

BOARD OF DIRECTORS MEETING

AGENDA

February 5, 2026, Regular Meeting
District Offices, 17081 Hwy. 116, Ste. B
Guerneville, California
6:30 PM

Meeting Link:

<https://us06web.zoom.us/j/86891291199?pwd=uljEsbwtucHqmcJUONG3ROewi4HXIB.1>

Meeting ID: 869 9129 1199

Password: 635220

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 January 8, 2026 Regular (Rescheduled) Board Meeting.
- B. Approval of Operations Warrants/Online payments/EFT payments.
- C. Receipt of Item(s) of Correspondence.
Note: Correspondence received regarding an item on the Administrative Agenda is not itemized here, but will be attached as back-up to that item in the Board packet and addressed with that item during the Board meeting.

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

V. ADMINISTRATIVE

- A. Discussion/Action re Actual vs. Budgeted Report (Operations and Capital) – 2Q FY 2025-26 *(Est. time 10 min.)*
- B. Discussion/Action re Approval Moving Forward with Automated Meter Reading System *(Est. time 15 min.)*
- C. Discussion/Action re Council of Governments Meeting *(Est. time 10 min.)*
- D. Discussion/Action re Permanently Changing the Time of the Board Meeting *(Est. time 10 min.)*
- E. Board Ad Hoc Committee Reports (standing item) *(Est. time 15 min.)*
Ad Hoc Committees:
 - 1. FY 2026-27 Budget Committee (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. RCAC Meeting 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

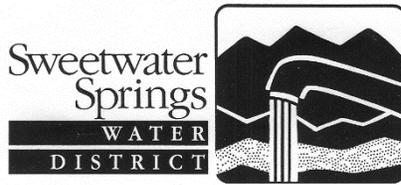
GOAL 2: PROVIDE RELIABLE AND HIGH QUALITY POTABLE WATER WITH FACILITIES THAT ARE PROPERLY CONSTRUCTED, MANAGED AND MAINTAINED TO ASSURE SYSTEM RELIABILITY

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: January 8, 2026 (Rescheduled)

(*In order discussed)

January 8, 2026
3 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
Julie Kenny, Board Secretary
Ryan Atkinson, Field Manager

Others in Attendance:

Erica Gonzalez, Redwood Public Law (via Zoom)
Brian Tomari, Metron
Matt Kosorok, Metron
Bret Beutel, Metron
Mary Meihaus
Kate Haug

I. CALL TO ORDER (3:02 p.m.)

The properly agendized meeting was called to Order by President Robb-Wilder at 3:02 p.m.

II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:32 p.m.)

(None.)

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

President Robb-Wilder reviewed the items on the Consent Calendar. Discussion ensued. Director Holmer 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 December 4, 2025 Regular Board Meeting.
- B. Approval of Operations Warrants/Online payments/EFT
- C. Receipt of items of Correspondence. (None)

IV. PUBLIC COMMENT (3:04 p.m.)

(None.)

V. ADMINISTRATIVE (3:04 p.m.) *

**in the order discussed*

V-A. (3:04 p.m.) Discussion/Action re Metron Meter Reading system. Presentation by Metron representatives.

The GM provided an overview of this item. Matt Kosorok, Brian Tomari, and Bret Beutel of Metron made a presentation to the Board of the Metron meter reading system. Questions and discussion ensued. Public comment was made by Mary Meihaus. Further discussion ensued. Public comment was made by Kate Haug. Public comment was made by Field Manager Ryan Atkinson. Public comment was made by Legal Counsel Erika Gonzalez. Further discussion ensued. No formal action was taken.

V-B (4:06 p.m.) Board Ad Hoc Committee Reports (standing item) and Formation of an Ad Hoc FY 2026-27 Budget Committee.

Ad Hoc Committees:

- 1. Revenue Development (Dir. Schaap/Tran)**
- 2. CIP Planning (Dir. Holmer/Lipinski)**
- 3. District Policies Review (Dir. Robb-Wilder/Schaap)**

Board President Robb-Wilder provided an overview of this item. The GM provided the following summary of December committee meetings:

- ✓ **Revenue Development Committee:** Did not meet in December.
- ✓ **CIP Planning Committee:** The GM gave an overview of the Committee meeting held in December. A meeting was calendared for January 15 at 11 a.m.
- ✓ **District Policies Review Committee:** Did not meet in December. A meeting was calendared for January 12 at 2 p.m.

Discussion ensued regarding the FY 2026-27 Ad Hoc Budget Committee. Financial Coordinator Marc Tran was appointed to serve on this Committee. Director Schaap proposed that the Revenue Development Committee be disbanded but that its committee members (Directors Schaap and Tran) serve on the FY 2026-27 Budget Committee instead. There were no objections.

Public comment was made by Kate Haug. Board discussion ensued. Comments were made by Legal Counsel Erika Gonzalez.

VI. GENERAL MANAGER'S REPORT (4:14 p.m.)

The GM provided a report on the following items:

1. Sonoma Water sewer overflow at the Russian River Sanitation Plant
2. Duncan Road collapse
3. Laboratory testing / Regulatory Compliance
4. Water production and sales
5. Leaks
6. Guerneville Rainfall
7. In-House Construction Projects
8. Gantt Chart
9. Grants
10. Wright Drive
11. Mini Excavator Update

Discussion ensued. There was no public comment.

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS
(4:23 p.m.)**

Director Robb-Wilder announced that she would be out of the state January 19-February 14 but would participate in the February Board meeting via Zoom under the provisions of AB2449.

Director Robb-Wilder announced she had received an email from Supervisor Lynda Hopkins regarding a collaborative meeting (Council of Governments) between Russian River districts. Discussion of this meeting's outcome was agendaized for the February Board meeting.

