

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

ORIGINAL

Date: **Tuesday, August 11, 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, August 11, 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, Director Aldridge, Director Akins and Director Hughes were present.
OTHERS PRESENT: G.M. Lopes, District Secretary Gwen Taylor, David Long from Brelje & Race, FWD Legal Hirsch, and two members of the public.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 5-0-0 to approve the Payment of Bills from July 2020 as presented. **MOTION** was made by Director Hughes, seconded by Director Akins and passed 5-0-0 to approve the Financial Reports as presented. **MOTION** was made by Director Aldridge, seconded by Director Hughes and passed 5-0-0 to approve the corrected minutes from the June 9, 2020 Regular Board Meeting. **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 5-0-0 to approve the minutes from the July 14, 2020 Regular Board Meeting as presented.
 - 1. Payment of Bills from July 2020
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from June 9, 2020 Regular Board Meeting
 - 4. Approval of Minutes from July 14, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **CUSTOMER REQUEST FOR LEAK ADJUSTMENT**
 - **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to table this agenda item until the September 8, 2020 Board Meeting.
 - FWD customer Tollefson used his leak adjustment in 2019. Ordinance #69 (Leak Adjustment) states that a customer can only use their leak adjustment once every 7 years. Customer Tollefson asked the board to pay back last year's adjustment, in order to nullify that adjustment, so he can apply for an adjustment for the current leak.
 - FWD Board discussed amending Ordinance #69; Director McDermott will work with Legal Counsel Hirsch on a draft to amend Ord. 69 and will present the draft at the 9/8/20 board meeting.
 - B. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - The application is still in process due to the issue with the parity language between the old USDA loans and the current loan.
 - The Bond Counsel retained by the County has given FWD a 5-step procedure to be completed. Steps 1 & 2 are being worked on concurrent with one another and FWD will not have to do anything until Step 3. FWD Counsel and

Engineer Long have involved the SWRCB legal counsel in the review of the proposed amendment to the ISO which has to happen to gain parity with the prior loans.

- The County treasurer is considering a letter that they will sign to resign as the trustee for those loans and once that happens FWD will install and appoint a successor trustee for the loans – they suggested the General Manager as the successor trustee.
- USDA is reviewing the form of the amendment and it has been provided to their office of general counsel at the national level – they should have been done with that by now but there was confusion over the dollar amount of the loan; legal counsel for SWRCB and USDA legal counsel should approve once that is worked out, which should be done in August.
- FWD legal counsel will draft Resolutions to have ready for the Board to review and sign at the 9/8/20 board meeting; FWD should be ready to appoint a successor trustee and approve amendment language that USDA and SWRCB is now considering.
- Once the FWD resolutions are signed, then the approved amendment moves on to the Board of Supervisors of Sonoma County – they sign, then it comes back to FWD to sign. FWD Engineer is trying to get the contract for the County Board of Supervisors meeting no later than 10/6.

C. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**

- FWD Engineer Long checked again with the Project Manager at the state, who is reviewing the planning application and hoping to complete the review in July and have the application approved by the end of the year to get on the funding list. Engineer Long is actively working on this and has yet to hear back from the Project Manager.

D. **DISTRICT OPERATIONS AUDIT**

- The FWD Audit is mostly at a standstill; the FWD Board has asked for a customer email list in order for Director Bandettini and Director McDermott to conduct the Customer Satisfaction Survey.

E. **UPDATE: PRV PROJECT**

- Piazza Construction was scheduled to start construction on the PRV Project on Monday, 8/10/20; as of 8/11/20, construction had not yet begun.

F. **BOARD APPROVAL OF PROJECT PROPOSALS – SCADA SYSTEM UPGRADES**

- **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to select the quote from Aspect Engineering Group \$435,290.85 as the first choice and the quote from Sierra Controls LLC \$460,000 as the second choice pending reference checks and acceptance of contract terms.

