		
6800 · Subscriptions/Legal Notices	333	1,400	-1,067	23.79%	(\$333.00)		
6890 · Computers/Software	392	2,500	-2,108	15.66%	(\$391.52)		
6895 · Billing System	3,636	15,400	-11,764	23.61%	(\$3,635.79)		
6897 · Website	996	3,000	-2,004	33.2%	(\$996.00)		
Total Office Expense	12,490	56,500	-44,010	22.11%	(\$12,489.65)		
Operating Supplies							
6300 · Chemicals	923	20,000	-19,077	4.62%	(\$923.11)		
6880 · Tools and Equipment	9,045	7,500	1,545	120.6%	(\$9,044.63)	<u>In the 1Q, the field purchasd an unbudgeted boring machine.</u>	*
6881 · Safety Equipment	1,740	3,000	-1,260	58.01%	(\$1,740.38)		
Total Operating Supplies	11,708	30,500	-18,792	38.39%	(\$11,708.12)		
Professional Services							
6514 · Lab/Testing Fees	2,843	16,000	-13,157	17.77%	(\$2,843.00)		
6570 · Consultant Fees	0	23,000	-23,000	0.0%	\$0.00		
6590 · Engineering	0	10,000	-10,000	0.0%	\$0.00		
6610 · Legal	6,121	30,000	-23,880	20.4%	(\$6,120.50)		
6630 · Audit/Accounting	19,093	45,850	-26,757	41.64%	(\$19,093.37)	<u>In the 1Q, we paid the auditor.</u>	*
Total Professional Services	28,057	124,850	-96,793	22.47%	(\$28,056.87)		
Rents & Leases							
7913 · Policy Reserve Loan	135,000	135,000	0	100.0%	(\$135,000.00)	<u>In the 1Q, this line item was paid for the year.</u>	*
6820 · Equipment	417	3,800	-3,383	10.99%	(\$417.44)		
6840 · Building & Warehouse	10,944	32,000	-21,056	34.2%	(\$10,944.00)	<u>1Q Bldg. rent paid thru October.</u>	*
Total Rents & Leases	146,361	170,800	-24,439	85.69%	(\$146,361.44)		
Transportation & Travel							
7120 · Seminars & related travel	350	3,000	-2,650	11.67%	(\$349.99)		
7201 · Vehicle Gas	8,876	42,000	-33,124	21.13%	(\$8,876.06)		
7300 · Travel Reimbursements	1,032	4,100	-3,068	25.16%	(\$1,031.63)		
Total Transportation & Travel	10,258	49,100	-38,842	20.89%	(\$10,257.68)		
Uniforms							
6021.1 · Boots	980	1,715	-735	57.14%	(\$980.00)		
6021.3 · T-shirts	1,481	1,500	-19	98.71%	(\$1,480.57)	<u>In the 1Q, t-shirts were purchased for the year.</u>	*
6021.4 · Jackets	0	250	-250	0.0%	\$0.00		
Total Uniforms	2,461	3,465	-1,004	71.01%	(\$2,460.57)		
Utilities							
7320 · Electricity	46,954	139,000	-92,046	33.78%	(\$46,953.86)		
7321 · Propane	169	4,000	-3,831	4.23%	(\$169.06)		
Total Utilities	47,123	143,000	-95,877	32.95%	(\$47,122.92)		
Total SERVICES & SUPPLIES	328,885	872,320	-543,435	37.7%	(\$328,885.16)		
Total OPERATING EXPENSES	786,543	2,421,120	-1,634,577	32.49%	(\$786,543.23)		
Net Ordinary Income	95,187	940,465	-845,278	10.12%	(\$95,187.28)		
Other Income/Expense							
Other Expense							
TRANSFERS TO OTHER FUNDS							

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of September 30, 2023 (25%)

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

	<u>FY 2023-24 Actual</u>	<u>2023-24 Budget</u>	<u>\$ Over Budget for the Year</u>	<u>% of Budget</u>	<u>\$ Variance</u>	<u>Notes (Underlined notes reflect changes since last report)</u>	<u>*=Ch ged</u>
8620.7 · Tfers to CIRF for CDR Revenue	0	389,419	-389,419	0.0%	\$0.00		
8620.3 · Tfers to CIRF	0	535,000	-535,000	0.0%	\$0.00		
8620.5 · Tfers to Building Fund	0	15,000	-15,000	0.0%	\$0.00		
Total TRANSFERS TO OTHER FUNDS	0	939,419	-939,419	0.0%	\$0.00		

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

	2022-23 (Estimate) (Actual)	2023-24 Budget/Actual (7.5% incr.)	2024-25 Estimate		
Total CIRF Balance Beginning of Year	\$1,994,980	\$1,031,288	\$1,165,983		
REVENUE					
Assessments/New Services	\$781,634	\$750,000	\$750,000		
CDR Transfer from Operations	\$349,022	\$389,419	\$408,890		
Operating Surplus Transfer from Operations	\$400,000	\$535,000	\$545,000		
Close out In-House Construction acct	\$0	\$54,637	\$0		
Interest	\$16,579	\$20,000	\$20,000		
New Construction	\$15,636	\$16,304	\$0		
Grants Received	\$701,360	\$119,305	\$0		
Total Revenue	\$2,264,231	\$1,884,665	\$1,723,890		
Total Available for Capital Expenses	\$4,259,211	\$2,915,952	\$2,889,873		
EXPENDITURES					
	TOTAL PROJECT COST	PAID (PY)	OBLIGATED BUT NOT YET PAID		GRANT INFORMATION
					GRANTS APPROVED GRANTS RECEIVED CY GRANTS RECEIVED PY GRANTS APPROVED BUT NOT YET REC'D
CIP Projects					
CIP 2021	\$1,790,608	\$1,790,608	\$0	\$1,650,342	\$0
Lower Harrison	\$581,675	\$60,323	\$11,026	\$38,754	\$500,000
MR Well 5	\$120,047	\$110,191	\$0	\$32,678	\$0
County MR Bridge	\$854,000	\$1,080	\$25,000	\$1,373	\$0
County Moscow Road 2019 slide	\$50,000	\$7,898	\$12,628	\$3,353	\$0
County Moscow Road 2023 slide	\$257,640	\$205,685	\$25,000	\$192,079	\$2,605
County Neeley Road Emergency Proj	\$489,790	\$339,860	\$149,830	\$339,860	\$69,544
Wright Dr - Design	\$243,810	\$0	\$31,970	\$0	\$0
Wright Drive main pressure zone*		\$0	\$0		
Wright Drive main pressure zone*		\$0	\$0		
Wright Drive upper pressure zone	\$3,087,093	\$0	\$0	\$0	\$0
Natoma Tank		\$0	\$0		
Schoeneman pressure zone	\$900,000	\$0	\$0	\$0	\$0
Schoeneman tank	\$600,000	\$0	\$0	\$0	\$0
Total CIP Projects		TOTAL UNPD OBLIGATIONS:	\$255,454	\$2,258,438	\$572,149
					\$0
Other Capital Expenses					
Annual transfer to Policy Reserves				\$8,174	\$32,821
In-House Project/Site Improvements				\$15,289	\$120,000
District Master Plan				\$0	\$200,000
Vehicle				\$0	\$80,000
Total Other Capital Projects/Equipment				\$23,463	\$432,821
					\$0
Capital Debt Payments (for next FY)					
Debt tfer (reduced by Sinking Fund adj.)				\$744,661	\$745,000
Debt Sinking Fund				\$200,000	\$0
Total Debt				\$944,661	\$745,000
Total CIP/Debt Expenditures				\$3,226,563	\$1,749,970
Total CIRF Balance End of Year (Est.)				\$1,032,648	\$1,165,983
				\$2,144,873	
	Actual CIRF			\$1,031,288	

FY 2023-24: Lower Summit Tank liner (\$15G); El Bo Well Rehab (\$80G); In-House

Non-Operating Balances FY 2023-24 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 2023-24 Policy Reserves: \$1,412,504 <small>Reserve Loans Outstanding: \$460,000 (Nov 2020 loan)</small>
NAME	CERBT <small>(Contributions are part of Reserves)</small>	PARS <small>(Contributions are part of Reserves)</small>	Operations	Bldg Fund	FY 2023-24 POLICY RESERVES: \$1,412,504 <small>In this fund (net of Inana): \$703,986</small>	In-house Construction	Capital Improvements	Guernewood Project Escrow Funds	Cap One Bonds and Citizens Bank Loan Debt	USDA Bond Debt <small>(at WestAmerica)</small>			POLICY RESERVES NET RESERVE LOANS:	
Fund	CONTRIBUTIONS: \$48,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76755	76756	76757	76762				\$952,504	
Dep't			7106 0100	7106 0200	7106 0300	7106 0500	7106 0600	7106 0700	7106 1200				Reserves Above Policy:	
FP1-Jul	\$64,477.09	\$263,734.32	\$132,454.24	\$85,850.00	\$536,165.00	\$54,636.65	\$1,040,884.96	\$ 3,920.00	\$822,114.49	\$149,636.96	\$2,676,025.34	\$3,153,873.71	\$2,372,190.71	
FP2-Aug	\$64,477.09	\$258,604.11	\$132,454.24	\$85,850.00	\$568,986.00	\$0.00	\$1,032,438.05	\$ 3,920.00	\$333,198.30	\$149,639.50	\$2,156,846.59	\$2,629,567.29	\$1,847,884.29	
FP3-Sept	\$64,886.73	\$249,032.37	\$157,454.24	\$85,850.00	\$703,986.00	\$0.00	\$1,108,147.16	\$ 3,920.00	\$333,198.30	\$85,357.29	\$2,392,555.70	\$2,791,832.09	\$2,010,149.09	
FP4-Oct														
FP5-Nov														
FP6-Dec														
FP7-Jan														
FP8-Feb														
FP9-Mar														
FP10-Apr														
FP11-May														
FP12-Jun														
FP 13 (FINAL)														

** 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)
 *** PARS and CERBT contributions only are included as part of Reserves

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: November 2, 2023

Subject: Moscow Road Slides/Dutch Bill Creek Bridge/ Monte Rio Bridge

RECOMMENDED ACTION:

This is an opportunity for Staff and Board Directors to provide updates on the Moscow Road slide repairs, Dutch Bill Creek Bridge repair and the Monte Rio Bridge retrofit project that Sonoma County Public Infrastructure currently has underway.

