



BOARD OF DIRECTORS MEETING

AGENDA

January 8, 2026, Regular (Rescheduled) Meeting
District Offices, 17081 Hwy. 116, Ste. B
Guerneville, California
3 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 December 4, 2025 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 Metron Meter Reading system; Presentation by Metron representative (*Est. time 30 min.*)

B. Board Ad Hoc Committee Reports (standing item) and Formation of an Ad Hoc FY 2026-27 Budget Committee (*Est. time 15 min.*)

Ad Hoc Committees:

1. Revenue Development (Dir. Schaap/Dir. Barraza Tran)
2. CIP Planning (Dir. Holmer/Lipinski)
3. District Policies Review (Dir. Robb-Wilder/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
9. Mini Excavator Update

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

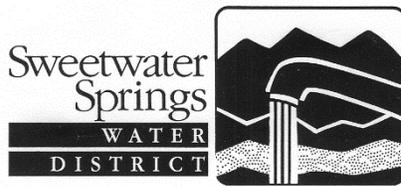
GOAL 2: PROVIDE RELIABLE AND HIGH QUALITY POTABLE WATER WITH FACILITIES THAT ARE PROPERLY CONSTRUCTED, MANAGED AND MAINTAINED TO ASSURE SYSTEM RELIABILITY

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: December 4, 2025

(*In order discussed)

December 4, 2025
6:30 p.m.

Board Members Present:

Tim Lipinski
Sukey Robb-Wilder (via Zoom)
Gaylord Schaap
Rich Holmer

Board Members Absent:

Marc Barraza Tran

Staff in Attendance:

Eric Schanz, General Manager
Nicole King, Board Secretary

Others in Attendance:

Erica Gonzalez, Redwood Public Law (via Zoom)

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

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

*** The board took a brief recess at 6:33 and reconvened at 6:36 ***

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:37 p.m.)

(None.)

III. CONSENT CALENDAR (6:37 p.m.)

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

- A. Approval of the Minutes of the November 6, 2025 Regular Board Meeting.
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (6:38 p.m.)

(None.)

V. ADMINISTRATIVE (6:38 p.m.) *

**in the order discussed*

V-A. (6:38 p.m.) Discussion/Action re 2025 Organization Meeting / Board Officers elections.

The GM provided a brief overview of this item. Discussion ensued. Director Lipinski nominated the following Board members to serve as officers:

Director Robb-Wilder – President

Director Schaap – Vice President

Director Tran – Financial Coordinator

Director Robb-Wilder seconded. Motion carried 4-0. There were no public comments.

V-B. (6:42 p.m.) Discussion/Action re Res 25-12, Approving 457 Plan Cares/Secure Acts Interim Amendment with Valic.

The GM provided an overview of this item. Discussion ensued. Comments were made by legal counsel. Further discussion ensued. Director Schaap made a motion to approve Resolution 25-12, Approving 457 Plan Cares/Secure Acts Interim Amendment with Valic. Director Lipinski seconded. Motion carried 3-0. Director Robb-Wilder abstained from voting. There were no public comments.

V-C. (6:57 p.m.) Discussion/Action re Res 25-13 – Accepting FY 2024-25 Audit.

The GM gave a brief overview of this item. Discussion ensued. Director Lipinski moved to approve Resolution 25-13, Accepting the Fiscal Year 2024-25 Final Audit. Director Schaap seconded. Motion carried 4-0. There were no public comments.

V-D. (7:04 p.m.) Discussion/Action re Rescheduling January Board Meeting.

The GM gave a brief overview of this item. Discussion ensued. Director Robb-Wilder made a motion to move the normal January 1, 2025 meeting to Thursday, January 8th at 3:00 p.m. at the District office. Director Schaap seconded. Motion carried 4-0. There were no public comments.

