



BOARD OF DIRECTORS MEETING

AGENDA

March 6, 2025, Regular Meeting
District Offices, 17081 Hwy. 116, Ste. B
Guerneville, California
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 February 6, 2025 Regular Board Meeting and the February 14, 2025 Special 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 Progress Report on Master Plan *(Est. 10 min.)*
- B. Discussion/Action re Rescheduling Board Meetings for May and July *(Est. 10 min.)*
- C. Discussion/Action re Customer Communications Strategy for General Information and Emergency Communications *(Est. 15 min.)*
- D. Board Ad Hoc Committee Reports (standing item) *(Est. time 10 min.)*
 Ad Hoc Committees:
 - 1. Recruitment/Retention (Dir. Holmer/Lipinski)
 - 2. Revenue Development (Dir. Jones/Schaap)
 - 3. Union Negotiations Planning (Dir. Jones/Holmer)
 - 4. FY 2025-26 Budget (Dir. Jones/Lipinski) Schedule Meeting for March

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. Wright Drive
- 9. Surplus Lands

VII. BOARD MEMBERS’ ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

ADJOURN

Sweetwater Springs Water District Mission and Goals

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

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

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

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

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

GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION



BOARD MEETING MINUTES*

Meeting Date: February 6, 2025

(*In order discussed)

February 6, 2025
6:30 p.m.

Board Members Present:

Tim Lipinski
Nance Jones
Sukey Robb-Wilder
Gaylord Schaap

Board Members Absent:

Richard Holmer

Staff in Attendance:

Eric Schanz, General Manager
Julie Kenny, Board Secretary

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 Acting President Robb-Wilder at 6:30 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:30 p.m.)

(None.)

III. CONSENT CALENDAR (4:06 p.m.)

Acting President Robb-Wilder reviewed the items on the Consent Calendar. Brief discussion ensued. Director Lipinski moved to approve the Consent Calendar. Director Jones seconded. Motion carried 4-0. The following items were approved:

- A. Approval of the Minutes of the January 8, 2025, Regular Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (6:31 p.m.)

(None.)

V. ADMINISTRATIVE (6:31 p.m.) *

**in the order discussed*

V-A. (6:32 p.m.) Discussion/Action re Approval of Resolution 25-01, Contract with CDBG for the Wright Drive Project engineering design costs.

The GM gave a brief overview of this item. Discussion ensued. There was no public comment. Director Lipinski moved to approve Resolution 25-01, Approving the Grant Agreement for Community Development Block Grant (CDBG) Funding for the Design of the Wright Drive Pipeline and Edgehill Booster Station Replacement Project. Director Jones seconded. Motion carried 4-0.

V-B. (6:45 p.m.) Discussion/Action re Actual vs. Budgeted Report – FY 2024-25 2Q. The GM provided an overview of this item. Administrative Manager provided further overview. Discussion ensued. No action was taken.

V-C. (7:07 p.m.) Board Ad Hoc Committee Reports (standing item).

Ad Hoc Committees:

- 1. Recruitment/Retention(Dir. Holmer/Lipinski)**
- 2. Revenue Development (Dir. Jones/Schaap)**
- 3. Union Negotiations Planning (Dir. Jones/Holmer)**
- 4. FY 2025-26 Budget (Dir. Jones/Lipinski)**

- ✓ Recruitment/Retention Committee: Did not meet.
- ✓ Revenue Development Committee: Director Jones provided a status report of the meeting, with additional comments by the GM;
- ✓ Union Negotiations Committee: Director Jones provided a status report of the meeting;
- ✓ FY 2025-26 Budget Committee: Did not meet.

Brief discussion ensued. There were no public comments.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (7:15 p.m.)

Director Lipinski shared an article he had read regarding private hydrants. Discussion ensued.

Director Schaap announced he would be absent for the May meeting.

Director Jones noted she would also be absent for the May meeting.

Discussion ensued. An item was agendaized for the March meeting regarding rescheduling the May Board meeting.

VI. GENERAL MANAGER'S REPORT (7:23 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. Wright Drive
9. Master Plan

Discussion ensued. There was no public comment.

VIII. ITEMS FOR THE NEXT AGENDA (7:32 p.m.)

1. Rescheduling Board meetings in May and July
2. Ad Hoc Committee updates
3. Legal liability for emergency advice to customers
4. FY 2025-26 Budget

Brief discussion ensued.

