



# **BOARD OF DIRECTORS MEETING**

## **AGENDA**

**October 1, 2026, Regular Meeting**  
District Offices, 17081 Hwy. 116, Ste. B  
Guerneville, California  
**6:30 PM**

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 September 3, 2026 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 Approval of Resolution 26-11, Approving Destruction of Records (*Est. time 10 min.*)
- B. Discussion/Action re Health Coverage for Board Members (*Est. time 15 min.*)
- C. Discussion/Action re Agendizing a Special Meeting/Workshop for the Purpose of Defining Goals (*Est. time 15 min.*)
- D. Board Ad Hoc Committee Reports (standing item) (*Est. time 15 min.*)
  - Ad Hoc Committees:
    - 1. CDR Committee (Dir. Schaap/Dir. Barraza Tran)
    - 2. District Policies Review (Dir. Robb-Wilder/Dir. Schaap)

**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 Project
- 9. Road Repairs – Villa Grande and School House Tank Driveway
- 10. Metron Meter Installation Progress

**VII. BOARD MEMBERS' ANNOUNCEMENTS**

**VIII. ITEMS FOR NEXT AGENDA**

**IX. CLOSED SESSION**

- A. Public Employee Performance Evaluation (pursuant to Gov. Code Section 54957)
  - Title: General Manager

**V. ADMINISTRATIVE (Con't)**

- E. Discussion/Action re Approval of Resolution 26-12, Approving Amendment Four to Eric Schanz Contract (*Est. time 10 min.*)

**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
- Guernwood 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: September 3, 2026**

September 3, 2026  
6:30 p.m.

**Board Members Present:**

Tim Lipinski  
Sukey Robb-Wilder  
Rich Holmer  
Gaylord Schaap

**Board Members Absent:**

Marc Barraza Tran

**Staff in Attendance:**

Eric Schanz, General Manager  
Julie Kenny, Board Secretary

**Others in Attendance:**

Erica Gonzalez, Redwood Public Law  
Brennan Duke

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

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

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

(None.)

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

President Robb-Wilder reviewed the items on the Consent Calendar. Director Holmer moved to approve the items on the Consent Calendar. Director Schaap seconded. Motion carried 4-0. The following items were approved:

- A. Approval of the Minutes of the August 6, 2026, 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.)**

Public comment made by Brennan Duke, California Water Company.

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

*\*in the order discussed*

**V-A. (6:34 p.m.) Discussion/Action re Approval of Resolution 26-09, Approving the Proposal for Professional Services for a Local Hazard Mitigation Plan with Harris and Associates.**

The GM provided an overview of this item. Discussion ensued. Comments were made by Legal Counsel Erica Gonazalez. Further discussion ensued. Director Schaap moved to Approve Resolution 26-09, ....., corrected to amend a typo in the 4<sup>th</sup> Whereas regarding contingencies. Director Holmer seconded. There was no public comment.

**V-B. (6:46 p.m.) Discussion/Action re Approval of Resolution 26-10, Approving the Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefit Program.**

The GM provided an overview of this item. Discussion ensued. There was no public comment. Director Holmer moved to approve Resolution 26-10, Approving the Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefit Program. Director Lipinski seconded. Motion carried 4-0.

**V-C. (6:52 p.m.) Discussion/Action re District Unfunded Liability with CalPERS (Valuation Report for FY 2024-25).**

The GM gave an overview of this item. Administrative Manager Julie Kenny provided further overview. Discussion ensued. There was no public comment. No action was taken.

**V-D. (7 p.m.) Board Ad Hoc Committee Reports (standing item).**

**Ad Hoc Committees:**

- 1. CDR Committee (Dir. Schaap/Dir. Barraza Tran)**
- 2. District Policies Review (Dir. Robb-Wilder/Schaap)**

The GM provided an overview of this item:

- ✓ **FY 2026-27 Budget/CDR Committee:** The GM provided a summary of the meeting held by this committee. Director Schaap provided further summary. Discussion ensued.
- ✓ **District Policies Review Committee:** The ad hoc committee did not meet in August. Discussion ensued. Comments were made by Legal Counsel.

There was no public comment.

## **VI. GENERAL MANAGER'S REPORT (7:10 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 Project
9. Road Repairs – Villa Grande and School House Tank Driveway
10. Metron Meter Installation progress

Discussion ensued. There was no public comment.

## **VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS**

**(7:23 p.m.)**

1. Director Lipinski announced that the County had approved moving forward with the Enhanced Infrastructure Financing District with no objections.
2. Director Lipinski announced that Sonoma Water had made a presentation regarding a new basin for storm water to address surge capacity issues.
3. Director Robb-Wilder announced that Sonoma Water would be making a presentation on pathogens in the river.

## **VIII. ITEMS FOR THE NEXT AGENDA (7:28 p.m.)**

1. Health coverage for Board members
2. Scheduling a Special Meeting workshop for District Goals and Objectives

## **IX. CLOSED SESSION (7:40 p.m.)**

At 7:40 p.m. President Robb-Wilder announced the items in Closed Session. There was no public comment.

*\*\* At 7:40 the Board took a brief break. The meeting reconvened at 7:45 p.m.*

At 7:45 p.m. the Board went into Closed Session. At 8:28 p.m. the Board concluded Closed Session and the President announced the following action on the Closed Session item:

- A. Public Employee Performance Evaluation (pursuant to Gov. Code Section 54957)**  
**Title: General Manager**

No reportable action was taken.

