Sweetwater Springs WATER DISTRICT

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# BOARD OF DIRECTORS MEETING

# AGENDA

**December 3, 2026, Regular Meeting**
District Offices, 17081 Hwy. 116, Ste. B
Guerneville, California
**6:30 PM**

NOTICE TO PERSONS WITH DISABILITIES: It is the policy of the Sweetwater Springs Water District to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request made at least 48 hours in advance of the need for assistance, this Agenda will be made available in appropriate alternative formats to persons with disabilities. This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).

Any person who has any questions concerning any agenda item may call the General Manager or Assistant Clerk of the Board to make inquiry concerning the nature of the item described on the agenda; copies of staff reports or other written documentation for each item of business are on file in the District Office and available for public inspection. All items listed are for Board discussion and action except for public comment items. In accordance with Section 5020.40 et seq. of the District Policies & Procedures, each speaker should limit their comments on any Agenda item to five (5) minutes or less. A maximum of twenty (20) minutes of public comment is allowed for each subject matter on the Agenda unless the Board President allows additional time.

## I. CALL TO ORDER *(Est. time: 2 min.)*

A. Board members Present

B. Board members Absent

C. Others in Attendance

## II. CHANGES TO AGENDA and DECLARATIONS OF CONFLICT *(Est. time: 2 min.)*

## III. CONSENT CALENDAR *(Est. time: 5 min.)*

***(Note: Items appearing on the Consent Calendar are deemed to be routine and non-controversial. A Board member may request that any item be removed from the Consent Calendar and added as an "Administrative" agenda item for the purposes of discussing the item(s).***

A. Approval of the Minutes of the November 5, 2026 Regular Board Meeting.

B. Approval of Operations Warrants/Online payments/EFT payments.

C. Receipt of Item(s) of Correspondence.
*Note: Correspondence received regarding an item on the Administrative Agenda is not itemized here, but will be attached as back-up to that item in the Board packet and addressed with that item during the Board meeting.*

## IV. PUBLIC COMMENT:

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

## V. ADMINISTRATIVE

A. Discussion/Action re 2026 Organization Meeting / Board Officers elections *(Est. time 15 min.)*

B. Discussion/Action re Reviewing District Goals and Objectives *(Est. time 15 min.)*

C. Board Ad Hoc Committee Reports (standing item) (*Est. time 10 min.)*

Ad Hoc Committees:

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

## VI. GENERAL MANAGER'S REPORT

1. Laboratory Testing/Regulatory Compliance
2. Water Production and Sales
3. Leaks
4. Guerneville Rainfall
5. In-House Construction Projects
6. Gantt Chart
7. Grants
8. Wright Drive Project
9. Metron Meter Installation Progress
10. Website One-Time Payment Portal update
11. Audit 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: November 5, 2026

November 5, 2026
6:30 p.m.

| | |
|---|---|
| **Board Members Present:** | Tim Lipinski<br>Rich Holmer<br>Gaylord Schaap<br>Marc BarrazaTran |
| **Board Members Absent:** | Sukey Robb-Wilder |
| **Staff in Attendance:** | Eric Schanz, General Manager<br>Nicole Kenny, Board Secretary |
| **Others in Attendance:** | Erica Gonzalez, Redwood Public Law<br>Matt Nathanson |

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

The properly agendized meeting was called to Order by Vice President Schaap at 6:29 p.m.

## II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:31 p.m.)

(None.)

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

Vice President Schaap reviewed the items on the Consent Calendar. Administrative Manager Julie Kenny explained the reasons for the high total of Warrants this month. Director Lipinski moved to approve the items on the Consent Calendar. Director Holmer seconded. Motion carried 4-0. The following items were approved:

A. Approval of the Minutes of the October 1, 2026 Regular Board Meeting

B. Approval of Operations Warrants/Online payments/EFT

C. Receipt of items of Correspondence. (None)

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

(None.)

# V. ADMINISTRATIVE (6:33 p.m.) *

***in the order discussed***

**V-A. (6:33 p.m.) Discussion/Action re District Capital Debt Reduction (CDR) charge.**
The GM gave an overview of this item. Administrative Manager Julie Kenny provided further overview. Discussion ensued. There was no public comment. Director Holmer moved to authorize transferring $150,000 from the Operating Reserves account at the County to the Sinking Fund. Director Lipinski seconded. Motion carried 4-0.

**V-B. (6:52 p.m.) Discussion/Action re Actual vs. Budgeted Report – FY 2026-27 1st Quarter.**
The GM gave an overview of this item. Discussion ensued. There was no public comment. No action was taken.

**V-C. (7:05 p.m.) Discussion/Action re Reviewing District Goals and Objectives.**
The GM provided an overview of this item. Discussion ensued. Comments were made by Legal Counsel Erica Gonzalez. There was no public comment. Director Lipinski moved to continue discussion of this item at the December Board meeting. Director Holmer seconded. Motion carried 4-0.

