



BOARD OF DIRECTORS MEETING

AGENDA

May 2, 2024, Regular Meeting
Monte Rio Community Center
20488 Highway 116
Monte Rio, CA 95462
6:30 p.m.

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

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

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

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

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

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

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

- A. Approval of the Minutes of the April 12, 2024 Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payments

- C. Receipt of Item(s) of Correspondence.
Note: Correspondence received regarding an item on the Administrative Agenda is not itemized here, but will be attached as back-up to that item in the Board packet and addressed with that item during the Board meeting.

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

V. ADMINISTRATIVE

- A. Discussion/Action re Actual vs. Budgeted Report – FY 2023-24 3Q. *(Est. time 10 min.)*
- B. Discussion/Action re Draft FY 2024-25 Budget. *(Est. time 15 min.)*
- C. Discussion/Action re Other leasing use of District property. *(Est. time 5 min.)*
- D. Board Subcommittee Reports (standing item) *(Est. time 5 min.)*
 - 1. Subcommittees: Recruitment/Retention

VI. GENERAL MANAGER’S REPORT

- 1. Laboratory Testing/Regulatory Compliance
- 2. Water Production and Sales
- 3. Leaks
- 4. Guerneville Rainfall
- 5. In-House Construction Projects
- 6. Gantt Chart
- 7. Grants
- 8. Harrison Tank Replacement Project

VII. BOARD MEMBERS’ ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. Pursuant to Gov. Code Section 54957(b)(1) – Public Employee Performance Evaluation
Title: General Manager

ADJOURN

Sweetwater Springs Water District Mission and Goals

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

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

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

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

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

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION



BOARD MEETING MINUTES*

Meeting Date: April 12, 2024

(*In order discussed)

April 12, 2024
6:30 p.m.

Board Members Present:

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

Board Members Absent:

None

Staff in Attendance:

Eric Schanz, General Manager
Julie Kenny, Administrative Manager

Others in Attendance:

Erica Gonzalez, Redwood Public Law

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

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

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:31 p.m.)

(None.)

III. CONSENT CALENDAR (6:31 p.m.)

President Lipinski reviewed the items on the Consent Calendar. Brief discussion ensued. Director Holmer moved to approve the Consent Calendar. Director Jones seconded. Motion carried 5-0.

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

IV. PUBLIC COMMENT (6:32 p.m.)

(None.)

V. ADMINISTRATIVE (6:32 p.m.) *

**in the order discussed*

- V-A. (6:32p.m.) Discussion/Action re Other leasing use of District property.** Director Lipinski provided an overview of this item. Director Holmer provided additional overview. Discussion ensued. No action was taken.
- V-B. (6:43 p.m.) Discussion/Action re Budget and Rate Increase and Report from the FY 2024-25 Budget Subcommittee.** The GM gave an overview of this item. Additional overview was provided by Budget Subcommittee members Director Jones and Director Schaap. Discussion ensued. Direction was given to staff to proceed with the 9% rate increase option, and to allocate \$200,000 to the District's debt sinking fund.
- V-C. (7:15 p.m.) Discussion/Action re Approval of Resolution 24-04, Approving a Legal Services Agreement with Redwood Public Law and Authorizing the General Manager to Sign.** The GM provided an overview of this item. Legal Counsel Erika Gonzalez provided further overview. Discussion ensued with additional comments made by Legal Counsel.

Director Robb-Wilder moved to approve Resolution 24-04, Approving a Legal Service Agreement with Redwood Public Law and Authorizing the General Manager to Sign, amended as follows:

- (1) At the end of the third "Whereas", delete the words **"for the remaining FY 2023-2024"**; and
- (2) At the end of the fourth "Whereas", delete the words **"and FY 2024-2025"**; and
- (3) Legal Counsel to provide a clean copy of Exhibit A (Agreement for Legal Services) modified to clarify certain sections as discussed by the Board.

Director Jones seconded as amended. Motion carried 5-0.

- V-D. (7:35 p.m.) Discussion/Action re Approval of Resolution 24-05, Approving the First Amendment to the At-Will Employment Agreement with General Manager Eric Schanz and Authorizing the Board President to Sign.** Legal Counsel Erika Gonzalez provided an overview of this item. Brief discussion ensued. Director Robb-Wilder moved to approve Resolution 24-05, Approving the First Amendment to the At-Will Employment Agreement with General Manager Eric Schanz and Authorizing the Board President to Sign. Director Holmer seconded. Motion carried 5-0.
- V-E. (7:40 p.m.) Board Subcommittee Reports (standing item).
Subcommittees: (1) Recruitment/Retention**

President Lipinski provided an overview of this item. The GM reported on the Recruitment Retention committee meeting held April 11, 2024. Discussion ensued. No action was taken.

VI. GENERAL MANAGER'S REPORT (7:51 p.m.)

The GM provided a report on the following items:

1. Laboratory testing / Regulatory Compliance
2. Water production and sales
3. Leaks
4. Guerneville Rainfall
5. In-House Construction Projects
6. Gantt Chart

- 7. Grants
- 8. Harrison Tank Replacement project

Discussion ensued.

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS
(8:02 p.m.)**

Director Robb-Wilder announced that she would be out of town for the May 2nd Board meeting.

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

- 1. GM evaluation (Closed Session)
- 2. FY 2024-25 Draft Budget

ADJOURN

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: May 2, 2024

SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU MARCH 31, 2024 (75%)

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

(None.)

DISCUSSION:

This report presents the 3rd quarter's 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 slightly less than the 75% of budgeted amount.

3Q revenue came in at just 0.05 percent less than scheduled. Almost all of the District's operating revenue is from Water Sales. Water sales – i.e. units of water sold -- have been low this year, but in the 3Q rebounded to a level almost the same as last year and April water sales are continuing this trend. That's very good news.

As of the 3Q, water sales revenue is at 73.05% of budgeted amounts. As noted in past quarters, Muni-Link Water Sales revenue is counted at the time of sale (accrual-based accounting), whereas our old billing system counted Water Sales revenue at the time payment was received (cash-based accounting). With the changes in accounting due to our new billing system, this year is somewhat of a monitoring year for Water Sales revenue.

Of note this quarter is that our interest earnings at the County remain high although the County has not yet certified the actual percentage earned. Staff estimates we are earning close to 4% on our funds at the County. Also of note is that the District (with approval from the Board) took a \$25,000 distribution from

our PARS account to be used as part of a \$275,000 extra payment towards our PERS unfunded liability. Both the proceeds and the payment are highlighted and on the Operating Budget Variances worksheet attached.

3Q Operating Expenditures are lower than 75% of budgeted amount.

As of the 3Q operating expenditures are slightly lower (0.36%) than budgeted. Other than the extra payment on our PERS UL, there were no operating expenses of note in the 3Q

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 Capital Projects and Capital Debt Budget updated thru the 3Q is attached. On this spreadsheet (a cash spreadsheet), budgeted estimates for the year are in **grey**, actual expenditures year to date are in **blue**, and notable items for the quarter are highlighted in **yellow**.

The Harrison Tank Replacement Project is progressing well despite the late winter rains that have caused delays. It is expected that the project completion will be extended into the first part of FY 2024-2025. The Third disbursement for grant funding is under review by DWR and reimbursements should be more consistent with the ongoing construction. The Master Plan Project will continue into FY 2024-2025. The GIS component is scheduled for completion in August of 2024 with the final completion of the Master Plan scheduled for November of 2024. The FEMA Grant for the 2023 Moscow Road Slide Water Line Repair is now under CAL OES review and is in the final close out stages.

