



MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: Tuesday, April 14, 2020
 Location: Video Conference via Zoom

Time: 5:00 P.M.

AGENDA – NO STUDY SESSION TONIGHT

- I. ROLL CALL
- II. **NO STUDY SESSION TONIGHT** for Forestville Water District Board Members. No formal action was taken.
 - No study session will be held tonight
- III. PUBLIC COMMENT
- IIII. ADJOURNMENT and reconvene into Regular Public Meeting as follows:

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

Date: Tuesday, April 14, 2020
 Location: Video Conference via Zoom

Time: 5:30 P.M.

AGENDA

- I. **CALL TO ORDER:** @ 5:30 p.m. by Board Chair Bandettini
- II. **ROLL CALL:** Board Chair Bandettini, Vice Chair McDermott and Director Hughes were present. Director Aldridge was absent. Board Chair Bandettini announced the resignation of Terry Morgan from the Board of Directors effective April 12, 2020.
OTHERS PRESENT: G.M. Lopes, District Secretary Gwen Taylor, David Long from Brelje & Race, and FWD Legal Hirsch.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Hughes, seconded by Director McDermott and passed 3-0-2 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director McDermott, seconded by Director Hughes and passed 3-0-2 to approve the March Payment of Bills as presented. **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 3-0-2 to approve the March Financial Reports as presented. **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 3-0-2 to approve the March 10, 2020 Minutes as presented. Director McDermott asked that an additional column be added to the Payment of Bills to show expense accounts.
 - 1. Payment of Bills from March 2020
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from March 10, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
 - A. **UPDATE: MAY 12, 2020 PUBLIC HEARING NOTICES FOR ORDINANCES NO. 72 AND 73**
 - The Notices of Public Hearing were mailed to all FWD customers and property owners on March 27, 2020 to announce the proposed adoption of Ordinance #72 Water Rate Increase and Ordinance #73 Sewer Rate Increase (effective July 1, 2020).
 - Staff was directed to mail a notice to all customers that the Public Hearing scheduled for May 12, 2020, will be held via Zoom video-conferencing.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - Staff is still collecting data for the Time Schedule Order.
 - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - FWD received correspondence from the SWRCB stating they have denied the approach to include non-conflict language to resolve the parity issue between the USDA loans and the new loan.
 - D. **NEW BILLING SYSTEM (CUSI): UPDATES**
 - A timeline outlining the current status of the CUSI program implementation was included in the April 14, 2020 Board Packet for review.

4/17/20

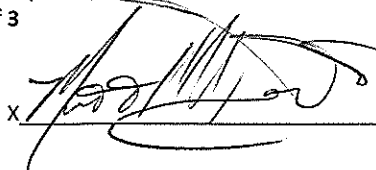
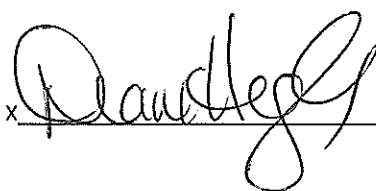
- E. **UPDATE: MAY 12, 2020 PUBLIC HEARING NOTICES FOR ORDINANCE NO. 70 – WATER CONNECTION FEES**
 - The Notices of Public Hearing were mailed to all FWD customers and property owners on March 27, 2020 to announce the proposed adoption of Ordinance #70 Water Connection Fees.
- F. **DISTRICT OPERATIONS AUDIT**
 - The District Operations Audit is on hold until further notice.
 - Directors Bandettini and McDermott will put together a Customer Satisfaction Survey.
- G. **UPDATING THE WATER MAPPING PRODUCTS TO A GIS PLATFORM**
 - FWD Staff downloaded a free Autocad reader program as directed by the Board.
 - GM Lopes is working on locating lines in order to put into the GIS mapping system at a later date.
- H. **DISCUSSION REGARDING PRV'S IN THE WATER DISTRIBUTION SYSTEM**
 - Brelje & Race is almost done with the plans for the PRV on Covey Road; FWD Engineer Long will then do a final review.
 - Brelje & Race will put together a cost estimate.
- I. **DISCUSS SEWER SCADA SYSTEM UPGRADES**
 - GM Lopes is collecting 3 quotes for replacing the Sewer SCADA system.
- J. **REMINDER: ETHICS TRAINING**
 - Director Bandettini needs to complete his Ethics Training by 5/14/20. Directors Aldridge and Hughes need to complete their Ethics Training by 12/10/2020.
- K. **CONFIRM ACWA/JPIA DESIGNATED REPRESENTATIVE FOR FWD**
 - Director McDermott, who was elected as the ACWA/JPIA Designated Representative for FWD at the 1/14/20 Board Meeting, will remain as the Designated Representative.
- L. **PRESENTING ORDINANCE: SUSPENDING DISCONNECTION OF RESIDENTIAL AND BUSINESS WATER SERVICE DUE TO NON-PAYMENT**
 - **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 3-0-2 to approve Ordinance #74 Suspending Disconnection of Residential and Business Water Service Due to Non-Payment with the 60 days "Payback Period" after the Shelter in Place Order is no longer in effect.
- M. **DISCUSSION ON COVID-19 SHELTER IN PLACE EFFECTS ON CUSTOMER SEWER PAYMENTS**
 - Staff was instructed to contact the County regarding any issues with collecting or receiving Sewer payments.
- N. **DISCUSSION ON ORDERING DISTRICT SUPPLIES WITH EMPHASIS ON PURCHASING DOMESTIC PRODUCTS**
 - FWD Board discussed amending the Procurement Policy to give preference to products made in the United States.
- O. **ANDERSON VALVE BUILDING TREE PROJECT – BOARD APPROVAL FOR CONTRACTOR TO PERFORM WORK**
 - **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 2-1-2 to approve the quote from Atlas Tree & Landscape, spending up to \$28,450, with instruction to GM Lopes to get a new quote to remove the trees by damaging the fence. Director Hughes – aye. Director McDermott – aye. Director Bandettini – nay.
 - Three quotes were included in the 4/24/20 Board Packet: Atlas Tree & Landscape, Davey Tree, and Fine Tree Care.
 - Trees need to be removed around the Anderson Road building for safety concerns.
- P. **CORRESPONDENCE**
 - Three pieces of Correspondence were included in the 4/14/20 Board Packet: EPA Incident Action Checklist; a Memo from Homeland Security on Identification of Essential Critical Infrastructure Workers during COVID-19 Response; a letter from SCWA stating they would not continue to support the SCADA system.
- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
 - FWD Engineer Long updated the Board on Engineer Services for "Water" and Wastewater" projects throughout the Board Meeting.
- X. **MONTHLY REPORT FROM GENERAL MANAGER**
 - GM Lopes provided current updates for "Water" and "Wastewater" operations and projects. (see G.M.'s report).
- XI. **SUB-COMMITTEE REPORTS**
 - The next Graton/FWD Sub-Committee meeting has been cancelled until further notice.
- XII. **DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
 - None.
- XIII. **ADJOURNMENT:**
 - **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 3-0-2 to adjourn at 7:29 p.m.

APPROVED: May 12, 2020

Submitted by: _____


Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

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