## **ADJOURN**

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

Julie Kenny  
Clerk to the Board of Directors

APPROVED:

|                    |       |
|--------------------|-------|
| Gaylord Schaap:    | _____ |
| Sukey Robb-Wilder: | _____ |
| Tim Lipinski:      | _____ |
| Rich Holmer        | _____ |
| Marc Barraza Tran  | _____ |

# **SWEETWATER SPRINGS WATER DISTRICT**

**TO:** Board of Directors

**AGENDA NO. V-A**

**FROM:** Eric Schanz, General Manager

---

**Meeting Date: October 1, 2026**

**Subject: Destruction of Records**

---

**RECOMMENDED ACTION:**

Approve Resolution 26-11, Providing for Destruction of Certain District Records.

**FISCAL IMPACT:**

Approximately \$250.

**DISCUSSION:**

Resolution 26-11 provides a one-time authorization to destroy the records identified. The time periods reflected in the Resolution are similar to those approved in previous years.

## Resolution No. 26-11

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT PROVIDING FOR DESTRUCTION OF CERTAIN DISTRICT RECORDS

**WHEREAS**, the District is desirous of destroying those records not required to be maintained by law; and

**WHEREAS**, the District's Policies and Procedures do not provide complete guidelines for the destruction of records.

**NOW, THEREFORE BE IT RESOLVED**, that the General Manager be authorized to destroy the following records:

| Record                           | Retained Period                       | Destroy Records Older Than . . . |
|----------------------------------|---------------------------------------|----------------------------------|
| Bank Deposit Reports (daily)     | 2 years                               | July 1, 2024                     |
| Bank Statements                  | 5 years                               | July 1, 2021                     |
| Budget Working Papers            | 3 years                               | July 1, 2023                     |
| Tax/Unemployment Records         | 4 years                               | July 1, 2022                     |
| Payroll expanded detail          | 5 years                               | July 1, 2021                     |
| Timesheets                       | 3 years                               | July 1, 2023                     |
| Customer Paper Files             | 3 years                               | July 1, 2023                     |
| Customer Receipts/ Payment Stubs | 2 years                               | July 1, 2024                     |
| Claims against the District      | 5 years                               | July 1, 2021                     |
| Insurance claims                 | 10 years                              | July 1, 2006                     |
| Attendance records               | 2 years                               | December 31, 2024                |
| Field Production Reports         | 5 years                               | July 1, 2021                     |
| Meter reading books              | 7 years                               | July 1, 2019                     |
| Leak Tags                        | 2 years                               | July 1, 2024                     |
| Vendor files                     | 5 years                               | July 1, 2021                     |
| Assessment files                 | 7 years                               | July 1, 2019                     |
| Workers Compensation claims      | 6 years from the date claim is closed | July 1, 2020                     |
| Form 700, Conflict of Interest   | 7 years                               | July 1, 2019                     |
| Audit Workpapers                 | 5 years                               | July 1, 2021                     |
| Board Audio Tapes                | 10 years                              | July 1, 2006                     |

**BE IT FURTHER RESOLVED**, that any records older than the time periods identified above which are necessary to resolve an outstanding claim or litigation shall be retained.

\*\*\*\*\*

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on October 1, 2026, by the following vote.

| Director          | Aye   | No    |
|-------------------|-------|-------|
| Sukey Robb-Wilder | _____ | _____ |
| Richard Holmer    | _____ | _____ |
| Tim Lipinski      | _____ | _____ |
| Gaylord Schaap    | _____ | _____ |
| Marc Barraza Tran | _____ | _____ |

\_\_\_\_\_  
Suki Robb-Wilder  
President of the Board of Directors

\_\_\_\_\_  
Attest: Nicole King  
Clerk of the Board of Directors

# **SWEETWATER SPRINGS WATER DISTRICT**

**TO:** Board of Directors

**AGENDA NO. V-B**

**FROM:** Eric Schanz, General Manager

---

**Meeting Date: October 1, 2026**

**Subject: Health Coverage for Board Members**

---

**RECOMMENDED ACTION:**

Discussion/Action re Health Coverage for Board Members.

**FISCAL IMPACT:**

None

**DISCUSSION:**

At the September Board meeting, Director Lipinski requested that health coverage for Board members be placed on the next agenda for discussion.

The Board previously addressed health coverage (not vision or dental) for Directors in 2002 through adoption of Resolutions 02-03 and 02-04 at the request of a Board member who was unable to secure health insurance because of a pre-existing condition, (there was no "Obamacare" yet!). Notwithstanding the language of the resolution, as applied if a Board member chooses to participate, they are responsible for 100% of the premium, paid in advance to the District. Resolution 02-03 established eligibility criteria for former Directors to participate in the District's group health plan. Resolution 02-04 authorized participation of Board members in the District's group health plan.

This item is being presented for Board discussion regarding the District's existing health coverage for Board members.

