



BOARD OF DIRECTORS MEETING AGENDA

**May 5, 2022 Regular Meeting
6:30 p.m.**

Meeting link:

<https://sweetwaterspringswaterdistrict.my.webex.com/sweetwaterspringswaterdistrict.my/j.php?MTID=m9b61310995496143c2146cb96c72106b>

Meeting number: 2551 890 0893

Password: 3hbWz4TtAW7

OR

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

Access code: 2551 890 0893

Password: 34299488

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 April 7, 2022 Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payments
- C. Receipt of Item(s) of Correspondence.
Note: Correspondence received regarding an item on the Administrative Agenda is not itemized here, but will be attached as back-up to that item in the Board packet and addressed with that item during the Board meeting.
- D. Action to Reconfirm findings of Resolution 21-18 re continuation of remote meetings

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

V. ADMINISTRATIVE

- A. Discussion/Action re Actual vs. Budgeted Report – 3Q *(Est. time 10 min.)*
- B. Discussion/Action re Draft FY 2022-23 Operating and Capital Budget *(Est. time 10 min.)*
- C. Discussion/Action re Water Rights update *(Est. time 10 min.)*
- D. Discussion/Action re FY 2020-21 CIP Update *(Est. time 10 min.)*
- E. Discussion/Action re CSDA Sonoma County Chapter *(Est. time 10 min.)*
- F. Discussion/Action re General Manager Transition Document *(Est. time 10 min.)*
- G. Discussion/Action District Security and Fires and Property Sale in Monte Rio *(Est. time 10 min.)*
- H. Discussion/Action Resolution 22-09 Covid Tests CalOES 130 *(Est. time 10 min.)*

VI. GENERAL MANAGER'S REPORT

VII. BOARD MEMBERS' ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency Designated Representative: Ed Fortner
Employee Organization: Stationary Engineers, Local 39
- B. PUBLIC EMPLOYMENT (Gov. Code, § 54957)
Title: General Manager
- C. PUBLIC EMPLOYMENT (Gov. Code, § 54957)
Title: Interim General Manager
- D. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency Designated Representative: Rachel Hundley
Title: General Manager
- E. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Agency Designated Representative: Rachel Hundley
Title: Interim General Manager
- F. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957)
Title: General Manager

ADJOURN

Sweetwater Springs Water District Mission and Goals

The mission of the Sweetwater Springs Water District (SSWD) is to provide its customers with quality water and service in an open, accountable, and cost-effective manner and to manage District resources for the benefit of the community and environment. The District provides water distribution and maintenance services to five townships adjacent to the Russian River:

- Guerneville
- Rio Nido
- Guernewood Park
- Villa Grande
- Monte Rio

GOAL 1: IMPLEMENT SOUND FINANCIAL PRACTICES TO ENSURE EFFECTIVE UTILIZATION OF DISTRICT RESOURCES

GOAL 2: PROVIDE RELIABLE AND HIGH QUALITY POTABLE WATER WITH FACILITIES THAT ARE PROPERLY CONSTRUCTED, MANAGED AND MAINTAINED TO ASSURE SYSTEM RELIABILITY

GOAL 3: HAVE UPDATED EMERGENCY PREPAREDNESS PLANS FOR ALL REASONABLE, FORESEEABLE SITUATIONS

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION

5087364.1



BOARD MEETING MINUTES*

Meeting Date: April 7, 2022

(*In order discussed)

April 7, 2022
6:30 p.m.

Board Members Present:

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

Board Members Absent:

(None.)

Staff in Attendance:

Ed Fortner, General Manager
Julie Kenny, Secretary to the Board

Others in Attendance:

Rachel Hundley, Legal Counsel
Matthew Emrick, Esq.
Keith McDonald
Nicole King
Mark (unidentified)

I. CALL TO ORDER (6:31 p.m.)

The properly agendized meeting was called to Order by President Schaap at 6:31 p.m.

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

(None.)

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

President Schaap reviewed the items on the Consent Calendar. Director Holmer moved to approve the Consent Calendar. Director Lipinski seconded the motion. Motion carried 5-0. The following items were approved:

- A. Approval of the following Minutes:
 - March 3, 2022 Regular Board Meeting
 - March 8, 2022 Special Meeting
 - March 11, 2022 Special Meeting
 - March 21, 2022 Special Meeting
 - March 28, 2022 Special Meeting

- B. Approval of Operations Warrants/Online payments/EFT payments
- C. Receipt of items of Correspondence (None)
- D. Action to Reconfirm findings of Resolution 21-18 re continuation of remote meetings

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

None.

V. ADMINISTRATIVE (6:34 p.m.) *

**in the order discussed*

- V-A. (6:34 p.m.) Discussion/Action re Water Rights Report.** The GM provided an overview of this item. Matthew Emrick, Esq. made a presentation to the Board. Discussion ensued.
- V-B. (7:20 p.m.) Discussion/Action re Draft FY 2022-23 Budget and Direction on FY 2022-23 Water Rates.** The GM provided an overview of this item. Further overview was provided by Director Lipinski and Director Spillane. Board discussion ensued. Director Lipinski moved to approve a 5% rate increase for FY 2022-23 effective July 1, 2022 or as soon as possible thereafter. Director Spillane seconded. Further discussion ensued, including comments by District Counsel Rachel Hundley. Motion carried 5-0.
- V-C. (7:45 p.m.) Discussion/Action re Covid-related issues.** The GM provided an overview of this item. Comments were made by Rachel Hundley. Discussion ensued. No action was taken.
- V-D. (7:54 p.m.) Discussion/Action re FY 2020-21 CIP Update.** The GM provided an overview of this item. Board questions and discussion ensued. No action was taken.
- V-E. (7:56 p.m.) Discussion/Action re RGS Human Resources.** The GM provided an overview of this item. Discussion ensued. Public comment was made by Julie Kenny, Legal Counsel Rachel Hundley, and Keith McDonald. Further discussion ensued. No action was taken.
- V-F. (8:19 p.m.) Discussion/Action re General Manager Transition Document.** The GM provided an overview of this item. Discussion ensued. No action was taken.
- V-G. (8:30 p.m.) Discussion/Action re District Security and Fires in Monte Rio.** The GM provided an overview of this item. Discussion ensued. No action was taken.
- V-H. (8:46 p.m.) Discussion/Action re Formation of Sonoma County Special Districts Chapter of CSDA.** Director Holmer provided an overview of this item. Discussion ensued. No action was taken.

VI. GENERAL MANAGER'S REPORT (8:52 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. Drought Grant
7. Gantt Chart
8. Economic Impact of No Disconnects for Non-payment

Discussion ensued.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (8:57 p.m.)

(None.)

VIII. ITEMS FOR THE NEXT AGENDA (8:57 p.m.)

1. Fire issues (GM meeting with Chief Baxman)
2. Water rights next steps
3. Rate increase budget report
4. CIP update
5. Transition plan
6. Local CSDA chapter

IX. CLOSED SESSION (8:59 p.m.)

At 8:59 p.m. President Schaap announced the items for discussion in Closed Session. Comments were made by Legal Counsel Rachel Hundley. At 9:01 p.m. the Board to a brief recess. At 9:12 p.m. the meeting re-opened and the Board went into Closed Session. At 10:24 p.m. the meeting reconvened and the following action was announced:

- A. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Ed Fortner
Employee Organization: Stationary Engineers, Local 39
No action was taken.
- B. Pursuant to Gov. Code Section 54957 – Public Employment**
Title: General Manager
No action was taken.
- C. Pursuant to Gov. Code Section 54957(b)(1) – Public Employment**
Title: Interim General Manager
No action was taken.
- D. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: General Manager
No action was taken.
- E. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Section 54957.6)**
Agency Designated Representative: Rachel Hundley
Title: Interim General Manager
No action was taken.
- F. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Section 54956.9(d)(2)**
Number of cases: 1
No action was taken.

ADJOURN

At 10:25 p.m. the meeting adjourned.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Ed Fortner, General Manager

Meeting Date: May 5, 2022

SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU MARCH 31, 2022 (75%)

RECOMMENDED ACTION:
(Discussion item only.)

FISCAL IMPACT:
(None.)

DISCUSSION:

This report presents the 3rd quarter actual revenues and expenses. This comprises 75% of the year by time and so we compare the revenues and expenses to that standard.

Operating Budget:

3Q Revenue is less than 75% of budgeted amount.

Water Sales, the largest revenue line item, came in at 2.81% less than the 75% schedule, lagging more than last quarter. This trend will likely continue into the next quarter. We sold 10.6% less water this year than last year during the same period. This is an improvement from last quarter, but we are heading into another summer of drought.

Overall revenues are also below budgeted amounts due to the less-than-budgeted Water Sales line item.

3Q Expenditures are right on budget (75% of budgeted amount).

3Q expenditures are right on budget.

Expenses of note this quarter are as follows:

Consultant Fees – we spent an unbudgeted \$6,764 this quarter on human resources consultant RGS for a total of \$13,613 this year; and

Legal Fees. This line item was budgeted at \$30,000 for the year, but as of the end of the 3Q actual legal fees are already \$66,065. In the 3Q alone, \$29,581 as spent on Meyer Nave legal fees.