FISCAL IMPACT:

None

DISCUSSION:

Due to multiple Sonoma County Public Infrastructure projects in the area this item has been placed on the agenda as a standing item to allow for updates and information to be shared that could affect the District and the Districts Customers.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: November 2023

Subject: Discussion/Action re CalPERS Valuation Report and District Unfunded Liability

RECOMMENDED ACTION:

During the last Board meeting the Board requested that this item be added to the November meeting agenda to allow for more discussion and possible action regarding the CalPERS Valuation Report and the District's Unfunded Liability. Staff is recommending the Board take action to address the District's unfunded liability.

FISCAL IMPACT:

Impacts to the District will vary depending on action taken by the Board to address the unfunded liability. Staff is recommending that the District pay the unfunded liability totaling approximately \$500,000 from District Reserves, to be reimbursed this year and next at \$250,000.00 each year (See attached plan).

Total Unfunded Liability including interest is projected to be \$533,484.00.

DISCUSSION:

Attached is the staff report from the October meeting to serve as a reference to aid in discussion. Also attached is a plan to reduce the District unfunded liability over the next two fiscal years. The District has the option to follow the CalPERS payment plan that has a projected term of twenty years or the District can develop a plan to pay down the unfunded liability sooner.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C.1

FROM: Eric Schanz, General Manager

Meeting Date: October 5, 2023

Subject: Discussion/Action re CalPERS Valuation Report and District Unfunded Liability

RECOMMENDED ACTION:

None. Information only.

FISCAL IMPACT:

For FY 2023-24, the District's mandatory payment for CalPERS Unfunded Liability (UL) is \$0 (for the 2% at 55 Plan). However, the unfunded liability accrued in FY 2021-22 will have a fiscal impact beginning in FY 2024-25. The size and duration of the impact will depend on how the District chooses to pay off the liability.

DISCUSSION:

This staff report reviews the UL portion of the annual retirement valuation we receive in August from PERS. This year's report provides final UL figures for FY 2021-22 and preliminary figures for FY 2022-23. Discussion is limited to the District's 2%@55 plan.

Review: What is UL? Unfunded Liability (UL) represents the shortfall between the District's assets at PERS and the present value of estimated retirement costs for current and future District retirees. As a simple example, if PERS estimates it will cost \$3,000,000 (adjusted for present value) to fund the retirement of existing and future District retirees, but our assets with PERS are only \$2,500,000, the UL would be \$500,000:

$$\text{Example: } \$3,000,000 - \$2,500,000 = \$500,000$$

These figures can also be used to determine a retirement plan's "funded status". In the example above, the District would be considered 83.3% funded:

$$\text{Example: } \$2,500,000 / \$3,000,000 = .833, \text{ or } 83.3\%$$

UL information in this year’s annual valuation report, which covers FY 2021-22. We began the year with a UL surplus of \$615,525. We earned interest on that surplus in the sum of \$35,424.

In FY 2021-22 CalPERS investment returns were actually investment losses of -6.1%. CalPERS assumes it will achieve investment returns of 6.8% each year, so in FY 2021-22 it missed its investment assumptions by 12.9%.

The total increase to the District’s liability as a result of this investment shortfall was \$1,027,062. Subtracting our surplus, we ended FY 2021-22 with an unfunded liability of \$376,112. During FY 2022-23, interest was charged on this liability (at a rate of 6.8%).

FY 2020-21 UL (surplus):	\$ 615,525
Plus Interest earnings:	35,424
Minus FY 2021-22 Investment	
Losses	1,027,062
FY 2021-22 UL	\$ 376,113

It’s a grim report this year for the District, “but you should see the other guys.” Because we had a surplus going into FY 2021-22, **the District’s funded status at FYE 2022 is 94.1%**, down from 110.3% at the end of FY 2020-21 but still at a respectable number. PERS as a whole, on the other hand, has a funded status of 72% as of FYE 2022. (See, PERS’ Investment and Pension Funding Facts at a Glance for FY 2021-22 attached.)

UL information for FY 2022-23. Since the FY 2021-22 report was prepared, we now know that PERS achieved investment returns of **5.8%** in FY 2022-23, missing the assumed return of 6.8% by 1%. We don’t know yet how much that will add to the District’s liability, but staff is projecting that UL will rise by approximately \$100,000 as a result of this miss.

JK's Proposal to Address Unfunded Liability (2%@55 Plan):

Pay off using District Reserves in FY 2023-24, then reimburse District Reserves as follows:

Total payments: \$573,484

	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
UL Beginning Balance								
UL added (est.)	-\$650,949	\$405,884	\$533,484		\$0			
Interest Accrued	\$1,031,258	\$100,000	\$0	\$0	\$0			
PERS Mandatory Pymt est	\$25,575	\$27,600	\$20,000	\$0	\$0			
PERS Extra Payment Operations*	\$0	\$0	\$0	\$0	\$0			
PERS Extra Payment Sinking Fund (CIRF)	\$0	\$0	\$0	\$148,484	\$0			
PERS Extra Payment PARS	\$0	\$0	\$200,000	\$125,000	\$0			
PERS Extra Payment Building Fund	\$0	\$0	\$25,000	\$25,000	\$0			
Est PERS UL FYE	\$0	\$0	\$50,000	\$0	\$0			
	\$405,884	\$533,484						

*(Adds one additional year of Reserves reimbursement from Operations to the current Reserves reimbursements schedule)

CalPERS Schedule to Address Unfunded Liability

Total payments: \$1,013,779

	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
UL added								
UL added (est.)	-\$650,949	\$405,884	\$533,484					
Interest Accrued	\$1,031,258	\$100,000	\$0	\$0	\$0			
PERS Mandatory Pymt FY 2021-22 UL ad	\$25,575	\$27,600						
PERS Mandatory Pymt FY 2022-23 UL ad	\$0	\$0	\$0	\$16,302	\$23,426	\$30,550	\$37,673	\$44,797
Est PERS UL FYE	\$0	\$0	\$0	\$0	\$3,728	\$5,371	\$7,004	\$8,637
	\$405,884	\$533,484						
								\$44,797 plus 14 years plus 15 years

Is this a wise time to deplete cash on hand for UL? Staff believes "yes". We are still receiving grant funding, and anticipated costs for two of our projects (Willow/Bay and MR Bridge) are now off the table, at least for the short term. Costs for our next two projects (Lower Harrison tank and Wright Dr.) which will be under construction for at least the next two years have been approved for partial grant funding, and for FY 2022-23 we should have reduced staffing costs as we have not yet hired an open field position. Also, County interest earnings, while higher, are still less than PERS UL interest rates.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date : November 2, 2023

Subject: AWARD OF LOWER HARRISON WATER TANK REPLACEMENT PROJECT

RECOMMENDED ACTION: Approve Resolution 23-16 which recognizes that no responsive bids were received; that according to Public Contract Code Section 22038(c) the District is allowed to negotiate a contract with a contractor of their choosing if no bids were received; and conditionally awards the Lower Harrison Water Tank Replacement Project construction contract to Piazza Construction for a not to exceed amount of \$675,500, and authorizes the General Manager to approve change orders for a total amount not to exceed \$67,550. Additionally, approve a contract amendment with Coastland Civil Engineering for a not to exceed amount of \$129,060 for providing construction management and inspection services.

FISCAL IMPACT: \$675,500 for construction, plus up to \$67,550 in possible change orders, plus \$129,060 construction management and inspection fees for a total amount of \$872,110.

DISCUSSION:

The existing Lower Harrison Water Tank has reached its useful service life and is slated for replacement. The tank has a nominal capacity of 130,000 gallons and will be replaced with a new bolted steel tank in a similar location.