IX. CLOSED SESSION (7:34 p.m.)

At 7:34 p.m. Acting President Robb-Wilder announced the items in Closed Session. There was no public comment. At 7:35 p.m. the Board went into Closed Session. At 7:45 p.m. the meeting reconvened from Closed Session and the following action was announced:

- A. PUBLIC EMPLOYMENT (Gov. Code § 54957(b))**
 Title: Field Manager

No action was taken.

ADJOURN

The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Julie Kenny
 Clerk to the Board of Directors

APPROVED:

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



BOARD MEETING MINUTES*

Meeting Date: February 14, 2025 (Special Meeting)

(*In order discussed)

February 14, 2025
3 p.m.

Board Members Present:

Tim Lipinski
Sukey Robb-Wilder
Rich Holmer
Nance Jones

Board Members Absent:

Gaylord Schaap

Staff in Attendance:

Eric Schanz, General Manager
Nicole King, Board Secretary

Others in Attendance:

Ryan Atkinson, Staff
Julie Kenny, Administrative Manager

I. CALL TO ORDER (3:00 p.m.)

The properly agendized meeting was called to Order by President Rich Holmer at 3:00 p.m.

II. PUBLIC COMMENT (3:01 p.m.)

(None.)

III. ADMINISTRATIVE (3:01 p.m.)*

**in the order discussed*

- III-A. (3:01 p.m.) Discussion/Action re Approval of Resolution 25-02, Approving an Employment Agreement with Ryan Atkinson for the Field Manager Position, and Authorizing the General Manager to Execute Said Agreement on the District's Behalf.** The GM provided an overview of this item. Discussion ensued. Director Jones moved to approve Resolution 25-02, Approving an Employment Agreement with Ryan Atkinson for the Field Manager Position, and Authorizing the General Manager to Execute Said Agreement on the District's Behalf. Director Robb-Wilder seconded. Motion carried 4-0.

ADJOURN

The meeting adjourned at 3:11 p.m.

Respectfully submitted,

Nicole King
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date : March 6, 2025

Subject: RE UPDATE TO THE DISTRICT'S WATER MASTER PLAN AND DEVELOPMENT OF A DISTRICT GIS SYSTEM

RECOMMENDED ACTION: Provide an update on the Master Plan and GIS System.

FISCAL IMPACT: The fiscal impact of the Professional Services Agreement is \$218,840.

DISCUSSION:

On February 15, 2025, District Staff met with Coastland Engineering to discuss and review the Draft Master Plan. The draft requires further input from District Staff to provide information on treatment facilities, storage tank materials, maintenance action reports, river crossings in Monte Rio, and more details on the SCADA system are also needed. The good news is that the list is getting smaller. While there is more to do, this is not unexpected and is part of the collaborative process in completing a project of this type. Timing is largely dependent on the District's ability to respond and work with Coastland to supply the required information. Our hope is to have a draft for review by the beginning of April.

On January 4, 2024 the District approved Resolution 24-01, authorizing the GM to sign a contract amendment with Coastland Civil Engineering for the update to the District's Master Plan and development of a District GIS System.

The District's previous Master Plan was prepared in the 2000's and was outdated. In addition to the outdated Master Plan, there was not a complete hydraulic model for the overall District. A model was completed of the Guerneville system in 2018 to determine the adequacy of existing infrastructure and possible upgrades to support the Guerneville Park Resort Project; however, the model did not include the Monte Rio water system.

The update to the Master Plan will include a final report that will address the following:

- Description of existing system.
- Background research findings.
- Outline of historical system issues.
- Listing of Capital Projects needed to support existing uses.
- Existing production capabilities.
- System modeling of water system for the existing conditions.
- Mapping of existing system.
- Cost estimates for all identified Capital Projects.
- Prioritization of identified projects.

In addition to the Master Plan update, an overall GIS system is being developed for the District's distribution system, tanks, wells and other appurtenances. The GIS system under development by Coastland will allow both office and field personnel to easily access data from the map. Due to budget constraints, the GIS system is being completed in phases. This first phase will create the GIS system that will include all distribution mains, system valves, hydrants, blow-offs, pumps, wells, tanks, Sonoma County tax parcels, District boundary, LiDAR contours, and aerial imagery. Records as-built drawings will also be made available as links through the GIS portal.

