

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: Tuesday, July 14, 2020
Location: Video Conference via Zoom

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.
 - GM Lopes held a study session on the FWD Procurement Policy
- 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, July 14, 2020
Location: Video Conference via Zoom

Time: 5:30 P.M.

AGENDA

- I. **CALL TO ORDER:** @ 5:29 p.m. by Board Chair Bandettini
- II. **ROLL CALL:** Board Chair Bandettini, Vice Chair McDermott, Director Aldridge, and Director Akins were present. Director Hughes was absent.
OTHERS PRESENT: G.M. Lopes, District Secretary Gwen Taylor, David Long from Brelje & Race, and FWD Legal Hirsch.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to approve the Payment of Bills from June 2020 as presented. **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to approve the Financial Reports as presented. The minutes from June 9, 2020 were not approved as there was an incorrect statement under ASR I. The corrected minutes will be presented at the August 11, 2020 board meeting for approval.
 1. Payment of Bills from June 2020
 2. Financial (Investments) and Administrative Report
 3. Approval of Minutes from June 9, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **CLOSED SESSION (under Gov't Code #54957.6) EMPLOYEE SALARIES AND BENEFITS**
 - Time in to Closed Session: 5:38pm
 - Time out of Closed Session 6:05pm
 - After entering Open Session, the FWD Board made the following statement: **The board decided not to give merit increases this year.**
 - B. **FWD BOARD APPROVAL OF MERIT INCREASE**
 - The Board voted in Closed Session – no tally. Consensus of the board was to not give merit increases this year.
 - C. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - FWD Engineer Long spoke with the Project Manager on 6/18/20, 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.
 - D. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - The County of Sonoma has retained bond counsel Jones-Hall and they will be preparing parity language to amend the 2001 Installment Sale Agreement for the current FWD USDA loans. Once this occurs, SWRCB will finalize the grant/loan funding for the project.

- FWD Engineer Long has been in communication with Steve Ferguson from Jones-Hall and has given him a copy of the draft of the ISA that the state provided to both FWD Engineer Long and FWD Legal Hirsch; also provided were the approximate funding amounts that have been applied for the whole project.
 - Bond counsel Jones-Hall may require language requiring FWD set aside some small percentage of premium on the annual debt obligations; FWD Engineer Long is targeting the end of August for the process to be complete and he is hoping FWD gets something soon to review.
- E. **NEW BILLING SYSTEM (CUSI): UPDATES**
- District Staff is working on completing checklists to find any issues within the data that was converted into the new billing system.
 - An Implementation Timeline of the new billing system and upcoming/completed tasks was included in the July 14, 2020 Board Packet.
- F. **DISTRICT OPERATIONS AUDIT**
- **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to approve Director Akins filling the previous director's spots under Topic #3 and Topic #5.
 - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to appoint Directors McDermott and Bandettini to Topic #6.
- G. **UPDATING THE WATER MAPPING PRODUCTS TO A GIS PLATFORM**
- **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to remove this agenda item until new information is provided.
- H. **UPDATE: PRV PROJECT**
- GM Lopes had a pre-construction meeting on 6/30/20 with Piazza Construction and B&R Engineers to go through the plans and walk the job site, as well as asking for a project start date.
- I. **DISCUSS SEWER SCADA SYSTEM UPGRADES**
- GM Lopes continues to gather all the information needed for the SCADA proposals and has created an extensive, detailed scope of work to ensure that all company bids will be complete.
- J. **REMINDER: ETHICS TRAINING**
- New board member Rob 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.
- K. **ADOPTION OF RESOLUTION NO. 403: AUTHORIZED SIGNATURES – UMPQUA BANK**
- **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to adopt Resolution No. 403: Changing Financial Institutions (Umpqua) Signature Cards.
 - Due to the change in FWD directors, new signature cards need to be filed with respect to the persons authorized to access District bank accounts.
- L. **CORRESPONDENCE**
- Correspondence included in the July 14, 2020 Board Packet: Sonoma Water: New Rates for Water Deliveries FY 2020/2021; Sonoma LAFCO Approved FY 2020-2021 Final Budget
- 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.
 - The company policy manual was discussed.
- XII. **DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
- None.
- XIII. **ADJOURNMENT:**
- **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to adjourn at 7:22 p.m.

APPROVED: August 11, 2020

Submitted by: _____


Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

X



X



X

