



BOARD OF DIRECTORS MEETING

AGENDA

**February 2, 2023
6:30 p.m.**

Meeting link:

<https://sweetwaterspringswaterdistrict.my.webex.com/sweetwaterspringswaterdistrict.my/j.php?MTID=mece064bd8006b7ac631a383946aed18c>

Meeting number: 2550 647 9116
Password: 5GtK9fNfB37

OR

Join by phone: +1-415-655-0001 US Toll
Access code: 2550 647 9116
Password: 54859363

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 January 12, 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.
 - (1) Letter dated January 18, 2023 from SDRMA regarding nominations for three (3) open SDRMA Director seats

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 2Q (Est. time 15 min.)
- B. Discussion/Action re Contract Meter Reader (Est. time 10 min.)
- C. Discussion/Action re Monte Rio Community Center as an in-person meeting site (Est. time 15 min.)
- D. Discussion/Action re New billing system (Est. time 15 min.)
- E. 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. Moscow Road Slide

VII. BOARD MEMBERS' ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: Two (2) cases

Facts and circumstances:

(1) Letter from Joseph R. Serpico, Esq. to Sweetwater Springs Water District, dated December 27, 2022

(2) Letter from Joel E. Fleck, Esq. to Sweetwater Springs Water District, dated December 21, 2022

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: January 12, 2022

(Rescheduled from January 5, 2022)

(*In order discussed)

January 12, 2023
6:30 p.m.

Board Members Present:

Tim Lipinski
Larry Spillane
Sukey Robb-Wilder

Board Members Absent:

Gaylord Schaap
Rich Holmer

Staff in Attendance:

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

Others in Attendance:

Jordyn Bishop, Legal Counsel
Todd (last name not known)
Mark O'Flynn

I. CALL TO ORDER (6:40 p.m.)

The properly agendized meeting was called to Order by President Lipinski at 6:40 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:41 p.m.)

(None.)

III. CONSENT CALENDAR (6:42 p.m.)

President Lipinski reviewed the items on the Consent Calendar. Director Robb-Wilder moved to approve the Consent Calendar. Director Spillane seconded. Discussion ensued. Motion carried 3-0 on the following items:

- A. Approval of the following Minutes of the December 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 (6:43 p.m.)

None.

V. ADMINISTRATIVE (6:43 p.m.) *

**in the order discussed*

- V-A. (6:44 p.m.) Discussion/Action re Resolution 23-01, Accepting the Audit for the Fiscal Year Ending June 30, 2022.** The GM provided an overview of this item. Director Robb-Wilder moved to approve Resolution 23-01, Accepting the Final Audit for the Fiscal Year Ending June 30, 2022. Director Spillane seconded. Motion carried 3-0.
- V-B. (6:46 p.m.) Discussion/Action re LAFCO Election for Special District Representative Class II.** The GM provided an overview of this item. Brief discussion ensued. Director Robb-Wilder moved to vote for Richard Holmer for LAFCO Special District Representative Class II. Director Spillane seconded. Motion carried 3-0.
- V-C. (6:50 p.m.) Discussion/Action re Contract Meter Reader.** The GM provided an overview of this item. Comments were made by Legal Counsel Jordyn Bishop. Comments were made by member of the public Todd. Discussion ensued. No action was taken.
- V-D. (6:56 p.m.) Discussion/Action re Monte Rio Community Center as an in-person meeting site.** The GM provided an overview of this item. Discussion ensued. No formal action was taken, but the Board agreed to target the March Board meeting for an in-person meeting at the Monte Rio Community Center.
- V-E. (7:04 p.m.) Discussion/Action re New billing system.** Administrative Manager Julie Kenny provided an overview of this item. Board discussion ensued. No formal action was taken.
- V-F. (7:09 p.m.) Discussion/Action re District website.** Director Robb-Wilder and Director Spillane provided an overview of this item. Board discussion ensued. No formal action was taken.
- V-G. Discussion/Action re Board Subcommittee Reports (standing item).**
Subcommittees: General Manager Transition
Website/Billing System

The GM provided an overview of this item. There was no discussion or action taken.

VI. GENERAL MANAGER'S REPORT (7:30 p.m.)

The GM provided a report on the following items:

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. River Lane Update
8. Training and Form 700s
9. Surplus Lands Review
10. January storms

Discussion ensued. Public comment was made by Mark O’Flynn. No further action was taken.

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

Director Lipinski noted the passing of Lenny Weinstein.
Director Robb-Wilder announced that she would be in Ft. Collins through the end of January.

VIII. ITEMS FOR THE NEXT AGENDA (8:09 p.m.)

- 1. Contract Meter Reader
- 2. Billing system

IX. CLOSED SESSION (8:10 p.m.)

At 8:10 p.m. President Lipinski announced the items in Closed Session. There was no public comment.