This comprehensive update to the master plan includes analysis of the existing system, documents production capabilities of the existing wells, calculates the demands from the existing population, updates the computerized District wide water model to incorporate the Monte Rio system, determines needed infrastructure to support existing users and presents all of the analyses and findings in a report to be presented to and adopted by the District Board. Once the master plan is completed, it is anticipated that the projects recommended in the report will ultimately be incorporated into a Capital Improvement Program that will assist the District with priorities and match funding and needs for the next several years.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: March 6, 2025

Subject: Rescheduling Board Meetings for May and July

RECOMMENDED ACTION:

Discussion/Action re Rescheduling Board Meetings for May and July.

FISCAL IMPACT:

None

DISCUSSION:

There are two Directors who will be unable to attend the scheduled May 1st meeting. During the May meeting the FY 2025-2026 Budget will be in the review and approval process. The Board requested this item be placed on the March agenda for further discussion. Also, the July Board meeting falls on the 3rd of July this year. Staff is recommending that this meeting be rescheduled later in the month.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: March 6, 2025

Subject: Customer Communications Strategy for General Information and Emergency Communications

RECOMMENDED ACTION:

Discussion/Action re Customer Communications Strategy for General Information and Emergency Communications.

FISCAL IMPACT:

None

DISCUSSION:

During the February meeting this item was requested to be placed on the March agenda for further discussion. There were a couple items of concern. One being how to communicate general information and provide emergency communications for our customers that fall outside of the Districts responsibilities. The other being how to better communicate pertinent information to our customers related to the District.

Staff recommends that the District continues to maintain and develop resource information on our web site that will guide our customers through links to the agencies that can provide further information and assistance related to the relevant services required. This list can include Local, County and State agencies that provide emergency information, services and assistance to the community.

To better provide customer communications for the District and to update the Districts communication strategy Staff is recommending that in addition to the web site and billing system (Email, Phone, Text Communications) that the District utilize social media as an alternate source to communicate with the communities served by the District. During the recent flooding of the El Bonita Wells, social media was used to communicate the "Drinking Water Advisory". We soon discovered that the message was being viewed several thousand times versus minimal customer visits to the Districts web site after phone notifications were sent out.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: March 6, 2025

Subject: Board Committee Reports

RECOMMENDED ACTION:

Receive updates from active Board committees.

FISCAL IMPACT:

Varies.

DISCUSSION:

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

Ad Hoc Committees:

Recruitment and Retention- (Dir. Holmer/Lipinski)

Revenue Development- (Dir. Jones/Schaap)

Union Negotiations Planning- (Dir. Jones/Holmer)