The project scope includes demolishing, removing and disposal of the existing steel water storage tank and foundation; perform minor earthwork; construct ring wall foundation; construct site grading and drainage improvements; modify existing water mains for new tank configuration and seismic connections; supply, install, maintain and remove temporary piping and storage facilities as needed for interim water system operation; supply and install new epoxy-coated, cone-deck, bolted-steel tank with all pipe connections, access openings, nozzles, taps, drains, ladders, vents, and other appurtenances; install new cathodic protection system; construct electrical power and control systems; perform testing, cleaning, and disinfection of the storage tank and piping; and related improvements; and perform other miscellaneous minor work as required to construct the complete water storage tank system.

The project was advertised for bidding on September 28, 2023, and bids were opened on October 26, 2023 at 2:30 pm. One bid was received from Piazza Construction in the amount of \$675,500. The project had an Engineer's Estimate of Probable Cost of \$592,000.

November 2, 2023

After careful review and analysis of the low bid submitted by Piazza Construction (Piazza) the bid was found to be complete except for inclusion of a signed copy of Addendum No. 1, which was not provided with the bid proposal as required. As the exclusion of signed Addendum No. 1 renders Piazza's bid non-responsive, technically, no responsive bids were received.

Pursuant to Section 22038(c) of the Public Contract Code (PCC) if no responsive bids are received by an agency, the project may be performed through a negotiated contract. Staff has contacted Piazza who confirmed that it was an oversight on their part in not acknowledging Addendum No. 1, and confirmed that their bid took into account the information contained in Addendum No. 1. Therefore, based on the provisions of the PCC, staff has negotiated with Piazza Construction to keep the bid price shown in their bid and is recommending awarding the bid to Piazza. Piazza has a good working relationship with the District on past projects.

The work authorized under this contract is scheduled to start as soon as possible after the award and according to the bid documents, will be completed within 130 working days of the notice to proceed.

In summary, the total award amount for the construction contract is \$675,500. The staff recommendation includes the bid amount of \$675,500 by Piazza Construction, and authorization for the General Manager to approve up to \$67,550 in total change order authority for work not anticipated by the contract. In addition, construction management and inspection costs for the project are estimated at \$129,600. Overall, staff is recommending approving an overall project budget of \$872,110.

The majority of the expense associated with this project is anticipated to be funded through a California Department of Water Resources Grant in the amount of \$581,675. The District is responsible for costs in excess of this amount (a maximum of \$290,435).

Staff recommends approval of Resolution 23-16 which conditionally awards the Lower Harrison Water Tank Replacement Project contract to Piazza Construction for a not to exceed amount of \$675,500, authorizes the General Manager to approve change orders for an amount not to exceed \$67,550 and authorizes the General Manager to sign a contract amendment with Coastland Civil Engineering to provide construction management and inspection services for the project. The conditions of the bid award include Piazza Construction's timely delivering the duly executed Project contract and submitting all required documents, including properly executed bonds, certificates of insurance and endorsements, pursuant to the Project bid documents.

Resolution No. 23-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT AWARDING CONTRACTS FOR THE LOWER HARRISON WATER TANK REPLACEMENT PROJECT TO PIAZZA CONSTRUCTION, AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH COASTLAND CIVIL ENGINEERING FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES AND APPROVING AN OVERALL PROJECT BUDGET OF \$872,110

WHEREAS, District staff prepared construction bid document and advertised for construction of the Lower Harrison Water Tank Replacement Project (“Project”); and

WHEREAS, District staff solicited bids for the Project on September 28, 2023 and

WHEREAS, on October 26, 2023, one bid was received and opened in accordance with the bid instructions and

WHEREAS, the bid received was not considered responsive, as it did not include a signed copy of Addendum 1; and

WHEREAS, Pursuant to Section 22038(c) of the Public Contract Code, if no responsive bids are received, the project may be performed through a negotiated contract; and

WHEREAS, District Staff has contacted Piazza Construction and, in accordance with Section 22038(c) of the Public Contract Code, has negotiated a contract price of \$675,500 for the project; and

WHEREAS, Piazza Construction has a valid California Contractors license, is registered with the Department of Industrial Relations meets the requirements stated in the bidding instructions, and

WHEREAS, the District and Coastland Civil Engineering are parties to an On-Call Professional Services Agreement dated October 5, 2020, for engineering matters, including construction management and inspection services, and Coastland Civil Engineering has submitted estimated costs for construction management and inspection services for the Project in a task order amount not to exceed \$129,060; and

WHEREAS, as the Project involves the replacement of existing facilities and will result in negligible or no expansion of capacity, the Project is categorically exempt from environmental review, pursuant to the California Environmental Quality Act (“CEQA”) and Title 14, the California Code of Regulations (“CEQA Guidelines”), section 15301(b) and 15302(c); and

WHEREAS, notwithstanding the above-referenced bid amount, staff is recommending that a contingency budget of \$67,550 be approved with the overall project to pay for unanticipated construction issues that may arise during construction.

NOW, THEREFORE BE IT RESOLVED, that the District Board of Directors of the Sweetwater Springs Water District hereby:

Resolution 23-16, Lower Harrison Water Tank Project
November 2, 2023

1. Finds the negotiated contract in the amount of six hundred seventy five thousand five hundred and no cents (\$675,500.00) by Piazza Construction to be accepted.
2. Hereby awards the Lower Harrison Water Tank Replacement Project to Piazza Construction and authorizes the General Manager to sign a contract with Piazza Construction in the amount of six hundred seventy five thousand five hundred dollars (\$675,500.00) conditioned on Piazza Construction timely executing the Project contract and submitting all required documents in accordance with the Project bid documents.
3. Directs staff to issue a Notice of Award to Piazza Construction.
4. Authorizes a contingency budget for the project to be established at \$67,550 and authorizes the General Manager to approve change orders on the Project up to this amount.
5. Authorizes the General Manager to sign a contract amendment with Coastland Civil Engineering to provide construction management and inspection services in an amount not to exceed one hundred twenty nine thousand sixty dollars and no cents (\$129,060) pursuant to the On-Call Professional Services Agreement dated October 5, 2020 .
6. Establishes the overall budget for the Project be at an amount not to exceed eight hundred seventy two thousand one hundred ten dollars and no cents (\$872,110.00).
7. The Project has been found to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15301(b) and 15302(c) of Title 14 of the California Code of Regulations.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on November 2, 2023, by the following vote.

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

Tim Lipinski
President of the Board of Directors

Attest: Nicole King
Clerk of the Board of Directors

[END OF RESOLUTION]

EXHIBIT A
AGREEMENT

The Sweetwater Springs Water District, (“District”) enters into this agreement, dated for reference purposes only, with Piazza Construction (“Contractor”).

RECITALS

- A. **NOTICE INVITING BIDS.** The District gave notice inviting bids to be submitted by October 26, 2023, for the **Lower Harrison Water Tank Replacement Project** by posting in accordance with California Public Contract Code Section 20164 and other applicable law.
- B. **BID OPENING.** On October 26, 2023, at 2:30 pm District representatives opened the bids for the **Lower Harrison Tank Replacement Project** and read the bids aloud.
- C. **PROJECT AWARD.** On November 2, 2023, the District awarded the **Lower Harrison Water Tank Replacement Project** to the Contractor and directed District staff to send the Contractor written notice of award of the project. The District conditioned award of the project on the Contractor’s providing executed copies of all documents specified in the contract check list included in the bid package within ten (10) working days of receiving written notice of award of the project.
- D. **REQUIRED DOCUMENTS.** The Contractor has provided the District executed copies of all documents specified in the contract check list included in the bid package within ten (10) working days of receiving written notice of award.

AGREEMENT TERMS

The District and the Contractor agree as follows:

1. **THE WORK.** The Contractor shall furnish all equipment, tools, apparatus, facilities, material labor, and skill necessary to perform and complete in a good and workmanlike manner the **Lower Harrison Water Tank Replacement Project** (“Work”) as shown in the Technical Specifications and Project Plans in accordance with the Contract Documents and applicable law.
2. **LOCATION OF WORK.** The Work will be performed at the following locations: Moscow Road, Monte Rio, California.
3. **TIME FOR COMPLETION.** The Contractor must complete the Work in accordance with the Contract Documents within 130 working days from the date specified in the District’s Notice to Proceed (“Time for Completion”).
4. **REMEDIES FOR FAILURE TO TIMELY COMPLETE THE WORK.** If the Contractor fails to fully perform the Work in accordance with the Contract Documents by the Time for Completion, as such time may be amended by change order or other modification to this agreement in accordance with its terms, and/or

if the Contractor fails, by the Time for Completion, to fully perform all of the Contractor's obligations under this agreement that have accrued by the Time for Completion, the Contractor will become liable to the District for all resulting loss and damage in accordance with the Contract Documents and applicable law. The District's remedies for the Contractor's failure to perform include, but are not limited to, assessment of liquidated damages of **\$3,500 per day** in accordance with California Government Code Section 53069.85 and Section 7-1.02 of the General Provisions, and/or obtaining or providing for substitute performance in accordance with the Contract Documents.