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 3Q Capital Budget (Table 2) is typical the 3rd Quarter - we have received the first installment of the annual assessment from the county and made the first payments on our debt. The second installment of the annual assessment which we will receive soon will balance the debt expenses. We have received \$23,636.65 from the CDBG funding of the FY 2020-2021 CIP. New construction revenue is up due to the West County Health center. We also have made the annual payments on all debt service. Balancing of the funds will occur as we near the end of the fiscal year.

FUNDS AT THE COUNTY

Table 3. Fund and Loan Balances show a comparison of the budgeted and 3rd Quarter balances. Also attached is the County Fund Balances for the 3rd Quarter. Table 3 includes all the funds listed in the County Fund Balances and also the funds at PARS and the USDA Bond Debt at WestAmerica. Table 3 is typical for the 3rd Quarter of the fiscal year. Funds above reserve policy are **at \$1,823,723.45.**

Sweetwater Springs Water District

FY 2021-22 Operating Budget Variances as of March 31, 2022 (75%)

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

	FY 2021-22 Actual	2021-22 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	1,329,249	1,814,787	-485,538	73.25%		
4031.11- Current Charges	502,406	735,568	-233,162	68.3%		
4031.12- Capital Debt Reduction Charge	249,302	332,402	-83,100	75.0%		
Total 4031 - Water Sales	2,080,957	2,882,757	-801,800	72.19%	<u>In the 1Q this item is underbudget, which is unusual during the summer season. In the 2Q, this item still underbudget, but much less so. In the 3Q, Water Sales remain underbudget and will likely remain so for the year.</u>	*
Total OPERATING REVENUE	2,080,957	2,882,757	-801,800	72.19%		
NON-OPERATING REVENUE						
1700 - Interest	2,554	10,000	-7,446	25.54%		
3600 - Construction New Services	16,724	7,000	9,724	238.92%		
3601 - Construction - Service Upgrades	100	5,000	-4,900	2.0%		
4032 - Rent	89,231	112,970	-23,739	78.99%		
4040 - Miscellaneous Income	793	1,500	-707	52.89%		
Total NON-OPERATING REVENUE	109,403	136,470	-27,067	80.17%		
Total Income	2,190,359	3,019,227	-828,868	72.55%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 - Wages	645,432	885,000	-239,568	72.93%		
5912 - Overtime	24,784	34,000	-9,217	72.89%		
5916 - On-Call Pay	30,155	36,000	-5,845	83.76%		
5918 - Extra help - Contract	15,926	37,000	-21,075	43.04%	Field crew took over meter reading from Independent Contractor Dale Dross in Dec.	
Total Salary	716,296	992,000	-275,704	72.21%		
Benefits						
5500 - Flex Spending (Flex spending monies)	3,826	0	3,826	100.0%		
5920 - Retirement net employee share	45,861	78,000	-32,139	58.8%	This line item was underbudgeted this year.	*
5920.4 - Retirement - UL Mandatory	1,385	1,385	0	100.0%		
5922 - Payroll Taxes - Employer Paid	12,048	16,761	-4,713	71.88%		
5930 - Health/Dental/Vision/AFLAC Ins.	183,930	237,000	-53,070	77.61%		
5931 - Retiree Health	9,525	11,700	-2,175	81.41%	In the 1Q, annual contribution to CERBT (\$3,000) made.	
5941 - Life insurance - GM	1,000	1,000	0	100.0%		
5940 - Workers Comp Insurance	22,842	25,000	-2,158	91.37%	In the 1Q, workers' compensation insurance was paid for the year.	
Total Benefits	280,417	370,846	-90,429	75.62%		
Total SALARY & BENEFITS	996,713	1,362,846	-366,133	73.14%		
SERVICES & SUPPLIES						
Communications						
6040-I - Internet service	2,449	3,500	-1,051	69.96%		
6040-C - Cell Phones	5,169	5,200	-31	99.41%		
6040-T - Telephones	21,529	24,820	-3,291	86.74%		
Total Communications	29,147	33,520	-4,373	86.96%		

Sweetwater Springs Water District

FY 2021-22 Operating Budget Variances as of March 31, 2022 (75%)

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

	FY 2021-22 Actual	2021-22 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	* = Ch ged
Insurances						
6101 · Gen. Liability	38,532	65,000	-26,468	59.28%	In the 1Q, paid for the year. Annual costs came in underbudget this year..	
Total Insurances	38,532	65,000	-26,468	59.28%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	5,924	18,000	-12,076	32.91%	-	
6151 · Office Maintenance	3,591	5,000	-1,409	71.82%		
Total Maint/Rep - Office & Vehicles	9,515	23,000	-13,485	41.37%		
Maint/Repair - Facilities						
6085 · Janitorial Services	6,543	9,600	-3,057	68.16%		
6100 · SCADA system	2,547	6,500	-3,953	39.19%		
6180 · Distribution System Repairs	23,676	50,000	-26,324	47.35%	In the 1Q, this line item received a large reimbursement from In-House Construction that exceeded 1Q expenditures.	
6235 · Treatment Sys/Well Repairs	18,781	75,000	-56,219	25.04%		
6143 · Generator Maintenance	614	5,000	-4,386	12.28%		
Total Maint/Repair - Facilities	52,161	146,100	-93,939	35.7%		
Miscellaneous Expenses						
6280 · Memberships	10,307	10,100	207	102.05%		
6303 · Claims	0	1,500	-1,500	0.0%		
6593 · Governmental Fees	19,585	18,500	1,085	105.87%		
Total Miscellaneous Expenses	29,892	30,100	-208	99.31%		
Office Expense						
6410 · Postage	12,413	19,000	-6,587	65.33%		
6430 · Printing Expense	4,299	7,000	-2,701	61.41%	-	
6461 · Office Supplies	6,180	6,000	180	102.99%		
6800 · Subscriptions/Legal Notices	3,078	1,250	1,828	246.22%	This item underbudgeted this year due to job opening advertisements.	
6890 · Computers/Software	1,604	3,500	-1,896	45.83%		
Total Office Expense	27,573	36,750	-9,177	75.03%		
Operating Supplies						
6300 · Chemicals	3,576	18,000	-14,424	19.87%	-	
6880 · Tools and Equipment	6,074	7,500	-1,426	80.99%		
6881 · Safety Equipment	10,576	2,500	8,076	423.06%		
Total Operating Supplies	20,226	28,000	-7,774	72.24%		
Professional Services						
6514 · Lab/Testing Fees	9,107	12,500	-3,393	72.85%		
6570 · Consultant Fees	31,525	35,000	-3,475	90.07%	In the 2Q, \$6,849 was spent on an unbudgeted HR consultant (RGS). In the 3Q, \$6763.95 on RGS for a total of \$13,613 YTD.	*
6590 · Engineering	9,326	10,000	-674	93.26%		
6610 · Legal	66,065	30,000	36,065	220.22%	This line item underbudgeted this year. In the 3Q alone, the District spend \$29,581 on Meyer Nave	*
6630 · Audit/Accounting	29,145	36,000	-6,855	80.96%		
Total Professional Services	145,167	123,500	21,667	117.54%		
Rents & Leases						
7913 · Policy Reserve Loan	135,000	135,000	0	100.0%		

Sweetwater Springs Water District

FY 2021-22 Operating Budget Variances as of March 31, 2022 (75%)

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

	FY 2021-22 Actual	2021-22 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
6820 · Equipment	847	3,300	-2,453	25.68%		
6840 · Building & Warehouse	26,063	32,000	-5,937	81.45%	1Q Bldg. rent paid thru October.	
Total Rents & Leases	161,910	170,300	-8,390	95.07%		
Transportation & Travel						
7120 · Seminars & related travel	423	5,000	-4,577	8.46%		
7201 · Vehicle Gas	26,834	24,000	2,834	111.81%		
7300 · Travel Reimbursements	3,721	6,480	-2,759	57.42%		
Total Transportation & Travel	30,978	35,480	-4,502	87.31%		
Uniforms						
6021.1 · Boots	1,665	1,500	165	110.99%		
6021.3 · T-shirts	1,138	1,800	-662	63.22%	In the 1Q, t-shirts were purchased for the year.	
6021.4 · Jackets	0	240	-240	0.0%		
Total Uniforms	2,803	3,540	-737	79.17%		
Utilities						
7320 · Electricity	93,955	125,000	-31,045	75.16%		
7321 · Propane	1,137	3,000	-1,863	37.91%		
Total Utilities	95,092	128,000	-32,908	74.29%		
Total SERVICES & SUPPLIES	642,998	823,290	-180,292	78.1%		
Total OPERATING EXPENSES	1,639,710	2,186,136	-546,426	75.01%		
FIXED ASSET EXPENDITURES						
8511.1 · Tank/Facilities Sites	1,025	24,000	-22,975	4.27%		
8511.2 - Leasehold Improvements	0	0	0	0.0%		
8517 · Field/office equipment	0	5,000	-5,000	0.0%		
8573 · Vehicles	0	0	0	0.0%		
Total FIXED ASSET EXPENDITURES	1,025	29,000	-27,975	3.53%		
Total Expense	1,640,735	2,215,136	-574,401	74.07%		
Net Ordinary Income	549,624	804,091	-254,467	68.35%		
Other Income/Expense						
Other Expense						
TRANSFERS TO OTHER FUNDS						
8620.7 · Tfers to CIRF for CDR Revenue	332,402	332,402	0	100.0%		
8620.3 · Tfers to CIRF	0	430,000	-430,000	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	332,402	802,402	-470,000	41.43%		