**V-D. (7:18 p.m.) Discussion/Action re Holiday Party.**
The GM provided an overview of this item. Discussion ensued. There was no public comment. No action was taken.

**V-E. (7:21 p.m.) Discussion/Action re Emergency Operations Center Training hosted by California Water Company.**
The GM provided an overview of this item. Director Lipinski provided further overview. Discussion ensued. There was no public comment. No action was taken.

**V-F. (7:31 p.m.) Discussion/Action re Approval of Resolution 26-13, Approving a Contract with Aqua Sierra Controls, Inc. and Equipment Purchase from Sage Designs, Inc. for the SCADA Radio Upgrade Project and Increasing Overall Budget Approval by $10,000 for a Total Authorization of $214,693.**
The GM provided an overview of this item. Discussion ensued. There was no public comment. Director Barraza Tran moved to approve Resolution 26-13, Approving a Contract with Aqua Sierra Controls, Inc. and Equipment Purchase from Sage Designs, Inc. for the SCADA Radio Upgrade Project and Increasing Overall Budget Approval by $10,000 for a Total Authorization of $214,693, and Authorizing the General Manager to sign the contracts, subject to Approval by General Counsel. Director Holmer seconded. Motion carried 4-0.

**V-G. (7:41 p.m.) Board Ad Hoc Committee Reports (standing item).**

**Ad Hoc Committees:**

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

The GM provided an overview of this item:

- ✓ **CDR Committee:** The recommendations of this ad hoc committee were discussed separately (See, Item V-A above). This committee was disbanded.
- ✓ **District Policies Review Committee:** The ad hoc committee did not meet in October.

Brief discussion ensued. There were no public comments.

## VII. GENERAL MANAGER'S REPORT (7:54 p.m.)

The GM provided a report on the following items:

1. Laboratory testing / Regulatory Compliance
2. Water production and sales
3. Leaks
4. Guerneville Rainfall
5. In-House Construction Projects
6. Gantt Chart
7. Grants
8. Wright Drive Project
9. Schoolhouse and Villa Grande Driveway Repair
10. Metron Meter Installation Progress
11. One Time Payment on Website
12. New Flow Meters Purchased

Discussion ensued. There were no public comments.

## VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS (7:54 p.m.)

1. Director Holmer announced that he will be absent for the December Board meeting.
2. Director Lipinski shared discussion at an October 8, 2026 meeting of the Lower Russian River Advisory Council regarding safe routes to school.
3. Director Holmer shared discussion from a County meeting on Temporary Urgency Change on water flow and that Sonoma Water is interested in changing their water rights.

## VIII. ITEMS FOR THE NEXT AGENDA (7:55 p.m.)

1. Election of 2027 Officers
2. District Goals
3. Wright Drive project update

## ADJOURN

The meeting adjourned at 8 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: December 3, 2026**

**SUBJECT: 2026 ORGANIZATION MEETING / BOARD ELECTIONS**

**RECOMMENDED ACTION:** Elect Board officers for the coming year.

**FISCAL IMPACT:** None.

**DISCUSSION:**

District policy requires the election of officers for the coming year at the December Board meeting unless there is a change in the Board due to the November election. District policy states:

> "5000.50 Annual Organizational Meeting: The Board of Directors shall hold an annual organizational meeting at its regular meeting in December, except in years when new Directors are elected to the Board at the November regular election and seated after the regular December meeting. In those years, the annual organization meeting will be held at the regular January meeting. At this annual meeting, the Board will select and appoint officers, as described in sections 4050.11 through 4050.13, from among its members to serve during the coming calendar year."

Sections 4005.11 through 4050.13 describe the positions of President, Vice President, and Financial Coordinator.

This year there are no new Directors to be seated after the December meeting; thus, the Board will select and appoint officers at the December meeting.

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors **AGENDA NO. V-B**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: December 3, 2026**

**Subject: Discussion and Review of Objectives for District Goals**

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**RECOMMENDED ACTION:**

Discussion/Action re Discussion and review of Objectives for District Goals.

**FISCAL IMPACT:**

None

**DISCUSSION:**

During the September Board meeting the Board requested that the General Manager help prioritize the District Goals for further discussion on objectives. The objectives help to guide the District on how to reach its goals. The Board decided to add a discussion item to the agenda over the next several meetings to allow for further discussion and action for the Board and Staff to work on the objectives. Refer to Exhibit 1 to see the GMs draft District Goals and Objectives for further discussion.

The District as part of the Mission Statement has Six Goals (listed below) that help guide the Board and Staff with the operation, planning and development of the District.