5. CONTRACT PRICE AND PAYMENT. As full compensation in consideration of completion of the Work in accordance with the Contract Documents and in consideration of the fulfillment of all of the Contractor's obligations under the Contract Documents, the District will pay the Contractor in lawful money of the United States the total price of \$675,500.00 (the "Contract Price") as specified in the Contractor's completed Bid Schedule provided on October 27, 2023, and attached to and incorporated in this agreement. Payment to the Contractor under this agreement will be for Work actually performed in accordance with the Contract Documents and will be made in accordance with the requirements of the Contract Documents and applicable law. The District will have no obligation to pay the Contractor any amount in excess of the Contract Price unless this agreement is first modified in accordance with its terms. The District's obligation to pay the Contractor under this agreement is subject to and may be offset by charges that may apply to the Contractor under this agreement. Such charges include but are not limited to, charges for liquidated damages and/or substitute performance in accordance with the Contract Documents.
6. PREVAILING WAGES. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code must be paid to all workers engaged in performing the Work. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for the locality in which the Work is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the office of Coastland Civil Engineering and will be made available on request. Throughout the performance of the Work the Contractor must comply with all provisions of the Contract Documents and all applicable laws and regulations that apply to wages earned in performance of the Work.
7. THE CONTRACT DOCUMENTS. This agreement consists of the following documents ("Contract Documents"), all of which are incorporated into and made a part of this agreement as if set forth in full. In the event of a conflict between or among the Contract Documents, precedence will be in the following order:

- 7.1 This agreement and change orders and other amendments to this agreement signed by authorized representatives of the District and the Contractor.
- 7.2 The General Provisions and change orders and other amendments to the General Conditions signed by authorized representatives of the District and the Contractor.
- 7.3 The Special Provisions, addenda to the Special Provisions signed by authorized representatives of the District and issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other amendments to the Technical Specifications signed by authorized representatives of the District and the Contractor.
- 7.4 The Project Plans, addenda to the Project Plans signed by authorized representatives of the District and issued prior to bid opening, Equal Product Proposals accepted by the District and signed by authorized District representatives prior to bid opening, and change orders and other amendments to the Project Plans signed by authorized representatives of the District and the Contractor.
- 7.5 Notice Inviting Bids.
- 7.6 Instructions to Bidders.
- 7.7 The successful bidder's completed Proposal Form and Bidder's Sheet.
- 7.8 The successful bidder's completed Contractor License Information.
- 7.9 The successful bidder's completed List of Proposed Subcontractors.
- 7.10 The successful bidder's Workers Compensation Insurance Certification.
- 7.11 The successful bidder's completed Non-Collusion Declaration.
- 7.12 The successful bidder's Debarment Certification.
- 7.13 The successful bidder's completed Certificates of Insurance and Endorsements.
- 7.14 The successful bidder's executed Performance Bond.
- 7.15 The successful bidder's executed Payment Bond.
- 7.16 Executed Escrow for Deposit Agreement, if applicable.
- 7.17 Change Order Form.
- 7.18 The Maintenance Bond form included in the bid package that the Contractor must execute prior to release of final payment under the Contract.

- 7.19 The successful bidder's Qualification Statement, if any.
- 7.20 The successful bidder's signed Signature Form.
8. PROVISIONS INCORPORATED BY REFERENCE. Provisions or parts of provisions that are incorporated by reference and not set forth at length in any of the Contract Documents will only form a part of this Agreement to the extent the Contract Documents expressly make such provisions or parts of provisions a part of this Agreement. For example, published public works agreement provisions, such as those of the State of California Department of Transportation 2018 Standard Specifications (known as the Standard Specifications) are only a part of this Agreement to the extent expressly incorporated in this Agreement by section number, and references in the Standard Specifications incorporated by reference to other Standard Specifications do not make such other Standard Specifications a part of this Agreement. When such published provisions are made a part of this Agreement, references in the published provisions to other entities, such as the State, the Agency, or similar references, will be deemed references to the District as the context of this Agreement may require.
9. INTERPRETATION OF CONTRACT DOCUMENTS. Any question concerning the intent or meaning of any provision of the Contract Documents, including, but not limited to, the Technical Specifications or Project Plans, must be submitted to the District, for issuance of an interpretation and/or decision by an authorized District representative in accordance with the requirements of the Contract Documents. Interpretations or decisions by any other person concerning the Contract Documents will not be binding on the District. The decision of an authorized District representative shall be final.
10. ASSIGNMENT PROHIBITED. The Contractor may not assign part or all of this agreement, or any moneys due or to become under this agreement, or any other right or interest of the Contractor under this agreement, or delegate any obligation or duty of the Contractor under this agreement without the prior written approval of an official authorized to bind the District and an authorized representative of Contractor's surety or sureties. Any such purported assignment or delegation without such written approval on behalf of the District and the Contractor's sureties will be void and a material breach of this agreement subject to all available remedies under this agreement and at law and equity.
11. CERTIFICATION RE CONTRACTOR'S LICENSE. By signing this Agreement the Contractor certifies that the Contractor holds a valid Type A license issued by the California State Contractors Licensing Board, and that the Contractor understands that failure to maintain its license in good standing throughout the performance of the Work may result in discipline and/or other penalties pursuant to the California Business and Professions Code, and may constitute a material breach of this agreement subject to all available remedies under this agreement and at law and equity.
12. SEVERABILITY. If any term or provision or portion of a term or provision of this Agreement is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.

Executed on _____, 2023, by

CONTRACTOR

SWEETWATER SPRINGS
WATER DISTRICT

By: _____

By: _____

Title: _____

Title: President, Board of Directors

[Attach Notary Page]

Attest:

By: _____

Clerk of the Board

October 27, 2023

Mr. Eric Schanz
General Manager
Sweetwater Springs Water District
17081 Highway 116, Ste B
Guerneville, CA 95446

Subject: Proposal for Construction Management and Inspection Services for the Lower Harrison Water Tank Replacement Project

Dear Eric:

Coastland | DCCM is pleased to provide you with this letter proposal to provide Construction Management (CM) and Inspection services to Sweetwater Springs Water District for the Lower Harrison Water Tank project.

PROJECT UNDERSTANDING

The Lower Harrison Water Tank Replacement Project (Project) consists of demolition, removal and disposal of existing steel water storage tank and foundation; performing minor earthwork; constructing ringwall foundation; constructing site grading and drainage improvements; modifying existing water mains for new tank configuration and seismic connections; installation, maintenance and removal of temporary piping and storage facilities as needed for interim water system operation; installation of new epoxy-coated, cone-deck, bolted-steel tank per AWWA D-103 with all pipe connections, access openings, nozzles, taps, drains, ladders, vents, and other appurtenances; installation of new cathodic protection system; construction of electrical power and control systems; perform testing, cleaning, and disinfection of the storage tank and piping, and performing other miscellaneous minor work as required to construct the complete water storage tank system.

The contract agreement includes 130 working days to complete construction. We assume a large portion of working days will be used for the water tank shop drawing submittals and fabrication. For the purposes of this proposal we have assumed 40 working days for inspection services. The construction contract amount for this project is \$675,500.

SCOPE OF WORK

Coastland | DCCM's overall approach to performing Construction Management and Inspection focuses on teaming with District forces to produce a high-quality, cost-effective project. Our Construction Manager and Inspector will keep the District informed regarding costs, changes, public relations, and construction progress. We will coordinate closely with the District for the entire project duration. From the onset of the project, we will establish the lines of communication and decision-making roles with all project stakeholders. Based on our understanding of the project our scope of services is as follows:

TASK 1 – PRE-CONSTRUCTION MEETING

Immediately following the Notice to Proceed, our Construction Manager will schedule and administer the pre-construction meeting. During this meeting we will establish lines of communication and decision-making roles with all project stakeholders. We will also discuss safety requirements, responsibilities of the project

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
420 Executive Court North, Ste. G
Fairfield, CA 94534
Tel: 707.702.1961

team members, working hours, quality control procedures, submittal requirements, project schedule, change order and potential claim procedures, and safety procedures.

Coastland | DCCM will be responsible for generating pre-construction meeting invitations including the meeting agenda. Agenda items include lines of communication, public relations, safety, submittals, change procedures, payments, progress schedules, contract time, requests for information, and other applicable items. Coastland | DCCM will prepare and distribute meeting minutes to all parties.

Following the pre-construction meeting, Coastland | DCCM will continue to work with the District team, contractor, and Coastland | DCCM's design team to ensure that all project issues are addressed promptly and that the District's best interests are considered at all times.

TASK 2 – PRE-CONSTRUCTION SITE VISIT AND DOCUMENTATION

Coastland | DCCM will take pre-construction digital photos of the construction site with special attention given to sensitive areas including any private residences and businesses adjacent to the project. Documenting the site prior to construction will help mitigate possible disputes between the District, contractor and property owners within or adjacent to the project limits. These photos will be logged and filed with the project files.

TASK 3 – PROJECT START-UP

Coastland | DCCM will assemble project files in accordance with the District's standard format. Coastland | DCCM utilizes a centralized system for document control to create, store, organize, track, and link all project information. Our digital record-keeping will ensure the constant flow of documentation to a form that quickly and easily identifies trends and critical issues and will help keep the project moving as it helps document the work.

