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# **BOARD OF DIRECTORS MEETING AGENDA**

## **May 6, 2025, Regular (Rescheduled) 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 April 3, 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 Draft FY 2025-26 Operating and Capital Budget (*Est. time 15 min.*)

B. Discussion/Action re Actual vs. Budgeted Report – FY 2024-25 3Q (*Est. time 15 min.*)

C. Discussion/Action re Master Plan Update (*Est. time 10 min.*)

D. Discussion/Action re LAFCO Alternate Member Nominations (*Est. time 15 min.*)

E. Discussion/Action re SDRMA Notice of Nominations – 2025 Elections for SRDMA Board of Directors (*Est. 15 min.*)

F. 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)

## **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**

### **IX. CLOSED SESSION**

- A. Closed session pursuant to Cal. Govt. Code Section 54956.95 (b):  
LIABILITY CLAIMS  
Claimant: Gutierrez-Chavez, Uriel  
Agency claimed against: Sweet Water Springs Water District
- B. Conference with Labor Negotiator (pursuant to Gov. Code Section 54957.6):  
District negotiator: Gregory Ramirez  
Employee Organization: Stationary Engineers Local 39

## **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 3, 2025**

**(\*In order discussed)**

April 3, 2025  
6:30 p.m.

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff in Attendance:**

Eric Schanz, General Manager  
Julie Kenny, Board Secretary

**Others in Attendance:**

Juliette Vaughn, Redwood Public Law

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

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

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

Director Robb-Wilder requested that Item V-E (SDRMA Notice of Nominations) be removed from the Agenda and calendared for the May meeting. There were no objections.

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

President Rich Holmer reviewed the items on the Consent Calendar. Discussion ensued. There was no public comment. Director Robb-Wilder moved to approve the Consent Calendar. Director Lipinski seconded. Motion carried 5-0.

- A. Approval of the Minutes of the March 6, 2025 Regular Board Meeting.
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence.
  - (1) Letter dated March 6, 2025 re Notice of Protest Hearing regarding the Gold Ridge Fire Protection District Reorganization

#### **IV. PUBLIC COMMENT (6:33 p.m.)**

(None.)

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

*\*in the order discussed*

- V-A. (6:34 p.m.) Discussion/Action re Progress Report on Master Plan.**  
The GM gave a brief overview of this item. Discussion ensued. There was no public comment.
- V-B. (6:37 p.m.) Discussion/Action re Draft FY 2025-26 Operating and Capital Budget.**  
The GM provided an overview of this item. Discussion ensued. There was no public comment. Direction was given to staff to proceed with preparing Proposition 218 Rate Increase Notice for a 6.5 percent rate increase and revision of selected fees.
- V-C. (7:19 p.m.) Discussion/Action re Approving Resolution 25-03, Authorizing CDBG Application for the Wright Drive and Edgehill Booster Replacement Project.** The GM gave an overview of this item. Discussion ensued. There was no public comment. Director Robb-Wilder moved to approve Resolution 25-03, Authorizing the General Manager to Apply for Community Development Block Grant (CDBG) Funding for Phase 1 of the Wright Drive and Edgehill Booster Project. Director Jones seconded. Motion carried 5-0.
- V-D. (7:01 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)

The GM provided an overview of this item:

- ✓ Recruitment/Retention Committee: Did not meet in March.
- ✓ Revenue Development Committee: Did not meet in March.
- ✓ Union Negotiations Committee: Did not meet in March.
- ✓ FY 2025-26 Budget Committee: Discussed as part of Item V-B above.

Brief discussion ensued. There were no public comments.

- V-E. (7:32 p.m.) Discussion/Action re SDRMA Notice of Nominations – 2025 Election for SDRMA Board of Directors.** This item was re-calendared to the May Board meeting.

#### **VI. GENERAL MANAGER'S REPORT (7:32 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. Surplus Lands

Discussion ensued.

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS  
(7:44 p.m.)**

- (1) The GM reminded the Board of Field Manager Jack Bushgen's retirement party.

**VIII. ITEMS FOR THE NEXT AGENDA (7:47 p.m.)**

1. SDRMA Notice of Nominations
2. LAFCO Alternate Member Nomination
3. Union Negotiations (Closed Session)
4. Claim against the District
5. Draft FY 2025-26 Operations and Capital Budget
6. Master Plan update

**ADJOURN**

The meeting adjourned at 7:48 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

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Meeting Date: May 6, 2025

**SUBJECT: DRAFT FY 2025-2026 BUDGET**

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**RECOMMENDED ACTION:** Receive a report on the Draft Budget for FY 2025-2026 Budget.

**FISCAL IMPACT:** Provides financial direction for FY 2025-2026 budget.

**DISCUSSION:** The final draft Fiscal Year 2025-26 budget is attached for review and discussion.

## **FY 2025-2026 Water Rates**

During the April 3, 2025, Board meeting, after reviewing the purposed budget options, the Board approved and directed staff to adopt a 6.5% percent rate increase and an increase to the volumetric rate for the FY 2025-26 budget. The Board took action to adjust the rate structure to be more in line with projected cost of services and supplies. Water sales have improved this year; however, they are trending lower at the end of the 3<sup>rd</sup> quarter. Also, the current rate of inflation has had an impact on the districts operating cost. Our vendors have made it known that the cost of tariffs will raise the cost of equipment, vehicles, parts and supplies.

Fees: There are several proposed changes to fees as there has not been a change to most of the fees since 2006. Attached is a list of the proposed fee changes.

### **Proposed Fee Changes:**

New Service Application \$350

Meter Estimate \$10 First/\$25 each consecutive thereafter

Account Closing \$25 if meter turn off required

Construction: District Labor: Maintenance Worker \$75hr.

Heavy Equipment w/Operator \$150hr

Inspection services \$75hr.

Reconnect Fee After Turn Off \$75

Cust. Service Fee \$100/\$150 (after hours)

Turn-ons after hours \$150

Security Deposit (if required) \$200

Late Charge 5% of past due amount

Returned Check \$30

Turn off Notice (Posting Fee) \$50

Hydrant Meter- Base Rate 2" meter (charged per diem) + Tier 2 rate

Water Trucks- Base Rate 2" meter (charged per diem) + Tier 2 + Set up fee \$50 + Field Meet \$75

## **FY 2024-2025 Operating Budget**

The draft FY 2025-2026 Budget has been discussed by the Board at the April 3, 2025, meeting and by the *ad hoc* Budget Subcommittee with two meetings in 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 2025-2026 Budget include:

- The effects of inflation on operating costs are noticeable, particularly in utilities charges, chemical costs, parts, materials and service costs. Tariffs are expected to increase cost more.
  
- Salaries and Benefits will increase due to several factors:
  - In addition to the cost of living, more than half the staff are eligible for merit and/or licensing increases.
  - Health premiums have increased in FY 2025-2026, the budget reflects that additional cost increase and with a conservative projected increase of 5% for 2026.
  - 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**

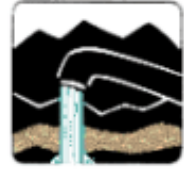
A description of Capital Projects to be all or partially funded in FY 2025-2026 is included in the Budget Report. (It should be noted that grant funding will only be added to capital revenue when received; therefore, there is no grant funding included in the FY 2025-2026 budget.) Grant funding that has been approved but not yet received is provided as an informational item on the spreadsheet.



Table 1 below recaps the FY 2025-2026 Budget calendar:

<b>Table 1. FY 2025-2026 Budget Preparation</b>	
Introduce Budget Process	March 7, 2025
Budget Committee Meeting	March 10, 2025
Draft Budget to Board for Discussion/Action, Including Direction on Water Rates and Fees	April 3, 2025
Prop 218 Mailing for Water Rate/Fees Increase	April 21, 2025
Draft Budget to Board for Discussion/Action	May 6, 2025
Adopt Budget/ Rates and Fees • Prop 218 Public Hearing on Rates/Fees	June 5, 2025

# Sweetwater Springs WATER DISTRICT



Eric Schanz, General Manager

**FY 2025-2026**

**Annual Operating & Capital Improvement Budget**

**Approved June 5, 2025**

**Resolution 25-05**

**Board of Directors**

*Richard Holmer, President  
Sukey Robb-Wilder, Vice President  
Nance Jones, Financial Coordinator  
Tim Lipinski  
Gaylord Schaap*

**The annual budget of the Sweetwater Springs Water District (SSWD) allows the District to accomplish its mission which 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 begins its mission of producing good quality water by pumping Russian River underflow from five wells – 3 located at the Guerneville El Bonita well site and 2 located at the Monte Rio well site. That water is then treated in two separate treatment facilities at the Highlands site for Guerneville and at the Monte Rio well site for Monte Rio and environs and distributed through approximately 68 miles of distribution pipes and 3500 service laterals of varying lengths and stored in 26 tanks and reservoirs. This system is managed, and its operation administered by the District staff of 11 full-time employees and 1 part-time employee.

In addition to annual ongoing operating costs, the District plans for a Capital Improvement Program aimed at maintaining and improving the capital infrastructure to industry standards to deliver high quality water, reduce system water losses, and maintain adequate system pressure and fire flow. It is expected that the Board will – through the budget process – scrutinize expenses and then approve sufficient revenue to operate the District and fund approved capital projects. Most of the District year-to-year revenue is generated from Water Sales but the District also has an annual assessment on the property tax bill. In addition to ongoing sources of revenue, the District actively seeks out grant funding. Absent adequate revenue sources, in the past capital projects have also been financed through debt.

