

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District



Date: **Tuesday, December 10, 2019**
Location: District Office - 6530 Mirabel Road, Forestville, California

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

AGENDA – STUDY SESSION TONIGHT

- I. ROLL CALL
- II. **STUDY SESSION TONIGHT** for Forestville Water District Board Members. No formal action was taken.
 - A study session was held on how to conduct internal audits.
- 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, December 10, 2019**
Location: District Office - 6530 Mirabel Road, Forestville, California

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

AGENDA

- I. **CALL TO ORDER:** @ 5:30 p.m. by Chair Bandettini
- II. **ROLL CALL:** Chair Bandettini, Directors Morgan and McDermott were present. Newly-elected Heather Aldridge and Diane Hughes were present and sworn in under ASR "A".
OTHERS PRESENT: G.M. Lopes, Board Secretary Gwen Taylor, FWD Legal-Martin Hirsch/Perry Law Offices, David Long from Brelje & Race, Steve Pearson, Evelyn Krahn.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Morgan, seconded by Director McDermott and passed 3-0-2 (Aldridge and Hughes not sworn in yet – see ASR "A") to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** Director Hughes for Agenda Item K – FUSD Recycled Water Use
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director McDermott, seconded by Director Morgan and passed 3-0-2 to approve the Payment of Bills as presented. **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 3-0-2 to approve the Financials with one amendment: remove 3 accounts under Managerial Expenses titled Matt F on the Water Profit and Loss Budget vs. Actual. **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 3-0-2 to approve the November 5, 2019 Minutes with one amendment: on the second bullet point under ASR L, remove "until the system is corrected".
 - 1. Payment of Bills from November 2019
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from November 5, 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
 - A. **OATHS OF OFFICE: ELECTED IN THE NOVEMBER 5, 2019 GENERAL ELECTION – MATTHEW MCDERMOTT, HEATHER ALDRIDGE, AND DIANE HUGHES**
 - The District Secretary administered the Oaths of Office to Matthew McDermott, Heather Aldridge, and Diane Hughes, who were elected in the November 5, 2019 General Election.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - The grant application was submitted in June 2019 and will be reviewed by the Project Manager around the first of the year.
 - The handheld analyzer is set up and working at the plant.
 - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - Per FWD Engineer Long, the parity issue still needs to be resolved.
 - There is a good possibility that FWD qualifies for 100% grant.
 - D. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES-OR-CHANGES**
 - A billing software comparison was included in the December 10, 2019 Board Packet.
 - The comparison is a work in progress; the District Secretary is working on completing the matrix and obtaining more information for the January 14, 2020 Board Meeting.