At 8:12 p.m. the Board took a brief recess

At 8:17 p.m. the meeting reconvened and the Board went into Closed Session. At 9:14 p.m. the meeting reconvened from Closed Session and the following action was announced:

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: Two (2) cases

Facts and circumstances:

- (1) Letter from Joseph R. Serpico, Esq. to Sweetwater Springs Water District, dated December 27, 2022**
- (2) Letter from Joel E. Fleck, Esq. to Sweetwater Springs Water District, dated December 21, 2022**

ADJOURN

The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

Notification of Nominations – 2023 Election
SDRMA Board of Directors

January 18, 2023

Ms. Sukey Robb-Wilder
Board President
Sweetwater Springs Water District
Post Office Box 48
Guerneville, California 95446-0048

Dear Ms. Robb-Wilder:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA website: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2022-06, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Monday, May 1, 2023. Nomination submissions must be received by 4:30 pm at the SDRMA office on May 1, 2023, in original format with wet signatures. *Digital/Electronic signatures will not be accepted.* Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 8, 2023.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2022-06, Section 4.1) and be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, click on the "2023 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.



Nomination Filing Deadline – Nomination documents must be received in SDRMA’s office no later than 5:00 P.M. on Monday, May 1, 2023.

Please do not hesitate to contact us memberplus@sdrma.org or 800-537-7790, if you have any questions regarding the 2023 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink, which appears to read 'Ellen Doughty', is placed below the typed name.

Ellen Doughty, ARM
Chief Member Services Officer

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: February 2, 2023

**SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU
DECEMBER 31, 2022 (50%)**

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

(None.)

DISCUSSION:

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

Operating Budget:

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

Water Sales, the largest revenue line item, came in at 1.03% less than the 50% schedule. This is closer to our budgeted target than last quarter; however, actual water sold is still slightly less than last year. Because water sales revenue is generally less in the second half of the year (winter sales), staff expects that we will end the year under budget.

Overall revenues are slightly above budgeted amounts.

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

2Q expenditures are less (0.74%) than budgeted. There were no remarkable expenses this quarter.

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 2Q Capital Budget is typical for the 2nd Quarter. Most revenues, such as annual assessment, Capital Debt Reduction Charge (CDR) and transfers to in-house construction - will not come in until later in the year. A partial grant disbursement has been received for the CIP 2021 project but further grant disbursements from the CDWR projects are expected to be later in the year due to a lengthy review process.

Timing of projects and grant disbursements will result in a mismatch of actual project expenses compared to budgeted expenses this year. This is expected and is not unusual. 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 2nd Quarter. County Fund Balances include the funds at PARS and CERBT. At the end of this quarter, Total District Reserves were \$3,137,725 and Reserves Above Policy were \$2,356,042. Market declines continue to impact our balances at PARS and CERBT. However, funds at the County are earning more interest than they have in recent years.

Sweetwater Springs Water District
FY 2022-23 Operating Budget Variances as of December 31, 2022 (50%)

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	944,100	1,905,526	-961,426	49.55%		
4031.11 · Current Charges	365,337	772,346	-407,009	47.3%		
4031.12 · Capital Debt Reduction Charge	172,750	349,022	-176,272	49.5%		
Total 4031 · Water Sales	1,482,187	3,026,894	-1,544,707	48.97%	In the 1Q this item is underbudget, which is unusual during the summer season.	
Total OPERATING REVENUE	1,482,187	3,026,894	-1,544,707	48.97%		
NON-OPERATING REVENUE						
1700 · Interest	4,343	3,500	843	124.1%		
3600 · Construction New Services	22,717	8,000	14,717	283.96%		
3601 · Construction - Service Upgrades	3,934	6,000	-2,066	65.56%		
4032 · Rent	61,275	121,500	-60,225	50.43%		
4445 · Grant Proceeds	20,000	0	20,000	100.0%	In the 1Q the District received a FEMA/OES Grant in the sum of \$20,000 for Covid-related expenses incurred last year.	
4040 · Miscellaneous Income	18,565	1,500	17,065	1,237.67%		
Total NON-OPERATING REVENUE	130,833	140,500	-9,667	93.12%		
Total Income	1,613,020	3,167,394	-1,554,374	50.93%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 · Wages	421,915	911,550	-489,635	46.29%		
5912 · Overtime	19,687	37,000	-17,313	53.21%		
5916 · On-Call Pay	20,440	37,000	-16,560	55.24%	In the 1Q the District incurred extra On-Call expenses as we continue to train in our newer hires and await their licensing.	
5918 · Extra help - Contract	0	37,000	-37,000	0.0%		
Total Salary	462,042	1,022,550	-560,508	45.19%		
Benefits						
5500 · Flex Spending (Flex spending monies)	-1,411	0	-1,411	100.0%		
5920 · Retirement net employee share	33,282	72,000	-38,718	46.23%		
5920.4 · Retirement - UL Mandatory	3,001	1,400	1,601	214.36%	In the 1Q, this line item was paid for the year.	
5922 · Payroll Taxes - Employer Paid	6,705	16,000	-9,295	41.91%		
5930 · Health/Dental/Vision/AFLAC Ins.	128,469	260,000	-131,531	49.41%		
5931 · Retiree Health	8,364	14,000	-5,636	59.74%	In the 1Q, annual contribution to CERBT (\$3,000) made.	
5941 · Life insurance - GM	0	1,000	-1,000	0.0%		
5940 · Workers Comp Insurance	23,830	23,000	830	103.61%	In the 1Q, workers' compensation insurance was paid for the year.	
Total Benefits	202,240	387,400	-185,160	52.2%		
Total SALARY & BENEFITS	664,282	1,409,950	-745,668	47.11%		
SERVICES & SUPPLIES						
Communications						
6040-I · Internet service	2,209	2,700	-491	81.83%	<u>This line item is likely underbudgeted.</u>	*
6040-C · Cell Phones	4,941	6,300	-1,359	78.42%	<u>This line item is likely underbudgeted.</u>	*
6040-P · Pagers & Radios	0	0	0	0.0%		