Sweetwater Springs Water District
FY 2021-22 Capital Budget Variances as of March 31, 2022 (75%)

	<u>Jul 21 - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Notes</u>
Income					
New Construction flat charges revenue	59,919.60	27,000.00	32,919.60	221.92%	
CY Direct Charges	413,219.09	710,000.00	-296,780.91	58.2%	
PY Direct Charges	8,702.40	40,000.00	-31,297.60	21.76%	
Interest Revenue	6,721.46	25,000.00	-18,278.54	26.89%	
Grant Proceeds	23,636.65	0.00	23,636.65	100.0%	
Tfer from Operations - CDR	332,402.00	332,402.00	0.00	100.0%	
Tfer from Operations - In House Constr.	0.00	25,000.00	-25,000.00	0.0%	
Tfer from Operations - Surplus Income	0.00	430,000.00	-430,000.00	0.0%	
Total Income	<u>844,601.20</u>	<u>1,589,402.00</u>	<u>-744,800.80</u>	<u>53.14%</u>	
Expense					
In-House Construction	11,929.95	25,000.00	-13,070.05	47.72%	
CIP 2021 (Main repl: Old River Rd; Woodland)	21,907.54	1,280,000.00	-1,258,092.46	1.71%	
Moscow Rd. Project	4,545.00	0.00	4,545.00	100.0%	
MR Well 5 Pump & Rehab	55,155.00	0.00	55,155.00	100.0%	
Principal Pymt -USDA Bonds	54,950.00	54,950.00	0.00	100.0%	
Principal - Priv. Placemnt Loan	172,320.57	176,887.00	-4,566.43	97.42%	
Principal-2013 Cap One Rev Bond	296,500.00	296,500.00	0.00	100.0%	
Capital Interest	237,503.82	254,201.00	-16,697.18	93.43%	
Total Expense	<u>854,811.88</u>	<u>2,087,538.00</u>	<u>-1,232,726.12</u>	<u>40.95%</u>	
Net Capital Income	-10,210.68	-498,136.00	487,925.32	2.05%	

Non-Operating Balances FY 2021-22 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 2021-22 Policy Reserves: \$1,319,089 <small>Reserve Loans Outstanding: \$230,000 (Oct. 2019 loan) \$500,000 (Nov 2020 loan)</small>	
NAME	CERBT <small>(Contributions are part of Reserves)</small>	PARS <small>(Contributions are part of Reserves)</small>	Operations	Bldg Fund <small>(part of Policy Reserves)</small>	FY 2020-21 POLICY RESERVES: \$1,319,089	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: \$589,089			
Fund	CONTRIBUTIONS: \$42,518	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	\$63,883.98	\$275,324.24	\$135,143.78	\$55,850.00	\$257,991.00	\$27,765.22	\$1,257,993.84	\$3,920.00	\$547,949.12	\$149,782.46	\$2,286,612.96	\$2,775,603.64	\$1,872,942.64			
FP2-Aug	\$63,883.98	\$279,403.45	\$260,143.78	\$55,850.00	\$257,991.00	\$22,151.92	\$1,279,408.16	\$3,920.00	\$178,392.22	\$149,785.09	\$2,057,857.08	\$2,550,929.60	\$1,648,268.60			
FP3-Sept	\$66,521.00	\$271,276.70	\$125,143.78	\$55,850.00	\$392,991.00	\$22,151.92	\$1,264,662.95	\$3,920.00	\$178,392.22	\$85,502.49	\$2,043,111.87	\$2,466,412.06	\$1,563,751.06			
FP4-Oct	\$66,521.00	\$280,371.22	\$275,836.34	\$55,850.00	\$392,991.00	\$22,151.92	\$1,262,613.75	\$3,920.00	\$178,392.22	\$85,503.85	\$2,191,755.23	\$2,624,151.30	\$1,721,490.30			
FP5-Nov	\$66,521.00	\$276,345.31	\$275,836.34	\$55,850.00	\$392,991.00	\$22,151.92	\$1,287,459.60	\$3,920.00	\$178,392.22	\$85,505.35	\$2,216,601.08	\$2,644,972.74	\$1,742,311.74			
FP6-Dec	\$69,746.10	\$283,202.04	\$103,434.34	\$55,850.00	\$392,991.00	\$22,151.92	\$2,069,366.89	\$3,920.00	\$178,392.22	\$42,518.57	\$2,826,106.37	\$3,221,573.08	\$2,318,912.08			
FP7-Jan	\$66,521.00	\$271,230.98	\$104,360.85	\$55,850.00	\$392,991.00	\$21,947.81	\$2,043,073.14	\$3,920.00	\$70,354.01	\$42,519.29	\$2,692,496.81	\$3,075,993.18	\$2,173,332.18			
FP8-Feb	\$66,521.00	\$266,539.54	\$304,360.85	\$55,850.00	\$392,991.00	\$21,229.81	\$2,041,910.64	\$3,920.00	\$1,418.45	\$42,519.94	\$2,821,680.75	\$3,200,486.33	\$2,297,825.33			
FP9-Mar	\$66,468.31	\$267,843.89	\$304,360.85	\$55,850.00	\$392,991.00	\$21,229.81	\$2,020,315.59	\$3,920.00	\$1,418.45	\$42,520.66	\$2,800,085.70	\$3,176,918.56	\$2,274,257.56			
FP10-Apr											\$0.00	\$0.00				
FP11-May											\$0.00	\$0.00				
FP12-Jun											\$0.00	\$0.00				
FP 13 (FINAL)											\$0.00	\$0.00				

**** 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: Ed Fortner, General Manager

Meeting Date: May 5, 2022

SUBJECT: DRAFT FY 2022-2023 BUDGET REPORT

RECOMMENDED ACTION: Receive the draft Budget Report and discuss any outstanding issues regarding the Draft District FY 2022-2023 Budget, including the District's proposed water rates based on a 5% increase, and provide direction to staff and the *ad hoc* Budget subcommittee.

FISCAL IMPACT: Provides financial direction for FY 2022-2023.

DISCUSSION:

The draft FY 2022-2023 Budget was presented at the April meeting. At the meeting we discussed budget issues, the proposed water rate increases, and the line item details of the proposed FY 2022-2023 Budget. During the discussion several items were highlighted, among them was the 5% rate increase and the FY 2020-2021 CIP. Highlights of the FY 2022-2023 Budget include:

- A 5% increase in the Water Usage, Base Rate and Capital Debt Reduction Charges. This is the third year of the five-year plan to increase capital funding to a sustainable level.
- Water sales are projected to be flat.
- FY 2020-2021 CIP, Water Main Replacement of ~5,400' on Old River Rd. and Woodland Drive at \$1,650,000.
- The transfer to the Capital Improvement Reserve Fund (CIRF) of \$395,000.

The Proposition 218 notices were mailed by April 18, ~3,600 notices were mailed to all property owners. As of April 29, 73 protests have been received.

Exhibit A is the draft FY 2022-2023 Budget. It includes the budget detail. This document plus information on the proposed 5% water rates increase will be on the District website. Please review the report and provide comments to staff either at the meeting or via email.

Table 1. FY 2022-2023 Budget Preparation	
Reviewed/Approved Capital Improvement Program	February 2022
Introduce Budget Process	January 6, 2022
Budget Committee meetings	March 2022
Draft Budget to Board for Discussion/Action, Including Direction on Water Rates	March 3, 2022 April 7, 2022
Prop 218 Mailing for Water Rate Increase, if necessary	April 18, 2022
Draft Budget to Board for Discussion/Action	May 5, 2022
Approve Budget	June 2, 2022
<ul style="list-style-type: none">• Prop 218 Public Hearing on Rates, if necessary	