FY 2025-26 Budget – (Dir. Jones/Lipinski) Schedule Meeting for March

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. VI

FROM: Eric Schanz, General Manager

Meeting Date: March 6, 2025

Subject: GENERAL MANAGER'S REPORT

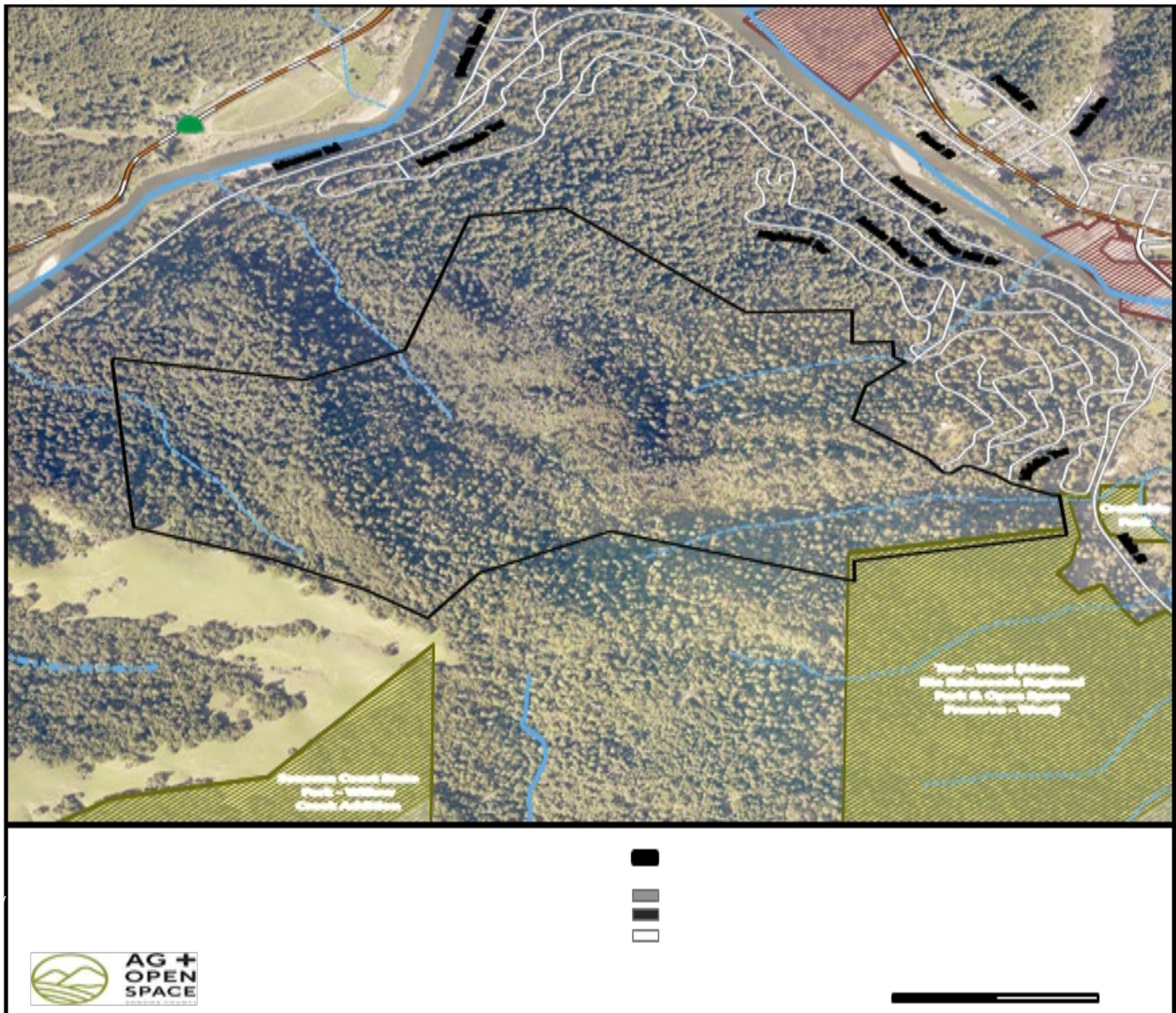
RECOMMENDED ACTION: Receive report from the General Manager.