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of December 31, 2022 (50%)

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
6040-T · Telephones	16,900	30,000	-13,100	56.33%	-	
Total Communications	24,050	39,000	-14,950	61.67%		
Insurances						
6101 · Gen. Liability	44,276	50,000	-5,724	88.55%	In the 1Q, paid for the year.	
Total Insurances	44,276	50,000	-5,724	88.55%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	6,165	18,000	-11,835	34.25%	-	
6151 · Office Maintenance	2,912	5,000	-2,088	58.25%		
Total Maint/Rep - Office & Vehicles	9,077	23,000	-13,923	39.47%		
Maint/Repair - Facilities						
6085 · Janitorial Services	5,881	11,000	-5,119	53.46%		
6100 · SCADA system	2,135	6,500	-4,365	32.84%		
6180 · Distribution System Repairs	38,112	50,000	-11,888	76.22%	-	
6235 · Treatment Sys/Well Repairs	6,170	75,000	-68,830	8.23%		
6143 · Generator Maintenance	25	5,000	-4,975	0.51%		
Total Maint/Repair - Facilities	52,322	147,500	-95,178	35.47%		
Miscellaneous Expenses						
6280 · Memberships	9,399	11,000	-1,601	85.45%		
6303 · Claims	0	1,500	-1,500	0.0%		
6593 · Governmental Fees	7,211	22,000	-14,789	32.78%		
Total Miscellaneous Expenses	16,610	34,500	-17,890	48.15%		
Office Expense						
6410 · Postage	7,308	20,000	-12,692	36.54%		
6430 · Printing Expense	3,919	9,000	-5,081	43.54%	-	
6461 · Office Supplies	3,312	6,000	-2,688	55.2%	-	
6800 · Subscriptions/Legal Notices	1,045	3,000	-1,955	34.82%		
6890 · Computers/Software	1,582	4,500	-2,918	35.15%	-	
6895 · Billing System	11,000	27,600	-16,600	39.86%		
6897 · Website	1,200	2,400	-1,200	50.0%		
Total Office Expense	29,365	72,500	-43,135	40.5%		
Operating Supplies						
6300 · Chemicals	1,727	15,000	-13,273	11.51%	-	
6880 · Tools and Equipment	2,984	7,500	-4,516	39.79%		
6881 · Safety Equipment	2,240	2,500	-260	89.6%		
Total Operating Supplies	6,951	25,000	-18,049	27.8%		
Professional Services						
6514 · Lab/Testing Fees	9,630	15,000	-5,370	64.2%		
6570 · Consultant Fees	11,500	50,000	-38,500	23.0%	In the 1Q, \$10,382 paid to RGS Consulting.	
6590 · Engineering	798	10,000	-9,203	7.98%	-	
6610 · Legal	15,544	60,000	-44,456	25.91%	-	
6630 · Audit/Accounting	35,640	38,000	-2,360	93.79%	In the 1Q, the District was the victim of check fraud in the sum of \$9800.70, which we expect West America will reimburse.	
Total Professional Services	73,111	173,000	-99,889	42.26%		
Rents & Leases						
7913 · Policy Reserve Loan	135,000	135,000	0	100.0%	In the 1Q this line item was paid for the year.	
6820 · Equipment	835	3,600	-2,765	23.19%		
6840 · Building & Warehouse	18,244	32,000	-13,756	57.01%	1Q Bldg. rent paid thru October.	
Total Rents & Leases	154,079	170,600	-16,521	90.32%		

Sweetwater Springs Water District

FY 2022-23 Operating Budget Variances as of December 31, 2022 (50%)