FY 2025-2026 Budget Report  
Sweetwater Springs Water District

Below is a table summarizing the FY 2025-2026 Combined Operating and Capital Budget. As shown in the table, total revenue is budgeted at \$4.7 million, and total expenses at \$5.05 million. This budget anticipates more expenses than revenues (approximately \$374,905). The District is seeking grant funding which may lower this deficit but grant funding can take time to be received. If it is not received at year end, District reserves will be used to cover expenses that are more than revenues.

Detailed spreadsheets of the FY 2025-2026 Operating Budget and of the Capital/Capital Debt Budget are included as attachments to this Budget report.

### Combined Operating and Capital Budget Summary

	FY 2024-25 (Projected)	FY 2025-26 (Budgeted)
<b>REVENUE</b>		
<b>Operating</b>		
Water Sales	\$3,499,244	\$3,726,695
Other	\$172,577	\$179,000
<b>Total Operating Revenue</b>	<b>\$3,671,821</b>	<b>\$3,905,695</b>
<b>Capital</b>		
Assessments	\$750,000	\$750,000
Grants Received	\$654,849	\$0
Other	\$30,000	\$50,000
<b>Total Capital Revenue</b>	<b>\$1,434,849</b>	<b>\$800,000</b>
<b>Total Operating and Capital Revenue</b>	<b>\$5,106,670</b>	<b>\$4,705,695</b>
<b>EXPENDITURES</b>		
<b>Operating</b>		
Salary & Benefits	\$1,658,100	\$1,801,500
Services and Supplies	\$921,150	\$819,100
<b>Total Operating Expenses</b>	<b>\$2,579,250</b>	<b>\$2,620,600</b>
<b>Capital</b>		
CIP Projects	\$645,631	\$1,120,000
Other Projects & Equipment	\$662,333	\$455,000
Capital Debt/Sinking Fund Contributions	\$1,198,000	\$885,000
<b>Total Capital Expenses</b>	<b>\$2,505,964</b>	<b>\$2,460,000</b>
<b>Total Operating and Capital Expenditures</b>	<b>\$5,085,214</b>	<b>\$5,080,600</b>
<b>Surplus/Deficit</b>	<b>\$21,456</b>	<b>-\$374,905</b>

### Operations Budget

The operating budget encompasses the “expenditures related to the operation, maintenance and repair of water facilities,” as well as the billing, collections, accounting, fiscal management and other overall administration. The total Operating Budget revenue in FY 2025-2026 is projected to be \$3,905,695. The total Operating Budget expenses are projected to be \$2,620,600. The difference -- \$1,285,095 – will be transferred to the

FY 2025-2026 Budget Report  
Sweetwater Springs Water District

Capital Improvement fund. A water rate increase of 6.5% was approved to meet increasing Operating expenses and while maintaining allocations to Capital expenses.

District operating expenses are rising. Inflation has hit the cost of services and supplies; the cost of health care saw an increase last year and higher labor costs are expected as staff becomes eligible for merit increases and promotions for Treatment and Distribution Certification. Also, the MOU contract with Local 39 is up for renewal July 1, 2025. The District expects to see an increase in salaries that meets the industry standard and is in line with the Districts recruitment and retention planning.

**Capital/Capital Debt Budget**

The Capital Fund is projected to have approximately \$1.5 million in reserves available for spending at the beginning of FY 2025-26. Operating surpluses of \$1.28 will assist Capital revenue budgeted at \$800,000 to bring total funds available to about \$3.6 million. Capital expenses including expenditures on capital projects and annual payments on capital debt are budgeted at about \$2.5 million, which will leave approximately \$1.1 million in reserves available for spending by fiscal year end. Reserves will increase if grants approved are received during the year. For FY 2025-2026 the District will start on phase one of the Wright Drive Water Line and Booster Station Replacement Project.

The District is moving forward or in the midst of several projects in FY 2025-2026:

Project	Description	FY 2025-26	FY 2026-27	FY 2027-28
<b>Phase 1: Wright Drive/ Wright Lane Mainline Project</b>	Replace and upgrade approx. 1,400' mainline, replace 18 service lines, and replace pump station	948,979		
<b>Phase 2: Wright Drive Mainline and Pump Station</b>	Replace and upgrade approx. 4,400' mainline, replace 46 service lines, and replace booster pump station			\$1,528,638
<b>Vehicles and Equipment</b>	Mini Excavator (\$70,000), El Bonita Generator (\$140,000) 2026-27 Dump Truck (\$80,000)	\$210,000	\$80,000	
<b>Other Capital projects</b>	El Bonita well rehab (\$80,000), Lower Summit tank liner (\$35,000) and Improvements, SCADA (\$100,000), Meter Pilot Study (\$30,000) FY 2026-27 AMR Meter Installation FY 2027-28 SCADA Improvements	\$245,000	\$1,200,000	\$100,000
<b>Total Capital Projects</b>		<b>\$1,373,979</b>	<b>\$1,280,000</b>	<b>\$1,628,638</b>

While the Districts debt load remains a significant capital expense, the annual payments have been stabilized to \$650,000/year. This figure is net of contributions from the Sinking Fund Reserves built up over the last couple of years. (Actual loan and bond debt payments in FY 2025-26 are \$777,412).

For more information, please refer to the attached detailed FY 2025-2026 Operating Budget spreadsheet and FY 2025-2026 Capital Projects/Capital Debt Budget spreadsheet.

SWEETWATER SPRINGS WATER DISTRICT  
DRAFT OPERATING BUDGET  
FY 2025-26

	YEAR END ACTUAL (CASH)	APPROVED BUDGET 9% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 6.5% rate increase	+/- Change (from last year)
REVENUE	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	
<b>OPERATING REVENUE</b>					
<b>Water Sales</b>					
Base Rate	2,027,179	2,307,867	2,215,000	2,358,975	51,108
Current Charges	678,475	747,509	822,260	875,707	128,198
Capital Debt Reduction Charges	370,744	401,984	401,984	428,113	26,129
Delinquency Fees and Other Charges	60,852	-	60,000	63,900	63,900
<b>TOTAL WATER SALES</b>	<b>3,137,251</b>	<b>3,457,360</b>	<b>3,499,244</b>	<b>3,726,695</b>	<b>269,335</b>
<b>Total OPERATING REVENUE</b>	<b>3,137,251</b>	<b>3,457,360</b>	<b>3,499,244</b>	<b>3,726,695</b>	<b>269,335</b>
<b>NON-OPERATING REVENUE</b>					
PARS Distribution	25,000	0	0	-	-
1700 Interest	29,078	22,000	40,000	40,000	18,000
3600 Construction New Services	19,879	8,000	400	2,000	
3601 Construction Service Upgrades	9,911	6,000	1,677	1,000	
4032 Rent	128,648	128,500	128,500	135,000	6,500
4040 Miscellaneous Income	7,877	1,500	2,000	1,000	(500)
<b>Total NON-OPERATING REVENUE</b>	<b>220,393</b>	<b>166,000</b>	<b>172,577</b>	<b>179,000</b>	<b>13,000</b>
<b>Total OPERATING INCOME</b>	<b>3,357,644</b>	<b>3,623,360</b>	<b>3,671,821</b>	<b>3,905,695</b>	<b>282,335</b>
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
<b>SALARY &amp; BENEFITS</b>					
<b>Salary</b>					
5910 Wages	914,308	1,052,814	1,052,814	1,160,000	107,186
5912 Overtime	41,347	45,000	45,000	52,000	7,000
5916 On-Call Pay	41,834	44,000	44,000	51,000	7,000
<b>Total Salary</b>	<b>997,489</b>	<b>1,141,814</b>	<b>1,141,814</b>	<b>1,263,000</b>	<b>121,186</b>
<b>Benefits</b>					
5920.0 Retirement (District portion)	150,485	88,000	170,000	184,000	96,000
5920.2 Retirement (EE deferrals)	-67,289	0	-76,000	-87,000	(87,000)

SWEETWATER SPRINGS WATER DISTRICT  
DRAFT OPERATING BUDGET  
FY 2025-26

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 9% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 6.5% rate increase	+/- Change (from last year)
5920.4	Retirement - UL	25,000	9,400	16,476	24,000	14,600
5920	TOTAL RETIREMENT	108,196	97,400	110,476	121,000	23,600
5930.0	Health/Dental/Vision	304,091	405,308	361,000	370,000	(35,308)
5930.0	Health - EE Deferrals	0	0	-14,722	(18,000)	(18,000)
5930.2	Retiree Health	13,617	14,500	14,500	14,500	-
5930.4	Workers Comp Insurance	35,422	34,000	27,032	30,000	(4,000)
5930	TOTAL HEALTH	353,130	453,808	387,810	396,500	(57,308)
5922	Payroll Taxes (District share)	18,484	22,000	17,000	20,000	(2,000)
5941	Life Insurance (GM)	0	1,000	1,000	1,000	-
	<b>Total Benefits</b>	<b>479,810</b>	<b>574,208</b>	<b>516,286</b>	<b>538,500</b>	<b>(35,708)</b>
	<b>TOTAL SALARY &amp; BENEFITS</b>	<b>1,477,299</b>	<b>1,716,022</b>	<b>1,658,100</b>	<b>1,801,500</b>	<b>85,478</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>Communications</b>						
6040-I	Internet service	4,325	4,500	4,500	4,500	-
6040-C	Cell Phones/Radios	5,297	5,500	6,500	6,500	1,000
6040-T	Telephones	34,401	38,000	42,000	43,000	5,000
	<b>Total Communications</b>	<b>44,023</b>	<b>48,000</b>	<b>53,000</b>	<b>54,000</b>	<b>6,000</b>
<b>Insurances</b>						
6101	Liability & Auto Ins.	51,149	53,000	60,000	60,000	7,000
	<b>Total Insurances</b>	<b>51,149</b>	<b>53,000</b>	<b>60,000</b>	<b>60,000</b>	<b>7,000</b>
<b>Maintenance - Office &amp; Vehicles</b>						
6140	Vehicle Maintenance	19,096	25,000	33,400	25,000	-
6151	Office Maintenance	6,912	8,400	8,400	8,400	-
	<b>Total Maintenance - Office &amp; Vehicles</b>	<b>26,008</b>	<b>33,400</b>	<b>41,800</b>	<b>33,400</b>	<b>-</b>
<b>Maintenance - Facilities</b>						
6085	Janitorial Services	9,889	12,000	12,000	12,000	-
6100	SCADA System	66	10,000	8,000	8,000	(2,000)
6180	Distribution System Repairs	71,449	65,000	65,000	70,000	5,000
6235	Treatment Sys/Well Repairs	6,210	40,000	30,000	30,000	(10,000)