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

Ad Hoc Committees:

1. Revenue Development (Dir. Schaap/Director Tran)

2. CIP Planning (Dir. Holmer/Lipinski)

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

The GM provided an overview of this item:

- ✓ **Revenue Development Committee:** Did not meet in November.
- ✓ **CIP Planning Committee:** The GM gave an overview of the Committee meeting held in November. Discussion ensued.
- ✓ **District Policies Review Committee:** Did not meet in November.

VI. GENERAL MANAGER'S REPORT (7:12 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. Lower Summit Tank Liner project
- 10. Metron Meter Pilot Test Update
- 11. Mini Excavator Update

Discussion ensued.

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS
(7:36 p.m.)**

Director Holmer reminded everyone about the upcoming company Christmas party.

VIII. ITEMS FOR THE NEXT AGENDA (7:37 p.m.)

- 1. Metron presentation
- 2. Form budget committee
- 3. Committee reports

ADJOURN

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Nicole King
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: Metron

Meeting Date: January 8, 2026

Subject: Overview Presentation of Metron Cellular Registers/WaterScope

RECOMMENDED ACTION:

Discussion/Action overview presentation of Metron Cellular Registers/WaterScope.

FISCAL IMPACT:

Metron Cellular Register per unit: \$335.00 X 3500 Water Services = \$1,172,500
Tax = + \$108,456
Total = \$1,280,456

Existing meters with fixed registers requiring replacement:

Meters 800 X \$140.00 per meter= \$112,000
Tax = +\$10,360
Total= \$122,360

Total Project Cost approximately= \$1,402,816

DISCUSSION:

Metron will provide an overview presentation of the Metron Cellular Register (Prism) and WaterScope. This is an opportunity for the Board, Staff and the Public to learn more about the project and ask questions.

Terms of Service

Includes 10 years of cellular data and access to Metron WaterScope utility. After ten years the cost would be \$8 per unit annually, totaling \$28,000 per year.

Registers and Retrofits

The Prism™ register captures water flow rate data every single minute of every day. With 1,440 data points every 24 hours. This makes it possible to identify short-lived events such as toilet flushes and showers. This level of detail is unique to the Metron meter system and offers a high level of insight into water usage. The 24 hours' worth of minute-by-minute data

is uploaded in the middle of the night to the local cellular tower, after which the data is immediately viewable in WaterScope. The Prism registers are pre-configured to connect automatically to nationwide cellular networks, depending on coverage at the deployment location. Cellular connectivity means no manual reads. Prism Registers have 20 years of typical battery life and are reliable, durable and accurate.

The Prism replaces the existing manual read register using a simple adapter ring that attaches to the existing meter. Using the adapter rings will convert the Districts meters into smart cellular meters in a couple of minutes. Get all the benefits of Metron's AMI solution and the power of WaterScope, all without replacing the meters that are in the ground.

WaterScope

Water Usage Reporting, Analytics and Billing

With Metron's smart meters deployed across the district in residential, commercial and educational applications, the WaterScope Suite gives you the tools for understanding and acting on your customers' water usage. Get accurate and detailed daily reports on leaks, high usage, zero usage, unauthorized usage, infrastructure losses, freeze alerts, and more. Easy integration with any billing system means on-time billing that reflects actual water use. WaterScope turns information into action, simplifying the business of water (works with Muni Link).

- Capture accurate usage data for every customer
- Generate billing data easily
- Identify leaks in your infrastructure
- Find water being used at properties marked as unoccupied
- Identify residents flouting watering restrictions
- Identify properties with the most serious leaks
- Track costs and conservation efforts
- Analyze usage trends, such as seasonal

Metron's software works seamlessly to compile water usage data and present it in an easily understood format for both you and your customers. Flexible integration from our software platform, WaterScope®, to all major billing systems allows data to flow freely. Imagine no more costly manual meter reads that can introduce errors.

Consumers

Utilities can provide customers with individual logins to WaterScope Classic or WaterScope PLUS, allowing them to track their own water usage. This empowers customers to conserve water and improves customer relations.