FISCAL IMPACT: None

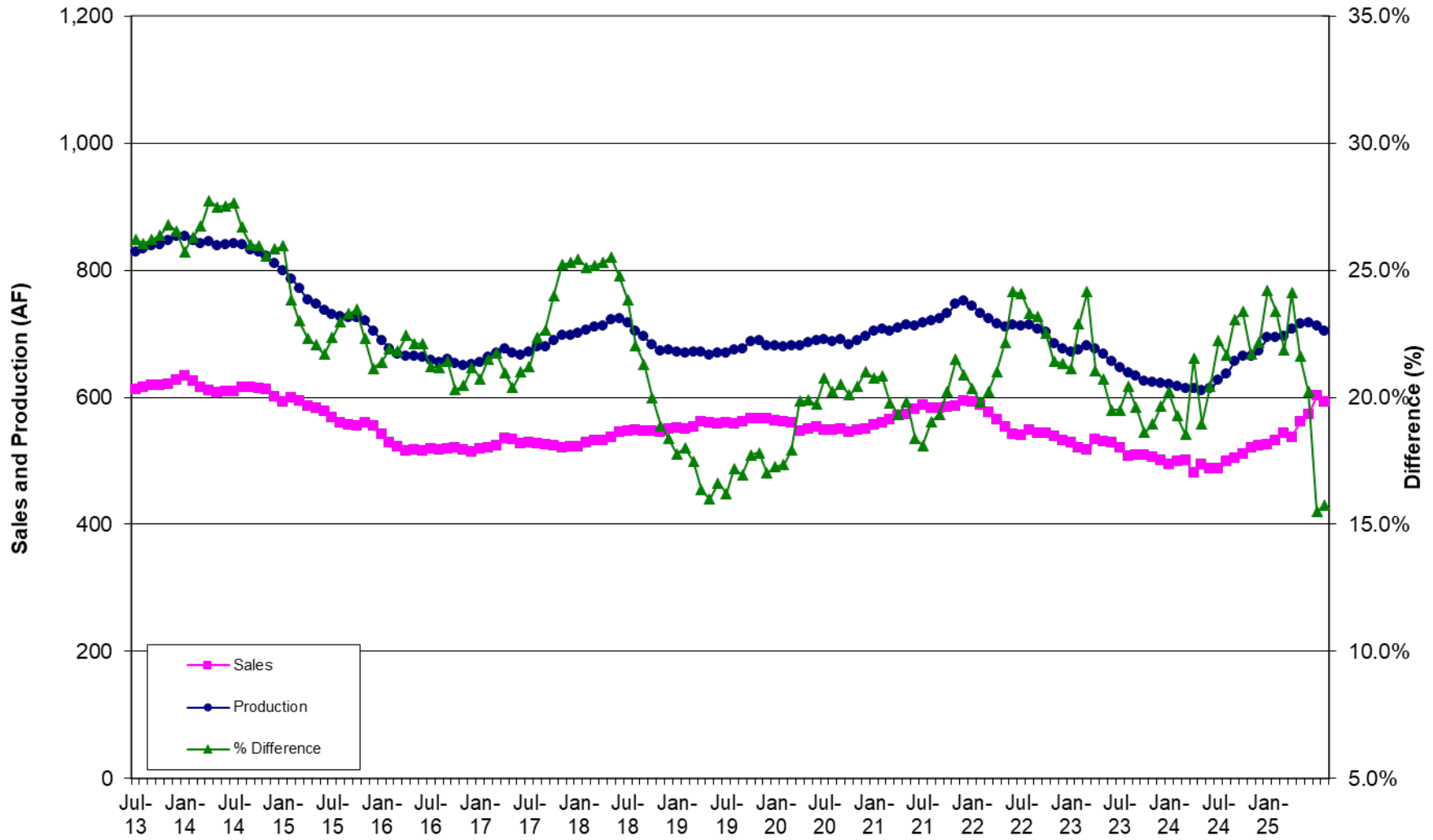
DISCUSSION:

- 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 January were 14,449 units (Monte Rio cycle). Water Sales continue to be higher than compared to previous years. Total combined Monte Rio and Guerneville water production for January was 44.71AF.
- 3. Leaks:** There were a total of 4 water main repairs in January requiring 11 work hours total, and 4 service line leaks requiring 94 work hours total (Figure 2). There were 3 water main repairs in Guerneville and 1 water main repair in Monte Rio. There were 3 service line repairs in Guerneville and 1 service line repair in Rio Nido.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of January was 32.40 inches (Figure 3). Last year cumulative rainfall was 21.64 inches by the end of January.
- 5. In-House Construction Projects:** There was one Hydrant repair on Old Cazadero Road.
- 6. Gantt Chart:** The Gantt Chart is updated for February 2024 (Figure 4).
- 7. Grants:** CDBG is currently accepting applications for this year's funding cycle. The District grant application for CDBG funding is being completed and will be submitted requesting grant funding for the construction phase of the Wright Drive Project.
- 8. Wright Drive:** Coastland is working on the 50% design submittals and project construction cost analysis for grant submission.