1 Exhibit A		DRAFT FY 2022-2023 OPERATING AND CAPITAL BUDGET						
3 FY 2022-2023 DRAFT OPERATING BUDGET		FY 20-21 FINAL (CASH)*	FY21-22 BUDGET	FY 21-22 Projected	FY 22-23 BUDGET	Difference FY22-F23 Budgets	FY 2022-2023	
4 REVENUE								
5 OPERATING REVENUE								
6 4031 - Water Bill Revenue								
7 4031.1. - Capital Debt Reduction Charge 317,797 332,402 332,402 349,022 16,620 5% rate increase based on projected								
8 4031.1. - Water Sales - Base Rate 1,737,694 1,814,787 1,814,787 1,905,526 90,739 5% rate increase based on projected								
9 4031.1. - Water Sales - Usage Charges + Other 697,378 735,568 735,568 772,346 36,778 Flat sales, 5% increase based on projected								
10 4031.1. - Total Water Sales 2,752,869 2,882,757 2,882,757 3,026,895 144,138								
11 Total OPERATING REVENUE 2,752,869 2,882,757 2,882,757 3,026,895 144,138								
12 NON-OPERATING REVENUE								
13 4445 - Grant Proceeds 0 0 - - -								
14 4448 - Policy Reserve Loan proceeds 500,000 - - - - None.								
15 1700 - Interest 4,869 10,000 3,200 3,500 (6,500)								
16 3600 - Construction New Services 31,781 7,000 15,000 8,000 changes from year to year								
17 3601 - Construction Service Upgrades 14,615 5,000 5,000 6,000 changes from year to year								
18 4032 - Rent 119,915 112,970 121,000 121,500 8,530 Crystal \$1361/mo = \$16.322 AT&T \$8778.67/mo = \$105.344 USBank CC refunds So. City Credit								
19 4040 - Miscellaneous Income 14,920 1,500 1,500 1,500								
20 Total NON-OPERATING REVENUE 686,100 136,470 145,700 140,500 4,030								
21 Total Income 3,438,969 3,019,227 3,028,457 3,167,395 148,168								
22 EXPENSES								
23 OPERATING EXPENSES								
24 SALARY & BENEFITS								
25 Salary								
26 5910 - Wages 805,607 885,000 885,000 911,550 26,550 3% Wages increase as per MOU								
27 5912 - Overtime 40,184 34,000 40,000 37,000 3,000 3% Wages increase as per MOU								
28 5916 - On-Call Pay 39,030 36,000 39,000 37,000 1,000 as per MOU								
29 5918 - Extra help - Contract 37,030 37,000 37,000 37,000 - Contract								
30 Total Salary 921,851 992,000 1,001,000 1,022,550 30,550								
31 Benefits								
32 5500 - Flex Spending -5,374 0 0 0 JK: ER Rates: 2% @ 55: 10.32%; 2% @ 62: 7.47% Est biweekly total: \$2,746 (ER Rate only)								
33 5920 - Retirement net EE share 68,732 78,000 75,000 72,000 (6,000) 2% @ 55: \$0 2% @ 62: \$0								
34 5920.4 - Retirement UL 34,552 1,385 1,385 1,400 15								
35 5920.5 - Retirement UL 500,000 0 0 0 -								
36 5922 - Payroll Taxes - Employer Paid 14,018 16,761 16,000 16,000 (761)								
37 5930 - Health/Dental/Vision/AFLAC Ins. 239,043 237,000 255,000 260,000 23,000								
38 5931 - Retiree health 11,043 11,700 11,700 14,000 2,300 Includes contribution to CERBT of \$3000. Per JK cost per retiree 2022 \$149 Total retirees: 6 \$149X 6 X 12 + \$3000=\$13,728								
39 5940 - Workers Comp Insurance 20,508 25,000 22,842 23,000 (2,000) FY 2022-23 EMOD: 1.03; rates unknown								
40 5941 - Life Insurance (GM) 1,000 1,000 1,000 1,000 - Per EF contract.								
41 Total Benefits 883,522 370,846 382,927 387,400 16,554								
42 Total SALARY & BENEFITS 1,805,373 1,362,846 1,383,927 1,409,950 47,104								
43 SERVICES & SUPPLIES								
44 Communications								
45 6040-I - Internet service 3,315 3,500 2,700 2,700 (800) Comcast -\$127/month; \$1524 GatoMyPC \$88/mo = \$1056 Sonic.net \$72/mo = \$864 Verizon \$100/mo: \$1200 Cell phone reimburse \$380/mo - \$4560 Misc. : \$500								
46 6040-C - Cell Phones/Radios 4,634 5,200 5,700 6,300 1,100 Ans. Service: \$2100 AT&T Phones: \$1,900/mo'; \$22,800 Mtel Phones: \$360/mo=\$4,320								
47 6040-T - Telephones 23,457 24,820 28,000 30,000 5,180								
48 Total Communications 31,406 33,520 36,400 39,000 5,480								
49 Insurances								
50 6101 - Liability & Auto Ins. 65,391 65,000 39,000 50,000 -15,000								
51 Total Insurances 65,391 65,000 39,000 50,000 (15,000)								
52 Maint/Rep - Office & Vehicles								
53 6140 - Vehicle Maintenance 27,396 18,000 10,000 18,000 - trucks are getting up in age for more maintance								
54 6151 - Office Maintenance 5,173 5,000 5,300 5,000 Alarm System - \$145/yr=\$580 SR Computers - \$195/mo = \$2340/year Copy mach. maint - 1500/yr Landscaping - \$300/yr Misc./ Other - \$250								
55 Total Maint/Rep - Office & Vehicles 32,569 23,000 15,300 23,000 -								
56 Maint/Repair - Facilities								
57 6085 - Janitorial Services 8,784 9,600 9,600 11,000 1,400 Maria Reyes (office Janitorial): \$135/mo = \$1620 United Site Svces (port-o-lets): \$400/mo = \$4800 Recology Garbage \$175/mo=\$2100 Sewer - GVTP (\$1800)								
58 6100 - SCADA System 1,313 6,500 4,500 6,500 - will be getting new back up batteries for scada site								
59 6180 - Distribution System Repairs 37,995 50,000 50,000 50,000 -								
60 6235 - Treatment Sys/Well Repairs 55,593 75,000 75,000 75,000 -								
61 6143 - Generator Maintenance 3,766 5,000 5,000 5,000 -								
62 Total Maint/Repair - Facilities 107,451 146,100 144,100 147,500 1,400								
63 Miscellaneous Expenses								
64 6280 - Memberships 9,751 10,100 10,100 11,000 900 USA \$800 AWWA \$460 CSDA \$7,620 MR Chamber -\$50 RR Chamber -\$175 Cal Rural \$1400 WCWW \$200								
65 6303 - Claims 295 1,500 - 1,500 -								
66 6593 - Governmental Fees 18,982 18,500 18,500 22,000 3,500 Elections costs: \$2000 Notice of Determination \$230 Parcel List \$325 LAFCO \$6,400 Hazmat \$1300 Operator license fees \$500 System fees \$10500 Water Rights \$500								
67 Total Miscellaneous Expenses 29,028 30,100 28,600 34,500 4,400								

	FY 2022-2023 DRAFT OPERATING BUDGET			FY 20-21 FINAL (CASH)*	FY21-22 BUDGET	FY 21-22 Projected	FY 22-23 BUDGET	Difference FY22-F23 Budgets	FY 2022-2023
68	FY 2022-2023 DRAFT OPERATING BUDGET								
69	Office Expense								
70		6410 - Postage		15,404	19,000	19,000	20,000	1,000	Billing (2000 pieces @ \$.53.5 X 12 months) = \$12,840 Prop 218 mailing: 4000 X .53.5 = \$2,140 1 extra mailing: 3600 X .53.5 = \$1,926 Other mail
71		6430 - Printing Expense		10,185	7,000	7,000	9,000	2,000	Window Envelopes \$1540 Return Envelopes \$1000 Water Bills + Autopay \$1700 Doorhangers \$400 COIRs: \$1,200 Doorhangers: \$400 Prop 218 Notices/Envelopes: \$1,200 Fall notice: \$1,000 Checkblanks \$200 Textbooks/Account books \$0
72		6461 - Office Supplies		6,847	6,000	6,000	6,000		Supplies \$4500 Plants/Landscaping \$150 Christmas party \$400 Business lunches \$75 Paper products/coffee \$250 Furniture/Equip \$500
73		6800 - Subscriptions/Legal Notices		2,232	1,250	3,500	3,000	1,750	Press Democrat \$625 Legal Notices \$500 Ads (job): \$500 Sonoma West \$350 Safety Meeting Outlines \$100
74		6890 - Computers/Software		4,597	3,500	3,500	4,500	1,000	Antivirus software \$150 Battery backups: \$500 Misc \$400 Filemaker upgrade \$2000 Quickbooks upgrade \$0 Workstation upgrades - \$0 Office 365 subscription: \$850 Digital Ocean: \$6.20/mo = \$75 Cisco/Webay: \$170
75	Total Office Expense			39,265	36,750	39,000	42,500	5,750	
76	Operating Supplies								
77		6300 - Chemicals		14,911	18,000	5,000	15,000	(3,000)	no kmno4 being used anymore
78		6880 - Tools and Equipment		3,097	7,500	7,000	7,500.00		pipe finder \$4000 Mini Jack hammer \$550. Chain saw \$400 leaf blower \$300 gen 1,000
79		6881 - Safety Equipment		1,872	2,500	2,000	2,500		cones/work signs/ barricades
80	Total Operating Supplies			19,880	28,000	14,000	25,000	(3,000)	
81	Professional Services								
82		6514 - Lab/Testing Fees		7,532	12,500	12,000	15,000	2,500	no lead and copper samples this year IEDA \$13,000
83		6570 - Consultant Fees		54,472	35,000	35,000	50,000	15,000	SR Computers/Chris Meyers (online bill view) \$1500 SR Computers/Kim (website) \$2000 Filemaker: Online bill format \$1500 One Call Now (robocalls): \$300 Water Audit: \$3,300 New hire fitness/drop test: \$1,000
84		6590 - Engineering		4,921	10,000	10,000	10,000		
85		6610 - Legal		23,630	30,000	60,000	60,000	30,000	
86		6630 - Audit/Accounting		35,033	36,000	36,000	38,000	2,000	ADP \$652 weeks = \$1690 W-2s, taxes: 1099s = \$500 Authorize.net \$130/mo = \$1560 Auditor \$8,500 TSYS: \$1600/mo = \$19,200 E-check fees = \$2800 West America fees \$230/mo = \$2760 County Accounting Fees = \$800
87	Total Professional Services			125,588	123,500	153,000	173,000	49,500	
88	Rents & Leases & Loans								
89		6820 - Equipment		1,408	3,300	3,300	3,600	300	Postage machine \$1600 Action rents: \$2000
90		6840 - Building & Warehouse		31,152	32,000	32,000	32,000		Rent: \$2,150/mo = \$2,000 (est based on new lease in May 2020)
91		Policy Reserve Loan		135,000	135,000	135,000	135,000		\$500,000 borrowed FY 2018-20, \$300,000 borrowed FY 2020-21. Year 3 of 7 years payback \$135,000 annually.
92	Total Rents & Leases			167,560	170,300	170,300	170,600	300	
93	Transportation & Travel								
94		7120 - Seminars & related travel		1,115	5,000	3,000	5,000		JK - \$250, EF-\$1,000 NK/AC - \$400 Field: \$1500
95		7201 - Vehicle Gas		23,909	24,000	34,000	40,000	16,000	
96		7300 - Travel Reimbursements		6,459	6,480	6,480	6,500	20	EF \$500/mo = \$6000 NK/JK \$40/mo = \$480
97	Total Transportation & Travel			31,483	35,480	43,480	51,500	16,020	
98	Uniforms								
99		6021.1 - Boots		1,618	1,500	1,500	1,800	300	\$245 X 7 = \$1715
100		6021.3 - T-shirts		1,618	1,800	1,200	1,500	(300)	
101		6021.4 - Jackets		92	240	240	250	10	
102	Total Uniforms			3,328	3,540	2,940	3,550	10	
103	Utilities								
104		7320 - Electricity		125,211	125,000	125,000	126,000	1,000	
105		7321 - Propane		3,358	3,000	3,000	3,500	500	
106	Total Utilities			128,569	128,000	128,000	129,500	1,500	
107	Total SERVICES & SUPPLIES			781,518	823,290	814,120	889,650	66,360	
108	Total OPERATING EXPENSES			2,586,891	2,186,136	2,198,047	2,299,600	113,464	
109	OPERATING SURPLUS/DEFICIT			\$852,078	\$833,091	\$830,410	\$867,795	\$ 34,704	
110	FIXED ASSET EXPENDITURES								
111		8517 - Field/Office equipment		6,170	5,000	500	5,000	5,000	
112		8573 - Vehicles		47,678	-	0	50,000		- postpone for two years
113		8511.1 - Tank/Facilities Sites		22,608	24,000	3,000	24,000	18,000	roofing repairs /foundation repairs /tank liner repairs to tank site.
114		8511.6 - Leasehold Improvements		0	0	0	-	-	
115	Total FIXED ASSET EXPENDITURES			76,456	29,000	3,500	79,000	50,000	
116	TRANSFERS TO OTHER FUNDS								
117		8620.7 - Tfers to CIRF for CDR Revenue		316,573	332,402	332,402	349,022	16,620	
118		8620.3 - Tfers to CIRF		270,000	430,000	450,000	395,000	(35,000)	
119		8620.5 - Tfers to Building Fund		15,000	15,000	15,000	15,000	-	
120		8620.2 - Tfers to In-House Constr		25,000	25,000	25,000	25,000	-	
121	Total TRANSFERS TO OTHER FUNDS			626,573	802,402	822,402	784,022	(18,380)	
122	SURPLUS/DEFICIT			149,049	1,689	4,508	4,773	3,084	
123									