VIII. ITEMS FOR THE NEXT AGENDA (4:25 p.m.)

1. Metron Meters discussion and possible Resolution
2. Council of Governments meeting (discussion)
3. 2nd Quarter Actual vs. Budgeted report

ADJOURN

The meeting adjourned at 4:28 p.m.

Respectfully submitted,

Julie Kenny
Clerk to the Board of Directors

APPROVED:

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

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-A

FROM: Eric Schanz, General Manager

Meeting Date: February 5, 2026

**SUBJECT: ACTUAL VS. BUDGETED (OPERATIONS AND CAPITAL) REPORT THRU
DECEMBER 31, 2025 (50%)**

RECOMMENDED ACTION:

(Discussion item only.)

FISCAL IMPACT:

(None.)

DISCUSSION:

This report presents the 2nd quarter actual revenues and expenses. This comprises 50% of the year by time and so we compare the revenues and expenses to that standard.

Operating Budget:

2Q Revenue is slightly more than 50% of budgeted amount.

2Q revenue came in at 2.9% above schedule as Current Charges are higher than normal since they reflect summer and fall water sales.

2Q Expenditures are lower than 50% of budgeted amount.

2Q expenditures are less (1.0%) than budgeted. While some line items came in higher than expected those costs offset areas where we spent less than budgeted.

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 2Q 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**.

The Wright Drive Phase 1 Project currently has 100% design plans completed. District staff are reviewing the plans for final approval. Wright Drive Phase 2 Plans are in design. Grant funding in the amount of \$160,450 for design is available. Additionally, the District has County CDBG grant funding approval for Phase 1 construction for the Wright Drive Project in the amount of \$759,183. Still pending is HUD's final approval for the release of grant funds.

The tank liner for the Lower Summit Tank has been completed. Staff is working on the installation of a permanent standby generator with an automatic transfer switch for Lower Summitt replacing a 30+ year old generator that has reached the end of its useful life.

Additionally, Leet Generator is completing the sizing for a generator replacement at the El Bonita Wells. The new generator will replace the old existing generator and provide for quieter operation (neighbors will be much happier). The new generator will be smaller, easier to tow and move. Both the Guerneville and Monte Rio generators will be able to work at both sites providing emergency redundancy if necessary.

Staff are recommending moving forward with the selection and installation of an automated meter reading system this fiscal year and moving the start of the Wright Drive Construction Phase 1 to the 2026-27 FY. Timing for start of construction and award of grant funding make this a more realistic goal.

FUNDS AT THE COUNTY

Attached is the County Fund Balances for the 2nd Quarter. County Fund Balances include the funds at PARS and CERBT. At the end of the quarter, Total District Reserves were \$5,106,905 and of this \$1,302,593 are designated as Reserves.

Sweetwater Springs Water District
FY 2025-26 Operating Budget Variances as of December 31, 2025 (50%)

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

	FY 2025-26 Actual	2025-26 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
Ordinary Income/Expense						
Income						
OPERATING REVENUE						
4031 · Water Sales						
4031.13 · Base Rate	1,179,738	2,358,975	-1,179,237	50.0%		
4031.11 · Current Charges	544,325	875,707	-331,382	62.2%		
4031.12 · Capital Debt Reduction Charge	215,473	428,113	-212,640	50.33%		
4031.15 · Water Bill Penalties (Delinquency Fees)	16,692	63,900	-47,208	26.12%		
4031.14 · Service Charges	16,486					
Total 4031 · Water Sales	1,972,714	3,726,695	-1,753,981	52.9%		
Total OPERATING REVENUE	1,972,714	3,726,695	-1,753,981	52.9%		
NON-OPERATING REVENUE						
1700 · Interest	29,522	40,000	-10,478	73.8%	In the 1Q & 2Q, interest rates were higher. This line item is likely underbudgeted.	*
3600 · Construction New Services	10,288	2,000	8,288	514.4%	In the 1Q, we had two Construction New Services.	
3601 · Construction - Service Upgrades	1,350	1,000	350	135.0%	In the 1Q, we had one Service Upgrade.	
4032 · Rent	58,361	135,000	-76,639	43.2%		
4040 · Miscellaneous Income	6,282	1,000	5,282	628.2%	In the 1Q, we sold 3 non-operating trucks.	
Total NON-OPERATING REVENUE	105,803	179,000	-73,197	59.1%		
Total Income	2,078,517	3,905,695	-1,827,178	53.2%		
Expense						
OPERATING EXPENSES						
SALARY & BENEFITS						
Salary						
5910 · Wages	525,065	1,160,000	-634,935	45.3%		
5912 · Overtime	24,806	52,000	-27,194	47.7%		
5916 · On-Call Pay	18,910	44,000	-25,090	43.0%		
Total Salary	568,781	1,256,000	-687,219	45.3%		
Benefits						
5920.0 · Retirement	84,699	97,000	-51,355	47.06%		
5920.2 · Retirement - EE deferrals	-39,054					
5920.4 · Retirement - UL Mandatory	12,743	24,000	-11,257	53.1%		
5920 · TOTAL RETIREMENT	58,388	121,000		48.25%		
5930.0 · Health/Dental/Vision	155,707	359,000	-211,111	41.2%		
5930.1 · Health - EE Deferrals	-7,818					
5930.2 · Retiree Health	8,688	14,500	-5,812	59.9%	In the 1Q, annual contribution to CERBT (\$3,000.00) made.	
5930.4 · Workers Comp Insurance	28,905	30,000	-1,095	96.3%	In the 1Q, workers' comp was paid for the year.	
5930 · TOTAL HEALTH	185,482	403,500		45.97%		
5922 · Payroll Taxes - Employer Paid	8,369	20,000	-11,631	41.8%		
5941 · Life insurance - GM	0	1,000	-1,000	0.0%		
Total Benefits	252,239	545,500	-293,261	46.2%		
Total SALARY & BENEFITS	821,020	1,801,500	-980,480	45.6%		
SERVICES & SUPPLIES						
Communications						
6040-I · Internet service	2,025	4,500	-2,475	45.0%		
6040-C · Cell Phones	5,811	6,500	-689	89.4%		
6040-P · Pagers & Radios	0	0	0	0.0%	In the 1Q, we paid for the answering service for the year.	
6040-T · Telephones	25,417	43,000	-17,583	59.1%		
Total Communications	33,252	54,000	-20,748	61.6%		
Insurances						
6101 · Gen. Liability	62,741	60,000	2,741	104.6%	In the 1Q, this was paid for the year.	

