

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

ORIGINAL

Date: **Tuesday, January 8, 2019**
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:00 P.M.**

AGENDA – STUDY SESSION

- I. ROLL CALL: Chair Bandettini, Directors Benyo, Morgan, Reha and McDermott were present.
OTHERS PRESENT: G.M. Lopes
- II. **STUDY SESSION** for Forestville Water District Board Members. No formal action was taken.
 - G.M. Lopes conducted the Recycled Water User Training with the Board of Directors.
- III. PUBLIC COMMENT: None
- IIII. ADJOURNMENT: @ 5:28 p.m.

MINUTES
Regular Public Meeting
Of the
Board of Directors of the
Forestville Water District

Date: **Tuesday, January 8, 2019**
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 P.M.**

AGENDA

- I. **CALL TO ORDER:** @ 5:32 p.m. by Chair Bandettini
- II. **ROLL CALL:** Chair Bandettini, Directors Benyo, Morgan, Reha and McDermott were present.
OTHERS PRESENT: G.M. Lopes, Dawn Leith, Martin Hirsch/Perry Law Offices, John Blomberg/Blomberg Griffin (ASR A). FWD Engineer Long not present but available by phone if needed.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve the Agenda as corrected.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve Consent items as presented.
 1. Payment of Bills from December 2018.
Director Reha thanked FWD Staff for making sure there are notes in the memo of each payment/deposit on the Cash Disbursement Report.
 2. Financial (Investments) and Administrative Report
 3. Approval of Minutes from December 11, 2018 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing
- VIII. **ACTION ITEMS:**
 - A. **FWD 2017-2018 AUDITED FINANCIAL STATEMENTS**
 - John Blomberg/Blomberg and Griffin Accounting (FWD Auditor) presented and reviewed the draft for the Fiscal Year 2017-2018 Audited Statements with the Board. Need approval of final report by February 2019.
 - Audit process went well. Gwen and Dawn had documents prepared and were able to answer questions in a timely manner.
 - The Depreciation Schedule could not be located. Since prior Auditor hasn't responded to John's letter of requests, he used the trend from previous years to estimate Depreciation. The District will need to establish a current Depreciation Schedule listing depreciable assets including buildings and vehicles for Fiscal Year 2018-2019.
 - John has not been able to make contact with prior Auditor, Beels Soper LLP. FWD Legal will assist with obtaining needed information from previous Auditor, Will Soper/Beels Soper LLP, so 2017-2018 Audit can be completed and submitted for Board's approval at February 12, 2019 Board Meeting.
 - From an internal control standpoint there were just a couple minor items that needed changing: for the cash receipt forms FWD staff needed to check the bullet for cash and for cancellation of invoices make sure to stamp with the date paid, check #, space for initials of authorization, along with accounting code.
 - The 29%/71% split doesn't apply to Auditor's invoices.
 - June 30, 2018 Adjusting Entries – John had only a few adjusting entries to make since Gwen was able to do a lot of the accrual adjustments on her own which is good.