SWEETWATER SPRINGS WATER DISTRICT  
DRAFT OPERATING BUDGET  
FY 2025-26

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 9% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 6.5% rate increase	+/- Change (from last year)
6143	Generator Maintenance	2,655	4,000	2,000	2,700	(1,300)
	<b>Total Maintenance - Facilities</b>	<b>90,269</b>	<b>131,000</b>	<b>117,000</b>	<b>122,700</b>	<b>(8,300)</b>
	<b>Miscellaneous Expenses</b>					
6280	Memberships	9,368	11,500	11,500	13,000	1,500
6303	Claims	0	1,000	1,000	1,000	-
6593	Governmental Fees	21,794	24,000	24,000	25,000	1,000
	<b>Total Miscellaneous Expenses</b>	<b>31,162</b>	<b>36,500</b>	<b>36,500</b>	<b>39,000</b>	<b>2,500</b>
	<b>Office Expense</b>					
6410	Postage	18,502	20,000	20,000	20,000	-
6430	Printing Expense	3,601	5,000	5,000	5,000	-
6461	Office Supplies	14,514	12,000	12,000	8,500	(3,500)
6800	Subscriptions/Legal Notices	346	1,500	1,500	1,500	-
6890	Computers/Software	2,697	1,500	1,500	4,000	2,500
6895	Billing System	15,216	16,500	17,000	17,000	500
6897	Website	2,988	3,500	3,500	4,000	500
	<b>Total Office Expense</b>	<b>57,864</b>	<b>60,000</b>	<b>60,500</b>	<b>60,000</b>	<b>-</b>
	<b>Operating Supplies</b>					
6300	Chemicals	16,814	22,000	14,000	18,000	(4,000)
6880	Tools and Equipment	14,559	7,500	7,500	7,500	-
6881	Safety Equipment	3,257	5,000	3,000	3,500	(1,500)
	<b>Total Operating Supplies</b>	<b>34,631</b>	<b>34,500</b>	<b>24,500</b>	<b>29,000</b>	<b>(5,500)</b>
	<b>Professional Services</b>					
6514	Lab/Testing Fees	14,547	17,000	17,000	18,000	1,000
6570	Consultant Fees	22,499	27,000	27,000	25,000	(2,000)
6590	Engineering	5,175	10,000	6,000	8,000	(2,000)
6610	Legal	23,707	30,000	20,000	20,000	(10,000)
6630	Audit/Accounting	42,511	45,000	45,000	51,000	6,000
	<b>Total Professional Services</b>	<b>108,440</b>	<b>129,000</b>	<b>115,000</b>	<b>122,000</b>	<b>(7,000)</b>
	<b>Rents &amp; Leases &amp; Loans</b>					
6820	Equipment	1,670	2,000	2,000	2,000	-
6840	Building & Warehouse	32,832	33,000	33,000	33,000	-



SWEETWATER SPRINGS WATER DISTRICT  
DRAFT OPERATING BUDGET  
FY 2025-26

		YEAR END ACTUAL (CASH)	APPROVED BUDGET 9% rate incr	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET 6.5% rate increase	+/- Change (from last year)
7913	Policy Reserve Loan	135,000	135,000	135,000	-	(135,000)
<b>Total Rents, Leases &amp; Loans</b>		<b>169,502</b>	<b>170,000</b>	<b>170,000</b>	<b>35,000</b>	<b>(135,000)</b>
<b>Transportation &amp; Travel</b>						
7120	Seminars & related travel	1,921	2,000	2,000	2,000	-
7201	Vehicle Gas	40,828	49,000	49,000	49,000	-
7300	Travel Reimbursements	4,096	4,100	4,100	4,200	100
<b>Total Transportation &amp; Travel</b>		<b>46,845</b>	<b>55,100</b>	<b>55,100</b>	<b>55,200</b>	<b>100</b>
<b>Uniforms</b>						
6021.1	Boots	2,215	2,000	2,000	2,300	300
6021.3	T-shirts	3,429	1,500	1,500	1,500	-
6021.4	Jackets	65	250	250	1,000	750
<b>Total Uniforms</b>		<b>5,709</b>	<b>3,750</b>	<b>3,750</b>	<b>4,800</b>	<b>1,050</b>
<b>Utilities</b>						
7320	Electricity	170,623	160,000	180,000	200,000	40,000
7321	Propane	3,493	4,000	4,000	4,000	-
<b>Total Utilities</b>		<b>174,116</b>	<b>164,000</b>	<b>184,000</b>	<b>204,000</b>	<b>40,000</b>
<b>Total SERVICES &amp; SUPPLIES</b>		<b>839,717</b>	<b>918,250</b>	<b>921,150</b>	<b>819,100</b>	<b>(99,150)</b>
<b>Total OPERATING EXPENSES</b>		<b>2,317,016</b>	<b>2,634,272</b>	<b>2,579,250</b>	<b>2,620,600</b>	<b>-13,672</b>
<b>TRANSFERS TO OTHER FUNDS</b>						
8620.7	Tfers to CIRF for CDR Revenue	389,419	401,984	401,984	428,113	26,129
8620.3	Tfers to CIRF	535,000	570,000	570,000	831,532	261,532
8620.5	Tfers to Building Fund	15,000	15,000	15,000	15,000	-
<b>Total TRANSFERS TO OTHER FUNDS</b>		<b>939,419</b>	<b>986,984</b>	<b>986,984</b>	<b>1,274,645</b>	<b>287,661</b>
<b>OPERATING SURPLUS/DEFICIT AFTER T</b>		<b>101,210</b>	<b>2,104</b>	<b>105,587</b>	<b>10,450</b>	<b>8,346</b>

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-B**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: May 6, 2025**

**SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU MARCH 31, 2025 (75%)**

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**RECOMMENDED ACTION:**

(Discussion item only.)

**FISCAL IMPACT:**

(None.)

**DISCUSSION:**

This report presents actual revenues and expenses thru the 3<sup>RD</sup> quarter. This comprises 75% of the year by time and so we compare the revenues and expenses to that standard.

**Operating Budget:**

**3Q Revenue is more than 75% of budgeted amount.**

3Q revenue came in at 3.7% more than budgeted. Water sales remain more than budgeted thru the 3Q because of high sales in the first half of the year.

Last year's water sales thru the 3Q were 165,129 units (each unit = 748 gallons). This year we've sold 189,427 units for this same period, which is still significantly more than last year.

Also, in the 3Q we finally received the proceeds from the sale of 17448 Riverlane to RR Parks for \$59,934.

**3Q Expenditures are higher than 75% of budgeted amount.**

Expenditures thru the 3Q are slightly higher (1.5%, or \$39,553) than budgeted. This is typical because certain District bills -- such as insurance -- are paid in full at the beginning of the fiscal year.

In the 3Q, the District had radios serviced by Crystal Communications, costing \$6,582, and the line item for Distribution System Repairs may be underbudgeted, both of which are also contributing to the slight overage.

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 **orange**.

With the NEPA process complete the Funding Agreement was approved between the District and CDBG. The Wright Drive Pipeline and Edgehill Booster Station Replacement Project currently has 50% design plans completed. Grant funding in the amount of \$160,450 for design is available. Additionally, the District has applied for additional GDBG grant funding for Phase One of Construction for the Wright Drive Project.

The Master Plan is nearing completion with the final in house review completed by Coastland Engineering. The Draft Master Plan is expected to be ready for presentation to the Board in July.

The Well 4 Rehab Project is nearing completion, the new well pump is having the impellers shaved to get the desired GPM flow. Once installed the project will be complete. El Bonita Well 5 will be the next well in need of rehab as the well is not producing the required gallons per minute. The significant drop in production indicates an immediate need for repairs. As part of the repair Well 5 will be rehabbed as this was planned for next fiscal year.

The Bohemian Hwy Boring Project will not be completed in this fiscal year. A more detailed alternatives analysis was conducted by Coastland Engineering and the costs are much higher than expected. Coastland Engineering is addressing the creek crossings in the Master Plan and the project will be added as a Capital Project.

### **FUNDS AT THE COUNTY**

Attached is the County Fund Balances for the 3<sup>rd</sup> Quarter. County Fund Balances include the funds at PARS and CERBT. At the end of the quarter, Total District Reserves were \$3,905,517 and of this \$1,153,212 are designated as "Reserves on Hand".