Sweetwater Springs Water District
FY 2025-26 Operating Budget Variances as of December 31, 2025 (50%)

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

	FY 2025-26 Actual	2025-26 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*=Ch ged
Total Insurances	62,741	60,000	2,741	104.6%		
Maint/Rep - Office & Vehicles						
6140 · Vehicle Maintenance	17,523	25,000	-7,477	70.1%	In the 1Q, there was maintenance done on the trucks.	
6151 · Office Maintenance	5,140	8,400	-3,260	61.2%	In the 1Q, \$640.38 was spent to upgrade the office plumbing to add an outside hose bib.	
Total Maint/Rep - Office & Vehicles	22,664	33,400	-10,736	67.9%		
Maint/Repair - Facilities						
6085 · Janitorial Services	6,579	12,000	-5,421	54.8%		
6100 · SCADA system	0	8,000	-8,000	0.0%		
6180 · Distribution System Repairs	49,312	70,000	-20,688	70.4%	<u>In the 2Q, we paid \$15,081.34 to Piazza for an emergency leak repair.</u>	*
6235 · Treatment System	8,866	30,000	-21133.97	29.6%		
6143 · Generator Maintenance	5,021	2,700	2,321	186.0%	In the 1Q, we had maintenance done on the generators.	
Total Maint/Repair - Facilities	69,778	122,700	-52,922	56.9%		
Miscellaneous Expenses						
6000 · Customer Refunds	-260	0	-260	100.0%	No budget set for this item.	
6280 · Memberships	11,364	13,000	-1,636	87.4%	<u>In the 2Q, we paid \$9,391.00 for our 2025 CSDA renewal.</u>	*
6303 · Claims	0	1,000	-1,000	0.0%		
6593 · Governmental Fees	20,521	25,000	-4,479	82.1%	<u>In the 2Q, we paid a total of \$13,540.96 to SWRCB Accounting Office for system fees.</u>	*
Total Miscellaneous Expenses	31,625	39,000	-7,375	81.1%		
Office Expense						
6410 · Postage	9,403	20,000	-10,597	47.0%		
6430 · Printing Expense	1,228	5,000	-3,772	24.6%		
6461 · Office Supplies	5,942	8,500	-2,558	69.9%	<u>In the 2Q, we paid \$2,897.50 for the office holiday party.</u>	*
6800 · Subscriptions/Legal Notices	1,094	1,500	-406	72.9%	In the 1Q, paid subscription for the year.	
6890 · Computers/Software	2,151	4,000	-1,849	53.8%		
6895 · Billing System	9,836	17,000	-7,164	57.9%		
6897 · Website	1,980	4,000	-2,020	49.5%		
Total Office Expense	31,632	60,000	-28,368	52.7%		
Operating Supplies						
6300 · Chemicals	574	18,000	-17,426	3.2%		
6880 · Tools and Equipment	5,744	7,500	-1,756	76.6%	<u>This line item is likely underbudgeted.</u>	*
6881 · Safety Equipment	2,353	3,500	-1,147	67.2%	In the 1Q, we had fire extinguishers maintained.	
Total Operating Supplies	8,671	29,000	-20,329	29.9%		
Professional Services						
6514 · Lab/Testing Fees	10,504	18,000	-7,496	58.4%		
6570 · Consultant Fees	9,264	25,000	-15,736	37.1%		
6590 · Engineering	64	8,000	-7,936	0.8%		
6610 · Legal	11,381	20,000	-8,619	56.9%		
6630 · Audit/Accounting	30,840	51,000	-20,160	60.5%	<u>In the 2Q, we paid the remaining balance to the auditor.</u>	*
Total Professional Services	62,053	122,000	-59,947	50.9%		
Rents & Leases						
6820 · Equipment	922	2,000	-1,078	46.1%		
6840 · Building & Warehouse	19,152	33,000	-13,848	58.0%		
Total Rents & Leases	20,074	35,000	-14,926	57.4%		
Transportation & Travel						
7120 · Seminars & related travel	1,461	2,000	-539	73.0%	In the 1Q, paid for a CSDA seminar for NK & JK.	
7201 · Vehicle Gas	19,480	49,000	-29,520	39.8%		
7300 · Travel Reimbursements	2,171	4,200	-2,029	51.7%		
Total Transportation & Travel	23,111	55,200	-32,089	41.9%		

Sweetwater Springs Water District
FY 2025-26 Operating Budget Variances as of December 31, 2025 (50%)