FUNDS AT THE COUNTY

Attached is the County Fund Balances thru the 3Q. County Fund Balances include the funds at PARS and CERBT and the details on reserves. Our balances at PARS and CERBT continue to rebound since the 2Q, and our funds at the County are earning a little more interest than they have in recent years.

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of March 31, 2024 (75%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
Ordinary Income/Expense						
Income						
OPERATING REVENUE						
4031 · Water Sales						
4031.13· Base Rate	1,513,367	2,128,436	-615,069	71.1%	FY 2023-24 is the first year with the new billing system (Muni-Link). In the past, Water Sales figures were presented on a cash basis, but with the new billing system all Water Sales are presented on an accrual basis.	
4031.11· Current Charges	513,263	697,430	-184,168	73.59%		
4031.12· Capital Debt Reduction Charge	276,584	389,419	-112,835	71.03%		
4031.15· Water Bill Penalties (Delinquency Fees)	28,549					
4031.14· Misc. Water Bill Charges (Fees, NSF charges, etc)	17,630					
4031.4 & 6000· Customer Refunds	-785					
Total 4031 · Water Sales	2,348,607	3,215,285	-866,678	73.05%		
Total OPERATING REVENUE	2,348,607	3,215,285	-866,678	73.05%		
NON-OPERATING REVENUE						
1700 · Interest	21,459	6,000	15,459	357.66%	Interest rates are higher. This line item was underbudgeted.	
3600 · Construction New Services	15,574	8,000	7,574	194.68%		
3601 · Construction - Service Upgrades	3,007	6,000	-2,993	50.12%		
4032 · Rent	101,482	124,800	-23,318	81.32%		
4442 · PARS Distribution Proceeds	25,000	0	25,000	100.0%	In the 3Q, the District took an unbudgeted distribution from our PARS account as part of an extra payment on our PERS UL.	*
4040 · Miscellaneous Income	4,414	1,500	2,914	294.25%		
Total NON-OPERATING REVENUE	170,936	146,300	24,636	116.84%		
Total Income	2,519,544	3,361,585	-842,041	74.95%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 · Wages	690,380	999,600	-309,220	69.07%	In the 1Q, the District had several large leaks requiring overtime hours to fix them.	
5912 · Overtime	33,903	35,000	-1,097	96.87%		
5916 · On-Call Pay	32,549	40,000	-7,451	81.37%		
Total Salary	756,833	1,074,600	-317,767	70.43%		
Benefits						

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of March 31, 2024 (75%)

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	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
5500 · Flex Spending (Flex spending monies pd er	1,343	0	1,343	100.0%		
5920 · Retirement net employee share	62,553	85,600	-23,047	73.08%		
5920.4 · Retirement - UL Mandatory	0	1,500	-1,500	0.0%		
	25,000	0	25,000	100.0%	<u>In the 3Q, made an unbudgeted extra pymt on our PERS UL using PARS funds. The total UL extra payment was \$275,000: \$200,000 from CIRF, \$50,000 from the Bldg Fund, and \$25,000 from PARS.</u>	*
5920.5 · Retirement - UL Extra Payment						
5922 · Payroll Taxes - Employer Paid	12,785	18,400	-5,615	69.48%		
5930 · Health/Dental/Vision/AFLAC Ins.	230,755	321,600	-90,845	71.75%		
5931 · Retiree Health	11,262	14,100	-2,838	79.87%	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	35,422	32,000	3,422	110.7%	In the 1Q, workers' compensation insurance was paid for the year.	
Total Benefits	379,122	474,200	-95,078	79.95%		
Total SALARY & BENEFITS	1,135,955	1,548,800	-412,846	73.34%		
SERVICES & SUPPLIES						
Communications						
6040-I · Internet service	3,458	4,600	-1,142	75.17%		
6040-C · Cell Phones	3,949	7,250	-3,301	54.46%		
6040-P · Pagers & Radios	0	0	0	0.0%		
6040-T · Telephones	25,075	35,000	-9,925	71.64%		
Total Communications	32,481	46,850	-14,369	69.33%		
Insurances						
6101 · Gen. Liability	51,149	50,000	1,149	102.3%	In the 1Q, paid for the year.	
Total Insurances	51,149	50,000	1,149	102.3%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	15,561	18,000	-2,439	86.45%		
6151 · Office Maintenance	5,069	5,000	69	101.39%	<u>This line item was underbudgeted.</u>	*
Total Maint/Rep - Office & Vehicles	20,631	23,000	-2,369	89.7%		
Maint/Repair - Facilities						

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of March 31, 2024 (75%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
6085 · Janitorial Services	8,302	12,000	-3,698	69.19%		
6100 · SCADA system	1,345	8,000	-6,655	16.82%		
6180 · Distribution System Repairs	44,217	60,000	-15,783	73.69%		
6235 · Treatment Sys/Well Repairs	2,039	45,000	-42,961	4.53%		
6143 · Generator Maintenance	2,160	5,000	-2,840	43.2%		
Total Maint/Repair - Facilities	58,063	130,000	-71,937	44.66%		
Miscellaneous Expenses						
6280 · Memberships	2,688	11,500	-8,812	23.37%		
6303 · Claims	0	1,000	-1,000	0.0%		
6593 · Governmental Fees	19,253	31,755	-12,502	60.63%		
Total Miscellaneous Expenses	21,940	44,255	-22,315	49.58%		
Office Expense						
6410 · Postage	12,328	20,000	-7,672	61.64%		
6430 · Printing Expense	3,601	8,200	-4,599	43.92%		
6461 · Office Supplies	7,919	6,000	1,919	131.99%	<u>In the 2Q, the Christmas party was expanded to include Board members and spouses which will leave this line item underbudgeted for the year.</u>	*
6800 · Subscriptions/Legal Notices	499	1,400	-901	35.67%		
6890 · Computers/Software	1,758	2,500	-742	70.3%		
6895 · Billing System	9,973	15,400	-5,427	64.76%		
6897 · Website	2,490	3,000	-510	83.0%		
Total Office Expense	38,568	56,500	-17,932	68.26%		
Operating Supplies						
6300 · Chemicals	12,748	20,000	-7,252	63.74%		
6880 · Tools and Equipment	13,161	7,500	5,661	175.49%	<u>In the 1Q, the field purchasd an unbudgeted boring machine (\$5,660).</u>	
6881 · Safety Equipment	2,512	3,000	-488	83.72%		
Total Operating Supplies	28,421	30,500	-2,079	93.19%		
Professional Services						
6514 · Lab/Testing Fees	12,402	16,000	-3,598	77.51%		
6570 · Consultant Fees	21,368	23,000	-1,632	92.9%		
6590 · Engineering	4,588	10,000	-5,413	45.88%		
6610 · Legal	16,770	30,000	-13,231	55.9%		

