

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: Tuesday, June 9, 2020
Location: Video Conference via Zoom

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:

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

Date: Tuesday, June 9, 2020
Location: Video Conference via Zoom

Time: 5:30 P.M.

AGENDA

- I. **CALL TO ORDER:** @ 5:34 p.m. by Board Chair Bandettini
- II. **ROLL CALL:** Board Chair Bandettini, Vice Chair McDermott and Director Hughes were present. Director Aldridge arrived right before Closed Session (ASR B).
OTHERS PRESENT: G.M. Lopes, District Secretary Gwen Taylor, David Long from Brelje & Race, FWD Legal Hirsch, Rob Akins, and two members from the public.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, 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 Hughes, seconded by Director McDermott and passed 3-0-2 to approve the Payment of Bills from May 2020 as presented. **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 3-0-2 to approve the Financial Reports as presented. **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 3-0-2 to approve the Minutes from May 12, 2020 as presented.
 1. Payment of Bills from May 2020
 2. Financial (Investments) and Administrative Report
 3. Approval of Minutes from May 12, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **FWD BOARD TO SELECT, APPOINT, AND PERFORM "OATH OF OFFICE" FOR NEW FWD BOARD MEMBER (Replacement for Terry Morgan who resigned as of 4/12/20)**
 - **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 3-0-2 to nominate and appoint Rob Akins as the new Board Member.
 - B. **CLOSED SESSION (under Gov't Code #54957.6) EMPLOYEE SALARIES AND BENEFITS**
 - Time in to Closed Session: 5:45pm
 - Time out of Closed Session 6:49pm
 - After entering Open Session, the FWD Board made the following statement: **We reviewed the performance of the employees in the idea that we will have recommendations for merit salary increase in the future.**
 - C. **FWD BOARD APPROVAL OF 2.5% COST-OF-LIVING (COLA) SALARY ADJUSTMENTS FOR ALL FULL-TIME POSITIONS-EFFECTIVE JULY 1, 2020**
 - **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to approve a 2.0% COLA for all current full-time positions effective July 1, 2020.

- D. **FWD BOARD APPROVAL OF MERIT INCREASE – EFFECTIVE JULY 1, 2020**
- MOTION was made by Director McDermott, seconded by Director Aldridge and passed 5-0-0 to table the Merit Increase until the July 14, 2020 Board Meeting and pending updated numbers from GM Lopes.
- E. **FWD BOARD APPROVAL FOR “SEWER” TO PAY “WATER” \$349,625.49 FOR FY 2019-2020 SHARED COSTS**
- MOTION was made by Director Aldridge, seconded by Director McDermott and passed 5-0-0 to approve “Sewer” paying “Water” \$349,625.49 for Fiscal Year 2019-2020 budgeted shared costs.
- F. **FWD BOARD APPROVAL FOR “WATER” TO PAY “SEWER” \$33,396.85 FOR RECYCLED WATER REVENUES**
- MOTION was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to approve “Water” paying “Sewer” \$33,396.85 for recycled water revenues for Fiscal Year 2019-2020.
- G. **UNFUNDED LIABILITY: CALPERS EMPLOYEES**
- MOTION was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to approve paying the Calpers Unfunded Liability for both Classic \$35,314.00 and Pepra \$1,429.00 in one lump sum in order to save paying interest.
- H. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- No new updates
- I. **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.
- J. **NEW BILLING SYSTEM (CUSI): UPDATES**
- An Implementation Timeline of the new billing system and upcoming/completed tasks was included in the June 9, 2020 Board Packet.
- K. **DISTRICT OPERATIONS AUDIT**
- The District Operations Audit is on hold until further notice.
- L. **UPDATING THE WATER MAPPING PRODUCTS TO A GIS PLATFORM**
- GM Lopes received the free Reader application and the CAD file.
 - Updating the Water Mapping Products to a GIS platform has been put on hold.
- M. **FWD BOARD APPROVAL OF PROPOSAL TO REPLACE A PRV IN THE WATER DISTRIBUTION SYSTEM**
- MOTION was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to approve the proposal by Piazza Construction for \$97,575.00 pending the requirements are met in Section 8 of the FWD Procurement Policy.
- N. **DISCUSS SEWER SCADA SYSTEM UPGRADES**
- GM Lopes is still working on gathering SCADA proposals.
- O. **REMINDER: ETHICS TRAINING**
- Director Bandettini completed his 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.
- P. **UPDATE: ANDERSON VALVE BUILDING TREE PROJECT**
- The tree cutting project was completed 5/28/20.
 - The proposed cost for the tree cutting was \$25,350. The actual invoice cost is \$16,160.
 - The proposed fence project was “not to exceed \$2,600” – the actual invoice cost is \$740.
 - The fence still needs to be completed and in order for this project to be complete FWD needs to have written release of liability from the property owner.
- Q. **ADOPTION OF RESOLUTION NO. 402: RESETTING AND ADOPTING AN APPROPRIATIONS LIMIT FOR THE 2020-2021 FISCAL YEAR**
- MOTION was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to adopt Resolution No. 402: Resetting and Adopting an Appropriations Limit for the 2020-2021 Fiscal Year.
- R. **NO BAD DEBT WRITE-OFFS FOR FISCAL YEAR 2019-2020**
- During FY 2019-2020 there were no customers who closed their water accounts and left without paying the outstanding balance due to Forestville Water District.
- S. **CORRESPONDENCE**
- Correspondence included in the June 9, 2020 Board Packet: Webinar information titled “Discontinuing Water Service During the COVID-19 Pandemic.”
- 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 has a tentative date of 6/25/20.
 - Director Akins volunteered to be the second Committee member (due to the resignation of Terry Morgan, one spot on the committee was open).
- XII. **DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS**