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

	FY 2025-26 Actual	2025-26 Budget	\$ Over Budget for the Year	% of Budget	Notes (Underlined notes reflect changes since last report)	*= Ch ged
Uniforms						
6021.1 · Boots	1,500	2,300	-800	65.2%	In the 1Q, multiple boot vouchers were submitted.	
6021.3 · T-shirts	870	1,500	-630	58.0%	In the 1Q, t-shirts were purchased for the year.	
6021.4 · Jackets	109	1,000	-891	10.9%		
Total Uniforms	<u>2,479</u>	<u>4,800</u>	<u>-2,321</u>	<u>51.6%</u>		
Utilities						
7320 · Electricity	93,977	200,000	-106,023	47.0%		
7321 · Propane	723	4,000	-3,277	18.1%		
Total Utilities	<u>94,700</u>	<u>204,000</u>	<u>-109,300</u>	<u>46.4%</u>		
Total SERVICES & SUPPLIES	<u>462,782</u>	<u>819,100</u>	<u>-356,318</u>	<u>56.5%</u>		
Total OPERATING EXPENSES	<u>1,283,802</u>	<u>2,620,600</u>	<u>-1,336,798</u>	<u>49.0%</u>		
Net Ordinary Income	794,715	1,285,095	-490,380	61.8%		
Other Income/Expense						
Other Expense						
TRANSFERS TO OTHER FUNDS						
8620.7 · Tfers to CIRF for CDR Revenue	428,113	428,113	0	100.0%		
8620.3 · Tfers to CIRF	0	831,532	-831,532	0.0%		
8620.5 · Tfers to Building Fund	15,000	15,000	0	100.0%		
Total TRANSFERS TO OTHER FUNDS	<u>443,113</u>	<u>1,274,645</u>	<u>-831,532</u>	<u>34.8%</u>		

Non-Operating Balances FY 2025-26 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 2025-26 Policy Reserves: \$1,492,593		
											Reserve Loans Outstanding: \$190,000 (Nov 2020 loan)		
											Policy Reserves on Hand: \$1,048,075		
NAME	CERBT (Distributions limited to Retiree Health) <small>(Contributions are part of Reserves)</small>	PARS (Distributions limited to Retirement expenses) <small>(Contributions are part of Reserves)</small>	Operations	Bldg Fund	FY 2025-26 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)	POLICY RESERVES NET RESERVE LOANS:		
Fund	CONTRIBUTIONS: \$54,518	CONTRIBUTIONS: \$200,000	76751	76752	76753	76756	76757	76758	76762	TOTAL at COUNTY :	GRAND TOTAL: COUNTY + USDA + PARS/CERBT		Funds in Excess of Policy Reserves:
Dep't			7106 0100	7106 0200	7106 0300	7106 0600	7106 0700	7106 0800	7106 1200				
FP1-Jul	\$87,319.92	\$292,281.90	\$246,216.02	\$65,850.00	\$904,694.00	\$1,694,966.91	\$3,920.00	\$412.50	\$1,232,069.15	\$25,923.90	\$4,204,099.88	\$4,611,523.76	\$3,308,931
FP2-Aug	\$93,080.83	\$300,004.27	\$111,216.02	\$65,850.00	\$1,048,075.00	\$1,777,235.37	\$3,920.00	\$412.50	\$687,444.78	\$75,927.75	\$3,694,153.67	\$4,163,167	\$2,860,574
FP3-Sept	\$95,307.70	\$306,904.04	\$246,216.02	\$65,850.00	\$1,048,075.00	\$1,601,292.84	\$3,920.00	\$355.00	\$687,444.78	\$11,645.51	\$3,653,153.64	\$4,067,011	\$2,764,418
FP4-Oct	\$96,225.49	\$310,623.02	\$718,895.78	\$65,850.00	\$1,048,075.00	\$1,622,470.56	\$3,920.00	\$355.00	\$687,444.78	\$11,646.11	\$4,147,011.12	\$4,565,506	\$3,262,913
FP5-Nov	\$96,789.49	\$312,086.69	\$275,782.78	\$80,850.00	\$1,048,075.00	\$2,058,581.06	\$3,920.00	\$355.00	\$617,444.78	\$81,648.05	\$4,085,008.62	\$4,575,533	\$3,272,940
FP6-Dec	\$96,934.61	\$312,700.35	\$475,782.78	\$80,850.00	\$1,048,075.00	\$2,432,987.28	\$3,920.00	\$355.00	\$617,444.78	\$37,855.32	\$4,659,414.84	\$5,106,905	\$3,804,312
FP7-Jan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
FP8-Feb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
FP9-Mar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
FP10-Apr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FP11-May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FP12-Jun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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

FY 2025-26 Capital Projects and Capital Debt Budget (Cash)

	2024-25 Actual (9% incr.)	2025-26 Budget/Actual (9% incr.)
Total CIRF Balance Beginning of Year	\$1,177,330	\$1,620,050

REVENUE

Assessments/New Services	\$752,559	\$750,000
CDR Transfer from Operations	\$401,984	\$428,113
Operating Surplus Transfer from Operations	\$570,000	\$831,532
Interest	\$76,879	\$50,000
New Construction	\$0	\$26,529
Grants Received	\$729,501	\$173,678
Total Revenue	\$2,530,923	\$2,259,852
Total Available for Capital Expenses	\$3,708,253	\$3,879,902

EXPENDITURES

CIP Projects	TOTAL PROJECT COST		PAID (PY)			GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D	
Lower Harrison	\$941,775	\$982,922	\$174,224	\$0	\$871,654	\$130,888	\$784,489	\$0		DWR
Wright Dr - Design	\$231,103	\$103,142	\$103,142	\$30,669	\$160,450	\$42,790	\$74,652	\$43,008		CDBG
Wright Drive - Construction Ph. I	\$1,000,000	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0		
Misc. Paving and Valve costs			\$51,425	\$120,000	\$0	\$0	\$0	\$0		
Total CIP Projects			\$328,791	\$1,150,669		\$173,677.73				

