

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Thursday, December 17, 2020**
Location: **Video Conference via Zoom**

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

AGENDA –SESSION TONIGHT

- I. ROLL CALL: Directors McDermott, Aldridge, Akins, and Hughes were present.
OTHERS PRESENT: FWD GM -Tony Lopes and FWD Engineer-David Long/Brelje & Race
- II. **SESSION TONIGHT** for the Forestville Water District Board Members. The Board took no formal action.
 - GM Lopes provided a study session on the process and logging of FWD's fire hydrants and water valves maintenance.
- III. PUBLIC COMMENT: None
- IIII. ADJOURNED: Study Session was adjourned @ 5:30 p.m. and reconvened into Regular Public Meeting as follows:

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

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AGENDA

- I. **CALL TO ORDER:** @ 5:30 p.m. by Chair McDermott
- II. **ROLL CALL:** Directors McDermott, Aldridge, Akins, and Hughes were present.
OTHERS PRESENT: FWD GM -Tony Lopes, Dawn Leith, FWD Engineer-David Long, FWD Legal-Martin Hirsch, Marilyn Cannon, and Adam Strickland/Aspect.
- III. **APPROVAL OF AGENDA: MOTION** made by Director Akins, seconded by Director Hughes, and passed 4-0-1 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS:**
 1. Payment of Bills from November 2020
 - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 4-0-1 to approve the Payment of Bills from November 2020 as presented.
 2. Financial (Investments) and Administrative Report
 - **MOTION** made by Director Hughes, seconded by Director Akins, and passed 4-0-1 to approve the Financial Reports as presented.
 3. Approval of Minutes from November 10, 2020, Regular Board Meeting and November 30, 2020, Special Board Meeting.
 - **MOTION** made by Director Aldridge, seconded by Director Hughes, and passed 4-0-1 to approve the minutes from the November 10, 2020, Regular Board Meeting.
 - **MOTION** made by Director Akins, seconded by Director Hughes, and passed 4-0-1 to approve the minutes from the November 30, 2020, Special Board Meeting.
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **FILLING VACANCY ON FWD BOARD (Replacement for Steven Bandettini, who resigned as of 10/20/20)**
 - **MOTION** made by Director Aldridge, seconded by Director Hughes, and passed 4-0-1 to nominate and appoint Marilyn Cannon as the new Board Member.
 - GM Lopes performed Oath of Office and swore in Director Cannon.
 - B. **LETTER FROM DAYTON PROPERTY MANAGEMENT – REVIEW OF 2020-2021 SEWER DIRECT CHARGE**
 - On November 25, 2020, our office sent John Dayton an email stating that the FWD GM denied the Jan/Feb 2020 Leak Adjustment Request. John Dayton requested an official email describing the denial in detail, which GM Lopes emailed on November 30, 2020.

- C. GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- Gabriel (Grant Project Manager) has submitted FWD’s application to his Supervisor. There are approximately four more channels within Gabriel’s department before FWD’s application will be forwarded to the Contract Unit. Funding will be another 4-6 weeks after the Contract Unit finishes their review of our application.
- D. TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- The Board’s consensus is for B&R Engineer to start the work at the FWD Sewer Treatment Plant.
 - B&R Engineer will “front the cost” so TSO work at the plant can get started. If the grant application is denied for some unforeseen reason, B&R Engineer will not demand payment from FWD.
 - Chair McDermott requested FWD Engineer to forward the complete packet to him for review.
- E. DISTRICT OPERATIONS AUDIT**
- Consensus for the Operations Audit to conduct by the Board of Directors. Audits will begin after COVID-19 is no longer an issue.
- F. ANNUAL CONSTRUCTION CONTRACTS EXPIRING 12/31/20**
- **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 5-0-0 to approve the 6 (six) annual construction contracts as presented.
- G. SCADA SYSTEM UPGRADES: CONTRACT UPDATE**
- The Board approved the Final revised contract at the Special Meeting on November 30, 2020; that included a warranty addendum.
- H. REMINDER: ETHICS TRAINING**
- Director Akins has until June 9, 2021, to complete his Ethics Training.
 - Director Cannon has until Dec. 17, 2021, to complete her Ethics Training.
- I. NEW BILLING SYSTEM (CUSI): UPDATES**
- Customer Portal has launched online. FWD will notify customers by email and on the Nov/Dec ’20 billing.
 - The CUSI meter read app will have a test run before the actual Nov/Dec ’20 reads begin.
- J. ANDERSON AND COVEY ROAD BUILDING REPAIRS: UPDATE**
- Consensus for all the project proposals to have line-item breakdowns of cost and material and performance bond is necessary for the Anderson building project.
 - The Board instructed GM Lopes to confirm with Manning Construction that the District is not requesting to replace the entire roof and ensure that all contractors are quoting new lighting fixtures. GM will create a proposal template that will be used for all future projects to ensure all work to be performed is comparable or identical work.
- K. FISCAL YEAR 2021/2022 PRELIMINARY BUDGETS**
- The budget committee will have a workshop on December 18, 2020, at 1 p.m. to discuss 2021-2022 preliminary budgets.
- L. MIRABEL LIFT STATION ACCESS AND LAND RIGHTS**
- Consensus for the FWD Engineer to continue to move forward to establishing the property rights that FWD can control (whether ownership or easement) that were to be granted when FWD took over sewer operations.
 - FWD Engineer invoices exceed the original cap of \$2,000.00 (1st invoice = \$2100.00 & 2nd invoice = \$3922.00) because that agreed-upon amount only encompassed FWD’s request for the County of Sonoma to post “No Parking” signs and paint striping in front of the Lift Station at Mirabel Road. The invoice of \$3922.00 is the work done to research the property rights that were to be granted to FWD when the County of Sonoma transferred sewer operations over to FWD.
- M. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK**
- The Right of Entry form drafted by FWD Engineer and Legal includes limitation of liability & indemnification clause to limit or avoid risk to Forestville Youth Park (FYP) and FWD. The Right of Entry will need to be signed before work can be started.
 - Director Hughes will obtain further information on Forestville Union School District’s (FUSD) test wells for the FWD Engineer to review to see if FUSD can be an alternative site if FYP decides not to allow FWD to install testing wells.
- N. CORRESPONDENCE**
- No correspondence

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

- FWD Engineer offered congratulations to GM Lopes, Gwen & Dawn for the “hand-off” of the preliminary budget spreadsheet along with the Acrobat setup of December’s board packet.

X. MONTHLY REPORT FROM GENERAL MANAGER

- GM Lopes provided current updates for “Water” and “Wastewater” operations and projects. (See GM’s report).
- Director Akins inquired how to solicit for further Recycle Users. GM Lopes described a current preliminary proposal regarding a possible site, but he was still waiting on a decision from the interested parties.

XI. SUB-COMMITTEE REPORTS

- The next Graton/FWD Sub-Committee meeting is on January 7, 2021.

XII. DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS

- None

XIII. ADJOURNMENT:

- **MOTION** made by Director Akins, seconded by Director Hughes, and passed 5-0-0 to adjourn at 7:23 p.m.

APPROVED: January 12, 2021

Submitted by: _____
Dawn Leith, Ex-officio District Secretary

BY FWD BOARD OF DIRECTORS:

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