**Sweetwater Springs Water District Goals**

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, information and education

Goal 6: Enhance Board communications and information

Sweetwater Springs Water District Goals and Objectives, FY 2026-2027

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

| Priority | Task | Rationale | Action | Process | Measures | 2026-2027 Status |
|---|---|---|---|---|---|---|
| 1 | **Financial plan to meet budget** | Meet projected future financial obligations | • Retire high-cost debt<br>• Stable but flexible budget<br>• CIP budget goal met<br>• Sinking Fund to pay down debt<br>• Reserve plan | Budget committee review of Financial Plan | -Reserve Policy met<br>-Established Stable CIP Budget<br>-CIP Plan | Reserve Policy met for 2026-27 Budget. |
| 2 | **Maintain Reasonable Rates** | • Rates tied to costs<br>• Fairness to all customers<br>• Ethics<br>• Customer relations<br>• Accurate<br>• Amount necessary to maintain Operations and CIP | -Review rates on annual basis as part of budget process and<br>-Prop 218 | • Develop rates to fund budget<br>• Present to public<br>• Rate hearing<br>• Adopt new rates | Rates completed on schedule | Rates stabilized by previous rate increases. 3% rate increase this year approved. CDR under review by board. |
| 3 | **Investigate sources of funding consistent with District goals** | • Avoid/minimize raising rates<br>• Prioritize Projects<br>• Stable CIP Budget | • Regularly evaluate land use, grants, loans, bonds, foundations<br>• More frequently evaluate investments<br>• Evaluate selling lots/parcels within District that are not being used or planned for use | • Research other sources of funding<br>• Consider hiring a grant writer<br>• Surplus Lands | Obtain Funding | • Actively working with DWR and CDBG for funding projects<br>• Sonoma County Ag and Open Space – Starett Hill property |
| 4 | **Develop Property Management Program** | • Effective Use of District Resources<br>• Possible Source of Revenue<br>• District Liability | • Develop Property Management Program<br>• 30 yr Plan | Inventory Property<br>Assess Condition/Function | -Active Program<br>-30 yr Plan | In Progress |

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

| Priority | Task | Rationale | Action | Process | Measures | 2026-2027 Status |
|---|---|---|---|---|---|---|
| 1 | **Ensure safe collection, treatment, storage, and distribution of clean water** | • Legal requirement<br>• Community commitment | • Meet DPH standards<br>• Maintain the existing facilities with new pipes and materials as needed<br>• Employee training, including environmental impacts | • Compliance<br>• Evaluate opportunities to exceed<br>• Monthly report | • Follow best management practices<br>• Enhanced communications with DWR<br>• Ensure compliance | • Compliance with DPH regulations.<br>• Reporting compliance |
| 2 | **Complete Capital Improvement Projects on Schedule and within Budget** | Community Commitment<br>Improve Water Quality<br>Improve Fire Protection<br>Reduce System Losses | • Review Capital Improvement Program<br>• Review Master Plan<br>• Prioritize CIP Projects | Staff Review of CIP<br>Board Review of CIP<br>Complete Annual Projects | • Completion of Annual Projects | • Wright Drive CIP is in progress.<br>• Metron Meter<br>• SCADA Upgrades |
| 3 | **Protect Water Rights** | Continue to protect water rights | Maintain right/license appropriate for the District | Status report | • Water rights documentation from the State | • Ensure Compliance<br>• Production Meter upgrade in progress. |

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

| Priority | Task | Rationale | Action | Process | Measures | 2026-2027 Status |
|---|---|---|---|---|---|---|
| 1 | **Disaster preparedness and emergency planning** | To be prepared for emergencies. Respond to emergency situations | • Staff review current plans on annual basis.<br>• Update current plans as appropriate<br>• Coordinate plans with other emergency responders<br>• Update website for emergency preparedness | • Website<br>• Office of Emergency Services<br>• Annual disaster review | • Ensure plans meet goals.<br>• Ability to respond | • Emergency Action Plan reviewed and updated for 2026<br>• Attended & participated in local disaster and flood planning meetings. |

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## GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE

| Priority | Task | Rationale | Action | Process | Measures | 2026-2027 Status |
|---|---|---|---|---|---|---|
| 1 | **Provide safe work environment** | • Legal requirement<br>• Save money on workers comp claims<br>• Ethics | • Ensure training opportunities are available for all employees Training<br>• Providing proper equipment<br>• Review appropriate policies | • Hold regular safety meetings<br>• Keep current w/industry standards<br>• Workplace culture of Safety | • # claims<br>• # complaints | • Regular safety meetings held.<br>• Tail Gate Safety Meetings prior to project start.<br>• Site Inspections |
| 4 | **Build employee skills and competencies.** | • Optimize efficiency<br>• Safer work environment<br>• Quality or work | • Provide training and development opportunities for all employees<br>• Create opportunities for employee team building | • Encourage and Support educational opportunities | • Staff Certification levels<br>• Attend training seminars and conferences | • Staff Certification- On Going |
| 5 | **Regularly & effectively communicate policies and procedures to staff** | • Requirement<br>• Good business practice<br>• Risk Management | • Review appropriate policies<br>• Communicate policies and procedures with staff | • Regular Staff meetings | • Staff meetings at which policies and procedures discussed | • Regular staff meetings held where policies are discussed. |
| 3 | **Recruitment and Retention Plan** | • Policies that support staff<br>• Increase knowledge base of staff<br>• Staff Longevity<br>• Attract qualified applicants | • Maintain salaries to industry and local standards<br>• Better recruitment efforts<br>• Culture of organization | • Monitor local industry<br>• Encourage training Opportunities.<br>• Define mission and goals<br>• Policies and benefits that support staff | • Review Salary Schedule<br>• Training<br>• Promotional Opportunities | • Annual Reviews<br>• COLA<br>• Staff Cert. |
| 2 | **Succession Planning** | • Protects District<br>• Ensures Continuity of Service<br>• Safe Work Environment | • Planning Meeting<br>• Staff Evaluation | • Promote Qualified Candidate from Field Operations | • Open position<br>• Evaluate/ Interview candidates for position<br>• Provide enough time for knowledge transfer and training in position | Plan for Succession of Senior Crew Supervisor |