GRANT INFORMATION

GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D
\$871,654	\$130,888	\$784,489	\$0
\$160,450	\$42,790	\$74,652	\$43,008
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
	\$173,677.73		

Other Capital Expenses

Annual transfer to Policy Reserves			\$65,708	\$8,381
In-House Project/Site Improvements:			\$126,029	
Well 5 rehab				\$41,415
Lower Summit tank liner/standby generator				\$55,000
Well 6 rehab				\$80,000
AMR Pilot Program				\$30,000
SCADA system radio replacement				\$100,000
District Master Plan	\$218,840	\$166,888	\$162,107	\$5,205
Vehicle / Equipment			\$207,568	\$210,000
Total Other Capital Projects/Equipment			\$561,412	\$530,002

FY 2024-25 Actuals: ElBo Well4 rehab (\$55,246.93); ElBo Well 5 Rehab (\$65,212.37G); Bathroom/Kitchen remodel (\$2,600)

FY 2024-25: \$69,000 Vac trailer; \$80,000 truck; **FY 2025-26: El Bonita generator \$140,000; Mini Excavator \$70,000**

Capital Debt Payments (for next FY) + District Investment				
Debt tfer (reduced by Sinking Fund adj.)			\$698,000	\$650,000
District Investment: (i.e., Sinking Fund; PERS UL; PARS)			\$500,000	\$235,000
Total Debt			\$1,198,000	\$885,000
Total CIP/Debt Expenditures			\$2,088,203	\$2,565,670
Total CIRF Balance End of Year (Est.)			\$1,620,050	\$1,314,232

FY 2024-25: \$250,000 UL; \$250,000 Sinking Fund
FY 2025-26: \$135,000 policy reserve loan Pd 08/2025; \$100,000 undesignated

Actual CIRF Balance End of Year before receivables: \$1,662,009

Receivables (incl. above) \$32,957

(4Q interest + CY + PY)

Payables (incl. above) -\$74,917

(Includes 2 Coastland csk and County paving ck)

Final Capital Budget EOY: \$1,620,050

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-B

FROM: Eric Schanz

Meeting Date: February 5, 2026

Subject: DISCUSSION/ACTION RE APPROVING THE DISTRICT MOVING FORWARD WITH AUTOMATED METER READING SYSTEM (AMR)

RECOMMENDED ACTION:

Discussion/Action Re Approving the District moving forward with Automated Meter Reading System (AMR).

FISCAL IMPACT: Approximately 1.6 Million

DISCUSSION:

The District currently reads meters manually. Previously the District contracted meter reading services with a local, that person retired in 2022. Since that time, staff have read the Districts 3,500 water meters. Currently, staff spend approximately 1,548 hours reading meters annually.

Technology has changed and the availability of automated meter reading systems is readily available. With automated meter reading technology, data is transmitted daily over the cellular network. Staff can access the meter data through an online platform that provides information on the water use data. Benefits of automated meter reading include:

- Capture accurate usage data for every customer
- Generate billing data easily
- Find water being used at properties marked as unoccupied
- Identify properties with the most serious leaks
- Track costs and conservation efforts
- Analyze usage trends

The District will be able to provide its customers with their own individual login to access their own account on the meter reading platform allowing the customer to track their individual water use. This will help customers to understand and track their water use. Tracking irrigation

and catching water leaks will provide added saving for the customer and aid in water conservation.

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

Metron (WaterScope) and Badger (Beacon) Overview

The District was able to get quotes and additional information from two vendors that provide automated meter reading systems using cellular meter registers that will work with our existing installed meters. The cellular registers allow the District to retrofit its existing meter infrastructure without having to replace all of the Districts water meter bodies.

Both systems use cellular technology and work very similarly with differences in equipment and online platform style.

Terms of Service

Metron

- Includes 10 years of cellular data and access to Metron WaterScope platform. After ten years the cost would be \$8 per unit annually, totaling \$28,000 per year.
- Free billing system integration (already completed for pilot test)

Badger

- Annual fees for 3,500 units would be \$41,580 starting at installation.
- Billing integration fee \$4,410(one time cost).

Equipment

Metron and Badger report 20-year lifespans of operation before battery failure and need for replacement.

(Note: Metron offers a 20-year guarantee and will replace if battery fails before 20 years).

Metron- fully integrated LCD meter register with cellular transmitter and antenna. Fits all water meters with removable registers.

Badger- has a separate LCD meter register (records meter reading) and endpoint (stores data, sends data to cell tower). Only works on Badger water meters.

Total Approximate Cost of Projects with Ten Years of Service

Metron- \$1,363,166

Badger- \$1,547,370

Pilot Test

The District performed a pilot test for the past five months with 31 Metron Prism LTE Registers in various remote locations in the water district. All meters tested have performed very well. As expected, there were some locations that worked better with Verizon or AT&T Cellular registers depending on cellular signal strength. District staff were able to field test signal strength of meter registers to select and install correct Verizon or AT&T register.

Installation

Installation of automated meter reading equipment will be performed by staff. Though the installation is relatively easy, it will take time to install all 3,500 units on water meters and change out meters that are not compatible (Approximately 800 meters). Staff estimate it could take up to 8 months to finish installing the equipment. However, for each meter that is upgraded it is one less that will need to be read manually.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-C

FROM: Eric Schanz, General Manager

Meeting Date: February 5, 2026

Subject: Council of Governments

RECOMMENDED ACTION:

Discussion/Action re Council of Governments meeting April 18,2026 at the Monte Rio Community Center.