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of March 31, 2024 (75%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
6630 · Audit/Accounting	34,923	45,850	-10,927	76.17%	In the 1Q, we paid the auditor.	
Total Professional Services	90,050	124,850	-34,800	72.13%		
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	1,252	3,800	-2,548	32.96%		
6840 · Building & Warehouse	27,360	32,000	-4,640	85.5%	1Q Bldg. rent paid thru October.	
Total Rents & Leases	163,612	170,800	-7,188	95.79%		
Transportation & Travel						
7120 · Seminars & related travel	937	3,000	-2,063	31.23%		
7201 · Vehicle Gas	31,111	42,000	-10,889	74.08%		
7300 · Travel Reimbursements	3,081	4,100	-1,019	75.14%		
Total Transportation & Travel	35,129	49,100	-13,971	71.55%		
Uniforms						
6021.1 · Boots	1,715	1,715	0	100.0%		
6021.3 · T-shirts	1,550	1,500	50	103.33%	In the 1Q, t-shirts were purchased for the year.	
6021.4 · Jackets	0	250	-250	0.0%		
Total Uniforms	3,265	3,465	-200	94.23%		
Utilities						
7320 · Electricity	125,424	139,000	-13,576	90.23%	<u>This line item was underbudgeted.</u>	*
7321 · Propane	2,326	4,000	-1,674	58.15%		
Total Utilities	127,750	143,000	-15,250	89.34%		
Total SERVICES & SUPPLIES	671,060	872,320	-201,260	76.93%		
Total OPERATING EXPENSES	1,807,015	2,421,120	-614,105	74.64%		
Net Ordinary Income	712,529	940,465	-227,936	75.76%		
Other Income/Expense						
Other Expense						
TRANSFERS TO OTHER FUNDS						
8620.7 · Tfers to CIRF for CDR Revenue	389,417	389,419	-2	100.0%		
8620.3 · Tfers to CIRF	0	535,000	-535,000	0.0%		
8620.5 · Tfers to Building Fund	15,000	15,000	0	100.0%		

Sweetwater Springs Water District
FY 2023-24 Operating Budget Variances as of March 31, 2024 (75%)

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

	FY 2023-24 Actual	2023-24 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
Total TRANSFERS TO OTHER FUNDS	404,417	939,419	-535,002	43.05%		

FY 2023-24 - 3Q Updated Master Plan for approved contract; Moved Vehicle to FY 2024-25; Amended In-House to defer tank liner to FY 2024-25 and add new carpeting; Increased grant funding for Moscow Road 2023; FY 2024-25 Budget figures; Moved portions of Lower Harrison and Wright to FY 2024-25; Added "Equipment" to add for purchase of vac trailer in FY 2023-24.

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

	2022-23 (Estimate) (Actual)	2023-24 Budget/Actual (7.5% incr.)	2024-25 Budget (9% incr.)
Total CIRF Balance Beginning of Year	\$1,994,980	\$1,031,288	\$1,068,053

REVENUE

Assessments/New Services	\$781,634	\$750,000	\$750,000
CDR Transfer from Operations	\$349,022	\$389,419	\$401,984
Operating Surplus Transfer from Operations	\$400,000	\$535,000	\$570,000
Close out In-House Construction acct	\$0	\$54,637	\$0
Interest	\$16,579	\$40,377	\$30,000
New Construction	\$15,636	\$16,304	\$0
Grants Received	\$701,360	\$146,234	\$0
Total Revenue	\$2,264,231	\$1,931,970	\$1,751,984
Total Available for Capital Expenses	\$4,259,211	\$2,963,258	\$2,820,037

EXPENDITURES

	TOTAL PROJECT COST	PAID (PY)				GRANT INFORMATION			
						GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D
CIP Projects									
CIP 2021	\$1,790,608	\$1,790,608	\$1,650,342	\$0	\$0	\$818,280	\$0	\$818,280	\$0
Lower Harrison	\$941,775	\$60,323	\$38,754	\$450,000	\$430,000	\$871,654	\$60,835	\$0	\$810,819
MR Well 5	\$120,047	\$110,191	\$32,678	\$0	\$0	\$90,860	\$81,774	\$0	\$9,086
County MR Bridge (CANCELLED)	\$4,028	\$4,028	\$1,373	\$0	\$0	\$4,028	\$3,625	\$0	\$403
County Moscow Road 2019 slide	\$50,000	\$7,898	\$3,353	\$0	\$0	\$0	\$0	\$0	\$0
County Moscow Road 2023 slide	\$257,640	\$205,685	\$192,079	\$1,298	\$0	\$188,884	\$0	\$0	\$188,884
County Neeley Road Emergency Proj	\$489,790	\$339,860	\$339,860	\$42,164	\$0	\$0	\$0	\$0	\$0
Wright Dr - Design	\$243,810	\$0		\$20,905	\$243,810	\$160,450	\$0	\$0	\$160,450

Wright Drive main pressure zone*	\$3,087,093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wright Drive upper pressure zone		\$0							
Bohemian Hwy Boring Proj	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
Schoeneman pressure zone	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schoeneman tank	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total CIP Projects		OBLIGATIONS:	\$2,258,438	\$514,366	\$773,810				

Other Capital Expenses

Annual transfer to Policy Reserves			\$8,174	\$32,821	\$88,000	
In-House Project/Site Improvements			\$15,289	\$105,000	\$95,000	FY 2023-24: El Bo Well Rehab (\$80G); In-House projects; Office carpeting) FY 2024-25: Eagle Nest water line (\$20,000; Lower Summit equipment improvements (pump, generator, tank liner \$60,000)
District Master Plan	\$218,840	\$0	\$0	\$75,000	\$145,000	
Vehicle / Equipment			\$0	\$70,000	\$80,000	
Total Other Capital Projects/Equipment			\$23,463	\$282,821	\$408,000	

Capital Debt Payments (for next FY)

Debt tfer (reduced by Sinking Fund adj.)			\$744,661	\$698,018	\$698,000	
Debt or UL Sinking Fund			\$200,000	\$400,000	\$0	FY 2023-24: \$200,000 UL; \$200,000 Debt
Total Debt			\$944,661	\$1,098,018	\$698,000	
Total CIP/Debt Expenditures			\$3,226,563	\$1,895,205	\$1,879,810	
Total CIRF Balance End of Year (Est.)			\$1,032,648	\$1,068,053	\$940,227	