G. **REMINDER: ETHICS TRAINING**

- Director Akins has until June 9, 2021 to complete his Ethics Training; Directors Aldridge and Hughes have until 12/10/20 to complete their training.
- Directors Bandettini and McDermott are up to date on their Ethics Training.

H. **NEW BILLING SYSTEM (CUSI): UPDATES**

- The customer review forms (Checklists) have been completed and all forms submitted to CUSI to fix any issues found with Data Conversion Round 1. Data Conversion Round 2 will take place with the July/August billing (CUSI will pull all information from the RVS system and download to the CUSI system) and parallel billing will begin at that time (all entries in RVS will then be entered into the CUSI billing system as well).

I. **RESOLUTION #404: FWD 2020 BIENNIAL CONFLICT OF INTEREST CODE UPDATE (Gov't Code #87306.5)**

- **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to adopt Resolution #404 – FWD Biennial Conflict of Interest Code Update.
- FWD Board must review the District's Conflict of Interest Code every two years for any necessary changes or updates.
- Counsel determined that no changes or updates were necessary to the FWD 2020 Conflict of Interest Code.
- Included with ASR "I" in the August 11, 2020 Board Packet: Notice from the County regarding the Conflict of Interest Code Update; Draft of Resolution #404; Copy of adopted Resolution #393; Local Agency Biennial Notice

J. **ADOPTION OF FY 2020-2021 FINAL BUDGET(S) FOR FWD "WATER" AND "SEWER"**

- **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 5-0-0 to adopt the FY 2020-2021 final budget(s) for FWD "Water" and "Sewer" as presented.
- Drafts of the final budgets were included in the August 11, 2020 Board Packet.

K. **FWD BOARD APPROVAL FOR "WATER" TO REIMBURSE "SEWER" FOR FY 2019-2020 SHARED COSTS**

- **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to approve "Water" reimbursing "Sewer" in the amount of \$15,302.76 for the excess shared costs for FY 2019-2020.
- At the end of FY 2019-2020, a cost analysis was done to determine if "Sewer" had reimbursed "Water" for the agreed upon percentage of shared costs. The initial payment to "Water" from "Sewer" for FY 2019-2020 (\$349,625.49 paid to "Water" on 6-17-20) was based on projected budget figures. The cost analysis done at the end of the fiscal year was based on actual expenses paid by "Water" during that fiscal year. Per those actual expenses, "Sewer" should have paid "Water" \$334,322.72 ("Sewer" paid "Water" \$15,302.76 too much).
- A spreadsheet showing the breakdown of "Water" reimbursing "Sewer" is included in the August 11, 2020 Board Packet.

L. **ANNUAL COMPLETION OF "CERTIFICATE OF BOND PROCEEDS" FROM J.P. MORGAN CHASE BANK**

- Tabled until the September 8, 2020 Board Meeting.

M. CORRESPONDENCE

- Correspondence included in the August 11, 2020 Board Packet: Prop 4 Estimates – Estimated Property Tax Revenue that FWD will receive for “Water”.

N. CLOSED SESSION (under Gov’t Code #54957 Personnel): EMPLOYEE COMPLAINT

- Time in to Closed Session: 7:35 pm
- Time out of Closed Session: 7:52 pm
- The FWD Board made the following statement out of Closed Session: Counsel will contact the employee in question to do fact-finding and will report back to the Board at a later date, convening a Special Board Meeting in Closed Session to discuss the next steps.

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 will be 9/24/20 at 5:00pm.

XII. DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS

- Director Akins informed the board regarding the possibility of the County using the Park ‘N Ride for a homeless encampment; FWD Engineer stated that he would get information regarding easements due to FWD operating a sewer lift station in the vicinity of the Park ‘N Ride.

XIII. ADJOURNMENT:




- **MOTION** was made by Director McDermott, seconded by Director Akins and passed 5-0-0 to adjourn at 7:58 p.m.

APPROVED: September 8, 2020

Submitted by: _____


Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

X  _____ X  _____ X  _____