**Attachments:**

Resolution 02-03

Resolution 02-04

ORIGINAL

**Resolution No. 02-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS  
WATER DISTRICT SETTING DISTRICT CRITERIA FOR WHAT CONSTITUTES A  
FORMER DIRECTOR TO BE CONSIDERED "RETIRED"**

**WHEREAS** the District intends to provide for elected Directors to participate in the group medical coverage with PERS; and

**WHEREAS** said elected Directors are not participants in the PERS retirement plan; and

**WHEREAS** PERS requires that provision be made for retiree participation in the health plan; and

**WHEREAS** The District does not currently have any retirement eligibility provisions for elected officials who are not participants in PERS retirement; and

**WHEREAS** the Board of Directors now wishes to establish criteria for "Retired" Directors for purposes of participating in a group health plan

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, that the following criteria shall establish a former director as a District retiree for purposes of participation in the District's group health plan under PERS after their elected tenure has ended:

**RESOLVED (a)** The Director has attained the age of fifty (50) years and is actively enrolled in the group medical coverage with PERS; and

**RESOLVED (b)** That eligibility shall be limited to Board members on the Board on or after January 1, 2002; and

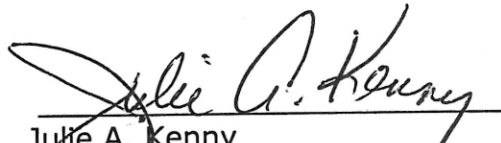
**RESOLVED (c)** The Director has served a minimum of four (4) years as Director; and

**RESOLVED (d)** That the provisions for eligibility shall only apply as long as the District maintains group medical coverage with the State of California PERS program; and

**RESOLVED (e)** That the charges for the group health plan shall be paid in advance by the retired director in accordance with District policy.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on January 8, 2002, by the following vote.

| Director        | Aye                                 | No                       |
|-----------------|-------------------------------------|--------------------------|
| Michael Torr    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Suzie Baxman    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Leigh Sherrouse | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Terri Reynor    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Phil Guidotti   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

  
Julie A. Kenny  
Clerk of the Board of Directors

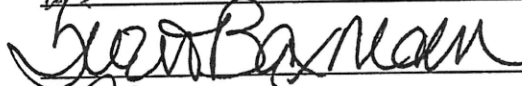
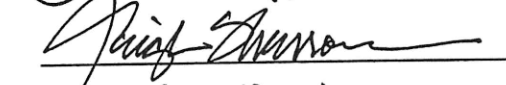
**APPROVED:**  
Michael Torr

Suzie Baxman

Leigh Sherrouse

Terri Reynor

Phil Guidotti  
Board President


ORIGINAL

## Resolution No. 02-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS  
WATER DISTRICT ELECTING TO BE SUBJECT TO PUBLIC EMPLOYEES'  
MEDICAL AND HOSPITAL CARE ACT ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION FIXING THE EMPLOYER'S  
CONTRIBUTION FOR ANNUITANTS EQUAL TO THAT PRESCRIBED BY SECTION  
22825 OF THE GOVERNMENT CODE**

**WHEREAS (1),** Government Code Section 22850.3 provides that a contracting agency may elect upon proper application to participate under the Public Employees' Medical and Hospital Care Act with respect to a recognized employee organization only; and

**WHEREAS (2),** Government Code Section 22754(g) defines any Special District as a contracting agency; and

**WHEREAS (3),** a Special District is hereby defined as a non-profit, self-governed public agency within the State of California, and comprised solely of public employees performing a governmental rather than proprietary function; and

**WHEREAS (4),** Sweetwater Springs Water District, hereinafter referred to as Special District, is an entity meeting the above definition; and

**WHEREAS (5),** the Special District desires to obtain for the members of Board of Directors who are active and retired employees of the agency, the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and Regulations;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, that:

**RESOLVED (a)** That the Sweetwater Springs Water District elects and it does hereby elect, to be subject to the provisions of the act; and be it further

**RESOLVED (b)** That the employer's contribution for each active employee or retired employee or survivor shall be the amount necessary to pay the full cost of his or her enrollment plus administrative fees and Contingency Reserve Fund assessments, including the enrollment of family members, in a health benefits plan or plans up to a maximum of:

| <u>Code</u> | <u>Unit</u>        | <u>Contribution</u> |
|-------------|--------------------|---------------------|
| 03          | Board of Directors | \$16.00/month       |

and be it further

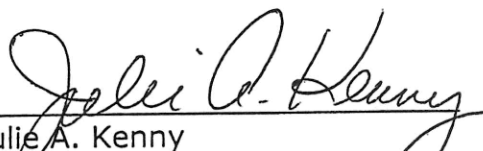
**RESOLVED (c)** That the executive body appoint and direct, and it does hereby appoint and direct the General Manager to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of Sweetwater Springs Water District all functions required of it under the Act and Regulations of the Board of Administration; and be it further

**RESOLVED (d)** That coverage under the Act be effective on February 1, 2002.

Adopted at a Special Meeting of the Board of Directors of the Sweetwater Springs Water District at Guerneville, California this 8<sup>th</sup> day of January, 2002.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on January 8, 2002, by the following vote.

| Director        | Aye                                 | No                       |
|-----------------|-------------------------------------|--------------------------|
| Michael Torr    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Suzie Baxman    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Leigh Sherrouse | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Terri Reynor    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Phil Guidotti   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