- Director Reha thanked John for working with the new FWD Staff and for having done a thorough job in a timely manner.
- B. **FISCAL YEAR 2019/2020 PRELIMINARY BUDGET(S)**
 - The January 9, 2019 Information Gathering Session may need to be rescheduled if FWD Engineer Long is still sick. G.M. Lopes will follow up to see if there is a need to reschedule and will coordinate a new date if needed.
- C. **SALARY SURVEY FOR COLA**
 - G.M. Lopes handed out copies of the Salary Survey and reviewed with the Board.
- D. **OLD OFFICE EQUIPMENT**
 - FWD Staff listed old office equipment on the FWD's Facebook page as "free of charge with own pickup of items."
 - The Epson Fax/Printer/Scanner was taken. The Canon Copier is still here so FWD Staff will repost on Facebook.
- E. **RECYCLE WATER PICK-UP AT THE SEWER TREATMENT PLANT**
 - G.M. Lopes still researching means for trucks to enter plant to load.
 - Charlie/Bodean is still interested. Discussed Bodean paying for the road to be excavated and properly paved to stand up to the traffic.
- F. **ETHICS AND SEXUAL HARASSMENT TRAINING**
 - Public employers in California must provide at least two hours of Ethics and Sexual Harassment Training every two years to each supervisory employee and members of the Board of Directors within six months of their assumption of a supervisory position or being sworn in on the Board.
 - Director Reha requested FWD Legal research if Directors are included in the new law for the Sexual Harassment Training, because the Ethics Training does not include the Sexual Harassment, along with when they must comply with the new law.
 - Director Reha requested FWD Staff include the expiration dates for each Director on the ASR for the February 12, 2019 Board Meeting.
- G. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - **TABLED** until February 12, 2019 Board Meeting.
- H. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - **TABLED** until February 12, 2019 Board Meeting.
- I. **FWD WEBSITE**
 - At the December 11, 2018 Board Meeting, it was brought to the FWD Staff's attention that Agendas were not showing up when checked on a Smart Phone. Per our web builder, GoDaddy, our current website platform is not compatible with Smart Phones and if we wanted our website to be compatible with all devices, we would have to convert to a new platform.
 - The Board instructed FWD Staff to put Agendas back to old format and without years to see if that will resolve the issue with view on smart phones. Also need to input PRA request instruction from Agenda page. Board also wants to start posting approved minutes with the Agendas.
- J. **ORDINANCE 61 – IMPLEMENTATION OF ENFORCEMENT**
 - Director McDermott has a new contact within PRMD (Alex Rosa) to assist with options for enforcement.
- K. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
 - **TABLED** until February 12, 2019 Board Meeting.
 - There is a concurrence letter request from Sonoma County DOT and Public Works. FWD Legal reviewed and sees no issue with FWD completing and sending.
- L. **SERVICE TO SALDANHA PROPERTY**
 - FWD Legal mailed off the letter to the Saldanhas on December 12, 2018 stating the end of water service from the District will take effect March 12, 2019.
 - The letter sent on December 12, 2018, was returned as "no such address." FWD Staff provided FWD Legal with a secondary address for Saldanha. A new letter was mailed to the secondary address with a new effective date of April 5, 2019.
- M. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR – CHANGES FOR FWD BOARD TO CONSIDER**
 - Tyler Technologies has assigned (2) Project Managers for our new billing system. The first Project Planning Meeting is scheduled for January 10, 2019.

N. REVIEW LEAK ADJUSTMENT POLICY

- The ASR stated Sewer Direct Charges were not included on the new Ordinance #66 which is not correct. Sewer Direct Charges were covered in Section D-1 of Ordinance #66.

O. CORRESPONDENCE: ITEM(S) INCLUDED WITH FWD BOARD PACKAGE FOR FWD BOARD REVIEW

- The following piece of correspondence was included in the January 8, 2019 Board Packet:
 1. Letter from Berkadia: Notice of Upcoming Loan Maturity

IX. MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE

- District Engineer Long not present at the meeting to address on status of present projects. Those projects were tabled until the February 12, 2019 Board Meeting.

X. MONTHLY REPORT FROM GENERAL MANAGER

- See General Manager's FWD Water and Wastewater Operations Report for December 2018.

XI. SUB-COMMITTEE REPORTS

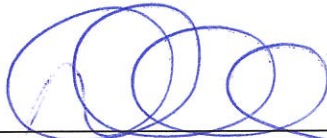
- The next Sub-Committee Meeting with FWD and Graton CSD will be held at Graton on January 24, 2019 at 5:00 p.m.

XII. DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS

- None

XIII. ADJOURNMENT:

- **MOTION** was made by Director Morgan, seconded by Director Benyo and passed 5-0-0 to adjourn at 8:07 p.m.

APPROVED: Feb. 12, 2019 Submitted by: 
Dawn Leith, District Administration

BY FWD BOARD OF DIRECTORS:

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