**Sweetwater Springs Water District**  
**FY 2024-25 Operating Budget Variances as of March 31, 2025 (75%)**

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

	FY 2024-25 Actual	2024-25 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>OPERATING REVENUE</b>						
<b>4031 - Water Sales</b>						
4031.13- Base Rate	1,645,876	2,307,867	-661,991	71.3%		
4031.11- Current Charges	662,504	747,509	-85,005	88.6%	In the 2Q, the amount of water sold increased compared to this same period last year.	
4031.12- Capital Debt Reduction Charge	300,851	401,984	-101,133	74.84%		
4031.15- Water Bill Penalties (Delinquency Fees)	24,493					
4031.14- Service Charges	22,728					
<b>Total 4031 - Water Sales</b>	<b>2,656,452</b>	<b>3,457,360</b>	<b>-800,908</b>	<b>76.8%</b>		
<b>Total OPERATING REVENUE</b>	<b>2,656,452</b>	<b>3,457,360</b>	<b>-800,908</b>	<b>76.8%</b>		
<b>NON-OPERATING REVENUE</b>						
1700 - Interest	32,788	22,000	10,788	149.0%	In the 1Q, interest rates are higher. This line item was likely underbudgeted.	
3600 - Construction New Services	800	8,000	-7,200	10.0%		
3601 - Construction - Service Upgrades	1,677	6,000	-4,323	28.0%		
4032 - Rent	97,829	128,500	-30,671	76.1%		
4040 - Miscellaneous Income	61,643	1,500	60,143	4,109.5%	In the 3Q, sale of 17448 Riverlane to RR Parks for \$59,934.00.	*
<b>Total NON-OPERATING REVENUE</b>	<b>194,736</b>	<b>166,000</b>	<b>28,736</b>	<b>117.3%</b>		
<b>Total Income</b>	<b>2,851,188</b>	<b>3,623,360</b>	<b>-772,172</b>	<b>78.7%</b>		
<b>Expense</b>						
<b>OPERATING EXPENSES</b>						
<b>SALARY &amp; BENEFITS</b>						
<b>Salary</b>						
5910 - Wages	799,925	1,052,814	-252,889	76.0%		
5912 - Overtime	33,430	45,000	-11,570	74.3%		
5916 - On-Call Pay	30,920	44,000	-13,080	70.3%		
<b>Total Salary</b>	<b>864,274</b>	<b>1,141,814</b>	<b>-277,540</b>	<b>75.7%</b>		
<b>Benefits</b>						
5920.0 - Retirement	132,018	88,000	-15,549	82.33%	In the 1Q, this was paid for the year. This line item is underbudgeted. Note that the District made a voluntary \$250,000 UL extra payment from the CIRF account in addition to the mandatory UL payment.	
5920.2 - Retirement - EE deferrals	-59,566					
5920.4 - Retirement - UL Mandatory	16,476	9,400	7,076	175.28%		
<b>5920 - TOTAL RETIREMENT</b>	<b>88,927</b>	<b>97,400</b>	<b>91.3%</b>			
5930.0 - Health/Dental/Vision	271,133	405,308	-144,745	64.3%		
5930.1 - Health - EE Deferrals	-10,571					
5930.2 - Retiree Health	10,080	14,500	-4,420	69.5%	In the 1Q, annual contribution to CERBT (\$3,000.00) made.	
5930.4 - Workers Comp Insurance	27,032	34,000	-6,968	79.5%	In the 1Q, workers' comp was paid for the year.	
<b>5930 - TOTAL HEALTH</b>	<b>297,674</b>	<b>453,808</b>	<b>65.6%</b>			
5922 - Payroll Taxes - Employer Paid	16,204	22,000	-5,796	73.7%		
5941 - Life insurance - GM	0	1,000	-1,000	0.0%		
<b>Total Benefits</b>	<b>402,806</b>	<b>574,208</b>	<b>-171,402</b>	<b>70.2%</b>		
<b>Total SALARY &amp; BENEFITS</b>	<b>1,267,080</b>	<b>1,716,022</b>	<b>-448,942</b>	<b>73.8%</b>		
<b>SERVICES &amp; SUPPLIES</b>						
<b>Communications</b>						
6040-I - Internet service	3,131	4,500	-1,369	69.6%		
6040-C - Cell Phones	11,103	5,500	5,603	201.9%	In the 3Q, we paid \$6,581.66 to have radios serviced by Crystal Communications.	*
6040-P - Pagers & Radios	0	0	0	0.0%		
6040-T - Telephones	31,140	38,000	-6,860	81.9%		
<b>Total Communications</b>	<b>45,373</b>	<b>48,000</b>	<b>-2,627</b>	<b>94.5%</b>		
<b>Insurances</b>						
6101 - Gen. Liability	59,559	53,000	6,559	112.4%	In the 1Q, this was paid for the year. In the 2Q additional insurance costs were incurred due to two (2) fleet purchases.	
<b>Total Insurances</b>	<b>59,559</b>	<b>53,000</b>	<b>6,559</b>	<b>112.4%</b>		

**Sweetwater Springs Water District**  
**FY 2024-25 Operating Budget Variances as of March 31, 2025 (75%)**

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

	FY 2024-25 Actual	2024-25 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
<b>Maint/Rep - Office &amp; Vehicles</b>						
6140 - Vehicle Maintenance	25,843	25,000	843	103.4%	In the 1Q, there was a large truck repair for \$10,574.01.	
6151 - Office Maintenance	5,271	8,400	-3,129	62.7%		
<b>Total Maint/Rep - Office &amp; Vehicles</b>	<b>31,114</b>	<b>33,400</b>	<b>-2,286</b>	<b>93.2%</b>		
<b>Maint/Repair - Facilities</b>						
6085 - Janitorial Services	8,863	12,000	-3,137	73.9%		
6100 - SCADA system	3,401	10,000	-6,599	34.0%		
6180 - Distribution System Repairs	66,566	65,000	1,566	102.4%	This line item is likely underbudgeted for the year.	*
6235 - Treatment System	6,665	40,000	-33334.52	16.7%		
6143 - Generator Maintenance	825	4,000	-3,175	20.6%		
<b>Total Maint/Repair - Facilities</b>	<b>86,322</b>	<b>131,000</b>	<b>-44,678</b>	<b>65.9%</b>		
<b>Miscellaneous Expenses</b>						
6000 - Customer Refunds	-89	0	-89	100.0%		
6280 - Memberships	12,206	11,500	706	106.1%	CSDA Membership paid for the year	
6303 - Claims	0	1,000	-1,000	0.0%		
6593 - Governmental Fees	25,272	24,000	1,272	105.3%	In the 1Q, LAFCO was paid for the year. In the 2Q, annual system fees were paid for the year.	
<b>Total Miscellaneous Expenses</b>	<b>37,389</b>	<b>36,500</b>	<b>889</b>	<b>102.4%</b>		
<b>Office Expense</b>						
6410 - Postage	9,482	20,000	-10,519	47.4%		
6430 - Printing Expense	4,635	5,000	-365	92.7%	In the 1Q, we ordered envelopes for the year.	
6461 - Office Supplies	6,495	12,000	-5,505	54.1%	In the 1Q, we ordered conference room furniture.	
6800 - Subscriptions/Legal Notices	993	1,500	-507	66.2%	In the 1Q, paid subscription for the year.	
6890 - Computers/Software	1,665	1,500	165	111.0%		
6895 - Billing System	13,544	16,500	-2,956	82.1%		
6897 - Website	2,484	3,500	-1,016	71.0%		
<b>Total Office Expense</b>	<b>39,297</b>	<b>60,000</b>	<b>-20,703</b>	<b>65.5%</b>		
<b>Operating Supplies</b>						
6300 - Chemicals	15,864	22,000	-6,136	72.1%		
6880 - Tools and Equipment	5,584	7,500	-1,916	74.5%		
6881 - Safety Equipment	3,600	5,000	-1,400	72.0%		
<b>Total Operating Supplies</b>	<b>25,048</b>	<b>34,500</b>	<b>-9,452</b>	<b>72.6%</b>		
<b>Professional Services</b>						
6514 - Lab/Testing Fees	11,915	17,000	-5,085	70.1%		
6570 - Consultant Fees	19,905	27,000	-7,095	73.7%		
6590 - Engineering	2,305	10,000	-7,695	23.1%		
6610 - Legal	15,184	30,000	-14,816	50.6%		
6630 - Audit/Accounting	37,880	45,000	-7,120	84.2%	In the 1Q, we paid the auditor.	
<b>Total Professional Services</b>	<b>87,189</b>	<b>129,000</b>	<b>-41,811</b>	<b>67.6%</b>		
<b>Rents &amp; Leases</b>						
7913 - Policy Reserve Loan	135,000	135,000	0	100.0%	In the 1Q, this line item was paid for the year.	
6820 - Equipment	1,254	2,000	-746	62.7%		
6840 - Building & Warehouse	27,360	33,000	-5,640	82.9%	In the 1Q, bldg. rent paid thru October.	
<b>Total Rents &amp; Leases</b>	<b>163,614</b>	<b>170,000</b>	<b>-6,386</b>	<b>96.2%</b>		
<b>Transportation &amp; Travel</b>						
7120 - Seminars & related travel	269	2,000	-1,731	13.5%		
7201 - Vehicle Gas	30,312	49,000	-18,688	61.9%		
7300 - Travel Reimbursements	3,080	4,100	-1,020	75.1%		
<b>Total Transportation &amp; Travel</b>	<b>33,661</b>	<b>55,100</b>	<b>-21,439</b>	<b>61.1%</b>		
<b>Uniforms</b>						
6021.1 - Boots	1,270	2,000	-730	63.5%		
6021.3 - T-shirts	0	1,500	-1,500	0.0%		
6021.4 - Jackets	0	250	-250	0.0%		