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
Transportation & Travel						
7120 · Seminars & related travel	551	5,000	-4,449	11.02%		
7201 · Vehicle Gas	19,515	40,000	-20,485	48.79%		
7300 · Travel Reimbursements	1,937	6,500	-4,563	29.8%		
Total Transportation & Travel	22,003	51,500	-29,497	42.72%		
Uniforms						
6021.1 · Boots	1,205	1,500	-295	80.34%		
6021.3 · T-shirts	407	1,800	-1,393	22.6%	In the 1Q, t-shirts were purchased for the year.	
6021.4 · Jackets	45	250	-205	17.9%		
Total Uniforms	1,657	3,550	-1,893	46.67%		
Utilities						
7320 · Electricity	76,242	126,000	-49,758	60.51%	-	
7321 · Propane	575	3,500	-2,925	16.42%		
Total Utilities	76,817	129,500	-52,683	59.32%		
Total SERVICES & SUPPLIES	510,318	919,650	-409,332	55.49%		
Total OPERATING EXPENSES	1,174,600	2,329,600	-1,155,000	50.42%		
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	1,186,580	2,408,600	-1,222,020	49.26%		
Net Ordinary Income	426,441	758,794	-332,353	56.2%		
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 December 31, 2022 (50%)

	<u>7/1 thru 12/31/2022</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Notes</u>
Income					
New Construction flat charges revenue	7,817.93	30,000.00	-22,182.07	26.06%	
CY Direct Charges	399,055.36	710,000.00	-310,944.64	56.21%	
PY Direct Charges	9,487.57	40,000.00	-30,512.43	23.72%	
Interest Revenue	4,031.97	10,000.00	-5,968.03	40.32%	
Grant Proceeds	596,134.03	635,000.00	-38,865.97	93.88%	
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>1,016,526.86</u>	<u>2,194,022.00</u>	<u>-1,177,495.14</u>	<u>46.33%</u>	
Expense					
In-House Construction	5,659.32	25,000.00	-19,340.68	22.64%	
CIP 2021 (Main repl: Old River Rd; Woodland)	699,782.23	0.00	699,782.23	100.0%	Partial grant funding expected
Lower Harrison Tank Repl.	6,347.50	592,818.00	-586,470.50	1.07%	Partial grant funding expected
Monte Rio Bridge	1,080.00	54,022.00	-52,942.00	2.0%	
MR Well 5 Pump/Rehab	31,803.21	100,000.00	-68,196.79	31.8%	Partial grant funding expected
Moscow Rd project	292.50	0.00	292.50	100.0%	
Principal Pymt -USDA Bonds	55,637.00	54,950.00	687.00	101.25%	
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	139,856.97	319,908.00	-180,051.03	43.72%	
Total Expense	<u>1,335,209.97</u>	<u>1,682,348.00</u>	<u>-347,138.03</u>	<u>79.37%</u>	
Net Capital Income	<u>-318,683.11</u>	<u>511,674.00</u>	<u>-830,357.11</u>	<u>-62.28%</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)			POLICY RESERVES NET RESERVE LOANS: \$781,683
Fund	CONTRIBUTIONS: \$45,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76755	76756	76757	76762				Reserves Above Policy:
Dep't			7106 0100	7106 0200	7106 0300	7106 0500	7106 0600	7106 0700	7106 1200				
FP1-Jul	\$57,837.28	\$240,141.08	\$6,364.99	\$70,850.00	\$392,991.00	\$44,925.37	\$1,994,979.83	\$3,920.00	\$657,343.45	\$149,213.60	\$3,171,374.64	\$3,618,566.60	
FP2-Aug	\$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
FP3-Sept	\$56,202.70	\$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
FP4-Oct	\$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
FP5-Nov	\$56,202.70	\$236,398.00	\$42,745.73	\$70,850.00	\$536,165.00	\$44,925.37	\$703,631.36	\$3,920.00	\$174,076.69	\$84,938.06	\$1,576,314.15	\$1,953,852.91	\$1,172,169.91
FP6-Dec	\$60,042.16	\$247,714.45	\$192,745.73	\$70,850.00	\$536,165.00	\$39,266.05	\$1,266,594.62	\$3,920.00	\$174,076.69	\$84,939.06	\$2,283,618.09	\$2,672,474.30	\$1,890,791.30
FP7-Jan		\$239,697.02	\$312,745.73	\$70,850.00	\$536,165.00	\$39,266.05	\$1,658,718.11	\$3,920.00	\$174,076.69	\$42,245.18	\$2,795,741.58	\$3,137,725.94	\$2,356,042.94
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: February 2, 2023

Subject: Contract Meter Reader

RECOMMENDED ACTION:

Staff will provide an update on status of the open Contract Meter Reader position.

The draft Meter Reader Agreement has been prepared by Legal Counsel. Staff is in the process of reviewing the document and is working with Counsel to make any necessary changes before review and approval by the Board

FISCAL IMPACT:

Approximately \$35,000 annually.