TASK 4 - DAILY FIELD INSPECTIONS AND DOCUMENTATION

A critical aspect of our services is maintaining close communication with District staff to ensure scheduling goals are met. To help maintain close communication, Coastland | DCCM's inspector will be accessible to the District at all times at the project site and through the use of email and cellular phones. Coastland | DCCM's on-site inspector will examine all construction activities to ensure that the contract work adheres to the contract documents, District standards and the established schedule.

We will maintain records and provide documentation of the work in the form of daily reports, weekly summary of construction activities, deficiency lists, and progress photographs of construction activities. Daily reports will describe the contractor's level of effort, specific work being done, started, or finished, and relevant points raised by the contractor that may require consideration and response. We also document proposed change orders and claims, important conversations, safety issues or accidents, extra work in progress, materials testing performed, information for "as-built" drawings, quantities for progress payments, environmental concerns and hazardous materials.

Coastland | DCCM will provide a digital photo logbook of construction activities, progress, and areas of concern or interest. The photo log will be compiled on a portable storage device (USB drive) and will identify the location and date of each photo. The log will be maintained through the duration of the project to assure continuity from one week to the next and will be submitted to the District at the close of the project.

Coastland | DCCM will continually review the specifications and plans to ensure the work is of good quality and meets the requirements of the contract documents. Coastland | DCCM will immediately report any deviation from the approved contract documents.

Our inspector will identify actual and potential problems and provide solutions. We will maintain daily documentation and resolve issues by proposing field changes and avoid any delays.

Our inspector will review the Contractor's traffic control plan to make certain that access is maintained during construction.

In summary, our Inspector's responsibilities include:

- Represent the District in ensuring that the terms of the construction contract are followed throughout the term of the project.
- Participate in regular meetings called by the Construction Manager.
- Protect the interest of the District.
- Daily inspection of the contractor's work for conformance to the contract documents, codes, regulations, and District standards.
- Prepare and submit daily inspection reports that document all job site activities.
- Serve as a daily contact for the contractor as to performance of the construction.
- Respond promptly to District requests.
- Verify construction material quantities.
- Monitor traffic control procedures.
- Distribute notifications to impacted public regarding the status of construction.
- Document construction activities with photographs and maintain a photo log.
- Respond to calls from the public promptly and log any complaints in a timely manner.
- Work overtime as needed to assure presence on site during all construction activities.
- Document and maintain complete field files containing construction period correspondences, changes, discussions with contractor, memos, reports, and other pertinent items.

Task 4a – Overtime

Construction Management and inspection services can be provided for typical overruns at the approval of the City.

Task 4b – Materials Testing and Special Inspections

RGH will provide the following work items:

- Attend pre-construction meeting
- Observation and testing of grading for the tank pad
- Observation of footing excavations for the tank
- Special inspection of steel and concrete (in case this is required by the tank designer)
- Observation of the excavation for the block retaining wall
- Observation and testing of drain placement and wall backfill
- Final Report

TASK 5 – PROGRESS MEETINGS

Coastland | DCCM will conduct weekly coordination and progress meetings to focus on completed and upcoming work, any construction delays, schedule updates, proposed changes, change orders, contractor's questions, public relations, safety and other concerns that are identified by a project team member. We will work to foster honest, open communication at these weekly meetings which will help in timely resolution of any disputes and/or potential claims.

TASK 6 – STATUS REPORTS AND DOCUMENTATION

Task 6a – Reports

Complete and accurate record keeping will be an essential component of this project. We will ensure project documents and certified payroll are complete and correct sub-contractors are used. We will keep the District informed and document all construction issues with the following:

- Weekly Statement of Working Days
- Progress Meeting Minutes
- Field Directive Log
- Change order tracking
- Regular phone calls and e-mails

Task 6b – Submittal Management

Coastland | DCCM will coordinate all submittals and monitor the status of the submittals to assure the contractor provides timely response. At the pre-construction conference, we will provide the contractor with a log of all required submittals and due dates. Submittals will be stamped, logged and distributed to the designer for complete review and approval. Submittals will be filed numerically and approved copies will be distributed to the District, project members, and the contractor.

Task 6c – Requests for Information (RFI)

Coastland | DCCM will receive and log all Requests for Information (RFI's) from the contractor, and forward the RFI to the designer. Coastland | DCCM will track the status of all RFI's by generating a weekly RFI log that lists the "Ball-in-court" status, description, and if an RFI results in a potential change order.

Task 6d – Change Order Management

In the event that a change order is required, Coastland | DCCM will negotiate the changes with the contractor and prepare documentation. All changes will be approved by the contractor, Coastland | DCCM and the District prior to starting work on the change. With the District's approval, Coastland | DCCM can negotiate with the contractor to produce the best construction method for the change at the lowest cost. If a change order requires input from the design engineer, our Construction Manager will coordinate with them to ensure it is reviewed. A Change Order Log will be created that will show Change Order number, description, status, approved date, start and completion dates and cost.

TASK 7 – CONSTRUCTION MANAGEMENT

Our goal is to ensure that construction and contract administration are performed in compliance with District requirements and standards, and the project plans and specifications. To accomplish this goal, our Construction Manager will manage the day-to-day construction activities with the contractor. He will be accessible to the District at all times. The Construction Manager will be responsible for keeping the District informed of the progress of the project, changes that may be needed, pay estimate input and releasing information to the public. In addition, our Construction Manager will complete all contract administration documentation in a timely, accurate and orderly fashion.

In summary, our Construction Manager's responsibilities include:

- Continuous communication and coordination with the contractor through regular progress meetings.
- Review and routing of project submittals and RFIs.
- Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
- Accept work performed or, if work is rejected, work with contractor to correct construction errors.
- Prepare and approve Contract Change Orders.
- Provide claims management.

- Monitor permit and environmental compliance.
- Confirm labor compliance.
- Develop a project punch list and make recommendations for project acceptance.
- Prepare As-Built plans.
- Maintain an up-to-date construction file containing all records associated with the construction of the project.

TASK 8 – COST AND SCHEDULE MANAGEMENT

Coastland | DCCM will continually review the construction progress and perform field measurements and quantity calculations. Each month, Coastland | DCCM will provide accurate calculations for all work items completed and accepted to provide progress payment recommendations to the District. Coastland | DCCM will review the contractor's progress pay estimate request and schedule of values to assess if they are reasonable, and will compare this to the field measurements and quantity calculations. We will continually monitor project costs and keep the District informed regularly.

Coastland | DCCM will review the contractor's construction schedule for accuracy, reasonableness, and will verify that it meets the project schedule, order of work, and contract requirements. Progress schedules will be reviewed weekly to ensure the contractor is meeting the critical dates. If the contractor fails to meet critical dates, it will immediately be brought to his attention and remedies to get back on schedule will be accomplished. Schedule updates may be required once a month or more. We will negotiate any time extensions for the contractor due to change orders, weather, or other delays. Coastland | DCCM will also maintain an as-built progress schedule.

TASK 9 - PUBLIC RELATIONS AND NOTIFICATIONS

Coastland | DCCM will ensure every effort is made to keep residents and businesses informed of construction progress and minimize disruptions due to limited access and excessive noise. Our Construction Manager will proactively meet with property owners prior to and during construction to address any concerns from those affected by the project.

We will monitor traffic control and flagging procedures to ensure construction proceeds smoothly and public impact is minimized. There may be traffic delays during peak traffic periods. Accordingly, we will keep all residents and businesses informed on construction status and impacts through the use of message boards and notification letters. Our Construction Manager will also make introductions to the affected properties and provide his 24-hour contact phone number as appropriate. Coastland | DCCM will ensure that Contractor provides advanced notice to residents and businesses, as required by the specifications, regarding roadwork and lane closures.

Coastland | DCCM will log and respond to questions and concerns from the public in a timely manner and will record the contractor's activities as they relate to public safety and public convenience.

Additionally, our inspector will accurately document pre-construction conditions with a photo log to verify the project area is restored to its original form following construction.

TASK 10 – POST-CONSTRUCTION MEETING

Following completion of the work, Coastland | DCCM will organize and conduct the post-construction meeting. The meeting will document all requirements necessary for final closeout and payment, and confirm all contract obligations have been met. Recommendations for improvement will be made and incorporated into future projects. The results of the meeting will be summarized in meeting minutes.

TASK 11 – PROJECT CLOSEOUT

Coastland | DCCM will verify completion of punch list items, issue notice of completion, prepare recommendations for final acceptance of the project, review as-builts for accuracy and completeness, prepare and recommend final payment, and transmit all construction documentation to the District. At the completion of the project, we will provide the District with the following:

- All contract files and records (hard & electronic files)
- Annotated journal of photos and CD of digital photos
- As-built project schedule

OPTIONAL TASKS

If requested by the District, conflict resolution & claim management can be added under an amendment on a Time & Materials basis.

WORK ESTIMATE

Based on the Scope of Work outlined in our proposal, we have prepared a comprehensive budget that identifies staffing rates, total hours and costs per task and direct expenses. Inspector rates are in compliance with current California General Prevailing Wage Rate Determinations.

We propose to provide our services on a time-and-materials basis with a not-to-exceed amount. Our proposal is based on a project duration of 40 working days and part-time construction management as outlined in our work estimate. We propose to provide full-time inspection at 40 hours per week and estimate inspector overtime at 20 hours for typical overrun.