  
Julie A. Kenny  
Clerk of the Board of Directors

**APPROVED:**

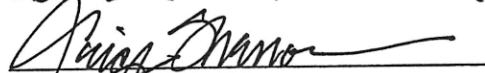
Michael Torr



Suzie Baxman



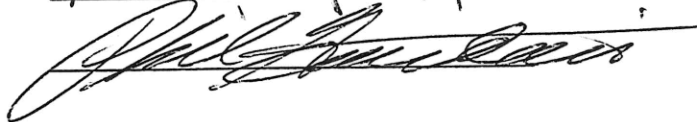
Leigh Sherrouse



Terri Reynor



Phil Guidotti  
Board President



# **SWEETWATER SPRINGS WATER DISTRICT**

**TO:** Board of Directors

**AGENDA NO. V-C**

**FROM:** Eric Schanz, General Manager

---

**Meeting Date: October 1, 2026**

**Subject: Special Meeting/Workshop of the Board of Directors for the Purpose of Defining Goals**

---

**RECOMMENDED ACTION:**

Discussion/Action re Special Meeting/Workshop for the purpose of defining goals.

**FISCAL IMPACT:**

None

**DISCUSSION:**

This item was requested to be placed on the agenda to allow further discussion and action by the Board. During the September meeting Director Robb-Wilder asked the Board to consider reviewing District Goals and to have a Special Meeting/Workshop to review and update these goals. More discussion is needed and a date and time needs to be set.

## **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

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-D**

**FROM:** Eric Schanz, General Manager

---

**Meeting Date: October 1, 2026**

**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:

**CDR Committee-** *(Dir. Schaap/Tran)*

This committee is responsible for assisting staff with the budget and rates development for the FY 2026-27 Budget. Make recommendations to the Board.

**District Policies Review-** *(Dir. Robb-Wilder/Schaap)*

This committee is charged with reviewing and updating the necessary sections of the Policies and Procedures Manual.

## **SWEETWATER SPRINGS WATER DISTRICT**

**TO:** Board of Directors

**AGENDA NO. V-E**

**FROM:** Erica Gonzalez, District Counsel

---

**Meeting Date: October 1, 2026**

**Subject: Approval of Resolution 26-12, Approving the Fourth Amendment to the At-Will Employment Agreement with General Manager Eric Schanz and Approving an Amendment to the District's Salary Schedule in Conformance with California Code of Regulations, Title 2, Section 570.5**

---

### **RECOMMENDED ACTION:**

Adopt Resolution 26-12, approving the Fourth Amendment to the At-Will Employment Agreement with General Manager Eric Schanz to increase total compensation and approving an amendment to the District's Salary Schedule in compliance with State law.

### **FISCAL IMPACT:**

A one-time 10% increase to the General Manager's current salary of \$177,251.30, including a 3.3% cost of living increase, for a total \$200,825.72, will result in an immediate additional cost of \$23,574.42. Thereafter, the General Manager's annual salary will be subject to identical cost of living increase similar to that negotiated with Stationary Engineers Union Local 39 for District represented employees.

### **DISCUSSION:**

On July 7, 2022, the Board of Directors approved the At-Will Employment Agreement ("Employment Agreement") between Sweetwater Springs Water District and Eric Schanz, dated July 11, 2022, and effective July 25, 2022, for the position of General Manager. Pursuant to the terms of the Employment Agreement, Mr. Schanz's base salary shall be reviewed by the Board of Directors annually commencing on or about July 2023, and annually thereafter, at which time his salary may be increased at the time of evaluation. On September 3, 2026, the Board of Directors conducted its most recent annual review finding the General Manager Eric Schanz has successfully directed and managed District operations. Based on a recent highly favorable performance evaluation by the Board of Directors, the Board now seeks to provide a one-time ten percent (10%) salary merit increase to the General Manager's current base salary effective July 1, 2026. Additionally, the Board finds that the General Manager should receive, effective July 1, 2026, and annually thereafter, a cost of living increases identical to that rate which is negotiated between the District and Stationary Engineers Union Local 39, for its represented employees.

**With the proposed increase, Mr. Schanz's base salary will increase from \$177,251.30**

**to a total of \$200,825.72. Therefore, the monthly salary is \$14,202.83 per month.**

| <b>Annual Salary</b> | <b>Monthly Salary</b> | <b>Biweekly Pay</b> |
|----------------------|-----------------------|---------------------|
| \$200,825.72         | \$16,735.48           | \$8,367.74          |

The attached Fourth Amendment to the General Manager's Employment Agreement reflects the negotiated terms resulting from the General Manager Negotiations. State law mandates the approval of the General Manager's salary in an open session available to the public. Additionally, the California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations §570.5.

The General Manager is prepared to accept the proposed increase and execute the Third Amendment to the At-Will Employment Agreement.