FISCAL IMPACT:

None

DISCUSSION:

Lynda Hopkins office has sent out a "Save the Date" for a Council of Governments meeting at the Monte Rio Community Center on April 18,2026. The gathering is intended to strengthen regional collaboration across districts with a focus on shared challenges, coordination opportunities and ways the County and the River MAC can help support the essential work districts do every day.

Special district board members from the Lower Russian River area including water, sewer, fire, school and community service districts are encouraged to participate.

Eric Schanz

From: Debbie Ramirez <Debbie.Ramirez@sonomacounty.gov>
Sent: Tuesday, December 16, 2025 2:16 PM
Cc: district5
Subject: Save the Date: Council of Governments Meeting – April 18, 2026

Flag Status: Flagged

Dear Board Members and Special District Staff,

On behalf of Supervisor Lynda Hopkins, I'm reaching out to share an early **Save the Date** for a spring **Council of Governments** convening for special district board members serving the Lower Russian River area—including water, sewer, fire, school, and community service districts. The meeting will take place midday at the **Monte Rio Community Center on Saturday, April 18, 2026**.

This gathering is intended to strengthen regional collaboration across districts, with a focus on **shared challenges, coordination opportunities**, and ways the **County and the River MAC** can help support the essential work you do every day.

We're including district staff on this message to assist with internal scheduling and, if helpful, to support bringing this item to a **January or February board agenda** for discussion, representative designation, or any other action your agency may wish to take ahead of the meeting.

As we begin shaping the agenda, we welcome your input:

- What issues are rising to the surface in your district?
- Where would a regional lens or inter-agency coordination be most helpful?
- What support from the County or River MAC would strengthen your work?

Supervisor Hopkins believes local leaders are often the first to identify critical needs and craft creative solutions. This convening is meant to create space for that kind of dialogue, with an eye toward partnerships that help all of West County thrive.

Please do reach out to share any key topics you'd like to see included. We'll follow up with formal invitations and more details in the new year.

Warmly,

Debbie Ramirez (she / her)

Field Representative and MAC Clerk

Supervisor Lynda Hopkins

575 Administration Drive 100A

Santa Rosa, CA 95403

707.565.1219 (landline)

Note new email address: Debbie.Ramirez@sonomacounty.gov

Sign up to receive Supervisor Hopkins' newsletter [here](#)

Inscríbese para recibir el boletín del Supervisor Hopkins en español [aquí](#)

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-D

FROM: Eric Schanz, General Manager

Meeting Date: February 5,2026

Subject: Permanently Changing Time of Board Meetings

RECOMMENDED ACTION:

Discussion/Action re Permanently Changing the Time of Board Meetings

FISCAL IMPACT:

None

DISCUSSION:

Director Lapinski requested that this item be added to the agenda to discuss the time of start of Board Meetings during the most severe months of winter for the safety of the Board, staff and public. Inclement weather and reduced daylight hours create an unnecessary hazard for attendance of meetings. An earlier start would allow for the meetings to start and end during daylight hours. This agenda item was given a broad range in scope to allow the Board to discuss and make changes to the meeting schedule as needed.

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. V-E

FROM: Eric Schanz, General Manager

Meeting Date: February 5, 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:

FY 2026-27 Budget Committee- *(Dir. Schaap/Tran)*

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

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: February 5, 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 December were 20,806 units (Guerneville cycle). Total combined Monte Rio and Guerneville water production for December was 47.21AF (Figure 1).
- 3. Leaks:** There were a total of 2 water main repairs in December requiring 21 work hours in total, and 3 service line leaks requiring 7 work hours in total (Figure 2). There were 2 water main repairs in Guerneville. There was 1 service line repair in Guerneville and 2 service line repairs in Monte Rio. The water main repairs were on old 2-inch galvanized pipe.
- 4. Guerneville Rainfall:** Total cumulative rainfall to the end of December was 15.58 inches (Figure 3). Last year cumulative rainfall was 31.56 inches by the end of December.
- 5. In-House Construction Projects:** December and January projects included:
 - Crew continued with 2-inch water line replacement and service line replacement on River Lane.
 - Replaced Booster Pump at Schoeneman Pressure System
 - Completed generator pad at Lower Summit Tank site for booster station.
- 6. Gantt Chart:** The Gantt Chart is updated for December 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.

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 for Phase 2 of the Wright Drive Project.
9. **Meeting with RCAC:** I had a productive meeting with Linda Stonestreet from Rural Community Assistance Corporation (RCAC) on January 13, 2026. Mainly the discussion was centered around grant funded technical assistance that RCAC may be able to provide the District. Due to Guerneville Wells being considered at risk by the State Water Board the District qualifies for Technical Assistance Funding.