Actual CIRF \$1,031,288

Non-Operating Balances FY 2023-24 and Reserves Above Policy

Beginning balances: (Note: Warrants requested in FP 12 for last fiscal year are not subtracted from Cash until FP 1 of the next year. They are instead recorded as "Vendors Payable")											FY 2023-24 Policy Reserves: \$1,412,504			
											Reserve Loans Outstanding: \$460,000 (Nov 2020 loan)			
											Policy Reserves on Hand: \$952,504			
NAME	CERBT (Distributions limited to Retiree Health) <small>(Contributions are part of Reserves)</small>	PARS (Distributions limited to Retirement expenses) <small>(Contributions are part of Reserves)</small>	Operations	Bldg Fund	FY 2023-24 POLICY RESERVES <small>In this fund (net of loans): \$703,986</small>	In-house Construction	Capital Improvements ("CIRF") <small>(Basis of Capital Budget Spreadsheet)</small>	Guernewood Project Escrow Funds	George's Hideaway Escrow Funds	Cap One Bonds and Citizens Bank Loan Debt	USDA Bond Debt (at WestAmerica)	POLICY RESERVES NET RESERVE LOANS:		
Fund	CONTRIBUTIONS: \$48,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76755	76756	76757	76758	76762	TOTAL at COUNTY :	GRAND TOTAL: COUNTY + USDA + PARS/CERBT	\$952,504 Funds in Excess of Policy Reserves:	
Dep't			7106 0100	7106 0200	7106 0300	7106 0500	7106 0600	7106 0700	7106 0800	7106 1200				
FP1-Jul	\$64,477.09	\$263,734.32	\$132,454.24	\$85,850.00	\$536,165.00	\$54,636.65	\$1,040,884.96	\$3,920.00	\$0.00	\$822,114.49	\$149,636.96	\$2,676,025.34	\$3,153,874	\$2,201,370
FP2-Aug	\$64,477.09	\$258,604.11	\$132,454.24	\$85,850.00	\$568,986.00	\$0.00	\$1,032,438.05	\$3,920.00	\$0.00	\$333,198.30	\$149,639.50	\$2,156,846.59	\$2,629,567	\$1,677,063
FP3-Sept	\$64,886.73	\$249,032.37	\$157,454.24	\$85,850.00	\$703,986.00	\$0.00	\$1,108,147.16	\$3,920.00	\$0.00	\$333,198.30	\$85,357.29	\$2,392,555.70	\$2,791,832	\$1,839,328
FP4-Oct	\$64,886.73	\$242,243.04	\$323,033.50	\$85,850.00	\$703,986.00	\$0.00	\$1,118,998.57	\$3,920.00	\$0.00	\$333,198.30	\$85,358.79	\$2,568,986.37	\$2,961,475	\$2,008,971
FP5-Nov	\$67,866.45	\$259,729.89	\$3,614.50	\$100,850.00	\$703,986.00	\$0.00	\$1,508,417.57	\$3,920.00	\$0.00	\$333,198.30	\$85,360.19	\$2,653,986.37	\$3,066,943	\$2,114,439
FP6-Dec	\$71,804.92	\$272,741.60	\$53,614.50	\$100,850.00	\$703,986.00	\$0.00	\$1,940,560.44	\$3,920.00	\$0.00	\$333,198.30	\$41,958.40	\$3,136,129.24	\$3,522,634	\$2,570,130
FP7-Jan	\$71,266.91	\$246,975.96	\$156,277.29	\$50,850.00	\$678,986.00	\$0.00	\$1,753,654.90	\$3,920.00	\$0.00	\$333,198.30	\$41,960.19	\$2,976,886.49	\$3,337,090	\$2,384,586
FP8-Feb	\$74,372.70	\$252,367.84	\$306,277.29	\$50,850.00	\$703,986.00	\$0.00	\$1,742,299.97	\$3,920.00	\$0.00	\$164,877.29	\$41,962.22	\$2,972,210.55	\$3,340,913	\$2,388,409
FP9-Mar	\$74,372.70	\$258,277.73	\$356,277.29	\$50,850.00	\$703,986.00	\$0.00	\$1,679,235.97	\$3,920.00	\$2,000.00	\$164,877.29	\$41,964.25	\$2,961,146.55	\$3,335,761	\$2,383,257
FP10-Apr														
FP11-May														
FP12-Jun														
FP 13 (FINAL)														

* In Feb of FY 2023-24, withdrew \$25,000 to pay down PERS UL
 ** Available Funds: 76758 and 76759 (State Loan reserve funds); 76754 (Fed Loan); ; 76761 (Cap and Debt policy reserve) (These columns are hidden)
 *** PARS and CERBT contributions only are included as part of Reserves

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: May 2, 2024

SUBJECT: DRAFT FY 2024-2025 BUDGET

RECOMMENDED ACTION: Receive a report on the Draft Budget for FY 2024-2025 Budget.

FISCAL IMPACT: Provides financial direction for FY 2024-2025 budget.

DISCUSSION: The final draft Fiscal Year 2024-25 budget is attached for review and discussion.

FY 2024-2025 Water Rates

During the April 12, 2024, Board meeting, after reviewing the purposed budget options, the Board approved and directed staff to adopt a 9% percent rate increase and an increase to the volumetric rate for the FY 2024-25 budget. The Board took action to adjust the rate structure to be more in line with the Water Rate Study completed in 2020. Water sales and growth have been lower than the projected revenues and growth from the Water Rates Study. Also, the current rate of inflation could not be anticipated.

Fees: No increase or changes to fees are recommended for this fiscal year budget. District staff and the ad hoc Budget Subcommittee will review the fee schedule and make recommendations for the next fiscal budget year 2025-2026.

FY 2024-2025 Operating Budget

The draft FY 2024-2025 Budget has been discussed by the Board at the April 12, 2024, meeting and by the *ad hoc* Budget Subcommittee in two meetings in February and March. Staff have met several times to develop the appropriate line-item amounts for the Budget.

Items discussed were used to develop the Operating section of the Draft FY 2024-2025 Budget include:

- Water usage has been trending lower and that trend is expected to continue.
- The effects of inflation on operating costs are noticeable, particularly in utilities charges, chemical costs, parts, materials and labor costs.

- Salaries and Benefits will increase due to several factors:
 - The District is in Year 4 of the 2020 Union Memorandum of Understanding, which provides for a 3% cost of living increase.
 - In addition to the cost of living, more than half the staff and the General manager are eligible for merit and/or licensing increases.
 - Health premiums have increased the FY 2024-2025 budget reflects that additional cost increase.
 - The MOU contract with Local 39 is up for renewal in July of 2025. The District is anticipating that negotiations will include changes to the salary schedule and negotiated COLA adjustments.

Capital Improvement Planning

A new format for the Capital Budget spreadsheet was adapted for last year's budget. The new spreadsheet covers multiple years and is designed to be a living document, amended as needed to reflect the frequent project and timing changes that can occur with our capital spending. It also includes information about grant funding.

A description of Capital Projects to be all or partially funded in FY 2024-2025 is included in the Budget report. In addition, the District has implemented a Sinking Fund to use a portion of grant funding to defray annual debt expenditures in future years. (It should be noted that grant funding will only be added to capital revenue when received; therefore, there is no grant funding included in the FY 2024-2025 budget.) Grant funding that has been approved but not yet received is provided as an information item on the spreadsheet.

Table 1 below recaps the FY 2024-2025 Budget calendar:

Table 1. FY 2024-2025 Budget Preparation	
Introduce Budget Process	March 7, 2024
Budget Committee meetings	February and March 2024
Draft Budget to Board for Discussion/Action, Including Direction on Water Rates	April 12, 2024
Prop 218 Mailing for Water Rate Increase	April 19, 2024
Draft Budget to Board for Discussion/Action	May 2, 2024
Approve Budget <ul style="list-style-type: none">• Prop 218 Public Hearing on Rates	June 6, 2024