**Attachments:**

1. Resolution 26-12 Approving the Fourth Amendment to the At-Will Employment Agreement with General Manager Eric Schanz and Amendment to Salary Schedule
2. Amendment No. 4 to the At-Will Employment Agreement

## **RESOLUTION 26-12**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT APPROVING THE FOURTH AMENDMENT TO THE AT-WILL EMPLOYMENT AGREEMENT WITH GENERAL MANAGER ERIC SCHANZ AND APPROVING AN AMENDMENT TO THE DISTRICT'S SALARY SCHEDULE IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5**

**WHEREAS**, on July 7, 2022, the Board of Directors approved the At-Will Employment Agreement ("Employment Agreement") between Sweetwater Springs Water District and Eric Schanz, dated July 11, 2022, and effective July 25, 2022, for the position of General Manager; and

**WHEREAS**, pursuant to the terms of the Employment Agreement, Mr. Schanz is eligible for a merit salary increase based upon performance at the time of his annual evaluation and each year thereafter; and

**WHEREAS**, on September 3, 2026, the Board of Directors conducted its annual review finding the General Manager has successfully directed and managed District operations; and

**WHEREAS**, the Board of Directors now desires to increase Mr. Schanz's annual salary to reflect a on-time ten percent (10%) increase, and 3.3 % cost of living increase for a revised annual salary of \$200,825.72, effective July 1, 2026; and

**WHEREAS**, the Board of Directors desires the General Manager's salary include a yearly cost of living increase thereafter, identical to that rate which is negotiated between the District and Stationary Engineers Union Local 39, for its represented employees; and

**WHEREAS**, the California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5; and

**WHEREAS**, the District desires to comply with CalPERS' reporting requirement by amending the previously approved salary range to update the salary range for the General Manager position.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors as follows:

1. The above recitals are true and correct, and incorporated herein.
2. The Board of Directors hereby approve the Fourth Amendment to the At-Will Employment Agreement between the Sweetwater Springs Water District and

Eric Schanz, attached hereto as Exhibit A and incorporated herein.

3. The Board of Directors hereby authorize the President to sign the Fourth Amendment authorized by this Resolution on behalf of the District and to take any other actions necessary to carry out the purpose of this Resolution.
4. The Board of Directors hereby approve The Directors hereby approve the amended monthly salary range for General Manager effective as of July 1, 2026 (with change reflected below in underline) as follows:

**SALARY RANGES OF EMPLOYEES EMPLOYED BY SWEETWATER SPRINGS WATER DISTRICT BEGINNING, JULY 1, 2026**

| <b><u>CLASSIFICATION</u></b> | <b><u>HOURLY SALARY RANGE</u></b> |
|------------------------------|-----------------------------------|
| MAINTENANCE WORKER TRAINEE   | \$27.42 to \$33.32                |
| MAINTENANCE WORKER 1         | \$30.18 to \$36.68                |
| MAINTENANCE WORKER 2         | \$31.69 to \$38.52                |
| MAINTENANCE WORKER 3         | \$34.84 to \$42.35                |
| ACCOUNT CLERK 1              | \$27.42 to \$33.32                |
| ACCOUNT CLERK 2              | \$31.74 to \$38.58                |
| ACCOUNT CLERK/ADMIN. ASSOC.  | \$38.34 to \$46.62                |
| SENIOR CREW SUPERVISOR       | \$44.34 to \$53.89                |
| CREW SUPERVISOR              | \$40.23 to \$48.89                |
| FIELD MANAGER                | \$59.38 to \$72.18                |
| ADMINISTRATIVE MANAGER       | \$59.38 to \$72.18                |
| <u>GENERAL MANAGER</u>       | <u>\$16,735.48 MONTHLY</u>        |

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on October 1, 2026, by the following vote.

| <b><u>Director</u></b> | <b><u>Aye</u></b> | <b><u>No</u></b> |
|------------------------|-------------------|------------------|
| Sukey Robb-Wilder      | _____             | _____            |
| Tim Lipinski           | _____             | _____            |
| Rich Holmer            | _____             | _____            |
| Gaylord Schaap         | _____             | _____            |
| Marc Barraza-Tran      | _____             | _____            |

\_\_\_\_\_  
Sukey Robb-Wilder  
President of the Board of Directors

\_\_\_\_\_  
Attest: Nicole King  
Clerk of the Board of Directors

## **EXHIBIT A**

### **AMENDMENT NO. 4 TO THE AT-WILL EMPLOYMENT AGREEMENT FOR GENERAL MANAGER**

#### **RECITALS**

**WHEREAS**, effective July 25, 2022, Sweetwater Springs Water District ("Employer") and Eric Schanz ("Employee") entered into an At-Will Employment Agreement for services as General Manager of Sweetwater Springs Water District ("Employment Agreement"); and

**WHEREAS**, pursuant to the terms of the Employment Agreement, Employee is eligible for a merit salary increase based upon performance at the time of the employee's annual evaluation on or about July 2023 and each July thereafter; and

**WHEREAS**, on September 3, 2026, the Board of Directors recently completed an annual performance evaluation for Employee and find Employee has successfully directed and managed District operations; and

**WHEREAS**, the Board of Directors now desires to increase Employee's annual salary to reflect a one-time ten percent (10%) increase, and 3.3 % cost of living increase for a revised annual salary of \$200,825.72, effective July 1, 2026; and

**WHEREAS**, the Board of Directors desires the General Manager's salary include a yearly cost of living increase thereafter, identical to that rate which is negotiated between the District and Stationary Engineers Union Local 39, for its represented employees.

