

ORIGINAL

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tuesday, March 10, 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:

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

Date: **Tuesday, March 10, 2020**
Location: District Office - 6530 Mirabel Road, Forestville, California

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, Directors Aldridge, and Hughes were present. Director Morgan was absent. OTHERS PRESENT: G.M. Lopes, District Secretary Gwen Taylor, David Long from Brelje & Race, FWD Legal Hirsch, and Evelyn Krahn (FWD customer) were present.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, 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: MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to approve the February Payment of Bills as presented. **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to approve the February Financial Report as presented. **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 4-0-1 to approve the February 11, 2020 Minutes as presented.
 - 1. Payment of Bills from February 2020
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from February 11, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
 - A. **2020/2021 PRELIMINARY BUDGET(S): (1.) FWD BOARD ADOPTION OF FY 2020-2021 PRELIMINARY "WATER" & "SEWER" BUDGET(S) – AND – SET MAY 12, 2020 AS PUBLIC HEARING DATE FOR INPUT PRIOR TO FWD BOARD ADOPTION OF PROPOSED WATER & SEWER RATE INCREASES – EFFECTIVE JULY 1, 2020**
 - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to approve the proposed "Water" preliminary budget for 2020-2021 as presented.
 - **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 4-0-1 to approve the proposed "Sewer" preliminary budget for 2020-2021 as presented.
 - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to accept the rates as listed on the Notice of Public Hearing.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - Staff is still collecting data for the Time Schedule Order.
 - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - FWD Legal Hirsch and FWD Engineer Long are still working with SWRCB to resolve the parity issue between the new loan and the current USDA loans.
 - D. **NEW BILLING SYSTEM (CUSI): UPDATES**
 - FWD Staff has been working on gathering information for the conversion process.
 - FWD Board requested Staff include an Implementation Timeline and a Completion Checklist be included in the 4/14/20 Board Packet.

- E. **ORDINANCE NO. 70 – WATER CONNECTION FEES**
 - The draft of Ordinance No. 70 was approved at the February 11, 2020 Board Meeting; the Public Hearing for Ordinance No. 70 will be held on the same date as the proposed “Water” and “Sewer” rate increases (date proposed: Tuesday, May 12, 2020). The Notice of Public Hearing needs to be mailed to all customers at least 45 days prior to the Date of Public Hearing to announce the proposed changes in Water Connection Fees.
 - F. **DISTRICT OPERATIONS AUDIT**
 - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to create Section 6 on the Audit List, remove Employee Satisfaction and Customer Satisfaction from Topic No. 3 and move those items to the newly created Section 6.
 - G. **UPDATING THE WATER AND SEWER MAPPING PRODUCTS TO A GIS PLATFORM**
 - Phases 1.01, 1.02 and 2.01 of updating the Water mapping product to a GIS Platform are complete.
 - FWD Board requested Staff download a free Autocad reader program in order to read the file from Brelje & Race.
 - H. **DISCUSSION REGARDING PRV’S IN THE WATER DISTRIBUTION SYSTEM**
 - Brelje & Race is almost done with the design for the PRV on Covey Road.
 - The potholing on Covey Road is complete; a location has been set for the vault off the side of the road.
 - I. **DISCUSS SEWER SCADA SYSTEM UPGRADES**
 - GM Lopes is collecting 3 quotes for replacing the Sewer SCADA system.
 - J. **ANNUAL STATEMENT OF ECONOMIC INTERESTS FOR JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 (DUE NO LATER THAN APRIL 1, 2020)**
 - All Director’s, General Manager, and District Legal Counsel have completed and submitted their Form 700 to the District Secretary; originals were mailed to the Sonoma County Board of Supervisors on 3/2/20.
 - K. **REMINDER: ETHICS TRAINING**
 - Directors Morgan and McDermott are current; Directors Aldridge and Hughes need to complete their Ethics Training by 12/10/2020. Director Bandettini needs to complete his Ethics Training by 5/14/20.
 - L. **UPDATE: INSTALLATION OF A 50/90 PRESSURE SUSTAINING VALVE AT THE POTABLE WATER FILL STATION**
 - The 50/90 pressure sustaining valve was installed on 2/20/20.
 - A cage will be built around the valve once the pressure is adjusted.
 - M. **CONFIRM ACWA/JPIA DESIGNATED REPRESENTATIVE FOR FWD**
 - ASR M was tabled until the 4/14/20 Board Meeting.
 - N. **BOARD APPROVAL TO PAY COSTS INCURRED FOR THE NOVEMBER 5, 2019 ELECTION IN THE AMOUNT OF \$11,201.48**
 - **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 4-0-1 to approve paying the costs incurred for the November 5, 2019 election in the amount of \$11,201.48.
 - O. **CORRESPONDENCE**
 - Two pieces of Correspondence were included in the 2/11/20 Board Packet: Request from Sonoma Water to reduce water demands during aqueduct repairs and Conformed Copy Water Line Easement Agreement.
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- 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 Thursday April 30, 2020.
 - XII. **DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
 - FWD Directors were forwarded an email from PRMD regarding potential re-zoning of certain locations within the county for affordable housing projects.
 - XIII. **ADJOURNMENT:**
 - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 4-0-1 to adjourn at 8:01 p.m.

APPROVED: April 14, 2020

Submitted by: Gwen Taylor
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

X [Signature] X [Signature] X [Signature]