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Ed Fortner, General Manager

Meeting Date: May 5, 2022

SUBJECT: Water Rights

RECOMMENDED ACTION: Receive report from the General Manager on District Water Rights.

FISCAL IMPACT: N/A

DISCUSSION:

I have been in discussions with Matt Emrick with the Law Offices of Matthew Emrick and Steve Mack about the District's water rights in light of the temporary urgency change to Sonoma County Water Agency's (SCWA) water rights that lowered the flows in the lower Russian River to 35 cfs, and the soon to be issued Emergency Curtailment Order by the State Water Conservation and Resources Board (SWCRB) for the Upper and Lower Sections of the Russian River due to the current third year of drought conditions.

In light of these recent events, the District needs to better understand our water rights and our path forward to protect our rights. Sonoma County Water Agency (SCWA) has postured such that they threaten our water rights during low flow conditions. These issues are complex and require expert council. Matt Emrick has consulted with the District before, in 2016 and 2017, and understands our water rights issues.

Matt, Steve Mack, and I have met multiple times. Matt and I explored historical documents and maps with promising results. Matt has focused on California Public Utilities Commission (CPUC) records to connect the water rights transfers of the private water companies that supplied water in the District service area. Matt has completed his work, including research dating from the 1920s to 1992, when Sweetwater Springs Water District (SSWD) was formed. I focused my research on two historical books that detail the formation and history, including the water use of the Guerneville and Monte Rio areas. "Out of the River Mist" by C. Raymond Clar and "Guerneville Early Days, A History of the Lower Russian River" by John C. Schubert are full of historical references to water usage for the lumber mills, to fight the many

May 5, 2022

fires that occurred over the years, and for potable use. These records date back to original water usage in Guerneville in 1885. This usage can also be corroborated by fire insurance maps that detail the water storage and distribution system used in that time period.

Matt and I completed the historical documentation. This documentation is cited in a legal opinion and report by Matt on behalf of the District to strengthen our Water Rights further.

Another critical element of the scope of work by Matt is striving for a "County Solution" to the issues around SCWA threats to force SSWD to contract for water purchase in low flow conditions. We started this conversation with Supervisor Hopkins on August 19 and hope to make further progress with that goal. Supervisor Hopkins' initial discussion was not met with enthusiasm; she mentioned she is but one member of the five-member Board of Sonoma Water.

After Matt's presentation and discussion with the Board at the April Board meeting, the Board directed the GM to work with Matt to develop next steps in the water rights process. I met with Matt on April 15 and developed a path forward.

Next steps include- further investigation into local historical newspapers, property transfer records including water rights, direction for property sales relative to water rights, and A new task order is attached for review by the Board for this additional work. Below is a draft "punch list" of items I noted during the Board meeting that we can discuss during our call tomorrow. I may have missed some. Some of the issues may not necessarily be urgent and others might be able to be answered very quickly.

- 1. Follow-up evidence in support of pre-1914 analysis**
- 2. Additional focused research connecting historic evidence to the Monte Rio water right**
- 3. Local tributary flow contribution to Russian River underflow vs Stored Releases**
- 4. SCWA's and Russian River Flood's rights to stored water and outflow in relation to District's rights**
- 5. Reasonable use - Upstream storage vs. downstream water rights.**
- 6. Water "quantity" issue – quantification of District's pre-1914 water rights**

- 7. Korbel history and in particular, history of water use**
- 8. Transfers of District properties with potential water rights**

Law Offices of Matthew Emrick

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(916) 337-0361 (Direct)
matthew@mlelaw.com
www.mlelaw.com

April 18, 2022

Ed Fortner
General Manager
Sweetwater Springs Water District
17081 Hwy 116 (P. O. Box 48)
Guerneville, CA 95446

Re: Task Order No. 3 – Water Rights

Dear Ed:

Pursuant to our conversation on April 15, 2022, and for your review, I am presenting the following proposed task order no. 3 relating to work associated with the District's water rights on the Russian River. The legal fees for this task order would not exceed \$3,000.00 unless otherwise approved in writing by the District.

TASK No. 3

Working with the District's General Manager, the Law Offices of Matthew Emrick will assist the District with:

- Identifying potential title search consultants to assist the District's General Manager to locate potential potentially relevant to supporting the District's claims of pre-1914 water rights to the Russian River. [no charge]
- Continue to assist with the identification, location and collection of documents and information to support and strengthen the District's existing water rights. **Attached** please find a printout of

historic local newspapers in Sonoma County available from the County Library that might contain articles related to water supply and/or water companies in the historic Guerneville and Monte Rio areas. The State Library historic archives also have some of these newspapers.

- Preparing legal analysis and recommendations regarding the District's water rights in relation to the transfer or sale of properties owned by the District.

Please review and let me know any comments you might have. Thank you.

Very truly yours,

LAW OFFICES OF MATTHEW EMRICK

Matthew Emrick

By: _____
Matthew L. Emrick

Sonoma County Library

Guide to Historical Newspapers on Microfilm

The following newspapers are available at the Sonoma County History and Genealogy Library on microfilm. For other newspaper holdings, please contact the individual branch libraries (Cloverdale, Guerneville, Healdsburg, Rohnert Park-Cotati, and Petaluma).