**Sweetwater Springs Water District**  
**FY 2024-25 Operating Budget Variances as of March 31, 2025 (75%)**

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

	FY 2024-25 Actual	2024-25 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
<b>Total Uniforms</b>	1,270	3,750	-2,480	33.9%		
<b>Utilities</b>						
7320 - Electricity	136,558	160,000	-23,442	85.3%		
7321 - Propane	1,783	4,000	-2,217	44.6%		
<b>Total Utilities</b>	138,341	164,000	-25,659	84.4%		
<b>Total SERVICES &amp; SUPPLIES</b>	748,177	918,250	-170,073	81.5%		
<b>Total OPERATING EXPENSES</b>	2,015,257	2,634,272	-619,015	76.5%		
<b>Net Ordinary Income</b>	835,931	989,088	-153,157	84.5%		
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
<b>TRANSFERS TO OTHER FUNDS</b>						
8620.7 - Tfers to CIRF for CDR Revenue	401,984	401,984	0	100.0%		
8620.3 - Tfers to CIRF	0	570,000	-570,000	0.0%		
8620.5 - Tfers to Building Fund	15,000	15,000	0	100.0%		
<b>Total TRANSFERS TO OTHER FUNDS</b>	416,984	986,984	-570,000	42.2%		

## FY 2024-25 Capital Projects and Capital Debt Budget (Cash)

	2023-24 <i>Actual</i> <small>(7.5% incr.)</small>	2024-25 <i>Budget/Actual</i> <small>(9% incr.)</small>
<b>Total CIRF Balance Beginning of Year</b>	<b>\$1,031,288</b>	<b>\$1,177,330</b>
<b>REVENUE</b>		
Assessments/New Services	\$741,248	\$750,000
CDR Transfer from Operations	\$389,419	\$401,984
Operating Surplus Transfer from Operations	\$535,000	\$570,000
Close out In-House Construction acct	\$54,637	\$0
Interest	\$60,181	\$51,458
New Construction	\$24,429	\$0
Grants Received	\$365,986	\$729,501
<b>Total Revenue</b>	<b>\$2,170,900</b>	<b>\$2,502,942</b>
<b>Total Available for Capital Expenses</b>	<b>\$3,202,188</b>	<b>\$3,680,272</b>

**EXPENDITURES**

**CIP Projects**

	TOTAL PROJECT COST	PAID (PY)		
County Moscow Road 2019 slide	\$50,000	\$7,898	\$1,103	\$0
County Moscow Road 2023 slide	\$257,640	\$205,685	\$176	\$0
County Neeley Road Emergency Proj	\$489,790	\$339,860	\$42,359	\$0
Lower Harrison	\$941,775	\$808,698	\$748,375	\$193,400
Wright Dr - Environmental	\$34,875	\$33,800	\$33,800	\$1,128
Wright Dr - Design	\$231,103	\$0	\$0	\$231,103
Wright Drive main pressure zone	\$3,087,093	\$0	\$0	\$0
Wright Drive upper pressure zone	\$0	\$0	\$0	\$0
Bohemian Hwy Boring Proj	\$100,000	\$0	\$0	\$0
Misc. Paving and Valve costs	\$0	\$0	\$0	\$120,000

**GRANT INFORMATION**

GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D	
\$0	\$0	\$0	\$0	
\$188,884	\$185,181	\$0	\$3,703	FEMAOES
\$0	\$0	\$0	\$0	
\$871,654	\$469,668	\$280,587	\$121,399	DWR
\$160,450	\$74,652	\$0	\$85,798	CDBG
\$0	\$0	\$0	\$0	
\$0	\$0	\$0	\$0	

<b>Total CIP Projects</b>		<b>\$825,813</b>	<b>\$545,631</b>	<b>\$729,500.57</b>
<b>Other Capital Expenses</b>				
Annual transfer to Policy Reserves		\$32,821	\$65,708	
In-House Project/Site Improvements		\$43,681	\$175,000	FY 2024-25: Eagle Nest water line (\$20,000; Lower Summit equipment improvements (pump, generator, tank liner \$60,000); El Bo Well Rehab (\$80G); Bathroom/Kitchen remodel (\$2,400)
District Master Plan	\$218,840	\$4,781	\$214,059	
Vehicle / Equipment		\$1,000	\$207,567	FY 2024-25: \$69,000 Vac trailer; \$80,000 truck; \$65,500 Used truck & 2 lift gates
<b>Total Other Capital Projects/Equipment</b>		<b>\$82,283</b>	<b>\$662,333</b>	
<b>Capital Debt Payments (for next FY) + District Investment</b>				
Debt tfer (reduced by Sinking Fund adj.)		\$698,018	\$698,000	
District Investment: (i.e., Sinking Fund; PERS UL; PARS)		\$400,000	\$500,000	FY 2023-24: \$200,000 UL; \$200,000 Debt FY 2024-25: \$250,000 UL; \$250,000 Sinking Fund
<b>Total Debt</b>		<b>\$1,098,018</b>	<b>\$1,198,000</b>	
<b>Total CIP/Debt Expenditures</b>		<b>\$2,006,114</b>	<b>\$2,405,964</b>	
<b>Total CIRF Balance End of Year (Est.)</b>		<b>\$1,196,074</b>	<b>\$1,274,309</b>	
<b>Actual CIRF Balance End of Year:</b>		<b>\$1,177,330</b>		



## Non-Operating Balances FY 2024-25 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 2024-25 Policy Reserves: \$1,478,212	
												Reserve Loans Outstanding: \$325,000 (Nov 2020 loan)	
												Policy Reserves on Hand: \$1,153,212	
NAME	CERBT (Distributions limited to Retiree Health) (Contributions are part of Reserves)	PARS (Distributions limited to Retirement expenses) (Contributions are part of Reserves)	Operations	Bldg Fund	FY 2024-25 POLICY RESERVES <small>In this fund (net of loans):</small>	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)			
Fund	CONTRIBUTIONS: \$51,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76756	76757	76758	76762		TOTAL at COUNTY :	GRAND TOTAL: COUNTY + USDA + PARS/CERBT	
Dep't			7106 0100	7106 0200	7106 0300	7106 0600	7106 0700	7106 0800	7106 1200				
FP1-Jul	\$77,030.10	\$268,279.99	\$117,043.26	\$50,850.00	\$703,986.00	\$1,177,330.37	\$ 3,920.00	\$517.50	\$911,676.32	\$69,075.19	\$2,965,323.45	\$3,379,708.73	
FP2-Aug	\$82,252.26	\$273,366.68	\$42,043.26	\$50,850.00	\$904,694.00	\$1,000,799.03	\$ 3,920.00	\$412.50	\$527,893.51	\$69,075.19	\$2,530,612.30	\$2,955,306	
FP3-Sept	\$84,104.03	\$278,270.75	\$127,043.26	\$50,850.00	\$904,694.00	\$1,073,964.44	\$ 3,920.00	\$412.50	\$527,893.51	\$4,795.76	\$2,688,777.71	\$3,055,948	
FP4-Oct	\$82,395.57	\$273,551.53	\$136,039.41	\$50,850.00	\$904,694.00	\$1,036,119.62	\$ 3,920.00	\$412.50	\$447,893.51	\$84,798.62	\$2,579,929.04	\$3,020,675	
FP5-Nov	\$83,897.35	\$283,461.05	\$336,039.41	\$50,850.00	\$904,694.00	\$565,931.28	\$ 3,920.00	\$412.50	\$697,893.51	\$84,803.40	\$2,559,740.70	\$3,011,903	
FP6-Dec	\$80,967.03	\$275,629.55	\$144,055.41	\$65,850.00	\$904,694.00	\$1,486,104.66	\$ 3,920.00	\$412.50	\$697,893.51	\$41,707.07	\$3,302,930.08	\$3,701,234	
FP7-Jan	\$82,949.10	\$281,062.01	\$155,723.04	\$65,850.00	\$904,694.00	\$1,446,621.33	\$ 3,920.00	\$412.50	\$534,069.15	\$41,709.22	\$3,111,290.02	\$3,517,010	
FP8-Feb	\$83,592.85	\$281,593.52	\$355,723.04	\$65,850.00	\$904,694.00	\$1,446,621.33	\$ 3,920.00	\$412.50	\$534,069.15	\$41,711.17	\$3,311,290.02	\$3,718,188	
FP9-Mar	\$81,621.26	\$274,005.90	\$485,723.04	\$65,850.00	\$904,694.00	\$1,513,507.84	\$ 3,920.00	\$412.50	\$534,069.15	\$41,713.33	\$3,508,176.53	\$3,905,517	
FP10-Apr											\$0.00	\$0.00	
FP11-May											\$0.00	\$0.00	
FP12-Jun											\$0.00	\$0.00	
FP 13 (FINAL)											\$0.00	\$0.00	

\* In Feb of FY 2023-24, withdrew \$25,000 from PARS 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-C**

**FROM:** Eric Schanz, General Manager

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**Meeting Date :** May 6, 2025

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

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**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:**

Coastland Engineering has completed the internal review process. Comments from the internal review and additional information provided by District staff are being addressed. Coastland will make the final Draft of the Master Plan available for review by the District in June. Currently, the Master Plan/GIS presentation is planned for the July 8<sup>th</sup> Board meeting.

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-D**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: May 6, 2025**

**Subject: Availability of Alternate Special District Member on LAFCO**

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**RECOMMENDED ACTION:**

Discussion/Action Availability of Alternate Special District Member on LAFCO

**FISCAL IMPACT:**

None

**DISCUSSION:**

Correspondence received from the Sonoma Local Agency Formation Commission regarding nominations for Alternate Special Districts Member LAFCO.

The Local Agency Formation Commission (LAFCO) was created by State law in 1963 to regulate the boundaries of cities and special districts. There is a LAFCO in each of the 58 counties of California. Each LAFCO is an independent public agency. The objectives of LAFCO are:

- To encourage the orderly formation of local government agencies and promote the efficient provision of public services
- To preserve agricultural land and open-space resources
- To promote orderly growth and discourage urban sprawl

Sonoma LAFCO is comprised of seven members: two each from the county (Board of Supervisors), cities (city councils) and independent special districts (boards of directors) and one representative from the public. Each group has an alternate.

