

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tuesday, January 12, 2021**
Location: **Video Conference via Zoom**

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

AGENDA – STUDY SESSION

- I. **ROLL CALL:** Directors McDermott, Aldridge, Akins, and Hughes were present.
OTHERS PRESENT: FWD GM -Tony Lopes
- II. **STUDY SESSION TONIGHT** for the Forestville Water District Board Members. The Board took no formal action.
 - GM Lopes shared webinar on services California Special District Association provides to Board of Directors.
- III. **PUBLIC COMMENT:** None
- IIII. **ADJOURNED:** Study Session was adjourned @ 5:27 p.m.

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

Date: **Tuesday, January 12, 2021**
Location: **Video Conference via Zoom**

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

AGENDA

- I. **CALL TO ORDER:** @ 5:32 p.m. by Chair McDermott
- II. **ROLL CALL:** Directors McDermott, Aldridge, Akins, and Hughes were present.
OTHERS PRESENT: FWD GM -Tony Lopes, Dawn Leith, FWD Legal-Martin Hirsch, FWD Engineers-David Long and David Coleman.
- III. **APPROVAL OF AGENDA:**
 - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 4-0-1 to approve the Agenda as is.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** FWD Engineer David Long introduced the Board to David Coleman, who will be taking over as the FWD Engineer effectively May 1, 2021.
- VI. **CONSENT ITEMS:**
 1. Payment of Bills from December 2020
 - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 4-0-1 to approve the Payment of Bills from December 2020 as presented.
 2. Financial (Investments) and Administrative Report
 - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 4-0-1 to approve the Financial Reports as presented.
 3. Approval of Minutes from December 17, 2020, Regular Board Meeting.
 - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 4-0-1 to approve the minutes.
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **CLOSED SESSION UNDER GOVERNMENT CODE # 54956.9(b)(1): LITIGATION**
 - The Board reviewed and discussed demands presented in letter and directed legal to respond.
 - B. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - Project Manager anticipates application will be submitted to the Contract Writing Department by January 15, 2021 and have a draft of the contract ready to present to the Board at the March 2021 Regular Board Meeting.
 - C. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - TSO is on the same approval schedule as Grant Application for 2018 Sewer Improvement Project.
 - D. **DISTRICT OPERATIONS AUDIT**
 - The Board instructed FWD staff to remove District Operations Audit from the agenda until further notice.

E. PRV REPLACEMENT OPTIONS

- **MOTION** made by Director Aldridge, seconded by Director Hughes, and passed 4-0-1 to approve to move forward with the work outlined in B&R's memo for the projected monetary amount.
- Hydrant Flow Testing – FWD has already installed a new PRV at South Covey Location. B&R will lead a flow testing project to see if any improvement was made in our fire flow. Projected cost is \$7,500.00. This testing will also assist B&R in determining which other PRV's in our system could be replaced or eliminated (First Street and Highway 116/Mirabel Road corner). Favorable test results would not eliminate the need to replace the Covey/Anderson location due to the fact that FWD has some customers on Covey, Trenton and River Road that have PSI readings approaching 150, which is not desirable. The PRV ideally would be relocated in the Anderson pump building that will eliminate the hazards of being in the Covey/Anderson Road intersection. Project cost for the design of the PRV is \$26,200.00

F. SCADA SYSTEM UPGRADES:

- Adam Strickland/Aspect evaluated current system and backed-up current programs. The up-grade will require shutting the plant down during the conversion and there are no unforeseen issues as long as we don't have high rains during the up-grade.
- A request has been submitted to Sonoma Water to pull Siemen program for the PLC's.
- Signal will need to be changed from antenna to cell or other means which will require internet in the plant and that will require running a line to the plant building. This needs to be done before Aspect can start the upgrade.

G. REMINDER: ETHICS TRAINING

- Director Akins has until June 9, 2021, to complete his Ethics Training.
- Director McDermott expires August 16, 2021.