**NOW, THEREFORE**, the parties hereby agree as follows:

1. Amendment No. 4 To the At-Will Employment Agreement For General Manager is entered into effective July 1, 2026.
2. Section 7. Compensation subsection A. Base Salary; Salary Adjustment is hereby amended to read as follows:

"Base Salary; Salary Adjustment. Employer shall pay Employee an annual base salary of Two Hundred Eight Hundred and Twenty-Five Dollars and Seventy-Two Cents (\$200,825.72), less all applicable federal, state and local withholding, payable in installments at the same time that other District employees are paid. Employee's base salary will be reviewed annually by the Board of Directors and may be increased at the time of Employee's annual evaluation. Thereafter, Employee shall receive a yearly cost of living increase identical to that rate which

is negotiated between the District and Stationary Engineers Union Local 39, for its represented employees.”

3. All other terms of the Employment Agreement not modified by this Amendment No. 4 shall remain in full force and effect.

EMPLOYEE

EMPLOYER

---

Eric Schanz

---

Sukey Robb-Wilder  
President, Board of Directors  
Sweetwater Springs Water District

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. VI**

**FROM:** Eric Schanz, General Manager

---

**Meeting Date:** October 1, 2026

**Subject: GENERAL MANAGER'S REPORT**

---

**RECOMMENDED ACTION:** Receive report from the General Manager.

**FISCAL IMPACT:** None

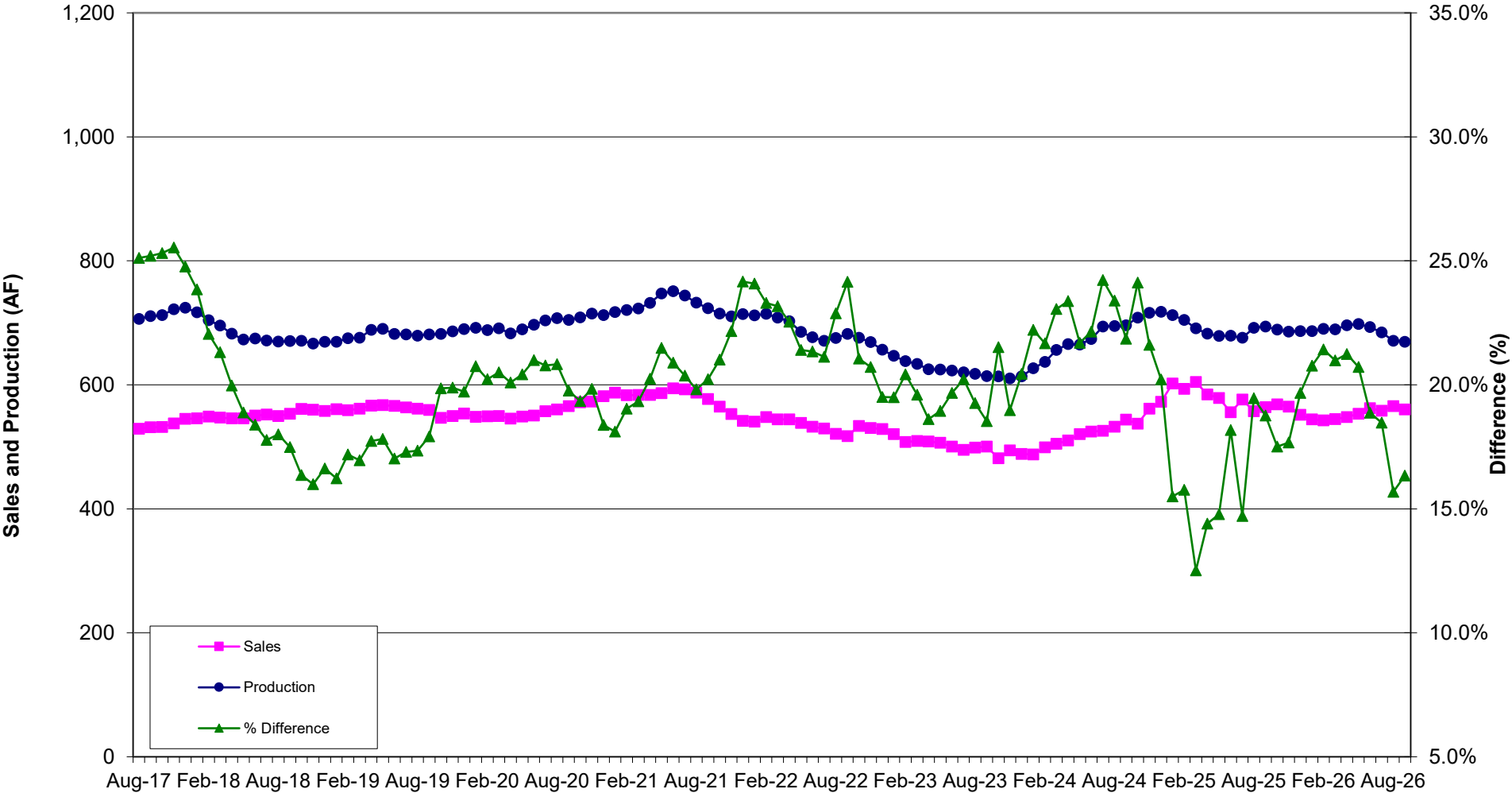
## **DISCUSSION:**

- 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 August were 27,449 units (Guerneville cycle). Total combined Monte Rio and Guerneville water production for August was 71.96 AF (Figure 1).
- 2. Leaks:** There was a total of 8 water main repairs in August requiring 46 work hours and 4 Service line repairs requiring 19 hours in total (Figure 2). There were 7 water main repairs in Guerneville and 1 water main repair in Monte Rio. There were 4 service line repairs in Guerneville. Seven of the water main repairs were on 2-inch galvanized pipes and the other repair was on 4-inch ductile iron pipe.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of August was 37.40 inches (Figure 3). Last year cumulative rainfall was 52.80 inches by the end of August.
- 5. In-House Construction Projects:** July projects included:
  - Metron Meter change outs.
- 6. Gantt Chart:** The Gantt Chart is updated for August 2026 (Figure 4).
- 7. Grants:** CDBG grant funding for Wright Drive Phase I in the amount of \$759,183 is approved and the agreement was approved during the April Board meeting.