Nominees for the position of Alternate Special District Member may be members of any special district board.

Any board member interested in becoming a candidate for the position should complete the application and provide a current resume and letter of nomination signed by the Districts presiding officer and return to LAFCO by Friday, May 24, 2025.

At the close of the application period, LAFCO will mail ballots to each independent district, along with copies of completed applications forms and candidate resumes. District will be given approximately six weeks to cast ballots and return them to LAFCO

As a public agency, LAFCO discusses and acts upon its business monthly in open public meetings.

Commission meetings are normally held on the first Wednesday of every month. Meetings begin at 2:00 PM. in the Board of Supervisors' Chambers located in Room 102A at 575 Administration Drive, Santa Rosa, California.

Each Member serves a four year term.

# SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVE STE 240, SANTA ROSA, CA 95404  
(707) 565-2577 [www.sonomalafco.org](http://www.sonomalafco.org)

Date: March 26, 2025  
To: All Independent Special Districts  
From: Kasandra Bowen, Clerk  
Subject: Availability of Alternate Special District Member on LAFCO

The Sonoma Local Agency Formation Commission (Sonoma LAFCO) has an opening for the Alternate Member representing Independent Special Districts. The recruitment is to fill the position for the term ending May 2025.

Sonoma LAFCO is comprised of seven members: two each from the county (Board of Supervisors), cities (city councils) and independent special districts (boards of directors), and one representative from the public. Each group has an alternate representative.

Nominees for the position of Alternate Special District Member may be members of any special district board. Any current district board member who is interested in becoming a candidate for this position should complete the attached application and provide a current resume and letter of nomination signed by the district's presiding officer. Applications submitted without a resume will be considered incomplete and cannot be accepted. The application will also be available on our website at [www.sonomalafco.org](http://www.sonomalafco.org).

**Completed applications and accompanying resumes must be received by mail at Po Box 1428, Santa Rosa, CA 95402, in the LAFCO office at 111 Santa Rosa Ave Ste 240, Santa Rosa, CA 95404 or by email to [Kasandra.bowen@sonoma-county.org](mailto:Kasandra.bowen@sonoma-county.org) by 5:00 p.m. on Friday, May 24<sup>th</sup>, 2025. Late applications will not be accepted.**

After the close of the application period, LAFCO will mail a ballot to each independent district, along with copies of completed application forms and candidate resumes, so that a mail ballot election can be conducted. Districts will be given approximately six weeks to cast ballots and return them to the LAFCO office. Instructions for voting and return mailing will be provided at the time ballots are sent out. *All districts can vote*. If a majority of the districts do not vote in the election, the ballots will not be considered valid and a new election will be held. If only one candidate is nominated, the candidate will be deemed selected and no ballots mailed.

If you have any questions about the position or the process, please contact Kasandra Bowen at 707-565-4855 or by email at [Kasandra.bowen@sonoma-county.org](mailto:Kasandra.bowen@sonoma-county.org).

# SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403  
(707) 565-2577 FAX (707) 565-3778  
[www.sonomalafco.org](http://www.sonomalafco.org)

## APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (ALTERNATE)

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This application has been designed to provide pertinent information about each candidate applying for the position of the Alternate Special District Representative to LAFCO. Please read the application carefully and type your responses or print in ink. Additional pages may be included as necessary. An electronic version is available online at [www.sonomalafco.org](http://www.sonomalafco.org)

Note: *Candidates* for this position may be board members from any independent special district.

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Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Name of District You Represent: \_\_\_\_\_

Date of Most Current Election/Appointment: \_\_\_\_\_

Date Term Expires: \_\_\_\_\_

Total years with District: \_\_\_\_\_

Total Years Associated with Government/ Community Service: \_\_\_\_\_

List any other agencies/special Districts you have been or are currently involved with:

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List Community Service Activities including Names of Organizations and Dates of Service:

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# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-E**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: May 6, 2025**

**Subject: Notice of Nominations for SDRMA Board of Directors**

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**RECOMMENDED ACTION:**

Discussion/Action Nominations for the 2025 SDRMA Board of Directors

**FISCAL IMPACT:**

None

**DISCUSSION:**

Correspondence received from SDRMA regarding nominations for the Board of Directors.

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

SDRMA provides Workers Compensation Insurance, Vision and Dental insurance, Property/Liability Insurance coverage and Risk Management for the District.

SDRMA's Board of Directors consist of seven directors elected from member agencies participating in both SDRMA's Property/Liability and Workers' Compensation Programs.

Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2025 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement.

The Board of Directors' responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations and commitment to its members.

The Board Meets about 7 to 10 times a year, meetings are about 4 to 6 hrs. long with a 15 to 20 hour per month time commitment.

Nominee Qualifications - Nominees must be a member of the agency's governing body or full time management employee (see SDRMA Election Policy 2024-08, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete/submit a "Statement of Qualifications."

Nomination Filing Deadline - Nomination documents must be submitted to SDRMA no later than 4:30 P.M. on Friday, May 16, 2025. Documents may be uploaded to MemberPlus, emailed, or mailed to the SDRMA office.

General Election Information - Four (4) Directors seats are up for election. The nomination filing deadline is Friday, May 16, 2025. This year, SDRMA will be using an electronic voting system in MemberPlus, allowing the primary contact of each member to easily vote online. Ballots will be uploaded to MemberPlus and electronic voting will begin in mid-June. The deadline to submit your vote will be Monday, September 22, 2025.

Term of Office - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2026, and expire December 31, 2029.



March 3, 2025

Julie Kenny  
Administrative Manager  
Sweetwater Springs Water District  
Post Office Box 48  
Guerneville, California 95446-0048

Re: Notification of Nominations – 2025 Election for SDRMA Board of Directors

Dear Julie:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2025 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA MemberPlus website:

- Nomination Packet Checklist
- Board of Director Fact Sheet
- Nomination/Election Schedule
- ~~SDRMA Election Policy No. 2024-08 (NOT COPIED FOR THE BOARD PACKET)~~
- Sample Resolution for Candidate Nomination
- Candidate Statement of Qualifications Form

***General Election Information*** - Four (4) Directors seats are up for election. The nomination filing deadline is Friday, May 16, 2025. This year, SDRMA will be using an electronic voting system in MemberPlus, allowing the primary contact of each member to easily vote online. ***Ballots will be uploaded to MemberPlus and electronic voting will begin in mid-June. The deadline to submit your vote will be Monday, September 22, 2025.***





**Nominee Qualifications** - Nominees must be a member of the agency's governing body or full-time management employee (see SDRMA Election Policy 2024-08, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete/submit a "Statement of Qualifications."

**Nomination Documents and Information** - Nomination documents (Nominating Resolution and Candidate Statement of Qualifications) and nomination guideline information may be obtained by logging in to MemberPlus at [memberplus.sdrma.org](http://memberplus.sdrma.org). From the MemberPlus homepage, click on the "Board Election" button. All necessary nomination documents and election information may be downloaded and printed.

**Term of Office** - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2026 and expire December 31, 2029.

**Nomination Filing Deadline** - Nomination documents must be submitted to SDRMA no later than 4:30 P.M. on Friday, May 16, 2025. Documents may be uploaded to MemberPlus, emailed, or mailed to the SDRMA office.

Mail: SDRMA Election Committee  
C/O Candice Richardson  
1112 "I" Street, Suite 300  
Sacramento, California 95814  
E-mail: [crichardson@sdrma.org](mailto:crichardson@sdrma.org)

Please do not hesitate to contact us at 800.537.7790 or [crichardson@sdrma.org](mailto:crichardson@sdrma.org), if you have any questions regarding the 2025 SDRMA Board of Director Nominations or the election process.

Sincerely,

A handwritten signature in blue ink that reads 'Candice Richardson'.

Candice Richardson  
Management Analyst



# 2025 Nomination Packet Checklist

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## SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

March 3, 2025, marks the official commencement of the election process for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in 2025.

**For your convenience we have enclosed the necessary nomination documents and election process schedule.** Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our MemberPlus website [www.sdrma.org](http://www.sdrma.org) and/or by calling Candice Richardson at 800-537-7790.

- \_\_\_ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
  
- \_\_\_ **Attachment Two:** **SDRMA Board of Directors 2025 Nomination/Election Schedule:** Please review this document for important deadlines. Completed nomination documents must be submitted to SDRMA staff by 4:30 pm on the deadline date.
  
- \_\_\_ **Attachment Three:** **SDRMA Election Policy No. 2024-08:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors. **Due by Friday, May 16, 2025.**
  
- \_\_\_ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate. **Due by Friday, May 16, 2025.**

**Please complete and return all required nomination documents to SDRMA by 4:30 pm on Friday, May 16, 2025.**  
**Documents may be uploaded to MemberPlus, emailed, or mailed to SDRMA.**

**Mail:** SDRMA Election Committee  
C/O Candice Richardson  
1112 "I" Street, Suite 300  
Sacramento, California 95814

**E-mail:** [crichardson@sdrma.org](mailto:crichardson@sdrma.org)

## SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of <b>seven Board Members</b> , who are elected at-large from members participating in both programs.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Four Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. <b>Four seats are up for election this year.</b>
Term of Directors	Directors are elected for <b>four-year terms</b> . Terms for directors elected this election begin January 1, 2026 and end on December 31, 2029.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2024-01 and applicable laws and are allowed to claim a stipend of \$245 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from <b>seven to ten times annually</b> with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held <b>2:00 to 5:00 p.m. Wednesday</b> and <b>8:30 to 10:00 a.m. Thursday.</b>
Meeting Length	Meetings are <b>four to six hours</b> on average.
Average Time Commitment	Commitment per month ranges from <b>15 to 20 hours</b> .