- E. **FWD BOARD APPROVAL OF SIX (6) ANNUAL CONSTRUCTION CONTRACTS: (1.) D.W. ENTERPRISES, (2.) R.H. & SONS, (3.) VON RENNER CONSTRUCTION, (4.) MIKSIS, (5.) TELSTAR, AND (6.) PIAZZA**
- MOTION was made by Director McDermott, seconded by Director Hughes and passed 4-0-1 to approve the six annual construction contracts as presented. Director Morgan was absent during this vote.
 - Director McDermott requested GM Lopes contact each vendor via email for emergency and non-emergency time and materials expenses.
- F. **FEMA (CAL OES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
- GM Lopes filled out more disclosures for FEMA/Cal OES paperwork on 11/7/19.
- G. **APPROVE DRAFT OF ORDINANCE #70-WATER CONNECTION FEES**
- MOTION was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to table Ordinance No. 70 and start an Ad-Hoc Committee with Director McDermott and Director Morgan.
 - Included in the December 10, 2019 Board Packet – a draft of Ordinance No. 70, a Memo from Brelje & Race regarding Water Connection Fees, a copy of Ordinance No. 25, and a copy of Resolution No. 257.
- H. **RESOLUTION NO. 399 – RESCIND RESOLUTION NO. 257 (WATER CONNECTION FEES ADOPTED IN 2002)**
- TABLED until Ordinance No. 70 has been approved.
- I. **DISTRICT OPERATIONS AUDIT**
- A copy of the list of Audit Topics was included in the 12/10/19 Board Packet.
 - FWD Board discussed which members would replace audit duties previously assigned; all open duties were filled.
 - A Study Session regarding internal audits will take place before the regularly scheduled meeting on 1/14/20.
- J. **UPDATING THE WATER MAPPING PRODUCTS TO A GIS PLATFORM**
- MOTION was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve Phase 1 and Phase 2.01 with no expected time to start Phase 2, 3, and 4.
 - A copy of the Scope of Engineering Services and a Task, Work Hour and Cost Tabulation prepared by Brelje & Race were included in the 12/10/19 Board Packet.
- K. **FUSD-RECYCLED WATER USE**
- FUSD will update FWD on the plans to have the system checked out by a third party. The FUSD recycled water remains shut off.
- L. **BOARD APPROVAL OF MUTUAL AID AGREEMENT BETWEEN FWD AND GRATON CSD**
- MOTION was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to approve the Mutual Aid Agreement between FWD and Graton CSD.
- M. **DISCUSSION REGARDING CSDA BOARD SECRETARY CONFERENCE SUMMARY**
- A copy of the Board Secretary Conference Summary was included in the December 10, 2019 Board Packet.
 - The most important topics presented to the Board: have Bylaws for the District; policies and procedures for all tasks; there is no black and white rule for how agendas, ASR's, and board packets are structured as long as the State Water Code and the Ralph M. Brown Act are followed.
 - GM Lopes was directed by the FWD Board to sign up for online training.
- N. **ANNUAL REORGANIZATION OF FWD BOARD: ELECT NEW BOARD CHAIR AND VICE CHAIR**
- MOTION was made by Director McDermott seconded by Director Morgan and passed 5-0-0 to re-elect Director Bandettini as Board Chair. MOTION was made by Director Hughes seconded by Director Morgan and passed 5-0-0 to elect Director McDermott as Vice Chair.
- O. **DISCUSSION REGARDING PRV'S IN THE WATER DISTRIBUTION SYSTEM**
- FWD will replace 1 PRV at a time.
 - Covey Road PRV station will be the first one to be replaced.
 - Each PRV that is replaced will go a long way to fixing service pressure – the presumption is that all PRV's are not working properly.
 - FWD Engineer will deliver a preliminary design which should be done in January.
- P. **RECYCLED USER POLICIES AND PROCEDURES**
- MOTION was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to direct FWD Legal Hirsch to draft a recycled water user agreement that outlines the approximate location of the system, copies of required permits, and distribution area.
 - This agreement will only be for new users; it will not amend any existing recycled user agreements.
- Q. **ETHICS TRAINING**
- Newly elected Director Aldridge and Director Hughes need to complete their Ethics Training by 12/10/20.
 - Director Morgan's Ethics Training expires January 9, 2020.
- R. **FISCAL YEAR 2020/2021 PRELIMINARY BUDGETS**
- Budget Ad-Hoc committee met at 2pm on 12/5/19 at the offices of Brelje & Race.
 - The next Budget committee meeting will take place on 1/6/20 at 2pm.
- S. **UPDATE: WASTEWATER/WATER DISTRIBUTION OPERATOR II POSITION**
- The Wastewater/Water Distribution Operator II position was filled and the new hire started 12/9/19.
 - GM Lopes will put an agenda item on the 1/14/20 board meeting regarding recruitment of future employees.
- T. **RESOLUTION NO. 400-BOARD ETHICS POLICY**
- MOTION was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to approve Resolution No. 400 with the following amendments: change Board President to Board Chair; change Vice President to Vice Chair.

- A draft of Resolution No. 400 – Board Ethics Policy was included in the 12/10/19 Board Packet.
- Per FWD Legal Hirsch, this Ethics Policy kept to high-level principles for board conduct with guidelines that are consistent with legal requirements already in place.

U. DISCUSS AMENDING ORDINANCE 64-DISCONNECTION POLICY-DUE TO SENATE BILL 998

- According to Senate Bill 998, there must be 60 days notice before disconnecting water service for delinquent payment. SB 998 goes into effect as of ~~2/1/19~~ 2/1/20.
- FWD Ordinance No. 64 (Disconnection Policy) is inconsistent with SB 998; therefore Ordinance No. 64 must be rescinded and a new ordinance adopted to be in compliance with the new disconnection policy.
- SB 998 states customers must be allowed to dispute the charges, ask for payment plans, and demonstrate hardship.
- Under the new requirements, all policies and notices must be posted on the FWD website and available in the following 5 languages besides English: Spanish, Vietnamese, Tagalog, Chinese, and Korean. CSDA has recommendations for language translations.
- The Board instructed FWD Legal Hirsch to draft a new policy/ordinance that will be included for review and possible adoption at the ~~1/14/19~~ 1/14/20 board meeting.

V. CORRESPONDENCE

- No correspondence was included in the 12/10/19 Board Packet.

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

- **MOTION** was made by Director Aldridge, seconded by Director Hughes and passed 5-0-0 to appoint Director McDermott and Director Morgan to the FWD/Graton CSD Sub-Committee.

XII. DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS

- None

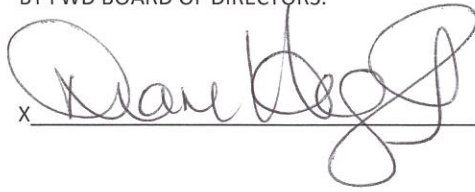
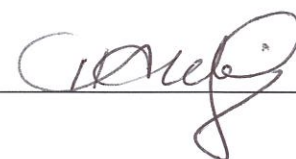
XIII. ADJOURNMENT:

- **MOTION** was made by Director Morgan, seconded by Director McDermott and passed 5-0-0 to adjourn at 8:44 p.m.

APPROVED: December 10, 2019

Submitted by: 
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

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