Staff Input

The District performed a pilot test for several months with 31 Metron Prism LTE Registers in various remote locations in the water district. All meters tested have performed above

expectation. Staff can access WaterScope and check customer water usage and data daily. WaterScope identifies high water usage and leaks allowing for customer notification.

Pros:

- Easy billing downloads
- No more manual reads or rereads
- Customer leak detection
- High usage notifications
- Does not require replacing meter box lid with AMR lid
- Easy to install and test
- Good customer service
- Ability to compare actual water usage to production
- Customer portal
- Ability to look at customer usage and trends
- Installs on existing meters except for fixed register meters
- Water conservation

Cons:

- Initial set up cost
- Requires 20yr replacement
- Initial cost provides for 10yrs of monitoring afterwards there is an annual fee

Staff support the use of LTE Registers and recognize that there are several benefits that will save staff hours spent reading meters and allow for more time completing District projects.

Currently staff spend approximately 1548 hours reading meters annually. Monthly the time spent reading meters is approximately 134 hours for the Guerneville cycle and 124 hours for the Monte Rio cycle on a bi-monthly reading cycle. This is equivalent to one employee reading meters for 8 months or 2 employees reading meters 4 months out of the year.

The cost saving to the district will be in the return in man hours to complete water system repair and replacement projects. Additional savings will be in leak detection and reduced water loss.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: January 8, 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:

Revenue Development- *(Dir. Schaap/ Marc Tran)*

This committee is responsible for exploring ways to improve District revenues. Make recommendations to the Board.

CIP- *(Dir. Holmer/Lipinski)*

This committee is responsible for evaluating a process to set project priorities and recommending a CIP Plan. 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. VI

FROM: Eric Schanz, General Manager

Meeting Date: January 8, 2026

Subject: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive report from the General Manager.