SWEETWATER SPRINGS WATER DISTRICT
DRAFT OPERATING BUDGET
FY 2024-25
DRAFT

	YEAR END ACTUAL (CASH)		APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 9% rate increase	+/- Change (from last year)
REVENUE	FY 2022-23		FY 2023-24	FY 2023-24	FY 2024-25	
OPERATING REVENUE						
Water Sales						
Base Rate	1,900,134		2,128,436	2,117,309	2,307,867	179,431
Current Charges	493,571		697,430	685,788	747,509	50,079
Capital Debt Reduction Charges	348,408		389,419	368,793	401,984	12,565
TOTAL WATER SALES	2,742,113		3,215,285	3,171,890	3,457,360	242,075
Total OPERATING REVENUE	2,742,113		3,215,285	3,171,890	3,457,360	242,075
NON-OPERATING REVENUE						
Grant Proceeds	20,000		0		-	-
1700 Interest	15,168		6,000	27,000	22,000	16,000
3600 Construction New Services	3,206		8,000	8,000	8,000	
3601 Construction Service Upgrades	7,065		6,000	6,000	6,000	
4032 Rent	121,061		124,800	124,800	128,500	3,700
4040 Miscellaneous Income	19,859		1,500	3,000	1,500	-
Total NON-OPERATING REVENUE	186,359		146,300	168,800	166,000	19,700
Total OPERATING INCOME	2,928,472		3,361,585	3,340,690	3,623,360	261,775
EXPENSES						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 Wages	831,242		999,600	964,558	1,052,814	53,214
5912 Overtime	36,600		35,000	40,000	45,000	10,000
5916 On-Call Pay	43,430		40,000	42,000	44,000	4,000
Total Salary	911,272		1,074,600	1,046,558	1,141,810	67,210

SWEETWATER SPRINGS WATER DISTRICT
DRAFT OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 9% rate increase	+/- Change (from last year)
Benefits						
5500	Flex Spending	-2,315	0	0	0	-
5920	Retirement (District portion)	67,115	85,600	72,000	88,000	2,400
5920.4	Retirement - UL	3,001	1,500	1,385	9,400	7,900
5922	Payroll Taxes (District share)	15,010	18,400	20,000	22,000	3,600
5930	Health Benefits (District share)	266,803	321,600	330,000	405,308	83,708
5931	Retiree Health	13,800	14,100	14,000	14,500	400
5940	Workers Comp Insurance	23,829	32,000	35,423	34,000	2,000
5941	Life Insurance (GM)	0	1,000	1,000	1,000	-
	Total Benefits	387,243	474,200	473,808	574,208	100,008
	TOTAL SALARY & BENEFITS	1,298,515	1,548,800	1,520,366	1,716,018	167,218
SERVICES & SUPPLIES						
Communications						
6040-I	Internet service	5,714	4,600	5,500	4,500	(100)
6040-C	Cell Phones/Radios	7,490	7,250	6,000	5,500	(1,750)
6040-T	Telephones	32,196	35,000	40,000	38,000	3,000
	Total Communications	45,400	46,850	51,500	48,000	1,150
Insurances						
6101	Liability & Auto Ins.	45,266	50,000	50,150	53,000	3,000
	Total Insurances	45,266	50,000	50,150	53,000	3,000
Maintenance - Office & Vehicles						
6140	Vehicle Maintenance	16,218	18,000	25,000	25,000	7,000
6151	Office Maintenance	4,951	5,000	6,000	8,400	3,400
	Total Maintenance - Office & Vehicles	21,169	23,000	31,000	33,400	10,400
Maintenance - Facilities						
6085	Janitorial Services	10,562	12,000	12,000	12,000	-
6100	SCADA System	9,000	8,000	8,000	10,000	2,000
6180	Distribution System Repairs	40,951	60,000	60,000	65,000	5,000
6235	Treatment Sys/Well Repairs	42,435	45,000	40,000	40,000	(5,000)

SWEETWATER SPRINGS WATER DISTRICT
DRAFT OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 9% rate increase	+/- Change (from last year)
6143	Generator Maintenance	467	5,000	3,000	4,000	(1,000)
	Total Maintenance - Facilities	103,415	130,000	123,000	131,000	1,000
	Miscellaneous Expenses					
6280	Memberships	10,906	11,500	11,500	11,500	-
6303	Claims	0	1,000	1,000	1,000	-
6593	Governmental Fees	32,203	31,755	22,000	24,000	(7,755)
	Total Miscellaneous Expenses	43,109	44,255	34,500	36,500	(7,755)
	Office Expense					
6410	Postage	17,545	20,000	20,000	20,000	-
6430	Printing Expense	4,333	8,200	5,000	5,000	(3,200)
6461	Office Supplies	9,368	6,000	11,000	12,000	6,000
6800	Subscriptions/Legal Notices	1,980	1,400	1,000	1,500	100
6890	Computers/Software	3,237	2,500	2,500	1,500	(1,000)
6895	Billing System	15,780	15,400	15,400	16,500	1,100
6897	Website	2,400	3,000	3,000	3,500	500
	Total Office Expense	54,643	56,500	57,900	60,000	3,500
	Operating Supplies					
6300	Chemicals	17,803	20,000	20,000	22,000	2,000
6880	Tools and Equipment	3,947	7,500	14,000	7,500.00	-
6881	Safety Equipment	2,468	3,000	4,000	5,000	2,000
	Total Operating Supplies	24,218	30,500	38,000	34,500	4,000
	Professional Services					
6514	Lab/Testing Fees	16,066	16,000	16,000	17,000	1,000
6570	Consultant Fees	25,231	23,000	20,000	27,000	4,000
6590	Engineering	9,346	10,000	8,000	10,000	-
6610	Legal	27,513	30,000	25,000	30,000	-
6630	Audit/Accounting	44,821	45,850	45,850	45,000	(850)
	Total Professional Services	122,977	124,850	114,850	129,000	4,150
	Rents & Leases & Loans					
6820	Equipment	1,670	3,800	2,000	2,000	(1,800)

SWEETWATER SPRINGS WATER DISTRICT
DRAFT OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 9% rate increase	+/- Change (from last year)
6840	Building & Warehouse	31,275	32,000	32,000	33,000	1,000
7913	Policy Reserve Loan	135,000	135,000	135,000	135,000	-
	Total Rents, Leases & Loans	167,945	170,800	169,000	170,000	(800)
	Transportation & Travel					
7120	Seminars & related travel	2,006	3,000	1,500	2,000	(1,000)
7201	Vehicle Gas	37,541	42,000	46,000	49,000	7,000
7300	Travel Reimbursements	4,307	4,100	4,100	4,100	-
	Total Transportation & Travel	43,854	49,100	51,600	55,100	6,000
	Uniforms					
6021.1	Boots	2,108	1,715	1,715	2,000	285
6021.3	T-shirts	825	1,500	1,500	1,500	-
6021.4	Jackets	901	250	250	250	-
	Total Uniforms	3,834	3,465	3,465	3,750	285
	Utilities					
7320	Electricity	137,240	139,000	150,000	160,000	21,000
7321	Propane	4,157	4,000	4,000	4,000	-
	Total Utilities	141,397	143,000	154,000	164,000	21,000
	Total SERVICES & SUPPLIES	817,227	872,320	878,965	918,250	45,930
	FIXED ASSET EXPENDITURES					
8517	Field/Office equipment	0	-	0	-	-
8511.1	Tank/Facilities Sites	11,980	-	0	-	-
8511.6	Leasehold Improvements	0	0	0	-	-
	Total FIXED ASSET EXPENDITURES	11,980	0	0	0	-
	Total OPERATING EXPENSES	2,127,722	2,421,120	2,399,331	2,634,268	213,148
	TRANSFERS TO OTHER FUNDS					
8620.7	Tfers to CIRF for CDR Revenue	349,022	389,419	389,419	401,984	12,565
8620.3	Tfers to CIRF	400,000	535,000	535,000	570,000	35,000

SWEETWATER SPRINGS WATER DISTRICT
DRAFT OPERATING BUDGET
FY 2024-25

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 7.5% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 9% rate increase	+/- Change (from last year)
8620.5	Tfers to Building Fund	15,000	15,000	15,000	15,000	-
8620.2	Tfers to In-House Constr	25,000	-	0	-	-
Total TRANSFERS TO OTHER FUNDS		789,022	939,419	939,419	986,984	47,565
OPERATING SURPLUS/DEFICIT AFTER TFERS		11,728	1,046	1,940	2,108	1,062

FY 2023-24 - 3Q Updated Master Plan for approved contract; Moved Vehicle to FY 2024-25; Amended In-House to defer tank liner to FY 2024-25 and add new carpeting; Increased grant funding for Moscow Road 2023; FY 2024-25 Budget figures; Moved portions of Lower Harrison and Wright to FY 2024-25; Added "Equipment" to add for purchase of vac trailer in FY 2023-24.