DISCUSSION:

Discussion/Action regarding contract meter reader position. Legal Counsel and the General manager are in the process of reviewing/revising the current contract for the open Contract Meter Reader position.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: February 2, 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.

March 2, 2023, meetings will resume in person at the Monte Rio Community Center.

FISCAL IMPACT:

Cost of rental \$60.00 per hr.

SSWD District will take care of setup/takedown for the meetings and provide for trash removal and restroom cleaning.

Optional Cost: \$40.00 Trash Removal
\$40.00 Restroom Cleaning

DISCUSSION:

Due to the end of California's Covid -19 State of Emergency on February 28, 2023, in person meetings are set to resume in March.

Staff will complete the use agreement for the rental of the Monte Rio Community Center for monthly District Board meetings.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: February 2, 2023

SUBJECT: MUNI-LINK BILLING SYSTEM UPDATE

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

\$11,000 implementation fee; \$1,195 monthly cost.

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.

Since our last meeting staff has continued meeting and working with Muni-Link to smooth out final issues associated with setting up the demonstration Muni-Link billing system to accurately mirror our rates, fees, and other billing processes. As of this writing we have just begun reviewing the demonstration billing system. Training on the data review process will begin next week.

Part of the migration to the new billing system includes migrating to an online payment system compatible with Muni-Link. Therefore, this month staff also met with NCR, an online payment company that has extensive experience working with Muni-Link. Online payment is a vital part of our billing operation now, so we are pleased that the NCR online payment platform has even more features than our current platform. As of this writing we are waiting for NCR to give us a cost estimate.

Our original GoLive date was February 20, 2023. There were some issues to work through this month with our data. Our GoLive date is now estimated to be close to the end of March.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Eric Schanz, General Manager

Meeting Date: February 2, 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: February 2, 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 December were 20,372 units (Guerneville cycle). Water use continues to trend down overall. Total combined Monte Rio and Guerneville water production for October were 49.33 AF.
- 3. Leaks:** There were a total of 2 watermain repairs in December requiring 51 work hours total, and 1 service leaks requiring 31 work hours total. The total number of leaks continues to trend down. (Figure2).
- 4. In-House Construction Projects:** Due to the storms, potential flooding and power outages staff was largely focused on maintaining pumping equipment, storm damage clean up and monitoring and preparing for flooding at the El Bonita well field. Fortunately, flood stage levels stayed below our action level for full implementation of the flood plan.
- 5. CIP 2021 Old River Road/Woodland Drive:** Final Construction Walk through was completed with Coastland Engineering and Piazza Construction. The Notice of Completion is in the process.
- 6. Grants:** CDWR is in the process of reviewing invoices for partial reimbursement under terms of the grant agreement (Harrison Tank Replacement/Monte Rio Well Rehab/Monte Rio Bridge pipeline replacement design).

7. **Moscow Slide:** On January 20, 2023, FEMA, CAL OES, Sonoma County Roads Department and Sweetwater Springs Water District met at the slide. Also in attendance were the County's Engineer and our Engineer (Coastland).

On January 26, 2023, a virtual meeting was held with Sonoma County, Coastland Engineering and Sweetwater Springs Water District to discuss the repair plan for the eight-inch water main.

Coastland has prepared cost estimates and is working on design plans. All documentation is being sent to the County for funding and planning coordination.