Generator Pad Installation Lower Summit Tank



New Mini Excavator Training



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

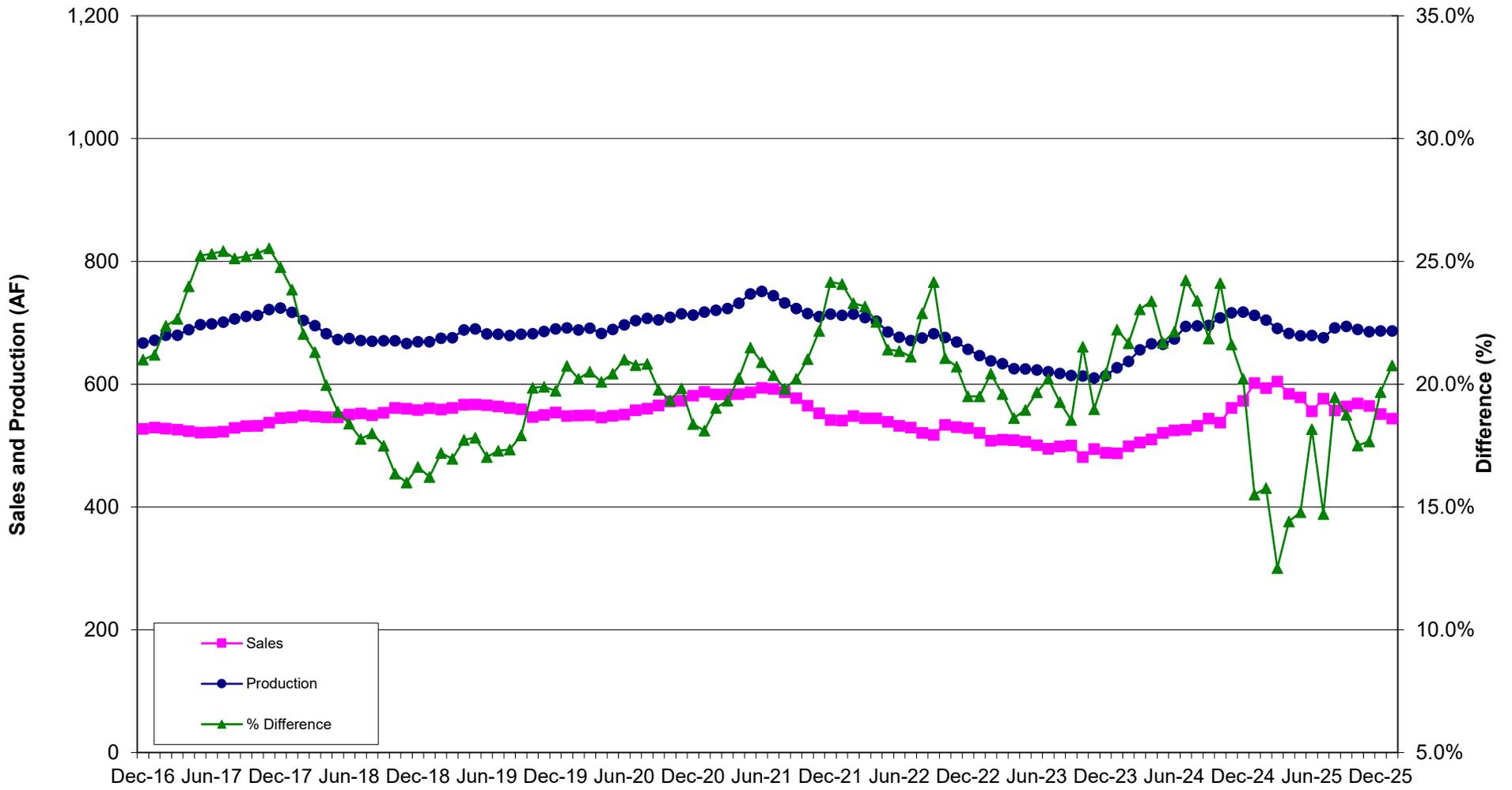


Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks Moving Annual Average Since December 2014

