

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

Date: **Tuesday, February 9, 2021**  
Location: **Video Conference via Zoom**

Time: **5:00 P.M.**

**AGENDA – STUDY SESSION** No Study Session tonight

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

Date: **Tuesday, February 9, 2021**  
Location: **Video Conference via Zoom**

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

**AGENDA**

- I. **CALL TO ORDER** at 5:32 p.m. by Chair McDermott
- II. **ROLL CALL:** Directors McDermott, Akins, and Hughes were present. Director Aldridge was absent.  
OTHERS PRESENT: FWD GM-Tony Lopes, FWD Counsel-Martin Hirsch, FWD Engineers-David Long and David Coleman, Dawn Leith, Adam Strickland/Aspect, Syed Bacari/Blomberg & Griffin, and Ben Monroe (Public).
- III. **APPROVAL OF AGENDA: MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** No public comment
- VI. **CONSENT ITEMS:**
  1. Payment of Bills from January 2021
    - **MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to approve the Payment of Bills from January 2021 as presented.
  2. Financial (Investments) and Administrative Report
    - **MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to approve the Financial Reports as presented.
  3. Approval of Minutes from January 12, 2021, Regular Board Meeting.
    - **MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to approve the minutes.
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
  - A. **FWD 2019-2020 AUDITED FINANCIAL STATEMENTS**
    - **MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to approve FWD Fiscal Year 2019-2020 Audit Financial Statements as presented.
  - B. **CLOSED SESSION UNDER GOVERNMENT CODE # 54956.9(b)(1): LITIGATION**
    - **Adjourned to Closed Session** at 5:41 p.m.: Directors McDermott, Hughes, and Akins, GM Lopes FWD Engineers - Long and Coleman, and FWD Counsel – Hirsch.
    - **Reconvened to Open Session** at 5:48 p.m., and the Board announced the following:
    - **Statement:** FWD Counsel updated Directors of potential litigation matters.
  - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
    - The consensus among the Board is to move forward in having FWD Counsel pull title reports and prepare the Notice of Work for the seven properties on Conor Ct.
    - The application has not been submitted to the Contract Writing Department as of 2/9/21.
  - D. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
    - No new updates to report. FWD Engineer is checking in with the Project Manager daily.
  - E. **UPDATE ON CURRENT ACCOUNTS RECEIVABLE OUTSTANDING TOTALS**
    - Compared Nov/Dec '19 to Nov/Dec '20 outstanding receivable to see how much the COVID-19 has impacted FWD customers with being able to pay their water bills. Currently, 113 accounts are past due for a total of \$20,522.00. That is approximately \$300 more than pre-Shelter in Place.

**F. PRV REPLACEMENT OPTIONS**

- Hydrant Flow testing and modeling revealed that First Street might be a possible replacement site. If First Street has a replacement, the PRV at Highway 116 and Mirabel won't be necessary.
- Anderson Road PRV is not in-service so, it must be replaced to control the high pressure feeding to homes and businesses on the Covey, Trenton, and River Road.

**G. SCADA SYSTEM UPGRADES**

- Adam Strickland with Aspect briefed the Board of Directors on the schedule of work with a completion date of 6/16/2021 and schedule of invoicing. The first round of invoicing (approximately \$73,000.00) strictly material only, e.g., cost for the two servers, Firewall, VPN, the entire PLC for Rack A, and hot water tank.

**H. ETHICS TRAINING**

- Reminders for Director Akins to complete his Ethics Training by June 9, 2021, and Director McDermott's expires on August 16, 2021.

**I. NEW BILLING SYSTEM (CUSI)**

- FWD Staff thanked Director Hughes and Akins for testing the ACH auto-pay option to ensure the ACH was processed smoothly on the customer's side.
- All payment options are now fully launched. The old Merchant account is currently closed down and the Convenience Fee through the 3<sup>rd</sup> party is now being charged. The convenience fees are being disclosed by FWD Staff verbally; also, a notice is on the website.
- FWD staff announced the Customer Portal launch on the Nov/Dec '20 billing, Facebook, and the home page of FWD's website. Once a few final changes have been completed, a mass email will be sent out to FWD customers.

**J. ANDERSON AND COVEY ROAD BUILDING REPAIRS**

- The demo work started on the Anderson building. The entire ceiling has been removed and discovered the cause of the electrical fire.
- The building will be painted the same grey color scheme as the District Office. A mural was suggested to help discourage any future tagging on the building.

**K. FISCAL YEAR 2021/2022 PRELIMINARY BUDGETS**

- Ad-HOC reviewed with FWD Engineers on 2/1/21 to go over Capital Replacement Programs, reserved account needs, and loans.
- Ad-HOC will meet tentatively on 2/18/2021 to review the preliminary budget's numbers and will present to the Board at the March Board Meeting.

**L. MIRABEL LIFT STATION ACCESS AND LAND RIGHTS**

- The consensus among the Board is for B&R Engineering to prepare needed documentation, only after the County has agreed to either grant deed or approve an easement to FWD.
- Director McDermott and FWD Engineer will both attend the meeting with the County once a time and date has been set by the County.

**M. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK (FYP)**

- GM Lopes spoke with FYP Board Member, Tom Sheridan and will be attending their board meeting on 2/17/2021.
- Director Hughes is working on obtaining maps of wells at Forestville Union School. She is also in communication with the Superintendent, who is willing to cooperate and allow FWD to do the groundwater monitoring. Director Hughes also confirmed PES is currently monitoring and try to get PES in contact with FWD Engineer.

**N. MIRABEL HEIGHTS BOND**

- **MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to approve Resolution #408 as presented.
- GM Lopes received the check from Sonoma County Treasurer, and it has been deposited into the Water Operations account.

**O. DISTRICT GOAL UPDATES**

- **TABLED** until March Board Meeting.

**P. MATURING FWD "WATER" AND "SEWER" CD'S WITH JP MORGAN SECURITIES, LLC**

- **MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to approve reinvesting all four CDs currently with JP Morgan.

**Q. CORRESPONDENCE**

- CSDA Board of Directors call for nominations for Seat A.
- Cucamonga Valley Water District is requesting support for their nomination for ACWA/JPIA Executive Committee.
- CSDA is requesting Special Districts to send support letters regarding a new bill being introduced to provide Special Districts COVID-19 relief.
- CSDA is requesting CSDA members to send letters in support of measure AB 36 (Rivas).

**IX. MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**

- FWD Engineer provided current updates for "Water" and "Wastewater" projects.

**X. MONTHLY REPORT FROM GENERAL MANAGER**

- GM Lopes provided current updates for "Water" and "Wastewater" operations and projects. (See GM's report).

**XI. SUB-COMMITTEE REPORTS**

- The Graton/FWD Sub-Committee meeting scheduled for January 7, 2021, has been rescheduled to February 11, 2021.

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

- Director Akins introduced Ben Monroe to the Board of Directors. Mr. Monroe is interested in serving on the Board and has already submitted his letter of interest.
- Director McDermott instructed FWD staff to include on March's Agenda a Closed Session for Personnel.

**XIII. ADJOURNMENT:**

- **MOTION** made by Director Hughes, seconded by Director Akins, and passed 3-0-1 to adjourn at 6:59 p.m.

APPROVED: March 9, 2021