

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District



Date: **Tuesday, September 8, 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, September 8, 2020**
Location: **Video Conference via Zoom**

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

AGENDA

- I. **CALL TO ORDER:** @ 5:32 p.m. by Board Chair Bandettini
- II. **ROLL CALL:** Board Chair Bandettini, 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 two members of the public.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 5-0-0 to approve the Agenda with one change: move the FWD Engineer's report before Closed Session (ASR L).
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director Hughes, seconded by Director Akins and passed 5-0-0 to approve the Payment of Bills from August 2020 as presented. **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to approve the Financial Reports as presented. Director McDermott asked for more detail on three expense accounts for Sewer on the Budget vs. Actual report; the District Secretary will provide more clarification on what is in each account at the October 13, 2020 Board Meeting. **MOTION** was made by Director Hughes, seconded by Director McDermott and passed 5-0-0 to approve the minutes from the August 11, 2020 Regular Board Meeting.
 - 1. Payment of Bills from August 2020
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from August 11, 2020 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing Tonight
- VIII. **ACTION ITEMS:**
 - A. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT-BOARD APPROVAL OF RESOLUTIONS**
 - **MOTION** was made by Director Hughes, seconded by Director Aldridge and passed 5-0-0 to approve Resolution #405, #406, and the three (3) USDA resolutions as presented and to appoint FWD Engineer Long to make sure the blank spaces in the USDA resolutions are filled in correctly.
 - Included in the 9/8/20 board packet: Resolution #405 (Appointing the FWD GM as Successor Trustee), Resolution #406 (Approving the Amended ISA), three resolutions from USDA, and First Amendment to Installment Sale Agreement.
 - The resolutions need to be adopted to move forward with the loans.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - FWD Engineer provided a revised Plan of Study for the planning grant application.
 - C. **ORDINANCE #75-AMENDING ORDINANCE #69-LEAK ADJUSTMENT POLICY**
 - **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 5-0-0 to approve Ordinance #75, Amending Ordinance #69 (Leak Adjustment) with the recommended changes.

- D. **DISTRICT OPERATIONS AUDIT**
- The FWD Audit is mostly at a standstill; the FWD Board plans on moving forward with the Customer Satisfaction Survey as soon as possible.
- E. **UPDATE: PRV PROJECT**
- Piazza Construction was scheduled to start construction on the PRV Project on Monday, 8/10/20, then rescheduled to 8/24 which was then postponed due to the evacuation; as of 9/8/20, construction has not begun and FWD has not received any response to phone calls or emails.
- F. **SCADA SYSTEM UPGRADES: CONTRACT UPDATE**
- GM Lopes is working on the contract for the SCADA system upgrades with FWD Legal Hirsch.
 - FWD Board directed GM Lopes to let all directors know via email when the contract comes back from Aspect Engineering.
 - The Board asked for a Special Meeting if/when the contract comes back in order to give approval.
 - FWD is waiting for Aspect Engineering to respond with approval of the contract to see whether the requested bonds will increase their contract price.
- G. **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.
 - Directors Akins, Aldridge and Hughes requested new links be emailed to each of them for setting up their Ethics Training in the Target Solutions system.
- H. **NEW BILLING SYSTEM (CUSI): UPDATES**
- Data conversion Round 2 took place with the July/August billing.
 - CUSI pulled all information from the RVS system and downloaded to the CUSI system.
 - Parallel billing has now begun (all entries into RVS will then be entered into the CUSI billing system).
 - The plan to Go Live with the CUSI system is still on track for the September/October billing.
 - A letter will be drafted by CUSI and edited by FWD Staff informing the customers of the new billing system and what will be offered, including the Customer Portal information.
- I. **ANNUAL COMPLETION OF "CERTIFICATE OF BOND PROCEEDS" FROM J.P. MORGAN CHASE BANK**
- **MOTION** was made by Director McDermott, seconded by Director Aldridge and passed 5-0-0 to approve the Certificate of Bond Proceeds form from J.P. Morgan.
- J. **FWD BOARD DIRECTION-AND-APPROVAL NEEDED TO REINVEST ONE (1) "WATER" \$54K CD WITH J.P. MORGAN SECURITIES, LLC THAT WILL BE MATURING ON SEPTEMBER 20, 2020**
- **MOTION** was made by Director Hughes, seconded by Director Akins and passed 5-0-0 to **not** reinvest the \$54,000 CD and instead transfer the funds to the FWD "Water" checking account.
 - FWD Board plans on setting up a sub-committee meeting to decide how to fund the loan from "Water" to "Sewer" to purchase the SCADA system.
 - FWD Board requested Staff look into the money that is in the County of Sonoma Investment Trust (pooled investments) to see how liquid it is in case the money needs to be used for the SCADA loan.
- K. **CORRESPONDENCE**
- There is no Correspondence for the September 8, 2020 Board Meeting.
- L. **CLOSED SESSION (under Gov't Code #54957 Personnel): EMPLOYEE COMPLAINT**
- Time in to Closed Session: 7:02 pm
 - Time out of Closed Session: 7:21 pm
 - The FWD Board made the following statement out of Closed Session: Directors Bandettini and Aldridge will meet with the employee of concern and FWD Legal Hirsch will facilitate setting up the meeting.
- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
- FWD Engineer Long did some research on the lot at the Park 'N Ride on Mirabel and River Road; the research was inconclusive. The property has been owned by the Burke family for some time; FWD Engineer has not had a chance to talk to the surveying department regarding any easements that have been mapped. Pulling title reports may be the only way to find any easements on the property. The FWD Board approved spending up to \$2,000 for FWD Engineer to work on pulling the title reports and will get approval from the Board before spending more than that.
- 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 Grator/FWD Sub-Committee meeting will be 9/24/20 at 5:00pm.
- XII. **DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
- Director Hughes reported that a FWD customer contacted her regarding the poor state of the Anderson building (Anderson and Covey).
 - GM Lopes stated that the roof needed to be replaced and the electrical repaired; FWD Board directed GM Lopes request quotes for replacing the roof and also directed Staff to place this item on the October 13, 2020 Board Meeting Agenda for further discussion.

XIII. ADJOURNMENT:

- **MOTION** was made by Director McDermott, seconded by Director Hughes and passed 5-0-0 to adjourn at 7:48 p.m.

APPROVED: October 13, 2020

Submitted by: 
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

X  X  X 