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

			2022-23 (Estimate) (Actual)	2023-24 Budget/Actual (7.5% incr.)	2024-25 Budget (9% incr.)					
Total CIRF Balance Beginning of Year			\$1,994,980	\$1,031,288	\$1,068,053					
REVENUE										
	Assessments/New Services		\$781,634	\$750,000	\$750,000					
	CDR Transfer from Operations		\$349,022	\$389,419	\$401,984					
	Operating Surplus Transfer from Operations		\$400,000	\$535,000	\$570,000					
	Close out In-House Construction acct		\$0	\$54,637	\$0					
	Interest		\$16,579	\$40,377	\$30,000					
	New Construction		\$15,636	\$16,304	\$0					
	Grants Received		\$701,360	\$146,234	\$0					
	Total Revenue		\$2,264,231	\$1,931,970	\$1,751,984					
	Total Available for Capital Expenses		\$4,259,211	\$2,963,258	\$2,820,037					
EXPENDITURES						GRANT INFORMATION				
		TOTAL PROJECT COST	PAID (PY)			GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D	
CIP Projects										
	CIP 2021	\$1,790,608	\$1,790,608	\$1,650,342	\$0	\$0	\$818,280	\$0	\$818,280	\$0
	Lower Harrison	\$941,775	\$60,323	\$38,754	\$450,000	\$430,000	\$871,654	\$60,835	\$0	\$810,819
	MR Well 5	\$120,047	\$110,191	\$32,678	\$0	\$0	\$90,860	\$81,774	\$0	\$9,086
County	MR Bridge (CANCELLED)	\$4,028	\$4,028	\$1,373	\$0	\$0	\$4,028	\$3,625	\$0	\$403
County	Moscow Road 2019 slide	\$50,000	\$7,898	\$3,353	\$0	\$0	\$0	\$0	\$0	\$0
County	Moscow Road 2023 slide	\$257,640	\$205,685	\$192,079	\$1,298	\$0	\$188,884	\$0	\$0	\$188,884
County	Neeley Road Emergency Proj	\$489,790	\$339,860	\$339,860	\$42,164	\$0	\$0	\$0	\$0	\$0
	Wright Dr - Design	\$243,810	\$0		\$20,905	\$243,810	\$160,450	\$0	\$0	\$160,450

Wright Drive main pressure zone*	\$3,087,093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wright Drive upper pressure zone		\$0							
Bohemian Hwy Boring Proj	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
Schoeneman pressure zone	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schoeneman tank	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total CIP Projects		OBLIGATIONS:	\$2,258,438	\$514,366	\$773,810				

Other Capital Expenses

Annual transfer to Policy Reserves			\$8,174	\$32,821	\$88,000	
In-House Project/Site Improvements			\$15,289	\$105,000	\$95,000	FY 2023-24: El Bo Well Rehab (\$80G); In-House projects; Office carpeting FY 2024-25: Eagle Nest water line (\$20,000; Lower Summit equipment improvements (pump, generator, tank liner \$60,000)
District Master Plan	\$218,840	\$0	\$0	\$75,000	\$145,000	
Vehicle / Equipment			\$0	\$70,000	\$80,000	
Total Other Capital Projects/Equipment			\$23,463	\$282,821	\$408,000	

Capital Debt Payments (for next FY)

Debt tfer (reduced by Sinking Fund adj.)			\$744,661	\$698,018	\$698,000	
Debt or UL Sinking Fund			\$200,000	\$400,000	\$0	FY 2023-24: \$200,000 UL; \$200,000 Debt
Total Debt			\$944,661	\$1,098,018	\$698,000	
Total CIP/Debt Expenditures			\$3,226,563	\$1,895,205	\$1,879,810	
Total CIRF Balance End of Year (Est.)			\$1,032,648	\$1,068,053	\$940,227	

Actual CIRF \$1,031,288

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: May 2, 2024

Subject: Other Lease Use of District Property

RECOMMENDED ACTION:

This Item is a continuation of the discussion from the April 12th meeting. Director Lipinsky requested that the item be placed on the meeting agenda to allow for further discussion/action of other leased use of District property.

FISCAL IMPACT:

Varies depending on lease use.

DISCUSSION:

For discussion is the other lease use of District property. During the March 7th meeting Director Lipinski requested that the board take up further conversation regarding possible revenue generating uses of District properties. During the meeting ideas for leased use of district property were discussed. The Board approved a motion for the formation of an "ad hoc Leased Use Property Sub Committee" formation. Director Lipinski and Director Holmer were appointed to serve on the committee.

Progress Update: Director Holmer initiated a discussion with a representative from the County Administrators Office - Climate Action and Resiliency. On April 23,2024 the Ad Hoc Committee met with Elliot Whitehurst. He is an Energy Sustainability Analyst with the County.

Topics Discussed:

- The possible leased use of District property.
- The development of energy efficiency projects for the water system.
- Solar site installations.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: May 2, 2024

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.

Ad Hoc Subcommittees: Recruitment and Retention
2024-25 Budget Committee
Leased Use of District Lands

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: May 2, 2024

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 14,557 units (Monte Rio cycle). Water Sales for March were up compared to last year at this time and trend more in line with previous water use for the month. Total combined Monte Rio and Guerneville water production for March was 52.20 AF.
- 3. Leaks:** There were a total of 2 water main repairs in March requiring 43 work hours total, and 5 service line leaks requiring 43 work hours total (Figure 2). There was 1 water main repair in Guerneville and 1 water main repair in Monte Rio. There were 3 service line repairs in Guerneville and 2 in Monte Rio.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of March was 42.37 inches (Figure 3). Last year cumulative rainfall was 51.21 inches by the end of March.
- 5. In-House Construction Projects:** Repaired driveway entrance to Villa Grande Tank due to heavy rains.
- 6. Gantt Chart:** The Gantt Chart is updated for April 2024 (Figure 4).
- 7. Grants:**
The final FEMA RTM meeting for the 2020 Emergency Measures Covid grant was completed. The final close out of the grant is currently under review with CAL OES.

8. Harrison Tank Replacement: Demolition of the Lower Harrison Tank is completed. The retaining wall has been completed and the footing for the tank ring is being prepared for concrete forming.

Retaining Wall and Tank Ring Prep 4/24/2024.