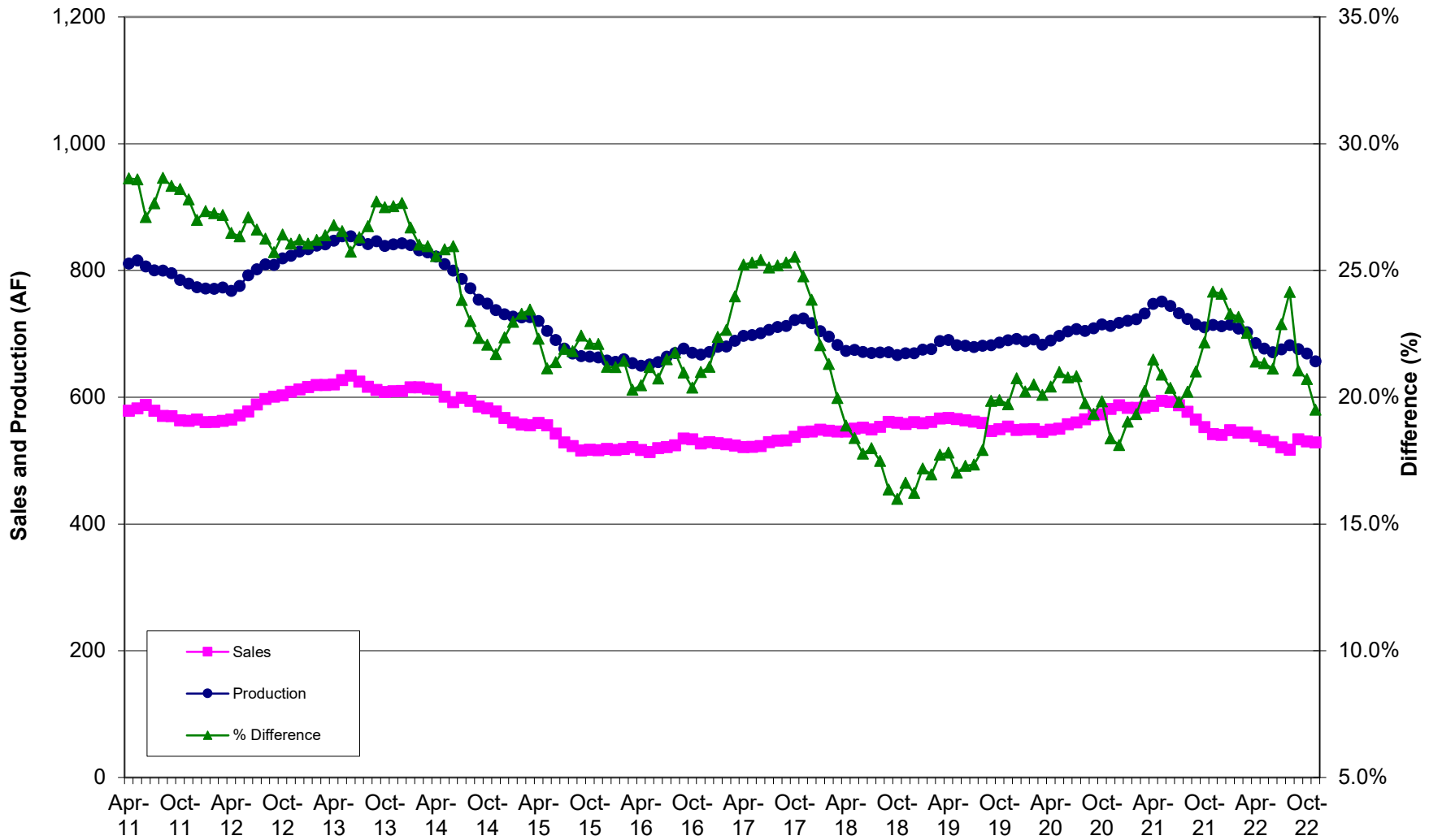
Current discussion is to have the District perform the repair to the water main first as there is the urgency to have adequate water and fire flow. A soils analysis is being performed by the County that will help determine the feasibility of the water line repair prior to the slide repair construction taking place in June.

See slide attached pictures below:





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



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since December 2010**

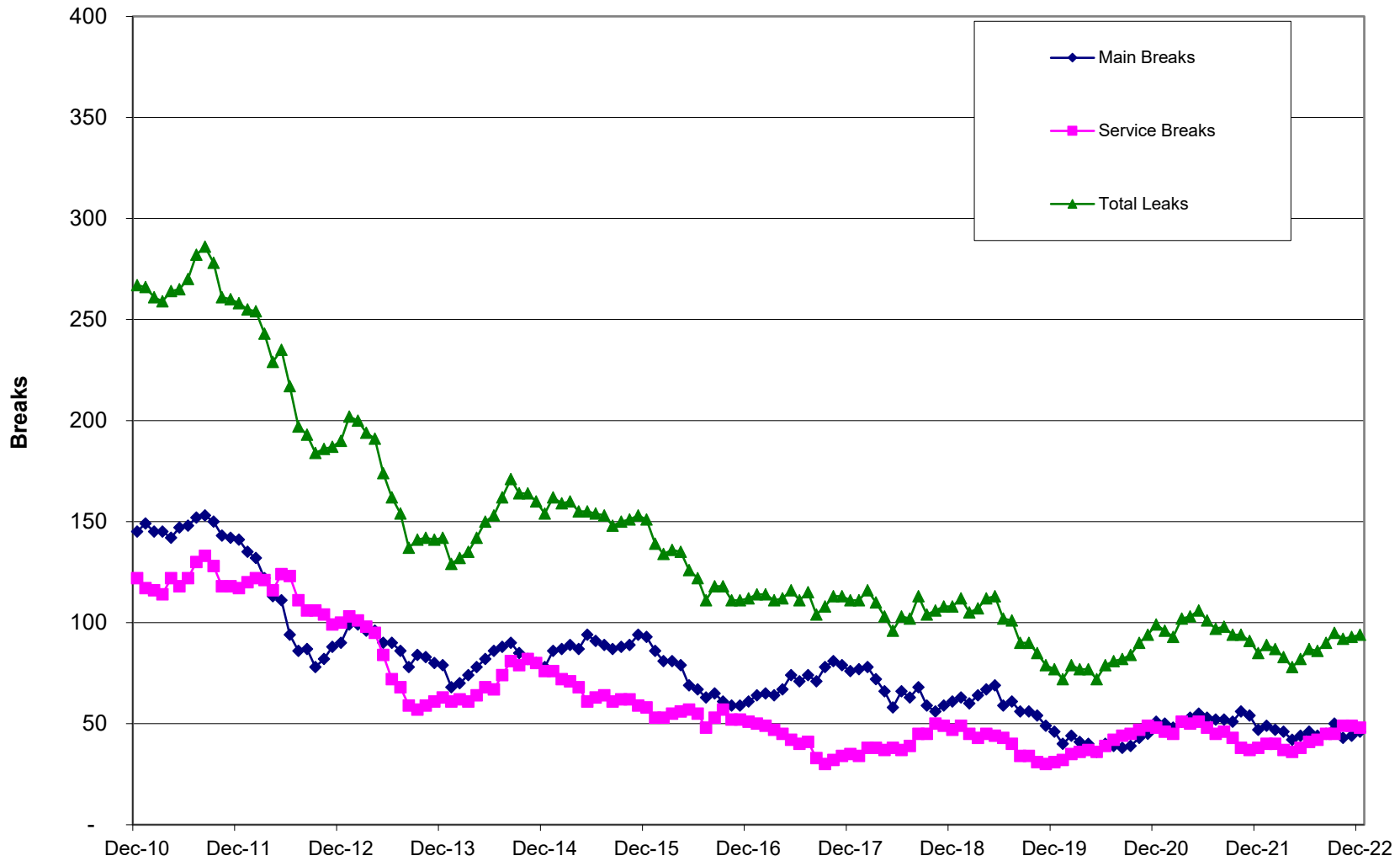
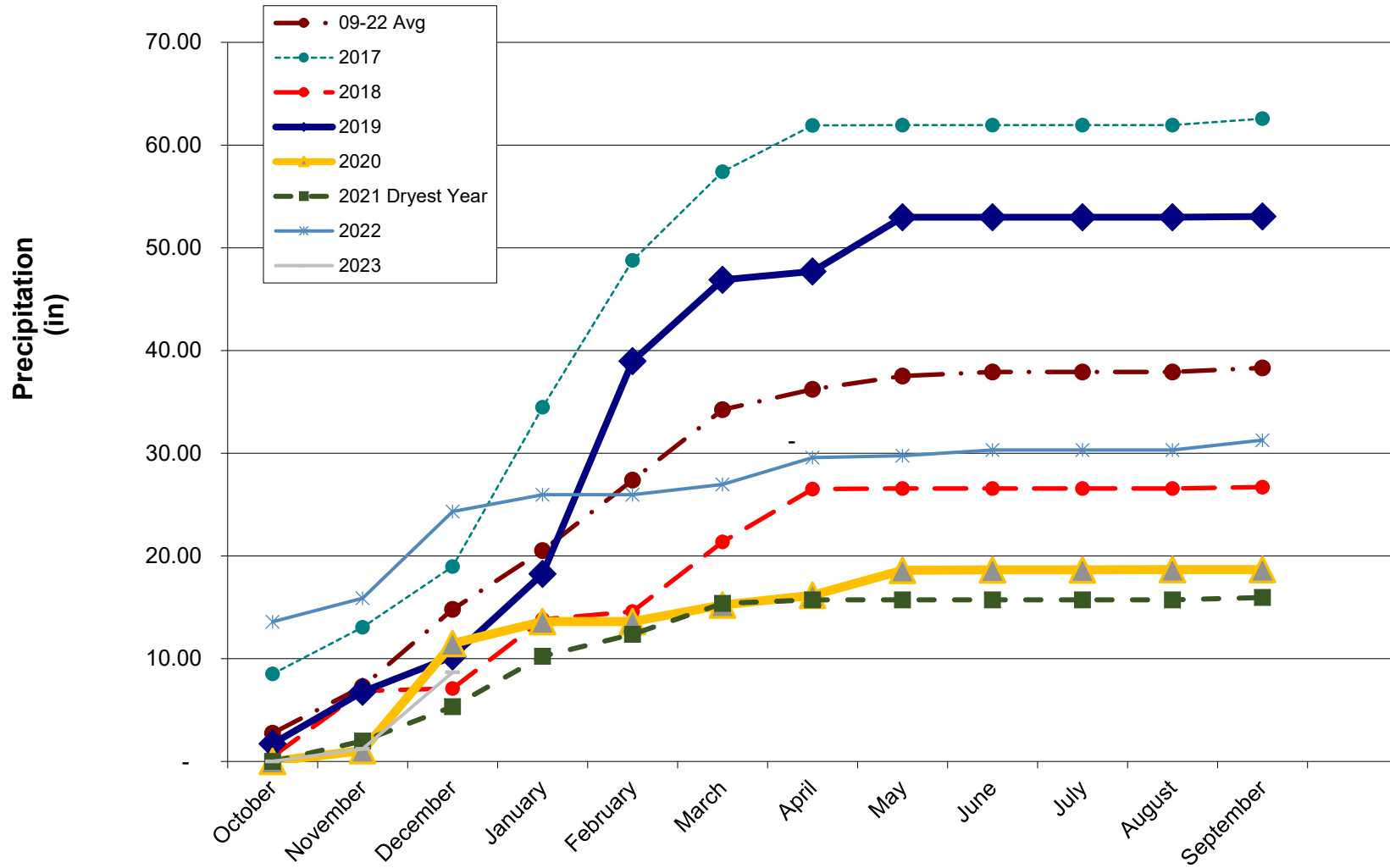
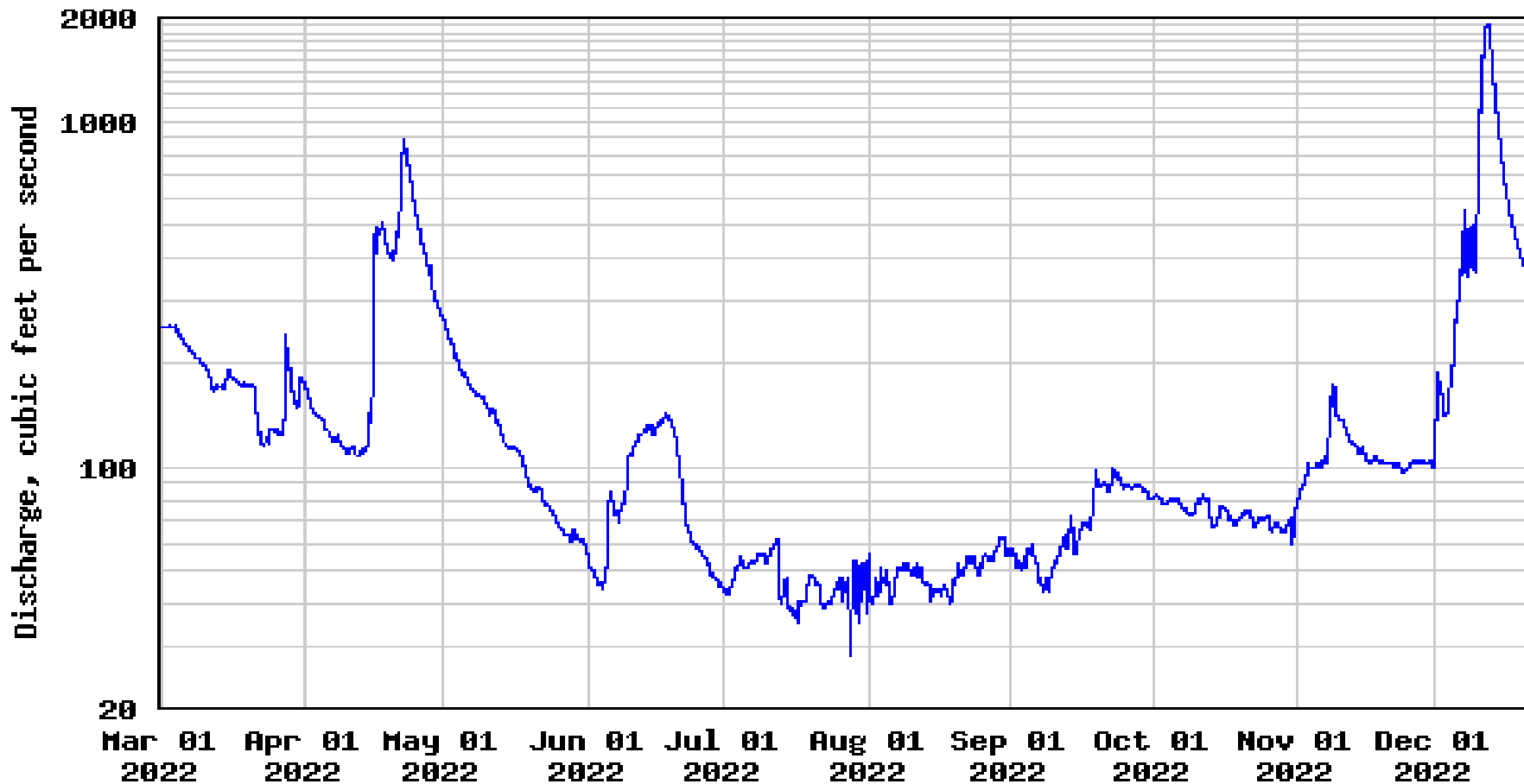


Figure 3. Guerneville Cumulative Monthly Rainfall





USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA



---- Provisional Data Subject to Revision ----

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
SEPTE	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	16,472
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	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	
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	132,835