

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

ORIGINAL

Date: **Tuesday, January 14, 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
- III. 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, January 14, 2020**
Location: District Office - 6530 Mirabel Road, Forestville, California

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

AGENDA

- I. **CALL TO ORDER:** @ 5:30 p.m. by Vice Chair McDermott
- II. **ROLL CALL:** Vice Chair McDermott, Directors Morgan and Hughes were present. Director Aldridge arrived during ASR "A". Chair Bandettini was absent.
OTHERS PRESENT: G.M. Lopes, Board Secretary Gwen Taylor, FWD Legal Martin Hirsch, David Long from Brelje & Race, and the FWD Auditor John Blomberg.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Morgan, seconded by Director Hughes 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 Morgan, seconded by Director Hughes and passed 3-0-2 to approve the Consent Items with the corrections to the Minutes.
 - 1. Payment of Bills from December 2019
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from December 10, 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
 - A. **FWD 2018-2019 AUDITED FINANCIAL STATEMENTS**
 - **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 4-0-1 to approve the final draft of the FWD 2018-2019 Audited Financials as presented.
 - John Blomberg of Blomberg & Griffin presented the final draft of the FWD 2018-2019 Audited Financial Statements to the Board for review and possible approval.
 - The Special Districts Financial Transaction and Compensation Report for FWD will be submitted to the State Controller's Office by Blomberg & Griffin no later than the January 31, 2020 deadline.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - The application package will be looked at in early 2020.
 - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - Per FWD Engineer Long, two issues still need to be resolved: the parity issue and whether FWD qualifies for a 100% grant.
 - FWD Legal Hirsch asked by Ellen Brooks at the State Water Resources Control Board to create a Resolution of No Conflict Statement.
 - Legal Hirsch is looking into having adequate security on the loan regardless of the parity issue.
 - D. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES-OR-CHANGES**
 - **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 4-0-1 to approve the quote from CUSI for the hosted billing software.
 - Three updated quotes (Starnik, CUSI, and Softline) and a billing software comparison were included in the January 14, 2020 Board Packet.

- E. **CONFIRM ACWA/JPIA DESIGNATED REPRESENTATIVE FOR FWD**
- MOTION was made by Director Hughes, seconded by Director Morgan and passed 4-0-1 to nominate Director McDermott as the ACWA/JPIA Designated Representative for FWD.
- F. **FEMA (CAL OES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
- The FWD FEMA (Cal OES) reimbursement checks came in; the total compensation was \$24,414.00.
 - All four reimbursement checks were deposited into the Sewer Operating account.
- G. **DISCUSSION REGARDING WATER CONNECTION FEES**
- MOTION was made by Director Hughes, seconded by Director Morgan and passed 4-0-1 to apply the base fee of \$5,421 to the 3/4 (three quarter) inch meter.
 - Director McDermott met with FWD Engineer Long and determined the 3/4 inch meter was the best option for customers to keep their costs down.
- 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**
- All topics have been assigned and a final copy of the list of Audit Topics was included in the 1/14/20 Board Packet.
 - Audits may start in March in order for more forms, processes, and notes being prepared ahead of time.
- J. **UPDATING THE WATER MAPPING PRODUCTS TO A GIS PLATFORM**
- Brelje & Race staff has devised a strategy to proceed with dating the CAD mapping; should only be about 3 days of work.
- K. **BOARD APPROVAL TO PAY PERMIT VIOLATIONS IN THE AMOUNT OF \$33,000 TO THE STATE WATER RESOURCES CONTROL BOARD**
- MOTION was made by Director Morgan, seconded by Director Hughes and passed 4-0-1 to submit paperwork to pay the fine in the amount of \$33,000 to the State Water Resources Control Board.
 - A copy of the letter dated 12/23/19 from the North Coast Regional Water Quality Control Board was included in the 1/14/20 Board Packet for review.
 - Once GM Lopes signs the payment plan document as the Chief Plant Operator, the SWRCB will then send the official invoice.
 - Violations took place in 2016 and 2019.
- L. **EMPLOYEE RETENTION**
- GM Lopes discussed the issue of employee retention based on the lack of qualified applicants during the last two hiring processes.
 - The Board asked for more comparable information with districts in our size and in our area.
 - GM Lopes will include an ASR for Salary Steps on the 2/11/20 Agenda.
- M. **RESOLUTION NO. 401-AUTHORIZED SIGNATURES-UMPQUA BANK**
- MOTION was made by Director Hughes, seconded by Director Aldridge and passed 4-0-1 to approve Resolution No. 401 as presented.
 - A Draft of Resolution No. 401 – updating the Authorized Signatures on the Umpqua Bank accounts – was included in the 1/14/20 Board Packet.
- N. **BOARD APPROVAL OF ORDINANCE 71 (AMENDING ORDINANCE 64-DISCONNECTION POLICY)- DUE TO SENATE BILL 998**
- MOTION was made by Director Morgan seconded by Director Hughes and passed 4-0-1 to approve Ordinance No. 71 as presented.
 - Per Legal Hirsch, a reference to late fees, doorhangers, and small balance accounts was added.
- O. **DISCUSSION REGARDING PRV'S IN THE WATER DISTRIBUTION SYSTEM**
- Brelje & Race is currently working on the design to replace the PRV station on Covey Road.
- P. **RECYCLED WATER USE AGREEMENT**
- MOTION was made by Director Aldridge, seconded by Director Morgan and passed 4-0-1 to approve the Recycled Water Use Agreement with striking the Arbitration Section (12.b.) and making the necessary changes to Section 12.a.
 - Per Legal Hirsch, the only real change is adding Section 7f.
 - Each agreement is connected to the owner or user, not the property address.
- Q. **ETHICS TRAINING**
- Directors Bandettini, Morgan, and McDermott are current; Directors Aldridge and Hughes need to complete their Ethics Training by 12/10/2020.
 - The Board asked that Ethics Training remain on as a monthly Agenda item.
- R. **UPDATE: FISCAL YEAR 2020/2021 PRELIMINARY BUDGETS**
- The Budget Ad-Hoc committee met at 2pm on 1/13/20 at the offices of Brelje & Race.
 - The Committee finished the Water and Sewer side. GM Lopes will confirm numbers for some of the project proposals taking place in FY '20-'21.
 - Per FWD Engineer Long, the District is accumulating too much money in the "Water" General Reserve Fund according to Resolution No. 374.

- A couple solutions to resolve the accumulation of too much money in the “Water” General Reserve Fund are: spending more money this year replacing the PRV’s; increasing the General Reserve Fund threshold; Water can loan money to Sewer for large projects, such as putting in a new Scada system.
- Resolution No. 374 was asked to be placed on the February Agenda for Board discussion. GM Lopes will bring possible loan information from Telstar to replace the Scada System.
- A preliminary budget may be presented for approval at the February 11, 2020 Board Meeting.

S. **CORRESPONDENCE**

- No correspondence was included in the 1/14/20 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**

- The next meeting date for the Graton CSD/FWD Sub-Committee has not yet been scheduled.

XII. **DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS**

- None

XIII. **ADJOURNMENT:**

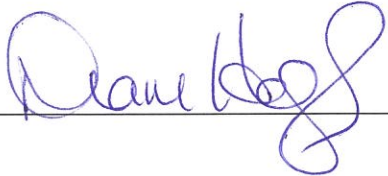
- **MOTION** was made by Director Morgan, seconded by Director Hughes and passed 4-0-1 to adjourn at 7:44 p.m.

APPROVED: February 11, 2020

Submitted by: _____


Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

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