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## GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION

| Priority | Task | Rationale | Action | Process | Measures | 2026-2027 Status |
|---|---|---|---|---|---|---|
| 1 | **Be aware/proactive on external events** | • Impact on business<br>• Avoid crisis management (be proactive vs. reactive)<br>• Stay informed<br>• Facilitate long-term planning | • Ensure information to public and media is accurate and correct<br>• Stay up on local events thru media and professional organizations | • Expand GM report<br>• Use of Social Media<br>• Use of Web Site | Number and quality of communications regarding news affecting the District | -Meeting report<br>-Use of Social Media<br>-Contact customers using billing system, billing, text, email, phone<br>-Participation in regional meetings and forums. |
| 2 | **Ensure customer satisfaction** | • Good business practice | • Educate/inform/communicate<br>• Respond to customer concerns adequately<br>• Investigate opportunities for customers to provide comments.<br>• Evaluate e-payment system<br>• Use communication /Billing Systems Email, Text, Call | • Hold 2-way Communications between customers and District<br>• Learn what other Districts are doing | • Positive Customer Feedback<br>• Track feedback<br>• Periodically track phone calls<br>• Evaluate the questions from customers | -Website is used for customer communication. updated.<br>-Staff use billing system to communicate with customers<br>-Electronic Message Board? |
| 3 | **Investigate community networking/leadership** | More effective if we work together | • Conduct public outreach meetings.<br>• Attend community meetings.<br>• Cooperate w/local groups<br>• Be proactive in identifying issues with the potential to affect the District<br>• Maintain Website | Priority list of contacts<br><br>Integration of information to District issues | • Number of new contacts<br>• Event attendance and feedback | -Participating in regional workshops and forums.<br>-Website updated regularly. |
| 2 | **Public Outreach** | Informs Customers, and Public | • Website Information Page<br>• Use of Social Media<br>• Participation in Local Organizations | Project Page/ Current Events Website<br>Create Social Media Accounts | • Site Use<br>• Feedback | Planning and development needed. |

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## GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION

| Priority | Task | Rationale | Action | Process | Measures | 2026-2027 Status |
|---|---|---|---|---|---|---|
| 1 | **Be aware/proactive regarding external events** | • Impact on community<br>• Avoid crisis management (be proactive vs. reactive)<br>• Stay informed<br>• Facilitate long-term planning<br>• Cost effective<br>• Efficient<br>• Saves time | • Stay up on local events through media and professional organizations<br>• Participate in Community Organizations | • Board Education | • Board effectiveness | • Review/ Discussion of Objectives for Goals |
| 2 | **Evaluate Board effectiveness** | • Ensure Board is doing a good job<br>• Meet community needs/expectations<br>• Leverage District performance<br>• Ensure ethics | • Board orientation package<br>• Board familiarity with District and Community<br>• Obtain feedback<br>• CSDA Board Training | • Annual review of goals and objectives | • # tasks completed/ goals/objectives achieved<br>• Finish objective review | • Review/ Discussion of Objectives for Goals. |
| 3 | **Maintain Policies and Procedures Manual** | • Compendium of District Policies<br>• Information for Board Members and Public on Board Policies | • Review P&P by outside consultant<br>• Add Needed Policies<br>• Annual Review by Board | • Hire Contractor<br>• Add Policies as needed | • Need to Complete Annual Review | • Section 2000 revisions in progress |

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# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors **AGENDA NO. V-C**

**FROM:** Eric Schanz, General Manager

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**Meeting Date: December 3, 2026**

**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:

**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

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**Meeting Date: December 3, 2026**

**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 October were 28,112 units (Guerneville cycle). Total combined Monte Rio and Guerneville water production for October was 57.53 AF (Figure 1).

2. **Leaks:** There was a total of 3 water main repairs in October requiring 8 work hours and 2 Service line repairs requiring 4 hours in total (Figure 2). There were 2 water main repairs in Guerneville and 1 water main repairs in Monte Rio. There was 1 service line repair in Guerneville and 1 service line repair in Rio Nido. Two of the water main repairs were on 2-inch galvanized pipe.