The water system consolidation/intertie funding project (DWR) has approved Brelje and Race Engineering to develop project cost and engineering plan to determine further project funding.

- 8. Wright Drive:** Piazza has received the notice of award after the approval from the Board on August 6<sup>th</sup> meeting. The preconstruction meeting for Phase 1 of the Wright Drive Project was held on Friday September 25<sup>th</sup> at the District office.
- 9. School House and Villa Grande Driveway Repair:** The Driveway to Villa Grande has been completed. The driveway to the Schoolhouse Tank is scheduled for the last week in September.
- 10. Metron Meter Register Installation:** The installation of meter registers continues to make good progress since starting April 9<sup>th</sup>. As of September 9<sup>th</sup>, 1737-meter registers have been installed. Installation has slowed due to several staff being on leave for the next couple of months.

Figure 1. Water Production and Sales 12 Month Moving Averages  
Sweetwater Springs Water District Since August 2017



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks  
Moving Annual Average Since August 2015**

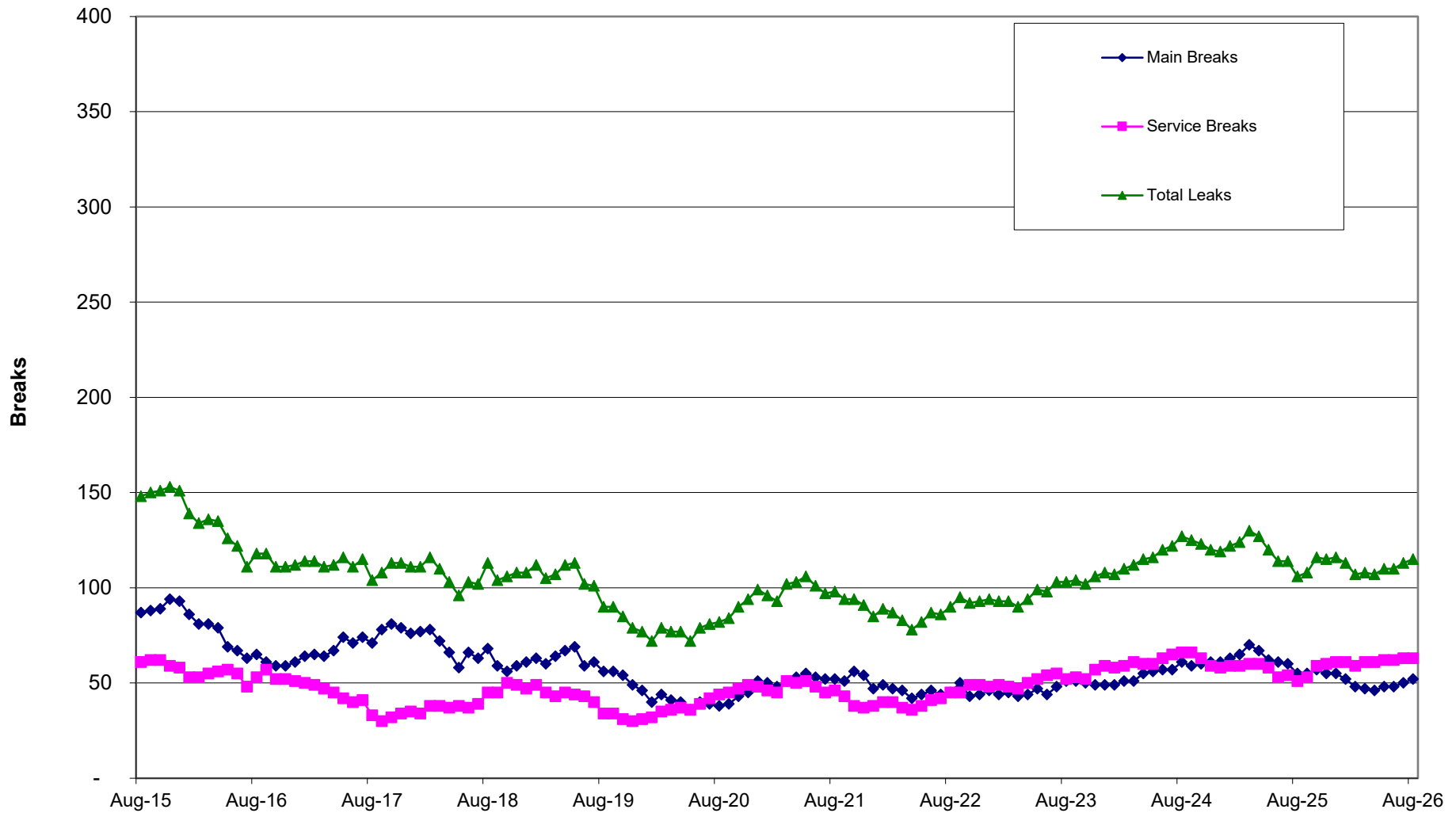
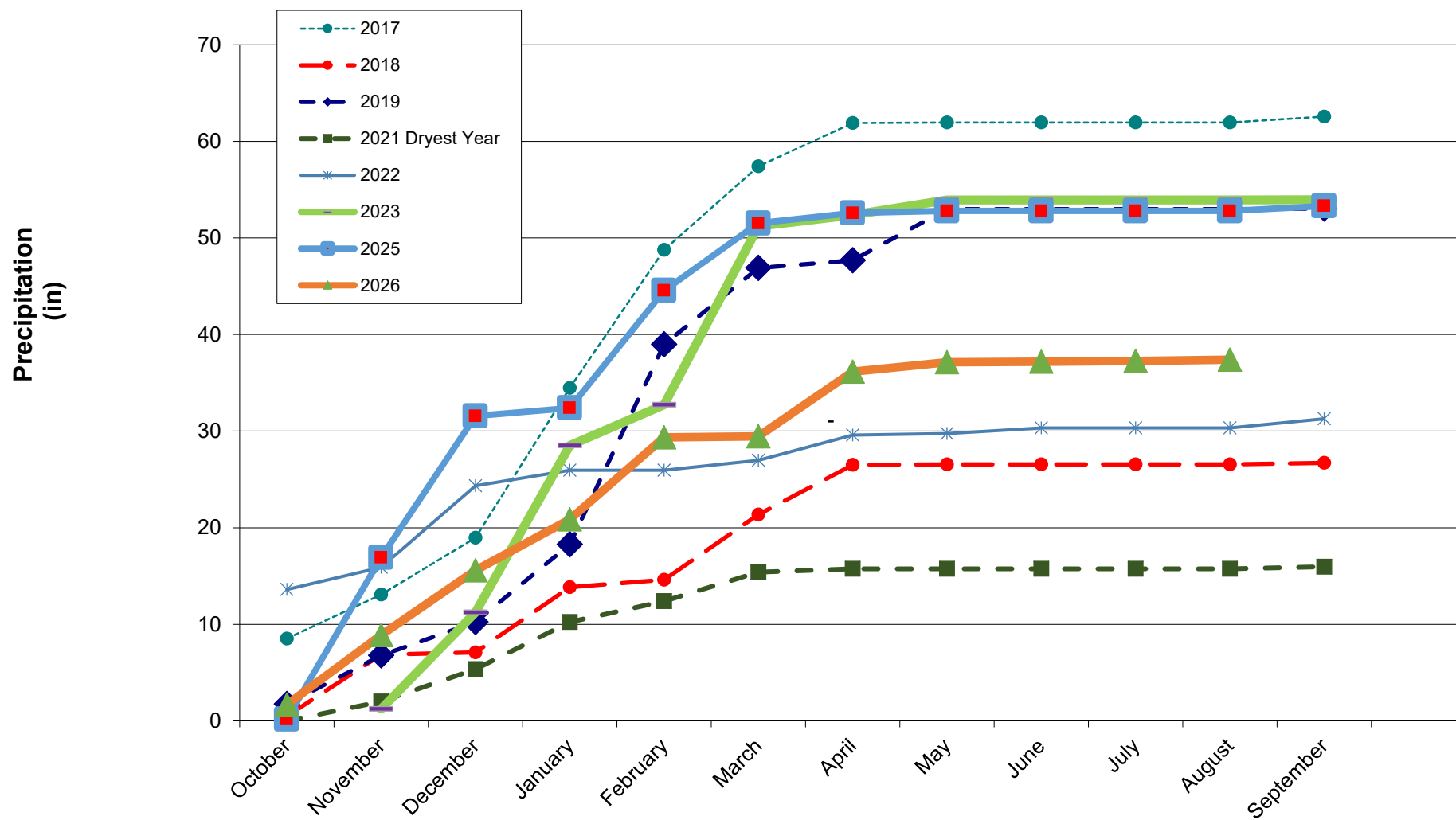


Figure 3. Guerneville Cumulative Monthly Rainfall



[illegible]

## NUMBER OF WATER UNITS SOLD FY 26 - 27

|        | 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 | FY 25-26 | FY 26-27 |
|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| JULY   | 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   | 18,687   | 21,981   |
| AUGUS  | 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   | 29,876   | 27,449   |
| SEPTEN | 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   | 22,884   | 0        |
| OCTOBI | 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   | 30,868   | 0        |
| NOVEM  | 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   | 16,931   | 0        |
| DECEMI | 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   | 20,806   | 0        |
| JANUAI | 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   | 13,703   | 0        |
| FEBRU  | 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   | 19,340   | 20,354   | 0        |
| MARCH  | 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   | 10,173   | 11,613   | 0        |
| APRIL  | 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   | 14,442   | 16,706   | 0        |
| MAY    | 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   | 11,250   | 15,125   | 0        |
| JUNE   | 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   | 27,306   | 25,532   | 0        |
|        |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Total  | 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  | 242,425  | 243,085  | 49,430   |