

ORIGINAL

**MINUTES**  
**BOARD MEMBER STUDY SESSION**  
**PUBLIC WELCOME**  
**Forestville Water District**

Date: **Tuesday, February 11, 2020**  
Location: District Office - 6530 Mirabel Road, Forestville, California

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:

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

Date: **Tuesday, February 11, 2020**  
Location: District Office - 6530 Mirabel Road, Forestville, California

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

**AGENDA**

- I. **CALL TO ORDER:** @ 5:31 p.m. by Board Chair Bandettini
- II. **ROLL CALL:** Board Chair Bandettini, Vice Chair McDermott, Directors Morgan, Hughes, and Aldridge were present.  
**OTHERS PRESENT:** G.M. Lopes, District Secretary Gwen Taylor, and David Long from Brelje & Race were present. FWD Legal Hirsch was on conference call.
- 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 Morgan and passed 5-0-0 to approve the Consent Items as presented.
  - 1. Payment of Bills from January 2020
  - 2. Financial (Investments) and Administrative Report
  - 3. Approval of Minutes from January 14, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
  - A. **FWD BOARD ACCEPTANCE AND APPROVAL OF FINANCIAL STATEMENTS FROM THE INDEPENDENT AUDIT DONE BY BLOMBERG & GRIFFIN FOR FISCAL YEAR ENDING JUNE 30, 2019.**
    - **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to approve the final copy of the FWD 2018-2019 Audited Financials as presented.
  - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
    - The application package will be looked at in 2020 for approval.
    - Brelje & Race is working on a draft Pollution Prevention Plan, which is Task B of the Time Schedule Order.
  - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
    - FWD Engineer Long held a conference call with the SWRCB on 1/23/20 to try and resolve the two remaining issues: the parity issue and whether FWD qualifies for a 100% grant.
    - Based on the conference call, FWD does not qualify for a 100% grant and will instead receive 75% grant and 25% loan.
    - FWD Legal Hirsch will be marking up the draft of the Installment Sale Agreement that the state provided to hopefully resolve the parity issue.
  - D. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES-OR-CHANGES**
    - Staff reported that the new billing system, CUSI, has started the information gathering process.
    - Staff was asked to update the ASR name to reflect the new billing system approved at the January 14, 2020 Board Meeting.
  - E. **APPROVE DRAFT OF ORDINANCE NO. 70 – WATER CONNECTION FEES**
    - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 5-0-0 to approve the draft of Ordinance No. 70 as presented.

- The Board approved Staff's request to set the Date of Public Hearing for Ordinance No. 70 at the same time as the proposed rate change.
- F. **RESOLUTION NO. 399-RESCIND RESOLUTION NO. 257 (WATER CONNECTION FEES ADOPTED IN 2002)**
  - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 5-0-0 to table Resolution No. 399 and remove off the agenda until the Date of Public Hearing for Ordinance No. 70.
- G. **DISTRICT OPERATIONS AUDIT**
  - The audit is scheduled to begin in March 2020.
  - Directors will present their audit report findings at the board meeting following completion of each respective audit.
- H. **UPDATING THE WATER AND SEWER MAPPING PRODUCTS TO A GIS PLATFORM**
  - The first phase of updating the Water mapping product to a GIS Platform is almost complete.
  - Per FWD Engineer Long, FWD has spent \$7200 of the \$9500 budgeted amount for this phase of the project.
- I. **DISCUSSION REGARDING PRV'S IN THE WATER DISTRIBUTION SYSTEM**
  - Potholing is scheduled for 2/18/20 and 2/19/20.
- J. **UPDATE: FISCAL YEAR 2020/2021 PRELIMINARY BUDGETS**
  - The Budget Workshop took place on 2/5/20.
  - The Budget Committee will be ready to report their recommendations at the 3/10/20 Board Meeting.
- K. **DISCUSS SEWER SCADA SYSTEM UPGRADES**
  - The entire SCADA system needs to be replaced.
  - FWD Board discussed purchasing a new SCADA system for the sewer plant and exploring funding options to secure this project; a loan from Water to Sewer was an option.
  - GM Lopes will acquire quotes from three different companies to replace the SCADA system to present at the 3/10/20 Board Meeting.
- L. **FWD BOARD DIRECTION-AND-APPROVAL NEEDED FOR TWO (2) FWD "WATER" INVESTMENTS WITH J.P. MORGAN SECURITIES, LLC THAT WILL BE MATURING ON MARCH 1, 2020**
  - **MOTION** was made by Director Hughes, seconded by Director Morgan and passed 5-0-0 to reinvest both CD's with J.P. Morgan for 1 year at a 1.6% interest rate.
- M. **ANNUAL STATEMENT OF ECONOMIC INTERESTS FOR JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 (DUE NO LATER THAN APRIL 1, 2020)**
  - A Form 700 was included in each director's board packet to be reviewed, signed, and returned to the District Secretary before 4/1/20.
- N. **REMINDER: ETHICS TRAINING**
  - Directors Bandettini, Morgan, and McDermott are current; Directors Aldridge and Hughes need to complete their Ethics Training by 12/10/2020.
- O. **UPDATE: INSTALLATION OF A 50/90 PRESSURE SUSTAINING VALVE AT THE POTABLE WATER FILL STATION**
  - The 50/90 valve has arrived and has been completely piped; it is on the schedule for installation on 2/20/20.
  - A cage will be built around the valve.
- P. **CORRESPONDENCE**
  - Two pieces of Correspondence were included in the 2/11/20 Board Packet: CSDA Board of Directors Call for Nominations Seat C, and a letter from Sonoma LAFCO.
- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BREJE AND RACE**
  - FWD Engineer Long updated the Board on Engineer Services for "Water" and Wastewater" projects throughout the Board Meeting.
  - FWD Board asked that an ASR be placed on the March 10, 2020 Board Meeting to discuss the next phase of updating the Water mapping products to a GIS platform.
- X. **MONTHLY REPORT FROM GENERAL MANAGER**
  - GM Lopes provided current updates for "Water" and "Wastewater" operations and projects. (see G.M.'s report).
  - The 2" water meter for Forestville Union School District was installed on 2/10/20.
  - GM Lopes will register for a CSDA webinar on how to collect unpaid bills.
- XI. **SUB-COMMITTEE REPORTS**
  - The Graton CSD & FWD Sub-Committee met on Thursday, January 30, 2020.
  - The Committee discussed the recently signed Mutual Aid Agreement.
  - The next Graton/FWD Sub-Committee meeting will be Thursday April 30, 2020.
- XII. **DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
  - None
- XIII. **ADJOURNMENT:**
  - **MOTION** was made by Director Morgan, seconded by Director Hughes and passed 5-0-0 to adjourn at 7:31 p.m.

APPROVED: March 10, 2020

Submitted by: Gwen Taylor  
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

x [Signature] x [Signature] x [Signature]