*“The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-effective manner.”*



# 2025 Nomination/Election Schedule

TASK TIMELINE	
11/5/24	Board approves 2025 Election Schedule
2/5-6	Election Committee is appointed/ratified
3/3	Notification of Election & Nomination procedure sent to Members 90 days prior to posting of Ballots
5/16	Deadline to return Nominations 30 days prior to Election
5/22	Tentative - Election Committee Meeting - Reviews Nominations (Virtual)
6/16-18	Ballots Posted to MemberPlus 60 days prior to Ballot Receipt Deadline
9/22	Deadline to Submit Ballots
9/25	Tentative - Election Committee Meeting to Verify Election Results (Virtual) No more than 5 days after 9/22
9/29	Election Committee Notifies Successful Candidates of Election Results
11/5-6	Directors' Elect are invited to attend November Board Meeting
1/2026	Newly Elected Directors' Seated and Election of Officers

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/24/30	25	26	27	28	29	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

JANUARY						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29/30

OCTOBER						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE [GOVERNING BODY] OF THE [AGENCY NAME]  
NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

**WHEREAS**, the Joint Powers Agreement and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

**WHEREAS**, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

**WHEREAS**, the SDRMA Board of Directors adopted Board Policy 2024-08, which includes the following requirements for candidate qualification:

- a. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee (as defined in Section 4.1) of a SDRMA member participating in both the Property/Liability and Workers' Compensation Programs.
- b. Each nominated candidate must submit a properly completed "Statement of Qualifications" on or before the May 16, 2025 filing deadline in order for the candidate's name to be placed on the official ballot.
- c. Candidates seeking election or reelection must be nominated by action of their respective Governing Body through a resolution that must be received by the Authority on or before the May 16, 2025 filing deadline.

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors of the Special District Risk Management Authority hereby finds, determines, and resolves as follows:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.
2. **ADD ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY**

The [GOVERNING BODY] of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2024-08, Section 4.1.

3. The [GOVERNING BODY] of [AGENCY NAME] further directs that a copy of this Resolution shall be delivered to SDRMA on or before the May 16, 2025 filing



Resolution No. \_\_\_\_\_

deadline.

**PASSED, APPROVED, and ADOPTED**, by the [GOVERNING BODY] of [AGENCY NAME], on this [DAY] day of [MONTH], [YEAR], by the following roll call vote:

Ayes:

Noes:

Abstained:

Absent:

APPROVED:

ATTESTED:

\_\_\_\_\_  
President/Governing Body

\_\_\_\_\_  
Administrator/Secretary

*No seal*

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates  
– **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate\* \_\_\_\_\_  
District/Agency \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

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**What Board or committee experience do you have that would help you to be an effective Board Member?  
(SDRMA or any other organization) (Response Required)**

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? **(Response Required)**

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What is your overall vision for SDRMA? **(Response Required)**

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I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-F**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: May 6, 2025**

**Subject: Board Committee Reports**

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**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)

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. VI**

**FROM:** Eric Schanz, General Manager

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**Meeting Date:** May 6, 2025

**Subject:** GENERAL MANAGER'S REPORT

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

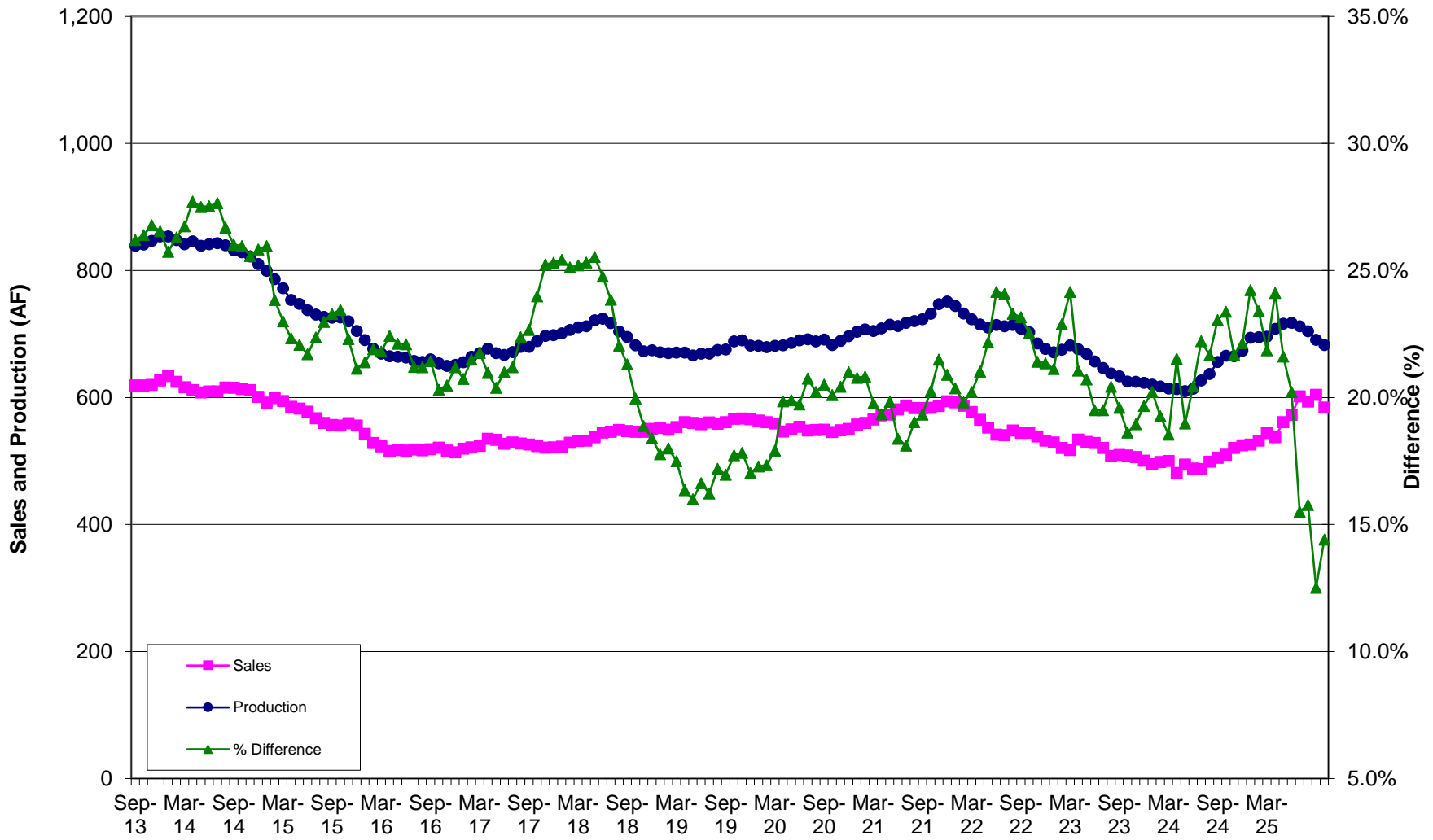
**FISCAL IMPACT:** None

**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 10,173 units (Monte Rio cycle). Water Sales dropped significantly when compared to last year and was the lowest recorded when compared to previous years. Total combined Monte Rio and Guerneville water production for March was 43.91AF.
- 3. Leaks:** There were a total of 7 water main repairs in March requiring 129 work hours total, and 6 service line leaks requiring 26 work hours total (Figure 2). There were 4 water main repairs in Guerneville and 3 water main repairs in Monte Rio. There were 5 service line repairs in Guerneville and 1 service line repair in Monte Rio.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of March was 51.53 inches (Figure 3). Last year cumulative rainfall was 42.37 inches by the end of March.
- 5. In-House Construction Projects:** There were no projects completed in April.
- 6. Gantt Chart:** The Gantt Chart is updated for March 2025 (Figure 4).
- 7. Grants:** Funding Application was completed and submitted to CDBG for the 2025-2026 funding cycle requesting funding for Phase 1 of Construction for the Wright Drive Project.
- 8. Wright Drive:** Coastland has completed the 50% design submittals for the project and construction cost analysis.

**9. Surplus Lands:** Starrett Hill Update, Parcels 097-130-010 (236 Acres) & 096-010-001 (23.76 Acres), Ag and Open Space, Monte Rio Parks and Rec and the District met on March 11<sup>th</sup> for a site visit and to discuss the possible easement for the School House Tanks located at the edge of parcel 096-010-001. Ag and Open Space plans to address the Board and discuss the project in more detail at a future Board meeting.