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

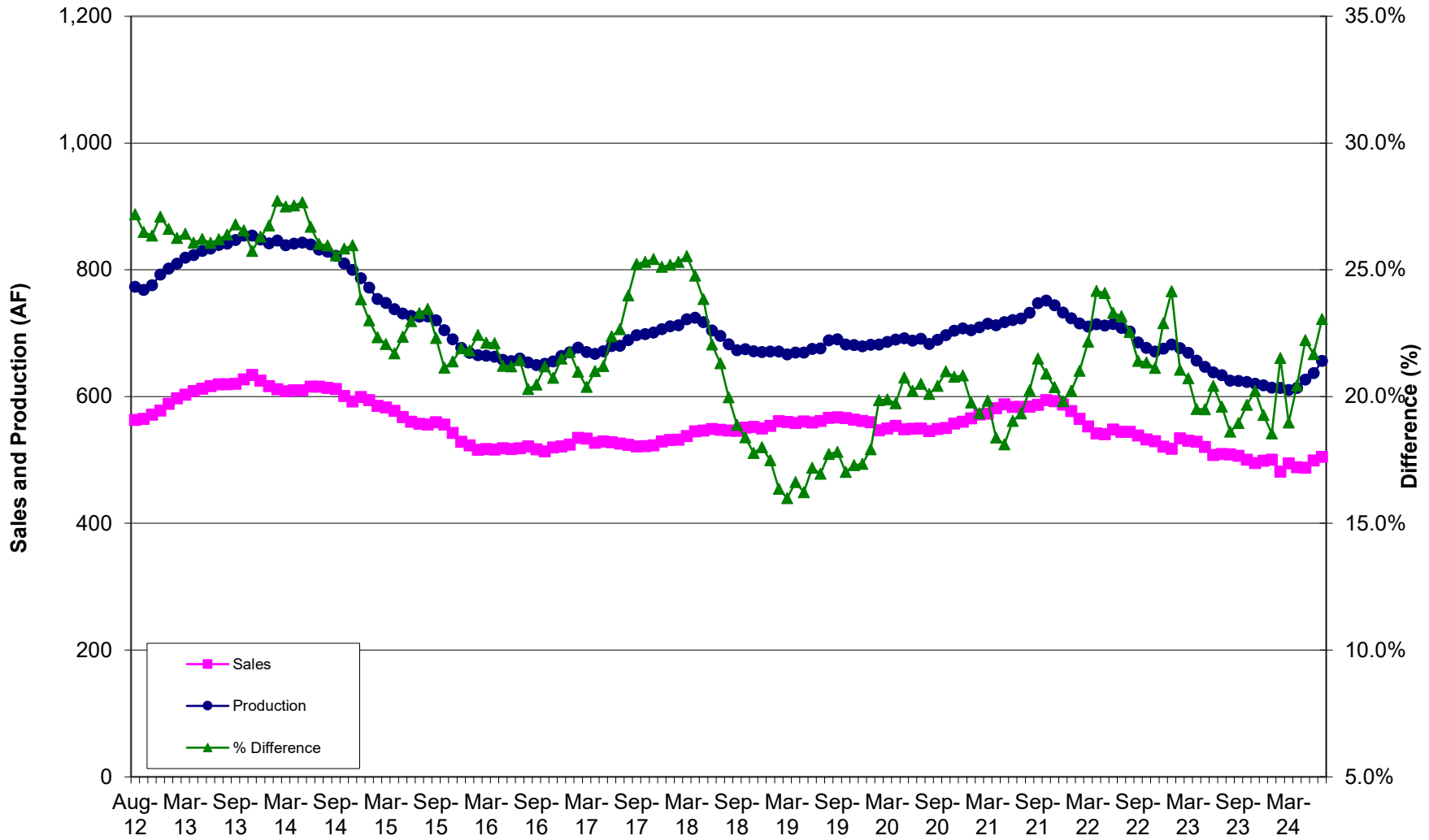
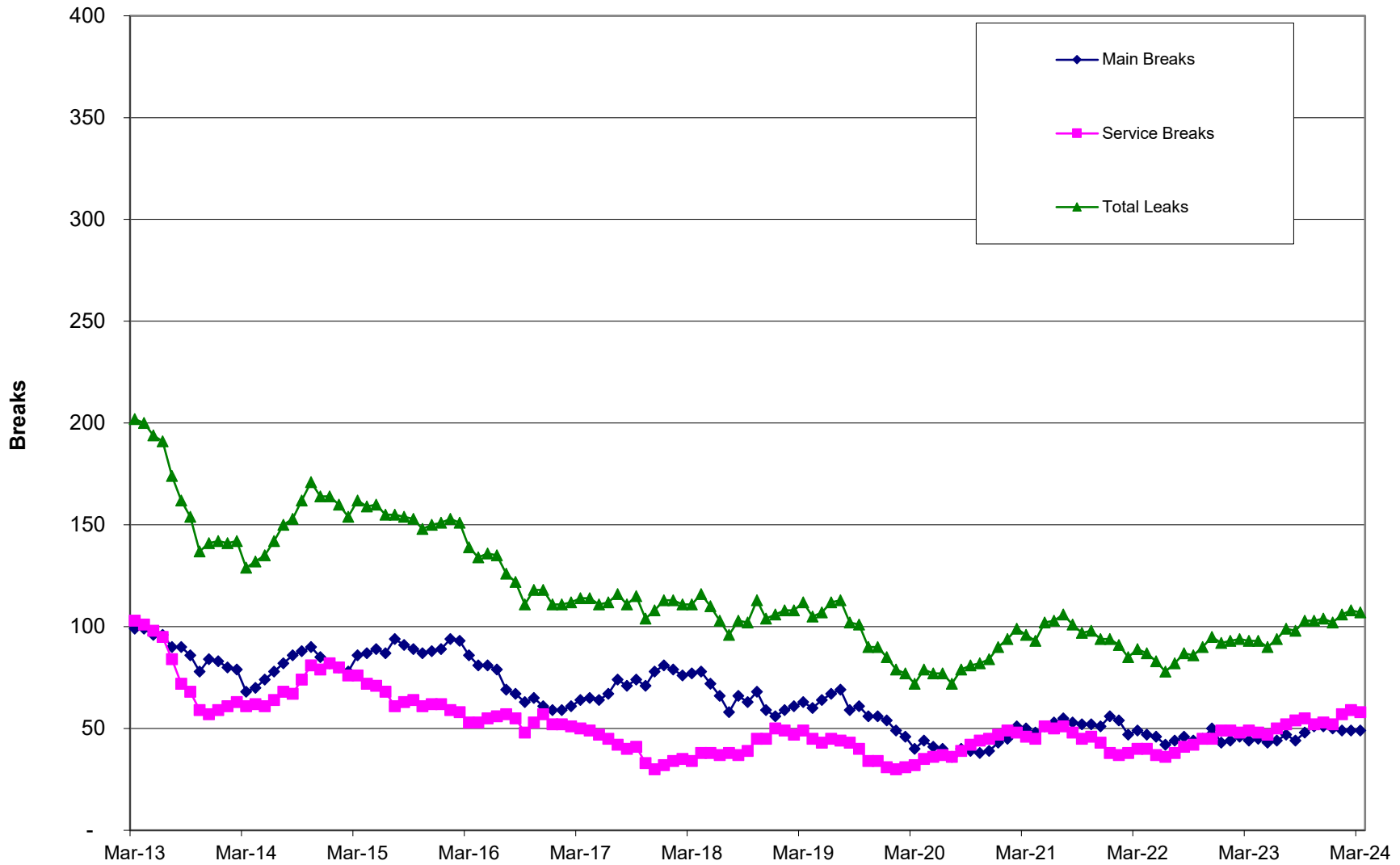
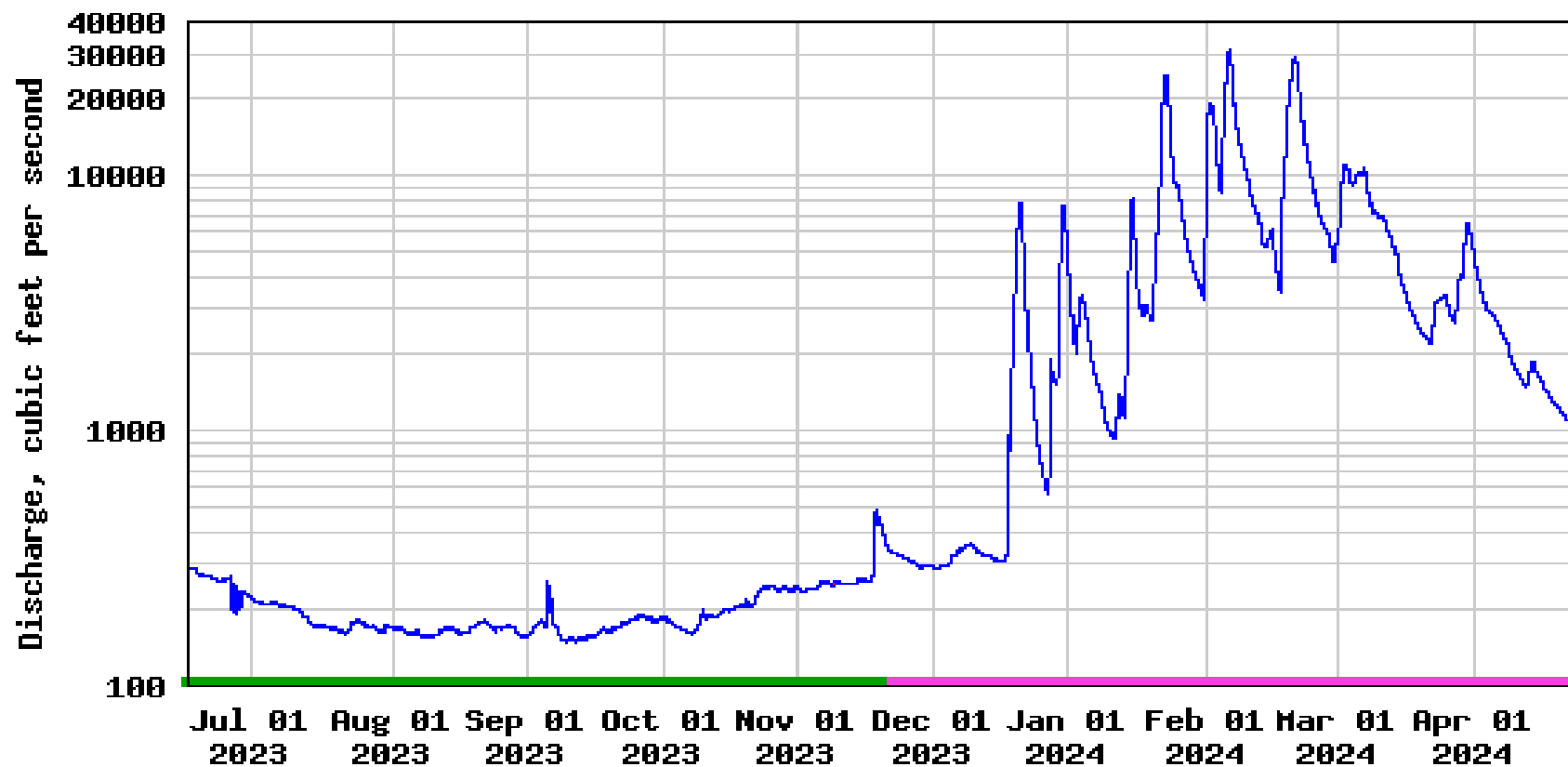


Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks Moving Annual Average Since March 2012





USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA



— Discharge
— Estimated discharge

— Period of approved data
— Period of provisional data

NUMBER OF WATER UNITS SOLD FY 23 - 24

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
JULY	34,371	26,447	26,355	33,578	22,195	27,469	27,147	28,091	21,035	17,808	20,061	22,850	25,890	22,074	16,377	19,044	19,608	20,255	19,273	22,297	21,558	20,306	17,833
AUGUS	39,803	37,750	42,080	41,615	37,799	41,863	37,202	37,907	34,878	32,328	28,486	33,190	29,163	32,208	26,070	26,811	29,485	28,325	27,419	28,582	26,302	22,555	24,231
SEPTEN	33,723	34,532	36,056	35,309	29,823	35,984	31,721	32,753	30,320	29,673	26,091	29,829	26,157	24,091	21,678	22,893	24,037	25,805	24,886	27,175	22,746	21,271	21,933
OCTOBI	40,672	34,063	37,008	38,553	38,707	37,900	36,493	34,938	32,282	32,334	32,091	33,727	31,628	27,724	24,606	29,333	29,495	32,827	27,310	30,099	24,731	31,859	23,693
NOVEM	28,272	28,729	26,973	27,839	26,680	24,076	24,444	25,746	23,111	24,160	21,350	22,218	20,729	19,489	20,101	19,462	21,884	21,351	22,640	23,173	17,984	16,472	15,777
DECEMI	25,380	27,758	27,283	25,508	23,925	25,550	21,556	24,762	21,116	20,802	20,299	22,818	23,452	21,256	20,873	18,070	21,297	20,468	22,288	25,982	21,110	20,372	17,713
JANUA	16,091	19,287	16,799	15,416	16,127	15,862	13,309	14,631	14,764	13,734	14,645	16,242	16,316	11,914	12,727	13,676	14,146	15,335	12,925	15,529	15,062	11,588	11,270
FEBRU	21,697	23,010	20,689	19,695	22,716	20,963	18,647	21,199	19,233	18,386	16,641	18,372	20,967	17,770	17,189	16,504	17,693	16,950	17,284	15,506	18,727	13,139	18,122
MARCH	17,207	15,092	17,374	14,985	15,456	16,693	14,556	14,417	14,414	12,387	12,569	13,884	13,772	12,351	13,058	12,315	11,657	12,653	12,827	12,846	11,236	11,980	14,557
APRIL	17,728	19,527	21,406	21,089	18,825	21,047	19,227	18,414	17,611	17,129	17,936	17,914	17,053	16,636	17,748	16,809	16,279	18,547	16,886	17,038	17,024	16,685	
MAY	19,118	16,237	19,793	16,372	13,921	15,402	15,721	15,861	14,273	14,134	14,880	15,075	14,514	16,120	14,217	13,083	13,011	13,319	14,602	15,866	13,375	12,354	
JUNE	29,799	27,074	28,882	22,512	24,108	25,457	29,211	26,259	19,143	20,871	23,765	26,850	22,092	20,436	19,020	19,198	21,220	20,612	21,453	24,720	21,975	19,426	
Total	323,861	309,506	320,698	312,471	290,282	308,266	289,234	294,978	262,180	253,746	248,814	272,969	261,733	242,069	223,664	227,198	239,812	246,447	239,793	258,813	231,830	218,007	165,129