Our proposal also includes factors such as attending meetings, project closeout and vehicle costs. Based on these items, we estimate the not-to-exceed fee to be \$129,060 (see attached *Work Estimate*). If the contract time extends beyond 40 working days, or the scope or level of services change, our costs may also increase. Similarly, if the contract time is reduced, charges will decrease accordingly.

This estimate has been created to show the overall cost for comprehensive Construction Management and Inspection services on the project. We welcome the opportunity to speak with you regarding the scope of services. Please feel free to contact us if you have any questions or concerns regarding this estimate.

Coastland | DCCM maintains a current DIR registration number (1000927467, exp. 6/30/2025). We greatly appreciate the opportunity to serve Sweetwater Springs Water District. Please let me know if you have questions.

Sincerely,

COASTLAND | DCCM CIVIL ENGINEERING, LLP.



John Wanger, PE
CEO



Mike Janet
Construction Department Manager

WORK ESTIMATE

Lower Harrison Water Tank Replacement		PROPOSAL FOR CM & INSPECTION SERVICES				Sweetwater Springs Water District			
TASK INFORMATION						HOURS AND COST INFORMATION			
Task No. (Coastland Code)	Task Information	CM	Inspector	Inspector OT	Project Eng.	Direct Costs	Total Hours	Total Costs	Comments
		\$200	\$175	\$262	\$145				
1	Pre-Construction Meeting	2	2				4	\$750	Agendas / conduct meeting
2	Site Visit & Documentation		2				2	\$350	Verification of As-built conditions
3	Project Start-Up	6	6				12	\$2,250	Assemble filing
4	Daily Field Inspections & Documentation		260				260	\$45,500	Based on 40 working days
4a	Overtime Inspection			20			20	\$5,240	
4b	Materials Testing					\$22,540	0	\$22,540	RGH to provide Materials Testing and Speical Inspections of Steel and Concrete
5	Progress Meetings/Other Mtgs	4	4				8	\$1,500	Assume attendance @ 1 mtg (CM & Inspector)
6	Status Reports & Documentation	8	12				20	\$3,700	Review progress/documentation
6a	Reports	8					8	\$1,600	Status /Daily Updates to City
6b	Submittal Management	12	8				20	\$3,800	Based on 1 submittals
6c	Requests For Information	4	4				8	\$1,500	Based on 1 RFI
6d	Change Order Management	4					4	\$800	Based on 1 change order
7	Construction Management	120					120	\$24,000	
8	Cost and Schedule Management	4	4				8	\$1,500	Based on 2 monthly payment & CPM updates
9	Public Relations & Outreach	8	16				24	\$4,400	Notices/meeting/coordination etc
10	Conflict Resolution & Claim Management						0	\$0	Time and Materials if needed
11	Utility Coordination						0	\$0	Coordination/spot inspection
12	Post Construction Meeting	2	4				6	\$1,100	Walk through
13	Project Closeout	2	8				10	\$1,800	As-builts / files
	Photographs & video					\$100		\$100	
	Vehicle/Equipment expenses					\$6,630		\$6,630	442 hours x \$15/hr= \$6,630
	Total Hours	184	330	20	0		534		
	Subtotal	\$36,800	\$57,750	\$5,240	\$0	\$29,270		\$129,060	
PROJECT TOTAL		\$36,800	\$57,750	\$5,240	\$0	\$29,270		\$129,060	

NOTES: Coastland | DCCM reserves the right to adjust estimated hours should the Contractor schedule additional crews or overtime work.

- 1 Based on 40 working days
- 2 Based on full time inspection at 40 hours per week during construction. 20 hours of overtime have been included for typical overruns.
- 3 Based on a part time CM
- 4 Based on an estimated number of RFI's, change orders and submittals shown above.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Eric Schanz, General Manager

Meeting Date: November 2, 2023

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. V-F

FROM: Eric Schanz, General Manager

Meeting Date: November 2, 2023

Subject: Letter of Support from Russian River Water Suppliers

RECOMMENDED ACTION:

Recommend that the Board review letter of support for the new Eel River Facility and provide direction to the General Manger.

FISCAL IMPACT:

None

DISCUSSION:

The Russian River Water Suppliers Caucus is requesting that the District join other Russian River Water Suppliers by signing on to a joint letter of support for the New Eel-River Facility (see attached sample letter).

Water suppliers in Sonoma, Mendocino and Marin counties are seeking support for the proposal submitted to Pacific Gas and Electric Company (PG&E) by the Mendocino County Inland Water and Power Commission, Round Valley Indian Tribes, and the Sonoma County Water Agency (Sonoma Water), which advances a regional solution for preserving flows and fisheries in the Russian River and improving Eel River fisheries.

Date

The Honorable FIRST & LAST NAME

Address

Subject: Water Suppliers' Support for New Eel-Russian Facility

Dear TITLE LAST NAME,

Water suppliers in Sonoma, Mendocino and Marin counties strongly support the Proposal submitted to Pacific Gas and Electric Company (PG&E) by the Mendocino County Inland Water and Power Commission, Round Valley Indian Tribes, and the Sonoma County Water Agency (Sonoma Water), which advances a regional solution for preserving flows and fisheries in the Russian River and improving Eel River fisheries.

PG&E plans to decommission its Potter Valley Hydroelectric Project, and in the absence of a proposal, end water diversions from the Eel River into the Russian River. The Proposal seeks to maintain these diversions while not delaying PG&E's plans to remove Scott Dam and Cape Horn Dam. The proposed New Eel-Russian Facility would provide for effective and timely fish migration past the new diversion facilities while allowing water to be transferred to the Russian River when flows are high enough in the Eel River. These diversions are critical to the health of the Russian River watershed, to ongoing water supply for numerous communities in Sonoma, Mendocino and Marin counties, and to Russian River fisheries. Based on records from 1911-2017, without the Potter Valley Diversion, Lake Mendocino would have gone dry 56 out of 108 years (unless intervening measures were taken).

Russian River water users have made significant strides in reducing water use, improving water use efficiency, and developing alternative supplies (for example, Sonoma Water and its retail water customers take nearly 40 percent less water from the Russian River than they did 20 years ago, despite a growing population). However, halting the diversions, even temporarily, would directly threaten the drinking water supply for more than 97,000 people living in Russian River communities -- and would make the drinking water supply for 600,000 additional people less reliable.

The lack of diverted water would cause tens of millions of dollars of economic damage per year, result in drastic conservation measures and increased water rates, curtail needed new housing, and increase the region's vulnerability to droughts, wildfires and climate change.

For these reasons, Sonoma, Mendocino and Marin county water suppliers hope that we can count on your support of the Proposal now, through the regulatory process, and as the Proposal proponents seek state and federal funding for completing the project design, environmental review and, ultimately, construction.

Thank you for your consideration,

NAMES

TITLES, AGENCIES REPRESENTED

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: November 2, 2023

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 21,933 units (Monte Rio cycle). Water Sales for September are slightly higher than last year at this time but are lower overall compared to previous years. Total combined Monte Rio and Guerneville water production for September was 53,79 AF.
- 3. Leaks:** There were a total of 6 water main repairs in September requiring 35 work hours total, and 4 service line leaks requiring 21 work hours total (Figure 2). There were 3 water main leaks in Guerneville, 1 in Monte Rio and 2 in Rio Nido with the 3 service line repairs accruing in Guerneville.
- 4. Guerneville Rainfall:** Cumulative rainfall for September was 53.99 inches (Figure 3).
- 5. In-House Construction Projects:** There were no in-house construction projects for the month of September.

6. Grants:

DWR Grant: I have been working with DWR staff to develop a request for extension for the term of the agreement and to create a (Task 5) Generator Replacement at El Bonita Wells since the Monte Rio Bridge Replacement Project has been canceled. DWR staff has been very helpful and receptive to the project change.