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



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

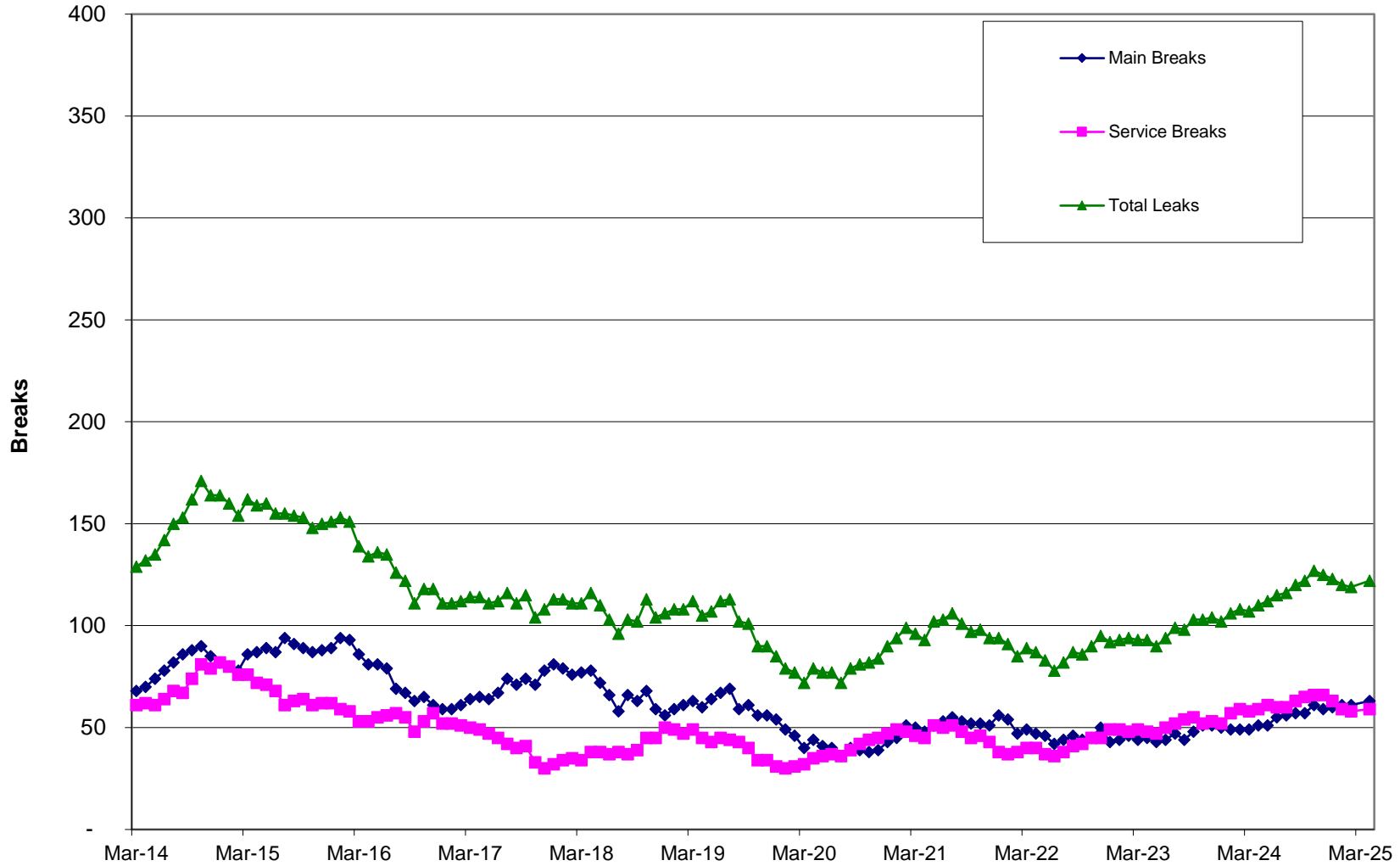




Figure 3. Guerneville Cumulative Monthly Rainfall

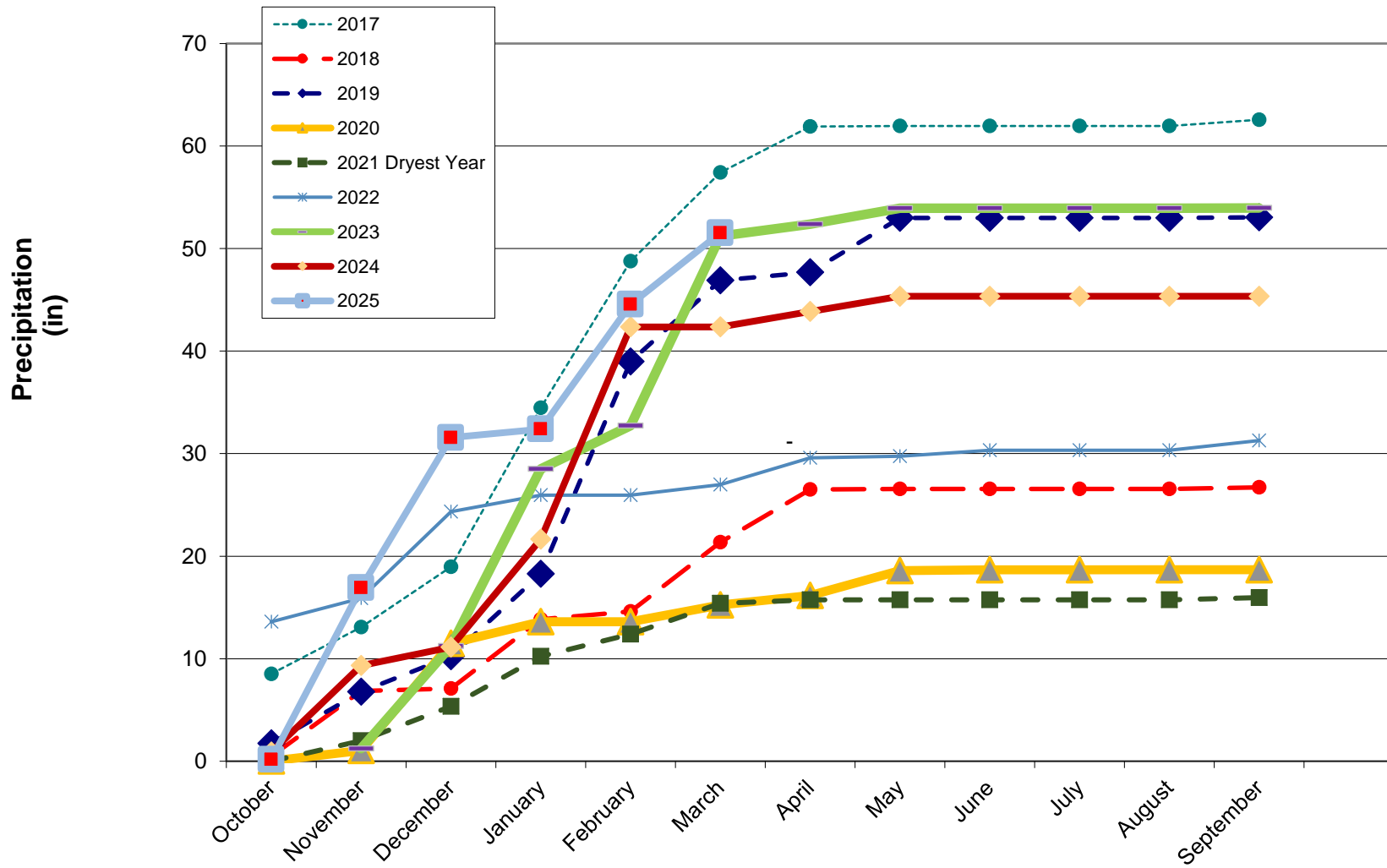


Figure 4. Sweetwater Springs WD Calendar Gantt Chart	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	FY26+
<b>Ongoing Activity</b>													
<b>Board Action</b>													
<b>Other Milestone</b>													
<b>Current Month</b>													
<b>Budget Preparation</b>													
Capital Projects Board Discussion													
Staff Budget Preparation Begins													
Ad Hoc Budget Committee Reviews Draft Budget							Budget Committee Formation		Budget Committee Meeting	Budget Committee Meeting			
Draft Budget to Board for Discussion/Action										Draft Budget	Draft Budget Report	Budget Hearing	
Approve Budget/ Prop 218 Public Hearing												Prop 218	
<b>Capital Projects 2024-25</b>													
Design Wright Drive /Environmental Review		Enviro Review CDBG	Design/Topo Start/Enviro Review CDBG	Design/Topo Start/Enviro Review CDBG	Design/Topo Start/Enviro Review CDBG	Design/Topo Start/Enviro Review CDBG	Approved			50% Design			
CDBG Funding Wrihgt Drive Project (TBD - Completion of Enviromental Review).								CDBG Agreement /Design	Board Approval/ Resolution		Board Approval/ Resolution Construction App		
Master Plan/GIS		GIS/Staff Review/Master Plan	GIS/Staff Review/Master Plan	GIS- Viewable under staff review	Master Plan/ GIS Prep/Review	Master Plan/ GIS Prep/Review							
<b>Regulatory Annual</b>													
Water Rights Annual Reporting	Staff						Prep	Submit					
Annual Water Report EAR	Staff							Prep	Submit	SWRCB Accepted			
Emergency Response Plan Review	Staff							Review		Submit			
Leak Loss Report/ Validation (Previous missing reports due).	Staff						Scheduled Validation Dec 5	Submit Current Yr	On Going Past Due Reports		GV: 2017,2018 MR:2016,17		
Water Shortage Assesment													
UWUO Reporting	Staff								Submit				
Urban Water Management Plan	Staff Review												
Cross Connection Control Plan (Due 7/1/2025)													7/1/2025
LLSR - Service Line inventory GV/MR					Submitted			Approved DWR					
<b>Administrative</b>													
Policies and Procedures	Review TBD												
IIPP/ Training Developemnt	Review TBD												
District Manager Review			Completed										

## 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
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
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
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
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	
<b>Total</b>	<b>323,861</b>	<b>309,506</b>	<b>320,698</b>	<b>312,471</b>	<b>290,282</b>	<b>308,266</b>	<b>289,234</b>	<b>294,978</b>	<b>262,180</b>	<b>253,746</b>	<b>248,814</b>	<b>272,969</b>	<b>261,733</b>	<b>242,069</b>	<b>223,664</b>	<b>227,198</b>	<b>239,812</b>	<b>246,447</b>	<b>239,793</b>	<b>258,813</b>	<b>231,830</b>	<b>218,007</b>	<b>217,990</b>	<b>189,427</b>



# USGS 11467000 RUSSIAN R A HACIENDA BRIDGE NR GUERNEVILLE CA