City	Newspaper Title	Issues Available	Notes
Bodega Bay	Signal	1985-1992	
	Navigator	1987-2006	
Cloverdale	L'Etoile des pauvres et des souffrants	1881-83	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
El Verano	Sonoma Valley Republican	1890	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
Guerneville	Guerneville Times	1890-1915 (broken)	
	Guerneville X-Rays	Sept. 24, 1898; Feb. 11, 1899	
	Russian River Advertiser	1901-1909	(broken)
	Guerneville Times and Russian River Advertiser	May 3-Sept. 13, 1913; Feb. 6, 1915-Jan. 1,	

City	Newspaper Title	Issues Available	Notes
		1916; May 16, 1919-Nov. 7, 1919	
	Guerneville Times	June 8, 1947	
	Russian River Reporter	June 3, 1947-July 20, 1947	
	The Paper	June 8, 1979-Dec. 27, 1989	
Healdsburg	Enterprise	1876-1938	
	The Advertiser	June 2, 1865	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	Russian River Flag	Jan. 1, 1888-Mar. 5, 1883; Aug. 25, 1886	
Petaluma	Argus Courier	June 1950-Aug 2002	
	Weekly Journal	1855-1861	
	Morning Argus	Sept. 1874	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	Daily Imprint	1885-1891; 1892-1894	1885-1891 on: Newspaper

City	Newspaper Title	Issues Available	Notes
			miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	Daily Argus	1906	
	The Standard	1877-1878	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	Petaluma Land Journal	188-?	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
San Francisco	The Bulletin	1928	
Santa Rosa	Sonoma Democrat	Vol. 2, no. 1 (Oct 22, 1858)	
	Sonoma County Democrat	Vol. 2, no. 2 (Oct. 28, 1857)-v. 9, no. 23 (Mar. 17, 1866)	
	Sonoma Democrat (1866)	Vol. 9, no. 25 (Apr. 1, 1866)-v. 41, no. 14, (Oct. 2, 1897)	
	Santa Rosa Daily	Aug. 1875 -	

City	Newspaper Title	Issues Available	Notes
	Democrat	Oct. 1897 (broken)	
	Press Democrat	1897-1969	
	Republican	1880-1947 (broken)	
	Daily Republican	1881-1899	
	Santa Rosa Times/Evening Times	1875-1879	
	Evening Press	1948-1949	
	Sonoma County Land Journal	1863	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	Rose and Hill's Sonoma County Real Estate Messenger	188-?	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	New Grocery Weekly	1889	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	The Weekly News	1879	Newspaper miscellany: Sonoma, Stanislaus, Sutter,

City	Newspaper Title	Issues Available	Notes
			Tehama, Trinity Counties
	Santa Rosa Press	188-?	Newspaper miscellany: Sonoma, Stanislaus, Sutter, Tehama, Trinity Counties
	Sonoma County Herald	Jan. 7, 1944- Dec. 1954	
	The Herald	Jan. 4, 1953- Dec. 30, 1965	
	Santa Rosa News Herald	Jan. 5, 1966- Feb. 17, 1988	
	Sonoma County Labor Journal	July 27, 1922- Dec. 27, 1935	
Sebastopol	Sebastopol Times	1895-1995	Many issues missing, 1895-1939;
	Western Sonoma County Review	1944-1949	Partial holdings
	West County News	1984-1986	
Sonoma	Index Tribune	1879-1904 (broken), 1905- 2017	
	Sonoma West Times	1995-2017	

City	Newspaper Title	Issues Available	Notes
Windsor	The Wahl Street Journal	Oct. 1977-Nov. 1981	
	Windsor Journal	Nov. 1981-April 1982	
	The Times	Feb. 1989-Dec. 1992	
	The Windsor Times	Jan. 1993-Dec. 2017	
	Windsor Community News	Oct. 1996-Feb.1997	

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MEMORANDUM

TO: Ed Fortner, Sweetwater Springs Water District
FROM: Matthew L. Emrick
DATE: April 26, 2022
RE: Initial Overview of Protecting the District's Water Rights
when Transferring District Properties

A. Background and Overview

Sweetwater Springs Water District owns certain properties that it is considering selling or otherwise transferring. The District wishes to ensure that such transfers do not result in any adverse impacts to, or loss of, the District's water rights.

B. Overview of Law Applicable to Water Rights in Relation to Transfers of Property

As a general rule in California, water rights transfer automatically with the transfer of Property even in the absence of any specific language transferring such water rights.

Riparian water rights are considered *part and parcel* of the property and transfer automatically as part of the property itself. Holmes v. Nay (1921) 186 Cal. 231, 236. In general, Riparian water rights cannot be reserved to the grantor upon a sale of the property, and

an attempt to do so destroys the Riparian right so that it is neither reserved nor transferred.

“Appropriative rights” such as the Districts are considered appurtenances to the property and also transfer automatically upon a conveyance of the Property – even if not mentioned in the deed. In Stanislaus Water Co. v. Bachman (1908) 152 Cal. 716, 724, the court found that a water right transferred automatically as appurtenance to the land even though the deed made no mention of water rights:

It was an incident of the land and would pass as such by a conveyance of the land, without express mention and without any reference thereto, such as by the use of the word "appurtenances" or otherwise.

However, appropriative water rights (unlike riparian rights) are generally severable from the property and can be transferred separately from a parcel of property, or as in the District’s case, specifically reserved to the granting party separate from the property being sold or transferred. Locke v. Yorba Linda Irrigation Co. (1950) 35 Cal.2d 205, 209-211.

In general, the status of any water rights associated with a property transfer should be specifically set forth in the Deed.

C. Recommendations

In order to ensure the District preserves its pre-1914 and Licensed water rights whenever District property is transferred, the District should consider taking the following actions:

1. Review the deeds and title history of any District property being transferred or sold to determine if there any specific water rights associated with such properties keeping in mind that even in

the absence of specific language water rights are presumed to transfer with the property.

2. Review the locations of the District's existing diversions (pre-1914 and licensed) to determine if there is any connection between such locations and any specific properties being considered for transfer (e.g. is the location within the boundaries of a parcel being transferred).
3. Where appropriate, include in any deed (or other instrument) transferring District property language specifically reserving to the District all water rights necessary for the exercise of the District's water rights. Even in situations where a "buyer" wants the property to include some rights to water, the transferring deed should contain language specifying that any water rights reserved to the property are subordinate to the District's rights to water.

Of course, each situation is different, and needs to be evaluated on a case-by-case basis. This office can help prepare specific language protecting the District's water rights when a District property is transferred depending on the particular situation and property being transferred. In the meantime, this office will develop some general language intended to protect the District's water rights during any such transfer.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Ed Fortner, General Manager

Meeting Date: May 5, 2022

Subject: FY 2020-2021 CIP PROJECT UPDATE

RECOMMENDED ACTION: Receive report; give any needed direction.

FISCAL IMPACT: \$1,650,301.00

DISCUSSION:

Replacement of aging water main infrastructure is an important activity of the Sweetwater Springs Water District. Toward that end, the District has developed a multi-year capital improvement program that has prioritized the capital infrastructure that needs to be replaced or improved. The District is currently working on the FY 2020-2021 CIP, replacing approximately 5,400 ft of existing main and 58 services on Old River Rd and Woodland Drive, including 16 lead goosenecks. The new HDPE water main will replace old galvanized, steel, and cast iron pipe.

This construction project was advertised in December of 2021, and five bids were received and opened on January 18, 2022, at 2:30 pm, in accordance with bid instructions. The project had an Engineer's Estimate of Probable Cost of \$1,601,944. After careful review and analysis of the bid by Piazza Construction (Piazza), the bid was awarded to Piazza. Piazza has done good work for the District in the past, and the bid amount is below the Engineer's Estimate of Probably Cost.

The work authorized under this contract is scheduled to begin on March 30, 2022; according to the contract, it will be completed within 70 working days of the notice to proceed. The work involves repair, replacement and/or reconstruction of existing water main distribution lines, and the installation of water "services" and fire hydrants. The work is in the same general location as existing facilities and will result in no expansion of system capacity. The work is part of the District's Capital Improvement Program and will provide important and necessary improvements to the District distribution system.

The Board approved the award in the amount of \$1,353,421.00 by Piazza Construction, and authorization for the General Manager to approve up to \$135,000 in total change order authority for work not anticipated by the contract, and construction management and inspection costs by Coastland Engineering for the project estimated at \$161,880.00. This puts the entire project cost at \$1,650,301.00 including the total change order amount.

May 5, 2022

This project will be self-funded by the District and with CDBG funds of \$705,000. As such, the Project Award must be approved by CDC staff. District staff have been in communication with CDC and the District has informed the CDC of the award of the contract.

Piazza has submitted the fully executed contract and required supporting documentation. These have been distributed to our Engineers and CDC. A notice to proceed is being drafted by Coastland. Preconstruction meeting was held on March 8, attended by CDC staff, Piazza, Coastland, Jack, and I. Tentative start date was the second week of April 2022. Permit Sonoma was slow to issue the encroachment permit to Piazza so the project is now due to start March 2, 2022.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Ed Fortner, GM

Meeting Date: May 5, 2022

SUBJECT: DISCUSSION/ACTION CSDA Sonoma County Chapter

RECOMMENDED ACTION: Receive the report.

FISCAL IMPACT: N/A

DISCUSSION:

CSDA established a Sonoma County District branch of CSDA. Rich Holmer will give a brief report.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-F

FROM: Ed Fortner, GM

Meeting Date: May 5, 2022

SUBJECT: DISCUSSION/ACTION GM Transition Document

RECOMMENDED ACTION: Receive report.

FISCAL IMPACT: N/A

DISCUSSION:

The GM will present a spreadsheet transition document for Board review.