4. **Guerneville Rainfall:** Total cumulative rainfall to the end of October was 0.18 inches (Figure 3). Last year cumulative rainfall was 1.67 inches by the end of October.

5. **In-House Construction Projects:** October projects included:

   - Metron Meter change outs.

6. **Gantt Chart:** The Gantt Chart is updated for October 2026 (Figure 4).

7. **Grants:** CDBG grant funding for Wright Drive Phase I in the amount of $759,183 is approved and the agreement was approved during the April Board meeting.
   The water system consolidation/intertie funding project (DWR) has approved Brelje and Race Engineering to develop project cost and engineering plan to determine further project

funding. There will be about a two-month delay for the engineering to start pending State approvals. No meeting in November.

8. **Wright Drive:** Piazza has received the notice of award after the approval from the Board on August 6th meeting. The preconstruction meeting for Phase 1of the Wright Drive Project was held on Friday September 25th at the District office. The notice to proceed will be issued when the encroachment permit is issued. Encroachment Permit Fees have been Paid by the District and Piazza has responded to comments from traffic control. Once comments are reviewed the permit should be issued.

9. **Metron Meter Register Installation:** The installation of meter registers continues to make good progress since starting April 9th. As of November 24th **2137**-meter registers have been installed.

10. **One Time Payment on Website:** Progress has been slow for resolving the one-time payment option. Muni-Link and Global Pay have been working together to resolve the issue. We are not the only customer with Muni-Link that is experiencing this issue. Unfortunately, it is one of those situations that is out of our control. Staff have been working with our customers to make payments over the phone or to help with setting up an account on the customer portal. Additionally, the website has been updated with a notice to help direct customers on how they can make a payment.

11. **Audit Update:** The audit presentation is scheduled for the February 4th Board meeting via Zoom.

