

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tuesday, October 13, 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, October 13, 2020**
Location: **Video Conference via Zoom**

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

AGENDA

- I. **CALL TO ORDER:** @ 5:32 p.m. by Vice Chair McDermott
- II. **ROLL CALL:** Vice Chair McDermott, Director Aldridge, Director Akins and Director Hughes were present. Board Chair Bandettini was absent.
OTHERS PRESENT: G.M. Lopes, District Secretary Gwen Taylor, David Long from Brelje & Race, FWD Legal Hirsch, and one member of the public.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Aldridge, 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 Hughes, seconded by Director Aldridge and passed 4-0-1 to approve the Payment of Bills from September 2020 as presented. **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 4-0-1 to approve the Financial Reports as presented. **MOTION** was made by Director Hughes, seconded by Director Akins and passed 4-0-1 to approve the minutes from the September 8, 2020 Regular Board Meeting. FWD District Secretary provided detail on three expense accounts for Sewer on the Budget vs. Actual report that Director McDermott asked for clarification at the September 8, 2020 Board Meeting.
 - 1. Payment of Bills from September 2020
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from September 8, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - The amended Installment Sale Agreement (ISO) will be presented at the October 20, 2020 Sonoma County Board of Supervisors Meeting for adoption; if adopted, the parity issue between the existing loans and upcoming loan will be resolved.
 - Once the amended ISA is approved by the County, USDA will immediately sign the amended ISA and that will release the State to process the award of grant and loan and FWD should have paperwork for that before the end of the year.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - FWD Engineer Long spoke to Project Manager Gabriel Berzamina a month before the 10/13/20 board meeting; PM Berzamina has committed to having that funding package complete and approved by 1/31/21, as the revisions to the Plan of Study that were included in the 9/8/20 board packet seem acceptable.

- C. **DISTRICT OPERATIONS AUDIT**
 - Director McDermott is reaching out to customers FWD doesn't have current emails for and asking for updated contact information in order to begin the Customer Satisfaction Survey.
- D. **UPDATE: PRV PROJECT**
 - By 1830 hours full water service was restored and the PRV had been adjusted.
 - Piazza is scheduled to perform a valve replacement which will result in a change order in addition to the original project.
- E. **SCADA SYSTEM UPGRADES: CONTRACT UPDATE**
 - Aspect Engineering was contacted by their surety bond company for more information; as of the board meeting, Aspect has not returned a completed contract.
- F. **REMINDER: ETHICS TRAINING**
 - Director 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.
- G. **NEW BILLING SYSTEM (CUSI): UPDATES**
 - Parallel billing began with the July/August billing and the plan to go live with the CUSI system is still on track for the September/October billing.
 - Staff is drafting a new full-page billing invoice for the Sept/Oct billing.
 - FWD Staff is still working on obtaining new handhelds; Sept/Oct meter reads will be taken with the old handhelds and a report will be run with the information from RVS to transfer into CUSI, then the invoices will be processed and run from CUSI.
- H. **ANDERSON AND COVEY ROAD BUILDING REPAIRS: UPDATE**
 - GM Lopes contacted 11 Forestville contractors in the last 30 days and only one local customer is available for the project; the rest are 6 months out, or did not return calls.
 - GM Lopes discussed with the Board the possibility of looking for contractors outside of Forestville – the board agreed to look outside of Forestville for general contractors.
- I. **CORRESPONDENCE**
 - There was one piece of Correspondence for the October 13, 2020 Board Meeting:
 1. Letter from FWD Customer regarding increase in sewer rates
GM Lopes will write a letter to customer responding to the question of increase in sewer bill. A breakdown of calculation for sewer rates will be included.

- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
 - FWD Engineer reported on the ownership of land at the Mirabel lift station (Mirabel and River).
 - A map titled "Parcel Exhibit" of the FWD Mirabel Lift Station was shared by Engineer Long.
 - Engineer Long advised sending a letter and the Exhibit to Janice Thompson at the County, who is the Deputy Director of Transportation and Public Works, in order to request putting up something more permanent at the site.
- 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**
 - Graton's recycled water intertie line will be officially inspected by a third party in the beginning of the year.
 - Graton is working on their Employee Handbook and Policy Handbook. The Board Chair at Graton will be sending Director McDermott a copy to review and compare with the FWD Employee Handbook.
- XII. **DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
 - None
- XIII. **ADJOURNMENT:**
 - **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 4-0-1 to adjourn at 7:31 p.m.

APPROVED: November 10, 2020

Submitted by: _____
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

X_____ X_____ X_____