TRANSITION DOCUMENT 03/03/2022

<u>REGULATIONS</u>	<u>NEEDS</u>	<u>GRANTS/ FUNDING</u>	<u>CAPITAL</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>CONTACTS</u>	<u>HISTORY</u>	<u>NEXT STEPS</u>	<u>DOCUMENTS</u>
		CDBG 2020	FY 2020-2021 CIP; Old River Rd. and Woodland Drive	FY 2020-2021 Design and Planning; 5,400' HDPE water main replacement on Old River Rd and Woodland Drive.	Completed	CDC; Valerie Johnson <Valerie.Johnson@sonoma-county.org>	\$116,000 received.	Completed	Grant Agreement, Draw Request Forms; Final Design and Planning Documents
		CDBG 2021	FY 2020-2021 CIP; Old River Rd. and Woodland Drive	FY 2020-2021 Construction; 5,400' HDPE water main replacement on Old River Rd and Woodland Drive.	Grant Agreement executed, Construction end of 03/2022	CDC; Valerie Johnson <Valerie.Johnson@sonoma-county.org>	\$705,000 Grant approved.	Draw requests due upon invoices received. Quarterly reports due.	Grant Agreement, Draw Request Forms
		CDBG 2022	FY 2022-2023 CIP; Wright Drive, Natoma Tank	FY 2022-2023 Design and Planning; Wright Drive water main replacement	Application submitted; CDC approved full amount in annual plan.	CDC; Valerie Johnson <Valerie.Johnson@sonoma-county.org>	Applied for \$169,472; Board of Supervisors make final funding decision in June 2022	Attend CDC and BOS meetings to advocate. Attended March 16th CDC meeting. May 10 BOS meeting for final approval.	Application
		DWR Drought Grant 2021	2024 Monte Rio Bridge Water Main Attachment Project, Monte Rio Well Station Project, Lower Harrison Tank Project	Monte Rio Bridge Water Main Attachment Project, Monte Rio Well Station Rehab Project, Lower Harrison Tank Replacement Project	Application submitted, Draft Grant Agreement under final approval.	Jackson Cook Jackson.Cook@water.ca.gov	Applied for \$800,000 for entire project but will amend to only construction costs.	Finalized Grant Agreement. Quarterly report due June 30, 2022.	Pending Grant Agreement
		California Water Resources Control Board State Revolving Fund	2024 Monte Rio Bridge Water Main Attachment Project	Monte Rio Bridge Water Main Attachment Construction Project	Application pending County EIR and Coastland design that is underway after delay with County Engineer's CAD files.	Ngai, Michael@Waterboards <Michael.Ngai@waterboards.ca.gov>	Applied for \$169,472; Board of Supervisors make final funding decision May 10, 2022	Submit EIR and final design to complete application	https://www.waterboards.ca.gov/drinking_water/services/funding/SRFForms.html
		Sonoma County FEMA?	Moscow Rd slide	Water Main attachment Project to proposed County Bridge	Coastland completed design, submitted with County plans to FEMA. FEMA has declined and County is proceeding without FEMA funding.	Steven Hunter and Madji/ stevan hunter@sonoma-county.org and jajdi@adko-inc.com	Notified late but got design in for FEMA submittal. County needs EIR for FEMA. Unsure if our water main attachment is approved for FEMA funding.	Get funding or wait for FEMA to determine if our water main attachment is approved for funding.	emails
		FEMA	Mt. Jackson Debris Removal	Mt. Jackson Debris Removal	FEMA has now declined funding	Marcia Burchiel, Marcia@CalOES <Marcia.Burchiel@CalOES.ca.gov> Cheshire, Brian@CalOES <Brian.Cheshire@CalOES.ca.gov>	Applied after Walbridge Fire, ultimately declined due to lease arrangement. Volunteers, County and CalFire did remove a great deal of the debris	Completed/ Rejected for FEMA funds	
		CalOES		Covid Tests 4482DR; Project # 333901	Approved; submitted invoices for reimbursement; submitted forms to M. Lee	Maylynn@CalOES <Maylynn.Lee@CalOES.ca.gov>	Ordered Fulgent Tests and Self Rapid Tests	Get resolution passed, signed, and submitted to M. Lee	
		Property Sale Monte Rio	Monte Rio Bridge Water Main Attachment Project	Monte Rio Bridge Water Main Attachment Project	Discussed with Brian Grant, Louisa Morris with Open Spaces	Louisa.Morris@sonoma-county.org	Years of discussion with potential funding from Open Spaces imminent	Approval of the SSWD Board, clarification of water rights.	
	SCADA Upgrade Billing Software GIS Mapping				\$300,000 to \$400,000 \$300,000 to \$500,000 \$100,000 to \$200,000		Obsolete Obsolete Doesn't exist	Upgrade Replace Build with Coastland's guidance Purchase and Integrate with new Billing system with Coastland's guidance	
	AMI meters				\$500,000 to \$1,000,000		Doesn't exist		

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V- G

FROM: Ed Fortner, GM

Meeting Date: May 5, 2022

SUBJECT: DISCUSSION/ACTION District Security and Fires in Monte Rio and Property Sale

RECOMMENDED ACTION: Receive the report.

FISCAL IMPACT: N/A

DISCUSSION:

There have been numerous fires in the Monte Rio area over the past several months. Many have been in or near District property in the Terraces. I have discussed the issue with Jack, and he does not feel that cameras are a solution as they often get stolen. We were contacted by the community members asking us to purchase security cameras. I welcome Board input on the issue. These fires have been on or near District properties. These properties have been under consideration for sale to the Monte Rio Rec and Park for years.

On April 14, 2022 Louisa Morris with Sonoma Open Space arranged a meeting with the Sweetwater Springs GM and Brian Grant with Monte Rio Rec and Parks District to discuss the sale of two parcels in Monte Rio to accommodate a trail project connecting Monte Rio to the coast. Louisa laid out the pathway to funding for this purchase including Open Space paying for an appraisal of the properties. The timeline is approximately two years. The Monte Rio Bridge Water Main Attachment Project would benefit from the sale funds. The construction date for the Bridge project is mid 2024. One element of the sale is Board support. Also, whether water rights attached to this property is sold with the property is a consideration of the sale. Louisa's follow-up email is below:

On Apr 14, 2022, at 4:38 PM, Louisa Morris <Louisa.Morris@sonoma-county.org> wrote:

Dear Sweetwater acquisition project team,

Nice "seeing" all of you this morning, plus Brian!

As promised, here is a list of Ag + Open Space acquisition steps from here, with some loose timelines:

- 1- Develop project structure, with map (takes about 2-3 months to shepherd thru process)
- 2- Develop draft CE and other project docs (Rec Covenant) (1-2 months internal to Ag + Open Space, 2-4 months to negotiate with project partners)
- 3- Appraise value of properties (60-90 days)
- 4- Have appraisal reviewed by third party appraiser (30-45 days)
- 5- Take appraisal and project documents to Ag + Open Space's Fiscal Oversight Committee for approval (they meet on the first Thursday of each month)
- 6- Make offer to landowner, with time for their consideration (30 days)
- 7- If landowner accepts offer, take to Board of Directors (Supervisors)- 60 days
- 8- CEQA Noticing- 35 days
- 9- Escrow and Closing- 60-90 days (depends on complexity of things to do before closing).

Of course, your boards will also need to make decisions, give consideration (and hopefully approval) along the way. If you could put those items into the timeline above, then we will have a better collective mapping of our process.

Please let me know if you have any comments or questions. I look forward to working with and getting to know all of you.

Louisa

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V- H

FROM: Ed Fortner, GM

Meeting Date: May 5, 2022

SUBJECT: DISCUSSION/ACTION CalOES Grant Resolution 22-09 for Covid Testing Reimbursement

RECOMMENDED ACTION: Receive the report and approve Resolution 22-09.

FISCAL IMPACT: N/A

DISCUSSION:

The District was approved for the purchase of Fulgent Covid testing and quick tests by CalOES. Resolution 22-09 is required before submittal of receipts for reimbursement.

Resolution No. 21-09
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Sweetwater Springs Water District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)
Administration Manager, OR
(Title of Authorized Agent)
Field Manager
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Sweetwater Springs Water District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Sweetwater Springs Water District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 5th day of May, 2022

Larry Spillane, Vice-President
(Name and Title of Governing Body Representative)

Tim Lipinski, Financial Coordinator
(Name and Title of Governing Body Representative)

Rich Holmer, Director
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Gaylord Schaap, duly appointed and Board President of
(Name) (Title)

Sweetwater Springs Water District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Sweetwater Springs Water District

on the 5th day of **May** (Governing Body), 20 .

(Name of Applicant)

(Signature)

Board President

(Title)