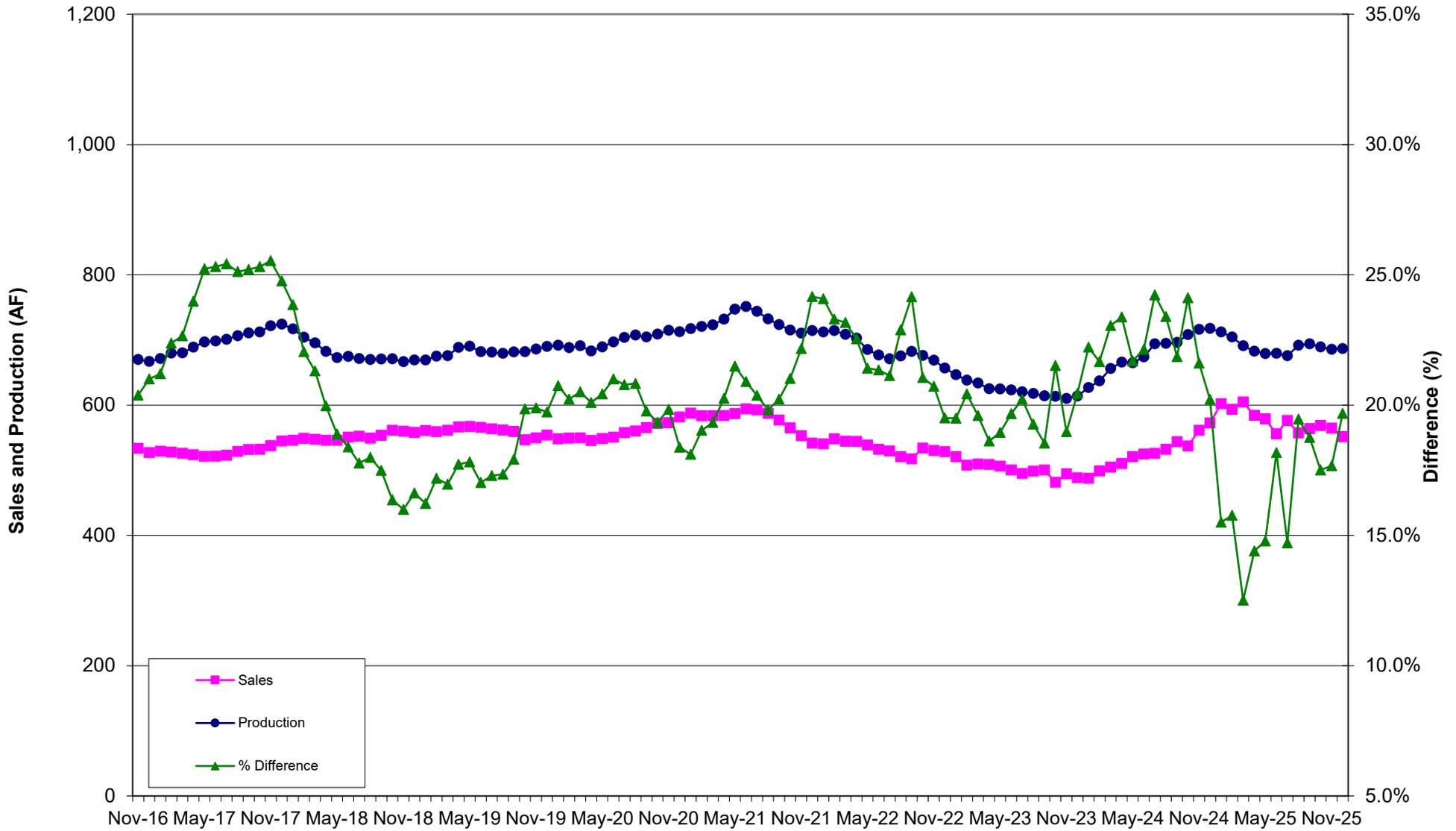
FISCAL IMPACT: None

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 November were 16,931 units (Monte Rio cycle). Total combined Monte Rio and Guerneville water production for November was 49.47AF (Figure 1). Water sales are lower overall when compared to previous years.
- 3. Leaks:** There were a total of 3 water main repairs in November requiring 68 work hours in total, and 4 service line leaks requiring 18 work hours total (Figure 2). There were 2 water main repairs in Guerneville and 1 water main repair in Monte Rio. There were 4 service line repairs in Guerneville.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of November was 8.89 inches (Figure 3). Last year cumulative rainfall was 16.92 inches by the end of November.
- 5. In-House Construction Projects:** November projects included:
 - Crew started a pipe replacement project at the end of River Lane. The project will replace approximately 300 ft. of undersized 1-inch galvanized water main with new 2-inch PE water main; the replacement also includes the replacement of 7 service lines and the addition of a 2-inch main line blow off.
- 6. Gantt Chart:** The Gantt Chart is updated for November 2025 (Figure 4).
- 7. Grants:** CDBG grant funding for Wright Drive Phase I in the amount of \$759,183 is still waiting for HUD's approval before we can move forward. The fifth disbursement of CDBG design funding in the amount of \$13,242.50 was requested.

- 8. Wright Drive:** Coastland has completed the 100% plans for Phase 1 of the project (currently under staff review) and is now working on the design of Phase 2 for the Wright Drive Project.
- 9. Mini Excavator Update:** The new mini excavator and trailer will be ready for delivery the week of January 12th.

**Figure 1. Water Production and Sales 12 Month Moving Averages
Sweetwater Springs Water District Since November 2016**



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks
Moving Annual Average Since November 2014**

