

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tuesday, November 10, 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, November 10, 2020**
Location: **Video Conference via Zoom**

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

AGENDA

- I. **CALL TO ORDER:** @ 5:31 p.m. by Vice Chair McDermott
- II. **ROLL CALL:** Vice Chair McDermott, Director Aldridge, Director Akins and Director Hughes were present.
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 Hughes, seconded by Director Aldridge 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 October 2020 as presented. **MOTION** was made by Director Hughes, seconded by Director Akins and passed 4-0-1 to approve the Financial Reports as presented. **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 4-0-1 to approve the minutes from the October 13, 2020 Regular Board Meeting.
 1. Payment of Bills from October 2020
 2. Financial (Investments) and Administrative Report
 3. Approval of Minutes from October 13, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **LETTER FROM DAYTON PROPERTY MANAGEMENT-REVIEW OF 2020-2021 SEWER DIRECT CHARGE**
 - John Dayton, property manager for Dayton Property Management, discussed the 2020-2021 sewer direct charge with the FWD Board. Dayton asked for relief of extra \$19,176.58 in sewer direct charges (increase from the 2019-2020 direct charge).
 - The FWD Board suggested John Dayton formally submit for a leak adjustment, which was not completed at the time of the leak that occurred during the January/February billing.
 - An approved water leak adjustment would have lowered the sewer direct charge based on lower water usage.
 - B. **REQUEST FROM GM LOPES TO CHANGE THE DECEMBER 8, 2020 REGULAR BOARD MEETING TO WEDNESDAY, DECEMBER 16, 2020**
 - The Board approved changing the date of the December regular board meeting to Wednesday, December 16, 2020.
 - C. **FWD BOARD VACANCY-LETTER OF RESIGNATION FROM DIRECTOR BANDETTINI AS OF OCTOBER 20, 2020**
 - **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 4-0-1 to approve appointing a new director to the vacant board seat on the FWD Board.
 - On October 20, 2020, Board Chair Bandettini resigned from the FWD Board via letter emailed to the District.
 - The Board has 3 options on how to fill the vacant seat: fill by appointment, hold an election, or fill by neither appointment nor election and let the County fill the seat.

- Director Akins and Director Aldridge were appointed as the Interview Panel to interview candidates.
 - The deadline to file letters of interest is November 23, 2020 at 4:30pm. Interviews will be held via Zoom the week of 12/1-12/4.
- D. GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- The Amended ISA was approved by the County and the appropriate signatures collected; FWD Engineer Long should have the funding agreement by the end of the year.
- E. TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- No new updates.
- F. DISTRICT OPERATIONS AUDIT**
- Director McDermott has continued to work on the Customer Satisfaction Surveys.
 - The Board will wait until the vacant seat has been filled and readdress on how to proceed with the Audit.
- G. UPDATE: PRV PROJECT**
- The PRV Project on Covey Road was paved on 10/27/20; the project has concluded.
- H. SCADA SYSTEM UPGRADES: CONTRACT UPDATE**
- The new contract from Aspect Engineering was received on 11/10/20 and forwarded to the FWD Board, FWD Counsel and FWD Engineer for review.
 - The majority of the project would not be bonded; therefore the FWD Board asked that the contract be modified to state that payments will be made with incremental completion in order for the project to move forward.
 - Once FWD receives the amended contract, a Special Board Meeting will set up for final contract approval.
- I. REMINDER: ETHICS TRAINING**
- Director Akins has until June 9, 2021 to complete his Ethics Training; Director Aldridge has Hughes has until 12/10/20 to complete the training.
 - Directors McDermott and Hughes are up to date on their Ethics Training.
- J. NEW BILLING SYSTEM (CUSI): UPDATES**
- The new billing system went live with the September/October billing and the new statement was mailed out to all customers.
 - CUSI is currently working on the Customer Portal and hopes to have the portal completed by the end of November.
 - A sample of the new statement was included in the November 10, 2020 Board Packet.
- K. ANDERSON AND COVEY ROAD BUILDING REPAIRS: UPDATE**
- GM Lopes contacted 4 more contractors regarding bidding on this project; he will update the board when the proposals have been received.
- L. FISCAL YEAR 2021/2022 PRELIMINARY BUDGETS**
- The FWD Board selected Director McDermott and Director Hughes as Budget Committee members.
- M. RECYCLED WATER CUSTOMERS: MANDATORY TRAINING SESSION**
- The mandatory recycled water training typically takes place in December each year. Due to the pandemic, GM Lopes will email the training packet to each recycled water customer and call each customer individually for the training.
- N. DISCUSSION ON CUSTOMER LEAK ADJUSTMENT**
- GM Lopes granted the leak adjustment to the customer request from the 8/11/20 board meeting.
- O. MIRABEL LIFT STATION ACCESS AND LAND RIGHTS**
- Access for FWD to the Mirabel (Terminal) Lift Station through at the County-owned lot at the intersection of Mirabel and River Roads is often severely impacted and places FWD at risk to damages from sewage overflows.
 - Access to and underlying land ownership for the Mirabel (Terminal) Lift Station was omitted from the 2004 Agreement to Transfer of Assets between the Forestville County Sanitation District and Forestville Water District. This has resulted in FWD having no control over access to the Lift Station. The County has been notified of the situation and has agreed to provide some striping and signage.
 - The white striping and No Parking signs have been put in place at the lift station.
 - Correspondence that requests the County to grant land rights to FWD as a means to achieve more permanent and positive control for FWD was included in the November 10, 2020 Board Packet.
- P. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK**
- The current NPDES Permit that governs effluent discharges from the Wastewater Treatment Plant includes a requirement to determine what effects, if any, the application of recycled water has on groundwater.
 - A Work Plan to guide work necessary to make the determination was submitted in March 2020 to North Coast Regional Water Quality Control Board (RWQCB). The Work Plan includes a description of installing groundwater monitoring wells at the Forestville Youth Park (FYP) and a schedule to achieve this and other milestone elements of the Work Plan.
 - Right of Entry from FYP is currently being sought to allow other Work Plan elements to be started.
 - FWD Engineer suggested the District look into editing software to improve the presentation of the board packets.
 - A copy of the Groundwater Monitoring Well Work Plan was included in the November 10, 2020 Board Packet.
- Q. CORRESPONDENCE**
- A letter from Sonoma LAFCO regarding an opening for an alternate member representing Independent Special Districts was included in the November 10, 2020 Board Packet.

- 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).
- 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 held January 7th, 2021.
- 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 8:11 p.m.

APPROVED: December 17, 2020

Submitted by: _____
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

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