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Ed Fortner, General Manager

Meeting Date: May 5, 2022

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

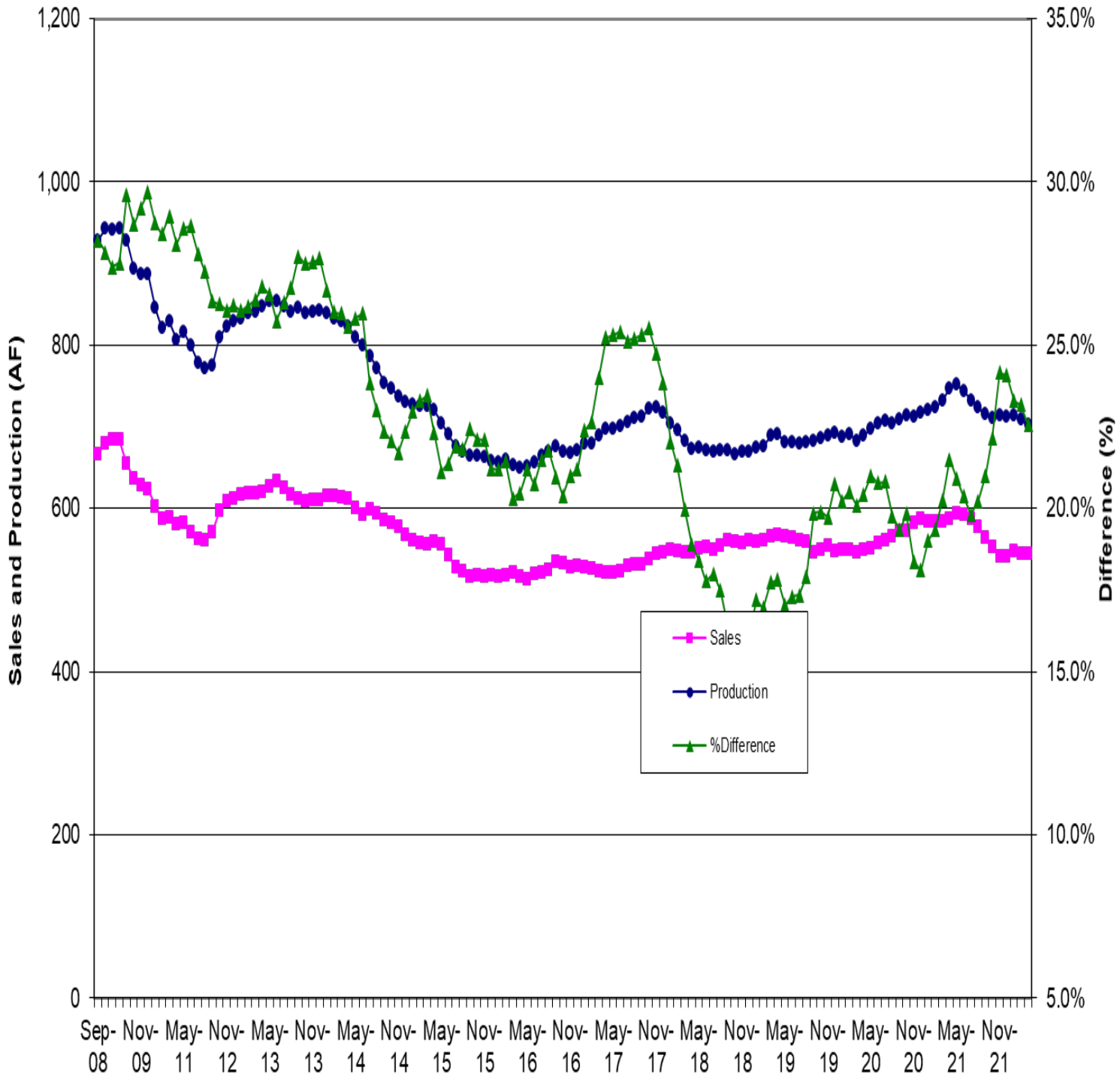
DISCUSSION:

- 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 March were 17,024 units (39.1 AF Guerneville cycle), and production was 51.17 AF. One year ago, sales were higher, and production was higher (39.1 AF and 56.9 AF, respectively). Figure 1 shows sales, production, and % difference for the combined systems; the water loss trend was down this month as a running twelve-month average (22.5%). Drought restrictions and potential curtailments may become mandatory in April. Looking at the data over the last ten years, water production has dropped approximately 29%, and sales have dropped 18%, although water sales and production are up during the COVID period. The water loss percentage was around 30% and now is in the 15-20% range.
- 3. Leaks:** We had eight total leak repairs in March with fifty-nine hours on them. Seven leaks were in Guerneville and one was in Rio Nido. All leaks were in older lines. That is more leaks and person-hours than the prior month and fewer leaks and person-hours than February one year ago (12 and 133). Figure 2 shows service and main leaks separately with a total leak line. For Calendar Year 2021, total leaks were 85, down from 99 in 2020. We have experienced two consecutive drought years followed by ~26" of rain since October of 2021, and many of the repairs were due to ground shifting. Also, 47 leaks were on mains, and 38 were on service lines. In 2020, 51 leaks were on mains, and 48 were on service lines. Looking at the leaks chart over the last ten years, we have come down from

around 300 leaks per year to under 100 - quite a difference and very noticeable in what the field crews are able to do - address ongoing issues with in-house projects instead of chasing leaks every day.

- 4. Guerneville Rainfall:** March rainfall was 2.61”, higher than the long-term average month, and the yearly total (29.68”) below the long-term annual average. We hope for more rain to recover from the two-year drought. The rain year 2021 was the lowest recorded precipitation for the District, below the 17.7” from 1977. Governor Newsom declared a drought emergency for Sonoma and Mendocino Counties, and Sonoma County has issued a drought emergency also. SSWD was not given a curtailment order in 2021. After the atmospheric river, we experienced in October of 2021, the curtailment orders were temporarily removed for the entire Russian River. The Water Boards announced that curtailments would not occur until May 31, 2022.
- 5. In-House Construction Projects:** There was no in-house construction project in March.
- 6. Wright Drive CDBG Grant Application:** We have applied for \$169,472.00 for the design and planning of the Wright Drive Capital project, with a match of \$42,368 of District funds. Our project is approved by the CDC and will be considered for final approval at the 05/10/2022 Board of Supervisor's meeting.
- 7. Gantt Chart:** The Gantt Chart is updated for May 2022.
- 8. Website:** Julie has found a vendor for a District website upgrade with a \$200 monthly service charge. The benefits include:
 - Manages website legal compliance (ADA, Board Agendas, Financials, Gov. Compensation, etc.)
 - Provides tools for customer communication
 - Portal tools for billing system customer portal
 - Easy for SSWD staff to keep updated, but support available for issues and more complex updates

**Figure 1. Water Production and Sales 12 Month Moving Averages
 Sweetwater Springs Water District Since September 2008**



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since September 2008**

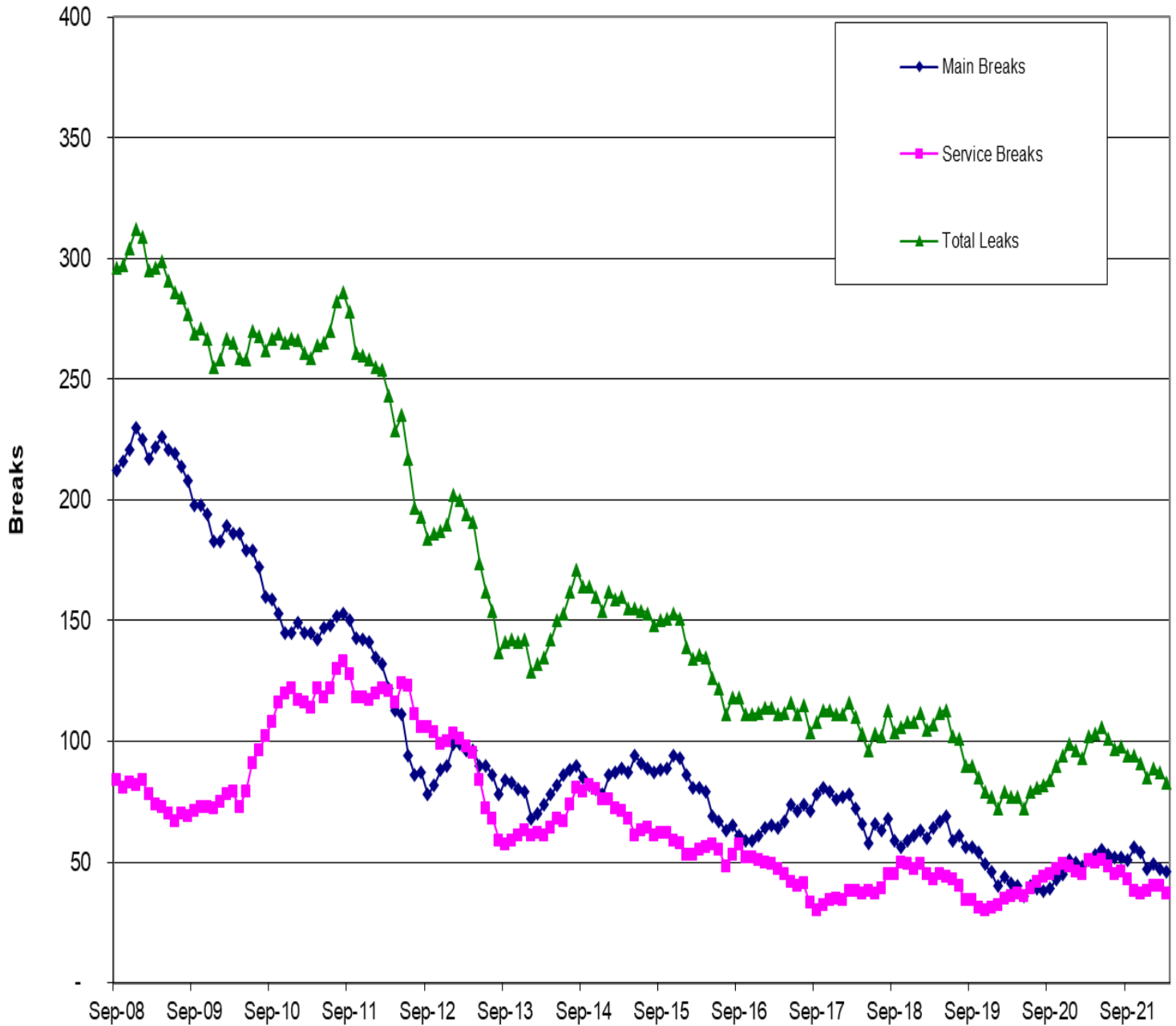


Figure 3. Guerneville Cumulative Monthly Rainfall