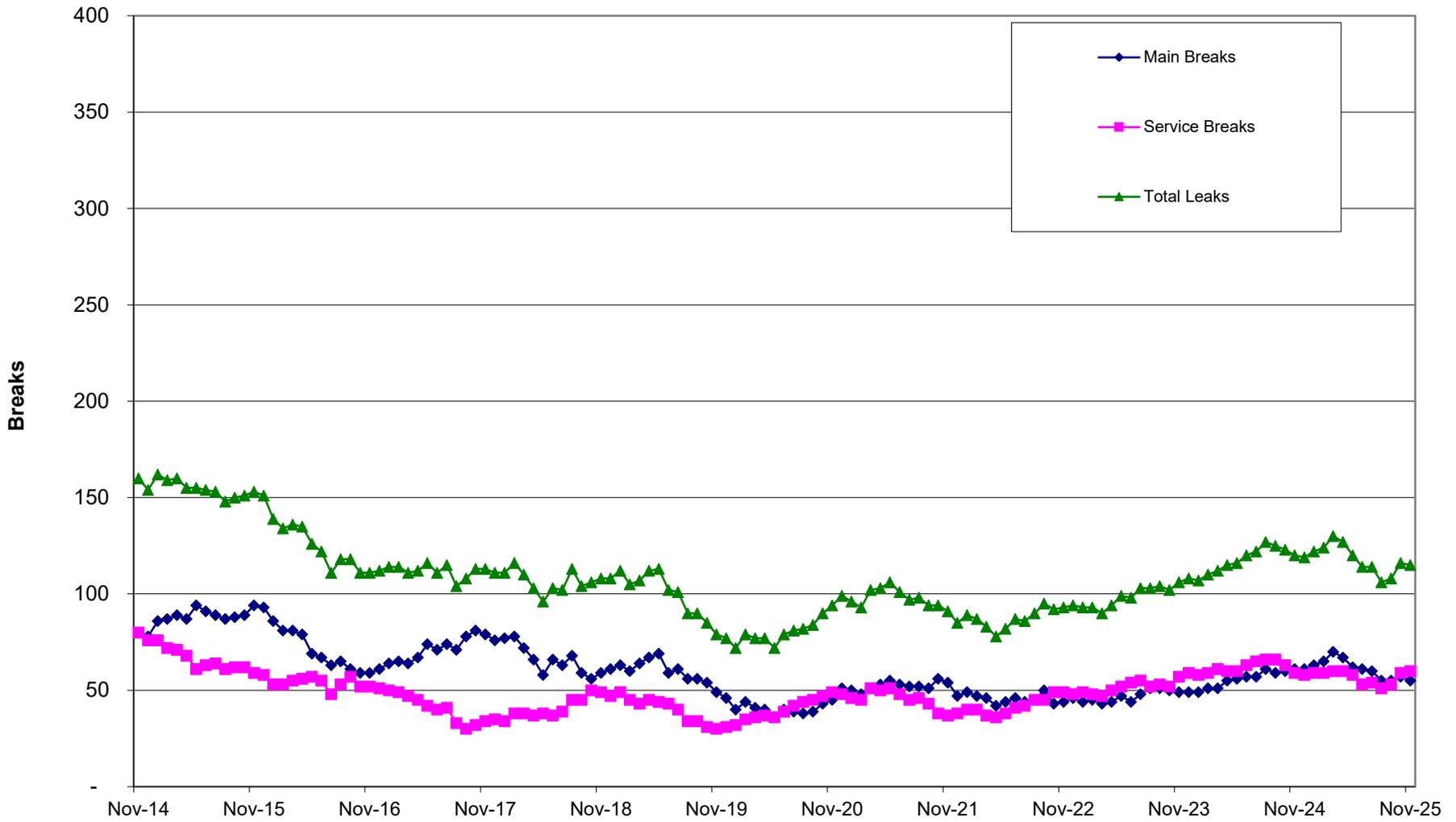
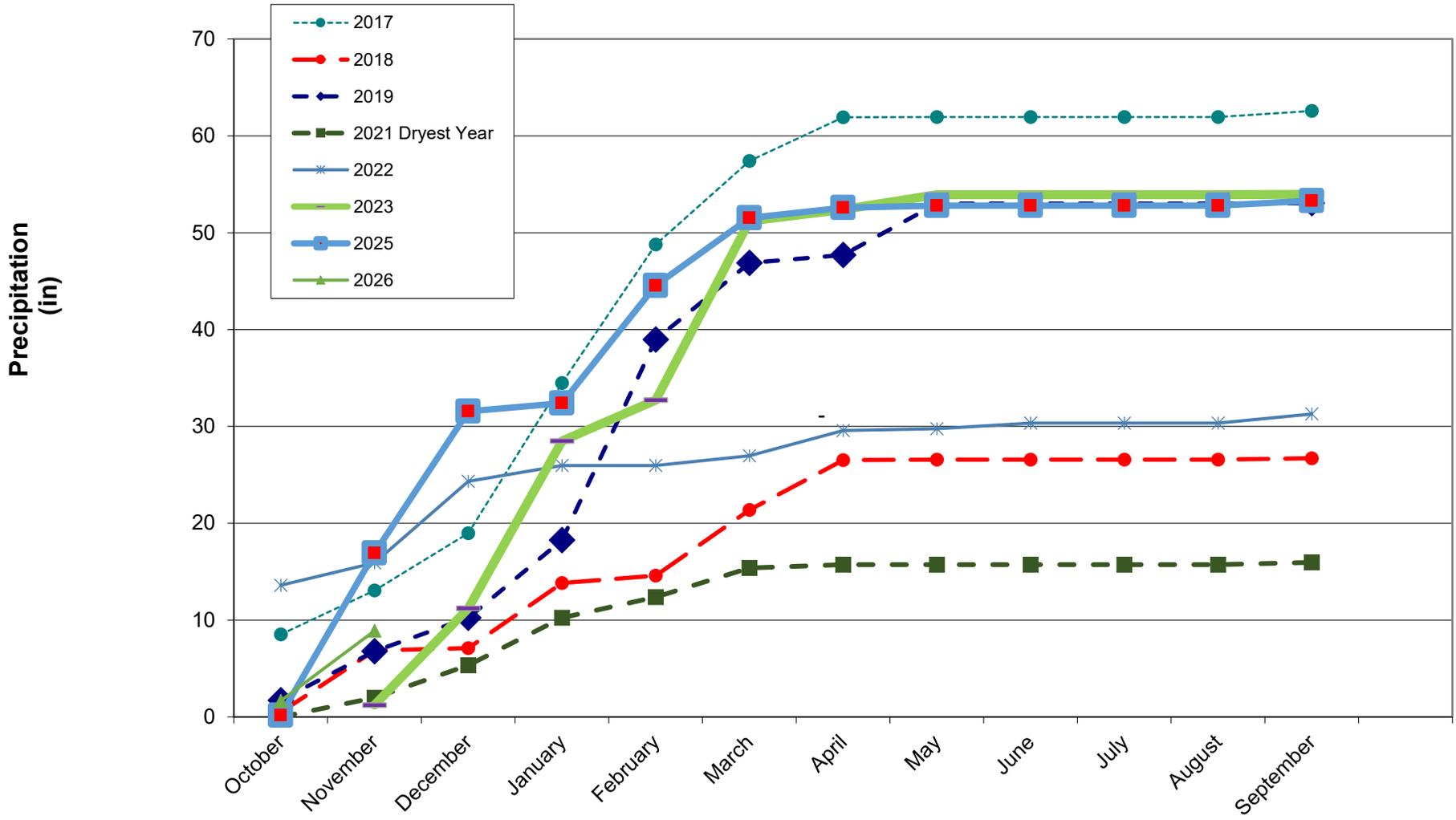


Figure 3. Guerneville Cumulative Monthly Rainfall



NUMBER OF WATER UNITS SOLD FY 25 - 26

	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	FY13-14	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	FY24-25	FY 25-26
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	18,687
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	29,876
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	22,884
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	30,868
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	16,931
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	0
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	14,449	0
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	19,340	0
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	10,173	0
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	14,442	0
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	11,250	0
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	27,306	0
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	242,425	119,246