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

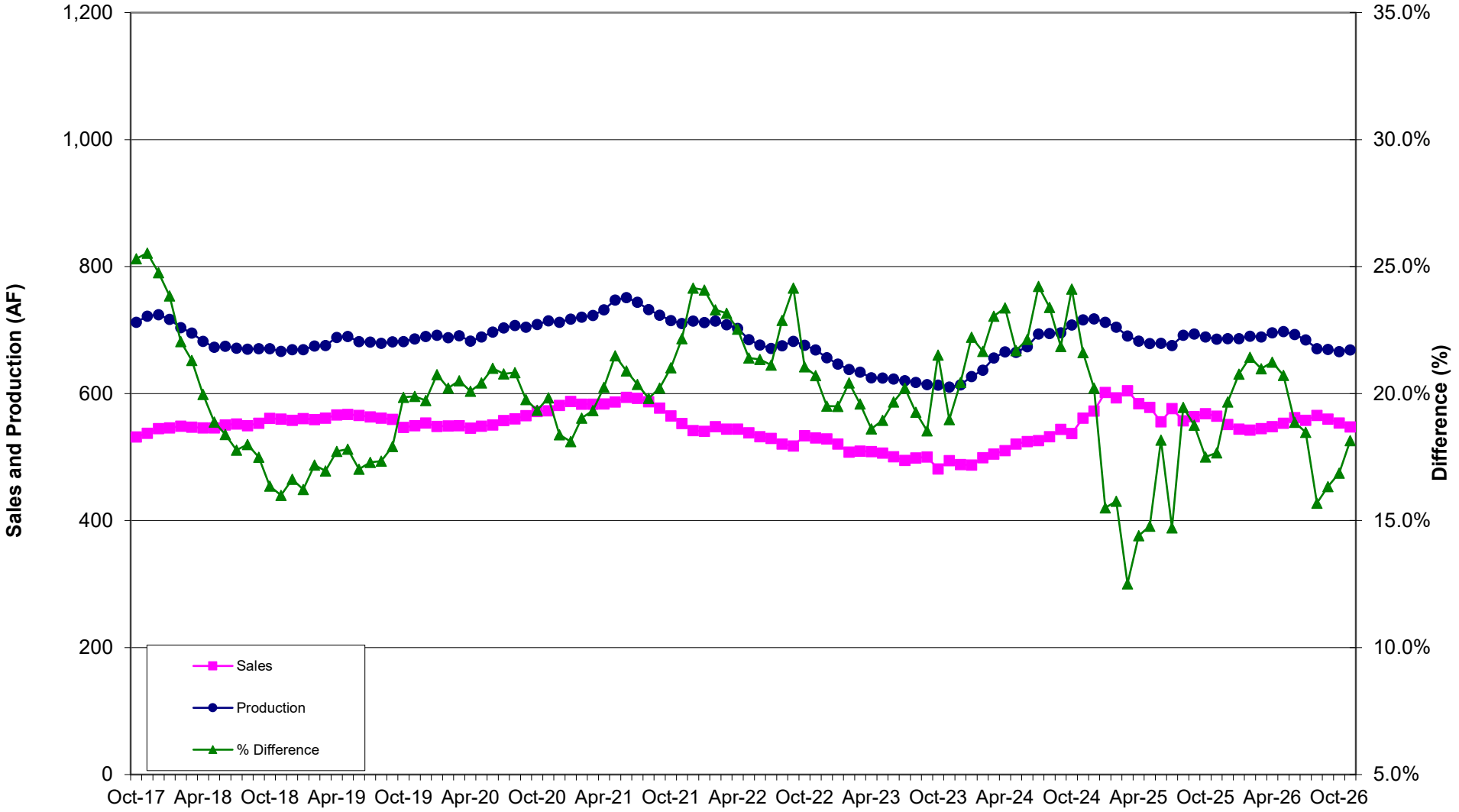


**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks**