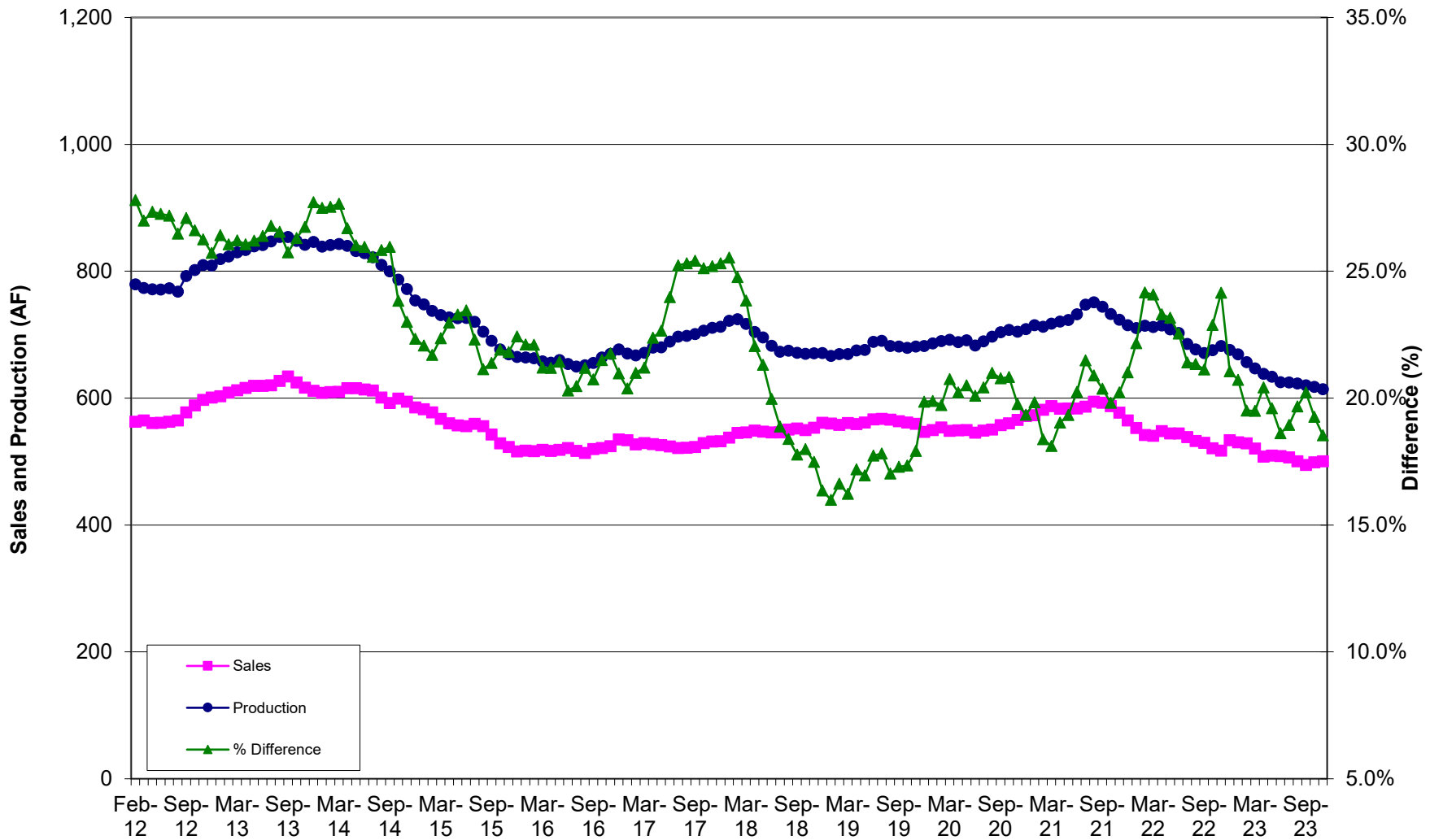
FEMA Grant Moscow Road: The FEMA Grant is still in the review process. On October 12, 2023, a follow up meeting was held with the Grants Administrator to confirm all

documentation was received and costs associated with the project were accurate for final submission for funds.

CDBG Grant Wright Road Design: The WRA contract has been executed and the environmental work can now start. A kickoff meeting for the project is scheduled for November 8th. Once the environmental report is completed and turned into CDBG the funding agreement for design work can be completed.

- 7. Willow Road Drainage Project:** On Wednesday, October 25, 2023, staff working with Sonoma Infrastructure was able to complete the waterline installation and move two water services for the drainage work to be completed by Sonoma Infrastructure.
- 8. Starrett Hill Property:** Discussions have resumed between Monte Rio Parks and Recreation, Sonoma Ag and Open Space and Sweetwater Springs Water District for Monte Rio Parks and Recreation to acquire surplus lands belonging to the District. The land acquisition would work towards creating a land corridor connecting public lands to Duncans Mills and the Coast. On October 5, 2023, a project initiation meeting was held to discuss the process and timeline for the project. On October 25, 2023, all the parties met to do a site visit of the property.
- 9. Potter Valley Project Update:** The Planning Group meeting on November 2, 2023 was moved to December 7th. I will provide an update at our District meeting in December. As previously reported a proposal was submitted by The Mendocino County Inland Water and Power Commission, the Round Valley Indian Tribes and the Sonoma County Water Agency to preserve Potter Valley diversions and to have fish passage by creating a regional entity that will have the legal and financial capacity to own, construct and operate a new water diversion facility near PG &E's Cape Horn Dam on the Eel River.
- 10. Gantt Chart:** The Gantt Chart is updated for September 2023 (Figure 4).