H. NEW BILLING SYSTEM (CUSI):

- Customer Portal - The ACH re-occurring option had a programing step missed that directly affects the ability to communicate with FWD's bank. CUSI programmers are currently working on this and will re-active the option once it has been fixed.
- The CUSI meter read app – Operations used new app for the November/December billing. GM Lopes compiled a list of issues and suggestions for CUSI to address with the app.

I. ANDERSON AND COVEY ROAD BUILDING REPAIRS:

- **MOTION** made by Director Hughes, seconded by Director Akins, and passed 4-0-1 to contract with Tim Brown Enterprises.
- Re-opened RFP with new closing date of January 11, 2021. Brown submitted updated proposal including Performance Bond, Bayview did not be submit an updated proposal with Performance Bond and Manning never responded to GM's request, and no other additional proposals were received.

J. FISCAL YEAR 2021/2022 PRELIMINARY BUDGETS

- The budget sub-committee had a workshop on December 22, 2020. Will need to present draft of the Preliminary Budget at the March 2021 meeting to be in compliance with Prop 218 regulations.
- The Board instructed the FWD Engineer to create a Capital Improvement Program Schedule for both Water and Sewer. The schedules will assess asset management and projections for 10 years. The cost of doing this project will need to be included in preliminary budget.

K. MIRABEL LIFT STATION ACCESS AND LAND RIGHTS

- FWD Engineer has been checking in with the Survey Department for any new updates. He will continue to follow-up weekly to see if any new updates to report to the Board.

L. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK

- FWD Engineer met with Scott E. Brown/FYP to address concerns about liability exposure and came to understanding what FYP Board wants before granting permission for the use of the land for the monitoring.
- Director Hughes will contact FUSD now that the holidays are over. PES does the monitoring for Sonoma County so the monitoring information may be public information and easily obtained online. FUSD recycle services currently suspended until they properly identify which service lines are truly recycled water.
- FWD Engineer proposed to look into the cost of putting in wells and comparing to the cost of hiring a 3rd party to identify and map out which lines at FUSD are recycled water.

M. MIRABEL HEIGHTS BOND

- FWD received a call from Sonoma County Auditor/Controller/Treasurer Office. In 2019 a bond was paid off ahead of schedule so monies over-collected have been moved into a redemption fund that is being overseen by the County Treasurer on the behalf of FWD. FWD Board does have the option to appoint someone within the District to handle the District's money.

N. RESOLUTION NO. 407 – (RESCIND RESOLUTION NO. 403) UPDATE AUTHORIZED SIGNATURES

- **TABLED** until new Director has been appointed.

P. DESIGNATED ACWA-JPIA DIRECTOR

- Director McDermott will remain as the designated ACWA-JPIA Director.

O. CORRESPONDENCE

- Letter of Resignation of new Director, Marilyn Cannon (received after Agenda was distributed. Letter emailed to Directors on Monday January 11, 2021). The Board instructed FWD staff to post Notice of Vacancy along with sending out the notice via email with February 15, 2021 as the deadline for submissions of Letters of Interest and a new Director will be appointed at the March 2021 regular board meeting. Director Aldridge and Director Akins will remain on the sub-committee and will conduct the interviews.

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

- FWD Engineer requested for the Prelim Budget Sub-Committee to be scheduled Ad-HOC meeting. The Sub-Committee set Ad-HOC meeting February 1, 2021 at 10am via Zoom.
- Engineering Services reported on status of Water and Sewer projects in order as listed on the agenda.

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 was postponed. Graton needs to confirm if rescheduling to January 21, 2021.

XII. DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS

- Director McDermott instructed FWD staff to add an ASR to list goals for the District. He wants the ASR to list goals and projects along with the current status.

XIII. ADJOURNMENT:

- **MOTION** made by Director Aldridge, seconded by Director Hughes, and passed 4-0-1 to adjourn at 7:29 p.m.

APPROVED: February 9, 2021