**Moving Annual Average Since October 2015**

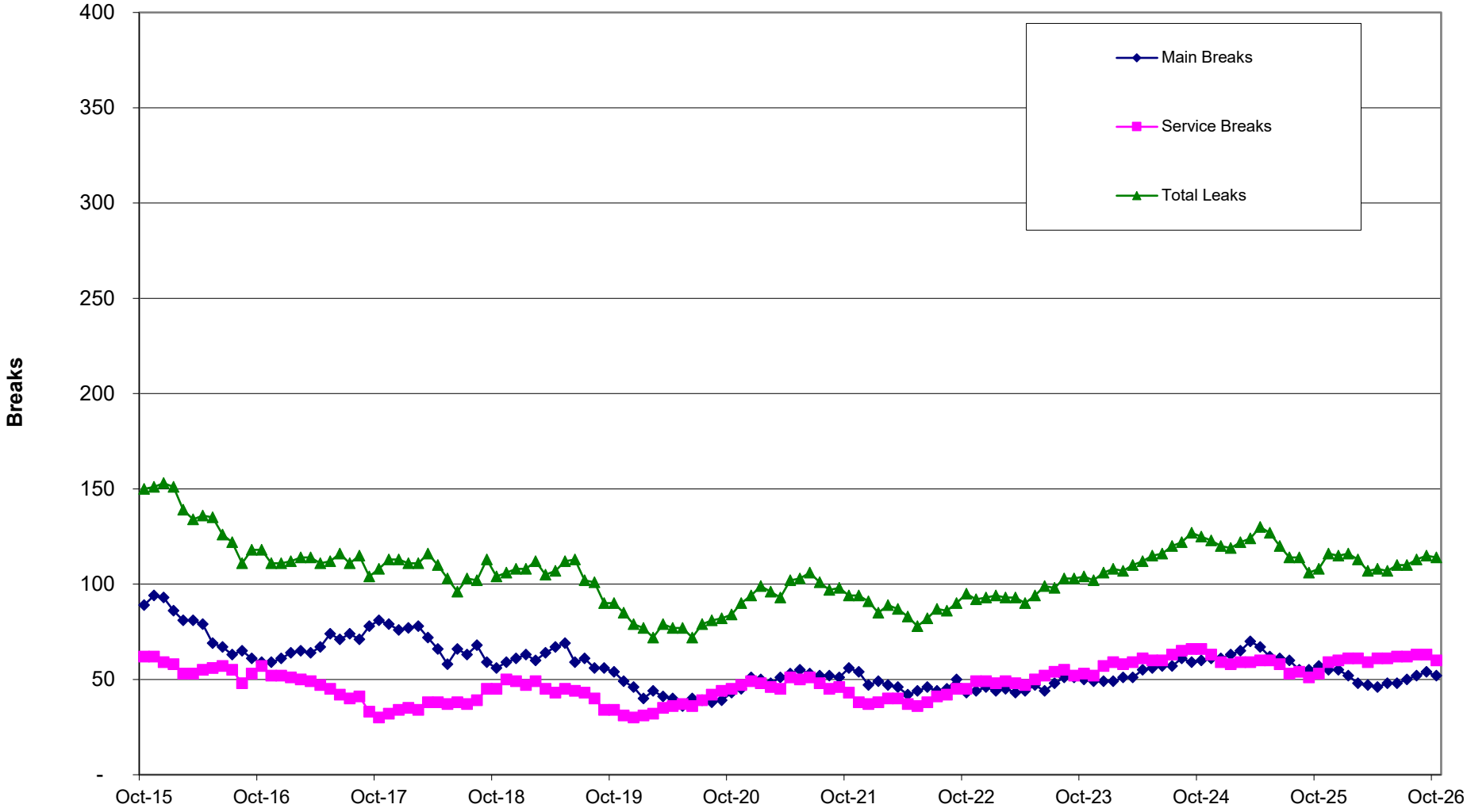
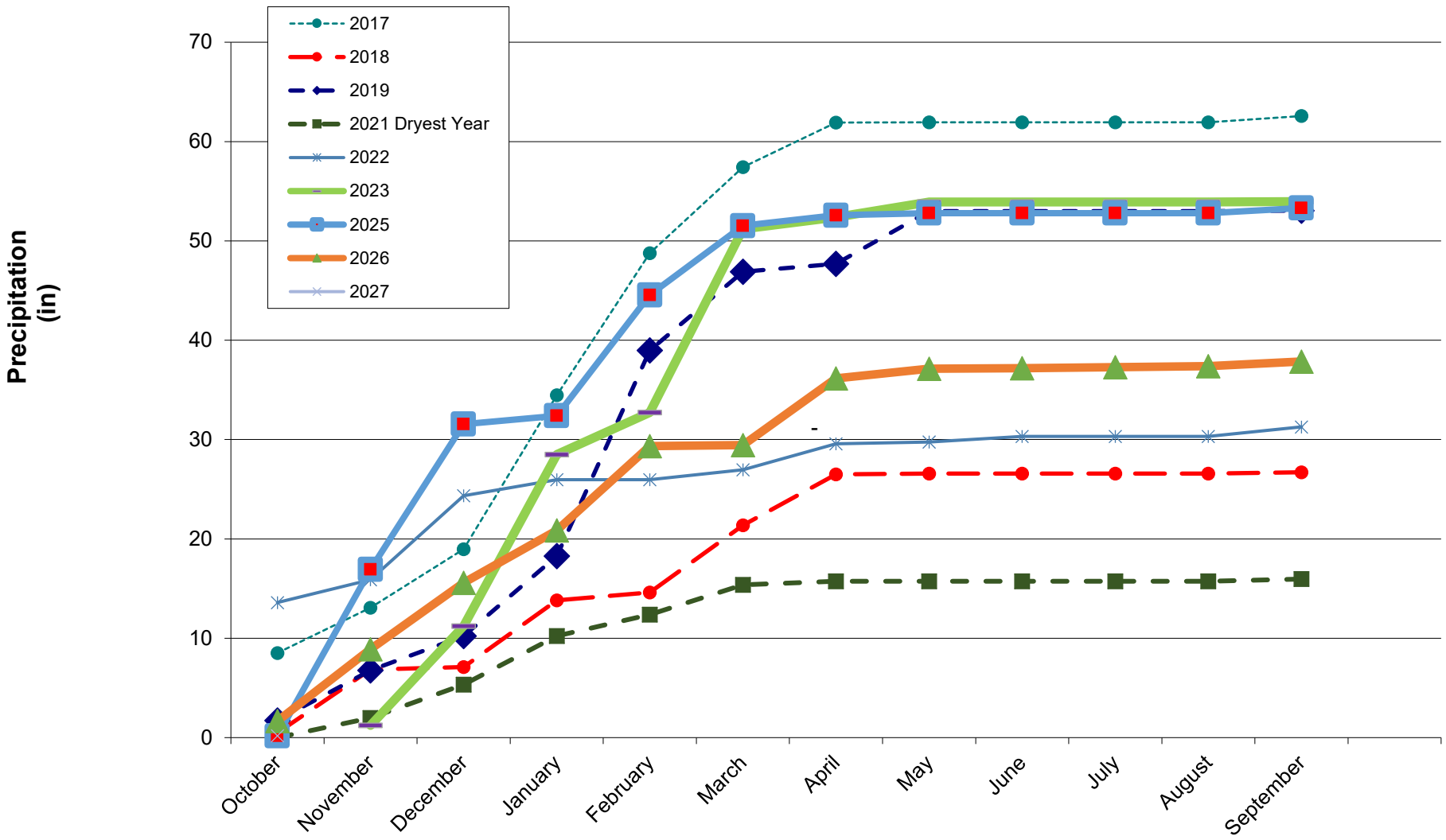