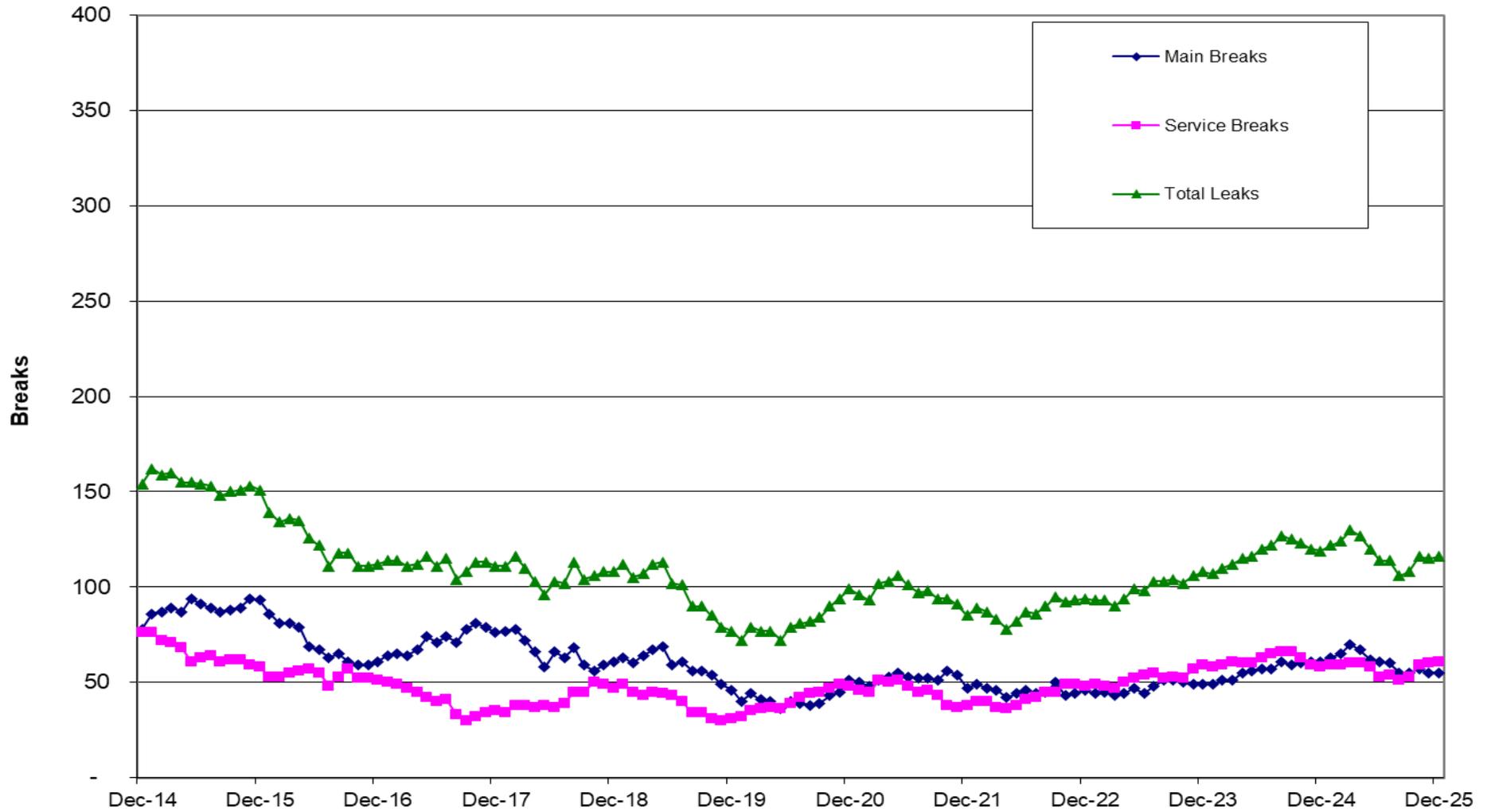
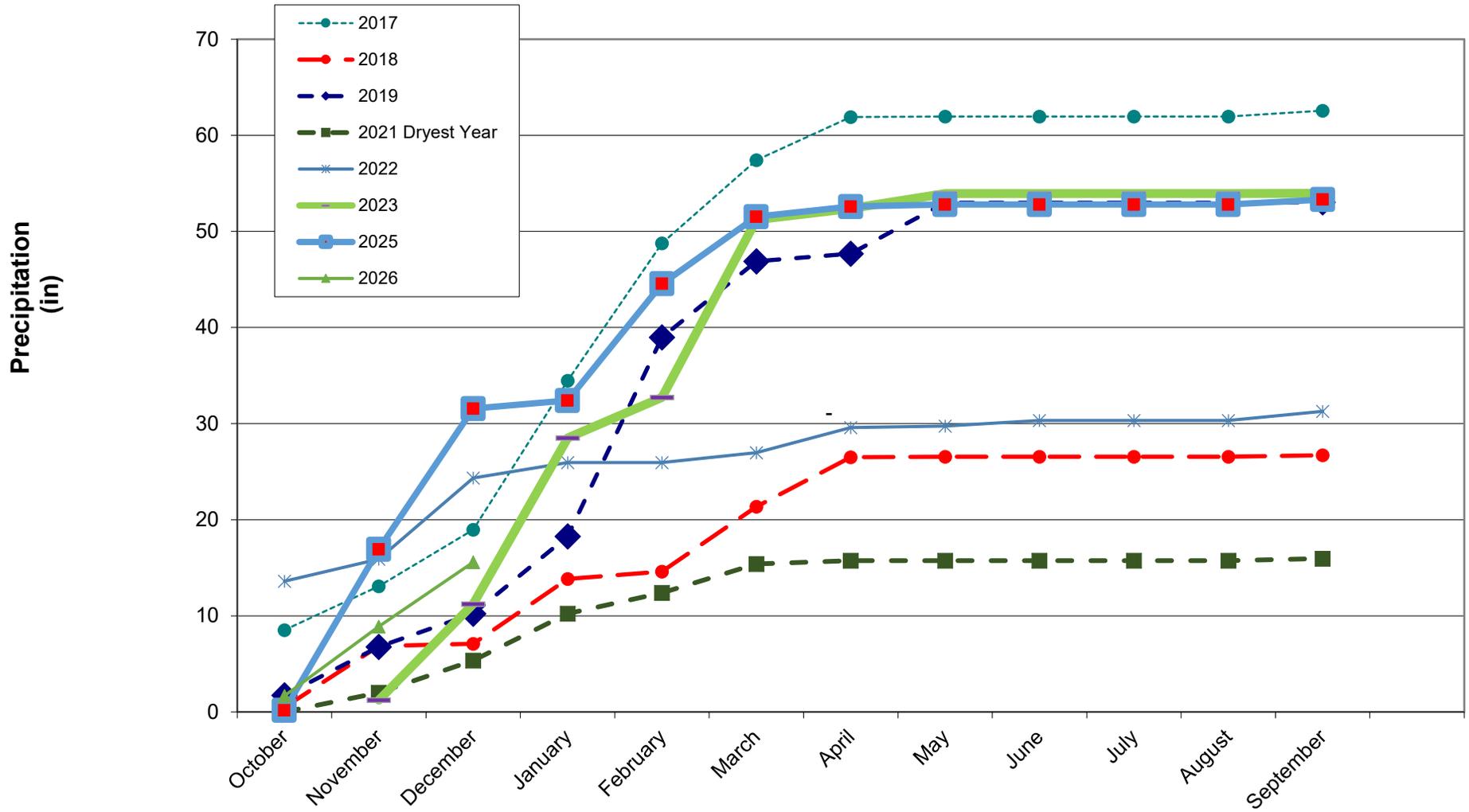


Figure 3. Guerneville Cumulative Monthly Rainfall



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	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
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	20,806
JANUAI	16,091	19,287	16,799	15,416	16,127	15,862	13,309	14,631	14,764	13,734	14,645	16,242	16,316	11,914	12,727	13,676	14,146	15,335	12,925	15,529	15,062	11,588	11,270	14,449	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	140,052