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



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

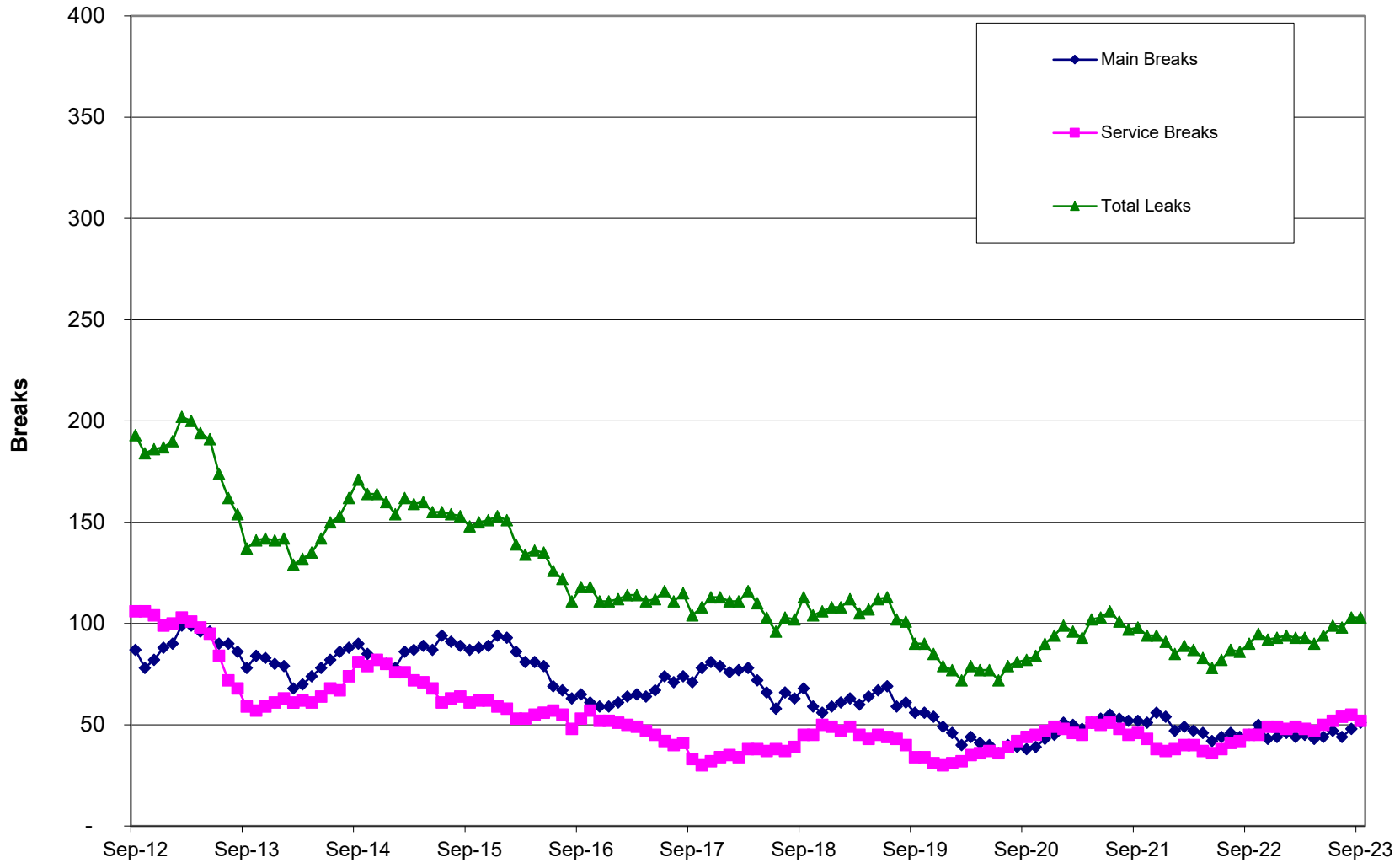
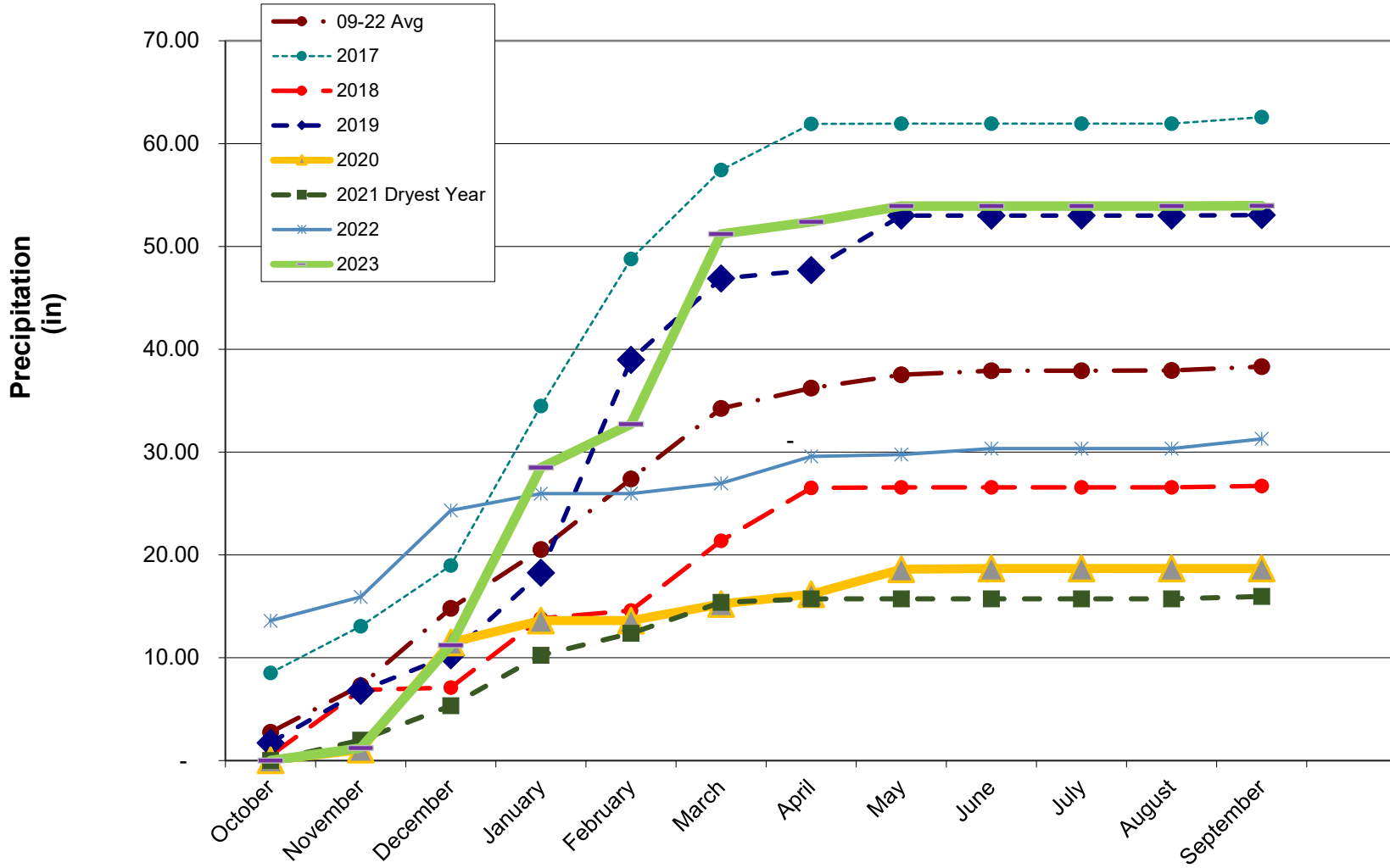
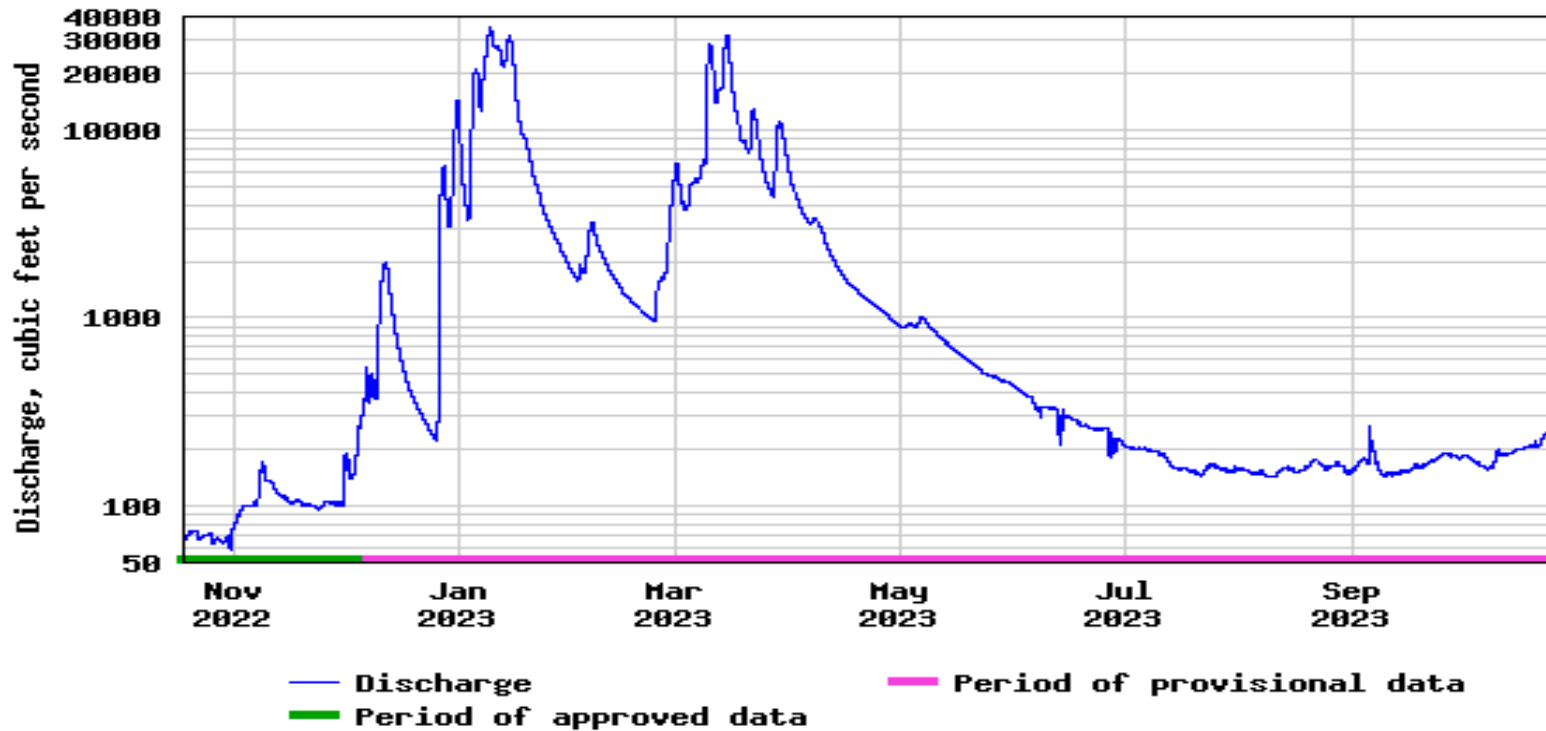


Figure 3. Guerneville Cumulative Monthly Rainfall





USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA



NUMBER OF WATER UNITS SOLD FY 23 - 24

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
JULY	34,371	26,447	26,355	33,578	22,195	27,469	27,147	28,091	21,035	17,808	20,061	22,850	25,890	22,074	16,377	19,044	19,608	20,255	19,273	22,297	21,558	20,306	17,833
AUGUS	39,803	37,750	42,080	41,615	37,799	41,863	37,202	37,907	34,878	32,328	28,486	33,190	29,163	32,208	26,070	26,811	29,485	28,325	27,419	28,582	26,302	22,555	24,231
SEPTEN	33,723	34,532	36,056	35,309	29,823	35,984	31,721	32,753	30,320	29,673	26,091	29,829	26,157	24,091	21,678	22,893	24,037	25,805	24,886	27,175	22,746	21,271	21,933
OCTOBI	40,672	34,063	37,008	38,553	38,707	37,900	36,493	34,938	32,282	32,334	32,091	33,727	31,628	27,724	24,606	29,333	29,495	32,827	27,310	30,099	24,731	31,859	
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	
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	
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	
FEBRU	21,697	23,010	20,689	19,695	22,716	20,963	18,647	21,199	19,233	18,386	16,641	18,372	20,967	17,770	17,189	16,504	17,693	16,950	17,284	15,506	18,727	13,139	
MARCH	17,207	15,092	17,374	14,985	15,456	16,693	14,556	14,417	14,414	12,387	12,569	13,884	13,772	12,351	13,058	12,315	11,657	12,653	12,827	12,846	11,236	11,980	
APRIL	17,728	19,527	21,406	21,089	18,825	21,047	19,227	18,414	17,611	17,129	17,936	17,914	17,053	16,636	17,748	16,809	16,279	18,547	16,886	17,038	17,024	16,685	
MAY	19,118	16,237	19,793	16,372	13,921	15,402	15,721	15,861	14,273	14,134	14,880	15,075	14,514	16,120	14,217	13,083	13,011	13,319	14,602	15,866	13,375	12,354	
JUNE	29,799	27,074	28,882	22,512	24,108	25,457	29,211	26,259	19,143	20,871	23,765	26,850	22,092	20,436	19,020	19,198	21,220	20,612	21,453	24,720	21,975	19,426	
Total	323,861	309,506	320,698	312,471	290,282	308,266	289,234	294,978	262,180	253,746	248,814	272,969	261,733	242,069	223,664	227,198	239,812	246,447	239,793	258,813	231,830	218,007	63,997