**Figure 3. Guerneville Cumulative Monthly Rainfall**



| Figure 4. Sweetwater Springs WD Calendar Gantt Chart | | Jul-26 | Aug-26 | Sep-26 | Oct-26 | Nov-25 | Dec-25 | Jan-26 | Feb-26 | Mar-26 | Apr-26 | May-26 | Jun-26 | FY27+ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Ongoing Activity** | | | | | | | | | | | | | | |
| **Board Action** | | | | | | | | | | | | | | |
| **Other Milestone** | | | | | | | | | | | | | | |
| **Current Month** | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| **Budget Preparation** | | | | | | | | | | | | | | |
| Capital Projects Board Discussion | | | | | | | | | | | | | | |
| Staff Budget Preparation Begins | | | | | | | | | | | | | | |
| Ad Hoc Budget Committee Reviews Draft Budget | | | | | | | Budget Committee Formation | | Budget Committee/Staff Meeting | | | | | |
| Draft Budget to Board for Discussion/Action | | | | | | | | | | Board Discussion Rates | | | Budget Hearing | |
| Approve Budget/ Prop 218 Public Hearing | | | | | | | | | | | | | Prop 218 | |
| **Capital Projects 2024-25 & 2025-26** | | | | | | | | | | | | | | |
| Wright Drive Phase 1 Construction | | Project Bid/Contract Award | Pre Const. Meeting | Enchroachment Permit | Enchroachment Permit | Phase 1- 100% | Phase 2 in Design | Plans Completed/Encroachments and Waivers | | Encroachments/ Waivers | Pavement Plan PRMD | Pavement Plan PRMD | | |
| CDBG Funding Wrigth Drive Project | | | | | | | | | Board Approval/ CDBG Funding Agreement | | | | | |
| Metron Meter Installation Project | | Staff Installing | Staff Installing | Staff Installing | Staff Installing | | | Board Approval | | | Staff Installing | Staff Installing | Staff Installing | |
| Master Plan/GIS | | | GPS Equipment Arrived | GPS Equipment Training | | | | GIS Review | GIS Review | GIS Review | GPS Discussion Equipmment for Mapping | GPS Discussion Equipmment for Mapping | | |
| SCADA Upgrade | | | | | | | | | | | | | | |
| **Regulatory Annual** | | | | | | | | | | | | | | |
| Water Rights Annual Reporting | Staff | | | | | | Prep | Submit | | | | | | |
| Annual Water Report EAR | Staff | | | | | | | | | Prepare? Due April 1 | Submitted | | | |
| Emergency Response Plan Review | Staff | | | | | | | | | | | | | |
| Leak Loss Report/ Validation (Previous missing reports due). Note; Completed missing reports and finished current year reports. | Staff | | Validation In Progress | Validation In Progress | | | | | | | | | Finals Validations Submitted/Approved DWR | |
| Water Shortage Assessment | Staff | | | | | | | | | | | | Submitted | |
| UWUO Reporting | Staff | | | | | | | Submitted | | | | | | |
| Urban Water Management Plan | Staff Review | West and Assoc. In Progress | In Progress | In Progress | In Progress | | | | | | | West and Associates/Docs for 2025 update. | | |
| Cross Connection Control Plan (Due 7/1/2025) *Due Date Extended 6 Month* s | | | | Sight Inspections w/Contractor | Hazard Assesments | | | | | | | | | |
| Local Hazard Mitigation Plan Update | | Board aproval of Agreement | | Contract Signed | In Progress | | | | | | | | Harrris and Associates | |
| **Administrative** | | | | | | | | | | | | | | |
| Policies and Procedures | Review TBD | | | | | | | | | | | | | |
| IIPP/ Training Development | Review TBD | | | | | | | | | | | | | |
| District Manager Review | | In Progress | Completed | | | | | | | | | | | |

# NUMBER OF WATER UNITS SOLD FY 2

| | FY 16-17 | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | FY 26-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| JULY | 19,044 | 19,608 | 20,255 | 19,273 | 22,297 | 21,558 | 20,306 | 17,833 | 18,396 | 18,687 | 21,981 |
| AUGUS | 26,811 | 29,485 | 28,325 | 27,419 | 28,582 | 26,302 | 22,555 | 24,231 | 26,990 | 29,876 | 27,449 |
| SEPTEM | 22,893 | 24,037 | 25,805 | 24,886 | 27,175 | 22,746 | 21,271 | 21,933 | 20,858 | 22,884 | 20,198 |
| OCTOBI | 29,333 | 29,495 | 32,827 | 27,310 | 30,099 | 24,731 | 31,859 | 23,693 | 32,581 | 30,868 | 28,112 |
| NOVEM | 19,462 | 21,884 | 21,351 | 22,640 | 23,173 | 17,984 | 16,472 | 15,777 | 22,606 | 16,931 | 0 |
| DECEMI | 18,070 | 21,297 | 20,468 | 22,288 | 25,982 | 21,110 | 20,372 | 17,713 | 24,034 | 20,806 | 0 |
| JANUAI | 13,676 | 14,146 | 15,335 | 12,925 | 15,529 | 15,062 | 11,588 | 11,270 | 14,449 | 13,703 | 0 |
| FEBRUA | 16,504 | 17,693 | 16,950 | 17,284 | 15,506 | 18,727 | 13,139 | 18,122 | 19,340 | 20,354 | 0 |
| MARCH | 12,315 | 11,657 | 12,653 | 12,827 | 12,846 | 11,236 | 11,980 | 14,557 | 10,173 | 11,613 | 0 |
| APRIL | 16,809 | 16,279 | 18,547 | 16,886 | 17,038 | 17,024 | 16,685 | 18,958 | 14,442 | 16,706 | 0 |
| MAY | 13,083 | 13,011 | 13,319 | 14,602 | 15,866 | 13,375 | 12,354 | 12,750 | 11,250 | 15,125 | 0 |
| JUNE | 19,198 | 21,220 | 20,612 | 21,453 | 24,720 | 21,975 | 19,426 | 21,153 | 27,306 | 25,532 | 0 |
| | | | | | | | | | | | |
| Total | 227,198 | 239,812 | 246,447 | 239,793 | 258,813 | 231,830 | 218,007 | 217,990 | 242,425 | 243,085 | 97,740 |