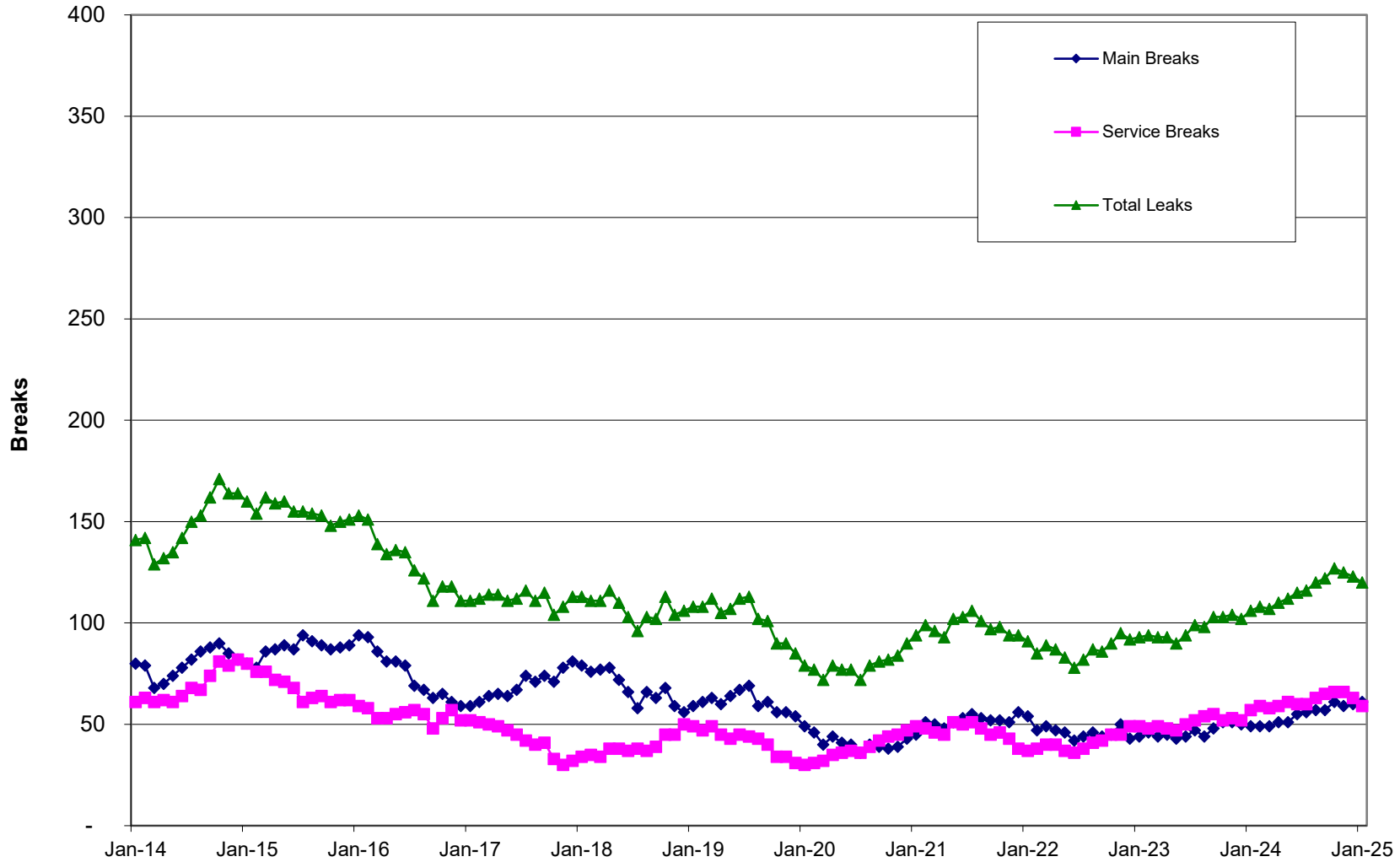
9. **Surplus Lands:** Starrett Hill Update, Parcels 097-130-010 (236 Acers) & 096-010-001 (23.76 Acres), Ag and Open Space has been working with Monte Rio Parks and Recreation developing the project structure. There is a planned site meeting to discuss the possible easement for the School House Tanks located at the edge of parcel 096-010-001. Ag and Open Space would like to address the Board and discuss the project in more detail. We are still fairly far out from any finalization and formal offer for the property. Currently there still needs to be an easement negotiation, land survey and appraisal of the two parcels.



**Figure 1. Water Production and Sales 12 Month Moving Averages
Sweetwater Springs Water District Since July 2013**



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since January 2013**



NUMBER OF WATER UNITS SOLD FY 24 - 25

	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	FY 24-25
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	18,396
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	26,990
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	20,858
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	32,581
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	22,606
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	24,034
JANUAI	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	14,449
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	18,958	
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	12,750	
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	21,153	
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	217,990	159,914



USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA

